

Test Trax User Guide – Teacher

Website: <http://www.edutrax.us/tt-login.asp>

A. Start-Up

1. Go to www.testtrax.com
2. Enter login information:
 - a. State: GA
 - b. District: 675
 - c. User ID:
 - d. Password:
3. Select login - you will be able to see the analysis available.
4. Select Continue.

B. Looking up Individual Students Scores

1. Your classes will appear under Henry County Schools.
2. Select the class.
3. Select the student.
4. Select the test area.
5. Scroll down to see test details broken down.

C. Class Profile

1. Select Explorer.
2. Set the desired View in the drop-down window at the top of the screen.
3. Select the class.
4. Scroll to the bottom of the student list and select Class Profile.
5. Select the name of the test.
6. Select the test area.
7. Scroll down to see the information offered by the particular test.

D. Teacher Profile

1. Select Explorer on the menu bar.
2. Select the class.
3. Scroll to the bottom of the student list and select Teacher Profile.
4. Select the name of the test.
5. Select the test area.
6. Scroll down to view the analysis of the data.

Quick Links (left hand menu bar)

- Log Off - This will log you off of the computer (if you do not use the program for several minutes it will automatically log you off)
- Start Page - This will bring you up to your user information and give you an overview of the tests you have access to.
- Explorer - Allows you to explore the files (as you would in Windows).
- My Preferences - Click on My Preferences in the menu bar to the right.
- Choose the color scheme you prefer and click update. This will change the color scheme to your preference.