TestWiz™
Assigning Teachers

Updated: July 11, 2017
Overview
You can use options in the Utilities Console to work with teachers and teacher assignments. This document provides detailed information on Teacher Types and gives instructions for:

- Defining Teacher Types
- Entering teacher names
- Assigning groups of students to a teacher
- Assigning one student to a teacher

**Note:** Please contact TestWiz Client Services prior to assigning teachers. Your particular group may have data set up to use courses with teachers as opposed to Teacher Types and teacher names.

Importing an Student Information File
You can also assign students to teachers by importing an data file containing the information. For details on doing that, refer to the document titled *Importing Student Information*.

System Messages
Some changes that you make in Student Records using TestWiz require lists and controls to be adjusted. These changes include assigning a teacher to a student, editing Teacher Types, and editing or merging student records. After you make these changes, TestWiz needs to adjust its database accordingly. A **System Message** option appears at the menu bar.

This alerts you to the fact that TestWiz now needs to adjust/reconcile records according to the changes you made. You have two choices:

- Allow TestWiz to adjust the records overnight. For this to happen, you don’t need to do anything.

- Adjust the records now. To do that, click on the **System Message** and click the **Reconcile** button at the bottom.

**Note:** If you click **Reconcile**, be aware that others in your group who are using TestWiz may see an error message.
About Teacher Types
Think about Teacher Types as column headings in a table, similar to a school or student ID field. You need to create the column heading by providing Teacher Type names. This is different than entering the actual teacher names, which is a step you will perform later on. The first step is to decide on the names of the Teacher Types/Fields.

Examples of Teacher Types
One way to go about naming the Teacher Types is to use grade levels. The idea behind the examples below is that each student will have one unique teacher name under each of these fields during the course of his K-12 education. TestWiz supports up to 50 Teacher Types. There is no limit to the number of teacher names that can be entered under each of these types. But a given student can only be assigned to one teacher name under each of the types. To say it another way, each student can have up to 50 types of teachers, plus his Current Location teacher, and any teachers associated with tests that he has taken.

Here are examples of Teacher Types you could create:
- Grade 3 Teacher
- Grade 4 Teacher
- Grade 7 ELA Teacher
- Grade 7 Math Teacher
- HS Biology Teacher

Another way to define the Teacher Types is by year. For example:
- 08/09 Homeroom Teacher
- 08/09 ELA Teacher (for middle and high school grades)
- 08/09 Math Teacher
- 08/09 Science Teacher
- Etc.

To Begin
1. If you are not already logged into TestWiz, you should log in by navigating to https://www.testwiz.net
2. Enter your User Name and Password provided by your administrator. Be aware that passwords are case-sensitive.
3. Click Login.
4. To get started assigning teachers or creating Teacher Types, click Utilities located on the upper left of the top menu bar.

Defining Teacher Types
To define a new type of teacher such as a 08/09 ELA Teacher or 08/09 Math Teacher, etc.:
1. Click Utilities from the top menu bar to go to the Utilities Console.
2. From the Student Records menu, choose Teacher followed by Manage Teacher Types.
3. Click the **Add New Teacher Type** link. A text field opens.

4. Enter the name of the new Teacher Type in the text field.

5. Click the **Add** link. The new Teacher Type is added to the list.
The new Teacher Type is added alphabetically. Use the arrow icons to move the Teacher Type up or down in the list.

Be aware that you might see a “System Message” appear after defining a Teacher Type. Refer to the discussion of system messages on page 3.

### Entering Teacher Names

After you have defined some Teacher Types, you next need to enter the actual names of your teachers. To do so:

1. Go to **Utilities** to arrive at the TestWiz Utilities Console.
2. From the **Student Records** menu, choose **Teacher** followed by **Add**.

   ![TestWiz Utilities Console](image)

   **Note**: To see the **Student Records** menu, your account must have permission to edit the student record database. If you do not see this menu item, contact your group’s TestWiz administrator.

3. Choose a **District** and **School** and then enter teacher name in the **Name** box. You may also enter an ID for the teacher but this is not required. One way to use the ID, however, is when creating a user account so that the user is sure to have access to all of his or her students. Refer to the “Creating an Account” document for more information.
Note: Click **Show Existing** to see a list of the teachers you already have.

4. Click **Add**. A message appears, indicating that you are successful. Click **Add** to create more teachers.

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### Assigning Groups of Students to a Teacher

After you have Teacher Types and teacher names, you need to assign students to the teachers. If a specific teacher for a Teacher Type is not assigned to a student, the teacher is listed as “zUnspecified” in a School and District called “zUnspecified.” You should assign an actual teacher to students for the various Teacher Types, if applicable. To assign a group of students to a teacher:

1. Go to **Utilities** and from the **Student Records** menu, choose **Student** followed by **Assign Teacher**.

2. Use the drop-down menus to select the current district, school, and grade of the students to whom you are assigning a teacher.
3. Click Next.

4. Select the Teacher Type (the kind of teacher) and the Teacher (the actual name) you want to assign to the students. Choose a Teacher Type from the Type drop-down menu. Choose the teacher name from the Teacher drop-down menu.

5. Click Next.

6. Select the specific students to assign to this teacher by clicking in the boxes next to their names. Note: To find specific students, enter names, letters, or numbers in any of the text boxes at the top and click on the filter icon to the right of the box.

7. Click Assign located at the bottom of the list. A summary of the assignment appears.
8. The process is complete. If you could like to perform more students to teachers, click **Assign a different teacher**. Or if you would like a summary of the assignment sent to Microsoft Word or Excel, click **Export to Word 2007** or **Export to Excel 2007** (for versions 2007 or higher). (Click **Export to Word** or **Export to Excel** if you have older versions of those applications.)

### Assigning One Student to a Teacher

If you need to assign a teacher to only a few students, you can do so by editing student records, one at a time.

1. Go to **Utilities**.
2. From the **Student Records** menu, choose **Student** followed by **Edit, Merge, or Delete (District Level)**.
3. By default, the list of students is filtered to the first school in your database. Information such as name, grade, and DOB is shown.

   **Note:** To change the information shown from the database, click on the gray bar titled “Column to Show” and select the items you want to show. To control which teacher you see listed from the database, use the **Teacher Type** drop down menu in the top filter section.

4. Optionally, you can use the filters to select a different school, or to find a student based on name, ID, or grade. Then click **Filter**. Or to remove filters and view all the students in your
database, remove the check mark next to **Filter on Selected School** and click **Filter**.

5. Click the **Edit** link next to the name of the student you want to edit.

6. The student field opens.

7. In the boxed area on the right, choose a **Teacher Type** to indicate the kind of teacher you are assigning.

8. Then select a **District**, **School**, and **Teacher** name to assign.

9. Click **Assign Student to Teacher**. A message appears indicating that the teacher is now assigned to that student.
Contact Information
Please contact Certica Solutions for help using TestWiz.

Toll-free Help line: 877-456-8949
Alternate line: 978-456-3464
Email: TestWiz@CerticaSolutions.com
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