TestWiz™

Overview

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Introduction

TestWiz is a web-based assessment creation, scoring, and reporting solution. You may log into TestWiz from any machine using a Web browser. Depending on your permissions, you will be able to view, customize, and print student level and summary reports for your school system. Your user account may also have permission create and administer local formative assessments.

If your user account has permission to perform administrative tasks such as editing student records, refer to the *Getting Started Guide for Administrators*.

Prerequisites

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

- A Web browser
- Adobe® Reader® or Adobe Acrobat® for printing reports

In addition, TestWiz Scan may be optionally installed for plain paper scanning of answer sheets. It is supported under Windows 7 and Windows 8.

Refer to the document titled, *Recommended Software, Device and Bandwidth Configuration* for detailed technical requirements. It is available from the left-hand sidebar under “Getting Started” once you log into TestWiz.

Tips

As you work with TestWiz, you should be aware of the following:

- Previewing reports creates HTML pages on the screen, which you can print. However, the printed version of an HTML page is often not the same as the onscreen version. To print a properly formatted report, you must export the report by using one of the Printable Formats – PDF, Microsoft® Word, and Microsoft® Excel. PDF is the version we recommend for the best output.
- Font sizes and the appearance of other displayed items vary depending on the Web browser you are using. The screens shown in this document may therefore not appear exactly as they do in your browser.
- Clicking the *Back* button on the browser window brings you to the previous HTML page. This is not necessarily the previous section of TestWiz. To move back and forth in TestWiz, click the buttons located *on the page* such as:

  ![Cancel](image)
  ![OK](image)
  ![<Back](image)

You can also jump to any section such as **Select a Test for Reporting** by clicking on the section name in the menu bar.
Getting Started

Logging into TestWiz

1. Go to https://www.testwiz.net. The login screen appears:

![Login Screen]

2. Enter your login information into the **User Name** and **Password** text boxes. Be aware that passwords are case-sensitive.

   **Note:** If you forget your user name, you may enter the email address associated with your user account. If you forget your password, refer to the instructions below.

3. Click **Login**. You should see a screen such as the following:

![Home Screen]
If you forget your password, follow these steps:

1. Click the Forgot your password? link located to the right of the Password text box. The Password Reset page appears.
2. Enter either your User Name or email address into the text box and click Submit.
3. Look in your email for a message from TestWiz@CerticaSolutions.com and open it.
4. Click the link provided in the email message. This brings you to the Password Reset page where you can now set up a new password.

   **Password Reset**

   To reset your password, enter a new password into both boxes below. Then click Save Password. Your password will then be reset.

   **Note:** You will be required to enter a password that meets the minimum security level. Use of mixed case letters, numbers, and symbols help to make your password more secure. The meter below will rate your password.

   **Password Strength**

   ![Password Strength Meter]

   5. Enter a new password into the New Password and the Repeat New Password text boxes.

   **Note:** TestWiz requires strong passwords. A password should be at least eight characters long and include a combination of uppercase and lowercase letters, numbers, and a punctuation mark, such as “!”.
   Otherwise, it may be considered too weak. The passwords are case-sensitive.

   6. Click Save Password.

   The Login page appears. You may now log in using the new password.

**Changing Your Password or Other Account Settings**

To change your own email address or password, follow these steps:

1. Go to the Home/Welcome page of TestWiz.
2. Click on your login name in the upper right corner where it says “Welcome back.”
This brings you to the Change Your Account Settings page.

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

To change your password:
1. Enter the **Current Password** in the text box provided.
2. Enter the new password in the **New Password** and the **Repeat New Password** boxes.

![Change Password]

**Note**: As you type the new password, the strength of the password is indicated with a bar and words such as “OK” or “Too Weak.” A password should be at least eight characters long and include a combination of uppercase and lowercase letters, numbers, and a punctuation mark, such as “!”.
Otherwise, it may be considered too weak. The passwords are case-sensitive.

3. Click **Save Password**. A message appears to indicate the password was saved.

If your organization has course data available in TestWiz, you see a “Select Your Default Department” section on the Change Your Account Settings page. Use that option if you want a particular department selected automatically when you are choosing courses. If you make any changes to it, click **Save Default Department**. For more information on using courses in TestWiz, refer to **Working in TestWiz When Course Data is Available**.

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**Navigating and Getting Help**

Once you log in, you arrive at the Home/Welcome page.

![TestWiz Home Page]

This page gives you access to the other sections of TestWiz and provides you with the latest TestWiz announcements, links to documentation, and access to short training videos.

The bar at the very top (above the Wizard icon) tells you what section of TestWiz you are currently in.

**Top Menu Bar**
The menu bar at the top of the screen gives you access to particular areas of TestWiz.
Home
After you navigate away from the Home/Welcome page, this brings you back. From the Home/Welcome page, you can access all the online Help Documents, training videos, and contact information.

Select a Test for Reporting
This brings you to a page that shows all the administered tests available for creating reports.

After you select a test, the Create Reports page appears.

From here, you may select a Reporting Group and Report Type, customize the report using the Report Parameters, and preview the report. For complete information on creating, printing, exporting, and saving reports, refer to the document titled, Viewing and Printing Reports.

Quick Reports
This option allows you to use a Quick Report, a custom report that you or someone in your group created. (If there are no Quick Reports available, you do not see this menu item.) Refer to Quick Reports for more information.
Download a Report
After you preview a report and select a format for a printable version of it, you may access it here.

Upload
This option allows you upload test data if your account has permission to do so. (For more information on uploading, refer to the *Getting Started Guide for Administrators*.)

Utilities
This brings you to the TestWiz Utilities Console. There you find a set of menus and options for performing various tasks related to test creation and administration, and TestWiz management. Some reports that are unrelated to test scores are also available through the TestWiz Utilities Console.

See “TestWiz Utilities Console” on page 12 for more information on the tasks you can perform by going to Utilities.

Logout
Click this to exit out of TestWiz. *(Note: If you remain inactive for at least one hour, you are automatically logged out of TestWiz.)*

Help
This option opens the complete TestWiz online Help system. The *Table of Contents* is available on the left. You can also access the *Index* or click *Search* to perform a full text search on every topic in the Help.
**Sidebar and Context Help**
Whenever you need help on a particular page of TestWiz, check the left sidebar for brief information on what you can do on the page. Click the More about this Screen link to open the online help system directly to a topic describing each part of the page, along with links to related topics.

![Select a Test for Reporting](image)

**Help Documents and Training**
Links to documentation and training are located on the left side of the Welcome page. The Help Documents link opens a page that lists all the PDF documents that are available. Each document covers a particular task you may be performing in TestWiz, and you can easily view these PDF documents or print them out. The Training link brings you to a list of on-demand videos you can watch, as well as a schedule of upcoming, free webinars you may attend.

![TestWiz Welcome](image)
TestWiz Utilities Console

When you choose Utilities from the main TestWiz menu bar, the TestWiz Utilities Console page opens.

Welcome to the TestWiz Utilities Console. Depending on your account settings, you may use the options to access user, test, and student information.

What do you want to do?

- Manage an item bank test
  From the Test Management menu, click Test Specifications followed by Create or Edit an Item Bank Test.

- Create or edit local items, passages, or standards
  Click the Local Item Management menu to open the TestWiz Local Item Management window.

- Print answer sheets or online test tickets
  From the Test Management menu, choose Print Scannable Answer Sheets or Print Online Test Tickets.

- Manually enter test scores or item responses
  From the Test Management menu, select Enter Scores or Responses.

- Manage student information
  Use options on the Student Records menu.

- Manage user accounts
  Use options on User Accounts menu to change your account settings or manage other users.

The menu options in the TestWiz Utilities Console include the following:

**Home**
Options here provide links for navigating to other areas of TestWiz.

- **Create Reports** brings you to the Create Reports page.
- **Select a Test for Reporting** opens the Select Test Administration page.
- **Upload TestWiz Classic Data** opens a page for uploading data, if your account has permission for that.
- **Welcome Page** brings you to the main TestWiz Home page, giving you access to all online documentation and other announcements.

**Local Item Management**
If your account has permission for creating and editing local items for designing your own assessment, this option opens the TestWiz Local Item Management window. (This may be a tab on your current browser or a separate window.)
From here, you can create or edit items, work with passages, or work with standards. Use the “Work with” links at the top of any page to go to the main page for accessing items, passages, or standards.

For detailed instructions on working in the TestWiz Local Item Management window, refer to the document, *Local Item Management*.

**Note**: Contact your TestWiz administrator or TestWiz@CerticaSolutions.com to have this enabled at no extra cost.

### Test Management

Options under this menu are for working with tests. Depending on your account permissions, you can:

- Edit or create tests, either directly (refer to *Creating and Editing External Tests*) or using your own local items (refer to *Local Item Management*), or using items from the Navigate Item Bank™ from Certica Solutions, Inc. (see *Creating Item Bank Tests*).

- Enter scores or item responses manually. Refer to *Entering Scores or Item Responses* for details.

- Print scannable answer sheets and installing TestWiz Scan for scanning them in. Refer to *Administering Paper/Pencil Tests: Printing Answer Documents and Test Booklets* for more information.

- Print online test tickets for students taking an online test. Refer to *Administering Online Tests* for more information.

- Print test details/booklets. See *Printing Test Details* for details on printing the details about a test such as the correct answers, the standards associated with items, etc.

### Student Records

Options under this menu are for working with student, teacher, school, and district information. Refer to the documents on the Help Documents page in the “Management of Student Records” section.

### Utility Reports

This menu gives you access to some reports that do not involve specific student test scores:

- **Tests Taken** – A report of all the tests one or more selected students has taken. See the document titled, *Tests Taken*, for more information.

- **Class Rosters** – Lists of students in one or more selected class. Refer to the document *Class Rosters* for more information.
• **Correlation Reports** – Provides a graph and correlation information generally comparing two scores from one test, or comparing one score from one test and one score of another. Refer to the document *Correlation Reports* for more information.

**User Accounts**

Options under this menu are for working with TestWiz user accounts or your own user account. Choose My Account to view or edit your account information such as your email or password. For more information on user accounts, refer to the documents in the “Account Administration” section of the Help Documents page.

**More information about this page...**

Pages in the TestWiz Utilities Console have a More information about this page... link at the top. Click the bar to open more information and see a Help link that opens a Help topic describing each part of the page as well as links to related topics.

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**Contact Information**

Additional documentation and assistance are available. For additional PDF documents, go to the Welcome page of TestWiz and click Help Documents on the left sidebar. Please contact Certica Solutions for help using TestWiz.

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

**Alternate line:** 978-456-3464

**Email:** TestWiz@CerticaSolutions.com

**FAX:** 978-456-3391