cognia

QUICKSTART: SCHEDULING TEST SESSIONS

New Mexico Public Education Department Assessments

WORKING WITH TEST SESSIONS

DTCs, STCs, and Test Administrators (including Teachers assigned the TA Role) can schedule students to a test in the New Mexico Public Education Department Assessments Portal. Test sessions are scheduled in the Administration Component of the New Mexico Public Education Department Assessments Portal.

Users		CyberFalls 2 Teacher	Help & Support	Cogout					
Welcome to the New	Welcome to the New Mexico Public Education Department Assessments Portal!								
	3 1								
Administration	Reporting								
Organize students for testing, chedule tests, and monitor testing progress.	View summary and individual student results by test and content standards.								

SCHEDULING A TEST SESSION

PED	Home	Students	Classes	Test Sessions	U			CyberFalls 2 Teacher	Help & Support	ULogou
1	Display	ing test ses	sions for ir	n Cyber Falls	Sch2					
	Cyber Falls Sch2 (Cyber Falls)		• Mathematics			×	Schedule New Test Session			
			3	 Select a test (required 		6 .				
	Filter by	testing status								
	All		*							
	All		*							

To schedule a test session:

- 1. In Administration click on **Test Sessions**.
- 2. Select your Organization from the organization drop-down menu.
- 3. Select the desired **program** (NM-MSSA, iMSSA Interim Assessment, or Formative Assessment) from the program drop-down menu.
- 4. Select the **subject** from the subject drop-down menu.
- 5. Select a **test** from the test drop-down menu.
- 6. Click the green **Schedule New Test Session** button.

The **Schedule Test Session** page will display a list of classes available to schedule.



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MPED H	lome Studen	its Classes	Test Sessions		CyberFalls 2 Teacher	Help & Support	U Logout				
M.	Schedule Test Session										
		1 for	m selected for schedu	ling 1 class.							
Content	Area:	Program:									
Mathe	matics	iMSSA Interir	n Assessment 🔹								
Test:											
Grade	05 Demo Math Tes	t	•								
- Sear	ch for Classes –										
Cube	r Falls Sch2 (Cybor	Epille)	•								
Cybe		1 4115)									
Classes			~								
classes	Select All Unse		<u> </u>								
• Tea	cher, CyberFalls 2-D	0emo 5th Gr Math-(0	irade -5)								
Start Da	te:	End Date:	Time Zone:								
06/17/	2020	08/07/2020	Mountain	•							
Sch	edule Cancel										
		-									

- 7. Select one or more classes to schedule, click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test, and all forms within that test will be automatically spiraled for all students in the class(es).
- 8. Click **Schedule** when you are done to save the test session or **Cancel** to discard.

The start date and end date are fixed to the first and last day of the testing window for the iMSSA Interim Assessments and all Summative Assessments.