WiDA™

District Test Coordinator Quick-Start Guide for www.wida.us
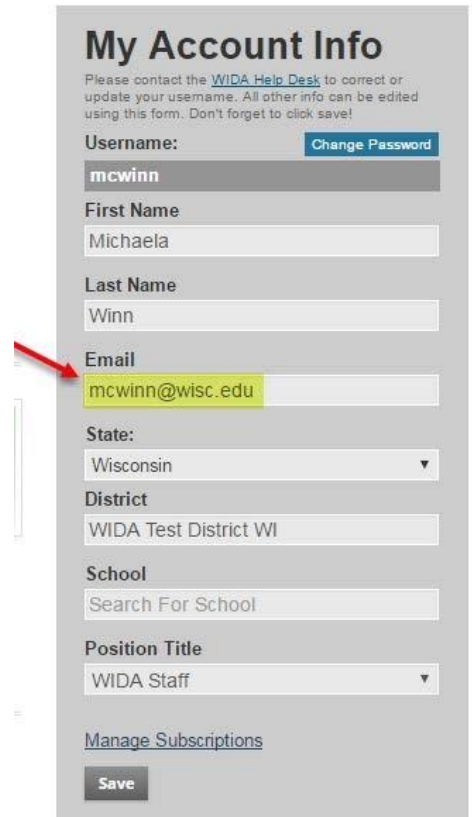
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Updating Your Personal Information on Your Wida.us Account

1. Log into www.wida.us

2. Select the orange button at the top right corner of the screen titled "My Account & Secure Portal."

   MY ACCOUNT & SECURE PORTAL

3. Update your information by typing it into the correct field in the "My Account Info" box on the right side of the page.

   My Account Info

   Please contact the WIDA Help Desk to correct or update your username. All other info can be edited using this form. Don't forget to click save!

   Username: **Change Password**

   mcwinn

   First Name
   Michaela

   Last Name
   Winn

   Email
   mcwinn@wisc.edu

   State:
   Wisconsin ▼

   District
   WIDA Test District WI

   School
   Search For School

   Position Title
   WIDA Staff ▼

   Manage Subscriptions

   Save

4. Click "Save"
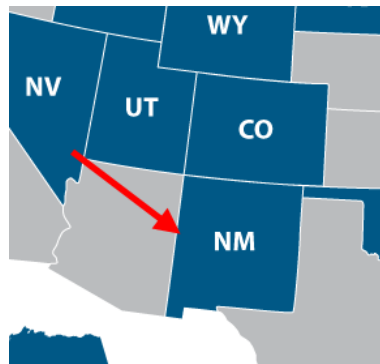
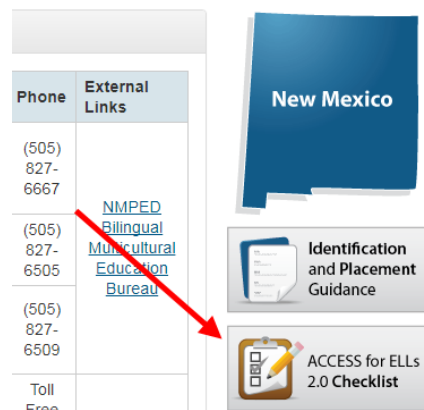# Locating Your State's ID and Placement Guidance & ACCESS Checklist

1. Click on the Consortium Members Map at the bottom of the wida.us home page.

2. Click on your state

3. Your checklist will be on the right side of the page under the picture of your state.


Note: Not all states will have an Identification & Placement document and if you have further questions about this please contact your state education agency contacts on this page.

Accessing Training Modules

1. Log into www.wida.us and select the orange button at the top right corner of the screen titled "My Account & Secure Portal."

2. This page contains several different training modules for both the ACCESS for ELLs 2.0 assessments as well as for available screener assessments. Test administrators only need to complete the training modules for the test(s) that they will be administering.
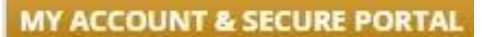

3. Complete the module by selecting each tab on the bar at the top of the screen. Refer to your state's checklist to determine which videos you must watch in the training module.
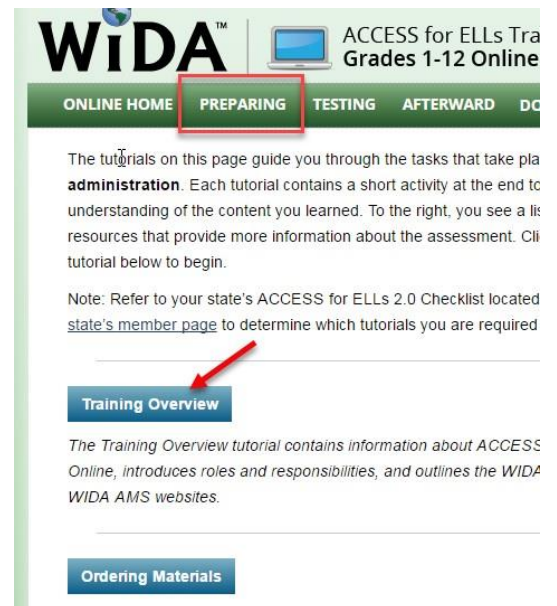
Creating a Test Administrator Account

1. Log into www.wida.us and select the orange button at the top right corner of the screen titled "My Account & Secure Portal."

   MY ACCOUNT & SECURE PORTAL

2. Once you have accessed the "My Account & Secure Portal," select the blue tile titled "ACCESS for ELLs Account Creator."

   ACCESS for ELLs Account Creator

3. Click the grey "Continue" button above the "Forgot Your Password?" hyperlink.

4. Fill out the contact information section for the person who needs an account. You may need to create a simple password such as "12345"or "wida" if one is not auto-generated.

5. Select "Create My Account" at the bottom of the page.

   Create My Account

6. The individual should receive an email almost immediately after you've created their account with a link that will allow them to set up their own password.

Assigning User Permissions

1. Log into www.wida.us and select the orange button at the top right corner of the screen titled "My Account & Secure Portal."

   MY ACCOUNT & SECURE PORTAL

2. Once you have accessed the "My Account & Secure Portal," select the lime green tile titled "Account Management & Training Status"

   Account Management & Training Status

3. To find an individual account, follow the steps below:

   a. Fill in the School and/or Name boxes. (Note: if you oversee multiple districts you will see a district drop-down & all fields can be left blank to view all employees in your district)

   b. Select the "User Permissions" tab above the blue bar.

   c. Click "Search" below the blue bar

4. To add permissions to an account, simply check the box next to the individual's name.

   a. Note: this page automatically saves, so once a box has been checked, that individual immediately will have access on their account

Reviewing Test Administrator Training Scores

1. Log into www.wida.us and select the orange button at the top right corner of the screen titled "My Account & Secure Portal."

   MY ACCOUNT & SECURE PORTAL

2. Once you have accessed the "My Account & Secure Portal," select the lime green tile titled "Account Management & Training Status."

   Account Management & Training Status

3. To see an individual's training scores, follow the steps below:

   a. Fill in the Name and School boxes. (Note: the school box can be left blank to see all district employees)

   b. Select the "Training" tab above the blue bar and change the date in the "From" drop down menu to a previous year (if necessary).

   WIDA User Account Management & Training Status Lookup

First Name	Last Name	Email

   School

   Include results from inactive users?

Training	User Permissions

Training Display Group	From	To	Training
ACCESS	7/1/2016	6/30/2017	All

   Search   Clear

   c. Click "Search" below the blue bar

   d. **Note**: scores that are yellow indicate that the individual scored below and 80%. Therefore, the individual is not certified to administer the test.

Teacher Name	District or School	Kindergarten Quiz	Speaking Quiz Grades 1-5
~~Africa Smith~~	WIDA Test District WI	-	-
~~Carolyn Smith~~	WIDA Test District WI	-	-
~~Darwin Smith~~	WIDA Test District WI	95% (4) 2016-2017	50% (1) 2016-2017

Joining a Webinar

1. On the wida.us homepage, find the blue bar at the top of the page and click on "Assessment" >ACCESS for ELLs 2.0.

2. Once you are on the ACCESS for ELLs 2.0 Summative Assessment page, select the "Preparation and Training" tab beneath the bolded "ACCESS for ELLs 2.0 Summative Assessment" title.

3. On the right side of the page, locate a grey box titled "Free Webinars." In that box, click on the first link titled "View full 2017-2018 ACCESS for ELLs 2.0 Webinar Schedule"
   a. **Note**: to view past webinar recordings, simply click on the 2nd link in the "Free Webinars" box.

4. This will open a pdf document. Find the webinar that you want to attend and select "Join Now."

5. Once you join, your computer will bring up a WebEx page that will prompt you to put in your first name, last name, and email address. You will not be able to enter information into this box until shortly before the webinar begins (approximately 15 minutes)

6. Once you select "Join Now," you will want to select "Call in from your computer."

7. Your computer may bring up a message box stating that you have no microphone or that your microphone is not on. If this happens, select "OK". Instead of using a microphone we ask all attendees to pose their questions in the chat box and will be answered at the end of the webinar.