

OARS Online Assessment Cheat Sheet

- Once you have created your test in OARS you will select **ASSESSMENTS**
- The teacher that created the test will need to “share” it with their team by clicking the **eye icon** under Status. (you can also get there by click the lightning bolt – then “share”)

The screenshot shows the OARS interface with a table of tests. The table has columns for Test Name, Subject, Course, Status, Created By, Last Update, and Actions. The test named '**Test Run**' is highlighted, and a yellow arrow points to the eye icon in the Status column.

Test Name	Subject	Course	Status	Created By	Last Update	Actions
Test Run	CCSS-ELA	Grade 4		Estrada, Cindy	11/23/15 Mon	

- To “share” the test click the eye icon and on the next window click **“DONE”**

The screenshot shows the 'Test - Edit Sharing' window. The 'Share Information' panel is visible, showing options for Share Schedule, Copy, Draft Only, and Private. A 'Done' button is at the bottom right.

Share Information:	
Share Schedule	<input type="checkbox"/>
Copy:	<input checked="" type="checkbox"/> Allow other users to copy this test after you share it.
Draft Only:	<input type="checkbox"/> Prevent others from locking this test. They won't be able to print answer sheets.
Private:	<input type="checkbox"/> Make this test private.

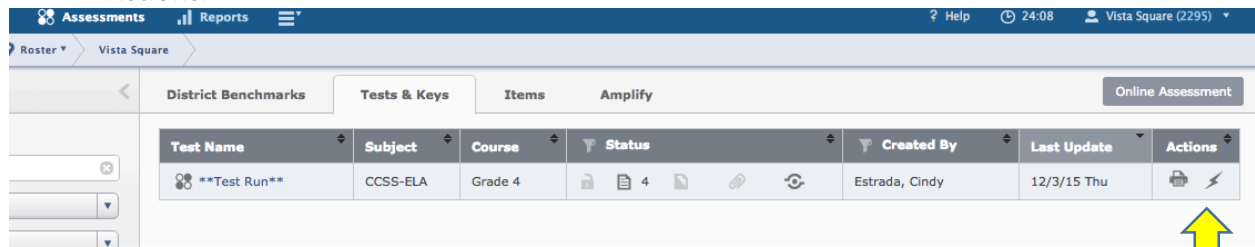
- This will take you to another window – click on **VISTA SQUARE** and select the teachers you are sharing the test with and click **SAVE**.

The screenshot shows the 'Test - Edit Sharing' window with a list of users under the 'Vista Square' account. The user 'BELL, peter' is selected.

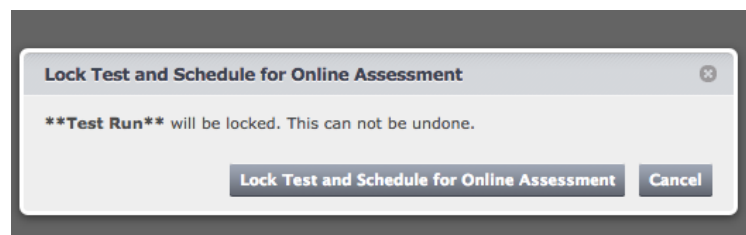
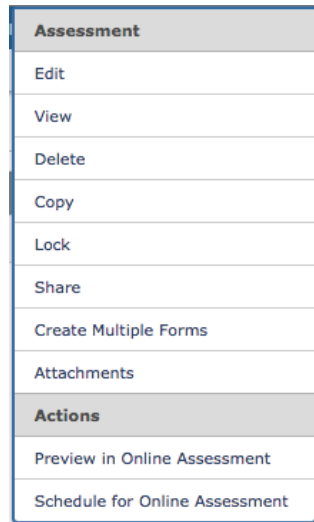
Accounts
District Accounts
No Roster Accounts
Vista Square
ALLAN, MARISSA (School)
Teacher ID (111875) (Unassigned Teacher) - Unassigned(111875)
<input checked="" type="checkbox"/> BELL, peter (Classroom) - Bell, Peter(102099)
Bemiller, Michele (Classroom) - Bemiller, Michele(111520)
Teacher ID (107916) (Unassigned Teacher) - Unassigned(107916)
CHRISTENSEN, MARY (Classroom) - Christensen, Mary(101043)
COUGHLIN, Linda (Classroom) - Coughlin, Linda(101944)
Galindo, Dalila (Classroom) - Galindo, Dalila(106436)
GANTZ, Coleen (Classroom) - Gantz, Coleen(100842)
GIL, FRANCISCO (Classroom) - Gil, Francisco(106184)
Gil, Patricia (Classroom) - Gil, Patricia(109564)
Harris, Lauren (School)
Hernandez, Linda (Classroom) - Hernandez, Linda(109562)

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- Back on the main page under ASSESSMENTS you'll now click on the lightning bolt under Actions.



- After clicking on the lightning bolt, select **SCHEDULE FOR ONLINE ASSESSMENT** a window will then pop up prompting you to lock the test, click on **LOCK TEST AND SCHEDULE FOR ONLINE ASSESSMENT**.



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- Next you will be taken to a page where you'll need to set your window (testing dates / times) and assign students. Start by clicking on **ADD WINDOW** to set dates/times.

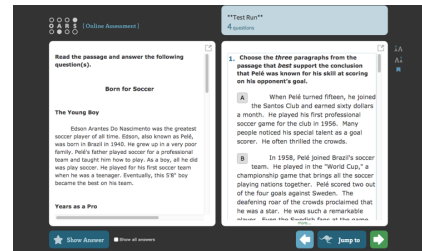
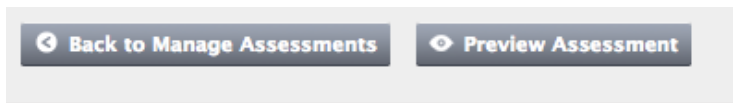
The screenshot shows the 'Configure Assessment' interface. The main page has sections for 'Windows', 'Students', and 'Options'. A yellow arrow points to the 'Add Window' button in the 'Windows' section. A cyan arrow points to the 'Add/Edit Students' button in the 'Students' section. An inset window titled 'Add Window' is shown, containing fields for 'Start Date and Time' (12/3/2015, 8am :30) and 'End Date and Time' (12/3/2015, 11pm :45), along with radio buttons for 'now', 'tonight', and 'tomorrow', and buttons for 'Add Window' and 'Cancel'.

- Once you have added your window click on **ADD/EDIT STUDENTS** a window will appear and you will select your class (or grade level's classes) to assign students and click **SAVE**

The screenshot shows the 'Add/Edit Students' dialog box. It has a tabbed interface with 'Schools', 'Intervention Groups', and 'Teachers'. The 'Schools' tab is active, showing a list of students under the 'Vista Square' school. The list includes: Bell, Peter (checked), Bemiller, Michele, Canizales, Leticia, Christensen, Mary, Coughlin, Linda, Galindo, Dalila, Gantz, Coleen, Gil, Francisco, Gil, Patricia, Hernandez, Linda, Kirkpatrick, Lauren (checked), Lake, John, Lopez, Amalia, Lunsford, Denise (checked), Montes, Vanessa, and Munoz, Juan. There are 'Save' and 'Cancel' buttons at the bottom right.

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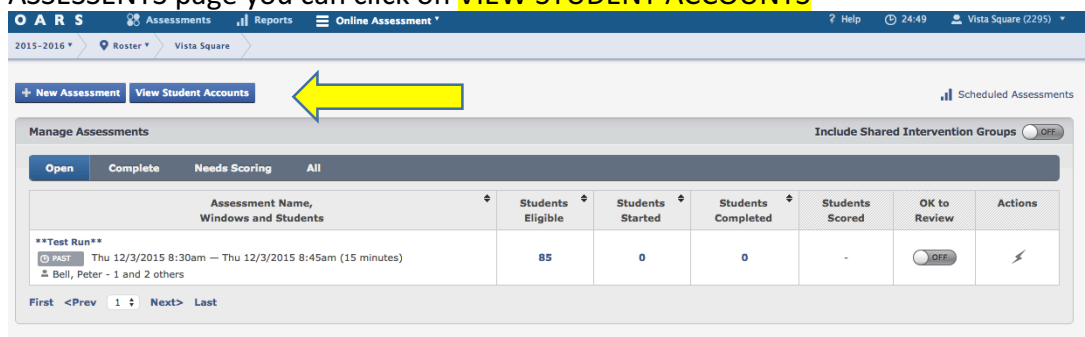
- You can click to **BACK TO MANAGE ASSESSMENTS** or **PREVIEW ASSESSMENT** if you'd like to see what the test will look like for the students.



- Manage Assessments will allow you to check the status of your assessments, students started/completed, etc. (click on tabs [Open] [Complete] [Needs Scoring] ..etc.)
- You can also see which items need scoring by the teacher

Manage Assessments							Include Shared Intervention Groups <input type="checkbox"/>			
Open	Complete	Needs Scoring	All	Assessment Name, Windows and Students	Students Eligible	Students Started	Students Completed	Students Scored	OK to Review	Actions
				Test Run PAST Thu 12/3/2015 8:30am — Thu 12/3/2015 8:45am (15 minutes) Bell, Peter - 1 and 2 others	85	0	0	-	<input type="checkbox"/>	

- Accessing student usernames and passwords – on this same MANAGE ASSESSMENTS page you can click on **VIEW STUDENT ACCOUNTS**

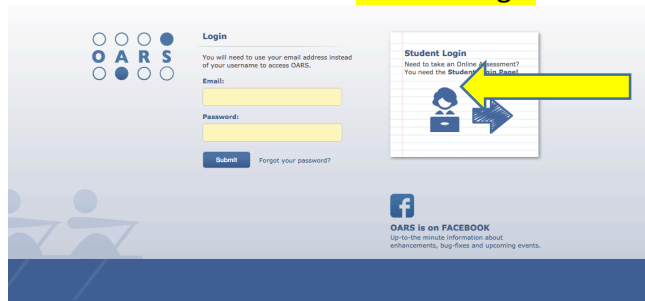


- You will then be taken to a window, select your class and your roster will appear with student username and password information

Student	Username	Password	Actions
Camargo, Edgar	861869	E69562004	Reset Password
Castro, Mia	862125	Mc10082005	Reset Password
Cormier, Christian	862239	Cc05312005	Reset Password
De los Santos, Devin	641422	Dd07172005	Reset Password
Duenas, Yvette	862983	Yd01082005	Reset Password
Echavarria, Ruben	251975	Ra07022005	Reset Password
Fisher-Williams, Stephanie	862080	Sf09302005	Reset Password
Gastelum Rivera, Laura	862103	Lg05152005	Reset Password
Hernandez Ruiz, Gael	862288	Gh09292005	Reset Password
Hollman Cota, Everardo	128505	EH05182005	Reset Password
Hurtado, Dayana	461840	Dh10272005	Reset Password
Jimenez, Kayla	862973	Kj11012005	Reset Password
Kandalepas, Kaiah	863016	Kk08092004	Reset Password
Lopez, Hiram	862551	Hl02152005	Reset Password

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- Students can login to take the test by visiting <https://oars.net/chulavista> and click on the blue arrow for **Student Login**



- The direct link to the student login page is: <https://oars.net/chulavista/studentlogin/?district=chulavista> You may want to just “bookmark” this page on your student devices for future use.

