The Algebra Readiness Diagnostic Test (ARDT) initiative helps teachers to determine grade-level and Algebra I readiness for students in Math 6 through Algebra I. These assessments and results also help teachers identify areas of weakness and opportunities for intervention. The purpose of the quick start guide is to list the most common tasks that users perform.

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LOGGING IN TO PEARSON

When the Math Specialist creates a user account in your name, an e-mail is sent to you that contains login instructions and provides a hyperlink that opens the initial login page in your web browser. You must set your new password (the Math Specialist doesn’t know or keep your password/only user name).

Log In After Initial Setup

1. Enter http://www.pearsonaccess.com into your browser or from the Gloucester website enter Employee Portal and from the drop-down list ---click Pearson Access.
2. Click Log into Pearson Access to go in the login screen.
3. Enter your ARDT User ID and Password, and the click Login to go to the home page for Virginia
RESETTING YOUR PASSWORD

IMPORTANT! You have only three chances to enter the correct User ID and Password on the login screen. On the third unsuccessful login attempt, your account will be locked. If you cannot remember your password, it is strongly recommended that you reset your password prior to the third login attempt.

To Reset Your Password

1. On the Login screen, click the **Reset Your password** link to go to the Reset Password screen.
2. Enter your User ID and e-mail address (the Math Specialist gave Pearson you e-mail when the account was set up). If either your User ID or e-mail does not match the name and e-mail associated with your user account, you will not be able to reset the password (send an e-mail to your Math Specialist).
3. The Math Specialist will check the account, and Pearson will send an e-mail requesting you to set up a new password with the User ID given.
STUDENT DATA INFORMATION
Viewing Student Data Information

IMPORTANT! The Student Data Information screen allows you to view students whose data have been submitted to the PearsonAccess database. View this screen when you want to check the students who are scheduled for testing in your block. Use this screen to check for a student STI number (especially those new to your classroom), grade level, school, and teacher.

To view students:
1. Go to Student Data > Student Data Information.
2. Select the View By mode.
3. View By: Students -- When you select “View By: Students,” you will be prompted to search.
4. To view all students, select the “Show All Students” check box and then click Search.

5. To search for an individual student, enter search criteria and then click Search. Remember, you must enter or select at least one search field. For a more refined search result, provide information in as many fields as possible; however, it is not necessary to complete all search fields.

Student Data Information

View By: Schools, Students
Search: Current Organization Only

[Search]
REMEMBER! Always perform a search for students when you get a new student, transfer from another class, and/or if you have a student transfer from your class.

TEST MANAGEMENT

Class Setup for Testing – Student Registration
The primary test management (creating sessions/set up classes) activities are registering students (new student in class since the upload), managing test sessions, and resolving student test alerts.

*Student Registration is used for registering students. All students who are testing must be registered.

*Manage Test Session is used for creating, viewing, starting, monitoring, and stopping online test sessions.

How do you register students for ARDT testing?
There are two main ways to register a student, through the Student Data Upload (99% of your students) or by manually entering student demographic information. Just as a reminder, typically, student registration is conducted through the Student Data Upload. Students may be manually registered if they were not included in the Student Data Upload (see the section below titled, “Register an unregistered student”)

To register an unregistered student
1. Select “View By: Unregistered Students” on the Student Registration screen.
2. Search for the Student.
3. Click the name of the student to go to the Registered Students screen.
4. Select the school(s) that the student will be enrolled in for the selected test administration.
5. Select the Grade in the drop-down list.
6. Click Register Student.
7. The student is now registered (for a test administration). The next step assign the student to your class.

Registered Students
Return to Student Registration
ARDT 2012-2013 Change

Registered Students Record  Assigned Groups  Assigned Tests

Student Registration Record
AAATesterB. LEPAnnie
Gender: F  Date of Birth: 01/02/1997
STI:

Registered for this Test Administration at:
- CARSON MS SSS (5550002)
- SUSBURY HS SSS (5550001)
Special or Additional Groups - To create a new group and group assignment for a registered student

You may need to create a new group for a registered student if the student’s enrollment information changed, if the data was not submitted on the student data file, or for other reasons that require a change. In some cases this maybe an inclusion student.

1. Select “View By: Registered Students” on the Student Registration screen.
   - When you select “View By: Registered Students” you will be prompted to search for a specific students.
   - To view all (when you need to check all of your students as a check-in-balance before testing) students, select the “Show All Students” checkbox and then click Search.

2. Click the name of the student to go to the Registered Students screen.

3. Click the Assigned Groups tab.


5. Select an organization, enter the group name, and click Save.

6. Select Add Group Assignment on the Registered Students screen.

7. Click the check box next to the new group and click add.

8. Click Yes – Continue with add.

9. At the confirmation screen click Go to Group Assignments to go back to the Registered Students screen.

*The teacher has a student in class, he has been registered, but he is not in the assigned group*
REGISTER STUDENTS
To assign a registered student to a group and a test

1. Select “View By: Registered Students” on the Student Registration screen.
2. To view all students, select the “Show All Students” checkbox and then click Search.
3. To search for an individual student, enter search criteria and then click Search. You must enter or select at least one search field. For a more refined search result, provide information in as many fields as possible; however it is not necessary to complete all search fields.
4. Click the name of the student to go to the Registered Students screen.
5. Click the Assigned Groups tab
6. Click Add Group Assignment.
7. Select the group name, and then click Add.

8. Click the Assigned Tests tab.
9. Click Add Test.
10. Click the name of the test that you want to assign.
11. Select and enter the appropriate values.
12. Click Save after completing your selections – The student is now registered and assigned to a group and a test.

To Assign Students to a Test
1. Select “View By: Groups” on the Student Registration screen.
2. Click the name of the group to go to the Group Details screen.
3. Select the students that you would like to assign to a test, and then click Assign Students to Test.
4. On the Group Details screen select the test to assign to the students, and then click Next.
5. Select the appropriate Test Details value for each student by making a selection from the “Ethnicity: Hispanic:” and “Race:” drop-down lists.
6. Click Save. The students are now assigned to the test.

To Change a student’s Assigned Group – (a student has transferred into your class and you want to change him to your test session)
1. Select “View By: Registered Students” on the Student Registration screen.
2. Click the name of the student to go to the Registered Students screen.
3. Click the Assigned Groups tab.
4. To add a group assignment, click Add Group Assignment, select the group, and then click Add.
5. To remove a group assignment, check the box beside the group you wish to remove and then click Remove Group Assignment.

Manage Test Session – Assigning a Test or Strand
1. Go to Test Management > Manage Test Session. Remember to confirm that you have selected the appropriate test administration.
2. Click New Session to go to the New Test Session Screen
3. Click “Create New Session”
4. Enter the session details.
5. You must enter a session name (test CAT or Strand), select a school, and select a context before the remaining session details can be selected.
6. Add students to the test session either by group or by individual student.
7. Check the box (es) beside the group(s) or student(s), and then click Save.
8. Return to the newly created test session or to Manage Test Session screen.
REGISTER FOR STRAND TEST

To Register for a Strand Test
1. Select “View By: Unregistered Students” on the Student Registration screen.
2. Search for the Student.
3. Click the name of the student to go to the Registered Students screen.
4. Select the school(s) that the student will be enrolled in for the selected test administration.
5. Select the Grade in the drop-down list.
6. Click Register Student.
7. Click on student name
8. Click Tab Assign test (For example 6th Grade Computation)
9. Add Student to test.
10. Go to Manage Test Sessions
11. Click New Session to go to the New Test Session Screen
12. Enter the session details
13. You must enter a session name (even when you are doing a Strand Test – For example Coleman 2nd period Strand Test), and select a context (6th Grade Computation) before the remaining session details can be selected.
14. Add students to the test session either by group or by individual student.
15. The groups and students available are dependent on the “Current organization” displayed on the top right corner of the screen and the test that you selected in the drop-down.
16. Check the box(es) beside the group(s) or student(s) and then click Save.
17. Return to the newly created test session or to Manage Test Sessions screen.

Manage Test Session

To Refresh a Student’s Testing Status
Click the Refresh icon in the Status column of the student list on the Session Details screen to refresh the student’s status.

[Tip] The Refresh icon refreshes status of the students displayed in the session roster. Refreshing your browser reloads the page to view students who are added to or removed from the test session.
RESUMING A TEST

Resuming a Test
If a student exits TestNav (either unintentionally or intentionally) before completing a test, that a test administrator must resume the student’s test before the student can continue with same test.

About Resuming a Test
When should I resume a student’s test?
You resume a student’s test if the student exits TestNav (either intentionally or unintentionally) before finishing the test and you want the student to continue the same test. Verify that TestNav is shut down for a student before you attempt to resume the student in the administrative site.
What if a student exits TestNav and will not resume the same test (for instance, in case of a test irregularity)?
You should move the student to an “irregularity” test session (which will never be started) and follow Virginia Department of Education procedures for filing a test irregularity and submit the proper documentation.

To Resume a Student’s Test
1. Select the check box for the student on the Session Details screen.
2. Hint – You cannot resume a student who has a Ready, Resumed, Resumed-Upload, Submitted, or Completed status.
3. Click Resume Test

Student Authorizations and Passwords
Each student must have a Username (students will use their State Testing Identifier (STI) and Test Code (same for each student in the Test Session) in order to log in to a test. Test tickets will contain the Username, Password (all students will use “ARDT” as the password). Test Code, and URL that students use to access a test (same for all students taking an “ARDT”). The Student Authorization Ticket, or “test ticket,” may be printed for each student.

Starting and Monitoring Test Sessions
A test session must be manually started before students in the session can log in and begin taking a test online.
START AND STOP TESTING

To Start a Test Session
1. Select a session from the Manage Test Sessions screen.
2. Click **start** on the Session Details screen.
3. After a session is started, students can log in and begin testing.
4. –A session does not stop until you click the **Stop** button, regardless of the value in the Estimated Duration field. The system will not automatically start or stop a session.
5. You can monitor the status of each student in the session

Stopping Test Session

To Stop a Test Session
1. Select a session from the Manage Test Sessions screen.
2. –Hint- You cannot stop a test session until all students in the session are in “Completed” status.
TEST RESULTS

On-Demand Reports - Group List reports are available on-demand (in near real-time).

Grade-level Tests – This is the first diagnostic test administered to each student. These 30-item, computer-adaptive tests assess content mastery for a particular grade level. Computer adaptive tests are tests delivered on a computer where the set of test items administered to students will vary based on how they respond to each item during the test. As a result, the 30-item Grade-level Test may include questions from previous grade levels if the student is not demonstrating mastery at the current grade-level. The Grade-level Test may be given multiple times to track student progress. Grade-level Test results may assist in determining the need for student intervention and in identifying specific content strands where instructional remediation would be beneficial. Two types of score reports are available for the Grade-level Tests:

On Demand Group List Report
• Provides individual performance overall and by strand for each student in a group.

On Demand Student Detail Report (for teachers and parents)
• Provides bar graphs of performance overall and by strand for a student
• Provides data for use in determining need for intervention/remediation
• Provides specific item information including the SOL assessed by the item, an estimate of item difficulty, whether the student answered correctly, and an indication of items that were assessed without the use of a calculator.

Strand Tests
Strand Test results can be used to determine a student’s strengths and areas of challenge within the content strand. Two types of score reports are available for the Strand Tests:

On Demand Group List Report
• Provides individual performance for a specific grade-level content strand for each student in a group.
• Provides specific item information including the SOL assessed by the item, an estimate of item difficulty, whether the student answered correctly, and an indication of items that were assessed without the use of a calculator.
• Provides links for the teacher to view individual items from the strand test

On Demand Student Detail Report (for teachers and parents)
• Provides individual student performance information found in the Group List Report
To view an On Demand report
1. Go to Test Results > On Demand Reports to view the On-Demand Reports selection screen. Remember to confirm that you have selected the appropriate test administration. You can filter on multiple fields at once to view more specific report data.
3. Click the name of the group under the Tested Groups tab to go to the group list report.
4. Click on the student’s name on the group list report screen to view the student detail report for the selected student.
5. Click Reports to see a list of reports for the selected group. The Group List and Student Detail Reports are available for viewing in PDF format.

Click Reports to see a list of reports for the selected group. The Group List and Student Detail Reports are available for viewing in PDF format.
• You can also export On-Demand Reports.
RESOURCES

Curriculum Companion

The Algebra Readiness Curriculum Companion is a compilation of lessons for use by tutors in the Algebra Readiness Initiative (ARI). ARI provides small group intervention to students in grades 6-9 who need to strengthen their mathematical backgrounds to be successful in Algebra I. As the year progresses, additional resources in the form of lessons and activities that are new to the students will be added to this page.

It is not mandatory that teachers use these lessons. Teachers may use all or just a few of these lessons. Some teachers may want to supplement the lessons that already use. The deciding factor on what lessons to use with ARI students is what works for the students in addressing their weaknesses.

ARI Lessons Order of Operation

Math 7 Ratios Order of Operation with all six Concepts

Percentage as a Rate Bar Graphs

Math 7 Real Life Problems Find The percentage

Algebra I

Algebra II Objectives