

Guidelines for Using Non-Standard Response Forms in Google Docs

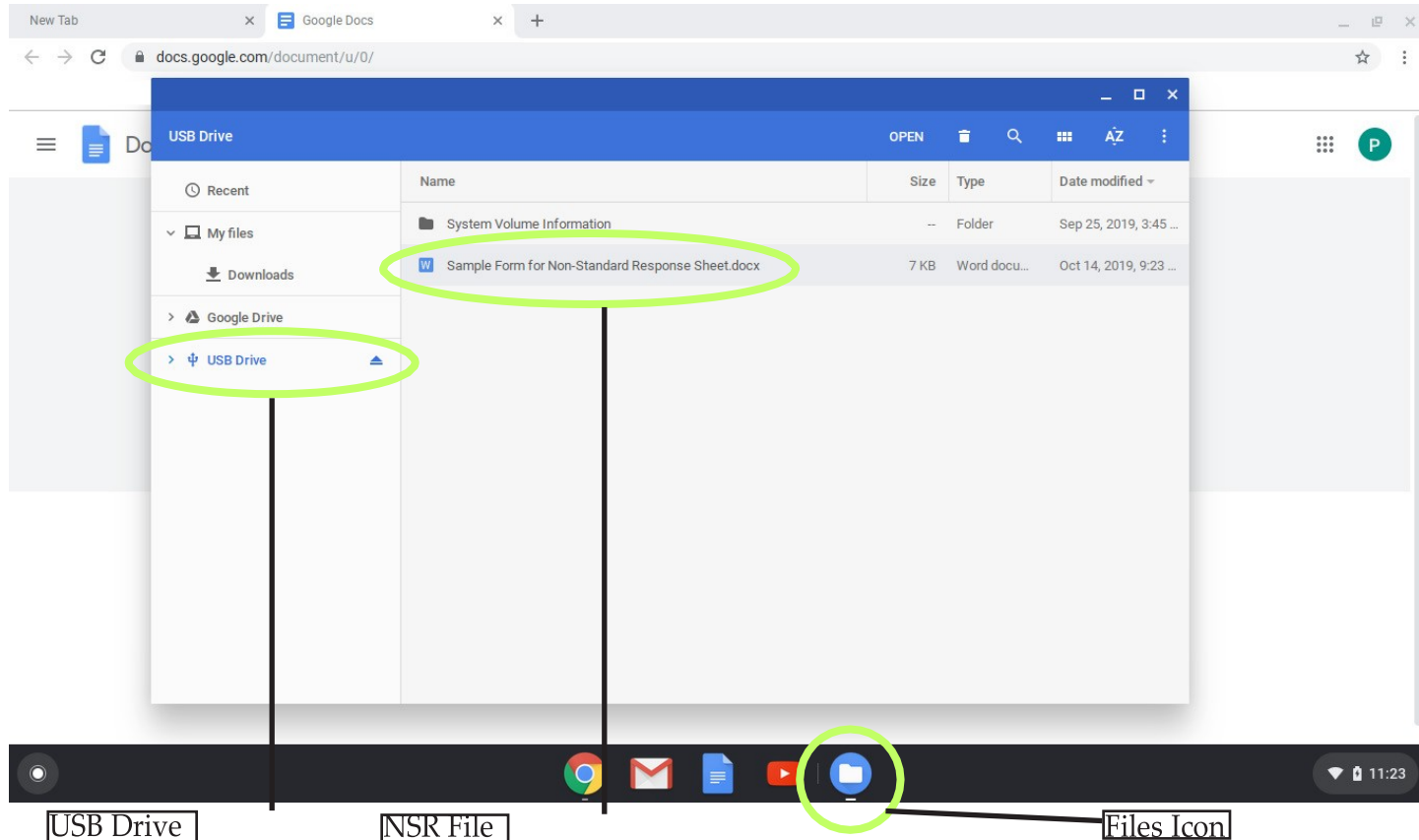
This guide will help KSA test administrators properly use the Non-Standard Response Form (NSR) within the Google Docs format. The example shown in this document shows the operations being performed on a Chromebook, but can be used in similar fashion, on other devices using Chrome, Google Docs and Google Drive.

Please follow all the steps in this guide. The instructions cover the creation of a student's NSR form, saving the form, moving and/or printing the completed form and deleting the finished form, from Google Drive and any additional storage media (Hard drives, Flash drives, etc.).

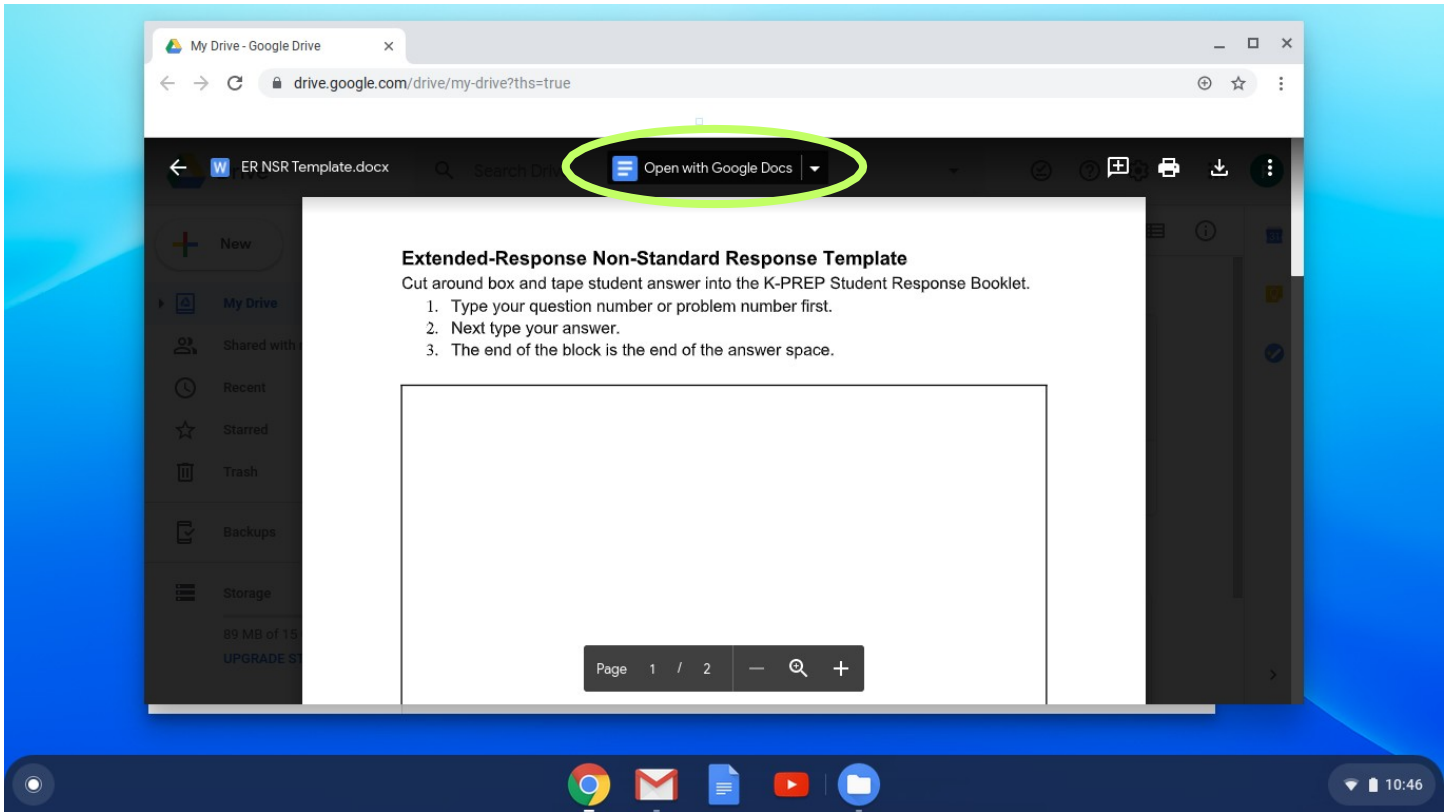
The NSR will be available on the KDE website and can be stored on a flash drive as shown in this process. Any NSR files saved to the My Drive/Google Drive should be saved on a District owned/assigned Google account and should not be saved on a personal Google account. For security purposes and to ensure operability and format of the NSR form, be certain to follow all procedures outlined in this document and in the and the Test Administration Manual (TAM).

The NSR form available for download, will be in a Word Doc (.docx) format. In order for the formatting to be retained, once the file is copied to the My Drive location in Google drive, it **must** be converted to a Google Doc file. The directions for copying the file to My Drive and the conversion process follows in the guide below.

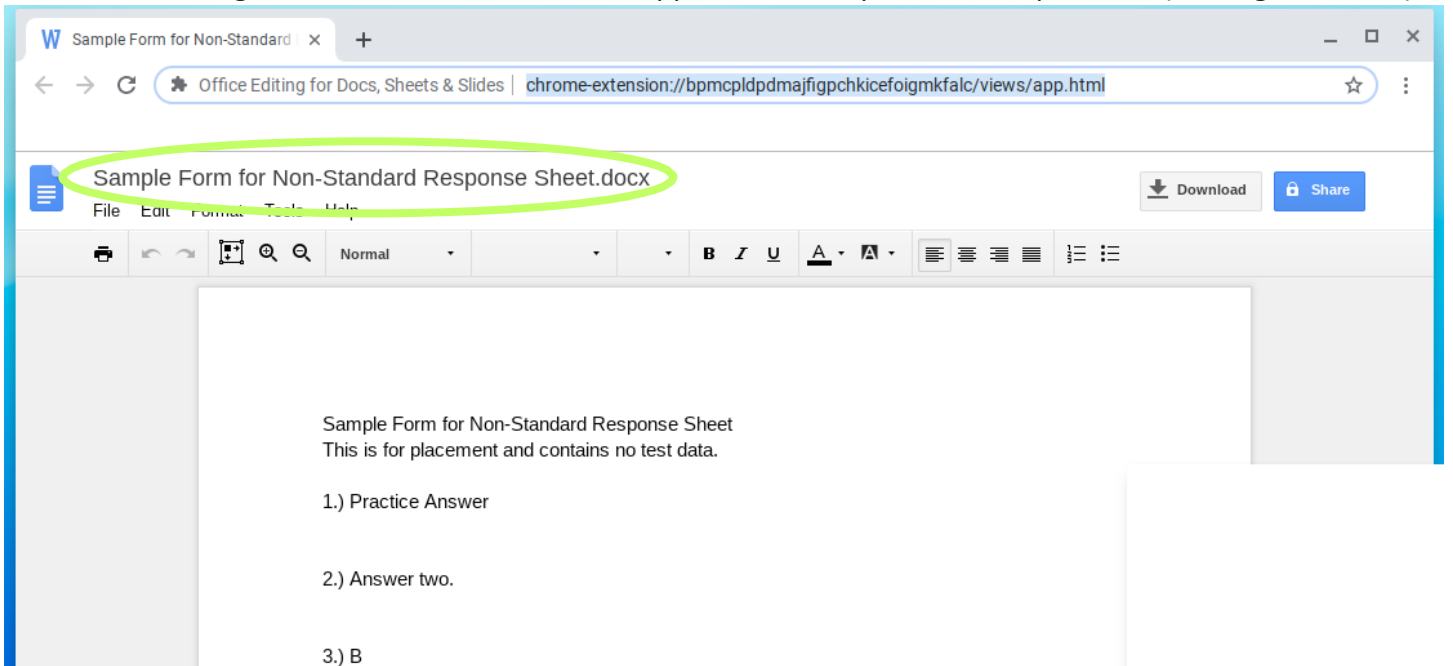
Once the blank NSR form is placed on the flash drive, connect the flash drive to the Chromebook device. A "Files" icon will appear at the bottom of the screen and can be clicked to access the following screen. **Note:** *The NSR form used in this guide is for the instruction of this guide and does not represent an actual NSR form.*



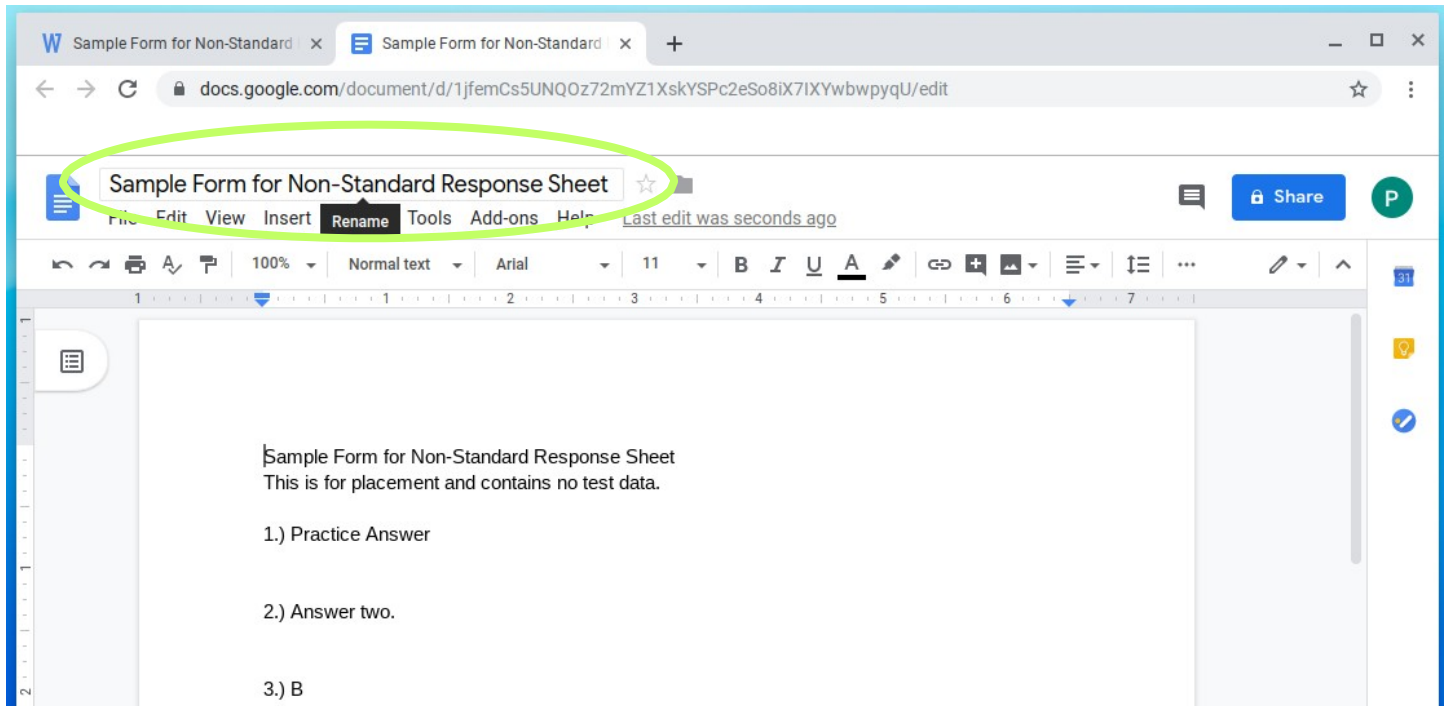
When you open the Word Doc file, you will be prompted to open the file as a Word Doc or as a Google Doc. Open the file with Google Docs. This will automatically convert the document to a Google Doc compatible format and retain the formatting and layout of the original Word Doc form, including the outline boxes used in the NSR form. See example below.



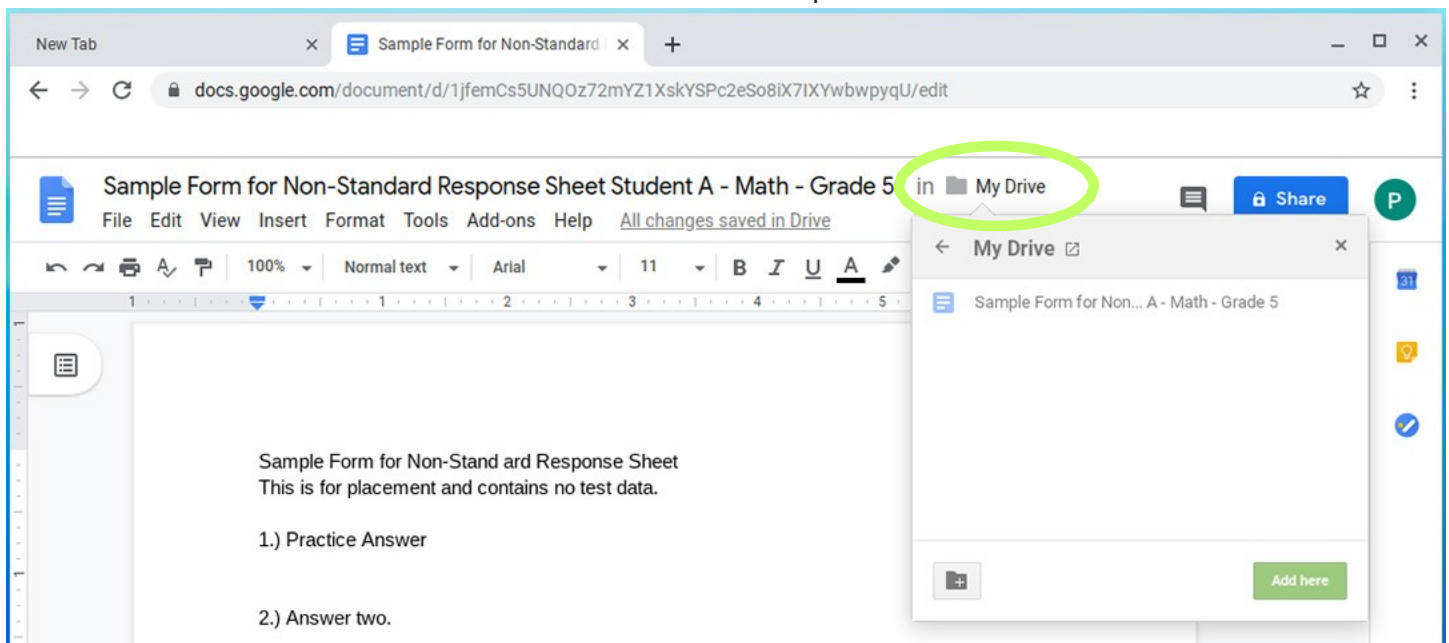
Double-click the NSR form document to open it. On the Chromebook, this will open in Google Docs and will look like the image below. The name of the file appears in the top left of the open form (in the green circle).

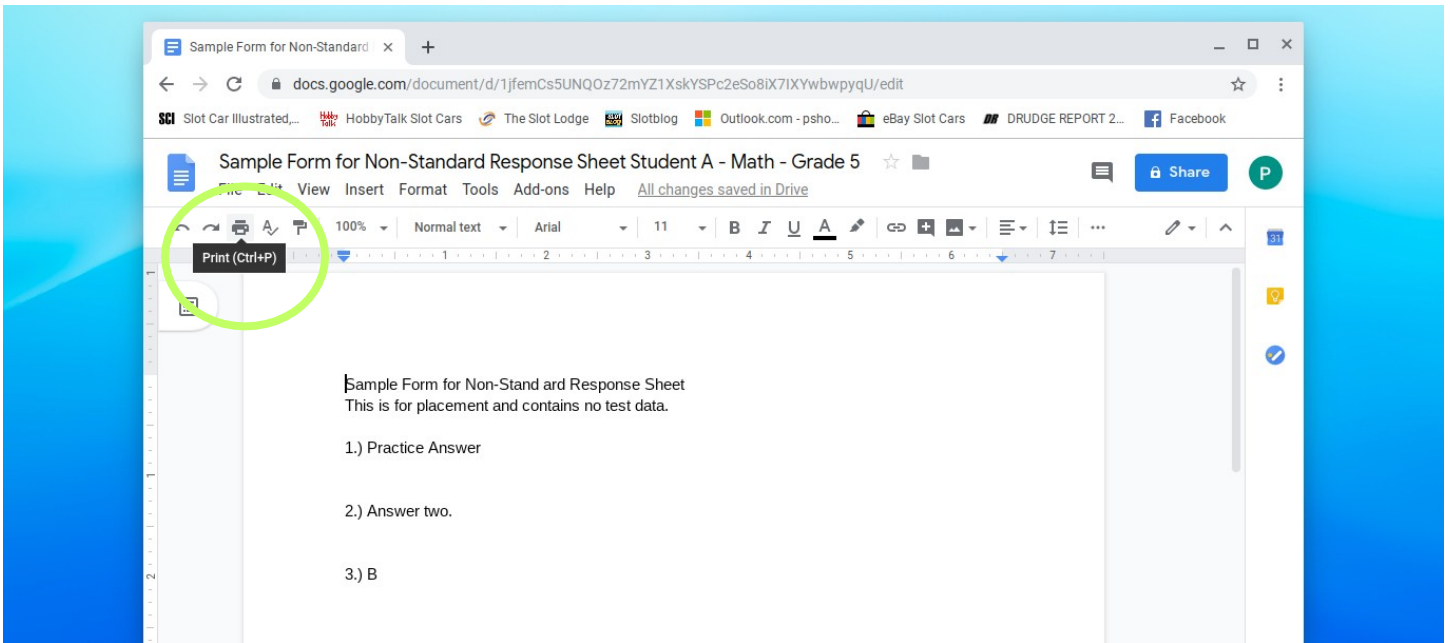


Hover over the File Name to see the option to rename it. Click on the file name to highlight it and change the name to include the student's name, the test content and the grade level.

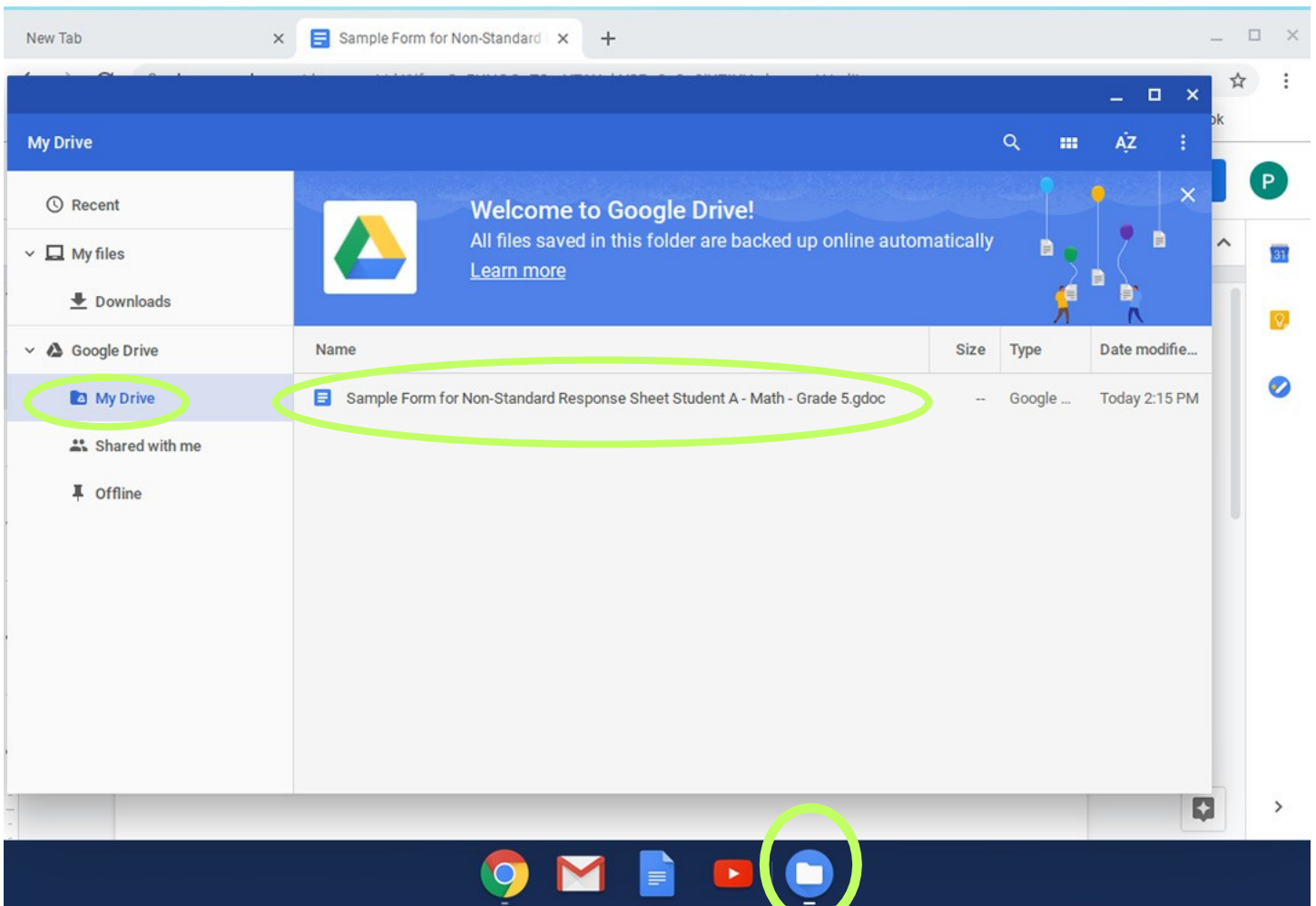


Go to folder next to the name and click it to save in My Drive. The file is now saved in Google Drive with the new file name. The file name should look similar to the example below.



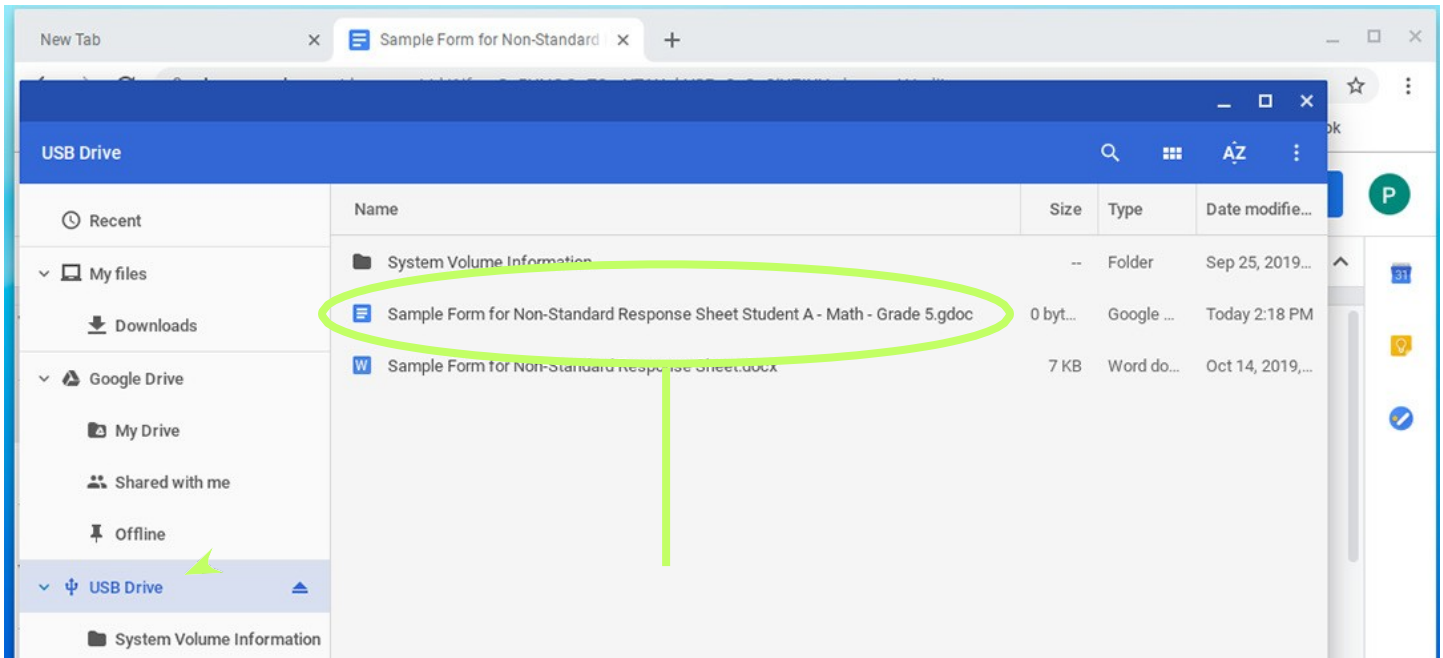


You can now go to Files and see the re-named form in the My Drive.



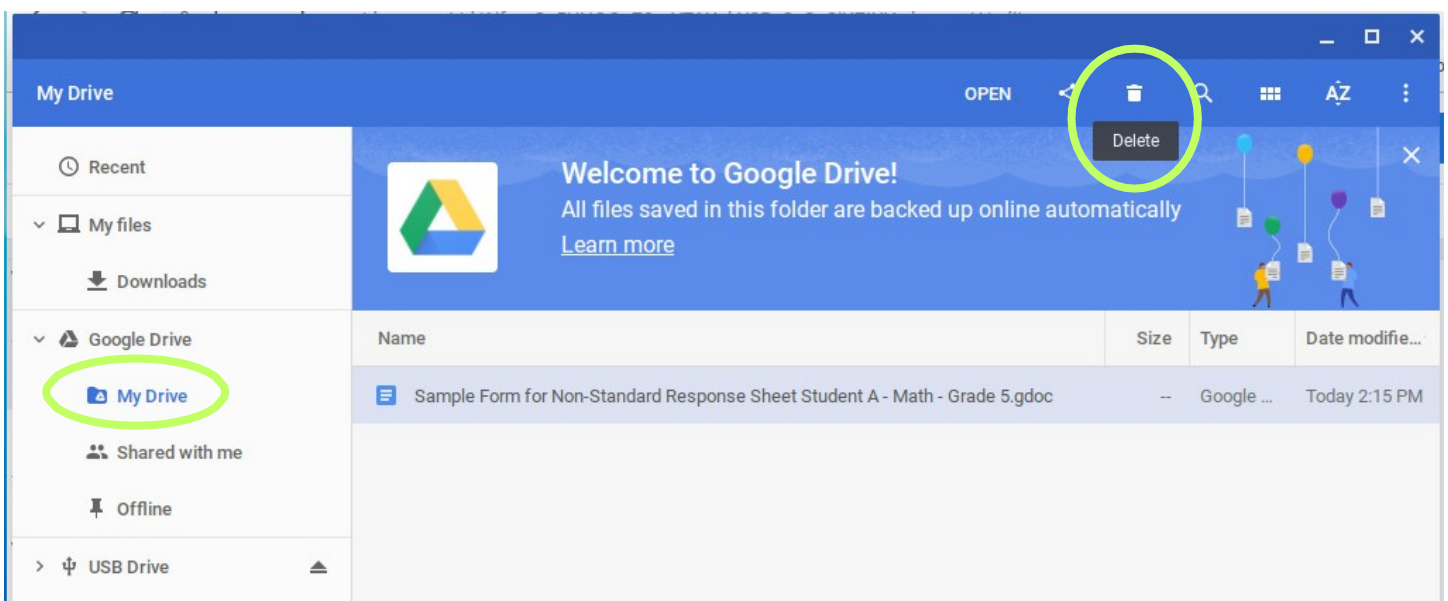
The student may now complete their test using the form you have named and saved. The student can continue to save the NSR form during the test and when they complete the test. Once the test is completed and the NSR form is saved, if you are connected to your network and a printer is available to the device, you can print the form using the steps below.

If you are not able to print the completed NSR form or want to save several completed forms to print at the end of the day's test sessions, you can drag the form, from the My Drive to a connected USB Flash Drive. Once you have all of your files saved to the Flash Drive, you can repeat the step above, by opening each file and printing them.

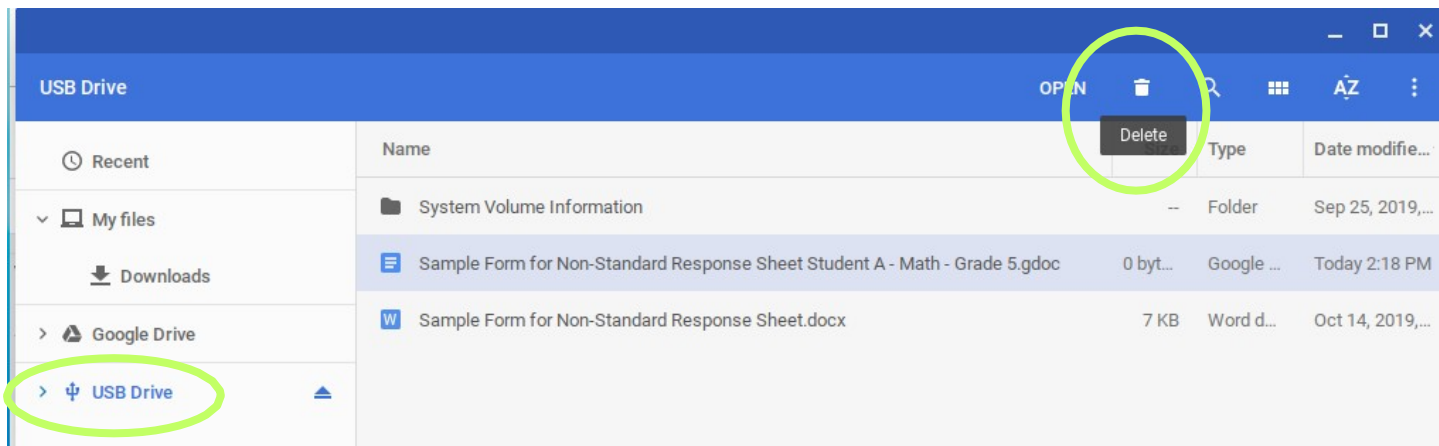


ATTENTION: Once you have printed all of your students' completed test forms, make sure to do the following:
1.) Delete all completed NSR forms from your My Drive (See steps below).
2.) Delete all completed NSR forms from your USB Flash Drive (See steps below).

In the first example below, from the Google Drive, select My Drive and select the NSR file you want to delete. Then click on the trash bin to delete the selected file. Do this for all completed and printed NSR forms.



In the second example below, from the USB Flash Drive, select the NSR file you want to delete. Then click on the trash bin to delete the selected file. Do this for all completed and printed NSR forms.



Do a second walk through on your My Drive and your USB Flash Drive to make certain you have deleted all saved NSR forms. Once all forms are confirmed as deleted you may remove the FlashDrive and complete the processes for turning in your NSR test forms.