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| Click assessment link |  |
| Under classroom assessment, click add new |  |
| Click Make it quick |  |
| Complete:  Grade  Subject  Course  Type  You only  have quiz and test types  Term  Content  Description  Click Continue |  |
| Drop down beside Standard Set  ccss class  if not cc then scs |  |
| Item Bank Drop Down:  Community is everyone in thinkgate, if you turn it off, you won’t have many items available.  Some items may not be good items.  Enter the number of each item you want.  Or: |  |
| Click on a blue number, will give you the option of how many of each are in the total.  Can enter the number of each type you want  Click update |  |
| Click Generate Assessment |  |
| If you do not want the question, click red x on the left of the number.  Deletes the assessment completely  Makes a copy of the assessment  Online Preview of the Assessment  Print the Assessment  Reorder Items  Proof Assessment |  |
| Click Blue Proof Assessment Thumbs Up Symbol |  |
| Attention Popup:  Click Proof Assessment |  |
| Blue Thumb changes to Green Thumb  Click white x on the right. |  |
| Under Classroom Assessments, you will see the assessment you created with a green thumb beside it  If you do not see it you will have to refresh the screen.  Click the space ship under the assessment |  |
| Put a check in the box of the test that says LALA or MAMA, not the HRHR  click Enable Online  Then Click OK  Click on the space ship beside the LALA test that you just enabled,  This will pull up a list of all students with the test code and the students’ id and log in id… |  |
| Right Click in the light blue area:  Select Print  This will give the teacher the student number and the  Student log in number. Either number will work for the student test.  At the top of the form is the Test Id Code that is needed for students  Make sure there is a green symbol and the word Enabled. This shows the assessment is ready to be given online. | untitled.bmp |
| On test day, this is the screen where you unlock a student if their tests lock.  If a student’s assessment locks:  Put a check in the box beside the student’s name and click the continue button.  If you need to stop a test and come back to it at a later time, put a check in the box and click suspend. Before re-starting the test, you will have to continue the test.  If you are continuing a test at a later time, the student must be at the same computer they originally started on. | untitled.bmp |
| Notes: | Make sure the pop up blockers are off…(This can be done the day of test)  Make sure there are no tool bars on ie, click x to get rid of it….(can be done the day of test)  If all the students that are in the testing session are denied logging in, have teacher log back in and make sure they clicked both boxes and clicked enable online.  Remind students not to minimize their screen once they log into a test. |