

# Rocky Hill Public Schools

## Remote Testing Quick Guide for Students and Parents

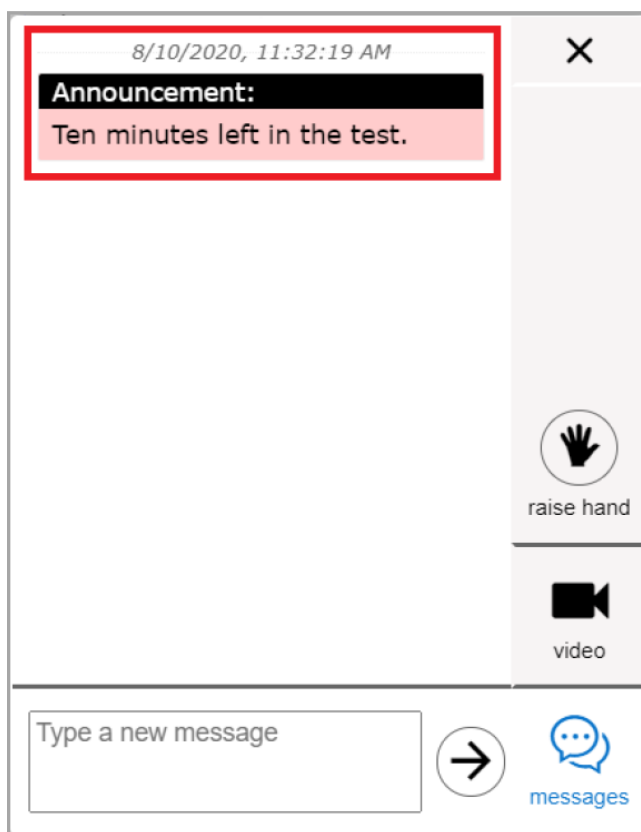
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### How to Respond to Chat Messages from the Student's Teacher

While students are taking tests remotely, teachers can send chat messages through the online testing system to one student at a time or all students in a session. These messages appear on the student's screen while they are taking the test.

Students can respond to chat messages from their teacher by following the steps below:

1. Messages sent by the student's teacher appear automatically on their screen.



2. To respond, do the following:
  - a. In the *Type a new message* field, enter the message the student wishes to send to their teacher.
  - b. Select the **Send** icon (  ).
3. To close the chat window, select **X**.