

## FAST Quick Reference

### Prior to testing day:

Verify your "Class List"

- Sign in to [auth.fastbridge.org](http://auth.fastbridge.org) (see #1 below)
  - Select "Class Lists" in the left column
  - If a student is missing from your list call Katie x5049 or send an email to [kajohnso@shakopee.k12.mn.us](mailto:kajohnso@shakopee.k12.mn.us)
- Get testing tickets from your School Assessment Coordinator (these are secure testing materials)  
Print scripted directions – optional see #8 below

### Testing day:

1. Sign in to [auth.fastbridge.org](http://auth.fastbridge.org) (Optional – you do not need to be signed in to administer aReading or aMath)  
Username: email @shakopee.k12.mn.us  
Password: Individually managed – request new password by selecting "Log In" then click "Request Password"
2. Confirm all student testing devices are turned on, audio is turned up and headphones are working
3. Have the students go to [auth.fastbridge.org](http://auth.fastbridge.org) using any web browser
4. Pass out student testing tickets (provide scratch paper - optional)
5. Students login using their ticket information  
Note: students must click in the password field and use the password from their testing ticket
6. After students sign in have them wait for you to give directions
7. Read scripted directions
  - Get Quick Sheet with the SCRIPT for the test you are administering on the FastBridge site
  - Select "Training & Resources" on the top blue FastBridge Learning toolbar
  - Scroll down to Fast Assessments, hover over the picture for the test you are giving and click OPEN
  - Select "8. Resources" in the left column
  - Click on "Quick Sheet.pdf" (you can print this ahead of time)
8. See student scores as they finish – must be signed in
  - Click on "Screening" on the top blue FastBridge Learning toolbar
  - Select the + to the right of "ALL ASSESSMENTS" in the left-hand column
  - Click on the > to the right of the test you are administering
  - Select your class, refresh your screen to see updates

### Troubleshooting-

White screen	Log out and close the browser. Open up a browser, go to <a href="http://auth.fastbridge.org">auth.fastbridge.org</a> and sign back on. Students will resume where they left off testing.
Getting kicked out of FAST	
Slow or sluggish performance	
No tests available	Click the back arrow in the top left corner of the browser
No question - only answers are shown on the student screen	aReading – have the student click on the headphones – this is a question they must listen to
Pause – student will finish testing another time (aReading & aMath only)	Student clicks on the pause button in the bottom right corner. A pause message appears. Click on the picture of the home. Select Log out in the upper right hand corner. (Assessment must be completed within 2 weeks from when it was started)
New Student	Call x5049 to have the student added for testing, testing ticket information will be provided over the phone

**Testing Help call Katie 952-496-5049**