

A Brief KYOTE User's Guide

Version 6: Spring 2012

This guide provides high school teachers, counselors and administrators a brief step-by-step approach to the Kentucky Online Testing (KYOTE) placement testing system that will enable high schools to create their placement testing account, administer the KYOTE placement and practice exams, and to access the results of these exams.

The redesigned KYOTE system is essentially unchanged from the user's perspective. High schools that have previously given KYOTE tests and have a placement testing class account can continue using this account.

I. Creating a Placement Testing Class Account

A. Creating a KYOTE Teacher Account

- Log in to www.kyote.org and click on *Account Registration*. Complete the registration to create your *student* account.
- Click on *Help* at the top of the home page and send a request to update your account to a *teacher* account.

B. Creating a KYOTE Placement Testing Class Account at Your High School

- Select a teacher or administrator at your high school to be the “owner” of your official high school placement testing class. That person should create the class by first obtaining a teacher account as described above.
- When the teacher account has been created, go to www.kyote.org and click on *Administrator Login*. Enter your *User Name* (use your email address) and your *Password*, and click on *Log In*.
- Click on *Create New Class*.
- Enter your *Class Name*. The official class name should contain the name of your high school; i.e., Conner High School would work nicely for the official class at that school.
- Check *No Self-Enrollment*.
- Select your *School*. All high schools in the state are on this list.
- Select *Homework List: Newman's NKU KYOTE PLACEMENT LIST*. There are four mathematics tests on the list: Calculus Placement Exam, College Algebra Placement Exam, College Readiness Placement Exam, and College Readiness Practice Exam. There is also a Reading Placement Exam and a Writing Placement Exam.
- When done, click on *Create Class*.

II. Scheduling a Placement Test

- When your placement testing class account has been created, then you can schedule placement tests for your students. Click on *Administrator Login* and login to your KYOTE account. Select your class account from the list of *Classes* on the *Placement Exam Management Page*.
- Click on *Schedule Placement Exam*. Click on *Create New Session* if you wish to create a new session. If a session has already been created, it is generally easier to

select an existing session and click on *Clone Session*. *Clone Session* creates a new session, but many of the requested items do not need to be re-entered. *Edit Session* continues an existing session.

Provide the following session information:

- Select a session exam from the *Homework List* discussed above.
- Select a session name. A good choice would be your school name and the date of the session.
- Select a session password. *It is critically important that this password be remembered*. The password must be provided to the session proctor prior to administering the placement test.
- Select a session date, start time and end time.
- Place an asterisk (*) in the box opposite *Session IP* so that any computer can be used. The IP addresses of specific computers to be used in the session can be specified, but this is seldom done.
- Select an *Exam Code*. The exam code determines the specific randomized version of the placement test to be given so it is suggested that the exam code be the date or something else that varies by session.
- Select “Yes” since this is a placement exam.
- Select “Yes” if you would like student work restored in case of an emergency or accidental loss of a partially completed test. This is recommended.
- Select “No” to disallow multiple submissions.
- Select “Yes” to permit students to see the results of the test immediately after they take it. This is strongly recommended.
- Select “No”. This option applies only to the writing exam.

Please note:

- Your session name will appear on the *Placement Examinations* page in the *Session Name* window in black during the time in which your exam is scheduled. It will appear in light gray 24 hours before your exam is scheduled.

III. Preparing Computers for Placement Testing

IV. Accessing Test Results

- The KYOTE system designers at the University of Kentucky and the Kentucky Department of Education (KDE) have access to all test results. The KDE uses this data as part of its accountability model to determine the number and proportion of Kentucky public high school graduates who are college and career ready.
- Colleges and universities do *not* have access to test results administered through high school class accounts or through accounts at other postsecondary institutions. *Thus high school students must use their placement accounts to submit their test results to participating colleges and universities of their choice as described below.*

- Anyone who has been granted access to the class account as described above can access the test results for that class. *Login to WHS* and click on *Instructor Tools*. Select your class name from the *Select Class* menu and click on *Placement Exam Results*.
- The Exam Results page provides a variety of ways for you to *View* online or to *Download* class test results as an Excel spreadsheet. You can view or download by exam, by session, by student name or by date.

V. Proctoring a Placement Testing Session

- Once a placement testing session has been scheduled, a proctor for the session must be chosen.
- The proctor could be a teacher or another responsible school official. The proctor does not need a WHS account or any specific computer expertise.
- It is recommended that the proctor, teacher or another responsible school official create placement accounts for students *prior* to the testing session. To do so, log on to www.mathclass.org and click on *Login to WHS* followed by *Login with a Placement Exam account*. Click on *Create a new account*. Enter the student email, first name, last name and student number. It is essential that the unique *KDE Infinite Campus number* be used as the student number for public school students; private school students should use the last four digits of their social security number. Finally, create and *remember* a student password. Repeat the process for the other students being tested.
- The proctor needs to prepare the computer lab for the students who will be tested. For each computer to be used, the proctor needs to log on to www.mathclass.org and click on *Placement Exams* to access the Placement Examination page. The proctor selects the *Session Name* and *Session Password* provided by the person who scheduled the session, and clicks on *Proctor Login*. A student login screen will appear.

VI. Instructions for Students.

A. Taking the Placement Exam (Students *without* a placement account)

- Log on to www.kyote.org.
- Click on *Account Registration*. Enter your email address, first name, last name and student number. **It is essential that your unique KDE Infinite Campus number be your student number if you are a public school student.** Use the last four digits of your social security number if you are a private school student. Finally, create and remember your placement account password. Click on *Create User*. Click on *Continue* after you receive a message that your account has been successfully created.
- Select the *Session Name* and type in the *Session Password* provided by the exam proctor. Click on *Start Examination* to access the exam.
- Click on each problem number and choose one of the five possible answers. When finished, click on *Go to Submit Button Page*. Then click on *Submit and Record Results*.

- The *Examination Page* will appear and you can see your total score on the exam. Please exit your browser when finished.

B. Taking the Placement Exam (Students *with* a placement account)

- Log on to www.kyote.org.
- Click on *Placement Login*. Enter your last name, email address and password. Click on *Login*.
- Select the *Session Name* and type in the *Session Password* provided by the exam proctor. Click on *Start Examination* to access the exam.
- Click on each problem number and choose one of the five possible answers. When finished, click on *Go to Submit Button Page*. Then click on *Submit and Record Results*.
- The *Examination Page* will appear and you can see your total score on the exam. Please exit your browser when finished.

C. Submitting Your Exam Results to the College or University of Your Choice

- Your placement account is used to submit your exam results to any participating Kentucky college or university of your choice at *any* time after taking the exam.
- Log on to www.kyote.org. Click on *Placement Login*. Enter your last name, email and account password. Click on *Login*. (Click on *Forgot your password?* if you cannot remember your password. Your password can be recovered using your student number and email address.)
- Click on *View Placement Exam Results*. The exams you have taken are displayed. Click on *Select* opposite the exam you would like to submit.
- Check the colleges or universities to which you want to submit your exam. Then click on *Submit*.
- The exam(s) you submit, or the colleges or universities to which you submit them, can be changed at any time by repeating this process.