This unit is about <u>rostering and monitoring</u> your students throughout the administration and scoring of the test. You'll find these two functions on the homepage under student details.

Rostering basically gets the right group of kids into the queue for you to administer and score the test. The records you have available are appropriate to the level of access that you have: Qualified Trainers will have access to those in the district; Qualified assessors will have those registered in your building in this case. We've filtered them and this is the BRT school district and this might be the entirety of all of my students. But realize that in the bigger districts this could go on for maybe two scores of students. So, I would go through and pick the students. I want in this case an 11th grader, 12th grader, and a 3rd grader. Could also, if I didn't see the student here, but knew the students ID and/or name: I could search for that student. I could also press select *All* or select *None*. So, those are the four ways to get kids individually, by searching for name and SSID, *All* or *None*. So, I'm going to save those changes as soon as I'm done with selecting the disability code. And then I'm ready to move them into the Test Administration where I can monitor their progress.

Here we are then on ***Monitoring*** and you'll see these are the three kids I selected; you'll see that I have submitted already earlier some test scores for ELA math is incomplete. These are the codes have *not administered*, not even started this test for grade 12. So, I'm going to just give you an example what happens in Grade 12 and this test administration, so we'll start on 2/20 at 9 AM and we end on 2/28 at 3 PM. And basically, I would go through and provide scores as the student takes the test. I can go in any order. I can continue as needed and let's say that I'll finish these above the 15 for minimum participation. And then I'm going to save the submission down here. And so, you'll see for this student that the record is now filled and I can move through here with math having been submitted. I could do the same thing with science. And in this case over. All right isn't being applicable and this would provide me the same function which I won't go through for now. But, basically you'll use these keys to monitor the progress of the student's record in completing the Oregon Extended Assessment and those are your codes and they will change as a function of your having given the test.