Quick Tips for Frog Street Assessment

Using the **Frog Street Assessment Roster Template** is the most efficient way to set up multiple students, classrooms and campuses. The template allows you to include the child's birthday, student demographics and any customized programs you want to include in your student data results. Using the roster template for your initial account set-up will not exclude you from managing your data manually as needed.

For **District** or **Campus** administrators who want to assign tests to the classrooms (as opposed to a teacher assigning his or her own test), setting up a **Group** for assignments is the most efficient way, allowing you to assign a test to multiple classrooms.
Follow these selections from your dashboard:
Online Testing > Assign Online Tests > Group Assignment > Add New Group > You will need to give your new group a **Name**, then choose the **Schools, Terms, Teachers, Classes and Classes in Group** by either clicking on them to highlight; or you may add all teachers and classes by checking the box in the column heading. Once your selections are made, select **Add Classes** and **Continue**. This will return you to the test assignment page. You should see your new group in the **Group Names** section. Once you have selected a test to assign from the **Select Test** section above, simply highlight your new **Group** before clicking **Assign**.

The most efficient way to **assign tests by language** is to have two "classrooms" set up in a teacher's account: one for students who will be assigned English tests and one for students who will be assigned Spanish tests. A student may be associated with both classes if he or she will be given tests in English and/or Spanish. Unchecking "**Use Roster at Time of Test Taking**" in the **Assign Online Tests** section will allow you to exclude any student from a test assignment roster.

Tests may be assigned in **Teacher Preview** mode allowing teachers to preview tests prior to administering to students. Viewing tests this way will not affect student results.

Consult the **Frog Street Assessment (Enhanced Version) User Guide** to see a summary of the tests as a guide for choosing which tests you want to assign to your students within BOY, MOY and EOY testing windows.

Associating a student profile with **Home Language: Spanish** generates **Parent Letters in Spanish**. This can be included as a program in the roster template, or can be done manually by following these selections from your dashboard:
User Management > Manage Students > Click on the **pencil icon** to the left of the student's name > **Assign New Program** (at bottom of the profile under **Programs** tab) > Adding "**Home Language: Spanish**" at the top right under **Available Programs**.)

When administering tests, *a new browser window* will open for the **Test Taker**. Once a test is completed and has been submitted, you will see a box asking if you want to submit another test. If you select "Yes", it will ask you to enter a code. This is a "universal" feature of the platform and *is not* the more efficient "next step" in administering tests to students. *Simply close* the **Test Taker** browser window and it will return you to your list of **Assigned Tests**. From there, you will either click on the blue code for a different test to continue testing the same student, or click on the same code again to test a new student in the test you just gave the previous student. You will notice that the previous student's name is no longer in the **Student Roster** for that test.