

# Assessments

**title** → Teacher's Guide

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# Introduction



The Edusoft Assessment Management System provides two modules for managing and administering assessments: Benchmark Exams and Teacher Tools. These modules are used to manage district-wide and classroom assessments respectively.

In these modules, depending on your access level, you can align your existing tests to state standards and store the tests in Edusoft, or you can create new tests using Edusoft's item banks. In both cases, because all test items are aligned to standards, it's easy to create reports that show how students are doing.

Your access level determines which module(s) you can add tests to, or administer tests from:

- Teachers can align existing tests, create new ones, and administer tests in the Teacher Tools module, and they can administer tests in the Benchmark Exams module.
- Administrators can align existing tests, add new ones, and administer tests in the Benchmark Exams module. Administrators can also align tests and create new ones in the Teacher Tools module in order to share tests with teachers. However, administrators cannot administer tests from Teacher Tools.

This guide focuses on managing, aligning, creating, and administering assessments in both the Teacher Tools and Benchmark Exams modules. For other information specific to each module, see the *Teacher Tools Guide* and the *Benchmark Exams Guide*.

These are the topics in this chapter:

- *About Teacher Tools assessments* on page 2
- *About Benchmark assessments* on page 3
- *About administering and grading assessments* on page 4

## About Teacher Tools assessments



Edusoft Teacher Tools assessments are a teacher’s regular, on-going, classroom 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.

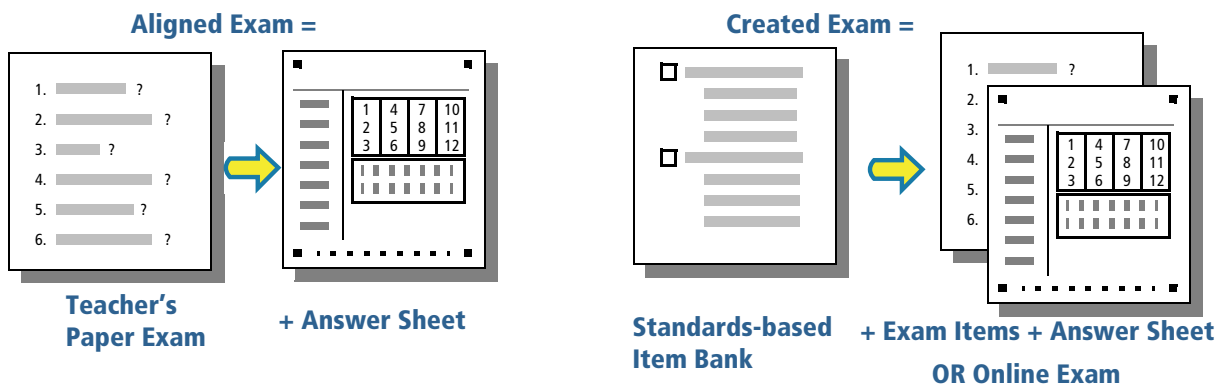
Edusoft stores Teacher Tools assessments in folders in your Assessment Locker. The My Tests folder holds the tests that you create, align, or copy from the Shared Tests or District Tests folders for use in the classroom.

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 the Teacher Tools 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.



## About Benchmark assessments



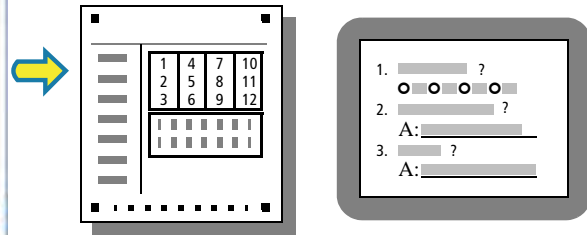
Edusoft Benchmark assessments are school-wide or district-wide standards-based assessments. They can be administered on paper or online, and can provide an indicator of how students may perform on state tests.

Edusoft organizes and stores your benchmark assessments in an Assessment Locker. From here, you can add or remove the folders used to organize assessments, move assessments between folders, and archive assessments that are no longer in use.

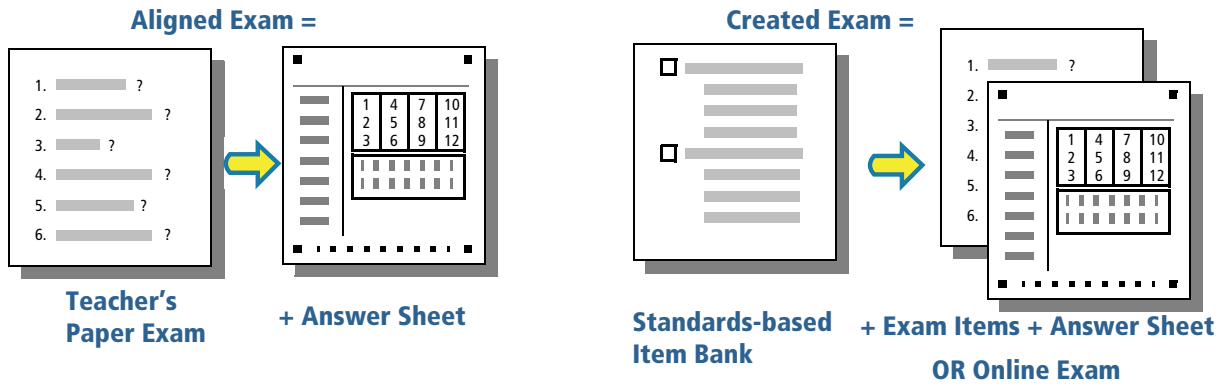
The Assessment Locker stores all assessments that have been created or aligned for your district or school.



**Paper Answer Sheet OR Online Exam**



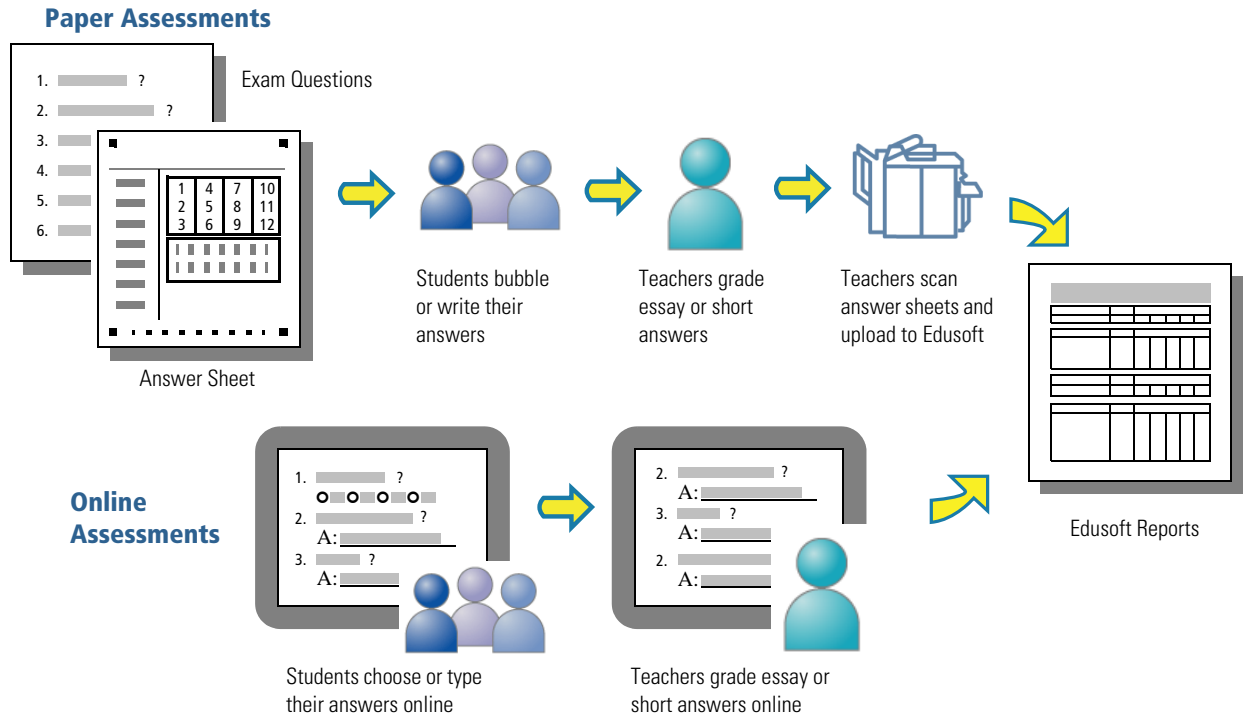
Administrators add assessments to the Benchmarks Assessment Locker in two ways: by creating assessments using Edusoft item banks or by aligning your existing assessments—home-grown or purchased—to state standards. Both ways create an answer sheet you can print to use for administering and scoring the assessment.



## About administering and grading assessments

Depending on how an assessment was created, Edusoft gives you the choice of administering the assessment on paper (the traditional way) or online (using the new Edusoft online testing feature). If you've created an assessment from any of the item banks within Edusoft, you can let students read the questions and enter their answers directly onto a computer.

When you administer an assessment on paper, you print test questions and answer sheets and distribute them to students. The students bubble in their answers and return the answer sheets to you. You grade any short answers or essay questions, and scan the answer sheets. Within a matter of minutes, you can see the results in Edusoft.



When you administer an assessment online, students log in to Edusoft and go to an assigned test. Students read the questions on their computer screens and enter their answers. When they have finished taking the test, Edusoft scores the multiple choice questions immediately. If there are short answers or essay questions, you read the students' answers and grade them online, too. Within a matter of minutes, you can see the results in Edusoft.



# Managing Teacher Tools Assessments



Edusoft Teacher Tools assessments are regular, on-going, standards-based assessments that are aligned to state standards. These are formative 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 your Assessment Locker. You can add assessments to your Assessment Locker in one of these ways:

- You can create answer sheets for existing paper exams by aligning them to state standards. Once an assessment has been aligned, teachers can print answer sheets and administer the assessment. For more information, see *Aligning Existing Assessments* on page 27.
- You can create new assessments. For more information, see *Creating Assessments* on page 39.
- You can find exams based on standards, subjects, or sources, and add them to your locker. See *Finding and copying an assessment* on page 12.

These are the topics in this chapter:

- *About the Teacher Tools Assessment Locker* on page 8
- *Setting up and managing your Assessment Locker* on page 9
- *Finding and copying an assessment* on page 12
- *Viewing Teacher Tools assessment details* on page 14
- *Managing Teacher Tools assessments* on page 16
- *Administering assessments* on page 19

## About the Teacher Tools Assessment Locker

Your Teacher Tools Assessment Locker is a hierarchy of three sets of folders that help you organize your assessments. You can think of the contents of your Assessment Locker as folders in a file drawer. Each folder can contain other folders or assessments. Folders appear on the left and their contents appear on the right. The top level folders in the Assessment Locker are My Tests, Shared Tests, and District Tests. These folders are color-coded: My Tests is yellow, Shared Tests is green, and District Tests is blue.

Subfolders appear in alphabetical order, as do the tests in each subfolder. You can create as many nested folders as it takes to organize your tests in a useful way.

- The My Tests folder holds the tests that you create or align for use in the classroom. These are your *private* tests—no one else can see them. You can share these tests with others in your district by copying them to the Shared Tests folder.
- The Shared Tests folder holds tests that have been created or aligned by teachers and administrators in your district. These tests have been made available to the district at large. Before you can use a shared test, however, you must first copy it to your My Tests folder.
- The District Tests folder holds the tests that have been created or aligned by Edusoft or by a few specific users in your district. Before you can use a district test, however, you must first copy it to your My Tests folder.

**Note:** Edusoft is preset to allow all users to create and manage the subfolders in their My Tests folders. Your district may also permit you to create and manage folders in the Shared Tests and District Tests folders.

**Assessments**

CREATE NEW FOLDER   CREATE NEW TEST   ALIGN EXISTING TEST   FIND A TEST

**Assessment Folders:**

Show: Current

- My Tests (4)
  - Algebra (3) The selected folder is highlighted. The number of assessments in the folder is in parentheses.
  - Geometry (1)
  - McDougal Litte
- Shared Tests (2)
- District Tests
  - HM Theme Skills: The Nation's Choice: Level 06
  - McDougal Littell Social Studies
  - Creating America: A History of the United States

Folder options: MOVE RENAME ARCHIVE DELETE

**Assessments in Selected Folder:**

- Algebra
- Algebra - Unit Test 1 - September
- Algebra - Unit Test 2 - October
- Algebra - Unit Test 3 - November, private

Test options: VIEW DETAILS PRINT LABELS PRINT ANSWER SHEETS MOVE COPY DELETE

This is a top level folder.

These are subfolders inside the top level folder. Each of these subfolders contains assessments.

Click a folder to open it and see its contents. A + on the folder means it contains other folders.

This is the selected folder. The assessments in each folder appear in alphabetical order.

This is the selected assessment within the selected folder.

Drag the scroll bar down to see the rest of the folder list.

Click to view the details of the selected assessment.

From the Assessment Locker, you can add, edit, view details, copy, or delete assessments.

You add assessments by finding exams that have already been aligned or created, by aligning existing paper exams you may already have developed, or by creating your own exams. You align an exam to state standards in order to create answer sheets. You can also use assessments created by others in your district by copying them to your My Tests folder. Likewise, if you place an assessment in the Shared Tests folder, other Edusoft users in your district—both teachers and administrators—can find the assessment and copy it to their My Tests folder.

**Note:** Only teachers can print answer sheets for Teacher Tools assessments.

## Setting up and managing your Assessment Locker

The first step in setting up your Assessment Locker is to plan how it will be organized. Next, you add test folders and subfolders to flesh out the structure you planned. If you decide to change the structure, you can rename, move, or delete folders.

When you add assessments to your locker, you select the folder where they will reside. Later, you can move an assessment to a different folder or delete the assessment altogether. See *Managing Teacher Tools assessments* on page 16.

At the end of a module or at the end of the school year, you can archive assessments that will no longer be in use. For example, if you organize your folders by semester, you can archive the first semester's assessments before adding assessments for the next semester or school year.



If you delete a folder that contains one or more tests, you also delete the tests (and their scores).

These are the topics in this section:

- *Creating a test folder* on page 10
- *Managing test folders* on page 10
- *Archiving a folder* on page 11
- *Restoring an archived folder* on page 12

## Creating a test folder

You use folders to organize the contents of your Assessment Locker. Depending on your access, you can place folders within the My Tests, and Shared Tests, and District Tests folders to create three separate hierarchies. When you create a folder, you specify the folder name and its location. All users have access to their own My Tests folder. Access to the other top level folders (Shared Tests and District Tests) may be restricted in your district.

**Note:** Once you've created a folder, you can easily rename it at any time. In the Assessment Locker, select the folder and click **Rename**.

**To create a test folder:**

- 1 Click the **Teacher Tools** tab. Click the link or icon for **Assessments**.

Click to create a new folder.

This is a top level folder.

These are subfolders inside the top level folder.

The assessments in each folder appear in alphabetical order.

- 2 On the Assessments page, click **Create New Folder**.
- 3 Type a name for the folder in the New Folder Name area.
 

**Tip:** When naming folders by grade, use a zero before single-digit grades so that they can be sorted in the correct order. For example, Grade 08, Grade 09, Grade 10.
- 4 Click an existing folder to choose a location for the new folder.
- 5 Click **OK**.

## Managing test folders

After you create folders, you can rename them, delete them, or move them to different locations. In each case, you begin by selecting the folder you want to manage. Then you select the appropriate folder option: move, rename, or delete.



If you remove a folder that contains assessments that have been administered and scored, you will lose the scores. To retain the scores, you must move all assessments with scores associated with them to another folder before removing a folder. See *Moving an assessment to a different folder* on page 18.

You can move, rename, or delete the folders nested under the My Tests folder. You may also have access that allows you to manage the folders nested under Shared Tests or District Tests as well.

**Tip:** If you're not sure which folders you can manage, select a folder and check to see which buttons at the bottom of the Assessment Locker become active.

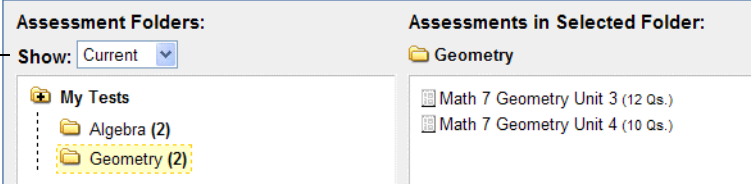
#### To manage test folders:

- 1 Click the **Teacher Tools** tab. Click the link or icon for **Assessments**.
- 2 On the Assessments page, select the folder you want to move, rename, or delete.
- 3 Click the appropriate folder options button.
  - To move a folder, click **Move** and choose where to move the folder. Click **OK**.
  - To rename a folder, click **Rename** and type the new name. Click **OK**.
  - To delete a folder, click **Delete** and click **Yes** to confirm that you want to delete it.

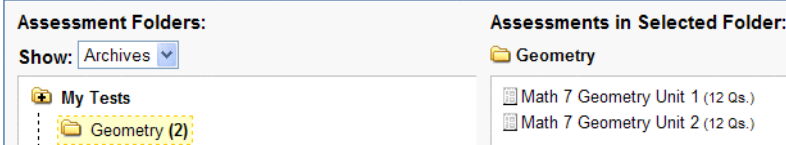
## Archiving a folder

Your Assessment Locker is divided into two major sections—Current and Archives—each of which can contain folders, subfolders, and assessments. The Current section is designed to house the assessments that are “live” right now. The Archives section is where you store assessments that have already been administered and scored.

This is the Current section of your Assessment Locker.



This is the Archive section of your Assessment Locker.



Archiving is essentially a shortcut for moving entire folders—with their subfolders and assessments—from the Current section of your Assessment Locker to the Archives section. It's important to remember that archiving is not the same as deleting folders. Instead, archiving simply moves the folders and their contents out of the current section.

**Tip:** To archive individual assessments, simply move them to a folder that has been archived. You can create a folder in the Archives section if you wish.

**To archive a folder:**

- 1 Click the **Teacher Tools** tab. Click the link or icon for **Assessments**.
- 2 On the Assessments page, select the folder you want to archive and click **Archive**.  
**Note:** You can only archive folders for which you have access. If you don't have access, the Archive button does not become active when you select a folder.
- 3 Choose where in the Archives section to move the folder. Click **OK**.

**Restoring an archived folder**

Whenever you wish, you can move a folder from the Archives section to the Current section and print answer sheets for the restored assessments. You choose the location for the folder when you restore it. There's no need to move it back to its previous location. The normal restrictions about where you can add folders applies.

**To restore a folder:**

- 1 Click the **Teacher Tools** tab. Click the link or icon for **Assessments**.
- 2 On the Assessments page, choose **Archives** from the Show list.
- 3 Select a folder and click **Restore**.
- 4 Select a location for the restored folder and click **OK**.  
You can place the restored folder wherever you have access.

**Finding and copying an assessment**

You can search for an assessment based on the subject matter and source:

- For Edusoft High School Exit Exams, you select a subject, such as Mathematics. Edusoft gives you a list of all exams that cover one or more mathematics standards.
- For exams created by teachers or administrators in your district, you can select specific standards and sources. Depending on your choices, Edusoft gives you a list of all exams that cover the standards you selected, and from the sources you selected. If you don't choose a standard or source, you get a list of all exams available in your district.

When you add an assessment to your My Tests folder, you are actually creating a copy of the original assessment. Once an assessment is in your My Tests folder, you own it. You can edit, rate, or copy it as you see fit.

**To find and copy an assessment:**

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

2 Click **Find a Test**.

**Find a test**

**Option 1**  
 Find tests from all sources covering these standards: \_\_\_\_\_ Use this section to find exams based on the standards aligned for your courses. This option only appears if your courses are aligned to standards.  
 CS: English-Language Arts: Grade Six  
 CONTINUE >

**Option 2**  
 Find Edusoft's High School Exit Exam diagnostic tests for: Mathematics \_\_\_\_\_ Use this section to find Edusoft exams based on subject matter.  
 CONTINUE >

**Option 3**  
 Click on the links below to select individual standards and specific sources. Then click "Continue".  
 Standard(s): All \_\_\_\_\_ Use this section to find exams for any standard and from any source.  
 Source(s): All  
 CONTINUE >

3 To find exams that are aligned to the same standards as your courses are aligned to, select a standard in the Option 1 area and click **Continue**.



**Option 1**  
 Find tests from all sources covering these standards:  
 CCS: Mathematics: Algebra I  
 CCS: Mathematics: Algebra I  
 CCS: Mathematics: Geometry  
 CCS: Mathematics: Grade Seven

Select a standard in this list.

Click this link to add this assessment to your Assessment

These tests meet your criteria.

Source: School District

 <b>Form 1 - Geometry 1 - Grade 7</b>	<b>8 Questions</b>	Author: Documentation Admin Rating: -/10, -
View: <a href="#">Test</a>   <a href="#">Details</a>	<a href="#">Copy to my locker</a>	Standards covered: HSEE--Math--Grade 7--Geometry 1.1 , HSEE--Math--Grade 7--Geometry 1.2 , HSEE--Math--Grade 7--Geometry 1.3 , HSEE--Math--Grade 7--Geometry 2.1
 <b>Form 1 - Algebra and Functions 1 - Grade 7</b>	<b>9 Questions</b>	Author: Documentation Admin Rating: -/10, -
View: <a href="#">Test</a>   <a href="#">Details</a>	<a href="#">Copy to my locker</a>	Standards covered: HSEE--Math--Grade 7--Algebra and Functions 1.1 , HSEE--Math--Grade 7--Algebra and Functions 1.2 , HSEE--Math--Grade 7--Algebra and Functions 1.5 , HSEE--Math--

Point to the folder icon to see the location of this test. A green folder means this test is located in your Shared Tests folder.

This option is available only if your courses have already been aligned to standards.

4 To find only Edusoft High School Exit Exams, select a subject in the list in the Option 2 area, and click **Continue**.

5 To find assessments based on the standards they cover:

- Click the **Standards** links in the Option 3 area to select specific standards.  
 You can find exams from all sources, or just the sources you select. After you select standards, you return to this page so that you can select sources if you wish.
- In the Select Standards page, select a standards group and click **Continue**.
- Click a subject and choose a grade level.
- Select the specific standards and click **Update**.

The standards you've selected appear in the list at the top of the page. You can add more standards by selecting other grade levels or different subjects.

- When you have finished selecting standards, click **Continue**.
- 6** Choose the sources of assessments you want to use.
- To find assessments from all available sources, click **Continue**.
  - To find assessments from a specific source, click the **Source(s)** link to select one or more sources.
  - Click the check box for one or more sources and click **Continue**.
- 7** To find assessments based on your choices, click **Continue**.
- After a brief pause, Edusoft displays a list of all assessments that match your criteria. For each assessment, you can see the number of questions, the author, the rating (if any), and the standards covered.
- From here, you can view information about an assessment that can help you decide if you want to add it to your Assessment Locker.
- To view the questions in a test, click the **Test** link.  
See *Viewing Teacher Tools assessment details* on page 14.
  - To view the standards covered, click the **Details** link. Click the **Back** link when you've finished viewing details.
  - To view the rating or rate an assessment, click the **Rating** link.  
See *Rating an assessment* on page 18.
- 8** To copy an assessment to your Assessment Locker, click the **Copy to my locker** link, select a location, and click **OK**.

## Viewing Teacher Tools assessment details

Each assessment in your Assessment Locker has a Test Details page that includes information about the assessment as well as links that allow you to:

- View exam questions (either from within Edusoft or in an attached file)
- View details about questions and standards
- View grading status if the assessment has been graded
- Copy the exam to share it or use it as the basis for a new exam (see *Copying (sharing) an assessment* on page 16)
- Rate the exam (see *Rating an assessment* on page 18)
- Print answer sheets (see *Printing answer sheets in Teacher Tools* on page 60)
- Edit the exam (see *Editing an aligned assessment* on page 34 and *Editing a created assessment* on page 50)

Depending on your access, you can also copy, move, or delete an assessment directly from the Assessment Locker. **To view assessment details:**

- 1 In your Assessment Locker, locate and select the assessment you want to view.

The buttons you see at the bottom of the Assessment Locker page depend on where the assessment is located and who created it. Regardless of location, you can always view details and copy an assessment. And if the assessment is located in your My Tests folder, you can print answer sheets, or move or delete the assessment.

**Assessments**

CREATE NEW FOLDER CREATE NEW TEST ALIGN EXISTING TEST FIND A TEST

**Assessment Folders:** Show: Current

- My Tests
  - Algebra (2)
  - Geometry (2)
- Shared Tests
  - 3rd Grade
  - 7th Grade
  - ELA
  - Math (4)
- District Tests (3)

**Assessments in Selected Folder:** Algebra

- Algebra Unit Test 1 (40 Qs.)
- Algebra Unit Test 2 (17 Qs.)

Folder options: MOVE RENAME ARCHIVE DELETE

Test options: VIEW DETAILS PRINT LABELS PRINT ANSWER SHEETS MOVE COPY DELETE

*Annotations:*

- When you select a test from the My Tests folder... ..All of these options are available.
- If a test is located in the Shared Tests or District Tests folders, you can only view details or copy the test.

- 2 Click **View Details**.

**Algebra Unit Test 1**

None

40 Questions: 24 Multiple Choice, 12 Short Answer, 4 Long Answer  
[View Question Details](#)

Answer sheets graded: 109 — This is the number of answer sheets that have been graded for this assessment. A zero (0) means no tests have been graded.  
[View Grading Status](#)

Standards Covered:

- CCS--Math--Algebra I 1.1
- CCS--Math--Algebra I 2.0
- CCS--Math--Algebra I 3.0
- CCS--Math--Algebra I 4.0

Created by: Pat L.  
[Tell me how to Share tests...](#)

PRINT ANSWER SHEETS  
 PRINT LABELS  
 EDIT  
 COPY  
 VIEW TEST DOCUMENT

Difficulty: - Rating: / 10 Rate

*Annotations:*

- Click to view questions and standards.
- Click to view the grading status for tests that have been graded.
- Point to a link to view the definition for a specific standard.
- Click to view exam questions. A **View Test Document** button means that a test document is available.
- This link tells you how to copy a test—the new way to share tests.

Depending on who created a test, the Test Details page will display these buttons:

This button	Means
<b>Download Test</b>	The assessment questions are already in a file that is attached to the assessment. You can click this button to download the file.
<b>Upload Test</b>	Either no one has attached a question file to the assessment yet, or you can replace the current attachment with a new one. You can click this button to upload a new or replacement file.
<b>View Test Document</b>	You see this if the test was created in Edusoft. You can click this link to view the test document in the Edusoft browser window.

**Note:** Only teachers see a link that lets them print answer sheets.

- 3 To view information about questions and the standards they are aligned to, click the **View Question Details** link.
- 4 To view the definition of a standard, click the standard link. Click the **Back** link to return to the Test Details page.

## Managing Teacher Tools assessments

When you add an assessment to your locker, you select a folder where it will be located. This location, however, is not fixed. Instead, you can move the assessment elsewhere within your Assessment Locker.

Or, if you wish to use an assessment located in a Shared Tests or District Tests folder, you copy it to your My Tests folder. Likewise, to make a test available for others to use, you copy the test to a Shared Tests folder. You can also rate an assessment or delete it altogether.

These are the topics in this section:

- *Copying (sharing) an assessment* on page 16
- *Moving an assessment to a different folder* on page 18
- *Deleting an assessment* on page 18
- *Rating an assessment* on page 18

### Copying (sharing) an assessment

If you're a teacher, you typically create or align an assessment for your own use. You might, however, want to make an assessment available to other teachers in your subject area or grade level. Or, if you're a lead teacher or a department head, you might want to create or align an assessment for the expressed purpose of sharing it.

You share an assessment by copying it into your Shared Tests folder. From there, other Edusoft users in your district—teachers and administrators—can find this exam and add it to their own My Tests folder.

There are other reasons you might want to copy an assessment:

Edusoft can store only one set of scores for each assessment. This means that if you were to administer the same assessment for a second time, the scores from the second administration could over-write the previous scores (for the same students). If you are administering the assessment to students who missed the first administration, or to students from another period, there's no conflict between the two sets of scores. There is a potential for conflict when you re-administer the same assessment to the same set of students.

If you want to administer an assessment for a second (or subsequent) time, you can make a copy of the assessment and administer the copy. Edusoft recognizes the copy as a separate assessment and scores it accordingly. This way, you can administer the assessment twice without losing the scores from the first administration.

When you copy an assessment, the copy is an exact duplicate of the original, including any uploaded test files. It has the same number of sections, the same questions per section, and the same answer key for multiple choice questions. Questions are aligned to the same standards.



Although the copy is an exact duplicate of the original assessment, you must print new answer sheets that are identified with the copy, rather than with the original. If you were to use old answer sheets, Edusoft would assume that you were re-administering the original assessment and not the copy.

#### To copy (share) an assessment:

- 1 In your Assessment Locker, locate and select the assessment. Click **Copy**.
- 2 Choose a location for the copy. To share a test, copy it to a Shared Tests folder.
- 3 Give the assessment a name, and enter a description if you want. Click **OK**.

If the original assessment had a test attached to it, the copy has the same test file attached.

## Moving an assessment to a different folder

When you add an assessment to your Assessment Locker, you select the test folder where the assessment will be located. If you wish, you can move assessments to a different folder within the same top level folder. This means that you can move an assessment within My Tests folders, for example, but not from a Shared Tests folder to a My Tests folder. You can, however, copy a test from Shared Tests to My Tests.

**Note:** You can always move assessments freely within your My Tests folder, but your district may have placed restrictions on moving tests within Shared Tests and District Tests folders.

### To move an assessment to a different folder:

- 1 In your Assessment Locker, locate and select the assessment you want to move. Click **Move** in the Test Options area.
- 2 Select a location for the assessment and click **OK**.

## Deleting an assessment

You can delete assessments you no longer need from your Assessment Locker.



If the assessment has been administered and graded in Edusoft, deleting the assessment also deletes any scores associated with the assessment. If the scores are deleted, you can no longer run reports that include this assessment.

### To delete an assessment:

- 1 In your Assessment Locker, locate and select the assessment you want to remove. Click **Delete** in the Test Options area.
- 2 Confirm that you want to delete the assessment (click **Yes**), or cancel (click **Cancel**).

## Rating an assessment

You can rate your own shared assessments to give other Edusoft users an indication of what to expect in terms of quality and difficulty. Or, you might want to rate the assessments you have copied to your Assessment Locker as a reminder of their quality.

For the difficulty rating, you have three choices: easy, medium, and difficult. The assessment quality rating is on a 10-point scale (expressed as X/10). The higher the number, the higher the quality.

You can rate any assessment in your Assessment Locker, regardless of who originally authored the assessment.

**To rate an assessment:**

- 1 In your Assessment Locker, locate and select the assessment you want to view. Click **View Details**.
- 2 In the Test Details page, click the **Rate** link.
- 3 Choose a number between **1** and **10** in the Quality list and a difficulty rating of **easy**, **medium**, or **difficult** in the Difficulty list.
- 4 Click **Continue**.

## Administering assessments

Edusoft makes it easy to administer assessments. This process includes:

- Printing the answer sheets for the assessment.
- Printing the corresponding question sheets. If the questions are attached to the assessment, you can download and print them from Edusoft as well.
- Printing exam labels for students who took the test.

After you administer the assessment, you collect the test materials from the students, and scan and upload the answer sheets to Edusoft.

- See the *Edusoft Scanning and Grader Guide* (click the **Library** link from any Edusoft page) for information about scanning answer sheets.
- See the *Admin Tab Guide* for information about viewing results.

Once the answer sheets have been successfully uploaded, you can run reports that include the data from this assessment.

See *Administering Paper Assessments* on page 55 for step-by-step procedures related to administering tests.



# Managing Benchmark Assessments



Edusoft benchmark assessments are school-wide or district-wide standards-based assessments that help teachers and administrators evaluate student progress toward overall and per-standard proficiency. Any assessment, whether created by your district or purchased, can be aligned to standards and administered using Edusoft.

Using Edusoft, you can organize and store benchmark assessments in your Benchmark Assessment Locker. From here, you can view the existing benchmark assessments that are available for your district and print answer sheets.

After an assessment is administered, you can evaluate the performance of individual students, classrooms, grades, schools, or any group that you select. You can also view performance bands for each assessment to further help you analyze student performance.

These are the topics in this chapter:

- *About the Benchmark Assessment Locker* on page 22
- *Administering assessments* on page 23
- *Using performance bands* on page 24

## About the Benchmark Assessment Locker

The Benchmark Assessment Locker is a hierarchy of folders used to organize assessments. Assessments can be tests you've created in Edusoft, or existing tests that you've aligned in Edusoft. You can think of the contents of your Assessment Locker as folders in a file drawer. Each folder can contain assessments and other folders. Folders appear on the left and assessments appear on the right. Top level and subfolders appear in alphabetical order. The assessments in each folder also appear in alphabetical order.

The screenshot shows the 'Assessments' interface. On the left, under 'Assessment Folders:', there is a list of folders: 10th Grade, 3rd Grade, English (4), Math (2), and 7th Grade. The 'English (4)' folder is selected and highlighted with a red circle. On the right, under 'Assessments in Selected Folder:', there is a list of assessments: ELA Grade 3 Reading Diagnostics 1 - October 2004, ELA Grade 3 Reading Diagnostics 2 - November 2004, ELA Grade 3 Theme Skills 1 - October 2004, and ELA Grade 3 Theme Skills 2 - November 2004. The first assessment is highlighted with a yellow dashed border. At the bottom right, there are buttons for 'PRINT LABELS', 'VIEW DETAILS', and 'PRINT ANSWER SHEETS'. Annotations with lines pointing to specific elements provide the following information:

- This is a top level folder. (points to 10th Grade)
- These are subfolders inside the top level folder. Each of these subfolders contains alignments. (points to 3rd Grade, English (4), Math (2), and 7th Grade)
- Click a folder to open it and see its contents. A + on the folder means it contains other folders. (points to the plus icon on the English (4) folder)
- The number next to the folder indicates the number of assessments it contains. The highlight indicates this is the currently selected folder. (points to the '(4)' in English (4) and the yellow highlight on the first assessment)
- This is the current folder. The aligned assessments in each folder appear in alphabetical order. (points to the English folder and its list of assessments)
- Click to view the details of the selected assessment. (points to the 'VIEW DETAILS' button)

You can print answer sheets for any assessment that appears in your Benchmark Assessment Locker.

## Viewing benchmark assessment details

Each Benchmark assessment in your Assessment Locker has a details page that includes information about the assessment, as well as links that allow you to:

- View an attached file (see [Downloading or viewing exam questions](#) on page 61)
- View questions and standards
- View grading status
- Print exam labels that show students how they performed on an assessment (see [Printing exam labels](#) on page 63)
- View performance bands (see [Using performance bands](#) on page 24)
- Print answer sheets (see [Printing answer sheets in Benchmark Exams](#) on page 58)

The details page shows the number of answer sheets that have been graded for this assessment. (For more information, see Chapter 4, “Grading Exams with Edusoft” in the *Edusoft Scanning and Grader Guide*.) After grading an assessment, a link appears on the details page that you can click to view the grading status.

### To view benchmark assessment details:

- 1 Click the **Benchmark Exams** tab, and then click the link or icon for **Assessments**.
- 2 In the Assessment Locker, select a folder, and then select an assessment. Click **View Details** to view its details page.

**Test Details**  
< [Back](#) to the Assessments locker

**Benchmark #3 Narrative Analysis**

None Created by: Documentation Admin

33 Questions: 24 Multiple Choice, 8 Short Answer, 1 Long Answer Spring 2005

[View Question Details](#) Public

Answer sheets graded: 0 PRINT ANSWER SHEETS

**Standards Covered:** PRINT LABELS

- [CCS--English--Grade 9/10--Reading 3.3](#)
- [CCS--English--Grade 9/10--Reading 3.4](#)
- [CCS--English--Grade 9/10--Reading 3.5](#)
- [CCS--English--Grade 9/10--Reading 3.6](#)

**Performance Bands:** DOWNLOAD TEST

[View Details](#) If the test was created in Edusoft, you see **View Test Document** here.

Overall Performance: 4 bands

Per Standard: 4 standards / 2 bands each

Question Groups: 0 groups

This is the number of answer sheets that have been graded for this assessment.

Click to view the current performance bands.

Click to view questions and standards.

Click to view the definition for a specific standard.

Click to download the file containing exam questions.

- 3 To view information about questions and the standards they are aligned to, click the **View Question Details** link.

The Question Details page shows the number and types of questions, the point value for each question, the correct answers for multiple choice questions, and the standards each question is aligned to.

- 4 To view the definition of a standard, click the standard link. Click the **Back** link to return to the Question Details page.

**Tip:** You can also hold the mouse pointer over a standard to view the definition in a pop-up box.

## Administering assessments

Edusoft makes it easy to administer Benchmark exams. See *Administering Paper Assessments* on page 55 or *Administering Assessments Online* on page 65 for step-by-step procedures related to administering tests.

After you administer a paper assessment, you collect the test materials from the students, and scan and upload the answer sheets to Edusoft. See the *Edusoft Scanning and Grader Guide* (click the **Library** link from any Edusoft page) for information about scanning answer sheets, resolving scanning problems, and viewing results.

Once the answer sheets have been successfully uploaded, or online assessments have been graded, you can run reports that include the data from this assessment. You can also run a Participation Report to see how many students have taken the assessment.

## Using performance bands

Many educators use performance bands or categories to cluster the results of standards-based assessments. Edusoft automatically defines four overall performance bands, plus two each per standard and for question groups when you create or align assessments.

### Performance Bands:

[View Details](#)

Overall Performance: 4 bands

Per Standard: 4 standards / 2 bands each

Question Groups: 0 groups



Edusoft distributes the points assigned to each standard into your district's default performance bands.

Performance Bands: Benchmark #3	
<b>Overall Bands</b>	
At Risk:	0.0 - 45.99
Underperforming:	46.0 - 74.74
Meets Expectations:	74.75 - 97.74
Exceeds Expectations:	97.75 - 115.0
▶ Indicates at level performance band	
<b>Per Standard Bands</b>	
CCS--English--Grade Seven--Reading 3.4 ( Section 2 - Long answer: 1)	CCS--English--Grade Seven--Reading 1.2 ( Section 1 - Multiple choice: 4)
Needs Improvement:	0.0 - 64.99
Mastery:	65.0 - 100.0
CCS--English--Grade Seven--Reading 1.1 ( Section 1 - Multiple choice: 3)	CCS--English--Grade Seven--Reading 1.3 ( Section 1 - Multiple choice: 2)
Needs Improvement:	0.0 - 3.24
Mastery:	3.25 - 5.0
	Needs Improvement: 0.0 - 3.24
	Mastery: 3.25 - 5.0

Edusoft creates these overall performance bands for the assessment as a whole.

Administrators can define the “at level” band, as well as different performance bands with more descriptive names, for example, Above Mastery, At Mastery, or Below Mastery. When you create an intervention group based on a Benchmark exam, you can select students based on overall or per-standard performance bands.

**Note:** Selecting performance bands for highlighting is not the same as setting your underperforming (at-risk) threshold. You can choose which performance bands to highlight each time you run a report. However, your underperforming threshold is the same for all Benchmark reports. You can change your underperforming threshold on the Admin tab, Settings area. See your *Admin Tab Guide* for more information.

For each assessment that has been aligned, you can view the current performance band definitions. See *Viewing performance bands*, next.

## Viewing performance bands

You can view the current performance band definitions for any assessment in your Assessment Locker. The current definitions can be either your district's default performance bands that Edusoft applied when the assessment was created or aligned, or custom bands that were defined for the assessment.

### To view performance bands:

- 1 Click the Benchmark Exams tab, and then click the link or icon for **Assessments**.
- 2 In the Assessment Locker, select an assessment and click **View Details** to view its Test Details page.

#### Performance Bands:

[View Details](#) Click to view performance band details.  
**Overall Performance:** 4 bands  
**Per Standard:** 4 standards / 2 bands each  
**Question Groups:** 2 groups / 2 bands each

- 3 Click the **View Details** link in the Performance Bands area to see the current performance bands.

The Performance Bands page shows the overall performance bands, as well as those for each standard.

The overall bands represent a division of the total point score available on this assessment.

Performance Bands: Benchmark #3 Narrative Analysis	
<b>Overall Bands</b>	
At Risk:	0.0 - 14.79
Underperforming:	14.8 - 24.04
Meets Expectations:	24.05 - 31.44
Exceeds Expectations:	31.45 - 37.0
▶ = Indicates at level performance band	
<b>Per Standard Bands</b>	
CCS--English--Grade 9/10--Reading 3.3 (2, 4, 5, 8, 14, 23 Section 2: 25, 29 Section 3: 33)	CCS--English--Grade 9/10--Reading 3.4 (9, 12, 15, 17, 18, 21, 22 Section 2: 26, 30 Section 3: 33)
Needs Improvement: 0.0 - 14.39	Needs Improvement: 0.0 - 15.19
Mastered: 14.4 - 18.0	Mastered: 15.2 - 19.0
CCS--English--Grade 9/10--Reading 3.5 (7, 10, 11, 13, 16, 19, 24 Section 2: 28, 31 Section 3: 33)	CCS--English--Grade 9/10--Reading 3.6 (1, 3, 6, 20 Section 2: 27, 32)
Needs Improvement: 0.0 - 15.19	Needs Improvement: 0.0 - 4.79
Mastered: 15.2 - 19.0	Mastered: 4.8 - 6.0
<b>Question Group Bands</b>	
Character Analysis (2, 4, 5, 8, 9, 12, 14, 15, 17, 18, 21, 22, 23 Section 2: 25, 26, 29, 30 Section 3: 33)	Literary Devices (1, 6, 7, 10, 11, 13, 16, 19, 20, 24 Section 2: 27, 28, 31, 32)
Needs Improvement: 0.0 - 20.99	Needs Improvement: 0.0 - 10.99
Mastered: 21.0 - 27.0	Mastered: 11.0 - 14.0

If an At Level performance band is defined, it is indicated by a green arrow.

The per-standard bands represent a division of points for questions aligned to each standard. You can also see which questions the standard applies to.

The question group bands represent a distribution of points for groups of related questions.



# Aligning Existing Assessments



If you have existing assessments that you want to administer through Edusoft, you can easily add them to the Benchmark or Teacher Tools Assessment Lockers by aligning those existing assessments to state standards. When you align an assessment, you start with an existing assessment and designate one or more state standards for each question. The end result of aligning an assessment is an answer sheet you can use for administering and scoring the assessment. And once an assessment has been scored, you can also view the results through Edusoft.

The existing assessments might be paper tests you've used in the past, assessments that were created by your district, or assessments that were purchased by your district.

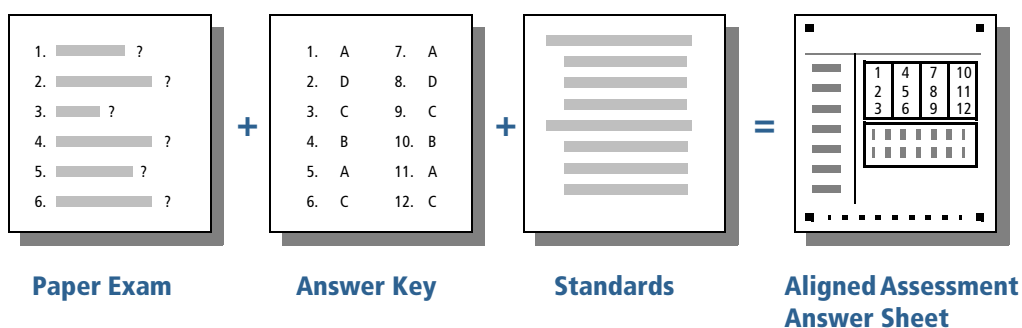
After you align an assessment, you can edit it to better suit your needs. Depending on your access and the Assessment Locker you're working in, you can also share assessments with other Edusoft users in your district or copy assessments and use them as the basis for new ones.

These are the topics in this chapter:

- *About aligning existing assessments* on page 28
- *Aligning an assessment* on page 28
- *Editing an aligned assessment* on page 34

## About aligning existing assessments

The Edusoft process of *aligning* an assessment establishes a relationship between the questions on the assessment and standards being taught in the classroom. When you align an assessment, you start with an existing paper exam and its answer key. Based on these two documents, you know how many and what kind of questions the assessment contains, as well as the correct answers for each question. The next step is to determine which standards are covered by each question. Armed with this information, you can create an electronically gradable answer sheet that students can use to bubble in their answers.



**Tip:** When you align an existing assessment, you can work most efficiently if you annotate a copy of the paper exam with the standards covered by each question before you start. It also helps to have the answer key in front of you as you work. If you have annotated the assessment with the standards for each question, aligning a multi-part assessment can take as little as 10 minutes. Because Edusoft allows you 30 minutes of inactivity before logging you out, we recommend clicking the **Save** button frequently to save your work and stay connected.

## Aligning an assessment

After you gather your test, answer key, and the standards for each question, these are the steps in aligning an assessment:

- Choose a location in the locker where you want to store the assessment. Enter a name and description to identify the assessment. Select the standards group. For a Benchmark assessment, you also add an administration date and set assessment properties. See *Identifying an assessment* on page 29.
- Select the specific standards to be covered. See *Selecting standards* on page 30.

- Enter a name for an assessment section, enter the numbers of questions, choose the question type, and set the default point value. See *Starting an assessment section* on page 30. If the section contains questions graded on a weighted rubric, you also define the rubric. See *Creating a weighted rubric* on page 31.
- Complete a section by selecting the standards for each question, adding standards as needed, and formatting labels or answer choices. You can also adjust point values or rubrics for each question. See *Completing an assessment section* on page 32.
- Attach the assessment questions to the assessment if you wish. See *Uploading a test file* on page 33.
- Print answer sheets. Remember, only teachers can print answer sheets for Teacher Tools assessments. See *Printing answer sheets in Benchmark Exams* on page 58 or *Printing answer sheets in Teacher Tools* on page 60.

## Identifying an assessment

When you align an assessment, you begin by selecting a folder in the Assessment Locker where the assessment will be located. Then you provide a name, administration date (for Benchmark assessments), and a description of the assessment you're aligning.

Edusoft automatically presents the most frequently used set of standards for each state, but you may be able to select a different set.

### To identify an assessment:

- 1 Click the **Benchmark Exams** or **Teacher Tools** tab, and then click the link or icon for **Assessments**.

**Note:** Only administrators can align a Benchmark assessment.

- 2 Click the **Align Existing Test** link.
- 3 Click a folder and click **Continue**.
- 4 Type a name for the assessment (and administration date if you're in Benchmark Exams), and an optional description.

Both the name and date appear in the Benchmark Assessment Locker. If the name is ELA Grade 3 Reading and the administration date is Spring, the assessment is listed in the Assessment Locker as ELA Grader 3 - Spring. The date you use to label the assessment does not need to be exact. You can administer the assessment on any date you want; the date label simply helps you distinguish one assessment from another.

The description appears in the Test Details page for this assessment.

- 5 In Benchmark Exams, choose whether to allow the assessment to be copied and whether to display overall scores on reports.
- 6 If necessary, select a different set of standards from the Standards Group list. Click **Continue**.

The standards available in this list depend on your location. In California, for example, you can choose from California Challenge standards, California Content standards, and California High School Exit Exam standards. The most commonly used set of standards appears as the default choice.

- 7 In Teacher Tools, if your grade or course is aligned to standards, you can choose the subject from the Align a Test For list.

If you can choose the subject, you skip to step 3 on page 30, where you can choose the specific standards.

## Selecting standards

Each state organizes its standards hierarchically, dividing and subdividing standards into categories, grade levels, and specific standards associated with each grade level. Each state has its own organization and preferred terminology.

### To select standards:

- 1 In the Choose Standards Category page, choose the standards category.
- 2 Select a grade level. Click **Continue**.
- 3 Click the check box beside each standard you want to include. Click **Continue**.
 

**Tip:** The more precise you are in selecting standards, the more meaningful the results are likely to be.
- 4 Add or remove standards as needed.
  - To add more standards, click **Add More Standards**, and choose an additional category, grade level, and specific standards.
  - To remove standards, click the **Add More Standards** button, then clear the check boxes.
- 5 When you have finished selecting standards, click **Continue**.  
See *Starting an assessment section*, next.

## Starting an assessment section

When you start an assessment section, you provide a name for the section and specify the number and type of questions it contains. You also define the point value for all questions in the section.

Each section must consist of the same type of question—multiple choice, short answer, long answer graded on a point scale, or long answer graded on a weighted rubric. If your assessment has multiple choice and true-false questions, you must divide them into two separate sections. This is because they are formatted differently on students' answer sheets.

You can have up to 30 sections in an assessment and 999 questions in a section.

If you include long answers graded on a point scale in your test, you can choose whether to allow zero as a possible score on the answer sheet. You can also choose whether to create a teacher score sheet for this section to make bubbling long answer scores easier.

#### To start an assessment section:

- 1 In the Start a Section page, type a name for the section.
- 2 Enter the number of questions for this section.
- 3 Choose the type of question.
  - For multiple choice questions, select the number of possible choices.
  - For long answers, choose whether they are graded on a point scale or on a weighted rubric.
 

For more information about weighted rubrics, see *Creating a weighted rubric*, next.
  - For long answers graded on a point scale, choose whether to show zeros on answer sheets.
- 4 For all long answer sections, choose whether to create a teacher score sheet for this section.
 

You can earmark this section for the regular student answer sheet or for a teacher score sheet that lists all of your students by period with spaces for bubbling scores for their long answer responses.
- 5 For all types of questions except long answers graded on a weighted rubric, enter the default point value for all questions in the section, using whole numbers between zero and 999.
 

**Tip:** Edusoft calculates the percentages for you, based on the point values for each question. You can simply assign the same value to each question and let Edusoft compute the percentages when you score the assessment.
- 6 Click **Continue**.
 

See *Creating a weighted rubric*, next or *Completing an assessment section* on page 32.

## Creating a weighted rubric

A *rubric* is a set of scoring guidelines that define specific criteria for the performance levels a student can achieve on a piece of work. When teachers score a question according to a rubric, they focus on whether the answer meets the established criteria, and not necessarily on the number of points to award. On an answer sheet or teacher score sheet, only the rubric scores appear.

An Edusoft *weighted rubric* assigns a point value to each possible score. Edusoft uses the weighted rubric to calculate the number of points each student receives based on their rubric scores.

You start by defining a default rubric for the entire section. Later, you can revise the rubric for specific questions if you wish.

#### To create a weighted rubric:

- 1 In the Create Weighted Rubric page, choose the number of possible scores for this rubric.

You can choose up to 20 possible scores, but most rubrics have no more than 6 or 7 possible scores.

- 2 For each rubric score, enter the score that appears on the answer sheet and the corresponding point value.

The rubric score, which appears on answer sheets or teacher score sheets, can contain up to three letters or numbers. You can list the scores starting from highest to lowest (4–0) or from lowest to highest (0–4). Point values can have up to one decimal place. The point value for the highest score must be a whole number.

- 3 Click **Continue**.

See *Completing an assessment section*, next.

## Completing an assessment section

To complete an assessment section you select the standards that apply to each question and indicate the correct answer choice for each multiple choice question.

**Tip:** You can work more efficiently if you decide in advance which standards apply to each question and note it on the assessment’s answer key before you start aligning questions.

Be sure to save the assessment while you are aligning it in case you are interrupted and stop working on the assessment for 30 minutes or more.



The minimum requirements for saving an assessment are selecting a standard and the correct answer for a multiple choice question. Edusoft can’t save an assessment if you have gaps between aligned questions. For example, if you choose standards for questions 1, 2, and 4, Edusoft notes the gap for question 3 and can save only questions 1 and 2.

#### To complete an assessment section:

- 1 In the Align Questions page, select one or more standards for each question.
  - To align a question to a single standard, select the standard in the list.

- To align the question to two or more standards, choose **Select Multiple Standards**. In the Align Question to Standards page, click the check box for each standard you want to include. Click **Continue**.
- 2 For multiple choice questions, select the correct answer for each question.
  - 3 Click **Save** to save your aligned assessment.
  - 4 Customize the section as needed.
    - To change the point value for a question, type the new point value using whole numbers between zero and 999.
    - To view the rubric for a question, point to the **Edit Rubric** link.
    - To edit the rubric for a question, click the **Edit Rubric** link, choose a different number of possible scores, enter new rubric scores or point values, and click **Continue**.
    - To change the labels for multiple choice answers, click the **Set Up Question/Answer Labels** link. In the Answer Labels page, type or select new labels, and click **Finish**.
    - To change the labels for questions, click the **Set Up Question/Answer Labels** link, choose a numbering scheme, and click **Finish**.
    - To add more questions, click **Add More Questions**, type the number of questions to add to this section, and click **OK**.  
New questions appear at the end of the section. You can have a total of 999 questions in a section, but they must all be of the same type.
    - To add more standards, click **Add More Standards**, select the subject category and grade level, and then select the specific standards.
  - 5 Click **Save** to save your work so far. To add a new section, click **Start New Section**. If you have finished all sections, click **Save & Finish**.



You can attach a file that contains the questions for this assessment. See *Uploading a test file*, next.

If you're ready to administer the assessment, you can print answer sheets. However, Edusoft limits the degree to which you can edit an assessment after answer sheets are printed. Only teachers can print answer sheets and administer Teacher Tools assessments.

You can add, edit, or remove sections in the assessment. See *Editing an aligned assessment* on page 34.

## Uploading a test file

Aligning an assessment creates an answer sheet that students can use when the assessment is administered. After you align an assessment, you can upload, or attach, the file that contains the questions and store it with the assessment.

**Note:** Once you upload or attach a file to an assessment, you can remove it only by attaching another file. You could upload a file with only the words “Test removed” to indicate there is no file attached.

**To upload a test file:**

- 1 Click the **Benchmark Exams** or **Teacher Tools** tab, and then click the link or icon for **Assessments**.

**Tip:** If you’ve just finished aligning an assessment, you can upload a test file by clicking the **Back** link to go to the Test Details page.

- 2 In your Assessment Locker, select an assessment and click **View Details**.
- 3 Click **Upload Test** to select the file that contains the questions.
- 4 Click **Browse** to locate the file on your computer, and click **Open**.
- 5 Click **Upload**.
- 6 To replace the uploaded file, click **Upload Test** and select a different file.

## Editing an aligned assessment

After an assessment has been aligned, you can edit the assessment to make a number of changes. You need the same sort of access to edit assessments as you do to align them. For example, only administrators can edit Benchmark assessments. And if you’re a teacher, you might not be able to edit assessments in the Shared Tests or District Tests folders in the Assessment Locker. The types of changes you can make depend on whether answer sheets have been printed for the assessment.

If answer sheets *have not* been printed yet, these are the changes you can make.

For this element	You can do this
Assessment as a whole	<ul style="list-style-type: none"> <li>■ Change the name, administration date, or description for the assessment</li> <li>■ Allow the test to be copied</li> <li>■ Show or hide overall scores on reports</li> <li>■ Add sections</li> <li>■ Remove sections</li> <li>■ Change the order of sections</li> </ul>

For this element	You can do this
Each section	<ul style="list-style-type: none"> <li>■ Change the section name</li> <li>■ Add or delete questions</li> <li>■ Add or remove standards</li> <li>■ Change question or answer labels</li> </ul>
Individual questions	<ul style="list-style-type: none"> <li>■ Change the alignment of a question by selecting a different standard</li> <li>■ Align the question to additional standards</li> <li>■ Change the question label</li> <li>■ Change the point value or edit the rubric</li> <li>■ Change the correct answer choice for multiple choice questions</li> </ul>

**Note:** You can't change the type of question, for example, from multiple choice to short answer.

If answer sheets *have* already been printed, you can either create a copy of the assessment and edit the copy as if it were a new assessment, or you can make limited changes. If answer sheets have been printed:

- You cannot add or remove questions.
- You cannot add or remove sections.
- You cannot rename or reorder sections.
- Edits to answer choices, point values, and rubrics will change student scores if any answer sheets have been graded.

If you edit an assessment that has already been administered, Edusoft automatically regrades any answer sheets to reflect the changes. There's no need to re-scan answer sheets.

#### To edit an assessment:

- 1 Click the **Benchmark Exams** or **Teacher Tools** tab, and then click the link or icon for **Assessments**.
- 2 In the Assessment Locker, select the assessment and click **View Details**.
- 3 Click **Edit** to modify the assessment.

If answer sheets have been printed, Edusoft alerts you and lets you either create a copy of the test or make limited changes to the existing test.

- To create a copy, click **Create & Edit a Copy**.

You can edit the copy just like a new assessment. See *Starting an assessment section* on page 30 and *Completing an assessment section* on page 32.

- To edit this assessment, click **Proceed & Edit**.

You can change the alignment of questions, change the correct answer choice for multiple choice questions, and change the point value. You can also add more standards for the section.

- 4 To change the name, administration date, or description for the assessment, click **Edit Test Info** and see *Identifying an assessment* on page 29.

In Benchmark Exams, you can also enable the test to be copied and show or hide overall scores on reports.

- 5 To rename or change the order of sections, click **Rename/Reorder Sections**.

- To rename a section, select the section and type a new name.
- To move a section, select the section and use the **Move Up** and **Move Down** buttons to change its position in the list.
- Click **OK**.

- 6 To add a section, click **Add New Section** and see *Starting an assessment section* on page 30 and *Completing an assessment section* on page 32.

- 7 To edit a section, click **Edit This Section** and see *Completing an assessment section* on page 32.

The Section page appears. You can delete a question, add questions, change the standards alignment, change the answer choice for multiple choice questions, and change the point value for any question. You can also change the question number or label, but changing the label doesn't change the order of questions.

**Tip:** You can't delete the last question in a section. To delete all questions, delete the section. On the Edit a Test page, click the **Delete** button above the section you want to delete.

The screenshot shows the 'Section 1' edit interface. At the top right, there are links for 'Add More Standards' and 'Set Up Question/Answer Labels'. Below is a table with the following columns: Question, Standard, Answer, and Points.

Question	Standard	Answer	Points
1	Multiple standards selected - <a href="#">view/edit</a>	a b c d	2
2	CCS--English--Grade 9/10--Reading 3.1	a b c d	2
3	CCS--English--Grade 9/10--Reading 3.2	a b c d	2
4	CCS--English--Grade 9/10--Reading 3.1	a b c d	2
5	CCS--English--Grade 9/10--Reading 3.2	a b c d	2

Annotations on the left side of the screenshot:

- 'Click to delete this question.' points to a trash icon next to question 1.
- 'Type a new question label.' points to the text input field next to question 2.
- 'Click to add more questions at the end of the section.' points to the 'ADD MORE QUESTIONS' button at the bottom left.

At the bottom right, there are 'SAVE' and 'SAVE & FINISH >' buttons.

- 8 Click **Save** or **Save & Finish**.

If your changes are to a test that has been graded, Edusoft regrades the test for you.

- 9 When you have finished editing the test, click the **Back** link to return to the Test Details page.



# Creating Assessments



In addition to using Edusoft to align your existing exams to standards, you can also use Edusoft to create new assessments in Teacher Tools.

You can create tests from a variety of sources, or *item banks*, including Edusoft's, or use your own questions. Items in the Edusoft Item Bank are already aligned to state standards.

When you create an assessment, you choose the sources of the items and the set of standards to be used. Edusoft shows you a series of standards-aligned items to choose from. When you finish the assessment, Edusoft generates a test document and answer sheets that students can use when you administer the assessment. Edusoft stores tests you create in your Teacher Tools Assessment Locker.

These are the topics in this chapter:

- *About creating a new assessment* on page 40
- *Creating a new assessment* on page 40
- *Editing a created assessment* on page 50

## About creating a new assessment

The first step in creating an assessment is to identify the material you want to cover. Once you've completed this critical step, Edusoft can make life a whole lot easier for you. Instead of writing the questions yourself, you can pull high-quality questions from a variety of sources, such as:

- Edusoft Item Bank  
These are high-quality, standards-aligned items created by Edusoft.
- Your school district  
These are items created and aligned by your school district administrators.
- Other teachers in your school district  
These items are created by other teachers in your school district. When you create an item for an assessment, the item automatically becomes available to all other Edusoft users.
- HMCO Item Banks  
These are items derived from Houghton Mifflin textbooks.

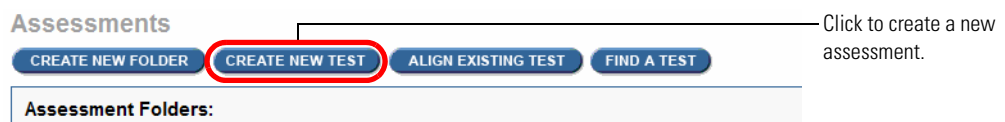
**Note:** The sources you see depend on those available for your school district.

## Creating a new assessment

When you create an assessment, you begin by selecting sources and standards for assessment items. Sources can include items created by your district or by other teachers, and items from textbooks or items banks.

**To create a new assessment:**

- 1 Click the **Teacher Tools** tab. Click the icon or link for **Assessments**.



2 Click **Create New Test**.

**Enter general test info:**

Exam Name:  (required) — Enter a name and an optional description for the test.

Description:

**Choose a folder to save the test in:**

- My Tests — Choose a folder to put the test in.
  - McDougal Littell Social Studies
  - The Americans
    - Chapter 2
    - Chapter 3
- Shared Tests

3 Enter a name for the test, choose a folder to place it in and click **OK**.

**Choose Item Sources:**

- School District
- Other Teachers in School District
- Edusoft Item Banks
  - ELA, Mathematics, Science, Social Studies; Grades: Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
- ETS Item Banks
  - Subject not indicated; Grade not indicated

The item sources you see depend on the sources available to your school district.

Notice that some item banks indicate what subject and grade level they cover.

4 Choose the sources for your test questions, and click **Continue**.

**Standards shortcuts:**

Quickly add standards to which your courses are aligned:

- CCS--English-Language Arts--Grade Six
- CCS--Mathematics--Grade Six
- Other

Group:

Subject:

Course/Grade:

If the courses you teach are aligned to standards, you see shortcuts to those standards here. Select a shortcut.

If you want a different standards group, subject, and grade level or course, choose them here.

5 Choose a set of standards, subject, and grade level for items on this test, and click **Continue**.

6 Click check boxes to select as many of the specific standards as you wish. Click **Continue**.

**Note:** Selecting a main standard, such as 1.0, does not select the substandards, such as 1.1. So you must select each substandard you want to include separately.

See *Creating an assessment section*, next.

## Creating an assessment section

Each section in an assessment can contain only one type of item: multiple choice, short answer, long answer graded on a point scale, or long answer graded on a rubric. You start a section by entering a name and choosing the question type. Next, you specify the default point value for each item in this section. You can edit individual item later to change their point values. And finally, you choose specific items to be included.

### To create an assessment section:

- 1 From the Standards Chosen for this Test page, click **Continue** to start a test section.

The screenshot shows a form titled "Start a section:" with the following fields and annotations:

- Section type:** Radio buttons for  **Standard** and  **Retesting**. An annotation points to the **Retesting** button: "Click to add retesting items to this section. This button is available only if you have periods assigned."
- Section name:** Text input field containing "Section 3 - Multiple choice". An annotation points to the field: "Enter a name for the section."
- Question type:** Radio buttons for  **Multiple Choice**,  **Short Answer**, and  **Long Answer - graded on a** followed by a dropdown menu set to "point scale". An annotation points to the radio buttons: "Choose the type of questions."
- Default value per question:** Text input field containing "1" followed by "points". A **Note:** "You can change the point values for individual questions later." An annotation points to the field: "Enter the number of points per question. You can change this later."

- 2 Choose the type of section you want to create:
  - Choose **Standard** if you are testing these standards for the first time.
  - Choose **Retesting** if you want to choose questions based on students' previous performance on these standards. For information on retesting, see [Adding a retesting section](#) on page 48.
- 3 Enter a section name, select the question type, and enter the default points per question. A section can contain one type of question: multiple choice, short answer, or long answer. See [Aligning Existing Assessments](#) on page 27 for examples of exam sections, and answer sheet formats for the three types of questions.
- 4 For a long answer section, choose whether to score the section on each student's answer sheet, or to create one teacher score sheet for all students. Click **Continue**. Edusoft displays the number of questions available from your selected sources, for each standard you picked.
- 5 Use the links at the top of the section to filter the list of items.

To	Do this
Add standards for this section	<ol style="list-style-type: none"> <li>1 Click <b>Add Standards</b>.</li> <li>2 Choose the standards category, and click <b>Continue</b>.</li> <li>3 Click the specific standards, and click <b>Continue</b>.</li> <li>4 Click <b>Continue</b> to confirm your standards selection.</li> </ol>

To	Do this
Select items based on passage types	<ol style="list-style-type: none"> <li>1 Click <b>Change Passage Types</b>.</li> <li>2 Click check boxes for the passage types, genre, and Flesch-Kincaid values.</li> <li>3 In the Lexile section, choose the lower and upper ranges to be included. Click the <b>Non Prose</b> check box to include items that don't have a Lexile score.</li> </ol>
Select items based on item types	<ol style="list-style-type: none"> <li>1 Click <b>Change Item Types</b>.</li> <li>2 Click check boxes for Bloom's Taxonomy and Cognitive Difficulty levels. <ul style="list-style-type: none"> <li>■ Bloom's Taxonomy identifies six cognitive levels.</li> <li>■ Cognitive Difficulty Level identifies three skill levels.</li> </ul> </li> </ol>
Select items based on their appropriateness for administration media	<ol style="list-style-type: none"> <li>1 Click <b>Other</b>.</li> <li>2 Click check boxes to select items that can be used for online administrator, paper administration, or both.</li> </ol>

- 6 Click **Search** to select items based on your choices.
- 7 Select a standard from the drop down list. Then select questions you want to add to the test, and click **Add Selected Questions**.

**Note:** Usually, you select questions for each standard separately by first selecting the standard from the drop-down list. However, some questions may share a part, such as a reading passage, with other questions. In that case, you will see all questions related to that shared part, as long as they're aligned to any of the standards you selected for the test.
- 8 Make any adjustments to the list of questions.
  - You can see more information about an item by pointing your mouse to the text directly below the item. Point to **Source**, **Standards Covered**, **Item Attributes**, or **Item Usage**. The item attributes or characteristics vary depending on which item bank(s) you've selected.
  - To remove standards, click the **Add standards** link. On the Choose Specific Standards page, clear the check box for an item to remove it. You can only remove a standard if you haven't added questions for it.
  - To add more questions, select the standard from the drop-down list, select the questions, and click **Add Selected Questions**.

- To create your own questions, click **Create New Question**. See *Writing your own question* on page 46.

See *Finalizing a test*, next.

## Finalizing a test

After you've added items for all the standards on a test, the last step is to finalize the test by adding more sections or editing existing sections.

### To finalize a test:

- 1 After you've selected items, click **Continue** to finalize the test.

Edusoft displays the test section. From here, you can delete or edit questions, and change their order or point value.

- 2 Make any adjustments to the section, and click **Save & Finish**.

For information on editing a section, see *To edit a section of an assessment* on page 52 for more information.

The test is saved in your Assessment Locker, and the Edit a Test page appears. This page displays all the sections of the test, allowing you to make additional changes. If there are no more changes, you're done.

For information on editing the test, see *Editing a created assessment* on page 50.

- 3 Click the **Test Details** link to go to the Test Details page.

The screenshot shows the 'Test Details' page for a test titled 'Math - 6'. The page includes the following information and buttons:

- Math - 6** (Section Header)
- None (Created by)
- 5 Questions: 5 Multiple Choice, 0 Short Answer, 0 Long Answer
- [View Question Details](#)
- Answer sheets graded: 0
- Standards Covered:**
  - [CCS--Math--Grade Six--Number Sense 1.1](#)
  - [CCS--Math--Grade Six--Number Sense 1.2](#)
  - [CCS--Math--Grade Six--Number Sense 1.3](#)
  - [CCS--Math--Grade Six--Number Sense 2.1](#)
  - [CCS--Math--Grade Six--Number Sense 2.2](#)
- Buttons:**
  - [Tell me how to Share tests...](#) (Callout: Click to print the answer sheets.)
  - PRINT ANSWER SHEETS**
  - ASSIGN ONLINE**
  - PREVIEW ONLINE TEST** (Callout: Click to see the online version.)
  - EDIT** (Callout: Click to edit the test.)
  - COPY** (Callout: Click to copy the test to another folder.)
  - VIEW TEST DOCUMENT** (Callout: Click to view or print the test document.)

In Teacher Tools, you can share a test with other teachers by copying it to the Shared Tests folder in your Assessment Locker.

- 4 On the Test Details page, click the **Back** link to return to the Assessment Locker.

## Adding questions that have a shared passage

When you are adding exam questions for a shared passage, such as a reading passage or a mathematical diagram that has more than one associated question, you see questions aligned to the standard you select. However, you can choose to see all questions related to that passage, even if they are aligned to different standards within the same standards category (such as California Content Standards).

### To see all questions for a shared passage:

- 1 As you are adding questions to an exam, click the **See all questions for this passage** link, if available.

The next page lets you see and select other available questions related to this passage, aligned to the same standards category, but not necessarily aligned to the specific standards you originally selected for this exam.

**Available questions for the selected passage:**

**ADD SELECTED QUESTIONS** ▲

Read this passage and answer the question(s) below.

**Puffer Fish**

One minute you're looking at an ordinary fish peacefully swimming by. Suddenly it swells up to twice its fo

Click to add this question.  The puffer fish can be described as fierce and frightening. What do the words fish, fierce, and frightening have in common?

This question is aligned to a standard that you did not originally select for the test, but that is within the same standards category.

a. They begin with the same sound.  
b. They end with the same sound.  
c. They rhyme.  
d. They mean the same thing.

Answer: a. They begin with the same sound.

ID: 66764; Source: Standards Covered; Item Attributes

Puffer fish served in Japanese

CCS--English--Grade Three--Reading 3.5

a. someone who is careful.  
b. someone willing to take a risk.

This is the standards category.

This is the standard

- 2 Select questions and click **Add Selected Questions**. When you are finished adding questions for this passage, click **Continue**.

You can now continue adding questions to the section by first selecting a standard from the drop-down list.

## Creating a weighted rubric

A *rubric* is a set of scoring criteria for rating student performance on an exam question. When teachers score a question according to a rubric, they focus on how the answer compares to the established criteria, and not necessarily on the number of points to award. When you are creating a long answer section on an exam, Edusoft lets you choose whether to score the questions on a point scale or a weighted rubric. For more information on rubrics, see *Creating a weighted rubric* on page 31.

### To create a weighted rubric:

- 1 In the Start a Section page, select Long Answer for Question Type, and select **weighted rubric** from the drop-down list.
- 2 In the Create Weighted Rubric page, choose the number of possible scores for this rubric.

**Create Weighted Rubric**

Enter the default rubric for each question in this section. You can change the rubric for individual questions later.

**Number of scores:** \_\_\_\_\_ Choose the total number of possible scores for this rubric.

Include  possible scores

**Weighted rubric:** [Tell me more...](#)

Rubric Score	Point Value
<input type="text" value="1"/>	<input type="text" value="5"/>
<input type="text" value="2"/>	<input type="text" value="10"/>
<input type="text" value="3"/>	<input type="text" value="15"/>

For each rubric score, enter the score that appears on the answer sheet and the corresponding point value.

- 3 For each rubric score, enter the score that appears on the answer sheet and the corresponding point value.
- 4 Click **Continue**.  
Edusoft lets you add your own weighted rubric questions.
- 5 Select a standard for the first question and click the **create a question** link. Then follow the steps for *Writing your own question*, next.  
After you save a question, you can select another standard and add another question.
- 6 When you are finished adding questions, click **Continue**.

## Writing your own question

As you review the items on an assessment, you may find that a specific question you want to use is not available, or that there are no items for the standard you selected in the available sources. If so, you can add items by creating them yourself.

The items you create automatically become available to other teachers and administrators when they create assessments. For more information, see *Managing Teacher Tools Assessments* on page 7.

#### To write your own question:

- 1 From the page that displays questions from item banks for a standard, or from the Edit a Section page, click **Create New Question**.
- 2 For multiple choice questions, select the number of answer choices.  
All questions in a section must have the same number of answer choices.
- 3 Select the standard this question is aligned to. Click **Continue**.
- 4 Type the body of the question, indicate whether it's text or an equation, and click **Add**. For an image, select the image file and click **Add**.  
**Note:** You must write equations using the LaTeX mark-up language. See the *Math Equations Guide* in the **Library** for more information.
- 5 When you've finished adding elements to the question body, click **Continue** to create the answers for the question.
- 6 Complete each answer choice, and click **Continue**.
  - Enter an answer or upload an image.
  - Indicate whether the answer is text or an equation.
  - For multiple choice questions indicate which is the correct answer.
  - For rubric questions, enter the grading criteria for each rubric score.
- 7 To change the question, click **Edit**. Otherwise, click **Save**.  
The Edit a Section page appears with your new question added.
- 8 Click **Save & Finish** to save the assessment, and return to the Edit a Test page.

## Editing an item

As you review the items that Edusoft proposes, you may want to tweak one or two. For example, you want to edit question text to more closely match the way you presented a concept in class. To do this, you can edit both items that you create and items that come from the item banks in Edusoft. When you edit an item, the edited version as well as the original one will then be available in the item banks.

The changes you can make depend on the type of question.

#### For this type of question You can

- |     |   |
|-----|---|
| Any | <ul style="list-style-type: none"> <li>■ Add text or equations to the question</li> <li>■ Add an image to the question</li> </ul> |
|-----|---|

**For this type of question You can**

Multiple choice	<ul style="list-style-type: none"> <li>■ Change which answer is correct</li> <li>■ Change the text of an answer choice</li> </ul>
Short answer	<ul style="list-style-type: none"> <li>■ Edit the body of the question</li> <li>■ Edit the answer</li> </ul>
Long Answer/Essay	<ul style="list-style-type: none"> <li>■ Edit text or equations in the question body</li> <li>■ If applicable, edit the rubric scoring criteria</li> <li>■ Remove the space for calculating or writing</li> </ul>

**To edit an item:**

- 1 Click the pencil icon, and click **OK** to verify that you want to edit the item.
- 2 To edit an element of the question, click **Edit** for that element, and make your changes. Click **Save** to return to the previous page.
- 3 Make any other changes to the question, and click **Continue** to edit the answer.
- 4 Edit the answer as needed and click **Continue**.
- 5 Click **Save** to save the edited item.
- 6 When you have finished making changes, click **Save & Finish**.

**Adding a retesting section**

When you start a new test section, you have the option of adding retesting questions that cover areas where your students are weak, based on their performance on previous assessments. Retesting items are selected based on the standards covered on tests previously given in the periods you select. The sources of the items are the item banks you select for the test.

**To add a retesting section to a test:**

- 1 While creating or editing an assessment, on the Start a section page, select **Retesting**, and the periods or classes you want to review.

The **Retesting** button is only available if you have periods assigned in Edusoft.

Click to make this a retesting section.

Enter a threshold. You'll see items for standards where students averaged less than this threshold. You'll also see frequently missed questions that less than this percentage of students got right.

Click one or more periods to retest areas where students in those periods are weak.

**Start a section:**

Section type:  Standard  **Retesting**

Section name:  (required)

Periods to review:

- RSP, Period 7
- RSP ELA 7/8, Period 3
- RSP ELA 7/8, Period 4
- RSP Math 7/8, Period 1
- RSP Math 7/8, Period 2

Student performance threshold:  %

Items will be displayed for each standard on which students scored lower than the threshold above. Individual questions that were scored at this value or lower for the above set of periods will also be displayed.

**CONTINUE** >

- 2 Enter a percentage in the Student performance threshold box, and click **Continue**.

This percentage lets you add test items based on two criteria:

- Items for standards where student scores averaged less than this percentage on the standard
- Frequently missed items that less than this percentage of students got right—even if they did well on the standard as a whole. You'll be able to add both the missed questions and additional items from the corresponding standard.

**Note:** If you have no previous test scores, you cannot add a retesting section.

**Note:** If you're creating a new assessment, you select standards before starting a section. This lets you add questions matched to those standards. But on retesting sections, the standards you can pick items for are only those standards your students had trouble with on previous tests. So if your entire test consists of retesting sections, you can select any standards when creating the test. However, Edusoft will only show you standards based on the performance threshold you enter and the periods you select.

The page to select questions from appears.

Sources: [Edusoft Item Banks](#) (ELA, Mathematics, Science, Social Studies; Grades: Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12)  
[Add sources](#)

Standard:  ▼  
[Add standards](#)

**Available questions for the selected standard:**

[CREATE NEW QUESTION](#) [ADD SELECTED QUESTIONS ▲](#)

**[Frequently Missed - 25%]**  
 Write eight million, five hundred seventy-one thousand, three hundred in standard form.  
 Answer: \_\_\_\_\_  
 a. 8,571,300  
 Answer: a. 8,571,300  
 ID: 47700; Source; Standards Covered ; Item Attributes

Which is two thousand, twenty-three?  
 a. 2,023  
 b. 2,230  
 c. 20,023  
 d. 200,023  
 Answer: a. 2,023

Only 25% of students got this question right. Click to add it to the test.

Click to add more items aligned to the same standard as the frequently missed question.

Select any standard from the drop-down list to add items for standards students performed poorly on, or frequently missed a question on.

**3** Select the standards and questions you want to include and click **Add Selected Questions**. When you're done adding questions, click **Continue**.

The Edit Section page appears.

**4** Click **Save & Finish** to finish creating or editing the assessment.

## Editing a created assessment

Occasionally, you may want to make changes to an assessment after it has been created.

After an assessment has been created, these are the changes you can make:

For this element	You can do this
Assessment as a whole	<ul style="list-style-type: none"> <li>■ Choose new sources for questions</li> <li>■ Add sections for retesting (see <i>Adding a retesting section</i> on page 48)</li> <li>■ Change the name or description for the assessment</li> </ul>
Standards	<ul style="list-style-type: none"> <li>■ Add or remove a standards</li> <li>■ Add more questions for a standard</li> <li>■ Create your own questions for a standard</li> </ul>

For this element	You can do this
Questions	<ul style="list-style-type: none"> <li>■ Add, remove, or edit questions</li> <li>■ Change answers</li> <li>■ Change the point value</li> <li>■ Change the question or answer labels</li> <li>■ Edit the rubric if applicable</li> <li>■ Report an error to Edusoft</li> </ul>

These are the changes you can't make:

- You can't change the type of question, for example, from multiple choice to short answer.
- You can't change the answer labels for multiple choice questions.



When you edit an assessment, Edusoft deletes the old version of the assessment and replaces it with the new, edited version. This means that any scores associated with the old version are deleted as well.

This also means that the block code on the bottom of answer sheets printed for the old version is longer valid. You must discard old answer sheets and print new ones before administering the revised assessment.

**To edit a created assessment as a whole:**

- 1 Select the test in the Assessment Locker and click **View Details**.

- 2 On the Test Details page, click **Edit**.

These are the changes you can make on this page:

To	Do this
Edit the test name or description.	Click <b>Edit Test Info</b> .

To	Do this
Rename sections or change their order on the test	Click <b>Rename/Reorder Sections</b> .
Add a new section	Click <b>Add New Section</b> . Follow step 2 through step 2 starting on page 42.
Delete a section	Click <b>Delete</b> for that section.
Edit the contents of a section (for example, add questions)	Click <b>Edit This Section</b> . See <i>To edit a section of an assessment</i> , next.

When you finish making any of the above changes, your test is saved, and you return to the Edit a Test page. You can continue to make more changes, or click the **Test Details** link to work with the test.

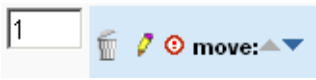
#### To edit a section of an assessment

- 1 At the section you want to edit, click **Edit This Section**.

The Edit Section screen looks slightly different if it contains rubric questions.

Here are the changes you can make:

To	Do this
Change the numbering scheme for a section	Click the <b>Set Up Question Labels</b> link. You can start a section at 1 or continue numbering from the previous section.
Change the point value of a question	Enter the new point value in the <b>points</b> text box on the upper right corner of the question.
Edit the rubric scores and their values for a question	Click Edit Rubric. See <i>Creating a weighted rubric</i> on page 46.
Edit rubric scoring criteria for a question	Click the pencil icon next to the question, and edit the question's Edit Answers page.
Add questions, add more sources, add or remove standards	<ul style="list-style-type: none"> <li>■ Click <b>Add More Questions</b>. Make adjustments to questions and sources in the same way as when creating the original test. See the steps starting on page 42.</li> <li>■ To remove a standard, click the <b>Add standards</b> link, and click the standard's check box to clear the check mark. You can only remove a standard if you haven't added questions for it.</li> </ul>
Add your own question	Click <b>Create New Question</b> . See <i>Writing your own question</i> on page 46.

To	Do this
Make changes to a question	 <p data-bbox="760 447 1154 468">Use the toolbar above the question:</p> <ul data-bbox="760 485 1414 772" style="list-style-type: none"> <li data-bbox="760 485 1414 541">■ To enter a custom question label, such as B for Bonus, enter it in the text box.</li> <li data-bbox="760 552 1414 609">■ To change the order of a question, use the up or down arrows.</li> <li data-bbox="760 619 1414 640">■ To delete a question, click the trash can.</li> <li data-bbox="760 651 1414 707">■ To edit a question, click the pencil. See <a href="#">Editing an item</a> on page 47.</li> <li data-bbox="760 718 1414 772">■ To report an error on a question to Edusoft, click the red circle.</li> </ul>
Add retesting items	See <a href="#">Adding a retesting section</a> on page 48

**2** Make adjustment to the section, and click **Save & Finish**.

When you finish editing the section, you return to the Edit a Test page. You can continue to make more changes, or click the **Test Details** link to work with the test.



# Administering Paper Assessments



Edusoft makes it easy to administer assessments in either the Benchmark Exams or Teacher Tools Assessment locker. This process includes printing answer sheets to copy and distribute to students and printing the corresponding test questions.

After you administer the assessment, you collect the test materials from the students, and scan and upload the answer sheets to Edusoft.

- See the *Edusoft Scanning and Grader Guide* (click the **Library** link from any Edusoft page) for information about scanning answer sheets.
- See the *Admin Tab Guide* for information about viewing results.
- See *Printing exam labels* on page 63 to print individual labels with test results for the students who took the test.

Once the answer sheets have been successfully uploaded, you can run reports that include the data from this assessment. See the *Benchmark Exams Guide* and the *Teacher Tools Guide* for information on the reports and tools you can use to analyze test results.

You can also administer selected assessments online. See *Administering Assessments Online* on page 65 for information about assigning, administering, and grading online assessments.

These are the topics in this chapter:

- *About answer sheets* on page 56
- *Printing answer sheets in Benchmark Exams* on page 58
- *Printing answer sheets in Teacher Tools* on page 60
- *Downloading or viewing exam questions* on page 61
- *Printing exam labels* on page 63

## About answer sheets

Assessments graded and scored using Edusoft are administered using paper tests and answer sheets. The answer sheets that Edusoft generates can be graded electronically. After grading, test results are instantly available for analysis on the Edusoft Web site.

Edusoft produces 8-1/2 by 11 inch machine-readable answer sheets that students use for bubbling in answers during an assessment. An answer sheet contains information that identifies the student, the teacher administering the assessment, and the assessment itself (both by name and administration date in Benchmark Exams).

A second type of answer sheet, a teacher score sheet, allows teachers to fill in the scores for long answer (constructed response) questions for the entire class. If an exam has long answer sections, someone with the appropriate access level may specify printing a teacher score sheet for those sections so that teachers can enter all student scores on one score sheet.

Here are examples of a student answer sheet and a teacher score sheet.

This area shows the assessment, the teacher's name, and the period or class.

Students bubble in their names in this area. An alternate answer sheet has an area where students can bubble in their student ID numbers.

The block code identifies the assessment and administration date.

Registration blocks provide orientation when answer sheets are scanned.

Using the answer sheet, teachers can bubble the scores for essay questions.

Students can write short answers and teachers can bubble to indicate the incorrect ones.

Students can bubble the correct answer for multiple choice questions.

Students can work problems or write short essays in this area.

On a teacher's score sheet, teachers can enter the scores for many students on one page.

For rubric questions, teachers bubble the rubric scores. Edusoft calculates the point values.

Before you administer an exam, you print the answer sheets that students will use to bubble their answers. After students take the exam, you scan the answer sheets to score them. If the exam includes short answers and long answer (essay) questions, you must grade those questions manually before scanning and scoring is complete.

Edusoft creates answer sheets in PDF files that you can view and print using Adobe Reader. You must have Adobe Reader installed on your computer before you can view and print an answer sheet.

## Printing answer sheets in Benchmark Exams

From Benchmark Exams you can print three types of answer sheets:

- Per Period

Period-specific answer sheets are identified by teacher and period, and include a list of the students in the period. The PDF file also includes a generic page for each period that is also identified by teacher and period. But instead of a list of student names, the period-generic answer sheet contains spaces where students can bubble their student IDs.

- School-wide Generic

School-wide generic answer sheets are not associated with a teacher or period. They can be used by any student taking the assessment. If you have a choice, we recommend you use period-specific answer sheets.

- Custom Group

These are answer sheets for students in one or more custom groups. Student names for the custom group appear on the left side of the answer sheet.

### To print answer sheets in Benchmark Exams:

- 1 Click the **Benchmark Exams** tab, and then click the link or icon for **Assessments**.
- 2 In the Assessment Locker, select an assessment and click **Print Answer Sheets**.

**3** Select the type of answer sheet and click **Continue**.

**To print**

**Do this**

Answer sheets for one or more periods **1** Choose **Per Period**, and click **Continue**.

The screenshot shows a 'Select Periods' window with a list of courses. Each course has a checkbox for the course name and checkboxes for individual periods. Next to each period checkbox is a 'View students' link. Annotations with arrows point to these elements: one points to the course-level checkbox with the text 'Click the check box for your name to select all periods for the class listed.', another points to a period checkbox with 'Click the check box for a period to print answer sheets for that period.', and a third points to a 'View students' link with 'Click this link to view a list of students in this period.'

**2** On the Select Periods page, click one or more check boxes to select periods. Click **Continue**.

If you select your name, you get answers sheets for all the periods for each course you selected. You can also select individual periods.

**Tip:** Click the **View** link to see which students are in a period.

School-wide generic answer sheets **1** Choose **School-wide Generic**.  
**2** Click **Continue**.

Answer sheets for custom groups **1** Choose **Custom Group**, and click **Continue**.  
**2** Select one or more custom groups and click **Continue**.

After a brief pause, Adobe Reader starts in your browser window and Edusoft displays the PDF file containing all the answer sheets you selected.

**4** To print this document, 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.



Use the Print icon from the toolbar. *Do not* use Print from the File menu or the Ctrl-P shortcut.

**Tip:** If you are working with a large number of answer sheets, you might want to save the PDF file to your computer before printing. To save this PDF file to your computer, click the **Save a Copy** icon. You can return to this file later to resume printing.

## Printing answer sheets in Teacher Tools

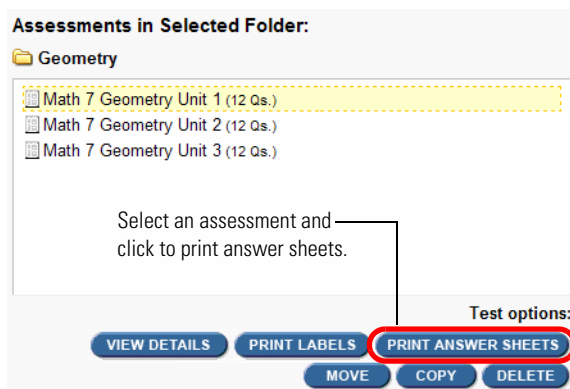
From Teacher Tools, you can print period-specific answer sheets, and if a particular assessment specifies a teacher score sheet, one is printed out automatically. See *About answer sheets* on page 56 for more information.

**Note:** You can print answer sheets from both the Assessment Locker or a Test Details page. However, you can only print answer sheets for exams in your My Tests folder.

See *Before you distribute answer sheets* on page 65 for tips on making scanning and grading easier.

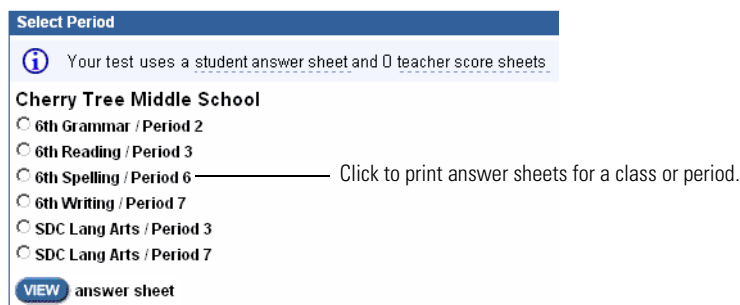
### To view and print answer sheets in Teacher Tools (teachers only):

- 1 In the Assessment Locker, locate and select the assessment you want to administer. Click **Print Answer Sheets** in the Test Options area.



**Note:** You can also click **View Details** and print answer sheets from the Test Details page.

- 2 Click **Print Answer Sheets** to view the answer sheet PDF file. The Print Answer Sheets page appears.



- 3 Select the period or class you want to print and click **View**.

After a brief pause, Adobe Reader starts in your browser window and Edusoft displays the PDF file containing the answer sheet you selected.

Click to view the test document. — [View test](#)  
[Return](#) to assessment locker.

Choose another period to view and print a different set of answer sheets.

Period:  **VIEW**

Click the Print icon to print this document.

Your toolbar may look different depending on your Adobe Reader version.

- 4 To print this document, 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.



Use the Print icon from the Adobe Reader toolbar. Do *not* use Print from the File menu or the Ctrl-P shortcut.



To save this PDF file to your computer, click the Save icon on the Adobe Reader toolbar. You can return to this file later to resume printing.

- 5 To view and print answer sheets for a different period, select the period in Period list and click **View**.

[Back](#) to test detail.

Period:  **VIEW**

Select a period in this list. Then, click **View** to view and print another answer sheet.

- 6 Click the **Return** link to return to the Assessment Locker.

## Downloading or viewing exam questions

Depending on how the assessment was created, you can either:

- View the exam questions from within Edusoft for created exams (see *Viewing and printing exam questions*, next).

- Download a file attached to aligned assessments that contains the exam questions (see *Downloading or viewing exam questions* on page 61).

## Viewing and printing exam questions

When an assessment is in Edusoft, you can view and print the questions directly from the Edusoft Web site. You can quickly tell if an assessment has been created in Edusoft because its details page contains a View Test Document button.

### To view and print exam questions:

- 1 In the Assessment Locker, locate and select the assessment you want to review. Click **View Details** in the Test Options area.
- 2 In the Test Details page, click **View Test Document** to display the questions.  
After a brief pause, Adobe Reader starts in your browser window and Edusoft displays the PDF file containing the test questions.
- 3 To print this document, 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.



Use the Print icon from the Adobe Reader toolbar. Do *not* use Print from the File menu or the Ctrl-P shortcut.

To save this PDF file to your computer, click the Save icon on the Adobe Reader toolbar. You can return to this file later to resume printing.

## Downloading exam questions

For an aligned test, you can quickly tell if a file has been attached to an assessment by looking at the assessment details page. A **Download Test** button indicates there is a file attached.

**Note:** In most cases, you must have the application that was used to create the file in order to open it. For a PDF file, you need Adobe Reader to open and print the file.

### To download exam questions:

- 1 Click the **Benchmark Exams** or the **Teacher Tools** tab, and then click the link or icon for **Assessments**.

- In the Assessment Locker, select an assessment and click **View Details** to view its details page.

Created by:  
Documentation Admin

Spring 2005

Public

PRINT ANSWER SHEETS

PRINT LABELS

DOWNLOAD TEST

Click to download the file attached to this assessment.

- Click **Download Test** to open the file or save it on your computer.
  - To open the file, click **Open**.
  - To save the file to your computer, click **Save**, select the location where you want the file to be stored, and click **Save**.
- Click the **Back** link to return to the Assessment Locker.

## Printing exam labels

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.

**Note:** You can print labels for tests in either the Benchmark Exams or Teacher Tools Assessment Locker. The examples in this section are from the Benchmark Exams locker.

**Theodore A.** Student's name.

19/30 (63%) Raw score/Total possible points (Percent score), and name of assessment.  
Benchmark #4

**Questions Missed:**

1, d (0/1); 3, c (0/4); 4, a (0/4); 12 (0/2); 15 (0/2); 22 4 (8/10) This is a rubric question. A rubric score of 4 is equal to 8 out of 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. Standards covered in the missed questions.

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...

Student's point/total possible points.

Correct multiple choice answer.

Question number.

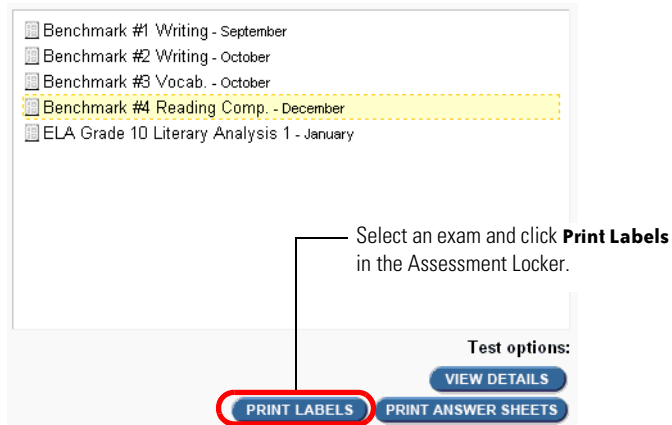
This is a short answer question, so there's no correct answer shown.

**Tip:** You can print the labels on Avery 5164 label sheets and then affix them to each student's answer sheet or test. You can also print labels onto plain paper and staple them onto answer sheets.

**To print labels from the Assessment Locker or Test Details:**

- 1 In the Assessment Locker, select an assessment, and click **Print Labels**.

You can also select the assessment, click **View Details**, then click **Print Labels** on the Test Details page.



- 2 Select a period, and click **Continue**.
- 3 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.

# Administering Assessments Online



An online assessment is simply an online presentation of an existing Edusoft assessment. When you administer an assessment online, students read and answer questions on a computer instead of on a paper answer sheet. Edusoft scores multiple choice questions immediately, and alerts teachers when their students have entered answers that require grading by a teacher.

You can administer any Benchmark or Teacher Tools assessment online if it has been created in Edusoft using any item banks you have access to. You can create an assessment specifically for online delivery, or simply choose an existing assessment and assign it to students for online testing.

When students take an assessment online, they go to a special Edusoft web site and either log in using a user name and password, which enables them to see a list of all online assessments they are scheduled for, or use a one-time ticket that gives them access to a specific test. Once students start an online test, they choose multiple choice answers and write short answers or constructed responses much the same way they would on a paper answer sheet.

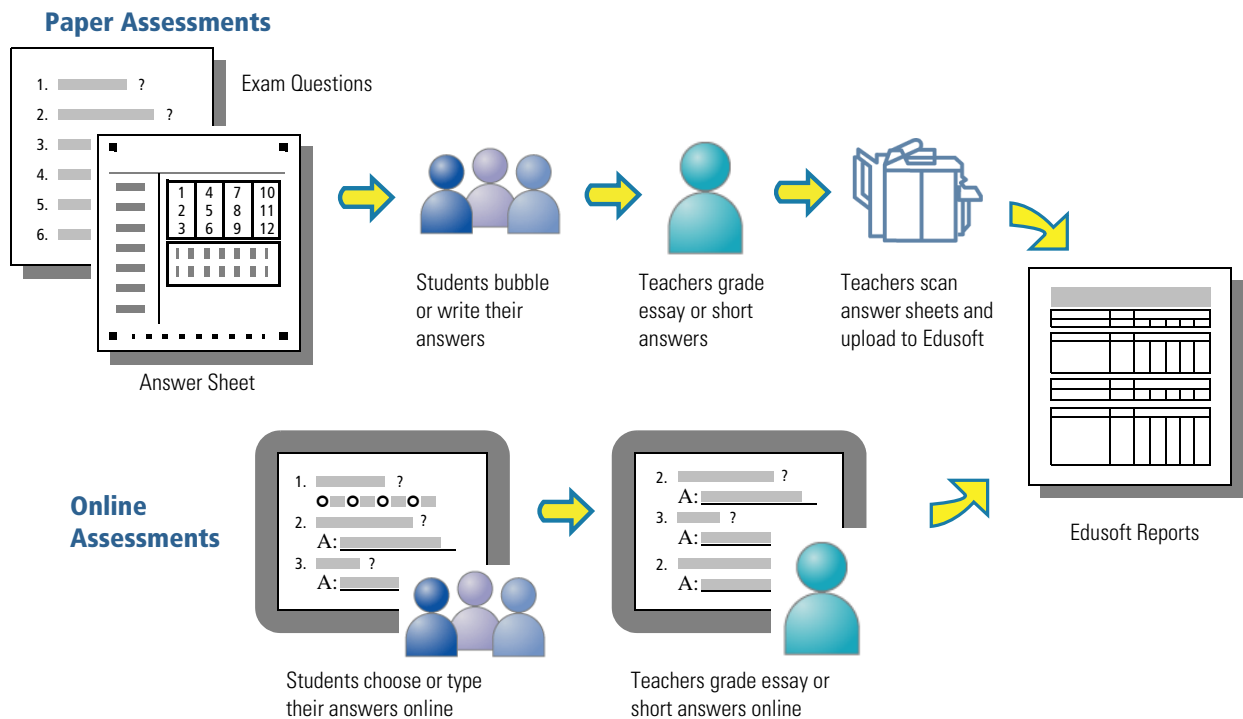
These are the topics in this chapter:

- *About administering assessments* on page 66
- *Assigning an assessment for online delivery* on page 67
- *Managing online test assignments* on page 68
- *Previewing an online assessment* on page 70
- *Helping students take an online test* on page 71
- *Grading online assessments* on page 75

## About administering assessments

Depending on how an assessment was created, Edusoft gives you the choice of administering the assessment on paper (the traditional way) or online (using the new Edusoft online testing feature). If you've created an assessment from any of the item banks within Edusoft, you can let students read the questions and enter their answers directly onto a computer.

When you administer an assessment on paper, you print test questions and answer sheets and distribute them to students. The students bubble in their answers and return the answer sheets to you. You grade any short answers or essay questions, and scan the answer sheets. Within a matter of minutes, you can see the results in Edusoft.



When you administer an assessment online, students log in to Edusoft and go to an assigned test. Students read the questions on their computer screens and enter their answers. When they have finished taking the test, Edusoft scores the multiple choice questions immediately. If there are short answers or essay questions, you read the students' answers and grade them online, too. Within a matter of minutes, you can see the results in Edusoft.

## Assigning an assessment for online delivery

Your ability to assign assessments for online delivery depends on your access. If you're an administrator, you can assign any assessments in the Benchmarks Assessment Locker. For teachers, if you can print answer sheets for Benchmark assessments, you can assign them for online administration. If you're a teacher, you can also assign any tests in the My Tests folder in your Teacher Tools Assessment Locker.

### To assign an assessment for online delivery:

- 1 Select an assessment in your Assessment Locker and click **View Details**.  
The **Assign Online** button means that you can assign this assessment for online delivery.
- 2 In the Test Details page, click **Assign Online**.
- 3 Enter a description for the test assignment.  
The description should include information about the group of students who are assigned to take this test.
- 4 Enter start and end dates and times.  
You can type the dates or click the calendar icons to select dates.
- 5 In the Test-taking experience section, specify whether there is a time limit and click check boxes for the options you want to include. Click **Continue**.  
The remaining settings determine how students log in to Edusoft to take the test, whether they can pause the test or view questions out of order, and whether they can see their own answers and correct answers after they've completed the test.

Select this setting	To enable students to
Students must have a ticket to take this test	Log in to Edusoft without having a user name and password
Students can pause this test	Stop in the middle of the test and resume later (or end the test)
Students can jump between questions	Use a navigation list to view and answer questions out of order
Students can see their selected answers after completing this test	View their answers after they complete the test
Students can see correct answers	See the correct answers for multiple choice questions in addition to their own answers

- 6 Choose whether to select students by periods or course, or by custom group. Click **Continue**.
- 7 In the Select Periods page, select courses or periods (or use any of the demographic options to select students) and then select specific periods if necessary. To select individual students, click the **Choose individual students** check box. Click **Continue**.
  - To assign this test to more than one school group, school type, or school, choose **Multiple** and then click **Select**. Select the schools and click **Continue**.
  - To assign it to one school, choose **One** and select the school from the drop-down list.

**Select Periods**

Selected Test: Math Grade 7 - Algebra 1 - Fall

School Types:

Schools:

Courses: All

Roster: 2005-2006 Fall, School Year

[Grade :](#) All  
[Ethnicity:](#) All  
[Ed Program:](#) All  
[Custom Group:](#) All  
[Gender:](#) All

Use these links to select a pool of students to take this test online.

---

[select all](#) [clear all](#) | [select across all pages](#) [clear all pages](#)

Use these links to select periods.

---

**Cherry Tree Middle School**

Alston, Barbara

Grade 7 / Period 1 Click check boxes to select specific periods.

- 8 If you're selecting individual students, select the specific students, and click **Continue**.
- 9 Click **Finish**.

The Test Assignment page displays the details of this test assignment. From here, you can edit assignment properties, delete the assignment, view or edit the student selection, or view or edit the graders. See *Managing online test assignments*, next.

## Managing online test assignments

The Test Assignment page is your starting point for viewing, editing, and deleting online assignments. You can edit or delete any assignments you've created. If you're an administrator, you may also be able to edit any assignments you have access to.

For more information, see:

- *Viewing an online assignment*, next
- *Editing a test assignment* on page 69
- *Deleting a test assignment* on page 70
- *Previewing an online assessment* on page 70

## Viewing an online assignment

You can view the details for any online assignment for any assessment in your Assessment Locker.

### To view an online assignment:

- 1 Select an assessment in your Assessment Locker and click **View Details**.
- 2 Scroll to the bottom of the page and click the **View Online Assignments** link.
- 3 To view a specific assignment, click the assignment link.

## Editing a test assignment

You can easily edit any assignments you've created. If someone else created the assignment, you can view the student and grader assignments, but you can't edit them. After you've edited the assignment, you become the new owner.

Teachers: Unless your district has given you special permission, you can't edit assignments for Benchmark exams.

### To edit a test assignment:

- 1 In the Online Test Assignment page, click **Edit Properties**.
- 2 In the General Information area, change any settings as needed. Click **Continue**.  
See step 3 on page 67 (and following) for more information.  
**Note:** Once you start editing assignment properties, you can go on to edit the rest of the assignment.
- 3 To view or refresh the list of students assigned to take the test:
  - Click **View Assigned Students**.
  - In the Assignment Overview page, click **Refresh Now** to update the list of assigned students to match the current roster. Confirm that you want to proceed.
  - To view the list of students for a period, click the period's **View** link.
  - Click **Back** to return to the Assignment Overview page. Click **Back** to return to the Assignment Details page.
- 4 To change the list of students assigned to take the test, do this:
  - In the Assignment Overview or Period Details page, click **Edit Student Selection**.
  - Adjust the list of schools or courses as needed. Click check boxes to add or remove periods.
  - To select specific students, click **Choose Individual Students** and click **Continue**. Click check boxes for individual students and click **Continue**.

- 5 To view the list of assigned graders for assignments based on custom groups, click **View Graders**. Click **Back** to return to the Test Assignment Details.
- 6 To edit the list of graders for assignments based on custom groups, click **Edit Graders**.
  - If necessary, choose one or more school groups, school types, or schools.
  - Choose one or more courses to focus the list of potential graders.
  - Click check boxes to choose specific teachers.
  - Click **Continue**. Review the list of graders and click **Continue**.

**Note:** All school and district administrators can also grade this online assessment.

## Deleting a test assignment

You can delete any test assignment you created (or that you have access to). However, before you can delete an assignment, you must first remove any students from the assignment.

### To delete a test assignment:

- 1 In the Online Test Assignment page, click **Edit Student Selection** and remove any students who may be assigned to take the assessment.  
See step 7 on page 68 for more information.
- 2 In the Online Test Assignment page, click **Delete**.
- 3 Confirm that you want to delete the assignment.

## Previewing an online assessment

You can preview any assessment that has been created in Edusoft from an item bank (and not aligned from a paper exam) to see what the assessment would look like if it were administered online. When you preview an assessment you see it very much like a student would, except you see the correct answers!

### To review and online assessment:

- 1 Select an assessment in your Assessment Locker and click **View Details**.
- 2 Click **Preview Online Test**.

The first page of the online test appears in a new browser window. This page contains basic instructions for students on how to answer questions, move from one page to the next, and complete the test. The browser window is preset to take up the full width of your computer screen.

- 3 Click **Start the Test**.

The page containing the first question appears. The navigation panel at the bottom of the page has buttons for pausing the test (if it's permitted) and viewing the next question. Students can view questions out of order by choosing them in the **Jump to Question** list.

A **Previous Page** button appears on all questions after the first one. On the last question, students see a **Finish Test** button.

- 4 Use the **Next Page** and **Previous Page** buttons to move through the test one page at a time. Use the **Jump to a Question** list to view specific questions. At the last question, click **Finish Test** to exit the preview.

Edusoft displays a summary page that tells students that they have reached the end of the test.

- 5 Click **Go Back** to view test questions again, or click **Exit Preview** to end the preview session.

## Helping students take an online test

The Edusoft online testing experience is designed to be straightforward and intuitive, with all instructions and explanations right on the screen where students can read them. There may be times, however, when you are called up to help students as they register for an Edusoft user name or log in to take a test. You might also need to help students become familiar and comfortable with taking a test online rather than with a paper answer sheet.

Topics in this section include

- *Viewing and distributing tickets* on page 71
- *Helping students register for an Edusoft user name* on page 72
- *Helping student reset their passwords* on page 73
- *Helping students log in* on page 74
- *Helping students take the test* on page 74

### Viewing and distributing tickets

Whenever you assign an assessment, Edusoft automatically generates and stores an electronic ticket for each student who is assigned to take the test. The ticket is in the form of a password that is unique to each student and each exam.

**Note:** If there are multiple assignments for a single assessment, you can only access the tickets generated for a single assignment.

**To view and distribute tickets:**

- 1 Select an assessment in your Assessment Locker and click **View Details**.
- 2 Scroll to the bottom of the page and click the **View Online Assignments** link.
- 3 Click the assignment link for the assessment you're administering.
- 4 In the Test Assignment page, click **View Assigned Students**.  
You see a list of all your students, organized by period.
- 5 Print the list of tickets to serve as a reference. Click **Back** to return to the Assignment Overview page.

**Helping students register for an Edusoft user name**

You may be called upon to guide students who do not already have user names and passwords through the process of registering in Edusoft.

**Note:** As an Edusoft user, you can create user names for your students from the Edusoft Admin tab (click **Rosters** and then locate the student). See the *Admin Tab Guide* for more information.

**To help students register for an Edusoft user name:**

- 1 Instruct students to click the **Sign up** link on the Log In page.
- 2 In the Student Sign-Up page, instruct students to enter their first and last names, as well as two of the following: ID number, date of birth, and grade. Instruct students to click **Continue**.  
Students can use any ID that is in the Edusoft system: state, district, school, or Edusoft ID.
- 3 Instruct students to read the confirmation page and click **Yes** if the information is correct.
- 4 After Edusoft locates them, instruct students to click **Yes** to confirm that they are enrolled in the school listed.
- 5 Instruct students to make a note of their user names and to enter a password and confirm it by entering it a second time. If the district permits students to receive e-mail, ask students to enter their e-mail addresses. Instruct them to click **Finish**.  
**Tip:** Click the **Password rules** link to view your district's password requirements (number of characters, for example).
- 6 Instruct students to click **OK**.

## Helping student reset their passwords

If students forget or misplace their passwords you may need to help them get their passwords reset. If they have entered an e-mail address, Edusoft can send them a new password. If they haven't entered an e-mail address, a teacher or administrator must reset their passwords. See the *Admin Tab Guide* for information on resetting passwords.

### To help students reset their passwords:

- 1 Instruct students to click the **Click Here** link on the Log In page.
- 2 In the Find Your User Name page, instruct students to enter their first and last names, as well as two of the following: ID number, date of birth, and grade. Instruct students to click **Continue**.
- 3 Instruct students to read the confirmation page and click **Yes** if the information is correct.
- 4 After Edusoft locates them, instruct students to click **Yes** to confirm that they are enrolled in the school listed.

## Helping students reset their information

Students can change their passwords or e-mail address any time they are logged in to Edusoft.

**Note:** If students don't yet have Edusoft user names, see *Helping students register for an Edusoft user name* on page 72. If students have user names but have forgotten their passwords, see *Helping student reset their passwords* on page 73.

### To help students reset their information:

- 1 After students log in using their current passwords, instruct them to click the **Change Your Info** link.
- 2 Instruct students to enter their current passwords, and then enter their new passwords. Students must enter their new passwords twice, exactly the same way each time. You may want to suggest that students click the **Password Rules** link to see what your district's password requirements are.
- 3 If your district permits students to receive e-mail, instruct students to enter their e-mail addresses.
- 4 Instruct students to click **Finish**.

## Helping students log in

Depending on the online test assignment, students can log in using either a one-time ticket or a user name and password. If the test requires a ticket, that's the only way students can access it. If a test does not require a ticket, students can log in with a user name and password and see any tests they are assigned to take.

### To help students log in:

- 1 Instruct students to enter their user names and passwords or their tickets. If students are using tickets, instruct them to enter just the numbers without the dashes.

**Please Log In...**

Students using a user name and password enter them here.

or

Students using a ticket enter it here.

If you are unable to log in, try the following:

- 2 Instruct students who used a ticket to click **Yes** to confirm their identities.
- 3 Instruct students who logged in with a user name to click the link for the test they want to take.

The Directions page for the test appears. See *Helping students take the test*, next.

## Helping students take the test

Although the Edusoft Online Test experience is designed to be easy for students to use, you still may need to assist students as they log in and navigate through a test. If the test is timed, point out the timer in the upper left corner of the page.

### To help students take a test:

- 1 Instruct students to read the directions for taking a test. If the test is timed, point out the timer in the upper left corner of the page. When students are ready, instruct them to click **Start the Test**.
- 2 Remind students how to move from one question to the next.  
Students click **Next Page** to go to the next question, **Previous Page** to go back, and they can use the **Jump to Question** list to answer questions out of order.
- 3 Remind students that they can click **Pause Test** to temporarily stop the test. If they are ready to resume the test, they click **Continue Your Test**. If students are finished with the test, they click **Save and Exit**.
- 4 Instruct students to review their answers if they have time (and they wish to), or end the test.
- 5 Instruct students to click **Logout** when they have finished reviewing their test reports.

**Note:** If students logged in with a user name (and not using a ticket), they can click **My Test List** to see if they have any other test assignments.

## Grading online assessments

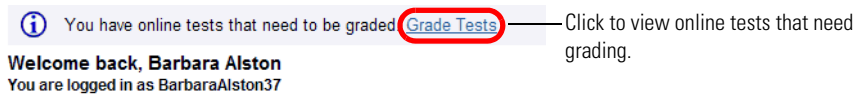
When students take online assessments, Edusoft automatically grades multiple choice questions immediately. If, however, the test contains short answer or constructed response questions, those questions must be graded by a teacher or administrator familiar with the material.

You can grade all of one student's answers at once or grade all answers from your class for each question.

If you have any outstanding grading assignments, Edusoft alerts you when you log in.

### To grade online assessments:

- 1 Log in to the Edusoft Web site. If you have tests that need grading, click **Grade Tests**. If you have online tests that need grading, you see a message above your name as soon as you log in.



- 2 Click the **Grade** link to start grading tests.
- 3 To enter scores for a question, read the student's answer and enter the appropriate score in the Score area.

Above the Score box you see the possible scores for this question. If it's a short answer, you see the two possible scores (for example, 0 or 3). For constructed response questions where partial credit can be awarded (long answers or essays), you see the range of possible scores (for example, any score between 0 and 10).

**Tip:** As you finish grading a question or student, it's a good idea to click **Save Scores**.

- 4 To score another question, choose the question in the **Question** list.
- 5 To view all questions for a specific student, click **View by Student**. Click **Select Student** and choose the student whose answers you want to grade.
- 6 When you have finished entering scores, click **Save and Exit Grading**.



# Monitoring Student Participation



No assessment program would be complete without a way to determine that the students who should have taken a specific assessment have actually done so.

With the advent of online assessments, Edusoft users can no longer determine which students have participated by looking at answer sheets. For this reason, we've created the Student Participation report, which lets teachers and administrators see which of their students have taken an assessment either online or on paper.

The dynamic Student Participation report lets you drill down to individual periods to see the participation level for each of your students. Student Participation reports are available for one Benchmark exam at a time.

These are the topics in this chapter:

- *About Student Participation reports* on page 78
- *Running a Student Participation report* on page 79

## About Student Participation reports

Student Participation reports are designed to provide an interactive view of the participation of all students in the group you select for a single Benchmark assessment. For example, you can use a Student Participation report to determine how many 7th graders have taken the district’s Math benchmark exam. Or, you might use it to see how many of your 7th graders have taken an online assessment they were assigned.

Depending on your access, you can see overall participation for all selected students in the district, in a school group, in a school, in a teacher’s roster, or in a specific period. You can see if an individual student’s online assessment required manual grading and go directly from the Student Participation report to the appropriate grading page.

**Participation Report**  
[< Back](#) to Test Details

**Selected Test:** Math Grade 7 - Algebra 1

**School Group:** All **Grade :** All

**School Type:** All **Ethnicity:** All

**School:** All **Ed Program:** All

**Courses:** Grade 7 **Period:**

**Teachers:** All **Gender:**

**Roster:** 2005-2006 Fall, School Year

The dashboard at the top of the report shows you the current settings. You can use any of these links to change the selection of students.

These navigation links let move quickly to higher levels of data.

Overall > All > [Cherry Tree Middle School](#) > [Alston, Barbara](#)

Highlighting Threshold: 70% [EXPORT TO EXCEL](#)

	# Students	Graded	% Graded	In Progress	Ready to be Graded	% Graded		
						10%	50%	100%
<a href="#">Overall</a>	450	407	90%	0	<a href="#">4</a>	<div style="width: 90%; height: 10px; background-color: #007bff;"></div>		
<a href="#">All</a>	450	407	90%	0	<a href="#">4</a>	<div style="width: 90%; height: 10px; background-color: #007bff;"></div>		
<a href="#">Cherry Tree Middle School</a>	450	407	90%	0	<a href="#">4</a>	<div style="width: 90%; height: 10px; background-color: #007bff;"></div>		
<a href="#">Alston, Barbara</a>	25	18	72%	0	<a href="#">4</a>	<div style="width: 72%; height: 10px; background-color: #007bff;"></div>		
<a href="#">Period 1</a>	25	18	72%	0	<a href="#">4</a>	<div style="width: 72%; height: 10px; background-color: #007bff;"></div>		

You can use highlighting to call attention to participation rates that fall below the threshold you specify.

Click to export report data.

Click to go to the grading page for this test.

In addition to viewing the participation data for a single Benchmark assessment, you can export the data from Edusoft to an Excel worksheet for further analysis. You might, for example, run a Student Participation report for each of three Benchmark exams that administered during the same testing window, export the data, and combine the export files for a complete picture of an assessment wave.

## Running a Student Participation report

Each Student Participation report focuses on a single Benchmark assessment for the group of students you select. Once you run the report, you can change the selection of students or drill down to see more detailed information.

### To run a Student Participation report:

- 1 Select an assessment in your Assessment Locker and click **View Details**.  
The **View Participation Report** link means that at least one student has taken this assessment.
- 2 In the Test Details page, click **View Participation Report**.
- 3 Use the links in the Participation Report page to select a group of students.  
Choosing grades and courses can help you quickly identify a group of students.
- 4 When you've finished selecting students, click **Run Report**.  
The Participation Report page displays the data for the students you selected.

Use these links to change the selection of students.

**Selected Test:** Math Grade 7 - Algebra 1

<b>School Group:</b> All	<b>Grade :</b> All
<b>School Type:</b> All	<b>Ethnicity:</b> All
<b>School:</b> Cherry Tree Middle School	<b>Ed Program:</b> All
<b>Courses:</b> Grade 7	<b>Period:</b> All
<b>Teachers:</b> All	<b>Gender:</b> All
<b>Roster:</b> 2005-2006 Fall, School Year	

Choose a highlighting threshold.  
Click to export report data.

Overall > Area 1 > Cherry Tree Middle School    Highlighting Threshold: 10%    EXPORT TO EXCEL

	# Students	Graded	% Graded	In Progress	Ready to be Graded	% Graded		
						10%	50%	100%
<a href="#">Overall</a>	450	407	90%	0	<a href="#">4</a>	<div style="width: 90%; height: 15px; background-color: #0056b3;"></div>		
<a href="#">Area 1</a>	450	407	90%	0	<a href="#">4</a>	<div style="width: 90%; height: 15px; background-color: #0056b3;"></div>		
<a href="#">Cherry Tree Middle School</a>	450	407	90%	0	<a href="#">4</a>	<div style="width: 90%; height: 15px; background-color: #0056b3;"></div>		
<a href="#">Alston, Barbara</a>	25	18	72%	0	<a href="#">4</a>	<div style="width: 72%; height: 15px; background-color: #0056b3;"></div>		
<a href="#">Andersen, Carley</a>	25	22	88%	0	0	<div style="width: 88%; height: 15px; background-color: #0056b3;"></div>		

This is the rate for all students in the group you selected.

This is the rate for this class.

- 5 Choose a **Highlighting Threshold** to highlight schools or classes where the participation percentage falls below a specified level.
- 6 Use the links to drill down to more detailed data.  
At the individual student level, you can see which students have been scored, need grading, or haven't been started.





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