



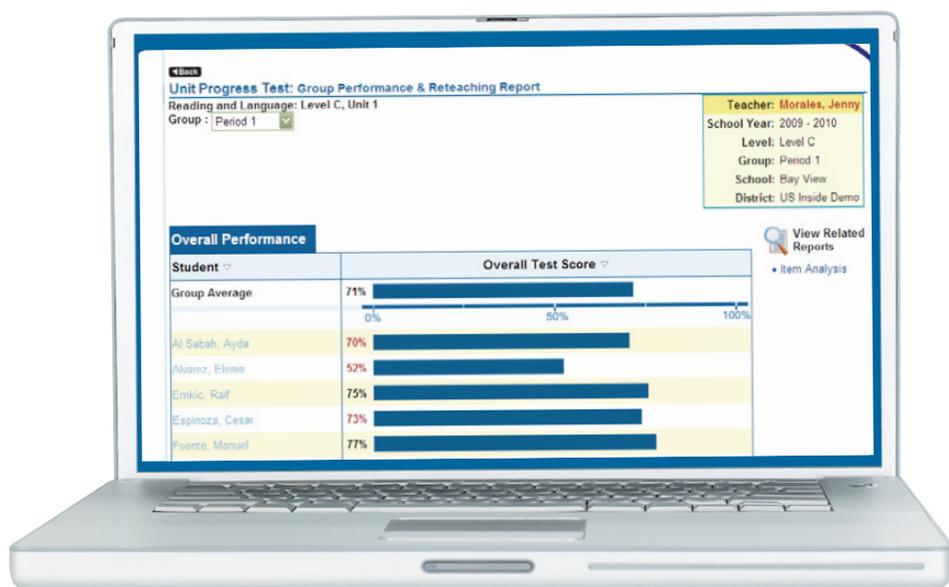
www.insideng.com



www.hbedge.net

eAssessment

IMPLEMENTATION GUIDE



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About Implementing *Inside* and *Edge* eAssessment

In this starter guide, you will find detailed instructions for implementing *Inside* and *Edge* eAssessment. eAssessment is a suite of online tools for testing, scoring, and reporting student performance on *Inside* and *Edge* tests from National Geographic School Publishing (NGSP). The system supports online testing as well as scanning for paper and pencil test administrations. The eAssessment interface allows teachers to manage class rosters and test assignments. Teachers can also input scores directly into the system for constructed responses. Reports are available immediately.

Your district may implement eAssessment for paper & pencil testing using eAssessment answer sheets (i.e., scan & score), online testing, or a combination of scan & score and online testing.

For scan & score testing, districts can use optical mark recognition (OMR) or plain-paper scanning. With scan & score, students bubble in their test responses on a custom answer sheet. Teachers may add constructed response scores to the answer sheet or input them online. Some districts scan answer sheets locally. Others handle scanning at a central location. Our Scan Tool software makes it easy to upload scanned response data to the eAssessment system through the Internet.

Online testing requires a setting where students can test individually on computers connected to the Internet. Online testing also depends on teachers accessing the eAssessment website to set testing windows and input constructed response scores.

Inside and *Edge* are proficiency-based reading programs. *Inside* eAssessment supports middle school students, placed in one of five reading-proficiency levels, A-E. *Edge* eAssessment supports high school students placed in one of four reading-proficiency levels Fundamentals, A, B, or C. The system can store student records without an *Inside* or *Edge* reading level. However, eAssessment requires reading levels in order to assign unit and end-of-level tests.

Districts may load reading levels into the system in one of four ways:

- Populate the *Inside* or *Edge* Level field in the district import file
- Populate the Reading Grade Level field in the district import file; the system will translate these values into *Inside* or *Edge* reading levels
- Administer the *Inside* or *Edge* eAssessment Placement Test; the system will automatically populate the reading level field for each tested student based on their Placement Test score
- Input via the eAssessment interface

Implementation Timeline

It's important to consider implementation before ordering eAssessment. For this reason, your NGSP Sales Representative will provide eAssessment product and technical information (including this guide) to support your decision-making process. We also recommend identifying a subscriber and technical contact in your district to coordinate the implementation. Your subscriber contact will work with NGSP to coordinate the order and oversee local implementation. Your technology contact will ensure site readiness by confirming hardware, software, and connectivity for participating administrators, teachers, and students.

The following shows a recommend implementation timeline leading up to the first test administration.

Implementation Timeline
Week 1: Ordering <ul style="list-style-type: none">• Order eAssessment• For scan & score, order answer sheets
Week 2: District Import <ul style="list-style-type: none">• Complete & submit district import template• Announce eAssessment to participating schools & Teachers
Week 3: Site Readiness <ul style="list-style-type: none">• Load software & confirm site readiness• Schedule complimentary training
Week 4: Announcement <ul style="list-style-type: none">• Invite participating teachers to eAssessment training
Week 5: Activation <ul style="list-style-type: none">• Confirm import & account activation• Prepare for training
Week 6: Training <ul style="list-style-type: none">• Teachers participate in hands-on training

Completing the District Import File

Once National Geographic School Publishing receives your eAssessment order, our customer service representative will email a district import template to your subscriber contact. The district import template is an Excel file with two main worksheets, one for administrator information and another for teacher and student information. We recommend completing these worksheets at least three weeks prior to account activation.

National Geographic School Publishing uses the import file to establish administrator and teacher log-ins, and to set up class rosters. Information from the import file is also used to create online student records, which teachers can edit via the user interface. Finally, we use the student’s name and school to create a student log-in.

For consistency, it’s best to populate the district import file with information from your district’s student information system. Larger districts with high mobility rates may want to arrange automated updates. Smaller districts or single-site users may choose to load administrator and teacher information by way of the import and hand-input student information. The following charts give character limits and guidelines for each field in the district import template.

Administrator Worksheet		
Field	Character Limit	Notes
District Name*	50	Fill in as you would like the district name to display on reports
School Name*	50	Leave blank for district administrators
First Name*	30	Fill in for all district and school administrators, who need to access eAssessment
Middle Name	30	Fill in if needed for administrators with the same first and last name
Last Name*	40	Fill in for all district and school administrators, who need to access eAssessment
Work e-Mail Address*	7 min 255 max	Becomes the administrator’s eAssessment username and contact email for NGSP tech support
Password*	5 min 20 max	Becomes the administrator’s eAssessment password
Coach IT User	n/a	Does not apply to eAssessment users

* Required Field

Teacher and Student Worksheet

Field	Character Limit	Notes
School Name*	50	Repeat for all students associated with the school
Teacher First Name*	30	Repeat for all of the teacher's students
Teacher Middle Name	30	Repeat for all of the teacher's students or leave blank if teacher's name is unique within the school
Teacher Last Name*	40	Repeat for all of the teacher's students
Teacher School e-Mail Address*	7 min 255 max	Becomes the teacher's eAssessment username and contact email for NGSP tech support; repeat for all of the teacher's students
Teacher Password*	5 min 20 max	Becomes the teacher's eAssessment password; repeat for all of the teacher's students
Group Name*	50	Class name, e.g., Period 1; repeat for each student in the class
Group Description	70	e.g., Morning Class; repeat for each student in the class or leave blank
Course ID	25	Repeat for each student in the class or leave blank
Period	25	Repeat for each student in the class or leave blank
Student First Name*	30	
Student Middle Name	30	Helpful for distinguishing students with the same first and last names
Student Last Name*	40	
Student Number*	10	Student ID
Student Birthday	n/a	Use the format: MM/DD/YYYY or leave blank
Student Gender	n/a	Use "F" for female or "M" for male
Student Grade*	n/a	Use 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Reading Grade Level	n/a	For Inside, use 1.0-6.0 For Edge, use 1.0-9.0
Edge/Inside Level	n/a	For Inside, use A, B, C, D, or E For Edge, use Fundamentals, A, B, or C

* Required Field

Hardware, Software, and Network Considerations

Local hardware, software, and network requirements depend on the type of eAssessment implementation planned for each participating site. Since eAssessment is a web-based tool, online testing requires the simplest implementation. With additional hardware, software, and answer sheet requirements, scan & score implementations will be more involved.

The following sections highlight important considerations for each kind of implementation as well as tips for administrators and teachers, who need to access eAssessment.

Minimum system requirements are shown in Table C.

Online Testing

Since online testing depends on reliable Internet access, it is best to check each student computer for compliance with the minimum system requirements. Check for Java updates on older computers. Ideally, you can set the eAssessment student website as a trusted site to avoid security issues.

The phonics portion of the Placement Test and the Levels A & B *Inside* Unit Tests include oral questions. Students taking these tests online will need computers with a sound card and speakers or headphones to listen to the online audio files.

You can confirm readiness for each testing station by signing in to one of the student demo sites:

Teacher and Student Worksheet			
Program	Student Homepage	Username	Password
Inside	https://student.insideng.com	insidestudent@usdemo	password
Edge	https://student.hbedge.net	edgestudent1@usdemo	password

Open your browser and navigate to the *Inside* or *Edge* student homepage.

1. Select Take a Test and View Results.
2. Log-in to one of the student demo accounts.
3. Select a test name form the list to open the testing platform.

Scan & Score

All scan & score implementations require a compatible scanner connected to a Windows computer with Internet access and eAssessment Scan Tool software. To install the Scan Tool software:

1. Navigate to the appropriate download page:
Edge — www.bookette.com/Updates/Win/Setup_WebScanHB.exe
Inside — www.bookette.com/Updates/Win/Setup_WebScanHBi.exe
Or, from the eAssessment educator homepage, click Manage Tests, then click Download Scanning Tools under eAssessment in the left-hand menu.
2. A dialog box will display; click Run.
3. Follow the steps in the installation window.
4. A folder will open on your computer; double-click the Scan Tool icon to begin scanning.
5. The scanning tool will also appear in your program list. For subsequent scanning sessions, click Start > Programs > Hampton-Brown > Inside or Edge > Launch Image Scanning.

A Scan Tool manual is available for eAssessment subscribers. The manual gives step-by-step instructions on how to complete, scan, and upload answer sheets. To access the manual, navigate to www.INSideNG.com or www.HBEdge.net and log in. Click Help in the upper right corner. Then, click the PDF link next to Scan Tool Manual—eAssessment.

Unique considerations for OMR scan & score and plain-paper scanning are presented below.

OMR Scanning

OMR scanning for *Inside* and *Edge* eAssessment relies on custom answer sheets, which districts may purchase from National Geographic School Publishing. See Table B for a complete list of *Inside* and *Edge* answer sheets.

Districts may order pre-slugged answer sheets directly from Scantron (1-800-722-6876). Scantron pre-slugs answer sheets by over-printing students' first names, last names, and IDs. Using pre-slugged answer sheets can reduce manual bubbling errors and improve the scanning process. Scantron will work with your district to gather student information and coordinate shipping.

It's helpful to develop local processes for OMR scanning, especially when scanners are housed in a central location. Many districts identify a technical specialist to scan completed answer sheets, resolve errors, and upload data to the eAssessment system. Encourage teachers to review completed forms for bubbling errors using the Scan Tool Manual.

In addition to the Scan Tool software and custom answer sheets, OMR scanning requires one of the following compatible scanners. Contact your local Scantron Representative for a quote.

- OpScan 2, 3, 4, 4XP, 5, 6, 7 and 8
- Scantron 2250, 2260, 2500 and 2800

To configure your OMR scanner, make sure the scanner is turned on and connected to a computer with Scan Tool software installed. Open the Scan Tool program and choose Scan > Configure Scanner from the file menu. A dialog box will open.

OpScan Scanners

From the scanner drop-down menu, choose NCS.

1. Click Change to edit the answer sheet type (referred to as Default Form in the Scan Tool).
2. Select the file for the answer sheet type you want to scan. See Table A for file names.
3. Click Open. You will return to the Configure Scanner dialog box.
4. Click Configure. The Scanner Configuration dialog box will open.
5. Select your scanner model and the port. The remaining settings should match the default options shown.
6. Click OK to save settings

Scanner Configuration

Transport

Model: **OpScan 5/6** Transport Printer

Bar Code

Communications

Port: **COM1** Data Bits: 7 8 Parity: Odd Even None Stop Bits: 1 2

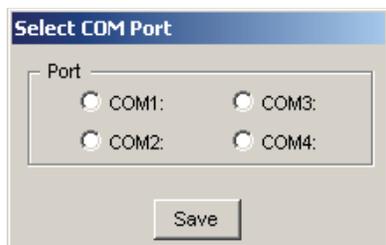
Baud: **38400** Timeout: **10**

Write Operations Log

OK **Cancel**

Scantron Scanners

1. From the scanner drop-down menu, choose Scantron.
2. Click Change to edit the answer sheet type (referred to as Default Form in the Scan Tool).
3. Select the file for the answer sheet type you want to scan. See Table B for file names.
4. Click Open. You will return to the Configure Scanner dialog box.
5. Click Configure. The Select COM Port dialog box will display.
6. Select the port to which your scanner is connected.
7. Click Save.



Plain Paper Scanning

Plain paper scanning requires the following hardware, software, and answer sheets:

- Laser printer
- Answer sheets printed from the eAssessment website, with a laser printer
- Scan Tool software
- Remark Office OMR software
- Compatible scanner

Teachers can print answer sheets for plain-paper scanning directly from the *Inside* and *Edge* eAssessment website. The forms encode the test and student information in a bar code, which is read by Gravic's Remark Office OMR software as part of the scanning process. The Scan Tool software allows you to upload scanned data to the eAssessment website.

Remark Office OMR software works with most TWAIN compliant scanners, a common scanning protocol. However, due to variance in TWAIN drivers and scanning environments, Gravic is unable to guarantee compatibility with any particular scanner. For this reason, it is best to test the software with local scanners prior to testing.

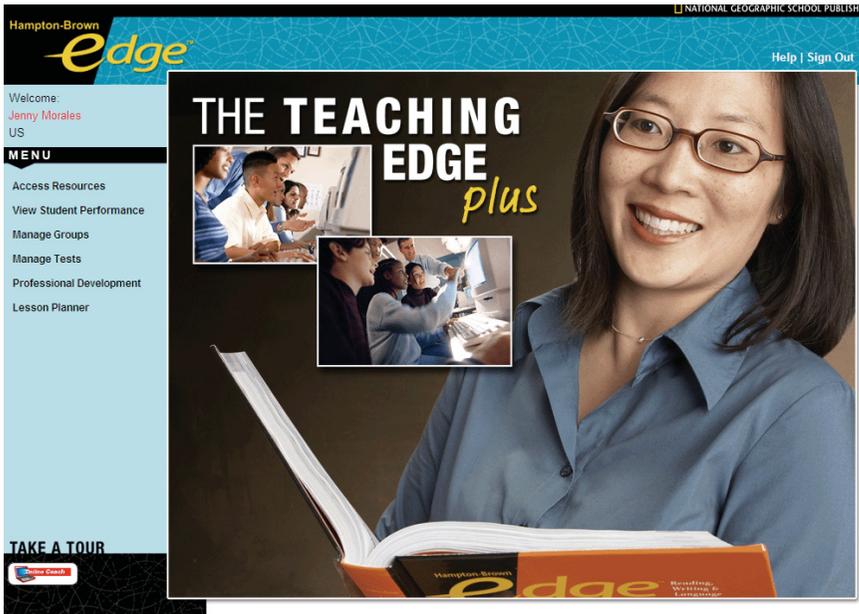
Gravic recommends desktop scanners and multi-function peripherals (MFPs) from the following manufacturers based on internal testing and customer feedback:

Desktop Scanners

- Fujitsu
- Kodak
- Panasonic
- Canon
- Ricoh
- Hewlett Packard
- Epson
- Xerox

Multi-Function Peripherals

- Lexmark
- Hewlett Packard
- Xerox
- Samsung
- Muratec
- Canon
- Brother
- Sharp



Teaching Edge Homepage

Administrator and Teacher Access

Participating administrators and teachers will access eAssessment to manage class rosters, assign tests, input scores, and view reports. Ensure these users have access to a computer that meets the minimum system requirements shown in Table C.

These users may also want to download and print assessments, rubrics, and reteaching lessons, which are available as PDFs. Adobe Reader 7 or higher is required (<http://get.adobe.com/reader/>).

When signing in to eAssessment for the first time, teachers and administrators can follow these steps to enable pop-ups in their browser:

Internet Explorer

From the Tools menu, select Pop-up blocker > Always allow pop-ups from this site.

Firefox

1. From the Tools menu, select Options and click the Content icon.
2. Click the Exceptions button next to Block pop-up windows.
3. Add <http://admin.insideng.com> or <http://admin.hbedge.net> to Allowed Sites.

Other Popup Blockers

Check popup blocker help on how to add admin.insideng.com to allowed sites

Welcome:
Jenny Morales
Bay View

Manage Groups ▾

MENU
STUDENT PERFORMANCE

Groups at a Glance
Students at a Glance
Export Data

STUDENTS

Manage Groups
Manage Students

e-ASSESSMENT

Manage Tests
Add Rubric Scores
Download Scanning Tools

ONLINE COACH

Restrict Assignments
Change Settings
Download Library

Group Information

Group Name: Period 1	Teacher: Morales, Jenny
Description: Level C	School: Bay View
Group ID: 1987	Students: 25
Course ID:	Tests Assigned: 1712
Class Period:	Tests Completed: 164

[Edit](#) [Add Students](#) [New Student](#)

Students

View	Last Name ^	First Name ^	Student ID ^	Inside Level ^	Username ^	Password ^	Tests Assigned ^	Tests Completed ^
	Al Sabah	Ayda	2001	C	AAISabah@USDemo	Password	78	16
	Alvarez	Elenio	2002	C	EAlvarez@USDemo	Password	76	14
	Amin	Jakeem	2003	C	JAMin@USDemo	Password	62	0
	Burzan	Sava	2004	C	SBurzan@USDemo	Password	62	0
	Corah	Bailey	2010	C	BCorah@USDemo	Password	62	0
	Emkic	Raif	2007	C	REmkic@USDemo	Password	78	16
	Espinoza	Cesar	2008	C	CEspinoza@USDemo	Password	76	14
	Fuente	Manuel	2009	C	InsideStudent@USDemo	Password	90	30
	Gomez	Alejandra	2011	C	AGomez@USDemo	Password	76	14
	Guzman	Belicia	2012	C	BGuzman@USDemo	Password	62	0

Inside eAssessment Student Roster

Confirming Account Activation

We will activate your account on the date requested in your eAssessment order. At this time, we will notify your subscriber contact with an email from NGSP Technical Support. We will also email a welcome message with log-in information to participating teachers and administrators.

To confirm account activation, open your browser and navigate to <http://admin.insideng.com> or <http://admin.hbedge.net>. Try signing in with a few teacher and administrator log-ins from your district import file. Alert NGSP Technical Support immediately if you encounter any issues.

If your account is active, the log-ins will lead you to the Inside Teaching or the Teaching Edge home page. In the left-hand menu, three eAssessment links are available – View Student Performance, Manage Groups and Manage Tests. To spot-check student rosters,

1. Select Manage Groups from the main menu.
2. Then, select Manage Students from the left-hand menu under the Groups heading. A student roster displays.
3. Review the rosters for several teachers to ensure student records are associated with the correct classes

Preparing Participants

It's helpful to prepare participating administrators and teachers for eAssessment. Announce the new tools as early as possible in the school year and e-mail details about the eAssessment training session. Once your account is activated, it is also appropriate to encourage administrators and teachers to visit the eAssessment website and confirm their username and password. Teachers should check their student rosters and report or correct any inaccuracies.

Announcing eAssessment

After submitting your order, it's helpful to let teachers and administrators know about the benefits of eAssessment. Let them know that National Geographic School Publishing will email usernames and passwords once the account is activated.

To: <Participating eAssessment administrators and teachers>

Subject: *Inside* eAssessment

Dear Colleague,

Our district has purchased National Geographic School Publishing's *Inside* eAssessment, a suite of online assessment tools for use in the classroom.

Inside eAssessment provides immediate, relevant support as you work with struggling readers and English language learners. Graphical reports display test results at a glance. Reteaching options group students by need and offer reteaching prescriptions.

NGSP Technical will email a welcome message to you by <activation date> with your eAssessment log-in information. Once logged-in, you can view student rosters for your class.

We encourage you to make use of this powerful resource in your classroom. For more information about the product, visit www.NGSP.com and navigate to *Inside* from the Technology tab.

We will send information about eAssessment training opportunities in a follow-up message.

Sincerely,

<Subscriber Contact>

<School District>

Sample *Inside* eAssessment Announcement

Preparing for Teacher Training

National Geographic School Publishing offers a free teacher training onsite or through WebEx. We will contact your subscriber contact to schedule the session.

For WebEx training, we send an e-mail invitation for you to distribute to confirmed participants. Your subscriber and technology contacts can work together to determine the best way for participants to sign into the WebEx conference.

Onsite training will require additional preparation. Our training consultant will work with your technology contact to confirm readiness. You can use the following checklist to monitor progress.

Onsite Training Checklist	
✓	Task
1.	Training announcement sent to all participating teachers and administrators and participant count confirmed.
2.	Location and hardware availability confirmed for all participants.
3.	Local technical support confirmed to assist with technical issues during training.
4.	At least three days prior to training: Each computer meets system requirements and has been tested to support training.
5.	One hour prior to training: each computer is turned on and web browser is open to www.insideng.com or www.hbedge.net .
6.	If training includes scanning, a computer is set up with a compatible scanner, software is installed, Internet connection is confirmed, and answer sheets are available.

When your training session has been scheduled, send a second e-mail announcement. Inform teachers and administrators about the training, how to access student usernames and passwords, and where to find user's manuals.

To: <Participating eAssessment administrators and teachers>
Subject: Using *Inside* eAssessment

Dear Colleague,

Recently, you received a message from NGSP welcoming you to *Inside* eAssessment. The message provided you with your eAssessment username and password.

To get oriented with *Inside* eAssessment, you are invited to attend a product training session provided by National Geographic School Publishing.

Date: September 4th, 2010

Time: 2pm – 5pm

Location: Bay View High School computer lab

RSVP by August 28th, 2010 to guarantee your seat

To prepare for the training, please print a list of student usernames and passwords following these steps:

1. Sign into your eAssessment website
2. Choose Manage Groups from the home page
3. Choose Manage Students under Groups from the main menu
4. If necessary, select a group from the pull-down menu
5. A list of students will appear. Click Print in the top navigation bar
6. Click Print to activate your browser's print function
7. Click Print View Off to return to the main screen

To access User's Guides from the eAssessment website:

1. Click the Help link in the upper right hand corner of the screen
2. Download the following materials, based on your needs:
 - Quick Start Guide – a two-page reference sheet guiding you through the most commonly used eAssessment features
 - User's Manual – detailed information and step-by-step instructions for all eAssessment features
 - Scan Tool Manual – how to fill out, scan, and upload answer sheets using the eAssessment Scan Tool

For questions, or if you have not received a welcome message, contact me at <insert phone number>.

Sincerely,
<Subscriber Contact>
<School District>

Sample *Inside* eAssessment Announcement

Providing Local Support

Teachers and administrators participating in eAssessment can download documentation from the site's Help page. Encourage teachers to read these manuals as they use eAssessment.

To access the manuals, sign in to www.INSIDE.com or www.HBEdge.net. Click the Help link in the upper right hand corner of the screen, then download materials by clicking the PDF links.

Quick Start Guide — brief, step-by-step instructions for teachers using eAssessment.

User's Manual — detailed overview and instructions for all eAssessment features.

Scan Tool Manual — how to fill out, scan, and upload answer sheets.

As your district starts to use eAssessment, participants may require local support. NGSP is available to assist you with technical problems that you cannot resolve locally. Consider sharing a "Who to Call" list that includes something like the following:

Local Support

- Computer lab setup
- Meeting system requirements
- Internet and local network setup
- Firewall and Internet security settings
- Downloading and installing software
- How to use eAssessment
- Procuring OMR answer sheets
- Scanning

NGSP Technical Support

- Completing the district import template
- Account activation and student rosters
- Technical problems with online testing, scoring and reporting, or uploading answer sheets

The screenshot shows the 'INSIDE' eAssessment interface. At the top, it displays 'Welcome: Manuel Fuente', 'Date: 10/29/2009', and 'Time: 4:06 PM'. On the right, it shows 'Level C - Unit 1 - Selection 1', 'Test Time:', 'Questions Answered: 12 of 20', 'Status: Scored', and 'Test Score: 75%'. The main content area features a book cover for 'Growing Together' with a girl and fruit. Below the cover, the question is: '16 Why is Carmen upset when she runs to her father?' with four multiple-choice options: (A) She feels like she does not belong. (B) She is hurt from falling off her bike. (C) She has not made any new friends. (D) She misses swimming in the ocean. The interface includes a 'Close' button, 'Question Status', 'Flag Question', and navigation arrows for 'Question 16 of 20'.

Inside Student Test Screen

Table A: OMR Scanning Codes

Test	Color	Scantron File Name	NCS File Name	Form Number	ISBN – 500 Pack
Inside eAssessment					
Placement Test	Maroon	Z510.SDS	InsidePT.800	EM-277260-1	978-07362-66925
Levels A-B Quick Checks & Unit Tests	Purple	Z513.SDS	A-B-QC.800	EM-280418-1	978-07362-67731
Levels C-E Selection & Unit Tests	Blue	Z512.SDS	C-E.800	EM-280313-1	978-07362-67755
Summative Assessments – Side 1	Green	Z514.SDS	SUM-S1.800	EM-280419-1	978-07362-67779
Summative Assessments – Side 2		Z515.SDS	SUM-S2.800		
Edge eAssessment					
Placement Test	Blue	Z506.SDS	EDGEPT.800	EM-278379-1	978-07362-66918
Fundamentals Cluster & Unit Tests	Red	Z511.SDS	EDGEFun.800	EM-279458-1	978-07362-66789
Levels A-C Cluster & Unit Tests	Salmon	Z505.SDS	EDGE.800	MM272360-2	978-07362-46231
Gains Tests					
English Language Gains Test	Brown	Z507.SDS	GAIN_EL.800	EM-278380-1	978-07362-66826
Reading Level Gains Test	Gray	Z508.SDS	GAIL_RL.800	EM-278639-1	978-07362-66802
Reading Level Gains Test v2.0	Dark Blue	TBD	TBD	EM-278639-1	978-07362-79291

Table B: Order Information

Inside eAssessment (per student/year subscription for either scan & score or online test administration)		Edge e-Assessment (per student/year subscription for either scan & score or online test administration)	
Comprehensive Subscription Placement Test, Unit Tests, Selection Tests, Summative Assessments (Mid-Level Tests, End-of-Level Tests), Reading Level Gains Test, English Language Gains Test	978-07362-67496	Comprehensive Subscription Placement Test, Unit Tests, Cluster Tests, Reading Level Gains Test, English Language Gains Test	978-07362-66611
Comprehensive Subscription Classroom Set contains 25 per student/year Inside Comprehensive e-Assessment Subscriptions (see description above)	978-07362-67502	Comprehensive Subscription Classroom Set contains 25 per student/year Edge Comprehensive e-Assessment Subscriptions (see description above)	978-07362-66628
Striving Reader Subscription Placement Test, Unit Tests, Selection Tests, Summative Assessments (Mid-Level Tests, End-of-Level Tests), Reading Level Gains Test	978-07362-67519	Striving Reader Subscription Placement Test, Unit Tests, Cluster Tests, Reading Level Gains Test	978-07362-66635
English Learner Subscription Placement Test, Unit Tests, Selection Tests, Summative Assessments (Mid-Level Tests, End-of-Level Tests), English Language Gains Test	978-07362-67526	English Learner Subscription Placement Test, Unit Tests, Cluster Tests, English Language Gains Test	978-07362-66642
Basic Subscription Unit Tests, Selection Tests, Summative Assessments (Mid-Level Tests, End-of-Level Tests)	978-07362-67533	Basic Subscription Unit Tests, Cluster Tests	978-07362-45951
Placement Test, Reading Level Gains Test	978-07362-67540	Placement Test, Reading Level Gains Test	978-07362-66659
Placement Test, English Language Gains Test	978-07362-67557	Placement Test, English Language Gains Test	978-07362-66666
Reading Level Gains Test	978-07362-67823	Reading Level Gains Test	978-07362-66673
English Language Gains Test	978-07362-67830	English Language Gains Test	978-07362-66680
Placement Test	978-07362-67564	Placement Test	978-07362-66697

Table C: Minimum System Requirements

eAssessment		
	Windows	Mac
Operating System	Windows XP® with SP2	OS 10.3
Processor Speed	Pentium III 667 MHz or equivalent	G4 processor, 500 Mhz
RA M	256 MB RAM (512 MB recommended)	512 MB RAM
Web Browser	Internet Explorer 6.0+ or Firefox 1.5+ <i>(pop-up blockers turned off)</i>	Safari 2.0+ or Firefox 1.5+ <i>(pop-up blockers turned off)</i>
Screen Display	1024 x 768 resolution, thousands of colors display	
Internet Connection	T1 or better; 10/100 MB Ethernet LAN port (minimum)	
Audio	Sound card and speakers or headphones required for online <i>Inside</i> Placement Test and Levels A and B Unit Tests	
Plug-in	Adobe Reader 7or higher (teachers and administrators only; free download at http://get.adobe.com/reader/)	
	Java (usually comes installed but requires updates)	
Scan & Score		
	OMR Scanning	Plain Paper Scanning
Operating System	Windows XP® with SP2	Windows 2000, XP or Server 2003
Software	Scan Tool <i>available online with eAssessment purchase</i>	Scan Tool <i>available online with eAssessment purchase</i> Remark Office OMR <i>forms-processing software available from www.gravic.com</i>
Scanner	OpScan 2 OpScan 3 OpScan 4 OpScan 4XP OpScan 5 OpScan 6 OpScan 7 OpScan 8 Scantron 2250 Scantron 2260 Scantron 2500 Scantron 2800	<i>Gravic recommends image scanners from the following manufacturers:</i>
		Desktop Scanner
		Fujitsu Kodak Panasonic Canon Ricoh Hewlett Packard Epson Xerox
		Lexmark Hewlett Packard Xerox Samsung Muratec Canon Brother Sharp

Table D: Contact Information

Contact / Area of Expertise	Phone	eMail
National Geographic School Publishing		
Customer Service <ul style="list-style-type: none"> • eAssessment orders • Answer sheet orders 	888-915-3276 <i>Monday-Friday</i> <i>8:00 am-8:00 pm EST</i>	CustomerService@NGSP.com
Technical Support <ul style="list-style-type: none"> • System requirements • District import • Account setup & activation • Scanning • General eAssessment support 	888-915-3276 <i>Monday-Friday</i> <i>8:00 am-8:00 pm EST</i>	TechSupport@NGSP.com
Professional Development <ul style="list-style-type: none"> • Course descriptions, delivery options and pricing • Course scheduling and coordination 	888-915-3276 <i>Monday-Friday</i> <i>8:00 am-8:00 pm EST</i>	CustomerService@NGSP.com
Other Providers		
Scantron <i>Customer Service</i> Pre-slugged OMR answer sheets	800-722-6876	customer_service@scantron.com
Scantron <i>Technical Support</i> Scantron scanner support	800-445-3141 <i>Select Option 1</i>	support@scantron.com
Harland Technical Services Complimentary Scantron scanner installation support	800-824-2023	
Gravic Plain paper scanning software	800-858-0860	http://www.gravic.com/contact.html