

ETHS Make-Up Tests - User Guide for Students

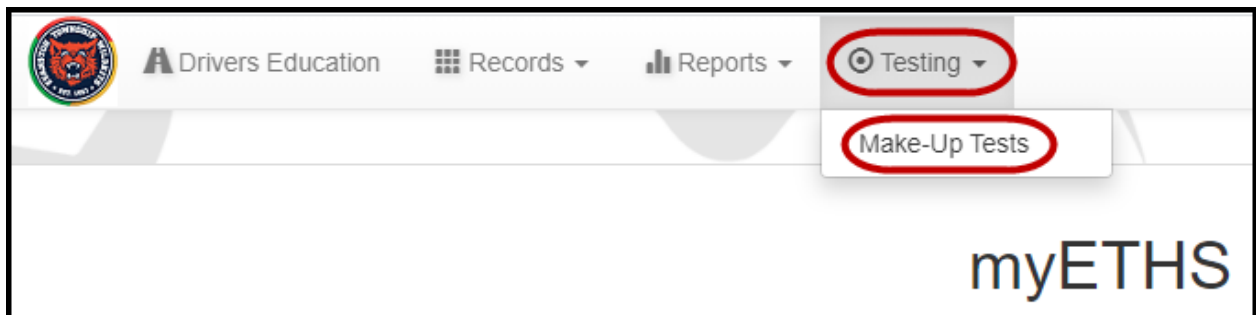
The ETHS Make-Up Test system is designed to allow teachers to make Make-Up Test appointments for students in the Testing Center and also to allow students to make Make-Up test appointments in the Testing Center. Teachers have access to it via ETHS Teacher Applications, and students have access to it via myETHS. Administrator access is available via ETHS Custom Applications.

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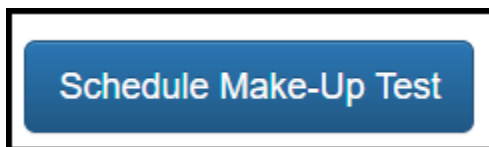
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Schedule Make-Up Test Appointment

1. Log in to myETHS, and navigate to Testing > Make-Up Tests.



2. Click Schedule Make-Up Test.



- Enter the date of the missed Test/Quiz, and a list of your courses for that day will appear. Select the course, and a calendar with available Make-Up Test Appointment dates will appear.

Close
Schedule a Make-Up Test (H222C)
Save

Date I Missed the Test/Quiz

Class Where I Missed the Test/Quiz

Block 4. Niharra, Iciar — AP Spanish Lit Lang 2, FS0505

Block 6. Gilroy, Cory — BC Calculus AP, MA0605

Block 8. Handelman, Adrienne — 4 Eng: Contemp Lit H, EN4313

- Select the desired date for the Make-Up Test Appointment and Available Appointments for that student on that day will appear.

Close
Schedule a Make-Up Test (H222C)
Save

Date I Missed the Test/Quiz

Class Where I Missed the Test/Quiz

Block 4. Niharra, Iciar — AP Spanish Lit Lang 2, FS0505

Block 6. Gilroy, Cory — BC Calculus AP, MA0605

Block 8. Handelman, Adrienne — 4 Eng: Contemp Lit H, EN4313

Select Make-Up Test Appointment

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Available Appointments

Period: Before School (7:30 AM - 8:20 AM)

Period: Block 2 (8:30 AM - 9:55 AM)

Period: Lunch 1 (11:40 AM - 12:25 PM)

Period: After School (3:40 PM - 4:30 PM)

- Click the appointment to select it. The date and start time will appear at the bottom of the calendar. Click Save, to save the appointment.

Close
Schedule a Make-Up Test (H222C)
Save

Date I Missed the Test/Quiz

08/18/2021

Class Where I Missed the Test/Quiz

Block 4. Niharra, Iciar — AP Spanish Lit Lang 2, FS0505

Block 6. Gilroy, Cory — BC Calculus AP, MA0605

Block 8. Handelman, Adrienne — 4 Eng: Contemp Lit H, EN4313

Select Make-Up Test Appointment

August 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

08/20/2021 7:30 AM

- The appointment will appear on your Make-Up Test Schedule screen.

Make-Up Test Schedule - Period 8

Schedule Make-Up Test

Testing Details

Teacher	Course	Date of Missed Test	Date of New Test	Pd	Status		
Niharra, Iciar	AP Spanish Lit Lang 2, FS0505	8/18/2021	8/20/2021	Before School	Scheduled	Change	Cancel

Change Make-Up Test Appointment

1. To change a Make-Up Test Appointment, click Change in the appropriate row in your list of Make-Up Test appointments.

Make-Up Test Schedule - Period 8

[Schedule Make-Up Test](#)

Testing Details

Teacher	Course	Date of Missed Test	Date of New Test	Pd	Status		
Niharra, Iciar	AP Spanish Lit Lang 2, FS0505	8/18/2021	8/20/2021	Before School	Scheduled	Change	Cancel

2. On the Schedule a Make-Up Test Appointment screen that pops up, select a new date from the available dates and then a new time from the list of available times. Click Save to keep your change (or Close to back out of the screen without making a change).

[Close](#) Schedule a Make-Up Test (H222C) [Save](#)

Date I Missed the Test/Quiz

2021-08-18

Class Where I Missed the Test/Quiz

Block 4. Niharra, Iciar — AP Spanish Lit Lang 2, FS0505
Block 6. Gilroy, Cory — BC Calculus AP, MA0605
Block 8. Handelman, Adrienne — 4 Eng: Contemp Lit H, EN4313

Select Make-Up Test Appointment

August 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

08/23/2021 9:08 AM

[Cancel Appointment](#)

Cancel Make-Up Test Appointment

1. To cancel a Make-Up Test Appointment, click Cancel in the appropriate row in your list of Make-Up Test appointments.

Make-Up Test Schedule - Period 8

[Schedule Make-Up Test](#)

Testing Details

Teacher	Course	Date of Missed Test	Date of New Test	Pd	Status		
Niharra, Iciar	AP Spanish Lit Lang 2, FS0505	8/18/2021	8/20/2021	Before School	Scheduled	Change	Cancel

2. Click OK to confirm that you really want to cancel this Test appointment.

customappdev.eths.k12.il.us says

Are you sure you want to cancel this Test?

[OK](#) [Cancel](#)

Status

All of these are automatic, except **Attended - Not Completed** and **Cancelled**

- **Scheduled** (prior to the test period)
- **Currently Testing** (scanning in changes them to this status)
- **Attended - Not Completed** (Admin can choose this status after a student has scanned in)
- **Completed** (after period has passed and student **did** scan in)
- **Missed** (after period has passed and student **did not** scan in)
- **Cancelled** (Admin, teacher, or student can choose this)

Appointment Time Notes

- Before school - 7:30-8:20 (every day except Late Start days)
- After school - Mon - 2:15-4:00
- After school - Tues-Fri - 3:40-4:30 (except Early Dismissal days)
- Open all blocks on all bell schedules.

Here are some equivalencies:

- Before School = 7:30-8:20 (but not on Late Start days)
- Block 1 = Period 1
- Block 2 = Period 2
- Block 3 = Period 3
- Block 4 = Period 4

- Lunch 1 = Period 5A (Mondays & orange days) or Period 6A (blue days)
- Lunch 2 = Period 5B (Mondays & orange days) or Period 6B (blue days)
- Block 5 =
 - Period 5A or Period 5B (Mondays, for students who have either period scheduled)
 - Period 5A AND 5X (orange days, for students who have 5A scheduled)
 - Period 5X AND Period 5B (orange days, for students who have 5B scheduled)
- Block 6 =
 - Period 6 (Mondays)
 - Period 6A AND 6X (blue days, for students who have 6A scheduled)
 - Period 6X AND Period 6B (blue days, for students who have 6B scheduled)
- Block 7 – Period 7
- Block 8 = Period 8
- After School =
 - Mon - 2:15-4:00
 - Tues-Fri - 3:40-4:30

Notifications

- On Create Appointment - Student, Teacher, and Testing Center Coordinator
- On Change Appointment - Student, Teacher, and Testing Center Coordinator
- Test Complete - Teacher - go to mailbox to pick up completed test
- Test Complete - Student
- Reminder email to student the day before
- Reminder on myETHS Home page for Student
- Missed Appointment - to student & teacher