



Suffolk Regional Information  
Center: Student Data Services

# **Getting Started With CBT: What you need to know**

## **PART II: USING THE NEXTERA CONSOLE**



# Agenda

1. Welcome and Level Setting
  - a. Sample Questions
  - b. Secure Browser Practice Exams
2. Creating Accounts and Setting Roles
  - a. Live Demo of account creation
  - b. A review of roles and responsibilities in the Nextera System
3. Student Management
  - a. Live Demo of adding a new student
  - b. Setting Accommodations
    - i. Single Student
    - ii. Multi-Edit Accommodations
4. Class Management
  - a. Live Demo of creating a class and adding students

The heading at the top of the screen is used to filter to different schools.

2022-23 Simulation | QAI Training Test District (012345) | QAI Training Elementary School (012345) | No Content Area [Change](#)

## New York State Grades 3-8 Testing Program

What would you like to work on next? ✕

Window 2022-23 Simulation

District QAI Training Test District (012345) ▼

School QAI Training Elementary School (012345) ▼

Content Area --make a selection-- ▼

Change

Cancel

# Home: Proctor PIN

- Proctor PIN is required when a student needs to restart a paused test
- Located on the homepage of Nextera Admin for district and school level users
- There is a different Proctor PIN for each school
- The Proctor PIN is secure

School Information	
District:	QAI Training Test District (0000001)
District Test Coordinator	DTC FName LName
Schools:	
School:	Test Middle School (0000001-1)
Principal	PRN FName LName
Proctor PIN:	12345678
ELA Lead Scoring Entity:	QAI Training Test District (0000001)
Math Lead Scoring Entity:	Pending
School:	Test Elementary School (0000001-2)
	<a href="#">Create an Account</a>
Proctor PIN:	VB2Y7WFB
ELA Lead Scoring Entity:	QAI Training Test District (0000001)
Math Lead Scoring Entity:	Pending

# CBT Systems Overview

## ➤ Question Sampler

- Web-based application students and teachers use to become familiar with the test format, question types, application tools, and accommodations available for operational CBT
- Offers practice with previously released state questions

## ➤ Nextera® Test Delivery System

- Secure browser
- Downloaded to students' devices
- Student access and complete tests
- Offers practice with previously released state questions



Used for Simulation

## ➤ Nextera® Administration (Nextera Admin)

- Online Test Administration System
- Multi-tiered, role-based system
- Manage students and student-test taking



Used for Simulation

## ➤ ScorePoint

- Centrally-hosted software application to score constructed-response items entered by students during operational computer-based testing

# Nextera Accounts Tab

# Accounts

Use the Accounts Tab to create additional users, if necessary, and to manage accounts associated within the selected district and schools.

- Create new accounts
- Edit account information
- Reset passwords

### Accounts

Manage Accounts Merge Accounts New Account

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

Account Type: All  Show users without a role

Search:

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
[REDACTED]	Verdick-STIC	Amanda	amanda@[REDACTED]	SITC	QAI Training Elementary School	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>
atraykova+1@questarai.com	Traykova-Auto	Ana-Marya	atraiko@[REDACTED]	DITC	QAI Training Test District	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>
ctoo@[REDACTED]	Tooker	Christie	ctooker@[REDACTED]	PRN	QAI Training Middle School	<a href="#">View</a> <a href="#">Activate</a>	<a href="#">History</a>
dmancin@[REDACTED]	Mancino	Dillon	dmancin@[REDACTED]	SITC	QAI Training Elementary School	<a href="#">View</a> <a href="#">Activate</a>	<a href="#">History</a>
gnia@[REDACTED]	Gniadek	Helene	gnia@[REDACTED]	DTC, PRN	QAI Training Test District, QAI Training Middle School	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>

# Accounts

## New York State Grades 3-8 Testing Program



HOME STUDENTS ▾ CLASSES TESTS ▾ **ACCOUNTS ▾** STUDENT RESPONSES HELP ▾

### Accounts

Manage Accounts

Merge Accounts

New Account

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

#### Account Type

All ▾

Show u

of a name, User ID, or email address

Click on Reset to reset a user's password

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
test@email.com	LName1	FName1	test@email.com	DTC	QAI Training Test District	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>
test2@email.com	LName2	FName2	test2@email.com	PRN	Test Middle School	<a href="#">View</a> <a href="#">Activate</a>	<a href="#">History</a>

Click on View to Edit an account



# Accounts: Edit an Account

[Back to accounts list](#)

## View Account

You're Viewing: STC Elem [Edit](#)

**User Info:**

First Name:

Last Name:

Email:

This account is currently active:

**User Role(s)**

School Test Coordinator	Test Elementary School
-------------------------	------------------------

[Back to accounts list](#)

## Edit Account

You're Editing: FName LName

User ID: DTC-000001

First Name:

Last Name:

Email:

This account is currently active:

**Select Role(s)**

Role Type:

[Add Role](#)

[Save](#) [Cancel](#)

**Selected Roles**

District Test Coordinator	<a href="#">clear</a>
District	QAI Training Test District (0000001)

[clear all](#)

A user's name and email can be updated.  
A user can be inactivated.

# Accounts: Add/Edit a Role

[Back to accounts list](#)

## View Account

You're Viewing: STC Elem [Edit](#)

**User Info:**

First Name: STC  
Last Name: Elem  
Email: test@e

This account is currently active:

**User Role(s)**

School Test Coordinator	Test Elementary
-------------------------	-----------------

[Back to accounts list](#)

## Edit Account

You're Editing: FName LName

User ID: DTC-0000001

First Name: FName

Last Name: LName

Email: test@email.com

This account is currently active:

**Select Role(s)**

Role Type: --make a selection--

[Add Role](#)

[Save](#) [Cancel](#)

**Selected Roles**

District Test Coordinator <a href="#">clear</a>	
District	QAI Training Test District (0000001)
<a href="#">clear all</a>	

To add/edit a role, choose the role from the dropdown menu and be sure to Save the changes.

# Accounts: Create New User

**Accounts**

**Manage Accounts** Merge Accounts New Account

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

**Account Type**

All
<b>User ID</b>
test@email.c
test2@email.

**Add New Account**

**User Information**

First Name: \*

Last Name: \*

This account is currently active

Email: \*

**Select role(s)**

Role Type: \*  
Teacher

District: \*  
QAI Training Test District (012345)

School: \*  
QAI Training Middle School (123456)

**Additional Information Needed**

Teacher's ID \*

Content Areas: \*

- 2022-23 Simulation - ELA
- 2022-23 Simulation - Math

**Selected roles**

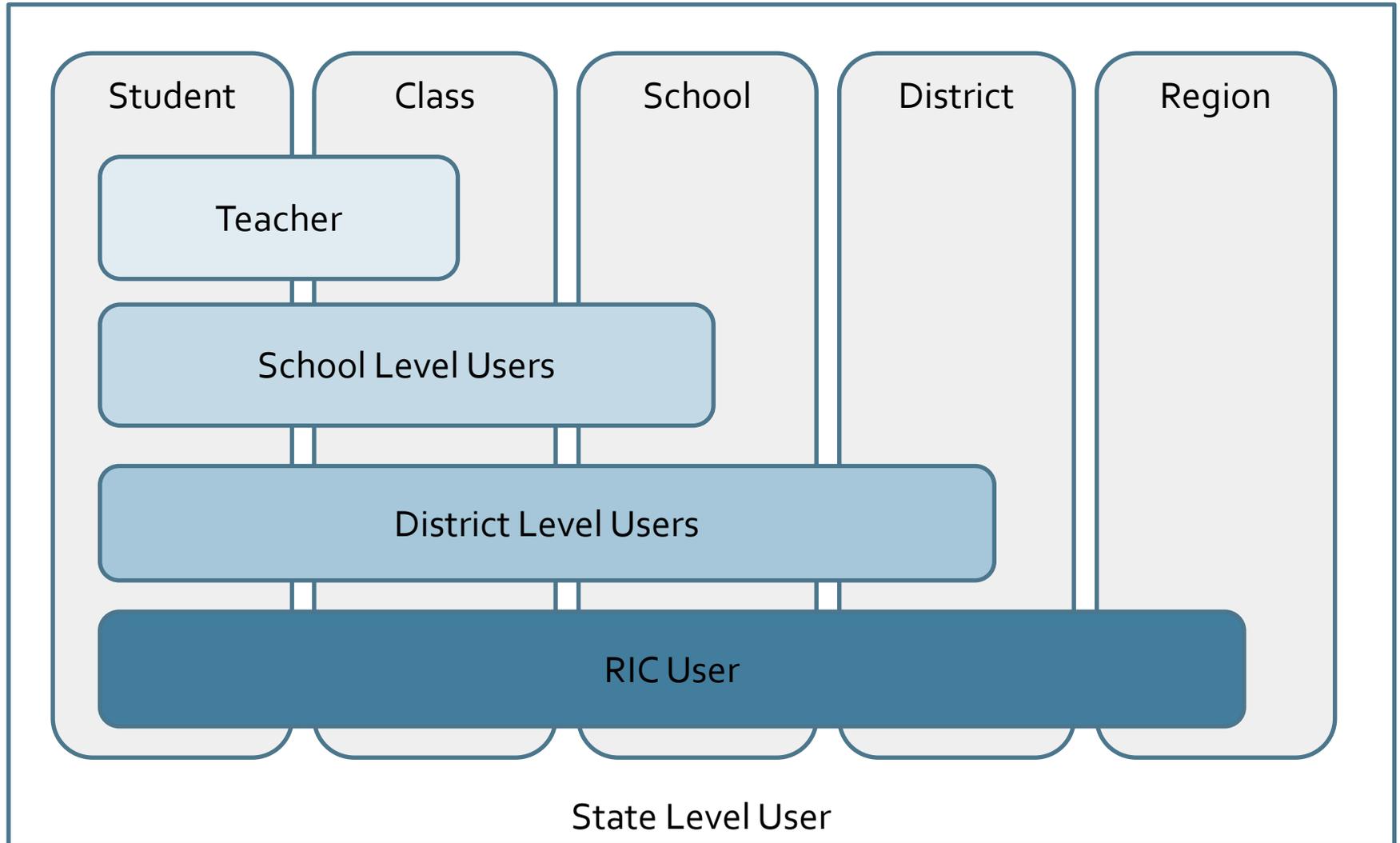
Please select role(s) for this user using the controls on the left.

Actions	History
<a href="#">View</a> <a href="#">Activate</a>	<a href="#">History</a>
<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>

Email should be user's organization email address. Creating a Teacher Role: A Teacher's ID is required. Create a unique TEACH ID with BEDS or use the teacher's actual TEACH ID found in the business portal.

# Nextera Admin User Roles

# Nextera Admin User Roles



## Teacher

- Can access their class and student information in Nextera Admin
- Responsible for leading the test administration
- Distributes login tickets and reads the directions from the *Teacher's Directions*
- Has the Proctor PIN on-hand for students who may need to pause the test
- Note: There is only one teacher per class

# School Level Roles

## School Level Users

- **Principal (PRN)** – Responsible for Technology Readiness, visibility to their own school, classes, and students, can create school level users
- **School Test Coordinator (STC)** – Handles test coordinator responsibilities at school level, manages users and students, schedules tests at school level
- **Building Level User (BLU)** – Same permissions as STC, assists in managing school-level users and students
- **School Information Technology Coordinator (SITC)** – Information technology point of contact for school, can download the secure browser, helps to troubleshoot, does not have access to students or classes

# District Level Roles

## District Level Users

- **District Test Coordinator (DTC)** – Main point of contact at the district for Questar and schools, ensures accuracy of all student data in system, manages district-level accounts and sets up primary school level users
- **Superintendent (SUP)** – Adviser to the DTC, ensures all student data is correct in system, visibility to own district and school level information
- **District Level User (DLU)** – Same permissions as DTC, assists in managing district-level users and students
- **District Information Technology Coordinator (DITC)** – Information technology point-of-contact for district, can download the secure browser, helps to troubleshoot, does not have access to students or classes

# Roles and Accommodations

Who can assign student testing accommodations?  
District level users (DTC, DLU, SUP)  
School level users (PRN, STC, BLU)

This is a local decision as to who will assign the student accommodations.

# Nextera Students Tab

# Students

## Students

Click on any column header to sort on its contents.

Manage Students

New Student

Show Students: All

Search

Search by student ID, first/last name, or grade...

There are 64 Students in QAI CS Training 1 (QAICS1) across all Content Areas

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
9999991001	Brendan		Merritt	ELA Mckinney 04 (Aliza Mckinney)	04	<a href="#">View</a>
9999991001	Brendan		Merritt	Math Mckinney 04 (Aliza Mckinney)	04	<a href="#">View</a>

## Edit Student Record

You're Editing: Michael Spencer

District of record: QAI Training Test District (012345)

School of record: QAI Training Elementary School (012345)

### Demographic Information:

NYSSIS ID	9876544444	Grade	Grade 5
First Name	Michael	MI	
Last Name	Spencer	Gender	Male
Date of Birth	06/01/2010		

Student ID: 000005000

### ELA

Testing district: QAI Training Test District (012345)

Testing school: QAI Training Elementary School (012345)

Testing class: ELA Class 1

### Accessibility and Accommodation Options

<input type="checkbox"/> Answer Masking Tool OFF	<input type="checkbox"/> Text-to-Speech (online only) OFF	<input type="checkbox"/> Reverse Contrast OFF
<input type="checkbox"/> Background Color OFF	<input type="checkbox"/> Initial Page Zoom OFF	<input checked="" type="checkbox"/> Classroom Accommodations 0 Selected

Save Cancel

To edit a student record, click on "View"

# Students: Online Testing Accommodations

Online Testing Accommodations are provided within the test. These accommodations must be set in Admin prior to testing.

## Select Accommodations

Student Name /Student Test  
Content Area ELA

Online Testing Accommodations Classroom Accommodations

Tap or click any option below to enable or disable it for this student.

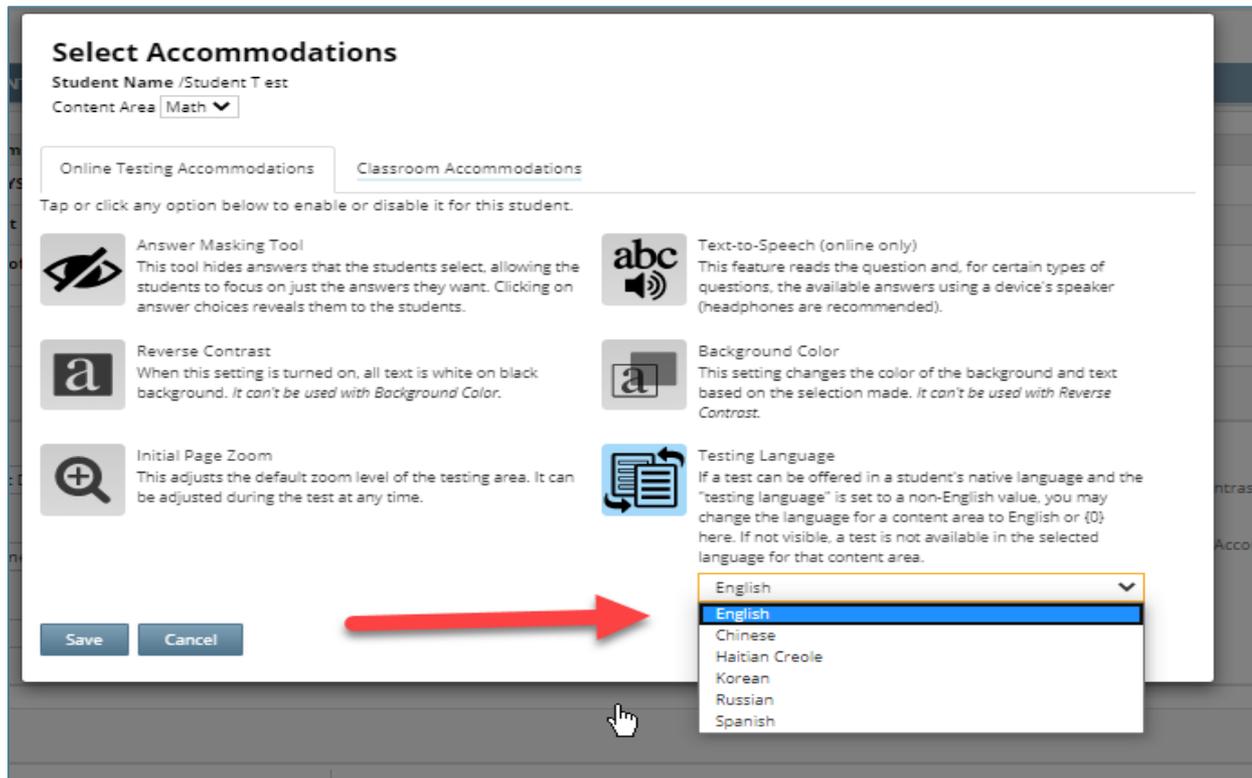
 <p><b>Answer Masking Tool</b> This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.</p>	 <p><b>Text-to-Speech (online only)</b> This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).</p>
 <p><b>Reverse Contrast</b> When this setting is turned on, all text is white on black background. <i>It can't be used with Background Color.</i></p>	 <p><b>Background Color</b> This setting changes the color of the background and text background color selection made. <i>It can't be used with Reverse Contrast.</i></p>
 <p><b>Initial Page Zoom</b> This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.</p>	

Save Cancel

To add an accommodation, click the appropriate icon and then click Save

# Students: Alternate Language Math

When setting the Testing Language for Math, click on the Testing Language Icon and then click on the drop-down next to Testing Language to choose the alternate language.



**Select Accommodations**  
Student Name / Student Test  
Content Area: Math

Online Testing Accommodations | Classroom Accommodations

Tap or click any option below to enable or disable it for this student.

- Answer Masking Tool**  
This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.
- Reverse Contrast**  
When this setting is turned on, all text is white on black background. *It can't be used with Background Color.*
- Initial Page Zoom**  
This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.
- Text-to-Speech (online only)**  
This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).
- Background Color**  
This setting changes the color of the background and text based on the selection made. *It can't be used with Reverse Contrast.*
- Testing Language**  
If a test can be offered in a student's native language and the "testing language" is set to a non-English value, you may change the language for a content area to English or (0) here. If not visible, a test is not available in the selected language for that content area.

Save Cancel

The 'Testing Language' dropdown menu is open, showing the following options: English, Chinese, Haitian Creole, Korean, Russian, Spanish. A red arrow points to the dropdown menu.

# Students: Classroom Accommodations

Individual Classroom Accommodations are provided by the school during testing. These accommodations must be set in Admin prior to testing.

### Select Accommodations

Student Name

Content Area:

Online Testing Accommodations  Classroom Accommodations

Please select the testing accommodations that your student used outside of the testing platform.

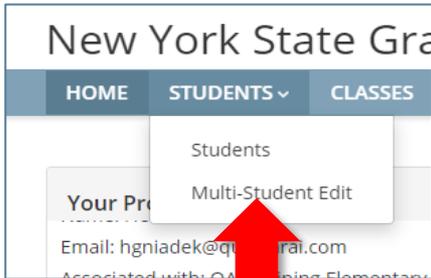
- ELA and Math: Flexibility in Scheduling (IEP or 504 Plan)
- ELA and Math: Flexibility in setting (IEP or 504 Plan)
- ELA and Math: Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)
- ELA and Math: Method of response (IEP or 504 Plan)
- ELA and Math: Use of spell-checking device/software (IEP or 504 Plan)
- ELA and Math: Other (IEP or 504 Plan)
- ELA and Math: Bilingual dictionaries and glossaries (ELL)
- ELA and Math: Separate location (ELL)
- MATH ONLY: Oral translation (ELL)

# Students: Multi-Student Edit

## Multi-Student Edit Feature

This feature allows you to add accommodations to a group of students at the same time.

**Note:** Multi-Student Edit will overwrite any previously assigned accommodations for the students being edited. It is recommended to begin with the Multi-Student Edit, then make necessary individual changes to assign accommodations for individual students.



### Multi-Student Edit

Current content area: **No Content Area**

Search:

Answer Masking Tool OFF

Text-to-Speech (online only) OFF

Reverse Contrast ON

Background Color OFF

Initial Page Zoom OFF

Read Aloud (by human) OFF

Classroom Accommodations OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input checked="" type="checkbox"/>	1234567895	Sample 1		Test	ELA	07	
<input type="checkbox"/>	1234567895	Sample 2		Test	Math	07	
<input checked="" type="checkbox"/>	0123456789	Sample 3		Test	ELA	07	
<input type="checkbox"/>	0123456789	Sample 4		Test	Math	07	
<input type="checkbox"/>	0000000123	Sample 5		Test	ELA	07	

showing 1 to 5 of 5 students

< 1 >

# Nextera Classes Tab

# Classes

- Classes are virtual classes in Nextera – only for CBT testing purposes – they do not have to align to instruction
- Class names must be unique to a school in Nextera Admin
- Consider classes for student testing accommodations, such as “TTS Class,” or for grouping students who are not taking the computer-based tests, such as “Taking Regents”
- Grouping students by classes allows students in that class to have the same test session access code

New York State Grades 3-8 Testing Program 

HOME STUDENTS **CLASSES** TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

## Classes

Classes for 2022-23 Simulation, QAI Training Elementary School (012345), ELA [New Class](#)

Search

Class	Teacher	Proctor Name	Grades	Delete
Math Class A	Stephanie Pfahlert	None	—	<a href="#">View</a> <a href="#">Delete</a>

# Classes

- To create a new class:
1. Choose a Teacher
  2. Create a Class Name
  3. Move students into the class
  4. Click Save

## Edit Class Details

You're Editing: ELA Class 1 in QAI Training Elementary School (012345)

Search by Class

Teacher

Class

Classroom Proctor Present?

 No  Yes

Proctor Name

Students removed from class

<input type="checkbox"/>	Last Name	First Name	NYSSIS ID
--------------------------	-----------	------------	-----------



Students in class

<input type="checkbox"/>	Last Name	First Name	NYSSIS ID
<input type="checkbox"/>	LName2	FName2	000000022
<input type="checkbox"/>	LName3	FName3	000000033
<input type="checkbox"/>	Smith	Helene	111122255

Save

# Classes

From the Class Details screen,  
users can also access student  
details.

## Class Details

You're Viewing: **SIM ELA Class 1** [Edit](#)

**District:** QAI Training Test District (012345)  
**School:** QAI Training Elementary School (012345)  
**Teacher:** Sara Sim1ELATeacher  
**Class:** SIM ELA Class 1  
**Test Window:** 2022-23 Simulation  
**Classroom Proctor:** None  
**Content Area:** ELA

Students in this Class

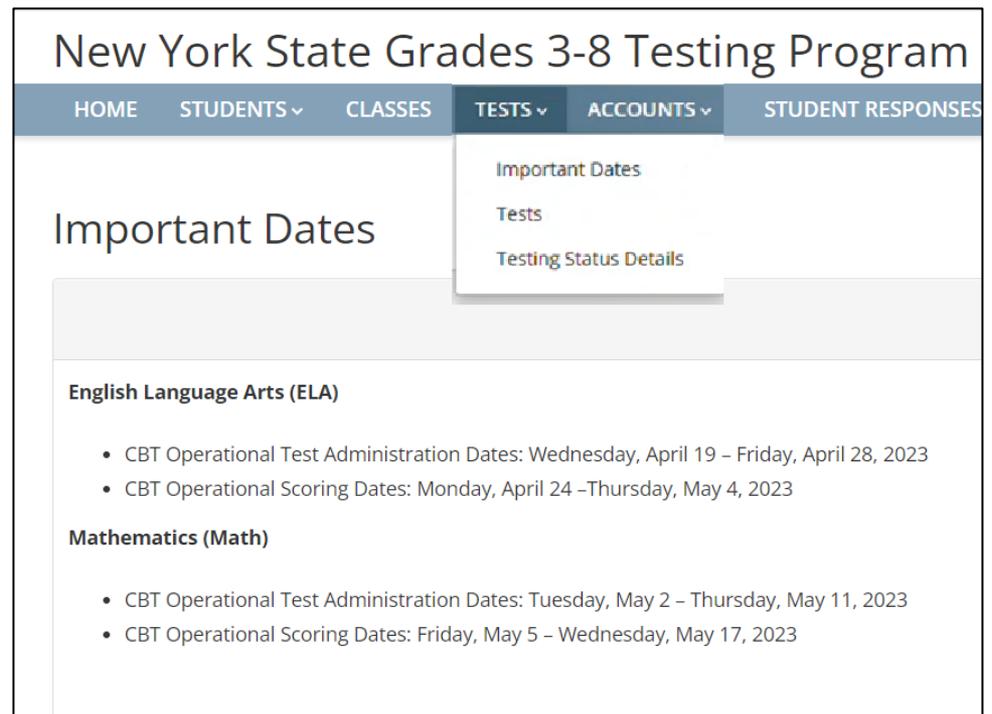
First Name	MI	Last Name	NYSSIS ID	
StudentP		StudentP	9993311059	<a href="#">View</a>

[Download Students in this Class \(Excel CSV\)](#)

# Nextera Tests Tab

# Tests

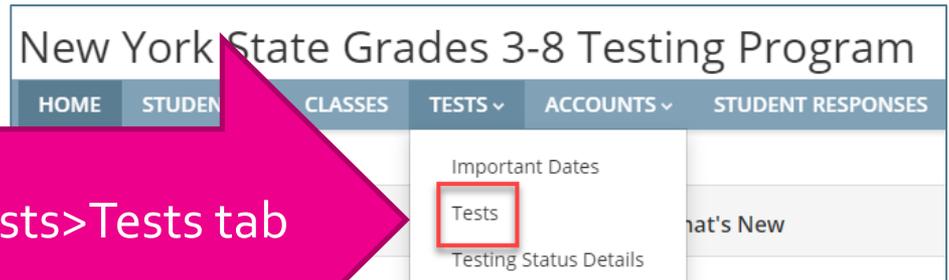
The Tests Tab is where you will find Important Dates, track student progress, print student login tickets, and find Session Access Codes.



The screenshot displays the 'New York State Grades 3-8 Testing Program' website. At the top, there is a navigation bar with tabs: HOME, STUDENTS, CLASSES, TESTS (selected), ACCOUNTS, and STUDENT RESPONSES. Below the navigation bar, the page title is 'Important Dates'. A dropdown menu is open under the 'TESTS' tab, showing options: 'Important Dates', 'Tests', and 'Testing Status Details'. The main content area is titled 'Important Dates' and lists the following information:

- English Language Arts (ELA)**
  - CBT Operational Test Administration Dates: Wednesday, April 19 – Friday, April 28, 2023
  - CBT Operational Scoring Dates: Monday, April 24 – Thursday, May 4, 2023
- Mathematics (Math)**
  - CBT Operational Test Administration Dates: Tuesday, May 2 – Thursday, May 11, 2023
  - CBT Operational Scoring Dates: Friday, May 5 – Wednesday, May 17, 2023

# Tests



View Test Details from the Tests>Tests tab

## Tests

Testing Status for: **Math** New Test

Filter By Testing Status: All ▼

Search

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Stephanie Pfahlert	Math Class A	Math	Math	Not Started	<span>View</span>	<span>Delete</span>

Show 10 ▼ entries

# Tests

## View Test

You're Viewing: **2021 Spring 3-8 Math**

<b>District:</b> QAI District 8	<b>School:</b> QAI School 1
<b>Testing Window:</b>	<b>Content Area:</b> Math
<b>Teacher:</b> TeacherFirst TeacherLast	<b>Class:</b> Math 3
<b>Test Name:</b>	
<b>Testing Dates:</b>	

**Test is in progress.** Students may sign in and take the test using their User ID's and the PIN shown below.

[Examiner View](#)

[Login Tickets](#)

<b>Session 1 Access Code</b> 1111	<input type="text" value="New Access Code"/>	<a href="#">Submit</a>	<a href="#">Cancel</a>
<b>Session 2 Access Code</b> 2222	<input type="text" value="New Access Code"/>	<a href="#">Submit</a>	<a href="#">Cancel</a>

**Registered Students:**

Session: All Sessions

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
AM			8	03	MA2103100A	Session 1: Not Started	0			<a href="#">Set</a>

Session Access Codes

Student Details

Students need the Session Access Code every time they log into a test.

# Tests: Login Tickets

**View Test**

You're Viewing:

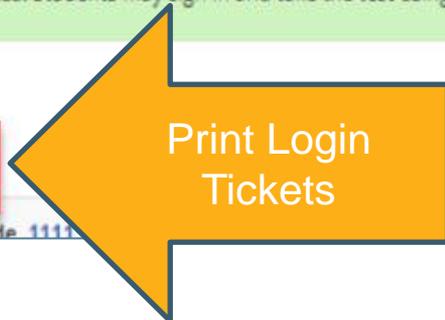
<b>District:</b>	QAI District 8
<b>Testing Window</b>	
<b>Teacher:</b>	TeacherFirst TeacherLast
<b>Test Name:</b>	
<b>Testing Dates:</b>	

**Test is in progress.** Students may sign in and take the test using their Use

[Examiner View](#)

[Login Tickets](#)

Session 1 Access Code 1111



Print Login Tickets

**What would you like to print?**

Print student authentication credentials: --Select an Option--

- Select an Option--
- Avery 5160
- Avery 5163
- Student Roster
- Download CSV file

[Cancel](#)

**What would you like to print?**

Print student authentication credentials: Avery 5160

[OK](#) [Cancel](#)

# Tests: Login Tickets

## Sample Student Login Tickets:

<b>Last, First</b> NYSSID ID: Password: 2023 Simulation	<b>Last, First</b> NYSSID ID: Password: 2023 Simulation	<b>Last, First</b> NYSSID ID: Password: 2023 Simulation
<b>Last, First</b> NYSSID ID: Password: 2023 Simulation	<b>Last, First</b> NYSSID ID: Password: 2023 Simulation	<b>Last, First</b> NYSSID ID: Password: 2023 Simulation

## Sample CSV File:

First Name	Last Name	NYSSIS ID	Password	Test Name
First1	Last1	9921010301	444444	2023 Simulation
First2	Last2	9921010302	555555	2023 Simulation
First3	Last3	9921010303	666666	2024 Simulation
First4	Last4	9921010304	777777	2025 Simulation

Save file with class name/details