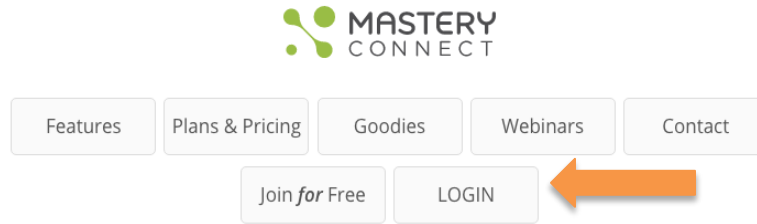


# How-To Deliver Online TE21 Assessments in MasteryConnect

## TEACHERS:

1. Login to MasteryConnect
  - a. Go to [www.masteryconnect.com](http://www.masteryconnect.com) (Use - Chrome, Firefox or Safari)
  - b. Enter your Username and Password
  - c. If you have not activated your MasteryConnect account go to your school email and search for an email from MasteryConnect with the subject of "Welcome to MasteryConnect!".
  - d. if you cannot find the email go to [www.masteryconnect.com](http://www.masteryconnect.com) and select **Login** and select **Forgot Password** this will resend the activation email).



2. Create a tracker for **each** class and subject that you will be administering assessments to.
  - a. Start with selecting the **Tracker** tab from the Green Bar on the Home Page.
  - b. Next, select the orange **Add Tracker** button in the upper right hand corner.
  - c. Finally, enter subject, core\*, class, description, a folder color, and add students individually or import from SIS (Student Information System- if applicable) and select **Create Tracker**
  - d. The tracker **must** contain the same set of standards as the TE21 Assessment. See your Administrator if you are not certain which standards to use.

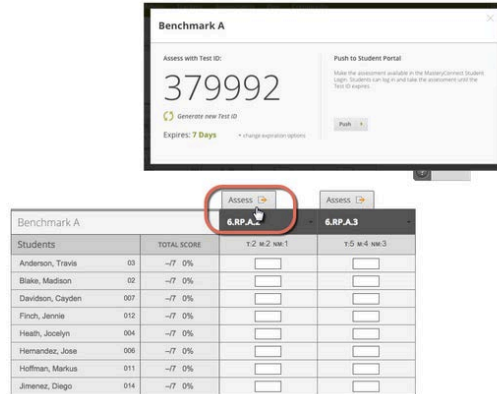


3. Within your Tracker:
  - a. Your standards are across the top and your student list (with their student id) is down the left.
  - b. If a TE21 Assessment is available you will see it displayed in a dark gray column.
  - c. You may receive an email notification with a link you can click on – this will take you directly to your Tracker.
  - d. If you do not see a dark gray column, the assessment may not have been made available to you or you may have used the wrong standards. Reach out your Administrator.

Students		B				
SORT: Last, First   A - Z		6.RP.A.1	6.RP.A.2	6.RP.A.3	Ben...ark 1	6.NS.A.1
Garcia, Hubert	3117					
Graham, Yvette	3128					
Mathis, Carlton	3159					
Morales, Gilbert	<a href="#">Edit</a>					
White, Lori	3262					

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4. To administer the TE21 Assessment to student who will be taking it online:
  - a. Click on the TE21 Assessment (in the gray column)
  - b. Click on any one of the “**Assess**” buttons above a standard title bar to reveal the Test ID.
  - c. Provide this Assessment ID to your students. (They will also need their student id)



## STUDENTS:

1. Take a TE21 Assessment by going to [www.masteryconnect.com/bubblesheet](http://www.masteryconnect.com/bubblesheet).
  - a. Enter the **Test ID** - click **Next**.
  - b. Enter your MasteryConnect **Student ID** - click **Next**.
  - c. To complete the assessment – click **Submit**.

The screenshot shows the "BubbleSheet" interface with a text input field labeled "Enter the Test ID..." and a "Test ID" label. Below the input field is a "Next" button with a right-pointing arrow.



The screenshot shows the "BubbleSheet" interface with a text input field labeled "Enter the Student ID..." and a "Student ID" label. Below the input field is a "Next" button with a right-pointing arrow.