

SDAP Help Sheet for Benchmark Instructions

<https://sdap.emetric.net/Portal/> (works best in Google Chrome, Firefox, and Internet Explorer 9)

****Steps should be completed by the names of those in *bold-italic* letters****

Step 1: Fill out Test Security Agreements for each grade and subject (Math and ELA) – ***Testing***

Coordinator & Teachers

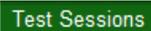
****One agreement required every school year****

- 1) In SDAP, click on 
- 2) Click on **Manage Test Security Agreements**
- 3) Change the “Program” to **SD Benchmarks** in the dropdown box
- 4) Click 
- 5) Read and click **Next**
- 6) Agree to the terms on page 2
- 7) Choose the tests *You may choose more than one at a time by holding down CTRL or Shift*
- 8) Repeat for all the tests for grade 3-8 for Math and English
- 9) Fill in your name, position, and email
- 10) Click **Submit**
- 11) You will then see your name with the “Pending” status
- 12) Let Matt Gill (matthew.gill@state.sd.us) know when your tests are pending for approval

Step 2: Schedule the test for EACH grade – ***Testing Coordinator or Teachers***

- 1) In SDAP, go to 
- 2) Choose your content area in the upper right-hand corner for “Currently Working In”
- 3) Click on 
- 4) Change “Program” to **SD Benchmarks**
- 5) Select your test next to “Tests:” (must do this for each grade)
- 6) Click on **Schedule Test Sessions**
- 7) Choose the Form(s) you created on the left and the Class(es) you want to take the test on the right
- 8) Choose the timeframe your test will be open for your class. (When the students can log in)
- 9) Click **Schedule Test Sessions**

Step 3: Print student logins – ***Testing Coordinator or Teachers***

- 1) In SDAP, go to 
- 2) Choose the correct subject in the dropdown box labeled, “Currently Working In”
- 3) Click on 
- 4) Choose **SD Benchmarks** in the “Program” dropdown box
- 5) Choose the correct test in the “Tests” dropdown box
- 6) Click on **View Details/Student Logins**
- 7) Select all students and click on **Print Student test logins** (if nothing happens, turn off your pop-up blocker)
- 8) Labels can be found on page two of the pdf document

Step 4: Download iTester3 client on computers that will be used for testing – **Testing or Tech Coordinator**

- 1) Click  iTester
- 2) Click on the link to download iTester
- 3) Perform “Workstation Site Readiness” on the students’ computers
 - a. Click on  iTester
 - b. Choose your “School” from the dropdown box
 - c. Record the username and password given at the bottom of the page
 - d. Open iTester program from computer desktop (downloaded in Step 5)
 - e. Type in username and password from “c”
 - f. Continue to follow screen directions
- 4) Repeat for all student computers

** iPads can now be used for the exams. You will need to download the iTester3 app on all of the students’ iPads. You will need to enable to Guided Access Feature on each of the iPads to make them secure for testing.

Step 5: Getting students logged in– **Testing Coordinator or Teachers**

- 1) Click on **iTester 3 for SD** icon found on the desktop (once downloaded on the computer)
- 2) Username is the student’s SIMS number | Password is case sensitive and unique to the test
- 3) If you are using iPads, push the Home button three times to start Guided Access (Guided Access must already be enabled in Settings → Accessibility → Guided Access with password)

Step 6: View Data in Data Interaction – icon found on homepage– **Testing Coordinator or Teachers**

- 1) Roster Report → retrieve more data by clicking on the Score tab
- 2) Summary report will not be available until the testing window is complete

Step 7: Fill out Test Irregularity Report for missing tests or complications – **Testing Coordinator or Teachers**

- 1) Click  iTester
- 2) Click 
- 3) Click **Download Test Irregularity Report (Excel CSV)**
- 4) Fill out Excel Doc
- 5) Email to Matt Gill (matthew.gill@state.sd.us)

Step 7: Upload a pre-id file into SDAP or create classes and select the wanted students in order to review data– **Testing Coordinator or Teachers**

Step 8: View Benchmark Data in Data Interaction – **Testing Coordinator or Teachers**