

Features of the Cat 5 Teacher Dashboard

Feature	Where it is	What it does
Cat5 Logo	Top Left on the menu banner	- redirects you to the homepage - allows you to see session details and summary of student test info
Help button	Top right beside the "Logout" option	- redirects you to CTC Cat5 user document/resources
Master List	Second option to the left on the menu banner	- displays a list of all students and their info
Add Student	Top right button located in the Master List page	- add student information to the Master List
Edit / Remove Student	In the Master List page, beside each student's name	Pencil icon = edit / Trash can icon = remove
Special Groups & Exemptions	In Master List section (select 'edit' beside student name), under the "Optional" field	- specifies the group classification the student falls under (if applicable) - excludes particular students at teacher's discretion
Create A Session	(1) on menu banner beside Cat5 logo (2) on homepage, a button located on the top right	- creates a new test session (options to select subtest)
Assessment Session box	On the homepage or click "Create A Session" on the menu banner	- a loading symbol indicates a session is in progress - clicking a particular session box redirects you to the Session Details page
Generate New Passcode(s)	Homepage > Assessment Session Box > Session Details (top)	- once a new session is created, passcodes are sent via email - passcodes expire once any student uses it to login; valid until 4pm that day
Pause / Resume Session	Homepage > Assessment Session Box > Session Details (above Logged In/Out/Completed)	- " Pause Session " = allows you to freeze all student screens - " Resume Session " = allows you to unfreeze student screens (students select "Next" to freeze screen, time auto-pause, data auto-saves)
Log Out / Log Out Session for All	(1) Individually: select subtest beside student's name (2) For All: located beside the "Pause Session" button	- logs out students directly on their test interface (students must select "Next" to auto log out)
Give Access / Give Access to All	(1) Individually: located to the right of the student's name (2) To All: located beside the "Pause Session" button	- if " Log Out Session " was used, " Give Access " feature enables students to log in again (<i>otherwise, student interfaces will be locked</i>)
Inactivity Warning	Beside student's name in Session Details page	- indicates that a student has been inactive for more than 6 mins, warns you to check if student requires assistance
Refresh button	Top right, on Session Details page	- Session details auto refreshed, but button allows on-demand update
Invalidation Options	Session Details page, under subtest to the right of student's name	- allows teachers to make student's test invalid, for any reason
Email My Reports	On the Homepage, button located beside "My Students"	- provides teachers with student results quickly and directly to their email

Features of the Cat 5 Student Interface

Feature	Where it is & What it does
Log-in Page	<ul style="list-style-type: none"> - students input their full name (as shown on the Master List) and passcode provided by their teacher - verify information is accurate before proceeding
Audio/Video (tutorial or walkthroughs)	<ul style="list-style-type: none"> - Video tutorial with audio for Gr. K-3 only (Level 10-13) > explains how to complete the test (<i>headphones required</i>) - Video “walk-through” instructions for Gr. 4 and up (Level 14-22) > explains parts and features of the test
Test questions menu	<ul style="list-style-type: none"> - located at the top left of the page, beside Test Level and name of test - click [>] beside question # to show menu, and [<] to close menu (completed question numbers become orange)
Countdown Timer	<ul style="list-style-type: none"> - located on top right (in minutes) - auto pauses when teacher selects “Pause Session” or “Log Out Session” for all
Shrink/Enlarge Font icon (A A)	<ul style="list-style-type: none"> - located on the side of the questions page - enables students to enlarge or shrink font of text in the question
Calculator tool	<ul style="list-style-type: none"> - located below Shrink/Enlarge font icon and can be moved around - only for Mathematics and Real World Math subtests
Ruler tool	<ul style="list-style-type: none"> - located below Shrink/Enlarge font icon - can be moved around and rotated as desired to measure objects in the question
Protractor tool	<ul style="list-style-type: none"> - located below Shrink/Enlarge font icon - can be moved around and rotated as desired to measure angles in the question
Expand text icon	<ul style="list-style-type: none"> - located above Shrink/Enlarge font icon - enables a student to expand the story text to full page (for Reading subtests)
Keyboard (fill-in questions)	<ul style="list-style-type: none"> - will automatically pop-up from the bottom of the screen - triggered when clicking a blank space or box in fill-in-the-blank questions
Back [<] or Next [>] button	<ul style="list-style-type: none"> - allows access to previous or next questions - must be selected when teacher wants to ‘Pause’ or ‘Log Out’ sessions for all (to trigger test to freeze)
“I’m Finished” button	<ul style="list-style-type: none"> - appears on the last question of the subtest (at the bottom instead of [>] for next question) - enables students to submit the test as completed *Note: students will not be able to log in again, once this is selected*