ASSESSMENT TECHNOLOGY, INCORPORATED
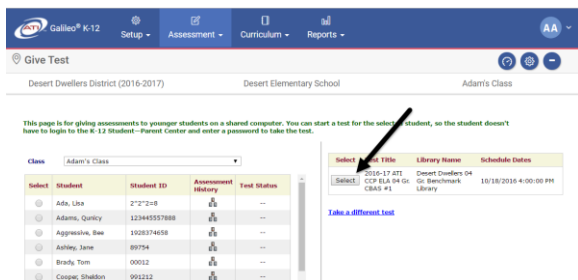
A Guide for Galileo® K-12 Online: Test Administration using Give Test Option

PURPOSE

The *Give Test* tool allows teachers to give assessments to younger students on a shared computer. The teacher starts a test for the selected student, so the student does not have to login to the *K-12 Student-Parent Center* and enter a login name, password, and a test password (when applicable) to take the test.

STEPS

1. Sit down with the student at the computer.

2. Login to Galileo with your password.

3. Click **Assessment>Test Administration>Give Test**.

4. Select the **Class**.

5. If the desired test has been scheduled, click the *Select* button for the test.

6. If the desired test is not displayed,
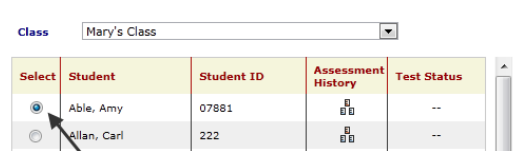
   a. click the Take a different test link.

b. click the Quick Schedule or the Go to the Class Calendar link and schedule the test.

7. Select the **student**.

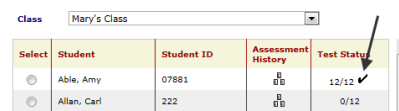8. (*optional*) Place a checkmark in the **Log me out of Galileo when "Start Test" is clicked**.

9. Click the *Start Test* button.

10. The test opens. The student should proceed through the test.

TEST COMPLETED

Based on whether you checked the **Log me out of Galileo when "Start Test"** checkbox, upon completing and existing the test the student is brought to the:

1. *Give Test* page and his or her test status is displayed,

OR

2. *Galileo K-12* login page.