

Administer an Assessment

All proofed District and Classroom assessments are available for administration. G2D offers the option to print bubble sheets to facilitate administering paper-pencil assessments. Bubble sheets are generated and printed through the system. The bubble sheets are filled in by the students and scanned using G2D Scanning Software for scoring. When printing the bubble sheets, be sure to set Page Scaling to None – to turn off any scaling settings.

Bubble sheets can be used to administer District and Classroom assessments at the district’s discretion. There are three available forms: Student form, Roster form and Blank form. These forms ensure accuracy of details such as Grade, Subject, Period, Teacher Name, Test Type and Test ID. The Student Form already has the Student Name and Student ID pre-populated. The Roster Form has the class roster listed and the student “bubbles” next to their name.

Find an Assessment Assignment and Print Bubble Sheet

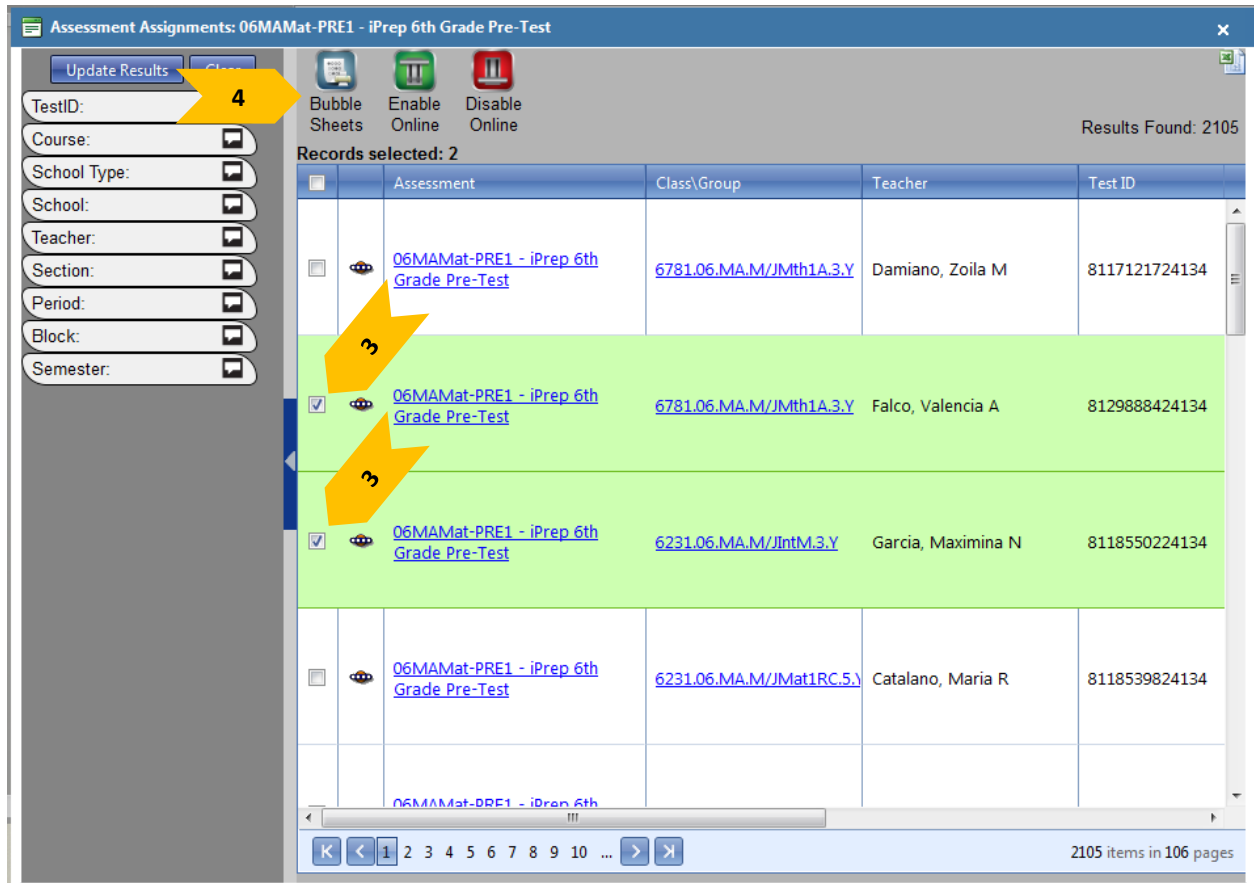
The Administration menu lists all assessments that are ready to be administered. The left side of the Administer Assessments window displays a file-folder structure to locate an assessment. Choose either Classroom or District. Drill down and choose the type of assessment – Benchmark, Pre-test, etc. and continue to drill down and choose the subject and grade.



1. Click on the **Administration** menu.

2. Click on **Administration** (spaceship) tool.

This will open the **Assessment Assignments** window which lists all the classes that this assessment can be administered to.



The screenshot shows the 'Assessment Assignments: 06MAMat-PRE1 - iPrep 6th Grade Pre-Test' window. On the left, there are filter fields for TestID, Course, School Type, School, Teacher, Section, Period, Block, and Semester. At the top, there are buttons for 'Update Results' and 'Class', along with icons for 'Bubble Sheets', 'Enable Online', and 'Disable Online'. The main area displays a table with 2 records selected. The table has columns for Assessment, Class/Group, Teacher, and Test ID. The second and third rows are highlighted in green and have their checkboxes checked. Yellow arrows labeled '3' point to the checkboxes, and an arrow labeled '4' points to the Bubble Sheets icon.

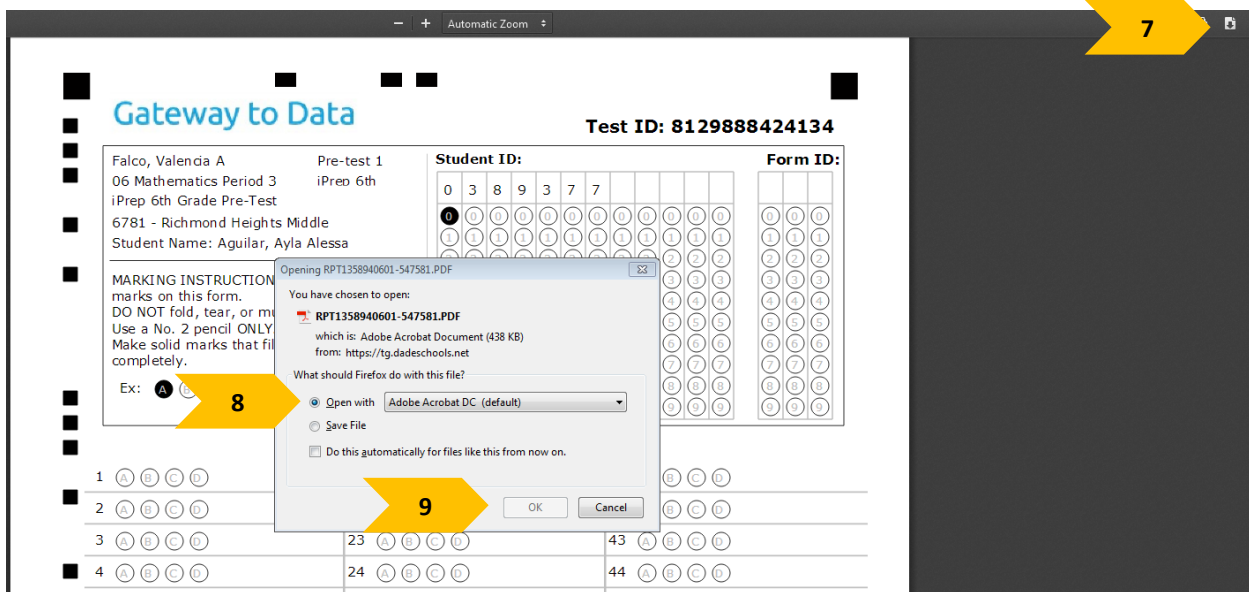
Assessment	Class/Group	Teacher	Test ID
<input type="checkbox"/> 06MAMat-PRE1 - iPrep 6th Grade Pre-Test	6781.06.MA.M/JMth1A.3.Y	Damiano, Zoila M	8117121724134
<input checked="" type="checkbox"/> 06MAMat-PRE1 - iPrep 6th Grade Pre-Test	6781.06.MA.M/JMth1A.3.Y	Falco, Valencia A	8129888424134
<input checked="" type="checkbox"/> 06MAMat-PRE1 - iPrep 6th Grade Pre-Test	6231.06.MA.M/JIntM.3.Y	Garcia, Maximina N	8118550224134
<input type="checkbox"/> 06MAMat-PRE1 - iPrep 6th Grade Pre-Test	6231.06.MA.M/JMat1RC.5.Y	Catalano, Maria R	8118539824134



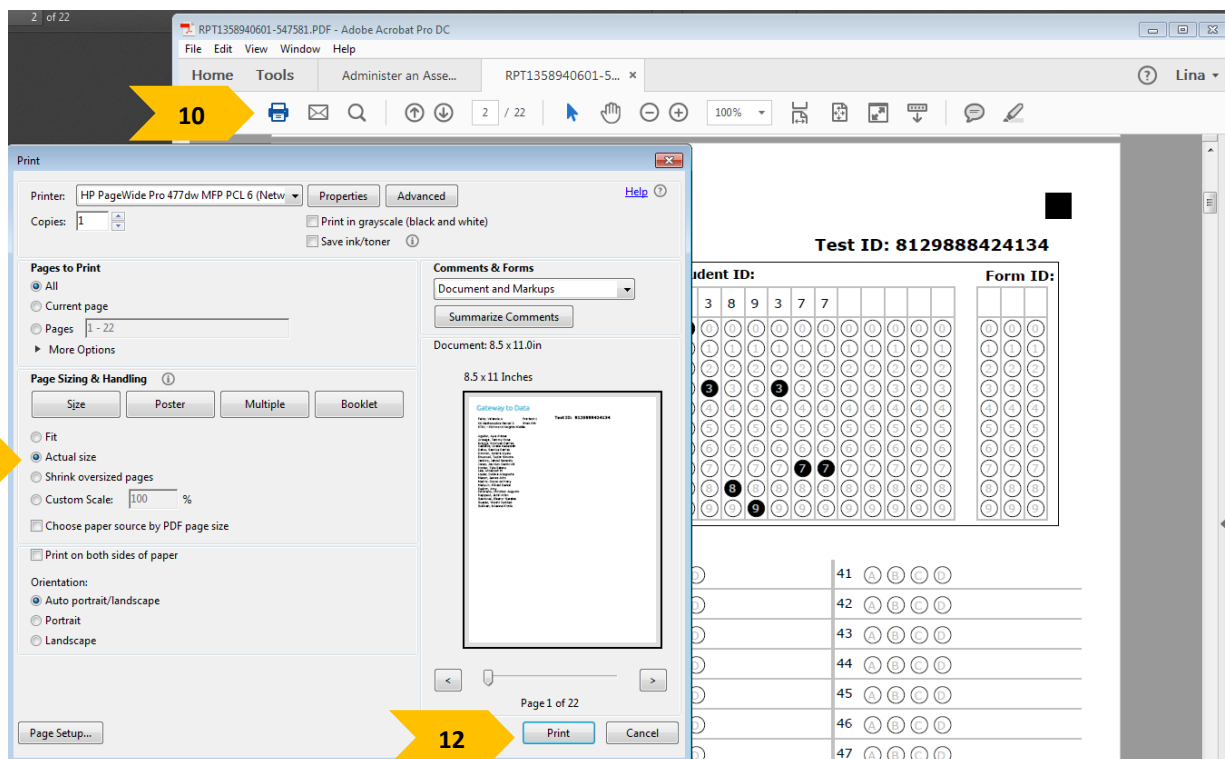
Teacher access will default to teachers' own scheduled classes.

Administrator access will default to all scheduled classes within their school location – per **Grade, Subject and Course**.

3. Click on the **Check Box** to activate that specific class or classes.
4. Click on the **Bubble Sheets** icon.



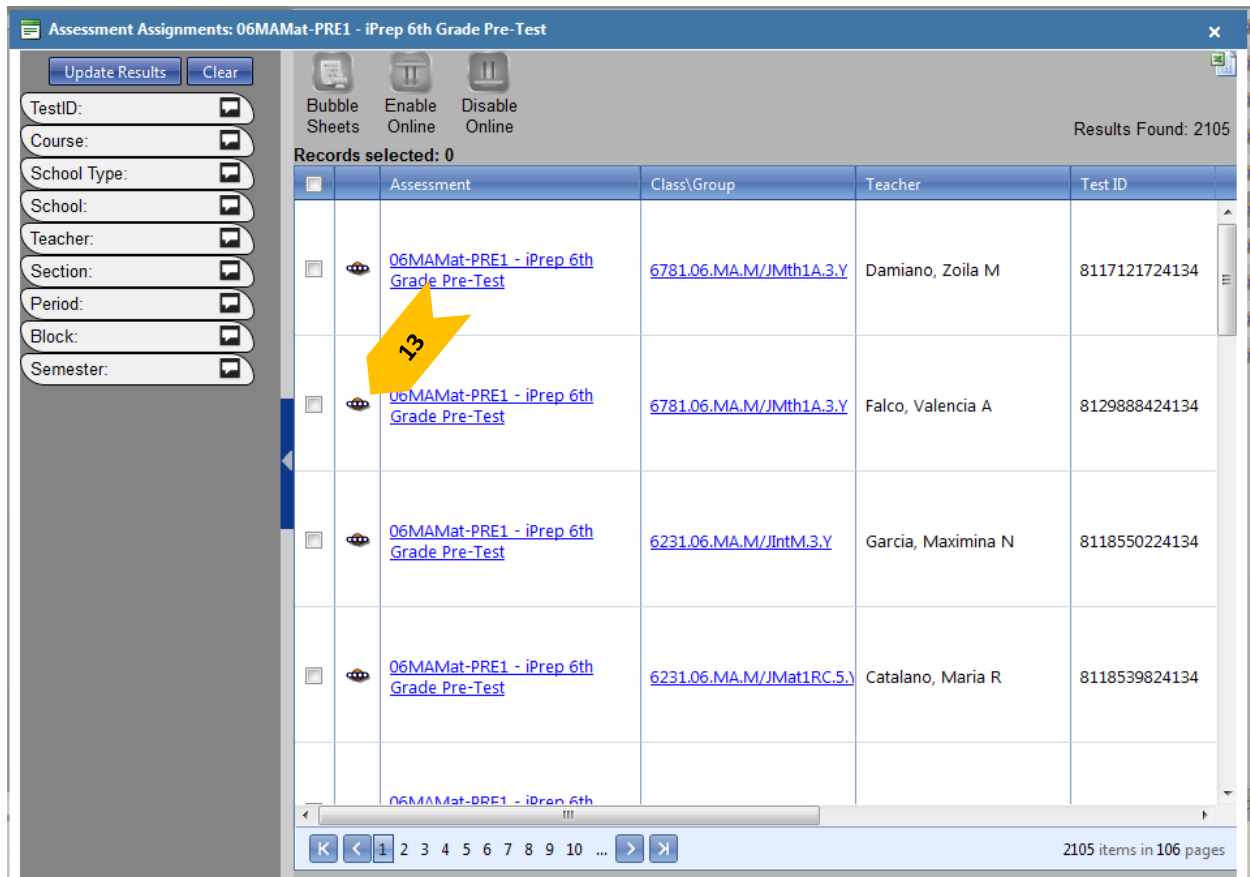
7. Click on the **Download** icon.
8. Click on **Open with Adobe...**
9. Click on **Ok**.



10. From within Adobe Acrobat, click on the **Print** icon.
11. Choose **Actual Size** which removes any default scaling.
12. Click on the **Print** button.

Administer Online Assessment

For an online assessment follow Step 1 and Step 2.



Assessment Assignments: 06MAMat-PRE1 - iPrep 6th Grade Pre-Test





Update Results Clear

TestID: [dropdown]
 Course: [dropdown]
 School Type: [dropdown]
 School: [dropdown]
 Teacher: [dropdown]
 Section: [dropdown]
 Period: [dropdown]
 Block: [dropdown]
 Semester: [dropdown]

Bubble Sheets Enable Online Disable Online

Results Found: 2105

Records selected: 0

	Assessment	Class\Group	Teacher	Test ID
<input type="checkbox"/>	 06MAMat-PRE1 - iPrep 6th Grade Pre-Test	6781.06.MA.M/JMth1A.3.Y	Damiano, Zoila M	8117121724134
<input type="checkbox"/>	 06MAMat-PRE1 - iPrep 6th Grade Pre-Test	6781.06.MA.M/JMth1A.3.Y	Falco, Valencia A	8129888424134
<input type="checkbox"/>	 06MAMat-PRE1 - iPrep 6th Grade Pre-Test	6231.06.MA.M/JIntM.3.Y	Garcia, Maximina N	8118550224134
<input type="checkbox"/>	 06MAMat-PRE1 - iPrep 6th Grade Pre-Test	6231.06.MA.M/JMat1RC.5.Y	Catalano, Maria R	8118539824134

2105 items in 106 pages

13. Click on the **Administration** (spaceship) tool.

Assessment Administration

Assessment Name: 06MAMat-PRE1
 Description: iPrep 6th Grade Pre-T
 Teacher: Catalano, Maria
 Test ID: 8118539824134
 Class Name: 6231.06.MA.M/JMat1RC.5.Y
 Administration Instructions: None

Scheduling
 Security Status: Enabled Starting 08/19/2016
 Content Window: Enabled Starting 08/19/2016
 Print Window: Enabled Starting 08/19/2016

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Assessment Bubble Sheets Reset Scans Comments Finish Enabled Continue Suspend

Student Name	Student ID	Login ID	Form #	Status	Start	End	Total Time (minutes)	Score	Manual Input	Restart
Aguilera, Maria Delcarmen	0607100	607100								
Antero, Emilly Vitoria	0635490	635490								
Borges, Richard	0315120	315120								
Conesa, Darlene Fina	0646696	646696								
Fernandez, Evelyn Rosa	0319640	319640								
Fernandez, Joycy Isabel	0329217	329217								
Graham, Anggelica Justina-Ta	0340220	340220								
Hermida, Yuraisi Delacarina	0568064	568064								
Irish-Dobson, Ja'el Ci'rie	0315084	315084								
Lanzas, Jefferson Jose	0381039	381039								

14. Click on the **Enable/Disable** button.



This is a toggle that flips between these two settings. The assessment must be **Enabled** for students to access an assessment.



Students will utilize the following URL to access assessment:
<https://tga.dadeschools.net/flmiamidade>

Online Testing Portal

Test ID

Student ID

Start

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15. Student enters the **Test ID** number and their **Student ID** number.
16. Student clicks on the **Start** button.