ACAP SUMMATIVE ONLINE TOOLS TRAINING AND ONLINE ASSESSMENT TUTORIAL

Students in grades 2 – 8 taking ACAP Summative should take time before the testing day to familiarize themselves with the ACAP Summative testing portal and experience the various tools available to them. The instructions below will show you how to access the practice and training tests. You MUST use Chrome to access the training and tutorial.   It will not work in any other browser.

The online tools training and online assessment tutorial are designed to provide opportunities for students and staff to familiarize themselves with the online testing environment and embedded tools. The practice and training tests are not scored.

The test training portal operates through a secure browser that is identical to the application your student will use on test day. The application is "locked down" – meaning that once the application launches, no other applications will be accessible on that computer. To access any other applications, you will need to exit the test training portal.
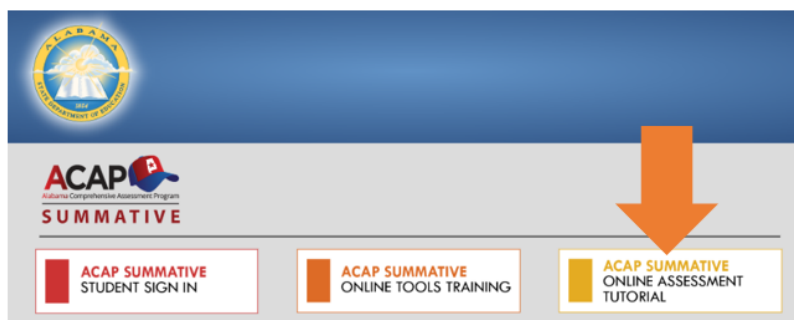
Visit the following website:
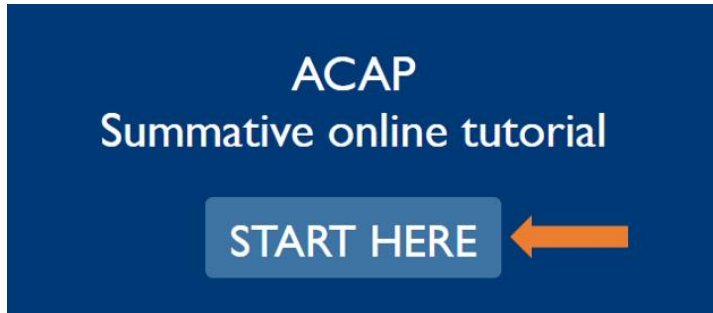https://wbte.drcedirect.com/AL/portals/al

Online Assessment Tutorial

Students should review this prior to completing the online tools training.   There are links to multiple videos that will walk students on how to use the testing portal.
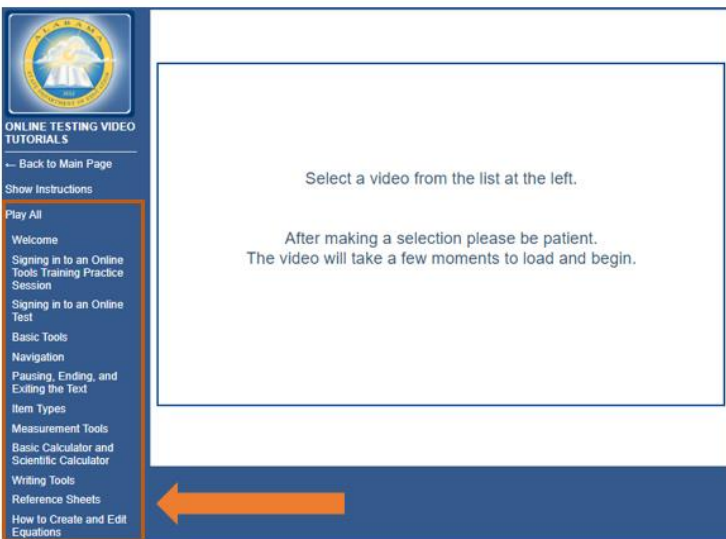
- Click the ACAP Summative Online Assessment Tutorial button.

- Click "START HERE".

- Use the links on the left of the page to watch videos about the tutorial.

Online Tools Training

The training tests show students how to navigate through the test, respond to the different question types, and access the available tools. Training tests are available for every grade and subject.

- Click the ACAP Summative Online Tools Training button.

- Select the appropriate grade level.

- Select the subject of your choice.

- Sign in using the Username and Password on the login screen.

- You'll see this start screen. Click "Continue". **Note – the student information will be generic.

- Click the test link.

The following tests have been scheduled for **Training Student!**

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.
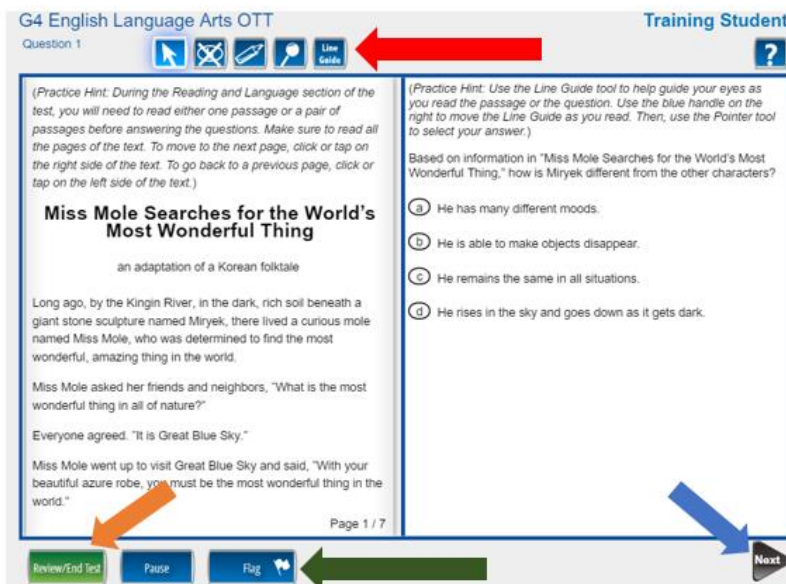
- G4 English Language Arts OTT

- A screen will appear to ensure that the computer is set up correctly. Click "Next".
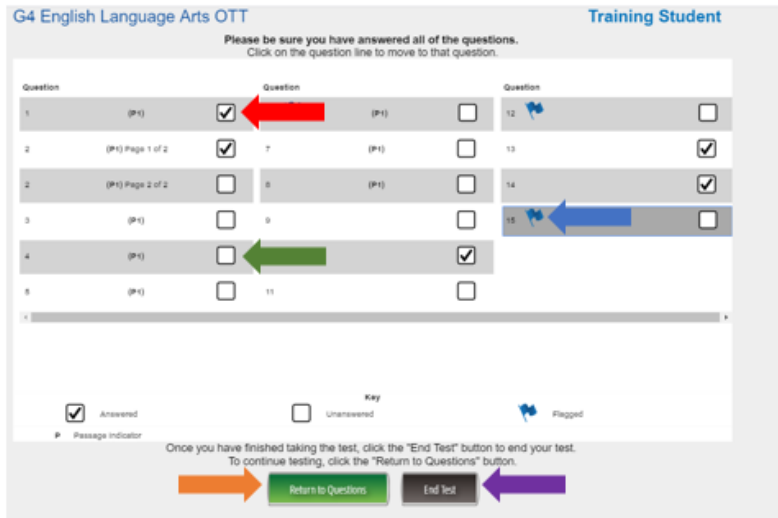

- The next screen contains directions about the test including things students might see and examples of test tools. Click "Begin the Test".

- Students can now move through the practice test. Things to note:
  - Tools at the top of the page – be sure to use these throughout the test and practice.
  - Flag – Flag specific questions/passages you want to go back and review.
  - Next – Moves you to the next page
  - Review/End Test – Review your answers before ending the test.

- When a student clicks Review/End Test, they will see the following screen. Things to note:
  - Questions that have been answered are shown by a check mark in the question box.
  - Questions that are unanswered are shown by a blank question box.
  - Questions that have been flagged are shown by a blue flag.
  - Return to the Questions – This returns you to the 1st question of the assessment. *Note – you can also click on specific question numbers to take you back to that question.
  - End Test – This submits the test.

- Once End Test is selected, a Stop screen will appear that will prompt you to either Return to Review or Submit. Clicking Return to Review allows students to go back to the test. Clicking Submit will end the test and students cannot return.