

Creating User-Defined Assessments (Connect)

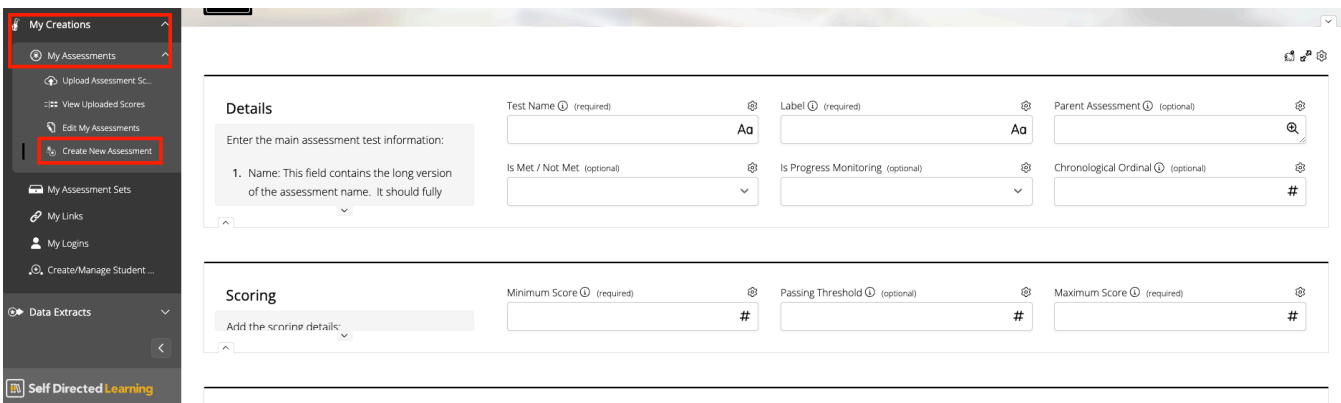
This content is intended for teachers, specialists, and administrators who want to create assessment test structures and upload assessment scores.

Planning Your User-Defined Assessment

- **Type of Assessment:** Determine the type of assessment (e.g., benchmark, progress monitoring, chapter test).
- **Naming Conventions:** Check if your district has specific standards for naming conventions. Typically, these elements are listed in the following order: Test Name, Subject, Administration details, and Grade Level. (e.g., EasyCBM Read Winter Gr 2)
- **Scoring:**
 - Decide the scoring method (numeric, letter score, pass/fail, met/not met).
 - Determine the minimum and maximum scores for the assessment.
 - Establish performance levels or cut score ranges, including a minimum passing score if applicable.
- **Strands:** Determine whether the assessment has strands (e.g., weekly/monthly scores, specific standards by subject area).

Creating An Assessment

1. Start under **My Creations** in the left navigation menu, choose **My Assessments**, then **Create New Assessment**.



The screenshot shows the 'Create New Assessment' form. The left navigation menu is open, with 'My Creations' expanded and 'My Assessments' selected. 'Create New Assessment' is highlighted in red. The main form has two sections: 'Details' and 'Scoring'.

Details Section:

- Test Name (required):
- Label (required):
- Parent Assessment (optional):
- 1. Name: This field contains the long version of the assessment name. It should fully describe the assessment's content. (This is a text area with a dropdown arrow below it.)
- Is Met / Not Met (optional):
- Is Progress Monitoring (optional):
- Chronological Ordinal (optional):

Scoring Section:

- Minimum Score (required):
- Passing Threshold (optional):
- Maximum Score (required):

Details Section:

2. Enter the main assessment test information.
 - **Test Name:** This field contains the long version of the assessment name. It should fully describe the assessment's content. The name could contain the vendor, assessment, subject, grade, and season. (e.g., Really Great Reading Oral Reading Fluency Words Correct Per Minute Gr8-Fall)

- **Label:** This is a condensed version of the name and will be displayed in Homeroom. (e.g., ORF WCPM Gr8-Fall)
- **Parent:** This is the name of the assessment to which other assessments, or strands, are tied. Strands are components that, together, make up a whole. This field enables Homeroom to tie one assessment to another. **NOTE:** An assessment with a parent can not be used as a parent for another assessment.
- **Is Met/Not Met:** This classification applies to assessments that are not score-based but reported as Met or Not Met. Assessments designated as 'Is Met/Not Met' that are marked as 'True' (Yes) do not require performance levels.
- **Progress Monitoring:** This feature is used for assessments that are taken multiple times (and/or are not Benchmarks), so users can display all progress monitoring assessments. True (Yes) is an assessment that students will take multiple times to monitor their progress.
- **Chronological Ordinal:** A chronological ordinal is a whole number used to order assessments based on the season in which they are taken (fall, winter, spring, or summer). If no chronological ordinals are used, the default assessment order is alphabetical.

Scoring Section:

3. Add the scoring details:
 - **Minimum Score:** The lowest possible assessment score a student can receive. It must be a whole number or a decimal no greater than the hundredth place (e.g., 10.25). Student scores below the lowest possible are invalid and will not be uploaded.
 - **Passing Threshold:** The minimum score a student must receive to pass the assessment. It must equal the Assessment Test Performance Level Minimum Score for the performance level that defines passing or having met the standard. If the assessment doesn't have the concept of passing, enter 0.
 - **Maximum Score:** The maximum possible score a student can receive for the assessment. It must be a whole number or a decimal no greater than the hundredth place (e.g., 95.25). Student scores are invalid if they exceed the highest possible score and will not be uploaded for review.

Metadata (Filter/Sort Data) Section

4. Add these fields to the assessment so they can be used to filter and sort, making it easier to find. If the selection you are looking for is unavailable, contact your District Data Administrator.
5. Click **Select** in the **Subject Area** field, then click a **check mark** to the left. When finished, click **Apply**.
6. Select a **Scope and Family** similarly. Choosing a scope is crucial to determining where the score is seen and who can access it to upload scores.

Subject Area ⓘ (optional) ⓘ

 Scope ⓘ (optional) ⓘ

 Family ⓘ (optional) ⓘ

Dates Section


- Skip selecting the **Start Date** or **End Date** unless you only want to allow you or others to upload to the assessment during that date range. Entering a date range establishes the following on the upload Assessment Scores page:
 - When the assessment is visible in the select list, download the scoring template.
 - When will the assessment accept uploaded scores from the template?







Start Date ⓘ (optional) 



End Date ⓘ (optional) 

Performance Levels Section

- The form allows you to add three (3) performance levels. You must have at least one (1) performance level; there is no limit on how many can be displayed, but we recommend no more than six (6).
- Click **Add Assessment** or the “+” icon under the Performance Level title to create multiple levels. Enter the performance level data for the assessments:
 - Performance Level Name:** These labels are assigned to score ranges and displayed in the legend or key of the assessment widget. (e.g., Level 1, Level 2, At Risk, Some Risk, Beginning, Intermediate)
 - Minimum Score:** This is the minimum score for each performance level and can be a whole number or a decimal to the hundredth place. This number will be used to display the performance level flag.
 - Maximum Score:** This is the maximum score for each performance level, which can be a whole number or a decimal to the hundredth place. **NOTE:** The maximum score for the first level is the same as the minimum score for the next level, allowing for decimals. The minimum score is inclusive; the maximum score is not, except for the highest (or last) performance level.
 - Color:** This is a hexadecimal (Hex) code number equivalent to a color. Click the dropper icon to select the color.
 - Ordinal:** This refers to the order in which the performance levels are presented. They must be ranked from lowest to highest, with 1 being the lowest level.
- Click the **Trash icon** to delete the Performance Level.

Performance Levels (optional) 

1. Performance Level Name (required)	Min Score (req)	Max Score (req)	Color (req)	Ordinal (req)	
<input type="text" value="Level 1"/> 	<input type="text" value="0"/> 	<input type="text" value="4"/> 	 <input type="text" value="#0000C"/>	<input type="text" value="1"/> 	

 Add Record 

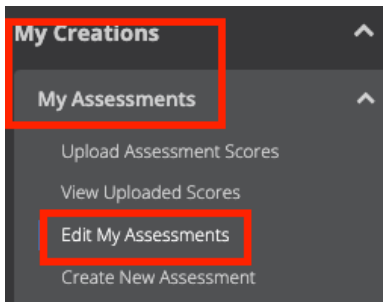
- For more details on each field used in user-defined assessment creation: [Foundational Assessment Test Structure \(FATS\) Build](#)

12. Click **Save** when finished.

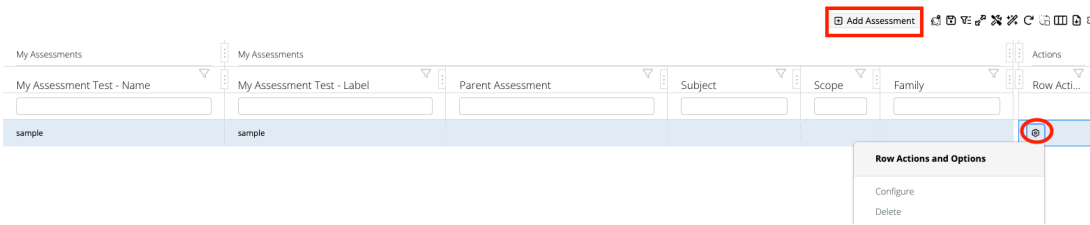
Other Tools Related To User-Defined Assessments

Editing / Cloning

1. Start under **My Creations** in the left navigation menu, choose **My Assessments**, then **Edit My Assessments**.



2. Click **Add Assessment** to add a new assessment.
3. Locate the assessment in the list and click on it, or click the **Row Actions Gear** and choose "**Configure**" or "**Delete**".



4. In v2, you can administer some of your assessments more than once a year. Instead of repeating each, click the **Clone icon** to the right of the assessment to save time. Click the newly cloned assessment and update the **Test Name**, **Label**, and **Chronological Ordinal**.

