Coaches: Instructions for Team Training

Registering Students

Click on "Team Training".

Log in using your username and password provided to you by USAD.

Once logged in you should see this screen "Teacher Menu".



On the left side of the screen you will find a navigation menu. Click on "Student Menu" which will bring you to the following screen.

🖉 Student Menu - Windows Internet Explorer	
COO - Itc https://usad.enlyght.com/Students_Menu.asp	🖌 🔒 😽 🗙 Live Search 🖉 🔹
Ejle Edit Vjew Favorites Iools Help	
😭 🏟 🕅 Student Menu	🏠 🔹 🔂 🔹 🖶 🖓 Page - 🎯 Tools - 🍅
UNITED STATES ACADEMIC DECATHLON® TEAM TRAINING & COMPETITION	
Adin Menu Change Password Student Menu Add New Student	
Edit/Delete Student Test Menu Scrimmage Menu Report Menu Quick Manual Logout	
Done	👔 😜 Internet 🔍 100% 🔹

Click on "Add New Student" which will bring you to the following screen.

UNITED STATES ACADEMIC DECATHLON* TE AM TRAINING & COMPETITION Main Menu Change Password Student Menu Edit/Delete Student Test Menu Report Menu Quick Manual Logout Add Student Menu First Name: User Name: User Name: User Name: Edit Normal Student Student Menu Stu	🖉 Add Student - Windows Inte	ernet Explorer	
W & Eddd Student UNITED STATES ACADEMIC DECATHLON® TEAM TRAINING & COMPETITION Main Menu Change Password Student Menu Gdit/Delete Student Edit/Delete Student Back to Student Menu Student Key: First Name: Logout Middle Name: Last Name: User Name: Password: Confirm Password: REGION CHALLENGE INFORMATION Member of Team: Select a Team	COO - tt https://usad.enly	ght.com/Students_Add.asp	💌 🔒 😽 🗙 Live Search 🖉 🖓 👻
UNITED STATES ACADEMIC DECATHLON® TEAM TRAINING & COMPETITION	<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> oc	vis Help	
TEAM TRAINING & COMPETITION Main Menu Change Password Student Menu Min Mew Schlicht Edit/Delete Student Test Menu Scrimmage Menu Quick Manual Logout Widle Name: User Name: User Name: User Name: User Name: User Name: Densword: Confirm Password: Confirm Password: Select a Team	🚖 🕸 🗽 🔂		🏠 🔹 🔝 🔹 🖶 🔹 📴 Eage 🔹 🎯 Tools 👻
Alternate/Member: No - Student is NOT an alternate.	TEAMTRA Main Menu Change Password Student Menu and dew Student Edit/Delete Student Test Menu Scrimmage Menu Report Menu Quick Manual	Add Student Back to Student Menu Back to Student Menu	

Fill in the following:

First Name: Enter student's first name.

Last Name: Enter student's last name.

- User Name: This can be the student's personal email address or you may create your own (this is used for logging in purposes only and does not need to be a valid email address) Sample: <u>decathlete@school.org</u>.
- Password: The password must be between 7 9 characters. You must include both numbers and letters.

Confirm Password: Enter the same password as you did above.

You do not need to enter anything in the "Region Challenge Information".

Click "Save Student".

Build a Test

Log in at <u>www.usadtest.com</u> using your username and password provided to you by USAD.

You will come to the "Teacher Menu". Click on "Test Menu".



You will come to the screen below.

🗲 🗸 🕂 🔁 🗸	nlyght.com/Testing_Menu.asp	💌 🔒 😽 🗙 Live Search	2
e <u>E</u> dit <u>V</u> iew F <u>a</u> vorites	Iools Help		
r 🕸 🚺 Test Menu		🟠 • 🗟 • 🖶 • 🔂 e	age 🔹 🌍 T <u>o</u> ols 🔹
	ATES ACADEMIC DECATHLON® AINING & COMPETITION Test Menu Build Test - Build your own test Edit Test - Edit your generated test Test Dashboard - Start and monitor student tests and challenges Logout - Exit Testing System		
	Academic Testing Engine Version 2.b1009 Copyright 2009 by Enlyght Software. All Rights Reserved. Current Site: USADPrac		

Click on "Build Test" which will bring you to the screen below.

First, go to the bottom of the screen to "Test Question Parameters".

Select the subject you want to create a test for.

Enter in the number of questions you want on the test for that subject in the "Count" box.

Click "Add Parameter".

Below "Add Parameter" you should then see the information you just entered. "Actual" will be zero until you build the test. "Actual" is the number of questions that get added to the test.

Go to the top of the screen to "Test Information".

Fill in the "Test Name" – this may be titled whatever you wish (write down the name of the test so you can locate it later).

"Description" – You may put in any description you like or leave it blank.

"Test Time" – Input the amount of time you want to give the students to take the test.

"Start Date" – Enter in the date you want the test to be available for the students.

"End Date" – Enter in the date you want the test to be available for the students.

"Given by" – Select either student administered or teacher administered. If you choose student, the students are allowed to take the test whenever they want and as many times as they want. If you choose teacher, the students are allowed only to take the test when the teacher begins the test.

Click "Build Test".

Check the bottom of the screen under "Actual" to confirm that the number of test questions matches the number of questions you entered for the Parameters "Count".

	Count	Actual	Subject	Grade	Year	Group
Remove	10	10	Scie	Any	Any	Any

Before building another test remove the Parameter you just created by clicking on the "Remove" button. This is very important.

Follow the above instructions to create another test.

Once you have built your test(s) go to the menu bar on the left side of the screen and click on "Edit Test".

You will be in the screen you see below.

🌈 Test Search - Windows Internet Explor	er	
G + Itt https://usad.enlyght.com/Testir	ig_Search.asp?First 💌 🔒 🍕 🗙	Live Search
Eile Edit Yiew Favorites Iools Help		
🚖 🏘 🔃 Test Search		• 🔝 - 🖶 • 🔂 Page • 🎯 Tools • 🎽
UNITED STATES AC TEAM TRAINING Change Password Student Menu Build Test And Foot Scrimmage Menu Report Menu Quick Manual Logout	ADEMIC DECATHLON® B & COMPETITION earch ck to Test Menu ARCH ne: Test Key: Subject: Select a Subject Y Question Grade: Not Applicable Y Group: Select a Group Y	
Copyright	Testing Engine Version 2.b1009 2009 by Enlyght Software. All Rights Reserved. te: USADFrac	-
Current s		Internet 🔍 100% 🔻 :
4.4		10070

Enter in the "Test Name" you assigned when building the test.

Click "Search".

Your test should show up below along with the "Test Key" an example is shown below.

Student Administered Tests: The "Test Key" will be used as the "Activation Key" that you provide to the students.

Teacher Administered Tests: You will use the "Test Key" to administer the test.

🧷 Test Search - Windows Internet Explorer	
C ← It https://usad.enlyght.com/Testing_Search.asp	🖌 🔒 😽 🗙 Live Search 🖉 🗸
Eile Edit View Favorites Iools Help	
🚖 🕸 🕅 Test Search	🟠 👻 👼 🐂 🔂 Bage + 🔘 Tools + 🂙
UNITED STATES ACADEMIC DECATHLO TEAM TRAINING & COMPETITIO Main Menu Change Password Student Menu Build Test Main Menu Build Test Serimmage Menu Report Menu Logout Uguestion Subject: Select a Subject Question Subject: Select a Subject Question Group: Select a Group Search Test Name: Delete Edit Science Test I	N Test Key: Question Grade: Not Applicable ✓ Test Key: Dates Available: T7V5K6Q 09/25/2009 - 12/31/2009 eserved.
Done	🏹 🌍 Internet 🔍 100% 👻

Taking a Test

Students will log in using the username and password you provided to them and will see the screen below.

🕒 🍋 👻 👻 📩 🔁	enlyght.com/student_menu.asp	💌 🔒 🍫 🗙 Live Search	2
jile Edit View Favorites	Tools Help		
👌 🕸 🔀 Student Menu		🏠 • 📾 - 🖶 • 🖻	Page + 🍥 Tools +
	ATES ACADEMIC DECATHLON® AINING & COMPETITION		
Main Menu Change Password Test/Challenge Flash Cards Quick Quiz Logout	 Student Menu Change Password - Change your password Test/Challenge - Start a test or challenge Flash Cards - Training Center Quick Quiz - Training Center Logout - Exit Testing System 		

Students will need to click on "Test/Challenge" and will be brought to the screen below.

🖉 Activate Test - Windows In	iternet Explorer		
COO - Itc https://usad.en	yght.com/Student_Test_Activate.asp	💌 🔒 🏍 🔀 Live Search	P -
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> o	ools <u>H</u> elp		
🙀 🏘 🔣 Kctivate Test		🚹 🔹 🔝 👘 👘 🛃 Page	• 🔘 T <u>o</u> ols • »
TEAM TRA	TES ACADEMIC DECATHLON®		*
Main Menu Change Password Test/Challenge Flash Cards Quick Quiz Logout	Activate Test Activation Key: Activate Logout		≡
	PREDEFINED TESTS Find Test: Select Search Report		×
Done		🏹 🥥 Internet	💐 100% 🔹

For a **student administered** test, students will need to enter the "Test Key" as the "Activation Key" that you provide to them. Once entered, they click on "Activate", which will bring them to the test screen.

For a **teacher administered** test, click "Test Dashboard" on the left side of your screen, which will bring you to the following screen.

🧭 Test Dashboard - Windows Internet Explorer	
🚱 🕤 👻 🔣 https://usad.enlyght.com/Testing_Request.asp	Live Search
Elle Edit View Favorites Iools Help	
😪 🏟 🔃 Test Dashboard	🟠 🔹 🔝 🕣 🖶 × 📴 Page 🔹 🎯 Tools 🔹 🎽
UNITED STATES ACADEMIC DECATHLON [®] TEAM TRAINING & COMPETITION Main Menu Change Password Test Menu Build Test Verifice Sectionard Scrimmage Manu Report Menu Quick Manual Logout Quick Manual Logout Oguick Manual Logout Display questions in random order. Display questions in random order. Display answers in rest la 10/21/2009 11:29:13 AM TVSK60 Science Testing Engine Version 2.b1009 Copyright 2009 by Enlyght Software. All Rights Reserved. Current Site: USADPrac	
Done	🏹 😜 Internet 🔍 100% 🔹 🛒

Enter the Test Key in the yellow "Test Key" box or click on the "Test Key" link next to the test you wish to administer under "TEST SEARCH".

Enter the number of students taking the test.

Check the display boxes if you want the questions/answers displayed in random order on the test.

Click "Enter Dashboard".

C Test Dashboard - Window	s-Internet-Explorer						
Goo • It https://wad.or	wydyk.com /Teacher_Test.asp				v 4	• X U-e Search	P-1
Elle Edit View Pavonites I	Cools Help						
🙀 🐼 🍘 Test Dashboard							≥ Bage • ()) Tools • **
the second se	Step 3: Once a stud Step 4: Click Play M Step 5: When all str	O M P E T I T d tenu tudents login. s key to stude ent has activated usic if appropriat dents are activa		vill appear be ess the pause est button to	low. key .		
	Academic Testing Engl Copyright 2009 by Enly Current Site: USADPro	ght Software. All R	ights Reserved.				
Done						🕝 😋 Internet	× 100% -

Give the students the "Activation Key" shown in Step 2. Do NOT start the test yet.

C Activate Test - Windows Internet Explorer	
🚱 🕤 👻 🔃 https://usad.enlyght.com/Student_Test_Activate.asp	Live Search
Eile Edit View Favorites Tools Help	
Activate Test	🟠 🔹 🔝 🔹 👼 🔹 🔂 Bage 🔹 🏠 Tools 🔹 🎽
UNITED STATES ACADEMIC DECATHLON® TEAM TRAINING & COMPETITION	
Main Menu Change Password Test/Challenge Flash Cards Quick Quiz Logout Activation Key: R8G6QW4 Activate Logout	2
PREDEFINED TESTS	
	📑 🚭 Internet 🔍 100% 👻 🛒

Once students enter the key and click "Activate", they will see "Waiting..." until you start the test.

Once all students taking the test are listed under "Active Students", click "Start The Test". Shortly, students will be in the test. See below.

C Studer	nt Test - W	ndows Internet Explorer		
GO	- tc http	://usad.enlyght.com/Student_Test.asp?0.8158359	🖌 🔒 🏍 🗙 Live Search	P -
<u>Eile E</u> dit	. ⊻iew F <u>a</u>	orites <u>I</u> ools <u>H</u> elp		
😪 🏘	tc Student	est	🟠 🔹 🗟 👘 🖶 Page 🕶 🎯	P•
			4 Minutes 51 Seconds	
Question	۲	Review this Question!		
2.	1.	The architectural setting of David's Death of Socrates might best be described as		
3.	А.	O lavish		
4.	в.	🔘 stark		
<u>5.</u>	C.	⊖ garish		
7.	D.	O tropical		
Question 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	Е,	O detailed		
9.	870			
10.		Check Answer Save Next > Finish Test		
		of this intest		
Done			📑 🚭 Internet 🔍 10	0% 🔹

If a student would like to go into the practice system and test their own skills without having a coach assigned test they can go under the "Predefined Tests" and click on the drop down box and select the subject.



Once they choose their test, clicking "Search" will then take them to the screen below to select which test they would like to take.

C Activate Test - Windows Internet	t Explorer					
G - tt https://usad.enlyght.co	m/Student_Test_Activate.asp			Y 🔒 😽 🗙	Uve Search	<u>۹</u>
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u>	<u>l</u> elp					
🚖 🏟 🔣 tc Activate Test			Image: Characteristic state Image: Characteristic state			
UNITED STATES TEAM TRAIN Main Menu Change Password Test/Challenge Flash Cards Quick Quiz Logout	S ACADEMIC DEC ING & COMP Ctivate Test tivation Key: Activate L EDEFINED TESTS Ind Test: Mathematics	ETITION	Report			
Ma Ma Su Su Su Su Su	est: th Section I-General Math 09-10 th Section II-Algebra 09-10 th Section II-Geometry 09-10 thematics Section V-Calculus 09-10 bject Assortment Test 1 09-10 bject Assortment Test 2 09-10 bject Assortment Test 3 09-10 bject Assortment Test 3 09-10 bject Assortment Test 4 09-10 bject Assortment Test 5 09-10	5/1/2010 11:59:00 PM 5/1/2010 11:59:00 PM 5/1/2010 11:59:00 PM 5/1/2010 11:59:00 PM 5/1/2010 11:59:00 PM 5/1/2010 11:59:00 PM 5/1/2010 11:59:00 PM	Run Run Run Run Run Run			

Once they make their choice on the test, they click "Run" which will then bring them to the test.

🖉 Student Test - Windows Internet Explorer	
🚱 🕞 🔻 🔃 https://usad.enlyght.com/Student_Test.asp?0.1835575.	P+
File Edit View Favorites Iools Help	
😭 🆘 🕅 🕈 🔝 👘 🕇 📴 Page	• 🎯 T <u>o</u> ols • »
28 Minutes 24 Seconds	^
Question Y Review this Question!	
1. Image: Construction of the sector of	
7. B. O 0.6	
10. D. 0.925	
11. E. ○ 0.999 12.	0
Done	100% •

You can check the student's results on any test by going into the "Report Menu". See View Student Reports, page 17.

Create a Scrimmage to Challenge Other Schools

Log in at <u>www.usadtest.com</u> using your username and password provided to you by USAD.



From the "Teacher Menu", choose "Scrimmage Menu".

Challenge Menu - Windows Internet Explorer	
COO - Itt https://usad.enlyght.com/Challenging_Menu.asp	V 🔒 😽 🗙 Live Search
Elle Edit View Favorites Iools Help	
😭 🏟 🕅 📶 Challenge Menu	🟠 🔹 🗟 🔹 📑 Page 👻 🎯 T <u>o</u> ols 🔹
UNITED STATES ACADEMIC DECATHLON® TEAM TRAINING & COMPETITION	
Main Menu Change Password Student Menu Scrimmage Menu Quick Manual Logout Add New Scrimmage - Add a new scrimmage Edit/Delete Report Menu Quick Manual Logout - Exit Testing System	
Academic Testing Engine Version 2.b1009 Copyright 2009 by Enlyght Software, All Rights Reserved. Current Site: USADPrac	
Done	📑 🔮 Internet 🔍 100% 🔻

Click on "Add New Scrimmage".

Create Competition - Windo	ws Internet Explore					
COC + Itc https://usad.enly	ght.com/Challenging_Add	asp		✓	← X Live Search	P +
<u>File Edit View Favorites To</u>	ols <u>H</u> elp					
🚖 🕸 🚺 Create Competition					🏠 • 📾 - 👼 • 🕞 Bage	• 💮 T <u>o</u> ols • »
UNITED STA	Add Challen Add Challen Add Challen Back to Che CHALLENGE INFORM Linked Test: Start Date: Max Team Size: TEST SEARCH Test Name: Question Subject: Question Group: Academic Testing E	Allenge Menu IATION Save Challenge Select a Subject Select a Group ngine Version 2.b1009 nlyght Software, All Rights Res	End Date: Test Key: Question Grade:	Not Applicable		
					🐻 🌍 Internet	💐 100% 🔻 🚲

Go to "Test Search".

Search for a test to link to the challenge by filling in "Test Name" or "Test Key" or selecting the subject, group and/or grade.

Click "Search".

Create Competition - Windows Ir	nternet Explorer					
G - Itc https://usad.enlyght.co	om/Challenging_Add.	asp		×	← X Live Search	ب (م
<u>File Edit View Favorites Tools H</u>	Help					
🚖 🏟 🔣 Create Competition					👌 • 📾 • 🖶	★ Page ★
TEAM TRAIN	dd Challeng Back to Cha ALLENGE INFORM Inked Test: art Date: ax Team Size: ST SEARCH est Name: Uestion Subject: uestion Group: 101 08/21/09-0 03 08/21/09-0 03 08/21/09-0	Art Art Art Art Section I. 06/01/10 Art 05m 10q 06/01/10 Art 10m 20q 06/01/10 Art 30m 50q	End Date: Test Key: Question Grade:	Not Applicable		₹, 10%, ~ .
Done					L 💓 😈 Internet	₹100% *

Click on the name of the desired test and then "Link Test". This populates the "Linked Test" box under "Challenge Information".

Create Competition - Windo	ows Internet Explore				
🕥 🗸 🖿 🖿	/ght.com/Challenging_Add	.asp		✓	X Live Search
File Edit View Favorites Ion	ols <u>H</u> elp				
😪 🐟 🔃 Create Competition					🏠 • 🔊 - 🖶 • 📴 Bage • 🎯 Tools • 🎽
UNITED STA	Add Challen Back to Che CHALLENGE INFORM Linked Test: Start Date: Max Team Size: TEST SEARCH Test Name: Question Subject: Question Subject: Question Group: 001 08/21/09- 002 08/21/09- 004 08/21/09- 004 08/21/09-	ADEMIC DECATHLON® ADEMIC DECATHLON® S & COMPETITION hallenge ck to Challenge Menu SE INFORMATION st: TERSTA5 10/26/2009 End Date: 10/27/2009 Size: 8 Save Challenge RCH :: Art Test Key: Subject: Art Question Grade: Not Applicab Group: Section I. 2/21/09-06/01/10 Art 05m 10q /21/09-06/01/10 Art 05m 10q /21/09-06/01/10 Art 20m 40q /21/09-06/01/10 Art 30m 50q Testing Engine Version 2.b1009 2009 by Enlyght Software. All Rights Reserved.	Not Applicable Search Link Test		
				<u> </u>	🌗 🕤 Internet 🔍 100% 🔹 💥

Enter the challenge "Start Date", "End Date" and "Max Team Size" which is the maximum number of students that can take the test from each school. Click "Save Challenge".

A Challenge Key will be posted under "Add Challenge".

Share the Challenge and Test Keys with the other school(s).

To administer the challenge, enter the Challenge and Test Keys in the Test Dashboard and follow the steps for taking a teacher administered test found in the Taking a Test section, starting at the bottom of page 8.

View Student Reports

Log into the USAD Team Training Site at <u>www.usadtest.com</u> using your username and password.

Once inside the Team Training site, on the left side, you will see the navigation menu. Click on "Report Menu".



Choose either Student or Test.

"Student Menu" gives you a list of all students registered.

• tc https://usad.e	nlyght.com/Report_Test_Menu.asp	🖌 🔒 🍫 🗙 Uve Search	2
e <u>E</u> dit <u>V</u> iew F <u>a</u> vorites	Iools Help		
tc Test Performance	Reports	🙆 • 🗟 - 👼 • 🖻	Page 🔹 🎯 Tools 🔹
TEAM TR	ATES ACADEMIC DECATHLON® AINING & COMPETITION		
Main Menu Change Password Student Menu Test Menu	Test Reports		
Scrimmage Menu Report Menu	<u>Report 1</u> - Test Results		
Student feel	Report 2 - Test Results Over Period		
Quick Manual Logout	Report 3 - Test Results by Student		
	Report 4 - Test Results by Individual		
	Report 5 - Test Results by Individual / Question Subject		
	Report 6 - Test Results by Individual / Question Group		
	Report 7 - Test List		
	Academic Testing Engine Version 2,b1009 Copyright 2009 by Enlyght Software. All Rights Reserved. Current Site: USADPrac		

Test Menu: Select one of the following

Report 1 – Test Results: Lists all students and tests.

Report 2 – Test Results Over Period: Enter test key to see results.

Report 3 – Test Results by Student: Enter test key to see individual student results.

Report 4 – Test Results by Individual: Shows results from USAD prepared practice tests.

Report 5 - Test Results by Individual / Question Subject: Shows USAD prepared practice tests total questions possible, correct and percentage.

Report 6 - Test Results by Individual / Question Group: Shows total questions possible, correct and percentages by group.

Report 7 – Test List: Gives you list of test keys that have been prepared by the coach.