Before Testing Day

Make sure that all of your rosters in Galileo are correct (called "cleaning up your roster"). If students are not on your class list, you will have to 'add' them. Your department chair should be able to assist you if you are having difficulty. If the student is not available in the entire district, please call Becky at 4607. She will need to contact District Office so this needs to be done in advance.

Updating Your Roster

1. Click on the **Student/ Family** tab.
2. Select your class
   a. Verify your student roster in the dropdown menu or by printing a **Class Roster** under **Options** box.
   b. Compare the Galileo roster with your most current Synergy Roster.

Drop Students

1. With the Student Demographics screen (click on the **Student/Family** tab), click on the **Enroll/drop student**.
2. To remove a student from your roster, highlight the student to be dropped from your Students Enrolled class list by clicking on the student name (you can use the Ctrl key option to highlight all/multiple names at one time).
3. Click **Drop from Class** button and then click **Save Changes**.
4. This only removes the students from your class roster, not from the system.

Enroll Students

1. With the Student Demographics screen (click on the **Student/Family** tab), click on the **Enroll/drop student**.
2. **Change the enrollment date to at least one day prior to enrolling them in your class.**
3. Search for student by **Available Students in District** or **Available Students in School** by last name.
4. Highlight the students name by clicking on the student name (you can use the Ctrl key option to highlight all/multiple names you need in the list).
5. Click on **Add to Class** button to enroll the student then click on **Save Changes**.
6. Repeat for all missing students.

If a student is not available for selection you must request the entry from a site administrator (the assistant principal in charge of Galileo or their secretary).

Print your students' Galileo logins and passwords. You will hand these out to students on the day of the test (cut them into strips).

Obtain Student Passwords

1. Click on the **Settings** link (within the orange shading).
2. Click on **Student/Family Accounts** under the **User Accounts** menu.
3. Select your class.
4. Click on **View Student User Accounts**.
5. Once the document is opened, print the student accounts (do this for each of your classes).

Questions/Issues: Michele (4625, 4626)   Tech TBA (4153)

Testing Day

<u>Students Log Onto Computer</u>

- Students should logon to the computers using their regular school login. Do not use the guest login.
- If students *do not remember their password or their password doesn't work*, you can either call 4625 or send them to the library with a pink pass.
- The following errors may occur. If they do, check the appropriate box on the pink pass and send the student and laptop to the library. If this happens in one of the labs, move student to another computer (if possible) and email Melanie Ludwick with the lab room #, the computer #, and the error message.
    - *"recovery"* with a blue screen
    - no place to enter login info on a blue background
    - *"no logon servers"*
    - "trust relationship"

    If the login screen does not show up and the screen stays black, the computer is still loading and you will need to be patient and wait. If it takes longer than 5 minutes, please restart the computer. If the problem persists, check "stays black" on pink pass and send student down with laptop.

- If there are *not enough laptops/computers* for all your students, check "not enough computers" on the pink pass and the student to the library. We will give them a laptop and they will return to your room. Please return the laptops at the end of the day.

<u>Students Log Onto Galileo</u>

- Students should click on the **Galileo icon** that is on the **desktop.**
- Students will use the login and password that you have printed. If they cannot log in **and** you have verified that the login/password they are using is correct, send them to library with a pink pass, clicking "Galileo login issue."
- If a student logs into Galileo and doesn't see your class name, this means that you do not have this student on your roster (follow directions on other side for adding student).
- If the student logs into Galileo, clicks on your class name, and "nothing scheduled" appears, please call Tom at 4606 or 4607 so he can schedule your test. All of your students would get this same message if the test really wasn't scheduled. If it is just one student, make sure that s/he is on your roster (ie., you printed a login and password for them). If you can't resolve this, send student to library with "Galileo, no test" checked on the pass.

Students Who Do Not Finish or Are Absent On Testing Day

You may check out a few laptops for students who did not complete or missed testing on the assigned day. Please stop in the library on 3/6/15 to pick up laptops to do this.

Questions/Issues: Michele (4625, 4626)   Tech TBA (4153)