

Notes for the Demo Organization

- 1) All passwords for the Demo Organization will be set to "Guest". Any references to passwords below should be replaced with "Guest".

Registration Instructions

- 2) All students must be pre-registered before taking the on-line exam. You will be given dates and times that registration will be available.
- 3) Go to the web site "www.saeserver.com" from your web browser. Click on the link for your organization (goes to main page)
- 4) Click the register students button (goes to next page)
- 5) Select the event you want to register students for and click "Begin Registration"
- 6) Select your school (they are sorted by district and school name) and click "Choose school". If you cannot find your school, contact us.
- 7) Select your name and enter your password. Your password is your last name plus the last 3 digits of your teacher ID number. Click the "Advisor Login" button. If your password is incorrect, try your last name (as it is spelled in the list) plus "000".
- 8) The affirmation of integrity page will appear. Please read it and click "register students" (the student registration page will appear).
- 9) Register Students:
 - a. If the dropdown list of proctors is empty, you will need to have a proctor log in and create an account first. Otherwise, select the proctor from the dropdown list that will be administering the test to the students
 - b. Select students from the left hand list that will be participating and select a proctor. Click the "Register students" button. You can enter a new student that does not appear in the left hand list by clicking the "Add Student to List" button. A new screen will appear for you to enter the student information. Once the new student information is entered, click the "Save Student Info" button. This will return you to the student registration page and the new student will be available for registration.
- 10) Repeat step 9 for each set of students and proctors you want to take the exam. If you add someone that you did not mean to add, you can select them from the list on the right and click the "Un-Register Students" button. Use the "Register for another CDE" button to register students for a different event.
- 11) When finished registering for ALL events, click the "Send Email Confirmation" button. A confirmation email will be sent to you and the proctor(s) that you designated in the registration process for all of the registered events. Each proctor's email will provide them with a list of the students they will be expected to proctor along with a system generated password that the student will use for the exams they are in.

Adding a new Proctor:

- 12) Go to the web site "www.saeserver.com" from your web browser. Click on the link for your organization (goes to main page)
- 13) Click the "Proctor Login" button (goes to next page)
- 14) Select your school from the list in the bottom of the screen and click the "Select & Continue" button (goes to next page)
- 15) Click the "Add Proctor" button (goes to Proctor Entry)
- 16) Fill in the information including login ID, login password, and email address. Click the "Save Proctor Info" button.
- 17) Your name should now appear in the list and you can log in as described below.

Proctoring Instructions (for existing proctor):

- 18) Check your email for a message from online testing system. You should have an email with a login password and student registration and password information.
- 19) All students must be pre-registered before taking the on-line exam. You will be given dates and times that registration will be available.
- 20) Go to the web site "www.saeserver.com" from your web browser. Click on the link for your organization (goes to main page)
- 21) Click the "Proctor Login" button (goes to next page)
- 22) Login by either
 - a. Enter your chapter number, login id, and password and click the "Login" button (goes to proctor integrity page)
 - b. OR
 - i. Select your school from the list in the bottom of the screen and click the "Select & Continue" button (goes to next page)
 - ii. Select your name from the list, enter your password and click the "proctor login" button (goes to the proctor integrity page)
- 23) Click the Continue button after reading the affirmation of integrity statement (goes to proctor functions page)
- 24) Click the "Proctor Exam" button
- 25) Select the event you want to proctor students for and click "Proctor Exam"
- 26) Select your school (they are sorted by district and school name) and click "Choose school". If you cannot find your school, contact us.
- 27) 7a) Select your name and enter your password. Your password is provided in the email from step 1. Click the "Proctor Login" button.
- 28) 7b) Please read the affirmation of integrity and click the "check in students" button.

- 29) Select students from the left hand list that will be participating and click the "Check-in students" button.
- 30) Students that are checked in will appear in the right hand list along with their password in parenthesis. Each student will need his or her password to log in. If a student is checked in by mistake, his or her name may be selected in the right hand list and removed by clicking the "Remove from Check-in" button.
- 31) Once all students are logged in, you may exit the system.

Instructions for students taking exam:

- 32) Make sure your instructor has registered you for the exam. The exam will be available for a set time period determined by the CDE Coordinator.
- 33) Go to the web site "www.saeserver.com" from your web browser. Click on the link for your organization (goes to main page)
- 34) Click the "take exam" button.
- 35) Select the CDE from the list that you want to take and click the "Begin Online Exam" button
- 36) Select the school you are from and click the "Choose Team" button.
- 37) Select your name from the list, enter the password provided by your proctor, and click the "Student Login" button. If your name is not there, you need to ask your instructor to register you.
- 38) Read the affirmation page and click the "Continue" button.
- 39) Select an answer for the question displayed and click the "Next Question" button. You may also navigate to previous questions and skip questions.
- 40) Repeat step 8 until you are ready to complete the exam.
- 41) When you are satisfied that you have answered all questions, navigate to the last question in the exam and click the "Complete Exam" button. Once you have completed the exam, you will be given your score and you will not be allowed to go back and change answers.
- 42) Final results will be available after all students have taken the exam and scores have been tabulated and verified for accuracy.