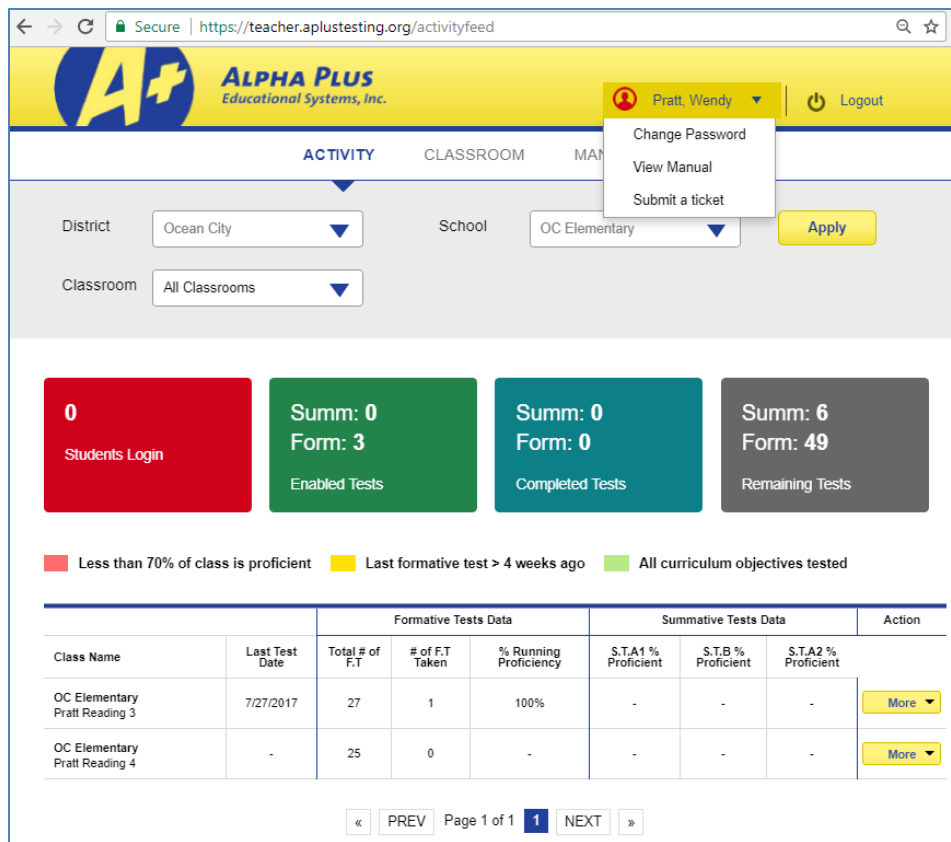


## *Welcome to Alpha Plus Online!*

**Alpha Plus Online Assessments** are available at <https://aplustesting.org>.

- Your temporary password will come in an email from <[no-reply@alphaplus.org](mailto:no-reply@alphaplus.org)>. Please change your password using the drop-down menu next to your name in upper right of browser window. Also in menu is a link to **View Manual** or **Submit a Ticket** to report issues or send feedback to the tech-support team.
- You will enter the system on the home page under the **Activity** tab. How any webpage in the system looks depends on the type of web browser you use and the size of the window.

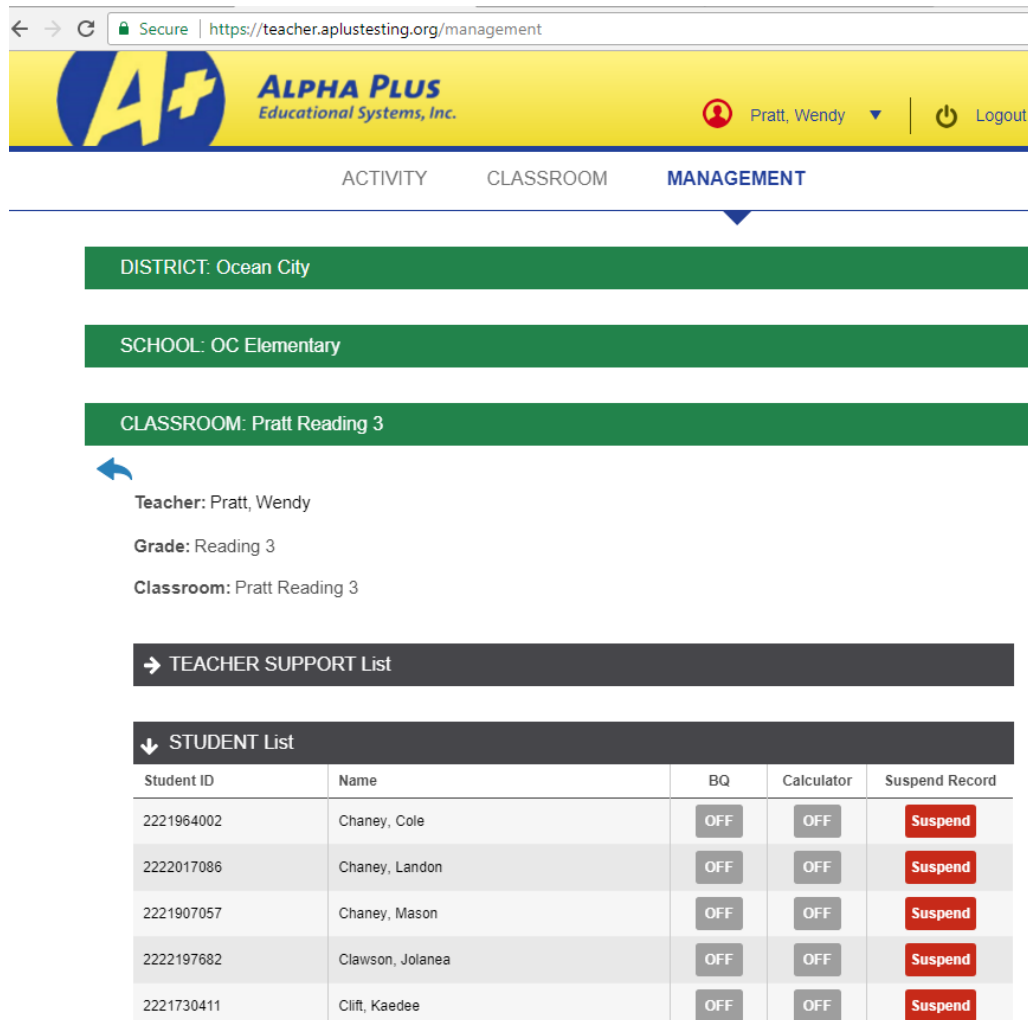


Class Name	Last Test Date	Formative Tests Data			Summative Tests Data			Action
		Total # of F.T	# of F.T Taken	% Running Proficiency	S.T.A1 % Proficient	S.T.B % Proficient	S.T.A2 % Proficient	
OC Elementary Pratt Reading 3	7/27/2017	27	1	100%	-	-	-	More
OC Elementary Pratt Reading 4	-	25	0	-	-	-	-	More

**Under the Management tab**, you can verify students are in the “classes” you need, then add or delete as appropriate.

- To ensure students are ready to test, please make changes the day before you plan for them to test.
- You can copy a list of student ID numbers to print for students who will log in to an assessment from the Management list or from your Classroom screen. From a Management screen, you can also add teacher assistants, specialists, interventionists or others who may help with individual students during the year so no additional testing is needed.

REMINDER: How any web page actually looks depends on the type of browser and the size of the window.



Student ID	Name	BQ	Calculator	Suspend Record
2221964002	Chaney, Cole	OFF	OFF	Suspend
2222017086	Chaney, Landon	OFF	OFF	Suspend
2221907057	Chaney, Mason	OFF	OFF	Suspend
2222197682	Clawson, Jolanea	OFF	OFF	Suspend
2221730411	Clift, Kaedee	OFF	OFF	Suspend

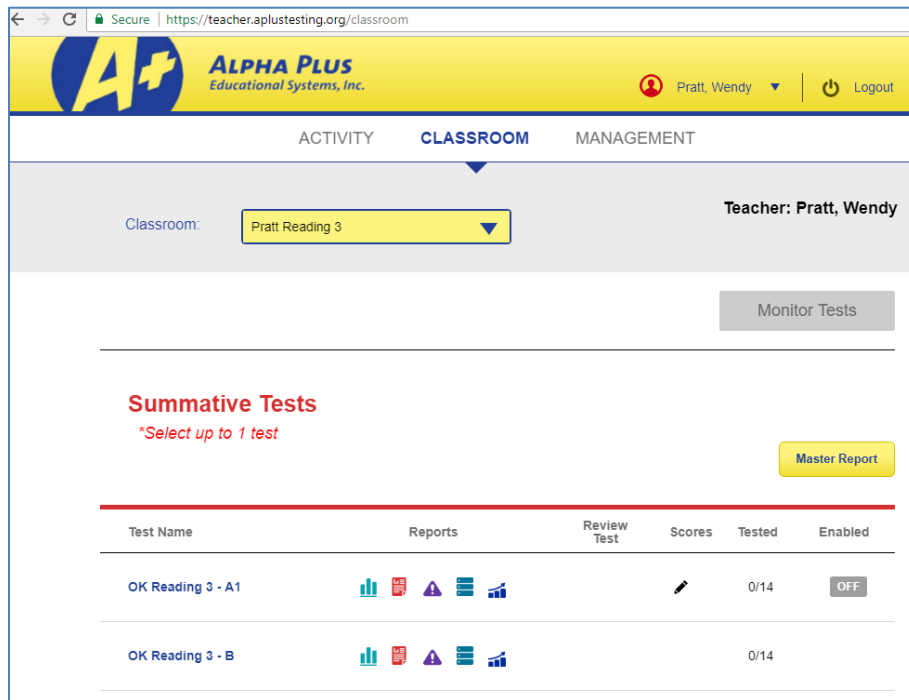
2017, Alpha Plus Education System, Inc.

- To add students to the roster, click the **“Add Student”** button at the bottom of the list and an entry form will drop down. Enter first or last name or ID number to see if the student is already in the system. If not, click the **“Create Student”** link to add new. The form will drop down for data entry. **You must enter a ten-digit number that is unique to the district or one will need to be assigned by Alpha Plus.**

**From the Classroom tab, you will enable assessments and access reports.**

- To administer tests you will ENABLE upcoming test sessions (formerly “open”) for your students. The system no longer needs Test Session ID numbers or PINs. When a student logs in, the assessments educators have enabled are ready for students to select and begin taking.
- Select the test(s) to start by changing the button from OFF to ON under “Enabled” across from the Test Name.

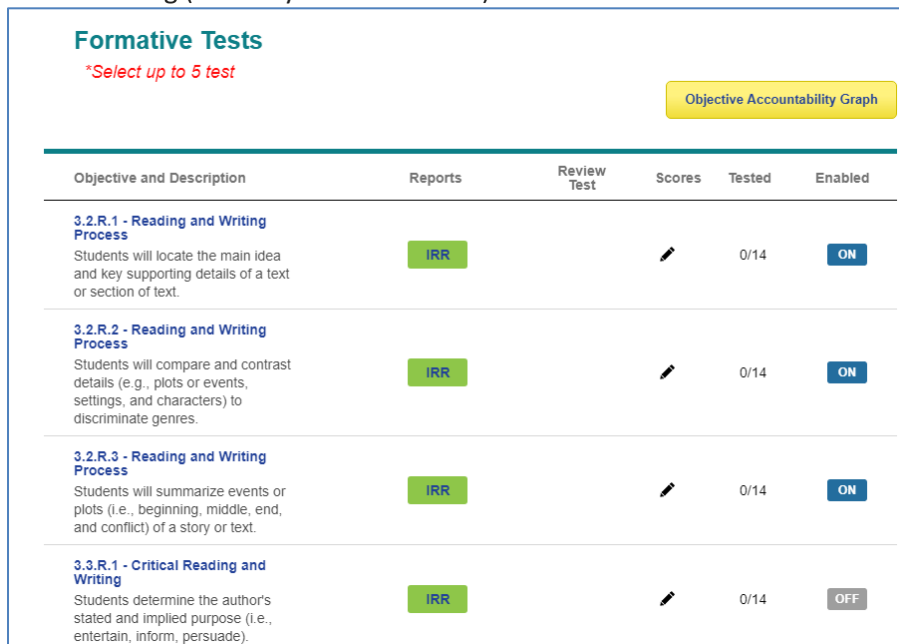
REMINDER: How any web page actually looks depends on the type of browser and the size of the window.



The screenshot shows the Alpha Plus Classroom Management interface. At the top, there is a navigation bar with 'ACTIVITY', 'CLASSROOM', and 'MANAGEMENT' tabs. Below this, a dropdown menu shows 'Classroom: Pratt Reading 3' and 'Teacher: Pratt, Wendy'. A 'Monitor Tests' button is visible. The main section is titled 'Summative Tests' with a note '\*Select up to 1 test' and a 'Master Report' button. A table lists two tests:


Test Name	Reports	Review Test	Scores	Tested	Enabled
OK Reading 3 - A1				0/14	OFF
OK Reading 3 - B				0/14	

When tests are enabled as below, the Monitor Tests button above will turn blue and you can monitor students testing (formerly “Proctor View”).



The screenshot shows the Alpha Plus Formative Tests interface. It features a title 'Formative Tests' with a note '\*Select up to 5 test' and an 'Objective Accountability Graph' button. A table lists four formative tests:

Objective and Description	Reports	Review Test	Scores	Tested	Enabled
<b>3.2.R.1 - Reading and Writing Process</b> Students will locate the main idea and key supporting details of a text or section of text.				0/14	ON
<b>3.2.R.2 - Reading and Writing Process</b> Students will compare and contrast details (e.g., plots or events, settings, and characters) to discriminate genres.				0/14	ON
<b>3.2.R.3 - Reading and Writing Process</b> Students will summarize events or plots (i.e., beginning, middle, end, and conflict) of a story or text.				0/14	ON
<b>3.3.R.1 - Critical Reading and Writing</b> Students determine the author's stated and implied purpose (i.e., entertain, inform, persuade).				0/14	OFF

- For a quick list of student ID numbers, select the pencil icon (  ) under the “Scores” column for any assessment. The student list will provide scores entered into the system and provides access to “Enter Answers” for students taking assessments on paper.

REMINDER: How any web page actually looks depends on the type of browser and the size of the window.

←

## OK Reading 3 - A1

	Student ID	Student Name	Score	Last Test Taken	Attempt	Log	Edit	Delete
▲	2221964002	Chaney, Cole	14%	07/28/2017	Latest			
▲	2222017086	Chaney, Landon	100%	07/28/2017	Latest			
▼	2221907057	Chaney, Mason	-	-	-	-	-	-
<span style="background-color: #dc3545; color: white; padding: 2px 10px; border-radius: 3px;">Add New Attempt</span>								
▲	2222197682	Clawson, Jolanea	-	-	-	-	-	-
▲	2221730411	Clift, Kaedee	-	-	-	-	-	-
▲	2221881186	Clift, Kerwin	-	-	-	-	-	-

**Student ID:** 2221907057
**Student Name:** Chaney, Mason
Reset

1	A	B	C	D	11	A	B	C	D	21	A	B	C	D	31	A	B	C	D	41	A	B	C	D
2	A	B	C	D	12	A	B	C	D	22	A	B	C	D	32	A	B	C	D	42	A	B	C	D
3	A	B	C	D	13	A	B	C	D	23	A	B	C	D	33	A	B	C	D	43	A	B	C	D
4	A	B	C	D	14	A	B	C	D	24	A	B	C	D	34	A	B	C	D	44	A	B	C	D
5	A	B	C	D	15	A	B	C	D	25	A	B	C	D	35	A	B	C	D	45	A	B	C	D
6	A	B	C	D	16	A	B	C	D	26	A	B	C	D	36	A	B	C	D	46	A	B	C	D
7	A	B	C	D	17	A	B	C	D	27	A	B	C	D	37	A	B	C	D	47	A	B	C	D
8	A	B	C	D	18	A	B	C	D	28	A	B	C	D	38	A	B	C	D	48	A	B	C	D
9	A	B	C	D	19	A	B	C	D	29	A	B	C	D	39	A	B	C	D	49	A	B	C	D
10	A	B	C	D	20	A	B	C	D	30	A	B	C	D	40	A	B	C	D	50	A	B	C	D

Save
Cancel

- Principals will be advised how to download PDFs of summative assessments to print for students in Grades 1-5 or as needed for accommodations at any grade level, and will receive printed formative assessment quizzes for each objective to provide to staff to copy if needed.

- Monitor Test View (also accessible under **Activity** tab) is where you monitor student progress, which is updated periodically by clicking the “Refresh” button () near the top of the screen.

← Active Students: 2
Last Updated at: 14:13 PM 
Pause Session

Student Filters:  Inactive  Active  Submitted  Paused  Answered  Currently On

▼ Formative: 3.2.R.1 - Reading and Writing Process
Clear Answer
Force Submit

Status/Time	Student ID	Name	Q1	Q2	Q3	Q4	Q5	Action
<span style="color: green;">■</span>	2221964002	Chaney, Cole	B					<span style="background-color: #ffc107; padding: 2px 5px;">More ▼</span>
<span style="color: red;">■</span>	2222017086	Chaney, Landon						<span style="background-color: #ffc107; padding: 2px 5px;">More ▼</span>
<span style="color: red;">■</span>	2221907057	Chaney, Mason						<span style="background-color: #ffc107; padding: 2px 5px;">More ▼</span>
<span style="color: red;">■</span>	2222197682	Clawson, Jolanea						<span style="background-color: #ffc107; padding: 2px 5px;">More ▼</span>
<span style="color: green;">■</span>	2221730411	Clift, Kaedee	B	A	D			<span style="background-color: #ffc107; padding: 2px 5px;">More ▼</span>
<span style="color: red;">■</span>	2221881186	Clift, Kerwin						<span style="background-color: #ffc107; padding: 2px 5px;">More ▼</span>
<span style="color: blue;">■</span> 2m16s	2222342019	Cogburn, Alden						<span style="background-color: #ffc107; padding: 2px 5px;">Try Again</span>
<span style="color: red;">■</span>	2221691694	Cogburn, Andrew						<span style="background-color: #ffc107; padding: 2px 5px;">More ▼</span>
<span style="color: red;">■</span>	2222042175	Cogburn, Cameron						<span style="background-color: #ffc107; padding: 2px 5px;">More ▼</span>

- To start another summative test or formative quiz in a different “classroom,” simply click the Classroom tab and select another class. That test’s Monitor Screen should pop out into a new tab.
- To pause an assessment, click the “Pause Session” button to stop all students in that session; or, each student can click “pause” as needed. Answers will be collected, and then test can be resumed by clicking “Resume Session.”

**Students log in at <https://student.aplustesting.org>** to enter first and last name and student ID number.

If “Invalid User Information” is reported there may be spaces in the number, or the student name may not be spelled as it is in the student list. You can correct spelling under the Management tab or call Alpha Plus for assistance.

- Students can eliminate answers they believe are not correct by clicking the eye icon (below); and they can bookmark questions with the red banner icon to come back and review questions before completing.

**Student Login**

First Name

Last Name

Student ID

Invalid User Information

🚩

**Which of the following means to determine how two things are alike or different?**

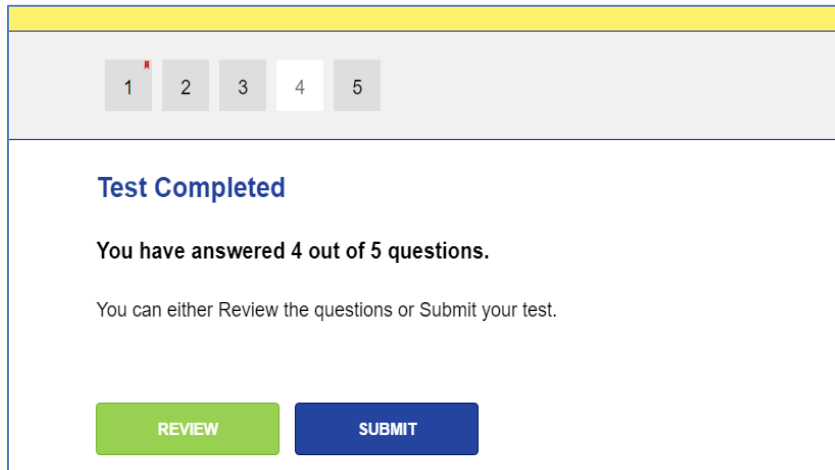
**A** plot and theme

**B**

**C** compare and contrast

**D** fiction and nonfiction

The system places a bookmark in upper right corner of test question number at top of screen, and reminds students to answer questions not attempted:



1 2 3 4 5

**Test Completed**

You have answered 4 out of 5 questions.

You can either Review the questions or Submit your test.

REVIEW SUBMIT

- When students need to stop a summative or interim assessment for completion at another time, each student should **“Save and Exit”** to ensure all answers are collected by the system.
- Teachers can simply close their browser window at the end of the day, or pause the test until ready to resume. When logging back in, under the “Activity” tab, select “More” and then “Monitor” to access any open test sessions students need to complete. Or, under “Classroom” tab click “Monitor Tests.”
- **It is important for all students to complete testing before you “Submit” answers for grading and reports. Data for students who have submitted will be captured whether you submit the test session or not.**

***Your Alpha Plus team is here to help!***

For additional information or assistance, please call (405) 842-8408, Monday-Friday, 8:30 to 4:30 p.m., send email to [admin@alphaplus.org](mailto:admin@alphaplus.org), or submit a help ticket within the Alpha Plus Online system.