





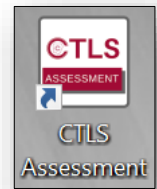


Proctor controls, or actions, are available at a Global (all selected students in the window) level as well as an individual student level.

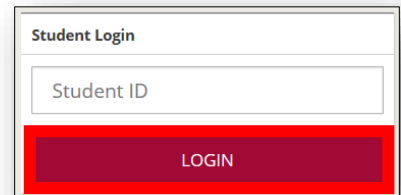
	Reset	This action will reset students' progress. Any responses they have given will be removed, and they will need to start over. Use with caution! ⚠️ <i>District Level assessments such as Touchstones and SGMs will have this option disabled.</i>
	Enable	This action will "turn on" the assessment for students. Once enabled, the assessment will show up in their Student Testing Portal and will be available for them.
	Disable	This action will "turn off" the assessment for students. This does not finalize the assessment, but it will remove access for a student from the Student Testing Portal.
	Paused	This action will temporarily Pause the assessment for students. This is useful if something comes up in the middle of proctoring, such as a fire drill or you are just simply wanting to get your students' attention.
	Continue	This action will turn an assessment back on after having been paused or finished.
	Finish	This action will finish and submit an assessment. This is useful for students who might neglect to click finish when they are done.

Student Perspective

- Students will double-click on the **CTLS Assessment icon** on their CCSD device. *If using a BYOD device, they can navigate to <https://studentportal.educationincites.com/#/client/gacobb>*

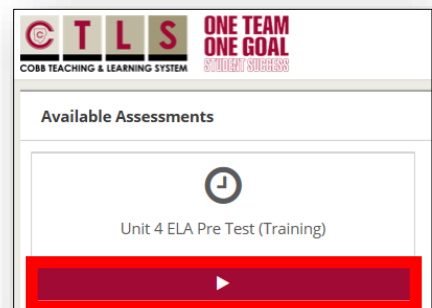


- Students will then enter their **7-digit CCSD Student ID** to login to the testing portal and click "**Login**".

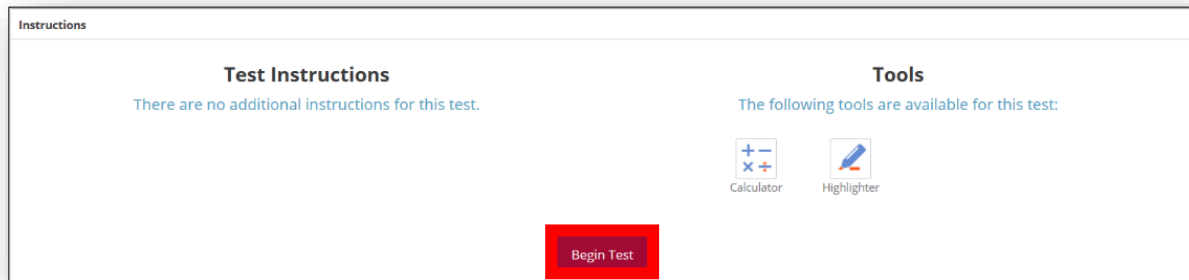


- Any assessments the teacher has enabled for the student will appear on the screen. Students will click on the burgundy "**play**" button.

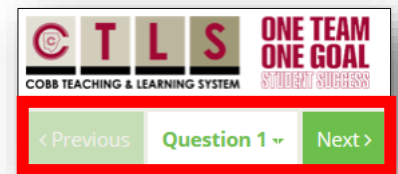
Note: Students might see multiple enabled assessments in their Available Assessments window. It is important that students know the name of the assessment they should be taking.



11. Students will see a window with any instructions that have been included for the assessment, as well as any tools have been enabled by the teacher. When ready, students should click **“Begin Test”**.



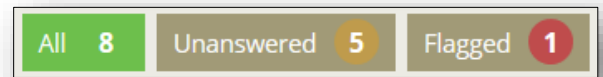
12. Students will navigate through the items on the assessment using the **“Next”** and **“Previous”** buttons in the top left corner of their screen.



13. Tools that have been turned on prior to proctoring will be available in the top right of the student's screen. This is also where they will go to click **“Finish”** when they are done with the assessment.



14. In the bottom left corner of the screen, students will see buttons indicating the total number of items on the assessment, number of items still unanswered, and number of items flagged by the student. These buttons can be clicked to filter the items to only include the questions the student needs or wants to view.



15. After an assessment has been completed, the student can sign out of by clicking on the **arrow** to the right of their name in the top right-hand corner.



Additional Support?

16. In the upper-right corner click on the Help Menu located under your name. Search using the word **“proctor”** to find additional support documents and videos.

