Let's Go Learn

Best Practices Guide for Successful
LGL Assessment Administration

A week before the assessment:

1. Follow up with your site's tech to make sure of the following:
    a. https://www.letsgolearn.com is not blocked on the computers.
    b. All computers have Flash installed (Use our "system check" link).
    c. All computers are set to allow Flash on browsers being used to test.
    d. Sound works on all computers (Use our "system check" link).
    e. Make sure that all computers have working headphones. Headphones should cover the ear completely.
    f. Create a shortcut to https://www.letsgolearn.com/login on the desktop or add it to the browser's "favorites" list.
2. Make sure that all students to be tested are entered into our system.

The day before the assessment:

1. Print the login information for all students that will be assessed.
2. If your students are taking ADAM or DOMA gather scratch paper and pencils to pass out.
3. Remind your students to bring a book so they can read silently if they finish the assessment early.

The day of the assessment:

1. Make sure all computers are turned on.
2. Open Firefox, Safari, or Internet Explorer, go to https://www.letsgolearn.com/login, and click on "Login" (Or use the bookmarked link)
3. Make sure the computer's sound is at a reasonable level and not on mute.
    a. If the headphones have a physical volume control button, make sure the volume is at a reasonable level.
4. Read the DORA/ DOMA/ADAM administration script before students begin the assessment.
5. Have students log in and start the assessment.

During the assessment:

1. Help students who are having issues logging in.
2. Help students that cannot hear the assessment.
3. Circulate through the room and encourage students who appear to be struggling. Tell them that you cannot help them, and they need to do the best they can.
4. Keep the room quiet and have students who finish early read in their seats.