

Quick start guide for Standardized Test feature

This Quick start guide only applies if you want to use the standardized test feature in the ILT. For all other functionalities, please consult the ILT Manual or the ILT Quick start guide.

Register

Go to <http://polaris.deas.harvard.edu/ilt> and register with the ILT. A password will be sent to the e-mail address you have registered.

Become a “trusted user”

Send e-mail to galileo@deas.harvard.edu and ask to become a trusted user

Login

Once your new status has been confirmed, login to the ILT, using your e-mail as user name and your ILT password.

Create a course

Click on “New Course” in the “Tools” menu on the side panel. A popup window appears (**enable popups on your browser**). Enter the name of your course. Once you have clicked on “Add”, the course website appears. This is a dashboard where you can set all the ILT features.

The dashboard

Please ignore all the settings. The only information you need is the Enrollment URL, which is the third item in the Enrollment section of the dashboard. It has the structure,

<http://polaris.deas.harvard.edu/galileo/students/enroll/?courseID=xxx>

Where xxx is your courseID. This is the website where your students need to register.

Setting up the test

Click on the link “Standardized tests”, which can be found in the “Quick Links” menu on the side panel. You will be redirected to a new page, listing all your tests. If no test is setup, the following line is shown:

No standardized tests currently in course. Add new test.

Click on “Add test” in the Tools menu on the side panel. You will be redirected to a new page. Now do the following:

- Choose the test you want to administer from the pull-down menu. You can preview the test (**popups need to be enabled for this feature**).
- Choose a title for the test different from its actual title (for example, “Mechanics Background Test” for the Force Concept Inventory).
- Enter your special instructions in the text box.
- If appropriate, enter comments only you can see in the next text box.
- Choose if and how you would like to display the results to the students.
- Choose the issue and the due date of the test. **Please note that all times are Eastern Standard Time. You need to explain this to the students and point out any difference to your own time zone.**
- Specify whether you allow collaboration with others, the use of printed material, the use of online material and the use of a calculator. We recommend keeping the default settings.
- Click “Save”.

View test settings

You will be redirected to the website containing a link to your test. Click on the link and you will be redirected to a new website, containing the particular test settings.

The URL at the bottom of this site is the URL your students need to access when they take the test. The structure of this URL is

<http://polaris.deas.harvard.edu/galileo/students/tests/caution/?mapID=xxx>,

where xxx is the mapID for the test. They need to login, using the e-mail address and the password they have registered. Once they have logged

on, they see your instructions and then click on “Start test” to take the test.

Change settings

You can change test settings by clicking on the “Edit test” link on the side panel. Change settings as appropriate and then click the “Start” button.

Allow retake

Students often time out. This can happen for the following reasons:

- They need more than 60 min to finish the test.
- Network interruptions.
- They leave the open test site unattended for more than 3 minutes (site times out for security reasons).

Students will not be able to retake the test unless the instructor allows retake. This can be done as follows:

- Go to the website of the particular test (this is the site displaying the test settings).
- Click on “View Status”. A list of all students and their current status appears.
- Click the checkbox next to the student for whom retake should be allowed. Click on “Allow retake” in the “Tools” menu on the side panel.

View results

You can view results either by students or by question, by clicking on the corresponding links on the particular test website (this is the site displaying the test settings). Please note that the upload of the results can take some time, depending on the size of your class. Please be patient.

Export data

You can export the results into a csv file by clicking on the “Export data” link on the result websites.

Important information for students:

First, they need to register at:

<http://polaris.deas.harvard.edu/galileo/students/enroll/?courseID=xxx>,

as explained above.

Then they go to:

<http://polaris.deas.harvard.edu/galileo/students/tests/caution/?mapID=xxx>

to logon and start the test.