



RIDE Rhode Island
Department
of Education

Guide to the RICAS Training Site

2025 RICAS Test Administrations

Important Contact Information and Resources

Contact:	RICAS Service Center
For questions on:	<ul style="list-style-type: none">• general test administration support• RICAS Portal and RICAS Student Kiosk such as<ul style="list-style-type: none">○ user accounts○ technology support and readiness○ student registration process and loading files○ viewing student data○ scheduling tests• locating resources• shipments of materials
Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	ricas.onlinehelp.cognia.org
Email:	ricasservicecenter@cognia.org
Telephone:	855-222-8936

Contact:	RIDE Office of Instruction, Assessment, and Curriculum
For questions on:	Contact RIDE with any questions on policy or accommodations. Questions regarding student registration data should be directed to the district’s data manager.
Web:	www.ride.ri.gov/ricas
Email:	assessment@ride.ri.gov
Telephone:	401-222-8478

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I. Introduction

There are two components of the RICAS Training Site online testing system: the **RICAS Training Site**, used by school and district test coordinators, technology coordinators, and test administrators, and the **RICAS Training Student Testing Interface** (browser), used by students for testing. Users should be assigned the same role in the RICAS Training Site as in the RICAS Portal. RIDE recommends setting the same password for both sites. This document is intended to provide instructions for navigating and utilizing the RICAS Training Site.

II. Roles and Responsibilities

The RICAS Training Site recognizes five user roles:

1. District Test Coordinator (DTC)
2. School Test Coordinator (STC)
3. Test Administrator (TA)
4. Technology Coordinator (TC)
5. Reports Access Only (RAO)

Each role has a separate set of responsibilities which determine the user’s level of access to the components available within the RICAS Training Site. See Table 1 below for more information.

Table 1. User Roles Permissions Matrix

Features	DTC	STC	TA	TC	RAO
Users					
Manage users (i.e., add, edit, or deactivate accounts)	X	X		X	
Student Management					
Upload Student Accommodations Profile (SAP) and assign accessibility features and accommodations	X	X		X	
Create, edit, and delete classes	X	X		X	
View existing classes, students, and scheduled tests	X	X	X	X	
Test Management					
Schedule tests	X	X		X	
View proctor passwords (required to sign a student back in to a test in certain situations)	X	X	X	X	
Reactivate previously turned-in test	X				
Manage and monitor scheduled tests	X	X	X	X	
Export test status* (i.e., access to exports that show student test status)	X	X		X	
Reports					

Features	DTC	STC	TA	TC	RAO
View reports for practice tests	X	X	X	X	X

III. Logging in to the RICAS Training Site

A. Initial Login Instructions

When a user account is created, users will receive automated emails from ricasservicecenter@cognia.org.

- Users will receive two emails for the [RICAS Portal](#): one containing their username and one containing their password.
- Users will receive two emails for the [RICAS Training Site](#): one containing their username and one containing their password.

After receiving the emails, users will need to follow the links to log in to both the RICAS Portal and RICAS Training Site and reset their passwords. Note that users will need to set up passwords separately for each site; RIDE recommends setting the same password for the RICAS Portal and the RICAS Training Site.

If you have not received your RICAS Training Site login instructions, users may receive support as follows:

- **Test administrators and school-level technology coordinators** should contact their principal or school test coordinator for assistance.
- **Principals, school test coordinators, and district-level technology coordinators** should contact their district test coordinator for assistance.
- **District test coordinators** should contact the RICAS Service Center for assistance.

B. Password Requirements

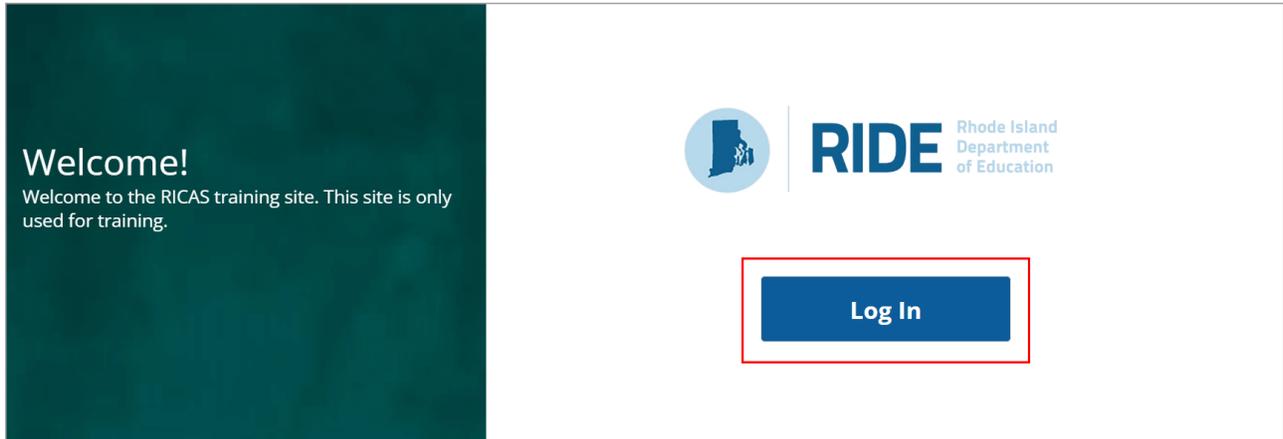
Passwords must meet the requirements shown below. Passwords expire after 365 days. If it has been longer than 365 days since you have updated your password, you will be required to update it upon login.

- Minimum of 12 characters, maximum of 32 characters
- One uppercase letter
- One lowercase letter
- One number
- One special character (~!@#\$%^&*()_+={}|[]:”;'<>?)

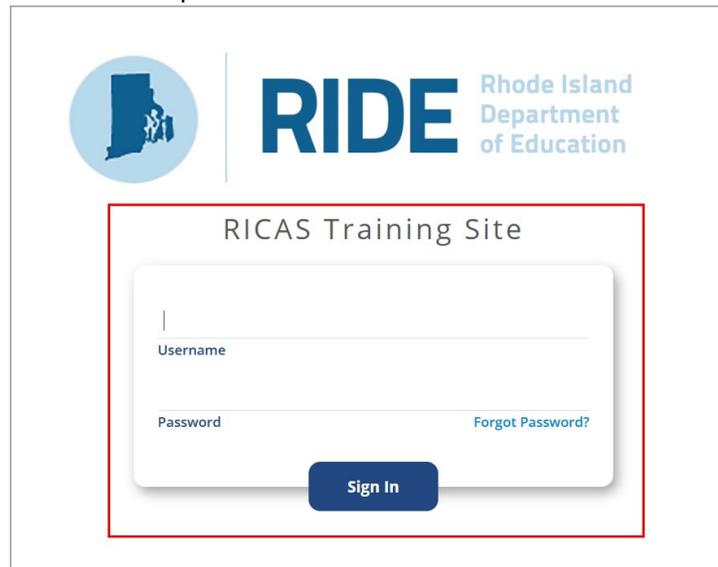
C. Logging In

1. To access the RICAS Training Site, users will navigate to <https://ricas-training.cognia.org> (screenshot below). Select the **Log In** button and enter your username and password.

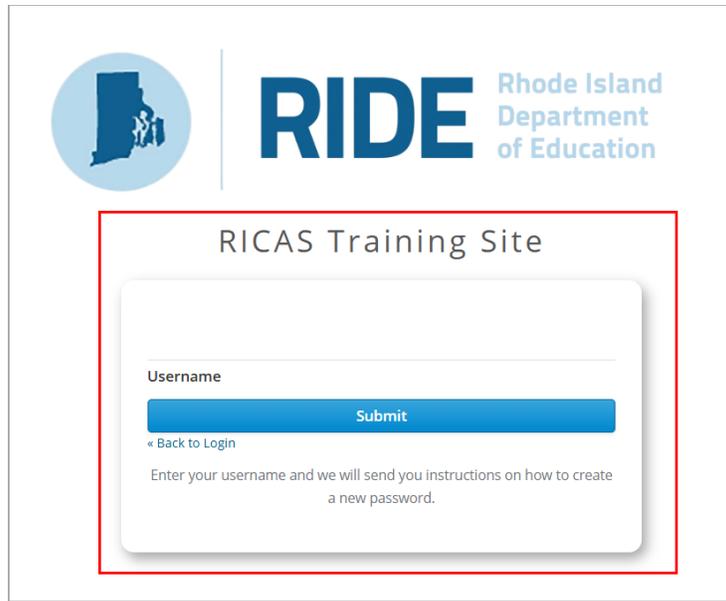
When logging in for the first time, use the username and password from the initial system emails.



2. Type in your username and password as indicated in the screenshot below and click the **Sign In** button to enter the portal.



If you have forgotten your password, select the **Forgot Password?** link and enter your username as indicated in the screenshot below. Select the **Submit** button. The system will send an email to the email address associated with the account providing instructions to reset your password.



IV. RICAS Training Site Homepage

The RICAS Training Site is used to practice performing test administration tasks, assigning student accommodations, scheduling students for tests, conducting technology preparations, and viewing reports.

Upon logging in to the RICAS Training Site, the portal homepage provides access to the following components according to your role and organization:

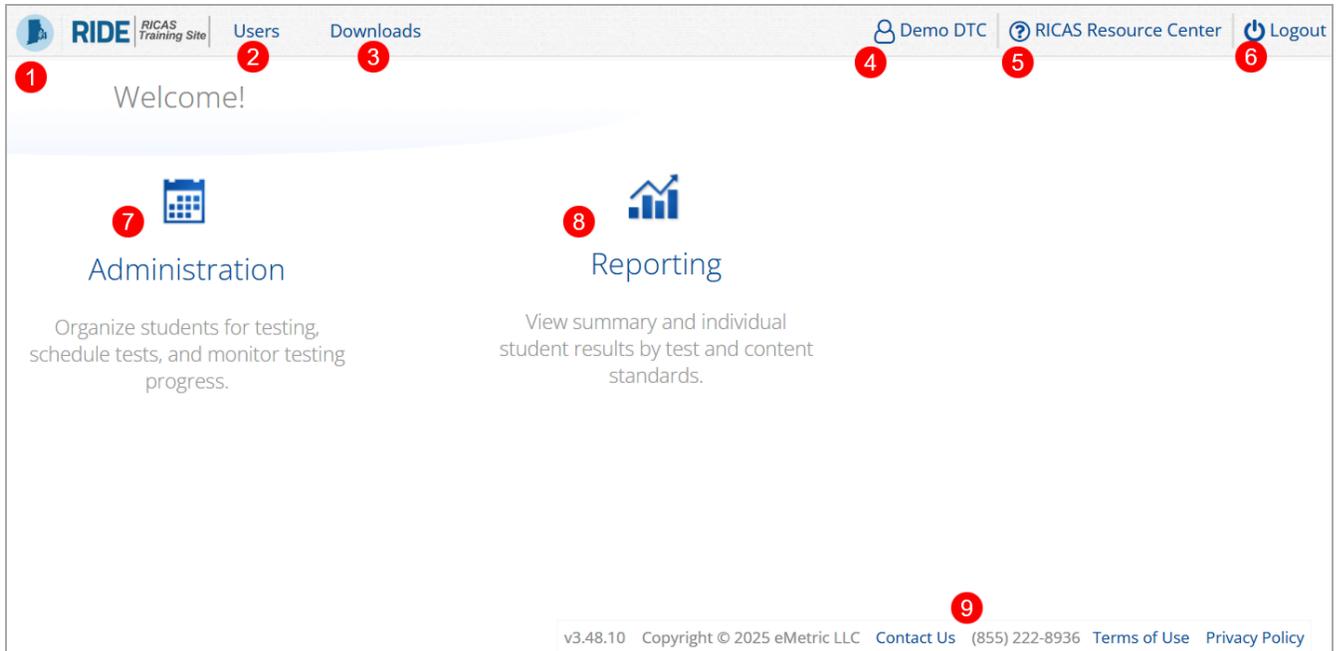
- **User Management:** Used for adding and editing portal user accounts
- **Administration:** Used for:
 - organizing students and classes for testing
 - scheduling practice tests
 - accessing practice test student log-in information
 - printing student logins
 - monitoring student practice test testing progress
- **Reporting:** Used for accessing reports for practice tests. Test coordinators will be able to view student results and student responses for practice tests.

A. Navigating the RICAS Training Site Homepage

In Table 2 below are descriptions of the features and sections that are available on the RICAS Training Site homepage. The numbered icons listed in Table 2 below are shown in the screenshot that follows indicating the location of the feature or section on the RICAS Training Site homepage.

Table 2. RICAS Training Site Homepage

Icons	Description
1	Click the RIDE logo in the top left corner of any page to return to the RICAS Training Site homepage.
2	Click Users at the top left-hand side of the top menu bar on the RICAS Training Site homepage to access User Management. User Management is where RICAS Training Site user accounts are created and edited. More information about user accounts and User Management can be found in the <i>RICAS Portal User Management Guide</i> .
3	Click Downloads to view and download large exports of student test statuses, such as Export Test Status for All Tests.
4	Click your username in the top-right corner of the page to view your profile. This is where you can update your password. (“DistrictTest Coordinator” is the username in this example.)
5	Click the RICAS Resource Center link in the top right-hand side to access the RICAS Resource Center , which will open in a new tab in your web browser.
6	Click Logout at the top right-hand corner to log out of the portal. After selecting Logout , you will be prompted to then select the Logout button on the next page that appears.
7	Click Administration to access the Administration section to manage demo student data, assign demo students to classes, schedule tests, print student logins, and monitor practice test testing status.
8	Click Reporting to access the Reporting section. Reporting is where users will access the available reports for the practice tests. Test coordinators will be able to view student results and responses to the practice tests scheduling in the RICAS Training Site.
9	Click Contact Us at the bottom of the RICAS Training Site homepage to open a blank email message addressed to the RICAS Service Center . The phone number next to Contact Us is for the RICAS Service Center.

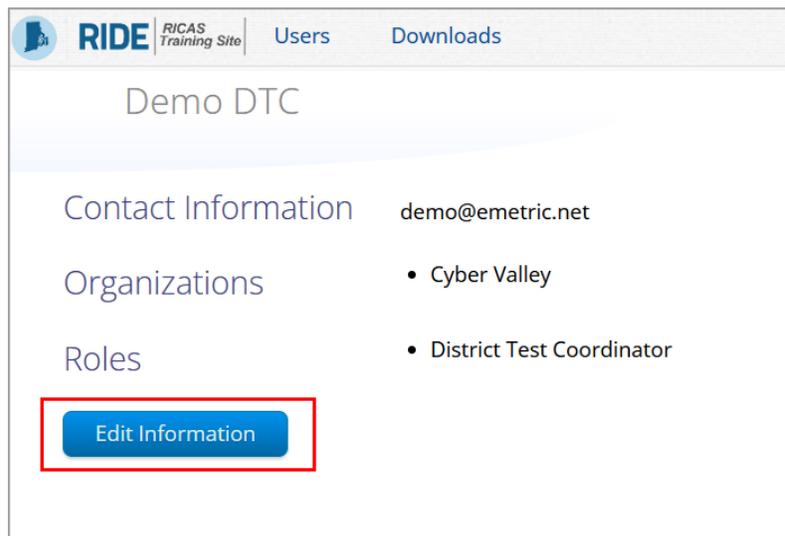


B. Update Your Profile

Your profile page displays your contact information, organization(s), and role.

To update your user profile, follow the steps below:

1. Click on your name in the upper right corner of the portal.
2. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number, or address.



3. Select **Save Profile** to save any changes you have made.

The screenshot shows a web interface for editing a user profile. At the top, there is a navigation bar with the RIDE RICAS Training Site logo and links for 'Users' and 'Downloads'. Below this is a header for the current page: 'Edit User Demo_DTC (Demo DTC)'. The main content area contains a form with the following fields:

- First Name*: Demo
- Last Name*: DTC
- Email*: demo@emetric.net
- Password: (empty)
- Phone Number: (empty)
- Fax Number: (empty)
- Address: (empty)

 At the bottom of the form, there are two buttons: 'Save Profile' (highlighted with a red box) and 'Cancel'.

V. User Management

A. General Overview of User Management

To access the User Management section, select the **Users** link on the top left-hand side of the menu bar of the RICAS Training Site homepage. Features in User Management are available based on user role permissions. Within User Management, test coordinators can view user accounts, add new user accounts, and manage existing user accounts for their school or district. By default, a list of existing active users will be shown.

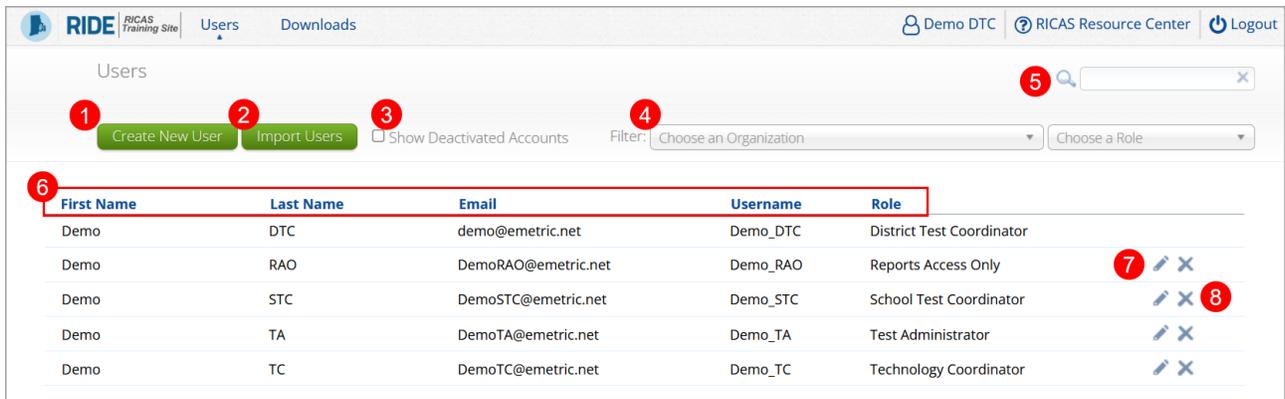
In Table 3 below are descriptions of the features that are available on the User Management homepage. The numbered icons listed in Table 3 are shown in the screenshot that follows to indicate the location of the feature.

Table 3. User Management Homepage

Icons	Description
1	To manually add a new user account, select the Create New User button, and follow the instructions in the Manually Add New User Accounts section listed below in section B.
2	To add new users or update existing users via a file upload, select the Import Users button, and follow the instructions in the Adding and Editing Multiple User Accounts via File Upload section below in section D.

Table 3. User Management Homepage continued

Icons	Description
3	To view a list of deactivated users, select the checkbox to the left of Show Deactivated Accounts . The user table will change to show only deactivated users.
4	Filter the list by selecting an organization in the Choose an Organization drop-down menu or by selecting a user role (District Test Coordinator, School Test Coordinator, Technology Coordinator, Test Administrator, or Reports Access Only) in the Choose a Role drop-down menu.
5	To search for a user, type the first name, last name, username, or email address in the Search  box in the top right-hand corner, and then press Enter or click the search icon.
6	Sort columns by clicking the column heading.
7	To edit an existing user record, select the Edit User  icon in the row with that user's name and follow the instructions in the Manually Editing a User Account section listed below in section B.
8	To deactivate a user account, click the Deactivate User  icon in the user's row and follow the instructions in the Deactivate and Reactivate Users section listed below in section C.



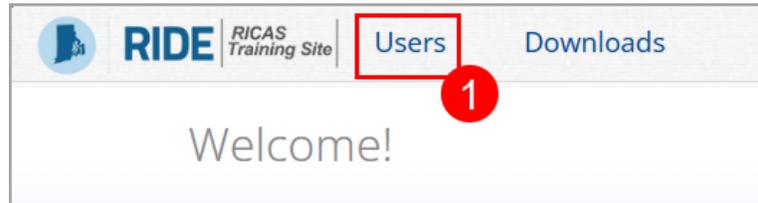
B. Adding and Editing User Accounts through the Interface

In the RICAS Training Site, there are two options for adding and editing user accounts. The first option is to manually add or edit a user account; this is recommended if you are adding or editing fewer than ten accounts. The second option is to add or edit multiple user accounts through file upload, which is shown in section D listed below; this is recommended when adding or editing a large number of user accounts.

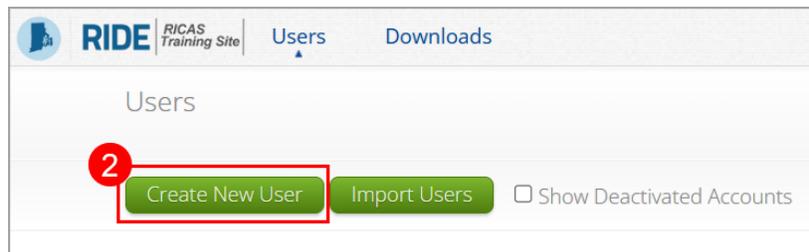
Manually Add New Users through the Interface (recommended for 10 or fewer users)

To manually add a new user, follow the steps below:

1. On the RICAS Training Site homepage, select **Users** at the top left-hand side of the top menu bar, shown in (1).



2. Select the **Create New User** button, shown in (2).



3. Enter the new user's contact information, shown in (3) below. Fields with a red asterisk (*) are required.
 - a. Use the new user's email address as their username.
 - b. Ensure the email address is accurate. New RICAS Training Site users will be sent two emails containing their username and password to the email specified.
4. Select the role you wish the user to have from the **New User has the following role** drop-down menu shown in (4) below. See Table 1 above for user role permissions.

Each user account can only be assigned **one role**. If one person will conduct tasks that are common across multiple roles, they should be given the role with the highest level of permission to complete their tasks. For example, if a user is performing tasks of both a school test coordinator and a test administrator, they should be assigned the role of school test coordinator, since that role has the higher level of access.

5. In the **New User belongs to the following organizations** section, click the blue bar to select the organization(s) the user will have access to, shown in (5). Users may have access to multiple organizations.
6. In the **New User has access to the following programs** section, click the blue bar to select **RICAS Training**, shown in (6).
7. Select **Save User** in the top left-hand side of the screen to save the new user account, shown in (7).

Create New User

7 Save User Cancel

3 Username*
First Name*
Last Name*
Email*
Phone Number
Fax Number
Address

Roles & Organizations

New User has the following role:
4 No role selected. Click here to choose role.

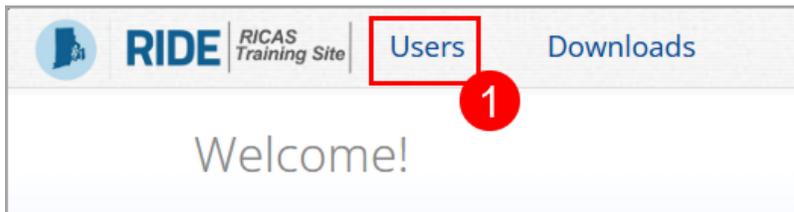
New User belongs to the following organizations:
5 No organizations selected. Click here to choose organization(s).
Click here to select organization(s).

New User has access to the following programs:
6 No program selected. Click here to choose program(s).
Click here to select program(s).

Edit a User Account through the Interface (recommended for 10 or fewer users)

To manually edit an existing user, follow the steps below:

1. On the RICAS Training Site homepage, click **Users** at the top left-hand side menu bar.



2. Select the **Edit User**  icon in the user's row.

Users

Create New User in Cyber City Import Users Show Deactivated Accounts Filter: Cyber City Choose a Role

Page 1 of 2 Next

First Name	Last Name	Email	Username	Role	
Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator	 
Demo	STC	DemoSTC@emetric.net	Demo_STC1	School Test Coordinator	 
Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator	 
Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator	 

3. You are directed to the user's profile.
4. Edit fields as allowed by your account type, shown below.

5. Select **Save User** (shown in the red box above) to save any changes made to a user's profile.

C. Deactivate and Reactivate User Accounts

A district test coordinator, school test coordinator, or technology coordinator can deactivate existing user accounts and reactivate user accounts that were previously deactivated within their organization. Deactivating a user account will remove the account from the list of active users and render the account unusable. The deactivated account still exists in the system and the **username cannot be reused**. Accounts that have been deactivated can be reactivated, edited, and used again. When a user account is deactivated or reactivated, an email notifying the user will be sent to the email address associated with the account.

Note: When a user account is linked to multiple organizations, deactivation may not work if the user performing the deactivation does not have access to the same organizations. This can result in the account still appearing as active in the user table.

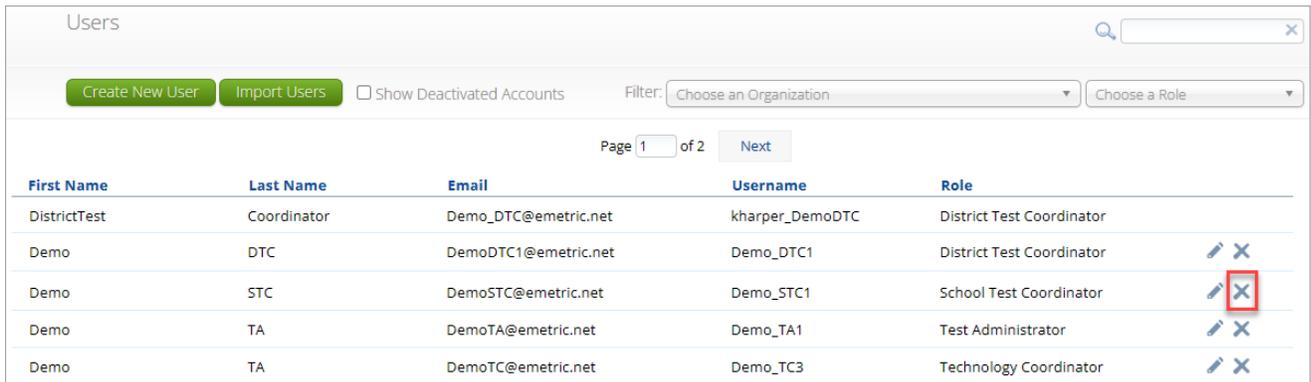
To resolve this, ensure that the deactivation process is carried out by someone with access to all relevant organizations, such as a district test coordinator or technology coordinator with district level access.

Deactivate User Accounts

To deactivate a single user account, follow the steps below:

1. On the RICAS Training Site homepage, select **Users** at the top left-hand side of the top menu bar.

2. Select the **Deactivate User** icon  in the user's row.



Users

Create New User Import Users Show Deactivated Accounts Filter: Choose an Organization Choose a Role

Page 1 of 2 Next

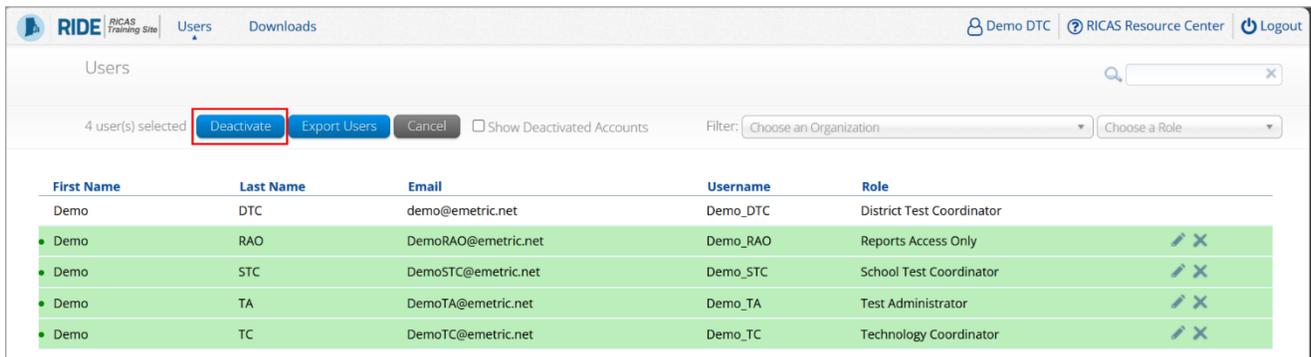
First Name	Last Name	Email	Username	Role	
DistrictTest	Coordinator	Demo_DTC@emetric.net	kharper_DemoDTC	District Test Coordinator	
Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator	 
Demo	STC	DemoSTC@emetric.net	Demo_STC1	School Test Coordinator	 
Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator	 
Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator	 

3. A pop-up verification message will appear. Select **Deactivate** to confirm deactivation of the user account.



To deactivate multiple user accounts, follow the steps below:

4. On the RICAS Training Site homepage, select **Users** at the top left-hand side of the top menu bar.
5. Select each account. Once selected, the row will appear highlighted in green. Then select the **Deactivate** button above the user table.



Users

4 user(s) selected **Deactivate** Export Users Cancel Show Deactivated Accounts Filter: Choose an Organization Choose a Role

First Name	Last Name	Email	Username	Role	
Demo	DTC	demo@emetric.net	Demo_DTC	District Test Coordinator	
Demo	RAO	DemoRAO@emetric.net	Demo_RAO	Reports Access Only	 
Demo	STC	DemoSTC@emetric.net	Demo_STC	School Test Coordinator	 
Demo	TA	DemoTA@emetric.net	Demo_TA	Test Administrator	 
Demo	TC	DemoTC@emetric.net	Demo_TC	Technology Coordinator	 

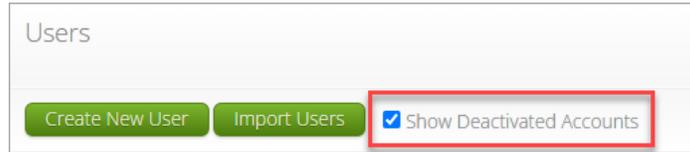
6. A pop-up verification message will appear. Select **Deactivate** to confirm deactivation of the selected user accounts.



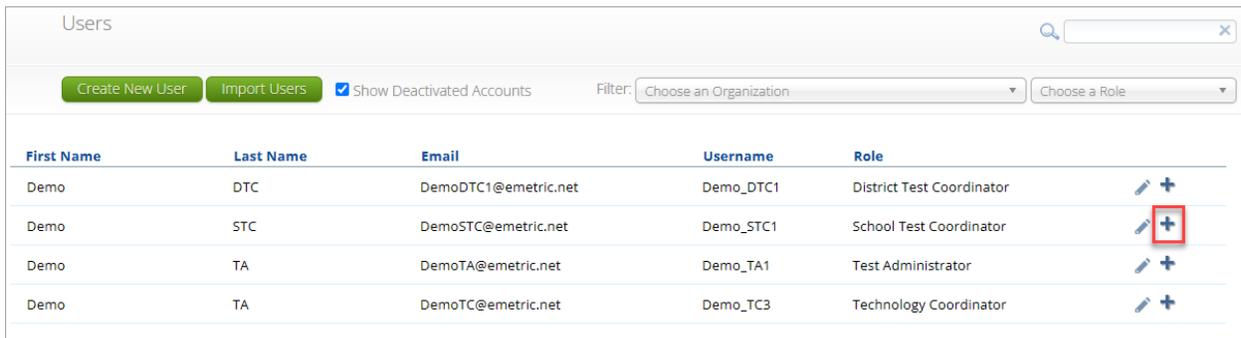
Reactivate User Accounts

To reactivate a single user account that was previously deactivated, follow the steps below:

1. On the RICAS Training Site homepage, select **Users** at the top left-hand side of the top menu bar.
2. Select the **Show Deactivated Accounts** checkbox.



3. Select the **Reactivate +** icon in the user's row to reactivate their user account.



A screenshot of the 'Users' management interface showing a table of users. The table has columns for First Name, Last Name, Email, Username, and Role. The 'Demo STC' user is highlighted, and the 'Reactivate +' icon in the right-hand column is highlighted with a red rectangular box.

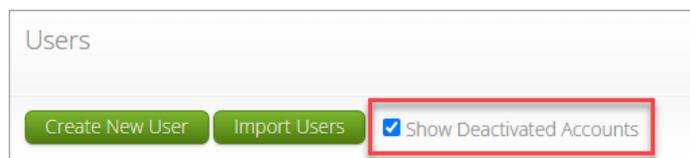
First Name	Last Name	Email	Username	Role	
Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator	
Demo	STC	DemoSTC@emetric.net	Demo_STC1	School Test Coordinator	
Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator	
Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator	

4. A pop-up verification message will appear. Select **Reactivate** to confirm reactivation of the user account.



To reactivate multiple user accounts, follow the steps below:

5. On the RICAS Training Site homepage, select **Users** at the top left-hand side of the top menu bar.
6. Select the **Show Deactivated Accounts** checkbox.



7. Select each account to be reactivated and select the **Reactivate** button above the user table.

Users

3 user(s) selected **Reactivate** Export Users Cancel Show Deactivated Accounts Filter: Choose an Organization Choose a Role

First Name	Last Name	Email	Username	Role	
Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator	
Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator	
Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator	

- A pop-up verification message will appear. Select **Reactivate** to reactivate selected user accounts.



D. Adding and Editing Multiple User Accounts via File Upload

If you have several user accounts to add or edit, it may be easier to use the file upload feature. File uploads are required to be in .CSV file format, and files must be uploaded separately for adding new users and editing existing user accounts. Note that user accounts may not be deactivated or reactivated via file upload.

Adding Multiple User Accounts via File Upload

- To add new users via file upload, from the **Users** page, select the **Import Users** button.

Users

Create New User **Import Users** Show Deactivated Accounts Filter: Choose an Organization Choose a Role

First Name	Last Name	Email	Username	Role	
Demo	DTC	demo@emetric.net	Demo_DTC	District Test Coordinator	
Demo	RAO	DemoRAO@emetric.net	Demo_RAO	Reports Access Only	
Demo	STC	DemoSTC@emetric.net	Demo_STC	School Test Coordinator	
Demo	TA	DemoTA@emetric.net	Demo_TA	Test Administrator	
Demo	TC	DemoTC@emetric.net	Demo_TC	Technology Coordinator	

- Click the **Download Template** link to download the user template. The template will be downloaded to your device.

3. Fill out the template and save the file in .CSV format. See Table 4 below for information on how to fill in the template. There is a **limit of 200 records** for each upload file.

The following is an example of a user import file:

	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address
2	Demo_DTC	Demo	DTC	demo@emetric.net	DTC	00661666	1034			
3	Demo_RAO	Demo	RAO	DemoRAO@emetric.net	RAO	00661666	1034			
4	Demo_STC	Demo	STC	DemoSTC@emetric.net	STC	1666-001	1034			
5	Demo_TA	Demo	TA	DemoTA@emetric.net	TA	1666-001	1034			
6	Demo_TC	Demo	TC	DemoTC@emetric.net	TC	00661666	1034			
7										

4. Once the user upload file has been created, navigate to the Upload Users page. From the Users page, select the **Import Users** button.

5. Select **Add New Users** from the **Choose An Action** drop-down menu.

6. Select **Choose File** and select the user upload file from your computer. You will now see the file name next to the **Choose File** button.

Select **Upload** to upload the file. A pop-up confirmation will appear indicating the user file has been uploaded, and a summary containing the number of users created and the number of records rejected will be provided. New RICAS Training Site users will be sent two separate emails containing their username and password to the email specified.

Upload Users

Action: Add New Users

Select a file to be uploaded

Download Template

Please attach only csv files that adhere to the layout specified by the template.

Choose File: User Upload...er Valley.csv

Upload

Note: If the file is not in .CSV format, you will receive an error message upon clicking **Upload**. You will need to update the file format to **.CSV (Comma delimited)** and upload the file again.

Editing Multiple User Accounts via File Upload

To edit multiple user accounts via file upload, follow the steps below:

1. On the RICAS Training Site homepage, select **Users** at the top left-hand side of the top menu bar.
2. Select the user accounts you wish to edit by clicking on their row in the user table. Once selected, they will appear in green highlighting and the **Export Users** button will appear.

Users

4 user(s) selected Deactivate Export Users Cancel Show Deactivated Accounts Filter: Choose an Organization Choose a Role

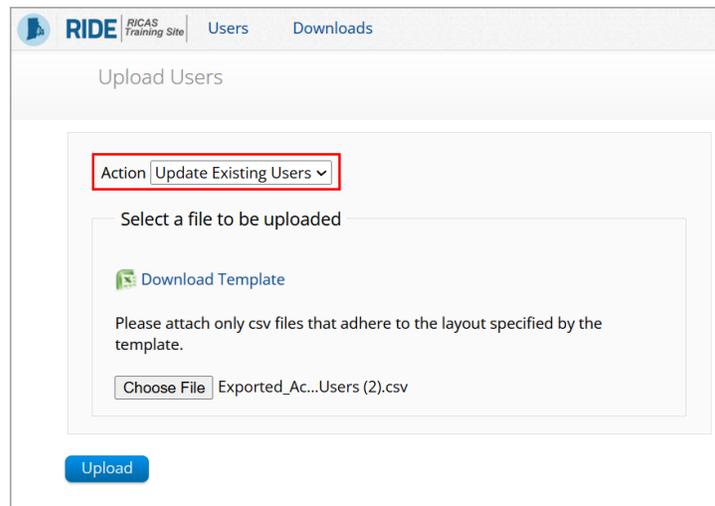
First Name	Last Name	Email	Username	Role
Demo	DTC	demo@emetric.net	Demo_DTC	District Test Coordinator
Demo	RAO	DemoRAO@emetric.net	Demo_RAO	Reports Access Only
Demo	STC	DemoSTC@emetric.net	Demo_STC	School Test Coordinator
Demo	TA	DemoTA@emetric.net	Demo_TA	Test Administrator
Demo	TC	DemoTC@emetric.net	Demo_TC	Technology Coordinator

3. Select **Export Users**. A confirmation will appear to confirm that the user data you selected was exported and the export file downloaded.

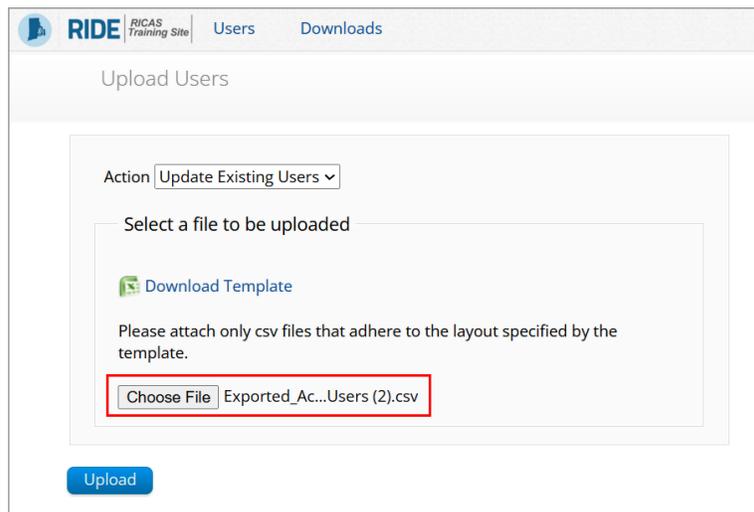
4. Edit the exported file as needed; in the file, you will be able to edit the user's role or organization or update the user profile information (first name, last name, email address, phone number). See Table 4 below for information on how to fill in the template. Once done editing, save the file.
5. On the User Management homepage, select **Import Users**.



6. On the Upload Users page, select **Update Existing Users** in the Action drop-down menu.



7. Select **Choose File** and select the user upload file from your computer. You will now see the file name next to the **Choose File** button.



8. Select **Upload** to upload the file. A pop-up confirmation will appear indicating the user file has been uploaded, and a summary containing the number of users updated and the number of records rejected will be provided.

The screenshot shows the 'Upload Users' page in the RIDE system. The page has a header with the RIDE logo and navigation links for 'Users' and 'Downloads'. The main content area is titled 'Upload Users' and contains a form. The form has an 'Action' dropdown menu set to 'Update Existing Users'. Below this is a section for file selection, which includes a 'Download Template' link and a 'Choose File' button. A file named 'Exported_Ac...Users (2).csv' is selected. At the bottom of the form, an 'Upload' button is highlighted with a red box.

Table 4 below describes the columns, required fields, and accepted values in the upload file:

Table 4. Import Users Data Definitions Table

Field Name	Description	Accepted Values
Username*	User's username for logging in to the portal	Up to 50 alpha-numeric characters; this should be the user's email address.
Fname*	User's first name	Up to 25 characters
Lname*	User's last name	Up to 25 characters
Email*	User's email address	Any standard email address
Role*	User's role	<p>One of the following:</p> <p>DTC — District Test Coordinator</p> <p>TC — Technology Coordinator</p> <p>STC — School Test Coordinator</p> <p>TA — Test Administrator</p> <p>RAO — Reports Access Only</p> <p>The abbreviated role will be used in the .CSV file.</p> <p><i>For example:</i></p> <p>STC will be the accepted value in the .CSV file for adding a School Test Coordinator.</p>

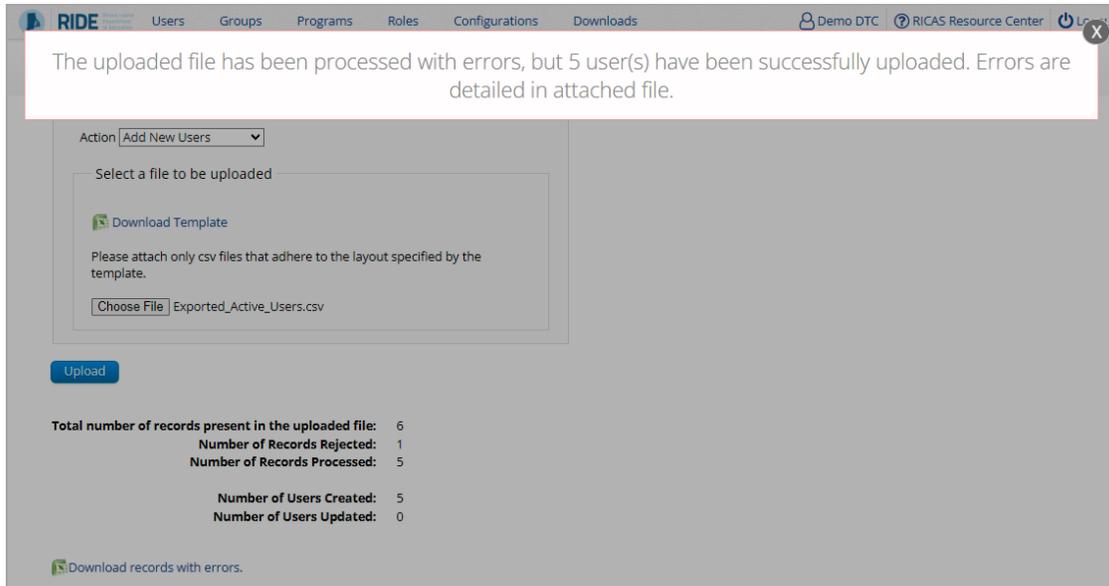
Table 4. Import Users Data Definitions Table continued

Field Name	Description	Accepted Values
Org*	District Code associated with the district level user	<u>District Test Coordinator, Technology Coordinator (District)</u> Org = District Code
	District and School Code associated with the school level user	<i>For example:</i> If District Code is = 99 then Org = 99
		<u>School Test Coordinator, Technology Coordinator (School), Test Administrator (School)</u> Org = District Code - School Code <i>For example:</i> If District Code = 99 School Code = 12345 then Org = 99-12345
		If a user belongs to multiple organizations, a pipe character (“ ”) should be used to separate the organizations. <i>For example:</i> If a user belongs to schools 12345 and 12346 in District 99 then Org = 99-12345 99-12346
Program	Programs available for the user	Blank 1035 = RICAS Training Note: If this is left blank, the user will be assigned to all programs
Phone	User’s phone number	Phone number in xxx-xxx-xxxx format
Fax	User’s fax number	Fax number in xxx-xxx-xxxx format
Address	User’s address	Up to 200 characters

**Required Field*

Resolving Import User Errors

If there are errors in the user upload file, you will be notified after the upload file has been processed. A summary of the results of the upload will be shown on the Upload Users page and a downloadable file detailing the errors will be made available.



Pop-up notification messages are provided in Table 5 below along with results of the file upload and next steps to resolve any errors.

Table 5. Import Users Pop-Up Messages

Pop-Up Message	Result	Next Steps
The uploaded file has been processed and {successCount} user(s) have been successfully uploaded.	Success	No action needed. File was processed without errors.
The uploaded file has been processed with errors, but {successCount} user(s) have been successfully uploaded. Errors are detailed in attached file.	Some errors	Click on the Error file to download. Open the file to view the fields for which there are errors.
No users have been uploaded. Errors are detailed in attached file.	Only errors	Click on the Error file to download. Open the file to view the fields for which there are errors.
The uploaded file is not in the expected .CSV format. Please update the file and try again.	File is not in .CSV format.	Open your original Users file. Click Save As , select a file location, click on Save as type : drop-down menu, select .CSV (Comma delimited) , then click Save .

Select **Download records with errors** to download a file that contains details about errors in the uploaded file.

Total number of records present in the uploaded file: 8

Number of Records Rejected: 2

Number of Records Processed: 6

Number of Users Created: 6

Number of Users Updated: 0

 [Download records with errors.](#)

Sample error file:

	A	B	C	D	E	F	G	H	I	J	K
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address	Notes
2	Demo_DTC	Demo	DTC	demoDTC@emetric.net	DTC	00-771777	1036				User exists with same username
3	Demo_STC	Demo	STC	demoSTC@emetric.net	STC	00-771777-001 00-771777-004 00-771777-005	1036				Invalid organization number.
4	Demo_TA	Demo	TA	demoTA@emetric.net	TA	00-771777-001 00-771777-002 00-771777-003	1036				User exists with same username
5	Demo_TC	Demo	TC	demoTC@emetric.net	IT	00-771777	1036				Invalid role.
6											

The Error File will contain one or more of the errors shown in Table 6 below:

Table 6. Import Users Errors

Notes Field in Error File	How to Resolve the Error
User exists with same username	Modify the username.
Username must be 4-50 alphanumeric characters	Modify the username to contain at least 4 characters, not more than 50 characters, and include a mix of letters and numbers in the username.
First name must be 1-25 characters long	Modify the first name to contain at least 1 character and not more than 25 characters.
Last names must be 2-25 characters long	Modify the last name to contain at least 2 characters and not more than 25 characters.
Invalid role	Add a valid role abbreviation.
Invalid organization and role pairing	If the user is a STC, verify that the district number and school number are provided in the Org field.
Invalid organization number	Verify the organization number is correct. If you are creating a DTC or TC that covers the district, verify the district number is correct.
Invalid/Not allowed program ID	Update the program ID to be a valid number. See the table above for valid program codes.

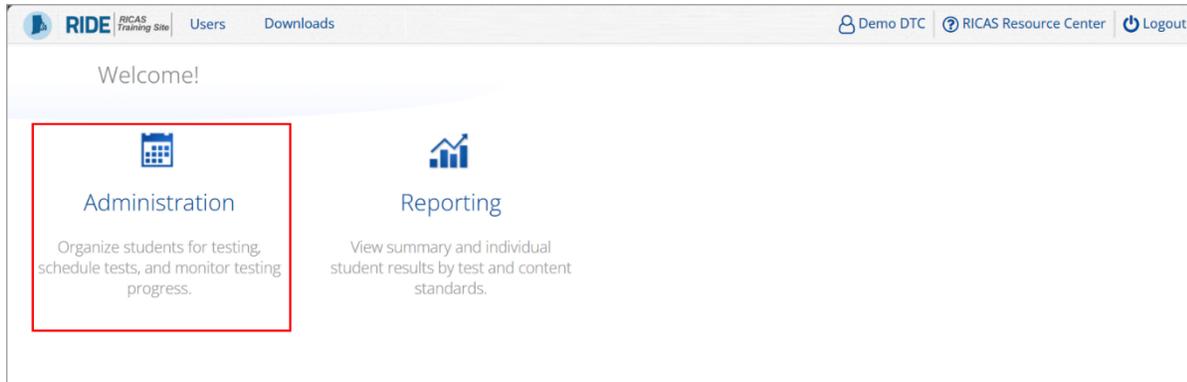
Correct the invalid fields in the User Upload file. Then, save the updated file and repeat the steps to import. You will start with **Step 4** listed above.

Contact the RICAS Service Center for assistance with errors that you are unable to resolve.

VI. Administration

A. General Overview of Administration

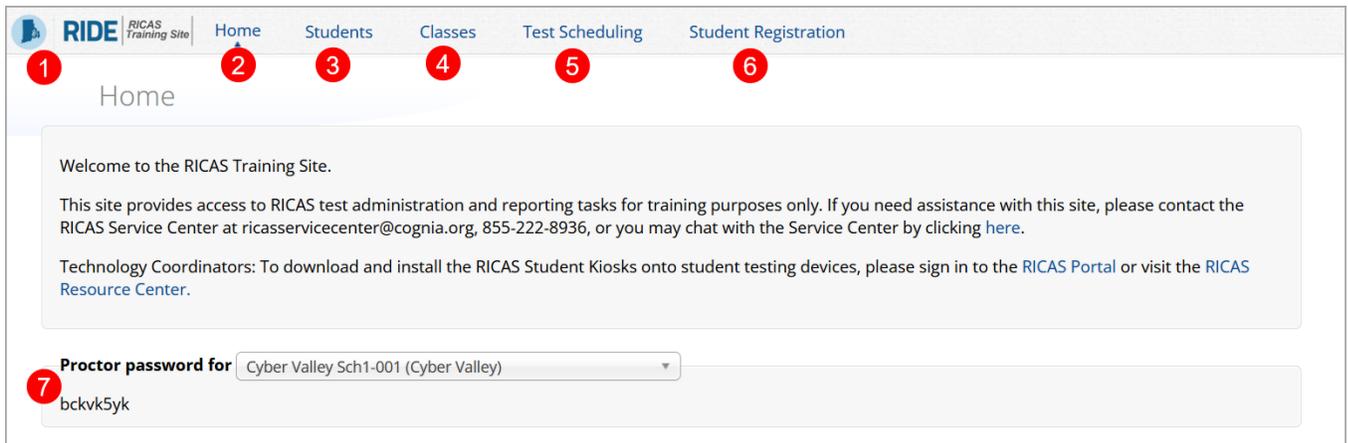
To access the Administration section of the RICAS Training Site available to all user roles except Reports Access Only, select the **Administration** icon on the RICAS Training Site homepage. Within Administration, test coordinators can manage students' accessibility features and accommodations, assign students to classes, schedule classes to practice tests, access and print student test logins, monitor student test status for practice tests.



In Table 7 below are descriptions of the features that are available on the Administration homepage. The numbered icons listed in Table 7 are shown in the screenshot that follows to indicate the location of the feature.

Table 7. Administration Homepage

Icons	Description
	To return to the portal homepage, select the RIDE logo in the top-left corner of any page.
	To return to the Administration homepage, select Home from any page in the Administration section.
	To add and edit student information, accessibility features, and accommodations, select Students .
	To view, add, and edit classes, select Classes .
	To view and schedule tests, delete scheduled tests, and print student logins, select Test Scheduling .
	To add or update student data via student registration upload, select Student Registration .
	To view the Proctor Password for schools in your organization, select the school from the organization drop-down menu.



VII. Student Registration

A. General Overview of Student Registration

The Student Registration page in the RICAS Training Site, available to district test coordinators, school test coordinators and technology coordinators, is where accommodations and accessibility features can be added to students via a Student Registration upload. It can also be used to create classes for practice tests.

The Student Registration page in the RICAS Training Site is where district and school test coordinators complete the initial Student Registration upload to add accessibility features and accommodations. They will come back if they need to add or update student accessibility features and/or accommodations via a file upload.

To access the Student Registration page, select **Student Registration** on the top menu bar of **Administration** homepage.

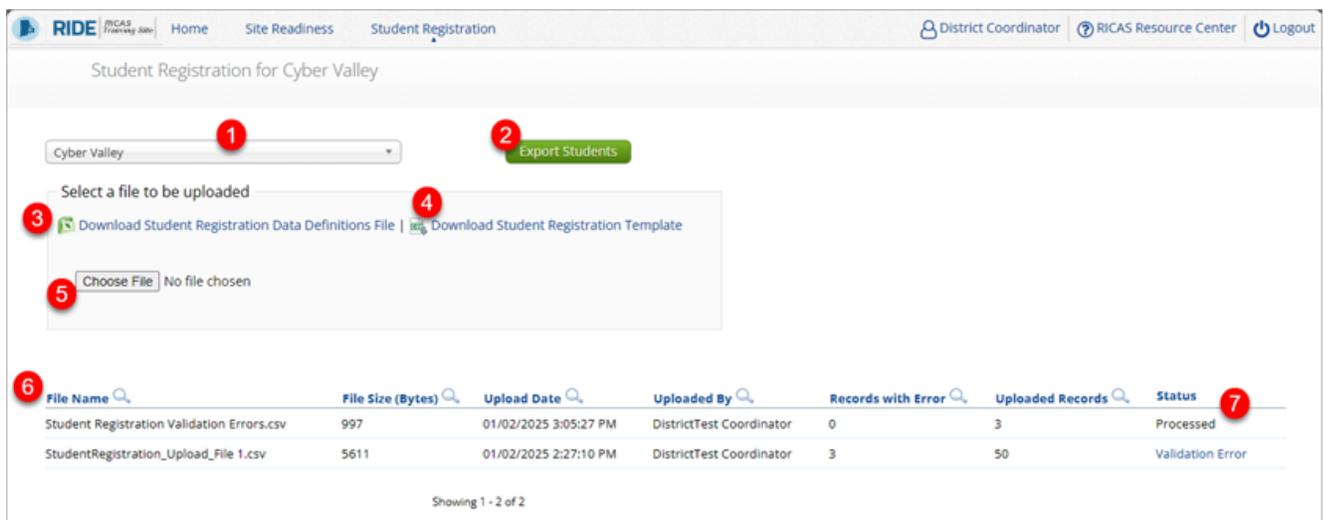


In Table 8 below are descriptions of the features that are available on the Student Registration page. The numbered icons listed in Table 8 are shown in the screenshot that follows to indicate the location of the feature.

Table 8. Student Registration Page

Icons	Description
1	The Organization drop-down menu allows test coordinators to select the organization for which they will upload files and view processed files.
2	Select Export Students to export a Student Registration file. The exported file will contain the current student data as it appears in the portal and will be in the same file

Icons	Description
	format as the Student Registration file template. Exported Student Registration files can be edited and uploaded back into the RICAS Training Site to update student records.
3	Select Download Student Registration Data Definitions file to download a reference of the required columns and expected values for each field.
4	Select Download Student Registration Template to download the Student Registration file template as a .CSV file. A reference is also available on the RICAS Resource Center .
5	Select Choose File to select your file, and then select Upload to upload the file.
6	Uploaded files appear in the file table on the Student Registration page. Users can sort the table by clicking on the column headings.
7	The status column will inform users whether their file is pending or has been processed and indicates whether this was done successfully or if there are errors that would require the file to be updated and reimported (see Section D below on resolving errors).



B. Student Registration Export and Upload

To export Student Registration, follow the steps below:

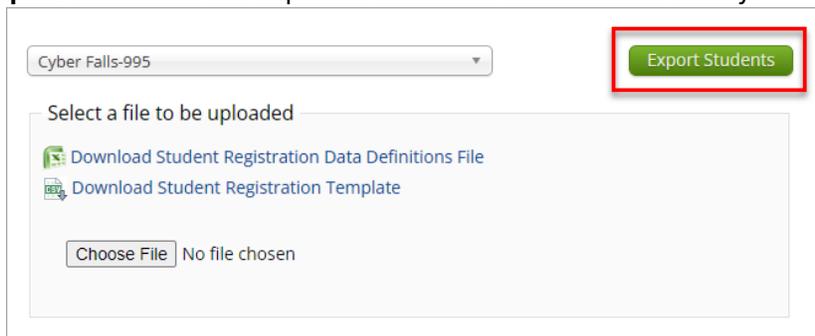
1. Log in to the [RICAS Training Site](#) with your username and password.
2. On the RICAS Training Site homepage, select **Administration**.
3. Select **Student Registration** from the top menu bar.



4. Select the **organization** from the organization drop-down. Student Registration files can be exported at the district level by a district test coordinator or district-level technology

coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.

5. Select **Export Students**. The exported file will be downloaded locally.



The screenshot shows a web interface with a dropdown menu set to 'Cyber Falls-995'. To the right, a green button labeled 'Export Students' is highlighted with a red rectangular box. Below the dropdown is a file upload area with the text 'Select a file to be uploaded'. It contains two links: 'Download Student Registration Data Definitions File' and 'Download Student Registration Template'. At the bottom of this area is a 'Choose File' button and the text 'No file chosen'.

Update Test Mode, Accessibility Features, and Accommodations

1. Using the exported file, change Test Mode to Paper for students testing with a paper accommodation (e.g., standard, large print, braille)
2. Enter accessibility features and/or accommodations in the designated columns. Use the Student Registration Data Definitions File to assist in updating the exported Student Registration file. The Data Definitions File provides information on each column, identifies which columns are required to have a value, and shows the expected values for each column in the file. The data definitions for the Student Registration file are also referenced in Part IV of this document.
3. Test coordinators may use column K (Class_Name) of the Student Registration file to create Classes in the RICAS Portal.
4. Save the file as a .CSV. The Student Registration file is now ready for upload into the RICAS Training Site.

Note for Apple users: Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show the 8-digit birth year, e.g., 01/01/2000.

Uploading a Student Registration file into the RICAS Training Site

To upload a Student Registration file, follow the steps below:

1. Log in to the [RICAS Training Site](#) with your username and password.
2. On the RICAS Training Site homepage, select **Administration**.
3. Select **Student Registration** from the top menu bar.



4. Select the **organization** from the organization drop-down. Student Registration files can be uploaded at the district level by a district test coordinator or district-level technology coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.

Cyber Falls-995 Export Students

Select a file to be uploaded

Download Student Registration Data Definitions File

Download Student Registration Template

Choose File No file chosen

5. Select **Choose File** and select the Student Registration file to upload.

Note: Remember that the file must be saved in .CSV format.

6. Select **Upload**.

Cyber Falls-995 Export Students

Select a file to be uploaded

Download Student Registration Data Definitions File

Download Student Registration Template

Choose File Student Regi...emplate.csv

Upload

7. The Student Registration file will go through an initial validation process upon upload. This validation process ensures that the file is in the correct format, verifies the headers in the file are correct, and that the file is not empty.

8. After the initial validation, the uploaded student registration file will be processed within a few minutes, and the Status column will display one of the following statuses:

Pending: The file has been uploaded successfully and is processing. Processing can take up to ten minutes.

Processed: All records in the file have uploaded successfully. After the file passes initial validation and has been processed, the Student Registration table will be updated to reflect the status of the **Processed** file, showing the number of uploaded student records.

9. **Note:** If the file has been processed, schools will not be able to select “Processed” for a link to the file. Schools can export all uploaded student records by clicking on the Export Students button on the Student Registration page.

Validation Error: At least one student record has a validation error, and the file needs to be updated and reimported. Select **Validation Error** to download an error file. The error file will list the column in the uploaded Student Registration file where the error occurred. Schools should refer to the Student Registration Data Definitions file or Part IV of this document for expected values for each column.

Error: Contact eMetric: Contact the RICAS Service Center for support.

File Name	File Size (Bytes)	Upload Date	Uploaded By	Records with Error	Uploaded Records	Status
Student Registration Validation Errors.csv	997	01/02/2025 3:05:27 PM	DistrictTest Coordinator	0	3	Processed
StudentRegistration_Upload_File 1.csv	5611	01/02/2025 2:27:10 PM	DistrictTest Coordinator	3	50	Validation Error

D. Resolving Student Registration Validation Errors

When the Student Registration file contains records with validation errors, a Validation Error file is provided in the RICAS Training Site on the Student Registration page. The Validation Error file will only include records that have validation errors and were not imported into the RICAS Training Site. To view the error file, follow the steps below:

1. Log in to the [RICAS Training Site](#) with your username and password.
2. On the RICAS Training Site homepage, select **Administration**.
3. Select **Student Registration** from the top menu bar.



4. Select the **organization** from the organization drop-down to view the Student Registration file at the district or school that has been processed and the validation errors.
5. Select **Validation Error** to download the file with validation errors that need correcting.

File Name	File Size (Bytes)	Upload Date	Uploaded By	Records with Error	Uploaded Records	Status
StudentRegistration_Upload_File 1.csv	5611	01/02/2025 2:27:10 PM	DistrictTest Coordinator	3	50	Validation Error

6. Open the file and scroll to column header titled **Error Description** (column AP) to view a description of the validation errors for the records that were in the Student Registration file.

Options for making corrections are to update the Student Registration file (correcting the original file), uploading corrected records from the validation error file, or, if there are only a few students with errors, those students can be added to the RICAS Training Site manually.

AO	AP
Filler4	ErrorColumnNm
	Date_of_Birth, Test_Code
	Speech_to_Text_Special
	Test_Format, Word_Prediction_Standard,
	Test_Code
	School_Code, Text_to_Speech_Special

7. Use the Student Registration Data Definitions File to help you correct the records with validation errors.
8. Save the file as a .CSV.
9. Upload the corrected file on the **Student Registration** page in the RICAS Training Site.

VIII. Students

A. General Overview of the Students Page

The Students page, available to all user roles except Report Access Only, is used to manually add and edit student accommodations and accessibility features. Select **Students** from the top menu bar of the Administration homepage to access the Students page.



In Table 9 below are descriptions of the features that are available on the Students page. The numbered icons listed in Table 9 are shown in the screenshot that follows to indicate the location of the feature.

Table 9. Students

Icons	Description
1	Filter the Students table by selecting an organization from the Organization drop-down menu.
2	Filter the Students table by selecting a subject from the Choose A Content Area drop-down menu. This filter will only work after students have been assigned to a class.
3	Select Exports to Export Roster for the selected organization. A .CSV file listing all students at the selected school will be downloaded to your computer.
4	Sort columns by clicking on a column heading. To locate a student, select the search icon  next to the column heading and type the desired search criteria.
5	Select View Classes to view a student's classes. A pop-up box will display a list of the assigned classes.
6	Select View Test Sessions to view a student's scheduled tests. A pop-up box will display a list of the scheduled tests.
7	Select Enrollment Info to view the student's enrollment information. This page will display current and previously enrolled schools for the student, as well as links to view classes and scheduled tests.
8	To edit a student record, select Edit in the student's row. The Student Information tab will be displayed. Make changes to students' accommodations and/or classes as needed.

Students in Cyber Falls Sch1-001

1 Cyber Falls Sch1-001 (Cyber Falls)

2 Choose a Content Area

3 Exports

4 Last Name	First Name	Middle Initial	State Student ID	Student Grade	5 View Classes	6 View Test Sessions	7 Enrollment Info	8 Edit
Student	Demo		9999910001	03	View Classes	View Test Sessions	Enrollment Info	Edit
Student	Demo		9999910019	04	View Classes	View Test Sessions	Enrollment Info	Edit
Student	Demo		9999910020	05	View Classes	View Test Sessions	Enrollment Info	Edit
Student	Demo		9999910021	05	View Classes	View Test Sessions	Enrollment Info	Edit
Student	Demo		9999910022	05	View Classes	View Test Sessions	Enrollment Info	Edit
Student	Demo		9999910023	05	View Classes	View Test Sessions	Enrollment Info	Edit
Student	Demo		9999910024	05	View Classes	View Test Sessions	Enrollment Info	Edit

B. Edit a Student

To edit a student's Registration Codes, follow the steps below:

1. From the Students page, locate the student in the students table and select **Edit** in the row for the student.

View Classes View Test Sessions Enrollment Info **Edit**

2. The Student Information tab will be shown allowing you to make changes to the student's Registration Codes.
3. Once edits have been completed, select **Save**.

Student Information Accommodations Classes

State Student ID: * 9999910001

Student Grade: * 03

Last Name: * Student

First Name: * Demo

Middle Initial: A

Gender: Male

Date of Birth: * 12/12/2015

Registration Codes: * ELA03 MAT03

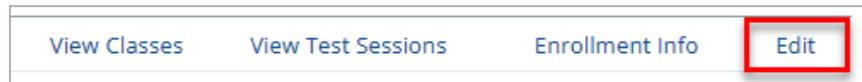
Save Cancel

C. Adding Accessibility Features and Accommodations

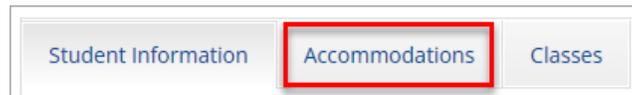
There are two types of accessibility features and accommodations: those that are embedded within the kiosk, such as Text-to-Speech and Mouse Pointer, and those that are delivered locally, outside of the kiosk, such as Human Signer and Human Scribe. Accessibility features and accommodations are added during the Student Registration file upload. Additionally, accessibility features and accommodations can also be manually added or edited on the Students page by using the Accommodations tab within the Edit feature. **Accessibility features and accommodations must be assigned correctly before a test is scheduled.**

To manually add accessibility features or accommodations for a student, follow the steps below:

1. Log in to the [RICAS Training Site](#) with your username and password.
2. On the RICAS Training Site homepage, select **Administration**.
3. Select **Students** from the top menu bar.
4. Locate the student in the students table by selecting the search icon (🔍) next to the column heading and type the desired search criteria and then select **Edit** in the row for the student.



5. The Student Information tab will be displayed. Select **Accommodations**.



6. Select a test code that the accommodations will be added to from the **Accommodations for Test Code** drop-down menu.

A screenshot of the 'Accommodations' tab in the RICAS Training Site. It shows a section titled 'Information for Test Code:' with a drop-down menu. The menu is open, showing three options: 'MAT03 (Spring Grade 03 Math)', 'ELA03 (Spring Grade 03 ELA)', and 'MAT03 (Spring Grade 03 Math)'. Below the menu are several checkboxes for accessibility features: 'Paper Test Format', 'Large Print', 'Braille', 'Text to Speech', 'Speech to Text', and 'Word Prediction'. The 'MAT03 (Spring Grade 03 Math)' option is highlighted in blue in the drop-down menu.

7. Check the box next to the accessibility feature or accommodation that the student will use.
8. Once accessibility features and accommodations have been added for all test codes, select **Save**.

Student Information Accommodations Classes

Information for Test Code: MAT03 (Spring Grade 03 Math)

Paper Test Format

Large Print

Braille

Embedded Accommodations

Mouse Pointer (Accessibility Feature)

Text to Speech

Speech to Text

Word Prediction

Calculation Device/Math Tools as a Special Access Accommodation

Screen Reader (Includes Refreshable Braille)

Compatible Assistive Technology

Spanish

Non-Embedded Accommodations

Typed Responses

Bilingual Dictionary and Glossary

Human Reader

Human Signer

Human Scribe

Graphic Organizer/Supplemental Reference Sheet

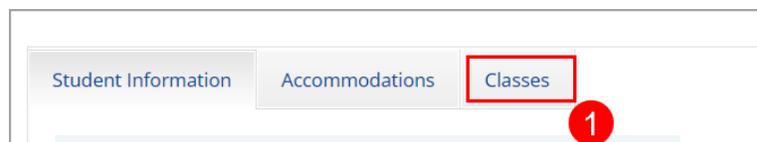
Save Cancel

D. Add a Student to an Existing Class

After student information has been entered and accommodations selected, you can add the student directly to an existing class from the **Classes** tab of the Add or Edit Student page. Note that classes must have been created previously in order to add a student to a class using the Edit feature. For more information on creating classes, please see section XI of this document.

To add the student to an existing class, follow the steps below:

1. On the Student page, select the **Classes** tab, as shown in (1).



2. Select the **Grade Level** and then select the **Subject** for the class you would like the student to be added to, as shown in (2) and (3). A list of available classes will be displayed.

Student Information Accommodations Classes

Please select class(es).

Grade Level Mathematics

Search:

- eMetric G3 Math-(Grade -03)
- eMetric G4 Math-(Grade -04)
- eMetric G5 Math-(Grade -05)
- eMetric G6 Math-(Grade -06)
- eMetric G7 Math-(Grade -07)
- eMetric G8 Math-(Grade -08)
- Mathematics-(Grade -03)
- Mathematics-(Grade -04)

Save Cancel

3. Select the class (4) and select **Save** (5) to add the student to the class.

Student Information Accommodations Classes

1 selected class (1 selected grade level class for Mathematics)

Grade Level Mathematics

Search:

- eMetric G3 Math-(Grade -03)
- eMetric G4 Math-(Grade -04)
- eMetric G5 Math-(Grade -05)
- eMetric G6 Math-(Grade -06)
- eMetric G7 Math-(Grade -07)
- eMetric G8 Math-(Grade -08)
- Mathematics-(Grade -03)
- Mathematics-(Grade -04)

Save Cancel

The same student can also be added to additional classes in other subjects at the same time. After highlighting the first class, change the **Subject** in the drop-down menu to select additional classes you would like to add the student to. The confirmation box at the top will let you know how many classes are selected for the student. When all the correct classes have been selected, select **Save**.

Student Information Accommodations **Classes**

2 selected classes (1 selected grade level class for ELA)

Grade Level ELA

Search: X

Class Name

- ELA Class II-(Grade -03)
- ELA Class III-(Grade -04)
- ELA Class IV-(Grade -04)
- ELA Class V-(Grade -04)
- ELA Class VI-(Grade -04)
- ELA TAM-(Grade -05)
- ELA TAM-(Grade -07)
- CR EL & Accessibility Committee Test/(Grade -03)

Save Cancel

IX. Classes

A. General Overview of Classes

A class in the RICAS Training Site is a group of students that will test in the same place at the same time. The **Classes** page, available to all user roles except Reports Access Only, manages the classes, or groups of students, for testing. Select **Classes** on the top menu bar of the Administration homepage to access classes.

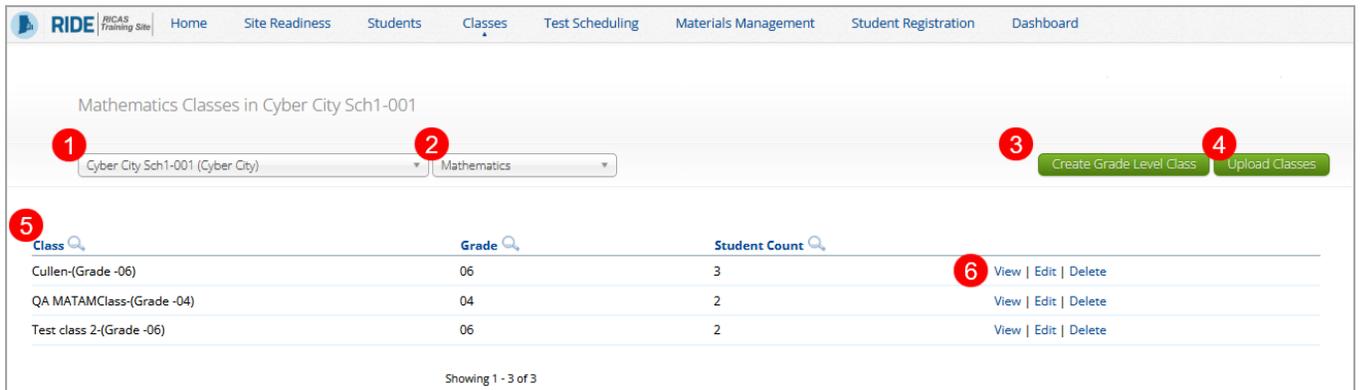


There are three ways to create classes in the RICAS Training Site: by manually creating classes one at a time, by uploading a file to create multiple classes at once, or by entering class names in column K of the Student Registration file.

In Table 10 below are descriptions of the features that are available on the Classes page. The numbered icons listed in Table 10 are shown in the screenshot that follows to indicate the location of the feature.

Table 10. Classes

Icons	Description
1	Filter the Classes table by selecting an organization from the Organization drop-down menu.
2	Filter the Classes table by selecting a subject from the Subject drop-down menu.
3	Select the green Create Grade Level Class button to manually create a new class.
4	Select Upload Classes to create multiple classes within one .CSV file.
5	Sort columns by clicking on a column heading. Select the search icon  next to the column heading and type the desired search criteria.
6	To modify an existing class, locate the class in the table and select View, Edit, or Delete .



Mathematics Classes in Cyber City Sch1-001

1 Cyber City Sch1-001 (Cyber City) 2 Mathematics 3 Create Grade Level Class 4 Upload Classes

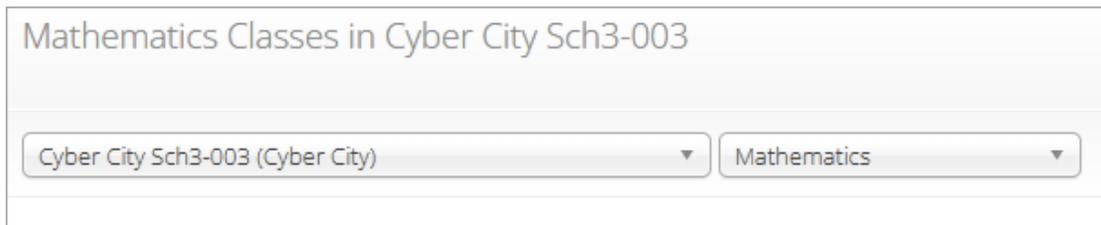
5 Class 	Grade 	Student Count 	6 View Edit Delete
Cullen-(Grade -06)	06	3	View Edit Delete
QA MATAMClass-(Grade -04)	04	2	View Edit Delete
Test class 2-(Grade -06)	06	2	View Edit Delete

Showing 1 - 3 of 3

B. Create a Grade Level Class

Classes are created by subject and grade. To create a class, follow the steps below:

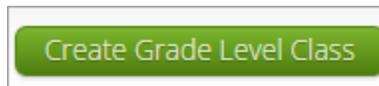
1. On the Classes page, select an **organization** from the organization drop-down list then select a **subject** from the subject drop-down list.



Mathematics Classes in Cyber City Sch3-003

Cyber City Sch3-003 (Cyber City) Mathematics

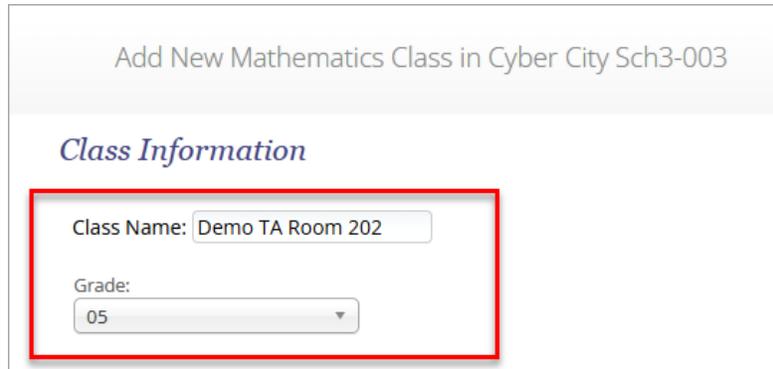
2. Select the **Create Grade Level Class** to create a new class.



3. Type the name of the class in the **Class Name** field.

When creating classes, RIDE recommends that schools create separate classes based on student groupings (e.g., 1:1 administration, small group, classroom) and use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that class names include the test administrator's name and testing location (e.g., G7 ELA Rm402, G3 Math Smith, G5 Math LibrarySpHumanReader).

4. Select a grade from the **Choose a Grade** drop-down list.



The screenshot shows a web form titled "Add New Mathematics Class in Cyber City Sch3-003". Below the title is a section labeled "Class Information". This section contains two fields: a text input field for "Class Name" with the value "Demo TA Room 202" and a dropdown menu for "Grade" with "05" selected. A red rectangular box highlights these two fields.

5. By default, students who are not assigned to any class for the selected content area are shown. To show all students who are not assigned to this particular class, select or deselect the “**Show only students that are not assigned to a class**” checkbox.

Note: Students can be added to multiple classes per subject in the Portal. Schools should be sure to only assign each student to one class per subject area.

6. Add students to the class by selecting one or more students from the list on the left and selecting **Add**. If you need to remove students from the class list, select one or more students from the list on the right and select **Remove**.

Search for Students

Grade: Class:

Show only students that are not assigned to a class

Showing students in : Cyber City Sch3-003

Last Name, First Name (State Student ID)

Sort By:

Student, Sample (8888600001)

Student, Sample (8888600002)

Student, Sample (8888600003)

Student, Sample (8888600004)

Student, Sample (8888600005)

Student, Sample (8888600006)

Student, Sample (8888600007)

Student, Sample (8888600008)

Student, Sample (8888600009)

Student, Sample (8888600010)

Add »

« Remove

Students in Demo TA Room 202: 8/250

Student, Sample (8888600001)

Student, Sample (8888600002)

Student, Sample (8888600003)

Student, Sample (8888600004)

Student, Sample (8888600005)

Student, Sample (8888600006)

Student, Sample (8888600007)

Student, Sample (8888600008)

To filter the list of available students:

- Select a class and grade in the **Search for Students** drop-down list. Begin typing a student's SASID, first name, or last name in the **Showing students in:** field and the students list will dynamically begin to update with the students that match the text entered.

To sort the list of available students:

- Sort the list of students by last name, first name, or SASID using the **Sort By** drop-down list.

Note: There is a limit of 250 students per class.

7. Select **Save** to create the class.

Add New Mathematics Class in Cyber City Sch3-003

Class Information

Class Name:

Grade:

Search for Students

Grade: Class:

Show only students that are not assigned to a class

Showing students in : Cyber City Sch3-003

Last Name, First Name (State Student ID)

Sort By:

Student, Sample (8888600001)
Student, Sample (8888600002)
Student, Sample (8888600003)
Student, Sample (8888600004)
Student, Sample (8888600005)
Student, Sample (8888600006)
Student, Sample (8888600007)
Student, Sample (8888600008)
Student, Sample (8888600009)
Student, Sample (8888600010)

Students in Demo TA Room 202: 8/250

Student, Sample (8888600001)
Student, Sample (8888600002)
Student, Sample (8888600003)
Student, Sample (8888600004)
Student, Sample (8888600005)
Student, Sample (8888600006)
Student, Sample (8888600007)
Student, Sample (8888600008)

Add »

« Remove

Save

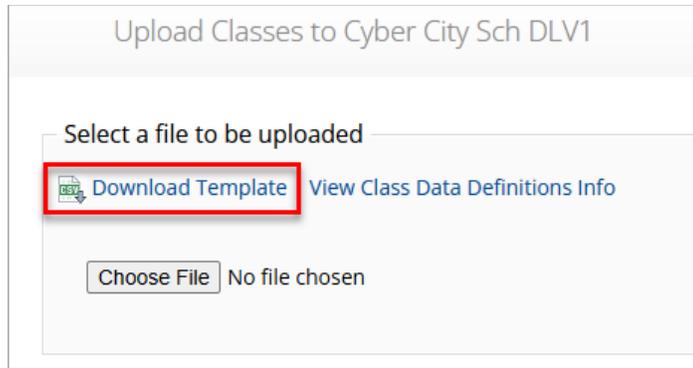
Cancel

C. Upload Classes

The Upload Classes feature allows you to create multiple classes across grades and subjects using one .CSV file. Classes can be uploaded at the district level by the district test coordinator or district-level technology coordinator, or at the school level by school and district test coordinators and technology coordinators.

To create classes via file upload, follow the steps below:

1. On the Classes page, select a school or the district from the organization drop-down menu and then select **Upload Classes** for school level class upload or, if the district is selected, select **Upload Classes for District**.
2. On the Upload Classes page, select the **Download Template** link to download the class upload template to your computer.



3. Select **View Class Data Definitions Info** to view the headers and permitted values for each column in your class upload file.

<i>Class Data Definitions Information</i>	
Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Mathematics,ELA
ClassType	grade
Grade	03,04,05,06,07,08,09,10,11,12,SP
State Student ID	Existing state student id

[Close](#)

If uploading classes at the district level, the school code will be required. This extra field is included in the download template and data definitions info on the district class upload page.

<i>Class Data Definitions Information</i>	
Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Mathematics,ELA
ClassType	grade
Grade	03,04,05,06,07,08,09,10,11,12,SP
SchoolCode	Unique identification number of the school
State Student ID	Existing state student id

[Close](#)

4. Fill out the template using the data definitions information provided and then save the file in .CSV format. Note that there is a **limit of 1000 records** for each upload file. The following is an example of an upload file at the school level:

	A	B	C	D	E	F
1	ClassName	ContentArea	ClassType	Grade/CourseCode	State Student ID Number	
2	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910001
3	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910002
4	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910003
5	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910004
6	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910005
7	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910006
8	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910007
9	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910008
10	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910009
11	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910010
12	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910011
13	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910012
14	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910013
15	MAT05-DEMOTA-101-00100100	Mathematics	grade	05		9999910014
16	ELA05-DEMOTA-202-00100100	ELA	grade	05		9999910015
17	ELA05-DEMOTA-202-00100100	ELA	grade	05		9999910016
18	ELA05-DEMOTA-202-00100100	ELA	grade	05		9999910017

Note: If uploading at the district level, the School Code column will require the district code hyphen school code. For example, if the district code is 00 and the school code is 55555, the School Code column should contain 00-55555. The following is an example of an upload file at the district level.

	A	B	C	D	E	F	G
1	ClassName	ContentArea	ClassType	Grade/CourseCode	SchoolCode	State Student ID Number	
2	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110001
3	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110002
4	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110003
5	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110004
6	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110005
7	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110006
8	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110007
9	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110008
10	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110009
11	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110010
12	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110011
13	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110012
14	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110013
15	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00-55555		9991110014
16	ELA05-DEMOTA-202-00100100	ELA	grade	05	00-55555		9991110015
17	ELA05-DEMOTA-202-00100100	ELA	grade	05	00-55555		9991110016

5. Select **Choose File** and select the file from your computer and then select **Upload**. After the upload has been processed, you will be able to see the following information on screen:
 - a. Number of students processed successfully.
 - b. Number of duplicate records present in the file.
 - c. Number of error records present in the file.

- i. A table including the type of error and the number of records is provided.
- ii. Select **Download records with errors** to download a file of the errors found.

Table 11 below describes the error messages and the next steps to resolve class upload file errors.

Table 11. Class Upload File Errors

Error	How to Resolve the Error
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	Verify the file is in .CSV format and make sure the headers in the file match the template.
Could not find SASID in the given organization	Correct the student’s SASID in the .CSV file.
Length of class name cannot exceed 100 characters	Update the Class name(s) in the .CSV file to less than 100 characters.
Class name is missing	Add the Class name(s) to the .CSV file.

D. View Classes

To view a class, select **View** on the classes table for the class.

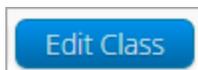


The Class Details page will show.

Details for Demo TA Room 202:				
« Back Edit Class		Export Roster		
<i>Students in this class:</i>				
Last Name 🔍	First Name 🔍	Middle Initial 🔍	State Student ID 🔍	
Student	Sample		8888600001	Edit
Student	Sample		8888600002	Edit
Student	Sample		8888600003	Edit
Student	Sample		8888600004	Edit
Student	Sample		8888600005	Edit
Student	Sample		8888600006	Edit
Student	Sample		8888600007	Edit
Student	Sample		8888600008	Edit
Showing 1 - 8 of 8				

The Class Details page lists all the students in the class. On this page you have the option to:

- Edit the class by selecting **Edit Class**.



- Export a class roster in .CSV format by selecting **Export Roster**.

Export Roster

- Edit a student’s accommodations and/or classes by locating the student in the class table and selecting **Edit** in the student’s row. See section X Students for additional information.

Edit

E. Edit Classes

To edit a class, select **Edit** on the classes table for the class or by clicking the **Edit Class** button (shown above in the view classes section) from the Class Details page.

View **Edit** Delete

The Edit Class page will be shown.

Editing Students in Demo TA Room 202

Class Information

Class Name: Demo TA Room 202

Students in the class

Search for Students

Grade: 05 Class: Choose a Class

Show only Students that are not assigned to a Class

Showing students in School: Cyber City Sch3-003

Last Name, First Name (State Student ID)

Sort By: Last Name

Student, Sample (8888600009)
Student, Sample (8888600010)

Students in Demo TA Room 202: 8/250

Student, Sample (8888600001)
Student, Sample (8888600002)
Student, Sample (8888600003)
Student, Sample (8888600004)
Student, Sample (8888600005)
Student, Sample (8888600006)
Student, Sample (8888600007)
Student, Sample (8888600008)

Add »

« Remove

Save Cancel

On this page you have the option to:

- Edit the name of the class in the **Class Name** field.
- Filter the list of available students:

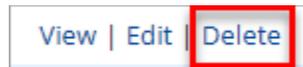
- i. Select a class and grade level in the **Search for Students** drop-down list. If you cannot find a student, deselect **Show only Students that are not assigned to a Class** to show all students in the school, including those already assigned to a class.
 - ii. Begin typing a student's SASID, first name, or last name in the **Showing students in:** field and the students list will update with the students that match the text entered.
- Sort the list of students by last name, first name, or SASID using the **Sort By** drop-down list.
 - Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
 - Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.

Note: Hold Ctrl and select student names to select multiple students.

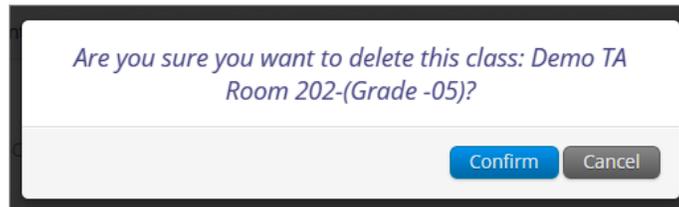
If any edits are made, click **Save** to save the edited class or select **Cancel** to discard any changes and exit out of the class editing page.

F. Delete Classes

Classes can be deleted if none of the students in the class have started a test session in that class. To delete a class, select **Delete** on the classes table for the class.



A message will be shown to confirm deletion.



X. Test Scheduling

A. Navigating the Test Scheduling Page

In the RICAS Training Site Test coordinators can schedule practice tests throughout the year. Scheduling a test organizes classes into tests, assigns the correct testing form to students with and without accommodations, creates the student logins, shows students' testing progress for the scheduled test, and provides the ability of invalidating test sessions as needed.

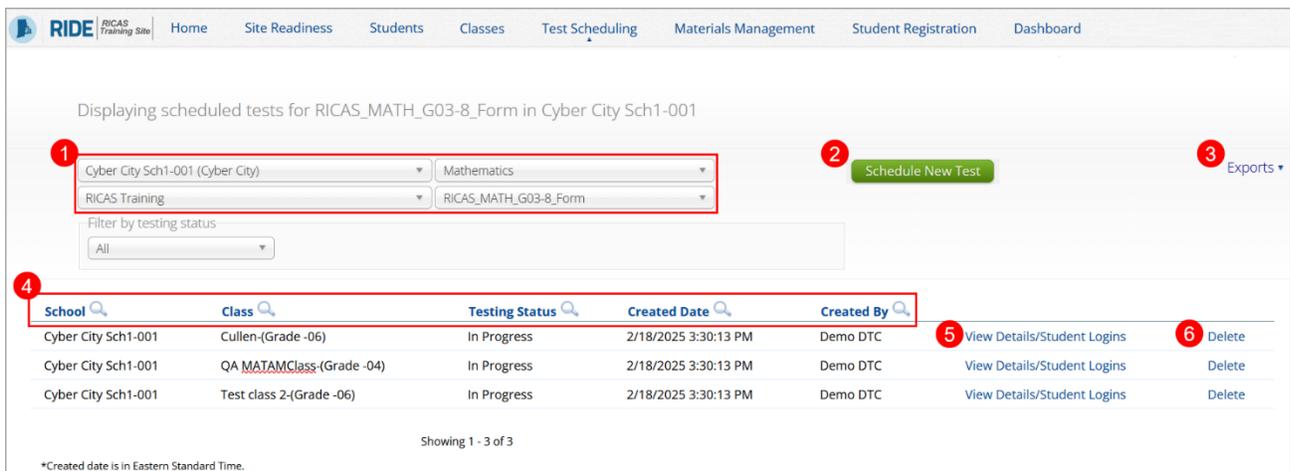
The Test Scheduling page, available to all user roles except Report Access Only, manages classes that have been scheduled for computer-based tests. Select **Test Scheduling** on the Administration homepage top menu bar to access Test Scheduling.



In Table 12 below are descriptions of the features that are available on the Test Scheduling page. The numbered icons listed in Table 12 are shown in the screenshot that follows to indicate the location of the feature.

Table 12. Test Scheduling

Icons	Description
1	Filter the Scheduled Tests by selecting an option from one or more of the following drop-down lists: Organization, Program Name, Content Area, Test Name, and Testing Status (All, Not Started, In Progress, or Finished).
2	Select the green Schedule New Test button to schedule a new test.
3	Select Exports to Export Test Status or Export Students Not Scheduled for the selected test criteria. A .CSV file is downloaded to your computer.
4	Sort columns by clicking on a column heading. Select the search icon  next to the column heading and type the desired search criteria.
5	Select View Details/Student Logins to view the Scheduled Test Details page and print student logins.
6	Select Delete to delete a scheduled test. Only tests that were scheduled by you and have NOT yet started can be deleted. Once a student has logged in, the scheduled test cannot be deleted.



B. Schedule a New Test

To schedule a test, follow the steps below:

1. Select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (RICAS Training).
3. Select the subject from the **Subject** drop-down menu.

4. Select a test from the **Test** drop-down menu.
5. Select the green **Schedule New Test** button.

The **Schedule Tests** page will display a list of classes available to schedule.

6. Select one or more classes to schedule or click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test and all forms within that test will be automatically spiraled for all students in the class(es).
7. Click **Schedule** when you are done to schedule the test. The start date and end date are not editable and are fixed to the first and last day of the testing window.

Schedule Tests

1 form selected for scheduling 1 class.

Content Area: ELA Program: RICAS Training

Test: ELA Practice Test

Search for Classes: Cyber City Sch DLV1 (Cyber City)

Classes: [Select All](#) [Unselect All](#)

Training Class-(Grade -03)

- Demo-Kristin-(Grade -03)

Start Date: 01/20/2025 End Date: 01/31/2025 Time Zone: Eastern

[Schedule](#) [Cancel](#)

C. View Scheduled Test Details

To view details for a scheduled test, follow the steps below:

1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.
2. The scheduled classes for the selected test will be shown.
3. Locate the scheduled class in the scheduled tests table and select **View Details/Student Logins** to view the scheduled test details.

RIDE RICAS Training Site Home Site Readiness Students Classes Test Scheduling Materials Management Student Registration Dashboard

Displaying scheduled tests for RICAS_MATH_G03-8_Form in Cyber City Sch1-001

Cyber City Sch1-001 (Cyber City) Mathematics Schedule New Test Exports ▾

RICAS Training RICAS_MATH_G03-8_Form

Filter by testing status: All

School	Class	Testing Status	Created Date	Created By	
Cyber City Sch1-001	Cullen-(Grade -06)	In Progress	2/18/2025 3:30:13 PM	District Coordinator	View Details/Student Logins Delete
Cyber City Sch1-001	QA MATAMclass-(Grade -04)	In Progress	2/18/2025 3:30:13 PM	District Coordinator	View Details/Student Logins Delete
Cyber City Sch1-001	Test class 2-(Grade -06)	In Progress	2/18/2025 3:30:13 PM	District Coordinator	View Details/Student Logins Delete

Showing 1 - 3 of 3

*Created date is in Eastern Standard Time.

The Scheduled Test Details table contains the following information for each student:

- Student’s first and last name
- Student’s username and password
- Form assigned to the student
- Date and time when new student test logins were generated
- Test report codes
- Test status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed

Scheduled Test

◀ Back
Edit Scheduled Test

District: Cyber Valley

Administration: RICAS Admin

Class: Demo Class 2-(Grade -03)

Test Name: Demo G3 Math

Testing Window: 02/18/2025 to 02/28/2025

School : Cyber Valley Sch1-001

Content Area: Mathematics

Test is in progress. It ends on **02/28/2025**. Students may log in and take the test using their username and password shown below.

Filter by Session

Choose a Session

Export Logins for Selected Students
Add Report Code
Invalidate

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Student	Demo	9999910008	kvrtmqz3	Demo G3 Math	02/18/2025 4:06:01 PM	+	Session 1:Not Started		Invalidate
								Session 2:Not Started		Invalidate
<input type="checkbox"/>	Student	Demo	9999910007	zp8afjks	Demo G3 Math	02/18/2025 4:06:01 PM	+	Session 1:Not Started		Invalidate
								Session 2:Not Started		Invalidate

Export Student Test Logins

Student test logins can be exported from the Scheduled Test Details page as a PDF or .CSV file. If students were added to the class after the test was scheduled or if these accommodations were changed (ASL, Human Read Aloud, Human Signer, or Screen Reader) for a student in the class after the test was scheduled, the **Add or Update Students** button will appear at the top of the Scheduled Test Details page. Select the **Add or Update Students** button to update the scheduled test with the new or updated students.

< Back Edit Test Session

District: Cyber City **School :** Cyber City Sch QA
Administration: RICAS Admin **Content Area:** ELA
Class: RIDI_G3_Class-(Grade -03)
Test Name: RICAS_ELA_3-8_Test
Testing Window: 01/28/2025 to 01/31/2025

Test is in progress. It ends on **01/31/2025**. Students may log in and take the test using their username and password shown below.

Add or Update Students
 Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

Add or Update Students

To export student logins as a PDF, follow the steps below:

1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

Filter by Session
 Choose a Session Export Logins for Selected Students (13) Add Report Code (13) Invalidate (13)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	Charles	Zach	2025020313	ruwa2xzq	Grade 3 ELA Form 1	02/21/2025 2:02:08 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Dion	Celine	2222222248	25cm9z4r	Grade 3 ELA Form 1	02/25/2025 4:25:19 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Dion	Paige	2023020322	5pf2pwaq	Grade 3 ELA Form 1	02/21/2025 2:02:08 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Garcia	Chelcie	2023020325	bs47hx7e	Grade 3 ELA Form 1	02/21/2025 2:02:08 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Krug	Sofia	2023020316	zdcgt7bp	Grade 3 ELA Form 1	02/21/2025 2:02:08 PM	+	Session 1:Not Started Session 2:Not Started		

2. Select **Export Logins**.
3. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.
4. Select the number of student logins to be printed per page (1, 8, or 27 logins per page) then select **Export**.

Export Logins

Select a format of the export:

PDF CSV

Select the number of logins to be printed:

8 logins per page

Export Cancel

- The student logins are exported to a PDF file. The first page of the PDF file is a cover sheet for the test administrator listing the students in the scheduled class along with their login information, and accommodations assigned. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

<p>Class Name: Demo ELA Class-(Grade -03) Test Name: Grade 3 ELA Testing Window: 2/21/2025 to 4/30/2025</p>				
Student Name	Date of Birth	Username	Password	Accommodations
Charles, Zach D	11/1/2015	2025020313	ruwa2xxq	ELA03- (Mouse Pointer, Graphic Organizer Reference Sheet)
Dion, Celine	9/14/2013	2222222248	25cm9z4r	ELA03- (Mouse Pointer, Graphic Organizer Reference Sheet)
Dion, Paige G	7/11/2014	2023020322	5pf2pwaq	
Garcia, Chelcie L	8/21/2014	2023020325	bs47hx7e	ELA03- (Mouse Pointer, Graphic Organizer Reference Sheet)

Following the cover sheet will be the student logins. Each label displays the student's name, date of birth, test name, username, and password.

Charles, Zach D DOB:11/1/2015 Grade 3 ELA Username: 2025020313 Password: ruwa2xzq	Dion, Celine DOB:9/14/2013 Grade 3 ELA Username: 2222222248 Password: 25cm9z4r
Dion, Paige G DOB:7/11/2014 Grade 3 ELA Username: 2023020322 Password: 5pf2pwaq	Garcia, Chelcie L DOB:8/21/2014 Grade 3 ELA Username: 2023020325 Password: bs47hx7e

To export student logins as a .CSV, follow the steps below:

1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	Charles	Zach	2025020313	ruwa2xzq	Grade 3 ELA Form 1	02/21/2025 2:02:08 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Dion	Celine	2222222248	25cm9z4r	Grade 3 ELA Form 1	02/25/2025 4:25:19 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Dion	Paige	2023020322	5pf2pwaq	Grade 3 ELA Form 1	02/21/2025 2:02:08 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Garcia	Chelcie	2023020325	bs47hx7e	Grade 3 ELA Form 1	02/21/2025 2:02:08 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Krug	Sofia	2023020316	zdcgr7bp	Grade 3 ELA Form 1	02/21/2025 2:02:08 PM	+	Session 1:Not Started Session 2:Not Started		

2. Click **Export Logins**. A pop-up will appear with the option to choose PDF or CSV; select **CSV**. Click **Export**.

Export Logins

Select a format of the export:

PDF CSV

Export Cancel

3. A .CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.

	A	B	C	D	E	F	G	H	I
1	Listing Test Logins for Demo ELA Class-(Grade -03)								
2	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations	
3	Charles	Zach	D	11/1/2015	2025020313	ruwa2xzq	Grade 3 ELA	ELA03-(Mouse Pointer,Graphic Organizer Reference Sheet)	
4	Dion	Celine		9/14/2013	2222222248	25cm9z4r	Grade 3 ELA	ELA03-(Mouse Pointer,Graphic Organizer Reference Sheet)	
5	Dion	Paige	G	7/11/2014	2023020322	5pf2pwaq	Grade 3 ELA		
6	Garcia	Chelcie	L	8/21/2014	2023020325	bs47hx7e	Grade 3 ELA	ELA03-(Mouse Pointer,Graphic Organizer Reference Sheet)	
7									

Reactivate Tests

Only RIDE and users with the district test coordinator role may reactivate a student’s test after a student has submitted their test. Schools should contact their district test coordinator who can reactivate the test with the following steps.

District test coordinators can reactivate a student’s test by clicking on the **Reactivate** link. A test can only be reactivated once it is in a **Finished** status.

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Demo	Torrey	7082917002	5eqz36	ELA_G3_Form 1	12/03/2024 9:16:37 AM	VWA	Session 1:Not Started Session 2:Not Started		
<input type="checkbox"/>	DemoStudent	Jennifer	8852362215	64A83296	ELA_G3_Form 1	12/03/2024 9:32:15 AM	+	Session 1:Not Started Session 2:Not Started		
<input type="checkbox"/>	Student	One	1097291038	esnsf4tp	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Finished (Reactivate) Session 2:Finished (Reactivate)	12/3/2024 9:54:50 AM 12/3/2024 9:55:35 AM	12/3/2024 9:55:25 AM 12/3/2024 9:55:46 AM
<input type="checkbox"/>	Student	One N	1097291048	3qvs25sc	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started Session 2:Not Started		

When a student’s test is reactivated, their test status will display in the RICAS Training Site as **In Progress**, but their previously listed End Time will remain the same until they have completed the test after it was reactivated.

D. Export Test Status

Export Test Status is a feature that is available to district test coordinators and school test coordinators that provides a .CSV file listing every student and their completion status per test of the currently selected school and test. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear.

To download a file with the test status of all students in the selected school, select **Exports** then **Export Test Status**.

The screenshot shows the RICAS Training Site interface. At the top, there are navigation tabs: Home, Students, Enrollment Transfer, Classes, Test Scheduling (selected), and Student Registration. Below the navigation, a message states: "Displaying scheduled tests for ELA Practice Test in Cyber Falls Sch3-003". There are several dropdown menus for filtering: School (Cyber Falls Sch3-003 (Cyber Falls)), Class (ELA), RICAS Training (RICAS Training), and ELA Practice Test (ELA Practice Test). A "Filter by testing status" dropdown is set to "All". On the right side, there is a "Schedule New Test" button and an "Exports" dropdown menu. The "Exports" menu is open, showing "Export Test Status" (highlighted with a red box), "Export Test Status for All Tests", and "Export Students Not Scheduled". Below the filters, there is a table with columns: School, Class, Testing Status, Created Date, and Created By. The table contains two rows of data for "Cyber Falls Sch3-003". At the bottom, it says "Showing 1 - 2 of 2" and "Created date is in Eastern Standard Time."

A .CSV file listing every student and their completion status per test of the currently selected school and test will be downloaded. To filter the results before exporting, set the **Filter by testing status** drop-down to the desired testing status and then select **Export Test Status**.

	A	B	C	D	E	F	G	H	I	J	K	L
	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStarted TestSession	DateTimeEnded TestSession	Test Report Code	StudentTestStatus
1	Demo	Torrey	7.083E+09	3	ELA_G3_Practice Test	Aarti Demo Class	Cyber Falls Sch3-003	Session 2				Not Started
2	Demo	Torrey	7.083E+09	3	ELA_G3_Practice Test	Aarti Demo Class	Cyber Falls Sch3-003	Session 1				Not Started
3	Demo	Torrey	7.083E+09	3	ELA_G3_Practice Test	Demo Teacher_Demo ELA Gr3	Cyber Falls Sch3-003	Session 2			Test Report Codes:Void (wrong accommodation):VWA	Not Started
4	Demo	Torrey	7.083E+09	3	ELA_G3_Practice Test	Demo Teacher_Demo ELA Gr3	Cyber Falls Sch3-003	Session 1			Test Report Codes:Void (wrong accommodation):VWA	Not Started
5	DemoStudent	Jennifer	8.852E+09	3	ELA_G3_Practice Test	Demo Teacher_Demo ELA Gr3	Cyber Falls Sch3-003	Session 2				Not Started
6	DemoStudent	Jennifer	8.852E+09	3	ELA_G3_Practice Test	Demo Teacher_Demo ELA Gr3	Cyber Falls Sch3-003	Session 1				Not Started
7	Student	One	1.097E+09	3	ELA_G3_Practice Test	Demo Teacher_Demo ELA Gr3	Cyber Falls Sch3-003	Session 2	12/3/2024 9:55	12/3/2024 9:55		Finished
8	Student	One	1.097E+09	3	ELA_G3_Practice Test	Demo Teacher_Demo ELA Gr3	Cyber Falls Sch3-003	Session 1	12/3/2024 9:54	12/3/2024 9:55		Finished
9	Student	One N	1.097E+09	3	ELA_G3_Practice Test	Demo Teacher_Demo ELA Gr3	Cyber Falls Sch3-003	Session 2				Not Started
10	Student	One N	1.097E+09	3	ELA_G3_Practice Test	Demo Teacher_Demo ELA Gr3	Cyber Falls Sch3-003	Session 1				Not Started
11	Student	One N	1.097E+09	3	ELA_G3_Practice Test	Demo Teacher_Demo ELA Gr3	Cyber Falls Sch3-003	Session 1				Not Started

E. Export Test Status for All Tests

Export Test Status for All Tests is a feature available to district test coordinators and school test coordinators at the district and school levels that provides a .CSV file listing every student and their completion status per session for all tests of the currently selected district/school, program, and content area.

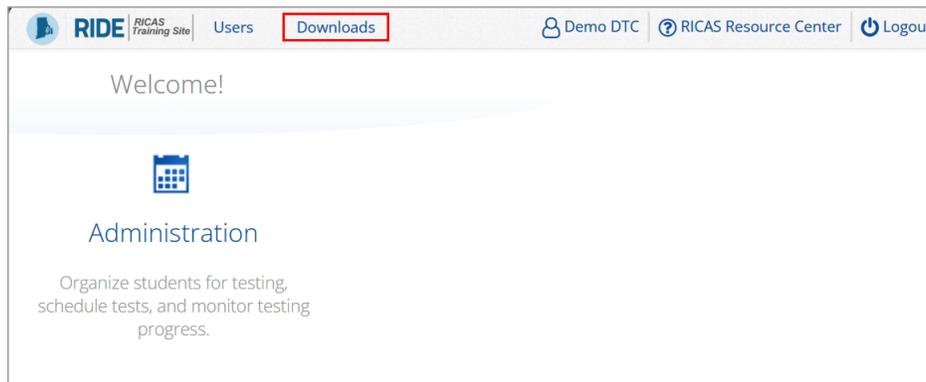
Select **Exports** then **Export Test Status for All Tests** to download a file with the test status of all students for all tests in the selected school or district.



A pop-up message will appear indicating the downloaded file will be available in the Downloads section of the RICAS Training Site.



Once the file has completed processing, the user will receive an email indicating that the file is available to download. Navigate to the **Downloads** section from the RICAS Training Site homepage to access the file.



A table will appear with the files available to download. Select **Download Result** to download the Export Test Status for All Tests file.

ID	Type	Date Created (CST)	Status	Actions
9638	Export Test Status for All Tests	1/14/2025 4:31:08 PM	Succeeded	Download Result Archive

A .CSV file listing every student and their completion status per session of the currently selected district/school, program, and content area will be downloaded.

F. Export Students Not Scheduled

Export Students Not Scheduled is a feature that is available to district and school test coordinators. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear.

To download a file with a listing of students not scheduled for the selected school or test, select **Exports** then **Export Test Status**.



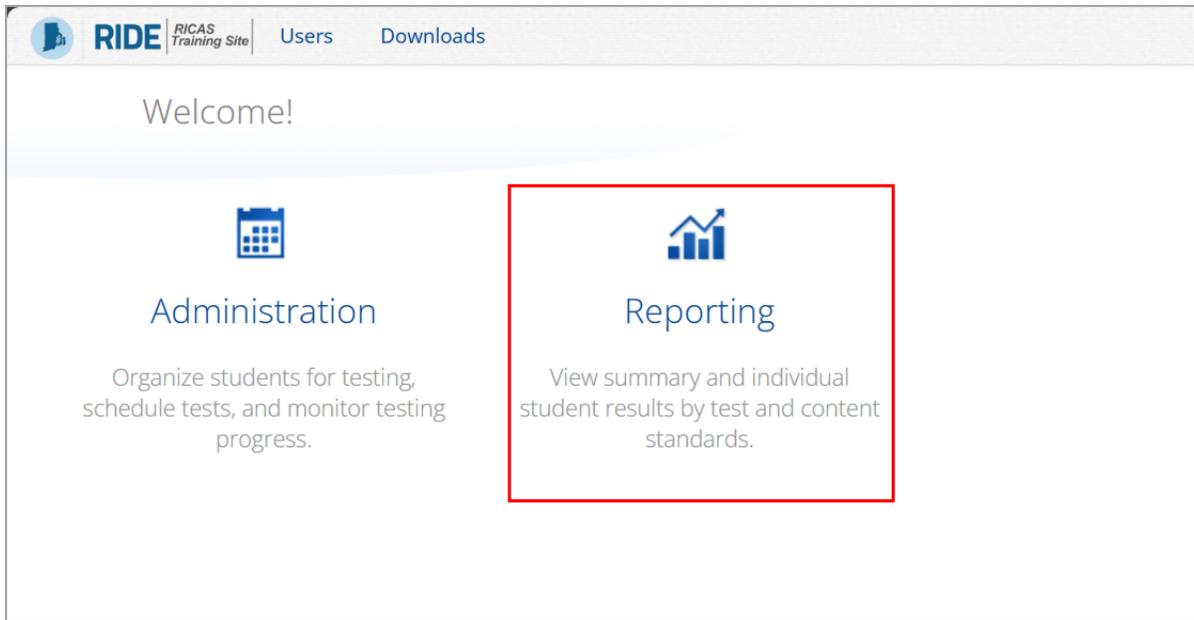
A .CSV file listing every student not scheduled for the currently selected school and test will be downloaded.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Initial	State Student ID	Student Grade	Class Name	Test Name	
2	Demo	Student		1234567293	3	Demo G3 Class-(Grade -03)	ELA_G3_Practice Test	
3	Doe	John	C	3636363636	3	MADI_G3_Class_Grade_Level-(Grade -03)	ELA_G3_Practice Test	
4	Demo	M		1000002125	3		ELA_G3_Practice Test	
5	Demo	Nik		6546365460	3	ELAClass85-(Grade -03)	ELA_G3_Practice Test	
6	Demo	Brand		5645646264	3		ELA_G3_Practice Test	

XI. Reporting

In the RICAS Training Site, district test coordinators, school test coordinators, and test administrators have access to the Reporting module to view reports for their students' practice test sessions that were scheduled through the RICAS Training Site. Test coordinators and test administrators can view roster reports and individual reports for their students. These reports will include the points the student earned and the student's responses for multiple choice questions as well as responses to constructed response questions.

To access Reporting, select the Reporting icon from the RICAS Training Site homepage.



A. Students Included in Your Reports

- Test Administrators and School Test Coordinators can view data for all students in their school who have completed assessments.
- District Test Coordinators can view data for all students in their district who have completed assessments.

B. Generating a Report

The Reporting homepage, pictured below, allows you to select the assessment results you want to explore.

To generate a report:

1. Select a program from the **Program** drop-down list.
2. Select an available report type from the **Report** drop-down list. Two reports are available:
 - Roster View:** provides dynamic access to practice test results for students within your organization. Interactive data analysis features allow users to further explore the data.
Note: From the Roster View, users can also access **Individual Student Reports** for each student in the group.
 - Data Tools:** provides the ability to create summary statistics and frequency distributions.
Note: These tools can also be accessed from the Roster View by selecting specific column headers.
3. Select the year.
4. Select a subject area.
5. Use the **Organization** menu to select a district or school(s) to which you have access.

6. Select the practice test from the **Tests** drop-down.
7. When you have finished specifying the parameters, select **Get Report** to generate your report.

The screenshot shows the RIDE RICAS Training Portal interface. At the top, there is a header with the RIDE logo and navigation links: Shared Reports, Download Center, Help, Recent, Saved Reports, and Demo DTC. Below the header, there is a 'Back to RICAS Training Portal' link. The main area contains several form fields:

- 1** Program: Training Assessments (dropdown)
- 2** Report: Roster View (dropdown)
- 3** Admin: 2024-2025 (radio button)
- 4** Subject: Mathematics (radio button) and Language Arts (radio button)
- 5** Organization: Cyber City (radio button)
- 6** Tests: Math_Grade4_RI_Training (01/16/2025 - 01/31/2025) (dropdown)

At the bottom right, there is a **7** Get Report button.

To customize the report, see Section E, Customization Options.

C. Navigating a Report

1. Upon generating a report, the selected parameters appear at the top of the page and the content of the report is displayed below.
2. To rearrange the report, sort columns by selecting a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically.
3. To change the number of records shown on each page of the report, select the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and select **Update**.
4. Use the navigation buttons at the bottom of the report to page back and forth through the reports or type a page number in the **Jump to** field, and then select **Go**.

Roster View: Training Assessments, Cyber City, 2024-2025, Mathematics, Math_Grade4_RI_Training (01/16/2025 - 01/31/2025)

Last Name	First Name	SASID	Score
ELAMATH	Four	8888808004	2
ELAMATH	Four	8888801004	0
ELAMATH	Four	8888877004	3
ELAMATH	Four	8888837004	1
ELAMATH	Four	8888867004	2

Filter Modal Fields: Scores, Search, Filter

- General Information: District Name, District Number, School Name, School Number, Class Name, Form Name
- Student Information: Middle Initial, SASID, Date of Birth, Student Grade
- Demographics: Gender, Multilingual Learner, IEP, 504

Groups Per Page: 20

Page 1 of 1, Displaying 1-5 of 5, Jump to: 1

D. Viewing Student Reports

If you selected the **Roster View** report, you can select the **Roster** or **Student** icons above the report to change the view.

- The **Roster** view is configured as the default. It is a list of all students in the selected group.
- The **Student** view is a set of detailed individual student reports for each student in the selected group.

Roster View: Training Assessments, Cyber City, 2024-2025, Mathematics, Math_Grade4_RI_Training (01/16/2025 - 01/31/2025)

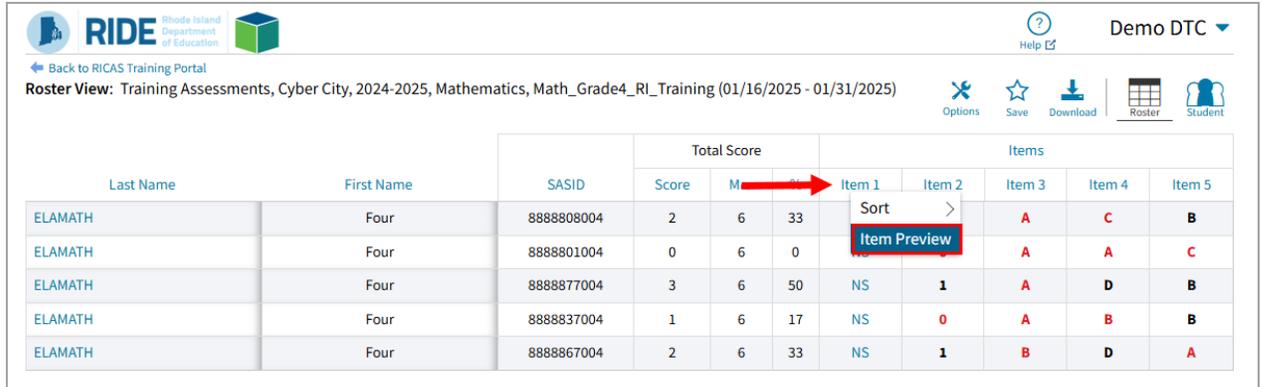
Last Name	First Name	SASID	Total Score			Items				
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5
ELAMATH	Four	8888808004	2	6	33	NS	1	A	C	B
ELAMATH	Four	8888801004	0	6	0	NS	0	A	A	C
ELAMATH	Four	8888877004	3	6	50	NS	1	A	D	B
ELAMATH	Four	8888837004	1	6	17	NS	0	A	B	B
ELAMATH	Four	8888867004	2	6	33	NS	1	B	D	A

E. Roster View

Item Preview

To preview a question from the Roster View:

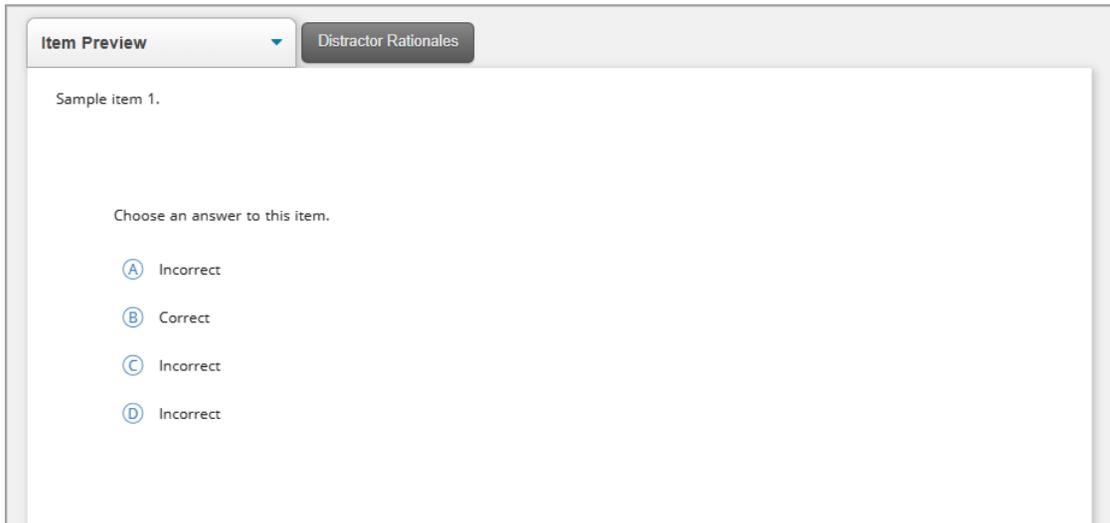
1. Select the item number, and then select **Item Preview**.



The screenshot shows the Roster View interface for training assessments. At the top, there is a header with the RIDE logo, a 'Back to RICAS Training Portal' link, and a 'Roster View: Training Assessments, Cyber City, 2024-2025, Mathematics, Math_Grade4_RI_Training (01/16/2025 - 01/31/2025)' title. On the right, there are utility icons for Options, Save, Download, Roster, and Student, along with a 'Demo DTC' dropdown.

Last Name	First Name	SASID	Total Score			Items				
			Score	M	St	Item 1	Item 2	Item 3	Item 4	Item 5
ELAMATH	Four	8888808004	2	6	33	Sort >		A	C	B
ELAMATH	Four	8888801004	0	6	0	Item Preview		A	A	C
ELAMATH	Four	8888877004	3	6	50	NS	1	A	D	B
ELAMATH	Four	8888837004	1	6	17	NS	0	A	B	B
ELAMATH	Four	8888867004	2	6	33	NS	1	B	D	A

2. A preview of the item will open in a new tab in your browser.



The screenshot shows the Item Preview interface. At the top, there is a dropdown menu labeled 'Item Preview' and a button labeled 'Distractor Rationales'. Below this, the text 'Sample item 1.' is displayed. The main content area contains the instruction 'Choose an answer to this item.' followed by four multiple-choice options:

- (A) Incorrect
- (B) Correct
- (C) Incorrect
- (D) Incorrect

Response Preview

From the **Roster View**, you can preview how a student responded to items in the practice test and view student's constructed responses. For non-constructed response items, the answer choice the student selected will show under the item number. For constructed response items, the column will have a score of NS (not scored). To preview a student's item response, follow the steps below:

1. Select the response for the item number, and then select **Response Preview**.

RIDE Rhode Island Department of Education

Help Demo DTC

Back to RICAS Training Portal

Roster View: Training Assessments, Cyber City, 2024-2025, Mathematics, Math_Grade4_RI_Training (01/16/2025 - 01/31/2025)

Options Save Download Roster Student

Last Name	First Name	SASID	Total Score			Items				
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5
ELAMATH	Four	8888808004	2	6	33	NS	1	A	C	B
ELAMATH	Four	8888801004	0	6	0	NS	0	Response Preview		C
ELAMATH	Four	8888877004	3	6	50	NS	1	A	D	B
ELAMATH	Four	8888837004	1	6	17	NS	0	A	B	B
ELAMATH	Four	8888867004	2	6	33	NS	1	B	D	A

- A preview of the item will open in a new tab in your browser and shows the response the student selected.

Student's Response Distractor Rationales

Sample item 3.

Choose an answer to this item.

A Correct

B Incorrect

C Incorrect

D Incorrect

Response Analysis

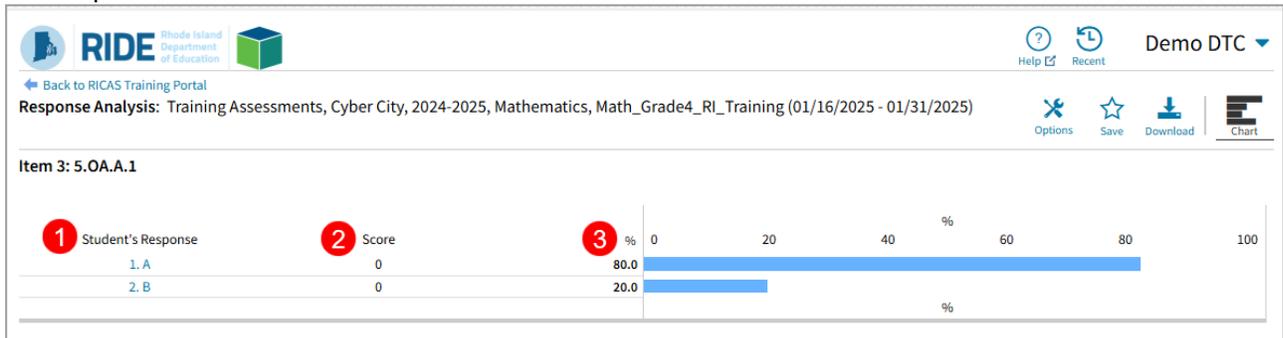
From the **Roster View**, you can view a response analysis for a particular item. The response analysis displays a summary of how students performed on an individual item.

To view an item's response analysis:

- Select the item number, and then select **Response Analysis**.

Last Name	First Name	SASID	Total Score			Items					
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5	
ELAMATH	Four	8888808004	2	6	33	NS	1				B
ELAMATH	Four	8888801004	0	6	0	NS	0				C
ELAMATH	Four	8888877004	3	6	50	NS	1				B
ELAMATH	Four	8888837004	1	6	17	NS	0	A	B		B
ELAMATH	Four	8888867004	2	6	33	NS	1	B	D		A

2. A response analysis of the selected item will open. The first column of the response analysis displays each student's response (1). The second column indicates the score earned for that response (2). The third column displays the percentage of students tested that selected each response (3). You can hover over each bar to view the number of students who selected that response.



Student (Individual Student Report)

From the **Roster View**, users can access **Individual Student Reports** that provide results for each student. Click the Student icon to access the Individual Student Reports. Use the arrows at the bottom of the page to view **each Individual Student Report** within the selected group.

ELAMATH, Four

SASID: 8888808004 District Name: Cyber City School Name: Cyber City Sch QA
 Date of Birth: 08/04/2006 Grade: Grade 4

Scores

Score Earned / Possible Points	
Total Score:	2 / 6 33%

Page 1 of 5 Jump to: 1 Go

You can also select a student name in the roster view to access an individual report for only that student.

Last Name	First Name	SASID	Total Score			Items				
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5
ELAMATH	Four	8888808004	2	6	33	NS	1	A	C	B
ELAMATH	Four	8888801004	0	6	0	NS	0	A	A	C
ELAMATH	Four	8888877004	3	6	50	NS	1	A	D	B
ELAMATH	Four	8888837004	1	6	17	NS	0	A	B	B
ELAMATH	Four	8888867004	2	6	33	NS	1	B	D	A

Rhode Island Department of Education
[Back to RICAS Training Portal](#)
Individual Student Report: Training Assessments, Cyber City, 2024-2025, Mathematics, Math_Grade4_RI_Training (01/16/2025 - 01/31/2025)
Drill To Selection: Students whose Last Name is ELAMATH, First Name is Four
ELAMATH, Four
 SASID: 8888808004 District Name: Cyber City
 Date of Birth: 08/04/2006 Grade: Grade 4

F. Viewing Data Tools

Data Tools can be accessed directly from the main report selections page. The Data Tools functionality allows you to view summary statistics and frequency distributions across available score and field data points.

Rhode Island Department of Education
[Back to RICAS Training Portal](#)
 Program: Training Assessments
 Report: Data Tools
 Admin: 2024-2025
 Subject: Mathematics Language Arts
 Organization: Cyber City
 Tests: Math_Grade4_RI_Training (01/16/2025 - 01/31/2025)
[Get Report](#)

Note: The data tool functionality (summarize and distribute) can also be accessed from the Roster View by clicking column headers.

The screenshot shows the Roster View interface for Training Assessments. The table displays student information and scores. A dropdown menu is open for the 'Score' column, with 'Summarize' and 'Distribute' options highlighted in a red box.

Last Name	First Name	SAS	Total Score			Items				
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5
ELAMATH	Four	8888808004	2	Sort	NS	1	A	C	B	
ELAMATH	Four	8888801004	0	Hide Percentage	NS	0	A	A	C	
ELAMATH	Four	8888877004	3	Summarize	NS	1	A	D	B	
ELAMATH	Four	8888837004	1	Summarize By	NS	0	A	B	B	
ELAMATH	Four	8888867004	2	Distribute	NS	1	B	D	A	
				Distribute By						

From the **Data Tools view**, select from two analysis options indicated by the icons at the top right of the report. Summary Statistics is the default view.



Summarize

Instantly see summary statistics by clicking on the **Summarize** icon. Using the Summarize tool will provide a summary report displaying the mean, standard deviation, and minimum and maximum scores.

The screenshot shows the Summary Statistics view. The 'Summarize' icon is highlighted in a red box. Below the table, a summary report is displayed.

Population	Valid N	Mean	S.D.	Minimum	Maximum
5	5	1.6	1.1	0	3

You can also view summary statistics by demographic subgroups by selecting the **Options** icon, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.

The screenshot shows the RIDE Summary Statistics report for Training Assessments, Cyber City, 2024-2025, Mathematics, Math_Grade4_RI_Training. The 'Options' menu is open, and the 'Disaggregate' tab is selected. The 'Subgroups' section shows 'Multilingual Learner' selected. The 'Total Score' table is visible below.

Population	Valid N	Mean
5	5	1.6

The report will update with your selected parameters.

The screenshot shows the updated report for the 'Multilingual Learner' subgroup. The 'Total Score' table is displayed with columns for Population, Valid N, Mean, S.D., Minimum, and Maximum.

	Population	Valid N	Mean	S.D.	Minimum	Maximum
No	5	5	1.6	1.1	0	3

Distribute

Generate a frequency distribution for a score by selecting the **Distribute** icon on the Data Tools report.

The screenshot shows the RIDE Frequency Distribution report for Training Assessments, Cyber City, 2024-2025, Mathematics, Math_Grade4_RI_Training. The 'Distribute' icon is highlighted. The report displays a frequency distribution table and a corresponding bar chart.

Total Score	Frequency	Cum. Frequency	Percent	Cum. Percent
0	1	1	20.0	20.0
1	1	2	20.0	40.0
2	2	4	40.0	80.0
3	1	5	20.0	100.0

You can also view frequency distributions by demographic subgroups, such as gender, by selecting the **Options** icon, selecting the **Disaggregate** tab, and then selecting a demographic group and choosing **Update**.

Frequency Distribution: Training Assessments, Cyber City, 2024-2025, Mathematics, Math_Grade4_RI_Training (01/16/2025 - 01/31/2025)

Total Score	Frequency	Cum. Fre
0	1	1
1	1	2
2	2	4
3	1	5

The report will update with your selected parameters.

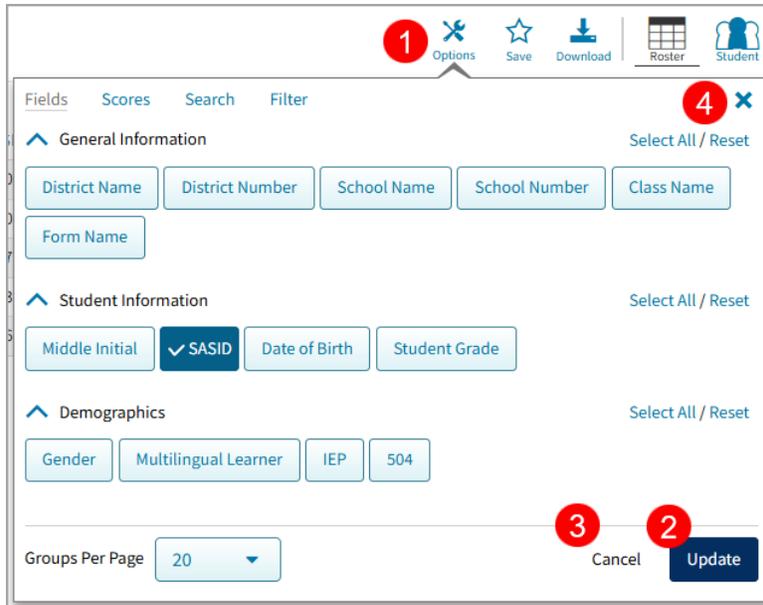
Frequency Distribution: Training Assessments, Cyber City, 2024-2025, Mathematics, Math_Grade4_RI_Training (01/16/2025 - 01/31/2025)

Total Score	Frequency	Cum. Frequency	Percent	Cum. Percent	%
0	1	1	20.0	20.0	20
1	1	2	20.0	40.0	20
2	2	4	40.0	80.0	40
3	1	5	20.0	100.0	20

G. Customization Options

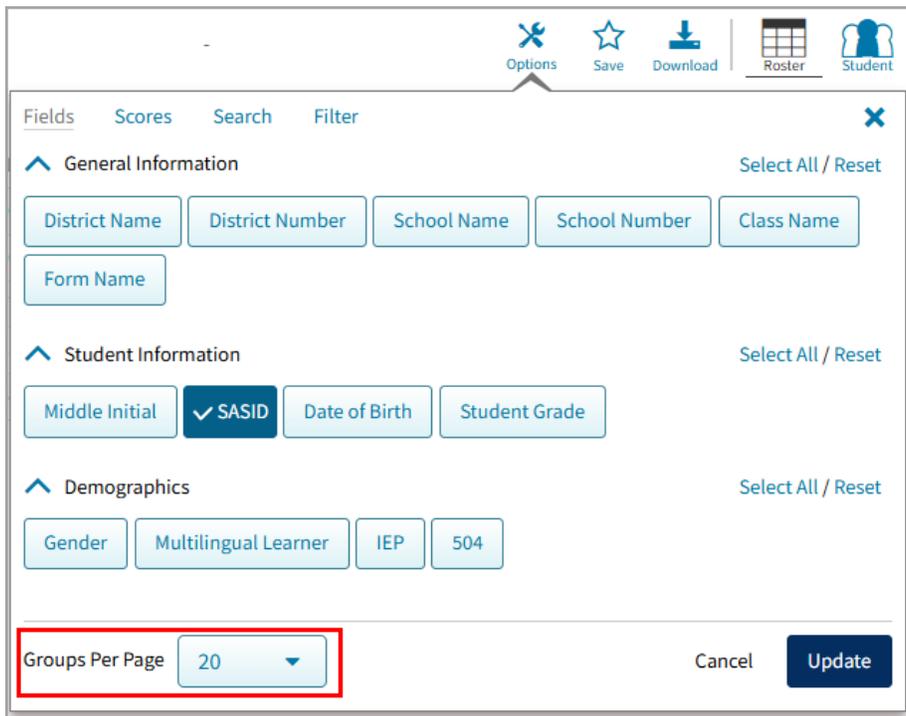
Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.

1. For any report, selecting the **Options** icon above the top right of the report will open a pop-out module with a menu of variables that can be changed. Each category of report has its own tab menu described below.
2. Selecting **Update** will apply the customizations.
3. Selecting **Cancel** will keep the report with existing options.
4. Selecting the **X** will close the window.



Display

You can specify the number of groups shown per page on any report (e.g., selecting 20 means that 20 student records will display on a single page) by choosing **Groups Per Page** on any tab of the Options menu.



Fields

The **Fields** tab (available in Roster View only) allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and select **Update** to add these fields as columns to the report.

The screenshot shows the 'Fields' tab selected in a modal window. The window has a title bar with 'Fields', 'Scores', 'Search', and 'Filter' tabs, and a close button. Below the title bar are three sections: 'General Information', 'Student Information', and 'Demographics'. Each section has a 'Select All / Reset' link. The 'General Information' section contains buttons for 'District Name', 'District Number', 'School Name', 'School Number', and 'Class Name'. The 'Student Information' section contains buttons for 'Middle Initial', 'SASID' (which is checked), 'Date of Birth', and 'Student Grade'. The 'Demographics' section contains buttons for 'Gender', 'Multilingual Learner', 'IEP', and '504'. At the bottom of the modal, there is a 'Groups Per Page' dropdown set to '20', a 'Cancel' button, and an 'Update' button. The top of the window shows navigation icons for 'Options', 'Save', 'Download', 'Roster', and 'Student'.

Scores

The **Scores** tab (available in the Roster View only) can be used to select scores to view in the report. Select checkboxes for Overall Scores and/or Items. To view all, select the **Select All** link within each section. Checkboxes can be deselected to remove specific scores or reporting categories. Select **Update** to view the selections in the report.

The screenshot shows the 'Scores' tab selected in a modal window. The window has a title bar with 'Fields', 'Scores', 'Search', and 'Filter' tabs, and a close button. Below the title bar are two sections: 'Overall Scores' and 'Items'. Each section has a 'Select All / Reset' link. The 'Overall Scores' section contains a 'Total Score' button with a checkmark. The 'Items' section contains five buttons labeled 'Item 1' through 'Item 5', each with a checkmark. At the bottom of the modal, there is a 'Groups Per Page' dropdown set to '20', a 'Cancel' button, and an 'Update' button. The top of the window shows navigation icons for 'Options', 'Save', 'Download', 'Roster', and 'Student'.

Filter

The **Filter** feature (available in all reports) allows you to include or exclude students based on demographic variables.

1. Select the desired demographic variable from the drop-down list to select a subgroup. Select another demographic variable to select more than one subgroup. Selections display as boxes under **Relationship**. Select the trash can icon displayed to remove the selection
2. Choose the **Relationship** by selecting **And** or **Or** to specify the logical relationship between the subgroups selected.

And will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.

3. Select **Update**.

The screenshot shows the 'Filter' interface. At the top, there are navigation icons for Options, Save, Download, Roster, and Student. Below these are tabs for Fields, Scores, Search, and Filter. The 'Filter' tab is active. Under the 'Filter' tab, there is an 'Add Filter' button and a 'Reset' button. A dropdown menu is set to 'Showing students who are' (marked with a red circle 1). Below this, the 'Relationship' section has 'And' selected (marked with a red circle 2) and 'Or' unselected. A filter box contains 'Not Multilingual learner' with a trash icon. At the bottom, 'Groups Per Page' is set to 20, and there are 'Cancel' and 'Update' buttons (marked with a red circle 3).

Search

The **Search** feature (available in the Roster View only) allows you to search for students by name, SASID, date of birth, scores, or other options.

For example, to find students in the **Roster View** report with a total score of at least a 2 on a particular test:

1. Select the subject area option from the drop-down menu to capture the total score.
2. Select **At Least**, **At Most**, or **Equal to**.
3. Enter the score value (2) in the text box.
4. Select **Add**.
5. Choose the **Relationship**.

And will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.

6. Select Update.

The screenshot shows a search filter interface with the following elements:

- 1:** A dropdown menu showing "Total Score".
- 2:** A dropdown menu showing "at least".
- 3:** A text input field containing the number "2".
- 4:** An "Add" button.
- 5:** Radio buttons for "And" (selected) and "Or".
- 6:** A "Cancel" button and an "Update" button.

The filter criteria displayed is "Total Score at least '2'".

The report will refresh by showing only students matching the search criteria.

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Roster View: Training Assessments, Cyber City, 2024-2025, Mathematics, Math_Grade4_RI_Training (01/16/2025 - 01/31/2025)

Search: Total Score at least 2

Last Name	First Name	SASID	Total Score			Items				
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5
ELAMATH	Four	8888808004	2	6	33	NS	1	A	C	B
ELAMATH	Four	8888877004	3	6	50	NS	1	A	D	B
ELAMATH	Four	8888867004	2	6	33	NS	1	B	D	A