

ExperTrack gives your students and teachers access to assessments aligned to Your State Standards.

As Administrator, you have access to the reports for all classes. Also, you can preview any assessments for which your school is licensed. Additionally, you have access to the administration menu so that you can reset passwords in case students (or teachers) forget theirs. However, at this time, please do NOT make other changes using the Administration access. Please do NOT use the Enroll or Untag buttons as that can cause problems.

If you have a new student, please contact Gallopade customer service, and we will get your student set up right away. To set up a new student, we need to know:

- School District and School Name
- Student First Name
- Student Last Name
- Student User ID you want us to use
(similar format to other students at the same school)
- Student Password you want us to use
(case-sensitive, so please don't capitalize unless you want it that way)
- Student Email *(optional)*
- The exact ExperTrack course and class the student should be enrolled in
(for example: "6th Grade Social Studies – Johnson/3rd Period")

Also, please let us know how we should contact you to confirm or ask any questions.

If your school already has licenses available for new users, there is no charge. Even if you do need to purchase additional licenses, we will not delay providing new students access to ExperTrack.

Let us know any time we can help your students, your teachers, or you! Gallopade cares!

ASSESSMENTS

There are two types of assessments in ExperTrack:

Checkpoint assessments are designed to be used throughout the year. Each Checkpoint is aligned to specific topics and standards. Teachers can use Checkpoints as end-of-lesson interim assessments. They allow teachers to check for understanding and spot any areas where students need additional instruction.

When a Checkpoint shows that students have mastered the skills and content, there is usually no need for them to repeat a Checkpoint. When the Checkpoint shows students have not mastered the skills and content, reports will show which students are struggling, and with which topics, so teachers can provide additional instruction. Students can take a Checkpoint assessment up to five times, and you will be able to see their progression.

End-of-Year assessments include questions from the variety of topics and standards covered throughout the year. Teachers can use these assessments to review material at the end of the year, as test prep for the End-of-Year Tests, and as summative end-of-year exams. End-of-Year assessments will be loaded into the ExperTrack system in January.

We suggest you view the online **Quick Start Guides** for students and teachers. This will help you become familiar with how your school will use ExperTrack. The Quick Start Guide will always be available for any new users or those who need a refresher.

How to preview assessments:

Teachers and Administrators can preview the questions on any assessment at any time. This allows you to see all the questions on any assessment. It also allows teachers to work through or review the questions with their classes.

You can access assessments from the HOME screen:

- Locate a course for which you want to view an assessment.
(As long as it is the right grade, it does not really matter which class you select.)
- Click on **EXPLORE**.
- Click on **Test Authoring**.

This will take you to an alphabetical list of all the assessments for this course.

- If you do not see all of the assessments listed, you may need to increase the number viewed at the bottom of the screen.
- To change this setting to always show more assessments when you log in:
 - Click on the icon in the top right corner of the screen.
 - Click **My Settings**.
 - Type the number **100** in the paging option.
 - Click **Update Settings**.
 - Go back to the HOME screen.

To preview the assessment:

- Locate the assessment you want to preview.
- Click on **Details**.
- Click on **Preview**.

You are now previewing the assessment.

You can navigate through the questions using the arrows at the bottom of the screen. Close the window, or click **Submit** (for score) when you are done viewing the assessment.

REPORTS

How to access reports:

You can access reports from the HOME screen:

- Locate the class for which you want to view reports.
- Click on **EXPLORE**.
- Click on **Reports**.

You can leave all the box selections at their defaults except for the **Search Type** box.

- In this box, select to search **by student** or **by assessment**.
- A new box will pop up.
 - If you selected to search by student, enter the student's **User ID**.
 - If you selected to search by assessment, **select an assessment** from the dropdown list.

Near the top right of your window is an orange button labeled **Select Report**; click on it. Now you will see report options available; **select one**. (See descriptions on next page.) Click on the orange button labeled **View Report**.

Your report will be generated and opened automatically.

You can view, print, and/or export your report.

Close the window when you are done viewing your report.

Summary of current reports:

If you select Search by Assessment:

Report	Data Included	Organization
Learning Outcome— Summary	results for all students for the selected assessment, including multiple attempts	alphabetical by student; then for each student, scores are low to high; <i>most useful class view for seeing data for a particular assessment</i>
Learning Outcome by Topic	results for all students for the selected assessment, including multiple attempts	sorted by attempts from oldest to most recent (students mixed); <i>main use is to see most recent activity of the class</i>
Learning Outcome by Topic (option)	If you choose Search by Assessment but do not select an assessment, the data will be listed for all assessments	grouped by assessment; then sorted by attempts from oldest to most recent within each group; <i>easy way to see class data for all assessments</i>

If you select Search by Student/User:

Report	Data Included	Organization
Learning Outcome— Summary	N/A	<i>not particularly useful at this time</i>
Learning Outcome by Topic	results for all assessments for the selected student, including multiple attempts	sorted by assessment; then multiple attempts of an assessment are sorted from oldest to most recent <i>easy way to see one student's data for all assessments</i>

PASSWORDS

How to change your password:

- Click on the icon in the top right corner of the screen.
- Click **My Settings**.
- Click **Change Password**.
- Type your old password.
- Enter your new password and enter it again to confirm.
- Click **Save**.

How to change/reset the password for a student or teacher:

- Click on **Administration** on the left side of the screen.
- Click **Manage User**.
- Type the user's first name in the Search box in the middle of the screen.
- Locate the correct user and click the **icon** for Edit.
- Click on **Account Information**.
- Type a new password and then retype it to confirm.
- Click the **Update** button at the top right.
- NOTE: Please do not use other features in the Administration menu.

ExperTrack!™

Assessment System

MISC.

How to log in:

- Go to the ExperTrack home page:
www.gallopade.com/online
- Click on the log in button for Teachers and Administrators.
- Enter your User ID and Password.
- Click **LOGIN**.

How to log out:

- Click on the icon in the top right corner of the screen.
- Click **Logout**.

How to change which classes are visible on your home screen:

To view classes only for one particular grade:

- Click on the box in middle of screen named **Change Program**.
- Click on the **arrow** by Louisiana Experience.
- Scroll to select the grade you want to view, and click on it.

To go back to viewing classes for all grades:

- Click on the box in middle of screen named **Change Program**.
- Click **View All**.