FOSSmap Tutorial 2: Login to FOSSmap and assign tests.  

(Individual student accounts)

1. Sign into FOSSweb in the usual manner with your email and password.

2. When you land on “My Teacher Page” after login, click on the module you plan to assess. Click on the IG image of the module or on “View Module Detail” (we’re using Structures of Life as an example).

3. On the module page, click on “FOSSmap” under the “Teaching the Module” column. This will open FOSSmap in a new tab.
Assigning or Previewing Online Assessments

4. Once in FOSSmap, click on the Online Testing Icon.

Four buttons will appear in the toolbar underneath the main set of icons. Click on the first one on the left, “ASSIGN ONLINE TESTS.”

5. In order to assign or preview the items, select the following in each pull down menu
   Grade: 3–8 (will already be showing)
   Subject: Select “Life Science” (1)
   Bank: Select “Structures of Life (NG)” (2)
   Test: Select “I-Check 1 Structures of Life (NG)” (3)

If you want to preview a test, but not assign it to students:
Click the blue button “Preview Test” (4) next to the test being assigned. You can now take the test as a student would, but no data will be recorded in the system.
If you want your students to take a practice test:
Choose “Practice” (5) in the subject menu. The Bank menu will automatically change to “Practice Test” (6). Then select the Practice Test in English or Spanish (7). This test teaches students how to deal with the various question formats and drawing tools.

6. A few hints to help you when taking the tests.

- Use the Practice test to teach students how to deal with the different item formats and to practice using the art palette.

- Most pages will have two screens. If you want to change the sizes of the two screens, click, hold and drag the blue diamond shape that is in the middle of where the two pages meet. For single pages, the blue diamond is on either side.

- Sometimes you will need to scroll down to see the whole item. This icon indicates the need for scrolling. If an item with multiple parts does not fit on one page you will see this icon, and the bottom of the page will be grayed out to help students know when they need to scroll down.

- When you see a red button with a paint brush on it, that is the art palette, so once you click on that you will have the tools you need to make drawings, diagrams, and graphs.

- In the preview mode, feel free to answer the questions. The data will not be recorded. If you don’t want to answer the questions, click the right arrow at the bottom to go to the next page and click “YES” when prompted to confirm that you want to move on to the next question.

- If you answer all of the questions, you will be prompted to submit your test (your answers will not actually be recorded). If you don’t answer all of the questions, you will need to exit the program by clicking on the icon that shows a stop sign with a hand, found at the top of the test taking page.
7. **If you want to assign a test to students...**
   Follow the same procedure, but this time, go to the bottom of the page and just click “Assign” (8).

   **NOTES:** Generally you will want to assign one test at a time. But if, for some reason, you want to assign another test, you go through the same procedure described above to assign the second test.

   Please see the *Online Assessment Accomodations Quickstart PDF* for information on assigning different tests to different student groups.

   After you click “Assign,” the screen will refresh and you will see a list at the bottom of the page that shows all tests you have assigned and are active (in this case, just one).

   You can now logout of FOSSmap, and students can take the test at any time.