



**RIDE** Rhode Island  
Department  
of Education

## **Guide to the RICAS Portal**

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2025 RICAS Test Administration  
*Posted March 2025*

## Important Contact Information and Resources

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

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Contact:	<b>RIDE Office of Instruction, Assessment, and Curriculum</b>
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:	<a href="http://www.ride.ri.gov/ricas">www.ride.ri.gov/ricas</a>
Email:	<a href="mailto:assessment@ride.ri.gov">assessment@ride.ri.gov</a>
Telephone:	401-222-8478

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## I. Introduction

Beginning with the spring 2025 administration, RICAS computer-based testing will use the following components:

- the **RICAS Portal**, the test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed
- the **RICAS Training Site**, where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the RICAS Portal
- the **RICAS Student Kiosk**, the student testing platform

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 using the User Management section of the RICAS Portal.

## II. Roles and Permissions

The RICAS Portal includes the following five separate user roles:

- District Test Coordinator (DTC)
- School Test Coordinator (STC)
- Test Administrator (TA)
- Technology Coordinator (TC)
- Reports Access Only (RAO)

Each role has a separate set of permissions that determine the user’s level of access to the features within the RICAS Portal. See Table 1 below for more information. Note that some features of the portal will not be available until later this fall or winter.

**Table 1. User Roles Permissions Matrix**

Features	DTC	STC	TA	TC	RAO
<b>Users</b>					
Manage users (i.e., add, edit, or deactivate accounts)	X	X		X	
<b>Site Readiness</b>					
Access RICAS Student Kiosk installation links for downloading and installing on testing devices	X	X		X	
Access passwords used to initiate the Site Readiness tool on installed kiosks and certify the site (school) is ready for student testing	X	X		X	
<b>Student Management</b>					
Upload student registration file and assign accessibility features and accommodations*	X	X		X	
Create, edit, and delete classes*	X	X		X	

Features	DTC	STC	TA	TC	RAO
View existing classes, students, and scheduled tests*	X	X	X		
<b>Test Management</b>					
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	
Unlock previously answered items*	X	X			
Reactivate previously turned-in test*	X				
Manage, view, and monitor scheduled tests*	X	X	X	X	
Export test status* (i.e., access to exports that show student test status)	X	X		X	
View daily and cumulative testing metrics at a school or district*	X	X		X	
Track shipments and order additional materials*	X	X			
<b>Reports</b>					
View reports*	X	X		X	X

*\*Features marked with an asterisk will become available later this school year.*

### III. Logging in to the RICAS Portal

#### A. Initial Login Instructions

When a user account is created, users will receive automated emails from [ricasservicecenter@cognia.org](mailto: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 Portal 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

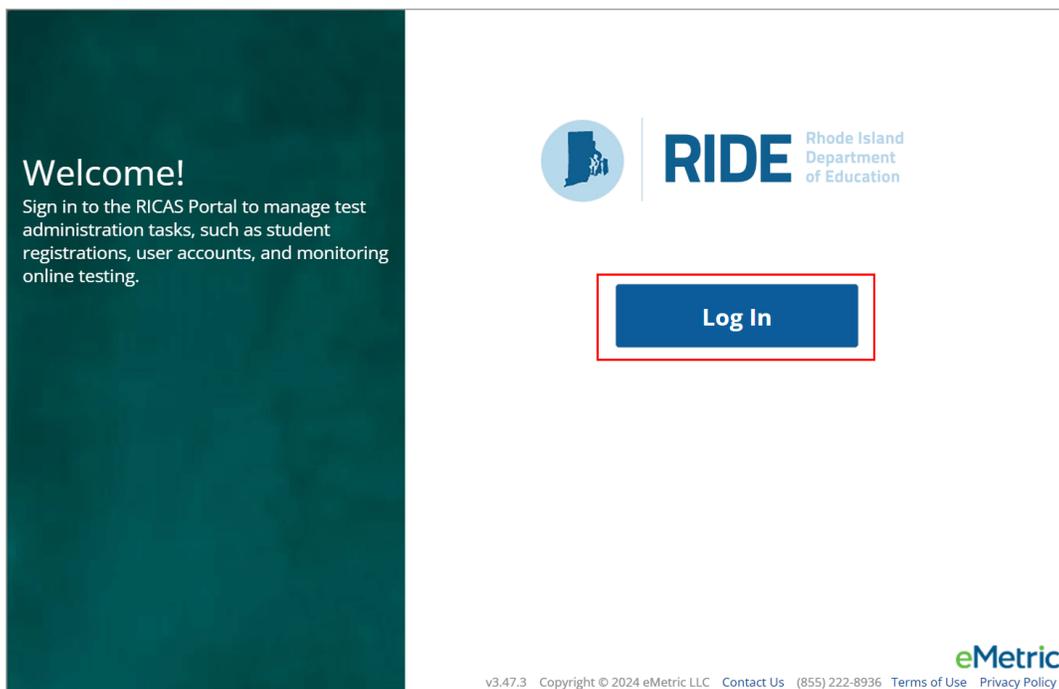
Passwords must meet the requirements shown below. Passwords expire after 365 days. If it has been longer than 365 days since you have updated your password, you will be required to update it upon login.

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

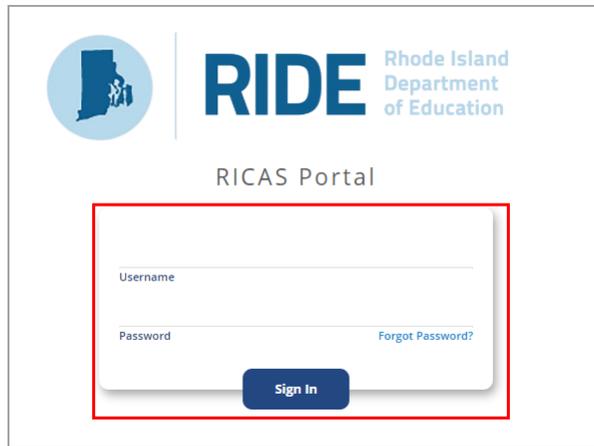
## C. Logging In

1. To access the RICAS Portal, navigate to <https://ricas.cognia.org/> (see screenshot below). Click the **Log In** button to enter your username and password.

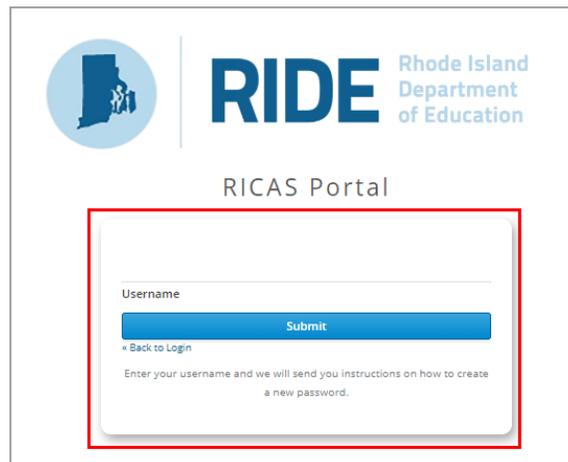
When logging in for the first time, use the username and password from the initial system emails.



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 Portal Homepage

The RICAS Portal is used to perform test administration management tasks, assigning student accommodations, scheduling students for tests, conducting technology preparations, and viewing reports.

Upon logging in to the RICAS Portal, the portal homepage provides access to the following sections according to your role and organization:

- **User Management:** Used for adding and editing portal user accounts
- **Administration:** Used for the following tasks:
  - downloading the RICAS Student Kiosk and completing Site Readiness tasks
  - assigning students and classes for testing
  - scheduling tests
  - accessing student log-in information

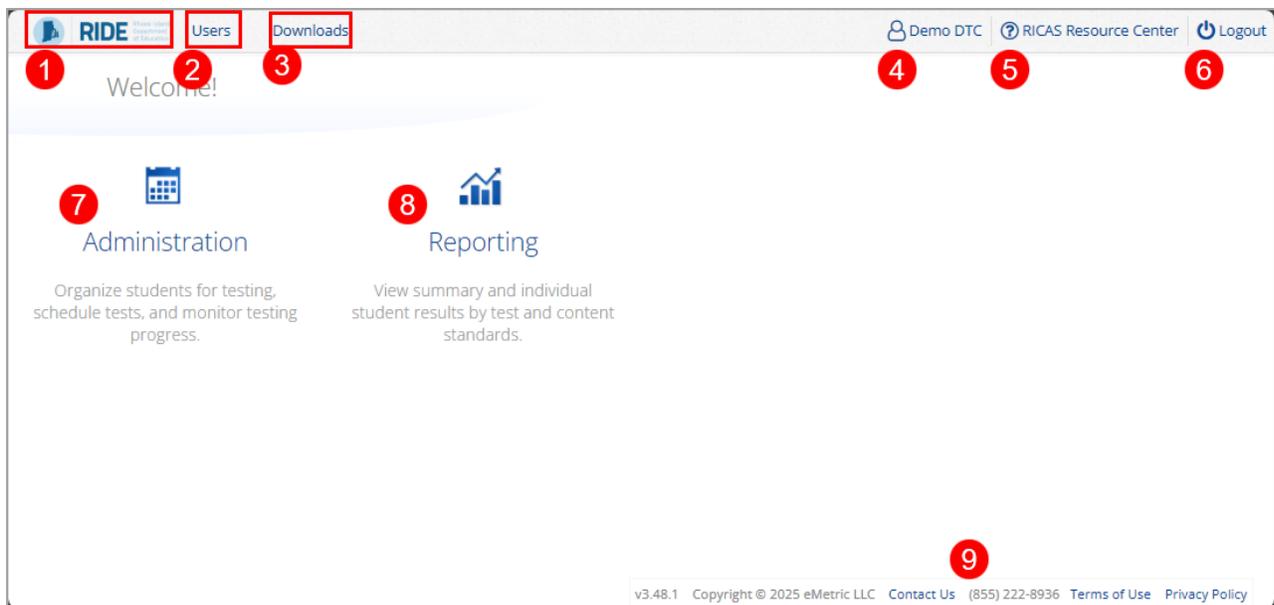
- printing student test logins
- monitoring student test status
- placing and tracking orders for materials

## A. Navigating the RICAS Portal Homepage

In Table 2 below are descriptions of the features and sections that are available on the RICAS Portal 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 Portal homepage.

**Table 2. RICAS Portal Homepage**

Icons	Description
1	Click the <b>RIDE logo</b> in the top left corner of any page to return to the RICAS Portal homepage.
2	Click <b>Users</b> at the top left-hand side of the top menu bar on the RICAS Portal homepage to access User Management. User Management is where RICAS Portal user accounts are created and edited.
3	Click <b>Downloads</b> to view and download large exports of student test statuses, such as Export Test Status for All Tests.
4	Click your <b>username</b> in the top-right corner of the page to view your profile. This is where you can update your password. (“Demo DTC” is the username in this example.)
5	Click the <b>RICAS Resource Center</b> link in the top right-hand corner of the page to access the <a href="#">RICAS Resource Center</a> , which will open in a new tab in your web browser.
6	Click <b>Logout</b> at the top right-hand corner of the page to log out of the portal. After clicking <b>Logout</b> , you will be prompted to then select the <b>Logout</b> button on the next page that appears.
7	Click <b>Administration</b> to access the Administration section to manage student data, order materials, assign students to classes, schedule tests, print student testing tickets, and monitor testing status.
8	Click <b>Reporting</b> to access the Reporting section. Reporting is where users will access the available reports. This feature will be available later this school year.
9	Click <b>Contact Us</b> at the bottom of the RICAS Portal homepage to open a blank email message addressed to the <a href="#">RICAS Service Center</a> . The phone number next to <b>Contact Us</b> is for the RICAS Service Center.

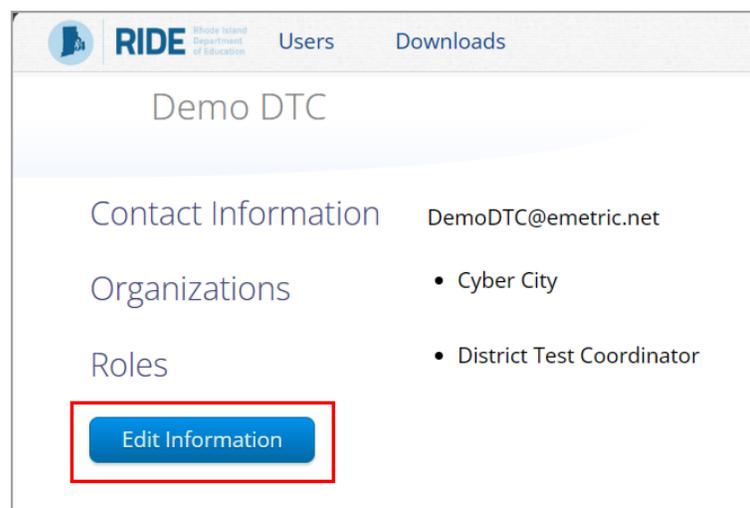


## B. Update Your Profile

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. Click **Save Profile** to save any changes you have made.

RIDE Rhode Island Department of Education Users Downloads

Edit User DemoDTC (Demo DTC)

First Name\*  
Demo

Last Name\*  
DTC

Email\*  
DemoDTC@emetric.net

Password

Phone Number

Fax Number

Address

Save Profile Cancel

## V. User Management

### A. General Overview of User Management

To access the User Management section, click the **Users** link on the top left-hand side of the menu bar of the RICAS Portal 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.

RIDE Rhode Island Department of Education Users Downloads Demo DTC RICAS Resource Center Logout

Users

1 Create New User 2 Import Users 3 Show Deactivated Accounts

4 Filter: Choose an Organization Choose a Role

5 Search

6

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 7
Demo	STC	DemoSTC@emetric.net	Demo_STC1	School Test Coordinator 8
Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator
Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator

Page 1 of 2 Next

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 above to indicate the location of the feature.

**Table 3. User Management Homepage**

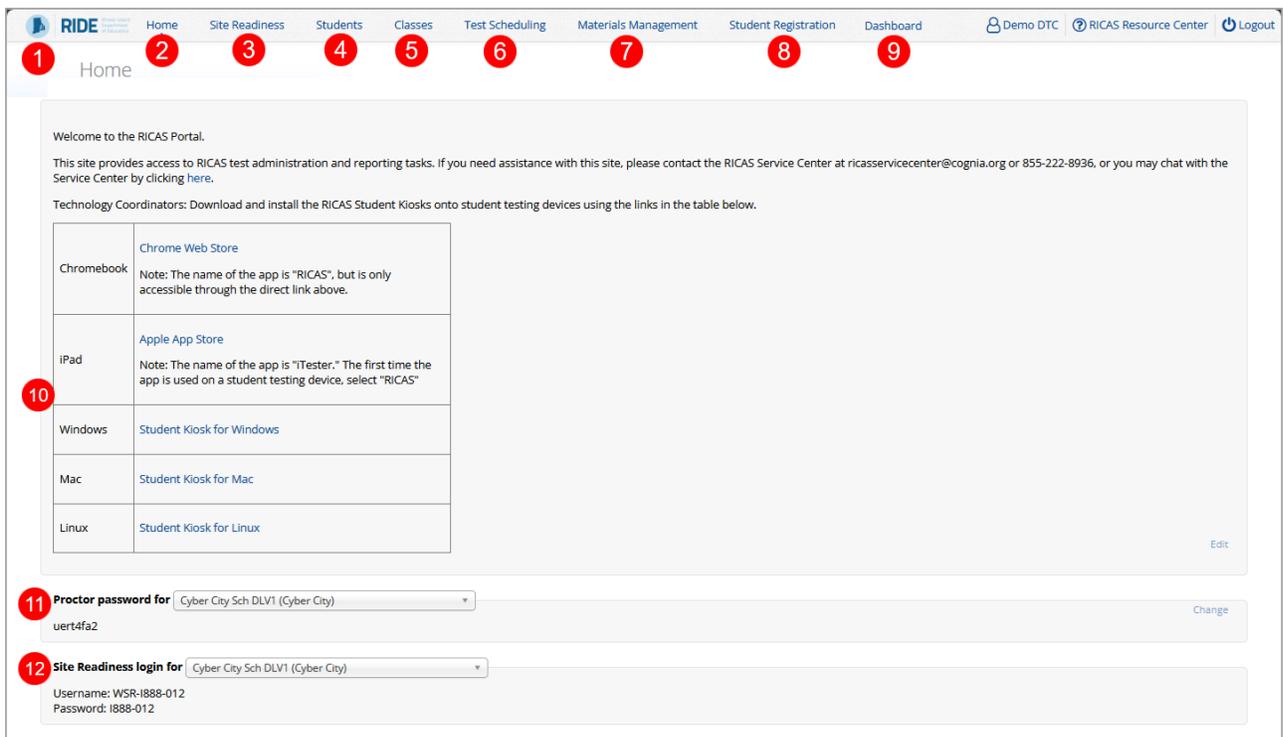
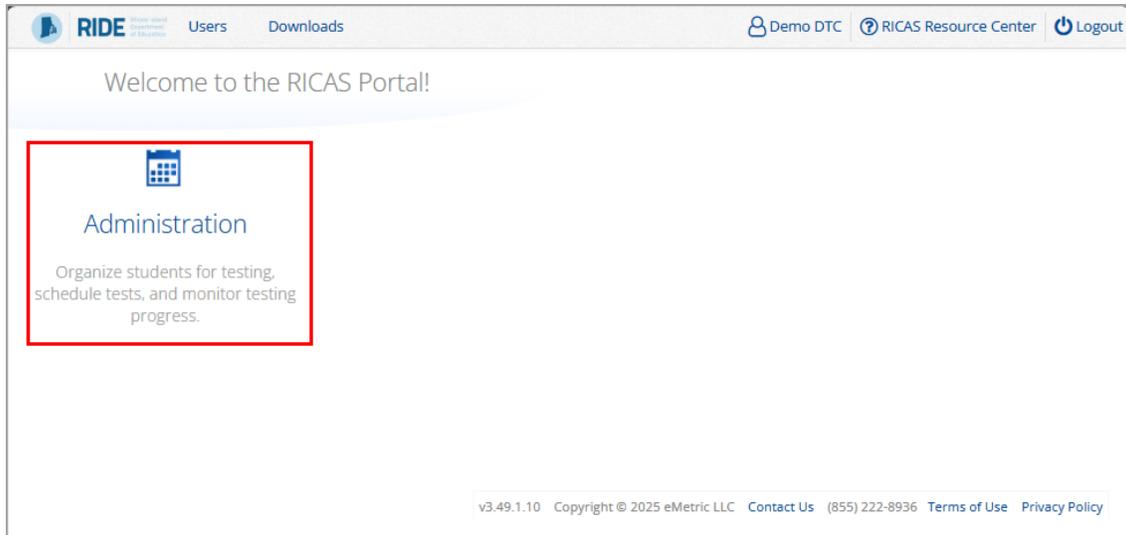
Icons	Description
1	To manually add a new user account, click the <b>Create New User</b> button, and follow the instructions in the <b>Manually Add New User Accounts</b> section listed below in section B.
2	To add new users or update existing users via a file upload, click the <b>Import Users</b> button, and follow the instructions in the <b>Adding and Editing Multiple User Accounts via File Upload</b> section below in section D.
3	To view a list of deactivated users, select the checkbox to the left of <b>Show Deactivated Accounts</b> . The user table will change to show only deactivated users.
4	Filter the list by selecting an organization in the <b>Choose an Organization</b> 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 <b>Choose a Role</b> drop-down menu.
5	To search for a user, type the first name, last name, username, or email address in the <b>Search</b>  box in the top right-hand corner, and then press <b>Enter</b> or click the search icon.
6	Sort columns by clicking the column heading.
7	To edit an existing user record, select the <b>Edit User</b>  icon in the row with that user's name and follow the instructions in the <b>Manually Editing a User Account</b> section listed below in section B.
8	To deactivate a user account, click the <b>Deactivate User</b>  icon in the user's row and follow the instructions in the <b>Deactivate and Reactivate Users</b> section listed below in section C.

For more detailed information on the User Management section, see the RICAS Portal User Management Guide, available on the [RICAS Resource Center](#).

# VI. Administration

## A. General Overview of Administration

To access the Administration section of the RICAS Portal, available to all user roles except Reports Access Only, click the **Administration** icon on the RICAS Portal homepage. Within Administration, test coordinators can download the RICAS Student Kiosk and complete Site Readiness tasks, add and manage students, assign students to classes, schedule classes to tests, access and print student test logins, monitor student test status, and track and manage additional materials orders.



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 above to indicate the location of the feature.

**Table 7. Administration Homepage**

Icons	Description
1	To return to the portal homepage, click the <b>RIDE</b> logo in the top-left corner of any page.
2	To return to the Administration homepage, click <b>Home</b> from any page in the Administration section.
3	To review a summary of completed Site Readiness tests and certify Site Readiness as ready for student testing, click <b>Site Readiness</b> .
4	To add and edit student information, accommodations, and enroll or unenroll students from the school, click <b>Students</b> .
5	To view, add, and edit classes, click <b>Classes</b> .
6	To view and schedule tests, delete scheduled tests, and print student logins, click <b>Test Scheduling</b> . This feature will be available later this school year.
7	To track materials orders or order additional testing materials, click <b>Materials Management</b> . This feature will be available later this school year.
8	To add or update student data via student registration upload, click <b>Student Registration</b> .
9	To view district and school-level testing status, click <b>Dashboard</b> . This feature will be available later this school year.
10	To download and install the RICAS Kiosk, click on <b>Student Kiosk for Windows</b> , <b>Student Kiosk for Mac</b> , or <b>Student Kiosk for Linux</b> . For more information on installing the RICAS Student Kiosk, see the <i>Guide to Installing the RICAS Student Kiosk and Conducting Site Readiness</i> located on the <a href="#">RICAS Resource Center</a> .
11	To view the <b>Proctor Password</b> for schools in your organization, select the school from the organization drop-down menu.
12	To view the <b>Site Readiness Login</b> information for your organization, select the school from the organization drop-down menu.

## VII. Proctor Password

### A. Purpose

A proctor password is required to be entered in the RICAS Student Kiosk if one of the four following conditions is met:

1. A student is idle in the test for more than 60 minutes. A student is “idle” if they do not interact in any way with the kiosk. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the on-screen widgets and answer choices.
2. If a student pauses or exits the test and attempts to log back in to the test after more than 30 minutes have passed.
3. The RICAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
4. The proctor password will always be required on the Options page for students with the accommodation “Compatible Assistive Technology”.

### B. Viewing the Proctor Password

District test coordinators, school test coordinators, technology coordinators, and test administrators can view the Proctor Password on the Administration homepage of the RICAS Portal. To view the Proctor Password, follow the steps below:

1. Log in to the RICAS Portal with your username and password.
2. Click **Administration**.
3. Scroll down to view the Proctor Password. To view the **Proctor Password** for schools in your organization, select the school from the organization drop-down menu.

The screenshot shows the RICAS Portal Administration page. The navigation bar includes links for Home, Site Readiness, Students, Classes, Test Scheduling, Materials Management, Student Registration, Dashboard, Demo DTC, RICAS Resource Center, and Logout. The main content area is titled "Home" and contains a welcome message and a table of links for downloading the RICAS Student Kiosks for various operating systems: Chromebook, iPad, Windows, Mac, and Linux. Below the table, there is a section for the Proctor Password. A red box highlights the "Proctor password for" dropdown menu, which is currently set to "Cyber City Sch DLV1 (Cyber City)". Below this, there is a text input field containing "uert4fa2" and a "Change" button. At the bottom, there is a "Site Readiness login for" dropdown menu, also set to "Cyber City Sch DLV1 (Cyber City)", with fields for Username (WSR-1888-012) and Password (1888-012).

Device	Link
Chromebook	<a href="#">Chrome Web Store</a> Note: The name of the app is "RICAS", but is only accessible through the direct link above.
iPad	<a href="#">Apple App Store</a> Note: The name of the app is "iTester." The first time the app is used on a student testing device, select "RICAS"
Windows	<a href="#">Student Kiosk for Windows</a>
Mac	<a href="#">Student Kiosk for Mac</a>
Linux	<a href="#">Student Kiosk for Linux</a>

**Proctor password for** Cyber City Sch DLV1 (Cyber City) Change

uert4fa2

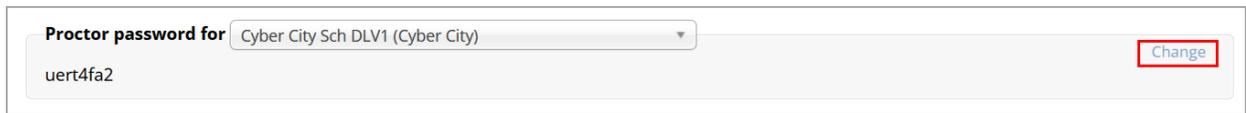
**Site Readiness login for** Cyber City Sch DLV1 (Cyber City)

Username: WSR-1888-012  
Password: 1888-012

## C. Changing the Proctor Password

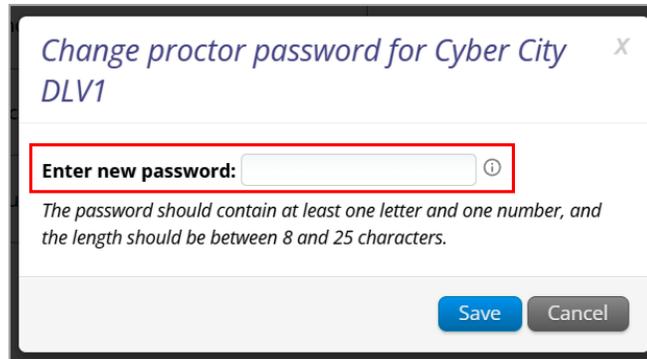
The Proctor Password will be automatically updated nightly, but district test coordinators and school test coordinators can manually update the proctor password as needed on the Administration homepage of the RICAS Portal. Schools may choose to manually update the proctor password for security purposes; for example, if the proctor password was shared with a large number of students after a power outage. To change the proctor password, follow the steps below:

1. Log in to the RICAS Portal with your username and password.
2. Click **Administration**.
3. Scroll down to view the proctor password. To view the proctor password for schools in your organization, select the school from the organization drop-down menu.
4. Click **Change** to update the proctor password.



Proctor password for Cyber City Sch DLV1 (Cyber City)  
uert4fa2 Change

5. Enter a new proctor password and click **Save**. The password should contain at least one letter and one number, and the length should be between 8 and 25 characters.



*Change proctor password for Cyber City DLV1* x

**Enter new password:**

*The password should contain at least one letter and one number, and the length should be between 8 and 25 characters.*

Save Cancel

## VIII. Site Readiness and Site Certification

### A. Purpose

The RICAS Portal includes a Site Readiness tool for schools and districts to assess their readiness for online testing via the RICAS Student Kiosk and to identify any potential technology-related issues before testing begins to ensure a smooth testing experience. The Site Readiness tool is used to verify that testing devices meet the minimum requirements and have been properly configured.

The Site Readiness tool includes the **System Set-Up Test** and the **Student Interface Test**.

- The **System Set-Up Test** tests bandwidth, connectivity, screen resolution, and the text-to-speech function.
- The **Student Interface Test** provides sample test questions to determine whether the device is capable of correctly displaying and navigating test content in the RICAS Student Kiosk. The Student Interface Test also allows technology coordinators to test the student

tools, including the Line Reader, Answer Eliminator, Text Highlighter, and Notepad, to confirm they are functioning properly.

To administer the Site Readiness test, the technology coordinator launches the RICAS Student Kiosk on each device configuration (i.e., device type and operating system) being used for testing at that site and then uses the Site Readiness login for the assigned school to run the test. Then, the technology coordinator certifies the site (school) in the RICAS Portal to indicate to the school and district test coordinators that the site’s technology is ready for testing.

Step-by-step instructions for conducting Site Readiness on the RICAS Chrome app, iTester app, and RICAS Student Kiosk can be found in the *Guide to Installing the RICAS Student Kiosk and Conducting Site Readiness* available on the [RICAS Resource Center](#) on the [Technology Setup](#) page.

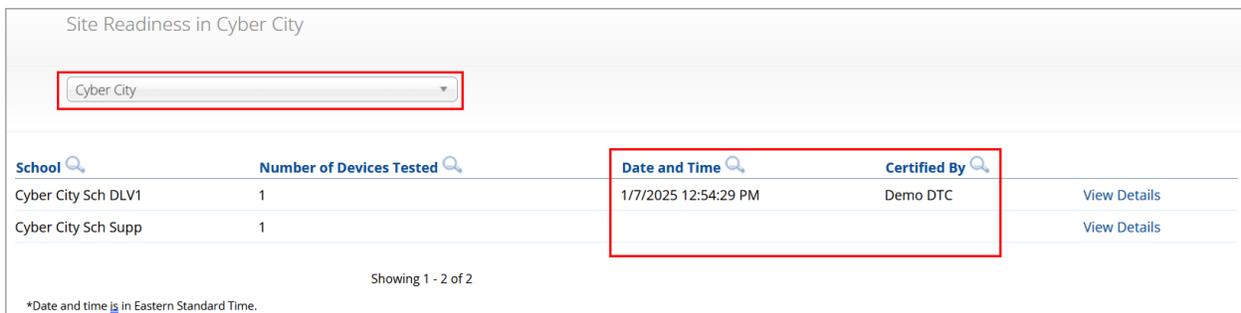
## B. Viewing Site Readiness and Site Certification

District test coordinators, school test coordinators, and technology coordinators can view the results of Site Readiness testing on the Site Readiness page in the RICAS Portal. To view Site Readiness testing results and Site Certification, follow the steps below:

1. Log in to the RICAS Portal with your username and password.
2. Click **Administration**.
3. Click **Site Readiness** on the top menu bar.



4. On the Site Readiness page, select your district or school. The table will update to show the number of devices at each school that have been tested, when the school was certified, and who certified it. This certification indicates to the district or school test coordinator that the technology coordinator has tested the devices at the school and ensured they are operating as expected and meet the technology requirements.



The screenshot shows the 'Site Readiness in Cyber City' page. At the top, there is a dropdown menu with 'Cyber City' selected. Below this is a table with the following data:

School	Number of Devices Tested	Date and Time	Certified By	
Cyber City Sch DLV1	1	1/7/2025 12:54:29 PM	Demo DTC	<a href="#">View Details</a>
Cyber City Sch Supp	1			<a href="#">View Details</a>

Below the table, it says 'Showing 1 - 2 of 2'. At the bottom left, there is a note: '\*Date and time is in Eastern Standard Time.'

5. To view a list of the devices that were tested at the school using the Site Readiness tool click **View Details**.

Site Readiness in Cyber City

Cyber City

School	Number of Devices Tested	Date and Time	Certified By	
Cyber City Sch DLV1	1	1/7/2025 12:54:29 PM	Demo DTC	<a href="#">View Details</a>
Cyber City Sch Supp	1			<a href="#">View Details</a>

Site Readiness Details

Cyber City Sch Supp (Cyber City)

Device Name	OS	Screen Size	Date and Time
DESKTOP-7EB3FNI	window 10.0.0	1424x1008	12/10/2024 4:55:22 PM

Showing 1 - 1 of 1

*Site Certification*

I certify that Site Readiness tests have been performed on the above machines and any noted issues have been resolved.

[Certify Site Readiness](#)

\*Date and time is in Eastern Standard Time.

[« Back](#)

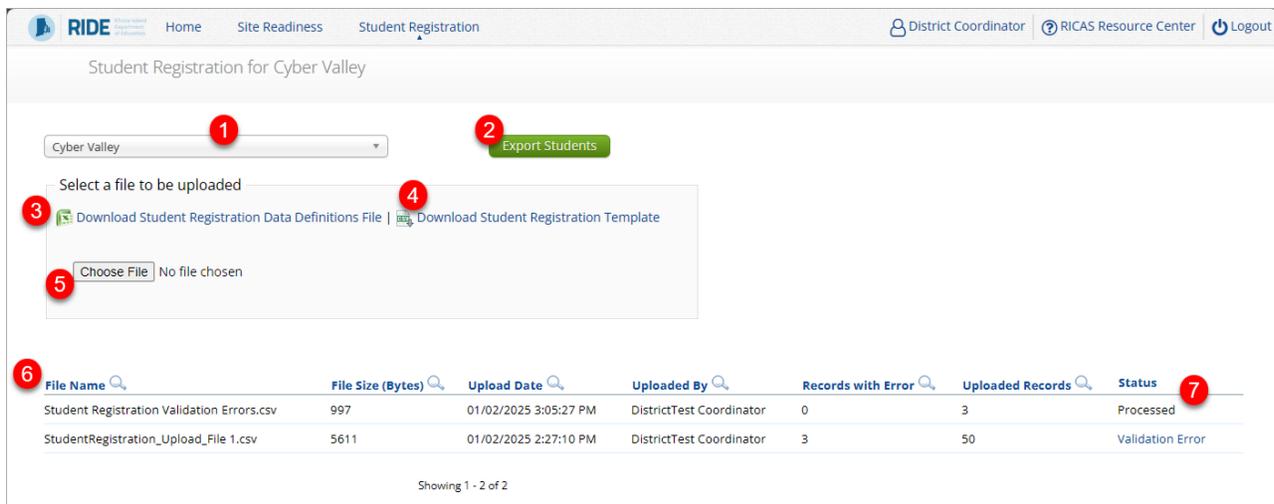
## IX. Student Registration

### A. General Overview of Student Registration

The Student Registration page in the RICAS Portal is where district and school test coordinators complete the initial Student Registration upload and where 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 above to indicate the location of the feature.

**Table 8. Student Registration Page**

Icons	Description
1	The <b>Organization drop-down menu</b> allows test coordinators to select the organization for which they will upload files and view processed files.
2	Click <b>Export Students</b> 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 format as the Student Registration file template. Exported Student Registration files can be edited and uploaded back into the RICAS Portal to update student records.
3	Click <b>Download Student Registration Data Definitions file</b> to download a reference of the required columns and expected values for each field.
4	Click <b>Download Student Registration Template</b> to download the Student Registration file template as a .CSV file. A reference is also available on the <a href="#">RICAS Resource Center</a> .
5	Click <b>Choose File</b> to select your file, and then click <b>Upload</b> 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 C below on resolving errors).

## B. Preparing a Student Registration File

For instructions on completing the Student Registration process, see the Guide to the RICAS Portal Student Accommodation Profile, available on the [RICAS Resource Center](#).

## X. 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 students and accommodations. Select **Students** from the top menu bar of the Administration homepage to access the Students page.

Students in Cyber City Sch1-001

1 Cyber City Sch1-001 (Cyber City)

2 Choose a Content Area

3 Student Search

4 Exports

Last Name	First Name	Middle Initial	State Student ID	Student Grade	View Classes	View Test Sessions	Enrollment Info	Edit
Absalom	Fawn	k	7689018561	06	View Classes	View Test Sessions	Enrollment Info	Edit
Adan	Amberly	L	9715501504	05	View Classes	View Test Sessions	Enrollment Info	Edit
Anney	Koo	q	3439265421	05	View Classes	View Test Sessions	Enrollment Info	Edit
Arbor	Kore	o	8240695594	05	View Classes	View Test Sessions	Enrollment Info	Edit
Arnowitz	Adela	a	7649596378	06	View Classes	View Test Sessions	Enrollment Info	Edit
Ashard	Colleen	X	8046020705	05	View Classes	View Test Sessions	Enrollment Info	Edit
Ashbe	Alexandros	K	6418589758	08	View Classes	View Test Sessions	Enrollment Info	Edit
Averay	Pace	T	5560795075	06	View Classes	View Test Sessions	Enrollment Info	Edit
Baskeyfied	Mel	H	5714324062	03	View Classes	View Test Sessions	Enrollment Info	Edit
Berthod	Benni	p	2676726349	03	View Classes	View Test Sessions	Enrollment Info	Edit

Showing 1 - 10 of 202 Page 1 of 21 Next >| 10 per 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 above to indicate the location of the feature.

**Table 9. Students**

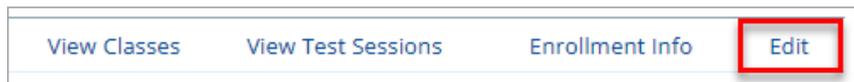
Icons	Description
1	Filter the Students table by selecting an organization from the <b>Organization</b> drop-down menu.
2	Filter the Students table by selecting a subject from the <b>Choose A Content Area</b> drop-down menu.
3	Click the <b>Student Search</b> button to search for any student in your district by Student ID, First Name, and Last Name.

Icons	Description
4	Select <b>Exports</b> to Export Roster for the selected organization. A .CSV file listing all students at the selected school will be downloaded to your computer.
5	Sort columns by clicking on a column heading. To locate a student, click the search icon  next to the column heading and type the desired search criteria.
6	Select <b>View Classes</b> to view a student's classes. A pop-up box will display a list of the assigned classes.
7	Select <b>View Test Sessions</b> to view a student's scheduled tests. A pop-up box will display a list of the scheduled tests.
8	Select <b>Enrollment Info</b> 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.
9	To edit a student record, select <b>Edit</b> in the student's row. The Student Information tab will be displayed. Make your changes to the student's demographic information, accommodations, and classes as needed.

## B. Edit a Student

To edit a student's demographic information, 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.



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, click **Save**.

Student Information Accommodations Classes

State Student ID: \* 9999910001

Student Grade: \* 03 x ▾

Last Name: \* Student

First Name: \* Demo

Middle Initial: A

Gender: Male x ▾

Date of Birth: \* 12/12/2015

Registration Codes: \* ELA03 MAT03 x

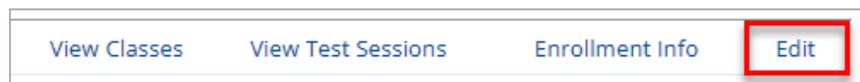
Save Cancel

## C. Adding Accessibility Features and Accommodations

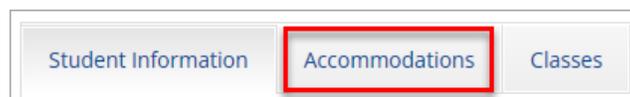
There are two types of accessibility features and accommodations: those that are embedded within the kiosk, such as Text-to-Speech and Mouse Pointer, and those that are delivered locally, outside of the kiosk, such as Human Signer and Human Scribe. Accessibility features and accommodations are added during the Student Registration file upload. Accessibility Features will automatically be available for all students upon logging in to the kiosk. **Accommodations must be assigned correctly before a test is scheduled.**

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

1. Log in to the [RICAS Portal](#) with your username and password.
2. On the RICAS Portal 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. Click **Accommodations**.



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

Student Information   Accommodations   Classes

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

Paper Test Format

Large Print

Braille

Mouse Pointer (Accessibility Feature)

Text to Speech

Speech to Text

Word Prediction

7. Check the box next to the accessibility feature or accommodation that the student will use.
8. Once 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

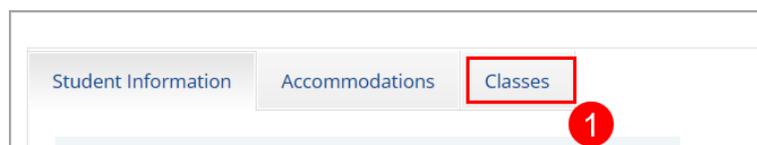
Save   Cancel

## 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, click 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).

2 Grade Level 3 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 click **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)
- 4 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)

5 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, click **Save**.

The screenshot shows the 'Classes' tab in the RICAS Portal. At the top, there are three tabs: 'Student Information', 'Accommodations', and 'Classes'. Below the tabs, a confirmation box displays '2 selected classes (1 selected grade level class for ELA)'. Underneath, there are two dropdown menus: 'Grade Level' and 'ELA'. A search bar is present with a search icon. A list of class names is shown, with 'ELA Class II-(Grade -03)' highlighted in green. The list includes: '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)', and 'CR EL & Accessibility Committee Test/(Grade -03)'. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

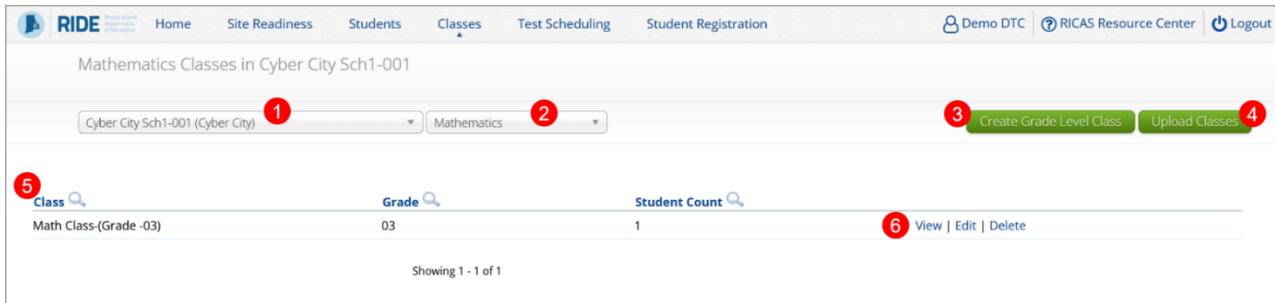
## XI. Classes

### A. General Overview of Classes

A class in the RICAS Portal 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.



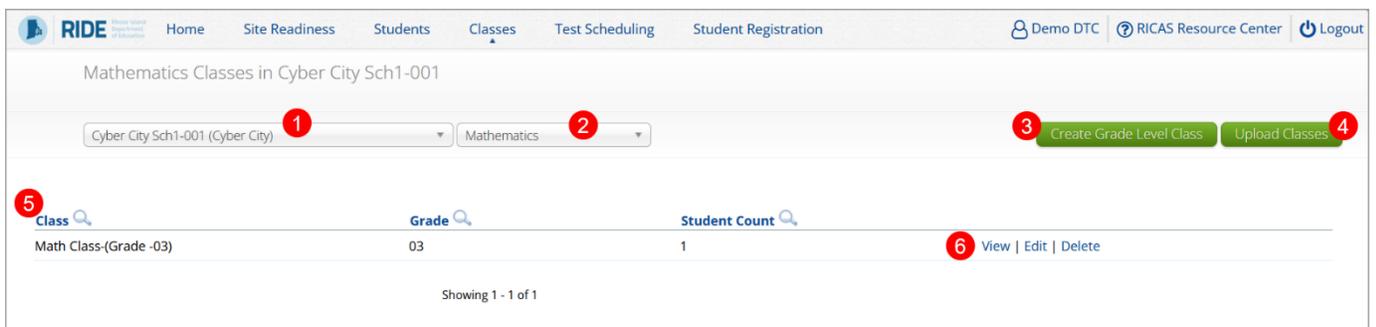
There are three ways to create classes in the RICAS Portal: by manually creating classes one at a time, by uploading a file to create multiple classes at once, or by entering class names in column K of the Student Registration file.



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 above to indicate the location of the feature.

**Table 10. Classes**

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



## B. Create a Grade Level Class

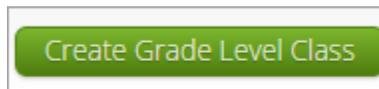
Classes are created by subject and grade. To create a class, follow the steps below:

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. Click 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 recommended that class names include the 5- digit school code in order to ensure all class names across the state are unique.

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

Add New Mathematics Class in Cyber City Sch3-003

*Class Information*

Class Name: Demo TA Room 202

Grade: 05

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)

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. Click **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

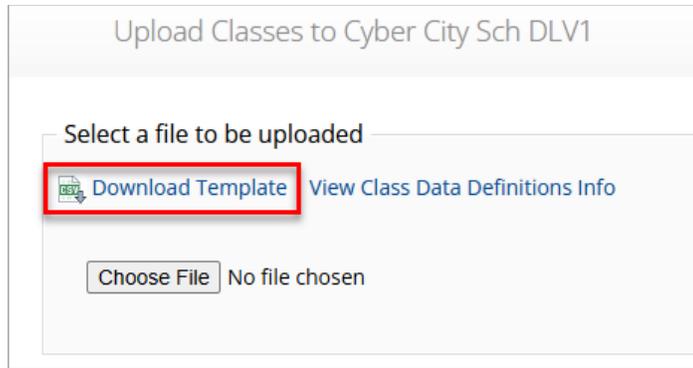
Cancel

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

*Class Data Definitions Information* X

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.

*Class Data Definitions Information* X

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

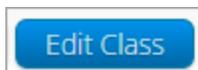
*Students in this class:*

Last Name <span style="font-size: small;">🔍</span>	First Name <span style="font-size: small;">🔍</span>	Middle Initial <span style="font-size: small;">🔍</span>	State Student ID <span style="font-size: small;">🔍</span>	
Student	Sample		8888600001	<a href="#">Edit</a>
Student	Sample		8888600002	<a href="#">Edit</a>
Student	Sample		8888600003	<a href="#">Edit</a>
Student	Sample		8888600004	<a href="#">Edit</a>
Student	Sample		8888600005	<a href="#">Edit</a>
Student	Sample		8888600006	<a href="#">Edit</a>
Student	Sample		8888600007	<a href="#">Edit</a>
Student	Sample		8888600008	<a href="#">Edit</a>

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:

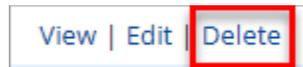
- a. Select a class and grade level in the **Search for Students** drop-down list. If you cannot find a student, deselect **Show only Students that are not assigned to a Class** to show all students in the school, including those already assigned to a class.
  - b. Begin typing a student's SASID, first 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.

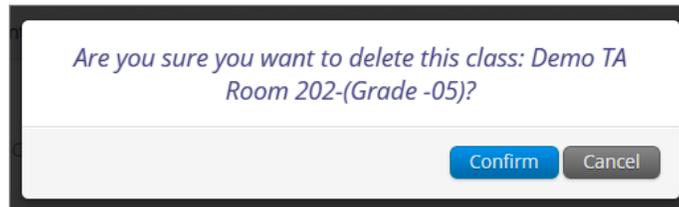
If any edits are made, click **Save** to save the edited class or click **Cancel** to discard any changes and exit out of the class editing page.

## 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.



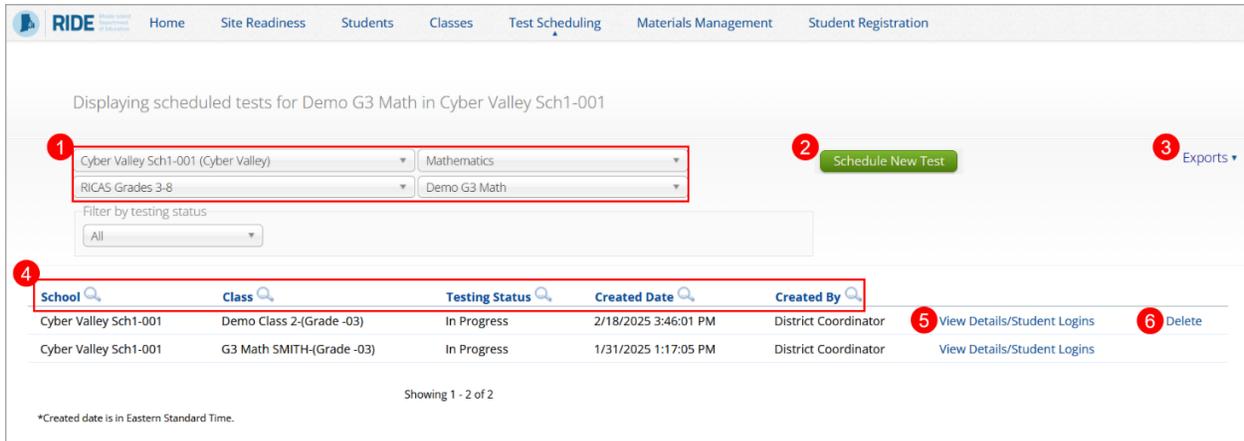
## XII. Test Scheduling

### A. Navigating the Test Scheduling Page

Test coordinators will need to schedule tests approximately one week prior to test administration. 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. Click **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 above to indicate the location of the feature.

**Table 12. Test Scheduling**

Icons	Description
	<b>Filter</b> 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).
	Click the green <b>Schedule New Test</b> button to schedule a new test.
	Click <b>Exports</b> to Export Test Status or Export Students Not Scheduled for the selected test criteria. A .CSV file is downloaded to your computer.
	Sort columns by clicking on a column heading. Click the search icon  next to the column heading and type the desired search criteria.
	Click <b>View Details/Student Logins</b> to view the Scheduled Test Details page and print student logins.
	Click <b>Delete</b> to delete a scheduled test. Only tests that were scheduled by you and have <b>NOT</b> 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 Grades 3-8).
3. Select the subject from the **Subject** drop-down menu.
4. Select a test from the **Test** drop-down menu.
5. Click the green **Schedule New Test** button.

Displaying scheduled tests for Demo G3 Math in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley) Mathematics  
RICAS Grades 3-8 Demo G3 Math

Schedule New Test

Filter by testing status  
All

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

Schedule Tests

1 form selected. Please select class(es) to proceed with scheduling.

Content Area: Mathematics Program: RICAS Grades 3-8  
Test: Demo G3 Math

Search for Classes  
Cyber Valley Sch1-001 (Cyber Valley)

Classes: Select All Unselect All

Demo Class 2-(Grade -03)

Start Date: 02/18/2025 End Date: 02/28/2025 Time Zone: Eastern

Schedule Cancel

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:  Program:

Test:

Search for Classes

Classes:

- Demo Class 2.(Grade -03)

Start Date:  End Date:  Time Zone:

**⚠ Note:** If any students in the selected class(es) do not have the test Registration Code assigned, an error will appear identifying the students and the test will not be scheduled. Correct the Registration Code in the student's profile and then reschedule the test.

Schedule Tests

The following student(s) do not have the test's Registration Code:

- Student, Demo

1 form selected. Please select class(es) to proceed with scheduling.

Content Area:  Program:

Test:

Search for Classes

Classes:

Demo Class 2.(Grade -03)

Start Date:  End Date:  Time Zone:

## 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 click **View Details/Student Logins** to view the scheduled test details.

Displaying scheduled tests for Demo G3 Math in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley) Mathematics Schedule New Test Exports

RICAS Grades 3-8 Demo G3 Math

Filter by testing status: All

School	Class	Testing Status	Created Date	Created By	
Cyber Valley Sch1-001	Demo Class 2-(Grade -03)	In Progress	2/18/2025 4:06:01 PM	District Coordinator	<a href="#">View Details/Student Logins</a> Delete
Cyber Valley Sch1-001	G3 Math SMITH-(Grade -03)	In Progress	1/31/2025 1:17:05 PM	District Coordinator	<a href="#">View Details/Student Logins</a>

Showing 1 - 2 of 2

\*Created date is in Eastern Standard Time.

The Scheduled Test Details page displays the session access code(s). Session access codes are as an added security measure for student tests. Students will be prompted to enter the session access code in the RICAS Student Kiosk after logging in and selecting a test session.

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**

District: Cyber Valley      School: Cyber Valley Sch1-001  
 Administration: RICAS Admin      Content Area: Mathematics  
 Class: Demo Class 2-(Grade -03)  
 Test Name: Demo G3 Math  
 Testing Window: 02/18/2025 to 02/28/2025

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.

Access Codes	Session Name	Access Code
1	Session 1	4463455152
2	Session 2	5732073740

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
<input type="checkbox"/>	Student	Demo	9999910007	zp8afjks	Demo G3 Math	02/18/2025 4:06:01 PM	+	Session 1: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. Click the **Add or Update Students** button to update the scheduled test with the new or updated students.

District: Cyber Valley      School: Cyber Valley Sch1-001  
 Administration: RICAS Admin      Content Area: Mathematics  
 Class: Demo Class 2-(Grade -03)  
 Test Name: Demo G3 Math  
 Testing Window: 02/18/2025 to 02/28/2025

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.

**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**

If any of the students being added do not have the test Registration Code assigned, an error will appear identifying the students and they will not be added to the scheduled test. Correct the Registration Code in the student's profile and then reschedule the test.

« Back Edit Scheduled Test

**District:** Cyber Valley **Scho**  
**Administration:** RICAS Admin **Cont**  
**Class:** Demo Class 2-(Grade -03)  
**Test Name:** Demo G3 Math  
**Testing Window:** 02/18/2025 to 02/28/2025

The following student(s) do not have the test's Registration Code:  
 • Student, Demo

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.

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 (8) Add Report Code (8) Invalidate (8)

<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"/>	Student	Demo	9999910008	kvrmtqa3	Demo G3 Math	02/18/2025 4:06:01 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Student	Demo	9999910007	zp8afjks	Demo G3 Math	02/18/2025 4:06:01 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Student	Demo	9999910006	uf2cxmqz	Demo G3 Math	02/18/2025 4:06:01 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Student	Demo	9999910005	pw25yp68	Demo G3 Math	02/18/2025 4:06:01 PM	+	Session 1:Not Started Session 2:Not Started		

2. Click **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 click **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 session access codes for the test, 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 Class 2-(Grade -03)          Test Name: Demo G3 Math          Testing Window: 2/18/2025 to 2/28/2025</p>				
Session Sequence	Session Name	Access Code		
1	Session 1	4463455152		
2	Session 2	5732073740		
Student Name	Date of Birth	Username	Password	Accommodations
Student, Demo H	10/10/2015	9999910008	kvrtmq3	MAT03- (Speech to Text Standard, Mouse Pointer, Text to Speech Standard)
Student, Demo G	11/11/2015	9999910007	zp8afjks	
Student, Demo F	11/12/2015	9999910006	uf2cxmzq	
Student, Demo E	12/11/2015	9999910005	pw25yp68	
Student, Demo D	12/13/2015	9999910004	e4vx8cnh	
Student, Demo B	12/12/2015	9999910002	t2g8q6sv	
Student, Demo C	12/12/2015	9999910003	azf24wa7	MAT03- (Word Prediction Standard, Mouse Pointer, Text to Speech Standard)
Student, Demo A	12/12/2015	9999910001	tdzsezc5	MAT03- (Mouse Pointer, Text to Speech Standard)

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

<b>Student, Demo H</b> DOB:10/10/2015 Demo G3 Math  Username: 9999910008  Password: kvrtmq3	<b>Student, Demo G</b> DOB:11/11/2015 Demo G3 Math  Username: 9999910007  Password: zp8afjks
<b>Student, Demo F</b> DOB:11/12/2015 Demo G3 Math  Username: 9999910006  Password: uf2cxmzq	<b>Student, Demo E</b> DOB:12/11/2015 Demo G3 Math  Username: 9999910005  Password: pw25yp68

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"/>	Student	Demo	9999910008	kvrtmq3	Demo G3 Math	02/18/2025 4:06:01 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Student	Demo	9999910007	zp8afjks	Demo G3 Math	02/18/2025 4:06:01 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Student	Demo	9999910006	uf2cxmzq	Demo G3 Math	02/18/2025 4:06:01 PM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Student	Demo	9999910005	pw25yp68	Demo G3 Math	02/18/2025 4:06:01 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.

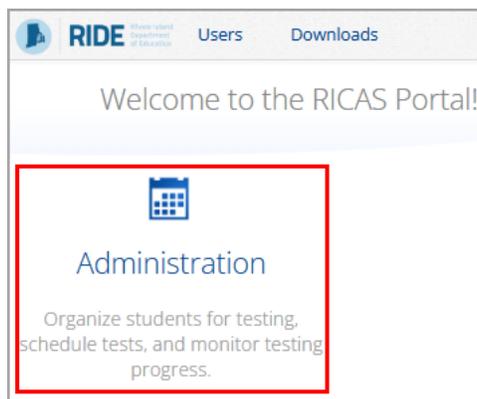
	A	B	C	D	E	F	G	H
1	Listing Test Logins for Demo Class 2-(Grade -03)							
2	Access code for Session 1: 4463455152							
3	Access code for Session 2: 5732073740							
4	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations
5	Student	Demo	H	10/10/2015	9999910008	kvrtmq3	Demo G3 Math	MAT03-(Speech to Text Standard,Mouse Pointer,Text to Speech Standard)
6	Student	Demo	G	11/11/2015	9999910007	zp8afjks	Demo G3 Math	
7	Student	Demo	F	11/12/2015	9999910006	uf2cxmzq	Demo G3 Math	
8	Student	Demo	E	12/11/2015	9999910005	pw25yp68	Demo G3 Math	
9	Student	Demo	D	12/13/2015	9999910004	e4vx8cjh	Demo G3 Math	
10	Student	Demo	B	12/12/2015	9999910002	t2g8q6sv	Demo G3 Math	
11	Student	Demo	C	12/12/2015	9999910003	azf24wa7	Demo G3 Math	MAT03-(Word Prediction Standard,Mouse Pointer,Text to Speech Standard)
12	Student	Demo	A	12/12/2015	9999910001	tdzsezc5	Demo G3 Math	MAT03-(Mouse Pointer,Text to Speech Standard)
13								

## Unlocking Previously Answered Test Questions

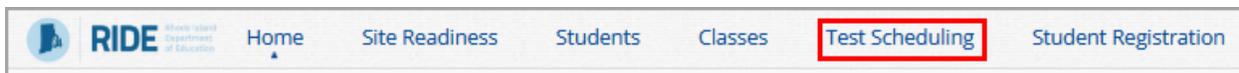
If the RICAS Student Kiosk experiences an abrupt closure during testing, the proctor password will be required to be entered upon the next login for the student. When the proctor password is required to be entered, all previously answered questions will become locked and not viewable for a student and the student will only be able to see unanswered questions or questions they have not yet visited. If a student needs access to previously answered questions that are locked in a test session, a district test coordinator must create an irregularity report in the RIDE Portal and contact RIDE before unlocking any tests. District Test Coordinators can allow the student access to those questions by using the Unlock feature on the scheduled test details page with approval from RIDE. Note that the Unlock feature unlocks ALL previously unanswered questions in the test session. The student's original responses will be visible and may be edited by the student.

To unlock previously answered questions in a test session, follow the steps below:

1. Log into the [RICAS Portal](#) with your username and password.
2. On the RICAS Portal homepage, click **Administration**.



3. From the top menu bar of the Administration homepage, click **Test Scheduling**.



4. Select the Organization, Subject, and Test.
5. Locate the scheduled test in the scheduled tests table and click **View Details/Student Logins**.

Displaying scheduled tests for Demo G3 Math in Cyber Valley Sch1-001

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

RICAS Grades 3-8 
Demo G3 Math

Filter by testing status:

School	Class	Testing Status	Created Date	Created By	
Cyber Valley Sch1-001	Demo Class 2-(Grade -03)	In Progress	2/18/2025 4:06:01 PM	District Coordinator	<a href="#">View Details/Student Logins</a> <a href="#">Delete</a>
Cyber Valley Sch1-001	G3 Math SMITH-(Grade -03)	In Progress	1/31/2025 1:17:05 PM	District Coordinator	<a href="#">View Details/Student Logins</a>

Showing 1 - 2 of 2

\*Created date is in Eastern Standard Time.

- In the scheduled tests details table, click on the magnifying glass icon next to the First Name, or Last Name, or Username to search for the student.
- Click the **Unlock** link to unlock all the questions in the test session.

Filter by Session:  [Export Logins for Selected Students](#) [Add Report Code](#) [Invalidate](#) [Unlock](#)

<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"/>	Student	Demo	9999910008	qruy6346	Demo G3 Math	01/31/2025 1:17:05 PM	+	Session 1: <b>In Progress</b>	2/5/2025 2:47:37 PM		<a href="#">Invalidate</a> <a href="#">Unlock</a>
								Session 2: <b>Not Started</b>			<a href="#">Invalidate</a>

The student will be able to log into the RICAS Student Kiosk and be able to view the questions that were locked.

## 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 must create a test irregularity report and should receive approval from before they 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	5eqzj36	ELA_G3_Form 1	12/03/2024 9:16:37 AM	VWA	Session 1: <b>Not Started</b>		
								Session 2: <b>Not Started</b>		
<input type="checkbox"/>	DemoStudent	Jennifer	8852362215	64A83296	ELA_G3_Form 1	12/03/2024 9:32:15 AM	+	Session 1: <b>Not Started</b>		
								Session 2: <b>Not Started</b>		
<input type="checkbox"/>	Student	One	1097291038	esnsf4tp	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1: <b>Finished ( Reactivate )</b>	12/3/2024 9:54:50 AM	12/3/2024 9:55:25 AM
								Session 2: <b>Finished ( Reactivate )</b>	12/3/2024 9:55:35 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: <b>Not Started</b>		
								Session 2: <b>Not Started</b>		

When a student’s test is reactivated, their test status will display in the RICAS Portal 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, click **Exports** then **Export Test Status**.

Displaying scheduled tests for Demo G3 Math in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley) | Mathematics | Schedule New Test

RICAS Grades 3-8 | Demo G3 Math

Filter by testing status: All

**Exports** (highlighted in red)

- Export Test Status
- Export Test Status for All Tests
- Export Students Not Scheduled

School	Class	Testing Status	Created Date	Created By	
Cyber Valley Sch1-001	Demo Class 2-(Grade -03)	In Progress	2/18/2025 4:06:01 PM	Michael Bernal	View Details/Student Logins   Delete

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 click **Export Test Status**.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus
2	Student	Demo	9999910001	03	Demo G3 Math G3 Math SMITH	Cyber Valley Sch1-001	Cyber Valley Sch1-001	Session 1				Not Started
3	Student	Demo	9999910001	03	Demo G3 Math G3 Math SMITH	Cyber Valley Sch1-001	Cyber Valley Sch1-001	Session 2				Not Started
4	Student	Demo	9999910001	03	Demo G3 Math Demo Class 2	Cyber Valley Sch1-001	Cyber Valley Sch1-001	Session 2				Not Started
5	Student	Demo	9999910001	03	Demo G3 Math Demo Class 2	Cyber Valley Sch1-001	Cyber Valley Sch1-001	Session 1				Not Started
6	Student	Demo	9999910002	03	Demo G3 Math G3 Math SMITH	Cyber Valley Sch1-001	Cyber Valley Sch1-001	Session 1				Not Started
7	Student	Demo	9999910002	03	Demo G3 Math G3 Math SMITH	Cyber Valley Sch1-001	Cyber Valley Sch1-001	Session 2				Not Started
8	Student	Demo	9999910002	03	Demo G3 Math Demo Class 2	Cyber Valley Sch1-001	Cyber Valley Sch1-001	Session 1				Not Started
9	Student	Demo	9999910002	03	Demo G3 Math Demo Class 2	Cyber Valley Sch1-001	Cyber Valley Sch1-001	Session 2				Not Started
10	Student	Demo	9999910003	03	Demo G3 Math G3 Math SMITH	Cyber Valley Sch1-001	Cyber Valley Sch1-001	Session 2				Not Started
11	Student	Demo	9999910003	03	Demo G3 Math G3 Math SMITH	Cyber Valley Sch1-001	Cyber Valley Sch1-001	Session 1				Not Started
12	Student	Demo	9999910003	03	Demo G3 Math Demo Class 2	Cyber Valley Sch1-001	Cyber Valley Sch1-001	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.

Click **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.

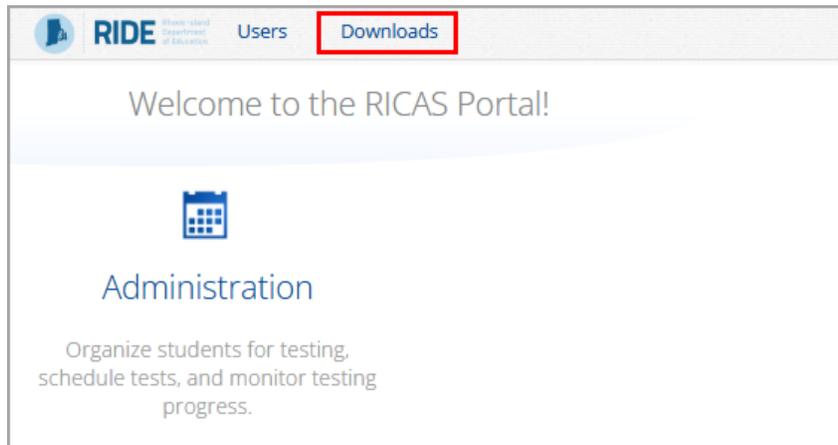
Schedule New Test | Exports

- Export Test Status
- Export Test Status for All Tests** (highlighted in red)
- Export Students Not Scheduled

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

**A test status export was created with download ID 2044.**  
**Results will be available in the [Download Center](#).**

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 Portal homepage to access the file.



A table will appear with the files available to download. Click on **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	<a href="#">Download Result</a> <a href="#">Archive</a>

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, click **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	Student	Demo	I	9999910009	3		Demo G3 Math	
3	Student	Demo	J	9999910010	3		Demo G3 Math	
4								

### XIII. Materials Management

The Materials Management page in the RICAS Portal is used to track shipments of RICAS materials, order additional materials, and schedule a UPS pickup. The Materials Management page in the RICAS Portal is only available to district and school test coordinators.

Materials Management provides an alternative way to access the RICAS Service Center website for the following tasks. (Note that schools may continue to access the [RICAS Service Center](#) website directly for these tasks as well as to complete additional ones.

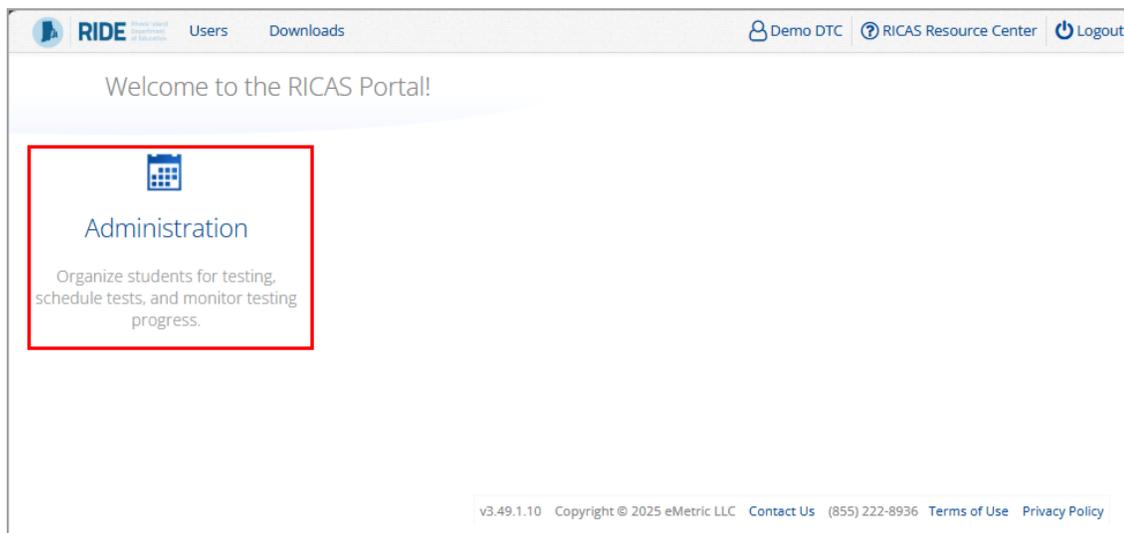
- **to order additional materials** (i.e., test administration manuals for both computer-based and paper-based testing as well as paper-based test materials)
- **to schedule a UPS pickup of paper-based test materials** Note: An automatic pickup is pre-scheduled, but schools may choose to schedule an earlier pickup; refer to the testing schedule for details.

Additionally, new for 2025, the Materials Management page in the RICAS Portal provides a view of shipments of materials being delivered to schools. Schools will be able to see materials shipments listed on this page once they are shipped. This is an optional feature that schools may find useful to track shipments.

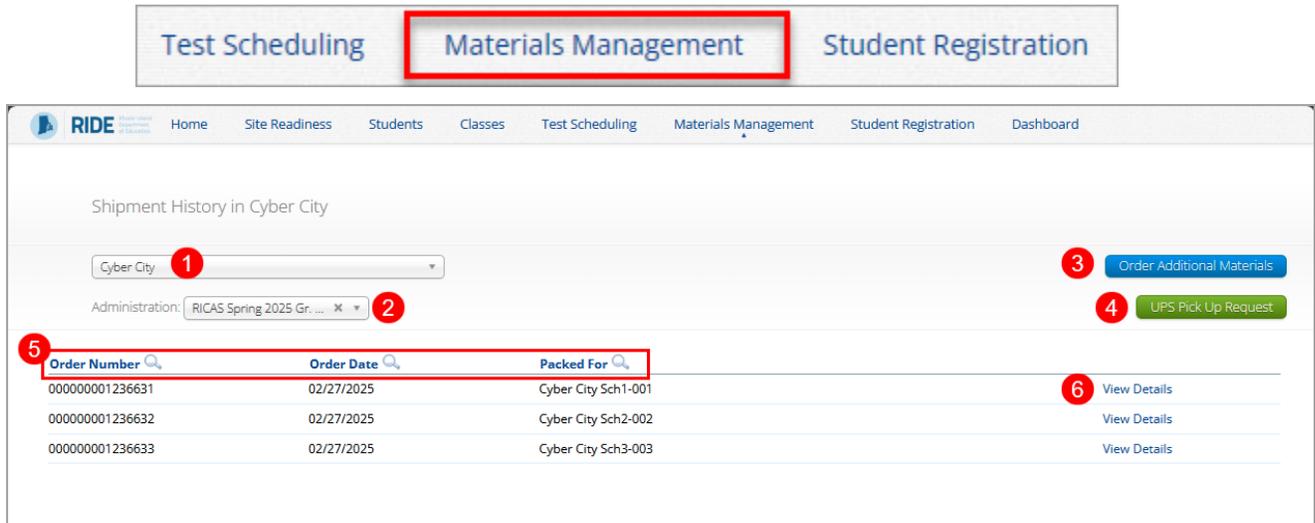
#### A. Navigating the Materials Management Page

To access the Materials Management page, follow the steps below:

1. Log in to the [RICAS Portal](#) with your username and password.
2. On the RICAS Portal homepage, select **Administration**.



3. Select **Materials Management** from the top menu bar.



In Table 13 below are descriptions of the features that are available on the Materials Management page. The numbered icons listed in Table 13 are shown in the screenshot above to indicate the location of the feature.

**Table 13. Materials Management**

Icons	Description
1	Filter the Order table by selecting an organization from the <b>Organization</b> drop-down menu.
2	Filter the Order table by selecting a test administration from the <b>Administration</b> drop-down menu.
3	Click the blue <b>Order Additional Materials</b> button to access the <a href="#">RICAS Service Center</a> website to order additional materials after receiving the initial shipment.
4	Click the green <b>UPS Pickup Request</b> button after all shipments are packed and ready to ship to access the <a href="#">RICAS Service Center</a> website to schedule a UPS pickup.
5	Sort the Materials Management order table by <b>Order Number</b> , <b>Order Date</b> , or <b>Packed for</b> by clicking the column heading. Search the Materials Management table by selecting the magnifying glass next to the column heading.
6	Click <b>View Details</b> to view the Shipment Details page for each shipment.

Clicking the **Order Additional Materials** or **UPS Pick Up Request** buttons will take users to the [RICAS Service Center](#) to complete these tasks. Schools may also continue to navigate to the RICAS Service Center website directly to complete these tasks as in previous years.

Selecting **View Details** will allow users to view the Shipment Details page for each shipment. The Shipment Details table displays the following information about your order:

- **Box ID Number:** the ID number of the individual boxes in the order The Box ID Number, also known as the MP Ship Code, will be needed to place an additional materials order.
- **Shipped Date:** date when the order was shipped
- **Last Updated:** the date and time when the shipment information was last updated by UPS.
- **Item Code, Quantity, and Description:** information about the contents of each box in your order. Note the Item Code will not be used by schools.
- **UPS Tracking:** the UPS tracking number, with a link to the UPS tracking website

*Shipment Details* X

Shipment Details for Order # 000000001236631

Administration: RICAS Spring 2025 Gr. 3-8 English Language Arts

Order Date: 02/27/2025

Box ID Number	Shipped Date	Last Updated	Item Code	Quantity	Description	UPS Tr
000001234567890	03/11/2025	03/11/2025 8:26:25 PM	00060110480000010000	6	* CBT Test Administrator's Manual, Spring 2025	1Z0934
000001234567891	03/11/2025	03/11/2025 8:26:25 PM	00050110480000000000	1	* Materials Summary	1Z0934

Showing 1 - 2 of 2

Close

*Shipment Details* X

Shipment Details for Order # 000000001236631

Administration: RICAS Spring 2025 Gr. 3-8 English Language Arts

Order Date: 02/27/2025

	Shipped Date	Last Updated	Item Code	Quantity	Description	UPS Tracking
90	03/11/2025	03/11/2025 8:26:25 PM	00060110480000010000	6	* CBT Test Administrator's Manual, Spring 2025	1Z0934530312345678
91	03/11/2025	03/11/2025 8:26:25 PM	00050110480000000000	1	* Materials Summary	1Z0934530387654321

Showing 1 - 2 of 2

Close