

Nebraska State Accountability (NeSA) 2012 NeSA-Reading, Mathematics, and Science Test Administration Training

TO: NeSA District Assessment Contacts
FROM: The Nebraska Department of Education
DATE: January 5, 2012
SUBJECT: 2012 NeSA-Reading, Mathematics, and Science Test Administration Training
TRAINING DATES: February 28 – March 1, 2012

The Nebraska Department of Education (NDE) and Data Recognition Corporation (DRC) invite all District Assessment Contacts (DACs) to participate in training sessions to learn about preparing your districts and schools to administer the paper/pencil and online versions of the NeSA-Reading, Mathematics, and Science tests **including the Alternate Assessments** for 2012.

For the first time this year, NDE and DRC are conducting separate training for (1) online testing procedures, (2) paper/pencil testing procedures, and (3) Alternate Assessment testing procedures. There are two sessions offered for each of the three categories of training. DACs need only attend one session for each of the three categories of testing that pertain to their districts.

Please review the instructions on the following pages to learn how to join a training session.

- **Note that each training session has a separate meeting number and link.**
- Begin the login process 15 minutes prior to the scheduled start time.
- Log in to the online meeting using your computer.
- **NEW!** After logging in to the online meeting, WebEx gives participants two options for connecting to the conference call. You may choose to have the system call you back at a phone number of your choice or to connect directly using a toll-free number. Select your choice from the menu that appears at login and follow the on-screen instructions.

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings.

Session length is scheduled for one hour, but could vary based on the number of questions asked by participants at the end of the presentation.

2012 NeSA-Reading, Mathematics, and Science Paper/Pencil Test Administration Training – Session 1

Date: Tuesday, February 28, 2012
Time: 3:00 – 4:00 p.m.
Meeting Number: 808 752 434
Meeting Password: NeSA-PP1

What to do on February 28th to join the 3:00 p.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=167998842&UID=0&PW=NZWUwZDg1NWEy&RT=MIM3>
2. Enter your name, email address, and the meeting password (NeSA-PP1).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (808 752 434) and a unique Attendee Code provided on screen. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

2012 NeSA-Reading, Mathematics, and Science Paper/Pencil Test Administration Training – Session 2

Date: Wednesday, February 29, 2012
Time: 9:00 – 10:00 a.m.
Meeting Number: 803 614 168
Meeting Password: NeSA-PP2

What to do on February 29th to join the 9:00 a.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=167998982&UID=0&PW=NMjlkMzdlNwY4&RT=MIM3>
2. Enter your name, email address, and the meeting password (NeSA-PP2).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (803 614 168) and a unique Attendee Code provided on screen. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

IMPORTANT: If a message appears stating that the training session has been cancelled, manually copy the complete meeting link and paste it into the address line of your Web browser. This message sometimes displays when the meeting link wraps to a second line of text and the complete link is not acknowledged by the computer.

For assistance with WebEx

1. Go to <https://datarecognitioncorp.webex.com/datarecognitioncorp/mc>
2. On the left navigation bar, click "Support" or call (866) 229-3239.
<http://www.webex.com>

2012 NeSA-Reading, Mathematics, and Science Online Test Administration Training – Session 1

Date: Tuesday, February 28, 2012
Time: 9:00 – 10:00 a.m.
Meeting Number: 800 308 532
Meeting Password: NeSA-OL1

What to do on February 28th to join the 9:00 a.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=167999372&UID=0&PW=NMWjNjZQxYTk4&RT=MIM3>
2. Enter your name, email address, and the meeting password (NeSA-OL1).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (800 308 532) and a unique Attendee Code provided on screen. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

2012 NeSA-Reading, Mathematics, and Science Online Test Administration Training – Session 2

Date: Wednesday, February 29, 2012
Time: 3:00 – 4:00 p.m.
Meeting Number: 802 843 422
Meeting Password: NeSA-OL2

What to do on February 29th to join the 3:00 p.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=167999107&UID=0&PW=NmjvKOGZkNjVi&RT=MIM3>
2. Enter your name, email address, and the meeting password (NeSA-OL2).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (802 843 422) and a unique Attendee Code provided on screen. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

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2012 NeSA-Reading, Mathematics, and Science Alternate Assessment Test Administration Training – Session 1

Date: Thursday, March 1, 2012
Time: 9:00 – 10:00 a.m.
Meeting Number: 800 036 432
Meeting Password: NeSA-AA1

What to do on February 28th to join the 9:00 a.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=167999707&UID=0&PW=NYzFhYTRhZTdi&RT=MiM3>
2. Enter your name, email address, and the meeting password (NeSA-AA1).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (800 036 432) and a unique Attendee Code provided on screen. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

2012 NeSA-Reading, Mathematics, and Science Alternate Assessment Test Administration Training – Session 2

Date: Thursday, March 1, 2012
Time: 3:00 – 4:00 p.m.
Meeting Number: 801 091 095
Meeting Password: NeSA-AA2

What to do on February 29th to join the 3:00 p.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=167999522&UID=0&PW=NZTY1Y2QxOWYy&RT=MiM3>
2. Enter your name, email address, and the meeting password (NeSA-AA2).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (801 091 095) and a unique Attendee Code provided on screen. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

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