

Steps for Administering Cat5 for the First Time

Please follow the steps below to help you understand the process to administrating the Cat5.

Step 1: Activate Account

- Check email for invitation (if not in inbox, check spam folder)
- Select "Change password" to activate and access Dashboard
- Select "*Get Setup Instructions*" for help (redirects to Cat5 Quickstart Page)



Step 2: Check Class List(s)

- In Teacher dashboard, select "Master List" to check accuracy of student info (students will use this First & Last Name to login on the Secure Browser)
- In the optional field, identify students' "Special Groups", if applicable
- Add/Remove students, if necessary



Step 3: Prepare Devices

- Confirm with your IT personnel that set up is complete and devices have adequate internet connection
- Fully-charge all devices
- Ensure enough headphones are ready fo grades K-3 students



Step 6: Prepare Students

- Ask students to turn on the devices and select the "Cat5 Secure Browser"
- Write session passcode where all students can see
- If internet issues are anticipated, preview instructional videos as a class for particular subtests (Language: K-3, Math: K-2)



Step 5: Create Test Sessions

- In the Teacher Dashboard, select "Create Session" (an Assessment box will appear in the homepage)
- Check email for generated passcode to access test session (passcode is valid once any student uses it to log in, until 4 pm that day) - write this down or flag this email for reference



Step 4: Prepare for Testing

- Check the duration of specific subtests to plan for each session
- Check internet connection and bandwith to ensure no issues occur during testing
- Prepare necessary tools needed for each subtest type (e.g. scrap paper, math tools, headphones)



Step 7: Begin Test Session

- Students will enter their full name (as shown in the Master List) and the passcode to log in
- If the subtest begins with an instructional video and it has been played already, ask students to skip this by selecting "Continue" when the video appears
- Ensure students have tried all questions before selecting "I'm Finished"



Step 8: Monitor/Control Session In Teacher Dashboard

- Select the *Test Session box* and click the *refresh* button to update page
- Ensure all students are logged in
- "Pause session" if devices won't be used later, otherwise "Log Out Session" for all students (select "Give Access To All" to allow log in again)



Step 9: Request Reports

- A *green check mark* beside the student's name indicates completion of a subtest
- Select "Email My reports" whenever and as often as needed until access end date (shown in red, under the menu banner)
- Check email for PDF or webpage versions of the report