



Checklist for Administering the Diagnostic At Home

For
Teachers

Understand Your School's Guidance

- ☐ **What is the testing window?**
- ☐ **When are your students being assessed?**
- ☐ What supports are necessary to **support special populations/accommodations?**
- ☐ What are the **expectations for proctoring and monitoring?**

Get Organized

- ☐ **Create a schedule to share with families.**
- ☐ **Review accuracy of class roster(s)**, obtain student login information for all students, and make sure they can use the program from home.
- ☐ **Confirm that the Diagnostic has been assigned.**

Collaborate with Families

- ☐ **Communicate with families about the Diagnostic and their role in supporting students.**
You can do so by including information on your district website or in regular communications being sent to families and/or empowering teachers to send specific communications on this topic directly.
- ☐ **Be specific about what support families should and should not provide.** Help families by providing clear steps they can take to support their children. You can point them to this [bilingual site](#) that contains a video, checklist, and other resources to help.

Prepare and Motivate Students

- ☐ **Prepare students to take the Diagnostic.** If you have the ability to videoconference with students, we recommend allocating time to explain to students why they are taking the Diagnostic, how it will support them, how it works, and how they should take it at home. You can use this presentation ([English](#) | [Spanish](#)) to help.

Track Completion

- ☐ **Use the Diagnostic Status report** to track students' progress toward completion, check for Rush alerts, and ensure that each student completes a valid Diagnostic within the desired window.
- ☐ **Celebrate students** when they have successfully completed the Diagnostic, and share their data via videoconferencing so they internalize their results, set goals, and get motivated to work hard on their learning through the summer.