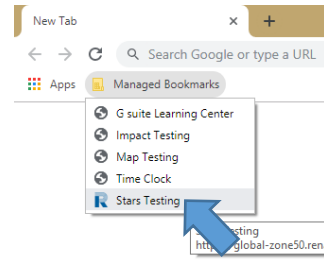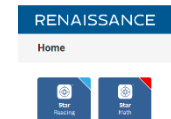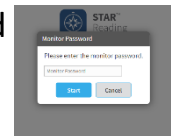# STAR Testing Guide for Proctoring

1. Students should have all browser windows, apps, programs closed. They should restart their chromebooks.
2. Students sign into chromebooks using their username and password.
3. Students open chrome.
4. Student's select manage bookmarks in the upper left corner.
5. Students select STARs Testing

6. Students select "I'm a Student" and they are prompted to enter a username and password. Student usernames are the same as their chromebook login firstname.lastname (ex: lindsey.steiger). Their passwords are all defaulted to Wolves#1
7. After entering the system, students will select a test to take.

8. Once an assessment has been selected, students will need to enter the monitor password. All monitor passwords are defaulted to "admin".

9. After the password is entered, the test begins. The first initial reading or math test will ask practice questions. After this, the test will begin.
10. As the teacher, you walk around and monitor testing. Ensure students are giving their best and not rushing through.

Helpful Tips:

- If students are not being let into the system with their username and password, please double check they have entered it in correctly. Reboot their chromebook.
- Tell students about the clock that can pop up. Stress it is not to get them to move quicker, but it is a part of getting a correct level.
- During testing, the teacher does not need anything on their computer. Reports can be gathered after testing is complete so please be walking around while testing is occurring.
- Reading tests assess reading, so please do not read words to the students even in directions.