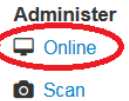


Allowing Students to Test On-line (setting up a roster)

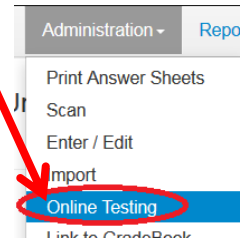
After listing assessments, select the test that the students are to take by clicking on the test title:



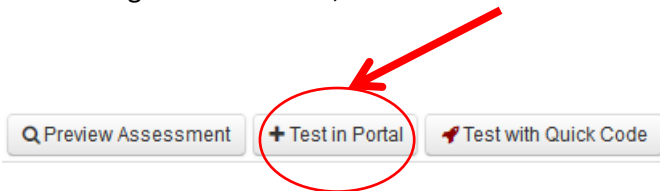
If the test has never been used before, click on the "online" option presented in the popup window.



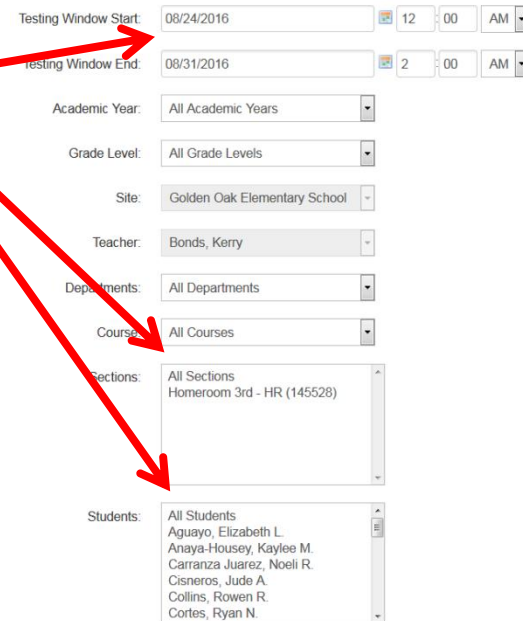
If the test has been used, select the "online testing" option found under the "administration" tab:



Near the right of the screen, select the "Test in Portal" option:



Either leave the options as a default, or select the appropriate criteria that might include a specific testing window, period (or section), or individual students:



Although not required, establish that the test can only be taken during the academic day in efforts to avoid someone taking the test for the student while at home (should they learn to log-in). Do this by expanding the "online testing-administration settings" option by clicking on the "show" button:



Switch the "time of day window" from the default "all day" option to the "daily window" option. It is also suggested that you change the "student pauses" option from the default of 3 to 0. Students can stop the test at any time without needed to use the pause option. The pause option only introduces additional steps by the teacher for the student to continue testing. Setting the "student pauses" option to 0 eliminates this need.

