

Quick Reference:
**Installing a TSM and DRC
INSIGHT on a Single Mac
for ACCESS for ELLs 2.0 or
Screener Testing**



Introduction and System Requirements

This Quick Reference Guide steps a new user through the three parts of installing and configuring the Testing Site Manager (TSM) and DRC INSIGHT on a single Mac computer for online testing with ACCESS for ELLS 2.0 or Screener. You must be a Mac System Administrator to install a TSM or DRC INSIGHT. You may want to print these instructions. While DRC INSIGHT is running (Part 3), you cannot access other applications on your Mac.

- Part 1: Install a TSM on the Mac (OS X or macOS)
- Part 2: Use the Device Toolkit to Create an ORG Unit for the Mac
- Part 3: Install DRC INSIGHT on the Mac and Register the Mac to the ORG Unit

Note: These instructions assume that DRC INSIGHT and/or a TSM are not already installed on the device. If DRC INSIGHT or a TSM is installed, please call DRC Customer Service at 1-855-787-9615.

System Requirements


Both the TSM and the DRC INSIGHT software may be installed on a single Mac to test one student at a time (one student is testing concurrently) that meets the following system requirements:

RAM: 2 GB available Processor: 2x dual-core i5 at 2.4 GHz Disk Space: 20 GB available

Part 1: Install a TSM on the Mac (OS X)

DRC provides an easy-to-use wizard to install the TSM software that provides the caching capabilities required for ACCESS for ELLs 2.0 and Screener testing.

⚠ Important: Install the TSM software on a computer that will be powered on when test content is automatically updated. If the computer is not on or is unavailable, it will not be updated. Whenever you restart a computer that has the TSM software installed, or anytime you plan to use the TSM for testing, verify that the TSM software and test content are up to date before you attempt to test.

1. To launch the wizard and start the installation, sign in to the WIDA Assessment Management System (WIDA AMS) at <https://www.wida-ams.us>, using the Mac (OS X) computer and a Chrome or Firefox browser, open the **All Applications** menu bar, select **General Information–Technology Downloads**, and click on the **Testing Site Manager (TSM) DRC INSIGHT Macintosh Download** icon (). If you cannot access this link, call DRC Customer Service at 1-855-787-9615.

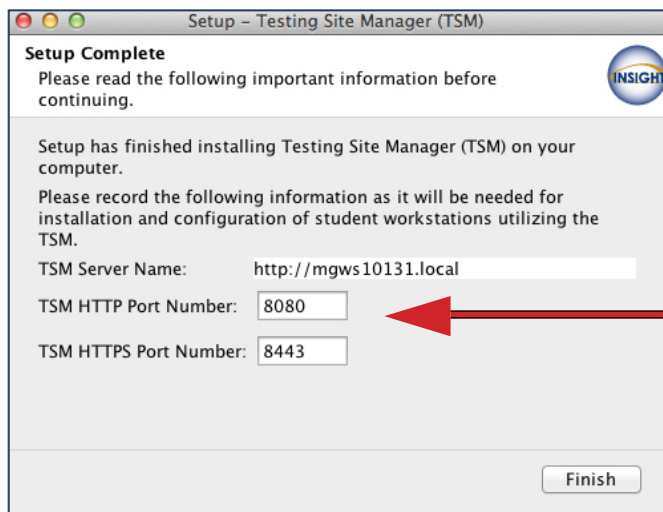
⚠ Important: Before you download, click **View System Requirements** from the Technology Downloads page to verify that your Mac meets the system requirements for DRC INSIGHT and the TSM.

2. After you download the installation program, double-click on the downloaded **TESTING_SITE_MANAGER_Setup.dmg** file to open the download package. click on the **Testing Site Manager (TSM) Installer.app** to launch the wizard and start the installation. The Welcome screen displays for the Testing Site Manager (TSM) Setup Wizard. Click **Next** to continue.
3. The License Agreement window displays. Click **I accept the agreement** and click **Next**.

Configuring Macs for WIDA Testing

Part 1: Install a TSM on the Mac (cont.)

- The Select Configuration Options window displays. Verify that the correct caching values are checked for Enable Content Caching (highly recommended, but optional) and Enable Response Caching (optional and only available for the Writing tests). Click **Next**.
- The Automatic Update window displays. Verify that **Enable Automatic Update** (the default value) is selected. Click **Next**. During installation, a window displays to indicate the progress of the installation.
- After the installation completes, the Setup Complete window displays.



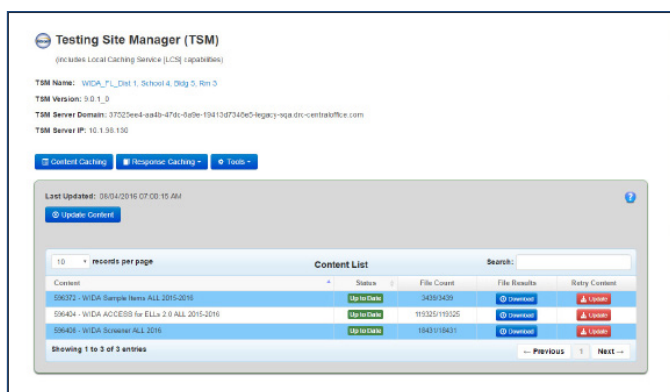
IMPORTANT: Record the TSM port numbers before you click Finish. You need this information to configure your devices in the Device Toolkit in Part 2.

Click **Finish** when you are ready.

- After the installation is complete, open a supported browser (Firefox or Chrome) and enter one of the following addresses:
 - If you used the default http port number in step 6, enter **http://localhost:8080**.
 - If you changed the http port number in step 6, replace 8080 with the port number you specified.

Note: The TSM software may take several minutes to display the first time.

- When the Enter Testing Site Manager Name window displays, enter a name that will help you remember the location of the TSM machine in the TSM Name field and click **Save**. DRC recommends that you include some combination of WIDA, the state, district, school, and location (building and/or room number) of the TSM. You can start Part 2 while the TSM is loading content.



- The TSM displays. Verify that the test content is up to date (see the Status field). If it is not, click **Update Content**. If it is, continue to Part 2.

Part 2: Use the Device Toolkit to Create an ORG Unit for the Mac

To configure the Mac for testing with DRC INSIGHT and to tell the Mac which TSM to use for testing, you use the Device Toolkit to configure a Device Toolkit ORG Unit.

1. To start the Device Toolkit, from the WIDA AMS at <https://www.wida-ams.us> (sign in again if necessary), open the **All Applications** menu bar, and click the **Device Toolkit** link. You must have the Device Toolkit permission in the WIDA AMS to access this link. If you do not see this link, call DRC Customer Service at 1-855-787-9615.
2. When the DRC INSIGHT Device Toolkit page displays, select a school district from the District drop-down menu. You only see the districts you can access.
3. Select a school from the School drop-down menu. You only see the schools you can access.
4. From the Device Toolkit, click **Add a new ORG Unit** to create a new unit.
5. When the **Add New ORG Unit** dialog box displays, enter a meaningful name for the ORG Unit that will help you categorize and organize your devices for testing, and click **Save Changes**.

The screenshot shows the 'Configuration for Dist 5, School 5, Rm 5' page in the DRC INSIGHT Device Toolkit. On the left, there are dropdown menus for State (Wisconsin), District (DRC USE ONLY - SAMPLE DISTRICT), and School (DRC USE ONLY - eDIRECT SAMPLE SCHC). Below these is a list of school options with 'Dist 5, School 5, Rm 5' selected. The main configuration area has tabs for Configuration, Create Configuration Files, Devices, and Logs. The Configuration tab is active, showing fields for ORG Unit ID (X:fbmkELM), ORG Unit Name (Dist 5, School 5, Rm 5), Proxy Host (http://10.3.97.118:8080/), and TSM Content Caching and Simulation Server Name (https://10.3.97.118:8443/). There are also checkboxes for Enable Auto Update, Enable Content Caching, Enable Load Simulation, and Enable Response Caching. At the bottom are buttons for Update Configuration, Delete ORG Unit, and Cancel. A red arrow points to the ORG Unit Name field.

IMPORTANT: Record the device's ORG Unit ID (located at the top of the Device Toolkit page), which is case-sensitive. You need this information to register the device when you install DRC INSIGHT in Part 3.

6. Check **Enable Auto Update** to enable automatic DRC INSIGHT software updates.
7. To specify a server to use for test content caching (strongly recommended) check **Enable Content Caching**. In the TSM Content Caching and Simulation Server Name field enter the following string to identify this machine as the TSM server.

<https://localhost.drc-centraloffice.com:8443/>

Note: The default https port number is **8443**. If you specified a different https port in Part 1–Step 6, replace 8443 with the port number that you used.

8. To specify the same server to use for test response caching (optional, and only used for the Writing test), check **Enable Response Caching TSM** and enter the same information you entered in step 7 in the TSM Response Caching Server Name field.
9. Click **Update Configuration** to save your changes. A message indicates if the configuration was saved. continue to Part 3.

Part 3: Install DRC INSIGHT on the Mac and Register the Mac to the ORG Unit

1. DRC provides an easy-to-use wizard to install the DRC INSIGHT software for Mac (OS X). To launch the wizard and start the installation, sign in to the WIDA AMS using the same Mac, open the **All Applications** menu bar, select **General Information–Technology Downloads**, and click on the DRC INSIGHT Mac (OS X) Download icon (📄).
2. After you download the installation program, double-click on the **DRC_INSIGHT_Setup.pkg** icon to start an installation. The Welcome to the DRC INSIGHT Installer window displays. Click **Continue**.
3. The Software License Agreement window displays. Click **Continue** and **Agree**.
4. The Select Destination window displays, indicating the amount of disk space the installation will require. Click **Install**.
5. The Standard Install on “Macintosh HD” window displays. Click **Install**. After you enter your username and password and click **Install Software**, the installation begins.
6. After the installation, a summary window indicates the status of the installation. Click **Close**.
7. The Configuration Not Found page displays. Click **Assign Device to ORG Unit**.



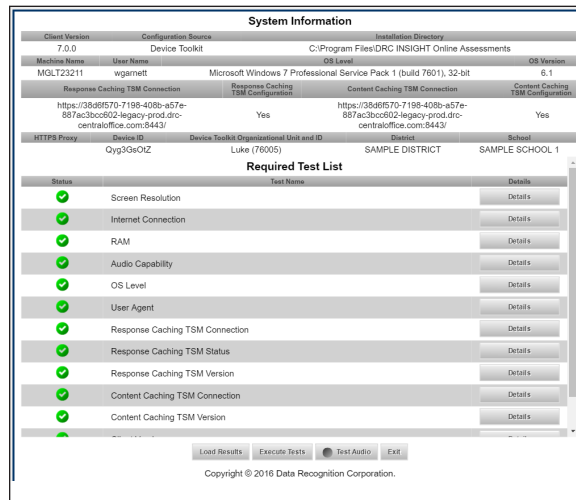
8. To successfully register the device with DRC INSIGHT, you need to use the device’s case-sensitive ORG Unit ID that you recorded or copied from the Device Toolkit. When the Device Registration page displays, enter the device’s ORG Unit ID and (or paste it from the clipboard if you copied it from the Device Toolkit), and click **Add**. This registration process tells the Mac which TSM to use for testing.



When you have added the ORG Unit, click **Register**. Continue to Part 3.

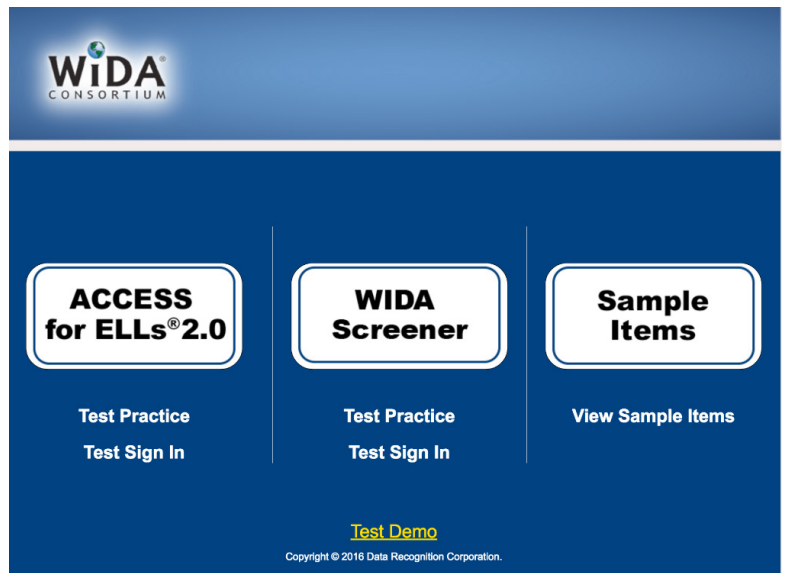
Part 3: Install DRC INSIGHT on the Mac and Register the Mac to the ORG Unit (cont.)

When the device registers, the System Readiness Check will display for that ORG Unit's testing program.



- When the System Readiness Check launches, the System Information screen displays. If the icons are all green, the TSM is configured and ready. If not, click **Execute Tests** to rerun the System Readiness Check and attempt to correct the results. Click **Details** next to any test you need more information about. If you cannot correct the results, call DRC Customer Service at 1-855-787-9615. When you are ready, click **Exit**.
- When the device is successfully registered with DRC INSIGHT, the main testing page displays. From this page you can try Test Practice or test using your DRC INSIGHT log-in information, view sample test items, or try test demos.

Note: You can sign in to the System Readiness Check by clicking the checkmark and entering the System Readiness Check Access Code of **7745**.



The installation adds a single shortcut to DRC INSIGHT on your desktop that you also can use to sign in to the Test Practice, Test Demo, and tests.