STEP BY STEP

Assessment
Administering an Online Assessment

STARS™ 13.0

"We are planning to administer an Item Bank, ExamView, IntelAssess or Rapid Response assessment, and we would like to save paper by administering it online. Where do teachers go to adminster this assessment once it has been set up?"

Note: Only teacher users may administer online assessments.

STEP 1 Click on the **Assessment** icon in the top toolbar.

| Dashboard | Assessment | Report Card | SARC | SPSA | Xplore! | Admin | My Settings | Logout |

STEP 2 Locate the assessment to proctor in the assessment list and click the mouse icon in the Score column. If the mouse icon is not available, it means the assessment has not been set up for online delivery.

Setup	Print	Score	Upload Report	Documents
	🖨	🖱	⬆	📄
	🖨	🖱	⬆	📄

Online assessment has two variations, depending on decisions made by your district. One variation requires that students maintain a user ID and password throughout the year and allows access to a student portal with assessment results. The second variation generates unique ticket numbers for each student for each assessment so that students do not need to remember a user ID and password but does not provide access to the student assessment results portal.

If your district uses student ID numbers to log in to the student portal...

STEP 3 A list of students and ID numbers will load. In order to make the assessment available to students, they must be designated as active. To designate all students as Active, check the corresponding checkbox in the blue **Status** header. Alternately, check the names of individual students in the **Status** column. Once boxes are checked, the orange **Update** button will appear. Click the **Update** button to apply and save changes.

ONLINE ASSESSMENT DELIVERY   Student Link

Assessment Name: 10 Items

In order for students to take an assessment, their assessment must first be activated. In the Active column, click to select the checkboxes for individual students or click the checkbox in the blue header to select all students. Click the update button when it appears to effect changes.
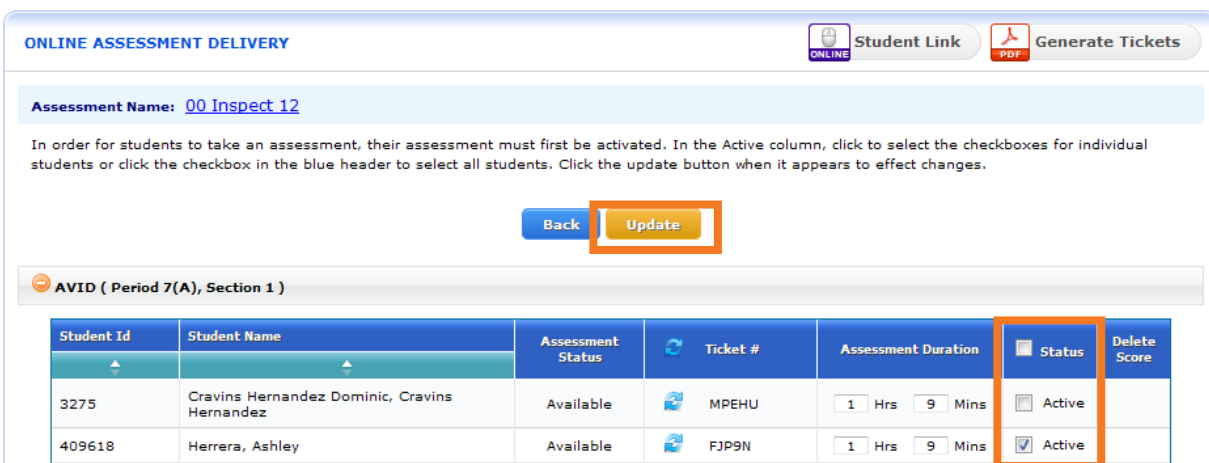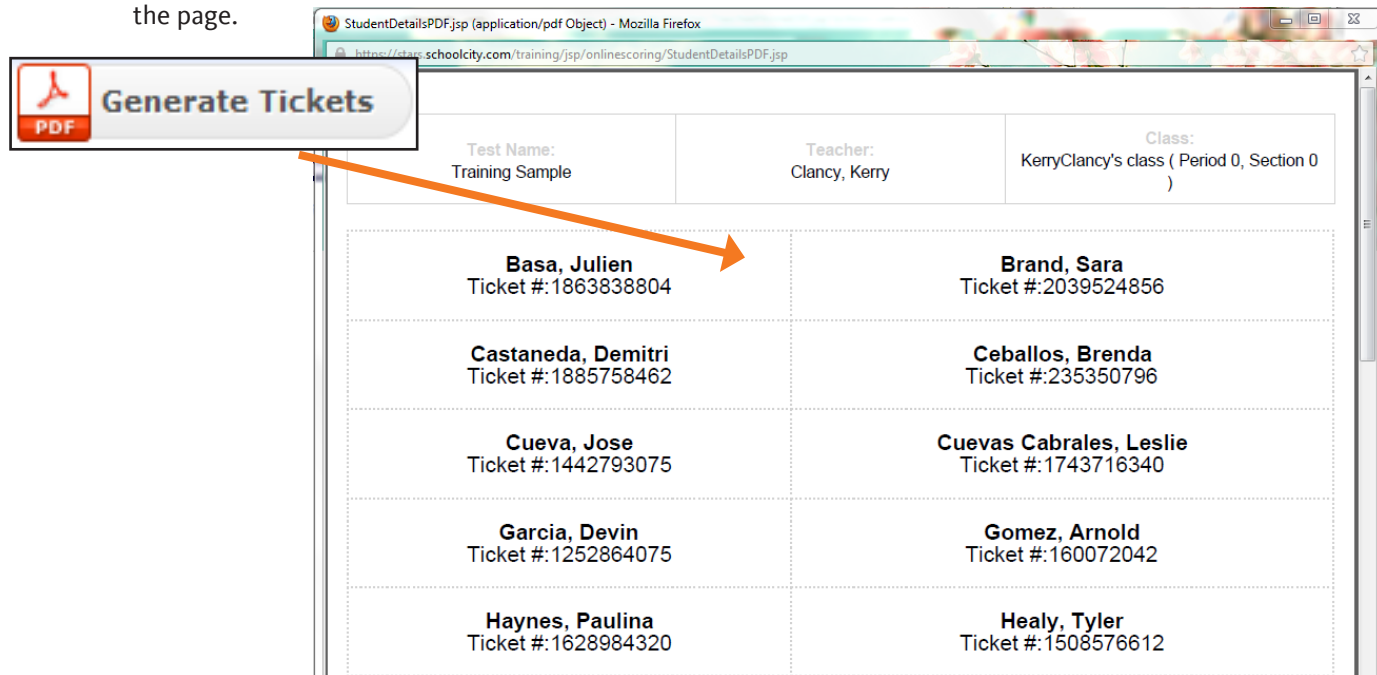
Back   **Update**

KerryClancy's class (Period 0, Section 0)

Student Id	Student Name	Assessment Status	Assessment Duration	Status	Delete Score
192814	Ayon, Delia	Incomplete	0 Hrs 5 Mins	☐ Active	✖
196751	Ayon, Priscilla	Completed	0 Hrs 5 Mins	☑ Active	✖

If your district uses single-use tickets to access an individual assessment...

STEP 3

A list of students and ID numbers will load. In order to make the assessment available to students, they must be designated as active. To designate all students as Active, check the corresponding checkbox in the blue **Status** header. Alternately, check the names of individual students in the **Status** column. Once boxes are checked, the orange **Update** button will appear. Click the **Update** button to apply and save changes.

STEP 4

A unique ticket number is assigned to each student scheduled to take the assessment. This number may be found in the **Ticket #** column, or a printable list of ticket numbers may be generated in PDF format by clicking the **Generate Tickets** button in the upper right hand corner. The numbers may be printed on to sticky labels or plain paper and distributed to students. These ticket numbers will allow for only a single login to the assessment listed at the top of the page.
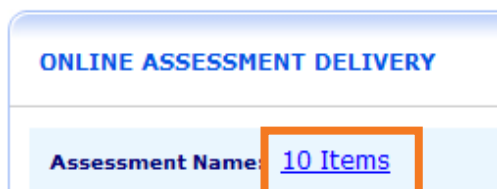

Preview the Assessment

STEP 1   Click the blue underlined test name to view the items in the format in which they will be presented to students.

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STEP 2 Clicking the **underlined assessment name** will open a full-window pop-up of the assessment. Use the yellow arrow buttons to the left and right or the list of item numbers along the top to navigate between questions.

Training Sample

Question # ① ② ③ ④ ⑤ ⑥ ⑦

Frog Tunnels and Squirrel Bridges

1   You have heard the joke, "Why did the chicken cross the road?" Of course, it was to get to the other side! Animals often have to cross a road. They have to get across to find food. Sometimes they cross to get to a pond or water. It is not always safe, however, for animals to cross the road.

Trouble on the Road

2   New houses and stores are always being built. Sometimes they are built near places where animals live. Roads run through forests and fields. Traffic zips up and down the roads. Animals have to cross the busy roads. Small animals, such as frogs and toads, do not move very fast. It is difficult for them to get out of the way of traffic.

3   Many people want to try to help animals cross roads safely. Sometimes workers catch small animals on the side of the road. Then they safely carry them across. In some places, "Animal Crossing" signs

Read the sentece from the passage.

Read the sentence.

. . . Mr. Peters <u>built</u> a squirrel bridge!

Which word is a SYNONYM for <u>built</u>?

A. made

B. bought

C. drew

D. recognized

Administer the Assesssment

STEP 1 To take the test, students will visit the online assessment URL on their comupters. This URL is district specific and takes the form of online.schoolcity.com/districtname. Contact your district administrator for details. Teachers may access this link by clicking on the **Student Link** button at the top of the page. The student link will open in a new window. The link is directed to a load-balancer and a new URL will appear in the address bar. To ensure smooth performance, please bookmark the original online.schoolcity.com/districtname link and do not bookmark the redirected link.

ONLINE Student Link
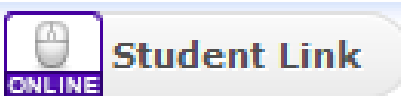
Score the Assesssment

STEP 1 Most items on online assessments will be auto-scored by the system. However, if the assessment includes constructed response items, you will need to hand-score these items. Once student responses are available, a Score icon will appear in the header next to the Student Link button. For more information about scoring CR items, please reference the Best Practices Scoring CR Items Online document.

Score
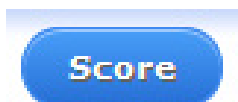
Troubleshooting

I have a student in my class with an IEP that allows this student to take extra time on assessments. How can I do this in the online assessment module?

STEP 1 Type the amount of time that you wish to provide the student in the **Hrs** and **Mins** textboxes in the **Assessment Duration** column. The **Update** button will appear. Click the orange **Update** button.

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Update

ssment Status	Assessment Duration	☐ Statu
ncomplete	0 Hrs 5 Mins	☐ Activ

Ticketed Assessments only: A student accidentally logged out and now this student needs a new ticket number. How can I do this?

STEP 1 Each ticket number allows for a single login. If there is a fire drill, bathroom break, or other circumstance requiring that a student log out before completing the assessment, he or she must get a new ticket number to return to the assessment. This is not necessary for students using the username and password system. Click the blue refresh icon corresponding to the ticket number in the **Ticket #** column. A new number will be generated and the student can use this number to log in.

Back   **Update**

⊖ AVID (Period 7(A), Section 1)

Student Id	Student Name	Assessment Status	⟳ Ticket #
3275	Cravins Hernandez Dominic, Cravins Hernandez	Available	⟳ MPEHU
409618	Herrera, Ashley	Available	⟳ FJP9N

One of my students accidentally clicked Done in his/her assessment, but he/she has not actually finished. How can I get the student back into the assessment?

STEP 1 The student cannot return to an assessment once he or she has clicked Done. However, his or her score can be deleted and he or she may be allowed to start over. Once a student clicks **Done**, a red **X** icon will appear in the **Delete Score** column for that student. Click this icon.

Student Name	Assessment Status	⟳ Ticket #	Assessment Duration	☑ Status	Delete Score
Acosta, Gabriel	Completed	⟳ Y7JPM	5 Hrs 5 Mins	☑ Active	✖

STEP 2 A warning message will pop up and indicate that clicking this icon will delete the student's work. Click **OK** to continue.

> Are you sure you want to delete the score?
>
> Press OK to continue, or Cancel.
>
> OK   Cancel

STEP 1

STEP 3 If using tickets, follow the instructions above for assigning a new ticket number. The student muse use this new number to log in and retake the assessment.

Student View

STEP 1 This is the student login page.

Ticketed assessments: Students will type in their assigned **Ticket Number** into the textbox and then click **Login**.

Student Portal assessments: Students will type in their **Username** and **Password** into the textboxes and then click **Login**.

SchoolCity
Student Portal

TicketNumber

SIGN IN

SchoolCity
Student Portal

User Name

Password

SIGN IN

STEP 2 For students logging in using a username and password, the Student Portal home page will load. For students logging in using ticketing, skip to the next step. To begin a New assessment or finish an Incomplete assessment, students click the corresponding icon in the **Start** column of the My **Online Assessment Queue** list on the student portal home page.

#	Name	Status	Start
	My Online Assessment Queue		
1	00 - TEST	New	▶
2	An Online Sample	Incomplete	▶
3	IB 123	New	▶

STEP 3 The **Information about this assessment** window will load. This window provides assessment details including **Test Duration** and **Total Questions** along with a brief overview of the different buttons throughout the assessment and how they may be used. Students will click the **Start The Assessment** button at the bottom of the screen to begin the test.
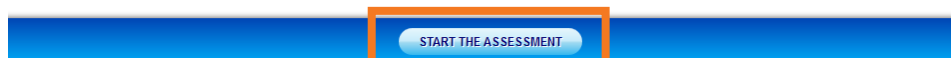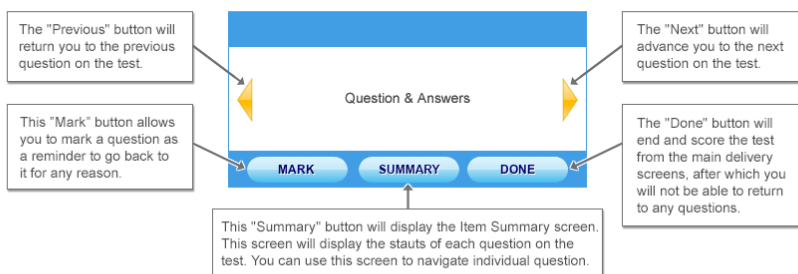
Information about this assessment   PRISCILLA AYON | Logout

Training Sample
Test Duration: **01:01:00** | Total Quesions: **7** | Complete By: **11/23/2012 12:00:00 AM**

Note: It is to your advantage to pace yourself so that you have enough time to carefully consider every question. Pay close attention to the number of questions and the amount of time remaining to be sure you are making good progress through the test. Do not spend too much time puzzling over a question that seems too difficult for you. Answer the easier questions first then return to the harder ones. Try to answer every question, even if you have to guess. Your score will be based on the number of questions you answer correctly. There is no penalty for guessing.

The "Previous" button will return you to the previous question on the test.

The "Next" button will advance you to the next question on the test.

Question & Answers

This "Mark" button allows you to mark a question as a reminder to go back to it for any reason.

The "Done" button will end and score the test from the main delivery screens, after which you will not be able to return to any questions.

MARK   SUMMARY   DONE

This "Summary" button will display the Item Summary screen. This screen will display the stauts of each question on the test. You can use this screen to navigate individual question.

START THE ASSESSMENT

STEP 4 Once the test has been started, students may use the yellow arrow buttons to the left and right or the list of item numbers along the top to navigate between questions.

Question # ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

STEP 5 If a student is unsure about a question, they may mark it to review later by clicking the **Mark** button at the bottom of the page.

MARK

STEP 6 When a student has finished the test or at any time during the test, he or she may click the **Summary** button to visit the Summary screen to see which questions have or have not been completed or to revisit any questions that were marked for review. Marked questions are indicated with a green checkmark.

MARK   SUMMARY

| #	Your Answer		#	Your Answer		#	Your Answer	
1	B	✔	11	D	☐	21	A	☐
2	C	☐	12	B	✔	22	D	☐

STEP 7 When the student is confident that he or she is finished with the exam, the student should click the **Done** button at the bottom right corner of any screen.

STEP 8 A pop-up window will appear asking the student to confirm, as the student score must be deleted for them to return to the assessment after clicking **Done**. Click **Yes** to continue.
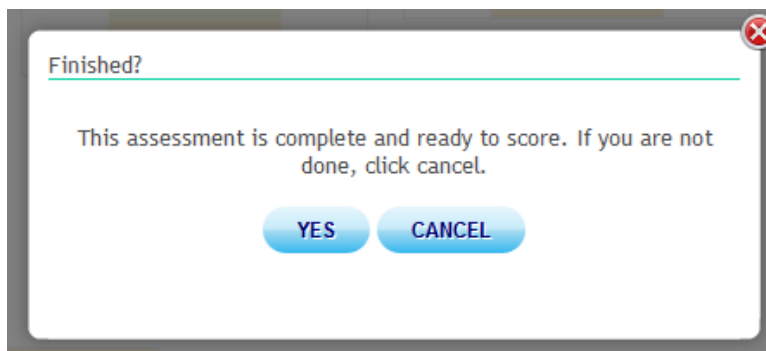
STEP 9 The **Test Result** screen will load and give the student immediate results. If the assessment includes constructed response items, the results on this screen will be preliminary and based only on computer-scored items. Students using the username and password setup may click the percent correct, the Number of Correct Answers, or the Number of Incorrect Answers to be directed to the corresponding detailed results tab in the data results screen (detailed in step 11). Alternately, they may click the **Home** link in the upper right hand corner to return to the Home page and view more detailed results. Students using ticketing are finished at this time and may leave the application.
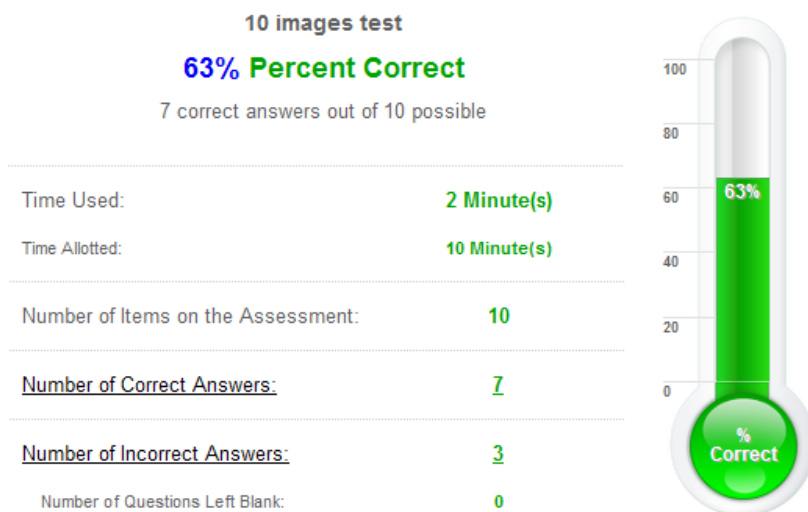
STEP 10 In the home page of the student portal, students have access to take New or Incomplete assessments, or to look at results for Completed assessments. Online assessments appear in the **My Online Assessment Queue** list to the right and completed assessments, from both online and bubble sheet formats, appear in the **My Assessment Results** list to the left. In either case, students can click on the blue test name for Completed assessments to view more detailed results.
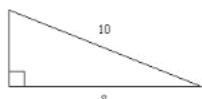
STEP 11 The data results screen will load. Here, students can see their overall score, an image of each item, the standard aligned, how they answered, the correct answer, and their score. They can navigate by tab to focus on **Correct** or **Incorrect** items. Once the test administration window closes, the **% Correct by Campus** for each item will be calculated and will appear as the final column.

geoch8 Completed

Raw Score: **1/10** | % Correct: **10%** | Performance Level: **1 (Falls Far Below the Standard)**

10 All Items   **1 Correct**   **9 Incorrect**

You answered 1 correct and 9 incorrect questions:

#	Item Image	Standard	Answer Choice	Correct Answer
1	Find the length of the missing side. The triangle is not drawn to scale. 10 8	Statistics, Data Analysis, and Probability1.0: Students conduct simple probability experiments by determining the number of possible outcomes and make simple predictions	A	C

STEP 12 If the assessment included constructed response items, an additional **Feedback** column will appear. If the teacher provided comments during scoring, an envelope icon will appear in the **Feedback** column. The student may click the envelope icon to access detailed results.

Item #: 4 | **Score:** 2

Hakeem's teacher told him that he earned a total of 266 points on the three tests that had been given that semester. Hakeem remembered that his scores on two of the tests were 87 and 90, but he could not remember the third score.

Part A: Write a number sentence that Hakeem could use to find the third test score. Use ☐ to represent the unknown score.

Number sentence: _____

Part B: Use the number sentence that you wrote in Part A to find Hakeem's missing score. Show your work or explain your answer.

Hakeem's missing score was _____.

My Response

A: $87 + 90 + \square = 266$

B: $87 + 90 + x = 266$
$87 + 90 = 177$
$(177) + x = 266$
$177 + x - 177 = 266 - 177$
$x = 89$

Teacher Comments

Great job showing your work!