PARCC Sample Set Tutorial
Instructions for Station Leader

The purpose of the PARCC Sample Set Tutorial is to demonstrate the navigation features and tools available for computer-based assessments. The tutorial was created to familiarize students, parents and teachers with the PARCC assessments.

More than half of the schools in Illinois will administer the PARCC assessments online in spring 2015. Other schools will administer the same test in a paper-based format until the time that technology infrastructure is upgraded in Illinois. It is the goal that all schools in Illinois will administer the test online.

You will need:

- Computers that are Wi-Fi ready for all participants.
- Computer and projector for station leader.
- Large projector screen or whiteboard.
- Extension cords.
- Access to high-speed Internet.
- Scratch paper and pencils for each participant.
- Copies of PARCC Tutorial Handout.

Prior to participants arriving:

1. Turn on all computers.
3. Set the volume indicator on each device to a reasonable setting.
4. Set a piece of blank scratch paper, a pencil and a PARCC Tutorial Handout by each computer.
5. If there is a whiteboard in the meeting room, write the following link for all to see: http://parcc.pearson.com/tutorial/. (This link is also provided on the handout.)

As participants are seated and it is time to begin, ask them to activate their computers by moving the mouse or depressing the space bar. Have your computer projected on a screen and show them the page they should see on their monitors -- http://parcc.pearson.com/tutorial/. If some computers are not on this page, direct them to the web address on the whiteboard or on their handout.

Now you are ready to begin:

1. (Suggested script) As the station leader, you may want to provide an overview of the PARCC Sample Set Tutorial so that the participants know what to expect. You might say, "We are going
to learn about the features of the computer-based PARCC assessment before taking a Practice Test. I will provide step-by-step instructions and answer questions as you have them. The tutorial does not give a score so you should feel no pressure. Also, no one will see your answers.

Everybody’s computer should be on the web page that you see up on the screen. If your computer is not on that page, please type in the web address that is written on the whiteboard. This web address is also on your handout as step 1. Once everybody is on this page, we will begin with the PARCC Sample Set Tutorial. You can follow along on your handout. Hover your cursor over the words ‘View TestNav 8 Tutorial’ until you see the hand appear and the selection bar highlight. Click this bar and you will be directed to the PARCC Sample Set Tutorial page. Select the blue button labeled ‘Start Test Now.’ You are now ready to begin the PARCC Sample Set Tutorial. There are 11 questions. Select the blue button labeled ‘Start Section.’ You will be guided through the 11 questions of the tutorial. Please note the blue arrow at the upper left of the screen will advance you to next question. You may begin. We have about 10-12 minutes."

2. You may want to stroll around the room to see if anyone is having technical difficulties.

3. Let participants know when they have about 3-5 minutes remaining to complete the tutorial.

4. Once finished, ask if there are questions and get prepared for the next activity – taking the actual Practice Test.