New York State Grades 3-8 Testing
Accessing Student Constructed Responses —
Quick Reference Guide

The purpose of this document is to outline the necessary steps for Principals and District Test Coordinators to use Nextera Admin to access a student's responses to constructed-response questions, along with the scores for those questions, from computer-based testing (CBT) administration.

In Nextera Admin, principals will see their school as the only selection option in the drop-down menus on the *Student Responses* page, and District Test Coordinators will see all schools within their district in the school drop-down menu on the *Student Responses* page.

Access to Student Responses: Spring 2022, Spring 2023 and Spring 2024 CBT Administrations

This process is the same for Principals and District Test Coordinators.

1) Sign in to Nextera Admin with your provided Username and Password at the following website address: **https://ny.nextera.questarai.com/Admin/Accounts/Login**

2) Select **Student Responses** from the toolbar.
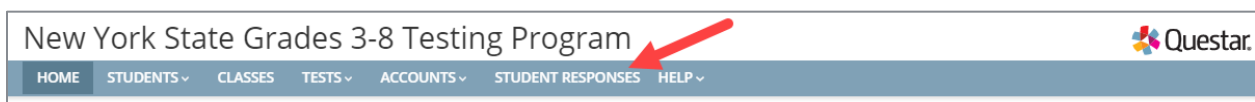
3) Select the applicable fields.
    a.   Select the correct test administration from the drop-down menu.
    b.   Select your district from the drop-down menu.
    c.   Select the correct school from the drop-down menu.
    d.   Select the correct content area from the drop-down menu.
    e.   Select the correct class from the drop-down menu.
    f.   Select the correct student from the drop-down menu.
    g.   Select **View Report**.

Note: Only the previous 2 years of Student Responses are available and can be accessed in Nextera using the steps outlined in this document. Spring 2022 responses will only be available until Fall of 2024.

4) Select **Print** to download or print a PDF.
5) Scroll down to see the Student Response information.

Note: If a student does not have any responses to the constructed-response questions, the user will receive this notification:

Customer Support

NWEA Customer Support is available between the hours of 7:30 a.m.—4:30 p.m. ET Monday—Friday.

- Phone: 1-866-997-0695
- Chat: Available via the Nextera Admin Help page
- Email: NYTesting@nwea.org