ETHS Make-Up Tests -User Guide for Students

The ETHS Make-Up Test system is designed to allow teachers to make Make-Up Test appointments for students in the Testing Center and also to allow students to make Make-Up test appointments in the Testing Center. Teachers have access to it via ETHS Teacher Applications, and students have access to it via myETHS. Administrator access is available via ETHS Custom Applications.

CONTENTS

Schedule Make-Up Test Appointment	1
Change Make-Up Test Appointment	4
Cancel Make-Up Test Appointment	5
Status	5
Appointment Time Notes	5
Notifications	7

Schedule Make-Up Test Appointment

1. Log in to myETHS, and navigate to Testing > Make-Up Tests.



2. Click Schedule Make-Up Test.



3. Enter the date of the missed Test/Quiz, and a list of your courses for that day will appear. Select the course, and a calendar with available Make-Up Test Appointment dates will appear.

Close	Schedule a Make-Up Test (H222C)
Date I Missed	the Test/Quiz
08/18/202	1
08/18/202	1 Missed the Test/Quiz
08/18/202 Class Where I Block 4. N	1 Missed the Test/Quiz iharra, Iciar — AP Spanish Lit Lang 2, FS0505
08/18/202 Class Where I Block 4. N Block 6. G	1 Missed the Test/Quiz iharra, Iciar — AP Spanish Lit Lang 2, FS0505 Iroy, Cory — BC Calculus AP, MA0605

4. Select the desired date for the Make-Up Test Appointment and Available Appointments for that student on that day will appear.

e l	Miss	ed th	ie Tes	t/Qui	z							
)8/	18/2	2021										
ass	Whe	re I N	lissed	I the	Test/	Quiz						
3100	ck 4.	Nił	arro	ı, Ic	iar -	– AF	Spani	sh Lit Lai	ig 2, F	-505	05	
3100	ck 6.	Gili	roy,	Cory	/	вс с	alculus	AP, MAC	605			
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5. Click the appointment to select it. The date and start time will appear at the bottom of the calendar. Click Save, to save the appointment.

П	Miss	ed th	e Tes	t/Qui	z	
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ct	k 8. Mak Mo 2 9 16 23	Hai e-Up Aug Tu 3 10 17 24	Test / ust 20 We 4 11 18 25	Appo 021 Th 5 12 19 26	intme Fr 6 13 20 27	ent Sa 7 14 21 28

6. The appointment will appear on your Make-Up Test Schedule screen.

		Make-Up Test	Schedule - Period	d 8			
Schedule Ma	ike-Up Test						
Testing Details							
Teacher	Course	Date of Missed Test	Date of New Test	Pd	Status		
Niharra, Iciar	AP Spanish Lit Lang 2, FS0505	8/18/2021	8/20/2021	Before School	Scheduled	Change	Cancel

Change Make-Up Test Appointment

1. To change a Make-Up Test Appointment, click Change in the appropriate row in your list of Make-Up Test appointments.

		Make-Up Test	Schedule - Period	d 8		
Schedule Ma	ike-Up Test					
sting Details						
esting Details Teacher	Course	Date of Missed Test	Date of New Test	Pd	Status	

2. On the Schedule a Make-Up Test Appointment screen that pops up, select a new date from the available dates and then a new time from the list of available times. Click Save to keep your change (or Close to back out of the screen without making a change).

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			- 01-11-12-12			
lass	Whe	reiN	lissed	l the	Test/(Quiz
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Blog	ck 6.	Gil	roy,	Cory	(-)	BC C
Blog				man	Ad	
	ck 8.	Ha	naelt	nuri,	, mu	rient
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elec 0 Su 1 8 15	ck 8. t Mak Mo 2 9 16	e-Up Aug Tu 3 10 17	Test ust 20 We 4 11 18	Appo 021 Th 5 12 19	Fr 6 13 20	ent Sa 7 14 21
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elec 0 Su 1 8 15 22 29	ck 8. t Mak Mo 2 9 16 23 30	Ha e-Up Aug Tu 3 10 17 24 31	Test / ust 20 We 4 11 18 25	Appc 021 Th 5 12 19 26	Fr 6 13 20 27	ent Sa 7 14 21 28

Cancel Make-Up Test Appointment

1. To cancel a Make-Up Test Appointment, click Cancel in the appropriate row in your list of Make-Up Test appointments.

		Make-Up Test	Schedule - Period	8 b			
Schedule Ma	ake-Up Test						
sting Details						1	
esting Details Teacher	Course	Date of Missed Test	Date of New Test	Pd	Status		

2. Click OK to confirm that you really want to cancel this Test appointment.

customappdev.eths.k12.il.us says		
Are you sure you want to cancel this Test?		
	ок	Cancel

Status

All of these are automatic, except Attended - Not Completed and Cancelled

- Scheduled (prior to the test period)
- Currently Testing (scanning in changes them to this status)
- Attended Not Completed (Admin can choose this status after a student has scanned in)
- Completed (after period has passed and student did scan in)
- Missed (after period has passed and student did not scan in)
- Cancelled (Admin, teacher, or student can choose this)

Appointment Time Notes

- Before school 7:30-8:20 (every day except Late Start days)
- After school Mon 2:15-4:00
- After school Tues-Fri 3:40-4:30 (except Early Dismissal days)
- Open all blocks on all bell schedules.

Here are some equivalencies:

- Before School = 7:30-8:20 (but not on Late Start days)
- Block 1 = Period 1
- Block 2 = Period 2
- Block 3 = Period 3
- Block 4 = Period 4

- Lunch 1 = Period 5A (Mondays & orange days) or Period 6A (blue days)
- Lunch 2 = Period 5B (Mondays & orange days) or Period 6B (blue days)
- Block 5 =
 - Period 5A or Period 5B (Mondays, for students who have either period scheduled)
 - Period 5A AND 5X (orange days, for students who have 5A scheduled)
 - Period 5X AND Period 5B (orange days, for students who have 5B scheduled)
- Block 6 =
 - Period 6 (Mondays)
 - Period 6A AND 6X (blue days, for students who have 6A scheduled)
 - Period 6X AND Period 6B (blue days, for students who have 6B scheduled)
- Block 7 Period 7
- Block 8 = Period 8
- After School =
 - Mon 2:15-4:00
 - o Tues-Fri 3:40-4:30

Notifications

- On Create Appointment Student, Teacher, and Testing Center Coordinator
- On Change Appointment Student, Teacher, and Testing Center Coordinator
- Test Complete Teacher go to mailbox to pick up completed test
- Test Complete Student
- Reminder email to student the day before
- Reminder on myETHS Home page for Student
- Missed Appointment to student & teacher