

Imagine Galileo K–12: District Success

Implementation Goal and Partnership Objectives

- 1.
- 2.

Onboarding Details

DEVICE LANDSCAPE

Computers/mobile devices meet system requirements
Verify that whitelist URLs are accessible

DISTRICT IT PERSONNEL

Click this link to review tech specs:
imaginelearning.com/galileo-system-requirements

ROSTERING

Rostering date
Demographic data

First day of school
Rostering method

FORECASTING

Submit your state test data for forecasting

DISTRICT ADMINISTRATOR NAME

Testing Plans

IDENTIFY BENCHMARK ASSESSMENTS TO IMPLEMENT— It will take 2 weeks for tests to be delivered once ordered

Subjects

ELA Enable Lexiles Math Science Spanish Language Arts Spanish Math
College Prep ACT/SAT Secure Interims ELA/Math

Grade-levels

K 1 2 3 4 5 6 7 8 9 10 11 12

Notes:

TESTING DATES

	First Testing Window Date	Test to be Administered
The delivery date should be at least 2 weeks prior to test administration to allow sufficient time for scheduling and preparation.	<i>Example: August 15th</i>	<i>ELA Benchmark #1</i>
CSM-Imaginet, "Who to Contact" to order tests.		

Test Administration Responsibilities

PREPARE FOR TESTING

Task	Tips	District Administrator Name
Communicate to parents the purpose of the assessment and the testing dates.	Modify the Imagine Learning Parent Letters to fit your needs: English Spanish	
Move assessments from the Secure library to the Benchmark Libraries.	This allows teachers to monitor the assessments.	
<p>Schedule the Benchmark assessments</p> <p>Determine use of testing tools: Calculator, Dictionary/Thesaurus, Text-to-Speech</p> <p>Calculator Dictionary / Thesaurus</p> <p>Text-to-speech plan:</p>	<p>Scheduling impacts reports. Schedule for only the classes where the test will be administered.</p> <p>Post test scores and responses only if you wish parents to see the results.</p> <p>Administrators may schedule the assessments and ask teachers to modify student access to TTS.</p>	
Provide teachers access to support resources for testing.	<p>Modify the Imagine Learning Teacher Guide to fit your needs. Includes:</p> <ul style="list-style-type: none"> • Administering an Imagine Galileo Benchmark Test • Practice tests for K-1 and 2nd+ • Student videos <ul style="list-style-type: none"> ◦ K-1 English ◦ K-1 Spanish ◦ Grades 2+ English ◦ Grades 2+ Spanish • Login cards • Test monitoring, locking/unlocking tests 	

DURING AND AFTER TESTING

Task	Tips	District Administrator Name
Use the Testing Activity Report to monitor testing across the district. Ask teachers to monitor testing using the Testing Activity report and communicate when testing is completed.	Mixed grade-level classes and tests that are over scheduled may falsely indicate low participation rates.	
Use the Test Finder to ensure accidental scheduling and test administration does not occur.		

Professional Development Plan

Role	Title	Desired Date
Admin Educator		
Admin Educator		
Admin Educator		
Admin Educator		
Admin Educator		