

## Steps to Set a Testing Configuration by Station

A testing configuration can be set on a single **Testing Station** or multiple stations. Setting a testing configuration by station will *not affect* other stations in the same session.

### Search Stations

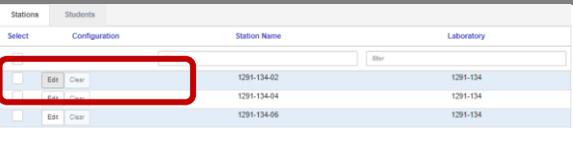
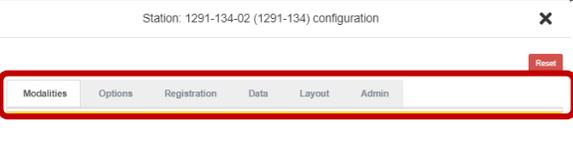
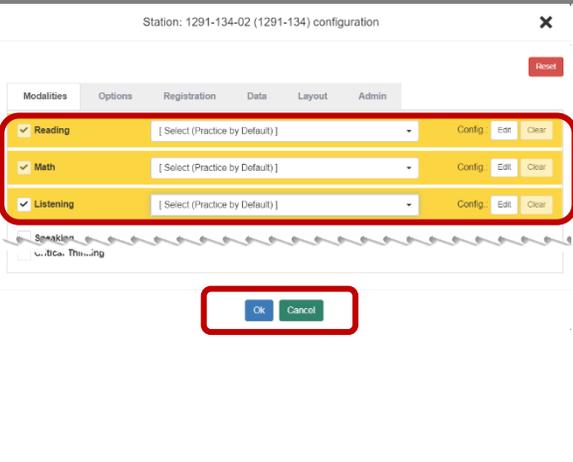
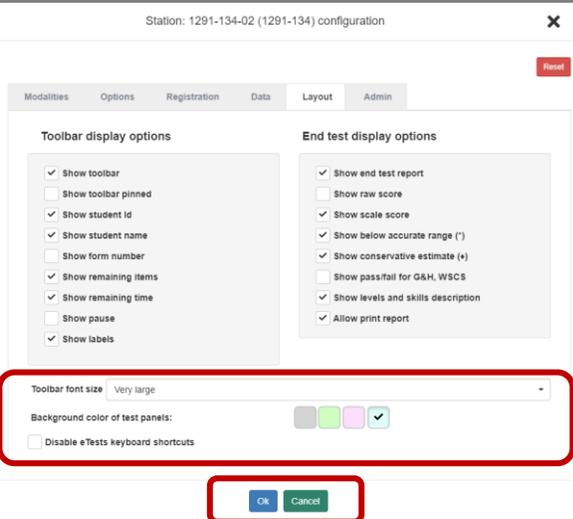
Station records must already exist *at the same site* to set a testing configuration by **Station**. In other words, a **Station Registration** record must exist to **Search** and **Select** a station.

| Step   | Screen | Description  |
|--|--------|--|
| 1.   |        | <p>At the bottom of the <b>Stations Tab</b>,</p> <ul style="list-style-type: none"> <li>Click <b>+Add New Station</b> to select and add a station to the <b>Stations Tab</b>.</li> </ul>   |
| 2.   |        | <p>From the pop-up window,</p> <ul style="list-style-type: none"> <li>Check to <b>Pick</b> the station.</li> <li>Click <b>Select</b> at the bottom of the pop-up window to add the station to the <b>Stations Tab</b>.</li> </ul>  |
| 3.   |        | <ul style="list-style-type: none"> <li>The picked station is now added to the <b>Stations Tab</b>.</li> <li>Proceed to <b>Edit Station Configuration</b></li> </ul>  |
| <p>When the station <b>Name</b> is not known or to select <b>multiple stations</b></p> |        |  |
| 4.   |        | <ul style="list-style-type: none"> <li>Click <b>+Add New Station</b> at the bottom of the <b>Stations Tab</b> to search and select stations.</li> </ul>  |
| 5.   |        | <p>From the pop-up window,</p> <ul style="list-style-type: none"> <li>Check box(s) or <b>Filter</b> for stations.</li> <li>Check to <b>Pick</b> the station(s).</li> </ul> <p>At the bottom of the pop-up,</p> <ul style="list-style-type: none"> <li>Click <b>Select</b> to add the picked station(s) and add to the <b>Stations Tab</b>.</li> </ul> <p>Proceed to <b>Edit Station Configuration</b>.</p> |

## Edit Student Configuration

The **Edit** button allows you to apply a testing configuration on a **Station**.

- Any **Station Configuration** edit will *only apply* in the testing session where set.
- Any **Station Configuration** edit will *override* the configuration settings of the testing session.

| Step   | Screen  | Description   |
|--|---|---|
| 6.   |    | <ul style="list-style-type: none"> <li>• Click <b>Edit</b> to set a testing configuration on the station.</li> </ul>  |
| 7.   |    | <ul style="list-style-type: none"> <li>• Click on a <b>Tab</b> to set a testing configuration on the station.</li> </ul>  |
| <b>Example: Station Configuration – Practice</b> |   |   |
| 8.   |   | <p>To help students become familiar with the user interface of the testing application, use <b>Practice</b>.</p> <p>From the <b>Modalities Tab</b>,</p> <ul style="list-style-type: none"> <li>• Click the down arrow in a <b>Modality</b> field.</li> </ul> <p>From the drop-down menu,</p> <ul style="list-style-type: none"> <li>• Click <b>[Select (Practice by Default)]</b>.</li> <li>• Click <b>OK</b> to apply the <b>Modalities</b> settings to the <b>Station</b>.</li> </ul> <p><b>Note:</b> You can also use the <b>Practice</b> session with any testing station.</p>  |
| <b>Example: Station Configuration – Layout</b>   |   |   |
| 9.   |  | <p>To accommodate students with visual impairment,</p> <ul style="list-style-type: none"> <li>• Click the <b>Layout</b> tab.</li> <li>• Click the down arrow in the <b>Toolbar font size</b> field.</li> </ul> <p>From the drop-down menu,</p> <ul style="list-style-type: none"> <li>• Click a <b>Size</b>.</li> </ul> <p>To change the <b>Background color of test panels</b></p> <ul style="list-style-type: none"> <li>• Check a <b>Color</b>.</li> </ul> <p>Click <b>OK</b> to apply the <b>Layout</b> settings to the <b>Station</b>.</p> <p><b>Note:</b> You can also use the on-demand <b>Testing Accommodations</b> settings on any testing station.</p> |

## *Clear Station Configuration*

You may keep a **Station Configuration** on the **Stations Tab** for future use. Depending on the type of testing configuration, you may need to **Clear** the settings if they interfere with regular testing.

## *Remove Station Configuration*

To remove a station assigned to a session, click **Remove** from the **Stations Tab**. This will *not* remove the station from the account.

## **Important Notes:**

- A Station Testing Configuration *only applies to the individual station(s)* of the testing session where applied.
- A Station Testing Configuration that is set in one testing session *will not take effect in any other testing session*.
- A Station Testing Configuration *will override both session and student configurations*.
- Do not use a station configuration to override a student's next-assigned test. Instead, use the **Student Testing Configuration** for this.
- A Station Testing Configuration *will remain in effect until cleared or by removing the station from the Stations Tab* of the testing session where applied.