Administering Assessments in EADMS

This cheat sheet will help you administer the assessments you have created in EADMS.
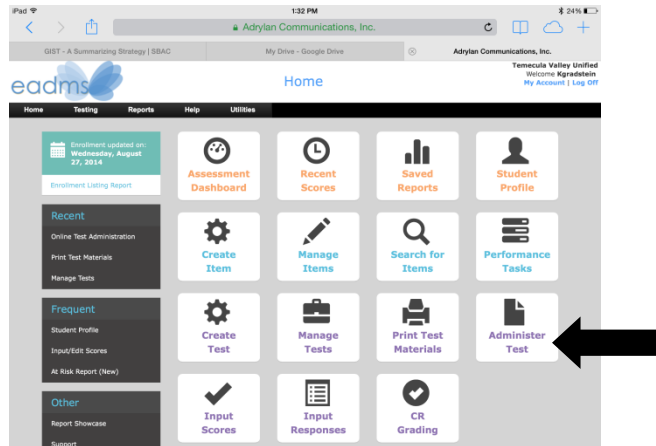
Before you do this, all students will need access to a computer or laptop.

You are about to open a test session which will only be open for login for thirty minutes. Be in the computer lab or make sure each student has a Chrome Book before getting started.

DIRECTIONS FOR STAFF

Login to **EADMS**

Click on **ADMINISTER TEST**
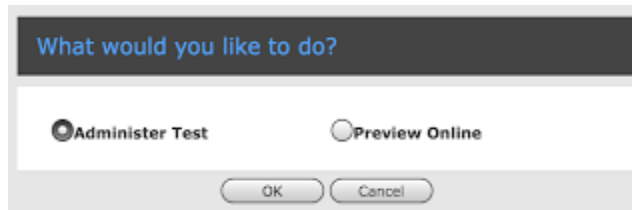

Find the test you want and click on **SELECT**

A small window will open up

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What would you like to do?

○ Administer Test   ○ Preview Online

(OK) (Cancel)

Click on **ADMINISTER TEST** and then click **OK**

Click on **START SESSION**

📄 **Proctor Test**

Test: 204637 - TVUSD CCSS ELA 12 - Op Ed Page
Administration: Fall Quarter 1 2014-15 (9/11/2014 - 9/26/2014)

Students will be able to use the generated Session ID to start taking the test within 30 minutes of the start time.

Start Session ⬅

Once you click on this, a **SESSION ID** will be created.   Students will need this session ID to take the test.

The online testing session has been started. Students will be able to login within 30 minutes of the time when you started the session by using their Student ID and the Session ID below.

Session ID: 8CWQ1T ⬅

Each student will also need their Student ID number which is the 10000 . . . number.   The best option would be to provide each student with an index card with their Student ID number on it. They will need this number every time they need to login to take an assessment in EADMS.

Once you have a session ID and students have their student ID numbers, they are ready to take the test.

DIRECTIONS FOR STUDENTS

Go to you School **WEBSITE**

Click on the **EADMS** icon (Bottom right of the front page)

eadms

Click on **LOG IN TO ONLINE TESTING**

Log in to Online Testing

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Students now need to enter their:

STUDENT ID NUMBER

Session ID - the one you created a few steps ago

Once typed in, students will click **LOG IN**

If the log in does not work, students may have to choose our district from a drop down menu. If so, choose Temecula from the drop down menu, and click Log In again. Once logged in, students will be immediately taken to the window to begin taking the assessment.

Students will click **BEGIN TEST** to take the assessment

After each question, students will click **NEXT**

When done with all questions, students will click **FINISH**

Students will now review their answers.

Once students are sure of their answers, they will click **SUBMIT TEST**.

Congratulations, you are done! Now, go back to EADMS to see how the students did.