

**Subject:** ACCESS for ELLs 2.0 Test Window Closing and Student Completion Check for Oklahoma State Department of Education

**To:** Oklahoma Test Coordinators

**From:** DRC Customer Support

**Date:** April 21, 2017

**RE:** ACCESS for ELLs 2.0 Test Window Closing and Student Completion Check

The testing window for ACCESS for ELLs 2.0 for your state will end on **Friday, April 28, 2017**. ***Districts and schools should ensure that all students scheduled to test online have done so by this date.***

To help with this, the following report in [WIDA AMS](http://www.wida-ams.us/?utm_campaign=NV12+-+Test+Window+Closes+(2-24-17)&utm_medium=email&utm_source=Eloqua&elqTrackId=8EF193D2112447A155CA0A13CCDEC7DA&elq=20b3a13c397a4803ad9b2e5d869df150&elqaid=2372&elqat=1&elqCampaignId=1341) can be generated:

1. Log in to [WIDA AMS](http://www.wida-ams.us/?utm_campaign=NV12+-+Test+Window+Closes+(2-24-17)&utm_medium=email&utm_source=Eloqua&elqTrackId=8EF193D2112447A155CA0A13CCDEC7DA&elq=20b3a13c397a4803ad9b2e5d869df150&elqaid=2372&elqat=1&elqCampaignId=1341)
2. Click on **Report Delivery>Status Reports**
3. Select the Administration and District (Select the School, if applicable)
4. Click on the **Daily Cumulative Student Status Report**

This report is an Excel document that allows a district or school to sort by Testing Status and isolate the students who are Completed, In Progress, or Not Started by each domain. This report is in real time.

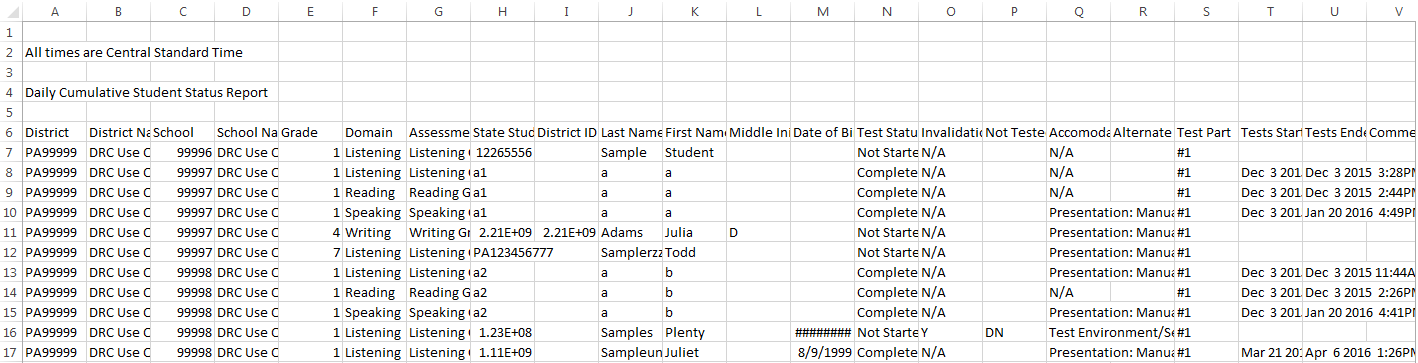
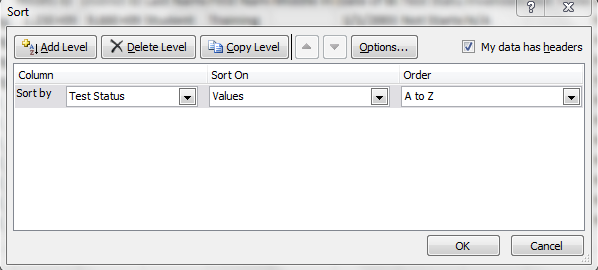
**SORTING:**

When you open the report with Excel, the best way to organize the data is the following:

1. Highlight rows 1-5, right click, and select **Delete**.



1. Highlight the entire document by pressing the between 1 and A.
2. Select **Data** from the top menu, select **Sort** and select **Column N** or **Test Status.**
3. Select **OK**.



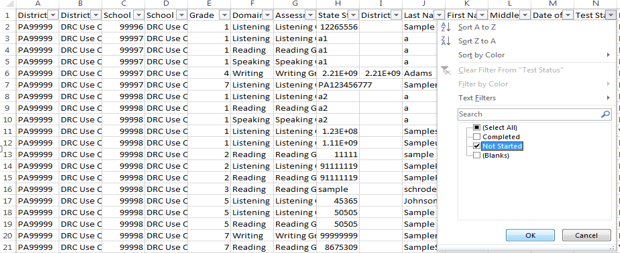
**FILTERING:**

You can also use the filtering options available in Excel to easily narrow in on specific schools, domains, or test status. To filter:

1. Highlight rows 1-5, right click, and select **Delete**.



1. Highlight the entire document by pressing the between 1 and A.
2. Select **Data** from the top menu, select **Filter.**
3. A dropdown will appear at each header column. Select the dropdown you would like to filter and check the appropriate boxes *(This example shows filtering by Test Status.)*
4. Click **OK**.



This report can be used to compare to your school roster of students to ensure that all students have completed their online tests. Tests that have a status of ***In Progress*** or ***Completed*** at the close of your testing window will be included in final scoring and reporting. Tests that have a status of ***Not Started*** will not be included; however, these could represent students that were initially setup in test sessions and are no longer enrolled or completed the paper version of ACCESS for ELLs 2.0.

Please contact **DRC Customer Support** with any questions at [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com) or 1-855-787-9615.