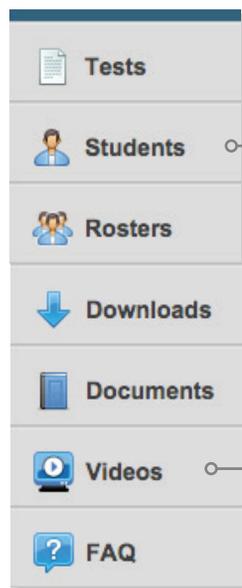


MIST Operational Quick Tips Sheet for Administrators



Select Students to go to the Students page

On the Students page, you can see:

- 👁️ Available students
- 👁️ Student birth date
- 👁️ Status of each test

You can also:

- ⚙️ Add students

To add a student:

1. Select 'Add Student',
2. Enter student's details,
3. Click 'Save'.

Select an individual Student to go to the Student Details page

On the Student Details page, you can see:

- 👁️ Tests assigned to student
- 👁️ Student demographics
- 👁️ Assigned accessibility features or accommodations
- 👁️ Test form, password and status of each student

You can also:

- ⚙️ Enroll a student to take a test
- ⚙️ Pause or Resume a test
- ⚙️ Print a tester ticket
- ⚙️ Edit student details
- ⚙️ Add/edit accessibility features or accommodations
- ⚙️ Move student to an alternative school
- ⚙️ Add non-participation codes

To add a test:

1. Select 'Add Test',
2. Choose appropriate test,
3. Click 'Add Test'.

To edit student details:

1. Select 'Edit Details',
2. Enter changes,
3. Click 'Save'.

To add an accessibility feature or accommodation:

1. Select 'Add Accommodation'
2. Choose accommodation
3. Click 'Save'

To pause or resume a test, or print a tester ticket, refer to the Rosters page flow.

To move a student to an alternative school:

1. Select 'Edit Details',
2. Choose alternative school from pull-down menu,
3. Click 'Save'.
4. For more information about moving students to an alternative school, refer to the Alternative Schools side bar.

Select Downloads to go to the MIST Tester Station files

Select Documents to access the MIST Documentation

Select Videos to go to the MIST Instructional videos

Side Bar:

Alternative Schools and Administrator Added Students

If a Administrator at the School of Remand (SoR) added the student, the student will not be removed from the student list at the school of remand.

In this case, the following will happen:

- The student will appear in the student list with "0/0 tests completed",
- The student will be removed from all rosters at the SoR,
- The student will appear at the alternative school.

Administrator added students will not be removed from the main student list at the SoR but instead show as 0/0 tests completed.

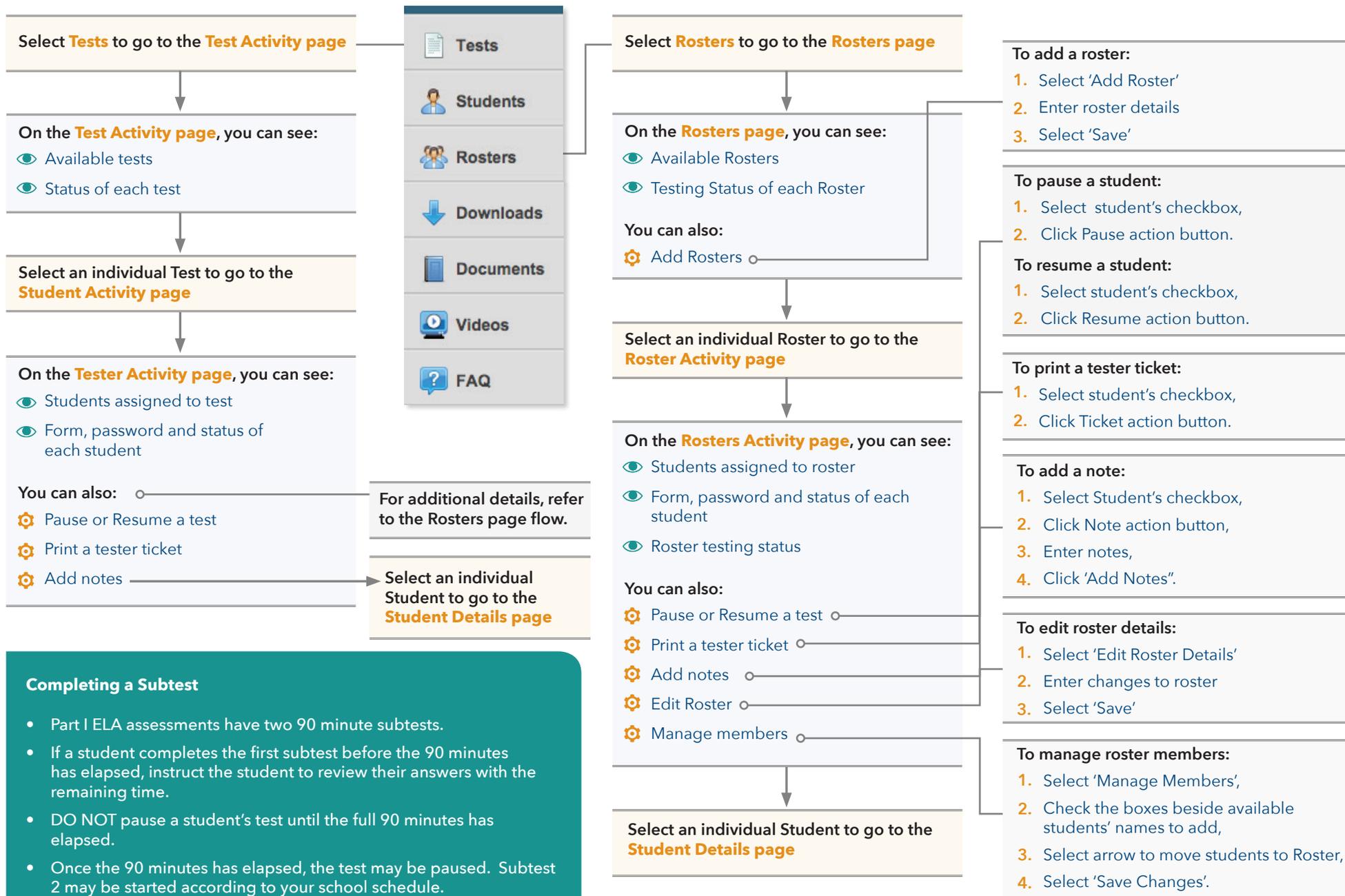
The process of moving a student added by the Administrator back to the SoR from the alternative school will be the same as an EIS uploaded student.

Assistance with MIST issues:

MIST Technical Support Desk at
(877) 516-2403 or
TCAPhelp@measinc.com

To complete a Contact Support ticket on EdTools:
<https://tdoe.randasolutions.com>

MIST Operational Quick Tips Sheet for Administrators



Completing a Subtest

- Part I ELA assessments have two 90 minute subtests.
- If a student completes the first subtest before the 90 minutes has elapsed, instruct the student to review their answers with the remaining time.
- DO NOT pause a student's test until the full 90 minutes has elapsed.
- Once the 90 minutes has elapsed, the test may be paused. Subtest 2 may be started according to your school schedule.
- If the first subtest is paused before the 90 minutes has elapsed, subtest 2 will not start until the remaining time has elapsed.