

Teacher Tools

 **Teacher's Guide**

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Introducing Edusoft Teacher Tools



As its name indicates, the Edusoft Assessment Management System (Edusoft) Teacher Tools is a toolkit designed to support teachers in the classroom—with assessments, tools for analyzing test results, targeted, customized instructional materials, and standards-aligned resources. The Edusoft Teacher Tools help you:

- Give students immediate, standards-based feedback on their performance
- Create standards-based assessments that you can scan and score for immediate results.
- Create customized reteaching materials for individual students or classes

The Edusoft Teacher Tools module provides the tools you need to:

- Take existing paper assessments and align them to state standards to create an answer sheet. Or, create your own classroom-based assessments with items drawn from a variety of sources, including those you create yourself.
- Find assessments that are available in your district and use them in the classroom. other teachers or administrators have created.
- View test results for recently administered assessments and create labels to attach to answer sheets before returning them to students.
- View in-class performance reports for the tests you have administered and graded.
- Generate customized instructional materials for students who are having difficulty with one or more standards.
- View resources—lesson plans, student activities, practice exercises, teaching aids, professional development, or other materials—that have been aligned to standards

About Assessments



Edusoft Teacher Tools assessments are a teacher’s regular, on-going, classroom-based assessments that are aligned to state or other standards. These are formative or summative assessments that teachers typically administer throughout the school year. They might be simple weekly or bi-weekly quizzes, or more sophisticated end-of-chapter or end-of-unit tests.

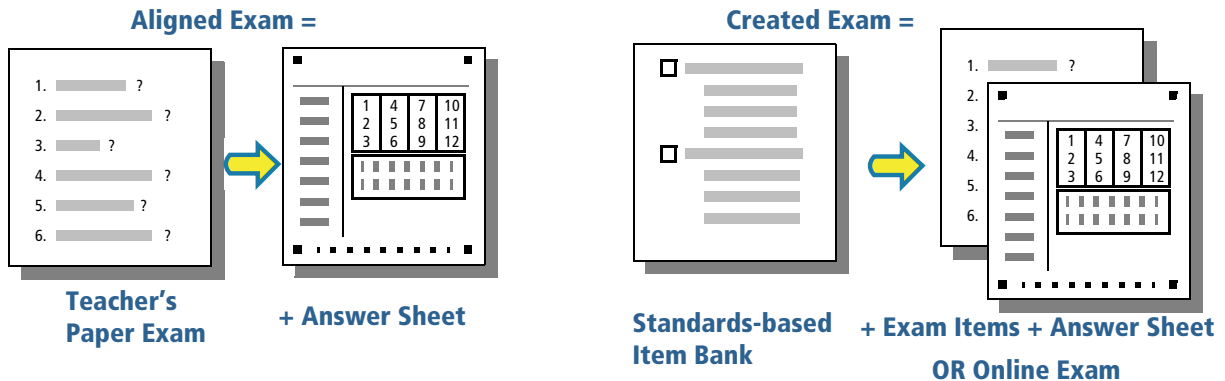
Edusoft stores Teacher Tools assessments in folders in your Assessment Locker. The My Tests folder holds the tests that you create, align, or copy from the Shared Tests or District Tests folders for use in the classroom.

Your Assessment Locker stores all of your assessments in My Tests, Shared Tests, and District Tests folders.

Paper Answer Sheet OR **Online Exam**

You can add assessments to your Assessment Locker in one of these ways:

- Create answer sheets for your existing exams by aligning them to state standards. Once an assessment has been aligned, teachers can print answer sheets, administer the assessment, and scan and upload the answer sheets so that Edusoft can score it.
- Create new standards-based exams with items drawn from a variety of sources. This also produces answer sheets that can be scanned and scored.
- Find exams based on standards or sources, and add them to your locker.



For more information, see the *Assessments Guide*.

About Test Results



The outcome of any assessment is a set of results that tells you how well students are doing and what you need to do next. When you view test results, you may, for example, want to use the results to determine which standards individual students need help with, or how to group students according to their strengths or weaknesses. You might also want to see students' scores from several tests that cover similar areas.

Edusoft Test Results is a rich interactive tool that displays assessment results for one class or period at a time in a variety of different ways.

- You can view scores—as points or percentages—for one test, for your most recent tests, or for a list of tests that you select.
- Once you've selected tests, you can view:
 - Overall scores across multiple tests.
 - Scores by standards.
 - Missed questions for any single test.
- You can view results for all students in a class or period—sorted by last name or by performance—or for one student at a time.
- You can highlight up to seven performance levels with color.
- You can copy and paste data into a spreadsheet program such as Excel.
- You can edit the scores for individual students.

Tests from: Most recent in this period				
Show: <input checked="" type="radio"/> Overall scores <input type="radio"/> Scores by standard				
Period: Middle Math 7/8 / Period 2 CHOOSE HIGHLIGHTING SWITCH TO POINTS				
Sort students by Avg. % score	Average (69 pts. possible)	Math 7 Geometry Unit 3 (24 pts. possible)	Math 7 Geometry Unit 2 (45 pts. possible)	
Class Average	73%	72%	73%	
A. Dylan	43%	42%	44%	
L. Laura	46%	50%	44%	
L. Manuel	48%	75%	33%	
A. Ana Iris	58%	42%	67%	
A. Joaquin	59%	67%	56%	
U. Andrea	64%	58%	67%	
L. Jana	72%	83%	67%	
A. Monica	74%	67%	78%	
A. Shalessa	74%	67%	78%	
E. Mario	74%	67%	78%	

Students are listed initially in order of their average performance. You can sort them by name instead.

This column shows each student's average score for each assessment or standard.

Initially, each test appears in its own column. You can display each standard in its own column instead.

For more information, see *Viewing test results* on page 12

About Tools & Analysis



After you have administered and graded an exam, you can use the tools Edusoft provides to generate customized instructional worksheets, generate labels, and create in-class performance reports based on the results of those exams.

Instructional worksheets

Edusoft helps teachers create standards-based instructional materials for one or more students based on their performance on tests. You can base instructional materials on any test your students have taken.

Instructional worksheets are based on one or more exams your students have taken, and can include missed test questions, instructional resources available in your district—textbook references, lesson plans, activities, practice exercises, and teaching aids—and additional retesting items that are aligned to the standards covered in the exams.

Edusoft creates separate student and teacher worksheets in the form of PDF files that you can print and distribute as needed. In addition to the items and resources that students see, teachers' worksheets also contain answers to reassessment items and any available lesson plans and professional development resources. These resources support your reteaching strategies for areas that need special attention based on recent test results.

Standard covered in this worksheet page. You see a separate page for each standard.

Missed exam questions for this standard. On a period or group worksheet, you see the questions that most students missed. On individual worksheets, you see the questions that each student missed.

Instructional resources for this standard.

<p>Review Materials Teacher Guide December 22, 2005</p>	<p>Exams Covered: ELA Grade 3 Reading Diagnostics 2 - October, ELA Grade 3 Reading Word Recognition Teacher: Period: Grade 3 / Grade 3</p> <p>Advanced Options: Teachers: Lori Y. Periods: All Ethnicities: All</p> <p>Ed Programs: All Custom Groups: All Gender: All</p>
--	--

CCS-English-Grade Three-Reading 1.2: (Avg. 70%)
Decode regular multisyllabic words.

Missed exam questions

ELA Grade 3 Reading Word Recognition – Section 1 – 5 (Avg. 63%)
Which word has three syllables?

(a) multiply
(b) explain
(c) greener
(d) intersection

Answer: (a)

Lesson Plans
Match the Syllables - Activity
Resource Group: HMCO Reading Resources

Print each of the following words on an unlined index card: list, sea, dog, fish, important, beautiful, remember. Mix the cards and turn them face down on the table. If the words on the two cards have the same number of syllables, the child keeps the words on the two cards do not have the same number of syllables, the next student with the most cards after all cards have been claimed.

Multiple Intelligence Preference: Interpersonal
Duration: 20 minutes
Materials: unlined 3 by 5 inch cards, marker

Activities
Handout: Word Finds
Resource Group: Materials aligned by users in your district
[Visit the resource bank to find 1 document attached to this resource.](#)

Find and circle the words hidden in the puzzle.

Skill level not indicated
Language not indicated

Teacher: _____ Period: Grade 3 / Grade 3

Reassessment Items

Edusoft Item Bank – ID 66817

1) In which of the following word pairs below do the underlined consonants sound **different** from each other?

(a) large; larger
(b) require; requirement
(c) pick; pickiest
(d) space; spacious

Answer: (d)

For more information, see *Generating Instructional Worksheets* on page 27.

Generating labels

When you are ready to provide student feedback, you can print a label for each student that shows the student scores on an individual test and identifies the standards at risk. Just peel the labels off the sheets and apply them to students' answer sheets before distributing them to students.

Labels are preformatted to fit on Avery 5164 label sheets, but you can just as easily print them on plain paper and staple them to answer sheets. You can attach the labels to the graded answer sheets or tests so when you return them to the students they can see which questions they missed and the standards that were covered in the question. This shows you and the students which areas they need to work on.

These are the missed questions and correct multiple choice answers.

This area shows the standards covered in the missed questions.

Student	Score	Percentage
Kevin H.	52/102	(51%)
Breanna I.	84/102	(82%)

Kevin H. 52/102 (51%)
 Multiple Choice Questions Missed (correct answer): 13. (b), 15. (d), 16. (a), 18. (d), 19. (c), 20. (b), 21. (a)
 Concept Areas Needing Attention:
 1.1: Students use properties of numbers to demonstrate whether assertions are true or false.
 2.0: Students understand and use such operations as taking the opposite, finding the reciprocal, taking ...

Breanna I. 84/102 (82%)
 Multiple Choice Questions Missed (correct answer): 18. (d)
 Concept Areas Needing Attention: NONE

For more information, see *Generating labels* on page 19.

In-class performance reports

The in-class performance report shows results for tests you have administered and graded. From this report, you can determine which standards need more attention for each student and the thoroughness of your standards coverage.

These are the students at risk for specific standards.

This report shows all of the standards a student is struggling with.

This is the student's score for this standard.

Standard	Score	Percentage
CCS--Math--Grade Seven--Algebra and Functions 1.1	0%	0% of 3 points
CCS--Math--Grade Seven--Algebra and Functions 1.5	33%	33% of 3 points
CCS--Math--Grade Seven--Algebra and Functions 1.2	67%	67% of 3 points

Students at risk:
 Brian A. has underperformed on 3 standards:

CCS--Math--Grade Seven--Algebra and Functions 1.1 (0% of 3 points) Use variables and appropriate operations to write an expression, an equation, an inequality, or a system of equations or inequalities that represents a verbal description (e.g., three less than a number, half as large as area A).
[View Gradebook for Brian on 1.1](#)
[View Resources for 1.1](#)

CCS--Math--Grade Seven--Algebra and Functions 1.5 (33% of 3 points) Represent quantitative relationships graphically and interpret the meaning of a specific part of a graph in the situation represented by the graph.
[View Gradebook for Brian on 1.5](#)
[View Resources for 1.5](#)

CCS--Math--Grade Seven--Algebra and Functions 1.2 (67% of 3 points) Use the correct order of operations to evaluate algebraic expressions such as $3(2x + 5)^2$.
[View Gradebook for Brian on 1.2](#)
[View Resources for 1.2](#)

For more information, see *Creating performance reports* on page 21.

About Instructional Resources



Instructional Resources are a key ingredient for classroom instruction and enrichment. They provide supplemental materials teachers can refer to when they put together lesson plans or homework assignments. They might include on-line reading materials or pointers to Web sites for students who want to know more. Edusoft makes it easy to view standards-based resources published by the district.

Edusoft divides resources into these groups:

- Lesson plans used by teachers in the classroom.
- Hands-on activities that students can work on in the classroom or at home.
- Practice exercises the student can work on in the classroom or at home, including worksheets, textbook references, re-teaching materials, supplemental exercises, practice tests, and online curricula.
- Teaching aids that help teachers to plan and deliver a lesson, including transparencies and suggested strategies for teaching, extension, and reteaching.
- Professional development material that includes links to professional development courses and suggested strategies for teaching, extension, and reteaching.
- Any other instructional material that doesn't neatly fit in another category. For example, campus calendars, grading rubrics, and so forth.

These are the resources aligned to this standard. — [CCS--English--Grade Three--Reading 1.6](#)
< [Back](#)

Lesson Plans

[Grade 3 Reading](#) Review what students have learned about making generalizations. On Level English

Activities

[eWord Game \(visit web site\)](#) Log on to Education Place for more activities relating to "Off to Adventure!" On Level English

[Handout: Word Finds](#) Find and circle the words hidden in the puzzle. On Level English

Practice

[Brown Bracelet](#) - HMCO Reading Resources - Grade 3 Skill level not indicated
[excerpt] Use a word from Box A and a word from Box B to write two-words phrases to go with each meaning. Each of the two words in... English

Teaching Aids

For more information, see *Viewing Instructional Resources* on page 49.

Analyzing Graded Assessments



After you have administered and graded an exam, you can use the tools Edusoft provides to view and analyze test results, generate labels, and create in-class performance reports.

The Test Results tool displays assessment results in a variety of different ways—by scores or by standards, for whole classes or periods or for individual students, by points or percentages, and with the highlighting scheme you choose. You can also view results for all recent tests, for just one test, or for a group of tests that you select.

When you are ready to provide student feedback, you can print a label for each student that shows the student scores and identifies the standards at risk. You can attach the labels to the graded answer sheets so when you return them to the students they can see which questions they missed and the standards that were covered in the question. This shows you and the students which areas they need to work on.

The in-class performance report shows results for tests you have administered and graded. From this report, you can determine which standards need more attention for each student and how thorough your standards coverage is.

These are the topics in this chapter:

- *About test results* on page 10
- *Viewing test results* on page 12
- *Generating labels* on page 19
- *Creating performance reports* on page 21

About test results



The outcome of any assessment is a set of results that tells you how well students are doing and what you need to do next. You can, for example, use the results to determine which standards individual students need help with, or how to group students according to their strengths or weaknesses.

You might also want to see students' scores from several recent tests or from tests that cover similar areas.

Edusoft Test Results is a rich, interactive tool that displays assessment results for one class or period at a time in a variety of different ways.

- You can view scores—as points or percentages—for one test, for your most recent tests, or for a list of tests that you select.
- Once you've selected tests, you can view:
 - Overall scores across multiple tests.
 - Scores by standards.
 - Missed questions for any single test.
- You can view results for all students in a class or period—sorted by last name or by performance—or for one student at a time.
- You can highlight up to seven performance levels with color.
- You can copy and paste data into a spreadsheet program such as Excel.
- You can edit the scores for individual students.

After you administer and grade assessments, you start with a quick overview of the results for all assessments for your first period class.

Tests from: Most recent in this period <input type="button" value="v"/>			
Show: <input checked="" type="radio"/> Overall scores <input type="radio"/> Scores by standard			
Period: Middle Math 7/8 / Period 2 <input type="button" value="v"/> <input type="button" value="CHOOSE HIGHLIGHTING"/> <input type="button" value="SWITCH TO POINTS"/>			
Sort students by Avg. % score <input type="button" value="v"/>	Average (89 pts. possible)	Math 7 Geometry Unit 3 (24 pts. possible)	Math 7 Geometry Unit 2 (45 pts. possible)
Class Average	73%	72%	73%
A. Dylan	43%	42%	44%
L. Laura	46%	50%	44%
L. Manuel	48%	75%	33%
A. Ana Iris	58%	42%	67%
A. Joaquin	59%	67%	56%
U. Andrea	64%	58%	67%
L. Jana	72%	83%	67%
A. Monica	74%	67%	78%
A. Shalessa	74%	67%	78%
E. Mario	74%	67%	78%

Students are listed initially in order of their average performance. You can sort them by name instead.

This column shows each student's average score for each assessment or standard.

Initially, each test appears in its own column. You can display each standard in its own column instead.

From there, you can view specific results for individual students, or you can view aggregated results from different perspectives. For example, you can view results by standards and sort by performance to see which standards students are struggling with. Or, you can view results by test and sort by name to see results in a format you can use for entering results into your grade book.

Sort students by Avg. % score	Overall Score (24 pts. possible)	Number Sense 1.2 (6 pts. possible)	Number Sense 1.3 (6 pts. possible)	Geometry 1.1 (6 pts. possible)
Class Average	72%	75%	68%	71%
A. Ana Iris	42%	0%	33%	67%
A. Dylan	42%	33%	67%	33%
L. Laura	50%	33%	67%	33%
A. Elvia	58%	33%	67%	67%

Results viewed by standards and sorted by performance show you which students are struggling with specific standards.

Another way to look at test results is to isolate a single test. These results can show you the questions each students missed, making it easy to spot areas where skills need to be retaught or questions that an entire group of students missed (for example, all ELD students missed a word problem on a math exam). You can also see how students are doing by each of the standards covered in the test.

Sort students by Avg. % score	Overall Score (24 pts. possible)	Missed Questions
Class Average	72%	-
A. Ana Iris	42%	1, 2, 4, 6, 8, 9, 10
A. Dylan	42%	3, 5, 6, 7, 9, 11, 12
L. Laura	50%	1, 5, 6, 9, 10, 11
A. Elvia	58%	3, 4, 8, 9, 11
U. Andrea	58%	2, 3, 4, 6, 11
A. Joaquin	67%	2, 3, 4, 6
A. Monica	67%	1, 4, 7, 11

Results for a single test can show you which questions each student missed.

The results for a single test, viewed by standards, show you the standards that were problematic for individual students and the class as a whole.

Sort students by Avg. % score	Overall Score (24 pts. possible)	Number Sense 1.2 (6 pts. possible)	Number Sense 1.3 (6 pts. possible)	Geometry 1.1 (6 pts. possible)	Geometry 1.3 (6 pts. possible)
Class Average	17	5	4	4	5
A. Ana Iris	10	0	2	4	4
A. Dylan	10	2	4	2	2
L. Laura	12	2	4	2	4
A. Elvia	14	2	4	4	4
U. Andrea	14	4	2	4	4
A. Joaquin	16	4	2	6	4

Results for a single test can show you which standards are problematic for the class as a whole...
...and for individual students.

Viewing test results

The Test Results display initially shows overall scores for your most recent tests, sorted by student performance. Because this is a flexible, interactive display, you can:

- Display results for students from a different grade or period
- View test results by test or by the standards covered (these are the report columns)
- Sort the students based on performance or student names (these are the rows)
- Display raw scores or percentages for all tests you've administered
- Choose how to highlight different performance levels
- See how an individual student's scores compare to the class average and which students missed the test

To view test results:

- 1 Click the **Teacher Tools** tab. Click the **Test Results** link or icon.
The Test Results page appears.

This setting determines which tests appear.

This setting determines which group of students you see.

This setting determines how student names are sorted.

Click a student's name to see just that student's results.

Click to display points instead of percentages.

This setting determines how data is aggregated in columns.

Click the name of an exam to display just the results for that exam.

Sort students by	Average (69 pts. possible)	Math 7 Geometry Unit 3 (24 pts. possible)	Math 7 Geometry Unit 2 (45 pts. possible)
Class Average	73%	72%	73%
A. Dylan	43%	42%	44%
L. Laura	46%	50%	44%
L. Manuel	48%	75%	33%
A. Ana Iris	58%	42%	67%

- 2 Use the settings at the top of the page to change your view of results.

To	Do this
----	---------

Show results for another group of students

Select a grade or period in the **Period** list.

Select a different grade or period.

Period:	Options
Middle Math 7/8 / Period 2	2004-2005 Spring
	Cherry Tree Middle School
	Algebra / Period 1
	Algebra / Period 4
	Algebra / Period 5
	Algebra / Period 8
	Algebra Honors / Period 3
	Middle Math 7/8 / Period 2
	Middle Math 7/8 / Period 6

To Do this

View test results by standards instead of overall scores

Click **Scores by standard**. If you have more than one set of standards covered on the test, choose a standards set.

Tests from: Most recent in this period Click to show results by standards.

Show: Overall scores Scores by standard: California Content Standards If you have more than one set of standards covered on the test, choose a set.

Change how the results are sorted

Select **Name** or **Avg. % score** in the **Sort students by** list.

Sort students by: Avg. % score Choose how the results are sorted.

Class: Last name

Toggle between percentages and points

Click **Switch to Points** or **Switch to %**.

Tests from: Most recent in this period Click to display points instead of percentages.

Show: Overall scores Scores by standard

Class: Middle Math 7/8 / Period 2 CHOOSE HIGHLIGHTING SWITCH TO POINTS

Edusoft displays the test results according to the options you selected.

These are the tests for the period and the standards set you selected.

Tests: [Math 7 Geometry Unit 3](#), [Math 7 Geometry Unit 2](#)

Tests from: Most recent in this period

Show: Overall scores Scores by standard: California Content Standards

Click the name of a test to isolate its results.

Period: Middle Math 7/8 / Period 2

Students are sorted alphabetically.

Sort students by Last name	Total Points (69 pts. possible)	Number Sense 1.2 (6 pts. possible)	Number Sense 1.3 (6 pts. possible)	Geometry 1.1 (6 pts. possible)	Geometry 1.3 (6 pts. possible)	Geometry 2.2 (10 pts. possible)	Geometry 2.3 (5 pts. possible)
Class Average	50	5	4	4	5	7	4
A. Ana Iris	40	0	2	4	4	5	5
A. Dylan	30	2	4	2	2	5	0
A. Elvia	54	2	4	4	4	5	5
A. Joaquin	41	4	2	6	4	5	0
A. Monica	51	6	4	4	2	5	0
A. Robert	52	4	6	6	6	10	0

Report columns show the specific standards covered.

- To see how students did on a single test, click the name of the exam to isolate it. To see how they did against standards on a single exam, click **Scores by standards**.

When you display the results for a single exam, you can also see which questions each student missed.

These are the results for a single test, viewed by standards.

Sort students by Last name	Overall Score (24 pts. possible)	Number Sense 1.2 (6 pts. possible)	Number Sense 1.3 (6 pts. possible)	Geometry 1.1 (6 pts. possible)	Geometry 1.3 (6 pts. possible)
Class Average	17	5	4	4	5
A. Ana Iris	10	0	2	4	4
A. Dylan	10	2	4	2	2
A. Elvia	14	2	4	4	4
A. Joaquin	16				4

These cells shows the class averages across all standards.

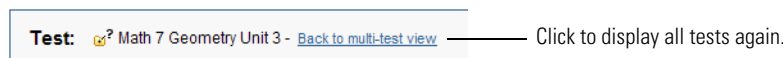
This column shows students' overall scores.

These are the results for a single test, viewed by missed questions.

Sort students by Last name	Overall Score (24 pts. possible)	Missed Questions
Class Average	17	-
A. Ana Iris	10	1, 2, 4, 6, 8, 9, 10
A. Dylan	10	3, 5, 6, 7, 9, 11, 12
A. Elvia	14	3, 4, 8, 9, 11
A. Joaquin	16	2, 3, 4, 6
A. Monica	16	1, 4, 7, 11

These are the questions each student missed.

4 To display all tests again, click **Back to multi-test view**.



Note: You can print labels for each student that show the test results by clicking the **Print Labels** link. See *Generating labels* on page 19.

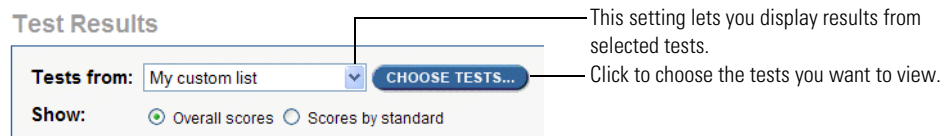
Viewing specific tests

Edusoft is preset to display results for your most recent tests. If you are interested in tracking results for a specific set of tests, you can define them as a custom list and view just the results for that list. Edusoft remembers your custom list the next time you log in.

To view specific tests:

- 1 Click the **Teacher Tools** tab. Click the **Test Results** link or icon.
- 2 In the Test Results page, select **My custom list** in the **Tests from** list.

A button that lets you choose tests appears.



- 3 Click **Choose Tests** and select the tests you want to include.

The Choose Test to Display in Your Custom View page appears.

Choose tests to display in your custom view:

This is the total number of tests selected.

Click to select a test.

- 4 Click the check boxes for tests to select them. Click **Select all** to select all tests in a folder at once. Select other folders to choose additional tests.
- 5 Click **Finish**.

The results for the tests that you selected appear. The results for the same tests will continue to appear when you choose **My custom list**.

Changing report highlighting

Color-coded highlighting in Test Results serves much the same function as performance bands in Benchmarks exams. Color coding lets you tell at a glance which students are struggling or which standards are giving students the most trouble. The main difference, however, is that Benchmarks performance bands are set by test and typically mirror those used in your state. In Test Results, the highlighting you set up applies to all tests that you view.

The Test Results page is preset to highlight student scores that fall below the underperforming threshold that has been set for Teacher Tools reports. However, you can change the highlighting to show up to seven color-coded performance levels that you define. You can also remove highlighting altogether. Edusoft remembers the highlighting you choose and uses it whenever you display test results.

Tip: You can raise or lower the underperforming threshold by clicking the **Admin** tab. Click the link or icon for **Settings** and scroll down on the settings page to the Underperforming Threshold Settings area. Enter new values and click **Continue**. See the *Admin Tab Guide* for more information. You might want to lower the underperforming threshold, for example, to filter out students whose performance is marginal. Or, you might change the threshold to match the state or benchmarks settings.

To change report highlighting:

- 1 Click the **Teacher Tools** tab. Click the **Test Results** link or icon.

- In the Test Results page, click **Choose Highlighting**, or scroll to the bottom of the report and click the **Change highlighting** link in the **Highlighting Legend** area.

Highlighting Legend: — This is the current (default) highlighting.

	0-69.99%
	70.00-100%

[Change highlighting](#) — Click to choose another highlighting scheme.

The Highlighting page displays the highlighting color wheel.

Highlighting

Choose how many colors to highlight:

These are the highlighting schemes that you can choose. Click a thumbnail to choose a scheme.

none 2 3 4 5 6 7

Set percentage ranges: — These are the highlight colors.

Label	Color	Associated range
<input type="text"/>		= 0% to -
<input type="text"/>		= <input type="text"/> % to -
<input type="text"/>		= <input type="text"/> % to 100%

Optional Examples: Below Basic, Basic, Proficient, Advanced

Enter text to define labels for each level.

Enter values into this column

Enter percents to define each performance level.

- Click a thumbnail on the left to choose a highlighting scheme.

Edusoft displays the highlighting colors, a space for entering optional label text, and an area for entering the corresponding percentages for each level.

Tip: If you plan to print test results on a black and white printer, you might want to limit yourself to no more than three performance levels.

- Enter label text for each highlighting level.
- In the Associated Range area, enter the bottom percent for each level.

Edusoft calculates the upper range for each level based on the numbers you enter.

Set percentage ranges:

Label	Color	Associated range
<input type="text" value="Below level"/>		= <input type="text" value="0%"/> to <input type="text" value="59.99%"/>
<input type="text" value="At level"/>		= <input type="text" value="60"/> % to <input type="text" value="-"/>
<input type="text" value="Above level"/>		= <input type="text"/> % to <input type="text" value="100%"/>

This is your highlighting scheme, so you can label the levels with any terms you find useful.

When you enter a value here...
...Edusoft calculates the corresponding value here.

- Click **Finish**.

The Test Results page displays your new highlighting scheme. The percent ranges for each level appear in the Highlighting Legend.

Sort students by Avg. % score	Average (69 pts. possible)	Math 7 Geometry Unit 3 (24 pts. possible)	Math 7 Geometry Unit 2 (45 pts. possible)
Class Average	73%	72%	73%
A. Dylan	43%	42%	44%
L. Laura	46%	50%	44%
L. M.	48%	75%	33%
A. J.	59%	67%	56%
U. J.	64%	58%	67%
L. J.	72%	83%	67%

Highlighting Legend:

- Below level 0-59.99%
- At level 60-79.99%
- Above level 80-100%

[Change highlighting](#)

You can see the ranges for each of your levels in the Highlighting Legend.

Test Results now displays your highlighting levels.

Analyzing individual student results

Initially, Edusoft displays test results for all students in the class or period you selected. From here, you can drill down to see the results for individual students. Once you display a student's results, you can easily see how the student performed on each test or against each standard and compare individual scores to the class average.

When you display a student's results for a test, you can see which questions the student missed, the student's scores, and the total possible points for each question. Highlighting shows you where the student's scores fall relative to the highlighting levels you've set up.

There may be times when you want to adjust a student's score for a specific question. For example, you may want to deduct points for a student who was caught cheating. Or, you might want to give partial credit for a question or give credit for a question when the student mis-bubbled the answer. You can adjust scores only when you display a single student's scores for one test.

To view results for an individual student:

- 1 On the test results page, click the link of a student's name.

Sort students by Avg. % score	Average (69 pts. possible)	Math 7 Geometry Unit 3 (24 pts. possible)	Math 7 Geometry Unit 2 (45 pts. possible)
Class Average	73%	72%	73%
A. Dylan	43%	42%	44%
L. Laura	46%	50%	44%

Click a student's name to show only that student's results.

Average (69 pts. possible)	Math 7 Geometry Unit 3 (24 pts. possible)	Math 7 Geometry Unit 2 (45 pts. possible)	
Class Average	73%	72%	73%
A. Dylan	43%	42%	44%

These are the scores for a single student.

- To see how the selected student performed on a particular test, click the link for the test name.

The page showing the results of the test appears. If you are reviewing test results by standards, clicking the standards link shows a definition of that standard.

Click a test name to see how the student performed on the test.

	Average (69 pts. possible)	Math 7 Geometry Unit 3 (24 pts. possible)	Math 7 Geometry Unit 2 (45 pts. possible)
Class Average	73%	72%	73%
A. Dylan	43%	42%	44%

Click to adjust the scores for this student.

These are the student's score and the total possible score for each question.

	Overall Score (24 pts. possible)	Missed Questions
Class Average	72%	-
A. Dylan	42%	3, 5, 6, 7, 9, 11, 12

Highlighting Legend:

0-69.99%

70.00-100%

[Change highlighting](#)

Student scores:

Question	Score	Possible
1	2	2
2	2	2
3	0	2

[EDIT SCORES](#)

Question	Score	Possible
7	0	2
8	2	2
9	0	2

- To edit a score on the test, click **Edit Scores**.

The Edit Scores page appears. You can edit the overall score for the test, or change the scores for individual questions. If you change question scores, Edusoft recomputes the overall score. If you change the overall score without changing the underlying question scores, Edusoft displays the points that you entered but retains the question scores.

Edit Scores - U., David - Math 7 Geometry Unit 2

Type a new overall score... **Total:** **out of 45** [SAVE](#) [CANCEL](#)

Changes made to question scores will affect the total score above.

Question	Score	Possible	Question	Score	Possible
1	<input type="text" value="5"/>	5	6	<input type="text" value="0"/>	5
2	<input type="text" value="5"/>	5	7	<input type="text" value="5"/>	5
3	<input type="text" value="5"/>	5	8	<input type="text" value="5"/>	5

...or type new scores for individual questions.

- Change the overall or per question scores by typing new scores. Click **Save**. Edusoft updates the Test Results page for the individual student.

Generating labels

Immediate feedback to students and parents is an important part of assessments. Students put more value on a test when they know they will receive feedback. For this reason, Edusoft makes it easy to print labels that show how each student performed on recent assessments. Labels show the student's name, the test score in raw numbers and percentages, a list of the questions missed, and a list of standards.

The label displays the following information:

- Student's name:** Theodore A.
- Raw score/Total possible points (Percent score), and name of assessment:** 19/30 (63%)
The Americans, Chapter 2 - Test B
- Questions Missed:** 1, d (0/1); 3, c (0/4); 4, a (0/4); 12 (0/2); 15 (0/2); 22, 4 (8/10)
- How to read:** Question #, correct answer or rubric score (yourscore/max possible)
- Concept Areas Needing Attention:**
 - Geometry 1.2: Construct and read drawings and models made to scale.
 - Geometry 2.2: Estimate and compute the area of more complex or irregular two- and three-dimensional figures by breaking the figure...
 - Geometry 2.3: Compute the length of the perimeter, the surface area of the faces, and the volume of a three-dimensional object bui...

Callouts explain the following elements:

- Student's point/total possible points:** Points to the score 19/30.
- Correct multiple choice answer:** Points to the correct answer 'd' for question 1.
- Question number:** Points to the question numbers 1, 3, 4, 12, 15, 22, 4.
- This is a short answer question, so there's no correct answer shown:** Points to the 'd' in question 1.
- Raw score/Total possible points (Percent score), and name of assessment:** Points to the score and test name.
- This is a rubric question. A rubric score of 4 is equal to 8 out of 10.** Points to the '4' in question 22.
- Standards covered in the missed questions:** Points to the list of geometry standards.

You can print the labels on Avery 5164 label sheets and then affix them to each student's answer sheet or test. Just peel the labels off the sheets and apply them to students' answer sheets before distributing them.

Tip: You can also print labels onto plain paper and staple them onto answer sheets.

When you generate labels, you begin by selecting a class period, and then you select a specific test. The test you select must have already been graded.

Note: You can print labels from the Test Results page or from the Tools & Analysis page. If you start from the Test Results page, you can skip the step of selecting a class or period—you automatically print labels for the current class or period.

To generate labels:

- 1 From the Test Results page, click **Print Labels**. Or, click the **Teacher Tools** tab, click the **Tools & Analysis** link or icon, and then click **Generate Labels**.

If you started from the Tools & Analysis page, a list of your grades or periods appears. If you started from the Test Results page, you skip this step and go directly to step 3.

Print Labels

Selected exam: 8thL6, T1 - A. Noting Details
School: Cherry Tree Middle School

Choose period: Select the period you want to generate labels for.

- 6th Reading / Period 3
- SDC Lang Arts / Period 3
- SDC Lang Arts / Period 7

- 2 Select a grade or period and click **Continue**.

The Exam Labels page appears. A test must have been graded before it appears in the list.

Exam Labels

Choose the test for which you want to create labels:

Assessment Folders:	Assessments in Selected Folder:
<ul style="list-style-type: none"> My Tests <ul style="list-style-type: none"> Algebra (2) Geometry (2) 	<ul style="list-style-type: none"> Geometry <ul style="list-style-type: none"> Math 7 Geometry Unit 2 — Select the test you want to create labels for. Math 7 Geometry Unit 3

You can print the labels on Avery #5164 template label sheets.

- 3 Select a test and click **Continue**.

The Label Options page appears.

Selected exam: 8thL6, T1 - A. Noting Details
Period: 6th Reading / Period 3

Exam Label Options: Clear the check mark if you don't want to show correct answers on labels.

- Show correct answer on labels

- 4 Choose whether to include correct answers on the labels, and click **Continue**.

After a brief pause, Edusoft displays the first page of labels. The labels are in a PDF file that you can print or save to disk.

Note: The labels use the Avery 5164 label sheet.

Click the Print icon to print the labels.

These are the missed questions.

This area shows the standards covered in the missed questions.

Angel A.
80/100 (80%)
The Americans, Chapter 2 - Test B

Questions Missed:
23, (4/5); 18, D (0/2); 16, (4/5); 24, (4/5); 17, (4/5); 25, (7/10); 3, B (0/4); 26, (7/10); 22, C (0/2); 15, C (0/2)
How to read: Question #, correct answer or rubric score (your score/max possible)

Concept Areas Needing Attention:
SS.A.3.4 SS.A.3.4.3: Understands the significant economic, political, and cultural interactions among the peoples of Africa, Europ...
SS.A.4.4 SS.A.4.4.2: Understands how religious, social, political, and economic developments shaped the settlement patterns of the...
SS.B.1.4 SS.B.1.4.1: Uses a variety of maps, geographic technologies including geographic information systems (GIS) and satellite-...

Dylan A.
74/100 (74%)
The Americans, Chapter 2 - Test B

Questions Missed:
23, (4/5); 16, (4/5); 24, (4/5); 17, (4/5); 25, (7/10); 26, (7/10); 21, D (0/2); 6, B (0/4); 7, B (0/4); 8, A (0/4); 14, C (0/2)
How to read: Question #, correct answer or rubric score (your score/max possible)

Concept Areas Needing Attention:
SS.A.4.4 SS.A.4.4.1: Understands the economic, social, and political interactions between Native American tribes and European sett...
SS.A.4.4 SS.A.4.4.2: Understands how religious, social, political, and economic developments shaped the settlement patterns of the...
SS.B.1.4 SS.B.1.4.1: Uses a variety of maps, geographic technologies including geographic information systems (GIS) and satellite-...

- 5 To print the labels, click the Print icon and follow the instructions on your screen.

The Print icon is part of the Adobe Reader toolbar toward to the top of the page.



Be sure to use the **Print** icon in the Adobe Reader toolbar, and not your browser's menu commands, to print PDF files. Do not use the Print command from your browser's File menu or the Control-P shortcut.



You can save the PDF file to your computer before printing. To save this PDF file, click the **Save** icon.

- 6 Click the **Finish with labels** link to return to the Tools & Analysis page.

Creating performance reports

You can create reports to see how your students performed on recent assessments. The report shows the at-risk standards, the percentage of standards you have covered in the selected tests, and the standards not yet covered. The report also shows a list of individual students who are at-risk and gives the average score on each standard in which the student performed below the underperformance threshold.

When you create performance reports, you begin by selecting a class period, or you can select multiple criteria. If you select one class period, you can choose to report on one test or the four most recent tests you have administered to that class period. If you choose multiple criteria, you select a different set of standards, more than one period, and one or more tests.

To create a report:

- 1 Click the **Teacher Tools** tab. Click the link or icon for **Tools & Analysis**.
The Tools and Analysis Sections page appears.

Tools and Analysis Sections

<p>Instructional Tool</p> <p>Generate standards-based instructional materials for students based on their performance on tests. Instructional materials can include missed exam questions, resource materials, and additional standards-aligned questions.</p> <p>Create Instructional Tool Review</p>

<p>Exam Label Generator</p> <p>Generate labels for tests you have administered and graded. Place labels on answer sheets to report student scores and identify standards at-risk.</p> <p>Generate Labels</p>
--

Click the **In-Class Performance Reports** link.

<p>In-Class Performance</p> <p>View in-class performance report for tests you have administered and graded. Determine what standards need more attention and how thorough your standard coverage is.</p> <p>In-Class Performance Reports</p>
--

- 2 Click the **In-Class Performance Reports** link.

You can select the period and test, or you can use the Advanced options to select different standards, multiple periods, and multiple tests.

In-Class Performance

To view an in-class performance report, select a period and click on one of the "View" quick-links below. Or choose specific standards, periods, and tests by clicking on a link in the "Advanced" section.

Select the grade or period you want to create a report for.

Select Period:	Middle Math 7/8 / Period 2
View class performance on the	<input checked="" type="radio"/> last test <input type="radio"/> last 4 tests
continue	

Choose the last test or the last four tests to be administered and graded.

Click to display a report for the period and tests you selected.

Click links to choose standards, periods, or tests.

Advanced	
Standards:	California Content Standards
Period(s):	All Periods
Test(s):	All
continue	

Click this button to display a report for standards, periods, and tests you selected.

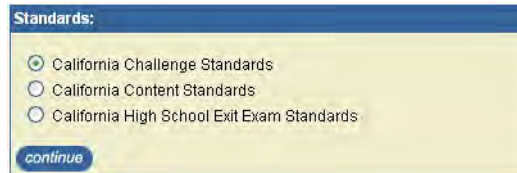
- 3 To create a report, do one of the following:

- To create a report showing the most recent test or most recent four tests for a class or period, select a grade or class period, choose the number of tests, and click **Continue**.

The In-Class Performance Results page appears. You can skip to step 4 on page 24.

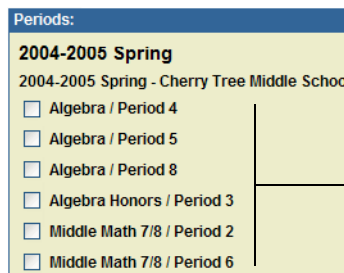
- Or, choose options in the Advanced section.

To	Do this
Switch to a different set of standards	<ol style="list-style-type: none"> 1 Click the Standards link. 2 Select the set of standards you want to see in the report. Click Continue.



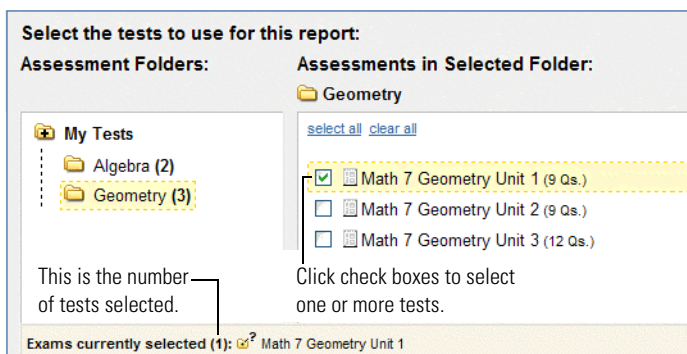
The standards you can select from depends on your state.

Select multiple grades or periods	<ol style="list-style-type: none"> 1 Click the Periods link. 2 Click the check boxes for as many periods as you want. Click Continue.
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Select one or more grades or periods.

Select one or more tests	<ol style="list-style-type: none"> 1 Click the Tests link. 2 Click the check boxes for as many of the tests as you want to use. Click Continue.
--------------------------	---



This is the number of tests selected.

Click check boxes to select one or more tests.

The Advanced options area shows your selections.

Advanced

Standards: California Content Standards

Period(s): All Periods

Test(s): Math 7 Geometry Unit 2, Math 7 Geometry Unit 3

[continue](#)

The options are updated to reflect your selections.

4 Click **Continue** to see the results of the report.

Note: There are two **Continue** buttons, one for each set of options. Be sure to click the **Continue** button for the options you want to use.

The In-Class Performance Results page displays results for all the students you selected and includes any at-risk standards, the percentage of standards you have covered, and the standards you have not yet covered.

The at-risk standards are calculated by dividing the number of points students received by the total the possible points for each student on the report. For example, if 10 students took the exam and the total points for a standard is 4, 40 is the total possible points for the standard. If students received a total of 16 points for the standard, the at risk percent is displayed as 40% of 40 points.

In-Class Performance Results

Class-wide Performance

Standards at risk:

CCS--Math--Grade Seven--Number Sense 1.3 (39% of 36 points) Convert fractions to decimals and percents and use these representations in estimations, computations, and applications. [View Resources](#) for 1.3

CCS--Math--Grade Seven--Geometry 3.4 (50% of 30 points) Demonstrate an understanding of conditions that indicate two geometrical figures are congruent and what congruence means about the relationships between the sides and angles of the two figures. [View Resources](#) for 3.4

CCS--Math--Grade Seven--Algebra and Functions 3.1 (67% of 60 points) Graph functions of the form $y = nx^2$ and $y = nx^3$ and use in solving problems. [View Resources](#) for 3.1

Covering the standards:

Standards

Covered: 26% Remaining: 74%

Standards not yet covered:

CCS--Math--Grade Seven--Number Sense 1.0 Students know the properties of, and compute with, rational numbers expressed in a variety of forms: [Create A Test](#) for 1.0

[Show All Standards](#)

These are the standards at risk.

Click to view resources aligned to this standard.

This is the percentage of standards covered.

These are the standards that are not covered.

Click to create a test for this standard.

This is the total number of points for the standard multiplied by the number of students who took the test.

This is the percent that students received of the total possible points.

This section is preset to show only one standard. Click this link to show all standards not covered.

The lower part of the report shows a list of individual at-risk students and the standards where they are having problems.

Student performance	
Students at risk:	
Brittney I. has underperformed on 3 standards:	
<p>Click to see the test results for this student.</p>	<p>CCS--Math--Grade Seven--Number Sense 1.3 (0% of 6 points) Convert fractions to decimals and percents and use these representations in estimations, computations, and applications. View Test Results for Brittney on 1.3 View Resources for 1.3</p>
<p>Click to see resources that have been aligned for this standard.</p>	<p>CCS--Math--Grade Seven--Algebra and Functions 2.1 (0% of 10 points) Interpret positive whole-number powers as repeated multiplication and negative whole-number powers as repeated division or multiplication by the multiplicative inverse. Simplify and evaluate expressions that include exponents. View Test Results for Brittney on 2.1 View Resources for 2.1</p>
	<p>CCS--Math--Grade Seven--Geometry 2.3 (0% of 5 points) Compute the length of the perimeter, the surface area of the faces, and the volume of a three-dimensional object built from rectangular solids. Understand that when the lengths of all dimensions are multiplied by a scale factor, the surface area is multiplied by the square of the scale factor and the volume is</p>

This is the student's score for this standard.

- To view the test results for an individual student, click the **View Test Results** link.
- To view any resources that have been aligned for a standard, click the **View Resources** link.

Generating Instructional Worksheets



Edusoft helps teachers and administrators create standards-based prescriptive instructional worksheets for one or more students based on their performance on tests.

Instructional worksheets are based on one or more exams your students have taken, and can include missed test questions, instructional resources available in your district—textbook references, lesson plans, activities, practice exercises, and teaching aids—and additional retesting items that are aligned to the standards covered in the exams.

Edusoft creates separate student and teacher worksheets in the form of PDF files that you can print and distribute as needed. In addition to the items and resources that students see, teachers' worksheets also contain answers to reassessment items and any available lesson plans and professional development resources. These resources support your reteaching strategies for areas that need special attention based on recent test results.

As a teacher, you can base instructional worksheets on any test in your Assessment Locker that you've given to your students. You can also include Benchmark exams that your students have taken.

These are the topics in this chapter:

- *About creating instructional worksheets* on page 28
- *Instructional Tool has a new look* on page 30
- *Creating instructional worksheets* on page 31

About creating instructional worksheets

Edusoft helps you create worksheets designed to help students improve their performance on specific standards. For example, after administering an exam, teachers can determine which standards are giving students the greatest difficulty. They can then create, print, and distribute customized instructional worksheets based on how students performed. Administrators can generate worksheets for several classes at once.

What are instructional worksheets?

Instructional worksheets can include missed exam questions (with or without correct answers), references to textbook pages or other supplemental materials, practice problems in textbooks, or supplemental materials. They can also include new test questions (reassessment items) from any available item banks.

This is a sample teacher’s worksheet for third graders based on two reading exams. The worksheet includes missed exam questions (with answers), references to instructional resources, and reassessment items.

Standard covered in this worksheet page. You see a separate page for each standard.

Missed exam questions for this standard. On a period or group worksheet, you see the questions that most students missed. On individual worksheets, you see the questions that each student missed.

Instructional resources for this standard.

<p>Review Materials Teacher Guide December 22, 2005</p>	<p>Exams Covered: ELA Grade 3 Reading Diagnostics 2 - October, ELA Grade 3 Reading Word Recognition Teacher: Period: Grade 3 / Grade 3</p> <p>Advanced Options: Teachers: Lori Y. Periods: All Ethnicities: All</p> <p>Ed Programs: All Custom Groups: All Gender: All</p>
--	--

CCS–English–Grade Three–Reading 1.2: (Avg. 70%)
Decode regular multisyllabic words.

Missed exam questions

ELA Grade 3 Reading Word Recognition – Section 1 – 5 (Avg. 63%)
Which word has three syllables?

(a) multiply
(b) explain
(c) greener
(d) intersection

Answer: (a)

Lesson Plans
Match the Syllables - Activity
Resource Group: HMC0 Reading Resources

Print each of the following words on an unlined index card: list, sea, dog, fish, important, beautiful, remember. Mix the cards and turn them face down on the table. If the words on the two cards have the same number of syllables, the child keeps the words on the two cards do not have the same number of syllables, the next student with the most cards after all cards have been claimed.

Multiple Intelligence Preference: Interpersonal
Duration: 20 minutes
Materials: unlined 3 by 5 inch cards, marker

Activities
Handout: Word Finds
Resource Group: Materials aligned by users in your district
[Visit the resource bank to find 1 document attached to this resource.](#)

Find and circle the words hidden in the puzzle.

Skill level not indicated
Language not indicated

Teacher: _____ Period: Grade 3 / Grade 3

Reassessment Items
Edusoft Item Bank – ID 66817

1) In which of the following word pairs below do the underlined consonants sound **different** from each other?

(a) large; larger
(b) require; requirement
(c) pick; pickiest
(d) space; spacious

Answer: (d)

Note: You can display only exam questions that originated in an item bank. If you aligned an existing exam, you will only be able to display the correct answer choice, but not its content. When you align an exam, you align answers to answer sheets; the questions do not enter the system.

Who can I create worksheets for?

You can create instructional worksheets for any students you teach. You can create them for specific students you select by name, for a whole period or grade, or for a group of students you select based on ethnicity, Ed Program, custom group, or gender.

Who can I personalize worksheets for?

Based on how well students performed on one or more tests, you can prepare instructional worksheets that are customized for each student, for each period, or for an entire group of students you select.

When you create unique instructional worksheets for each student, for example, you can include the questions each student missed on an exam, along with similar test items from any available item banks. When you customize worksheets for a group of students, you can include the exam questions that students in the group missed most often.

What kind of tests can I create worksheets for?

You can create instructional worksheets for any test that your students have taken. If you're a teacher, this includes both Benchmark exams and classroom (Teacher Tools) tests. If you're an administrator, you can create worksheets based on Benchmark exams only. All available tests appear in the Assessment Locker you use for selecting tests.

Instructional Tool has a new look

All of the instructional resources you've come to rely on for targeted intervention are still available through the Edusoft Instructional Tool. However, we've streamlined and simplified the process of creating instructional worksheets to make it easier to produce the worksheets your students need.

Previously

Teachers could only create worksheets based on one type of assessment—Benchmark exams or teachers' classroom tests.

You created a worksheet within the module where the exam was administered.

Now

Teachers can create a single set of worksheets for any combination of tests their students have taken. Administrators can create worksheets based on Benchmark exam data.

Teachers can start in Benchmark Exams or Teacher Tools and access data from both modules on the same worksheet.

Select Assessments

Assessment Folders:

- Benchmark Tests** — Teachers can choose both Benchmark exams...
- 3rd Grade
- English (4)
- My Tests** — ...and their own classroom tests for a single worksheet.
- ELA (2)

You worked with a single pool of resources for all standards covered on the exams you selected.

You can choose instructional resources based on skill levels and languages.

Skill Levels:

- Below Level
- On Level
- Advanced
- Not Indicated

Languages:

- English
- Not Indicated — Some resources might not have a skill level or language defined.

You can preview worksheets by standards and see the resources for each standard and student performance level. Edusoft calculates performance levels based on your underperforming threshold for Benchmark exams.

Standard: CCS--English--Grade Three--Reading 1.6 — You can view and add resources by standard...

...and by skill level.

Below level students | On level students | Advanced students

Students at this level in Grade 3 / Grade 3 :

Creating instructional worksheets

There are several steps involved in creating instructional worksheets.

- First, you select the type of worksheet your creating: individual worksheets, per-period worksheets, or just one worksheet for an entire group of students. See *Starting a worksheet and selecting a worksheet type*, next.
- Next, you select the students who will receive the worksheets. You can give worksheets to all your students or just those in selected periods, to individual students you select, or to a group of students you select based on demographic data or custom groups. See *Selecting a set of students* on page 33.
- Based on the students you select, Edusoft shows you a list of all tests they have taken so you can choose specific tests to base the worksheets on. You can choose any combination of Benchmark exams and Teacher Tools tests your students have taken. See *Selecting test scores to base worksheets on* on page 35.
- Based on the tests you select, Edusoft shows you a list of the standards they're aligned to so that you can choose which standards you want to cover in the worksheets. See *Selecting standards from selected exams* on page 36.
- Based on the standards you choose, Edusoft displays a list of all the types of material that are available in your district so that you can choose the types of materials you want to include on the worksheet. You can include missed questions from the tests you selected, reassessment items aligned to the same standards your students are struggling with, and instructional resources that target areas where your students need assistance. See *Selecting worksheet contents* on page 37.
- Next, you review the missed questions, reassessment items, and resources that Edusoft proposes and add or remove items and resources as needed. See *Reviewing and customizing worksheets* on page 41.
- Finally, you print worksheets and distribute them to students. See *Printing worksheets for teachers and students* on page 46.

Starting a worksheet and selecting a worksheet type

You can create worksheets for any of your students based on your classroom tests and school-wide or district-wide Benchmark exams. You can start from either the Teacher Tools module or from the Benchmark Exams module and choose tests from a combined Assessment Locker.

The first choice you make is the type of worksheet you want to create or how customized you want the worksheets to be. You can create a custom worksheet for each student, worksheets for each classroom or period, or just one worksheet for everyone.

You might create a worksheet for **When**

Individual students	You want to give customized worksheets to a targeted group of students with unique skills and needs. You might use them for individual tutoring or customized homework assignments that students can work on at home with their parents.
Each class or period	You want to give the same worksheet to each student in a class or period. If you teach multiple periods, you might find it convenient to give all the students in each period the same homework assignment to make grading more manageable.
A group of students	You want to give all students in a group the same worksheet. You might, for example, want to create a worksheet for a custom group or for the students in one or more Ed programs. If you teach in an elementary school, you might want to create homework assignments for your class as a whole.

To start a worksheet and select a worksheet type:

- 1 Click the **Benchmark Exams** tab. Click the link or icon for **Instructional Tool**. Or, click the **Teacher Tools** tab and click the link or icon for **Tools & Analysis**.
The Tools and Analysis Sections page appears.

Instructional Tool
Generate standards-based instructional materials for students based on their performance on tests. Instructional materials can include missed exam questions, resource materials, and additional standards-aligned questions.
[Create Instructional Tool Review](#) — Click this link to open the Instructional Tool.

- 2 From the Teacher Tools page, click the **Create Instructional Tool Review** link.
The Instructional Tool page appears.

Instructional Tool

Create a New Worksheet

The Instructional Tool lets you generate standards-based, instructional material for your students based on their performance on assessments.

Create worksheets for:

- Individual students
- Each class or period
- A group of students

These are the groups you can customize instructional worksheets for.

- 3 Choose the type of worksheets you want to create.

Choose	To create
Individual students	An individual worksheet for each student. Each worksheet will be based on the student's performance.
Each class or period	A per-period worksheet for each class or period. Each worksheet will be based on the overall performance of the class or period.
A group of students	A group worksheet for the all students you select. The worksheet will be based on the overall performance of all the students.

- 4 Click **Continue** to select students.

The Select Student Set page appears.



The next step is to select the set of students who will receive the instructional worksheets. See *Selecting a set of students*, next.

Selecting a set of students

Selecting a set of students is the next step in creating instructional worksheets. The choices you make here tell Edusoft which students' scores you want to look at and, therefore, which tests to consider (you'll only see the tests that these students have taken). Your students' scores also determine the missed questions, reassessment items, and resources that appear on the worksheets.

You start by selecting periods (if you teach more than one). Then, you select the actual students who will receive worksheets. You can give worksheets to all students in those periods or classes, to specific students you select, or to a group of students you choose based on demographic or roster information.

To select a set of students:

- 1 In the Select Student Set page, select the periods that include the students you want to create worksheets for.

If you only teach one class, Edusoft displays the name of that class.

If you teach more than one period, you can choose specific periods.

Select Student Set

Choose periods:

[select all](#) [clear all](#)

6th Grammar / Period 2

6th Reading / Period 3

Select Student Set

Choose periods:

Grade 3 / Grade 3

If you only teach one class, the class name appears here.

2 In the Student Selection area, choose the students for this set of worksheets.

Student selection:

- All students Click to give worksheets to all students.
- Choose individual students Click to give worksheets to students you select based on demographic options.
- Select students based on demographic options

Click to give worksheets to specific student you select.

To choose

Do this

All students in the periods or classes you've just selected

- 1 In the Student Selection area, click **All Students**.
- 2 Click **Continue**.

Specific students

- 1 Click **Choose Individual Students**.
- 2 Click **Continue**.
- 3 In the Choose Individual Students page, click check boxes for the students you want to include.

Choose Individual Students

Pine Grove Elementary

Lori Y.

Grade 3 / Grade 3 - [select all](#) | [clear all](#)

<input checked="" type="checkbox"/> Alexander U.	<input checked="" type="checkbox"/> Danielle A.	<input checked="" type="checkbox"/> Gustavo A.
<input checked="" type="checkbox"/> Brianna A.	<input checked="" type="checkbox"/> David O.	<input checked="" type="checkbox"/> Holly A.
<input checked="" type="checkbox"/> Caleb I.	<input checked="" type="checkbox"/> Ethan E.	<input checked="" type="checkbox"/> Jessica E.

Click check boxes to include students.

- 4 Click **Continue**.

A group of students

- 1 Click **Select Students Based on Demographic Options**.
- 2 Use the links in the Select Students Based on area to select the students you want to include.

Select students based on: [Tell me more...](#)

Grades:	All	Click a link to filter your list of students using these options. You can choose as many or as few as you need. The information that appears here reflects your choices.
Ethnicities:	All	
Ed Programs:	All	
Custom Groups:	All	
Gender:	All	
Course:	All	

[Clear Options](#)

Note: Click the **Tell Me More** link for more information about selecting students using these options.

- 3 Click **Continue**.

After you've finished selecting a set of students, the Select Assessments page appears.



The next step is to select the tests that will serve as the basis for the instructional worksheets you're creating. See *Selecting test scores to base worksheets on*, next.

Selecting test scores to base worksheets on

The next step is to choose the tests that the worksheets will be based on. Edusoft uses your students' performance on the tests you select to help determine the contents of a worksheet. If you include missed questions, they come from these tests. Likewise, the standards covered on the tests determine which resources and reassessment items you can use.

Edusoft displays a combined Assessment Locker that includes all Benchmark exams and Teacher Tools tests your students have taken.

For each exam, you can see how many students from your selected group have scores.

To select test scores to base worksheets on:

- 1 In the Select Assessments page, click a check box to select one or more exams. If you're a teacher, you see both Benchmark exams and tests from your Teacher Tools Assessment Locker. If you're an administrator, you see only Benchmark exams.

Select Assessments

Assessment Folders:

- Benchmark Tests — Administrators see only Benchmark exams.
- 3rd Grade
- English (4)
- My Tests — Click a check box to select an exam.
- ELA (2)

Teachers see both Benchmark exams...
...and tests from their own Assessment Lockers.
Click a folder to see the tests it contains.

Assessments in Selected Folder:

English

select all clear all

Exam	# students
<input checked="" type="checkbox"/> ELA Grade 3 Reading Diagnostics 2 - October	27
<input type="checkbox"/> ELA Grade 3 Reading Diagnostics 1 - September	27
<input type="checkbox"/> ELA Grade 3 Theme Skills 1 - November	27
<input type="checkbox"/> ELA Grade 3 Theme Skills 2 - December	27

This is the number of students you've selected who have taken this exam.

Exams currently selected (2): ELA Grade 3 Reading Diagnostics 2 - October, ELA Grade 3 Reading Word Recognition 2 - October

Point to a folder icon to see the location of a test.

- 2 Click **Continue** to select the standards you want to use for the worksheets. The Select Standards page appears.



The next step is to select the standards that will be covered on the instructional worksheets you're creating. See *Selecting standards from selected exams*, next.

Selecting standards from selected exams

Based on the exams you select, Edusoft compiles a list of the standards that were covered in those exams. You can select both the number of standards per student (or group of students) as well as the specific standards to be included. The standards you select determine which resources and reassessment items are available. Edusoft prioritizes the standards covered on the exam based on student performance, starting with the lowest scores. Standards where students fell below your Benchmarks underperforming threshold appear in red.

Tip: You can set your underperforming thresholds in the Admin tab, Settings area. See your *Admin Tab Guide* for more information.

On individual worksheets, Edusoft uses the standards where the student is having the most trouble from among the list you select. For example, if you select three standards per student, and a total of six standards, Edusoft locates material for the weakest three of those six standards for each student. Likewise, if you're creating a period or group worksheet, Edusoft selects material for the weakest three standards for the entire period or group.

Standards per student

For each student, show the lowest-performing standards.

<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 2.5
<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 1.1
<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 1.2
<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 2.7
<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 2.3
<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 2.4

← Based on his performance on this exam, Student A might get materials that cover these standards.

← Based on her performance on this exam, Student B might get materials that cover these standards.

To select standards from selected tests:

- 1 In the Select Standards page, click check boxes for the standards you wish to include or remove from the list.

This page lists all standards that were covered in the exams you selected, in order of performance. If you're creating worksheets for individual students or for each period, Edusoft selects all standards for you. The advantage to including all standards is even if the average score for a standard is 90%, you still get materials for the few students who did poorly on that standard.

If you're creating worksheets for a group of students, Edusoft selects just the underperforming standards.

The average scores in red indicate standards where student scores fell below your Benchmarks underperforming threshold. In this example, the threshold is 75%.

Click check boxes to select standards.

Select Standards

These are the standards covered on the tests you chose. Choose the standards you want to include on this worksheet.

[select all](#) [clear all](#)

		Avg. score
<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 2.5	67%
<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 1.1	70%
<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 1.2	70%
<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 2.7	70%
<input checked="" type="checkbox"/>	CCS--English--Grade Three--Reading 2.3	77%

Average scores in red fall below your underperforming threshold.

- 2 Select the number of standards to be covered for each student or period.

Note: If you are creating worksheets for a group, you skip this step.

You can include up to ten standards. The more standards you select, the longer the worksheet will be.

Standards per student

For each student, show the lowest-performing standards. Select the number of standards to be included for each student or period.

- 3 Click **Continue** to select worksheet contents.

The Select Worksheet Contents page appears.



The next step is to select the type of materials you want to include in the worksheets. See *Selecting worksheet contents*, next.

Selecting worksheet contents

Based on the choices you make, worksheet contents are divided into three main sections: missed exam questions from the tests, reassessment items (items from any available item bank that are aligned to the same standards as the tests), and instructional resources.

Instructional resources are a key ingredient for reteaching and intervention. Edusoft divides resources into these groups:

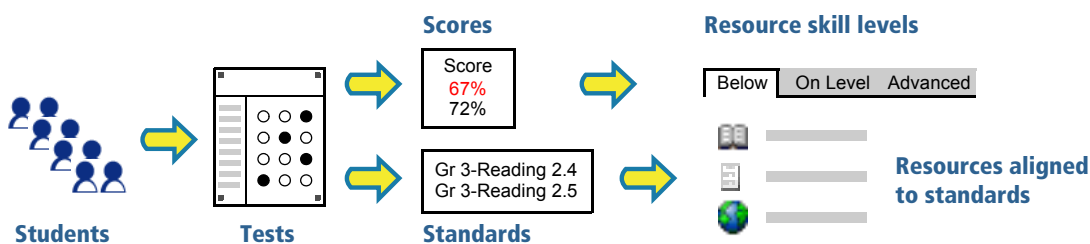
- Practice materials students can work on in the classroom or at home, including worksheets, textbook references, re-teaching materials, supplemental exercises, practice tests, and online curricula.
- Hands-on activities that students can work on in the classroom or at home.
- Lesson plans used by teachers in the classroom.

- Professional development material that includes links to professional development courses and suggested strategies for teaching, extension, and reteaching.
- Teaching aids that help teachers to plan and deliver a lesson, including transparencies and suggested strategies for teaching, extension, and reteaching.

Note: Lesson plans and professional development resources appear only on teachers’ worksheets, and not on students’ worksheets.

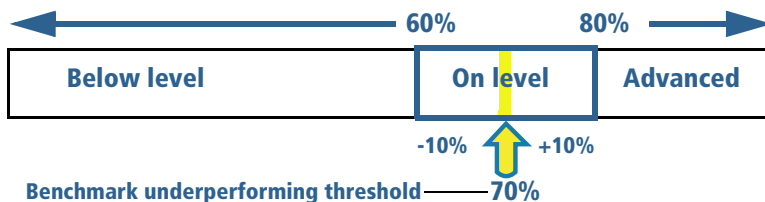
How does Edusoft select resources for worksheets?

Edusoft uses a wide range of information to determine which resources to display on a worksheet. The students and tests you specify tell Edusoft which scores and standards to look at. The scores tell Edusoft which resource skill levels to examine and the standards determine which resources are appropriate for the worksheet.



Based on those scores, on your underperforming threshold, and on the worksheet contents choices you make, Edusoft sifts through the pool of resources available for your district looking for the ones that match your students’ needs. Edusoft uses the Benchmarks underperforming threshold you set on the Admin tab to determine which scores are below level, on level, and advanced.

Here’s how it works. Edusoft starts with your underperforming threshold for Benchmark tests and adds 10% in each direction to determine the On Level range. Advanced is all scores above that range and Below Level is all scores below it.



Then, based on the skill levels you specify, Edusoft selects the best array of resources from the ones that match your choices and your students’ performance.

To select worksheet contents:

- 1 In the Select Worksheet Contents page, click the check boxes for the material you want to include.

Note: The choices that appear in this page depend on the standards you selected and sources available in your district. For example, some standards might not have lesson plans or activities aligned to them. If this is the case, the choices for that type of resource will not appear.

The screenshot shows the 'Select Worksheet Contents' interface. It includes the following elements and callouts:

- List lowest-performing students** (below under-performing threshold): A callout explains that this setting appears when you create worksheets for a group of students.
- Missed questions** - max. 3 per standard: A callout explains that you choose the number of items to include for each standard covered on this worksheet. Below this is an **Include correct answers** option, with a callout explaining that you click to include correct answers on the students' worksheets.
- Reassessment items** - max. 3 per standard: Similar to missed questions, with an **Include correct answers** option.
- Instructional resources** - max. 3 per standard: A callout explains that you click check boxes to include materials on a worksheet.

- For group worksheets, click **List Lowest -performing Students** to display a list of students in the group who are struggling.

This setting displays a list of the lowest performing students in the group (but only those under your underperforming threshold for Benchmark exams). The list appears only on the teacher's worksheet. You don't see this setting when you create worksheets for individual students or periods.

- For missed exam questions, choose the number of items to include and whether to include the correct answers on the students' worksheets.

If you are customizing individual worksheets, Edusoft presents the questions that each student missed. If you are creating worksheets for a period or group, Edusoft presents the questions that students in the period or group missed most often. If the test was created by aligning existing exams, the question numbers and multiple choice answers appear, but the actual questions do not.

- For reassessment items, choose the number of items to include for each standard covered on the worksheet and whether to include the correct answers on the students' worksheets.

- 2 To add instructional resources, click the **Instructional Resources** check box and choose the number of resources you want to add for each standard covered on the worksheet.

When you click the **Instructional Resources** check box, Edusoft displays additional check boxes for resource types, skill levels, languages, and sources. The check boxes you see depend on the standards you're selected and the resources available in your district. For example, if your district hasn't created any of its own instructional resources in Edusoft, "Materials aligned by users in your district" won't appear as a choice in the Sources area. Likewise, if your district has only On Level resources in Edusoft, you won't see Below Level or Advanced as skill level choices.

Instructional resources - max. per standard

Types: _____ These are all of the resource types Edusoft provides.
 Professional Development You'll only see the resource types for which there are appropriate resources available in your district.
 Teaching Aids
 Lesson Plans
 Practice Materials | _____ These resource types appear only on teachers' worksheets.
 Activities

Skill Levels: _____ These are all of the possible skill levels. You'll only see the levels that match your district's resources.
 Below Level
 On Level
 Advanced
 Not Indicated

Languages:
 English
 Not Indicated

Sources: _____ These are the sources for your district that match the standards covered, as well as the resource type, skill level, and language choices you've made.
 HMCO Reading Resources
 Houghton Reading, Houghton Mifflin
 Materials aligned by users in your district
 HMCO Reading Professional Development

- In the **Types** area, click check boxes for the types of resources you want to include. Professional development and lesson plan resources only appear on teachers' worksheets. Students don't see them.
- In the **Skill Levels** area, click check boxes for the skill levels you want to include. This setting acts as a filter when Edusoft searches for resources that are aligned to the standards covered on this worksheet. For example, if you exclude Advanced level resources, you won't see Advanced resources in your worksheets.

Tip: It's a good idea to always include **Not Indicated** resources. This gives you access to a wide range of resources that don't have an assigned skill level.

- In the **Languages** area, click check boxes for the languages you want to include.
- In the **Sources** area, click check boxes for the resource banks you want to pull resources from.

The list shows all available sources that contain resources aligned to the standards covered on this worksheet.

- 3 Click **Continue** to preview and adjust your worksheets.

After a brief delay, the Preview Materials by Standard page appears.

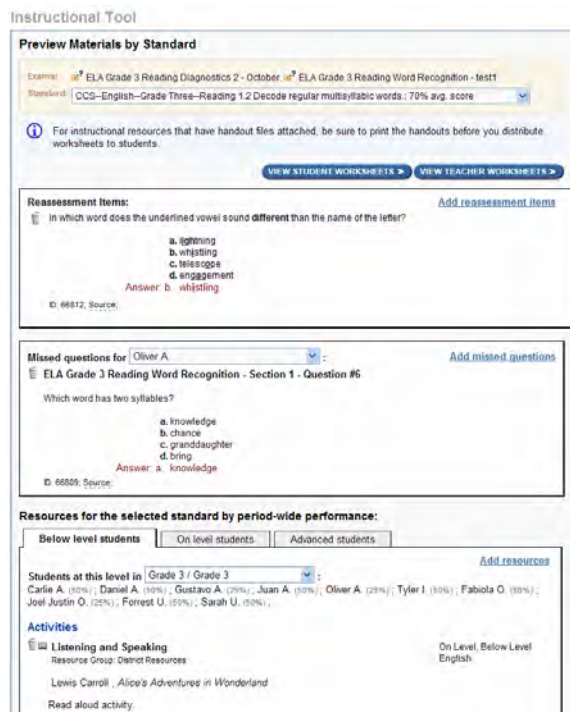


The next step is to review the worksheets and add or remove items as necessary. See *Reviewing and customizing worksheets*, next.

Reviewing and customizing worksheets

Now that you've made your choices, Edusoft creates the worksheets you've requested. Before viewing and printing the final worksheets, however, you can preview their contents and make adjustments as needed. Although Edusoft uses sophisticated queries to select reassessment items and resources for you, you may want to adjust the contents of a worksheet by adding or removing questions and resources.

You can preview and adjust the resources and questions for each standard and skill level in the Preview Materials by Standard page.



The screenshot displays the 'Preview Materials by Standard' page. At the top, it shows the 'Instructional Tool' and 'Preview Materials by Standard' header. Below this, there are dropdown menus for 'Exam' (ELA Grade 3 Reading Diagnostics 2 - October) and 'Standard' (CCSS-English-Grade Three-Reading 1.2 Decode regular multisyllabic words: 70% avg. score). A blue arrow points to these dropdowns with the text: 'These are the exams and standards covered in this worksheet. Each standard has its own reassessment items, missed questions, and resources.'

The 'Reassessment Items' section contains a question: 'In which word does the underlined vowel sound different than the name of the letter?' with options: a. lightning, b. whistling, c. telescope, d. engagement. The answer is b. whistling. A blue arrow points to this section with the text: 'These are suggested reassessment items.'

The 'Missed questions for Oliver A' section shows a question: 'Which word has two syllables?' with options: a. knowledge, b. chance, c. granddaughter, d. bring. The answer is a. knowledge. A blue arrow points to this section with the text: 'These are missed exam questions for the student listed.'

The 'Resources for the selected standard by period-wide performance' section has tabs for 'Below level students', 'On level students', and 'Advanced students'. It shows a list of students and their performance levels. A blue arrow points to this section with the text: 'These are suggested resources. Resources are displayed by level. Edusoft calculates these levels based on your underperforming threshold for Benchmark exams.'

Tip: Don't try to read the text in this illustration. Its purpose is to show you the sections in the Preview Materials by Standard page. You'll find more detailed descriptions below.

Worksheets display items for the standard that appears at the top of the page. You can display the items for any standard covered on the worksheet by choosing that standard.

Preview Materials by Standard

Exams: ² ELA Grade 3 Reading Diagnostics 2 - October, ² ELA Grade 3 Reading Word Recognition

Standard: CCS-English-Grade Three-Reading 1.2 Decode regular multisyllabic words.; 70% avg. score
 CCS-English-Grade Three-Reading 2.5 Di...and supporting details in expository text; 66% avg. score
 CCS-English-Grade Three-Reading 1.1 Kn... (e.g., -ight) to decode unfamiliar words; 70% avg. score
 CCS-English-Grade Three-Reading 1.2 Decode regular multisyllabic words.; 70% avg. score

For ⁱ For worksheets to students.

VIEW STUDENT WORKSHEETS VIEW TEACHER WORKSHEETS

Worksheets are divided into three main sections: reassessment items, missed questions, and resources. You can work with each section independently, adding or removing items as needed. Reassessment items are drawn from all available item banks and are aligned to the standards covered in the worksheet. For each standard Edusoft gives you a single set of reassessment items for all students.

Reassessment Items:

Which word has two syllables?

Click to remove this item.

a. knowledge
b. chance
c. granddaughter
d. bring

Answer: a. knowledge

ID: 66809; Source;

Add reassessment items

Click to add reassessment items for this standard.

Reassessment items give students a chance to test themselves on items like the ones they missed.

Missed questions show students the items they missed on recent exams, along with the correct answers. If you're creating worksheets for individual students, each student has a set of missed questions. If you're creating worksheets for periods or a group, you see the items most frequently missed by all students in the period of group.

Missed questions for Oliver A.

ELA Grade 3 Reading Word Recognition - Section 1 - Question #6

Which word has two syllables?

Click to remove this item.

a. knowledge
b. chance
c. granddaughter
d. bring

Answer: a. knowledge

ID: 66809; Source;

Add missed questions

Click to add more missed questions for this standard.

On individual worksheets, you see the questions each student missed.

Missed questions show students the correct answers for the questions they missed.

The resources section displays resources divided into three categories: Below Level, On Level, and Advanced. Edusoft calculates these levels based on your underperforming threshold for Benchmark exams. See *How does Edusoft select resources for worksheets?* on page 38 for a description of how Edusoft calculates the levels.

Resources for the selected standard by period-wide performance:

Below level students | On level students | Advanced students

Click to add more resources for this level and standard.

Add resources

Students at this level in **Grade 3 / Grade 3** ;

Carlie A. (50%) ; Daniel A. (50%) ; Gustavo A. (25%) ; Juan A. (50%) ; Oliver A. (25%) ; Tyler I. (50%) ; Fabiola O. (50%) ; Joel Justin O. (25%) ; Forrest U. (50%) ; Sarah U. (50%) ;

These are the students who performed at this level on the tests covered by this worksheet.

Activities

Listening and Speaking
Resource Group: District Resources

Lewis Carroll, *Alice's Adventures in Wonderland* .

Read aloud activity.

Click to delete this resource.

On Level, Below Level English

These are the skill levels and language associated with this resource.

To review and customize worksheets:

- 1 In the Preview Materials by Standard page, choose the standard you want to review. Missed questions and reassessment items are aligned to one or more standards.

Preview Materials by Standard

Exams: ELA Grade 3 Reading Diagnostics 2 - October, ELA Grade 3 Reading Word Recognition

Standard: CCS-English-Grade Three-Reading 1.2 Decode regular multisyllabic words.; 70% avg. score

Choose a standard to preview the material aligned to it.

CCS-English-Grade Three-Reading 2.5 Di...and supporting details in expository text; 66% avg. score

CCS-English-Grade Three-Reading 1.1 Kn... (e.g., -ight) to decode unfamiliar words; 70% avg. score

CCS-English-Grade Three-Reading 1.2 Decode regular multisyllabic words.; 70% avg. score

For worksheets to students.

- 2 In the Reassessment Items area, add or remove items as needed.
 - To remove an item, click the trash can icon for the item you want to remove.

Reassessment Items: [Add reassessment items](#)

 Which word has two syllables?

Click to remove an item.

- To add items, click the **Add Reassessment Items** link. In the Add Reassessment Items page, click check boxes for the items you want to add. Click **Add Selected**, and click **Continue** to add these items to your worksheet.

- In the Missed Questions area, review the missed questions for each student or period and add or remove questions as needed.

- To view a different student or period, choose the student or period.

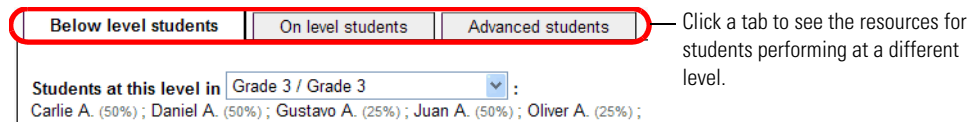
- To remove a missed question from the worksheet, click the trash can icon for the question you want to remove.

- To add missed questions to the worksheet for the current student or period, click the **Add Missed Questions** link. In the Add Missed Questions page, click check boxes for the questions you want to add. Click **Add Selected**, and click **Continue**.

- 4 In the Resources area, review and remove resources for students at each performance level.

Performance levels are based on your Benchmarks underperforming threshold.

- Click a tab to view the resources for a different level.



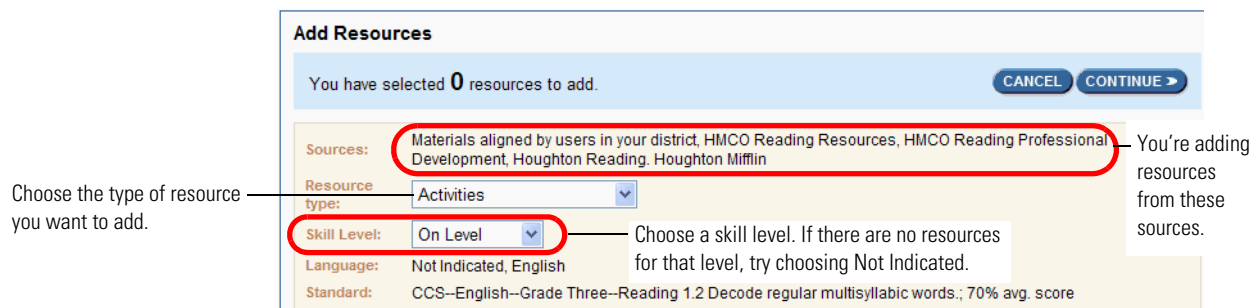
- To remove a resource, click the trash can icon for the one you want to remove.



- 5 To add resources:

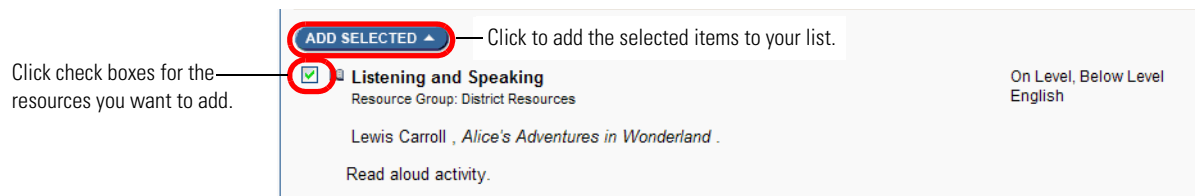
- Click the **Add resources** link.

The Add Resources page appears. The resources you see here are limited by the selections you made on the Worksheet Contents page. For example, if you chose only On Level resources, you won't see Below Level or Advanced resources now.



- Choose a resource type and skill level.

Tip: If you don't find resources for the skill level you select, try choosing Not Indicated. You may find additional resources that don't have a skill level designated.



- Click check boxes for the resources you want to add. Click **Add Selected**.

- Select another resource type or skill level if you wish and add more resources. Click **Add Selected** for each resource type or skill level. When you've finished adding resources, click **Continue**.
- 6 Continue making changes until you are satisfied with the worksheets.



The next step is to preview and print worksheets for students and teachers. See *Printing worksheets for teachers and students*, next.

Printing worksheets for teachers and students

After you have reviewed and revised your worksheets, the final step is to preview and print them. You can still return to the preview page to make additional changes.

Edusoft creates two PDF files: one for students and one for teachers. A student's PDF file contains the questions and resources you've selected. The teacher's version contains the same content as the student's, plus professional development and lesson plan resources, answers to reassessment items, and a list of the lowest performing students (if you've requested it).



On a Windows[®] computer, be sure to use the **Print** icon in the Adobe Reader toolbar, and not your browser's menu commands, to print PDF files.



You can save the PDF file to your computer before printing. To save this PDF file, click the **Save** icon.

On a Macintosh[®] computer, choose **File > Print Largest Frame** or the Command-P shortcut.

To print worksheets for teachers and students:

- 1 When you have finished making changes, click **View PDF for Teacher** or **View PDF for Student** to view your printable instructional worksheets.

Your browser starts Adobe® Reader® and displays the appropriate PDF file—for teachers or students.

The screenshot shows the Adobe Reader interface. At the top, there is a toolbar with several icons. A red circle highlights the 'BACK' button, with a line pointing to the text 'Click to return to the preview page.' Another red circle highlights the 'Print' icon, with a line pointing to the text 'Click the Print icon to print this document.' The main content area displays a PDF document titled 'Review Materials Teacher Guide' dated December 22, 2005. The document includes exam information for 'ELA Grade 3 Reading Word Recognition' and 'CCS-English-Grade Three-Reading 1.1'. A sidebar on the left contains 'Pages', 'Attachments', and 'Comments' sections. A note on the right side of the screenshot states: 'Your toolbar may look different depending on your Adobe Reader version.'

- 2 To print this document, click the Print icon and follow the instructions on your screen. On a Windows computer, the Print icon is part of the Adobe Reader toolbar toward the top of the page. On a Macintosh computer, use File menu commands to save or print the PDF files.

Tip: If you are working with a large set of worksheets, you may want to save the PDF file to your computer before printing. To save this PDF file to your computer, click the Save icon. You can return to this file later to resume printing.
- 3 To view and print the second PDF file, click **View PDF for Student** (or **View PDF for Teacher**).
- 4 To return to the preview page, click **Back**.

Be sure to use the navigation buttons and links within Edusoft instead of the buttons on your browser toolbar. For printing and saving PDF files, be sure to use the buttons in the Adobe Reader toolbar.

Viewing Instructional Resources



Instructional Resources are a key ingredient for classroom instruction and enrichment. They provide supplemental materials teachers can refer to when they put together lesson plans or homework assignments. They might include additional reading materials or pointers to Web sites for students who want to know more. Edusoft makes it easy to view standards-based resources published by the district.

Edusoft divides resources into these groups:

- Lesson plans used by teachers in the classroom.
- Hands-on activities that students can work on in the classroom or at home.
- Practice exercises the student can work on in the classroom or at home, including worksheets, textbook references, re-teaching materials, supplemental exercises, practice tests, and online curricula.
- Teaching aids that help teachers to plan and deliver a lesson, including transparencies and suggested strategies for teaching, extension, and reteaching.
- Professional development material that includes links to professional development courses and suggested strategies for teaching, extension, and reteaching.
- Any other instructional material that doesn't neatly fit in another category. For example, campus calendars, grading rubrics, and so forth.

These are the topics in this chapter:

- *Viewing resources* on page 50

Viewing resources

Resources are instructional materials—textbook readings, practice problems, outside reading materials, lesson plans, online exercises, and workbooks, to name a few—that can enrich the classroom teaching experience. Your district’s Resource Bank provides a way for districts to centralize and manage current resources as well as resources they may acquire in the future. In addition, teachers can share information about the resources that are working best for their students.

Administrators can add resources that are aligned to state standards or resources that are not aligned to any standards. These are the same resources that you use in instructional tools and curriculum plans. Teachers can view resources by browsing the Resource Bank.

When you view resources, you start by selecting a subject and course or grade level, then you select a specific standard and view the items in the Resource Bank that are associated with it. If your Resource Bank contains items that are not aligned to a standard, you can view them as well.

To view resources:

- 1 Click the **Curriculum** or the **Teacher Tool** tab. Click the link or icon for **Instructional Resources**.

The Browse Resources page lists the current set of standards used in your district.

The screenshot shows a form titled "Browse by standard:" with three dropdown menus: "Group" (set to "California Content Standards"), "Subject" (set to "English-Language Arts"), and "Course/Grade" (set to "Choose"). Below the dropdowns is a blue "SHOW RESOURCES" button and a link "Show resources not aligned to standards".

Annotations include:

- A line from the text "Choose a subject area and a grade level or course." points to the "Subject" and "Course/Grade" dropdowns.
- A line from the text "This is the current set of standards." points to the "Group" dropdown.
- A line from the text "Click to view a list of resources that are not aligned to a standard." points to the "Show resources not aligned to standards" link.

- 2 Choose the group of standards.

Each state divides its standards into subject categories, with each subject category further divided into grade levels and specific standards associated with each grade level.

For example, California standards subject categories include English-Language Arts, Mathematics, History-Social Science, Science, English-Language Development, and Other. Mississippi, on the other hand, uses these categories: Mathematics, Reading, Language, Science, and Social Studies.

- 3 Choose a subject area, and then choose a grade level or course.

4 To browse the available resources, select the type of resource you want to find.

To find	Do this
Resources that have been aligned to standards	Click Show Resources .
Resources that have not been aligned to standards	Click Show resources not aligned to standards .

If you choose to view resources not aligned to standards, you see a list of resources. Skip to step 6.

If you choose to view aligned resources, Edusoft displays the standards for the subject and grade level you selected. The **View** button indicates that there are resources you can view. The N/A button indicates that there are no resources currently available for that standard.

Specific standards:

Reading

N/A means there are **no** resources available for this standard.

1.0 Word Analysis, Fluency, and Systematic Vocabulary Development - Students understand the basic features of reading. They select letter patterns and know how to translate them into spoken language by using phonics, syllabication, and word parts. They apply this knowledge to achieve fluent oral and silent reading.

Decoding and Word Recognition

VIEW means there **are** resources available for this standard.

VIEW 1.1 - Know and use complex word families when reading (e.g., -ight) to decode unfamiliar words.

VIEW 1.2 - Decode regular multisyllabic words.

VIEW 1.3 - Read aloud narrative and expository text fluently and accurately and with appropriate pacing, intonation, and expression.

Vocabulary and Concept Development

N/A 1.4 - Use knowledge of antonyms, synonyms, homophones, and homographs to determine the meanings of words.

VIEW 1.5 - Demonstrate knowledge of levels of specificity among grade-appropriate words and explain the importance of these relations (e.g., dog/mammal/animal/living things).

Click this link to see the resources.

VIEW 1.6 - Use sentence and word context to find the meaning of unknown words.

5 Click the **View** button beside a standard to view the resources aligned for that standard.

The resources page is divided into sections for the types of resources: Lesson Plans, Activities, Practice, Teaching Aids, Professional Development, and Other.


CCS--English--Grade Three--Reading 1.6

< [Back](#)


Click a resource link to view the resource.


If the resource is a Web site, click to visit the Web site.

Lesson Plans


 [Grade 3 Reading](#) Review what students have learned about making generalizations. On Level English

Activities

 [eWord Game](#) [visit web site](#) Log on to Education Place for more activities relating to "Off to Adventure!" On Level English

 [Handout: Word Finds](#) Find and circle the words hidden in the puzzle. On Level English

Practice

 [Brown Bracelet](#) - HMCO Reading Resources - Grade 3 Skill level not indicated English
[excerpt] Use a word from Box A and a word from Box B to write two-words phrases to go with each meaning. Each of the two words in...

Teaching Aids

 [Grammar Skills Practice](#) On Level

6 Click a link for a resource to view it. Edusoft displays the View Resource page.

View Resource

< [Back](#)

The resource type appears here.

These are the standards covered in this resource.

Grade 3 Reading

(Lesson Plan)

[PRINTER-FRIENDLY VIEW](#)

J. David Cooper and John J. Pikulski, *Houghton Mifflin Reading, California Edition, Grade 3, Teacher's Edition* ed. Houghton Mifflin Books, 2003. ISBN 000000020

Recommended chapter(s): Theme 1
Recommended page(s): p. 51Q - R

Review what students have learned about making generalizations.

Standards covered:

- CCS--English--Grade Three--Reading 1.2
- CCS--English--Grade Three--Reading 1.3
- CCS--English--Grade Three--Reading 1.6
- CCS--English--Grade Three--Reading 2.1
- CCS--English



This icon indicates a book resource.

Target audience

Skill Level(s): Or
Grade(s): All
Ed Program(s): N
Language: En

eWord Game

(Activity) Click to visit the Web site for this resource.

[Visit this site](#)
(http://www.eduplace.com/kids/hmr05)

[PRINTER-FRIENDLY VIEW](#)



Log on to Education Place for more activities relating to "Off to Adventure!"

- Click the **Back** link to return to the list of resources. Click the **Back** link again to return to Browse Resources page.

Printing a resource

In addition to viewing resources online, you can also print them out for future reference. Edusoft provides a printer-friendly view of the resource that hides the navigation bar at the top of the page and other Web site features that might not print well.

To print a resource:

- Click the **Curriculum** or **Teacher Tools** tab, and then click the link or icon for **Instructional Resources**.
- Browse the resources and locate the resource you want to print. Click the link for the resource.

The View Resource page appears.

View Resource

< [Back](#)

Writing Workshop: Personal Narrative

(Activity)

Teacher notes: Theme 1: Teacher's Edition, pages 52-53G

Standards covered:

PRINTER-FRIENDLY VIEW



Click **Printer-Friendly View** before printing the resource.

- Click **Printer-Friendly View**.
- To print this resource, click the Print icon in your browser toolbar or choose **File>Print** and follow the instructions on your screen.



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