Web Reporting System
User Manual
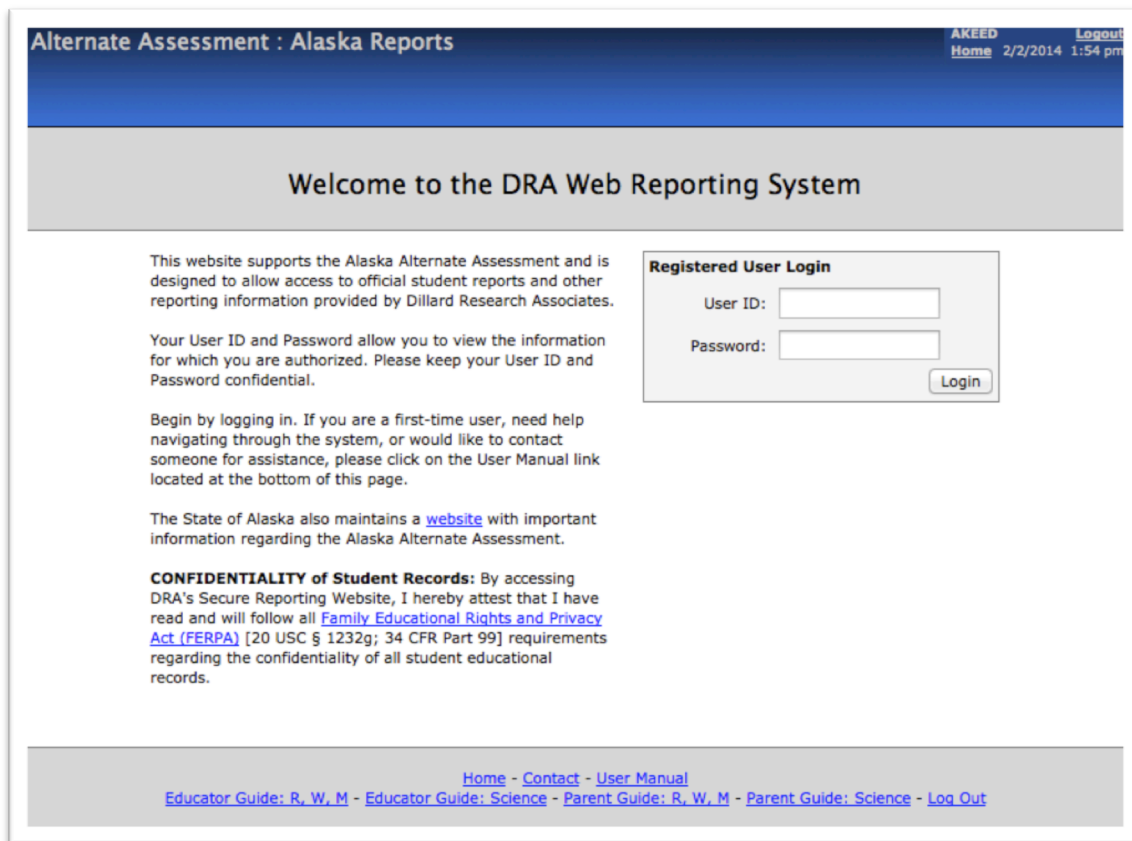
Alaska Alternate Assessment
Reading, Writing, Mathematics, and Science

2014

System Requirements

To begin using the DRA Secure Web Reporting System, follow the steps outlined on the following pages. DRA recommends using Firefox version 2.0 or higher, Safari version 2 or higher, or Internet Explorer version 6.0 or higher. In addition you will need a working copy of Adobe Acrobat (or similar pdf viewing software) in order to view or print the reports. It is recommended larger districts access this website with a high-speed internet connection – the file size containing all reports can be large. If you have any questions or problems concerning the web site, contact Aaron Glasgow at Dillard Research Associates: aaron.glasgow@gmail.com or 1-800-838-3163.

Welcome Page

Log-in Information

The Web site address is **https://akreports.k12test.com/**. To login, enter the user ID and password supplied to District Testing Coordinators and Qualified Mentor-Trainers.

1. User ID: Type your user ID in this data field.
2. Password: Type your password in this data field.
3. Click on the *Login* button.

After a successful login, the Home page will appear (see below for an example).
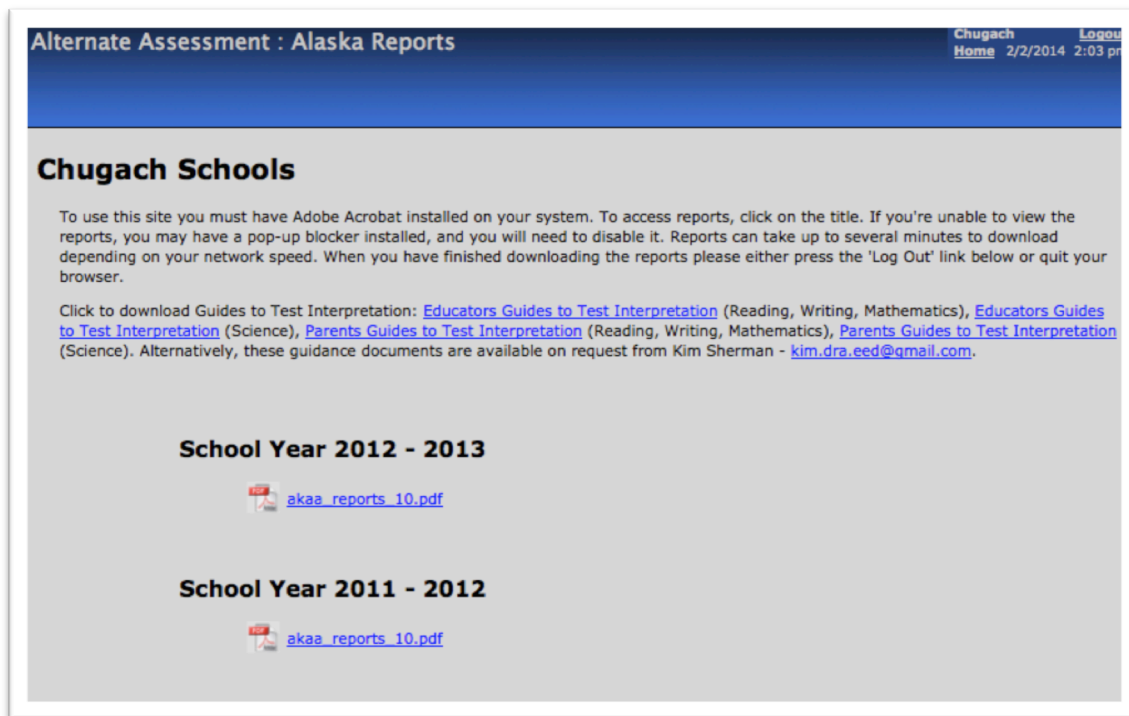
System Files

You should find the following available in this site: (a) a set of files organized by test year which contain the Official Alternate Assessment Individual Student Reports for your district, (b) links to the Parent Guides to Test Interpretation and the Educator Guides to Test Interpretation, (c) a link to this User Manual, (you may save or print these files), (d) a link to FERPA requirements, and (e) a link to the EED Alternate Assessment website (located on the Welcome page of the DRA Online Reporting System). Educator Guides to Test Interpretation are also available on the EED Alternate Assessment website under Teacher Resources: http://www.eed.state.ak.us/tls/assessment/alternate.html

Viewing Reports

After logging in, you will be in the report page for your district. To view the reports you must have Adobe Acrobat installed on your system. If you do not have Adobe Acrobat installed, you can download it for free from Adobe's website:

http://www.adobe.com/products/acrobat/readstep2.html

Clicking on the title of the reports will start the download process. You may save and/or print all report files for future reference or for distribution to schools.

If you're unable to view the reports, you may have a pop-up blocker installed, and you will need to disable it. Reports can take up to several minutes to download depending on your network connection and the number of students represented. In order to ensure system security, when you have finished downloading the reports please either press the 'Log Out' link or close the browser window.

Log Out

When you are finished viewing information, click the *Log Out* button. You can then close your browser window or navigate to another address.

User Manual

The User Manual page may be accessed at any time. The manual will guide you through the online system. This manual may be printed for reference.

Contact Information

If you have any questions concerning the Web Reporting System, please contact:

For Technical Difficulties:
Aaron Glasgow
aaron.glasgow@gmail.com
Phone: 1-800-838-3163
Fax: 815-717-9683

For Other Questions:
Aran Felix
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For District Student Data File:
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