New York State Grades 3-8 Testing Updating Teacher Accounts in Nextera Admin – Quick Reference Guide

Introduction

Placeholder teacher accounts are created as part of the Pre-ID import to Nextera Admin. Students are loaded to <u>Nextera Admin</u> according to grade-level enrollment and not according to instructional classes. Students are loaded into one "bucket" or class container on Nextera Admin with the placeholder teacher assigned to that class. Schools can choose to leave these classes and placeholder teachers as is or can choose to update the pre-populated data and assign Teacher roles. Schools may choose to update the placeholder teacher accounts by editing the email address or replacing the teacher account.

Please note that schools are not required to update the placeholder teacher accounts added as part of the Pre-ID load, nor are they required to add additional teacher accounts. Principals and School Test Coordinators (STC) can monitor testing in Nextera Admin or have the option to access the <u>Examiner View</u> to open a Chrome browser window on another user's computer for the purposes of allowing teachers to monitor online testing statuses without adding them formally to Nextera. Or, schools have the option to create virtual classes that best fit their CBT administration. They will need to add a teacher for any new classes added. Schools can add a new user with the "teacher" role to this pre-populated class to be the technical proctor; this can be an actual teacher, or they can create additional placeholder teachers and virtual classes that best fit their CBT administration. Schools are not required to use separate classes--they can rename the pre-populated class in Nextera Admin and use one "class" for CBT administration or arrange students into different classes. Schools can add a new user with the "teacher" role to this pre-populated class to be the technical proctor.

Placeholder teacher accounts were created as part of the Pre-ID import to Nextera Admin.

- Teacher Name
 - Last Name: District Name (truncated to 35 characters)
 - First Name: School Name (truncated to 35 characters)
- Email = School name (truncated to 35 characters) + School BEDS code @NYSED.com
 - Example: <u>Trainingelementaryschool012345@NYSED.com</u>

There are two ways to update teacher accounts:

Edit the Email Address

- 1. Log in to Nextera Admin.
- 2. Click the "Change" link at the top of the page to filter to the appropriate district and school.
- 3. Click Accounts > "Accounts" to navigate to the Accounts page.

and the second second	Training Te	st District (012	2345) Train	ing Elemer	itary Sc	hool (012345) No conter
New	York Sta	ite Gra	ades 3	-8 Te	estii	ng Program
HOME	STUDENTS ~	CLASSES	TESTS ~	ACCOU	NTS ~	STUDENT RESPONSES
				Accou	ints	3
Your Pr	ofile			Distri	cts	at's New
	Anime Contractants			Schoo	ols	ss to 202 Student Construct
Associate stating to 1 Transmy Alterny, II Thispering	d with spectrums dense (May 1.5,211) without	(Bemeriacy	le houri di Lina		The opt Plea	ose schools that elected to admin ional Session 2 to students may reporting platform. ase note that student responses ticipated in the 2019 computer-b
Allanty I	1.4.6710				The	ServicePoint reference guide pr



4. Click on "View" on the Accounts page to edit the email address for the teacher on the "View Account" page through the Edit feature.

Accounts								
Manage Accour	its						Merge Accounts	New Account
All accounts associate to send a welcome er	d with the d nail to the u	istrict and school yo ser and enable the a	u've selected appear bel ccount. For activated acc	ow, Click on the View button to : counts, you can click the "Reset"	see more details link to send the u	on an account and make updat user an email containing instru	tes. For new accounts, clic ctions on how to reset his	k the "Activate" li or her password
All		v	□ Show	users without a role		Q		
User ID	II	Last Name	First Name	Email Address	Account Type	Membership	Actions	History

5. Edit the email address and confirm that the testing window and content areas selected are correct, then click "Save".

Note: The teacher account will retain the placeholder teacher name.

lles	ar ID:	0	0.000			
056	er iD.		iwea.c			
First Na	ame:	Test			/	
Last Na	ame:	Teacher		K		
E	mail:	TestTeacher@Test	.Com			
Ph	ione:					
This account is currently a	ctive:	✓				
Role Type:			Teacher District		Nextera Training Test District (012345)	clear
Add Role			School		Nextera Training Elementary School (012345)	
Additional Information Needed						clear all
Content Areas: *						

Replace the Teacher Account

Replace the teacher account by disabling the existing teacher account to create a new teacher account, using the email address as the username.

- 1. Log in to Nextera Admin.
- 2. Click the "Change" link at the top of the page to filter to the appropriate district and school.
- 3. Click Accounts > "Accounts" to navigate to the Accounts page.

Training Test District (012345) 1	Training Elem	nentary Sc	hool (012345) No center
New York State Grades	5 3-8 T	estii	ng Program
HOME STUDENTS ~ CLASSES TESTS	5~ ACCO	DUNTS ~	STUDENT RESPONSES
	Acc	ounts	3
Your Profile	Dis	tricts	at's New
realest frederic (or ladel) for pri fregressionistic series at com-	Sch	nools	ess to 2029 Student Construct
Associated with the barring formentary following pictures; it to every they Allows; and a pictures;		The opt Que	ose schools that elected to admin ional Session 2 to students may a estar's reporting platform.
Mingerig Addition + Norming May Advance Mit-Addition		Plea par The	ase note that student responses ticipated in the 2019 computer-b ServicePoint reference guide pr

4. Click "View" next to the teacher's name to first deactivate the existing account.

User ID	11	Last Name	First Name	Email Address	Account Type	Membership	Actions	/	History
Teacher@NWEA.org		Teacher123	Teacher	Teacher@NWEA.org	Teacher	Elementary School A	View Re	eset	History

5. "Uncheck" the box "This account is currently active" and click "save".

Edit Account	
You're Editing: Teacher Teacher123	
User ID:	Teacher@NWEA.org
First Name:	Teacher
Last Name:	Teacher123
Email:	Teacher@NWEA.org
Phone:	
This account is currently active:	

4

6. Add a new teacher account by clicking "New Account".

New York State Grades	3-8 Testir	ng Program			🔱 Questar,
HOME STUDENTS ~ CLASSES TESTS ~	ACCOUNTS ~	STUDENT RESPONSES	HELP ~		
	Accounts				
Accounts	Districts				6
Manage Accounts	Schools			Merge Accounts	New Account
All accounts associated with the district and school you to send a welcome email to the user and enable the ac	i've selected appear count. For activated	below. Click on the View butt accounts, you can click the "l	on to see more details on an acco Reset" link to send the user an en	ount and make updates. For new accounts, nail containing instructions on how to reset	click the Activate" link his or her password.
Account Type				Search	
All	🗆 sł	iow users without a role		Q Type part of a name, User ID, or email a	ddress

- 7. Fill in the first name, last name, and teacher's email address for the "username".
- 8. Check the box "This account is currently active".
- 9. Choose "Teacher" from the Role Type drop-down box.

	Back to accounts I	ist			
	Add New	Account			
	User Inform	ation			
	First Name: *	1	7	Email: *	
	Last Name: *		-	Phone:	
8	This account is cu	rrently active			
	Select role(s))		Selected	roles
	Role Type:			Please select	role(s) for this user using the controls on the left.
	make a selection-	•	9		
	Add Role		-		

Note: The phone number is not required.



- 10. Check the correct box for each applicable testing window and content area.
- 11. Click "Add Role" to add the Teacher role to the account.
- 12. Click "Create an Account" at the bottom.

Teacher	~
District: *	
Nextera Training Test District (012345)	~
School: *	
Nextera Training Elementary School (012345)	~
A shallet a seal the former attack the state	I
Additional Information Need	ed
Additional Information Need Content Areas: *	ed
Additional Information Need content Areas: * Spring 3-8 - ELA Spring 3-8 - Math	ed
Additional Information Need Content Areas: * Spring 3-8 - ELA Spring 3-8 - Math Spring 3-8 - Science	ed
Additional Information Need content Areas: * Spring 3-8 - ELA Spring 3-8 - Math Spring 3-8 - Science Spring 3-8 SAFT - ELA	ed
Additional Information Need Content Areas: * Spring 3-8 - ELA Spring 3-8 - Math Spring 3-8 - Science Spring 3-8 SAFT - ELA Spring 3-8 SAFT - Math	ed

Customer Support

Customer Support can be reached by:

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

For more information on NWEA's Customer Support team and hours, please visit this article on <u>CBT Support</u>.