

**When NAVIGATING in School City, DO NOT USE THE BACK BUTTON-YOU WILL GET LOGGED OUT. Hit LAUNCHPAD to get back to the main menu.**

**How To ADMINISTER an ONLINE ASSESSMENT**

1. Click on ONLINE
2. Click SCHEDULE/MONITOR
3. Select the ASSESSMENT (Click on the assessment you want and skip to step 7)
4. If you do not see the Assessment, click on MORE
5. This brings you to the Manage Assessment Tab
6. Find the test you want to administer and click the ONLINE ADMIN icon
7. Check the box at top to ACTIVATE ALL and then hit the ACTIVATE/INACTIVATE button
8. Your students will now be able to take this test! \*Please note tests default to only being available during school hours, if you want them to take it at home, you would need to change the parameters

**How to SCORE an ONLINE ASSESSMENT**

1. Click on SCORE
2. Click on SCORE CONSTRUCTED RESPONSE ITEMS
3. Select the ASSESSMENT
4. You can now enter grades BY STUDENT for EACH QUESTION

\*It automatically saves the data as you enter

1. Click SAVE when you are all finished grading

\*In the top Right Hand Corner of each question you see a paper icon (THIS IS THE RUBRIC!)

**How to ENTER SCORES for BENCHMARK DATA**

1. Click on SCORE
2. Click on ENTER SCORES FOR PERFORMANCE BASED (A+)
3. Select the ASSESSMENT
4. Enter the Scores in OVERALL column
5. Click SAVE when done

**How to PREVIEW CREATED ASSESSMENTS or TEST QUESTIONS**

1. Click on ASSESSMENTS from the TOP TOOLBAR
2. You will see different TABS, select the tab for the type of assessment

**Recent=** Self explanatory RECENT ASSESSMENTS you have looked at or administered

**My Assessments=** Any Assessments you have created

**School=** Assessments created at School Level

**District=** Assessments created at District Level

**Inspect=** This has item bank of questions organized by standards

**Rapid Response=** 6item tests created based by standard

**EngageNY=** Printable assessments from Engage NY

1. The assessments are listed on the far right you will have options for what to do with this test, the folder will have the test answer key and test booklet for any published assessment.

**How to VIEW REPORTS of an ONLINE ASSESSMENT or BENCHMARK DATA**

1. Click on VIEW REPORTS
2. Select PREDEFINED REPORTS
3. Click on TEST RESULTS
4. At the top of the page it will show the Assessment, if this is not the ASSESSMENT you can CHANGE ASSESSMENT
5. Each tab will show the DATA in a different way

**Test Results=** Overall test average and break down of Meeting, Approaching, Below

**Student Response=**How did each student answer the questions

**Standard Analysis=**How did they perform by standard

**Feedback Cards=**Cards that tell students how they have done on the standards, which questions they missed, and which standards they need to practice \*NOTE-if students scored 100% they will not get a card

**Item Analysis=**How did they perform by item \*Note you can click on the item # to see the actual question

**Demographic Profile**= Doesn’t have any information

**Summary=** Your assessment averages compared to the grade level average