

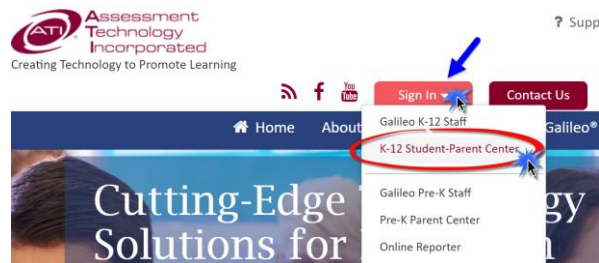


# ASSESSMENT TECHNOLOGY, INCORPORATED

## A Student's Guide for Testing in the K-12 Student-Parent Center

### ACCESS STUDENT CENTER

Click the **K-12 Student-Parent Center** link under **Sign In** on ATI's website, [www.ati-online.com](http://www.ati-online.com).

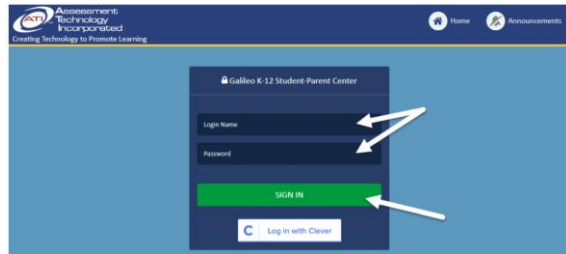


Type the **User/Login Name** and **Password** provided to you by your teacher.

**User/Login:** \_\_\_\_\_

**Password:** \_\_\_\_\_

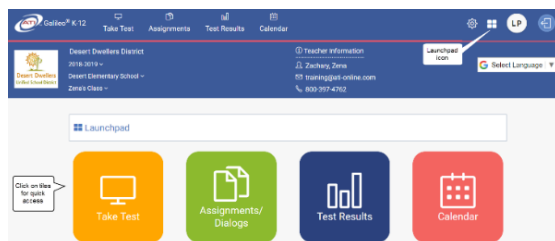
Click the *Sign In* button.



### DASHBOARD PAGE

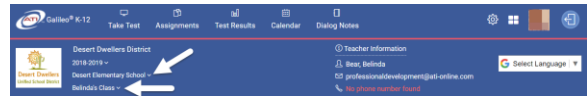
#### LAUNCHPAD

Once logged into the *K-12 Student Parent Center* the *Launchpad* is displayed. The four tiles provide one-click access to: Take Tests, complete Assignments/Dialogs, view Test Results, or view an interactive Calendar.



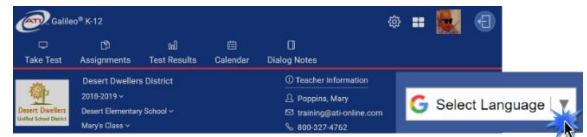
### SCHOOL/CLASS

Select your **School** and **Class**, if enrolled in multiple schools and/or classes.



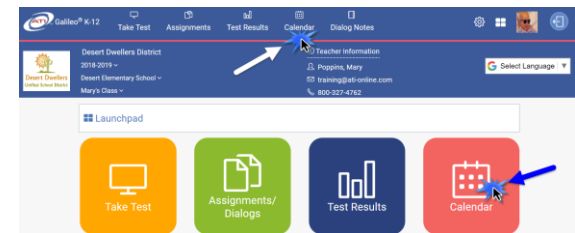
### LANGUAGE

*Google Translate Select Language* tool Allows you to view the page in the language of your choice.

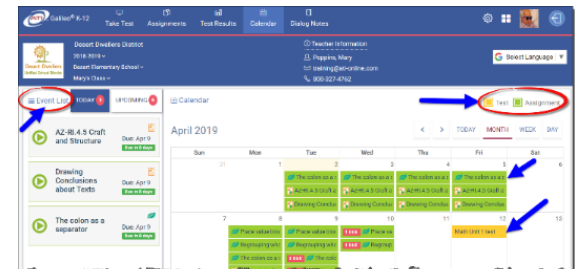


### CALENDAR SECTION

Clicking on the **Calendar** tile or tab displays scheduled events in the **Event List** section.



The events also display in the **Calendar**. Each event is color coded; the event legend displays in the **Calendar**.

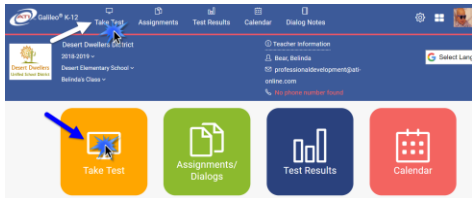


**ACCESS A SCHEDULED TEST**

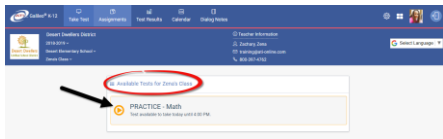
Access a scheduled test from either the *Launchpad* or the blue header bar.

**STEP ONE – SELECT TEST**

Select the **Take Test** tile or tab from the *Launchpad* or blue header bar.

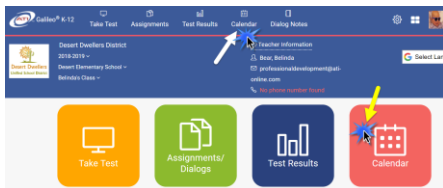


Click on the Test Name link under the **Available Tests** list.

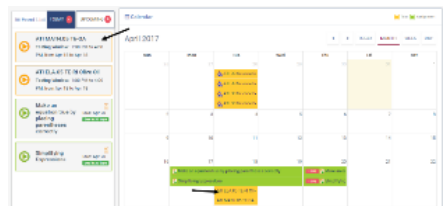


-or-

Select the **Calendar** tile or tab from the *Launchpad* or blue header bar.

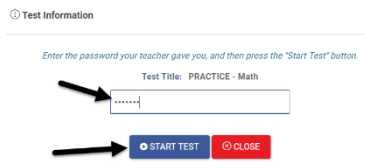


From the **Calendar** page click the Test Name link on the calendar or the **All Events** section.



**STEP TWO - PASSWORD**

The test will open immediately. However, if the test has a test password, a pop-up will appear. "Enter the password your teacher gave you and then press the "Start Test" button."



**TEST NAVIGATION**

**AUDIO**

Please note, the kindergarten and first grade *Technology Enhanced Early Literacy (TE EL)* and *Technology Enhanced Early Math (TE EM)* assessments contain audio items and require that students wear a head set.

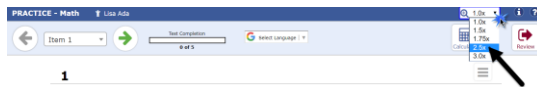
**TRANSLATE**

If your teacher has provided you the ability to translate the test to a different foreign language, click the **Select Language** field and select the desired language.



**ZOOM**

You may make the screen content larger on the page by using the Zoom drop-down field.



**TEXT-TO-SPEECH**

You may see the Text-to-Speech options for each appropriate item. Please note, there may be items on the test that do not have Text-to-Speech controls because of the nature of the skill being assessed.

When clicking on the **speaker** icon students are presented three Text-to-Speech options:

- Hear the Question
- Hear the Options
- Hear the Question and Options

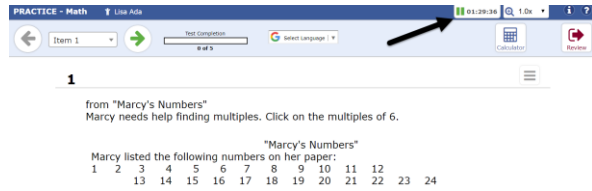


Text-to-Speech functionality may be paused and/or stopped.



## TEST TIMER

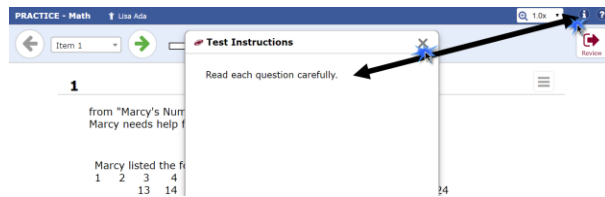
If the scheduled test is timed, it may be paused as needed. The timer begins when you first access the test online. Please note, the timer will countdown to zero, even if you exit the test.



## INSTRUCTION

Click the **i** icon that may be found at the top of the page to read the test instructions. A test may not have instructions, in which case no icon will be displayed.

Review the instructions. If necessary, click the [test instructions](#) link or watch the instructional video.



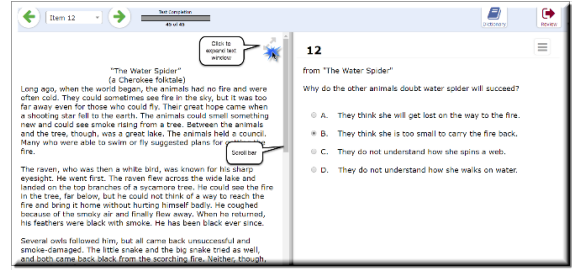
Click the **X** on the **Test Instructions** window and return to the test.

## NAVIGATE

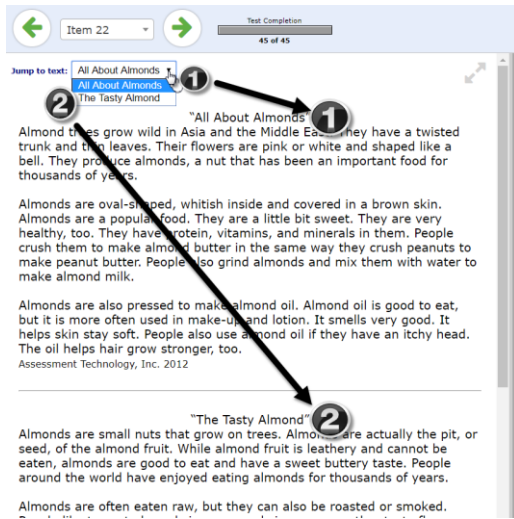
Click the *single arrow* button to move ahead or return to the previous test item.



Some pages require you read or examine additional materials. The window has scroll options to allow you to move through the whole text. The text may be expanded or collapsed by clicking the **diagonal arrow** icon.



If there are two or more Item Families (passages), a drop-down menu appears.



## ANSWER TEST ITEM

Follow the provided directions and respond appropriately. Test items may ask you to:

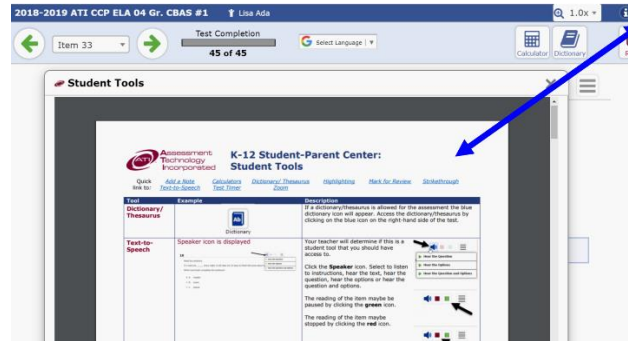
- Choose one correct answer.
- Choose more than one correct answer.
- Show or explain your work. Enter the response in the box provided.
- Type an extended constructed response. The size of the box does not limit the length of your response.
- Click, drag, or manipulate elements.

After answering the test item, you automatically move to the next test item using the arrow at the top of the page.

## STUDENT ONLINE TOOLS

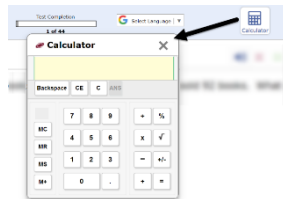
### STUDENT TOOLS HELP

Student may click the “?” icon any time during the test for help using the Student online tools.



### CALCULATOR

If available, click the **calculator** icon to open and use the online calculator.



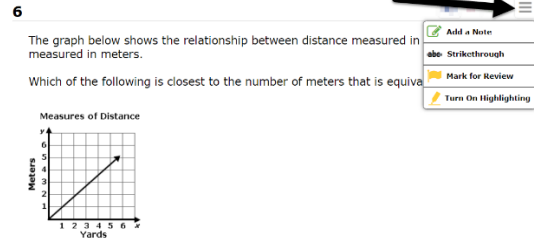
### DICTIONARY/THESAURUS

If available, click the **dictionary** icon to open and use the online dictionary and thesaurus.



### ITEM MENU

Click the **Item Menu** icon to select the online tools.



### ADD A NOTE

Select **Add a Note**, type your note in the **Add a Note** window, and click the **Save and Close** button.

A **Note** icon displays to the right of the test item number.

Click the **Note** icon to re-open to view, edit, or delete the note.

*Hint:* To quickly view which test item has a note, also select the “Mark for Review” option.

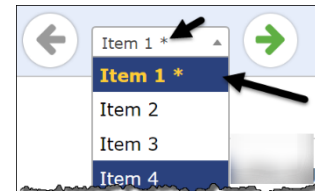
### MARK FOR REVIEW

Select **Mark for Review**.

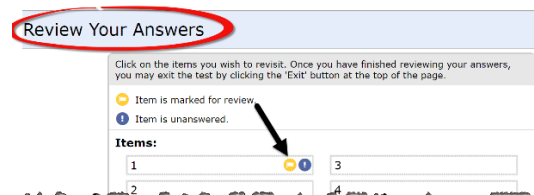
A **Flag** icon displays to the right of the test item number.



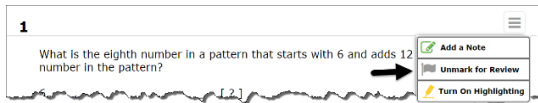
From the item drop down menu, the Marker for Review items are indicated with an asterisk next to the item number.



On the **Review Your Answers** page, the Marked for Review items will display with the **flag** icon.



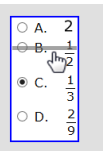
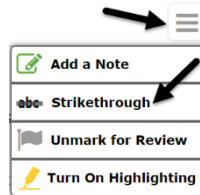
Select the **Unmark for Review** to remove the flag.



**STRIKETHROUGH**

The *Strikethrough* tool is available for multiple choice and extended multiple choice test options.

Select **Strikethrough**.



Click the answer choice(s) you want to add or remove the strikethrough.

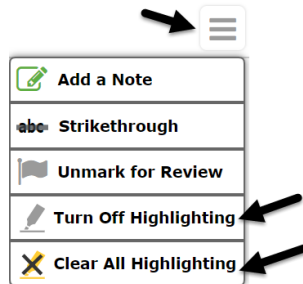
Click either the **Item Menu** icon or anywhere on the test page.

**TEXT HIGHLIGHTING**

The *text highlighting* tool works on text, not answer choices. Once you move to a new test item or exit the test, the highlighting is removed.

Select **Turn On Highlighting**.

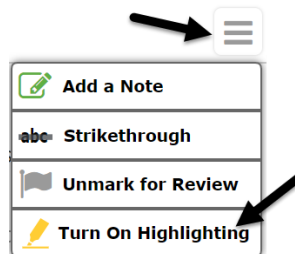
To highlight text, click, hold, and drag your mouse over the text. The highlighted text is yellow.



A recipe calls for two-thirds of a tablespoon of baking powder for 3 cups of flour. How many tablespoons of baking powder is needed if 1 cup of flour is used?

To stop the highlighting, click the **Turn Off Highlighting**.

To clear all highlighting, click the **Clear All Highlighting**.



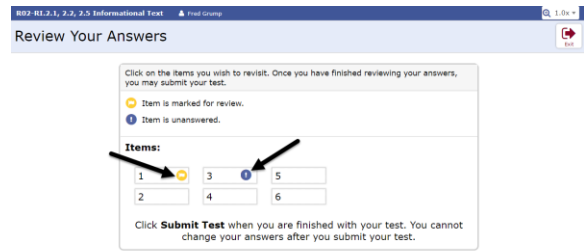
**TEST STATUS**

The status bar on the top, right side of the page displays your progress.

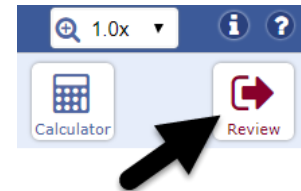


**REVIEW PAGE**

When you have answered the last test question, you're brought to the **Review Your Answers** page. From the **Review Your Answers** page, you may view a page, or answer/edit a question by clicking on its page number link.

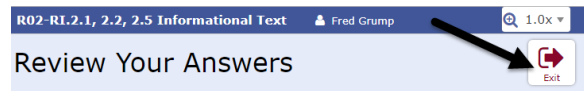


You may also navigate to the **Review Your Answers** page at any time during the testing window by clicking the **Review** button.



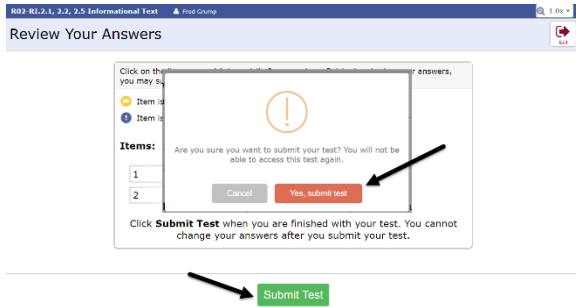
**EXIT**

You may exit the test and revisit it later during the testing schedule by clicking on the **Exit** button form **Review Your Answers** page. You will see a pop-up asking if you are sure you wish to exit the test without submitting your test.



**SUBMIT TEST**

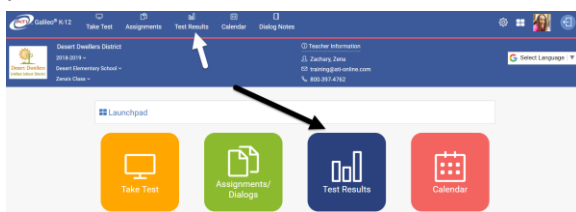
If you have completed the assessment, and do not plan to revisit the test, click the **Submit Test** button. You will see a pop up asking if you are sure you wish to submit your test. Once a test is submitted, it is locked and you cannot access the test.



## VIEW TEST RESULTS

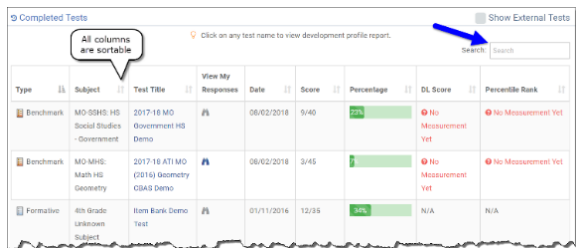
If the district/charter school administrator and/or teacher have chosen to post assessment results those scores will display in the *K-12 Student-Parent Center* display.

Click either **Test Results** icon or tile to see the test scores and benchmark performance results



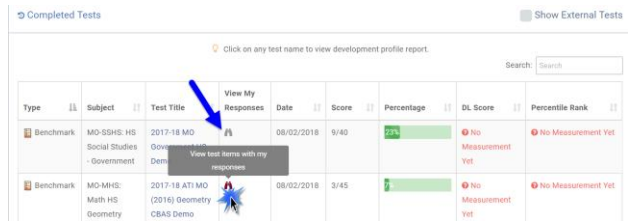
## COMPLETED TESTS SECTION

Search for a test by typing the test name in **Search** field. All columns can be sorted.



## VIEW STUDENT RESPONSE

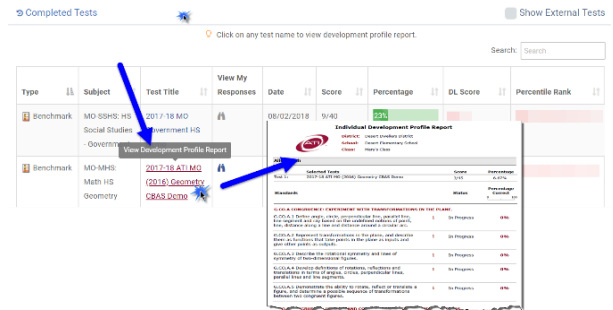
If the district administrator or teacher have chosen to post student responses, click the **binoculars** icon for the desired test.



The **Student Response Preview** window opens.

## INDIVIDUAL DEVELOPMENT PROFILE REPORT

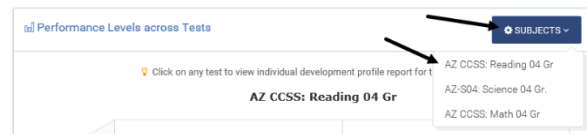
Each test name is a hyperlink to the *Individual Development Profile* report.



## PERFORMANCE LEVELS SECTION

View your benchmark performance levels results across subjects and tests for recent benchmark assessments.

Click the **Subject** drop-down field to change the displayed subject.



## PERFORMANCE LEVELS ACROSS SUBJECTS

The subject performance bar chart will display the most recent Galileo math, English Language Arts (ELA), writing, and/or science assessment that the district/charter school gives. This report displays the student's multi-test report.

## PERFORMANCE LEVELS ACROSS TESTS

Once a subject (ELA, math, or science) is selected all benchmark assessments that have been completed will be charted.



## INACTIVITY

After 60-minutes of inactivity, the student will be redirected to the *K-12 Student-Parent Center* login page.

## LOGOUT STUDENT CENTER

Click the **Logout** icon in the upper right corner.

