
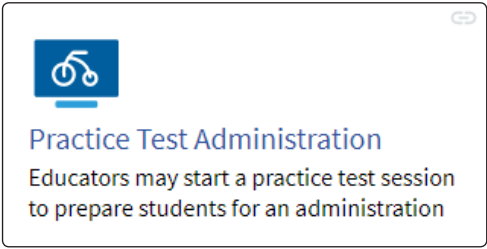
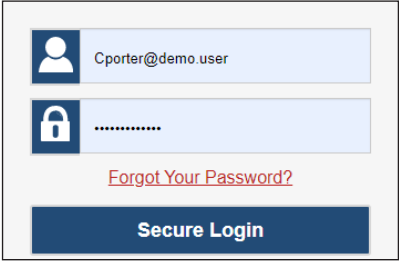
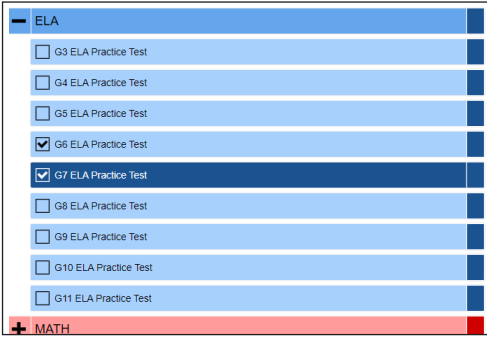






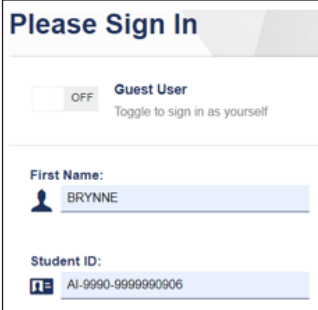
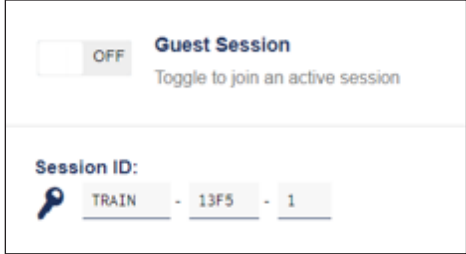
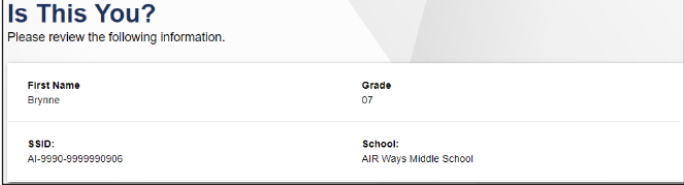
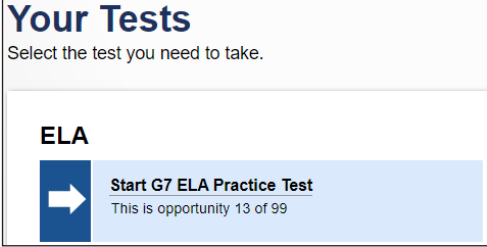
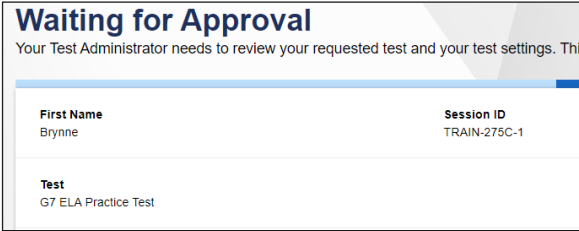
ClearSight

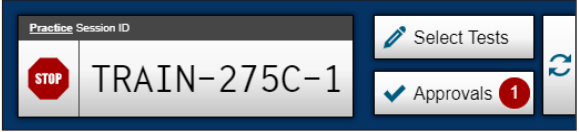
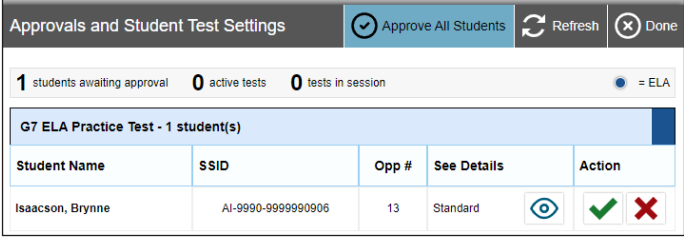
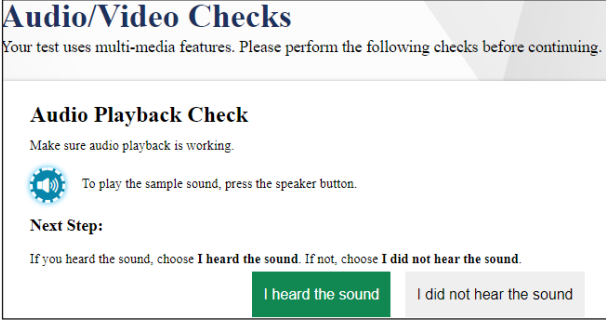
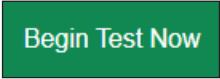
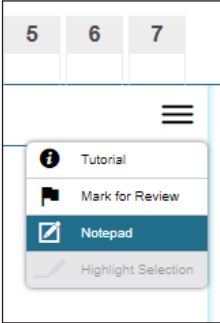
How a Teacher/Proctor Administers a Practice Test Session with Student(s)

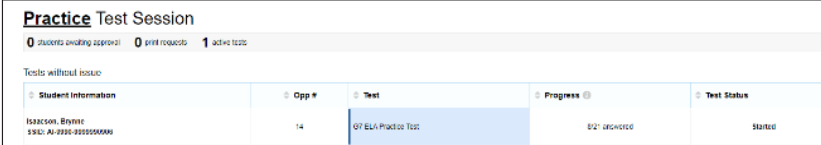
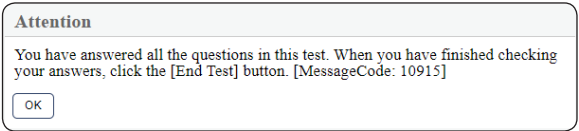
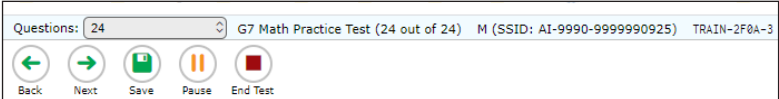
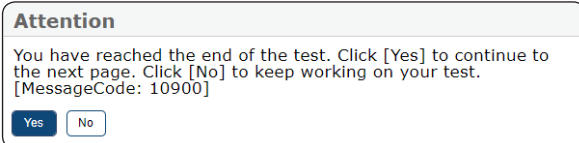
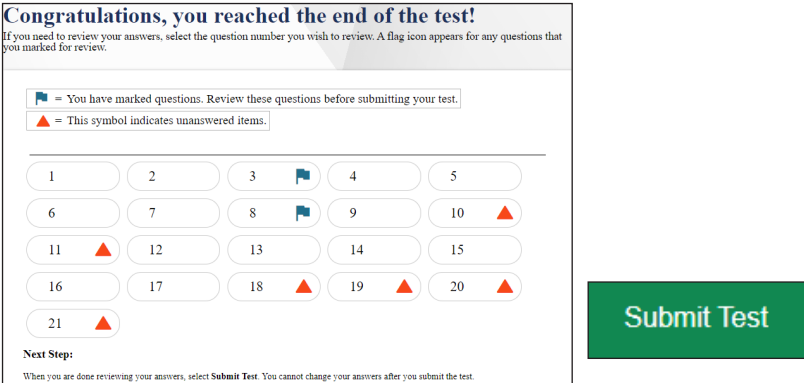
Follow these steps to administer a Practice Test to your students.


1	Go to the <i>ClearSight</i> Portal & click on Actions.	 <p>Actions: Get Started Educators enter here to use ClearSight</p>
2	Click on Practice Test Administration.	 <p>Practice Test Administration Educators may start a practice test session to prepare students for an administration</p>
3	Login using your credentials.	 <p>Cporter@demo.user Forgot Your Password? Secure Login</p>
4	Select the assessment(s) you wish students to take.	 <ul style="list-style-type: none"><input type="checkbox"/> G3 ELA Practice Test<input type="checkbox"/> G4 ELA Practice Test<input type="checkbox"/> G5 ELA Practice Test<input checked="" type="checkbox"/> G6 ELA Practice Test<input checked="" type="checkbox"/> G7 ELA Practice Test<input type="checkbox"/> G8 ELA Practice Test<input type="checkbox"/> G9 ELA Practice Test<input type="checkbox"/> G10 ELA Practice Test<input type="checkbox"/> G11 ELA Practice Test <p>+ MATH</p>

5	Select a Test Reason as appropriate, then click Start Session.	<div data-bbox="1150 110 1476 185">Reason For Session: Unassigned ▾</div> <div data-bbox="1150 201 1362 276">▶ Start Session</div>
6	Your session has now started. Please remember to write the session # down.	<div data-bbox="1150 305 1482 412"> Practice Session ID  TRAIN-13F5-1 </div>
7	Students should go to the ClearSight Portal Home Page and Click the Practice Test Card.	<div data-bbox="1150 435 1587 659">  <h3>Practice Tests</h3> <p>Visit the practice tests to see example tests and to interact with the system</p> </div>
8	An informational page opens, and students should click on View Practice Test Card.	<div data-bbox="1150 678 1587 967">  <h3>View the Practice Test</h3> <p>Visit the practice tests to see example tests and to interact with different item types.</p> </div>
9	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.	<div data-bbox="1150 987 1423 1211"> <input type="checkbox"/> OFF Guest User Toggle to sign in as yourself <hr/> First Name: <input type="text" value="EX: JORDAN"/> <hr/> Student ID: <input type="text" value="EX: 123456789"/> </div> <div data-bbox="1465 987 1856 1201"> <input type="checkbox"/> OFF Guest Session Toggle to join an active session <hr/> Session ID:  TRAIN - <input type="text"/> - <input type="text"/> </div>

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.	

14	<p>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.</p>	 
15	<p>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."</p>	
16	<p>Students can view the test settings that are defaulted from TIDE, or just click Begin Test Now.</p>	
17	<p>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.</p>	

18	Teachers can watch the TA Tab/screen to see the progress for each student along the way.	 <p>Practice Test Session 0 students awaiting approval 0 print requests 1 active tests</p> <p>Tests without issues:</p> <table border="1"> <thead> <tr> <th>Student Information</th> <th>Opp #</th> <th>Test</th> <th>Progress</th> <th>Test Status</th> </tr> </thead> <tbody> <tr> <td>Isaacson, Emma SSID: AI-9990-9999999999</td> <td>14</td> <td>G7 ELA Practice Test</td> <td>82% completed</td> <td>Started</td> </tr> </tbody> </table>	Student Information	Opp #	Test	Progress	Test Status	Isaacson, Emma SSID: AI-9990-9999999999	14	G7 ELA Practice Test	82% completed	Started																				
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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.	 <p>Attention</p> <p>You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button. [MessageCode: 10915]</p> <p>OK</p>																														
20	Students will be returned to their test page and should select the red End Test button.	 <p>Questions: 24 G7 Math Practice Test (24 out of 24) M (SSID: AI-9990-9999990925) TRAIN-2F8A-3</p> <p>Back Next Save Pause End Test</p>																														
21	After students click the red End Test button, they will see this message and should select Yes.	 <p>Attention</p> <p>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]</p> <p>Yes No</p>																														
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>	 <p>Congratulations, you reached the end of the test!</p> <p>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.</p> <p>🚩 = You have marked questions. Review these questions before submitting your test. ▲ = This symbol indicates unanswered items.</p> <table border="1"> <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> <tr> <td>21 ▲</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p>Next Step: When you are done reviewing your answers, select Submit Test. You cannot change your answers after you submit the test.</p> <p>Submit Test</p>	1	2	3	🚩	4	5	6	7	8	🚩	9	10 ▲	11 ▲	12	13	14	15		16	17	18 ▲	19 ▲	20 ▲		21 ▲					
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11 ▲	12	13	14	15																												
16	17	18 ▲	19 ▲	20 ▲																												
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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.	