

Student Login Instructions

A) Students using Chromebooks

To start:



- Make sure the Chromebook is turned on, connected to the internet, and signed out.
- On the Chromebook login screen, click on Apps at the bottom left corner.
- Select **Vretta e-Assessments**.
- When the provincial landing page opens, click to log in as a **Student**.
- Students sign in with their access code, student ID and date of birth.
- Once the teacher **unlocks** the appropriate part of the assessment on the Assessment Session page, direct students to click **Assessment**.
- The assessment will open in full-screen mode. Students should not be able to leave Kiosk mode until the student signs out or turns off the device by clicking on the Power button. Signing out will redirect the student to the Chromebook login screen.

To finish:

- After the student submits their work, they can either sign out or turn off the device by clicking on the Power button. No need for hard-restart.



Note:

For Chromebooks that are not managed by the school or region, such as bring-your-own devices, contact plans@novascotia.ca for instructions.

B) Students using Windows/Mac computers

To start:



- Make sure all other programs are closed before students begin.
- Have students click on the **Safe Exam Browser** icon on the desktop (grey globe).
- When the provincial landing page opens, click to log in as a **Student**.
- Students sign in with their access code, student ID and date of birth.
- Once the teacher **unlocks** the appropriate part of the assessment on the Assessment Session page, direct students to click **Assessment**.
- The assessment will open in full-screen mode. Students will not be able to leave the assessment screen. If needed, students can use the refresh button at the top left.



To finish:

Students submit their work. The teacher then selects the power icon at the bottom right of the student's screen and enters the password NSAQUIT.



C) Students with a Lockdown Exception (using any device)

To start:



- Open the student's assistive technology tool, such as Google Read&Write.
- Open Chrome and go to <https://nsa.vretta.com>.
- Click to log in as a **Student**.
- Students sign in with their access code, student ID and date of birth.
- Once the teacher **unlocks** the appropriate part of the assessment on the Assessment Session page, direct students to click **Assessment**.
- The assessment will open in full-screen mode.

To finish:

- Students submit work and hold the ESC key to exit full screen.



Note:

Students with a lockdown exception can leave the assessment screen. These students need extra supervision. Place the device where the teacher can easily see the screen.