



DataMate Quick Start Guide



DataMate

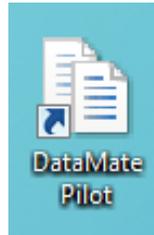
Office of Research, Evaluation, and Reporting

TABLE OF CONTENTS

Student Log-in Instructions	3
Running Reports.....	6
Creating Multiple Choice Tests.....	8
Text-to-Speech Accommodation.....	18

Student Log-in Instructions

Step 1 – Click on the DataMate icon on your computer’s desktop.



*Students can also access DataMate through Clever or by opening a web browser and entering <https://tinyurl.com/DataMate-YPS>

Step 2 – Enter your student login credentials (students should use the same username and password they use to log into their computer).

User ID:

Password:

Username is your computer login with your computer password.

Step 3 – Click the blue link for the test to be taken.

DataMate myAssessments

Home | My Info



Tests Available To Be Taken

[Nextera Practice, Damiano, T - Math 4 - 1](#)
• Available 12/1/2019 - 9/15/2020 (7:00 AM - 11:00 PM)
• In Progress

Step 4 – Instruct students to follow the onscreen prompts for additional directions on how to navigate through the assessment and answer questions.

Close

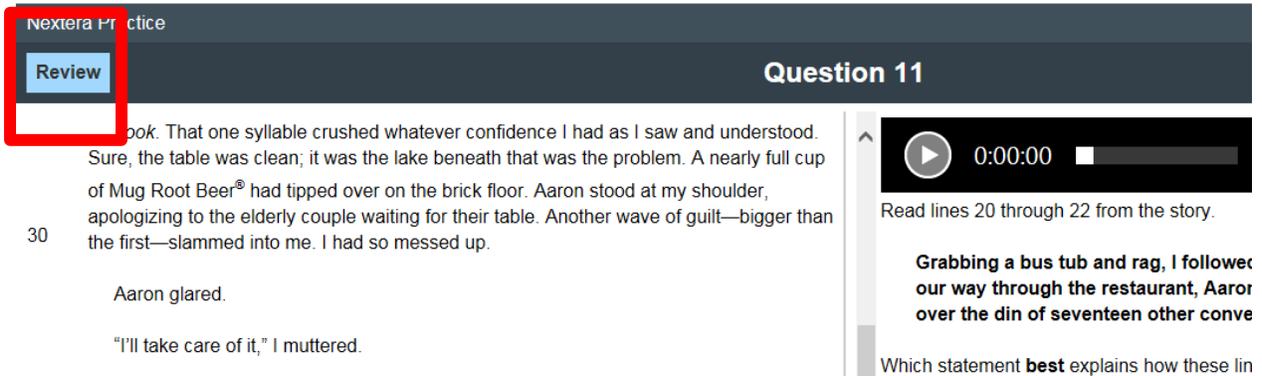
The directions will help you learn about how to take your test.

<

>

Submitting Tests

Step 5 – Click on the “Review” tab in the upper left-hand corner.



The screenshot shows the 'Nextera Practice' interface. At the top left, there is a dark grey bar with a 'Review' button highlighted in red. To the right of this bar, the text 'Question 11' is displayed. Below the bar, the main content area shows a passage of text from a story. On the right side, there is a video player with a play button, a timer showing '0:00:00', and a progress bar. Below the video player, there is a question prompt: 'Read lines 20 through 22 from the story. Grabbing a bus tub and rag, I followed our way through the restaurant, Aaron over the din of seventeen other conversations. Which statement **best** explains how these lines affect the story?'.

From the review screen, click “Submit Test”.

Click on any completed question to return to it



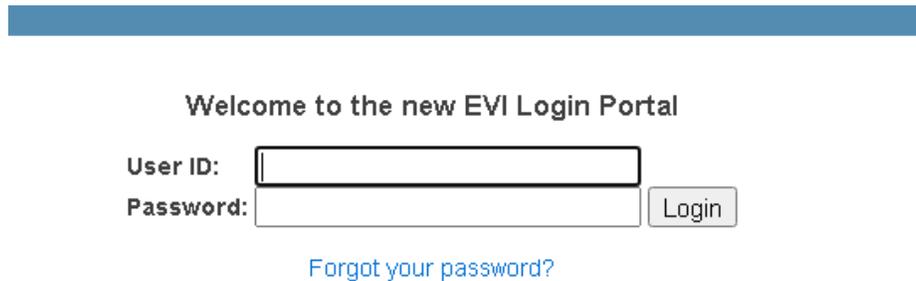
Current Done Bookmarked Note Blank Cannot view item yet



Running Reports

Step 1 – Open a web browser and enter <https://apps.edvistas.com/datamate>

Step 2 – Enter your login credentials (normal email address and active directory password).



Welcome to the new EVI Login Portal

User ID:

Password:

[Forgot your password?](#)

Step 3 – Click on the “Reports” icon



Step 4 – Use the “Create A Report” filters to generate the desired report.



Create A Report

Year: 2020 Subject: Any Test: Sample 1 - 02/06/2020

School: All Schools Class: Select Report: Select

Filters

- **Test** – Select the grade level and subject area exam (ex. Grade 3 Math Practice Test)
- **Year** – Select “2021”
- **Subject** – “Any”

- **School** – Select your school
- **Class** – report can be run for aggregate results or disaggregated by teacher and section
- **Report** – Click on the report filter, then mouse over a report category, and drag the mouse over to the report list to click on the desired report.
 - **Basic Reports**
 - **Report>Summary Report>Question Summary** – Provides average score for each question
 - **Report>Summary Report>Test at a Glance** – Provides average score per test per school
 - **Report>List Report>Student List by Name**– Provides a roster of students and their scores on the assessment

Creating Multiple Choice Tests

Step 1 – Open a web browser and enter <https://apps.edvistas.com/datamate>

Step 2 – Enter your login credentials (normal email address and active directory password) then click “Login”.

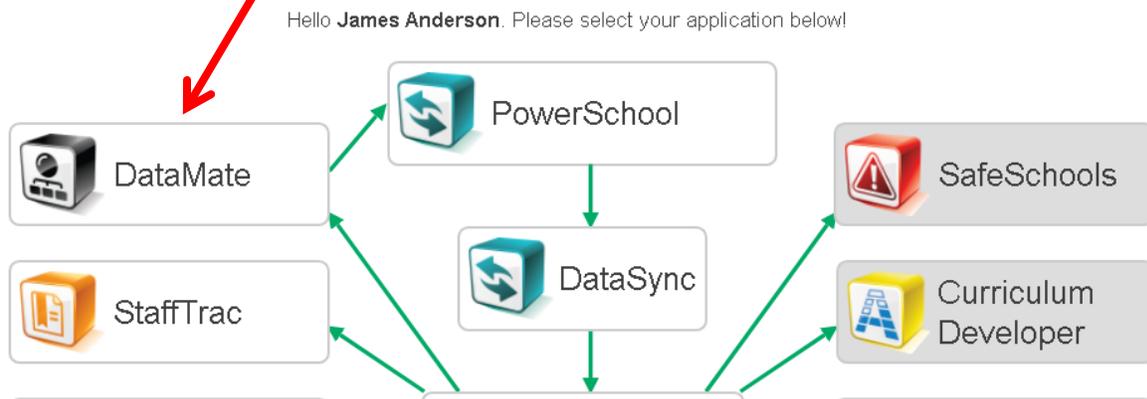
Welcome to the new EVI Login Portal

User ID:

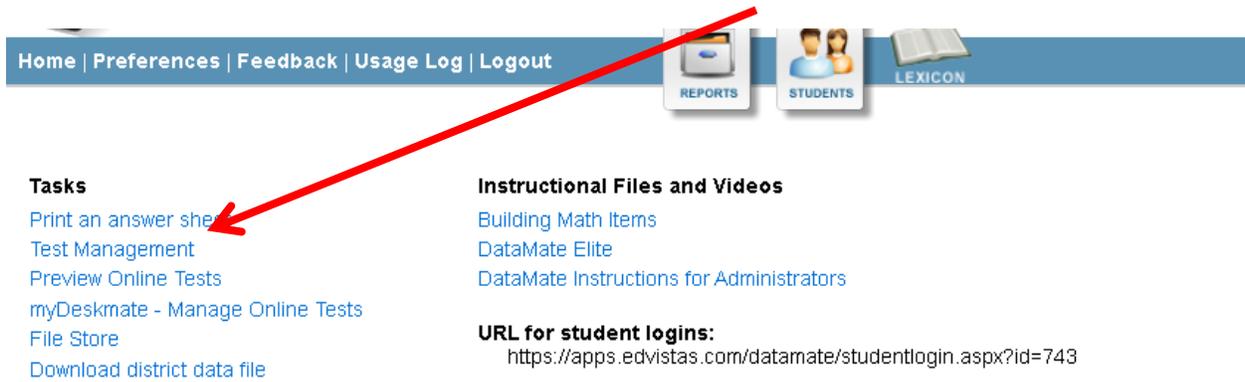
Password:

[Forgot your password?](#)

Step 3 – Click the “DataMate” icon.



Step 4 – Under the “Tasks” heading, select the “Test Management” tab.



Home | Preferences | Feedback | Usage Log | Logout

REPORTS STUDENTS LEXICON

Tasks

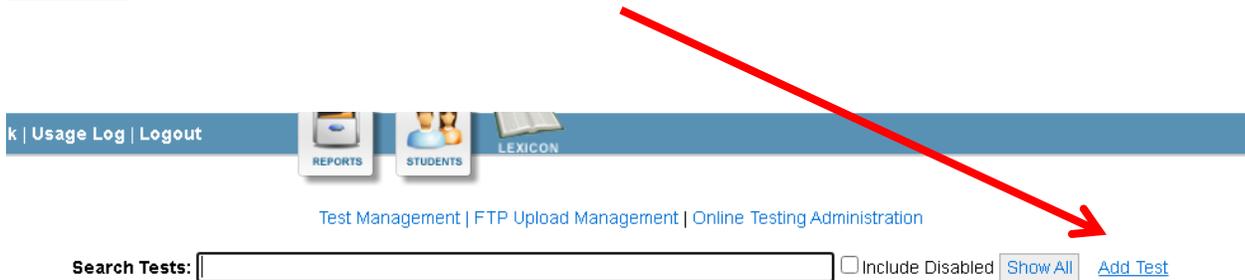
- Print an answer sheet
- Test Management**
- Preview Online Tests
- myDeskmate - Manage Online Tests
- File Store
- Download district data file

Instructional Files and Videos

- Building Math Items
- DataMate Elite
- DataMate Instructions for Administrators

URL for student logins:
https://apps.edvistas.com/datamate/studentlogin.aspx?id=743

Step 5 – To create a new test, click on “Add Test”.



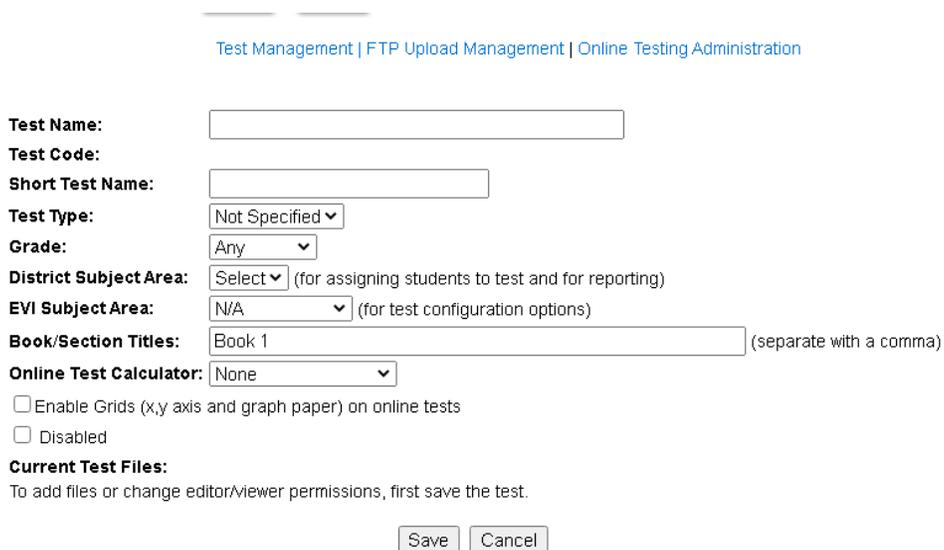
k | Usage Log | Logout

REPORTS STUDENTS LEXICON

Test Management | FTP Upload Management | Online Testing Administration

Search Tests: Include Disabled

Step 6 – Fill in the relevant test details. Then click “Save”.



Test Management | FTP Upload Management | Online Testing Administration

Test Name:

Test Code:

Short Test Name:

Test Type: Not Specified ▾

Grade: Any ▾

District Subject Area: Select ▾ (for assigning students to test and for reporting)

EVI Subject Area: N/A ▾ (for test configuration options)

Book/Section Titles: Book 1 (separate with a comma)

Online Test Calculator: None ▾

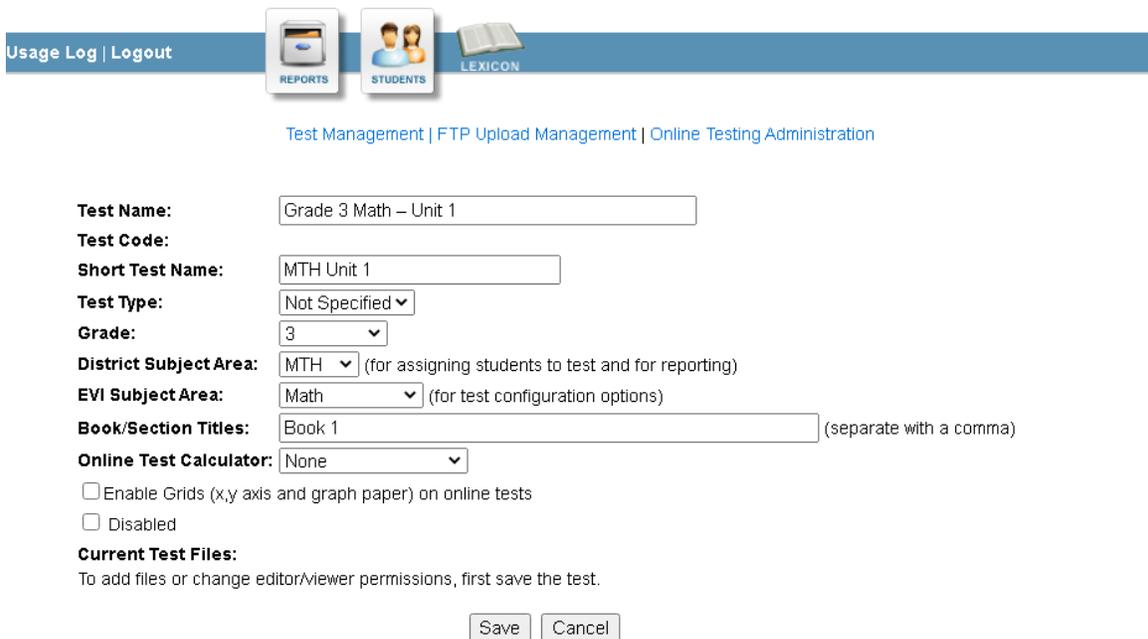
Enable Grids (x,y axis and graph paper) on online tests

Disabled

Current Test Files:
To add files or change editor/viewer permissions, first save the test.

Test Name: name of test (Ex. Grade 3 Math – Unit 1)
Test Code: leave blank (system automatically assigns)
Short Test Name: abbreviate version of test name (Ex. MTH Unit 1)
Test Type: leave as “Not Specified”
Grade: select respective grade (Ex. 3)
District Subject Area: abbreviate subject area (Ex. MTH)
EVI Subject Area: subject Area (Ex. Math)
Book/Section Titles: leave as “Book 1”
Online Test Calculator: You can add a built in “Basic Calculator” or “Scientific Calculator” students can access while testing or not provide a calculator by selecting “None”

Example



Usage Log | Logout

REPORTS STUDENTS LEXICON

Test Management | FTP Upload Management | Online Testing Administration

Test Name: Grade 3 Math – Unit 1

Test Code:

Short Test Name: MTH Unit 1

Test Type: Not Specified ▾

Grade: 3 ▾

District Subject Area: MTH ▾ (for assigning students to test and for reporting)

EVI Subject Area: Math ▾ (for test configuration options)

Book/Section Titles: Book 1 (separate with a comma)

Online Test Calculator: None ▾

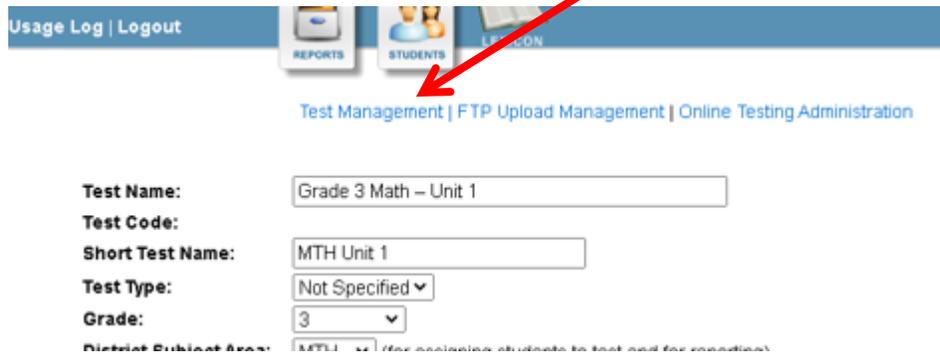
Enable Grids (x,y axis and graph paper) on online tests

Disabled

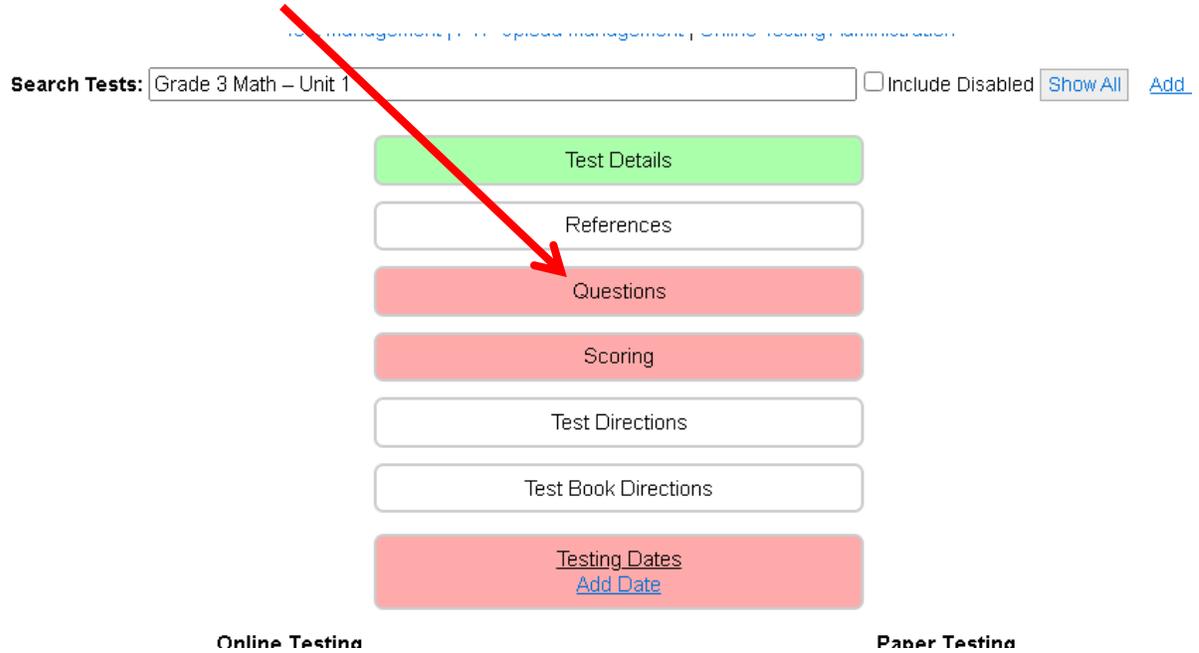
Current Test Files:
 To add files or change editor/viewer permissions, first save the test.

Save Cancel

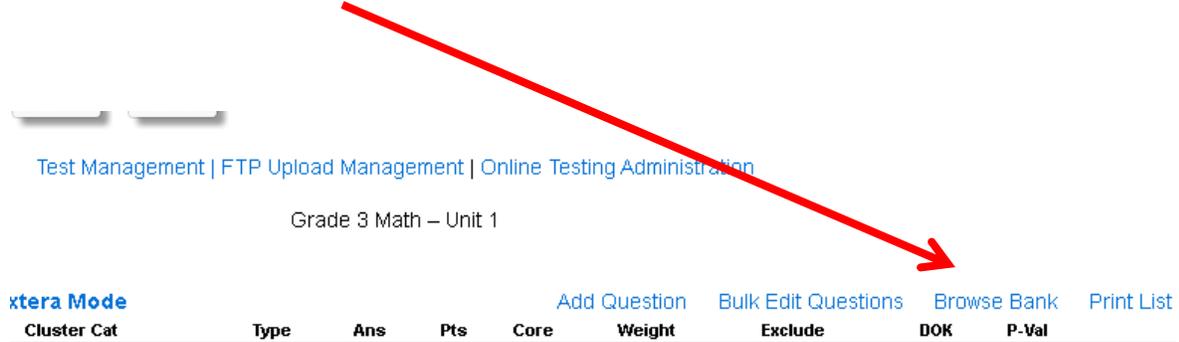
Step 7 – Return to the test management layout by clicking on “Test Management” at the top of the page.



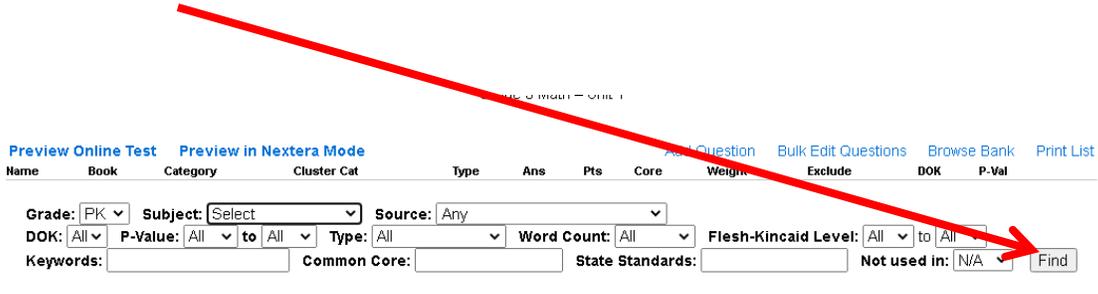
Step 8 – Click on “Questions”.



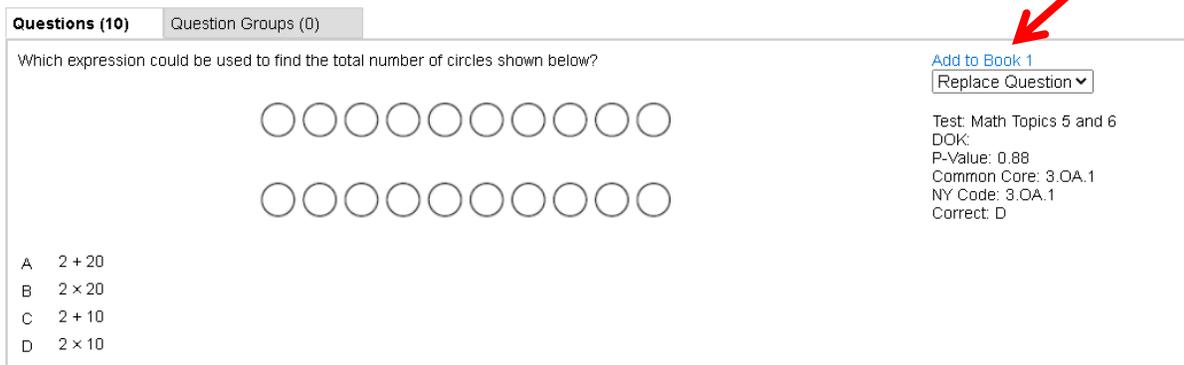
Step 9 – Click on “Browse Bank”.



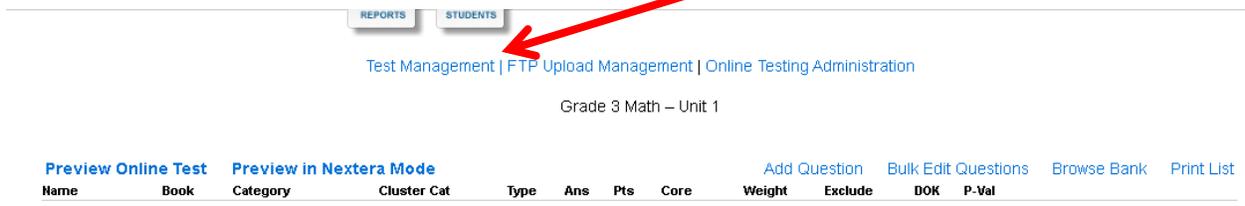
Step 10 – Use the filters to find the desired test questions from the item bank, then click “Find”.



Step 11 – Select the test items you would like to add to your test by clicking “Add to Book 1”.



Step 12 - Return to the test management layout by clicking on “Test Management” at the top of the page.



REPORTS STUDENTS

Test Management | FTP Upload Management | Online Testing Administration

Grade 3 Math – Unit 1

Preview Online Test Preview in Nextera Mode Add Question Bulk Edit Questions Browse Bank Print List

Name	Book	Category	Cluster Cat	Type	Ans	Pts	Core	Weight	Exclude	DOK	P-Val
------	------	----------	-------------	------	-----	-----	------	--------	---------	-----	-------

Step 13 - Click on “Add Date”.

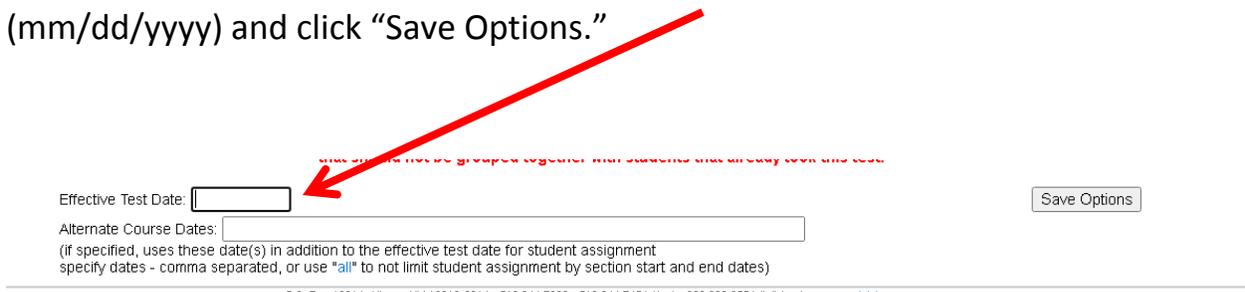


Test Management | Online Testing Administration

Search Tests: Include Disabled [Show All](#) [Add](#)

- Test Details
- References
- Questions
- Scoring
- Test Directions
- Test Book Directions
- Testing Dates [Add Date](#)

Step 14 – In the box labeled “Effective Test Date”, enter the first date of testing (mm/dd/yyyy) and click “Save Options.”



Effective Test Date:

Alternate Course Dates:

(if specified, uses these date(s) in addition to the effective test date for student assignment specify dates - comma separated, or use "all" to not limit student assignment by section start and end dates)

[Save Options](#)

Step 15 – Click on the date under “Online Assignment”.

The screenshot displays a web interface with the following elements:

- Test Book Directions**: A button at the top.
- Testing Dates**: A section containing a link [Add Date](#) and a date [11/25/2020](#) highlighted in green.
- Online Testing**: A section header above two main options:
 - Online Assignment**: A button with the date **11/25/2020** below it, highlighted in red. A red arrow points to this date.
 - Online Administration**: A button with the date **11/25/2020** below it.
- Three red square buttons are visible on the right side of the interface.

Step 16 – Complete the test details by checking the box next to each feature.
Then click “Save Options”.

Effective Test Date: 11/25/2020

Alternate Dates for Student Enrollment:

- Force Question Order Randomize Questions Teachers Can Preview Disable Answer Eliminator Enable Text to Speech for all students
 Students can view own test details after complete Disable prompt to wait for teacher to start test Mode: Nextera State Test Mode ▼
 Require students to enter password to take test (passwords assigned randomly for each section, teachers can override)
 Require students to enter proctor password to resume test

Books not taken online (online test will be complete when all questions not in selected books are submitted):

- Book 1
 Can only take test from district defined locations: Any

Save Options

Force Question Order: *Questions will appear to student in order*

Randomize Questions: *Students will receive questions in random order*

Disable Answer Eliminator: *Built in answer eliminator will be turned off*

Enable Text to Speech for all students: *Test will be read (text-to-speech) to all students*

Students can view own test details after complete: *Test results will be released to students upon completion*

Mode: *Nextera State Test Mode or Original EVI Mode*

Require students to enter password to take test: *Requires students to enter password to enter test*

Require students to enter proctor password to resume test: *If students exit test before completing, proctor must enter password to allow student to resume testing*

Books not taken online: *leave unchecked*

Can only take test from district defined locations: Any: *leave unchecked*

Step 17 – Click “Add Session”.

Effective Test Date: 11/23/2020
Alternate Dates for Student Enrollment:

Force Question Order Randomize Questions Teachers Can Preview Disable Answer Eliminator Enable Text to Speech for all students

Students can view own test details after complete Disable prompt to wait for teacher to start test Mode: Nextera State Test Mode

Require students to enter password to take test (passwords assigned randomly for each section, teachers can override)

Require students to enter proctor password to resume test

Sessions available for test to be taken:

Start Date	End Date	Start Time	End Time	Time Limit	Questions
Add Session					

Books not taken online (online test will be complete when all questions not in selected books are submitted):

Book 1

Can only take test from district defined locations: Any

Save Options

Step 18 – Enter test dates and times for when the test will be available to students then click “Save”.

Test Duration: (minutes - 0 for no limit)

Available from: (date) Available to: (date)

Available from: (time) Available to: (time)

Test Books (click to toggle questions)

Book 1

Questions

<input checked="" type="checkbox"/> Question 1	<input checked="" type="checkbox"/> Question 2	<input checked="" type="checkbox"/> Question 3	<input checked="" type="checkbox"/> Question 4
<input checked="" type="checkbox"/> Question 5	<input checked="" type="checkbox"/> Question 6	<input checked="" type="checkbox"/> Question 7	<input checked="" type="checkbox"/> Question 8
<input checked="" type="checkbox"/> Question 9	<input checked="" type="checkbox"/> Question 10	<input checked="" type="checkbox"/> Question 11	<input checked="" type="checkbox"/> Question 12

Save Cancel

Step 19 – Select the grade(s) for which the students are in who will be taking the test.

[Currently Assigned Students](#) [Unassigned Students](#) [Duplicate Assigned Students](#)

Grades

K 1 2 3 4 5 6 7 8 9 10 11 12 99

Schools All Schools

Step 20 – Select the school for which the students are in who will be taking the test.

Schools All Schools

<input type="checkbox"/> CASIMIR PULASKI SCHOOL (0026)	<input type="checkbox"/> CESAR E. CHAVEZ SCHOOL (0045)	<input type="checkbox"/> CROSS HILL ACADEMY (0036)
<input type="checkbox"/> ENRICO FERMI SCHOOL - PERF ARTS (0033)	<input type="checkbox"/> EUGENIO MARIA DE HOSTOS MICRO SOCIETY (0019)	<input type="checkbox"/> FAMILY SCHOOL 32 (0002)
<input type="checkbox"/> KAHLIL GIBRAN SCHOOL (0028)	<input type="checkbox"/> Martin Luther King Jr. Academy (0046)	<input type="checkbox"/> MONTESSORI SCHOOL 27 (0027)
<input type="checkbox"/> MONTESSORI SCHOOL 31 (0004)	<input type="checkbox"/> MUSEUM SCHOOL 25 (0025)	<input type="checkbox"/> PAIDEIA SCHOOL 15 (0015)
<input type="checkbox"/> PAIDEIA SCHOOL 24 (0024)	<input type="checkbox"/> PATRICIA A. DICHIARO SCHOOL (0008)	<input type="checkbox"/> PEARLS HAWTHORNE SCHOOL (0047)
<input type="checkbox"/> ROBERT C. DODSON SCHOOL (0001)	<input type="checkbox"/> ROSEMARIE ANN SIRAGUSA SCHOOL (0014)	<input type="checkbox"/> SCHOLASTIC ACAD FOR ACAD EXCELLENCE (0018)
<input type="checkbox"/> SCHOOL 5 (0005)	<input type="checkbox"/> SCHOOL 9 (0009)	<input type="checkbox"/> SCHOOL 13 (0013)
<input type="checkbox"/> SCHOOL 16 (0016)	<input type="checkbox"/> SCHOOL 17 (0017)	<input type="checkbox"/> SCHOOL 21 (0021)
<input type="checkbox"/> SCHOOL 22 (0022)	<input type="checkbox"/> SCHOOL 23 (0023)	<input type="checkbox"/> SCHOOL 30 (0030)
<input type="checkbox"/> THOMAS CORNELL ACADEMY (0057)	<input type="checkbox"/> Westchester Hills School 29 (0029)	<input type="checkbox"/> WILLIAM BOYCE THOMPSON SCHOOL (0007)
<input type="checkbox"/> YONKERS MONTESSORI ACADEMY (0044)		

Step 21 – Select the subjects for which the students are in who will be taking the test.

Subjects

Not Specified
 ART
 CTE
 ELM
 ENG
 ENL
 MIS
 MTH
 MUS
 PEH
 SCI
 SPE
 SST
 WLG

Step 22 – Select the courses for which the students are in who will be taking the test.

Courses All Courses

Math - 3rd Grade (MTH023)
 Math - 3rd Grade (YMH023)

Step 23 – Select the Sections for which the students are in who will be taking the test. Then click “Assign Students”.

Sections All Sections

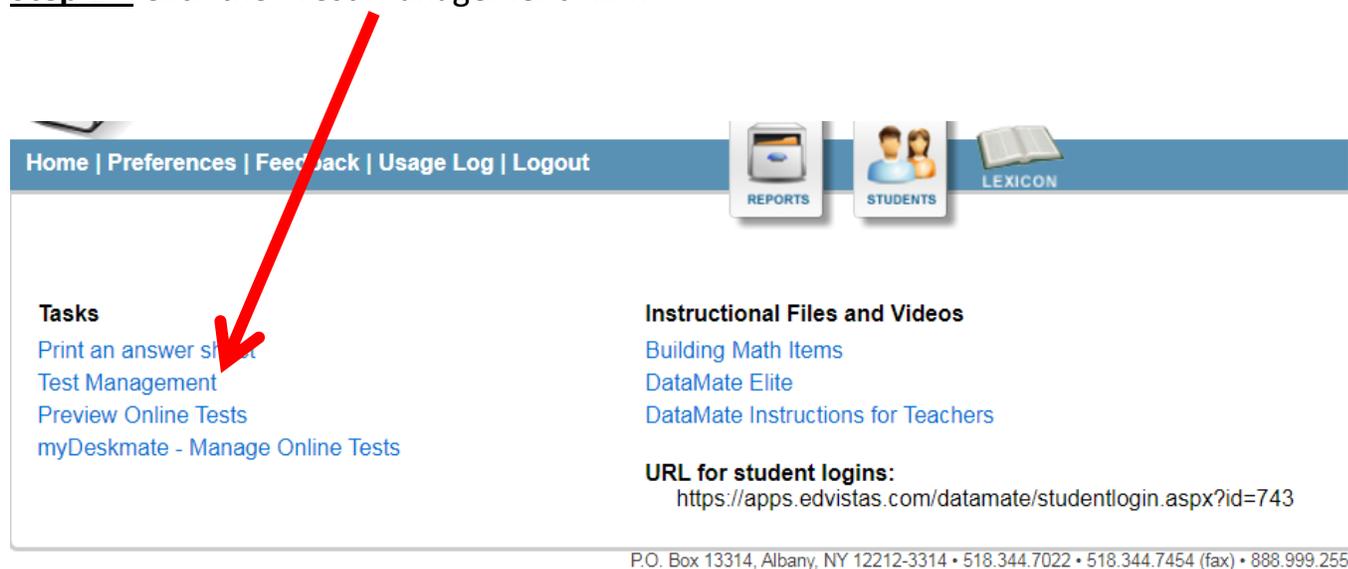
<input type="checkbox"/> [Redacted] 3rd Grade - 301	<input type="checkbox"/> [Redacted] 3rd Grade - 171	<input type="checkbox"/> [Redacted] 3rd Grade - 302
<input type="checkbox"/> [Redacted] 3rd Grade - 301	<input type="checkbox"/> [Redacted] - Math - 3rd Grade - 302	

The test is now available to all students in the sections that have the test assigned.

Text-to-Speech Accommodation

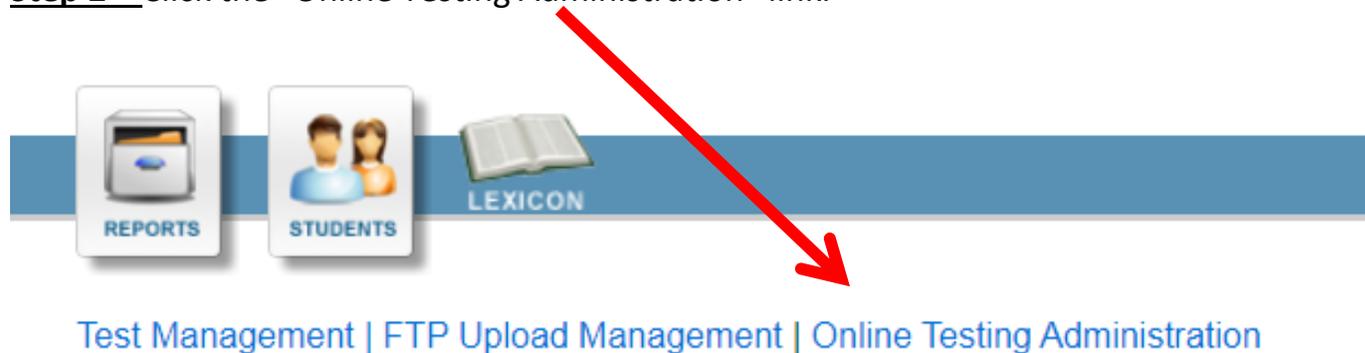
The text-to-speech feature can be added or removed to any student's testing assignment by following the steps below. Both teachers and school administrators can adjust the accommodation for the students they are linked to.

Step 1 – Click the “Test Management” link



The screenshot shows a navigation bar with links: Home | Preferences | Feedback | Usage Log | Logout. On the right side of the bar are icons for REPORTS, STUDENTS, and LEXICON. Below the bar, the 'Tasks' section contains links for 'Print an answer sheet', 'Test Management', 'Preview Online Tests', and 'myDeskmate - Manage Online Tests'. The 'Instructional Files and Videos' section includes 'Building Math Items', 'DataMate Elite', and 'DataMate Instructions for Teachers'. A 'URL for student logins:' is provided as <https://apps.edvistas.com/datamate/studentlogin.aspx?id=743>. At the bottom, contact information is listed: P.O. Box 13314, Albany, NY 12212-3314 • 518.344.7022 • 518.344.7454 (fax) • 888.999.255. A red arrow points from the 'Test Management' link in the 'Tasks' section to the 'Test Management' link in the navigation bar.

Step 2 – Click the “Online Testing Administration” link.



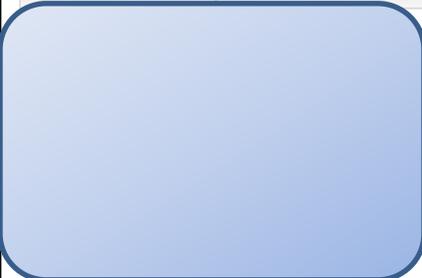
The screenshot shows a navigation bar with icons for REPORTS, STUDENTS, and LEXICON. Below the bar, the text 'Test Management | FTP Upload Management | Online Testing Administration' is displayed. A red arrow points from the 'Online Testing Administration' link in the navigation bar to the 'Online Testing Administration' link in the text below.

Step 3 – Click the “Manage Students” link for the class the student is in



me Pwd			
<input type="text"/>	Manage Students	View/Score Tests	Print Logins
<input type="text"/>	Manage Students	View/Score Tests	Print Logins

Step 4 – Check or uncheck the box in the “Text to Speech” column for the respective student to add or remove the accommodation



ID	Name	Status	Test Started	Note	Text to Speech	Refresh List
		Present ▾	No	Add	<input checked="" type="checkbox"/>	
		Present ▾	No	Add	<input type="checkbox"/>	
		Present ▾	No	Add	<input type="checkbox"/>	
		Present ▾	No	Add	<input checked="" type="checkbox"/>	
		Present ▾	No	Add	<input type="checkbox"/>	
		Present ▾	No	Add	<input checked="" type="checkbox"/>	
		Present ▾	No	Add	<input type="checkbox"/>	

Step 5 – Click “Save Changes”



		Present ▾	No	Add	<input type="checkbox"/>
		Present ▾	No	Add	<input type="checkbox"/>
		Present ▾	No	Add	<input type="checkbox"/>