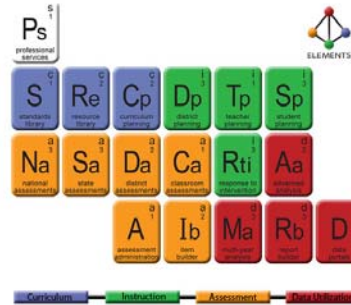




Career and Technical Education

Summer Conference 2010



Manager Training Manual (Part 2)

Version 1.1

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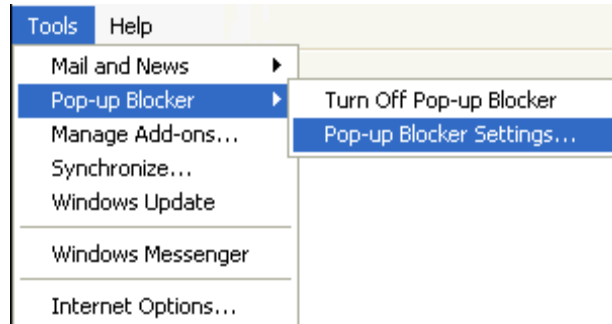
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Before you Start

Turned off pop-up blockers

Using Internet Explorer

Select **Tools - Pop-up Blocker – Pop-up Blocker Settings**.



type **www.nc.thinkgate.net** in the “address of website to allow” bar.

Select **Add**, and **Close**.

Printing Options

If you are using Internet Explorer:

1. Select **Tools** in the toolbar.
2. Select **Internet Option**, then select the **Advanced** tab.
3. Scroll to **Printing**, and select the check box, **Print background colors and images**.

Create a Report - Teacher View

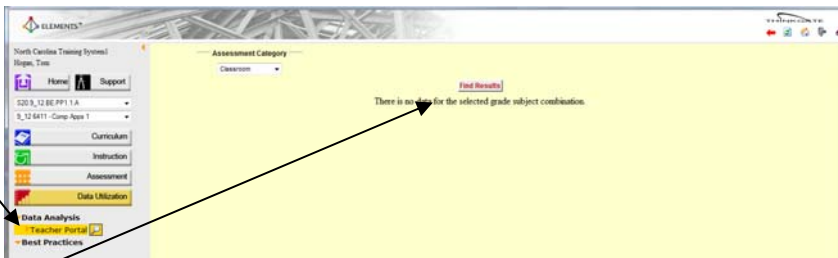
Login to Thinkgate



Click Data Utilization



Click Teacher Portal



Click Find Results

Click Scores for list of reports

North Carolina Training System1
Hogan, Tom

Assessment Category: Classroom

Portal Criteria: Select portal criteria below

Demographics: Gender: All, Race: All, Limited English Proficiency: All, Disability/Special Ed: All, Socioeconomic Status: All, Migrant: All

North Carolina Training System1
9_12 8011 - Princ Tech 1
Hogan, Tom

To see more detail, click on the scores or on the Report icons below. To hide or show performance level colors, click here.

Name	Score	Report
North Carolina Training System1	86.00%	
Elements High School	86.00%	
Tom Hogan	86.00%	
Period 4 All	86.00%	
Becky Bender	80.00%	
Cindy Cast	80.00%	
Donn Dent	80.00%	
Holly Hill	80.00%	
Jeff Jones	80.00%	

Select Report

North Carolina Training System1
Hogan, Tom

Assessment Category: Classroom

Portal Criteria: Select portal criteria below

Demographics: Gender: All, Race: All, Limited English Proficiency: All, Disability/Special Ed: All, Socioeconomic Status: All, Migrant: All

North Carolina Training System1
9_12 8011 - Princ Tech 1
Hogan, Tom

To see more detail, click on the scores or on the Report icons below. To hide or show performance level colors, click here.

Period 4 All

9_12TEP1-Test1

- Administered Tests, Not Taken by Student
- At Risk
- Distractor Analysis
- Item Analysis
- Mastery
- Progress Report
- Report Card by Standards

Name	Score	Report
Donn Dent	80.00%	
Holly Hill	80.00%	
Jeff Jones	80.00%	

Click Blue for expanded information (question number)

Report: Distractor Analysis

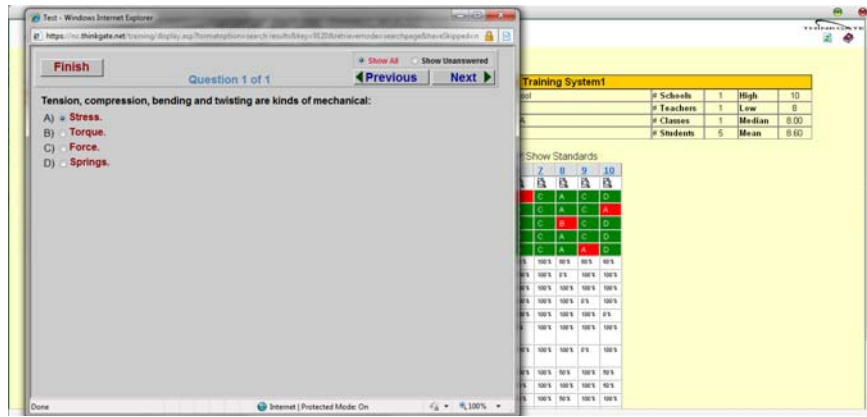
District: North Carolina Training System1

Report	District	School	Teacher	Class	# Schools	# Teachers	# Classes	# Students	High	Low	Median	Mean
Test	9_12TEP1-Test1	Elements High School	Hogan, Tom	S20_9_12 TE.P1.4.A	1	1	1	6	10	0	8.00	8.00
Criteria												

Standards

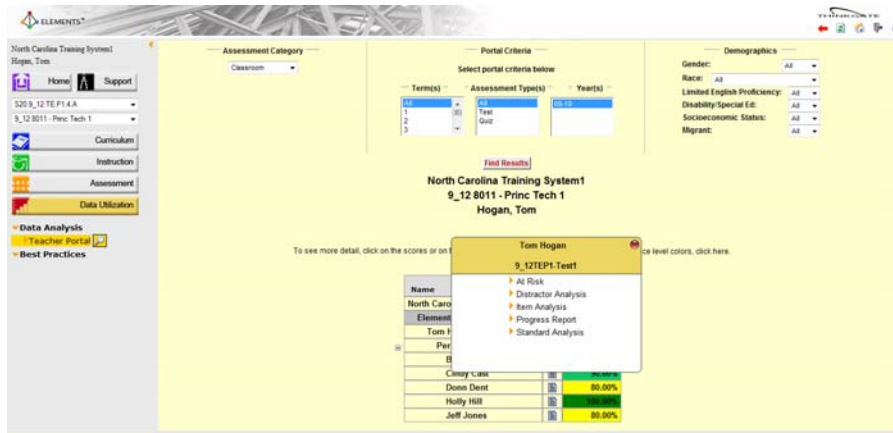
Name	Score	1	2	3	4	5	6	7	8	9	10
Bender, Becky	80%	A	A	C	D	D	D	A	C	A	C
Cast, Cindy	90%	D	A	C	C	D	D	C	A	C	A
Dent, Donn	100%	B	A	C	C	B	D	C	B	C	D
Hill, Holly	100%	B	A	C	C	B	D	C	A	C	D
Jones, Jeff	100%	B	B	C	C	C	D	C	A	A	D
Overall Average (5)	86%	100%	100%	100%	8%	100%	100%	100%	100%	8%	100%
White (1)	100%	100%	100%	100%	8%	100%	100%	100%	100%	8%	100%
African American (1)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Hispanic (1)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Asian Pacific Islander (1)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
American Indian/Alaska Native (1)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Limited English Proficiency (1)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Disability/Special Ed (2)	85%	100%	100%	100%	50%	100%	100%	100%	100%	100%	100%
Socioeconomic Status (2)	85%	100%	100%	100%	50%	100%	100%	100%	100%	100%	100%
Migrant (2)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Test item preview

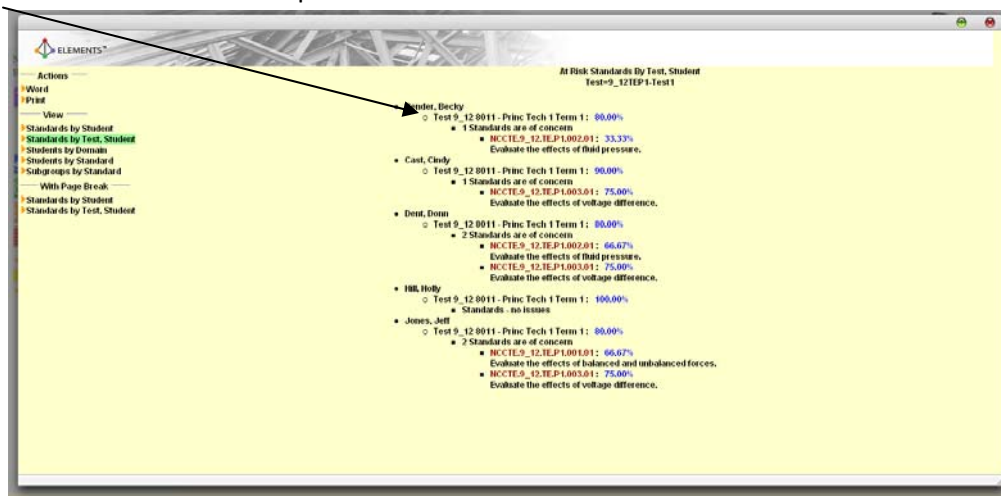


Close Preview

Click Student Scores for Reports

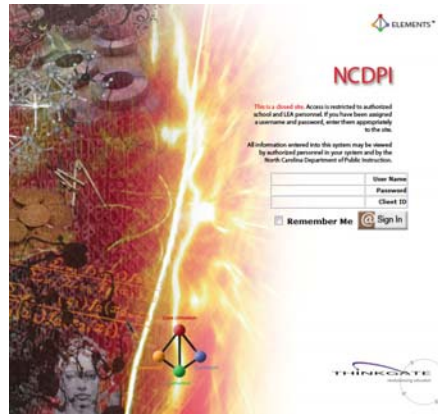


Blue and Red are clickable for expanded information

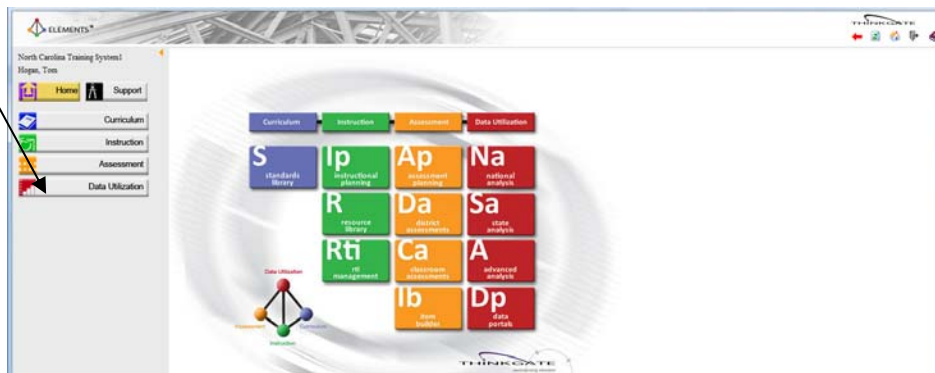


Create a Report - Administrator View

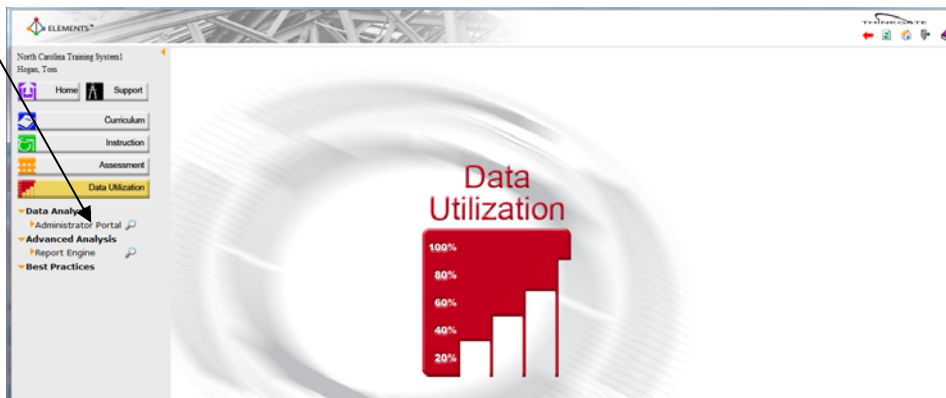
Login to Thinkgate



Click Data Utilization

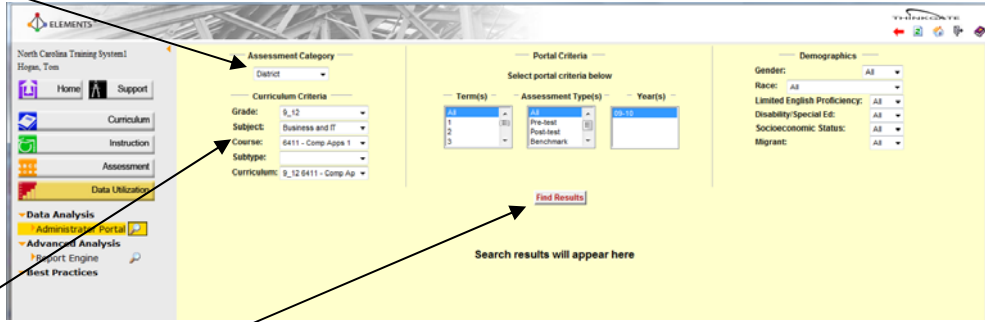


Click Administrator Portal



Select Assessment Category

Select Portal and Demographics Criteria



Select Subject- Course
Click Find Results

Click + to expand

The screenshot shows the search results page. The title is 'North Carolina Training System1 9_12 6411 - Comp Apps 1'. Below the title is a table with columns for Name, Test, and various scores. The table has a '+' icon next to the first row, indicating it can be expanded. The table data is as follows:

Name	Test	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score
North Carolina Training System1	9_12SEPP1 Test1	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%
Elements High School	9_12SEPP1 Test1	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%
High School 43	9_12SEPP1 Test1	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%
Bennett Athledo	9_12SEPP1 Test1	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%
Period 1 Spring	9_12SEPP1 Test1	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%
High School 2	9_12SEPP1 Test1	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%
High School 6	9_12SEPP1 Test1	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%	85.71%

Click Top level of scores
List of reports types

The screenshot shows the search results page with a pop-up window open over the first row of the table. The pop-up window is titled 'North Carolina Training System1 9_12SEPP1 Test1' and contains a list of report types:

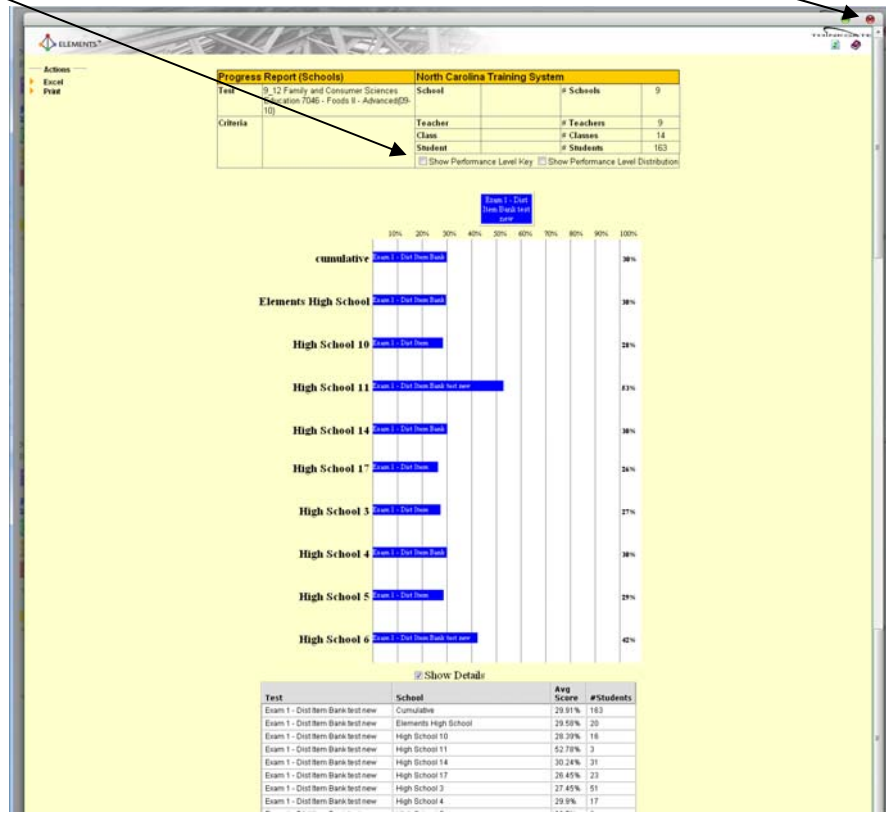
- At Risk
- Progress Report

Click Top level of Report Page
List of reports types

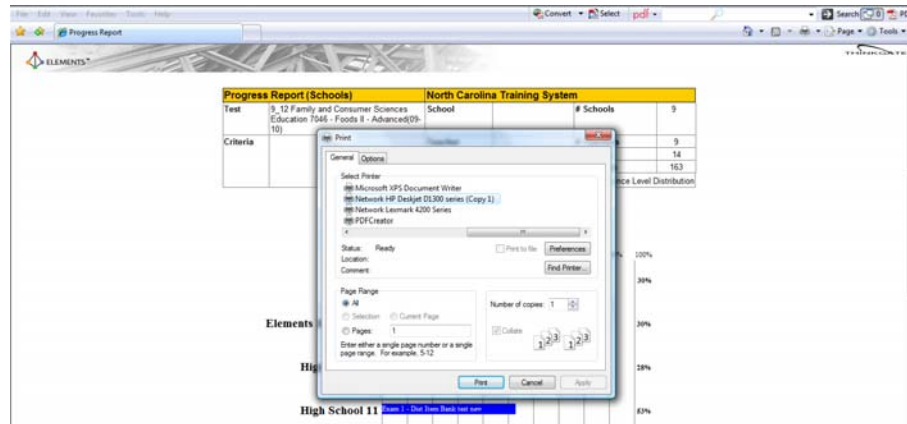
- North Carolina Training System1
- At Risk
 - Mastery
 - Progress Report

Click (Show Performance Level) or (Show PerformanceLevel Distribution)

Click Red dot to Close report



Select File - Print



If graphs don't print see Print Options page 2

Select Report (At Risk Subgroups by standard) Note: Standard = Objective

North Carolina Training System
9_12FEFD.EXAM1

- At Risk Subgroups by Standard
- Progress Report for schools

At Risk Subgroups by Standard
Standard promotions re rostered

High School
7046 - Foods II - Advanced

Standard	White	Hispanic	Multi-racial	Econ Stats	Male	Female
NCCTE.9_12.FE.FD.FD02.01	16.67%	11.11%	16.67%	25.49%	5.56%	30.95%
NCCTE.9_12.FE.FD.FD02.02	33.33%	22.22%	16.67%	31.37%	22.22%	33.33%
NCCTE.9_12.FE.FD.FD04.01	25.00%	22.22%	16.67%	33.33%	27.78%	30.95%
NCCTE.9_12.FE.FD.FD05.02	25.00%	11.11%	50.00%	37.25%	11.11%	42.86%
NCCTE.9_12.FE.FD.FD12.02	8.33%	33.33%	33.33%	27.45%	27.78%	26.19%
NCCTE.9_12.FE.FD.FD12.03	16.67%	22.22%	50.00%	31.37%	38.89%	26.19%
NCCTE.9_12.FE.FD.FD12.04	25.00%	11.11%	16.67%	35.29%	16.67%	35.71%
NCCTE.9_12.FE.FD.FD12.05	16.67%	66.67%	0.00%	33.33%	27.78%	35.71%

School Level Reports

Click School Level of scores
List of reports types

North Carolina Training System
9_12 6411 - Comp Apps 1

Elements High School
9_120EPP1-Test1

Name	Test Subtype	9_120EPP1-Test1	9_120EPP2-Test1	9_120EPP3-Test1	9_120EPP4-Test1
North Carolina Training System		25.53%	25.53%	25.53%	25.53%
Elements High School		25.53%	25.53%	25.53%	25.53%
Tom Hoggan		25.53%	25.53%	25.53%	25.53%
High School 13					
Benjamin Albreido					
Period 1 Spring					
High School 2				88.00%	88.00%

Click School level of Report Page
List of reports types

Elements High School

- At Risk
- Mastery
- Progress Report

At Risk Subgroups by standard (Note: Standard = Objective)

Standard	White	Hispanic	Multi-racial	Econ Stats	Male	Female
NCCTE.9_12.FE.FD.FD02.01	16.67%	11.11%	16.67%	25.49%	5.96%	30.95%
NCCTE.9_12.FE.FD.FD02.02	33.33%	22.22%	16.67%	31.37%	22.22%	33.33%
NCCTE.9_12.FE.FD.FD04.01	25.00%	22.22%	16.67%	33.33%	27.78%	30.95%
NCCTE.9_12.FE.FD.FD05.02	25.00%	11.11%	50.00%	37.25%	11.11%	42.86%
NCCTE.9_12.FE.FD.FD12.02	8.33%	33.33%	33.33%	27.45%	27.78%	26.19%
NCCTE.9_12.FE.FD.FD12.03	16.67%	22.22%	50.00%	31.37%	38.89%	26.19%
NCCTE.9_12.FE.FD.FD12.04	25.00%	11.11%	16.67%	35.29%	16.67%	35.71%
NCCTE.9_12.FE.FD.FD12.05	16.67%	66.67%	0.00%	33.33%	27.78%	35.71%

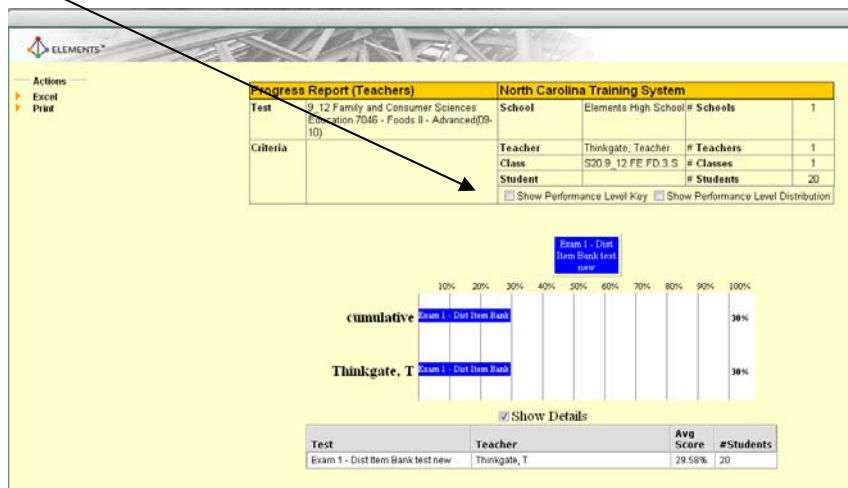
Detail Information about Subgroup

Send to Word or Print

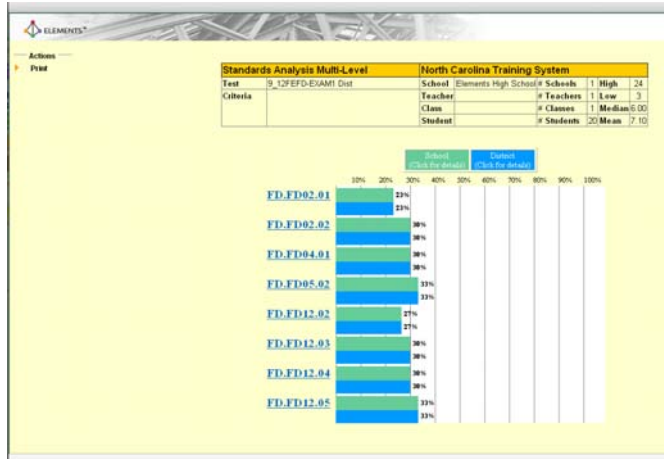
Test Summary
Standard promotions re-estered, Race-White

- Aaron, Isaiah
 - Exam 9_12 7046 - Foods II - Advanced Term 1 Dist Item Bank test new 1pw: 16.67%
 - NCCTE.9_12.FE.FD.FD02.01: 0.00%
 - Explain procedures involved in purchasing, receiving, and inspecting food.
 - 1: 0/1
 - 2: 0/1
 - 3: 0/1
- Dale, Stella
 - Exam 9_12 7046 - Foods II - Advanced Term 1 Dist Item Bank test new 1pw: 29.17%
 - NCCTE.9_12.FE.FD.FD02.01: 33.33%
 - Explain procedures involved in purchasing, receiving, and inspecting food.
 - 1: 1/1
 - 2: 0/1
 - 3: 0/1

Click (Show Performance Level) or (Show PerformanceLevel Distribution)

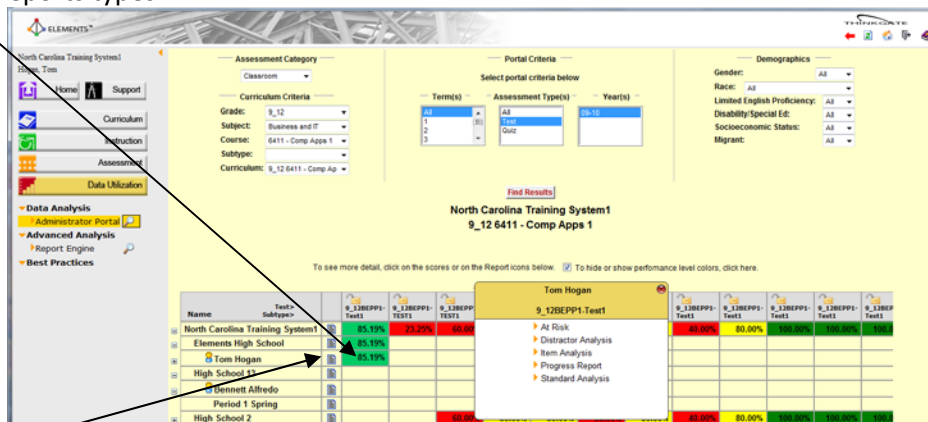


Standards Analysis Multi-level (School and District)



Teacher Level Reports

Click Teacher level of scores
List of reports types



Click Teacher level of Report Page
List of reports types



Class Level Reports

Click Class level of scores
List of reports types

North Carolina Training System1
9_12 6411 - Comp Apps 1

To see more detail, click on the scores or on the Report icons below. To hide or show performance level colors, click here.

Name	9_126411 Test1	9_126411 Test2	9_126411 Test3	9_126411 Test4	9_126411 Test5	9_126411 Test6	9_126411 Test7	9_126411 Test8	9_126411 Test9	9_126411 Test10
North Carolina Training System1	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
Elements High School	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
Tom Hogan	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
Period 1 All	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
High School 13	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
Bennett Almedo	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
Period 1 All	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
High School 13	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
Bennett Almedo	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
Period 1 Spring	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
High School 2	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%
High School 4	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%	85.19%

Period 1 All

- Administered Tests, Not Taken by Student
- At Risk
- Distractor Analysis
- Item Analysis
- Mastery
- Progress Report
- Report Card By Standards
- Score Analysis
- Standard Analysis
- Subgroups by Standard
- Test Summary

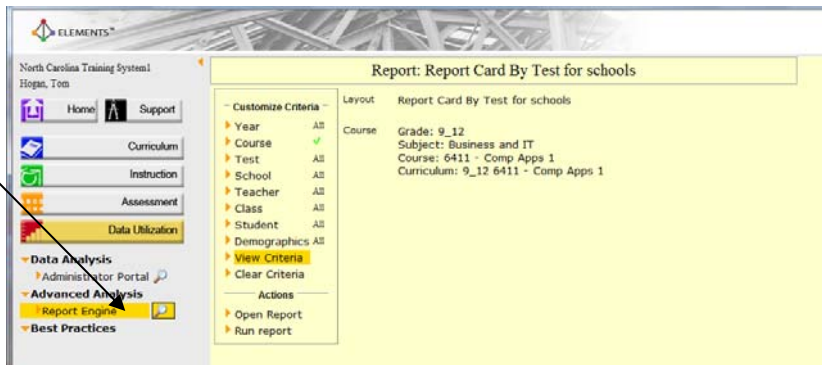
Click Class level of Report Page
List of reports types

Period 1 All

- At Risk
- Mastery
- Progress Report
- Report Card By Tests
- Subgroups by Standard
- Test Summary

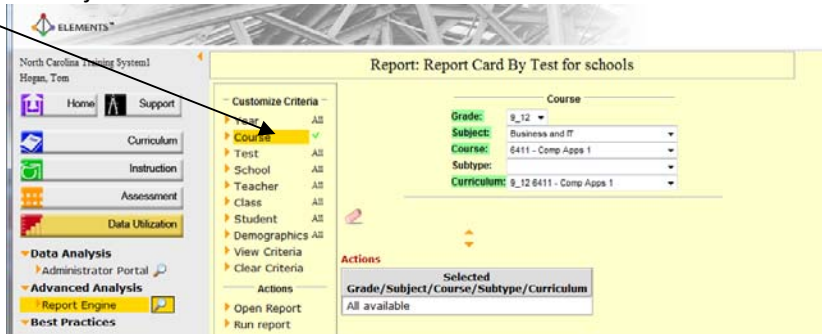
Create Advanced Reports

Click Report Engine



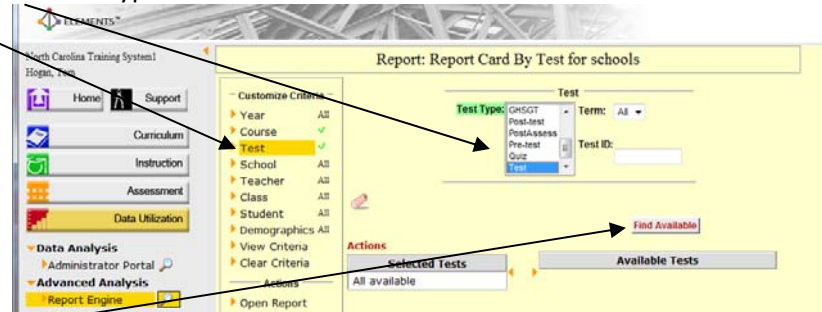
Click Course

Select Subject - Course



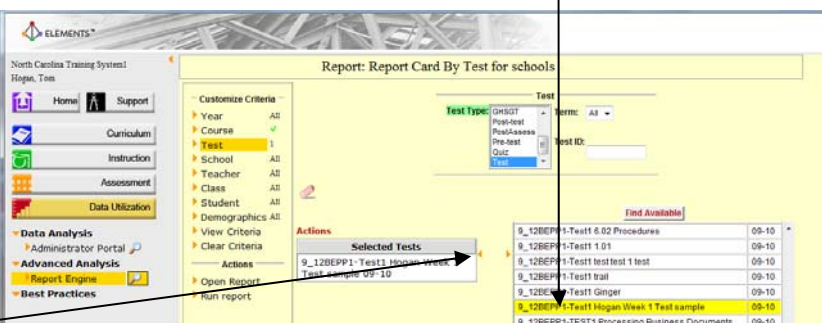
Click Test

Select Test Type



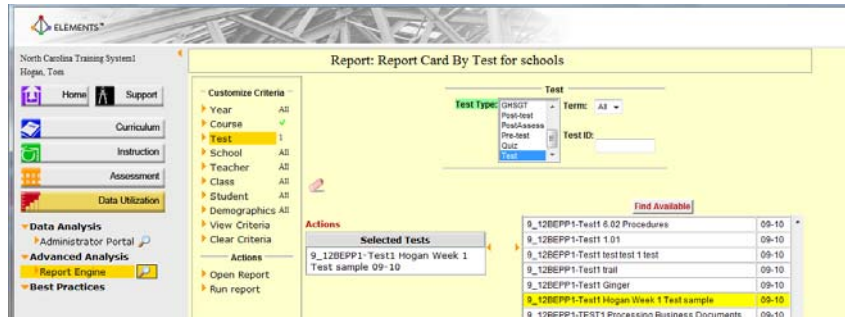
Find Test

Select Test



Click Arrow to Move to Selected Test

Select Run – Report



(Default report: Report Card By Test for Schools)

Test	Criteria	Teacher	Class	Student	# Schools	# Teachers	# Classes	# Students
9_12 Business and IT 6411 - Comp Apps	9_12 Business and IT, 6411 - Comp Apps 1, Test Type=Test, 1 selected tests	Hogan, Tom	S20 9_12 BE PPI 1 A		1	1	1	3

District/Default/Percent	Meets	Does Not Meet
0 results (0%)	1 results (33%)	2 results (67%)

Year	Subtype	Grade/Subject	Standard	Average Score
09-10	9_12BEPPI	All	85.1%	Hogan
				86.1%

Select Teacher – Class – Student - Demographic

Test	Criteria	Teacher	Class	Student	# Schools	# Teachers	# Classes	# Students
9_12 Business and IT 6411 - Comp Apps	9_12 Business and IT, 6411 - Comp Apps 1, Test Type=Test, 1 selected tests	Hogan, Tom	S20 9_12 BE PPI 1 A		1	1	1	3

District/Default/Percent	Meets	Does Not Meet
0 results (0%)	1 results (33%)	2 results (67%)

Year	Subtype	Grade/Subject	Standard	Average Score
09-10	9_12BEPPI	All	85.1%	Hogan
				77.7%
				86.8%

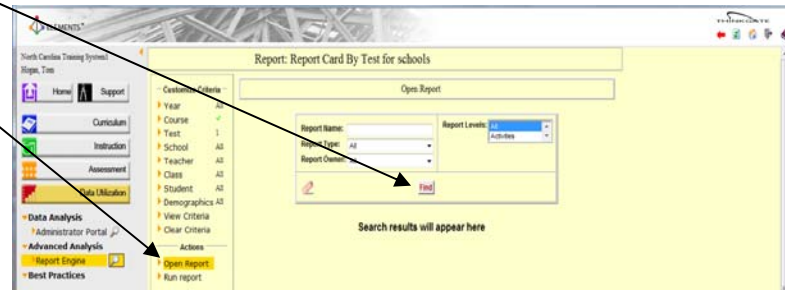
Test	Criteria	Teacher	Class	Student	# Schools	# Teachers	# Classes	# Students
9_12 Business and IT 6411 - Comp Apps	9_12 Business and IT, 6411 - Comp Apps 1, Test Type=Test, 1 selected tests	Hogan, Tom	S20 9_12 BE PPI 1 A		1	1	1	3

District/Default/Percent	Meets	Does Not Meet
0 results (0%)	1 results (33%)	2 results (67%)

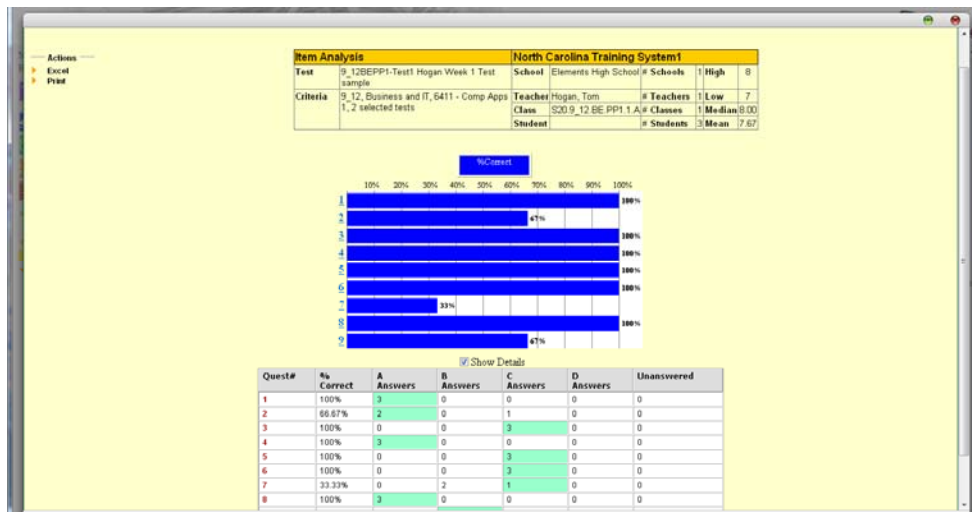
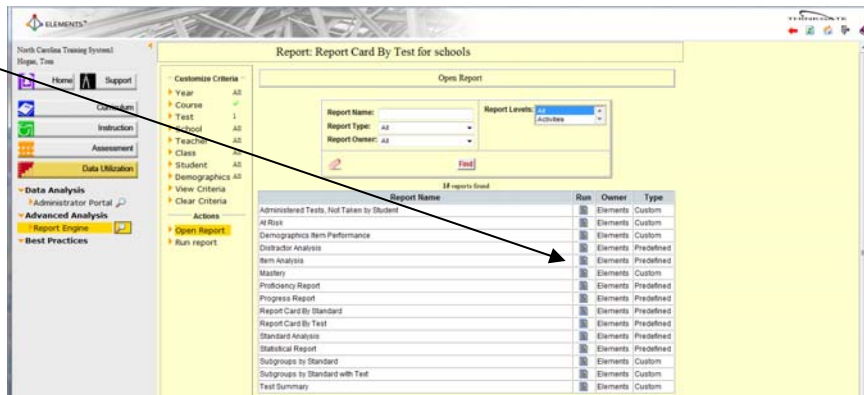
Year	Subtype	Grade/Subject	Standard	Average Score
09-10	9_12BEPPI	All	85.1%	Hogan
				77.7%
				86.8%

Select Open Report

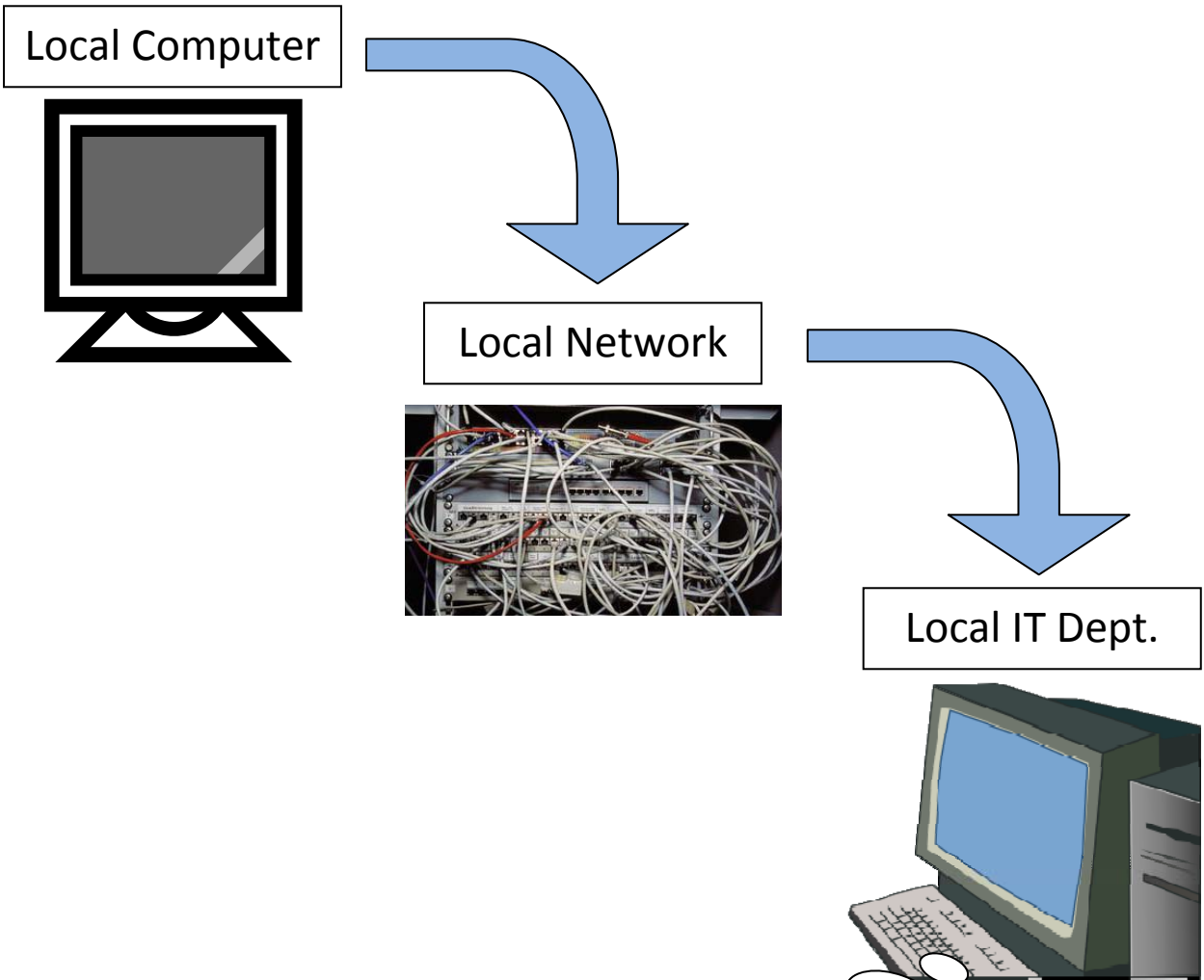
Click Find



Select Report



How it Works



Thinkgate Elements

User Types

Cmanager	Cmanager, or Curriculum Manager, has the ability to create, edit and publish District Assessments and to create questions and other content. A Cmanager has to capability to add and edit staff and student information, as well as the ability to view and reset test results for any grade, subject or course. A Cmanager can aggregate and disaggregate data across the area of responsibility.
Administrator	The Administrator title allows for the viewing of data and content for their area of responsibility. An Administrator has no ability to edit curriculum or content.
Teacher	The teacher title gives users access to data, but is restricted to his or her class roster. A teacher can administer tests, view plans and view standards pertaining to his or her grade, course and subject.

Item Bank Descriptions

NCDPI Label	Item Bank Description & Attributes	User Role Access
District	District (LEA) item bank is the repository for shared items created by any LEA level user for use on district assessments. <i>These items are accessible by any LEA user and may be edited.</i>	LEA Tmanager LEA Cmanager
Teacher	Shared Teacher item bank is the repository for items created primarily by teachers for classroom assessments that are shared with other teachers in the same grade, subject, and course across the LEA. <i>These items may only be edited by the item author.</i> (District/LEA users may also add items to this item bank at their discretion.)	Teacher School Level Administrator School Level Cmanager (District/LEA by discretion)
School	Shared School item bank is the repository for items created primarily by teachers for classroom assessments that are shared with other teachers in the same grade, subject, and course at their own school. <i>These items may only be edited by the item author.</i>	Teacher School Level Administrator
Personal	This item bank is the repository of items created by ANY Elements™ user/author for their own personal use. <i>These items may only be edited by the item author.</i>	ALL

Equipment

Workstations (For teacher, administrator, student use)

PC: (with internet access)

Operating system: Windows XP, Windows Vista

Browser: IE 6.0 – 7.0, Firefox 3.0+

MAC: (with internet access)

Operating system: OS X

Browser: Firefox 3.0+

Workstations (For scanning test results)

MAC: Not Supported

PC: (with internet access)

Operating system: Windows XP, Windows Vista

Connector: Serial or USB, depending on scanner.

Windows XP:

1.5 GHz Processor

512 MB of RAM

500 MB of free Hard Drive Space

Windows Vista:

2 GHz Processor

1 GB of RAM

500 MB of free Hard Drive Space

Software:

Thinkgate provided Halo Scanning Software (OMR version or Plain Paper version, depending on scanner type).

Monitors

The lowest resolution recommend is 1024 X 768 higher settings are better.

Printers

Any high quality printer (printing plain paper forms)

OMR Scanners for HALO scan sheets

iNSIGHT 2
iNSIGHT 4
OPSCAN 3
OPSCAN 4
OPSCAN 5_6
OPSCAN 7_8
5000i
EZData
Any Scantron scanner

Plain Paper Scanners

Brother DCP 8080DN
Brother DCP 8060
Brother MFC 8460N
Brother MFC 8480DN
HP Scanjet 5590
HP ScanJet N6010 Document Sheet-Feed Scanner
HP Scanjet 8350/8420
HP Scanjet 8460
Other TWAIN compatible scanners should work.

Clickers

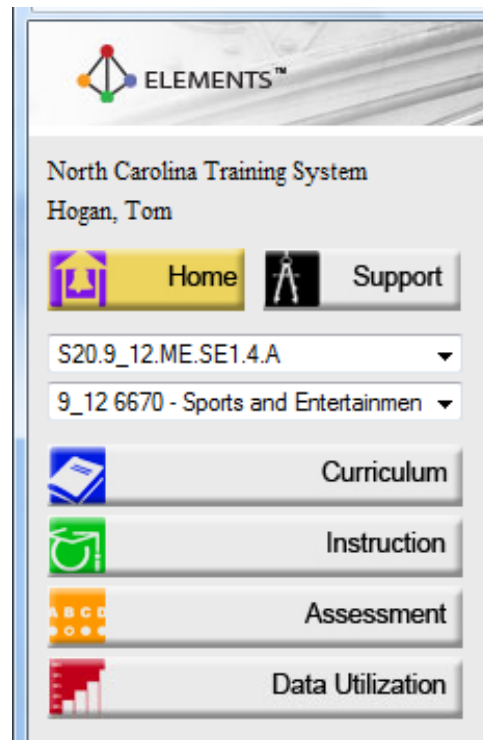
E Instruction RF
E Instruction IR
E Instruction (CPS Pulse - model KG3EI)
Renaissance clickers

Also the clickers are only supported on 32 bit operating systems at this point.

HALO PRICES

Halo Quantity	Form Cost	Shipping Cost	Total Cost
5,000	500.00	35.00	535.00
10,000	1,000.00	70.00	1,070.00
15,000	1,500.00	105.00	1,605.00
20,000	2,000.00	140.00	2,140.00
25,000	1,750.00	175.00	1,925.00
30,000	2,100.00	210.00	2,310.00

Class Convention



Class Convention = school.grade.subject.course.period.semester

Example:

S20.9_12.ME.SE1.4.A

S20 = School "S20" (might not show).

9_12 = Grade "9_12" .

ME = Subject "Marketing Ed" .

SE1 = Course "Sports Ent 1" .

4 = Period "4" .

A = Semester "all" or F = Fall or S = Spring

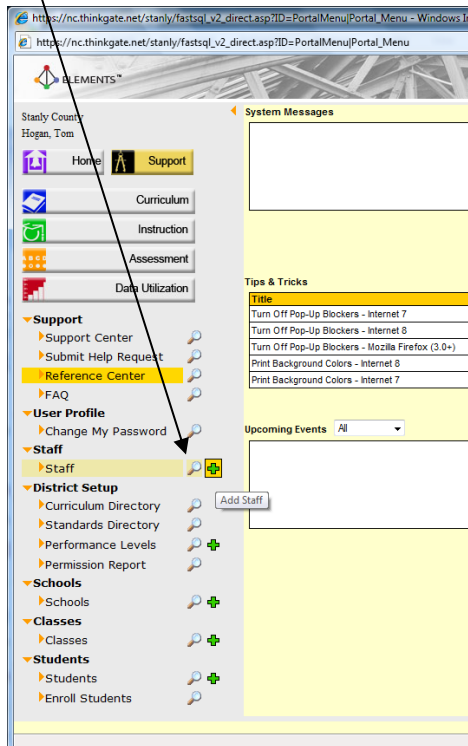
Curriculum Convention = grade Course Number and Name

9_12 = Grade "9_12" .

Course "6670 Sports and Entertain 1" .

Add Staff

Support – Reference Center – Add Staff



Fill in LoginID – User Name – Select School – Select User type (teacher)

Set Restrictions to **Change password on next login**

Save

The screenshot shows the 'USER: New Staff - Profile' form. The form fields are filled with the following information:

- LoginID: New Staff
- User Name: New Staff (Last, First MI)
- Email: [Empty]
- School: District Office School 1
- User Type: none
- Restrictions: Change password on next login

The Actions menu on the left includes the following options:

- Save
- Save and Return
- Delete
- Cancel
- Reset Password

An arrow points to the 'Reset Password' option in the Actions menu.

Reset Password (Enter in a generic password - repeat)

Save

Add a Class

Select options (school, subject, course)

Save

Class Update - Profile

School: Elements High School
Grade: 9,12
Subject: Business and IT
Course: 6411 - Comp Apps 1
Subtype:
Section:
Year: 09,10
Semester: Year
Period: 1
Block:
Retain on Resync: Yes

Type section – Select (Semester, Period)

Retain on Resync - Yes

Save

Click Teacher – Select School

Click Find Teachers (if no teachers found change Status to All)

Teacher Selection for Class

CLASS: S20.9_12.BE.PP1.1.A

Teacher: (last, first)
School: Elements High School
Status: Current Year
Include selected: Include available:

[Find Teachers](#) [Select Teachers](#) [Add Teacher](#) [Return to Class](#)

Check Teacher



Click Select Teachers – Return to class

Teacher Selection for Class

CLASS: S20.9_12.BE.PP1.1.A

Teacher: (last, first)
School: Elements High School
Status: All Years
Include selected: Include available:

[Find Teachers](#) [Select Teachers](#) [Add Teacher](#) [Return to Class](#)

#	Name	School
1	Cayden, Parker	Elements High School
2	Cmanager, TO	Elements High School
3	Connie Crook	Elements High School
4	Crook, Connie	Elements High School
5	Edray, Wendy	Elements High School
6	Olt, Greg	Elements High School
7	Harris, Margaret	Elements High School
8	Hogan, Tom	Elements High School
9	Hugg, Jonathan	Elements High School

Check Students –

Click Select Students – Return to Class

#	Actions	Name	StudentID	Login	School	Grade
1	<input checked="" type="checkbox"/>	Bender, Becky	05470932	05470932	Elements High School	09
2	<input type="checkbox"/>	Cast, Cindy	98745612	98745612	Elements High School	09
3	<input type="checkbox"/>	Dent, Dora	12121212	12121212	Elements High School	09
4	<input type="checkbox"/>	Hill, Holly	95195195	95195195	Elements High School	09
5	<input type="checkbox"/>	Jones, Jeff	12378945	12378945	Elements High School	09
6	<input type="checkbox"/>	Jump, John	45632198	45632198	Elements High School	09

Save

Common Questions with Elements by Thinkgate

1. What if I need a password reset?

In the case of needing a password reset (i.e, becoming locked out of the system, forgotten password) you will need to contact the primary point of contact within LEA in order to get the password reset. Thinkgate support cannot reset user's password due to security reasons.

2. How do you unproof a test?

Once a test has been proofed it cannot be unproofed. The only way to make changes to the proofed test is to copy the test and make changes to the copy of the test then proof the copied test. The answer for an item, standard, or scoring may be changed. Please see question 16 for more information.

Warning: If a test has been copied, then the copied test proofed, new bubble sheets will need to be printed for the copied test. The old bubble sheets for the original proofed test will not work for the copied and changed test.

3. Where can I find the Quick Start Guides?

The Quick Start Guides can be found in the Reference Center under the Support tab.

4. How long does it take to get a roster file uploaded?

Roster files should be uploaded within 48 hours of being received by Thinkgate support unless there are any issues during the upload process. Roster files sent late Friday will be uploaded at the beginning of the following week.

5. Can I upload test questions from Microsoft Word?

Currently there is not a way to upload individual questions from an external source. Questions must be manually entered into the item bank using the Add Item feature. However, entire test documents can be uploaded for external testing purposes.

6. Are there any restrictions on image sizes?

The suggested size for images upload to the system is 300x300 dots per inch (dpi) for two column tests. Images on one column tests can be as large as 600x600 dpi.

7. Can I add questions to Elements that come directly from a text book?

If a question is added from an external source such as a text book the copyright information must be completed. The copyright drop down on the Item Profile screen will need to be changed to 'Yes' and the credit field needs the proper information for the original source of the question.

8. How do I change the term for a newly created test?

In order to change the term on a newly created test the grade, subject and course must be selected and saved for the term drop down to show up.

9. How do I change the order of the questions on an un-proofed test?

In order to change the order of a question on a test you can change the Item # next to the question in the left column of the content page. You will need to change both questions that are being switched. For example, you can change the item # for question 2 to 1 and the item # for question 1 to 2 and hit save.

10. How do I remove a question from an un-proofed test?

In order to completely remove a question from a test you will need to click the red X next to the Item # in the left column of the question. The red X will change to a green check mark and a new menu option will appear in the left navigational screen called Remove Selected. By clicking the box, you will remove the checked questions.

11. What is the difference between removing a question and erasing the content?

Removing a question, using the red X, will remove the entire question from the content and the total item count for the test will change. Erasing the content, using the Erase Question button, only deletes the information for that question but leaves the blank question. It does not change the total item count.

12. Why, when I use the search questions option, does it leave blank questions on my test?

The search questions feature adds a new question to the test. It does not change the content of a blank question on the test. For example if a test has 10 questions and the search questions feature is used, it will add an eleventh question to the test, not change one of the existing blank questions.

13. What information can I change on a test after it has been proofed?

After a test has been proofed there are only a few components that can be changed. The standards, correct distracter, score on test checkbox and security tab are the only areas that can be changed after a test is proofed.

14. Why is the dashboard grayed out?

If the dashboard for test is grayed out, the test security is likely set to Inactive. When the test security is set to inactive, the dashboard will be grayed and not viewable until a date is specified within the Test Security window. This feature can be changed through the security tab under the test profile screen for a proofed test. The status can also be changed through the Find District Test screen. This task can be completed by selecting the checkbox next to the correct test and then using the Actions button hover over to change the status.

15. How do I reset a student's score?

In order to reset a student's test score, you will need to check the select checkbox next to the student's name and click the Reset Selected option in the left navigation screen.

16. How do I manually input a student's score?

In order to manually input a student's score, you will need to check the select checkbox next to the student's name and then click the Manual Input Selected option in the left navigation screen. This process will open a separate window that will allow you to manually enter question answers for the student. This is most commonly used to enter short answer question scores.

17. Should the sheet be face up or face down?

Both HALO and Plain Paper bubble sheets are scanned face up.

18. How do I switch scanning modes?

In order to change the scanning mode on the scanner hold ctrl + shift + F12 with the scanning software open.

19. Why are no scores showing on the Dashboard after I scanned the test?

The most common reason for scores not showing on the dashboard after a test was scanned is because the test contained a short answer or essay question. Scores for these questions must be manually input for the students in order for the scores to be calculated.

20. How does a student become locked out of an online test?

If a student clicks anywhere outside the online testing window on their computer, it will lock them out of the test.

21. How do I unlock a student's online test?

In order to unlock a student's test you first go to the dashboard for the test. The student's name should be highlighted in yellow with an unlock option in the locked column of the student roster.

NOTE: We recommend that teachers keep the dashboard up on their computer while students are taking online tests so the teacher can see immediately when a student is locked out.