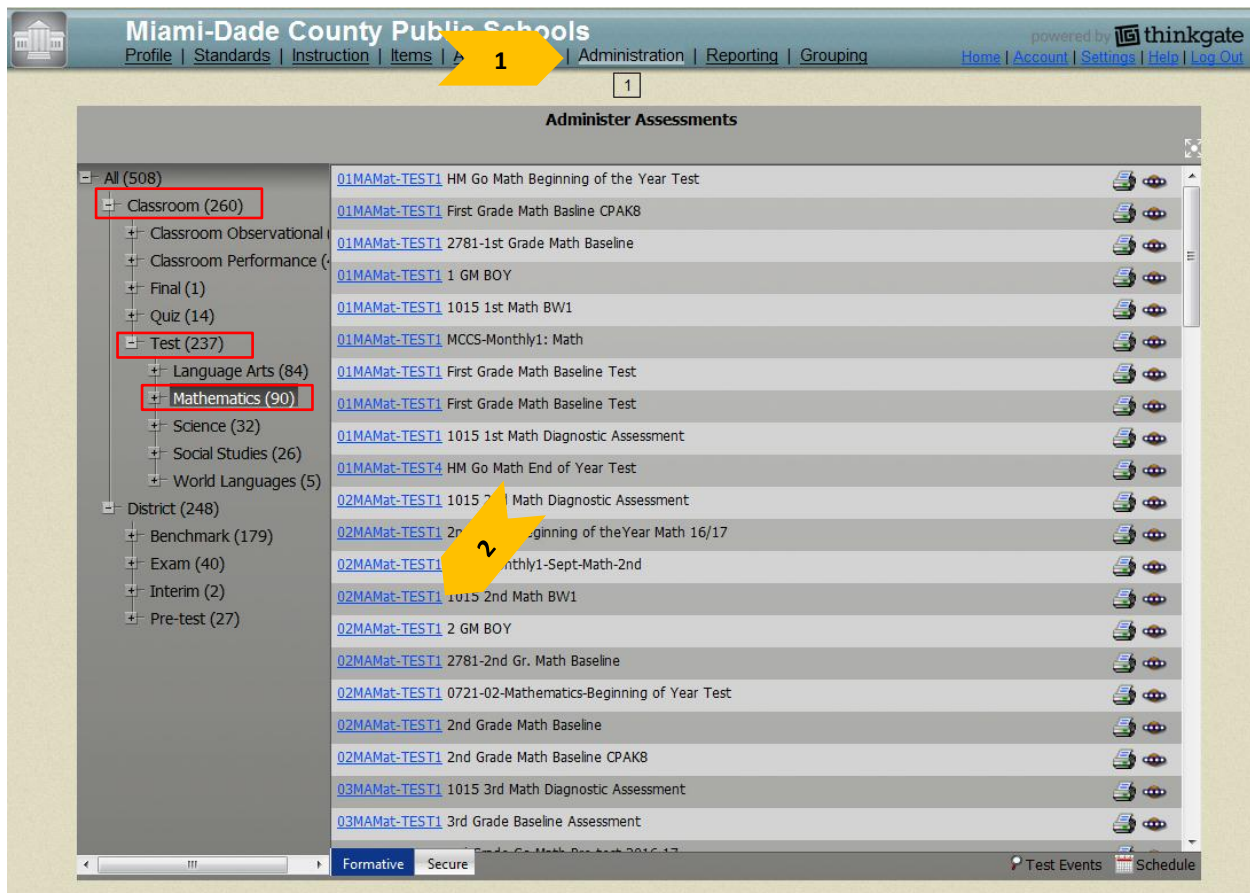


## Target/Share a Classroom Assessment

Once a Classroom Assessment has been created and proofed, it needs to be targeted to teachers. Once a teacher has been targeted an assessment, it can then be administered to students.

### Locate the Classroom Assessment

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 – Classroom Observational, Final, Quiz or Test and continue to drill down and choose the subject and grade.



The screenshot shows the 'Administer Assessments' window. At the top, the 'Administration' menu is highlighted with a yellow arrow and the number '1'. The left sidebar shows a file-folder structure with 'Classroom (260)' and 'Test (237)' highlighted in red, and 'Mathematics (90)' highlighted in red. A yellow arrow with the number '2' points to the 'Mathematics (90)' folder. The main area displays a list of assessments with columns for ID, Name, and icons.

ID	Name	Icons
01MAMat-TEST1	HM Go Math Beginning of the Year Test	[Icons]
01MAMat-TEST1	First Grade Math Baseline CPAK8	[Icons]
01MAMat-TEST1	2781-1st Grade Math Baseline	[Icons]
01MAMat-TEST1	1 GM BOY	[Icons]
01MAMat-TEST1	1015 1st Math BW1	[Icons]
01MAMat-TEST1	MCCS-Monthly1: Math	[Icons]
01MAMat-TEST1	First Grade Math Baseline Test	[Icons]
01MAMat-TEST1	First Grade Math Baseline Test	[Icons]
01MAMat-TEST1	1015 1st Math Diagnostic Assessment	[Icons]
01MAMat-TEST4	HM Go Math End of Year Test	[Icons]
02MAMat-TEST1	1015 2nd Math Diagnostic Assessment	[Icons]
02MAMat-TEST1	2nd Grade Beginning of the Year Math 16/17	[Icons]
02MAMat-TEST1	Monthly1-Sept-Math-2nd	[Icons]
02MAMat-TEST1	1015 2nd Math BW1	[Icons]
02MAMat-TEST1	2 GM BOY	[Icons]
02MAMat-TEST1	2781-2nd Gr. Math Baseline	[Icons]
02MAMat-TEST1	0721-02-Mathematics-Beginning of Year Test	[Icons]
02MAMat-TEST1	2nd Grade Math Baseline	[Icons]
02MAMat-TEST1	2nd Grade Math Baseline CPAK8	[Icons]
03MAMat-TEST1	1015 3rd Math Diagnostic Assessment	[Icons]
03MAMat-TEST1	3rd Grade Baseline Assessment	[Icons]

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

## Target the Teacher to Assessment

- Click on **Assessment Name** link for the desired assessment. This will open the **Assessment Details** screen which displays information specific to the assessment.

**Test 1: 02 Mathematics - 2nd Grade Math Baseline** powered by thinkgate

Pages: < 1 2 >

**Identification**

Grade: 02  
Subject: Mathematics  
Course: Mathematics  
Type: Test  
Term: 1  
Description: 2nd Grade Math Baseline  
Author: Reeves, Ashley  
Date Created: 9/6/2016

**Content**

Status: Proofed  
Standards: 16  
Rigor Levels: 0  
Items: 32  
Addendums: 0  
Rubrics: 0  
Last Edited: 9/6/2016

**Configuration**

Content Type: External  
Online Content Format:  
Number of Distractors: 4  
Distractor Labels: ABCDEFGHI  
Score Type: Percent  
Performance Levels: DistrictDefault  
Print Columns: 1  
Print Short Answer Section on Bubble Sheet: No  
Source:

**Targets**

Type	Name
School	0073 - Mandarin Lakes K-8 Center

**Documents**

Documents	Assessment
Assessment Forms	Preview Upload Delete
Form 201	

**Assignments**

	Class	Total Scored	Avg. Score
	0073.02.MA.MathGrad2.24.Y	19/20	65%
	0073.02.MA.MathGrad2.4.Y	19/20	54%
	0073.02.MA.MathGrad2.24.Y		
	0073.02.MA.MathGrad2.24.Y		
	0073.02.MA.MathGrad2.4.Y		
	0073.02.MA.MathGrad2.4.Y		

- Click the **Expand** button on the **Targets** tile.

**Classroom Assessment Update - 02MAMat-TEST1 - Targets**

**Target List**

School

Teacher

Grade: 02  
Subject: Mathematics  
Course: Mathematics  
Subtype:  
Author: Reeves, Ashley  
Teacher:

**Find Targets** **Current Targets** **Attach Targets** **Remove Targets**

- Click on the **Teacher** radial button to activate.
- Click on the **Teacher** text box and only type the teacher's last name.

**Classroom Assessment Update - 02MAMat-TEST1 - Targets**

<p><b>Target List</b></p> <p><input type="radio"/> School</p> <p><input checked="" type="radio"/> Teacher</p>	<p>Grade: 02</p> <p>Subject: Mathematics</p> <p>Course: Mathematics</p> <p>Subtype:</p> <p>Author: Reeves</p> <p>Teacher: Williams</p>
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**6** → [Find Targets](#) | [Current Targets](#) | [Attach Targets](#) | [Remove Targets](#)

Name	School	Add	Description
Williams, Carmen C	5051 - Ernest R Graham K-8 Center	<input type="checkbox"/>	Click to select
Williams, Crystalyn M	4171 - Orchard Villa Elementary	<input type="checkbox"/>	Click to select
Williams, Jamez R	4001 - Norwood Elementary	<input type="checkbox"/>	Click to select
<b>Williams, Karen</b>	<b>0461 - Brentwood Elementary</b>	<input checked="" type="checkbox"/>	Click to select
Williams, Lakisha D	4541 - Rainbow Park Elementary	<input type="checkbox"/>	Click to select
Williams, Linda G	2911 - Linda Lentin K-8 Center	<input type="checkbox"/>	Click to select
Williams, Shari L	0451 - Bowman Ashe/doolin K-8 Acad	<input type="checkbox"/>	Click to select

6. Click on the **Find Targets** button. The system will display all teachers with the specified last name.
7. Click and **check on** box to select a specific name.
8. Click on the **Attach Targets** button to establish the link between the assessment and the teacher.



Close the browser window and refresh your screen with **F5**.

**Test 1: 02 Mathematics - 2nd Grade Math Baseline**

**Identification**

Grade: 02

Subject: Mathematics

Course: Mathematics

Type: Test

Term: 1

Description: 2nd Grade Math Baseline

Author: Reeves, Ashley

Date Created: 9/6/2016

**Content**

Status: Proofed

Standards: 16

Rigor Levels: 0

Items: 32

Addendums: 0

Rubrics: 0

Last Edited: 9/6/2016

Summary | Item/Standard Dist. | Rigor Dist.

**Configuration**

Content Type: External

Online Content Format:

Number of Distractors: 4

Distractor Labels: ABCDEFGHI

Score Type: Percent

Performance Levels: DistrictDefault

Print Columns: 1

Print Short Answer Section on Bubble Sheet: No

Source:

**Targets**

Type	Name
Teacher	Williams, Karen
School	0073 - Mandarin Lakes K-8 Center

**Documents**

Documents	Assessment	Preview	Upload	Delete
Form 201				

Documents	Answer Key	Preview	Upload	Delete
Form 201				

**Assignments**

Class	Total Scored	Avg. Score
0073.02.MA.MathGrad2.24.Y	19/20	65%
0073.02.MA.MathGrad2.4.Y	19/20	54%
0073.02.MA.MathGrad2.24.Y		
0073.02.MA.MathGrad2.24.Y		
0073.02.MA.MathGrad2.4.Y		
0073.02.MA.MathGrad2.4.Y		
0073.02.MA.MathGrad2.4.Y		

9. You will see that the teacher you targeted is listed in the **Targets** tile.
10. Click on the **Close** function to return to the **Assessment** menu.

## Remove Target Teacher from Assessment

Repeat Steps 1-3.

**Classroom Assessment Update - 02MAMat-TEST1 - Targets**

<b>Target List</b> <input checked="" type="radio"/> School <input type="radio"/> Teacher	Grade: 02 Subject: Mathematics Course: Mathematics Subtype: Author: Reeves, Ashley Teacher:
<a href="#">Find Targets</a>	<a href="#">Current Targets</a>

➔ 12

Target Type	Target Name	Remove
Teacher	Williams, Karen	<input checked="" type="checkbox"/>
School	0073 - Mandarin Lakes K-8 Center	<input type="checkbox"/>

➔ 11

11. Click and **check** box to select a specific name in the **Remove** column.
12. Click on the **Remove Targets** button.



Close the browser window and refresh your screen with **F5**.