

Online EXPLORE Testing Manual

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Accessing the Mastery Manager Online Module

1. Log into Mastery Manager using your email and password.



Client Login

kjones@jasmorton.org

.....

Login

[forgot password?](#)

2. Using the Assessment Finder, find the assessment labeled EXPLORE.

A screenshot of the "Assessments" section in the Mastery Manager web application. The interface includes a navigation bar with tabs for Home, Assessments, Surveys, Item Bank, Rubrics, Reports, Setup, Lookup, and Help. Below the navigation bar is a "Create assessment" header with a "Hide assessment finder" button. The main area contains search filters for "My assessments only", "Archived assessments only", "Keyword" (set to "EXPLORE"), "Building", "Grade level", "Department", "Group Team", "Subject", "Status" (Draft), "Term" (Any), "Created between", "School year", "Created by", and "Type". A "Clear" button is located at the bottom right of the filter section. Below the filters, there is a "Show 50 entries" dropdown, a "List is being filtered by assessment finder [Clear Filter]" message, and a "Saved searches..." dropdown. A table displays the search results, with one entry highlighted: "EXPLORE Form 02B" created on "10/15/2014" by "kjones". The table has columns for "Assessment name", "Created On", and "Created By". Below the table, there are "Edit", "Forms", and "Reports" buttons. At the bottom, it says "Showing 1 to 1 of 1 entries (filtered from 637 total entries)" and includes pagination links: "First", "Previous", "1", "Next", "Last".

3. Click the *Online* tab. Then, find the Online Code that correlates to your 1st Period course.

Reminder: Courses are listed by course number and section number (not by period). You can check Skyward if you do not know your 1st period section number.

MASTERY MANAGER kjones@jasmorton.org (Admin) | [Help](#) | [Logout](#)

Home | **Assessments** | Surveys | Item Bank | Rubrics | Reports | Setup | Lookup | Help

Online: EXPLORE Form 02B (128 M.C. / 0 P.E.)

[[Properties](#) | [Sharing](#) | [Weights](#) | [Standards](#) | [Sections](#) | [Duplicate](#) | [Answer Key / Layout](#) | [Versions](#) | [View Setup](#) | [Status](#) | **Online** | [ACT scale scores](#) | [Forms](#) | [Scan Input](#) | [Reports](#)]

Online Codes

[Activate All](#) / [Deactivate All](#)

NYPG	AP BIOLOGY - S31H0F - 03-302 - CATHLEE BARTONE <input type="checkbox"/> Activate <input type="checkbox"/> Assessment must be started between... [] 0 :00 AM and [] 0 :00 AM
NN5M	ENGLISH 1 - E11CKF - 02-305 - CHRIS OSCARSON <input type="checkbox"/> Activate <input type="checkbox"/> Assessment must be started between... [] 0 :00 AM and [] 0 :00 AM
N9MW	ENGLISH 4 - E21C0S - 05-302 - FATIMA BUONICORE <input type="checkbox"/> Activate <input type="checkbox"/> Assessment must be started between... [] 0 :00 AM and [] 0 :00 AM

4. You will check the *Activate* button next to the correct course section. Then, scroll to the bottom and click *Save*.

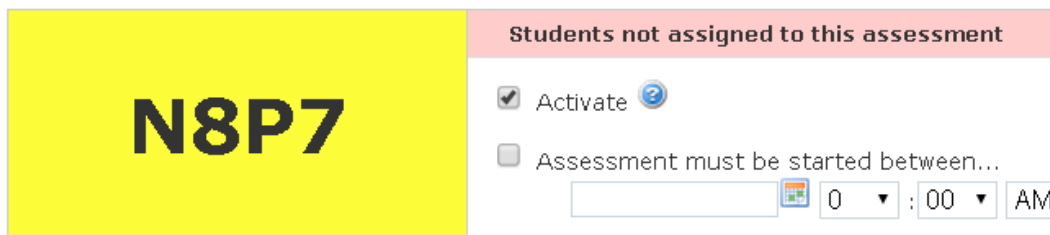
Administering the Online Assessment

1. You will Copy the correct four-digit online testing code for your section on the board.
(see example below)



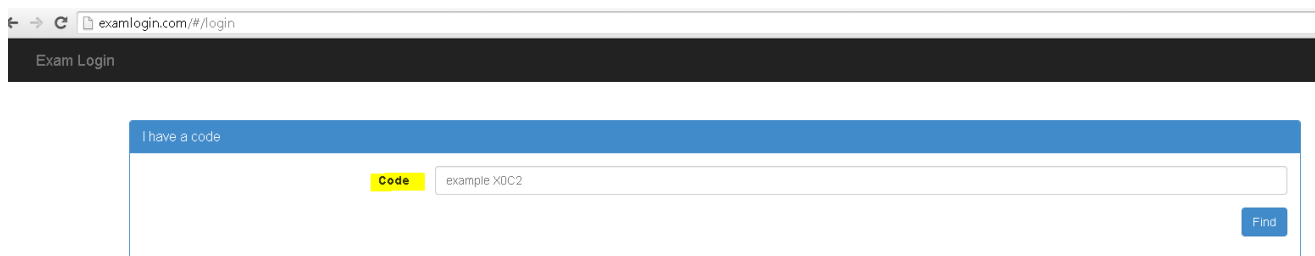
Note: If the code is incorrect students will not be able to login to the assessment.

2. Students who are new to class and not on the Mastery Manager roster will use the EXPLORE Online Testing Code shown below:



3. Students will use Google Chrome™ to logon to examlogin.com
 - a. Note do not put the www in front. Students should just type in examlogin.com and hit enter.

Students should see this screen below:



- Students will enter the correct four-digit Online Testing Code (written on the board). Then, click *Find*.
- Students will then enter their Morton student ID:

EXPLORE Form 02B

I have a code

Code

Student ID

- Students should click *Find*. Student should then see the screen shown below, with the test booklet on the left and the answer key on the right.

EXPLORE Form 02B

02B

EXPLORE® Sample Test Booklet and Answer Folder

This is a sample test. It is intended to be used to familiarize students with EXPLORE® content, format, and testing procedures in advance of taking the EXPLORE test. This test will not be scored by ACT, and no derived score may be shared with any agency as an EXPLORE result. Note that sample test scores are only estimates of the scores that students will obtain during an actual administration of EXPLORE.

A sample answer folder appears on pages 43 and 44. Instructions for scoring this sample test begin on page 34.

This booklet contains tests in English, Mathematics, Reading, and Science. These tests measure knowledge and skills related to performance in many junior high and middle school classes and your readiness for high school study.

The questions in each test are numbered, and the suggested answers for each question are lettered. On the answer folder, the rows of ovals are numbered to match the questions, and the ovals in each row are lettered to correspond to the suggested answers.

For each question, first decide which answer is best. Next, locate on the answer folder the row of ovals numbered the same as the question. Then, locate the oval in that row lettered the same as your answer. Finally, fill in the oval completely. Use a soft lead pencil and make your marks heavy and black. **DO NOT USE INK OR A MECHANICAL PENCIL.**

Mark only one answer to each question. If you change your mind about an answer

TEST 1: English

1 A B C D

2 F G H J

3 A B C D

4 F G H J

5 A B C D

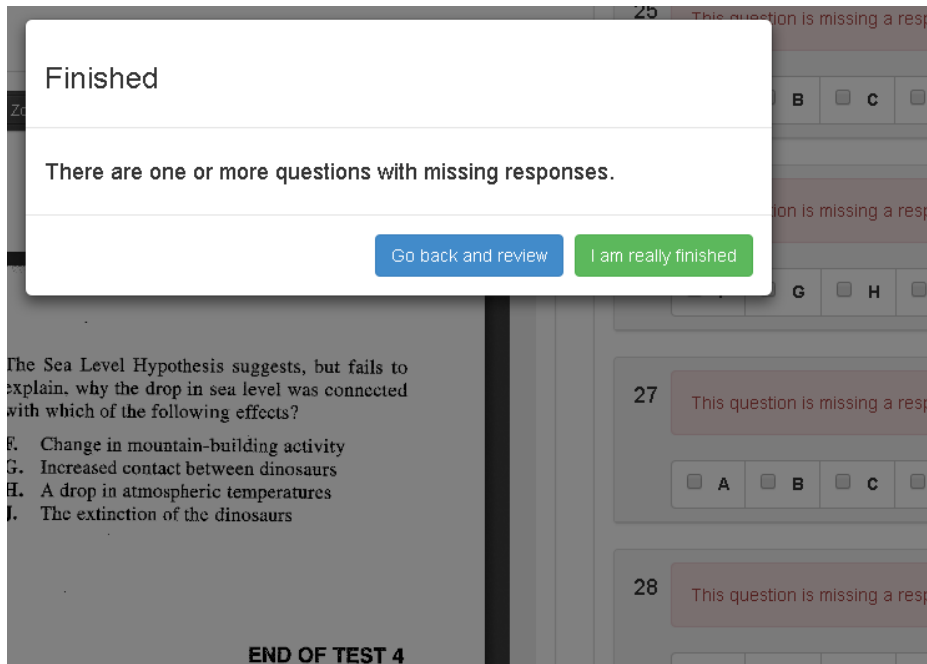
6 F G H J

7 A B C D

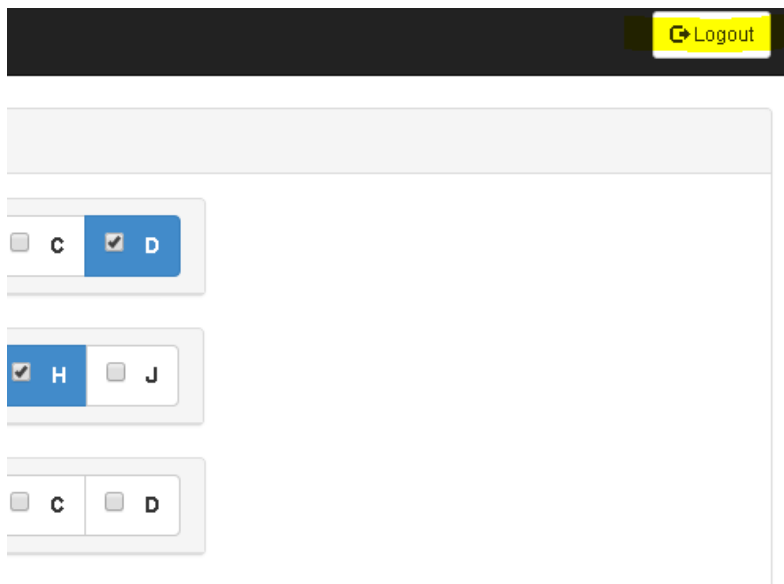
8 F G H J

- When students have completed testing, they should hit the *Finished* button at the bottom. A screen will pop up to ask them if they are really finished (see below). If they are done they will select *I am really finished*.

NOTE: Once students have submitted their results, they cannot go back into the assessment.



- If students do not finish, they should click the *Logout* button in the top right corner of the screen. This will enable them to resume the test (where they left off) at a later time, if necessary.



Accessing Reports

Once the entire campus has completed testing and results have been submitted and/or scan sheets have been scanned, the reports will become available for teachers and students to view.

For Teacher Reports:

1. Login to Mastery Manager. Go to the EXPLORE assessment. Click *Reports*.
2. Select the course section you wish to view or print student reports for.

Performance Reports

EXPLORE Form 02B

Generate Reports Student Reports Reset

Teachers:

- All Teachers
- AARON SWEENEY
- ADRIAN GANNON
- ADRIAN TOVAR
- AIMEE DAYHOFF
- ALBERTO JAQUEZ
- ALEXANDRA BOLDT
- ALICIA COOK

Sections:

Combine Selected Sections

- BIOLOGY - 01-302 - S11CBF
- BIOLOGY - 01-305 - S11CIF
- BIOLOGY - 01-301 - S21C0F
- BIOLOGY - 01-305 - S11CFS
- BIOLOGY - 01-302 - S11CDS
- BIOLOGY - 01-302 - S11S8F
- BIOLOGY - 01-305 - S11CNS
- BIOLOGY - 01-302 - S11CGF
- BIOLOGY - 01-302 - S11CFF

Building Code

Include

- All Buildings
- Alternative School
- East Campus
- Freshmen Center

Birthday:

Include

- All
- 01/01/1997
- 01/01/1998
- 01/01/1999

ELL:

Include

- All
- N

Enroll Date:

Include

- All
- 01/01/2014

3. Here are the teacher reports available:

Performance Reports

EXPLORE Form 02B

General Assessment Reports:

- [Individual Student Report](#)
- [ACT Overall Analysis](#)
- [Overall Scale Scores](#)
- [ACT Score Summary](#)
- [ACT Frequency Composite Score Distribution](#)
- [Composite and Scale Score Demographic Reports](#)
- [Item Analysis](#)
- [Student Scores Grouped](#)

Export:

- [Export ACT Results](#)
- [Export Assessment Results](#)

For Students to access reports online:

1. Students will use Google Chrome™ to visit: examlogin.com
2. Students will use the correct Online Testing Code and their Morton ID # to login.
3. Students will see their student results on the screen.