



## Arizona Achievement Tutoring Program Tutor Training Manual

*This manual will guide Arizona's Tutors through the process of managing the pre- and post- testing process for each Tutoring Session. This guide is intended to accompany the asynchronous training session available to Tutors.*

*Within FocalPoint, Tutors will have access to the following:*

### 1. Navigation

- Tutors will be assigned the role of Proctor within FocalPoint.
- FocalPoint will create Tutor logins from information provided to us by your Test Coordinator (TC). You will then receive your login credentials via email. (You may want to safelist the email address [noreply@focalpointK12.com](mailto:noreply@focalpointK12.com))
- To access FocalPoint, visit <https://ade.backpack.education> (You may want to bookmark this URL)
- There you will login with your username and password.
- If desired, you can record your username and password here:
  - Username:
  - Password:

### 2. Enrollments Landing Page

- When you log in as a Tutor, you'll see the Enrollments Landing page, where you have control over Exam Administration.



The screenshot shows the FocalPoint interface for 'Enrollments'. At the top, it displays 'FocalPoint' and 'ADE LEA'. The user profile 'AP Arizons Proctor01' is visible. The main content area is titled 'Enrollments' and shows filters for 'Examination: Session 01 - 4ELA Pre-Test' and 'Location: School 01'. Below this, there are tabs for 'Enrollees' and 'Time slots'. The 'Enrollees' tab is active, showing a search bar and a list of two students: 'k trinath' and 'katari trinath'. To the right, there are filters for 'Time Slot' (Oct 25, 2023 3:53PM-...), 'Performance' (All), and 'Test Status' (All). A 'Print Bubblesheet' button is present. At the bottom, there are two rows of student details with status indicators like 'Live', 'Approved', and 'Not Started'.

### 3. Viewing Published Examinations

- You can view all the exams published in your organization.

This screenshot is similar to the previous one but shows the 'Examination' dropdown menu open. The menu lists three options: 'Session 01 - 4ELA Pre-Test' (which is selected), 'Session 01 - 3MATH Pre-Test', and 'Session 01 - 3ELA Pre-Test'. The rest of the interface, including the student list and filters, remains the same.

### 4. Reviewing Locations

- Tutors can be assigned to one or multiple locations.
- The locations dropdown lists all locations you are assigned to. (Your location will likely be the school you are associated with or where you will be tutoring.)

This screenshot shows the 'Location' dropdown menu open. The menu lists 'School 01' as the selected location. The 'Examination' filter is set to 'Session 01 - 4ELA Pre-Test'. The student list and other filters are consistent with the previous screenshots.



## 5. Creating Time Slots

- Time slots are time blocks allocated to administer exams.

**Enrollments**

Examination: Session 01 - 3ELA Pre-Test      Location: School 01

Enrollees      Time slots      [+ Add New](#)

Time Slot	Test Name	Identifier	Action
Oct 21, 2023 11:00 PM-11:55 PM	735547	32253080-f885-4a59-aecf-2287e2b21e31	<a href="#">✎</a>
Oct 21, 2023 9:10 AM-10:10 AM	735547	f4db1b6e-3209-4c8f-ba2d-94e5700d2c44	<a href="#">✎</a>
Oct 20, 2023 10:05 AM-10:05 AM	735547	a74f48f2-9931-4e76-a8c3-e42a3ce30943	<a href="#">✎</a>

- They include the date, time, test name, and the number of exam takers allowed.

**Exam Time slot** [×](#)

Session 01 - 3ELA Pre-Test      School 01

Exam Date \*      Start Time \*      End Time \*      Exam Taker count allowed \*

10/22/2023      11:55      11:55

[Save](#)

- You will need to create time slots for each of the pre- and post-tests so your students can take those tests.
- Additional time slots can be created if more students need to be scheduled for the exam.



## 6. Enrolling Students

- Tutors will enroll students registered for a specific exam into a time slot.

The screenshot shows the 'Enrollments' interface. At the top, there are filters for 'Examination' (Session 01 - 4ELA Pre-Test) and 'Location' (School 01). Below this is a table with two tabs: 'Enrollees' and 'Time slots'. The 'Enrollees' tab is active, showing a list of students. The first two students are 'k trinath' and 'katari trinath', both with a '+' icon next to them. Below them is a 'Print Bubblesheet' button. The second part of the interface shows a search bar and a list of students with their enrollment status. The first student is 'oct21 Arizonaexamtaker (08647B)' with a 'Not Started' status, 'Live' toggle, and 'Approved' status. The second student is 'oct21 Arizonaexamtaker2 (08DA3D)' with a 'Not Started' status, 'Not Live' toggle, and 'Approved' status. At the bottom, there is a pagination control showing '1 - 2 of 2' and 'Items per page: 10'.

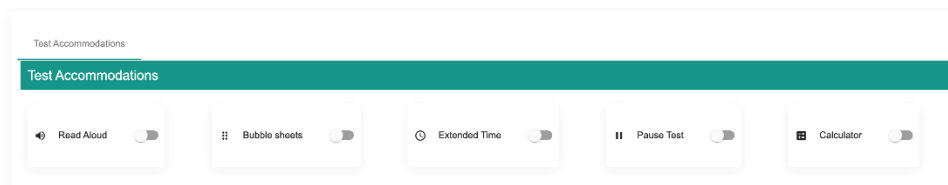
- You can add more students if there are available slots.

## 7. Managing Students and Accommodations

- During the test administration window, Tutors can:
  - Use Proctor comments to report test incidents or irregularities.
  - Reset a student's exam, giving them a fresh start.
  - Remove a student from the time slot to reschedule them.

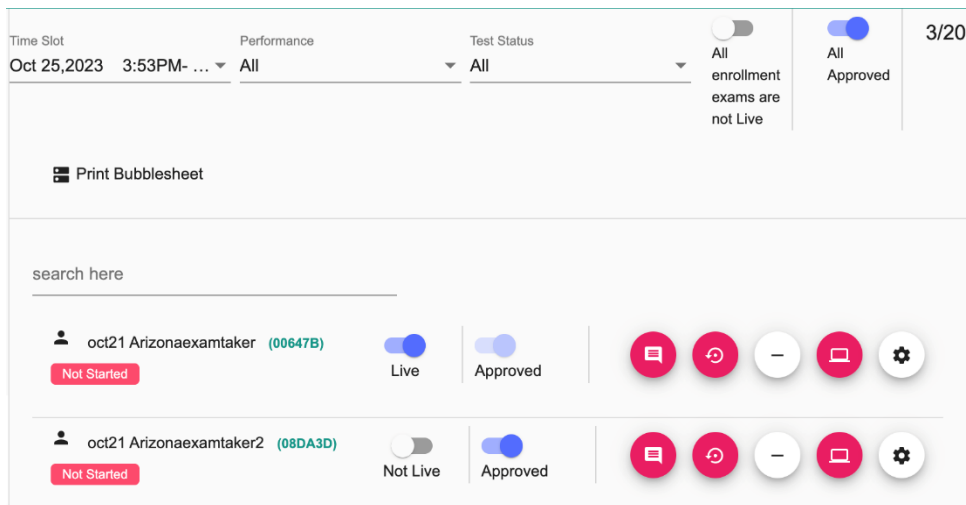


- Tutors can also add or change student accommodations, such as Read Aloud, Extended Time, Pause Test, Calculator, and Print Test based on each student's needs. (Note: This should only be done in accordance with the policies set forth by ADE.)



### 8. Making the Exam LIVE

- Tutors can activate the exam for individual students or all at once.



- This control helps ensure that the test is taken within the administration window with proper monitoring.

### 9. Monitoring Student Status

- Each student has a status indicator, which can be:
  - Not Started: The student hasn't begun the test.



- In Progress: The student is actively taking the test.
- In Review: The student has completed the test, awaiting scoring.
- Completed: The test has been successfully completed and scored.

search here

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oct21 Arizonaexamtaker (00647B) Live Approved

Not Started

### 10. Searching for Students and Using Filters

- Tutors can easily find individual students by typing their names in the search bar, which is helpful when managing a large number of students.
- Filters also allow Tutors to sort students based on performance and test status.

Time Slot: Nov 23, 2023 7:44PM- 8:44PM

Performance: All

Test Status: All

Approved

3/1

search here

### 11. Viewing Student Performance

- After test administration, Proctors (Tutors) can view student performance.

examtaker01 ade	<span>Not Started</span>	<span>Approved</span>					
examtaker02 ade	<span>Highly Proficient (24/24)</span> <span>Completed</span>						
examtaker03 ade	<span>Not Started</span>	<span>Approved</span>					



*With this guide and the accompanying training video as references, you are now equipped with the essential knowledge to manage your Tutor responsibilities using FocalPoint. If you have any questions or need assistance, please don't hesitate to ask or refer to our support resources. As a reminder, you can:*

- *Visit the AZ Achievement Tutoring Help Center from the Help menu in FocalPoint.*
- *Call: 866.377.4265*
- *Email: [AchievementTutoringSupport@focalpointk12.com](mailto: AchievementTutoringSupport@focalpointk12.com)*

*Good luck with your Tutoring role for the AZ Achievement Tutoring Program!*