

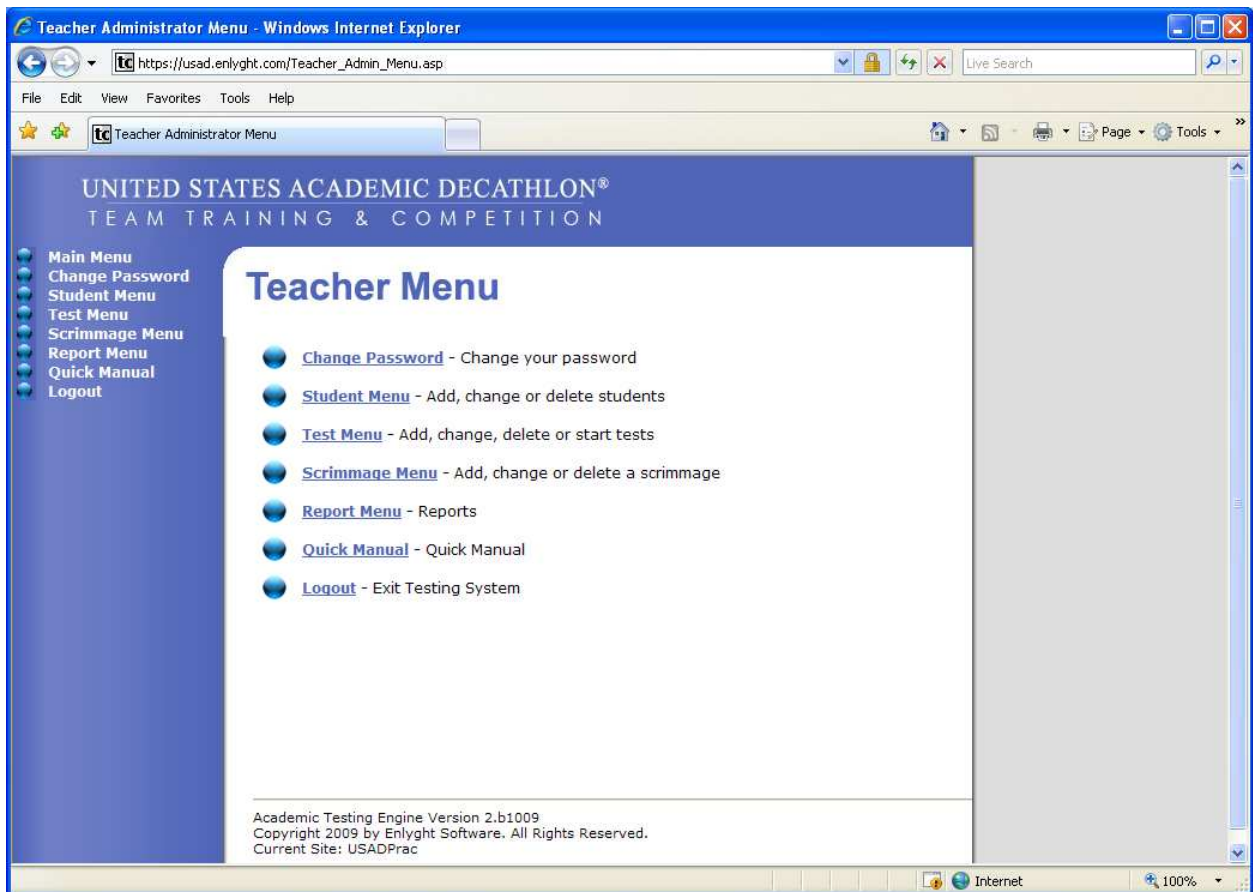
Coaches: Instructions for Team Training

Registering Students

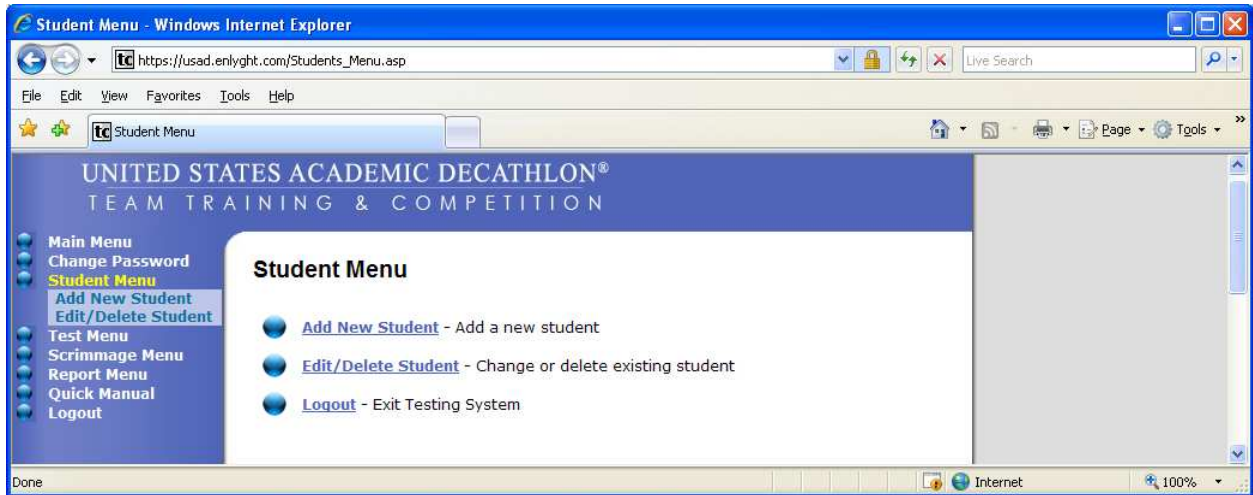
Click on “Team Training”.

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

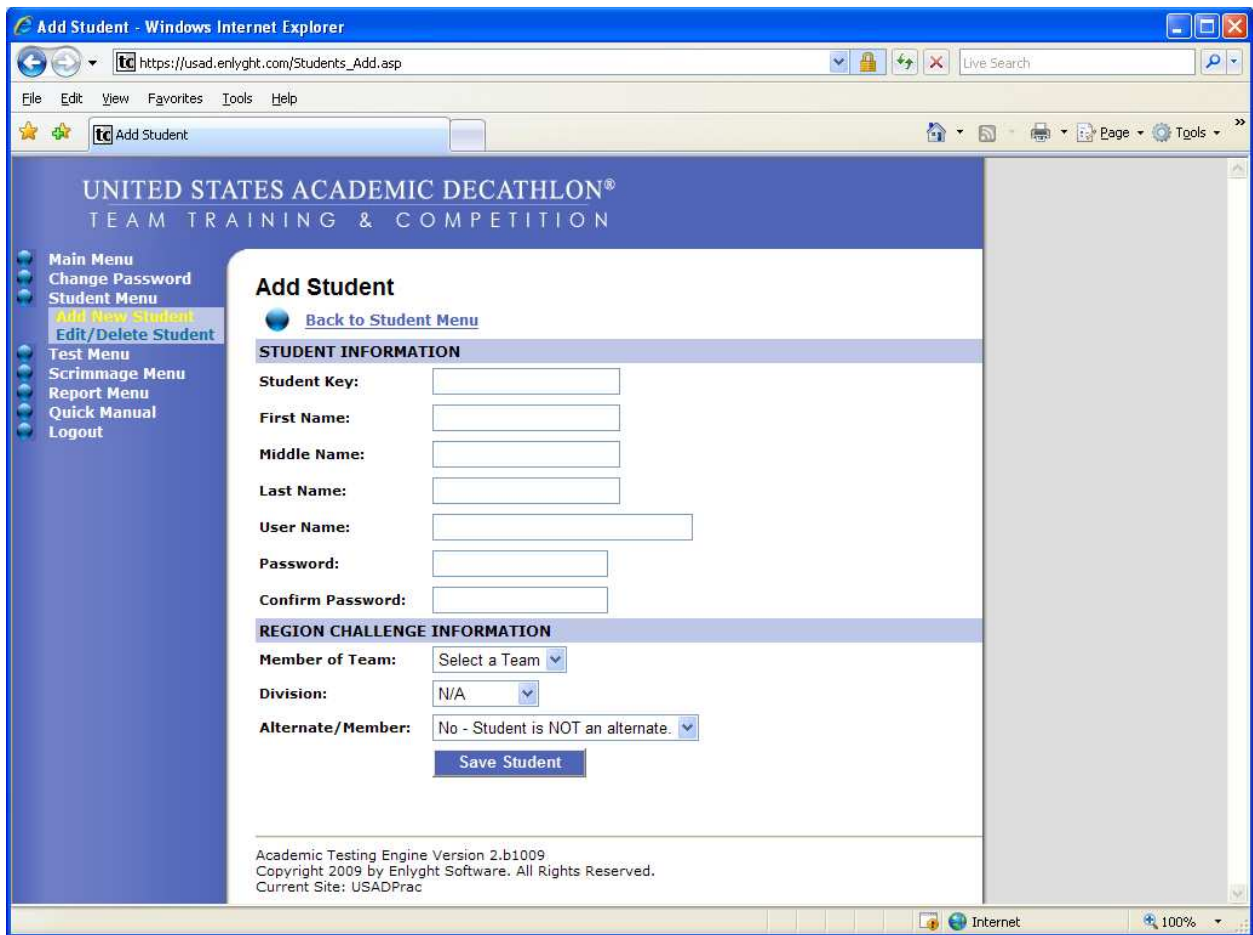
Once logged in you should see this screen “Teacher Menu”.



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.



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



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: decathlete@school.org.

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.

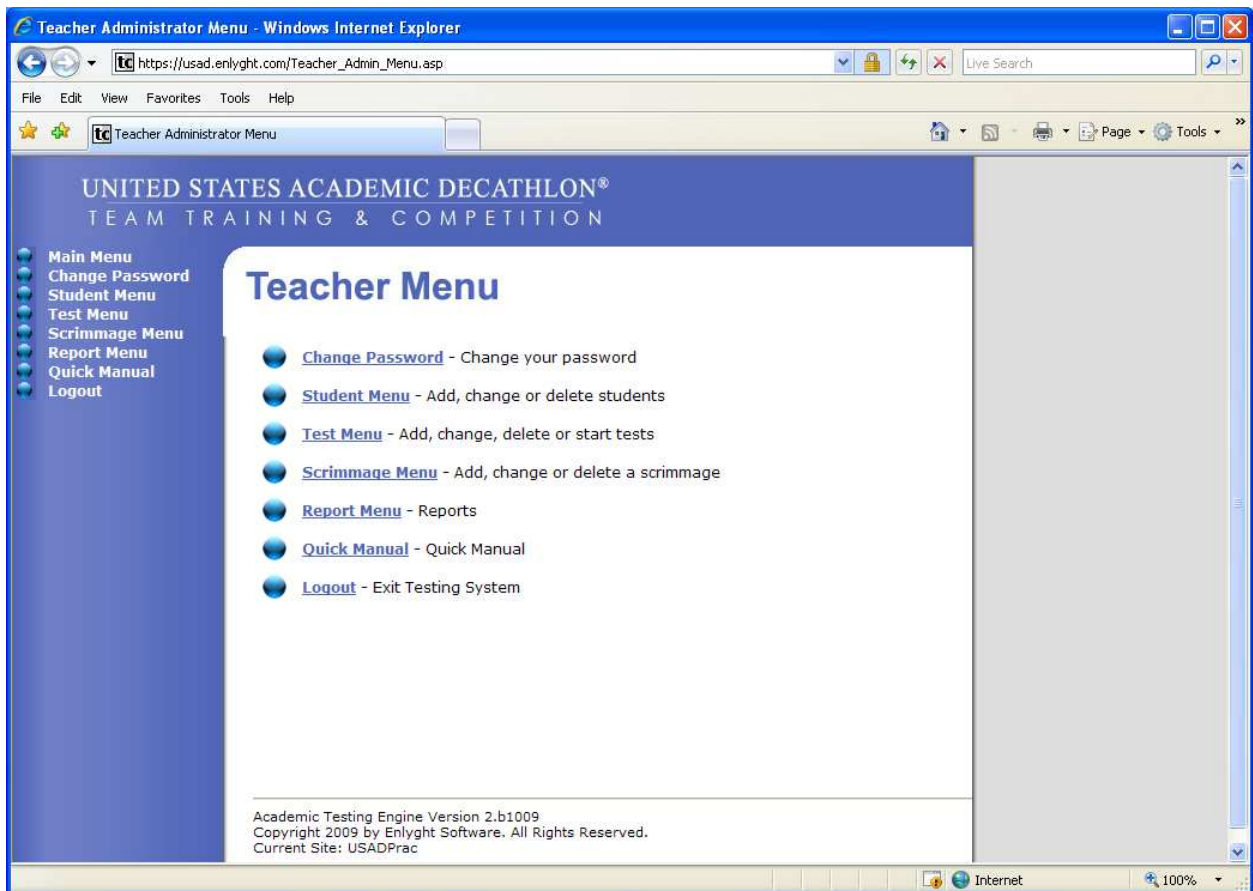
You do not need to enter anything in the “Region Challenge Information”.

Click “Save Student”.

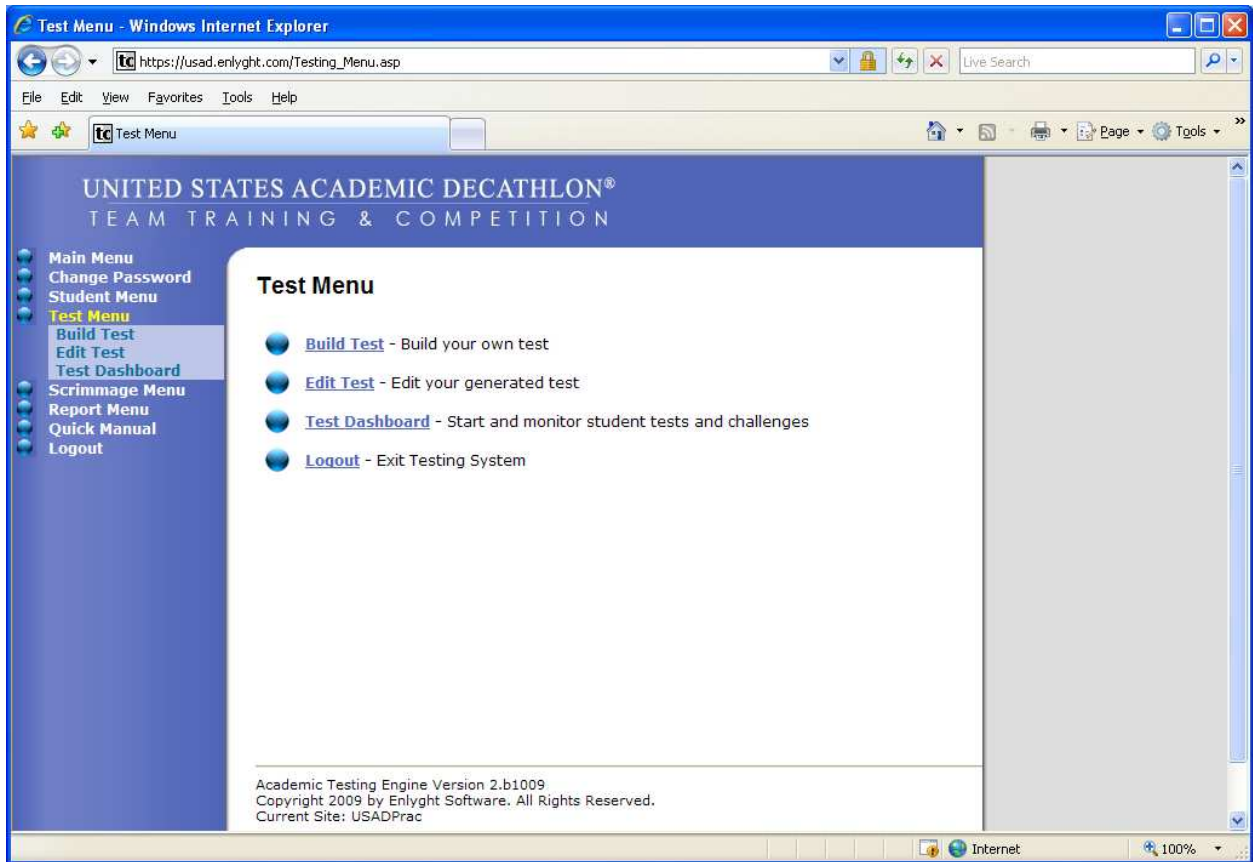
Build a Test

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

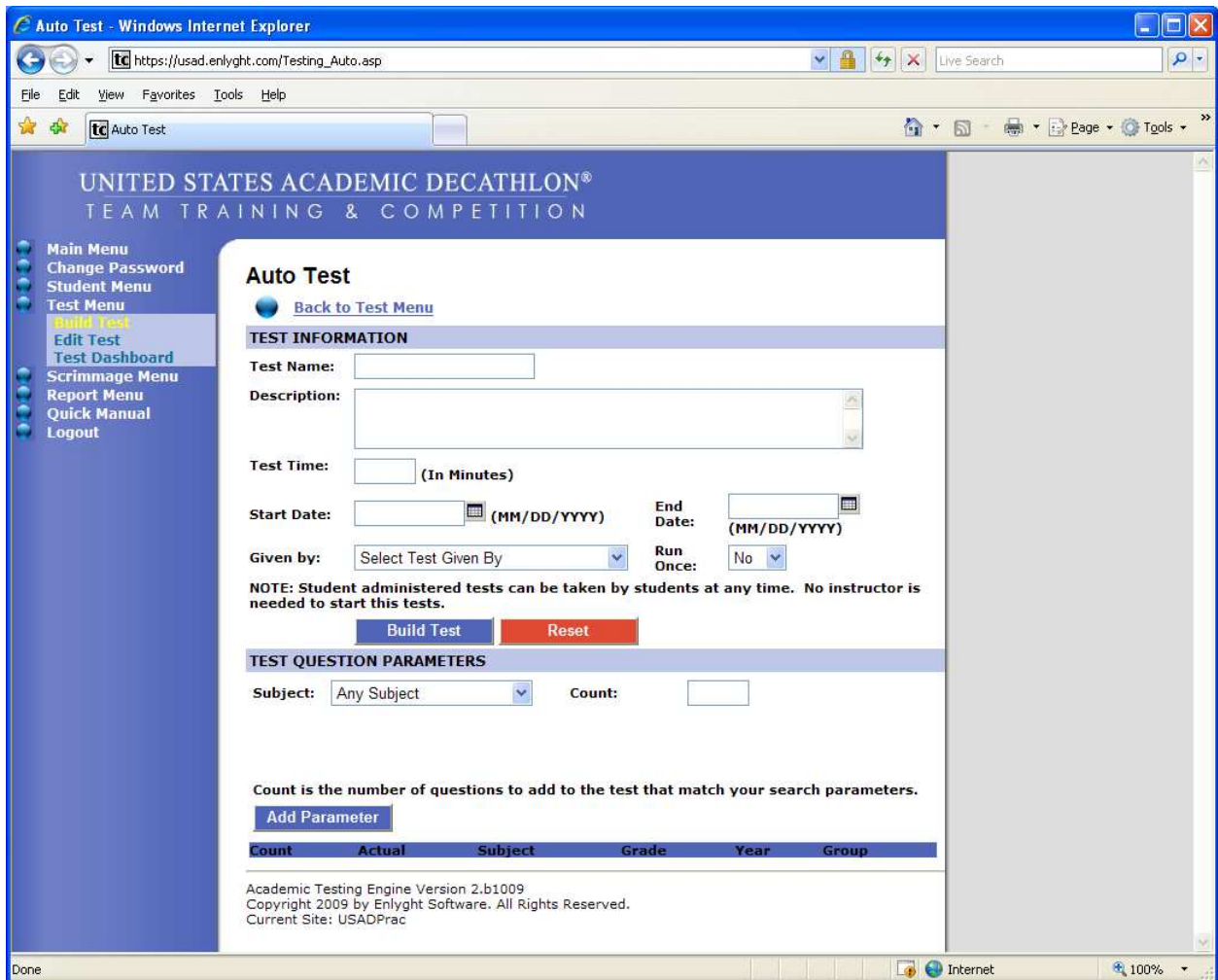
You will come to the “Teacher Menu”. Click on “Test Menu “.



You will come to the screen below.



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”.

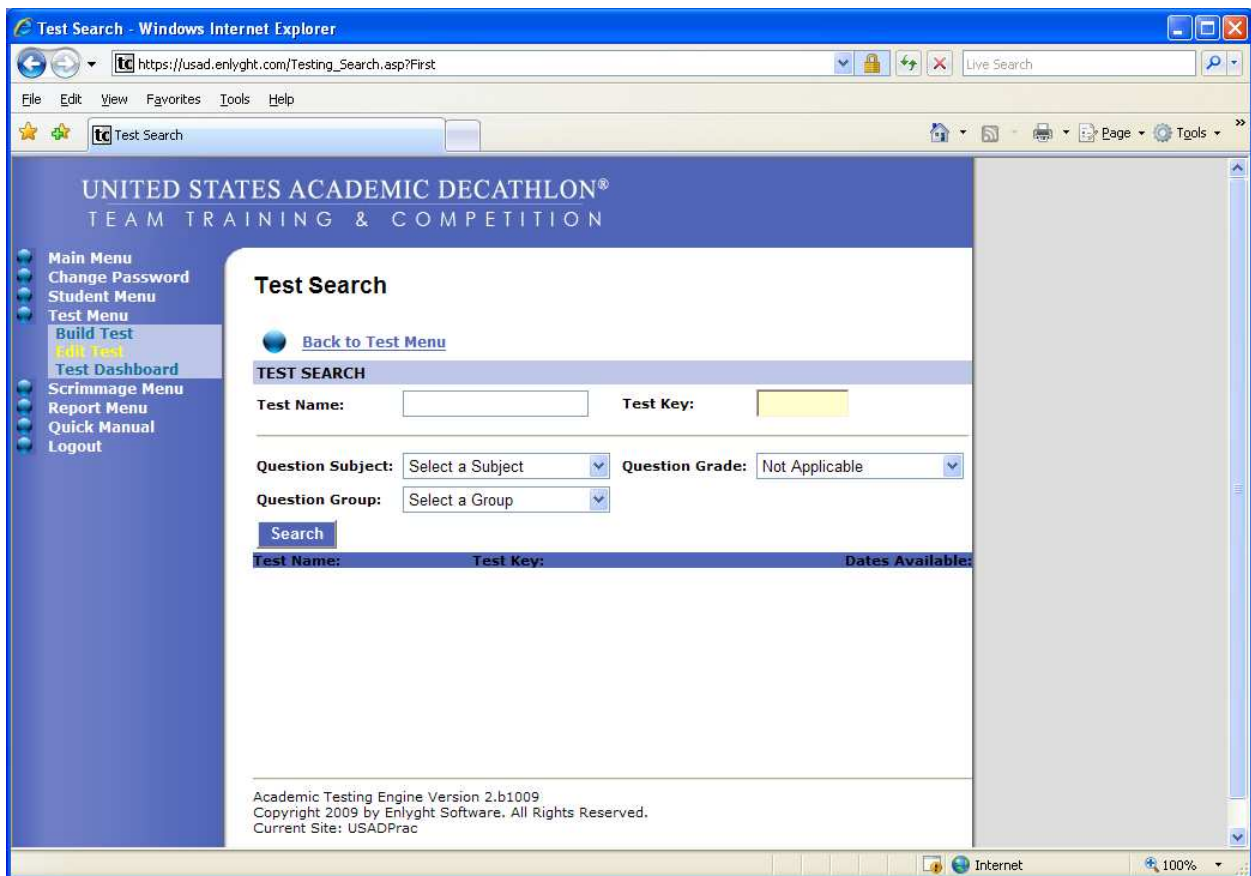
| | Count | Actual | Subject | Grade | Year | Group |
|------------------------|-------|--------|---------|-------|------|-------|
| Remove | 10 | 10 | Scie | Any | Any | Any |

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.



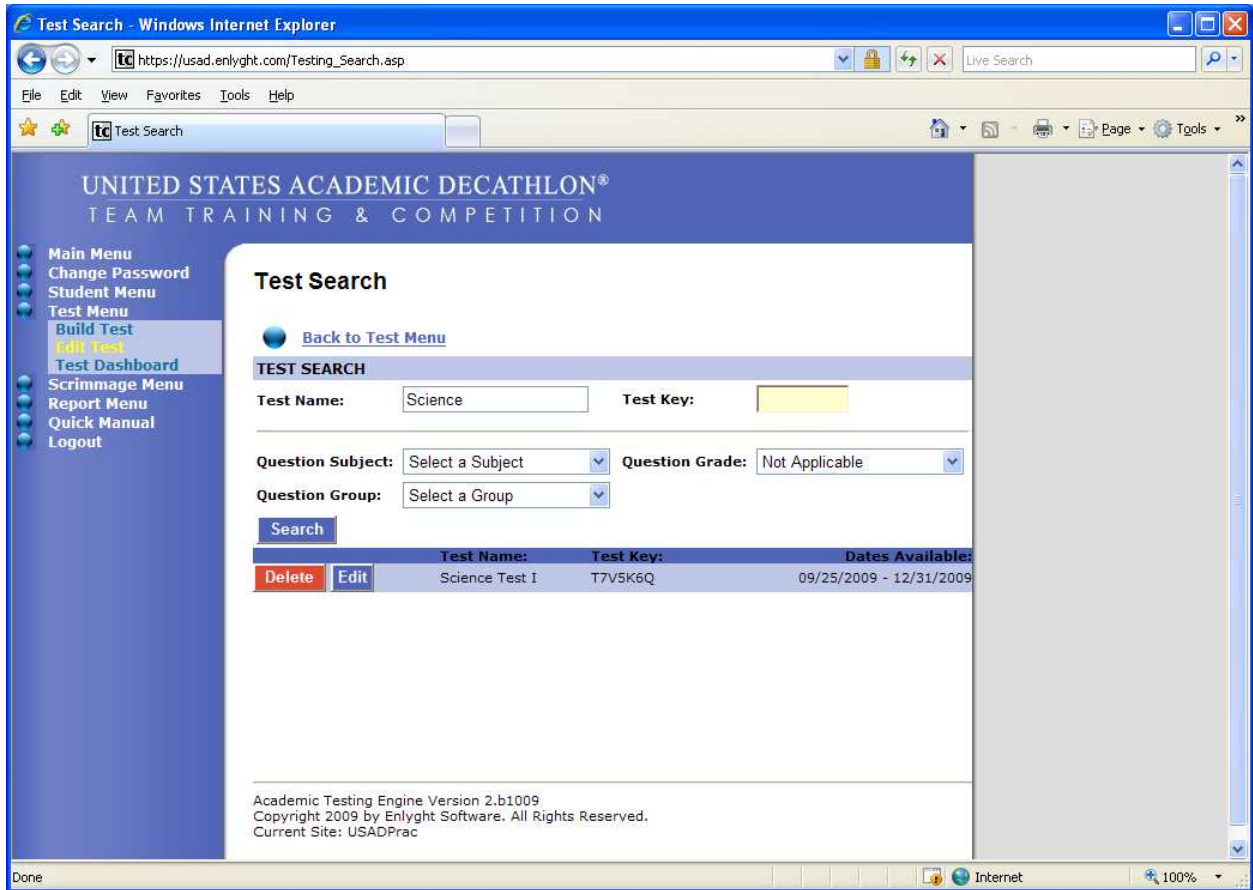
Enter in the “Test Name” you assigned when building the test.

Click “Search”.

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

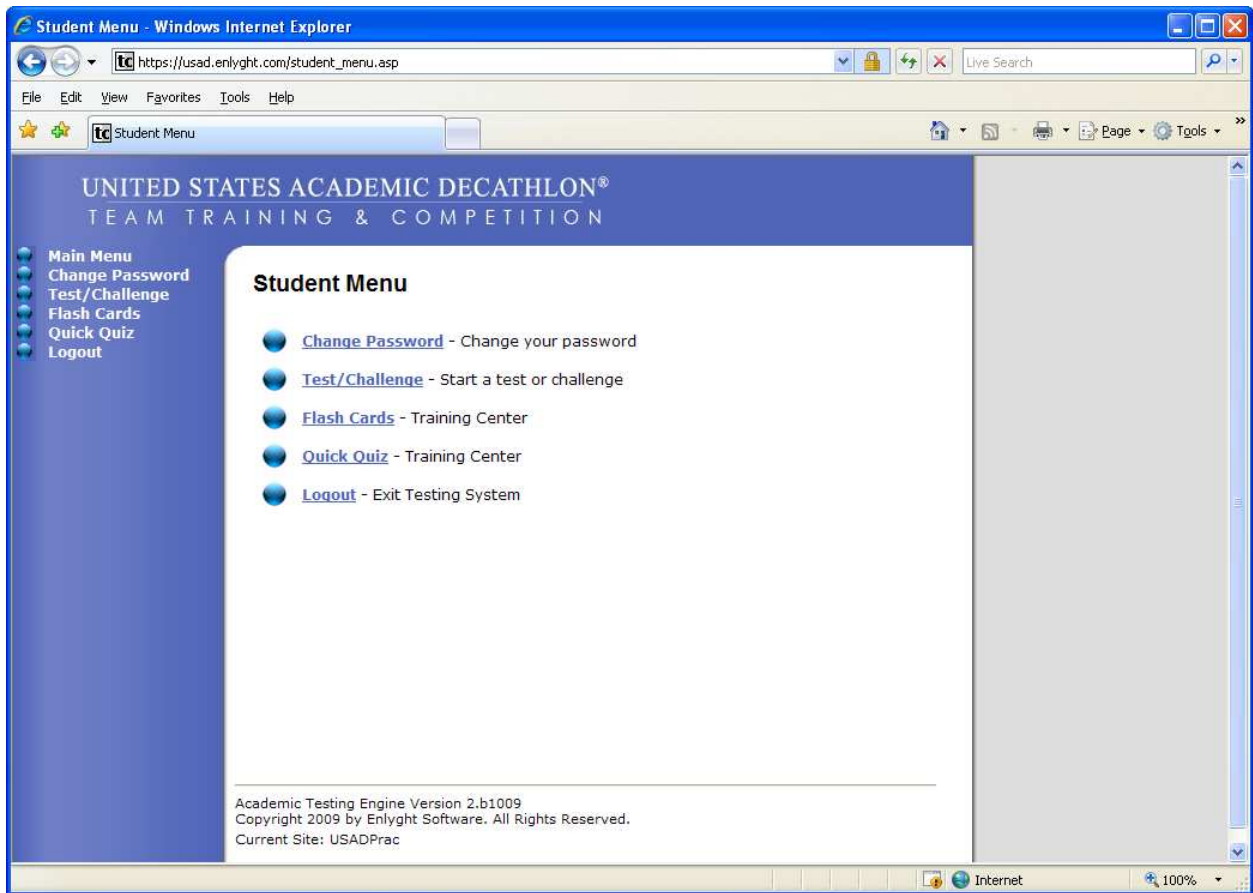
Student Administered Tests: The “Test Key” will be used as the “Activation Key” that you provide to the students.

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



Taking a Test

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

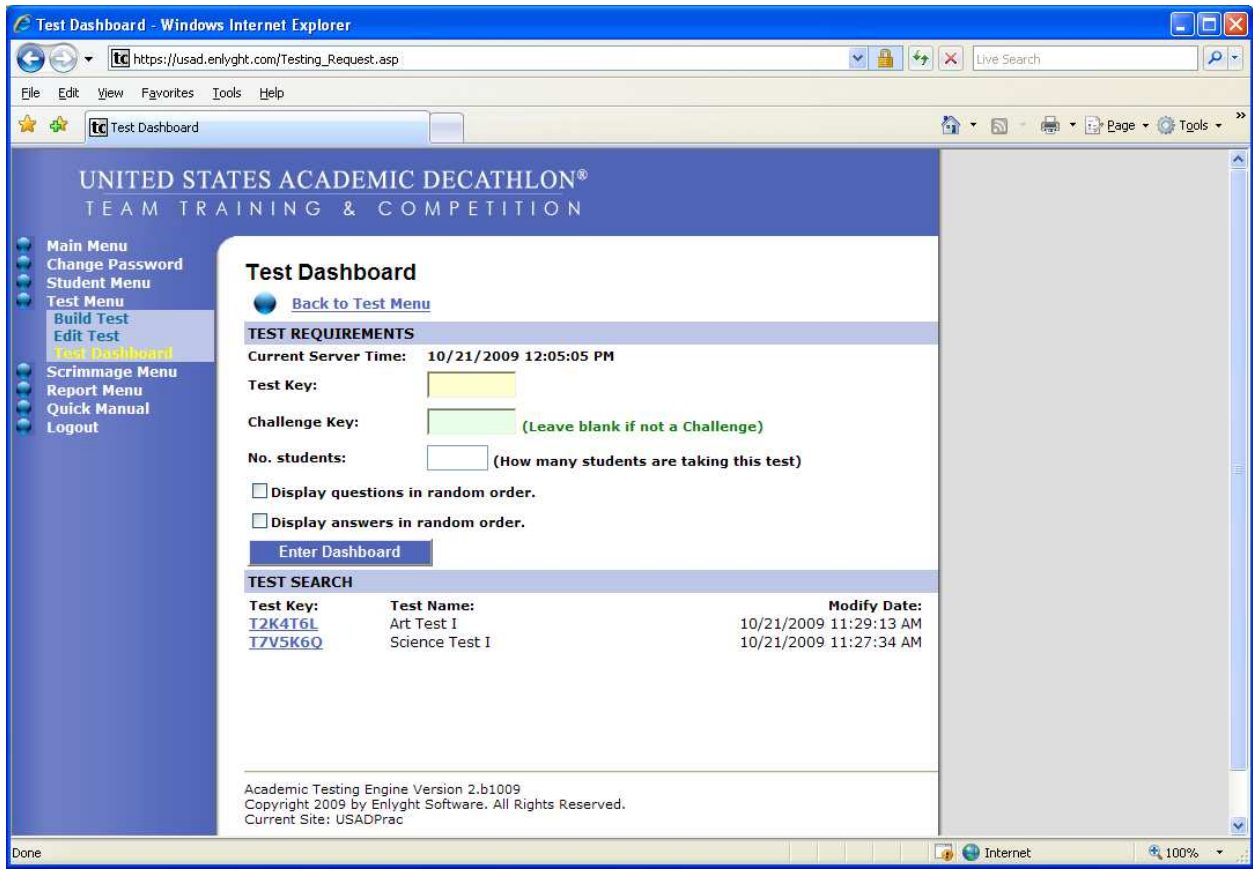


Students will need to click on “Test/Challenge” and will be brought to the screen below.



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.

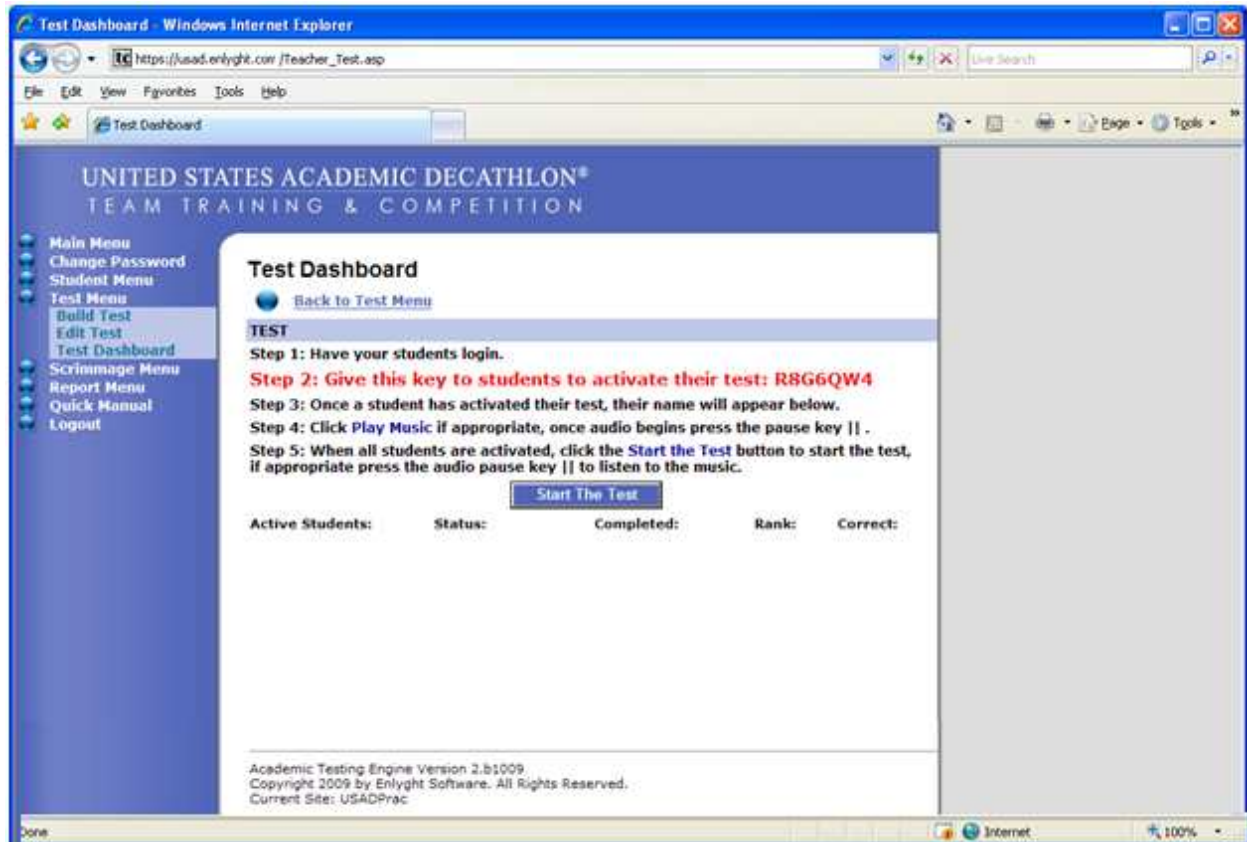


Enter the Test Key in the yellow “Test Key” box or click on the “Test Key” link next to the test you wish to administer under “TEST SEARCH”.

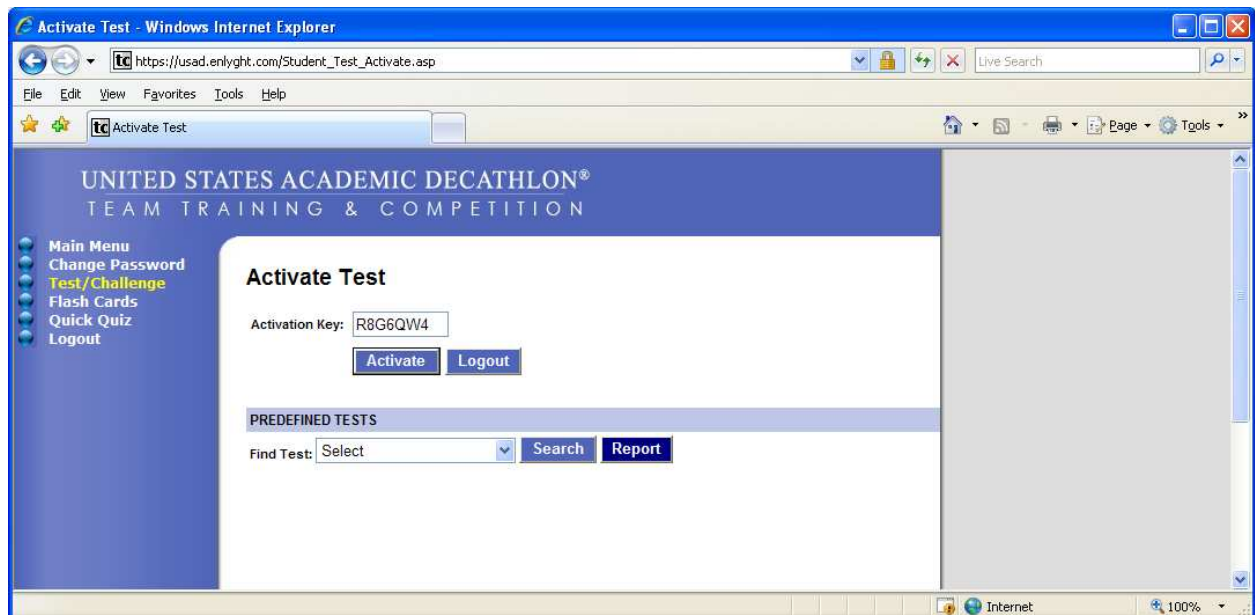
Enter the number of students taking the test.

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

Click “Enter Dashboard”.

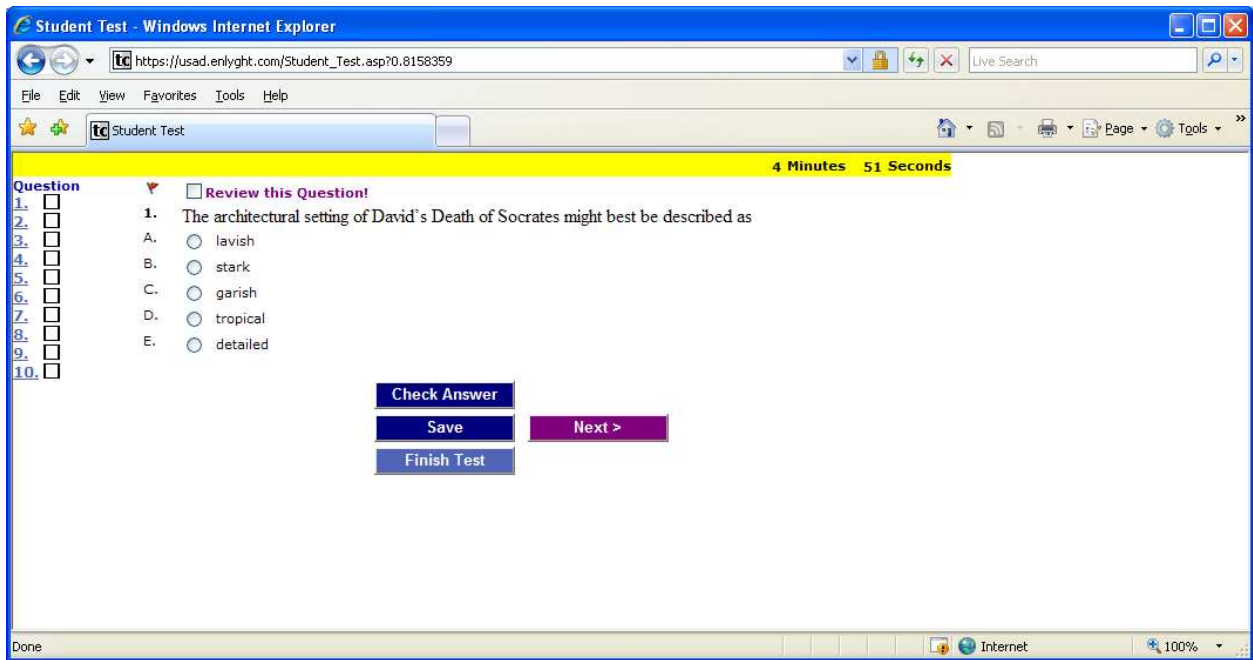


Give the students the “Activation Key” shown in Step 2. Do NOT start the test yet.

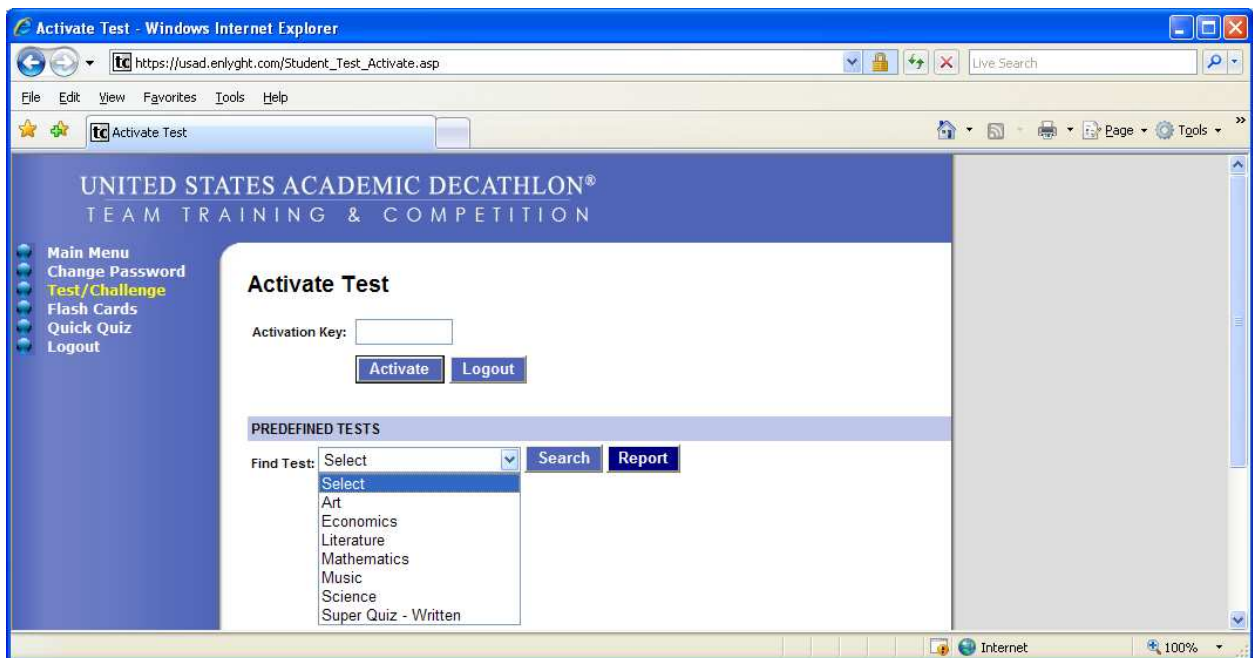


Once students enter the key and click “Activate”, they will see “Waiting...” until you start the test.

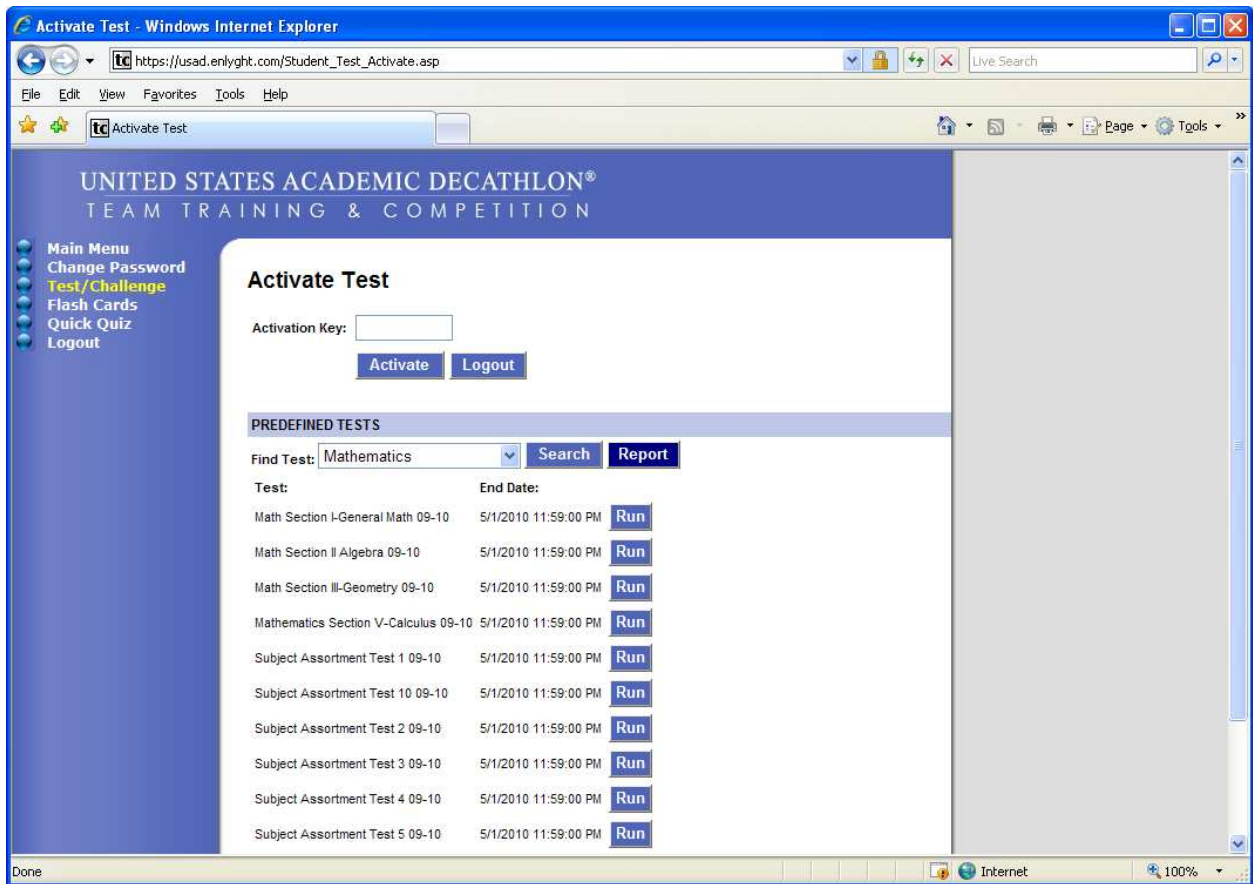
Once all students taking the test are listed under “Active Students”, click “Start The Test”. Shortly, students will be in the test. See below.



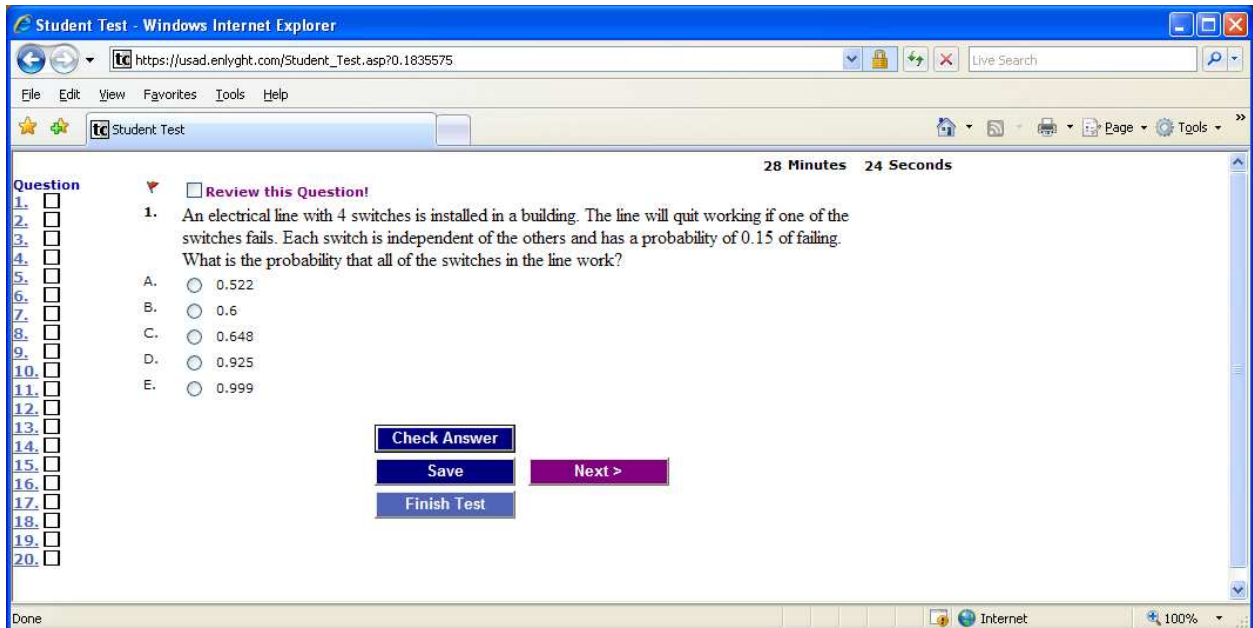
If a student would like to go into the practice system and test their own skills without having a coach assigned test they can go under the “Predefined Tests” and click on the drop down box and select the subject.



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



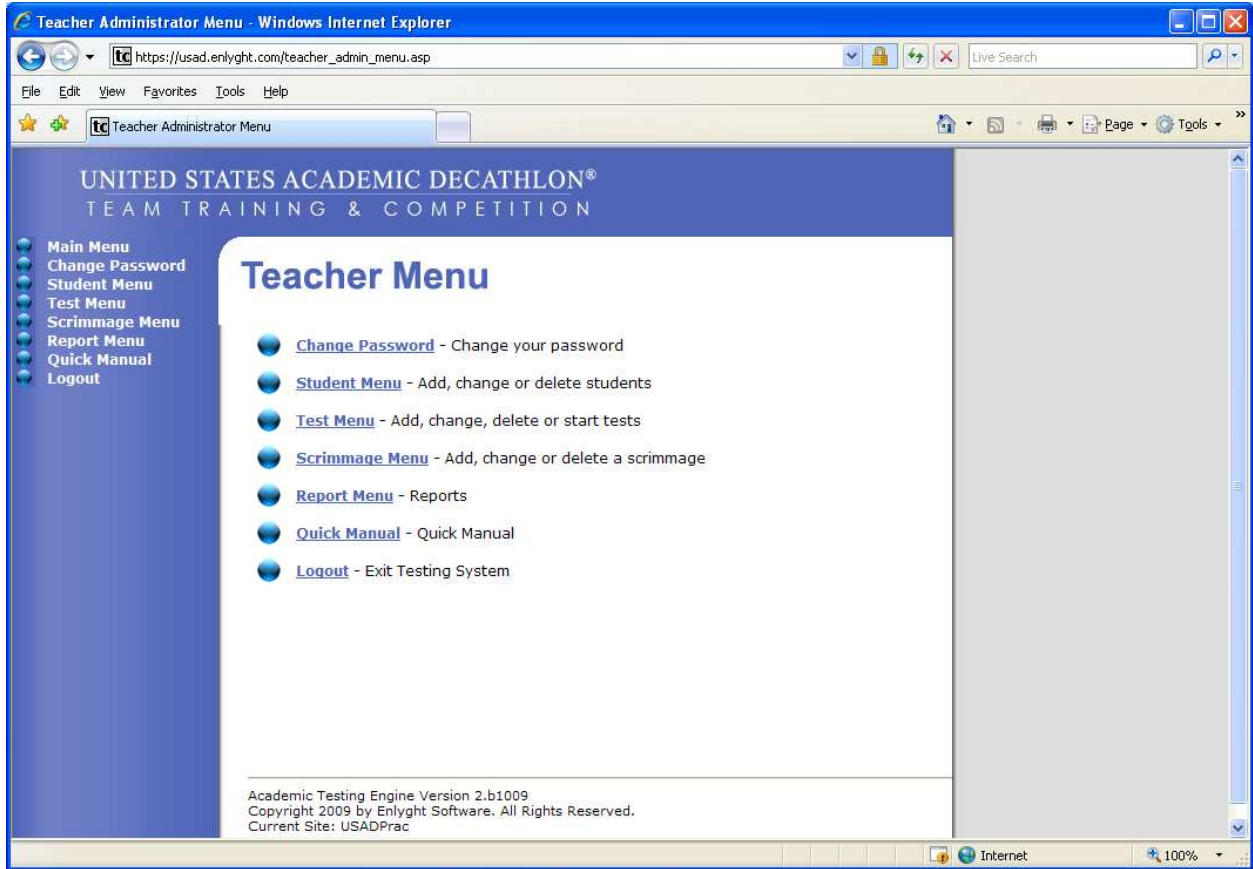
Once they make their choice on the test, they click “Run” which will then bring them to the test.



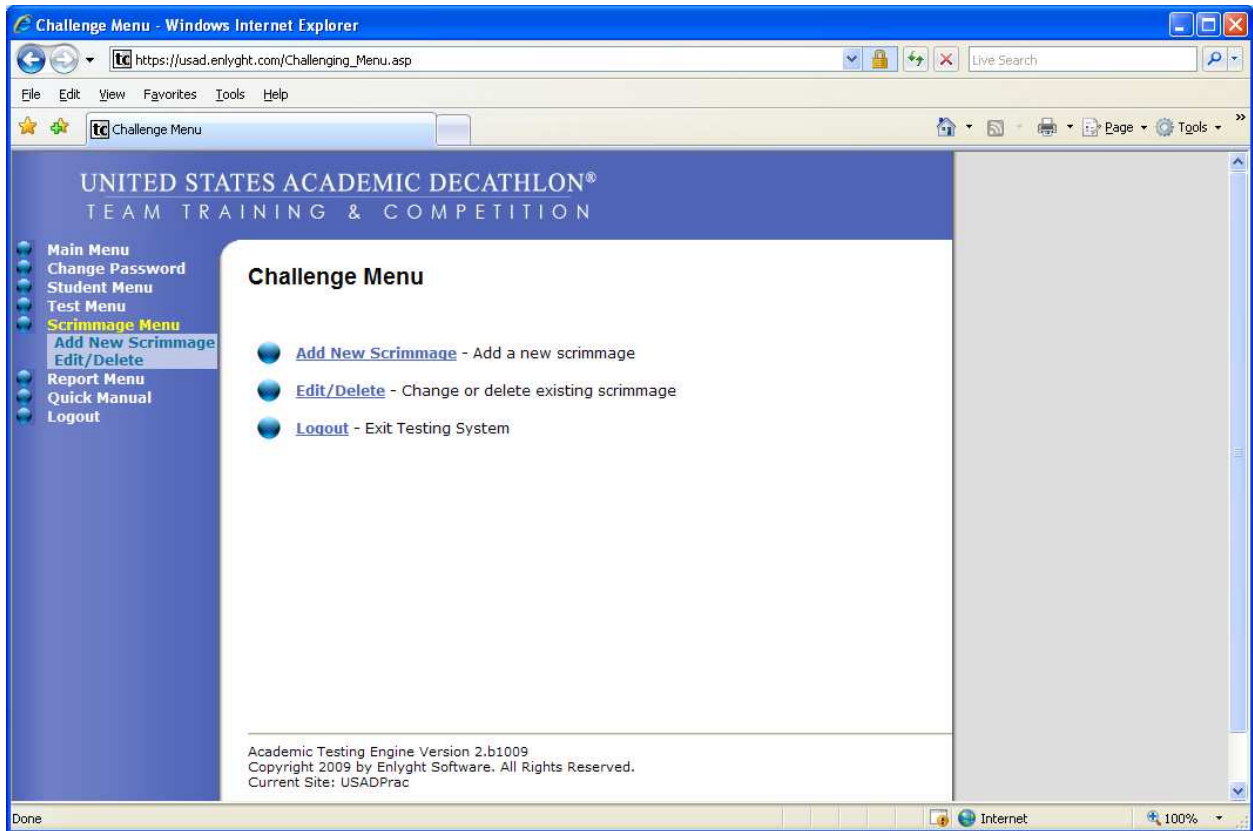
You can check the student’s results on any test by going into the “Report Menu”. See View Student Reports, page 17.

Create a Scrimmage to Challenge Other Schools

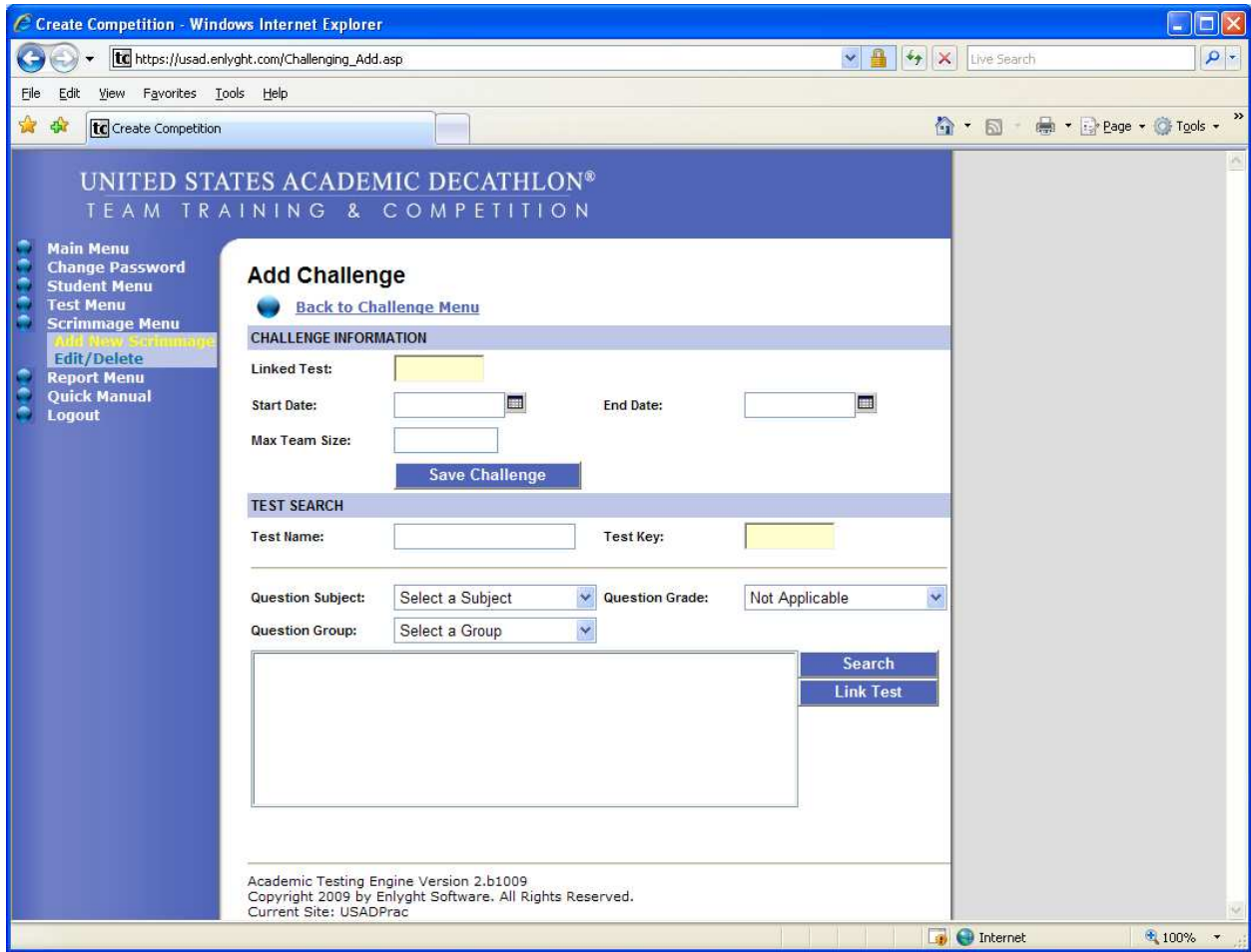
Log in at www.usadtest.com using your username and password provided to you by USAD.



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



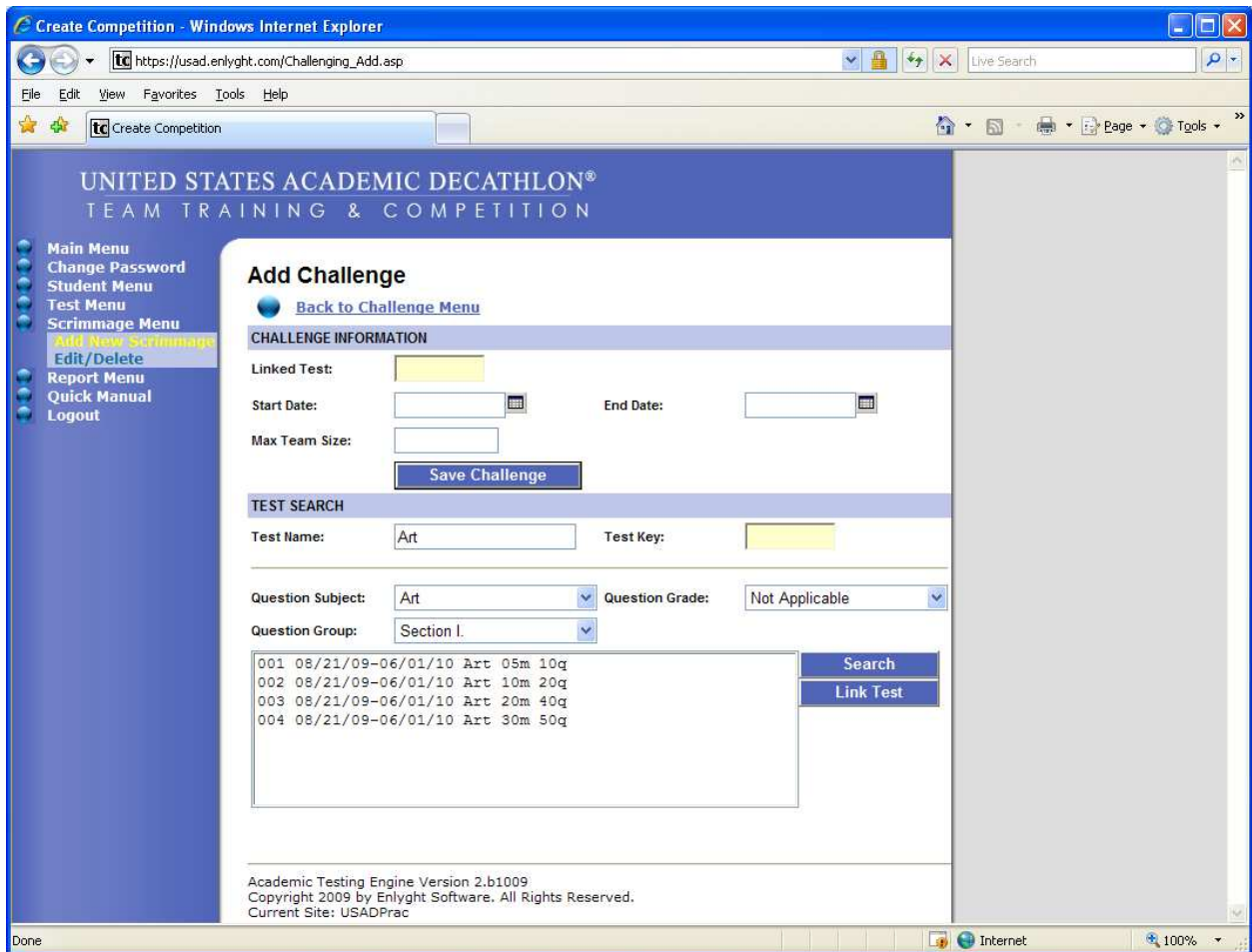
Click on “Add New Scrimmage”.



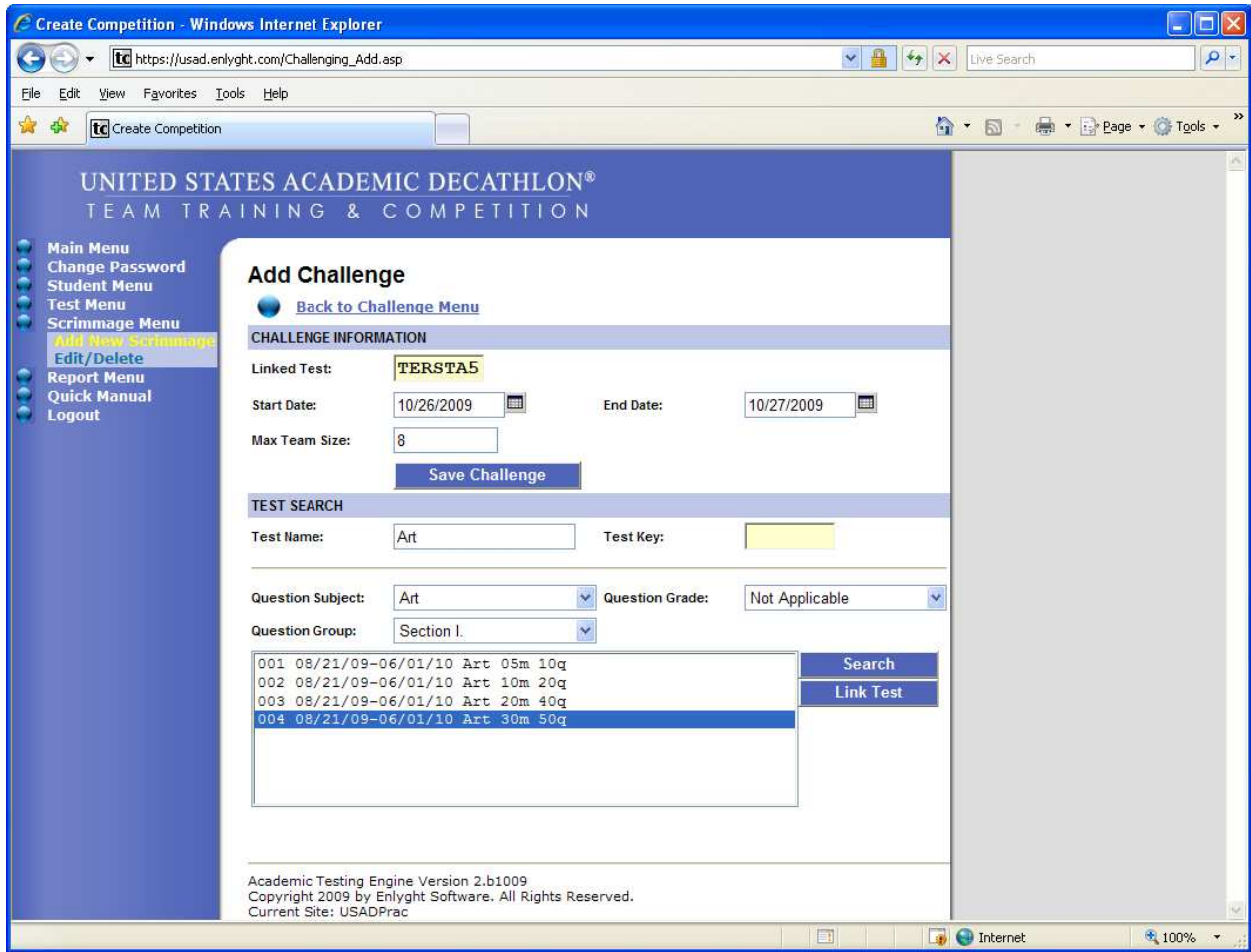
Go to "Test Search".

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".



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



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”.

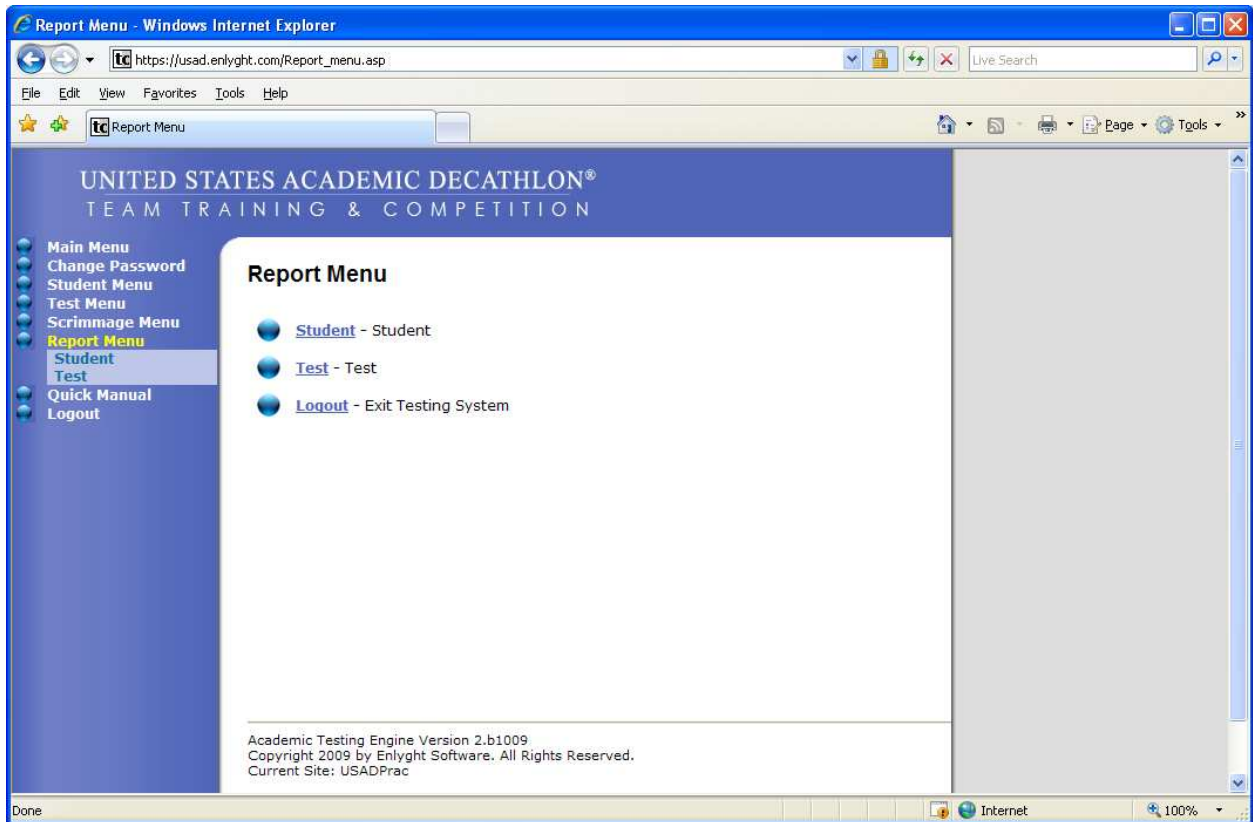
Share the Challenge and Test Keys with the other school(s).

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

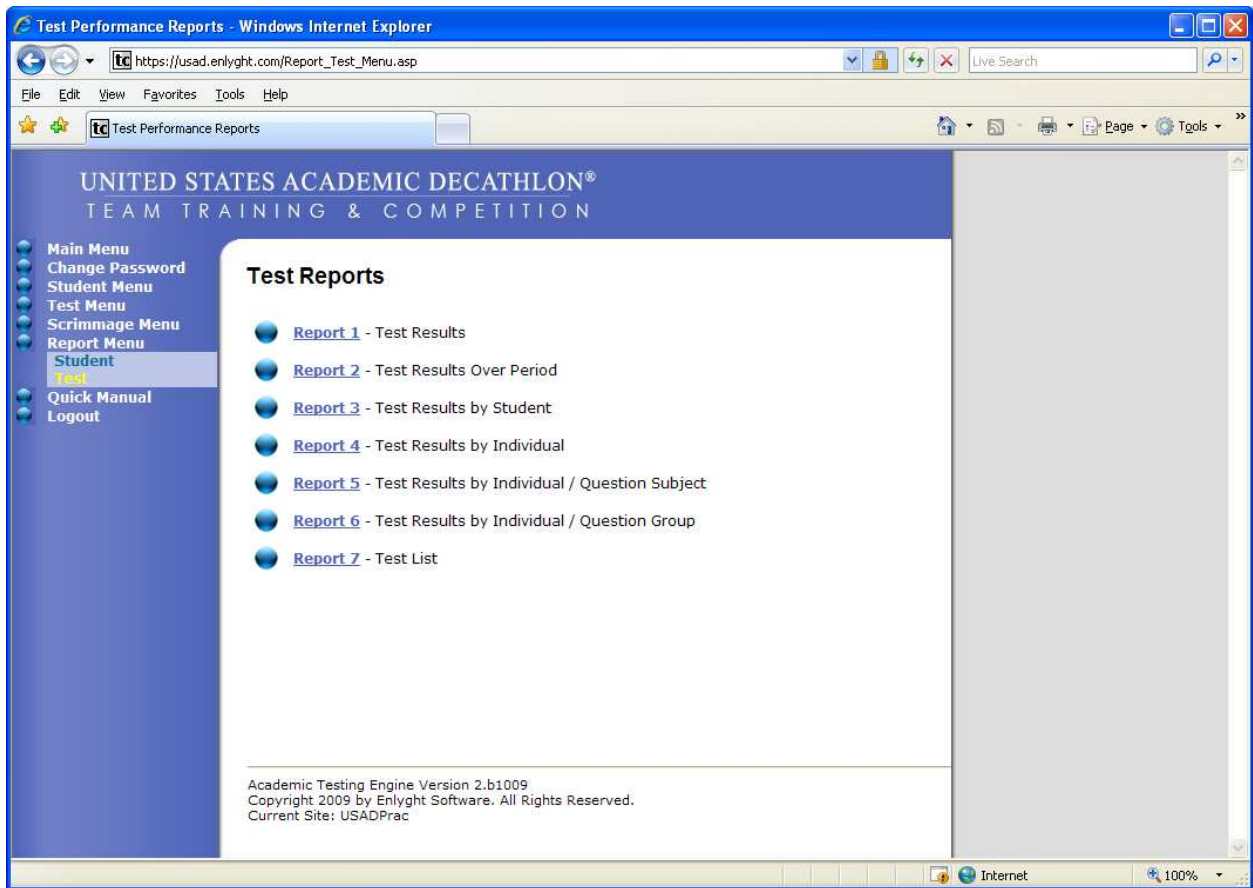
Log into the USAD Team Training Site at www.usadtest.com using your username and password.

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.



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.