

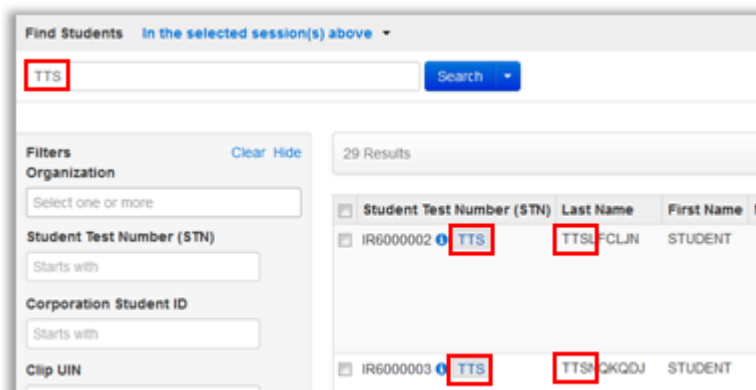


2016-17 Summer IREAD-3 Practice Test Setup Instructions for Corporation & School Test Coordinators

New! For Summer IREAD-3, Pearson has loaded sample students and generated test sessions for practice tests. The number of sample students should approximate the number of students you submitted on your IDOE-TL. The sessions were created using the IDOE Session Name that was submitted on the IDOE-TL.

Accessing Preloaded Sample Students and Test Sessions:

- ❑ Log in to the PearsonAccess^{next} Training Site and select the IREAD-3 Summer 2017 administration.
- ❑ To access your preloaded test sessions navigate to **Testing > Sessions > Search > Show All Results**.
- ❑ The number of preloaded sessions that displays should correspond to the data submitted on the IDOE-TL.
- ❑ You are free to rename test sessions, create new sessions, add additional students to sessions, or move students between sessions.
- ❑ **TIP!** You can choose to edit the session and change the password to a simpler word or number combination so that students can easily log in to the test. Navigate to **Sessions > Select a session > Select Tasks > Create Edit Sessions > Start**
 - **Select the session on the left of the screen.**
 - **Change the password and save (Changes must be made before starting sessions).**
- ❑ Once you have made any adjustments to test sessions, you may **Prepare, Start, and Unlock** your test sessions and **print** test tickets and seal codes. Note: The IREAD-3 practice test only has 1 section so you will only use the first seal code.
- ❑ **TIP!** To easily identify and sort students with Text-To-Speech (TTS) accommodations in your sessions, the student Last Name was created beginning with "TTSXXXXX" followed by random alpha characters. To sort for TTS students, simply enter "TTS" into the **Find Students** search box on the Students in Sessions screen as pictured below. In addition to the TTS naming convention, a TTS indicator box appears next to the STN.



- ❑ If you want to create additional sample students beyond what was preloaded, follow the instructions below to create sample students.

Generating Sample Students:

- Generate sample students for each of your schools and the tests they are using.
 - Click on the **Setup** menu and select **Students**.
 - Click on the **Select Tasks** drop-down, select **Generate Sample Students**, and click on the **Start** button.
 - Complete the Generate Sample Students screen.
 - Select the **Organization** (school) from the drop-down.
 - Use the **Create New Group** functionality to make session creation easier by including descriptive information in the group name.
 - Select the **Enrolled Grade** from the drop-down. The grade selected should correspond to the test grade.
 - Select **Online** from the **Type** drop-down list.
 - Enter the number of students needed for the group.
 - Click **Generate**.
 - Complete the Generate Sample Students screen again for the next group, or if finished, select **Exit Tasks**.

Create Online Testing Sessions:

- Click on the **Testing** menu and select **Sessions**.
- Click on the **Select Tasks** drop-down, select **Create / Edit Sessions**, and click **Start**.
- Complete the New Session screen.
 - Enter a **Session Name** using a descriptive name.
 - Select the **Organization** from the drop-down.
 - Choose IREAD-3 Grade 3 from the Test Assigned drop-down box.
 - Select **Main** from the **Form Group Type** drop-down. **NOTE:** Main is the only Form Group Type that is used for IREAD-3 practice tests.
 - Note that the **Scheduled Start Date** and **Time** have no bearing on starting or stopping sessions. They are strictly for your use in planning and organizing your sessions.
 - Select a **Precaching Computer** for each session based on guidance from your Corporation IT Coordinator (CITC) or School IT Coordinators (SITC).
 - Select **Find by Name or ID**. Select **Find by Group**, and click in the **Add students to session** area to add sample students to the session. **NOTE:** Only sample students or groups generated for the school and test specified for a session are available for selection and assignment to that session.
- Click **Create**.
- **NOTE:** After a session is created, you can choose to edit the session and change the password to a simpler word or number combination so that students can easily log in to the test.
- Complete the New Session screen again for the next session, or if finished select **Exit Tasks**.
- Creating practice test sessions for accommodated tests.
 - Complete the previous steps for all sessions that will include accommodated sample students.
 - To provide the accommodation for students requiring Text-To-Speech (TTS), select **Testing > Sessions > Search > Show All Results** and select the session that contains students needing accommodations by checking the box next to that session. Then choose **Select Tasks > Go to Students in Sessions**. Select the student that requires Text-

To-Speech, choose the **Manage Student Tests** option from the **Select Tasks** Menu, then click **Start**.

- On the left side of the **Manage Student Tests** page, click on **IREAD-3 Grade 3**. In the **Accommodations** field to the right, select **Text To Speech (Online)**, and make sure **Read Aloud (Paper)** is set to “**No**”. If **Text To Speech (Online)** is selected and **Read Aloud (Paper)** is “**Yes**”, you will get an error.
- Click **Save** and repeat for each sample student requiring Text-To-Speech.
- Proceed to the steps below.
- Precache test content after all sessions have been created. Coordinate this activity with the CITCs or SITCs.
- Prepare, then start and unlock your sessions. This step can also be completed by the Examiner or Proctor responsible for overseeing testing sessions.
 - Click on the **Testing** menu and select **Sessions**.
 - If you do not see your sessions, click on the drop-down arrow next to the **Search** button and select **Show all results**.
 - Select the sessions you want to start or click on the check box at the top of your list of sessions to select all sessions shown. If you have multiple pages of sessions, you can select sessions from each page, and PearsonAccess^{next} keeps track of your selections under the **Manage** drop-down in the upper right portion of the Sessions screen.
 - Click on **Go to Students in Sessions** near the top of the screen or select **Go to Students in Sessions** from the **Select Tasks** drop-down and click **Start**.
 - Click on **Combined View** at the top of the Session List on the left side of the Students in Sessions screen, then select **Prepare All Sessions**.
 - Select the blue **Refresh** button at regular intervals to refresh the screen and check the progress of the sessions.
 - Once the sessions are prepared, select **Start All Sessions**.
- Select the session that you want to start from the list on the left of the screen. Slide the **Lock Bar** in the upper right corner of the test session window to the unlocked position.
- Print student testing tickets. This step also can be completed by the Examiner or Proctor responsible for overseeing test sessions.
 - Select a session from the Session List on the left side of the Students in Sessions screen.
 - Click on the **Resources** drop-down in the upper right portion of the Students in Session screen and select **Print all for this Session**. Choose one of the four available Student Testing Ticket formats and print the tickets.
 - Click on the **Resources** drop-down in the upper right portion of the Students in Sessions screen and select **Seal Codes**. **NOTE:** Only use the seal codes that correspond to the number of sections in the practice test. For IREAD-3 practice tests you will only use the first seal code as the practice test has only 1 section.
 - Print and distribute sheets of student testing tickets to the Examiners / Proctors who are managing each session.
- Repeat this step for each session.