

# Content Assessment: Coach Duties



## Entering and Advancing Students

1. For District, use your password emailed from [announcements@kaac.com](mailto:announcements@kaac.com) and enter student names online at <http://my.kaac.com/login> during the Student Entry Period. Assign students to the various Assessment events. For Regional and State competitions, login to confirm advancing students.
2. When the Student Entry Period ends, coaches are locked out from making further roster changes and all changes must be made through your host school. You may submit changes to your District Assessment roster up until 7:30 AM Saturday. Any change to a student's assigned exams will create a new password for you to send to your affected student(s).
3. After noon Eastern time the Friday before testing, ID numbers and passwords will be available for your students. Login with your coach password and click the "Download List (CSV)" button at the bottom of the page. This is a CSV (Excel) file with your student ID numbers, their password(s), and their District (or Region) number. \*You are responsible for relaying this information to your students.\*

## Testing and Results

1. When all students are successfully online at the host school, proctors begin their testing login instructions.
2. Proctors will lead students through the preliminary questions. When that information is completed, students will start testing.
3. Each student's exam results will be emailed to you Saturday evening.

## Technology

Work with your school technology coordinator and host school to ensure your students will be able to connect their testing device to the Internet.

Whitelist these sites:

- kaac.com
- cloudflare.com
- classmarker.com

We highly recommend a "test run" with your host school prior to competition day.