



TASC Online Assessment System (OAS) Training



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System Overview



- Select + to add new “object”
- Select the next symbol to view/edit details
- Select “trash can” to delete object
- Select “magnifying glass” to search for object
- Select “circulating arrows” to refresh the list

Adding Sites/Administrators



- Adding sites can only be accomplished through CTB or the state administration
- Adding administrators for main sites can only be accomplished through CTB or the state administration

Adding Staff



The screenshot displays the CTB ONLINE Assessment System interface. At the top left is the McGraw Hill logo, followed by the text 'CTB ONLINE Assessment System'. Below this is a navigation bar with three tabs: 'Assessments', 'Groups', and 'Services'. The 'Groups' tab is selected, and a dropdown menu is open, showing three options: 'Manage Students', 'Manage Users', and 'Manage Hierarchy'. Below the navigation bar, the main content area is titled 'Manage Sessions'. It includes a 'My Sessions' button, a 'Group Selector' dropdown menu with 'TASC Training District' selected, and a 'Session List' table with a header 'Session Name'. A 'Current and Future' section is also visible.

Adding Staff



Manage Users

Select a group to see a list of users associated with that group. View, edit, delete or add users using the buttons at the bottom of the U

Group Selector

▶ TASC Training District

User List

Last Name ↕	First Name
Agrusti	Laura

+ ✎ 🗑️ 🔍 ⌂

Adding Staff



- Select + to add a new staff member
- Select the next symbol to view/edit details
- Select “trash can” to delete user
- Select “magnifying glass” to search for a user
- Select “circulating arrows” to refresh the list

Accommodations



Add Student

Enter information about the student in the form below. Required fields are marked by a blue asterisk *. Use the group selector on the right to assign the student to at least one group.

▶ Student Information

▼ Reading Accommodation

Audio/Alternate Presentation - Reading <input type="checkbox"/> Yes	Separate Room - Reading <input type="checkbox"/> Yes
Breaks - Reading <input type="checkbox"/> Yes	Small Group Setting - Reading <input type="checkbox"/> Yes
Duration: 1.5 times - Reading <input type="checkbox"/> Yes	Other - Reading <input type="checkbox"/> Yes
Physical Support - Reading <input type="checkbox"/> Yes	

▶ Science Accommodation

▶ Social Studies Accommodation

▶ Math Accommodation

▶ Writing Accommodation

▶ Additional Student Information

▶ Specific Accommodations/Student Tools

Adding Examinees to a Test Session



- Go to Manage Sessions
- Find the session on the list and highlight
- Select and click the edit button on lower left
- Select Add Student tab
- Select Add Student on upper right
- Select site name and hit OK

Adding Examinees to a Test Session



Edit Test Session

i No students have logged into the test. Review and change the information below as needed.
Required fields are marked with a blue asterisk *.
Click **Save** at any time to save your settings and exit.

▶ Select Test

▶ Test Details

▼ Add Student

Total selected students: 1
Students with accommodations: 1

Add Student

Student List							
<input type="checkbox"/>	Last Name ↕	First Name	M.I.	Examinee ID	Accommodations	Testing Site (School)	Fc
<input type="checkbox"/>	Jenkins	George		TX1234567	Yes	TASC Training Site	A1

Page 1 of 1 View 1 - 1 of 1

▶ Add Proctor

Save **Cancel**

Session Documents



Manage Sessions

Select one of your scheduled test sessions to view its status or to change its settings. Open the Group Selector to view related groups and their test sessions.

My Sessions

Copy Session

Print Test Tickets

Schedule Session

View Status

Group Selector <<

▸ TASC Training District

▼ Current and Future

Session List

Session Name	Test Name	Group	My Role	Start Date	End Date ↕
Test Assessing Secondary Completion - English - Form A1	Test Assessing Secondary Completion - English - Form A1	TASC Training District	Owner	01/07/14	01/08/14
Test Assessing Secondary Completion - English - Form A1	Test Assessing Secondary Completion - English - Form A1	TASC Training District	Owner	01/08/14	01/09/14
Test Assessing Secondary Completion - English - Form A1-Session	Test Assessing Secondary Completion - English - Form A1	TASC Training District	Owner	01/08/14	01/22/14

Session Documents



Print Test Tickets

To print session documents for a specific group, select the group below, then click the document you wish to print.
To print session documents for all groups, just click the documents you wish to print. Test Tickets are considered secure documents and should be handled in a secure manner.

Test Information

Test name: Test Assessing Secondary Completion - English - Form A1 **Test session name:** Test Assessing Secondary Completion - English - Form A1

Group Selector

- ▶ TASC Training District

Test session documents

Click the links to display the documents you wish to print.

[Individual Test Tickets](#) 
These tickets have the login names and passwords your students need to take the test.

[Multiple Test Tickets](#) 
This format allows printing of multiple individual test tickets on a sheet when using the pdf print options.

[Summary Test Ticket PDF](#) 
[Excel](#) 
This summary has the information your proctor needs to administer the test: Student names, login IDs, passwords, and test access code(s).

[Cancel](#)

Individual Test Ticket



Individual Test Ticket

Student Name: Jenkins, George
Examinee ID: TX1234567

Test Name: Test Assessing Secondary Completion - English -
Form A1

Your login information

Login ID:	GEORGE-JENKINS-0605
Password:	PINK14
Test Access Code:	

Wait for the teacher or test proctor to give you the Test Access Code.

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Summary Test Ticket



Summary Test Ticket: Test Assessing Secondary Completion - English - Form A1

Test Name: Test Assessing Secondary Completion - English - Form A1
For customer support, please call 866-282-2250
Level: 21-22

Start Date:	01-07-2014
End Date:	01-08-2014
Login Window:	08:00 AM - 05:00 PM
Time Zone:	(GMT-05:00) Eastern Time (US and Canada)

Time Limit:	13 hours and 10 minutes
Allow/Enforce Breaks:	Yes
Location:	

Test Access Codes

Test access codes prevent early logins. Distribute test access codes just before starting each test.

Sequence	Subtest Name	Duration	Test Access Code
1	Student Background Questions	Untimed	FAMILY7433
2	Mathematics	175 minutes	GUARD27595
3	Writing	170 minutes	CAPE991631
4	Reading	140 minutes	CLAIMANT43
5	Science	160 minutes	ETHANE9882
6	Social Studies	145 minutes	CLARIFY435

Total Students: 1

Total Students with Accommodations: 1

Calculator:	1	Screen Reader:	0	Color/Font:	0
Pause:	0	Untimed:	0	Highlighter:	1
Blocking Ruler:	1	Masking Tool:	0	Magnifying Glass	0
Music Player	0	Extended Time	0		

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Summary Test Ticket



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Time Limit:	13 hours and 10 minutes
Allow/Enforce Breaks:	Yes
Location:	

Student	Examinee ID	Login ID	Password	Form	Status	Accommodation
Jenkins, George	TX1234567	GEORGE-JENKINS-0605	PINK14	A1	Scheduled	Calculator Highlighter Blocking Ruler



Final thoughts...

Communication



- TASC Website
 - www.tasctest.com
- Social Media
 - [Facebook.com/TheTASCTest](https://www.facebook.com/TheTASCTest)
 - [Twitter.com/TheTASCTest](https://twitter.com/TheTASCTest)
 - TheTASCTest.Wordpress.com/

Customer Support



- TASC Technical Support
 - TASC_HelpDesk@ctb.com
 - Toll Free: (888) 282-0589
 - Hours: 7:30am – 8pm EST
 - Monday-Friday