

# Test Registration System - Instructors

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

The Test Registration System is used to sign your students up for standardized testing- CAASPP and PFT (**the CAHSEE is no longer in use**)

- Step 1. Teacher Pages»Testing» Test Registration and then choose the appropriate
- Step 2. Choose the appropriate test to register student(s) for
- Step 3. Choose the blue arrow next to the students name to register him/her for the test.

**Only students with the blue arrow are eligible**



## CAASPP Registration

- Step 1. Uncheck the box stating "Student will not be participating in current registration events"
- Step 2. Choose whether the students has an IEP
- Step 3. Choose a Test Location/Event and add any comment for the student test registration. These notes can be read by the test site coordinator or proctor of the exam
- Step 4. SAVE



## PFT Registration

- Step 1. Choose PFT from Test Registration under Teachers
- Step 2. Click on Blue Arrow to register a student for the test
- Step 3. Choose test location from drop down
- Step 4. Add any comments for student and click SAVE



— Last Updated by [Max Williams](#) on 2016/03/28 17:09

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Last update: **2016/11/04 23:08**