Richmond County School System

Assessment Design, Delivery & Data

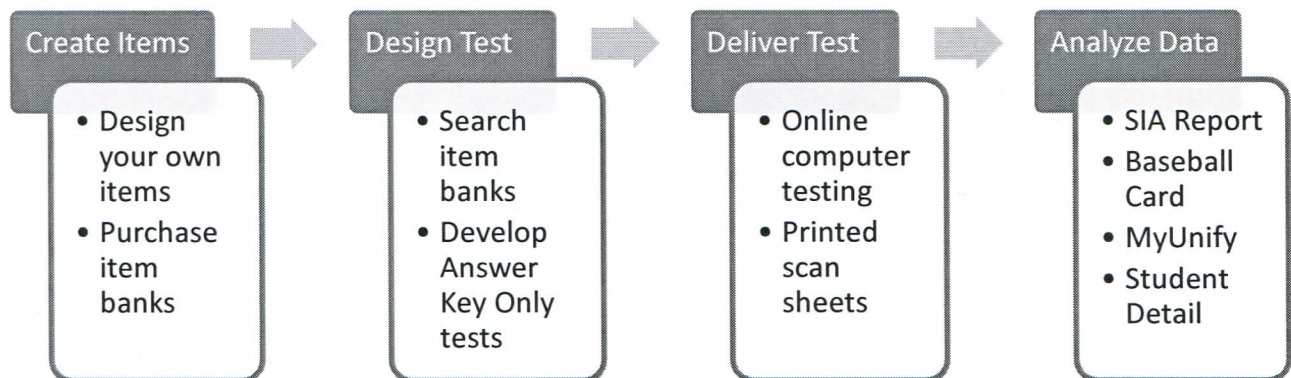### Training Workbook

performance matters

Test Design

How do you currently design tests for students?

Unify Workflow

Create Items		Design Test		Deliver Test		Analyze Data
• Design your own items • Purchase item banks	→	• Search item banks • Develop Answer Key Only tests	→	• Online computer testing • Printed scan sheets	→	• SIA Report • Baseball Card • MyUnify • Student Detail

Agenda

ONLINE TESTING TRACK	GRADECAM SCANNING TRACK
Unify Overview • Review the basic workflow of Unify • Determine which track to follow	**Unify Overview** • Review the basic workflow of Unify • Determine which track to follow
Create Assessments • Create an assessment from third-party item banks (Progress Testing)	**Create Assessments** • Create an answer key only test for scanning with GradeCam
Test Center • Release online tests in Test Center	**Test Center** • Print scan sheets for paper-based testing
Online Testing • Administer an online assessment in OLA	**Scanning Tests** • Scan tests with GradeCam
If Time Permits	
Online Scoring • Enter student responses using the Online Scoring tool	**No Scoring Needed** • GradeCam only supports multiple choice items so online scoring is not needed
MyUnify • Monitor student progress using MyUnify & Student Detail	**MyUnify** • Monitor student progress using MyUnify & Student Detail
Student Item Analysis • Identify overall class performance on a test • Identify how students performed on specific standards	**Student Item Analysis** • Identify overall class performance on a test • Identify how students performed on specific standards
Baseball Card • Build a customized report with multiple measures	**Baseball Card** • Build a customized report with multiple measures

Create a Test

STEP 1 (Both Tracks): Select the Test Properties

Properties | Administration

Assessment Title

10-100 characters

Assessment Description

2000 character limit

Assessment Category

Course Types

Grade Levels

Performance Band Preview

0 | 67 | 91

Performance Band Select

Richmond County Cut Scores

Create New Band

Standards Distribution

Assessment Title: Name of the test

Assessment Description: Optional for additional information about the test

Assessment Category: Used as a filter in Test Center and Student Detail

Course Type and Grade Level: Determines which students have access to OLA

Performance Band: Select Richmond County default band for cut scores

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NOTES

Add Items to a Test

STEP 2 (Online Track): Add Items to the Test

Add Items 1. Select the "Add Items" button

Add Items

Keywords Standard Resources Item Assignment

3. Preview and select items Reset

Item Source / Bank

☐ Default Source (66)

☐ Open Source (26k)

☐ PT ELA - Teacher Use (11.3k)

☐ PT GSE Science - Teacher Use (14.9k)

☐ PT GSE Social Studies - Teacher Use (6k)

☐ PT Math - Teacher Use (10.9k)

☐ Technology Enhanced Item Examples (232)

Grade Level

☐ K (1)

☐ 1 (1.2k)

☐ 2 (1.3k)

☐ 3 (5.1k)

Preview

The diagrams below show a USB flash drive and a compact disc (CD).

2. Narrow your search

USB flash drive   Compact disc

Both USB flash drives and CDs are very durable compared to previous storage devices. USB flash drives have replaced CDs for many applications. Describe four advantages of using USB flash
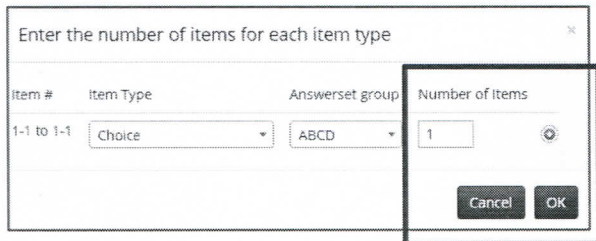
Preview

4. Add items to assessment.

Cancel   Add To Assessment

NOTES

STEP 2 (Scanning Track): Create an Answer Key
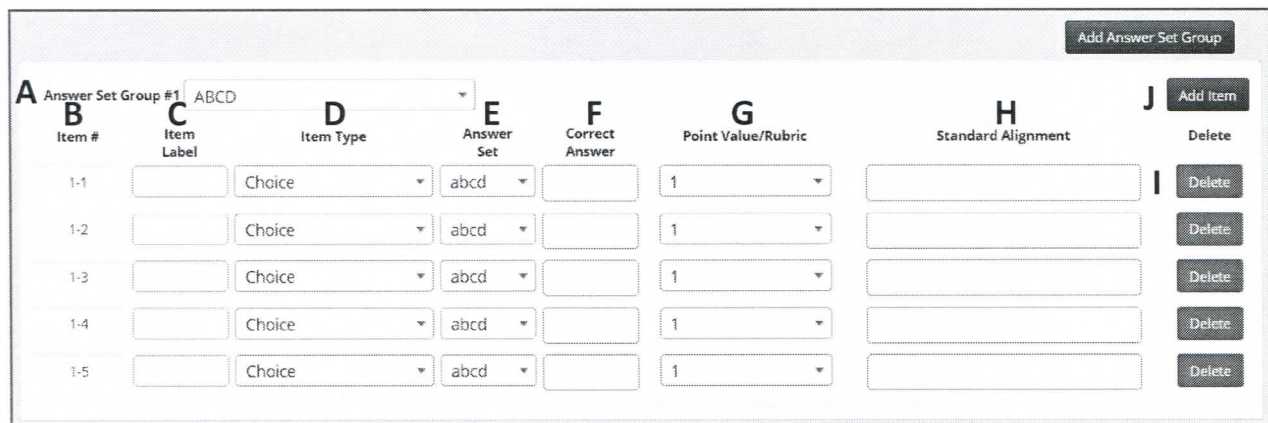
1. **Slide Answer Key Only toggle to "On."**

Answer Key Only Off

2. **Select number of items desired on the test.**
3. **Select OK.**

Enter the number of items for each item type			
Item #	Item Type	Answerset group	Number of Items
1-1 to 1-1	Choice	ABCD	1

Cancel OK

4. **Configure the Items.**
   a. **Answer Set:** Adjust type of answer choices for the Choice items in the set group
   b. **Item #:** System item number that cannot be edited
   c. **Item Label:** User-defined label limited to 5 characters
   d. **Item Type:** GradeCam scanning only supports Choice items
   e. **Answer Set:** Selected at the answer set group level
   f. **Correct Answer:** Enter the correct response for the item
   g. **Point Value/Rubric:** Enter the point value for the item
   h. **Standard Alignment:** Search and add one or more standards
   i. **Delete Button:** Remove an item
   j. **Add Item Button:** Add additional items

Add Answer Set Group

A Answer Set Group #1 ABCD   **J** Add Item

B Item #	**C** Item Label	**D** Item Type	**E** Answer Set	**F** Correct Answer	**G** Point Value/Rubric	**H** Standard Alignment	Delete
1-1		Choice	abcd		1		**I** Delete
1-2		Choice	abcd		1		Delete
1-3		Choice	abcd		1		Delete
1-4		Choice	abcd		1		Delete
1-5		Choice	abcd		1		Delete

Administration Options

STEP 3 (Both Tracks): Choose the appropriate test administration options from the Administration tab

ONLINE TRACK	SCANNING TRACK

ONLINE TRACK

Properties | Administration

SAM Test ID

☐ Private
☐ Restrict Access to Download Test
☐ Test Security (High Stakes)
☐ Show Points (BBCard)

Administration Window

Delete Window

📅 01/02/2018 to 02/02/2018 ▾

OLA ☑

Test Settings
☐ Random Question Presentation
☐ Allow Pause
☐ Enable Secure Test Lockout
☐ OLA Impersonation
☐ Show student score after submission

General Display Settings
Tool Settings
The following settings can be updated in the Test Format screen:
    Calculator
    Eliminator
    Highlighter
    Scientific Calculator
    Reference Sheet
    Special Instructions Area
    Stop Confirmation Message

1. Select OLA options

Scan Sheets ☐

Enter/Edit Responses ☑

Edit Response Settings
☐ Human Scorable Items Only

2. Enable Online Scoring for rubric items if required

Limit Test Center ☐

Reporting Options

Audit

Add Window

☑ Show Past Windows

SCANNING TRACK

Properties | Administration

SAM Test ID

☐ Private
☐ Restrict Access to Download Test
☐ Test Security (High Stakes)
☐ Show Points (BBCard)

Administration Window

Delete Window

📅 01/02/2018 to 02/02/2018 ▾

Scan Sheets ☑

○ Performance Matters
    ⦿ Add Writing Lines to Extended Text Items
    ○ Add Wide Ruled Writing Lines to Extended Text Items
    ○ No Writing Lines
⦿ GradeCam

Enter/Edit Responses ☐

Limit Test Center ☐

Reporting Options

Audit

1. Select the GradeCam option under Scan Sheets

Add Window

☑ Show Past Windows

Administer the Test

STEP 4 (Both Tracks): Choose the appropriate option from the "Select" drop-down menu under the Administer column

OPTION	DESCRIPTION
Download Test	Download a printed copy of a test with items (N/A for AKO Tests)
Release Online/Paper Based	Release a test for online testing (OLA) OR Download the blank or preslugged scan sheets for paper-based testing
OLA Student Admin	Access OLA Student Admin to monitor online testing
Scoring Assignment	Access the Scoring Assignment to score rubric items on the test
Download Answer Key	Download the Answer Key associated to the test
Online Scoring	Access Online Scoring (if it has been enabled in the Administration options) to score all items on the test

Online Testing

STEP 1: Go to the Richmond County Schools URL for Student Online Testing

G Google   ×

← → C ⌂   Q https://ola.performancematters.com/ola/ola.html?clientCode=GaRichmond
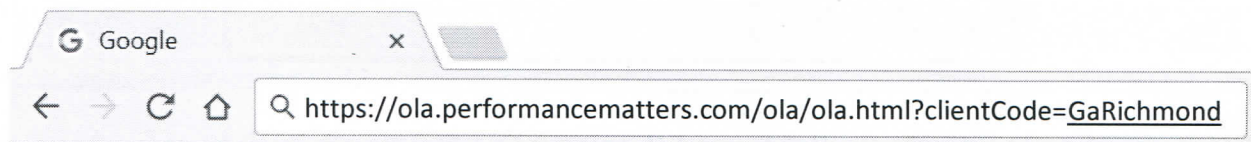
STEP 2: Students enter their student login and password

Enter Your Username and Password to Begin

| Student Login | Teacher Login |

Student Login

Password

Login

Student Example: John Smith   Student ID: 300002718

User Name: first initial, last name, last 6 digits of student id

e.g. jsmith002718

Password: first initial, last initial, last 6 digits of student id, @

e.g. js002718@

STEP 3: Locate the desired test and select Start

Available Test(s)		Search:	
Course	**Test**		**Question Count**
Technology	GA_Richmond Online Test	⊗ Start	3

STEP 4: Review the tools available and then use the Next and Back buttons to navigate through the test questions

GA_Richmond Online Test

Navigation

← Previous	Previous question	→ Next	Next question	**Submit Test**	Submit test

Tools and Notifications

? Help	⚑ Flag question for later review	⚐ Remove flag	↻ Clear	✎ Highlight

Back   Next

STEP 5: When complete, select the Submit Test button, review items and select Submit Test again.

performance matters

Welcome, Mikael Alcala!

Connection Status: Good ● 👍 ⚙

All changes saved

Question 3 of 3 ▾   ⚑ ✎ ↻

? **Submit Test**

GA_Richmond Online Test   Question: 3

The photograph shows several sand dunes in a desert.

GradeCam Scanning

STEP 1: Go to Tests > Scoring - GradeCam

STEP 2: Install the GradeCam plugin or continue without it

(Note: GradeCam has documented a known issue with the Chrome browser – choose the Continue without option if you encounter an issue)

STEP 3: Enter the number of questions on the test

STEP 4: Scan the filled-in student answer sheets

STEP 5: Review the Scan results section with

    A. Incorrect answers highlighted in red

    B. Overall scores in the Scanned tests window

NOTES

TEST Action Plan

T	**What is the most important _thing_ you learned from this session?**
E	**What _endeavor_ would you like to undertake on that idea?**
S	**What obstacle(s) might _stand_ in the way of your endeavor?**
T	**What are the _terrific benefits_ you would receive if you successfully completed your endeavor?**

Online Scoring

1. Go to **Test > Scoring – Online Scoring** or Test Center > Select Menu – Online Scoring

2. **Select a test** from the drop-down menu provided

   (Note: A test must have the "Enter/Edit Responses" box checked to appear in the list)

3. Use the tabs to select the desired view:

   a. **Score by Student View:** Enter/edit responses for all items for one selected student

   b. **Score by Item View:** Enter/edit responses for all students for one selected item

4. **Select the correct score** from the drop-down menu in the Response column

MyUnify

MyUnify is the home screen for all users or accessed through the Reports > MyUnify menu
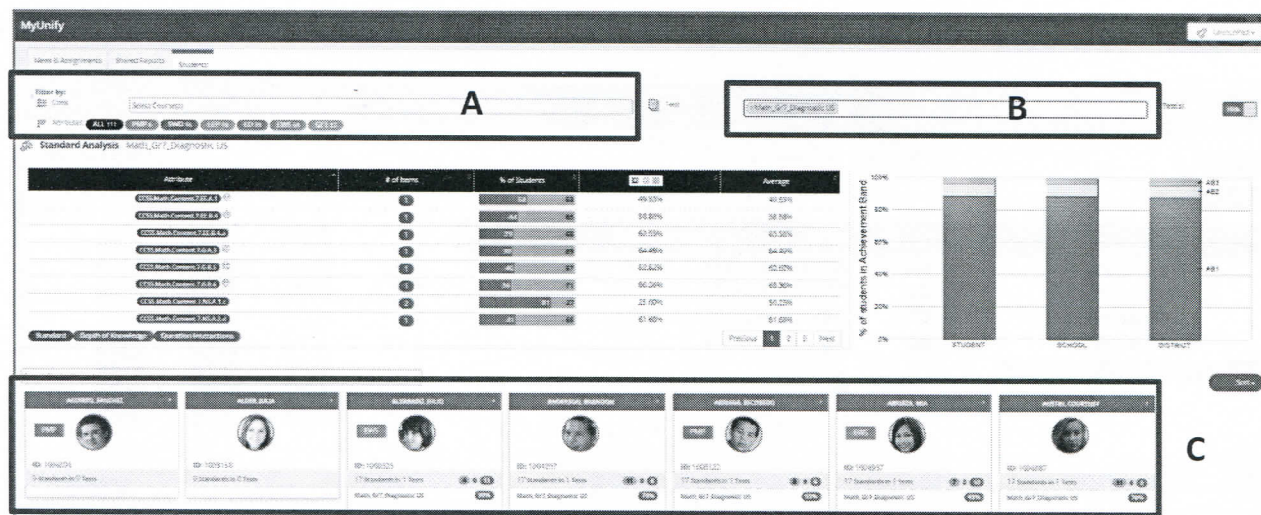
A. Use filters to narrow down the list of students being viewed

B. Select a test to see class performance by standard, a comparison chart and student results

C. View individual student data and select card to drill down to the Student Detail Report
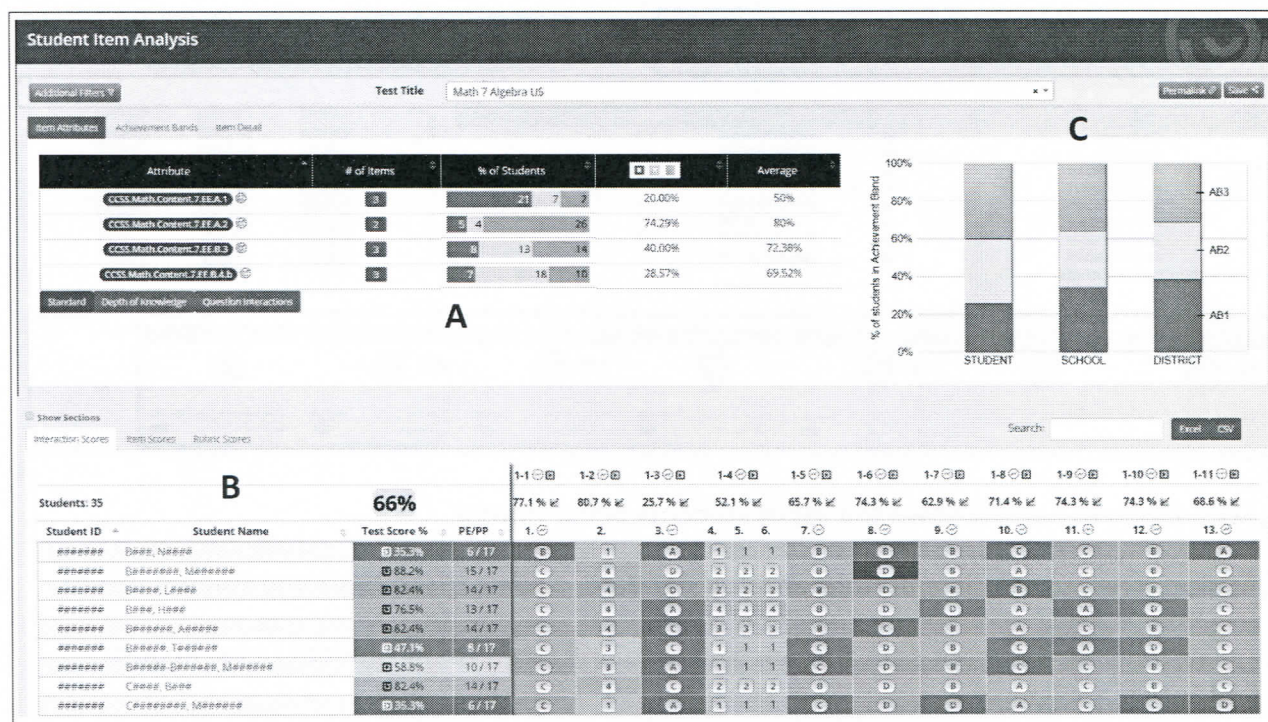
Student Detail
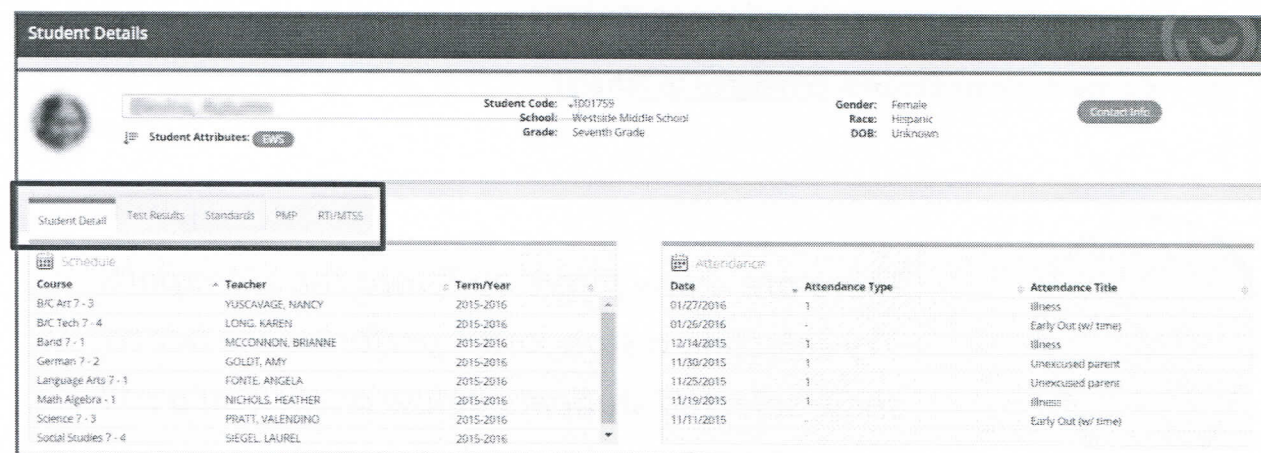
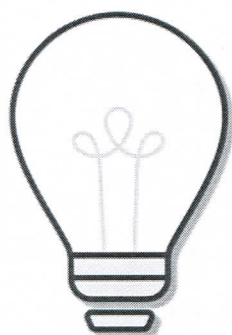Use the tabs to navigate and view different data points about the student

performance matters

Student Item Analysis (SIA)

Purpose: Analyze how students performed on a single test

Access: Reports > Student item Analysis

A. How did my class perform on <u>standards</u>?

B. How did each <u>individual student</u> perform on the test?

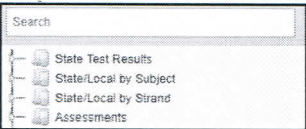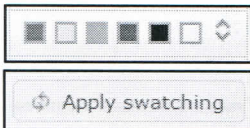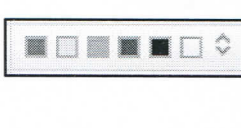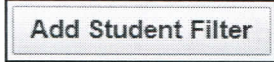**C.** How did my students perform <u>compared to others</u>?

There are many filters built into the SIA report. Try selecting a standard's performance bar to show selected students below or click on a cell in the interaction table to see the item!

Baseball Card (BBC)

Purpose: Select multiple assessment measures to compare results

Access: Reports > Baseball Card Report

Data Source Pane

1. Select the assessments you want to view by checking the box before its name
2. Remove assessments by unchecking the box or selecting the X in the top of the assessment column

Zero Suppression

1. Select the empty square on the right
2. Click the Apply Swatching button to remove each student that does not have a score for that test

Color Swatching

1. Select the performance band square(s) for the results you want removed from view
2. Click the Apply Swatching button to remove each student that has a score in that band

Sorting

1. Use the ascending and descending arrows to sort results for the assessment in that column
2. This is helpful for locating students that fall on the edges of two performance bands

Student Filters

1. Narrow down the list of students in the list by applying various filters

Column Headers

1. Group data by one or more demographic selections
2. Useful for comparing teachers or schools

Share Report

1. After selecting the assessments and filters copy the link and share it with colleagues so they can see the same assessments for their students

Download Report

1. Download a spreadsheet version of the report

Measure year-over-year growth by adding results of a standardized test for year one on the left and displaying all "red" students. Then add the results for year two and display all "green" students on the right. How many students made the huge leap in proficiency?

Resources

Online Help icon in top-right corner of Unify
- Access contextual help about the page you are on
- Search for other articles with embedded video tutorials and downloadable PDF guides

Online Testing Recorded Webinar
- https://goo.gl/WmrMWc

GradeCam Scanning Recorded Webinar
- https://goo.gl/5uPFQP

Assessment Design, Delivery & Data Trainer's Outline
- https://goo.gl/6jNaa7

Assessment Design, Delivery & Data Participant's Workbook
- https://goo.gl/t7swCd

Survey - Please let us know how we did with the training
- https://goo.gl/bTKV8t