**Implementation Checklist for Assistants**

**Day Before Implementation**

* Download *YS First Day of Testing PowerPoint* onto your computer and review
* Download *YS Second\_Final Day of Testing PowerPoint* onto your computer and review
* Make sure you have GTID numbers
* Gather pens/pencils and paper (students need it for the Numerical Reasoning assessment)
* Confirm computers available to students during assessment and that students have valid email addresses

**Day 1 of Implementation**

* Show *YS First Day of Testing PointPoint*
* Make sure each student has a piece of paper & pen/pencil
* Students go to app.youscience.com/ga/activate and begin assessment (ask them to write down password)

**Day 2 of Implementation**

* Students go to www.youscience.com, login and finish assessment

If they receive a message saying their login information is invalid, they have entered an incorrect email address and/or password. Please try again. Students can reset their password by clicking “forgot password” and answering questions. If you have access to the YouScience Admin Portal, you can also reset their password.

**Troubleshooting/Notes**

* There is a chat tool available to students if they have questions or difficulty logging in
* Keep GTID numbers accessible
* In the “Idea Generation” assessment, students cannot move to the next assessment until time expires. You may have some students who finish with time to spare. Simply tell them to use that time as a short break and to not distract their neighbors.
* Do not have students be in the middle of an exercise when the bell rings. Give 10- and 5- minute warnings, and tell your students not to begin a new exercise if it will take longer than the amount of time they have left.
* Make sure students LOG OUT of their account prior to shutting down their computer or closing the browser. If they do not, the computer will remember them as the user and the next student will immediately be in that student’s account. You do not want students completing each other’s’ assessment.
* On Day 2, if students finish the CORE assessment with time remaining in class, they may begin the Amplifier Assessments so they are not distracting their neighbors.