# 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 Nextera Admin 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 Examiner View 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: Trainingelementaryschool012345@NYSED.com

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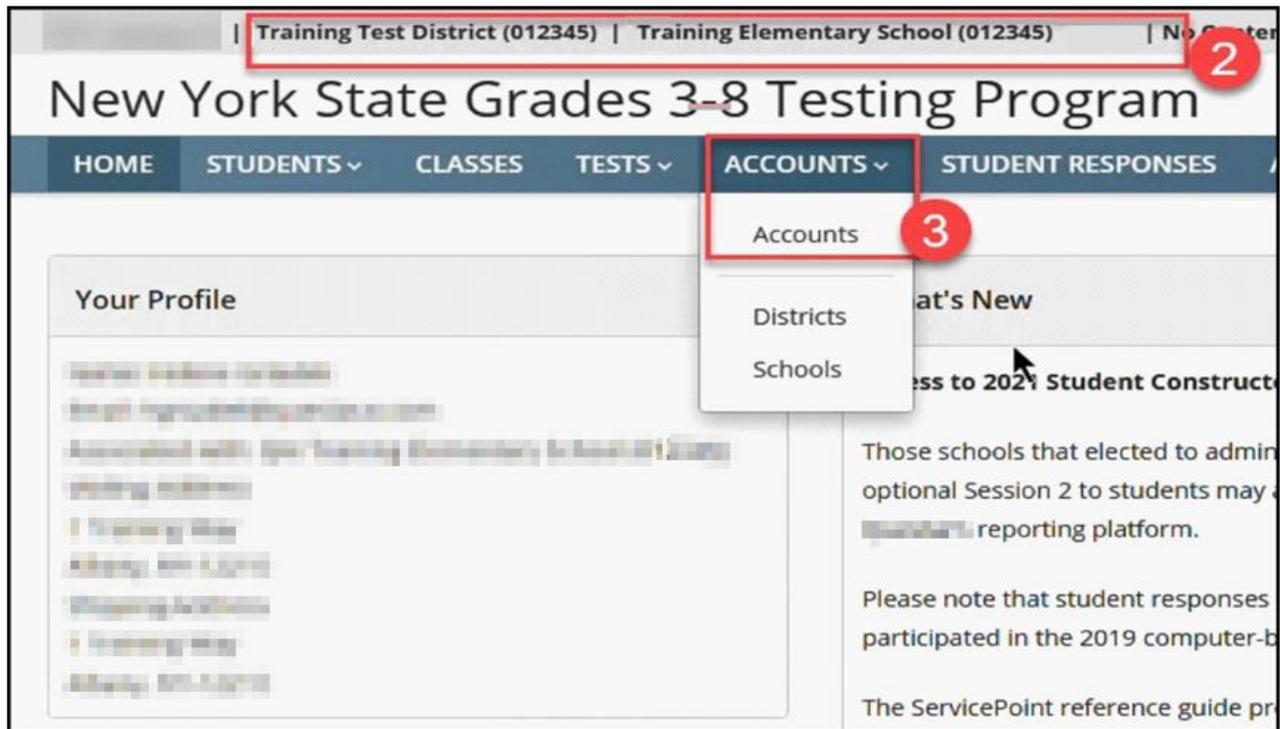
4. Click on "View" on the Accounts page to edit the email address for the teacher on the "View Account" page through the Edit feature.



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.

## 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.
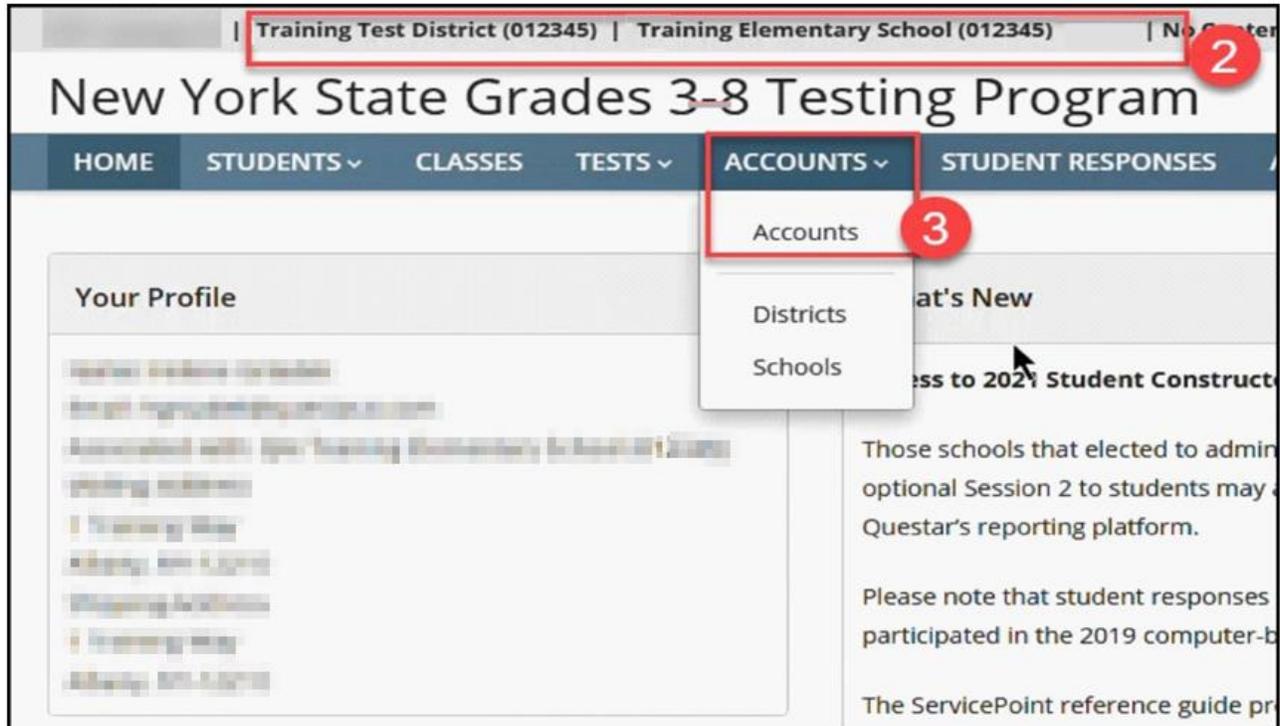


4. Click "View" next to the teacher's name to first deactivate the existing account.



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

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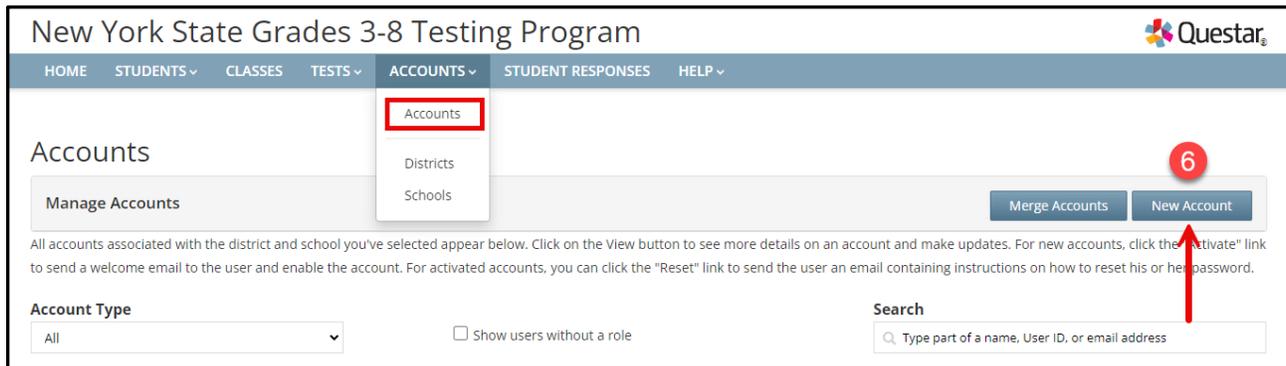


7. Fill in the first name, last name, and teacher's email address for the "username".
8. Check the box "This account is currently active".
9. Choose "Teacher" from the Role Type drop-down box.
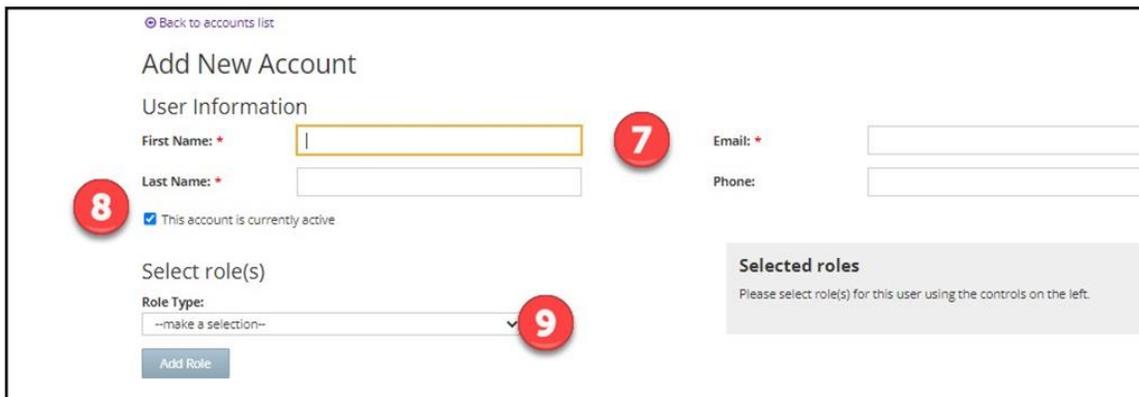


Note: The phone number is not required.

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.



## Customer Support

Customer Support can be reached by:

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

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