Getting Started

Installation

Prior to administration, install the istation Reading Program on computers that meet minimum system requirements. See Download Instructions for installation procedures.

Teacher and Lab Manager Preparation

- Prior to Initial ISIP Administration, access the istation web stie (www.istation.com, login and create your classroom and student accounts by entering student names and their unique District ID numbers. (See Managing Accounts). Student ID numbers are encrypted to prevent interception or identification of student information.

- After creating and processing your student accounts, print the student login cards (See Login Cards).

- Place the login cards in a file box near the computers in the lab and/or classroom. Login cards should be easily accessible to students during login.

- Inspect all equipment to be used (computers and headphones) to ensure that they are operable.

- Check audio volume on all computers.

- Prior to testing, become familiar with the tests to be administered and the test formats.

- Make sure the physical conditions in the testing location are satisfactory.

- Check for adequate lighting.

- Create a seating arrangement that will allow for a space between students.

- Post a "Testing – Do Not Disturb" sign on the classroom or lab door if the testing location is in a high traffic area or prone to interruption by other students.

- Develop and post a schedule to accommodate students using The istation Reading Program.

On Assessment Day(s)

- Limit test groups to 5 students per observer.

- Ensure that students have sufficient proficiency in this medium. Students must be able to use a mouse for point and click operation.

Note: Prior to the first assessment administration, ISIP provides an activity that allows Pre-K students to practice point and click skills. You may find it appropriate to provide students without prior access to computers some instruction in basic computer terms, components (such as keyboard and mouse) and point and click operation.