Summary

This Tech Bulletin describes the three parts of the process of installing and configuring a Central Office Services Service Device (COS - SD) and the DRC INSIGHT Secure Application (DRC INSIGHT) on a single Windows PC for online testing.

- Part 1: Install the COS - SD software on the Windows PC.

- Part 2: Using the DRC INSIGHT Portal, create a COS Configuration that uses the COS - SD.

- Part 3: Install the DRC INSIGHT software on the Windows PC and register the Windows PC to the COS Configuration as a Testing Device.

Note: These instructions apply to creating a specific testing environment in which DRC INSIGHT and a COS - SD are installed on a single Windows PC. For other installation and configuration instructions, or more detail, refer to the *DRC INSIGHT Technology User Guide*.

System Requirements

Both the COS - SD software and the DRC INSIGHT software may be installed to test one student at a time (one student testing concurrently) on a single, 64-bit Windows PC that meets the appropriate system requirements. For details about these system requirements, refer to the latest version of the *DRC INSIGHT System Requirements*.

Prerequisites

- You may want to print these instructions. While DRC INSIGHT is running (Part 3), you cannot access other applications on your Windows PC.

- These instructions assume that neither DRC INSIGHT nor a COS - SD is already installed on the Windows PC. If either DRC INSIGHT or a COS - SD *is installed*, please contact DRC Customer Service.

- You must have System Administration rights on the Windows PC to install a COS - SD and DRC INSIGHT.

- Install the COS - SD software on a computer that will be powered on when test content is automatically updated. If the computer is not on or is unavailable, it will not be updated. Whenever you restart a computer that has the COS - SD software installed, or anytime you plan to use the COS - SD for testing, verify that both the COS - SD software and test content are up to date before you attempt to test.

Part 1: Install the COS - SD Software on the Windows PC

DRC provides an easy-to-use wizard to install the COS - SD software.

1. To launch the wizard and start the installation, log on to the DRC INSIGHT Portal using the Windows PC and a Chrome or Firefox browser, navigate to **MY APPLICATIONS**–**General Information**–**Downloads**, and click on the **Central Office Services (COS) Installer - 64-bit** download icon) for Windows. If you cannot (access this link, contact DRC Customer Service.

2. After you download the installation program, double-click on **coinstaller.exe** to launch the wizard and start the installation. When the Setup - Central Office window displays, click **Next** to continue.

3. The Installation Folder window displays. You must indicate where to install the COS - SD and where to store downloaded content. The default location for the COS - SD software is **C:\Program Files\CentralOffice** and the default location for the COS - SD to store downloaded content is **C:\Program Files\CentralOffice\ content_fs**.

    Click **Next** to select the default locations, or **Browse...** to select different locations. DRC recommends using the default locations.

4. The Proxy Host window displays. This window allows you to specify a separate proxy host (server) for the COS - SD. If you need to use a proxy host (server), refer to *Volume II: Central Office Services (COS)* of the *DRC INSIGHT Technology User Guide*. Otherwise, leave the field blank and click **Next**.

5. The Ready to Install window displays. The window indicates the amount of disk space the installation will require. Ensure there is a sufficient amount of disk space to continue with the installation. Click **Install** to continue (or **Cancel** to exit the installation).

6. The Installing Central Office window displays, indicating the progress of the installation.

    Note: The installation process can take 5–10 minutes.

7. The Configure Service Ports window appears. On this window you specify the port to use for Content Hosting (labeled the Base port). Usually, you can use the default base port value of 55222. After you select the base port, click **Test** to verify that the base port and other ports that the COS - SD software needs are available on the device (for more information regarding port availability, see "Selecting Ports" on page 5).

    *   If the Installer dialog that displays indicates that one or more ports are unavailable, select a different base port and repeat this step until all ports are available.

    *   If the Installer dialog indicates that all ports are available, click **OK** and **Next**.

8. The Completing the COS - Service Device Wizard window appears. **Highlight, copy, and save the URL that displays**—you can use it to resume the process at this point (if necessary) without re-installing the COS - SD.

9. Click **Finish** in the Completing the COS - Service Device Wizard window. In Part 2 of the process you create a COS Configuration that uses your COS - SD.

Part 2: Create a COS Configuration for the Windows PC

DRC provides the Configure Central Office Services page to create the COS Configuration. Log on to the DRC INSIGHT Portal and the Configure Central Office Services page should display. If it does not display, paste the URL that you copied in Step 8 from Part 1 and press **Enter**.

Note: If this is the first time you've logged in to the DRC INSIGHT Portal, the End User License Agreement for DRC Software window displays. Read the agreement, check the **I Agree** checkbox, and click **Accept** to continue.

1. On the Configure Central Office Service page, enter the name for the COS - SD into the Service Device Name field.

2. Enter the name of the COS Configuration you are creating in the Configuration Name field.

    • To enable automatic software updates of DRC INSIGHT, check the **Enable Auto Updates for testing devices** checkbox. DRC recommends using this option.

      If you select Enable Auto Updates for testing devices, the DRC INSIGHT software will update automatically if there are future software updates.

      If you do not select Enable Auto Updates for testing devices, DRC notifies you whenever an update to the DRC INSIGHT software is available and you must update the software manually.

    • To use a proxy host, check the **Use Proxy Host** checkbox and enter your proxy path in the Proxy Path field.

      If you need to use a proxy host or for more information, refer to *Volume II: Central Office Services (COS)* of the *DRC INSIGHT Technology User Guide*.

3. Select a testing program from the Testing Program filter. Then click **Select a Site** and start typing a district name, school name, or site code in the Site filter. Click **Select** when you locate the district or school name to which you want to register the configuration and its associated COS - SDs and Testing Device. You can select any site for which you have access as defined by the Central Office Services permission. Then click **Add Site** to add your testing program location.

4. To enable Content Management, check the **Enable Content Management** checkbox.

    • Check the **Admin** checkbox (this is the default setting) as well as the checkbox for the correct testing administration.

    • Indicate whether you need TTS/HVA (audio) and/or VSL (video) test content by checking the appropriate checkboxes.

5. Check the **Enable Content Hosting** checkbox to activate Content Hosting.

    Note: Content Management must be enabled in order to activate Content Hosting.

6. Click **Complete**. When the Confirm Configuration dialog box displays, review your COS Configuration. If it is correct, click **Save**. If you need to make changes, click **Edit Configuration**.

7. The configuration that you just created displays in the COS Dashboard. **Copy and save the Org Unit ID that displays next to the configuration name**. You will use this Org Unit ID to register your Windows PC as a Testing Device in Part 3.

Part 3: Install DRC INSIGHT on the Windows PC and Register the Windows PC to the COS Configuration

DRC provides an easy-to-use wizard to install the DRC INSIGHT software.

1. To launch the wizard and start the installation, log on to the DRC INSIGHT Portal, select **MY APPLICATIONS-General Information–Downloads**, and click on the DRC INSIGHT Windows Installer **Download** icon (   ).

2. After you have downloaded the installation program, click on the **drc_insight_setup_11.x.x-xx.msi** icon to start an installation.

    Note: The actual .msi file name will include a version number.

3. The Welcome screen displays the DRC INSIGHT Online Learning System Setup Wizard. Click **Next** to continue.

4. The License Agreement window displays. To continue the installation, read the agreement and select the option **I accept the terms in the License Agreement**. (If you do not accept the agreement, the installation ends.) Click **Next** to continue when the Next button is active.

5. The Configure Shortcuts window appears. Click **Next** to continue.

6. The Ready to Install window appears. Click **Install** to start the installation.

7. When the installation nears completion, the DRC INSIGHT Online Learning System Setup Wizard window appears. Click **Finish** to proceed with registering the device.

8. The Configuration Not Found page appears. Click **Assign Device to ORG Unit**.

9. To register the device, you need to use the COS - SD ORG Unit ID that you recorded or copied at the end of Part 2. When the Device Registration page appears, enter the device's ORG Unit ID (or paste it from the clipboard if you copied it), and click **Add**.

10. When you have added the ORG Unit ID, click **Register**. When the Windows PC is successfully registered with COS as a Testing Device, the System Readiness Check is launched and the System Information page appears (for information about using the System Readiness Check on the Testing Device, see "Using the System Readiness Check" on page 5.)

11. When you exit the System Readiness Check, the DRC INSIGHT landing page for your state displays.

Hints and Tips

The following are hints and tips detailing portions of the process described in this Tech Bulletin.

Selecting Ports

When you select ports for the COS - SD, in order to avoid conflicts and to verify that no other device is using these ports, you can enter the command **netstat -a** from a command prompt to display a list of the ports currently being used.

The ports you select may be blocked at the time of testing even if they were available during installation. At testing time, verify that these ports are allowed on your COS - SD's firewall. If the ports are blocked and are not allowed, the Testing Device will encounter a Connection Error that will prevent it from being used for testing.

Using the System Readiness Check

When the System Readiness Check launches, the System Information page appears and the various icons displayed should be green. From this page you can click **Execute Tests** to verify that the COS - SD and Testing Device are configured correctly. You can click **Details** next to any test that you need to know more information about. If you cannot correct the results, contact DRC Customer Service.

Click **Exit** to exit the System Readiness Check. To restart the System Readiness Check, click the checkmark (☑) in the lower-left corner of the DRC INSIGHT landing page. When prompted to Enter Access Code, enter **7745** (the System Readiness Check Access Code) and click **Submit**.