Administering Online Galileo® Assessments

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ATI
TM

Administering Online Galileo® Assessments

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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://www.ati-online.com/galileoK12/indexK12.php, to learn about the other tools and features.

OVERVIEW OF ASSESSMENT PROCESS

To administer a test online 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 28.)

2. Check to ensure that each **student has a login name and password**. (Directions found in the Verify if a Password has been Assigned section, page 30.)

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.)

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4. **Administer** the assessment according to your district/charter school protocol. (Refer to the Testing Protocol section, page 34.)

5. **Manually score** items, if necessary. (Refer to the Score Test section, page 70.)

6. **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 75, and Data Analysis section, page 80.)

If administering tests offline, refer to the Galileo® K-12 Online: Administering Offline Galileo Assessments handout 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**.

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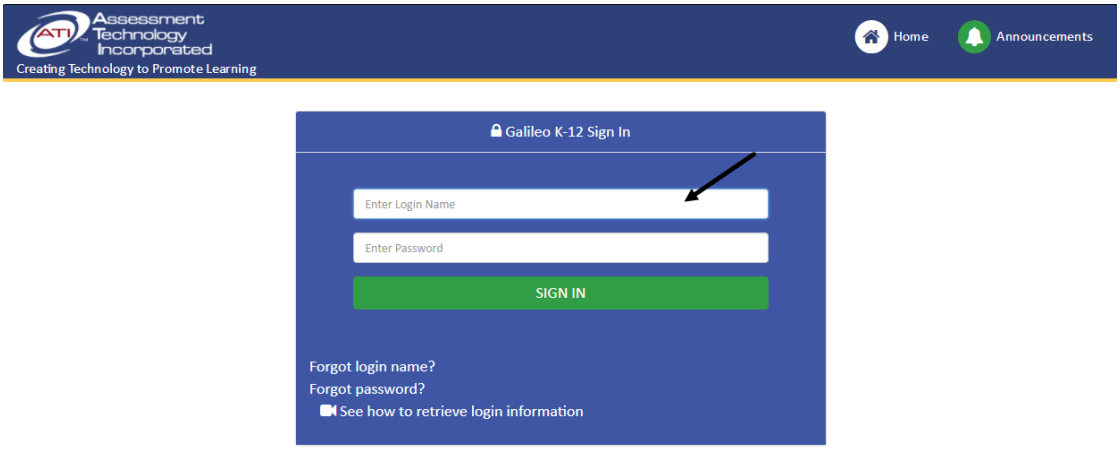
4. Log in to *Galileo* with the **Login Name** and **Password** that has been provided to you.



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 4.

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

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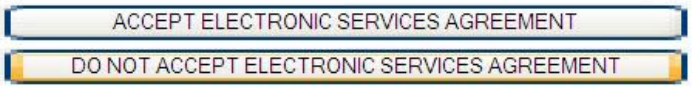
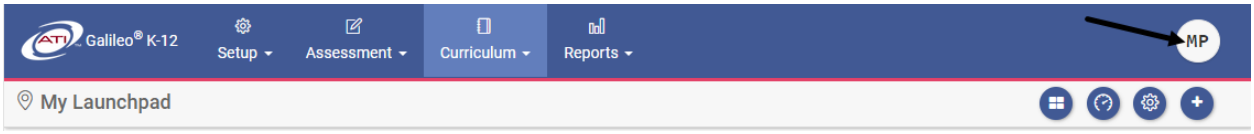
b. Read through this agreement, and if in agreement, click the *Accept* button at the bottom of the page.



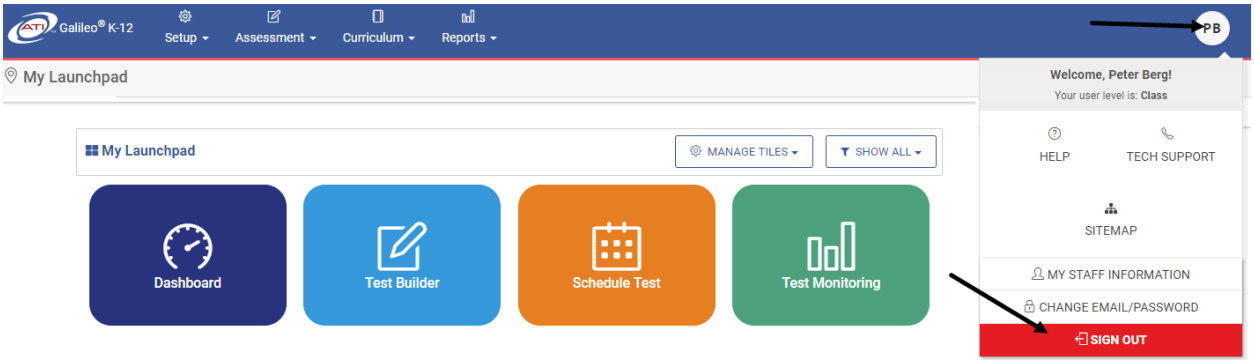
SIGN OUT OF GALILEO

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.



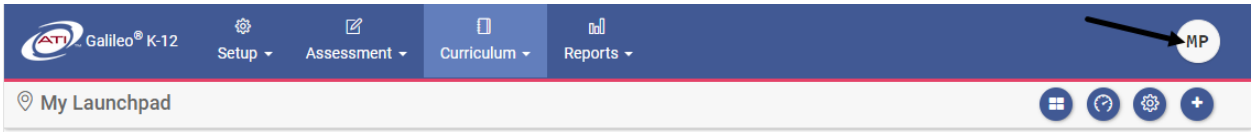
3. If necessary, close the browser window.

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.



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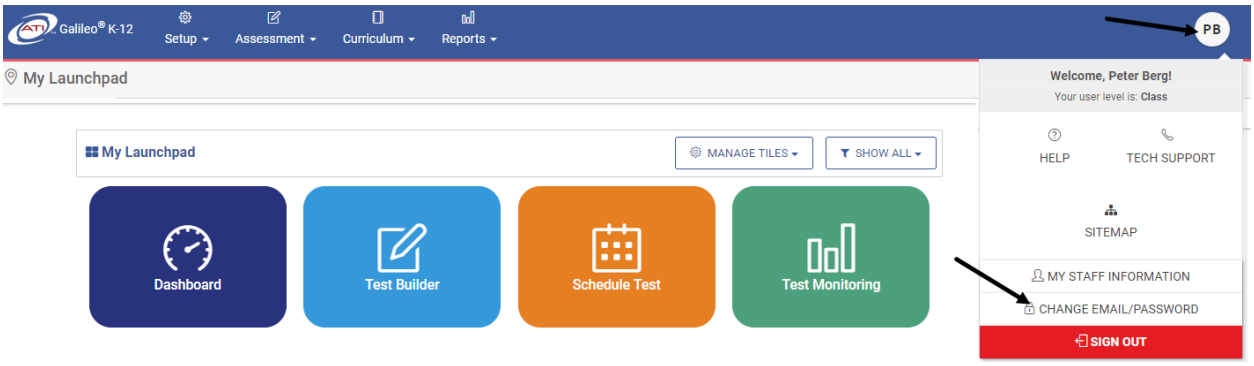
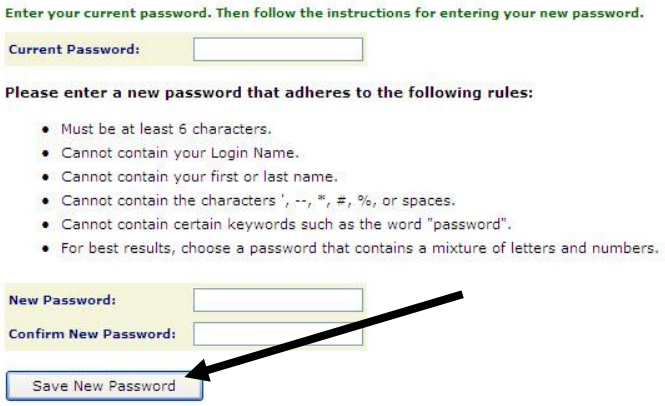
2. Click the Change Email/Password link.



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.

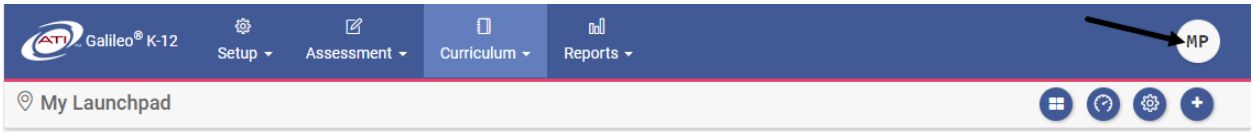


6. Click the *Save New Password* button. Your new password will be used the next time you log in.

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.



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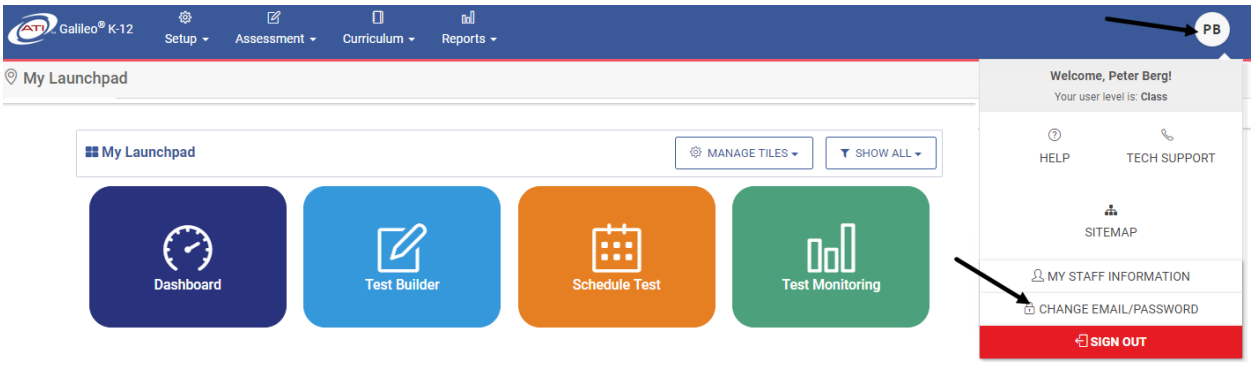
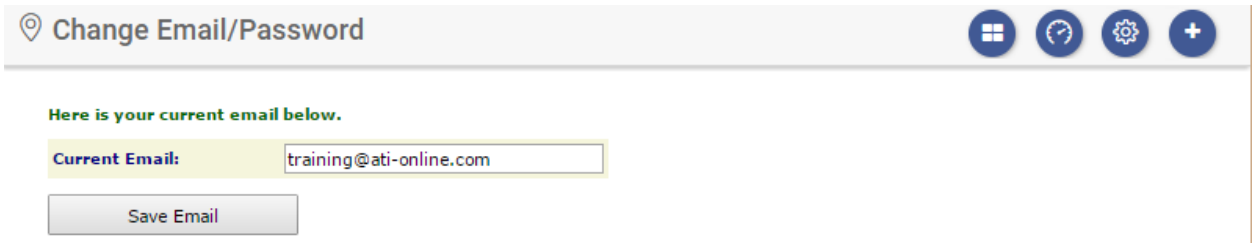
2. Click the Change Email/Password link.



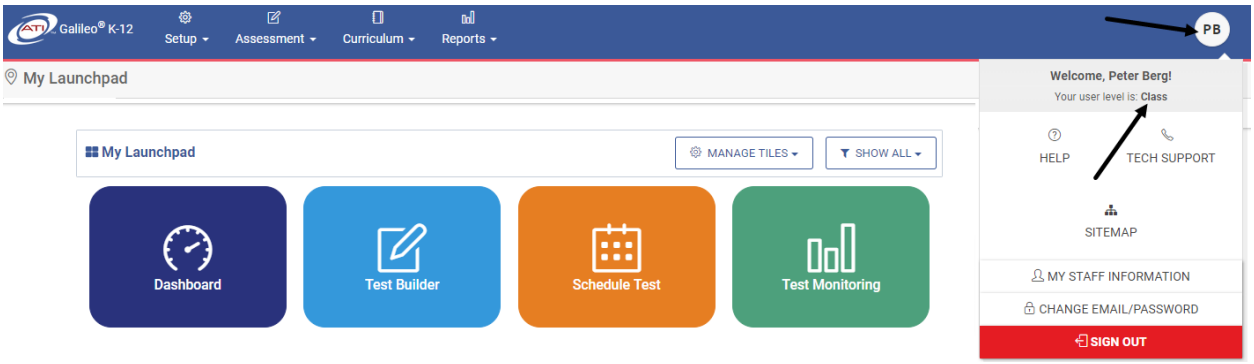
3. Your current e-mail address displays in the **Current Email** field.



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.



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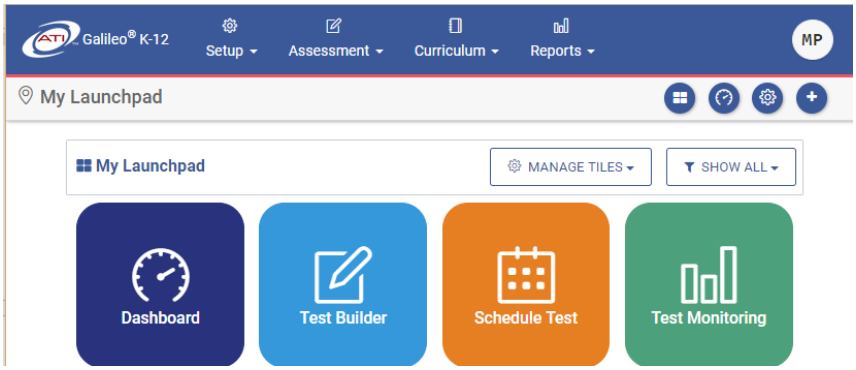
There are four user levels within *Galileo*. They are:

User Level	The individual is a…	Description
Student	Student or parent	Individual accesses the *K-12 Student-Parent Center*. Student completes assigned assignments, events, and tests. Student and parent can view test results when the scheduler posts them to the *K-12 Student-Parent Center*.
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.
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.



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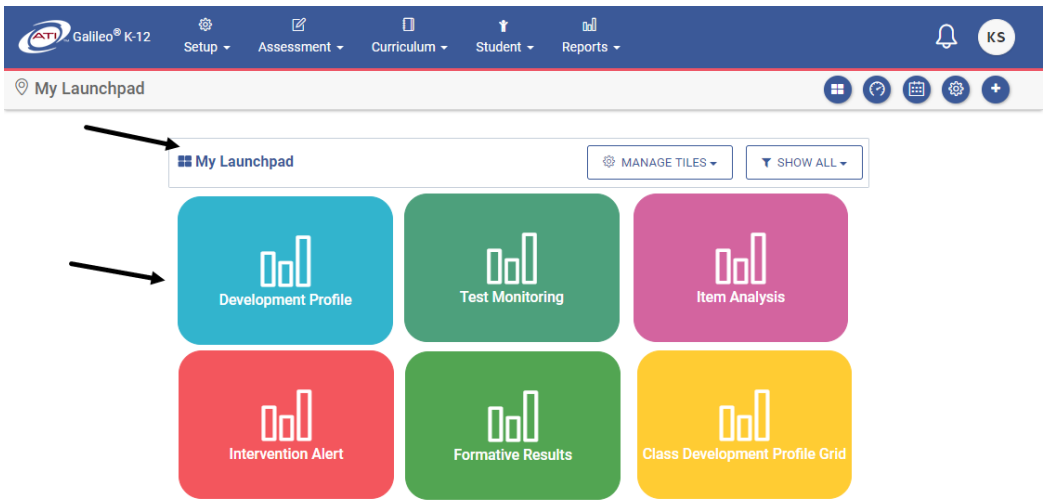
The **Launchpad** tiles may be customized for each user. ATI provides default tiles for Class-, School-, and District-level users.

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.



Refer to Launchpad section, page 16, 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*, *Benchmark Calendar, Test Administration, Test Scoring, Test Results* and *Printing Test Materials*.

(Image on next page.)

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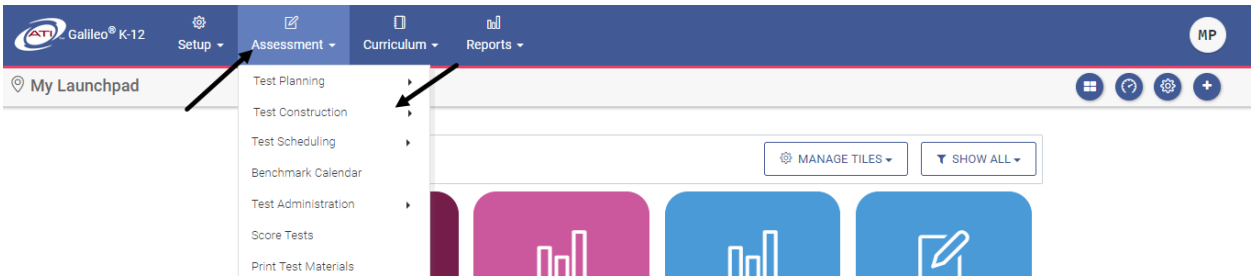
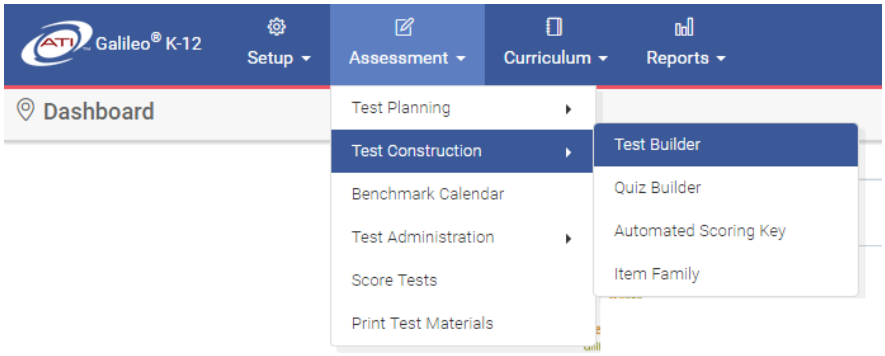
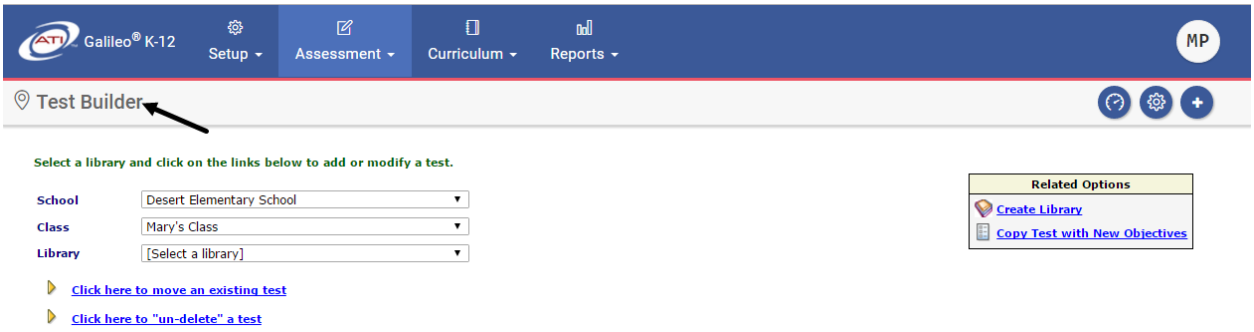


Arrows next to the vertical gray menu bar indicate additional pages associated with the tool.

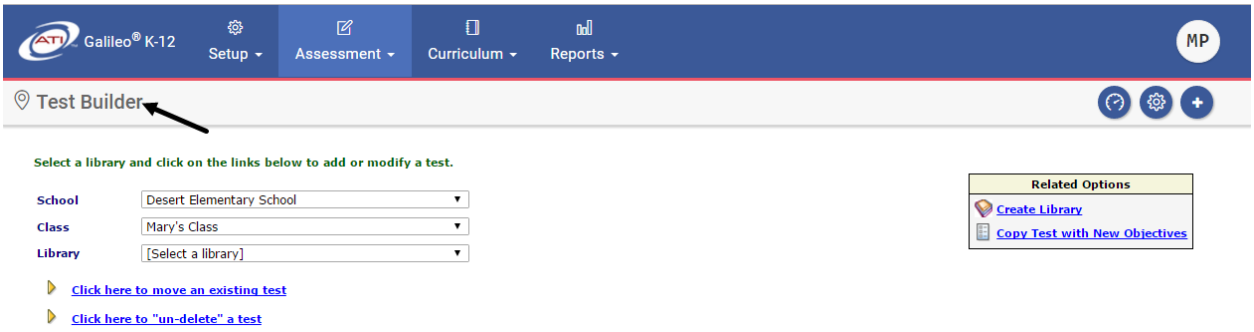


Clicking on a vertical gray menu bar option will bring you to that page. The page name is located in the upper left corner.



PAGE NAME

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



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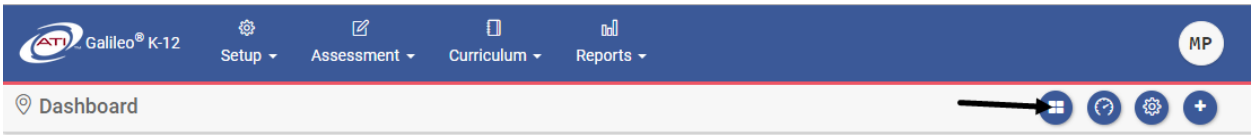
QUICK LINK ICONS

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.

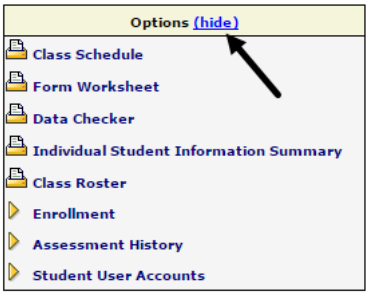


	The **Launchpad** icon takes the user to the ***Launchpad*** page. Additional information on the ***Launchpad*** page is found in the Launchpad section, page 16.
	The **Dashboard** icon takes users to his or her ***Dashboard*** page, which provides users a single page to view and interact with evaluation, 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 Settings Page section, page 23.
	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 Settings Page section, page 23.

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.



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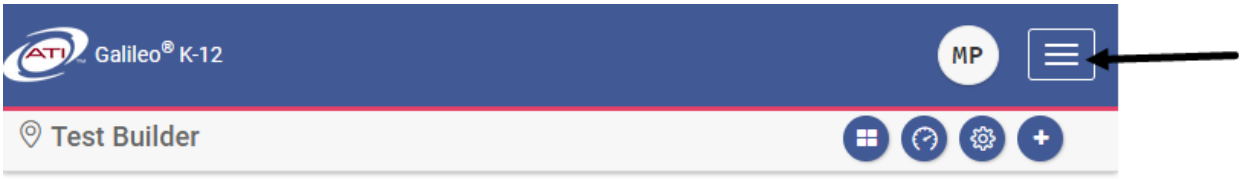
RESPONSIVE DESIGN

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

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.



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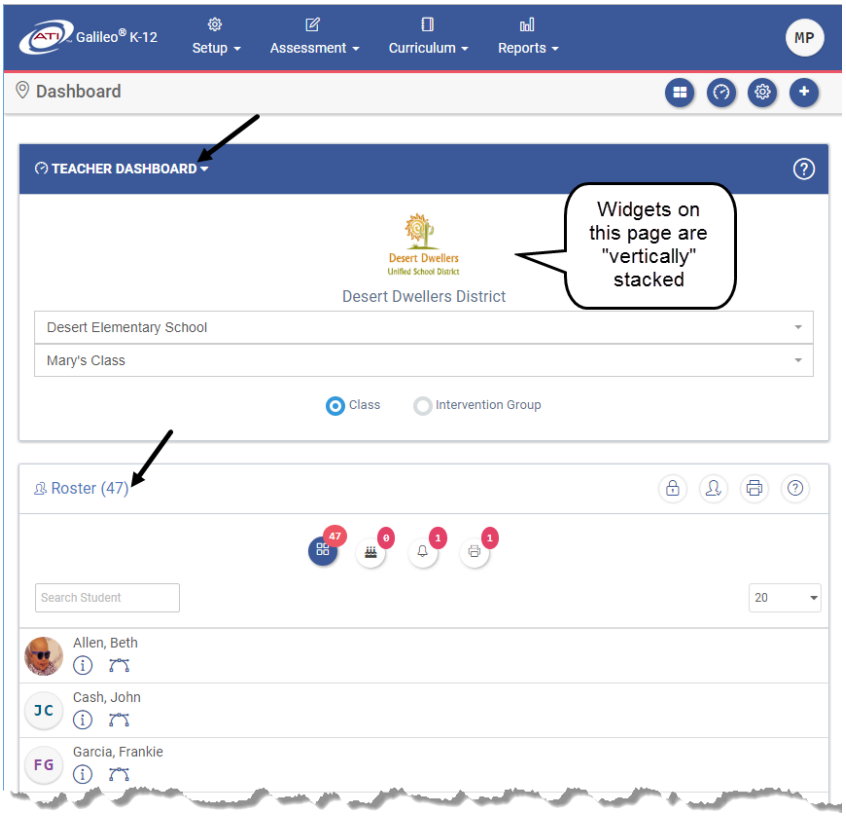
Clicking on the **menu** icon expands the menu options. When necessary click the **+** to expand to access addition menu selections or click the **–** to collapse the expanded menu.

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.



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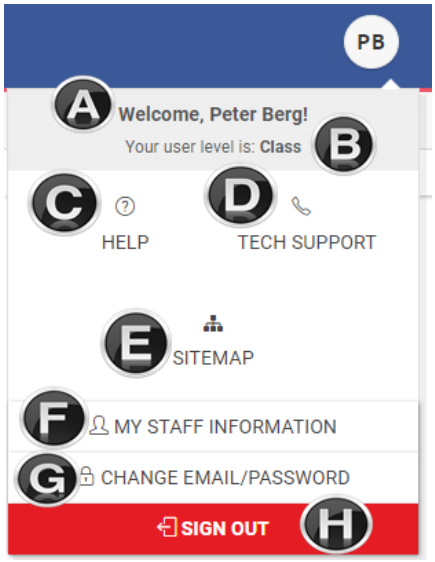
User Profile Icon

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 14, 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 4.

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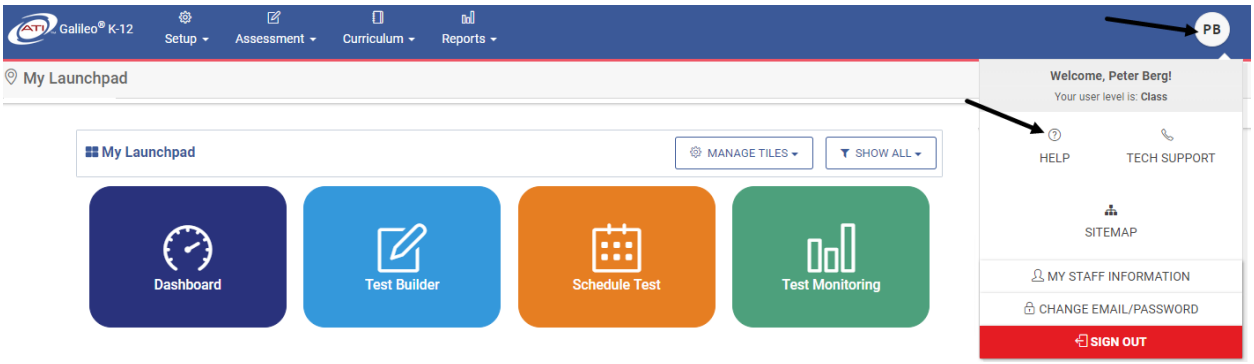
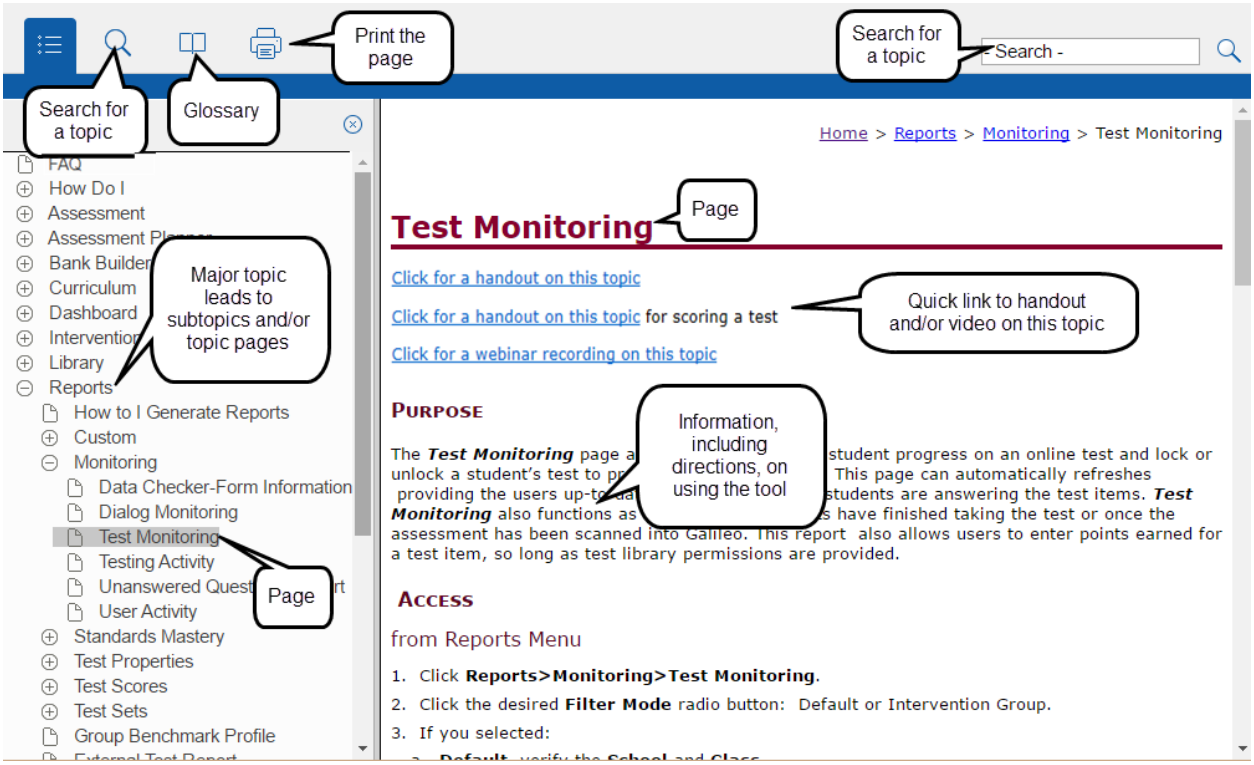
HELP

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*.



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

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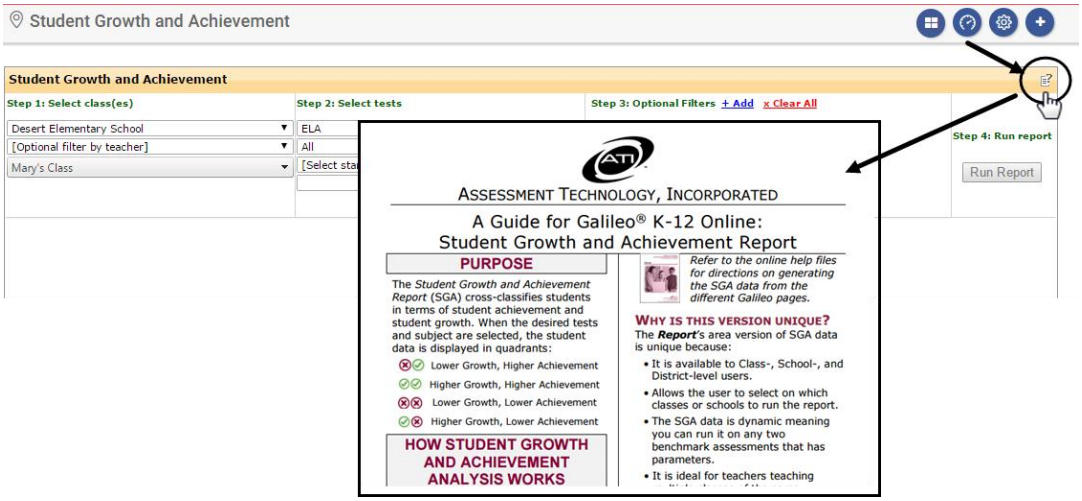
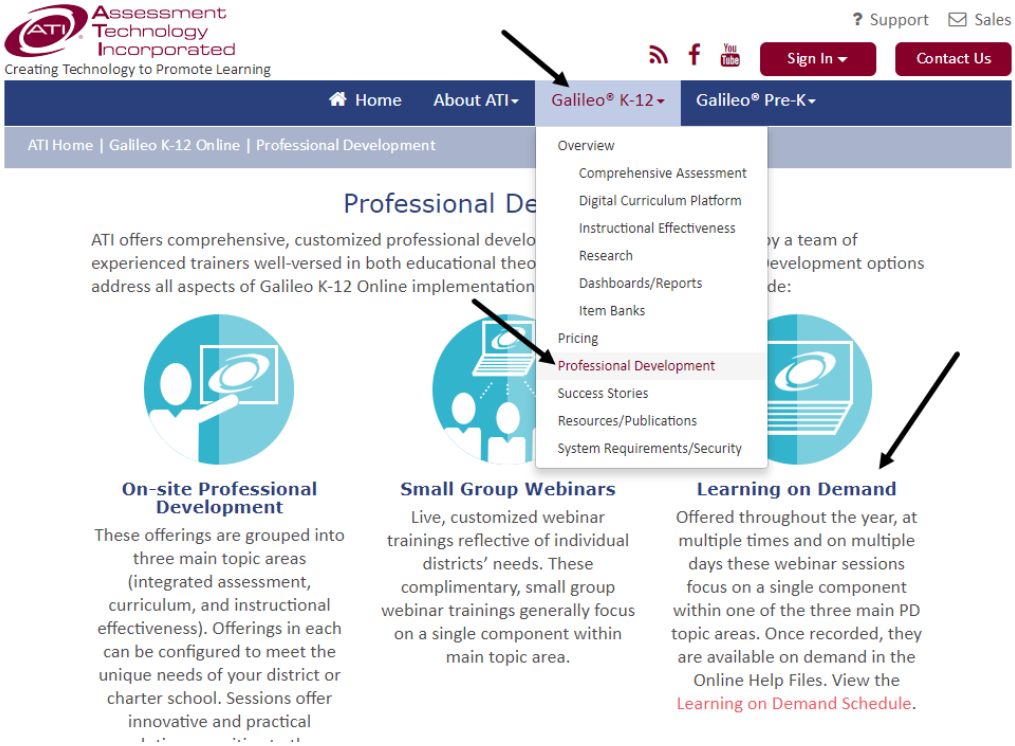
completing information in a form. Clicking on the **Help** icon at the top right-hand side of the widget provides you a reference guide for that widget.



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.



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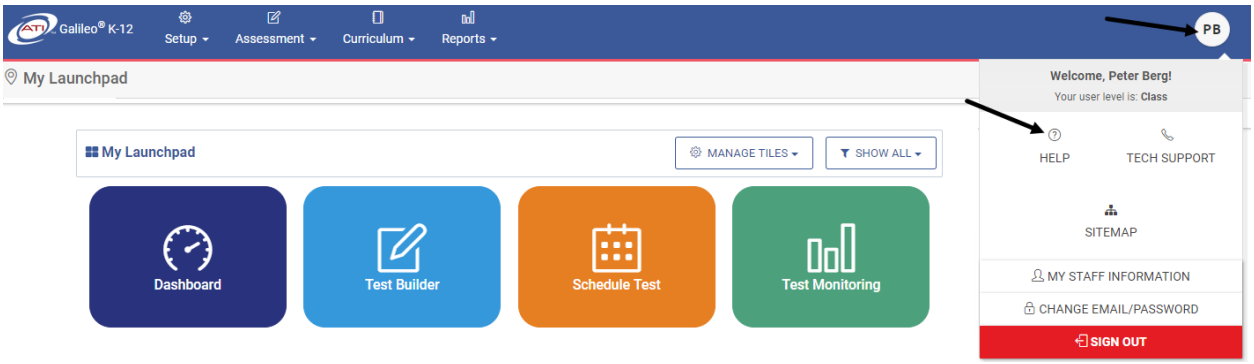
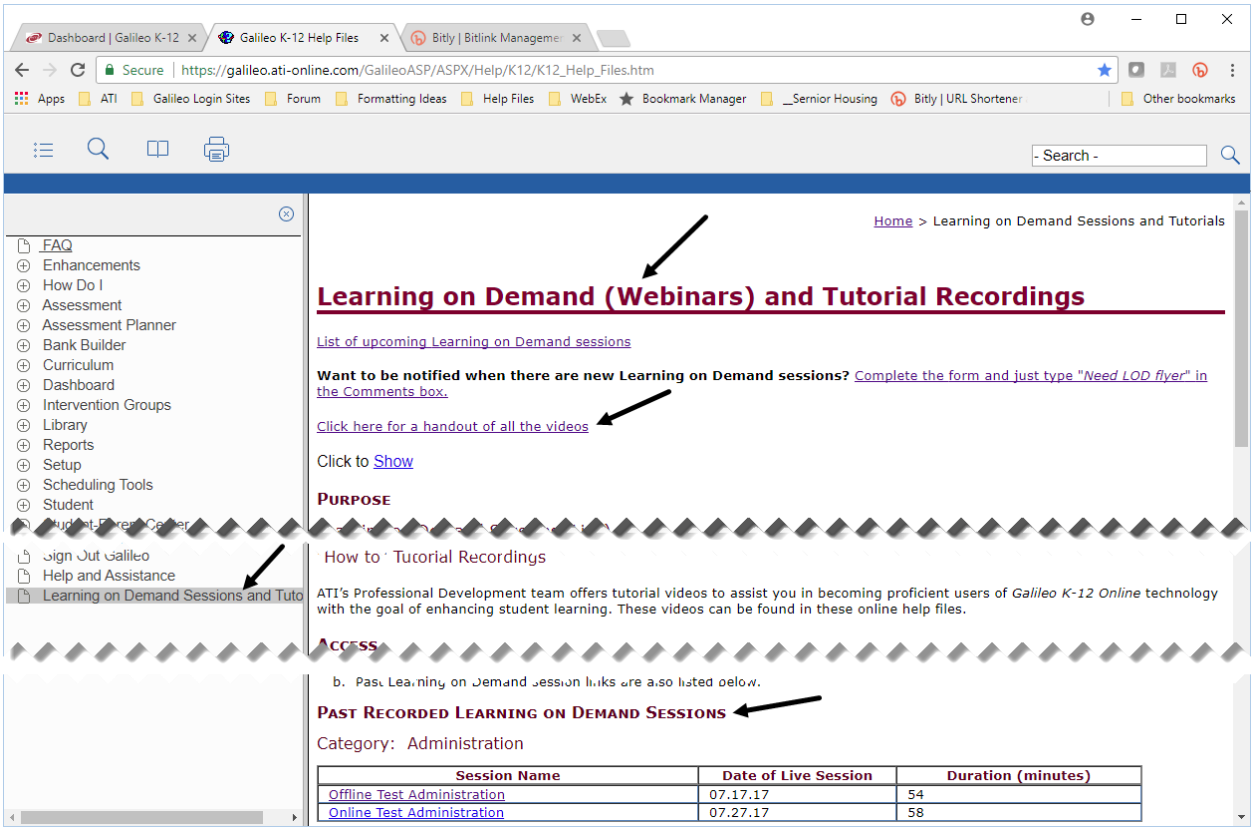
TUTORIAL VIDEOS

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.



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

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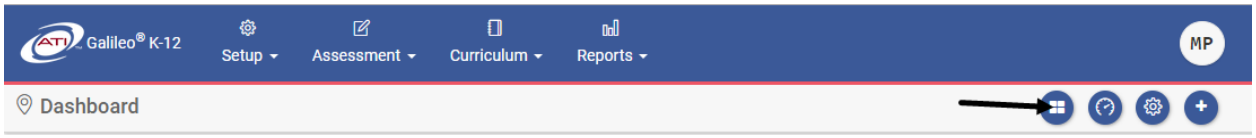
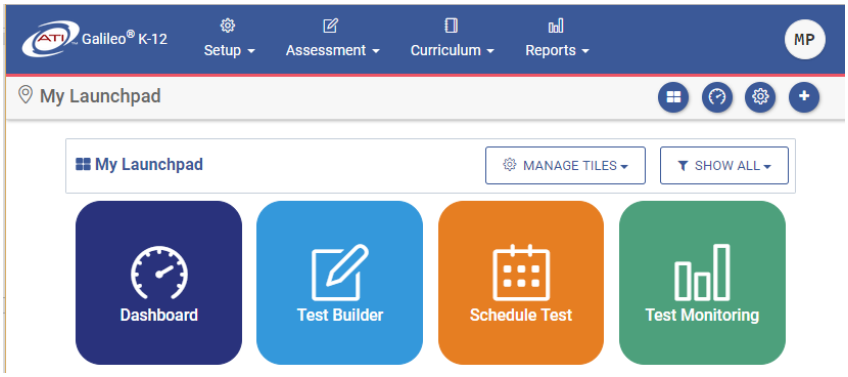
Launchpad, made up of colorful, quick-access navigational tiles. The default set of tiles can be customized with commonly used Galileo interfaces based on the user's role as a teacher or administrator. The ***Launchpad*** can be personalized by adding tiles for other Galileo interfaces, creating your 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.

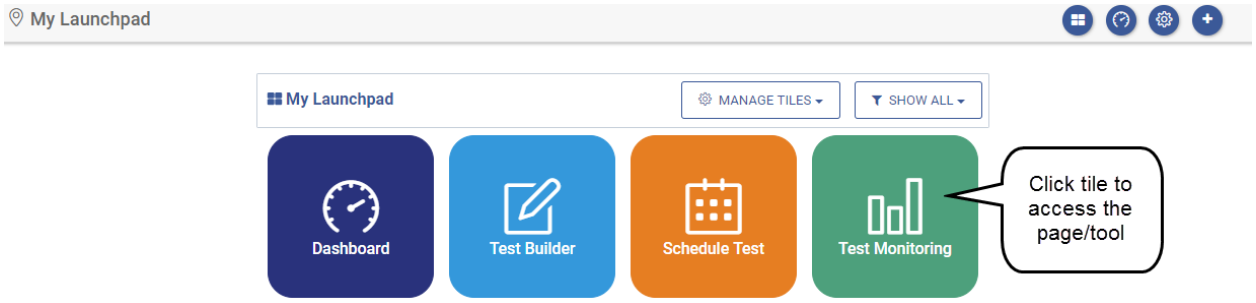


2. The default ***Launchpad*** displays. (If the *Launchpad* was customized, then the customized version displays.)



NAVIGATE TO A TILE

1. Access the ***Launchpad*** page. (Refer to the Access section, page 17, 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 17, for directions.)
2. To filter the displayed tiles, click the **Show All** menu.

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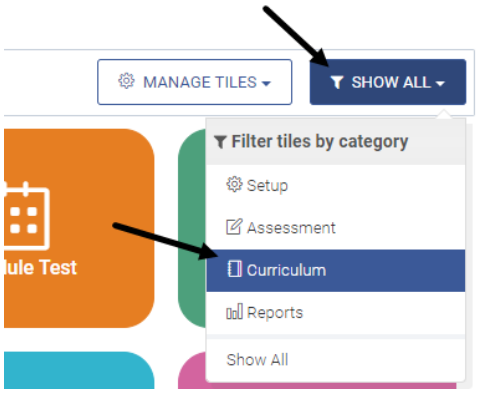
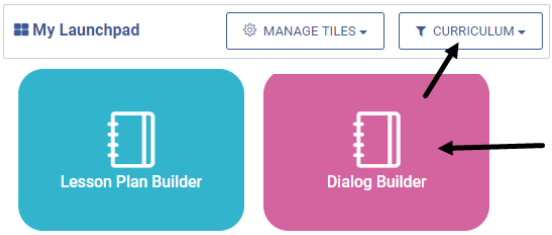
3. Click the desired **category** (e.g., Setup, Assessment, Curriculum, Reports). To view all tiles, click the **Show All** option.

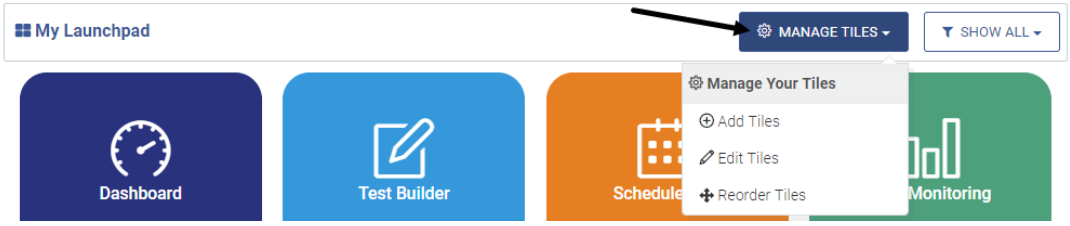


4. Only the tiles in the selected category displays.



MANAGE TILES

1. Access the ***Launchpad*** page. (Refer to the Access section, page 17, for directions.)
2. Click the *Manage Tiles* button.



3. Proceed to the:
   a. Add Tiles section, page 19
   b. Reorder Tiles section, page 19
   c. Remove Tiles section, page 20
   d. Customize Tile section, page 21
   e. Create Custom Tile section, page 22

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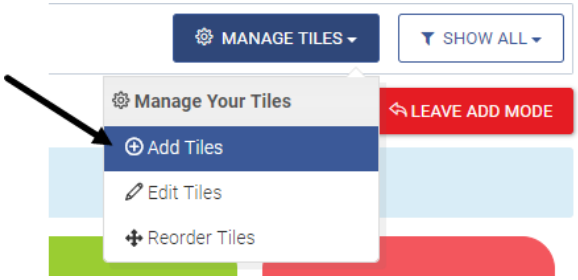
ADD TILES

1. Access the *Manage Tiles* option. (Refer to the Manage Tiles section, page 18, for directions.)
2. Select the **Add Tiles** menu.



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

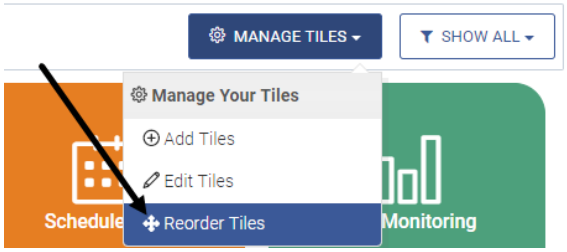
   To create a customized tile, refer to the Create Custom Tile section, page 22.

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 18, for directions.)
2. Select the **Reorder Tiles** option.



3. Click, hold, and drag the **tile** to its new location.

(Image on next page.)

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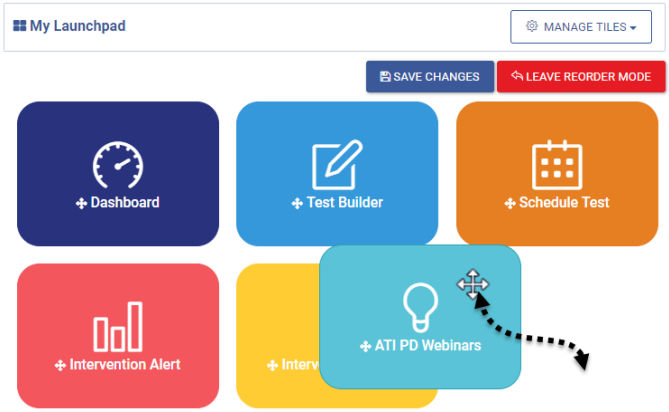
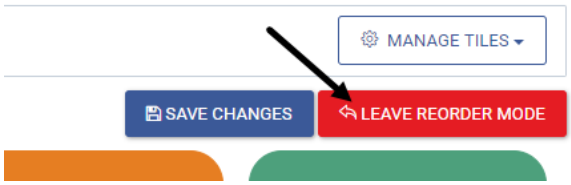


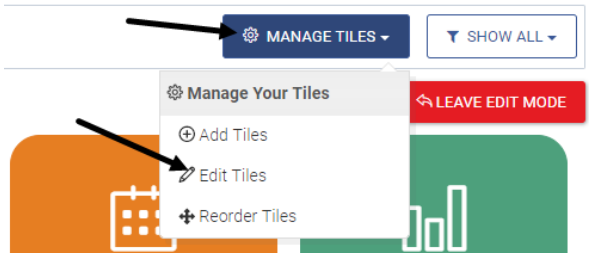
4. Click the *Save Changes* button.
5. Click the *Leave Reorder Mode* button.



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 18, 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.)

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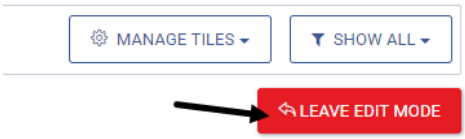
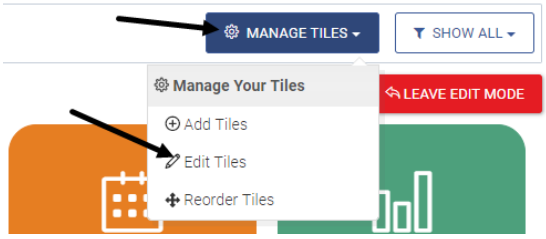


7. The selected **tile(s)** no longer display on the *Launchpad*.

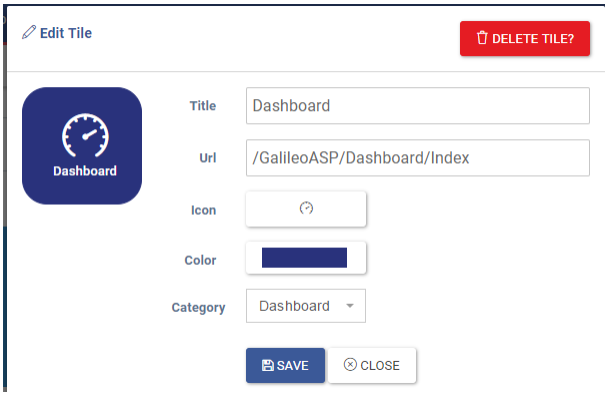
CUSTOMIZE TILE

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

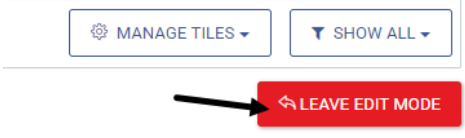
1. Access the *Manage Tiles* option. (Refer to the Manage Tiles section, page 18, for directions.)
2. Select **Edit Tiles** menu.



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



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



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

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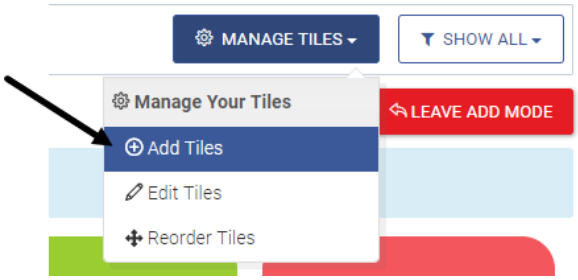
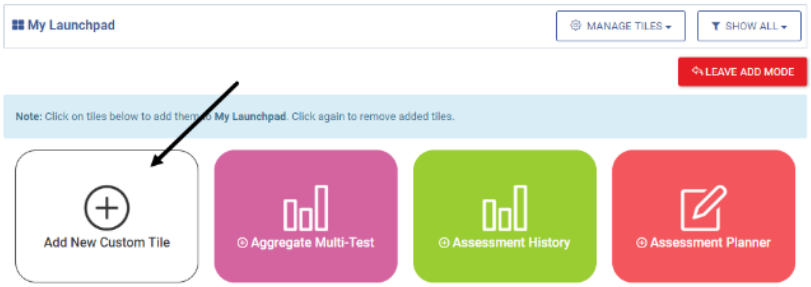
CREATE CUSTOM TILE

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

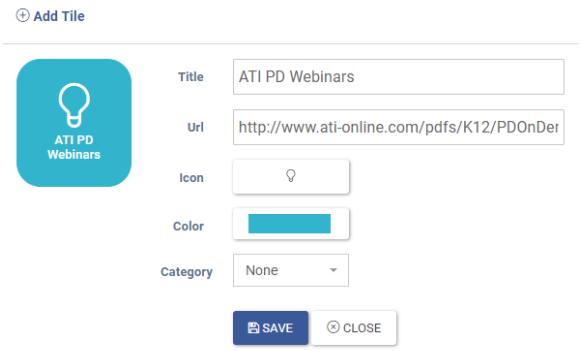
1. Access the *Manage Tiles* option. (Refer to the Manage Tiles section, page 18, for directions.)
2. Select **Add Tiles** menu.



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



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



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

(Image on next page.)

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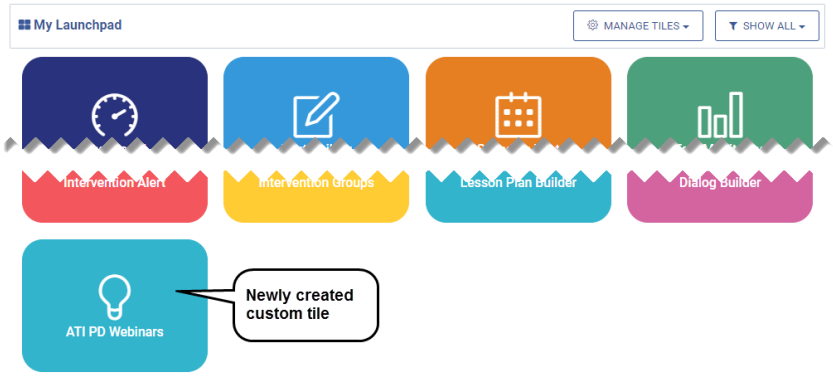
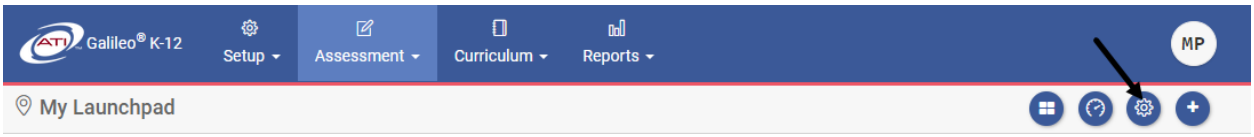
8. The new **tile** now display on the *Launchpad*.



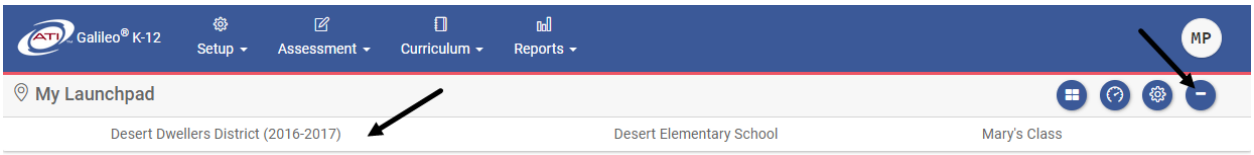
SETTINGS PAGE

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.



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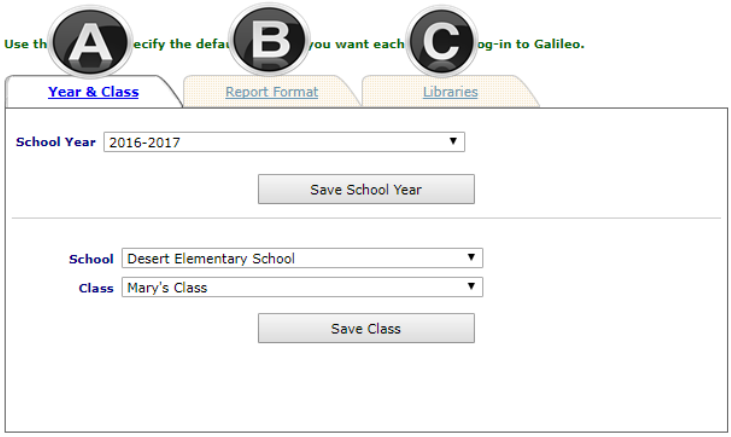
Your settings include: a.) Year & Class, b.) Report Format, and c.) Libraries.



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.

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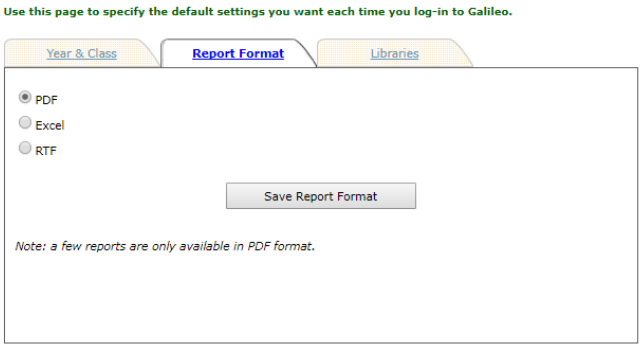
1. Click the **Report Format** tab.



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

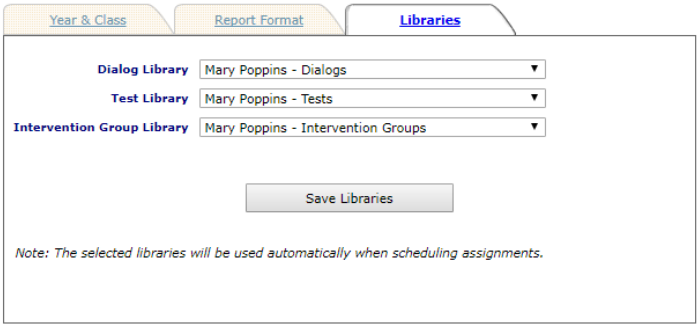
The preferred report format is PDF (Adobe Reader).

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.

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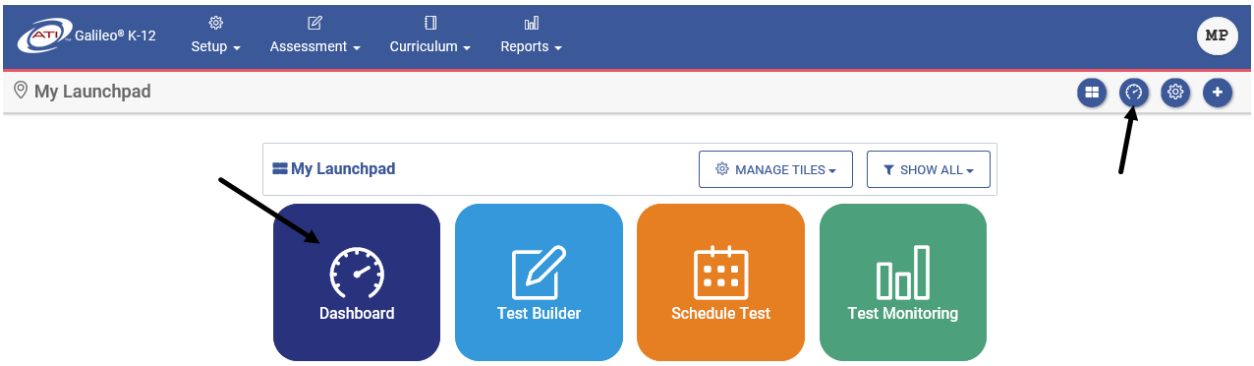
DASHBOARD PAGE

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.

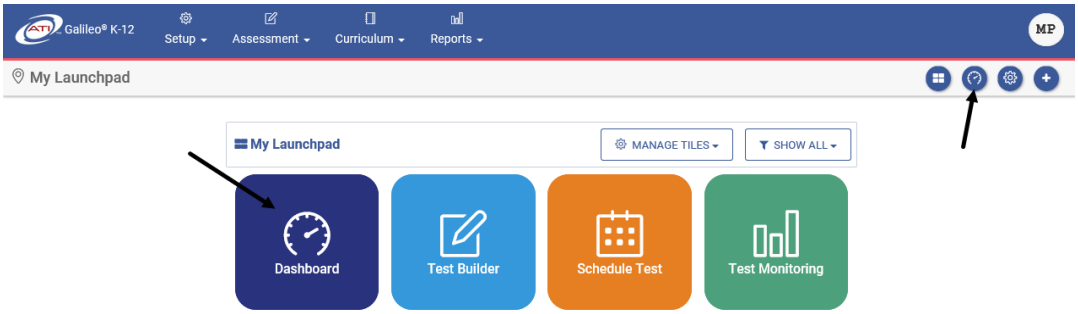


There are three views:

Dashboard 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 *Proficiency Rating Results*, *Student Growth and Achievement* data, and compiled evaluation data on the *Score Compiler* widget. Users with the appropriate permissions may administer and monitor the *Proficiency Rating Scales* and *Score Compilers* 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.



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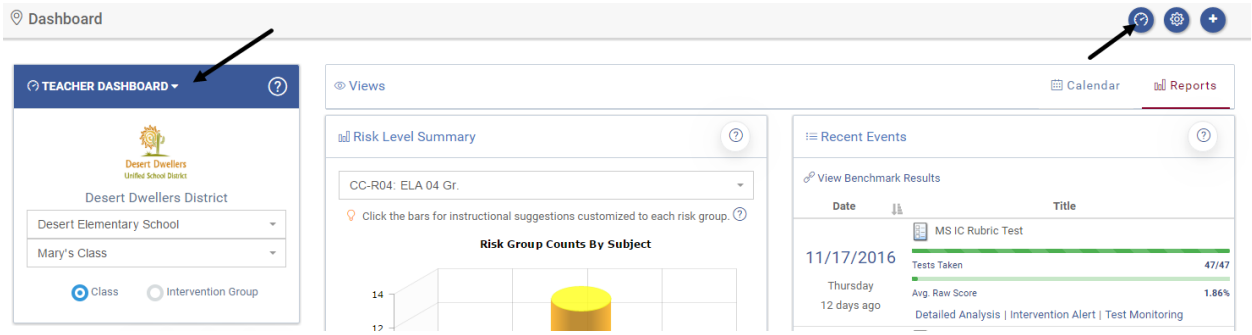
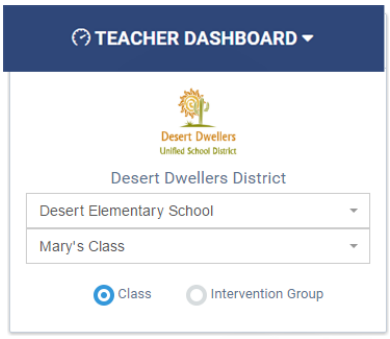
2. Hover over the **Dashboard menu option** and select **Teacher**.



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

4. If selected the
   a. **Class** radio button filter mode:
      i. 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.
      ii. Verify the **Class**.



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

(Image on next page.)

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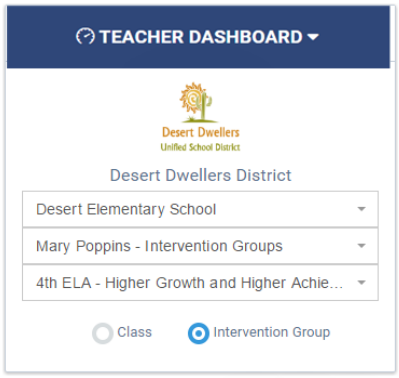
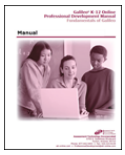


5. Interact with each and view (e.g., Calendar and Reports) and/or widget (e.g., Roster, Risk Level Summary, Recent Events) as necessary.



*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 26, 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.

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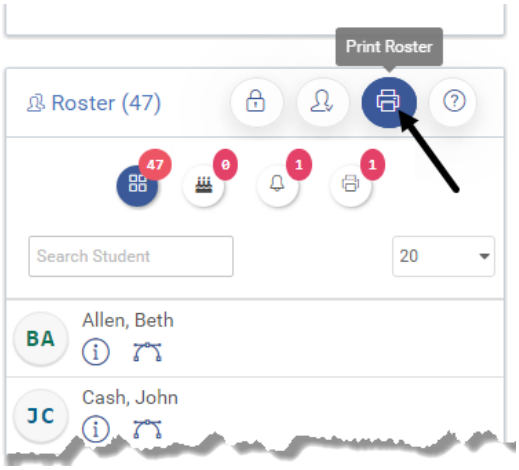
PRINT ROSTER

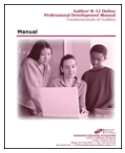
4. From the *Roster* widget, click the **Print Roster** icon.



5. The roster is generated in Adobe Reader (unless your Reports Settings was changed on the ***Settings*** page, page 24).

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.

ASSIGN THE STUDENT A PASSWORD

Once a student is in your class or intervention group you will want to check and see if the student has been assigned a password. A student needs a login name and password in order to access the *K-12 Student-Parent Center* to complete an event (e.g., assignment or test). If he or she hasn't yet been assigned a password, you may assign them a password by following the directions listed below.

LOGIN NAME GUIDELINES

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

PASSWORD GUIDELINES

Passwords must adhere to the following rules:

- Must be at least six (6) characters.

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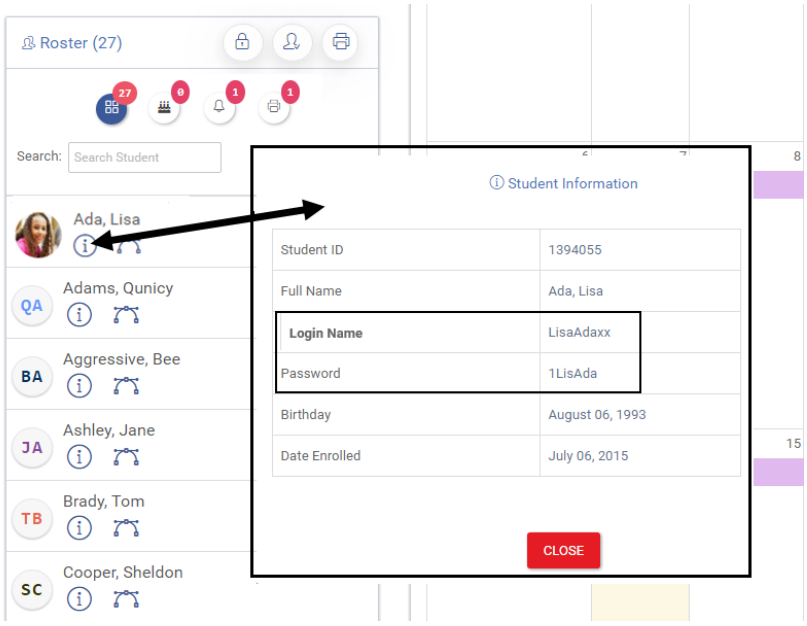
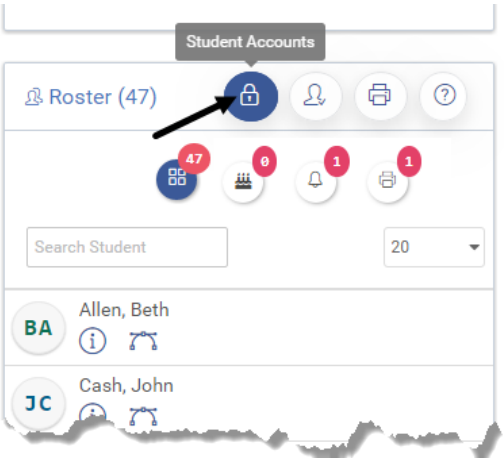
- Cannot match your Login Name.
- Cannot match your first or last name.
- Cannot contain the characters ', --, *, #, or %.
- Cannot be the word 'password'.
- Choose a password that contains a mixture of letters and numbers.

VERIFY IF A PASSWORD HAS BEEN ASSIGNED

1. Access the ***Teacher Dashboard*** page. If necessary, refer to Access Dashboard section, page 26, for directions.
2. Locate the *Roster* widget.
3. Either click the:
   a. **Student Information User** icon to view the login information in a popup window.



   b. **Student Accounts** icon to open the ***Student Users Account*** page.



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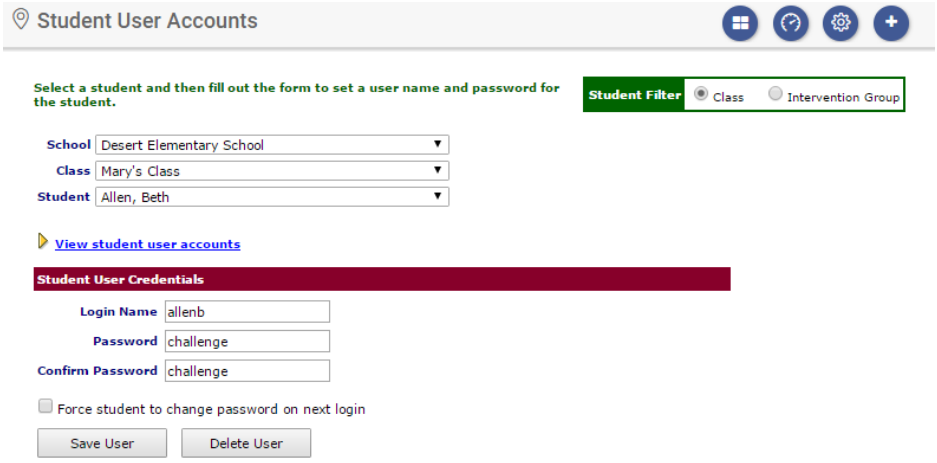
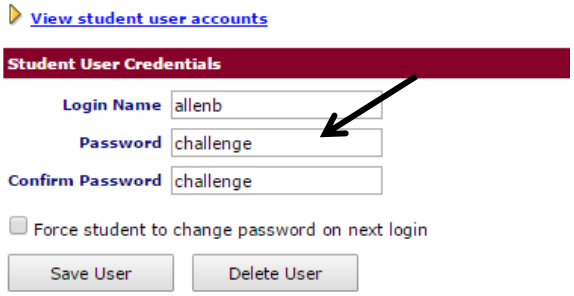
4. You are brought to the ***Student User Accounts*** page. Verify the **Class** or the Intervention Group **Library** and **Intervention Group** using the appropriate drop-down menus.



VIEW PASSWORD FOR ONE STUDENT

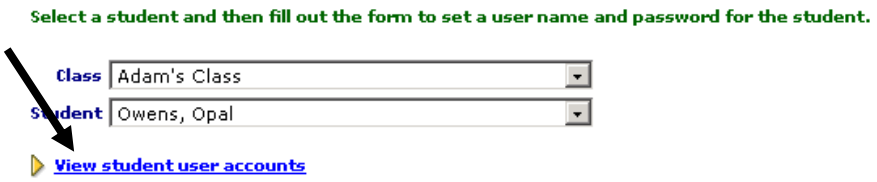
5. Use the down arrow on the **Student** drop-down menu to select the student.

6. The student's **Username** and **Password** displays. If there is no information, the login information must be entered. Refer to the Assign Password section, page 32, for directions.



VIEW PASSWORD FOR MULTIPLE STUDENTS

7. Click the View Student user accounts link.



8. A list of students and their usernames and passwords will appear. If the student, you are all set. If the student does not have a login name/password, you will want to assign one now.

(Image on next page.)

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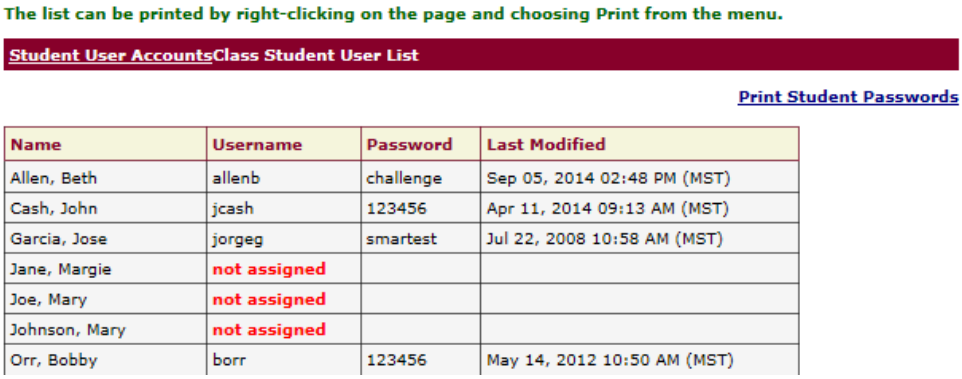
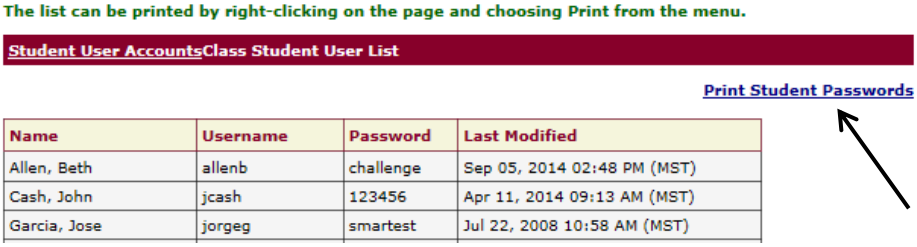

The list can be printed by right-clicking on the page and choosing Print from the menu.

Student User AccountsClass Student User List

Print Student Passwords

Name	Username	Password	Last Modified
Allen, Beth	allenb	challenge	Sep 05, 2014 02:48 PM (MST)
Cash, John	jcash	123456	Apr 11, 2014 09:13 AM (MST)
Garcia, Jose	jorgeg	smartest	Jul 22, 2008 10:58 AM (MST)
Jane, Margie	not assigned		
Joe, Mary	not assigned		
Johnson, Mary	not assigned		
Orr, Bobby	borr	123456	May 14, 2012 10:50 AM (MST)

9. *(optional)* Click the Print Student Passwords link.


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

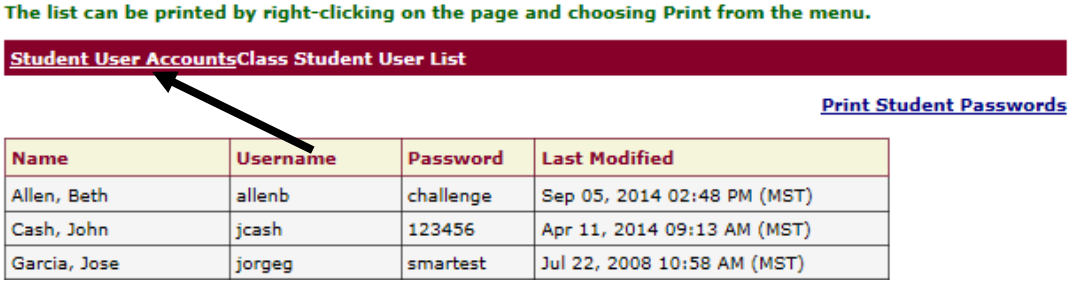
Student User AccountsClass Student User List

Print Student Passwords

Name	Username	Password	Last Modified
Allen, Beth	allenb	challenge	Sep 05, 2014 02:48 PM (MST)
Cash, John	jcash	123456	Apr 11, 2014 09:13 AM (MST)
Garcia, Jose	jorgeg	smartest	Jul 22, 2008 10:58 AM (MST)

ASSIGN PASSWORD

10. If necessary, click the Student User Account link to go back to the previous page.

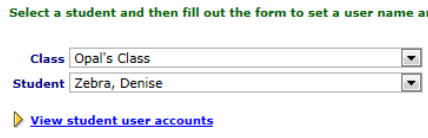

The list can be printed by right-clicking on the page and choosing Print from the menu.

Student User AccountsClass Student User List

Print Student Passwords

Name	Username	Password	Last Modified
Allen, Beth	allenb	challenge	Sep 05, 2014 02:48 PM (MST)
Cash, John	jcash	123456	Apr 11, 2014 09:13 AM (MST)
Garcia, Jose	jorgeg	smartest	Jul 22, 2008 10:58 AM (MST)

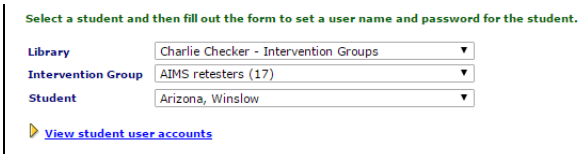
11. Verify the **Class** or **the Intervention Group Library** and **Intervention Group** in the appropriate drop-down menus.


Select a student and then fill out the form to set a user name and password for the student.

Class Opal's Class

Student Zebra, Denise

View student user accounts


Select a student and then fill out the form to set a user name and password for the student.

Library Charlie Checker - Intervention Groups

Intervention Group AIMS retesters (17)

Student Arizona, Winslow

View student user accounts

12. Use the down arrow on the **Student** drop-down menu to select the student.

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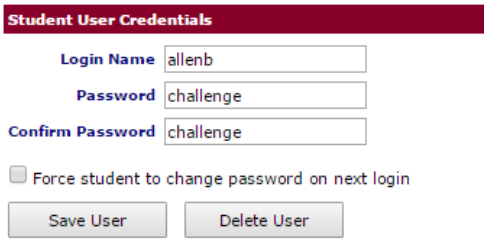
13. Fill in the requested **information** following your district/charter school's user name/password conventions.



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

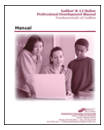
14. Click the *Save User* button.

DELIVERY ASSESSMENT OPTIONS

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*.



Refer to the "Galileo® K-12 Online: Administering Offline Assessments" manual found in the online help files for directions on administering a test offline.

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*.

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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.

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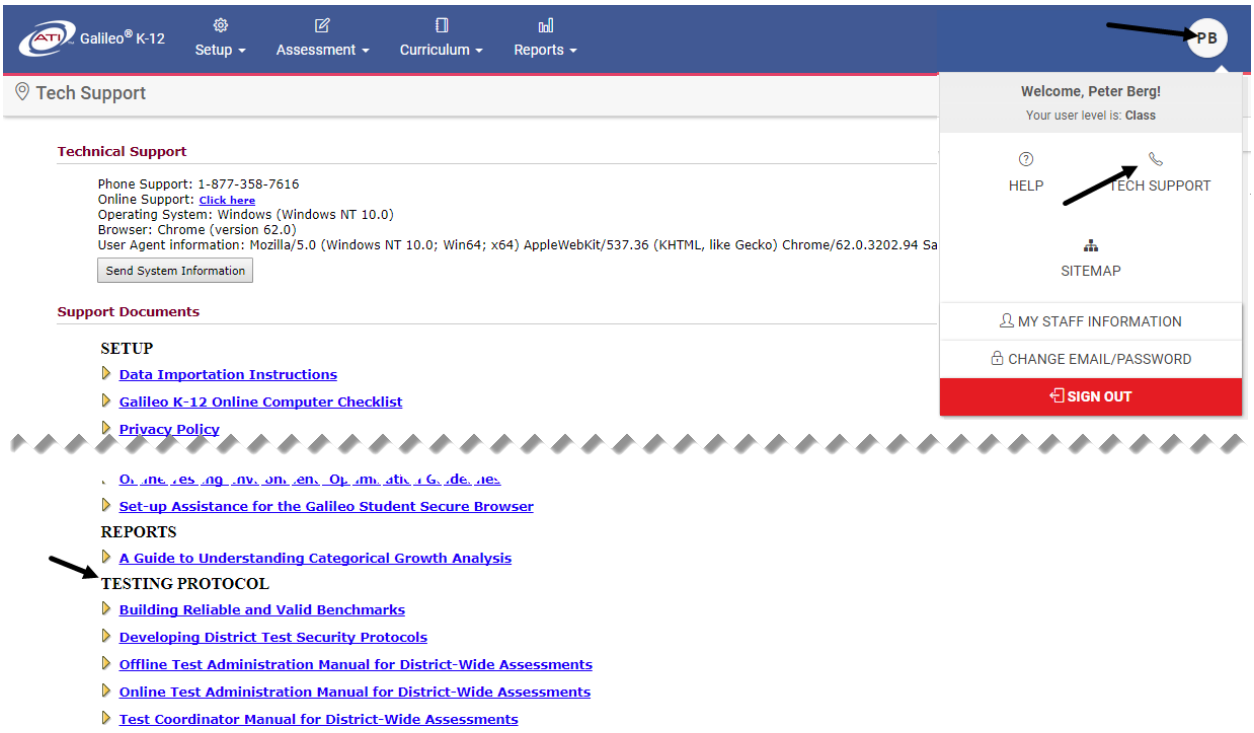
The white paper and all these manuals can be found on the ***Tech Support*** page.



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 scheduling a test, 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.
- If your 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.

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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

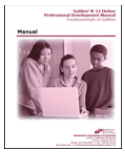
It is important that tests be scanned in the order they are administered: the pretest, test #1, test #2, then the posttest. Scanning should occur as close as possible to the date of the test administration. This ensures that the growth expectations are accurately calculated.

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 41, for directions.

Steps to Schedule from the Teacher Dashboard

1. Access the ***Teacher Dashboard*** page. If necessary, refer to Access Dashboard section, page 26, for directions.
2. If necessary, click the Calendar link.

(Image on next page.)

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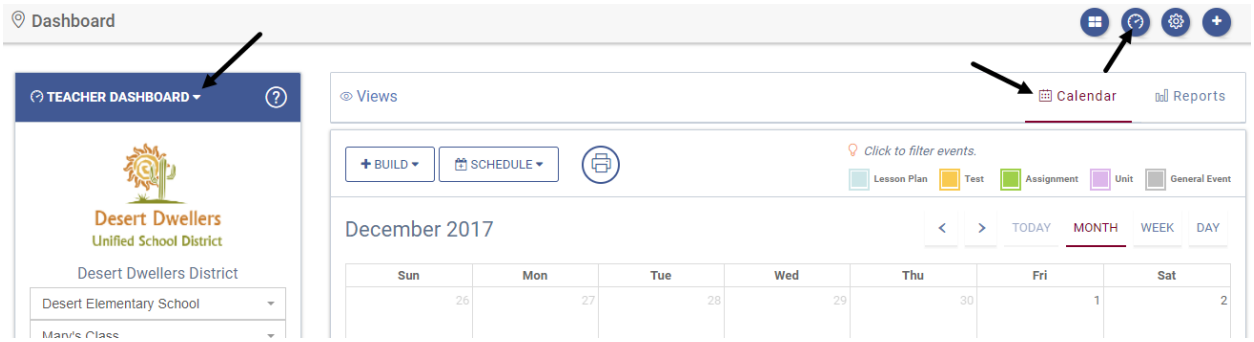
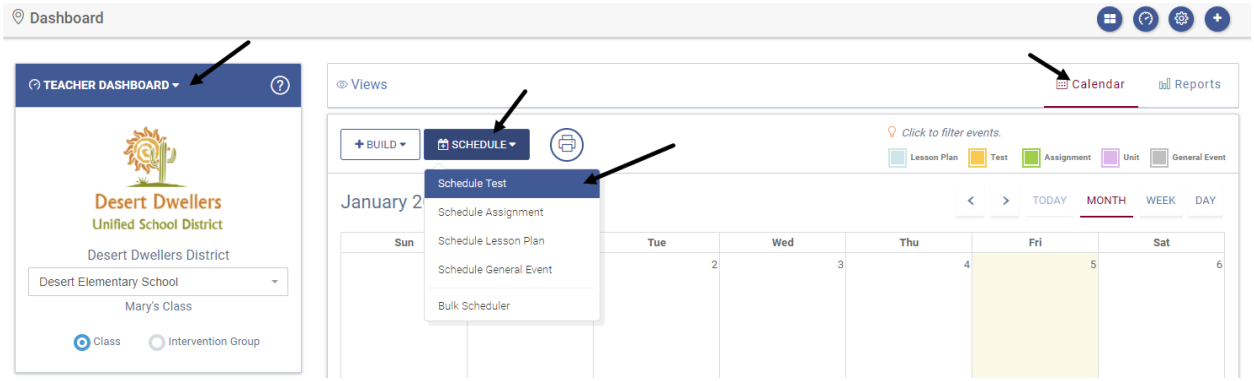


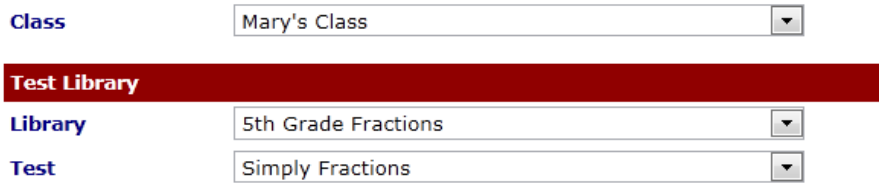
3. Hover over the *Schedule* button and select **Schedule Test**.



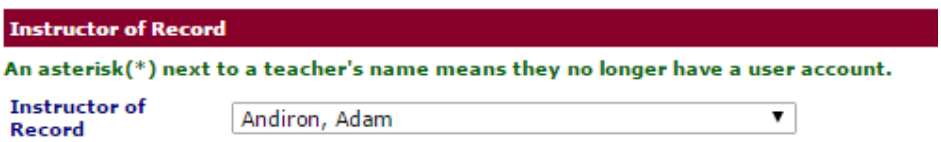
4. Use the down arrow on the **Library** drop-down menu to select the library that stores the test you wish to schedule.

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.



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.



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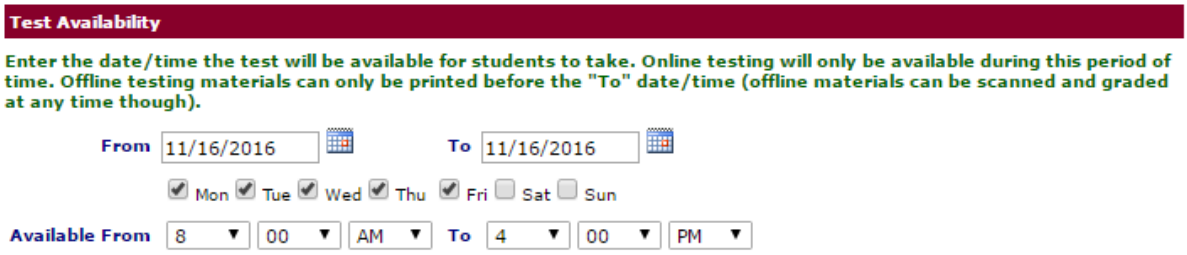
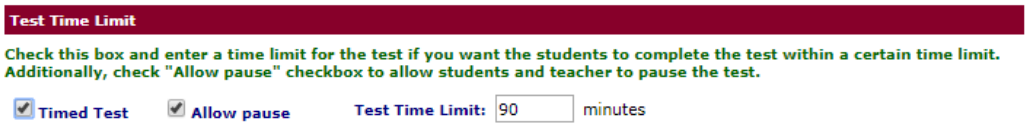
7. Under **Test Availability** use the down arrows on the **From** and **To** drop-down menus to select the date, select the **day(s) of the week**, and **time** you would like to schedule the test.



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.

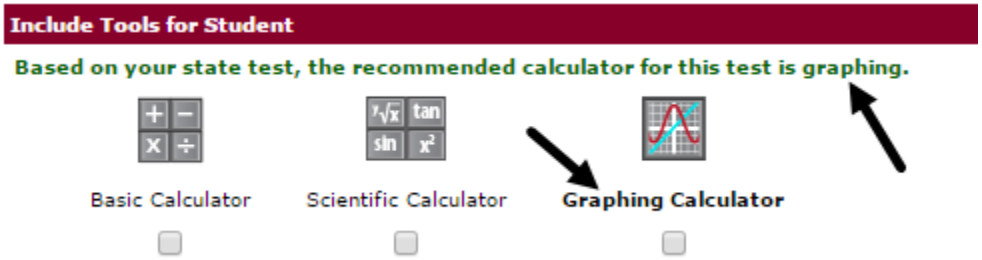
8. Determine to allow **Timed Test**. If so, then enter the **Test Time Limit** and, if desired, place a checkmark in the **Allow pause** field.



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.

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

10. (*optional*) Select the **calculator type** for the student to use while taking the test online.



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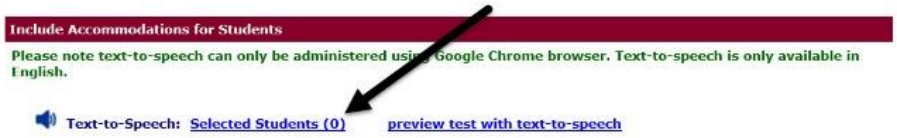
The recommended type of calculator displays in the instructions and it is bolded. Changes to the default calculator can only be made by a District-level user.

11. Determine to include the **dictionary/thesaurus** during online testing. If yes, click the checkbox.

12. (*optional; not available on all assessments*) In the **Include Accommodations for Students** section,

    a. click the preview test with text-to-speech link to familiarize yourself with the tools that will be provided to the selected students.

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



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

    d. use the *single right arrow* button to move a single student or *double right arrows* button to move all students. The selected student(s) is moved to the **Selected students** box.

    e. click the **X**, once the students are selected.

13. Determine if you would like to **Randomize test items**. If yes, click the checkbox. Schedule for an Intervention Group does not have this feature. The randomize feature only applies to tests taken *online*.

Do not randomize Kindergarten or 1st grade assessments. ***Tests that contain read aloud test items should not be randomized.***

Automated Scoring Key (ASK) tests should not be randomized.

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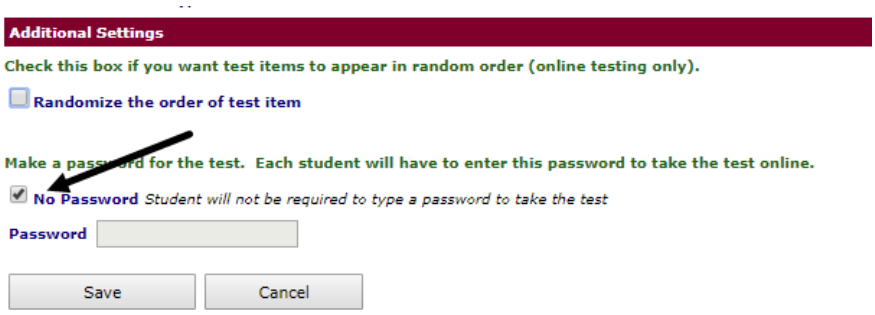
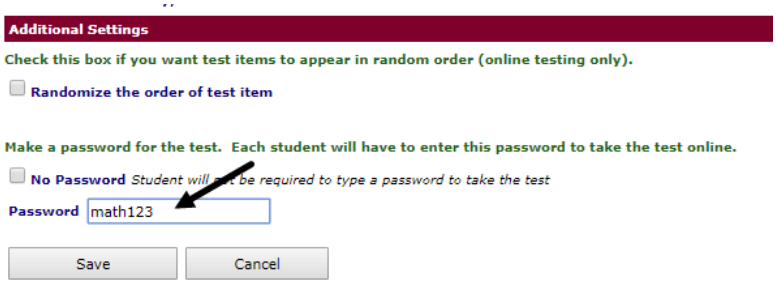
14. Determine if there is a test password. Either:

    a. Place a checkmark in the **No Password** box.



    b. Type in and confirm the **Password** that students will use to access the test online when they are in the *K-12 Student-Parent Center*. You will provide students with this password when you are ready to have them take the test.



Passwords are linked to a class/intervention group. This means if you have multiple classes/intervention groups taking the same test, you will need to set-up a password for each class/intervention group taking the test.

Passwords cannot be reused for that class/intervention group during the same school year.

15. Click either the:

    a. *Save* button.

    b. *Save Text-to-Speech* button. (Option only available for assessments designated as such and when students are selected.)

16. 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.

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17. To view, edit, or delete the test schedule, refer to the View, Edit or Delete a Daily Test Schedule section, page 47.

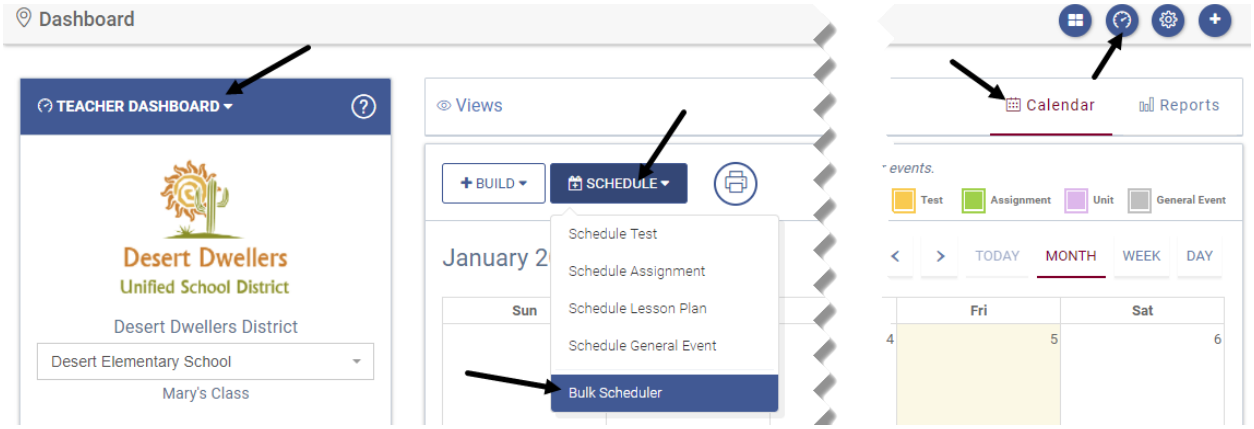
STEPS TO SCHEDULE USING THE BULK SCHEDULER

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

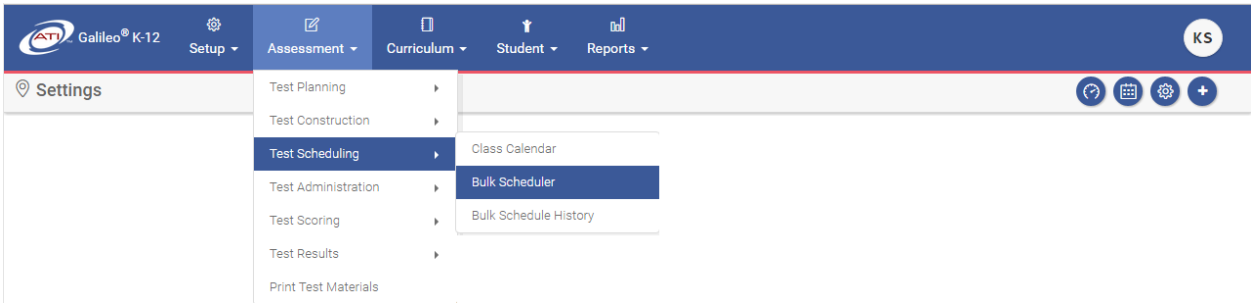
1. Click either:

   a. **Bulk Scheduler** tile.

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



   c. **Assessment>Test Scheduling>Bulk Scheduler**.



2. Select the **Library** that houses the test you would like to schedule.

3. Select the **Test(s)** you would like to schedule.

(Image on next page.)

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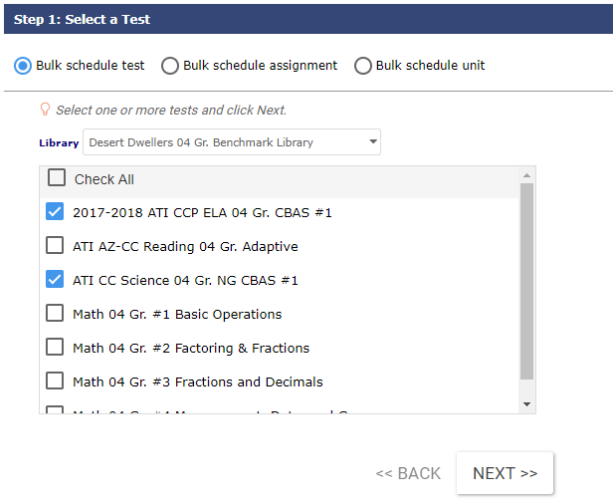

Tests of the same grade level are generally scheduled at the same time. For example, all 6th grade tests, then all 7th grade, etc.

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.

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.

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b. Type in character from the **Course Code** (e.g. MAT, ALG, GEOM).

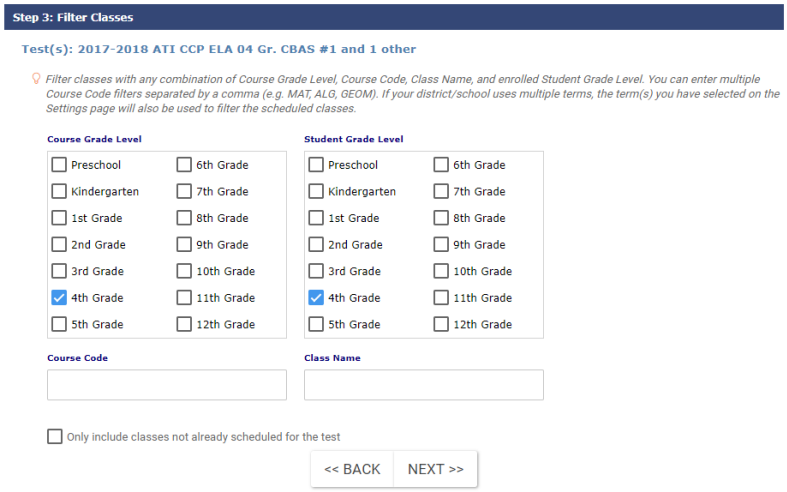
You may enter up to ten course code filters, each separated by a comma.

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.



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.

(Image on next page.)

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

    a. under 1000 classes, the **Instructor of Record** selection is part of the bulk scheduling process. The scheduler may change the **Instructor of Record** default.

    b. 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 51, 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.

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Please note the following:

a. 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.

b. A test must be scheduled in order for bubble sheets to be printed.

c. 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.

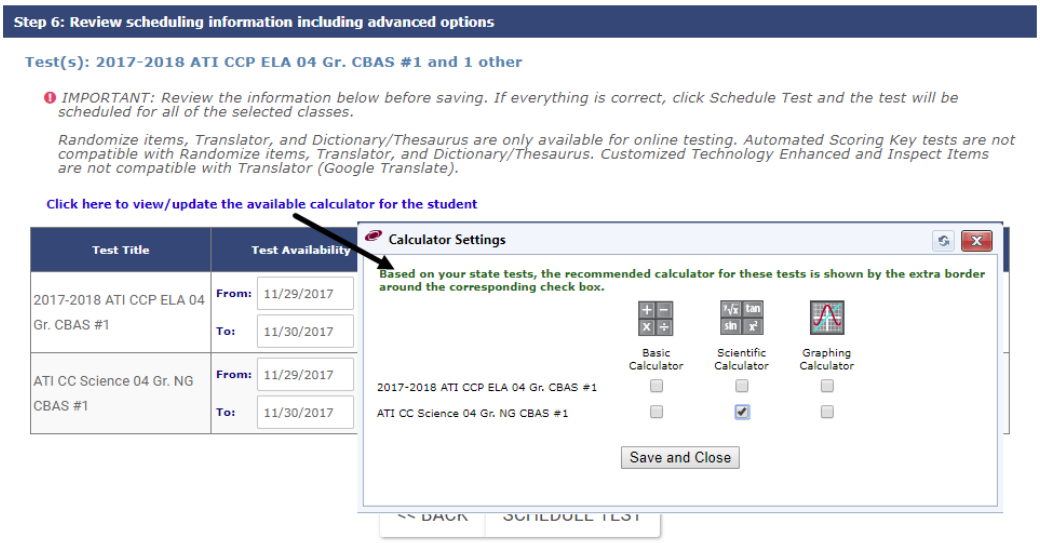
d. The printing of worksheets is in no way dependent on scheduling a test.

15. Click the *Next* >> button.

16. To define the calculator when:

a. one test is being scheduled, proceed to the next step.

b. 2 or more tests are being scheduled, click the Click here to view/update available tools for the student link and proceed to the next step.



17. Click the **Override calculator default selection** field. If statewide test provides calculator, the bolded calculator is the default.

(Image on next page.)

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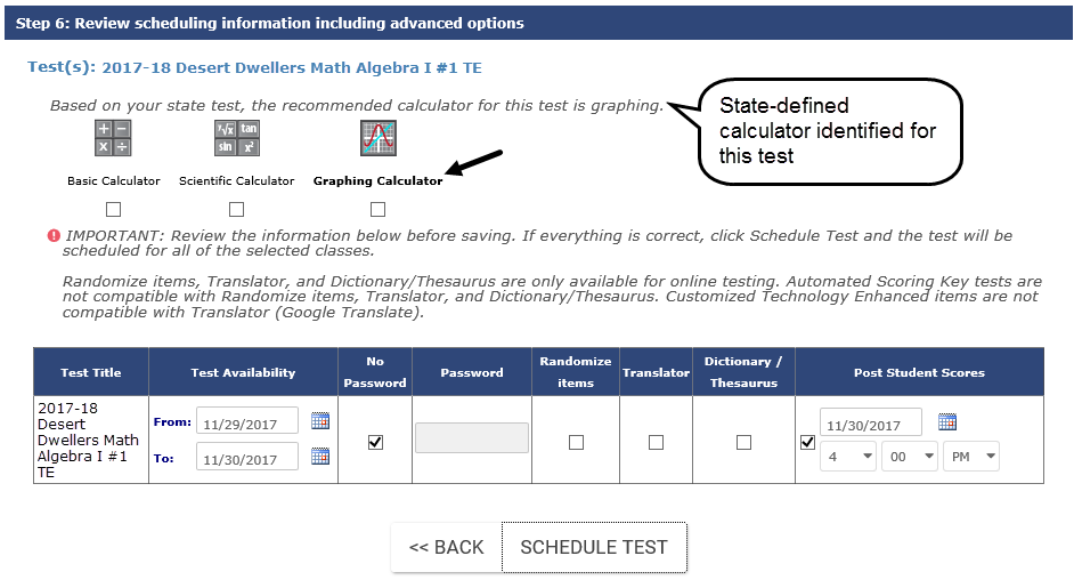
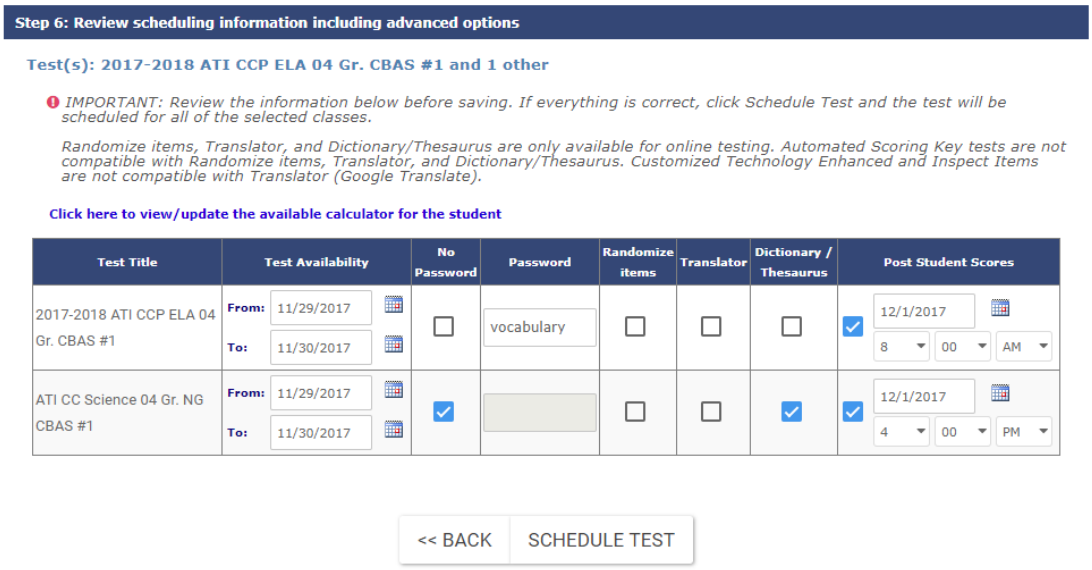


Only District-level users may override the selected calculator.

18. To edit **each test** schedule, password, or randomization:



a. Select the desired testing **date**.

b. By default the test does not have a password. To define a test password, remove the checkmark in the **No Password** field and type the test password in the **Password** box. *A password only applies to tests scheduled for a class and are administered online.*

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c. Select **Randomize items** if desired. *This option applies only to online testing.*

*ATI recommends that you randomize the test items if students will be taking the 2nd grade or higher benchmark assessments online. Kindergarten and 1st grade tests include teacher-read instructions; this type of test should **not** be randomized.*

d. Determine to allow translation into a language of the student's choice by placing a checkmark in the **Translator** field.

e. Determine to allow student access to the online dictionary/thesaurus by placing a checkmark in the **Dictionary/Thesaurus** field.

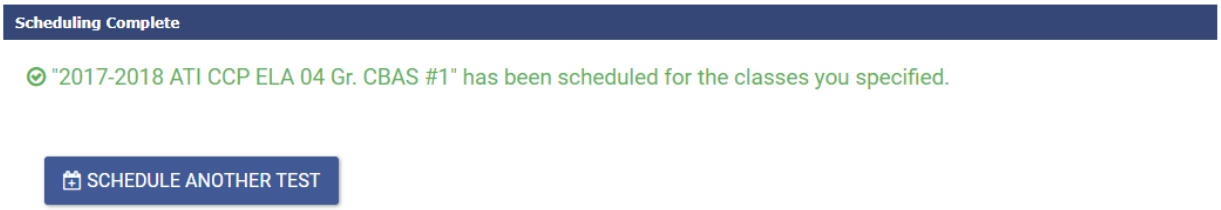
f. Determine if you would like the results of this assessment to **post to the K-12 Student-Parent Center**. If so click in the check box and select the **date** and **time** you would like the results to post.

Defining the use of the test timer and Text-to-Speech tool is done on the Teacher Dashboard page Calendar view.

19. Click the *Schedule Test* button.

20. 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.

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



22. To view, edit, or delete the schedule, refer to the Bulk Schedule History section, page 51, 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.

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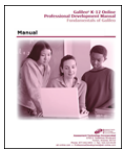
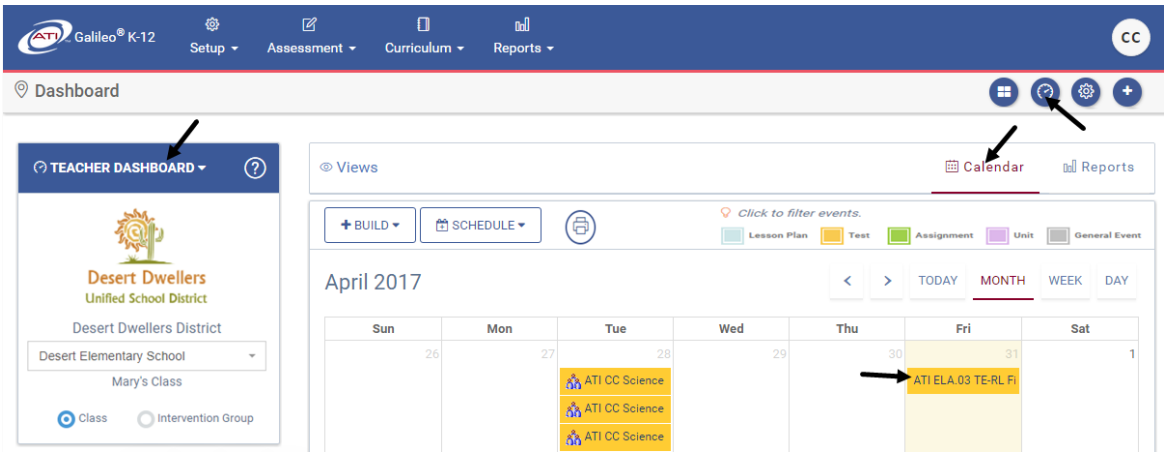


*Refer to the online help files for directions on viewing, editing, and deleting a scheduled test from the **Class Calendar** and/or **Benchmark Calendar** pages.*

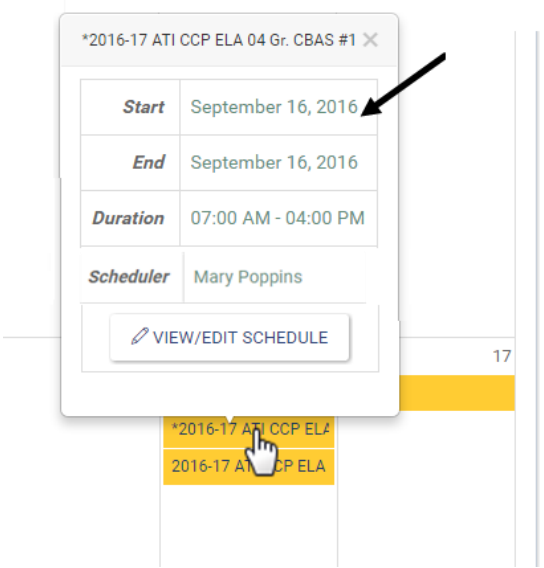
VIEW A TEST SCHEDULE

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 26, 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.



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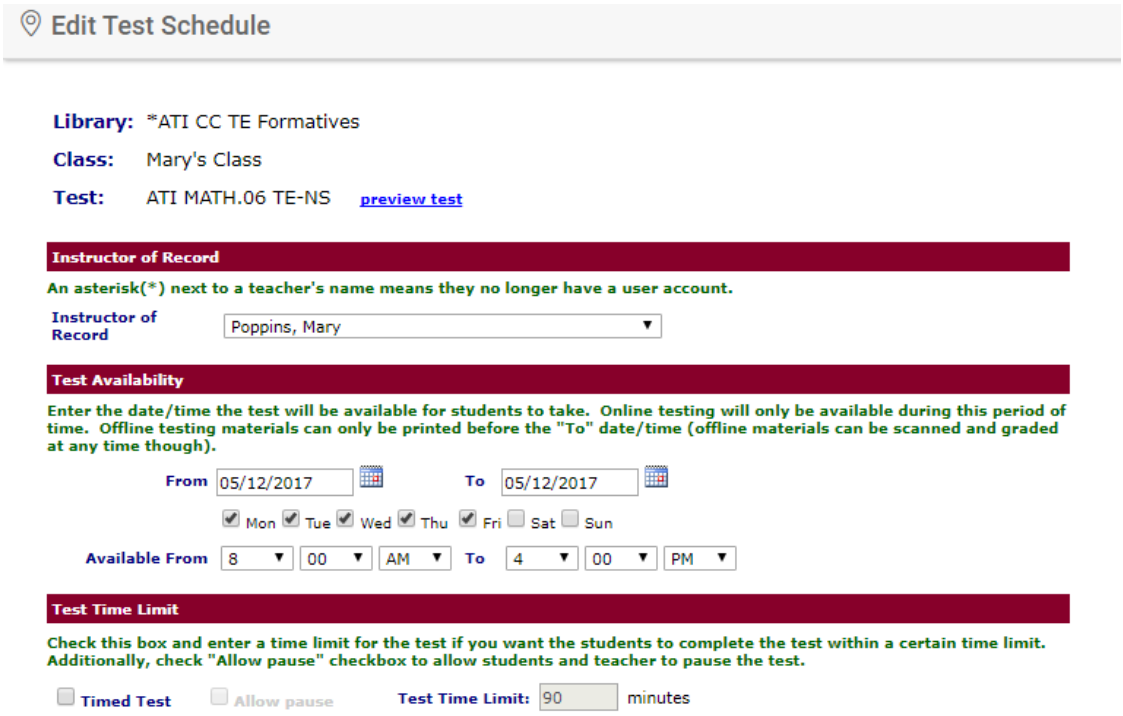
EDIT A TEST SCHEDULE

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**.



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.

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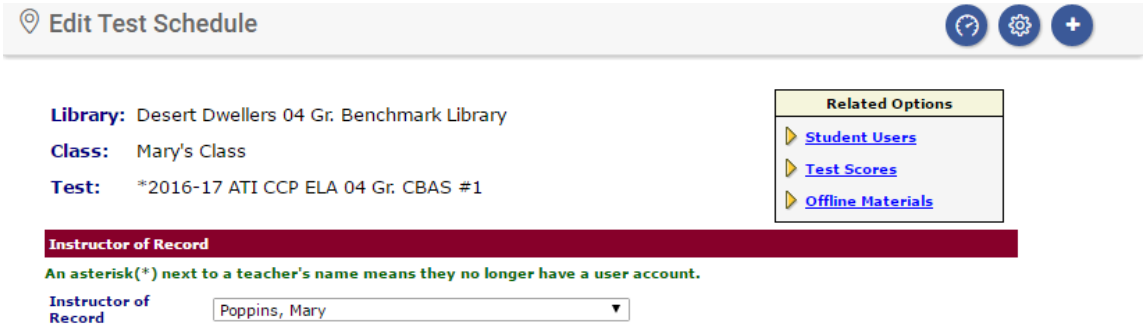
- If you did not schedule the test.
- If bubble sheets have been generated for this scheduled test. A note appears at the top of the page indicating such.
- If you do not have access to the test library. You must have *Read-Only* or *Write* permission to the test library. Tests library with a *Results 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.

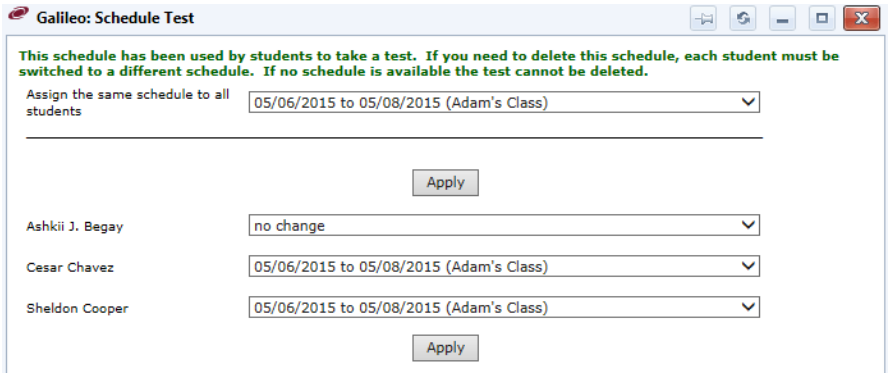
5. Access the ***Edit Test Schedule*** page.



6. 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.



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

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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.

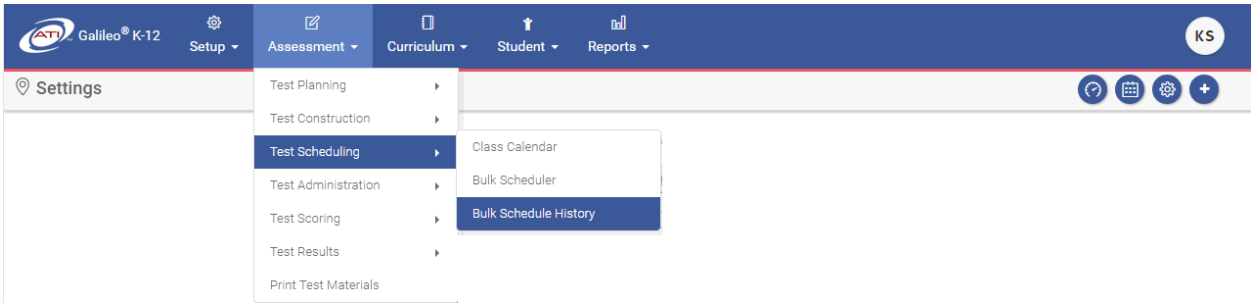
Access Bulk Schedule History

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.

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5. Use the down arrow on the **Library** drop-down menu to select the test library.

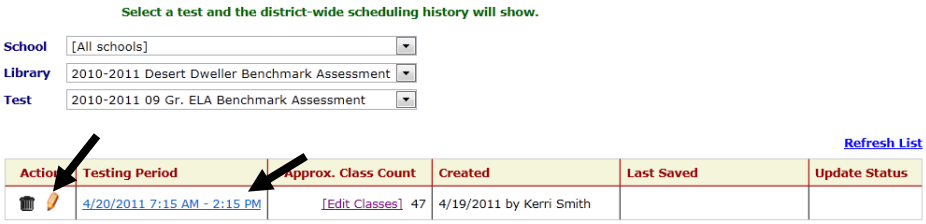
6. Use the down arrow on the **Test** drop-down menu to select the test.

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 53, Edit Instructor of Record section, page 54, and Remove Scheduled Class section, page 55.

1. Access the ***Bulk Scheduling History*** page. Refer to the Access Bulk Schedule History section, page 51, for instructions.

2. 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.



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

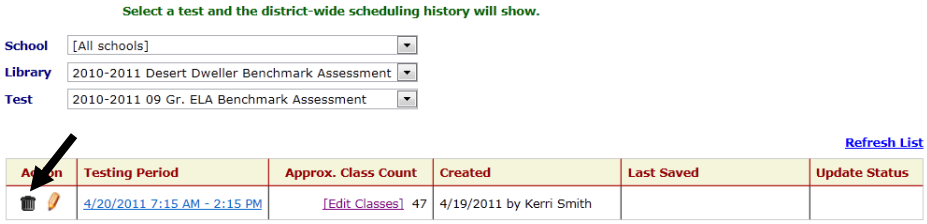
This option does not modify the Instructor of Record. The Teacher information is done via the View/Edit Scheduled Class steps.

4. Click the *Save* button.

DELETE SCHEDULED EVENT

1. Access the ***Bulk Scheduling History*** page. Refer to the Access Bulk Schedule History section, page 51, for instructions.

2. Click the **trashbin** icon for the scheduled event.



3. If there is student testing data, the test data must be moved. Refer to page 50 for information on moving testing data.

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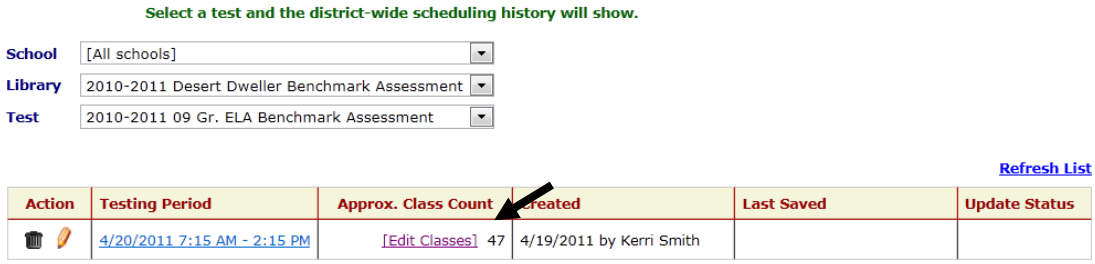
VIEW/EDIT SCHEDULED CLASS

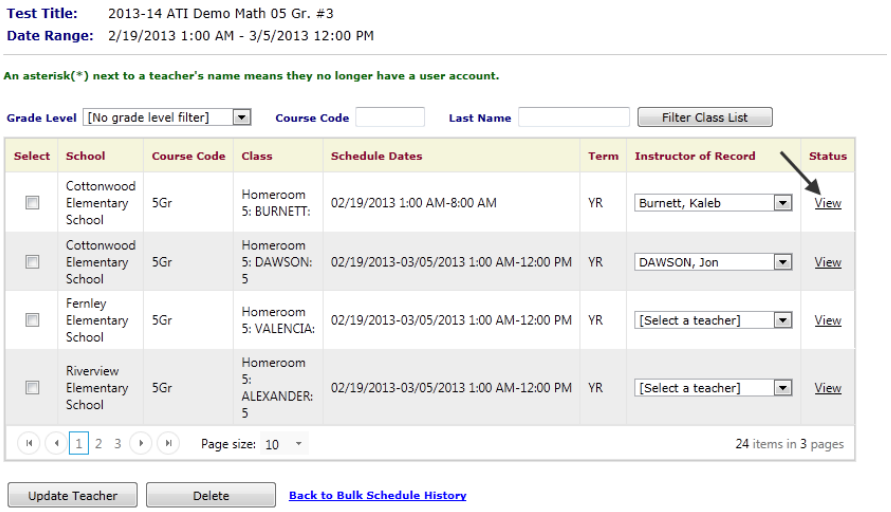
1. Access the ***Bulk Scheduling History*** page. Refer to the Access Bulk Schedule History section, page 51, for instructions.

2. Click the [Edit Classes] link.

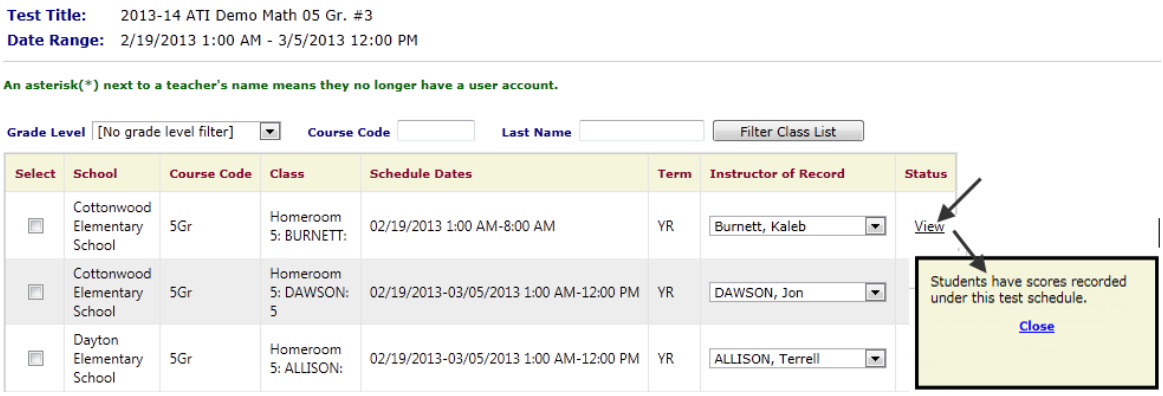


3. The scheduled class(es) appear.

4. Click the View link.



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.



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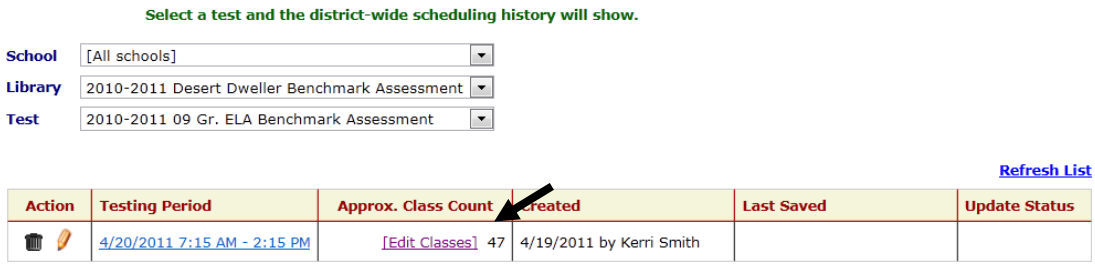
6. If necessary, click the Back to Bulk Schedule History link.

EDIT INSTRUCTOR OF RECORD

1. Access the ***Bulk Scheduling History*** page. Refer to the Access Bulk Schedule History section, page 51, for instructions.

2. Click the [Edit Classes] link.

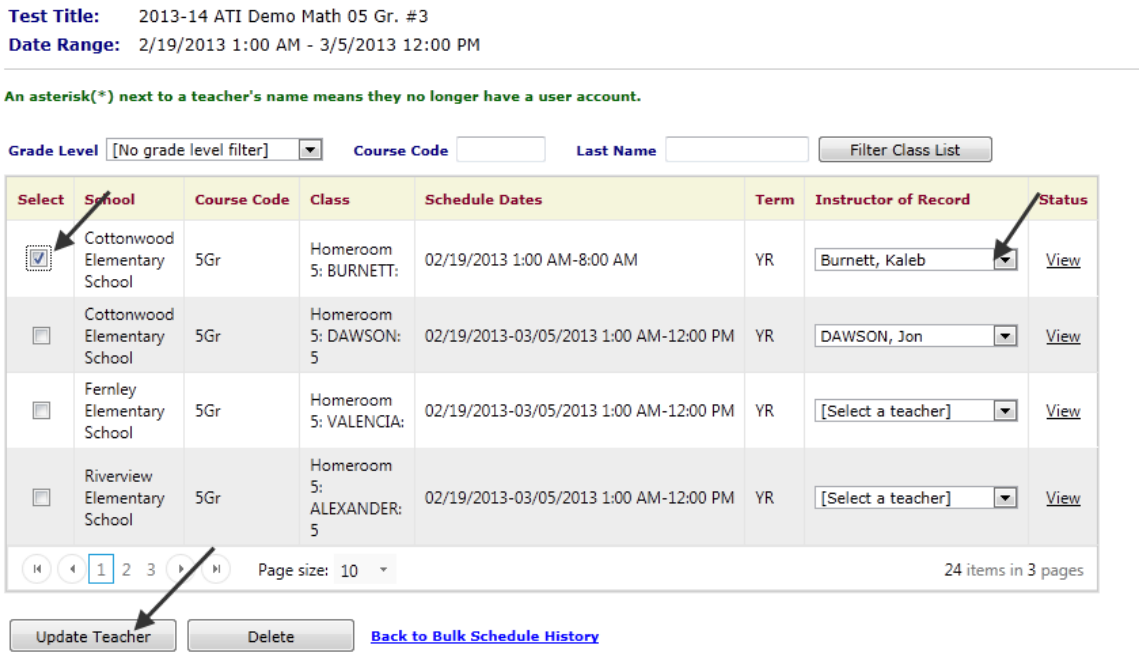


3. The scheduled class(es) appear.

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.



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.

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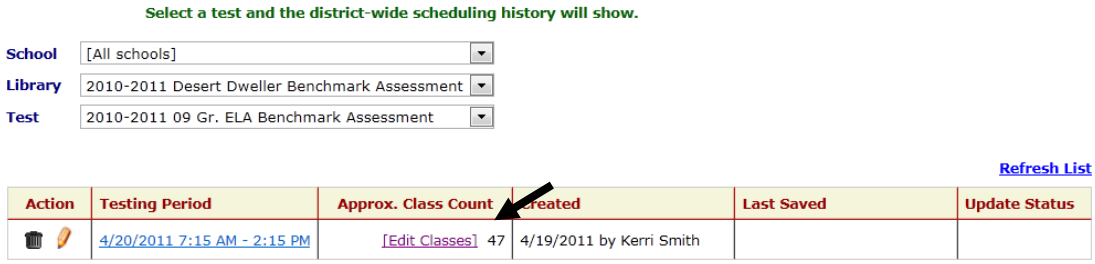
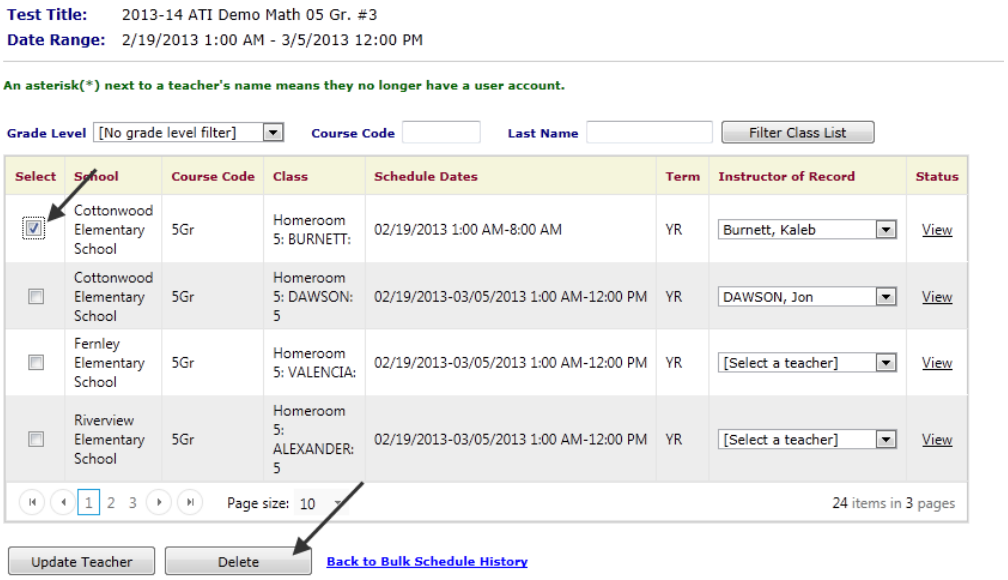
REMOVE SCHEDULED CLASS

1. Access the ***Bulk Scheduling History*** page. Refer to the Access Bulk Schedule History section, page 51, for instructions.

2. Click the [Edit Classes] link.



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



4. Click the *Delete* button. If there is student testing data, the test data must be moved. Refer to page 50 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.

STUDENTS TAKE A TEST

OFFLINE TESTING

In instances where a student or students cannot take the test online, 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

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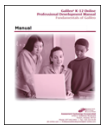
an ATI-supported scanner, from Galileo using *Plain-paper Scanline* and/or *GradeCam* tool, and using proprietary answer sheets using *High-speed Scanline*.

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*.



Refer to the online help files for directions on printing a test booklet. Documentation on using the Scanline and/or GradeCam tools are found on the ***Tech Support*** *page within Galileo and in the online help files.*

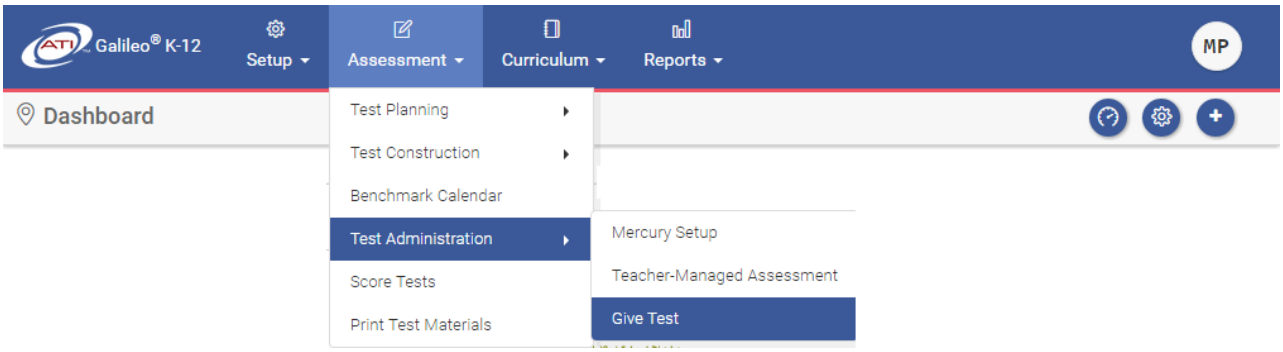
Early Education Assessment Series (TE EL and TE EM)

There are unique system requirements and test administration guidelines for Early Education Assessment Series assessments (TE EL [Technology Enhanced Early Literacy] and TE EM [Technology Enhanced Early Math]). Please refer to the Systems Requirements page, http://ati-online.com/galileoK12/K12TrainingSystem.php, the *Online Test Administration Manual for District-Wide Assessment* (referenced on page 34), or the online help files.

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 K-12 Student-Parent Center section, page 57, for directions.

Teachers may opt to administer the online test using *Galileo's Give Test* tool. Refer to the Give Test Tool section, page 59, for directions.



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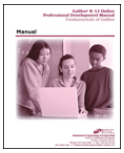
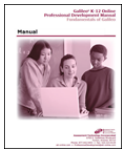
K-12 Student-Parent Center



Please refer to the "A Student's Guide for K-12 Student-Parent Center" or the online help files for further details about the K-12 Student-Parent Center.

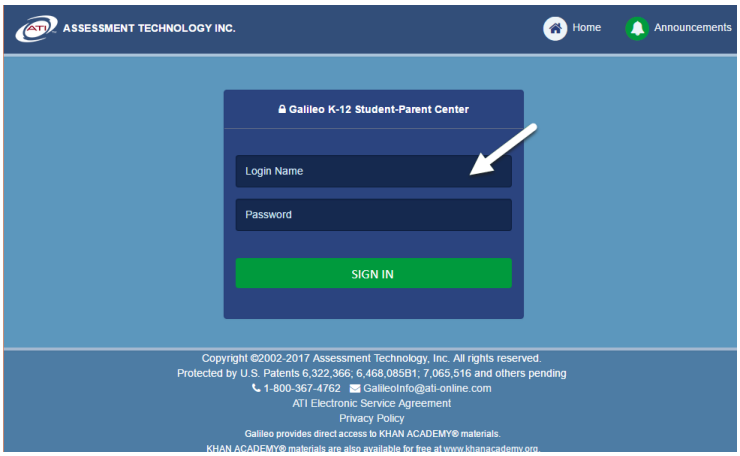
1. The student clicks on the K-12 Student-Parent Center link under the **Sign In** menu in the Assessment Technology Incorporated's website (www.ati-online.com).

   If you are using the *Give Test* tool, this step is not required.



For further details about the Give Test tool, see the Give Test Tool section, page 59, or the online help files.

2. The student logs in to *Galileo* with the **Login Name** and **Password** that has been provided to the student's teacher.



3. Click the *Sign In* button.

4. Once accessed the *K-12 Student-Parent Center* the student is taken to the student ***Launchpad*** page.

(Image on next page.)

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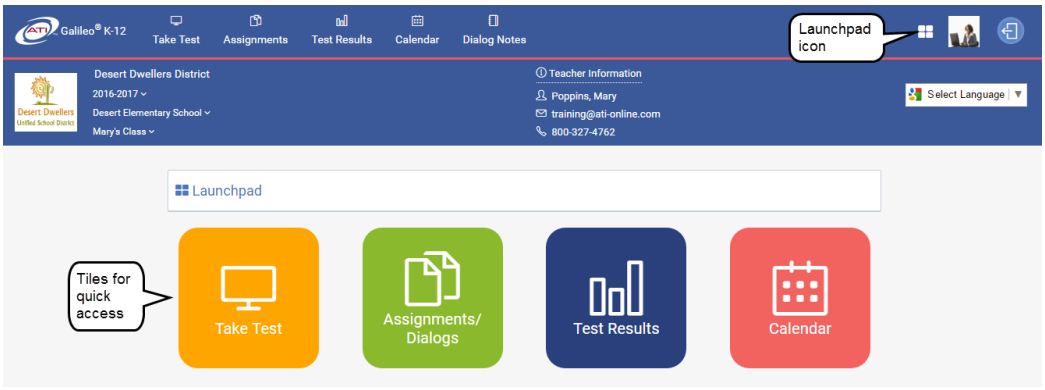
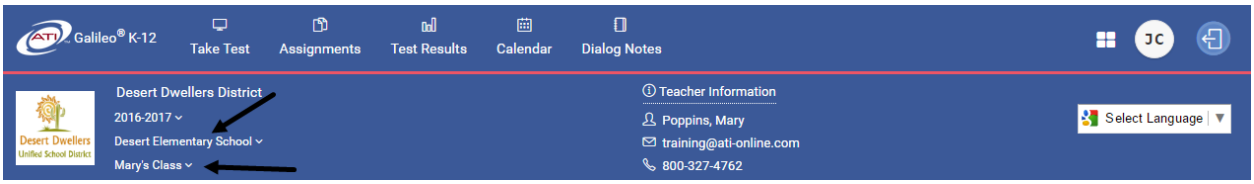
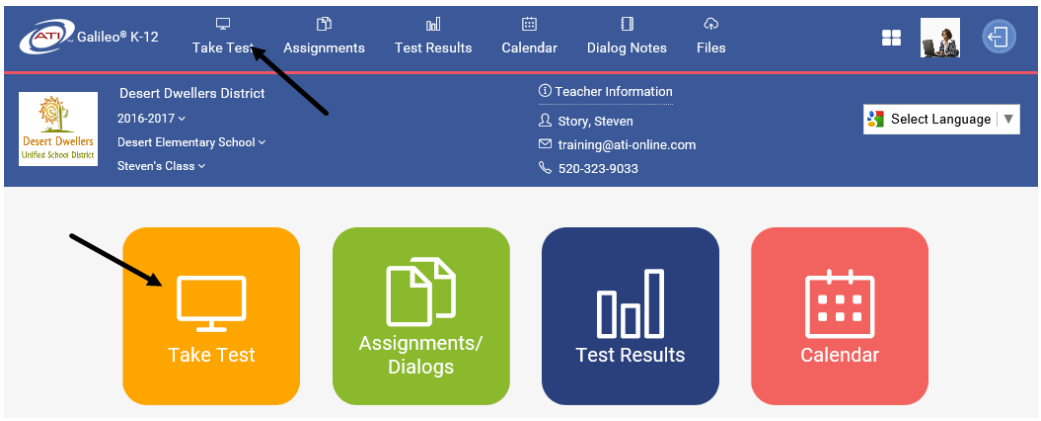


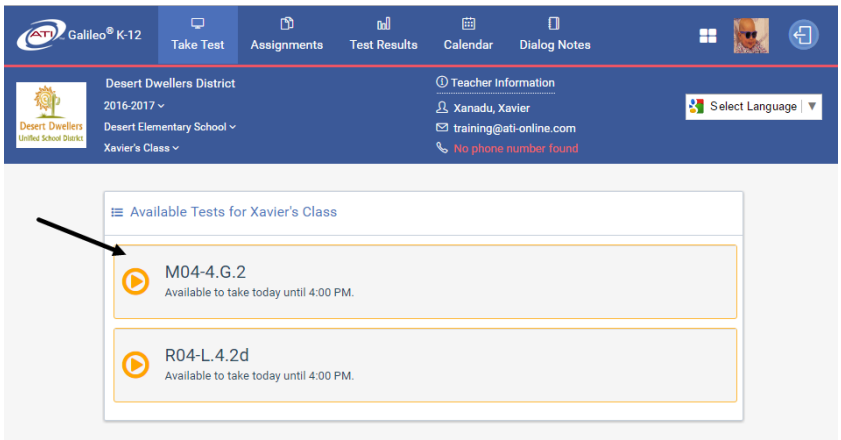
5. If necessary, verify the **School** and **Class**, if the student is enrolled in multiple schools and/or classes.



6. To take a test, click either **Take Test** icon or tile.



7. Then click the desired <u>test name</u> link.



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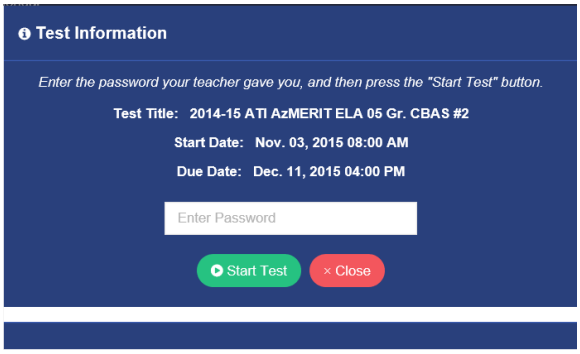
8. If there is:

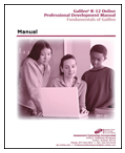
   a. No test password: The test opens.

   b. Test password: If a test password was defined when the test was scheduled, this must be provided to the students. Students will be able to access the online test for the time period you specified when you scheduled the test. Once the test password is entered and the *Start Test* button is clicked, the test opens.

      If you are using the *Give Test* tool, the student does not need to have the test password.



9. If a test is locked, the teacher must unlock the test for the student to access the test even though the testing window is still available.



Refer to the Test Monitoring section, page 65, or the online help files, for directions on unlocking and locking a student's test. A test residing in a "Read-Only" library can only be unlocked by a District-level user.

10. Proceed to Test Navigation section, page 61, for next steps.

GIVE TEST TOOL

The *Give Test* tool allows teachers to give assessments to students on a shared computer or a Galileo-supported mobile device. The teacher starts a test for the selected student, so the student does not have to login to the *K-12 Student-Parent Center* and enter a login name, password, and when applicable a test password, to take the test. This testing method is a tremendous option for younger students.

ADMINISTER AN ASSESSMENT

1. Sit down with the student at the computer or a Galileo-supported mobile device.

2. Login to *Galileo* with your staff login/password.

3. Click either:

   a. **Assessment>Test Administration>Give Test**.

(Image on next page.)

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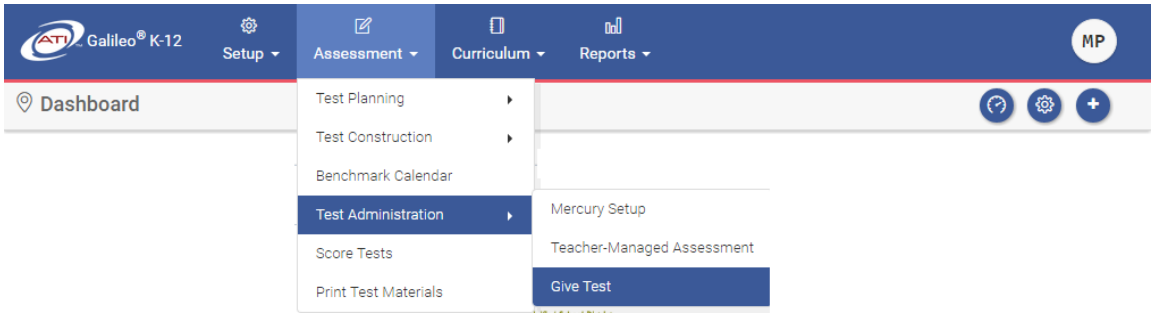
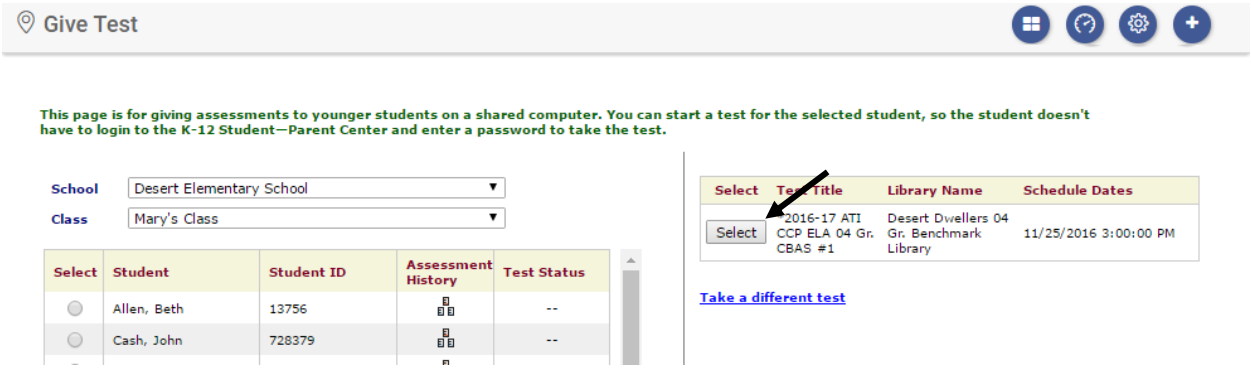


b. **Give Test** tile.

4. If necessary, use the down arrow on the **School** drop-down menu to select the school for which you want to administer the test.

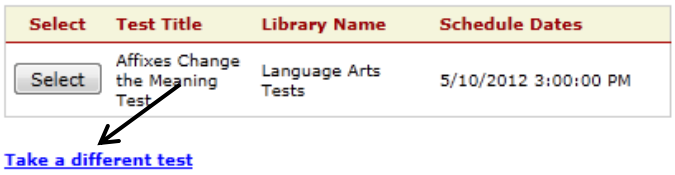
5. Use the down arrow on the **Class** drop-down menu to select the class for which you want to administer the test.

6. If the desired test has been scheduled, click the *Select* button for the test.

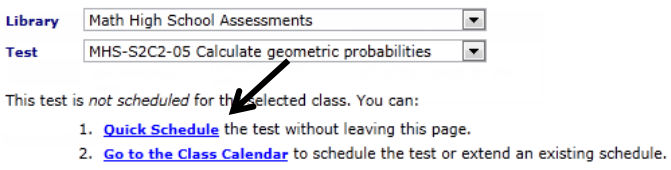


7. If the desired test is not displayed, click either the:

a. Take a different test link.



b. Quick Schedule or the Go to the Class Calendar link and schedule the test.



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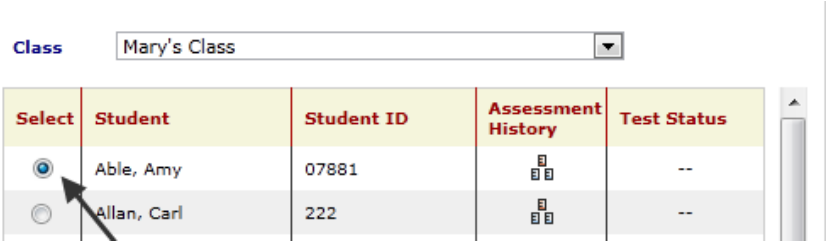
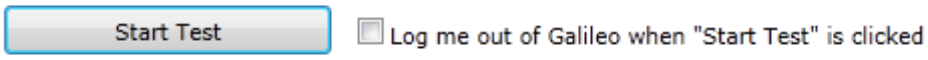
8. Click the radio button for the desired **student**.



9. *(optional)* Place a checkmark in the **Log me out of Galileo when "Start Test" is clicked**.



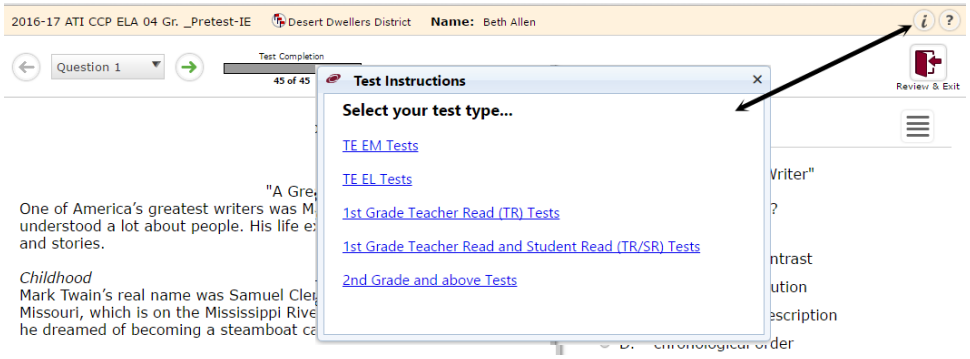
10. Click the *Start Test* button.

11. The test opens. The student should proceed through the test.

12. Proceed to Test Navigation section, page 61, for next steps.

TEST NAVIGATION

1. When the student is brought to the online test/quiz, they begin by reading or watching a video for the instructions. Click the **instructions** icon found at the top of the page. Please note that the **instructions** icon only appears if instructions are available.



2. Once test instructions are read, click the **X** on the ***Test Instructions*** window to return to the test.

3. Student completes the assessment by follow the directions listed for each test item, and respond appropriately. Often this involves clicking the mouse in the bubble corresponding to the correct answer, or type in the correct answer in the textbox using the keyboard. Test items may ask you to:

   a. Choose one correct answer.

   b. Choose more than one correct answer.

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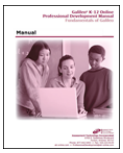
c. Show or explain the work. Enter the response in the box provided.

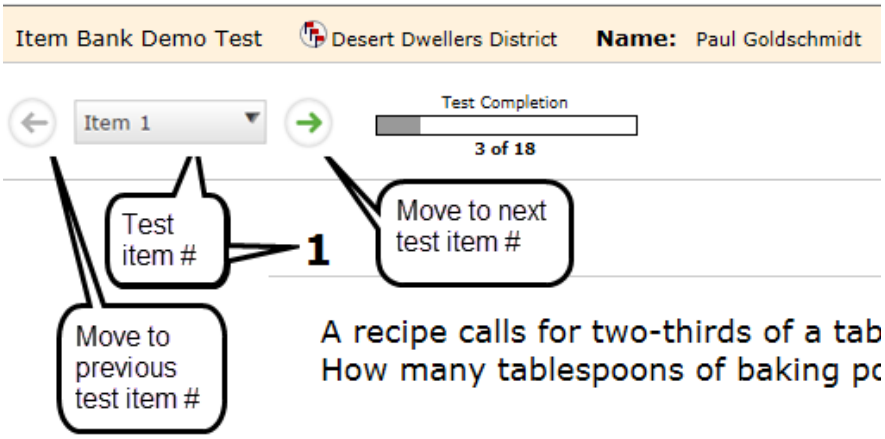
d. Type an extended constructed response. The size of the box does not limit the length of your response.

e. Click, drag, or manipulate elements.



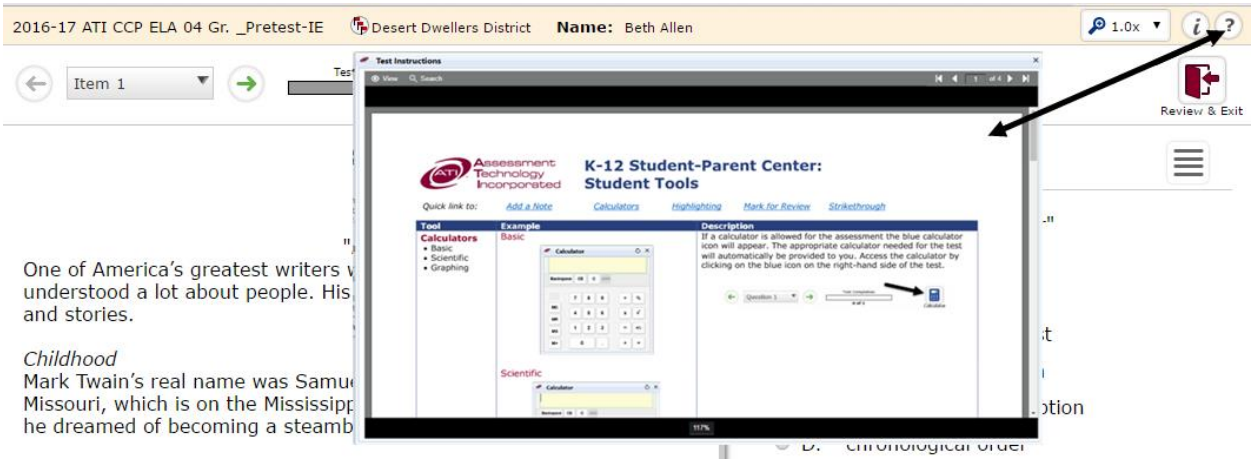
Refer to Test Item Types section, page 75, for a list of test item types.

4. After answering the test item, the student should move to the next test item. They do not have to select the *Save* button prior to moving to next test item.



STUDENT ONLINE TOOLS

Click the **?** icon found at the top of the page to view instructions on using each of the student online tools. Tools include: translate, zoom, test timer, text-to-speech, calculator, dictionary/thesaurus, item menu (allowing student to add note, strikethrough, mark for review, and highlighting).



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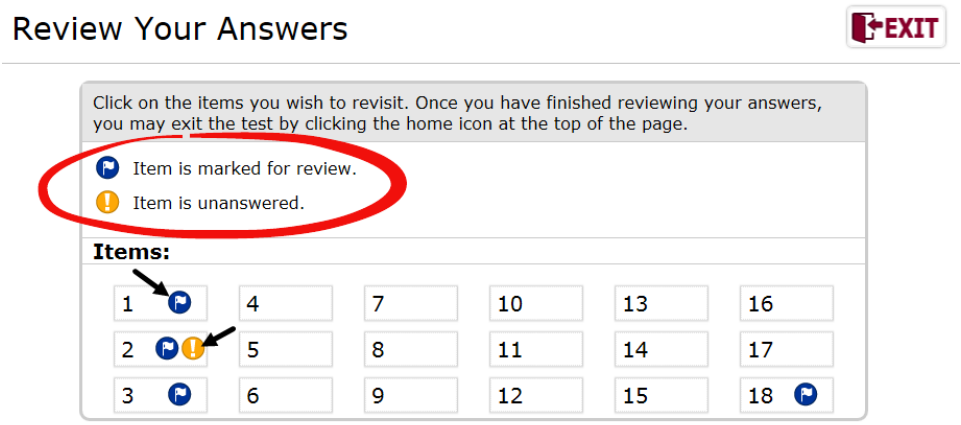
TEST STATUS

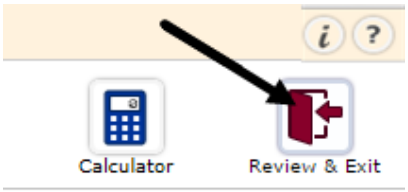
5. The status bar on the top, right hand side of the page displays your progress.

REVIEW PAGE/EXIT

6. When a test is completed, the student is brought to the ***Review Your Answers*** page. They may view a page, or answer/edit test items of the page by clicking on its test item number link.



7. They may visit the ***Review* Your Answers** page (and exit the test/quiz) at any time during the test by clicking on the *Review & Exit Test* button.



8. To exit the test, click the *Exit* button.

9. Once the student exits a completed test, the test is locked and they are not permitted to re-open the test.

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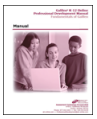


Refer to the Test Monitoring section, page 65, or the online help files for directions on unlocking a test for a student.

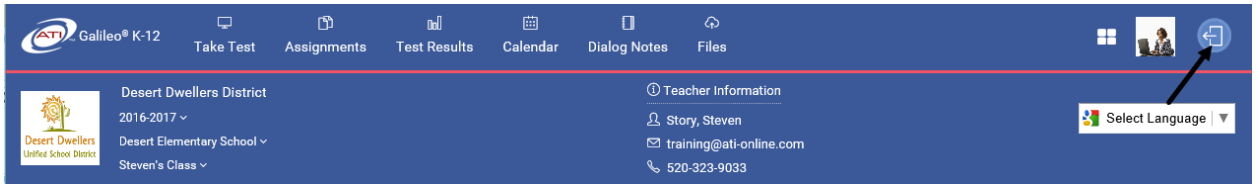
10. Proceed to the Test Completed section, page 64, for next steps.

TEST COMPLETED

FROM K-12 STUDENT-PARENT CENTER

1. Once the student has completed the test and clicked the *Exit* button. The student is brought to the ***Launchpad*** page.

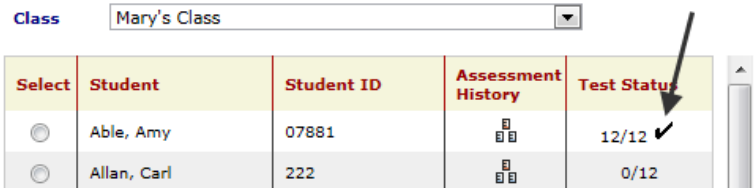
2. Use the **Logout** icon in the upper right hand corner to properly exit the *K-12 Student-Parent Center*.



FROM GIVE TEST OPTION

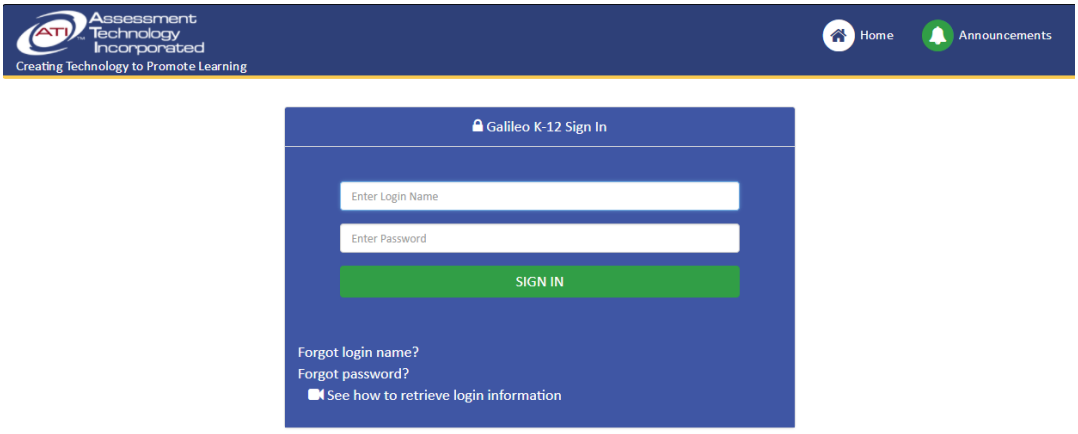
3. Once the student has completed the test and clicked the *Exit* button, the student is brought to the:

   a. teacher's ***Give Test*** page and the student's test status is displayed.



OR

   b. *Galileo K-12 Staff* login page.



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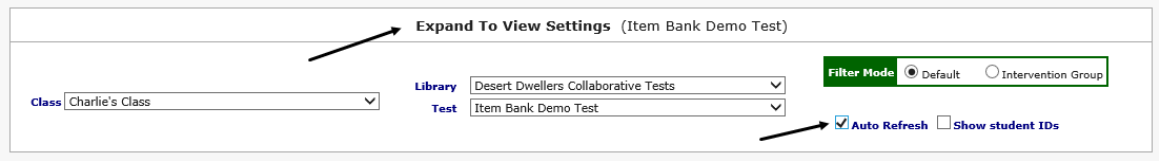
TEST MONITORING

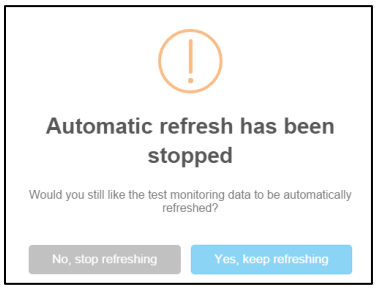
The ***Test Monitoring*** page is the page educators can come to monitor student progress on a test, while the test is in session. This page automatically refreshes every minute, providing the users up-to-date information on how students are answering the test items. (This page is populated once the assessment's answer sheet is scanned into *Galileo*.)

PAGE LAYOUT

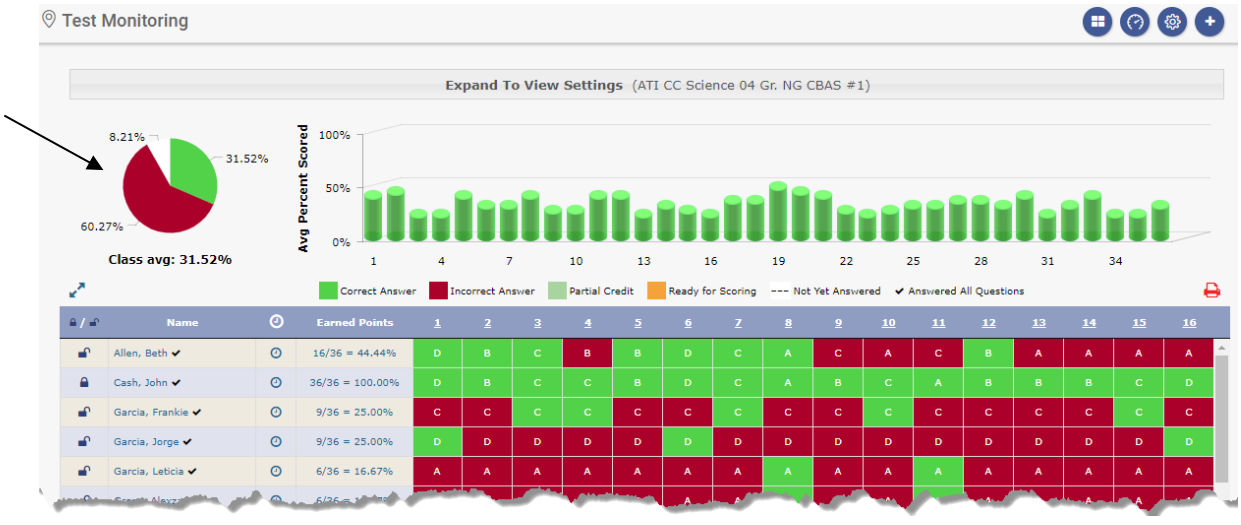
Clicking on the **Expand to View Settings** bar provides users with the ability to displays the **Filter Mode**, test library information, de-activate (or re-activate) the **Auto Refresh** command, and the ability to display **Student IDs**.



After 30 minutes of computer or Galileo-supported mobile device inactivity, a user is prompted if they are still monitoring the page. If answer "yes" the Auto Refresh command remains on; if "no", then Auto Refresh command is de-activated.



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



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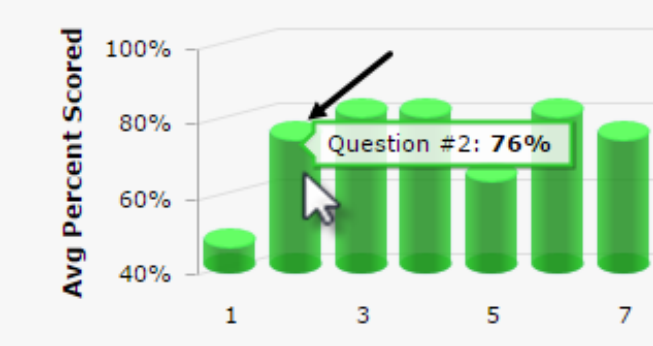
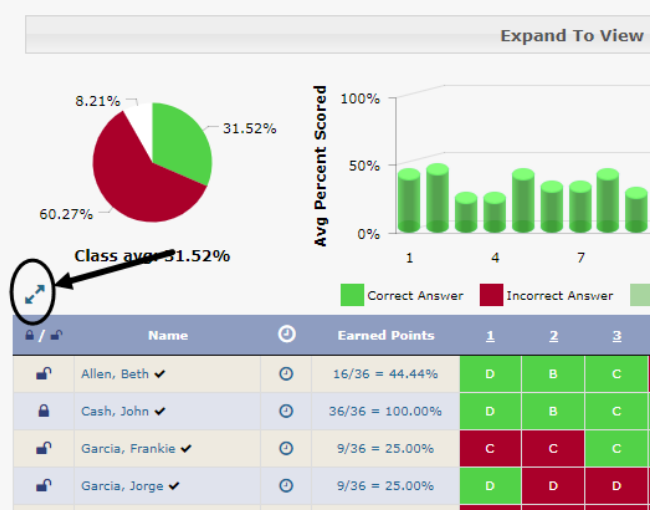
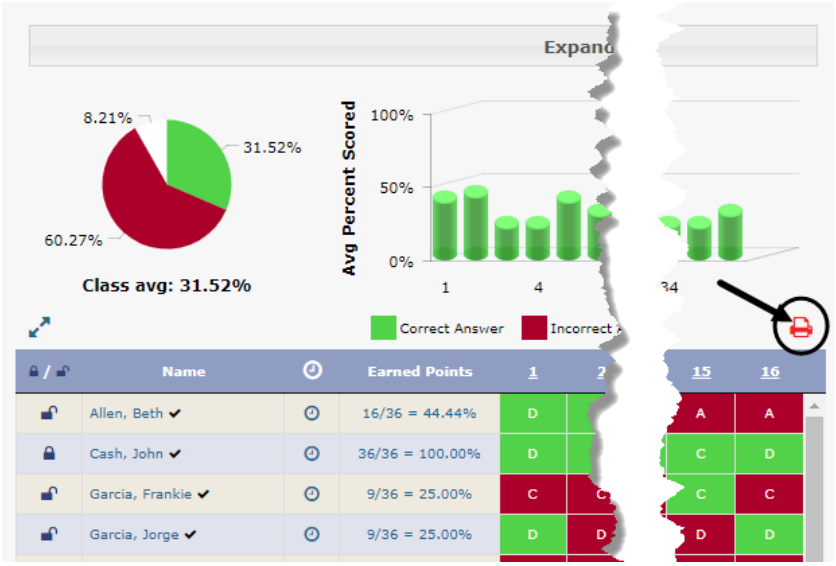
Hovering the mouse over the test number's column, the average percent displays.



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



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



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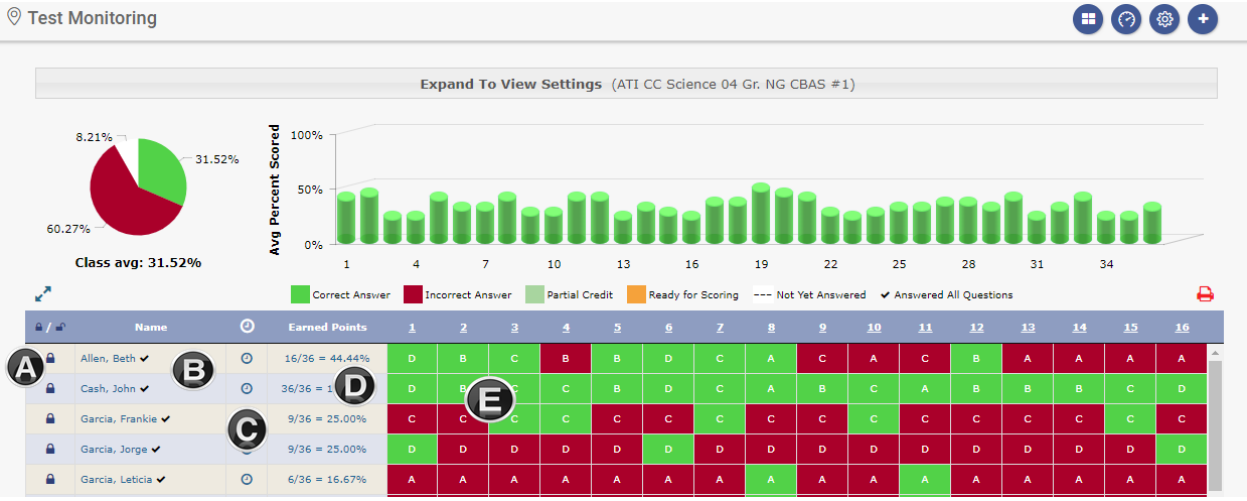
The middle of the page is each student is listed with the following information:



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.

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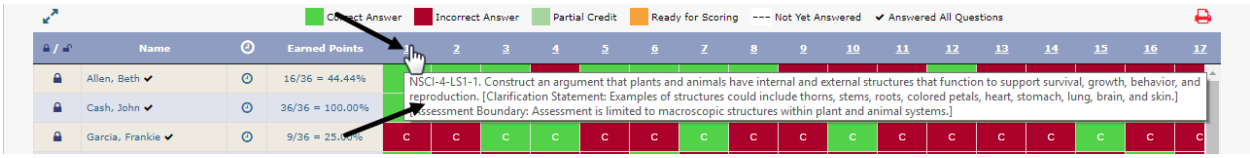
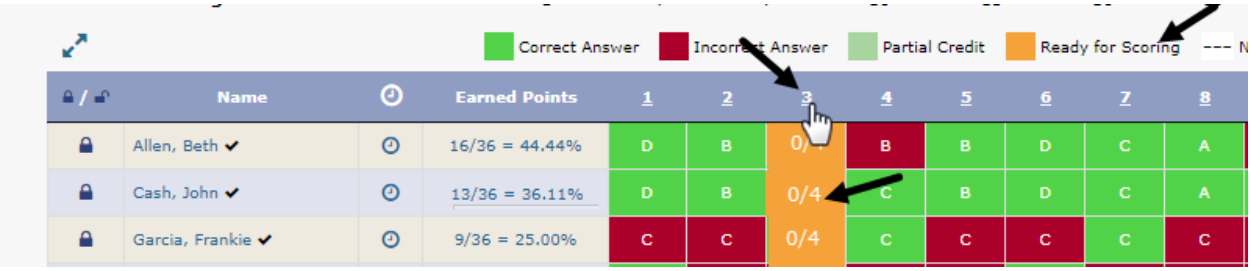
Hover the mouse over the test item # to display the standard as a tooltip.

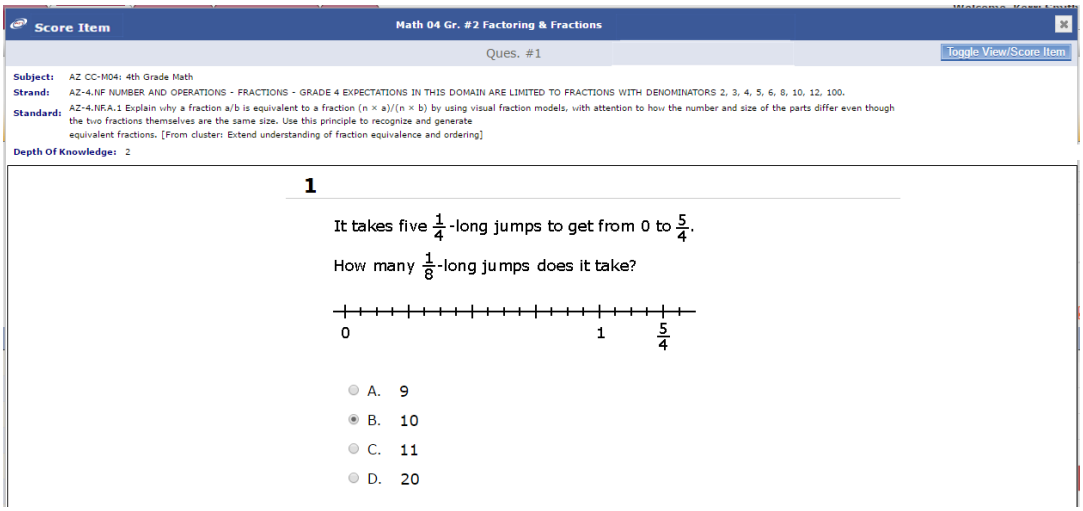


Click the test item # link to display the students' answer, scoring rubrics, and test item.



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.

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. Open response answers may be printed using the **printer** icon.



*You must have "Write" or "Read-Only" permission to the test library in order to view and/or enter **Earned Points** for the test item. Users with "Results Only" permission cannot view the test item.*

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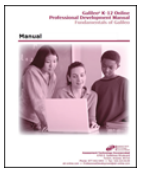
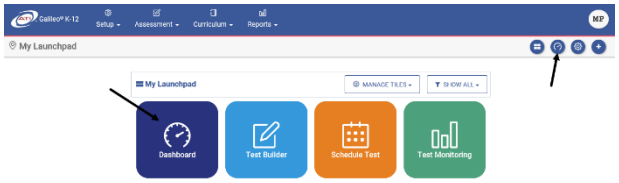


*Scoring of a test can be done on the **Test Monitoring** page. You may also enter student's scores elsewhere in Galileo. Refer to Score Test section, page 70, or the online help files for directions on manually scoring a test.*

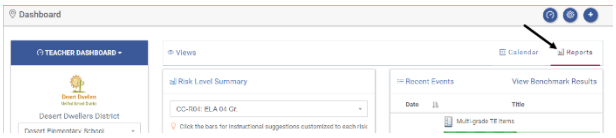
ACCESS

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

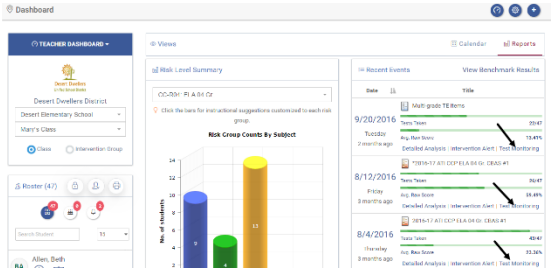
1. Access the ***Teacher Dashboard*** page. If necessary, refer to Access Dashboard section, page 26, for directions.



2. If necessary, click the Reports link.

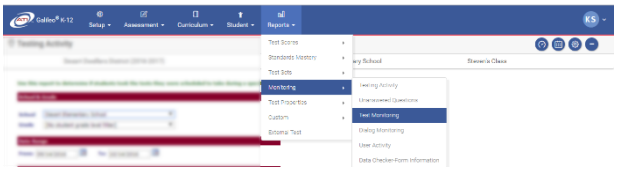


3. In the *Recent Events* widget, click the Test Monitoring link under the desired test.



4. Proceed to step #5.

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



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

3. If you selected:

   a. **Default** mode, verify the **School** and **Class**.

   b. **Intervention Group** mode, select the Intervention Group **Library** and the **Intervention Group.**

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

5. Refer to the Page Layout section, page 65, for information on interacting with this report.

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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

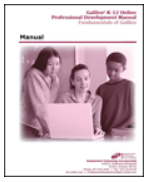
In order to view and score a student's test, the user must have *Write* or *Read-Only* permission to the test library. Users with *Results Only* permission to the test library cannot access the assessment test items, thus they cannot score and/or view student scores. Instructional Effectiveness (IE)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

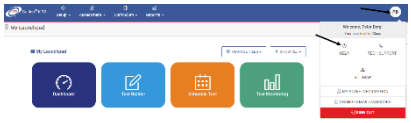
VIEW AND SCORE TEST OPTIONS

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.

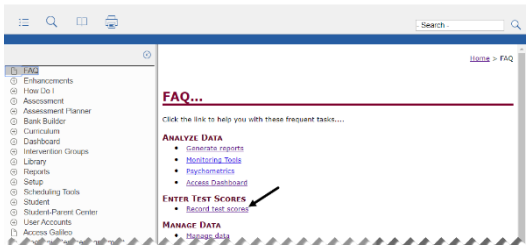
Viewing and entering test scores can occur on the ***Test Monitoring*** and the ***Score Tests*** page. This document addresses only how to score from the ***Test Monitoring*** page.

*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.

1. Access the ***Test Monitoring*** page. Refer to the Test Monitoring section, page 65, for directions on accessing this page.
2. Click the test item # link to display the students' answer, scoring rubrics, and test item.

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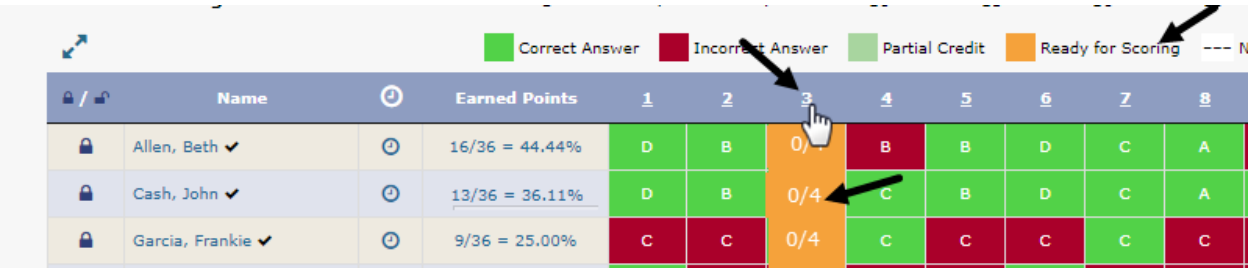
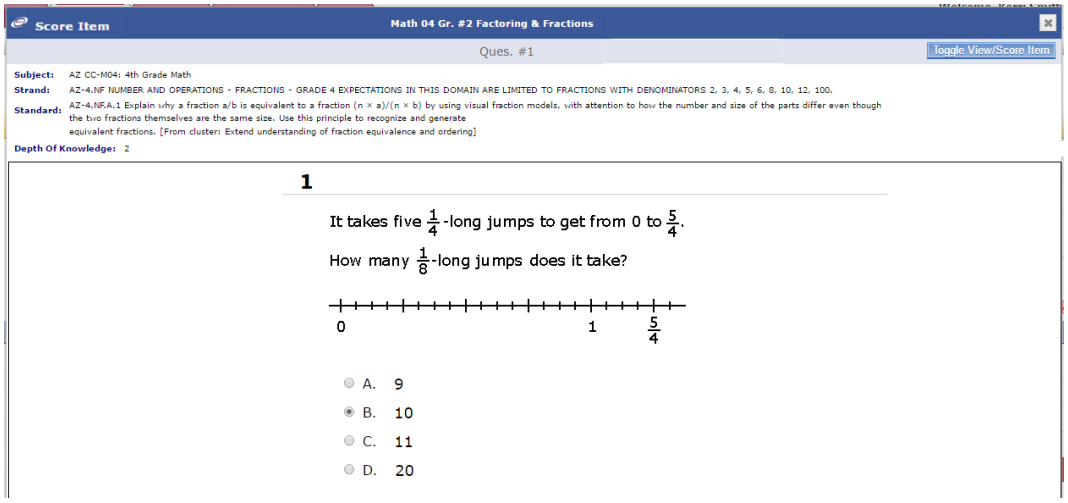


You must have "Write" or "Read-Only" permission to the test library in order to access this information. Users with "Results Only" permission cannot access this information.

3. 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. Open response answers may be printed using the **printer** icon.

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



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

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

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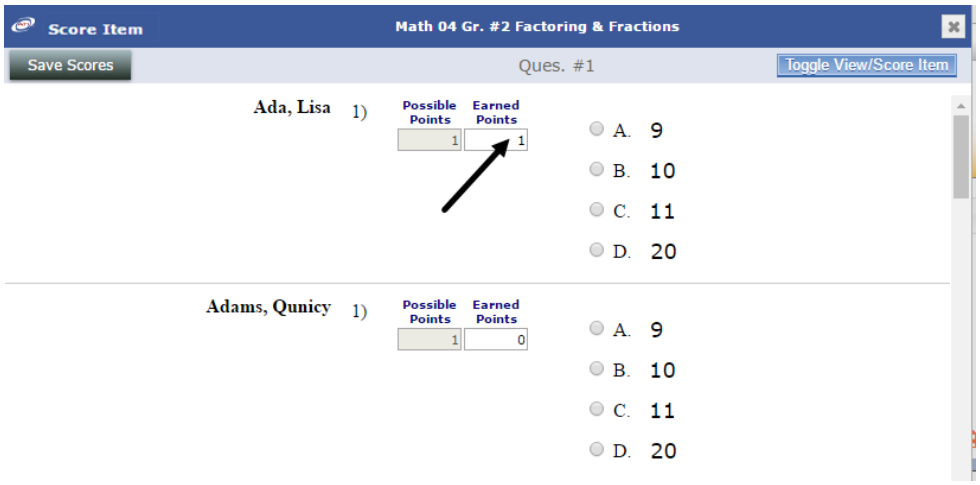
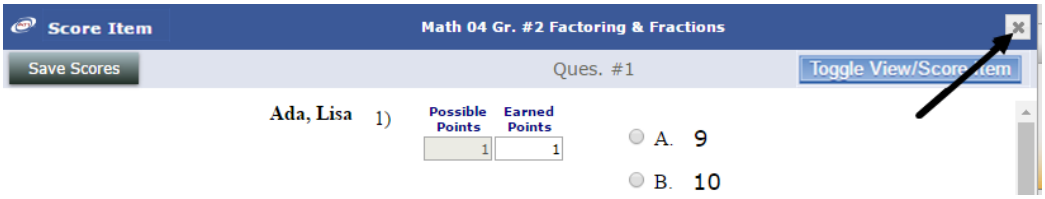


8. Repeat the previous step for each student.
9. Once all the selected students' earned points are entered, click the *Save Scores* button.
10. Answer the confirmation message.
11. Close the ***Score Item*** window to return to the ***Test Monitoring*** page.



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

VIEW OPEN RESPONSE ANSWER

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

1. Access the ***Test Monitoring*** page. Refer to the Test Monitoring section, page 65, for directions on accessing this page.

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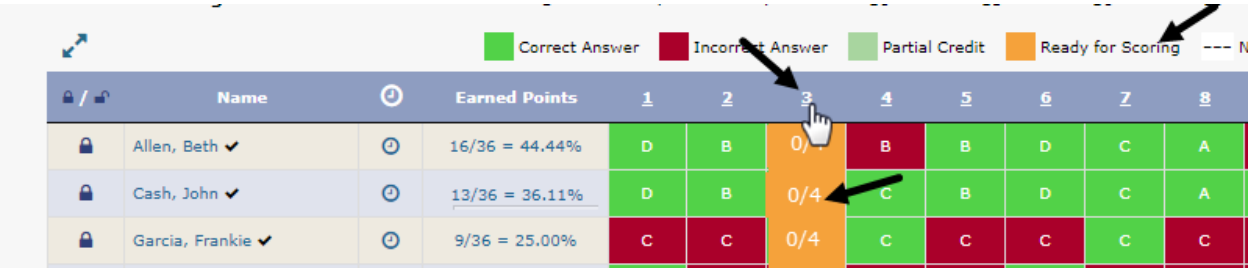
2. Click the test item # link to display the students' answer, scoring rubrics, and test item.



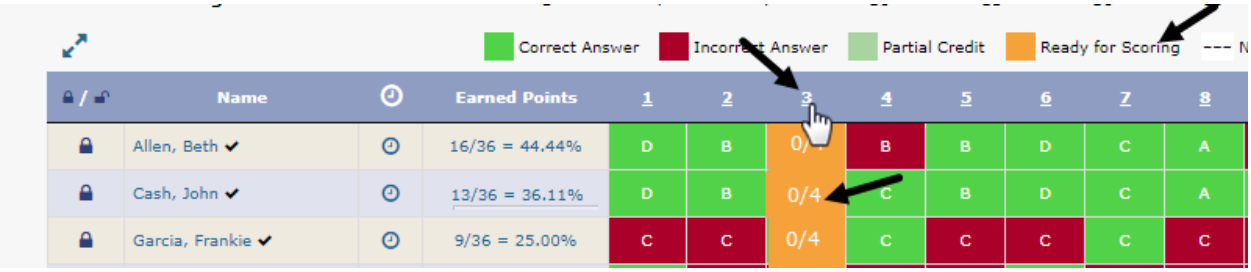
You must have "Write" or "Read-Only" permission to the test library in order to access this information. Users with "Results Only" permission cannot access this information.

3. The selected test item appears in a new window.

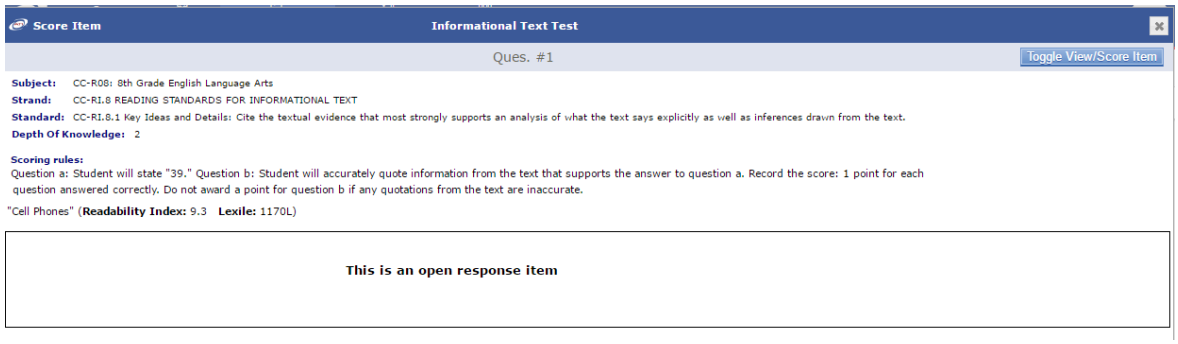
   a. Depending on the test library permissions, the test item may be viewed and/or **Earned Points** may be entered.

   b. Open response answers may be printed using the **printer** icon.

4. After clicking on the test item number as described in the Page Layout section (page 65), the ***Score Item*** page appears.



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



6. Open response answers displays.

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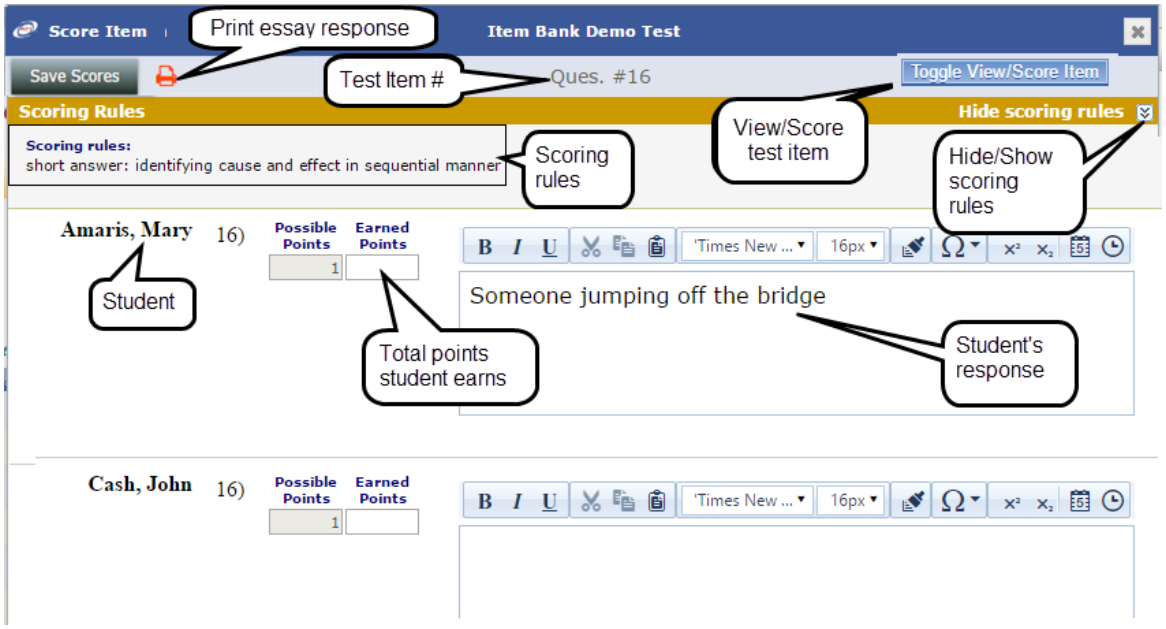
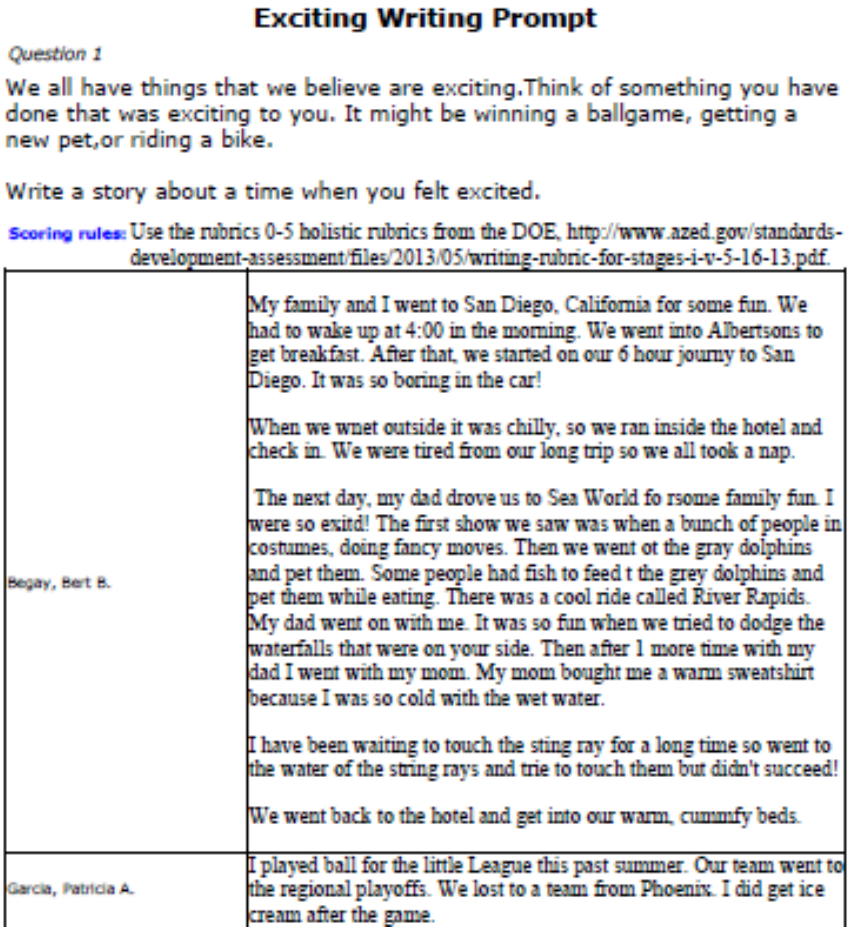


7. If desired, click the **printer** icon to generate a printed version of all student responses.



Exciting Writing Prompt

Question 1

We all have things that we believe are exciting.Think of something you have done that was exciting to you. It might be winning a ballgame, getting a new pet,or riding a bike.

Write a story about a time when you felt excited.

Scoring rules: Use the rubrics 0-5 holistic rubrics from the DOE, http://www.azed.gov/standards-development-assessment/files/2013/05/writing-rubric-for-stages-i-v-5-16-13.pdf.

Begay, Bert B.	My family and I went to San Diego, California for some fun. We had to wake up at 4:00 in the morning. We went into Albertsons to get breakfast. After that, we started on our 6 hour journy to San Diego. It was so boring in the car! When we wnet outside it was chilly, so we ran inside the hotel and check in. We were tired from our long trip so we all took a nap. The next day, my dad drove us to Sea World fo rsome family fun. I were so exitd! The first show we saw was when a bunch of people in costumes, doing fancy moves. Then we went ot the gray dolphins and pet them. Some people had fish to feed t the grey dolphins and pet them while eating. There was a cool ride called River Rapids. My dad went on with me. It was so fun when we tried to dodge the waterfalls that were on your side. Then after 1 more time with my dad I went with my mom. My mom bought me a warm sweatshirt because I was so cold with the wet water. I have been waiting to touch the sting ray for a long time so went to the water of the string rays and trie to touch them but didn't succeed! We went back to the hotel and get into our warm, cummfy beds.
Garcia, Patricia A.	I played ball for the little League this past summer. Our team went to the regional playoffs. We lost to a team from Phoenix. I did get ice cream after the game.

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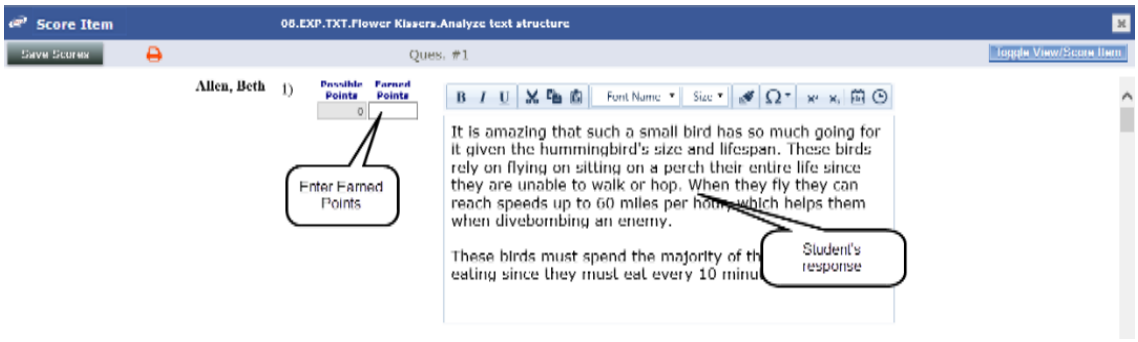
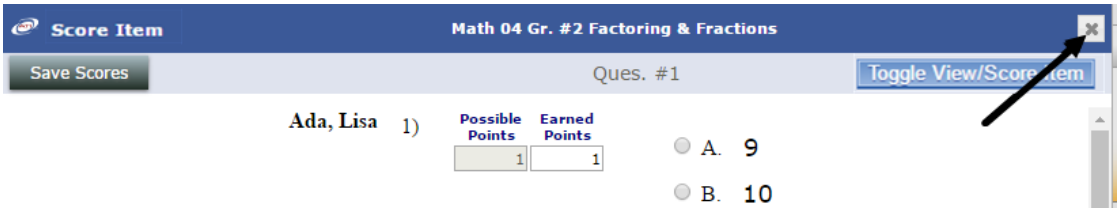
8. Locate the **student** and type the **Earned Points**.



9. Repeat the previous step for each student.
10. Once all the selected students' earned points are entered, click the *Save Scores* button.
11. Answer the confirmation message.
12. Close the ***Score Item*** window to return to the ***Test Monitoring*** page.



ASSESSMENT RESULTS

LIBRARY PERMISSION LEVEL

When an assessment is administered a teacher will have immediate results[1]. 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. A final score is a combination of the automatically scored test items and those test items that were manually scored.

[1] See Result Availability section, page 65, for further information on test results.

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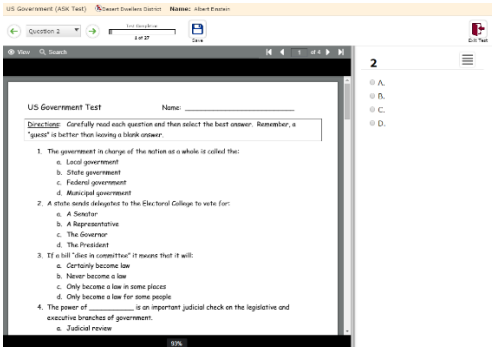
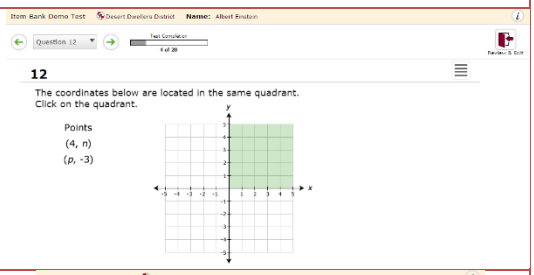
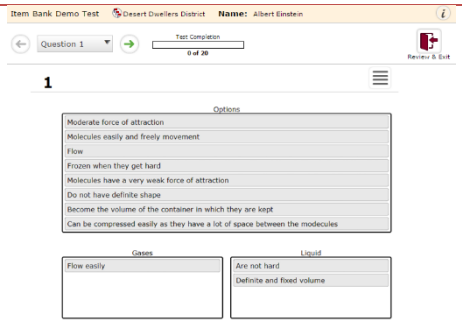
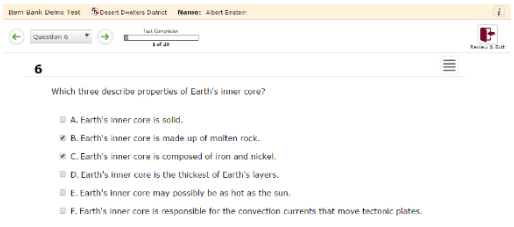
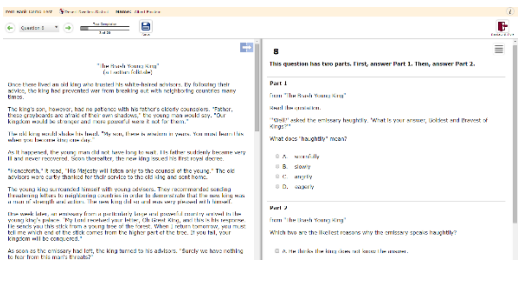
Test Item Type	Description	Scoring	Example
Automated Scoring Key (ASK)	Selected Response and/or Open Response	Selected response automatically scored by *Galileo*; others are automatically scored but an educator may manually modify the scoring	
Customized Technology Enhanced	Have clickable images, drag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

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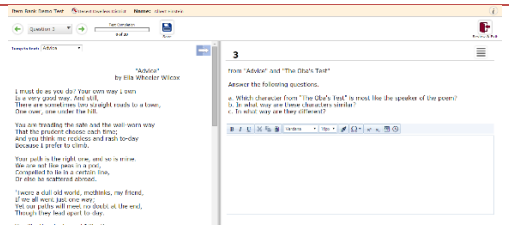
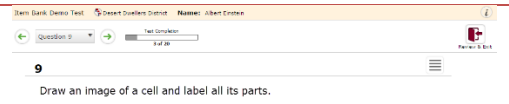
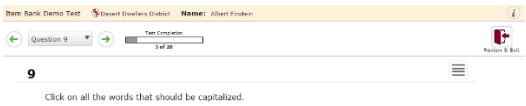
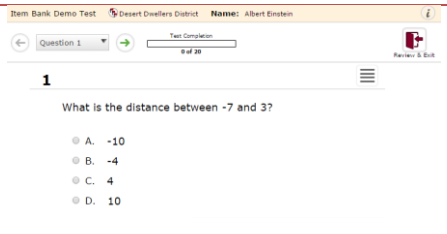
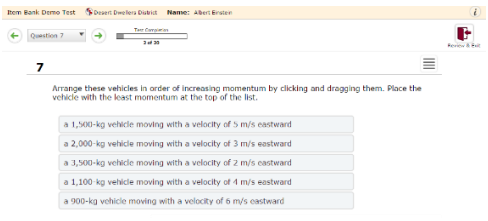
Test Item Type	Description	Scoring	Example
	response items. First answer Part 1 and then move on to the subsequent parts of the item.		
Open Response	Essay or Work Sample	Manually scored by educator	
Performance Items	Work Sample	Manually scored by educator	
Selectable Texts	Student selects a word, phrase,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

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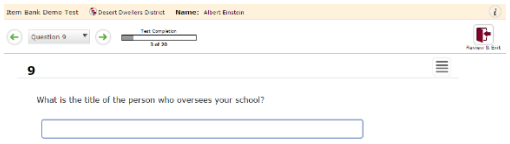
Test Item Type	Description	Scoring	Example
Short Answer Constructed Response	Short answer, letter by letter recognition	Automatically scored by *Galileo* but an educator may manually modify the scoring	

Result Availability

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

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).

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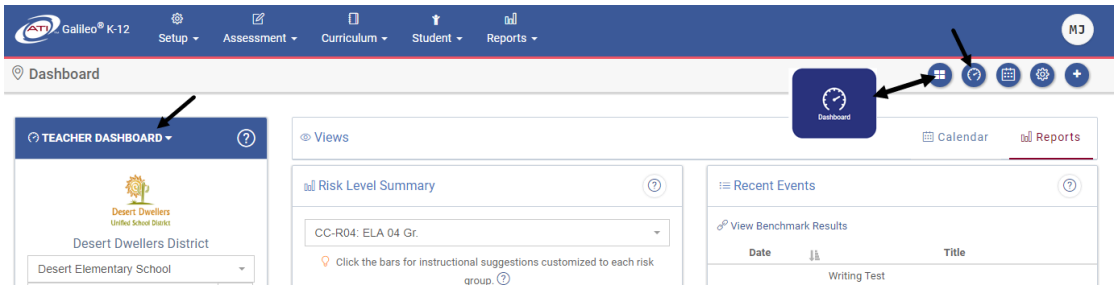
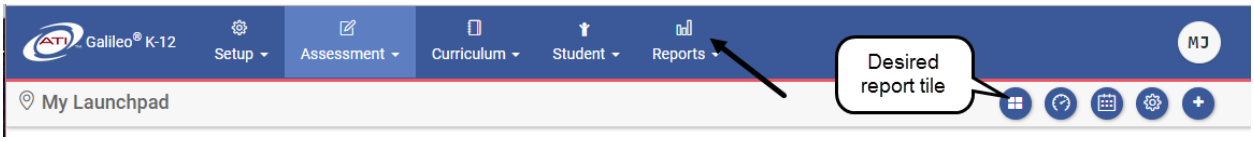


REPORTS

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

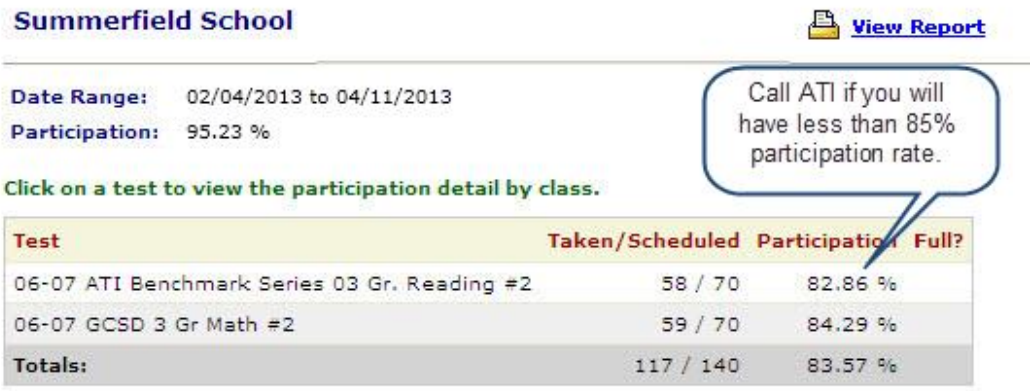


DATA PARAMETERS

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.



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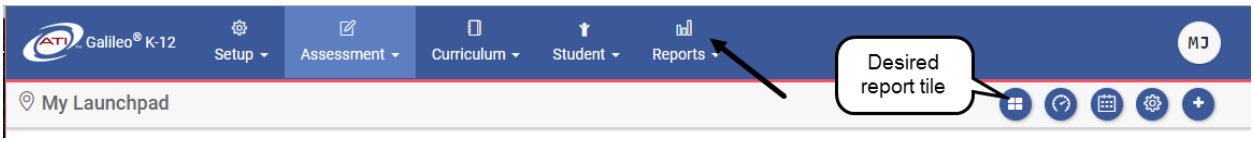
Once ATI has the necessary participation rate, the testing parameters are applied to your data.

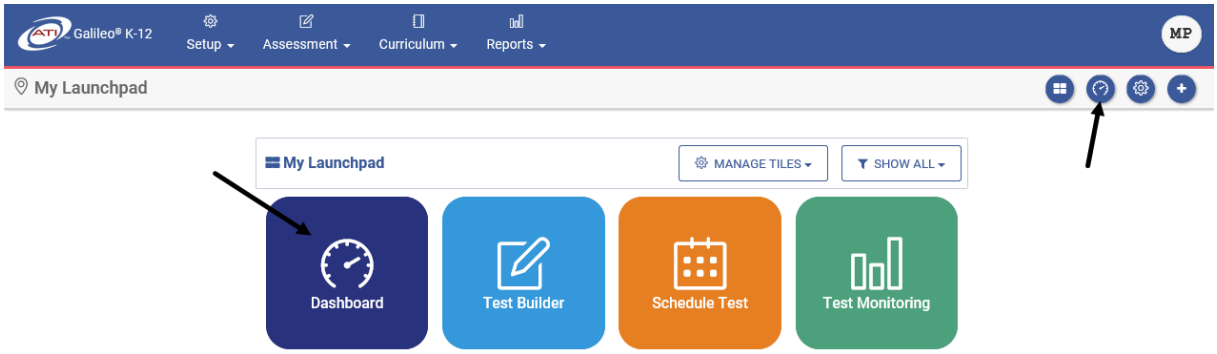
Districts/charter schools should allow at least ten (10) business days after the completion of the testing for ATI to generate these parameters.

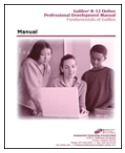
DATA ANALYSIS

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.

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