

# 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)

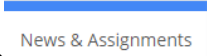
- Login to MDPS Employee portal
  - Go to **Apps, Services, Sites** Tab
  - Click Unify Testing Platform

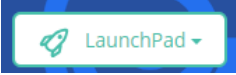
### MYUNIFY (40 min)

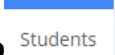

#### MYUNIFY (Slides 6-10)

- 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



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

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

- **Students Tab** 
  - Filter by **Course**. 
    - 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**

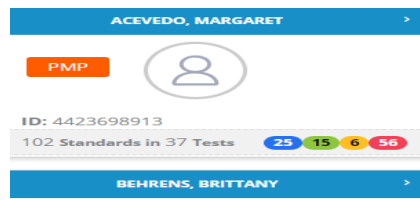
### Contact Performance Matters Test Platform Support for Assistance

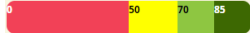
Email: [testplatform@dadeschools.net](mailto:testplatform@dadeschools.net)

Phone: X 2345

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

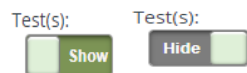
- **Student card**



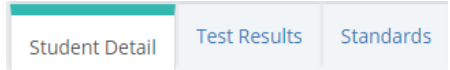
- **Bottom Left**
  - Shows the number of standards tested and the number of tests taken.
  - The teacher will only see the Unify assessments for their students
- **Bottom Right**
  - Shows the mastery level of the standards.
  - Hovering over the colored bubbles will show more specific data.
  - Student 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

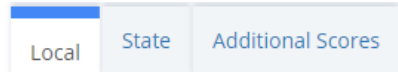


- This will give the list of tests the student has taken in the teacher's class and the mastery level
- These are Unify tests only, that were taken online or scanned from a bubble sheet, not state or imported tests.
- Hover over the bubble to see additional data.



STUDENT DETAIL (Slides 11-12)

- To Access
  - Click the **Student's card** on the MyUnify page and it will pull up student information.
  - Click on the **Reports**  drop down at the top of the page.
    - Click on Student Detail and it will show student information.
- Student Detail Tab (Slide 11)**
  - This shows the student's attributes (set by the district) and contact info
  - This page will also display the student's school information
    - Schedule
    - Early warning indicators
- Test Results Tab (Slide 12)**
  - All the tests the student has taken so far this year, in any class, will appear on this page.
  - Tests are divided into local, state, and additional sources.

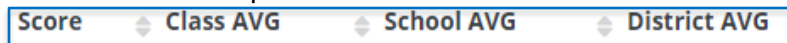




- The local tab shows the tests students took that were created in Unify.

- Search for a test by using the **Search** bars
- The colored bubbles indicates the students mastery level



- Student scores, class average, school scores, and district scores are shown for comparison



- 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

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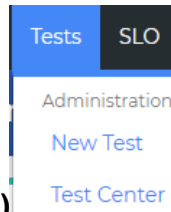
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- State** tab shows how each student performed on the state tests.
  - Click the **plus sign** to see separate results for a test with multiple sections
  - Check the **show all scores** box  **Show all scores** and it will pull up the student's levels
- Additional Scores** tab
  - Tests which are imported from 3rd party; such as I-ready, ACT, SAT, Sanford
  - Click the **all years**  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)



### 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)**



- 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



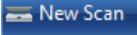
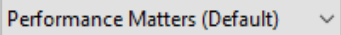
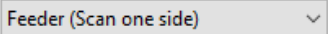
## SCANNING TESTS (10-15 min)

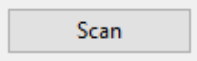
### Scanning (Slides 20-23)

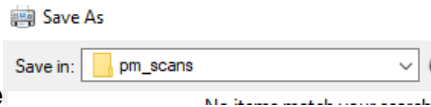
#### Scanning Bubble Sheets using the Desktop Software

- **\*\*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

- 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



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- Click **Scanview** from the drop-down menu
- The scanned documents will be viewed
- **Archived** means scan went through and was accepted
- **Failed Processing** means scan did not go through
- This process could take 15 mins to complete

Scan batch 3265222 received 09

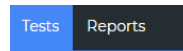
1 57098532 1 Archived

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)



Administration

Test Center

OLA Student Admin

- Two ways to **Access OLA Student Admin** (Slide 25)

#### 1. From **Tests**

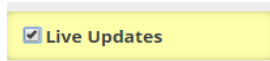
- Click **OLA Student Admin**
- Select desired test from the **Select a Test** drop down bar

#### 2. From **Tests (Slide 26)**

- Click **Test Center**
  - Select test from the test window
  - Select **OLA Student Admin** on the blue **Select** button

- **Navigate OLA Student Admin (Slide 27)**

- The bar at the top gives a testing status summary
- Click **live updates** will refresh page every few seconds; in order to monitor testing progression



- **OLA Widgets (Slides 28-29)**

Unassigned	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

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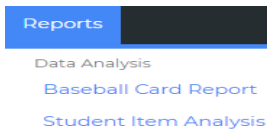


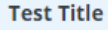
- **Submitted** shows students that have completed the test and “turned it in”
- **Finished** shows students that have completed the test and unify has scored and recognized the results. (Usually updates every 15 min with submission of test)
- Students in **Finished Status** will have SIA reports available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

## STUDENT ITEM ANALYSIS (SIA) (45 min)

### STUDENT ITEM ANALYSIS (Slides 30- 39)

- **To Access (Slides 31-32)**



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

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- 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.
      - 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
    - Hover over the question number to see the points possible
    - The first number indicates the test section
  - If there is a rubric for the question, the answer will be in a box
  - Click on any answer to see how the student answered
  - Click the play button next to the question number to see the question
  - The colors give the mastery level




- **Item Scores** **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**  
- SIA can be shared using **permalink**  at the top of the page
  - Copy the URL
  - Paste in an email
  - Teachers will only see the students on their roster
- Click on any student's name and a new tab will open to their Student Details page



## **Performance Matters Test Platform Program Support**

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