

K-12 Student-Parent Center

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The K-12 Student-Parent Center

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THE K-12 STUDENT-PARENT CENTER

WHAT IS THE K-12 STUDENT-PARENT CENTER?

Educators, and families can agree on the importance of forming a partnership of learning for their children. In our continuing effort to use technology to connect teachers, parents, and students, ATI offers the Galileo® *K-12 Student-Parent Center*.

Academic goals are best achieved when the student, teacher and parent work together. Teachers and parents can identify academic strengths and areas of growth to benefit the student. Through this collaboration, parents and teachers are supported in making informed decisions regarding the academic needs of the student.

The Galileo® *K-12 Student-Parent Center* is a secure area of Galileo where students and parents can access up-to-date personal information about academic performance from benchmark and teacher created assessments. Students also can access, and complete teacher scheduled assignments.

The Galileo® *K-12 Student-Parent Center* is easy to use! Getting started requires internet access, a login name, and a password. Students will share identical secure login information. Teachers and administrators share the role of keeping information in the Galileo® *K-12 Student-Parent Center* up-to-date. Students and parent's login from ATI's website, www.ati-online.com, under *K-12 Student-Parent Center* link.



SYSTEM REQUIREMENTS

To use the Galileo *K-12 Student-Parent Center*, you must have access to a computer system that is connected to the internet or a Galileo-supported mobile device that has the appropriate browser and Adobe Acrobat Reader. You will want to consult the ATI home page, [System requirements/Security](#). Provide this information to parents, to ensure their home computer or mobile device is equipped to use the Galileo® *K-12 Student-Parent Center*.

(Image on next page.)



TEACHER PREPARATION

It's simple for teachers, students and parents to use the *K-12 Student-Parent Center*. Use this checklist below to get started:

- Verify that all students in their class are listed on their Galileo roster. Most districts/charter schools import the roster data from their Student Information System (SIS). See [Login Name and Passwords](#), page 38.
- Verify students have been assigned a login and password. Most districts/charter schools populate the student login and password information during an import process from their Student Information System (SIS).
- Provide directions for students and parents on [how to access the K-12 Student-Parent Center](#).
- Schedule and post class assessments and assignments. You will also need to decide if you will post scores and when students will see those scores.
- Directions for scheduling an assessment or an assignment are in the [online help files](#).
- Provide assessment score and responses appropriately. Directions for posting scores and responses are in the [online help files](#).

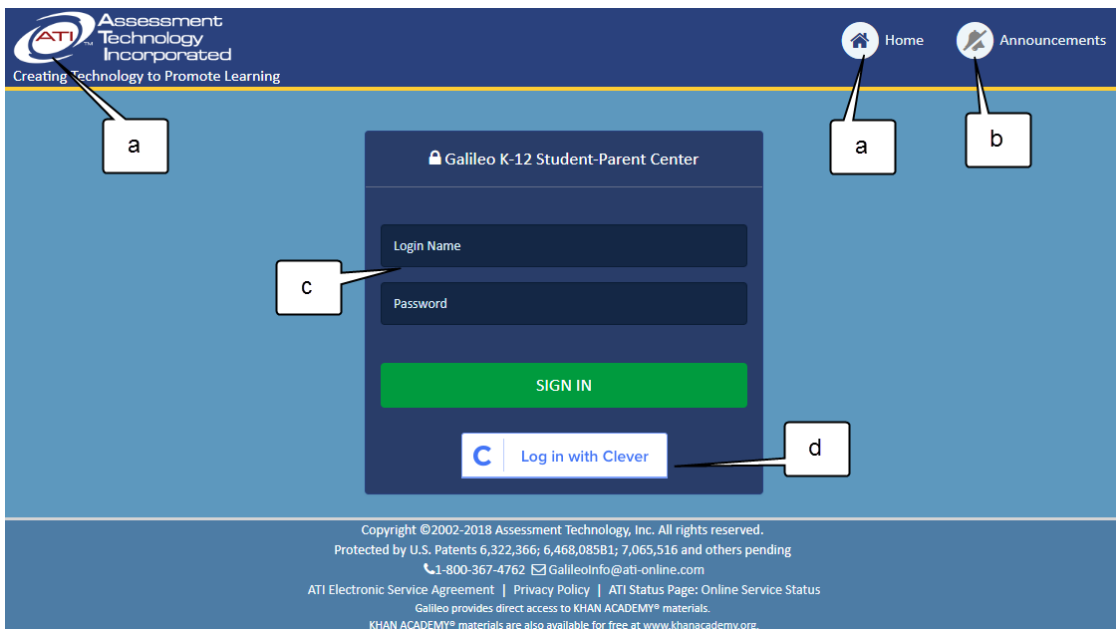
ACCESS, LOGIN, AND NAVIGATE

ACCESSING THE LOGIN PAGE

1. Click the [K-12 Student-Parent Center](#) link from the Assessment Technology Incorporated's website (www.ati-online.com).



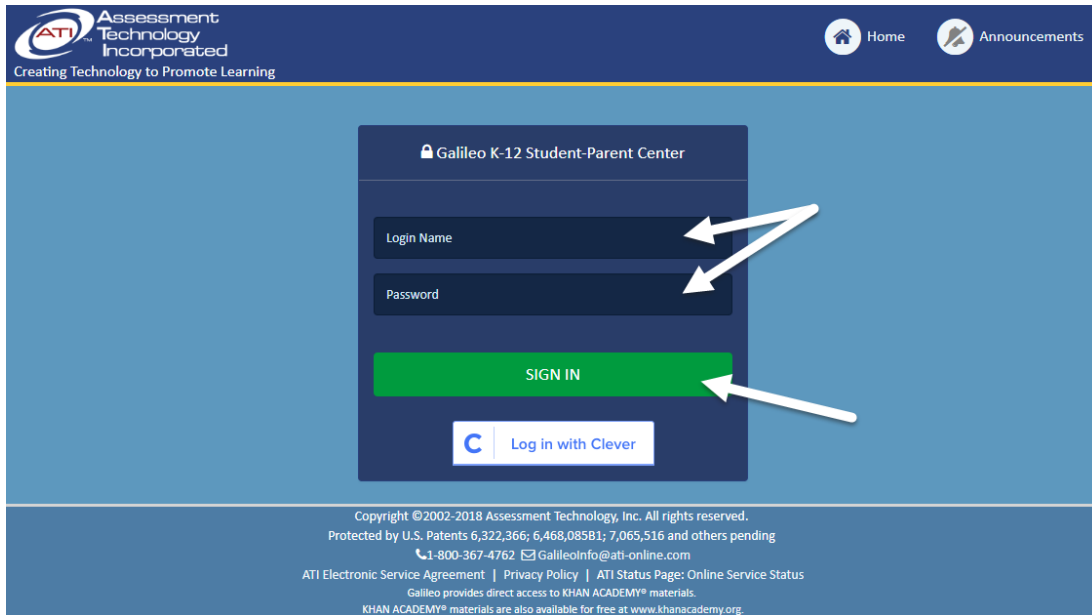
2. The *K-12 Student-Parent Center* login page provides quick links to the Assessment Technology, Incorporated corporate website (www.ati-online.com) to announcements, as well as the Login Name and Password portal.



- a. Quick links: Link to the ATI corporate website.
- b. Announcements: Announcements will pop-up when a user accesses the *K-12 Student-Parent Center* login page. Once the pop-up is closed, the announcements may be re-read by clicking on the announcement's icon.
- c. Student-Parent Portal: Fields where students and parents enter the student's **Login Name** and **Password**.
- d. Log in with Clever option

LOGIN TO THE GALILEO® K-12 STUDENT-PARENT CENTER

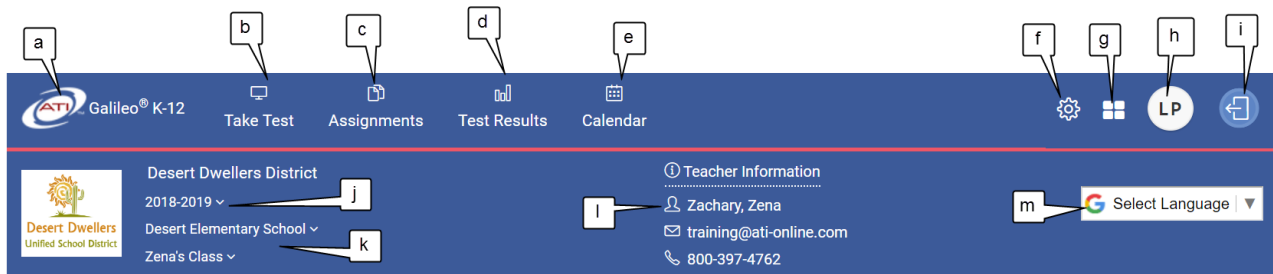
1. Access the Galileo *K-12 Student-Parent Center* login page. Refer to the Accessing the Login Page section, page 3, for instructions.
2. From the *K-12 Student-Parent Center* login page, type the **Login Name** and **Password** that has been provided to the student's teacher.



3. Click the *Sign In* button.

USER OPTIONS

Upon logging into the *K-12 Student-Parent Center*, students and parents may access several **user options** located in the blue menu bar at the top of the page.



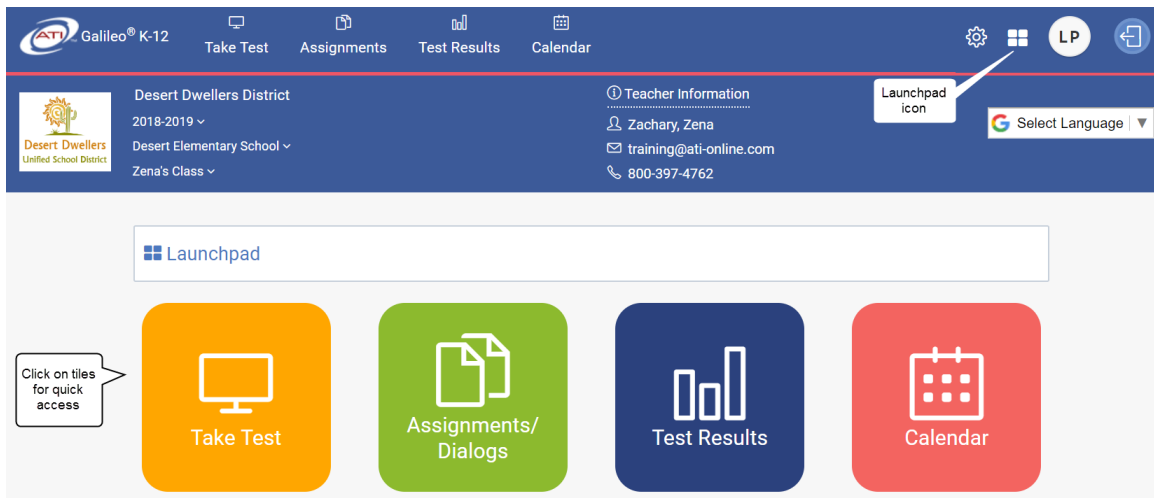
Every screen in the *K-12 Student-Parent Center* will provide you with user options. User options give you access to:

- the **ATI corporate page** (www.ati-online.com).
- the **Take Test** icon. A list of scheduled tests displays. Directions for taking a test can be found in the [Access a Test or a Quiz](#) section, page 13.
- the **Assignment** icon. A list of scheduled assignments and Dialogs displays. Directions for taking an assignment can be found in the [Accessing Dialogs, Assignments, or Activities](#) section, page 24.
- the **Test Results** icon. Displays test scores and benchmark performance results. Refer to the [View Assessment Results](#) section, page 31, for further information.
- the **Calendar** icon. Displays scheduled events. Further information can be found in the [Launchpad](#) section, page 6.
- the **System Information** icon. Displays information about the operating system, browser and user agent information about the computer being used to access the K-12 Student Parent Center. Includes a button to send system information to TechSupport@ati-online.com for more immediate help with troubleshooting.
- the **Launchpad** icon. Displays the *Launchpad* tiles for quick access to common tasks, such as taking a test, accessing assignments/Dialogs, view test results, and view the calendar.
- the **student's settings**. The settings allows the student to customize their profile, such as adding a picture.
- a **logout** icon.

- j. **school year** data.
- k. a **school** and **class** drop-down menus. These drop-down menus allows the student to switch school and/or classes if they are enrolled in more than one school and/or class.
- l. **Teacher contact** information. Telephone and e-mail address displays only if information is saved on the **Staff User Accounts** page.
- m. **Google Translate**. Allows students and parents to view the page in the language of their choice.

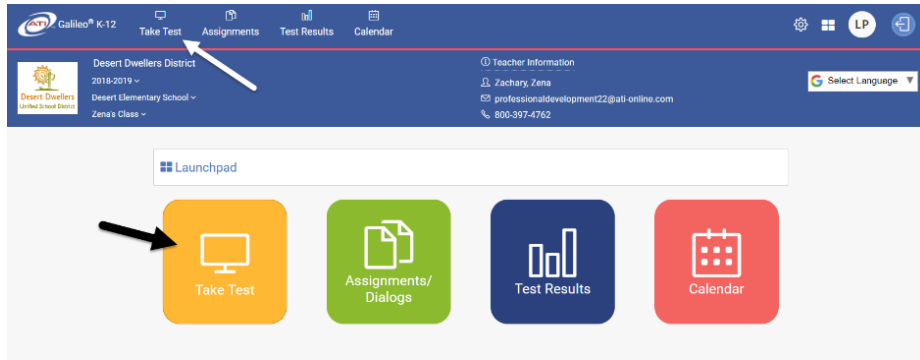
LAUNCHPAD

The *Launchpad* tiles allows for quick access to common tasks, such as taking a test, accessing assignments/Dialogs, view test results, and view calendar.

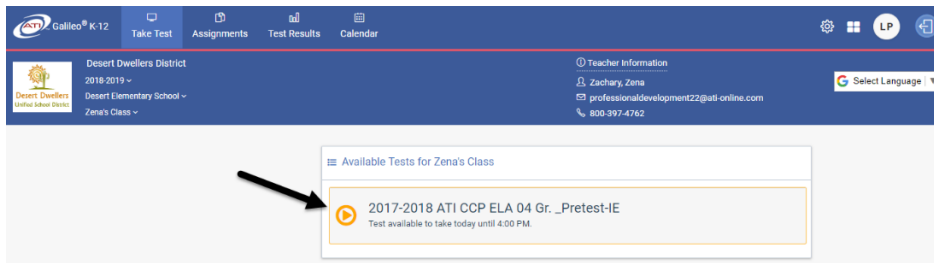


The tiles available on the *Launchpad* function similarly to the icons described in the User Options section (page 5). The available tiles are:

- a. **Launchpad** icon. By clicking this icon in the upper right corner returns you to the **Launchpad** page.
- b. **Take Test**. A list of scheduled tests displays. Directions for taking a test can be found in the Access a Test or a Quiz section, page 13.
 - i. Click either **Take Test** icon displays any scheduled test.

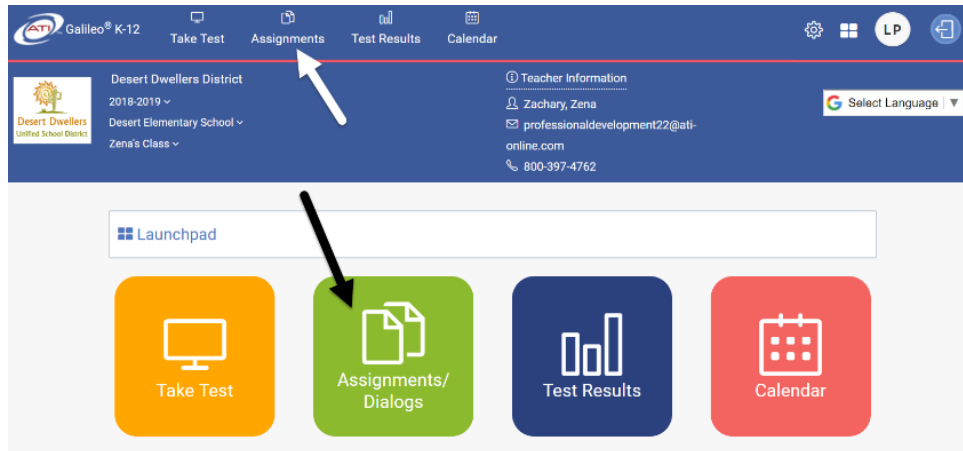


ii. Then click the desired test name link.

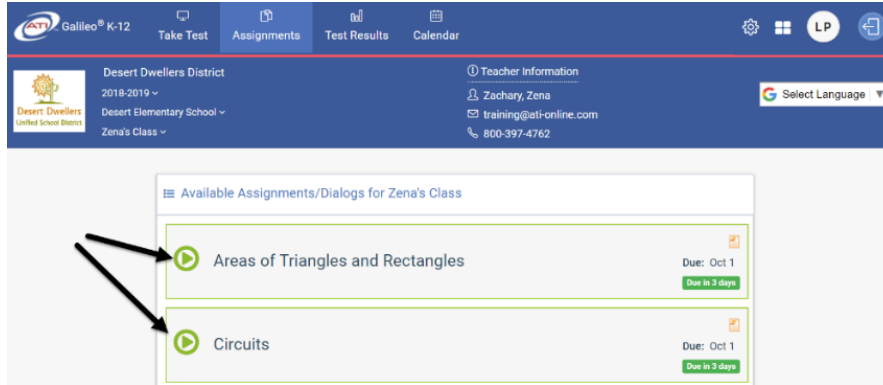


c. **Assignment.** A list of scheduled assignments and Dialogs displays. Directions for taking an assignment can be found in the Accessing Dialogs, Assignments, or Activities section, page 24.

i. Click either the **Assignments/Dialogs** or the **Assignments** icon to display any scheduled assignment and/or Dialog.

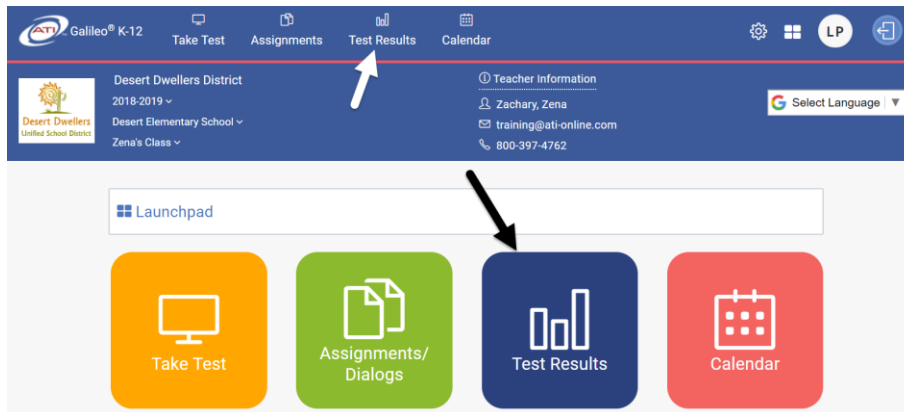


ii. Then click the desired assignment name link.



d. **Test Results** icon. Displays test scores and benchmark performance results. Refer to the [View Assessment Results](#) section, page 31, for further information.

- i. Click either **Test Results** icon allows a student or parent to see the test scores and benchmark performance results. Only those scores in which the educator marked to post in the *K-12 Student-Parent Center* displays.



- ii. A list of the results of completed benchmark and formative assessments are displayed. The teacher or administrator must have designated to post the assessment results and responses when scheduling an assessment for the tests and results to be viewed.

(Image on next page.)

Completed Tests

Show External Tests

Click on any test name to view development profile report.

Search:

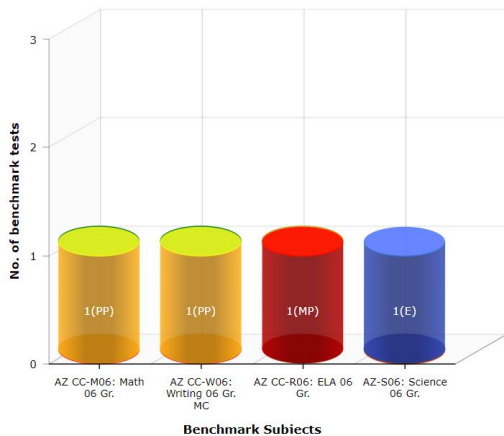
Type	Subject	Test Title	View My Responses	Date	Score	Percentage	DL Score	Percentile Rank
Benchmark	AZ CC-M06: Math 06 Gr.	2018-19 ATI AzMERIT Math 06 Gr. CBAS #1		08/07/2018	17/45	<div style="width: 38%;"><div style="background-color: #28a745; height: 10px;"></div></div> 38%	1015 (PP)	54
Benchmark	AZ CC-W06: Writing 06 Gr. MC	2018-19 ATI AZ-CCRS Writing 06 Gr. CBAS #1		08/08/2018	21/44	<div style="width: 48%;"><div style="background-color: #28a745; height: 10px;"></div></div> 48%	1056 (PP)	62
Benchmark	AZ CC-R06: ELA 06 Gr.	2018-19 ATI AzMERIT ELA 06 Gr. CBAS #1		08/09/2018	11/35	<div style="width: 31%;"><div style="background-color: #28a745; height: 10px;"></div></div> 31%	945 (MP)	9
Benchmark	AZ-S06: Science 06 Gr.	2018-19 ATI AZ Science 06 Gr. CBAS #1		08/13/2018	21/45	<div style="width: 47%;"><div style="background-color: #28a745; height: 10px;"></div></div> 47%	1059 (E)	66
Formative	6th Grade Science	6th Grade Benchmark 1		09/27/2018	14/21	<div style="width: 67%;"><div style="background-color: #28a745; height: 10px;"></div></div> 67%	N/A	N/A

Showing 1 to 5 of 5 entries

and

Performance Levels across Subjects

Click on any subject to view individual tests performance for that subject.

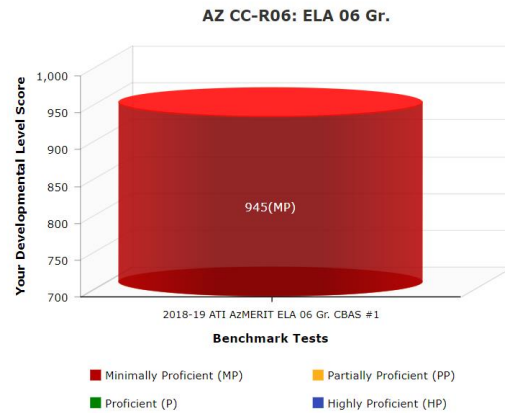


This widget reflects your performance across different benchmark subjects.

Performance Levels across Tests

SUBJECTS

Click on any test to view individual development profile report for that test.

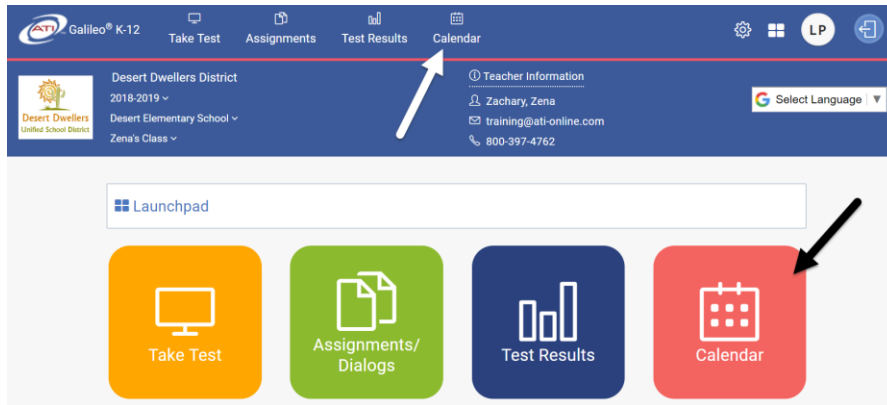


This widget reflects your performance in a subject across different benchmark tests.

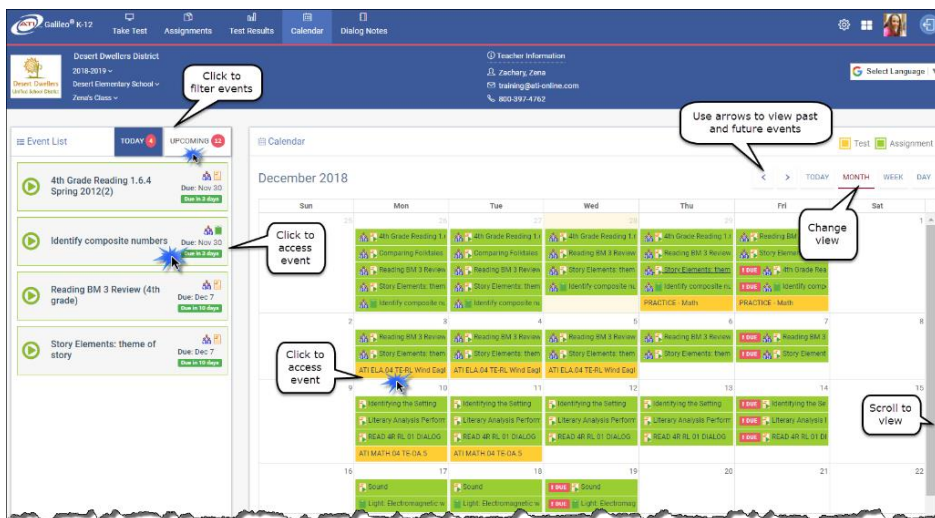
e. **Calendar** icon. Displays scheduled events, and allows the user to display events by day, week, or month.

- i. Clicking the **Calendar** icon or Calendar tile from the Launchpad allows a student or parent to see the assignments, tests, and lessons scheduled for a given time period. Users may change the view from month, to week and to day. The arrows allow the user to toggle to past events and future events. Additionally, students may access assignments/Dialogs and tests from the **Calendar** view.

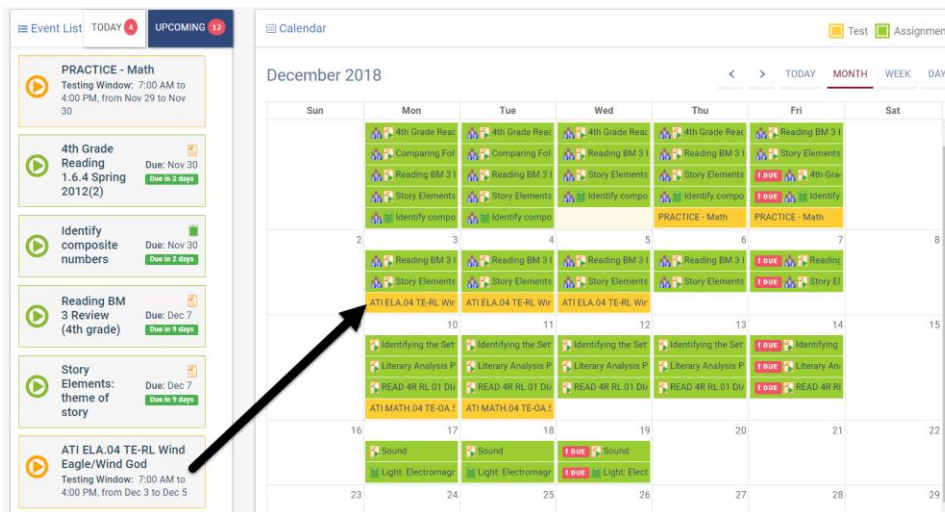
(Image on next page.)

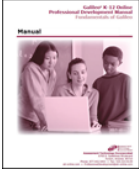


ii. All scheduled events display.



iii. Events may be accessed by students from the **All Events** list, or by clicking the event link in the **Calendar**.





For instructions on completing a Dialog/Assignment or test refer to "[Student's Guide for Accessing and Navigating an Activity in the K-12 Student-Parent Center.](#)"

INACTIVITY

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

WHERE TO NOW?

STUDENTS

In the *K-12 Student-Parent Center*, students may edit their profile, take tests and quizzes, complete assignments/*Dialogs* and access and add to *Dialog Notes*. Please refer to the [Student Section](#), page 12, for these directions.

PARENTS AND STUDENTS

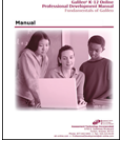
Parents and students together may access the *K-12 Student-Parent Center* to view assessment scores. Please refer to the [Parent and Student Section](#), page 31, for these directions.

TEACHERS AND ADMINISTRATORS

Teachers and administrators manage the data available to students and parents in the *K-12 Student-Parent Center*. The [Teacher and Administrator Section](#), page 38, provides instructions.

STUDENT SECTION

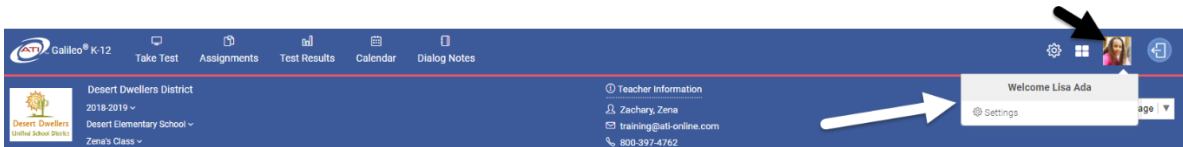
This section of the manual addresses directions for students to set up their profile, take a test, take a quiz, complete an assignment/Dialog, and record and access Dialog notes. Please refer the [Parent and Student Section](#), page 31, for directions on posting assessment scores.



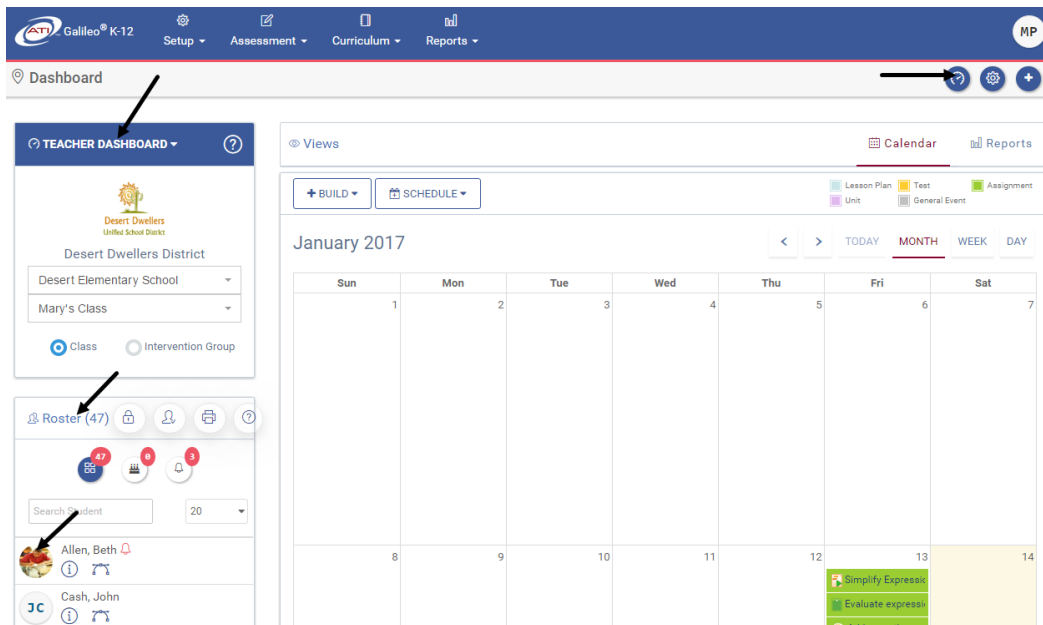
Refer to [Appendix](#), page 57, for a reference guide that teachers can provide to students on accessing and navigating the K-12 Student-Parent Center.

SET UP PROFILE IN SETTINGS

1. Access and login to the *K-12 Student-Parent Center*. (Refer to the [Login to the Galileo® K-12 Student-Parent Center](#) section, page 4, for directions.)
2. Click the drop-down box by your name and select the **Settings** option.



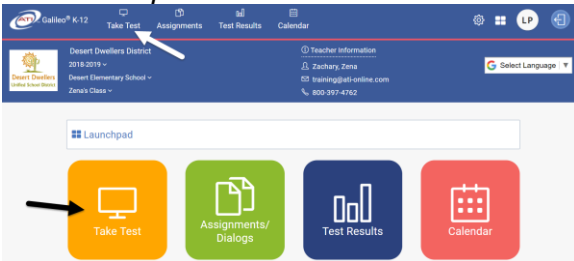
3. To add a photo, click the *Select Image* button. This allows you to browse images saved on your device and upload them as your profile picture.
4. Click the *Save Picture* button.
5. Your profile picture is now set up and displays on the **Teacher Dashboard's Roster** widget.



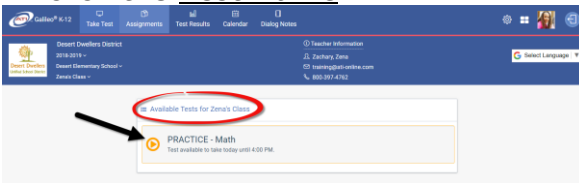
ACCESS A TEST OR A QUIZ

1. Access and login to the *K-12 Student-Parent Center*. (Refer to the [Login to the Galileo® K-12 Student-Parent Center](#) section, page 4, for directions.)

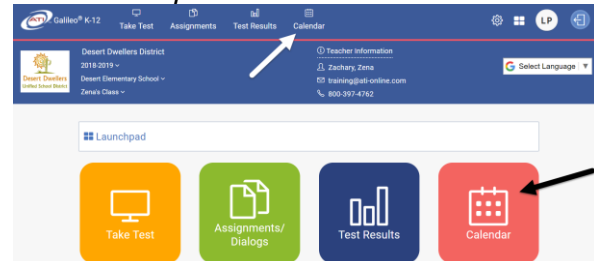
2. Click the **Take Test** icon from the **User Options** area or from the **Launchpad**.



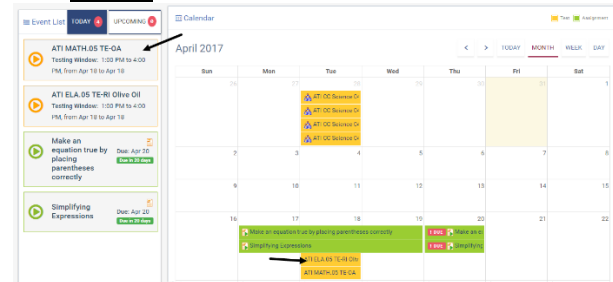
3. Under the **Available Tests** section, click the Test Name.



2. Click the **Calendar** icon from the **User Options** area or from the **Launchpad**.



3. Under the **All Events** or the **Calendar** section, click the **Test name**.



4. If the test has a test password, a pop-up will appear. "Enter the password your teacher gave you and then press the "Start Test" button."

Test Information

Enter the password your teacher gave you, and then press the "Start Test" button.

Test Title: PRACTICE - Math

.....

START TEST **CLOSE**

- Please note that you might receive a message when:

An Invalid password is typed.

You should verify that the entered password is correct.

Test Information

Enter the password your teacher gave you, and then press the "Start Test" button.

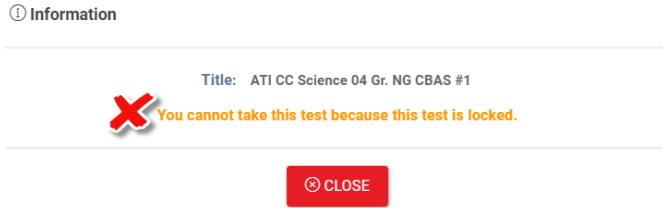
Test Title: PRACTICE - Math

....

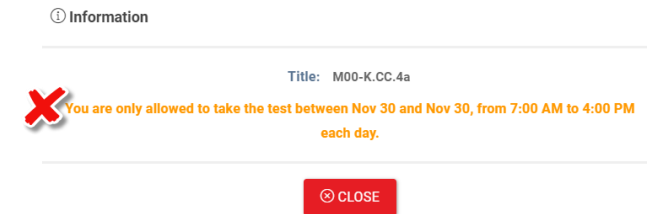
START TEST **CLOSE**

ERROR: Invalid Password. Please re-enter.

A test is locked. Contact the teacher who scheduled this test to unlock access.



The selected test is not scheduled for the current date and time. Verify that the selected date and time are correct for the appropriate test.



5. Click the *Start Test* button.

NAVIGATE THROUGH A TEST OR QUIZ



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

1. Access and login to the test or quiz in *K-12 Student-Parent Center*. (Refer to the [Access a Test or a Quiz](#) section, page 13, for directions.)

INSTRUCTIONS

2. Click the **i** icon that may be found at the top of the page to read the test instructions. A test may not have instructions, in which case no icon will be displayed.
3. Review the instructions. If necessary, click the [test instructions](#) link or watch the instructional video.



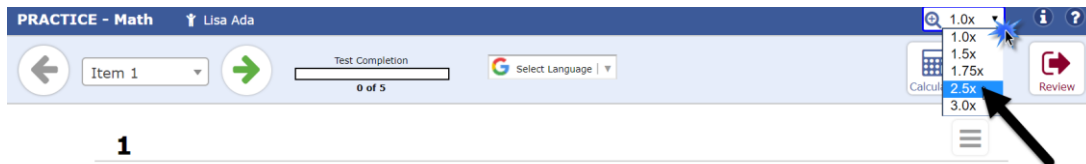
4. Click the **X** on the **Test Instructions** window to close this window and return to the test.

TRANSLATE

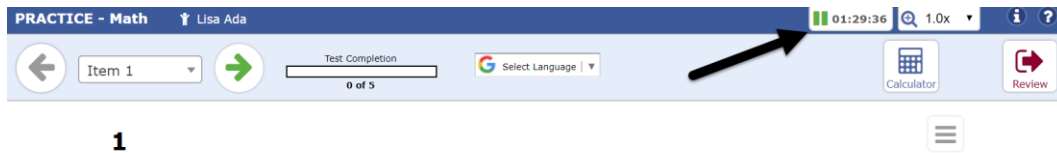
5. If your teacher has provided you the ability to translate the test to a different foreign language, click the **Select Language** field and select the desired language.

**ZOOM**

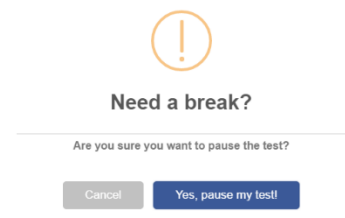
6. You may make the screen content larger on the page by using the **Zoom** drop-down field.

**TEST TIMER**

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



8. Pause the timer by clicking the **timer** pause.



TEXT-TO-SPEECH

9. You may see the *Text-to-Speech* options for each appropriate item. Please note, there may be items on the test that do not have *Text-to-Speech* controls because of the nature of the skill being assessed.
10. When clicking on the **speaker** icon students are presented three Text-to-Speech options:
- Hear the Question
 - Hear the Options
 - Hear the Question and Options

The screenshot shows the top navigation bar with the text "2018-2019 ATI Math 07 Gr. TE Demo TTS" and the user name "Lisa Ada". Below the navigation bar, there is a question labeled "1" with the text: "Which set of box plots best demonstrates that two data distributions could have a percentage of overlap even though their medians, ranges, and interquartile ranges are different?". To the right of the question, there is a speaker icon. A black arrow points from the speaker icon to a dropdown menu that contains three options: "Hear the Question", "Hear the Options", and "Hear the Question and Options".

11. The Text-to-Speech functionality may be paused and/or stopped by clicking the appropriate icon.



NAVIGATE

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

2018-2019 7 Gr. TE Demo TTS Lisa Ada 01:21:53 1.0x

Use green arrows to move between questions

← Item 4 →

Test Completion

1 of 44

Select Language

Calculator Review

4

Test Item #

Use drop-down to view a selected question

One hundred samples of five data points were randomly selected from each of four populations. The medians of each population's samples were plotted as shown below. Another random sample was then taken from one of the populations and recorded as follows:

{89, 91, 97, 95, 82}

From which population was this sample LEAST likely selected?

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

← Item 12 →

Test Completion

45 of 45

Dictionary Review

Click to expand text window

Scroll bar

12

from "The Water Spider"

Why do the other animals doubt water spider will succeed?

A. They think she will get lost on the way to the fire.

B. They think she is too small to carry the fire back.

C. They do not understand how she spins a web.

D. They do not understand how she walks on water.

"The Water Spider"
(a Cherokee folktale)

Long ago, when the world began, the animals had no fire and were often cold. They could sometimes see fire in the sky, but it was too far away even for those who could fly. Their great hope came when a shooting star fell to the earth. The animals could smell something new and could see smoke rising from a tree. Between the animals and the tree, though, was a great lake. The animals held a council. Many who were able to swim or fly suggested plans for getting to the fire.

The raven, who was then a white bird, was known for his sharp eyesight. He went first. The raven flew across the wide lake and landed on the top branches of a sycamore tree. He could see the fire in the tree, far below, but he could not think of a way to reach the fire and bring it home without hurting himself badly. He coughed because of the smoky air and finally flew away. When he returned, his feathers were black with smoke. He has been black ever since.

Several owls followed him, but all came back unsuccessful and smoke-damaged. The little snake and the big snake tried as well, and both came back black from the scorching fire. Neither, though,

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

The screenshot shows the top navigation bar with a back arrow, a dropdown menu set to 'Item 22', a forward arrow, and a 'Test Completion' progress bar at '45 of 45'. Below this, a 'Jump to text:' dropdown menu is open, showing 'All About Almonds' (highlighted) and 'The Tasty Almond'. A circular callout '1' points to the selected option, and another callout '2' points to the second option. The main text area contains two passages. The first passage is titled '"All About Almonds"' and the second is titled '"The Tasty Almond"'. A circular callout '1' is placed at the start of the first passage, and a circular callout '2' is placed at the start of the second passage. A large arrow points from the 'All About Almonds' option in the dropdown menu to the first passage, and another large arrow points from the 'The Tasty Almond' option to the second passage.

Jump to text: All About Almonds
All About Almonds
The Tasty Almond

"All About Almonds"

Almond trees grow wild in Asia and the Middle East. They have a twisted trunk and thin leaves. Their flowers are pink or white and shaped like a bell. They produce almonds, a nut that has been an important food for thousands of years.

Almonds are oval-shaped, whitish inside and covered in a brown skin. Almonds are a popular food. They are a little bit sweet. They are very healthy, too. They have protein, vitamins, and minerals in them. People crush them to make almond butter in the same way they crush peanuts to make peanut butter. People also grind almonds and mix them with water to make almond milk.

Almonds are also pressed to make almond oil. Almond oil is good to eat, but it is more often used in make-up and lotion. It smells very good. It helps skin stay soft. People also use almond oil if they have an itchy head. The oil helps hair grow stronger, too.
Assessment Technology, Inc. 2012

"The Tasty Almond"

Almonds are small nuts that grow on trees. Almonds are actually the pit, or seed, of the almond fruit. While almond fruit is leathery and cannot be eaten, almonds are good to eat and have a sweet buttery taste. People around the world have enjoyed eating almonds for thousands of years.

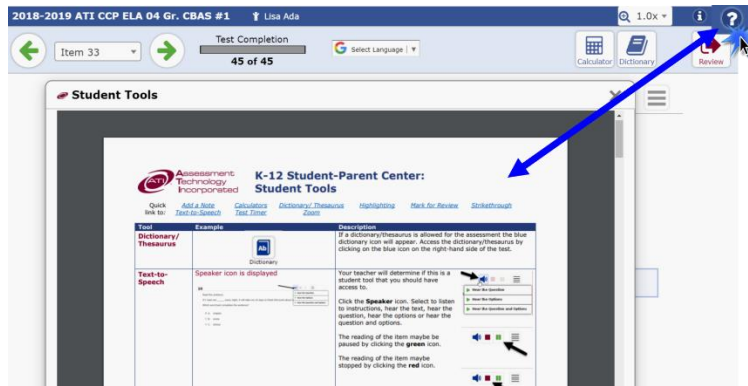
Almonds are often eaten raw, but they can also be roasted or smoked.

ANSWER THE ITEM

15. Follow the provided directions and respond appropriately. Test items may ask you to:
- Choose one correct answer.
 - Choose more than one correct answer.
 - Show or explain your work. Enter the response in the box provided.
 - Type an extended constructed response. The size of the box does not limit the length of your response.
 - Click, drag, or manipulate elements.
16. After answering the test item, you automatically move to the next test item using the arrow at the top of the page. You do not have to select the Save button.

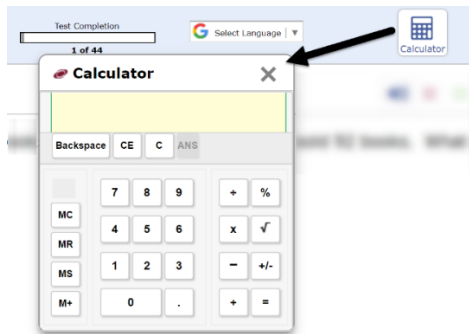
STUDENT ONLINE TOOLS

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



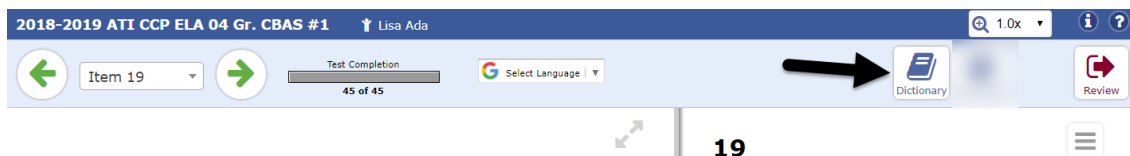
CALCULATOR

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



DICTIONARY/THESAURUS

If available, click the **dictionary** icon to access the online dictionary and/or thesaurus.



Please note that there are several dictionaries and/or thesauruses that are appropriate for different grade levels. The appropriate dictionary/thesaurus is automatically selected based on the grade level of the test. The student does not see any difference in the interface. The search results will just reflect the appropriate dictionary/thesaurus.

(Image on next page.)



ITEM MENU

Click the **item menu** icon to select the online tools.

6

The graph below shows the relationship between distance measured in meters and distance measured in yards.

Which of the following is closest to the number of meters that is equivalent to 6 yards?

Measures of Distance

ADD A NOTE

1. Select **Add a Note**, type your note in the **Add a Note** window, and click the **Save and Close** button.
2. A **note** icon displays to the right of the test item number.

11

Model cars come in 3 sizes and 3 colors:

Sizes
Small
Medium
Large

How many different combinations of sizes and colors are possible?

A. 3
 B. 6
 C. 9
 D. 18

Need paper to calculate

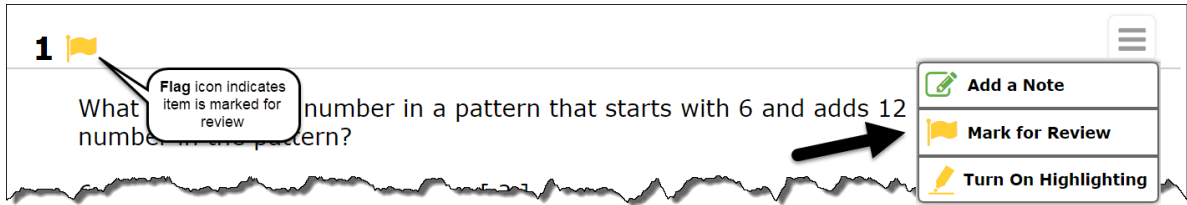
Delete Note Save and Close

3. Click the **note** icon to re-open to view, edit, or to select the **Delete Notes** button.

Tip: To quickly view which test item has a note, also select the "Mark for Review" option.

MARK FOR REVIEW

1. Select **Mark for Review**.
2. A **flag** icon displays to the right of the test item number.



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

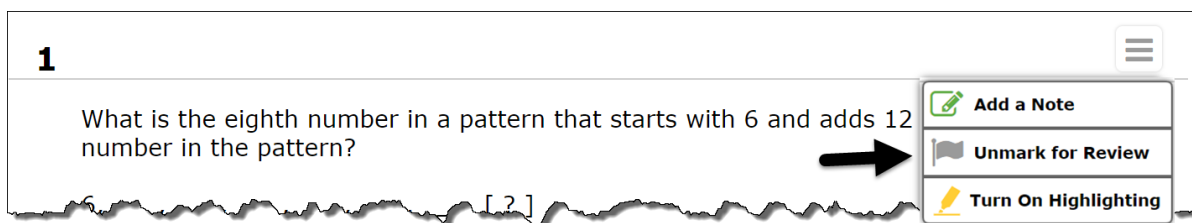


and

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



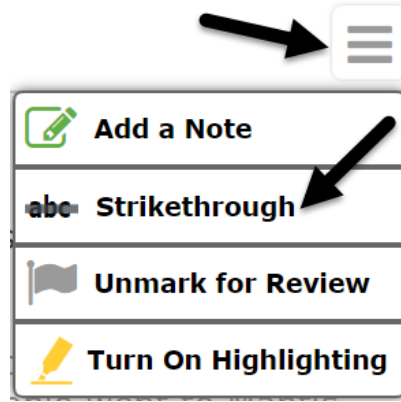
4. Select the **Unmark for Review** to remove the flag.



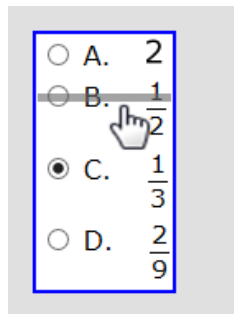
STRIKETHROUGH

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

1. Select **Strikethrough**.



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

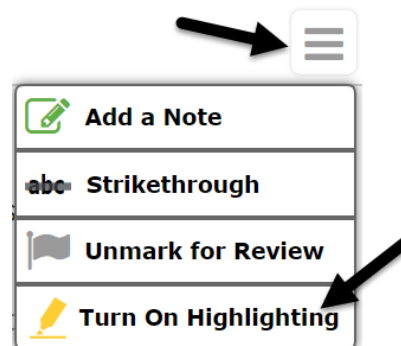


3. Click either the **item menu** icon or anywhere on the test page.

TEXT HIGHLIGHTING

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

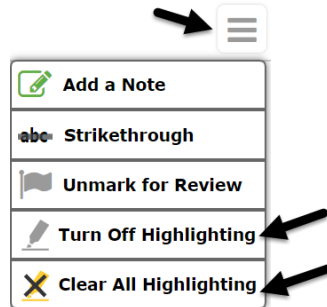
1. Select **Turn On Highlighting**.



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

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

- To stop the highlighting, click the **Turn Off Highlighting**.
- To clear all highlighting, click the **Clear All Highlighting**.



TEST STATUS

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



REVIEW & EXIT

ATI recommends that students review the tests before exiting.

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

Review Your Answers **EXIT** ↗

Click on the items you wish to revisit. Once you have finished reviewing your answers, you may exit the test by clicking the 'Exit' button at the top of the page.

- Item is marked for review.
- Item is unanswered.

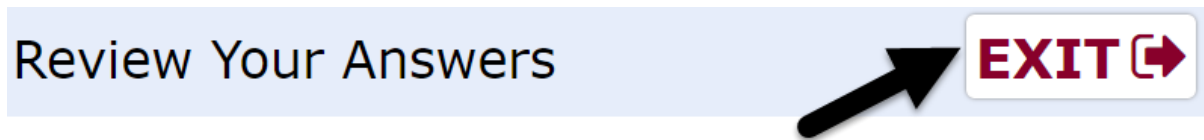
Items:

1	10	19	28	37
2	11	20	29	38
3	12	21	30	39
4	13	22	31	40
5	14	23	32	41
6	15	24	33	42
7	16	25	34	43
8	17	26	35	44
9	18	27	36	

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



- To exit the test from the **Review Your Answers** page, click the *Exit* button.

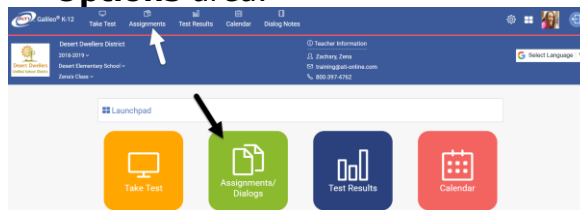


ACCESSING DIALOGS, ASSIGNMENTS, OR ACTIVITIES

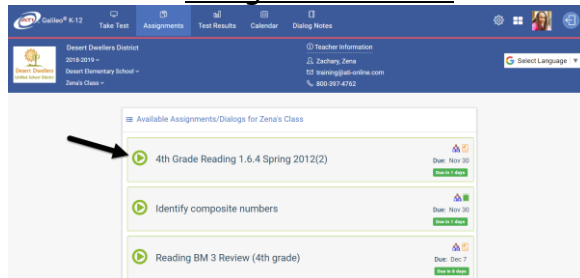
Dialogs, activities and other instructional content appear as assignments to students in the *K-12 Student-Parent Center*. An assignment may require audio. If so, it is recommended that you have a headset.

- Access and login to the *K-12 Student-Parent Center*. (Refer to the Login to the Galileo® K-12 Student-Parent Center section, page 4, for directions.)

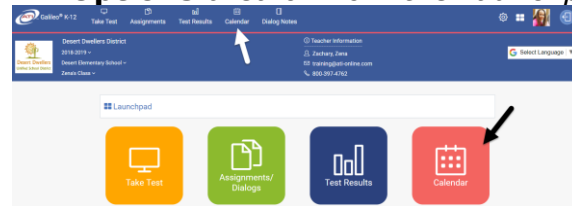
- Click the **Assignments/Dialogs** icon from the *Launchpad* or **Assignments** icon from **User Options** area.



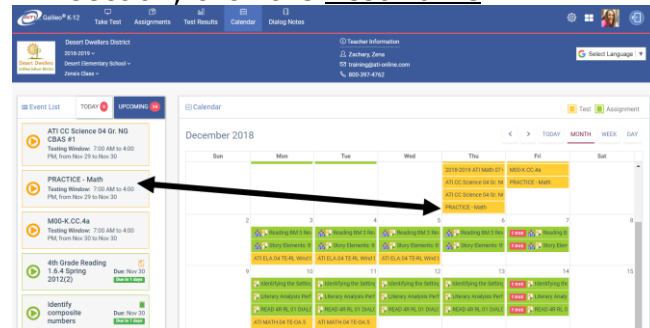
- Under the **Available Assignments/Dialogs** section, click the Assignment Name.



- Click the **Calendar** icon from the **User Options** area or from the *Launchpad*.



- Under the **Event List** or the **Calendar** section, click the Test name.



KHAN ACADEMY® CONTENT

If the assignment is a KAHN Academy activity, you will be directed to a video or interactive activity hosted by KHAN Academy. The teacher should provide specific instructions for interacting with this type of assignment.

The screenshot shows the Khan Academy interface. The top navigation bar includes 'Courses', 'Search', the Khan Academy logo, 'Donate', 'Login', and 'Sign up'. The left sidebar shows a breadcrumb trail: 'Math > Arithmetic > Fractions > Adding and subtracting fractions word problems'. Below this is a list of practice problems, with the current one highlighted: 'Practice: Add and subtract fractions word problems (same denominator)'. The main content area is titled 'Add and subtract fractions word problems' and includes the standard 'CCSS Math: 5.NF.A.2'. It features social media sharing options for Google Classroom, Facebook, Twitter, and Email. The problem text reads: 'Katie and Tyler are working at their lemonade stand. They have sold $\frac{1}{2}$ of a pitcher of lemonade and now have $\frac{1}{3}$ of a pitcher left to sell. What fraction of a pitcher of lemonade did they start with?'. Below the text is an input field for the answer. At the bottom, there is a 'Stuck? Watch a video or use a hint.' link and a 'Report a problem' link. A progress bar at the bottom indicates 'Do 7 problems' with a 'Check' button.

CURRICULUM PATHWAYS® CONTENT

If the assignment is Curriculum Pathways®, students will be directed to the content hosted by Curriculum Pathways. The teacher should provide specific instructions for interacting with this type of assignment.

The screenshot shows the Curriculum Pathways website. The top header features the Curriculum Pathways logo with the tagline 'Engage. Enrich. Educate. Provided by SAS.' Below this is a navigation bar with 'Characteristics of Our Solar System', 'Lesson Guide', 'Standards', and icons for sharing and printing. The main content area is titled 'Characteristics of Our Solar System'. Under the heading 'What you will do', there is a bullet point: 'Conduct research to create a detailed solar system map based on the findings of a hypothetical NASA space probe.' Under the heading 'What you will need', it lists 'One handout: Characteristics of Our Solar System'.

NAVIGATE GALILEO DIALOG CONTENT

4. After clicking on the assigned Dialog, you are linked to the first slide of the assignment.
5. To move ahead or return to a previous page, click the **single arrow** icon or the number of the next slide.

- Use the **double arrow** icons to display a page in increments of 10.
- Use the **slide** drop-down box to select a specific page.

The screenshot shows the top navigation bar with the title 'Compare Six-Digit Numbers' and logos for 'Desert Dwellers District', 'Desert Elementary School', and 'Adam's Class'. A 'Review/Exit Dialog' button is in the top right. Below the navigation bar is a slide control area with a sequence of numbered buttons (1-7), a 'Slide 1' dropdown menu, and a 'Dialog Completion' progress bar showing '1 of 7'. A blue arrow icon is on the right. The main content area displays the text 'What You Will Learn' and 'You will learn to compare and order whole numbers up to six-digits long.' Black arrows point to the double arrow icons, the slide dropdown, and the blue arrow icon.

ACTIVITY PAGE

- Follow the directions listed for each page.
- Some pages require you read or examine additional materials or access linked documents. The window has scroll options to allow you to move through the whole text. The text may be expanded or collapsed by clicking the blue arrow.

The screenshot shows the top navigation bar with the title 'Reading Julius Caesar, 1.1 (TE)' and logos for 'Desert Dwellers District', 'Desert Elementary School', and 'Adam's Class'. A 'Review/Exit Dialog' button is in the top right. Below the navigation bar is a slide control area with a sequence of numbered buttons (1-10), a 'Slide 10' dropdown menu, and a 'Dialog Completion' progress bar showing '10 of 21'. A blue arrow icon is on the right. The main content area displays the text 'Julius Caesar, Act 1' and 'Items from Julius Caesar, by William Shakespeare, are meant to be used in classes where the play is taught.' Below this is a scrollable text area containing the text of Act 1, Scene 1, including the dialogue between Flavius and Marullus. A 'Save My Answer' button is at the bottom left. Black arrows point to the slide dropdown, the blue arrow icon, the scroll bar, and the 'Save My Answer' button.

- Make sure you click the *Save My Answer* button, when presented.

ACTIVITY STATUS

- The page currently being worked on has a darker red marking.
- The status bar on the top, right hand side of the page displays your progress.

WRITEBOARD

Your teacher may have posted notes in the **Writeboard** textbox.

- Click the blue arrow to view the **Writeboard** window to read the notes written by your teacher.

The screenshot shows the 'Compare Six-Digit Numbers' dialog. At the top, it displays the district 'Desert Dwellers District', school 'Desert Elementary School', and class 'Adam's Class'. A 'Review/Exit Dialog' button is in the top right. Below the title bar, there are navigation arrows, a slide indicator (Slide 1), an 'E-mail Teacher' link, and a 'Dialog Completion' progress bar (1 of 7). A blue arrow button is located to the right of the progress bar. A 'Writeboard' window is open on the right side, containing the text: 'Don't forget to add terms to your vocabulary notebook.' An arrow points from the blue arrow button to the Writeboard window. The main content area shows 'What You Will Learn' and 'You will learn to compare and order whole numbers up to six...'. Copyright information is visible at the bottom: 'Copyright © 2016 Assessment Technology, Incorporated. Protected by U.S. Patents 6,322,366; 6,468,085B1; 7,065,1...'.

NOTEPAD

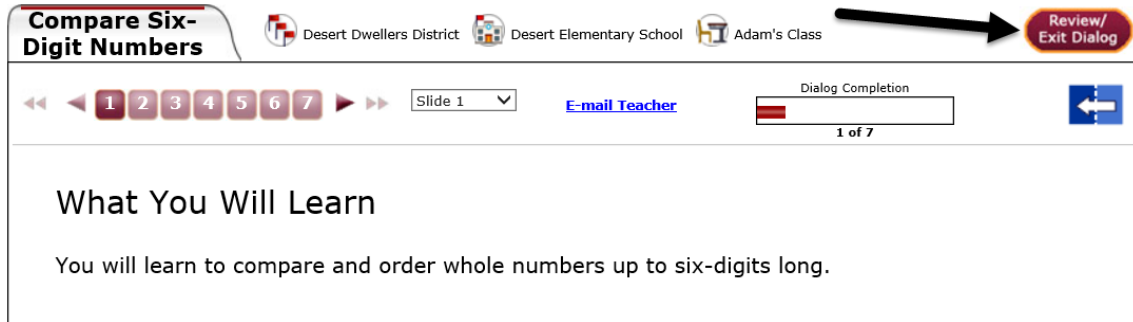
You may take personal notes while working through a dialog. These are accessible in the *K-12 Student-Parent Center* from the **Dialog Notes** page.

- Click the blue arrow to access the **Notepad** window. Type in your notes and click the **save** icon, to save your notes.

The screenshot shows the same 'Compare Six-Digit Numbers' dialog. The 'Notepad' window is open on the right side, featuring a red title bar with a 'save' icon and an edit icon. The notepad area is currently blank. An arrow points from the blue arrow button in the dialog to the Notepad window. The main content area shows 'What You Will Learn' and 'You will learn to compare and order whole numbers up to six-digits long.' The interface elements at the top are identical to the previous screenshot.

REVIEW PAGE/EXIT

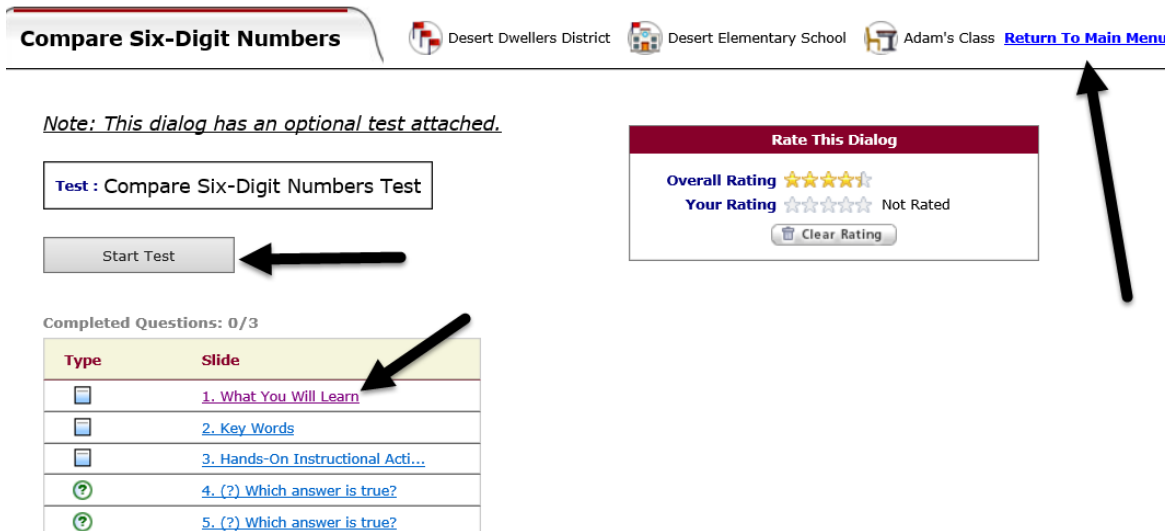
15. You may visit the **Review** page at any time during the *Dialog* by clicking on the *Review/Exit Dialog* button.



16. When you have completed the *Dialog*, you're brought to the **Review** page. You may view a page, or answer/edit questions by clicking on its page number link.

17. If the *Dialog* has:

- a test and you want to begin it immediately, click the *Start Test* button.
- no test attached, click the Return To Main Menu link to exit the *Dialog*.



Note: This dialog has an optional test attached.

Test : Compare Six-Digit Numbers Test

Start Test

Rate This Dialog

Overall Rating ★★★★★

Your Rating ☆☆☆☆☆ Not Rated

Clear Rating

Completed Questions: 0/3

Type	Slide
	1. What You Will Learn
	2. Key Words
	3. Hands-On Instructional Acti...
?	4. (?) Which answer is true?
?	5. (?) Which answer is true?

DIALOG NOTES

Any notes created and using the *Notepad* tool in *Dialogs* may be accessed and added to from the **Dialog Notes** page. Only students who have created and saved *Dialog Notes* will see this icon.

The screenshot shows the top navigation bar of the Galileo K-12 Online interface. The 'Dialog Notes' icon, which is a notepad, is circled in red. A white arrow points from the bottom towards this icon. Below the navigation bar, the user's profile information is displayed, including the Desert Dwellers District logo, school name, and teacher name (Zachary, Zena). A 'Select Language' dropdown menu is also visible.

ACCESS

1. Access and login to the *K-12 Student-Parent Center*. (Refer to the [Login to the Galileo® K-12 Student-Parent Center](#) section, page 4, for directions.)
2. Click the **Dialog Notes** icon.

This screenshot is similar to the previous one, but the 'Dialog Notes' icon in the navigation bar is highlighted with a white arrow pointing to it from the right.

3. Each individual dialog with notes will be displayed in chronological order. Click the desired *Dialog Notes* to see the summary.

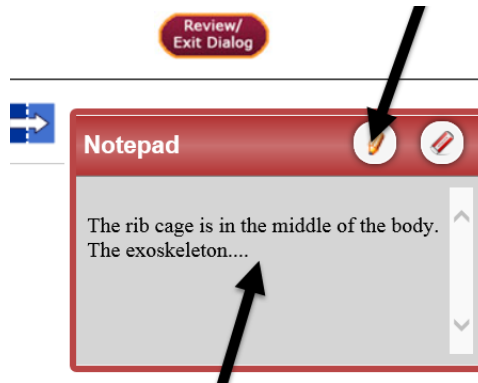
This screenshot shows the 'Dialog Notes' page. The 'Dialog Notes' icon in the navigation bar is highlighted with a white arrow. Below the navigation bar, there is a list of dialog notes. The first note is titled 'Exploring the Skeletal System (Interactive)'. A callout box points to the title with the text 'Click the title to open/close'. Below the title is a 'Dialog Summary' section with a table of notes. A callout box points to the 'Slide/Question' column with the text 'Hyperlinks to slide content'. Another callout box points to the 'View' button in the 'View' column with the text 'Hyperlink to slide content'. The second note is titled 'Historical and Cultural Aspects of Literature'.

4. Click the Slide/Question, the Notes link of the View link to see your notes.

5. Your *Dialog* opens in another tab or window and your notes appear.

ADD NOTES

6. To add to your notes, click the **edit** icon, click your mouse into the box, and type in your additional notes.



7. Once you have typed in notes the edit icon is converted to a save icon.
8. If necessary, click the Close window to return to the **Dialog Notes** page.

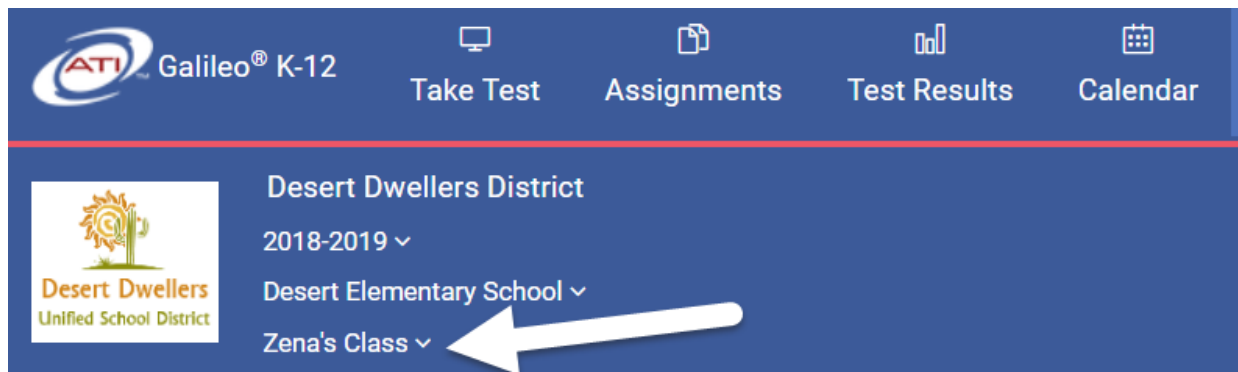
PARENT AND STUDENT SECTION

Parents and students can view grades, assignments, dialog notes, and teacher information via the *K-12 Student-Parent Center*. Students follow the same direction as their parents when accessing this information.

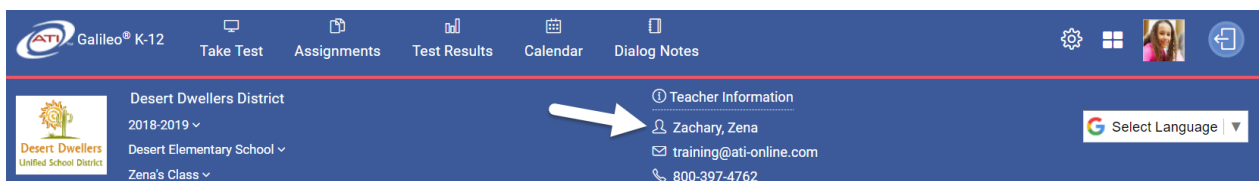
TEACHER INFORMATION

If the teacher's information has been stored in Galileo, you can view his or her name, phone number, and e-mail address by accessing the student's Profile.

1. Access and login to the *K-12 Student-Parent Center*. (Refer to the [Login to the Galileo® K-12 Student-Parent Center](#) section, page 4, for directions.)
2. To access the appropriate teacher's information, select the class from the dropdown menu.



3. The **Teacher Information** for the selected school and class displays.



VIEW ASSESSMENT RESULTS

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

Click either **Test Results** icon or tile allows a student or parent to see the test scores and benchmark performance results.

(Image on next page.)

The screenshot shows the Galileo K-12 Online interface. At the top, there is a navigation bar with tabs for 'Take Test', 'Assignments', 'Test Results', 'Calendar', and 'Dialog Notes'. The 'Test Results' tab is highlighted. Below the navigation bar, there is a header section with the user's name 'Zachary, Zena' and contact information. A 'Launchpad' section contains four icons: 'Take Test' (orange), 'Assignments/Dialogs' (green), 'Test Results' (blue), and 'Calendar' (red). An arrow points from the 'Test Results' icon in the launchpad to the 'Test Results' tab in the navigation bar.

COMPLETED TESTS

A list of the results of completed benchmark and formative assessments are displayed. The teacher or administrator must have designated to post the assessment results when scheduling an assessment for the tests to be viewed.

LAYOUT

The screenshot shows the 'Completed Tests' page. At the top, there is a 'Show External Tests' checkbox (labeled 'b'). Below it, there is a search box (labeled 'c'). The main content is a table of assessment results. The table has columns for Type, Subject, Test Title, View My Responses, Date, Score, Percentage, DL Score, and Percentile Rank. The table contains five rows of data. A callout 'a' points to the sort arrows in the table headers. At the bottom of the table, there is a pagination control showing 'Showing 1 to 5 of 15 entries' and a page selector with buttons for 1, 2, and 3 (labeled 'd').

Type	Subject	Test Title	View My Responses	Date	Score	Percentage	DL Score	Percentile Rank
Benchmark	AZ CC-M06: Math 06 Gr.	2018-19 ATI AzMERIT Math 06 Gr. CBAS #1		08/07/2018	17/45	38%	1015 (PP)	54
Benchmark	AZ CC-W06: Writing 06 Gr. MC	2018-19 ATI AZ-CCRS Writing 06 Gr. CBAS #1		08/08/2018	21/44	48%	1056 (PP)	62
Benchmark	AZ CC-R06: ELA 06 Gr.	2018-19 ATI AzMERIT ELA 06 Gr. CBAS #1		08/09/2018	11/35	31%	945 (MP)	9
Benchmark	AZ-S06: Science 06 Gr.	2018-19 ATI AZ Science 06 Gr. CBAS #1		08/13/2018	21/45	47%	1059 (E)	66
Formative	6th Grade Science	6th Grade Benchmark 1		09/27/2018	14/21	67%	N/A	N/A

- It is possible to sort the assessment results by assessment type, subject, test name, date, and score by clicking on the **up/down arrows**.
- External test data that is test data imported into Galileo may be displayed by checking the **"Show External tests"** checkbox.
- There is a **Search** feature that allows a user to quickly find an assessment.
- View additional **Completed Tests** pages.

INTERPRETATION

Completed Tests

Show External Tests

Click on any test name to view development profile report.

Type	Subject	Test Title	View My Responses	Date	Score	Percentage	DL Score	Percentile Rank
Benchmark	AZ CC-M06: Math 06 Gr.	2018-19 ATI AzMERIT Math 06 Gr. CBAS #1		08/07/2018	17/45	38%	1015 (PP)	54
Benchmark	AZ CC-W06: Writing 06 Gr. MC	2018-19 ATI AZ-CCRS Writing 06 Gr. CBAS #1		08/08/2018	21/44	48%	1056 (PP)	62
Benchmark	AZ CC-R06: ELA 06 Gr.	2018-19 ATI AzMERIT ELA 06 Gr. CBAS #1		08/09/2018	11/35	31%	945 (MP)	9
Benchmark	AZ-S06: Science 06 Gr.	2018-19 ATI AZ Science 06 Gr. CBAS #1		08/13/2018	21/45	47%	1059 (E)	66
Formative	6th Grade Science	6th Grade Benchmark 1		09/27/2018	14/21	67%	N/A	N/A

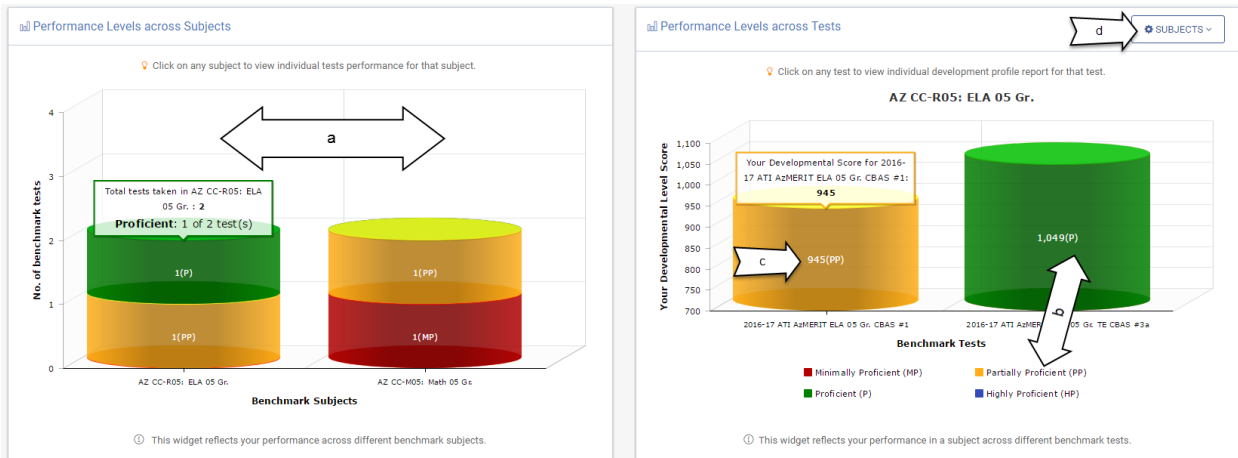
- Type.** Displays whether the test is a benchmark or formative test.
- Subject.** The subject defined for the test (e.g., English Language Arts, Math, Science). If "Misc. Test" displays, no test subject was designed.
- The **title/name** of the assessment. The test name is a hyperlink to the *Individual Development Profile* report.
- View My Response.** Displays the answers the student selected for each question.
- The **date** the test was administered.
- Score.** Displays the raw score data -- points earned out of points possible.
- Percentage.** Displays the raw score calculated as a percent.
- DL Score.** Displays the scaled score (that's the student's Developmental Level score) for the benchmark assessment. Included in parenthesis is the benchmark performance band. The performance band named is customizable by the district or charter school though most opt to have the performance band names reflect the naming conventions of the bands on the state test.
- Percentile Rank.** Displays the student's percentile rank for the benchmark assessment. This is normed data; it shows you, for example, how that that student did in comparison to other 4th graders who took the same assessments.

PERFORMANCE LEVELS

The student's benchmark performance results also display. In particular, the student's benchmark performance level on the most recent benchmark assessment.



The benchmark performance results will only show after the Item Response Theory (IRT) analysis has been run and if the "Post student scores" checkbox is selected when the test is scheduled.



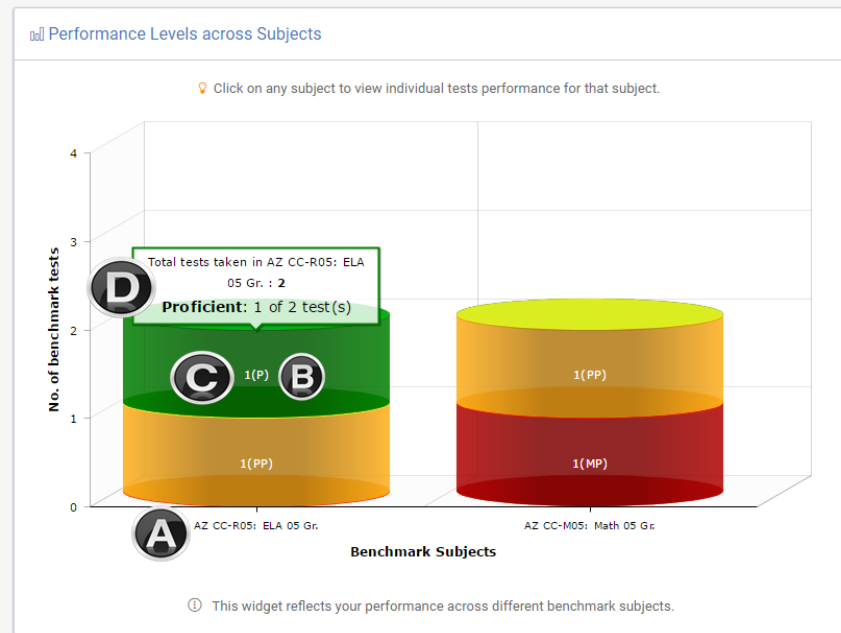
- The student's benchmark tested subjects, the number of tests for each subject, and the student's placement in the benchmark performance level for each tested subject area, based on his or her scale score (Developmental Level or DL). Refer to [Subject Performance](#) section, page 35, for further details.
- The student's placement in the benchmark performance level for each tested subject area, based on his or her Developmental Level, or DL score, (scale score). The levels on this report are defined by cut scores. For example, a score on the ELA test #3a between:
 - 731-935 would be red,
 - a score of 936-1024 would be gold,
 - a score of 1025-1156 would be green,
 - and a score at or above 1157 would be blue.

Typically, these benchmark performance levels correspond with the performance bands on the state test.

- The student's current DL score and performance level on this test.
- Allows the user to look at the benchmark performance data for other subjects in which there were benchmark tests.

SUBJECT PERFORMANCE

The subject performance bar chart will display the most recent Galileo math, English Language Arts (ELA), writing, and/or science assessment that the district/charter school gives. This report displays the student's multi-test report. The student is plotted in the appropriate performance band based on their Developmental Level (DL) (or scale) score on each assessment. The performance bands/levels on this report are defined by cut-scores.



- Labels the subject area of each bar graph.
- States that the benchmark performance levels and the student's placement are reflective of the most recent benchmark assessment for the subject areas in which the district or charter school administer assessments. Typically, the name of these benchmark performance levels corresponds with the name of the performance bands on the state test.

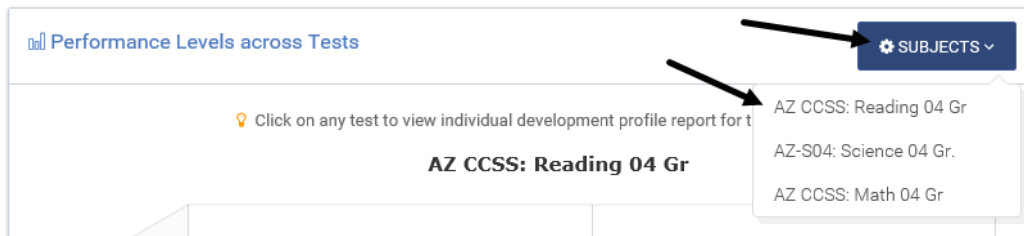
For example, if an ELA assessment had a minimum score of 735 and a maximum score of 1358, then:

- 735-955 would be red,
 - a score of 956-1022 would be gold,
 - a score of 1023-1127 would be green,
 - and a score at or above 1128 would be blue.
- Shows the number of tests for the subject that comprised for the performance level.
 - The total number of tests administered and the performance level when floating your mouse over each test subject.

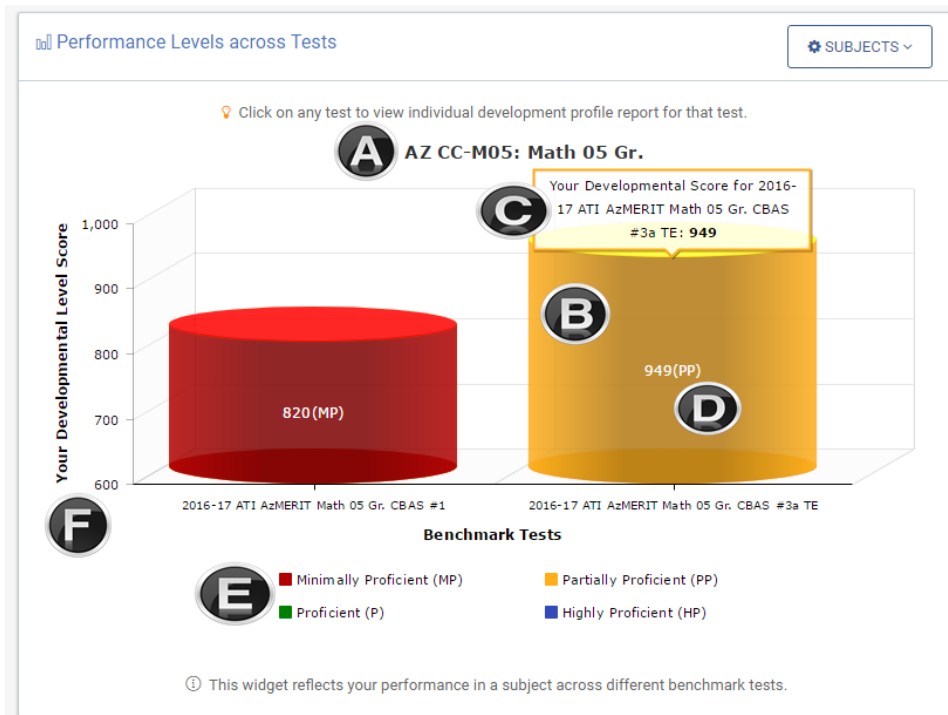
TEST PERFORMANCE

Once a subject (ELA, math, or science) is selected all benchmark assessments that have been given and that have had an Item Response Theory (IRT) analysis applied to them, will be charted.

1. Select the subject by clicking on the **Subjects** drop-down. Only subjects linked to benchmark assessments that have been published with IRT analysis will appear.



2. A column will appear, charting each assessment for the selected subject area.
3. The student's performance level the charted grade/subject specific assessments will appear.



- a. Displays the subject/grade being charted.
- b. A graph representing the student's score on the assessment.
- c. Floating your mouse over the column shows the test name and student's Developmental Level (DL) score on the test.

- d. States that the benchmark performance levels and the student's placement are reflective of the most recent benchmark assessment for the benchmark assessment in which the district or charter school administer assessments.

For example, for the Math assessment had a minimum score of 731 and a maximum score of 1322, then:

- 731-935 would be red,
 - a score of 936-1024 would be gold,
 - a score of 1025-1156 would be green,
 - and a score at or above 1157 would be blue.
- e. The name of the benchmark performance levels. This often corresponds with the name of the performance bands on the state test.
- f. Shows the range of possible Developmental Level (DL) scores on the assessment(s).

TEACHER AND ADMINISTRATOR SECTION

This section of the manual is dedicated to what a teacher or administrator should do for students and parents to access and view information the *K-12 Student-Parent Center*.

LOGIN NAME AND PASSWORD

For a student or parent to access the *K-12 Student-Parent Center* they must have a login name and password assigned. The student and their parent share the same login name and password information. The following steps must be performed:

1. Check your class roster.
2. Update your roster.
3. Generate student login name and password.



Most districts/charter schools handle this information through a data import process from their Student Information System (SIS). Refer to [Information About: Galileo® Data Importation \(GDI\) Program](#).

CHECK YOUR ROSTER

Checking your roster allows you to see if the students who are physically in your class(es) or intervention group are indeed in the Galileo system.



If you would prefer more detailed directions consult "[A Guide for Galileo® K-12 Online: Checking your Class Roster and Student Password](#)".

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

The screenshot shows the Galileo K-12 Online interface. At the top, there is a navigation bar with the Galileo K-12 logo and menu items: Setup, Assessment, Curriculum, and Reports. Below this is a "My Launchpad" section with a grid of four tiles: Dashboard (blue), Test Builder (light blue), Schedule Test (orange), and Test Monitoring (green). Above the tiles are buttons for "MANAGE TILES" and "SHOW ALL". In the top right corner of the interface, there are several icons, including a question mark icon, which is pointed to by an arrow.

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

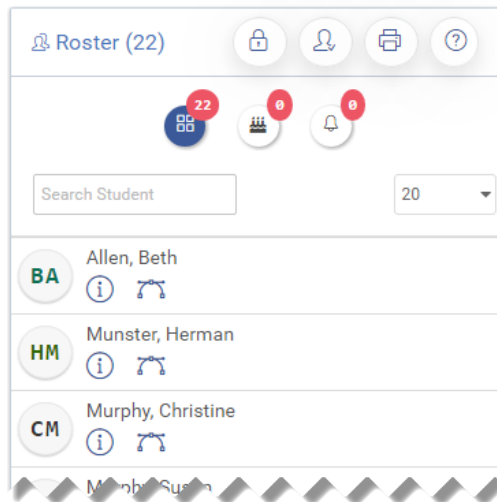
a. **Class** radio button filter mode:

- 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**.

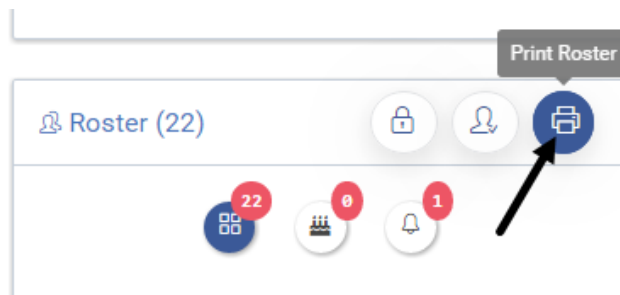


4. Locate the *Roster* widget.
5. The students currently enrolled in your class or intervention group displays.



PRINT ROSTER

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



7. The roster is generated as a Portable Document Format (PDF) (unless your Reports Settings was changed on the **Settings** page).

ROSTER NOT UP-TO-DATE

Your site may have designated an individual to make changes to enrollment. Galileo recommends contacting your administrator for your site-specific instructions or policies for updating student roster information. 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.

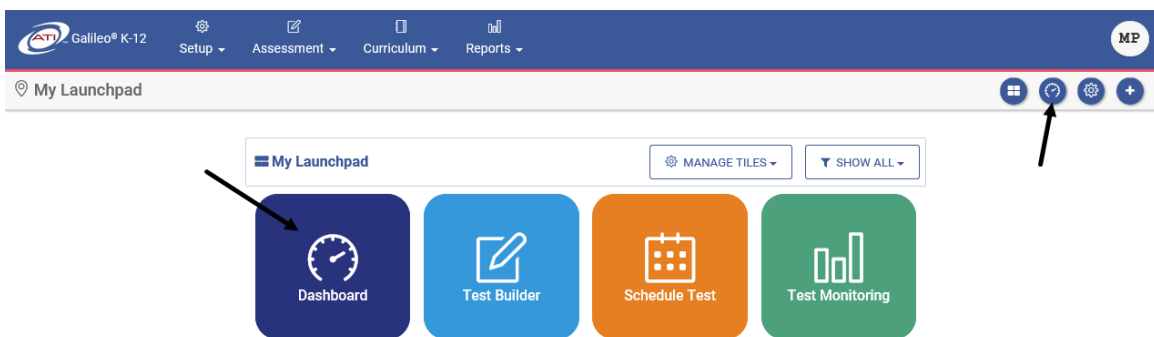
GENERATE STUDENT LOGIN NAME AND PASSWORD

Verify all students in your class or intervention group have been assigned a password. (Student login and password are often assigned during the data import process.) If a password has not been assigned, you may assign a password.

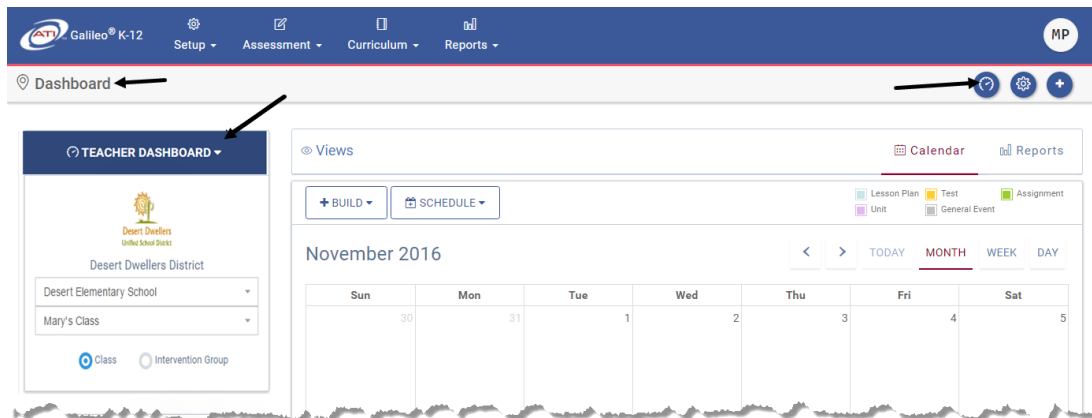


If you would prefer more detailed directions consult "[A Guide for Galileo® K-12 Online: Checking your Class Roster and Student Password](#)" or the [online help files](#).

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



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



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

(Image on next page.)

TEACHER DASHBOARD ▾

Desert Dwellers
Unified School District

Desert Dwellers District

Desert Elementary School ▾

Mary's Class ▾

Class Intervention Group

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**.

TEACHER DASHBOARD ▾

Desert Dwellers
Unified School District

Desert Dwellers District

Desert Elementary School ▾

Mary's Class ▾

Class Intervention Group

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

TEACHER DASHBOARD ▾

Desert Dwellers
Unified School District

Desert Dwellers District

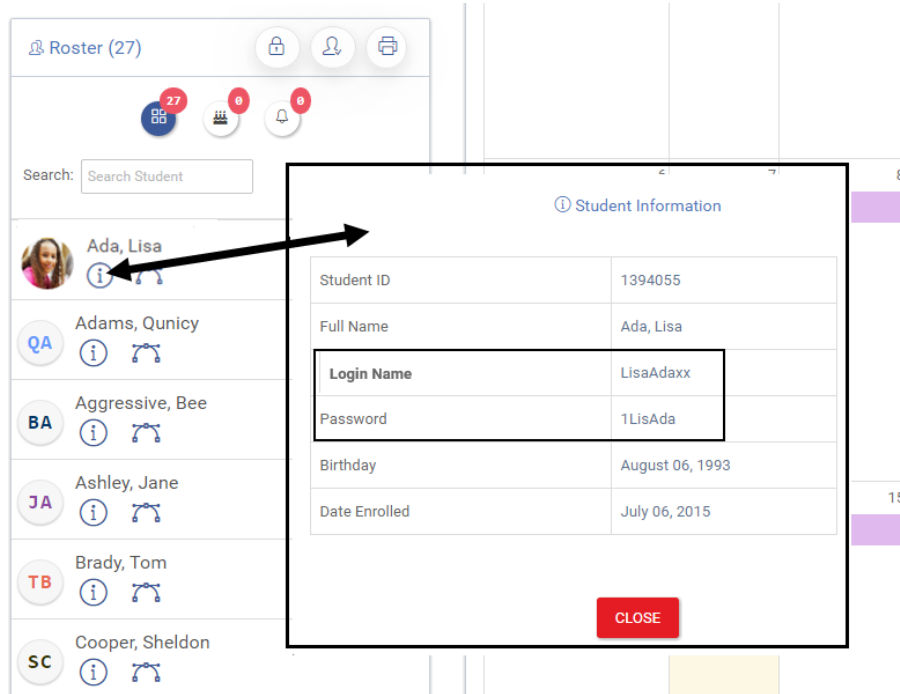
Desert Elementary School ▾

Mary Poppins - Intervention Groups ▾

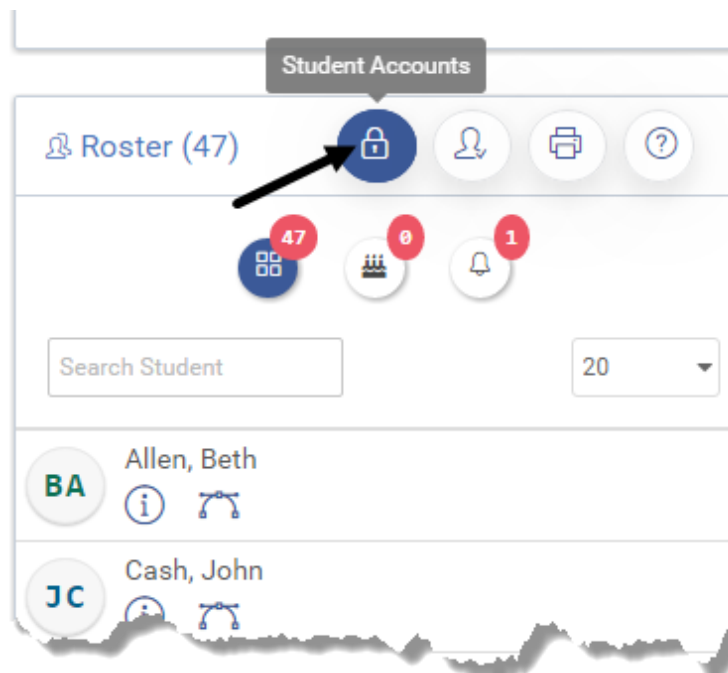
4th ELA - Higher Growth and Higher Achie... ▾

Class Intervention Group

5. Locate the *Roster* widget.
6. 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.



7. 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.

Student User Accounts

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

Student Filter Class Intervention Group

School: Desert Elementary School

Class: Mary's Class

Student: Allen, Beth

[View student user accounts](#)

Student User Credentials

Login Name: allenb

Password: challenge

Confirm Password: challenge

Force student to change password on next login

Save User Delete User

VIEW PASSWORD FOR ONE STUDENT

8. Use the down arrow on the **Student** drop-down menu to select the student.
9. 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 45, for directions.

[View student user accounts](#)

Student User Credentials

Login Name: allenb

Password: challenge

Confirm Password: challenge

Force student to change password on next login

Save User Delete User

VIEW PASSWORD FOR MULTIPLE STUDENTS

10. Click the View Student user accounts link.

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

Class: Adam's Class

Student: Owens, Opal

[View student user accounts](#)

11. 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.

[← Back to Student User Accounts](#) / ☰ Class Student User List

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

[Print Student Passwords](#)

Name	Login Name	Password	Last Modified
Ada, Lisa	LisaAdaxx	1LisAda	7/14/2015 9:57:55 AM (MST)
Amaris, Mary	mamaris	triger1	8/29/2016 11:54:02 AM (MST)
Bonham, John	080718	drummerboy	8/7/2018 9:17:51 AM (MST)
Clark, Lewis	besttesttaker	taketest12	7/27/2018 9:24:06 AM (MST)

12. (optional) Click the [Print Student Passwords](#) link.

[← Back to Student User Accounts](#) / ☰ Class Student User List

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

[Print Student Passwords](#)

Name	Login Name	Password	Last Modified
Ada, Lisa	LisaAdaxx	1LisAda	7/14/2015 9:57:55 AM (MST)
Amaris, Mary	mamaris	triger1	8/29/2016 11:54:02 AM (MST)
Bonham, John	080718	drummerboy	8/7/2018 9:17:51 AM (MST)
Clark, Lewis	besttesttaker	taketest12	7/27/2018 9:24:06 AM (MST)



ASSIGN PASSWORD

13. If necessary, click the [Student User Account](#) link to go back to the previous page.

[← Back to Student User Accounts](#) / ☰ Class Student User List

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

[Print Student Passwords](#)

Name	Login Name	Password	Last Modified
Ada, Lisa	LisaAdaxx	1LisAda	7/14/2015 9:57:55 AM (MST)
Amaris, Mary	mamaris	triger1	8/29/2016 11:54:02 AM (MST)
Bonham, John	080718	drummerboy	8/7/2018 9:17:51 AM (MST)
Clark, Lewis	besttesttaker	taketest12	7/27/2018 9:24:06 AM (MST)

14. 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 Zena's Class ▼

Student Pad, Lily ▼

[View student user accounts](#)

15. Use the down arrow on the **Student** drop-down menu to select the student.
16. Fill in the requested **information** following your district/charter school's user name/password conventions.

Student User Credentials

Login Name LilyPad

Password Disney

Confirm Password Disney

Force student to change password on next login

Save User Delete User



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

17. Click the *Save User* button.
18. Provide students and their parents the *K-12 Student-Parent Center* login information to complete or view an online assessment or assignment.

SCHEDULE AN ASSESSMENT OR QUIZ

Assessments and quizzes must be scheduled to the *K-12 Student-Parent Center*. Students access and complete assessments and/or quizzes while signed in. Administrators and teachers may schedule assessments using the *Bulk Scheduler* tool. Additionally, teachers and administrators may schedule assessments from the **Teacher Dashboard** and from the *Quiz Builder* interface.

Instructions for using each tool can be found in the [online help files](#) and in the following documents:

Link to Help Files	Document Link
Bulk Scheduler	A Guide for Galileo® K-12 Online: Bulk Scheduler
Class Calendar page	Online help files
Teacher Dashboard page	A Guide for Galileo® K-12 Online: Schedule an Assessment
Quiz Builder	A Guide for Galileo® K-12 Online: Quiz Builder

POST ASSESSMENT RESULTS

Assessments are scheduled with the *Bulk Scheduler* tool or from the **Teacher Dashboard** page. Scheduling options include post student scores and/or student responses. Scheduling assessments to the *K-12 Student-Parent Center* will enable a student view of completed benchmark assessments.

Bulk Scheduler

Desert Dwellers District (2018-2019) Desert Elementary School Zena's Class

Step 6: Review scheduling information including advanced options

Test(s): 2018-2019 ATI CCP ELA 04 Gr. CBAS #1

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

Basic Calculator
 Scientific Calculator
 Graphing Calculator

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

Randomize Items, Translator, Dictionary/Thesaurus, Text-to-Speech, and Test Time Limit are only available for online testing. Automated Scoring Key tests are not compatible with Randomize Items, Translator, Dictionary/Thesaurus, Text-to-Speech, or Test Time Limit. Customized Technology Enhanced and Respect Items are not compatible with Translator (Google Translate).

Test Title	Test Availability	Password	Randomize Items	Translator	Dictionary / Thesaurus	Text-to-Speech	Test Time Limit	Post Scores and Student Responses
2018-2019 ATI CCP ELA 04 Gr. CBAS #1	From: 12/7/2018 To: 12/10/2018	<input checked="" type="checkbox"/> No Password	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/> Enable <input type="checkbox"/> Allow pause 90 minutes	<input checked="" type="checkbox"/> Scores <input type="checkbox"/> Responses 12/10/2018 4:00 PM

OR

(Image on next page.)

Schedule Test

Desert Dwellers District (2018-2019) Desert Elementary School

Test Library

Library: Desert Dwellers 04 Gr. Benchmark Library

Test: 2018-2019 ATI CCP ELA 04 Gr. CBAS #1 [preview](#)

Test Availability

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

From: 12/07/2018 To: 12/10/2018

Mon Tue Wed Thu Fri Sat Sun

Available From: 9:00 AM To: 4:00 PM

Student Scores Availability

Select the desired check boxes and the date and time to post student scores and student responses to the K-12 Student-Parent Center. If you post student responses, students will be able to view each test item along with their response.

Post student scores on: 12/10/2018 at 4:00 PM Post Student Responses

OR

ATI Galileo® K-12 Setup Assessment Curriculum Reports

Quiz Builder

Desert Dwellers District (2018-2019) Desert Elementary School

Quizzes Standards

Students (6)

- Freeman, Jr., Morgan P.
- Guthrie, Molly B.
- Hoover, Herbert
- Pad, Lily
- Queen, Beyonce
- Rocket, Johnny

Standards (4)

- AZ-8.RI.1 Key Ideas and Details: Cite the textual evidence that most strongly supports an analysis of what the text says explicitly as well as inferences drawn from the text.
- AZ-8.RI.2 Key Ideas and Details: Determine a central idea of a text and analyze its development over the course of the text, including its relationship to supporting ideas; provide an objective summary of the text.

Student Scores Availability

Select the desired check boxes and the date and time to post student scores and student responses to the K-12 Student-Parent Center. If you post student responses, students will be able to view each test item along with their response.

Post student scores on: 12/10/2018 at 4:00 PM Post Student Responses

Schedule Quizzes

Please note, at the time of scheduling a user may opt not to post results and/or student responses. However, the user can edit scheduled tests to post the results and/or student responses by following the [Edit Scheduled Test](#) in the online help files.

SCHEDULE DIALOGS, ASSIGNMENTS OR ACTIVITIES

Dialogs, assignments, and activities must be scheduled for students to access them in the *K-12 Student-Parent Center*. Teachers and administrators can schedule Dialogs, assignment, and activities using the *Bulk Scheduler* tool. Teachers and administrators can search and schedule a dialog/assignment from the **Search Dialog Bank** and **Teacher Dashboard** pages and from many reports. Instructions for using each can be found in the online help files.

Tool (link to help files)	Document (link to pdf handout)
Bulk Scheduler	A Guide for Galileo® K-12 Online: Bulk Scheduler
Dialog Bank , Teacher Dashboard , and Class Calendar pages	A Guide for Galileo® K-12 Online: Search for and Schedule an Assignment
Reports	A Guide for Galileo® K-12 Online: Assignments via Benchmark Results A Guide for Galileo® K-12 Online: Teacher Dashboard: Instruction Performance Tracker

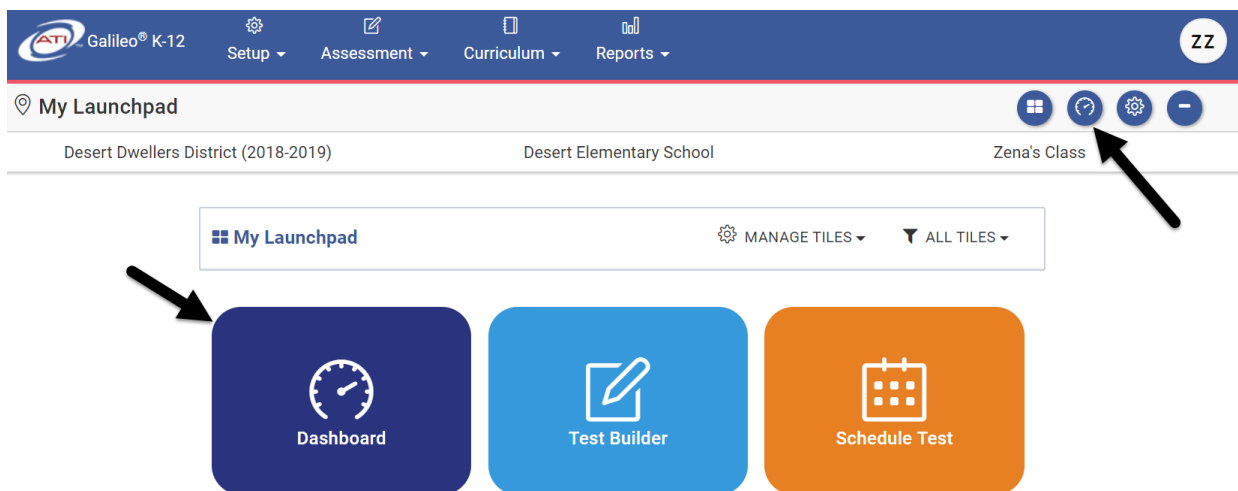
DIALOGS – THE WRITEBOARD

The *Writeboard* tool allows teachers to add notes to *Dialog* slides. Students can view these notes as they complete scheduled dialogs via the *K-12 Student-Parent Center*.

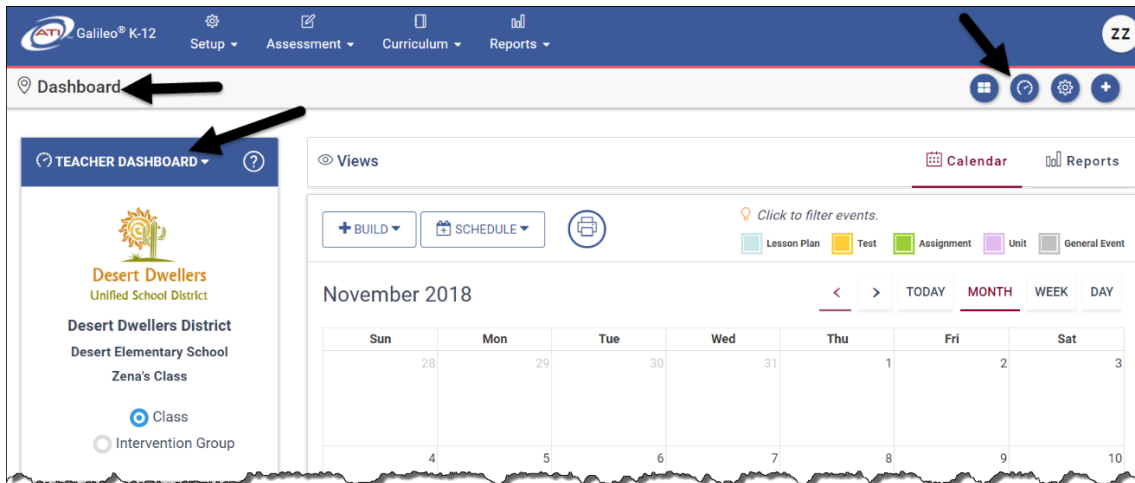
The *Writeboard* tools is accessed by users from the **Teacher Dashboard Calendar** view (directions below) and the **Dialog Monitoring** page (directions on page 52).

ACCESS FROM TEACHER DASHBOARD

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



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



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



4. If selected the

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.

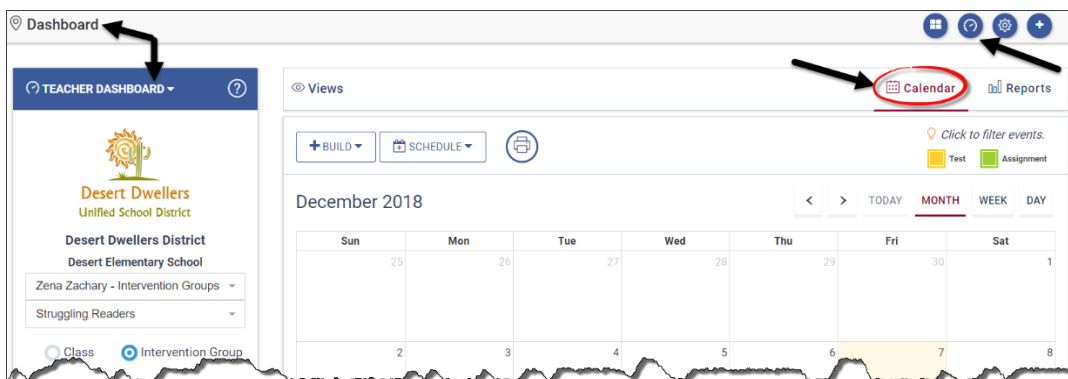
ii. Verify the **Class**.



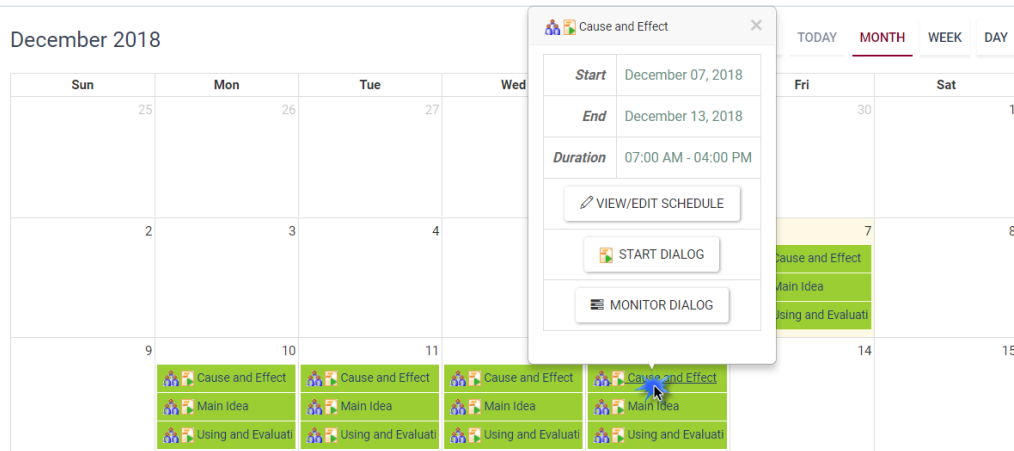
b. **Intervention Group** radio button filter mode select the Intervention Group **Library** and the **Intervention Group**.



5. Click the Calendar link.



6. Locate the desired Dialog. Click the Dialog name link.



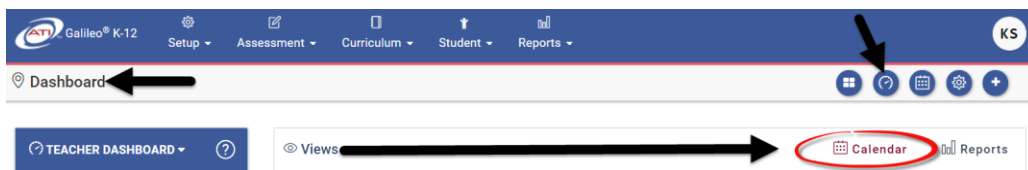
7. Click the *Start Dialog* button.

8. Proceed to the Writeboard section, page 54, for next steps.

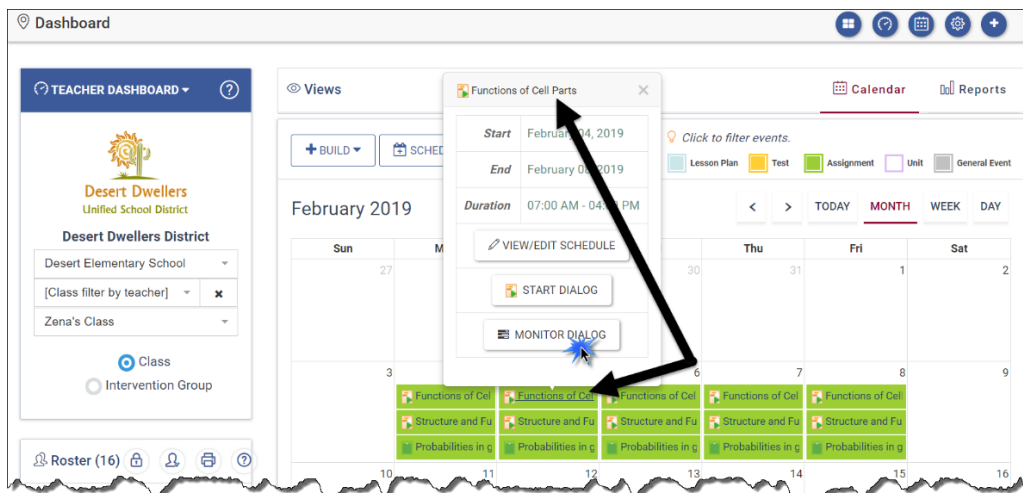
ACCESS FROM DIALOG MONITORING

The **Dialog Monitoring** page may be accessed from the:

1. Teacher Dashboard-Calendar by clicking on the dialog/assignment on the calendar
 - a. From the Teacher Dashboard select Calendar view.

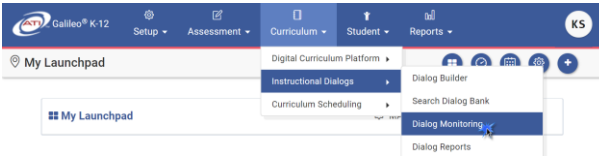


- b. Click on the dialog/assignment you want to monitor to open the pop-up menu. Click on the Monitor Dialog button.

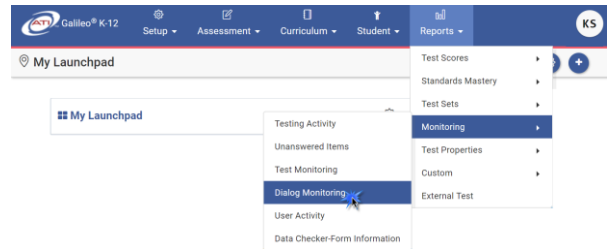


2. **Dialog Monitoring** tile, the **Curriculum** or the **Reports** menu. Click ...

a. **Curriculum>Instructional Dialogs>Dialog Monitoring.**



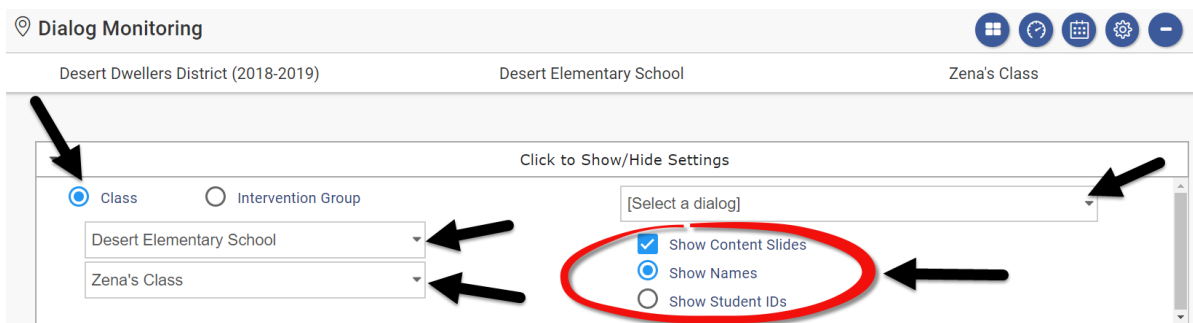
a. **Reports>Monitoring>Dialog Monitoring.**



3. Select either the Class or Intervention group radio button. If you select:

a. **Class**

- i. and are a District- or School-level user with access to more than one school and class, select the **School and Class** from the drop-down menu.
- ii. And are a class-level user verify the **Class**.
- iii. Select a Dialog from the drop-down menu options. You will only see dialogs that have been scheduled.
- iv. Select/Deselect
 - Show Content Slides
 - Show Names or Show Student IDs



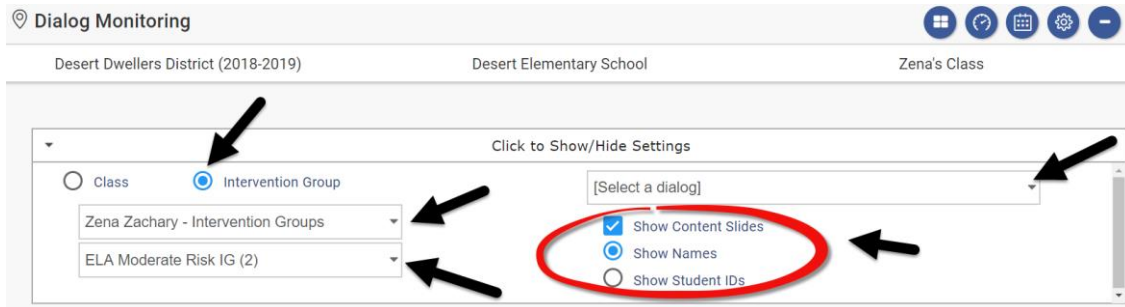
b. **Intervention Group**

- i. select the Intervention Group **Library** from the drop-down menu options
- ii. Select the **Intervention Group** from the drop-down menu options.

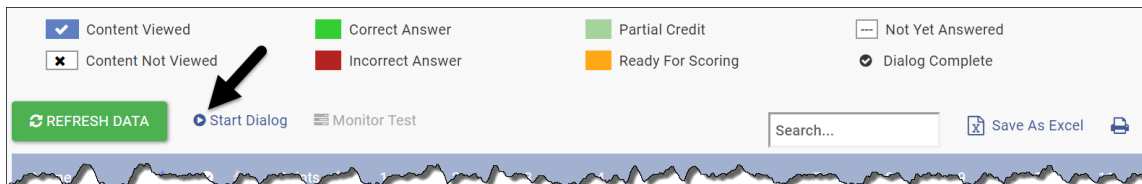
iii. Select a Dialog from the drop-down menu options. You will only see all dialogs that have been scheduled.

v. Select/Deselect

- Show Content Slides
- Show Names or Show Student IDs



19. Click the [Start Dialog](#) link.

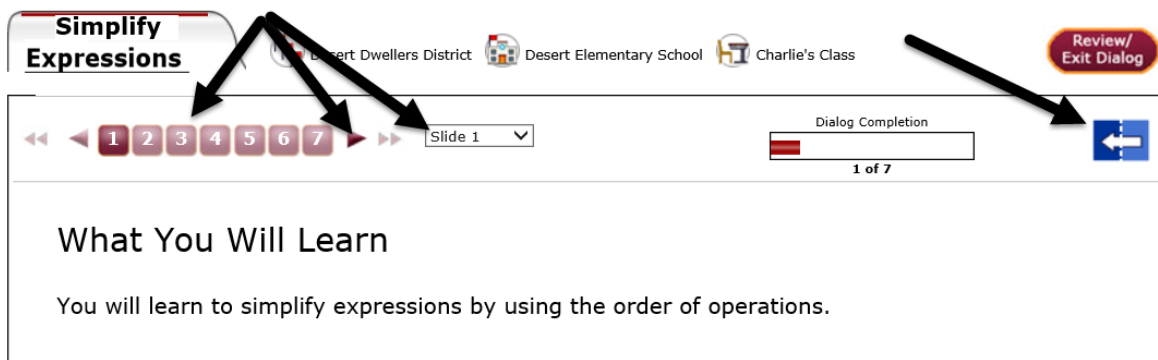


20. The *Dialog* will pop-up.

21. Proceed to the [Writeboard](#) section, page 54, for next steps.

WRITEBOARD

1. Open the Dialog following the directions in the [Access from Teacher Dashboard](#) section (page 49) or the [Access from Dialog Monitoring](#) section (page 52).
2. Navigate to the slide in which you'd like to attach a note for students to see.



3. Click the blue arrow to open the *Writeboard*.
4. Type in your note to students.

The screenshot shows a presentation slide titled "What You Will Learn" with the text "You will learn to simplify expressions by using the order of operations." To the right, a "Writeboard" panel is open, containing a text area with the message: "Read each slide carefully. There is a quiz at the end of this assignment." A blue arrow icon points from the slide area towards the Writeboard panel.

5. Click the **Save** icon to save the message. Students will now see the saved notes.

LOGO

District-level users may attach their district/charter school logo, so it appears in the *K-12 Student-Parent Center*.

1. Click either the:

a. Setup>District Information.

The screenshot shows the "Setup" dropdown menu in the Galileo K-12 Online interface. The "District" option is highlighted, indicating the user is navigating to the District Information section.

b. District tile.

The screenshot shows the "My Launchpad" area of the Galileo K-12 Online interface. The "My Launchpad" tile is highlighted, and an arrow points to the "Your School District" tile, which is the target for district-level users.

2. Click the *Choose File* button to attach an image of your logo.

Modify District

Enter district information in the fields below. Click Save District when finished.

District Information

District Name: Mogollon Rim School District
Address: 123 Elm St.
P.O. Box:
City: Tucson
State: AZ
Zip Code: 85711
Phone: 520-323-9033
Fax:
Email:
Time Zone: Arizona
Forum:
District Image: No file chosen

Please select the desired school year before entering or viewing form data.

School Year: 2017-18
Form: [Select a form]

Save District

3. Click the *Save District* button.
4. Your logo is now attached and appears in the *K-12 Student-Parent Center*. (It also appears for the staff when they access Galileo K-12.)

Galileo® K-12 | Take Test | Assignments | Test Results | Calendar | Dialog Notes | JC |

Desert Dwellers District
2016-2017
Desert Elementary School
Mary's Class

Teacher Information
Poppins, Mary
training@ati-online.com
800-327-4762

Select Language

APPENDIX

[*A Parent's Guide for K-12 Student-Parent Center*](#)

[*A Student's Guide for Accessing and Navigating an Activity in the K-12 Student-Parent Center*](#)

[*A Student's Guide for Testing in the K-12 Student-Parent Center*](#)

