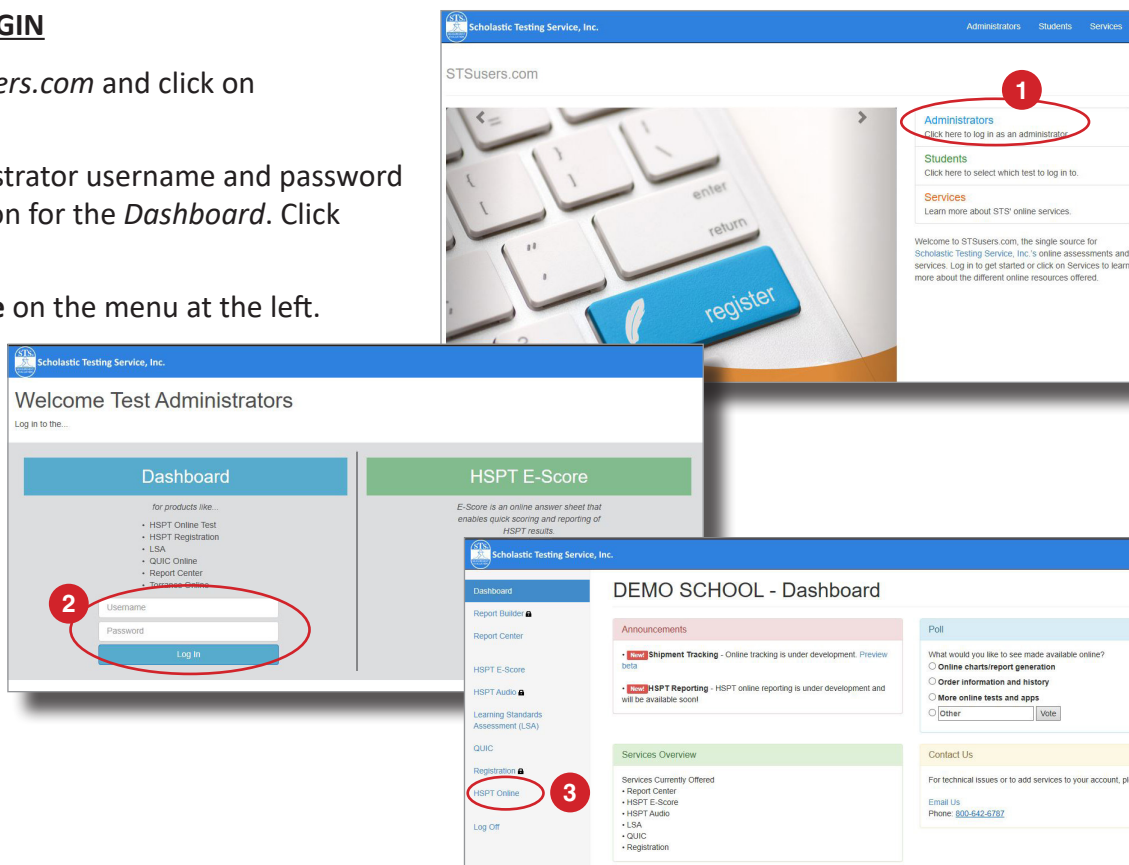


Create Test Session (Administrator Responsibility)

ADMINISTRATOR LOGIN

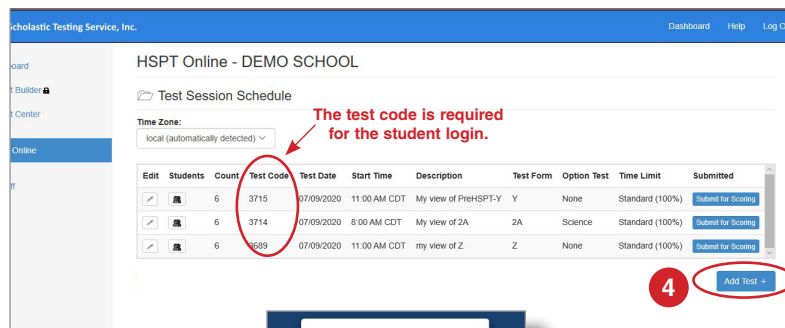
1. Go to www.stsusers.com and click on **Administrators**.
2. Enter the administrator username and password in the login section for the **Dashboard**. Click **Login**.
3. Click **HSPT Online** on the menu at the left.



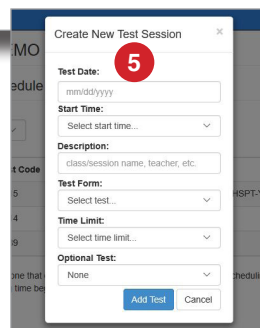
CREATE TEST SESSION

4. Click **Add Test** to create a test session.
5. Complete the information for the test session and click **Add Test**.

The system automatically creates a test code for the test session created. Administrators must provide this code to students/families.

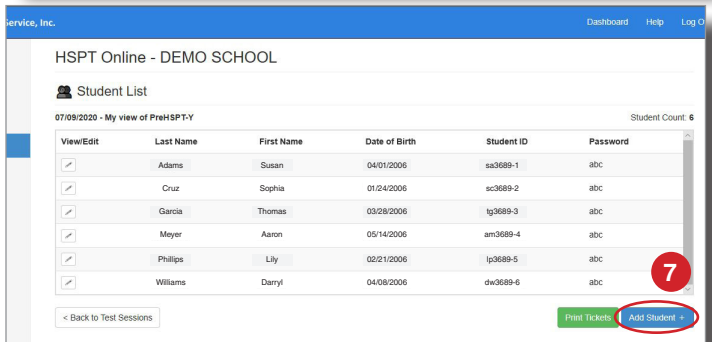
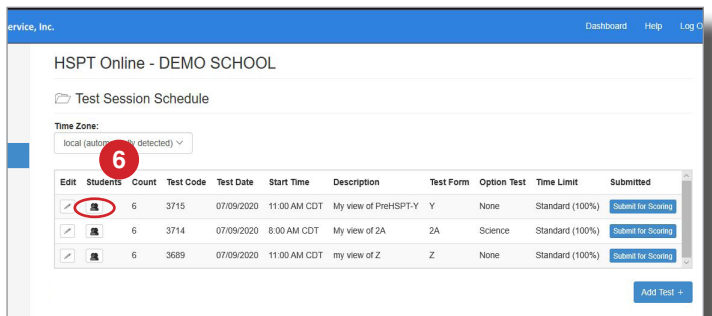


The required fields for adding a test session are **Test Date**, **Start Time** (time when students may begin logging in), **Description** (name or description to identify test session), **Test Form**, **Time Limit** (administration time length), and **Optional Test** if any.



ADD STUDENTS TO TEST SESSION

6. Click the **Students** icon to go to the *Student List* view.
7. Click **Add Student** to create a record for a student.
8. Enter the student's personal information in the appropriate fields. Click **Add Student**. Repeat steps 6 and 7 for all other students.



DISTRIBUTE TESTING INFORMATION TO FAMILIES

If students will test remotely, the administrator will need to provide families and students with the necessary information required for testing prior to test day. Points to address include:

- website for testing
- scheduled test date and time
- viewing the student tutorial
- instructions for students/families to retrieve their student ID and password (required for logging in)
- test code (school provides to students/families and is required for logging in)
- student remote testing agreement
- materials required and allowed during testing
- instructions for completing the student information page during the login process (specifically the *Additional Information* section)
- any other applicable testing instructions from the school (e.g. video conference details if monitoring virtually, if students need identification and what type, etc.)

The required fields for adding a student are **Name**, **Date of Birth**, **Gender**, **Grade**, and **Email**.

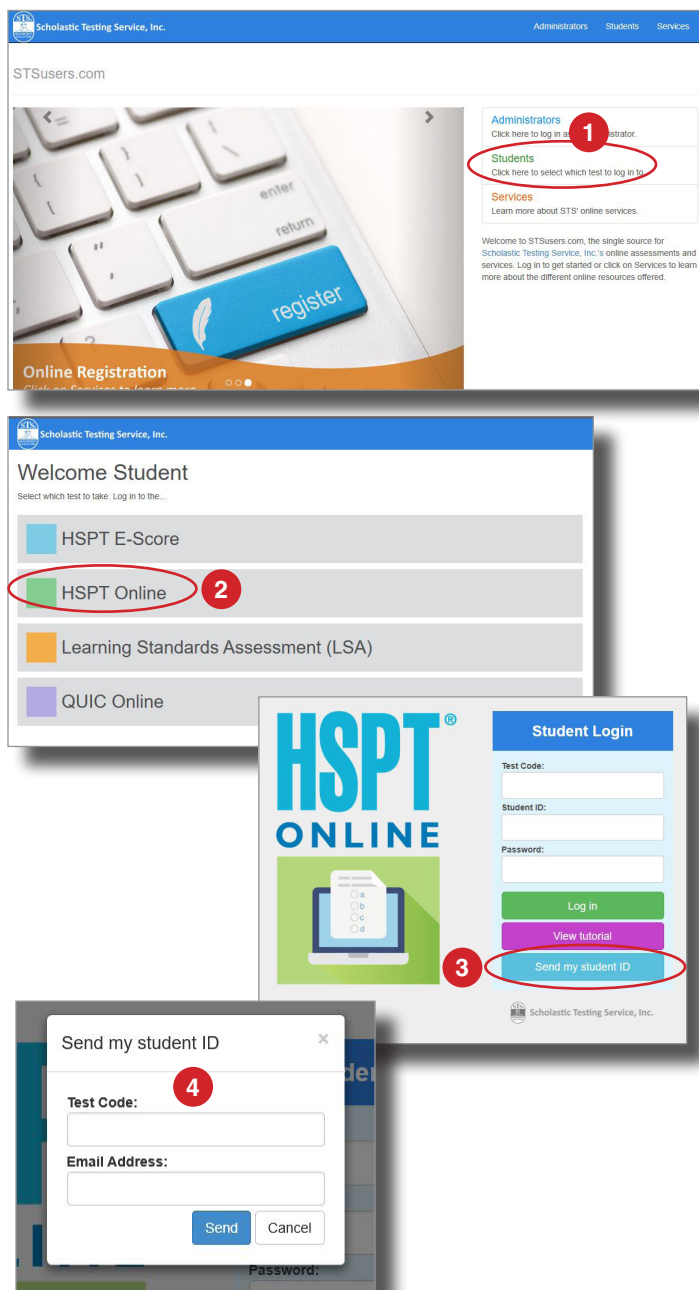
The system automatically creates a student ID and password for each student. Students will need their test code, student ID, and password to log in.

Student Preparation

RETRIEVE STUDENT ID AND PASSWORD

Administrators must provide the test code to students/families before this step can be completed.

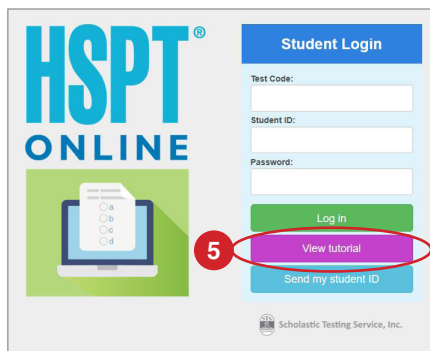
1. Students go to *www.stsusers.com* and click on **Students**.
2. Click on **HSPT Online**.
3. Click **Send my Student ID**.
4. The student must enter the test code provided by the administrator and the email address that was entered for them during the *Add Student* process and click **Send**. Their login information will be immediately sent to the email address.



VIEW STUDENT TUTORIAL

Students should also be encouraged to view the student tutorial in advance of testing. The purpose of the tutorial is to provide students with an opportunity to familiarize themselves with the features of the testing interface prior to taking the test.

5. Once at the student login page (follow steps 1-2 above), click **View Tutorial**.



Student Testing

STUDENT LOGIN

1. Students go to *www.stsusers.com* and click on **Students**.
2. Click on **HSPT Online**.
3. The student must enter the test code provided by the administrator and their student ID and password and click **Log In**.

The image shows three screenshots of the STSUsers.com website. The first screenshot shows the homepage with a navigation menu where 'Students' is circled in red and labeled with a red circle containing the number 1. The second screenshot shows the 'Welcome Student' page with a list of options: 'HSPT E-Score', 'HSPT Online' (circled in red and labeled with a red circle containing the number 2), 'Learning Standards Assessment (LSA)', and 'QUIC Online'. The third screenshot shows the 'HSPT ONLINE' login page with a 'Student Login' section where the 'Test Code', 'Student ID', and 'Password' fields are circled in red and labeled with a red circle containing the number 3. Below these fields are buttons for 'Log In', 'View tutorial', and 'Send my student ID'.

STUDENT INFORMATION & CODE OF CONDUCT

After logging in, the student is brought to the information and code of conduct page.

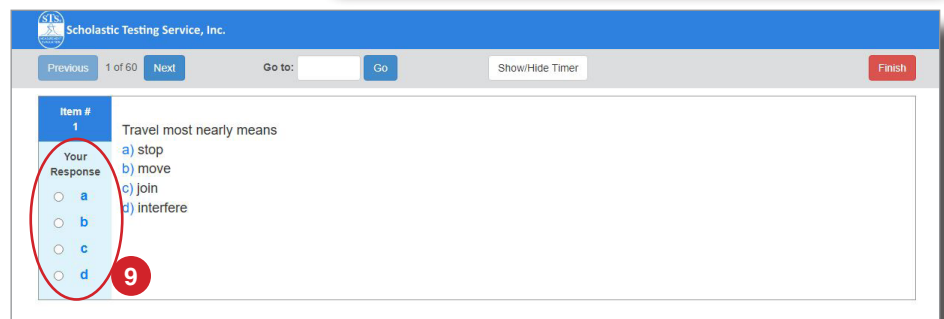
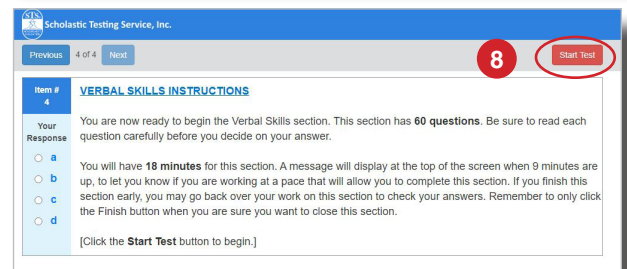
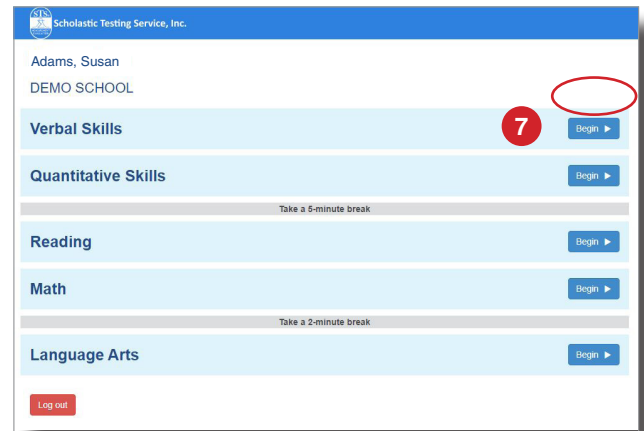
4. Students review the information entered for them during the *Add Student* process. They may update any necessary fields.
5. Students enter *Additional Information* necessary for the school's desired reporting options. (Which fields to be completed, if any, will depend on the school's reporting options and services.)
6. Students must read and agree to each code of conduct statement by clicking each checkbox and then click **Submit**.

The image shows a screenshot of the 'Student Information' and 'Code of Conduct' page for a student named Susan Adams at Demo School. The page is divided into several sections. The 'Student Information' section includes fields for 'Date of birth' (04/01/2006), 'Gender' (F), and 'Grade' (8). The 'Additional Information' section includes fields for 'Registration number', 'Current school (3-digit school code)', 'Email', 'Phone Number', 'Home address' (Street address, City, State, Zip), and 'High school choices (2-digit school code)' (Choice 1 through Choice 5). The 'Code of Conduct' section contains a list of statements with checkboxes for agreement. A red circle with the number 4 is placed over the 'Date of birth' field, a red circle with the number 5 is placed over the 'High school choices' section, and a red circle with the number 6 is placed over the 'Code of Conduct' section. A 'Submit' button is located at the bottom right of the page.

TAKING THE TEST

After the student information and code of conduct page, the student is brought to the *Student Home Page*. The subtests and recommended rest periods are displayed in the order they should be taken.

7. To begin a subtest, click the **Begin** button.
8. First, students will work through instructions and sample items for the subtest. At the end of the instructions, they will click **Start Test** to begin answering items.
9. Students will read each item and select their answer by clicking their choice in the area labeled *Your Response*.



The student will use the buttons at the top of the screen to navigate through the test. The item number will be displayed at the top of the page to let the student know what item they are on and how many total items are on the test. After a student answers an item, they will need to click the *Next* button at the top of the page to go to the next question.

When they are finished with the subject, they click *Finish* and follow steps 7-9 to begin the next subtest in order. Once all subtests complete, they log out of the system.

Scoring Tests (Administrator Responsibility)

SUBMIT FOR SCORING

Follow the instructions for Administrator Login on page 1. After logging in,

1. Click **Submit for Scoring** for the appropriate test session.

Reports will be generated based on the method and format designated at the time of ordering. Options include automated scoring with reports posted online OR scoring through STS's Scoring Center.

