



# EdPlan<sup>™</sup>: Assessment I

# **User Guide**

October 19, 2012 v1.2



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# **Creating Quick Test Keys**

TO DO

- 1. Have your test key handy.
- 2. Have your standards alignment handy.
- 3. Create a key!

# EdPlan<sup>™</sup> Terms

**Quick Test** – An answer key that can be entered quickly and aligned to standards

**Question type** – Kind of question that will be used such as 'choose one answer' (multiple choice), essay, or griddable

Mastery Threshold – The percent correct required for mastery for each objective

Cut Score – The lower limit for passing grades

Quick Test Entry can be used for creating an answer key in EdPlan<sup>™</sup> for use with scanned answer sheets, response pads, or students using online answer entry.

- 1. Log in to **EdPlan**<sup>™</sup>.
- 2. Click on the button for Quick Test Entry

-	PCG Education™
Ма	ain Menu
1	My D2SC
	Curriculum
	Quick Test Entry
	Release QBA
	Student Tracking System

3. Click the **New** button.

This will guarantee that there are no remnants from any other test previously created.





4. Name the test.

Keep in mind that the title of the test will determine how it is sorted in a list, so you may want to always start with content area or grade level, etc.

- 5. To select the **Content Area**:
  - a. Click on the look up icon
     [ ] beside the word
     Course.
  - When the dialog box opens, navigate to the correct course by starting with the subject, then going to the correct grade level.
  - c. Click on the name of the course to select it. The text will turn red.
  - d. Scroll up to the top of the dialog box and click on the **green check mark** to save your selection.







You are returned to the **Question Based Assessment Details – Quick Test** Screen.

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- 6. Select the **Test Level** for this assessment.
- 7. On the **Questions** tab, you may enter the assessment settings and defaults.
  - a. Enter the number of questions
  - b. For point options, select either:
    - Distribute points equally based on a grade (usually 100), and click Apply

**OR** (choose between these two)

- Set point values for each question regardless of the number of questions, and click Apply.
- c. Under **Choice display pattern**, choose how you wish your answer choices to be shown.
- d. Enter a **Cut Score** for the test. It is used to set a passing rate on an exam. If the cut score is set at 70, then on the pass/fail reports students scoring a 70 or higher to be identified as 'Passing' the test.
- e. If the box is checked for **Hide Difficulty** or **Hide Taxonomy** (or both), it simply hides those columns in the screen below.



- f. Under the **Type** column, choose what type of answer will be required for each question:
  - Choose One Answer a multiple choice question where there is only one correct answer
  - Essay any performance piece question
  - Gridable numeric answers that are gridded on the answer document
  - Rubric performance piece questions graded and then bubbled on answer document by teacher. Based on number of points assigned to question, the student receives the number of points based on what is bubbled on the document (A = 25%, B = 50%, C = 75%, D = 100%, E = 0%)
- g. The **Answer** column will then populate based on information provided under the **Type** column. Under the **Answer** column, click on the correct answer for each question, using your answer key, and save your test data by clicking on the **Save** icon 🔚 in the upper right corner of the screen.

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h. Select the **Objectives/Skills** for each question by clicking on the question number to select it, and click the *icon* to the right of the **Point Value** column.

*Note:* You may select multiple questions that have the same objective.

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Clicking the *icon* opens an **Objective Alignment** dialog box.



- Navigate to the correct subject and grade, then open the folder for the set of objectives you need.
- On the right side of the box, you will see a list of the objectives for that subject and grade level. Click on the student expectation for the question. It will highlight in blue.
- Click the green check at the top of the window. It will appear on the far right side of the test item.
- Click the question number to "deselect" it, or click on Select None at the top of the Question numbers.
- Repeat the process with the remaining questions. There is no limit to the number of objectives you may associate with a question.

**IMPORTANT**: If you need to remove an objective you have added to a question, be **SURE** that the question number is **NOT** selected before you click the trash can! Only the objective to be removed should be highlighted blue. If the question number is highlighted, then the question will also be removed!



- 8. Click the **Mastery Threshold** tab and set values for each objective as a percent (without the % sign). For example, if a student must show mastery by answering 70% of the questions for each objective correctly, then the mastery threshold would be **70**.
- 9. Click the **Save** icon in the upper right corner of the screen.

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The test is still in **Editing** mode, so look over it to be sure you have entered all of the answers correctly and associated the proper objectives.

10. If you are satisfied that the test is correct, change the drop down box beside **Status** to **Finalized**, then **Save** again.

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Name	Test Name	Status Editing	•					

That is it! You are finished.

Note the following:

- The key may be released for scanning answer documents, as an online bubble form, or for use with elnstruction response pads ("Clickers").
- Should you need to edit this key before it is released to students, change the status back to
  Editing, then Save. You will be able to edit the test.
- The status will change to "in use" when the test has been administered to students. You can
  no longer edit the key when it is "in use."
- If the test is to be shared with others, it will need to be published before anyone else can see it.
   To Publish a test, click on the Publish button at the upper right. Check the Add box for the collection you need to publish the test into, then click the Save button.



# **Creating and Editing Test Items**

## TO DO

- 1. Title the question.
- 2. Enter the question stem.
- 3. Attach a resource if needed.
- 4. Enter answer choices.
- 5. Enter unit and standards
- 6. Save.

# EdPlan<sup>™</sup> Terms

**Question type** – This is the kind of question you want to enter, such as select one (multiple choice), essay, etc.

**Resource** – a shared picture, graph, passage, etc for multiple questions

Additional Resource – Resource to follow entire question on printed version of test ONLY, such as a set of lines for a writing sample.

- 1. From the Main Menu, click Maintain Questions.
- 2. To create a new question item,

select **New** icon on the **Maintain Questions** button.



The **Question Details** screen will display in the viewing area.

- 3. Enter the **Name** of the question.
- 4. To enter the question stem, click on the **Edit** link to open the text editor.

Note: It may take a moment if opening the text editor for the first time. A message about trusting content from this source may appear. Click the "Always" button.

The text editor opens in a new screen.





- a. Questions may be formatted using the formatting tools and the equation editor. Images may also be inserted.
- b. If 'copying and pasting' from other word processing documents, a dialogue box appears. Choose Plain Text.

This will avoid problems caused by embedded formatting from other programs. Some reformatting may be needed.

- c. If images are being copied, you need to choose Clean HTML.
- d. Click the green check ♥
   in the text editor to add the question stem to the
   Question Details screen.
- 5. Select the **Question Type** from the drop down list.
- A Modification Category, Level of Difficulty, and Bloom's Taxonomy Level may also be selected if desired.
- To add a **Resource**, click the lookup icon

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Enter your question text here. You may also add	Images.	
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A *Resource Selection* screen will open.

- Drill down to the resource and click the paper icon. The title of the resource will turn red to show that it is selected.
- b. To preview the resource, click the title.
- c. Click the **green check** to add the resource.
- d. Use the **Trash** icon to delete.

**Note:** An additional resource may be added. It will print on the page following the question on the PRINTABLE VERSION ONLY.

- 8. Click the Add <sup>4</sup> icon to add answer choices. To add 4 answer options, click the icon 4 times.
  - a. Click the **Edit** link to enter the text for each of the question choices, using the text editor as with the question stem above.
  - b. Click the **green check** to add the text to the answer choice.
  - c. Select the correct answer choice.



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- 9. Click on the **Units** tab.
  - a. Click the **Add** icon to open the *Select Unit* screen.
  - Use the navigation tree to open the appropriate course, and then choose the correct unit from the right side of the screen by clicking beside the unit title link. The unit will highlight in blue.
  - c. Click the **green check** to associate it to the question.



- 10. Click the **Standards Objectives** tab.
  - a. Click the **Add** icon to open the *Objective Alignment* screen.
  - b. Open the appropriate objective folder.
  - c. Select the correct objective, then select the desired one on the right side of the window. It will highlight in blue.
  - d. Repeat as many times as needed.
  - e. Click the green check to associate the objective to the question.





- 11. Click the **Save** button on the top right of the screen.
  - a. To prevent accidental changes to the question, change the Status from Editing to Finalized and Save again.
  - b. To edit a finalized question, change the status back to
     Editing, then Save.
- To create a new question, click the New icon on the Main Menu. This will clear the viewing screen for a new question.

**Note:** Another option is to **Copy** questions that use the same question type, unit and standard objectives, and edit the title and other parts that are different.

Click on the tabs to make changes in those areas as needed.

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# **Creating a Question Based Assessment**

# TO DO

- 1. Open the Test Wizard.
- 2. Select questions.
- 3. Apply points.
- 4. Change Mastery Threshold.
- 5. Create a Printable Assessment and Save!

# EdPlan<sup>™</sup> Terms

**QBA-** Question Based Assessment

**Mastery Threshold** – The percent of correct answers PER OBJECTIVE required to achieve mastery

**Printable** – A printable version of the online test rendered as a PDF document.

# **Open the Test Wizard**

To create a test from questions that are in the item bank, using the **Test Wizard**:

- On the Main Menu, click the Assessments – Question Based button.
- 14. Click the **New** icon.
- 15. Click the test **Wizard** link in the *Question Based Assessment Details* screen.



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- 16. Enter the test **Name** using the district's preferred naming convention.
- 17. Select a Choice Display Pattern.
- Enter additional information in the **Overview**, if desired.
- Associate a Course Name to this test by clicking the Search icon. A list of courses will appear in a new screen.
  - Drill down to the correct content area and grade level.
  - Click the paper icon to select the appropriate course.
  - Click the green check to add this course to the test. The course screen will close.
- 20. Click **Next** to select questions. Go to the next section for steps to select questions.

**Test Wizard** Type QBA -Name Example Test Choice Display Pattern: A-E only Overview Example Test 3.2010 Test Level District Course 6th GRADE LANGUAGE ARTS Mastery Threshold 70 Cancel Next Skip to Order and Weight Questions Courses **AGRICULTURE TECHNOLOGY BUSINESS EDUCATION** SCAREER AND TECHNICAL EDUCATION ECONOMICS SINE ARTS HEALTH EDUCATION Home Economics Education 1 LANGUAGE ARTS 🔶 1st Grade 💊 2nd Grade 💊 3rd Grade 💊 4th Grade 💊 5th Grade 🔟 6th Grade 6th GRADE GT LANGUAGE ARTS 📄 6th GRADE LANGUAGE ARTS 💊 7th Grade 💊 8th Grade



# **Select Questions**

 Select the desired Content Collection and Question Type in the Step 1: Basic Filter Options filter sections.

> The Step 2 and Step 3 filter buttons have turned green indicating information is now available for the options selected in Step 1

 Click the Step 2: Select Advanced Options button. Select any desired Units, Modification Categories, Blooms Taxonomy, Level of Difficulty, or Resources.

> **Note:** Step 2 selections are optional. You can use one or more of the fields to filter for questions. You do not have to select something in each of the fields.

	Step 1:	elect Basic Filter Options			
Course: Fitle Contains:	6th GRADE LANGUAGE ARTS ( (Title Optional)	Content Collections	Question Types		
		** All Collections ** D2SC ADMIN DISTRICT - TEKS Checks HS-Irving Teks Check			
	Step	: Select Advanced Options			
	Units	Modification Categories	Blooms Taxonomy		
	Level Of Difficulty	Reso	urces		
* All Levels **		** All Resources **			
		ep 3: Select Objectives			
* All Objectives **					

3. Click the *Step 3: Select Objectives* button. The filter screen will display any related objectives that meet the filtered criteria.



 a. Click on the appropriate objectives desired for the assessment.

> The system will display how many questions fit the selected criteria.

- b. Change filter criteria as needed by clicking in any of the previous fields.
- 4. Click **Next** to continue.

	Step 1: Select B	asic Filter Options	
Course: Title Contains:	6th GRADE LANGUAGE ARTS 🔦	Content Collections	Question Types
	(Title Optional)	** All Collections ** D2SC ADMIN DISTRICT - TEKS Checks HS-Irving Teks Check	** All Types ** Essay Select One
	Step 2: Select	Advanced Options	
	Units	Modification Categories	Blooms Taxonomy
** All Units ** ETS QUICKcheck	s TM	** All Categories ** English None	3 - Applying 4 - Analyzing 5 - Evaluating
	Level Of Difficulty	Resour	6 - Creating
** All Levels **	Lever or Dimounty	** All Resources **	
None		1000008.htm 1000009.htm 1000009.htm1000402.htm	
** All Objectives ** 110.22.B.06.10.F 110.22.B.06.10.H 110.22.B.06.10.J	The student is expected to determine a text - The student is expected to draw inferences The student is expected to distinguish fact a - The student is expected to describe how the	s main (or major ideas) and how those such as conclusions or generalizations nd opinion in various texts (4-8). author's perspective or point of view a	ideas are supported with and support them with te fects the text (4-8).

This screen displays all questions that meet the criteria selected in the previous screen.

 Select questions to include on the assessment individually by checking the box in front of the question, or select all by clicking Select All.

**Note:** You will see a resource hyperlink if the question is associated to a resource.

- To add questions that assess a different objective or student expectation, click the Add Questions & Search Again button.
- To continue without adding more questions, click the Add Questions & Continue button.

elect All	Select N							
<u>1000008.htm</u>	Which of the following statements from the recall notice provides the reason for the recall?							
	These water bottles have an unsafe lid that can allow the cap to detach and be swallowed.							
	They have the familiar Kort*Sport logo on the side.							
	The bottles come in white, purple, royal blue, and red.							
	<ul> <li>The recall affects 24-oz. plastic bottles that were sold at sporting goods and department stores during April and May.</li> </ul>							
1000008.htm	How does the author suggest a health benefit to buying a Kort*Sport bottle?							
	by using the words "Nature's Remedy"							
	by offering the bottle at a low price							
	by pointing out the convenience							
	by showing that the bottle holds 24 ounces							
1000008.htm	According to Document A, all of the following are stated advantages of owning the bottle except that							
	💿 it is clean.							
	it comes in a variety of colors.							
	it holds 24 ounces.							
	<ul> <li>it fits most bike clips.</li> </ul>							
<u>1000008.htm</u>	Based on the information in Document B, the reader can conclude that							
	<ul> <li>most products made by Kort*Sport will be unsafe.</li> </ul>							
	this is the first safety alert for a product made by Kort*Sport.							
	Cancel Back Add Questions & Search Again Add Questions & Continue							



# **Apply Points**

- 1. To distribute points evenly, enter a value in the **Distribute points** equally field.
- 2. To assign point values to each question, enter a value in the **Points** field beside each question.

**Note:** You can only use one of these options.

3. Click Apply.

# **Test Wizard**

14.29 Point 1000008.htm	Which of the f	ollowing	statements from the recall notice provides the reason f	or the recall?		^О П
	The recall and May.	affects 24	4-oz. plastic bottles that were sold at sporting goods and d	epartment stor	es during A	pri
	The bottles	s come in	white, purple, royal blue, and red.			
	They have	the famili	iar Kort*Sport logo on the side.			
	These wat	er bottles	have an unsafe lid that can allow the cap to detach and be	e swallowed.		
2 14.29 Point	How does the ts	author s	uggest a health benefit to buying a Kort*Sport bottle?			
			"Nature's Remedy"			
	by using th	e words	ridial of right of the second			
	by using the by offering	the bottle	at a low price			
	<ul> <li>by using th</li> <li>by offering</li> <li>by pointing</li> </ul>	the bottle out the c	e at a low price convenience			-
<	<ul> <li>by using the by offering</li> <li>by pointing</li> </ul>	the bottle out the c	e at a low price convenience			•
< Total Questions:	<ul> <li>by using the by offering</li> <li>by pointing</li> </ul>	the bottle out the c	at a low price convenience Set point values to:		Apply	•
<ul> <li>Total Questions:</li> <li>Total Question Performance</li> </ul>	<ul> <li>by using the</li> <li>by offering</li> <li>by pointing</li> </ul>	the bottle out the c 7 100	sata low price sonvenience Set point values to: Distribute points equally based on:	100	Apply Apply	

- 4. To re-order the questions, click on a question and use the **up/down arrows** to move it.
- 5. Click the **Next** button.

# **Change Mastery Threshold**

The mastery threshold is the number of questions per objective required to be correct in order to be reported as mastered.

- To change the Mastery Threshold set for each objective on the assessment, enter a new value in the Mastery Threshold field.
- Select Save & Skip Printable Version if the test will be only administered online.
- Select Save & Create Printable Version if you will need a hard copy of the test.

Source	Referen	ce#	Number Of Questions	Mastery Threshold
TEKS	110.22.B.06.10.F		3	2
TEKS	110.22.B.06.10.H		2	1
TEKS	110.22.B.06.10.J		1	1
TEKS	110.22.B.06.12.H		1	1



# **Create a Printable Assessment**

**Test Wizard** 

12 pt

Font Size:

- Set the font size and spacing for the Printable Version, or select Large Print, if needed.
- 2. When finished, click the **Next** button.
- 3. Click the **Preview Test Printable Version** link for a PDF preview of the test.
- 4. Click **View Test Key** to view the test answer key and objectives.



5. Click **Close Window** button when finished. The *Question Based Assessment Details* screen now displays the information from the created test.

anestion	Correct Answer	Objectives
	1	110.22.B.06.12.H
2	4	110.22.B.06.10.F
3	2	110.22.B.06.10.F
1	4	110.22.B.06.10.H
5	2	110.22.B.06.10.F
5	3	110.22.B.06.10.J
7	4	110.22.B.06.10.H

Example Test 3.2010



 Click the Save icon at the top to save this assessment.

> To avoid any accidental changes to the test, change the status to **Finalized**, and then click **Save**.

To print or copy the **printable version** of the test, be sure the test is completed, saved, and finalized.

- 1. Click on the **Printable Versions** tab.
- Click on the name of the printable version to select it.

3. Click the **Preview** icon (paper with magnifying lens).

A PDF window will open, displaying the printable version of the online assessment.

- 4. Click on the **Printer** icon to print.
- Close the PDF and Printable Version Details screen to return to the main viewing screen.

Nog to go to program.	2 Hone New - Ass	essments - Question Based *		_	_	
ments - Question Based	2 Refresh	Refresh 🖬				
AR GIL C	Question Based A	ssessment Details		Preview Options	Preview Use Wiz	
unde Arts Exantes de Li Studies	Name Overview Test Level	Example Test Example Test 3.2010 District •		Status Finalized		
	Questions Modic	iers Units Printable Versions	astery Thresholds	Deums		
	Luestons Mode	unis Printable Versions	Set post values to	Acos A I C	-	
	Test Level Distr Content Area LANG Grade	ict	ANDUACE ARTS	Ready A P II O O	ī	
Quest	Test Level Distr Content Area LANC Grade	ict	Askey Thresholds Set port values to Ashotuade ARTS Mastery Thresho A P R	Ids Details	ī	
Questi Name	Test Level Data Test Level Cate Content Area LANC Grade	ict r UNIS Printable Versions UNIS Printable Versions	Annuade Arts	Ids Details	ī	

- To preview, click Preview icon <a>Image</a>
- To copy, click **Copy** icon 🛄 .
- To print, click Yellow Pencil icon





# **Preslugging an Answer Document**

### TO DO

- 1. Select Form Type
- 2. Select Test
- 3. Select Classes
- 4. Set Page Scaling to None
- 5. Print Preslugged Answer Documents

# EdPlan<sup>™</sup> Terms

**Preslug** – The process of pre-bubbling the student's information on an answer document

Form Type – The scan sheet number

**QBA** – Question Based Assessment (QBA) contains actual test questions and responses in EdPlan<sup>TM</sup>

**Quick Tests** – Only the answer keys are entered into the  $EdPlan^{TM}$ , but the tests reside outside of the application

- 1. From the Main Menu, select Preslug Scan Sheets.
- In the navigation tree, drill down to the desired teacher's folder. The viewing screen will display scan sheet options.
- 3. Click the **Form type** drop box and select the appropriate scan form for the test.

#### Note:

- Forms beginning with "D2SC F" are plain paper forms.
- When preslugging Scantron forms, you may need to use horizontal and vertical printing alignment options to move the student ID bubbles on the page.



Hain Henu	🛆 Hone 🗮 ADAPIS, SHARROR *	ADAPES, SHARMON *  Interest options  Display Options  Display Options  Display All  Options Save Prestag Selections  ent  p r d d set  p r d d set  p r d set p r d set p r d set p r d set p r d set p  d set p  d set p  d set p  d  d  d  d  d  d  d  d  d					
Preslug Scan Sheets	2 Intest						
The Tool N	Set Scan sheet options Form Type Test Test Additional Laser Copies Per Student 1 Notzental Prioring Adjustment 0 Negative values move printing to the left, while positive values move printing to the left, while positive values move printing down Print Bort Dyston By Teacher, by Class, by Student  Print Bort Dyston By Teacher, by Class, by Student Print Bort Dyston	ngre					
	Select All Se AD-M25 124 1-402-10403-READING AD-M25 124 3-402-10409-READING AD-M25 124 3-402-11409-RDALISH AD-M25 124 3-402-20405-M37HEBAT AD-M25 124 5-402-20409-SDE3YCE	lect Noe					



- Click the Lookup icon to select the test. A test selection screen will open with folders for QBAs and Quick Tests.
- Drill down to the appropriate test and click the paper icon to select the test. The title of the test will turn red to show that it is selected. To preview the test, click the title of the test.

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Preskig Scan Sheets     //ar: Tex     //ar: Tex     //ar: Scan Sheets     //ar: Sca	Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant Constant	

- 6. Click the **green check** mark to add the selected test to the scan sheet options. The window will close and the test will be displayed on the screen.
- In the Print Sort Option field, you can select how you want the preslugged documents sorted:
  - By Teacher, by Class, by Student

     This is the default sorting option. All of a teacher's answer documents are alphabetized by student name within each class.

Main Menu	ADAPES, SP	SADINCHI *							
Preslug Scan Sheets	2 febesh	⊘nines Set scan sheet options							
Filer Tree (A.12)	C Set scan sheet of								
# Carpus	Form Type:	D2SC F-4 (60 Q, Non-Alt A-E)	Display						
CADARS, SHARNON	Test Additional Labor	•	Save Preskup Selection	na.					
	Vertical Printing Adjustry	Copes Fer Student 1 Holizortal Pristing Adjustment 6 Xegative values move printing to the left, while positive values move posit							
	Select All	Port Test Page Port Blank	Print Forms	Select None					
	ADAMS 124 1-602-10400-	READING		and the second					
	ADAMS 124 2-402-80400-	HOMEROOM							
	ADAMS 124 3-402-11400-	ENGLISH							
	ADAMS 124 4-402-20400-	MATHEMAT							
	ADAM0 124 5-402-30400-	SCIENCE 1912 - 2012 PCD Television - All Trights Television							
		127 June	ed sites I Rostested Moder Off	· # 1005 ·					

- **By Teacher, by Student** Answer documents would be preslugged by teacher and alphabetized by student name regardless of which class the student is in.
- By Student Answer documents would be preslugged in alphabetical order by student name regardless of teacher or class selected.
- By Gender, by Student Answer documents would be preslugged by females in alphabetical order followed by males in alphabetical order.
- By Grade level, by Student Similar to "By Student" option except that the grade level is included.



- 8. Select the classes to preslug.
- 9. To save this group for future preslugging, click the Save Preslug Selections. Click Save.

#### Note:

 Saving your preslug selections will save the classes selected for the Release QBA utility.

Main Menu	C How ADARD, SHAREON *
Preslug Scan Sheets	Chatman del terr
File Tess S.J. Q ⇒Deskig by Carpon □ ARAMS, Sowoon □ Presing by Crade Lavel	Test Addosal Label: Addosal Label: Cojasis Rer Stadent: Hostantal Printing Adjustment: Vertical Printing Adjustment: Pretical Printing Adjustment: Pr
	Select AB         Select None           ADMID: 124 3-402-10400-READING         ADMID: 134 3-402-10400-READING           ADMID: 134 3-402-11400-READING         ADMID: 134 3-402-11400-READING           ADMID: 134 6-402-04000-READING         ADMID: 134 8-402-40400-READING           ADMID: 134 8-402-40400-READING         ADMID: 134 8-402-40400-READING           ADMID: 134 8-402-40400-READING         ADMID: 134 8-402-40400-READING

- To preview the test form, select **Print Test Page.**
- To print student's test forms, select **Print Forms.**
- Page scaling should be set to "none". Errors may occur during scanning if the printed scan sheets are not aligned correctly.
- Do not photocopy scan sheets for student use.

Use a     Make     Make     Erase     Make     Make     Make     Make     AMAYA, B	a nur e a di e <u>clei</u> e no t DAVID 24 4-4	ober : ark m aniy a stray i atray i	2 pen ark th ny m marks	icil oni at fills ark yo s.	ly. ithe o xu wis	Val <u>completi</u> h to change			ct Marect Milling Section			00000001			Stud Nur	ent ID mber		000000000000000000000000000000000000000			
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#### EdPlan<sup>™</sup>: Assessment I User Guide v1.2



# **Campus Administrator - Release/Assign Assessment**

# TO DO

- 1. Select Content Area
- 2. Select test
- 3. Select classes
- 4. Choose options
- 5. Save

-

10

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3

# EdPlan<sup>™</sup> Terms

Release- Makes a test available for use by students via online testing or to be scanned. This also provides a place for the score to be displayed in the Student Tracking or Gradebook screen.

**OBA**- Question Based Assessment

Display Options- Options created and saved when Preslugging documents that also display when releasing a test.

- 1. From the Main Menu, select Release/Assign Assessment.
- 2. Open a content area folder in the navigation tree to see the grade level folders.
- 3. Click on the desired grade level. The "Select Release Options" information will display classes in the subject area and grade level selected.

#### Note:

You can also click a teacher's name in the navigation . tree to show only that teacher's classes.

Refresh

Select Release Options

Display Options Display All

Release to Select: All None

Class

BINAS 124 4-162-20500-MATHEMATI

BINAS 124 4-167-20100-MATHEMATI

BINAS 124 4-167-20300-MATHEMATI

Item to Release 🔍

÷



# EdPlan<sup>TM</sup>: Assessment I User Guide v1.2

PCG Education

× 🖗 ise to Students - Campus

AYERS-VANDERMOLEN

EINAS 124 4-167-201 E BINAS 124 4-167-203 BRIGHT, MELISSA CALDARERA, HUGO

BINAS, MARCELLA
 Release Check
 BINAS 124 4-162-205

Release/Assign Assessment

4 🔄 Elementary School

A C ES - ROSEMARY

ELECTIVE

E FINE ARTS HEALTH SCIENCE TECHNOL LANGUAGE ARTS

All Grades

BALL, MEGAN



- a. Click the Lookup icon to select the test you wish to release.
- b. When the test selection window opens, open either the group of **Quick** Tests or Question Based Assessments.
- c. Click on the test title. The title of the test will turn red to show that it is selected.

Main Menu	📴 Benchmark * 🛄 TCAP * 🧰 EXPLORE * 🛄 PLAN * 🋄 FCAT * 🐻 BENAS, MARCELLA *	
Release/Assign Assessment	2 Refresh	
Mozilla Firefox     M		
short answerfessay quiz  to the state of th		

- d. Click the green check mark. The window will close and the test title will show on the Release QBA screen.
- 4. Click Select All to select all classes shown, or click on the classes you wish to select individually.
- 5. Click the **Next** button.

6. Select the Scoring Category and Grading Period from the drop down lists. You can leave everything else as is.







There are additional selections that must be made for districts doing online testing, as follows:

- In the Release Date field, enter the date in which the students can first begin taking the test
- 2. In the Delivery field, select how you want the test delivered online:
  - All Questions, Not Timed displays the full test on one screen. There is no time limit.

	Benchmark A 🔲 TCA	ip 😤 🛄 Explore 👘 🛄 Plat	FCAT	BINAS, MARCELLA		-	
	2 Rofresh					1	la s
Q	Procedure Details	8					
	Assessment Title Gradebook Title	12-13 Math 5 Practice Test		Release Date (MM/DD/YYYY) Due Date (MM/DD /YYYY)	9/24/2012 9/24/2012		
UEN	Grading Period Max Score Grade Weight(%)	SIX WERS 1 100.0 100		Delivery Time Allowed	All Questions, Not Time	e 💦 🛟	
-202 A					Randomize Question	ons & Answers	

- All Questions, Timed displays the full test on one screen and is a timed test. A clock will appear
  indicating how much time is left for the test.
- Single Question, Not Timed displays one question on the screen. The student answers the question and presses next to continue. There is no time limit.
- Single Question, Timed displays one question on the screen. The student answers the question and presses next to continue. This is a timed test. A clock will appear indicating how much time is left for the question.
- All Questions, Bubble Sheet Form no questions are displayed. Students take the test on paper and then transcribe their answers onto an electronic bubble form.
- 3. In the **Time Allowed** field, enter the amount of time (in minutes) allowed for the delivery method selected. *\*Please note this applies to timed tests only!*
- 4. Check the Randomize Questions & Answers box if you would like to scramble the test questions and answer choices. Test questions using the same resource (i.e.-reading passage) will be kept together. Upon submission of the test, the system will automatically shuffle the student's responses in the original question order for reporting purposes.
- 5. When you are sure you have the PCG Education" Welcome | Looout correct selections A Home BINAS, MARCELLA E Save Refresh made, click the processing ... Please Wait! Save icon at the upper right. Releasing assignment to section: BINAS 124 4-162-20500-MATHEMATI ... released to 3 stu Done BNAS 124 4-162-205 BNAS 124 4-167-201 BNAS 124 4-167-203
  - You will see a message as each class has the test released and see **Done** when the process is finished.
  - The system will also display the number of students for whom the test was released in each class.
  - A test may only be release to a student one time. If you see the test is released to 0 students, the test has already been released to the students in another class.



# **Activating Student Accounts**

#### TO DO

- 1. Go to Student Tracking or Gradebook screen.
- 2. Select class.
- 3. Activate student accounts.

# EdPlan<sup>™</sup> Terms

**Student Accounts** – Used by students to log in to  $EdPlan^{TM}$  for online testing or the student portal.

**Disabled Account** – an account will be disabled when the login is attempted with an incorrect password three times.

Activate Account – Set account status back to Active.

Teachers have the ability to reset student account status from the **Student Tracking** screen.

- 1. From the Main Menu, select Student Tracking.
- Select a class from the list of classes, and "right click" over the roster list. Select Activate Students from the menu.



1ain Menu	A Home	BAKER 42 2-2-30821-5	CI 8H 🗵						
Student Tracking System	2 Refresh								- 
ar Tree					2009-20	)10			
Elementary School		SCI 8H 2nd Period	SIX WEEK 1	SIX WEEK 2	SIX WEEK 3	SEMESTER	SEMESTER	SEC.	YEAR
ALLDER, REBECCA	Show Answ	ers							
▷ 🛄 AMAYA, MARY	Class Avera	0es			· ·	85	· .	73	
4 😋 BAKER, JESSE	AMAYA DEL	Y.I-320743		-	-	85		75	
E BAKER 42 1-1-30821-SCI 8H	BITTS, RAMO	ON A - 320640	-	-	-	93	-	78	
EAKER 42 2-2-30821-SCI 8H	BROWN-GU	YTON, Show All Students	- ·	-	-	88		61	
BAKER 42 3-3-30821-SCI 8H	CARREON,	ERICK Show Student Info		-	-	88	-	90	-
E BAKER 42 4-4-30821-SCI 8H	CHAVERA, C	CASE J Activate Students	· ·	-	-	75	-	54	-
E BAKER 42 5-5-30821-SCI 8H	«CUTBIRTH,	JOSEF Grade Assignments	- ·	-	-	90	-	83	-
E BAKER 42 6-6-30821-SCI 8H	DELCID, DA	VID A - Release/Grade All	· ·			90	•	75	· ·
DATTLES, JON	ESTRADA, C	Scar Switch to Alpha Scor		-	-	85	-	84	
DERGER, HILLARY	PRICE AHM	ED A Chronological View		-		80		64	
D ELUE, DANAE	RAMIREZ A	ERIAL Add an Event		-	-	73		64	
D BONGFELDT, BETHANY	RAZO, MARI	A - 40: View Events		-	-	-	-	69	-
DOUNDS, PAULA	RUIZ YAME	IX - 4ynzh s		-	-	88	-	76	-
D BRITTON, LISA	TI Diaba	disk base	-	-	-	85	-	67	-
	Kight-	click here	-	-	-	78	-	80	-



- 3. A window will open to display the list of students, their logins and paswords. If the student account is disabled, use the drop down box to change it to Active.
- 4. Click the disk icon to Save.

Student Name	Login	Password	Status
320743 - AMAYA, DELY J	320743	320743	Active 👻
320640 - BITTS, RAMON A	320640	320640	Active 🔻
541251 - BROWN-GUYTON, JAMARYA D	541251	541251	Active -
211711 - CARREON, ERICK D	211711	211711	Active -
474750 - CHAVERA, CASE J	474750	474750	Active -

*Note:* Activate all student accounts at one time by using the drop down box at the top of the list.