



NY ASSESSMENT PRACTICE – CHECKLIST

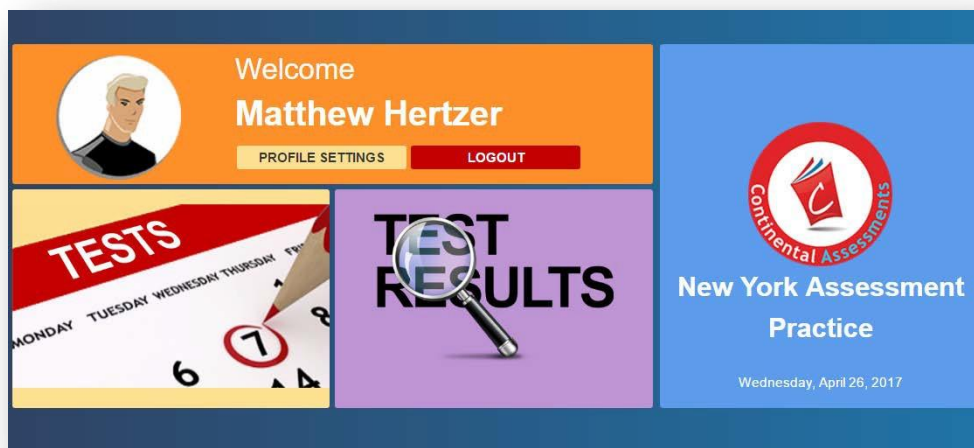
Getting Started with New York Assessment Practice: Checklist for Teachers (updated September 2019)

Classroom Setup

- Set up the student devices: Is there a shortcut icon for New York Assessment Practice on the desktop or home screen? Click and drag the lock symbol on the URL <https://ny.continentalassessments.com> to add the icon. Or save the URL to favorites. For iPads, add it to the device home screen.
- Schedule enough time: New York Assessment Practice tests take approximately one hour to complete. Make sure that students have a quiet place to work.

Administering the Tests

- Y Log into the practice test: Bring up the New York Practice Assessments URL in the browser. Students will type in the School Name in the School Name field. Usually the name will come up after the student types in the first few letters. Click on it to populate the field. The username will be the assigned login ID in the class roster. Check your class roster to confirm the logins. If the student has forgotten the assigned password, you can reset it in the roster.
- Y Click on the Tests Tile: Once students log in, the dashboard will load and they will see two options – Tests and Test Results. Click on the Tests Tile to begin the practice test.

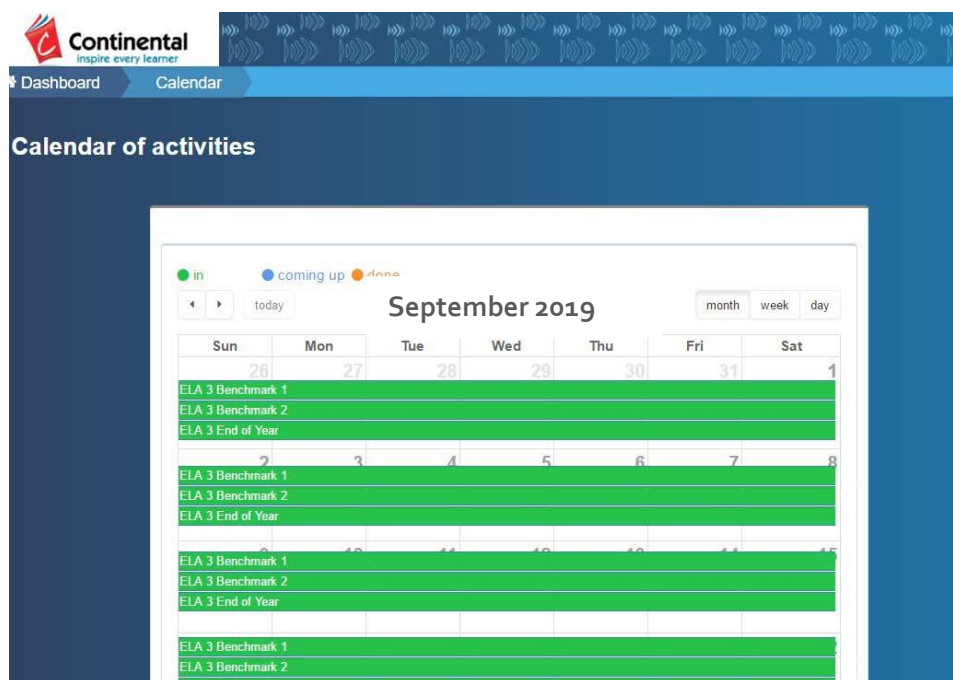




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If a student is in more than one class, there will be a dialog box asking the student to select the class/test to complete. (e.g. ELA 6th Grade). The calendar will now appear.

Select the test from the calendar: Students should now see a calendar with a green bar. Click the bar to begin the test.



Exit the Test: If students need to sign out before the test is finished, they click Save and Exit. Their work will be saved and they can resume the next time they log in. When students are finished, they select the Finished button to complete the test.

Reviewing Results

- Log into your Teacher Dashboard using your credentials to review the tests and score open response questions. Read the Teacher’s Guide for tips on reviewing and scoring tests.
- Download results from the Summary report to your desktop to review offline or import into school reports.

If you have questions, you can also call us toll-free at toll-free phone: 800.233.0759 or send an email to the Continental customer service team at edcsr@continentalpress.com

You can also start a live chat from your Teacher Dashboard.