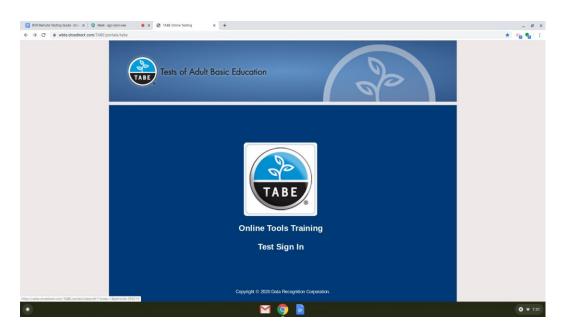# RVR Remote Testing Guide

Here are the steps to follow to have a _successful_ remote testing section

- Students should first be sent an email with the following link to check their computer's compatibility with the TABE site.
- They HAVE to use GOOGLE CHROME, nothing else will work. This also allows new students to go through the "online training tools."
- You do not have to do this via Google Meet, you can do this over the phone or Zoom or a student can do this on their own and tell if they have any problems. I would recommend doing this the night before your first testing session.
- This is the "practice session," they talked about in the webinar.

Here is the link: https://wbte.drcedirect.com/TABE/portals/tabe

- Once here students need to click on the "online tools training" link to go through the TABE 11 & 12 sections (there are 3: reading, math, and language). The

username and password is provided for them to go through the tutorial. They can do all levels or you can just tell them to do the "M" or "D" level. That is up to you.
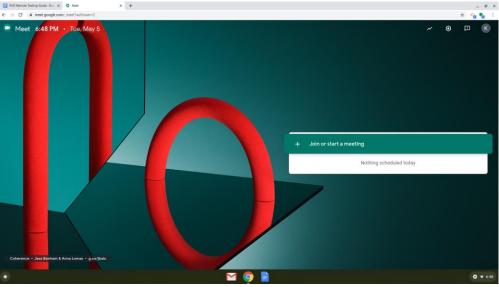

● If they are able to go through the tutorial, then their computer is compatible with the TABE software. So they are ready to go for their first testing session!
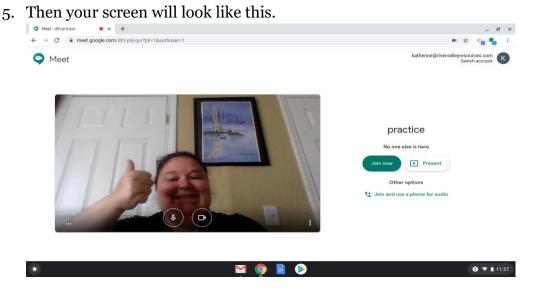

How to set-up a Google Meet

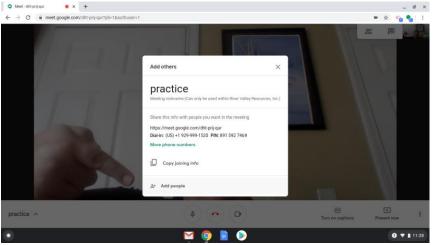1. Schedule a Google Meet session with your student.

2. When it is time for your Google Meet, go type in Google Meet into Google Chrome web browser (Google Chrome works best for the TABE test), click on the Meet-Google link. It will look like this:
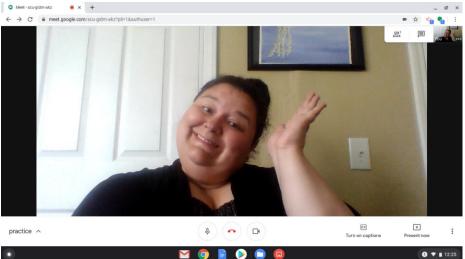

3. Once on this screen you want to click on the "Join or start a meeting" button.

4. Give your meeting a name, such as practice and click continue.

5. Then your screen will look like this.

6. For testing purposes you want to click on the "Join Now" button, not the "present" button. Here is where you want to make sure your (the teacher) microphone and camera are working and are allowed to connect with Google Meet.

7. You will get an "add others" pop-up screen, click on the "add people" button so you can add your student to your meet. It is located here on your screen:

8. Type in the email address of your student you want to add to this session. I am only going to give directions for one student, because I think that is best suited for our purposes, but if you have more than one student testing, you would invite multiple people. Once you have put in their email, it will say they are not in the RVR system, that is okay, click "send email" anyways.

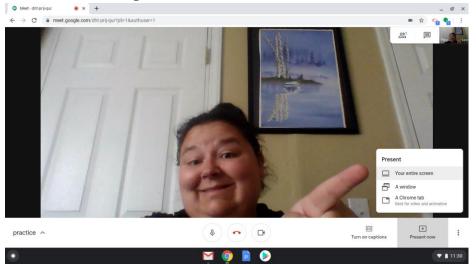9. Now you are in your Google Meet: CONGRATULATIONS!

10. Once you are in the meeting, you can direct your student to their email so they can join you in the Google Meet (otherwise it is sad and lonely by yourself).

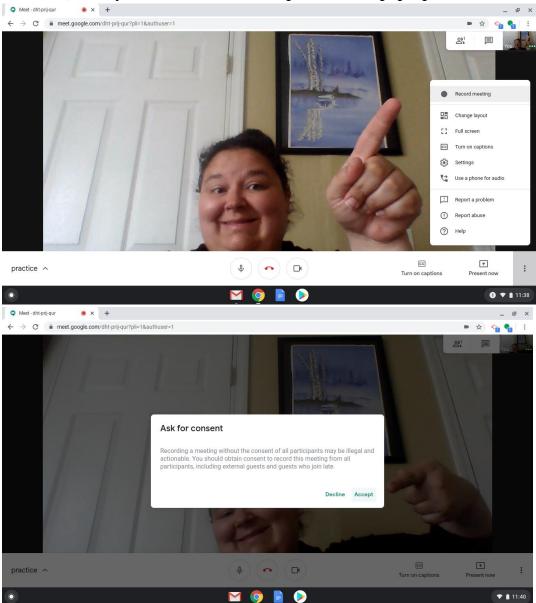11. After a student has joined your Google Meet, it will look like this:

12. **This is important!** You want your student to click the "**PRESENT**" button, then they should click present their "ENTIRE SCREEN." This will allow you to monitor their computer screen.
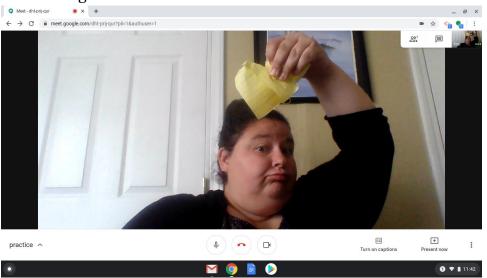

13. Once this is established, you as the teacher need to record the session by clicking on the 3 dots on the right side of the tool bar at the bottom of the screen. Then

click the "record meeting" button, you will need to get consent from your student to record, so they will need to click "accept" when the pop-up window comes up.
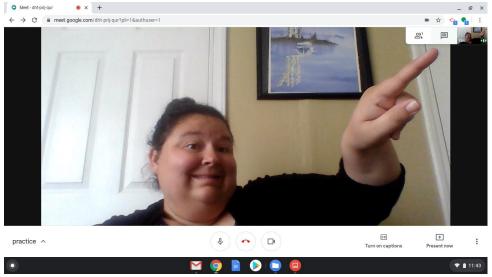

14. The recording will start automatically, now you want your student to hold their ID up to the screen so you can confirm that they are who they say they are.

15. Finally, your student needs to lift their device or webcam to show you their "desk" area and around the room to make sure their cell phone is put away and their space is clear of anyone, any study materials, and a calculator. They may have

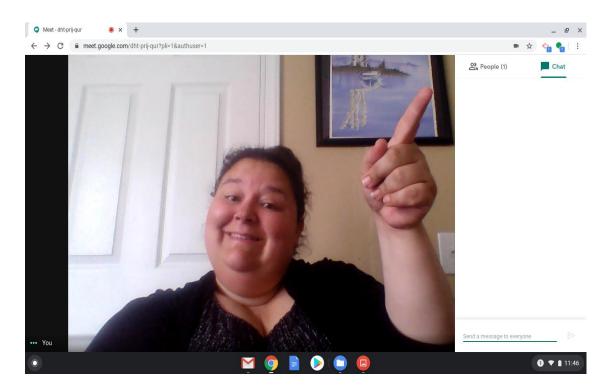blank scratch paper on their "desk" area, which will need to be destroyed after their testing session.

16. Now this is when you will share the TABE Test website link and the student's individual log-in and password information with each student. If there is just one student in this session you can do this in the chat tab or if their multiple students do this via email.

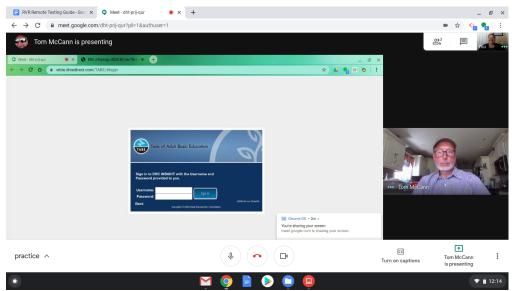Chat Button: my finger is pointing at the chat button
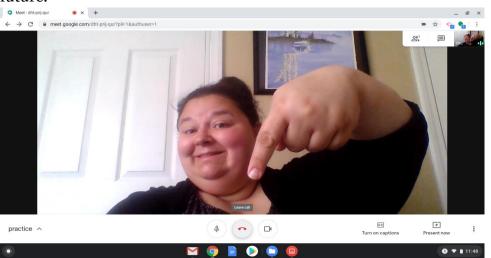

What the chat box looks like:

Link for the TABE Testing site: (use this whole link, not just the log-in part)
https://wbte.drcedirect.com/TABE/#portal/tabe/595219/adminId=59521

17. Now, you should be able to see your student's computer screen while they log-in to the TABE testing site. Then once they are in the testing site, they are good to begin their test.

18. After the student has finished the site and exited the TABE website you may end the Google meet, by clicking the red phone in the bottom screen. Your recording

will automatically be saved in your Google Drive, if we would need them in the future.
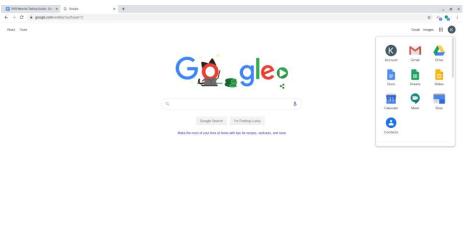

19. You have completed the remote testing session, you can review their scores with your student/s later via whatever method of communication you like best.

Alternative Way to Set Up a Google Meet:

To set-up a Google Meet in advance is to use Google Calendar, that will attach the Meet log-in information directly to the calendar for both you and the student to see.

1. Go to Google calendar that is attached to your RVR account. You can access it in your menu bar on Chrome's home page or type Google calendar into the search bar

2. Your calendar will look something like this:

3. Click on the day you want to schedule your Google Meet for. This screen will pop-up, fill this out by giving your Google Meet a name, a time, and the most

important part click on the "Add Google Meet video conferencing" button.

4. Then you can "add guests" by clicking that button and invite your student/students using their email accounts to your meet. This will send them a notification and show up on their calendar as well. Once you are finished, click "save."

5. Now on the day of the event, you just need to go into your calendar and click on your event to access your already set-up Google Meet.

Updated: 7/30/20