

A Brief KYOTE System User's Guide

Northern Kentucky Algebra Project

A complete, step-by-step description and screen shots of the Kentucky Online Testing (KYOTE) placement testing system can be found online in the placement tutorials at www.mathclass.org. The purpose of this guide is to provide essential information about the system as it applies to implementation of placement testing for high schools participating in the Northern Kentucky transitional algebra course project.

Part I. Setting Up the Placement Testing Process and Accessing the Results.

Most participating teachers can ignore this part of the process. But at least one teacher or administrator from each school needs to take ownership of your high school's official placement testing class as described below.

Creating an Account

- Log in to www.mathclass.org and click on *Register in WHS* (*WHS* stands for *Web Homework System*). Complete the registration to create your student account.
- Click on *Help* at the top of the home page and send a request to update your account to a teacher account.

Creating a Class

- Select one teacher at your high school to be the “owner” of your official high school placement testing class. That teacher should create the class by first obtaining a teacher account as described above.
- When the teacher account has been created, go to www.mathclass.org and click on *Login to WHS*. Enter your *User Name* (your email address in the WHS system) and your *Password*, and click on *Log In*.
- Click on *Show Menu*, if necessary, then on *Tools* and then on *Instructor Tools*. Select *New Class* on the *Select Class* menu.
- Enter your class name. The official class name for the algebra project should contain the name of your high school; i.e., Conner High School would work nicely for the official class at that school.
- Select your school. All high schools in the state are on this list.
- Select “No Self-Enrollment”.
- Select Homework List: *Newman's NKU KYOTE PLACEMENT LIST*. There are only three tests on the list: College Readiness NP NR, College Algebra NP, and Calculus NP. The NP indicates that these tests can be given without installing any special software (plug-ins); the NR indicates that the questions are always asked in the same order, beginning with pre-algebra questions.
- When done, click on *Create Class*.

Scheduling a Placement Test

- When your official high school class has been created, then you can schedule placement tests for your students. *Login to WHS* and click on *Instructor Tools* as described in the section above. Select your class name from the *Select Class* menu and click on *Exam Scheduling*.

- Click on *Create New Session*. After a session has been created, it is generally easier to select an existing session and click on *Clone Session*. *Clone Session* creates a new session, but many of the requested items do not need to be re-entered. *Edit Session* continues an existing session.

Provide the following session information:

- Select session exam from the three possibilities. In general, this exam would be the College Readiness test, but it might also be the College Algebra test.
- Select a session name. A good choice would be your school name and the date of the session.
- Select a session password. *It is critically important that this password be remembered.* The password must be provided to the session proctor prior to administering the placement test.
- Select a session date, start time and end time.
- Place an asterisk (*) in the box opposite *Session IP* so that any computer can be used. The IP address of specific computers to be used in the session can be specified, but this is seldom done.
- Select an *Exam Code*. The exam code determines the specific randomized version of the placement test to be given so it is suggested that the exam code be the date or something else that varies by session.
- Select “Yes” if you would like student work restored in case of an emergency or accidental loss of a partially completed test. This is recommended.
- Select “No” to allow multiple submissions. This is *not* recommended since NKU would like to see only one submission per student.
- Select “Yes” to permit students to see the results of the test immediately after they take it. This is strongly recommended.

Granting Report Reader Status

- The class owner can grant report reader status to other teachers who have teacher accounts in the WHS system. This privilege permits teachers to access the placement test results of their students and other students in the class.
- To grant report reader status, the class owner logs in to WHS and clicks on *Show Menu*, if necessary, then on *Activities and Classes*, then on class name (containing the name of the owner’s high school) and then on *Members*.
- Enter the name or email of the teacher to be added (at the bottom of the page) and click on *Lookup Users*.
- The name and school of the teacher to be added will appear immediately below provided that teacher has a WHS account. Click on *Add to Activity*. The teacher is now on the list of class members.
- Click on *Edit* opposite the name of the teacher and check *Rep Reader* in the second column opposite the name. Then click *Update* to complete the process. The teacher now has report reader status.

Accessing the Test Results

- The class owner, or anyone given report reader status by the owner, can access the test results for the class. *Login to WHS* and click on *Instructor Tools* as described in the **Creating a Class** section.

- Select your class from the *Select Class* menu and then click on *Exam Results*.
- The Exam Results page provides a variety of ways for you to *View* online or to *Download* class test results as an Excel spreadsheet. You can view or download by exam, by session, by student name or by date.

Sharing the Data with NKU

- The process of sharing data with NKU is simple and insures that your students get the NKU placement they have earned. The class owner needs to grant report reader status to NKU by adding NKU teacher Janis Broering, with email address devmath@nku.edu, to the class as described above.
- NKU then has access to all the testing data from your high school. The test results from your school will be combined with the test results from other participating high schools and from the tests given at NKU.

Part II. Proctoring and Taking the Placement Tests

Proctoring a Placement Testing Session

- Once a placement testing session has been scheduled, a proctor for the session must be chosen.
- The proctor could be a teacher or other responsible school official. The proctor does not need a WHS account or any specific computer expertise.
- The proctor needs to prepare the computer lab for the students who will take the test. For each computer to be used, the proctor needs to log on to www.mathclass.org and click on *Placement Exams*. The proctor selects the *Session Name* and *Session Password* provided by the person who scheduled the session, and clicks on *Proctor Login*. A student sign-in page should appear.

Taking a Placement Test

- When the students arrive, they should select a computer and type in their name, *the last four digits of their social security number*, and an additional identification number. It is strongly recommended that this number also be the last four digits of their social security number. *It is critically important that the last four digits of the social security number be accurate in order for the students to receive credit from NKU for taking the placement test.*
- Students then click on *Start Examination* to begin taking the placement test.
- Students click on each problem number and choose one of the five possible answers. When finished, they click on *Go to Submit Button Page*. They then click on *Submit and Record Results*.
- The *Examination Page* will appear and students can read their total score on the placement test. If the person scheduling the test permits it (see above), then students will be able to see exactly which questions they answered correctly.

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