

SOUTH CAMPUS TEACHER GUIDELINES FOR USING ITTS ONLINE TO PREPARE STUDENTS FOR TABE TESTING

- A. To enroll a student in the online program
- Get on the internet and go to www.wgcontemporary.com.
 - Log on using **teacherS** for both the username and password. All South Campus faculty will use the same teacher name (teacherS) so that we can all access shared students.
 - Click “**Launch**” on the left-hand ITTS program.
 - All South Campus faculty will use the same class name, **adulted**. This has already been set up. Do not enter a new class or change this class name.
 - To add new students, click on “**Class Management**” at the top of the frame and select the “**Student Set Up**” tab.
 - **Check the “Students in Class” list to determine whether your student is already in the system. If you find his/her name, go to the instructions at letter B below. Do not do a duplicate entry, as this will use up extra seats!**
 - Enter student’s first and last name.
 - Type in student’s **first and last initial (lower case) plus the last FOUR digits of student’s social security number** for both **user name and password**. (Example: jd6789 jd6789)
 - Skip the email box, as all teachers are using the same class, so individual emails won’t work.
 - You may click on ESL if you want extra lessons related to language, but some people have found problems in the math area if this is checked.
 - Click on the “**Add to class & School**” tab.
- B. Now you are ready to prepare the student’s instructional plan.
- Go back to the **Assessment and Study Plan** page, click on the **subject** for which you are enrolling the student (Reading, Language, or Mathematics), and **scroll through the student names** to get to the student you want to enter a plan for.
 - Select the **Mastery Level** for your student based on the test you will be sending your student to take once they finish your course. (Check their prior TABE test for last level taken as well as taking into consideration the level of test they need to pass in order to progress to the next course level.) The default level is E, so be sure to change this to M or D, as appropriate. **THERE ARE NO A LEVEL MATERIALS AVAILABLE YET, SO DO NOT ENTER AN A FOR MASTERY LEVEL!**
 - Now you may select +, P, or – for each test area listed. You have a few options here. You can enter the designators from the student’s TABE test, you can modify the TABE designators to show P or + for the areas students have already completed in your class, or you can enter minuses (--) in all of the test areas. By entering all minuses, you enable your students to do the pretests and lessons in all of the areas and to use these for review purposes before going for the test.
 - Click **Save** when you have selected a designator for all test areas.
 - Have your students log on and try out the program!
 - To delete a student who is finished with your class, go to the Student Set Up page, click on the student’s name, and select “**Remove from Class.**” The student’s name will come off the class roll, freeing up a seat, and will appear in the left-hand “**Students in School**” roll, which is a holding category for inactive students.