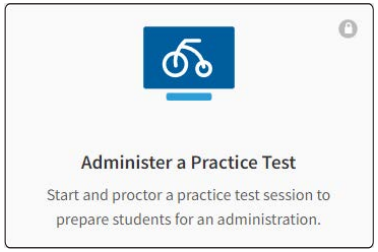
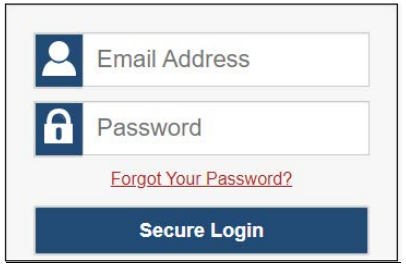
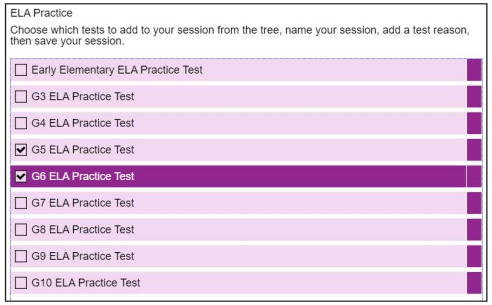
ClearSight

How a Teacher/Proctor Administers a Practice Test Session with Student(s)

Follow these steps to administer a Practice Test to your students.

1	Go to the *ClearSight* Portal & click on Actions.	
2	Click on Practice Test Administration.	
3	Login using your credentials.	
4	Select the assessment(s) you wish students to take.	

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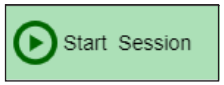
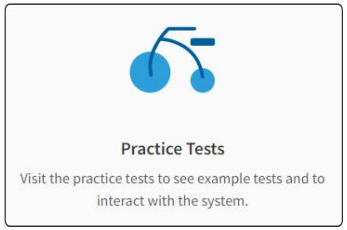
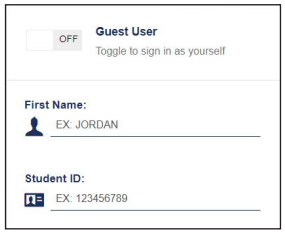
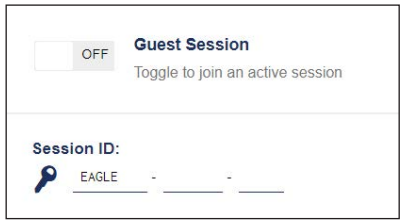
5	Click Start Session.	
6	Your session has now started. **Please remember to write the session # down.**	
7	Students should go to the *ClearSight* Portal Home Page and Click the Practice Test Card.	
8	On the Please Sign In page, students will click the Guest Session toggle to **OFF** and sign in with their student information and your session number.	 

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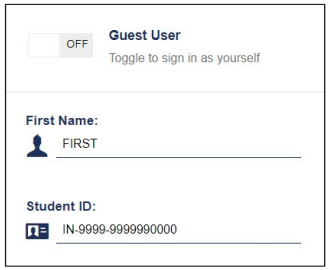
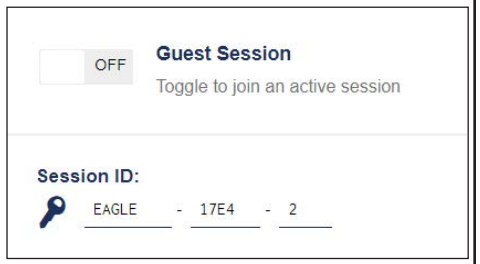
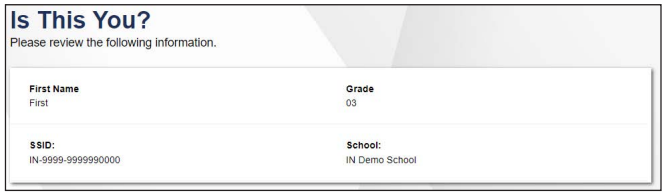
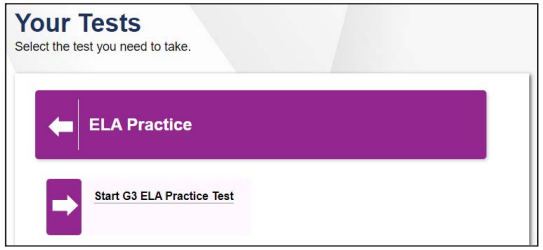
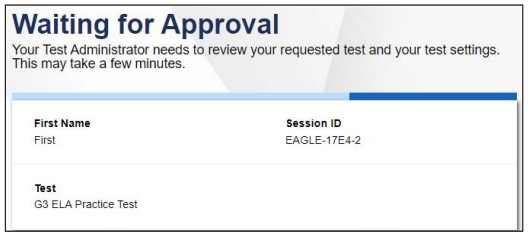
10	Example of information filled in.	 
11	Students review next screen and click Yes or No accordingly.	
12	Students select the test that they have been instructed to take.	
13	Student screen will now say "Waiting for Approval," which is the waiting cue the teacher is monitoring on the Proctor tab. The teacher should see approvals start to come in.	

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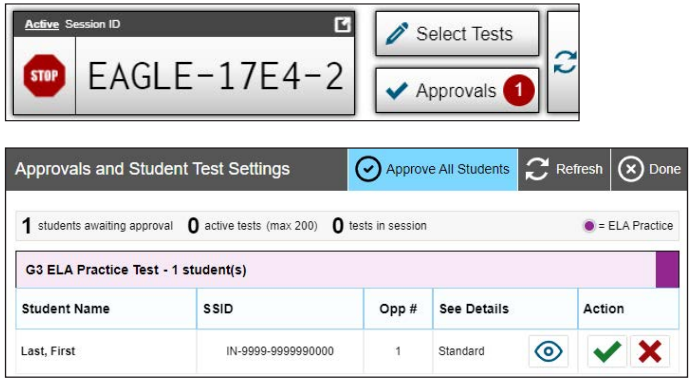
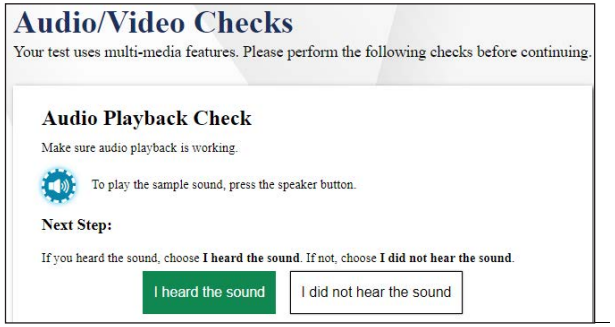
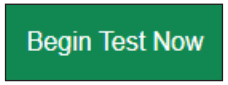
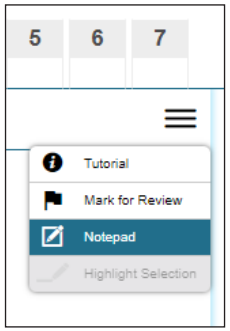
14	On the teacher's screen, where the Session ID is displayed, you will see the Approvals button update with the number of students waiting. Click the Approvals button to see students who are ready, and click the green check mark to approve.	
15	After the teacher approves, students will be presented with a page to test the Audio Playback. They should click on the volume icon, then "I heard the sound," then click "Continue."	
16	Students can view the test settings that are defaulted from TIDE, or just click Begin Test Now.	
17	Students can now take the Practice Test. Teachers can instruct them to use the Mark for Review so they see what happens when they submit their test.	

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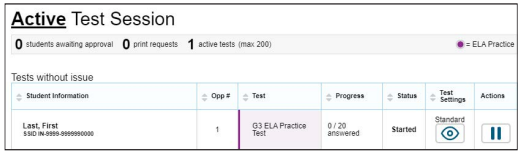
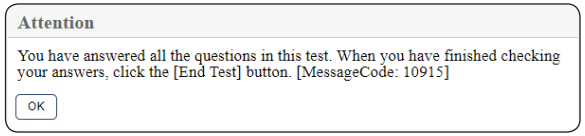
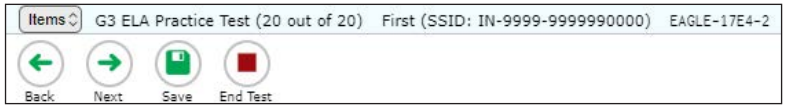
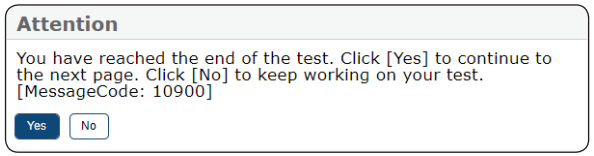
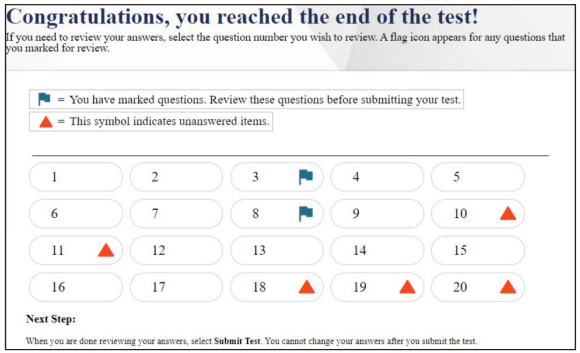
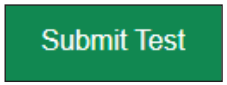
18	Teachers can watch the TA Tab/screen to see the progress for each student along the way.	
19	After students have clicked through all of the items on the Practice Test, they will receive this message. They should click OK.	
20	Students will be returned to their test page and should select the **red** End Test button.	
21	After students click the red End Test button, they will see this message and should select Yes.	
22	It takes 4 steps to complete and submit the test. The Yes selection on the previous step will bring up the review screen. The flags indicate items marked for review. The red triangles represent questions that were not completely answered. By clicking on either icon, students will go back to that question and can keep or change their answer. When students are ready to finish, click the Submit Test button on the bottom of the screen.	 

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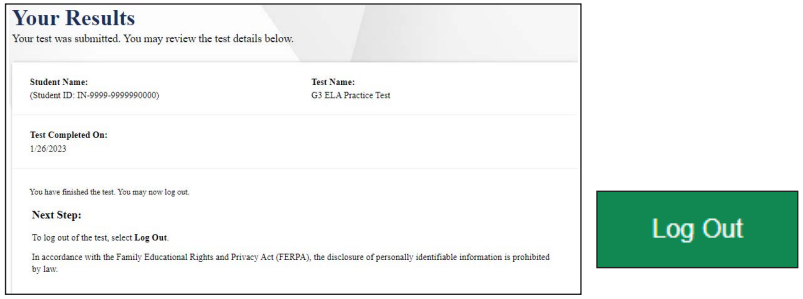
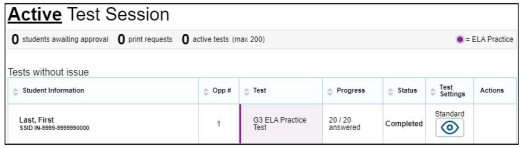
23	After students have submitted their test, they will get a Your Results page with a Log Out button at the bottom of the screen. When the student clicks Log Out, the teacher will switch back to the TA Tab.	
24	The last step is to view the TA Tab to show students' results.	

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