




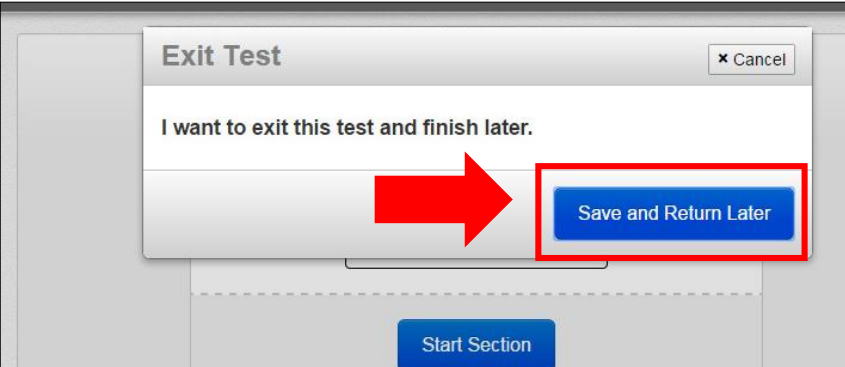
## Log-Out Instructions – Spring 2015

After a student completes a test unit, use the instructions in this document to help them log out of TestNav. Test Administrators may provide navigational guidance as students click through the log out steps. **These directions may also be printed for students** to use during testing. Only print the direction pages students need for each unit (e.g., for PBA ELA Unit 1, print pages 3 and 4; for PBA ELA Unit 3, print pages 5 and 6). Test Administrators are responsible for ensuring that there is no writing of any kind on these instructions before distributing them to students. Test Administrators are also responsible for collecting the instructions from students after testing. Pages 2–6 provide step-by-step directions for final and non-final units. Use the table on this page to determine which set of log-out instructions to use for each unit:

PBA			
Subject	Grade	Unit	Directions
English Language Arts/Literacy	3–8 and High School	Unit 1 (Literary Analysis)	Non-Final Log-Out
		Unit 2 (Research Simulation)	
		Unit 3 (Narrative Writing)	Final Log-Out
Mathematics	3–8 and High School	Unit 1	Non-Final Log-Out
		Unit 2	Final Log-Out
EOY			
Subject	Grade	Unit	Directions
English Language Arts/Literacy	3–5	Unit 1	Final Log-Out
	6–8 and High School	Unit 1	Non-Final Log-Out
		Unit 2	Final Log-Out
Mathematics	3–8 and High School	Unit 1	Non-Final Log-Out
		Unit 2	Final Log-Out


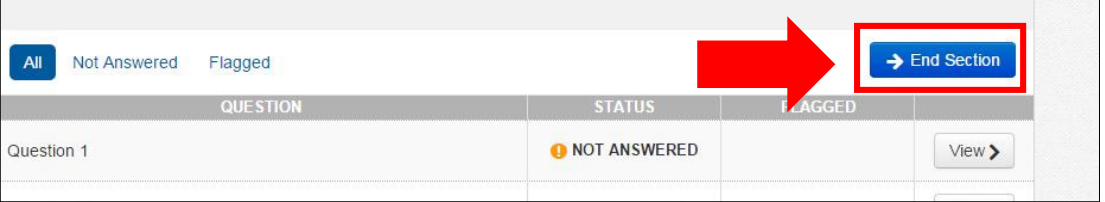
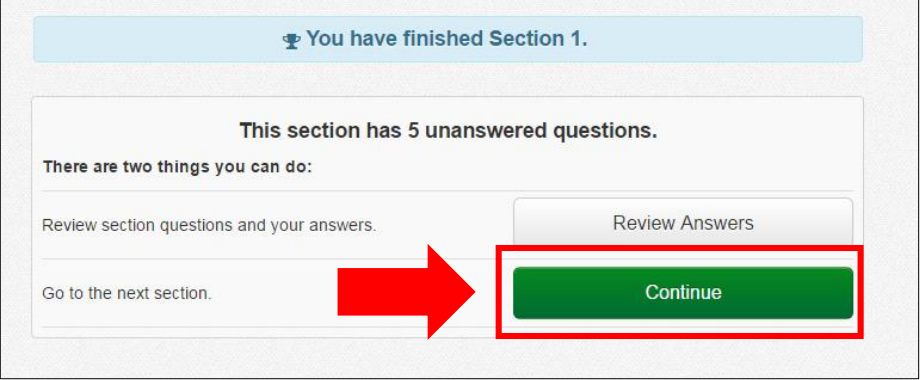
## Mid-Section Log-Out Directions (Non-Final Log-Out Directions)

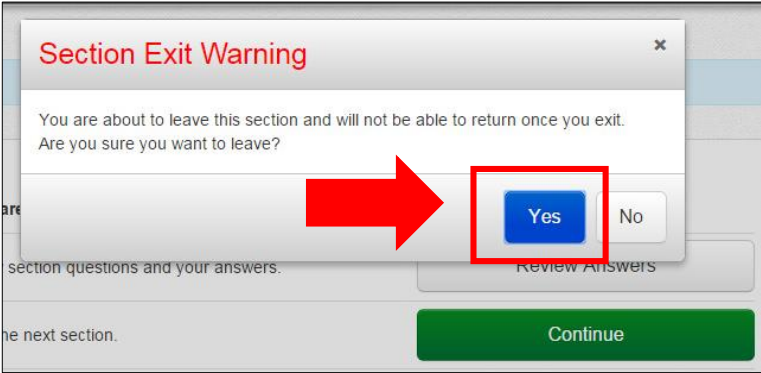

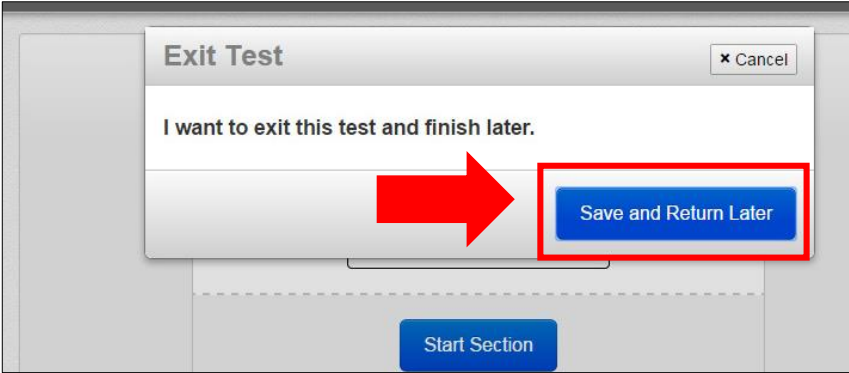
If a situation arises that requires a student to log out of TestNav during the unit being assessed (i.e., illness), the following steps should be taken to ensure that the unit is not ended prematurely.

<b>Step 1</b> Click on the gray button next to the student's name and choose the "Logout of TestNav" option.	<b>Screen Shot</b> 
<b>Step 2</b> Click the blue "Save and Return Later" button on the Exit Test pop-up window.	<b>Screen Shot</b> 
<b>END OF MID-SECTION LOG-OUT DIRECTIONS</b>	

## Non-Final Log-Out Directions (Completed Unit)


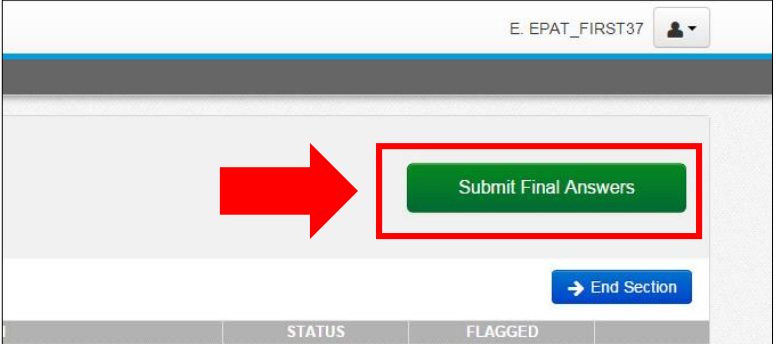
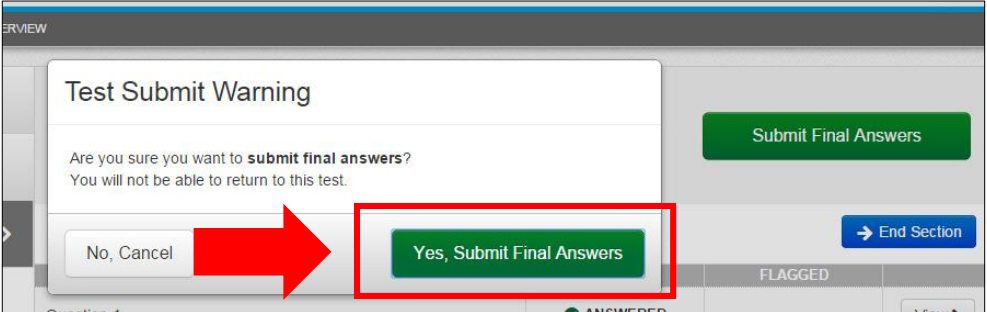
These directions apply to units which are not the final unit in the PBA or EOY, including the Literacy Analysis Unit and the Research Simulation Unit for the ELA/L PBA for Grades 3–11, Unit 1 for the ELA/L EOY for Grades 6–11, and Unit 1 for the PBA and EOY for Grades 3–8 and High School Mathematics. See a summary table on Page 1 for more information.

<p><b>Step 1</b></p> <p>On the final item of the unit/section, click on the “Review” button.</p> <p>If the student clicked the blue Arrow button on the final item, skip to Step 3. The student may still access the Review screen from the End Section screen if Unit Testing Time remains and he or she wishes to review his or her answers.</p>	<p><b>Screen Shot</b></p>  <p>The screenshot shows a navigation bar with several buttons. The 'Review' button, which has a list icon, is highlighted with a red rectangular box. A red arrow points from the right towards the 'Review' button. To the left of 'Review' are blue arrow buttons. To the right are 'Flag' and other utility icons. Below the buttons, the text 'CAT_SEC2 / SECTION 1 / 5 OF 5' is visible.</p>
<p><b>Step 2</b></p> <p>On the Review screen, click on the blue “End Section” button.</p>	<p><b>Screen Shot</b></p>  <p>The screenshot shows a review interface. At the top, there are filter buttons for 'All', 'Not Answered', and 'Flagged'. Below this is a table with columns for 'QUESTION', 'STATUS', and 'FLAGGED'. The first row shows 'Question 1' with a status of 'NOT ANSWERED'. To the right of the table is a 'View &gt;' button. On the far right of the screen, a blue button with a right-pointing arrow and the text 'End Section' is highlighted with a red rectangular box. A red arrow points from the left towards this button.</p>
<p><b>Step 3</b></p> <p>Click on the green “Continue” button.</p> <p>Students may access the Review screen from here by clicking on the “Review Answers” button if Unit Testing Time remains and he or she wishes to review his or her answers.</p>	<p><b>Screen Shot</b></p>  <p>The screenshot shows a completion screen with a light blue header that says 'You have finished Section 1.' Below this, a message states 'This section has 5 unanswered questions.' Underneath, it says 'There are two things you can do:' followed by two options: 'Review section questions and your answers.' with a 'Review Answers' button, and 'Go to the next section.' with a green 'Continue' button. The 'Continue' button is highlighted with a red rectangular box, and a red arrow points from the left towards it.</p>

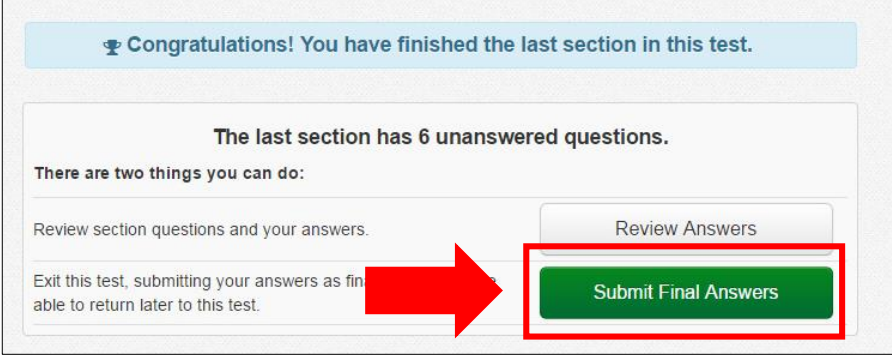
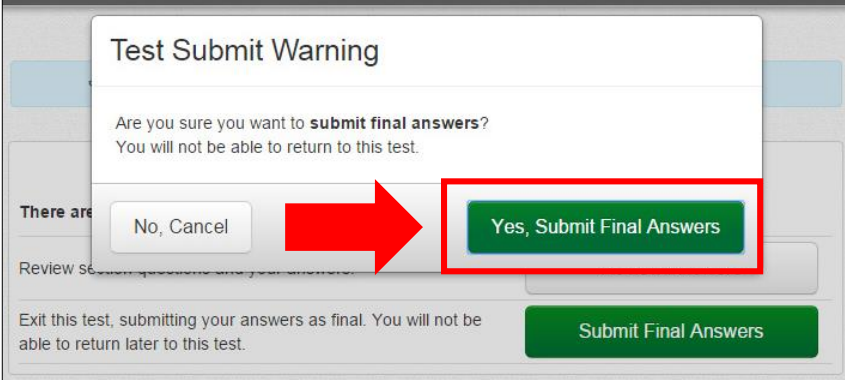
<p><b>Step 4</b></p> <p>Click on the blue “Yes” button on the Section Exit Warning pop-up window.</p> <p>This will take the student to the Seal Code screen for the next unit/section.</p>	<p><b>Screen Shot</b></p> 
<p><b>Step 5</b></p> <p>If taking a break between units or ending testing for the day, click on the gray button next to the student’s name and choose the “Logout of TestNav” option. (Do not continue with log out if testing will continue without an extended break.)</p>	<p><b>Screen Shot</b></p> 
<p><b>Step 6</b></p> <p>Click the blue “Save and Return Later” button on the Exit Test pop-up window.</p>	<p><b>Screen Shot</b></p> 
<p><b>END OF NON-FINAL LOG-OUT DIRECTIONS</b></p>	

## Final Log-Out Directions (End of all Units)

These directions apply to units which are the final unit in the PBA or EOY, including the Narrative Writing Unit for the ELA/L PBA for Grades 3–11, Unit 1 for the ELA/L EOY for Grades 3–5, Unit 2 for the ELA/L EOY for Grades 6–11, and Unit 2 for the PBA and EOY for Grades 3–8 and High School Mathematics. See a summary table on Page 1 for more information.

<p><b>Step 1</b></p> <p>On the final item of the unit/section, click on the “Review” button.</p> <p>If the student clicked the blue Arrow button on the final item, skip to Alternative Step 3 on page 6. The student may still access the Review screen from the End Section screen if Unit Testing Time remains and he or she wishes to review his or her answers.</p>	<p><b>Screen Shot</b></p> 
<p><b>Step 2</b></p> <p>On the Review screen, click on the green “Submit Final Answers” button.</p> <p>If the student did not answer all questions in the final unit/section, the green “Submit Final Answers” button will not appear on the Review screen. The student will need to click on the blue “End Section” button. Then, skip to Alternative Step 3 on page 6.</p>	<p><b>Screen Shot</b></p> 
<p><b>Step 3</b></p> <p>Click on the green “Yes, Submit Final Answers” button on the Test Submit Warning pop-up window.</p>	<p><b>Screen Shot</b></p> 
<p><b>END OF FINAL LOG-OUT DIRECTIONS</b></p>	

If the student clicked the blue Arrow button on the final item, instead of the review screen:

<p><b>Alternative Step 3</b></p> <p>Click on the green “Submit Final Answers” button on the End Section screen.</p> <p>Students may access the Review screen from here by clicking on the “Review Answers” button if Unit Testing Time remains and he or she wish to review his or her answers.</p>	<p><b>Screen Shot</b></p>  <p>The screenshot shows a light blue banner at the top with a trophy icon and the text: "Congratulations! You have finished the last section in this test." Below this is a white box with the heading "The last section has 6 unanswered questions." Underneath, it says "There are two things you can do:" followed by two options in separate boxes. The first option is "Review section questions and your answers." with a "Review Answers" button. The second option is "Exit this test, submitting your answers as final. You will not be able to return later to this test." with a green "Submit Final Answers" button. A red arrow points from the text of the second option to the "Submit Final Answers" button, which is also enclosed in a red rectangular box.</p>
<p><b>Step 4</b></p> <p>Click on the green “Yes, Submit Final Answers” button on the Test Submit Warning pop-up window.</p>	<p><b>Screen Shot</b></p>  <p>The screenshot shows a white pop-up window titled "Test Submit Warning" centered over the background interface. The window contains the text: "Are you sure you want to submit final answers? You will not be able to return to this test." Below the text are two buttons: a grey "No, Cancel" button and a green "Yes, Submit Final Answers" button. A red arrow points from the text of the second option in the background to the "Yes, Submit Final Answers" button, which is also enclosed in a red rectangular box.</p>
<p><b>END OF ALTERNATIVE FINAL LOG-OUT DIRECTIONS</b></p>	