





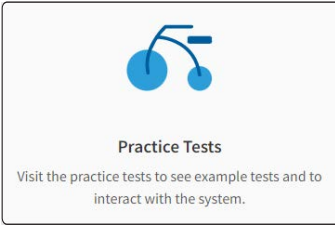
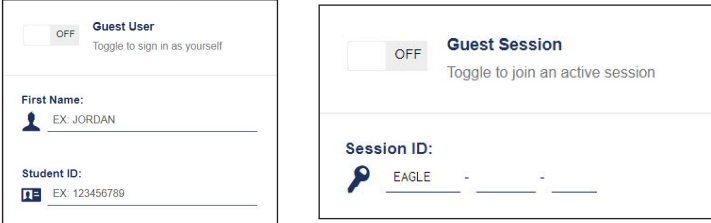




How a Teacher/Proctor Administers a Practice Test Session with Student(s)

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

1	Go to the <i>ClearSight</i> Portal & click on Actions.	<div>Actions: Get Started Educators enter here to use ClearSight.</div>
2	Click on Practice Test Administration.	<div><div>Administer a Practice Test Start and proctor a practice test session to prepare students for an administration.</div></div>
3	Login using your credentials.	<div><div>Email Address</div><div>Password</div><div>Forgot Your Password?</div><div>Secure Login</div></div>
4	Select the assessment(s) you wish students to take.	<div><div>ELA Practice Choose which tests to add to your session from the tree, name your session, add a test reason, then save your session.</div><div><div><input type="checkbox"/> Early Elementary ELA Practice Test</div><div><input type="checkbox"/> G3 ELA Practice Test</div><div><input type="checkbox"/> G4 ELA Practice Test</div><div><input checked="" type="checkbox"/> G5 ELA Practice Test</div><div><input checked="" type="checkbox"/> G6 ELA Practice Test</div><div><input type="checkbox"/> G7 ELA Practice Test</div><div><input type="checkbox"/> G8 ELA Practice Test</div><div><input type="checkbox"/> G9 ELA Practice Test</div><div><input type="checkbox"/> G10 ELA Practice Test</div></div></div>

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.	

10	Example of information filled in.	<div><div><div><div><input type="checkbox"/></div><div>OFF</div></div><div><div>Guest User</div><div>Toggle to sign in as yourself</div></div></div><div><div>First Name:</div><div><div></div><div>FIRST</div></div></div><div><div>Student ID:</div><div><div></div><div>IN-9999-9999990000</div></div></div></div> <div><div><div><div><input type="checkbox"/></div><div>OFF</div></div><div><div>Guest Session</div><div>Toggle to join an active session</div></div></div><div><div>Session ID:</div><div><div></div><div>EAGLE</div><div>-</div><div>17E4</div><div>-</div><div>2</div></div></div></div>
11	Students review next screen and click Yes or No accordingly.	<div><div><div><div><div>Is This You?</div><div>Please review the following information.</div></div><div><div><div><div>First Name</div><div>First</div></div><div><div>Grade</div><div>03</div></div></div><div><div><div>SSID:</div><div>IN-9999-9999990000</div></div><div><div>School:</div><div>IN Demo School</div></div></div></div></div></div></div>
12	Students select the test that they have been instructed to take.	<div><div><div><div><div>Your Tests</div><div>Select the test you need to take.</div></div><div><div><div><div></div><div>ELA Practice</div></div><div><div></div><div>Start G3 ELA Practice Test</div></div></div></div></div></div></div>
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.	<div><div><div><div><div>Waiting for Approval</div><div>Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.</div></div><div><div><div><div>First Name</div><div>First</div></div><div><div>Session ID</div><div>EAGLE-17E4-2</div></div></div><div><div><div>Test</div><div>G3 ELA Practice Test</div></div></div></div></div></div></div>

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.	<div><div>Active Session ID</div><div><div>STOP</div><div>EAGLE-17E4-2</div></div><div><div>Select Tests</div><div>Approvals 1</div></div></div> <div><div>Approvals and Student Test Settings</div><div><div>Approve All Students</div><div>Refresh</div><div>Done</div></div><div><div>1 students awaiting approval</div><div>0 active tests (max 200)</div><div>0 tests in session</div><div>= ELA Practice</div></div><div><div>G3 ELA Practice Test - 1 student(s)</div><table><thead><tr><th>Student Name</th><th>SSID</th><th>Opp #</th><th>See Details</th><th>Action</th></tr></thead><tbody><tr><td>Last, First</td><td>IN-9999-9999990000</td><td>1</td><td>Standard</td><td><div><div></div><div></div><div></div></div></td></tr></tbody></table></div></div>	Student Name	SSID	Opp #	See Details	Action	Last, First	IN-9999-9999990000	1	Standard	<div><div></div><div></div><div></div></div>
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Last, First	IN-9999-9999990000	1	Standard	<div><div></div><div></div><div></div></div>								
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."	<div><div>Audio/Video Checks</div><div>Your test uses multi-media features. Please perform the following checks before continuing.</div><div><div>Audio Playback Check</div><div>Make sure audio playback is working.</div><div><div></div><div>To play the sample sound, press the speaker button.</div></div><div>Next Step:</div><div>If you heard the sound, choose I heard the sound. If not, choose I did not hear the sound.</div><div><div>I heard the sound</div><div>I did not hear the sound</div></div></div></div>										
16	Students can view the test settings that are defaulted from TIDE, or just click Begin Test Now.	<div>Begin Test Now</div>										
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.	<div><div>567</div><div><div></div><div></div><div></div></div><div><div>Tutorial</div><div>Mark for Review</div><div>Notepad</div><div>Highlight Selection</div></div></div>										

18	Teachers can watch the TA Tab/screen to see the progress for each student along the way.	<div>Active Test Session</div> <div>0 students awaiting approval 0 print requests 1 active tests (max 200) ■ = ELA Practice</div> <div>Tests without issue</div> <table><thead><tr><th>Student Information</th><th>Opp #</th><th>Test</th><th>Progress</th><th>Status</th><th>Test Settings</th><th>Actions</th></tr></thead><tbody><tr><td>Last, First SSID: IN-9999-9999999000</td><td>1</td><td>G3 ELA Practice Test</td><td>0 / 20 answered</td><td>Started</td><td>Standard</td><td> </td></tr></tbody></table>	Student Information	Opp #	Test	Progress	Status	Test Settings	Actions	Last, First SSID: IN-9999-9999999000	1	G3 ELA Practice Test	0 / 20 answered	Started	Standard											
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19	After students have clicked through all of the items on the Practice Test, they will receive this message. They should click OK.	<div>Attention</div> <div>You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button. [MessageCode: 10915]</div> <div>OK</div>																								
20	Students will be returned to their test page and should select the red End Test button.	<div>Items ▾ G3 ELA Practice Test (20 out of 20) First (SSID: IN-9999-99999990000) EAGLE-17E4-2</div> <div> </div> <div>Back Next Save End Test</div>																								
21	After students click the red End Test button, they will see this message and should select Yes.	<div>Attention</div> <div>You have reached the end of the test. Click [Yes] to continue to the next page. Click [No] to keep working on your test. [MessageCode: 10900]</div> <div>Yes No</div>																								
22	<p>It takes 4 steps to complete and submit the test. The Yes selection on the previous step will bring up the review screen.</p> <p>The flags indicate items marked for review.</p> <p>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.</p> <p>When students are ready to finish, click the Submit Test button on the bottom of the screen.</p>	<div>Congratulations, you reached the end of the test!</div> <div>If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.</div> <div> = You have marked questions. Review these questions before submitting your test. = This symbol indicates unanswered items.</div> <div><table><tbody><tr><td>1</td><td>2</td><td>3</td><td></td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td></td><td>9</td><td>10 </td></tr><tr><td>11 </td><td>12</td><td>13</td><td>14</td><td>15</td><td></td></tr><tr><td>16</td><td>17</td><td>18 </td><td>19 </td><td>20 </td><td></td></tr></tbody></table></div> <div>Next Step:</div> <div>When you are done reviewing your answers, select Submit Test. You cannot change your answers after you submit the test.</div> <div>Submit Test</div>	1	2	3		4	5	6	7	8		9	10	11	12	13	14	15		16	17	18	19	20	
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