



Arizona Achievement Tutoring Program Test Coordinator Training Manual

This manual will guide Arizona's Achievement Tutoring Program Test Coordinators (ATP TCs) and District Assessment staff 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 Test Coordinators.

Within FocalPoint, Test Coordinators will have access to the following:

1. Navigation

- Test Coordinators (TCs) and select district assessment staff will be assigned the role of Controller within FocalPoint.
- FocalPoint will create TC logins and notify each TC with their credentials via email. (You may want to safelist the email address 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. Provisioning (Adding Locations and Users to FocalPoint)

- TCs can do the following:
 1. Add Locations (typically the schools where test administration takes place).

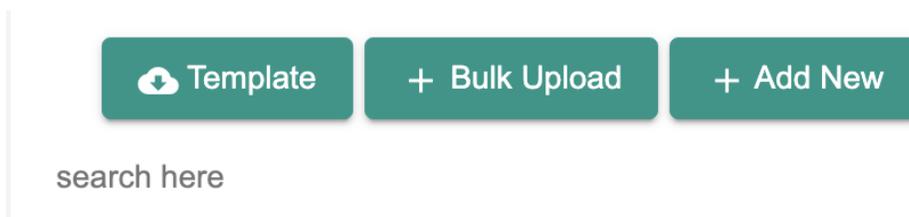


2. Add Controllers (TCs)

- Manually Add New Controllers (Coordinators):
 - Click on "Add New" to create individual controller profiles.
 - Required Fields:
 - Email
 - First Name
 - Last Name
 - Optional Field:
 - ID (Local Identifier of the user)
 - Administrative Access:
 - Select "Is Admin" to grant administrative privileges.



- Bulk Upload Controllers (Coordinators):
 - Download the provided xlsx file template for bulk operations.
 - Complete the template with the required controller details.
 - Required Fields:
 - Email
 - First Name
 - Last Name
 - Optional Field:
 - ID (Local Identifier of the user)
 - Administrative Access:
 - Indicate "Is Admin" as needed.
 - Use "Bulk Upload" to load the completed xlsx file.
- Automated Processing:
 - The system automatically processes and adds new controllers to the list.
 - Controllers (Coordinators) with administrative privileges can create additional users.
- Error Handling:
 - Recorded errors in the uploaded file are communicated to the user.
 - Errors are presented in the same excel format for easy identification and correction.



3. Add Proctors and Assign to Locations

- Manually Add New Proctors:
 - Click on "Add New" to create individual proctor profiles.
 - Required Fields:
 - Email
 - First Name
 - Last Name



- Optional Field:
 - ID (Local Identifier of the user)

Add/Edit Proctor ×

Email *

First Name * Last Name *

ID Choose a location ▾

Save

- Bulk Upload Proctors:
 - Download the provided xlsx file template for bulk operations.
 - Complete the template with the required proctor details.
 - Required Fields:
 - Email
 - First Name
 - Last Name
- Optional Field:
 - ID (Local Identifier of the user)
- Use "Bulk Upload" to load the completed xlsx file.
- The system automatically processes and adds new proctors to the list.



Provisioning

EXAM TAKERS PROCTORS

Template + Bulk Upload + Add New

search here

Arizona Proctor01 (proctor01.arizona.3)	<input checked="" type="checkbox"/>
School 01	<input checked="" type="checkbox"/>
School 02	<input type="checkbox"/>
School 03	<input type="checkbox"/>
School 04	<input type="checkbox"/>
School 05	<input type="checkbox"/>

Arizona Proctor01 (proctor01.arizona.3)	<input type="text"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>
katari trinath (trinath.katari.3)	<input type="text"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>
one proctor (proctor.one.3)	<input type="text"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>
three proctor (proctor.three.3)	<input type="text"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>
tutor01 ADE	<input type="text"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>

- Assign Proctors to Locations:
 - Toggle the option to assign proctors to multiple locations.
 - Proctors can be assigned to multiple locations based on the toggle selection.

4. Add Exam Takers: Manually or Bulk Upload Students

- Manually Add New Students:
 - Click on "Add New" to manually create individual student profiles.
 - Required Fields:
 - Email
 - First Name
 - Last Name
 - Optional Fields:
 - ID (State student identifier)
 - Location (Enrolled school)
 - DOB (Date of Birth)
- Bulk Upload Students:
 - Download the Template:
 - Begin by downloading the provided xlsx file template.



- The template ensures the correct format for bulk operations.
- Complete the Excel File:
 - Fill in the necessary student details following the template format.
 - Required Fields:
 - Email
 - First Name
 - Last Name
 - Optional Fields:
 - ID (State student identifier)
 - Location (Enrolled school)
 - DOB (Date of Birth)
- Bulk Upload:
 - Utilize the "Bulk Upload" feature to load the completed xlsx file.
 - The system automatically processes and adds the new users to the list.
- Error Handling:
 - In case of any errors within the uploaded file, they are recorded.
 - The system pushes back the recorded errors to the user in the same excel format.
 - This enables users to quickly identify and rectify any issues for a smooth bulk upload process.

This flexible approach allows administrators to efficiently manage the addition of exam takers, whether it's a few individual entries or a bulk upload using an xlsx file.

Add/Edit Examtaker×

<input type="text" value="Email *"/>	<input style="border: none; border-bottom: 1px solid #ccc; text-align: right; font-size: small; color: #666; width: 90%;" type="text" value="Date of Birth"/>
<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="ID"/>	<input style="border: none; border-bottom: 1px solid #ccc; text-align: right; font-size: small; color: #666; width: 90%;" type="text" value="Choose a location"/>

5. Accessing the Exam Administration Page



- When you log in as a TC, you'll see the Exam Administration page.
- This is where you will manage the examinations (pre- and post-tests) for your district.

6. Managing Exam Schedules

- ADE pre-built Assessments and their corresponding Schedules will be available in the Examinations screen after they are published. You can view them in the Exam Administration screen.
- Access Exam Administration:
 - Navigate to the Exam Administration screen.
- View Exams:
 - On the left panel, click on the specific exam you want to manage.
- Display of Test Schedules:
 - The right panel will showcase the schedules associated with the selected exam.
- Preview, Print, Download:
 - TCs have the option to:
 - Preview: Review the list of exam takers and associated details.
 - Print: Generate a hard copy of the exam takers' list.
 - Download: Save the list electronically for record-keeping.



Examinations

7. Manage Exam Enrollment

- TCs have administrative privileges, including enrolling Exam Takers to an Exam (registering students for pre- and post-tests).
 - Select Student:
 - Navigate to the Users.
 - Choose the "Enroll to an Exam" option.
 - Select Examination:
 - Pick the desired examination from the available options.
 - Select Schedule:
 - Choose the appropriate schedule for the selected examination.
 - Save:
 - Save the enrollment to confirm the selected student's registration for the chosen test.



8. Dashboard

- TCs can monitor Exam Administration using the Enrollment menu. This menu provides details on student enrollment, including the student's name, location, exam date, analytics summary, and performance.

#	Exam Taker Name	Exam Proctor Name	Location	Performance	Status	Analytics	Actions
1	Arizona ExamTaker01 2EB74F - Jan 05, 2024 1:04 AM-1:33 AM	Arizona Proctor01	School 01	Level 01 (1/10)	Completed		
2	Arizona ExamTaker02 SCA4FB - Jan 05, 2024 1:04 AM-1:33 AM	Arizona Proctor01	School 01	Level 01 (3/10)	Completed		
	Arizona ExamTaker03						

- TCs can filter student lists using the top filters such as location, time slot, performance, and test status, or search for students by name in the search bar.
- TCs can also export a list of exam takers by examination. This export provides Excel data with exam takers' summary information, including raw scores

With this guide and the accompanying training video as references, you are now equipped with the essential knowledge to manage examinations in your district 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)



ARIZONA DEPARTMENT OF
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Good luck with your Test Coordinator responsibilities for the AZ Achievement Tutoring Program!