How-To Deliver Online TE21 Assessments in MasteryConnect

TEACHERS:

1. Login to MasteryConnect
   a. Go to 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 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.
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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)

   ![Assessment Interface]

   **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**.

   ![Bubblesheet Interface]