

Preparing for Online Testing

– Schoolnet, NWEA, ISTEP, ECA –

Most online testing software takes control of the computer and blocks other programs from being able to run at the same time. If another program tries to run during testing, the testing software will usually halt the test until the teacher can check the situation and then tell the testing software to continue.

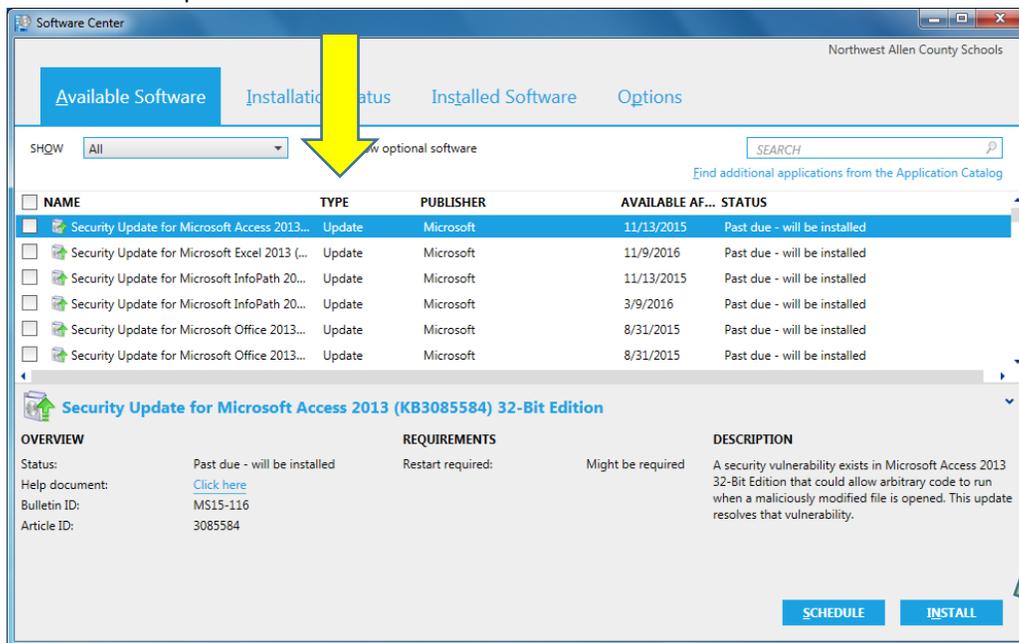
Before beginning an online test, it is important to have all Windows and other updates completed, including any required restarts. Even if a recent update didn't require a restart, it is best to fully shut down and restart the computer anyway to make sure all background programs have been fully stopped. If the online test will require any volume changes or adjustments to the brightness settings, make those changes before starting the test. Even using the Function keys to make those adjustments during a test can cause it to stop.

Do the following steps before each online testing session, preferably a few days in advance so there is time to work with the Help Desk if there are errors that restarting does not solve.

I. Check that All Updates are Installed

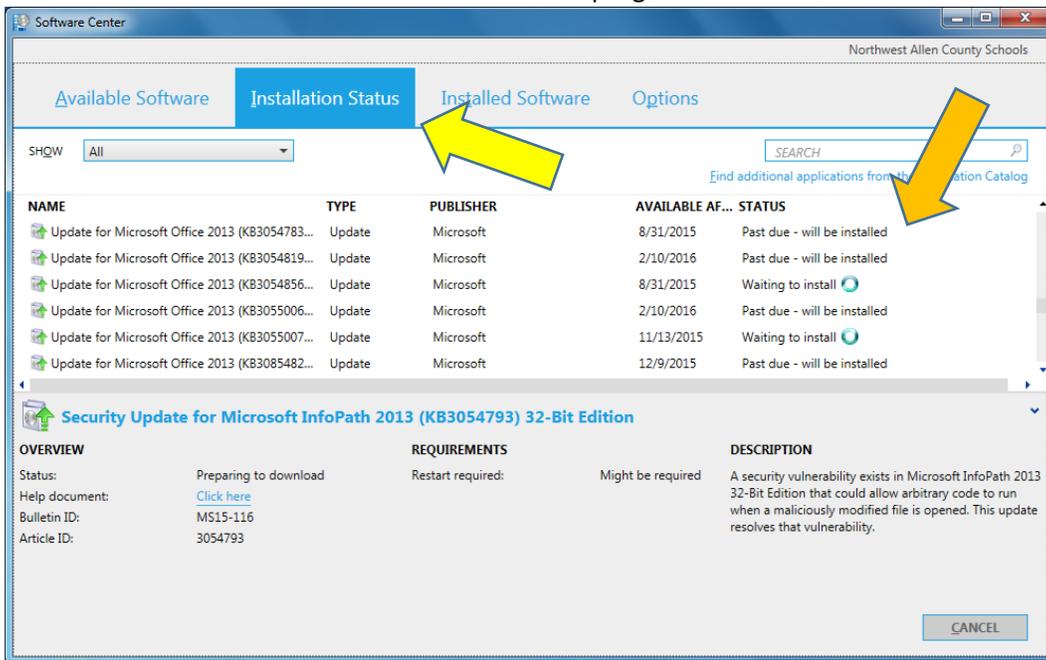
Normally, all updates will install automatically behind the scenes and prompt you to restart when that is needed. If these prompts are interrupted or ignored, there may be updates waiting to install.

- Double-click the Software Center icon on your desktop or in the Start menu.
- On the "Available Software" tab, look in the Type column for any marked as an Update.
- Select all the Update lines and click the Install button.

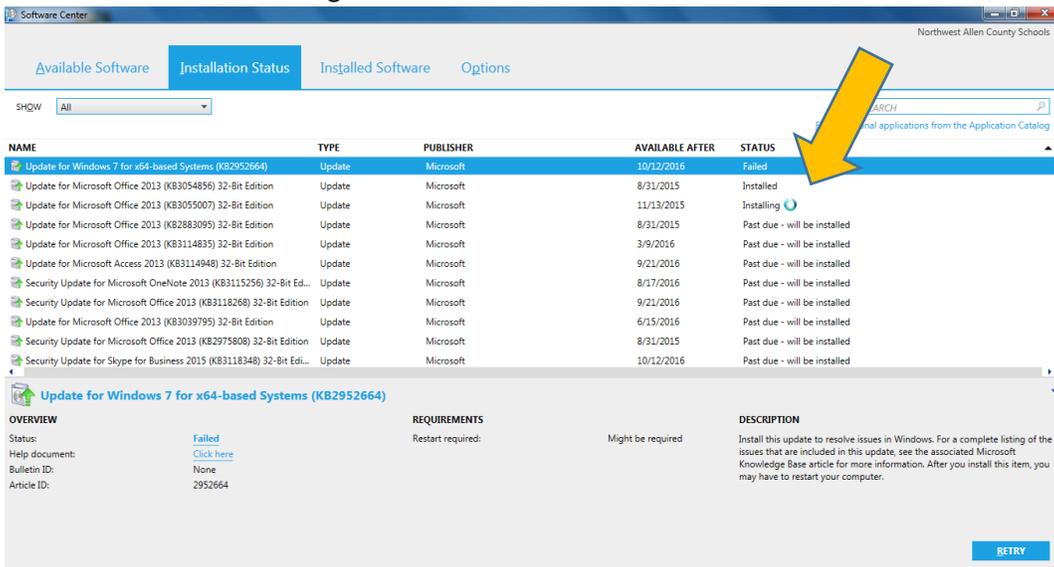


Other programs listed here are optional or for specific classes, so you can skip them.

- d. Click on the “Installation Status” tab to check the progress in the Status column:

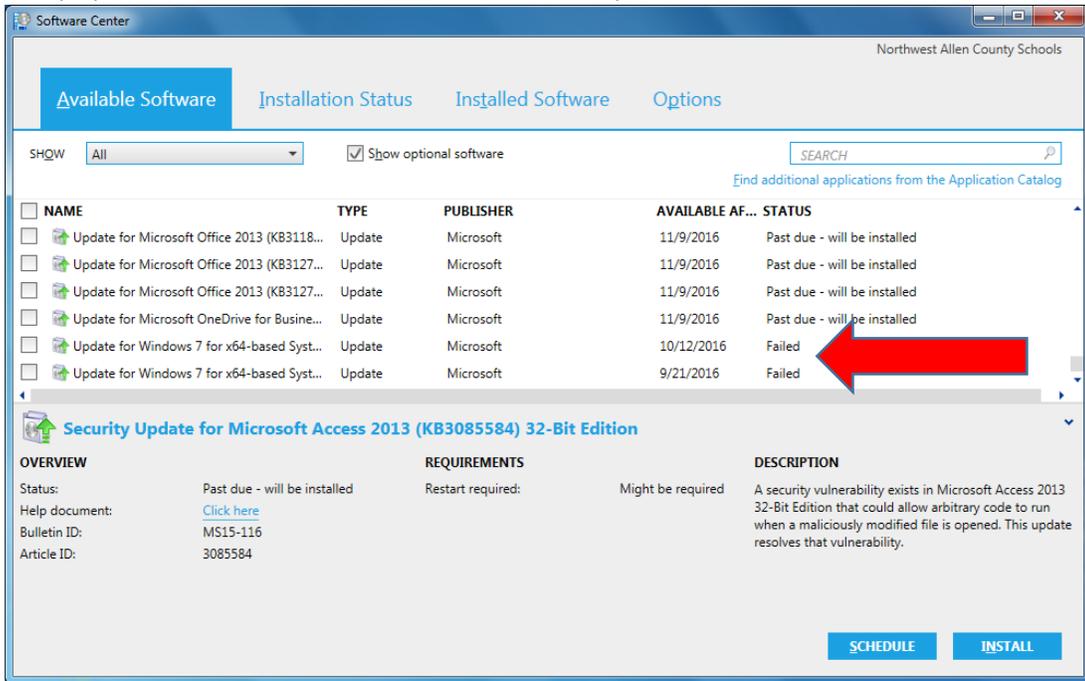


You will see some “Installing”:



- e. When the updates finish, you will get a Restart message in Software Center and in the System Tray by the clock in the bottom right of your desktop. Restart then check for more updates in Software Center. Some updates can't begin until after others have run and a restart is done.

- f. If any updates show as Failed, select them and Retry.



- g. If they continue to fail, go to the media center or create a Help Ticket. Some errors can be fixed remotely and would not require you to get a loaner laptop. Watch your Gmail account for contact from the Technology Department.

II. Confirm that the Correct Test Icon is Working

Test	Icon	Instructions
ECA		
ISTEP		<ul style="list-style-type: none"> • Open the program. • Choose Indiana. • Click the icon in the upper right corner and choose App Check. • Notify your teacher if App Check lists any errors.
NWEA		
Schoolnet		

III. Have Other Issues Repaired

If your laptop has any physical damage such as broken keys or screen, take it to the Media Center immediately so that repairs can get started. If you have had any other software issues that don't go away after updating and restarting, take it to the Media Center or create a Help ticket describing the problem. Watch your email for a reply from the Technology Department with instructions for a fix.