

How to Take a Test in Performance Matters

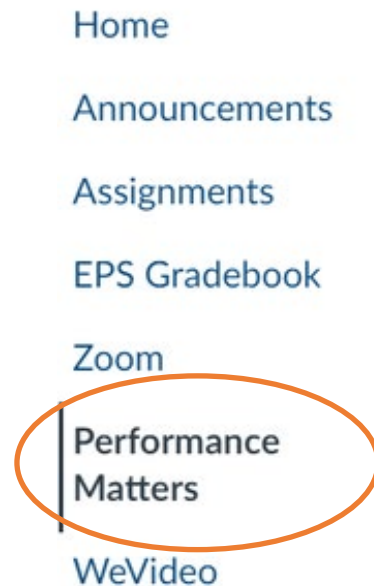
Assessment & Research

CLIMATE | CULTURE | SYSTEMS | INSTRUCTION

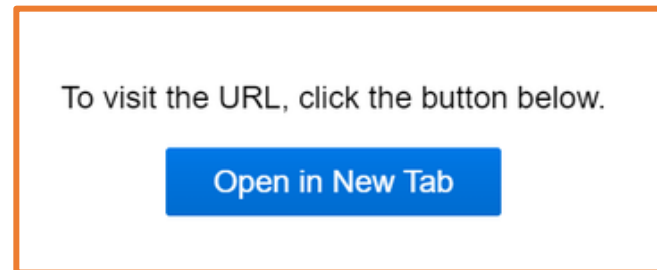


Find the Performance Matters link in Canvas

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



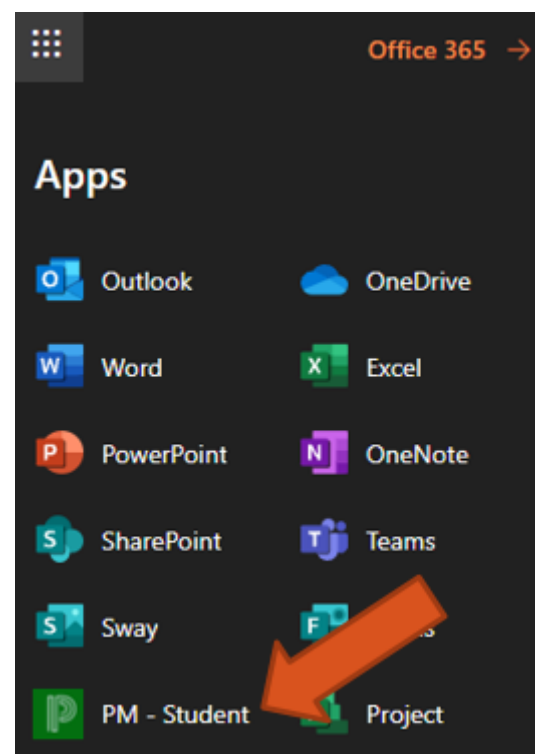
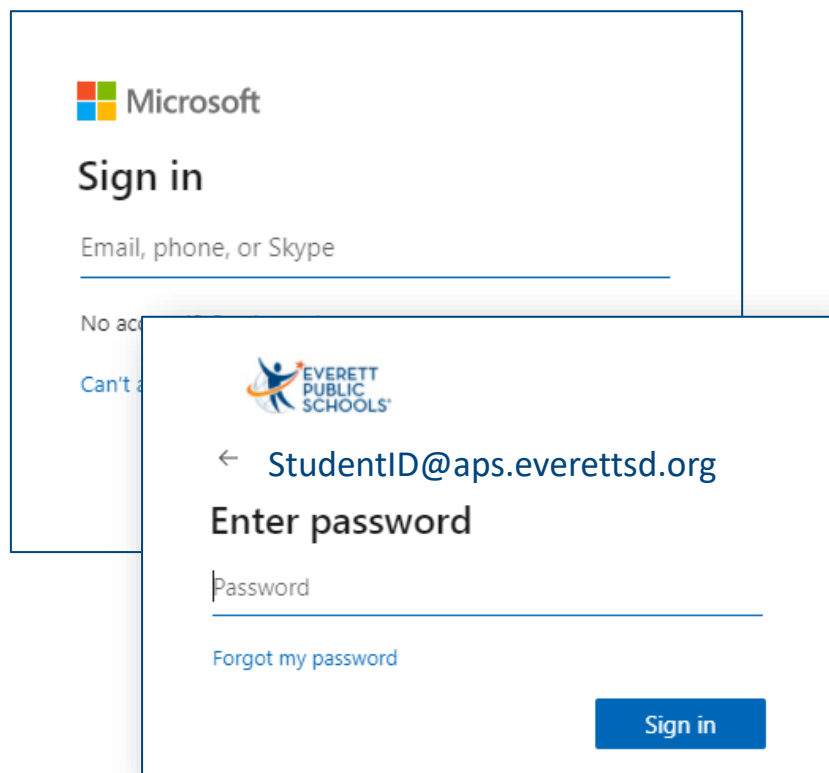
Once you click that, you will see the text below. Click on the blue “Open in New Tab” box!



Can't Get in Through Canvas?

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

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



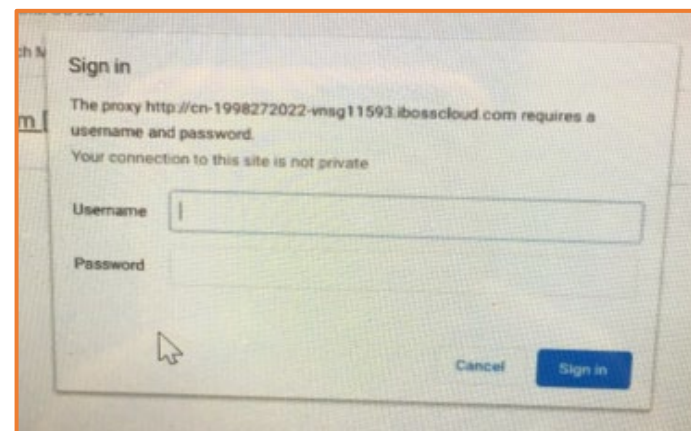
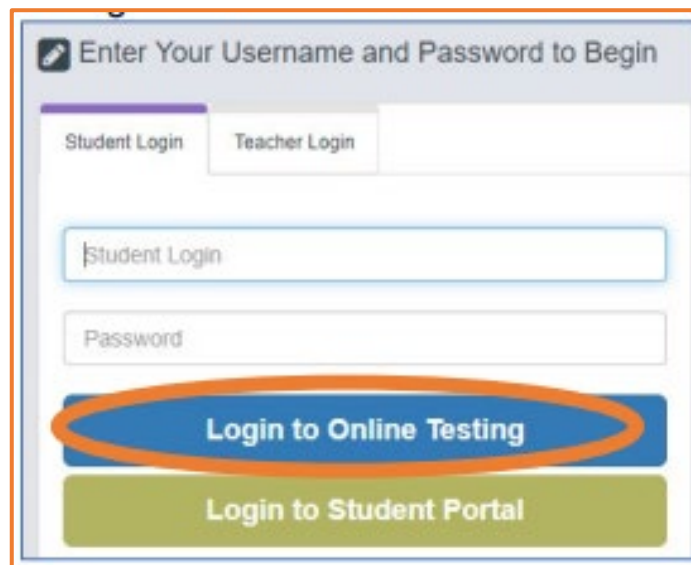
Log in!

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.

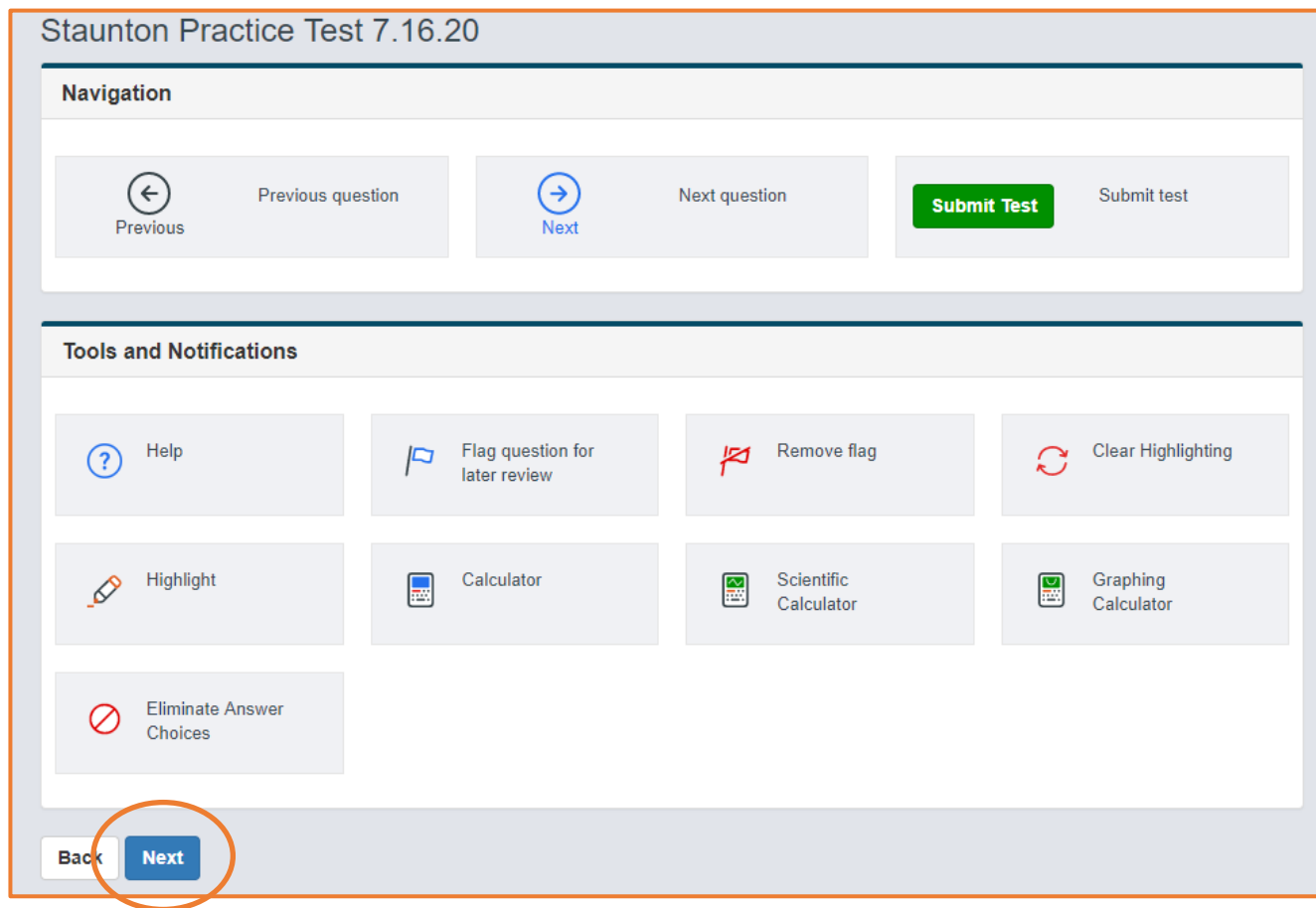
👁 Locked Test(s)			Search:	<input type="text"/>
Course	Test	Question Count		
Reading	Grand Canyon Sample Test Underwood	10		
Math	2020 Customer Education Sample Test Aron El Segundo	16		
Math	Pittsylvania Sample Test	17		

👁 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

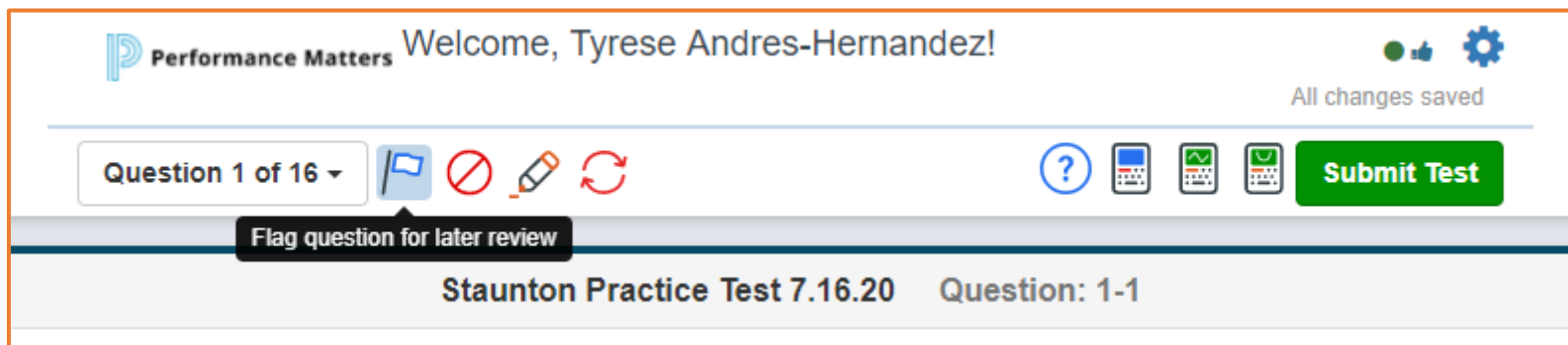
When you click the test title, the opening screen will always remind you what the navigation buttons look like, and what the tools and notifications icons are. Click the blue Next button to continue.



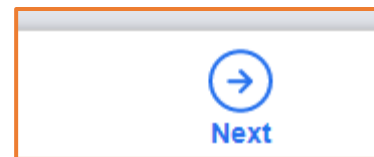
Take the Test!

The top of your screen 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.

The screenshot displays a test interface. On the left, a sidebar shows the progress of 16 questions: 0 Unanswered, 0 Flagged, and 16 Complete. Below this, a list of questions (Question 1-1 to Question 1-4) is shown, each with a green checkmark icon. The main area of the interface displays the title 'ton Practice Test 7.16.20' and 'Question: 1-16'. The question text reads: 'ows the steps needed to make a peanut butter and jelly sandwich. Include pictures in' and 'sing an external file link or attaching a file.' At the bottom right of the question area, there are two buttons: 'Upload file(s) to server' and 'Add file link'. In the top right corner, a green button labeled 'Submit Test' is circled in orange. Above this button, the text 'All changes saved' is visible. The top of the interface also features a navigation bar with icons for help, a calendar, a graph, and a document.

Review and Submit

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

Are You Sure You Want to Submit Your Test?

Once you have submitted your test you **will not** be able to go back and edit your answers.

Clicking **Submit Test** will submit the test for Scoring.
Clicking **Cancel** will take you back to the test.

✔ 16 question(s) have been answered

0	Unanswered
0	Flagged
16	Complete
Question 1-1	✔
Question 1-2	✔

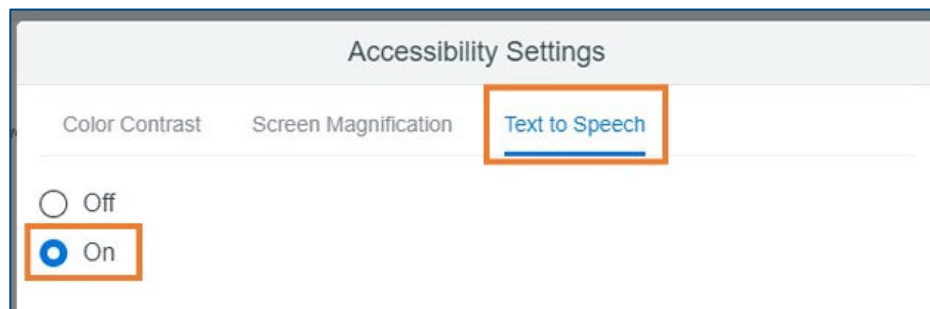
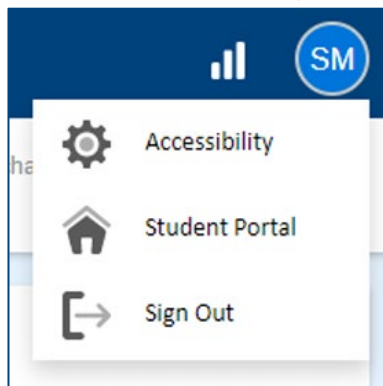
← Cancel

Submit Test →



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 accessibility 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>

