

# 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 standardizes 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



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