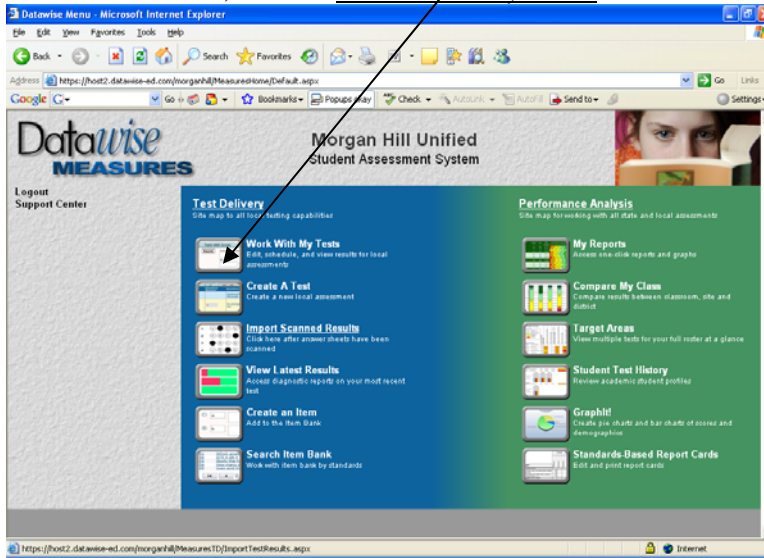


## Datawise Instructions: Instructions for Adding a Student to Scheduled Tests 12-10-07

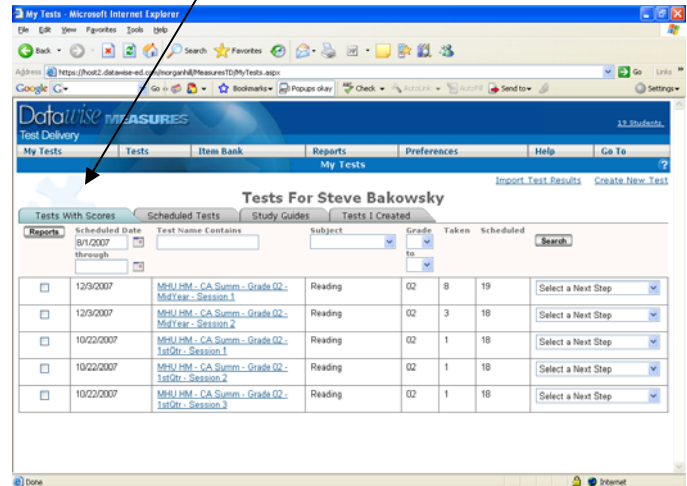
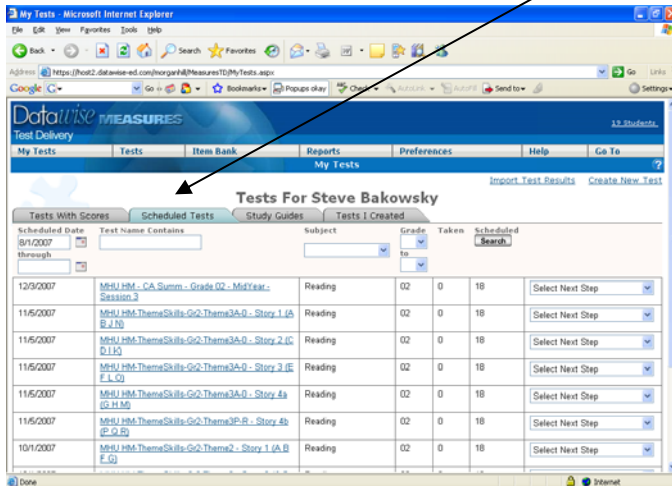
1. At this screen, choose Work With My Tests.



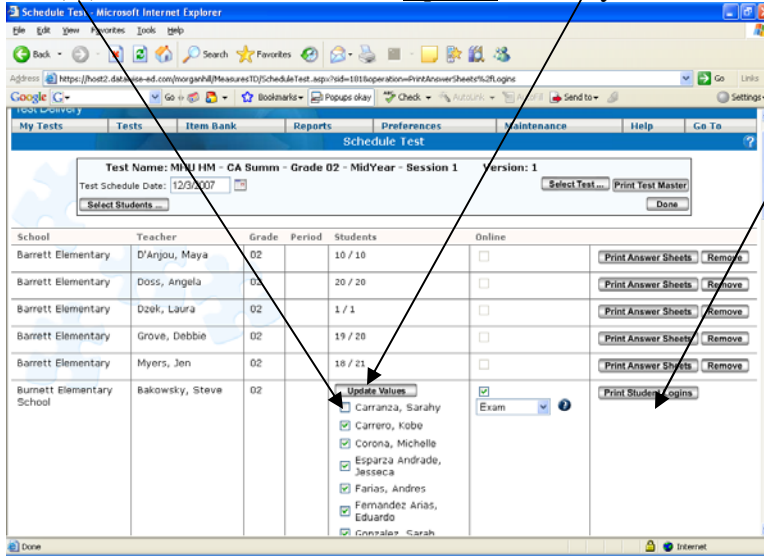
Note: During the testing window, the district staff will create student logins on a daily basis.

Complete the steps listed below. If the student does not show a login, call Esther at x 51072.

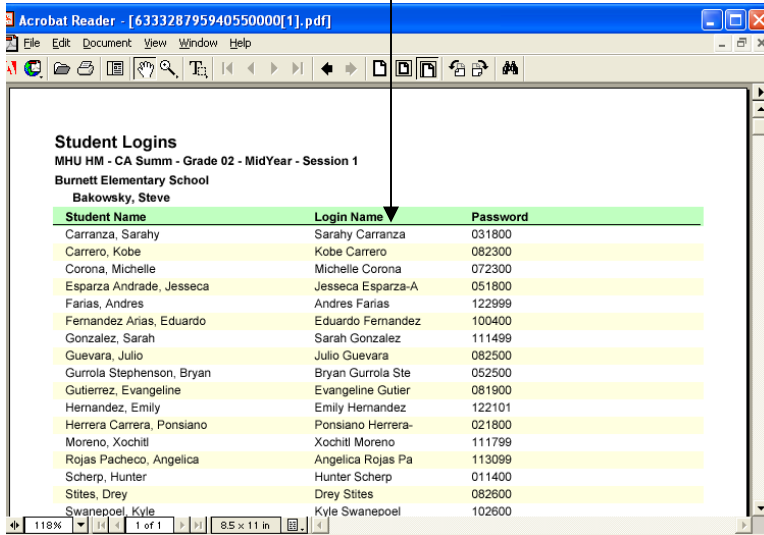
2. At this screen, click on the tab Scheduled Test. If your test does not show here click on the tab Tests with Scores.



3. At this screen, find your class and hit the **+** sign in the *Students* column. Put a check (✓) in the box and then hit *Update*. Now you hit *Print Student Logins*.



4. After you hit *Print Student Logins* you will be able to print out your updated class logins list. The login is not case sensitive; it has 17 characters including spaces, letters or hyphens. After 17 letters, the name is truncated.



5. You will need to repeat this process for each subtest, e.g. Session 1, Session 2, and Session 3.