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# **ACT QualityCore®**

## **New System Training Webinar for Kentucky**

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# Welcome!

## Agenda:

- Overview of the new ACT QualityCore® testing system
- Manuals, guides, and resources available
- Explanation and demonstration of the roles and responsibilities

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# Important Materials

Summer & Fall 2015	
Currently available	Testing Manuals
	Technology Guidelines
Coming soon!	Online Tutorials
	Demonstration Site

# ACT QualityCore® Homepage

[www.qualitycore.act.org](http://www.qualitycore.act.org)

- Access to administrative menus
- Links to testing materials, manuals, guides, and resources

ACT QualityCore® Homepage

HOME RESOURCES CUSTOMER SUPPORT LOG IN

Search

ACT QualityCore®

User Docs Technology Docs CBT Setup Training Materials FAQ

**ACT QualityCore®**

The Research-Driven Solution to Raise the Quality and Intensity of High School Core Courses

In partnership with the nation's leading educators, ACT's research and development teams designed QualityCore® to raise the quality and intensity of high school core courses.

Instead of a specialized, limited curriculum, QualityCore offers five flexible components to improve and align your current high school curriculum and instructional materials.

[Log In](#)

**Important Information**  
**Spring 2015 Scheduling**

We will not be using the Scheduler tool for Spring 2015 testing.

# Roles in ACT QualityCore®

## State Level

- State Coordinator

## District Level

- District Test Coordinator (DTC)
- District Technology Coordinator

## School Level

- School Test Coordinator (STC)
- Teacher
- Test Administrator (TA)
- Students

# Roles in Kentucky

ACT QualityCore	Kentucky
District Test Coordinator (DTC)	District Assessment Coordinator (DAC)
School Test Coordinator (STC)	Building Assessment Coordinator (BAC)

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# State-Level Responsibilities

- Manage District Test Coordinator (DTC) information
- E-mail account information to DTCs
- Reissue DTC accounts (lost, compromised, personnel change)
- Void or unvoid student tests
- Access reports
  - Voided Students Report
  - Daily Administration & Testing Reports
  - Reopened Test Sessions Report

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# District-Level Responsibilities

- Upload student enrollment data for the district
  - Completion by ACT for Kentucky is currently being arranged
- Schedule schools' testing windows
- Manage School Test Coordinator (STC) information
- Manage Technology Coordinator information
- Print account information and distribute securely, reissue if needed
- Access reports
  - Reopened Test Sessions
  - Daily Administration
  - Subgroup and District Summary reports

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# School-Level Responsibilities

- Register schools for testing (after DTC schedules testing window)
- Manage Teacher and Test Administrator information
- Print account information and distribute securely
- Check class rosters (verify/add/edit)
- Assign testing accommodations
- View reports:
  - Student
  - Class
  - Reopened Sessions
  - Accommodations

# Test Accommodations

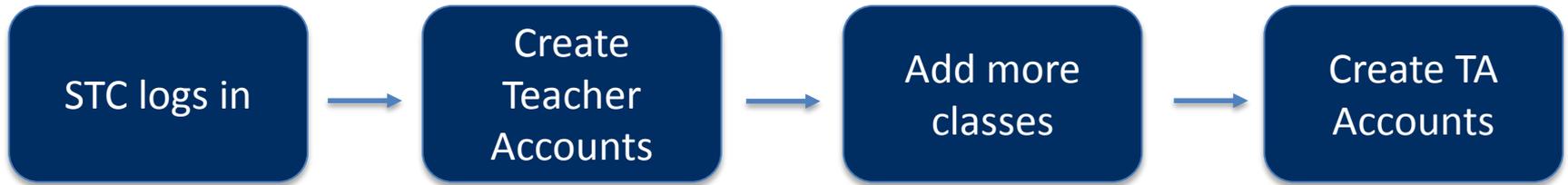
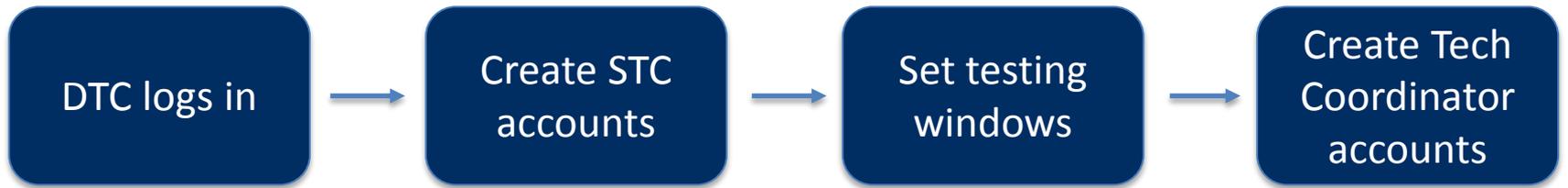
Paper-Based Accommodations	Other Accommodations
Braille	Audio CDs
Large Print	Time and a half
Reader Scripts	Double time
	Untimed

- Paper accommodations may be ordered in the online system by selecting paper-based testing.
  - All paper-based test materials must be input 30 days prior to testing in order to receive preprinted materials.
- **For accommodations related to time, this will be managed in the testing room. There is no timer in the online system.**

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# ACT QualityCore® System



# DTC Menu



## District Test Coordinator

School Review | STC Management | Technology Management | District CSV Upload | Reports | Logout

Training District AY  
E-mail Help Desk

Welcome District Test Coordinator.

Press **Alt+F4** to close the Secure Web Browser for Windows.

Press **command+q** to close the Secure Web Browser for Mac.

Turn off the computer close the Secure Web Browser for Chromebooks.

Enter administrator password  to exit the Secure Web Browser.

Do not share the administrator password with students.

Download the Secure Browser for **Windows**, **Mac**, and **Chrome**: During the registration period, the STC (or a designee) must click on this link to save the secure browser to the desktop of each computer that will be used for QualityCore testing. NOTE: This is a one-time process for each administration.

**School Review:** As the District Test Coordinator, you can schedule school testing, check to see which School Test Coordinators (STCs) in your district have registered their schools for the QualityCore online test, how many students at a school have registered to take the test, and whether the STC has reviewed the class roster(s) for the QualityCore classes at the school.

**STC Management:** District Test Coordinators are able to assign School Test Coordinators (STCs) to a school or edit STC information, send individual or mass E-mails to STCs, and Print User ID/Password Letters to allow them access to the QualityCore system.

**Technology Management:** District Test Coordinators are able to assign Technology Coordinators to their District or edit Technology Coordinator information, send individual or mass E-mails to Technology Coordinators, and print Technology Coordinators' password letters to allow them access to the QualityCore Tests system.

**Reports:** District Test Coordinators can access a Reopened Test Sessions Report or a Daily Administration Report.

**Print User ID/Password Letters:** Print School Test Coordinator password letters to allow them access to the QualityCore system.

**Educational Resources:** The Educational Resources can be used to incorporate the QualityCore components into the courses you currently teach. You find practical materials—worksheets, exercises, design tools, and templates—that will help you integrate the QualityCore components into your existing curriculum.

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# DTC: Preparation for Testing

- Account information will be sent to District Test Coordinator (DTC) by email.
  - If a DTC does not receive the e-mails, contact ACT QualityCore Support.
- Accounts are valid for the entire school year & summer.
- DTCs and Tech Coordinators work together to install secure browser for the student.
  - Links to the **ACT QualityCore secure browsers** will be available from the DTC homepage. There are three versions:
    - Windows
    - Mac
    - Chromebook

School Review STC Management Technology Management District CSV Upload Reports Logout

Overview  
Schedule School Testing  
Check School Registrations

Midland District  
E-mail Help Desk

**Welcome District Test Coordinator.**

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Press **command+q** to close the Secure Web Browser for Mac.

Turn off the computer to close the Secure Web Browser for Chromebooks.

Enter administrator password XXXXXXXXXX to exit the Secure Web Browser.

**Do not share the administrator password with students.**

Download the Secure Browser for **Windows**, **Mac**, and **Chrome**: During the registration period, the STC (or a designee) must click on this link to save the secure browser to the desktop of each computer that will be used for QualityCore testing. NOTE: This is a one-time process for each administration.

**School Review:** As the District Test Coordinator, you can schedule school testing, check to see which School Test Coordinators (STCs) in your district have registered their schools for the QualityCore online test, how many students at a school have registered to take the test, and whether the STC has reviewed the class roster(s) for the QualityCore classes at the school.

**STC Management:** District Test Coordinators are able to assign School Test Coordinators (STCs) to a school or edit STC information, send individual or mass E-mails to STCs, and Print User ID/Password Letters to allow them access to the QualityCore system.

**Technology Management:** District Test Coordinators are able to assign Technology Coordinators to their District or edit Technology Coordinator information, send individual or mass E-mails to Technology Coordinators, and print Technology Coordinators' password letters to allow them access to the QualityCore Tests system.

**Reports:** District Test Coordinators can access a Reopened Test Sessions Report or a Daily Administration Report.

**Print User ID/Password Letters:** Print School Test Coordinator password letters to allow them access to the QualityCore system.

# DTC: Registration Procedures

## School Review - *Schedule School Testing*

Schedule testing window for each school

- Check the schools you want to schedule.
- Click the **Select All** button to check every school's schedule box.
- Click the **Clear All** button to clear every checked box.
- Click the **Schedule** button when you are finished.

School Name	Testing Start Date	Testing End Date	Check to Schedule
45498854289 - School A Kurt Gray (Primary STC)	09-15-2015	11-12-2015	<input type="checkbox"/>
45498784538 - School B Pamela Manzo (Primary STC)	11-05-2015	11-13-2015	<input type="checkbox"/>
45498963558 - School C Eddie Tate (Primary STC)	01-01-2015	12-31-2015	<input type="checkbox"/>

Select All

Clear All

Schedule

# DTC: Registration Procedures

## School Review – *Check School Registrations:*

Did the STC register the school for testing?

- ✓ How many students are registered?
- ✓ How many class rosters have STCs reviewed?

- The **School Registered** column indicates whether an **STC** has registered the school.
- The **Total Students Registered** column indicates the number of students who are registered to take the **QualityCore** online tests.
- The **Class Rosters Reviewed** column indicates how many class rosters the **STC** has reviewed.

School Name	School Test Coordinator	School Registered	Total Students Registered	Class Rosters Reviewed
School A - 45498854289	Kurt Gray (Primary) Ada Cohen (Secondary)	Yes	6	2 of 4
School B - 45498784538	Pamela Manzo (Primary) Sal Shom (Secondary)	Yes	0	0 of 1
School C - 45498963558	Eddie Tate (Primary) Connie Shaw (Secondary)	No	0	0 of 0

## District Test Coordinator

School Review STC Management Technology Management District CSV Upload Reports Logout

- Overview
- STC Information
- Print User ID/Password Letters
- E-Mail STC(s)
- Reissue Password

Midland District  
E-mail Help Desk

Welcome District Test Coordinator.

## District Test Coordinator

School Review STC Management Technology Management District CSV Upload Reports Logout

- Overview
- View Reports

Midland District  
E-mail Help Desk

Welcome District Test Coordinator.

Press **Alt+F4** to close the Secure Web Browser for Windows.

Press **command+q** to close the Secure Web Browser for Mac.

Turn off the computer to close the Secure Web Browser for Chromebooks.

Enter administrator password [REDACTED] to exit the Secure Web Browser.

Do not share the **administrator password** with students.

Download the Secure Browser for **Windows, Mac, and Chrome**: During the registration period, the STC (or a designee) must click on this link to save the secure browser to the desktop of each computer that will be used for QualityCore testing. NOTE: This is a one-time process for each administration.

**School Review:** As the District Test Coordinator, you can schedule school testing, check to see which School Test Coordinators (STCs) in your district have registered their schools for the QualityCore online test, how many students at a school have registered to take the test, and whether the STC has reviewed the class roster(s) for the QualityCore classes at the school.

**STC Management:** District Test Coordinators are able to assign School Test Coordinators (STCs) to a school or edit STC information, send individual or mass E-mails to STCs, and Print User ID/Password Letters to allow them access to the QualityCore system.

**Technology Management:** District Test Coordinators are able to assign Technology Coordinators to their District or edit Technology Coordinator information, send individual or mass E-mails to Technology Coordinators, and print Technology Coordinators' password letters to allow them access to the QualityCore Tests system.

**Reports:** District Test Coordinators can access a Reopened Test Sessions Report or a Daily Administration Report.

**Print User ID/Password Letters:** Print School Test Coordinator password letters to allow them access to the QualityCore system.

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# DTC: Management Procedures

- **STC Management**

- ***Assign/Edit STCs:*** Verify STC information
- ***Print Password Letters:*** Print letters and distribute to STCs
- ***E-mail STCs:*** Communicate with STCs
- ***Reissue Passwords:*** If lost, compromised, or personnel change

- **Reports**

- ***Reopened Test Sessions:*** Review all reopened sessions
- ***Daily Administration Report:*** District and school summary of students enrolled in each subject, including the number of students who have started/completed testing and who have scores available

# DTC: Assign/Edit STC



## District Test Coordinator

School Review | STC Management | Technology Management | District CSV Upload | Reports | Logout

STC Management >> STC Information >> Edit an STC/School

[DTC Menu Homepage](#) [E-mail Help Desk](#)

- Edit the Primary/Secondary STC's School Information below.
- Phone numbers must be ten digits long and entered without hyphens.
- Click the Save button to complete the process.
- A red asterisk (\*) indicates a required field.
- You may not edit School Information.

### School Information

School Site Code*	School Name*	District
<input type="text" value="A51001"/>	<input type="text" value="Training School AY"/>	<input type="text" value="Training District AY"/>

### Primary STC Information

Last Name*	First Name*	
<input type="text" value="Huisman"/>	<input type="text" value="Joe"/>	
Phone*	Fax	E-Mail*
<input type="text" value="3033333333"/>	<input type="text"/>	<input type="text" value="jhuisman@pacificmetrics.com"/>

### Secondary STC Information

Last Name*	First Name*	
<input type="text" value="Connolly"/>	<input type="text" value="Laura"/>	
Phone*	Fax	E-Mail*
<input type="text" value="8315555555"/>	<input type="text"/>	<input type="text" value="lconnolly@pacificmetrics.com"/>

Save

# DTC: Print User ID/Password Letter



## District Test Coordinator

School Review | STC Management | Technology Management | District CSV Upload | Reports | Logout

STC Management >> Print User ID/Password Letters

[DTC Menu Homepage](#) [E-mail Help Desk](#)

- To Print User ID/Password Letters, select the School name and STC by checking the School Password Letter box.
- Click the Select All button if you want to select all Schools/STCs.
- Click the Clear All button to clear all selected Schools/STCs.
- Click the Print button when finished.
- **Warning: To print a School Password Letter, you must first assign an STC to a school.**

School Name	School Test Coordinator	School Password Letter
1 Training School AY	Huisman, Joe (Primary)	<input type="checkbox"/> Letter Printed
2 Training School AY	Connolly, Laura (Secondary)	<input type="checkbox"/> Letter Printed

Select All

Clear All

Print

# District Technology Coordinator Menu



## District Technology Coordinator

School Review District Test Coordinator Technology Resources Reports Logout

Handy School District  
E-mail Help Desk

### Welcome District Technology Coordinator

Press **Alt+F4** to close the Secure Web Browser for Windows.  
Press **command+q** to close the Secure Web Browser for Mac.  
Turn off the computer close the Secure Web Browser for Chromebooks.  
Enter administrator password **QCWEB** to exit the Secure Web Browser.  
Do not share the administrator password with students.

Download the Secure Browser for **Windows**, **Mac**, and **Chrome**: During the registration period, the STC (or a designee) must click on this link to save the secure browser to the desktop of each computer that will be used for QualityCore testing. NOTE: This is a one-time process for each administration.

**School Review:** As the District Technology Coordinator, you can view school testing schedules, check to see which School Test Coordinators (STCs) in your district have registered their schools for the QualityCore online test, how many students at a school have registered to take the test, and whether the STC has reviewed the class roster(s) for the EOC classes at the school.

**District Test Coordinator:** As the District Technology Coordinator, you can and are encouraged to E-mail the District Test Coordinator.

**Technology Resources:** As the District Technology Coordinator, you have access to the Technology Resources for the QualityCore Tests.

**Reports:** District Technology Coordinators can access a Reopened Test Sessions Report.

**Educational Resources:** The Educational Resources can be used to incorporate the QualityCore components into the courses you currently teach. You find practical materials—worksheets, exercises, design tools, and templates—that will help you integrate the QualityCore components into your existing curriculum.

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# Technology Coordinator: Management Procedures

- **School Review**

- *Review School Testing Window and Registrations:*  
View testing schedule for each school and number of students testing
- Assess bandwidth and assist schools in preparing computer labs – work with STCs to install browsers on computers

- **Technology Resources**

- Secure browsers and commands for exiting browsers
- *ACT QualityCore Technology Guidelines*
- CSV file formats and instructions

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# Technology Coordinator: Management Procedures

- **School Review**

- *Review School Testing Window and Registrations:*  
View testing schedule for each school and number of students testing
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- **Technology Resources**

- Secure browsers and commands for exiting browsers
- *ACT QualityCore Technology Guidelines*
- CSV file formats and instructions

# STC Menu



## School Test Coordinator

Teacher Management | Test Administrator Management | Student Management | Administer Tests | Reports | Logout

Training District AY  
Training School AY – A51001  
E-mail Help Desk

### Welcome School Test Coordinator

Your school is scheduled to test from **1/2/2015 to 12/31/2015**.  
Press **Alt+F4** to close the Secure Web Browser for Windows.  
Press **command+q** to close the Secure Web Browser for Mac.  
Turn off the computer close the Secure Web Browser for Chromebooks.  
Enter administrator password  to exit the Secure Web Browser.  
Do **not** share the **administrator password** with students.

Download the Secure Browser for **Windows**, **Mac**, and **Chrome**: During the registration period, the STC (or a designee) must click on this link to save the secure browser to the desktop of each computer that will be used for QualityCore testing. NOTE: This is a one-time process for each administration.

**Teacher Management:** Register teachers at your school who are administering the QualityCore online test. Teacher and Class Rosters can be uploaded here. You can also Assign Teacher Classes, View Teacher Rosters, and Print Password Letters.

**Test Administrator Management:** Register Test Administrators at your school who are administering the QualityCore online test. You can also Upload Test Administrators, View Test Administrator Rosters, Print Password Letters, and Reissue Passwords.

**Student Management:** From here, a student's information can be added, searched, or managed. Students can be added/dropped, moved to another class, or transferred from another school. Student rosters can be uploaded and viewed/printed here. These rosters include students' registration numbers, which the teacher must give to the students before they begin QualityCore testing each day. School Test Coordinators must also enter student accommodations. School Test Coordinators can also search student records, generate a Student Test History report, or download the User Guide.

**Administer Tests:** From here, teachers and School Test Coordinators can reopen a test session for a student whose test session was interrupted.

**Reports:** School Test Coordinators can view and print reports for all classes participating in QualityCore testing. Teachers can view and print reports for their classes.

**Educational Resources:** The Educational Resources can be used to incorporate the QualityCore components into the courses you currently teach. You find practical materials—worksheets, exercises, design tools, and templates—that will help you integrate the QualityCore components into your existing curriculum.

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# STC: Administration Preparation

- **Register School:**
  - Upon logging in, a message will prompt you to register your school. This is a one-step process by clicking OK.
  - Your DTC's registration table will be updated showing that you have registered your school.
- **Before testing:** Arrange with the Technology Coordinator to download the appropriate secure browser to each computer used for testing.

Teacher Management | Test Administrator Management | Student Management | Administer Tests | Reports | Logout

- Overview
- Register Teacher >
- Assign Teacher Classes >
- Upload Teacher/Class Roster to School
- View Teacher Rosters
- Print Password Letter
- Reissue Password

Midland District  
 Cedar High School – 055001  
[E-mail Help Desk](#)

**Welcome School Test Coordinator**

School is scheduled to test from **6/9/2015 to 6/9/2016**.  
 Press **+F4** to close the Secure Web Browser for Windows.  
 Press **Command+q** to close the Secure Web Browser for Mac.

Turn off the computer to close the Secure Web Browser for Chromebooks.  
 Enter administrator password XXXXXXXXXX to exit the Secure Web Browser.  
 Do not share the administrator password with students.

Download the Secure Browser for [Windows](#), [Mac](#), and [Chrome](#): During the registration period, the STC (or a designee) must click on this link to save the secure browser to the desktop of each computer that will be used for QualityCore testing. NOTE: This is a one-time process for each administration.

**Teacher Management:** Register teachers at your school who are administering the QualityCore online test. Teacher and Class Rosters can be uploaded here. You can also Assign Teacher Classes, View Teacher Rosters, and Print Password Letters.

**Test Administrator Management:** Register Test Administrators at your school who are administering the QualityCore online test. You can also Upload Test Administrators, View Test Administrator Rosters, Print Password Letters, and Reissue Passwords.

**Student Management:** From here, a student's information can be added, searched, or managed. Students can be added/dropped, moved to another class, or transferred from another school. Student rosters can be uploaded and viewed/printed here. These rosters include students' registration numbers, which the teacher must give to the students before they begin QualityCore testing each day. School Test Coordinators must also enter student accommodations. School Test Coordinators can also search student records, generate a Student Test History report, or download the User Guide.

**Administer Tests:** From here, teachers and School Test Coordinators can reopen a test session for a student whose test session was interrupted.

**Reports:** School Test Coordinators can view and print reports for all classes participating in QualityCore testing. Teachers can view and print reports for their classes.

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# STC: Teacher Management

- **Teacher Management**

- ***Register a Teacher:*** Add, edit, or delete teacher information
- ***Assign Teacher Classes:*** Add class, section, and period and assign a teacher to a class. Edit class period or section, or delete a teacher's class
- ***Upload Teacher/Class Roster to a School:*** Upload a CSV file with teacher and class information
- ***View Teacher Roster:*** Review class, section, period, and teacher information
- ***Print Password Letters:*** Print and distribute letters securely
- ***Reissue Passwords:*** When lost, compromised, personnel change

# STC: Add New Teacher



## School Test Coordinator

Teacher Management | Test Administrator Management | Student Management | Administer Tests | Reports | Logout

Teacher Management >> Add New Teacher

[STC Menu Homepage](#) [E-mail Help Desk](#)

- Enter the new Teacher's demographic information.
- Enter the e-mail address for the new teacher.
- Select a course and period for this teacher.
- The section field may not be blank.
- Commas and double quotes are not allowed in the section field.
- Click the Save button when finished.
- A red asterisk (\*) indicates a required field.

Last Name*	First Name*	Middle Initial	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail Address*			
<input type="text"/>			
Course*	Period*	Section*	
<input type="text" value="Select a Course"/>	<input type="text" value="1"/>	<input type="text"/>	
Class Type:	<input checked="" type="radio"/> Daytime <input type="radio"/> Nighttime	Testing Type: <input type="text" value="Computer-Based Testing"/>	

Save

# STC: Add Classes



## School Test Coordinator

Teacher Management

Test Administrator Management

Student Management

Administer Tests

Reports

Logout

Teacher Management >> Assign New Class to a Teacher

[STC Menu Homepage](#) [E-mail Help Desk](#)

- Assign the course, section, period, and class type for this teacher's new class.
- The section field may not be blank.
- Commas and double quotes are not allowed in the section field.
- Click the Save button when finished.
- A red asterisk (\*) indicates a required field.

### Teacher Information

Last Name	First Name
<input type="text" value="Cohen"/>	<input type="text" value="Ada"/>

### Teacher's Classes

Course: Sample Test	Section: 12344	Period: 1
Class Type: <input checked="" type="radio"/> Daytime <input type="radio"/> Nighttime	Testing Type: <input type="text" value="Paper-Based Testing"/>	

### Assign a New Class

Course:* <input type="text" value="Select a Course"/>	Section:* <input type="text"/>	Period: <input type="text" value="1"/>
Class Type: <input checked="" type="radio"/> Daytime <input type="radio"/> Nighttime	Testing Type: <input type="text" value="Computer-Based Testing"/>	

Save

# STC: Upload Teacher/Class Roster



## School Test Coordinator

Teacher Management | Test Administrator Management | Student Management | Administer Tests | Reports | Logout

Teacher Management >> Upload Teacher/Class Roster To School

[STC Menu Homepage](#) [E-mail Help Desk](#)

- Click the Browse... / Choose File button to select a Teacher/Class Roster file.  
NOTE: The file must be in comma separated value (csv) format and saved in a directory on your computer.
- When you have selected the Teacher/Class Roster File, click Open / Choose.
- Click the Upload Roster button to load teachers into the school.
- Click the CSV Instructions button to see how to create a properly formatted CSV file.
- **Warning:** When creating files from Excel, save as a CSV and leave out any incompatible features.

Teacher/Class Roster File

No file chosen

# STC: View Teacher Rosters

## School Test Coordinator

Teacher Management Test Administrator Management Student Management Administer Tests Reports Logout

Student Management >> Class Roster >> View/Print Student Rosters

[STC Menu Homepage](#) [E-mail Help Desk](#)

Print Roster

- Review the information below.
- An asterisk displayed next to a student's first name indicates that the student's designated accommodations have been assigned in the QualityCore Tests system.
- To add/drop students from a class, click the Edit Class Roster button beneath that class.
- To move students from one class to another, click the Move Student(s) button beneath that class.
- To mark your roster as viewed, click Mark as Viewed at the bottom of the screen.
- To print a roster, click the Print Roster button at the bottom of the screen.
- To print PDF Avery labels, click the Print Avery Labels button at the bottom of the screen.
- **Note:** Label style is for Avery 5160 only. When printing, set page scaling to "Fit to Printable Area."
- To select a new class roster to print, click the Go Back button.

### Class Information

Teacher:	<input type="text" value="Handy, Nicole"/>	Period:	<input type="text" value="1"/>
Course:	<input type="text" value="Sample Test"/>	Total Students:	<input type="text" value="8"/>
Section:	<input type="text" value="3333"/>		
Type of Class:	<input type="text" value="Day Class"/>		
Status:	<input type="text" value="Roster Confirmed"/>		

Student Name	QualityCore ID	Course/Teacher/Period	Registration Code	DOB
Ful, Nate	AL00001591	TF_Handy_PERIOD 1	30124896	10/01/1998
Handy, Sam*	AL00001589	TF_Handy_PERIOD 1	70509755	01/01/2008
Handy, Sarah*	AL00001588	TF_Handy_PERIOD 1	45300535	01/01/2008
Jarrett, Laura	AL00001599	TF_Handy_PERIOD 1	24817057	09/26/1999
Miller, Robin	AL00001596	TF_Handy_PERIOD 1	44364940	04/10/2000
Reopentest, student	AL00001594	TF_Handy_PERIOD 1	41958710	01/01/2008
reopentest, Tessa	AL00001598	TF_Handy_PERIOD 1	86467008	08/12/2001
Smith, Robin	AL00001597	TF_Handy_PERIOD 1	76264264	04/10/2000

Edit Class Roster

Move Student(s)

Mark as Viewed

Print Roster

Print Avery Labels

Go Back

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# STC: Test Administrator Management

- **Test Administrator (TA) Management Feature**
  - ***Register Test Administrators:*** Add, edit, or delete TA information
  - ***Manage Test Administrators:*** View Test Administrator roster. Print and securely distribute password letters to Test Administrators
  - ***Reissue Passwords:*** If lost, compromised, personnel change
  - ***Upload Test Administrators:*** Use CSV file upload or manually

**Note: Inform TAs about which classes they will be overseeing:**

- TAs will see Daily Access Codes for ALL classes.
- Teachers will only see Daily Access Codes for their own classes.

## School Test Coordinator

Teacher Management
Test Administrator Management
Student Management
Administer Tests
Reports
Logout

**Midland District**  
E-mail Help Desk

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**Welcome School Test Coordinator**

Your school is scheduled for testing on **10/20/2015**.  
 Press **Alt+F4** to close the browser.  
 Press **command+q** to close the browser.  
 Turn off the computer to close the browser.  
 Enter administrator password **12345678**.

Do not share the administrator password with students.

- Overview
- Add a New Student
- Search and Manage
- Assign Student Classes >
- Upload Student Roster >
- Class Roster >
- Transfer Student
- Student Accommodations

Download the Secure Browser for [Windows](#), [Mac](#), and [Chrome](#): During the registration period, the STC (or a designee) must click on this link to save the secure browser to the desktop of each computer that will be used for QualityCore testing. NOTE: This is a one-time process for each administration.

**Teacher Management:** Register teachers at your school who are administering the QualityCore online test. Teacher and Class Rosters can be uploaded here. You can also Assign Teacher Classes, View Teacher Rosters, and Print Password Letters.

**Test Administrator Management:** Register Test Administrators at your school who are administering the QualityCore online test. You can also Upload Test Administrators, View Test Administrator Rosters, Print Password Letters, and Reissue Passwords.

**Student Management:** From here, a student's information can be added, searched, or managed. Students can be added/dropped, moved to another class, or transferred from another school. Student rosters can be uploaded and viewed/printed here. These rosters include students' registration numbers, which the teacher must give to the students before they begin QualityCore testing each day. School Test Coordinators must also enter student accommodations. School Test Coordinators can also search student records, generate a Student Test History report, or download the User Guide.

**Administer Tests:** From here, teachers and School Test Coordinators can reopen a test session for a student whose test session was interrupted.

**Reports:** School Test Coordinators can view and print reports for all classes participating in QualityCore testing. Teachers can view and print reports for their classes.

---

# STC: Student Management

- **Student Management Feature**
  - ***Add a New Student:*** Enter a student's demographic information to add student to class roster.
  - ***Search and Manage:*** Use a student's name or QualityCore ID to search. **This is the only place a student's information can be edited.**
  - ***Assign Student Classes:*** Add, drop, or move students from one class to another.
  - ***Upload Student Roster:*** Upload a comma-separated value (.csv) file with student enrollment information.
  - ***Transfer a Student:*** Transfer a student from another school in the state.
  - ***Class Roster – Edit Class Roster:*** Select a teacher and class to add or drop students to and from the class.

---

# STC: Student Management (cont.)

- **Student Management**

- Class Roster – View/Print Student Rosters: Select a teacher and class to view or print a class roster. Verify the students on the roster. Add, drop, or move students. Confirm that roster is correct by marking it as “Viewed.”
- *Student Accommodations*: Assign test accommodations.

**Note: Student enrollment data does not include accommodation designations. Accommodations must be assigned by an STC during registration.**

- ❖ Large Print and Audio online accommodations will be available in a future update

# STC: Add a New Student



## School Test Coordinator

Teacher Management Test Administrator Management Student Management Administer Tests Reports Logout

Student Management >> Add a New Student

[STC Menu](#) [Homepage](#) [E-mail Help Desk](#)

- Enter the New Student's demographic information.
- NOTE: To comply with the federally mandated changes to ethnicity/race data collection, there are now two fields. If you select Hispanic/Latino as the ethnicity for a student, one or more races from the race category may also be selected. If you select Not Hispanic/Latino as the ethnicity, at least one race from the race category must also be selected.
- A QualityCore ID will be generated automatically for the student.
- A Vantage QCID (optional) must be alphanumeric and entered without hyphens or spaces.
- The State ID (optional) must be alphanumeric and entered without hyphens or spaces.
- Select a class.
- Click the Save Button when finished.
- A red asterisk (\*) indicates a required field.

Last Name*	First Name*	Middle Initial	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
QualityCore ID	Vantage QCID		
<input type="text"/>	<input type="text"/>		
State ID	Date of Birth*	Grade*	
<input type="text"/>	--Select a Month-- <input type="text" value="01"/> <input type="text" value="2008"/>	Select Grade	
Gender*	Free Lunch Eligibility*	COE on File for Migrant Student*	
Male <input type="text"/>	Paid <input type="text"/>	No <input type="radio"/> Yes <input type="radio"/>	
Ethnicity*	<input type="radio"/> Hispanic/Latino <input type="radio"/> Not Hispanic/Latino		
Race* (Mark all that apply)			

# STC: Search and Manage



## School Test Coordinator

Teacher Management Test Administrator Management Student Management Administer Tests Reports Logout

Student Management >> Search and Manage

[STC Menu Homepage](#) [E-mail Help Desk](#)

- Enter the student's last name, then enter the student's first name.  
OR  
Enter the student's QualityCore ID—without hyphens or spaces.
- Allow time for the search to complete.
- All matches to the name or ID will appear.
- Select a student name and click on it to view and/or edit the student's information.
  - If the student is not enrolled, click on Not Enrolled to add/drop the student.
  - To delete or undelete a student click the button to the left of the name.
- OR
- Select and click on a course name to view the class roster.
  - Add/Drop or Move Students

Student's Last Name:  Student's First Name:  -or- QualityCore ID:

Clear Search

	Student	QualityCore ID	Teacher	Course Name	Section	Period
Delete	Miller, Robin	AL00001596	Handy, Nicole	Sample Test	3333	1
Delete	Smith, Robin	AL00001597	Handy, Nicole	Sample Test	3333	1

# STC: Edit Class Roster



## School Test Coordinator

[Teacher Management](#) | 
 [Test Administrator Management](#) | 
 [Student Management](#) | 
 [Administer Tests](#) | 
 [Reports](#) | 
 [Logout](#)

Student Management >> Class Roster >> Edit Class Rosters

[STC Menu](#) | 
 [Homepage](#) | 
 [E-mail Help Desk](#)

- Select a Teacher and Class from the drop-down menus to retrieve the class roster.
- The class roster is displayed on the right and a school roster is displayed on the left.  
Note: Student names with blue backgrounds are enrolled in another teacher's class in the same subject. Student names with pink backgrounds have started to test in that subject and may not be added or dropped.
- To add students from the school roster to the class roster, check the box next to the student's name and click the Add Student(s) button. You may also filter the school roster by entering one or more letters of a student's last name.
- To drop students from the class roster, check the box next to the student's name in the class roster and click the Drop Student(s) button.
- You can add or drop all students at one time by clicking the Select All button under each of the rosters.
- You can select another class roster for a teacher using the teacher and class drop-down menus above the class roster.
- You can view or print class rosters by clicking on the Go To View/Print Student Rosters button.

Filter students by last name:

Select a teacher:

Select a class:

School Roster			Class Roster			
Add	Student Name	QualityCore ID	Drop	Student Name	DOB	QualityCore ID
<input type="checkbox"/>	Bob, Billy	AL00001536	<input type="checkbox"/>	Ful, Nate	10/01/1998	AL00001591
<input type="checkbox"/>	Bob, billy	AL00001580	<input type="checkbox"/>	Handy, Sam	01/01/2008	AL00001589
<input type="checkbox"/>	Doe, Jane	AL00001586	<input type="checkbox"/>	Handy, Sarah	01/01/2008	AL00001588
<input type="checkbox"/>	Fuller, Nathan	AL00001535	<input type="checkbox"/>	Jarrett, Laura	09/26/1999	AL00001599
<input type="checkbox"/>	Handy, Nicole	AL00001587	<input type="checkbox"/>	Miller, Robin	04/10/2000	AL00001596
			<input type="checkbox"/>	Reopentest, student	01/01/2008	AL00001594
			<input type="checkbox"/>	reopentest, Tessa	08/12/2001	AL00001598
			<input type="checkbox"/>	Smith, Robin	04/10/2000	AL00001597

8 Student(s) in roster

# STC: View/Print Class Roster



## School Test Coordinator

Teacher Management | Test Administrator Management | Student Management | Administer Tests | Reports | Logout

Student Management >> Class Roster >> View/Print Student Rosters

[STC Menu](#) [Homepage](#) [E-mail](#) [Help Desk](#)

[Print Roster](#)

- Review the information below.
- An asterisk displayed next to a student's first name indicates that the student's designated accommodations have been assigned in the QualityCore Tests system.
- To add/drop students from a class, click the Edit Class Roster button beneath that class.
- To move students from one class to another, click the Move Student(s) button beneath that class.
- To mark your roster as viewed, click Mark as Viewed at the bottom of the screen.
- To print a roster, click the Print Roster button at the bottom of the screen.
- To print PDF Avery labels, click the Print Avery Labels button at the bottom of the screen.
- **Note:** Label style is for Avery 5160 only. When printing, set page scaling to "Fit to Printable Area."
- To select a new class roster to print, click the Go Back button.

### Class Information

Teacher:  Period:   
Course:  Total Students:   
Section:   
Type of Class:   
Roster Status:

Click Mark as Viewed to Confirm Rosters

QualityCore ID	Course/Teacher/Period	Registration Code	DOB
AL00001580	TF_Handy_PERIOD 1	23190817	01/01/2008
AL00001591	TF_Handy_PERIOD 1	30124896	10/01/1998
AL00001589	TF_Handy_PERIOD 1	70509755	01/01/2008

[Edit Class Roster](#)

[Move Student\(s\)](#)

[Mark as Viewed](#)

[Print Roster](#)

[Print Avery Labels](#)

[Go Back](#)

# STC: Assign Accommodations



## School Test Coordinator

[Teacher Management](#) [Test Administrator Management](#) [Student Management](#) [Administer Tests](#) [Reports](#) [Logout](#)

[Student Management >> Accommodations](#)

[STC Menu Homepage](#) [E-mail Help Desk](#)

- Students who may have accommodations but are not assigned are denoted by red text.
- They must be assigned before they will be allowed to test.
- Students who have accommodations assigned are denoted by green text and are able to test at this time.
- To assign Special Ed./504 Accommodations to a student, click the Special Ed./504 button.
- Check the appropriate Special Ed./504 Accommodations for that student.
- To assign LEP Accommodations to a student, click the LEP button.
- Check the appropriate LEP Accommodations for that student.
- To assign no Accommodations to a Student, check the No Accommodations box in the appropriate accommodations window.
- Click the Save Student button to save the student's accommodations.
- Be sure to close the popup window when you are finished.
- **Warning:** When the Accommodations Selection button on the right side of the table below is displayed in grey, the student has begun testing and accommodation information CANNOT be edited. If the button is displayed in red, accommodations still need to be assigned. If it is displayed in green, the accommodations have been assigned.

[Go to Accommodations Report](#)

Student	QualityCore ID	Accommodations Selection
Handy, Sam	AL00001589	<a href="#">Special Ed./504</a> <a href="#">LEP</a>
Handy, Sarah	AL00001588	<a href="#">Special Ed./504</a> <a href="#">LEP</a>

[Teacher Management](#)[Test Administrator Management](#)[Student Management](#)[Administer Tests](#)[Reports](#)[Logout](#)[Overview](#)[Reopen Test Sessions](#)[Midland District](#)[E-mail Help Desk](#)

### Welcome School Test Coordinator

Your school is scheduled to test from **6/9/2015 to 6/9/2016**.

Press **Alt+F4** to close the Secure Web Browser for Windows.

Press **command+q** to close the Secure Web Browser for Mac.

Turn off the computer to close the Secure Web Browser for Chromebooks.

Enter administrator password XXXXXXXXXX to exit the Secure Web Browser.

Do not share the **administrator password** with students.

Download the Secure Browser for [Windows](#), [Mac](#), and [Chrome](#): During the registration period, the STC (or a designee) must click on this link to save the secure browser to the desktop of each computer that will be used for QualityCore testing. NOTE: This is a one-time process for each administration.

**Teacher Management:** Register teachers at your school who are administering the QualityCore online test. Teacher and Class Rosters can be uploaded here. You can also Assign Teacher Classes, View Teacher Rosters, and Print Password Letters.

**Test Administrator Management:** Register Test Administrators at your school who are administering the QualityCore online test. You can also Upload Test Administrators, View Test Administrator Rosters, Print Password Letters, and Reissue Passwords.

**Student Management:** From here, a student's information can be added, searched, or managed. Students can be added/dropped, moved to another class, or transferred from another school. Student rosters can be uploaded and viewed/printed here. These rosters include students' registration numbers, which the teacher must give to the students before they begin QualityCore testing each day. School Test Coordinators must also enter student accommodations. School Test Coordinators can also search student records, generate a Student Test History report, or download the User Guide.

**Administer Tests:** From here, teachers and School Test Coordinators can reopen a test session for a student whose test session was interrupted.

**Reports:** School Test Coordinators can view and print reports for all classes participating in QualityCore testing. Teachers can view and print reports for their classes.

---

# STC: Test Administration

- **Administer Tests**

- ***Reopen Test Sessions:*** Reopen test sessions for individual students or an entire class
- Valid reasons for reopening a test session:
  - ✓ Student became ill
  - ✓ Student needed more time
  - ✓ Lost Internet connection
  - ✓ Lost power
  - ✓ Computer crashed
  - ✓ Emergency during testing
  - ✓ Approved accommodations
  - ✓ Other

# STC: Reopen Test Session



## School Test Coordinator

[Teacher Management](#) | 
 [Test Administrator Management](#) | 
 [Student Management](#) | 
 [Administer Tests](#) | 
 [Reports](#) | 
 [Logout](#)

Administer Tests >> Reopen Test Sessions

[STC Menu Homepage](#) | 
 [E-mail Help Desk](#)

- To reopen a single session for a student, select the reason, then click the red "Session Closed" button for that session.
- To reopen a session for an entire class, select the reason, then click the "Reopen All Sessions" button under the appropriate session.
- If you select "Other" as a reason, you must enter a valid reason to continue.
- You may select another reason from the drop-down menu if you made an error.

### Class Information

Teacher:	<input type="text" value="Handy, Nicole"/>	Period:	<input type="text" value="1"/>
Class:	<input type="text" value="Sample Test"/>	Total Students:	<input type="text" value="6"/>
Section:	<input type="text" value="3333"/>		
Type of Class:	<input type="text" value="Day Class"/>		

Select a reason to reopen a session:

Student Name	Session 1	Session 2
Handy, Sarah	<input type="button" value="Session Opened"/>	<input type="button" value="Session Opened"/>
Jarrett, Laura	<input type="button" value="Session Opened"/>	<input type="button" value="Session Opened"/>
Miller, Robin	<input type="button" value="Session Opened"/>	<input type="button" value="Session Opened"/>
Reopentest, student	<input type="button" value="Session Opened"/>	<input type="button" value="Session Opened"/>
reopentest, Tessa	<input type="button" value="Session Closed (Click to Reopen)"/>	<input type="button" value="Session Opened"/>
Smith, Robin	<input type="button" value="Session Opened"/>	<input type="button" value="Session Opened"/>

## School Test Coordinator

[Teacher Management](#)[Test Administrator Management](#)[Student Management](#)[Administer Tests](#)[Reports](#)[Logout](#)[Overview](#)[View Reports](#)[User Guide](#)

### Welcome School Test Coordinator

Your school is scheduled to test from **6/9/2015 to 6/9/2016**.  
Press **Alt+F4** to close the Secure Web Browser for Windows.  
Press **command+q** to close the Secure Web Browser for Mac.  
Turn off the computer to close the Secure Web Browser for Chromebooks.  
Enter administrator password XXXXXXXXXX to exit the Secure Web Browser.  
Do **not** share the **administrator password** with students.

Download the Secure Browser for [Windows](#), [Mac](#), and [Chrome](#): During the registration period, the STC (or a designee) must click on this link to save the secure browser to the desktop of each computer that will be used for QualityCore testing. NOTE: This is a one-time process for each administration.

**Teacher Management:** Register teachers at your school who are administering the QualityCore online test. Teacher and Class Rosters can be uploaded here. You can also Assign Teacher Classes, View Teacher Rosters, and Print Password Letters.

**Test Administrator Management:** Register Test Administrators at your school who are administering the QualityCore online test. You can also Upload Test Administrators, View Test Administrator Rosters, Print Password Letters, and Reissue Passwords.

**Student Management:** From here, a student's information can be added, searched, or managed. Students can be added/dropped, moved to another class, or transferred from another school. Student rosters can be uploaded and viewed/printed here. These rosters include students' registration numbers, which the teacher must give to the students before they begin QualityCore testing each day. School Test Coordinators must also enter student accommodations. School Test Coordinators can also search student records, generate a Student Test History report, or download the User Guide.

**Administer Tests:** From here, teachers and School Test Coordinators can reopen a test session for a student whose test session was interrupted.

**Reports:** School Test Coordinators can view and print reports for all classes participating in QualityCore testing. Teachers can view and print reports for their classes.

---

# STC: Reports

- **Test-Administration Reports**
  - ***Reopened Test Sessions:*** Review reopened student test sessions at the school
  - ***Student Accommodations:*** Select a class and view or print information for students with assigned test accommodations
  - ***Student Report:*** View individual student performance for students who have reportable scores
  - ***Class Roster Report:*** View testing status and test scores, if reportable, for all students in a class

# Teacher Menu



## Teacher

[Student Management](#) [Administer Tests](#) [Reports](#) [Logout](#)

Midland District  
Cedar High School – 055001  
[E-mail Help Desk](#)

**Welcome Teacher: Click one of the tabs above or links below.**

The daily access code for each class is available in the table below.  
Press **Alt+F4** to close the Secure Web Browser for Windows.  
Press **command+q** to close the Secure Web Browser for Mac.  
Turn off the computer to close the Secure Web Browser for Chromebooks.  
Enter administrator password XXXXXXXXXX to exit the Secure Web Browser.  
Do **not** share the **administrator password** with students.

**Student Management:** Teachers may view and print student rosters.

**Administer Tests:** From here teachers can reopen a test session for a student whose session was interrupted.

**Reports:** Teachers can view and print reports for their own classes. They may also download the User Guide.

[Print Access Codes](#)

Class Daily Access Codes

Teacher	Class	Section	Period	Daily Access Code	Date
Miller, Liz	Algebra I	Alg-4300	3	XXXXXX	8/3/2015
Miller, Liz	Geometry	Geo-2240	6	XXXXXX	8/3/2015
Miller, Liz	Algebra II	ALG2-429	9	XXXXXX	8/3/2015

---

# Teachers: Test Administration

- **Retrieve Daily Access Code and Administrator Password**
  - **Daily Access Code:** Each day of testing, the teacher must obtain the daily access code from the main Teacher Menu. **The daily access code is unique to each class, each day,** and is required for students to log in to a test.
  - **Administrator Password:** Found on the Teacher Menu, it is used by the teacher with the commands to close the secure browser on each student's computer and must not be shared with students.

## Teacher

Student Management | Administer Tests | Reports | Logout

Overview  
View/Print Student Rosters

Midland District  
Cedar High School – 055001  
E-mail Help Desk

Welcome Teacher: Click one of the tabs above or links below.

The daily access code for each class is available in the table below.  
 Press **Alt+F4** to close the Secure Web Browser for Windows.  
 Press **command+q** to close the Secure Web Browser for Mac.  
 Turn off the computer to close the Secure Web Browser for Chromebooks.  
 Enter administrator password [REDACTED] to exit the Secure Web Browser.  
 Do not share the **administrator password** with students.

**Student Management:** Teachers may view and print student rosters.

**Administer Tests:** From here teachers can reopen a test session for a student whose session was interrupted.

**Reports:** Teachers can view and print reports for their own classes. They may also download the User Guide.

Class Daily Access Codes

Teacher	Class	Section	Period	Daily Access Code
Miller, Liz	Algebra I	Alg-4300	3	XXXX
Miller, Liz	Geometry	Geo-2240	6	XXXX
Miller, Liz	Algebra II	ALG2-429	9	XXXX

## Teacher

Student Management | Administer Tests | Reports | Logout

Overview  
Reopen Test Sessions

Midland District  
Cedar High School – 055001  
E-mail Help Desk

Welcome Teacher: Click one of the tabs above or links below.

The daily access code for each class is available in the table below.  
 Press **Alt+F4** to close the Secure Web Browser for Windows.  
 Press **command+q** to close the Secure Web Browser for Mac.  
 Turn off the computer to close the Secure Web Browser for Chromebooks.  
 Enter administrator password [REDACTED] to exit the Secure Web Browser.  
 Do not share the **administrator password** with students.

**Student Management:** Teachers may view and print student rosters.

**Administer Tests:** From here teachers can reopen a test session for a student whose session was interrupted.

**Reports:** Teachers can view and print reports for their own classes. They may also download the User Guide.

Print Access Codes

Class Daily Access Codes

Teacher	Class	Section	Period	Daily Access Code	Date
Miller, Liz	Algebra I	Alg-4300	3	XXXX	8/3/2015
Miller, Liz	Geometry	Geo-2240	6	XXXX	8/3/2015
Miller, Liz	Algebra II	ALG2-429	9	XXXX	8/3/2015

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# Teachers: Test Administration (cont.)

- **Student Management**
  - ***View/Print Student Roster:*** Select one or all of your classes to view or print the student roster. The roster contains each student's **registration code** and **date of birth**. Print the roster on Avery labels (#5160) for easy distribution.
  
- **Administer Tests**
  - ***Reopen Test Sessions:*** Reopen test sessions for individual students or an entire class—must have a valid reason.

Student Management Administer Tests Reports Logout

Overview

View Reports

Student Report

Class Reports

Midland District  
Cedar High School – 055001

E-mail Help Desk

**Welcome Teacher: Click one of the tabs above or links below.**

The daily access code for each class is available in the table below.

Press **Alt+F4** to close the Secure Web Browser for Windows.

Press **command+q** to close the Secure Web Browser for Mac.

Turn off the computer to close the Secure Web Browser for Chromebooks.

Enter administrator password XXXXXXXXXX to exit the Secure Web Browser.

Do not share the administrator password with students.

**Student Management:** Teachers may view and print student rosters.

**Administer Tests:** From here teachers can reopen a test session for a student whose session was interrupted.

**Reports:** Teachers can view and print reports for their own classes. They may also download the User Guide.

[Print Access Codes](#)

**Class Daily Access Codes**

Teacher	Class	Section	Period	Daily Access Code	Date
Miller, Liz	Algebra I	Alg-4300	3	XXXXX	8/3/2015
Miller, Liz	Geometry	Geo-2240	6	XXXXX	8/3/2015
Miller, Liz	Algebra II	ALG2-429	9	XXXXX	8/3/2015

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# Teachers: Reports Management

- **Reports**
  - **Student Report:** Includes student information, student score, College Readiness, and course standards and subscores
  - **Class Roster Report:** Includes student name, ID, grade, session complete information, and scale score

# Test Administrator (TA) Menu



## Test Administration

[Student Management](#) | [Administer Tests](#) | [Logout](#)

Midland District  
Cedar High School – 055001

[E-mail Help Desk](#)

Welcome Test Administrator: Click on one of the tabs above or links described below.

The daily access code for each class is available in the table below.

Press **Alt+F4** to close the Secure Web Browser for Windows.

Press **command+q** to close the Secure Web Browser for Mac.

Turn off the computer to close the Secure Web Browser for Chromebooks.

Enter administrator password [REDACTED] to exit the Secure Web Browser.

Do not share the administrator password with students.

**Student Management:** Test Administrators may view and print student rosters.

**Administer Tests:** From here Test Administrators can reopen a test session for a student whose session was interrupted.

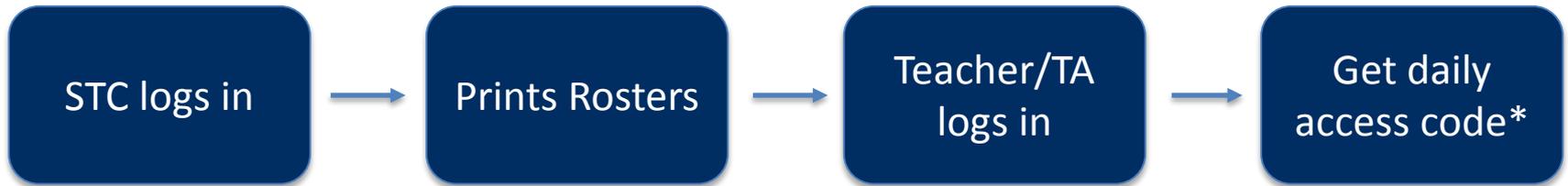
[Print Access Codes](#)

Class Daily Access Codes

Teacher	Class	Section	Period	Daily Access Code	Date
Hamilton, Max	English 10	ELA10-42	2	XXXX	8/3/2015
Hamilton, Max	English 11	ELA11-43	1	XXXX	8/3/2015
Herrera, Juan	US History	USH-098	3	XXXX	8/3/2015
Lee, Marcia	Biology	BIO-227	7	XXXX	8/3/2015
Miller, Liz	Algebra I	Alg-4300	3	XXXX	8/3/2015
Miller, Liz	Geometry	Geo-2240	6	XXXX	8/3/2015
Miller, Liz	Algebra II	ALG2-429	9	XXXX	8/3/2015
Singh, Anu	Chemistry	CHEM-664	8	XXXX	8/3/2015

# Test Day Preparation

## Option 1



## Option 2



\* Must be done the day of testing

---

# Students



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# Log-in Page



Welcome to the  
QualityCore Tests



Registration Code



Birthdate



Access Code



Login

# Student Oath

If you need accommodated materials and do not have them, tell your Test Administrator. Do not continue.

## Student Oath

I understand that I may receive a zero on this test if I:

- ▶ give or receive help during the test;
- ▶ copy another student's answers or allow another student to copy my answers;
- ▶ look ahead or return to previous test sessions;
- ▶ use notes, books, or other aids, including cell phones and other electronic devices;
- ▶ do not follow the instructions given;
- ▶ cause a disturbance of any kind;
- ▶ remove test materials or notes from the room; or
- ▶ discuss test questions at any time with anyone.

## ACT Privacy Policy

I understand that by creating an account and logging in, I consent to the processing of my personally identifying information, including the collection, use, transfer and disclosure of information, as described in the ACT Privacy Policy ([www.act.org/privacy.html](http://www.act.org/privacy.html)).

### ACT Privacy Policy

Last updated: March 31, 2015

#### Policy Update

ACT has updated its privacy policy as part of its continuous improvement efforts. The updated policy takes effect on March 31, 2015. Individuals or organizations accessing the ACT website or participating in ACT assessments



I agree



I disagree

# Testing Center

QualityCore  
Welcome, Abby Jones

 Logout

## Algebra I

### Select to begin

Session 1  
EM11AC



Session 2  
EM12AC



Note: See the test administrator if you did not complete a closed session of the test.

---

# Technology Setup



# Technology Requirements

Hardware	Operating System	Web Browser
Windows PC	Windows 8.1	Internet Explorer 11
	Windows 8	Internet Explorer 10
	Windows 7	Internet Explorer 9, 10, 11
Mac	OS X Yosemite 10.10	Safari 8.0 – 8.0.6
	OS X Mavericks 10.9	Safari 7.0 – 7.1.3
	OS X Mountain Lion 10.8	Safari 6.1 – 6.1.4
	OS X Lion 10.7	Safari 6.1 – 6.1.4
Chromebook	Chrome OS 42	Chrome 42

---

# Technology Preparation - Browser

- Download the appropriate secure browser to all computers used for testing. There are 3 versions of the secure browser:
  - Windows, Mac, Chromebook
- There are 3 roles with access to download the secure web browser:
  - District Test Coordinator
  - District Technology Coordinator
  - School Test Coordinator
- These 3 people should work with other technology staff to ensure all computers have the browser installed.

---

# Technology Preparation

Perform the checks under CBT setup on the ACT QualityCore homepage

- Ensure that gray areas in the center of each square are clearly visible.
  - Adjust brightness and contrast settings on all monitors.
- Run the Compatibility Script to check for proper installation of Java and browser security setting.

---

# Technology Preparation (cont.)

- District Technology Coordinators should work with school level technology support to ensure labs are configured properly and ready for testing.
  - Content filters should be turned off
  - Security software should be set to allow the system as a trusted site
  - If using AVG security software, temporarily disable the identity protection and resident shield components

---

# Lab Preparation

- Make sure labs are set up so students cannot view monitors in front or beside them.
  - We recommend using desktop/laptop carrels
- Make sure power strips are not in a locations where they can be tripped.
- Have scratch paper and pencils available.

# Reports



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# School Test Coordinator & Teacher Reports

- Reports available **during** each test administration
  - **Student Report:** Includes student information, student score, College Readiness, and course standards and subscores
  - **Class Roster Report:** Includes student name, ID, grade, session complete information, and scale score
- School Test Coordinators only have access to reports for their school.
- Teachers only have access to reports for their classes.

Student Information	<p><b>Student:</b> Soo Kim Yu</p> <p><b>QualityCore ID:</b> XXXX8999</p> <p><b>Teacher:</b> Donaldson, Graham</p> <p><b>Group Name:</b> GD Eng 10 School 2 S1</p>	<p><b>School:</b> Grover Dane Educational Center</p> <p><b>District:</b> McShane County Public School</p> <p><b>State:</b> Illinois</p> <p><b>Administration Window:</b> 05/04/2015–05/28/2015</p>															
Student Score	<p><b>Your QualityCore Score</b></p> <p style="font-size: 2em; color: #0056b3;"><b>153</b></p> <p><b>Scale Score Range</b> 125–175</p>	<p><b>Percent of students scoring at or below your score:</b></p> <table border="0"> <tr><td>In the Nation*</td><td>XX%</td></tr> <tr><td>In your School</td><td>33%</td></tr> <tr><td>In your District</td><td>27%</td></tr> <tr><td>In your State</td><td>27%</td></tr> </table> <p><small>*Based on user norms from the 2013-2015 academic years</small></p>	In the Nation*	XX%	In your School	33%	In your District	27%	In your State	27%							
In the Nation*	XX%																
In your School	33%																
In your District	27%																
In your State	27%																
Your College Readiness	<p>Your Projected ACT Aspire English Score Range is <b>426–437</b>.</p> <p>Your Projected score range puts you <b>At or Above</b> the College Readiness Benchmark of <b>428</b>.</p> <p>To learn more about the ACT College and Career Readiness Standards, navigate to <a href="http://www.act.org/standard">http://www.act.org/standard</a></p>																
Standards and Subscores	<p><b>English</b></p> <ul style="list-style-type: none"> <li>Identify the focus of a simple essay, applying that knowledge to add a sentence that sharpens that focus or to determine if an essay has met a specified goal</li> <li>Rearrange the sentences in a fairly uncomplicated paragraph for the sake of logic</li> <li>Use the word or phrase most appropriate in terms of the content of the sentence and tone of the essay</li> <li>Maintain consistent verb tense and pronoun person on the basis of the preceding clause or sentence</li> <li>Identify the correct past and past participle forms of irregular and infrequently used verbs and form present-perfect verbs by using have rather than of</li> </ul>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>Understand the overall approach taken by an author or narrator (e.g., point of view, kinds of evidence used) in virtually any passage</li> <li>Use details from different sections of some complex informational passages to support a specific point or argument</li> <li>Understand implied or subtly stated cause-effect relationships in more challenging passages</li> <li>Determine the appropriate meaning of words, phrases, or statements from figurative or somewhat technical contexts</li> <li>Use information from one or more sections of a more challenging passage to draw generalizations and conclusions about people, ideas, and so on</li> </ul>															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="text-align: center;">Subscores</th> <th style="text-align: center;">Points Received</th> <th style="text-align: center;">Possible Points</th> </tr> </thead> <tbody> <tr> <td>Reading Comprehension</td> <td style="text-align: center;">XX</td> <td style="text-align: center;">XX</td> </tr> <tr> <td>Critical Reading</td> <td style="text-align: center;">XX</td> <td style="text-align: center;">XX</td> </tr> <tr> <td>Mechanics of Writing</td> <td style="text-align: center;">XX</td> <td style="text-align: center;">XX</td> </tr> <tr> <td>Essay (CR)</td> <td style="text-align: center;">XX</td> <td style="text-align: center;">XX</td> </tr> </tbody> </table>		Subscores	Points Received	Possible Points	Reading Comprehension	XX	XX	Critical Reading	XX	XX	Mechanics of Writing	XX	XX	Essay (CR)	XX	XX
Subscores	Points Received	Possible Points															
Reading Comprehension	XX	XX															
Critical Reading	XX	XX															
Mechanics of Writing	XX	XX															
Essay (CR)	XX	XX															
	<p><b>Reading Comprehension</b></p> <ul style="list-style-type: none"> <li>Identify key characteristics in various genres; interpret how form shapes meaning</li> <li>Identify elements of fiction; recognize how they shape meaning</li> <li>Summarize and paraphrase information</li> <li>Identify author's purpose and basic elements of style</li> <li>Use context clues to determine the meaning of unfamiliar words</li> <li>Understand how organization and writer's techniques shape meaning</li> </ul> <p><b>Critical Reading</b></p> <ul style="list-style-type: none"> <li>Analyze various common literary devices</li> <li>Analyze various common poetic devices</li> <li>Analyze persuasive techniques and detect bias</li> <li>Make logical inferences</li> <li>Use important details and facts to support conclusions</li> </ul>	<p><b>Mechanics of Writing</b></p> <ul style="list-style-type: none"> <li>Correct errors in sentence construction; understand how sentence structure shapes meaning</li> <li>Correct common usage and punctuation errors</li> <li>Use punctuation to clarify meaning and create variety</li> </ul> <p><b>Essay (CR)</b></p> <ul style="list-style-type: none"> <li>Craft a first draft of an essay that thoughtfully and accurately analyzes the significance of literary elements in a reading passage; demonstrate insightful understanding of the passage</li> <li>Effectively explain and support an analysis using convincing evidence; maintain clear focus on critical ideas</li> <li>Effectively organize a discussion using logical progression of ideas and effective transitions; employ an engaging introduction and effective conclusion</li> <li>Demonstrate good command of language through well-constructed sentences and precise word choice; maintain appropriate voice and tone; express ideas clearly with correct grammar, usage, and mechanics</li> </ul>															

Report generated on 05/28/2015

# Class Roster Report

## Algebra I

**School:** Grover Dane Educational Center

**Teacher:** Donaldson, Graham

**District:** McShane County Public School

**Administration Window:** 05/04/2015–05/28/2015

**State:** Illinois

Student Name	Student ID	Grade	Session Complete		Scale Score (125–275)
			1	2	
Brittany Samuelson	XXXX4568	11	Y	Y	P
David R. Malcom Jr	XXXX1310	11	–	–	
Miguel Cervantes Garcia	XXXX3781	11	Y	–	
Antwon Pashir	XXXX3009	11	–	–	
Tenisha Rawlings	XXXX4890	11	Y	Y	P
Jessica McGregson	XXXX7723	11	–	–	
Howard Chen	XXXX0405	11	Y	–	
Soo Kim Yu	XXXX8999	11	Y	Y	153
Reginald Chavez	XXXX0012	11	Y	Y	161
Maria Garces Wilder	XXXX5895	11	Y	–	0*

A "Y" indicates the student entered and exited a session by confirming completion.

A dash (–) indicates the student did not confirm completion upon exiting.

A "P" indicates the student has completed both sessions but the score is not yet reportable.

A "0\*" indicates the test was voided and was not scored.

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# District Test Coordinator Summary Reports

- **School Subgroup Report:** Includes six subgroups, number of students tested, average scale score, and number and percentage of students by College Readiness levels
- **District Summary Report:** Includes school name, number of students tested, average scale score, and number and percentage of students by College Readiness levels

# School Subgroup Report Algebra I

Administration Window: 05/04/2015–05/28/2015  
School: Grover Dane Educational Center

District: McShane County Public School  
State: Illinois

		Number of Students Tested	Average Scale Score	Number and Percentage of Students by College Readiness					
				Below		At		Above	
				#	%	#	%	#	%
Gender	Male	6	148	3	50	2	33	1	17
	Female	7	163	22	29	2	29	3	42
Ethnicity/Race	American Indian or Alaska Native	1	140	1	100	–	–	–	–
	Asian	–	–	–	–	–	–	–	–
	Black or African American	8	134	4	50	2	25	2	25
	Hispanic or Latino	–	–	–	–	–	–	–	–
	Native Hawaiian or Other Pacific Islander	4	168	–	–	2	50	2	50
	White	–	–	–	–	–	–	–	–
	Two or more races	–	–	–	–	–	–	–	–
Education Classification	Regular Education								
	Special Education								
Economic Status	Not eligible for free or reduced meals/milk								
	Eligible for free meals/milk								
	Eligible for reduced price meals								
English Proficiency Status	Yes								
	No								
Migrant Education	Yes								
	No								
<b>Total Population–School</b>		<b>13</b>	<b>156</b>	<b>5</b>	<b>38</b>	<b>4</b>	<b>31</b>	<b>4</b>	<b>31</b>

The percentages of students across readiness categories may not total 100 due to rounding.

A dash (–) indicates that no students tested in this subgroup.

Test results for small groups (fewer than 10 students) should not be publicly released.

# School Subgroup Report Algebra I

Administration Window: 05/04/2015–05/28/2015  
School: Grover Dane Educational Center

District: McShane County Public School  
State: Illinois

		Average Score Points Received by Subscore				
		Students Tested	Number Sense, Operation and Graph Skills	Exploring Expressions, Equations, and Functions in the First Degree	Exploring Quadratic Equations & Functions	Exploring Other Nonlinear Equations & Functions
			28 possible pts.	12 possible pts.	14 possible pts.	16 possible pts.
Gender	Male	6	15	9	7	7
	Female	7	25	10	11	12
Ethnicity/Race	American Indian or Alaska Native	1	10	4	4	2
	Asian	-	-	-	-	-
	Black or African American	8	20	8	12	11
	Hispanic or Latino	-	-	-	-	-
	Native Hawaiian or Other Pacific Islander	4	15	8	8	10
	White	-	-	-	-	-
	Two or more races	-	-	-	-	-
Education Classification	Regular Education					
	Special Education					
Economically Status	Not eligible for free or reduced meals/milk					
	Eligible for free meals/milk					
	Eligible for reduced price meals					
English Proficiency Status	Yes					
	No					
Migrant Education	Yes					
	No					
<b>Total Population – School</b>		<b>13</b>	<b>24</b>	<b>10</b>	<b>9</b>	<b>9</b>

A dash (-) indicates that no students tested in this subgroup.

Test results for small groups (fewer than 10 students) should not be publicly released.

# District Summary Report Algebra I

**Administration Window:** 05/04/2015–05/28/2015

**District:** McShane County Public School

**State:** Illinois

				Number and Percentage of Students by College Readiness					
School Code	School Name	Number of Students Tested	Average Scale Score	Below		At		Above	
				#	%	#	%	#	%
98342	George Washington High School	345	152	40	16	180	52	115	33
25644	North Star Magnet School	–	–						
00123	Templeton High School	547	131	300	55	147	27	100	18
97200	Jamestown High School	123	160	20	16	80	65	23	19
33879	Millbrook Valley High School	50	148	10	20	30	60	10	20
03001	O'Farrell Township Academy	25	158	5	20	10	40	10	40
60683	Grover Dane Educational Center	13	156	5	38	4	31	4	31
60909	McKinley Learning Center West	–	–						
44802	Walter Charles Preparatory School	253	143	100	39	80	32	73	29
27281	Bloomington High School	478	163	100	21	220	46	458	33
<b>District Summary</b>		XXX	XXX	XXX	XX	XXX	XX	XXX	XX
<b>State Summary</b>		XXX	XXX	XXX	XX	XXX	XX	XXX	XX

The percentages of students across readiness categories may not total 100 due to rounding.

A dash (–) indicates that no students tested in this school.

Test results for small groups (fewer than 10 students) should not be publicly released.

# District Summary Report Algebra I

**Administration Window:** 05/04/2015–05/28/2015

**District:** McShane County Public School

**State:** Illinois

School Code	School Name	Number of Students Tested	Average Score Points Received by Subscore			
			Number Sense, Operation and Graph Skills 28 possible pts.	Exploring Expressions, Equations, and Functions in the First Degree 12 possible pts.	Exploring Quadratic Equations & Functions 14 possible pts.	Exploring Other Nonlinear Equations & Functions 16 possible pts.
98342	George Washington High School	345	20	8	7	9
25644	North Star Magnet School	210	21	10	10	8
00123	Templeton High School	–				
97200	Jamestown High School	123	15	7	7	6
33879	Millbrook Valley High School	50	12	8	8	9
03001	O'Farrell Township Academy	25	19	10	10	11
60683	Grover Dane Educational Center	13	24	10	9	9
District Summary		XXX	XXX			
State Summary		XXX	XXX			

A dash (–) indicates that no students tested in this school.

Test results for small groups (fewer than 10 students) should not be publicly released.

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# Educator Resources

- These resources consist of:
  - Course objectives, description, syllabus, outline
  - Unit plans, guidelines for units, sample unit
  - Benchmark assessments
  - Test Builder

# Educator Resources

- These can be found as the last link on the homepage for each role:

DTC, Tech Coordinator, STC, Teacher, TA

**ACT** QualityCore

## School Test Coordinator

Teacher Management | Test Administrator Management | Student Management | Administer Tests | Reports | Logout

Training District AY  
Training School AY – A51001  
[E-mail Help Desk](#)

Welcome School Test Coordinator

Your school is scheduled to test from 9/1/2015 to 12/31/2015.  
Press **Alt+F4** to close the Secure Web Browser for Windows.  
Press **command+q** to close the Secure Web Browser for Mac.  
Turn off the computer close the Secure Web Browser for Chromebooks.  
Enter administrator password **QCWEB** to exit the Secure Web Browser.  
Do not share the administrator password with students.

Download the Secure Browser for **Windows**, **Mac**, and **Chrome**: During the registration period, the STC (or a designee) must click on this link to save the secure browser to the desktop of each computer that will be used for QualityCore testing. NOTE: This is a one-time process for each administration.

**Teacher Management:** Register teachers at your school who are administering the QualityCore online test. Teacher and Class Rosters can be uploaded here. You can also Assign Teacher Classes, View Teacher Rosters, and Print Password Letters.

**Test Administrator Management:** Register Test Administrators at your school who are administering the QualityCore online test. You can also Upload Test Administrators, View Test Administrator Rosters, Print Password Letters, and Reissue Passwords.

**Student Management:** From here, a student's information can be added, searched, or managed. Students can be added/dropped, moved to another class, or transferred from another school. Student rosters can be uploaded and viewed/printed here. These rosters include students' registration numbers, which the teacher must give to the students before they begin QualityCore testing each day. School Test Coordinators must also enter student accommodations. School Test Coordinators can also search student records, generate a Student Test History report, or download the User Guide.

**Administer Tests:** From here, teachers and School Test Coordinators can reopen a test session for a student whose test session was interrupted.

**Reports:** School Test Coordinators can view and print reports for all classes participating in QualityCore testing. Teachers can view and print reports for their classes.

**Educational Resources:** The Educational Resources can be used to incorporate the QualityCore components into the courses you currently teach. You find practical materials—worksheets, exercises, design tools, and templates—that will help you integrate the QualityCore components into your existing curriculum.

# QualityCore® End-of Course Tests Homepage

[www.qualitycore.act.org](http://www.qualitycore.act.org)

- Access to administrative menus
- Links to testing materials, manuals, guides, and resources

ACT QualityCore Homepage

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ACT QualityCore®

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**ACT QualityCore®**

The Research-Driven Solution to Raise the Quality and Intensity of High School Core Courses

In partnership with the nation's leading educators, ACT's research and development teams designed **QualityCore®** to raise the quality and intensity of high school core courses.

Instead of a specialized, limited curriculum, **QualityCore** offers five flexible components to improve and align your current high school curriculum and instructional materials.

[Log In](#)

**Important Information**  
**Spring 2015 Scheduling**

We will not be using the Scheduler tool for Spring 2015 testing.

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# Points of Contact

- **DTC (DAC):** Contact the State Coordinator or ACT Account Manager
- **STC (BAC):** Contact your District Test Coordinator
- **Teacher/TA:** Contact your School Test Coordinator
- **ACT QualityCore Support:**  
866-764-7228  
[QualityCoreSupport@ACT.ORG](mailto:QualityCoreSupport@ACT.ORG)

A hand is shown in the foreground, pointing upwards with the index finger. The background is a blurred image of many other hands, suggesting a large group of people. The entire image has a light blue tint.

**Questions?**

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Thank you!

