# Galileo Data Setup

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ATI CONTACTS

ATI’s phone number is 800.367.4762 or 520.323.9033. Our district’s/charter school’s ATI contacts are:

<table>
<thead>
<tr>
<th>ATI Contact</th>
<th>E-mail address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Services Coordinator (FSC)</td>
<td><a href="mailto:_________________________________@ati-online.com">_________________________________@ati-online.com</a></td>
<td>ext. _______</td>
</tr>
<tr>
<td>Educational Management Services (EMS)</td>
<td><a href="mailto:_________________________________@ati-online.com">_________________________________@ati-online.com</a> or <a href="mailto:EdMgtSvs@ati-online.com">EdMgtSvs@ati-online.com</a></td>
<td>ext. _______</td>
</tr>
<tr>
<td>Data Importation</td>
<td><a href="mailto:GalileoDataImport@ati-online.com">GalileoDataImport@ati-online.com</a></td>
<td>Option 5</td>
</tr>
<tr>
<td>Professional Development</td>
<td><a href="mailto:ProfessionalDevelopment@ati-online.com">ProfessionalDevelopment@ati-online.com</a></td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td>Contact once benchmark testing is complete¹</td>
<td><a href="mailto:Research@ati-online.com">Research@ati-online.com</a></td>
</tr>
<tr>
<td>Service Support</td>
<td><a href="mailto:Support@ati-online.com">Support@ati-online.com</a></td>
<td>877.358.7616</td>
</tr>
<tr>
<td>Technical Support</td>
<td><a href="mailto:TechSupport@ati-online.com">TechSupport@ati-online.com</a></td>
<td>Option 5</td>
</tr>
</tbody>
</table>

¹ Item Response Theory (IRT) analysis is automatically calculated for core subject areas (ELA, math, science) for districts/charter schools based on Arizona. Districts/charter schools outside of Arizona and any district/charter school administering non-core subject testing must contact ATI for IRT to be generated.
PREPARING TO USE GALILEO

SYSTEM REQUIREMENTS
Before you start using Galileo K-12 for district/charter school use, you want to make sure that the computers that will be used to access Galileo K-12 meet the system requirements. The system requirements can be found on the System Requirements page for Galileo K-12, http://www.ati-online.com/galileoK12/K12TrainingSystem.php.

Additional system requirements are explained in the following sections:

- **Whitelist**, page 2
- **Scanline**, page 14, and

WHITELIST
In order for all users to properly view and utilize all the features of Galileo K-12 and the K-12 Student-Parent Center, ensure that the URLs listed in the Galileo Whitelist document are whitelisted on network security devices. The whitelist document can be found on the System Requirements/Security page for Galileo K-12, http://www.ati-online.com/galileoK12/K12TrainingSystem.php.
**Populate Galileo**
The district/charter school may populate Galileo by either:

1. using the *Galileo Upload Planner* tool. Directions are found in the *Galileo Data Importation* section, page 4.

2. manually enter the data and then use the *Annual Data Setup* tool to transfer the information to a new school year. Directions are found *Annual Data Setup (Transfer Past Year’s Information)* section, page 8.

Either way the information populated in Galileo is based on the information in the district’s/charter school’s student information system (SIS).

**Instructional Effectiveness Initiatives**
If your district/charter school will be using Galileo K-12 to support local implementation of educator effectiveness initiatives, also known as Instructional Effectiveness (IE), it is important that the “Important Points for Districts Participating in Instructional Effectiveness Initiatives” section of the *Galileo Data Importation (GDI) Program* document is followed. You can find this on the *Tech Support* page.

(Image on next page.)
Read the “Important Points for Districts Participating in Instructional Effectiveness Initiatives” prior to handling your data.

**Galileo Data Importation**

Once your district’s/charter school’s initial data is submitted to ATI, allow two business days for data verification. Data verification involves checking for inclusion of all required elements and ensuring that all data is in acceptable format.

1. If problems are encountered during verification, you will be notified so corrections can be made and the data re-submitted.

   *Notifications are sent via e-mail to the contact(s) listed on the Data Upload Planner page. To verify or modify the recipient(s) refer to the Verify the E-Mail Account in the Data Upload Planner section, page 7.*

2. Once the file(s) pass verification, allow five business days for processing and QA prior to release of your data.

3. Updates to your Galileo enrollment data may be submitted on a monthly basis.
   - Districts/charter schools requiring faster turn-around or more than monthly updates to their Galileo student data may be eligible for No-Eval Importation. Contact ATI Galileo Data Importation staff for further information on this option. Refer to the ATI Contacts section, page 1, for contact information.

Prior to program year setup, your ATI Field Services Coordinator will work with you to set a standard for your data. (Refer to the ATI Contacts section, page 1, for your district’s/charter school’s ATI contacts.) This standard will help streamline the data importation process and shorten the timeline between data submission and upload completion during subsequent uploads.
DATA IMPORTATION STEPS

1. **District/charter school personnel prepares the data for import.** Galileo K-12 is capable of accepting data exported from any student information system (SIS) database that can export to a delimited text file. Simply use your SIS product’s export feature to create the file containing records of the student's demographic information and enrollment.

2. **Login to Galileo and complete the Data Upload Planner.** The *Data Upload Planner* tool is a feature of Galileo K-12 that enables a district/charter school to send data to ATI and indicate the date all district/charter school data will be submitted to ATI. This will notify ATI of your desired import, and you may then use the *Data Upload Planner* tool to check the status of your importation as it progresses.

   ATI offers a complimentary Learning on Demand webinar on “Data Importation for New Users” and “Data Importation for Existing Users: The New School Year”. View recording of the past year’s session in the online help files. For the current schedule, contact ATI’s Professional Development department. (Refer to the *ATI Contacts* section, page 1, for contact information.)

INITIAL VS. SUBSEQUENT UPLOADS

**INITIAL UPLOADS**

Initial uploads are intended to complete the setup of the site and to perform initial entry/enrollment of students. The file should include all classes, all associated teachers, and any required information to set up Class-level usernames and passwords if desired. All desired demographic data should be included, but may be added later in a separate file or in subsequent upload. Students and classes should not be entered by hand prior to this phase.

**SUBSEQUENT UPLOADS**

Subsequent uploads may be used to add, drop, and edit student records. Any information included in these files will update the class information already online and may add courses to new terms (e.g., spring semester). It is recommended that only changes to student data that have occurred since the last upload be submitted at this time. Any desired class level changes (e.g., assigning a different teacher to a sectionID) may be submitted in subsequent uploads as well.

**Note that subsequent uploads cannot be used to “replace” the data currently in Galileo, so maintaining data consistency is critical for subsequent uploads.**
Data Import Directions
All files should be submitted in field-delimited or Microsoft Excel format with no text delimiters. Full directions on preparing and submitting the district/charter school file to ATI can be found on the **Tech Support** page.


Information About:
Galileo® Instructional Improvement and Effectiveness System

**Galileo Data Importation (GDI) Program**

*Introduction*

**Guidelines for Preparing Galileo Online Import Files**

**Important Points to Consider**

**Using the Data Upload Planner**

**No-Evaluation Importation**

**Important Points for Districts Participating in Instructional Effectiveness Initiatives**

**Introduction**

These instructions will guide you through the process of submitting your data to ATI for upload into the Galileo database under the Galileo Data Importation (GDI) program. Once your district’s initial data is submitted to ATI, allow two business days for data verification. Data verification involves checking for inclusion of all required elements and ensuring that all data is in acceptable format.

- If problems are encountered during verification, you will be notified so corrections can be made and the data resubmitted.
- Once the file(s) pass verification, allow five business days for processing and quality assurance (QA) prior to release of your data.
- Updates to your Galileo enrollment data may be submitted on a monthly basis
  - Districts requiring faster turnaround or more than monthly updates to their Galileo student data may be eligible for No-Eval Importation (see page 9 for more information)

Prior to program year setup, ATI staff will work with you to set a standard for your data. This standard will help streamline the data importation process and shorten the timeline between data submission and data release for district use during subsequent uploads.
The **Data Upload Planner** page contains any information related to your importation. The **Data Upload Planner** tool will also generate e-mails when the status of your district's/charter school's upload changes.

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**VERIFY THE E-MAIL ACCOUNT IN THE DATA UPLOAD PLANNER**


3. Click the **Sign In>Galileo K-12 Staff** link.

4. Sign in to **Galileo K-12** using your current Login Name and Password.

5. Click either:
   - a. **Setup>Data Setup>Data Upload Planner**.
   - b. **Data Upload Planner** tile.
6. E-mails are generated whenever information is added to your upload planner. Therefore, it is important to verify and keep updated the e-mail address(es) for notification. 

**TIP** Keep the e-mail address(es) updated. Use the “Add Email” button to add an e-mail address; use the trashcan icon to remove an e-mail address.

**Annual Data Setup (Transfer Past Year’s Information)**
Most districts/charter schools opt to submit a data upload to ATI to reflect the new school year data (refer to the Galileo Data Importation section, page 4). A district/charter school may opt instead to transfer students to a new program year using Galileo’s Annual Data Setup tool.

**TIP** Only District-level users have access to this tool.

1. Log in as a District-level user.

2. Click either:
   a. Annual Data Setup tile.
   b. Setup>Data Setup>Annual Data Setup.

3. Use the down arrow on the Transfer from school year drop-down menu to select which year’s information you would like to transfer. In most cases this will be the year you’ve just completed.

*(Image on next page.)*
4. Use the down arrow on the **Transfer to school year** drop-down menu to select which school year you would like to transfer your information. In most cases this will be the current school year.

5. Now identify the data to transfer. Most districts/charter schools do not transfer staff, volunteers, classes, and forms. However, the review of user accounts (staff accounts) should be performed in preparation of the new school year.

6. Use the down arrow on the **Select What Data To Transfer** drop-down menu to select which type of information you would like to transfer, in this case **Students**.

7. You have three options for transferring students. If you wish to:
a. Transfer an individual student, and would like to **search for student by last name**, click in the first radio button. Then enter at least the first few letters of the last name for which you are searching and click the **Search** button.

   - OR -

b. Transfer students by district, by a particular school or by a particular class, click in the second radio button (**Select students by district, school and class**). Select the School or the **[All Schools]** option to view the school’s list of students or select the school and **[All Classes]** to view a school’s list of children or select the school and class and see a particular class’s list of children. Select the appropriate **Enrollment Status** option. Click the **Show Students In Selected Level** button.

   - OR -

c. Filter by age when transferring students, click in the third radio button (**Search for students by age**), then use the drop-down menus to select the age range of the students you wish to transfer, and the cut-off date. Click the **Show Students In Selected Age Range** button. The screen will refresh with the filtered group. This allows you to not transfer students who may have transitioned out of your district.

8. Determine if you would like to **Hide items that already exist in the receiving program year**. If you check this box the list of data you see on the screen will be shorten to display only that which has not yet been transferred.
9. Click the No to change it to Yes for those students you wish to transfer, or click the All link to select them all.

The items selected for transfer will be marked with a "Yes" in the list that is generated below, and those who will not be transferred are marked with a "No." To change the transfer status of an item, click on the "Yes" or "No."

To change the status of all items in the list, there are two links in the top row of the table under the heading "Transfer." To make every item say "Yes" (select all for transfer), click "All," and to make every item say "No" (select nothing for transfer), click "None."

When you are done with the selection and have verified that only the items you want to transfer are marked "Yes," scroll down to the bottom of the page and click on the button "Transfer Data to Selected Program Year."
10. If transferring custom forms, refer to the Include Custom Form section, page 12, for instructions.

11. Click the Transfer Data to Selected Program Year button.

12. Please note that the data type’s name will now appear in red and be marked as "already transferred."

Now that the students have been transferred to the new school year, they should be enrolled in the appropriate school/class. Refer to the Manage Students section, page 54, for enrollment directions.

User staff accounts should be reviewed in preparation for the new school year. Refer to the Staff User Accounts section, page 38, for creating, editing, and deleting staff accounts.

**INCLUDE CUSTOM FORM**

If your district/charter school needs to follow the instructions in this section, please contact your ATI for assistance (refer to page 1, ATI Contacts section).

14. Place a checkmark in the Include Custom Form data when transferring box to ensure that all forms from last school year and their accompanying data will be carried over to the new school year for each selected data type.
(e.g., students, classes, etc.). If you wish to transfer the data type records without form data, leave this option box unchecked.

15. If transferring students, there are three additional radio buttons enabled. Select the desired student/family radio button to grab any forms in the selected “from” program year that contain data for these objects and transfer those forms and their data to the selected program year.

<table>
<thead>
<tr>
<th>Option</th>
<th>This transfers all the ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student data only</td>
<td>student form(s) with its data for selected students. The form must contain data.</td>
</tr>
<tr>
<td>Student and family data²</td>
<td>student and family form(s) with its data for selected students and their family. The form must contain data.</td>
</tr>
<tr>
<td>Student, family, and family member data³</td>
<td>student, family, and family member form(s) with its data for selected children and their family. The form must contain data.</td>
</tr>
</tbody>
</table>

16. If you wish to transfer selected forms (one or more form but not all forms), select the individual forms when transferring classes, children, and/or staff, with data between program years. When Include Custom Form data when transferring is checked, a new section will be visible where there is an Update Form List button and place a checkmark next to each form you wish to transfer to the new program year.

17. Click the Transfer Data to Selected Program Year button.

² Family data is not an option in Galileo K-12.
³ Family data and family member data are not an option in Galileo K-12.
18. Please note that the data type’s name will now appear in red and be marked as "already transferred."

<table>
<thead>
<tr>
<th>Transfer All/None</th>
<th>Name</th>
<th>SSN</th>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Bennett, Miles</td>
<td>7/12/1995</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Buzz</td>
<td>1/16/1995</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Ivan</td>
<td>12/31/1994</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>yogurt</td>
<td>10/15/1994</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Gourmet, Gustave</td>
<td>12/21/1992</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Mermaid</td>
<td>1/1/1994</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Nemo</td>
<td>3/17/1994</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Seabed</td>
<td>9/29/1994</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Student, Test</td>
<td>1/1/2002</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Parent, Animal</td>
<td>10/19/1994</td>
<td></td>
</tr>
</tbody>
</table>

**Assessment Administration Options**

In order for the assessment to be administered, Galileo must be populated with the information from the district’s/charter school’s student information system. Based on the assessment delivery method, additional setup may be required. Assessments can be administered:

1. **Offline** – Students use a test booklet and mark their responses on scannable answer sheets. Refer to the Scanline section, page 14, for details.

2. **Online** – Students complete the test on the computer through the *K-12 Student-Parent Center*. Refer to the Online Testing Environment Optimization Guidelines section, page 17, for details.

**Scanline**

*Scanline* supports the use of both plain paper bubble sheets printed through Galileo K-12 as well as proprietary answer sheets offered by Scantron/NCS. Both options are supported to allow districts/charter schools to make the choice that best suits their needs.

*A district/charter school must purchase Scanline from ATI. There should be a Scanline purchase for each Galileo-supported scanning unit.*

*To ensure accurate growth expectations, scan answer sheets as soon as possible after administration.*
**SYSTEM REQUIREMENTS**
Refer to ATI’s *System Requirements* page (http://www.ati-online.com/galileoPreschool/PreTrainingSystem.php) for scanning units and propriety answer sheets supported by ATI.

**PLAIN-PAPER SCANNING**
These scanning units must be connected to a computer with a Windows operating system and Internet access.

The answer sheets printed from Galileo’s *Print Test Materials* page automatically include the name of each student and their class along with a unique student/class identification bar code. By minimizing data entry and data duplication errors, the automatic printing of this information helps to ensure a high level of quality control.

**HIGH-SPEED SCANNING**
These scanning units must be connected to a computer with a Windows operating system and Internet access.

The preslugged answer sheets automatically include the name of each student and their class along with a unique student/class identification code. By minimizing data entry and data duplication errors, the automatic printing of this information helps to ensure a high level of quality control.
SOFTWARE

Scanline may be downloaded by a District- or School-level user; we recommend that your district’s/charter school’s IT staff perform the installation.

Please refer to the “Scanline High-Speed” or the “Scanline Plain-Paper” manual for directions on downloading, setting up, and using Scanline.

A district/charter school must purchase Scanline from ATI. There should be a Scanline purchase for each Galileo-supported scanning unit. Please contact your ATI Field Services Coordinator, 800.367.4762, for further pricing information.

HOW SCANLINE WORKS

1. Scanline is installed by downloading Scanline software from the Internet. Installation can easily be implemented by a District- or School-level user. Even though installation takes only a few mouse clicks and is guided by a wizard, additional installation support is provided through ATI Technical Support Services (refer to page 1, ATI Contacts section). Scanline only needs to be installed once on each computer connected to a scanner.

2. Tests, plain-paper answer sheets, and when used worksheets, are printed directly from Galileo. Proprietary answer sheets are ordered separately. The
proprietary answer sheets may be preslugged using the Scanline preslugger tool.

3. Paper and pencil assessments are administered according to district/charter school protocol. The completed answer sheets are scanned into Galileo at a designated Scanline “station” within the district/charter school.

   A district/charter school must purchase Scanline from ATI. Districts/charter schools are responsible for outfitting each Scanline station with ATI-supported scanning units in sufficient quantity to meet scanning needs. A minimum of one unit per scanning location is recommended.

4. Scanned assessments are quickly uploaded so test scores are immediately available for analysis.

   Reports based on raw scores are available immediately once the bubble sheets are scanned using Scanline. Reports based on Developmental Level (DL) scores are available once an Item Response Theory (IRT) analysis is performed by ATI.

   To ensure accurate growth expectations, scan answer sheets as soon as possible after administration.

5. Administrators, teachers, parents, and students have rapid access to aggregated reports on students’ progress “anytime-anywhere” Internet access is possible.

**ONLINE TESTING ENVIRONMENT OPTIMIZATION GUIDELINES**

Before bringing students to the computer lab to take a test online or having the student access a test using a Galileo-supported mobile device you will first want to ensure that the lab or the mobile device is set up to provide a successful testing environment.

Please refer to the “Guidelines for Optimizing an Online Testing Environment” document, including the Galileo Whitelist referenced links. This document can be found on the Tech Support page.
Technical Support
- Phone Support: 1-877-358-7616
- Online Support: [click here]
- Operating System: Windows (Windows NT 10.0)
- Browser: Chrome (version 55.0)
- User Agent Information: Mozilla/5.0 (Windows NT 10.0; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/55.0.2883.87 Safari/537.36
- Send System Information

Support Documents
- Startup Support Kit
- Building Reliable and Valid Benchmarks
- Scanline Hi-Speed
- Online Testing Environment: Optimization Guidelines
- Risks Using Unsupported Scanners
- System Requirements

Or

System Requirements/Security

Galileo Whitelist
Please ensure that the URLs found on the Galileo Whitelist may be accessed from devices on which Galileo K-12 and/or the K-12 Student-Parent Center will be used.

System Requirements
For districts planning to test online — please refer to our Guidelines for Optimizing an Online Testing Environment.

Desktop Platforms
MANUAL ENTRY OF GALILEO DATA

The Galileo data import process allows a district/charter school and school to submit their data electronically, thus avoiding having to data enter the information. (Refer to the Galileo Data Importation section, page 4, for import information.) Manual data entry of the information may be done by following the directions in this section.

SCHOOLS

Most districts/charter schools opt to submit a data upload to ATI to reflect the new schools to their district/charter school during a school year (refer to the Galileo Data Importation section, page 4) instead of manually entering this information.

ACCESS SCHOOL LIST PAGE
1. Click either:
   a. School tile.
   b. Setup>School Information>School.

   (Image on next page.)
2. Verify the District from the drop-down menu. (Contact your ATI Field Services Coordinator if the information is incorrect. Refer to page 1, ATI Contacts section for contact information.)

**ADD A SCHOOL**
Schools must be entered by District-level users.


2. Click the Add a new school link.

3. Enter the requested information.

4. Click the:
   a. Save button to save this entry and remain on this page, or
   b. Save/New button to save this entry and clear the screen so you may enter another school, or
c. *Cancel* button to return to the *School* page. No data entered will be saved when this button is selected.

**EDIT A SCHOOL**
Edits can be made by School- and District-level users.

1. Access the *School List* page. Refer to the *Access School List Page* section, page 19, for instructions.

2. Click the *pencil* icon or the *School* to open the school for editing.

3. Make edits and save.

**DELETE A SCHOOL**
Deletion of a school must be done by District-level users.

1. Access the *School List* page. Refer to the *Access School List Page* section, page 19, for instructions.

2. Click the *trashbin* icon.

3. You will receive a confirmation pop-up. If you made a mistake or changed your mind, click the *Cancel* button. Otherwise, click the *OK* button.

**TERMS**
A District-level user will then create the terms that will be used in the upcoming school year. A term is a way in which the school year may be divided up into specific time frames. For example, your district/charter school may have semesters, quarters, or trimesters. Terms often define what classes are offered, so you will want the terms you create to accommodate the classes being taught throughout
the year. Some factors to keep in mind about terms:

- District-level users may create different terms for different schools. For example, if one school has trimesters, while another has semesters, the system may accommodate this.

- When logged in as a District-level user and working in a particular school, you will only see that school’s terms.

- School- and Class-level users will only be able to see and access the terms that a District-level user assign them.

- Selected terms determine which classes are loaded in the drop-downs; however, aggregate reports will still include data from the entire school year.

Most districts/charter schools opt to submit a data upload to ATI to reflect the new terms to their district/charter school during a school year (refer to the Galileo Data Importation section, page 4) instead of manually entering this information.

**ACCESS TERMS PAGE**

1. Click either:
   a. **Terms** tile.
   b. **Setup>Data Setup>Terms**.

2. Use the drop-down menu to select the desired **Program Year**.

   *CAUTION*

   This should be used only for current and future program years; users should not attempt to add terms to past program years.
CREATE TERMS
1. Access the Terms page. Refer to the Access Terms Page section, page 22, for instructions.
2. Click the Add a new term link.

3. Type the Term Name.

4. If necessary, specific dates for the terms may be defined. To set specific dates, click the Specify a Date Range checkbox. Two calendars to select dates will appear. Click the desired start and end dates in the calendars.
5. Click the Save Term button. You will return to the Terms page to assign the terms to schools.

Now that you have created all of the terms for your district/charter school, you will want to assign these terms to specific school.

**ASSIGN TERMS TO SPECIFIC SCHOOL**

1. Access the Terms page. Refer to the Access Terms Page section, page 22, for instructions.
2. Click the Assign terms to schools link.

![Image of terms page with options to assign terms to schools]

3. You have the option of viewing terms by school or schools by term by clicking in the desired radio button – View terms by School or View schools by Term.

4. Double-clicking on term(s)/school(s) will move them between the "Available Terms" and "Selected Terms" (or "Available Schools" and "Selected Schools" boxes), or you can click to highlight and use the navigation buttons between the boxes to assign them. If you do not want to double-click, you may use the >> or All> buttons.

5. If you want to remove a term from a school, double-clicking on the term(s)/school(s) will move them between the "Selected Terms" and "Available Terms" (or "Selected Schools" and "Available Schools" boxes), or you can click to highlight and use the navigation buttons between the boxes to de-assign them. If you do not want to double-click, you may use the << > button.

6. Click the Save Changes button.
EDIT A TERM
1. Access the Terms page. Refer to the Access Terms Page section, page 22, for instructions.

2. Click the pencil icon or the Term link to open the term for editing located on the Terms page.

3. Make edits and save.

DELETE A TERM
1. Access the Terms page. Refer to the Access Terms Page section, page 22, for instructions.

2. Click the trashbin icon located to the left of the Terms link. Answer the confirmation pop-up.

COURSES
Courses are handled by District-level users.

The next step in setting up Galileo for district/charter school-use is the creation of courses. Courses are a teaching category that is further defined by specific classes. For example, in high school, there may be a "Spanish 1" course. Later you will create the classes (sections) tied to that course. The classes, as explained later in
the Classes section, page 30, are all the different Spanish 1 classes taught at different times and by different teachers. Typically elementary schools and elementary school districts/charter schools set up courses that correspond to grade levels. For example:

Most districts/charter schools opt to submit a data upload to ATI to reflect the new courses to their district/charter school during a school year (refer to the Galileo Data Importation section, page 4) instead of manually entering this information.

**Access Courses Page**

1. Click either:
   a. Courses tile.
   b. Setup>Data Setup>Courses.
ADD A COURSE
1. Access the Courses page. Refer to the Access Courses Page section, page 26, for instructions.

2. Click the Add a new course link.

3. Enter Course Title, a Course Code, and, if desired, a Description of the course. Generally this information is based on whatever convention the district/charter school has devised and generally follows the naming convention used in the student information system.

4. Select the grade level(s) appropriate to the course. For example, English 10 might just have 10th Grade checked, but Spanish 2 might have 9th–12th checked.

5. Click the:
   
   a. Save button to return to the course list,
   
   b. Save & New button to save this entry and add additional courses, or
   
   c. Cancel button to return to the Courses page. No data entered will be saved when this button is selected.
VIEW COURSE
1. Access the Courses page. Refer to the Access Courses Page section, page 26, for instructions.

2. The course list is paginated, containing 10 courses per page on the Courses page. To navigate to:
   a. subsequent pages, click the next number link.
   b. the next 10 pages, click the … link.
   c. go all the way to the last page, click the >> link.

FILTER COURSES
The course list can be filtered by grade level or by course code.

1. Access the Courses page. Refer to the Access Courses Page section, page 26, for instructions.

2. To display the filtered list, either set the:
   a. Grade Level using the drop-down and click the Refresh Course List button.
   b. Enter the Course Code in the box and click the Refresh Course List button.

(Image on next page.)
EDIT A COURSE
1. Access the Courses page. Refer to the Access Courses Page section, page 26, for instructions.

2. Click the pencil icon, Code number link, or Course Title link to open the course for editing.

3. Make edits and save.

DELETE A COURSE
1. Access the Courses page. Refer to the Access Courses Page section, page 26, for instructions.

2. Click the trashbin icon.
3. Answer the confirmation pop-up.

When a course is deleted, no new classes (sections) of that course can be created; however, existing classes (sections) attached to the deleted course will still show that course code, and will still be accessible.

TEACHERS
Teachers may be entered by either District- or School-level users. Refer to the Staff User Accounts section, page 38, for instructions on creating staff/teacher accounts.

When a class is created, a teacher may be assigned to a class. See the Classes section, page 30, for instructions on entering classes.

Most districts/charter schools opt to submit a data upload to ATI to reflect the new teachers to their district/charter school during a school year (refer to the Galileo Data Importation section, page 4) instead of manually entering this information.

CLASSES
Before classes may be entered into Galileo, a District-level user must have already created courses. (Directions for course creation is found in the Courses section, page 25.) Once this is done classes may be entered by either District- or School-level users.

Most districts/charter schools opt to submit a data upload to ATI to reflect the new classes to their district/charter school during a school year (refer to the Galileo Data Importation section, page 4) instead of manually entering this information.
ACCESS CLASS LIST PAGE
1. Click either:
   a. **Class** tile.
   b. **Setup>School Information>Class**.

2. Use the down arrow on the **School** drop-down menu to select the school to which you wish to add, edit, or delete classes.

3. Use the down arrow on the **Term** drop-down menu to select the term to which you wish to add, edit, or delete classes. This means you may create, edit, or delete different classes for different terms.

ADD A CLASS
1. Access the **Class List** page. Refer to the **Access Class List Page** section, page 31, for instructions.

2. Click the **Add a new class** link.

3. Click the **Show Courses** button. To limit the courses you see filter on **Grade Level** or **Course Code**, either set the:
   a. **Grade Level** using the drop-down and click **Show Courses** button.
   b. enter the **Course Code** in the box and click **Show Courses** button.

4. Click the **Select** button next to the course for which you wish to add a class (section). The **Add Class** page will open.
5. Enter the requested **information**. The **Class Name** is based on whatever convention the district/charter school has devised; generally follows the naming convention used in the student information system (SIS).

6. Click the **Save** button to save and return to the **Class List** page.

**VIEW CLASSES**

1. Access the **Class List** page. Refer to the Access Class List Page section, page 31, for instructions.

2. The class list is paginated, containing 10 classes per page. To navigate to:
   
   a. subsequent pages, click the **next number** link, or the appropriate navigational button (  ).
   
   b. change the page size, enter the desired number in the **Page Size** field.

   *(Image on next page.)*
3. Use the **Grade Level** drop-down menu, **Course Code** field, and/or the teacher’s **Last Name** fields to filter the class list. Once the desired field is selected, click the **Filter Class List** button.

**EDIT A CLASS**

1. Access the **Class List** page. Refer to the [Access Class List Page](#) section, page 31, for instructions.

2. Click the **pencil** icon or the **Class** link to open the class.

*(Image on next page.)*
3. Make edits and save.

**DELETE CLASS(ES)**

1. Access the **Class List** page. Refer to the **Access Class List Page** section, page 31, for instructions.

2. To delete a single class:
   a. Click the **trashbin** icon.
   b. Answer the confirmation pop-up.
3. To delete one or more classes:
   
a. Click the **Delete Classes** link.

   ![Delete Classes](image)

   - **School:** Desert Elementary School
   - **Term:** Default Term

   ![Class List](image)

   b. Select the **class(es)**.

   ![Delete Classes](image)

   Select one or more classes, and then click Delete Classes.

   - **School:** Desert Elementary School

   ![Class List](image)

   c. Click the **Delete Classes** button.

**STANDARDS ASSIGNMENT**

A user may assign what standards (scales) and thus determine which state standards they have access to. Keep the following user-level guidelines in mind when assigning standards:

<table>
<thead>
<tr>
<th>If I select this level to assign standards...</th>
<th>The standards will be made available to...</th>
<th>The people who can delete the standards set at this level are...</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>Any/all schools and classes in the district</td>
<td>Only other District-level users</td>
</tr>
<tr>
<td>School</td>
<td>Any/all the classes within a single school</td>
<td>District- and School-level users</td>
</tr>
<tr>
<td>Class</td>
<td>The class of the teacher setting the standards</td>
<td>All levels of user</td>
</tr>
</tbody>
</table>
The ATI Field Services Coordinator generally assigns the core subject standards (ELA, Math, and Science) to your district/charter school. Please contact your ATI Field Services Coordinator (800.367.4762) if a desired standard is not visible to your district/charter school.

**Access Standards Assignment Page**

1. Click either:
   
   a. **Standards Assignment** tile.
   
   b. **Setup>Standards>Standards Assignment**.

![Standards Assignment](image)

**Assign Standard**

1. Access the **Standards Assignment** page. Refer to the **Standards Assignment** section, page 35, for instructions.

2. Click the radio button for whether you want to assign your standards at a **District-**, **School-**, or **Class-** level. Any level of user can add additional standards; however, there are restrictions as to who can remove standards, depending on the level of user. (Refer to **Standards Assignment** section, page 35, for guidelines.)

   ![Assign Standard](image)

3. If you are assigning standards at the District- or School-level, determine if you would like to assign the standards across the whole district/charter school or school by clicking in the check box labeled **Check here to assign to all schools in the district** or labeled **Check here to assign to all classes in the school**.
4. If necessary, click the drop-down menu labeled **School/Class**.

5. Click the drop-down menu labeled **Library**.

6. Double-click in the left-hand box on the **scales** (standards) you wish to use.

7. Click the **Save Scale Assignments** button.

Below the two boxes you will see all active standards (scales) in use in your district/charter school, school, or class and at which level those standards have been assigned.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>AZ-SS 03: 3rd Grade Social Studies</td>
<td>All classes in the current school</td>
</tr>
<tr>
<td>AZ-SS HS: HS Social Studies—Strands 1-2</td>
<td>All classes in the current district</td>
</tr>
<tr>
<td>AZ-SS HS: HS Social Studies—Strands 3-5</td>
<td>All classes in the current district</td>
</tr>
<tr>
<td>CA CC-M00: Kindergarten Math</td>
<td>All classes in the current school</td>
</tr>
<tr>
<td>CA CC-M00: Kindergarten Math</td>
<td>All classes in the current district</td>
</tr>
<tr>
<td>CA CC-M01: 1st Grade Math</td>
<td>All classes in the current school</td>
</tr>
</tbody>
</table>

**REMOVE STANDARD**

1. Access the **Standards Assignment** page. Refer to the **Standards Assignment** section, page 35, for instructions.

2. Choose the whether you want to view the assigned standards at a **District-**, **School-**, or **Class**-level. There are restrictions as to who can remove standards, depending on the level of user. (Refer to **Standards Assignment** section, page 35, for guidelines.)
3. Click the trashcan icon next to the scale on the *Standards Assignment* page. Answer the confirmation pop-up box. You may assign these standards for use again at any time in the future by following steps above.

**STAFF USER ACCOUNTS**

**ACCOUNT TYPES**

There are four user levels within Galileo. They are:

<table>
<thead>
<tr>
<th>User Level</th>
<th>The individual is a...</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Student or parent</td>
<td>Individual accesses the <em>K-12 Student-Parent Center</em>. Student completes assigned assignments, events, and tests. Student and parent can view test results. Both the student and the parent share the same login information. This type of account is created via the data import process (described in the <em>Galileo Data Importation</em> section, page 4) or via the manual data entry of student information (described in the <em>Manage Students</em> section, page 54).</td>
</tr>
<tr>
<td>Class-level</td>
<td>Teacher, Specialist</td>
<td>When this individual logs in, he or she will have access to information regarding the students in his or her class. By default this level user does not permission to handle student enrollment; however, they may if permission is granted. This type of account is created via the data import process (described in the <em>Galileo Data Importation</em> section, page 4) or via the manual data entry of a staff account (described in the <em>Create Staff (User) Account</em> section, page 43).</td>
</tr>
<tr>
<td>School-level</td>
<td>Principal, Assistant Principal</td>
<td>This individual has access to information regarding all classes and all students at their assigned school(s). By default this level user has permission to handle student enrollment at the school level; additional student and staff permission can be granted/removed. This type of account is created via the manual data entry of a staff account (described in the <em>Create Staff (User) Account</em> section, page 43).</td>
</tr>
<tr>
<td>User Level</td>
<td>The individual is a...</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>District-level</td>
<td>District/charter school administrator</td>
<td>This individual has access to all of the schools, all of the classes, and all of the students in their district/charter school. By default this level user has permission to handle student enrollment and staff accounts; student and staff permission can be granted/removed. This type of account is created via the manual data entry of a staff account (described in the Create Staff (User) Account section, page 43).</td>
</tr>
</tbody>
</table>

Regardless of where you are in *Galileo*, your name and user level displays in the **User Profile** icon.

**INSTRUCTIONAL EFFECTIVENESS PERMISSIONS**

A user must be granted appropriate permissions in order to view and access Galileo’s *Instructional Effectiveness* (IE) tools. Contact your ATI Field Services Coordinator to extend IE permissions to an initial District-level administrator. (Refer to page 1, ATI Contacts, for contact information.) ATI defines the initial person for each district/charter school; thereafter that individual can define permission for others. Once you have been granted the permission the Configure Instructional Effectiveness Security Settings link appears on the *Instructional Effectiveness Dashboard* page.
BEFORE ACCOUNTS ARE CREATED
Before you set up your users you will want to have already determined the following:

<table>
<thead>
<tr>
<th>Task</th>
<th>User Level</th>
<th>Class</th>
<th>School</th>
<th>District</th>
</tr>
</thead>
</table>

What staff user level user will each user be given?

![User Permissions Diagram]

1. Allow user to add students
2. Allow user to delete students
3. Allow user to enroll and drop students at the district level
4. Allow user to add/modify/delete other users
5. Allow user to add and delete classes
6. Allow Assessment Plan Editing
7. Allow Bank Tool Access
<table>
<thead>
<tr>
<th>Task</th>
<th>User Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td><strong>STUDENTS</strong></td>
<td></td>
</tr>
<tr>
<td>Most districts/charter schools opt to submit a data upload to ATI to reflect the student enrollment in their district/charter school during a school year (refer to the Galileo Data Importation section, page 4) instead of manually entering this information.</td>
<td></td>
</tr>
<tr>
<td>1. Which users will be able to manually add new students into Galileo?</td>
<td></td>
</tr>
<tr>
<td>2. Which users will be able to delete students from Galileo?</td>
<td></td>
</tr>
<tr>
<td>When a student is deleted from Galileo, all their assessment history is deleted. When a student leaves a class, school, or district, the student should be dropped. ATI recommends that a limited number of users have permission to delete students.</td>
<td></td>
</tr>
<tr>
<td>3. Which users will enroll and drop students? Task permitted for school or district.</td>
<td>Default permission at school level</td>
</tr>
<tr>
<td><strong>STAFF</strong></td>
<td></td>
</tr>
<tr>
<td>Most districts/charter schools opt to submit a data upload to ATI to reflect the Class-level staff in their district/charter school during a school year (refer to the Galileo Data Importation section, page 4) instead of manually entering this information. School- and District-level users account are manually created.</td>
<td></td>
</tr>
<tr>
<td>4. Which users will have the ability to add, edit, or delete other staff user accounts?</td>
<td>Not an option at this level</td>
</tr>
<tr>
<td><strong>CLASSES</strong></td>
<td></td>
</tr>
<tr>
<td>Most districts/charter schools opt to submit a data upload to ATI to reflect the courses and classes in their district/charter school during a school year (refer to the Galileo Data Importation section, page 4) instead of manually entering this information.</td>
<td></td>
</tr>
<tr>
<td>5. Which users will have the ability to add and delete classes?</td>
<td>Not an option at this level</td>
</tr>
</tbody>
</table>
### OTHER TASKS

<table>
<thead>
<tr>
<th>Task</th>
<th>User Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. If using ATI’s Assessment Planner tool to create custom benchmarks, do you want user access to complete the Assessment Planner?</td>
<td>Default permission</td>
</tr>
<tr>
<td>7. If the user participates in ATI’s Community Assessment and Item Banking Initiative (CAIB), they need access to the Bank Builder tools. <em>For further information on this, please contact your ATI Field Services Coordinator or ATI’s Professional Development department (800.367.4762).</em></td>
<td></td>
</tr>
<tr>
<td>8. Which users will have permission to view and access the Instructional Effectiveness tools? <em>This permission is defined on the Instructional Effectiveness Dashboard page.</em></td>
<td>Not an option at this level</td>
</tr>
</tbody>
</table>

### LOGIN NAME GUIDELINES

A login name must be at least four (4) characters with a maximum of 40 characters. You may use alphanumeric characters for the login name.

**Tip:** ATI recommends using the individual’s e-mail address as the Login Name.

### PASSWORD GUIDELINES

Please note the password requirements are as follows:

- Must be at least 6 characters.
- Cannot contain the Login Name.
- Cannot contain the first or last name.
- Cannot contain the characters ', --, *, #, or %.
- The password cannot contain the word “password.”

**Tip:** For best results, choose a password that contains a mixture of letters and numbers.

**Dat** Most districts/charter schools opt to submit a data upload to ATI to reflect the Class-level staff to their district/charter school during a school year (refer to the *Galileo Data Importation* section, page 4) instead of manually entering this information.
District- and School-level users must be manually added to Galileo; they should not be included in the imported data.

**Access Staff User Accounts Page**
1. Click either:
   a. **Staff Accounts** tile.
   b. **Setup>User Accounts>Staff Accounts**.

**Create Staff (User) Account**
1. Access the **Staff User Accounts** page. Refer to the Access Staff User Accounts Page section, page 43, for instructions.
2. Click the **Add a new user** link.

**User Information**
3. Enter the requested **information**. Refer to the Login Name Guidelines section, page 42, and the Password Guidelines section, page 42, for further details on these two fields.
4. (optional) If creating a District- or a School-level user place a checkmark in the **Create Default Libraries** field. (Class-level users have this field automatically selected.) Galileo verifies whether the default libraries have already been created and if so, will not add duplicate libraries of the same name.

*(Image on next page.)*
The default libraries created are:

- a. Digital Curriculum
- b. Instructional Dialogs
- c. Intervention Groups
- d. Lesson Plans
- e. Resources
- f. Test Item Family
- g. Tests
- h. Unit Plans

This box will not remain checked when you return to this page because it’s not a status, but rather an action that takes place upon saving.

5. *(optional)* Place a checkmark (or uncheck) the **Force user to change password upon login** field.
6. Based on the **User Level** selected, review the additional **security options**. (Refer to the Before Accounts are Created section, page 40, for guidelines.)

7. The **User Permission** options are:

   a. **District**: This user has access to all data in the district/charter school. Check or uncheck the **User Permissions** boxes you wish this user to have access to.

   b. **School**: This user has access to all data only in the schools they have checked. Check the boxes of the schools and editing permissions you wish this user to have access to.

   c. **Class**: This user has access to all data only for the class(es) selected for them. They may also have access to multiple classes in different schools.

---

**General Staff Information Form**

The **General Staff Information** form defaults to a static form. You may complete as much as this form as desired. In the **Position** field, when “Teacher” is selected, this user will be available in the “Teacher” drop-down on the **Class** page.

*Image on next page.*
The educator listed in the **Teacher** field is reflected in **Instructor of Record** field when scheduling an assessment in Galileo.

The individual’s e-mail address is saved in the **E-mail** field. This e-mail address is used when an individual forgets their login name and/or password. It also is displayed in the **K-12 Student-Parent Center**.

**SAVE RECORD**

8. Click the:

   a. **Save/Back** button to save the entry and return to the previous screen, or

   b. **Save/New User** button to save the entry and enter another user, or

   c. **Cancel** button to return to the **Staff User Accounts** page. No data entered will be saved when this button is selected.
9. Your user entry will now appear on the User List.

   If your district/charter school is administering the Instructional Effectiveness assessments, it is import that the teacher be defined. Refer to the Instructional Effectiveness Initiatives section, page 3, for further information.

**FILTER USER**
You can filter the user list by name or login name.

1. Access the **Staff User Accounts** page. Refer to the Access Staff User Accounts Page section, page 43, for instructions.

2. In either the **Name** or **Login Name** field, type the desired information.

   ![Name and Login Name fields]

3. Click the **Filter List** button.

4. The filtered list appears.

**EDIT USER ACCOUNT**
You may edit the user information and/or permissions. To change a user’s password, refer to the Change User Password section, page 50, for details.

1. Access the **Staff User Accounts** page. Refer to the Access Staff User Accounts Page section, page 43, for instructions.

2. Click the **pencil** icon or the **Name** link.

3. Make edits and save.

**DELETE USER ACCOUNT**
Users should be deleted or inactivated in the school year in which they no longer are active.

1. Access the **Staff User Accounts** page. Refer to the Access Staff User Accounts Page section, page 43, for instructions.
2. Click the **trashbin** icon.

<table>
<thead>
<tr>
<th>Action</th>
<th>Name</th>
<th>Login Name</th>
<th>User Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Acronym, Amanda</td>
<td>7Amanda</td>
<td>Class</td>
</tr>
<tr>
<td></td>
<td>Airplane, Adrienne</td>
<td>7Adrienne</td>
<td>Class</td>
</tr>
</tbody>
</table>

3. Answer the confirmation pop-up.

*Please note that if you delete a teacher user, their teacher data remains selected on the **Class** page until changed, and they remain in the drop-down list for the School Year, unless the teacher is assigned to no classes.*

To retain access to all Instructional Effectiveness and user data, deleting a User Account inactivates the account without deleting any records. If a user is selected for deletion, they will be removed from all staff lists for the current program year and will remain in staff lists for Instructional Effectiveness and Instructor of Record for the previous program years.

**Inactive User Account**

*Users should be deleted or inactivated in the school year in which they no longer are active.*

Inactivation of user accounts is done manually; it is not done via the data import process.

1. Access the **Staff User Accounts** page. Refer to the Access Staff User Accounts Page section, page 43, for instructions.

2. Click the **Inactive users** link.
3. Select the user(s) who should be inactivated.

![Inactivate Multiple Users](image)

4. Click the Inactivate Users button.

To retain access to all Instructional Effectiveness and user data, inactivating a User Account de-activates the account without deleting any records. If a user is selected for inactivation, they will be removed from all staff lists for the current program year and will remain in staff lists for Instructional Effectiveness and Instructor of Record for the previous program years.

**Reactivate User**

Users should be reactivated in the school year in which they are active.

![Dashboard](image)

1. Access the Staff User Accounts page. Refer to the Access Staff User Accounts Page section, page 43, for instructions.

2. Click the Reactive Users link.
3. Select the user(s) who should be reactivated.

![Reactivate Users](image)

4. Click the Reactivate Users button.

**PRINT USER LIST**

1. Access the *Staff User Accounts* page. Refer to the *Access Staff User Accounts Page* section, page 43, for instructions.

2. Click the Print User List link.

![Printer icon and user list](image)

3. The report appears in a new window.

**CHANGE USER PASSWORD**

A Galileo administrator (individual who has the security to handle user accounts) can reset a user’s password or a Galileo user may change their own password.

**Galileo Administrator Changes User’s Password**

1. Access the *Staff User Accounts* page. Refer to the *Access Staff User Accounts Page* section, page 43, for instructions.

2. Click either the staff’s name or pencil icon.
3. Enter a new **password** and confirm this password.

![User Information](image)

4. *(optional)* Place a checkmark if you want to **Force user to change password upon login** field.

5. Click the:
   a. *Save/Back* button to save this entry and return to the previous screen, or
   b. *Save/New User* button to save this entry and enter another user, or
   c. *Cancel* button to return to the **Staff User Accounts** page. No data entered will be saved when this button is selected.

**GALILEO USER CHANGES THEIR OWN PASSWORD**

While most users will be given a login name and password by their district/charter school Galileo Administrator to initially log in to Galileo, an individual may change their password.

1. Click the **User Profile** icon at the top of the page.

![Dashboard](image)

2. Click the **Change Email/Password** link.

   *(Image on next page.)*
3. Enter their **Current Password**.

4. Then enter and confirm their **New Password**, which must conform to the listed rules.

5. Retype the new password in the **Confirm New Password** field.

6. Click the **Save New Password** button. The new password will be used the next time the individual logs in.

**FORGOT LOGIN NAME OR PASSWORD**
If a user does not remember your Login Name and/or your Password, they may request to receive an e-mail from ATI with this information. The e-mail is sent only if the user’s Login Name is associated with a valid e-mail address. Click either the **Forgot login name?** or **Forgot password?** link and follow the directions as prompted.

(Image on next page.)
The individual’s e-mail address is saved on the General Information form of the Staff Users Account page. (Refer to page 46 or the Change E-Mail Address section, page 53, for modifying the individual’s e-mail address.)

**CHANGE E-MAIL ADDRESS**

User’s e-mail address is saved in Galileo when your account is created by the Galileo Administrator or during a data import from your Student Information System (SIS). An individual may enter or modify your e-mail address.

1. Click the **User Profile** icon at the top of the page.

2. Click the **Change Email/Password** link.
3. The individual’s current e-mail address displays in the **Current Email** field.

![Change Email/Password](image)

4. Enter or update the **e-mail address**.

5. Click the **Save Email** button.

**MANAGE STUDENTS**

Most districts/charter schools manage their students using the Galileo import process. Those that do not populate Galileo via an import would populate Galileo via manual data entry. When handling students, if your district/charter school populates Galileo using the:

- **Import process** – If you need to add a student to a school/class and you do not want to wait until the next data import, you need to verify that the student is not already in Galileo. If you find that the student is:
  
  o already in Galileo, you will need to access the **Enrollment** page, and enroll them into the desired school/class. (This process is described in the Enroll a Student into the District, a School, or a Class section, page 65.)
  
  o not already entered into Galileo, you need to create (add) the new student record on the **Add Student** page. (The steps for adding a student are described in the Create a New Student section, page 58). Be sure that you are familiar with the information in the About Adding New Students into Galileo section, page 55, prior to manually adding a student.

If you need to drop a student from a school/class and you do not want to wait until the next data import, you need to drop the student on the **Enrollment** page. (The steps for dropping a student are described in the Drop a Student section, page 68.)

- **Manual data entry process** – You need to verify that the student is not already in the system. If you find that the student is:
  
  o a “returning” student, start at the **Enrollment** page, locate the student, and enroll the student into the desired school and/or class. (This process is described in the Enroll a Student into the District, a School, or a Class section, page 65.)
If there is a duplicate student record, a District-level user may utilize the Merge Duplicate Students tool to combine the two records. Using the Merge Duplicate Students tool is highly recommended over deleting the duplicate student record. Once a student record has been deleted any information saved in that
student record (including assessment data) is deleted. Refer to the Duplicate Student section, page 62, details.

SEARCH FOR A STUDENT
Prior to adding a student to Galileo, it is recommended to first search for the student to ensure that they do not already exist in Galileo.

1. Click one of the following:
   a. Student Demographics tile.
   b. Student>Demographics.
   c. Setup>Student>Demographics.

2. Click the Search for student link.

3. If necessary, use the drop-down field to select the School. You may select [Search all schools] options, based on your user permission.

(Image on next page.)
4. If necessary, use the drop-down **Class** field to select the class. You may select [Search all classes] options, based on your user permission.

5. Select the desired **Search by** radio button – Last name or Student ID.

6. Type either the **last name** or **student ID** based on which radio button you previously selected.

7. Click the **Search** button. The search results displays.

8. To delete the student, click the **trashcan** icon to the left of the file.

   Once a student record has been deleted any information saved in that student record (including assessment data) is **deleted**. If the student is no longer enrolled in your district/charter school, it is
best to drop the student. Refer to the Drop a Student section, page 68, for instructions.

9. The student's name is a hyperlink and will take you to the Student Demographics page.

![Student Demographics Page]

10. Changes done on the Student Demographics page should be saved.

Most districts/charter schools opt to submit a data upload to ATI to reflect changes to the student demographics information during a school year instead of manually entering this information.

Click the Class Schedule link in the Options box to view all classes the individual is currently and has been enrolled in.

![Class Schedule Page]

The Class Schedule page can also be accessed from the Student>Class Schedule and the Setup>Student>Class Schedule menus.

CREATE A NEW STUDENT

Most districts/charter schools opt to submit a data upload to ATI to reflect the student enrollment information (new students, dropped students, and changes in class enrollment)
to their district/charter school during a school year instead of manually entering this information.

You should verify that the student you are adding to Galileo has not already been added; the student may be enrolled in another school with your district/charter school or enrolled in a previous school year. Refer to the Enroll a Student into the District, a School, or a Class section (page 65) or use the Search for Student link on the Student Demographics page (page 56). Viewing student enrollment for the district, school, and/or class or other program years is based on user security.

1. Verify that the student is not already saved in Galileo. (Directions are in the Search for a Student section, page 56.)

2. Click one of the following:
   a. Student Demographics tile.
   b. Student>Demographics.
   
   b. Setup>Student>Demographics.
3. Click the **Create a new student record** link.

![Create a new student record link](image)

4. Determine how you wish to enter the students into Galileo. Students may be added the Galileo system in the following ways:

   a. Students may be added directly into a school and enrolled in a class. To do this you would select the **Enroll student in the selected class** option.

   ![Enroll student in the selected class](image)

   b. Students may be added directly into a school and then enrolled into class(es) at a later date. To do this you would select the **Enroll student in the selected school** option.

   ![Enroll student in the selected school](image)

   c. Students may be added directly into the district/charter school. At a later date they then be enrolled in a school and then enrolled class(es). To do this you would select the **Don’t enroll student (just add to district)** option.

   ![Don’t enroll student (just add to district)](image)

5. Based on how you determined to enter students into Galileo, select the appropriate **School** and **Class**.

6. Use the down arrow on the **Enrollment Date** field to select the student’s enrollment date. The current date is the default.
7. Enter the requested information, based on whatever convention the district/charter school has devised; generally follows the naming convention used in the student information system.

   For most districts/charter schools, the Student ID is the same student number documented in their Student Information System.

   ![Student ID Information]

8. If a K-12 Student-Parent Center login name and password is necessary, fill in the requested information.

   Once the student is added, the student account information is only visible from the Student User Accounts page. Refer to the Student User Accounts section, page 69, for instructions on accessing that page.

   Follow the naming convention defined by your district/charter school for the Login Name and Password.

   ![Password Information]

   For best results, choose a password that contains a mixture of letters and numbers. Don’t forget to refer to the guidelines referenced in the Student User Accounts section, page 69.

9. (optional, based on district/charter school protocol) If there is a student Form(s) that should be completed, this can be done now or at a later point in time.
10. To save your entry and
   a. enter another student, click the Save/New button. This option saves the entry and clears the page so you may enter another student.
   b. return to the previous page, click the Save/Back button. You will then be taken back to the page you started at (e.g., Enrollment, Student Demographics).

11. (optional, based on district/charter school protocol) If there is a student Form(s) that should be completed, this can be done now or at a later point in time.

12. To save your entry and
   a. enter another student, click the Save/New button. This option saves the entry and clears the page so you may enter another student.
   b. return to the previous page, click the Save/Back button. You will then be taken back to the page you started at (e.g., Enrollment, Student Demographics).

If the Duplicate Student? page appears, refer to the Duplicate Student section, page 62, for details on how to proceed.

**Duplicate Student**
When a new student is added to Galileo and that student or student ID already exists in Galileo, the user receives a duplicate student message.

This means that the student or student ID is already in Galileo. If it is saying the student is in the system in a previous year, use the Transfer button. You may also use the Continue with Save or the Cancel Save buttons based on your needs.

Should there be a duplicate student record a District-level user may utilize the Merge Duplicate Students tool to combine the two records.

**Merge Duplicate Student Records**

Only District-level users may utilize this tool.

Most districts/charter schools opt to submit a data upload to ATI to reflect the student enrollment to their district during a school year (refer to the Galileo Data Importation section,
instead of manually entering this information, thus avoiding duplication messages. The student should retain the same Student ID to avoid duplication.

1. Click one of the following:
   a. **Student Demographics** tile.
   b. **Student>Demographics**.
   c. **Setup>Student>Demographics**.

2. Click the **Merge Duplicate Students** link in the **Options** box.

3. Verify the **District**.
4. Use the drop-down menu to select the **Program Year** (that’s the school year).

![Student to be merged](image1)

5. Determine how you wish to **Search by** – **Last Name** or **Student ID**. Select the desired radio button.

6. Type in the student’s **Last name** or **Student ID number** as appropriate.

7. Click the **Search** button.

8. Click the **Student Assessment History** links to verify you have the correct student.

![Student to be merged](image2)

9. Click the **Move Assessment and Enrollment Data** button to transfer the data from the student on the left to the student displayed on the right.

**ENROLLMENT PERMISSIONS**

Students may already exist in Galileo within the district/charter school, at another school, or in a different school year within your district/charter school. A user who has the security option to **Allow user to add students** may use the transfer feature from the **Duplicate Student** page to enroll the individual student. Students may also be transferred to a new program year by the **Annual Data Setup** tool. (Refer to the **Annual Data Setup (Transfer Past Year’s Information)** section, page 8, for directions on this tool.)

If the student just needs to be moved (transferred) from a class/school to another class/school within the same school year, follow the directions in this section. The user must have user permissions to **Allow user to enroll and drop students at the district level** or **Allow user to enroll and drop students at the school level**.
Most districts/charter schools opt to submit a data upload to ATI to reflect the student enrollment to their district/charter school during a school year instead of manually entering student information.

**Enrollment page**
The *Enrollment* page looks different depending on what user permission you have been given.

**User Permission: Allow user to enroll and drop at the School-level**

![Available Students in School](image1)

<table>
<thead>
<tr>
<th>Available Students in School (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able, Amy (07881)</td>
</tr>
<tr>
<td>Angel, Harold (555466555)</td>
</tr>
<tr>
<td>Ann, Caitlin (201122)</td>
</tr>
<tr>
<td>Arizona, Window (66564)</td>
</tr>
<tr>
<td>Atten, S (5646)</td>
</tr>
<tr>
<td>Atwood, Joy (5997)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students Enrolled in Class (39)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angel, Johnny (35921)</td>
</tr>
<tr>
<td>Bell, Jose (08112)</td>
</tr>
<tr>
<td>Deegle, Ed (25768)</td>
</tr>
<tr>
<td>Bohm, Jackie (26461054)</td>
</tr>
<tr>
<td>Bellum, Sara (2768576)</td>
</tr>
<tr>
<td>Bentey, David (20089300)</td>
</tr>
<tr>
<td>Brown, James (23795287)</td>
</tr>
<tr>
<td>Bunny, Bugs (28907803)</td>
</tr>
<tr>
<td>Carol, John (0001)</td>
</tr>
<tr>
<td>Clipper, Alberta (73987298)</td>
</tr>
<tr>
<td>Cowlen, Michelle (279378)</td>
</tr>
<tr>
<td>Einspach, Alben (205601)</td>
</tr>
<tr>
<td>Fairfield, Joseph (7399792)</td>
</tr>
<tr>
<td>Foster, Philip (123555708777)</td>
</tr>
<tr>
<td>Foster, Richard (2327897)</td>
</tr>
</tbody>
</table>

Show by letter: A

Drop from School | Add to Class | Drop from Class | Drop from School

**User Permission: Allow user to enroll and drop at the District-level**

![Available Students in District](image2)

<table>
<thead>
<tr>
<th>Available Students in District (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>La, Lo A. (6586)</td>
</tr>
<tr>
<td>Lorry, Ted B. (556666556)</td>
</tr>
<tr>
<td>Moyo, Jay (11111)</td>
</tr>
<tr>
<td>Leffezoe, Zeke T. (65755058756)</td>
</tr>
<tr>
<td>Lemon, Even (222)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Available Students in School (7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able, Amy (07981)</td>
</tr>
<tr>
<td>Angel, Harold (555466555)</td>
</tr>
<tr>
<td>Ann, Caitlin (201122)</td>
</tr>
<tr>
<td>Arizona, Window (66564)</td>
</tr>
<tr>
<td>Atten, S (5646)</td>
</tr>
<tr>
<td>Atwood, Joy (5997)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students Enrolled in Class (24)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell, Tinker (1381)</td>
</tr>
<tr>
<td>Bertrand, Nathan (956565555)</td>
</tr>
<tr>
<td>Berent, Martin V. (8886)</td>
</tr>
<tr>
<td>Carbajal, Pete (2668727)</td>
</tr>
<tr>
<td>Christmas, Merry (326497)</td>
</tr>
<tr>
<td>Clinton, Hilary (279273)</td>
</tr>
<tr>
<td>Garcia, Jose (123997)</td>
</tr>
<tr>
<td>Graves, Melissa (9529301078)</td>
</tr>
<tr>
<td>Hohen, Billie (2956232)</td>
</tr>
<tr>
<td>Hucklew, Andrew (986547465)</td>
</tr>
<tr>
<td>LaFeil, Patty L. (11122)</td>
</tr>
<tr>
<td>Madison, James C. (98)</td>
</tr>
<tr>
<td>Nov, Mo (567851)</td>
</tr>
<tr>
<td>Nov, Mo (245786)</td>
</tr>
<tr>
<td>Nov, Mary (1098)</td>
</tr>
<tr>
<td>Sanches, Maria (948340679)</td>
</tr>
<tr>
<td>Williams, Lynn (3967452947)</td>
</tr>
<tr>
<td>Worke, Willy G. (2329929)</td>
</tr>
</tbody>
</table>

Show by letter: L

Add to School | Add to Class | Drop from School | Add to Class | Drop from Class | Drop from School

**Enroll a Student into the District, a School, or a Class**

A student may be added to the district/charter school or an individual school and then enrolled into a school or class(es). To do this you will need to have been given the user permission to add, and enroll/drop students at the **District-level** or at the
School-level. This section provides instructions on enrolling a student into a school and/or a class.

Most districts/charter schools opt to submit a data upload to ATI to reflect the student enrollment information (new students, dropped students, and changes in class enrollment) to their district/charter school during a school year instead of manually entering this information.

Enroll Student

Most districts/charter schools opt to submit a data upload to ATI to reflect the student enrollment information (new students, dropped students, and changes in class enrollment) to their district/charter school during a school year instead of manually entering this information.

The Enrollment page can be accessed from the Teacher Dashboard page, Setup menu, and from the Student menu. An administrator generally accessed it from the Student menu.

1. Click one of the following:
   a. Student Enrollment tile.
   b. Student>Enrollment.
   c. Setup>Student>Enrollment.

2. If necessary, use the down arrow on the School drop-down menu to select the school for which you wish to enroll a student.

3. If necessary, use the down arrow on the Class drop-down menu to select the class for which you wish to enroll a student.

(Image on next page.)
4. If logged in as a:
   a. School- or Class-level user, determine if you would like to show students not enrolled in any class.
      
      [ ] Show students in school not enrolled in any class

   b. District-level user, determine if you would like to show students not enrolled in any school and/or not enrolled in any class.

      [ ] Show students in district not enrolled in any school
      [ ] Show students in school not enrolled in any class

5. Verify the Enrollment Date drop-down menus data selection. This should be the date the student is enrolling in the school or class.

6. In the Available Students in District/School box click to highlight the student whom you would like to enroll.

   **TIP** Use the Show by letter filter to limit the students that appear in the District/School box. Make sure you click the “Save Changes” button before changing the letter filter.

7. To enroll the student into a:
   a. class, click the Add to Class button. The student will move into the Students Enrolled in Class box.
b. School, click the Add to School button. The student will move into the Available Students in School box.

8. Click the Save Changes button.

You may repeat these steps until you have enrolled all students. If you find that a student you wish to enroll is not yet entered in Galileo, you may add the student(s) by following the instructions found in the Create a New Student section, page 58.

DROP A STUDENT

If you have a student who has officially dropped from your district/charter school, school, or class, you may drop them from your school and/or class.

Deleting a student deletes all data for that student, including all administered assessments. The fewest number of Galileo users should have the “Allow user to delete students” user permission.

Most districts/charter schools opt to submit a data upload to ATI to reflect the student enrollment information (new students, dropped students, and changes in class enrollment) to their district/charter school during a school year instead of manually entering this information.

1. Click one of the following:
   a. Student Enrollment tile.
   b. Student>Enrollment.
   c. Setup>Student>Enrollment.

2. If necessary, use the down arrow on the School drop-down menu to select the school for where the enrolled student resides.
3. If necessary, use the down arrow on the **Class** drop-down menu to select the class from which you wish to drop a student. If the student has been dropped from classes, and you would like to drop them from school, proceed to the next step.

   ![Drop from Class or Drop from School](image)

4. Using the **Drop Date** drop-down menus select the date the student dropped.

5. Click to highlight the student’s name in the **Students Enrolled in Class** or the **Available Students in School** box.

6. Click **Drop from Class** or **Drop from School** button. The student will move into the **Available Students in District/School** box.

7. Click the **Save Changes** button.

**STUDENT USER ACCOUNTS**
When students are added to Galileo they may be assigned a login name and password. Each student is given only one password in which to access tests, assignments, grades, and reports for all classes using the *K-12 Student-Parent Center*. If the student hasn’t yet been assigned a password, you may assign him or her a password by following the instructions listed below. (Refer to the **Create a New Student** section, page 58, for creating a new student and their student login and password.)

**Most districts/charter schools opt to submit a data upload to ATI to reflect the student enrollment information (thus the Student/Family User Accounts) to their district/charter school during a school year instead of manually entering this information.**

**LOGIN NAME GUIDELINES**
A student’s login name must be at least four (4) characters with a maximum of 40 characters. You may use alphanumeric characters for the login name.
**PASSWORD GUIDELINES**

Passwords must adhere to the following rules:

- Must be at least six (6) characters.
- Cannot match your Login Name.
- Cannot match your first or last name.
- Cannot contain the characters ', --, *, #, or %.
- Your password can't be the word *password*.
- Choose a password that contains a mixture of letters and numbers.

*Tip* Follow the naming convention defined by your district/charter school for the *Username* and *Password*.

**ACCESS**

The *Student Accounts* page can also be accessed from the *Teacher Dashboard* page’s *Roster* widget.

1. Click either:
   a. *Student Accounts* tile.
   b. *Setup>*User Accounts>*Student Accounts*.

2. Select the **Filter Mode - Default** or **Intervention Group**.

3. If you selected:
   a. **Default** mode, verify the *School* and *Class*.
b. **Intervention Group** mode, select the Intervention Group **Library** and the **Intervention Group**.

4. Select the **Student**.

5. If the student:
   
a. has a login name and password it displays.
   
   ![Student User Accounts](image)
   
   b. does not have a login name and password,
      
i. type the **Login Name**, **Password**, and **Confirm Password**.

   ![Login Name, Password](image)

   ii. *(optional)* Click the checkbox for **Force student to change password on next login**.

   ![Force student to change password on next login](image)

   iii. Click the **Save User** button.

6. To view all students, click the **View student user accounts** link.

   ![View student user accounts](image)

7. A list of students, their usernames and passwords will appear. If the student does not have a password, you will want to assign one now.
8. Click the Student User Accounts link to return to the previous page to assign a password.

The list can be printed by right-clicking on the page and choosing Print from the menu.

<table>
<thead>
<tr>
<th>Name</th>
<th>Username</th>
<th>Password</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen, Beth</td>
<td>allenb</td>
<td>challenge</td>
<td>Sep 05, 2014 02:48 PM</td>
</tr>
<tr>
<td>Cash, John</td>
<td>jcash</td>
<td>123456</td>
<td>Apr 11, 2014 09:12 AM</td>
</tr>
<tr>
<td>Garcia, Jose</td>
<td>jorgas</td>
<td>smartest</td>
<td>Jul 22, 2008 10:58 AM</td>
</tr>
<tr>
<td>Jana, Margie</td>
<td></td>
<td>not assigned</td>
<td></td>
</tr>
<tr>
<td>Joe, Mary</td>
<td></td>
<td>not assigned</td>
<td></td>
</tr>
<tr>
<td>Johnson, Mary</td>
<td></td>
<td>not assigned</td>
<td></td>
</tr>
<tr>
<td>Orr, Bobby</td>
<td></td>
<td>berr</td>
<td>May 14, 2012 10:58 AM</td>
</tr>
</tbody>
</table>

PRINT STUDENT PASSWORD

9. From the Class Student User List page click the Print Student Passwords link.

The list can be printed by right-clicking on the page and choosing Print from the menu.

STUDENT FORM INFORMATION

Galileo also provides you with the Form Builder tool, which gives a district/charter school the capability to create additional data fields to record additional student information such as primary language, income level, disability, etc. Information can populated into a form through the import process, manually enter information for a student one at a time (directions in the Enter Information for a Single Student section, page 73), or manually enter information for multiple students either a single common response for all students or individual answers for one item for all students (called the Group Data Entry, page 74).

Most districts/charter schools opt to submit a data upload to ATI to reflect the student information to their district/charter school during a school year (refer to the Galileo Data Importation section, page 4) instead of manually entering this information.
VIEW STUDENT INFORMATION

FORM INFORMATION
To retrieve information about the Students, use the Student drop-down menu on the Student Demographics page. Once you've selected a student and the appropriate form (the General Student Info form houses the information entered when the student is added to Galileo) the window will refresh to give you that student’s information.

ENTER INFORMATION FOR A SINGLE STUDENT
1. Click one of the following:
   a. Student Demographics tile.
   b. Student>Demographics.
   c. Setup>Student>Demographics.
2. If necessary, use the drop-down menu to select the School.
3. Use the drop-down menu to select the **Class**.

4. Use the drop-down menu to select the **Student** whom you would like to record information.

5. Use the drop-down menu to select the **form** you would like to fill out.

6. Fill out the requested **information**.

7. Click the **Save** button.

*To enter information on students not currently enrolled in a class or school, you must do a search on that student. Once the student is found you may complete forms as needed. Directions for searching for a student are found in the **Search for a Student** section, page 56.*

**ENTER INFORMATION USING GROUP DATA ENTRY TOOL**

The **Group Data Entry** tool allows users to enter a large amount of data at once. You may use the “Enter Common Data” option which will let you enter a common response for all selected students. The “Enter Individual Data” option allows you to record individual answers for students.

*Recurring heading items cannot be completed using the Group Data Entry feature.*

1. Click one of the following:
a. **Group Data Entry** tile.

b. **Student>Group Data Entry**.

c. **Setup>Student>Group Data Entry**.

2. If necessary, use the drop-down menu to select the **School**.

3. Use the drop-down menu to select the **Class**.

4. Use the drop-down menu to select the **Enrollment Status**.

5. Use the drop-down menu to select the desired **Form**.

   *This feature cannot be used for recurring items.*

6. Use the drop-down menu to select the form’s **Heading**.

7. Use the drop-down menu to select the form’s **Field**.

8. The default tab is **Entering Common Data**.

   *(Image on next page.)*
9. Proceed to the next step or click the Enter Individual Data tab and follow the directions in the Enter Individual Data Tab section.

**ENTER COMMON DATA**

The Enter common data tab is used to enter a common response for all selected students.

10. If necessary, select the Enter common data tab.

11. Use the drop-down menu for the form field, select the form field option.

12. A list of all individuals is displayed. If there is a black checkmark next to the individual, this indicates that data is saved for that record matches the selected value of the currently displayed item.

13. To apply the selected value item, click the individual’s name you want to apply the value. A red checkmark is placed next to their name.

14. Click the Save button.
**Enter Individual Data**

The **Enter individual data** tab is used to enter individual answers for students.

15. If necessary, click the **Enter individual data** tab.

16. A list of all individuals is displayed on the left side and the field name with the available options is displayed on the right.

17. Update the individual’s **information** as necessary.

18. Click the **Save** button.

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**Managing Galileo Data**

**External Tests**

Galileo provides users with the ability to house the results of external tests, such as statewide assessment and DIBELS, in standard student forms created in Galileo. These scores may be manually entered into Galileo or this data can be imported into Galileo. To find out more about the housing external tests, please contact your ATI Field Services Coordinator (refer to page 1, **ATI Contacts**).

*Information on generating reports with external tests, please refer to the Generating Reports and Using Data manual and the online help files.*
Most districts/charter schools opt to submit a data upload to ATI for external test dates (refer to the Galileo Data Importation section, page 4) instead of manually entering this information. ATI’s preference is that statewide assessment data is submitted from the original state file.

**FORM BUILDER**

In today’s rapidly changing world, there is increasing recognition of the value of dynamic web-based approaches for gathering, analyzing, and reporting information. Rapid access to information for decision-making is essential to educators. Galileo technology offers educators an adaptable, web-based approach for data collection, monitoring, coordinating, and reporting. Through the *Form Builder* tool, Galileo can accommodate the array of data-capture and reporting needs.

Galileo allows you to create a number of different types of forms using the *Form Builder* tool. You may create student, district, school, class, and staff forms. The stored form information may be viewed and utilized in Individual, Class, School, and District Summaries reports, thus allowing users to filter the data.

Directions for manual data entry on a student form can be found in the Student Form Information section, page 72.

To find out more about the *Form Builder* tool, please contact your ATI Field Services Coordinator (refer to page 1, ATI Contacts).

**REPORTS**

**READY-MADE REPORTS**

Galileo allows users to generate a variety of reports that are intended to give educators valuable information about students, learning, teaching, and progress. Galileo keeps an electronic history of student data, enabling users to generate reports for any date in time for which data was recorded.
To find out more about generating Galileo reports, please refer to the “Generating Reports and Using Data” manual or the online help files.

CUSTOM REPORTS
There are two types of custom reports.

- **Custom Form Report**: To view data that has been imported into Galileo, such as external tests (refer to the External Tests section, page 77), a custom form report was created by ATI. To view this information, you must generate a Custom Form Report.

- **Custom Test Report**: Galileo allows District- and School-level users to generate custom export files. A single file can contain data for multiple tests, and it can be from a selected school or the entire district/charter school.

To find out more about generating custom reports, please refer to the “Generating Reports and Using Data” manual, the online help files, or contact your ATI Field Services Coordinator (refer to page 1, ATI Contacts).
There are many other aspects of the Galileo K-12 system that should be handled in order to administer benchmark assessments, formative assessments, and instructional dialogs.

The Galileo Administrator Guide manual addresses these issues:

- Benchmark assessments
- Testing protocol
- Move a test
- Test scheduling
- Move test data
- Data parameters
- Advanced reporting features
- Library
- Intervention Groups
- Additional resources (e.g., technical assistance, professional development opportunities)

The “Galileo Administrator Guide” manual is provided to the district/charter school Galileo Administrator during Galileo implementation. An additional manual can be found in the online help files or by contacting your ATI Field Services Coordinator (refer to page 1, ATI Contacts).
**ADDITIONAL RESOURCES**

**IMPLEMENTATION CHECKLIST**
The Galileo® K-12 Online Implementing Galileo Checklist for Benchmark Assessments walks the Galileo Administrator through all the steps necessary for a successful implementation. This checklist is provided to the district/charter school Galileo Administrator during Galileo implementation. An additional checklist can be found at [http://www.ati-online.com/pdfs/profdevelopment/K-12/forms/Getting_Started_With_Galileo_LS_Checklist.pdf](http://www.ati-online.com/pdfs/profdevelopment/K-12/forms/Getting_Started_With_Galileo_LS_Checklist.pdf).

**YEAR END REVIEW**
Each spring ATI offers a complimentary Year End Review and Preparing for the New School Year Learning on Demand webinar providing participants the opportunity to reflect on the prior year’s successes and challenges with Galileo implementation. Participants are guided through a “checklist” of preparation topics for the new
school year including an overview of ATI’s new initiatives and professional development opportunities. Further information on the Learning on Demand webinars can be found in the Professional Development section, page 83.

**HELPFUL RESOURCES**
In addition to this manual and other ATI-created documentation, assistance in using Galileo are available.

**HELP FILES**
The Help link in the User Options icon contains easy-to-follow instructions demonstrating (hardcopy and recordings) the use of different Galileo features.

Help files are also available within a page’s widget.

**TECHNICAL SUPPORT**
With ATI’s Technical Support line you receive free, unlimited technical support service. Our technical support staff may be reached at 520.323.9033, 877.358.7616, or by completing the Tech Support online form, or emailing
TechSupport@ati-online.com. (Additional contact information can be found in the ATI Contacts section, page 1).

**FORUM**
Access to the *Forum* is available within Galileo. It’s a great place to learn from others who use Galileo so that you can help your students, schools and district/charter school. Videos and reference guides are also available within the Forum.

**PROFESSIONAL DEVELOPMENT**
ATI’s professional development is an excellent way for new users to learn the technology as they focus on particular aspects of Galileo technology. ATI provides several professional development opportunities:

a. **On-Site Professional Development**: Teachers, administrators, and support staff receive instruction on selected modules with detailed steps for each topic.

b. **Learning on Demand**: ATI’s Learning on Demand webinars assist educators and administrators in becoming proficient users. Learning on Demand live and recorded sessions are complimentary, ranging from 30-60 minutes. The listing of the current sessions can be found at [http://www.ati-online.com/pdfs/K12/PDONDemandSeries-Flyer.pdf](http://www.ati-online.com/pdfs/K12/PDONDemandSeries-Flyer.pdf).
c. **Tutorial video:** ATI offers short tutorial recording, ranging just a few minutes that explains the functionality of a particular page. Videos can be found in the online help files and in the Forum.

"The listing of sessions (both tutorial and Learning on Demand) sessions can be found at [http://ati-online.com/pdfs/profdevelopment/k-12/lod/Videos.pdf](http://ati-online.com/pdfs/profdevelopment/k-12/lod/Videos.pdf)."

To learn more about the ATI’s professional development services, please contact ATI’s Professional Development team ([ProfessionalDevelopment@ati-online.com](mailto:ProfessionalDevelopment@ati-online.com) or 800.367.4762) or visit the **Professional Development** web page, [http://ati-online.com/galileoK12/K12ProfessionalDevelopment.php](http://ati-online.com/galileoK12/K12ProfessionalDevelopment.php).