

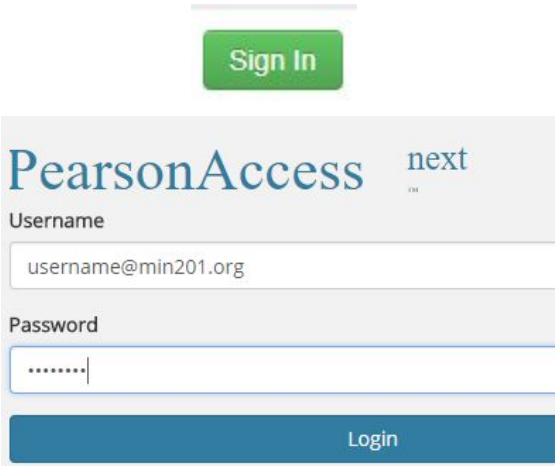
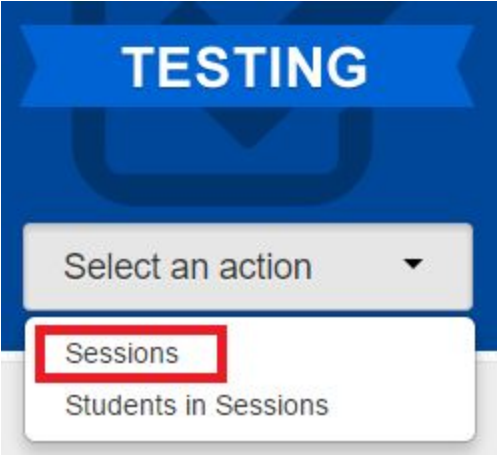
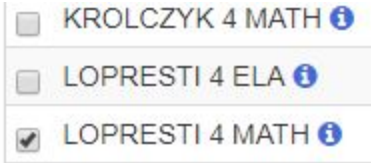
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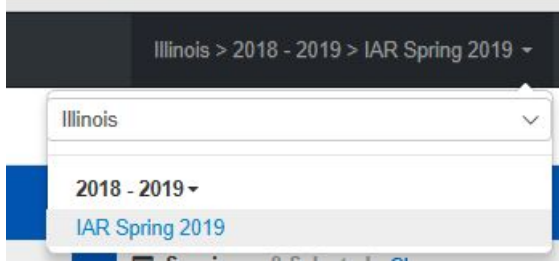

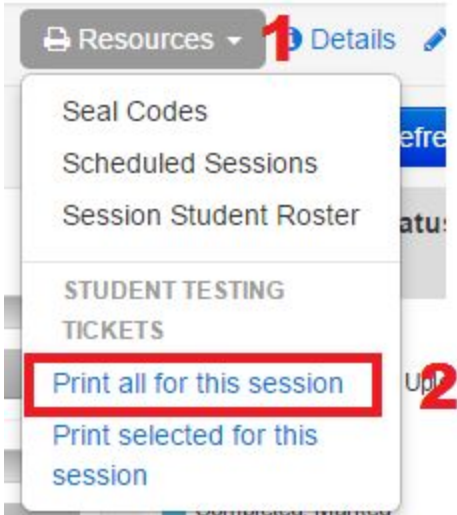
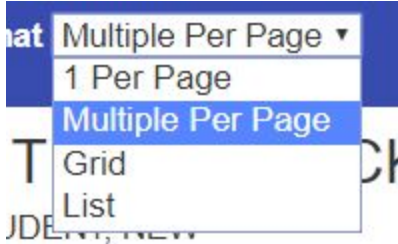

- [2017 Re-cap 2017 PARCC video ~7 minutes](#)
- [2016 PARCC video ~20 minutes](#)


## Manuals

- [2019 IAR Test Administrator Manual \(PDF\)](#)

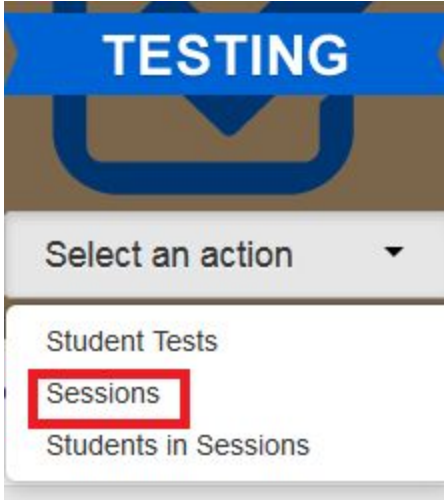
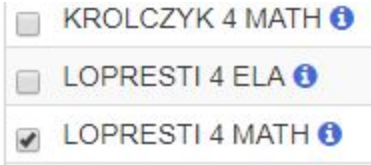

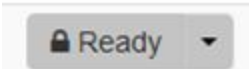


# BEFORE DAY OF TEST: PRINTING STUDENT TEST TICKETS

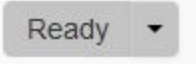
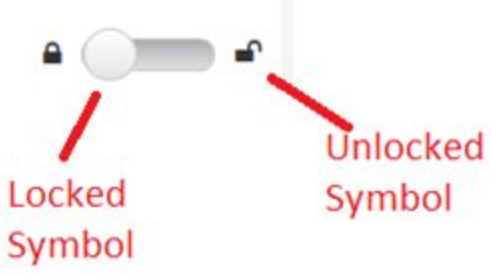
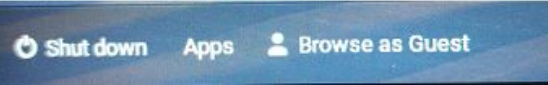
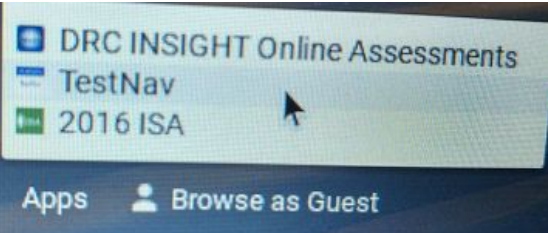
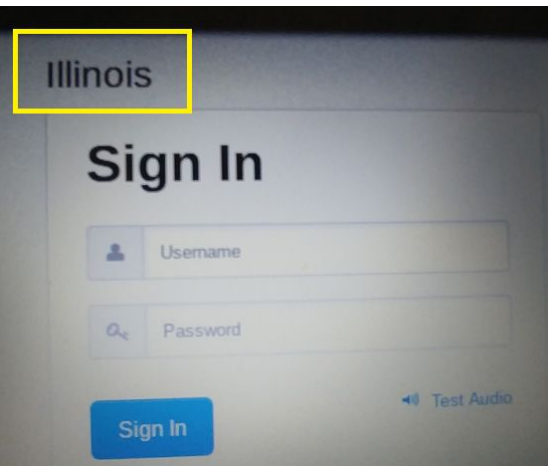
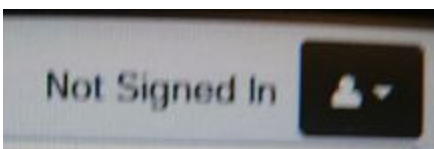
1.	<p>Sign into PearsonAccessNext at: <a href="http://il.pearsonaccessnext.com">http://il.pearsonaccessnext.com</a></p> <p>It's also on the Staff Links page on the Min201.org homepage, entitled <b>PARCC Teacher Login</b></p> <p>Click the Green <b>Sign in</b> button the left.</p> <p>From this site, you will login using the following credentials:</p> <ul style="list-style-type: none"><li>• Username: <i>min201.org email address</i></li><li>• Password: <i>self created</i></li></ul> <p>If you do not know your username or password, there are forgot username and password links to assist you.</p>	
2.	Under the drop down with the heading of <b>Testing</b> , click Sessions.	
3.	<p>Look for the search box under <b>Session List</b>.</p> <p>Type in your last name, and choose one of your session(s).</p>	

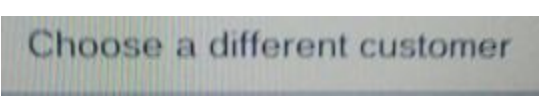
	<p>Can't find your session name?</p> <p>Confirm that you are on the <b>IAR Spring 2019</b> testing window.</p>	
4	<p>Click on the <b>"Go to Students in Session"</b> near the top, next to the big words that says Sessions.</p>	
5	<p>You may need to click on the session in the left hand side if you don't see any information regarding your section(s).</p>	
6	<p>Click on <b>Resources</b> and choose <b>Print all for this session</b> from the drop-down menu</p> <p><b>Only building administrators can print the student testing tickets. Contact your administrator for when your student tickets will be distributed.</b></p> <p>Teachers can print a single sheet with all usernames and passwords, by going to resources -&gt; session student roster.</p>	
6a	<p>It'll open another tab in your web browser. From the down down menu, choose <b>Multiple Per Page</b>.</p>	
	<p>Each session (ELA and Math) have their own testing tickets.</p> <p>You might find it also print out these tickets on different color paper to easily differentiate between them.</p> <p>You will <b>need to repeat steps 3-5a</b> for the other session(s).</p>	
7	<p>Before the students can take the test, each session needs to be <i>Started</i>. Click on the green button that says <b>Start Session</b>.</p>	

	This <b>should</b> already be done for you, but if it's not, click the button to start your session	Below is what it should look like in the session list: 
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## ON TEST DAY, BEFORE TEST BEGINS

1	You will need to <b>UNLOCK</b> the test that you are proctoring.	
1a	From the testing dropdown, click " <b>Sessions</b> "	
1b	Find your section of the test. Put a checkmark next to the session name for the test you are proctoring.	
1c	Click on <b>Students in Session</b>	
1d	If you don't see the unlocking and locking options for each test in the selected session, click on your session name on the left hand side.	
1e	<p>Mass unlock the test the students are about to begin.</p> <p>You can also individually unlock a student, if needed. Just simply find their name by scrolling down.</p> <p><b>NOTE:</b> When looking at the individual students</p> <p style="text-align: center;">  </p> <p>If it says "[Lock Icon] Ready" (  Ready ) = this is LOCKED</p>	 <p>Below is a legend of the icons:</p>

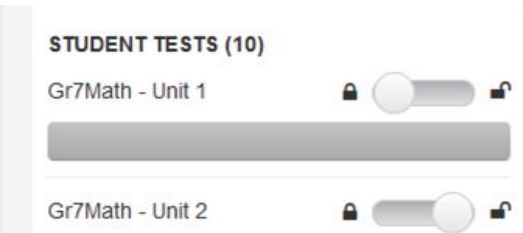
	<p>If it says "[No Icon] Ready" (  ) = this is UNLOCKED</p>	
2	<p>Distribute <b>Student Testing Tickets</b>.</p> <p>*Students should keep tickets at their desks, for possible troubleshooting, until collected by the the proctor at the end of the test.</p>	
3a	<p><b>[Desktop/Windows Laptop]</b> Double click the TestNav Icon on the desktop</p>	
3b	<p><b>[Chromebook Only]</b> Open the chromebook, but do NOT log in.</p>	
3b-1	<p>Click on "Apps" on the bottom left of the bar.</p>	
3b-2	<p>Click on "TestNav".</p> <p>If your student's <b>don't</b> see TestNav, you will need to contact your buildings' tech associate.</p>	
4	<p>Have students login with their username and password found on the <b>Student Testing Ticket</b></p> <p>On this screen, it should say <b>ILLINOIS</b> above the sign in page. <i>If this is the first time the device is being used for PARCC testing, the students MAY need to choose <u>Illinois</u> from the state list.</i></p> <p>If it <b>does</b>, great! Login and <b>Test Audio</b> BEFORE beginning the test.</p> <p>If it <b>doesn't</b>, refer to 4a-4c</p>	
4a	<p>Click on the little people person icon in the upper right.</p>	

4b	Choose the option that says <b>Choose a different customer</b> from the drop down menu.	
4c	Choose <b>Illinois</b> from the state list.	
5	Once the students are ready to test, read through the teacher script for a step-by-step of proctoring cues. Students should <b>Test Audio</b> (ELA required) BEFORE beginning the test.	

## UNLOCK A STUDENT'S TEST AFTER TESTING HAS BEGAN

1	Navigate to where the you can lock and unlock the sessions or	
2	<p>Locate the student's status. It should either be exited (in red), or active (in green).</p> <p>If a student's computer completely crashed (IE: battery died), then their status would be exited.</p> <p>If a student didn't log out properly or if the application froze, then their status would still be active.</p>	
3	Click from the drop down and choose "Resume Upload" (or Resume)	

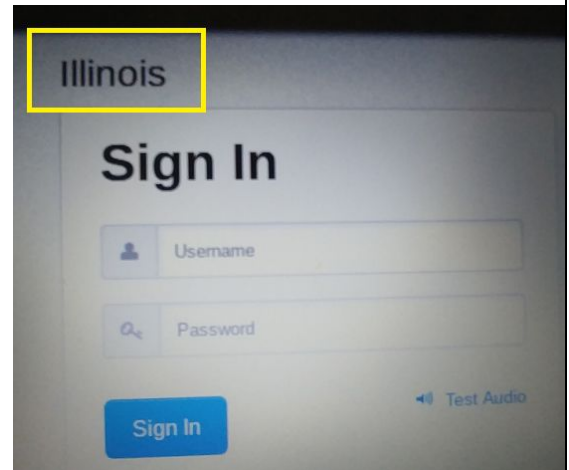
## AFTER TEST IS FINISHED, BUT BEFORE NEXT TEST

1	Navigate to the unlock and lock test screens.	
2	<p><b>LOCK</b> the test that was just completed.</p> <p>A student can only have <u>one</u> test unlocked at a time.</p>	 <p>In the picture above, Unit 1 is <b>LOCKED</b>, and UNIT 2 is <b>UNLOCKED</b>.</p>

## TROUBLESHOOTING

## STUDENT'S USERNAME OR PASSWORD IS INCORRECT

This is what the sign in page should read. You should have **ILLINOIS** above the username and password -->



1 On the signin page after the student's first open TestNav application, it should read "Illinois" above the login screen.

2 If it does, double checked that the student's testing ticket you distributed is for the correct session of the test that they are taking.

Also check that there is no misspellings in the username and password combination.

## STUDENT DOESN'T HEAR ANYTHING IN THEIR HEADPHONES WHEN TESTING AUDIO

1 Make sure the audio on the testing device isn't muted.

2 Unplug the headphone and test the audio, do you hear the bells?

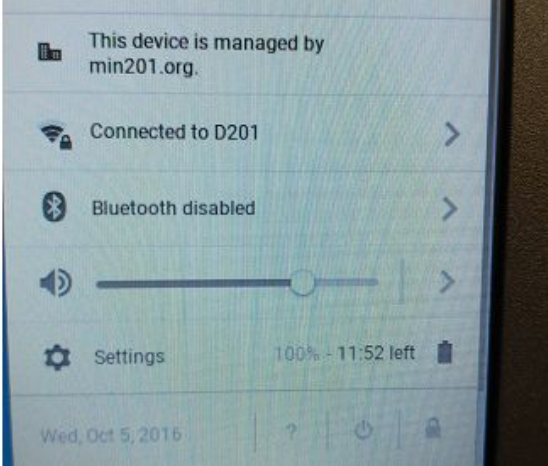

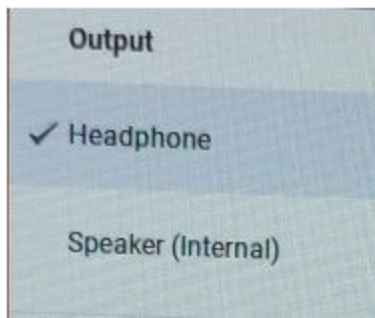
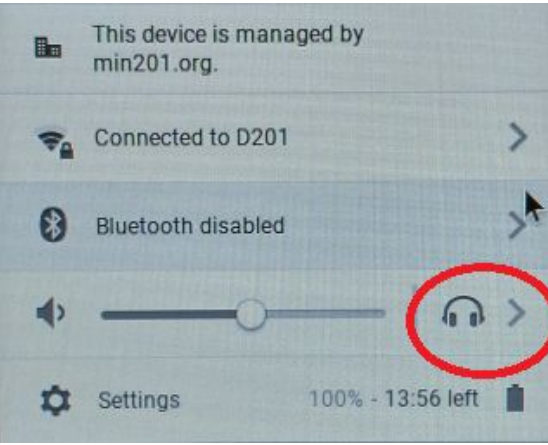
If you **do** hear the bells with the headphones unplugged:

1. Make sure that the headphones are plugged into the correct port on the device.
2. Try a different pair of headphones.

If you **don't** hear the bells with the headphones unplugged, then try restarting the device, and/or contact your buildings' tech associate.

**Additional Note:** Some headphones have a separate volume control that may be turned down (or muted) on the cord.

**[CHROMEBOOK ONLY] HEADPHONES ARE PLUGGED INTO DEVICE, BUT CAN ONLY HEAR SOUND OUT OF COMPUTER NOT HEADPHONES.**

1	<p>Power the chromebook off. Wait about 10 seconds, and then power it back on.</p> <p>Do not open TestNav yet.</p>	
2	<p>Plug in the headphones.</p> <p>Then click down by the time and clock (bottom right) and bring up the main 'menu' of the chromebook.</p>	 <p>A screenshot of the Chrome OS quick settings menu. At the top, it says "This device is managed by min201.org." Below that are icons for Wi-Fi (connected to D201), Bluetooth (disabled), and a volume slider. At the bottom, there is a "Settings" icon, battery status (100%), and time (11:52 left). The date "Wed, Oct 5, 2016" is visible at the very bottom.</p>
3	<p>Click the &gt; arrow next to the speaker.</p>	 <p>A close-up screenshot of the volume slider in the quick settings menu. A red circle highlights the right-pointing chevron (&gt;) next to the speaker icon.</p>
4	<p>Choose <b>Headphones</b> from the menu that appears</p>	 <p>A screenshot of the "Output" settings menu. "Headphone" is selected with a checkmark, and "Speaker (Internal)" is listed below it.</p>
5	<p>Double check that the headphones is now the output device instead of the speakers. To do so, click on the time again, and you should see a picture of a headphone next to the speaker icon.</p>	 <p>A screenshot of the Chrome OS quick settings menu after the headphones have been selected. A red circle highlights a headphones icon that has appeared next to the speaker icon in the volume section.</p>

**STUDENT'S HAVE TESTS STILL TO TAKE, BUT IT SAYS "NO AVAILABLE TESTS"**

1	<p>Double check that your student's are logged into the correct session. (IE: You have <b>finished</b> all the <b>math</b></p>	
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	sessions, and are <i>testing ELA</i> .. but the student's logged into their <b>math</b> accounts.)	
<b>SOME ASPECT OF THE READING PASSAGE OR MATH PROBLEM DIDN'T LOAD.</b>		
1	Try going back a question, and then going back to that question.	