

Header and Answer Sheet Checklists

Header Sheet

General Checklist

- One header sheet has been completed for the test.
- The Teacher's Last & First Name are correct.
- The Teacher ID is correct.
- The Test Type is correct.
- One Test Level is bubbled.
- One Unit is bubbled (Unit Tests only).
- The No. of Answer Sheets matches the number of completed answer sheets.

- No photocopies have been used.
- All entries begin with the first bubble on the left of the grid.
- The correct bubble has been filled in for each letter and number.
- All bubbles have been completely filled with a No. 2 pencil.
- All stray marks have been completely erased.

Answer Sheet

- One answer sheet has been completed for each student who took the test.
- The student's Last & First Name are correct.
- The Student ID is correct.
- For grades 2–5 Unit Tests, one Test Form bubble has been filled in.
- Responses for the Pretest, Posttest, or Unit Progress Test are marked in the top set of answer rows.
- Responses for the Revising and Editing Test are marked in the bottom set of answer rows.
- Only one answer has been bubbled in for each item.

To Add Holistic Scores

On the Main Menu, click **Manage Groups and View Tests**. From the **My Groups** screen:

Add Holistic Scores

1. Select a group by clicking the corresponding radio button.
2. Click **View Tests**.
3. Click the **Add Scores** link for the test you wish to score.
4. On the **Add Scores** screen, select the score for each student.
5. Click **Save & Close** to save the scores and return to the **Tests** screen.



To View Reports

On the Main Menu, click **View Reports** to:

View Language and Literacy Reports

1. Click the radio button to select **Language & Literacy Tests (Pre/Post)**. Click **Go!**.
2. On the **Report Options** screen, click the radio button next to the Report Type you want to view.
3. To choose a Test, select a grade, then choose Pretest, Posttest, or Both. If you chose Both, select the students to include.
4. Choose a School Year and a Test Window.
5. Select the Group(s), subgroup, or student to be included in the report.
6. Click **Go!** to view the reports.
7. To view another report for the same group, click one of the links under:

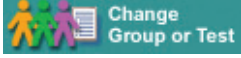


View Unit Reports


1. Click the radio button to select **Unit Tests**. Click **Go!**.
2. On the **Report Options** screen, click the radio button next to the Report Type you want to view.
3. Choose a Test Level from the pick list. Then, for the School Year, choose a start and end date.
4. Select the Group(s), subgroup, or student to be included in the report.
5. Click **Next** to proceed.
6. On the second **Report Options** screen, choose a Unit and one or more Test Forms. If you chose a student in Step 4, you may select Cumulative Performance.
7. Click **Go!** to go to the report, or **Back** to return to the first **Report Options** screen.
8. To view another report for the same group or student, click one of the links under:



Change Report Options

1. To see reports for a different group, student, or test, click:
 
2. On the **Report Options** screens, change your selections and click **Go!**.

Print Reports

1. In your browser, set the left and right page margins to 0.3" or less.
2. From within any report, click:
 
3. Click **Print** in the pop-up window.

Support

For a complete *User's Guide*, visit the *Resources* screen online.

For *Technical Support*, contact *National Geographic School Publishing* at:

Phone: (866) 710-1573

Fax: (831) 625-8779

Email: techsupport@ngsp.com

Mon–Fri 9:00 AM–5:00 PM PST



To View Student Portfolios

On the Main Menu, click **View Student Portfolios** to:

View Student Portfolios



1. **Step 1** Click one or more checkboxes to select your group(s). Then click **Go!**.
2. **Step 2** Click one or more checkboxes to select your student(s). Select **Current Results** for tests administered this year.

Select **Past Results** for tests administered by another teacher or in a previous year. Then click **Go!**.

3. **Step 3** To view a student report, click the corresponding report link. After viewing the report, click:



Print a Family Letter

1. On the **Step 3** screen of **Student Portfolios: Current Results**, select one or more student records by clicking the corresponding checkboxes .
2. Click  or .

The letter(s) will appear in a pop-up window.
3. To print, open the **File** pull-down menu in the pop-up. Click **Print**.