



ASSESSMENT TECHNOLOGY, INCORPORATED

A Student's Guide for Testing in the K-12 Student-Parent Center

ACCESS STUDENT CENTER

1. Click the K-12 Student-Parent Center link under **User Login** on ATI's website, www.ati-online.com.

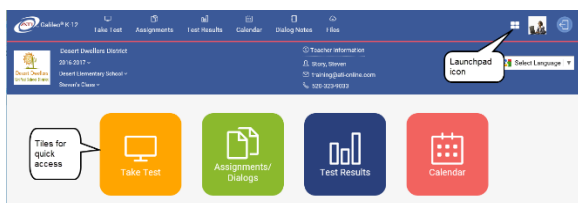


2. Type the **User/Login Name** and Password provided to you by your teacher.
 - a. **User/Login:** _____
 - b. **Password:** _____
3. Click the *Sign On* button.

DASHBOARD PAGE

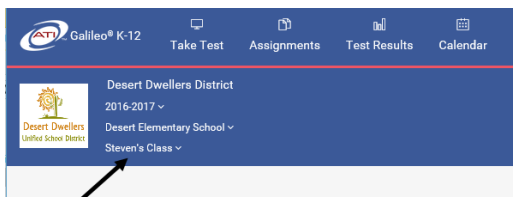
LAUNCHPAD

The *Launchpad* is viewable as soon as you first access the Center making it fast and easy for you to get where you need to go. The four tiles provide quick access to: Take Tests, complete Assignments/Dialogs, view Test Results, or view an interactive Calendar.



SCHOOL/CLASS

Select your **School** and **Class**, if enrolled in multiple schools and/or classes.

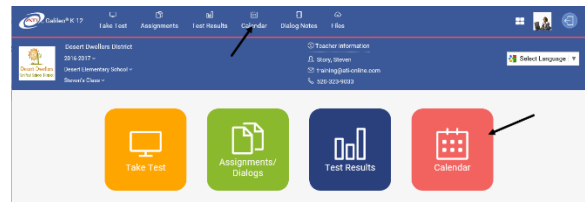


LANGUAGE



CALENDAR SECTION

Calendar icon displays scheduled events in the **Events** section. The events also display in the **Calendar**. Each event is color coded; the event legend displays in the **Calendar**.



ACCESS A SCHEDULED TEST

1. Click the **Calendar** icon.



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



1. Click the **Take Test** icon from the *Launchpad* or the header.

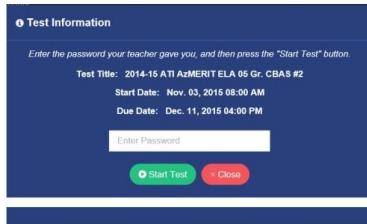


2. Under the **Available Tests** section, click the Test name.



3. If there is:
 - a. **No test password:** The test opens.
 - b. **Test password:** Enter the test password provided to you by your

teacher. (A test may not have a test password; check with your teacher.)



4. You are brought into the test.

TEST NAVIGATION

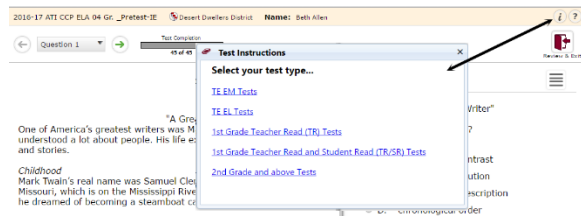
AUDIO

The Early Learning Assessment Series contain audio items that require you to wear headphones or earbuds.

INSTRUCTIONS

A test may not have instructions.

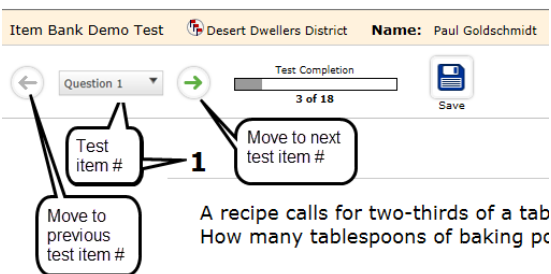
1. Click the **instructions** icon that may be found at the top of the page.



2. Read the instructions. If necessary, click the test instructions link.
3. Click the **X** on the **Test Instructions** page to return to the test

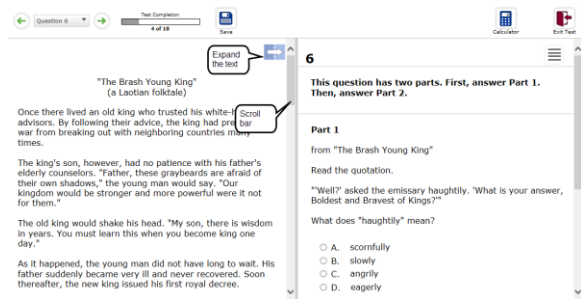
NAVIGATE

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

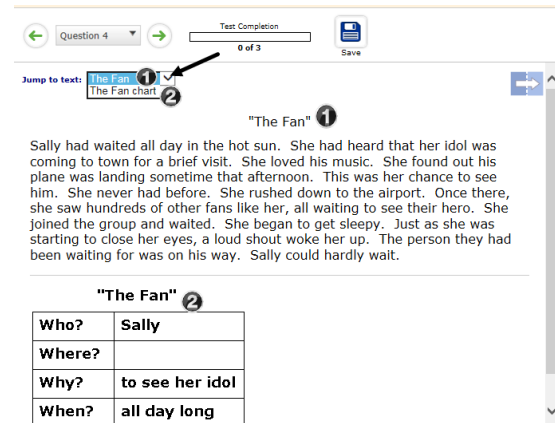


2. Some pages require you read or examine additional materials. The window has scroll options to allow you

to move through the whole text. The text may be expanded or collapsed by clicking the blue arrow.



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



ANSWER TEST ITEM

1. Follow the directions listed for each page and respond appropriately. Test items may ask you to:
 - a. Choose one correct answer.
 - b. Choose more than one correct answer.
 - c. Show or explain your 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.
2. If needed, click the **help** icon found at the top of the page for.
3. After answering the test item, you automatically move to the next test

item. You do not have to select the **Save** button to save and move to the next test item. **CAUTION:** If navigating through an alternative test display, as explained in step #2 in the Navigate section, the *Save My Answer* button must be clicked **prior** to moving to the next test item.

STUDENT ONLINE TOOLS

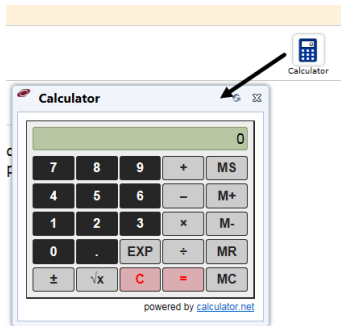
STUDENT TOOLS HELP

At any time while taking a test or quiz, the student may click the ? icon for help in using any of the Student Tools.



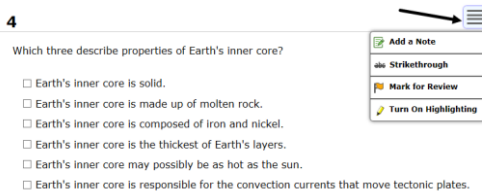
CALCULATOR

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



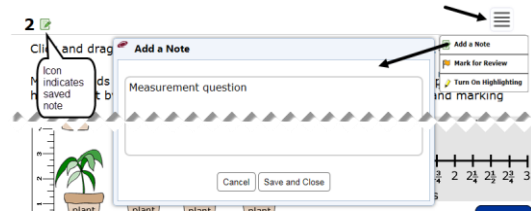
ITEM MENU

Click the **Item Menu** icon to select the online tools.

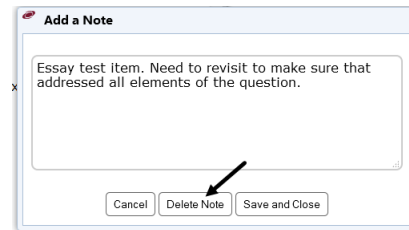


ADD A NOTE

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.



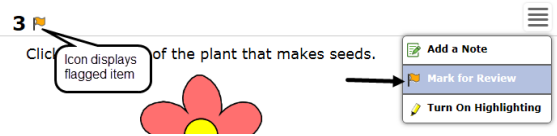
3. Click the **Note** icon to re-open to view, edit, or delete the note.



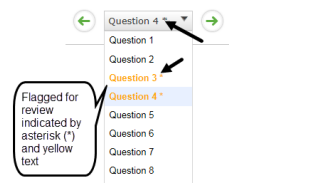
Hint: To quickly view which test item has a note, also select the "Mark for Review" option.

MARK FOR REVIEW

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

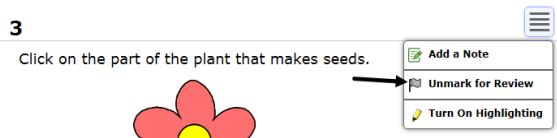


3. The test item number now has an asterisk (*) and in the drop-down menu displays in yellow.



4. On the **Review Your Answers** page, the *Marked for Review* items will display with a special icon.

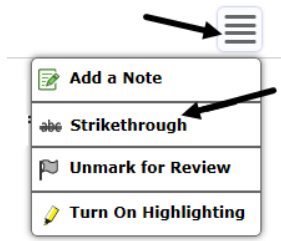
5. Select the **Unmark for Review** to remove the flag.



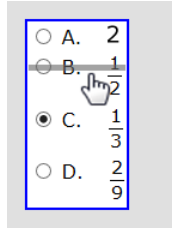
STRIKETHROUGH

Works on multiple choice and extended multiple choice test options.

1. Select **Strikethrough**.



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

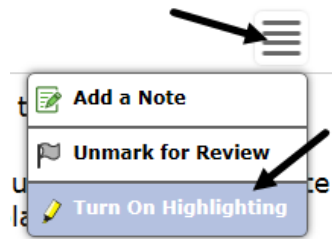


3. Click either the **Item Menu** icon or anywhere on the test page.

TEXT HIGHLIGHTING

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

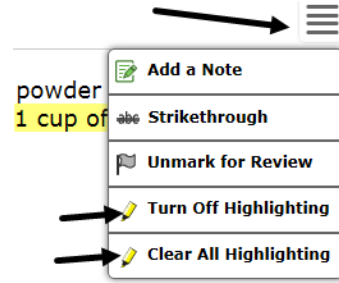
1. Select **Turn On Highlighting**.



2. Click, hold, and drag your mouse over the text you wish to highlight. 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?

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



TEXT-TO-SPEECH

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. When clicking on the **speaker** icon students are presented three Text-to-Speech options:

1. Hear the Question
2. Heard the Options
3. Heard the Question and Options

Text-to-Speech functionality may be paused and/or stopped.

TEST TIMER

If your teacher has defined a scheduled test to include a time limit, you may pause the test. The timer starts when you access the test online. From that moment, the timer will countdown to zero, even if you exit the test. Your teacher and you may have the ability to pause the timer.



ZOOM

You may zoom the page by using the **Zoom** drop-down field.



TEST STATUS

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

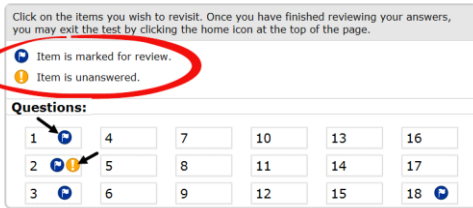


REVIEW PAGE/EXIT

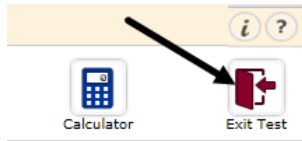
There are two different review pages; the review page is based on the test navigation display.

1. When a test is completed, you're brought to 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



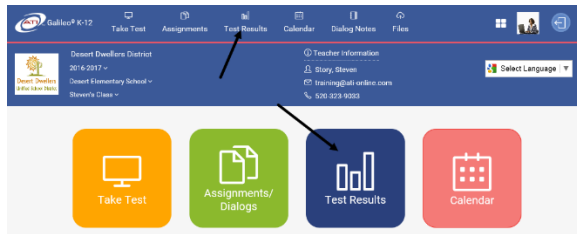
2. You may visit the **Review Your Answers** page (and exit the test/quiz) at any time during the test by clicking on the *Exit Test* button.



3. To edit the test, click the *Exit Test* button.

VIEW TEST RESULTS

If your teacher has published the test results, you will see them by clicking the **Test Results** icon.



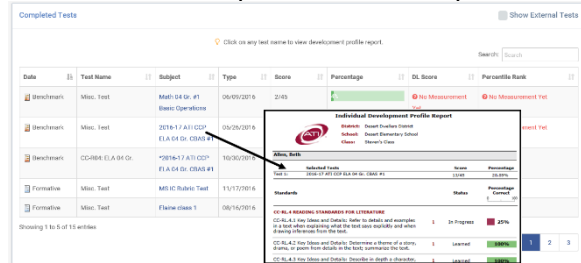
COMPLETED TESTS SECTION

You may search for a test from the **Search** field. The columns are all sortable.

Date	Test Name	Subject	Type	Score	Percentage	DL Score	Percentile Rank
06/09/2016	Math: 04 Gr. #1 Basic Operations	Math: 04 Gr. #1	Bench Operations	2145	100%	No Measurement	No Measurement
09/29/2016	2016-17 All CED: ELA:04 Gr. 03AS #1	2016-17 All CED: ELA:04 Gr. 03AS #1	Bench Operations	13195	72%	No Measurement	No Measurement
10/30/2016	0816-17 All CED: ELA:04 Gr. 03AS #1	0816-17 All CED: ELA:04 Gr. 03AS #1	Bench Operations	23195	95%	862 (ASD)	38
11/17/2016	MIS:IC:Rubric Test	MIS:IC:Rubric Test	Formative	71/74	10%	N/A	N/A
08/16/2016	Flame class 1	Flame class 1	Formative	4/8	50%	N/A	N/A

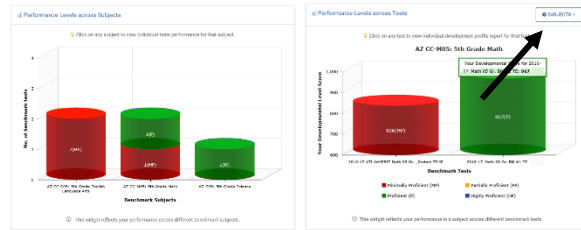
INDIVIDUAL DEVELOPMENT PROFILE REPORT

Each test name is a hyperlink to the *Individual Development Profile* report.



BENCHMARK PERFORMANCE SECTION

Click the **Subject** drop-down field allows you to change the displayed subject.



EXIT STUDENT CENTER

Click the **Logout** icon in the upper right hand corner.

