

# 10 Easy CTESTAR<sup>®</sup> Steps



Create a Course



Import Task List(s)—Web, List, or Course



Delete Extra Tasks



Add Additional Tasks



Set *Assess Performance Element* check-boxes  
(try to assess less than 100 items)



Import Students



Add New Students Throughout Year



Assess Students Throughout Year



Enter Student's Attendance at End of Year



Print *Student Task Achievement Records* at End of Year

# 10 Easy CTESTAR® Steps

- ① Select *New Course* Item on Left-Hand Side  
Enter Data in Right-Hand Side, especially Course Number  
(Course Number from Student Accounting System)  
Click *Add New Course* button on Right-Hand Side  
Select Course on Left-Hand-Side
- ② Select Course on Left-Hand Side  
Menu Item: *File\Import\Tasks from Task List*,  
Menu Item: *File\Import\Tasks from Internet*, or  
Menu Item: *File\Import\Tasks from Course*
- ③ Select item on Left-Hand Side  
*Edit* mode on Right-Hand Side  
*Delete* button at top
- ④ Select Parent Item on Left-Hand Side  
*New ...* Item within Parent on Left-Hand Side  
Enter Data on Right-Hand Side  
Click *Add ...* Button on Right-Hand Side  
*Move-Up/Down* Buttons to Change Order in Edit Mode
- ⑤ Select Performance Element on Left-Hand Side  
Check/Uncheck *Assess Performance Element* Checkbox
- ⑥ Select Course on Left-Hand Side  
Menu Item: *File/Import/CTEIS Students*  
Optionally Select File with *Browse* Button  
Select Your Course in Pop-Up Dialog  
Click *Import* Button
- ⑦ Expand *Students* on Left-Hand Side  
Select *New Student* on Left-Hand Side  
Enter Data on Right-Hand Side  
Click *Add New Student* button
- ⑧ Select Task on Left-Hand Side, *Assess* mode on Right-Hand Side  
Select Student on Left-Hand Side, *Assess* mode on Right-Hand Side
- ⑨ Select Student on Left-Hand Side, *Edit* mode on Right-Hand Side  
Enter Data on Right-Hand Side
- ⑩ Expand *Reports* on Left-Hand Side  
Select *STAR—Student Task Achievement Report* on Right-Hand Side  
Click *Generate Report to Screen* button  
Select Printer: Printer with Yellow Wrench  
Print Report: Printer with Green LED