Adding a Student to an Existing Test Session

In the event that a student moves to a new school after test sessions have already been scheduled, the student can be added to an existing test session and their login credentials can be generated by following the steps below:

Step 1: Navigate to the Classes tab
- Go to https://maine.measuredprogress.org and log in using your account credentials.
- Click on the **Administration** component, and then click on the **Classes** tab.

Step 2: Edit an Existing Class
- Filter the list of classes using the **Organization** and **Content Area** drop down menus. Users can search for a specific class using the magnifying glasses next to the **Class** and **Grade** content headers.
- Click the **Edit** link of the class to which the new student should be assigned.
- Locate the new student in the left hand menu, click on the student name. The student name will be highlighted blue. Multiple students can be selected at once.
- Click the button to move the student to the right hand menu.
- Click **Save** to update the class roster.
- Repeat these steps for *Mathematics* and *ELA*.

Step 3: Generate Test Logins for New Student(s)
- Click on the **Test Sessions** tab.
- Click the **View Details/Student Logins** link for the test session to which the new student is scheduled.
- A message notifying the user that there are some missing student test logins in the test session will appear. Click the **Generate Missing Student Test Logins** button to generate the test logins for the students with updated accommodations.

- Upon clicking the **Generate Missing Student Test Logins** button, the user will receive a confirmation message. The user can find the updated student within the testing roster. Once the missing logins have been generated, the user can print them.

- Repeat these steps for the *Mathematics*, *Reading*, and *Writing and Language* tests.

Step 4: Printing Updated Test Logins

- Using the checkboxes in the far left column, select the student(s) that need updated test logins printed.

- To generate a print file, select **1 token per page, 8 tokens per page** or **27 tokens per page** from the drop down menu above the table.
- Click **Print selected logins**.
- The student login information (names, user names, and passwords) and test logins are downloaded to a PDF file in a format that can be printed and then distributed to individual students.
- To open the file, click the **Download button** in the lower-left corner of the page. The printout includes a summary of the test session and a list of all the students scheduled to take the test, their user names and passwords, and any accommodations assigned to them.

```
Teacher Name:
Class Name:      ELA Period 6-(Grade -6)
Test Name:       ELAItemTools
Testing Window: 1/28/2016 12:00 AM to
                 2/29/2016 11:45 PM Eastern Standard Time*

*Note: All test start and end times are reported in Eastern Standard Time.
```

Student Name	Username	Password	Accommodations
Demo Doe, Demo Jane	109233727	BCA47965	Text-to-Speech ELA, Screen Zoom, Custom Masking, Reverse Contrast, Color Contrast, Turn off all universal tools
Demo Doe, Demo Jane	207567429	475C8FE4	Text-to-Speech ELA, Screen Zoom, Custom Masking, Reverse Contrast, Color Contrast, Turn off all universal tools

Each label displays the student name, test name, user name, and password. Separate the tokens with scissors, and then distribute them to the students on the day of the test.

Demo Doe, Demo Jane Multiple Session Form Username: 109233727 Password: 6F2F9F4E	**Demo Doe, Demo Jane** Multiple Session Form Username: 207567429 Password: 64D8C78F
Demo Doe, Demo Jane Multiple Session Form Username: 205158489 Password: D87F8BAE	**Demo Doe, Demo Jane** Multiple Session Form Username: 200299713 Password: 6C3D2753

- Repeat these steps for the *Mathematics*, *Reading*, and *Writing and Language* tests.