Quick Start Guide

HSPT ONLINE

Scholastic Testing Service, Inc.
Bensenville, Illinois 60106–1617
Earth City, Missouri 63045
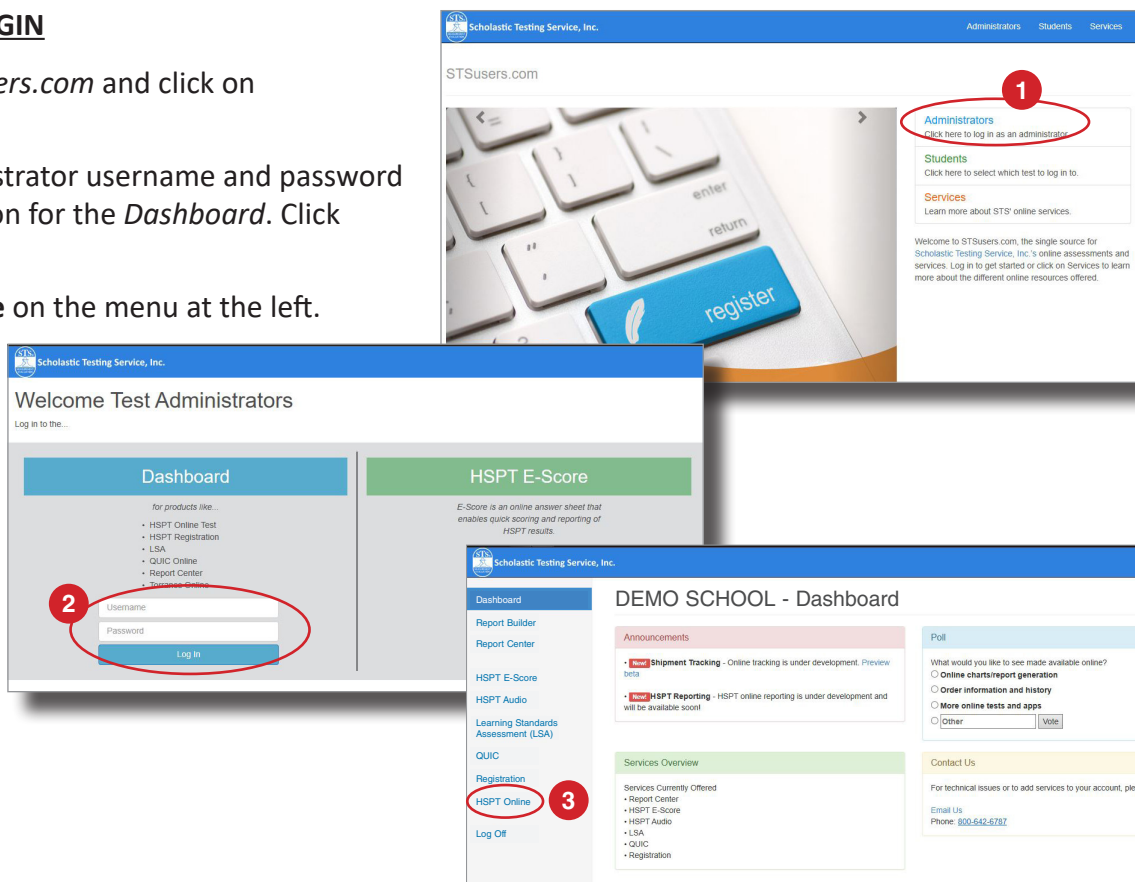
STS MEASUREMENT EVALUATION

Create Test Session (Administrator Responsibility)
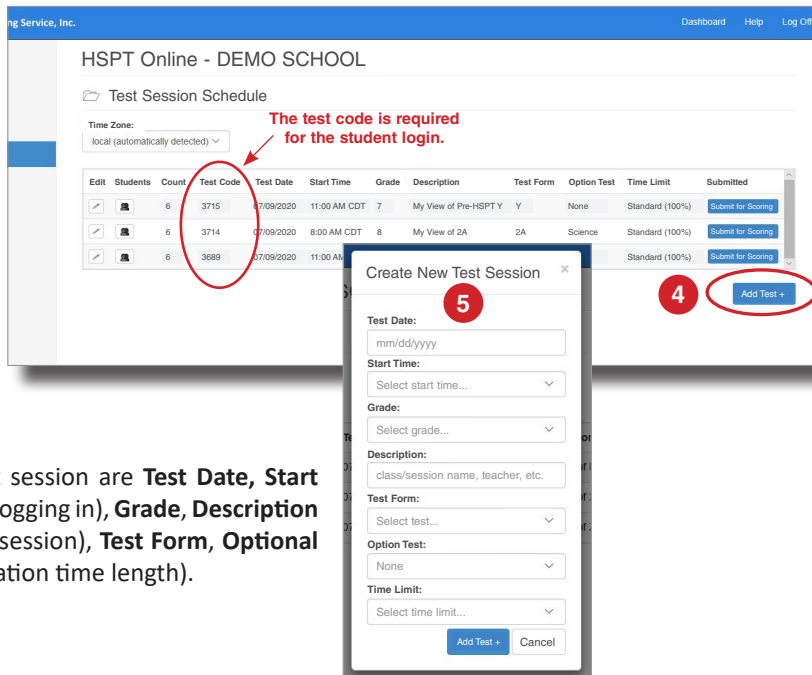
ADMINISTRATOR LOGIN

1. Go to *www.stsusers.com* and click on **Administrators**.

2. Enter the administrator username and password in the login section for the *Dashboard*. Click **Login**.

3. Click **HSPT Online** on the menu at the left.

CREATE TEST SESSION

4. Click **Add Test** to create a test session.

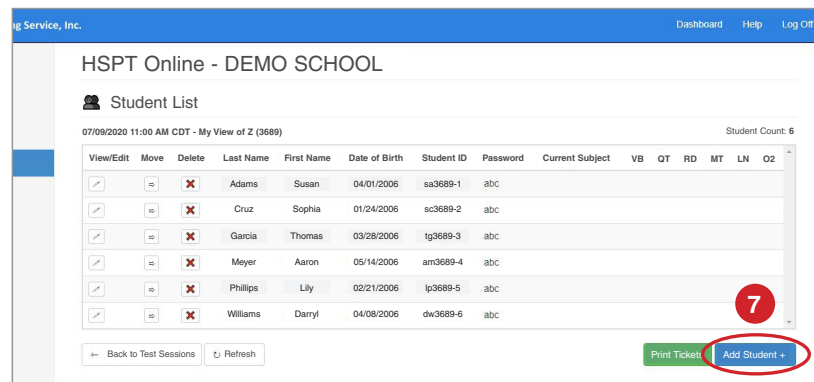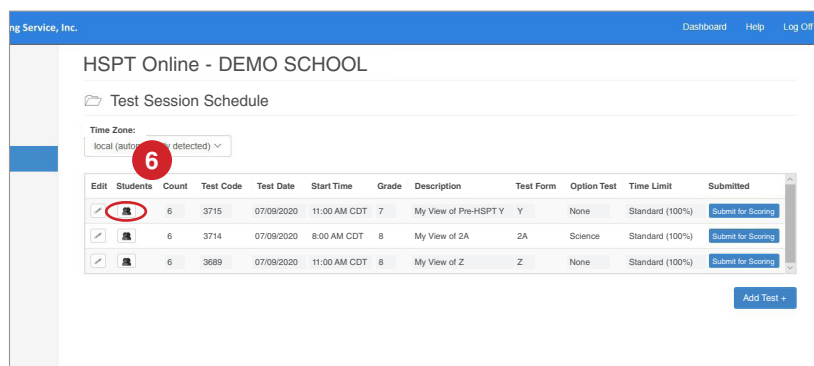5. In the pop-up window, complete the information for the test session and click **Add Test**.

The system automatically creates a test code for the test session created. Administrators must provide this code to students/families.

The required fields for adding a test session are **Test Date, Start Time** (time when students may begin logging in), **Grade**, **Description** (name or description to identify test session), **Test Form**, **Optional Test** if any, and **Time Limit** (administration time length).

ADD STUDENTS TO TEST SESSION

6. Click the **Students** icon to go to the *Student List* view.

7. Click **Add Student** to create a record for a student.

8. Enter the student's personal information in the appropriate fields. Click **Add Student**. Repeat steps 7 and 8 for all other students.

DISTRIBUTE TESTING INFORMATION TO FAMILIES

If students will test remotely, the administrator will need to provide families and students with the necessary information required for testing prior to test day. Points to address include:

- website for testing

- scheduled test date and time

- viewing the student tutorial

- instructions for students/families to retrieve their student ID and password (required for logging in)

- test code (school provides to students/families and is required for logging in)

- student remote testing agreement

- materials required and allowed during testing

- instructions for completing the student information page during the login process (specifically the *Additional Information* section)

- any other applicable testing instructions from the school (e.g. video conference details if monitoring virtually, if students need identification and what type, etc.)

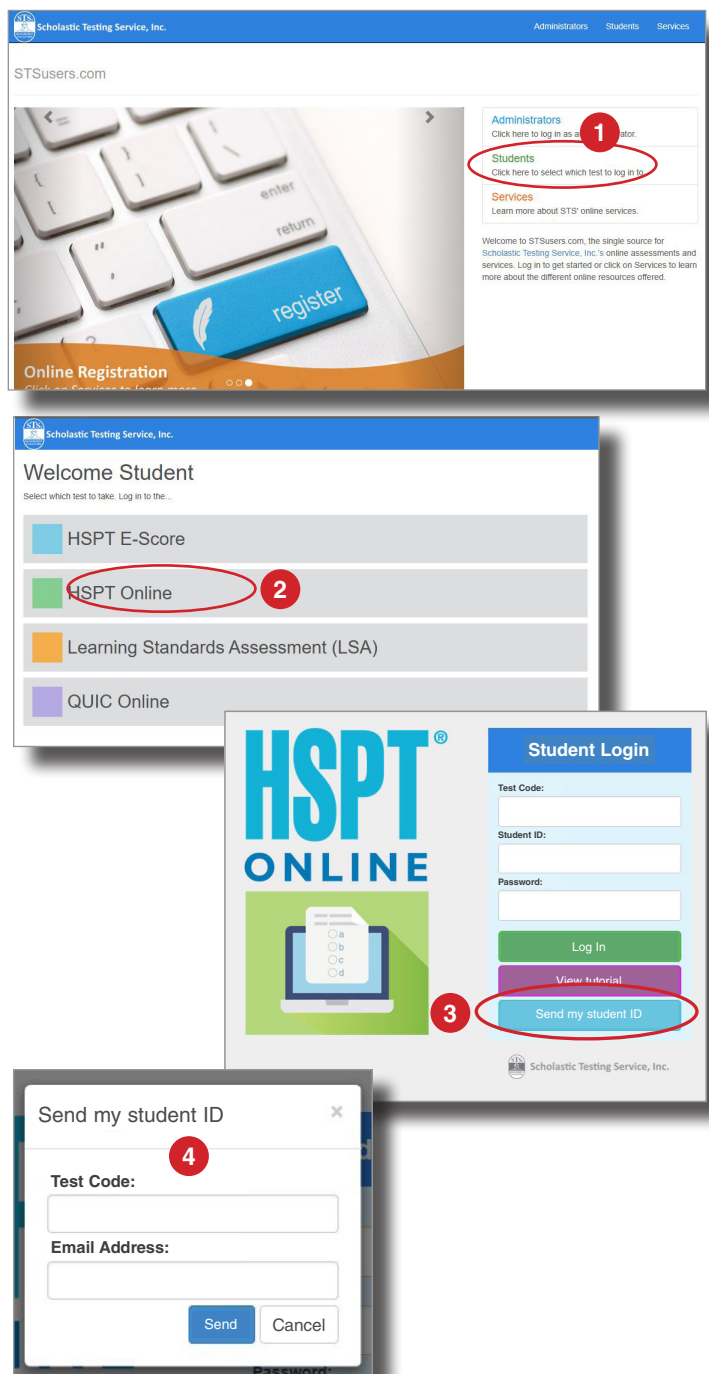The required fields for adding a student are **First Name, Last Name Date of Birth, Gender,** and **Email.**

The system automatically creates a student ID and password for each student Students will need their test code, student ID, and password to log in.

RETRIEVE STUDENT ID AND PASSWORD

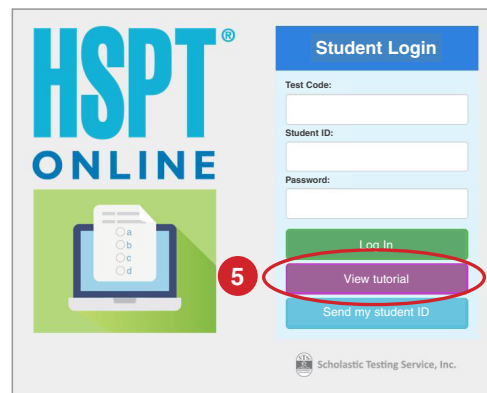Administrators must provide the test code to students/families before this step can be completed.

1. Students go to *www.stsusers.com* and click on **Students**.

2. Click on **HSPT Online**.

3. Click **Send my Student ID.**

4. The student must enter the test code provided by the administrator and the email address that was entered for them during the *Add Student* process and click **Send.** Their login information will be immediately sent to the email address.

VIEW STUDENT TUTORIAL

Students should also be encouraged to view the student tutorial in advance of testing. The purpose of the tutorial is to provide students with an opportunity to familiarize themselves with the features of the testing interface prior to taking the test.

5. Once at the student login page (follow steps 1-2 above), click **View Tutorial.**

STUDENT LOGIN

1. Students go to *www.stsusers.com* and click on **Students**.

2. Click on **HSPT Online**.

3. The student must enter the test code provided by the administrator and their student ID and password and click **Log In.**

STUDENT INFORMATION & CODE OF CONDUCT

After logging in, the student is brought to the information and code of conduct page.

4. Students review the information entered for them during the *Add Student* process. They may update any necessary fields.

5. Students enter (or modify) *Additional Information* necessary for the school's desired reporting options. (Which fields to be completed, if any, will depend on the school's reporting options and services.)

6. Students must read and agree to each code of conduct statement by clicking each checkbox and then click **Submit.**

Adams, Susan
DEMO SCHOOL

Student Information
Enter the following identification information.

Date of birth (mm/dd/yyyy): 04 / 01 / 2006
Gender: F   Grade: 8

Additional Information
The school provided you with instructions on which additional fields to complete below, if any, as well as any necessary school code lists. (Not all students will need to complete this section.)

Registration number:

Current school (3-digit school code):

Home Address
Street address:
City:
State: Zip:

High school choices (2-digit school code)
Choice 1:
Choice 2:   Choice 4:
Choice 3:   Choice 5:

Email:

Phone Number:

Code of Conduct
You must adhere to the following in order to take the test. Check each box to agree.

☐ I will test in a location free from distractions and disruptions.

☐ I will test alone for the entire exam and will not communicate with anyone in any way, other than the proctor, if available.

☐ I will remain on this website only and will not use any other application or other window during the test.

☐ I will not use any other electronic device (e.g. calculators, cell phones, other computers, or wearable technology.)

☐ I will not use any notes, books, or testing aids other than a pencil and a blank piece of paper as a worksheet.

☐ I will not copy or forward any test item details to any other person or by any means. (This includes but is not limited to verbal or written communication, copying/saving/printing, screen shots, camera images, etc.)

Communicating, publishing, reproducing, or transmitting any part of this test, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly prohibited.

Students found to be in violation of these regulations will be reported to the school and results will be dismissed and invalidated with no possibility to retest. Further action may be taken.

Submit

TAKING THE TEST

After the student information and code of conduct page, the student is brought to the *Student Home Page*. The subtests and recommended rest periods are displayed in the order they should be taken.

7. To begin a subtest, click the **Begin** button.

8. First, students will work through instructions and sample items for the subtest. At the end of the instructions, they will click **Start Test** to begin answering items.

9. Students will read each item and select their answer by clicking their choice in the area labeled *Your Response*.

The student will use the buttons at the top of the screen to navigate through the test. The item number will be displayed at the top of the page to let the student know what item they are on and how many total items are on the test. After a student answers an item, they will need to click the *Next* button at the top of the page to go to the next question.

When finished with the subject, the student will click Finish and follow steps 7-9 to begin the next subtest in order. Once all subtests complete, they log out of the system.

Scoring Tests (Administrator Responsibility)

SUBMIT FOR SCORING

Follow the instructions for Administrator Login on page 1. After logging in,

1. Click **Submit for Scoring** for the appropriate test session.

Reports will be generated based on the method and format designated at the time of ordering. Options include automated scoring with reports posted online OR scoring through STS's Scoring Center.