

Method Test Prep

SAT/ACT - Welcome Package

Welcome!

Thank you for choosing to add Method Test Prep to your Career Cruising subscription. We know there are a lot of choices out there when it comes to test prep and we are proud to have Method Test Prep as our partner. We will always go above and beyond to bring you the highest level of customer service and provide the best and most cost effective products on the market. We look forward to helping the students at your school prepare for their futures.

Please take a few moments to review this document as it contains valuable information about Method Test Prep.

This package includes:

- Important Login Information for staff and students
- Abbreviated Terms of Subscription.
- Set of "Best Practices" for a successful rollout
- Information regarding school staff accounts outlining their administrative capabilities.
- Set of instructions for accessing the school usage report.
- Introduction letter from Tom Ehlers, President of Method Test Prep that schools can send to parents. The letter includes:
 - Notification to the parent that the school has purchased the program and their child is entitled to an account.
 - Program highlights.
 - Links to follow Method Test Prep's blog and Facebook page.
- Introduction letter from Tom Ehlers that the school can email to teachers at the school. This letter includes:
 - Notification that the school has purchased the program and they have the ability to use it in their classroom curriculum.
 - Instructions on how to access the program.
 - Program highlights
 - Links to follow Method Test Prep's blog and Facebook page.

Important Login Information

In order to access Method Test Prep you will need to login to Career Cruising and click on the Method Test Prep link.

Your school is entitled to one account for every student and teacher.

Students will find the Method Test Prep link inside their ccSpringboard My Plan (see screen shot). When clicked, the Method Test Prep program will open up in a new window. There is no need for students or teachers to create a new account or setup a username and password. The first time a student logs in, they will be asked to enter their email address.

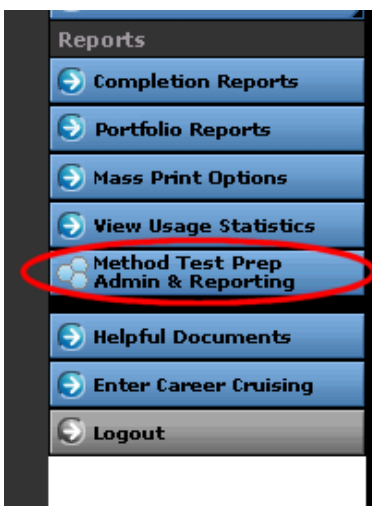
****Email addresses must be entered upon initial entry to accounts. If students do not have an email address, have them visit a free service such as Yahoo! or Hotmail to create one. Please note, we do not share student or staff information with any third parties.**

The screenshot shows the Career Cruising dashboard for user Katie Lutes-McCabe. The top navigation bar includes 'My Plan', 'Build My Resume', 'Share My Plan', and 'Print My Plan'. The user's profile section shows a completion progress bar at 50%. The main content area is divided into several sections: 'My Assessments' (including Matchmaker & My Skills, Ability Profiler, and Learning Styles Inventory), 'My Saved Careers', 'My Saved Schools', and 'My Saved Majors'. A red circle highlights a 'Method Test Prep' link in the bottom left corner of the main content area.

Once a student has logged into Method Test Prep for the first time, they will be assigned to the Method Test Prep tracking reports.

****For School Officials Only!**** All personnel with advisor accounts in your school's Career Advisor Management System (CAMS) account will be designated as "Teacher" in the Method Test Prep (MTP) program. As such, they have the highest level of access to the MTP administrative pages. All Teachers have the ability to view student work as well as aggregate data for the entire school.

Accessing MTP's administrative pages and reporting features must be done through CAMS. To access the MTP tools, click on the Method Test Prep Admin & Reporting button in the Reports section in CAMS.



The first screen staff will encounter is the Method Test Prep Teacher Administration Page. Once inside the administrative pages they have the following abilities:

- Manage and edit student and teacher accounts
- Create and organize classes
- View all student information, comprehensive usage reports and aggregate data.

Staff can view information on individual students from the Administration pages without going back to the student folders inside Succeed. Staff can click on the % complete in the "View All Student Details" report (inside the Administrative Pages) will pull up the "Student Dashboard". This page displays a series of tabs that will allow you do see in-depth information about the work completed by an individual student. Information includes: checklist completion, results by concept, quiz scores, test scores and vocabulary words mastered/missed.

Staff can also access and use Method Test Prep programs in student mode by clicking on the "Login as Student" link in the upper right-hand corner of the admin pages.

****Smart Idea****--When getting started with Method Test Prep, please look at the "Resource Materials" link on the left-hand navigation menu. We have posted user guides as well as video tutorials that will explain and show all the functionality you will find inside our program.

****Smart Idea****—Get your webmaster involved and have them post a page letting parents and students know that Method Test Prep's online programs are now available to them through their My Plan. We have found that adding Method Test Prep increases student usage of Career Cruising!

Abbreviated Terms of Subscriptions*

- Your School has purchased a subscription to Method Test Prep’s online SAT Basic and ACT Basic preparation courses. Upon renewal, your school will be subject to Method Test Prep current pricing.
- Your school is entitled to one account for every student with a My Plan account and teacher with an advisor account. All student access must go through their My Plan. In the event that your Career Cruising subscription is not renewed, Method Test Prep will honor the purchase by providing access to the programs you have purchased but makes no promises about the migration of student accounts and current school usage data.

*To view the full terms please visit:

https://app.methodtestprep.com//home/terms_of_service

Best Practices for a Successful Rollout

There are definitely some basic things that help to have in place. (You may already have some of these things taken care of so we apologize if some of this is old news but we just want to make sure all t's are crossed and i's are dotted.)

First visit the "Resource Materials" link on the left-hand navigation menu, download the user guides and watch videos 1-4 in the "Video" tab.

- Get your webmaster involved—have them create a page with information about Method Test Prep. Include a screenshot to make sure students know exactly where the link is inside their My Plan.
- Email or send Method Test Prep’s “Letter to Parents” to all students and parents notifying them of the program and informing them on how to access the course. This letter is included in this package.
- Have the Principal include information about Method Test Prep in their newsletter or in the school paper.
- Email all teachers with Method Test Prep’s “Letter to Teachers”. This email has information about accessing accounts and using the program—it also includes a link for teachers to subscribe to the MTP monthly newsletter. You will find this resource in this package as well.
- Urge teachers/department chairs to subscribe to the MTP monthly newsletter.
- Urge teachers/department chairs to contact us directly for information about using the program—Method Test Prep also offers a one hour training webinar for a small cost and can accommodate up to 10 people at one time (we can send you information about it if you are interested).
- Urge Math and English teachers to use Method Test Prep as part of their homework assignments. All of our work is broken up into 15-20 minute tasks which can easily be assigned for homework.
- Make Method Test Prep assignments part of homework that counselors assign as part of their in class programs.
- Run a contest. Give the students a month, set simple criteria for students such as—must get 50 words mastered in their words mastered list, complete all evaluation tests and all quizzes. Have them print their homepage or email a screenshot as proof of the work. All students who qualify are rewarded with a

pizza party at the end of that month. All you have to do is make up a flyer and have it passed out during homeroom periods or post it as an announcement in Family Connection and then spend \$100 on pizza at the end of the month.

- Supply the guidance department with flyers (or the “Letter to the Parents”) and have them hand it to every student that comes to the office for information regarding the SAT/PSAT and ACT or to receive their scores and require them to click on the MTP link during the visit/meeting.
- Send information regarding Method Test Prep home with the PSAT or PLAN scores (many schools find this a very effective technique).

How to Take Advantage of Your Usage Reports

Here are some of the things you can do with our industry-leading Usage Reports for Schools:

First take a few minutes to view this short video about our reporting features:

<http://www.methodtestprep.com/schoolwide-solutions/how-to-use-mtp-20-school-reporting-features/>

- Group students into classes so that it's easier for a teacher to check on his or her students.
- View aggregate data. See which concepts students are having the easiest and hardest time with. You can view this very detailed and powerful information across the entire school population, grade levels or specific classes. This can help you target specific areas of need for your student population.
- Looking for a particular student? Use the student search to find that student's statistics quickly!
- Want to see how a particular student is performing? View the "Student Dashboard". Click on the "% complete" in the "View All Student Details" report in the administrative pages to find out the following:
 - how many words are in their words mastered/words missed list
 - how they did on each concept
 - when they last took each quiz
 - how many questions they have worked on total
 - how they performed on the evaluation test and full-length test
 - plus much more

Here's how to access all of this info:

- Log into your Career Advisor Management System account and click on the "Method Test Prep Admin & Reports" button in the left-hand menu. Once on the Teacher administrative homepage, scroll down to see the student accounts listed alphabetically. You can filter the information in the homepage report by any or all items such as grade level, % complete, class and enrollment date. You can also sort the information in the table by any of the column headings with the small black up and down arrows in the corner.

- If you want to look at individual student's performance, click on that student's % completed. This will bring you to the "Student Dashboard" where you can see how they performed on each concept, the date when they last took each quiz, how many questions they have worked on in each subject area, and how they performed on the evaluation test and full-length test among other things.
- To edit a student's account information, click on their name.
- To find out which students have used the prep course most diligently, go to the home page and filter by "Program Completion" or pull up all students and sort the column marked "% Complete".
- To find out which students have logged on recently, go to down to the report and click on the column heading "Last Login."
- To view more information about the work students have completed, click on "Concept Summary Report" and "Test Scores by Student Report" in the left-hand navigation menu.
- To set up a "class" so that you can view just a set of students, the Teacher must click on "Manage Classes"-->"Add a New Class" on the left-hand navigation menu.
 - a. Select the name of teacher, period of class and name of class (to add new names, select "Other").
 - b. To add students to the class, click on Home to view the student page and scroll down to the student list. To make things easier, you may want to filter the list with the search items above such as "Grade Level". Checkmark the students you'd like to assign in the small box left of their names then click on the drop down box below to choose which class you'd like to assign them to and click on "Assign to Class" button.
 - c. Proceed to the next students that you want to add and follow the same steps.
 - d. To view the classes a student is assigned to scroll over the word "View" in the "Classes" column. If you'd like to see the entire list of students in that class, click on the class name in the mouse-over box.
 - e. You can view the class list by going to the left-hand navigation bar: "Manage classes"-->"View All Classes" then click on the # in the "Number of Students" column to see all students in that class.
 - f. You can also view all students in a class using the filter system on the home page.

Letter to Parents

****Smart Idea**—Send this letter home in a hard-copy mailing, email to all parents or print and staple to all PSAT or PLAN scores**

Dear Parents,

Your school has provided your child with access to Method Test Prep, an online course that helps students build their math, reading, writing, and SAT/ACT test prep skills. By clicking on the Method Test Prep link inside your child's Career Cruising My Plan they can start using our online program immediately. The course will keep track of all the work he or she has completed.

Students can listen to math, verbal and writing tutorials and each tutorial is accompanied by a quiz to test student mastery. The program is highly intuitive and keeps track of a student's strengths and weaknesses. Students have access to a large pool of practice questions and receive instant feedback upon completion of each question. This feedback includes easy-to-understand explanations as well as video and audio to help all types of learners better understand the concepts.

Students and parents have seen measurable progress when using Method Test Prep. Method Test Prep uses proven strategies that are clear and easy to understand for any type of learner. Method Test Prep is interactive and time efficient. By using web based 2.0 technology, students are more engaged and their time is focused on areas in need of improvement.

Method Test Prep is a good fit for any type of student. The website can be accessed at any time of day or night most convenient to the student. Method Test Prep is designed to be used independently or as a supplement to other SAT or ACT prep.

Method Test Prep also produces a great blog and Facebook page that offers test taking tips/strategies as well as useful information regarding the SAT/ACT.

Subscribe to the RSS feed: <http://feeds.feedburner.com/RaisingTheScore>

Join our blog: <http://www.methodtestprep.com/blog>

Follow us on Facebook: <https://www.facebook.com/methodtestprep>

Thank you for taking the time to learn a little bit about Method Test Prep.

Sincerely,
Tom Ehlers
President
Method Test Prep

Letter to Teachers

****Smart Idea****—Email this letter to all staff, place a copy in all staff mailboxes or have department chairs hand out at meetings.

Dear Teacher,

Our School has purchased a school-wide subscription for Method Test Prep, an online course that helps students build their math, reading, writing, and SAT/ACT test prep skills. The purchase of this subscription entitles every student and teacher to an individual account. The first step towards using this program is to have students that will be using Method Test Prep activate their MTP accounts by clicking on the Method Test Prep button in their Career Cruising My Plan. Once students have activated their MTP accounts, log into your Career Cruising advisor account, and click on the Method Test Prep Admin & Reporting tab. From here, you will be able to do the following: create classes, view reports/student details, send bulletins to students and create custom quizzes for use by your students. If you don't already have an advisor account, and are interested in having one, please see your school's Career Cruising administrator to set you up with an advisor account.

Method Test Prep also produces a great blog and Facebook page that offers test taking tips/strategies as well as useful information regarding the SAT/ACT.

Subscribe to the RSS feed: <http://feeds.feedburner.com/RaisingTheScore>

Join our blog: <http://www.methodtestprep.com/blog>

Follow us on Facebook: <https://www.facebook.com/methodtestprep>

As a teacher, you will also be able to use the course as a student would. The program will keep track of all the work you have completed. This program is a great tool for students and will not only help them prepare for the SAT/ACT but will build basic Math, English and Critical Reading skills. Please feel free to make use of this program as piece of your classroom curriculum. By accessing the administrative pages, you will be able to view reports allowing you to follow up on assignments you may give to your students and ensure that they are completing the work.

Students can listen to math, verbal and writing tutorials and each tutorial is accompanied by a quiz to test student mastery. The program is highly adaptive and keeps track of a student's strengths and weaknesses. Students have access to a large pool of practice questions and receive instant feedback upon completion of each question. This feedback includes easy-to-understand explanations delivered via video and audio. There is also a very strong vocabulary builder.

Students and parents have seen measurable progress when using Method Test Prep. Method Test Prep uses proven strategies that are clear and easy to understand for any

type of learner. Method Test Prep is interactive and time efficient. By using internet technology, students are more engaged and their time is focused on areas in need of improvement.

Method Test Prep is a good fit for any type of student. The website can be accessed at any time of day or night most convenient to the student. Method Test Prep is designed to be used independently or as a supplement to other SAT or ACT prep.

Thank you for taking the time to learn a little bit about Method Test Prep.

Sincerely,
Tom Ehlers
President Method Test Prep