



## Arizona Achievement Tutoring Program Tutor Training Manual

*This manual will guide Arizona's Tutors through the process of managing the pre- and post- testing process for each Tutoring Session. This guide is intended to accompany the asynchronous training session available to Tutors.*

*Within FocalPoint, Tutors will have access to the following:*

### 1. Navigation

- Tutors will be assigned the role of Proctor within FocalPoint.
- FocalPoint will create Tutor logins from information provided to us by your Test Coordinator (TC). You will then receive your login credentials via email. (You may want to safelist the email address [noreply@focalpointk12.com](mailto:noreply@focalpointk12.com))
- To access FocalPoint, visit <https://ade.backpack.education> (You may want to bookmark this URL)
- There you will login with your username and password.
- If desired, you can record your username and password here:
  - Username:
  - 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: 866.377.4263  
EMAIL: support@focalpointk12.com



## 2. Enrollments Landing Page

- When you log in as a Tutor, you'll see the Enrollments Landing page, where you have control over Exam Administration.

Enrollments

Examination: Session Demo - 5 ELA Pre | Location: School 01 | Print Exam Takers

ENROLLEES | TIME SLOTS

search here

Time Slot: Jan 05, 2024 1:04AM-... | Performance: All | Test Status: All

Arizona ExamTaker01 (2E874F) | Level 01 (1/10) Completed

Arizona ExamTaker02 (5CA4FB)

Powered by FocalPoint

## 3. Viewing Published Examinations

- You can view all the exams published in your organization.

Enrollments

Session 01 - 4ELA Pre-Test | Session 01 - 4ELA Pre-Test

Session 01 - 3MATH Pre-Test

Session 01 - 3ELA Pre-Test

k trinath | +

katari trinath | +

Time Slot: Oct 25, 2023 3:53PM-... | Performance: All | Test Status: All

Print Bubblesheet



#### 4. Reviewing Locations

- Tutors can be assigned to one or multiple locations.
- The locations dropdown lists all locations you are assigned to. (Your location will likely be the school you are associated with or where you will be tutoring.)

The screenshot shows the 'Enrollments' interface. At the top, there are dropdown menus for 'Examination' (Session 01 - 4ELA Pre-Test) and 'Location' (School 01). Below these are two tabs: 'Enrollees' and 'Time slots'. Under the 'Enrollees' tab, there is a search bar and a list of two users: 'k trinath' and 'katari trinath', each with a plus sign to its right. To the right of the list, there are filters for 'Time Slot' (Oct 25, 2023 3:53PM-...), 'Performance' (All), and 'Test Status' (All). A 'Print Bubblesheet' button is visible at the bottom right of the list area.

#### 5. Creating Time Slots

- Time slots are time blocks allocated to administer exams.

The screenshot shows the 'Enrollments' interface with the 'Time slots' tab selected. A '+ Add New' button is in the top right corner. Below it is a table with the following data:

Time Slot	Test Name	Identifier	Action
Oct 21, 2023 11:00 PM-11:55 PM	735547	32253090-f885-4a59-aecf-2287e2b21e31	
Oct 21, 2023 9:10 AM-10:10 AM	735547	f4db1b6e-3209-4c8f-ba2d-94e5700d2c44	
Oct 20, 2023 10:05 AM-10:05 AM	735547	a74f48f2-9931-4e76-a8c3-e42a3ce30943	

- They include the date, time, test name, and the number of exam takers allowed.

The screenshot shows the 'Exam Time slot' modal form. It has a title bar with a close button. The form contains the following fields:

- Session 01 - 3ELA Pre-Test
- Exam Date \*: 10/22/2023
- Start Time \*: 11:55
- End Time \*: 11:55
- School 01
- Exam Taker count allowed \*

A 'Save' button is located at the bottom right of the form.

- You will need to create time slots for each of the pre- and post-tests so your students can take those tests.
- Additional time slots can be created if more students need to be scheduled for the exam.



## 6. Enrolling Students

- Tutors will enroll students registered for a specific exam into a time slot.

The screenshot shows the 'Enrollments' interface. At the top, there are dropdown menus for 'Examination' (Session 01 - 4ELA Pre-Test) and 'Location' (School 01). Below this is a green header with 'Enrollees' and 'Time slots'. A search bar is on the left. The main area shows a list of students with columns for 'Time Slot', 'Performance', and 'Test Status'. Two students are listed: 'k trinath' and 'katari trinath'. Below the list, there are two student cards for 'oct21 Arizonaexamtaker (00647B)' and 'oct21 Arizonaexamtaker2 (08DA3D)'. Each card has a 'Not Started' status, a 'Live' toggle, an 'Approved' toggle, and a set of action buttons (message, refresh, minus, plus, settings).

- You can add more students if there are available slots.

## 7. Managing Students and Accommodations

- During the test administration window, Tutors can:
  - Use Proctor comments to report test incidents or irregularities.
  - Reset a student's exam, giving them a fresh start.
  - Remove a student from the time slot to reschedule them.

The screenshot shows a single student card for 'oct21 Arizonaexamtaker (00647B)'. The card displays the student's name, ID, and a 'Not Started' status. It also has a 'Live' toggle, an 'Approved' toggle, and a set of action buttons (message, refresh, minus, plus, settings).

- Tutors can also add or change student accommodations, such as Read Aloud, Extended Time, Pause Test, Calculator, and Print Test based on each student's needs. (Note: This should only be done in accordance with the policies set forth by ADE.)

The screenshot shows the 'Test Accommodations' interface. It has a green header with 'Test Accommodations'. Below the header, there are five toggle switches for different accommodations: 'Read Aloud', 'Bubble sheets', 'Extended Time', 'Pause Test', and 'Calculator'. Each toggle is currently turned off.



## 8. Making the Exam LIVE

- Tutors can activate the exam for individual students or all at once.

Time Slot: Jan 05,2024 1:04AM-...  
Performance: All  
Test Status: All

All enrollment exams are Live  
 All Approved

search here

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Arizona ExamTaker01 (2EB74F)  
Level 01 (1/10) Completed

Arizona ExamTaker02 (5CA4FB)  
Level 01 (3/10) Completed

Arizona ExamTaker03 (D12A3D)  
In Progress

Live  Approved

Icons: Chat, Refresh, Minus, Laptop, Gear, Document

- This control helps ensure that the test is taken within the administration window with proper monitoring.



### 9. Monitoring Student Status

- Each student has a status indicator, which can be:
  - Not Started: The student hasn't begun the test.
  - In Progress: The student is actively taking the test.
  - In Review: The student has completed the test, awaiting scoring.
  - Completed: The test has been successfully completed and scored.

search here

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oct21 Arizonaexamtaker (00647B)  Live  Approved

**Not Started**

### 10. Searching for Students and Using Filters

- Tutors can easily find individual students by typing their names in the search bar, which is helpful when managing a large number of students.
- Filters also allow Tutors to sort students based on performance and test status.

Time Slot: Nov 23,2023 7:44PM- 8:44PM ▼

Performance: All ▼

Test Status: All ▼

All  Approved

search here







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## 11. Viewing Student Performance

- After test administration, Proctors (Tutors) can view student performance.







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 examtaker01 ade	<input checked="" type="checkbox"/>		    
<span>Not Started</span>	Approved		

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 examtaker02 ade			    
<span>Highly Proficient (24/24)</span> <span>Completed</span>			

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 examtaker03 ade	<input checked="" type="checkbox"/>		    
<span>Not Started</span>	Approved		

*With this guide and the accompanying training video as references, you are now equipped with the essential knowledge to manage your Tutor responsibilities using FocalPoint. If you have any questions or need assistance, please don't hesitate to ask 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 Tutoring role for the AZ Achievement Tutoring Program!*