How to Take a Test in Performance Matters
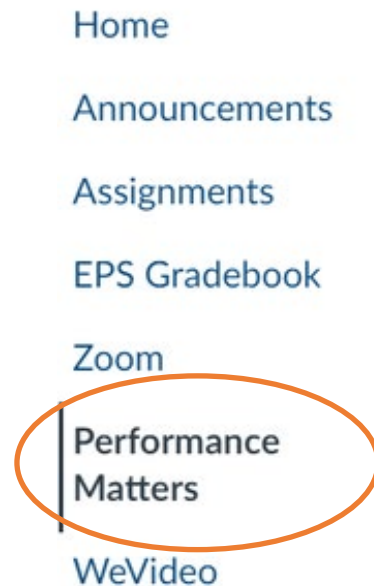
Assessment & Research

CLIMATE | CULTURE | SYSTEMS | INSTRUCTION
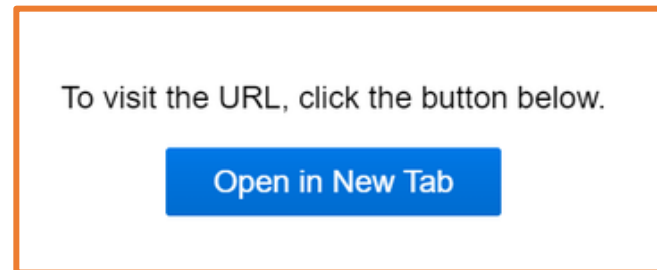
EVERETT PUBLIC SCHOOLS®

Find the Performance Matters link in Canvas

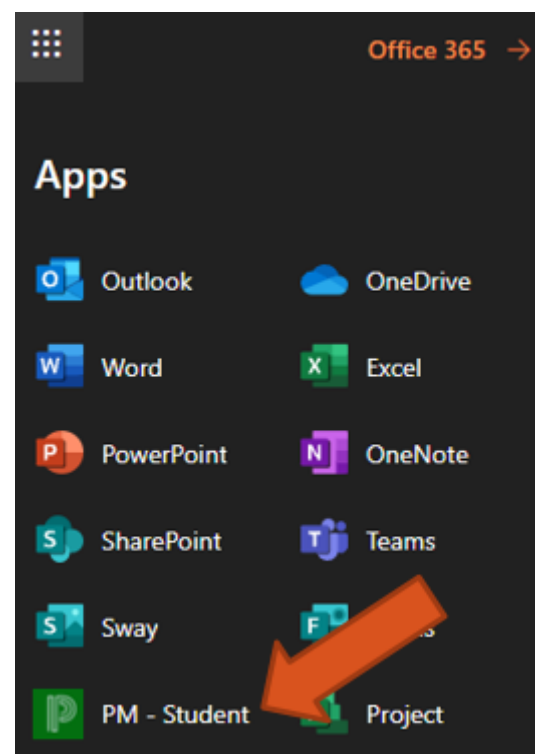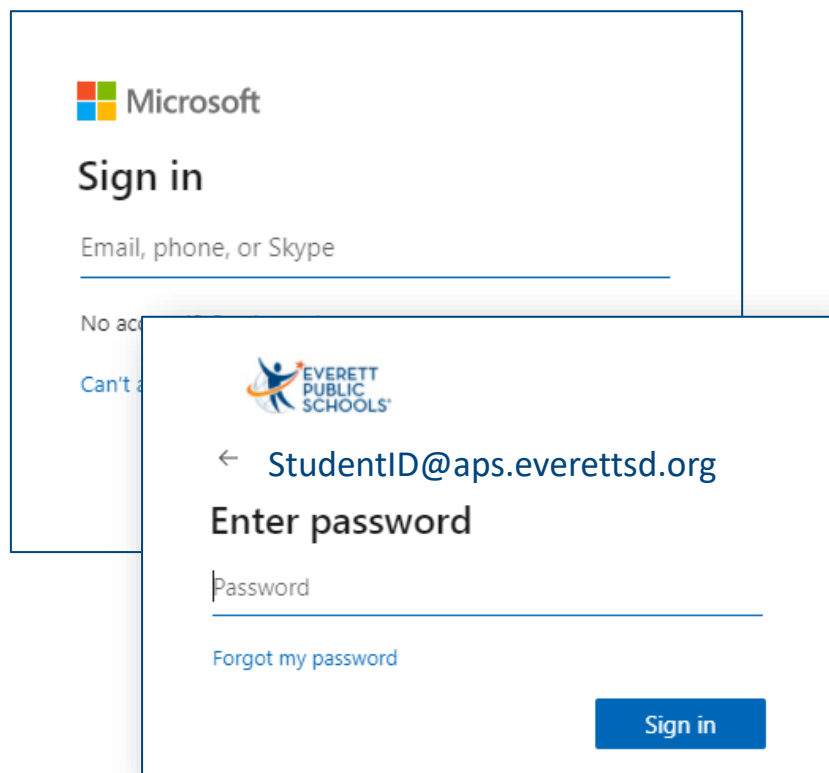On the left-hand side of your canvas page, you will need to find the Performance Matters link!

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

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To visit the URL, click the button below.

Open in New Tab

Can't Get in Through Canvas?

Go to Office.com and log in to Office 365 using your student ID@apps.everettsd.org and district password.

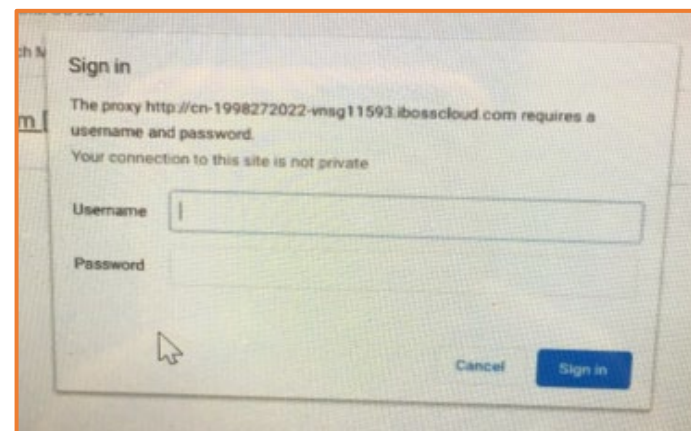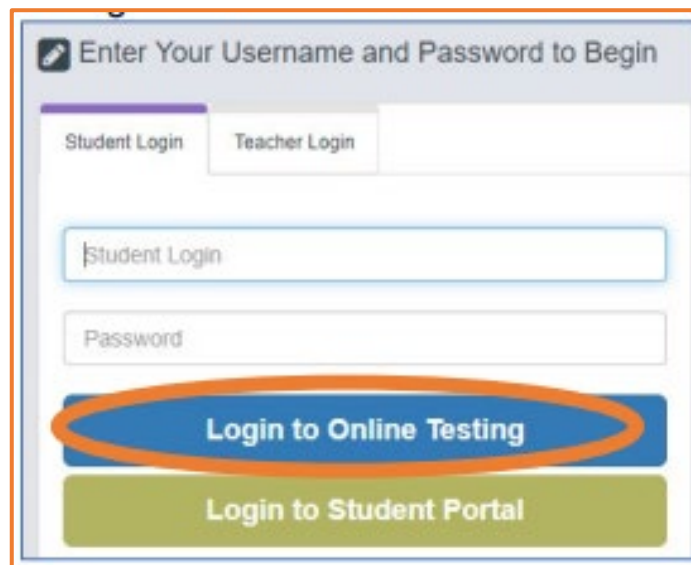Once logged in, use the waffle menu in the top right corner and click on PM – Student

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 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 plus your usual password.

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.
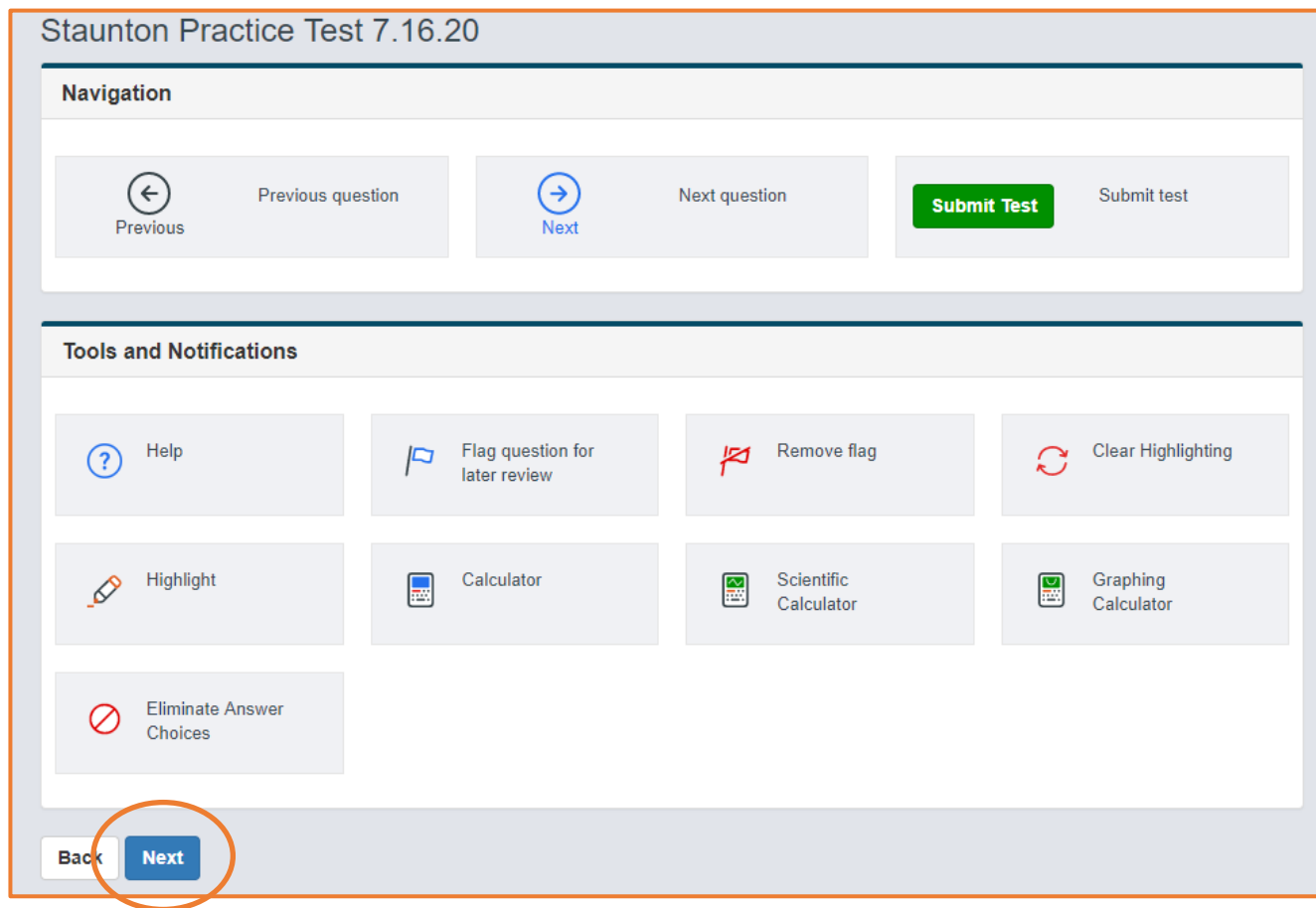
Click on the appropriate test.
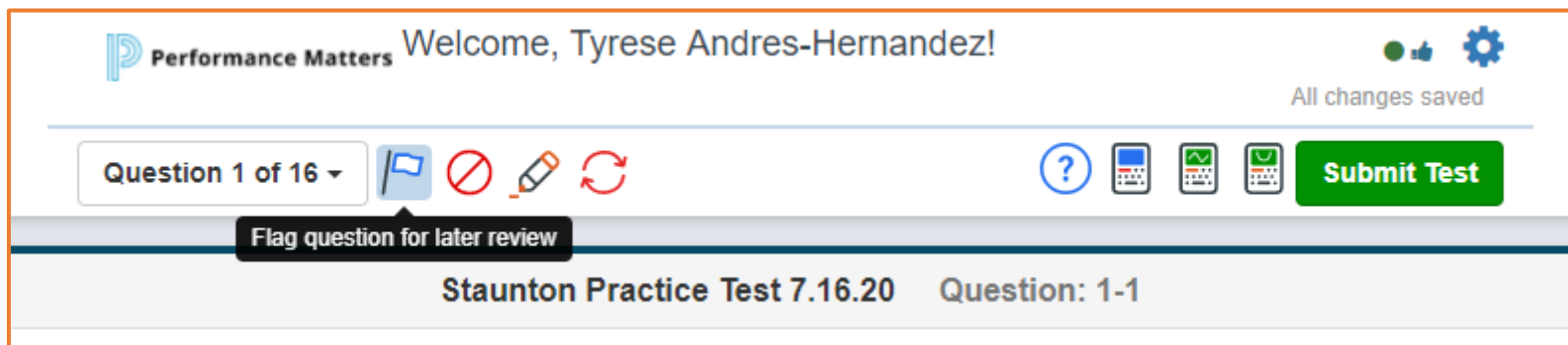
Review Navigation and Tool Icons

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.
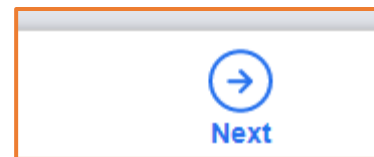
Take the Test!

The top of your screen will show you all available tools. You can hover over each to learn what each is.

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

Click the blue next button to continue to each question.

Review and Submit

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

Review and Submit

You will get a final opportunity to review before final submission. And that's it!
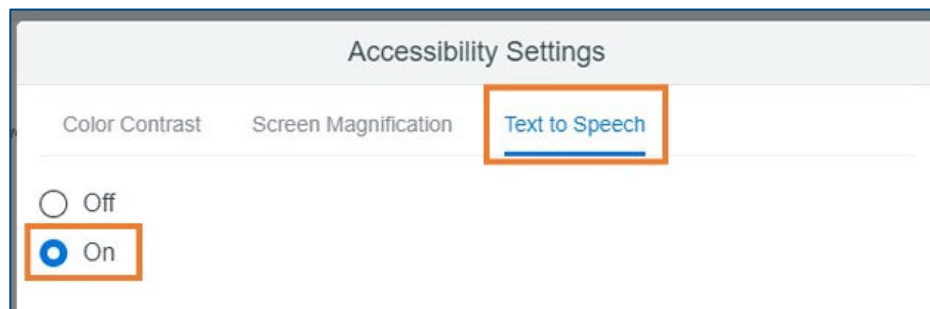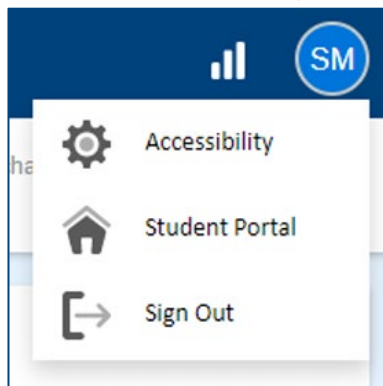
Accessibility Options

There are a few embedded accessibility options in Performance Matters. To find them, click on your initials in the top right corner, select accessibility, and then select the accessibly option you want. This will need to be done for each section of any test with multiple sections.

For text to speech, specifically, the options bar will appear at the top of their assessment when this option is enabled. Students should use the point indicator to indicate where the Text to Speech should begin dictating.

Video Tutorial

You might find this video tutorial relevant to show your students as well! It's student-centered and easy to understand.

https://performancematters.wistia.com/medias/wztla4fwv4