

## Introduction to the Cat5 Teacher Dashboard

At the top of the homepage, there is a date in **red** and a list of subtests to be administered. Teachers have access to the teacher dashboard until this date, and students will be able to take tests up to *one day before* that date.

### The Master List

#### Add Student

- Click on **Add Student** button
- Input **Grade, Gender, ID #, First & Last Name, and Date of Birth.** (mandatory)
  - NOTE: differentiate students with the same First and Last Name
- Input any **Special Groups** for students, if applicable
- Select **OK**

#### Edit/Remove Students

- Select **pencil icon** to *edit*
  - NOTE: Please only identify students' **Special Groups** if it is permitted by the school board
- Select **trash can icon** to *remove* students

#### Exempt Students

- Under **Optional** section, when editing a student is selected
- Select subtest to exempt student from (under teacher's discretion)
  - NOTE: *students who were exempted before the test, will not have a record on the report - if student completes a test, their test record will show as "E" on the student records*

### Create and Start Test Sessions

#### Create A Test Session

- Select **Create a Session**
- Select: **I want to administer an Assessment**
- Select one or more subtests
- Select **Continue**
- Confirm and Select **Create this Session**
- Check email for a passcode (passcode is valid for **all students until the end of that day** any student first logs in)

#### Administer the Test

- Ensure students' devices are charged and have the Cat5 Secure Browser installed
- Students Gr. k-3 have headphones (ensure enough)
- Write the passcode where all students can see
- Ask students to open Cat5 Secure Browser
  - log in with First & Last name and session passcode
  - remind students to check all questions are attempted before clicking the **"I'm Finished"** button

### Monitor the Test Session

#### Session Details

- Click the Session box to show students who have logged in/completed tests
- Select the **Refresh** button for updates on student activity
- If a session is not complete in one day, select **"Generate New Passcode for this Session"** to receive a new passcode
  - **"Log Out Session For All"** at the end of test sitting to prevent students to access after they leave the classroom

#### Pause/Resume Session

- **"Pause Session" button** will temporarily freeze students' test interface
  - NOTE: Students must click the "next" button on their test to trigger the freeze (pause)
  - this auto-saves and pauses the countdown timer
- **"Resume Session" button** will allow students access to the test session, without having to log in again

#### Log Out/Give Access in a Session

- **"Log Out Session For All"** signs out all students from the testing session and students *are locked out* of the log in page
  - NOTE: Students must click "next" for this to be triggered
  - To log out a specific student, select the subtest beside their name and select "Log Out Session for ..."
- **"Give Access to All"** permits students to log in again and access the testing session
  - To give access to a specific student, select **"Give Access" button** shown to the right of the student's name

### Access Reports

#### Request Reports

- Reports for completed subtests can be *sent to the teacher's email* anytime and as often as needed, up *until the access end date*
- On the homepage, select **"Email My Reports"** to have the reports sent immediately