

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

Signup	Student Name	Number	Grd	Signed up	Location
	Brooks, Lily		9		
	Brown, Susanne		6		
	Casey, Janet		9	02/04/2016	City Park
	Chang, Mary		2		
	Jones, Robert		8		
	Jones, Sarah		11		
	McCoy, Daniel		8		
	Miles, Tonya		4		
	Reeves, Case		12		
	Reeves, Jason		11		
	Reeves, Jason		11		
	Smith, Sally		7	02/15/2016	Greenville

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

CAASPP Signup:

Note: IEP information will appear above, below the student's name if applicable. If the information is missing or incorrect, please contact the administration office so the information can be updated.

Student will not be participating in current registration events (overrides settings below)

Please answer the following questions:

Does this student have an IEP?
 ←

Choose a Testing Location / Event:

- Location: Site #2
Event: CAASPP Event (3-8 Graders) March 1-3
English 03/01/2016 / 9:00 - 10:00 Gradelevels: 3,4,5,6,7,8
Math 03/10/2016 / 9:00 - 10:00 Gradelevels: 3,4,5,6,7,8,11
- Location: Resource Center 1
Event: CAASPP Event March 9-11
/ - Gradelevels:
- Location: Dove Church
Event: CAASPP Event March 9-11
Math 03/09/2016 / 9:00 - 11:00 Gradelevels: 3,4,5,6,7,8,11
English 03/10/2016 / 9:00 - 12:00 Gradelevels: 3,4,5,6,7,8,11
Performance Task 03/11/2016 / 9:00 - 12:00 Gradelevels: 3,4,5,6,7,8,11

Comments for this student's test registration:

dfadfadf

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

PFT Signup:

Note: IEP information will appear below the student's name if applicable. If the information is missing or incorrect, please contact the administration office so the information can be updated.

Please choose a location

Comments for this student's test registration

[Add/Edit Custom Fields](#)

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

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