Miami-Dade County Schools

Facilitator's Guide
Unify Test Platform

performance matters

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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).
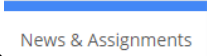
Login Info (Slide 5)

- Login to MDPS Employee portal
    - Go to **Apps, Services, Sites** Tab
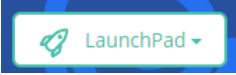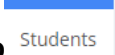   - Click Unify Testing Platform

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 News & Assignments : Access videos about each section of today's agenda. Participants may find answers to questions after training. **(Slide 7)**

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

- **Students Tab** Students

    - 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**


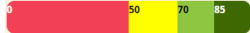**Contact Performance Matters Test Platform Support for Assistance**
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- Filter by **Select Test tool bar.** `Select Test(s)` **(Slide 8)**
    - ☐ To look at info from multiples tests, click on multiple tests
    - ☐ Selecting one test will produce a mini Student Item Analysis report.
- Filter by Attribute **Widgets** `ALL 301` `SWD 16` `LEP 38` **(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 pictures can be uploaded if the district chooses.
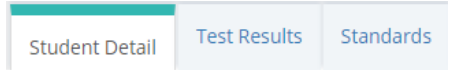
- **Student card**
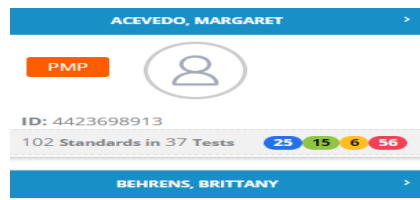
    - **Bottom Left**
        - ☐ Shows the number of standards tested and the number of tests taken.
        - ☐ The teacher will only see the Unify assessments for their students
    - **Bottom Right**
        - ☐ Shows the mastery level of the standards.
        - ☐ Hovering over the colored bubbles will 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
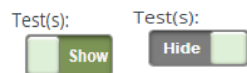
   - This will give the list of tests the student has taken in the teacher's class and the mastery level
    - These are Unify tests only, that were taken online or scanned from a bubble sheet, not state or imported tests.
    - Hover over the bubble to see additional data.

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Student Detail | Test Results | Standards

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** 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.

    Local | State | Additional Scores
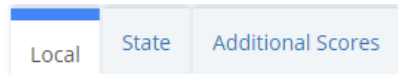
        - The local tab shows the tests students took that were created in Unify.
            - Search for a test by using the **Search** bars
            - The colored bubbles indicates the students mastery level
                - 🔴 ELA
                - 🔵 Math
                - 🟡 Math
                - 🟢 ELA
            - 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** 📊 View Report > shows the same information in a bar graph
            - Click the **plus sign** ⊕ to see separate results for a test with multiple sections

- ☐ **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 ☐ Show all scores 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** [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

    ELA (SC.4.P, SC.912.N, LA.6

    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

TEST CENTER (30 min)

Tests | **SLO**

Administration

New Test
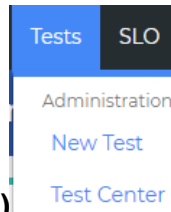
Test Center

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**, AKO Demo Test permission has been given to view, administer, and download the test.
    - ☐ If the test is **not blue**, 18.03 GradeCam Scan Test_cb 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** Limit to 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 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)**

| Blank Answer Sheet | Preslugged Sheets | Release | Unrelease | Close |

- ☐ 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
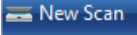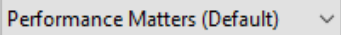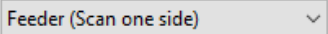   - ○ Students should not alter the QR Code

SCANNING TESTS (10-15 min)
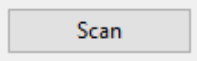
Scanning (Slides 20-23)

### 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**

    Profile: Performance Matters (Default)

  - Make sure the SOURCE is on **Scan One Side**

    Source: Feeder (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 As

    Save in: pm_scans
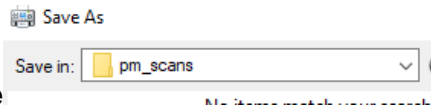
    save

- Open the **PM Scans icon** on desktop and find file

- Open the **Send Scans to Unify icon** on desktop

- Once the scan is complete, `Your scans have been sent to PM.` 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

    Unify
    FASTe
    Observer
    Scanview

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

Scan batch 3265222 received 09			
1	57098532	1	Archived

- 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
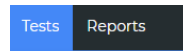
Scan batch 3260054 received 09/04/2018 16:43:03 in fl/fl_miami			
2	57017675	1	FailedProcessing

OLA STUDENT ADMIN (OLA) (30 min)

OLA (Slides 24- 29)

Tests	Reports
Administration	
Test Center	
OLA Student Admin	

- Two ways to **Access OLA Student Admin**   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

  ☑ **Live Updates**
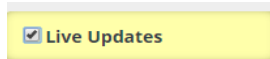
  - **OLA Widgets   (Slides 28-29)**

Unassigned	Assigned ⭐	Locked 🔒	In Progress ↻	Submitted	Finished ✔
1 ▾	114 ▾	0 ▾	0 ▾	0 ▾	0 ▾

  - **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
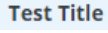

- ○ **Submitted** shows students that have completed the test and "turned it in"
- ○ **Finished** shows students that have completed the test and unify has scored and recognized the results. (Usually updates every 15 min with submission of test)
- Students in **Finished Status** will have SIA reports 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)**
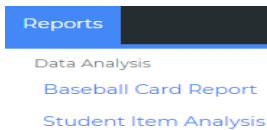
1. **Reports** drop-down
   - Choose Student Item Analysis
   - Select test from the **Test Title** Test Title drop-down
2. **Student card**

- ▪ Click Student name in blue bar
- ▪ Test results tab
- ▪ Click on a test
3. Teacher **MyUnify** page
    - ▪ Select test from the **Test** drop down
    - ▪ Click on the blue hyperlink name of the test next to **Standard Analysis**

- **Student Item Analysis** look at any test a student on your roster has taken
- The SIA is divided into two sections- Total and Individual **(Slides 33–34)**
    - *Total Data*
    - **Item Attributes tab** `Item Attributes`
        - ▢ **Attribute** `Attribute` shows Standards assessed on the test
            - Hover over to get details
            - Click the standard to get more specific results for that specific standard
            - Click it again to return to the original results
        - ▢ **# of items** `# of Items` shows the number of questions assessed the standard
        - ▢ **% of students** `% of Students` shows how the students performed on the standard
            - Hover over the standard to get more details
            - Click the individual band to get more specific results for that specific level
            - Click it again to return to the original results
        - ▢ We will go over the color blocks at a later dates
        - ▢ **Average** `Average` gives the overall student average for the standard
            - PE- Points Earned/PP-Points Possible
        - ▢ The bar graph compares the class (student) with the school and district for that test.
            - To see individual standards bar graph comparison, click on the standard.
                - o Re-click the standard to return to original
    - **Achievement Bands tab** `Achievement Bands` gives a more detailed view of the results of mastery **(Slide 35)**
        - ▢ The top bands show the test bands range
    - **Item Details tab** `Item Detail` must click on one of the specific questions at the bottom section of the SIA **(Slide 36)**
        - ▢ This pulls up a bar graph that shows the percentage of correct/incorrect answers for the student, school, and district

- ☐ 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 `Additional Filters ▽` and adding student filters

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

| Standard | Depth of Knowledge | Complexity | Difficulty | Taxonomy | Question Interactions | Performance Level Descriptor |

- ☐ **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** `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
      - o Hover over the question number to see the points possible
      - o 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** `Item Scores`
  - ☐ Gives correct or incorrect and the points earned
- **Rubric Scores** `Rubric Scores`
  - ☐ Breaks apart the rubric

- Ex. 4-4-2
- Shows the rubric answers
- The bottom section can be printed using **excel or csv** Excel CSV
- SIA can be shared using **permalink** 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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