TABE, Tests of Adult Basic Education
TABE Online Quick Start Guide



OAS FUNCTIONALITY	TABE 9/10 DRC INSIGHT PORTAL FUNCTIONALITY
LOG IN 1. Open a web browser and enter https://oas.ctb.com for TABE Online Test Administration Site. 2. On Login page, enter User Name and Password. 3. **Click Submit**. 4. **First-time user:** Change password. Enter current password, then enter new password (at least 6 letters and numbers; no spaces or special characters). 5. Enter new password in **Confirm Password** box. 6. In Hint **Question box**, select hint question and type answer. 7. Click **Submit**.	LOG IN 1. Open a web browser and enter: https://tabe.drcedirect.com to get to the Welcome to the DRC INSIGHT Portal for TABE. 2. On Login page, enter your User Name (your email address) and Password. If you have forgotten your password, click the Help link. 3. Click Log In. You will arrive on a second Welcome page 4. Up in right corner, your name should appear next to the word Welcome. 5. You may click on your name to edit your email, username, or password.
CHANGE USER PASSWORD 1. **Find User**. 2. Click **Submit**. 3. Click **Change Password/Hint** on user profile. 4. Enter new password and confirm. 5. Click **Submit**.	MANAGE ACCOUNT/CHANGE USER PASSWORDS 1. Log into Portal. 2. Click on your name in upper right next to Welcome. 3. Click on 'edit' username, email, name, or password. 4. Follow steps to change each of these.
VIEW/EDIT/DELETE USER 1. Click **Find User**. Click **list of users** link and click name. OR Use the **Search Table** to enter criteria. Click **Submit** and click a name. OR Use the **Hierarchy Assignment Table** by clicking the circle next to a name. 2. Click user's name to view user form. 3. Scroll down to edit or delete record or change user's password.	MANAGE USER (VIEW/EDIT/DELETE) 1. Click on User Management Menu/Edit User tab. 2. To view (find) users, select Administration, District,School. 3. Enter search criteria according to the Instructions (by role, by name, etc.) 4. Click on Find User and see list in grid. 5. To edit, click on Action Button View/Edit; user profile will display. 6. To add permissions or roles, click Add button. 7. To edit permissions or roles, click Action Button View/Edit. 8. To delete a user profile, click Action button Delete. 9. Users can be inactivated, but not deleted.

TABE Online Quick Start Guide

ADD USER	MANAGE USER (ADD SINGLE USER)
1. Click **Add User** link. 2. Complete the user form (valid email address is requested). 3. Click **Save.**	1. Click on User Management/Add Single User tab 2. Fill in First name, last name, email address. 3. Select role & district 4. Select Permission Set 5. Click top arrow in middle of two boxes to move over permissions to box at right. 6. Click Save.
ADD STUDENT (ADD STUDENT TO DATABASE)	**MANAGE STUDENTS (ADD STUDENTS TO DATABASE)**
1. Click **Add Student** link. 2. Complete the student form. 3. Read User Guide Chapter 6 for complete information about student accommodations. 4. Click **Save.**	1. Click Student Management menu/Manage Students tab 2. Select Administration, District, School 3. Scroll to bottom of grid. 4. Click Add Student(s) button. 5. Complete student profile; scroll down. 6. Save and exit or Save and Add another Student.
VIEW/EDIT/DELETE STUDENT	**MANAGE STUDENTS (VIEW/EDIT/DELETE)**
1. Click **Find Student.** 2. On Student Profile Tab click **Search** to list all students OR Enter or select search criteria and click **Search.** OR Click **Organization** tab. Click links to reach specific site in Organization table. Click **circle** next to targeted site. 3. Click **circle** next to selected name. 4. Click **View, Edit, or Delete.**	1. Click Student Management menu/Manage Students tab 2. Select Administration, District, School 3. Find student(s) using criteria fields (see Instructions) 4. See list of students. 5. Move to far right Action button to View/Edit Student Profile. 6. Select multiple students to download, export to Excel, or mass update Accommodations. 7. Students can be deleted out of sessions, but not out of database.
SET UP TEST SESSIONS	**SET UP TEST SESSIONS**
First-time test takers are strongly encouraged to view the **TABE Tutorial** to ensure valid scores. 1. Click **Schedule Test.** 2. Choose a test from the **Test Group** drop-down menu. The Tests table will refresh. 3. Click **circle** next to test or tutorial to select test. (**Locator** test is chosen by default. Click to uncheck if not needed.) 4. Read User Guide Chapter 2 for complete information about **required student test access codes.** 5. Click **Modify Test** (if available) to change the available subtests and order of subtests. Click **Done.** 6. Click **Next.**	1. Once logged in, click on the All Applications in upper left. This will open various menus. 2. Click on the Test Management menu, then click on the Manage Test Sessions tab. 3. Select TABE 9/10 in Administration drop-down. 4. Select DISTRICT (Testing Site) and SCHOOL This will likely be pre-populated and may be the same name. 5. Then scroll all the way down to find the ADD SESSION button at the bottom of the table and click. The Add Test Sessions Dialog box will appear. 6. Fill in fields. Session names should be meaningful, descriptive, and set up ahead of time for easy student scheduling. 7. Select the Test, Content, and Level. 8. Test Session must have one Test, one or more Contents, and one Level for each selected Content in order to SAVE. Once Test Session is saved, the Test, Content, and Level values cannot be changed. 9. Continue with Set Up Test Sessions (Adding Students to Test Sessions) below.

TABE Online Quick Start Guide

SELECT TEST SETTINGS

1. Scroll down to **Options**. Uniquely name **Test Session**, specify **Start date/End date**, select **Start time/End time**, select **Time zone**, and specify **Test location**.
2. Click **Add Students**, or skip to step 7.
3. Select an **Organization** to display students.
4. Click **Add All Students** or click checkboxes in **Select** column.
5. Click **Update Total**.
6. Click **OK**.
7. Click **Next**.

SET UP TEST SESSIONS (Adding Students to Test Sessions)

1. Scroll down from top of Add Test Sessions page to Find Students button.
2. Select from Available Students list, click on top arrow to add selected students to Test Session. (For multiple students, use Ctrl key.)
3. Click Save button or Save and Add Another button.
4. If adding a new student, click on New Student.
5. Fill out remaining required information in Student profile marked by asterisks. (Last name, First name, Date of Birth, Gender.) Click Save button. Screen returns to chart at bottom of Add Test Sessions page with new student added into Test Session.)
6. You may also Search for Available Students.
7. Save your Test Session.

PRINT TEST SESSION DOCUMENTS

Click **Individual Test Ticket** or **Summary Test Ticket** link to view and print PDF (Adobe Acrobat Reader v.7 or higher).

LOCATOR TEST SCHEDULING

There are two ways to set up the Locator Session in the Add Test Session screen:

Standalone Locator

1. Name Test Session
2. Select Locator
3. Select Content areas (System will pre-populate the subject in the Levels box.)
4. Add students
5. Save
6. Testers will take whatever content was selected, and then they are placed in a Test Session for the appropriate Test and Level.

Auto-Locator

1. Name Test Session
2. Select Test
3. Select Auto-Locator
4. Levels box will prepopulate Test and Subjects
5. Add students.
6. Save.

Tester takes Locator first, then is placed into appropriate level. Tester will not know test level.

PRINT TEST SESSION TICKETS

1. Click on Test Management Menu.
2. Select Administration, District, School.
3. Click Show Sessions.
4. Find and select desired Test Session.
5. Move right to Action Button Print All Tickets.
6. Print PDF roster and Tickets.

TABE Online Quick Start Guide

RAPID REGISTRATION (ADD STUDENT TO DATABASE AND TO TEST SESSION) 1. Click **circle** to select **Test Session.** 2. Click **Register Student.** Click **Search** on Find Student tab to list all students already in database OR Enter search criteria and click **Search.** 3. If student is not listed, click **Add Student** tab. Enter information. 4. If needed, modify test for this student only. Click **Next.** 5. Print Individual Test Ticket. Click **Finish.**	**WALK-IN STUDENT REGISTRATION** 1. Click on Test Management Menu/Manage Test Sessions Tab. 2. Select Administration, District, and School 3. Enter Test Session name or click on Show Sessions button and check box for desired Test Session 4. Click View/Edit Action button on right side of grid 5. Enter student's Last Name and First Name under 'Search for Available Students' and click Find Students button to see if they exist 6. If student is found, use first arrow button to move student into the Test Session & click Save 7. If student not found, click the "New Student" button, enter required information into Profile. 8. Click Save the Student, then, when returned to Test Session page, Save the Test Session at the bottom. 9. Find test session again; click on Action Button to Edit/Print Ticket Status button. 10. Select the student you added, scroll down to Print Selected button and click.
VIEW TEST SESSION 1. Click **circle** next to **Test Session** name. 2. Click **View Status.** 3. Click **Refresh List** to update student progress during testing sessions. 4. Select student. 5. Click **View Details.**	**MONITOR TEST SESSIONS (STATUS)** 1. Click on Test Management Menu/Manage Test Sessions Tab. 2. Select Administration, District, School. 3. Click on Show Sessions button. 4. Click on Status Summary Tab at top of grid to see session status of ALL sessions. 5. For single session: Select a session. 6. Click Action Button Edit/Print Ticket Status to view status of session by test module and student.
VIEW REPORTS 1. Click **Reports** on the navigation bar. 2. Select and click the report link. 3. Choose report parameters. 4. Click **Print Version** for printing or saving purposes.	**MANAGE/VIEW ON-DEMAND REPORTS** 1. Click Report Delivery/On-Demand Reports Tab 2. Select administration, District, School, Report type 3. Click Find Students button 4. Select student. 5. Click Action Buttons (on right) to Open or Save PDF. 6. Select multiple students by checking boxes. 7. Click Open Selected button at bottom or Save Selected button.
INSTALL SOFTWARE/DOWNLOAD CONTENT Please read User Guide Chapter 3 or **Installation Guide** for complete instructions.	**INSTALL SOFTWARE/DOWNLOAD CONTENT** 1. Click on Central Office menu. 2. Download Central Office Services Installer Link found under General Information Menu/Downloads tab. Install as directed. 3. Configure computer as directed 4. Get Org Unit ID number 5. Download INSIGHT Installer file from General Information Menu/Downloads Tab 6. Wizard will guide you through installation 7. Enter Org Unit ID when prompted.