

## Galileo for Site Users

### **Building Libraries (shared files to store tests)**

This feature for site users allows you to create additional libraries for teachers or teams of teachers. All teachers that you give access to the library will be able to see, revise, add, and delete items from the library. Teachers are already set up with one library, but that library is only for their use (only the teachers and any site level users have access to an individual teacher's library).

1. Open explorer and enter [www.ati-online.com](http://www.ati-online.com)
2. Select Galileo K-12 (from left hand side of page)
3. Login using TUSD STATS login and password
4. Select the SETUP tab (top left red tab)
5. Select Libraries and click on the Library Builder link
6. Select Class to create library for OR if creating a shared library, select one of the classes that will share the library (using pull down menu)
7. Select Library Type (use assignment)
8. Click blue link ➤ Click here to create a new library
9. Check box to limit library availability if you want only certain classes to be able to access the library (i.e. all math teachers or all 4<sup>th</sup> grade teachers)
10. Double click selected classes from the list to share the library
11. Type a name in the library name (be very specific so that the contents of the library will be clear from the title)
12. Click save to exit library builder
13. The shared library should now be able to be accessed when any teacher that has been designated for the shared library logs into their account to build a test.

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### **Bulk Scheduling (scheduling a common assessment for teams of teachers)**

This feature for site users allows you to schedule a common assessment for multiple classes or teachers at one time (rather than each individual teacher inputting their own schedule for a test). This feature would be used for common assessments and allows you to schedule all of the classes for a grade level for a test at the same time. This step can only be completed once a test is built and published.

1. Open explorer and enter [www.ati-online.com](http://www.ati-online.com)
2. Select Galileo K-12 (from left hand side of page)
3. Login using TUSD STATS login and password
4. Select the ASSESSMENT tab (top second red tab)
5. Select Test Scheduling and Click on Bulk Scheduler link (teachers are only able to schedule into their own class calendar and do not see this feature)
6. Step 1: Select a test (Library and Test) using the pull down menu (libraries for a teacher or school are probably at the bottom of the list under the District Assessment Libraries), scroll down and click on the next button
7. Step 2: Select School – check the box next to your school, scroll down and click on the next button
8. Step 3: Specify a grade level using the pull down menu, leave the class name blank, scroll down and click the next button
9. Step 4: Select classes – a list of classes from the selected grade level will appear and you can either select individual classes or click select all (blue link at the bottom) to select all of the classes, when finished with selections scroll down and click the next button
10. Step 5: Set Time Range when test materials will be available (select from and to with the times using the calendar – keep in mind that you cannot schedule for a time or date in the past), scroll down and click the next button
11. Step 6: Select date/time when students can access test scores, leave the post student scores check box blank (we don't use this feature), fill in a password for the test (use a different password for each test – student friendly – this is the password that students would use to gain access to the test online). Review test information at the bottom of the page to confirm, scroll down and click schedule test or back if you need to correct any of the information.
12. Test will appear on each of the class calendars of the selected classes and you will be able to print test booklets and answer sheets for any of those classes (or have the students be able to log on and take the test online)