## **Assigning an Assessment for Online Delivery in Edusoft**

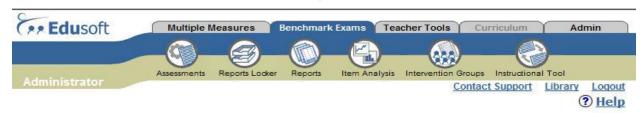
The ability to assign assessments for online delivery depends on your level of access to Edusoft. Only the designated Edusoft Account Administrator has the authority to do the following:

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

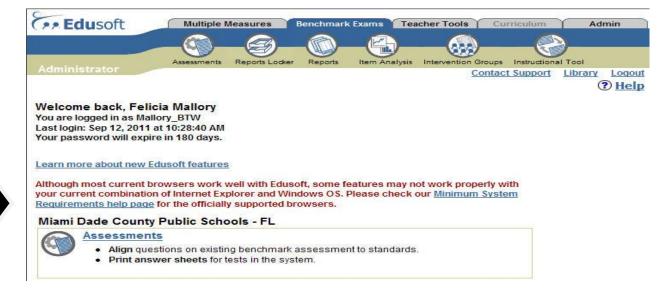
## Selecting an assessment

Access the Edusoft Management system at <a href="http://www.edusoft.com/login.jsp">http://www.edusoft.com/login.jsp</a>. 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.

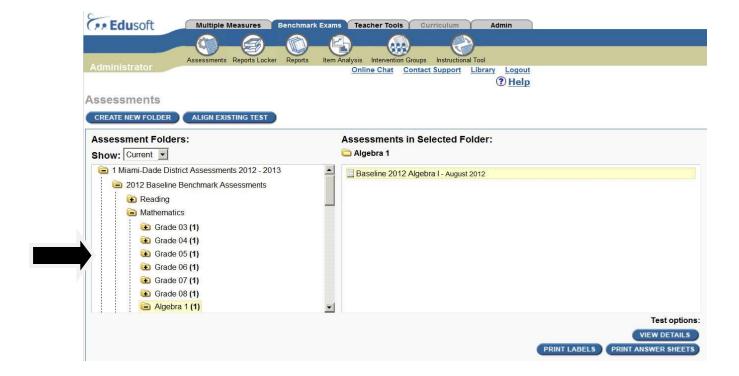
Click the + sign on the folder titled, Miami-Dade District Assessments 2012-2013.



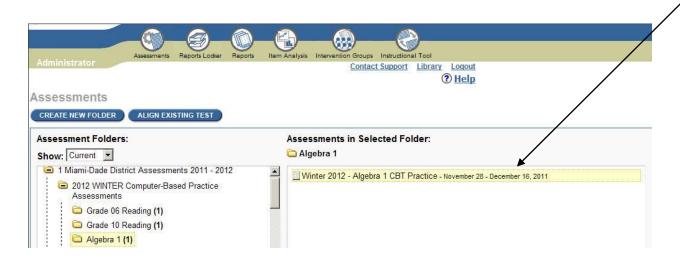
Note the folder titled, 2012 Baseline Benchmark Assessments.



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

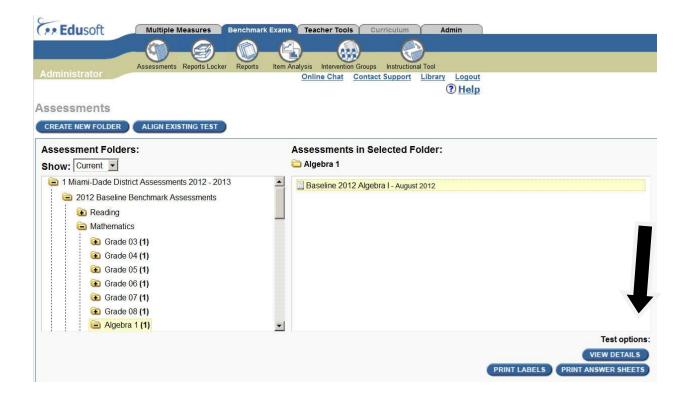


Once the folder is highlighted on the left, select the test located on the right-hand side of the **Assessments in Selected Folder**. (*The test should highlight in yellow as shown*).

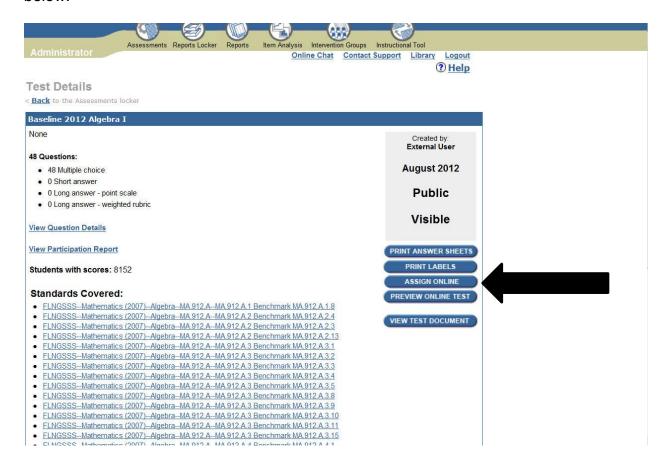


Click on the View Details button.

## **Setting Permissions**



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

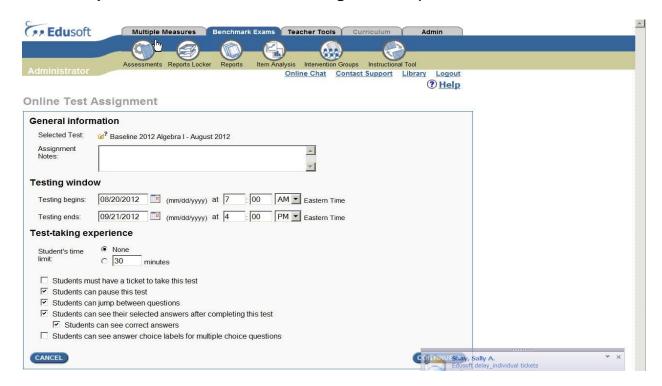


On the **Test Details** page, click the button titled **Assign Online** located on the right hand side of the screen.

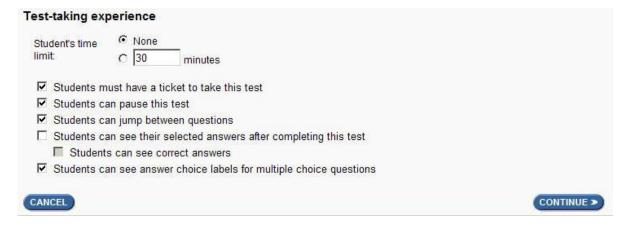
The **Online Test Assignment** screen appears which is where all of the permissions should be set as follows:

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).



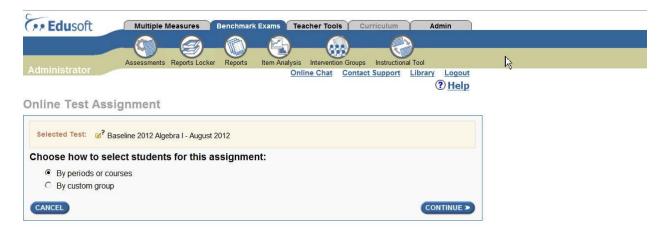
The permissions for **Test-taking experience** must be set as shown below. The Interim Assessments are untimed and the radio button should be set to **None**.



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

#### **SELECTING STUDENTS**

Select the option By periods or courses.



#### Click Continue.

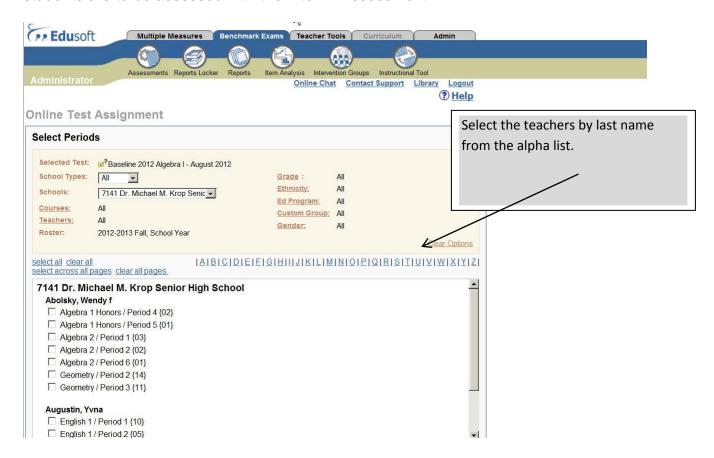
Leave the *School Types* at the default of "All". Select your school from the *Schools* dropdown menu.



## Selecting Courses by Teachers

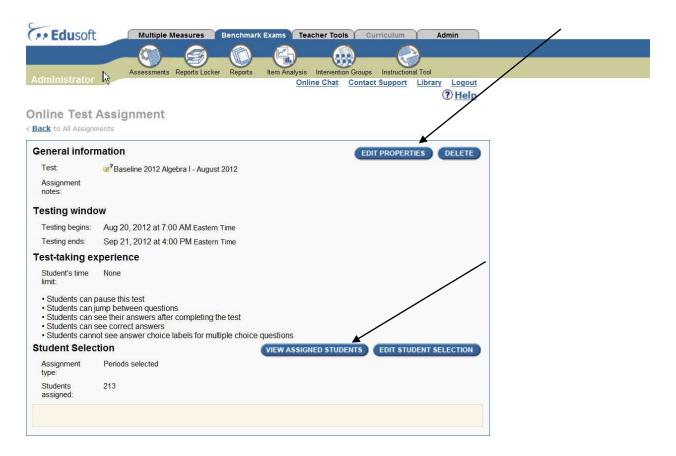
In the bottom section, now you can select the specific courses by teachers. Note that you can use the alpha list and select by the letter of last name.

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



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.



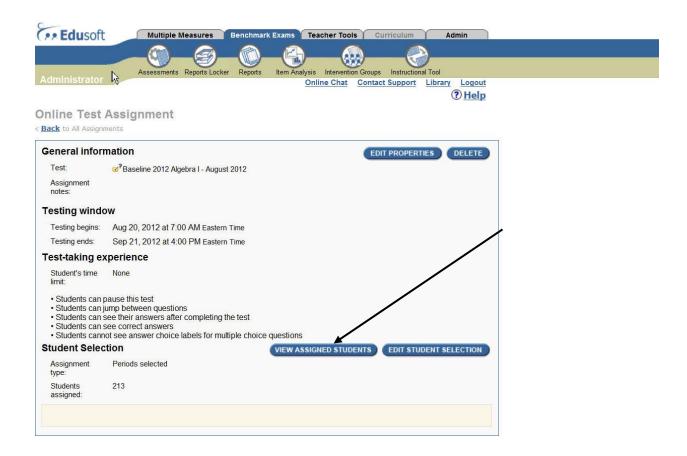
In order to revise or edit any part of the Online Test Assignment screen, select **Edit Properties** button as shown in the screen above (i.e. if an option was not checked in the Test-taking experience). The **Edit Properties** button enables the editing of the following properties: General Information,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

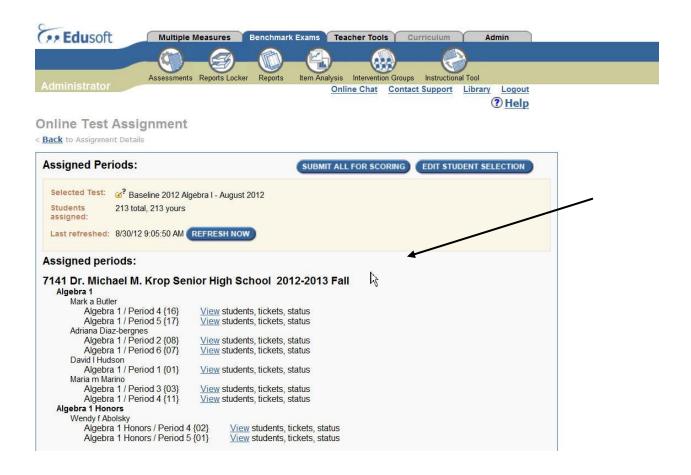


The **Assigned Periods** screen should appear as shown.

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.

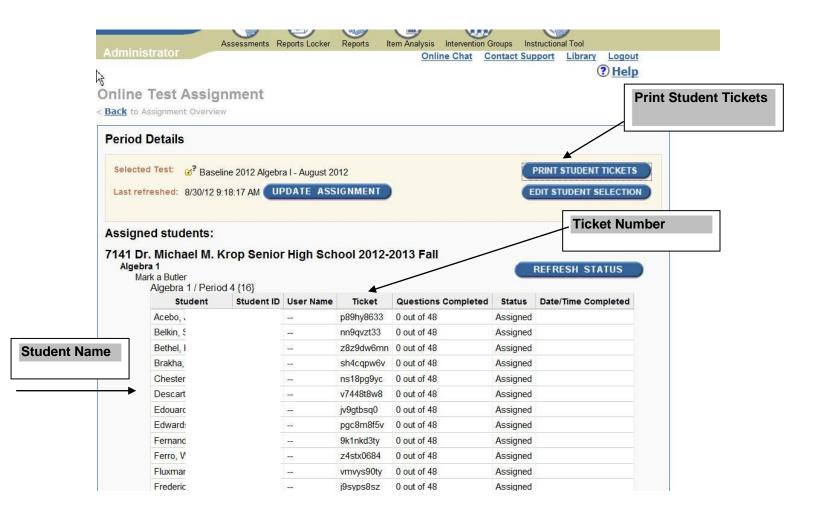


All students enrolled in the selected course will appear as shown below.

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 <a href="http://www.avery.com/avery/en\_us/Templates-&-Software/Software/Avery-Wizard-for-Microsoft-Office.htm">http://www.avery.com/avery/en\_us/Templates-&-Software/Software/Avery-Wizard-for-Microsoft-Office.htm</a>. A step-by-step guide, **Printing Individual Student Authorization Tickets** is available on the Interim Assessment website at <a href="http://oada.dadeschools.net/IAP/IAP.asp">http://oada.dadeschools.net/IAP/IAP.asp</a>

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

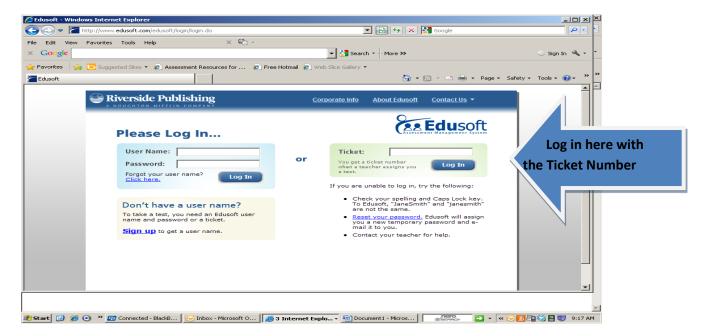
Today you will be taking the Interim Assessment test on the computer. To access the test you will need to use the Student Authorization Ticket provided to you.

Click on the Internet Explorer icon on your desktop.

[Write the <a href="http://www.edusoft.com/test">http://www.edusoft.com/test</a> 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 .

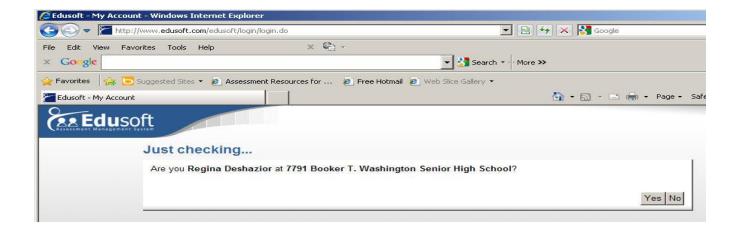
You will use the "Ticket" option on the right side of the screen to login, which is highlighted in green.



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.



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.

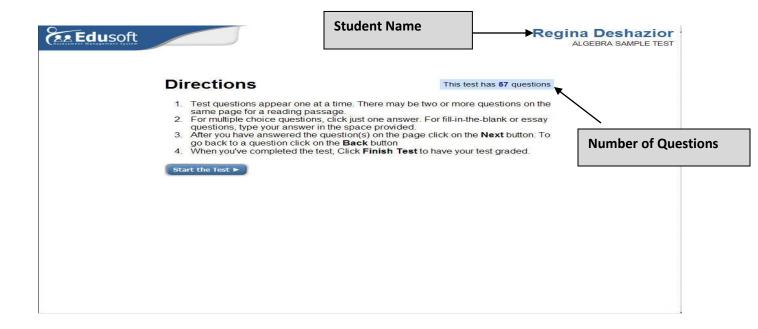
## **Directions**

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 ## questions on this test.

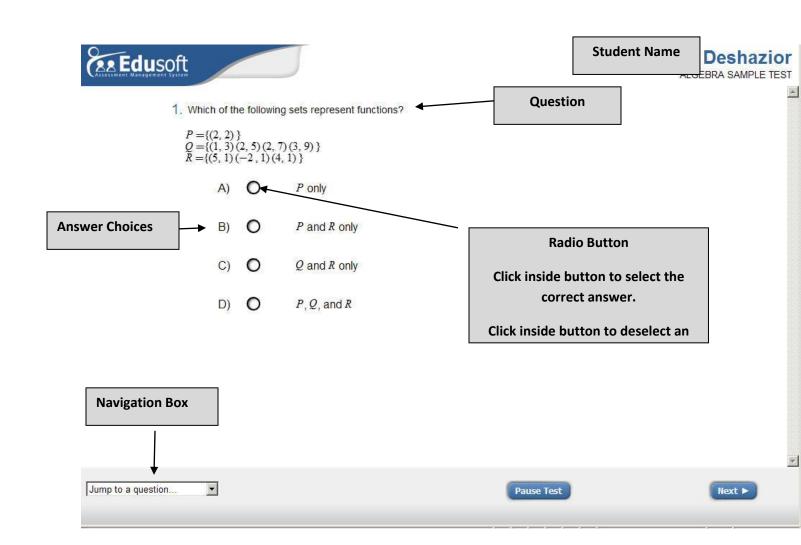


#### Click the Start the Test button.

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.

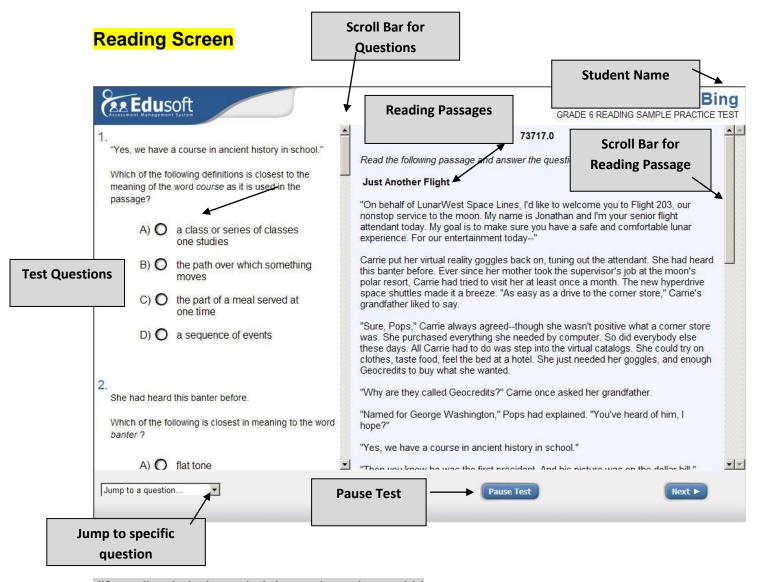
## **Math Screen**



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):

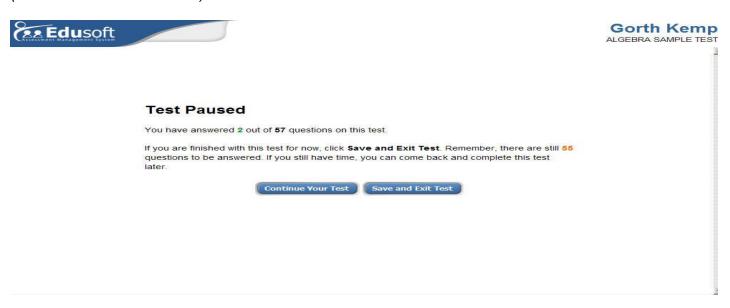
The left-hand side of the screen displays all of the questions for the reading passage located on the right-hand side of the screen. Use the left scroll bar to scroll down to all of the questions that are related to the reading passage on the right.

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)



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.

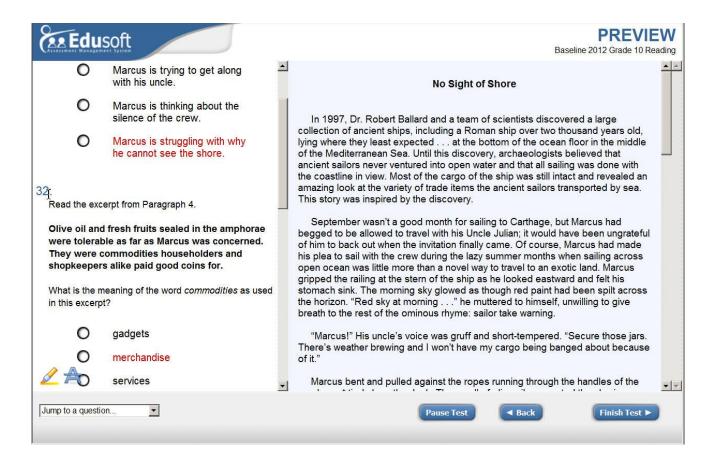
If a student becomes ill, or the test is to be administered over two days, have them click the "Pause" button, click "Save and Exit Test".

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.



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.

