TestWiz™

Creating a New Account

Updated: July 11, 2017
Overview

After logging into TestWiz with an administrative account, you can create user accounts for those who will be using TestWiz. Each account will have associated with it the following:

- Basic information such as a user name, a password, and an email address
- A level of permission to access student reports (showing student details)
- A level of permission to access summary reports
- A level of permission to perform database management activities (making changes to the database of student records and/or tests)

Add a New User

To create a new account:

1. Choose **Utilities** from the top menu bar to open the TestWiz Utilities Console page.
2. Choose **Manage Users** from the **User Accounts** menu.
3. The Select and Delete User Accounts page appears. Click **Add New User**.
4. The Create or Edit User Accounts page appears.
Define Basic Information

Enter basic information in the text boxes provided on the Create or Edit User Account page.

- The **User Name** must be *unique* to the entire TestWiz system. Therefore, if the User Name is in use by someone at a different school, you will not be able to use it. One way to guarantee uniqueness is to use an email address as the User Name.

- Enter a *unique Email Address*. We use this email address if we need to contact you with important information regarding your account or the TestWiz server. It may also be entered instead of the User Name at the TestWiz login screen. Additionally, if users forget their passwords, they can receive information via their email addresses to assist them in resetting their passwords. For more information on resetting passwords, refer to the “Logging into TestWiz” section of the “Getting Started Guide for Administrators.”

- If you enter the **Teacher ID** of a teacher, this user will have access to student-level reports for those who are associated with that particular teacher (through either teacher assignments or through a course). Optionally, you may enter more than one Teacher ID, separating them with commas. For example, enter: 508,234,12. This gives a user access to students associated with three teachers who individual IDs are 508, 234, and 12.

There are a few ways to associate a Teacher ID with a teacher:

- Go to **Student Records** and either add a new teacher or edit a current one.
- Teacher IDs can be brought in through a student information file.
- Teacher IDs can be brought in through a data file containing course information.
Note: You can assign the Teacher ID to the teacher before or after you use it for a user account.

- Enter the same password in the Password and Confirm Password boxes. 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.

Note: Users can reset their own passwords if they forget them. For more information on resetting passwords, refer to the TestWiz Overview document.

Assign Permission to View Reports
You need to give each user account the ability to see reports on some level. In addition, you can also give some users (those with student-level access) the ability to manage TestWiz database to an extent that you specify.

Step 1
Decide whether this user should be able to see reports containing student-level details (such as individual scores or item responses) and summary reports or if this user should only see summary reports. Summary reports contain overall results for classes, schools, or districts, but nothing showing student details.

- Choose **Student level details and summary reports** if you want the user to see student reports in addition to summary reports. If you choose this option, move on to Step 2 below, where you can specify whether the user sees student-level reports for only some students or for all students.

- Choose **Summary reports only** if this user should not see private student information, but is allowed to see all summary reports for all the test data in the database. If you choose this, you are finished giving permission to view reports for this user. Click **OK** to save the user information.

Note: You cannot give any kind of permission to manage the TestWiz database to a user with access to only summary reports.

Step 2
If you chose **Student level details and summary reports** in Step 1, you must now decide whether the user can see details for all students in the group or only some students at a particular school or district or those associated with a particular teacher.

- Select **Allow access to some students** if you want the user to see the report details of only some students and possibly only some summary data. If you choose this, move on to Step 3 below where

<table>
<thead>
<tr>
<th>Permission to view reports:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Student level details and summary reports</td>
</tr>
<tr>
<td>☑ Allow access to some students</td>
</tr>
<tr>
<td>OPTIONAL: Assign permission to edit the database</td>
</tr>
</tbody>
</table>
you can clarify which summary data the user can access.

- Select **Allow access to all students** if the user should be able to see report details of *every student* in the group as well as all summary data. If you choose this option, move on to “Assign Permission to Manage the Database” on page 8.

**Step 3**

If you chose **Allow access to some students** in Step 2, you must now specify how much summary/general information the user can see by using the options in the **Allow access to summary reports at** section.

<table>
<thead>
<tr>
<th>Permission to view reports:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Student level details and summary reports  ☐ Summary reports only</td>
</tr>
<tr>
<td>☐ Allow access to some students  ☐ Allow access to all students</td>
</tr>
</tbody>
</table>

Allow access to summary reports at:
- ☐ All levels
- ☐ District level
- ☐ School level
- ☐ Teacher level

- Choose **All levels** if this user should be able to see summary reports for tests taken in any district.
- Choose **District level** if this user should see summary reports for only tests taken by students in the user’s district.
- Choose **School level** if this user should see summary reports for only tests taken by students in the user’s school.
- Choose **Teacher level** if this user should only be able to see summary reports for only tests taken by students associated with this user. (Teacher-level associations are either assigned in Step 4 or granted by the user’s Teacher ID.)

*Note:* You can only give summary report access at levels equal to or lower than your own summary report access.

**Step 4**

If you chose **Allow access to some students** in Step 2, the “REQUIRED: Choose district(s), school(s), teacher(s)” section appears.

*If you did not provide a Teacher ID for the user,* you must now specify which students the user can access by selecting one or more districts, schools, or teachers. To do this, use the permissions tree to select a specific district, school, or class. Click on the plus (+) sign next to the District name. Continue clicking on the (+) signs until you find the name(s) of the school(s) or teacher(s) to whom you are giving user access.
In the screenshot above, the user is given permission to see the details for all the students at School A and School B.

**Note:** If you give a user permission to access the student details at a district, school, or teacher level, their access to summary reports should be at that level or higher. For example, a user with access to student details of a district should have summary report access at the “District level” or “All levels.”

**Teacher accounts:** If you entered a Teacher ID in the basic information section of the Create or Edit User Account page and the student data in TestWiz is associated with a Teacher ID, do not select individual teachers here. Connections to students will be based on the Teacher ID instead. See the discussion on Teacher ID in the “Define Basic Information” section on page 4.

Move on to the section below titled, “Assign Permission to Manage the Database.”
Assign Permission to Manage the Database

The “OPTIONAL: Assign Permission to edit the database” section appears at the bottom of the Create or Edit User Account page. Here are some of the most commonly used database operations you can choose to give a user:

- Manage Test Configuration (gives permission to edit or create Test Specifications)
- Enter Scores and Responses (gives permission to key-enter student test scores or item responses)
- Print Answer Sheets/Tickets (gives permission to print answer documents/bubble sheets or online test tickets)
- Use Plain Paper Scanning Application (gives permission to use TestWiz Scan to scan in completed plain paper answer documents)
- Group Edit By School (gives permission to edit students from the school level)
- Edit Local Item Bank Items (gives permission to create or edit local items if the Local Item Management feature is enabled for your group)
- Manage User Accounts (gives permission to create or edit User Accounts)
- Manage Student Records (gives permission to add or edit district, school, or student information)

Case 1: Users with access to some students—If you choose Access to some students, the “OPTIONAL: Assign Permission to edit the database” section appears. Select specific tasks you want the user to be able to perform in the database. For example, click Enter Scores or Responses if the user needs to enter scores into TestWiz. Click OK when you are finished editing or creating a new user.

Case 2: Users with access to all students—If you choose Allow access to all students, the user also has permission to edit/manage the database. Select specific tasks you want the user to be able to perform in the database. For example, click Enter Scores and Responses if the user needs to enter scores into TestWiz. Click OK when you are finished editing or creating a new user.

Note: A user with limited student access has limited access to database editing. If the user needs to be able to perform more database editing tasks, he/she should be given access to all students.

Contact Information

Please contact Certica Solutions for help using TestWiz.

Toll-free Help line: 877-456-8949
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