# Galileo Online and Offline Assessment

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<tr>
<td>Writing/Work Sample Scores</td>
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Welcome to Galileo Assessment

Welcome to Galileo Online testing! Over the course of the school year, your district will be using Galileo Online to help administer assessments to your students. Galileo Online will help teachers and administrators in their efforts to rapidly score, analyze, aggregate, and report assessment results in ways that support student learning in alignment with local and state standards. This guide provides basic information to assist you in using Galileo Online to accomplish several of your inter-related assessment goals including:

Administration of Tests

With Galileo Online users may administer tests to the students online or using wireless responders. In instances where students cannot take tests online or with the wireless responder, offline test data may easily be incorporated into the Galileo system.

Efficient Test Scoring

Galileo automatically scores objective tests for teachers. However, teachers always have the opportunity to forgo the automatic scoring in favor of manually scoring each test item. Galileo also make the documentation of subjective scores like essay and work sample easy and efficient.

Overview of Assessment Process

To administer a test the following steps must be taken:

1. Verify your Galileo Class Roster to ensure that all students are listed. (Directions found in the Check Your Roster section, page 10.)

2. Determine assessment delivery method. (Delivery options are found in the Delivery Assessment Options section, page 13.)

3. If administering online, check to ensure that each student has a password. (Directions found in the Check to see if a password has been assigned section, page 12.)

4. If administering offline or using student-managed wireless responder method, print the Test Booklet directly from Galileo. (Directions found in the Print Test Booklet section, page 25.) Once you have an original, sufficient copies should be made so that each student taking the assessment has his or her own Test Booklet.
5. The assessment must be scheduled for each class that will be administering the assessment. Scheduling of these assessments is done through Galileo’s Class Calendar page or using the Bulk Scheduler tool. (Directions found in the Schedule a Test section, page 14.)

6. If administering offline using Plain-Paper Scanline, print the Answer Sheets directly from Galileo. (Directions are found in the Scanline manual.) If using Hi-Speed Scanline, print the Answer Sheets directly from Scanline. (Directions are found in the Scanline manual.)

7. Print optional Worksheets directly from Galileo. (Directions found in the Print Worksheets section, page 27.)

8. Administer the assessment according to your district protocol.

9. If administering offline or using wireless responders, collect the Test Booklet and, if used, the Answer Sheets.

10. If administering offline, scan the completed Answer Sheets into the computer with Scanline. (Directions can be found in the Scanline manual.)

11. Manually score items, if necessary. (Refer to the View and Score a Test section, page 31.)

12. Test scores are immediately available for analysis. (Refer to the Fundamentals of Galileo K-12 Online: Generating Assessment Reports manual.)

### Accessing Galileo Online

Once you have received your official Galileo password, you will then be able to access the Galileo application. Galileo may be accessed with your password from any computer that has an internet connection and a supported browser.

1. Open your web browser.

OR
2. Type in the Assessment Technology’s web address: www.ati-online.com.

3. Click on the Galileo K-12 link under User Login in the Assessment Technology Incorporated website.

4. Log in to Galileo with the User/Login Name and Password that has been provided to you. You are now ready to begin working in the Galileo application.
Please note, the first time you login to Galileo you will be presented with an Electronic Services Agreement.

Use of Electronic Services: Assessment Technology, Incorporated (ATI) is willing to provide certain software applications accessed remotely ("Electronic Services") to you (the "User"), for a period of one year (12 months) from date of purchase with renewal at the option and discretion of the User. For users whose electronic services are associated with ATI CDROM software, the electronic services will be provided with the same expiration date as the software to which it is associated. The Electronic Services are designed to assist or test student learning and/or assist User in planning, implementing or reporting on courses of study, lessons, assignments or other learning activities. This Electronic Services Agreement (the "Agreement") states the terms and conditions that govern the access to and use of ATI Electronic Services. The Electronic Services include services and information accessible through ATI, including but not limited to:

- ATI's proprietary application Galileo Online including Galileo Online Student/Parent Center, and Online Course Center
- ATIs Scanline and Mercury applications
- Technical support related to the use of ATI applications
- Any other computer, telephonic or wireless services or information system that ATI permits the User to access, including successors to the systems described above.

User Agreement: This Agreement replaces any prior agreement between the User and ATI regarding use of ATI Electronic Services except for any Contract executed with this Agreement. If this Agreement accompanies an ATI proposal response to the User’s RFP and if there are differences between this Agreement and ATI's proposal responses, the proposal responses constitute the controlling document. Acceptance of this Agreement is implied by the User’s acceptance of ATI’s proposal responses under the User’s RFP or by the Users purchase of the right to access and use ATI Electronic Services. The User agrees to comply with the terms and conditions of this Agreement. The User further agrees to abide by any rules, procedures, standards, requirements or other conditions ATI may establish in connection with the access to or use of ATI Electronic Services or any other electronic communications services made available by ATI.

Read through this agreement, and if in agreement, click on the Accept button at the bottom of the page.

![Accept Electronic Services Agreement]

DO NOT ACCEPT ELECTRONIC SERVICES AGREEMENT

5. You now will enter the Galileo application.

Navigating Around Galileo

The first time you login to Galileo Online with the a user name and password, you are taken to the Settings page. On this setting page you may set your defaults. One default you may set is which page you wish to land on every time you login to Galileo.

Once you navigate beyond your default page or the Settings page you will notice that regardless of where you are in Galileo, you always have access to the following user options.

<table>
<thead>
<tr>
<th>Setup</th>
<th>Assessment</th>
<th>Curriculum</th>
<th>Grades</th>
<th>Student/Family</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Planner</td>
<td>Instructional Dialogs</td>
<td>Curriculum Scheduling</td>
<td>Curriculum Mapping</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Every screen in Galileo will provide you with user options. User options give you access to seven tools:
1. **Settings** – a.) Set the year, term, and location you would like to work; b.) create a default page on which you will land every time you log into Galileo; and c.) set your report format so you may print reports as a PDF, in Excel format or in a Rich Text Format.

2. **Dashboard** - displays recent activity and upcoming events (e.g., tests and assignments), and access to frequently used reports.

3. **Books** – access Instructional Dialog Book View page.

4. **Help** - access instructions for using the different tools in Galileo.

5. **Forum** - access ATI’s Professional Development Forum to sharing experiences and obtaining assistance and resources.

6. **Tech Support** – access support documents and downloads.

7. **Site Map** - is a representation of the architecture of the application.

8. **Log out** – logs you out of the application and brings you to the ATI homepage.

To navigate around Galileo Online the red tabs at the top of the page are used. Clicking on a red tab at the top of the screen will bring you to the “default page” of that area in Galileo. For example, the default page in the **Assessment** area of Galileo is the **Score Tests** page.

You may navigate **within** a particular area of Galileo by placing your mouse over the gray menu bar that displays the Galileo tools in the area you have selected. For example, in the **Assessment** area of Galileo you may access the following tools: **Test Planning, Test Construction, Test Scheduling, Test Administration, Test Scoring, Test Results** and **Printing**.
When you place your mouse over a tool you will see:

- That the tool is a link and by clicking on this link you will be brought to that page.

OR

- That when placing your mouse over the tool, a list of links associated with that tool appears. Clicking on a link will bring you to that page.
Many pages in Galileo will provide you with an Options box at the top right-hand side of the page. To see the options available click on the (show) link.

A list of options will appear. To close the options box click on the (hide) link.

**Settings**

As explained in the previous section the first time you login to Galileo you are immediately brought to the Settings page. You may also access your Settings by clicking on the link at the top, right-hand side of your screen.

Your settings include a.) Year & Location  b.) Menu Tab  c.) Report Format
Year and Location Tab

The default settings allow you to choose where you wish to work in Galileo. Once you choose your settings, they become defaults. This means that every time you open Galileo, it will automatically open to the school, class and year that you have chosen for user settings.

Please note, this school year will stay until you manually come back and reset it to the desired year. This means that if you select a previous year, you will want to set it back to the current year before entering any data.

To set the program year

1. Use the down arrow on the School Year drop-down menu to select the school year you would like to view.

2. Click on the Save School Year and Term button.

To set the term

1. Place a checkmark for the Term(s) you would like to view.

2. Click on the Save School Year and Term button.

To set the location

1. Use the down arrows on the School and Class drop-down menus to set your preferences.

2. Your default settings will take effect after clicking on the Save Location button. You can change them at any time simply by repeating this procedure.

Menu Tab

Notice that when you first login to Galileo, you are brought to the Settings page. By clicking on the tab that reads “Menu Tab” you may select to which area you would like Galileo to “default.” Once an area is selected the application will always take you to that area upon logging in. If you leave the default setting to “None,” then you will always first be brought to this Settings page. Users typically determine which area or tab of Galileo they will spend the most time and then set this as the default.
1. Click on the Menu tab.

2. Click in the radio button of the area you would like to make your default.

3. Click on the Save Menu Tab button.

Report Format Tab
You now have the option of selecting the format of your reports. You may choose between PDF, Excel, or RTF (Rich Text Format) formats. Please note only some reports allow for flexibility in format type.

1. Click on the Report Format tab.

Note: a few reports are only available in PDF format.
2. Click in the radio button of the report format that you would like to have as a default.

3. Click on the **Save Report Format** button.

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**Check Your Roster**

The first step in using Galileo is to check and see if the students who are physically in your class or classes are indeed in the Galileo system. There are two simple ways to check the class roster – (a) student drop-down list and (b) the class roster report.

**Student Drop-down List**

On the Student Demographics page you may check the Student drop-down list.

1. When you first log in, click on the **Student/Family** tab in the red menu bar at the top of the page.

2. Click on the **Student** link under the **Records** in the grey menu bar at the top of your screen.

3. Select your **Class**.

4. Click on the **Student** drop-down box to see the list of students in your class.
Class Roster Report
On the Student Demographics page you may check the Class Roster.

1. When you first log in, click on the Student/Family tab in the red menu bar at the top of the page.

2. Click on the Student link under the Records tab in the red menu bar at the top of the page.

3. Select your Class.

4. Click on the Class Roster link under Report Options.

Question: What do I do if the Class Roster is not up-to-date?

Answer: If it is not your responsibility to enter, enroll and drop students then you will let your administrator know that your Galileo Class Roster must be tended to. If it is your responsibility to handle student enrollment you will want to follow the directions found in the A Guide to Lead Staff: Galileo Assessment manual.
Assign the Student a Password

Once a student is in your class you will want to check and see if the student has been assigned a password. If he or she hasn’t yet been assigned a password, you may assign him or her a password by following the directions listed below.

Login Name Guidelines
A student’s login name must be at least 5 characters with a maximum of 40 characters. You may use alphanumeric characters for the login name.

Password Guidelines
Passwords must adhere to the following rules:

- Must be at least 6 characters.
- Cannot match your Login Name.
- Cannot match your first or last name.
- Cannot contain the characters ', --, *, #, or %.
- Cannot be the word ‘password’.
- Choose a password that contains a mixture of letters and numbers.

Check to see if a password has been assigned

1. When you first log in, click on the Setup tab in the red menu bar at the top of the page.

2. Click on the Student/Family Accounts link under User Accounts in the grey menu bar at the top of your screen.

3. Use the down arrow on the Class drop-down menu to select the class.

4. Click on the View Student user accounts link. A list of students and their usernames and passwords will appear. If the student whom you’ve just
entered or enrolled already has a password, you are done. If the student does not have a password, you will want to assign one now.

### Assign passwords if needed

5. Click on the Student Passwords link to go back to the previous screen.
6. Verify the Class in the drop-down menu.
7. Use the down arrow on the Student drop-down menu to select the student.
8. Fill in the requested information.
9. Click on the Save User button.

### Delivery Assessment Options

There are three methods for delivering an assessment. They are:

1. **Online** – Students complete the test on the computer through the K-12 Student/Parent Center.
2. **Offline** – Students use a Test Booklet and mark their responses on scannable Answer Sheets.
3. **Wireless Responders** – Students use Galileo-supported wireless responders to complete the test. If using the eInstruction wireless responders, the test can be administered in Teacher-Managed mode or Student-Managed mode. Teacher-Managed mode is available for the Promethean Activote wireless
responders and Student-Managed mode is available for the Promethean ActivExpression responders.

**NO MATTER WHICH DELIVERY METHOD IS USED THE TEST MUST BE SCHEDULED.** A test can be scheduled at the District-, School-, and Class-level. The information in this manual addresses scheduling an assessment at the Class-level.

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**Schedule a Test**

Once you have learned that a test has been published, or once you have published the test you created, you will want to schedule the test to be taken. Please keep the following things in mind:

- Tests are scheduled by class.
- When scheduling a test, you will only want to make it available for the amount of time that students will have available to take the test. If you make a test available for longer than that, a student could log into the system, retake the exam, or change his or her answers.
- If your students will be taking the test offline, that is taking the test with pencil and paper, you will still need to schedule the test for the date and time that you will manually be distributing the assessment. You will find directions on how to print copies of an offline test in the *Offline Print Options* section, page 23.

**Scheduling Impacts Reports**

How assessments are scheduled will impact the report results. It is ideal to schedule assessments only for the classes in which students will take the test. Limiting who is scheduled for a test will allow for more accurate measuring of participation.

**Bulk Scheduler**

It is possible for an administrator to use the special Bulk Scheduler tool (only available to district- and school-level users) to schedule grade-level tests across the district, at selected schools and for selected classes as needed. The Bulk Scheduler tool may be used to schedule an online, offline, and wireless responder administered assessment. Refer to the *A Guide for Galileo K-12 Online Bulk Scheduler* document for further information on this feature.
Steps for Scheduling a Test using the Class Calendar
Class-level users must be scheduled by class following these directions.

1. When you first log in, click on the Assessment tab in the red menu bar at the top of the page.

2. Click on the Class Calendar link Test Scheduling in the grey menu bar at the top of your screen.

3. Click on the Schedule Test link.

4. Use the down arrow on the Class drop-down menu to select the class for which you wish to schedule a test.

5. Use the down arrow on the Library drop-down menu to select the library that stores the test you wish to schedule. Notice that the computer has automatically created a library for each class-level user.
6. Use the down arrow on the **Test** drop-down menu to select the test you wish to schedule.

<table>
<thead>
<tr>
<th>Class</th>
<th>Adams's Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>SA District Test</td>
</tr>
<tr>
<td>Test</td>
<td>KAS 4th Grade Reading and Literature Test v4</td>
</tr>
</tbody>
</table>

7. Under **Test Availability** use the down arrows on the **From** and **To** drop-down menus to select the date and time you would like to schedule the test. Please note, you will only want to make it available for the amount of time that students will have available to take the test. If you make a test available for longer than that, a student could log into the system, retake the exam, or change his or her answers.

8. Determine if and when you would like to post students' scores in the **K-12 Student/Parent Center** by checking the appropriate checkbox and selecting the date and time you'd like to make the scores available to students.

9. If you are using Galileo’s electronic gradebook, place a checkmark in **Includes scores in Gradebook** and select the **Subject**.

10. Determine if you would like to **Randomize test questions**. If yes, click on the checkbox. The randomize feature only applies to tests taken online. Do not randomize 1st or 2nd grade assessments.

11. Type in and confirm the **password** that students will use to access the test online when they are in the Student/Parent Center. You will provide students with this password when you are ready to have them take the test. Please
note, passwords are linked to a class. This means if you have multiple classes taking the same test, you will need to set-up a password for each class taking the test.

12. Click on the **Save** button.

## View, Edit or Delete a Daily Test Schedule

**View a Test Schedule**

Galileo allows you to view all the tests scheduled within any time period you specify.

1. When you first log in, click on the **Assessment** tab in the red menu bar at the top of the page.

2. Click on the **Class Calendar** link **Test Scheduling** in the grey menu bar at the top of your screen.

- **OR** -

1. When you first log in, click on the **Curriculum** tab in the red menu bar at the top of the page.

2. You are automatically brought to the Class Calendar page.
3. Select the class whose test schedule you would like to see.

4. On the calendar click on the link of the test you wish to view, edit or delete.

**Edit a Test Schedule**

If a test has not yet been taken by a student you may edit the date, time, posting instructions, or password. If a test has been taken by students you will be notified at the top of the screen that you may only edit the posting of test scores. To edit a test follow steps listed above and then:

5. Make your changes.

6. Click on the **Save** button at the bottom of the page.
Delete a Test Schedule

If you ever need to delete a test schedule you may do so by following the steps listed on the previous pages and then by following the directions listed below. Please note, you cannot delete a test schedule once the test has been taken by students.

7. Click on the **Delete** button. You will receive a pop-up warning that says, "Delete Schedule? You will not be able to recover the deleted schedule. Any Answer Sheets printed with this schedule will be unusable."

8. If you're sure, click on the **OK** button. If you made a mistake, or changed your mind, click on the **Cancel** button.

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Students Take a Test Online

Students may take the test on the computer on the date and at the time that you specified when you scheduled the test. Students access the test using their student passwords, by logging into the K-12 Student/Parent Center.
Once in the K-12 Student/Parent center they will click on the Take Test link.

You will then provide students with the test password that you set up when you scheduled the test. Students will be able to access the online test for the time period you specified when you scheduled the test. Please refer to the A Student’s Guide for K-12 Student/Parent Center for further details.

**Test Monitoring**

The Test Monitoring page is a place users can come, to monitor student progress on a test, while the test is in session. (This page is populated once an assessment’s Answer Sheet is scanned into Galileo.) This page will automatically refresh every ten seconds, providing the users up-to-date information on how students are answering the questions.
At the top of the page each student is listed with the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Questions Correct</th>
<th>Questions Incorrect</th>
<th>Unanswered Questions</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Questions Correct</th>
<th>Questions Incorrect</th>
<th>Unanswered Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Luke</td>
<td>12 of 12</td>
<td>0 of 12</td>
<td>0 of 12</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>B</td>
<td>A</td>
<td>C</td>
<td>D</td>
<td>B</td>
<td>C</td>
<td>B</td>
<td>12 of 12</td>
<td>0 of 12</td>
<td>0 of 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adam, Steven</td>
<td>7 of 12</td>
<td>2 of 12</td>
<td>3 of 12</td>
<td>A</td>
<td>C</td>
<td>A</td>
<td>B</td>
<td>D</td>
<td>C</td>
<td>B</td>
<td>D</td>
<td>B</td>
<td>7 of 12</td>
<td>2 of 12</td>
<td>3 of 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, John</td>
<td>7 of 12</td>
<td>2 of 12</td>
<td>3 of 12</td>
<td>C</td>
<td>C</td>
<td>A</td>
<td>B</td>
<td>A</td>
<td>C</td>
<td>C</td>
<td>B</td>
<td>7 of 12</td>
<td>2 of 12</td>
<td>3 of 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earle, Alicia</td>
<td>10 of 13</td>
<td>3 of 13</td>
<td>6 of 13</td>
<td>B</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>C</td>
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<td>A</td>
<td>B</td>
<td>10 of 13</td>
<td>3 of 13</td>
<td>6 of 13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gregory, G3</td>
<td>9 of 12</td>
<td>6 of 12</td>
<td>3 of 12</td>
<td>B</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>C</td>
<td>D</td>
<td>A</td>
<td>C</td>
<td>10 of 13</td>
<td>3 of 13</td>
<td>6 of 13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zon, Mario</td>
<td>6 of 13</td>
<td>2 of 13</td>
<td>4 of 13</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>A</td>
<td>C</td>
<td>D</td>
<td>C</td>
<td>C</td>
<td>6 of 13</td>
<td>2 of 13</td>
<td>4 of 13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Questions Correct** - out of the total number of questions on the test, the total number of questions that are correct.
- **Questions Incorrect** - out of the total number of questions on the test, the total number of questions that are incorrect.
- **Unanswered Questions** - out of the total number of questions on the test, the total number of unanswered questions.

At the bottom of the page, the following information is listed about the class:

<table>
<thead>
<tr>
<th>Totals</th>
<th>Questions Correct Total</th>
<th>Questions Incorrect Total</th>
<th>Unanswered Questions Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>53 of 04</td>
<td>12 of 04</td>
<td>19 of 04</td>
<td></td>
</tr>
</tbody>
</table>

100%  4.20%  35.20%

Please note, for a student to be included in the class total below they must have answered at least one question on the test.

- **Questions Correct Total** - out of all the questions that can be answered (total number of currently answered questions on the test \(X\) total number of students in the class taking the test), the total that are correct.
- **Questions Incorrect Total** - out of all the questions that can be answered (total number of currently answered questions on the test \(X\) total number of students in the class taking the test), the total that are incorrect. This includes wrong and unanswered questions.
- **Unanswered Questions Total** - out of all the questions that can be answered (total number of currently answered questions on the test \(X\) total number of students in the class taking the test), the total that are unanswered.
1. When you first log in, click on the **Assessment** tab in the red menu bar at the top of the page.

2. Click on the **Test Monitoring** link under **Test Results** in the gray menu bar at the top of your screen.

3. If you are a district-level user or a school-level user with access to more than one school, select the **School**.

4. Use the drop-down menus to select your **Class**, **Library**, and **Test**.

   - The page will refresh with the real-time data. The table is automatically refreshed every 10 seconds, so there is no need to click the **Refresh** button on your browser.

---

**Students Take a Test Offline**

**Offline Testing Process**

To administer a test offline the following steps must be taken:

1. **Print the Test Booklet** directly from Galileo. (Directions found in the Print Test Booklet section, page 25.) Once you have an original, sufficient copies should be made so that each student taking the assessment has their own Test Booklet.
2. The assessment must be **scheduled** for each class that will be administering the assessment. Scheduling of these assessments is done through Galileo’s Class Calendar page or using the Bulk Scheduler tool. (Directions found in the Schedule a Test section, page 14.)

3. If administering offline using Plain-Paper Scanline, print the **Answer Sheets** directly from Galileo. (Directions can be found in the Scanline manual.) If using Hi-Speed Scanline, print the Answer Sheets directly from Scanline. (Directions found in the **Scanline** manual.)

4. If administering kindergarten assessment, print **Grading Sheets**. (Directions found in the Kindergarten Assessment document.)

5. Print the optional **Worksheets** directly from Galileo. (Directions found in the Print Worksheets section, page 27.)

6. **Administer** the assessment according to your district protocol.

7. **Collect** the Test Booklet and the Answer Sheets or Grading Sheets.

8. **Scan** the completed Answer Sheets or Grading Sheets into the computer with Scanline. (Directions can be found in the **Scanline** manual.)

9. **Manually score** items, if necessary. (Refer to the View and Score a Test section, page 31.)

10. Test scores are immediately available for **analysis**. (Refer to the Fundamentals of Galileo K-12 Online: Generating Assessment Reports manual.)

---

**Offline Print Options**

In instances where a student or students cannot take the test online, you may print out the test online and provide the test to the student or students as a pencil and paper test. Galileo also provides users with the ability to print out Answer Sheets on ATI-supported Brother scanner or use their already purchased NCS Galileo-compatible forms. Once the students have finished the test you will collect the tests and scan the tests into Galileo using Scanline to be scored automatically and manually enter the essay and work sample scores into Galileo.
When giving an offline test, you will need to print the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Required</th>
<th>This item contains…</th>
<th>Scanline</th>
<th>Steps can be found in…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Booklet</td>
<td>Yes</td>
<td>The questions and possible answers</td>
<td>May print to any printer and copy</td>
<td>This manual</td>
</tr>
<tr>
<td>Answer Sheets</td>
<td>Yes, for grades 1-12</td>
<td>The personalized “bubble sheet” for the student to complete</td>
<td>Must be printed to an ATI-supported printer</td>
<td>A Guide for Galileo K-12 Online Print Plain-Paper Answer Sheets and Scanline manual</td>
</tr>
<tr>
<td>Worksheets</td>
<td>No</td>
<td>The personalized blank paper for the student to show any work</td>
<td>Must be printed to an ATI-supported printer</td>
<td>A Guide for Galileo K-12 Online Print Plain-Paper Worksheets and Scanline manual</td>
</tr>
<tr>
<td>Grading Sheets</td>
<td>Yes, for kindergarten</td>
<td>The personalized “bubble sheet” for the teacher to complete</td>
<td>Must be printed to an ATI-supported printer</td>
<td>A Guide for Galileo K-12 Online Print Plain-Paper Grading Sheets and Scanline manual</td>
</tr>
<tr>
<td>Answer Key</td>
<td>No</td>
<td>A teacher’s answer key showing correct answer</td>
<td>May print to any printer</td>
<td>A Guide for Galileo K-12 Online Print Plain-Paper Grading Sheets</td>
</tr>
</tbody>
</table>

Kindergarten assessments are handled a little differently than other grades. Kindergarten teachers receive a Test Booklet, but instead of receiving a Test
Booklet for each of their students, they receive one Test Booklet for their class. Additionally, instead of generating Answer Sheets for students, Grading Sheets are generated. The teacher, not the student, will be marking the Grading Sheet. Please refer to the Kindergarten Assessment document for further details.

Refer to the Scanline manual for instructions on how to download the Scanline software, print answer/grade sheets, and scan test results.

**Print Test Booklet**

1. When you first log in, click on the Assessment tab in the red menu bar at the top of the page.

2. Click on the Print Test Materials link under Printing in the gray menu bar at the top of your screen.

3. Click on the Print Test Booklet link.

   - Print Test Booklet
   - Print Answer Sheets
   - Print Worksheets
   - Print Grading Sheets
   - Print Answer Key

4. Use the down arrow on the Class drop-down menu to select the class for which you wish to print a test. As a class-level user your class will automatically appear in this drop-down box.

5. Use the down arrow on the Library drop-down menu to select the library from which you wish to print a test.
6. Use the down arrow on the **Test** drop-down menu to select the test you wish to print.

   | Class: 4th Grade |
   | Library: SA District Test |
   | Test: KAS 4th Grade Reading and Literature Test |

7. (Optional) Uncheck the “Start Item Family stories on new page.” Unchecking this box may result in a story, poem, etc., appearing on a different page than the related test question. Leaving this box checked will keep this content together, but will result in more white space and a test that is more pages.

8. (Optional) If you would like to print a copy of the test with the correct answer identified check the **Show Correct Answer** box.

9. (Optional) If you would like to include the **Performance Objective** for each question, check this field.

10. Click on the **Print/Preview** button.

You will distribute the tests and Answer Sheets to students during the time you scheduled.

**Print Answer Sheets**

Districts administering grades 1-12 assessments have two Scanline options available to them. If administering Kindergarten assessments, refer to the **Kindergarten Assessments** section, page 27.

1. **Plain-Paper.** The Scanline Plain-Paper option is used by districts who are using the ATI-supported Brother Scanner to scan test results into Galileo.

2. **Hi-Speed.** The Scanline Hi-Speed option is used by districts that are using the NCS scanners onsite to scan test results into Galileo. These scanners are compatible with the 910-Blue 100 Answer Form 219482 or the 915-Orange 350 Answer Form 224944.

These scanning units must be connected to a PC with Windows 2000, XP, or Vista and have Internet access. Only the scanning operation and Scanline application require the computer; other Galileo K-12 applications are web-based and are compatible with both Macintosh and Windows operating systems.
Please note, only programs that have the Scanline component of Galileo Online testing can scan tests into Galileo to be automatically scored.

**Plain-Paper Version**

If you are using the Plain-Paper version of Scanline you will want to print the Answer Sheets from Galileo. Please refer to the A Guide for Galileo K-12 Online Print Plain-Paper Answer Sheets document or the Scanline manual for directions.

**Hi-Speed Version**

If you are using the Hi-Speed version of Scanline, you will use NCS proprietary scan sheets and preslug them using the Scanline Preslugger tool. Please refer to the Scanline manual for directions.

**Print Worksheets**

If you are using the plain-paper version of Scanline you may choose to print worksheets. A worksheet is a piece of paper that, like the Answer Sheet has a barcode that is link to an individual student who is taking a particular test in a specific class. If you would like to see and record student’s work on multiple choice, yes/no, true/false and short answer questions, you may use this paper for that purpose. You may also provide these worksheets to students for work sample and essay questions. Just as with the Answer Sheets, you will scan these worksheets using the scanners. You may then access student’s work online.

Please refer to the A Guide for Galileo K-12 Online Print Plain-Paper Worksheets document or the Scanline manual for printing Worksheet directions.

The hi-speed version of Scanline does not support the printing of worksheets.

**Kindergarten Assessments**

Kindergarten assessments are handled a little differently than assessments for other grades. Kindergarten teachers still receive a Test Booklet, but instead of receiving a Test Booklet for each of their students, they receive one Test Booklet for their class. The Test Booklet is designed as a flip book; therefore, it is formatted differently than other Test Booklets.

Additionally, instead of generating Answer Sheets for students, Grading Sheets are generated. Like the Answer Sheet, the Grading Sheet is personalized for each student. The teacher, not the student, will be marking the Grading Sheet.

Please refer to the Kindergarten Assessments document for instructions on printing the kindergarten assessment materials.
Scan Completed Offline Tests

Once students have taken an offline test, those tests may be scanned into Galileo. Once tests are scanned into Galileo, Galileo will automatically score the multiple choice, true/false and yes/no items. If the test was taken online then Galileo will also score the short answer questions.


Students Take a Test using Wireless Responders

Students may complete Benchmark and Formative assessments (as well as Dialogs) using wireless remotes (e.g., eInstruction or Promethean) and Mercury application.

System Requirements

Before the assessment can be given it is necessary that the user’s computer have the necessary software and hardware configured if wireless remotes are used for online assessments (or Dialogs). Consult the System Requirements under the Tech Support link.

For Galileo, the eInstruction handsets work in a Windows and Macintosh environment; Promethean handsets work in a Windows environment.

Modes

Teachers may administer assessments (as well as Dialogs) using one of Mercury’s delivery modes:

1. Teacher-Managed Mode. This mode allows teachers to display each test question individually and allow all students to respond to each question using the eInstruction CPS RF/IR/Gen2, Promethean Activote or Promethean ActivExpression wireless remotes. Questions may be projected on the Teacher-Managed Assessment page of Galileo (accessed through Mercury) for all students to see. Students input their response into the hand-held wireless remote. Once the teacher sees that all students have responded, he or she moves everyone on to the next test question.
2. **Student-Managed Mode.** When using the eInstruction CPS wireless remotes a teacher may also opt to provide students with Test Booklets and request that students record their answers using the handsets. This mode provides students the tools needed to independently move through the Test Booklet.

Refer to the [Mercury and CPS](#), [Mercury and Activote](#), or [Mercury and ActivExpression](#) document for further details about using wireless remotes.

---

**Assessment Results**

When an assessment is administered a teacher will have immediate feedback.

**Scoring Tests**

Teachers may immediately see responses for assessments given online and with wireless responders. When administering Offline assessments teachers see feedback once Answer Sheets are scanned.

**Question Types**

A student taking a benchmark assessment will take multiple choice questions only. A student taking a formative assessment may encounter the following items:

- **Multiple Choice** – are automatically scored.
- **True/False** – are automatically scored.
- **Yes/No Questions** – are automatically scored.
- **Short Answer** – are automatically scored but a teacher may need to manually correct the scoring.
- **Work Sample** – are manually scored.
- **Essay** – are manually scored.

A final score is a combination of the automatically scored question and those questions that were manually scored.

**Result Availability**

When an assessment is administered, a user can immediately access some of the data for analysis, such as:
### Assessment Type

<table>
<thead>
<tr>
<th>Report</th>
<th>View</th>
<th>Benchmark</th>
<th>Formative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Monitoring</td>
<td>Which answers were selected</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Item Analysis Report</td>
<td>Which answers were selected</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Class Score Grid</td>
<td>Performance based on each question and overall class score</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Class Score List</td>
<td>Performance based on total points earned and overall class score</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Development Profile</td>
<td>Achievement level on each standard</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Formative Results</td>
<td>Class Development Profile&lt;br&gt;Detailed Item Analysis</td>
<td>n/a</td>
<td>Class Development Profile and Detailed Item Analysis</td>
</tr>
<tr>
<td>Benchmark Results</td>
<td>Class Development Profile&lt;br&gt;Detailed Item Analysis&lt;br&gt;Risk Level Reports</td>
<td>n/a</td>
<td>Class Development Profile and Detailed Item Analysis</td>
</tr>
</tbody>
</table>

### Data Parameters

For Benchmark Assessments, once the data parameters are generated for each assessment, the student’s Scale Score, Percentile Rank, and Risk Level are calculated.

**Participation Rate**

In order for ATI to begin applying testing parameters to your data, we are looking for 90 percent or above participation rate. The Testing Activity report allows administrators to check the progress of testing across each individual school. Your District Galileo Administrator should contact Assessment Technology (800-367-4762) if they do not foresee meeting this percentage. ATI will then run the testing parameters on your district’s data using the current participation rate.

Call ATI if you see that you will have less than 90% participation rate.
Once ATI has the necessary participation rate, the testing parameters are applied to your district’s data. Districts should allow at least seven business days for generating these parameters.

**View and Score a Test**

The Galileo application provides you with the tools to view the automatically scored test results, and to score test items manually. The following test items will need to be manually scored:

- **Short Answer** items if the test was taken *offline*. If the test was taken online by a student you will still want to double check the student’s answer. When the computer corrects short answer items taken online it does a character-by-character comparison. If the student misspelled his or her answer, failed to capitalize an answer, or used a synonym, Galileo will mark the answer wrong. You will learn how to override a scored item later in this section.

- **Essay Questions** if the test was taken either online or offline. If taken online you may read the student response off of the computer screen.

- **Work Sample** if the test was taken either online or offline.

Please note, if the student hasn’t taken the test online, or their pencil and paper tests haven’t been scanned into Galileo, you will need to select a test Schedule before you can score a test.

**Steps for Viewing and Scoring a Student**

1. When you first log in, click on the **Assessment** tab in the red menu bar at the top of the page.

2. Click on the **Score Tests** link under **Test Scoring** in the gray menu bar at the top of your screen.

3. Use the down arrow on the **School** drop-down menu to select the School.

4. Use the down arrow on the **Class** drop-down menu to select the student’s class whose test you wish to view or score.
5. Use the down arrow on the Library drop-down menu to select the library that stores the test you wish to view or score.

6. Use the down arrow on the Test drop-down menu to select the test you wish to view or score.

7. Use the down arrow on the Student drop-down menu to select the student's whose test you would like to view and/or score.

8. If a student hasn’t taken the test online or his or her pencil and paper test hasn’t been scanned into Galileo, you will need to select a test schedule.

Scores can be recorded using two modes – Score (unchecked) and Letter (checked).

*Score using the "Show test items with scores" Unchecked*

You may score the test using the screen that appears here, or you may click on the "Show test items with scores" textbox. The directions for the latter can be found in the Score using the "Show test items with scores" section, page 33.
9. On the left appears the number of each test item. Next appears the Possible Points for the test question. Then you have the Earned Points for each test item.

10. To view the test item and the student's response click on the View link.

11. To view scanned worksheets that may be associated with a particular question click on the worksheet icon at the top of the page.

12. Notice that the multiple choice, yes/no, true/false, and short answer questions have all been automatically scored if you indicated you wanted this when you scheduled the test.

13. Click your mouse in the Earned Points textbox, and manually enter the score for essays and work samples. You may also manually edit any earned points at this time, for example if you wanted to edit a score for a short answer response.

14. Click on the Save Scores button to save any changes that you made.

Notice the student's updated test score appears at the top of the screen.

Score using the "Show test items with scores"

9. Click on the "Show test items with scores" textbox. Each test item will appear in its entirety, as well as the earned points which may be edited.
10. Using the scroll bar on the side of the page, scroll through each question, and view the answers. Please note, answers highlighted in green were answered correctly. Answers highlighted in red were answered incorrectly.

3) Look at the dictionary examples. What are the syllables of “piggish”?  
A) @ pig/gish  
B) □ pig/gish  
C) □ piggish  
D) □ p/i/g/g/h/s/h

4) Holly was looking through books at the bookstore. She found one with the title "The Quack Frog." What is this book most likely about?  
A) □ a science book about frogs  
B) @ a science book about ducks  
C) □ a story about a frog that quacks like a duck  
D) □ a newspaper article about frogs in Arizona

11. (Optional) As you scroll down the page, you may manually score any questions that were not automatically scored such as essays and work samples. Click your mouse in the Earned Points box, and type the score.

12. (Optional) Attach any relevant work samples to work sample test items. Please note, whether the work samples themselves need to be scanned or the digital picture of your work sample downloaded, you must save the sample on your hard drive in order to attach it electronically. Once this has been done you may simply click on the Browse button.

Enter filename for work sample

Find the location of the file on your hard drive that you wish to attach. Double click on that file, or click on the open button to attach it.
13. To view scanned worksheets that may be associated with a particular question click on the worksheet icon at the top of the page.

14. Click on the **Save Scores** button to save any changes that you made.

**Score All Students at One Time**

1. When you first log in, click on the **Assessment** tab in the red menu bar at the top of the page.

2. Click on the **Score Tests** link under **Test Scoring** in the gray menu bar at the top of your screen.

3. Use the down arrow on the **School** drop-down menu to select the School.

4. Use the down arrow on the **Class** drop-down menu to select the student’s class whose test you wish to view or score.

5. Use the down arrow on the **Library** drop-down menu to select the library that stores the test you wish to view or score.

6. Use the down arrow on the **Test** drop-down menu to select the test you wish to view or score.
7. Use the down arrow on the **Student** drop-down menu to select the [All Students] option.

```
School: Desert Elementary School
Class: Mary's Class
Library: 5th Grade Fractions
Test: Adding Fractions
Student: [All students]
```

8. Select the **Test Schedule** if the students have not taken the test online or their pencil and paper test have not been scanned into Galileo.

```
```

Scores can be recorded using two modes – Score and Letter.

**Score Mode**

```
<table>
<thead>
<tr>
<th>Student</th>
<th>Score 1</th>
<th>Score 2</th>
<th>Score 3</th>
<th>Score 4</th>
<th>Score 5</th>
<th>Score 6</th>
<th>Score 7</th>
<th>Score 8</th>
<th>Score 9</th>
<th>Score 10</th>
<th>Score 11</th>
<th>Score 12</th>
<th>Score 13</th>
<th>Score 14</th>
<th>Score 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam, Lakesha</td>
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</tr>
<tr>
<td>Adam, Steven</td>
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<td>0</td>
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<tr>
<td>Blake, Susan</td>
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<td>Corrall, Brian</td>
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<td>Jones, Jason</td>
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<tr>
<td>Michael, meg</td>
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</tr>
<tr>
<td>Robies, David</td>
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<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Save Scores**
```

9. Select the **Score** radio button.

10. Enter the points earned for each question in the grid.

    a. For ATI-created tests, it will always be 1 point for a correct answer, 0 points for an incorrect one.

    b. You may use the **Tab** key between fields for quick data entry.

11. Click on the **Save Scores** button.
Letter Mode

<table>
<thead>
<tr>
<th>Student</th>
<th>Score</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Pamela</td>
<td>58.33 %</td>
<td>B</td>
<td>A</td>
<td>C</td>
<td>C</td>
<td>A</td>
<td>B</td>
<td>B</td>
<td>A</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>A</td>
<td>Anderson, Pamela</td>
</tr>
<tr>
<td>Agglestone, Mary Jane</td>
<td>96.07 %</td>
<td>B</td>
<td>A</td>
<td>B</td>
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<td>B</td>
<td>A</td>
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<td>D</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>A</td>
<td>Agglestone, Mary Jane</td>
</tr>
<tr>
<td>Arthur, Chester</td>
<td>91.07 %</td>
<td>B</td>
<td>A</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>C</td>
<td>D</td>
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<td>C</td>
<td>B</td>
<td>C</td>
<td>B</td>
</tr>
<tr>
<td>Ashley, Jane W.</td>
<td>--</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>A</td>
<td>D</td>
<td>B</td>
<td>C</td>
<td>C</td>
<td>A</td>
<td>Ashley, Jane W.</td>
</tr>
<tr>
<td>Blake, Mindy</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
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<td>--</td>
<td>--</td>
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<td>--</td>
<td>--</td>
<td>Blake, Mindy</td>
</tr>
<tr>
<td>Bob, Gabriel</td>
<td>8.33 %</td>
<td>C</td>
<td>B</td>
<td>C</td>
<td>C</td>
<td>A</td>
<td>D</td>
<td>A</td>
<td>B</td>
<td>B</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>Bob, Katherine</td>
<td>8.33 %</td>
<td>C</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>A</td>
<td>C</td>
<td>B</td>
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<td>C</td>
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<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>Brown, Angie</td>
<td>33.33 %</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
</tbody>
</table>

9. Select the **Letter** radio button.

10. Enter the letter of the student’s selected answer in the grid. You may use the **Tab** key between fields for quick data entry.

11. Click on the **Save Scores** button.

**Writing/Work Sample Scores**

If you have an essay or work sample that measured more than one objective, you will score each standard or trait separately. Please note, when ATI creates a writing benchmark assessment the test is often identified as being a trait assessment. This allows the users to grade each trait separately. It also allows the user to run the Writing Test Scores report.

You may record test scores for all the students in your class at one time by selecting the [All Students] option when making your initial **Class, Library, Test** and **Student** selections as described in steps 1-8 under **Score All Students at One Time**, page 35.

9. Select the **Score** radio button.
10. Enter the points earned for each question in the grid. You may use the Tab key between fields for quick data entry.

<table>
<thead>
<tr>
<th>Score Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Allen, Julianne</td>
</tr>
<tr>
<td>Alman, Elizabeth</td>
</tr>
<tr>
<td>Barry, Brian</td>
</tr>
<tr>
<td>Coulings, Kendra</td>
</tr>
<tr>
<td>Dennis, Tiffany</td>
</tr>
<tr>
<td>Daniels, Christian</td>
</tr>
<tr>
<td>Burns, Phillip</td>
</tr>
<tr>
<td>Gwen, Tracy</td>
</tr>
<tr>
<td>返还, Juliane</td>
</tr>
<tr>
<td>Hernandez, Guettro</td>
</tr>
</tbody>
</table>

9. Click on the **Save Scores** button.

**Data Analysis**

There are various reports that can be generated to help the Galileo user interpret the assessments results. Please refer to the Reference Guide for each report or the Fundamentals of Galileo K-12 Online: Generating Assessment Reports manual.