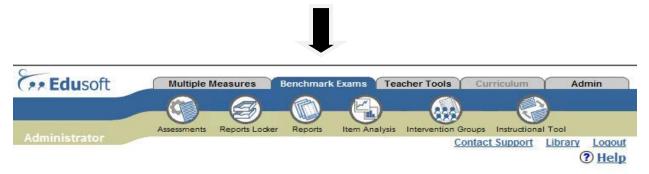
Assigning an Assessment for Online Delivery in Edusoft

The ability to assign assessments for online delivery depends on your level of access to Edusoft. Only the designated Edusoft Account Administrator has the authority to do the following:

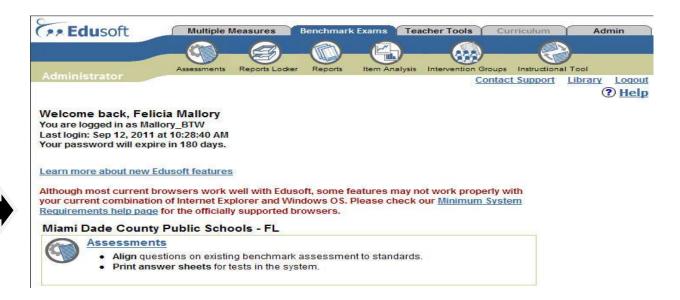
- Select an assessment for students
- Set test-taking experience controls for testing
- Select teachers, by course or period
- Print Student Authorization Tickets

Selecting an assessment

Access the Edusoft Management system at <u>http://www.edusoft.com/login.jsp</u>. Click the Benchmarks Exams tab at the top of the Edusoft toolbar.



Scroll down and click on the Assessments link.



Note the highlighted test *Miami-Dade District Assessments 2012-2013*. This is the folder that must be accessed to assign the online Grade 5 Mathematics, Grades 6, 7, 9, and 10 Reading and Reading Retake NGSSS, Algebra I, Geometry, and Biology assessments to students for the 2012-2013 school year.

Click the + sign on the folder titled, Miami-Dade District Assessments 2012-2013.



Note the folder titled, 2012 Baseline Benchmark Assessments.

Administrator	ports Item Analysis Intervention Groups Instructional Tool Online Chat Contact Support Library Logout (?) Help
Assessments CREATE NEW FOLDER ALIGN EXISTING TEST	
Assessment Folders: Show: Current	Assessments in Selected Folder: Calgebra 1
 1 Miami-Dade District Assessments 2012 - 2013 2012 Baseline Benchmark Assessments Reading Mathematics Grade 03 (1) Grade 04 (1) Grade 05 (1) Grade 05 (1) Grade 06 (1) Grade 07 (1) Grade 08 (1) Algebra 1 (1) 	Baseline 2012 Algebra I - August 2012
	Test option VIEW DETAILS PRINT LABELS PRINT ANSWER SHEETS

Identify the correct folder of the grade level of the test and click on the folder for the IA assessment you wish to schedule.

	Admin Control Curriculum Admin Control Contact Support Library Logout People Contact Support Library Logout People Contact Support Library Logout People Contact Support
CREATE NEW FOLDER ALIGN EXISTING TEST Assessment Folders: Show: Current	Assessments in Selected Folder: Calgebra 1
 1 Miami-Dade District Assessments 2012 - 2013 2012 Baseline Benchmark Assessments Reading Mathematics Grade 03 (1) Grade 04 (1) Grade 04 (1) Grade 05 (1) Grade 06 (1) Grade 06 (1) Grade 07 (1) Grade 08 (1) Algebra 1 (1) 	Baseline 2012 Algebra I - August 2012
	Test options VIEW DETAILS PRINT LABELS PRINT ANSWER SHEETS

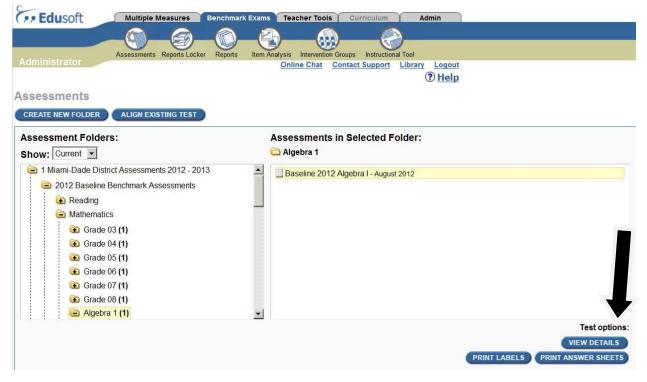
Once the folder is highlighted on the left, select the test located on the right-hand side of the **Assessments in Selected Folder**. (*The test should highlight in yellow as shown*).

/

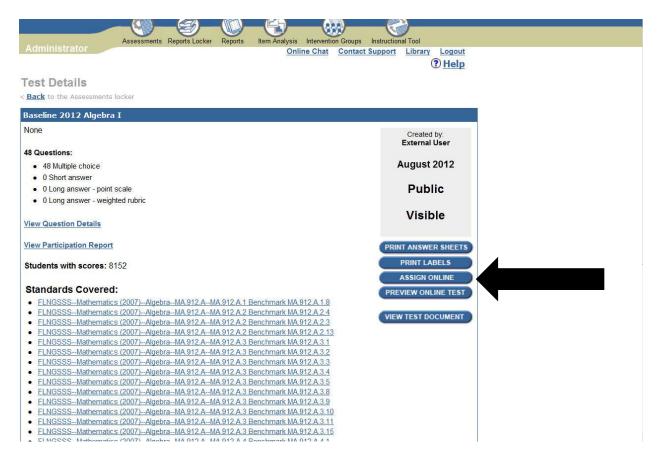
The second se	ent_home.jsp 💌 🗟 🕁 🔀 Google	₽ -
Edit View Favorites Tools Help	X 월 -	
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Favorites 🛛 👍 🏠 Miami-Dade County Public S 🏼 🏉 Sugg	ested Sites 👻 🔊 Free Hotmail 🔊 Web Slice Gallery 👻	
Edusoft - Module	🛅 • 🗟 - 🖾 🖶 •	Page - Safety - Tools - 🔞 - 🎽
dministrator	Online Chat Contact Support Library Logout	
	(?) <u>Help</u>	
sessments		
REATE NEW FOLDER ALIGN EXISTING TEST		
ssessment Folders:	Assessments in Selected Folder:	
how: Current 💌	🚞 Algebra 1	₩
😑 2012 Baseline Benchmark Assessments	Baseline 2012 Algebra I - August 2012	
📾 Reading		
Mathematics		
Grade 03 (1)		
 Grade 04 (1) Grade 05 (1) 		
Grade 05 (1)		
Grade 07 (1)		
Grade 08 (1)		
Algebra 1 (1)		
Cisually Impaired (2)		
		Test options:
		VIEW DETAILS
	PRINT LABELS	PRINT ANSWER SHEETS
	S Internet	🐔 - 🔍 100% - 📑
start 🖉 🙆 😋 🐣 🔀 12 Microsoft Offic		💓 Desktop 🎽 🔿 🐼 1:38 PM

Click on the View Details button.

Setting Permissions



After clicking on the **View Details** button. The **Test Details** page appears as shown below:



On the **Test Details** page, click the button titled **Assign Online** located on the right hand side of the screen.

The **Online Test Assignment** screen appears which is where all of the permissions should be set as follows:

The General Information area should be left blank.

Testing Window dates should be set with the scheduled dates for the administration window period (e.g. Baseline, Fall, and Winter Administration dates are provided on the M-DCPS Testing Calendar).

Edusoft	Multiple Measures Benchmark Exams Teacher Tools Curriculum Admin	
	Assessments Reports Locker Reports Item Analysis Intervention Groups Instructional Tool	
Administrator	Online Chat Contact Support Library Logo	
	(?) <u>Hel</u>	p
Online Test /	Assignment	
General inform	nation	
Selected Test:	🗭 Baseline 2012 Algebra I - August 2012	
Assignment		
Notes:	x 1	
-		
Testing windo	W	
Testing begins:	08/20/2012 (mm/dd/yyyy) at 7 : 00 AM 🗾 Eastern Time	
Testing ends:	09/21/2012 (mm/dd/yyyy) at 4 : 00 PM 🗾 Eastern Time	
Test-taking ex	sperience	
Student's time	None	
limit:	C 30 minutes	
Students mu	ust have a ticket to take this test	
Students car	n pause this test	
Students car	n jump between questions	
Students car	n see their selected answers after completing this test	
Students	s can see correct answers	
Students car	n see answer choice labels for multiple choice questions	
CANCEL	C FORMULA	hay, Sally A. 👻 X
CAINCEL		dusoft delay_individual tickets

The permissions for **Test-taking experience** must be set as shown below. The Interim Assessments are untimed and the radio button should be set to **None**.

Test-taking exp	perience	
Student's time limit:	None O S0 minutes	
Students m	nust have a ticket to take this test	
Students ca	an pause this test	
Students ca	an jump between questions	
Students ca	an see their selected answers after completing this test	
Student	s can see correct answers	
☑ Students ca	an see answer choice labels for multiple choice questions	
CANCEL		

After setting permissions in the Test-taking experience, click the **Continue** button.

SELECTING STUDENTS

Select the option **By periods or courses**.

EduSoft Multiple Measures Benchmark Exams Teacher Tools Curriculum Admin	
Assessments Reports Locker Reports Item Analysis Intervention Groups Instructional Tool	\mathbf{k}
Administrator Online Chat Contact Support Library Logout	
Online Test Assignment	
Selected Test: 🐼 [?] Baseline 2012 Algebra I - August 2012	
Choose how to select students for this assignment:	
By periods or courses	
C By custom group	
CANCEL	

Click Continue.

Leave the *School Types* at the default of "All". Select your school from the *Schools* dropdown menu.

		· v			
• Edusoft	Multiple Measures Benchma	rk Exams Teacher To	ools Curriculum	Admin	
			<u></u>		
	Assessments Reports Locker Reports	Item Analysis Interve	ntion Groups Instruction		
dministrator		Online Cha			
				? Help	
line Test	Assignment				
elect Period	S				
Selected Test:	✓ ² Baseline 2012 Algebra I - August 2012				
School Types:	All	Grade :	All		
Schools:	7141 Dr. Michael M. Krop Senic	Ethnicity:	All		
		Ed Program:	All		
Courses: Teachers:	All	Custom Group:	All		
Roster:	2012-2013 Fall, School Year	Gender:	All		
				Clear Options	

Selecting Courses by Teachers

In the bottom section, now you can select the specific courses by teachers. Note that you can use the alpha list and select by the letter of last name.

Scroll through the alpha list and select the courses for each teacher in which enrolled students are to be assessed with the Interim Assessment.

0		• u		
Edusoft	Multiple Measures Benchmark E	xams Teacher Tools	Curriculum Admir	
	Assessments Reports Locker Reports	tem Analysis Intervention Grou	ps Instructional Tool	
Administrator	Assessments Reports Locker Reports			ogout
				lelp
Online Test	Assignment			Select the teachers by last name
Select Period	s			
	-			from the alpha list.
Selected Test:	Baseline 2012 Algebra I - August 2012			
School Types:	All	Grade : All		
Schools:	7141 Dr. Michael M. Krop Senic -	Ethnicity: All		
Courses:	All	Ed Program: All		
Teachers:	All	Custom Group: All	•	
Roster:	2012-2013 Fall, School Year	Gender: All		
			lear O	ptions
select all clear all	LAIBICIDIEIEI	GHIIJKLMNOI		
	ages clear all pages			
7141 Dr. Mic	hael M. Krop Senior High School			
Abolsky, Wei	ndy f			
	Honors / Period 4 {02}			
and the second s	Honors / Period 5 {01}			
A Louis Construction	/ Period 1 {03}			
	/ Period 2 {02}			
	/ Period 6 {01} / Period 2 {14}			
	/ Period 2 {14}			
Ocomeary	A choose (Fig.			
Augustin, Yv	na			
The second descent second	/ Period 1 {10}			
English 1	/ Period 2 {05}			×

Once you have selected all classes by navigating through the page numbers, click the **Continue** button.

The Online Test Assignment page displays the details of the test assignment for all classes selected.

Edusoft	Multiple Measures Benchmark Exams Teacher Tools Curriculum Admin
	Assessments Reports Locker Reports Item Analysis Intervention Groups Instructional Tool
Administrator	
Online Test	? Help
<pre>Online Test < Back to All Assignr</pre>	
< DOCK to All Assigni	nents
General inform	nation EDIT PROPERTIES DELETE
Test:	
Assignment notes:	
Testing windo	w
Testing begins:	Aug 20, 2012 at 7:00 AM Eastern Time
Testing ends:	Sep 21, 2012 at 4:00 PM Eastern Time
Test-taking ex	sperience
Student's time limit:	None
 Students can s Students can s 	bause this test ump between questions see their answers after completing the test see correct answers of see answer choice labels for multiple choice questions
Student Selec	tion VIEW ASSIGNED STUDENTS EDIT STUDENT SELECTION
Assignment type:	Periods selected
Students assigned:	213

In order to revise or edit any part of the Online Test Assignment screen, select **Edit Properties** button as shown in the screen above (i.e. if an option was not checked in the Test-taking experience). The **Edit Properties** button enables the editing of the following properties: General Information, Testing Window, Test-taking experience.

Also, you can **View Assigned Students** or **Edit Student Selection** from the screen above (i.e. if a teacher or course was not selected)

Printing Student Authorization Tickets

After assigning the assessments in the Edusoft System a ticket must be generated for each student. The Student Authorization Ticket roster contains a student name with a unique ticket number.

To print out tickets for the courses assigned from the Online Test Assignment page, Scroll down and Click the **View Assigned Students** button

** Edusoft	Multiple Measures Benchmark Exams Teacher Tools Curriculum Admin
Administrator	Assessments Reports Locker Reports Conline Chat Contact Support Library Logout Contact Support Library Logout Contact Support Library Logout Contact Support Library Logout
Inline Test Back to All Assign	Assignment
General inform	mation EDIT PROPERTIES DELETE
Test:	☑ ² Baseline 2012 Algebra I - August 2012
Assignment notes:	
Testing windo	w
Testing begins:	Aug 20, 2012 at 7:00 AM Eastern Time
Testing ends:	Sep 21, 2012 at 4:00 PM Eastern Time
Test-taking ex	xperience
Student's time limit:	None
 Students can Students can 	pause this test jump between questions see their answers after completing the test see correct answers of see answer choice labels for multiple choice questions
Student Selec	Ction (VIEW ASSIGNED STUDENTS) EDIT STUDENT SELECTION
Assignment	Periods selected
type:	

The **Assigned Periods** screen should appear as shown.

Note the assigned periods by course and teacher.

Click the **View** link for the first course and period by teacher.

All teachers, courses, and periods that were assigned should appear on this screen.

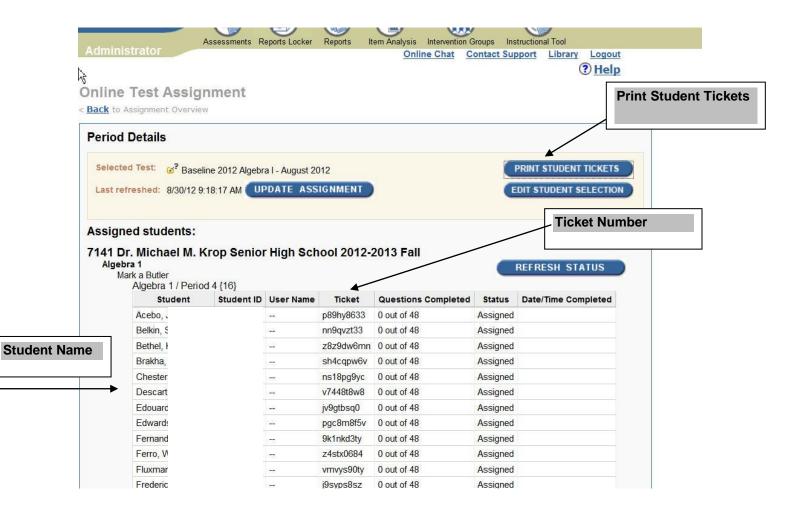
Edusoft Multiple	Measures Benchmark Exams Teacher Tools Curriculum Admin
Assessments	Reports Locker Reports Item Analysis Intervention Groups Instructional Tool
Administrator	Online Chat Contact Support Library Logout ② Help
Online Test Assignment	
: Back to Assignment Details	
Assigned Periods:	SUBMIT ALL FOR SCORING EDIT STUDENT SELECTION
Selected Test: 3 Baseline 2012 Ald	jebra I - August 2012
Students 213 total, 213 yours assigned:	
Last refreshed: 8/30/12 9:05:50 AM	REFRESH NOW
Assigned periods:	
Algebra 1	ior High School 2012-2013 Fall 🖟
Mark a Butler Algebra 1 / Period 4 {16}	View students, tickets, status
Algebra 1 / Period 5 {17}	View students, tickets, status
Adriana Diaz-bergnes	
Algebra 1 / Period 2 {08} Algebra 1 / Period 6 {07} David I Hudson	View students, tickets, status View students, tickets, status
Algebra 1 / Period 1 {01} Maria m Marino	View students, tickets, status
Algebra 1 / Period 3 {03} Algebra 1 / Period 4 {11}	View students, tickets, status View students, tickets, status
Algebra 1 Honors Wendy f Abolsky	
Algebra 1 Honors / Period 4 Algebra 1 Honors / Period 5	

All students enrolled in the selected course will appear as shown below.

A ticket number is issued to each student in the enrolled period. The ticket number is listed on the ticket along with the student's name and student ID (*student ID was blocked out in the screen shot below*).

The Status column provides you with an update as to whether the assessment is assigned, in progress, or completed. Also, if the Period Details screen is revisited during testing it will indicate whether the student completed the test or is in progress.

The Print Student Tickets button generates an Excel file with the roster of students for the selected period. The Excel file contains students' name, student ID, ticket number, test name, and Edusoft online url address. The Excel file can be adjusted as needed to print the Student Authorization Tickets and to resemble the Interim Assessment Computer-Based Administration Record Sheet located in Appendix A (optional).



Also, to print student tickets you can use the Avery Wizard software located at <u>http://www.avery.com/avery/en_us/Templates-&-Software/Software/Avery-Wizard-for-Microsoft-Office.htm</u>. A step-by-step guide, **Printing Individual Student Authorization Tickets** is available on the Interim Assessment website at <u>http://oada.dadeschools.net/IAP/IAP.asp</u>

Students will **only need to use the Student Authorization Ticket** number to sign on to the Edusoft testing website. The student ID or user name generated should not be used. Once signed on it will provide confirmation of the students' name, school location, and school name.

Interim Assessment Computer-Based Testing Administration Script

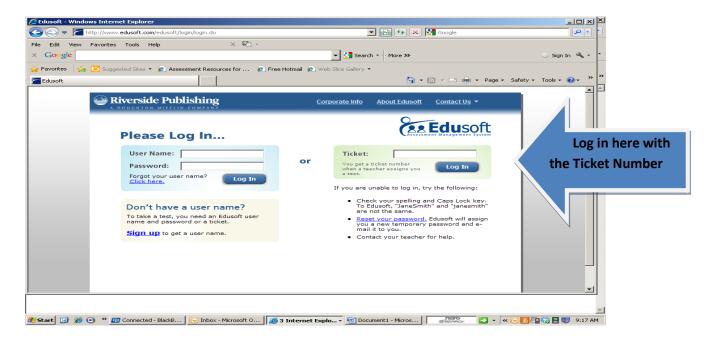
Today you will be taking the Interim Assessment test on the computer. To access the test you will need to use the Student Authorization Ticket provided to you.

Click on the Internet Explorer icon on your desktop.

[Write the <u>http://www.edusoft.com/test</u> on the board in the front of the room.]

On the toolbar at the top of the screen, type the Internet web address that I have written on the board .

You will use the "Ticket" option on the right side of the screen to login, which is highlighted in green.



Look at the **Student Authorization Ticket** provided to you.

Carefully type in the ticket number in the box titled **Ticket** on the right hand side of the screen.

Click the **Log In** button.

🗩 🕑 🗢 🔚 ht	tp://www. edusoft.com /edusoft/login/login.do	🔽 🖄 😽 🗙 🚰 Google
ile Edit View I	Favorites Tools Help 🛛 🗙 🐑 👻	
Google		✓ 🛃 Search 🔹 More ≫
- Favorites 🛛 👍	😇 Suggested Sites 🝷 🙋 Assessment Resources for 🛛 🦻	Free Hotmail 🙋 Web Slice Gallery 🔻
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The screen says, "Just checking..." Please make sure that your name and the school are correct.

If they are correct, click "Yes." If not, please raise your hand.

[If any students have incorrect information, check to see if the student entered the correct ticket number that was issued under their name on your master roster. Then click "No" to go back and re-enter the numbers again]

Please read the directions displayed on the screen silently while I read them aloud.

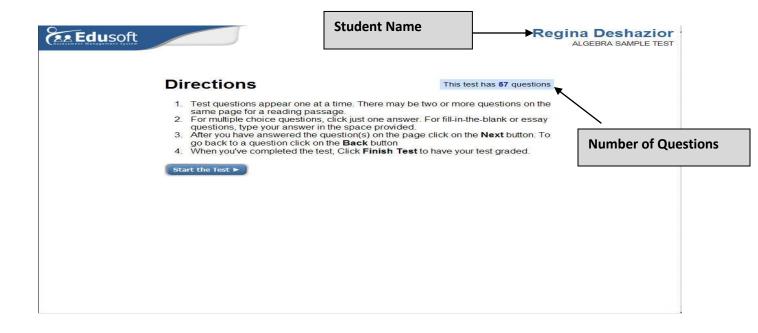
Directions

This test has 57 questions

- Test questions appear one at a time. There may be two or more questions on the same page for a reading passage.
- For multiple choice questions, click just one answer. For fill-in-the-blank or essay questions, type your answer in the space provided.
- After you have answered the question(s) on the page click on the Next button. To go back to a question click on the Back button
- 4. When you've completed the test, Click Finish Test to have your test graded.

[Check the number of items noted in the highlighted box for the test you are administering and state that number when reading the following statement.]

Note that number of items for the test are displayed in a blue highlighted box. There are <u>##</u> questions on this test.

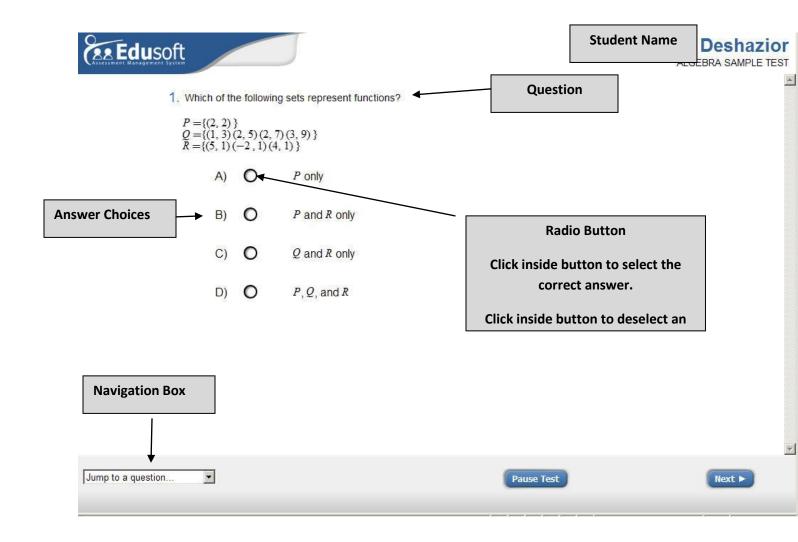


Click the Start the Test button.

Your first and last name should appear on the right side of the screen. If you do not see your name, please raise your hand.

Look at the first item (*Please note that reading and mathematics screens are different and each is shown below*). You will see the number 1, followed by the first item. The answer choices are listed below the item, with each choice listed next to a letter (A, B, C, or D), and a circle beside the letter. You will click inside the circle for the correct answer.

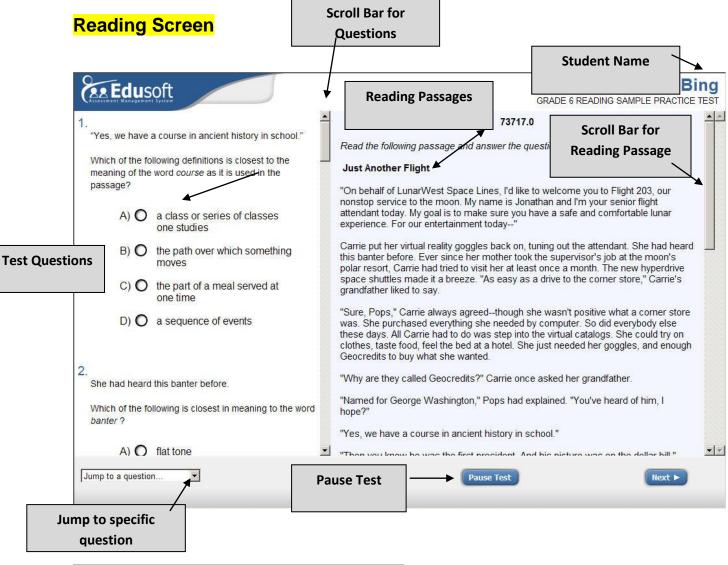
Math Screen



Scroll down to the lower left corner of the screen, you should see a drop down box that says "Jump to a question." This is a **Navigation Box that you can use to move through the questions.**

Click the down arrow. Once you answered a question the word "Unanswered" will be removed, meaning you have answered that question.

You can refer to the drop-down box to make sure you have not skipped any questions. Also, during the testing session if you need to go back you can use the drop-down box to do so.



(If reading is being administered continue with):

The left-hand side of the screen displays all of the questions for the reading passage located on the right-hand side of the screen. Use the left scroll bar to scroll down to all of the questions that are related to the reading passage on the right.

Read the passage on the right and then proceed to answer the questions on the left.

Click the **Next** button when you are ready to move on to the next item.

During the test if you need to use the restroom, please raise your hand and I will come to you. Please do not get out of your seat during the testing session. You will be instructed to click the Pause Test button, and then the Save and Exit Test button.

(Test Paused Screen View)

Edusoft		Gorth Kemp ALGEBRA SAMPLE TEST
	Test Paused	
	You have answered 2 out of 57 questions on this test.	
	If you are finished with this test for now, click Save and Exit Test . Remember, there are still 55 questions to be answered. If you still have time, you can come back and complete this test later.	
	Continue Your Test Save and Exit Test	

Upon returning from the restroom you will be asked to sign back into the testing session with the ticket number previously issued. The test will resume from the point of your last question.

Note to Test Administrator: If a student needs to use the restroom room, or to provide a break, the student(s) may click the "Pause" button. To resume they may click the button "Continue Your Test" button.

If a student becomes ill, or the test is to be administered over two days, have them click the "Pause" button, click "Save and Exit Test".

The student may resume testing using the same ticket number.

When you have completed the last question of the testing session a "Finish Test" button appears on the lower right hand side of the screen.

Click the icon, "Finish Test" test button.

If you decide that you want to review your answers, click the "Back" button or jump to specific questions by using the dialog box on the left hand side of the screen.

Edusoft	PREVIEW Baseline 2012 Grade 10 Reading
O Marcus is trying to get along with his uncle.	No Sight of Shore
O Marcus is thinking about the silence of the crew.	In 1997, Dr. Robert Ballard and a team of scientists discovered a large
Marcus is struggling with why he cannot see the shore.	collection of ancient ships, including a Roman ship over two thousand years old, lying where they least expected at the bottom of the ocean floor in the middle of the Mediterranean Sea. Until this discovery, archaeologists believed that ancient sailors never ventured into open water and that all sailing was done with the coastline in view. Most of the cargo of the ship was still intact and revealed an amazing look at the variety of trade items the ancient sailors transported by sea. This story was inspired by the discovery.
Olive oil and fresh fruits sealed in the amphorae were tolerable as far as Marcus was concerned. They were commodities householders and shopkeepers alike paid good coins for. What is the meaning of the word <i>commodities</i> as used in this excerpt?	September wasn't a good month for sailing to Carthage, but Marcus had begged to be allowed to travel with his Uncle Julian; it would have been ungrateful of him to back out when the invitation finally came. Of course, Marcus had made his plea to sail with the crew during the lazy summer months when sailing across open ocean was little more than a novel way to travel to an exotic land. Marcus gripped the railing at the stern of the ship as he looked eastward and felt his stomach sink. The morning sky glowed as though red paint had been spilt across the horizon. "Red sky at morning" he muttered to himself, unwilling to give breath to the rest of the ominous rhyme: sailor take warning.
O gadgets O merchandise	"Marcus!" His uncle's voice was gruff and short-tempered. "Secure those jars. There's weather brewing and I won't have my cargo being banged about because of it." Marcus bent and pulled against the ropes running through the handles of the
Jump to a question	Pause Test

After clicking the "Finish Test" button a Test Summary screen will appear. This screen provides you with details of the number of questions you have answered. Also, if you decide that you want to review your answers you can select the "Back" button.

If you decide that you are finished at this point, Click the Save and Exit Test button. The test will be graded and submitted for scoring. You will not be able to access the test again.

When you have exited, please close your Internet Browser and return to the school's home screen. Do not open any other internet sites or computer applications at any time during this test administration.

Edusoft	Denika Bing GRADE 6 READING SAMPLE PRACTICE TEST
	Test Summary
	Congratulations! You have reached the end of this test. You have answered 76 out of 77 questions.
	If you still have time and would like to review your answers or try to complete the remaining 1 questions, click Go Back . If you are finished with the test and ready to submit it for grading, click Save & Exit Test .
	Go Back Save and Exit Test
	<u>×</u>