

SDAP Help Sheet for Benchmark Instructions

<https://sdap.emetric.net/Portal/> (works best in Google Chrome, Firefox, and Internet Explorer 9)

****Steps should be completed by the names of those in *bold-italic* letters****

Step 1: Fill out Test Security Agreements for each grade and subject (Math and ELA) – **Testing**

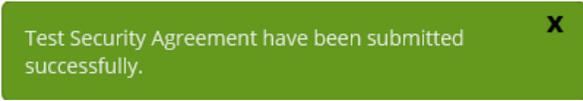
Coordinator & Teachers

****One agreement required for every teacher/administrator every school year****



- 1) In SDAP, click on [Administration](#)
- 2) Click on [Test Security Agreement](#)
- 3) Change the “Program” to **SD Benchmarks** in the dropdown box
- 4) Click 
- 5) Read and click **Next**
- 6) Agree to the terms on page 2
- 7) Choose the tests *You may choose more than one at a time by holding down CTRL or Shift*
- 8) Repeat for all the tests for grade 3-8 for Math and English
- 9) Fill in your name, position, and email
- 10) Click **Submit**

Test Security Agreement have been submitted successfully. X

- 11) You will then see  and your status will be “Pending”
- 12) Let Chris Booth (christina.booth@state.sd.us) know when your tests are pending for approval

Step 2: Schedule the test for EACH grade – **Testing Coordinator, District level User, or School Level User**



- 1) In SDAP, go to [Administration](#)
- 2) Click on [Test Sessions](#)
- 3) You will see a screen similar to this:



Cyber City School 1 (Cyber City) Religion
EOC All Test Types
Choose a Test

Schedule New Test Session

- 4) Change highlighted drop-down box to **SD Benchmarks**
- 5) Select either “math” or “language arts” in the highlighted drop-down box



Cyber City School 1 (Cyber City) Religion
EOC All Test Types
Choose a Test

Schedule New Test Session

- 6) Select “standard” under the box “All Test Types”
- 7) Select your test from the “Choose a Test”(must do this for each grade)
- 8) Click on **Schedule New Test Sessions**
- 9) Choose the Form(s) on the right and all the Classes on the left
- 10) Set the timeframe for the entire window so students can log in anytime during the window
- 11) Click **Schedule Test Sessions**

Step 3: Print student logins – *Testing Coordinator or Teacher*



- 1) In SDAP, go to [Administration](#)
- 2) Click on [Test Sessions](#)
- 3) Choose either **Math** or **Language Arts** in the “Content Area” dropdown box
- 4) Choose **SD Benchmarks** in the “Program” dropdown box
- 5) All scheduled tests should be visible
- 6) Click on the highlighted area shown below that says “**View Details/Student Logins**”:

District	School	Class	Testing Status	Created Date		
Cyber City	Cyber City School 1	Booth, Chris-Sample Science-SCI01 (SCI01)	In Progress	7/7/2015 2:09:51 PM	View Details/Student Logins	Delete

- 7) Click on the highlighted area shown below that says “**Print test login (Avery label 5160)**”:

[« Back to Test Sessions](#)

[Print test logins \(Avery label 5160\)](#)

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Status	Date/Time Started	Date/Time Completed
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Step 4: Download iTester3 client on computers that will be used for testing – *Testing or Tech Coordinator*



- 1) Click [Administration](#)
- 2) Click on the appropriate link to download iTester

The iTester Client installation packages for Windows, Mac, and Linux OS are found below.

Windows	Student Kiosk for Windows
Mac 10.6-10.10	Student Kiosk for Mac
Linux (64 bit)	Student Kiosk for Linux

- 3) Perform “Workstation Site Readiness” on the students’ computers



- a. Click on [Administration](#)
 - b. Choose your “School” from the dropdown box
 - c. Record the username and password given at the bottom of the page
 - d. Open iTester program from computer desktop to begin installation
 - e. Type in username and password from “c”
 - f. Continue to follow screen directions
- 4) Repeat for all student computers
** iPads can now be used for the exams. You will need to download the iTester3 app on all of the students’ iPads. You will need to enable to Guided Access Feature on each of the iPads to make them secure for testing.

Step 5: Getting students logged in– *Testing Coordinator or Teachers*

- 1) Click on **iTester 3 for SD** icon found on the desktop (once downloaded on the computer)
- 2) Username is the student’s SIMS number | Password is case sensitive and unique to the test

- 3) If you are using iPads, push the Home button three times to start Guided Access (Guided Access must already be enabled in Settings → Accessibility → Guided Access with password)
- 4) If students need to log back into a test, you will need to type in the school **Proctor Password**. You can find this by logging into SDAP and clicking on iTester and going to the bottom of the screen.

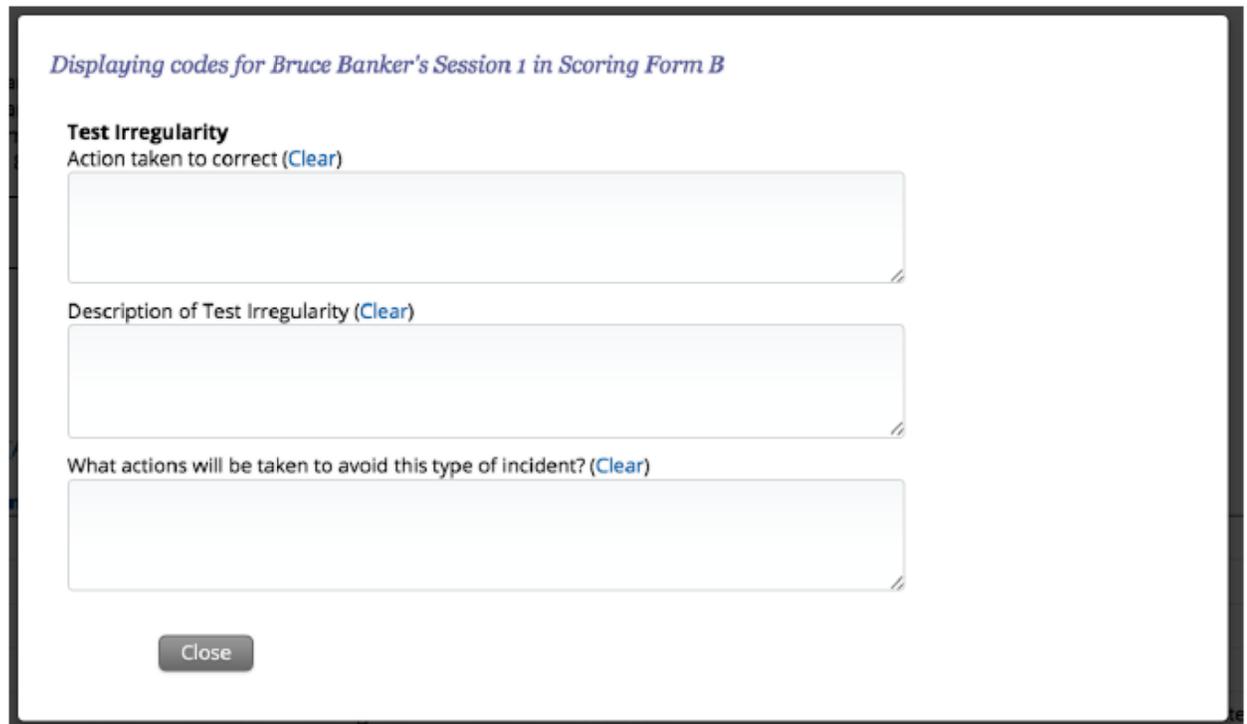
Step 6: View Data in Reporting – icon found on homepage– **Testing Coordinator or Teachers**

****Teachers will need to create their classes in SDAP before they can see individual student data****

- 1) Roster Report → retrieve more data by clicking on the Score tab
- 2) Summary report will not be available until the testing window is complete

Step 7: Fill out Test Irregularity Report for complications – **Testing Coordinator or Teachers**

- 1) Click  Administration
- 2) Click **Test Sessions**
- 3) Click **View Details/Student Logins**
- 4) Click **Session Report Codes**
- 5) Fill out the pop up window



Displaying codes for Bruce Banker's Session 1 in Scoring Form B

Test Irregularity
Action taken to correct (Clear)

Description of Test Irregularity (Clear)

What actions will be taken to avoid this type of incident? (Clear)

Close

To Get Teachers to See Individual Student Data

- Create classes and select the wanted students in order to review data– **Testing Coordinator or Teachers**