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de l'Enfance et de la Jeunesse



UNIVERSITY OF LUXEMBOURG
Luxembourg Centre for
Educational Testing (LUCET)



ÉpStan 2023-2024

Manual for ÉpStan coordinators – IPS
in primary school
P1/P3/P5

Please do not make **any copies** of this manual and return **the entire material** to the University – this manual is only to be used within the framework of the *Épreuves Standardisées*.

Dear Coordinator,

First of all, we would like to thank you for supporting the organization of the ÉpStan in your school as part of your function as ÉpStan coordinator. On the following pages you will find all the information related to the test implementation. Please note that the *Luxembourg Centre for Educational Testing (LUCET)* of the University of Luxembourg is organising the ÉpStan on behalf of the government; participation is therefore compulsory for all P1, P3 and P5 classes of your school.

If you have any questions about the coordination of the ÉpStan which remain unanswered by this document, you can contact us at this telephone number ☎ **46 66 44 9777** or via the e-mail ✉ **info@epstan.lu**.

Thank you again for your cooperation!

With best regards,

The ÉpStan team, University of Luxembourg

What do I have to do for preparation and implementation?

Here is an overview of the steps necessary for preparing the ÉpStan, which you can also use as a checklist. Details can be found further below in the manual.

- An online information session will take place on **3rd October 2023** from **3:00 to 4:30 pm** via Microsoft Teams (link: <http://www.edulink.lu/ituc>, Meeting ID: **350 214 416 338**, password: **pM5Sxf**). The information session should be attended by all ÉpStan coordinators, but is also open for teachers of P1, P3 and P5 classes that would like to get further information on the stepwise extension of the ÉpStan in the *International Public Schools*. The presentation documents used during the information session can be downloaded from the **3rd October 2023** onwards via www.epstan.lu (Info > Specific information > International Public Schools > Download area).
- Download preliminary class lists from epstan-ttp.itrust.lu (no www), print them out (see p. 4 & ÉpStan TTP manual in the appendix of this document) and distribute by the **4th of October, 2023** to eligible teachers.
- Download final class lists for testing from epstan-ttp.itrust.lu (no www), print them out (see p. 4 & ÉpStan TTP manual in the appendix of this manual) and distribute by the **27th of October, 2023** to eligible teachers.

Participation in the ÉpStan

All students from P1, P3 and P5 classes take part in the ÉpStan. If a student is not present on one of the test dates (see p. 5), they should try to catch up on the test under standardized conditions. If this is not possible, it should be noted in the digital coding masks.

Under certain circumstances, the motivated non-participation of individual students is possible. In such cases, the *Direction de région* must be consulted. If it is decided against the participation of a student, the student still remains on the class list. The non-participation should also be noted in the digital coding masks.

Print out preliminary class lists and distribute them to teachers

The ÉpStan TTP manual (TTP stands for *Trusted Third Party*) in the appendix of this document guides you step by step through the ÉpStan TTP portal, which is expected to be available as of the **2nd of October, 2023**. To create and download the preliminary class lists (**without codes**) of classes participating in the ÉpStan, please access the ÉpStan TTP portal by typing epstan-ttp.itrust.lu (no www) in your browser. Please distribute the preliminary class lists to the respective class teachers as soon as possible so that **they can check if the number and names of their students are complete and correct**. To make it easier to check the lists, they are sorted alphabetically. If corrections need to be made, these can be done by the respective class teacher directly in SCOLARIA. Up to and including the **9th of October, 2023**, changes made in SCOLARIA are automatically carried over into the compilation of the final class lists. Data import is done once a day in the early morning hours; thus, the updated preliminary class list is available in SCOLARIA only the day after the change has been made.

If you have any questions or problems in using the ÉpStan TTP portal, please contact itrust Consulting at the following telephone number ☎ **20 88 23 62** or by email at ✉ epstan_ttp@itrust.lu.

Print out class lists for testing and distribute them to teachers

The class lists for testing (**with codes**) of classes participating in the ÉpStan are available from the **10th of October, 2023** via the ÉpStan TTP portal at epstan-ttp.itrust.lu (no www). Please download the lists as soon as possible and distribute them to the respective class teachers. **They will need the list to distribute the test material according to the student codes and later identify the individual students in the result reports. Please remind all class teachers not to send these lists to SCRIPT nor LUCET under any circumstances.** To facilitate the distribution of the test material, the final lists are arranged according to student codes. Please distribute the class lists for testing no later than the **27th of October, 2023**.

After the **9th of October, 2023** changes made in SCOLARIA will **NOT** be automatically transferred to the compilation of the class lists for testing. If there are any corrections to be made to the class lists from this point onwards, you must be notified so that you can make the changes via the ÉpStan TTP portal. The ÉpStan TTP manual in the appendix of this document guides you through the ÉpStan TTP portal and shows you how to add or remove a student from a class, if necessary.

Which tests are administered and when?

Depending on the learning cycle, the students complete different tests and questionnaires during the ÉpStan. A test day is set for each of the two main tests and for each pretest (only in P1 classes).

ÉpStan schedule in P1 – German section

Date	Test booklet	Test time
14.11.2023	Mathematics test booklet 1 (main test)	40 minutes
16.11.2023	Mathematics test booklet 2 (main test)	40 minutes
21.11.2023	Lëtzebuergesch Héiervestoen (pretest)	35 minutes
23.11.2023	Éischt Schrëtt zur Schrëftsprouch (pretest)	40 minutes
28.11.2023	Deutsch Hörverstehen (pretest)	35 minutes
between 07.11. and the 28.11.2023	Student questionnaire	50 minutes

ÉpStan schedule in P1 – French section

Date	Test booklet	Test time
14.11.2023	Mathematics test booklet 1 (main test)	40 minutes
16.11.2023	Mathematics test booklet 2 (main test)	40 minutes
21.11.2023	Lëtzebuergesch Héiervestoen (pretest)	35 minutes
23.11.2023	Français : Premiers pas vers l'écrit (pretest)	40 minutes
28.11.2023	Français : Compréhension orale (pretest)	35 minutes
between 07.11. and the 28.11.2023	Student questionnaire	50 minutes

ÉpStan schedule in P1 – English section

Date	Test booklet	Test time
14.11.2023	Mathematics test booklet 1 (main test)	40 minutes
16.11.2023	Mathematics test booklet 2 (main test)	40 minutes
21.11.2023	Lëtzebuergesch Héiervestoen (pretest)	35 minutes
between 07.11. and the 28.11.2023	Student questionnaire	50 minutes

ÉpStan schedule in P3 and P5 – all sections

Date	Test booklet	Test time
14.11.2023	Mathematics test booklet 1 (main test)	50 minutes
16.11.2023	Mathematics test booklet 2 (main test)	50 minutes
between 07.11. and the 28.11.2023	Student questionnaire	50 minutes

What to do if . . . ?

Participation in the ÉpStan - the rule? Participation in the ÉpStan, i.e. taking the tests and answering the questionnaires, is compulsory for all students. The parents' questionnaires must be handed out to the parents. If parents are not willing to answer the questions, this must be respected.

Participation in the ÉpStan - special cases? Students with low linguistic knowledge of the school language (*primo-arrivants*) should always try to do the mathematics tests, as the tasks are as language-free as possible and a translation of the tasks is possible. For the language tests (pretests in P1), depending on the language ability, it must be considered whether participation would be useful. It is also possible to let the student work on the booklets so that they do not feel excluded, but not to code the answers. For students with visual or auditory disorders, the test material is adapted by the respective *Centres de compétences* and the tests are conducted separately if necessary. In the case of a developmental disorder, a case-by-case decision is taken by the teacher together with the *Direction de région*.

How is the test administered? In primary school, the test booklets as well as the student questionnaire are paper-pencil based and guided by the class teacher. Testing on a computer or tablet is not possible at this time.

Delivery of the test material? The test material will be delivered in the first days after the All Saints' holidays and should be checked for completeness immediately upon receipt.

Test material is incomplete: Please contact the ÉpStan team as soon as possible (✉ info@epstan.lu, ☎ 46 66 44 9777) to reorder missing material! Do not use material from other classes under any circumstances.

Student is ill/not present at the test: If possible, students who could not take the test, e.g. due to illness, should catch up within the test period under conditions that are as standardized as possible. This means that they take the test on their own in a quiet atmosphere and under supervision. If this is not possible, please enter the reason for non-participation in the digital coding masks. The same applies to the processing of the student questionnaire: The questionnaire should be done within the given test period under standardized conditions.

If you have any questions that we do not answer here, please do not hesitate to contact us by e-mail at ✉ info@epstan.lu or by telephone at ☎ 46 66 44 9777.

Épreuves Standardisées ÉpStan

User's guide to coordinator access

General information

Type	User guide
Reference	005
Version	1.11
State	Final version
Owner	E. Omar
Application date	21/09/2023
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.

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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.

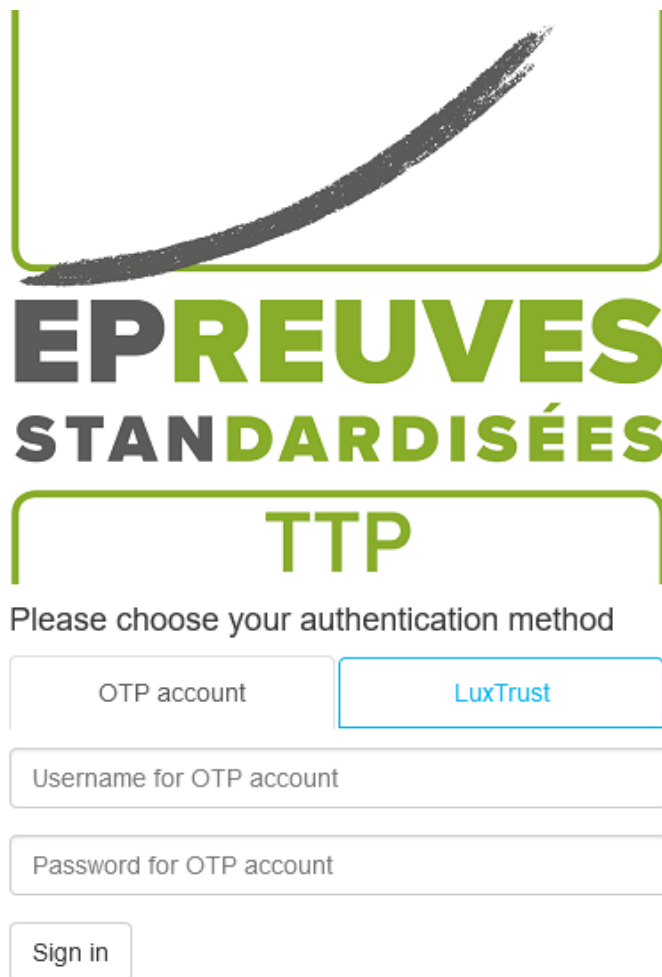
3 Authentication

There are two ways of authenticating to the portal:

- Using a LuxTrust token: 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 token (e.g. not functional).

3.1 Using a LuxTrust token

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



ÉPREUVES
STANDARDISÉES

TTP

Please choose your authentication method

OTP account **LuxTrust**

Username for OTP account

Password for OTP account

Sign in

[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):

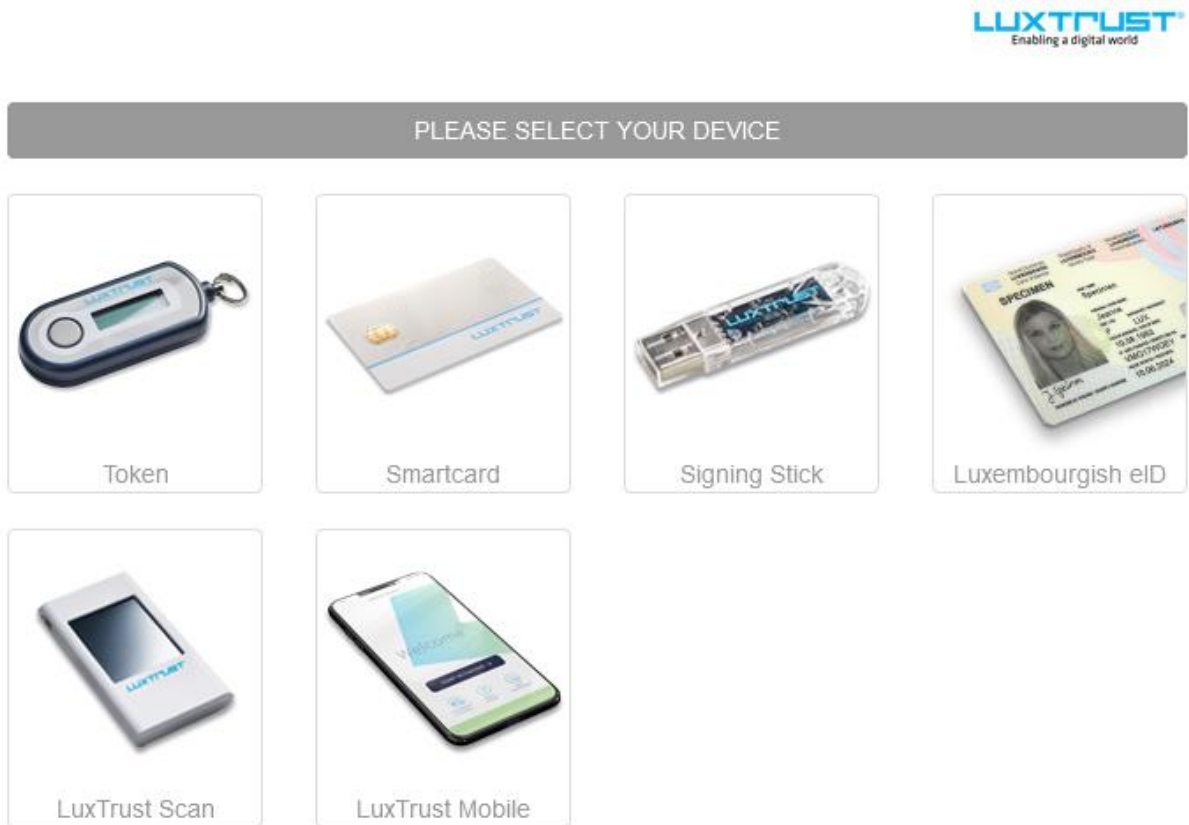


Figure 2: LuxTrust authentication - device selection

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).

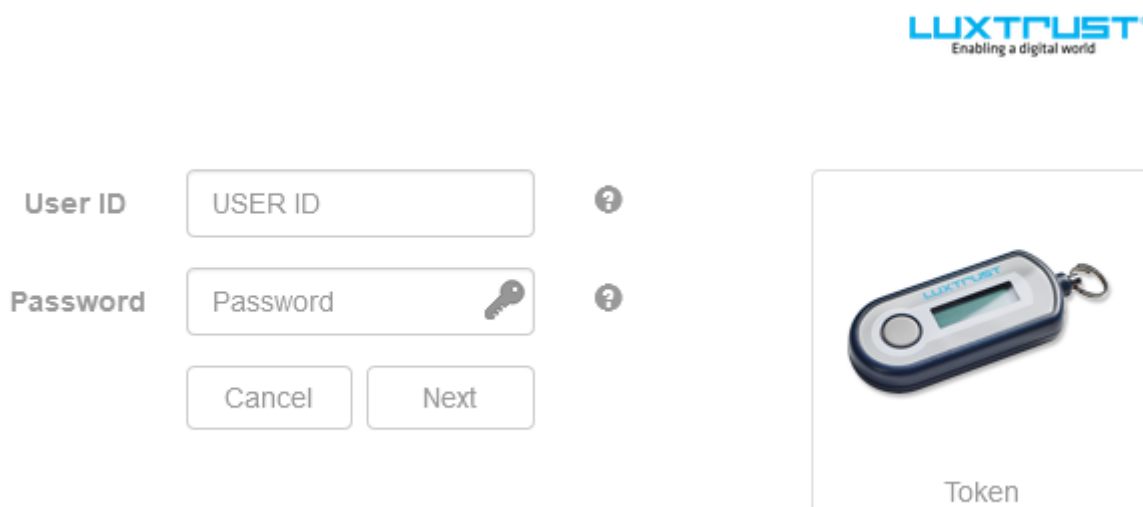
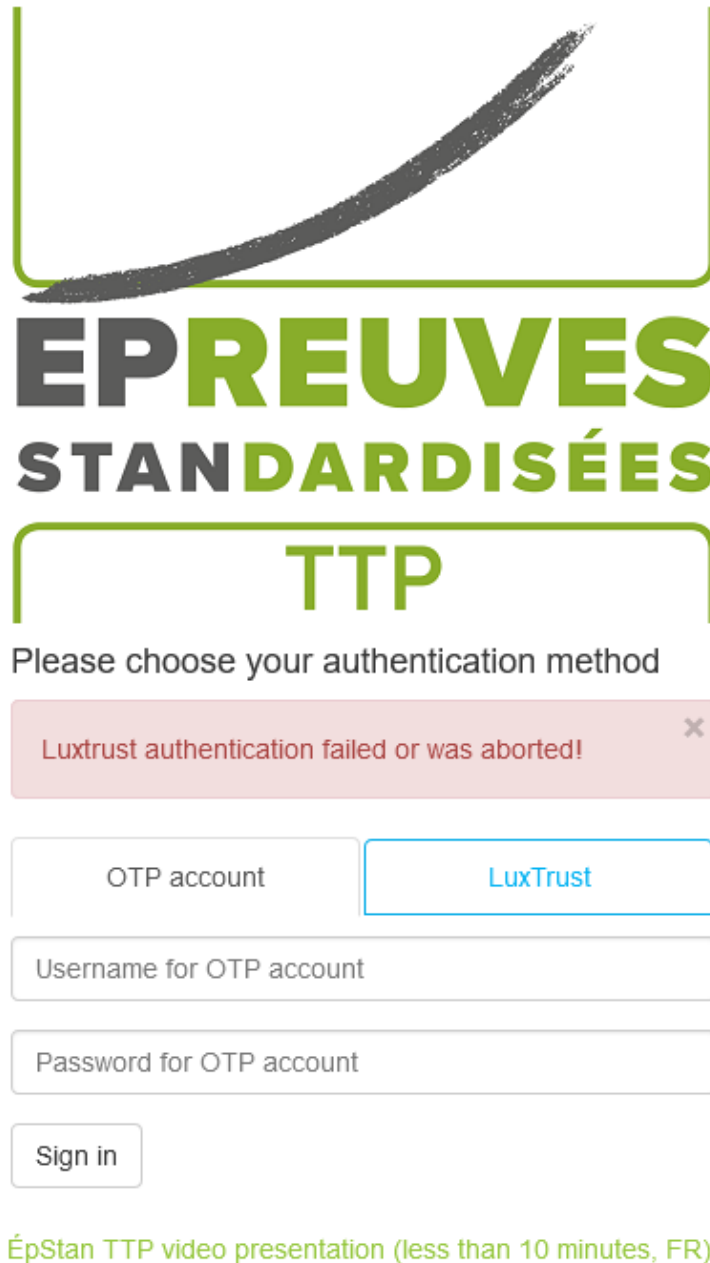


Figure 3: LuxTrust authentication - Token example



The screenshot shows the ÉpStan TTP portal interface. At the top, there is a green header with the text "EPREUVES STANDARDISÉES" and "TTP" in a rounded box. Below this, the text "Please choose your authentication method" is displayed. A red error message box states "Luxtrust authentication failed or was aborted!". Below the error message, there are two buttons: "OTP account" and "LuxTrust". Underneath these buttons are three input fields: "Username for OTP account", "Password for OTP account", and a "Sign in" button. At the bottom of the screenshot, there is a green link: "ÉpStan TTP video presentation (less than 10 minutes, FR)".

Figure 4: LuxTrust authentication failure

3.1.1 Special case: failed association with a coordinator account

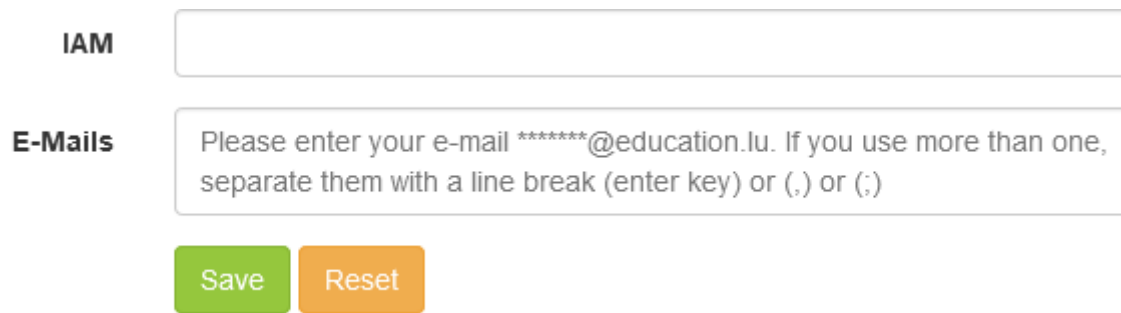
Even after successful LuxTrust authentication, the portal may not be able to link you to one of the coordinator accounts in its database: in this case, you are redirected to the 'identity verification' page. On this page you will be able to enter additional information (e.g. AMI, email) which the ÉpStan 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 token 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 token: **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 token 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 token), 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

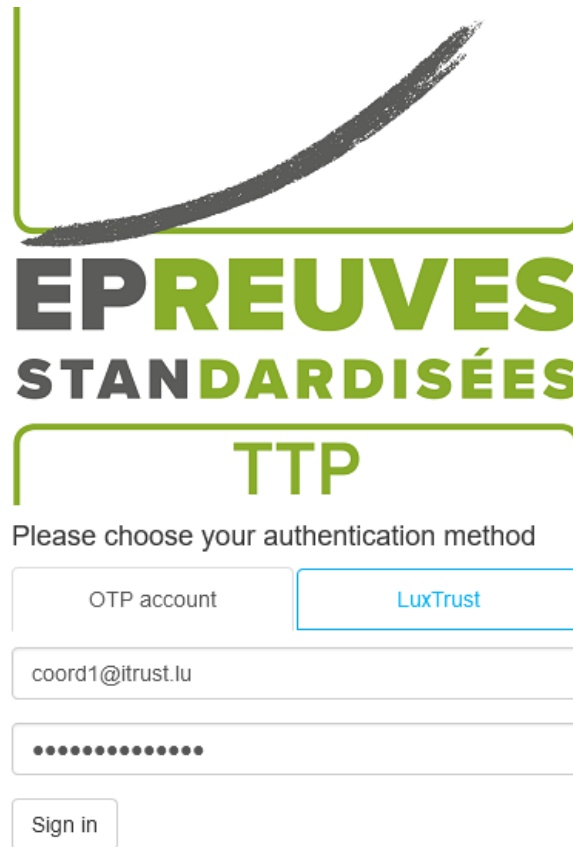
Login page

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).

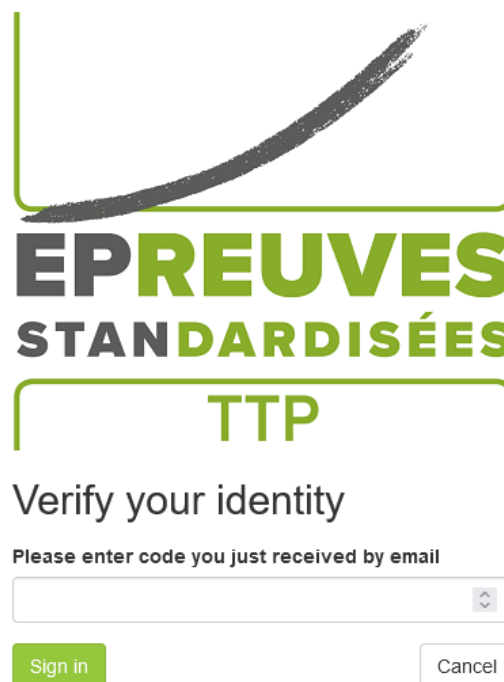


Figure 11: OTP authentication - entering the OTP code



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

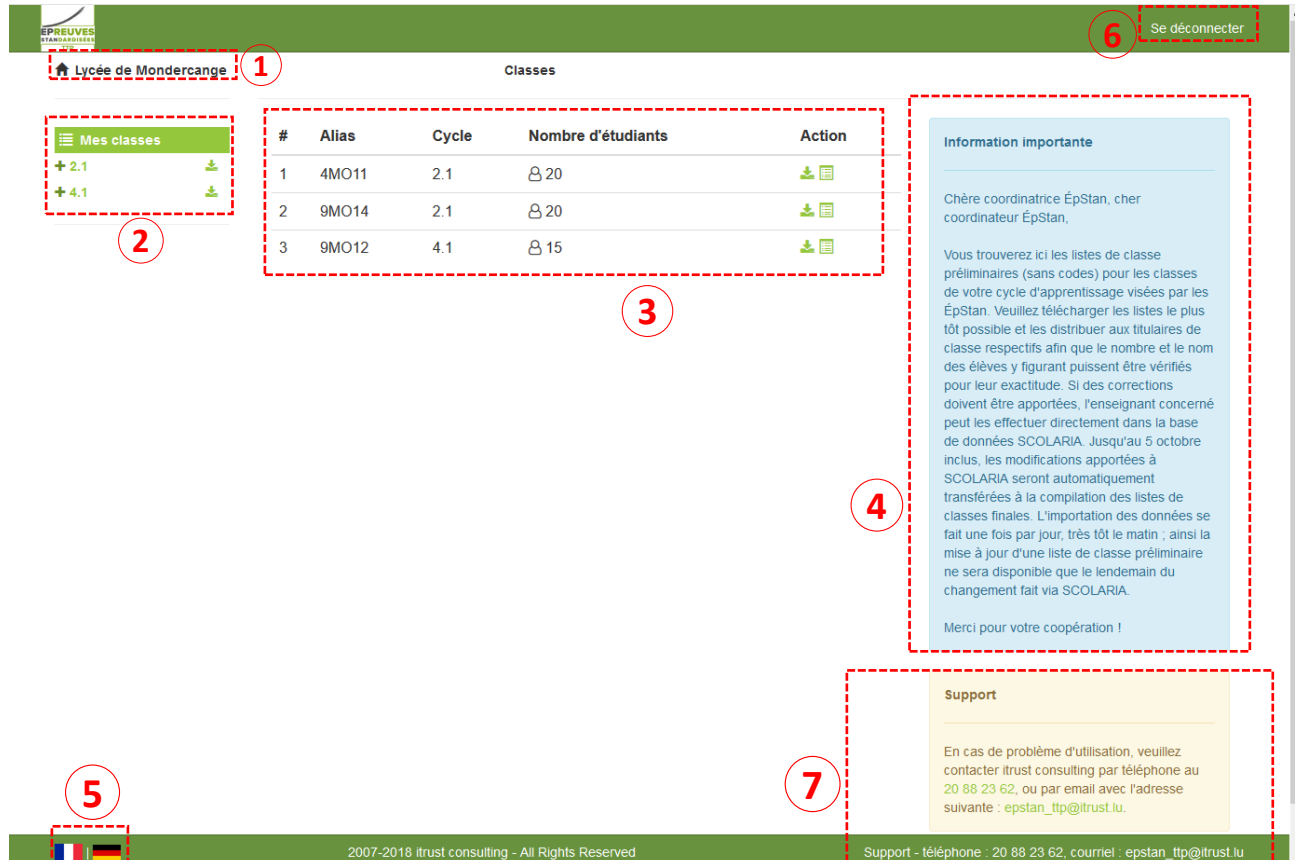
[ÉpStan TTP video presentation \(less than 10 minutes, FR\)](#)

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).



The screenshot shows the home page of the web interface. It features a green header with the 'ÉPREUVES STANDARDISÉES' logo and a 'Se déconnecter' button (6). Below the header, the school name 'Lycée de Mondercange' (1) is displayed. A 'Mes classes' sidebar (2) lists two classes: '2.1' and '4.1'. The main content area (3) contains a table of classes with columns for '#', 'Alias', 'Cycle', 'Nombre d'étudiants', and 'Action'. The table lists three classes: 4MO11 (Cycle 2.1, 20 students), 9MO14 (Cycle 2.1, 20 students), and 9MO12 (Cycle 4.1, 15 students). To the right, an 'Information importante' section (4) provides instructions for downloading class lists and mentions the SCOLARIA system. A 'Support' section (7) at the bottom right offers contact information for technical issues. At the bottom left (5), there is a language selector with flags for French and German. The footer (5) includes the copyright notice '2007-2018 itrust consulting - All Rights Reserved' and support contact details.

#	Alias	Cycle	Nombre d'étudiants	Action
1	4MO11	2.1	20	[Download icon]
2	9MO14	2.1	20	[Download icon]
3	9MO12	4.1	15	[Download icon]

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. **Only for the Basic:** specific instructions from LUCET concerning the class lists;
5. A language changer to switch between French and German (bottom left of the page);
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 Mondorcange

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	2005111835696	
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_ttp@itrust.lu.

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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.

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.

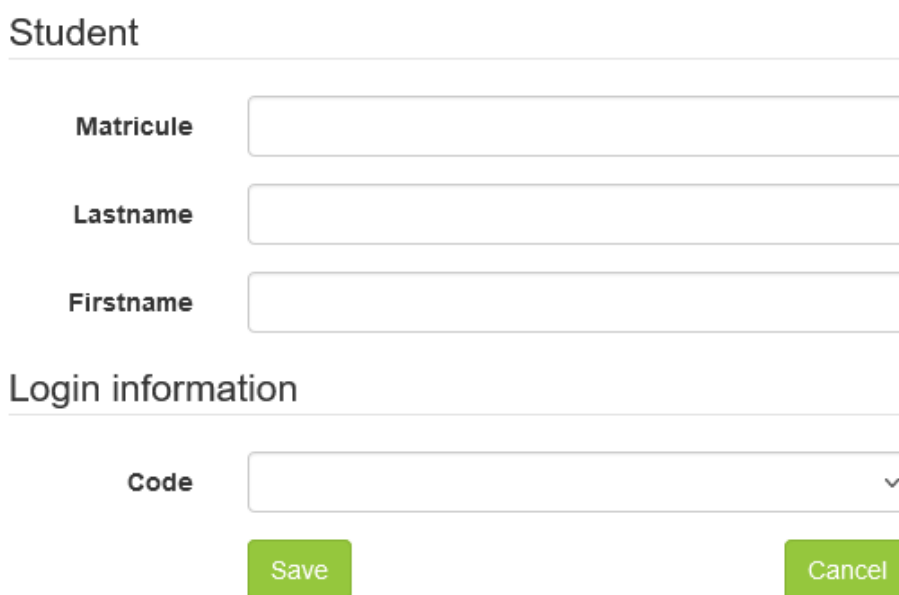


Figure 19: Form to add a student to a class

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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