

# How to Take a Test in Performance Matters

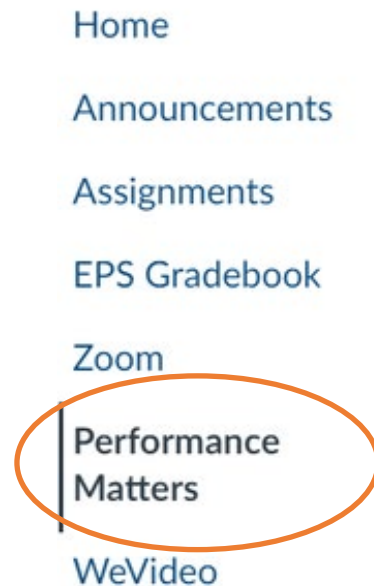
Assessment & Research

CLIMATE | CULTURE | SYSTEMS | INSTRUCTION

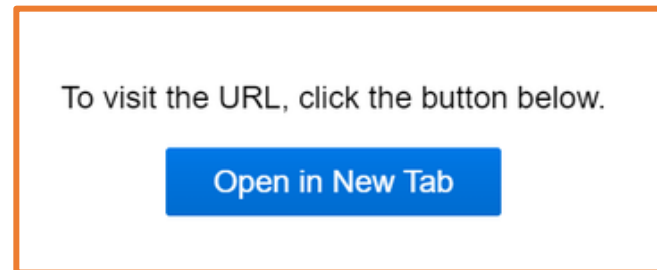


# Find the Performance Matters link in Canvas

On the left-hand side of your canvas page, you will need to find the Performance Matters link!

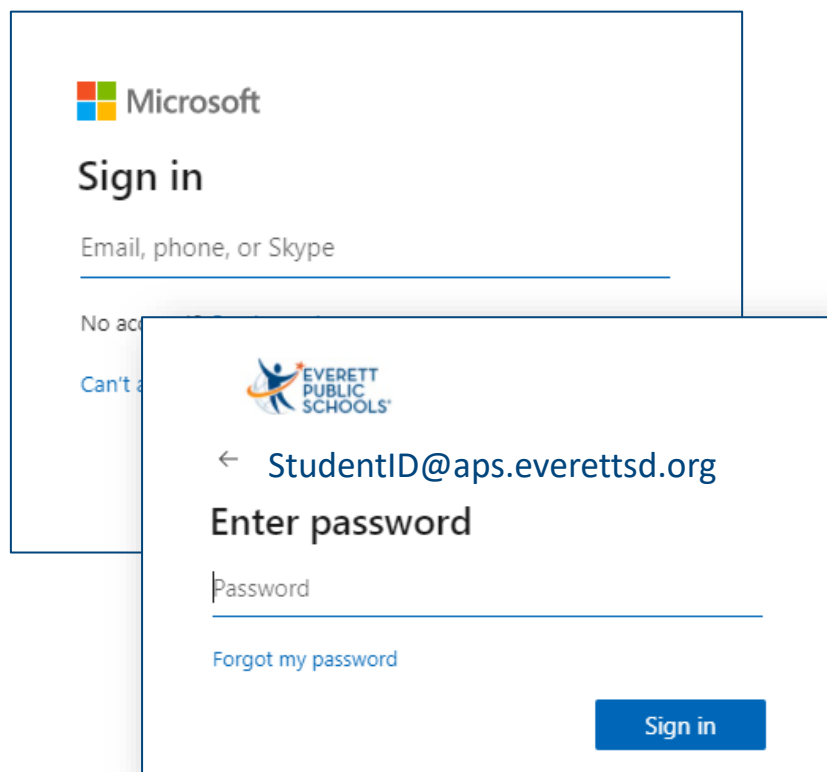


Once you click that, you will see the text below. Click on the blue “Open in New Tab” box!



# Can't Get in Through Canvas?

Go to Office.com and log in to Office 365 using your student [ID@apps.everettsd.org](mailto:ID@apps.everettsd.org) and district password.



Microsoft

Sign in

Email, phone, or Skype

No account? Create one

Can't get in? Contact your administrator

← StudentID@apps.everettsd.org

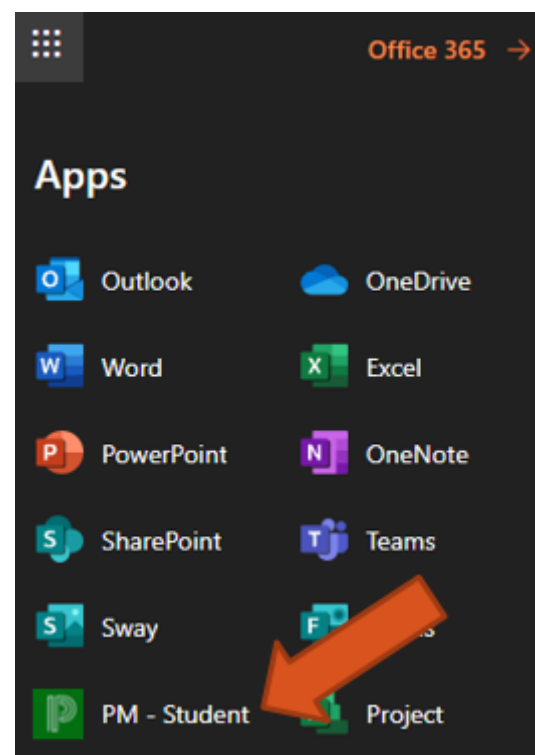
Enter password

Password

Forgot my password

Sign in

Once logged in, use the waffle menu in the top right corner and click on PM – Student



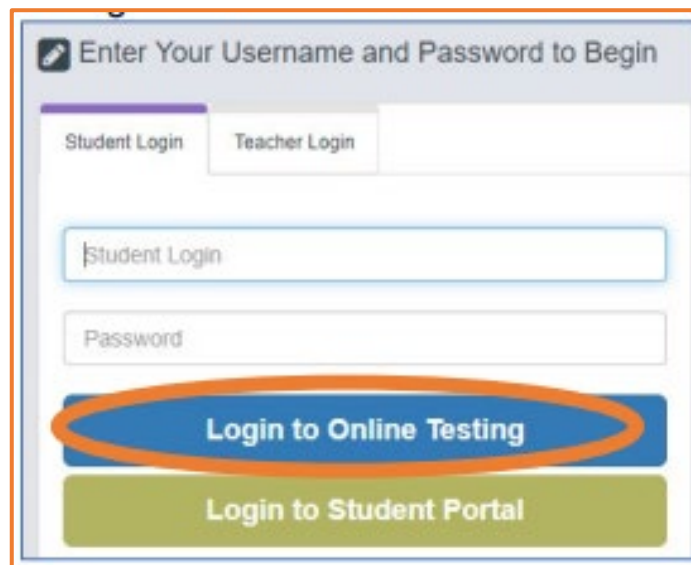
# Log in!

Once you've clicked the box, you will be redirected to the Performance Matters log in screen. Your login is your [studentID@apps.everettsd.org](mailto:studentID@apps.everettsd.org) along with your usual password.

## Select Login to Online Testing

You may be prompted to log in again when accessing PM for the first time.

Your login is:  
[studentID@apps.everettsd.org](mailto:studentID@apps.everettsd.org)  
plus your usual password.



Enter Your Username and Password to Begin

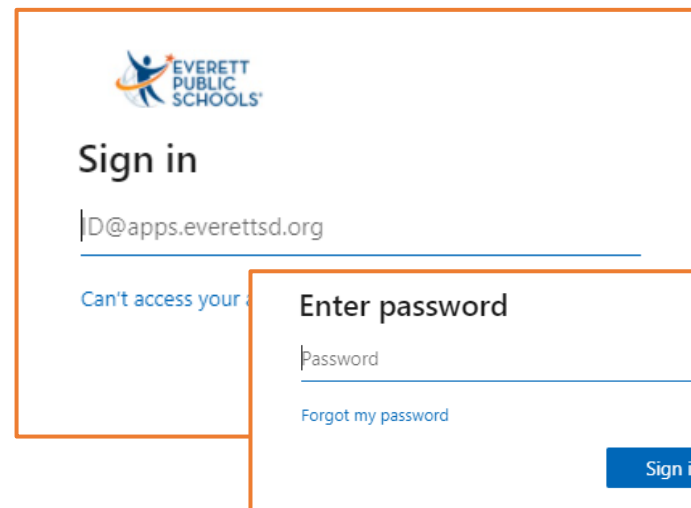
Student Login Teacher Login

Student Login

Password

**Login to Online Testing**

Login to Student Portal



EVERETT PUBLIC SCHOOLS

Sign in

|D@apps.everettsd.org

Can't access your account?

Enter password

Password

Forgot my password

Sign in

# Find Your Test

Any assigned tests will appear once logged in.

Any **locked tests** will show first. You will not be able to access these without a teacher unlocking them.

Any **paused tests** (a test you might have started previously and are now completing) will appear next.

The **available tests** section will be where the rest of your assigned tests are located.

Click on the appropriate test.

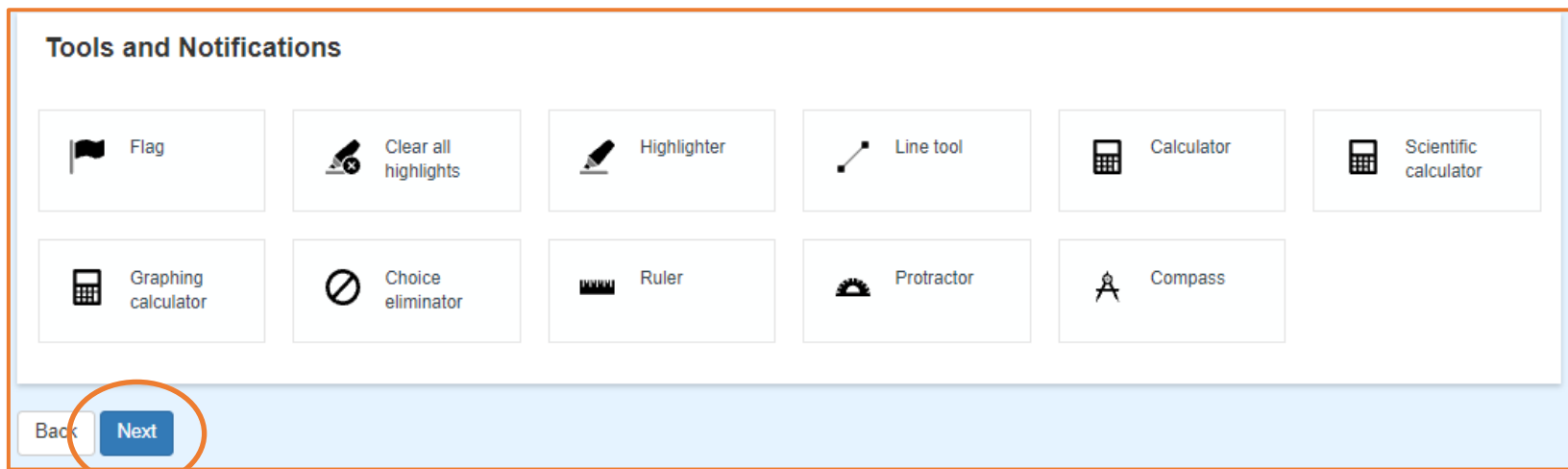
👁 Locked Test(s)			Search:	<input type="text"/>
Course	Test	Question Count		
Reading	Grand Canyon Sample Test Underwood	10		
Math	2020 Customer Education Sample Test Aron El Segundo	16		
Math	Pittsylvania Sample Test	17		

👁 Paused Test(s)			Search:	<input type="text"/>
Course	Test	Question Count		
Math	2020 Customer Education Sample Test_Stephens_DO NOT DELETE	16		
Math	MOE_Everett School District_All Item Types	16		

👁 Available Test(s)			Search:	<input type="text"/>
Course	Test	Question Count		
Reading	Brown sample Buchanan Dec 1	18		
Science	Milchling Test June 3 certification project	10		
Math	🔒 Mortello June 16 2020	6	Locked	
Reading	Sample Test Scott LeDuc Phenix	3		
Math	Staunton Practice Test 7.16.20	16		

# Review Navigation and Tool Icons

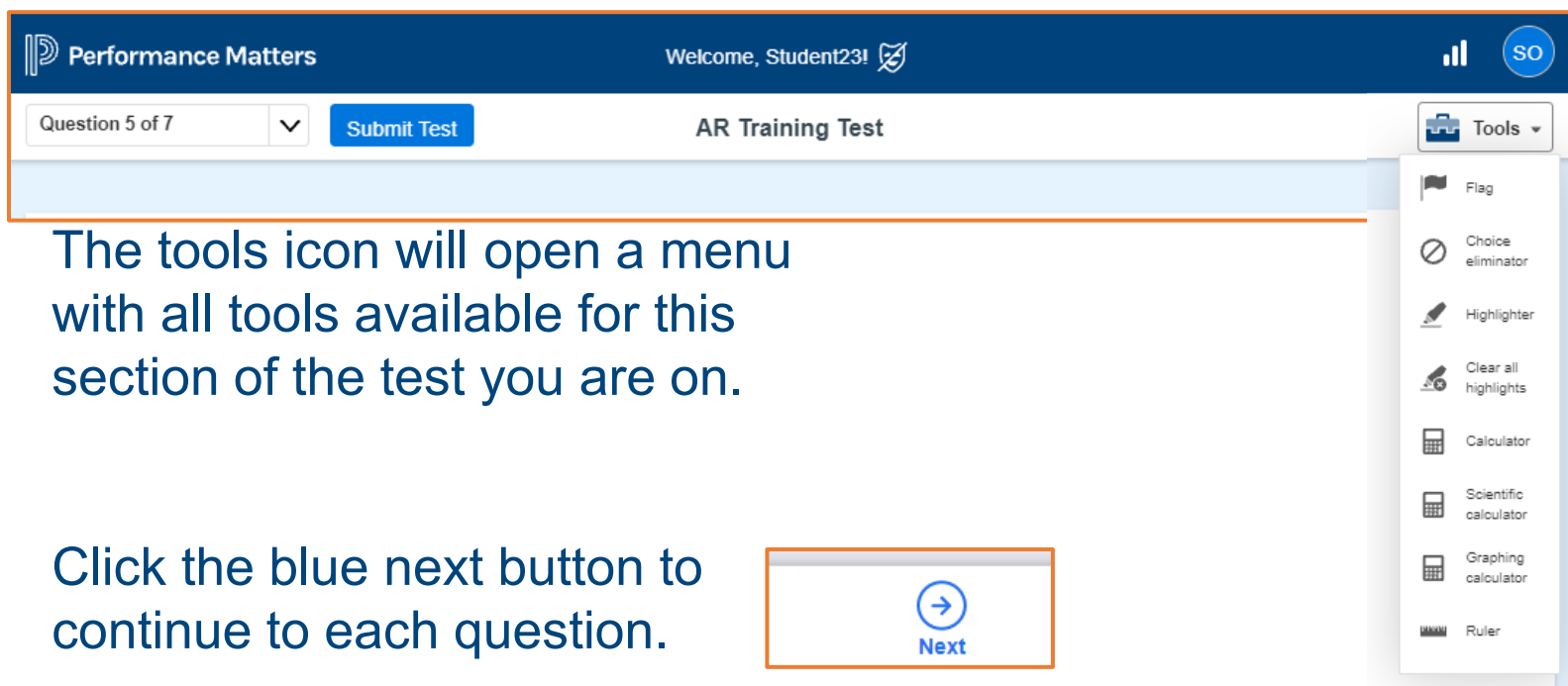
When you click the test title, the opening screen will always remind you what the navigation buttons look like, and what the tools and notifications icons are. Click the blue Next button to continue.



# Take the Test!

The top of your screen your name, the title of the test, and will tell you which question you're on.

Performance Matters autosaves as you take your test. If you must log out, your progress will be saved.



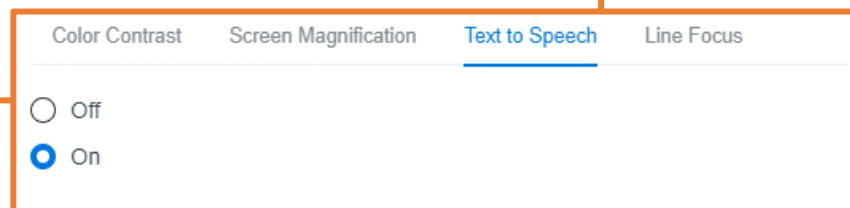
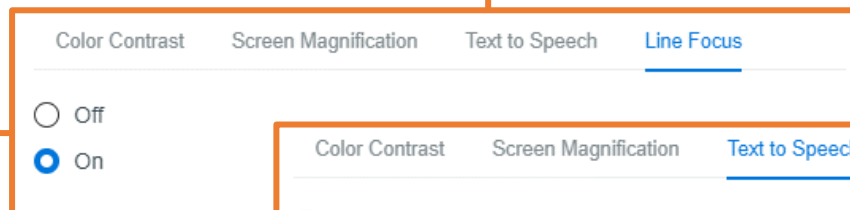
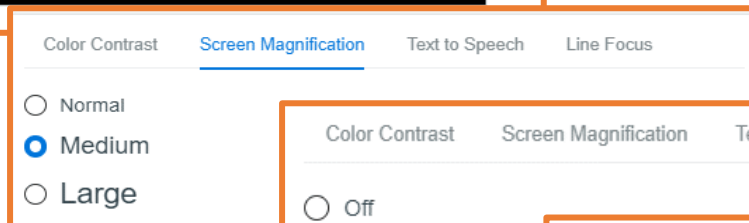
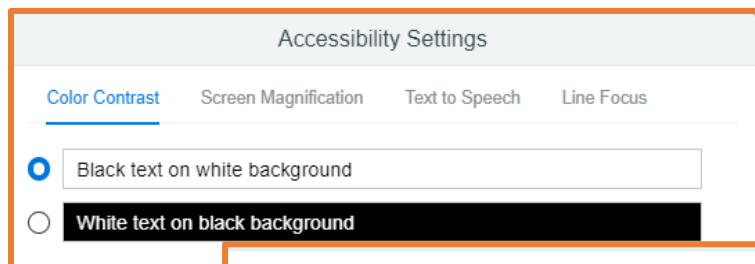
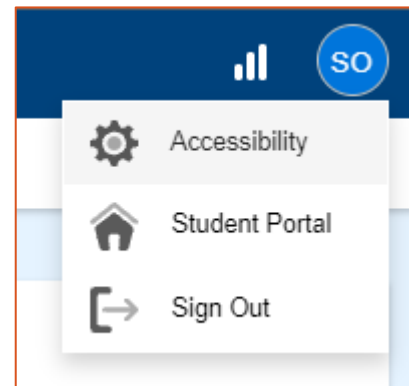
The screenshot shows the Performance Matters test interface. The top navigation bar is dark blue with the Performance Matters logo on the left, the text "Welcome, Student23!" in the center, and a signal strength icon and a blue circle with "SO" on the right. Below the navigation bar, there is a white bar with "Question 5 of 7" on the left, a dropdown arrow, a blue "Submit Test" button, and "AR Training Test" in the center. On the right side of this bar is a "Tools" icon with a dropdown arrow. The tools menu is open, showing a list of tools: Flag, Choice eliminator, Highlighter, Clear all highlights, Calculator, Scientific calculator, Graphing calculator, and Ruler. Below the navigation bar, there is a large light blue area. At the bottom of the screenshot, there is a white button with a blue right arrow and the word "Next" below it.

The tools icon will open a menu with all tools available for this section of the test you are on.

Click the blue next button to continue to each question.

# Accessibility

To access accommodations, click on your initials in the top right corner and select Accessibility. You can change the contrast, magnify your screen, use line focus, enable text to speech options, translation options and dictionaries.





# Accessibility

When text to speech (TTS) is enabled, a menu will pop up to allow students where they want the TTS to begin.



You can:

- Indicate where they want TTS to start
- Play, pause, and stop TTS
- Translate highlighted words into another language (settings can be adjusted by clicking the cog)
- Get a definition of a word either via a dictionary or picture

Translate

▶ **character**

▶ Noun: calidad

▶ Noun: carácter

Dictionary


▶ **character**

▶ Noun: An interesting or strange person; She's a real character.

▶ Noun: One of the people or animals that make up a book or play etc.; Who is your favorite character?

Picture Dictionary

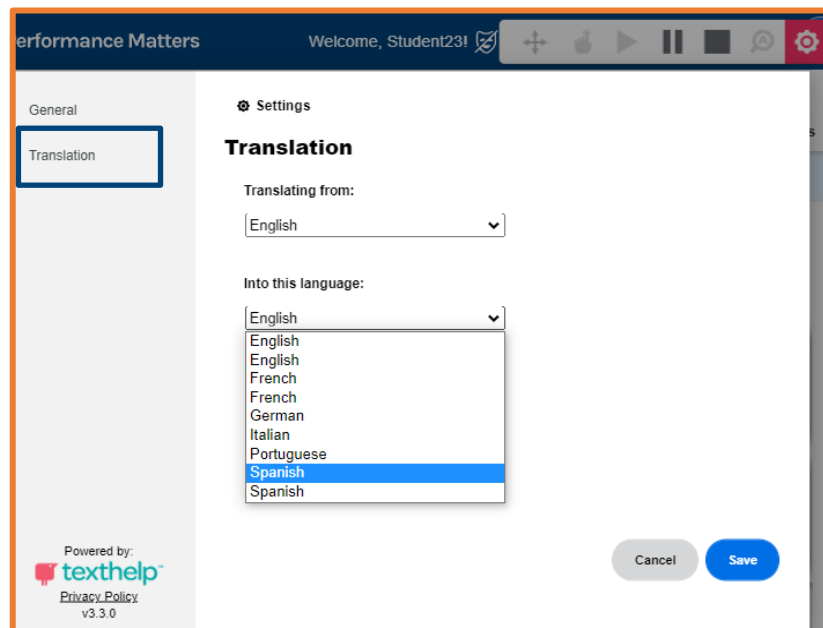
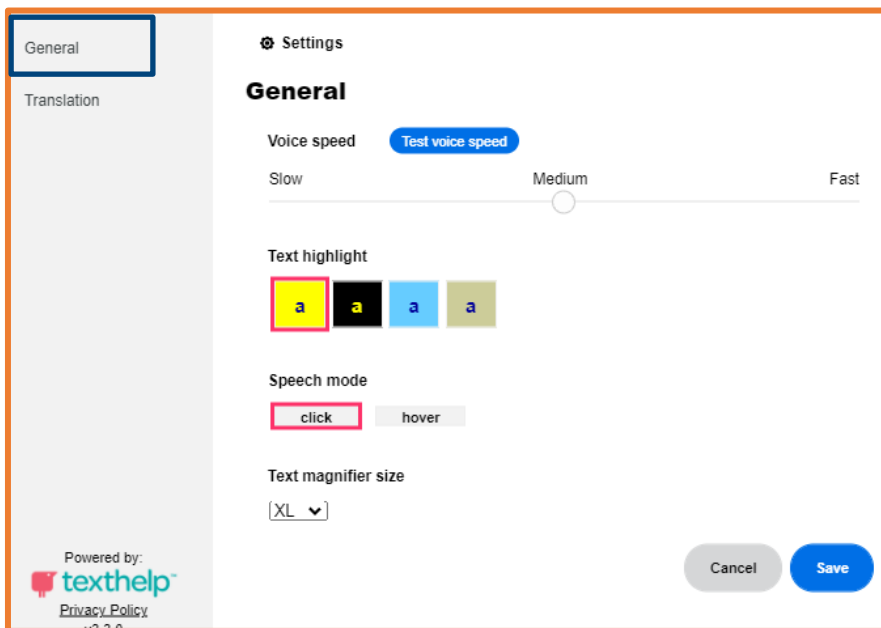
▶ **character**



# Accessibility

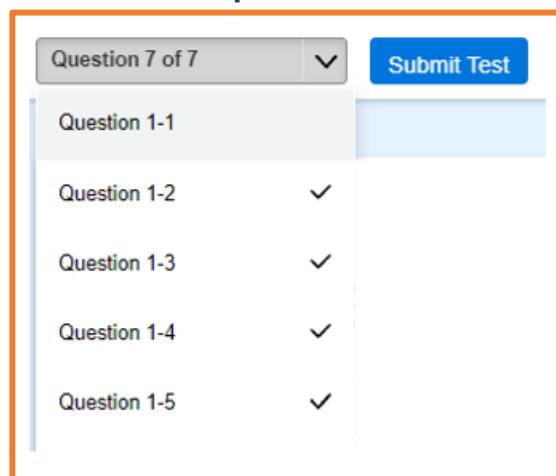
Clicking on the cog icon will allow students to change the speed, text highlight options, etc.

Selecting translation on the left will allow students change their translation settings.



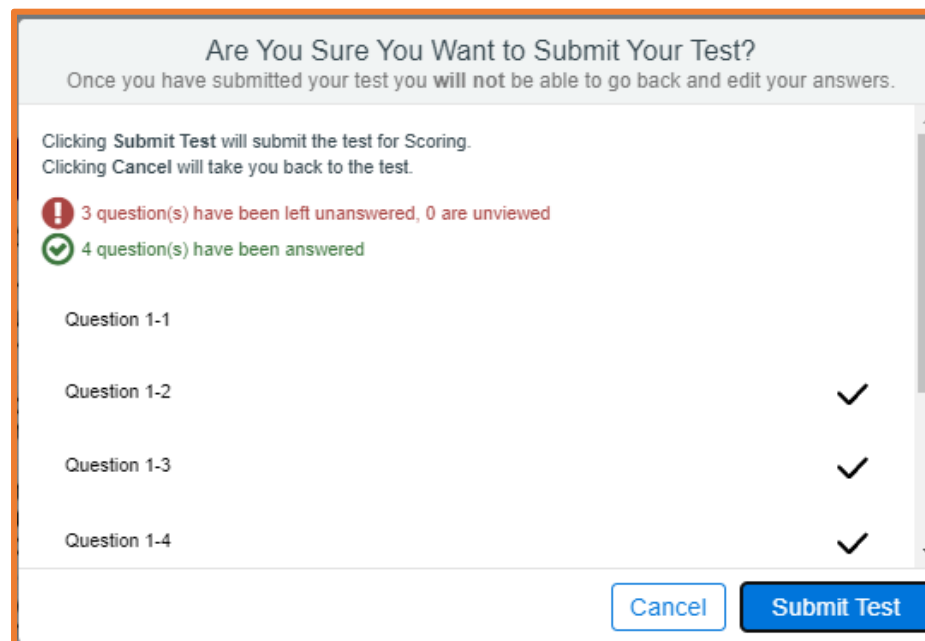
# Review and Submit

When you're complete, you can review all your questions before submitting. Finally, click the blue Submit Test button at the top.



A screenshot of a test interface. At the top, there is a dropdown menu showing 'Question 7 of 7' and a blue 'Submit Test' button. Below the dropdown is a list of questions: 'Question 1-1', 'Question 1-2', 'Question 1-3', 'Question 1-4', and 'Question 1-5'. Each question has a checkmark to its right, indicating it has been answered.

You will get a final opportunity to review before final submission. Performance Matters will tell you if you've forgotten to answer any questions before submitting.



A screenshot of a confirmation dialog box titled 'Are You Sure You Want to Submit Your Test?'. The text inside the dialog reads: 'Once you have submitted your test you will not be able to go back and edit your answers.' Below this, it says: 'Clicking Submit Test will submit the test for Scoring. Clicking Cancel will take you back to the test.' There is a red exclamation mark icon followed by '3 question(s) have been left unanswered, 0 are unviewed' and a green checkmark icon followed by '4 question(s) have been answered'. Below this is a list of questions: 'Question 1-1', 'Question 1-2', 'Question 1-3', and 'Question 1-4'. Each question has a checkmark to its right. At the bottom of the dialog are two buttons: 'Cancel' and 'Submit Test'.

# Review and Submit

You will get a final opportunity to review before final submission. Performance Matters will tell you if you've forgotten to answer any questions before submitting.

