

Enrollment Guide

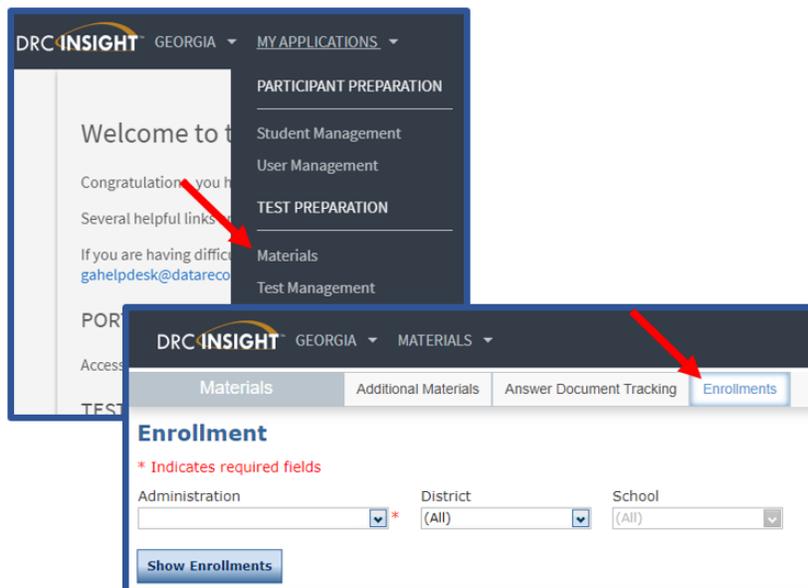
Winter 2020-2021: End-of-Course Administration

Enrollment Overview

- August 10-21 8:00 PM ET.
- Winter 2020-2021 End-of-Course (EOC) Main administration.
- Enrollment information can continue to be updated until **August 21, 2020 8:00 PM ET**.
- Once the enrollment window has closed, the data will become view-only.
- **Please contact your assigned GaDOE Assessment Specialist if you have changes to test dates or enrollment counts after the close of the Enrollment window.**
- *Reminder:* System Test Coordinators are responsible for providing INSIGHT Portal (eDIRECT) permissions to their system's eDIRECT users.
 - Details on assigning permissions are in the *DRC INSIGHT Portal (eDIRECT) User Guide*.

Process

- Log into DRC INSIGHT Portal (eDIRECT)
 - <https://ga.drctedirect.com>
- Click **Materials** then click **Enrollments** to display the Enrollment page.



- Choose the administration for which you would like to provide enrollment information.
- Select School = "(All)" to enter **system-level** enrollment information
- Select each participating School to enter or update **school-level** enrollment information
- When entering Enrollments, you can save your work and continue later by clicking the **Save** button. When all quantities are entered, you should click the **Complete** button.

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Step-by-Step for System Level

<input checked="" type="checkbox"/>		
	①	Select an Administration ➤ End-of-Course Winter 2020-2021
	②	Choose School = "(All)"
	③	Is your district participating in the EOC Winter 2020-2021 administration? ➤ Indicate "Yes" or "No"
	④	Select a date value for Start Date(s) and End Date for each Content Area ➤ Enter the values that apply to 90+% of your testers ➤ Select from the range of available dates, or NA if the Content Area will not be assessed in your system
	⑤	Select a value for Thanksgiving and Winter Break Dates
	⑥	If needed, enter Additional Break Dates Between 10/26/2020 and 1/6/2021 (text field)
	⑦	Select a value for First Winter Graduation Ceremony Date
	⑧	Review the Contacts and Addresses and provide any necessary corrections or updates by clicking the Update Contacts and Addresses button.
	⑨	Choose Save to save your work and return later or Complete if all of your entry is complete.

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Step-by-Step for School Level

<input checked="" type="checkbox"/>		
	①	Select an Administration ➤ End-of-Course Winter 2020-2021
	②	Choose each participating school under School ➤ If a school is not available in the drop-down menu, the System Test Coordinator should contact their Assessment Specialist
	③	For each assessment, verify or enter the following counts: ➤ Online — Expected number of online testers ➤ Large Print — Expected number of testers using a paper large-print test book ➤ Braille — Expected number of testers using a paper Braille test book ➤ Other Paper — Expected number of testers requiring a paper test booklet
	④	Choose Save to save your work and return later or Complete if all of your entry is complete
	⑤	Repeat-for-each participating school