



Galileo® K-12 Online: Administering Offline Galileo Assessments

Table of Contents

Welcome to Galileo Assessment.....	4
Overview of Assessment Process	4
Access Galileo Online	6
Sign Out of Galileo	7
Change Password and E-Mail Address	8
Change Password	8
Change E-Mail Address	9
User Level	10
Navigate Around Galileo.....	11
Navigate	11
Tile.....	11
Blue Menu Bar	12
Page name	13
Quick link icons	13
Options Box.....	14
Responsive Design.....	14
User Profile Icon.....	17
Help	17
Help Link.....	17
Help Icon	18
Learning on Demand Webinars.....	19
Tutorial Videos	19
Launchpad	20
Purpose	20
Access	21
Navigate to a Tile	21
Filter Tiles	21
Manage Tiles	22
Add Tiles	23
Reorder Tiles	23
Remove Tiles	24
Customize Tile	25
Create Custom Tile	26

Settings Page.....	27
Year and Class Tab	28
Set the School (Program) Year/Term	28
Set the Location	28
Report Format Tab	28
Libraries Tab.....	29
Dashboard Page.....	30
Access Dashboard	30
Check Your Roster.....	32
Print Roster	33
Roster Not Up-to-Date	33
Delivery Assessment Options.....	33
Online Testing.....	33
Offline Testing	34
Testing Protocol.....	34
Schedule a Test.....	35
Scheduling Impacts Reports	35
Scanning Impacts Reports.....	36
Scheduling Options.....	36
Steps to Schedule from the Teacher Dashboard	36
Steps to Schedule using the Bulk Scheduler.....	39
View, Edit or Delete a Daily Test Schedule	44
View a Test Schedule	45
Edit a Test Schedule	45
Delete a Test Schedule	46
Bulk Schedule History	47
Purpose.....	47
Access Bulk Schedule History	47
Print Test Materials.....	53
Document to Print	53
Kindergarten Flipbook Assessments	54
Print Test Booklet.....	54
Bubble Sheets (Answer Sheets) Options.....	57
Generate Plain-paper Answer Sheets, Grading Sheets, and Worksheets	57
Answer Sheet	57
Grading Sheets	58
Worksheets	58
Steps.....	59
Generate GradeCam Answer Sheets	60
Steps.....	60
Generate High-speed Answer Sheets	62
Using the Preslugger.....	62

Scan Completed Offline Tests.....	63
Score Test	64
Library Permission Level.....	64
View and Score Test Options.....	64
Enter Earned Points	65
Assessment Results	70
Library Permission Level.....	70
Test Item Types	70
Result Availability	73
Teacher Dashboard.....	73
Reports	74
Data Parameters	74
Participation Rate	74
Data Analysis	75

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WELCOME TO GALILEO ASSESSMENT

Welcome to *Galileo Instructional Improvement and Effectiveness System*! Over the course of the school year, your district/charter school will be using *Galileo K-12 Online* to help administer assessments to your students and assist you to guide instruction. *Galileo K-12 Online* will help teachers and administrators in their efforts to rapidly score, analyze, aggregate, and report assessment results in ways that support student learning in alignment with local and state standards. This manual provides basic information to assist you in using *Galileo K-12 Online* to accomplish several of your inter-related assessment goals including:

- *Administration of Tests*: With *Galileo K-12 Online* users may administer tests to the students online. In instances where students cannot take tests online, offline test data may easily be incorporated into the *Galileo* system.
- *Efficient Test Scoring*: *Galileo* can automatically scores tests for teachers. However, teachers may have the opportunity to forgo the automatic scoring in favor of manually scoring each test item, based on test library permission. *Galileo* also make the documentation of subjective scores like essay and work sample easy and efficient.

Galileo K-12 Online offers many other tools and features. Visit the **Galileo K-12 Online** page, <http://ati-online.com/galileoK12/indexK12.php>, to learn about the other tools and features.

OVERVIEW OF ASSESSMENT PROCESS

To administer a test offline, which is with paper and pencil, the following steps must be taken:



1. Verify your **Galileo Roster** to ensure that all students are listed. (Directions found in the Check Your Roster section, page 32.)



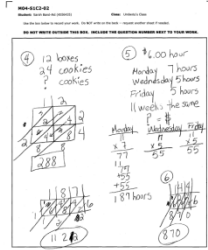
2. **Print the test booklet** directly from *Galileo*. (Directions found in the Print Test Booklet section, page 54.) Once you have an original, sufficient copies should be made so that each student taking the assessment has his or her own test booklet.



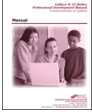
3. The assessment must be **scheduled** for each class/intervention group that will be administering the assessment. Scheduling of these assessments is done through the **Teacher Dashboard** page or using the **Bulk Scheduler** tool. (Directions found in the Schedule a Test section, page 35.)

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)
4. (A) (B) (C) (D)
5. (A) (B) (C) (D)

4. **Print the answer sheets** directly from *Galileo* using plain-paper *Scanline* or *GradeCam*. Plain-paper *Scanline* and *GradeCam* answer sheets may be preslugged directly from *Galileo*; high-speed *Scanline* answer sheets can be preslugged directly from *Scanline's Preslugger* tool. (Directions for using *Scanline* and *GradeCam* are found in the Bubble Sheets (Answer Sheets) Options section, page 57.)



5. If desired and are using plain-paper *Scanline*, **print worksheets** directly from *Galileo*. (Directions found in the Worksheets section, page 58.)
6. **Administer** the assessment according to your district/charter school protocol. (Refer to the Testing Protocol section, page 34.)
7. **Collect** the test booklets and the answer sheets, and any worksheets
8. **Manually score** items, if necessary. (Refer to the Score Test section, page 64.)
9. **Scan** the answer sheets and worksheets into the computer with *Scanline* or *GradeCam*. (Refer to the Scan Completed Offline Tests section, page 63.)
10. **Analysis** is performed. Reports based on raw scores are available immediately in *Galileo* when tests are administered online or once the bubble sheets are scanned. Reports based on Developmental Level (DL) scores are available once an Item Response Theory (IRT) analysis is performed by ATI. (Refer to the Assessment Results section, page 70, and Data Analysis section, page 75.)



If administering tests offline, refer to the Administering Online Galileo® Assessments manual found in the online help files.

ACCESS GALILEO ONLINE

Once you have received your official *Galileo* password, you will then be able to access the *Galileo* application. *Galileo* may be accessed with your password from any computer or a Galileo-supported mobile device that has an Internet connection and a supported browser.

1. Open a *Galileo*-support web browser. The supported browsers can be found on <http://ati-online.com/galileoK12/K12TrainingSystem.php>.
2. Type Assessment Technology, Incorporated's web address, www.ati-online.com.
3. Click **Sign In>Galileo K-12 Staff**.



4. Log in to *Galileo* with the **Login Name** and **Password** that has been provided to you.



If you do not remember your Login Name and/or your Password, you 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.

To update the e-mail address or password associated with your Galileo account, refer to the Change Password and E-Mail Address section, page 8.

5. Click the *Sign In* button.
6. You now will enter the *Galileo* application.
7. The first time you login to *Galileo*:
 - a. you will be presented with an Electronic Services Agreement.

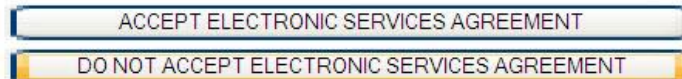
ASSESSMENT TECHNOLOGY, INCORPORATED: ELECTRONIC SERVICES AGREEMENT

Use of Electronic Services: Assessment Technology, Incorporated (ATI) is willing to provide certain software applications accessed remotely ("Electronic Services") to you (the "User"), for a period of one year (12 months) from date of purchase with renewal at the option and discretion of the User. For users whose electronic services are associated with ATI CDROM software, the electronic services will be provided with the same expiration date as the software to which it is associated. The Electronic Services are designed to assess or test student learning and/or assist User in planning, implementing or reporting on courses of study, lessons, assignments or other learning activities. This Electronic Services Agreement (the "Agreement") states the terms and conditions that govern the access to and use of ATI Electronic Services. The Electronic Services include services and information accessible through ATI, including but not limited to:

- ATI's proprietary application Galileo Online including Galileo Online Student/Parent Center, and Online Course Center
- ATI's Scanline and Mercury applications
- Technical support related to the use of ATI applications
- Any other computer, telephonic or wireless services or information system that ATI permits the User to access, including successors to the systems described above.

User Agreement: This Agreement replaces any prior agreement between the User and ATI regarding use of ATI Electronic Services except for any Contract executed with this Agreement. If this Agreement accompanies an ATI proposal response to the User's RFP and if there are differences between this Agreement and ATI's proposal responses, the proposal responses constitute the controlling document. Acceptance of this Agreement

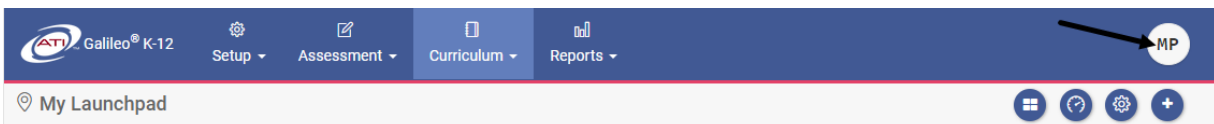
- b. Read through this agreement, and if in agreement, click the *Accept* button at the bottom of the page.



SIGN OUT OF GALILEO

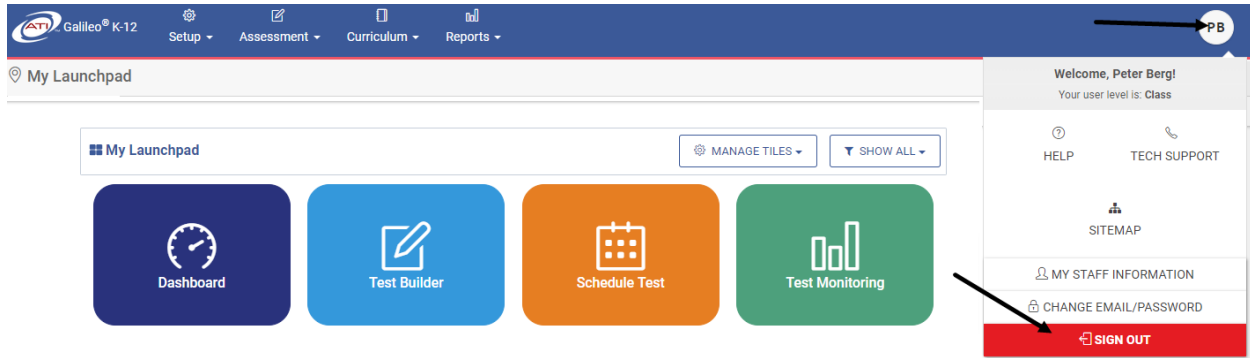
Galileo does not time out. Therefore, it is important that when you have completed working in *Galileo*, that you properly sign out of the system.

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



2. Click the Sign Out link.

(Image on next page.)



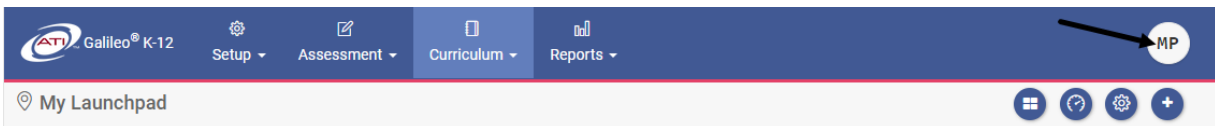
3. If necessary, close the browser window.

CHANGE PASSWORD AND E-MAIL ADDRESS

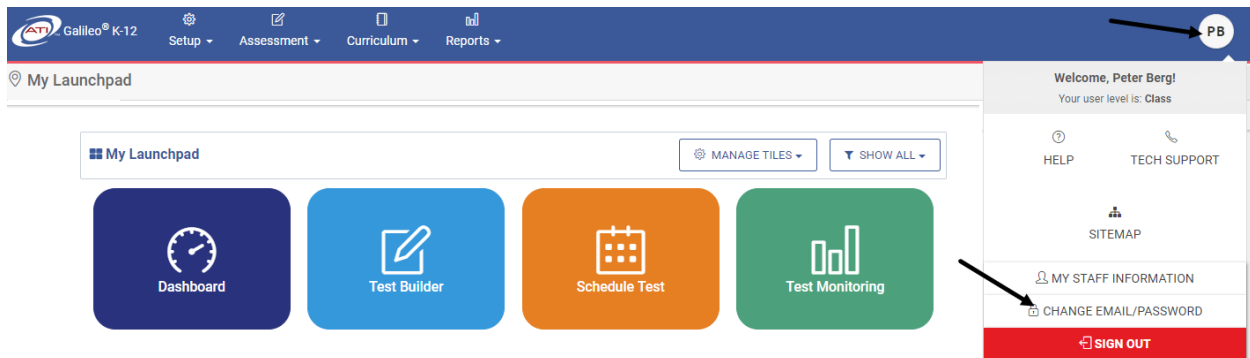
CHANGE PASSWORD

While most users will be given a username and password by their district/charter school *Galileo* Administrator to initially log in to *Galileo*, you may change your password.

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



2. Click the Change Email/Password link.



3. Enter your **Current Password**.
4. Then enter and confirm your **New Password**, which must conform to the listed rules.

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

Enter your current password. Then follow the instructions for entering your new password.

Current Password:

Please enter a new password that adheres to the following rules:

- Must be at least 6 characters.
- Cannot contain your Login Name.
- Cannot contain your first or last name.
- Cannot contain the characters ' , -- , * , # , % , or spaces.
- Cannot contain certain keywords such as the word "password".
- For best results, choose a password that contains a mixture of letters and numbers.

New Password:

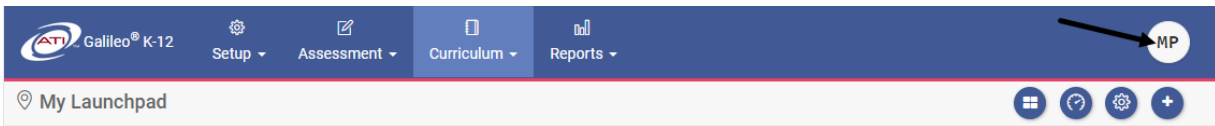
Confirm New Password:

6. Click the *Save New Password* button. Your new password will be used the next time you log in.

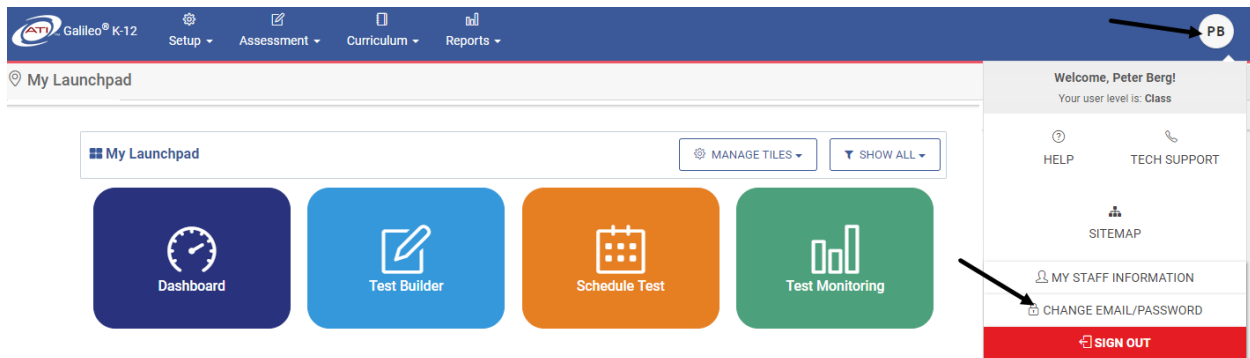
CHANGE E-MAIL ADDRESS

User's e-mail address is saved in *Galileo* when your account is created by your *Galileo* Administrator or during a data import from your Student Information System (SIS). You 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. Your current e-mail address displays in the **Current Email** field.

(Image on next page.)

Change Email/Password



Here is your current email below.

Current Email: training@ati-online.com

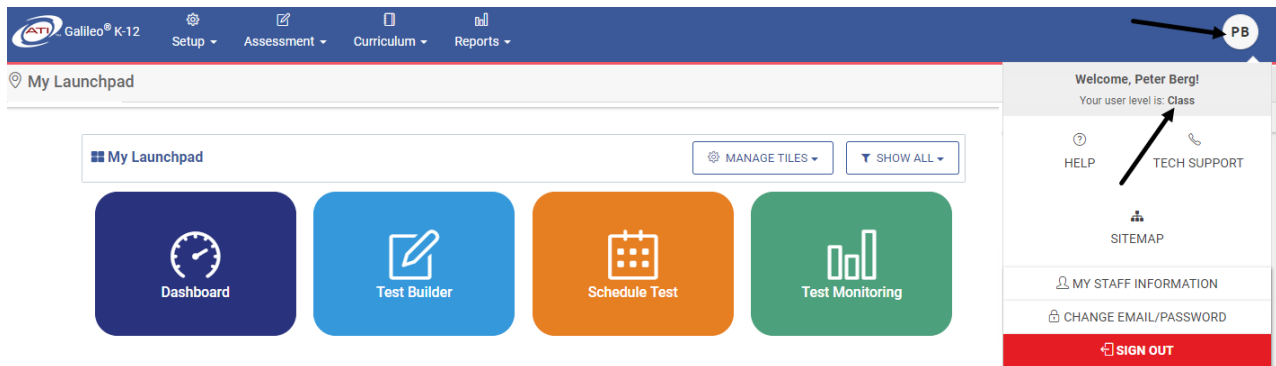
Save Email

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




5. Click the *Save Email* button.


USER LEVEL

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



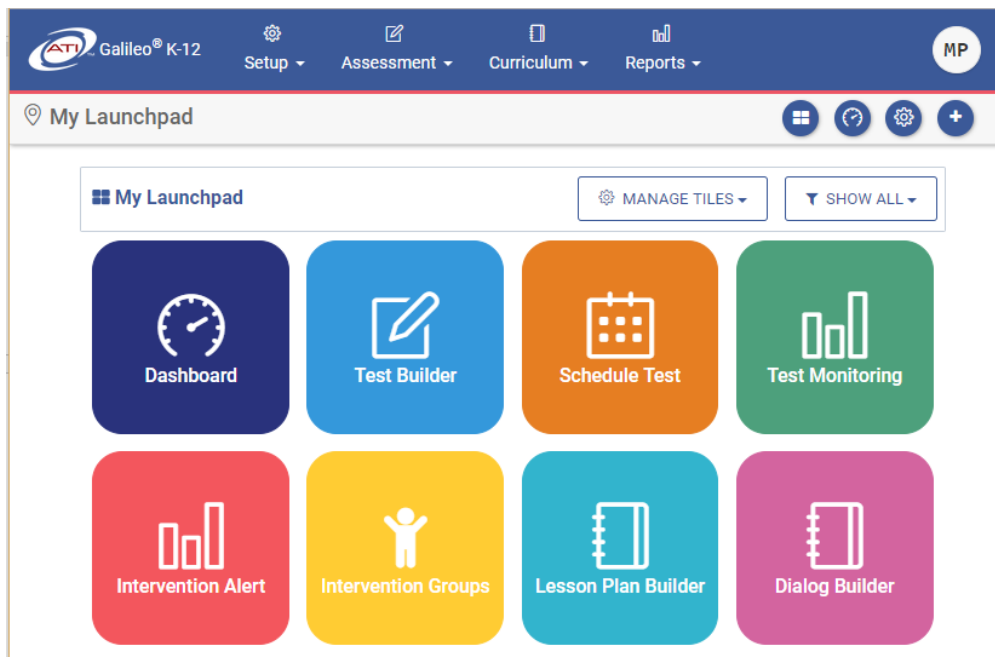
There are four user levels within *Galileo*. They are:

User Level	The individual is a...	Description
Student	Student or parent 	Individual accesses the <i>K-12 Student-Parent Center</i> . Student completes assigned assignments, events, and tests. Student and parent can view test results when the scheduler posts them to the <i>K-12 Student-Parent Center</i> .
Class-level	Teacher, Specialist 	Individual has access to information regarding the students in their class(es). By default this level user does not permission to handle student enrollment; however, they may if permission is granted.
School-level	Principal, Assistant Principal 	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.

User Level	The individual is a...	Description
District-level	District/charter school administrator 	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.

NAVIGATE AROUND GALILEO

As a Class-level user (e.g., a teacher), the first time you login to *Galileo K-12* with a user name and password, you are brought to the **Launchpad** page.



The **Launchpad** tiles may be customized for each user. ATI provides default tiles for Class-, School-, and District-level users.

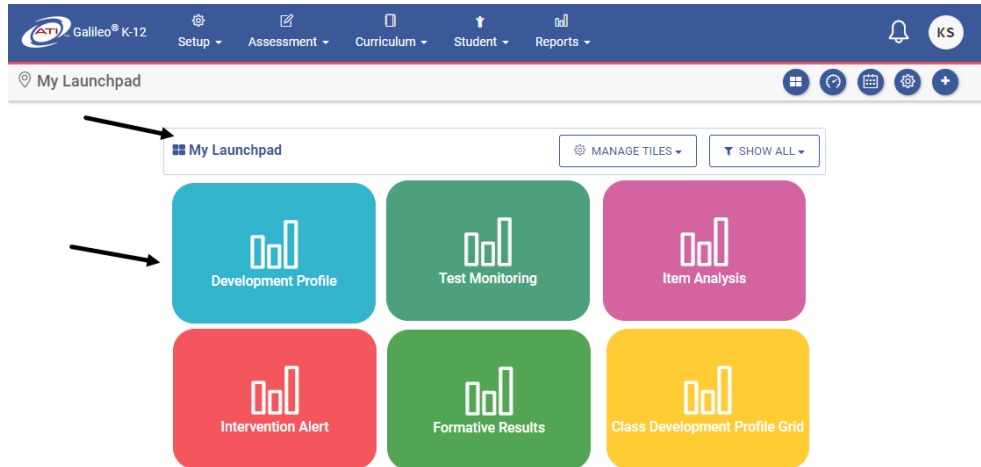
NAVIGATE

You may navigate around *Galileo* using the tile on the **Launchpad** page or by clicking on menu bar at the top of the page.

TILE

Navigate around *Galileo* by clicking the desired tile on the **Launchpad** page.

(Image on next page.)

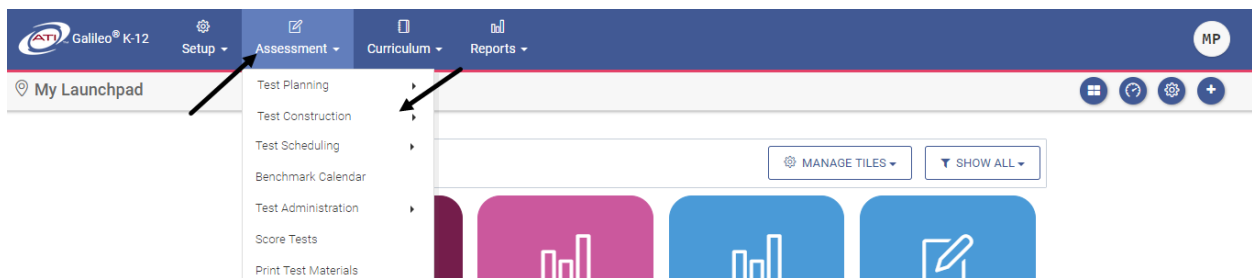


Refer to [Launchpad](#) section, page 20, to learn how to customize the **Launchpad** page.

BLUE MENU BAR

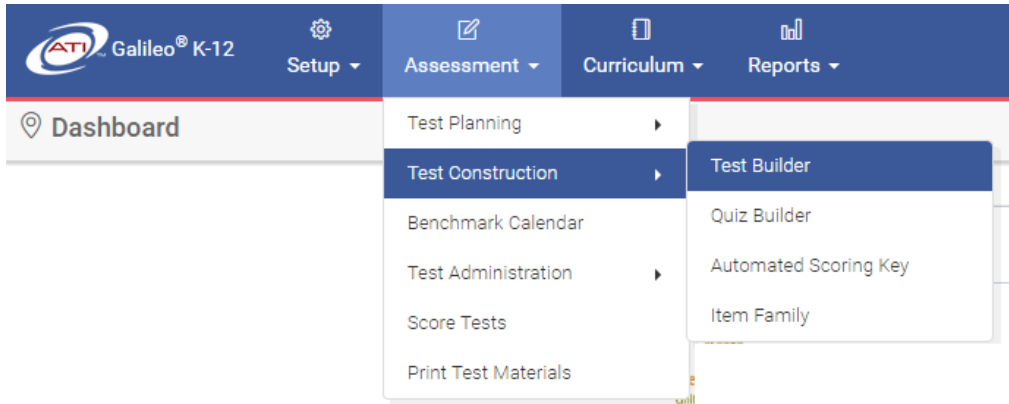
Navigate around *Galileo* using the menu bar at the top of the page. Each menu bar option provides access to the pages within that area of *Galileo*. The menu bar areas of *Galileo* are **Setup**, **Assessment**, **Curriculum**, and **Reports**. District- and School-level users see an additional area, **Student**. Please note, **Student** options are available to Class-level users from the **Setup** menu.

Clicking on an area's menu bar displays the pages accessible to the user in that area. You may navigate *within* a particular area of *Galileo* by placing your mouse over the blue menu bar. The blue menu bar displays a vertical gray menu bar listing the *Galileo* pages or options in the area you have selected. For example, in **Assessment** you may access the following tools: *Test Planning*, *Test Construction*, *Test Scheduling*, *Benchmark Calendar*, *Test Administration*, *Test Scoring*, and *Printing Test Materials*.

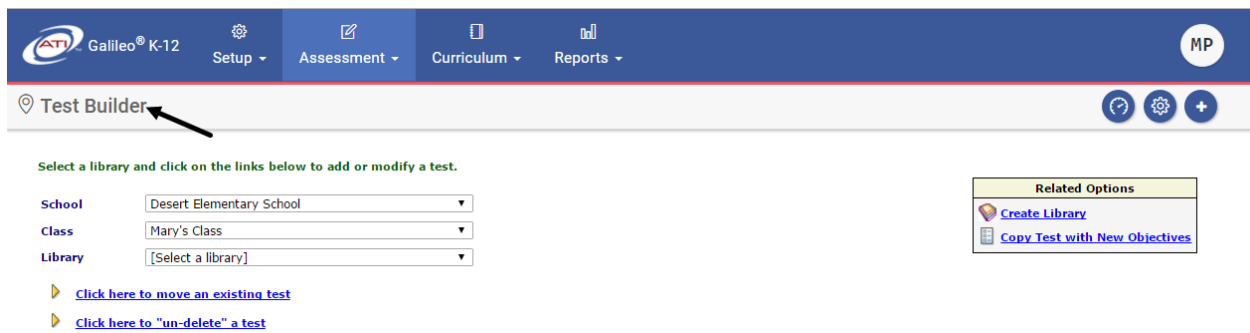


Arrows next to the vertical gray menu bar indicate additional pages associated with the tool.

(Image on next page.)

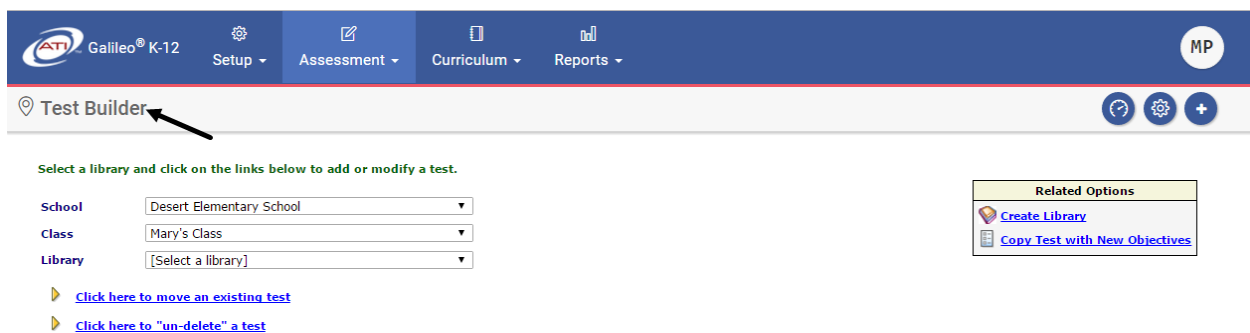


Clicking on a vertical gray menu bar option will bring you to that page. The page name is located in the upper left corner.



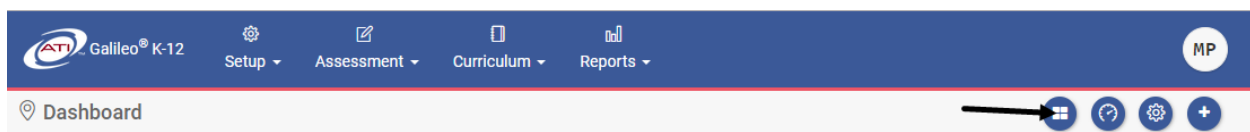
PAGE NAME






You can determine which page you are currently on by referencing the horizontal gray menu bar underneath the blue menu bar.



QUICK LINK ICONS

Regardless of where you are in *Galileo*, you always have access to the following icons in the horizontal gray menu bar underneath the blue menu bar.



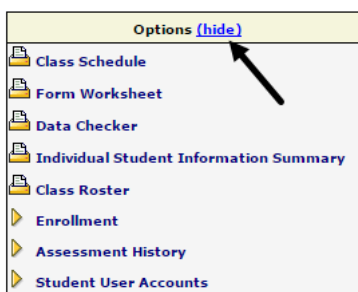
	The Launchpad icon takes the user to the Launchpad page. Additional information on the Launchpad page is found in the <u>Launchpad</u> section, page 20.
	The Dashboard icon takes users to his or her Dashboard page, which provides users a single page to view and interact with evaluation, assessment, and instructional data. Please note District- and School-level users may be brought to the Teacher Dashboard , Admin Dashboard , or the Instructional Effectiveness Dashboard page.
	The calendar icon is only displayed to District- and School-level users. It takes the user to the Class Calendar page.
	The Settings icon takes the users to the Settings page where school year, class, and other default options may be applied. Additional information on the Settings page is found in the <u>Settings Page</u> section, page 27.
	This icons allows the user to hide or show the default settings selected via the Settings page. Additional information on the Settings page is found in the <u>Settings Page</u> section, page 27.

OPTIONS BOX

Many pages in *Galileo* will provide you with an **Options** box at the top right-hand side of the page. To see the options available, click the (show) link.



A list of options will appear. To close the options box click the (hide) link.



RESPONSIVE DESIGN

Responsive design enables menus and pages, such as the **Dashboard** page, to shrink and enlarge itself to fit your screen. This means that you can use multiple devices, such as a tablet, a notebook, or a desktop, or apply a different zoom when logging into *Galileo*. The page will adapt and display in the most ideal way given the page size.

COMPUTER MAXIMIZED SCREEN SIZE

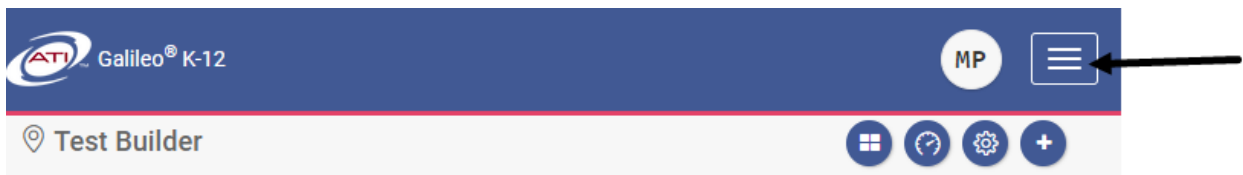
The screenshot shows the Galileo K-12 Teacher Dashboard on a computer screen. The top navigation bar is dark blue with the Galileo K-12 logo, a user profile icon (MP), and menu items: Setup, Assessment, Curriculum, and Reports. Below this is a light gray bar with a location pin icon and the word "Dashboard".

The main content area is divided into several sections:

- TEACHER DASHBOARD:** Includes the Desert Dwellers District logo, school selection (Desert Elementary School), class selection (Mary's Class), and radio buttons for "Class" and "Intervention Group".
- Roster (47):** A list of students with their names and initials, including Allen, Beth; Cash, John; Garcia, Frankie; Garcia, Jorge; Garcia, Leticia; Green, Alexandra; and Greenwell, Joyce.
- Risk Level Summary:** A 3D bar chart titled "Risk Group Counts By Subject" showing the number of students in different risk levels for CC-R04: ELA 04 Gr. The chart has four bars: On Course (9), Low (4), Moderate (13), and High (1). A legend below the chart identifies the colors for each risk level.
- Recent Events:** A list of recent events with columns for Date, Title, Tests Taken, and Avg. Raw Score. Events include R11-RI.11.10a, *Practice TE EM, 2016-17 ATI AZ CC TE EL Kindergarten #1, and 2016-17 ATI AZ TE EM 00 Gr. #1.
- Student Growth and Achievement:** A section with a question mark icon.
- Benchmark Performance Levels:** A section with a question mark icon.

TABLET OR RESIZED COMPUTER SCREEN

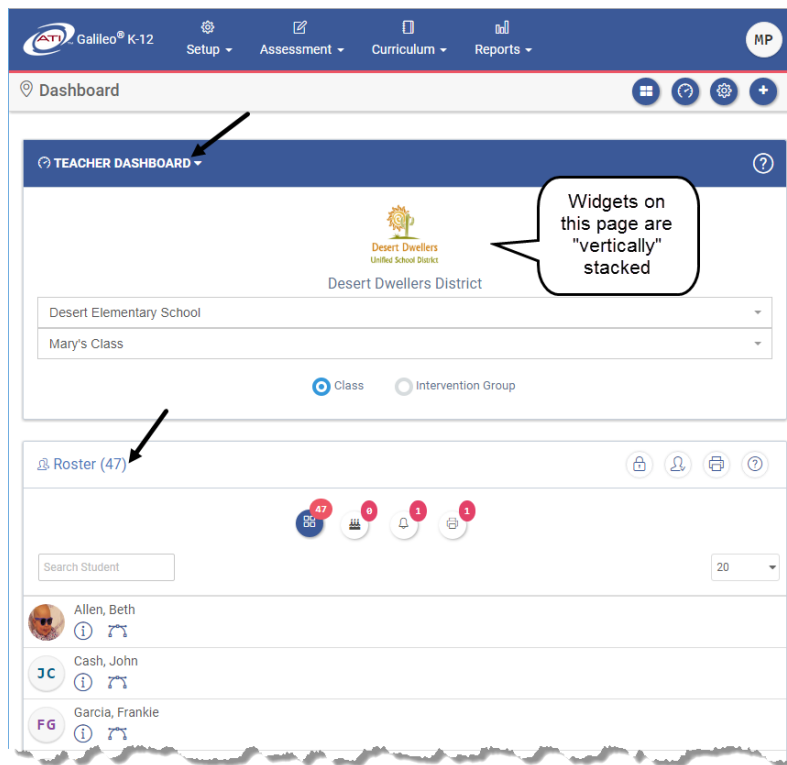
On small screens, such as the case of tablets, the blue menu bar may be converted to a **menu** icon.



Clicking on the **menu** icon expands the menu options. When necessary click the **+** to expand to access addition menu selections or click the **–** to collapse the expanded menu.

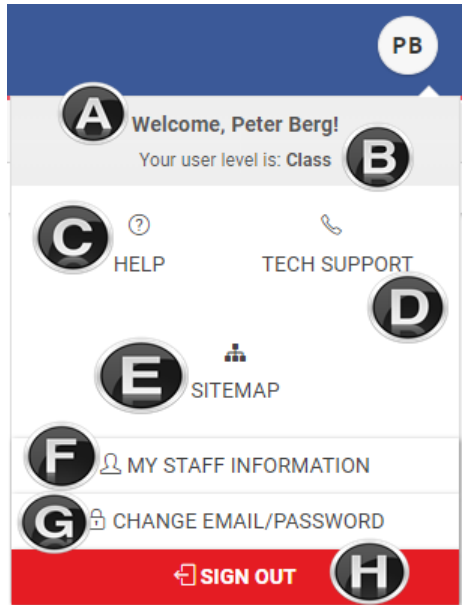


The **Teacher Dashboard's Dashboard Group Filter** widget takes up the screen. You still have access to your *Roster* widget and your calendar and reports though, simply scrolling down.



USER PROFILE ICON

From each page in *Galileo* you may access the **User Profile** icon. Clicking on the icon, expands a number of important and helpful links and tools.



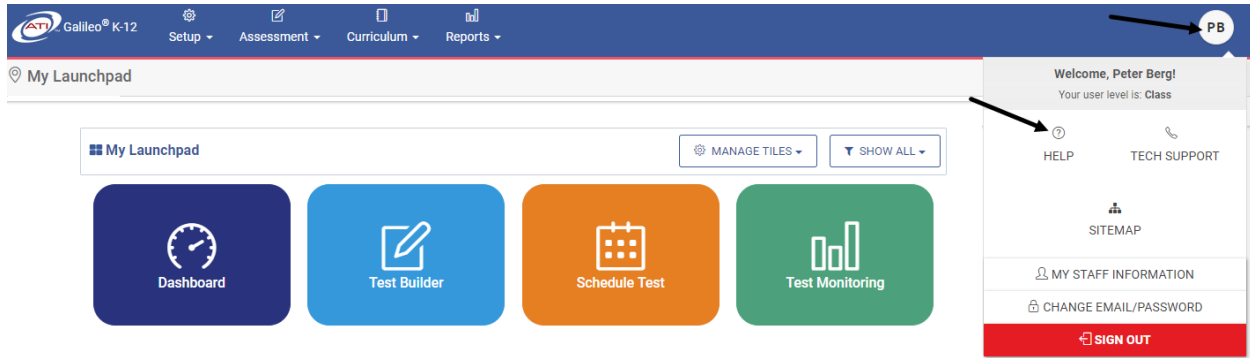
- a. Your **name**
- b. Your **user level**
- c. **Help** - access instructions for using the different tools in *Galileo*. Also access downloaded materials, videos and recorded webinars. Refer to [Help](#), page 17, for further details on this page.
- d. **Tech Support** - access support contact information, documents, and downloads.
- e. **Sitemap** - is an active overview of the architecture of the application.
- f. **My Staff Information** - access to the **Staff Demographics** page. (Option displays for Class-level user.)
- g. **Change e-mail/password** - access **Change Email/Password** page.
- h. **Sign Out** - logs you out of the application and brings you to the ATI homepage. Additional information can be found in the [Sign Out of Galileo](#) section, page 7.

HELP

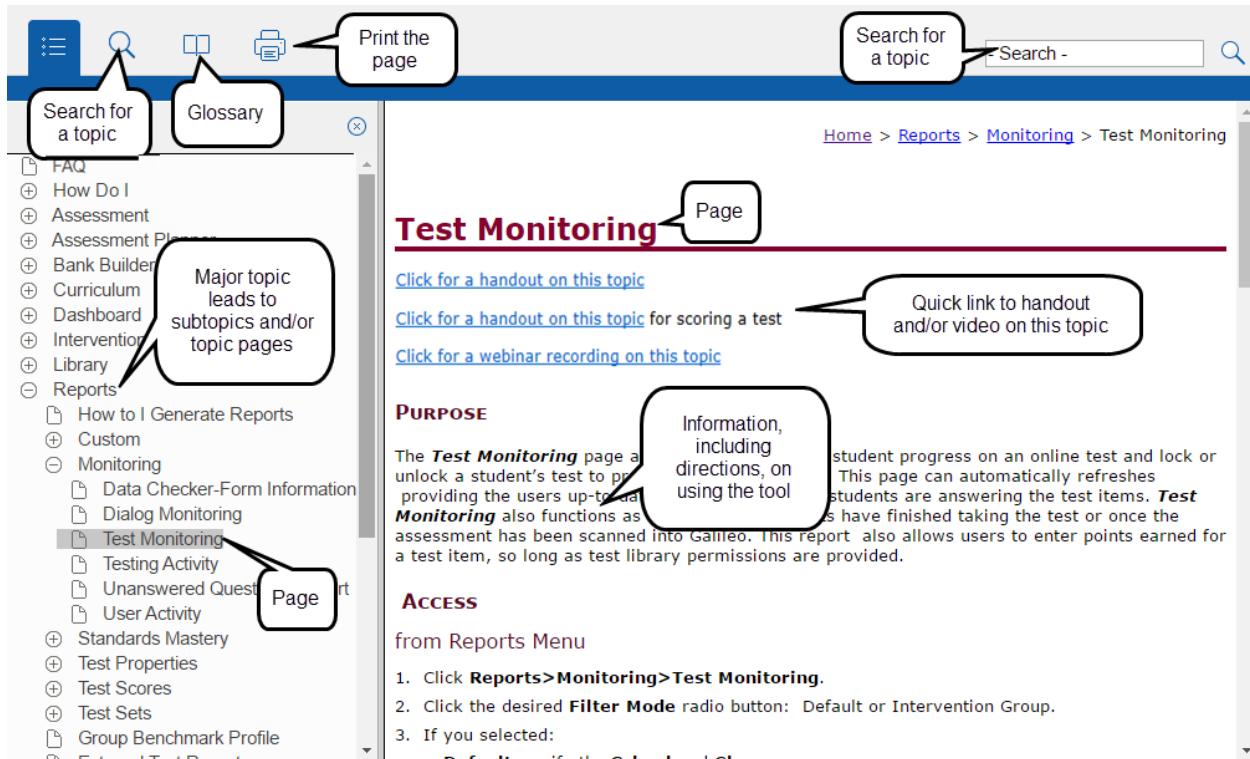
HELP LINK

Clicking the [Help](#) link in the **User Profile** icon opens a new help window, where you can find a wealth of online materials to help effectively you utilize *Galileo*.

(Image on next page.)



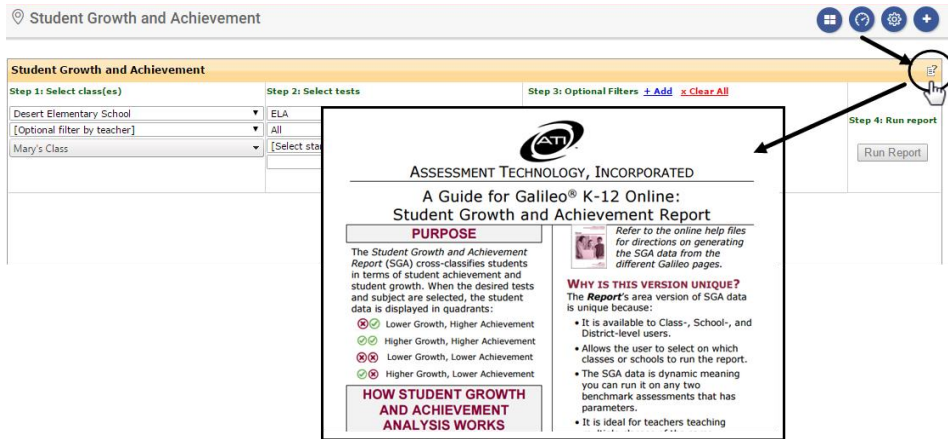
Then



HELP ICON

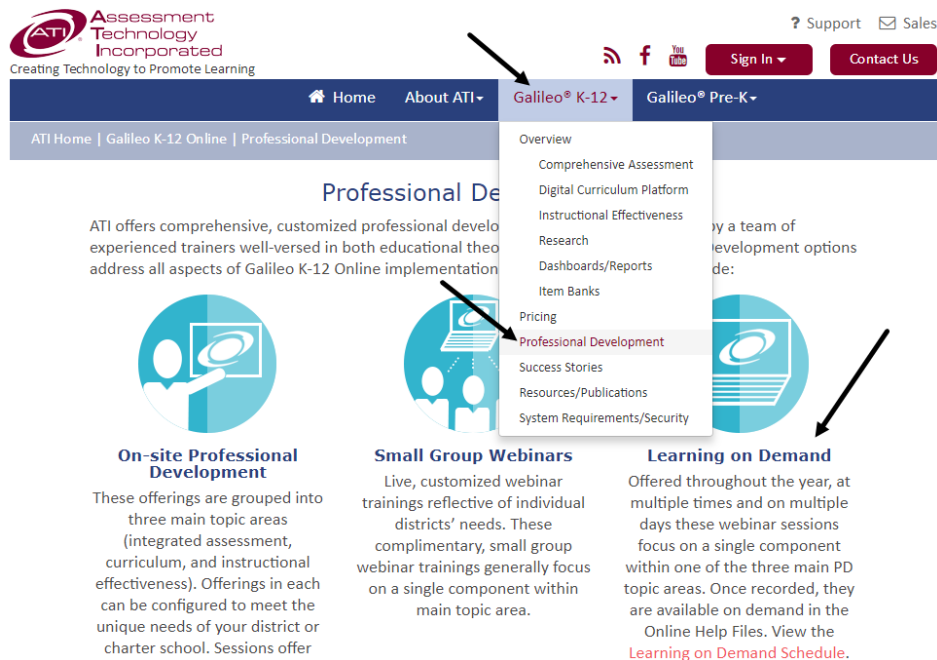
There are *Galileo* pages that utilize widget technology to display information graphically, such as charts or tables. A widget invites you to act upon the presented data in various ways, such as quickly drilling down into further information or

completing information in a form. Clicking on the **Help** icon at the top right-hand side of the widget provides you a reference guide for that widget.



LEARNING ON DEMAND WEBINARS

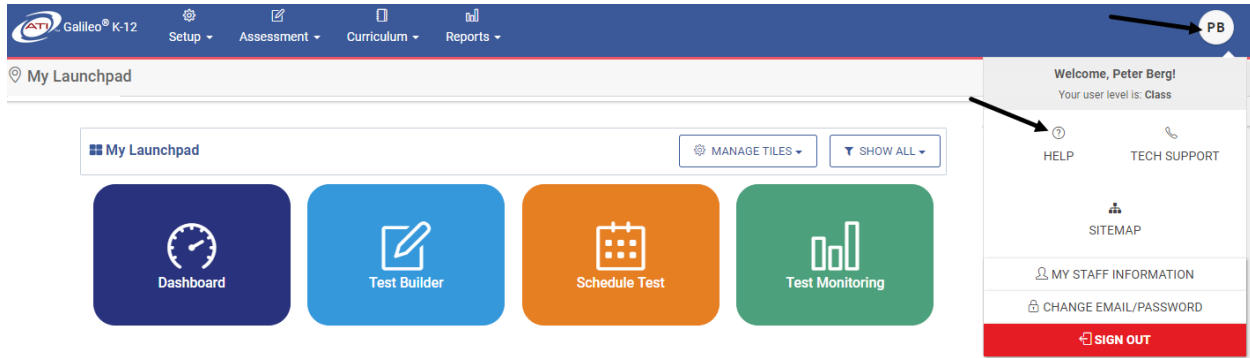
ATI's Professional Development team offers online webinars to assist you in becoming proficient users of *Galileo K-12 Online* technology with the goal of enhancing student learning. These webinars are complimentary. A listing of the current offering is found on the ATI's home page and at <http://bit.ly/LODFlyerK12>.



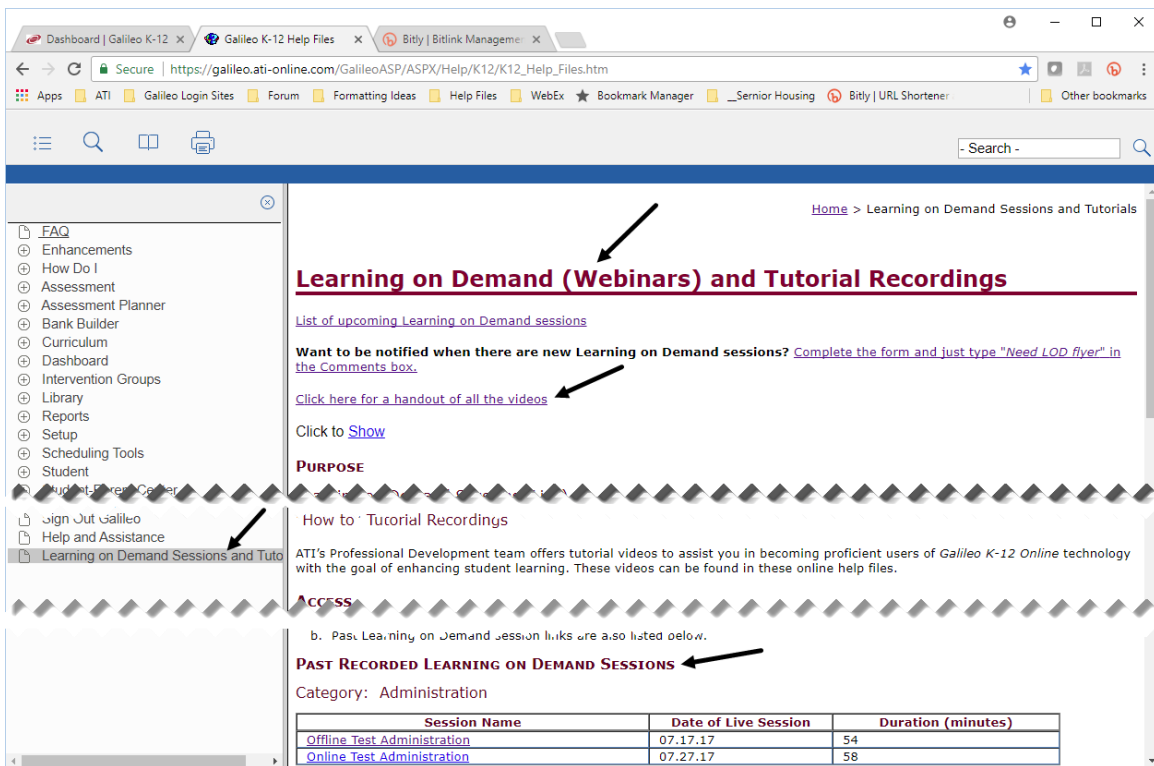
TUTORIAL VIDEOS

ATI's Professional Development team offers tutorial videos to assist you in becoming proficient users of *Galileo K-12 Online* technology with the goal of enhancing student learning. These videos can be found in the online help files.

(Image on next page.)



A list of all the videos, both tutorial and webinars, can be found in the online help files.



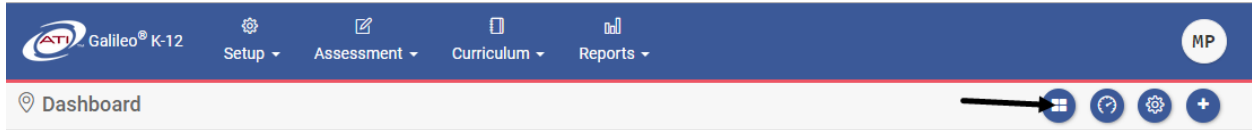
LAUNCHPAD

PURPOSE

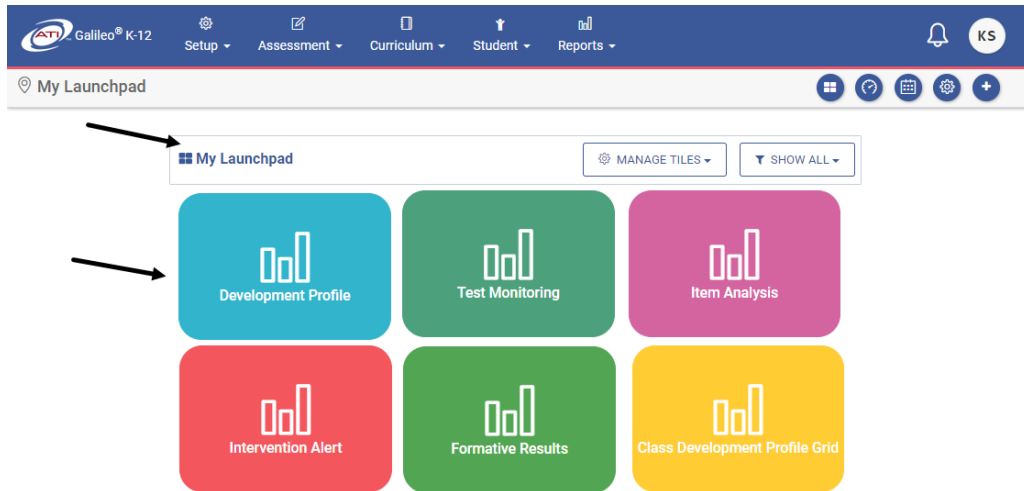
The Galileo *Launchpad* allows users to customize Galileo to meet their needs and preferences. When logging into Galileo users are automatically brought to their **Launchpad**, made up of colorful, quick-access navigational tiles. The default set of tiles can be customized with commonly used Galileo interfaces based on the user's role as a teacher or administrator. The **Launchpad** can be personalized by adding tiles for other Galileo interfaces, creating your own tiles with links to external websites, or deleting tiles. Color, icon and order of the navigational tiles can also be customized.

ACCESS

1. If necessary, click the **Launchpad** icon.

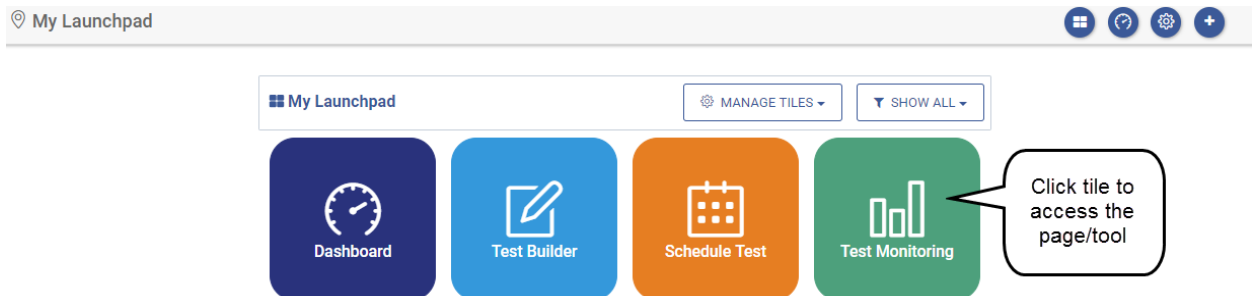


2. The default **Launchpad** displays. (If the *Launchpad* was customized, then the customized version displays.)



NAVIGATE TO A TILE

1. Access the **Launchpad** page. (Refer to the [Access](#) section, page 21, for directions.)
2. Click the desired **tile**.

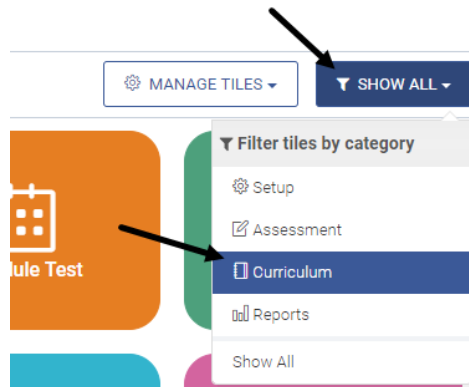


3. You will be brought to the desired page.

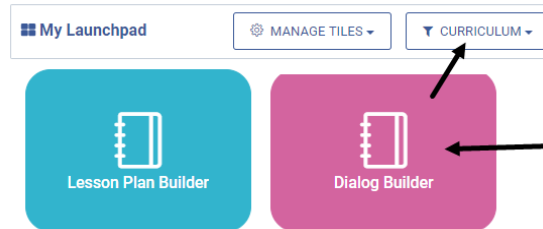
FILTER TILES

1. Access the **Launchpad** page. (Refer to the [Access](#) section, page 21, for directions.)
2. To filter the displayed tiles, click the **Show All** menu.

- Click the desired **category** (e.g., Setup, Assessment, Curriculum, Reports). To view all tiles, click the **Show All** option.

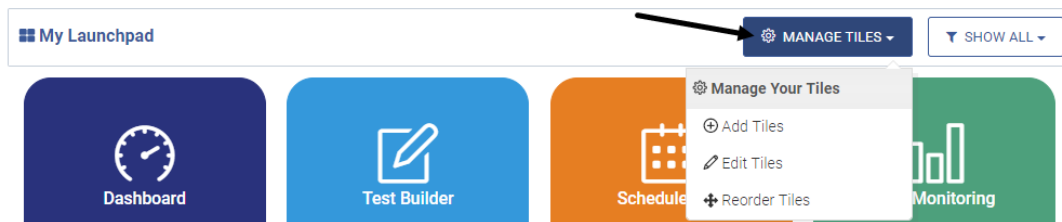


- Only the tiles in the selected category displays.



MANAGE TILES

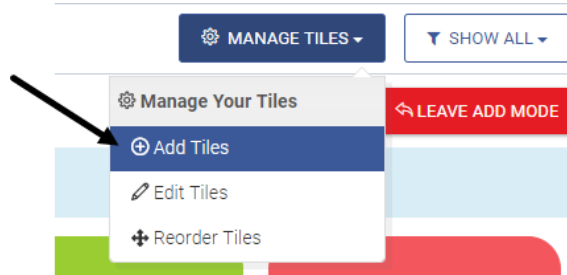
- Access the **Launchpad** page. (Refer to the [Access](#) section, page 21, for directions.)
- Click the *Manage Tiles* button.



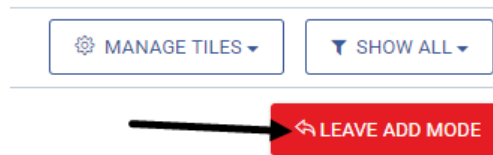
- Proceed to the:
 - [Add Tiles](#) section, page 23
 - [Reorder Tiles](#) section, page 23
 - [Remove Tiles](#) section, page 24
 - [Customize Tile](#) section, page 25
 - [Create Custom Tile](#) section, page 26

ADD TILES

1. Access the *Manage Tiles* option. (Refer to the [Manage Tiles](#) section, page 22, for directions.)
2. Select the **Add Tiles** menu.



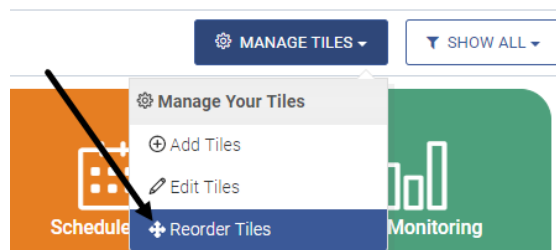
3. Click the **tile(s)** to be added to your customized *Launchpad*.
To create a customized tile, refer to the [Create Custom Tile](#) section, page 26.
4. Click the *Leave Add Mode* button.



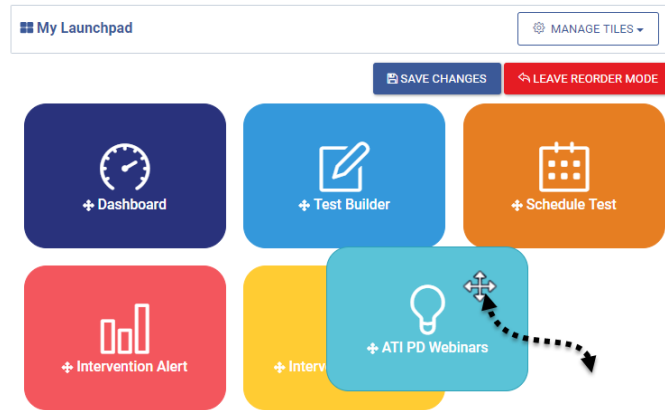
5. The selected **tile(s)** displays on the *Launchpad*.

REORDER TILES

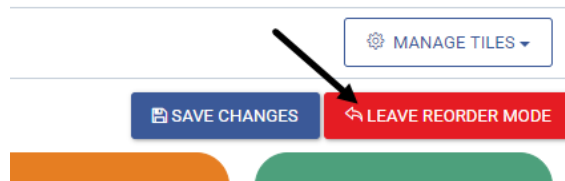
1. Access the *Manage Tiles* option. (Refer to the [Manage Tiles](#) section, page 22, for directions.)
2. Select the **Reorder Tiles** option.



3. Click, hold, and drag the **tile** to its new location.
(Image on next page.)



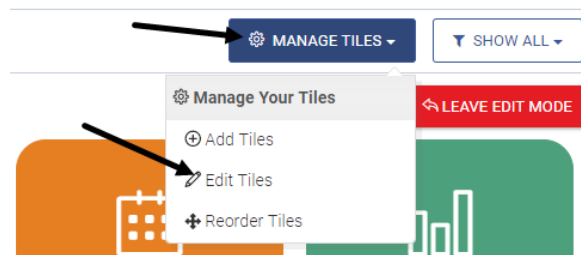
4. Click the *Save Changes* button.
5. Click the *Leave Reorder Mode* button.



6. The **tile(s)** are now rearranged on the *Launchpad*.

REMOVE TILES

1. Access the *Manage Tiles* option. (Refer to the [Manage Tiles](#) section, page 22, for directions.)
2. Select **Edit Tiles** menu.



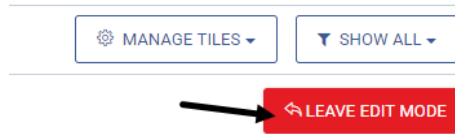
3. Click the **tile(s)** to be removed from your customized *Launchpad*.



User-created tiles are **permanently** removed. ATI-provided tiles can be added back to Launchpad.

4. Click the *Delete Tile?* button.
5. Answer the prompt.
6. Click the *Leave Edit Mode* button.

(Image on next page.)

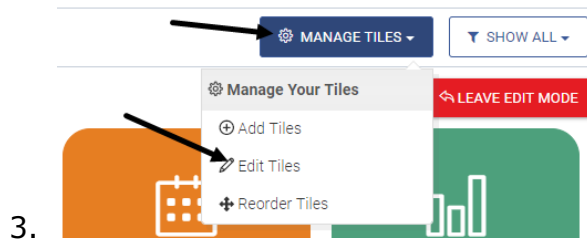


- The selected **tile(s)** no longer display on the *Launchpad*.

CUSTOMIZE TILE

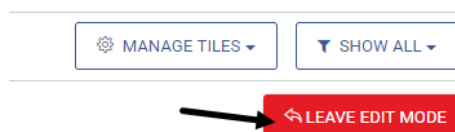
Tile customization includes changing the: title, URL, icon, color, and category. The default URL for a Galileo page should not be changed.

- Access the *Manage Tiles* option. (Refer to the [Manage Tiles](#) section, page 22, for directions.)
- Select **Edit Tiles** menu.



- Click the **tile** to be customized.
- Make the changes to the **tile information** (e.g., title, URL, icon, color, and category).

- Click the *Save* button.
- Click the *Close* button.
- Click the *Leave Edit Mode* button.

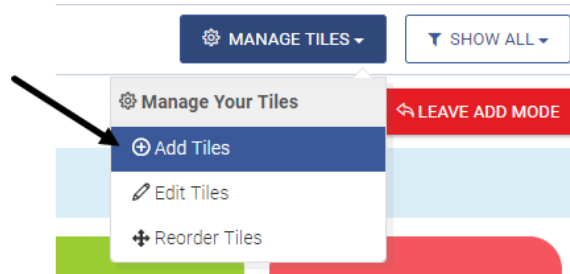


- The selected **tile** has the applied customization.

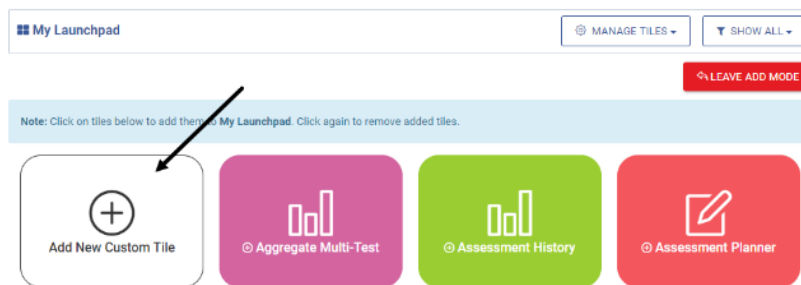
CREATE CUSTOM TILE

Use this option to create a tile for a frequently accessed page such as the district website, a web resource, and more!

1. Access the *Manage Tiles* option. (Refer to the [Manage Tiles](#) section, page 22, for directions.)
2. Select **Add Tiles** menu.



3. Click **Add New Custom Tile**.



4. Enter the **tile information** (e.g., title, URL, icon, color, and category).

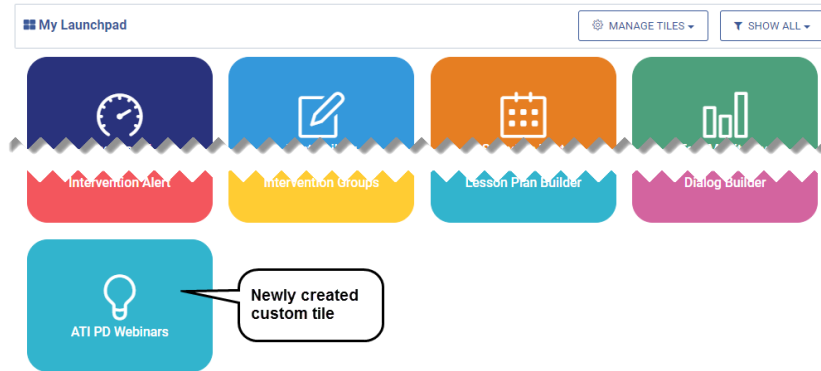
 A screenshot of the 'Add Tile' form. On the left is a preview of the tile: a blue square with a lightbulb icon and the text 'ATI PD Webinars'. To the right are input fields: 'Title' (ATI PD Webinars), 'Url' (http://www.ati-online.com/pdfs/K12/PDOnDer), 'Icon' (lightbulb icon), 'Color' (blue color picker), and 'Category' (None). At the bottom are 'SAVE' and 'CLOSE' buttons.

5. Click the *Save* button.
6. Click the *Close* button.
7. Click the *Leave Add Mode* button.

(Image on next page.)



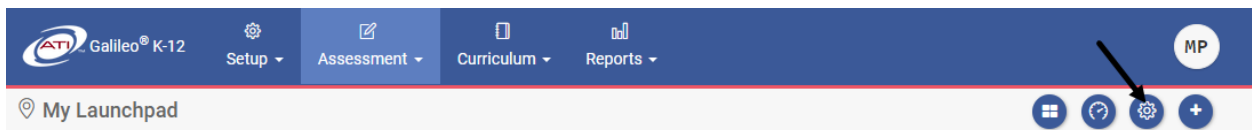
8. The new **tile** now display on the *Launchpad*.



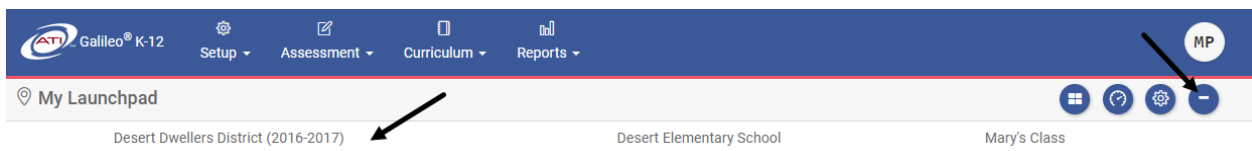
SETTINGS PAGE

The **Settings** page allows you to define your default settings allowing you to choose where you wish to work in *Galileo*. Once you choose your settings, they become defaults. This means that every time you open *Galileo*, it will automatically open to the school, class, and year that you have chosen for user settings. Additionally, you can define the report format and libraries.

To access the **Settings** page at any time, click the **Settings** icon.



To view the current defined settings, click the **+** icon. To collapse the settings, click the **–** icon.



Your settings include: a.) Year & Class, b.) Report Format, and c.) Libraries.

YEAR AND CLASS TAB



The school year remains until you manually come back and reset it to the desired year. This means that if you select a previous year, you will want to set it back to the current year before entering any data.

SET THE SCHOOL (PROGRAM) YEAR/TERM

1. Use the down arrow on the **School Year** drop-down menu to select the school year you would like to view.
2. If necessary, place a checkmark for the **Term(s)** you would like to view.
3. Click either the *Save School Year and Term* or *Save School Year* button.

SET THE LOCATION


4. Use the down arrows on the **School** and **Class** drop-down menus to set your preferences. (The **School** field appears only if you are a District- or School-level user.)
5. Your default settings will take effect after clicking the *Save Location* button.

REPORT FORMAT TAB

You have the option of selecting the format of your reports. You may choose between **PDF** (Adobe Reader), **Excel**, or **RTF** (Rich Text Format) formats. Please note only some reports allow for flexibility in format type.

1. Click the **Report Format** tab.

Use this page to specify the default settings you want each time you log-in to Galileo.



2. Click the **report format** radio button that you would like to have as a default.



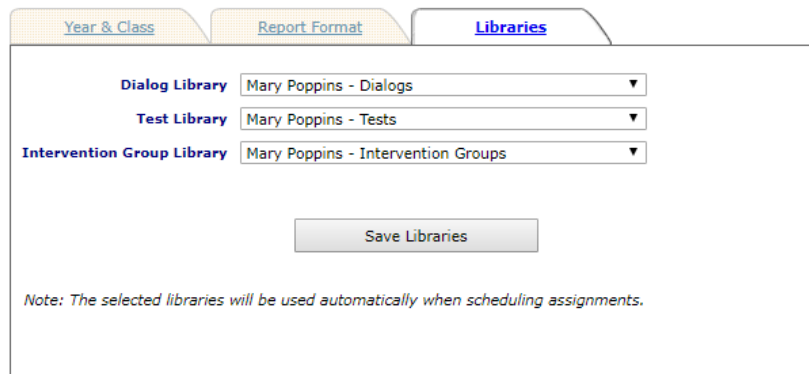
The preferred report format is PDF (Adobe Reader).

3. Click the *Save Report Format* button.

LIBRARIES TAB

This tab allows you to select to which libraries you would like *Galileo* to “default.” Once selected, these libraries will automatically be used during scheduling.

1. Click the **Libraries** tab.



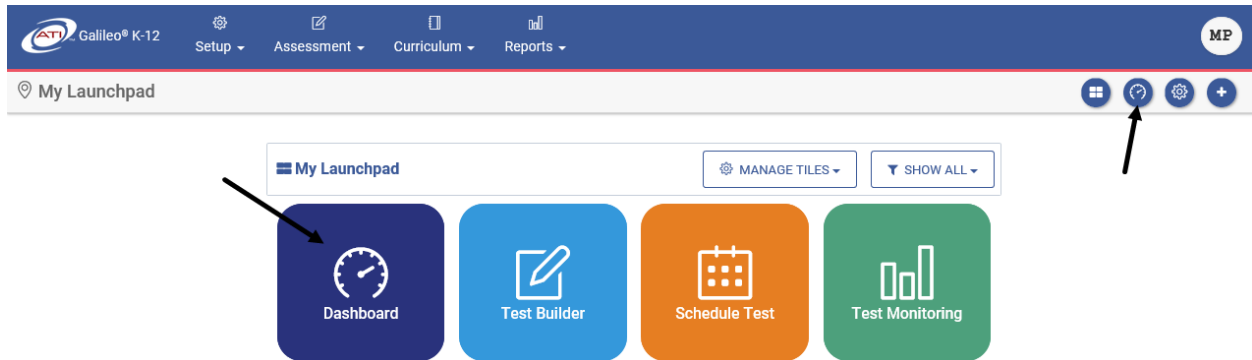
2. Use the down arrow on the **Dialog**, **Test**, and **Intervention Group** library drop-down menus to select the default libraries.
3. Click the *Save Libraries* button.



You can change any of these settings at any time simply by repeating these steps.

DASHBOARD PAGE

The **Dashboard** page uses *widget* technology to display information graphically, such as charts or tables. A widget invites the user to act upon the presented data in various ways, such as quickly drilling down into further information or completing information in a form.

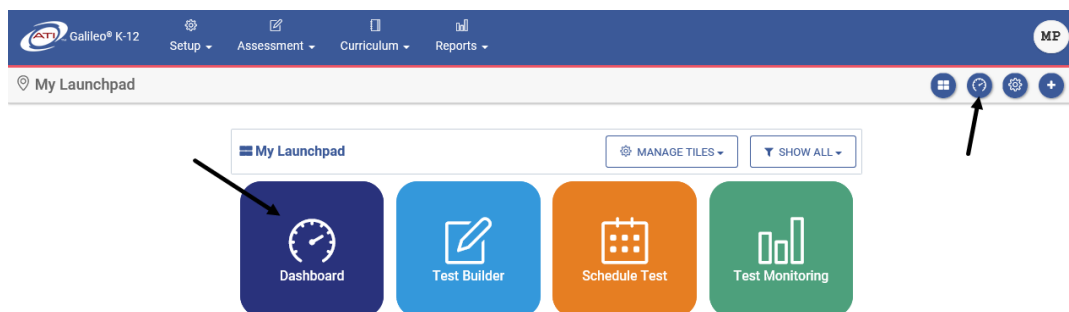


There are three views:

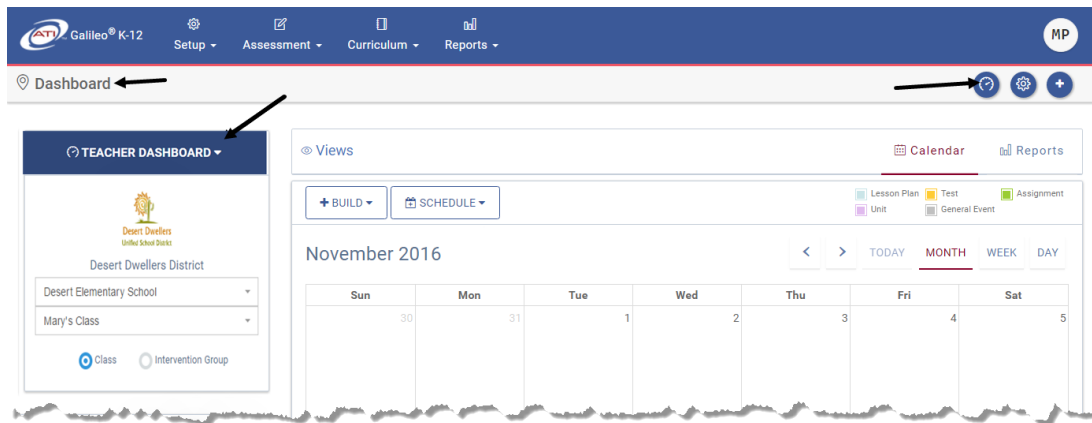
Dashboards View	Purpose
Admin	Provides District- and School-level users access to popular reporting widgets, aggregate students' growth and achievement data, and summarizes teachers' growth categorizations.
Instructional Effectiveness	Allows users to view their <i>Proficiency Rating Results</i> , <i>Student Growth and Achievement</i> data, and compiled evaluation data on the <i>Score Compiler</i> widget. Users with the appropriate permissions may administer and monitor the <i>Proficiency Rating Scales</i> and <i>Score Compilers</i> widgets.
Teacher	The "go-to" page for a teacher (Class-level user) since it provides them a single page from which to schedule events, create tests and lessons, view test results, and quick access to their roster and student passwords.

ACCESS DASHBOARD

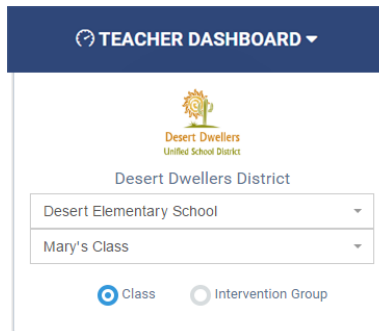
1. Click the **Dashboard** icon or tile.



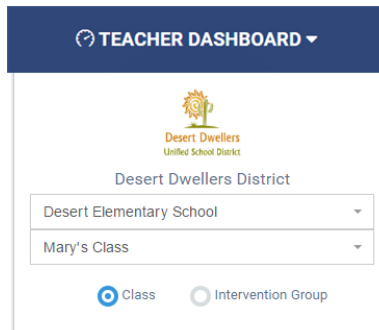
2. Hover over the **Dashboard menu option** and select **Teacher**.



3. In the *Dashboard Group Filter* widget, select either **Class** or **Intervention Group** filter mode.



4. If selected the
- Class** radio button filter mode:
 - If you are a District- or School-level user or a user with access to multiple schools, use the **School** drop-down field to select the school.
 - Verify the **Class**.

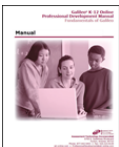


- Intervention Group** radio button filter mode, select the Intervention Group Library and the **Intervention Group**.

(Image on next page.)



5. Interact with each and view (e.g., Calendar and Reports) and/or widget (e.g., Roster, Risk Level Summary, Recent Events, Benchmark Performance Levels) as necessary.



Additional information on the **Dashboard** page can be found in the widget's **Help** icon and in the online help files.

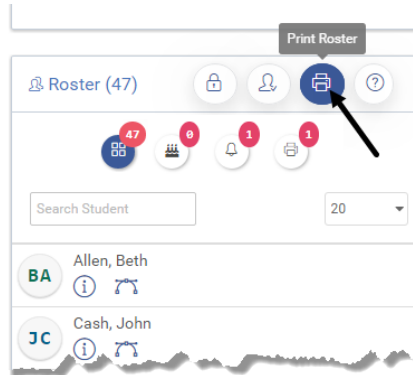
CHECK YOUR ROSTER

The first step in using *Galileo* is to check and see if the students who are physically in your class(es) or intervention group are indeed in the *Galileo* system. The roster is viewed from the **Teacher Dashboard** page.

1. Access the **Teacher Dashboard** page. If necessary, refer to [Access Dashboard](#) section, page 30, for directions.
2. Locate the *Roster* widget.
3. The students currently enrolled in your class or intervention group displays. Quick links to student login information, manage student enrollment (when permission is granted), print the roster, search the roster, list of today's and upcoming birthdays, and access to the **Student Demographics** and *Student Assessment History* report are all located within the *Roster* widget.

PRINT ROSTER

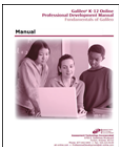
- From the *Roster* widget, click the **Print Roster** icon.



- The roster is generated in Adobe Reader (unless your Reports Settings was changed on the **Settings** page, page 28).

ROSTER NOT UP-TO-DATE

If it is not your responsibility to enter, enroll and drop students then you will let your administrator know that your *Galileo* class roster must be tended to. Most districts/charter schools submit data upload(s) to ATI to reflect the student enrollment within their district/charter school during a school year instead of manually entering a student.



For districts/charter schools that do not utilize the data import process or need to handle student enrollment between data imports should follow the directions found in the online help files.

DELIVERY ASSESSMENT OPTIONS

ONLINE TESTING

Students may take the test on the computer or a Galileo-supported mobile device on the date and at the time that you specified when you scheduled the test. Students access the test using their student login and password, by logging into the *K-12 Student-Parent Center*.





Refer to the "Administering Online Galileo® Assessments" manual found in the online help files for directions on administering a test online.

OFFLINE TESTING

You may print out the test booklet and provide the test to the student or students as a pencil and paper test. *Galileo* also provides users with the ability to print out answer sheets on an ATI-supported scanner, from *Galileo* using *Plain-paper Scanline* and/or *GradeCam* tool, and using proprietary answer sheets using *High-speed Scanline*.

Once the students have finished the test you will collect the tests and scan the bubble (answer) sheets into *Galileo* using *Scanline* or *GradeCam* to be scored automatically and manually enter the essay and work sample scores into *Galileo*.



NO MATTER WHICH DELIVERY METHOD IS USED THE TEST MUST BE SCHEDULED. A test may be scheduled at the District-, School-, and Class-level. The ability of scheduling a test is based on the test library permission. The information in this manual addresses scheduling an assessment at the Class-level. Refer to Testing Protocol section, page 34, Schedule a Test section, page 35, or the online help files for further details.

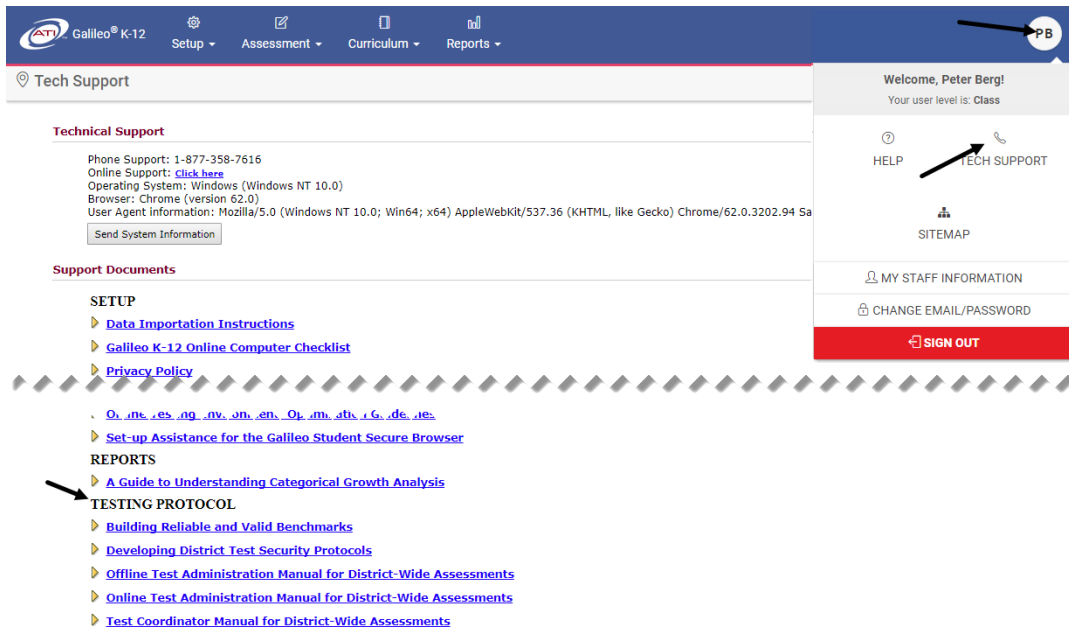
TESTING PROTOCOL

ATI recommends that your district/charter school have a test security protocol for each type of assessment administered. A test security protocol defines the district/charter school procedures for practices that impact test security including test creation, management, and administration. The *ATI Developing District Test Security Protocols* whitepaper may help the district/charter school to develop test security protocol for each type of assessment they will administer. A test security protocol defines procedures for practices that impact test security including test creation, management, and administration. The whitepaper also includes ATI's recommended test security protocols for benchmark assessments and instructional effectiveness pretests/posttests.

The *Test Coordinator Manual for District-Wide Assessments*, the *Offline Test Administration Manual for District-Wide Assessment*, and the *Online Test Administration Manual for District-Wide Assessment* documents provides the *Galileo* test administrator with ATI's guidelines for administering a benchmark assessment. These documents may help the district/charter school to develop test administration protocols specific to the district/charter school.

The white paper and all these manuals can be found on the **Tech Support** page.

(Image on next page.)



SCHEDULE A TEST

Once you have learned that a test has been published, or once you have published the test you created, you will want to schedule the test to be taken. Please keep the following things in mind:

- In order to schedule a test, you must have *Read-Only* or *Write* permission to the test library. The tests library with a *Results Only* permission provides all the specified schools, classes and/or users restricted access to the test; Class- and School-level users will not be able to schedule and/or view the test items and they are restricted on report details.
- Tests are scheduled for a class or intervention group.
- In order to schedule or edit a test scheduled for an Intervention Group, you must have *Write* access to the associated Intervention Group library.
- When students will be taking the test offline, that is taking the test with pencil and paper, you will still need to schedule the test for the date and time that you will manually be distributing the assessment.
- When scheduling a test online, you will only want to make it available for the amount of time that students will have available to take the test. If you make a test available for longer than that, a student could log into the system, retake the exam, or change his or her answers.

SCHEDULING IMPACTS REPORTS

How assessments are scheduled will impact the report results. It is ideal to schedule assessments only for the class(es) or intervention group in which students

will take the test. Limiting who is scheduled for a test will allow for more accurate measuring of participation.

SCANNING IMPACTS REPORTS

It is important that tests be scanned in the order they are administered: the pretest, test #1, test #2, then the posttest. Scanning should occur as close as possible to the date of the test administration. This ensures that the growth expectations are accurately calculated.

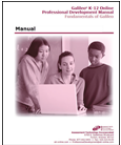


To ensure accurate growth expectations, scan answer sheets as soon as possible after administration.

SCHEDULING OPTIONS

All users can schedule a test or an event through the **Teacher Dashboard's** page **Calendar** view. This allows the user to schedule a grade-level test, assignment, and lesson plan for a specific classes as needed. It is recommended that Class-level schedule a test using the **Teacher Dashboard** page. The **Schedule Test** page may be used to schedule an online and offline administered assessment. Refer to the Steps to Schedule from the Teacher Dashboard section, page 36, for directions.

School- and District-level users can schedule a test from the **Class Calendar** page. Class-level users can schedule a benchmark test from the **Benchmark Calendar**.



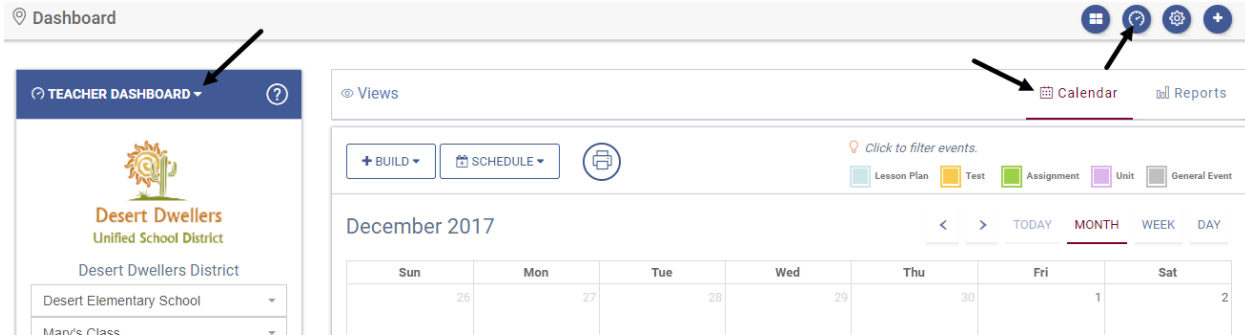
*Refer to the online help files for directions on scheduling from the **Class Calendar** and/or **Benchmark Calendar** pages.*

It is possible to use the special *Bulk Scheduler* tool to schedule grade-level tests, assignments, and units across the district/charter school, at selected schools and for selected classes as needed. The *Bulk Scheduler* tool may be used to schedule an online and offline administered assessment. Refer to the Steps to Schedule using the Bulk Scheduler section, page 39, for directions.

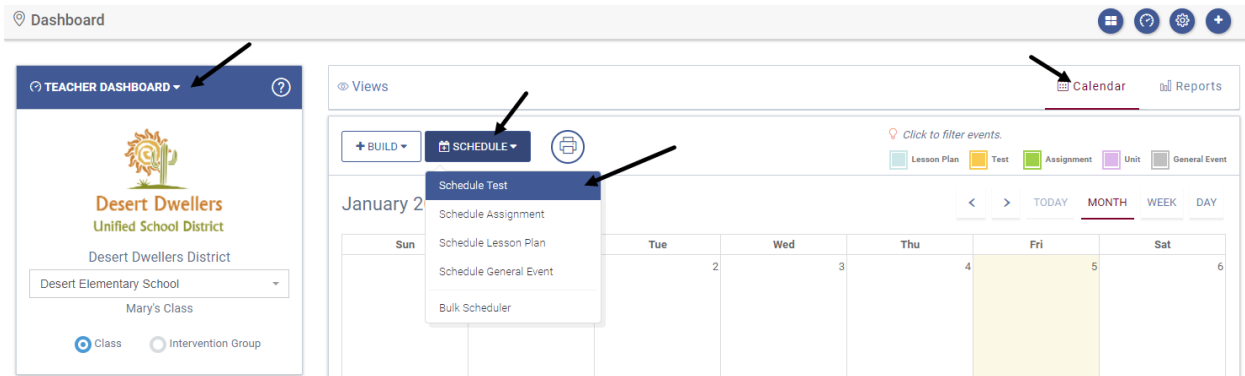
STEPS TO SCHEDULE FROM THE TEACHER DASHBOARD

1. Access the **Teacher Dashboard** page. If necessary, refer to Access Dashboard section, page 30, for directions.
2. If necessary, click the Calendar link.

(Image on next page.)



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



4. Use the down arrow on the **Library** drop-down menu to select the library that stores the test you wish to schedule.



In order to schedule a test, you must have "Read-Only" or "Write" permission to the test library.

5. Use the down arrow on the **Test** drop-down menu to select the test you wish to schedule.

Class

Test Library

Library

Test

6. Use the down arrow on the **Instructor of Record** drop-down menu to select the teacher. If there is one teacher assigned to the class, their name automatically defaults into this field.

Instructor of Record



An asterisk(*) next to a teacher's name means they no longer have a user account.

Instructor of Record

7. Under **Test Availability** use the down arrows on the **From** and **To** drop-down menus to select the date, select the **day(s) of the week**, and **time** you would like to schedule the test.

Test Availability

Enter the date/time the test will be available for students to take. Online testing will only be available during this period of time. Offline testing materials can only be printed before the "To" date/time (offline materials can be scanned and graded at any time though).

From  To 

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun

Available From To



You will only want to make it available for the amount of time that students will have available to take the test. If you make a test available for longer than that, a student could log into the system, retake the exam, or change his or her answers.

8. Skip the **Timed Test** option since this applies to online test only.

Test Time Limit

Check this box and enter a time limit for the test if you want the students to complete the test within a certain time limit. Additionally, check "Allow pause" checkbox to allow students and teacher to pause the test.

☒ Timed Test ☒ Allow pause Test Time Limit: minutes

9. Determine if and when you would like to **Post students' scores** in the *K-12 Student-Parent Center* by checking the appropriate checkbox and selecting the **date** and **time** you'd like to make the scores available to students.

Student Scores Availability

Check the "Post student scores on" box and select a date and time to post test scores to the Student Center. If you don't want students to view their test score online leave the box unchecked.

☒ Post student scores on:  at




The date/time of the posting of student scores must occur after the end date/time ("To" field) of the Testing Availability.

10. Skip the **calculator type, dictionary/thesaurus, translate, Include Accommodations for Students** (including text-to-speech), **Randomize test questions**, and **test password** since these options are available for students while taking the test online.

(Image on next page.)


Include Tools for Student

Based on your state test, the recommended calculator for this test is none.




Basic Calculator

☐



Scientific Calculator

☐



Graphing Calculator

☐

Include Translator for Students

Check this box to allow students to use Google Translate for the test you are scheduling (online testing only). Custom Technology Enhanced and Inspect Items are not compatible with Google Translate.

☐ Allow translation into language of students' choice

Additional Settings

Check this box if you want test questions to appear in random order (online testing only).

☐ Randomize the order of test question

Make a password for the test. Each student will have to enter this password to take the test online.

☐ No Password Student will not be required to type a password to take the test

Password

11. Click the Save button.

12. The scheduled test now appears on the **Teacher Dashboard, Class Calendar** (School- and District-level users only), and **Benchmark Calendar** (if a benchmark test was scheduled) pages.



Assessments scheduled for intervention groups are noted on the calendar with a "people" icon.

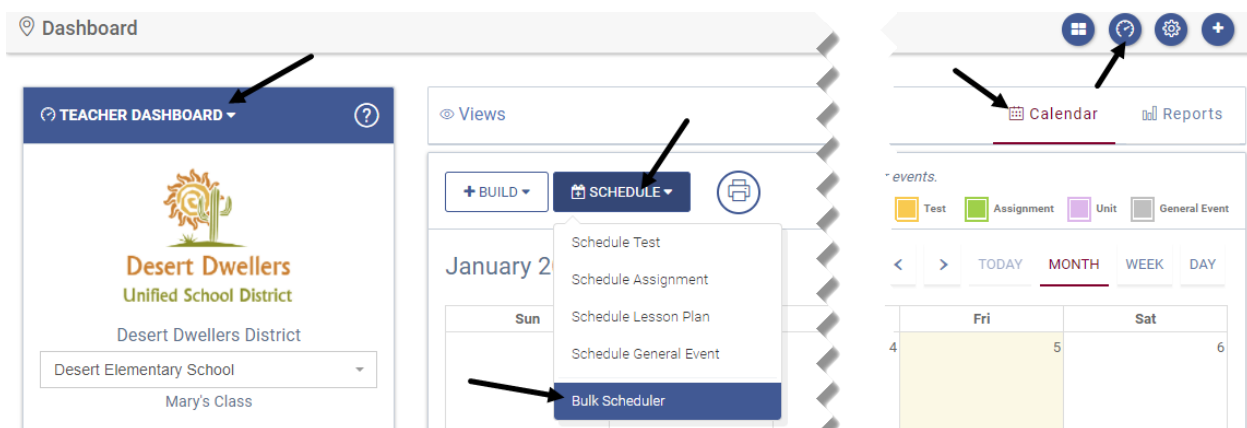
13. To view, edit, or delete the test schedule, refer to the View, Edit or Delete a Daily Test Schedule section, page 44.

STEPS TO SCHEDULE USING THE BULK SCHEDULER

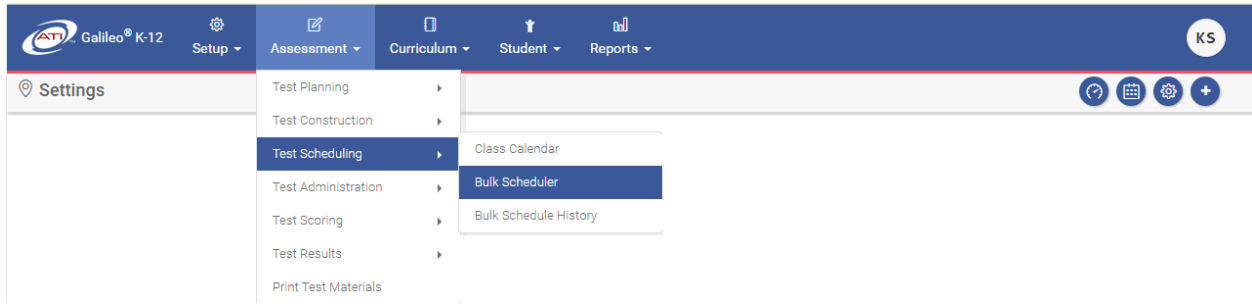
The directions provided below are for bulk scheduling a test. The scheduling an assignment or Unit is very similar.

1. Click either:

a. **Bulk Scheduler** from **Teacher Dashboard Calendar** view.

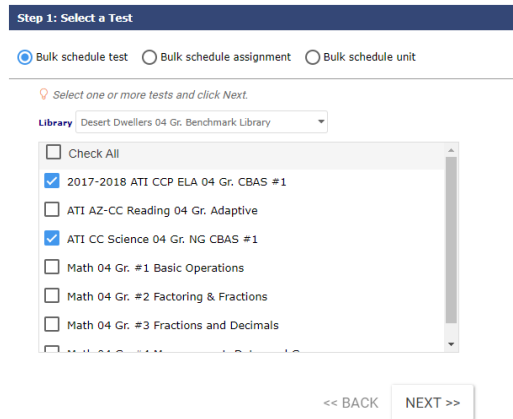


b. Assessment>Test Scheduling>Bulk Scheduler.



c. Bulk Scheduler tile.

2. Select the **Library** that houses the test you would like to schedule.
3. Select the **Test(s)** you would like to schedule.



Tests of the same grade level are generally scheduled at the same time. For example, all 6th grade tests, then all 7th grade, etc.

4. Click the *Next >>* button.
5. Select the **School Type** – grade, middle, or high school.
6. Select which **School(s)** in the district/charter school for which you wish to schedule a test.

(Image on next page.)

Step 2: Select Schools

Test(s): 2017-2018 ATI CCP ELA 04 Gr. CBAS #1 and 1 other

School Type:

- ☒ Grade School
☐ Middle School
☐ High School

☒ Desert Elementary School ☐ Sonora Elementary

Select All | Deselect All

<< BACK

NEXT >>

7. If there are additional grade, middle, and/or high school, click the appropriate **School Type** radio button and select the desired **school(s)**.
8. Click the *Next >>* button.
9. Filter the **Class** at the schools for which you wish to schedule the assessment. You may filter by one or all of these options:
 - a. Select the **Course Grade Level** at the schools for which you wish to schedule the assessment.
 - b. Type in character from the **Course Code** (e.g. MAT, ALG, GEOM).



You may enter up to ten course code filters, each separated by a comma.

- c. Type in character from the **Class Name**.



You may enter up to ten class names filters, each separated by a comma.

- d. Select the **Student Grade Level** at the schools for which you wish to schedule the assessment.
- e. (optional) Place a checkmark in the **Only include classes not already scheduled for the test** box.

Step 3: Filter Classes

Test(s): 2017-2018 ATI CCP ELA 04 Gr. CBAS #1 and 1 other

Filter classes with any combination of Course Grade Level, Course Code, Class Name, and enrolled Student Grade Level. You can enter multiple Course Code filters separated by a comma (e.g. MAT, ALG, GEOM). If your district/school uses multiple terms, the term(s) you have selected on the Settings page will also be used to filter the scheduled classes.

Course Grade Level

- ☐ Preschool
☐ Kindergarten
☐ 1st Grade
☐ 2nd Grade
☐ 3rd Grade
☒ 4th Grade
☐ 5th Grade

- ☐ 6th Grade
☐ 7th Grade
☐ 8th Grade
☐ 9th Grade
☐ 10th Grade
☐ 11th Grade
☐ 12th Grade

Student Grade Level

- ☐ Preschool
☐ Kindergarten
☐ 1st Grade
☐ 2nd Grade
☐ 3rd Grade
☒ 4th Grade
☐ 5th Grade

- ☐ 6th Grade
☐ 7th Grade
☐ 8th Grade
☐ 9th Grade
☐ 10th Grade
☐ 11th Grade
☐ 12th Grade

Course Code

Class Name

☐ Only include classes not already scheduled for the test

<< BACK

NEXT >>

10. Click the *Next >>* button.



When selected grade level(s) is chosen that does not match the test's grade level, a warning message appears letting you know that a test has an incorrect grade level set.

11. Place a checkmark by the **class(es)** for which you wish to schedule the test.

Step 4: Select Classes (152)

Test(s): 2017-2018 ATI CCP ELA 04 Gr. CBAS #1 and 1 other

An asterisk(*) next to a teacher's name means they no longer have a user account.

Select	School	Class	Course Code	Term	Instructor of Record
<input checked="" type="checkbox"/>	Desert Elementary School	Adam's Class	04	Default Term	Andiron, Adam
<input type="checkbox"/>	Desert Elementary School	Ada's Class	04	Default Term	Apple, Ada
<input checked="" type="checkbox"/>	Desert Elementary School	Adrienne's Class	04	Default Term	Airplane, Adrienne
<input type="checkbox"/>	Desert Elementary School	Alex's Class	04	Default Term	Executive, Alex

[Select All](#) | [Deselect All](#)

<< BACK

NEXT >>

12. Verify the **Instructor of Record**. The default is the individual designated as the class' teacher. When scheduling a test for:

- under 1000 classes, the **Instructor of Record** selection is part of the bulk scheduling process. The scheduler may change the **Instructor of Record** default.
- over 1000 classes the scheduler cannot edit the **Instructor of Record** during the scheduling process. After scheduling the test, the **Bulk Schedule History** page is accessed and editing (selection) is done. (Refer to the Bulk Schedule History section, page 47, for further details.)

13. Click the *Next >>* button.

14. Select the **date** and **time** for which you would like the test to be available for students to take.

Step 5: Set time range when test will be taken

Test(s): 2017-2018 ATI CCP ELA 04 Gr. CBAS #1 and 1 other

Enter the date/time the test will be available for students to take. Offline testing materials can only be printed before the "To" date/time (offline materials can be scanned and graded at any time though).

From: 11/29/2017 To: 11/30/2017

☒ Mon
 ☒ Tue
 ☒ Wed
 ☒ Thu
 ☒ Fri
 ☐ Sat
 ☐ Sun

Available From: 7:00 AM to 4:00 PM

<< BACK NEXT >>

Please note the following:

- A test must be scheduled in order for bubble sheets to be printed.
 - Completed test bubble (answer) sheets and, when applicable, worksheets, may be scanned into *Galileo* at any time. Scanning may, but does not have to, occur during the dates and times you have established.
 - The printing of worksheets is in no way dependent on scheduling a test.
 - When administering the test online, you will only want to make it available for the amount of time that the students will have available to take the test. If you make a test available for longer than that, a student could log into the system, retake the exam, or change his or her answers.
15. Click the *Next >>* button.
16. Skip the **calculator type, test password, randomize items, translator, dictionary/thesaurus, and translate** since these options are available for students while taking the test online.
17. Determine if you would like the results of this assessment to **post to the K-12 Student-Parent Center**. If so click in the check box and select the **date** and **time** you would like the results to post.

(Image on next page.)

Step 6: Review scheduling information including advanced options

Test(s): Math 04 Gr. #1 Basic Operations

Based on your state test, the recommended calculator for this test is none.



Basic Calculator

☐


Scientific Calculator

☐


Graphing Calculator

☐

IMPORTANT: Review the information below before saving. If everything is correct, click **Schedule Test** and the test will be scheduled for all of the selected classes.

Randomize items, Translator, and Dictionary/Thesaurus are only available for online testing. Automated Scoring Key tests are not compatible with Randomize items, Translator, and Dictionary/Thesaurus. Customized Technology Enhanced and Inspect Items are not compatible with Translator (Google Translate).

Test Title	Test Availability	No Password	Password	Randomize Items	Translator	Dictionary / Thesaurus	Post Student Scores
Math 04 Gr. #1 Basic Operations	From: 11/29/2017 To: 11/30/2017	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/30/2017 4:00 PM

<< BACK

SCHEDULE TEST

18. Click the *Schedule Test* button.

19. The scheduled test now appears on the **Teacher Dashboard, Class Calendar** (School- and District-level users only), and **Benchmark Calendar** (if a benchmark test was scheduled) pages.

20. Click the Schedule another test link to schedule additional tests.

Scheduling Complete

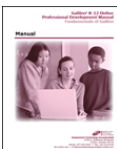
✔ "2017-2018 ATI CCP ELA 04 Gr. CBAS #1" has been scheduled for the classes you specified.

SCHEDULE ANOTHER TEST

21. To view, edit, or delete the schedule, refer to the Bulk Schedule History section, page 47, for directions.

VIEW, EDIT OR DELETE A DAILY TEST SCHEDULE

School- and District-level users can view, edit, and delete scheduled test from the **Class Calendar** page. Class-level users can view, edit, and delete a benchmark test from the **Benchmark Calendar**. All users can view, edit, and delete a test from the **Teacher Dashboard** page and by using the *Bulk Schedule History* tool (if scheduled using the *Bulk Scheduler* tool). It is recommended that Class-level view, edit, and delete a test using the **Teacher Dashboard** page.

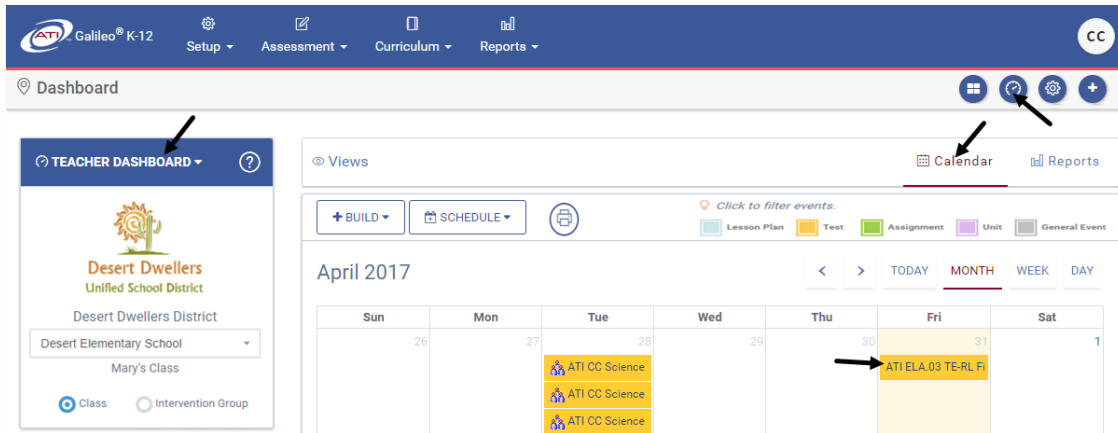


Refer to the online help files for directions on viewing, editing, and deleting a scheduled test from the **Class Calendar** and/or **Benchmark Calendar** pages.

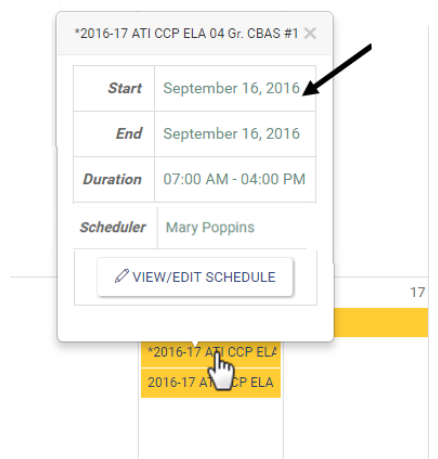
VIEW A TEST SCHEDULE

Galileo allows you to view all the tests scheduled within any time period you specify.

1. Access the **Teacher Dashboard** page. If necessary, refer to [Access Dashboard](#) section, page 30, for directions.
2. If necessary, click the [Calendar](#) link.
3. The scheduled test(s) display.



4. To view the scheduling details, click the desired scheduled [test](#) link. If necessary, click the [View/Edit Schedule](#) button to view additional information.




EDIT A TEST SCHEDULE

In order to edit a test schedule, you must have *Read-Only* or *Write* permission to the test library. Tests library with a *Results Only* permission provides all the specified schools, classes and/or users restricted access to the test; School- and Class-level users will not be able to schedule/reschedule and/or view the test items and they are restricted on report details.

If a test has not yet been taken by a student you may edit the date, time, instructor of record, posting instructions, and/or password. If a test has been taken by students you will be notified at the top of the screen that you may only edit the posting of test scores. If answer sheets have been generated for this scheduled test, a note appears at the top of the page indicating such; the scheduled test cannot be deleted.

5. Make your **changes**.

 Edit Test Schedule

Library: *ATI CC TE Formatives
Class: Mary's Class
Test: ATI MATH.06 TE-NS [preview test](#)

Instructor of Record
 An asterisk(*) next to a teacher's name means they no longer have a user account.
Instructor of Record Poppins, Mary

Test Availability
 Enter the date/time the test will be available for students to take. Online testing will only be available during this period of time. Offline testing materials can only be printed before the "To" date/time (offline materials can be scanned and graded at any time though).
 From 05/12/2017 To 05/12/2017
☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun
 Available From 8:00 AM To 4:00 PM

Test Time Limit
 Check this box and enter a time limit for the test if you want the students to complete the test within a certain time limit. Additionally, check "Allow pause" checkbox to allow students and teacher to pause the test.
☐ Timed Test ☐ Allow pause **Test Time Limit:** 90 minutes

6. Click the *Save* button.

DELETE A TEST SCHEDULE

If you need to delete a test schedule you may do so by following the steps listed on the previous pages and then by following the directions listed below. You **cannot** delete a scheduled test:

- Once the test has been taken by students. If another testing schedule is saved, the students who accessed a test may be transferred to the new testing schedule.
- If you did not schedule the test.
- If bubble sheets have been generated for this scheduled test. A note appears at the top of the page indicating such.
- If you do not have access to the test library. You must have *Read-Only* or *Write* permission to the test library. Tests library with a *Results Only* permission provides all the specified schools, classes and/or users restricted access to the test; users will not be able to modify (e.g. delete) the test schedule and/or view the test items and they are restricted on report details.

1. Access the **Edit Test Schedule** page.

The screenshot shows the 'Edit Test Schedule' page. At the top, there's a header with a location pin icon and the text 'Edit Test Schedule', followed by three circular icons: a clock, a gear, and a plus sign. Below the header, the page displays the following information:

- Library:** Desert Dwellers 04 Gr. Benchmark Library
- Class:** Mary's Class
- Test:** *2016-17 ATI CCP ELA 04 Gr. CBAS #1

To the right of this information is a box titled 'Related Options' containing three links: 'Student Users', 'Test Scores', and 'Offline Materials'. Below this is a red banner with the text 'Instructor of Record'. Underneath the banner, a green note states: 'An asterisk(*) next to a teacher's name means they no longer have a user account.' Below the note, there is a label 'Instructor of Record' and a dropdown menu showing 'Poppins, Mary'.

2. Click the *Delete* button.
 - a. If no students have accessed the test, you will receive a pop-up warning that says, "Delete Schedule? You will not be able to recover the deleted schedule. Any answer sheets printed with this schedule will be unusable." If you're sure, click the *OK* button. If you made a mistake, or changed your mind, click the *Cancel* button.
 - b. If students have accessed the test, the student(s) must be moved to a different schedule. However, if there is no other schedule available to transfer the student to, the test can't be deleted.

The screenshot shows a dialog box titled 'Galileo: Schedule Test'. It contains a green warning message: 'This schedule has been used by students to take a test. If you need to delete this schedule, each student must be switched to a different schedule. If no schedule is available the test cannot be deleted.' Below the message, there is a dropdown menu labeled 'Assign the same schedule to all students' with the selected option '05/06/2015 to 05/08/2015 (Adam's Class)'. Below this is an 'Apply' button. Underneath the button, there are three rows, each with a student name and a dropdown menu for their schedule:

Ashkii J. Begay	no change
Cesar Chavez	05/06/2015 to 05/08/2015 (Adam's Class)
Sheldon Cooper	05/06/2015 to 05/08/2015 (Adam's Class)

At the bottom of the dialog box is another 'Apply' button.

- c. Click the *Apply* button if the student(s) has been moved to a different schedule.

BULK SCHEDULE HISTORY

PURPOSE

The *Bulk Schedule History* displays all scheduled events done using the *Bulk Scheduler* tool. Edits to scheduled events can be done from the *Bulk Schedule History*, including deletion of scheduled events.

ACCESS BULK SCHEDULE HISTORY

The directions provided below are for editing a bulk scheduled test. The editing of a scheduled *Dialog* or *Unit* is very similar.

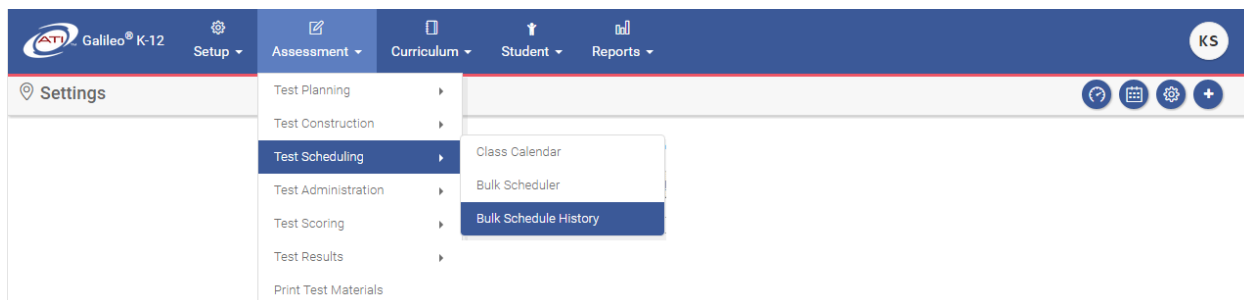


Editing the schedule of an assessment that was done using the Bulk Scheduler tool.

Test libraries permissions determine which Galileo user can edit a scheduled test using the Bulk Scheduler tool.

1. Click either:

- a. **Bulk Schedule History** tile.
- b. **Assessment>Test Scheduling>Bulk Schedule History**.



2. The schedules that are listed differ for District- and School-level users:

- a. District-level: sees all bulk-schedules created for the selected test (district-wide).
- b. School-level: only sees bulk-schedules that user created, and will receive a message if they select a test schedule created by someone else.
- c. Class-level: only sees bulk-schedules that user created, and will receive a message if they select a test schedule created by someone else.

3. Select the scheduled event type – **Test, Assignment, or Unit**.
4. Use the down arrow on the **School** drop-down menu to select the school or the [All Schools] option.
5. Use the down arrow on the **Library** drop-down menu to select the test library.
6. Use the down arrow on the **Test** drop-down menu to select the test.

EDIT TESTING SCHEDULE

These instructions are for modifying the test schedule for all scheduled classes. To edit the testing schedule for an individual class, refer to the [View/Edit Scheduled Class](#) section, page 49, [Edit Instructor of Record](#) section, page 50, and [Remove Scheduled Class](#) section, page 51.

1. Access the **Bulk Scheduling History** page. Refer to the [Access Bulk Schedule History](#) section, page 47, for instructions.

- Click the **pencil** icon next to the testing schedule you would like to edit, or click the desired schedule link under Testing Period. The scheduler will open.



Select a test and the district-wide scheduling history will show.

School [All schools] ▼

Library 2010-2011 Desert Dweller Benchmark Assessment ▼

Test 2010-2011 09 Gr. ELA Benchmark Assessment ▼

[Refresh List](#)

Action	Testing Period	Approx. Class Count	Created	Last Saved	Update Status
 	4/20/2011 7:15 AM - 2:15 PM	[Edit Classes] 47	4/19/2011 by Kerri Smith		

- Make your **edits** to the schedule.



This option does not modify the Instructor of Record. The Teacher information is done via the View/Edit Scheduled Class steps.

- Click the Save button.

DELETE SCHEDULED EVENT

- Access the **Bulk Scheduling History** page. Refer to the Access Bulk Schedule History section, page 47, for instructions.
- Click the **trashbin** icon for the scheduled event.



Select a test and the district-wide scheduling history will show.

School [All schools] ▼

Library 2010-2011 Desert Dweller Benchmark Assessment ▼

Test 2010-2011 09 Gr. ELA Benchmark Assessment ▼

[Refresh List](#)

Action	Testing Period	Approx. Class Count	Created	Last Saved	Update Status
 	4/20/2011 7:15 AM - 2:15 PM	[Edit Classes] 47	4/19/2011 by Kerri Smith		

- If there is student testing data, the test data must be moved. Refer to page 47 for information on moving testing data.

VIEW/EDIT SCHEDULED CLASS

- Access the **Bulk Scheduling History** page. Refer to the Access Bulk Schedule History section, page 47, for instructions.
- Click the [\[Edit Classes\]](#) link.



Select a test and the district-wide scheduling history will show.

School [All schools] ▼

Library 2010-2011 Desert Dweller Benchmark Assessment ▼

Test 2010-2011 09 Gr. ELA Benchmark Assessment ▼

[Refresh List](#)

Action	Testing Period	Approx. Class Count	Created	Last Saved	Update Status
 	4/20/2011 7:15 AM - 2:15 PM	[Edit Classes] 47	4/19/2011 by Kerri Smith		

3. The scheduled class(es) appear.

4. Click the View link.

Test Title: 2013-14 ATI Demo Math 05 Gr. #3
Date Range: 2/19/2013 1:00 AM - 3/5/2013 12:00 PM

An asterisk(*) next to a teacher's name means they no longer have a user account.

Grade Level: [No grade level filter] Course Code: Last Name: Filter Class List

Select	School	Course Code	Class	Schedule Dates	Term	Instructor of Record	Status
<input type="checkbox"/>	Cottonwood Elementary School	5Gr	Homeroom 5: BURNETT:	02/19/2013 1:00 AM-8:00 AM	YR	Burnett, Kaleb	View
<input type="checkbox"/>	Cottonwood Elementary School	5Gr	Homeroom 5: DAWSON: 5	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	DAWSON, Jon	View
<input type="checkbox"/>	Fernley Elementary School	5Gr	Homeroom 5: VALENCIA:	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	[Select a teacher]	View
<input type="checkbox"/>	Riverview Elementary School	5Gr	Homeroom 5: ALEXANDER: 5	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	[Select a teacher]	View

Page size: 10 24 items in 3 pages

Update Teacher Delete [Back to Bulk Schedule History](#)

5. The pop-up message displays whether scores have been recorded and/or bubble sheets have been printed for a given scheduled test. Classes that have recorded scores and/or printed bubble sheets cannot be deleted.

Test Title: 2013-14 ATI Demo Math 05 Gr. #3
Date Range: 2/19/2013 1:00 AM - 3/5/2013 12:00 PM

An asterisk(*) next to a teacher's name means they no longer have a user account.

Grade Level: [No grade level filter] Course Code: Last Name: Filter Class List

Select	School	Course Code	Class	Schedule Dates	Term	Instructor of Record	Status
<input type="checkbox"/>	Cottonwood Elementary School	5Gr	Homeroom 5: BURNETT:	02/19/2013 1:00 AM-8:00 AM	YR	Burnett, Kaleb	View
<input type="checkbox"/>	Cottonwood Elementary School	5Gr	Homeroom 5: DAWSON: 5	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	DAWSON, Jon	View
<input type="checkbox"/>	Dayton Elementary School	5Gr	Homeroom 5: ALLISON:	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	ALLISON, Terrell	View

Students have scores recorded under this test schedule.
[Close](#)

6. If necessary, click the Back to Bulk Schedule History link.

EDIT INSTRUCTOR OF RECORD


1. Access the **Bulk Scheduling History** page. Refer to the Access Bulk Schedule History section, page 47, for instructions.

2. Click the [\[Edit Classes\]](#) link.

Select a test and the district-wide scheduling history will show.

School: [All schools]
 Library: 2010-2011 Desert Dweller Benchmark Assessment
 Test: 2010-2011 09 Gr. ELA Benchmark Assessment

[Refresh List](#)

Action	Testing Period	Approx. Class Count	Created	Last Saved	Update Status
	4/20/2011 7:15 AM - 2:15 PM	[Edit Classes] 47	4/19/2011 by Kerri Smith		

3. The scheduled class(es) appear.

4. Place a checkmark in the **Select** column for the school/class for which the **Instructor of Record** is to be modified.5. Update the **Instructor of Record**.6. Click the *Update Teacher* button.

Test Title: 2013-14 ATI Demo Math 05 Gr. #3
 Date Range: 2/19/2013 1:00 AM - 3/5/2013 12:00 PM

An asterisk(*) next to a teacher's name means they no longer have a user account.

Grade Level: [No grade level filter] Course Code: Last Name: [Filter Class List](#)

Select	School	Course Code	Class	Schedule Dates	Term	Instructor of Record	Status
<input checked="" type="checkbox"/>	Cottonwood Elementary School	5Gr	Homeroom 5: BURNETT:	02/19/2013 1:00 AM-8:00 AM	YR	Burnett, Kaleb	View
<input type="checkbox"/>	Cottonwood Elementary School	5Gr	Homeroom 5: DAWSON:	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	DAWSON, Jon	View
<input type="checkbox"/>	Fernley Elementary School	5Gr	Homeroom 5: VALENCIA:	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	[Select a teacher]	View
<input type="checkbox"/>	Riverview Elementary School	5Gr	Homeroom 5: ALEXANDER:	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	[Select a teacher]	View

Page size: 10 24 items in 3 pages

[Update Teacher](#) [Delete](#) [Back to Bulk Schedule History](#)



An asterisk next to the teacher's name indicates that that individual does not have a Staff User account.

7. If necessary, click the [Back to Bulk Schedule History](#) link.REMOVE SCHEDULED CLASS

1. Access the **Bulk Scheduling History** page. Refer to the [Access Bulk Schedule History](#) section, page 47, for instructions.

2. Click the [\[Edit Classes\]](#) link.


Select a test and the district-wide scheduling history will show.

School: [All schools] ▾

Library: 2010-2011 Desert Dweller Benchmark Assessment ▾

Test: 2010-2011 09 Gr. ELA Benchmark Assessment ▾

[Refresh List](#)

Action	Testing Period	Approx. Class Count	Created	Last Saved	Update Status
	4/20/2011 7:15 AM - 2:15 PM	[Edit Classes] 47	4/19/2011 by Kerri Smith		

3. Place a checkmark in the **Select** box for that class or classes.

Test Title: 2013-14 ATI Demo Math 05 Gr. #3
 Date Range: 2/19/2013 1:00 AM - 3/5/2013 12:00 PM

An asterisk(*) next to a teacher's name means they no longer have a user account.

Grade Level: [No grade level filter] ▾ Course Code: Last Name: [Filter Class List](#)

Select	School	Course Code	Class	Schedule Dates	Term	Instructor of Record	Status
<input checked="" type="checkbox"/>	Cottonwood Elementary School	5Gr	Homeroom 5: BURNETT:	02/19/2013 1:00 AM-8:00 AM	YR	Burnett, Kaleb ▾	View
<input type="checkbox"/>	Cottonwood Elementary School	5Gr	Homeroom 5: DAWSON: 5	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	DAWSON, Jon ▾	View
<input type="checkbox"/>	Fernley Elementary School	5Gr	Homeroom 5: VALENCIA:	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	[Select a teacher] ▾	View
<input type="checkbox"/>	Riverview Elementary School	5Gr	Homeroom 5: ALEXANDER: 5	02/19/2013-03/05/2013 1:00 AM-12:00 PM	YR	[Select a teacher] ▾	View

Page size: 10 24 items in 3 pages

[Update Teacher](#) [Delete](#) [Back to Bulk Schedule History](#)

4. Click the *Delete* button. If there is student testing data, the test data must be moved. Refer to page 47 for information on moving testing data.5. If necessary, click the [Back to Bulk Schedule History](#) link.

You should not use the bubble sheets that were generated for the deleted test schedule.

PRINT TEST MATERIALS

DOCUMENT TO PRINT

For offline testing, you will need to print the following:

Item	Required	This item contains...	Scanning Options ¹			Steps can be found in ...
			Plain-Paper Scanline	High-Speed Scanline	Grade-Cam	
Test Booklet	Yes	The questions and possible answers.	May print to any printer and copied.			This manual, page 53
Answer Sheets	Yes, for grades 1-12 Used for multiple choice tests.	The personalized "bubble sheet" for the student to complete.	Must be printed to an ATI-supported scanner and compatible printer.	May use the <i>Scanline Preslugger</i> to preslug proprietary form. Any printer may be used.	May print to any printer	This manual, page 57, and the appropriate <i>Scanline</i> and/or <i>GradeCam</i> document. Documents located on Galileo's Tech Support page.
Worksheets	No	The personalized blank paper for the student to show any work.	Must be printed to an ATI-supported scanner and compatible printer.	Not supported; must use plain-paper <i>Scanline</i> .	Not supported; must use plain-paper <i>Scanline</i> .	This manual, page 57, and the <i>Plain-Paper Scanline</i> document located on Galileo's Tech Support page.

¹ Refer to the **System Requirements** page for *Scanline* and *GradeCam* requirements. A district/charter school must purchase *Scanline* and/or *GradeCam* from ATI. There should be a *Scanline* purchase for each Galileo-supported scanning unit. *GradeCam* is offered as an annual student license.

Item	Required	This item contains...	Scanning Options ¹			Steps can be found in ...
			Plain-Paper Scanline	High-Speed Scanline	Grade-Cam	
Grading Sheets	Yes, for kindergarten. Optional for open response test items.	The personalized "bubble sheet" for the teacher to complete.	Must be printed to an ATI-supported scanner and compatible printer.	Not supported; must use plain-paper <i>Scanline</i> .		This manual, page 57, and the <i>Plain-Paper Scanline</i> document located on Galileo's Tech Support page.

KINDERGARTEN FLIPBOOK ASSESSMENTS

Kindergarten flipbook assessments are handled a little differently than assessments for other grades. Kindergarten teachers still receive a test booklet, but instead of receiving a test booklet for each of their students, they receive one test booklet for their class. The test booklet is designed as a flip book; therefore, it is formatted differently than other test booklets.

Additionally, instead of generating answer sheets for students, grading sheets are generated. Like the answer sheet, the grading sheet is personalized for each student. The teacher, not the student, will be marking the grading sheet.



Please refer to the "Kindergarten Assessments" document located in the online help for instructions on printing the kindergarten assessment materials.

PRINT TEST BOOKLET

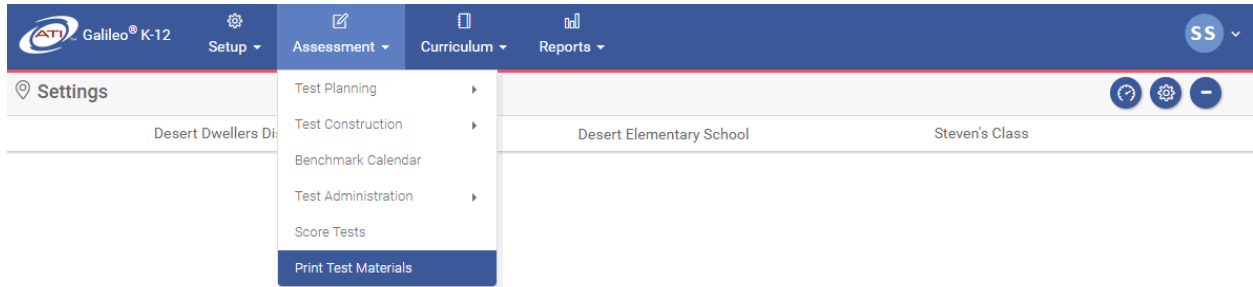
You must have *Write* or *Read-Only* permission to the test library in order to print a test booklet. Users with *Results Only* permission cannot view the test item, thus they are unable to generate a test booklet.

Refer to [Test Item Types](#) section, page 70, for a list of test item types. Not all types are available for a printed test booklet.

1. Click either:

a. **Assessment>Print Test Materials.**

(Image on next page.)



b. **Print Test Materials** tile from the **Launchpad** page.

2. Click the Print Test Booklet link.



3. If necessary, use the down arrow on the **School** drop-down menu to select the school for which you wish to print a test.

4. If necessary, use the down arrow on the **Class** drop-down menu to select the class for which you wish to print a test. As a Class-level user your class will automatically appear in this drop-down box.

5. Use the down arrow on the **Library** drop-down menu to select the library from which you wish to print a test.



You must have "Write" or "Read-Only" permission to the test library in order to print a test booklet.


6. Use the down arrow on the **Test** drop-down menu to select the test you wish to print.

Testing Materials > Print Test

Class:	Homeroom 5: BURNETT:	▼
Library:	2013-14 ATI 05 Gr. Benchmark Library	▼
Test:	2013-14 ATI Demo Math 05 Gr. #1	▼

7. (optional) Uncheck the **Start Item Family stories on new page**. Unchecking this box may result in a story, poem, etc., appearing on a different page then the related test item. Leaving this box checked will keep

this content together, but will result in more white space and a test that is more pages.

 Print Test

Testing Materials > Print Test

School:

Class:

Library:


Test:

Print Options:

- ☒ Start Item Family stories on a new page
- ☐ Show Correct Answer (multiple choice only)
- ☐ Print Teacher Instructions
- ☐ Large Print
- ☐ Include Standard

If a static version of the test has been saved it will be used. Otherwise a dynamic version will be generated.

8. (optional) If you would like to print a copy of the test with the correct answer identified check the **Show Correct Answer** box.
9. If the test contains teacher-read items or notes, place a checkmark in the **Print Teacher Instructions** field.

 Print Test

Testing Materials > Print Test

School:

Class:

Library:

Test:

Print Options:

- ☒ Start Item Family stories on a new page
- ☐ Show Correct Answer (multiple choice only)
- ☒ Print Teacher Instructions
- ☐ Large Print
- ☐ Include Standard

If a static version of the test has been saved it will be used. Otherwise a dynamic version will be generated.



Kindergarten and 1st grade benchmark tests generally have Teacher Notes.

- 10.(optional) If you would like to print the test using large print, place a checkmark in the **Large Print** field.
- 11.(optional) If you would like to **Include the Standard** for each question, check this field.
- 12.Click the *Print/Preview* button.
- 13.You will distribute the printed test booklet and the appropriate answer sheet to student during the time you scheduled.

14. After the test is administered, the answer sheets need to be scanned. Refer to the [Scan Completed Offline Tests](#) section, page 63, for directions.

BUBBLE SHEETS (ANSWER SHEETS) OPTIONS

Districts/charter schools administering grades 1-12 assessments have three scanning options available to them. If administering Kindergarten flipbook assessments, refer to the [Kindergarten Flipbook Assessments](#) section, page 54.

1. **Plain-Paper.** The *Scanline* plain-paper option is used by districts/charter schools that are using the ATI-supported scanner to scan test results into *Galileo*. Directions are found in the [Generate Plain-paper Answer Sheets, Grading Sheets, and Worksheets](#) section, page 57.
2. **High-Speed.** The *Scanline* high-speed option is used by districts/charter schools that are using the NCS scanners onsite to scan test results into *Galileo*. These scanners are compatible with the 910-Blue 100 Answer Form 219482 or the 915-Orange 350 Answer Form 224944. Directions are found in the [Generate High-speed Answer Sheets](#) section, page 62.
3. **GradeCam.** *GradeCam* scanning technology integration and functionality is used by districts/charter schools to support scanning from a document or web camera. Directions are found in the [Generate GradeCam Answer Sheets](#) section, page 60.

GENERATE PLAIN-PAPER ANSWER SHEETS, GRADING SHEETS, AND WORKSHEETS



To ensure that the Galileo-supported Scanline scanner reads the bubble sheets and worksheets correctly, it is important that a sample answer sheet is printed and tested prior to generating bubble sheets for the selected student population.

ANSWER SHEET

If you are using the plain-paper version of *Scanline* you will want to print the answer sheets from *Galileo*.

GRADING SHEETS

If you are using the plain-paper version of *Scanline* you may print the grading sheets from *Galileo*.

Reading Fluency

Student: Joy Atwork (5887) Class: Beth's Class

Bubble-in answer completely and darkly. If you change your answer erase it completely. FOR TEACHER USE ONLY.

1. ☐ 1 ☐ 2 ☐ 3 ☐ 4

2. ☐ 1 ☐ 2 ☐ 3 ☐ 4

3. ☐ 1 ☐ 2 ☐ 3 ☐ 4

4. ☐ 1 ☐ 2 ☐ 3 ☐ 4

5. ☐ 1 ☐ 2

6. ☐ 1 ☐ 2 ☐ 3

7. ☐ 1

8. ☐ 1 ☐ 2 ☐ 3 ☐ 4

Barcode 1: [Barcode]

Barcode 2: [Barcode]

WORKSHEETS

If you are using the plain-paper version of *Scanline* you may opt to print worksheets. A worksheet is a piece of paper that, like the answer sheet has a barcode that is link to an individual student who is taking a particular test in a specific class. If you would like to see and record student's work on multiple choice, yes/no, true/false and short answer questions, you may use this paper for that purpose. You may also provide these worksheets to students for work sample and essay questions. As with the answer sheets, you will scan these worksheets using a *Galileo*-supported scanner. You may then access student's work online.

SSC1 Use Reasoning to Solve Math Problems

Student: Harry Potter (2735) Class: Beth's Class

Use the box below to record your work. Do NOT write on the back -- request another sheet if needed.

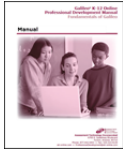
DO NOT WRITE OUTSIDE THIS BOX. INCLUDE THE QUESTION NUMBER NEXT TO YOUR WORK.

Work Area: [Large empty box]

Barcode 1: [Barcode]

Barcode 2: [Barcode]

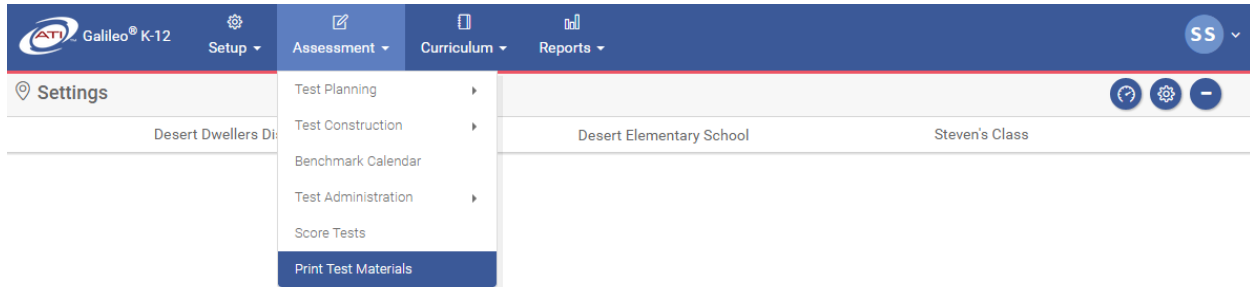
Barcode 3: [Barcode]

STEPS

Refer to the "Galileo® K-12 Online: Scanline Plain-Paper" document located in the online help files and on the **Tech Support** page for detailed instructions on how to download the software, generate an answer sheet, grading sheeting, and/or worksheet, and scan test results.

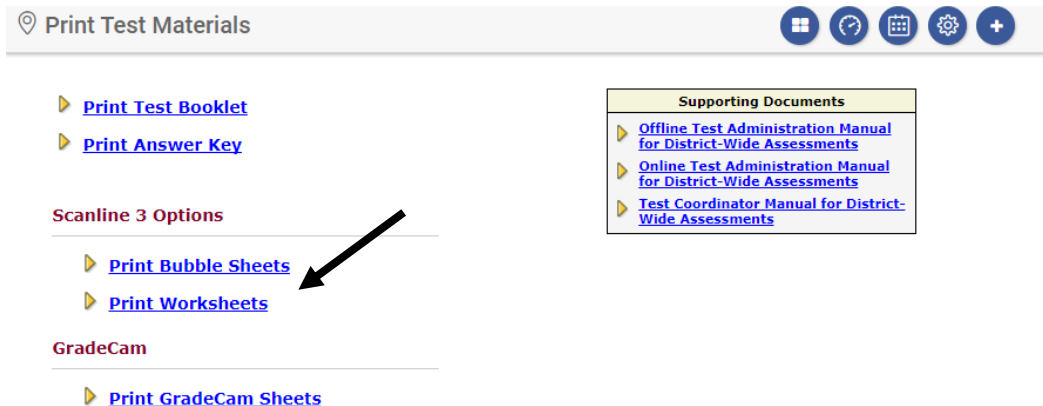
1. Click either:

a. **Assessment>Print Test Materials.**



b. **Print Test Materials** tile from the **Launchpad** page.

2. Click the [Print Bubble Sheets](#) or [Print Worksheets](#) link.



3. Complete the necessary information on the **Print Bubble Sheets** and/or **Print Worksheets** page.
4. You will distribute the printed test booklet and the appropriate answer sheet and worksheets, when applicable, to student during the time you scheduled.
5. After the test is administer, the bubble sheets and worksheets need to be scanned. Refer to the [Scan Completed Offline Tests](#) section, page 63, for directions.

c. **Test Builder** page.

Closed	Test	Max Points	Test Status	Published	Item Count	Options
<input type="checkbox"/>	(D) Approximating Square Roots Test	4	Publish	3/3/2017	4	
<input type="checkbox"/>	(D) Aspects of Setting Test	3	Publish	8/25/2009	3	
<input type="checkbox"/>	CC-RL.4.6 Quiz	5	Publish	1/27/2017	5	

2. Select the test **library**. *If generating the generic 25 or generic 50 question sheets, this is not necessary.*
3. Select the **test**. *If generating the generic 25 or generic 50 question sheets, this is not necessary.*
4. Click the *Print GradeCam Sheets* button.

Print GradeCam Sheets

Mary Poppins - Tests ☐ Create a test in Test Builder

Approximating Square Roots Test ☐ Create an Automated Scoring Key test

PRINT GRADECAM SHEETS SCAN GRADECAM SHEETS

5. Click the radio button for the **desired answer sheet**.

Mary Poppins - Tests ☐ Create a test in Test Builder

Classify Acute, Obtuse, and Right Triangles Test ☐ Create an Automated Scoring Key test

PRINT GRADECAM SHEETS SCAN GRADECAM SHEETS

Print Pre-Slugged sheets for a specific test. Generic sheets can be used with any test.

GradeCam Sheet Print Options:

☒ Pre-Slugged with Test Info

☐ Pre-Slugged with Test and Student Info

☐ Generic 25 Questions (No Pre-Slugged Info)

☐ Generic 50 Questions (No Pre-Slugged Info)

+ CREATE

6. Click the *Create* button.

7. Once generated, click either the:
 - a. *Preview* button to view the answer sheet. Once previewed, then print the PDF file.
 - b. *Download* button to save the answer sheet and print at a later time. This option is ideal when generating the *Generic 25 Questions* or the *Generic 50 Questions* sheets.
8. You will distribute the printed test booklet and the appropriate answer sheet to student during the time you scheduled.
9. After the test is administer, the answer sheets need to be scanned. Refer to the Scan Completed Offline Tests section, page 63, for directions.

GENERATE HIGH-SPEED ANSWER SHEETS

If you are using the high-speed version of *Scanline*, you will use NCS proprietary scan sheets and preslug them using the *Scanline Preslugger* tool.

ABACUSxP MULTIPLE CHOICE / TRUE FALSE ANSWER SHEET

Name: Pamela Anderson
 Teacher: Bob's Class
 Course: _____
 Section: _____ Period: _____
 Room: _____

TEST ID NUMBER: 1 2 3 4 5 6 7 8 9 10
 STUDENT ID NUMBER: 1 2 3 4 5 6 7 8 9 10

PEARSON NCS
 MARKING INSTRUCTIONS:
 • Use a No. 2 pencil only
 • Fill the circle completely
 • Erase changes completely
 BUBBLE wrong wrong wrong

SAMPLE TEST - 4th Grade Math - PUBLISHED

Reorder Form No. 219482 1-800-367-6627 Fax 1-507-451-4513 valuesbridge.pearson.com

MULTIPLE CHOICE / TRUE-FALSE

1 T F 16 T F 31 T F 46 T F 61 T F 76 T F 91 T F
 2 T F 17 T F 32 T F 47 T F 62 T F 77 T F 92 T F
 3 T F 18 T F 33 T F 48 T F 63 T F 78 T F 93 T F
 4 T F 19 T F 34 T F 49 T F 64 T F 79 T F 94 T F
 5 T F 20 T F 35 T F 50 T F 65 T F 80 T F 95 T F
 6 T F 21 T F 36 T F 51 T F 66 T F 81 T F 96 T F
 7 T F 22 T F 37 T F 52 T F 67 T F 82 T F 97 T F
 8 T F 23 T F 38 T F 53 T F 68 T F 83 T F 98 T F
 9 T F 24 T F 39 T F 54 T F 69 T F 84 T F 99 T F
 10 T F 25 T F 40 T F 55 T F 70 T F 85 T F 100 T F
 11 T F 26 T F 41 T F 56 T F 71 T F 86 T F
 12 T F 27 T F 42 T F 57 T F 72 T F 87 T F
 13 T F 28 T F 43 T F 58 T F 73 T F 88 T F
 14 T F 29 T F 44 T F 59 T F 74 T F 89 T F
 15 T F 30 T F 45 T F 60 T F 75 T F 90 T F

Form # 219482

USING THE PRESLOGGER

The Scantron/NCS propriety answer sheets can be preslugged from the *Scanline Preslugger* to 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.

When using the high-speed version of *Scanline*, you will want to preslug the answer sheets from using the *Scanline Preslugger* tool.

ABACUSxp MULTIPLE CHOICE / TRUE FALSE ANSWER SHEET

Name: Pamela Anderson

Teacher: _____

Course: Bob's Class Period: _____

Section: _____ Room: _____

PEARSON NCS

MARKING INSTRUCTIONS:

- Use a No. 2 pencil only
- Fill the circle completely
- Erase changes completely

RIGHT wrong wrong wrong

SAMPLE TEST - 4th Grade Math - PUBLISHED

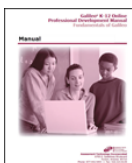
Reorder Form No. 219482 1-800-367-6627 Fax 1-507-451-4513 valuebridge.ncspearson.com

MULTIPLE CHOICE / TRUE-FALSE

Preslugged Answer Sheet Example



Only a District- or School-level Galileo user can use the *Scanline Preslugger* application.



Refer to the "Galileo® K-12 Online: Scanline High-Speed" document located in the online help files and on the **Tech Support** page for further directions on how to download the software, use the preslugger tool, and scan test results.

1. If desired, preslug the answer sheets using the *Scanline Preslugger* application.
2. You will distribute the printed test booklet and the appropriate answer sheet to student during the time you scheduled.
3. After the test is administer, the answer sheets need to be scanned. Refer to the Scan Completed Offline Tests section, page 63, for directions.

SCAN COMPLETED OFFLINE TESTS

Once students have taken an offline test, test bubble sheets (answer sheets and grading sheets) and worksheets may be scanned into *Galileo*. Once the test materials are scanned into *Galileo*, *Galileo* will automatically score the multiple choice, true/false and yes/no items. If the test was taken online then *Galileo* will also score the short answer questions.

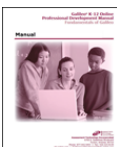
Typically, teachers:

1. Collect completed offline tests, answer sheets and, if applicable, worksheets.
2. Gather any grading sheets.
3. Review the bubble sheets and worksheets to make sure:
 - a. Students have bubbled-in answers clearly.

- b. Students have not written on barcodes or mutilated tests.
- c. The worksheets are placed in the order in which you would like them scanned and displayed in *Galileo*.
- d. Bubble sheets and worksheets are all facing the same direction. Those using:
 - i. plain-paper *Scanline*, the Test Title must be fed first into the scanner.
 - ii. high-speed *Scanline*, the preslugged area should face the front of the scanner.
 - iii. *GradeCam*, the answer sheets should face all the same direction for ease of scanning.
- 4. Scan completed bubble sheets (answer sheets and/or grading sheets) and worksheets into the computer with the compatible *Scanline* or *GradeCam*.



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



*Detailed directions for scanning are located in the online help files and in the appropriate scanning documentation located on the Galileo's **Tech Support** page.*

SCORE TEST

You may view the student's response and total earned points on automatically scored test results as well as manually enter score test items on the **Score Tests** and **Test Monitoring** pages.

LIBRARY PERMISSION LEVEL

In order to view and score a student's test, the user must have *Write* or *Read-Only* permission to the test library. Users with *Results Only* permission to the test library cannot access the assessment test items, thus they cannot score and/or view student scores. Instructional Effectiveness (IE) assessments should have the *Results Only* library permission.

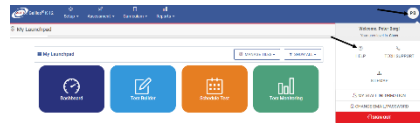
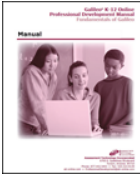
VIEW AND SCORE TEST OPTIONS



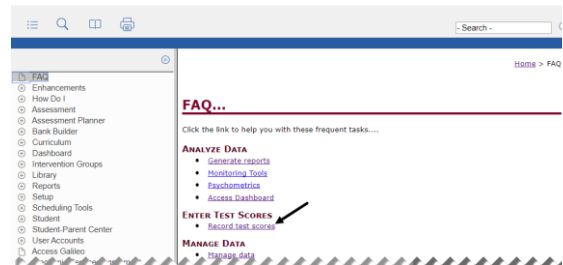
You must have "Write" or "Read-Only" permission to the test library in order to access the student's answer, scoring rubrics, and test item. Users with "Results Only" permission cannot access this information, view student's open response, and enter earned points.

Viewing and entering test scores can occur on the **Test Monitoring** and the **Score Tests** page. This document addresses only how to score from the **Test Monitoring** page.

*Refer to the online help files for directions on accessing scanned worksheets and using the **Score Tests** page. The online help files contain information on ways to record a score for an individual student or multiple student.*



Then



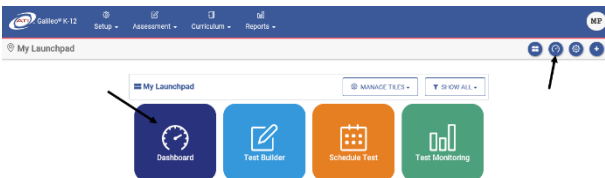
ENTER EARNED POINTS



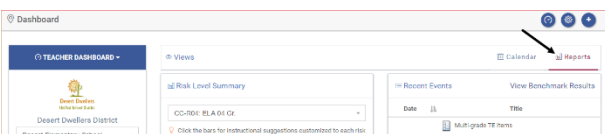
Educator has to review the test item and calculate the earned points.

Test Monitoring can be run from the **Teacher Dashboard** and the **Reports** menu and from the **Test Monitoring** Launchpad tile.

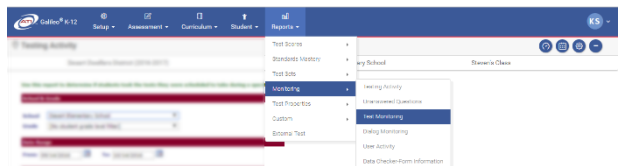
1. Access the **Teacher Dashboard** page. If necessary, refer to [Access Dashboard](#) section, page 30, for directions.



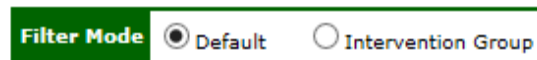
2. If necessary, click the [Reports](#) link.



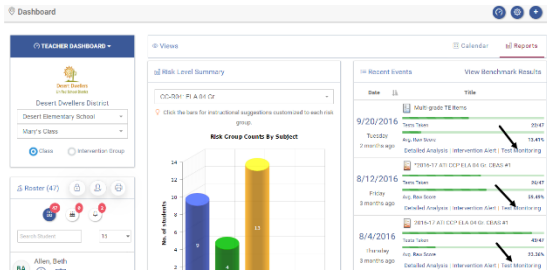
1. Click **Reports>Monitoring>Test Monitoring**.



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



3. In the *Recent Events* widget, click the Test Monitoring link under the desired test.



4. Proceed to step #5.

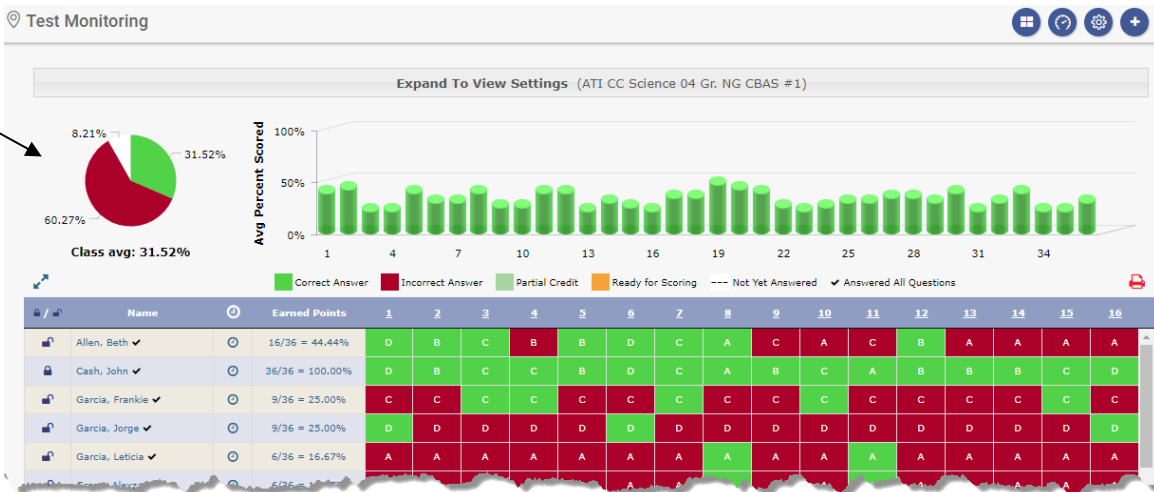
3. If you selected:
- Default** mode, verify the **School** and **Class**.
 - Intervention Group** mode, select the Intervention Group **Library** and the **Intervention Group**.

4. Use the drop-down menus to select (or verify) your **School**, **Class**, **Library**, and **Test**.

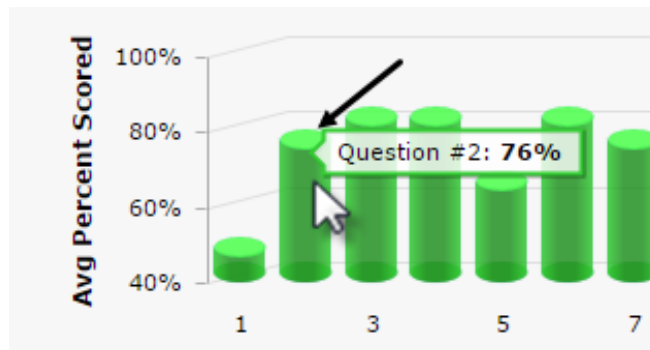
Select a class. Select a test.

School	Summerfield School	Library	2006-07 Grand Canyon City 03 Gr. Benchmark
Class	3rd Grade: Z COLE	Test	06-07 ATI 03 Gr Reading Pre-Test

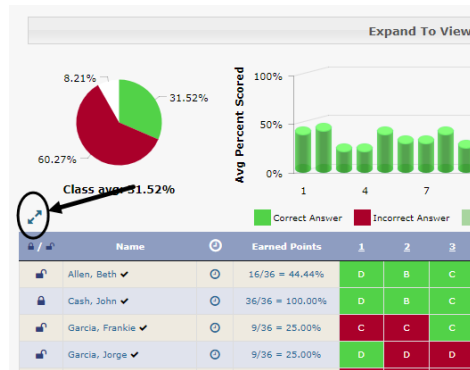
5. A pie chart indicates the filter's **average** and the bar chart indicates the **Average Percent Scored** for each test item.



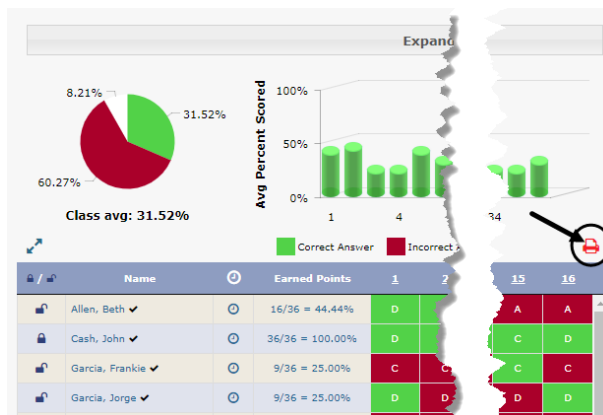
6. Hovering the mouse over the test number's column, the average percent displays.



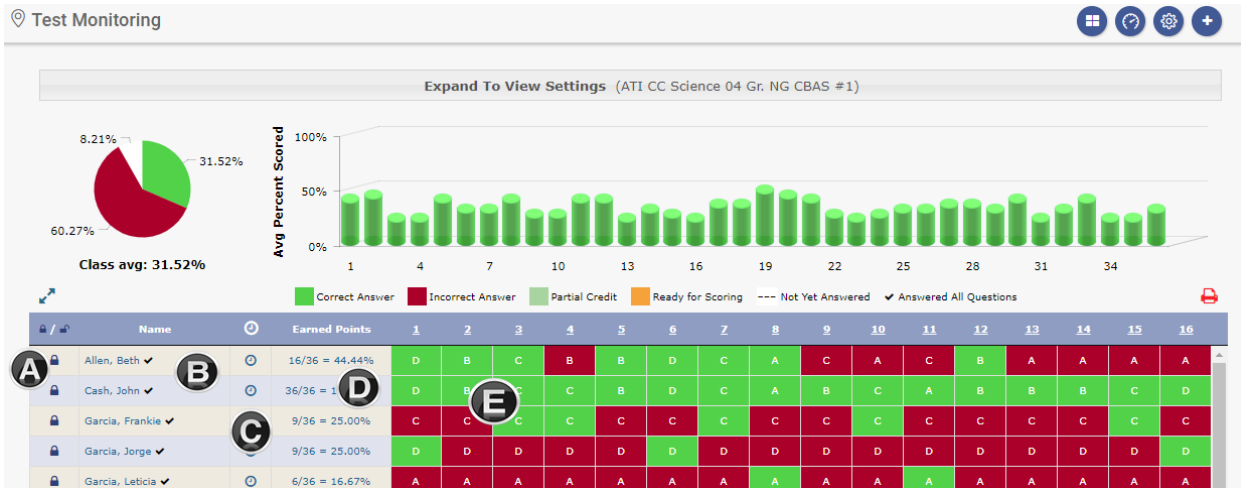
7. The table expands by clicking on the **Click to expand table** icon.



8. The **printer** icon allows users to generate a printed version of this report.



9. The middle of the page is each student is listed with the following information:



a. Lock All/Unlock All – ability to lock all students' tests or a specific student's test, thus preventing them from accessing the test during the scheduled testing time.



You must have "Write" or "Read-Only" permission to the test library in order to lock/unlock students. Users with "Results Only" permission cannot lock/unlock the student's test, thus the locks do not display.

- b. Name/Checkmark – student's name. The checkmark indicates that the student has answered all the test items.
- c. Clock - Icon displays the time the student started the test, ended the test, and total test duration (as a tooltip). Duration is measured as the time between starting the first test item the last recorded answer, and if the student takes a test over more than one day the start and end times will reflect the day and time respectively, and the duration will add the amount of time spent on each day.
- d. Earned Pts. - the total number of points the student has earned out of the total number of points possible. The Earned Points percent is calculated.
- e. Letter/Number – displays how the student answered the test item or the points the student earned for that test item. Each cell is color coded to reflect the: Correct Answer, Incorrect Answer, Partial Credit, Ready for Scoring, and Not Answered.

10. Hover the mouse over the test item # to display the standard as a tooltip.

The screenshot shows a table with columns for Name, Earned Points, and test items 1 through 17. A tooltip is displayed over test item 3, showing the standard: NSCI-4-LS1-1. Construct an argument that plants and animals have internal and external structures that function to support survival, growth, behavior, and reproduction. [Clarification Statement: Examples of structures could include thorns, stems, roots, colored petals, heart, stomach, lung, brain, and skin.] [Assessment Boundary: Assessment is limited to macroscopic structures within plant and animal systems.]

11. Click the test item # link to display the students' answer, scoring rubrics, and test item.

The screenshot shows the same table as before, but with test item 3 selected. The table now shows the letter/number for each student's answer for each test item. The legend at the top indicates: Correct Answer (green), Incorrect Answer (red), Partial Credit (light green), Ready for Scoring (orange), and Not Yet Answered (grey).

Name	Earned Points	1	2	3	4	5	6	7	8
Allen, Beth ✓	16/36 = 44.44%	D	B	0/4	B	B	D	C	A
Cash, John ✓	13/36 = 36.11%	D	B	0/4	C	B	D	C	A
Garcia, Frankie ✓	9/36 = 25.00%	C	C	0/4	C	C	C	C	C



You must have "Write" or "Read-Only" permission to the test library in order to access this information. Users with "Results Only" permission cannot access this information.

12. The selected test item appears in a new window. Depending on the test library permissions, the test item may be viewed and/or **Earned Points** may be entered. Any open response answers completed online may be printed using the **printer** icon.

13. The metadata (standard, depth of knowledge, and when applicable Readability Index and Lexile information) scoring rubrics (when applicable) and test item displays.

Score Item Math 04 Gr. #2 Factoring & Fractions

Ques. #1 [Toggle View/Score Item](#)

Subject: AZ CC-M04: 4th Grade Math

Strand: AZ-4.NF NUMBER AND OPERATIONS - FRACTIONS - GRADE 4 EXPECTATIONS IN THIS DOMAIN ARE LIMITED TO FRACTIONS WITH DENOMINATORS 2, 3, 4, 5, 6, 8, 10, 12, 100.

Standard: AZ-4.NF.A.1 Explain why a fraction $\frac{a}{b}$ is equivalent to a fraction $\frac{n \times a}{n \times b}$ by using visual fraction models, with attention to how the number and size of the parts differ even though the two fractions themselves are the same size. Use this principle to recognize and generate equivalent fractions. [From cluster: Extend understanding of fraction equivalence and ordering]

Depth Of Knowledge: 2

1

It takes five $\frac{1}{4}$ -long jumps to get from 0 to $\frac{5}{4}$.
How many $\frac{1}{8}$ -long jumps does it take?

☐ A. 9

☒ B. 10

☐ C. 11

☐ D. 20

14. Click the *Toggle View/Score Item* button to view and/or enter student earned points.

15. Locate the **student** and type the **Earned Points**.

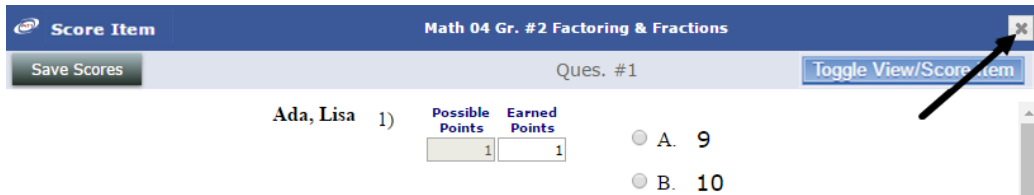
Score Item Math 04 Gr. #2 Factoring & Fractions

[Save Scores](#) Ques. #1 [Toggle View/Score Item](#)

Student	Possible Points	Earned Points	Options
Ada, Lisa 1)	1	1	<input type="radio"/> A. 9 <input type="radio"/> B. 10 <input type="radio"/> C. 11 <input type="radio"/> D. 20
Adams, Qunicy 1)	1	0	<input type="radio"/> A. 9 <input type="radio"/> B. 10 <input type="radio"/> C. 11 <input type="radio"/> D. 20

16. Repeat the previous step for each student.
17. Once all the selected students' earned points are entered, click the *Save Scores* button.
18. Answer the confirmation message.

19. Close the **Score Item** window to return to the **Test Monitoring** page.



10. The applicable student's testing information for the selected test item is updated on the **Test Monitoring** page grid.

	Name		Earned Points	1	2
	Allen, Beth ✓	⌚	16/36 = 44.44%	D	B
	Cash, John ✓	⌚	36/36 = 100.00%	D	B

ASSESSMENT RESULTS

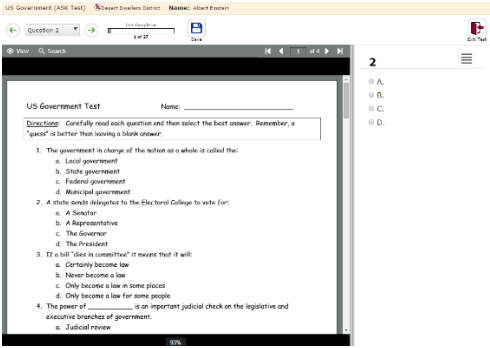
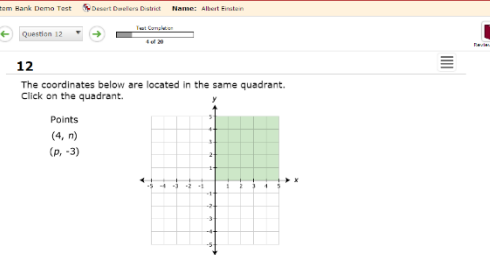
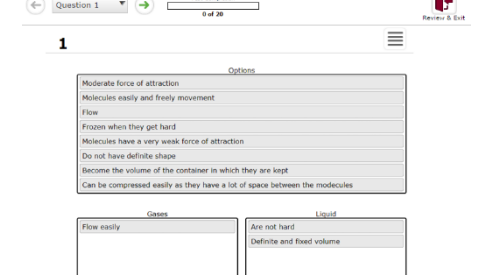
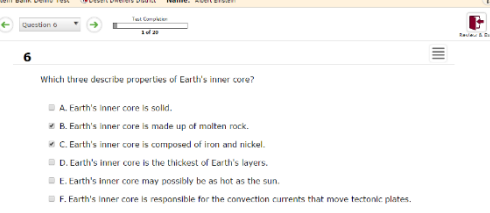
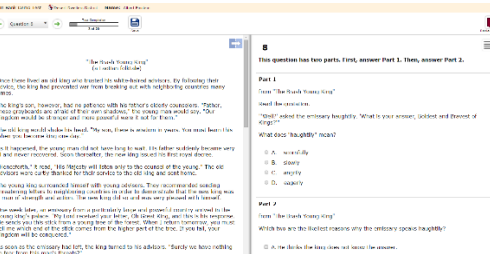
LIBRARY PERMISSION LEVEL

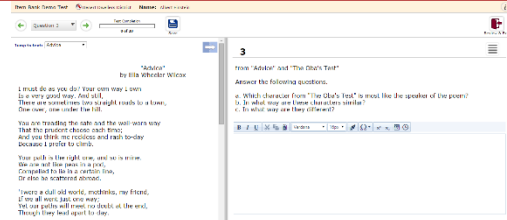
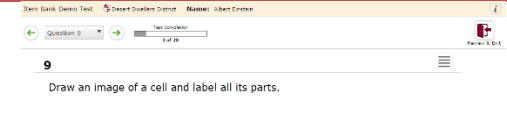
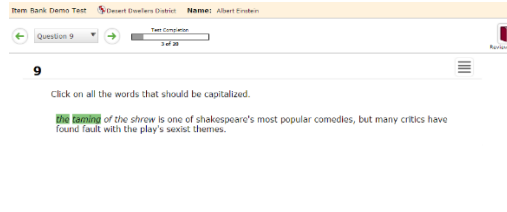
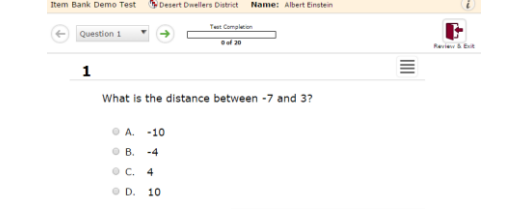
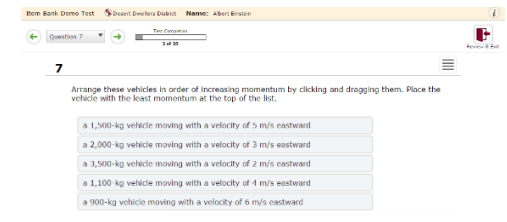
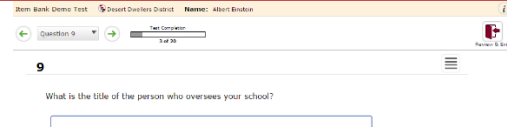
When an assessment is administered a teacher will have immediate results². Please note that in order to view and score a student's test, the user must have *Write* or *Read-Only* permission to the test library. Class- and School-level users with *Results Only* permission to the test library cannot access the assessment test items (e.g., *Test Monitoring* report, *Item Analysis report*, print test booklet, print answer key, and score/view student scores). Instructional Effectiveness (IE) assessments have the *Results Only* library permission.

TEST ITEM TYPES

An assessment can be comprised of various types of test items within the same test; however, an assessment administered offline is limited to certain test item types (e.g., multiple choice). A final score is a combination of the automatically scored test items and those test items that were manually scored.

² See Result Availability section, page 65, for further information on test results.

Test Item Type	Description	Scoring	Example
Automated Scoring Key (ASK)	Selected Response and/or Open Response	Selected response automatically scored by <i>Galileo</i> ; others are automatically scored but an educator may manually modify the scoring	
Customized Technology Enhanced	Have clickable images, drag and drop functionality, interactive graphs, etc.	Automatically scored by <i>Galileo</i>	
Classifying	Have clickable text with drag and drop functionality	Automatically scored by <i>Galileo</i>	
Expanded Selected Response	Multiple choice test item with more than one correct answer	Automatically scored by <i>Galileo</i>	
Multi-part item	Has two or more parts, often consisting of selected response, expanded selected response, and/or open	Automatically scored by <i>Galileo</i> and/or manually scored by educator based on the type of test item	

Test Item Type	Description	Scoring	Example
	response items. First answer Part 1 and then move on to the subsequent parts of the item.		
Open Response	Essay or Work Sample	Manually scored by educator	
Performance Items	Work Sample	Manually scored by educator	
Selectable Texts	Student selects a word, phrase, or sentence in a passage to answer a question	Automatically scored by <i>Galileo</i>	
Multiple Choice	Multiple choice with only one correct answer	Automatically scored by <i>Galileo</i>	
Sequencing	Student places the steps or components of an item in the correct order	Automatically scored by <i>Galileo</i>	
Short Answer Constructed Response	Short answer, letter by letter	Automatically scored by <i>Galileo</i> but an educator may	

Test Item Type	Description	Scoring	Example
	recognition	manually modify the scoring	

RESULT AVAILABILITY

When administering offline (paper and pencil) assessments, teachers see responses once the bubble sheets are scanned. Teachers may immediately access responses for assessments given online.

Results based on raw scores are available immediately when tests are administered online or once the bubble sheets scanned. Results based on Developmental Level (DL) scores are available once an Item Response Theory (IRT) analysis is performed by ATI. For benchmark assessments, once the IRT analysis is performed by ATI for each assessment, the student's Scale Score (Development Level score, or DL Score), Percentile Rank, and Risk Level are calculated.



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



IRT analysis is automatically calculated for core subjects (e.g., ELA, math, science) for districts/charter schools based on Arizona. These districts/charter schools do not need to contact ATI for IRT analysis to be generated. Districts/charter schools outside of Arizona, or Arizona districts/charter schools testing in non-core subject areas (e.g., music, social studies) must contact ATI for IRT to be generated.

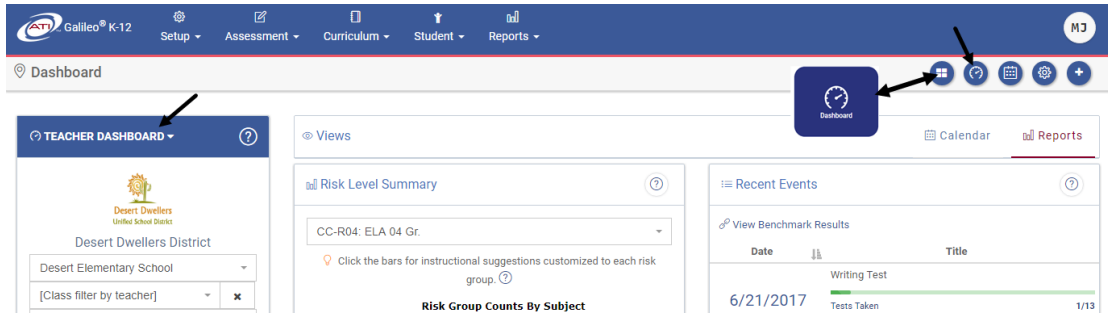


Districts/charter schools should allow at least ten (10) business days after the completion of the testing for ATI to generate these parameters.

TEACHER DASHBOARD

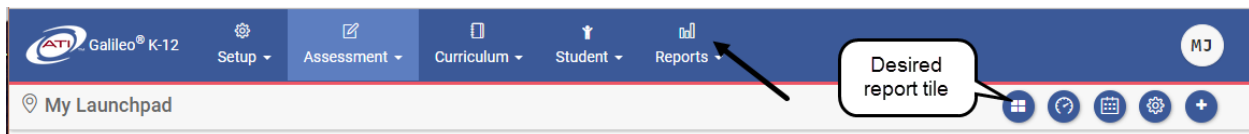
The **Teacher Dashboard** page allows teachers to track recent and upcoming events, such as assessments and assignments, for their class or Intervention Group. This page displays recent testing activity results and upcoming activities (e.g., tests and assignments).

(Image on next page.)



REPORTS

Assessment and assignment (Dialog) results can also be found on the **Reports** menu.



DATA PARAMETERS

For ATI-created benchmark assessments, once the Item Response Theory (IRT) analysis is performed by ATI for each benchmark assessment, the student's Scale Score (the Development Level Score), Percentile Rank, and Risk Level are available.

PARTICIPATION RATE

In order for ATI to begin the Item Response Theory (IRT) analysis for your district/charter school data, ATI needs 85 percent or more of enrolled students to have completed the test. The *Testing Activity* report allows district/charter school administrators to check the progress of testing across each individual school. Your district/charter school's *Galileo* Administrator should contact Assessment Technology, Incorporated (800.367.4762 or Research@ati-online.com) if they do not foresee meeting this percentage. ATI can then run the IRT analysis on your district's/charter school's data using the current participation rate; however, participation rates that are less than 85 percent may affect the accuracy of the performance levels in some cases.

Summerfield School [View Report](#)

Date Range: 02/04/2013 to 04/11/2013
Participation: 95.23 %

Click on a test to view the participation detail by class.

Test	Taken/Scheduled	Participation	Full?
06-07 ATI Benchmark Series 03 Gr. Reading #2	58 / 70	82.86 %	
06-07 GCSD 3 Gr Math #2	59 / 70	84.29 %	
Totals:	117 / 140	83.57 %	

Call ATI if you will have less than 85% participation rate.

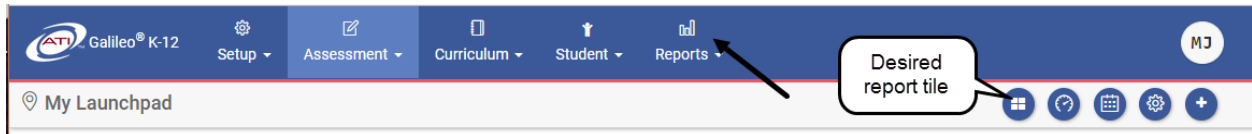
Once ATI has the necessary participation rate, the testing parameters are applied to your data.



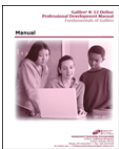
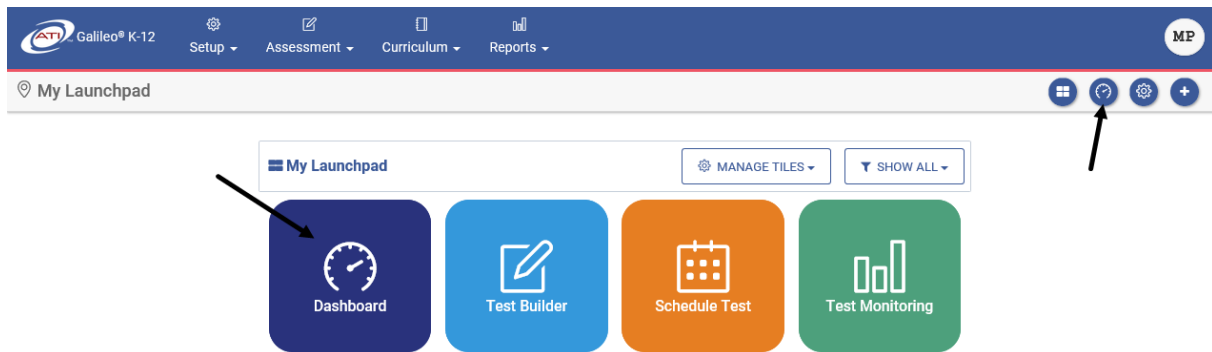
Districts/charter schools should allow at least ten (10) business days after the completion of the testing for ATI to generate these parameters.

DATA ANALYSIS

There are various reports that can be generated to help you interpret the assessments results.



OR



For further information on generating and interpreting a report, refer to the online help files, the appropriate reference guide for each report, or the "Generating Reports and Using Data" manual.