



ASSESSMENT TECHNOLOGY, INCORPORATED

A Guide for Galileo® K-12 Online: Schedule an Assessment

TESTING OPTIONS

There are two methods for delivering an assessment. They are:

- **Online:** Students complete the test by accessing the *K-12 Student-Parent Center* on a classroom or lab computer or laptop.
- **Offline:** Students use a test booklet and mark their responses on scannable bubble sheets.

NO MATTER WHICH DELIVERY METHOD IS USED THE TEST MUST BE SCHEDULED.

SCHEDULING REMINDERS

- State-provided default calculator is automatically included for online tests. District-level user may override this calculator for benchmark and protected formative assessments.
- You must have *Write* or *Read-Only* permission to the test library.
- In order to edit a test scheduled for an Intervention Group, you must have *Write* permission to the associated Intervention Group library.
- Tests are scheduled by class or for an Intervention Group.
- Make it available for the amount of time that students will have available to take the test. If not, students can access the test after they completed it and “re-take” their test (e.g., take the test at home).
- A *test timer* tool is available when

activated. The timer starts when the student accesses the test online. From that moment, the timer will countdown to zero, even if the student exits the test. If Allow Pause was checked during scheduling, both the student and the teacher have the ability to pause the timer. When the:

- student pauses, the timer is paused and they will be redirected to the Student Center. They can re-enter the test at any time to restart the timer.
- teacher pauses, the timer is paused and the student is redirected to the Student Center. The student will not be able to re-enter the test until the timer is restarted.

When the teacher restarts the timer, the timer will restart once the student was re-entered the test. The instructor controls pausing the test through the **Test Monitoring** page.

- *Text-to-Speech* tool is available for designated benchmark assessments and when the test is scheduled using the *Bulk Scheduler* tool. Educator must select the student(s) who require read aloud accommodations when testing online.
- If your students will be taking the test with pen and paper (offline), you will still need to schedule the test for the date and time that you will manually be generating the

bubble sheets.

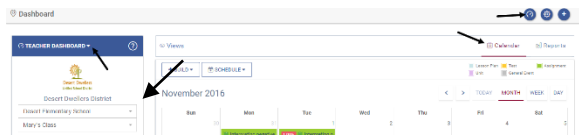
- How assessments have been scheduled will impact the report results. It is ideal to schedule assessments only for the classes in which students will take the test. Limiting who is scheduled for a test will allow for more accurate measuring of participation.
- Once bubble sheets have been printed or the test has been taken by students, it cannot be deleted.

ACCESS TEST SCHEDULING PAGE

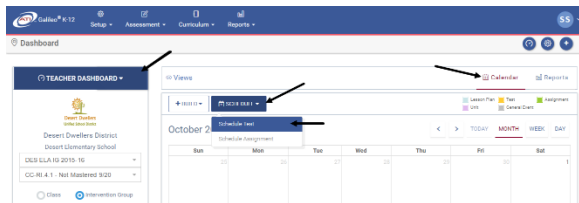
1. Click either:
 - a. **Dashboard** tile.
 - b. **Dashboard** icon.



2. In the *Dashboard Group Filter* widget, hover over the **Dashboard** menu and select **Teacher**.
3. Click the Calendar view link.



4. Hover over the *Schedule* button and select **Schedule Test**.



SCHEDULE TEST

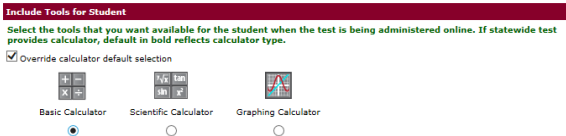
1. Access the **Schedule Test** page.
2. Select either the **Filter Mode** – Default or Intervention Group. If you selected:
 - a. **Default** mode, verify the **Class**.
 - b. **Intervention Group** mode, **Library** and the **Intervention**

Group.

3. Select the test **Library**.
4. Select the **Test**.
5. Select **Instructor of Record**.
6. Under **Test Availability** select the **From** and **To** date and time.
 - a. For online, it should be available for the date and time that students will have available to take the test.
 - b. For offline testing, should be available for the date and time you will manually be distributing the assessment.
7. (*optional*) Determine to allow **Timed Test**. If so, then enter the **Test Time Limit** and, if desired, place a checkmark in the **Allow pause** field.
8. (*optional*) Select if and when to post students' scores in the **K-12 Student-Parent Center**.
9. (*optional*) Determine to **Allow translation into language of students' choice**. (*Will not display if test is all HTML5 or contains test items from the inspect® item bank.*)



10. (*optional*) Click the **Override calculator default selection** box and then select the **calculator**. *District-level users may override the selected calculator.*



11. Determine to include the **dictionary/thesaurus** during online testing.
12. Determine if to **Randomize test questions**. *This feature only applies to tests taken online and tests scheduled for a class. Schedule for an Intervention Group*

does not have this feature. Tests that contain read aloud test items should not be randomized.

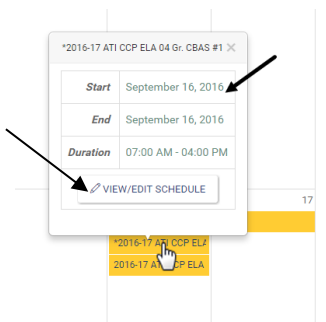
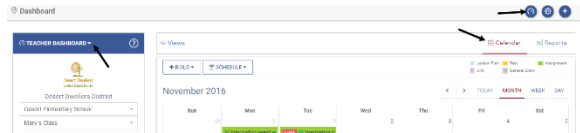
13. Determine if there should be a test **password**. Either:
 - a. Select **No Password**
 - b. Type the test **password**.
A password only applies to online tests scheduled for a class.
14. Click the *Save* button.

VIEW, EDIT, DELETE A SCHEDULE

1. Click either:
 - a. **Dashboard** tile
 - b. **Dashboard** icon.
2. In the *Dashboard Group Filter* widget, hover over the **Dashboard** menu and select **Teacher**.
3. Click the Calendar view link.



4. Click the link of the test you wish to view, edit or delete.
5. On the pop-up, click the *View/Edit Schedule* button.



EDIT A TEST SCHEDULE

In order to edit a test scheduled for an Intervention Group, you must have *Write* permission to the associated Intervention Group library.

If a test has not yet been taken by a student you may edit the date, time, instructor of record, posting instructions, and/or password. If a test has been taken by students you may only edit the posting of test scores.

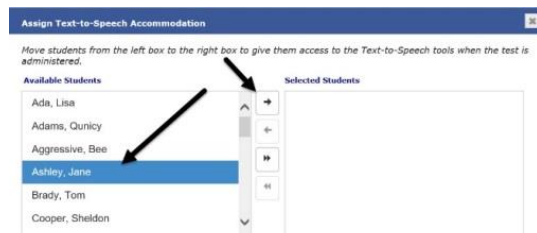
1. On the pop-up, click the *View/Edit Schedule* button.
2. Make the necessary **changes**.
 - a. When necessary, click the preview test with text-to-speech link to familiarize yourself with the tool that will be provided to the selected students.



- b. To apply this accommodation to a specific student click the Selected Students link.



- c. Select the the **student(s)** to whom you would like to provide access to the *Text-to-Speech* tool.



- d. Click the **X**, once the students are selected.
3. Click the *Save* or *Save Text-to-Speech* button.

DELETE A TEST SCHEDULE

Once bubble sheets have been printed or the test has been taken by students, it cannot be deleted.

1. Click the *Delete* button.
2. If students have taken the test, the student(s) must be moved to a different schedule. However, if

there is no other schedule available to transfer the student to, the test can't be deleted.

3. Click the *Apply* button if the student(s) has been moved to a different schedule.
4. Click the *Save Schedule* button.

ONLINE TESTING

Students completing a test online must have a user name and password and, when defined, the test password. Students access the test through the *K-12 Student-Parent Center*.

Directions for locating the student login information are found in *A Guide for Galileo K-12 Online: Checking your Class Roster and Student Password* document and in the online help files.

OFFLINE TESTING

Students completing a test offline must have a bubble sheet and/or worksheet generated from a Galileo-supported scanner and a test booklet. Refer to *A Guide for Galileo K-12 Online: Print Test Booklet* and *A Guide for Galileo K-12 Online: Print Plain-Paper Bubble Sheets (Answer & Grading Sheets)* document, the appropriate *Scanline* manual, and the online help files.

It is important that tests be scanned in the order they are administered. Scanning should occur as close as possible to the date of the test administration to ensure that the growth expectations are accurately calculated.