

Lakota Language Post-test Procedure:

Step 1. Make sure the lab is ready per the tech requirement, e.e., set up with headphones, internet access, volume is set correctly;

Step 2. Type the URL for the testing site <http://www.languageconservancy.org/test3> (..or /test2 or /test) and log in with each of the computers so all computers are on the initial log-in page;

Step 3. As the students come in, ask them to sit quietly in front of the computer but not touch anything on the computer;

Step 4. When all are seated quietly explain that today we will be taking a Lakota Language post-test, it is a lot of fun, though they do need to follow instructions very carefully in the beginning so all the info is entered correctly;

Step 5. Ask students take their mouse and click on the button that says log-in (not on the blank fields);

Step 6. The next page is for school name and information. Ask the students to click on the drop-down box next to the words "School name" and carefully select the name of the school where the testing is happening and click on it. This will make it appear next to the word "School name";

Step 7. In the second row next to the word "Student grade" have students click on the box and select the grade level they are in;

Step 8. On the third line next to "School year" have students click drop down box and select 2010-2011 as the school year;

Step 9. Ask the students to raise their hand in they have any problem with these three fields of information or if they have questions of any kind. Take care of any outstanding issues. After confirming all have completed, then press "Submit" button to continue;

Step 10. On this new screen have each student type in their first name into the field next to the word "First name", and do the same, adding last name next to the word "last name". IMPORTANT: At this stage remind them not to press submit until all instructions are given on this page before being told by test administrator;

Step 10. On the third line they need to enter date of birth by month, day and year. Explain that every month has a number beginning with January = 1, February = 2, etc. and if they are able to figure it out they should carefully enter their birthday into this third line into month, day, and year. Again, remind them NOT to press submit button until they are told. AT this point students that don't know their birthday or how to enter birthday data, ask them to raise their hands for help if they need help, and if they are done, they should wait quietly until all are done;

Sp 11 Once you have confirmed name and date of birth are entered on all computers, checking each individually, announce that you will now explain the instructions for the test (don't press submit yet).

Step 12: Please use these words to explain next steps: On the next screen you will see four pictures and hear one Lakota word in your headphones (don't put your headphones on yet). Simply, we want you to click on the picture that matches the word, and press the black arrow on the lower right-hand side to go to the next screen. If you don't know the word that's okay; just do the best you can. If you want to hear the word again, press an orange arrow in the lower left-hand corner where there is an audio slider bar and it will play the word again as often as you need. It is VERY IMPORTANT that you keep your eyes on your own screen and not your neighbor's or anyone else. This is a test just for you. Also, if at any time during the test the screen freezes or you can't hear anything just raise your hand and we'll help you. If you are ready, you can put on your headphones and submit the Submit button underneath your birthday and get started.

Step 13. Have students press submit and remind students of instructions (especially for younger grades)

Step 14. When students are done have them wait quietly until all are done (10-15 minutes) and when they are done they may press the silver button ('press here when done') to reset the screens.

9:25 AM

Also if between testing different levels it is important to close the browser window, because the old test is still in the memory of the Browser. Closing the window and they re-opening it re-sets it and allows you to open a different' testing level.