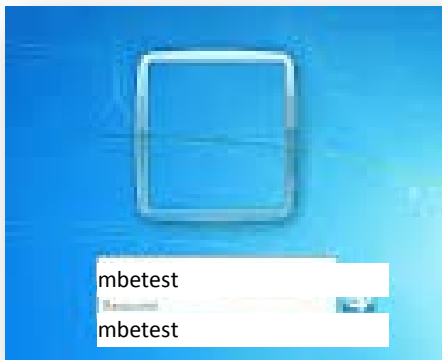**Teachers, when it is time for testing, have your students:**
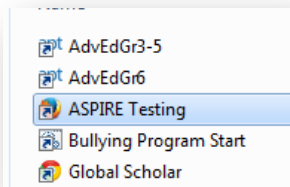
1. (Desktops will already be on.) Turn on the laptop. On laptops, have them wait for one minute on the login screen and then log in to each computer with the test username and password provided. Ex.: Username: mbetest. Password: mbetest.

For Laptops:

- *If a student can't log in to the laptop, type the username and password for him.*
- *If the student still can't log in, make sure the wireless is on (switch on the side and indicator light near the keyboard of the laptop looks like an A or radio tower).*
- *If a student still can't login, restart the computer once.*
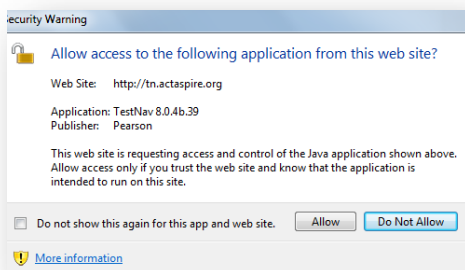- *If a student still can't login, get another laptop off of the cart.*

2. Double click on the folder called: **Surveys_Training_Testing**.
3. Double click on the **ASPIRE Testing** icon. Have all students wait at the ASPIRE Sign In screen.

4. **Have ONE student** in your class sign in to the test using his ACT username and password provided to you by Mrs. Cross.

5. The student will have to click **Allow** on the following pop up message. *Hopefully this will be the only pop up message they will get when logging in to ASPIRE. (See page 2 of this handout for other **possible** pop up messages.)*
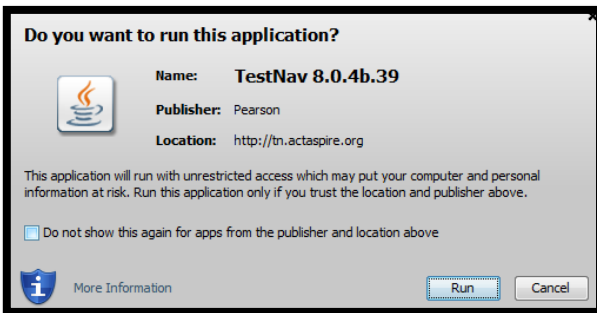

6. If that **ONE student** is successful and gets the screen where he can launch the test, have that one student wait, and tell the rest of your students to login to ASPIRE following the above instructions. **Once they are all** at the screen where they can launch the test, begin the test.

- If that ONE student **is NOT successful**, be sure you type the log in for them to ASPIRE to make sure they have typed it correctly. If that ONE student still can't get in, notify Mrs. Cross at 7494.
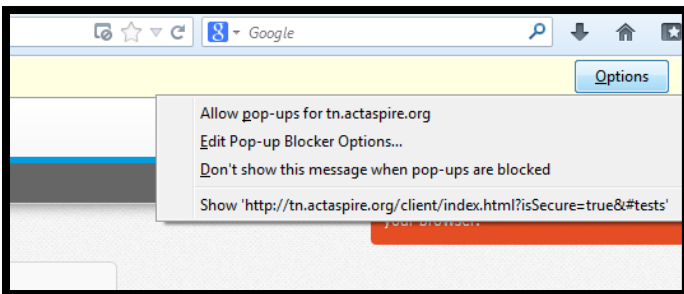
Other Possible Pop Up Messages Students MAY Get

The following are OTHER pop up messages that your students **MAY** get. I am including them so that you know what to have them click, **IF** they appear on the screen. You may not get any of these or you may get one or two, or all. We just want you to be prepared to know what to tell the students to click. **You may want to let them know that there is a possibility that some of them may get some pop up messages** and to **raise their hand** if they get them so you can tell them what to click.
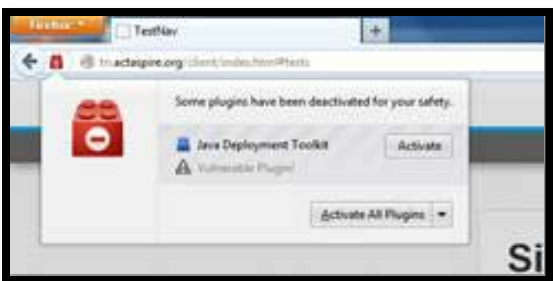
1. **If** you see a message bar across the top of the testing window with the word "Allow" in the upper right corner, click "**Allow**" on the right corner of the message bar, and then click "**Allow and remember**" on both options that appear on the left.

2. **If** you see this message asking Do you want to run this application? Click "**Run**"

3. **If** you see this message bar across the top of the testing window, click "**Options**". Then choose "**Allow pop-ups for tn.actaspire.org**".

4. **If** you see a Java message with a red Lego block on it appear in the right upper corner of testing window, you can have students click **"Activate all Plugins"** or you can ignore the message, and it will go away.