

2018 eMPowerME

Updating Text-to-Speech Accommodations After Scheduling Test Sessions

Test sessions can be scheduled prior to assigning student accommodations, however, if Text-to-Speech accommodations are assigned **after** a test session has been scheduled the steps outlined in this document must be followed in order to ensure that the student is assigned the correct Text-to-Speech form.

The steps listed below must be taken **before** a student logs in to take their test. If a student has already logged in to a test session and does not have the appropriate accommodations assigned to them, the test will need to be invalidated by DOE and the student will need to be scheduled to take the test again.

Step 1: Navigate to the Students tab

- Go to <https://maine.measuredprogress.org> and log in using your STC, ITC, or DAC account credentials.
- Click on the **Students** tab.

Step 2: Update the Student Profile

- Search for the student that needs accommodations assigned to them by State ID number, first name, or last name using the magnifying glasses next to the column headers.
- Click the **Edit** link.
- Assign the appropriate non-embedded student accommodations using the checkboxes on the **Student Information** tab.
- Assign the appropriate embedded accommodations using the checkboxes on the **Accommodations** tab.
- Click the **Save** button to save the student profile with the newly assigned accommodations.

Step 3: Generate Test Logins for Updated Student(s)

- Click on the **Test Sessions** tab.
- Click the **View Details/Student Logins** link for the test session to which the updated student is scheduled.
- A message notifying the user that there are some missing student test logins in the test session will appear. Click the **Generate Missing Student Test Logins** button to generate the test logins for the students with updated accommodations.

District: Cyber City
Administration: 2015-2016
Teacher:
Class: QA Class Grade 8-(Grade -8)
Test Name: QA Grade 8 Math
Testing Window: 03/16/2016 12:00 AM to 03/21/2016 11:45 PM

School: Cyber City Sch 1
Content Area: Mathematics

Test is in progress. It ends on **03/21/2016** at **11:45 PM** Eastern Standard Time*
 *Note: All test start and end times are reported in Eastern Standard Time.
 Students may log in and take the test using their username and password shown below.

« Back to Test Sessions

Generate Missing Student Test Logins

There are some missing student test logins in this test session. It can be because of students added to the class after creating the test session. Please use the button below to generate test logins for these students.

Generate Missing Student Test Logins

- Upon clicking the **Generate Missing Student Test Logins** button, the user will receive a confirmation message. The user can find the updated student within the testing roster to see that they have been assigned the Read Aloud form. Once the missing logins have been generated, the user can print them.

Successfully generated 1 missing student test login(s). X

Step 4: Printing Updated Test Logins

- Using the checkboxes in the far left column, select the student(s) that need updated test logins printed.

1 token per page ▼

Print selected logins
Print all logins (35)

<input type="checkbox"/>	Last Name ▲ 🔍	First Name 🔍	Use
<input checked="" type="checkbox"/>	Doe	Johnathon	675
<input type="checkbox"/>	Doe	James	546
<input type="checkbox"/>	Doe	Janice	112

