



## Caregiver Guidance for the Student Knowledge Inventory (SKI) Assessments

The Student Knowledge Inventory (SKI) Assessments will provide your child's teacher with information about the knowledge and understanding of learning targets aligned with English/Language Arts (ELA) and Mathematics standards from the prior school year. The data from the SKI Assessments will be used to assist with the identification of possible content area learning gaps from the previous school year.

Students access the SKI Assessments through CTLS Learn using their Student ID to log into the portal. If your student needs assistance with a username or password, please contact your child's teacher.

### Preparing students

- Ensure students understand this assessment is not for a grade and that it will help their teacher plan for instruction.
- Encourage students to stay relaxed and to do their best independently, reminding them that this information helps their teacher plan lessons.

### General Instructions

- The *SKI Assessments* should take approximately 45 minutes to complete per subject. If your child needs to pause the assessment, have them log out of CTLS and log back in when they are ready to resume the assessment.
- Please do not help students answer questions on the assessments. Teachers will use the data provided to identify the information students do and do not recall from last school year, allowing them to better meet each student's needs.
- ELA Assessment Administration:
  - 1<sup>st</sup> and 2<sup>nd</sup> Grade: the student's teacher will administer the ELA SKI Assessments through a teacher paced assessment
  - 3<sup>rd</sup>-9<sup>th</sup> Grades: students are expected to read the ELA SKI Assessments content independently

\*Students should receive classroom testing accommodations as designated by an Individualized Educational Program (IEP), 504 Plan, or TPC.
- Math Assessment Administration:
  - 1<sup>st</sup> Grade: the student's teacher will administer the Math SKI Assessments through a teacher paced assessment
  - 2<sup>nd</sup>-9<sup>th</sup> Grades: students are expected to read Math SKI Assessments content independently

- 1<sup>st</sup>-5<sup>th</sup> Grade: Calculators are not permitted
  - 6<sup>th</sup>-9<sup>th</sup> Grade: Calculators are permitted and are located within the CTLS Assess Tools section of the student assessment.
- \* Students should receive classroom testing accommodations as designated by an Individualized Educational Program (IEP), 504 Plan, or TPC.

### **Accessing the SKI Assessments**

- Your child’s teacher will enable the assessment and provide a due date, if applicable.
- Once the assessment is enabled the student will log into CTLS Learn and enter the username and password obtained from their teacher.
- Once the student is logged into CTLS Learn, they will see their classrooms and sessions at the top of the left navigation. Select “Assess” at the bottom of the page.
- Students will complete the "Assessment" online.
- Once the student selects “Finished,” the test information is sent to the teacher.

### **The information below is applicable to 1<sup>st</sup> Grade and 2<sup>nd</sup> Grade Students:**

#### **Teacher-Paced SKI Assessments** \* *Please use Google chrome for this assessment.*

1<sup>st</sup> grade students will complete the teacher-paced SKI for Math and ELA.  
 2<sup>nd</sup> grade students will complete a teacher-paced assessment for ELA.

#### **Accessing the Teacher-Paced Assessment**

- Once the assessment is enabled the student will log into CTLS Learn
  - Once the student is logged into CTLS Learn, they will see their classrooms and sessions at the top of the left navigation. Select "Digital Session" on the left side of the screen.
  - If the assessment is administered to multiple students at one time, make sure that your child’s audio is muted so that the class cannot hear their answer.
  - The student will then right click on "Assessment" in the left navigation tool bar. The assessment will open in a new tab.
- \*To right-click on an iPad, hold your finger in place on the screen.*

#### **Recording the Student's Response**

- The teacher will read each question to the student.
- The teacher will advance the student to the next question after the student has recorded their answer.
- If the teacher indicates students should record their answers, select the green microphone and allow the student to say an answer.
  - Once the answer is recorded, a pop-up dialogue message will display "Saved" indicating the student has saved their recorded answer. Close the dialogue message. The teacher will be able to hear and grade the student’s response later.
  - The student also has the option of typing a response in the text box located at the bottom of the page.
  - Remember to click "Submit" after each question if using the text box.
- Once the test is complete the teacher will instruct the students to close the assessment tab.