

Teacher Directions for Testing Tutorial Day

- Students should **LOG OUT** of their laptops. The laptops should be at a **LOG IN SCREEN**.
- Students should have a **name label** on their laptop
- Have students **leave** the room (*go to the hallway - just like a real testing environment OR you could have them move to one side of your room for the tutorial only*)
- Teacher will log into each laptop with the **test login** (*Please don't post this log-in info to keep the testing log-in secure*). **These settings MUST be done on the Testing Log-In.**
- ****If this testing login does not work, please send the student and their laptop to the Media Center.**
- Have students **return** to their seats
- Show **Prepared Google Slideshow** and guide students to add Chrome, NCTest App and change settings
- **Read the Tutorial Script** and **walk students through actual testing tutorial**
Have students **log out of the test login** and **RESTART their computer**

Day of Test:

- IF there's not a name label on the laptop place a post-it note on each laptop with the student's name
- Have students **RESTART** their computer and leave it on the login screen
- Have students leave the room
- Teacher will log each laptop in as test login, do not do this under the student account. (*Please don't post this log-in info to keep the testing log-in secure*)
 - Username: **test**
 - Password: **testing**
- Log each student into the test
- Have students return to their seats
- Begin the test
- Make sure at the end of testing that students **log out of the testing login** by **RESTARTING their computer**