

TAKING A STAR READING TEST

Students follow these steps to log in and take a test:

1. Start the web browser and go to <https://www.ben-hill.k12.ga.us/Domain/11>

2. Scroll down and click on the Purple Schoology Tile, For students and teachers



Students login Schoology with their Office 365 email and email password.

3. Click on a course. You should have added the new Schoology buttons to each course.

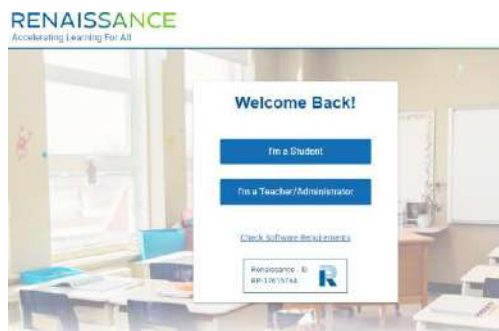
4. Click on the Clever Button



5. In Clever, click on the Renaissance Learning App.



6. Select I'm a Student.



It should automatically log the student in.

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7. On the Home page the student selects Star Reading (the tile with the light blue corner).



8. If the student is asked if they are taking the test inside their school, the student should choose YES. They should not be taking the STAR test outside of school.



9. If Star Reading asks the student to choose a class, the student should select the class name for their Homeroom/Hurricane Time, then select Next. (This happens when the student is enrolled in more than one Star Reading class.)



10. If Star Reading asks for a monitor password (determined by the Password Requirement Preference), the teacher or test monitor enters it and selects Start.

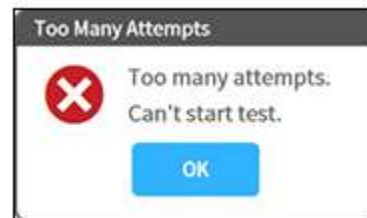


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11. If no password is required, go ahead to the next step.
- You cannot substitute your Renaissance password for the monitor password.
 - If you forget to enter a password before selecting Start, you will be reminded to enter it, and you can try again.
 - If you enter the wrong password, you can try again.

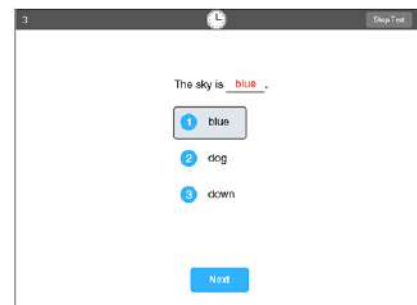


However, if you enter the wrong password three times in a row, you will not be able to start the student's test.



Check the Monitor Password - Star Tests Preference to make sure you are using the correct monitor password. ADMIN will send you the password.

12. If the student has not taken a Star Reading test in the past 180 days, the student must answer a few simple practice questions to make sure the student understands how to answer them.
- Three or four possible answers are shown below each question. The student can choose an answer by pressing 1, 2, 3, or 4 on the keyboard, clicking an answer with the mouse, or tapping an answer (if the student is using a tablet).
 - Star Reading highlights the chosen answer. The student can choose a different answer, but only *before* entering it—once the choice has been entered, it cannot be changed.



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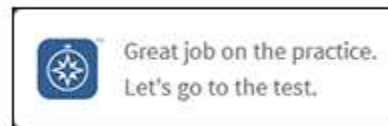
- Once the student is satisfied that he or she has chosen the correct answer, the student enters the answer, either with the keyboard (by pressing Enter or return), with the mouse (by clicking Next), or by tapping Next (on a tablet).

Note: Although scores are not based on how quickly students answer questions, practice questions and test questions do have time limits (these time limits can be extended).

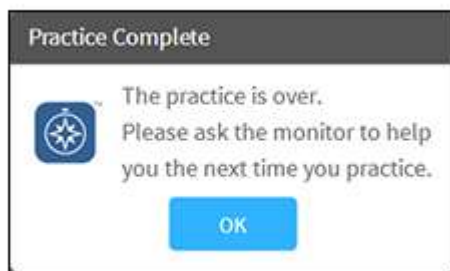
A clock appears on the screen when the student has 15 or fewer seconds left to answer the question.

- During the practice, if the student does not choose an answer to a question before time runs out, or if the student has chosen an answer but does not enter it before time runs out, Star Reading considers it an incorrect answer. The student will be notified if time runs out on a question; the test will move on to the next question.

- After the student answers three practice questions correctly, a message tells the student that the test is about to start.



If the student answers seven practice questions *without* getting three correct, Star Reading ends the practice and will not start the test for that student. The student is instructed to ask for help.

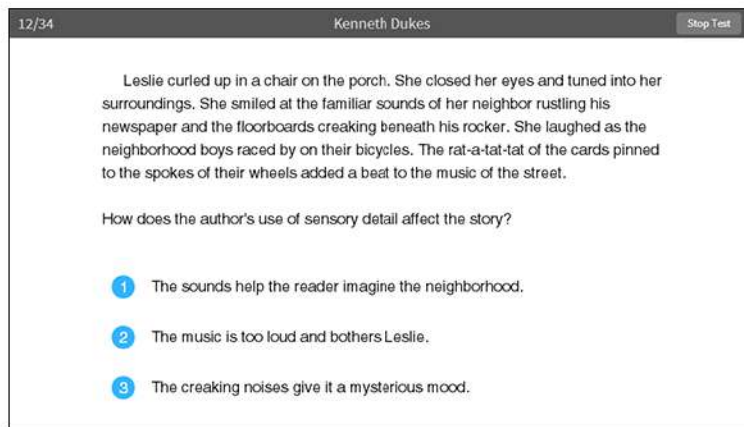


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13. The test starts; the test questions are similar to the practice questions. The methods used for choosing and entering answers are the same as those for the practice questions, *except*:

- If the student has chosen an answer, but does not enter it before time runs out, Star Reading will count the chosen answer as the student's answer to the question.
- If the student has not chosen an answer before time runs out, Star Reading considers it an incorrect answer.

For grades 3–12, the last five questions of the Progress Monitoring test (not the Enterprise test) will be longer passages, like the one shown below. The student will have more time to answer these questions.



The Progress Monitoring test has 25 questions; the Enterprise test has 34.

14. When the test is over, have the student select OK. The program will log the student out.

