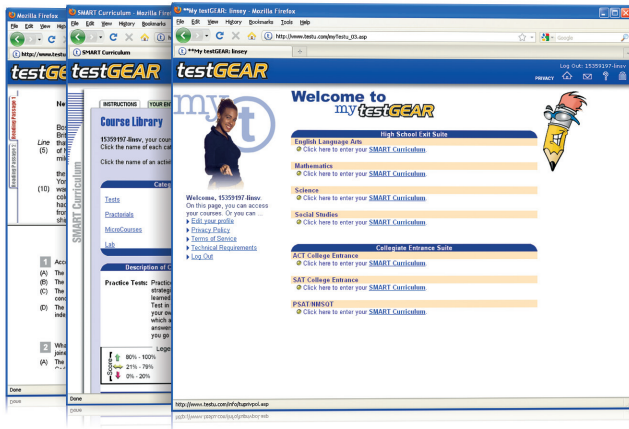This Quick Reference Guide is designed to help you begin using testGEAR quickly and easily. Share this guide with the rest of your faculty to get the most out of your subscription.

# testGEAR®



Both the Professional Account Access Key and Administrator Code should NOT be distributed to students or clients.

## 2013 Test Dates

| SAT & SUBJECT TESTS | ACT | PSAT |
| --- | --- | --- |
| January 26, 2013 | February 9, 2013 | October 16, 2013 |
| March 9, 2013 | | October 19, 2013 |
| | April 13, 2013 | |
| May 4, 2013 | June 8, 2013 | |
| June 1, 2013 | | |

## Steps to Get Started

### Administrator & Educator Access

1. Go to **www.bridges.com** and sign in to the Educators section.
2. Click **Create a New Professional Account** and enter the required information, including your Site ID, Password and the Professional Account Access Key found in your Welcome Letter.
3. Your professional account will give you access to testGEAR's testSCOPE reporting tools. Select **testGEAR** or **testSCOPE** from the Your Tools box.

### Student Access

1. Go to **www.bridges.com** and click **Create a New Portfolio** in the Student section.
2. Enter your required information, including your Site ID and Password.
3. Select **testGEAR** from the Your Tools box.

New customers receive their Site ID, Password and Professional Account Access Key by fax or e-mail. If you don't know your site's Administrator Code, please contact XAP Customer Support at **1-800-281-1168** or **tech-support@xap.com**.

Resubscribing customers can continue to use their previous year's Site ID, Password, Professional Account Access Key, and Administrator Code, as XAP does not change these access codes unless requested.

## testSCOPE Reports

testSCOPE provides ultimate reporting flexibility with six easy-to-use reports, enabling teachers to identify specific areas that require more targeted instruction.

- **Group Summary Report** provides an overview of group performance across all reporting categories.
- **Group Enrollment Report** analyzes data related to how students are using their testGEAR preparation course.
- **Group BrainScan Results Report** gathers data from student responses to objective assessment questions from BrainScan. This report also includes three Subjective Student Reports. Students can assess their own skill levels in various subjects.
- **Group Lesson Scores Report** analyzes the basic skills and strategy areas that students studied in the course, evaluating student performance on mastery quizzes and learning questions.
- **Group Practice Test Results Report** analyzes student participation rates in full and practice tests.
- **Individual Student Report** analyzes individual student activity and performance based on completion of MicroCourses, Practorials, practice tests and full tests.

## Check Out Your Professional Development Options

Get the best possible use out of your subscription when you learn how to use your products more effectively. On-site or online, we offer a variety of training options tailored to suit your unique needs.

Learn more about available training at **www.xap.com/testGEAR**

## Valuable Support, Right at Your Fingertips

**Technical Support**
Find quick answers to common questions at **www.xap.com/support**

Can't find what you need on our website? Contact our friendly Customer Support team.
Monday to Friday 8:00 a.m. to 7:00 p.m. (Eastern Time)

Call **1-800-281-1168** or e-mail **tech-support@xap.com**

## Find everything you need to get the best use out of your XAP products

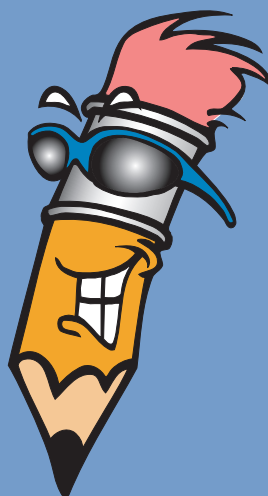**Online Resources**
Easily improve school-wide and parent usage

**Reach Farther in High School Kit**
Parents, students and educators
plan and prepare for college

**Newsletters**
Enhance your product experience
and stay informed

**www.xap.com/testGEAR**

**1-800-281-1168**  **XAP** ®  **www.xap.com**

REACH FARTHER