



Guidelines for the *Iowa Tests*

Iowa Tests of Basic Skills (ITBS), Grades K-8
and
Iowa Tests of Educational Development (ITED), Grades 9-12

**PLAN B GIFTED PROGRAM ELIGIBILITY;
ESOL PROGRAM EXTENSION OF SERVICES; AND
OPTIONAL FOR CHARTER SCHOOLS ONLY, ESOL
PROGRAM PLACEMENT**



2012-2013

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
ASSESSMENT, RESEARCH, AND DATA ANALYSIS
STUDENT ASSESSMENT AND EDUCATIONAL TESTING**

Miami-Dade County Public Schools

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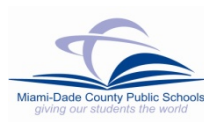


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THE IOWA TESTS 2012- 2013

PROGRAM OVERVIEW

The *Iowa Tests* provide thirteen levels of assessment for students in kindergarten through grade 12, across two components: The *Iowa Test of Basic Skills* (ITBS) and the *Iowa Test of Educational Development* (ITED). The first four levels (5-8) of the ITBS, Complete/Core Battery, Form C will be used to measure achievement of children in kindergarten through second grade; the ITBS, Survey Battery, Form C (levels 9-14) will be used for children in third grade through eighth grade. The three levels (15-17/18) of the *Iowa Test of Educational Development* (ITED), Core Battery, Form C measure basic academic skills in grades 9-12.

This program guide will provide specific information on the use of the *Iowa Tests* as it applies to assist in the determination of students' eligibility for the Plan B Gifted program; to determine extension of services for English Language Learners who have been in the ESOL program for six semesters or more; and optional for Charter Schools only, for ESOL program placement of new ELLs. To facilitate scoring, the ITBS and ITED will be scanned and scored via the Edusoft system. The *Iowa Tests* are nationally norm-referenced standardized assessments, used across the country for state and federal accountability systems. As such, it is essential that the test materials and scoring information be stored and used according to standard procedures for maintaining test security. Each school site principal was sent a unique Edusoft username and password to log into www.edusoft.com last year. The same username and password will be used in 2012-13. This username and password **may not** be changed. It should be used to access the *Iowa Tests* folders that will be needed to print, scan, score generic answer sheets, and to add new student information for all administrations of the *Iowa Tests*. New schools for the 2012-13 school year will be sent unique login information in the fall via email.

SCHEDULE OF ACTIVITIES

The *Iowa Tests* are not administered as a census administration to all students at one time districtwide. Instead, the tests are administered to eligible students on an as-needed basis. Test levels and qualifying scores vary depending on the administration date, according to the following testing windows for the 2012-13 school year:

Fall: **August 20 – November 30, 2012**
Mid-Year: **December 3, 2012 – March 1, 2013**
Spring: **March 4 – May 24, 2013**

Please note that norms are not available for the conversion of student scores during the summer; therefore, all testing with the *Iowa Tests* must be completed between August 20, 2012 and May 24, 2013.

The *Iowa Tests* are provided for specific use as outlined on pages 1-7 of this document. They may not be used as pre/post tests for any purpose.

STUDENTS TO BE TESTED

The *Iowa Tests* may be administered on an as needed basis for the following purposes:

- The Reading and Language subtests may be administered to
 - ELL students in grades 2 to 12 to determine eligibility for exiting or extension of services in the English for Speakers of Other Languages (ESOL) program*.
 - ELL students in grades K to 12 entering the district to determine proper placement into the ESOL program (Optional for Charter Schools Only).
- Recommended students in grades K to 12 who have no other test scores available for determining eligibility for placement into the Gifted Programs under the District's Plan B gifted criteria may be administered the Reading and the Mathematics subtests.

* Note. The *Iowa Tests* are no longer used districtwide to determine placement of new ELL students into the ESOL program. The Online CELLA is now used for this purpose. Exception: The *Iowa Tests* remain as options for ESOL placement in Charter Schools. Please, contact the Division of Bilingual Education and World Languages for information regarding the use on Online CELLA for placement purpose.

REQUIRED MATERIALS

New schools will receive a set of test booklets and Directions for Administration for each grade level housed at the school. Should you need additional testing materials, please contact the Test Distribution Center (TDC) at 305-995-3743. Remember that these materials may remain at the school site to be used on an as-needed basis, but must be stored in a secure, access-restricted location at all times.

Please refer to Appendix A-1 to determine subtests and test levels to be administered, based on grade level, and time of year (fall, midyear, or spring).

Test Booklets

Test booklets for test level 5R through level 8 (Grades K-2) are consumable and students mark their answers directly in the test booklets. Therefore, please contact TDC at 305-995-3743 to order additional test booklets throughout the school year as needed.

Test booklets for test levels 9 through level 17/18 (Grades 3-12) are not consumable and will be reused in subsequent years. So, students should refrain from marking in the *Iowa* Test booklets at these levels.

Answer Sheets

Answer sheets for **all subtests and test levels** must be generated via Edusoft. Since students may mark in the *Iowa* Test booklets for test levels 5R-8, those responses **must be transcribed** by school staff to a generic Edusoft answer sheet for scanning and scoring. Students in grades 2-12 will record their answers directly on the generic Edusoft answer sheets.

Answer keys for all appropriate levels are posted on Edusoft. However, to ensure security of this standardized norm-referenced achievement test, the answer keys will not be accessible. Once a document is scanned, test coordinators will be able to view and print a student list showing the raw score (number correct) results. The reports that are normally available through Edusoft have been disabled for this application. **Test booklets and Directions for Administration are copyrighted materials and may not be duplicated.**

Printing Answer Sheets

Generic answer sheets printed via Edusoft will be used for the *Iowa Tests*. Answer sheets may be accessed by clicking the Benchmark Assessments tab and then the Assessment tab. The *Iowa Tests* folders will be located by scrolling down the list. Remember that the answer sheets can only be accessed using the secure assigned username and password provided to your principal. For additional training or support, please visit the Instructional Technology website at <http://it.dadeschools.net/edusoft.htm> or review Appendix D for assistance.

Edusoft requires that you print master student answer sheets from a **high-quality laser printer** and then copy them using a **high-quality copier** to avoid errors during the scanning and scoring process. Printing the answer sheets directly from the high quality laser printer is strongly suggested when a high-quality copier is not available.

A generic answer sheet requires the student's M-DCPS seven-digit student identification number to be bubbled on the left side of the sheet and the name to be written at the top of the sheet. An example is provided below.

All seven digits must be bubbled with a #2 pencil on the generic answer sheet. For example, if a student's ID number is 0023456, the zeros must be placed on the gridded area from left to right.

Entering New Students

If a new student enters your school, you may have to enter their information manually in Edusoft in order to print out a generic answer sheet for that student. If the student is new to Miami-Dade County Public Schools (M-DCPS), use the assigned username and password for your school and follow the directions in Appendix E to enter their information correctly. If the student is new to your school but previously attended M-DCPS, the Edusoft system will have their information. Therefore, do not reenter student

information. In order to update the system, please call our office at 305-995-7520 and provide us the following information: Student Name, M-DCPS ID number, current grade level, and school location number.

PREPARING FOR TESTING

Preparing for Administration

The *Iowa Tests* may be administered to students on either an individual or a group basis. The test administrator must be familiar with the *Iowa Tests Directions for Administration*, administration procedures, and the *Miami-Dade County Public Schools: Standards, Guidelines, and Procedures for Test Administration and Test Security*. In order to obtain valid test scores, it is important to adhere to the following guidelines:

1. Prior to test administration, ensure that students are being administered the **correct test level and subtest** for the time of year and grade level.
2. Ensure that there are test materials for each student and also a set for the test administrator to use for reference.
3. Students must be provided with a comfortable test setting, free from interruptions and distractions, with adequate seating and lighting.
4. When more than one student is being tested, adequate space should be provided between students to ensure that they work independently.
5. Test administrators must read the directions exactly as written and adhere to test guidelines and time restrictions.
6. Students must be administered the sample items in each section in order to familiarize them with the type of item and response requirements.
7. Students must be provided with brief breaks if more than one test section is being administered on the same day.
8. Students may not talk with each other or use notes or reference materials during the test. However, scratch paper is allowable for the mathematics subtests.
9. Students may **not** use calculators at any time on the mathematics subtest.
10. Edusoft answer sheets may be reproduced as needed, but test booklets and Directions for Administration **may not be reproduced**.

ADMINISTERING THE TEST

To ensure that the students' obtained norm-referenced test scores are valid, it is important that the appropriate procedures are followed when administering the *Iowa Tests*. These procedures include:

- Administration of the appropriate test levels and subtests for the grade level, program, and time of year;
- Adherence to directions to provide a standardized administration;
- Accurate scanning and scoring of student answer documents via Edusoft;
- Maintenance of test security and the confidentiality of student records.

Administering Language, Levels 7 and 8

The Language sections for Levels 7 and 8 include items from several subtests, including Spelling. However, in the Spelling subtest for Levels 7 and 8, item numbers 12 - 23 are not included in the Language content-area scores, and will not be scored and reported as part of the final raw score calculation used for ESOL eligibility. If the test is being closely monitored, schools may choose to have students skip these Spelling items, and only take spelling items 1 – 11. However, if schools choose to have students skip items 12 - 23, the test administrator must make sure that all of the **required** items are administered, and the answers are correctly transcribed onto the answer document. Alternatively, students may complete all of the spelling items, in which case the Edusoft system will only score and report the required items.

Scanning/Scoring Answer Sheets

Once students have completed the assessment, transcribe responses for students in grades K-2 from the used tests booklets (Levels 5R through 8) onto an Edusoft answer sheet, and scan all answer sheets via Edusoft. A raw (number correct) score will be provided for each student. Print a student list during each scanning session and retain this list. Appendix D includes a quick guide on how to access results.

For questions concerning *Iowa* testing procedures or assistance with score conversions, please contact Student Assessment and Educational Testing, at 305-995-7520.

REPORTING OF RESULTS

ESOL

Refer to Appendix B for a description of the procedures to be used to determine eligibility for exiting or extension of services to ELLs in the ESOL program; and optional

for Charter Schools only, to determine ESOL placement, and to record results in the ISIS system. Please contact your regional supervisor in the Division of Bilingual Education and World Languages for additional information on ELL eligibility, placement, exiting or extension of services to ELLs in the ESOL program.

Gifted

Refer to Appendix C for a description of the procedures to be used to determine Gifted program eligibility. Please contact the Division of Advanced Academic Programs, at 305-995-1934 for questions regarding eligibility and procedures for gifted placement.

Appendix A
The *Iowa Tests* (ITBS/ITED) Table to Determine Test Form and Level
In Grades K-12
for Gifted Eligibility; ESOL Program Exiting or Extension of Services; and
Optional for Charter Schools Only, ESOL Placement

TABLE A-1
The Iowa Tests (ITBS/ITED)
Determination of Test Form and Level
Grades K – 12

For Gifted Eligibility; ESOL Program Exiting or Extension of Services; and Optional for Charter Schools Only, ESOL Program Placement

IOWA TESTS OF BASIC SKILLS (ITBS), COMPLETE/CORE BATTERY, FORM C GRADES K—2						
GRADE			TEST LEVEL	SUBTEST	# OF ITEMS	TESTING TIME IN MINUTES
Fall	Mid-Y	Spring				
K	K	K	Level 5R	Reading (Words, Pictures, and Word Attack) ^{1,2}	23	25*
				Language ²	29	25*
				Mathematics ¹	29	25*
1			Level 6	Reading (Words, Pictures, Word Attack, Sentences, Picture Story, and Story) ^{1,2}	48	43*
				Language ²	31	25*
				Mathematics ¹	35	25*
2	1	1	Level 7	Reading (Picture Stories, Sentences, and Stories) ^{1,2}	34	35*
				Language (Spelling, items 1-11 only; Capitalization; Punctuation; Usage and Expression) ²	46	30*
				Math Problems ¹	28	25*
	2	2	Level 8	Reading (Picture Stories, Sentences, and Stories) ^{1,2}	38	35*
				Language (Spelling, items 1-11 only; Capitalization; Punctuation; Usage and Expression) ²	54	30*
				Math Problems ¹	30	25*

IOWA TESTS OF BASIC SKILLS (ITBS), SURVEY BATTERY, FORM C GRADES 3—8				
GRADE	TEST LEVEL	SUBTEST	# OF ITEMS	TESTING TIME IN MINUTES
3	Level 9	Reading (Parts 1 and 2) ^{1,2}	27	30
		Language ²	43	30
		Math (Parts 1 and 2) ¹	23	25
4	Level 10	Reading (Parts 1 and 2) ^{1,2}	30	30
		Language ²	47	30
		Math (Parts 1 and 2) ¹	25	25
5	Level 11	Reading (Parts 1 and 2) ^{1,2}	32	30
		Language ²	51	30
		Math (Parts 1 and 2)	28	25
6	Level 12	Reading (Parts 1 and 2) ^{1,2}	34	30
		Language ²	54	30
		Math (Parts 1 and 2) ¹	30	25
7	Level 13	Reading (Parts 1 and 2) ^{1,2}	36	30
		Language ²	57	30
		Math (Parts 1 and 2) ¹	33	25
8	Level 14	Reading (Parts 1 and 2) ^{1,2}	37	30
		Language ²	59	30
		Math (Parts 1 and 2) ¹	35	25

IOWA TESTS OF EDUCATIONAL DEVELOPMENT (ITED), CORE BATTERY, FORM C GRADES 9—12				
GRADE	TEST LEVEL	SUBTEST	# OF ITEMS	TESTING TIME IN MINUTES
9	Level 15	Reading Comprehension ^{1,2}	44	40
		Language: Revising Written Materials ²	56	40
		Mathematics: Concepts and Problem Solving ¹	40	40
10	Level 16	Reading Comprehension ^{1,2}	44	40
		Language: Revising Written Materials ²	56	40
		Mathematics: Concepts and Problem Solving ¹	40	40
11	Level 17/18	Reading Comprehension ^{1,2}	44	40
		Language: Revising Written Materials ²	56	40
		Mathematics: Concepts and Problem Solving ¹	40	40
12	Level 17/18	Reading Comprehension ^{1,2}	44	40
		Language: Revising Written Materials ²	56	40
		Mathematics: Concepts and Problem Solving ¹	40	40

*Time is estimated. Test is dictated.

¹ Administered for determining eligibility for Plan B Gifted Program.

² Administered for ESOL program exiting or extension of services; and optional for Charter Schools only, ESOL program placement.

Appendix B
Testing Procedures and Score Conversions
ESOL Program Exiting or Extension of Services; and
Optional for Charter Schools Only, ESOL Program Placement for
English Language Learners (ELL)

**IOWA TESTS FOR ESOL PROGRAM EXITING OR EXTENSION OF SERVICES;
AND OPTIONAL FOR CHARTER SCHOOLS ONLY, ESOL PROGRAM PLACEMENT
FOR ENGLISH LANGUAGE LEARNERS (ELL) ***

In accordance with Florida State Board Rule, Section 1003.56, F.S, students in grades K-12 must meet specific criteria on a norm-referenced test (NRT) score in Reading and Language to determine eligibility for exiting or for extension of services in the English for Speakers of Other Languages (ESOL) program, for students who have completed three years or more (six semesters or more) in the program. As an option for charter schools only, new students entering the district can be assessed with the *Miami-Dade County Oral Language Proficiency Scale-Revised* (M-DOLPS-R) and the *Iowa Tests* in reading and language, to determine eligibility for ESOL program placement. In M-DCPS, as outlined in the *Miami-Dade County Public Schools District ELL Plan*, percentile scores from the *Iowa Tests* are used. This appendix provides information on the testing of ELL students to determine eligibility for exiting or extension of services in the ESOL program; and optional for Charter Schools only, for ESOL program placement, for the 2012-2013 school year. Additionally, the *Miami-Dade County Public Schools District ELL Plan* may be accessed at <http://www.fldoe.org/aala/ELLPlans/2009/Miamidade09.pdf>

EXTENSION OF SERVICES IN THE ESOL PROGRAM

Florida State Board Rule 6A-6.0903 now requires ELL students in grades K-12 who have been in the English for Speakers of Other Languages (ESOL) program for three years or more (six semesters or more) to be assessed with the *Iowa Tests* prior to the February FTE, to determine continued eligibility for ESOL services and weighted FTE funding. The CELLA Online/M-D OLPS-R and *Iowa Tests* will be used for this purpose. If a student scores at proficiency level in all modalities of the CELLA Online/ a 20 on the M-DOLPS-R, they must also be assessed with the *Iowa Tests* in reading and language. Students who score proficient on the CELLA Online/M-DOLPS-R (score of 20) and in the *Iowa* (33%ile and above in both reading and language) will need to be exited from the ESOL program prior to the February FTE. Students must be changed to ESOL level 5 and registered to a regular language arts class. Students that do not meet the above criteria must remain in the ESOL program with the same ESOL level. The J screen must be updated for all students.

* Note. The *Iowa Tests* are no longer used districtwide to determine placement of new ELL students into the ESOL program. The Online CELLA is now used for this purpose. Exception: The *Iowa Tests* remain as options for ESOL placement in Charter Schools. Please, contact the Division of Bilingual Education and World Languages for information regarding the use on Online CELLA for placement purpose.

ENTRY TESTING OF ELLs (OPTIONAL FOR CHARTER SCHOOLS ONLY)

A student who is determined to be proficient on the Total Performance Category on the CELLA Online is determined to be a Fluent English Speaker (FES). No further testing is needed. A student in a Charter School who is determined to be a FES through aural and oral testing must be further assessed using the *Iowa Tests*. The *Iowa Tests* will be used on an as needed basis as students enter district Charter Schools throughout the school year. Please note that students who obtain a raw score of 0 through 16 on the M-DOLPS-R are automatically placed in the ESOL program and must not be administered the *Iowa Tests*. Only students in grades K–12 who were assessed as ESOL Independent–Level V with the M-DOLPS-R are administered the appropriate *Iowa Tests* in reading and language to determine if they have sufficient academic skills.

ON-LINE LEP SCORE CONVERSIONS — “J” SCREEN

The student’s raw (number correct) scores obtained from Edusoft after scanning and scoring, must be entered onto the raw score-to-percentile conversion screen for ELL students (the ISIS “J” screen) for score conversion and the updating of the student’s records. The “J” screen supports the *Iowa Tests* for the fall, midyear, and spring score conversions. It is important that student scores are entered and student records are updated in a timely fashion so that the scores are converted correctly.

REPORTING RESULTS

Use table A-1 to determine the appropriate test level and subtests, to be administered to determine exiting or extension of services to ELLs currently enrolled in the ESOL program; and optional to Charter Schools only, to determine eligibility for ESOL program placement of new ELL students, based on the student’s grade level and time of year. This table also provides the number of items and time in minutes for each subtest. Please refer to the *Miami-Dade County Public Schools District ELL Plan* for details on program eligibility, placement, and exiting or extension of services guidelines.

Table B-1 reflects the 2005 norms for the *Iowa Tests*, as published by Riverside Publishing Company. Raw scores must be entered onto the “J” screen for score conversion and to update students’ records.

The raw score reflected in each column (fall, mid-year and spring) of Table B-1, is the highest raw score (number correct) that a student can achieve, that falls **below the 33rd percentile**. In order to satisfy the criteria laid out in the District’s ELL plan, students **must score above these cutoff scores** to exit the ESOL program and/or be placed in a standard curriculum program.

After administering the appropriate test to the student, scan and score Edusoft answer documents for each subtest using the Edusoft system. Then print a student list showing the number of items **correct (raw score)** on each subtest for each student tested.

Using Table B-1, find the appropriate column for the **raw score** corresponding to the time the student tested (fall, mid-year or spring). Then identify if the student's reported raw score is higher or lower than the cutoff score for that subtest and test level. The following examples will clarify procedures to follow for extension of services in the ESOL program; and optional for charter schools only, placement of ELL students in the ESOL program.

Example A: An ELL sixth grade student was administered the *Iowa Tests Survey Battery Level 12 Reading* subtest in January (during Mid-Year) and obtained a raw score of 20. Looking at Table B-1 under the Mid-Year column, you see that a raw score of 20 is greater than the cut off score of 17. A raw score of 17 is the highest score the student may obtain that is below the 33rd percentile rank. A raw score of 20 is above the 33rd percentile, which meets the requirement for a student to be placed in a standard curriculum program. This student would exit the ESOL program.

Example B: At a Charter School, a new ELL sixth grade student was administered *Iowa Tests Survey Battery Level 12 Reading* subtest in January (during Mid-Year) and obtained a raw score of 15. Looking at Table B-1 under the Mid-Year column, you see that a raw score of 15 is lower than the cut off score of 17. A raw score of 17 is the highest score the student may obtain to be eligible for a standard curriculum program. A raw score of 15 is below the cut off score, which meets the requirement for the student to be placed in the ESOL program.

A student in grades K-12 who is determined to be a Fluent English Speaker (FES) through the aural/oral testing but scores at or below the cut scores in either the reading or language subtests is referred to an ELL Committee to review inconsistent assessment data and to confirm his/her ELL status.

ESOL PROGRAM EXITING OR EXTENSION OF SERVICES; AND OPTIONAL FOR CHARTER SCHOOLS ONLY, ESOL PROGRAM PLACEMENT INFORMATION

Questions regarding English Language Proficient (ELP) assessment procedures and/or ELL eligibility for exiting or extension of services in the ESOL program or ESOL placement guidelines should be addressed to the Division of Bilingual Education and World Languages, at <http://bilingual.dadeschools.net/>.

For questions concerning *Iowa Tests* testing procedures or assistance with score conversions, please contact Student Assessment and Educational Testing, at 305-995-7520.

TABLE B-1
The Iowa Tests (ITBS/ITED)
Raw Score Equal To or Below 32nd Percentile Rank
Grades K-12
For ESOL Program Exiting or Extension of Services; and Optional for Charter Schools Only, ESOL Program Placement

IOWA TESTS OF BASIC SKILLS (ITBS), COMPLETE/CORE BATTERY, FORM C GRADES K–2							
GRADE			TEST LEVEL	SUBTEST	FALL Raw Score	MID-YEAR Raw Score	SPRING Raw Score
Fall	Midyear	Spring					
K	K	K	Level 5R	Reading (Words, Pictures, and Word Attack)	9	12	13
				Language	14	17	20
1			Level 6	Reading (Words, Pictures, Word Attack, Sentences, Picture Story, and Story)	21		
				Language	15		
2	1	1	Level 7	Reading (Picture Stories, Sentences, and Stories)	21	13	17
				Language (Spelling (items 1-11 only), Capitalization, Punctuation, Usage, and Expression)	22	16	19
	2	2	Level 8	Reading (Picture Stories, Sentences, and Stories)		21	24
				Language (Spelling (items 1-11 only), Capitalization, Punctuation, Usage and Expression)		27	31
IOWA TESTS OF BASIC SKILLS (ITBS), SURVEY BATTERY, FORM C GRADES 3-8							
GRADE		TEST LEVEL	SUBTEST	FALL Raw Score	MID-YEAR Raw Score	SPRING Raw Score	
Fall	Midyear						
3		Level 9	Reading (Parts 1 and 2)	10	12	13	
			Language	16	19	21	
4		Level 10	Reading (Parts 1 and 2)	12	14	15	
			Language	18	19	20	
5		Level 11	Reading (Parts 1 and 2)	13	14	15	
			Language	21	22	23	
6		Level 12	Reading (Parts 1 and 2)	16	17	18	
			Language	25	26	28	
7		Level 13	Reading (Parts 1 and 2)	15	16	17	
			Language	24	25	26	
8		Level 14	Reading (Parts 1 and 2)	17	18	18	
			Language	25	25	26	
IOWA TESTS OF EDUCATIONAL DEVELOPMENT (ITED), CORE BATTERY, FORM C GRADES 9-12							
GRADE		TEST LEVEL	SUBTEST	FALL Raw Score	MID-YEAR Raw Score	SPRING Raw Score	
Fall	Midyear						
9		Level 15	Reading Comprehension	18	19	20	
			Language: Revising Written Materials	22	22	23	
10		Level 16	Reading Comprehension	19	20	21	
			Language: Revising Written Materials	26	26	27	
11		Level 17/18	Reading Comprehension	17	17	18	
			Language: Revising Written Materials	22	23	24	
12		Level 17/18	Reading Comprehension	18	19	19	
			Language: Revising Written Materials	25	25	26	

Table B-1 is based on the 2005 norms published by Riverside Publishing

- Fall: August 20 – November 30, 2012
- Mid-Year: December 3, 2012 – March 1, 2013
- Spring: March 4, - May 24, 2013

Appendix C
Testing Procedures and Score Conversions for
Plan B Gifted Program Eligibility

IOWA TESTS FOR GIFTED ELIGIBILITY UNDER THE DISTRICT PLAN B

The District has revised Plan B Gifted criteria to include the utilization of the *Florida Comprehensive Assessment Test* (FCAT) range scores for eligibility in determining gifted placement for underrepresented students in grades 4-12. Further information regarding the use of the FCAT scores can be found on http://advancedacademicprograms.dadeschools.net/vision_mission.htm

The *Iowa Tests* will be used by the district for students lacking FCAT or SAT-10 scores to determine student eligibility for the Gifted Program as outlined in the *District Plan to Increase the Participation of Underrepresented Students in the Gifted Program* (Plan B).

STUDENTS TO BE TESTED

Students should **only** test with the *Iowa Tests* when other test scores are unavailable for determining eligibility. Therefore, students must **not** be tested with the *Iowa Tests* if they have reading and mathematics scores on the SAT-10 or FCAT. Please refer to the matrix scoring system for Plan B Gifted.

IMPORTANT TESTING REMINDERS

Adhere to the following reminders when testing for Gifted eligibility:

- All documentation and referrals for the gifted program should be completed prior to testing. The *Iowa Tests* should *not be used* as a screening instrument for eligibility.
- Refer to Table A-1 to identify the correct test form, level, and subtests to be administered to a student.
- Students in grades K-10 should not be tested with the *Iowa Tests* after **March 8, 2013**, as other standardized assessments are administered in Spring 2012 (i.e. SAT-10 or FCAT). Orders placed after that date will not be filled. **Students referred for Plan B Gifted who participated in the SAT-10 or FCAT administrations must wait until results become available.**
- Whenever possible, it is recommended that additional criteria (e.g., grades earned, courses completed, and teacher judgment) be used in conjunction with the *Iowa Tests* to determine appropriate student placement.

REPORTING RESULTS

Table A-1 is to be used to determine the appropriate test level and subtests, to be administered to students for Gifted placement eligibility. This table also includes the number of test items and testing time in minutes for each subtest. After administering the appropriate tests to the student, scan and score Edusoft answer documents for each subtest using the Edusoft system. Then print a student list of raw score results. The number of items **correct (raw score)** on each subtest will be provided for each student tested. The raw score print out should be attached or written on the answer sheet and then placed into the student's CUM. Once this is completed, any used consumable test booklets should be securely shredded after placement decisions have been made.

Score conversions for Gifted Plan B Testing

Six tables, C-1 through C-6 are provided to carry out score conversions in the Fall, Mid-year and Spring, for reading and mathematics subtests. These tables provide the raw scores that correspond to given percentile ranks, according to grade level, test level, and time of year. Separate tables are provided for reading subtests and mathematics subtests in each testing window, as follows:

- **Fall Administration (August 20, 2012 – November 30, 2012)**
 - Table C-1 *Reading / Reading Comprehension*
 - Table C-2 *Mathematics / Mathematics Problems / Math / Mathematics: Concepts and Problem Solving*

- **Mid-year Administration (December 3, 2012 – March 1, 2013)**
 - Table C-3 *Reading / Reading Comprehension*
 - Table C-4 *Mathematics / Mathematics Problems / Math / Mathematics: Concepts and Problem Solving*

- **Spring Administration (March 4, 2013 – May 24, 2013)**
 - Table C-5 *Reading / Reading Comprehension*
 - Table C-6 *Mathematics / Mathematics Problems / Math / Mathematics: Concepts and Problem Solving*

Please note that only raw scores corresponding to the 80th percentile rank and above are included. These tables are used exclusively for the determination of possible student eligibility for the Gifted Program under Plan B guidelines. The program eligibility and placement guidelines are outlined in the *District Plan to Increase the Participation of Underrepresented Students in Gifted Programs*.

The following procedures should be used to determine each student's eligibility status.

1. After administering the appropriate test to the student, scan and score each subtest. Print the date of administration and the student's raw (number correct) score from Edusoft on the top of each scored answer sheet.

2. Using the appropriate table for the subtest and administration time (C-1 through C-6), find the row indicating the test level administered to the student.
3. Moving along the row for the test level administered, locate the student's number correct score, and then move up the column to find the percentile rank corresponding to that number correct score. This is the student's obtained percentile rank for that subtest.
4. If the student's number correct score is lower than any given in that row, the score corresponds to a percentile rank lower than the 80th percentile so the student would not meet the eligibility criteria (see the *District Plan to Increase the Participation of Underrepresented Students in Gifted Programs* (Plan B) for eligibility information.

The following examples will clarify procedures to follow for gifted program eligibility:

Example A: A seventh grade student, identified as a possible candidate for the Gifted Program, was administered the ITBS Survey Battery Level 13 *Reading* in March and obtained a number correct score of 32. Looking at the table for a spring administration of the reading subtest (Table C-5), you see that a score of 32 corresponds to a percentile rank of 96. Transfer this information to the eligibility determination form in the referral packet.

Example B: A fourth grade student, identified as a possible candidate for the Gifted Program, was administered the ITBS Survey Battery Level 10 *Math* in October and obtained a number correct score of 16. Looking on the appropriate table C-2, you can see that the raw score does not appear on the conversion table. This raw (number correct) score corresponds to a percentile rank of below the 80th percentile, and does not appear on the conversion table, so the student would not meet the eligibility criteria.

GIFTED PROGRAM ELIGIBILITY INFORMATION

For questions regarding eligibility and procedures for gifted placement, please contact the Division of Advanced Academic Programs, at 305-995-1934. For questions concerning *Iowa* testing procedures or assistance with score conversions, please contact Student Assessment and Educational Testing, at 305-995-7520.

TABLE C-1
FALL TESTING: August 20 –November 30
Iowa Tests for Grades K-12, Form C
Reading/Reading Comprehension
Percentile Ranks Corresponding to Selected Raw Scores
FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test Level	80%ile	81%ile	82 %ile	83 %ile	84 %ile	85 %ile	86 %ile	87 %ile	88 %ile	89 %ile	90 %ile	91 %ile	92 %ile	93 %ile	94 %ile	95 %ile	96 %ile	97 %ile	98 %ile	99 %ile
K	Complete Battery, 5R		13							14				15		16		17		18	19-23
1	Complete Battery, 6			38-39		40		41		42		43		44		45		46		47	48
2	Core Battery, 7					31						32				33		34			
3	Survey Battery, 9				21					22				23					24		25-27
4	Survey Battery, 10		22				23					24			25		26			27	28-30
5	Survey Battery, 11	23			24				25			26			27				28		29-32
6	Survey Battery, 12				27				28			29				30			31		32-34
7	Survey Battery, 13			27					28			29			30			31		32	33-36
8	Survey Battery, 14			29					30			31				32		33		34	35-37
9	Core Battery, 15			35		36			37			38			39			40		41	42-44
10	Core Battery, 16			36			37				38		39			40		41		42	43-44
11	Core Battery, 17/18				36			37				38		39			40		41		42-44
12	Core Battery, 17/18			37				38				39			40		41		42		43-44

Tables are based on the 2005 norms published by Riverside Publishing

TABLE C-2
FALL TESTING: August 20 – November 30
Iowa Tests for Grades K-12, Form C
Mathematics/Math Problems/Math/Mathematics: Concepts and Problem Solving
Percentile Ranks Corresponding to Selected Raw Scores
FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test Level	80%ile	81%ile	82%ile	83%ile	84%ile	85%ile	86%ile	87%ile	88%ile	89%ile	90%ile	91%ile	92%ile	93%ile	94%ile	95%ile	96%ile	97%ile	98%ile	99%ile
K	Complete Battery, 5R		23				24						25						26		27-29
1	Complete Battery, 6				30								31					32			33-35
2	Core Battery, 7				25						26					27				28	
3	Survey Battery, 9		14				15				16					17			18		19-23
4	Survey Battery, 10	17				18					19				20				21		22-25
5	Survey Battery, 11	20					21					22			23				24		25-28
6	Survey Battery, 12				21						22		23				24			25	26-30
7	Survey Battery, 13	23			24			25					26			27			28		29-33
8	Survey Battery, 14	22				23			24		25		26			27	28	29	30		31-35
9	Core Battery, 15	25			26		27		28		29	30		31		32	33			34-35	36-40
10	Core Battery, 16	26		27		28			29		30	31		32		33		34	35	36	37-40
11	Core Battery, 17/18		24		25		26		27		28		29	30	31		32	33		34	35-40
12	Core Battery, 17/18			27		28		29		30		31	32			33	34	35		36-37	38-40

Tables are based on the 2005 norms published by Riverside Publishing

TABLE C-3
MID-YEAR TESTING: December 3 – March 1
Iowa Tests for Grades K-12, Form C
Reading/Reading Comprehension
Percentile Ranks Corresponding to Selected Raw Scores
FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test Level	80%ile	81%ile	82 %ile	83 %ile	84 %ile	85 %ile	86 %ile	87 %ile	88 %ile	89 %ile	90 %ile	91 %ile	92 %ile	93 %ile	94 %ile	95 %ile	96 %ile	97 %ile	98 %ile	99 %ile
K	Complete Battery, 5R				16					17				18				19	20	21-22	23
1	Core Battery, 7	24			25		26			27	28			29		30		31		32-33	34
2	Core Battery, 8				32				33				34				35		36	37	38
3	Survey Battery, 9			22						23						24				25	26-27
4	Survey Battery, 10					24					25			26				27		28	29-30
5	Survey Battery, 11			25				26				27					28			29	30-32
6	Survey Battery, 12				28				29				30					31		32	33-34
7	Survey Battery, 13				28				29				30			31			32		33-36
8	Survey Battery, 14					30				31				32			33		34		35-37
9	Core Battery, 15			36			37			38			39			40			41	42	43-44
10	Core Battery, 16	36				37			38				39		40		41		42		43-44
11	Core Battery, 17/18		36				37			38			39			40		41		42	43-44
12	Core Battery, 17/18		37				38				39			40			41		42		43-44

Tables are based on the 2005 norms published by Riverside Publishing

TABLE C-4
MID-YEAR TESTING: December 3 – March 1
Iowa Tests for Grades K-12, Form C
Mathematics/Math Problems/Math/Mathematics: Concepts and Problem Solving
Percentile Ranks Corresponding to Selected Raw Scores
FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test Level	80%ile	81%ile	82 %ile	83 %ile	84 %ile	85 %ile	86 %ile	87 %ile	88 %ile	89 %ile	90 %ile	91 %ile	92 %ile	93 %ile	94 %ile	95 %ile	96 %ile	97 %ile	98 %ile	99 %ile
K	Complete Battery, 5R	25										26							27	28	29
1	Core Battery, 7				21					22				23				24	25	26	27-28
2	Core Battery, 8				24					25				26				27		28	29-30
3	Survey Battery, 9			16						17						18				19	20-23
4	Survey Battery, 10					19					20					21			22	23	24-25
5	Survey Battery, 11		21				22					23					24			25	26-28
6	Survey Battery, 12						22			23				24				25			26-30
7	Survey Battery, 13				25					26			27				28			29	30-33
8	Survey Battery, 14		23			24			25			26			27	28		29	30		31-35
9	Core Battery, 15		26		27			28	29		30		31			32	33		34-35	36	37-40
10	Core Battery, 16	27		28			29		30		31		32		33		34	35		36	37-40
11	Core Battery, 17/18	25			26		27		28		29		30	31		32	33		34	35	36-40
12	Core Battery, 17/18		27		28		29		30		31	32			33	34		35	36	37	38-40

Tables are based on the 2005 norms published by Riverside Publishing

TABLE C-5
SPRING TESTING: March 4 – May 24
Iowa Tests for Grades K-12, Form C
Reading/Reading Comprehension
Percentile Ranks Corresponding to Selected Raw Scores
FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test Level	80%ile	81%ile	82 %ile	83 %ile	84 %ile	85 %ile	86 %ile	87 %ile	88 %ile	89 %ile	90 %ile	91 %ile	92 %ile	93 %ile	94 %ile	95 %ile	96 %ile	97 %ile	98 %ile	99 %ile
K	Complete Battery, 5R		18						19				20			21			22	23	
1	Core Battery, 7				29					30				31			32		33	34	
2	Core Battery, 8					34					35				36				37		38
3	Survey Battery, 9			23								24						25			26-27
4	Survey Battery, 10					25				26					27				28		29-30
5	Survey Battery, 11		26						27					28				29		30	31-32
6	Survey Battery, 12				29					30						31			32		33-34
7	Survey Battery, 13					29			30					31				32		33	34-36
8	Survey Battery, 14		30					31		32					33			34		35	36-37
9	Core Battery, 15				37			38				39			40			41	42		43-44
10	Core Battery, 16				37			38				39		40			41	42			43-44
11	Core Battery, 17/18	36				37			38				39		40			41		42	43-44
12	Core Battery, 17/18	37				38				39			40			41		42		43	44

Tables are based on the 2005 norms published by Riverside Publishing

TABLE C-6
SPRING TESTING: March 4 – May 24
Iowa Tests for Grades K-12, Form C
Mathematics/Math Problems/Math/Mathematics: Concepts and Problem Solving
Percentile Ranks Corresponding to Selected Raw Scores
FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test Level	80%ile	81%ile	82%ile	83%ile	84%ile	85%ile	86%ile	87%ile	88%ile	89%ile	90%ile	91%ile	92%ile	93%ile	94%ile	95%ile	96%ile	97%ile	98%ile	99%ile
K	Complete Battery, 5R												27						28		29
1	Core Battery, 7			23					24					25				26			27-28
2	Core Battery, 8	25					26					27					28			29	30
3	Survey Battery, 9	17									18						19			20	21-23
4	Survey Battery, 10					20						21				22			23		24-25
5	Survey Battery, 11	22					23						24					25		26	27-28
6	Survey Battery, 12	22				23					24					25				26	27-30
7	Survey Battery, 13					26				27				28				29		30	31-33
8	Survey Battery, 14		24			25			26			27		28		29		30		31	32-35
9	Core Battery, 15	27			28		29		30		31			32		33	34	35	36	37	38-40
10	Core Battery, 16	28			29		30		31			32		33		34	35		36	37	38-40
11	Core Battery, 17/18		26		27			28		29		30	31		32	33		34	35	36	37-40
12	Core Battery, 17/18		28		29		30			31	32			33	34		35	36	37		38-40

Tables are based on the 2005 norms published by Riverside Publishing

Appendix D
The *Iowa Tests*– Viewing Test Results in Edusoft

Edusoft Training Materials For



Miami-Dade County Public Schools

How to view the results for the Alternative Standardized Reading Assessment

ASRA/Iowa Tests – Viewing Test Results in Edusoft

(ASRA) and the *Iowa Tests*.

1. Go to www.edusoft.com and log in with the district assigned ASRA/Iowa Tests username and password.

Edusoft
Assessment Management System
Collect, analyze, and act on student performance data to improve instruction.
[More info](#)

know™
assess²
Edusoft + Assess2Know content measure students' mastery of state standards. [More info](#)
[Take the Edusoft Product Tour](#)

Please Log In...
User Name:
Password:
Log In

Trouble Logging In?
If you are unable to log in, try the following:

- Check your spelling and Caps Lock key. To Edusoft, "JaneSmith" and "janesmith" are not the same.
- [Reset your password](#). Edusoft will assign you a new temporary password and e-mail it to you.
- Contact your district's Edusoft Administrator.
- Contact Edusoft [Customer Support](#).

what's new
Now Available: Assess2Know® Item Bank Aligned to National Standards
Riverside has developed an item bank aligned to the following highly respected national standard sets:

- The National Council of Teachers of Mathematics (NCTM) Standards for School Mathematics
- The American Association for the Advancement of Science (AAAS) Benchmarks
- Mid-continent Research for Education and Learning (McREL) Language Arts Standards
- The National Council for Social Studies (NCSS) Curriculum Standards for Social Studies

Assess2Know items aligned to these national standard sets are available for grades 2-11 in reading, math, & science and 9-11 for social studies. Please contact your Account Manager for more information on how this new item bank can be an integral part for your interim assessment program.

SIF CERTIFIED
FRAMEWORK • SIF • SCHOOLS INTEROPERABILITY
VERSION 1.5

2. Once your are logged in, select the "Admin" Tab then select "Grading".

Edusoft
Administrator

Multiple Measures | Benchmark Exams | Teacher Tools | Curriculum | **Admin**

Rosters | **Grading** | Settings | Multiple Measures | Custom Groups | Data Export

[Contact Support](#) | [Library](#) | [Change District](#) | [System Menu](#) | [Help](#)

[Learn more about new Edusoft features](#)

Although most current browsers work well with Edusoft, some features may not work properly with your current combination of Internet Explorer and Windows OS. Please check our [Minimum System Requirements help page](#) for the officially supported browsers.

Rosters

- View students in your district, school or class
- See date of most recent roster update
- **Lookup** student IDs for generic answer sheets
- **Add new students** to your school and classes between roster updates

Grading

- View status of scanned answer sheets by session
- Find and fix scanning failures
- Select test view to identify any students **still missing scores**
- [Download, install, and configure](#) the Edusoft Grader
- [Print or Review Diagnostic Answer Sheets](#) for testing your scanner configuration.
- [Manually grade](#) free-response questions for online tests.

Select the "Grading" icon at the top of the page or the "Grading" link on the page.

Select the "Admin" tab at the top of the page. Once selected it will turn blue.

- 3.

4. The next view will show the "Scanning Status". Using the drop down arrow, make your selections for "Session", "Time Period", and "Site(s)".

If you scanned the answer sheet yourself, select "Answer sheets I scanned". Otherwise, select the type of answer sheet used.

Select the drop down arrow to make your choice.

Edusoft Administrator

Multiple Measures | Benchmark Exams | Teacher Tools | Curriculum | Admin

Rosters | Grading | Settings | Multiple Measures | Custom Groups | Data Export

Contact Support | Library | Change District | System Menu | Help

Scanning Status: Session Summary

Show Sessions By: Answer sheets I scanned

Time Period: Answer sheets I scanned

Site(s):

School(s): -- All Schools --

Custom Group(s): -- All Custom Groups --

View unresolved only [view](#)

Select the time period in which the answer sheets were scanned. Choose "Last Week" for answer sheets that were scanned the day before.

Edusoft Administrator

Multiple Measures | Benchmark Exams | Teacher Tools | Curriculum | Admin

Rosters | Grading | Settings | Multiple Measures | Custom Groups | Data Export

Contact Support | Library | Change District | System Menu | Help

Scanning Status: Session Summary

Show Sessions By: Answer sheets I scanned

Time Period: Today

Site(s):

School(s): -- All Schools --

Custom Group(s): -- All Custom Groups --

View unresolved only [view](#)

meet these criteria.

The "Site(s)" selection should remain "All Sites." Select your school.

Edusoft Administrator

Multiple Measures | Benchmark Exams | Teacher Tools | Curriculum | Admin

Rosters | Grading | Settings | Multiple Measures | Custom Groups | Data Export

Contact Support | Library | Change District | System Menu | Help

Scanning Status: Session Summary

Show Sessions By: Period-specific answer sheets

Time Period: Today

Site(s): -- All Sites --

School(s): -- All Schools --

Custom Group(s): -- All Schools --

Benjamin Franklin Elementary

George Washington Elementary

Lincoln Middle School

James Madison High School



Administrator

[Contact Support](#) [Library](#) [Change District](#) [System Menu](#) [Help](#)

Scanning Status: Session Summary

Show Sessions By: School(s):

Time Period: Custom Group(s):

Site(s): View unresolved only

Click on the session date and time that the answer sheets were scanned.

Session Date/Time	Name	School/Custom Group	Test(s)	# of Pages Processed	# of Unresolved	Notes
Jun 30, 2009 11:17 AM	Michelle Cole	Benjamin Franklin Elementary	Gr. 3 ASRA Test May 2009	2	0	-
Jun 30, 2009 10:18 AM	Michelle Cole	Benjamin Franklin Elementary	Gr. 3 ASRA Test May 2009	20	0	-

- * Yellow backgrounds indicate sessions that are presently being graded.
- * Blue backgrounds indicate sessions that contain diagnostic answer sheets.

Scanning Status: Session Detail

Name: Michelle Cole
 Date/Time: Jun 30, 2009 10:18 AM
 School(s): Benjamin Franklin Elementary
 Scanner Location: SBAB
 Tests: [Gr. 3 ASRA Test May 2009](#)

Scanning Summary	Pages	Successes	Resolved	Unresolved	Still Grading
First Batch of Scans:	12	12	0	0	0
Second Batch of Scans:	8	8	0	0	0
Total Session Scans:	20	20	0	0	0

[Delete All Session Scores](#)

The student's name, I.D. number, and raw score are all shown in the session summary.

Gr. 3 ASRA Test May 2009 (Bench.)

Students Scanned In This Session

#	Name	Student ID	Pages Scanned	Score		#	Name	Student ID	Pages Scanned	Score	
1	Solvagna Beshears	800114808034	All	10	Delete	11	Tantunia Brannon	800114808044	All	20	Delete
2	Mikaiah Biles	800114808035	All	8	Delete	12	Tarryn Bridgett jr	800114808045	All	8	Delete
3	Miracle Blassingame li	800114808036	All	17	Delete	13	Hrag Bryson	800114807561	All	7	Delete
4	Monson Boatner Jr	800114808037	All	8	Delete	14	Kellye Gallo	800114807562	All	8	Delete
5	Mosses Bonifacius	800114808038	All	11	Delete	15	Jessi Gerber	800114807563	All	8	Delete
6	Muntasir Bordenave	800114808039	All	9	Delete	16	Leana German	800114807564	All	7	Delete
7	Tamikka Botelho	800114808040	All	16	Delete	17	Kalvin Luther	800114807566	All	6	Delete
8	Mycheal Bounds	800114808041	All	9	Delete	18	Rae Shelley	800114807567	All	9	Delete
9	Tanine Boxley	800114808042	All	10	Delete	19	Ethen Steffen	800114807559	All	8	Delete
10	Nadir Bozart	800114808043	All	10	Delete	20	Hripsime Wakefield	800114807560	All	10	Delete

Appendix E
Procedures for Adding New Students to Edusoft

**Edusoft Training Materials
For**



Miami-Dade County Public Schools

Iowa Tests – Adding Students To A School In Edusoft

1. Log in to Edusoft

RIVERSIDE PUBLISHING
a subsidiary of Houghton Mifflin Harcourt

Corporate Info About Edusoft Contact Us

Edusoft
Assessment Management System
Collect, analyze, and act on student performance data to improve instruction.
[More info](#)

know assess
Edusoft + Assess2Know content measure students' mastery of state standards. [More info](#)
[Take the Edusoft Product Tour](#)

what's new
Success!
Benchmark assessment results can be used at the district, school, and classroom level to...

- guide classroom instruction.
- identify individual student needs for re-teaching, intervention and/or acceleration.
- determine student growth and student performance relative to grade-level and/or course achievement expectations.
- provide periodic evaluation of program effectiveness and guide professional development efforts.

Read about the success occurring at multiple districts across the nation using the **Edusoft® Assessment Management System**.

Link:
<http://riverpub.com/products/edusoft/success/>

Trouble Logging In?
If you are unable to log in, try the following:

- view the [Logging In](#) training video
- Check your spelling and Caps Lock key. To Edusoft, "JaneSmith" and "janesmith" are not the same.
- [Reset your password](#). Edusoft will assign you a new temporary password and e-mail it to you.
- Contact your district's Edusoft Administrator.
- Contact the Edusoft [Support Center](#).

2. Select the "Admin" tab then select "Rosters".

Edusoft

Multiple Measures Benchmark Exams Teacher Tools Curriculum **Admin**

Rosters Grading Settings Multiple Measures Custom Groups Data Export

Administrator

Contact Support Library Change District System Menu Help

Select the Admin Tab

Select Rosters

[Learn more about new Edusoft features](#)

Although most current browsers work well with Edusoft, some features may not work properly with your current combination of Internet Explorer and Windows OS. Please check our [Minimum System Requirements help page](#) for the officially supported browsers.

Rosters

- View students in your district, school or class
- See date of most recent roster update
- Lookup student IDs for generic answer sheets
- Add new students to your school and classes between roster updates

3. Type in student's first name, last name and I.D.# then select "Go".

The screenshot shows the Edusoft Administrator interface. At the top, there is a navigation bar with tabs for Multiple Measures, Benchmark Exams, Teacher Tools, Curriculum, and Admin. Below this is a secondary navigation bar with icons for Rosters, Grading, Settings, Multiple Measures (marked BETA), Custom Groups, and Data Export. The main content area is titled 'Roster Home' and contains a 'Find or Add a Student' form. The form has three input fields: 'First name:' with the value 'Siedah', 'Last name:' with the value 'Bodie', and 'District Student ID' with a dropdown menu and the value '22535'. A 'GO' button is located below the form. A red arrow points to the 'View recently added/edited students' link next to the last name field.

4. Type in student information and select "Create as New".

The screenshot shows the Edusoft Administrator interface with the 'Student Search Results' form. The form is titled 'Student information:' and has six input fields: 'First Name:' with 'Siedah', 'Middle Name:', 'Last Name:' with 'Bodie', 'State Student ID:', 'District Student ID:' with '22535', and 'Birthday (mm/dd/yyyy):'. Below the form are three buttons: 'CANCEL', 'SEARCH AGAIN', and 'CREATE AS NEW'. A red box with the text 'There is no need to fill out the State Student ID#' has a red arrow pointing to the 'State Student ID' field. Below the form, there is a section titled 'Matching students:' with the text 'There are no matching students. Modify your search, or click Create as new to add this student to your roster.'

5. Select student gender then select "Continue".

Add New Student

Enter all available student information:

First name:

Middle name:

Last name:

Gender:

State student ID:

District student ID:

DOB (mm/dd/yyyy):

i First Name, Last Name, and either State Student ID or District Student ID are required.

CANCEL **CONTINUE >**

6. Select student grade ONLY then select "Continue".

Add New Student

Student: Siedah M Bodie

School: George Washington Elementary School

Grade:

DO NOT select Ed Programs or Ethnicity information. This data will automatically be added in the next roster update.

Ed programs:

- ESE / Students with Disabilities (SWD)
- Economically Disadvantaged
- FCAT Math Achievement 1
- FCAT Math Achievement 2
- FCAT Math Achievement 3
- FCAT Math Achievement 4
- FCAT Math Achievement 5
- FCAT Reading Achievement 1
- FCAT Reading Achievement 2

Ethnicity:

- American Indian / Alaskan Native
- Asian / Pacific Islander
- Black (Non-Hispanic)
- Hispanic
- Multiracial / Ethnic
- Other
- Unreported
- White (Non-Hispanic)

< BACK **CONTINUE >**

7. Select school then select "Continue".

Add New Student

Student: Siedah M Bodie

Enroll student in these schools:

<input type="checkbox"/>	School
<input type="checkbox"/>	Andrew Jackson Elementary School
<input checked="" type="checkbox"/>	George Washington Elementary School
<input type="checkbox"/>	James Madison Elementary School
<input type="checkbox"/>	James Monroe Elementary School
<input type="checkbox"/>	James Polk Elementary School
<input type="checkbox"/>	John Adams Elementary School
<input type="checkbox"/>	John Tyler Elementary School
<input type="checkbox"/>	Martin Van Buren Elementary School
<input type="checkbox"/>	Millard Fillmore Elementary School

[← BACK](#) [CONTINUE →](#)

8. Select "Continue to Courses".

Add New Student


Confirm Student Information

Please review all information before continuing.

First name: Siedah
Middle name: M
Last name: Bodie
State student ID: none
District student ID: 22535
DOB (mm/dd/yyyy): 07/25/1986
Gender: F

School: George Washington Elementary School

Grade: 3
Ethnicity:
Ed programs:

 This student will not be affected by roster updates until 02/15/2010. Please make sure that your district's SIS is up to date before then.

[← BACK](#) [CONTINUE TO COURSES](#)

9. Select course then select "Continue".

Student Enrollment

Selected Student: Siedah M Bodie

Select courses:

- Grade 5
- Kindergarten
- Grade 3
- Grade 3
- Grade 6
- Kindergarten
- Grade 5
- Grade 3
- Grade 2
- Grade 5


CANCEL CONTINUE >

10. Select course with teacher then select "Continue".

Student Enrollment

Selected Student: Siedah M Bodie


Select periods to add for this student:

 You can use your browser's Find command (Ctrl-F or Cmd-F) to search for an entry in a long list.

George Washington Elementary School


Grade 3

- Carroll, Ivan
 Grade 3
- Payne, Johnny
 Grade 3
- Thomas, Tyler
 Grade 3
- Walters, Victor**
 Grade 3

 This student will not be affected by roster updates until 02/15/2010. Please make sure that your district's SIS is up to date before then.

CANCEL CONTINUE >

The student has been successfully added.

User Profile	
Name: Siedah M Bodie User Type: Student Edit This Student Delete This Student	
District: Liberty School District	Enrolled School: George Washington Elementary School <hr/> Additional Schools: No Additional Schools Add/Edit School Enrollment Remove Schools
User Cannot Login. Create a login for this user	
Edusoft ID: 800627929052 District Student Code: 22535 State Student Code: none Gender: F Date of Birth: 07/25/1986 Guid: 34e3579f172d7a2f39b18db2:126b0032652:1724 Enrollment Data: Add Periods Remove Periods George Washington Elementary School 2003-2004 School Year / School Student Code: none Grade 3 Grade 3	
Last update: edited by Michelle Cole on 02/08/2010 This student has never been in a roster file.	
 This student has been edited recently and will not be affected by roster updates until 02/15/2010.	

Student has been added, but will be overwritten with complete student information on the next

