

# My Test Quick Guide

## TO PRINT STUDENT SCAN SHEETS FOR ADMINISTERING A PAPER/PENCIL ASSESSMENT:

1. Log onto the network. Open Internet Explorer.
2. In the address bar, type **mytest** with no www. or http.
3. Click '**DCPS Online Student Assessment System**'.
4. Enter your user name and password. This is the same as your district log in information. Click on '**login**'.
5. Click '**Scan Sheets**' for the appropriate course,
6. Click the down arrow to select '**Grade level**'.
7. Using the appropriate course, select '**Review**' to view the assessment, select 'Scansheet' to print a class set of scansheets.
8. To select a different course, click '**My Class List**' at the top left.

## TO ALLOW STUDENTS TO TAKE ASSESSMENT ONLINE:

The district will assign all available assessments to students.

1. Log onto the network. Open Internet Explorer.
2. In the address bar, type **mytest** with no www. or http.
3. The student will click on '**DCPS Online Student Assessment System**'.
4. Student will use district username and password. (Student number including s first letter of a student's legal name upper case (John Smith = J), the 2 digit birthday (01-31), the first letter of the last name lower case (John Smith + s), and the last 4 digits of the student's social security number (2345). Ex.= J09s2345)
5. Click '**Take A Test**' to take an assessment.
6. Select the appropriate assessment from the list.

### To view completed assessments:

5. Click "**Testing History**" and then click view for the appropriate assessment.



[Type text]

## TO SCAN TEST USING THE MYTEST PRINTER

### Model x646e

Step 1: Place **scan sheets face up** with student information toward the scanner hopper. (No more that 50 sheets)

Step 2: On the printer screen, press the **FTP button**. Press Enter.

Step 3: Using the key pad, type in username = **mytest**. Press enter.

Step 4: Type in password = **4 digit "Genesis" school number**. If your school number has 2 digits, add a zero in the front and add a one to the end (ex. School # 26 - 0261). If your school number has 3 digits, add a one to the end of the school number (ex. School # 324 - 3241).

Step 5: Press **Search Address Book**  
Type "**m**" at the Search for box  
Press Search  
Press the **blue arrow** on the right side of the MyTest information

Step 6: Press "**Send it**"

## TO SCAN TEST USING THE MYTEST PRINTER

### Model x646de

Step 1: Place **scan sheets face up** with student information toward the scanner hopper. (No more that 50 sheets)

Step 2: On the printer screen, press the **FTP button**. Press Enter.

Step 3: Select the **MyTest-2 – Scan and Process #1** shortcut (upper left hand corner).

Step 4: Press Continue button (lower right hand corner).

Step 5: Press "**Send it**"

## TO VIEW ENTIRE CLASS REPORTS

1. Log onto the network. Open Internet Explorer.
2. In the address bar, type **mytest** with no www. or http.
3. Click '**DCPS Online Student Assessment System**'.

[Type text]

4. Enter your user name and password. This is the same as your district log in information. Click on '**login**'.

5. Click "**Benchmark Analysis Report**"

## TO VIEW OVERALL SUMMARY OF AVERAGE CORRECT/NUMBER POSSIBLE

1. Log onto the network. Open Internet Explorer.
2. In the address bar, type **mytest** with no www. or http.
3. Click '**DCPS Online Student Assessment System**'.
4. Enter your user name and password. This is the same as your district log in information. Click on '**login**'.
5. Click '**Class Reports**' for the appropriate course,
6. Select a test from the drop down box.

## TO VIEW INDIVIDUAL STUDENT RESULTS

1. Log onto the network. Open Internet Explorer.
2. In the address bar, type **mytest** with no www. or http.
3. Click '**DCPS Online Student Assessment System**'.
4. Enter your user name and password. This is the same as your district log in information. Click on '**login**'.
5. Click '**Class Reports**' for the appropriate course,
6. Select a test from the drop down box.
7. Click '**Profile**' for appropriate student.
8. Select appropriate assessment in "Complete Assessments section."

## TO VIEW ITEM ANALYSIS REPORT

9. Click Item Analysis

## TO VIEW BENCHMARK ANALYSIS

10. Click Benchmark Analysis

If there is a problem with a test or a questions, use the "**How would you rate this test?**" and "**Do you have any remarks about this test?**" drop down.

Instructional Technology – Duval County Schools 9/30/09