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Getting Started

How do I log on?
You will receive an automated email from the SKeVA system listing your username and password. If you have not received this email, check your spam box or email skeva@tamu.edu for further assistance.

How do I add classes?
Visit the blue “My Account” link in the top right hand corner of the screen. Click “Add” on the right hand side of the yellow box. Type the name of your class in the blank text field. Repeat as needed.

How do I add students?
From your homepage, select “Add/Edit/Delete Students”. Then select the class you want to enter students from the drop down menu on the left hand side of the screen. You have two options to add students: manually, one by one (recommended if you have 30-40 students or less) or by clicking on the Excel spreadsheet link on the bottom left hand side of the screen (recommended if you have more than 40 students). Students entered manually require: first and last name, PEIMs ID. Students entered via Excel require: first and last name, ethnicity, sex, PEIMs ID, and Class ID.

When I try to add students, the page never fully loads.
You may encounter this common error if you are using Internet Explorer Version 7 or higher. We have several suggestions: try using an alternate browser such as Firefox or Safari, or send us a class roster with PEIMs, first and last names, and class names at skeva@tamu.edu and we will happily input your students for you.

The system says a student already exists with this name. Now what?
Students added to the system must have a unique combination of first and last name. Because so many students already exist in the system, you may find that you need to add a suffix or prefix to a student’s name to make it unique. For instance, if Juan Garza results in an error message, you can try Juan Garza2011 or 2011Juan Garza. You may find it easier to remember all student usernames if you add the same suffix or prefix to all students universally.

Testing within SKeVA

How do students take the tests?
Students take tests by logging in with their usernames at skeva.tamu.edu/students. They answer each test question by dragging and dropping the appropriate answer into the blanks.

**How do students know their usernames?**

The SKeVA system automatically assigns usernames for students when they are added to the system. To print out a list of usernames, log into SKeVA and click on “Add/Edit/Delete Students”. Student usernames are listed next to their first and last names for each class. Print each class roster for easy access to usernames.

**How do students know their passwords?**

Students use only their usernames to access the SKeVA system. There are no student passwords.

**My students get an error message that they are already logged in.**

You can log them out by visiting the “Add/Edit/Delete Students” link on your homepage. There is a large button that will say “Log Out All Students” under your class roster. Students will be then be able to log into SKeVA. Using the designated “Log Out” button in the top right hand corner of the screen will prevent this from happening.

**The test is listed as “Access is restricted by your teacher” when my students log in.**

This means that you have not given access to your students. Tests created within the SKeVA system are not accessible to students until you specify that they may take the test. Log in using your username and password and locate the test title on your homepage. Next to the test title click “Yes” under “Allow Access”. Students may have to log out and then reenter the SKeVA system.

**Test & Report Creation**

**How do I create a test?**

Select “Create A New Test” from the “Manage Tests” options on the homepage. You will be prompted to indicate the following:

- Test Title
- Test Dates: We suggest that you choose TODAY as the earliest day the test is available and the LAST day of your school year as the end date. Tests are not retrievable once the last day has passed.
- Classes taking this test: You will highlight each class (or all) and select the “Add” button. Classes selected will toggle from left to right. You must highlight one class.
- Optional: You have the option of including personalized instructions, a timer, and sharing this test with others by selecting the relevant options.

What is the difference between Progress Monitoring and a Pre/Post Test?

The differences between the two types of tests are the 1.) amount of content and 2.) use of the student scores. Pre/Post tests cover a small amount of content (10-14 vocabulary words) and the scores show the amount that students learned between the Pre and Post Tests. Progress Monitoring tests (probes) cover much more content (24-54 vocabulary words) and represent both recent learning as well as retention of previously learned vocabulary.

How many probes do I need to create a Progress Monitoring Test?

The system will create 6-12 probes for any given progress monitoring cycle. We strongly recommend using as many probes as possible, such as 10-12.

When I try to create a test, I get an error message that not enough keywords are selected.

Click on the blue link that appears in the error message to “Modify” your test. If you are on your homepage, you can click on the error message next to the title of the test that states “Test Not Successfully Created—Click Here to Modify”. You will need to select more keywords to continue with your test. We suggest incorporating words from Objective one if you need to supplement your current vocabulary list.

There are not enough keywords listed under the TEKs standards to create a test.

We recommend selecting keywords by Objective rather than TEKs in order to provide the most extensive keyword options for creating tests.

All of my test items are blank. What happened?

If you are using the 8th grade system, please double check that none of your students are marked as either “English Language Learner” or “Spanish Language Items Displayed” by accessing student details through “Add/Edit/Delete Students” and the “Edit” link next to each student’s name.
How can I see the SKeVA tests or test items as a teacher?
Currently, only students can see the actual test items. Teachers can view or preview their tests by adding themselves as a student, then selecting “Add/Edit/Delete Students” and clicking “View” next to their student name.

How do I generate reports in SKeVA?
On your homescreen, click on “Individual Student Report” or “Class Gradebook Report” under “Manage Reports”. You will be prompted to select details such as relevant class or student names and test names. You can toggle among reports for keywords, objectives, TEKs, and overall accuracy by selecting the blue link in the upper right hand corner of the screen.

SKeVA Features
How do I select the audio function for my student?
On the homepage, select “Add/Edit/Delete Students” and select the class period of the student from the drop down box on the left hand side of the screen. Select “Edit” next to the appropriate student’s name. Scroll down to the bottom of the yellow options for the student and check the box marked “Audio”.

How do students use the Audio function?
Teachers must first assign the audio function to their students for use (see above). When a student with the audio selected logs into his or her account, test items and answers will have an arrow “play” button next to them. Clicking this icon will enable the audio function to read items and answers to the student provided that the computer is enabled to emit sound.

How do I select the Spanish Language function for my student?
On the homepage, select “Add/Edit/Delete Students” and select the class period of the student from the drop down box on the left hand side of the screen. Select “Edit” next to the appropriate student’s name. Scroll down to the bottom of the yellow options for the student and check the boxes marked “English Language Learner” and “Spanish Language Items Displayed”.

Who do I contact if I need help or want to set up a friend with SKeVA?
Feel free to email us at skeva@tamu.edu with further inquiries.