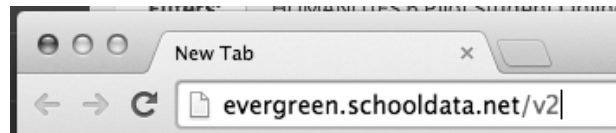


Preparing to Administer an On-Line Assessment with Classroom

1. Access a computer.
2. Log in to the network with your district username and password.
3. On the desktop, open the Classroom shortcut.
 - a. If there is no shortcut, open a browser, like **Chrome**.
 - b. In the address bar of the browser, type in this address **exactly**, where {district} is your district's name. Then hit enter or return.

https://{district}.schooldata.net/v2



4. On the sign in window, enter your Classroom username and password, which is the same as your Homeroom account.

If you do not know it, contact support@schooldata.net.

Sign in

You are not authenticated.

Please enter your login details

Username:
west.judith

Password:

Sign in Clear Cancel

5. From the Classroom Home screen, go to **Work** and then **Create Gradebook**. A Gradebook acts as a container for all your assessments and is the platform that connects them to your students.

A screenshot of the Classroom web application interface. On the left is a dark sidebar with a menu containing: Home, Students, Gradebooks, Assignment Templates, Question Templates, Standards, and Analytics. The main content area is divided into three sections: 'Browse' (with a list of links like 'Standards', 'Shared Question Templates', etc.), 'Compose' (with a 'Videos' button and a list of 'Question Templates' and 'Assignment Templates'), and 'Work' (with a warning icon and a list of actions like 'Manage Gradebooks', 'Create Gradebook', 'Schedule Assignments', etc.). A red circle highlights the 'Create Gradebook' link in the 'Work' section, with a red arrow pointing to it. A 'First Time User?' pop-up box is overlaid on the 'Work' section, containing instructions and a 'Dismiss' button.

Preparing to Administer an On-Line Assessment with Classroom

- On the **Details** tab, select your **Class** from the drop down list. All fields are populated for you. If you will use more than one gradebook you may want to change the name to something meaningful. For example, "**Gr 6 Assessments 2015-16 (West)**." Accept the defaults and **Import Properties**. Then select **Save & Continue**.

Gradebook Details

To create a Gradebook select from an existing class list below, or build your own from scratch.

Name:

Description:

Class:

Import properties into gradebook

Course Code:

Import properties into gradebook

School:

Import properties into gradebook

- On the **Settings, Student Groups** tab your test group is populated based on the class you previously selected. If you need to attach another test group to the gradebook, from the **Student Group Search Results**, select the **plus symbol** next to the class (or classes). Then click **Add Selected**.

Gr 6 Assessments 2014-15 (West) / Add Student Group(s)

Student Groups

Student Group Filters

Student Group Search Results

Name	
ENRICHMENT RT1602/62): TWIN FALLS MIDDLE SCHOOL (2014 / ...	<input type="button" value="+"/>
ENRICHMENT RT1603/60): TWIN FALLS MIDDLE SCHOOL (2014 / ...	<input type="button" value="+"/>
ENRICHMENT RT1604/60): TWIN FALLS MIDDLE SCHOOL (2014 / ...	<input type="button" value="+"/>
RESOURCE LANGUAGE ZSP660/61W: TWIN FALLS MIDDLE SCHO...	<input type="button" value="+"/>
RESOURCE COMMON CORE 6 ZSP640/65W: TWIN FALLS MIDDLE...	<input type="button" value="+"/>
RESOURCE COMMON CORE 6 ZSP640/66W: TWIN FALLS MIDDLE...	<input type="button" value="+"/>
SOCIAL STUDIES ZSP670/62W: TWIN FALLS MIDDLE SCHOOL (20...	<input type="button" value="+"/>

Total Items: 8 Page Size: 100 < < 1 / 1 > >

▼ Your Selected Student Groups 2

RESOURCE COM... RESOURCE COM...

Preparing to Administer an On-Line Assessment with Classroom

- Now select the **Continue** button. On the **Settings** tab, select **Add Class Terms**. Select the terms during which this assessment will be administered, perhaps **All Year**, by selecting the **plus symbol** next to the term and then choosing **Add Selected**. The dates for the **class term(s)** must fall between the **start** and **end dates** of your gradebook, which are already aligned to your school.

Details Settings Assignments Scoring Grading

Set Gradebook Dates*

Gradebook Start Date: 9/2/15 Gradebook End Date: 6/20/16

Add Class Terms*

+ Add Class Terms

Your Selected Class Terms

Class Term	Start Date	End Date	
All Year	9/3/15	6/20/16	

Calendar: June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	29	30	31	01	02	03
23	05	06	07	08	09	10
24	12	13	14	15	16	17
25	19	20	21	22	23	24
26	26	27	28	29	30	01
27	03	04	05	06	07	08

Today Clear Close

- Select **Continue**. On the **Settings, Standards** window, if you are NOT using Classroom for report cards, select **Disable Standards Requirement** and then **Save & Continue**. (If you are using Classroom as your standards-based gradebook, please read this Help Desk article: [Creating a Gradebook - Standards](#))

Import Standards

Select standards for this Gradebook.

+ Add standards

Disable Standards Requirement

- If your district is using gradebook templates and/or will push the required assessments directly to you, go to step 11.

Preparing to Administer an On-Line Assessment with Classroom

- 10b. Select the **Assignments** tab. Choose **Add Assignments**. Then select the **appropriate district Bank**.

Gr 6 Assessments 2014-15 (West)

Details Settings ▾ Assignments ▾ Scoring Grading ▾

Add Assignments

Compose an Assignment Add Assignment(s) ▾ This gradebook

My Assignment Bank
Snoqualmie Valley Assessment Bank

Add the needed assessment by clicking the plus symbol to the right and then **Add Selected**. You can add more than one if necessary. Note the assessment is in "Draft" mode.

Details Settings ▾ Assignments ▾ Scoring Grading ▾

Add Assignments

Compose an Assignment Add Assignment(s) ▾

Grade 6 Common Reading Assessment (Pre)	Summative Assessment	Draft
---	----------------------	-------

11. Your gradebook set up is complete. However, for students to see and take the assessment it must be published and have a testing window assigned.

Select the assessment by clicking its title or by selecting **Actions**, then **Edit**. On the **Details** tab, select the **Published** button so that it turns **green**. Then select **Continue**.

Math Benchmark Trimester 1 Published

Details Settings ▾ Questions ▾ Points ▾ Students Scoring Sharing Analytics ▾

Assignment Details This assignment cannot be edited.

Name:* Math Benchmark Trimester 1

Type:* Summative Assessment

Description: Determines tiered groups for winter interventions.

Preparing to Administer an On-Line Assessment with Classroom

- While still editing the assessment, select **Settings**, then **Dates**. Enter the **Open, Due and Close dates** for the assessment window. All dates can be the same. Use the calendar tool if you do not want to type in dates. The **Set Publish Scores Date** automatically exports results to Homeroom after the date has passed. Now select **Save & Continue**.

The screenshot shows the 'Set Assignment Dates' section of the Classroom interface. It includes four date selection boxes: 'Set Open Date' (9/14/15), 'Set Due Date' (9/18/15), 'Set Close Date' (9/25/15), and 'Set Publish Scores Date' (9/18/15). A calendar for September 2015 is displayed, with the 14th highlighted. A callout bubble points to the 'Set Publish Scores Date' field with the text 'When scores should be visible in Homeroom'.

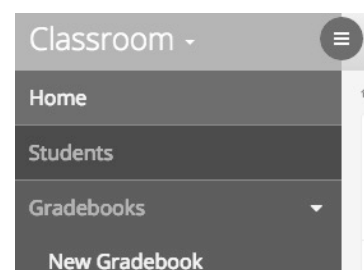
- If all students are required to take the test, skip this step. However, if one or more students should be **excluded** from taking the assessment, while still editing the assessment, select the **Students** tab. Click the **Included** button to the right of each excluded student's name so that it is green.

The screenshot shows the 'Students' tab in Classroom. It displays a list of students with 'Included' toggle switches. The switches for BENJ and CYRU are currently off (grey), and arrows point to them, indicating they should be turned on (green).

Student	Included
MARI	<input type="checkbox"/>
ANJEI	<input type="checkbox"/>
BENJ	<input type="checkbox"/>
CYRU	<input type="checkbox"/>
KEHI	<input type="checkbox"/>

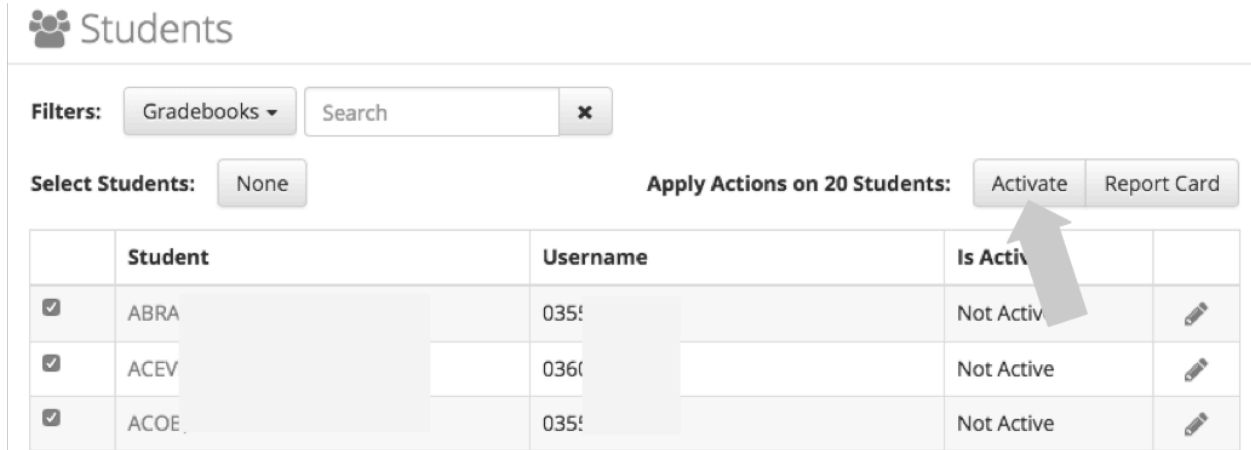
- You can now select **Cancel**. The gradebook and the assessment are ready.
- The final steps involve activating the students so they can take the assessment on-line. They will not be able to see the assessment until the Open Date has passed.

From the Classroom directory on the left, select **Students**.



Preparing to Administer an On-Line Assessment with Classroom

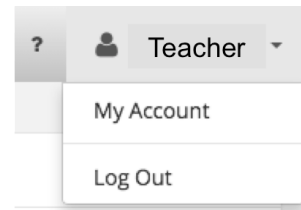
16. Select the **All XX** button. Every student attached to your gradebook(s) is selected. Now select **Activate**. If necessary, you can change a student's password before or during testing. Use the edit tool (pencil) to access each student's account.



The screenshot shows the 'Students' interface. At the top, there is a 'Filters' section with a 'Gradebooks' dropdown and a 'Search' field. Below this, there are 'Select Students' and 'Apply Actions on 20 Students' buttons. The 'Apply Actions' button is highlighted with a grey arrow pointing to the 'Activate' sub-button. The main table has columns for 'Student', 'Username', and 'Is Active'. Three students are listed, all with checkboxes in the first column and 'Not Active' in the 'Is Active' column. Each row has a pencil icon in the final column.

	Student	Username	Is Active	
<input checked="" type="checkbox"/>	ABRA	035	Not Active	
<input checked="" type="checkbox"/>	ACEV	036	Not Active	
<input checked="" type="checkbox"/>	ACOE	035	Not Active	

17. Everything needed to administer the assessment is complete. To exit, select your name in the upper right hand corner of the window and click Log Out.



The screenshot shows a user profile dropdown menu. The top bar contains a question mark, a user icon, and the name 'Teacher'. The dropdown menu is open, showing three options: 'My Account' and 'Log Out'.

Notes: