## Kindergarten Entry Assessment Fall 2014 Division of Accountability Services (DAS) Online Testing Sessions

After a student has been pre-identified for the Fall 2014 KEA assessment, students will need to be grouped into sessions for online testing. This is the second and final step of pre-identification of students taking the Kindergarten Entry Assessment (KEA). DAS has created sessions for each teacher registered to administer the KEA.

The pre-identified students will be loaded into the online assessment software and grouped based on the sessions that have been set up in the Secure Site.

Students should be grouped into sessions based on the primary proctor that will be evaluating the student and entering the assessment information into the TS Gold system.

## **Search Online Sessions**

To add students, edit or view a session, select "Search Online Sessions" from the Pre-ID Functions menu at the top of the screen.

- 1. Select the Test Cycle "Fall 2014 KEA KEA"
- 2. Select the ISD, District, and School. The school field is only required if you are a school level user.
- 3. Click on the "Search" button at the bottom right to display all online test sessions that have been created for the district or school.

If a session was not created by DAS for one of your teachers, use the instructions below "Create Online Session" to create a new session for the teacher.

2											
earch	Filter										
Test Cycle*     ISD*       Fall 2014 KEA KEA     ▼       Barry ISD (08000)					T	_	t <b>rict*</b> Ilton Kellogg Schools (080)	0) 🔻	School Select a School T Search		
Search	Results for Existing Sessions									Delete Session(	
Search	Results for Existing Sessions School	Session Name	Prima	ary Proctor	Grade	Subject	Course	Modified By	Modified Date	Delete Session(	
		Session Name	Prima	ary Proctor	Grade	Subject		Modified By	Modified Date		s) Create Onlin

4. Click on the "Update Session" link to the far right of the session you wish to add students or update.

Online Session D	etails					3
Enter and Save Session details						
Session Name: Grade 00 Kindergarten BEVER J Session	1					
Test Cycle*         ISD*           Fall 2014 KEA KEA         Image: Comparison of Compari		v	District* Delton Kellogg Schoo	ols (08010)	School* Delton Kellogg Elem. School	(00901)
Grade Level* Kindergarten	Subject*     Nonsubject Specific	Ţ	Course* Kindergarten	-		
Primary Proctor Name*	Secondary Proctor N     Select a Secondary Pr		Additional notes abo	ut the session (school use only):		
						Save Reset Bac
Assign/Unassign Students to the Sess	ion					
Select All Unselect All						
						Refresh
Assigned to Session	Student Name	Grade	UIC	Birth Date	Modified By	Modified Date
T	T	T	T		T	
No No	Smith, John J	00		8/25/2007	Umesh Naik	8/7/2014
V Yes	Smith, Sally F	00		9/27/2008	Umesh Naik	8/7/2014

- 5. All students that have been assigned to the session along with students that have been preidentified and not assigned to a session yet will be displayed. The students assigned to the session will be checked, highlighted in green and also will display a "Yes" under the "Assigned to Session" column.
- 6. To add student(s) to the session, select the student(s) that will be assigned to this testing session by clicking in the check box to the left. You can also use the "Select All" and "Unselect All" buttons at the top left to select students.
- 7. To remove student(s) from an online testing session, deselect the check box to the left of the student(s).
- 8. Once student(s) have been selected or deselected, click on the "Submit" button at the bottom right.
- 9. A confirmation message reading "Session details have been save successfully" will display, click the "OK" button in the message box.
- 10. You can print or download the listing of students in the session by clicking on the "Download" or "Print" buttons at the bottom right of the screen.

## NOTE:

If no students are displayed in the online session, check the Pre-ID Student Report to verify students have first been pre-identified for the Fall 2014 KEA assessment. If students have been pre-identified for testing, the students will not display if they have already been assigned to a test session. Students cannot be assigned to two separate test sessions.

## **Create Online Session**

To create a new session, select "Create Online Session" from the Pre-ID Functions menu at the top of the screen.

Online Session Details			0
Enter and Save Session details			^
Session Name: (Created when session is saved)			
Test Cycle* Fall 2014 KEA KEA	ISD* Select an ISD	District* Select a District	School* Select a School
Grade Level* Kindergarten	Subject* Nonsubject Specific	Course* Kindergarten	
Primary Proctor Name*           Select a Primary Proctor	Secondary Proctor Name Select a Secondary Proctor	Additional notes about the session (school use only):	
			Save Reset Back

\*Session Name will be created based on the selections made on this screen. A user cannot create theirown session name. The session name will only be changed if the primary proctor is updated.

- 1. Select the Test Cycle "Fall 2014 KEA KEA"
- 2. Select the ISD, District, and School
- 3. The Grade Level, Subject, and Course will default for the KEA and should not be changed.
- 4. Select the Primary Proctor Name from the drop down.
- 5. Select a Secondary Proctor Name from the drop down if there is one, this is not a required field
- 6. Additional notes about the session can be added. These notes will not be used by DAS or the contractor; this is for the schools use only.
- 7. Click on the "Save" button at the bottom right to create your session.
- 8. A confirmation message, "Session details have been saved successfully. Please assign students to session." will display, click the "OK" button in the message box.

Online Session Details										
Enter and Save Session details										
Session Nam Grade 00 Kin	e: dergarten FELCH I Session	9								
Test Cycle* Fall 2014 KEA	KEA	Barry ISD (080	000)	District* Delton Kellogg School	ls (08010)	School* Delton Kellogg Elem. School (	(00901)			
Grade Level Kindergarten		Subject*     Nonsubject S	pecific 💌	Course* Kindergarten	•					
Primary Proctor Name* Secondary Proctor Na Select a Secondary Pro				Additional notes abo	ut the session (school use only):					
							Save Reset Bac			
Assign/Unassign Students to the Session										
Select All Unselect All										
	Assigned to Session	Student Name	Grade	UIC	Birth Date	Modified By	Modified Date			
K	T	T	T	T		T				
	No	Smith, Sally F	00		9/27/2008	Umesh Naik	8/7/2014			

9. A list of students pre-identified for KEA testing for the school selected **and** not already assigned to a session will appear in the lower half of the screen.

- 10. Select the students that will be assigned to this testing session by clicking in the check box to the left of the student's name. You can also use the "Select All" and "Unselect All" buttons at the top left to select students.
- 11. Once students have been selected, click on the "Submit" button at the bottom right. You may need to scroll down to view the "Submit" button.
- 12. To remove student(s) from an online testing session, while still on this screen, deselect the check box to the left of the student(s) and click "Submit".
- 13. A confirmation message, "Selected students have been assigned/unassigned successfully to session." will display after each submission, click OK on the button in the message box.
- 14. You can print or download the listing of students in the session by clicking on the "Download" or "Print" buttons at the bottom right of the screen.

**NOTE:** If no students are displayed after creating the online session, check to the Pre-ID Student Report to verify students have first been pre-identified for the Fall 2014 KEA assessment. If students have been pre-identified for testing, the students will not display if they have already been assigned to a test session. Students cannot be assigned to two separate test sessions. Please verify on the Search Online Sessions screen (instructions above).