Welcome to Scheduling Administrative Assessments for Eighth Grade Science Using Plato/Lightspan

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Purpose:

The purpose of this self-instructional module is for the learner to successfully schedule an Administrative Assessment in Science using the Plato/Lightspan software.

This module was created for your own enrichment and will be available to you as a resource for your future needs. The screen shots within this module are meant to be a guide and to represent similar screens you will see on your computer.

You will need the following items to complete this module:

1. This printed module
2. A computer with Internet access.
3. Your Plato/Lightspan client ID number, your user ID and password.

If you are ready to schedule an assessment, let's get started!

***Before you begin, please check with your Computer Resource Teacher to ensure the class list is current. Students that are added after you schedule the test will need to be assigned the test individually.

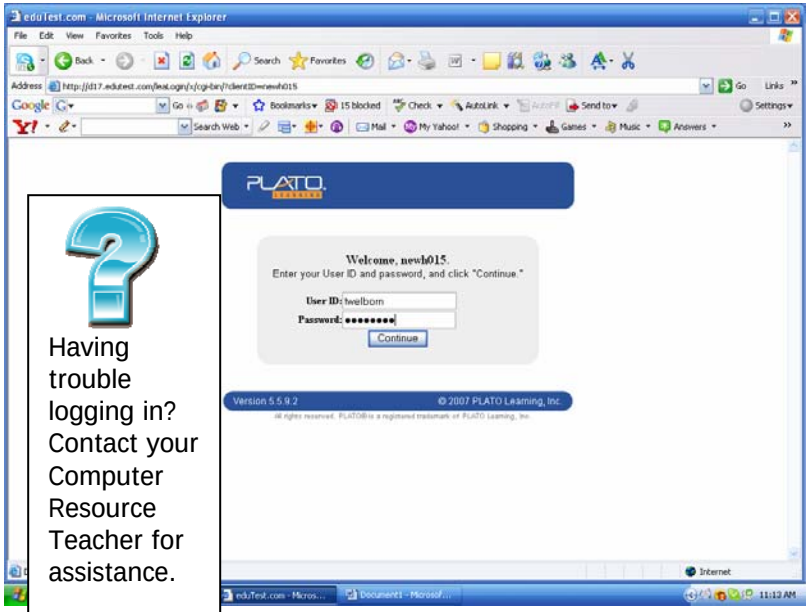
Step #1: Open your Internet browser and type the following address in the address bar.

www.edutest.com

Step #2: When you seen the screen to your left, type the following into the Client ID text box.

newh015

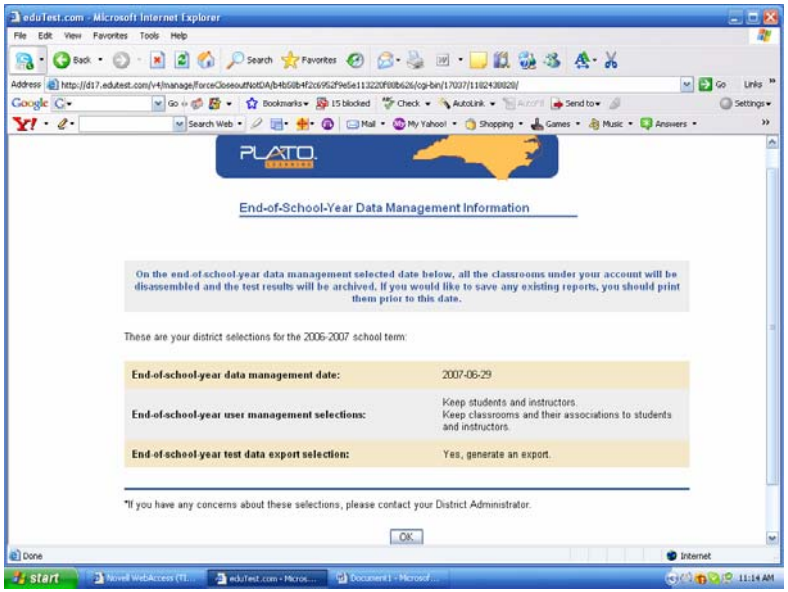
Click Go.



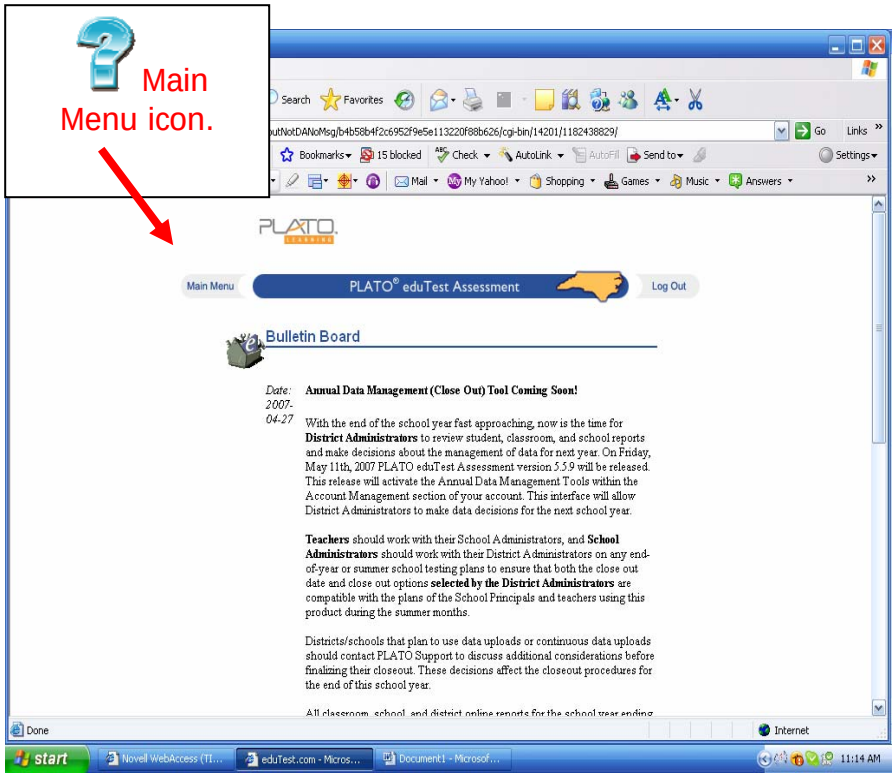
Having trouble logging in? Contact your Computer Resource Teacher for assistance.

Step #3: Type in your user ID and password. Your user ID should be your first initial and last name. Your password should also be your first initial and last name.

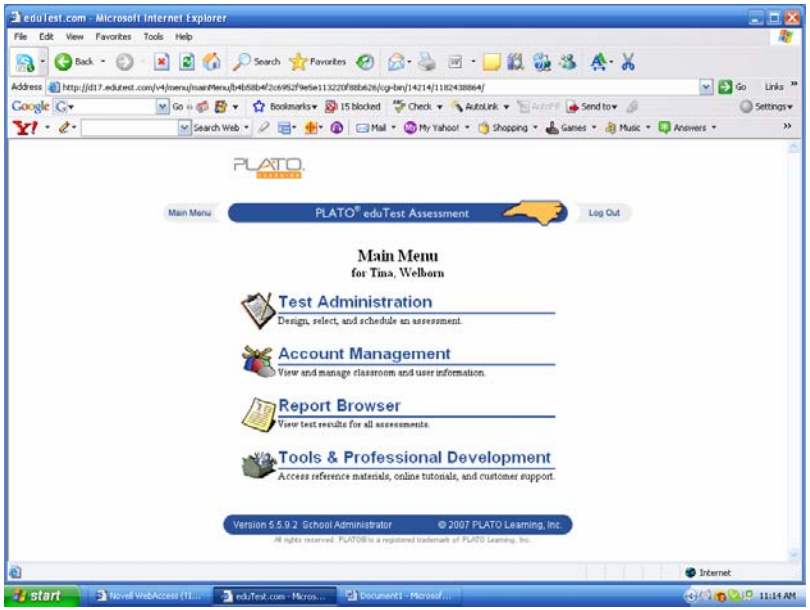
Click Continue.



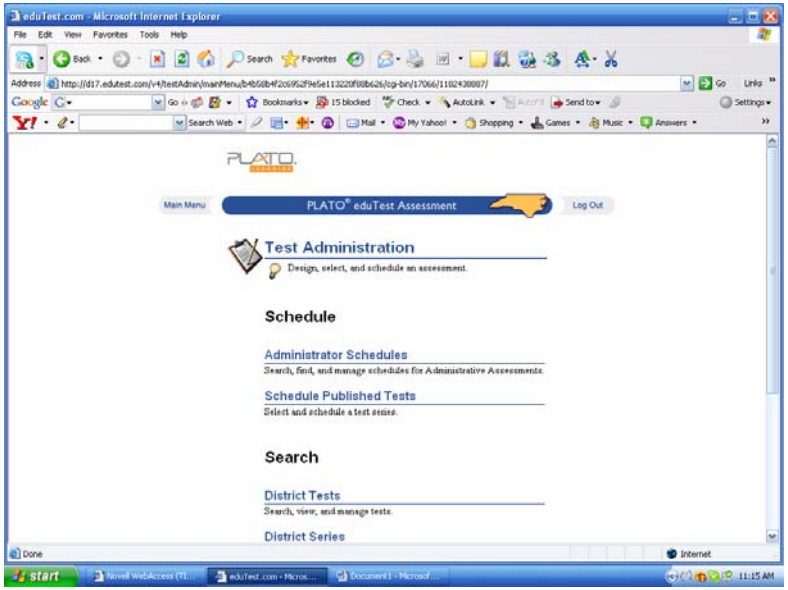
Step #4: When this page comes on the screen, scroll down and click ok.



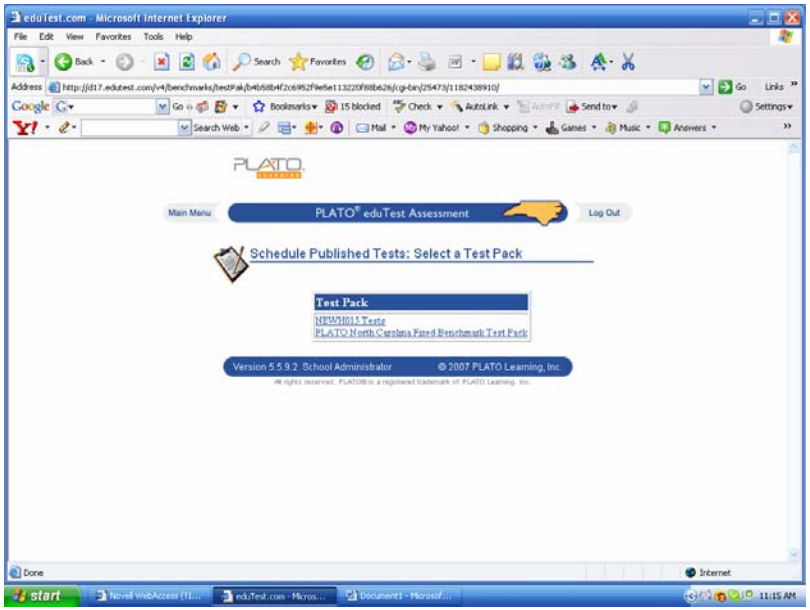
Step #5: In the top left corner, click on the words "Main Menu."



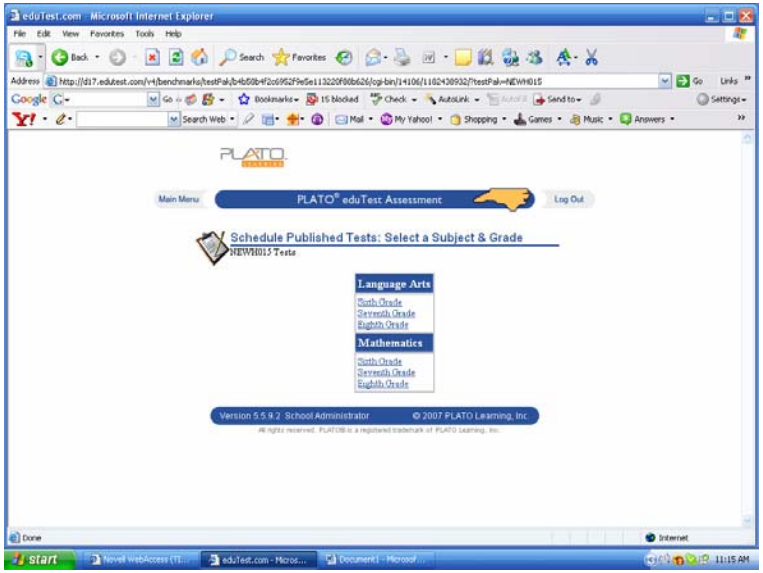
Step #6: On the Main Menu page, click on the words "Test Administration."



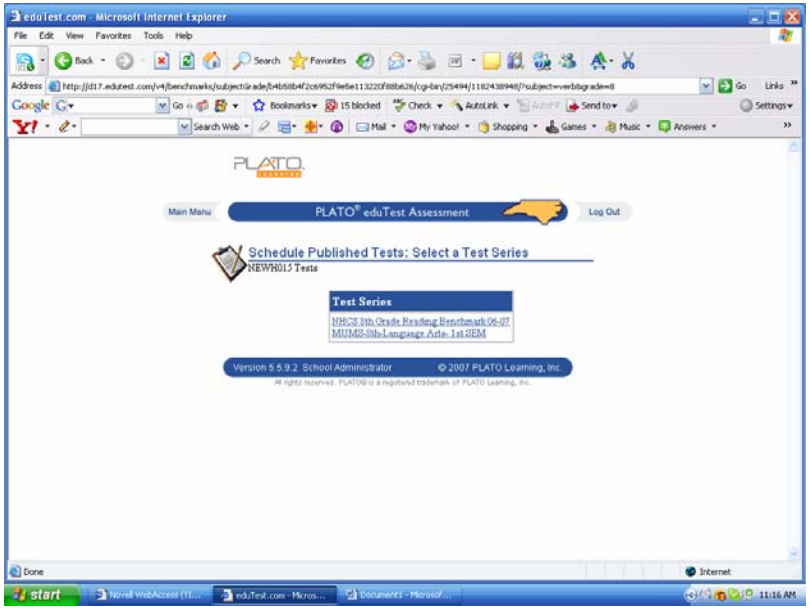
Step #7: Click on "Schedule Published Tests."



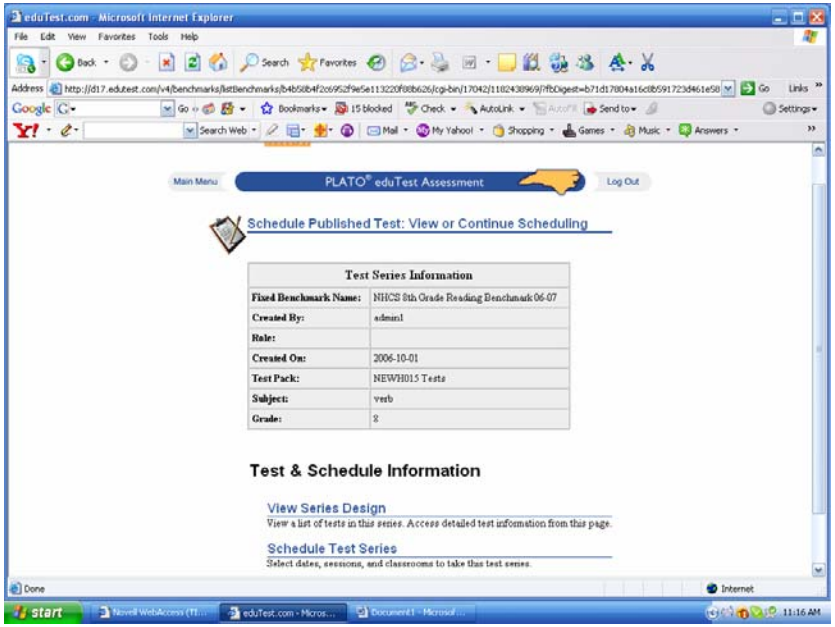
Step #8: In the Blue Test Pack box, click on "NEWH015 Tests."



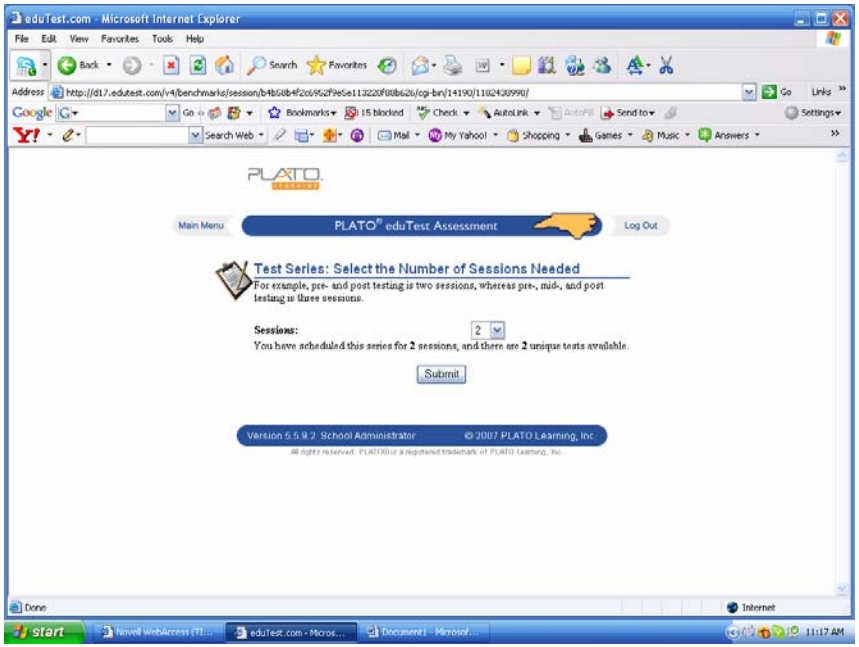
Step #9: Choose the subject and grade level in which you would like to schedule a test. Click on the appropriate grade level.



Step #10: In the Test Series Box, click on the appropriate test.

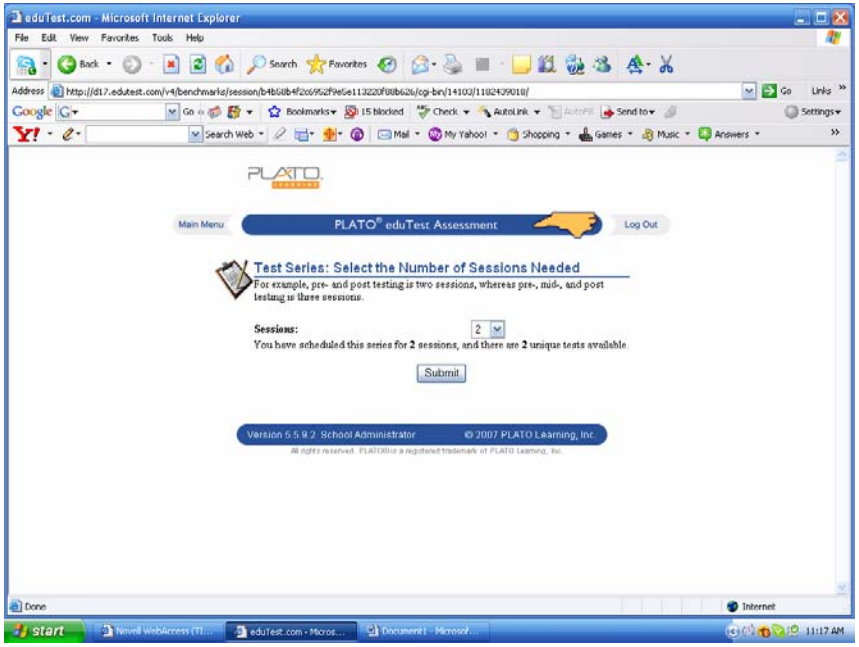


Step #11: You should be on the page titled "Schedule Published Test: View or Continue Scheduling." When you see this page, click on the words, "Schedule Test Series."

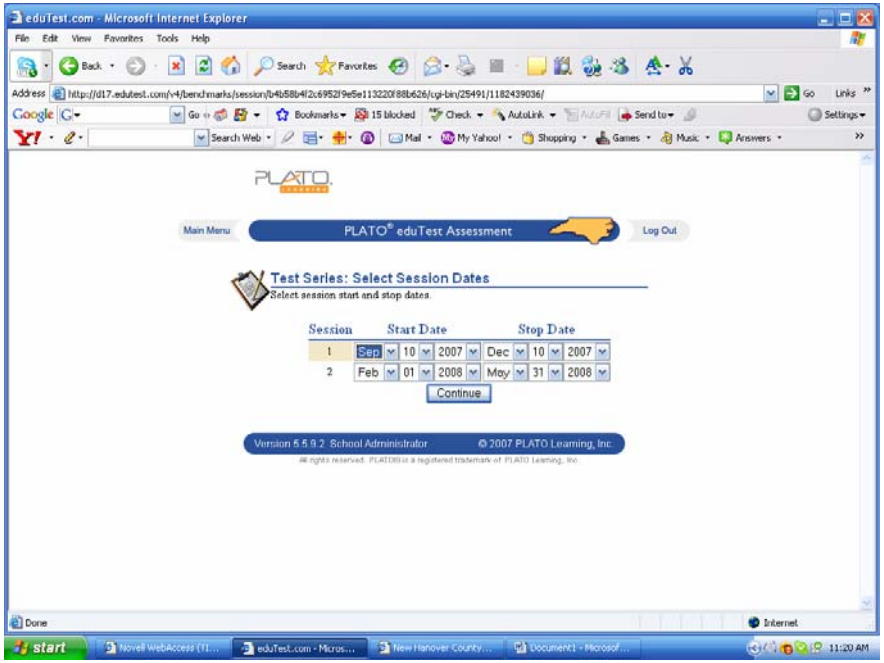


Step #12: Beside the word "Sessions" is a scroll down menu. Please select "2."

Click on Submit



Click Submit again.

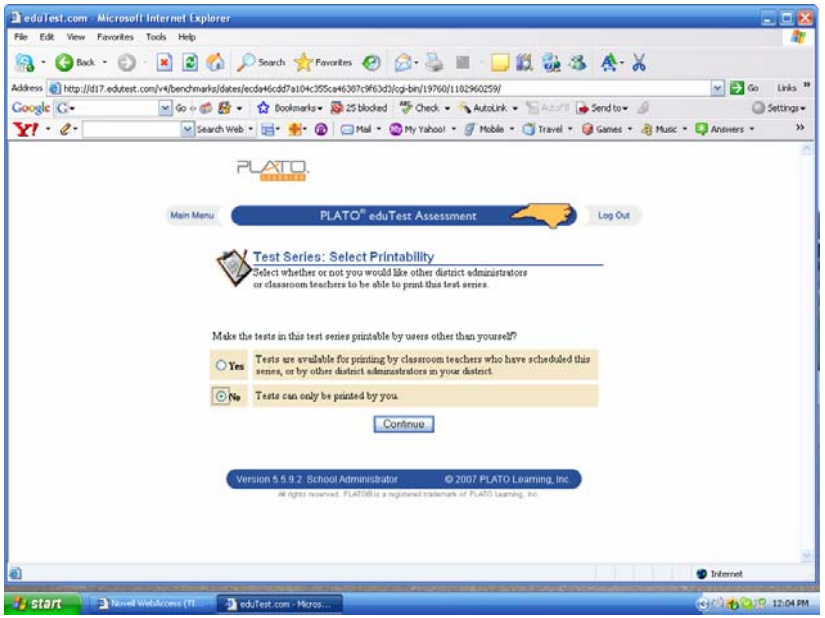


Step #13: When you reach this page you want to choose the time periods in which you want both tests to be taken.

*Note: Session 1 should be given immediately after the 10th day of school. It has been suggested to open the test September 10 and close the test December 10.

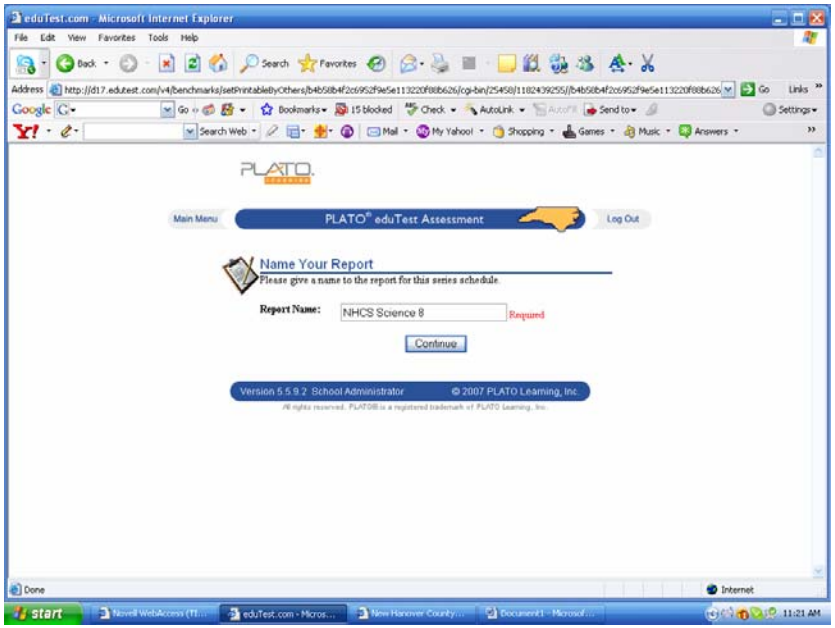
*Note: Session 2 will take place between the months of February and May. Don't forget to change the year to 2008!

Click Continue.



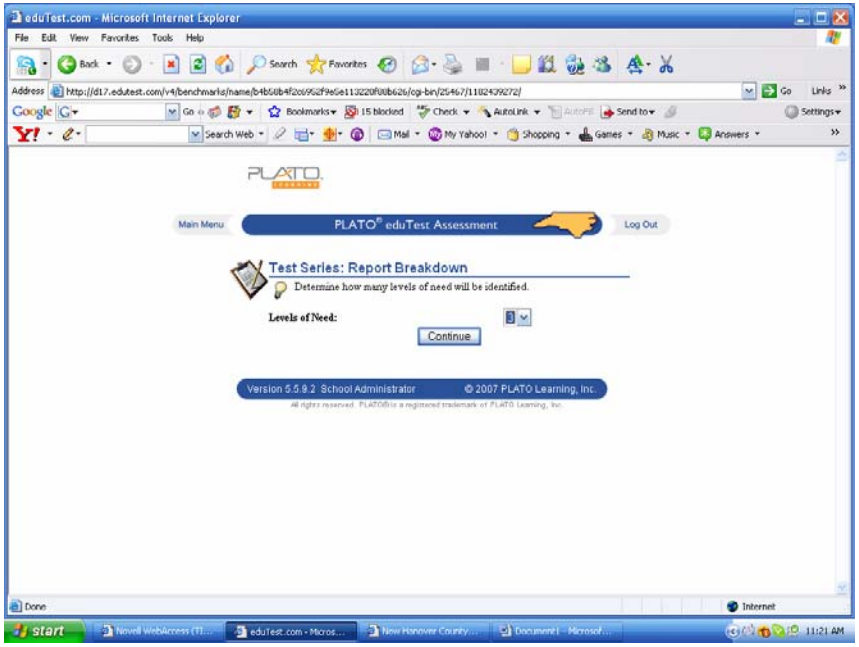
Step #14: Make sure that "no" is selected.

Click Continue.



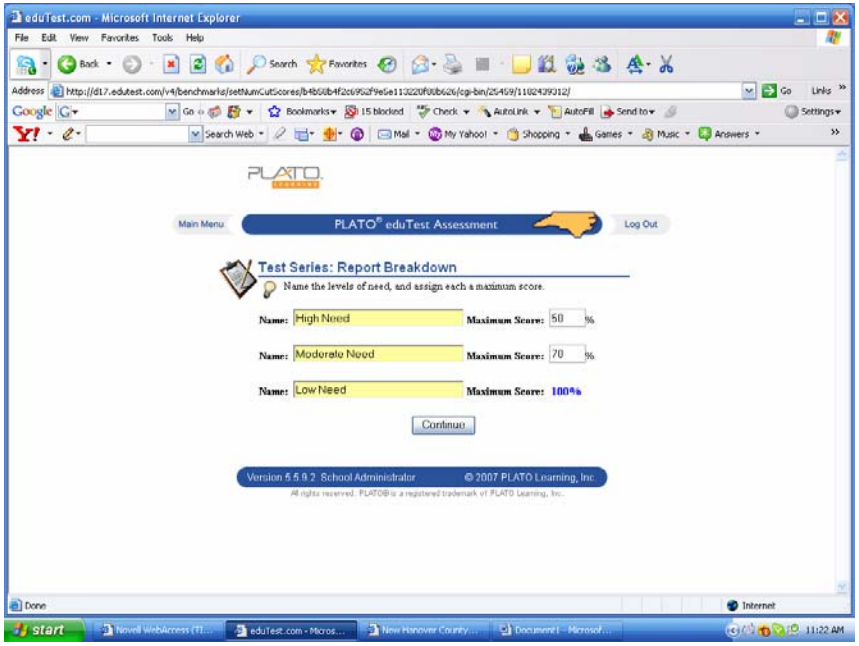
Step #15: On this page you will type the name of the report in the textbox. The name of the Science report will be "NHCS Science 8."

*Note: The name of the report should be the same as the test name.



Step #16: Please select the number 3 in the pull down arrow box.

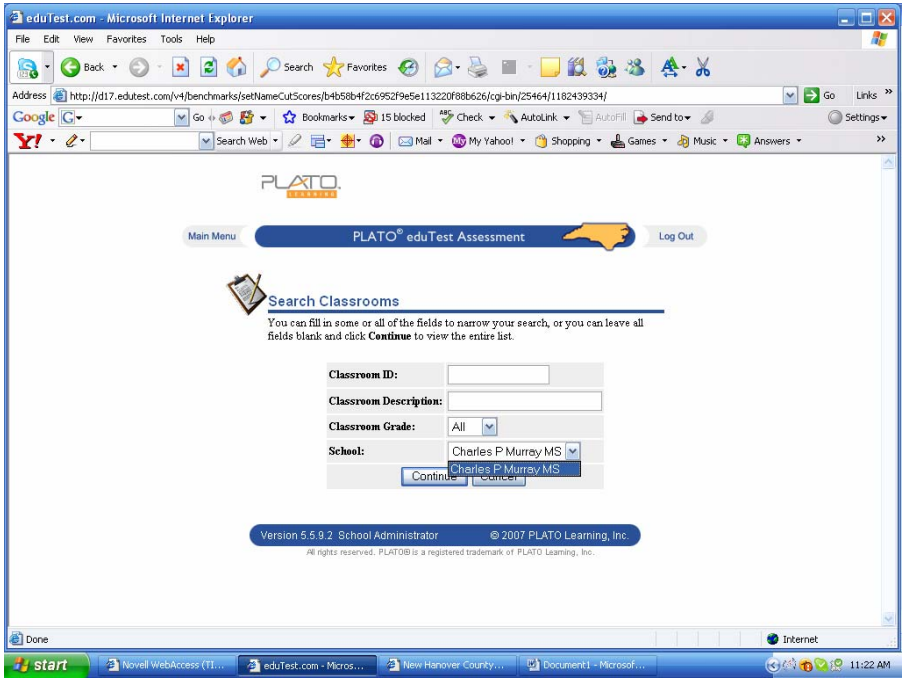
Click Continue.



Step #17: Check to make sure the following numbers match the description.

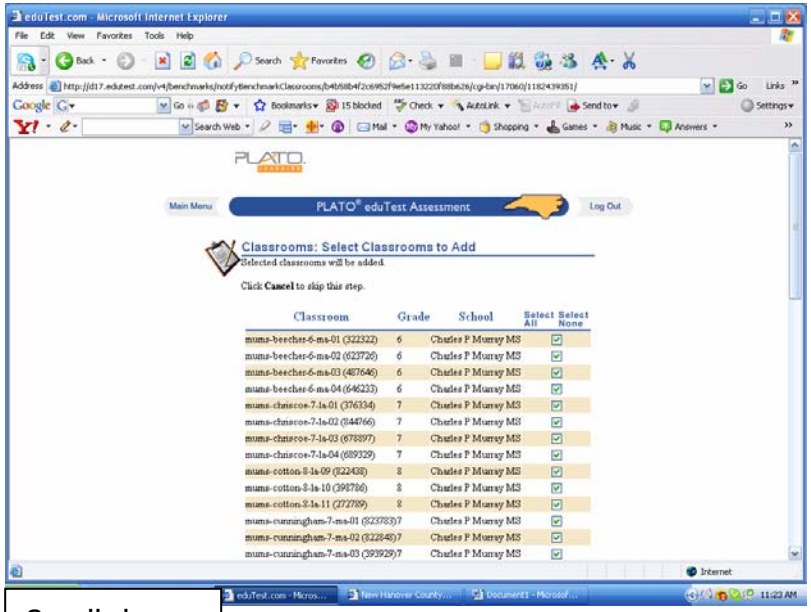
High Need 50%
Moderate Need 70%
Low Need 100%

Click Continue

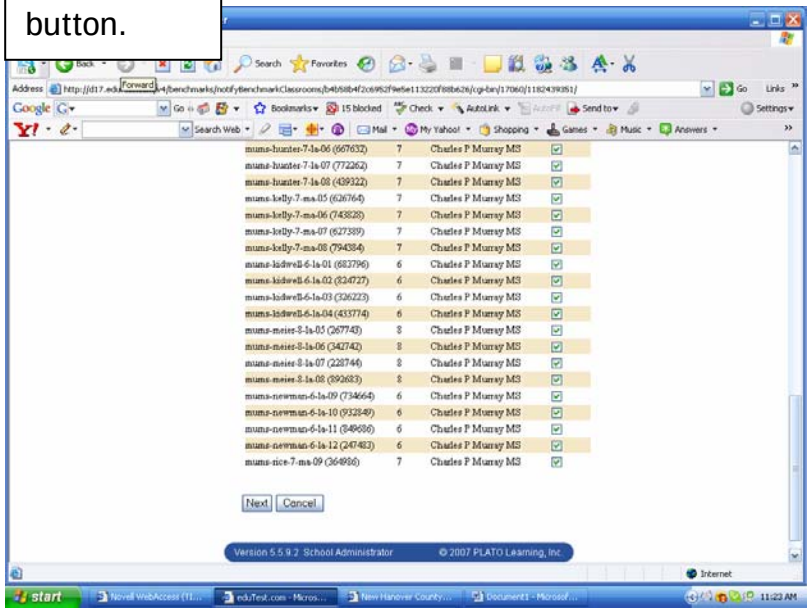


Step #18: When you reach this page, leave the first two fields blank. Beside "School" scroll down and find your school.

Click Continue.



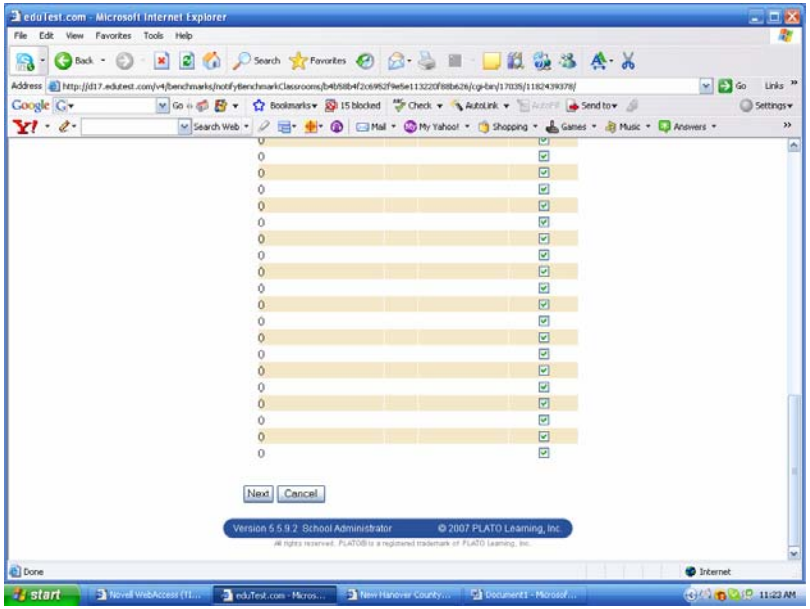
Scroll down for Next button.



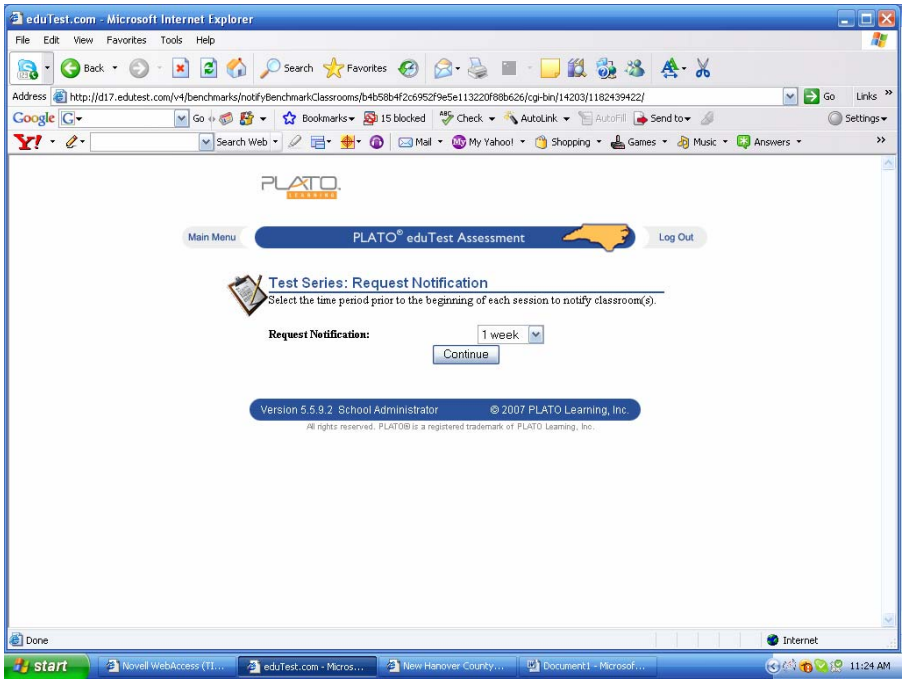
Step #19: On this page, the classes that you wish to select must have a check mark beside the name. To de-select a class, simply click on the checked box.

*Note: You may click on the words “Select All” and “Select None” at the top right corner.

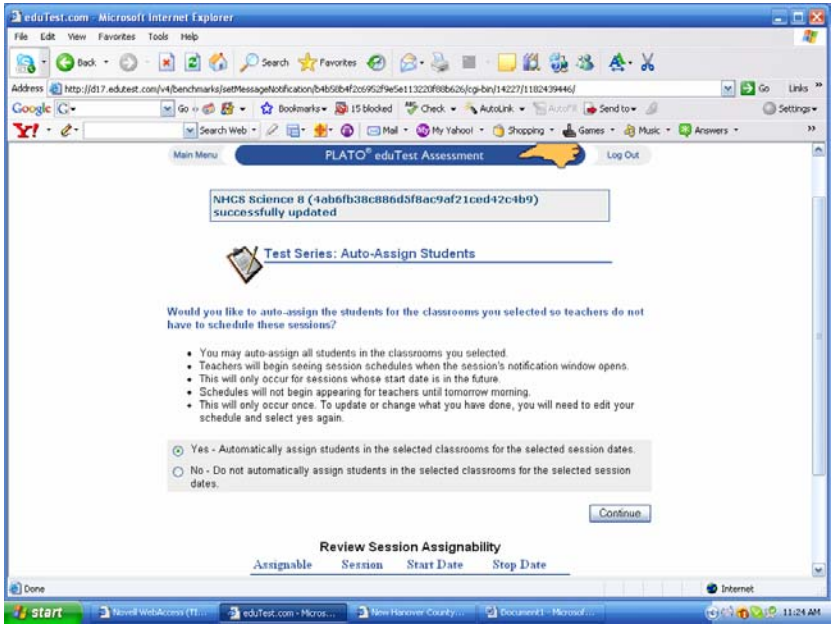
Click Next.



Step #20: Click Next again.

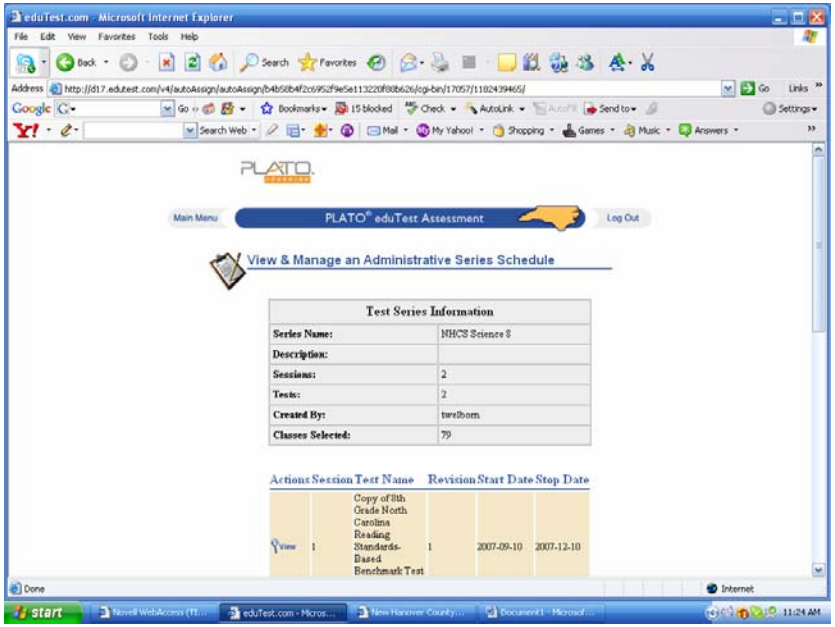


Step #21: Select "1 Week" and click Continue.

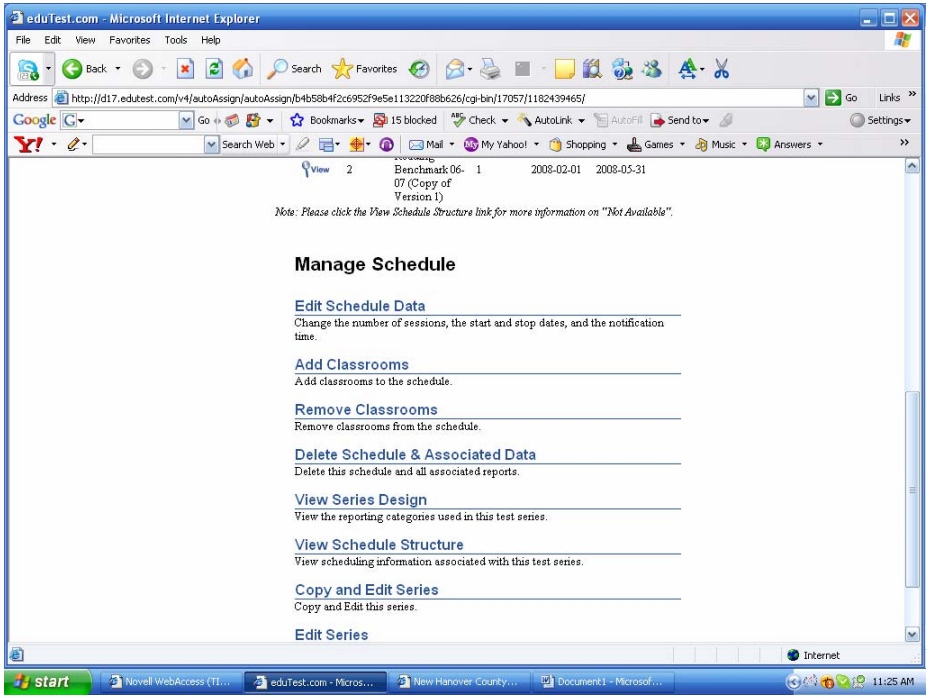


Step #22: Make sure "Yes" is selected to automatically assign students.

Click Continue.



Congratulations! You have successfully scheduled an assessment!



To make changes to the assessment or the schedule, click on "Edit Schedule Data" below Manage Schedule.

To delete the test schedule click on "Delete Schedule and Associated Data."

Quick Reference Guide for Scheduling an Assessment using Plato/Lightspan

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Click Continue.

Step #4: Scroll down and click ok.

Step #5: In the top left corner, click on the words "Main Menu."

Step #6: On the Main Menu page, click on the words "Test Administration."

Step #7: Click on "Schedule Published Tests."

Step #8: In the Blue Test Pack box, click on "NEWH015 Tests."

Step #9: Choose the subject and grade level in which you'd like to schedule a test. Click on the appropriate grade level.

Step #10: In the Test Series Box, click on the appropriate test.

Step #11: You should be on the page titled "Schedule Published Test: View or Continue Scheduling." When you see this page, click on the words, "Schedule Test Series."

Step #12: Beside the word "Sessions" is a scroll down menu. Please select "2."
Click on Submit
Click Submit again.

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*Note: Session 2 will take place between the months of February and May. Don't forget to change the year to 2008!
Click Continue.

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Step #16: Please select the number 3 in the pull down arrow box.
Click Continue.

Step #17: Check to make sure the following numbers match the description.
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Moderate Need 70%
Low Need 100%

Click Continue

Step #18: When you reach this page, leave the first two fields blank. Beside "School" scroll down and find your school.
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Step #19: On this page, the classes that you wish to select must have a check mark beside the name. To de-select a class, simply click on the checked box.
*Note: You may click on the words "Select All" and "Select None" at the top right corner.
Click Next.

Step #20: Click Next again.

Step #21: Select "1 Week" and click Continue.

Step #22: Make sure "Yes" is selected to automatically assign students.

Click Continue.

Congratulations! You have successfully scheduled an assessment!
To make changes to the assessment or the schedule, click on "Edit Schedule Data" below Manage Schedule.
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