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UNIVERSITY OF LUXEMBOURG
Luxembourg Centre for
Educational Testing (LUCET)



ÉpStan 2024-2025
Manual for ÉpStan-Coordinators
Secondary Education - IPS

Please **do not make any copies** of this manual and **return all material and documents**.

This manual is to be used exclusively within the *Épreuves Standardisées*.

Contact details

For extensive information on the ÉpStan:

www.epstan.lu

On this website, more precisely in the **download area** of each respective grade level, you will find a comprehensive compilation of information about the ÉpStan, which goes beyond this manual in terms of content.

For organisational questions:



46 66 44 9777



info@epstan.lu

Via this number/e-mail, you can reach someone who can help you with questions/problems regarding **the organisation of the ÉpStan**, or who can provide information about the testing procedure (e.g., material is not sufficient, handling of the timetables).

For technical questions regarding the ÉpStan-TTP portal:



20 88 23 62



epstan_ttp@itrust.lu

Via this number/e-mail, you can reach someone who can help you with questions/problems regarding the use of the ÉpStan-TTP portal.

Dear ÉpStan-coordinators,

Thank you very much for your support, in your role as ÉpStan-coordinator, during this year's *Épreuves Standardisées* (ÉpStan). Please note that the *Luxembourg Centre for Educational Testing* (LUCET) of the University of Luxembourg is mandated by the government in order to organise the ÉpStan; therefore, the participation of all S1/7^e und S3/5^e classes of your school is mandatory.

In this document you will find detailed explanations on the administration of the ÉpStan. Please read this manual carefully. If you have any questions about the ÉpStan in general, their administration, or the coordination in your school that are not answered in this document, you can contact us via the channels provided under **contact information**.

Thank you again for your cooperation!

With best regards,

The ÉpStan team, University of Luxembourg

Table of Contents

Contact details.....	2
Instructions for preparing the ÉpStan.....	5
1. Checklist.....	5
2. Presentation materials	5
3. Check completeness of the test materials	6
4. Procedure and planning of the test administration	7
5. Registration of test dates in the web form.....	8
6. For S1/7 ^e classes: Reservation and control of tablets	8
7. For S3/5 ^e classes: Reservation of computer labs & control of computers	10
8. Download and printing of the class lists and login sheets	10
9. Notification of test administrator(s) and distribution of test materials ..	10
10. Distribution of information letters and class lists	11
11. Postprocessing of the class lists	11

Instructions for preparing the ÉpStan

1. Checklist

The following steps are the most important aspects in the preparation of the ÉpStan:

- Carefully read the **manual** and, if applicable, the **presentation materials**.
- If you have requested printed material: Check the completeness** of the test material until the **21st of October 2024**.
- Register **test dates** for the S1/7^e and S3/5^e classes in the web form via timetable.epstan.lu (without www) until the **21st of October 2024**.
- Reserve computer labs and, if necessary, tablets (for the S1/7^e classes).
- Ensure the functionality of the computers and, if necessary, of the tablets.
- Download and print the S1/7^e and S3/5^e **class lists and login sheets** via epstan-ttp.itrust.lu (without www) until the **25th of October 2024**.
- Assign colleagues to supervise the test and questionnaire, hand over all the necessary test materials (instructions for test supervisors, class lists, login sheets) by the **25th of October 2024**.
- Distribute the **information letters and class lists** to head and subject teachers until the **25th of October 2024**.
- Add missing students** via the ÉpStan-TTP-portal until the **20th of December 2024**.

Details regarding individual steps and the use of the ÉpStan-TTP portal can be found further below in this manual.

2. Presentation materials

To ensure a smooth administration of the ÉpStan 2024-2025, you can download a presentation from the website www.epstan.lu under the header “News” as well as from the download section for the respective grade level. The presentation contains additional information on the preparation as well as on the implementation of the *Épreuves Standardisées* (e.g., test dates, management of the class lists).

3. Check completeness of the test materials

If you have notified us via email that you require a printed version of the test materials, you will receive them by the **16th of October 2024**. Since we do not always know at the time of packing which S1/7^e classes will be participating in the testing, you may receive materials for all S1/7^e classes at your school. If an S1/7^e class is unable to participate, we kindly ask you to destroy the test materials. If you have not received the materials by the 16th of October 2024, please contact the university immediately at the phone number **46 66 44 9777**.

Please check the test materials **for completeness** immediately upon their arrival. The deadline for this is the **21st of October 2024**.

- **ENVELOPE WITH THE S1/7^e TEST MATERIAL (TESTING ON TABLET):**
Two test instructions for each participating S1/7^e class (one for each potential test supervisor) and two information letters for subject teachers.

- **ENVELOPE WITH THE S3/5^e TEST MATERIAL (TESTING ON COMPUTER):**
Two test instructions for each participating S3/5^e class (one for each potential test supervisor) and two information letters for subject teachers.

If digital versions of the test materials that you received via email, together with this manual, are sufficient, please forward them to the respective teachers/test supervisors.

If anything is missing or if the name of a class is incorrect, please contact the ÉpStan team immediately via 46 66 44 9777. Please do not correct digital or printed materials without informing the university, as this could result in incorrect allocation of results.

4. Procedure and planning of the test administration

The ÉpStan can be conducted **between the 4th of November and the 6th of December 2024**. Detailed instructions for conducting the assessment can be found in the test supervisor manuals, which you have received via email along with this manual. Additionally, these instructions are available in the download section of the respective grade level at www.epstan.lu.

The S1/7^e and S3/5^e students will complete the ÉpStan, consisting of a competency test in mathematics and a student questionnaire, during **one half-morning**.

An **example schedule** for one class:

	Duration	Time
Preparation (<i>Information on the ÉpStan, test instructions, login</i>)	20 minutes	e.g., 08:00 – 08:20
Competency test in mathematics	45 minutes	e.g., 08:20 – 09:05
Break	10 minutes	e.g., 09:05 – 09:15
Student questionnaire	20 minutes	e.g., 09:15 – 09:35
Total:	95 minutes	

The **test mornings for the S1/7^e classes** should be scheduled between the **25th of November and the 6th of December 2024**. However, test dates can also be set in the *timetable* starting from the 4th of November, if the targeted period of late November/early December is not feasible due to school organizational reasons. **S1/7^e classes can only complete the test on tablets**. In addition to the iPad classes, S1/7^e classes that are not specifically designated as iPad classes should also participate in the testing if your school can provide the students with tablets for the ÉpStan. If your school does not have tablets available, participation in the ÉpStan is not possible at this time, as these tests cannot be conducted on computers.

The **test mornings for the S3/5^e classes** can be scheduled between the **4th of November and the 6th of December 2024**. **S3/5^e classes can only complete the test on computers**.

5. Registration of test dates in the web form

Please enter your school's **test dates** into the web form. To do so, open the website timetable.epstan.lu (without www) in your internet browser. You will be redirected to the MENJE/CGIE authentication portal (*portail d'authentification*), where you can log in using either your IAM or LuxTrust certificate.

Please indicate when and where each of the listed S1/7^e and S3/5^e classes will participate in the tablet- or computer-based tests. If a class is unable to participate, please also indicate this in the web form.

Please complete the web form by the **21st of October 2024** at the latest. Your entries will be automatically forwarded to the ÉpStan team at the University of Luxembourg. Should there be any subsequent changes in the schedule after that date, you can easily log in again and make the necessary adjustments. Any changes will be automatically sent to the ÉpStan team. We need your information in order to plan the testing period accordingly and, for example, to perform any necessary maintenance on the servers outside of the scheduled test times.

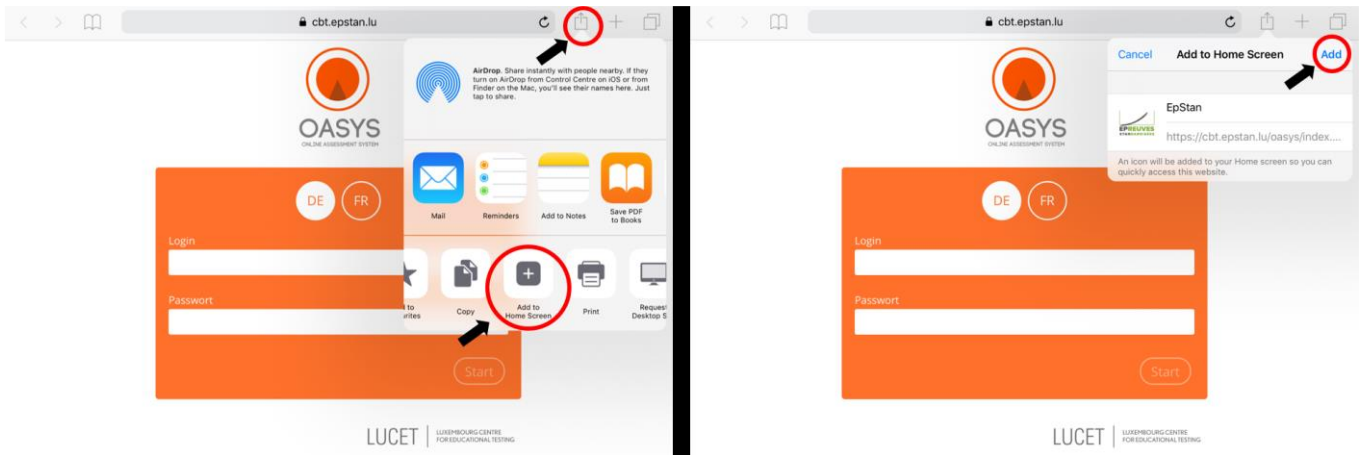
6. For S1/7^e classes: Reservation and control of tablets

If your school has tablets that can be used in S1/7^e classes not specifically designated as iPad classes, **please reserve them in advance** for the testing.

Each student must be provided with their own fully charged tablet with internet access. All tablets must remain connected to the internet throughout the entire testing time.

Before the ÉpStan can be administered, the **test program must be saved as an app** on the home screen. This can be done in **two ways**: (1) Either the students save the test program themselves as an app on the home screen, or (2) the iPads are preconfigured by your school's IT staff using *Jamf School*.

(1) If students save the test program themselves as an app on the home screen before the test, please have them follow these steps: The students should start the test by opening the internet browser (e.g., Safari) and entering <https://cbit.epstan.lu> (without www) into the address bar. Then, they should tap the **share icon** (*"Envoyer vers . . ."*, *"Teilen-Icon"*) in the upper right corner of the browser. Next, they should click on **Add to Home Screen** (*"Sur l'écran d'accueil"*, *"Zum Homebildschirm"*) and confirm their selection by clicking **Add** (*"Ajouter"*, *"Hinzufügen"*). The icon will now be saved on the home screen and will be identifiable by the ÉpStan logo.



(2) If the iPads at your school are configured using *Jamf School*, please make sure that the option *Displays this Webclip as a fullscreen application* is selected.

Webclips Remove

Label

URL

Icon

Display the icon with no added visual effects (precomposed)

Options Enable removal of this Webclip

Displays this Webclip as a full screen application

Important!

We strongly recommend not to skip this step. This configuration ensures maximum screen utilization and provides full functionality of the test platform.

7. For S3/5^e classes: Reservation of computer labs and control of computers

Please reserve the computer labs before the test administration. All computers require internet access. The CGIE has added the entry *Épreuves Standardisées* under Programs in the Windows START menu, through which the test can be launched. Please check if this is the case. If not, the *Épreuves Standardisées* can also be started via an internet browser by entering cvt.epstan.lu (without www) into the address bar.

In some schools, the use of a monitoring software to display student monitors on the teacher's monitor has proven to be helpful. If necessary, please discuss this feature with your school's IT staff.

8. Download and printing of the class lists and login sheets

To access and download the **class lists and corresponding login sheets**, please open the website epstan-ttp.itrust.lu (without www) in your browser. The ÉpStan-TTP-Manual (TTP stands for *Trusted Third Party*) is included in this document and will guide you step by step through the use of the portal.

Print the class lists and login sheets by the **25th of October 2024** at the latest. An individual login sheet with a personal login code **must be available for each student**. Provide the head teacher as well as the respective subject teachers (mathematics) of each class with **a copy of the class list**. They will need the list to identify the performance of individual students in the feedback reports provided at a later stage.

The class lists are available for download in German, French, and English. The documents in the download section are provided in the language you selected for the interface of the ÉpStan-TTP portal. Please ensure that the class lists match the respective language section when distributing them.

If you have any questions or encounter any issues while using the ÉpStan-TTP portal, please contact *itrust Consulting* via the phone number **20 88 23 62** or via email under epstan_ttp@itrust.lu.

9. Notification of test administrator(s) and distribution of test materials

The test should always be supervised by **at least one member of the teaching staff**.

The test administrator receives **the following materials**:

- Manual for test administrators of the respective grade level
- Class list
- Login sheets for the students

Please distribute the manual with the test instructions to all test administrators by the **25th of October 2024** at the latest, so they can prepare for the test. If there are multiple test administrators who will take turns in supervising one class on the test day, please provide each of them with a copy of the instructions.

Please ensure that each test administrator is familiar with the internet activation and the Windows login procedure at your school before the testing. Distribute the respective instructions if necessary. Our experiences from previous years has showed that uncertainties in this matter often led to delays in starting the test.

10. Distribution of information letters and class lists

In the envelopes with the test materials, you will find brief information letters for the respective head and subject teachers (mathematics) whose classes are participating in the ÉpStan. Please distribute these letters to the relevant colleagues by the **25th of October 2024**. If you did not order a printed version and decided to use the digital version, please forward it to the respective head and subject teachers.

11. Postprocessing of the class lists

If students were not listed on the class list and used one of the additional logins, they must be added to the class via the ÉpStan-TTP-portal (and to the *fichier élèves*). Otherwise, it will not be possible for the head and subject teachers to assign the results to their students. Please add the missing students by the **20th of December 2024** at the latest.

Épreuves Standardisées ÉpStan

User's guide to coordinator access

General information

Type	User guide
Reference	005
Version	1.12
State	Final version
Owner	E. Omar
Application date	19/09/2024
Classification	Restricted

Foreword

Within the framework of the Épreuves Standardisées (ÉpStan), itrust consulting has developed a web portal called ÉpStan TTP (for Trusted Third Party) which aims at anonymising student data (e.g. matricule) towards the University of Luxembourg, and test data towards the Ministry of National Education.

This guide describes the different functionalities that the portal will provide you with:

- A LuxTrust or OTP authentication allowing a high level of authentication to the portal;
- A homepage containing the list of classes under the responsibility of the connected coordinator;
- The possibility to download class lists, by class or by cycle;
- The possibility to add missing students to classes.

In order to improve your experience in using the portal, we invite you to send us any remarks concerning possible improvements or corrections that you would like to make.

If you have any questions, you can contact us by phone on **20 88 23 62** or use the email address epstan_ttp@itrust.lu.

We thank you in advance for your time and attention to this guide and the use of the portal.

Table of contents

1	Introduction	5
1.1	Context	5
1.2	Objectives	5
1.3	Document structure	5
1.4	References	5
2	Requirements and information	6
2.1	Requirements.....	6
2.2	URL.....	6
2.3	Remarks concerning Basic education	6
3	Authentication.....	7
3.1	Using a LuxTrust device.....	7
3.1.1	Special case: failed association with a coordinator account.....	9
3.2	Using the OTP connection.....	12
3.2.1	Registration	12
3.2.2	OTP connection	14
4	Home page	17
4.1	Interface.....	17
4.2	Actions on classes	18
4.3	Specific remarks on the Basic education	18
5	See the students in a class.....	19
5.1	Specific remarks on the Basic education	20
6	Downloading class lists	21
7	Adding and deleting a student in a class.....	22
7.1	Adding a student to a class.....	22
7.2	Deleting a student from a class	23

Liste des figures

Figure 1:	LuxTrust authentication - access	7
Figure 2:	LuxTrust authentication - device selection	8
Figure 3:	LuxTrust authentication – LuxTrust Mobile example.....	8
Figure 4:	LuxTrust authentication failure	9
Figure 5:	Redirection after failed association	10
Figure 6:	Information request form	11
Figure 7:	Validation or cancellation email from the association.....	12
Figure 8:	Email for the creation of an OTP account.....	13
Figure 9:	OTP account creation form	14
Figure 10:	OTP authentication - Enter your login and password	15
Figure 11:	OTP authentication - entering the OTP code	15
Figure 12:	OTP authentication - authentication error	16
Figure 13:	Home page of the web interface	17
Figure 14:	Actions on classes.....	18
Figure 15:	Basic education - highlighting change in a classroom.....	18
Figure 16:	Student Display – Basic education.....	19

Figure 17: Student Display - Secondary..... 19

Figure 18: Basic education - highlighting change in a classroom..... 20

Figure 19: Form to add a student to a class..... 22

Figure 20: The different warning messages for the add student form. 23

Figure 21: Add Student Cancel Button – Basic education 23

Figure 22: Student Delete Button – Basic education 23

Figure 23: Add Cancel Student Button - Secondary..... 23

Figure 24: Student Delete Button - Secondary 23

1 Introduction

1.1 Context

The CGIE has mandated itrust consulting to implement an ÉpStan TTP application defined in a previous study [1].

1.2 Objectives

In the framework of the Épreuves Standardisées (ÉpStan), itrust has developed a web portal called ÉpStan TTP (for Trusted Third Party) which aims at anonymising student data (e.g. matricule) vis-à-vis the University of Luxembourg, and test data vis-à-vis the Ministry of National Education.

This document is intended for coordinators using the portal.

1.3 Document structure

The structure of the document is as follows:

- Chapter 2 presents the technical requirements for optimal use of the TTP interface;
- Chapter 3 explains how to authenticate;
- Chapter 4 describes the home page and the different actions that can be taken;
- Chapter 5 describes the interface for viewing the list of students in a class;
- Chapter 6 shows how to download class lists and login sheets;
- Chapter 7 describes how to add a missing student to a class and how to undo the move in case of an error.

1.4 References

- [1] RAP_004_Specifications_V1.0.pdf, Specification of data pseudonymisation based on a Trusted Third Party

2 Requirements and information

2.1 Requirements

The TTP web portal has been validated for the following web browser versions:

- Mozilla Firefox 57 and later;
- Internet Explorer 11.0.85 and later;
- Microsoft Edge 42 and later;
- Google Chrome 68 and later.

2.2 URL

The web address to access the TTP web portal is:

<https://epstan-ttp.itrust.lu>

2.3 Remarks concerning Basic education

For the Basic education, two access phases will be set up. Unlike the second phase, the first will not allow the addition of students to a class. Teachers will have to make these changes in the SCOLARIA application, and these will be applied on the TTP portal the following day.

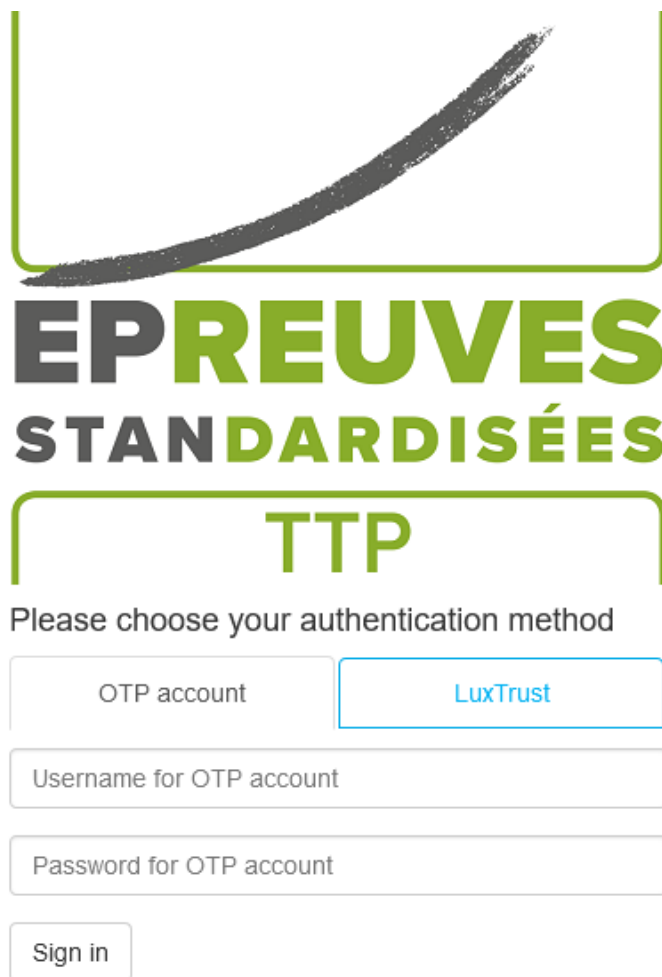
3 Authentication

There are two ways of authenticating to the portal:

- Using a LuxTrust device: this is the default authentication mode;
- Use of an OTP (One-time password): this mode can be activated on your request if you do not have a LuxTrust device (e.g. not functional).

3.1 Using a LuxTrust device

Click on the blue use 'LuxTrust' button (see Figure 1):



ÉPREUVES
STANDARDISÉES

TTP

Please choose your authentication method

[ÉpStan TTP video presentation \(less than 10 minutes, FR\)](#)

Figure 1: LuxTrust authentication - access

Choose the LuxTrust device you want to use (Figure 2: LuxTrust authentication - device selection):

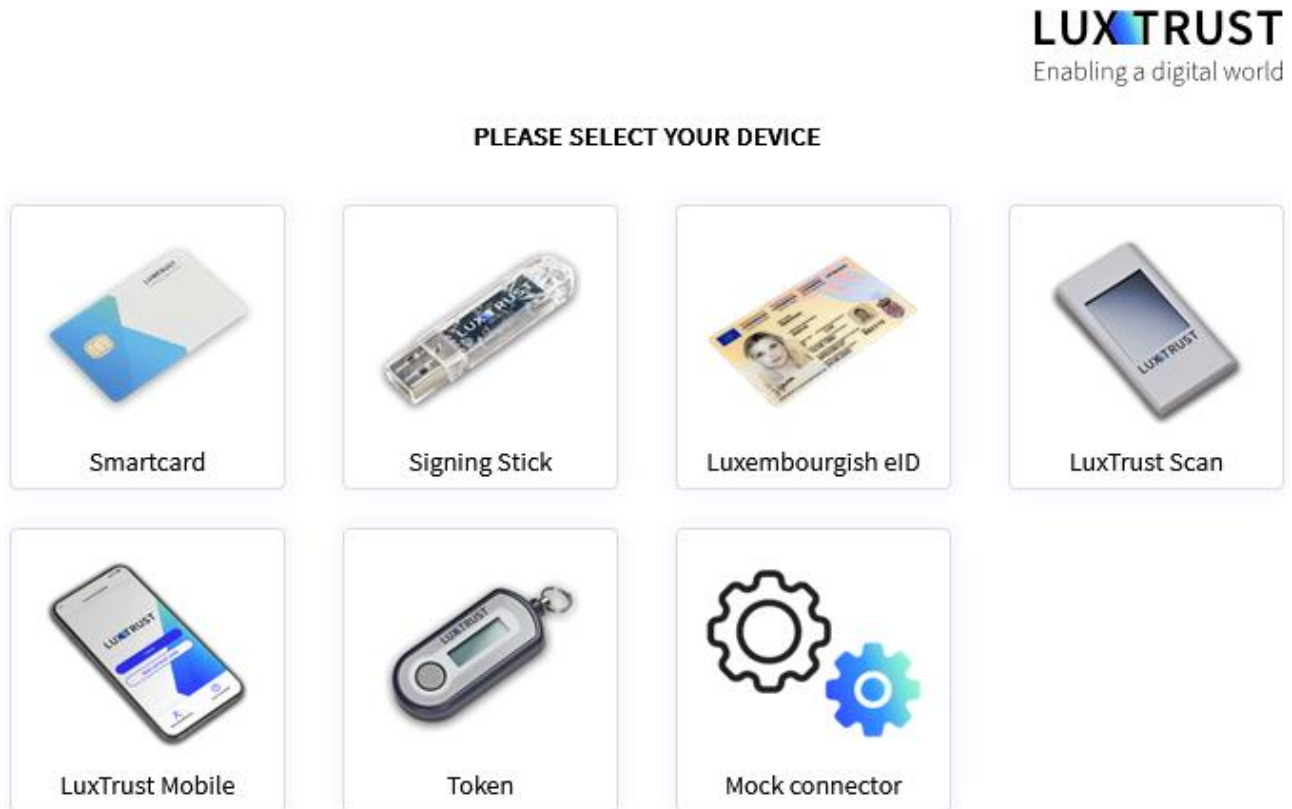


Figure 2: LuxTrust authentication - device selection

Fill in your LuxTrust login details and click on 'Authenticate'. If your authentication is successful, you will be redirected to your TTP account (see Chapter 4). If not, you will be redirected to the login page (see Figure 4: LuxTrust authentication failure).

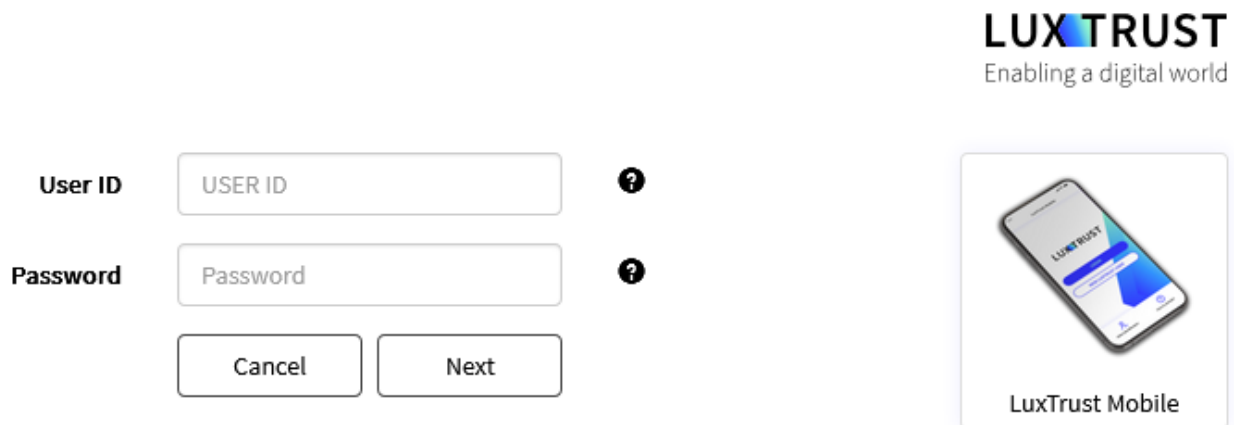


Figure 3: LuxTrust authentication – LuxTrust Mobile example

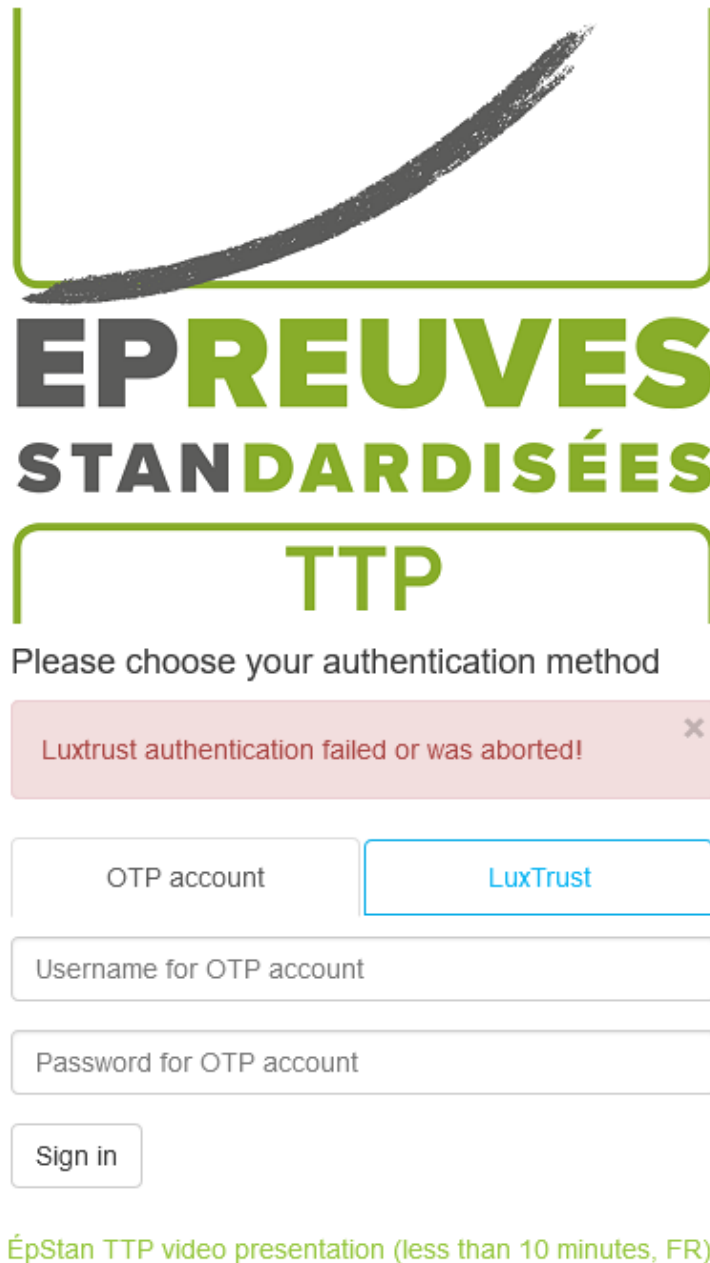


Figure 4: LuxTrust authentication failure

3.1.1 Special case: failed association with a coordinator account

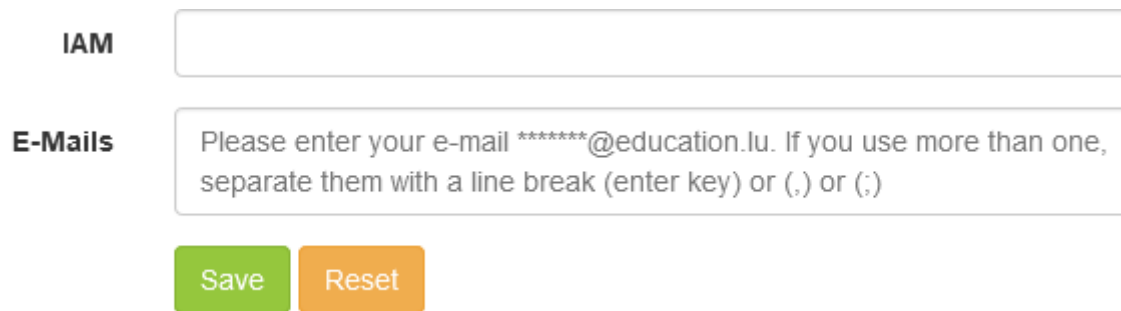
Even after successful LuxTrust authentication, the portal may not be able to link you to one of the coordinator accounts in its database: in this case, you are redirected to the 'identity verification' page. On this page you will be able to enter additional information (e.g. AMI, email) which the ÉpStan TTP portal will use to try to find a link to a coordinator account in its database (see Figure 5: Redirection after failed association).

Who are you?

- I am a teacher.
- I am a coordinator.
- I am neither of them, I got lost!

Figure 5: Redirection after failed association

Once you have clicked on the 'I am a coordinator' link, you will be asked to fill in an AMI and one or more e-mails (see Figure 6: Information request form).



The form consists of two input fields. The first field is labeled 'IAM' and is empty. The second field is labeled 'E-Mails' and contains the text: 'Please enter your e-mail *****@education.lu. If you use more than one, separate them with a line break (enter key) or (,) or (;)'. Below the input fields are two buttons: a green 'Save' button and an orange 'Reset' button.

Figure 6: Information request form

The ÉpStan TTP portal will then check that the AMI or at least one of the emails entered is present in its database:

- If the portal is able to associate you with a coordinator account, an email (see Figure 7) summarising the association information with two links is sent to the email address of the corresponding coordinator account:
 - The first link allows you to finalise the association of your device with the found coordinator account. After opening this link, you will be able to authenticate yourself and access your coordinator account on the ÉpStan TTP portal;
 - The second link allows you to cancel the association of your device: **if a third party tries to illegitimately link to your coordinator space, it is important to click on this link so that our support is alerted to a possible attack.**
- If the system is unable to associate you with a coordinator account, an information email is sent back to the LuxTrust device address you used. You will then need to contact our support team for assistance with your connection.

ÉpStan TTP Portal: Linking a Luxtrust token

Dear [REDACTED],

We have received a request to link a Luxtrust token to your ÉpStan TTP portal account. For security reasons, we invite you to carefully check the information below from this token.

Lastname: [REDACTED]

Firstname: [REDACTED]

Email: [REDACTED]@itrust.lu

Certificat SN: [REDACTED]

IP address: [REDACTED]

Request received on: Thursday, September 15, 2022, 4:45:14 PM

If you are the originator of this request, you can follow the link below to complete the process:

<http://localhost:8080/epstan/Accept-link-token-a9fdc380-dd8d-4dfd-99d0-bc12e0334520-8ab40252ed50433339956ac5951a5b4679ff9e5da966cdf4488c29960ff6fcdf>.

Otherwise, please follow the following link to cancel the request: <http://localhost:8080/epstan/Reject-link-token-a9fdc380-dd8d-4dfd-99d0-bc12e0334520-8ab40252ed50433339956ac5951a5b4679ff9e5da966cdf4488c29960ff6fcdf>.

Best regards,

ÉpStan TTP team

If you have any questions or remarks concerning the use of the ÉpStan TTP portal, you can contact us by using one of these means:

Tel. : [20 88 23 62](tel:20882362)

Email : epstan_ttp@itrust.lu

This message has been generated automatically, please do not reply.

Figure 7: Validation or cancellation email from the association

3.2 Using the OTP connection

3.2.1 Registration

To benefit from the OTP connection (e.g. if you do not have a LuxTrust device), you must first contact our support team to request an OTP account. You will then receive an email (see Figure 9: OTP account creation form) containing a link that will allow you to create an account.

Portail ÉpStan TTP : création d'un compte OTP

Bonjour Nedra Steinbrook,

Vous venez de nous contacter pour la création d'un compte OTP car vous ne pouvez pas utiliser un token LuxTrust pour votre authentification au portail ÉpStan TTP.

Voici le lien pour créer un compte <http://localhost:8080/epstan/Signup/token-bde549d0-ae6b-461c-9f5b-0ce3b86ec3c9-91f95962a7e6e0fb3f81d0fc83c49a94fcd48bb81a83ad9640cad44a9698454e>, ce lien est valable jusqu'au jeudi 20 septembre 2018 à 11:13:00

Si vous n'êtes pas à l'origine de cette demande, merci de nous contacter (voir le pied de page de cet email pour les informations de contact).

Cordialement
L'équipe ÉpStan TTP

Pour toutes questions ou remarques concernant l'utilisation du portail ÉpStan TTP, vous pouvez nous contacter en utilisant un de ces moyens :

Téléphone : **20 88 23 62**

Courriel : epstan_ttp@itrust.lu

Ce message a été généré automatiquement, veuillez ne pas y répondre.

Figure 8: Email for the creation of an OTP account

Clicking on the link in the email will open a form in your web browser, where you have to create a password. Note that your username will be the email address that appears in this OTP account creation form. When your password is set, you can click on the 'Save' button.



Sign up

Authentication information

Username

Password

Repeat password

Personal information

First name

Last name

Email address

Save

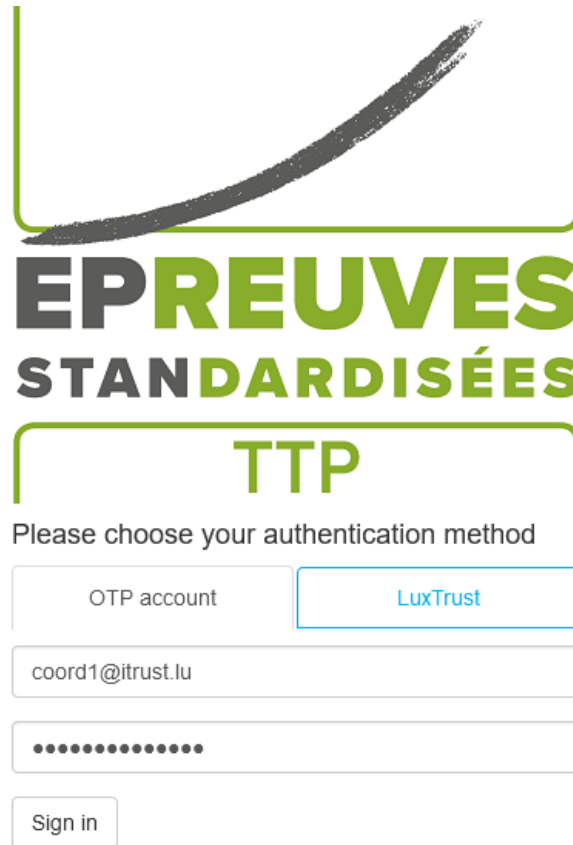
Login page

Figure 9: OTP account creation form

Once your account is created, you can authenticate using your OTP account (see 3.2.2).

3.2.2 OTP connection

To connect, use your login and password created in the form on the authentication page.



[ÉpStan TTP video presentation \(less than 10 minutes, FR\)](#)

Figure 10: OTP authentication - Enter your login and password

You will then receive an OTP code by e-mail which you must enter in the form that appears (see Figure 11). Then click on 'Log in'. If your authentication is successful, you will be redirected to your TTP account (see Chapter 4). If not, you will be redirected to the login page (Figure 4).

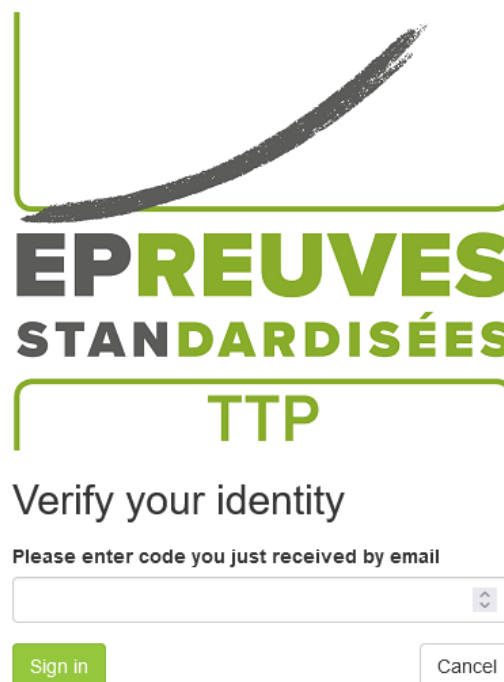


Figure 11: OTP authentication - entering the OTP code



EPREUVES STANDARDISÉES

TTP

Please choose your authentication method

Your account is locked until 13:49:12. An unlock link has been emailed to you. ×

OTP account LuxTrust

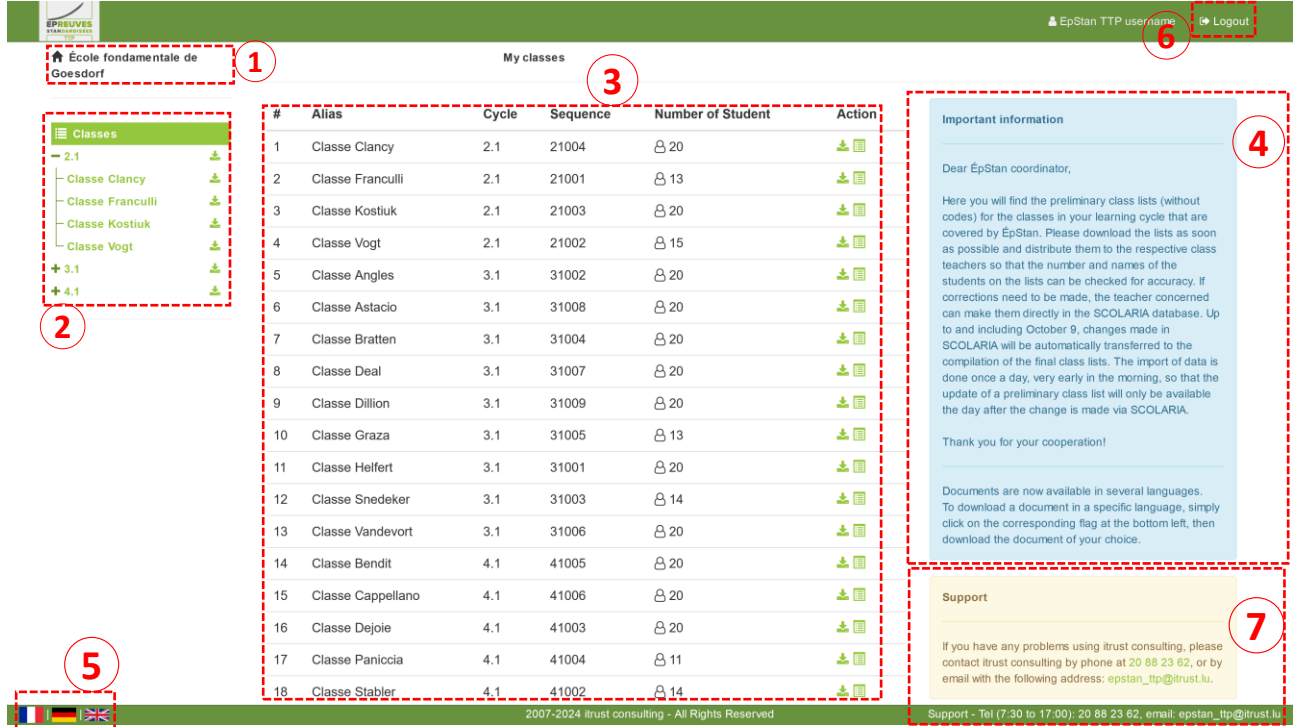
[ÉpStan TTP video presentation \(less than 10 minutes, FR\)](#)

Figure 12: OTP authentication - authentication error

4 Home page

4.1 Interface

When the authentication is successful, you are redirected to the home page. This contains a list of the classes for which you are responsible (Figure 13).



1 Ecole fondamentale de Goesdorf

2 Classes

3 My classes

4 Important information

5 Language changer

6 Logout

7 Support

#	Alias	Cycle	Sequence	Number of Student	Action
1	Classe Clancy	2.1	21004	20	
2	Classe Franculli	2.1	21001	13	
3	Classe Kostjuk	2.1	21003	20	
4	Classe Vogt	2.1	21002	15	
5	Classe Angles	3.1	31002	20	
6	Classe Astacio	3.1	31008	20	
7	Classe Bratten	3.1	31004	20	
8	Classe Deal	3.1	31007	20	
9	Classe Dillion	3.1	31009	20	
10	Classe Graza	3.1	31005	13	
11	Classe Helfert	3.1	31001	20	
12	Classe Snedeker	3.1	31003	14	
13	Classe Vandevort	3.1	31006	20	
14	Classe Bendit	4.1	41005	20	
15	Classe Cappellano	4.1	41006	20	
16	Classe Dejoie	4.1	41003	20	
17	Classe Paniccia	4.1	41004	11	
18	Classe Stabler	4.1	41002	14	

Important information

Dear ÉpStan coordinator,

Here you will find the preliminary class lists (without codes) for the classes in your learning cycle that are covered by ÉpStan. Please download the lists as soon as possible and distribute them to the respective class teachers so that the number and names of the students on the lists can be checked for accuracy. If corrections need to be made, the teacher concerned can make them directly in the SCOLARIA database. Up to and including October 9, changes made in SCOLARIA will be automatically transferred to the compilation of the final class lists. The import of data is done once a day, very early in the morning, so that the update of a preliminary class list will only be available the day after the change is made via SCOLARIA.

Thank you for your cooperation!

Documents are now available in several languages. To download a document in a specific language, simply click on the corresponding flag at the bottom left, then download the document of your choice.

Support

If you have any problems using itrust consulting, please contact itrust consulting by phone at 20 88 23 62, or by email with the following address: epstan_ttp@itrust.lu.

Support - Tel (7-30 to 17-00): 20 88 23 62, email: epstan_ttp@itrust.lu

Figure 13: Home page of the web interface

As shown in the previous figure, the following information is available on the homepage:

1. The name of your school ;
2. The list of your classes;
3. Details of each class;
4. **Important information:**
 - a. Specific instructions from LUCET concerning **fundamental** class lists;
 - b. Availability of class lists in multiple languages;
5. A language changer to switch between French, German and English;
6. The logout button (top right of the page);
7. Contact information for technical support in case of problems.

4.2 Actions on classes

#	Alias	Cycle	Nombre d'étudiants	Action
1	4MO11	2.1	👤 20	📄 ⬇️ +
2	9MO14	2.1	👤 20	📄 ⬇️ +
3	9MO12	4.1	👤 15	📄 ⬇️ +

Figure 14: Actions on classes

The figure above shows the details available for the classes, with a list of action buttons:

- 📄 See students in a class (see Chapter 5);
- ⬇️ Download the class list (see Chapter 6);
- + Add a student to the class (see Chapter 7).


4.3 Specific remarks on the Basic education

For Basic education, the first phase will not allow the addition of students, as the changes must be applied in SCOLARIA. These will be applied on the portal the following day. Any changes in your classes will be highlighted in the Number of students column (Figure 15).

#	Alias	Cycle	Nombre d'étudiants	Action
1	4MO11	2.1	👤 18 ⚠️	📄 ⬇️
2	9MO16	4.1	👤 16 ⚠️	📄 ⬇️

Figure 15: Basic education - highlighting change in a classroom.

5 See the students in a class

Clicking on the action list icon  of a class displays the list of students in the class. The following figure shows the information (Number, First name, Surname, and login/assigned code) that is displayed for the students.

↑ Lycée de Mondercange

Mes classes

- 2.1
 - 4MO11
 - 9MO14
- + 4.1

Étudiants

L'ordre des numéros dans la première colonne est intentionnellement aléatoire.

Télécharger la liste de classe Ajouter un étudiant

Code	Nom	Prénom	Matricule	Action
0010	Augenstein	Misha	2000122759769	
0014	Clemmer	Kaci	2004103041927	
0005	Colchado	Pamela	2003121550981	
0006	Cuadra	Erika	2000101520585	
0003	Gauntlett	Holli	2003102636644	
0011	Grush	Thalia	2002122352912	
0012	Hernon	Ladawn	2005101392772	
0009	Irving	Isabella	2003112410556	
0020	Isham	Julene	2001121997389	
0017	Lacatena	Dian	2003112019971	
0001	Michals	Mila	2000101873561	
0016	Oyuela	Voncile	2005111183280	
0004	Rawlins	Kassandra	2005111635696	
0008	Raye	Vanda	2001112912G7A	
0013	Reinders	Theola	2005112115087	
0015	Schiltz	Long	199910149454S	

Figure 16: Student Display – Basic education

↑ Lycée de Garnich

Mes classes

- 7e
 - 7MO12
 - 7MO14
- + 5e

Étudiants

L'ordre des numéros dans la première colonne est intentionnellement aléatoire.

Télécharger les feuilles de login Ajouter un étudiant



Result code	Login	Nom	Prénom	Matricule	Action
4	8a7f2	Aquilino	Vonda	2004111331G7G	
1	cgb4d	Bacigalupi	Thaddeus	2001102570139	
15	16aeg	Boddy	Shani	2002102452325	
5	kgj3k	Bratsch	Lorelei	2000101831487	
18	23984	Dowty	Magan	2004101499034	
10	8h981	Frans	Yasmin	2003102980805	
7	1ii2j	Gerkin	Jefferey	2002111328202	
17	1fg54	Kilburn	Lyndsey	2004111237885	
2	dg5h9	Lan	Sarai	2001101964535	
6	da256	Nascimento	Martha	1999111185331	
8	31jd1	Panny	Arnetta	2002101465153	
9	f2i9h	Petrocco	Emmett	1999101021463	
19	ffkfh	Rafey	Alesha	2003122191769	
11	cd0b9	Razze	Goldie	1999122660674	
16	ij4hb	Senethavilouk	Michel	1999121751742	

Support

En cas de problème d'utilisation, veuillez contacter Itrust consulting par téléphone au 20 88 23 62, ou par email avec l'adresse suivante : epstan_tip@itrust.lu.

Figure 17: Student Display - Secondary



On this page, the possible actions are:

-  Download the class list (see Chapter 6);
-  Add a student to the class (see Chapter 7).

5.1 Specific remarks on the Basic education

For the Basic education, in the first phase the class table will highlight the additions and deletions of students as shown in Figure 18.)

L'ordre des numéros dans la première colonne est intentionnellement aléatoire.

 Télécharger la liste de classe  Ajouter un étudiant (disponible à partir du 14 septembre)

Nom	Prénom	Matricule	Mise à jour
Reinders	Theola	2005112115087	29 août 2018
Schiltz	Long	199910149454S	29 août 2018
Clemmer	Kaci	2004103041927	29 août 2018
Augenstein	Misha	2000122759769	
Clemmer	Robert	2004113041927	29 août 2018
Colchado	Pamela	2003121550981	
Cuadra	Erika	2000101520585	
Gauntlett	Holli	2003102636644	
Grush	Thalia	2002122352912	
Hernon	Ladawn	2005101392772	
Irvin	Isabella	2003112410556	

Figure 18: Basic education - highlighting change in a classroom.

6 Downloading class lists


The left-hand menu contains the tree structure of the cycles/classes of your school, classified by cycle.


For the Basic education, the cycles are the following:

- 2.1;
- 3.1;
- 4.1.


For secondary schools, the classes are as follows:

- 7e;
- 5e.

By clicking on an icon  corresponding to a cycle, you download the PDF containing all the class lists of the cycle.

At the tree level, you can open a cycle by using the  button, the class lists of the cycle appear. They also have an associated download button. Clicking on this button downloads the PDF of the associated class list.

Note that:

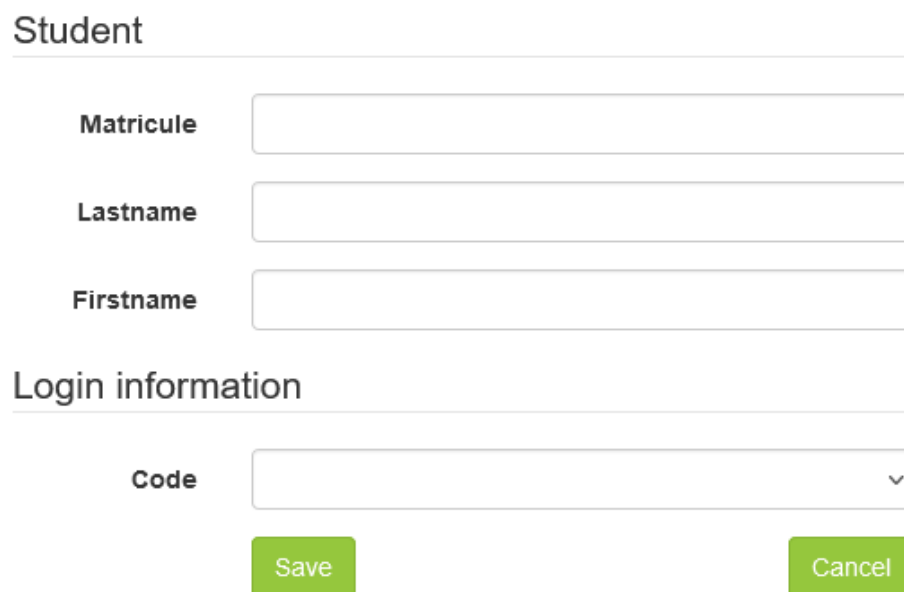
- For Secondary, a class list also contains the login sheets to be distributed to students.
- Documents are available in several languages. To download a document in a specific language, simply click on the corresponding flag at the bottom left , then download the document of your choice.

7 Adding and deleting a student in a class

7.1 Adding a student to a class

Clicking on the action list icon **+** of a class displays a form for adding a new student to the class. The following figure shows the information needed to add a student:

- His/her matricule;
- His/her Surname and First name;
- The login/code given during the tests.



Student

Matricule

Lastname

Firstname

Login information

Code

Save **Cancel**

Figure 19: Form to add a student to a class

When you have provided the required information, click on the save button. If incorrect information is provided, a warning message is displayed on the form. The following figure shows the messages that can be displayed for the different fields on the form.

If the added student is already in the TTP database, when you provide the student number, the fields Surname, and First name will be automatically filled in by the web interface.

If you are a coordinator for the Basic education, you can only add and assign a login to one student. From the second student added, the login will be determined by the system. LUCET will be informed and will send you the paper test materials for the student concerned.

Student

Matricule

Matricule should be 13 digits

Lastname

Firstname

Login information

Code

Save

Cancel

Figure 20: The different warning messages for the add student form.

7.2 Deleting a student from a class

When a student has been added to a class by mistake, you can undo the addition using either the red undo add button (see Figure 21 and Figure 23) or the red delete student button (see Figure 22 and Figure 24).

The undo add button is present if the student already existed in the database when the class was added: in this case the student will be returned to their previous class (which may be in another school). The delete button is present if the student did not exist in the database when the class was added.

0017	Augenstein	Misha	2000122759769	
------	------------	-------	---------------	---

Figure 21: Add Student Cancel Button – Basic education

0018	Bastian	Marie	2013033234333	
------	---------	-------	---------------	---

Figure 22: Student Delete Button – Basic education

3	1999050915008	Bauer	Lex	csd7k	
---	---------------	-------	-----	-------	---

Figure 23: Add Cancel Student Button - Secondary

1	1999050915009	Baltar	Jacques	csd7k	
---	---------------	--------	---------	-------	---

Figure 24: Student Delete Button - Secondary

Thank you for your support!



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