DataMate Quick Start Guide

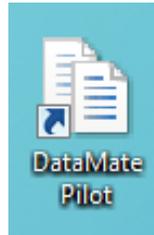**Office of Research, Evaluation, and Reporting**

TABLE OF CONTENTS

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).

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

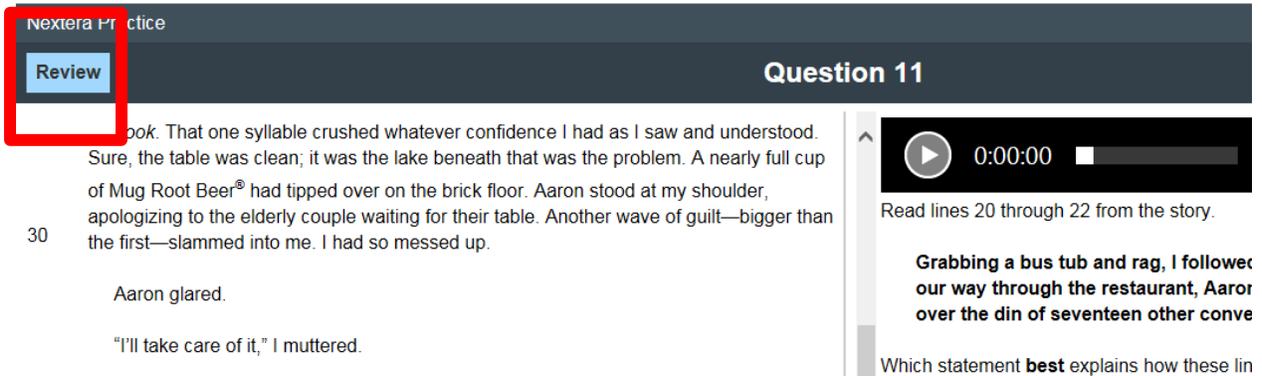The directions will help you learn about how to take your test.

<   >

Submitting Tests

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

From the review screen, click "Submit Test".

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).
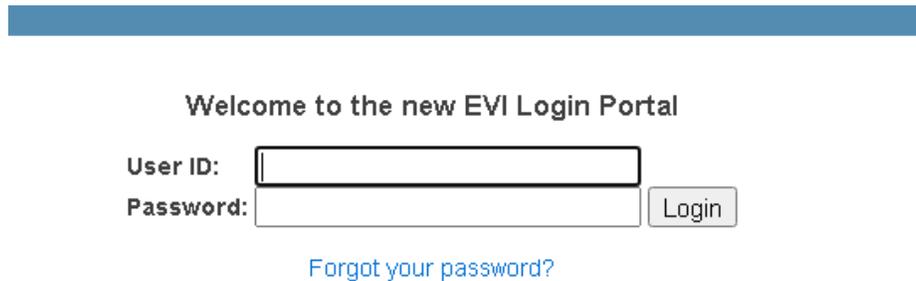
Welcome to the new EVI Login Portal

User ID: [   ]
Password: [   ] [Login]

Forgot your password?

Step 3 – Click on the "Reports" icon

Home | Preferences | Feedback | Usage Log | Logout   REPORTS   STUDENTS   LEXICON   Launch:

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".
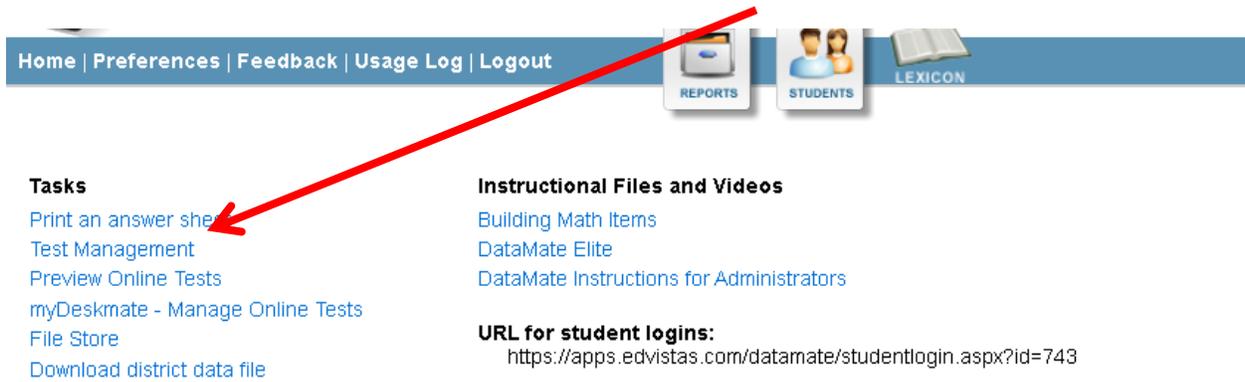
Welcome to the new EVI Login Portal

User ID:
Password: Login

Forgot your password?

Step 3 – Click the "DataMate" icon.

Hello **James Anderson**. Please select your application below!

DataMate

PowerSchool

SafeSchools

StaffTrac

DataSync

Curriculum Developer
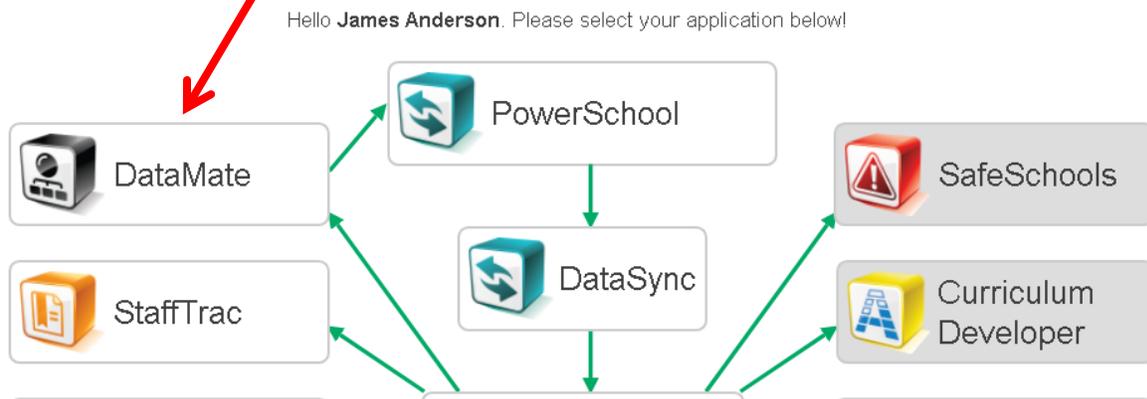
Step 4 – Under the "Tasks" heading, select the "Test Management" tab.

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

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

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

<u>Step 7 –</u> Return to the test management layout by clicking on "Test Management" at the top of the page.
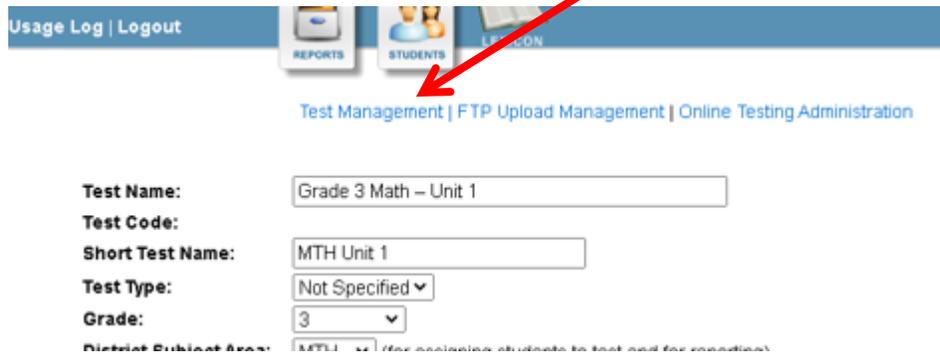
<u>Step 8 –</u> Click on "Questions".
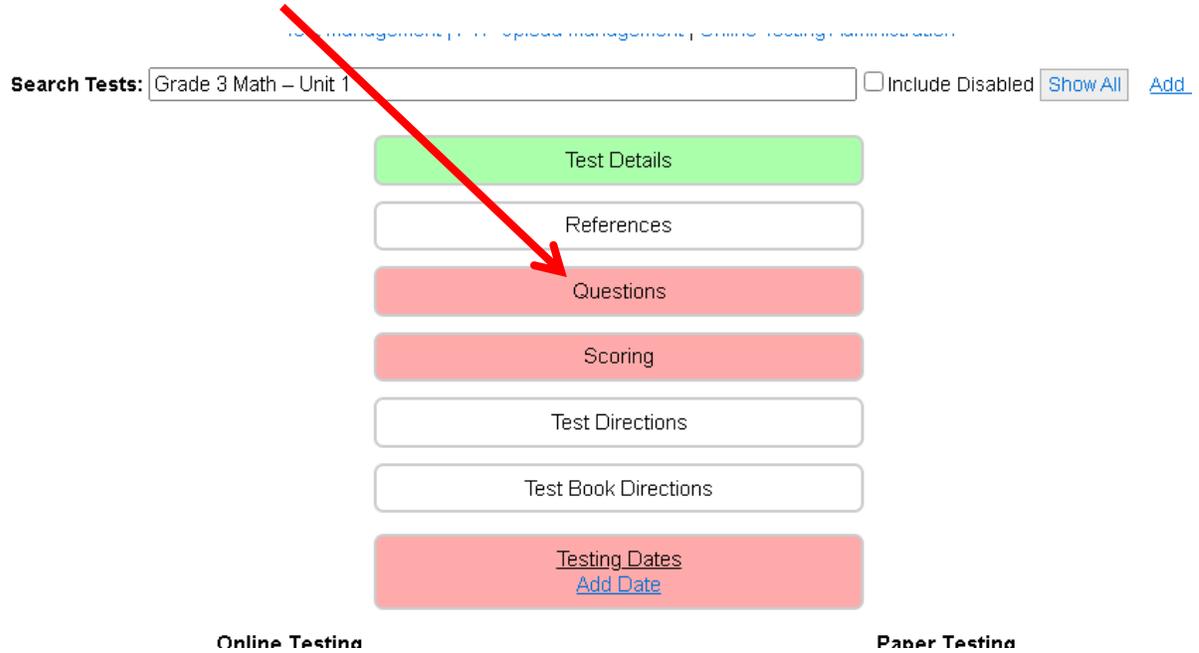
Step 9 – Click on "Browse Bank".

Test Management | FTP Upload Management | Online Testing Administration

Grade 3 Math – Unit 1

xtera Mode   Add Question   Bulk Edit Questions   Browse Bank   Print List

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

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

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

Grade: PK ▼   **Subject:** Select ▼   **Source:** Any ▼
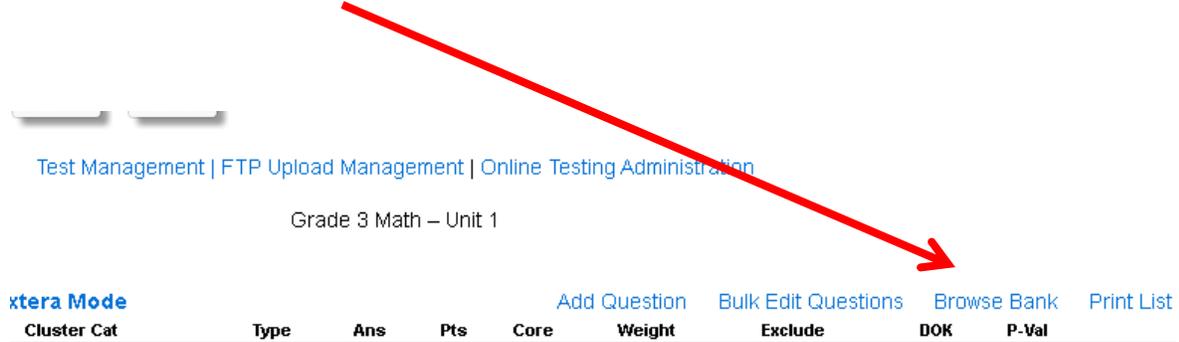**DOK:** All ▼   **P-Value:** All ▼ to All ▼   **Type:** All ▼   **Word Count:** All ▼   **Flesh-Kincaid Level:** All ▼ to All ▼
Keywords: _____   **Common Core:** _____   **State Standards:** _____   **Not used in:** N/A ▼   [Find]
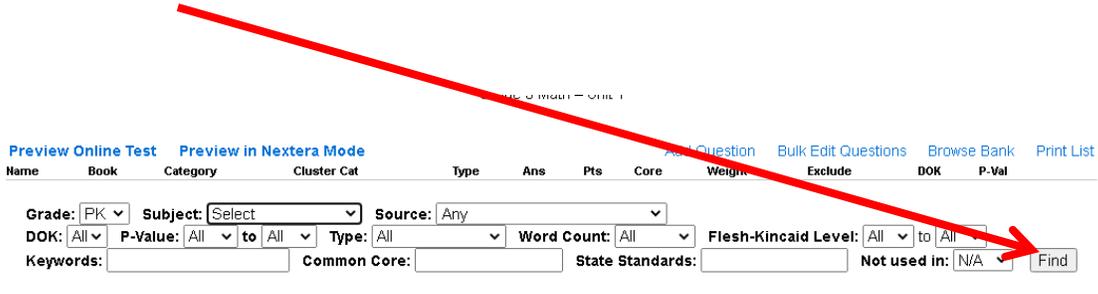
Step 11 – Select the test items you would like to add to your test by clicking "Add to Book 1".

Questions (10)	Question Groups (0)

Which expression could be used to find the total number of circles shown below?

Add to Book 1
Replace Question ▼

Test: Math Topics 5 and 6
DOK:
P-Value: 0.88
Common Core: 3.OA.1
NY Code: 3.OA.1
Correct: D

A   2 + 20
B   2 × 20
C   2 + 10
D   2 × 10

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

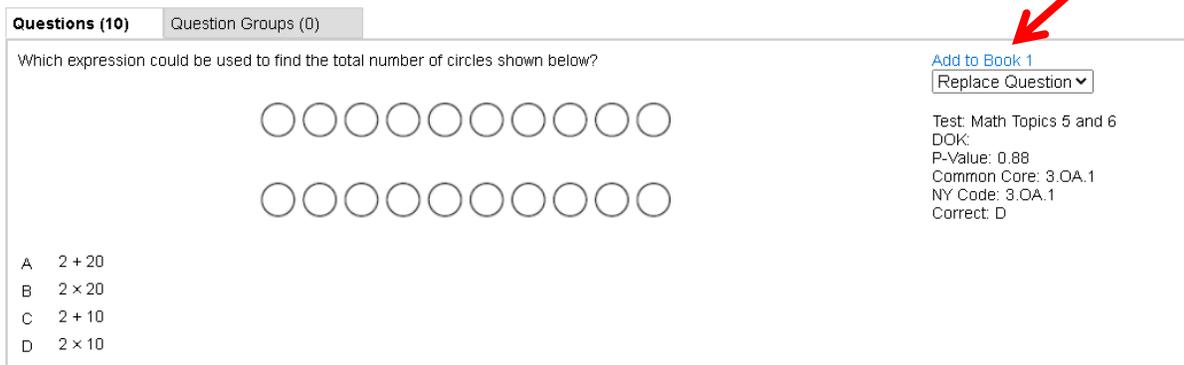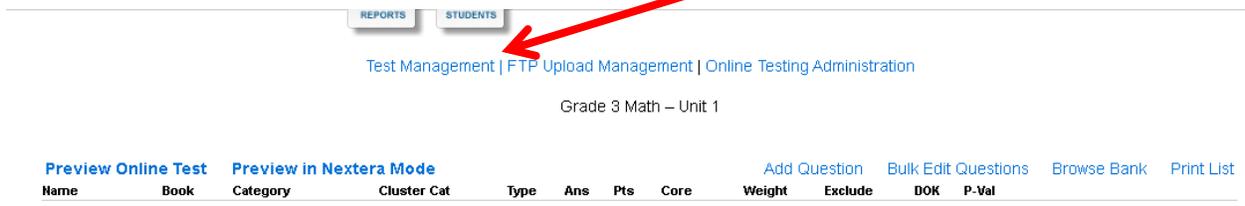**Step 13 -** Click on "Add Date".

Step 14 – In the box labeled "Effective Test Date", enter the first date of testing (mm/dd/yyyy) and click "Save Options."
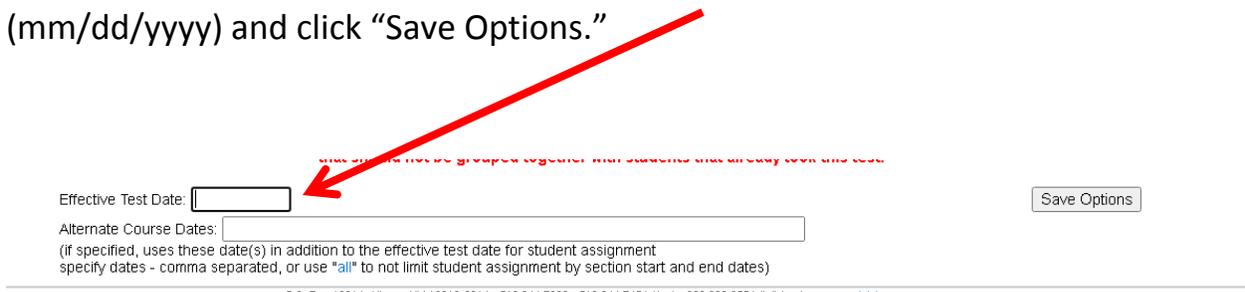
Step 15 – Click on the date under "Online Assignment".

Test Book Directions

Testing Dates
Add Date
11/25/2020

Online Testing

Online Assignment
11/25/2020

Online Administration
11/25/2020

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:	0	(minutes - 0 for no limit)	
Available from:	11/23/2020 (date)	Available to:	12/7/2020 (date)
Available from:	7:00 AM (time)	Available to:	4:00 PM (time)

Test Books (click to toggle questions)
  ☑ Book 1

Questions
  ☑ Question 1   ☑ Question 2   ☑ Question 3   ☑ Question 4
  ☑ Question 5   ☑ Question 6   ☑ Question 7   ☑ Question 8
  ☑ Question 9   ☑ Question 10   ☑ Question 11   ☑ 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

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

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

<u>Step 21 –</u> 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

<u>Step 22 –</u> 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)

<u>Step 23 –</u> Select the Sections for which the students are in who will be taking the test. Then click "Assign Students".
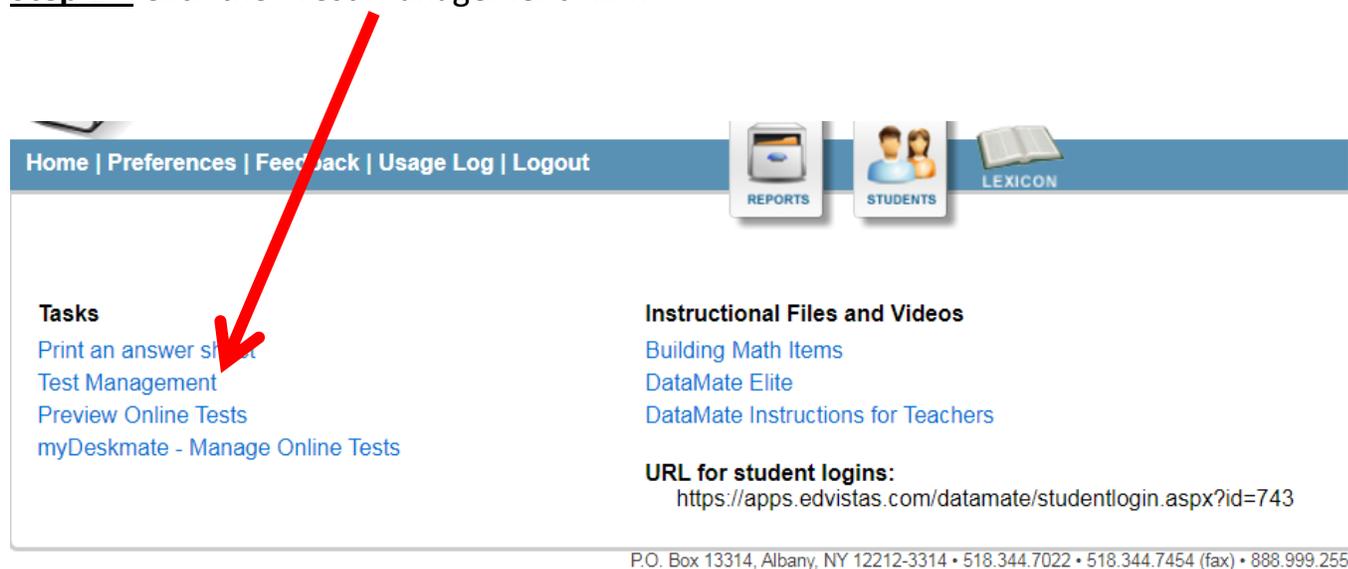
Sections ☐ All Sections
☐ A▮▮▮▮ 3rd Grade - 301   ☐ ▮▮▮▮ 3rd Grade - 171   ☐ ▮▮▮▮ - 3rd Grade - 302
☐ M▮▮▮ 3rd Grade - 301   ☐ ▮▮▮▮ - Math - 3rd Grade - 302

[Assign Students]

The test is now available to all students in the sections that have the test assigned.
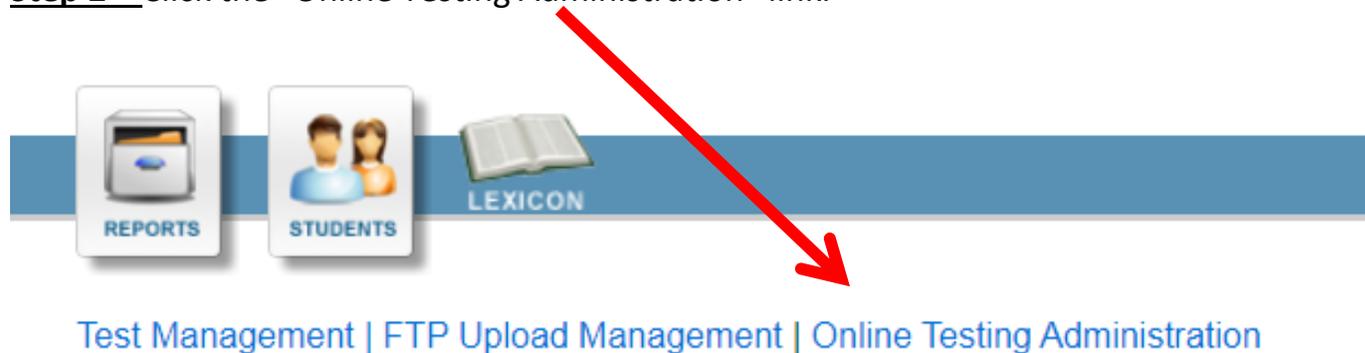
Text-to-Speech Accommodation

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

Step 2 – Click the "Online Testing Administration" link.

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

me Pwd			
	Manage Students	View/Score Tests	Print Logins
	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
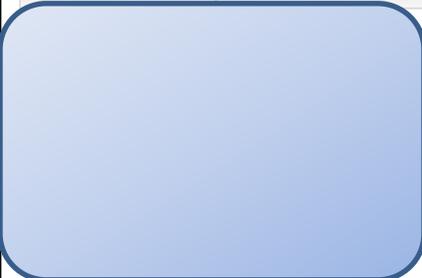
Refresh List

ID	Name	Status	Test Started	Note	Text to Speech
		Present ▼	No	Add	☑
		Present ▼	No	Add	☐
		Present ▼	No	Add	☐
		Present ▼	No	Add	☑
		Present ▼	No	Add	☐
		Present ▼	No	Add	☑
		Present ▼	No	Add	☐

Step 5 – Click "Save Changes"

	Present ▼	No	Add	☐
	Present ▼	No	Add	☐
	Present ▼	No	Add	☐

Save Changes