



Quick-Setup Guide for Mindprint Assessment

Getting Your Computer Ready

- You will need a desktop or laptop computer (e.g., PC, Macintosh or Chromebook) with an internet connection, external computer mouse, and computer keyboard. Anything else on the desk is a potential distraction. The speed of your internet connection will have no impact on the Assessment.

IMPORTANT: You cannot use a mobile phone, tablet or touchscreen device for this assessment.

- For best results, we recommend downloading the most updated version of Google Chrome or Mozilla Firefox though Internet Explorer and Apple Safari may also be used. The browser must have JavaScript, Adobe Flash plug-in and allow cookies.
- Set your computer speakers to a comfortable level, make sure the screen contrast levels are set appropriately and that the computer mouse is working properly.
- Close all applications on your computer except for the browser that has the Assessment. You want to prevent pop-up messages or other distractions.

Getting Your Students Ready

- Reserve 90 minutes to complete the Assessment when the student is well rested, well fed, relaxed and will not feel rushed. Testing time will be approximately 60 minutes. The remaining 30 minutes is to allow for scheduled breaks.
- Manage student expectations about Mindprint. Some have found the [Mindprint video](#) to be an effective way to prepare students for the Assessment and get them excited about the benefits.
- Turn off all phones and other electronic devices.
- Close all applications on your computer except for the browser that has the Assessment. You want to prevent pop-up messages or other distractions.
- Have the student go to the bathroom before starting.
- If the student takes medication or wears glasses, have the student do the same for the test. This way you will understand how he or she performs on a typical day.

During the Assessment

- Remind the student to work quickly and accurately throughout the entire Assessment.
- Do not help students with the instructions or answers. If they ask, you can say, "I am not allowed to help, so just do your best." Be encouraging but do not help.
- Do not click on the browser address bar or anywhere outside of the testing window** during the Assessment. Do not hit the back button or the refresh button during the Assessment.
- If you have more than one student taking the Assessment, instruct students not to discuss the test until everyone has completed it. You don't want one student's impression to influence another's expectations or performance. Remember, every student is different.



Interruptions and Emergency Situations

- If there is a major interruption during the test, such as a power outage or family emergency, and the student cannot comfortably complete the Assessment as instructed, stop testing. While it is always best to take the Assessment in one sitting, it can be broken up over a number of days.
- If you were interrupted at a break point between sub-tests have the student complete the Assessment when possible to do so. Simply log into your Mindprint account, relaunch the Assessment, and the test will resume where you left off.
- If you were interrupted in the middle of a test due to error, simply relaunch the Assessment and the test will resume where you left off.
- Do not to start an Assessment of a different student on the same computer until the first student has fully completed the Assessment. If this situation is unavoidable, please clear your browser's cookies before assessing the next student.

See Troubleshooting Guide on Next Page



Troubleshooting Guide for Mindprint Assessment

If the Assessment is not downloading properly, it is most likely because of one of these five reasons. Try troubleshooting in the following order:

1. Check that *Adobe Flash Player Plug-In* is installed and up-to-date and that your browser security settings allow access to Flash and JavaScript content.

- If [Adobe's test page](#) says that Flash is outdated, you can update Flash manually by downloading and installing the latest version from Adobe.
- Go to Adobe's [Flash Player download page](#) and download the Flash installer.
- If you are having problems with the Flash installer from Adobe's download page, you can use [this Flash Player installer link](#) to directly download the full installer.

2. Check that you are using the correct version of the browser. Download the latest version if necessary:

- [Google Chrome v54 or higher \(recommended\)](#)
- [Mozilla Firefox v52 or higher \(recommended\)](#)
- [Internet Explorer 11 or higher \(Windows only\)](#)
- [Apple Safari 9 or higher \(Mac only\)](#)

3. Check that your browser is set up to enable cookies:

- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Internet Explorer](#)
- [Apple Safari](#)

4. If you have used your computer for a previous Mindprint Assessment within the past three hours, clear your browser cookies:

- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Internet Explorer](#)
- [Apple Safari](#)

5. Check that anti-virus or firewall software is not blocking your access:

Some firewall and anti-virus software or hardware in your office or home network may block Internet access needed for accessing and running specific Mindprint Learning programs or files. Updating your firewall and anti-virus software to the latest release may resolve the issue. However, you may need to temporarily disable your firewall or anti-virus software, restart your browser and try the download again.