



## District Test Coordinator Quick-Start Guide to wida.us

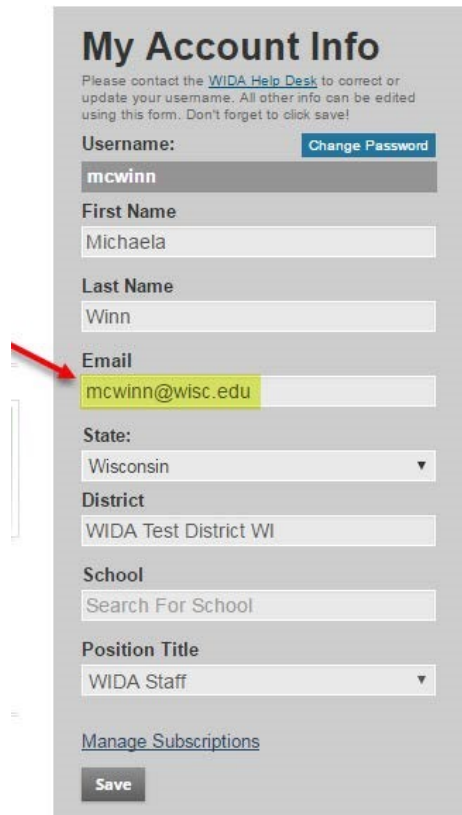
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# Updating Your Personal Information on Your wida.us Account

1. Log into [www.wida.us](http://www.wida.us)
2. Select the orange button at the top right corner of the screen titled “My Account & Secure Portal.”
3. Update your information by typing it into the correct field in the “My Account Info” box on the right side of the page.
4. Click “Save”

**MY ACCOUNT & SECURE PORTAL**



**My Account Info**  
Please contact the [WIDA Help Desk](#) to correct or update your username. All other info can be edited using this form. Don't forget to click save!

**Username:**  [Change Password](#)

**First Name**

**Last Name**

**Email**

**State:**

**District**

**School**

**Position Title**

[Manage Subscriptions](#)

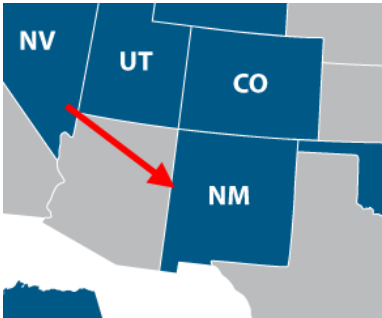
**Save**

# Locating Your State’s Identification and Placement Guidance Document & ACCESS for ELLs Checklist

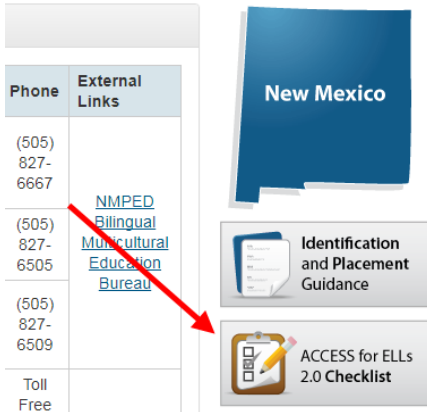
1. Click on the Consortium Members map at the bottom of the wida.us home page.



2. Click on your state



3. Your checklist will be on the right side of the page under the picture of your state.



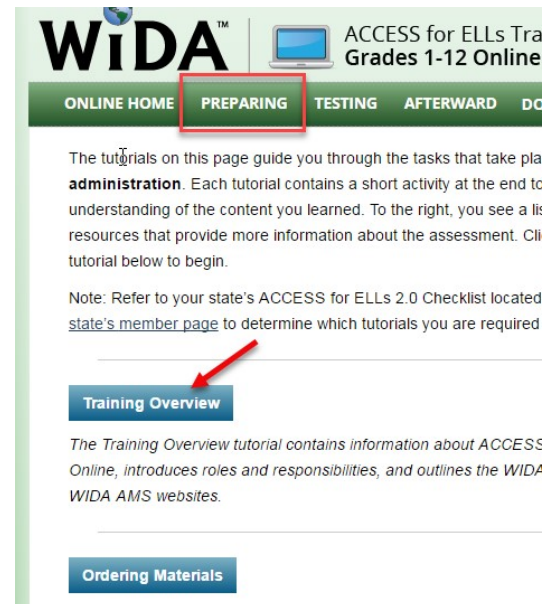
**Note:** Not all states have an Identification & Placement Guidance Document. If you have further questions about this, please contact your state education agency contacts on this page.

## Accessing Training Modules

1. Log into [www.wida.us](http://www.wida.us) and select the orange button at the top right corner of the screen titled “My Account & Secure Portal.”
2. This page contains several different training modules for both the ACCESS for ELLs 2.0 assessments and for available screener assessments. Test Administrators only need to complete the training modules for the test(s) that they will be administering.




3. Complete the module by selecting each tab on the bar at the top of the screen. Refer to your state’s checklist to determine which tutorials you must watch in the training course.



## Creating a Test Administrator Account

1. Log into [www.wida.us](http://www.wida.us) and select the orange button at the top right corner of the screen titled “My Account & Secure Portal.”



2. Once you have accessed the “My Account & Secure Portal,” select the blue tile titled “ACCESS for ELLs Account Creator.”



3. Click the grey “Continue” button above the “Forgot Your Password?” hyperlink.
4. Fill out the contact information section for the person who needs an account. You may need to create a simple password such as “12345” or “wida” if one is not auto-generated.

5. Select “Create My Account” at the bottom of the page.



6. The individual should receive an email almost immediately after you’ve created their account with a link that will allow them to set up their own password.

## Assigning User Permissions

1. Log into [www.wida.us](http://www.wida.us) and select the orange button at the top right corner of the screen titled “My Account & Secure Portal.”

MY ACCOUNT & SECURE PORTAL

2. Once you have accessed the “My Account & Secure Portal,” select the lime green tile titled “Account Management & Training Status.”



3. To find an individual account, follow the steps below:

- a. Fill in the School and/or Name boxes. (Note: if you oversee multiple districts you will see a district drop-down & all fields can be left blank to view all employees in your district).

WIDA User Account Management & Training Status Lookup

First Name  Last Name  En

School

Include results from inactive users?

Training User Permissions

Training Display Group From To Training

ACCESS 7/1/2016 6/30/2017 All

Search Clear

- b. Select the “User Permissions” tab above the blue bar.
- c. Click “Search” below the blue bar.

4. To add permissions to an account, simply check the box next to the individual’s name.

- a. Note: this page automatically saves, so once a box has been checked, that individual will immediately have access on their account.

| First Name | Last Name | Email                | District or School    | ACCESS                              | WAPT                                | Screening                           |
|------------|-----------|----------------------|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Africa     | Smith     | afsmith@wida.us      | WIDA Test District WI | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Carolyn    | Smith     | carolynsmith@wida.us | WIDA Test District WI | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Donna      | Smith     | donnasmith@wida.us   | WIDA Test District WI | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

## Inactivating User Accounts

You can inactivate WIDA user accounts for educators who no longer work in your district. Inactivating does not delete users' accounts, but allows you to hide them from your view.

**Please note:** if an educator transfers schools or districts, WIDA strongly encourages that person to maintain the same account and simply update their personal information. If you have a new employee who previously had an account elsewhere, please encourage them to look up their previous account and update the district and/or contact information (see p. 2).

1. Log into [www.wida.us](http://www.wida.us) and select the orange button at the top right corner of the screen titled "My Account & Secure Portal."



2. Once you have accessed the "My Account & Secure Portal," select the lime green tile titled "Account Management & Training Status."



3. To inactivate a user account, check the "Inactivate" box in the row with the user's name. Checking this prevents a user from accessing any secure test training materials within the portal except their training certificate showing their past certifications.

**WIDA User Account Management & Training Status Lookup**

First Name:  Last Name:  Email Address:

District:  School:

Include results from inactive users?

Permissions:

| First Name | Last Name | Email  | District or School    | ACCESS                              | Screener                            | Creating Users                      | Inactive                 |
|------------|-----------|--|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Julia      | Hirscher  | <a href="mailto:jhirscher@wisc.edu">jhirscher@wisc.edu</a>             | WIDA Test District WI | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Julia      | Hirscher  | <a href="mailto:julahirscher+dlc@wida.us">julahirscher+dlc@wida.us</a> | WIDA Test District WI | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

4. You can choose to hide or display inactive accounts when searching and exporting your user list. By default, inactive users are not displayed. To include them, check the box for "Include results from inactive users?" then the green "Search" button.

# Reviewing Test Administrator Training Scores Those Who Have Completed/Not Completed Training

1. Log into [www.wida.us](http://www.wida.us) and select the orange button at the top right corner of the screen titled “My Account & Secure Portal.”



2. Once you have accessed the “My Account & Secure Portal,” select the lime green tile titled “Account Management & Training Status.”



3. To see who has completed or not completed training, follow the steps below:

- a. Fill in the Name and School boxes to narrow the search. (Note: these can be left blank to see all district employees)

- b. Make sure the view is set to “Training” (blue tab above the blue bar).

- c. Select either ACCESS or Screener from the Training Display Group.

- d. If annual recertification is not required, you can change the date in the “From” drop down menu to include a broader range of years.

- e. Select the training you want to see completed or incompleted (e.g., Paper Administration Grades 1-12, Online Administration Grades 1-12, Speaking Test Grades 1-5).

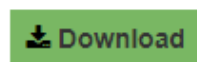
- f. Click “Search” below the bar

- g. **Note:** yellow scores indicate the individual scored below and is therefore not certified administer the test.

| Teacher Name             | District or School    | Kindergarten Quiz    | Speaking Quiz Grades 1-5 |
|--------------------------|-----------------------|----------------------|--------------------------|
| <del>Alicia Smith</del>  | WIDA Test District WI | -                    | -                        |
| <del>Carolyn Smith</del> | WIDA Test District WI | -                    | -                        |
| <del>Darwin Smith</del>  | WIDA Test District WI | 95% (4)<br>2016-2017 | 50% (1)<br>2016-2017     |

blue  
that  
80%  
to

4. Click green button at right to download a CSV file of results.





## Joining an ACCESS for ELLs Webinar

1. On the wida.us homepage, find the blue bar at the top of the page and click on “Assessment” > ACCESS for ELLs 2.0.
2. Once you are on the ACCESS for ELLs 2.0 Summative Assessment page, select the “Preparation and Training” tab.
3. On the right side of the page, locate a grey box titled “Free Webinars.” In that box, click on the first link titled “View full 2017-2018 ACCESS for ELLs 2.0 Webinar Schedule”

**Note:** to view past webinar recordings, simply click on the 2<sup>nd</sup> link in the “Free Webinars” box.

4. This will open a pdf document. Find the webinar that you want to attend and select “Join Now.”

|  |
|--|
| <b>May 3</b> from 2:00pm–3:00pm CT<br><i>Post Testing: Returning Materials (Paper)</i><br><a href="#">Join Now</a> |
| <b>May 4</b> from 1:00pm–2:00pm CT<br><i>Post Testing: Interpreting Score Reports</i><br><a href="#">Join Now</a>  |
| <b>May 16</b> from 11:00am–12:00pm CT<br><i>Post Testing: Data Validation</i><br><a href="#">Join Now</a>          |

5. Once you join, your computer will bring up a WebEx page that will prompt you to put in your name and email address. You will not be able to enter information into this box until shortly before the webinar begins (approximately 15 minutes).
6. Once you select “Join Now,” you will want to select “Call in from your computer.”
7. Your computer may bring up a message box stating that you have no microphone or that your microphone is not on. If this happens, select “OK”. All participants will be asked to enter their questions in the chat box to be answered in the Q&A portion of the webinar.