

Student Experience	Print Test Tickets
<ol style="list-style-type: none"> 1) Enter site code, username and password from test ticket. <i>Learnia</i> displays Student Portal Open Assignments page with all open assignments displayed for this student. *** please note the tabs at the top of the page, students can see all assignments at once or select by subject 2) Highlight the assignment to complete by clicking it. <ol style="list-style-type: none"> a) Click Go b) Click Continue c) Click Start 3) <i>Learnia</i> displays one question at a time. Use arrow buttons to move from question to question. <ol style="list-style-type: none"> a) Flag for Review to come back to a question later during this session. Flags are not meant to be saved from session to session. 4) The Go to... button opens Question Status dialog box. Click a question to display it and click Close button to close Question Status dialog box. 5) If a student does not want to complete the test at that time they can click the Bookmark icon to save the test and come back to it at a later date, all work the student has done to this point will be saved. <p>When a test is complete and ready to be scored, Click the Finish Button</p>	<ol style="list-style-type: none"> 1) Click Report Results 2) Click Group Reports button (vertical list on left) 3) Click Test Ticket <ol style="list-style-type: none"> a) At this point there is an option to generate the report as a PDF and name it. (If this is done, the Test Ticket report will be available in Batched Reports for 7 days.) 4) Click Create Report 5) If generated as PDF, click Group: Test Ticket or report name given. 6) Scroll to bottom of page and click Download button <ol style="list-style-type: none"> a) File Download dialogue box offers options to Open or Save the file. b) Click Open to view the Test Ticket PDF report. 7) Print the report; cut and distribute test tickets. <p><i>Remember to collect tickets after the students finish the test.</i></p>
Restart Submitted Tests	View & Print Tests
<ol style="list-style-type: none"> 1) Click Manage Assignments 2) Select the appropriate test 3) Scroll down to the student list 4) From the Status column click drop-down box 5) Change Submitted to In Progress 6) <i>Learnia</i> will reload the page. Change other statuses as needed or return to Main Menu. 	<ol style="list-style-type: none"> 1) Click Manage Assignments 2) Select appropriate test from list 3) Click View Test <ol style="list-style-type: none"> a) <i>Learnia</i> displays the Print Options page 4) Change Print Options as needed. <ol style="list-style-type: none"> a) Click Yes or No to view/print Standard Response (multiple choice) Items b) Click Yes or No to view/print Constructed Response (open-ended) Items c) Click Yes or No for Teacher Scoring Key 5) Click Print button 6) Follow directions in system Print dialogue box <p><i>To view/print the answers/rubrics, just click Answer Key. See more instructions on page 2 of this guide.</i></p> <p>Note: Margins need to be set to 0.5 all around. Adjust by selecting browser's Page Setup option.</p>
	Print Center
	<ol style="list-style-type: none"> 1) Click on Print Center in the Task section of the nav bar 2) Select link for desired test administration directions or math reference sheet 3) Select Print in the pop-up window 4) Follow direction in system Print dialogue box

Print Rubrics	Score Constructed Response Items
<ol style="list-style-type: none"> 1) Click Manage Assignments 2) Select appropriate test 3) Click View Test <ol style="list-style-type: none"> a) Learnia displays the Print Options page 4) Click No for Standard Response Items; Yes for Constructed Response Items; and Yes/No for Teacher Scoring Key 5) Click Answer Key 6) Click Print button 7) Follow directions in system Print dialogue box <p>Note: Margins need to be set to 0.5 all around. Adjust by selecting browser's Page Setup option.</p>	<p>Option #1 – Quick Score</p> <ol style="list-style-type: none"> 1) Score constructed responses on paper and alphabetize student tests. 2) Click Score Items 3) In last column on right, click space under Quick Score 4) Use drop-down menu to select score 5) Learnia will reload the page. 6) Repeat until scores are entered and/or return to Main Menu. <p>Option #2 – Scoring Online</p> <ol style="list-style-type: none"> 1) Click Score Items 2) Click SCORE (in red) for the student and response you want to enter a score 3) In the new window that opens, you can view the Reading Passage (if applicable), Student Response, Sample Response, and Rubric. 4) Use the drop-down menu (next to New Score) to select score 5) Click Save & Go To Next or Save & Close
Key Entering Student Responses	Accessing Reports
<ol style="list-style-type: none"> 1) Click Manage Assignments 2) Select the assignment for which you are entering responses 3) Click Key Enter 4) Find the student and enter their responses (you can change Response Formats (a, b, c, d verse 1, 2, 3, 4) in the top-right area) 5) Click Save Responses <p>Note: Make sure to Save Responses <i>often</i> to preventing losing your work.</p>	<ol style="list-style-type: none"> 1) Make sure assessments are Complete 2) Click Report Results 3) Select the type of report <ol style="list-style-type: none"> a. Data Mining b. District, School, Group, or Student Reports c. Batched (or Saved) Reports 4) Click on the report name <ol style="list-style-type: none"> a. Click the test folder , name, and standards (as appropriate) b. Check Generate Report in PDF, if applicable c. If generated as a PDF, adjust Report Name, if desired 5) Click Create Report 6) Select a Proficiency Scale, if prompted, and click OK <p>Most commonly used reports: Data Mining: Proficiency by Standard; Group Reports: Standard Analysis, Proficiency Level, Targeted Needs, Item Analysis; Student Reports: Home Reports.</p>
HELPFUL HINTS	
<p>Computers Must:</p> <ul style="list-style-type: none"> • Resolution set to 1024 x 768 • Pop-up blockers MUST BE TURNED OFF or allowed only from the Learnia site • ALLOW cookies • Flash Player – most up-to-date version <p>Other Recommendations:</p> <ul style="list-style-type: none"> • For less scrolling, go to Change Display and change “Number of rows to display in lists” to 250 • When printing a test, make sure to set the margins to 0.5 on all sides 	