
A Quick Reference Guide to

TestWiz.Net

For Administrators

Updated May 2007



By dataMetrics software, Inc.

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Introduction

TestWiz.Net is an add-on to TestWiz for generating reports via the Web. It uses data exported from the desktop version of TestWiz. TestWiz.Net allows you to generate TestWiz reports from any computer with Internet access and a Web browser.

The License

TestWiz.Net is an add-on to the PC-based version of TestWiz and is covered under the same software copyright laws. Access to the module is via a user name and password system. You may purchase 15 or more licenses. Licenses are sold on a per user basis. Please call *dataMetrics Software* for pricing.

Prerequisites

Before using TestWiz.Net, each user machine should have the following installed:

- A Web browser. TestWiz.Net has been tested on the following Web browsers: Microsoft® Internet Explorer version 6 or higher, Mozilla™ Firefox®, or Apple® Safari™ version 1.2.
- Adobe® Reader® or Adobe Acrobat® for printing reports

In addition, administrators should have:

- A desktop version of TestWiz containing test data if you want to scan in tests and upload data. Alternatively you may arrange with dataMetrics Software to manage your data. In this case, you would not need the desktop version.

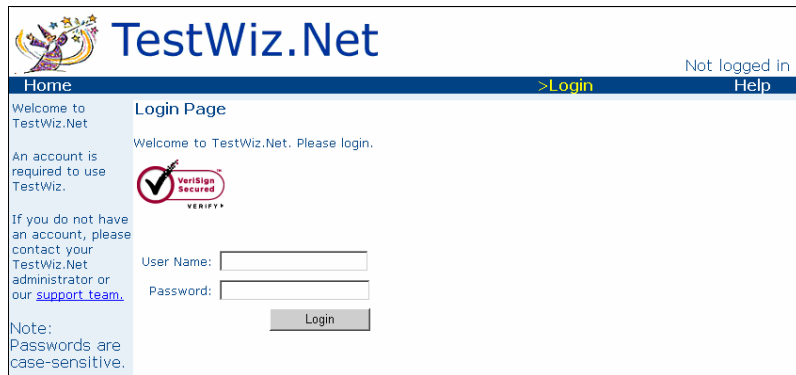
Cautions

Clicking the **Back** button on the browser window brings you to the previous HTML page. This is not necessarily the previous section of TestWiz.Net. To get back to a section, click one of the following buttons on a screen inside

TestWiz.Net: ,  or 

Logging into TestWiz

1. Go to <https://www.testwiz.net>. You are brought to the Login screen:



2. Enter the **User Name** and **Password** given to you by dataMetrics and click **Login**. Please be aware that passwords are case-sensitive.
3. You can now add user accounts and upload data. Please refer to the sections below for further instructions.

Working with Accounts

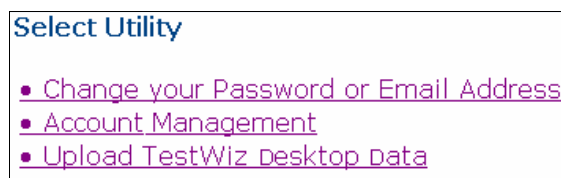
After logging into TestWiz.Net as an Administrator, you can create or modify user accounts for those who are using TestWiz.Net. You can also modify your own password or email address. These tasks are all performed in the **Utilities** section of TestWiz.Net. To get there, click **Utilities** located on the top menu bar:

[>Home](#) Tests Reports Printable Reports [Utilities](#) Logout [Help](#)

Modifying Your Own Password or Email Address

You were given a user name and password for your account by dataMetrics. You are encouraged to change your password to a strong one, using combinations of letters and numbers. To change your own email address or password, follow these steps:

1. Choose **Utilities** from the top menu bar to arrive at the **Select Utility** page.



2. Choose **Change Your Password or Email Address** to bring up a new page.

Change your Password or Email Address

Change Email:

Email Address:

Change Password:

Current Password:

New Password

Repeat New Password:

[Your Account Report](#)

To change your email address:

1. Enter a new email address into the **Email Address** box, typing over your old one.
2. Click **Save Email Address**.

Change your Password or Email Address

Change Email:

Email Address:

Change Password:

Current Password:

New Password

Repeat New Password:

[Your Account Report](#)

3. A message appears to indicate the email address was saved.

Change your Password or Email Address

New email address was saved

Change Email:

Email Address:

To change your password:


1. Enter the **Current Password** in the text box provided. Enter the new password in the **New Password** and the **Repeat New Password** boxes.

Change Password:

Current Password:

New Password:

Repeat New Password:

 **OK**

[Your Account Report](#)

Note: As you type the new password, the strength of the password is indicated with a bar and words such as “OK” and “Too Weak.” A password must have at least six characters, contain a mix of upper and lower case letters, and contain at least one number. Otherwise, it is considered too weak and is not allowed.

2. Click **Save Password**. A message appears to indicate the email address was saved.

Creating a New User Account

As the administrator, you need to set up an account for those who will be using TestWiz.Net. Each account will have a user name, a password, an email address, and an access level associated with it. You need to create a separate account for each person. To create a new account:

1. Choose **Utilities** from the top menu bar to arrive at the **Select Utility** page.
2. Choose **Account Management**. A page such as the following appears:

Account Management

Name	Email Address	Permissions	Time Online	Last Edit	Enabled		
ndemo	ndemo@tw.com	Student	offline	3/22/2006	Yes	Edit	Delete Logoff
			1				

[View User Accounts Report](#)

3. Click the **Add New User** button. The **Edit User** page appears:

Edit User

Account Type: Administrator Student Level Summary Only

User Name: Enabled


Email Address:




Password:


Confirm Password:

Edit User Access Control List

Set Access Control to Districts, Schools, and Teachers:

 Access Control List

Legend:  District  School  Teacher

 demoGroup

Select an **Account Type**:

An **Administrator** type can:

- View student level data for any district, school, or teacher to which you have given access.
- View non-confidential summaries for your entire administrative group.
- Create/edit user accounts with equal or lesser access than he/she has.
- Upload data from TestWiz desktop.

A **Student Level** type can:

- View student level data for any district, school, or teacher to which you have given access. **Note:** Those users with teacher-level access only see students related to the selected teacher.
- View non-confidential summaries for your entire administrative group.
- Edit his/her account email address or password.

A **Summary Only** type can:

- View non-confidential summary reports for your entire administrative group.
- Edit his/her account email address or password.

4. If the account is an Administrator account, choose **Upload Permissions: None** or **Full Upload**.

Account Type: Administrator Student Level Summary Only

Upload Permission: None Full Upload

A user with full upload permissions can upload data from TestWiz desktop such that it replaces all the data.

5. Enter a **User Name** and an entire **Email Address**.

Account Type: Administrator Student Level Summary Only
User Name: Enabled
Email Address:

6. Enter a password in **Password** and again in **Confirm Password**. We recommend strong passwords that are hacker-proof.

Password: Stronger
Confirm Password:
[View User Account Report](#)

As you type the new password, the strength of the password is indicated with a bar and words such as “OK” and “Too Weak.” A password must have at least six characters, contain a mix of upper and lower case letters, and contain at least one number. Otherwise, it is considered too weak and is not allowed. The passwords are case sensitive.

7. Under **Edit User Access Control List**, click on the box next to a group, district, school, or teacher. Initially, only the group level is shown. If you check the box next to the Administrative Group name, you will be giving the user access to all the students that you have access to. To see the underlying districts, schools, and teachers, click on the symbols.

In the example below, the new user has access to student-level information for the Pingree school only. He/she will have summary access to the entire group called Mass Sample.

Edit User Access Control List

Set Access Control to Districts, Schools, and Teachers:

Access Control List

Legend: District School Teacher

- Mass Sample
 - Outplacement
 - Willows District
 - Holly
 - Intern Willows
 - Jewel
 - Pingree
 - Willows High
 - Willows Middle

If you select one or more teachers for the user access, the user has access to student-level information for only students associated with the selected teachers. And, to protect teacher-confidentiality, the user has summary access to only those students as well.

8. When you are finished, click **Save User**.

To add another user, click **Add New User** again and repeat these steps.

Modifying a User Account

As the administrator, you control the accounts for those who will be using TestWiz.Net. To change any of the information associated with an account:

1. Choose **Utilities** from the top menu bar to arrive at the **Select Utility** page.
2. Choose **Account Management**. The **Account Management** page appears:

Name	Email Address	Permissions	Time Online	Last Edit	Enabled		
ndemo	ndemo@tw.com	Student	offline	3/22/2006	Yes	Edit	Delete Logoff

Note: If a user name has an * next to it, it means that the user’s access control (permissions) is no longer valid because of a change in the data during an upload. To correct this, you need to reset the user access control. Continue with the steps below to reset the user access control. Refer to the “Guidelines for Exporting” on page 14 for avoiding issues in the future.

3. Click **Edit** next to the account you want to change. The **Edit User** page appears:

Company	Group	District	School	Teacher
Demo	Mass Sample	Willows District	Willows High	(all)

Note: If the District, School, or Teacher says “Missing,” click **Reset** and reassign access control. Refer to the “Guidelines for Exporting” on page 14 for avoiding issues in the future.

4. Enter any new information in the text boxes provided. To change the user access control permissions, click the **Reset** button under Edit User Access Control List. Then select the districts, schools, or teachers to which they are allowed access.
5. Click **Save User**.

Getting Reports on Accounts

You can generate and print reports on any of the user accounts. The report is a PDF file that displays all the account information such as the date of the last login, the creator of the account, and number of logins. A report for any account looks something like this:

Account	demo_ma2
Type	Student Level
Email	demo_ma2@mycompany.com
Logged In	demo_ma2(demo_ma2@mycompany.com)
Last Logon	6/10/2005 2:16:30 PM
Log in count	1
Enabled	Yes
Creator	admin(admin@mycompany.com)
Updater	demo_ma2(demo_ma2@mycompany.com)
Orphan ACL	No
	<small>Orphan ACL = Yes indicates that this user has permission to an object (district,school,teacher) no longer is present in the data and the administrator should reset this users permissions.</small>
Access Control List entries:	
Scope	Description
District	demoGroup

Note: If the field titled “Orphan ACL” has a “Yes,” you need to reset the user access control by editing the user account. Refer to the “Guidelines for Exporting” on page 14 for avoiding issues in the future.

Your Account

To see a report for your own account:

1. Choose **Utilities** from the top menu bar to arrive at the **Select Utility** page.

Select Utility
<ul style="list-style-type: none">• Change your Password or Email Address• Account Management• Upload TestWiz Desktop Data

2. Click **Change Your Email or Password** to bring up the page for changing your own account email and password.

Change your Password or Email Address

Change Email:

Email Address:

Change Password:

Current Password:

New Password:

Repeat New Password:

[Your Account Report](#)

3. Click the link at the bottom of the page that says **Your Account Report**. Your report becomes a PDF file that opens in Adobe Acrobat or Reader.

Single User Account

To see a report for a single user account:

1. Choose **Utilities** from the top menu bar to arrive at the **Select Utility** page.

Select Utility

- [Change your Password or Email Address](#)
- [Account Management](#)
- [Upload TestWiz Desktop Data](#)

2. Click **Account Management**.

Account Management

Name	Email Address	Permissions	Time Online	Last Edit	Enabled		
ndemo	ndemo@tw.com	Student	offline	3/22/2006	Yes	Edit	Delete Logoff
			1				

[View User Accounts Report](#)

3. Click **Edit** next to the account for which you want a report. You see the **Edit User** screen.

Edit User

Account Type: Administrator Student Level Summary Only

User Name: Enabled

Email Address:

Password:

Confirm Password:

[View User Account Report](#)

Edit User Access Control List

Current Access Control List:

Company	Group	District	School	Teacher
Demo	Mass Sample	Willows District	Willows High	(all)

Reset Access Control to Districts, Schools, and Teachers:

4. Click the link at the bottom of the screen that says **View User Account Report**. The report becomes a PDF file that opens in Adobe Acrobat or Reader.

All User Accounts

To see a report with information on every user account:

1. Choose **Utilities** from the top menu bar to arrive at the **Select Utility** page. Click **Account Management**.

Account Management

Name	Email Address	Permissions	Active	
oneschool	one@one.com	Administrator	Yes	Edit Delete
Student1	student@testwiz.com	Student Level	Yes	Edit Delete
supt	supt@supt.com	Administrator	Yes	Edit Delete
walladmin	walladmin@testwiz.com	Administrator	Yes	Edit Delete
1				

[View User Accounts Report](#)

2. Click the link at the bottom of the screen that says **View User Accounts Report**. The report becomes a PDF file that opens in Adobe Acrobat or Reader.

Working with Data

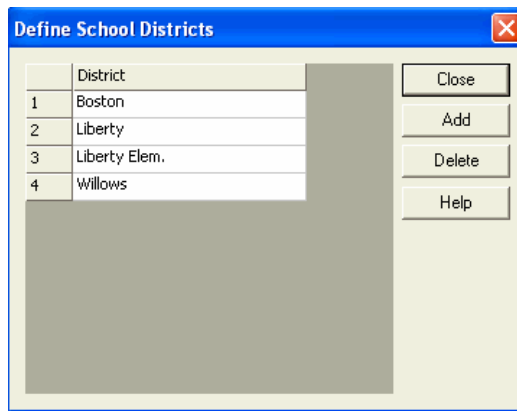
Uploading Data

If you are not in agreement with dataMetrics Software to manage your data, you need to export data from a desktop version of TestWiz and then upload it to TestWiz.Net. You can do this only if you are logged in as a *group* administrator.

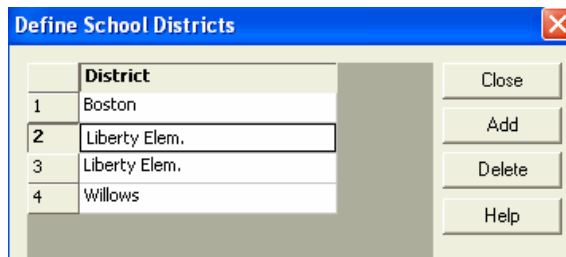
Step 1 – Clean up the Database

Before exporting data from your desktop version of TestWiz, you should first make sure the data there is as concise as it can be. That is, you should not have more than one name for each district, school, or teacher in your database. For example, you should not have two names such as “Happy High School” and “Happy HS” that both refer to the same high school. To clean up your database in this regard:

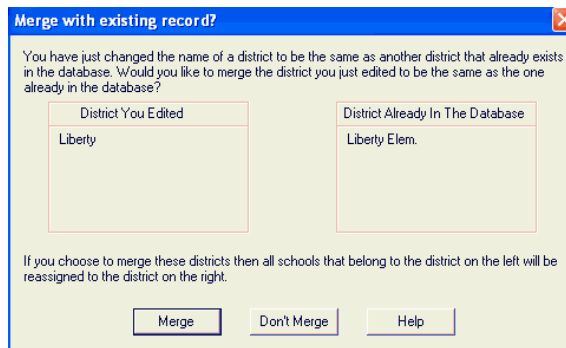
1. Launch the desktop version of TestWiz containing the data you want to upload.
2. Open **Student Records**.
3. Choose **Districts** from the **Setup** menu. The **Define School Districts** dialog appears.



4. Examine the list of districts to see if any refer to the same district. If they do, decide which name you want to use. Type that name over the other name and click **Close**.



5. A dialog such as the following appears:

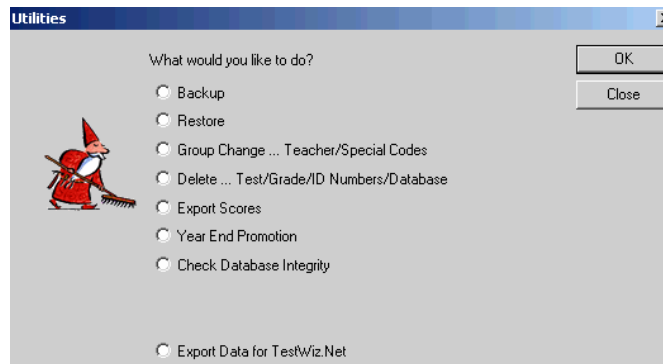


6. Click **Merge** to merge all the records to the one district name.
7. Repeat these steps for school names by choosing **Schools** from the **Setup** menu.
8. Repeat these steps again by choosing **Teachers|Enter Teacher Names** from the **Setup** menu.

Step 2 – Export the Data

Once your database is cleaned up, you may export the data. You can export all the data in your database or only data associated with specific test configuration.

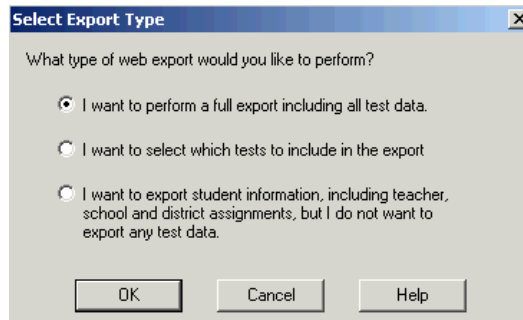
1. Open the **Utilities** module. It should have the **Export Data for TestWiz.Net** option at the bottom like this:



2. If your screen does not show the **Export Data for TestWiz.Net** option, you may not have TestWiz for the desktop version 9.53 or higher. Visit the www.testwiz.com website for the latest version of TestWiz for the desktop. You may also need to edit your TestWiz desktop INI file:
 - Exit out of TestWiz.
 - Find the **TestWiz.ini** file in the **TestWiz\Bin** directory.
 - Open it with the application Notepad.
 - Add the following lines to the end of the [**TestWiz**] section:
DisplayExportDataForWeb=True
DisplayIncrementalExportDataForWeb=True
 - Start TestWiz and go back to **Utilities**. The option **Export Data for Web** should now be there.

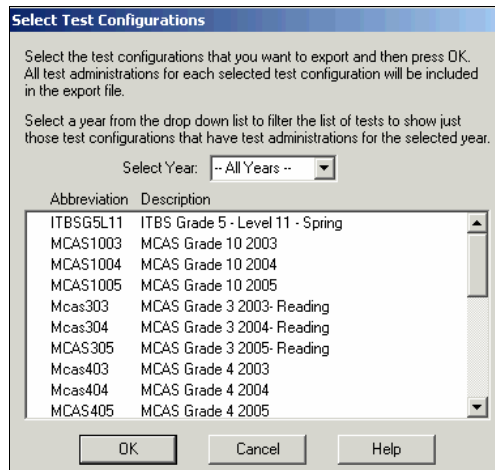
To export data from your database:

1. Click **Export Data for TestWiz.Net** and click **OK**. The Select Export Type dialog box appears:



2. Decide how much of your database you want to export.

- To export all the data in your database, make sure the first option is selected and click **OK**. **Warning:** The data is immediately exported to a file when you click **OK**.
- To export only certain test configurations (and all the test administrations associated with each), click the second option and click **OK**. The Select Test Configurations dialog box appears:



All the test configurations in your database are listed. Select one or more tests by clicking on them so that a red check mark appears next to them. Then click **OK**. The data is exported to a file.

- To export all student information in the database, such as teacher assignments and special codes, but not test data, click the third option and click **OK**. **Warning:** The data is immediately exported to a file when you click **OK**.
3. Once your data is exported to a file and a message indicates that the export is complete:



3. Click **OK** to close the message.
4. Click **Close** to close the **Utilities** module.

Each of the export processes creates a new folder and file in your **TestWiz** folder:

`\Webexport\Webexport.zip`

This **.zip** file is the file you need to upload to TestWiz.Net. **Warning:** You must upload the **.zip** file. Otherwise, your user access control assignments in TestWiz.Net may become invalid. Refer to “Guidelines for Exporting,” below, for more information.

Guidelines for Exporting

When you export data for the Web, TestWiz creates unique identifiers for the data based on the location of your TestWiz for the desktop. It is therefore important that you export data from the same desktop TestWiz every time you export. Also, any time you export for the Web, you should always upload the file to TestWiz.Net in order to remain in sync with the desktop data.

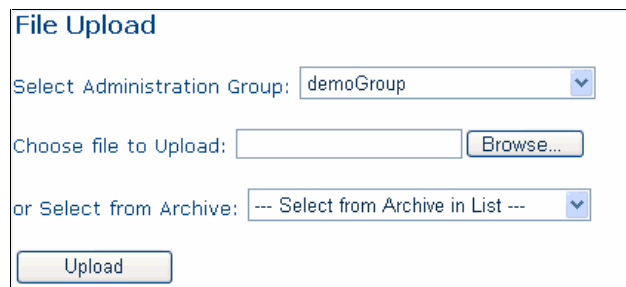
Follow these rules when exporting:

- Once you use **Export Data for TestWiz.Net** from a given TestWiz desktop location, always use that TestWiz desktop location when you use **Export Data for TestWiz.Net**.
- If you need to move that TestWiz desktop to a new location, follow these steps to preserve the data set: Use **Utilities/Backup** to back up the data from the old TestWiz location; install TestWiz to a new location; then use **Utilities/Restore** in TestWiz at its new location to restore the data. **Note:** Do not use **Export Scores/TestWiz File** (a distribution file) to move the data because it does not preserve the identifiers.
- Never export data for TestWiz.Net and not upload it. Information is recorded in the **.zip** file and then cleared out. If you do not upload the **.zip** file, some information may be lost.

Step 3 – Upload the Data

Upload the **.zip** file you exported from the desktop:

5. Log into TestWiz.Net using your administrator user name and password.
6. Go to the **Utilities** section by clicking **Utilities** on the top menu bar.
7. Choose **Upload TestWiz Desktop Data**. You are now at the **File Upload** page:



File Upload

Select Administration Group: demoGroup

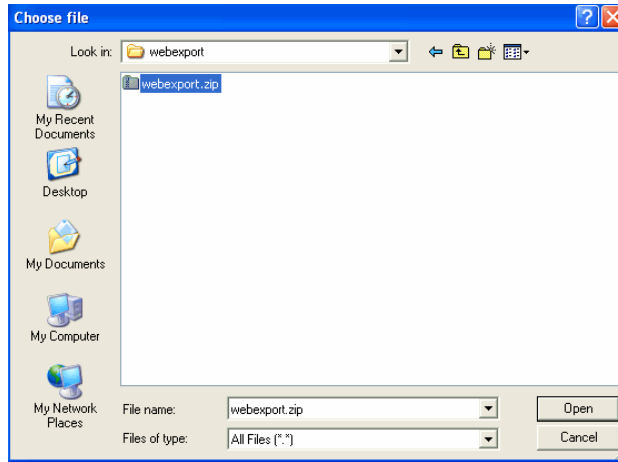
Choose file to Upload: Browse...

or Select from Archive: --- Select from Archive in List ---

Upload

8. Select an administration group from the drop-down menu.
9. Choose a **.zip** file to upload by clicking on the **Browse** button. The **Choose File** dialog opens.

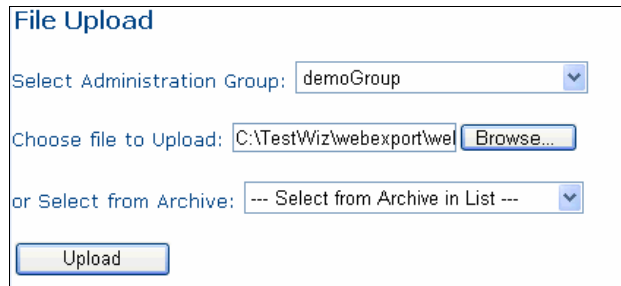
10. Navigate to your **webexport** folder containing the **webexport.zip** file.



11. Once the **.zip** file is selected, click **Open**.

Note: If this is not the first time you are uploading data, rather than browse to a **.zip** file, you can make a selection from the **Select from Archive** drop-down list. The list contains dates and times of previous uploads. Choose one and then click **Upload**. Be aware, however that any new uploads overwrite whatever data is currently on TestWiz.Net.

12. The selected file appears on the **File Upload** page:



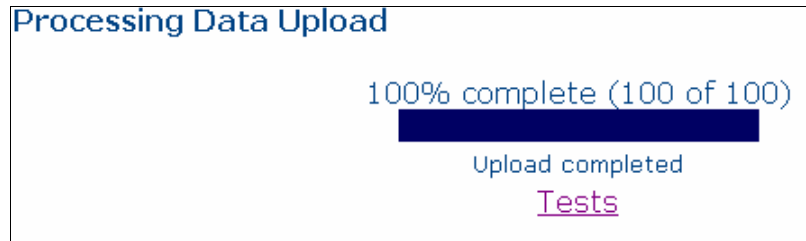
13. Click **Upload**. The **File Upload Options** page appears.



14. If you are uploading partial data (an “incremental upload”), select **Yes** or **No** next to “Replace Student Test Administrations.” If the test configurations are the same as some already in your database, click **No** if you want to add new students to an existing test administration or to add an entirely new test administration. Click **Yes** to remove all student data from related test administrations then add only those students present in the

upload. If you need more guidance on what to choose, click the **What's this?** link.

15. Make sure the information in the **Uploaded data details** section is correct. If it is not correct, click **Cancel**. Otherwise, click **OK**.
16. The upload process begins. When it is finished, you should see:



Note: You may log out and log in later during an upload. To check the progress of an upload, go to **Utilities** and click links to your upload under **View Pending Uploads**.

17. Once your data is uploaded, click **Tests** on the menu bar to go to the **Select Test Administration** page to see all the tests that are now available. You also receive an email notification when your upload is complete, letting you know whether it was successful or whether it failed for some reason.

Warning: When you export and upload all the data from TestWiz desktop, you overwrite any data that was previously on TestWiz.Net in your administrative group.

Performance after Uploading Data

Uploaded data may become fragmented, which can result in sluggish performance when you are creating reports. Therefore, in order to optimize performance, TestWiz.Net automatically de-fragments its data overnight. If you upload new data and experience slow report execution on the day you upload, wait overnight and try your reports again. If you are scheduling a training session, be sure to upload data at least 24 hours before the training is to take place.

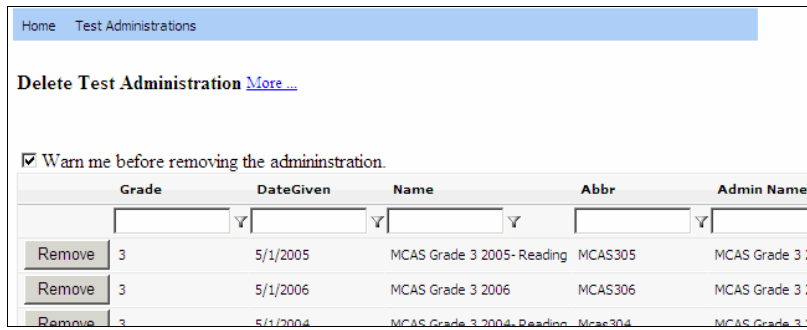
Deleting Test Administrations

You can delete test administration data if you no longer access it. To do so:

1. Go to the **Utilities** section by clicking **Utilities** on the top menu bar.
2. Click **System Administrator Console**. The main System Administrator Console page opens.



3. Choose **Delete** from the **Test Administrations** menu. You arrive at the Delete Test Administrations page.



4. Click the **Remove** button next to the Test Administration you want to delete from the server. A warning appears if “Warn me before removing administrations” is checked.
5. Click **OK** on the warning if one appears. The Test Administration is deleted.
6. Choose **TestWiz.Net** from the **Home** menu to go back to the **Utilities** section of TestWiz.Net.

Selecting and Viewing a Report

To get started viewing reports, you need to first select a test. Click **Tests** from the top menu bar to arrive at the **Select Test Administration** page:

Select Test Administration

My recently selected test administrations:

Filter list of Test Administrations
 Grade: Name: Description: Year:

Grade	Name	Admin	Description
3	MCAS305	G305	MCAS Grade 3 2005- Reading
3	Mcas303	G303	MCAS Grade 3 2003- Reading
3	Mcas304	G304	MCAS Grade 3 2004- Reading

The tests for which you can view or print reports are listed here.

If you want to filter the list to show only tests for a certain grade or with a particular name, make one or more selections from the **Filter list of Test Administrations** section located above the list of tests. Then click **Filter**.

Filter list of Test Administrations
 Grade: Name: Description: Year:

Grade	Name	Description	Date Given	Group
10	MCAS1000	MCAS Grade 10 2000	May 01, 2000	demoGroup
10	MCAS1001	MCAS Grade 10 2001	May 01, 2001	demoGroup
10	MCAS1002	MCAS Grade 10 2002	May 01, 2002	demoGroup

To select a test and create reports:

1. Select a test by clicking anywhere on the row. The **Create Reports** page appears:


Create Reports

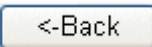
Test: MCAS Grade 4 2004
 Test Date: May 01, 2004
 Reporting Group: Student Class School District Multi-District
 Report Type:
 Teacher Type/Location:
 My Customizations:

Report Parameters			
Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc. Code Filter	None Specified	Spc. Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	1 Test Selected
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

2. Select a **Reporting Group**. The reporting group you choose determines the kind of reports you are able to select next.
3. Select a report from the **Report Type** drop-down list.
4. To preview a report on the screen, click **Preview Report**. The report appears on the screen:

Home		Tests		>Reports		Printable Reports		Utilities		Logout		Help	
Print:		PDF	Word	Excel	< >		Student 1 of 406		Student: Doe, Summer F				
Student Profile												Test Date: 5/1/2004	
MCAS Grade 4 2004													
Student:	Doe, Summer F					District:	Willows District						
Grade:	4					School:	Holly Elementary						
ID:	2335844613					Class:	G4 Holly						
DOB:	7/6/1994												
	Subtest	RS	MaxPts	PC	SS	PERF	INDEX	PILab	Raw Score				
	ENGLISH LANG ARTS	51	72	71	242	Prof.	100	Prof.	51				
	ELA - Mult. Choice	31	36	86								31	
	ELA - Open Response	7	16	44								7	
	ELA - Writing	13	20	65								13	
	Topic Development	7	12	58								7	
	Composition Conventions	6	8	75								6	

Use the  buttons at the top of the page to navigate from one page to another. Use the **Student** drop-down list (or **School**, or **District**, etc. depending on the report you are viewing) to jump to a specific part of the report.

- Click  to return to the **Create Reports** page. (**Warning:** You must use this special button. Do not click the **Back** button on your browser; it does not necessarily have the same effect.)

To work further with tests and reports, refer to the “Quick Reference Guide for Users.”

Whom do I contact for support?

Please contact the *dataMetrics Software, Inc.* support center for help using TestWiz.Net.

Toll-free Help line: **877 456-8949**

Alternate line: 978 456-3464

Email: help@TestWiz.com

FAX: 978 456-3391