




Login Conventions

	User Name	Password
Training Environment (for Staff Training)	role abbreviation + district code + school code	district code + school code
<i>Example:</i> School System Administrator at Williams School District code: 333 School code: 999 User name: SSA333999 Password: 333999		
Live Data Environment	Please contact your School Principal or Assessment Coordinator for user name and password information for the live data environment.	
Student Logins	first initial + last name + year of birth	Year of birth

Network Status Column

	Indicates that the STW is not yet connected to the TDS.
	Indicates that the corresponding STW is connected to the TDS.
	Indicates that the STW has lost its connection with the TDS. Check to be sure the STW is still connected to the school network. If this problem persists, contact your Technology Support Specialist.

STW Commands

If the STW stops responding	Use these keyboard commands to exit the software if the STW stops responding: PCs: <i>Ctrl + Alt + End</i> Mac laptop: <i>Command + Function key + F4</i> Mac desktop: <i>Command + F4</i>
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iTest System Quick Reference Guide Test Administration

Measured Progress CATS Online Help Desk
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For test administrators

STW URL: <http://10.x.y.7/tds/stw/kiosk/>
PTW URL: <http://10.x.y.7/tds/ptwlogin.aspx>
 Where 10.x.y.7 is the full IP address of your TDS
 (Contact your school Technology Support Specialist for assistance)

System Components

The iTest System consists of four components: the Data Administration (DAS), the Test Delivery System (TDS), the Proctor Test Workstation (PTW), and the Student Test Workstation (STW). These components are described in more detail below.

Data Administration System (DAS)

The DAS is a website and database used by principals, school administrators, test schedulers, and other authorized users to access, create, and manage online testing data such as school, staff, student, and test scheduling information. The DAS handles the distribution of testing information and the final storage of test data.

The DAS is hosted and maintained by Measured Progress. You access the DAS through the Internet using a Web browser. The DAS is hosted at and maintained by Measured Progress. The DAS is located at <http://itest.measuredprogress.org/kde/das/>.

Test Delivery System (TDS)

The TDS application securely stores test content, delivers tests to students, and uploads student test responses to the DAS. The TDS is typically installed and managed by the school network administrators.

Proctor Test Workstation (PTW)

The PTW is an application used to administer iTest tests to students. The Proctor/Test Administrator uses the PTW to start, pause, and close a test session and monitor student progress in the test.

Student Test Workstation (STW)

Students access test content and record their test responses on the STW application. The STW includes useful test-taking tools such as a test map and a virtual highlighter.

Step	Instructions
<i>(See page 1 of this Guide for more information on the PTW and STW URLs.)</i>	
Step 1: Log in to the PTW	<ol style="list-style-type: none"> 1. Start a Web browser 2. Browse to the PTW website at http://10.x.y.7/tds/ptwlogin.aspx 3. Log in to the test environment 4. Please contact to your School System Administrator if you require login information
Step 2: Open a Test Session	<ol style="list-style-type: none"> 1. Select a test session name 2. Enter the test session password 3. Select Open
Step 3: Create a Session on demand (if necessary)	<ol style="list-style-type: none"> 1. Select Create Session 2. Select a test, test part and window 3. Enter a test session name, password, location, duration, and comment 4. Select Save 5. Select Add Students. 6. Select the student(s) to be added 7. Select Add Students 8. Select Open Session
Step 4: Have Students Start Assistive Technology	Instruct students who will be using assistive technology to start the appropriate software and/or hardware on their workstations.
Step 5: Have Students Start the STW and Log In	<ol style="list-style-type: none"> 1. Using a browser, go to http://10.x.y.7/tds/stw/kiosk/ 2. Select Start the XX Student Test Workstation 3. Exit the browser 4. Extract and/or run the application file 5. Log in to the STW 6. Select the test session
Step 6: Add Walk-In Students	<ol style="list-style-type: none"> 1. At the bottom of the Test Session Administration page, select the Add Walk-In button 2. Find and select the student(s) to be added 3. Select Add Students
Step 7: Start the Test Session	<ol style="list-style-type: none"> 1. Select Start Test 2. Instruct students to select the Next button once it turns green on the STW.
Step 8: Review the Directions with the Students	Review the directions with the students using the Test Administrator Manual.

Step	Instructions
Step 9: Open the Next Test Step	<ol style="list-style-type: none"> 1. Select a step from the Test Navigation drop-down list. 2. Instruct students to select the Next button once it turns green on the STW
Step 10: Monitor Test Progress	<ol style="list-style-type: none"> 1. Select the icon in the Details column 2. The Student Details window shows which questions the student has answered.
Step 11: Pause the Test	<p>Pause all students:</p> <ol style="list-style-type: none"> 1. Make sure that no check boxes in the Individual Control column are checked 2. Select Pause Test 3. Select Start Test to return to the test session. <p>Pause an individual student:</p> <ol style="list-style-type: none"> 1. Select the check box in the Individual Control column for the student 2. Select the pause button in the Individual Test Control column 3. Select the play button in the Individual Test Control column to unpause the student 4. Remove the check mark from the Individual Test Control column to return the student to the test.
Step 12: Start the Test for Individual Students	<ol style="list-style-type: none"> 1. Instruct students to log in to the STW and select the test session. 2. Select the small play button in the Individual Test Control column to start the test for that student. 3. Remove the check mark from the Individual Test Control column when the students have logged in to the session.
Step 13: Disconnect a Student from the Test Session	<ol style="list-style-type: none"> 1. Locate the student on the test session roster 2. Verify the number of responses 3. Select the left arrow icon in the Disassociate Student column
Step 14: Close the Test Session	<ol style="list-style-type: none"> 1. Verify that the word Complete shows in the Status column for all students in the test session. 2. Select Close Session 3. Select OK when the test session data has been uploaded successfully <p><i>DO NOT select the X button to close the Closing Test Session acknowledgement window; you MUST select OK to confirm the upload or the Test Session will remain open. If this has occurred, contact the Measured Progress CATS Online Help Desk for assistance.</i></p>