

## **Quick Reference:**

# **Installing a TSM and DRC INSIGHT on a Single Windows PC for ACCESS for ELLs 2.0 or Screener Testing**



## Introduction and System Requirements

This Quick Reference Guide walks a new user through the three parts of installing and configuring the Testing Site Manager (TSM) and DRC INSIGHT on a single Windows PC for online testing with ACCESS for ELLs 2.0 or Screener. You may want to print these instructions—while DRC INSIGHT is running (Part 3), you cannot access other applications on your PC.

- Part 1: Install a TSM on the Windows PC
- Part 2: Use the Device Toolkit to Create an ORG Unit for the PC
- Part 3: Install DRC INSIGHT on the PC and Register the PC to the ORG Unit

**Note:** These instructions assume that DRC INSIGHT and/or a TSM are not installed on the PC. 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 PC to test one student at a time (one student 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 Windows PC

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 Windows PC and a Chrome or Firefox browser, select **General Information–Technology Downloads**, and click on the **Testing Site Manager (TSM) Download icon** (📁) for Windows. If you cannot access this link, call DRC Customer Service at 1-855-787-9615.

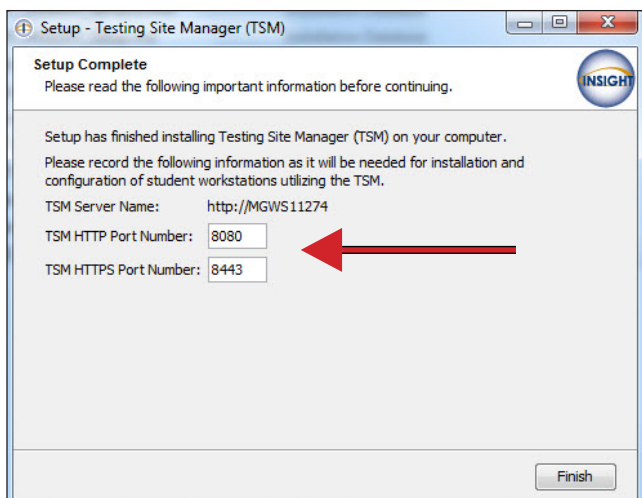
**! Important:** Before you download, click **View System Requirements** from the Technology Downloads page to verify that your PC meets the system requirements for DRC INSIGHT and the TSM.

2. After you download the installation program, click on **TESTING\_SITE\_MANAGER\_Setup.exe** 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. To continue the installation, you should read the agreement and select the option **I accept the agreement**. (If you do not accept the agreement, the installation ends.) When the Next button becomes active, click **Next** to continue.

# Configuring Windows PCs for WIDA Testing

## Part 1: Install a TSM on the Windows PC (cont.)

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



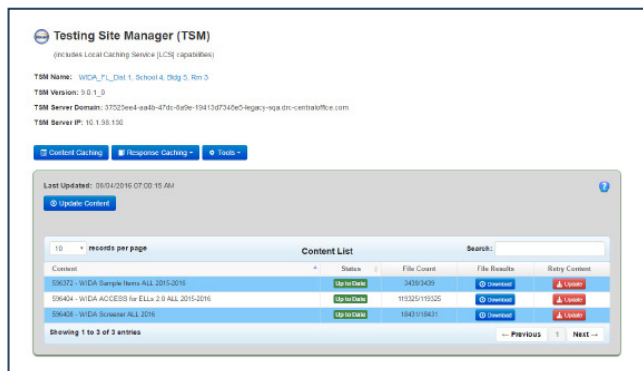
**IMPORTANT: Record the TSM port numbers before you click Finish. You need this information to configure your devices in the Device Toolkit in Part 2.**

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 to 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 or room number). The TSM takes several minutes to load the content—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 PC

To configure the PC for testing with DRC INSIGHT and to tell the PC 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 WIDA AMS at <https://www.wida-ams.us> (sign in again if necessary), open the **All Applications** menu bar and click **Device Toolkit**.  
**Note:** You must have the Device Toolkit permission in 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**.


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.

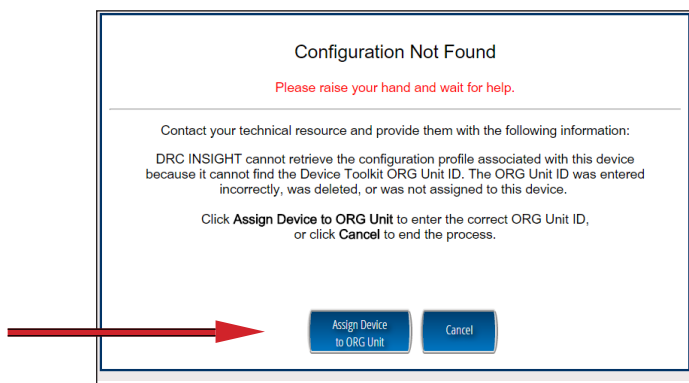
**<https://localhost.drc-centraloffice.com:8443/>**

**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 available for WIDA Writing tests), check **Enable Response Caching TSM** and enter the 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 whether the configuration was updated. Continue to Part 3.

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

1. DRC provides an easy-to-use wizard to install the DRC INSIGHT software for Windows. To launch the wizard and start the installation, sign in to the WIDA AMS, open the **All Applications** menu bar, select **General Information–Technology Downloads**, and click on the DRC INSIGHT Windows Download icon (.
2. After you have downloaded the installation program, click on the **DRC\_INSIGHT\_Setup.msi** icon to start an installation. The Welcome screen displays the DRC INSIGHT Online Learning System Setup Wizard. Click **Next** to continue.
3. The License Agreement window displays. To continue the installation, read the agreement and select the option **I accept the terms in the license agreement**. (If you do not accept the agreement, the installation ends.) Click **Next** to continue when the Next button is active.
4. The Configure Shortcuts window displays. Click **Next** to continue.
5. The Ready to Install window displays. Click **Install** to start the installation.
6. When the installation nears completion, the DRC INSIGHT Online Learning System Setup window displays. Click **Finish** to register the device with DRC INSIGHT.
7. The Configuration Not Found page displays. Click **Assign Device to ORG Unit**.



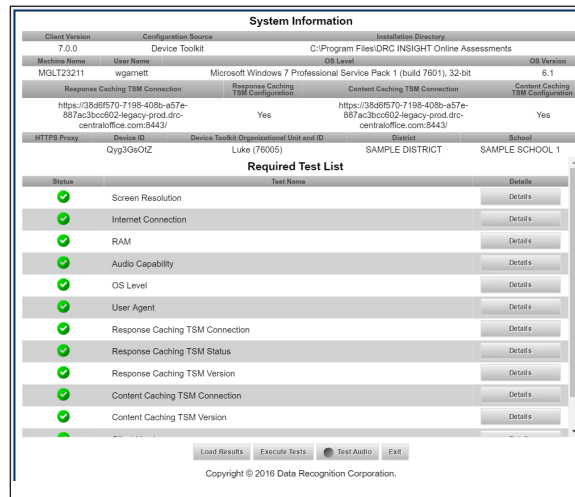
8. To successfully register the device with DRC INSIGHT, you need to use the device's ORG Unit ID that you recorded or copied from the Device Toolkit in Part 2. When the Device Registration page displays, enter the device's ORG Unit ID from the Device Toolkit (or paste it from the clipboard if you copied it from the Device Toolkit), and click **Add**. This registration process tells the PC which TSM to use for testing.



When you have added the ORG Unit, click **Register**.

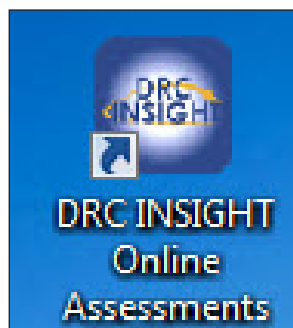
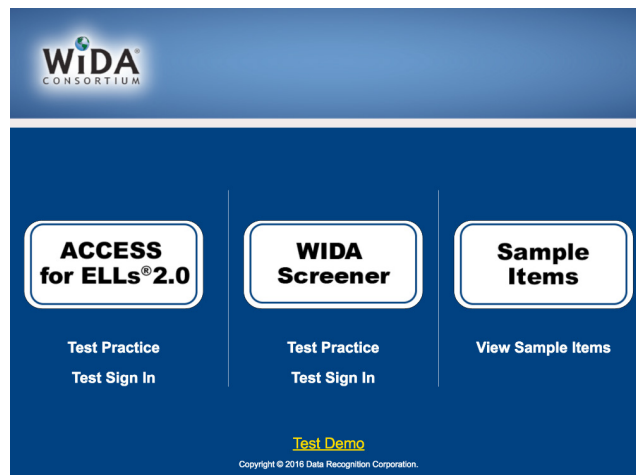
## Part 3: Install DRC INSIGHT on the PC and Register the PC to the ORG Unit (cont.)

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



9. 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, you can click **Execute Tests** to verify that the testing computer and TSM are configured correctly. Click **Details** next to any test you need more information about. When you are ready, click **Exit**.
10. When the device is successfully registered with DRC INSIGHT, the main testing page displays. You can try Test Practice using your DRC INSIGHT log-in information, view sample test items, or test using your DRC INSIGHT log-in information.

You can sign in to the System Readiness Check by clicking the checkmark in the lower left side  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.