

Hello,

Karen Stein from the Office of Student Assessment in the Indiana Department of Education has identified you as a WIDA test coordinator. As such, we have granted access to create teacher training accounts, download the W-APT, and also access to view educators' scores on the ACCESS for ELLs training course. You should have received your account information in a separate email from the WIDA Client Services Center.

If you are not responsible for WIDA testing in your district please contact Karen Stein (317-234-2377 | kstein@doe.in.gov).

Account Creator:

In order to create a WIDA user account for anyone who will administer the W-APT or the ACCESS for ELLs assessments, please visit the wida website (www.wida.us) and log in with this generic user name and password:

User Name: indiana

Password: hoosier

This will take you to the Test Administration Account Creator and will guide you in creating personal user accounts for your educators. If you'd rather, you may share the generic user name and password with your educators so they can create their own user accounts.

REMINDER: You should not need to create an account for yourself as WIDA has already done that for you.

Then after the accounts are created your educators will receive an email with the username and link for them to reset their password (**the links only last for 1 hour for security purposes, so if they are not able to get to it in time, have them go to the main page and then click on the password reset link under the password field on the right-hand side**).



ACCESS to W-APT Materials

- 1) Login in with your account (If you need to reset your password, click [here](#))
- 2) Click on the red 'W-APT' box



- 3) Scroll down towards the bottom of the page you can download and print off any of the materials for free for any school district and then distribute that to whomever would need it.


Copies will be sent only to school or district addresses.

• **Download for Free**

Before you download the documents, please make sure you have read and agreed to the consent statement above.

[W-APT Download and Printing Instructions](#)

[W-APT Test Administration Manual Grades 1-12](#) 

[W-APT Scored Student Writing Sample booklet](#)  (These samples are authentic writing tasks completed by students who participated in the 2006 field test of the W-APT. They include both benchmark papers and training papers to assist you in developing your ability to reliably rate your own students' writing.)

[Kindergarten](#) (Students in Pre-K through 1st semester Grade 1)

[Grades 1 - 2](#) (Students in 2nd semester Grade 1 through 1st semester Grade 3)

[Grades 3 - 5](#) (Students in 2nd semester Grade 3 through 1st semester Grade 6)

[Grades 6 - 8](#) (Students in 2nd semester Grade 6 through 1st semester Grade 9)

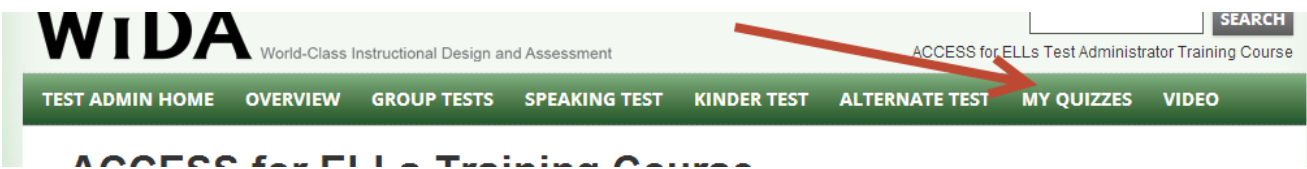
[Grades 9 - 12](#) (Students in 2nd semester Grade 9 through 1st semester Grade 12)

District View for ACCESS for ELLs Training Course

- 1) Just like before make sure you login in with your personal account info
- 2) Click on the purple 'ACCESS for ELLs Training, Quizzes & Certification' box



- 3) Click on 'My Quizzes' on the green bar across the top of the page



- 4) Click on the 'District View' tab at the top left-hand side of the bar directly below the green bar.



The User Account Management Tool

The WIDA User Account Management Tool allows District Testing Coordinators to manage roles in educators' accounts.

To access the User Account Management Tool, log into your user account and click on the green User Account Management tile. The tool opens and automatically shows all user accounts for your district.



WIDA User Account Management - District Test Coordinator

Please enter search criteria

First Name

Last Name

Email

First Name	Last Name	UserName	District	ACCESS	WAPT
		sgomer3	WIDA Test District WI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You may use the search criteria to find smaller groups of individual users. For example, only those users whose last name begins with a specific letter, only users with a particular email address (@wisc.edu), or by an individual's specific first and last name.

The tool displays 20 accounts at a time. You may sort the list by clicking on one of the column headings: First Name, Last Name, Username, District, ACCESS, or W-APT. Please note that the ACCESS and W-APT columns will sort first with all of the empty boxes and then with the checked boxes. To see the checked boxes first, double-click on these columns.

Deactivating Teachers Accounts:

- 1) Follow steps 1-4 under the 'District View for ACCESS for ELLs Training Course' heading
- 2) Find the teacher's account(s) that you need to deactivate
- 3) Check the box next to their name in the list
- 4) Hit the 'Deactivate Checked Teachers' button at the bottom of the page

Note: Be careful when deactivating accounts, because the only way to have the re-activated is to contact the WIDA Client Services Center

Paging: Show 10 users per page. - Aleckson

Teacher Name	School Name	Group Quiz	Speaking Quiz	Kindergarten Quiz	Alternate ACCESS Quiz
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
Lee.Young.Soo	-	82.5%	80%	85%	-
A.John	-	-	-	-	-
Abbott.Steven	South Carolina	-	-	-	-
ag.r	-	-	-	-	-
Ahuja.Kathryn	-	-	-	-	-
Albert.Jamie	-	-	-	-	-
Aleckson.Jennife	-	45.5%	75%	55%	66.8%

1 2 3 4 5 next Download Results Excel Deactivate Checked Teachers

Also, if you have any further questions please contact the WIDA Client Services Center at 1-866-276-7735 or email us at help@wida.us.

Welcome!

Kathi Koppa

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