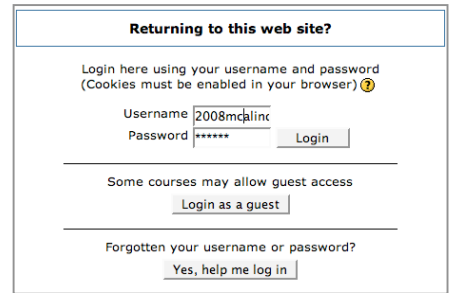


**2010 Summer Testing Out Registration Instructions for Students**  
**Testing Out takes place on July 15th or August 3rd – You must sign-up for one date only**

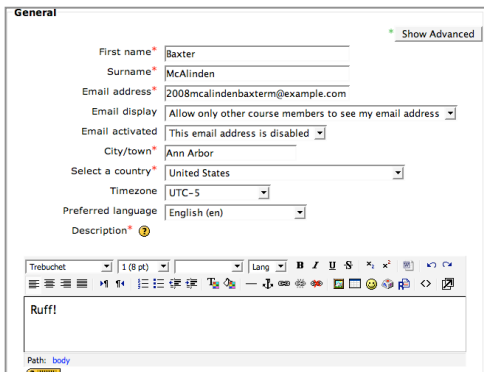
**Step 1)** If you have used Moodle before for one of your classes, you can log in to Moodle at <http://moodle2.wash.k12.mi.us/aaps/login> and skip ahead to Step 5. If you have never used Moodle before in one of your classes, you will need to activate your profile before you can proceed to the survey; continue on to Step 2.



**Step 2)** At the Moodle login screen, enter your XSan username and password into the appropriate fields, then click the Login button. All students in the district have an XSan account. In order to access the account you must put your year of grad, last name, first name and middle initial for the username. If you do not have a middle name just put your last name and first name. There are no spaces between words, letters and numbers. The password is your student ID number.

**Example: Username - 2010DoeJohnX**  
**Password - 123456**

If you are having trouble accessing the account please call Ali Vandoren at 994- 2214 or send an email to [vandoren@aaps.k12.mi.us](mailto:vandoren@aaps.k12.mi.us). Please do not call the help desk.



**Step 3)** If you have not used Moodle before, you will be taken to your Profile page. Fill in all of the required fields (marked with \*) and then click the Update Profile button at the bottom of the page. If you don't have an email address (or prefer not to enter your personal email address into your Moodle profile, please enter a fake email address in the format of your XSan username + @example.com (e.g. 2010DoeJohnX@example.com) AND make sure you set your email address to be DISABLED in your profile. You also have the option of uploading an avatar for your profile; as with the use of any district technology resources, you should only use appropriate images for your profile picture, and you should not use copyrighted images.

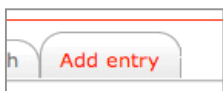
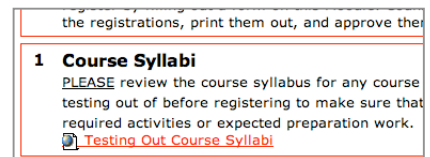
**Step 4)** Once you have completed your profile, click the "aapsmoodle breadcrumb" link to return to the AAPSmoodle home page.




**Step 5)** Click the Testing Out course category link, then the Testing Out – July/August 2010 course link. Click Yes to confirm your enrollment into the Testing Out course.



**Step 6)** Click the Testing Out Course Syllabi link, download and review the syllabus for any course you are planning to test out of to make sure that you'll be able to complete all required activities or expected preparation work.



**Step 7)** When you are ready to register, click the Testing Out Registration link on the main page of the Testing Out course, click the Add Entry tab, and fill out the form completely. Select the course(s) you wish to test out of (up to 3) from the pull down menu(s) at the bottom of the form. Click the Save and View button at the bottom to submit your registration.

**Step 8)** You will be shown your Testing Out Authorization Form on the screen. If you want to edit your information, click the small hand icon  beneath the record to make your changes, then click the Save and View button. You can edit your registration up until Testing Out Registration closes on May 31, 2010, at 4:00 p.m.

**Step 9)** Once you are satisfied with your registration, print out two copies of your Testing Out Authorization Form, sign and date them, have your parent sign and date them, then return them to your Counselor for their signature. Your counselor must receive this signed document before they can submit the final approval for your Testing Out registration on the Testing Out Moodle course. Your counselor will sign both copies, give one to you so you can get the books you need from the Book Depository, and keep the other copy for their records.