



ASSESSMENT TECHNOLOGY, INCORPORATED

A Guide for Galileo® K-12 Online: Print Test Materials

PURPOSE

The Print Test Materials page in Galileo allows educators to print test materials to accompany assessments. The materials that may be printed include:

- a copy of the test. This would be a test booklet.
- the script and instructions. This is a script for the teacher to read to students, as well as student instructions.
- any attachments that accompany the test, such as *Dyslexia Screener Toolkit* resources.
- an answer key.

Please note, if you are not able to print test materials you will need to ask your test coordinator to give you access. When selecting a test, the appropriate materials for the selected test are presented. There are separate instructions for: TE EL Assessments, TE EM assessments, Teacher-Read Assessments, 2nd Grade – High School tests, adaptive tests, and Dyslexia screener toolkit assessments.

PRINT TEST MATERIALS

- You must have *Write or Read-Only* permission to the test library.
- You may materials without selecting students and without having scheduled a test.

PRINT TEST BOOKLET STEPS

1. Click **Assessment>Print Test Materials**.
2. If necessary, select the **School** and **Class**.
3. Select the test **Library**.
4. Select the **Test**.

Desert Elementary School	▼
Adam's Class	▼
Desert Dwellers 04 Gr. Benchmark Library	▼
Math 04 Gr. #1 Basic Operations	▼

5. Two tabs appear, the **Test Materials** tab and the **Answer Key** tab.

TEST MATERIALS

Steps 6-10 have implications for printing the Test. Please note that some technology items will not print. To print the test script and instructions see step 12.

6. Click the **Test Materials** tab.

Test Materials	Answer Key
<input checked="" type="checkbox"/> Start Item Family stories on a new page	<input type="checkbox"/> Large Print
<input type="checkbox"/> Show Correct Answer (multiple choice only)	<input type="checkbox"/> Include Standard
<input type="checkbox"/> Print Teacher Notes	
<input type="button" value="PRINT TEST"/>	
<input type="button" value="PRINT SCRIPT AND INSTRUCTIONS"/>	

7. (optional) Leave or uncheck “**Start Item Family stories on new page**” checkbox impact the **Print Test** feature. Unchecking this box may result in a story, poem, etc., appearing on a different page then the related test question. Leaving this box checked will keep this content together, but will result in more white space and a test that is more pages.
8. (optional) To print the test with the correct answer identified, check the **Show Correct Answer** box.
9. If printing a test that contains teacher-read instructions for the items, check the **Print Teacher Notes** box. This is relevant only for Teacher-Read tests.
10. (optional) To print the test using large print, place a checkmark in the **Large Print** field.
11. (optional) If you would like to **Include the standard** for each question, check this field.
12. Click the **Print Test** button.
13. Click **Print Script and Instructions**.
14. Click the **Print Attachment** button.
Please note, this option only appears if there are attachments that accompany the test.

ANSWER KEY

6. Click the **Answer Key** tab.

Test Materials Answer Key

☒ Include item text on answer key

GENERATE ANSWER KEY

7. Determine if you would like to **“Include item text on answer key”** by checking or unchecking the box.

8. Click on the **Generate Answer Key** button.

ADDITIONAL GUIDANCE

For more guidance on benchmarking download the [Online Test Administration Manual for District-wide Assessment](#) or the [Test Coordinator Manual for District-wide Assessments](#).

