Miami-Dade County Schools

Facilitator’s Guide
Unify Test Platform
Table of Contents

Agenda ......................................................................................................................... 2

Learning Outcomes ..................................................................................................... 2

MYUNIFY (40 min) ....................................................................................................... 3

TEST CENTER (30 min) .............................................................................................. 7

SCANNING TESTS (10-15 min) .................................................................................. 9

OLA STUDENT ADMIN (OLA) (30 min) ..................................................................... 10

STUDENT ITEM ANALYSIS (SIA) (45 min) ................................................................ 11

Performance Matters Test Platform Program Support .................................................. 15
UNIFY FACILITATOR’S GUIDE

Agenda
❖ MyUnify
❖ Test Center
❖ Scanning
❖ OLA Student Administration
❖ Student Item Analysis

Learning Outcomes
❖ Navigate Unify Testing Platform using widgets, menus, and links.
❖ Navigate Test Center to monitor student progress and manage tests.
❖ Explore the scanning process for assessments.
❖ Manage and secure OLA testing process.
❖ Identify class, student, and district performance using Student Item Analysis (SIA).
Login Info (Slide 5)
- Login to MDPS Employee portal
  - Go to Apps, Services, Sites Tab
  - Click Unify Testing Platform

MYUNIFY (40 min)

MYUNIFY (Slides 6-10)
- Upon opening Unify, teachers will be able to see all students to which they have access.
  - Beginning at the top left of the page, you will see the Blue Unify icon 🔄 and the White Unify icon 🔄. The White Unify icon is the Home Page. The Blue Unify icon toggles between Unify and Scanview.
  - Unify has page responsive Help.
    - Click the question mark and it will open in a new tab 🔄
    - This gives information about whatever page you are on in Unify

MyUnify 🔄
- If there is a camera icon, there is a video about this topic.
- There are quick docs for each topic discussed today
  - The News & Assignment tab 🔄: Access videos about each section of today's agenda. Participants may find answers to questions after training. (Slide 7)

- LaunchPad 🔄 gives a quick link to the most commonly used areas of the testing platform

- Students Tab
  - Filter by Course. Select Course(s)
  - More than one course can be chosen at a time.
  - This will bring up only the students enrolled in this class.
  - To see all students again, click the x in the course bar

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Phone: X 2345
Filter by **Select Test tool bar**. (Slide 8)
- To look at info from multiples tests, click on multiple tests
- Selecting one test will produce a mini Student Item Analysis report.

Filter by Attribute **Widgets**. (Slide 9)
- Colored bubbles, give the total student count and student attributes.
- Hover over to see the meaning of each widget
- This information comes from the district and is updated nightly.

Search for a specific student using the **Search Student Bar**. (Slide 10)

**Student card**

**Bottom Left**
- Shows the number of standards tested and the number of tests taken.
- The teacher will only see the Unify assessments for their students

**Bottom Right**
- Shows the mastery level of the standards.
- Hovering over the colored bubbles will show more specific data.
- Student levels are broken into three categories, proficient (dark green), satisfactory (light green), developing (yellow), and approaching (red).
- The district sets these levels for district assessments and the teacher sets the levels for teacher created assessments.

**Tests switch**
- To see individual test data, toggle from hide to show

Test(s):
- Show
- Hide

This will give the list of tests the student has taken in the teacher’s class and the mastery level
- These are Unify tests only, that were taken online or scanned from a bubble sheet, not state or imported tests.
- Hover over the bubble to see additional data.

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STUDENT DETAIL (Slides 11-12)

- **To Access**
  1. Click the **Student's card** on the MyUnify page and it will pull up student information.
  2. Click on the **Reports** drop down at the top of the page.
     - Click on Student Detail and it will show student information.

- **Student Detail Tab** (Slide 11)
  - This shows the student's attributes (set by the district) and contact info
  - This page will also display the student's school information
    - Schedule
    - Early warning indicators

- **Test Results Tab** (Slide 12)
  - All the tests the student has taken so far this year, in any class, will appear on this page.
  - Tests are divided into local, state, and additional sources.
    - The local tab shows the tests students took that were created in Unify.
      - Search for a test by using the **Search** bars
      - The colored bubbles indicates the students mastery level
        - **ELA**
        - **Math**
        - **Math**
        - **ELA**
      - Student scores, class average, school scores, and district scores are shown for comparison
        - **Score**
        - **Class AVG**
        - **School AVG**
        - **District AVG**
    - Click on the specific test to get a Student Item Analysis report (for local tests only)
    - **View report** shows the same information in a bar graph
    - Click the **plus sign** to see separate results for a test with multiple sections

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- **State** tab shows how each student performed on the state tests.
  - Click the **plus sign** to see separate results for a test with multiple sections
  - Check the **show all scores** box and it will pull up the student’s levels

- **Additional Scores** tab
  - Tests which are imported from 3rd party; such as I-ready, ACT, SAT, Sanford
  - Click the **all years** drop down to access current student’s past year test scores

- **The Standards tab** (Slide 12)
  - This shows all standards the student was tested this year and the student’s mastery level.
  
  | 1.1 | 2.2 |
  |
  - Search for a specific assessment using the **Assessment Category bar**.
  - This will only show the standards on that specific test
  - Click the x next to the test to return to the all standards view

- Click any standard to get more detailed individual results on that standard
  - Standard description
  - A comparison graphs
  - Mastery level
  - Tests the standard was assessed
  - How many questions were on the test
  - How the student performed on that test
  - Clicking the test will bring up a **student item analysis** page in a new tab
  - Click the standard and it will return you to the all standards view

- Standards will be added throughout the year as the student is tested
- At the top of the page use the drop down next to the student’s name to get to next student or type student’s name in the student bar

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TEST CENTER (30 min)

TEST CENTER (Slides 13-19)
- From the Tests drop down menu on the Unify home page, click Test Center (Slide 14)
  - A list of active tests will appear in the testing window.
    - The user will be able to access tests s/he created, tests the user has been granted some level of permission by the test creator, or tests that his/her current students have taken.
    - Test will only be available to view in test window if it is an active test in the testing window
    - If the test is blue, permission has been given to view, administer, and download the test.
    - If the test is not blue, only the available feature is to administer the test.
  - Apply filters to narrow down the search of the test you wish to locate (Slide 15)
    - Choose additional features
    - Search by course, category, or grade
    - Search for a specific test by typing the name of the test or test ID in the search bar
  - Limit Open Test Window
    - Select/Deselect the checkbox for limit to open test window to view tests not currently scheduled for administration
  - Test release (Slide 16)
    - Release multiple tests by checking the boxes next to the tests
      - Use drop down - Choose an action
      - Choose OLA release
      - Confirm OLA release by clicking OK
      - Student access becomes available
    - Picture Icons
      - The three lines - multiple sections on a test
      - The two pieces of paper - copy the test
      - The play button - preview the test in OLA view
      - The blueprint (price tag) - the author of the test, name, author, creation date, standards, DOK, subject, question interactions

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Scored Students
- Click on number and new tab will appear with a Student Item Analysis

Release a single test
- Click the blue select button
- Click Release: Online/Paper Based
- Identify students taking the tests (Filters available)
  - Students can be targeted by demographics or geographical
- Click the release button

Human scoring test component - Rubric/extended text
- Click online scoring from the blue select button
- Score by student tab
  - Score all responses for 1 student
- Score by Item tab
  - Score responses for all students for 1 item
- Scoring Rubric
  - Click response and assign a rubric score

Print Preslugged Answer Sheets (bubble sheets) (Slides 17-19)
- Answer sheets with student information already filled in
- For paper-based tests
- Click on the blue Select button
- Choose the Release: Online/Paper Based
- Identify students taking the tests (Filters available)
- Choose Print Preslugged tests. (Student information preset)
  - A PDF will appear on the download bar.
    - Open and print
    - Do not change any settings on the bubble sheets
    - Print as it appears
    - Students should not alter the QR Code
SCANNING TESTS (10-15 min)

Scanning (Slides 20-23)
Scanning Bubble Sheets using the Desktop Software

- **Show video**

- If no video, teachers will open the Windows Fax and Scan icon on their desktop
  - Click New Scan
  - Make sure PROFILE is on Performance Matters
  - Make sure the SOURCE is on Scan One Side
  - Place scan sheets face up with names facing the printer
  - Click scan
  - Right-click on the new file and click save as PM scans, name the file, and click save
  - Open the PM Scans icon on desktop and find file
  - Open the Send Scans to Unify icon on desktop
  - Once the scan is complete, the file will move out of PM Scans folders and into PM Completed folder, in the PM Complete icon on desktop
  - To confirm successful scan (Slides 22 -23)
    - Login to Unify-performance matters
    - Click the White Unify icon next to the Unify logo

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• Click **Scanview** from the drop-down menu

• The scanned documents will be viewed

• **Archived** means scan went through and was accepted

• **Failed Processing** means scan did not go through

• This process could take 15 mins to complete

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**OLA STUDENT ADMIN (OLA) (30 min)**

**OLA (Slides 24-29)**

- Two ways to **Access OLA Student Admin** (Slide 25)
  1. From **Tests**
     - Click **OLA Student Admin**
     - Select desired test from the **Select a Test** drop down bar
  2. From **Tests** (Slide 26)
     - Click **Test Center**
       - Select test from the test window
       - Select **OLA Student Admin** on the blue **Select** button

- **Navigate OLA Student Admin** (Slide 27)
  - The bar at the top gives a testing status summary
  - Click **live updates** will refresh page every few seconds; in order to monitor testing progression

- **OLA Widgets** (Slides 28-29)
  - **Unassigned** students have not had the test released to them
  - **Assigned** indicates test has been released to the students either OLA or paper-based
  - Students login and begin taking the test
  - **In progress** monitors students currently taking the test or a paused test
  - **Locked** shows students that have navigated from the platform page, if the lockout function is enabled

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- Submitted shows students that have completed the test and “turned it in”
- Finished shows students that have completed the test and unify has scored and recognized the results. (Usually updates every 15 min with submission of test)
- Students in Finished Status will have SIA reports available
- Click on any of the blue boxes to get a list of students in that area of the test
- Click the drop down arrow next to the blue box if a student needs to move from one area of completion to another
  - If a student exits the test before finishing, the student can be moved back into the In Progress status.
  - If a student submits the test before completing it, and shows as finished, Administrator can move the student back to in progress for test completion
  - Click again to return to full list
- The star next to the status indicates this is an online test
- A PDF next to the status indicates it is a paper-based test
- The test needs to be unreleased
  - once all students have completed the test
  - a student leaves early
  - a student is absent
  - a student will not be taking the test
  - the class is over
- To unrelease tests to a student individually, click the box by the student’s name
- To unrelease the test to all students, click the box next to Student ID
- In the choose an action drop down menu choose unrelease test

STUDENT ITEM ANALYSIS (SIA) (45 min)

STUDENT ITEM ANALYSIS (Slides 30-39)
- To Access (Slides 31-32)

1. Reports drop-down
   - Choose Student Item Analysis
   - Select test from the Test Title drop-down
2. Student card

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• Clicking on the drop-down and changing the information, you can see how the student, school, and district answered by answer choice

• Drill down more specific information for a specific group of students by clicking the additional features tab and adding student filters

• The tabs at the bottom of this section break down the question types (Slide 37)

<table>
<thead>
<tr>
<th>Standard</th>
<th>Depth of Knowledge</th>
<th>Complexity</th>
<th>Difficulty</th>
<th>Taxonomy</th>
<th>Question Interactions</th>
<th>Performance Level Descriptors</th>
</tr>
</thead>
</table>

- **Standard** shows the standards assessed
- **Depth of Knowledge** shows the complexity of mental processing to answer the question
- **Complexity** refers to the cognitive demand of the question
- **Taxonomy** refers to Blooms levels
- **Difficulty** shows the difficulty level of the questions and the number at each level
- **Question Interactions** shows the type of questions on the test

**Individual Data**

• **Interaction Scores** (Slides 38-39)
  - Lists all students on the teacher’s roster
  - The percentage at the top is the overall test average
  - Hovering over gives more details
  - The play button next to student percentages will allow to view a student’s test and print a PDF copy
  - Gives individual student choices
    - Multiple choice will show the letter they choose
    - Any other type of question and it will show the value or points they earned
      - Hover over the question number to see the points possible
      - The first number indicates the test section
  - If there is a rubric for the question, the answer will be in a box
  - Click on any answer to see how the student answered
  - Click the play button next to the question number to see the question
  - The colors give the mastery level

• **Item Scores**
  - Gives correct or incorrect and the points earned

• **Rubric Scores**
  - Breaks apart the rubric
• Ex. 4-4-2
• Shows the rubric answers

• The bottom section can be printed using **excel or csv**

• SIA can be shared using **permalink** at the top of the page
  - Copy the URL
  - Paste in an email
  - Teachers will only see the students on their roster

• Click on any student’s name and a new tab will open to their Student Details page

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Email: testplatform@dadeschools.net
Phone: X 2345
Performance Matters Test Platform Program Support

Ms. Felicia Mallory, Executive Director
FMallory@dadeschools.net
Phone: 305-995-1213

Ms. Denetra Collins, Staff Specialist
Collinsd@dadeschools.net
Phone: 305-995-4580

Performance Matters Test Platform Support Team
Marva Wilks, Ed.S. Program Manager
Marlene Lorie, MS. Education Consultant
Rosemary Stephens, Ed.S. Education Consultant

Email: Testplatform@dadeschools.net
Phone: 305-995-2345

Contact Performance Matters Test Platform Support for Assistance
Email: testplatform@dadeschools.net
Phone: X 2345