TestWiz™

Working with TestWiz When Course Data is Available

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Overview

The database in TestWiz can accommodate student course enrollment information that is uploaded to TestWiz
from a data file. Once course information is loaded to TestWiz via a data file, students become “enrolled” in
courses. You can then view/print reports according to course enrollment. You can also select students via courses
for tasks such as printing scannable answer documents or key-entering scores.

This document provides an overview of the primary ways in which you can access course enrollment information
in TestWiz.

Creating Reports Based on Course Data

You can view and print reports based on course enrollment information. To do so:

1. Click **Select a Test for Reporting** from the top menu bar to open the Select a Test for Reporting
   page. The tests for which you can view or print reports are listed here.

   ![Select a Test for Reporting](image)

   **Note**: If you are in the Utilities Console and want to select a test, choose **Select a Test for Reporting** from the
   Home menu.

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

2. Select a test by clicking anywhere on the row. The **Create Reports** page appears:
3. Select a **Reporting Group**. The reporting group determines how the reports are aggregated. For example, “Student” reports provide an individual page for each student, while “School” gives you reports for each school. The Reporting Group you choose determines the kind of reports you are able to select next.

4. Select a report from the **Report Type** drop-down list.

5. From the **Teacher Type/Location** drop-down list, choose “Original Location.” This gives you access to course information for students who took the test.

   Alternatively, if your organization has both Teacher Types and course information available, choose a specific Teacher Type instead of “Original Location” for tests that were scored outside of TestWiz such as a state assessment, the MAP, etc.

6. To select all the students in one or more particular courses, click the **Teacher** parameter.
Select the desired courses. Course names are in the following format:

[Teacher Name]-[Course Title]-[Section]-[Academic Year Abbreviation]

For dual-taught courses, you see two or more teacher names with a slash ( / ) between them:

[Teacher1 Name]/[Teacher2 Name]-[Course Title]-[Section]-[Academic Year Abbreviation]

For example:

<table>
<thead>
<tr>
<th>Teacher</th>
<th>School</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>TeacherH1-WorldHist-1-F13</td>
<td>School AB</td>
<td>District AB</td>
</tr>
<tr>
<td>TeacherH2-WorldHist-2-F13</td>
<td>School AB</td>
<td>District AB</td>
</tr>
</tbody>
</table>

7. Alternatively, to select specific students, click the **Student** parameter.
To preview a report on the screen, click **Preview Report**. The report appears on the screen. The name of the course appears at the top of the report.

For additional information on viewing and printing reports, refer to the document **Viewing and Printing Reports**.
Selecting a Course for Other Tasks

You can perform the following tasks based on course data. Each of these is described more fully in a separate document:

- Enter scores/item responses (see *Entering Scores or Item Responses*)
- Print custom plain paper answer documents (see *Administering Paper/Pencil Tests*)
- Print online test tickets (see *Administering Online Tests*)
- Get class roster reports (see *Class Roster Reports*)
- Get reports showing all the tests taken by selected students (see *Tests Taken*)

The documents noted above describe these tasks in detail. However, in general, you can select courses for these tasks based on:

1. Academic Term
2. Department
3. District
4. School
5. Course Name

For example, when entering scores/item responses manually (choose *Enter Scores or Responses* from the Test Management menu in Utilities), you see a screen that allows you to make these selections:

Notes:
- Each course is represented by a name in this format: [Teacher Name]-[Course]-[Section]-[Academic Term Abbreviation]
- The “Select Academic Term” defaults automatically to the current term.
- Be aware that if you choose the same Test Specification and set of students for more than one Academic Term, and the Academic Terms fall into the same school year (July 1-June 30), the scores are stored in the
same Test Administration record. This is because only one set of scores is stored per school year, regardless of Academic Term. In other words, one Test Specification can only be administered once per school year to a set of students. If you need to administer the same Test Specification more than once during a school year, you need to have two separate Test Specifications such as Pre-Test-A and Post-Test-A.

- The “Select Department” defaults to your Default Department. Refer to the section “Setting a Default Department” on page 9 for information on setting the Default Department.

If you need to select more than one District or School, Courses to select from are listed by District and School. For example, when printing scannable answer sheets and selecting more than one District/School you might see:

<table>
<thead>
<tr>
<th>Setting a Default Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Since you may often select by selecting the same Department for various tasks, you can set your Default Department in order to save time. To set a Default Department:</td>
</tr>
<tr>
<td>1. Go to the Home/Welcome page of TestWiz. Click on your login name in the upper right corner where it says “Welcome back.” This brings you to the My Account Settings page.</td>
</tr>
</tbody>
</table>

(Alternatively, click Utilities, then click the User Accounts menu, and choose My Account.)

The My Account Settings page appears.
2. Select a department from the Department drop-down list at the bottom of the screen.

3. Click **Save Default Department**.

Your default department is now set for any area in TestWiz that asks you to select a Department.

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**Switching between Teacher Types and Courses**

If your organization has worked with TestWiz client services to have teacher assignments through Teacher Types *in addition* to course enrollment, you can perform any of the tasks listed on page 8 using Teacher Type assignments rather than course enrollment information.

Look for the **Use Teacher Type** link located at the top right of any page that displays course selection information. For example, here is the link on the Key Enter Scores page:
Click **Use Teacher Type** to see options for selecting students via their Teacher Type assignments instead of course enrollments.

The link changes to **Use Course**. You may click that to return to selecting students via course enrollment.

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**Contact Information**

Please contact Certica Solutions for help using TestWiz.

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