



Arizona Achievement Tutoring Program Student Experience Training Manual

This manual will guide students who will be participating in tutoring through the Arizona Achievement Tutoring Program through the process of testing within Focal Point. This guide is intended to accompany the asynchronous training session available to Tutors.

Within FocalPoint, students will follow these steps:

Step 1: Receive Your Login

- To access FocalPoint, visit <https://ade.backpack.education>
(You may want to bookmark this URL)
- There you will login with your username and password.

PLEASE LOGIN TO APP

By logging in to this confidential site, you are acknowledging that you understand and will comply with the requirements to protect confidential student data under the **Family Educational Rights and Privacy Act (FERPA)**. You are further agreeing to responsibly use the data for the benefit of the students for whom you have a legitimate educational interest.

Username

Password

Login

[Forgot password](#)

Remember my login

FOCALPOINT K12

Contact Us : 866-377-4265
EMail : support@FocalPointK12.com

- You will be receiving your username and password from either your Test Coordinator (TC) or from your Tutor.
- Once you have your login information, you can keep track of it here:
 - Username:
 - Password:



Step 2: Access the Enrollment Page

- When you log in, you will see the enrollment page.
- This page displays all the tests you are registered for. You will have a tile for your pre-test at the beginning of the tutoring session and, when it is time, you will have a tile for your post-test.

The screenshot shows a dashboard titled "Examinations" with a search bar. Below the search bar is a grid of six test tiles. Each tile contains the following information:

Session Title	Test Date	Status
Session Demo - 5 ELA Pre	Jan 05, 2024 - Jan 31, 2024	Completed
Session Demo - 5 Math Pre	Jan 05, 2024 - Jan 31, 2024	Completed
Session Demo - 4 Math Pre	Jan 05, 2024 - Jan 31, 2024	Completed
Session 01 - 3MATH Pre-Test	Oct 21, 2023 - Oct 31, 2023	In Progress
Session 01 - 3MATH Post Test	Nov 15, 2023 - Nov 30, 2023	Completed
Session 01 - 3ELA Pre-Test	Oct 21, 2023 - Oct 31, 2023	Not Started

Step 3: Explore Your Test Registrations

- Each test tile shows all of the important details about your test, such as the test title, date, and test status.
- If your tests show "Not Started," it means you haven't begun the tests yet.
- Within the test tile, you'll find more information, including the test location and instructions.

The screenshot shows a detailed view of a test registration. The page is titled "Examinations" and "Session 01 3MATH Pre-Test". It includes the following details:

- Time Slot:** Oct 21, 2023 7:59PM-8:30PM
- Start Date:** Oct 21, 2023
- End Date:** Oct 31, 2023
- Location:** School 01, 1151 S Forest Ave, Tempe Arizona AZ 85281, +1 855-278-5080
- Status:** In Progress
- Action:** Launch button



Step 4: Launch the Test

- Click the "Launch" button to begin the test.
- If the button is grayed out, it means that your Tutor hasn't activated the test. This ensures you take the test at the right time.

Examinations Examinations > Examinations

Session 01 3ELA Pre-Test Time Slot : Oct 21,2023 11:00PM-11:55PM

Start Date Oct 21,2023	End Date Oct 31,2023	Location: School 01 1151 S Forest Ave Tempe Arizona AZ 85281 +1 855-278-5080
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Status
Not Started Launch

Step 5: Start the Test

- When your test is ready, click the launch button.
- You'll be presented with test instructions.

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Session 01 - 4ELA Pre-Test

Instructions:

1. Total duration of the test is 30 minutes.
2. There will be 25 questions in the test.
3. The total points for the test is 39.
4. No points are awarded or deducted for answers that are not selected.

BEGIN TEST

- After reading the instructions, you can click Begin Test to take your test.



You're now ready to take your tests! If you have any questions or need assistance, please ask your tutor or refer to our support resources. As a reminder, you can:

- *Visit the AZ Achievement Tutoring Help Center from the Help menu in FocalPoint.*
- *Call: 866.377.4265*
- *Email: [AchievementTutoringSupport@focalpointk12.com](mailto: AchievementTutoringSupport@focalpointk12.com)*

Good luck with your exams!