



Assessment User Guide

Release 2019

June 2018



The Edupoint software and any form of supporting documentation are proprietary and confidential. Unauthorized reproduction or distribution of the software and any form of supporting documentation is strictly prohibited and may result in severe civil and criminal penalties.

Information in this document is provided in connection with Edupoint Educational Systems, LLC. products. No license to any intellectual property rights is granted by this document.

The screens, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

The data in this document may include the names of individuals, schools, school districts, companies, brands, and products. Any similarities to actual names and data are entirely coincidental.

Copyright ©2015 - 2018 Edupoint Educational Systems, LLC.

Edupoint, Synergy Student Information System, Synergy Special Education, Synergy Assessment, TeacherVUE, LessonVUE, StudentVUE, and ParentVUE are registered trademarks of Edupoint Educational Systems. Inspect is a registered trademark of Key Data Systems. Google and the Google logo are registered trademarks of Google Inc. Apple and iPad Pro are trademarks of Apple Inc. Microsoft and OneDrive are trademarks of the Microsoft group of companies.

Other names and brands may be claimed as the property of others.

About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions appear in the margin to provide additional information.



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document Version	Release Date	Software Release	Description
1.0	Aug 2015	10	Initial release of this document
2.0	Oct 2015	10.01	Updated
3.0	Dec 2015	10.02	Updated.
4.0	Apr 2016	10.03	Updated and split into separate Administrator and User Guides
5.0	Jul 2016	10.04	Updated

Document Version	Release Date	Software Release	Description
6.0	Dec 2016	10.05	<ul style="list-style-type: none"> • Changed format of this page. • Updated Archiving Items from the Item Bank • Updated Creating Items • Updated Creating an Item Bank • Updated Formatting Window • Updated Scheduling an Assessment • Updated Viewing Item Assessment Results • Updated Viewing Student Assessment Results • Updated Viewing Scheduled Assessments • Added Manually Entry of Assessment Responses

Updated:

7.0	May 2017	2018	<ul style="list-style-type: none"> • Creating Assessments - <ul style="list-style-type: none"> • Updated the Settings information • Updated Assessment Items information • Creating Items - Added Item Types • Scheduling an Assessment: <ul style="list-style-type: none"> • Updated Instance Settings • Updated Grade Book Settings • Viewing Student Assessment Results <ul style="list-style-type: none"> • Added instructions for overriding a student's score • Added Exporting Student Results • Added Exporting Student Responses to Constructed Response Items. • Previewing Assessments - Added Print Options. • Passages - Added filters.
-----	----------	------	---

Document Version	Release Date	Software Release	Description
8.0	Dec 2017	2018.01	<ul style="list-style-type: none"> • Reorganized order of chapters and topics. • Updated <i>Creating Assessments</i> for Assessment Info, Sharing, Settings, Accommodations, and Attributes • Updated <i>Scheduling an Assessment</i> for Accommodations, Item Detail Options to exclude student responses, and unlocking an assessment marked complete • Updated <i>Formatting Window</i> with new functionality • Updated <i>Viewing Assessment Results</i> • Updated <i>Viewing Student Assessment Results</i> including additional print options when printing student results and SBAC Claims and Targets • Updated <i>Viewing Teacher Assessment Results</i> including SBAC Claims and Targets • Updated <i>Viewing School Assessment Results</i> including SBAC Claims and Targets • Updated <i>Creating Items</i> and <i>Adding Items to an Assessment</i> with a note about how Assessment handles previous standards. • Added using custom attributes to <i>Creating Items</i> • Added Quick Assessments to <i>Creating Assessments</i> • Updated <i>Working with Responses</i> for Constructed Response items • Added <i>Taking Assessments</i>
9.0	Jun 2018	2019	<ul style="list-style-type: none"> • Added Logging into Assessment and updated topics with the Synergy SIS navigation to Assessment screens for support staff • Updated Taking Assessments for <i>Launching Assessments in Chromebooks</i> and Full Feedback in <i>Viewing Assessment Results and History</i> • Updated Scoring Constructed Responses for new layout • Added Test History Analysis • Updated Creating Items with new functionality and removed Short Answer • Moved Item Bank filters from Creating a Bank to Assessment Filters • Added <i>Previewing Items in a Bank</i> in About Banks • Updated Working with Responses and Viewing Student Assessment Results for additional Print Options. • Added Assessments • Added Viewing Test History (District Users Only) • Added <i>Moving Assessments to a Bank</i> to Creating a Bank • Added <i>Piloting Items</i> in Creating Assessments

Table of Contents

About This Manual	3
Conventions Used in This Manual	3
Before You Begin	3
Software and Document History	3
Table of Contents	6
Chapter 1: Overview	10
Overview of Synergy Assessment	11
Logging into Assessment	12
Staff without TeacherVUE Access	12
Assessment Filters	13
Item Filters	13
Other Filters	14
Chapter 2: Create Item Bank	16
About Banks	17
Previewing Items in a Bank	17
Creating a Bank	19
Moving Assessments to a Bank	22
Deleting a Bank	23
Chapter 3: Create Items	25
About Items	26
Item Details	26
Display Mode	27
All	27
Simple	27
Creating Items	28
Important Settings	28
Item Stem	34
Other Properties	63
Rubrics for Constructed Response Items	65
Standards	68
Passages	69
Creating Passages	69
Viewing Passages	71

Archiving Passages	74
Formatting Window	75
Promoting Items for District Use	77
Submitting Items for Promotion	77
Approving Items for Promotion (District Users Only)	78
Resubmitting Items for Promotion	80
Copying Items in the Item Bank	81
Archiving Items from the Item Bank	82
Scheduling Assessments with Archived or Omitted Items	82
Archiving Items	83
Chapter 4: Create Assessments	84
Assessments	85
Using the Assessments Screen	85
Sharing Multiple Assessments	93
Creating Assessments	94
Creating Full Assessments	94
Creating Quick Assessments	106
Piloting Items in an Assessment	108
Adding Items to an Assessment	110
Adding Items from an Item Bank	110
Adding Items from Standards	112
Editing Items in an Assessment	118
Previewing Assessments	122
Promoting Assessments for District Use	124
Submitting Assessments for Promotion	124
Approving Assessments for Promotion (District Users Only)	126
Resubmitting Assessments for Promotion	127
Chapter 5: Schedule Assessments	129
Scheduling an Assessment	130
Scheduling Assessments with Archived or Omitted Items	130
Instance Settings	132
Accommodations	136
Attributes	136
Grade Book Settings	137

Availability and Targeting Settings	138
Student Access	142
Pushing Scores to Grade Book	145
Chapter 6: Using Assessments	148
Taking Assessments	149
Launching Assessments in Chromebooks	149
Accessing Assessments	149
Item Types	153
Viewing Assessment Results and History	164
Using GradeCam	168
Using GradeCam	168
Bulk Scanning Bubble Sheets (District Users Only)	171
Viewing Scheduled Assessments	172
Viewing Live Details of an Assessment	175
Canceling an Assessment	177
Archiving an Assessment	179
Pausing or Resuming an Assessment	181
Changing Access to an Assessment	183
Working with Responses	184
Rescoring Assessment	184
Scoring Constructed Responses	185
Manual Entry of Assessment Responses	189
Chapter 7: View Assessment Results	192
Analysis Basics	193
Why analyze the results?	193
Who can view assessments?	193
Viewing Assessment Results	195
Filtering Results	202
Sorting Results	205
Grouping Results	206
Comparing Student Results	207
Creating Favorites	208
Viewing Assessment Items	211
Overriding Scores	212

Viewing Student Assessment Results	214
Viewing Item Assessment Results	234
Viewing Teacher Assessment Results (District Users Only)	238
Viewing School Assessment Results (District Users Only)	245
Test History Analysis	249
Viewing Test History on the Assessment Grid	249
Pushing Assessments to Test History (District Users Only)	250
Viewing Test Group Analysis	251
Viewing Test History (District Users Only)	252
Chapter 8: Analysis Tools	254
Using the Analysis Dashboard	255
Admin Reports	259

Chapter 1: Overview

Overview of Synergy Assessment	11
Logging into Assessment	12
Assessment Filters	13

Overview of Synergy Assessment

Synergy Assessment allows school administrators and teachers to build, manage, and deliver formative and summative classroom assessments online.

You can:

- Create new assessments with standards-aligned items such as True/False, multiple-choice, single answer, and essay items. Answers to short answer items can be scored automatically; however, the teacher or admin user scores constructed response items.
- Monitor assessments, schedule future assessments, and access real-time performance data from the Assessment Dashboard.
- Create breakout groups directly from the Assessment Results screen.

Because Synergy Assessment is fully integrated across the Synergy Education Platform, assessments are built directly from Grade Book, delivered to students within the StudentVUE module, and centrally stored for district-wide access.

You can view assessment scores in the Grade Book alongside assignments, quizzes, and tests, making it easier to recognize performance patterns and adjust instruction to meet your student's needs. Assignment scores are available in ParentVUE and StudentVUE.

The main functions within Synergy Assessment are:

- Dashboard – Allows the user to view a list of scheduled assessments to be taken by students and view more details about an assessment. It also reports overall data on completion of the assessment.
- Assessments – Allows the user to view or schedule assessments available to them and to create or edit assessments.
- Items – Allows the user to view items (questions) available to them and to create new or edit items.
- Passages – Allows the user to view passages available to them and to create new passages.
- Item Banks – Allows the user to view item banks visible to them and to create new item banks.
- Item Grading – Allows the grading of Constructed Response items answered by students.

The focus drop-down is not used with Synergy Assessments.



TeacherVUE Screen

Each module has filters to locate assessment items and information easily.



The filters remain set while the user is logged in.

Logging into Assessment

How you log into Assessment depends on your role.

- Teachers and Staff with TeacherVUE access – Log into Assessment through TeacherVUE.



See the *Synergy SIS - TeacherVUE User Guide* for login instructions.

- Support staff who do not have TeacherVUE access – Log into Assessment through Synergy SIS.

Staff without TeacherVUE Access

1. Enter your **Login Name** and **Password**.
2. Click **Login**.

The screenshot shows the Synergy Log In Screen. On the left, there are two Synergy logos: 'Synergy™ Student Information System' and 'Synergy™ Special Education'. Below these is the 'Edupoint®' logo. On the right, there is a large 'Edupoint School District' logo featuring an open book. Below this logo, the text reads: 'Please enter your login name and password below to access the application.' There are two input fields: 'Login Name' and 'Password'. Below the 'Password' field is a 'Login' button. Below the button is a link for 'Substitute Teacher Login'. At the bottom of the screen, there is a green bar with the text: 'Contact Us | Check For Popup | Add This Page to My Favorites' and 'Copyright © 2002-2014 Edupoint Educational Systems. All rights reserved.'

Synergy Log In Screen

3. Navigate to **Synergy SIS > Assessments** to view an Assessment screen.

Assessment Filters

Item Filters

To help manage finding items that are in the Item Bank, use filters for selecting a item in the Item Bank or an Assessment. Some screens have a different filtering look, but the method is the same. When you select filters on one screen, they remain selected on other screens.



The image shows two side-by-side screenshots of filter interfaces. The left screenshot, labeled 'Bank Screen', features a grid of filter categories with red 'X' icons for each. These categories include System (Bank, Grade), Depth Of Knowledge, Paper/Web, Audio/Video, Item ID, Import ID, Item Type, Status, Course, Subject, Passage Title, Standard Code, Standard Tree, Item Preview, Promotion Status, and Equation Tool. Each category has a search input field with a 'Click to Search' button. The right screenshot, labeled 'Assessments Screen', shows a similar but more compact filter interface. It includes a 'System' section with a gear icon, followed by filters for Bank ID, Bank Name, Assessment ID, Assessment Name, Assessment Creator, Schedule Status, Reserve Items, Imported, Shared, Subject, Grade, and Course. Each filter has a search input field with a 'Click to Search' button. Both screens have 'Apply Filters' and 'Clear Filters' buttons at the top.



Bank Screen

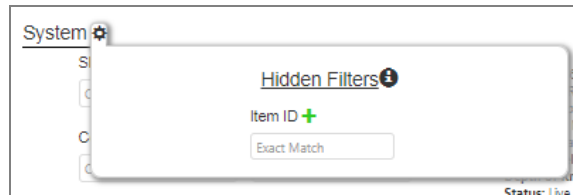
Assessments Screen



- District Created filters are functional when users [have defined District Properties for items](#).
- Imported filters are functional when you are using an imported item bank.

- Select a filter and drag it to a new location
- Click  to hide the filter. You can still search using the hidden filters and any selections made from hidden filters show at the top of the list.
- Click  to clear a filter.

- Click  to view the Hidden Filters. Click  to return the filter to the list.



Item Bank Screen

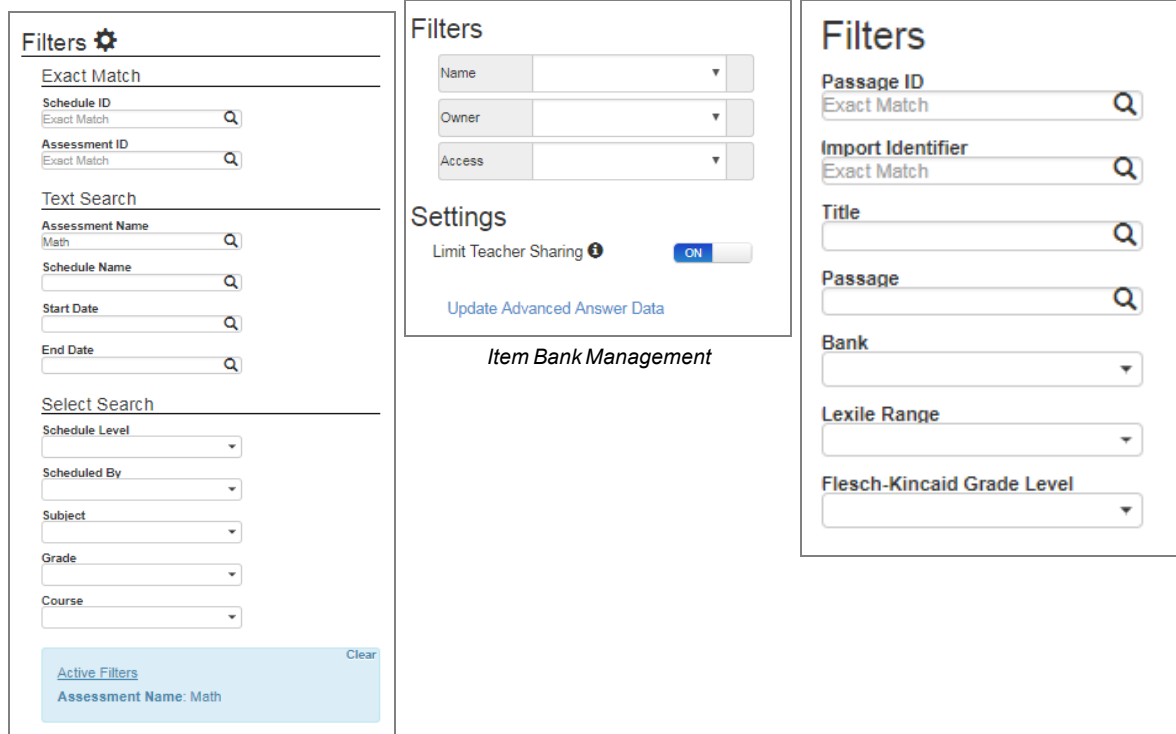
- The Smarter Balanced Assessment Consortium (SBAC) filters display if the district uses INSPECT Item Bank:
 - SBAC Claims** – One overall claim encompasses the entire content area and specific content claims at each grade level within mathematics and ELA/literacy.
 - SBAC Content Categories** – Sub categories to SBAC Claims.
 - SBAC Targets** - Maps Common Core State Standards onto assessment evidence that is required to support the SBAC Claims and Content Categories.




You can filter INSPECT items by Subject and Grade.

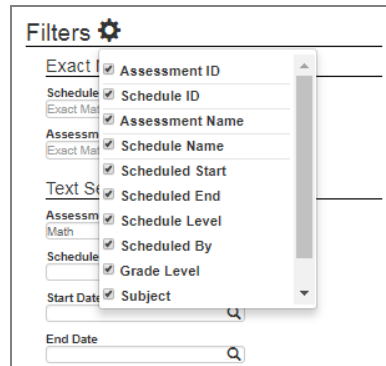
Other Filters

Assessment filters help you narrow results when viewing assessments in the Assessment Dashboard screen.





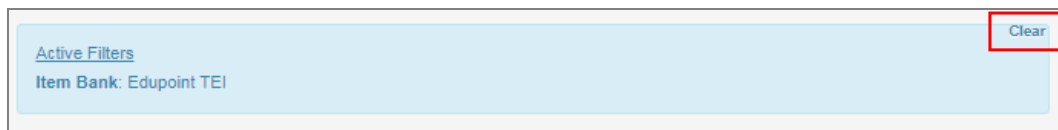
Dashboard Screen

- Click  to define the filters that display by selecting the options.



Dashboard Screen

- Select the filters to use and click . The list automatically updates when the filter is applied.
- Clear the field and click  to remove the search criteria.
- Clear all filters by clicking **Clear** in the blue filter box above the list.



Assessment Items



You can filter INSPECT items by Subject and Grade.

Chapter 2: Create Item Bank

About Banks	17
Creating a Bank	19

About Banks

Assessment items, passages, and assessments are stored in banks. Multiple banks may be available for the district for each type of item that is stored. For example, the district may have:

- Purchased banks
- District created banks
- Teacher created banks

Items can be associated to standards that your state uses. These standards are imported to Grade Book by the district. You can associate assessment items with specific courses and assignments that pertain to specific academic standards.

When working with a purchased banks, you cannot change the imported items except to link standards to the item. However, you can add and change items to the banks that you create.

Previewing Items in a Bank

When you view a bank, the items display in a locked item preview with the correct response indicated by:

- A gray highlight for simpler items

Form 3 Question 1

☐ A Answer A

☒ B Answer B

☐ C Answer C

☐ D Answer D

Item Bank Screen

- A green checkmark for more enhanced items

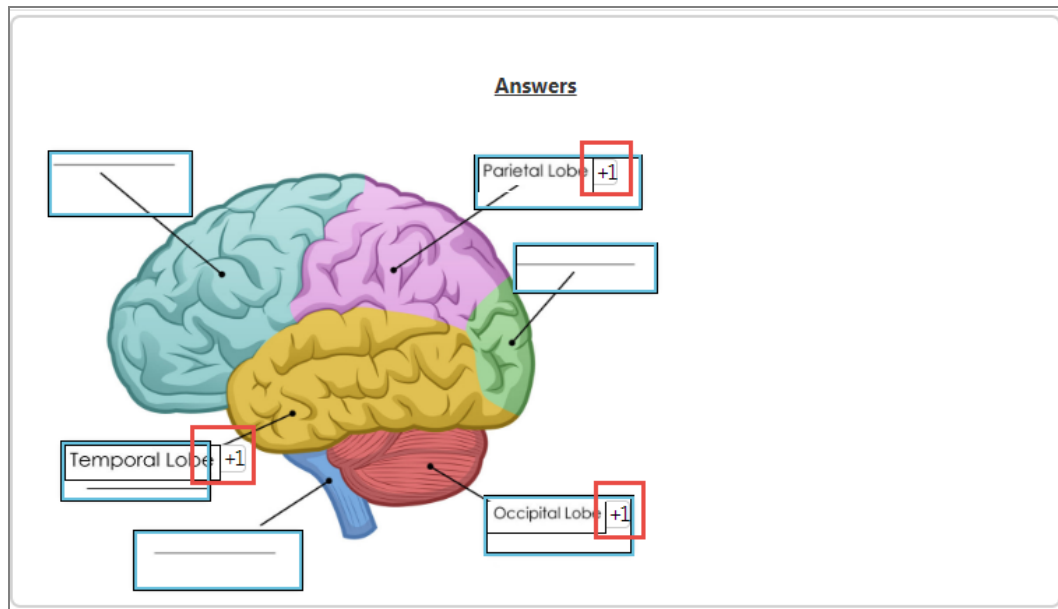
Title	Yes	No
Cats	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dogs	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A factored form of the function $f(x)$ is $f(x) = 3(x - 2)(x + 4)$. What are the zeros of $f(x)$?

☒ -3 ☒ 0 ☐ -2 ☐ 1 ☐ 2 ☐ 3 ☐ 4

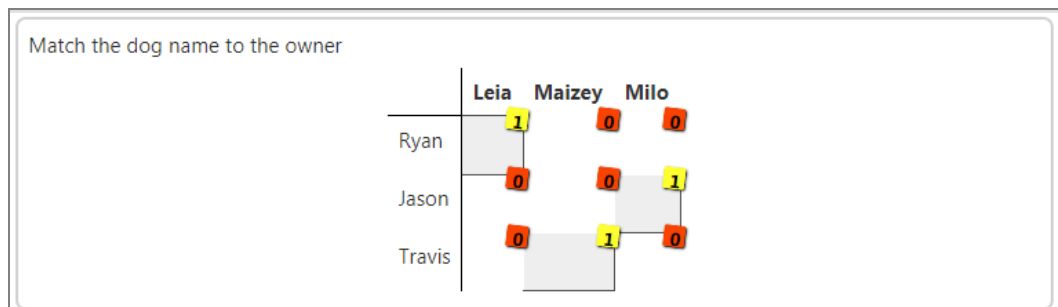
Item Bank Screen

- Boxes with point values for *Graphic Drag and Drop Item Types*



Item Bank Screen

- Yellow boxes with point values for items with advanced scoring that are not *Graphic Drag and Drop Item Types*

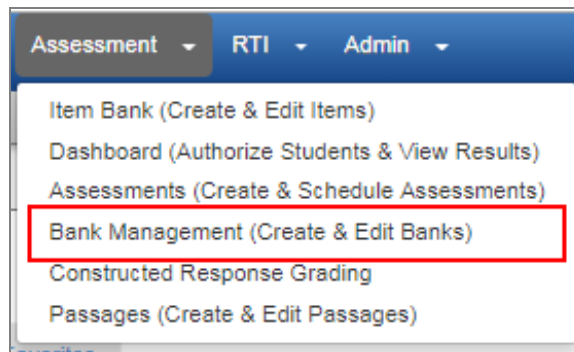


Item Bank Screen

Creating a Bank

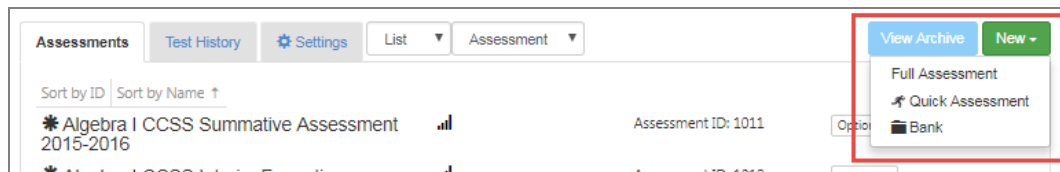
Banks are repositories for items, assessments, or passages.

1. Access the Bank Details screen.
 - From the **Assessment** menu
 - a. Select *Bank Management* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessment Banks**.



Assessment Menu

- b. Click **+NEW**.
- From the Assessments screen, select *Bank* from **New**.



Assessments Screen

2. Enter an Item Bank **Name** and **Description**.
3. Select Visibility. (District Users Only)
 - *Private* – Visible only to the person who created the bank.
 - *Public* – Visible to all users with access to Synergy Assessment.
4. Select if the District Item Bank is shared so **All District Admin users are treated as owners of the bank**. (District Users Only)



This option does not display for imported Item Banks.

Bank Details

Banks are storage containers for assessments, items and passages. Here you can create, edit, and share banks.

Date Created: Created before date tracking
Date Modified: Last modified before date tracking
Advanced Data Run: No advanced data available

Name

Display Name

Description

Visibility

Private ▾

District Admin Bank

☐ All District Admin users will be treated as owners of this bank.

Sharing

To share this with other people in your district start by typing a keyword into the search box below. Results will appear based on the keyword you enter. Click the result or results that correspond to the group you would like to share with. The groups for school and grade level will be treated as filters when other types are added. For example, if you want to share your page with the entire English department at your school site only, you would type english in the search box, click English department from the results. Then type the first name of your school site in the search box and select it from the results area.

Sharing Search

Search ⓘ

Search for Schools, Grades, Courses, Subjects, User Groups, Student Groups, and Users

Shared With

▼ ×

⚙

Item Bank Details Screen For District Users

Bank Details

Banks are storage containers for assessments, items and passages. Here you can create, edit, and share banks.

Date Created: Created before date tracking
Date Modified: Last modified before date tracking
Advanced Data Run: No advanced data available

Name

Display Name

Description

Sharing

To share this with other people in your district start by typing a keyword into the search box below. Results will appear based on the keyword you enter. Click the result or results that correspond to the group you would like to share with. The groups for school and grade level will be treated as filters when other types are added. For example, if you want to share your page with the entire English department at your school site only, you would type english in the search box, click English department from the results. Then type the first name of your school site in the search box and select it from the results area.

Sharing Search

Search ⓘ

Search for Schools, Grades, Courses, Subjects, User Groups, Student Groups, and l


Shared With

▼ ×

⚙

Item Bank Details Screen For Teachers

5. Set Sharing options:


- a. Enter **Search** criteria. The list is filtered.
- b. Make a selection.
- c. Click  to set options that are available to user who have access to the shared Item Bank:
 - **Allow Editing** – Users can edit the items already existing in the bank
 - **Allow Adding** – Users can add new items to the item bank

Sharing


To share this bank with other people, start by typing a keyword into the search box below. Selectable results will appear based on the keyword you enter. Click the result or results you would like to share with. The groups for school and grade level will be treated as filters they are added. For example, if you want to share your bank with an entire department at your school site only, you would type in the name of the department and then click that department from the results. Then search for and select your school from the results area.

You may also grant each shared group or person editing and adding privileges to the bank. These groups will be able to add items to, edit items within, and archive items within this bank. You may change this access at any time.


Sharing Search

Search 

Shared With

Government 

Government Shared

☐ Allow Editing 

☐ Allow Adding

Item Bank Details

Sharing options in Banks, allow users to share by

- School
- User Group
- User Role
- Grade Level
- Individual User

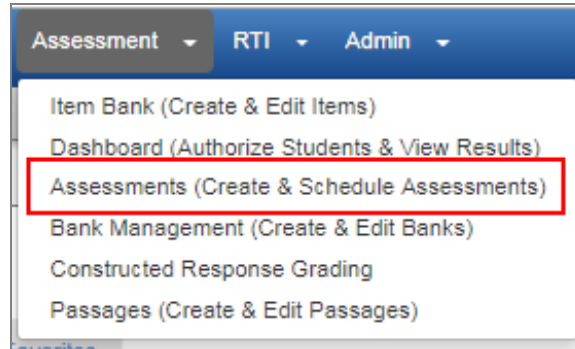
You can also [share multiple assessments](#) at the same time.

6. Click **Save**.

Copyright 2015 - 2018 Edupoint Educational Systems, LLC

Moving Assessments to a Bank

1. Select *Assessments (Create & Schedule Assessments)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessments**.



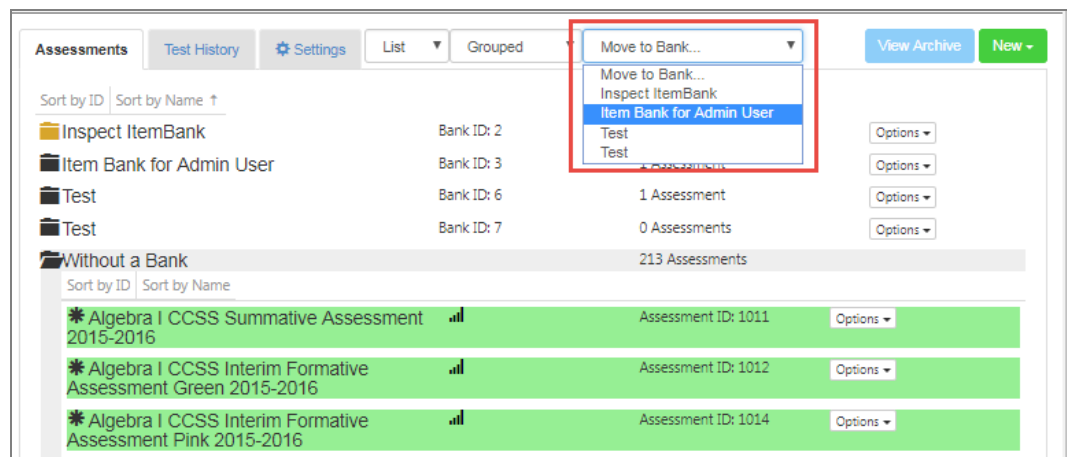
Assessment Menu

2. Select List and Grouped.
3. Select a Bank to view the assessments in the bank.
4. Move the assessment.




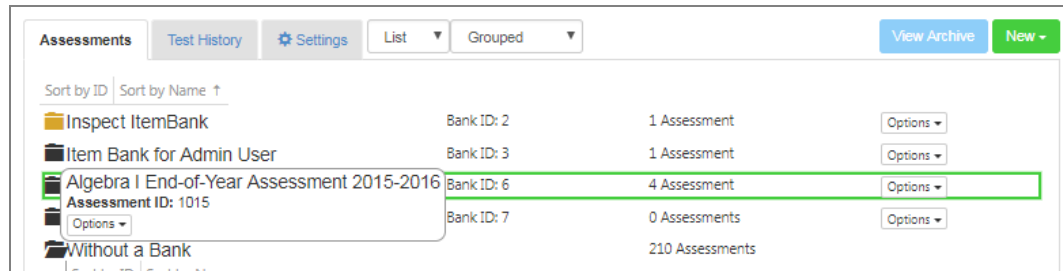
You can only move assessments that are in folders that you own ().

- Use **Move to Bank** to move one or more assessments at one time.
 - a. Select the assessments to move in a folder. The selected assessments highlight in green.
 - b. Select the bank to move the assessments to in **Move to Bank**. The assessments move immediately into the selected bank.



Assessments Screen

- Use drag and drop to move one assessment at a time.
 - a. Hover over the  for the assessment you want to move.
 - b. Drag and drop the assessment into a bank. The bank displays a green box



Assessments			
		List	Grouped
Sort by ID Sort by Name ↑			
Inspect ItemBank	Bank ID: 2	1 Assessment	Options ▾
Item Bank for Admin User	Bank ID: 3	1 Assessment	Options ▾
Algebra I End-of-Year Assessment 2015-2016 Assessment ID: 1015	Bank ID: 6	4 Assessment	Options ▾
Without a Bank	Bank ID: 7	0 Assessments	Options ▾
		210 Assessments	

Assessments Screen

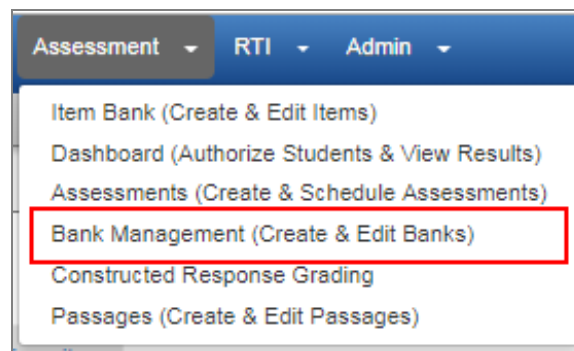
Deleting a Bank

Deleting an Item Bank completely removes it from the database and removes any shared access. If the Bank contains any items, they must be moved to another Bank before you can delete the Bank.



Only the owner of the Bank may delete it.

1. Select *Bank Management* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessment Banks**.



Assessment Menu

2. Select the Bank to delete.

3. Move items, if needed.
 - a. **Select Item Bank** to move the items to another Item Bank.
 - b. Click **Move Items**.

Item Bank Deletion

To delete this item bank, you must first move all items within. Select an item bank below and click the button to move these items.

Select Item Bank ▼

Move Items

Item Bank Screen

4. Click **Delete this Item Bank**.

Chapter 3: Create Items

About Items	26
Display Mode	27
Creating Items	28
Passages	69
Formatting Window	75
Promoting Items for District Use	77
Copying Items in the Item Bank	81
Archiving Items from the Item Bank	82

About Items

District users can create assessment items (questions).

- The district has the option of making the items available for use in assessments created by teachers.
- The district can choose to not make the items available to teachers. Not allowing teachers to view or use the items prevents the students from previewing district assessments.
- Any district staff with editing permission may change district created assessment items.

Teachers can create items that are different from the district items to use in their assessments. Teacher can make their item banks visible to only them or to other teachers.

Item Details

When viewing items in an Item Bank, the Item Details provide information about the item.

Item Details

[Open Item View](#)

Item ID: 83579
Inspect ID: 680201
Item Owner: Imported
Item Bank: Inspect ItemBank
Item Type: Select Point - Points on a Graph
Subject: Mathematics
Grade Levels: Grade 09-12 Algebra, High School - Algebra
Depth of Knowledge: 2. Skill/Concept
Bloom's Taxonomy: 2. Comprehension
Language: English
Status: Live
Standards: A-CED.2
CCSS.Math.Content.HSA-CED.A.2
SBAC Claims: 2 Math - Problem Solving
1 Math - Concepts & Procedures
SBAC Targets: 2 Math - Problem Solving - B
1 Math - Concepts & Procedures - G

This item is Online Only

Item Bank Screen

Display Mode

There are two display modes in Synergy Assessment: *All* and *Simple*. Each uses different methods of navigation to move through the following sections to create an item:

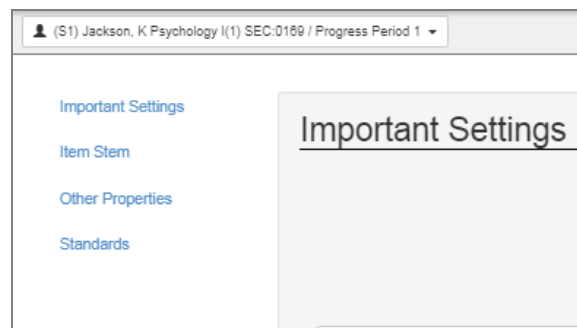
Use the toggle switch on the right side of the screen to switch between display modes.



Assessment Item Creation Screen

All

The All display mode allows the user to scroll through all of the components to create an item or assessment. Navigation is available on the left hand side to jump to the various sections of an item.



Assessment Item Creation Screen

Simple

The Simple display mode allows the user to page through the components to create an item. There is a separate screen for each section. The sections include buttons to move sequentially through the creation components.

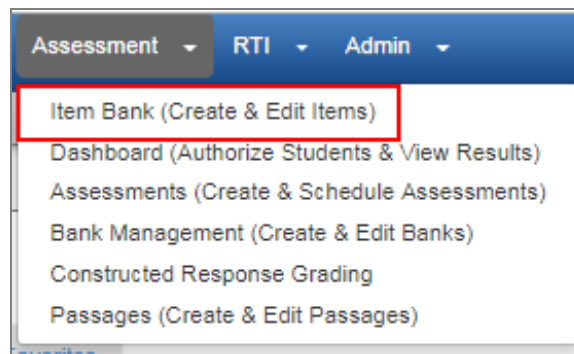
Creating Items

You can create items in an Item Bank or when creating assessments.



- When creating items, if the teacher does not have an Item Bank, one is created automatically.
- When items from an assessment, the Assessment Item window displays in [Simple display](#) mode. When you are finished entering the item, click **Add/New**.

1. Select *Item Bank (Create & Edit Items)* from the **Assessment** menu.



Assessment Menu

2. Click **NEW**.
3. Complete the sections based on the information below.
4. Click **Save** when all sections are complete.

Important Settings

Important Settings

Item Type
Multiple Choice

Bank
Item Bank for Admin User

Status
Live (Available for Use)

Advanced Scoring ⓘ
✗ Use Advanced Scoring

Total Points
1

Assessment Item Creation Screen

1. Select the **Item Type** you are creating.



- When a district creates the item, the district chooses whether the teacher or district scores the response.
- Some Item Types are only for online assessments. A note displays in the description.
- An **Equation Tool** selection tile displays when you select *Constructed Response* and *Text Item* where you can select the default Equation Tool that displays and you can **Edit Equation Tools**.

- *Constructed Response* – The student enters a short essay answer that a person scores.
- *Evidence-Based Selected-Response* – EBSR items consist of two parts. where the first item leads the student into the second.



Scoring for EBSR is unique in that if the student misses the first part, the entire item is scored as incorrect. Create EBSR items using Multiple Choice, Multiple Select, and True/False items.

- *Text Entry* – The student is shown blank spaces to complete. (Online assessments only)
- *Graphic Drag and Drop* – The student organizes items into Hot Spots. (Online assessments only)
- *Hot Spot* – The student selects from spots on an image to answer the item. (Online assessments only)
- *Hot Text* – The student is presented a writing sample where they are tasked with selecting sentences or words based on a prompt you provide. (Online assessments only)
- *Inline Choice* – The student is presented a writing sample where they can make drop-down selections from within the text. (Online assessments only)
- *Matching* – The student matches multiple responses to multiple statements.
- *Multiple Choice* – The student selects an answer from multiple possible answers.
- *Multiple Select* – The student selects all correct responses from multiple possible answers.

- **Multi-Part** – Consists of two or more assessment items that are combined into a single item.
 - Use existing items from your item bank or construct new items.
 - Each part can be assigned a different point value.
 - Scores are combined for an overall score.
 - Use this option to tie multiple items to a passage.



The assessment module defaults to a binary scoring structure. As a result, Multi-Part items score as Correct or Not Correct. If the student answers one part of the item incorrectly, the entire Multi-Part item is marked wrong.

The district may enable partial credit scoring where you score each part of a Multi-Part item independently.

- **Number Line** – The student interacts with a Number Line or plots points to create a Line Plot. (Online assessments only)
 - **Select Point** – The student selects a point on an uploaded image, selects points on a coordinate plane, or creates lines, segments, rays, or shapes. (Online assessments only)
 - **True/False** – The student selects if the statement is true or false.
2. Select a **Bank** to contain the question.
 3. Select a **Status**.
 - **Live** – Available for use in assessments (Default setting)
 - **Draft** – Not available for use in assessments
 - **Archive** – Not available for use because they were intentionally disabled
 4. Enter the **Total Points** for the item. The default is 1.



You can change the Points for a item when [adding existing items to an assessment](#).

Total Points is available for *Multiple Choice, Multiple Select, True/False, Multi-Part, Text Entry, Hot Spot, Hot Text, or EBSR Item Types*.

Select **Use Advance Scoring**, if needed. Total Points no longer displays. See [Advanced Scoring](#) for more information.

5. Select the **Equation Tool** students use to answer.

Defining Equation Tools

There are seven default Equation Tools with basic functionality. You cannot edit those default tools, but you can create a copy and edit the tool.

1. Select an Equation Tool.
2. Click **Edit Equation Tool**.

Equation Tool ⓘ

Grade 3 ▼

Add Some Variable Buttons

+

7	8	9	÷	$\frac{\Box}{\Box}$
4	5	6	×	()
1	2	3	+	
0		.	-	
>		=	<	

Edit Equation Tools

Assessment Item Creation Screen

3. Click **Create a New Equation Tool based on this tool.**

Equation Tool Setup

Equation Tool
Grade 3 ▼

Equation Tool "Grade 3"

[Input Preview](#)

Equation Tool

Primary

←	→	↶	↷	⌫
7	8	9	÷	$\frac{\Box}{\Box}$
4	5	6	×	()
1	2	3	+	
0		.	-	
>	=	<		

Edit this equation tool. 🔒

Create a new equation tool based on this tool.




[Browse/Edit Button Functions](#) [Browse/Edit Key Bindings](#)

Assessment Item Creation Screen

4. Modify the Equation Tool.



After you copy an equation tool, you click **Edit this equation tool** to modify the copy of the tool.

- Change the **Equation Tool** name, if needed.
- Drag the desired **Available Buttons** to a key location.
- Use the  and  to add and remove rows and columns as needed.
- Hover and use  to remove keys.
- Click **Browse/Edit Button Functions** and **Browse/Edit Key Bindings** for more information.

Assessment Item Creation Screen

5. Click **Save**.

Item Stem




The options depend on the [Item Type](#) selected.

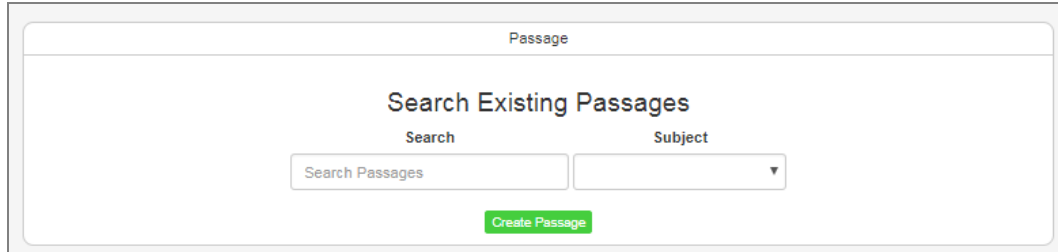
The screenshot shows the 'Item Stem' form for a Multiple Choice item. At the top, there's a title 'Item Stem' and a subtitle 'Define your Multiple Choice Item.' Below this is a large text area labeled 'Prompt'. Under the prompt area, there's a section titled 'How many columns for the answers?' with three buttons: 'One' (selected), 'Two', and 'Four'. Below this, there are four answer options, each with a lettered circle (A, B, C, D) and a text input field. The options are labeled 'Answer 1', 'Answer 2', 'Answer 3', and 'Answer 4'. At the bottom right, there is a green button labeled '+ Add Choice'.

Assessment Item Screen

Optional Features

Adding Passages

1. Click  to access the Optional Features.
2. Click **+Add a Passage**.



Assessment Item Creation Screen

3. Click **Create Passage** to create a new passage or select an existing passage.
 - Enter **Search** criteria to search for an existing relevant passage.



Select a **Subject** to filter the passages.

Clear the **Search** fields to hide search results.

- Click **Remove Passage** to delete the selected passage from the item.
- Click **Show Passage** to toggle whether the passage shows or hides in Item view. The full passage displays to the students when taking an assessment.



See [Passages](#) for more information.

Adding Verbal Instructions

Using Verbal Instructions in an item is optional. For example for emerging readers or ELL students.


Select the picture that has the same short a sound as map.

A



B



1. Click  to access the Optional Features.
2. Click **+Add Some Instructions**.
3. Enter and [format](#) the instructions.

Instructions

Select the picture that has the same short a sound as map.

Assessment Item Creation Screen

Advanced Scoring

You can use Advanced Scoring for these Item Types.

- Graphic Drag and Drop
- Hot Spot
- Hot Text
- Inline Choice
- Matching
- Multiple Choice
- Multiple Select
- Text Entry

Each response can have a customized point value applied. This allows users to customize the Max Points possible and the Min Point to allow for penalties when students guess.

When using Advanced Scoring each response has its own point value.

1. Select the option to **Use Advanced Scoring**.

Assessment Item Creation Screen

2. Select  to modify the **Max Points**, **Min Points**, or **Default Points**.

- **Max Points** – The highest point value that a student can earn for the item. This can be different from the calculated total points and can be a scalar value.
- **Min Points** – The lowest point value that a student can earn for the item.
- **Default Points** – The value applied to incorrect responses on *Graphic Drag and Drop Item Types*.

Assessment Item Creation Screen

Advanced Scoring Display

- A yellow star indicates the Total Points for correct responses.

The screenshot shows the 'Assessment Item Creation Screen' for a dropdown question. At the top, there is a question text 'a genie grants how many wishes' followed by a dropdown menu labeled 'Dropdown #1'. Below the question, there is a panel titled 'Dropdown #1' with a green star icon. Inside this panel, there are four options: 'one' (Points: 0, marked incorrect with a red X), 'two' (Points: 0, marked incorrect with a red X), 'three' (Points: 1, marked correct with a yellow star), and 'four' (Points: 0, marked incorrect with a red X). The total points for this question are displayed as 'Points: 1'. At the bottom right of the screen, the 'Total Points' are shown as a yellow star with the number '1' inside it.

Assessment Item Creation Screen

- Item Types, such as Hot Spot, that have correct and incorrect responses use yellow stars for correct response point values and the red stars for incorrect response point values.

The screenshot shows the 'Assessment Item Creation Screen' for a hot spot question. At the top, there is a question text 'Which is the C key?' followed by a button 'Upload a Different Image'. Below the question, there is a panel titled 'Draw the Hot Spots' with buttons for 'Rectangle', 'Polygon', 'Circle', and 'Edit Hot Spots'. A red button 'Clear Hot Spots' is also present. The main area shows a keyboard with four hot spots marked: two incorrect (red stars with '0' and '1') and one correct (yellow star with '3'). The total points for this question are displayed as 'Total Points: 3' with a yellow star.


Assessment Item Creation Screen

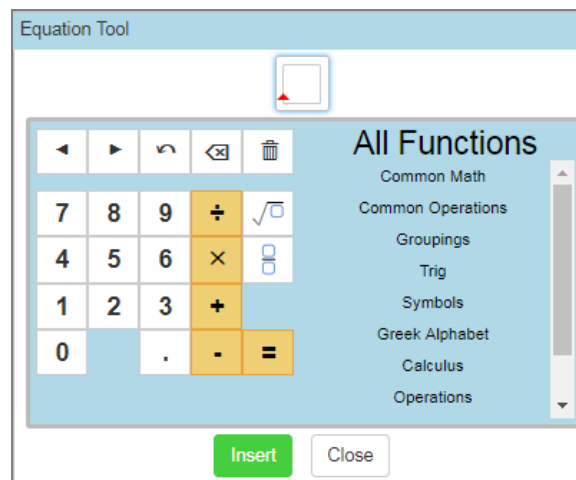
Item Definition

Define the Item Content:

- [Constructed Response](#)
- [Evidence-Based Selected-Response](#)
- [Text Entry](#)
- [Graphic Drag and Drop](#)
- [Hot Spot](#)
- [Hot Text](#)
- [Inline Choice](#)
- [Matching](#)
- [Multiple Choice](#)
- [Multiple Select](#)
- [Multi-Part](#)
- [Number Line](#)
- [Select Point](#)
- [True/False](#)

Constructed Response

1. Enter and [format](#) the item.
2. Select **Spell Check** to enable for the student.
3. Select  in the formatting toolbar to insert an equation into the Prompt, if needed.

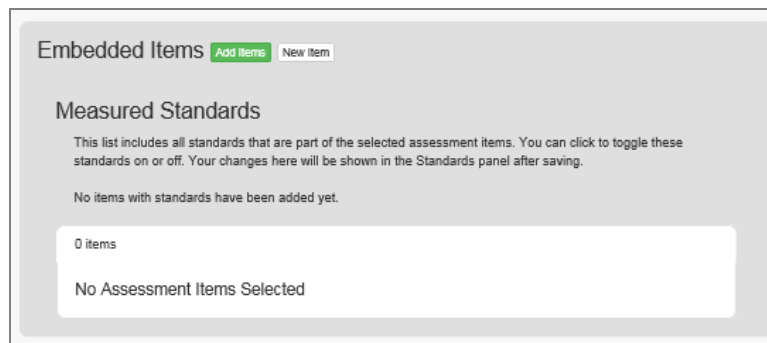


Assessment Item Creation Screen



You select the **Equation Tool** the student uses in Important Settings.

Evidence-Based Selected-Response or Multi-Part



Assessment Item Creation Screen

1. Select Embedded Items:

- To add existing items from the item bank:



If you selected to use an existing passage, only items associated to that passage display for selection.

- For Multi-Part Items:
 - Click **Add Items**.
 - Enter the search criteria and **select two or more items** to embed.
 - Click **Done Selecting Items**.
- For EBSR Items:
 - Click **Add Items**.
 - Enter the search criteria and **select two items** to embed.
 - Click **Done Selecting Items**.



You can only use Multiple Choice, Multiple Select, and True/False Item types for EBSR Items.

- To create new items:
 - Click **New Item**.
 - Create the new item.
 - Click **Done Adding Items**.

2. Select Measured Standards, if needed.




Standards highlighted in green are assessed, those in red are not.

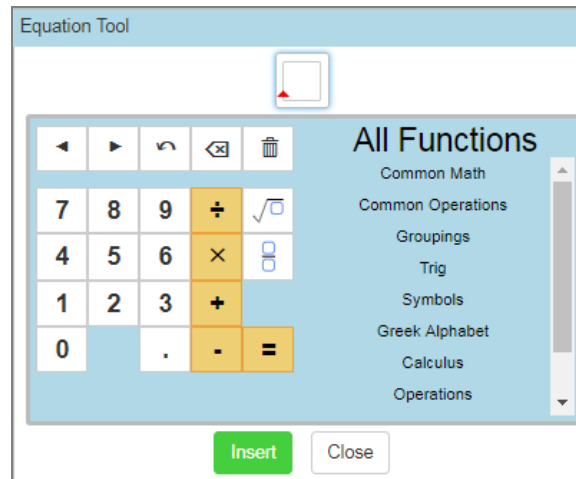
- ### 3. Click to edit the **Point Value** or **Sequence** of selected items, if needed.

Text Entry



Works best for items that have exact matches.


1. Enter and [format](#) the item.
2. Click **Text Entry** to insert a blank in the item.
3. Select  in the formatting toolbar to insert an equation into the Prompt, if needed.

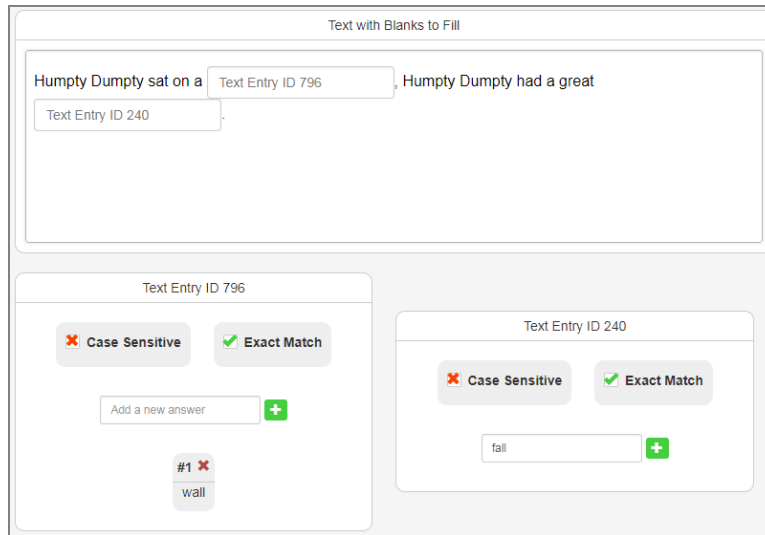


Assessment Item Creation Screen




You select the **Equation Tool** the student uses in Important Settings.


4. Enter the correct answers for the **Text Entry**.
- Clear **Exact Match** to allow any of the listed answers.
 - Click  to add another answer.



The screenshot shows the 'Text with Blanks to Fill' interface. The main text area contains the sentence: 'Humpty Dumpty sat on a Humpty Dumpty had a great '. Below the text area, there are two panels for configuring the correct answers. The left panel is for 'Text Entry ID 796' and the right panel is for 'Text Entry ID 240'. Each panel has a 'Case Sensitive' button (with a red X icon) and an 'Exact Match' button (with a green checkmark icon). Below these buttons, there is a text input field and a green plus icon to add answers. In the left panel, the input field contains 'wall' and is marked as '#1' with a red X. In the right panel, the input field contains 'fall'.

Assessment Item Creation Screen

- Select  and create the equations students select as the correct answer, if you [selected a Equation Tool in Important Settings](#).



The screenshot shows the 'Text Entry ID 674' configuration panel. It features a 'Case Sensitive' button (with a red X icon) and an 'Exact Match' button (with a green checkmark icon). Below these buttons, there is a text input field containing an equation $\frac{1}{x} = 2$ and a green plus icon to add answers.

Assessment Item Creation Screen

Graphic Drag and Drop

1. Enter and [format](#) the **Prompt**.
2. Select **Show Max Uses to Student**, if needed.

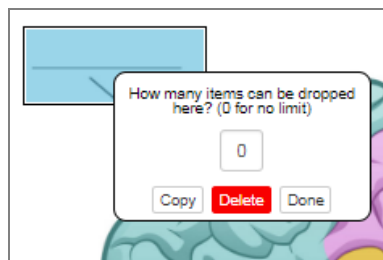


When enabled, if set to more than zero (0), the information displays to the student.

The screenshot shows the 'Assessment Item Creation Screen'. At the top, there is a 'Prompt' label. Below it is a large text area containing the prompt: 'Name the parts of the brain by dragging the answers to the correct location.' At the bottom of the screen, there is a checkbox labeled 'Show Max Uses to Student' which is currently checked.

Assessment Item Creation Screen

3. Click **First Upload an Image** to select the Primary Graphic.
4. Define the **Hot Spots** using the **Rectangle**, **Polygon**, and **Circle** options that act as the drop area for students to place their answers.
 - Click **Edit Hot Spots** to resize, copy, move, or delete a hot spot.
 - Use **Clear Hot Spots** to remove all Hot Spots.
 - Select the empty hot spot for more actions.



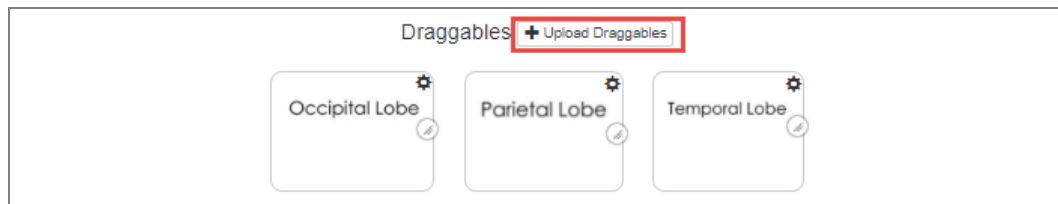
Assessment Item Creation Screen

5. Upload the Draggable images.

6. Define the Max Uses

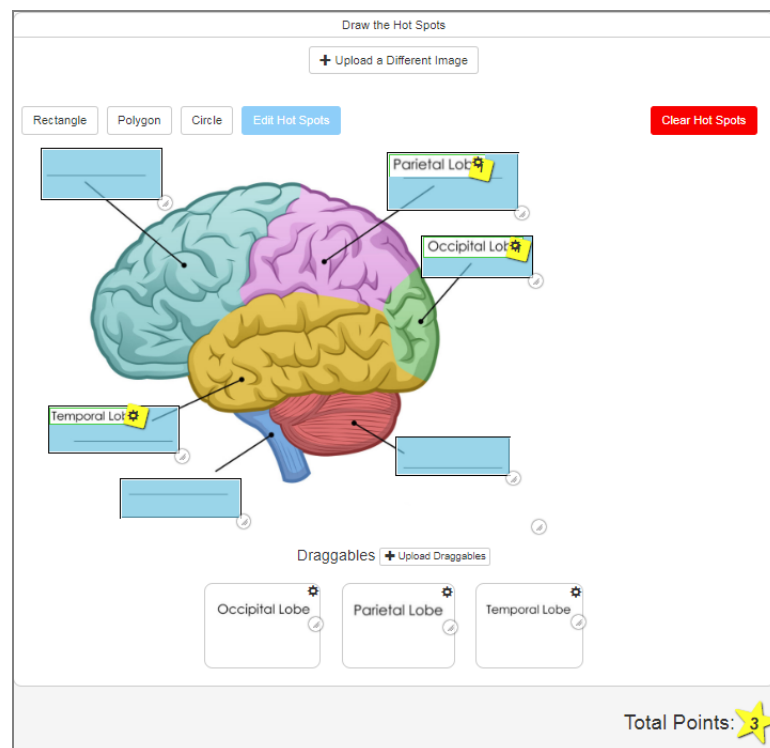


The default Max Use is set to 0 that places no limit on the number of times the student can use the draggable item. For example, if you enter 1, the student can use the draggable once.



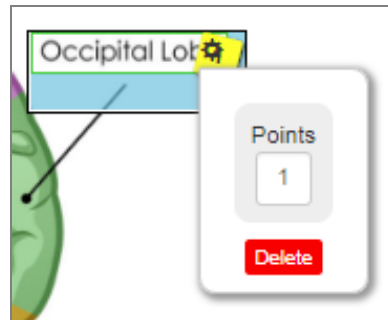
Assessment Item Creation Screen

7. Define the correct answers by dragging the images to the correct hot spot location.



Assessment Item Creation Screen

- Click  to define the **Points** for the correct answer.



Assessment Item Creation Screen

Hot Spot

- Enter and [format](#) the **Prompt**.

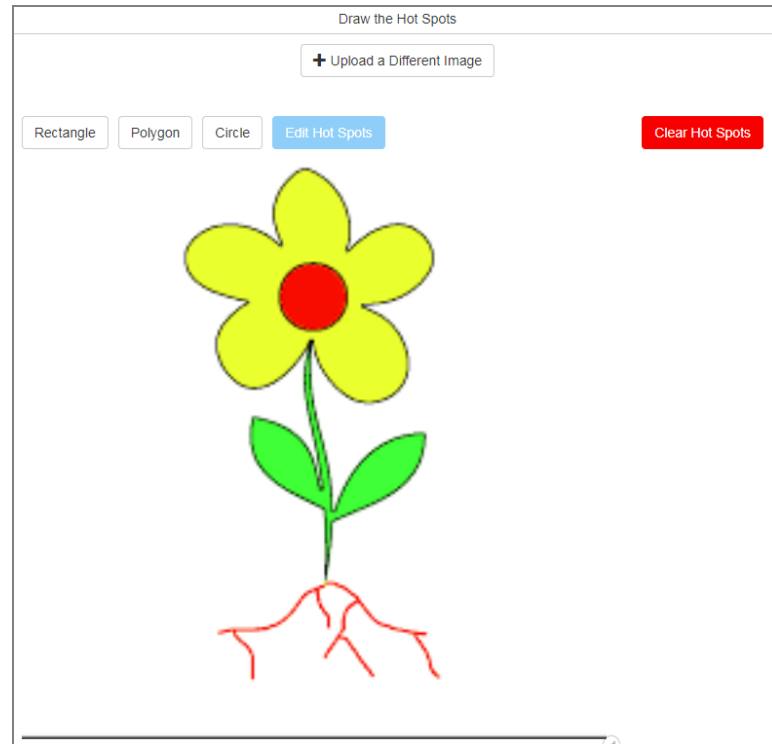
Prompt

Identify the part of the flower that provides support and transports nutrients to other parts of the plant.

Assessment Item Creation Screen

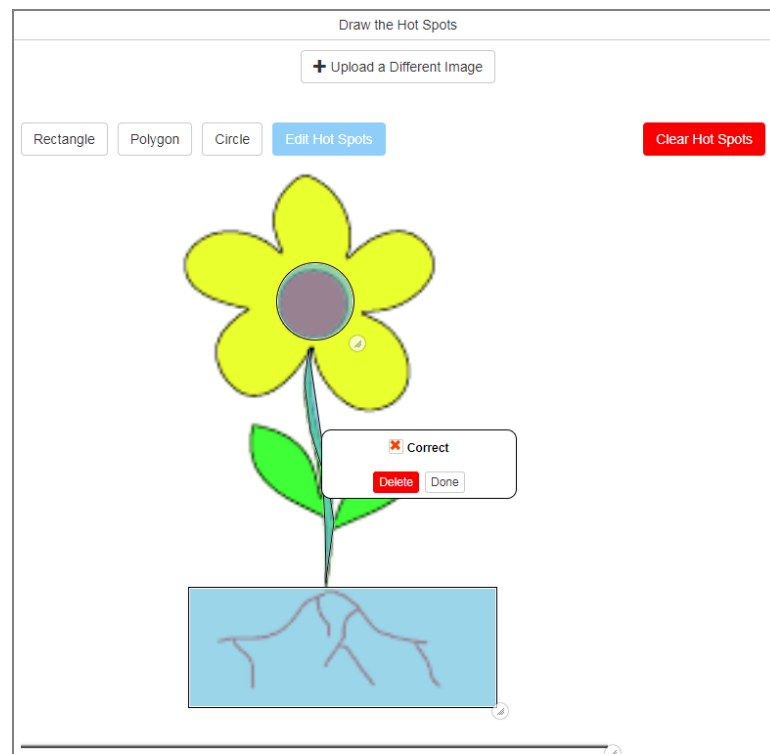
- Click **First Upload an Image** to select the Primary Graphic.

3. Define the hot spots using the **Rectangle**, **Polygon**, and **Circle** options.



Assessment Item Creation Screen

- Click **Edit Hot Spots** to resize, copy, move, or delete a hot spot.
- Use **Clear Hot Spots** to remove all Hot Spots.



Assessment Item Creation Screen



- You can select multiple hot spots.
- Select the hot spot again to clear the selection.

Hot Text

1. Enter and [format](#) the **Prompt**.

Prompt

Find the misspelled words in the sentences below.

Assessment Item Creation Screen

2. Enter and [format](#) the **Item Content**.
3. Create the Hot Text:
 - a. Highlight the text that the student can select.
 - b. Click **H**.

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Strikethrough (S), Subscript (x₂), Superscript (x²), Text Color (A), Background Color (A), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Quote, Unquote, Link, Unlink, Table, Table of Contents, Insert Image, Insert Video, Insert Audio, Insert Code, Insert Table, Insert Formula, Styles, Normal, Arial, Size, Spacing.

The **surface** of the planet is **approximatly** 71% water and **contains** five oceans, including the **Artic**, Atlantic, Indian, **Pacific**, and **Antartic**.

Assessment Item Creation Screen

4. Select the **Correct Answers**:

Answer Details


The **surface** of the planet is **approximatly** 71% water and **contains** five oceans, including the **Artic**, Atlantic, Indian, **Pacific**, and **Antartic**.


Assessment Item Creation Screen

Inline Choice

1. Enter and [format](#) the item.
2. Click **Inline Choice** to insert a drop-down in the item.

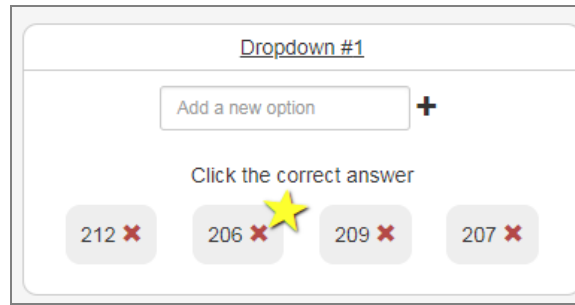
Assessment Item Creation Screen

3. Define the drop-down lists:
 - a. Enter the answer selections for the **Dropdown**.
 - b. Click  or press **Enter** to add additional selections.

 to remove an answer.'"/>

Assessment Item Creation Screen

4. Select the correct answer. A yellow star displays.



Dropdown #1

Add a new option +

Click the correct answer

212 ✖ 206 ✖ 209 ✖ 207 ✖

Assessment Item Creation Screen

Matching

1. Enter and [format](#) the **Prompt**.
2. Select **Show Max Uses to Student**, if needed.



When enabled, if you set max values to more than 0, this information displays to the student.

Item Stem

Define your Matching item.

Prompt

Identify the polygons in the chart.

☒ Show Max Uses to Student ⓘ

Create the Interaction

Click to Edit	✗ Click to Edit ⚙	✗ Click to Edit ⚙
✗ Click to Edit ⚙	<input type="checkbox"/>	<input type="checkbox"/>

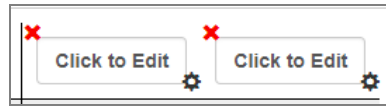
Add Item

Add Choice


Assessment Item Creation Screen

3. Create the Interaction.

- Select **Click to Edit** to enter Matching Items and Answer Choices.
- Use the editing tool to [format](#) text, insert images, equations, etc.



Editing For Answer Choices

- Click **Add Item** to insert additional matching items.
- Click **Add Choice** to insert additional answer choices.
- Define your answers by selecting the correct responses as a student would.
- Click  to enter Max Uses for the Items and Answer Choices.






The default Max Use is set to 0, that places no limit on the number of times the student can use the choice. For example, if you enter 1, the student can use the choice once.

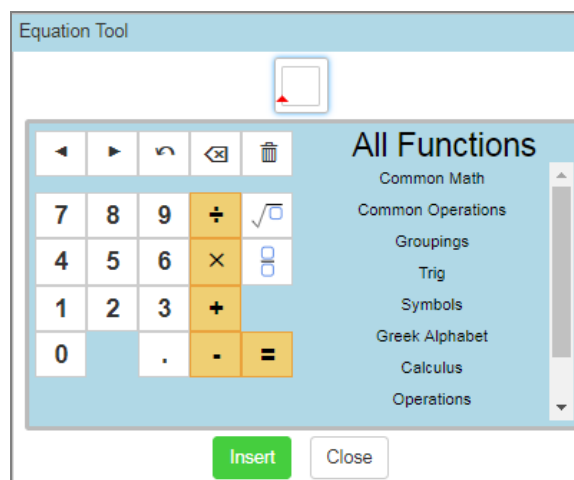
Multiple Choice

By default, Assessment creates four available choices.



- Click  to add another answer.
- Select the answer and click  to remove an answer.

1. Enter and [format](#) the item.
2. Select  in the formatting toolbar to insert an equation into the Prompt, if needed.



Assessment Item Creation Screen



You select the **Equation Tool** the student uses in Important Settings.

3. Select the number of columns to display the answers.

Assessment Item Creation Screen

4. Enter the possible answers.
5. Select correct response.

Assessment Item Creation Screen

Multiple Select

By default, Assessment creates four available choices.



- Click **Add Choice** to add another answer.
- Select the answer and click **Delete** to remove an answer.

1. Enter and [format](#) the item.
2. Select the number of columns to display the answers.

Assessment Item Creation Screen

3. Enter the possible answers.

4. Select correct response.

Assessment Item Creation Screen

Number Line

1. Enter and [format](#) the **Prompt**.
2. Select an Interaction Style.
 - *Points on a Line* – Allow students to plot on a Number Line
 - *Line Plot* – Allow students to create a Line Plot

Assessment Item Creation Screen

3. Make selections for the settings of the Number Line:

- **Snap to Line** – When enabled, students can only plot on specific line values as defined.
- **Maximum Points on Line** – When a value is entered, students can only create that number of points or plots on the line, 0 is the default and acts as no limit.
- **Line Width** – Determines the width of the line in pixels.
- **Title** – Creates a title for the number line. Leave blank if you do not want a title.
- **Step Distance** – Determines the values students can select as defined on the number line.
- **Starting Value** – Determines the starting value or smallest number displayed on the number line.
- **Label Distance** – Determines the values displayed on the number line points.
- **Ending Value** – Determines the ending value or largest number displayed on the number line.

Select the values that make the statement true

$x = |-2|$

Number Line Options

✓ Snap to Line ①

Interaction Style

Points on a Line ▾

Line Width ① 600

Step Distance ① 2

Label Distance ① 2

Maximum Points on Line (0 for no limit)

2

Title ① Number Line with even values

Starting Value ① -10

Ending Value ① 10

Clear All


-10 -8 -6 -4 -2 0 2 4 6 8 10

Number Line with even values

Assessment Item Creation Screen

4. Interact with the **Number Line** to create the correct Responses.



- Use **Clear All** to remove all points.
- Select existing points and an  displays to remove individual responses.

Jane recorded the laps she did around the track. Represent this data on the line plot below

Day	Laps
Monday	3
Tuesday	4
Wednesday	2
Thursday	4
Friday	4

Number Line Options

☒ Snap to Line


Interaction Style
Line Plot

Line Width: 600
Step Distance: 1
Label Distance: 1

Maximum Points on Line (0 for no limit)
0

Title: Number of Laps
Starting Value: 0
Ending Value: 5

Clear All



Assessment Item Creation Screen

5. Enter a **Tolerance** in pixels to determine how correct a student's plot position must be in order to be marked correct.

Scoring Options

Determine what criteria are used for scoring a response.

Tolerance

If you are using Snap to Line these settings are less important, but should still be used for tiny differences. Without Snap to Line, the larger the numbers on your graph the higher the tolerance should be.

Tolerance: 0.25

Assessment Item Creation Screen

Use this setting when you do not enable **Snap to Grid**.



- With Snap to Grid, these setting are less important, but should use for tiny differences.
- Without **Snap to Grid**, the larger the numbers on the graph, the higher these numbers should be.

Select Point

1. Enter and [format](#) the **Prompt**.
2. Select an Interaction Style.
 - *Points on an Image* – Allow students to select specified points on an uploaded image.
 - *Points on a Graph* – Allow students to plot specified points on a coordinate plane.
 - *Lines on a Graph* – Allow students to plot specified graphing tools on a coordinate plane.
3. Enter the **Maximum Choices** the student can select and still be correct.
4. Make selections for the settings:
 - *Points on an Image*:
 - a. Click **First Upload an Image** to select the Primary Graphic.
 - b. Define the points using the **Rectangle**, **Polygon**, and **Circle** options that define the area where students must select the correct answer.



- Click **Edit Hot Spots** to resize, copy, move or delete a hot spot. Select the created shape to view options specific to that hot spot.
- Use **Clear Hot Spots** to remove all Hot Spots.

Options

Interaction Style: Points on an Image

Maximum Choices: 1 (0 for no limit)

Draw the Hot Spots

+ Upload a Different Image

Rectangle Polygon Circle Edit Hot Spots Clear Hot Spots

Assessment Item Creation Screen

- *Points on a Graph:*
 - a. Select the options:
 - **Maximum Points** – Enter a value to define the number of points on the graph the student creates. The default is zero (0) and acts as no limit.
 - **Snap to Grid** – When enabled, students can only plot on specific points as defined on the grid.
 - **Graph Width/Height** – Determines the width/height of the graph as defined in pixels.
 - **Starting X/Y Value** – Determines the starting value or the smallest value displayed on the horizontal and vertical axis.
 - **Ending X/Y Value** – Determines the ending values or the largest value displayed on the horizontal and vertical axis.
 - **X/Y- Axis Step Distance** – Determines the values the student selects on the graph.
 - **X/Y- Axis Label Distance** – Determines the values displayed on the graph.
 - **X/Y- Axis Title** – Creates a title for the horizontal/vertical axis. Leave blank to not display a title.

Graphing Interaction Options

Determine how the student interacts with your graph.

☒ Snap to Grid ⓘ

Configure Graph


Choose the options for drawing your graph. You also define your acceptable answers using graphing tools.

Graph Width ⓘ	<input type="text" value="600"/>	Graph Height ⓘ	<input type="text" value="600"/>
Starting X Value ⓘ	<input type="text" value="-10"/>	Starting Y Value ⓘ	<input type="text" value="-10"/>
Ending X Value ⓘ	<input type="text" value="10"/>	Ending Y Value ⓘ	<input type="text" value="10"/>
X-Axis Step Distance ⓘ	<input type="text" value="1"/>	Y-Axis Step Distance ⓘ	<input type="text" value="1"/>
X-Axis Label Distance ⓘ	<input type="text" value="2"/>	Y-Axis Label Distance ⓘ	<input type="text" value="2"/>
X-Axis Title ⓘ	<input type="text" value="X"/>	Y-Axis Title ⓘ	<input type="text" value="Y"/>

Define Answers

Answer your prompt as you expect the students to answer.

Assessment Item Creation Screen


- b. Interact with the Graph to create the correct Responses.
 - Use **Clear All** to remove all points.
 - Select existing points and an  displays to remove individual responses.
- c. Enter a **Tolerance** in pixels to determine how correct a student's plot position must be in order to be marked correct.


Scoring Options

Determine what criteria are used for scoring a response.

Tolerance

If you are using Snap to Grid these settings are less important, but should still be used for tiny differences. Without Snap to Grid, the larger the numbers on your graph the higher these numbers should be. Slope and intercept calculations can easily be significantly different without Snap to Grid.

X Tolerance :

Y Tolerance :

Assessment Item Creation Screen

Use this setting when you do not enable **Snap to Grid**.

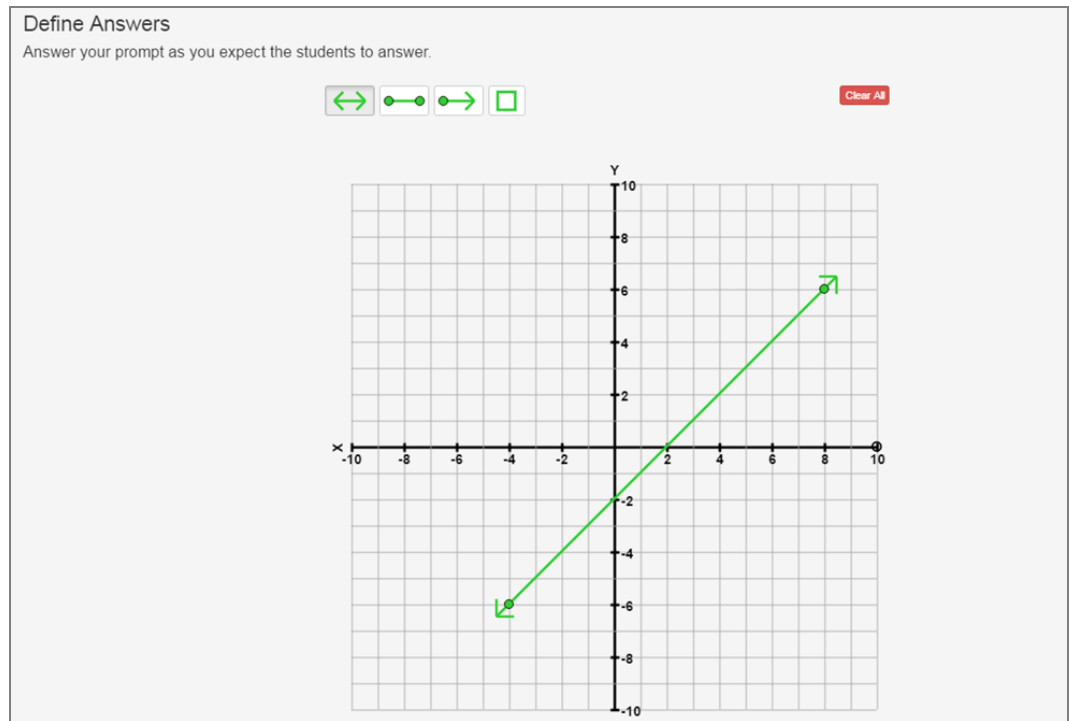


- With Snap to Grid, these setting are less important, but should use for tiny differences.
- Without **Snap to Grid**, the larger the numbers on the graph, the higher these numbers should be.

Slope and intercept calculations can be significantly different without **Snap to Grid**.

- **Lines on a Graph:**
 - a. Select the options:
 - **Maximum Lines/ Shapes** – Enter a value to define the number of lines/shapes on the graph the student creates. The default is zero (0) and acts as no limit.
 - **Snap to Grid** – When enabled, students can only plot on specific points as defined on the grid.
 - **Use Line Tool** – When enabled, students plot a Line. This is the default tool.
 - **Use Ray Tool** – When enabled, students plot a Ray.
 - **Use Line Segment Tool** – When enabled, students plot a Line Segment.
 - **Use Shape Tool** – When enabled, students plot a multi-sided shape.
 - **Graph Width/Height** – Determines the width/height of the graph in pixels.
 - **Starting X/Y Value** – Determines the starting value or the smallest value displayed on the horizontal and vertical axis.


- **Ending X/Y Value** – Determines the ending values or the largest value displayed on the horizontal and vertical axis.
- **X/Y- Axis Step Distance** – Determines the values the student selects on the graph.
- **X/Y- Axis Label Distance** – Determines the values displayed on the graph.
- **X/Y- Axis Title** – Creates a title for the horizontal/vertical axis. Leave blank to not display a title.



Assessment Item Creation Screen

b. Interact with the graph to create the correct Responses.



- Use **Clear All** to remove all points.
- Select existing points and an  displays to remove individual responses.

c. Select desired Line Scoring Methods

- **Score on exactness of point placement** – The student's response must match exactly the starting and ending points to the defined answer.
- **Score on correctness of the intercepts and slope** – The student's response must match the slope and intercept of the defined answer.
- Enter a **Tolerance** in pixels to determine how correct a student's plot position must be in order to be marked correct.

Scoring Options
Determine what criteria are used for scoring a response.

Line Scoring Methods	Tolerance
<input checked="" type="radio"/> Score on exactness of point placement ⓘ <input type="radio"/> Score on correctness of the intercepts and slope ⓘ	<p>If you are using Snap to Grid these settings are less important, but should still be used for tiny differences. Without Snap to Grid, the larger the numbers on your graph the higher these numbers should be. Slope and intercept calculations can easily be significantly different without Snap to Grid.</p> <p>X Tolerance ⓘ: <input type="text" value="0.25"/></p> <p>Y Tolerance ⓘ: <input type="text" value="0.25"/></p>


Assessment Item Creation Screen



Enter a Tolerance when you do not enable **Snap to Grid**.

True/False

1. Enter and [format](#) the item.
2. Select the correct response. The correct answer is shown in a green.

Item Stem 

Define your True/False item.

Prompt

All frogs are amphibians.

What is the correct answer?

True
False

Assessment Item Creation Screen

Other Properties



Completing the properties in this section is optional. It helps with classification, organization, and filtering of the items.

Other Properties
Additional information used for organization, and filtering.

System

Grade Level Select One or More ▼	Subject Select One ▼	Course Select One ▼	Depth of Knowledge None ▼
-------------------------------------	-------------------------	------------------------	------------------------------

District Created

Rich Text

Text Entry

Text Entry Multi
 +

Drop Down
Select One ▼

Drop Down Multi Select
Select One or More ▼

Assessment Item Creation Screen

1. Select the **Grade Levels** for this item.
2. Select a **Subject**.
3. Select the **Course**.
 - a. Enter a keyword.
 - b. Select from the options displayed.
4. Enter the **Depth of Knowledge** for this item:
 - **1. Recall** – The student demonstrates that they can recall a fact, information, or procedure.
 - **2. Skill/Concept** – The student demonstrates that they can respond using information or conceptual knowledge.
 - **3. Strategic Thinking** – The student demonstrates that they can reason and define the answer by developing a plan or sequence of steps. In some cases, more than one answer may be correct.
 - **4. Extended Thinking** – The student demonstrates that they can investigate and use complex reasoning to plan or develop an answer.

5. Select District Created properties.




Your district might require you to set the District Created properties. These custom properties display after the System Properties.

- **Rich Text** – Enter and [format](#) complex details for the item.

Assessment Item Creation Screen

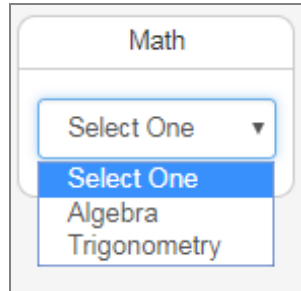
- **Text Entry** – Input simple text details, such as keywords, for the item.

Assessment Item Creation Screen

- **Text Entry Multi** – Input multiple keywords for the item. Press Enter or click  to create another entry.

Assessment Item Creation Screen

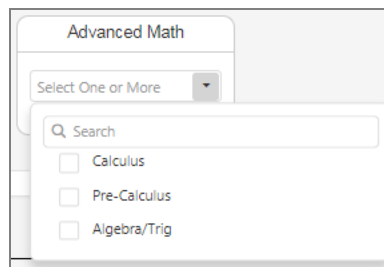
- **Drop Down** – Select from the provided options.



The screenshot shows a dropdown menu titled 'Math'. The menu is open, displaying four options: 'Select One' (highlighted in blue), 'Select One', 'Algebra', and 'Trigonometry'.

Assessment Item Creation Screen

- **Drop Down Multi Select** – Select from the provided options.



The screenshot shows a dropdown menu titled 'Advanced Math'. The menu is open, displaying a search bar with the text 'Search' and three checkboxes: 'Calculus', 'Pre-Calculus', and 'Algebra/Trig'.

Assessment Item Creation Screen

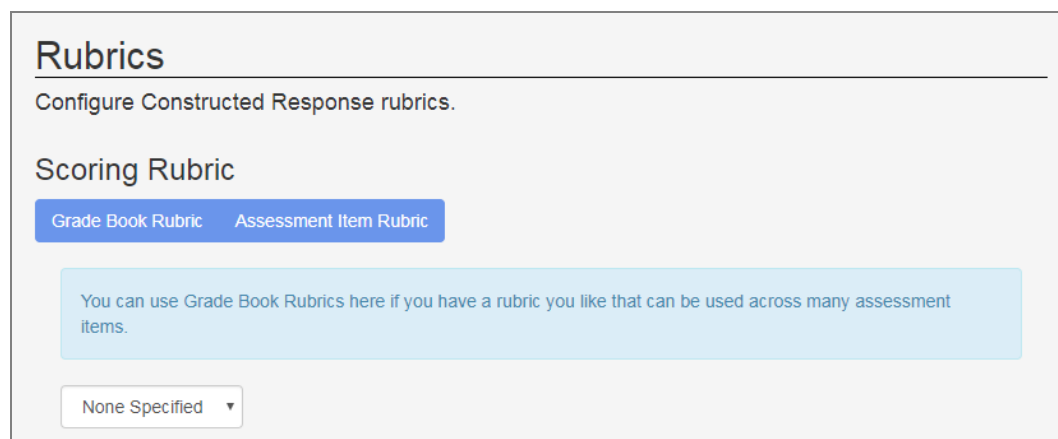
Rubrics for Constructed Response Items

Constructed Response items use rubrics for scoring.

- **Assessment Item Rubric** – This rubric is created during the item creation process. They apply to the item they were created for and cannot be used with any other item.
- **Grade Book Rubrics** – These rubrics are created in Grade Book.



Grade Book Rubrics are view-only and cannot be edited.



The screenshot shows the 'Rubrics' section of the Assessment Item Creation Screen. It includes a heading 'Rubrics', a subheading 'Configure Constructed Response rubrics.', and a 'Scoring Rubric' section. The 'Scoring Rubric' section has two tabs: 'Grade Book Rubric' (selected) and 'Assessment Item Rubric'. Below the tabs, there is a light blue box with the text: 'You can use Grade Book Rubrics here if you have a rubric you like that can be used across many assessment items.' At the bottom, there is a dropdown menu with the text 'None Specified'.

Assessment Item Creation Screen

1. Select a Scoring Rubric.

- **Grade Book Rubric** – Select a rubric from the available Grade Book Rubrics. The Grade Book Rubric displays.

Rubrics

Configure Constructed Response rubrics.

Scoring Rubric

Grade Book Rubric Assessment Item Rubric

You can use Grade Book Rubrics here if you have a rubric you like that can be used across many assessment items.

Debate Rubric ▾

Factual Information

Used many facts to support all arguments.	Score: 4
Used some facts to support all arguments.	Score: 3
Used few facts to support arguments.	Score: 2
Did not present facts to support arguments.	Score: 1

Comprehension

Demonstrated thorough understanding of information.	Score: 4
Demonstrated accurate understanding of important information.	Score: 3
Demonstrated minimal understanding of information.	Score: 2
Demonstrated misunderstanding of the information	Score: 1

Assessment Item Creation Screen

- **Assessment Item Rubric** – Enter the rubric **Criteria Name**, **Rating Description**, and **Score**.



Assessment Item rubrics are **ONLY** for the item they are created with and cannot be used again

- Click **New Rating** to add a rating to the criteria.
- Click **New Criteria** to add criteria to the rubric.

Rubrics

Configure Constructed Response rubrics.

Scoring Rubric

Grade Book Rubric
Assessment Item Rubric

By creating a rubric here, this item will have a rubric that you can modify at any time without changing any others, making it unique to this assessment item.

X
Sample Criteria Name

X
Sample Rating Description

Score:
0

X
Sample Rating Description

Score:
0

New Rating
New Criteria

Assessment Item Creation Screen



Constructed Response Items that have a rubric attached display the rubric in a condensed version when viewing the items in the Item Bank.

2. Enter the **Total Points**.



The **Total Points** of the item must match the values of the Scoring Rubric.

Standards

Completing this section is optional, but highly recommended.



After updating standards in Synergy SIS, previous standards, whether assigned by import or selected by users, are visible. Any new imported standards automatically align and are visible on each item without user input.

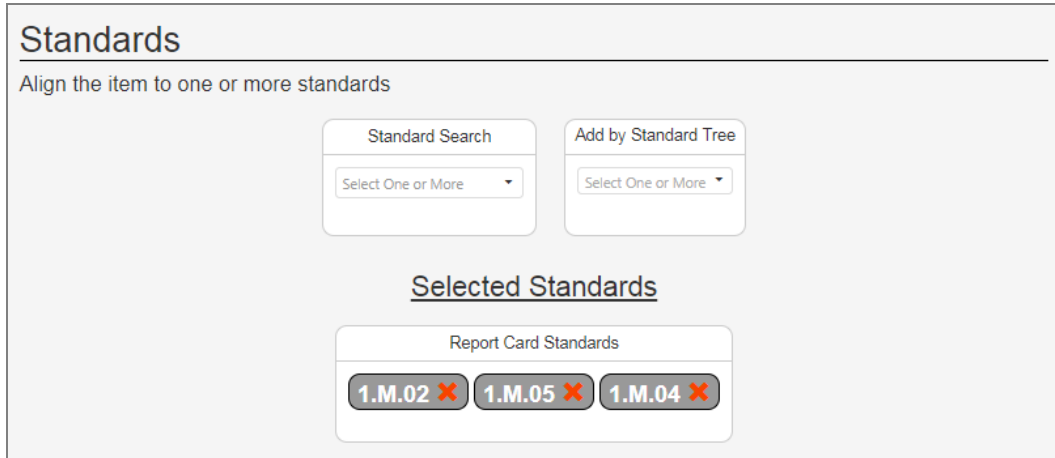
Select standards using the **Standards Search** by keyword or **Add by Standard Tree**.

Assessment Item Creation Screen

The selected standards display.

Assessment Item Creation Screen

Click  to remove the standard.



The image shows a 'Standards' section within a software interface. At the top, it says 'Standards' and 'Align the item to one or more standards'. Below this are two boxes: 'Standard Search' and 'Add by Standard Tree', each containing a 'Select One or More' dropdown menu. Underneath these is a section titled 'Selected Standards' which contains a 'Report Card Standards' box. This box displays three standards: '1.M.02', '1.M.05', and '1.M.04', each followed by a red 'X' icon, indicating they are selected or removable.

Assessment Item Creation Screen

Passages

- Create new passages from items or from the Passage Bank.
- You can select multiple items for a Passage.
- Edit existing passages from the Passage Bank. Creators can only edit passages that they created.

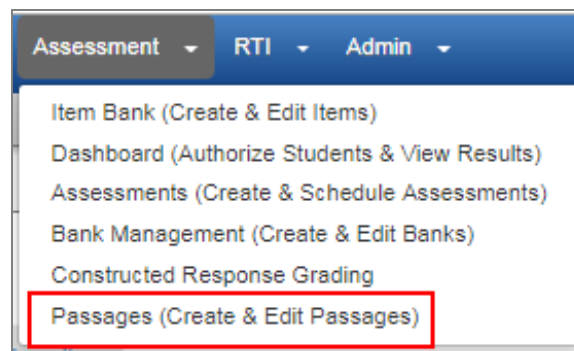


Administrators can edit all passages in the District Passage Bank.

Creating Passages

From the Passage Bank

1. Select *Passages (Create & Edit Passages)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessment Passages**.



Assessment Menu

2. Click **NEW**.

Passage Bank Screen


3. Enter and format the **Passage Title**.
4. Enter and format the **Passage**.
5. Select a **Status**.
 - *Live* – Available for use in assessments (Default setting)
 - *Draft* – Not available for use in assessments
 - *Archive* – Not available for use because they were intentionally disabled
6. Select the **Bank** to contain this passage.



If you do not have an Item Bank available to you, the passage is placed in a new bank.

7. Select a **Subject**.
8. Click **Save**.

From a Item

1. Click  to access the Optional Features.
2. Click **+Add a Passage**.
3. Click **Create Passage**.
4. Enter a passage **Title**.
5. Select a **Subject**.
6. Select an **Item Bank**.

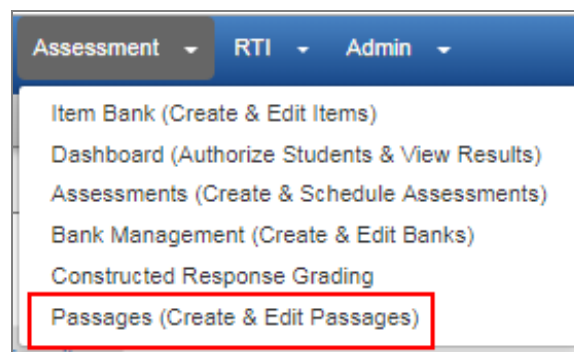
7. Enter and [format](#) the passage.

New Assessment Item Screen

8. Click **Save**.

Viewing Passages

1. Select *Passages (Create & Edit Passages)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessment Passages**.



Assessment Menu

2. Use the filters to display the passages based on the selections made.

3. Select the passage you want to view.

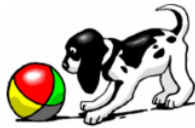
- Imported passage preview

Preview

Matt and Bud

Read the passage and answer the question(s) that follow.

Matt had a dog named Bud. Bud was a fun dog. He came every time Matt said to come. One day, Matt took Bud to the pet shop to get a bath. Bud did not like the bath. The next day, Bud did not come when Matt called. He hid in his doghouse. Matt did not like it when Bud hid. He threw the ball for Bud. Bud liked to play ball. Bud and Matt played all day.



[Return](#)

1 This is an imported passage and cannot be edited.

2

Stats

Items Using 16

Selected Options 3

Status

Live

Item Bank

[Inspect ItemBank](#)
[Inspect ItemBank](#)

Subject

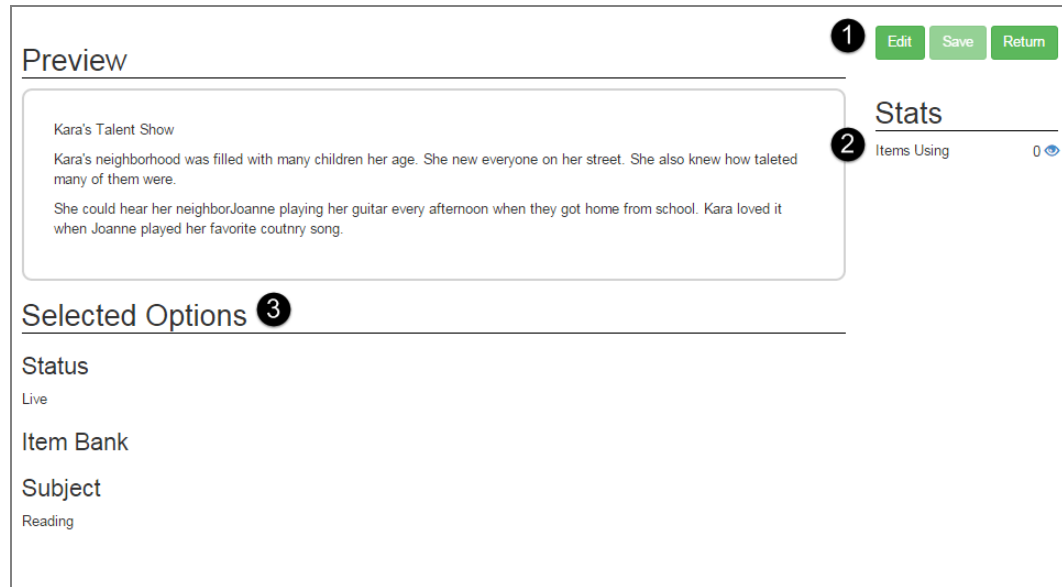
English Language Arts

Passage Preview Screen

The imported passage screen displays:

- The owner of the passage. 1
- The number of items using the passage. 2
- The information for the passage. 3

- Created passage preview, click **Preview**.



The screenshot shows the 'Preview' screen for a passage. At the top right, there are three buttons: 'Edit' (labeled 1), 'Save', and 'Return'. Below the passage text, there is a 'Stats' section (labeled 2) showing 'Items Using' with a count of 0 and an eye icon. The 'Selected Options' section (labeled 3) includes 'Status' (Live), 'Item Bank', and 'Subject' (Reading). The passage text is as follows:


Kara's Talent Show

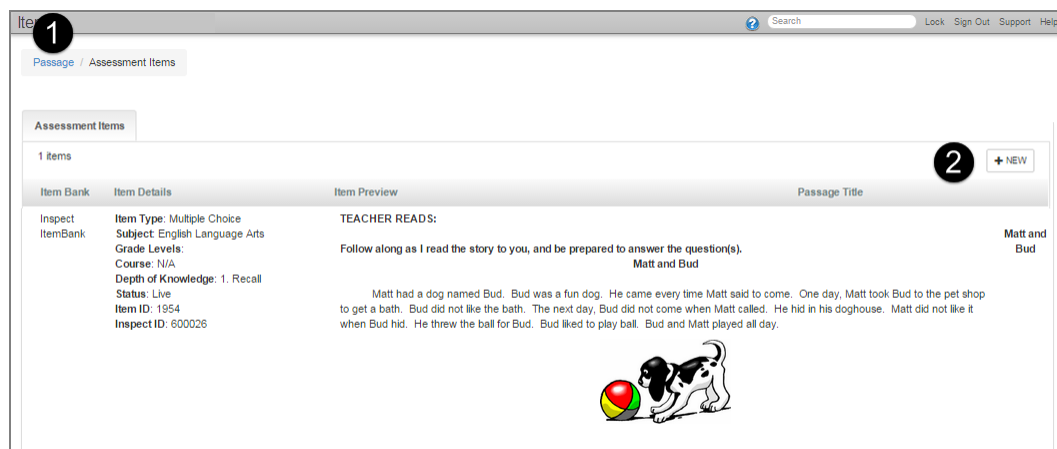
Kara's neighborhood was filled with many children her age. She new everyone on her street. She also knew how taleted many of them were.

She could hear her neighborJoanne playing her guitar every afternoon when they got home from school. Kara loved it when Joanne played her favorite countrny song.


Imported Passage Preview Screen

The screen displays:

- Click **Edit** to make changes. ①
 - The number of items using the passage. ②
 - The information for the passage. ③
4. Click  to view items that use the passage.
- Click **Passage** to see a preview of the passage. ①
 - Click **NEW** to associate the passage with a [new item](#). ②
- The Assessment Item screen opens with the passage section populated.



The screenshot shows the 'Assessment Items' screen. At the top, there is a search bar and navigation links: 'Lock', 'Sign Out', 'Support', and 'Help'. Below the search bar, there is a 'Passage / Assessment Items' breadcrumb. The main section is titled 'Assessment Items' and shows '1 Items'. There is a '+ NEW' button (labeled 2). The table below has columns: 'Item Bank', 'Item Details', 'Item Preview', and 'Passage Title'.

Item Bank	Item Details	Item Preview	Passage Title
Inspect ItemBank	Item Type: Multiple Choice Subject: English Language Arts Grade Levels: Course: N/A Depth of Knowledge: 1. Recall Status: Live Item ID: 1954 Inspect ID: 600026	TEACHER READS: Follow along as I read the story to you, and be prepared to answer the question(s). Matt and Bud Matt had a dog named Bud. Bud was a fun dog. He came every time Matt said to come. One day, Matt took Bud to the pet shop to get a bath. Bud did not like the bath. The next day, Bud did not come when Matt called. He hid in his doghouse. Matt did not like it when Bud hid. He threw the ball for Bud. Bud liked to play ball. Bud and Matt played all day.	Matt and Bud 

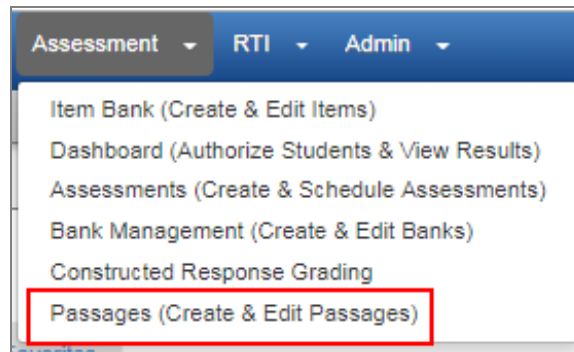
Passage Screen

Archiving Passages




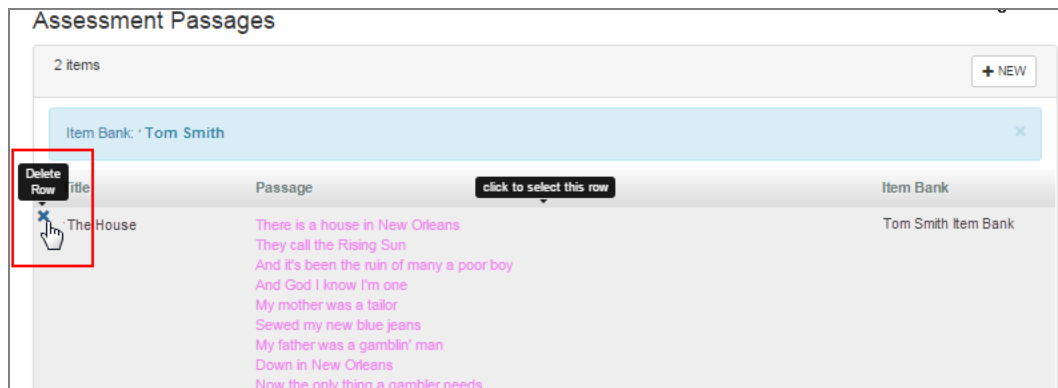
Passages are not deleted; they move to the Archive section where they continue to display. You cannot edit or copy passages once they are archived.

1. Select *Passages (Create & Edit Passages)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessment Passages**.



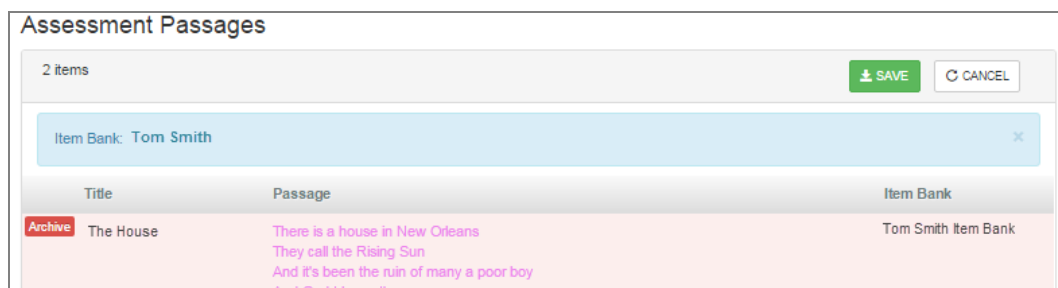
Assessment Menu

2. Use the filters to display the passages based on the filters.
3. Click  on the row of the passage to archive.



Passage Bank Screen

The **Archive** icon displays on the row.



Passage Bank Screen

4. Click **Save**. A confirmation message displays.
5. Click **OK**. The passage is archived.



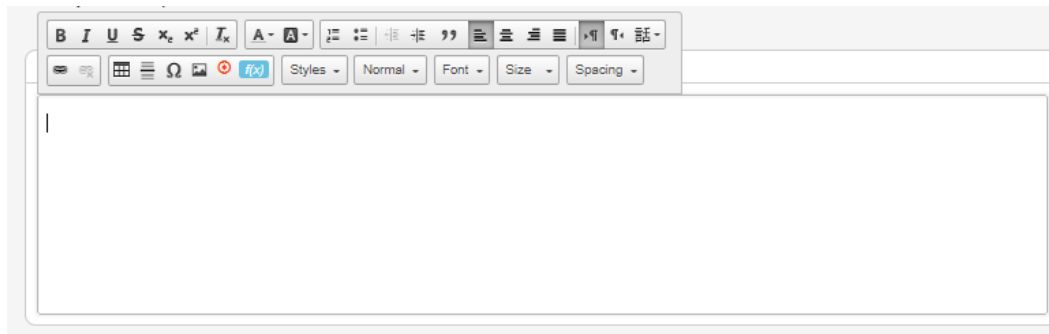
To view archived passages, click **View Archive** in the Passage Bank. Click **View Current** to return to the active assessments.

Formatting Window

This section describes the formatting window used to create assessment items. It is used to create teacher instructions, items, answers, and passages.






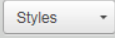
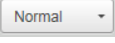
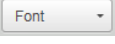

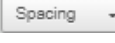





The formatting tool bar displays when you click inside the text entry box.



Formatting Window

The formatting and editing tools available are:

- **B I U S** **Bold, Italic, Underline or Strikethrough** – Formats the selected text as bold, italic, underline, or strikethrough
- **x₂ x²** **Subscript and Superscript** – Inserts subscript or superscript text
- **Tx** **Remove Format** – Clears all formatting for the selected text
- **1. 2. 3. •** **Insert/Remove Numbered or Bulleted List** – Formats the selected paragraphs as numbers or bullets
- **⌵ ⌶** **Increase or Decrease Indent, Outdent** – Indents or outdents the selected paragraph
- **” ”** **Blockquote** – Indents the paragraph on both sides
- **⌵ ⌶ ⌷ ⌸** **Align Left, Center, Align Right, or Justify** – Aligns text per the setting
- **⌵ ⌶** **Text Direction From Left to Right or Right to Left** – Aligns text per the setting
- **🔗 🔗** **Insert Hyperlink or Remove Hyperlink** – Inserts or remove a link to a website or email address
- **📄** **Table** – Inserts a table

-  **Insert Horizontal Line** – Inserts a horizontal line
-  **Insert Special Character** – Inserts a special character such as a copyright mark or currency symbol
-  **Image** – Inserts a picture from a file
-  **Text Style** – Selects a built-in format for the selected text
-  **Paragraph Style** – Selects a built-in format for the selected paragraph
-  **Font** – Selects a font for selected content
-  **Size** – Selects a font size for selected content
-  **Spacing** – Selects single, double, or triple spacing
-  **Text Color** – Applies the selected color to the text
-  **Background Color** – Highlights the text with the selected color
-  **Record Audio** – Records audio using your device's microphone. Click  to stop the recording.
-  **Equation Tool** – Opens an equation tool



Promoting Items for District Use

If the district allows teachers to promote Items or Passages for district use, the **Nominate to District** link displays on the screen.

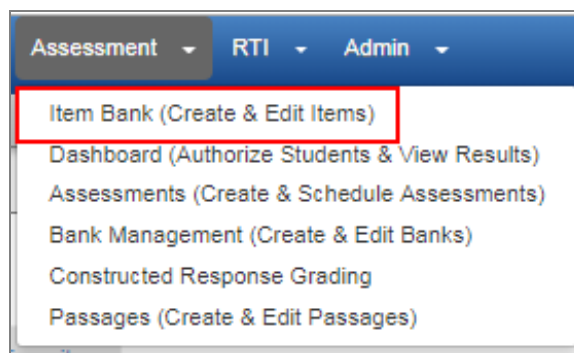


The item or passage must be saved before the **Nominate to District** is a link.

Submitting Items for Promotion

Teachers submit items for promotion.

1. Select *Item Bank (Create & Edit Items)* from the **Assessment** menu.



Assessment Menu

2. Select an item .
3. Click **Nominate to District**. A success message displays.

Important Settings

Item Type

True/False

Bank

Item Bank for Kathy Jackson

Nominate to District

Status

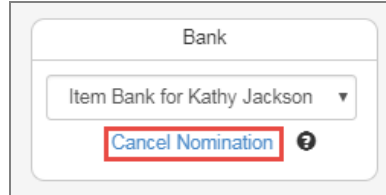
Live (Available for Use)

Total Points

1

Items Screen

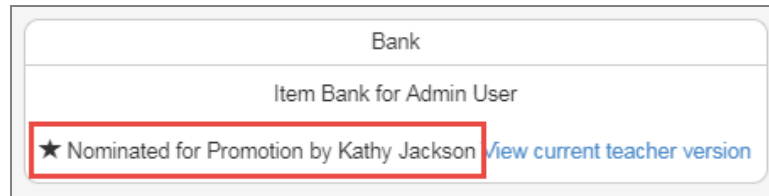
Click **Cancel Nomination** to remove the item from district consideration.



Items Screen



Open the item to see if the Item was approved in the Important Settings.

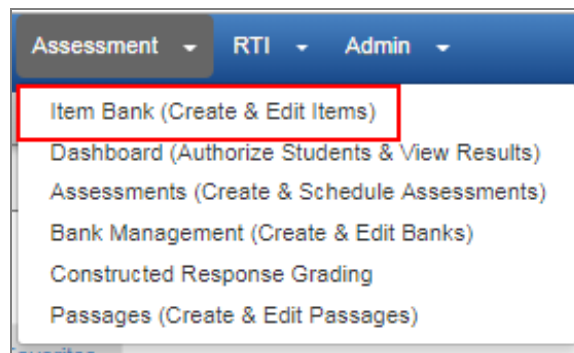


Items Screen

Approving Items for Promotion (District Users Only)

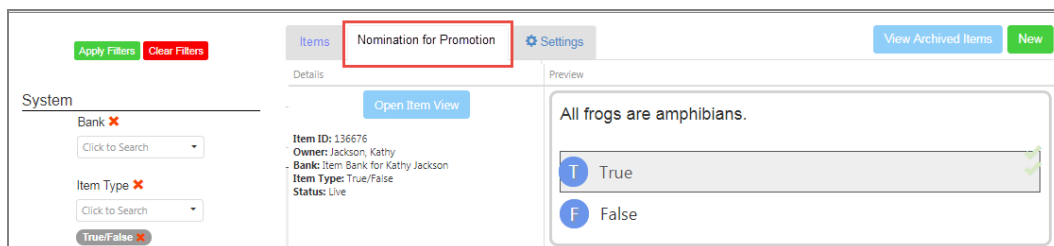
The **Nomination for Promotion** tab displays on the Items screen of district users when Items are nominated for district use.

1. Select *Item Bank (Create & Edit Items)* from the **Assessment** menu.



Assessment Menu

2. Select the **Nomination for Promotion** tab.



Items Screen

3. Select and review the item.

- To approve the item:
 - a. Select the Item Bank.
 - b. Select **Approve**. **1** A copy of the item or passage is created in the selected Item Bank.
- To deny the item:
 - a. Provide an explanation for the denial. **2**
 - b. Select **Deny**. **3**

Important Settings

Item Type

True/False

Bank

Item Bank for Kathy Jackson

This item has been nominated for promotion by Kathy Jackson to a district-level item bank. If you choose to approve, select an item bank to copy this item to. If the item needs corrections before you can approve, or you cannot approve for other reasons, provide feedback to the user using the text field below.

Item Bank for Admin User

Approve **1**

If denying the request, please provide a reason below.

This question needs more detail |

2

Deny **3**

Status

Live (Available for Use)

Total Points

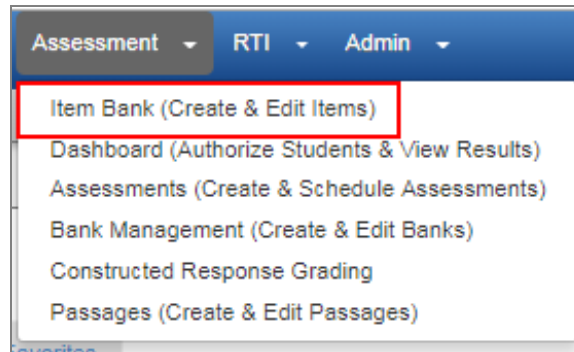
1

Items Screen

Resubmitting Items for Promotion

If an item is denied, the teacher can modify the item and resubmit for approval.

1. Select *Item Bank (Create & Edit Items)* from the **Assessment** menu.



Assessment Menu

2. Select the **Nomination for Promotion** tab.
3. Select the item.

A screenshot of the 'Items Screen' in a software interface. The screen is titled 'Important Settings'. It contains several sections: 'Item Type' with a dropdown menu set to 'True/False'; 'Bank' with a dropdown menu set to 'Item Bank for Kathy Jackson'; and a 'Re-submit to District' button highlighted with a red box and a circled '2'. Below the 'Bank' section, there is a blue box containing the text: 'You have received feedback for your nomination. If desired, you may make changes and re-submit for approval. District says: This question needs more detail'. This text is highlighted with a light blue box and a circled '1'. At the bottom, there are two sections: 'Status' with a dropdown menu set to 'Live (Available for Use)' and 'Total Points' with a text input field containing the number '1'.

Items Screen

4. Review the reason for denial. ❶
5. Make the requested changes.
6. Click **Re-submit to District**. ❷

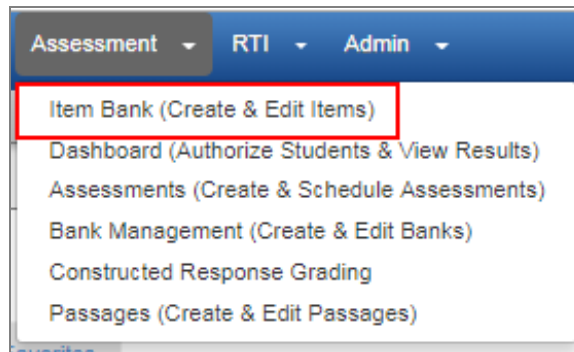
Copying Items in the Item Bank



This option is not available for imported Item Banks.

Items can be copied from Items or the Archive.

1. Select *Item Bank (Create & Edit Items)* from the **Assessment** menu.



Assessment Menu

2. Select the item to copy.
3. Click **Copy assessment item**. The copy of the item displays with a copy successful message.

Assessment Item Creation Screen

4. [Edit the item](#) if required.
5. Click **Save**. The copied item stores in the selected item bank.

Archiving Items from the Item Bank

Archived items used in assessments:



- Display a message on the assessment preview and on the assessment.
- Are highlighted in red on tests and on the Assessment screen.

Scheduling Assessments with Archived or Omitted Items

The ability to schedule assessments with archived or omitted items is restricted.

Archived items used in assessments:



- Display a message on the assessment preview and on the assessment.
- Are highlighted in red on tests and on the Assessment screen.

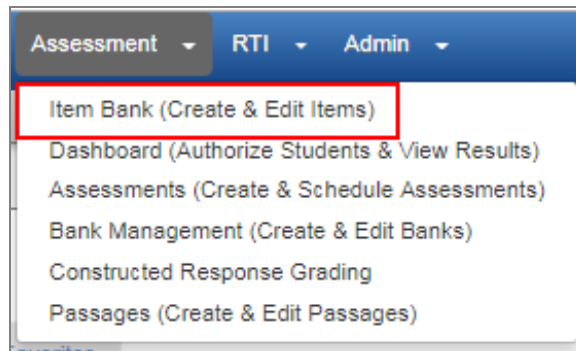
The schedule button does not display on the assessment preview. You can override the setting and schedule the assessment.

Before using an assessment that uses archived or omitted items, modify the assessment by one of these methods:

- Change the point value of the archived or omitted items to 0.
- Remove the items:
 1. Make a copy of the assessment.
 2. Remove the archived or omitted items.
 3. Use replacement items if needed for future testing.

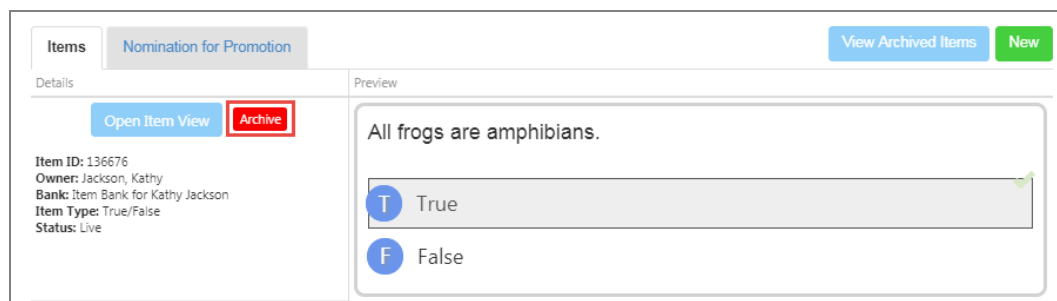
Archiving Items

1. Select *Item Bank (Create & Edit Items)* from the **Assessment** menu.



Assessment Menu

2. Click **Archive**.



Assessment Item Bank Screen

3. Click **OK**. The item moves to the item bank archive.



- Only owners can move their items to the archive for teacher created items.
- District staff can move all district created items to the archive.
- Click **View Archived Items** to view the item bank archive.
- To use a item from the archive, make a copy of the item to save it to the item bank.













Chapter 4: Create Assessments

Assessments	85
Creating Assessments	94
Adding Items to an Assessment	110
Editing Items in an Assessment	118
Previewing Assessments	122
Promoting Assessments for District Use	124

Assessments

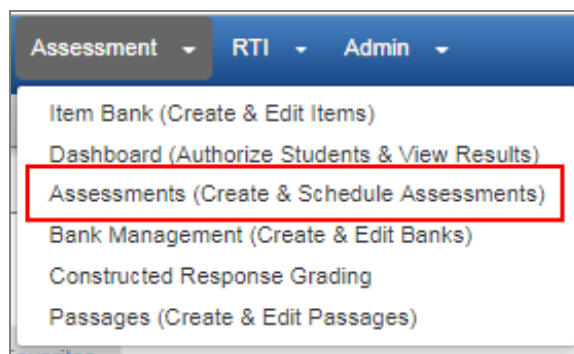
You access assessments from the Assessments screen. Use the tabs and drop-downs to change what displays on the screen.

The assessment screens use these icons.

- | | |
|--|--|
|  – Online only assessment |  – Quick Assessment |
|  – Test history |  – Use to drag and drop assessments |
|  – Bank you own |  – Hides a filter or indicates a denied promotion |
|  – Bank you do not own (shared or imported) |  – Add filter to filters list |
|  – Imported assessment |  – Assessment promoted to District |
|  – Paper only assessment |  – Assessment approved for promotion to district |

Using the Assessments Screen

1. Select *Assessments (Create & Schedule Assessments)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessments**.



Assessment Menu

2. Click a Sort option.
 - Sort by ID – Select to sort the assessments by the Assessment ID number in ascending or descending order.
 - Sort by Name – Select to sort the assessments by Name alphabetically in ascending or descending order.

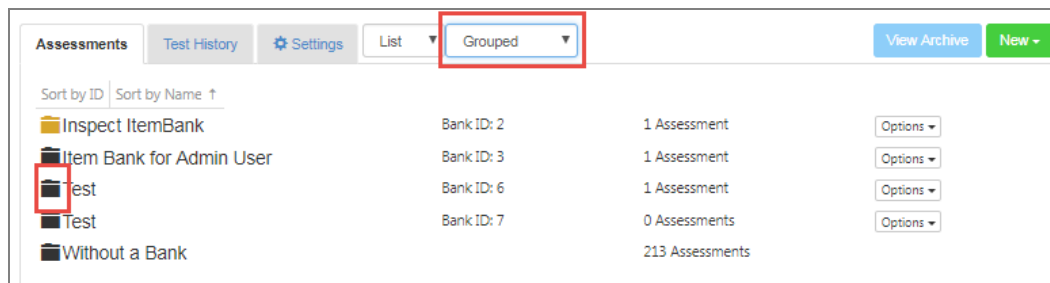


When sorting by ascending, assessments with numerical numbers or spaces prior to the name of the assessment display first.

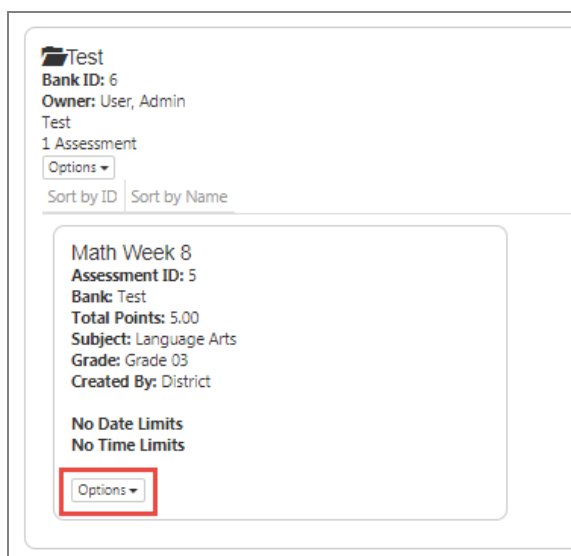
3. Change what displays on the tabs.

Two drop-downs change what displays in the **Assessments** or **Test History** tabs. Together they create various combinations.

- Click the icon to view the assessment details in a group.



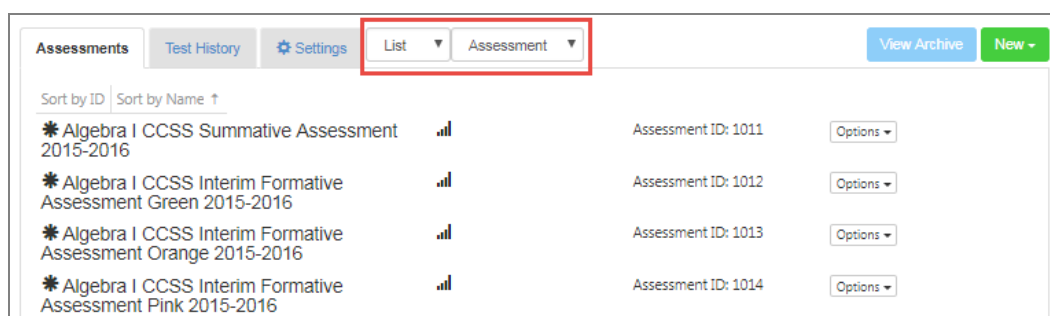
- Select *Bank Details* in **Options** for more information about a Bank.



Assessments Screen

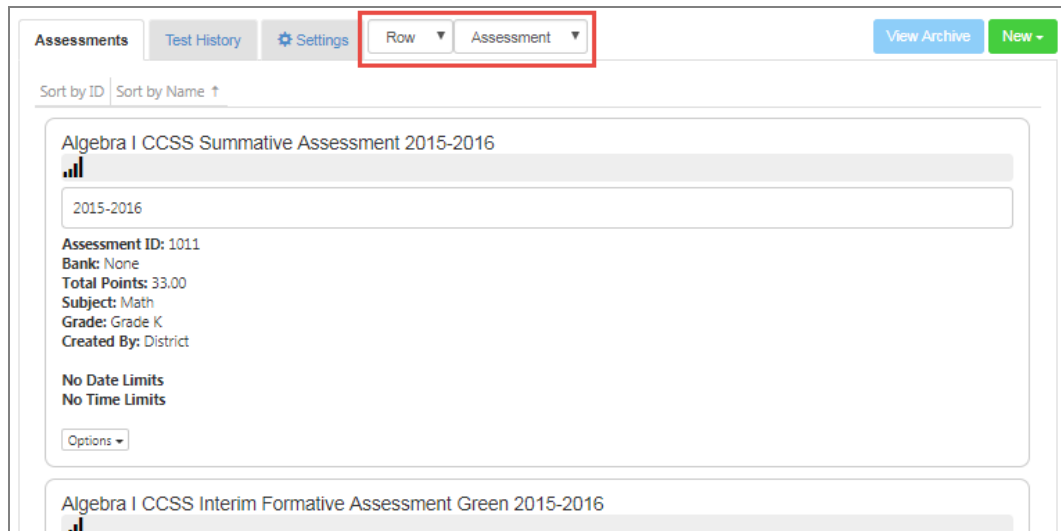
Assessments Tab

- List + Assessment** – Select to view a simple list of assessments including information such as Name, Assessment ID, and **Options** drop-down.



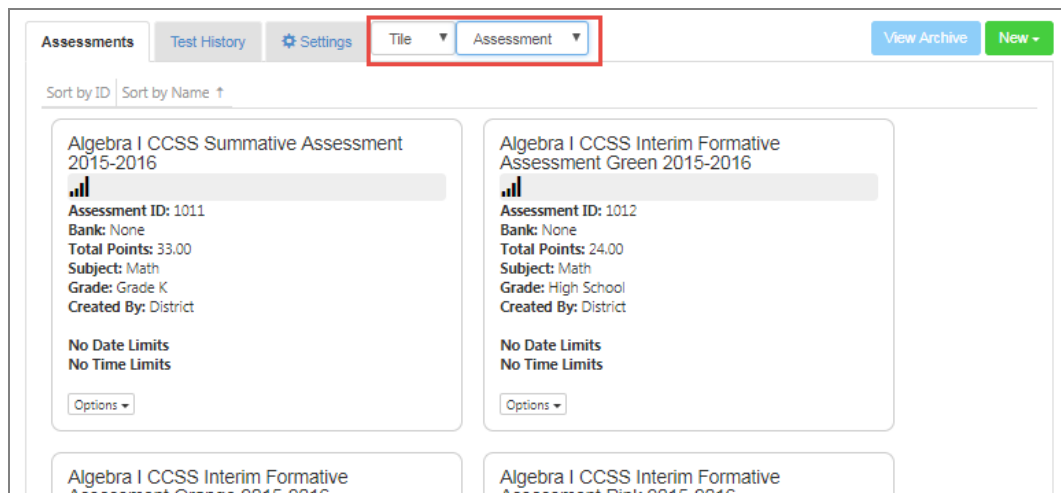
Assessments Screen

- **Row + Assessment** – Select to view more details about the assessments such as Name, Description (if applicable), Assessment ID, Bank, Total Points, Created By, Limits, and **Options** drop-down.



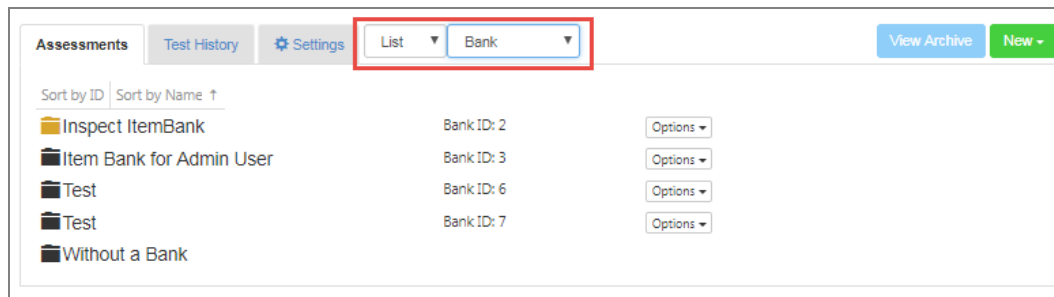
Assessments Screen

- **Tile + Assessment** – Select to view more details about the assessments such as Name, Description (if applicable), Assessment ID, Bank, Total Points, Created By, Limits, and **Options** drop-down in a more compact display.



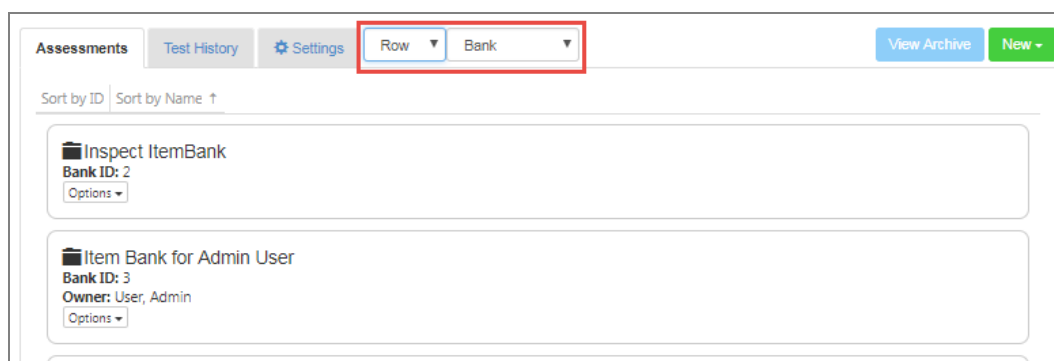
Assessments Screen

- **List + Bank** – Select to view a simple list of banks including information such as Name, Bank ID, and **Options** drop-down.



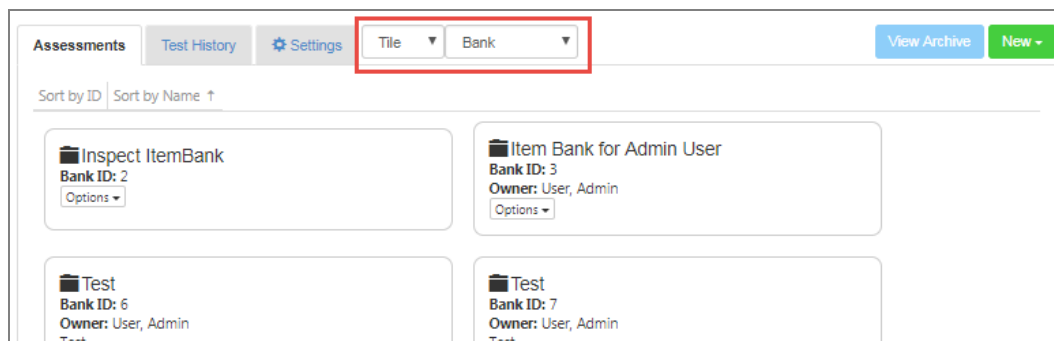
Assessments Screen

- **Row + Bank** – Select to view Name, Bank ID, and **Options** drop-down.



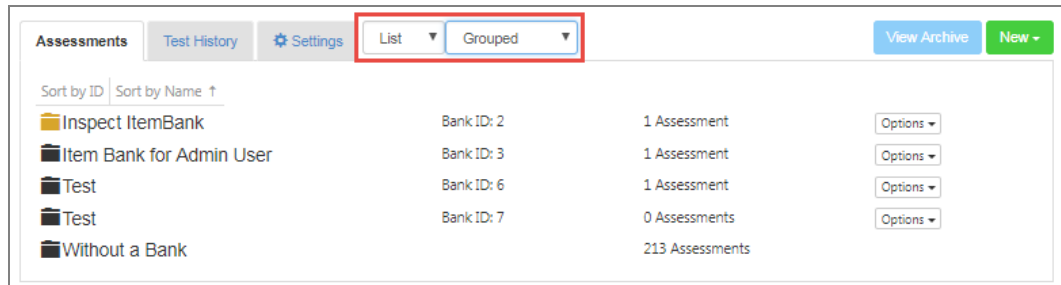
Assessments Screen

- **Tile + Bank** – Select to view the Name, Bank ID, and **Options** drop-down in a more compact display.



Assessments Screen

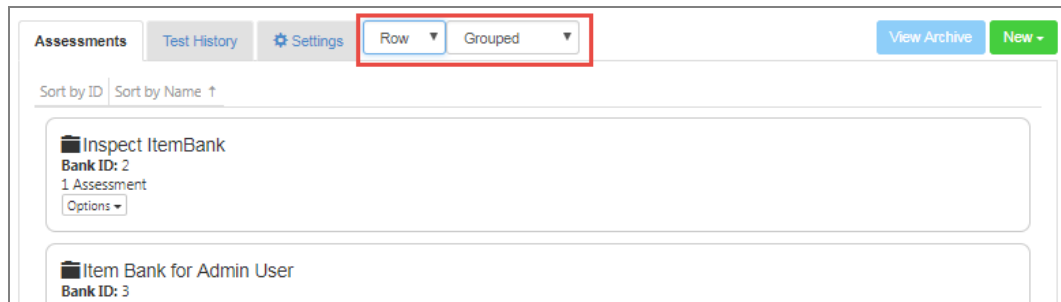
- **List + Grouped** – Select to view a simple list of banks including information such as Name, Bank ID, and **Options** drop-down.



Assessments	Test History	Settings	List	Grouped	View Archive	New
Sort by ID Sort by Name ↑						
Inspect ItemBank	Bank ID: 2	1 Assessment	Options			
Item Bank for Admin User	Bank ID: 3	1 Assessment	Options			
Test	Bank ID: 6	1 Assessment	Options			
Test	Bank ID: 7	0 Assessments	Options			
Without a Bank		213 Assessments				

Assessments Screen

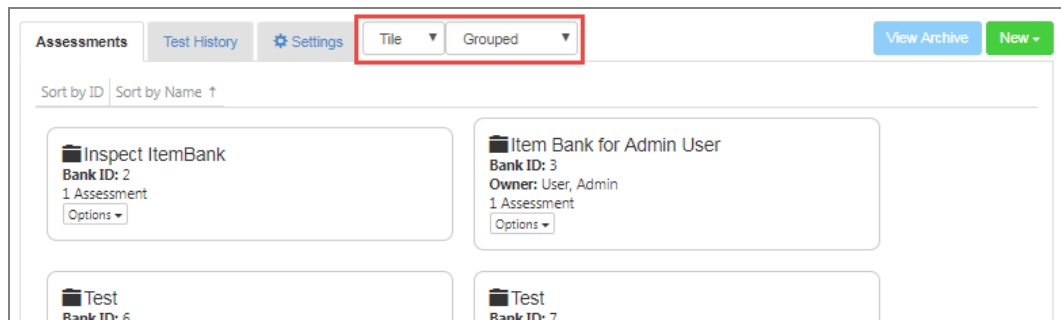
- **Row + Grouped** – Select to view the Name, Bank ID, the number of assessments in the bank, and **Options** drop-down.



Assessments	Test History	Settings	Row	Grouped	View Archive	New
Sort by ID Sort by Name ↑						
Inspect ItemBank Bank ID: 2 1 Assessment Options						
Item Bank for Admin User Bank ID: 3						

Assessments Screen

- **Tile + Grouped** – Select to view the Name, Bank ID, Owner, the number of assessments in the bank, and **Options** drop-down in a more compact display.

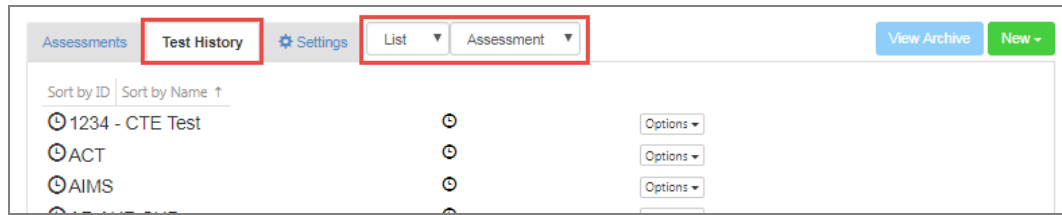


Assessments	Test History	Settings	Tile	Grouped	View Archive	New
Sort by ID Sort by Name ↑						
Inspect ItemBank Bank ID: 2 1 Assessment Options						
Item Bank for Admin User Bank ID: 3 Owner: User, Admin 1 Assessment Options						
Test Bank ID: 6						
Test Bank ID: 7						

Assessments Screen

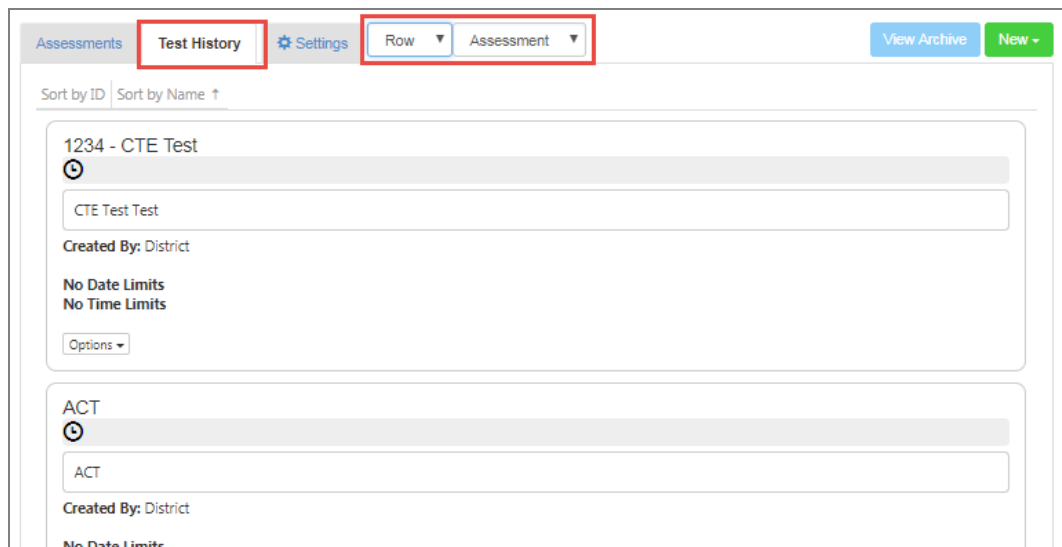
Test History Tab

- **List + Assessment** – Select to view a simple list of imported tests including information such as Name and **Options** drop-down.



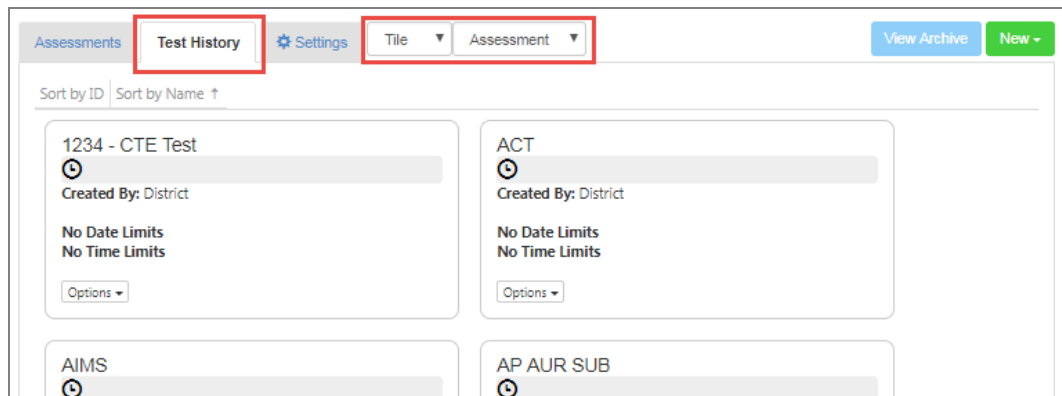
Assessments Screen, Test History Tab

- **Row + Assessment** – Select to view more details about the imported tests such as Name, Description (if applicable), Limits, and **Options** drop-down.



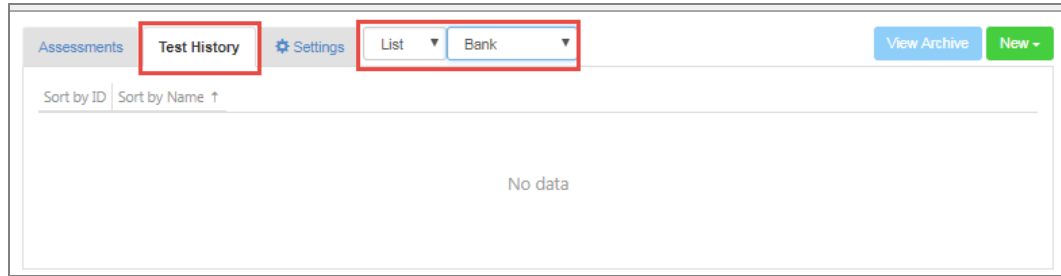
Assessments Screen, Test History Tab

- **Tile + Assessment** – Select to view more details about the imported tests such as Name, Description (if applicable), Limits, and **Options** drop-down in a more compact display.



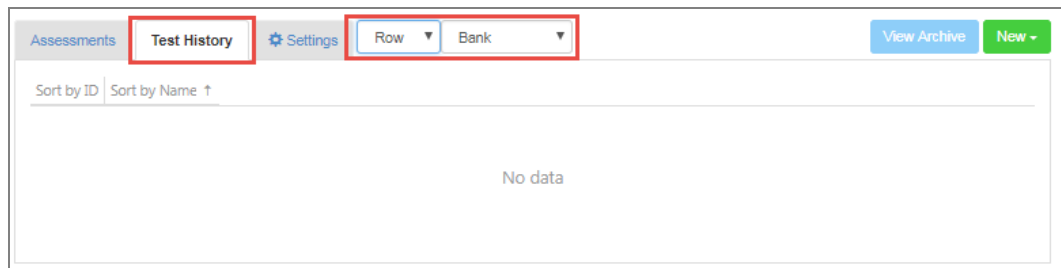
Assessments Screen, Test History Tab

- *List + Bank* – No data displays.



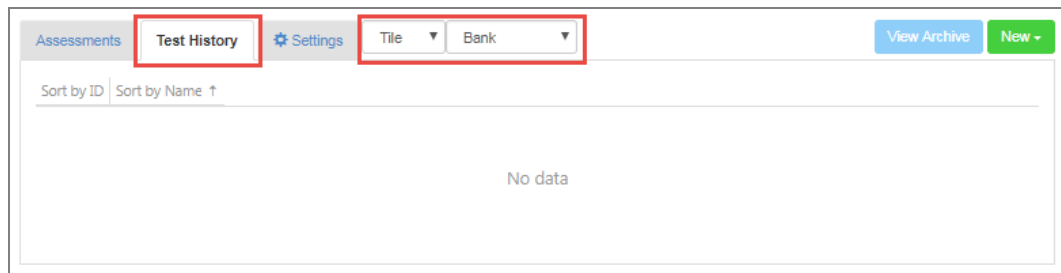
Assessments Screen, Test History Tab

- *Row + Bank* – No data displays.



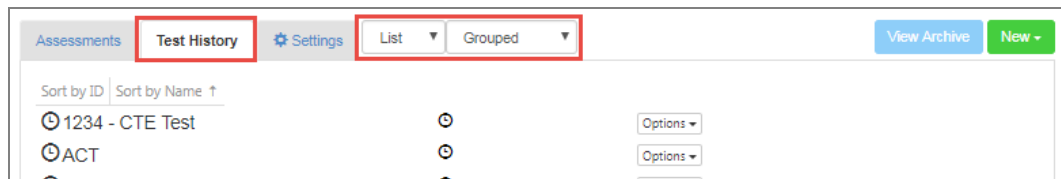
Assessments Screen, Test History Tab

- *Tile + Bank* – No data displays.



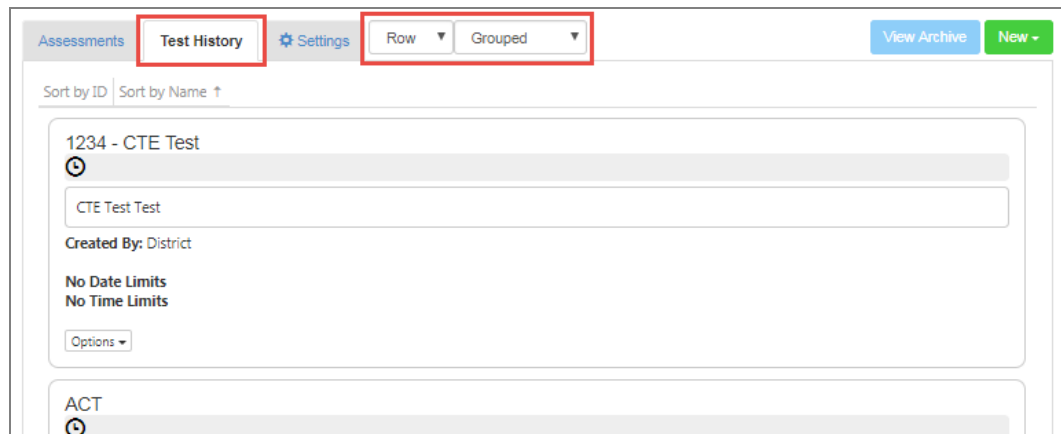
Assessments Screen, Test History Tab

- *List + Grouped* – Select to view a simple list of banks including information such as Name, Bank ID, and **Options** drop-down.



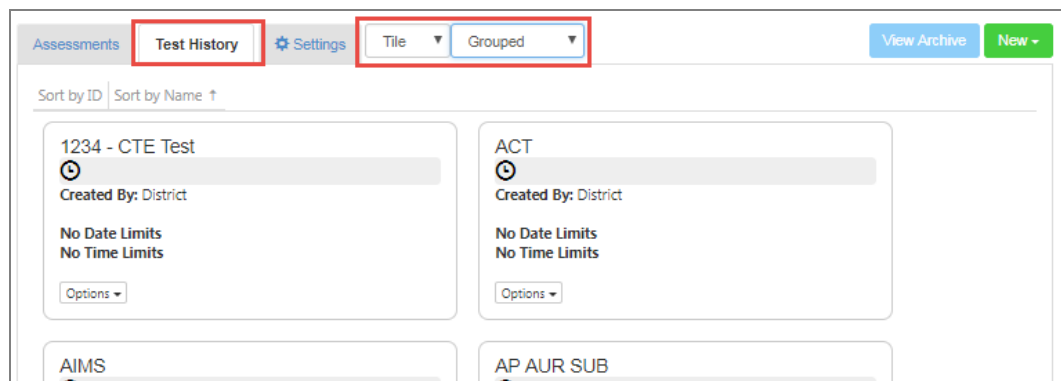
Assessments Screen, Test History Tab

- **Row + Grouped** – Select to view the Name, Owner, Limits, and **Options** drop-down.



Assessments Screen, Test History Tab

- **Tile + Grouped** – Select to view the Name, Owner, Limits, and **Options** drop-down in a more compact display.

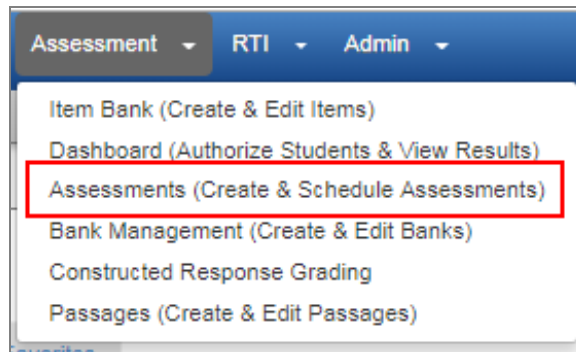


Assessments Screen, Test History Tab


4. Use the **Options** drop-down to select Actions and Views for the *Assessment*, *Bank*, or *Group*.

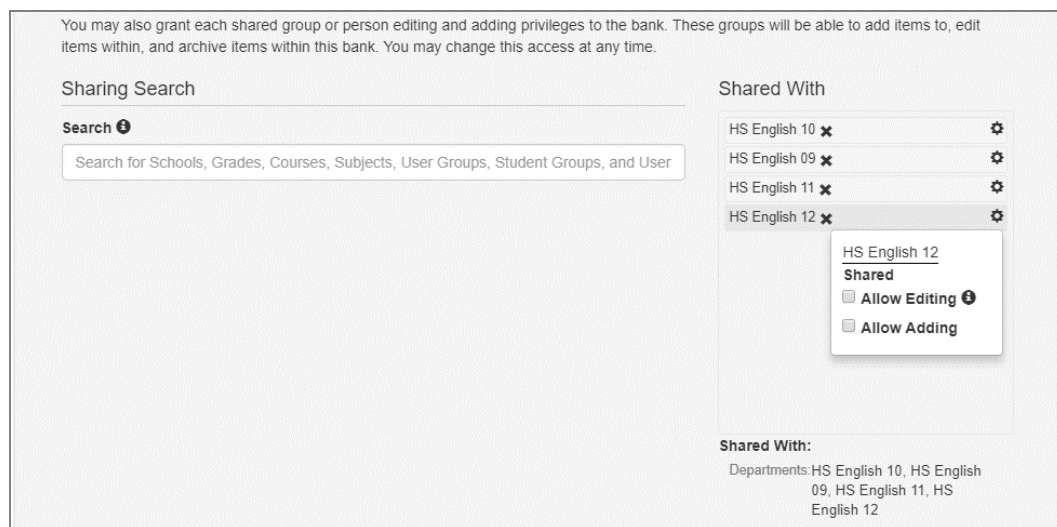
Sharing Multiple Assessments

1. Select *Assessments (Create & Schedule Assessments)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessments**.



Assessment Menu

2. Select an assessment bank.
3. Select *Bank Details* in **Options**.
4. Set the Sharing options.
 - a. Enter the search criteria
 - b. Make a selection.
 - c. Click  to set options available to the users who have access to the shared assessment.

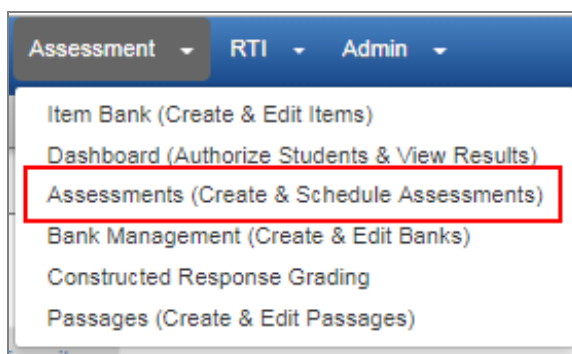


Bank Details Screen

5. Click **Save**.

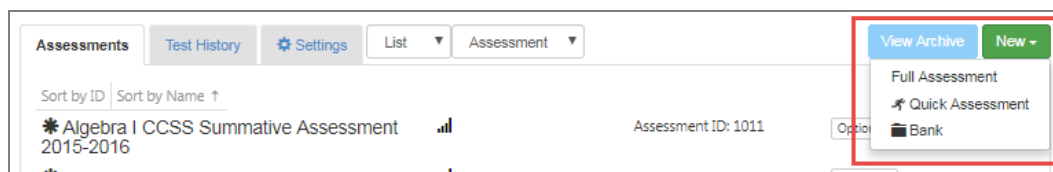
Creating Assessments

1. Select *Assessments (Create & Schedule Assessments)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessments**.



Assessment Menu

2. Click **NEW** to select an assessment type.



Assessment Grid Screen

Creating Full Assessments

1. Select *Full Assessment* from **New**.
2. Enter the assessment **Name** for the student under Assessment Info.




The Assessment Creation screen has two [display modes](#).



- Define a naming convention for assessments to use across the district to identify district created assessments in contrast to teacher created assessments.
- Enter instructions for the assessment. For example:
Read each question carefully. Each question has 4 answer choices. You may need to scroll to see all 4 answer choices. Diagrams are not drawn to scale.


3. Select a **Status**.
 - *Live* – Available for use in assessments (Default setting)
 - *Draft* – Not available for use in assessments
 - *Archive* – Not available for use because they were intentionally disabled

5. Set Sharing options:

- a. Click  to open the Sharing Search.

Sharing

To share this assessment, use the Search box below and select the User or Group that you wish to share with, these features can be filtered to allow sharing with groups within a school.

Share this Assessment 

Assessment Creation Screen

Sharing options in Item Banks, allow users to share by

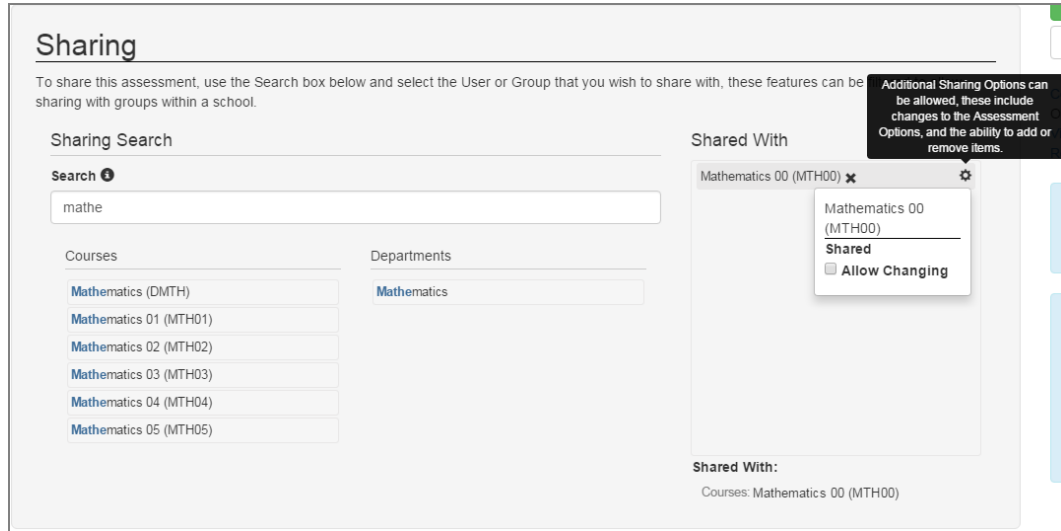
- School
- User Group
- User Role
- Grade Level
- Individual Users




When assessments are shared:

- Assessment owners can schedule their own assessments.
- Those who have assessments shared with them, can schedule assessment for their students.
- District users can schedule assessments for all students.

b. Select the settings:






Assessment Creation Screen


- Enter **Search** criteria. The list is filtered.
- Make a selection.
- Click  to set options that are available to user who have access to the shared Item Bank:
 - **Allow Changing** – Users can edit the assessment.



If shared users are allowed to change the assessment, the changes affect ALL current instances of the assessment. Edupoint recommends not changing assessments. Use the Copy function to make changes to assessments without affecting the original assessment.

6. Select the assessment Settings.

- The settings display grouped by:
 - Assessment Level Settings
 - Student Settings
 - Staff Settings
- Click  to lock the setting for all scheduled instances of this assessment. The icon changes to .
-  indicates the setting is enabled.

-  indicates the setting is disabled.

Settings

Assessment Level Settings

Determine how this assessment is used for all scheduled instances. These options may only be changed on this screen, and will not be available during scheduling.

☒ Allow Copy ⓘ

☒ Allow Printing ⓘ

☒ Use Date Availability ⓘ

Use Alternating Choice Letters

JKLM ⓘ

☒ Use Time Availability ⓘ

Student Settings

Determine how the assessment is presented to students. Use the lock feature to secure the setting for all scheduled instances of the assessment.

☒ Item Navigation ⓘ

☒ Randomize Item Order ⓘ

☒ Randomize Answer Order ⓘ

☒ Rubric Access ⓘ

☒ Secure Browser ⓘ

☒ Media Upload ⓘ

Feedback Options ▾

Staff Settings

Determine which options are available to additional staff tied to a scheduled assessment. Use the lock feature to secure the setting for all scheduled instances of the assessment.

☒ View Student Results ⓘ

Item Detail Options ▾

☒ Constructed Response Scoring ⓘ

☒ Grant Retakes ⓘ

☒ Access Now ⓘ

☒ Unlock Student Submit ⓘ

☒ Manual Response Input ⓘ

☒ Override Student Scores ⓘ

Assessment Creation Screen

- **Assessment Level Settings:**
 - **Allow Copy** – If enabled, allows others to make copies of the assessment except for item details and responses that are hidden.
 - **Allow Printing** – If enabled, allows others can print the assessment. The printed version follows the **View Student Results** settings.
 - **Use Date Availability** – If enabled, uses selected dates as the default dates for the assessment and cannot be changed.

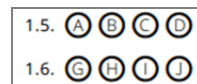
- **Use Alternating Choice Letters** – Enter letters to use for Multiple Choice and Multiple Select items for online and GradeCam scored assessments. Each row alternates the letters for the choices. For example ABCDEF and JKLMNO.

The correct answer displays in the original form (A-F) on the printable answer key, Live Dashboard, and Dashboard Analysis screens.

The alternate choice letters appear when:



- Viewing the assessment as a student (preview)
- Taking an online assessment in StudentVUE
- On printed [GradeCam bubble sheets](#)

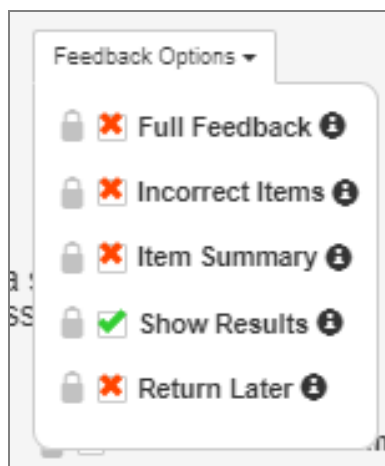


- **Use Time Availability** – If enabled, uses selected times as the default time for the assessment and cannot be changed.
- Student Settings:
 - **Item Navigation:**
 - If enabled, allows the students to scroll back and forth through the assessment and change their answers before submitting it. Also allows the student to highlight in yellow, strikeout in red, and to mark items for review.
 - If disabled, the student is not allow to revisit items. They are allowed to mark incorrect answer red to help them decide on the correct answer.
 - For INSPECT Inline Choice items, *allows* the student to click **Next Question** without viewing or changing the drop-down answers. It selects the first item listed as the correct response if the student clicks **Next Question**.
 - For non-INSPECT Inline Choice items, *does NOT allow* the student to click **Next Question** without selecting an answer from the drop-down list of choices. A message displays that says *No Skipping* if the student click **Next Question**.
 - **Randomize Item Order** – If enabled, shuffles the order of the items for each student taking the same assessment.
 - **Randomize Answer Order** – If enabled, shuffles the order of possible answers to each item for every student taking the assessment.
 - **Formative Feedback** – If enabled, a button displays with the option to **Review Incorrect Answers** when the student has completed the assessment.
 - **Rubric Access** – If enabled, students can view the rubric for Constructed Response items when a rubric is available.

- **Secure Browser** – If enabled, students are prompted to use a secure browser which does not allow access to other computer functions while taking the assessment.
- **Media Upload** – If enabled, students can upload documents with Constructed Response items.
- **Feed Back Options** – Select the how the student see results:
 - **Full Feedback** – If enabled, students have a button to view all details of their assessment results after submitting for grading. This option includes each item, the correctness, what response was correct, and rationale for any answer choices.
 - **Incorrect Items** (Formative Feedback) – If enabled, students have a button to view only items they missed during the assessment. This option shows the stem and incorrect options, but not the student's response or correct responses.
 - **Item Summary** – If enabled, students have a button to view a brief item summary. This option includes, the item number, item type, and correctness. It does not show the item stem or other identifying information.
 - **Show Results** – If enabled, students see their results at the end of an assessment.
 - **Return Later** – If enabled, students can view their results in StudentVUE in the Online Assessment History after completing the assessment.

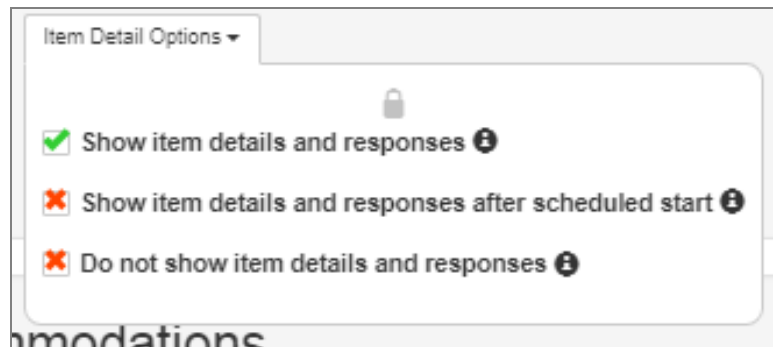


The **Feedback Options** selected for the assessment determine the information that students see. For example, if you only selected **Item Summary**, they can see the item number, item type, and points scored.



Assessment Creation Screen

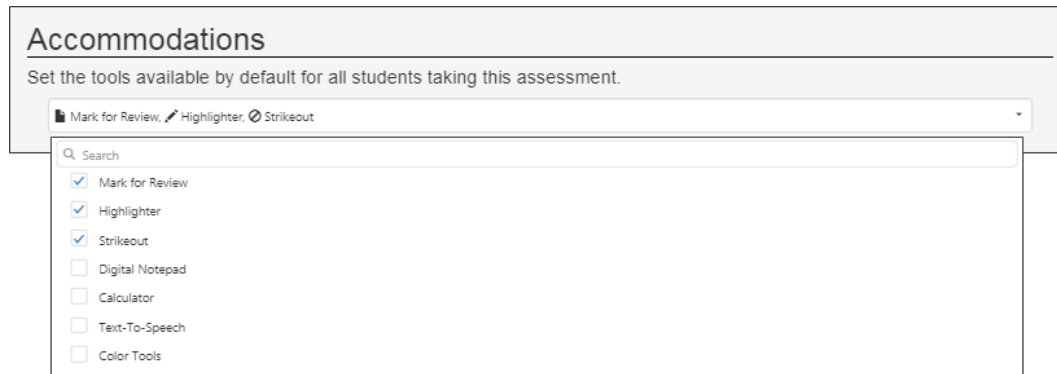
- Staff Settings:
 - **View Student Results** – If enabled, allows others to view Dashboard Analysis and Live Dashboard.
 - **Item Detail Options** – Select how others see the item details.
 - **Show item details and responses** – If enabled, others have full access to the items on the assessment and any of their student's responses.
 - **Show item details and responses after scheduled start** – If enabled, others only see item and response details after the official start of a scheduled instance of the assessment
 - **Do not show item details and responses** – If enabled, others do not see any of the items on the assessment or any student response information.



Assessment Creation Screen

- **Constructed Response Scoring** – If enabled, allows others to score constructed response items.
- **Grant Retakes** – If enabled, allows others to allow a student to retake the assessment.
- **Access Now** – If enabled, allows others to allow student's immediate access to the assessment.
- **Unlock Student Submit** – If enabled, allows others to reopen an assessment after a student has submitted for grading.
- **Manual Response Input** – If enabled, allows others to [manually update or enter a student's response](#) for True/False, Multiple Choice, Multiple Select, and Constructed Response items.
- **Override Student Scores** – If enabled, allows others to override the student's score on the Student Analysis screen.

7. Select the accommodations a student can use during the assessment.

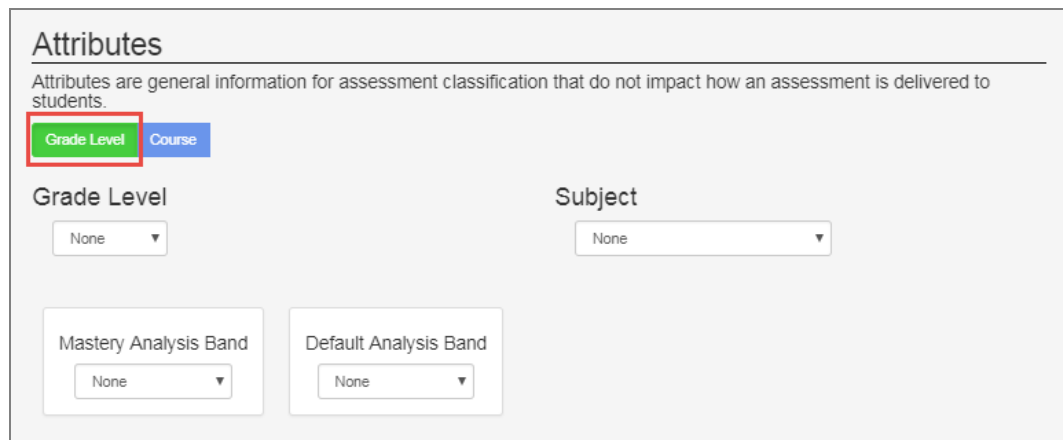


Assessment Creation Screen



Students have access to the **Mark for Review** and **Highlighter** accommodations if enabled when **Item Navigation** is disabled.

8. Select whether the assessment is grade level (typically used by elementary schools) or course based (typically used by secondary schools) under Attributes.
 - Select the **Grade Levels** and **Subject** for this assessment if grade level classification.



Assessment Creation Screen

- Select the **Course Subject** and **Course** for this assessment if course level classification.

Attributes

Attributes are general information for assessment classification that do not impact how an assessment is delivered to students.

Grade Level

Course

Selected Course

None Specified

Course Search

Enter your search here

<< Select >>

Mastery Analysis Band

None

Default Analysis Band

None

Assessment Creation Screen

- Select the **Default Analysis Band** to set the analysis band used when viewing results of the assessment. Other users scheduling the assessment can change the default selection.



Mastery Analysis Band is not functional.

9. Define the Assessment Items:



When items from an assessment, the Assessment Item window displays in [Simple display](#) mode. When you are finished entering the item, click **Add/New**.

Assessment Items Create Sections

Add, Change, and Remove Assessment Items

0 item(s) selected for this assessment.

Measured Standards

This list includes all standards that are part of the selected assessment items. You can click to toggle these standards on or off. Only selected standards will be included in assignments and dashboard analysis.

No items with standards have been added yet.

Total Points: 0

Add Existing Items Create a New Item Add By Standards

1 **2** **3**

Items Overview Expanded View

No items added yet. To begin, click the Add/Remove Items button above.

Assessment Creation Screen

Displays details of the assessment including the number of items.



Assessment Items Create Sections

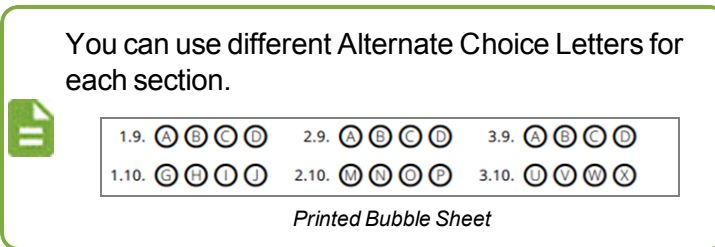
Add, Change, and Remove Assessment Items

23 item(s) selected for this assessment.

Assessment Creation Screen

- To create a single section assessment:
 - a. Select items by one of the following methods:
 - [Add Existing Items](#) **1**
 - [Create a New Item](#) **2**
 - [Add by Standards](#) **3**

- To create a multiple section assessment, for each section:
 - a. Click **Create Sections**. ④
 - b. Enter a **Section Name**, **Description**, and **Instructions**.
 - c. Enter **Options**, if needed:
 - Enter letters with no commas or spaces (for example, *LMNOP*) in desired order to **Use Alternating Choice Letters**.



- **Reserve All Items** – If enabled, teachers cannot use the items during the reserved time. (District Users Only)
 - Enter the **Start Date** and **End Date** for the reserved period.

☒ Reserve All Items ⓘ

Reserve Dates (Optional) ⓘ


Start Date
6/6/2017

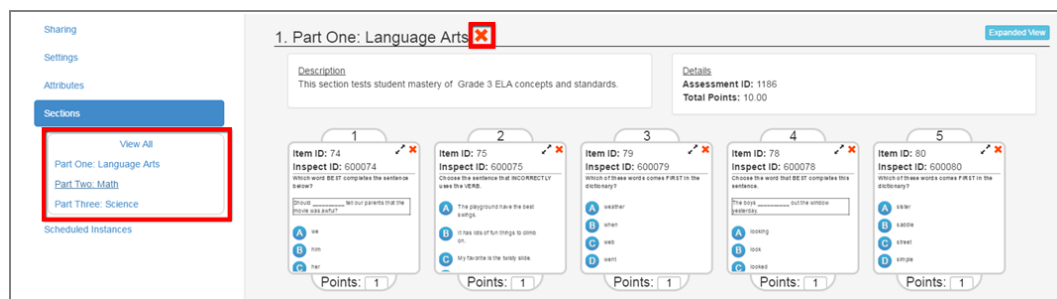
End Date
6/6/2017

Assessment Creation Screen

- d. Select items by one of the following methods:
 - [Add Existing Items](#) ①
 - [Create a New Item](#) ②
 - [Add by Standards](#) ③

e. Rearrange sections, if needed:

- Drag the section name to a new location on the navigation menu to reorder the sections.
- Click  to delete a section. Click again to confirm.

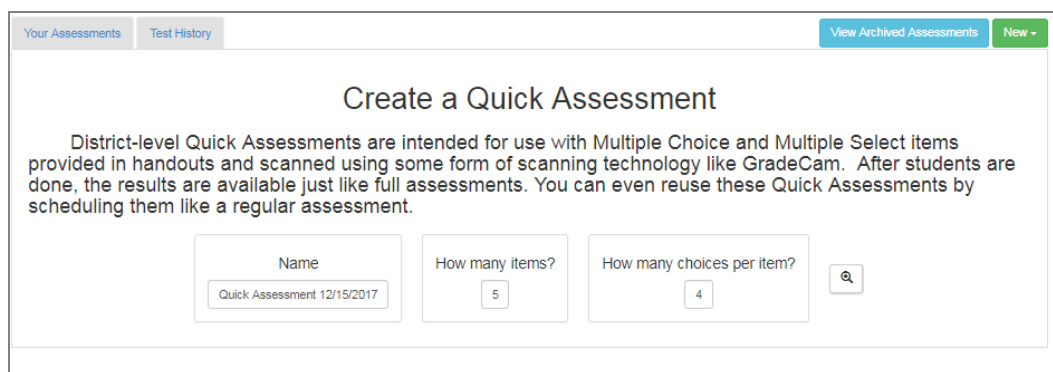


Assessment Creation Screen


Creating Quick Assessments

Quick Assessments are restricted to Multiple Choice and Multiple Select items. Teachers can quickly schedule these assessments to their available sections. If applicable, users can generate GradeCam bubble sheets.




1. Select *Quick Assessment* from **New**.
2. Enter the Quick Assessment details.

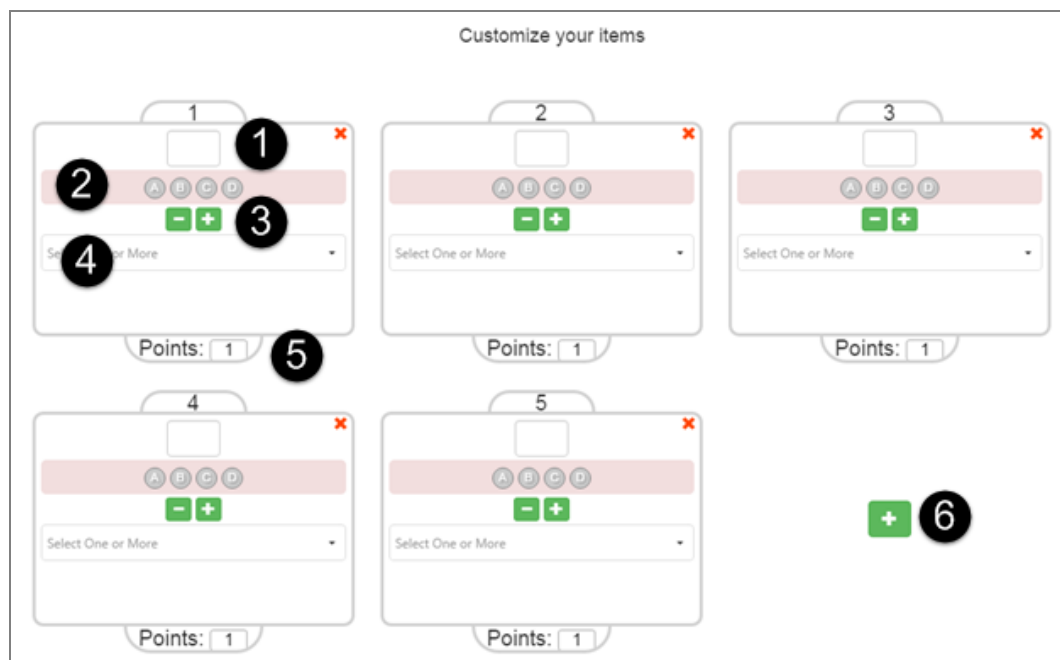


Create A Quick Assessment Screen

- **Name** – Defaults to Quick Assessment and the current date.
 - **Which class to target** – Teachers can select their sections to allow for quick scheduling.
 - **How many items** – How many **Multiple Choice** or **Multiple Select** items will be available.
 - **How many choices per item** – The default number of responses generated for those items.
3. Click  to create the assessment and make further changes.

4. Customize the items available.

- Enter an optional stem in the text field. ❶
- Select the correct response to create a **Multiple Choice** item or multiple correct responses to create a **Multiple Select** item. ❷
- Use   to change the number of responses available. ❸
- Select the drop-down to use a text field to search for available standards by code. ❹
- Change the number of **Points** for the item. ❺
- Select  to create additional items for testing. ❻



Customize Your Items Screen

5. Save the assessment:


- Teachers click **Save and Launch** to schedule the assessment to the selected sections that grants students with Access Now.
 - The assessment saves to the Assessment screen where you can schedule it again.
 - Generate GradeCam bubble sheets for the scheduled sections if needed and available.
 - The scheduled assessment displays in the Assessment Dashboard with results and the ability to use analysis.
- Admin and School level users click **Save**. The assessments display on the Assessments screen where you can schedule the assessment as needed.

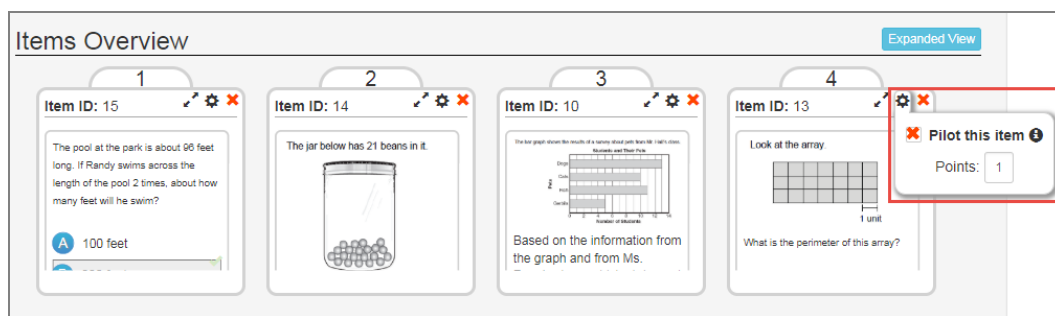
Piloting Items in an Assessment

You can pilot items to students. Piloted items do not count towards the overall score of the assessment. The items are highlighted in blue for Assessment Details and Analysis screens to allow users to identify and verify the validity of the item.



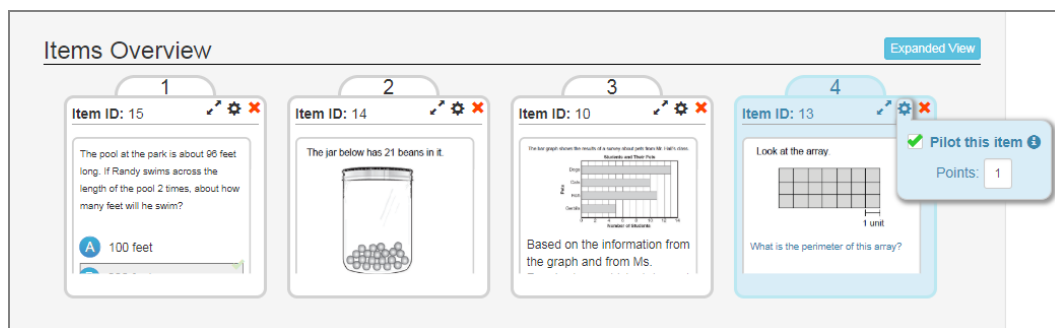
You set Pilot Items when viewing Assessment Details or when creating assessments.

1. View Assessment Items in Tile View.
2. Click  to display more settings.
3. Select **Pilot this item**.



Create Assessment Screen

The tile displays with a blue highlight.



Create Assessment Screen

4. Click **Expanded View**. The blue highlight displays on the item.

Create Assessment Screen

5. Click **Save**.

The Total Points for the assessment update to reflect the point value change.

Create Assessment Screen

Piloted Items also display a blue highlight on the following screens accessible from *Dashboard (Authorize Students and View Results)*:



- Manual Response Input screen
- Live Dashboard screen
- **Data Table** tab on Student Analysis screen
- **Data Table** and **Detail** tabs on Item Analysis screen

Adding Items to an Assessment

Adding Items from an Item Bank

1. Click **Add Existing Items**.

The screenshot shows the 'Assessment Items' section of the Assessment Creation Screen. At the top right is a 'Create Sections' button with a plus icon. Below the title 'Assessment Items' is the subtitle 'Add, Change, and Remove Assessment Items'. A status message indicates '0 item(s) selected for this assessment.' with a bar chart icon. The 'Measured Standards' section explains that the list includes all standards for selected items and that only selected standards will be included in assignments and dashboard analysis. It also states 'No items with standards have been added yet.' Below this, the 'Total Points: 0' is displayed. Three buttons are shown: 'Add Existing Items' (highlighted with a red box), 'Create a New Item', and 'Add By Standards'. At the bottom, the 'Items Overview' section has an 'Expanded View' button and a message: 'No items added yet. To begin, click the Add/Remove Items button above.'

Assessment Creation Screen

2. Search for items by scrolling through the list or [using filters](#).



Click **Toggle Filter Display** to hide the filters.

Assessment Items

Create Sections

Add, Change, and Remove Assessment Items

0 item(s) selected for this assessment.

Measured Standards

This list includes all standards that are part of the selected assessment items. You can click to toggle these standards on or off. Only selected standards will be included in assignments and dashboard analysis.

No measured standards are available yet.

Total Points: 0

Reserve All Items

Done Selecting Items Toggle Filter Display

Apply Filters Clear Filters

Item Type

Text Entry

System

Passage Title	Promotion Status	Bank	Item Type	Item ID	Import ID
Contains	Click to Search	Click to Search	Click to Search	Exact Match	Exact Match
Status	Subject	Grade	Course	Depth Of Knowledge	Paper/Web
Click to Search	Click to Search	Click to Search	Click to Search	Click to Search	Click to Search
Audio/Video	Standard Code	Standard Tree	Item Preview	Equation Tool	
Click to Search	Contains	Select One or More	Contains	Click to Search	

Imported

Grade Level (Certica)	Subject (Certica)	Difficulty (Certica)	Blooms Taxonomy (Certica)	Depth Of Knowledge (Certica)	Language (Certica)
Click to Search	Click to Search	Click to Search	Click to Search	Click to Search	Click to Search
External Id (Certica)					
Contains					

<p>Details</p> <p>Item ID: 116926</p> <p>Owner: User, Admin</p> <p>Bank: District Bank</p> <p>Item Type: Text Entry</p> <p>Status: Live</p> <p>This item is Online Only</p>	<p>Preview</p> <p>Solve the equation:</p> <p>36+87= <input type="text" value="123"/></p>
---	--

Assessment Item Creation Screen

3. Select the items to include in the assessment or click **Select All** to select all available items.



Select All works when there are 200 or less items.

4. Click **Done Selecting Items**.

Adding Items from Standards



- Assessments created when older standards were in use, retain those standards and also have access to the standard branches for analysis.
- Assessments created after the older standards are discontinued do not display (when hidden) or use those older standards, automatically reflect the newer updated standards.

1. Click **Add By Standards**.


Create Assessment Screen

- ### 2. Select **Show Codes** from **Option** to view the standard codes and number of items associated with the standard. The number indicates the number of items available for that strand/concept.

3. Select the standards to include by one of the following methods:

- Scroll through the standards.
- Select a strand or concept under **Class Standards** list to view a filtered list of concepts.



- Use the toggle button to switch between **All Standards** or **Class Standards**.
- Click  to view the report card correlation information when using standards for report card rows.

Assessment Items

Create Sections

Add, Change, and Remove Assessment Items

0 item(s) selected for this assessment.

Measured Standards

This list includes all standards that are part of the selected assessment items. You can click to toggle these standards on or off. Only selected standards will be included in assignments and dashboard analysis.

No measured standards are available yet.

Total Points: 0

Reserve All Items

7

Done Selecting Items
Select Your Standards
Available by Standard

Select Your Standards

All Standards

All Items / Human factors and ergonomics
Human factors and ergonomics: Psychological factor...
1.1b.f. Guidance: Analyze data in relation to ligh...

2

Class Standards

3

03206.IB4585.1.1b.f

6

4

Options

1 Selected

8

Done Selecting Standards

5

Standard

Human factors and ergonomics

Human factors and ergonomics: Psychological factors

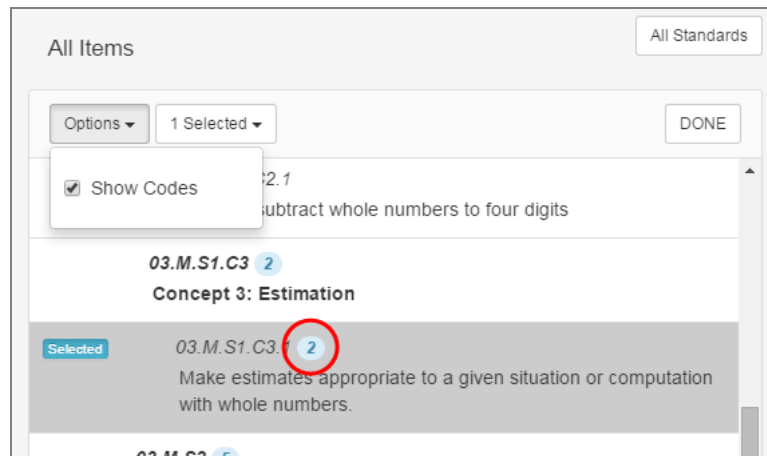
Selected

1.1b.f. Guidance: Analyze data in relation to light, smell, sound, taste, temperature and texture as qualitative or quantitative (ordinal/interval)


Assessment Item Creation Screen

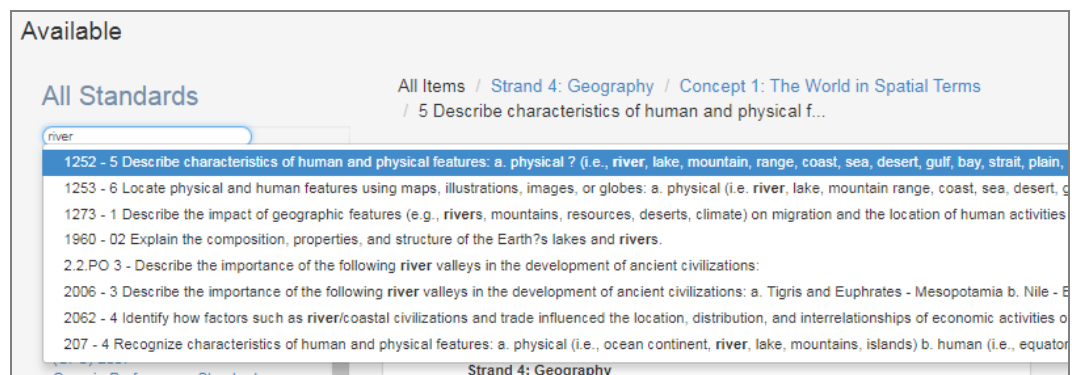
Copyright 2015 - 2018 Edupoint Educational Systems, LLC

- A list of standards display ❶ based on selection All Standards or Class Standards. ❷
- Select **Show Codes** from **Option** to view the standard codes and number of items associated with the standard. ❸ The number indicates the number of items available for that strand/concept.



Assessment Item Creation Screen

- Click  to select all listed standards. ❹
- Selected standards display **Selected** on the row. ❺
- The last four standards that were selected display by Recent. ❻
- To use the Search function:
 - a. Click **All Standards**.
 - b. Enter your search criteria in the **Search** field. As you type, the standards that meet the search criteria display.
 - c. Select the applicable standard. The standards list displays.



Standard Selection Screen

- d. Select the applicable standards. Once selected, standards display **Selected** on the row.

The screenshot shows a 'Standard Selection Screen' with a header bar containing 'Options' and '1 Selected' dropdown menus. Below the header is a table with a 'Standard' column. The table lists three standards: 1246 Strand 4: Geography, 1247 Concept 1: The World in Spatial Terms, and 1252. The 1252 standard is highlighted with a grey background and a 'Selected' badge. The text for standard 1252 is: '5 Describe characteristics of human and physical features: a. physical ? (i.e., river, lake, mountain, range, coast, sea, desert, gulf, bay, strait, plain, valley, volcanoes, isthmus, canyon, plateau, mesa, oasis, dunes); b. human ? (i.e., equ'.

Standard
1246 Strand 4: Geography
1247 Concept 1: The World in Spatial Terms
Selected 1252 5 Describe characteristics of human and physical features: a. physical ? (i.e., river, lake, mountain, range, coast, sea, desert, gulf, bay, strait, plain, valley, volcanoes, isthmus, canyon, plateau, mesa, oasis, dunes); b. human ? (i.e., equ

Standard Selection Screen

- e. Repeat until all standards are selected.

4. Click **Available By Standard** ⑦ to *randomly* select the items to include in the assessment.
 - a. Select the options to filter the available items by Depth of Knowledge, Language, or Item Type. ①



Make sure your filters are as intended because if you select only **English**, Synergy Assessment randomly selects from only items identified as English.

- b. Select the number of items ② that are **Available by Standards**.
- c. Click **Add** ③. The number of items selected for this assessment increases. ④

Assessment Items

Add, Change, and Remove Assessment Items

④ 0 item(s) selected for this assessment. 📊

Reserve All Items ④

OFF

Done Selecting Items | Select Your Standards | Available by Standard

Depth Of Knowledge

☒ 1. Recall

☐ 2. Skill/Concept

☒ 3. Strategic Thinking

☐ None Specified

Language

☒ English

☐ None Specified

☒ Spanish

Item Type

☒ Constructed Response

☐ EBSR

☒ Graphic Gap Match

☒ Hot Text

☐ Inline Choice

☒ Multi-Part

☒ Multiple Choice

☒ Multiple Select

①

Available by Standard

3.RF.3.a: Identify and know the meaning of the most common prefixes and derivational suffixes.	②	3 / 84	Add ③
3.RF.3.c: Decode multisyllable words.		/ 62	Add
3.RF.3.d: Read grade-appropriate irregularly spelled words.		/ 35	Add
3.RF.4.a: Read grade-level text with purpose and understanding.		/ 8	Add

Assessment Creation Screen



There is no preview of the items that were selected. To view the included items, view the saved assessment from the Assessment Creation screen.

5. Click **Done Selecting Items** when complete. The Measured Standards update with the selected standards.
 - Green tiles indicate the items related to that standard are analyzed.
 - Red tiles indicate that the items related to that standard are not analyzed.

Assessment Items

Add, Change, and Remove Assessment Items

Add Items
Create a New Item
Add By Standards

Reserve All Items ⓘ
☐ OFF

Measured Standards

This list includes all standards that are part of the selected assessment items. You can click to toggle these standards on or off. Only selected standards will be included in assignments and dashboard analysis.

A.SSE.2

A.SSE.3.b

A.APR.1

A.CED.1

A.CED.2

A.REI.4.a

A.REI.3

A.REI.10

A.REI.11

F.IF.3

F.IF.7.a

F.IF.8.b

F.BF.2

F.BF.1.a

S.ID.1

S.ID.2

N.RN.3

N.Q.1

F.LE.5

S.ID.5

A.REI.5

A.REI.7

F.IF.9

N.RN.2

N.RN.1

F.BF.3

Selected Items

1 to 10 of 33

Assessment Creation Screen



Click the tile to toggle it on or off for analysis.

Editing Items in an Assessment



After editing items in an assessment, [rescore assessment](#) to update the scores for all students who have ever taken the assessment.

You can change the way the Items display in the assessment:

- **Tile View** – Items display as tiles with editing options.



In Expanded View, click **Tile View** to view items as tiles.

- **Expanded View** – Click **Expanded View** to view the items in a list. Scroll down to view and edit the items.




The screenshot shows the 'Items Overview' screen with 8 items displayed in a grid. Each item tile includes an ID, a description, and a points value. Item 4 is selected, showing a diagram of a spider leg. The 'Expanded View' button is located in the top right corner of the grid.

Item ID	Description	Points
80709	FF MC Teacher Item	1
80710	Teacher CR Item	1
80712	4x [] = 16	1
80714	Drag the parts of the spider onto the diagram.	1
80720	Identify the roots of the plant.	1
80724	Which word is misspelled?	1
80725	This is a [] Select One	1
80726	Odd or even?	1

Assessment Creation Screen

Using Tile View

Edit items in the assessment using the following methods:

- Change the order, by dragging  to a new location.
- Change the **Points** for the Item.
- Click  to view the full item detail.
- Click  to remove the item from the assessment. Click again to confirm.

Using Expanded View

- [Point value and/or sequence](#)
- [Item detail](#)

Point Value or Sequence

The creator of the assessment may edit the item point value and the sequence of the item in an assessment. District staff with editing permission may edit point and sequence values of all district created assessments.

1. Select the assessment to edit in the Assessments screen.

Assessment Items

Add, Change, and Remove Assessment Items

This assessment has results. While you cannot add new items, you can remove items. Use this feature with caution, as some students do have results that may be affected. Removing items is not final until Submit and then Save is pressed. To Rescore after changing an item point value, Submit and Save first, then Rescore. Changing the Measured Standards will not update any already-created assignments connected to this assessment, though it will reflect on Dashboard results.

Measured Standards

This list includes all standards that are part of the selected assessment items. You can click to toggle these standards on or off. Only selected standards will be included in assignments and dashboard analysis.

No items with standards have been added yet.

Selected Items

5 items				
Edit	Item Details	Item Preview	Points	Sequence
	Item Type: Multiple Choice Subject: Math Grade Levels: High School Course: N/A Depth of Knowledge: None Status: Live Item ID: 1	<div> <div>Edit</div> <div>Which table below represents an exponential function?</div> <div>(DCAM-11-03401)</div> </div>	1.00	0

Save

Save/Schedule

Rescore

Return

Copy assessment
 Open a printable version
 Open a printable version with instructions
 View assessment as a student
 Rescore assessment

This assessment has scores against it, which prevents adding new questions.

Display Mode: ☒ All ☐

Assessment Creation Screen

2. Click **edit** under Assessment Items.

Selected Items

1 to 10 of 33

3 Apply Changes CANCEL

4 Hide Item Details Item Preview Points Sequence

2 edited

Item Type: Multiple Choice
Subject: Math
Grade Levels: High School
Course: N/A
Depth of Knowledge: None
Status: Live
Item ID: 1

1

Which table below represents an exponential function?
(JCAMB-11-03-01)

200 0

Assessment Creation Screen

- The fields you can change appear in boxes 1
- The **edited** icon displays when a row was updated 2
- Click **Apply Changes** to save your edits 3
- Click **hide** to hide fields that you can change 4



If you updated a field, it still displays until you click **Save** or **Cancel**.

Editing the Item Detail



- Item text may be updated at any time. For example, when a typing error is identified after the students have begun to take the assessment. However, do not significantly change the text of the item to favor students beginning the assessment after the change.
- Standards may be added to items at any time.

1. Select the assessment to edit in the Assessments screen.

Assessment Items
Add, Change, and Remove Assessment Items

This assessment has results. While you cannot add new items, you can remove items. Use this feature with caution, as some students do have results that may be affected. Removing items is not final until Submit and then Save is pressed. To Rescore after changing an item point value, Submit and Save first, then Rescore. Changing the Measured Standards will not update any already-created assignments connected to this assessment, though it will reflect on Dashboard results.

Measured Standards
This list includes all standards that are part of the selected assessment items. You can click to toggle these standards on or off. Only selected standards will be included in assignments and dashboard analysis.
No items with standards have been added yet.

Selected Items
5 Items

Item Details	Item Preview	Points	Sequence
Item Type: Multiple Choice Subject: Math Grade Levels: High School Course: N/A Depth of Knowledge: None Status: Live Item ID: 1	Edit Which table below represents an exponential function? (DCAM-11-02401)	1.00	0

Save Save/Schedule
Rescore Return

Copy assessment
Open a printable version
Open a printable version with instructions
View assessment as a student
Rescore assessment

This assessment has scores against it, which prevents adding new questions.

Display Mode: All

Assessments Creation Screen

2. Click **Edit** under Assessment Items. The item opens for editing in [simple display mode](#).

Assessment Item

Save

Important Settings

Item Type
Constructed Response

Important Settings

Save Close

Assessment Item Screen

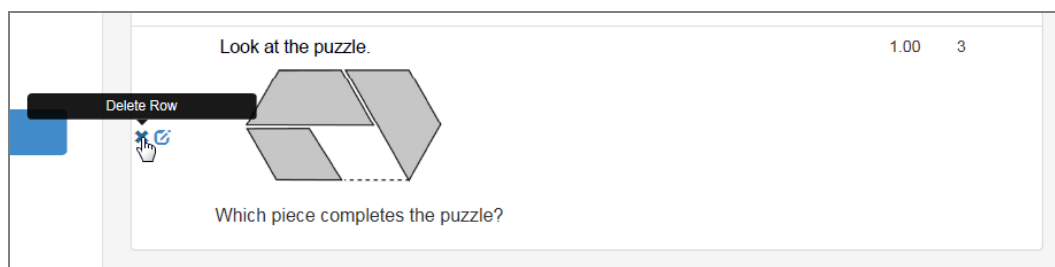
3. Make the changes to the item .
4. Click **Save** to save the assessment.

Deleting items from an assessment



- Items may be removed from an assessment after an assessment has started and has results.
- Removed items are not presented to students who start the assessment after the change.
- Removed items do not appear in the Assessment Dashboard.

1. Click  next to the row in the Create Assessment. The **delete** icon displays on the row.

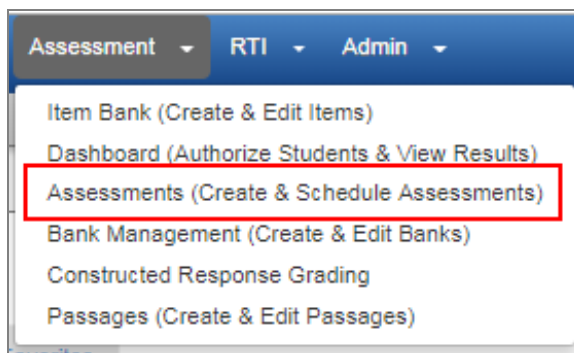


Assessment Creation Screen

2. Click **Submit**. The deleted item is removed from the assessment.
3. Click **Save** to save the assessment.

Previewing Assessments

1. Select *Assessments (Create & Schedule Assessments)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessments**.



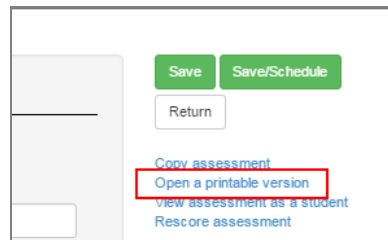
Assessment Menu

2. Select the assessment.

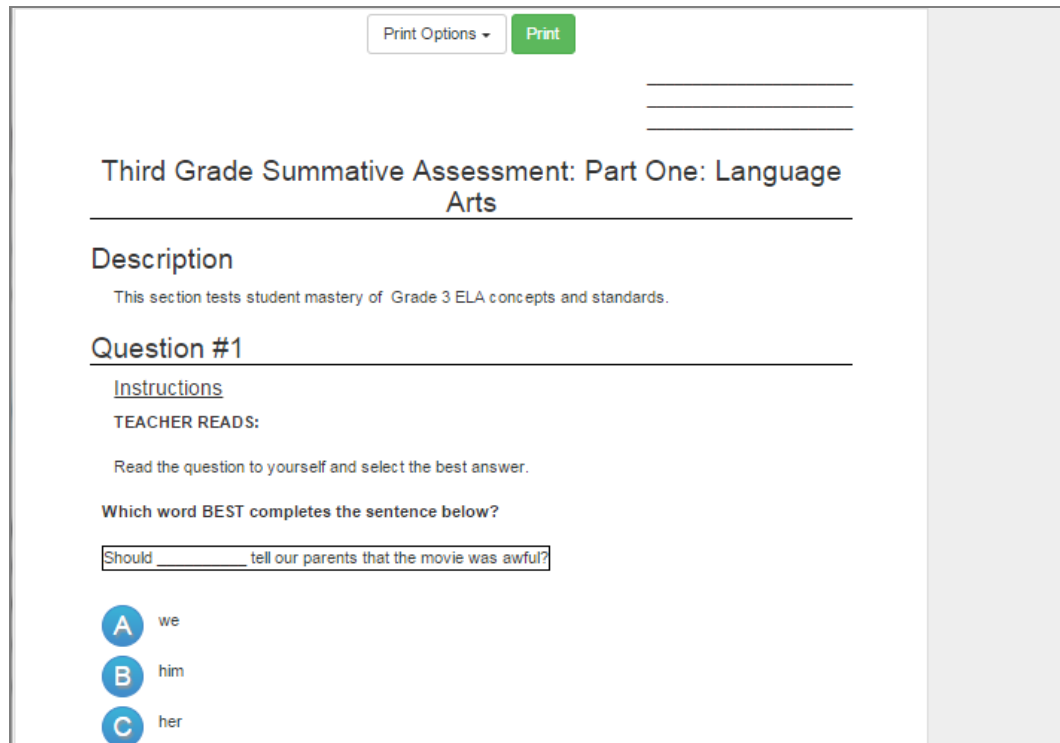


Use filters to search for specific assessments.

- Click **Open a printable version** to open a new tab with the assessment preview.

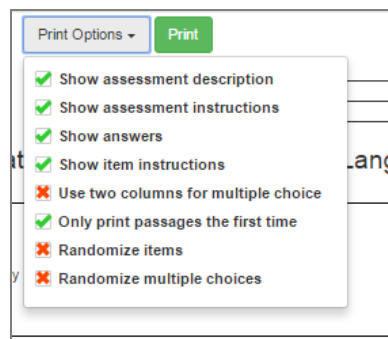


Assessment Screen



Assessment Print Preview

- Select the **Print Options**.



Assessment Print Preview

- Show assessment description** – Select to print the **Description** (if defined) of the assessment.

- **Show assessment instructions** – Select to print the **Instructions** (if defined) of the assessment.
- **Show answers:**
 - Select to print an answer key for teachers/users.
 - Do not select to create a printed version to give to students.
- **Show item instructions** – Select to print Instructions (if defined) for individual items.
- **Use two columns for multiple choice** – Select to print Multiple Choice and Multiple Select items in two columns as a paper saving option.
- **Only print passages the first time** – Select to print a passage once when multiple items correlate to the same passage. Use as a paper saving option.
- **Randomize items** – Select to print Items in a random order.
- **Randomize multiple choices** – Select to print Multiple Choice and Multiple Select item responses in a random order.

5. Click **Print**.

Promoting Assessments for District Use

If the district allows teachers to promote assessments for district use, the **Nominate to District** field displays on the screen.

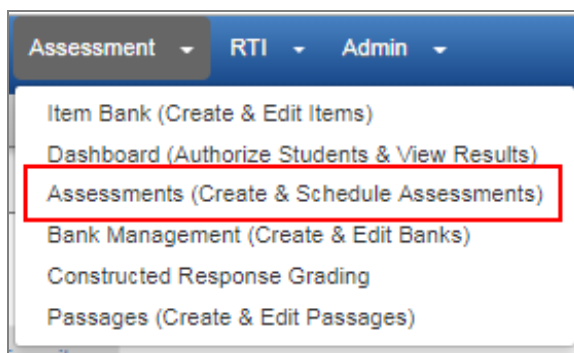


The assessment must be saved before the **Nominate to District** is a link.

Submitting Assessments for Promotion

To nominate an assessment, teachers:

1. Select *Assessments (Create & Schedule Assessments)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessments**.



Assessment Menu

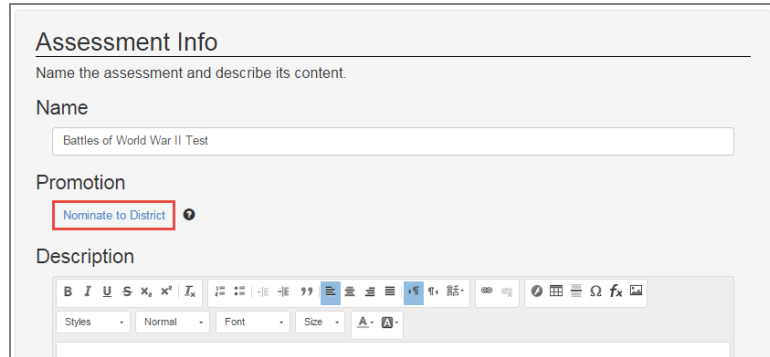
2. Select **Assessments**.



The screenshot shows the 'Assessments' screen. At the top, there are two dropdown menus: 'Title' and 'Assessment'. The 'Assessment' dropdown is highlighted with a red box. To the right of these menus are two buttons: 'View Archive' (blue) and 'New' (green). Below the menus, there are sorting options: 'Sort by ID' and 'Sort by Name'. A list of assessments is shown below, with 'Ideals of Government' being the first item.

Assessments Screen

3. Select **Assessment Details** from **Options** for the assessment.
4. Click **Nominate to District**.

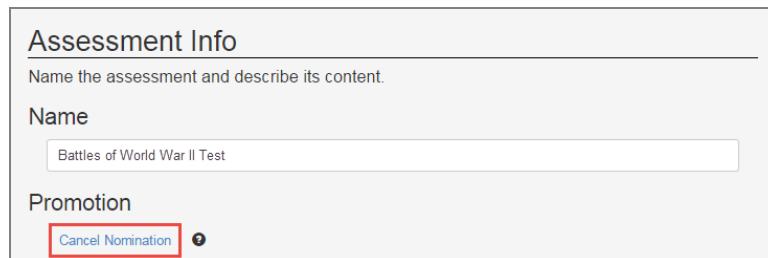


The screenshot shows the 'Assessment Info' screen. It has a title 'Assessment Info' and a subtitle 'Name the assessment and describe its content.' Below this is a 'Name' field with the text 'Battles of World War II Test'. Underneath the name field is a 'Promotion' section. In this section, the 'Nominate to District' button is highlighted with a red box. Below the promotion section is a 'Description' field with a rich text editor toolbar.

Assessment Screen

A **Nomination for Promotion** tab and a success message displays.

To cancel a nomination, select the assessment from the **Nomination for Promotion** tab and click **Cancel Nomination** to remove the item from district consideration.

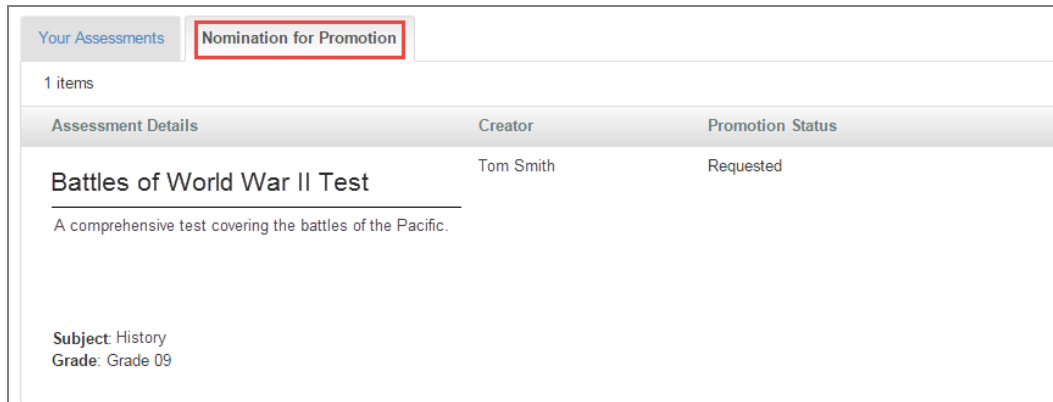



The screenshot shows the 'Assessment Info' screen, similar to the previous one. It has a title 'Assessment Info' and a subtitle 'Name the assessment and describe its content.' Below this is a 'Name' field with the text 'Battles of World War II Test'. Underneath the name field is a 'Promotion' section. In this section, the 'Cancel Nomination' button is highlighted with a red box. Below the promotion section is a 'Description' field with a rich text editor toolbar.

Assessment Screen

Approving Assessments for Promotion (District Users Only)

When assessments are nominated for district use, the **Nomination for Promotion** tab displays on the Assessment screen.



The screenshot shows the 'Nomination for Promotion' tab selected. It displays a table with one item, 'Battles of World War II Test', created by 'Tom Smith' with a 'Requested' promotion status. The assessment details include the subject 'History' and grade 'Grade 09'.

Assessment Details	Creator	Promotion Status
Battles of World War II Test A comprehensive test covering the battles of the Pacific. Subject: History Grade: Grade 09	Tom Smith	Requested

Assessments Screen

Select and review the assessment.

- To approve the assessment for district use, select **Approve** ❶. A copy of the assessment is created for district use.

Promoted items display a message.



Assessment Info

Name the assessment and describe its content.

Name

Battles of World War II Test

Promotion

★ Successfully promoted from Tom Smith [View current teacher version](#)

Description

Assessments Screen

- To deny the assessment:
 - a. Provide an explanation for the denial ❷.
 - b. Select **Deny** ❸.

Assessment Info

Name the assessment and describe its content.

Name

Battles of World War II Test

Promotion

This assessment has been nominated for promotion to the district-level. If you choose to approve, press the Approve button. If the assessment needs corrections before you can approve, or you cannot approve for other reasons, provide feedback to the user using the text field below.

❶ **Approve**

❷ Reason for Denial

❸ **Deny**

Assessment Screen

Resubmitting Assessments for Promotion

If an assessment is denied, the teacher can modify the assessment and resubmit for approval.

Your Assessments		
Nomination for Promotion		
1 items		
Assessment Details	Creator	Promotion Status
Battles of World War II Test A comprehensive test covering the battles of the Pacific. Subject: History Grade: Grade 09	Tom Smith	❌ Denied

Assessments, Nomination For Promotion Tab

1. Select the assessment on the **Nomination for Promotion** tab.

Promotion

Re-submit to District ❷

You have received feedback for your nomination. If desired, you may make changes and re-submit for approval.

District says:

This assessment does not have enough questions with associated standards. ❶

Assessment Screen

2. Review the reason for denial. ❶

3. Make the requested changes.
4. Click **Re-submit to District.** ②

Chapter 5: Schedule Assessments

Scheduling an Assessment	130
--------------------------------	-----

Scheduling an Assessment



The tabs that display on the screens depend on security settings. You may not see all tabs and options discussed in this topic.

Schedule an assessment from the Assessments screen. When you schedule an assessment, you are setting the time period that the student can take the assessment.

Working with Transferred Students:

Teachers can view transferred students in the Schedule Details screen of their old class. The teacher can grant access to the new class or leave the student as-is in the old class.



- If the teacher assigns the student to their new class, the student's scores transfer if the student completed the assessment. The teacher can grant access to any assessment in the new class.
- If the teacher leaves the student as-is, the teacher can allow the student to complete the assessment in the old class.
- The teacher can manually move any Grade Book scores to the new class.

Scheduling Assessments with Archived or Omitted Items

The ability to schedule assessments with archived or omitted items is restricted.

Archived items used in assessments:



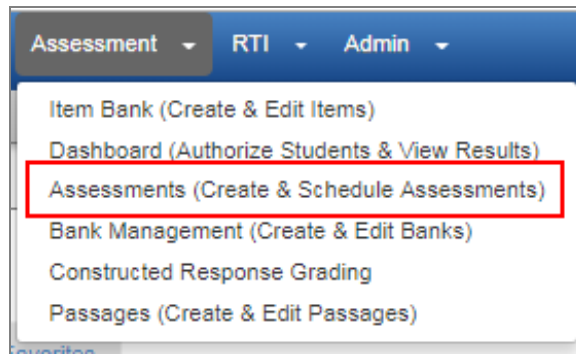
- Display a message on the assessment preview and on the assessment.
- Are highlighted in red on tests and on the Assessment screen.

The schedule button does not display on the assessment preview. You can override the setting and schedule the assessment.

Before using an assessment that uses archived or omitted items, modify the assessment by one of these methods:

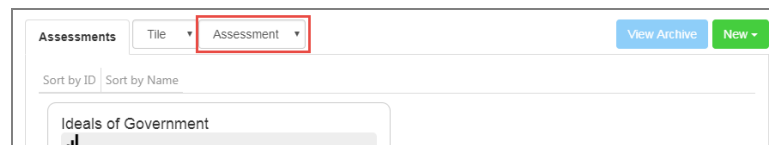
- Change the point value of the archived or omitted items to 0.
- Remove the items:
 1. Make a copy of the assessment.
 2. Remove the archived or omitted items.
 3. Use replacement items if needed for future testing.

1. Select **Assessments (Create & Schedule Assessments)** from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessments**.



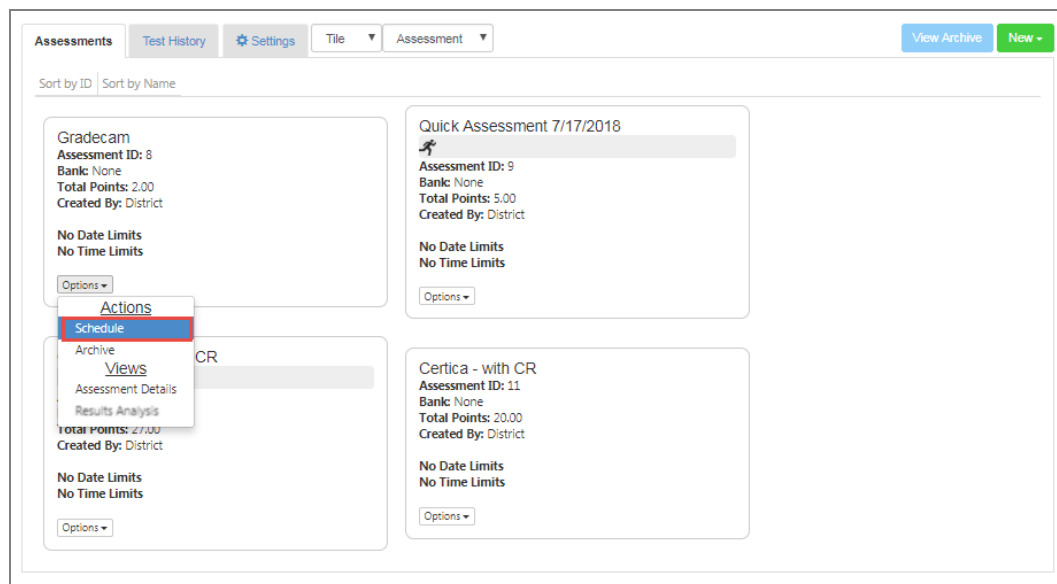
Assessment Menu

2. Select **Assessments**.



Assessments Screen

3. Select **Schedule** from **Options** for the assessment.



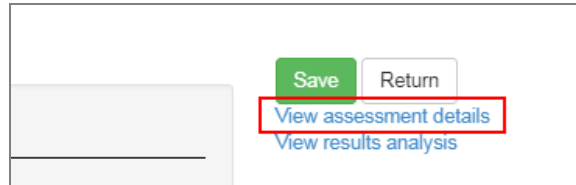
Assessments Screen



Use filters to search for assessment to schedule.

Instance Settings

Click **View assessment details** to view the Assessment Creation screen.



Schedule Assessment Screen

Instance Settings

Various settings and properties for this scheduled instance.

Schedule Name ⓘ

Quick Assessment 12/12/2017

Status

Active ☒ This schedule is available for students based on their access settings.

Schedule Level ⓘ

District

Student Settings

Determine how the assessment is presented to students.

- ☒ Item Navigation ⓘ
- ☒ Randomize Item Order ⓘ
- ☒ Randomize Answer Order ⓘ
- ☒ Rubric Access ⓘ
- ☒ Secure Browser ⓘ
- ☒ Media Upload ⓘ
- Feedback Options ▾

Staff Settings

Determine which options are available to school level users and teachers tied to a scheduled assessment.

- ☒ View Student Results ⓘ
- ☒ Access Now ⓘ
- Item Detail Options ▾
- ☒ Constructed Response Scoring ⓘ
- ☒ Unlock Student Submit ⓘ
- ☒ Grant Retakes ⓘ
- ☒ Manual Response Input ⓘ
- ☒ Override Student Scores ⓘ

Schedule Assessment Screen

1. Enter a **Schedule Name**.



Use unique names to schedule more than one instance of the same assessment.

2. Select a **Status**.

- **Active** – Makes the assessment available to students based on their access settings.
- **Paused** – Prohibits students from accessing the assessment online regardless of the access status of the test.



When paused, [GradeCam options](#) and [manual entry of scores](#) are available to teachers and admin users.

3. Select a Schedule Level – District level users select *District* or *School*.

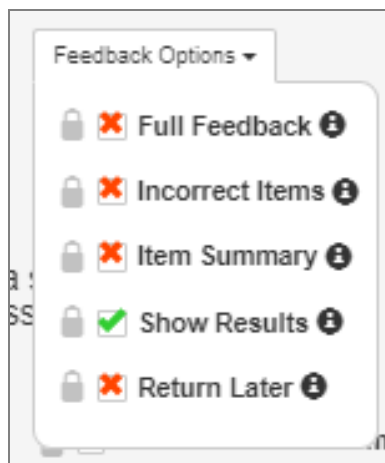
4. Set the Student and Staff Settings:

- Student Settings:
 - **Item Navigation:**
 - If enabled, allows the students to scroll back and forth through the assessment and change their answers before submitting it. Also allows the student to highlight in yellow, strikeout in red, and to mark items for review.
 - If disabled, the student is not allow to revisit items. They are allowed to mark incorrect answer red to help them decide on the correct answer.
 - For INSPECT Inline Choice items, *allows* the student to click **Next Question** without viewing or changing the drop-down answers. It selects the first item listed as the correct response if the student clicks **Next Question**.
 - For non-INSPECT Inline Choice items, *does NOT allow* the student to click **Next Question** without selecting an answer from the drop-down list of choices. A message displays that says *No Skipping* if the student click **Next Question**.
 - **Randomize Item Order** – If enabled, shuffles the order of the items for each student taking the same assessment.
 - **Randomize Answer Order** – If enabled, shuffles the order of possible answers to each item for every student taking the assessment.
 - **Formative Feedback** – If enabled, a button displays with the option to **Review Incorrect Answers** when the student has completed the assessment.
 - **Rubric Access** – If enabled, students can view the rubric for Constructed Response items when a rubric is available.
 - **Secure Browser** – If enabled, students are prompted to use a secure browser which does not allow access to other computer functions while taking the assessment.

- **Media Upload** – If enabled, students can upload documents with Constructed Response items.
- **Feed Back Options** – Select the how the student see results:
 - **Full Feedback** – If enabled, students have a button to view all details of their assessment results after submitting for grading. This option includes each item, the correctness, what response was correct, and rationale for any answer choices.
 - **Incorrect Items** (Formative Feedback) – If enabled, students have a button to view only items they missed during the assessment. This option shows the stem and incorrect options, but not the student's response or correct responses.
 - **Item Summary** – If enabled, students have a button to view a brief item summary. This option includes, the item number, item type, and correctness. It does not show the item stem or other identifying information.
 - **Show Results** – If enabled, students see their results at the end of an assessment.
 - **Return Later** – If enabled, students can view their results in StudentVUE in the Online Assessment History after completing the assessment.

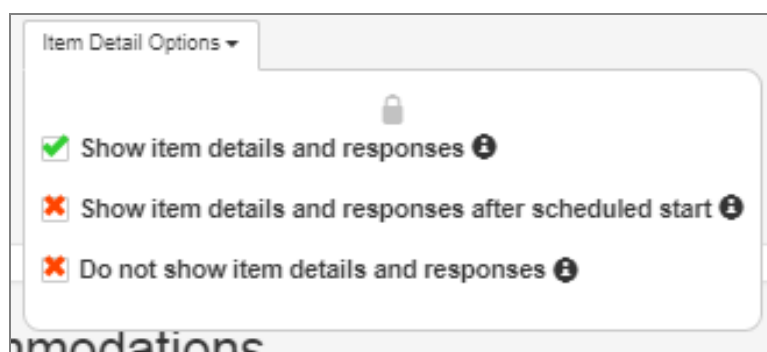


The **Feedback Options** selected for the assessment determine the information that students see. For example, if you only selected **Item Summary**, they can see the item number, item type, and points scored.



Assessment Creation Screen

- Staff Settings:
 - **View Student Results** – If enabled, allows others to view Dashboard Analysis and Live Dashboard.
 - **Item Detail Options** – Select how others see the item details.
 - **Show item details and responses** – If enabled, others have full access to the items on the assessment and any of their student's responses.
 - **Show item details and responses after scheduled start** – If enabled, others only see item and response details after the official start of a scheduled instance of the assessment
 - **Do not show item details and responses** – If enabled, others do not see any of the items on the assessment or any student response information.

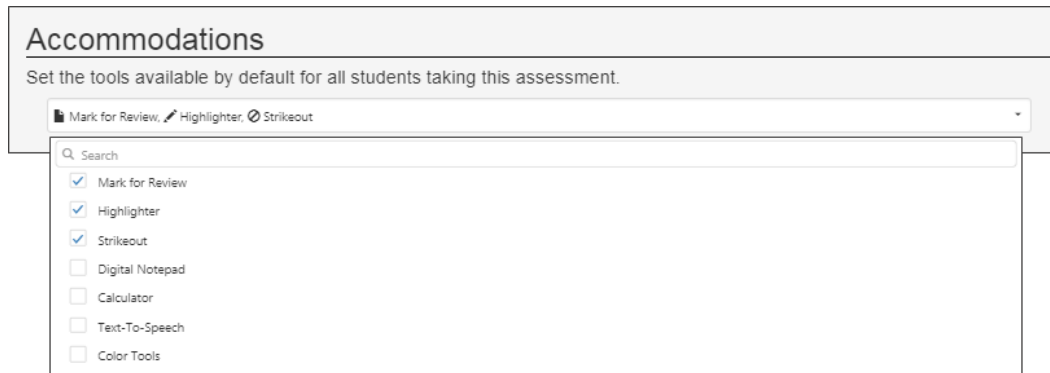


Assessment Creation Screen

- **Constructed Response Scoring** – If enabled, allows others to score constructed response items.
- **Grant Retakes** – If enabled, allows others to allow a student to retake the assessment.
- **Access Now** – If enabled, allows others to allow student's immediate access to the assessment.
- **Unlock Student Submit** – If enabled, allows others to reopen an assessment after a student has submitted for grading.
- **Manual Response Input** – If enabled, allows others to [manually update or enter a student's response](#) for True/False, Multiple Choice, Multiple Select, and Constructed Response items.
- **Override Student Scores** – If enabled, allows others to override the student's score on the Student Analysis screen.

Accommodations

Select the accommodations any student can use during the assessment.



Accommodations

Set the tools available by default for all students taking this assessment.

Mark for Review, Highlighter, Strikeout

Search

- ☒ Mark for Review
- ☒ Highlighter
- ☒ Strikeout
- ☐ Digital Notepad
- ☐ Calculator
- ☐ Text-To-Speech
- ☐ Color Tools

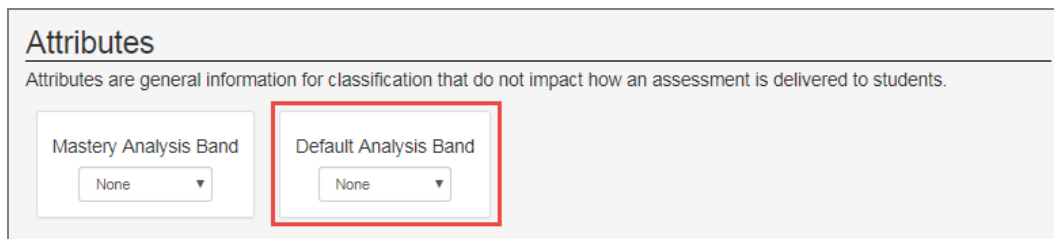
Schedule Assessment Screen



You can select the accommodations for a specific student in [Student Access](#).

Attributes

Select the **Default Analysis Band** to set the analysis band used when viewing results of the assessment. Other users scheduling the assessment can change the default selection.



Attributes

Attributes are general information for classification that do not impact how an assessment is delivered to students.

Mastery Analysis Band

None

Default Analysis Band

None

Schedule Assessment Screen



Mastery Analysis Band is not functional.

Grade Book Settings

District Users

Schedule Assessment Screen For District Users

- **Grade Book Pull** – Default setting. Select to have the results pull from the Student Analysis screen into the teacher's Grade Book. (District Users Only)
- **Grade Book Push** – If selected, the assignment is created in Grade Book for the assessment and can be targeted to a course, section, and period. See [Pushing Scores to Grade Book](#) for information on completing the options that display. (District Users Only)

Teachers

Schedule Assessment Screen For Teachers

- **Connect Grade Book** – Select to automatically update scores in Grade Book when students complete the assessment. (Teachers Only)

All Users

- **Assignment Type** indicates if the type of assessment as defined by the district. For example, homework, quiz, assignment, social behavior, or work study habits.
- **Assignment Category** indicates how the assessment is graded. It can be graded as a normal item, as extra credit, or not for grading.
- **Score Type** indicates the assignment score type.

- **Assignment Date** indicates the date of the assessment. Defaults to today's date. Change if needed.



Places the assignment in the appropriate grading period.

- **Points** indicates the points that impact the student's score.
- **Show in Parent Portal** displays in ParentVUE if enabled.
- **Grading Period** indicates the grading period the assessment belongs in. (Teachers Only)



Use the **Ctrl** key to select multiple **Grading Periods**.



When Grade Book is enabled, a Grade Book column displays in the [Student Assessment Results screen](#).

Availability and Targeting Settings


Availability and Targeting


Date and Time

This assessment can follow the default settings provided from the District Calendar and School Bell schedule. By default, this assessment is currently scheduled for today.

☒ Align with the District Calendar ⓘ


☒ Align with the School Schedule ⓘ

 **Dates** Use this feature to select date ranges for this instance on a calendar. ⓘ

 **Times** Use this feature to select the time ranges for this instance. ⓘ

Targeting

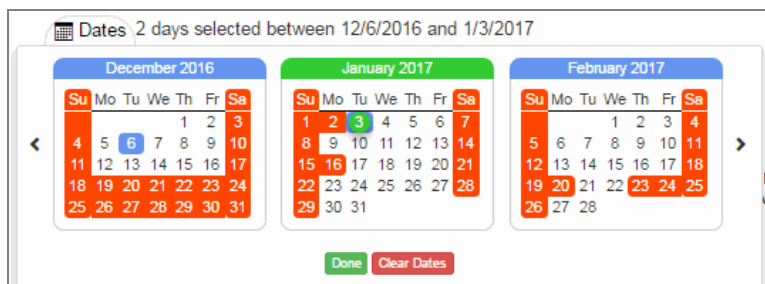
Select students to assign by searching for School, Grade, Course, Subject, Teacher, Section, Student Group or Student Name. These targeted groups can then be further defined and given a different Date and Time

 Add a Target Group

Schedule Assessment Screen

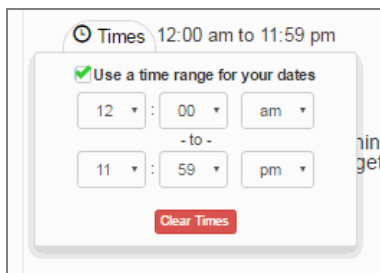
1. Select the Date and Time options:
 - **Align with the District Calendar** – Select to exclude weekends and holidays.
 - **Align with the School Schedule** – Select to have the times follow the defined bell schedule.

- **Dates** – Select the date ranges for this assessment.
 - Hold the **Shift Key** to select a range.
 - Dates highlighted in blue are included in the schedule.
 - Target weekend dates by selecting **Su** or **Sa** in the Calendar to remove the red highlight.



Schedule Assessment Screen

- **Times** – Select the time range of the assessment.
 - Select **Use a time range for your dates** to select time range other than the bell schedule.



Schedule Assessment Screen

2. Select the Targeting options:

- Click **Add a Target Group**.
- Select the targeting type.
 - District or School Level user can target the assessment by **School, Grade, Course, Subject, Teacher, Section, or Student**.



A Grade Book Push can only occur if the Assessment is targeted to a **Course, Section, or Period**, and displays in the Target Group.

- Teachers can target to **Section** or **Period**.

Targeting
Select students to assign by searching for School, Grade, Course, Subject, Teacher, Section, Student Group or Student Name. These targeted groups can then be further defined and given a different Date and Time

Student Access
A comprehensive list of student access.

Select and Search
Based on enrollment for 1/4/2017



Course ▾

art

Select All

1. 1ST SPED LANGUAGE ARTS (1-SP-LANG ART)	1	+
2. 2ND SPED LANGUAGE ARTS (2-SP-LANG ART)	4	+
3. 3RD BILINGUAL LANGUAGE ARTS (3-BIL-LANG ART)	11	+
4. 3RD GENERAL LANGUAGE ARTS (3-GEN-LANG ART)	18	+
5. 3RD SPED LANGUAGE ARTS (3-SP-LANG ART)	8	+
6. 4TH SPED LANGUAGE ARTS (4-SP-LANG ART)	11	+
7. 5TH SPED LANGUAGE ARTS (5-SP-LANG ART)	9	+
8. AP STUDIO ART (720702)	5	+
9. ART I (700301)	13	+
10. ART I (700302)	240	+

Schedule Assessment Screen

- Search by keywords. Courses can be searched by name or ID.
- Select the targeted audience:
 - Click  to add a group.
 - Click **Select All** to select all of the groups.
 - Click  to view the students in the group.



You can select multiple Target Groups for a single scheduled instance




The selection displays.



Targeting
Select students to assign by searching for School, Grade, Course, Subject, Teacher, Section, Student Group or Student Name. These targeted groups can then be further defined and given a different Date and Time

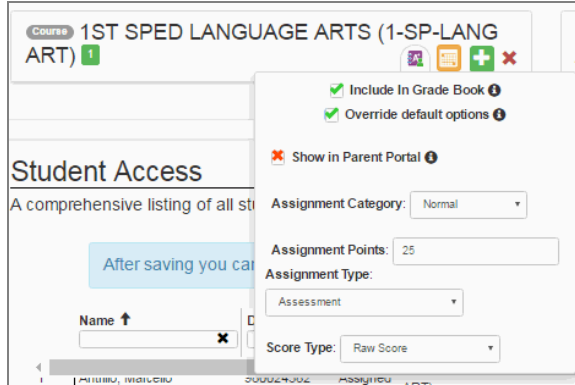
Add a Target Group

Course 1ST SPED LANGUAGE ARTS (1-SP-LANG ART) 1	Course 2ND SPED LANGUAGE ARTS (2-SP-LANG ART) 4
---	---

Scheduling Assessment

-  – The count of students targeted. This number updates based on further targeting. Click to view the list of students.
-  – To view Grade Book options. Select **Override default options** to change the settings.
-  – Click to display the days and time selected.

-  – Click to add a subgroup to target a specific group.
-  – Click to remove a target group.



Scheduling Assessments Screen

3. Click **Save**. You must save an assessment before granting students access.

Student Access

District Users

Schedule Student Access for Cry Me a River Water Cycle Quiz

NO FOCUS / 2nd Qtr

Return to Dashboard

	Name ↑	District ID *	Accommodations ⓘ	Status ⓘ	Grouping Criteria ⓘ	Grade Book ⓘ	Next Access ⓘ	Access ⓘ
1	Aaron, Ian	129442	Use Schedule	Completed	Adams Elementary 3/4 Grade (0300)		Now	Access Now
2	Abernathy, Diana	993907	Use Schedule	Assigned	Lincoln Elementary 3/4 Grade (0300)		Now	Access Now
3	Abeyta, Tina	146772	Use Schedule	Completed	Grant Elementary 4th Grade (0400)		Now until 11:59pm	Scheduled Access
4	Acosta, Joseph	119918	Use Schedule	Assigned	Lincoln Elementary 3/4 Grade (0300)		Now until 11:59pm	Scheduled Access
5	Acuna, Annie	992705	Use Schedule	Completed	Adams Elementary 3/4 Grade (0300)		No access granted	No Access
6	Acuna, Mary	995088	Use Schedule	Completed	Jefferson Elementary 4th Grade (0400)		No access granted	No Access

Scheduling Assessment Screen

1. Select the student access:

- Select the header name to sort the student list.
- Click ⓘ to view the information for the column.
 - Once grouped, select the criteria to edit the group access.


Student Access

A comprehensive listing of all students assigned to this instance and the ability to grant access.

Name	District ID ⓘ	Status ⓘ	Grouping Criteria ⓘ	Grade Book ⓘ	Next Access ⓘ	Access ⓘ
<div> <div> Status Assigned Grouping Criteria 1ST SPED LANGUAGE ARTS (1-SP-LANG ART) Grade Book Next Access Now Access No Access Row Count: 1 </div> <div> Status Assigned Grouping Criteria 2ND SPED LANGUAGE ARTS (2-SP-LANG ART) Grade Book Next Access No access granted Access No Access Row Count: 3 </div> </div>						


Scheduling Assessments Screen

- **Accommodations for a student.** ①
 - *Use Schedule* – Same as [Accommodations](#)
 - *Other options* – Select specific accommodation for a student.

- **Status** identifies assessment status and the number of students who have completed the assessment. ②
 - *Completed* displays when the student completed the assessment.
 - *Unlock* – Select to allow the student to take an assessment marked *Complete*.
- **Grouping Criteria** is dependent on the selections made during the targeting process.
- **Grade Book** displays  if the assignment was completed and scored for a student.
- **Next Access** displays the date and time that the student has access to the assessment.

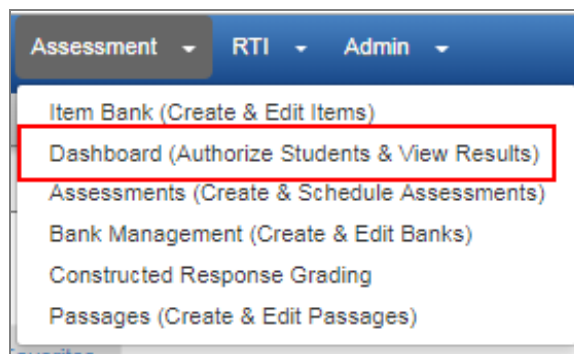


Select a heading in the green area to view details.

- Click  to view duplicate students for district or school-level assessments.
 - **Access** ③
 - *No Access* – Students do not have access when the targeted dates or times occur.
 - *Scheduled Access* – Students have access when the targeted dates or times occur.
 - *Access Now* – Students have access regardless of the targeted dates or times.
2. Click **Save**. The scheduled assessment displays under either the **You Scheduled** or **Scheduled for Your Classes** tabs on the Dashboard.

Teachers

1. Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.



Assessment Menu

2. Select *Student Access* from **Options** or click **Students with access**.

Assessment Details	Start Date	End Date	Student Access	Completion
GradeCam Test Teacher: Jackson, Kathy ID: 3258 2047 9.00 Jackson, Kathy Jackson, Kathy Scheduled To	07/18/17	04/30/18	93 Students with access	22 of 117 (19%)
Demo Assessment ID: 2249 1037	12/04/17	05/25/18	183 Students with access	40 of 222 (18%)

Total Points: 13.00

Assessments Screen

3. Select the row to toggle through the student access.

Student	Access Status	Next Access
1. Abbott, Billy (905483)	Access Now	Next Access: Now
2. Crane, Kellie (922759)	No Access	Next Access: No access granted
3. Curry, Arthur (877344)	Access Now	Next Access: Now
4. Gordon, Barbara (121590)	Access Now	Next Access: Now until 11:59pm (No Bell Schedule)
5. Grayson, Dick (867200)	Access Now	Next Access: Now
6. Grey, Jean (871686)	Access Now	Next Access: Now
7. Hayden, Jenny (879867)	Access Now	Next Access: Now

Student Access Screen

- The row color defines the access for the student or section.
 - Access Now* – Students see the scheduled instance even when the assessment End Date was reached. ❶
 - No Access* – Students does not see the scheduled instance even within the Start Date and End Date for the assessment. ❷
 - Scheduled Access* – Students see the scheduled instance during the Start Date and End Date for the assessment. ❸
- Select the section header to set the access for all students in the section. ❶
- Select a row to change access for a specific student.

- Change the status of the assessment for a student. ④
 - *Complete* – The student completed the assessment.
 - *Unlock* – Select to unlock a completed assessment for a student.



Once unlocked, the student must return to the assessment and complete the assessment.



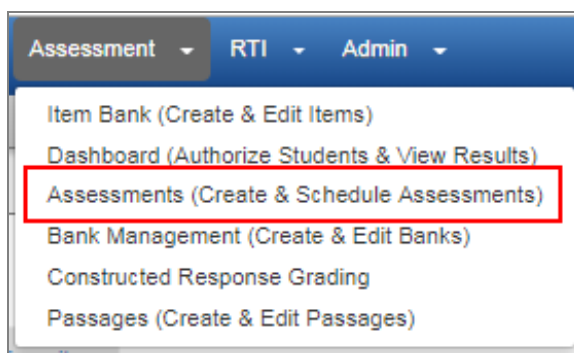
If you unlock the assessment for the wrong student, access the assessment from StudentVUE and resubmit the assessment for grading.

- *Started* – The student is currently working on the assessment.
- Select the accommodation. ⑤
 - *Use Schedule* – Same as [Accommodations](#)
 - *Other options* – Select specific accommodation for a student.

Pushing Scores to Grade Book

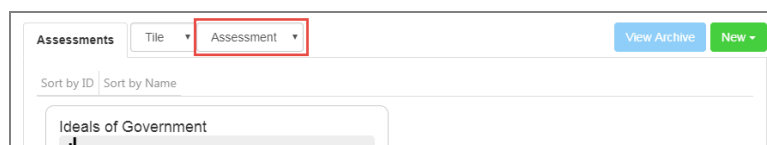
When changing the setting to Include in Grade Book after the start of a scheduled assessment, an option displays that allows the creation of new Grade Book assignments for those teachers and students who have results but not Grade Book results.

1. Select *Assessments (Create & Schedule Assessments)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessments**.



Assessment Menu

2. Select *Assessments*.



Assessments Screen

3. Select *Schedule* from **Options**.

4. Select a Grade Book option to display additional options:

- Select **Grade Book Push**. (District Users Only)
- Select **Connect Grade Book**. (Teachers Only)

Grade Book

Student results can be automatically pushed to teachers Grade Books, or teachers can have the option to pull in these results.

☒ Grade Book Pull ⓘ
☒ Grade Book Push ⓘ

Default Options

Assignment Type:
 Assignment Category:

Score Type:
 Assignment Date:

Points:
☒ Show in Parent Portal ⓘ

Auto and Manual Pushing

Student results can automatically be pushed into Grade Book when students complete the assessment. Or, student results can be manually pushed into Grade Book after the results have been validated.

Pushing results to Grade Book can only occur when the Assessment is targeted to a Course, Section, or Class Period. Once targeted properly, you will have the option to further customize the grade book options for each target, including the selection of a grading period based on the target school.

☒ Automatically push results into Grade Book ⓘ
☐ Manually push results into Grade Book ⓘ

Push to Grade Book Now

0 students in 0 classes will be affected by a push.

Assessment scores currently in Grade Book: 0 ⓘ
 Assessment scores not yet in Grade Book: 0 ⓘ
 Total number of Assessment scores in Grade Book: 0 ⓘ

Schedule Assessment Screen, Grade Book District Users

Grade Book

Select default grade book assignment options if you wish to connect this assessment instance to your grade book.

☒ Connect Grade Book ⓘ

Assignment Type:
 Assignment Category:

Score Type:
 Assignment Date:

Points:
☒ Show in Parent Portal ⓘ

Grading Period:

Schedule Assessment Screen, Teachers

5. Make changes to the Default Options if needed.

- **Assignment Type** indicates if the type of assessment as defined by the district. For example, homework, quiz, assignment, social behavior, or work study habits.
- **Assignment Category** indicates how the assessment is graded. It can be graded as a normal item, as extra credit, or not for grading.
- **Score Type** indicates the assignment score type.
- **Assignment Date** indicates the date of the assessment. Defaults to today's date. Change if needed.



Places the assignment in the appropriate grading period.

- **Points** indicates the points that impact the student's score.
- **Show in Parent Portal** displays in ParentVUE if enabled.
- **Grading Period** indicates the grading period the assessment belongs in. (Teachers Only)



Use the **Ctrl** key to select multiple **Grading Periods**.

6. Select the Auto and Manual Pushing option (District Users Only):

- **Automatically push results into Grade Book** - Select to have the score automatically post in Grade Book when the student completes the assessment.
- **Manually push results into Grade Book** - Select to have the ability to validate the scores displayed in the Student Analysis screen before pushing them to Grade Book.
 - Click **Push to Grade Book Now** to update Grade Book.



You may have to use **Grade Book Pull** and **Manual Push to Grade Book** more than once, as students complete the assessment.

Chapter 6: Using Assessments

Taking Assessments	149
Using GradeCam	168
Viewing Scheduled Assessments	172
Working with Responses	184

Taking Assessments

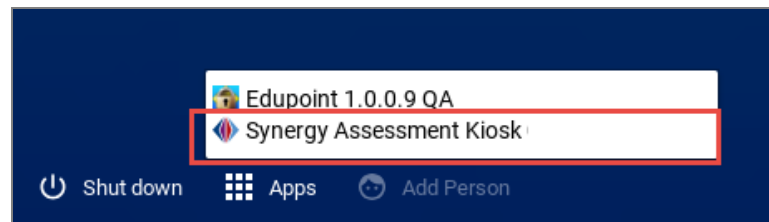


A message displays to students if the number of skipped items in the database is not the same as the navigation count. A message displays asking the student to contact the assessment administrator.

Launching Assessments in Chromebooks

Before a student can open an assessment in a secure browser from StudentVUE, they must log in to the app from their Chromebook.

1. Students select *Synergy Assessment Kiosk* from the **Apps** menu.

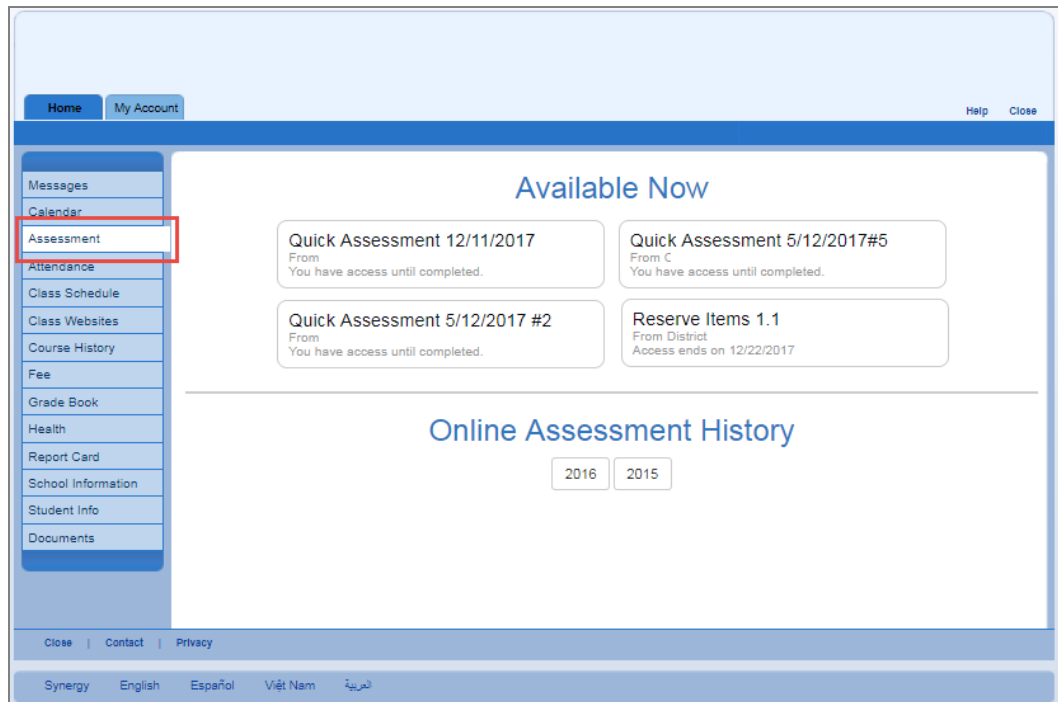



Student Chromebook

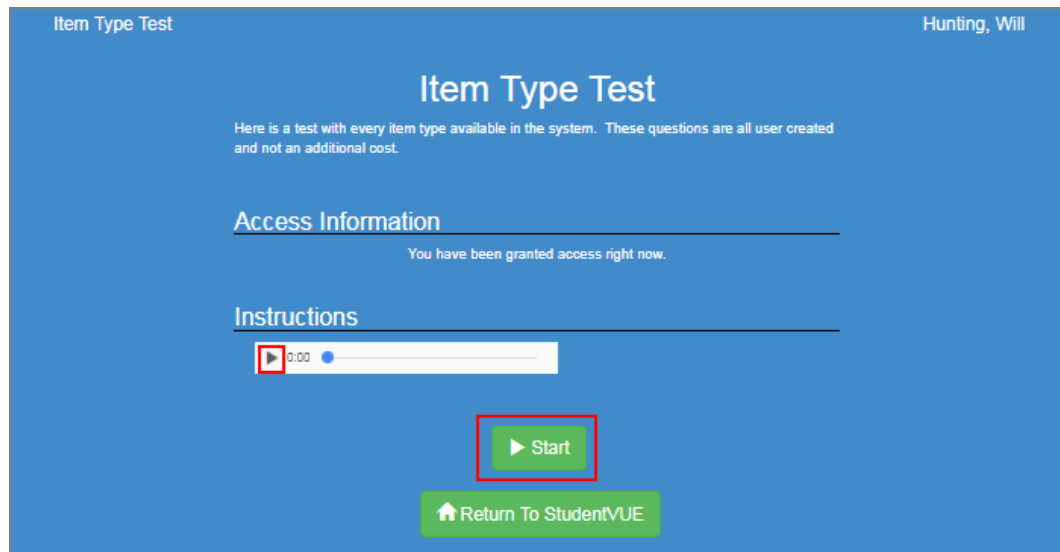
2. Students log in to the app to launch the **Assessments** tab in StudentVUE.
3. Students click an assessment under **Available Now**. The assessment opens in a secure environment.

Accessing Assessments

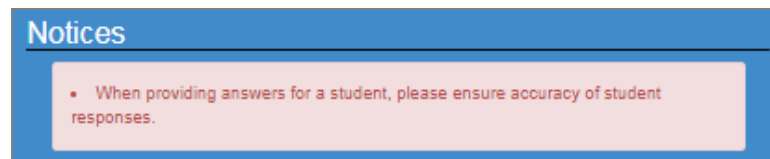
1. Students log into StudentVUE and staff members access through StudentVUE for a student (either from the Seating Chart in TeacherVUE or StudentVUE screen in Synergy SIS).
2. Select the **Assessment** tab.
3. Click an assessment under **Available Now**.

*Student Assessment Screen*

4. Click  to listen to any verbal instructions.
5. Click **Start**.

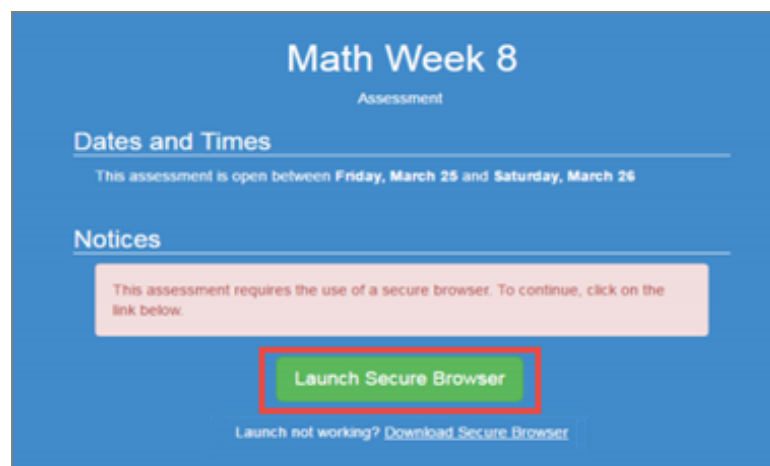


- Staff members viewing the assessment as a student see this message.



Student Assessment Screen

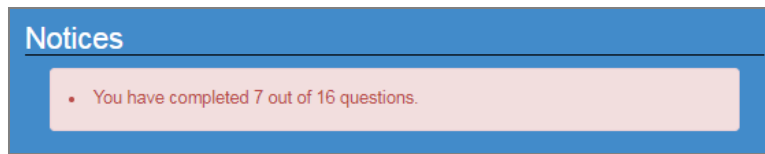
- When launching an assessment from a secure browser, click **Launch Secure Browser**.



Student Assessment Screen

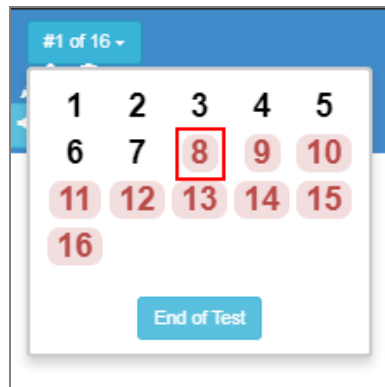
When a student returns to a test:

- They receive a notice about their progress in the assessment.



Student Assessment Screen

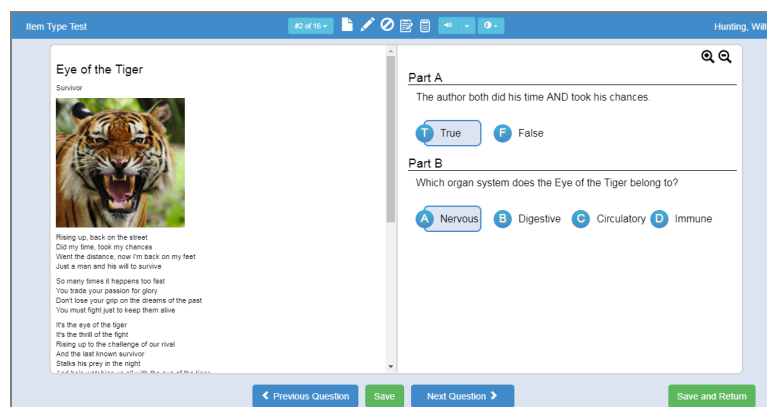
- They can jump to the next question in the test or select a question for review.



Student Assessment Screen

6. Change settings if needed.

- Click an available accommodation
- Click to change the screen brightness and colors to make the screen easier to read.
- Click to select a translator
- Click to set the question for review so you can return later



Student Assessment Screen

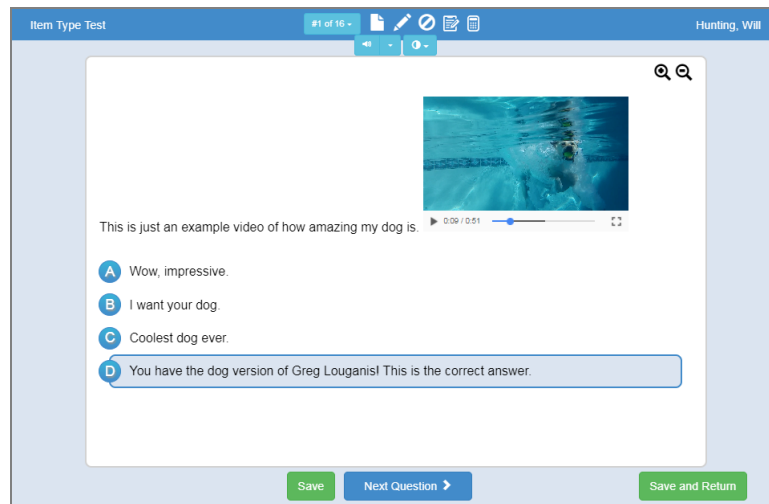
7. Select an answer and click:

- **Save** – Click to save the assessment and submit to grading.
- **Next Question** – Click to save your answer to the question and move to the next question. You are not always allowed to return and review your questions.
- **Previous Question** – Click to save your answer to the question and move to the previous question. You are not always allowed to navigate back and forth.
- **Save and Return** – Click to save the assessment and return to answer additional questions. This option is not always available.
- **End of Text** – Click after you answer the last question and review your answers. Reviewing your answers is not always available.
- **Submit for Grading** – Click after you reviewed all of the questions. You can only review the test using the feedback options in [Viewing Online History](#) once you submit for grading.

8. Click **Review Item Feedback** if available. See [Viewing Assessment Results and History](#).

Item Types

Multiple Choice




Student Assessment Screen, Multiple Choice

Multi Part or EBSR

Student selects a correct answers to different parts of a question.

Item Type Test #2 of 16 Hunting, Will

Eye of the Tiger
Survivor



Rising up, back on the street
Did my time, took my chances
Went the distance, now I'm back on my feet
Just a man and his will to survive
So many times it happens too fast
You trade your passion for glory
Don't lose your grip on the dreams of the past
You must fight just to keep them alive
It's the eye of the tiger
It's the thrill of the fight
Rising up to the challenge of our rival
And the last known survivor
Stalks his prey in the night

Part A
The author both did his time AND took his chances.
☒ T True ☐ F False

Part B
Which organ system does the Eye of the Tiger belong to?
☒ A Nervous ☐ B Digestive ☐ C Circulatory ☐ D Immune

< Previous Question Save Next Question > Save and Return


Student Assessment Screen, Multi-Part

True/False

Student selects a correct answer.

Item Type Test #3 of 16 Hunting, Will

When Aladdin and his monkey, Abu, are first introduced in the movie, they are caught stealing a loaf of bread.



☒ T True ☐ F False

< Previous Question Save Next Question > Save and Return

Student Assessment Screen, True/False

Hot Spot

Student selects a section on an image.

Item Type Test #4 of 16 Hunting, Will

Click on Lake Superior in this map. Then click Submit.

Previous Question Save Next Question Save and Return

Student Assessment Screen, Hot Spot

Inline Choice

Student selects answers from drop-downs.

Item Type Test #5 of 16 Hunting, Will

Match the following cities with the correct state:

San Francisco: California

Tucson: Arizona

Los Angeles: Select One

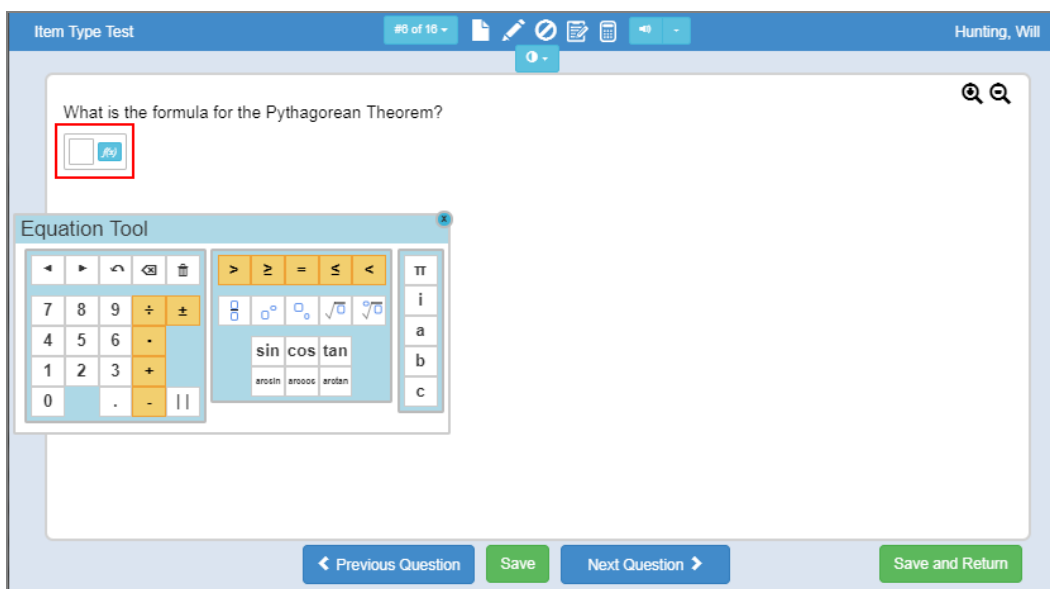
Albany: Select

Previous Question Save Next Question Save and Return


Student Assessment Screen, Inline Choice

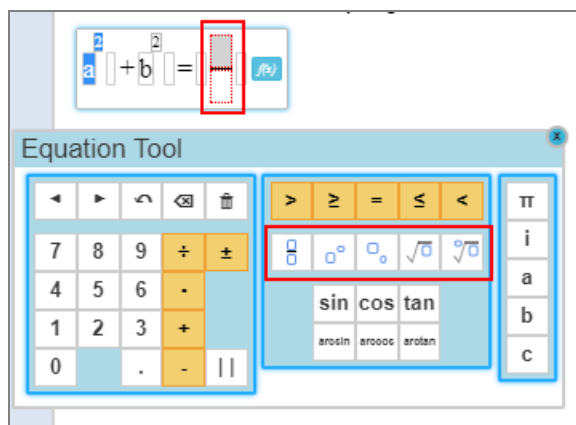
Text Entry with Equation Tool

Student answers the question using an equation editing tool.



Student Assessment Screen, Text Entry

1. Click  to open the equation tool.
2. Use the tool to build the equation.
 - When using equation builders insert your cursor into the appropriate space and enter the value.

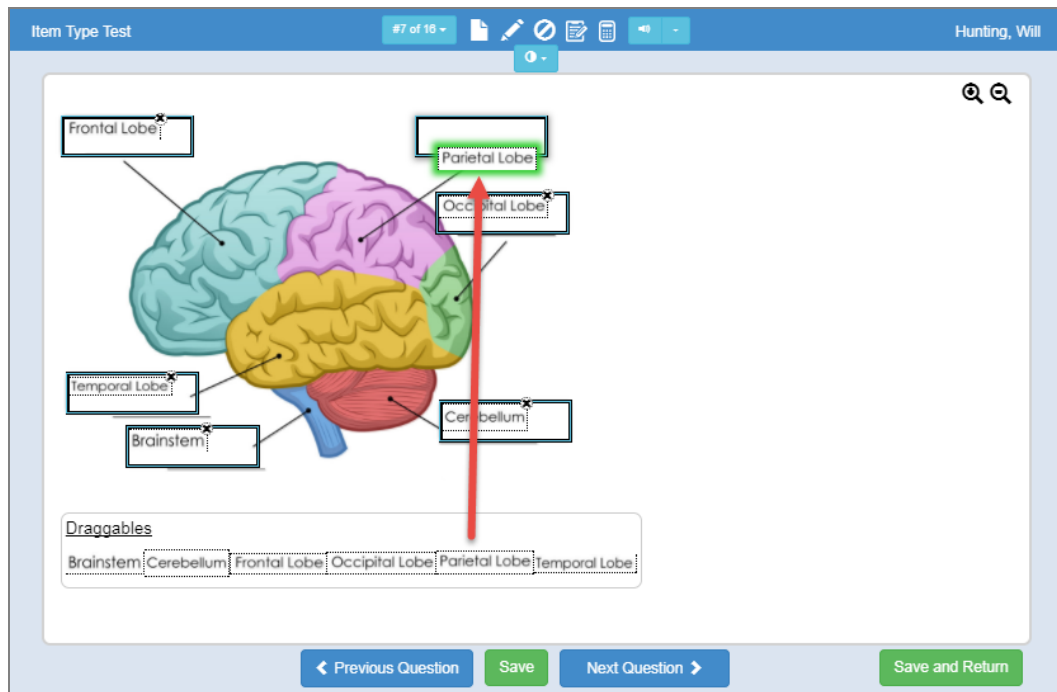


Student Assessment Screen

- You can edit the equation until you save. Once you save, you must delete the equation and start over.
- You move the Equation Tool to a different location on the screen.

Graphic Drag and Drop

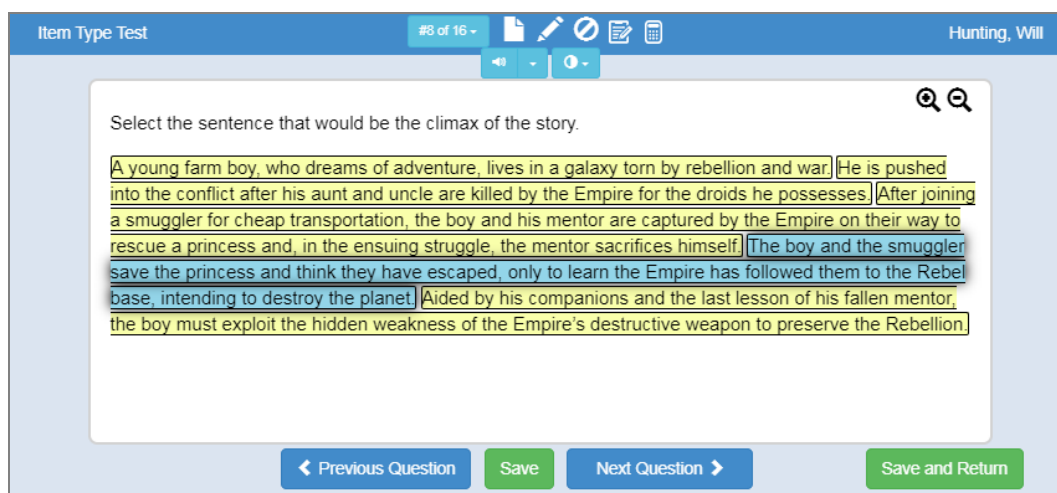
Student drags the answers into hot spots.



Student Assessment Screen, Graphic Drag And Drop

Hot Text

The student selects the text.



Student Assessment Screen

Matching

The student selects the item in the right column that matches the item in the left column.

Item Type Test #9 of 16 Hunting, Will

Select the correct quadrant for the given points.

Quadrant	I	II	III	IV	None of the above
3,5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-2,6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,-1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0,3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
-4,-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

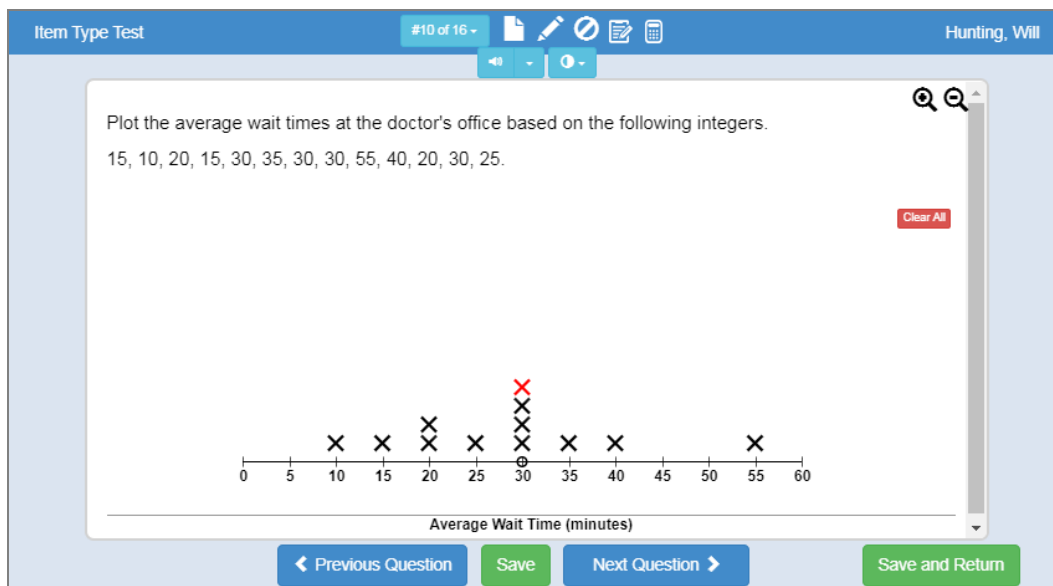
< Previous Question Save Next Question > Save and Return

Student Assessment Screen

Number Line

Line Plot

Student selects points on a line.



Student Assessment Screen

- Hover a plot and click to remove a plot.
- Click **Clear All** to remove all plots and start over.

Points on a Line

Student selects points on a line.

Item Type Test #11 of 16 Hunting, Will

Select ALL the factors of 32.


0 2 4 6 8 10 12 14 16 18 20 22 24 26 28 30 32

Factor Line

Clear All

Previous Question Save Next Question Save and Return

Student Assessment Screen

- Hover a plot and click  to remove a plot.
- Click **Clear All** to remove all plots and start over.

Text Entry

Student enters answer into a text box.

Item Type Test #12 of 16 Hunting, Will

Doug bought three loaves of bread at \$2.17 each. What is the total Doug should expect to pay when he check out?

\$6.51

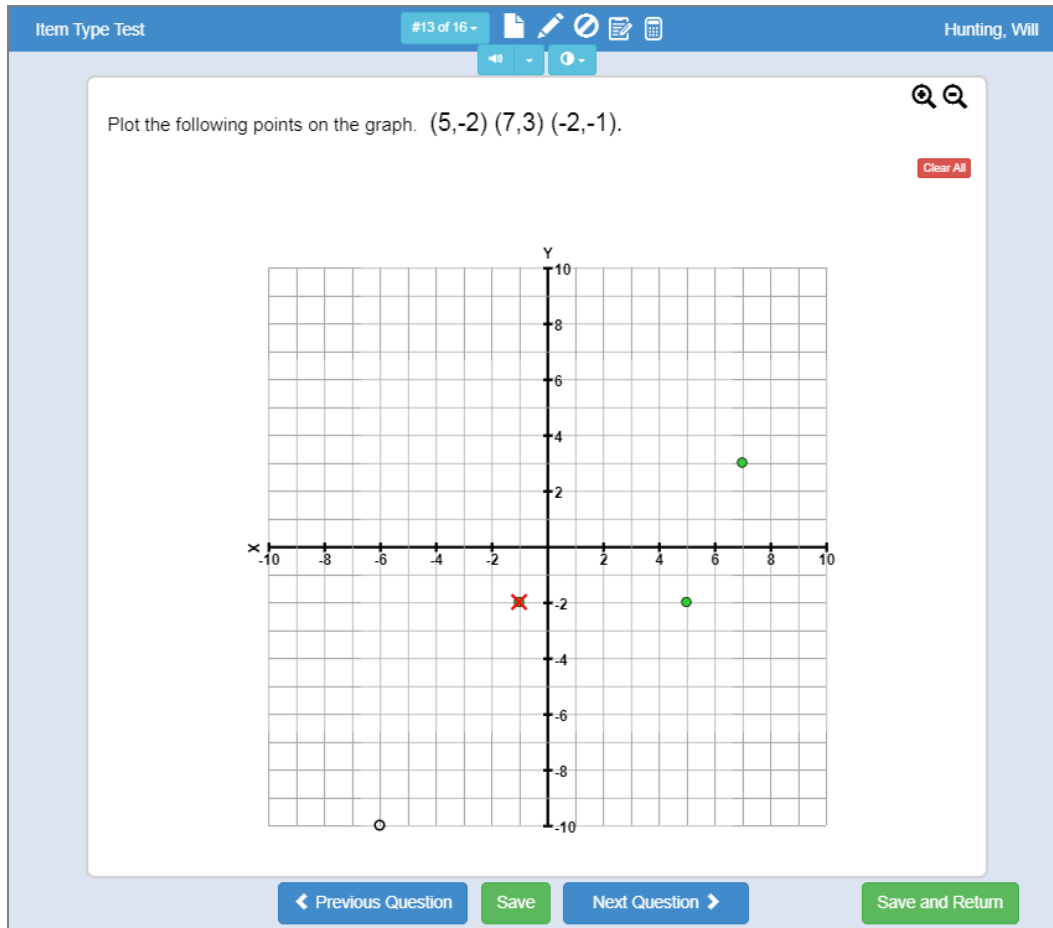
Previous Question Save Next Question Save and Return

Student Assessment Screen


Select Point

Points on a Graph

Student select points on a graph.

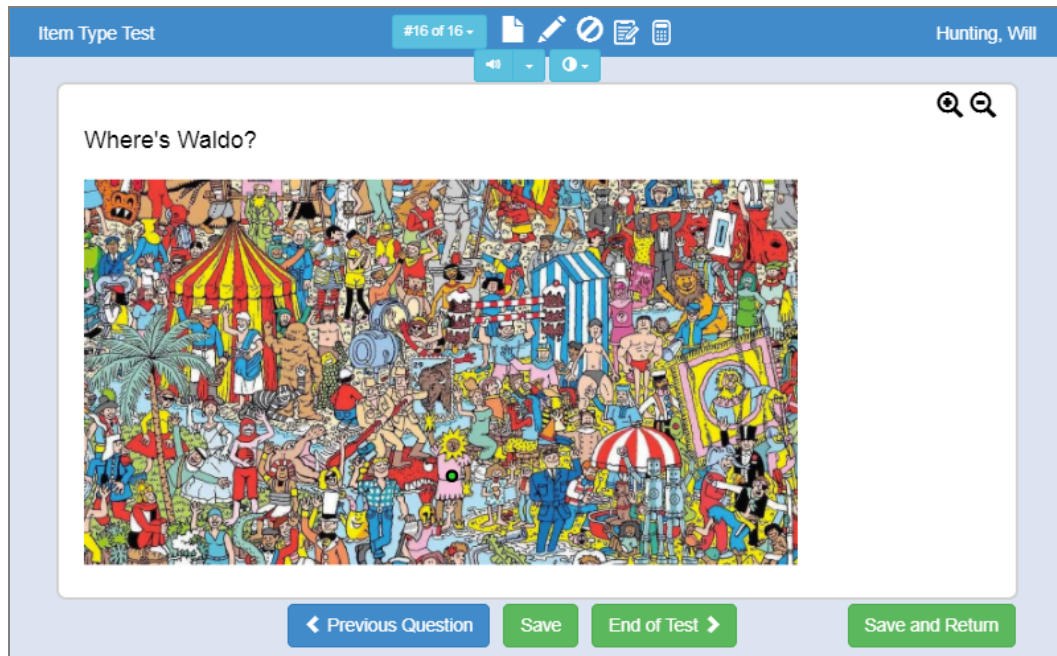


Student Assessment Screen



- Hover a plot and click  to remove a plot.
- Click **Clear All** to remove all plots and start over.

Points on an Image

Student selects a point on an image.

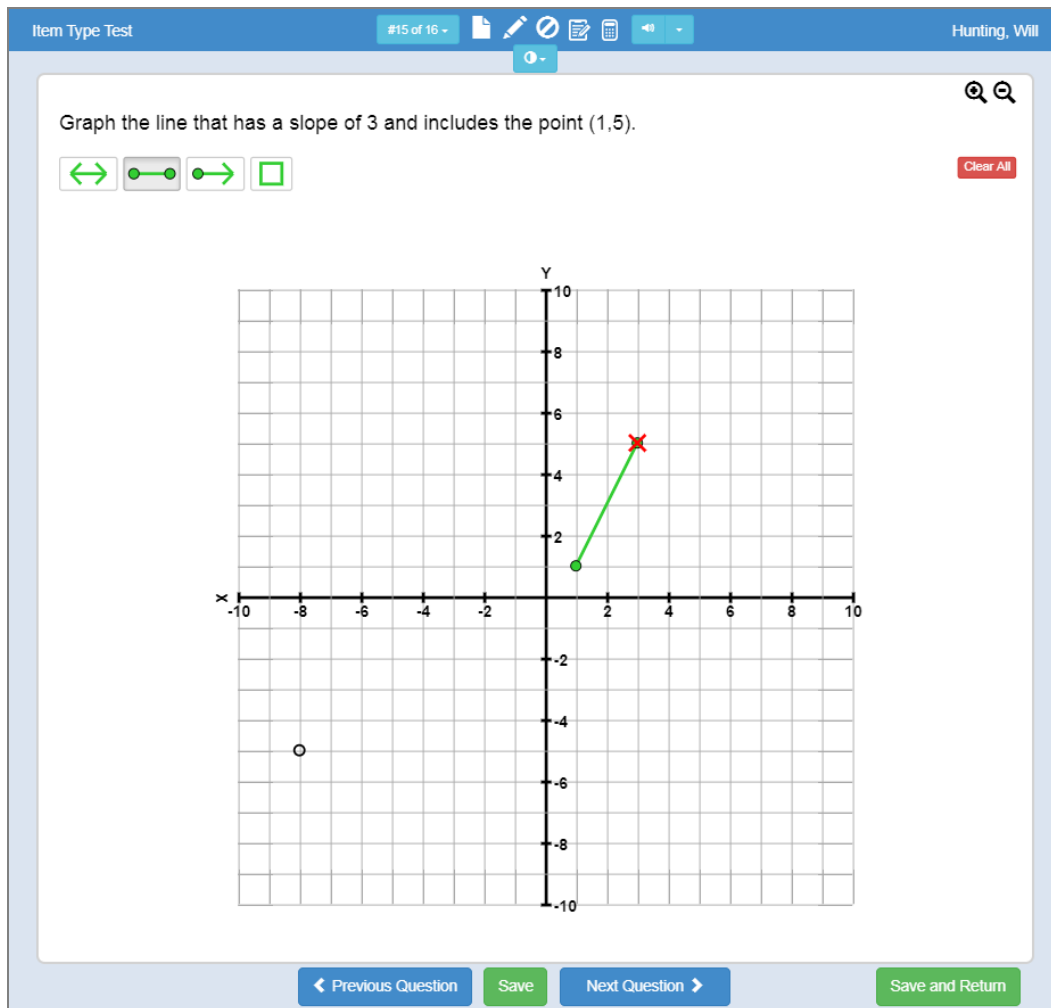


Student Assessment Screen


-  displays on the student's select selection.
- Hover over and click  to remove a selection.

Lines on a Graph

Student uses the tools to draw on the graph.



Student Assessment Screen

- Hover a plot and click  to remove a plot.
- Click **Clear All** to remove all plots and start over.

Multiple Select

Student selects multiple answers.

Item Type Test #14 of 16 Hunting, Will

Which of the following streets run ADJACENT to Wrigley Field?

A Clark B Lakewood C Sheffield D Eddy
E Cornelia F Addison G Iowa H Grace

Previous Question Save Next Question Save and Return

Student Assessment Screen, Multiple Select

Constructed Response with Media Upload

Student answers a question and uploads documents to support the answer.

Webinar Assessment #4 of 6 Hunting, Will

Brandy (You're a Fine Girl)
Looking Glass

There's a port on a western bay
And it serves 100 ships a day
Lonely sailors pass the time away
And talk about their lives
And there's a girl in this harbor town
And she works laying whiskey down
They say Brandy, fetch another round
And she serves them whiskey and wine
They say, "Brandy, you're a fine girl
What a good wife you would be
You could steal a sailor
From the sea.

Why couldn't Brandy and the man she loved stay together in this story?

Attach a file TED Talk Questionnaire.docx

Previous Question Save Next Question Save and Return

Student Assessment Screen, Constructed Response

- Click **Attach a file** if the assessment allows Media Uploads to attach a file.

Viewing Assessment Results and History

Students view their assessment feedback from the Results Summary based on the assessment settings:



You set how students receive feedback when creating assessments and scheduling assessments.

1. Open the Results Summary:
 - Immediately after taking an assessment
 - Click **Review Item Feedback**.
 - Online Assessment History
 1. Click a year on the **Assessment** tab in StudentVUE.
 2. Select an assessment.
 3. Click **Review Item Feedback**.

Results Summary
Item Type Test

Overall Score
73%
14 / 19

Results Summary	
03.M.S3.C1.2 Recognize, describe, extend, create, and find missing terms in a numerical sequence.	0% 0 / 1
05.G.1 Graph points on the coordinate plane to solve real-world and mathematical problems: Use a pair of perpendicular number lines, called axes, to define a coordinate system, with the intersection of the lines (the origin) arranged to coincide with the 0 on each line and a given point in the plane located by using an ordered pair of numbers, called its coordinates. Understand that the first number indicates how far to travel from the origin in the direction of one axis, and the second number indicates how far to travel in the direction of the second axis, with the convention that the names of the two axes and the coordinates correspond (e.g., x-axis and x-coordinate, y-axis and y-coordinate).	0% 0 / 1
05.G.2 Graph points on the coordinate plane to solve real-world and mathematical problems: Represent real world and mathematical problems by graphing points in the first quadrant of the coordinate plane, and interpret coordinate values of points in the context of the situation.	0% 0 / 1
05.MD.2 Represent and interpret data: Make a line plot to display a data set of measurements in fractions of a unit ($\frac{1}{2}$, $\frac{1}{4}$, $\frac{1}{8}$). Use operations on fractions for this grade to	100% 1 / 1

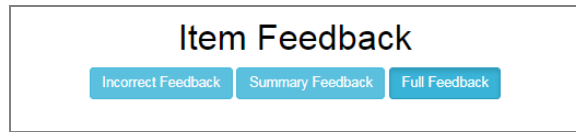
[Review Item Feedback](#) [Return To StudentVUE](#)

StudentVUE Assessment Online History

2. Select the Item Feedback.



You select how to provide feedback to students when [creating assessments](#), [scheduling assessments](#), or [printing student results](#) from the Student Assessment Results screen.



Student Feedback Screen



- If feed back is not allowed, the Results Summary displays and the **Review Item Feedback** button does not display.
- If the item contains Constructed Response items only, a message displays.

Your assessment has been submitted successfully for grading.


Student Feedback Screen

- If **Full Feedback** is allowed. The screen opens with Full Feedback.

- **Full Feedback** shows all items with correct and incorrect answers and the student's selection.



- Correct responses selected by the student are highlighted in blue and have .

Item #3


The main character of this passage is 1 / 1 

☐ A Sandy ☐ B Randi ☒ C Brandy ☐ D Alice


Student Full Feedback Screen

- Incorrect responses selected by the student are highlighted in red and have .
- Correct responses not selected by the student are highlighted in gray and have .

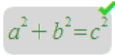
Item #6

What is the formula for the Pythagorean Theorem? 

Student Responses



Accepted Responses



Student Full Feedback Screen

- *Graphic Drag and Drop* items have an additional Answer Key with the full responses displayed.
- *Text Entry* items have a red skipped field when the student did not provide a response.

- **Incorrect Feedback** displays incorrect items without the student's selection.

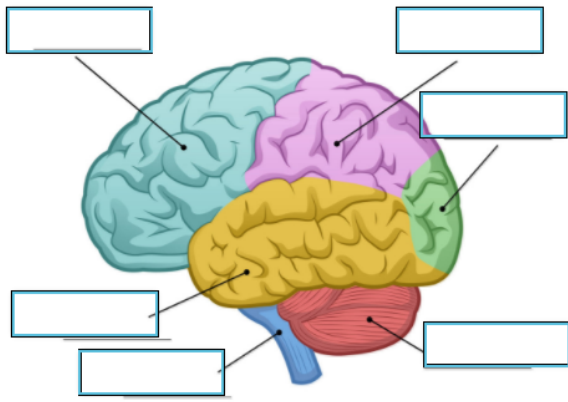
Item Feedback

Incorrect Feedback
Summary Feedback
Full Feedback

Item #6

What is the formula for the Pythagorean Theorem? ✖

Item #7


✖

Incorrect Feedback Screen

- **Summary Feedback** displays a list of the items with the Item Type and Points received. Correct answers are green and incorrect are red.

Item Feedback

Incorrect Feedback
Summary Feedback
Full Feedback

#1	Multiple Choice	1 / 1
#2	Multi-Part	1 / 1
#3	True/False	1 / 1
#4	Hot Spot	1 / 1
#5	Inline Choice	4 / 4
#6	Short Answer	0 / 1
#7	Graphic Drag and Drop	0 / 1
#8	Hot Text	1 / 1
#9	Matching	1 / 1
#10	Number Line	1 / 1
#11	Number Line	1 / 1
#12	Text Entry	1 / 1
#13	Select Point - Points on a Graph	0 / 1
#14	Multiple Select	1 / 1
#15	Select Point - Lines on a Graph	0 / 1
#16	Select Point	0 / 1

Summary Feedback Screen

3. Click **Return to StudentVUE** to select another assessment.

Using GradeCam

GradeCam is a plug-in that uses a camera to automatically grade the assessment using bubble sheets.



GradeCam is embedded in Synergy Assessment but must be purchased through Edupoint to enable the full features.

GradeCam works with assessments using the following item types:

- Multiple Choice
- Multiple Select
- True/False
- Constructed Response has the following options:
 - Creates a form that ignores constructed response items that you grade later.
 - Creates a form with numeric fields you can use to enter point values. You grade the constructed responses on the form and scan the scores in directly.

Teachers use a camera on their computer to score the assessment and give immediate feedback to the students.

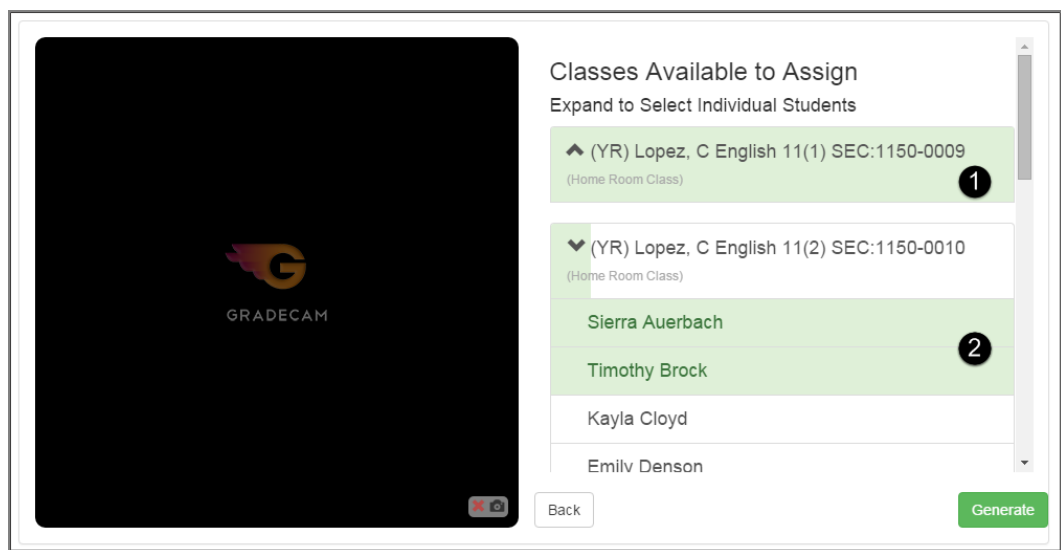
- Blank forms are identified and presented as an error.
- Confusing forms ask you for feedback, allowing you to modify a student's responses to match the form.

Using GradeCam

1. Select the assessment with the appropriate item types in either the **You Scheduled** or the **Scheduled for Your Classes** tabs.
2. Click **GradeCam**.
3. Click **Bubble Sheets**.

4. Select the type of bubble sheet to create:

- **Pre-Marked** – Creates a PDF with a bubble sheet for each student for this assessment. Each student's name is printed on the sheet.
 - a. Click **Pre-Marked**.
 - b. **Constructed Response** – Selected by default. **1** If the assessment contains Constructed Response items the scores are entered using the Bubble Sheet. This option allows you to load the scores using bubble sheets instead of [manually entering the scores for the items](#).
 - c. Select the students:
 - Select a class to include all students from the class. **2**
 - Expand the class to select individual students. **3**
 - d. Click **Generate**. A PDF of the bubble sheet is created with a sheet for each student selected.
 - e. Click **Open PDF**. The PDF opens.
 - f. Print the PDF to distribute to the students.



GradeCam Screen

- Click **Generic**.
 - a. Enter a **Custom Header**, if needed. ❶
 - b. Enter the **Question Count**, **Answer Count**, and the **Student ID Length**. ❷
 - c. Click **Generate**. A PDF of the bubble sheet is created that contains a generic bubble sheet.
 - d. Click **Open PDF**.
 - e. Print the PDF.

Generic bubble sheets allow you to use bubble sheets for many assessments, as long as each question has a bubble to fill in. As an example, if you have a 20 question assessment, the bubble sheet must have 20 or more available bubble selections. To scan these sheets, you must be viewing the proper analysis results screen so it knows which assessment to apply the results to.

Custom Header

Question Count: 25

Answer Count: 5


Student ID Length: 7

Student Name: ❶


❷

Back Generate

GradeCam Screen

5. If a paper version of the assessment is required:
 - Click **Print Assessment**. The assessment displays in the browser.
 - Use your browser to print the PDF.
6. Click  to select a camera from the available devices to grade the sheets using a camera. When students complete their assessment, they hold their bubble sheets to the camera and receive an immediate score.



- When teachers scan assessments with Constructed Responses, they receive an alert if the scored value is larger than the allowed **Max Value**. A text box displays to update the score.
- Click  to turn off the camera.

Bulk Scanning Bubble Sheets (District Users Only)

District Administrators have the ability to score multiple bubble sheets at one time.

- Blank forms are identified and allow you the option of scoring them as empty or skipping them.
- Confusing forms ask you for feedback, allowing you to modify a student's responses to match the form.
- When a score already exists for the student, you have the option to update their result or cancel the submission.
- The image of the scanned form displays on the screen and is included with any scanning errors to identify the troubled scan.
- If a Gridded Response field for Constructed Response items scans a point value higher than the item's total points, you have the option of updating that score.

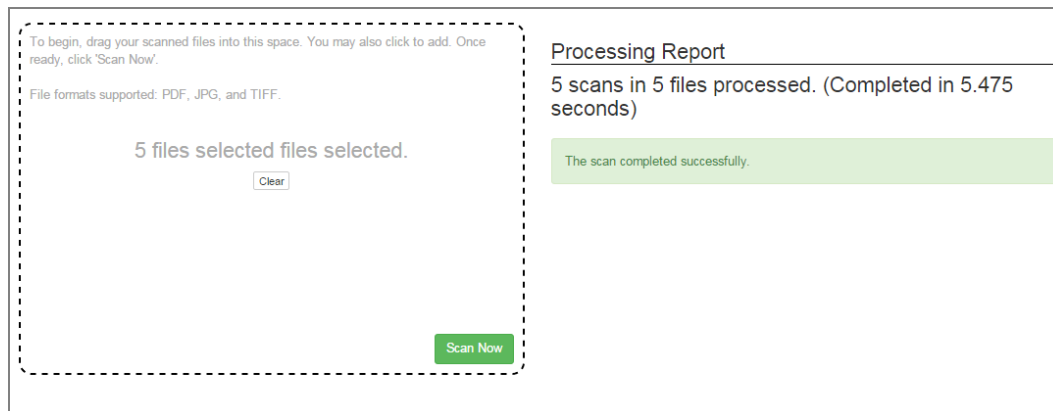
To use bulk scanning.

1. Scan the sheets in PDF, JPG, or TIFF format using gray scale or color.
2. Navigate to **Assessment > GradeCam Bulk Processing**.

GradeCam Bulk Processing Screen

3. Navigate to the folder in your file manager that contain the files.

4. Drag and drop the files into the box.
5. Click **Scan Now**.



GradeCam Bulk Processing Screen

6. [View the Assessment Results.](#)
7. View Assessment Results

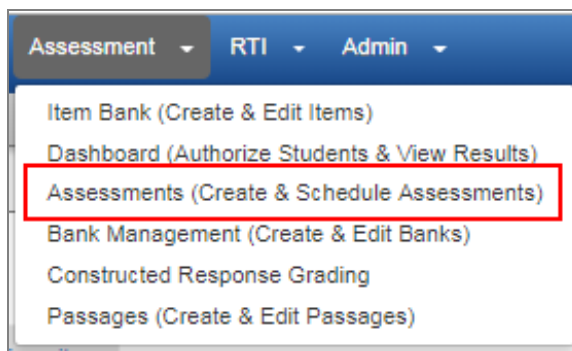
Viewing Scheduled Assessments

Use the Dashboard to view scheduled assessments. From the Dashboard, you can:

- [View live dashboard](#) to watch live student responses on scheduled assessments
- [Cancel assessments](#) to cancel or end a currently scheduled assessment
- [Archive assessments](#) so it no longer displays in the **Completed** tab
- [Pause or resume an assessment](#) for students
- [Change access](#) to define which students can access an assessment for students

To view an assessment:

1. Select *Assessments (Create & Schedule Assessments)* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessments**.



Assessment Menu

The assessments are sorted in to tabs by schedule level:

- **You Scheduled** – Assessments you scheduled
- **Scheduled For Your Classes** – Assessments scheduled for your classes and can include assessments that you scheduled
- **Scheduled To Your School** – Assessments scheduled to your school – Displays for users with District Level and School Level scheduling. Assessments in this tab display based on the user's current Grade Book Focus.
- **Completed** – Completed assessments of all assessment levels



The same assessment may show in multiple tabs, depending on the schedule level of the user.

The screenshot shows the Assessment Dashboard interface. On the left is a 'Filters' sidebar with a 'Text Search' section containing input fields for 'Assessment Name', 'Schedule Name', 'Start Date', and 'End Date'. Below this is a 'Select Search' section with dropdowns for 'Schedule Level' and 'Scheduled By'. The main area has tabs: 'You Scheduled' (active), 'Scheduled For Your Classes', 'Completed', and 'Analysis Favorites'. A dropdown menu shows '2017-2018'. To the right are buttons for 'View Dashboard Archive' and 'Toggle Live Dashboard'. Below the tabs, it says '1 Items'. A table displays assessment details for 'UC 2017' (Teacher Level). The table has columns: 'Assessment Details', 'Start Date' (10/26/17), 'End Date' (11/30/17), 'Student Access' (28 Students with access), and 'Completion' (1 of 29 (3%)). The details section lists: 'UC 2017', 'Teacher Level', 'Schedule Name: UC 2017', 'Assessment ID: 5', 'Schedule ID: 5', 'Total Points: 5.00', 'Scheduled By: Carroll, Natalie', 'Created By: Carroll, Natalie', and 'Scheduled To: Scheduled To'.

Assessment Dashboard Screen

The following information displays for the assessment:

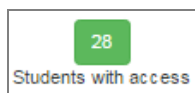
- Level – District, School, and Teacher – Describes the level of the assessment
- Scheduled By – The name of the user who scheduled the assessment
- Created By – The name of the user who created the assessment
- Scheduled To – List the Schools, Grade Levels, Courses, or Sections the Assessment was assigned to

This screenshot shows a detailed view of an assessment. It has columns for 'Assessment Details', 'Opens On' (01/03/17, 3 days ago), and 'Closes On' (01/06/17, 9 hours ago). The assessment is 'Algebra - Quadratic Equations' at the 'District Level'. Details listed include: 'Schedule Name: Algebra - Quadratic Equations', 'Assessment ID: 2237', 'Schedule ID: 1018', 'Total Points: 9.00', 'Scheduled By: User, Admin', 'Created By: District', and 'Scheduled To: Scheduled To'. A dropdown menu is open for 'Scheduled To', showing 'Teacher: Jackson, Kathy'.

Assessment Dashboard Screen

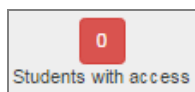
The Access Status displays for each assessment:

- Indicates that students currently have access to the assessment



Assessment Dashboard Screen

- Indicates that students do not currently have access to the assessment



Assessment Dashboard Screen

2. Use the filters to limit the assessments displayed.

 A screenshot of the 'Filters' section on the Assessment Dashboard. It includes sections for 'Exact Match' (Schedule ID, Assessment ID), 'Text Search' (Assessment Name, Schedule Name, Start Date, End Date), and 'Select Search' (Schedule Level, Scheduled By, Subject, Grade, Course). There is a 'Clear' button at the bottom right of the filters section. Below the filters, there is a blue box with the text 'Active Filters' and 'Assessment Name: Math'.

Assessment Dashboard Screen



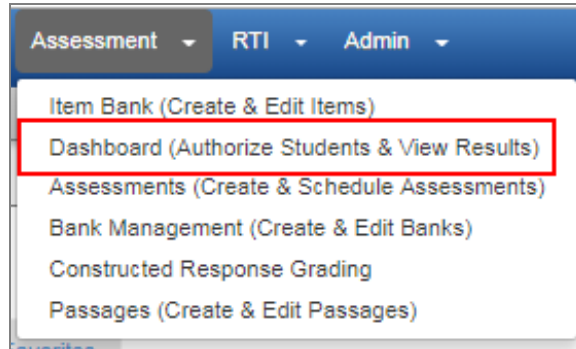
Click **Clear** in the drop-down to remove a filter under a category or **Clear** in the blue box to remove all filters.

- Select *Assessment Details* from **Options** to view an assessment. See [Creating Assessments](#)
- See [Viewing Live Details](#) to view live details of an assessment.
- See [Canceling an Assessment](#) to cancel an assessment.
- See [Pausing or Resuming an Assessment](#) to pause or resume an assessment.
- See [Changing Access to an Assessment](#) to change access to an assessment.
- Select *Results Analysis* from **Options** to analyze the assessment results. See [Viewing Assessment Results](#).

Viewing Live Details of an Assessment

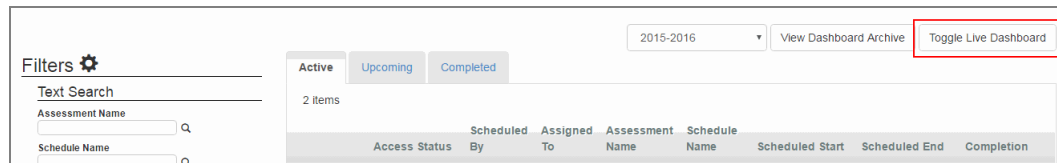
To view the student responses while the students are taking an assessment:

1. Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.



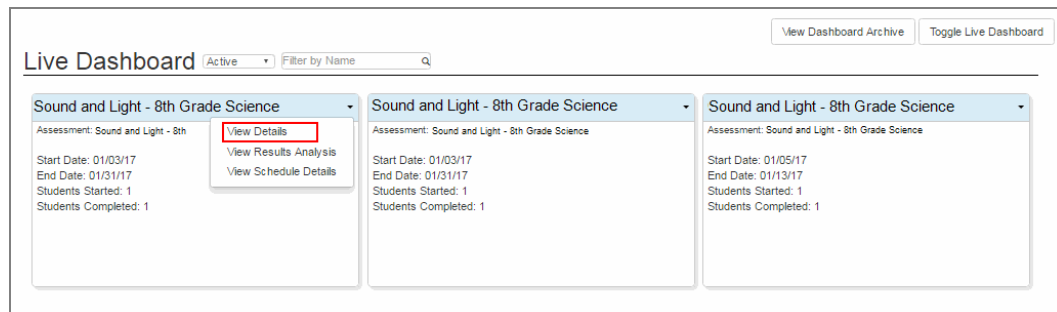
Assessment Menu

2. Open the live view:
3. Click **Toggle Live Dashboard**. The Live Dashboard displays.



Dashboard Screen

4. Select *View Details* from the assessment drop-down.



Live Dashboard Screen

5. To view the details of an ongoing assessment, select *Live Details* from **Options**.

The screenshot shows the 'You Scheduled' tab with one item: 'Algebra - Quadratic Equations'. The 'Options' dropdown menu is open, highlighting 'Live Details'. The menu also includes 'Navigation' (Results Analysis, Schedule Details, Assessment Details, Student Access) and 'Actions' (Complete, Pause Assessment). The assessment details show it opens on 01/03/17 and closes on 01/06/17, with 52 students having access.

Assessment Details	Opens On	Closes On	Student Access	Completion
Algebra - Quadratic Equations District Level Name: Algebra - Quadratic Equations ID: 2237 ID: 1018 Points: 9.00 Created By: User, Admin Modified By: District Scheduled To: Scheduled To Assessment is Online Only	01/03/17 3 days ago	01/06/17 9 hours ago	52 Students with access	2 of 203 (1%)

Dashboard Screen

The details for the assessment display.

The screenshot shows the 'Live Dashboard' for the 'Algebra - Quadratic Equations' assessment. It includes filters for student name, class, completion status, and band ranges. The 'Analysis Bands' section shows 'Elementary Standards' with 'High' (75-100), 'Medium' (50-74), and 'Low' (0-49) bands. The main table displays student completion progress and scores.

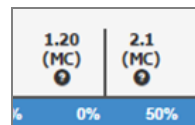
Name	Completion	PCT	1	2	3	4	5	6	7	8	9	10
			TF	MC	SA	SA	SA	SA	SA	SA	MS	CR
1 Ackerman, Brian 120952 Davis, J English 9(2)	00:22	100%	T	A	SA	SA	SA	SA	SA	SA	BOF	
2 Acosta, Billy 994134 Lofblad, M English 9(5)	00:43	86%	T	A	SA	SA	SA	SA	SA			
3 Adams, Ryan 918986 Nolasco, A English 9(1)	00:44	80%	T	A	SA	SA	SA	SA	SA	SA	BOF	
4 Aguado, James 985905 Reilly, J English 9(3)	00:57	80%	T	A	SA	SA	SA	SA	SA	SA	BOF	
5 Aguilar, Irene 520193 Reilly, J English 9(2)	01:39	80%	T	A	SA	SA	SA	SA	SA	SA	BOF	
6 Albarran, Jason 110735 Boyd, S English 9(2)	01:08	80%	T	A	SA	SA	SA	SA	SA	SA	BOF	

Live Dashboard Screen, Assessment Details

- Students that have started the assessment display with their current time spent on the assessment and their current overall percent.
- Student responses display for Multiple Choice, Multiple Select, True/False, Multi-Part, and EBSR items.



- For Multi-Part items, the individual parts display with an alpha character appended to the item number. For example, 3.A, 3.B, 3.C.
- For EBSR items, the individual parts display with an A and B appended to the item number. For example, 4.A, 4.B.
- For assessments with Sections, the sections are separated by a line and the numbering changes. For example, 1.1, 1.2, 1.3 and 2.1, 2.2, 2.3.



Student Assessment Results Screen

- Short Answer items are highlighted as correct (green) or incorrect (red)
- Technology Enhanced and Constructed Response items are blue. These responses are graded once the assessment is completed.
- Skipped items are orange.

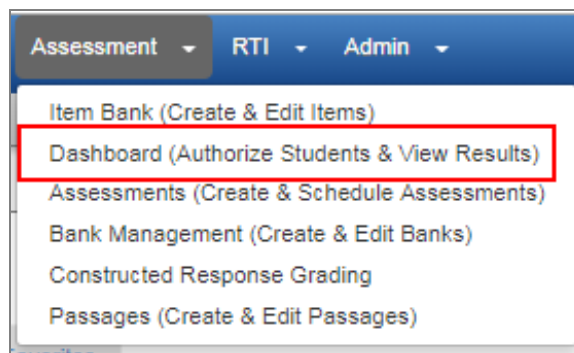
Canceling an Assessment



The **Options** menu displays different choices depending on the status of an assessment.

To cancel or end a currently scheduled assessment:

1. Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.



Assessment Menu

2. Select an action from **Options** in either the **You Scheduled** or the **Scheduled for Your Classes** tabs.
 - *Unschedule* – Displays for assessments prior to the scheduled start time or after the scheduled start time as long as none of the students completed the assessment.
 - *Complete* – Displays for assessments when at least one student has completed the assessment.

2016-2017 View Dashboard Archive Toggle Live Dashboard

You Scheduled Completed

1 items

Assessment Details	Opens On	Closes On	Student Access	Completion
Algebra - Quadratic Equations District Level Options ▾ Navigation Results Analysis Schedule Details Assessment Details Student Access Live Details Actions Complete Pause Assessment	01/03/17 3 days ago	01/06/17 9 hours ago	52 Students with access	2 of 203 (1%)

Name: Algebra - Quadratic Equations
 Assessment ID: 2237
 ID: 1018
 Starts: 9:00
 Created By: User, Admin
 Created By: District
 Scheduled To: Scheduled To ▾
 Assessment is Online Only

Assessment Dashboard, You Scheduled Tab

3. Click **Confirm** to the confirmation message.

Confirm Completion

You have chosen to complete a scheduled assessment. Press the Confirm button if you wish to continue.

Cancel Confirm

Confirmation Message

Archiving an Assessment

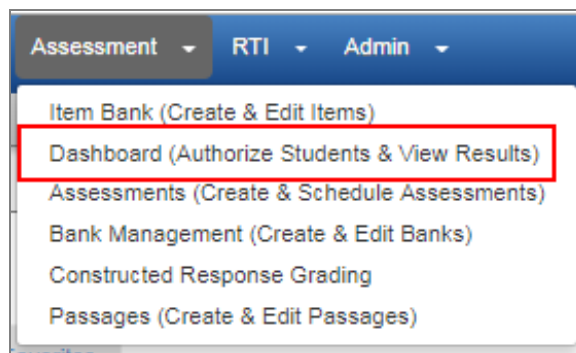
Archiving a Scheduled Instance of an Assessment

Once you have reviewed an assessment, you can archive it so that it no longer displays in the **Completed** tab. Moving assessments to the archive allows users a way to organize and display their completed assessments.



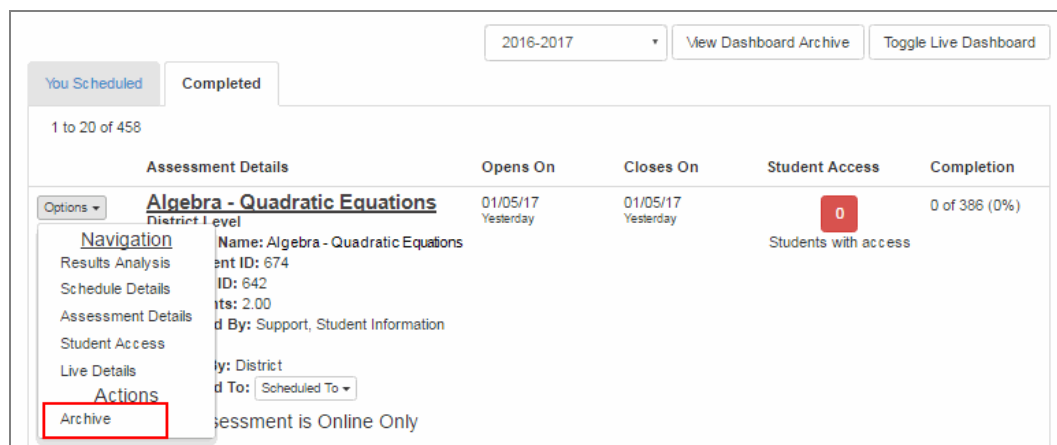
Once an assessment is archived, it cannot be reinstated without recreating the assessment. It can be reviewed from the Archive directory.

1. Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.



Assessment Menu

2. Select the **Completed** tab in the Dashboard.
3. Select *Archive* from the **Options**. A confirmation message displays.



Assessment Dashboard Screen, Completed Tab

- Click **Confirm**. The assessment moves to the Archive where it continues to display the same student results.



To view archived assessments, click **View Dashboard Archive** in the Assessment Dashboard. Click **Return to Dashboard** to return to the active assessments.

You are viewing the archive.

2015-2016 Return to Dashboard Toggle Live Dashboard

Filters

Text Search

Assessment Name

Schedule Name

Scheduled Start

Scheduled End

Archive

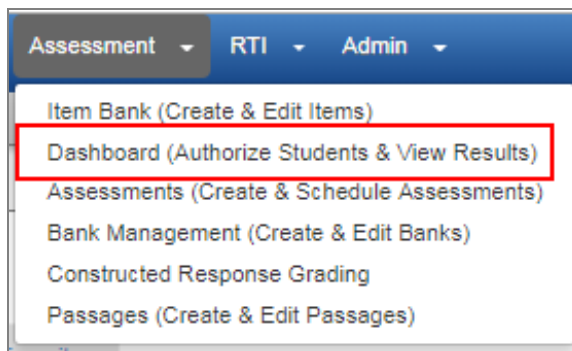
11 items

	Assessment Name	Schedule Name	Scheduled Start	Scheduled End
Options	Kinder Form 1	Kinder Form 1	08/21/15 228 days ago	08/31/15 In a few seconds
Options	Grade 10 ELA CCSS Summative Assessment Form 1	Grade 10 ELA CCSS Summative Assessment Form 1 (ALT Schools)	09/14/15 204 days ago	09/14/15 In a few seconds

Assessment Dashboard Screen, Archived Assessments

Archiving an Assessment

- Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.



Assessment Menu

- Select **Archive** from **Options**.

You Scheduled Completed Analysis Favorites

2 items

	Assessment Details	Start Date	End Date	Student Access	Completion
Options	Webinar Assessment District Level Name: Webinar Assessment ID: 2242 ID: 1023 Points: 10.00 Created By: User, Admin Category: District Scheduled To: Scheduled To	09/21/16	07/06/17	4 Students with access	3 of 1451 (0%)
Navigation Results Analysis Schedule Details Assessment Details Student Access Live Details Actions Archive	Cry Me a River Water Cycle District Level Schedule Name: Cry Me a River Water Cycle Quiz	01/02/17	04/28/17	809 Students with access	315 of 1133 (28%)

Assessment Dashboard Screen

3. Click **Confirm**. The assessment is archived.



- This archived assessment displays all of the results and retains the same functionality as any other assessment.
- To view archived assessments, select *Archived* in the **Schedule Status** filter. Select *Available to Schedule* to return to the active assessments.

Pausing or Resuming an Assessment

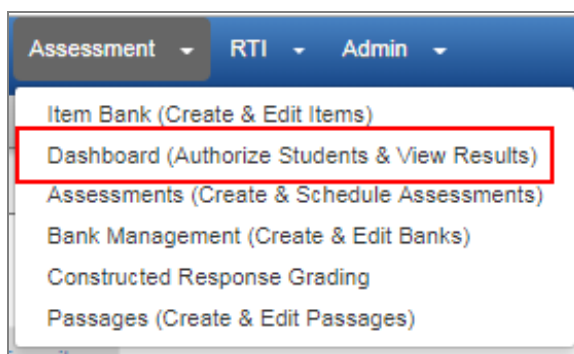
Users who have scheduled an assessment can temporarily prevent students from starting the assessment from StudentVUE.



When pausing a scheduled assessment, students that are currently within the scheduled assessment are not interrupted. They may continue testing.

To prevent students with access from starting the assessment:

1. Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.



Assessment Menu

2. Select *Pause Assessment* from **Options**.



Pause Assessment only displays for the user that scheduled the assessment. It is not available to other users that have access to the test, but did not schedule the assessment.

The screenshot shows the 'Assessment Dashboard' for the 2016-2017 school year. It features a table with columns: Assessment Details, Opens On, Closes On, Student Access, and Completion. One assessment is listed: 'Algebra - Quadratic Equations' (District Level), which opens on 01/03/17 and closes on 01/06/17. The 'Student Access' column shows a green button with the number 52 and the text 'Students with access'. The 'Completion' column shows '2 of 203 (1%)'. An 'Options' dropdown menu is open for the first assessment, showing a 'Navigation' section with links to Results Analysis, Schedule Details, Assessment Details, Student Access, and Live Details. Below this is an 'Actions' section with 'Complete' and 'Pause Assessment' (highlighted with a red box).

Assessment Dashboard Screen

After selecting the **Pause Assessment**, a pause button displays .



You can also pause assessments when [Scheduling Assessments](#).

To restore access and return the assessment to the status prior to the pausing the assessment:

- Select *Resume Assessment* from **Options**.

The screenshot shows the 'Assessment Dashboard' for the 2016-2017 school year. It features a table with columns: Assessment Details, Opens On, Closes On, Student Access, and Completion. Two assessments are listed: 'Algebra - Quadratic Equations' (District Level) and 'Algebra - Quadratic Equations' (District Level). The first assessment has a yellow button with the number 28 and the text 'Paused'. The second assessment has a yellow button with the number 30 and the text 'Paused'. An 'Options' dropdown menu is open for the first assessment, showing a 'Navigation' section with links to Results Analysis, Schedule Details, Assessment Details, Student Access, and Live Details. Below this is an 'Actions' section with 'Complete' and 'Resume Assessment' (highlighted with a red box).

Assessment Dashboard Screen



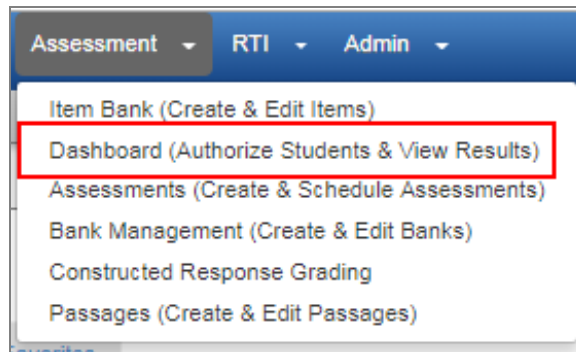
Resume Assessment only displays for the user that scheduled the assessment. The option is not available to other users that have access to the test, but did not schedule it.

Changing Access to an Assessment

- District Level and School Level users can change access to assessments for students.
- Teachers can change access to active assessments for their students.

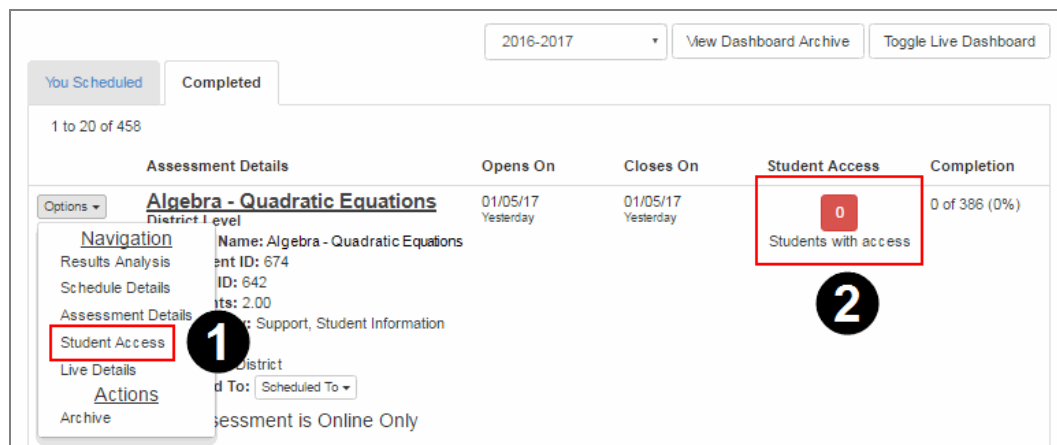
To change access:

1. Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.



Assessment Menu

2. Select *Student Access* **1** or click the **Students with Access** icon **2**.



Assessment Dashboard Screen

3. Make a selection:

Student Access
 A comprehensive listing of all students assigned to this instance and the ability to grant access.

Name ↑	District ID	Status	Grouping Criteria	Grade Book	Next Access	Access
2	Abbott, Billy	159789456	Assigned	2ND SPED LANGUAGE ARTS (2-SP-LANG ART)	No access granted	No Access
3	Bates, Mary	123456789	Assigned	2ND SPED LANGUAGE ARTS (2-SP-LANG ART)	Now until 11:59pm (No Bell Schedule)	Scheduled Access
4	Dane, Mark	456123789	Assigned	2ND SPED LANGUAGE ARTS (2-SP-LANG ART)	No access granted	No Access
5	Edwards, Larry	789456123	Assigned	1ST SPED LANGUAGE ARTS (1-SP-LANG ART)	Now	Access Now

1 - 5 of 5 records

Student Access Screen

- Change the access for all listed students. ①
- Change the access for individual students. ②

4. Click **Save**.

Working with Responses

Rescoring Assessment

After editing items, click **Rescore assessment** to update the scores for all students who have ever taken the assessment.

Save

Save/Schedule

Return

Copy assessment

Open a printable version

View assessment as a student

Rescore assessment

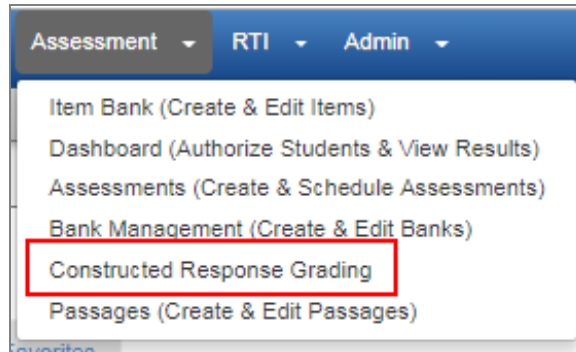
Assessment Creation Screen

Scoring Constructed Responses

Accessing the Responses

Using Constructive Response Grading Screen:

1. Select *Constructive Response Grading* from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessment Item Grading**.



2. Select how to view the items requiring scoring.
 - **By Student** – Lists the students that supplied answers and how many items require review.



Enable [Constructed Response Scoring](#) to determine who can score these items.

		By Student	
Filters		7 items	
Student			
Assessment			
Class			
Student	Assessment	Class	Needs Review
Abbot, Billy	Checkpoint Grade 3 Reading Inf. Integration Knowledge and Ideas	Wagner, A SOC STUDIES 6 S1(3)	2
Baron, Richard	Checkpoint Grade 3 Reading Inf. Integration Knowledge and Ideas	Wagner, A SOC STUDIES 6 S1(3)	1
Smith, Mary	CR test	Wagner, A SOC STUDIES 6 S1(3)	2

Assessment Item Grading Screen

- **By Question** – Lists the items and how many student answers need review.

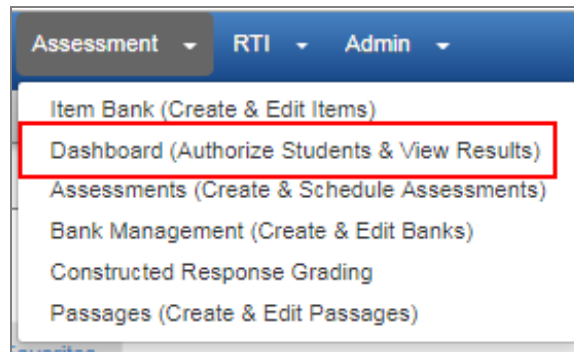
		By Question	
Filters		4 items	
Date			
Assessment			
Question			
Date	Assessment	Question	Needs Review
9/24/2015 12:00:00 AM	CR test	$\sqrt{2}$ is considered an irrational number. What makes this number irrational? Explain your reasoning.	2
9/24/2015 12:00:00	CR test	Shelly is painting signs for her school's pep rally. She has $4\frac{1}{2}$ gallons of paint. Twelve signs use $1\frac{1}{2}$ gallons of	3

Assessment Item Grading Screen


3. Select a response to grade by either **Student** or **Question**.

Using the Assessment Dashboard

1. Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.




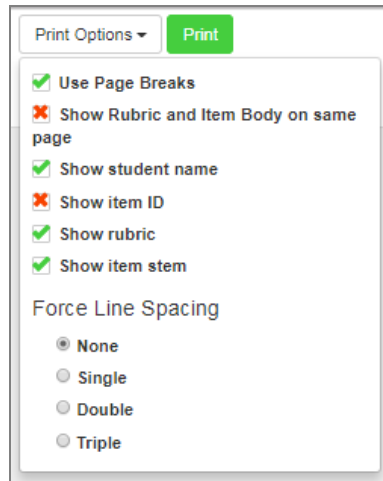
Assessment Menu

2. Select an Assessment.
3. Select the **Data** Tabtab.
4. Click . The item displays.

Student	District ID	Grade Book	Status	Status Date	Section	School	Teacher	Allow Retake	Overall Score	1 (SA)	2 (TF)	3 (MC)	4 (CR)	5 (MC)	6 (MP)	6.A (MC)	6.B (CR)	
Averages										57.2%	65%	85%	57.5%	30%	80%	33.75%	72.5%	65%
Abbott, Billy Retake on 1/4/2018	905483		Complete	01/04/2018 09:40 AM	Jackson, K Am Govt(B)	Hope High Sch	Jackson, Kelly		6.25/10.00 (63%)	1.00 / 1.00	T	C	Unscored	A	0.25 / 1.00	D	Unscored	
Alexander, George	975141		Complete	07/20/2018 07:20 AM	Jackson, K Am Govt(C)	Hope High Sch	Jackson, Kelly		0.00/10.00 (0%)									
Amow, Wayne Retake on 1/4/2018	873840		Complete	01/04/2018 08:55 AM	Jackson, K Am Govt(C)	Hope High Sch	Jackson, Kelly		8.00/10.00 (80%)	1.00 / 1.00	T	C	Unscored	A	0.00 / 1.00	B	Unscored	
Arvanitas, Christina Retake on 1/4/2018	892796		Complete	01/04/2018 09:22 AM	Jackson, K Am Govt(B)	Hope High Sch	Jackson, Kelly		3.25/10.00 (33%)	0.00 / 1.00	F	A	Unscored	A	0.25 / 1.00	D	Unscored	
Bailey, George Retake on 1/4/2018	874872		Complete	01/04/2018 09:15 AM	Jackson, K Am Govt(B)	Hope High Sch	Jackson, Kelly		6.25/10.00 (63%)	1.00 / 1.00	T	C	Unscored	A	0.25 / 1.00	D	Unscored	
Barbour, Judy	967419		Complete	01/04/2018 08:59 AM	Jackson, K Am Govt(C)	Hope High Sch	Jackson, Kelly		4.25/10.00 (43%)	0.00 / 1.00	T	A	Unscored	A	0.25 / 1.00	D	Unscored	
Barrett, Linda	966447		Complete	03/07/2018 08:24 PM	Jackson, K Am Govt(C)	Hope High Sch	Jackson, Kelly		2.25/10.00 (23%)	1.00 / 1.00	T	A	0.00 / 3.00	B	0.25 / 1.00	C	1.00 / 3.00	

Student Assessment Results Screen

5. Print constructed responses, if needed.
 - a. Select students.
 - b. Click .
 - c. Click **Confirm** to the Export Student Responses message.
 - d. Select the Print Options.



The image shows a 'Print Options' dialog box. At the top, there is a 'Print Options' dropdown menu and a green 'Print' button. Below these, there is a list of options with checkboxes:

- ☒ Use Page Breaks
- ☒ Show Rubric and Item Body on same page
- ☒ Show student name
- ☒ Show item ID
- ☒ Show rubric
- ☒ Show item stem

 Below the list, there is a section titled 'Force Line Spacing' with four radio button options:

- ☒ None
- ☐ Single
- ☐ Double
- ☐ Triple

Print Web Page

- e. Click **Print**.

Scoring the Response

1. Review the Student's Response. ❶
2. Open the **Student's Documents** if available. ❷



Available if **Media Upload** selected in [Assessment settings](#).

3. Enter and [format](#) the **Feedback to Student**. ❸

Constructed Response Scoring Screen

4. Enter the score for the item ❹ or use the rubric ❺ to select **Ratings** for each Criteria. The Suggested Item Score displays based on the rubric Points and Total Points of the item.



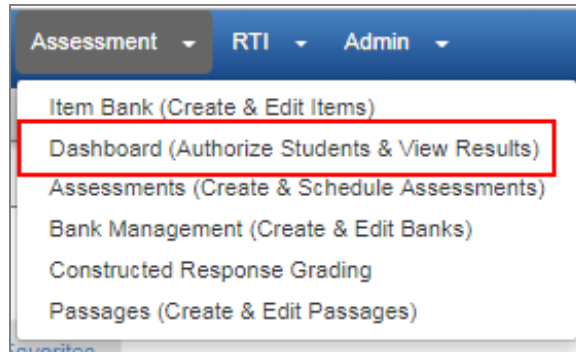
If the value of the rubric does not match the Points of the item, a suggested **Score** displays. You can change this value.

Assessment Grading Screen


5. Click **Save Score and Feedback**. The next item to score opens.
6. Click **Close**.

Changing the Score of Constructed Response Items

1. Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.



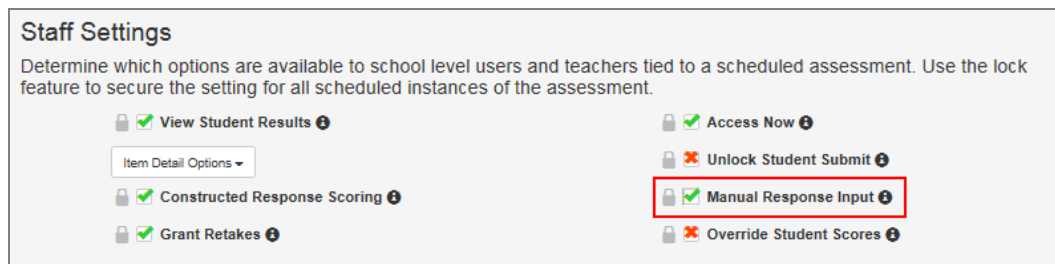
Assessment Menu

2. Select an *Results Analysis* from **Options**.
3. Select the **Data Table** tab.
4. Click  next to a previously scored Constructed Response Item.
5. Edit the score . The student score is automatically updated in Grade book if the **Include in Grade Book** setting was selected.

Manual Entry of Assessment Responses

A feature allows you to manually input student responses in to the assessment. This feature works with the following item types: Multiple Choice, Multiple Select, True/False, and Constructed Response.

- For district and school-level assessments, the option is available when [enabled when scheduling an assessment](#).

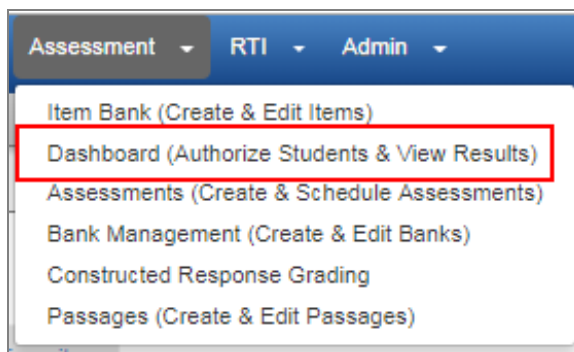


Scheduling Assessment Screen

- For teacher level assessments, the option is available if the assessment uses the appropriate Item Types.

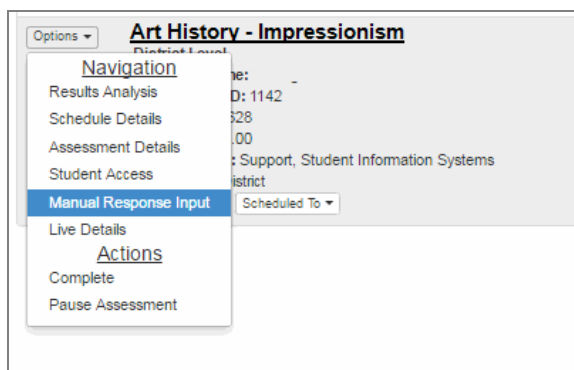
Access the Manual Entry Screen

1. Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.



Assessment Menu

2. Select *Manual Response Input* from **Options**.



Assessment Dashboard

- This screen acts like a spreadsheet.
- Use the arrows on the keyboard to navigate.
- If an Item has an unavailable response, Synergy highlights the square in red and a notification displays: **Response is not an available choice.**
- If the assessment uses Constructed Response Items, enter the point value. The total points display in the Column Header.

- Synergy automatically saves student scores.

Manual Response Input for GEOSCIENCE DCA: Meteorology and Oceanography

Manual entry of scores is available for TIF, MC, MS, and CR Item Types. Use the spreadsheet-style grid below to enter answers for your students, or make changes to already existing answers. Student scores will automatically save upon entry.

Name	District ID	Scheduled Group	#1 MC	#2 MC	#3 MC	#4 MC	#5 MC	#6 MC	#7 MC	#8 MC	#9 MC	#10 MC	#11 MC	#12 MC	#13 MC	#14 MC
1	Abdulaali, Mohammed	282757	East High School	GEOMETRY SE	A	B	X	C	A							

Manual Response Screen



- To mark the student complete for the assessment, the Assessment User must enter all responses.
- Partial completion does not display on the Student Analysis screen.

Chapter 7:

View Assessment Results

Analysis Basics	193
Viewing Assessment Results	195
Test History Analysis	249

Analysis Basics

You can view any assessment that displays in the Dashboard.



This section focuses on data used to analyze the results of completed assessments. Analysis is also available for active assessments.

Why analyze the results?

Analyzing the assessment results allows you to learn whether or not the student learning outcomes are met. The data gathered from the analysis can be compared to previous assessments and existing standards. For example:

- Are students/teachers/schools meeting the standards?
- How do students/teachers/schools compare to their peers?
- Are students/teachers/schools improving?
- Is the teacher curriculum improving?

Once the data is gathered on the assessment, it can be reviewed to determine where the successes and weaknesses are and what actions are needed to share successes and improve weaknesses.

Who can view assessments?

You can view and analyze assessment results based on your security settings.

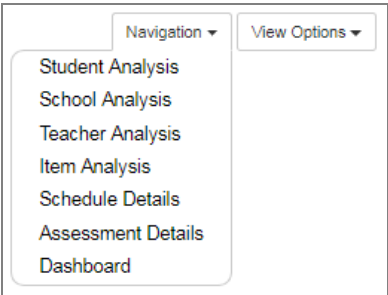


District users can only view district created assessments. They cannot view teacher created assessments.

Analysis Type	Security Setting	View assessment data based on
Student	Teachers	Student, standard or item, and analysis bands
	Principals	
	District users	
Item	Teachers	Item and answer in: <ul style="list-style-type: none"> • Grid view that shows the item number, answer, with the number of students that picked that answer, and the percentage of correct answers • Expanded view that shows the item and answer with the student name that selected the answer, the number of students that selected the answer, and the percentage of students
	Principals	
	District users	
Teacher	District users	Teacher and the overall score the students received on an assessment

Analysis Type	Security Setting	View assessment data based on
School	District users	School and the overall score the students received on an assessment

- The Student Assessment Results display when you select an assessment to analyze. Once open, all other analysis types are accessible from the **Navigation** menu.



Student Assessment Results Screen



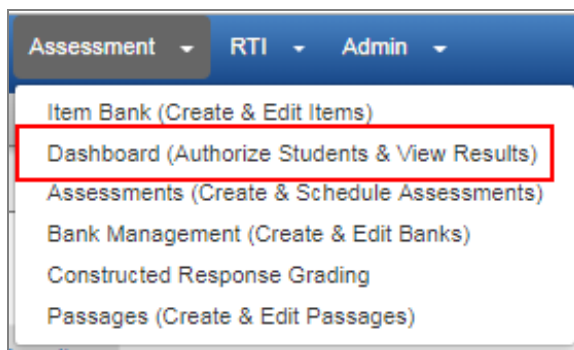
- Analysis Bands are set up in Grade Book, but you can modify them and/or create new ones in Synergy Assessment. District users can modify district created bands, but teachers can only modify bands they created.

Mark	Low Score	High Score	Display Color
A	89.50	100.00	A
B	79.50	89.49	B
C	69.50	79.49	C
D	59.50	69.49	D
F	0.00	59.49	F

Analysis Bands Screen

Viewing Assessment Results

1. Select *Dashboard (Authorize Students and View Results)* from the **Assessment** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.



Assessment Menu

2. Use filters to narrow the results.

Dashboard (Authorize Students & View Results)

(S2) Jackson, K Psychology III(1) SEC:1169 / Progress Period 3

2017-2018 View Dashboard Archive Toggle Live Dashboard

Filters

Exact Match

Assessment ID
Exact Match

Schedule ID
Exact Match

Text Search

Assessment Name

Name

Start Date

End Date

Select Search

Schedule Level Name

Scheduled By

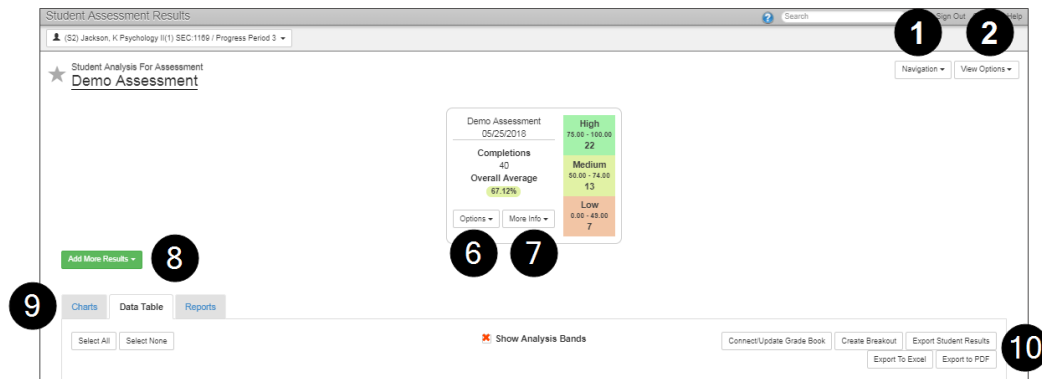
You Scheduled Scheduled For Your Classes Completed Analysis Favorites

18 items

Assessment Details	Start Date	End Date	Student Access	Completion
GradeCam Test Teacher Level Schedule Name: GradeCam Test Assessment ID: 3258 Schedule ID: 2047 Total Points: 9.00 Scheduled By: Jackson, Kathy Created By: Jackson, Kathy Scheduled To: Scheduled To	07/18/17	04/30/18	93 Students with access	22 of 117 (19%)
Demo Assessment Teacher Level Schedule Name: Demo Assessment ID: 2249 Schedule ID: 1037 Total Points: 13.00 Scheduled By: Jackson, Kathy Created By: Jackson, Kathy Scheduled To: Scheduled To This assessment is Online Only	12/04/17	05/25/18	183 Students with access	40 of 222 (18%)

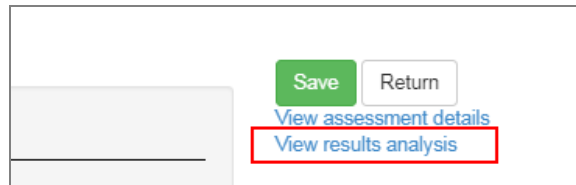
Assessment Dashboard Screen

3. Select *Results Analysis* from the **Options** menu for an assessment. The [Student Assessment Results](#) screen displays the **Charts** tab.



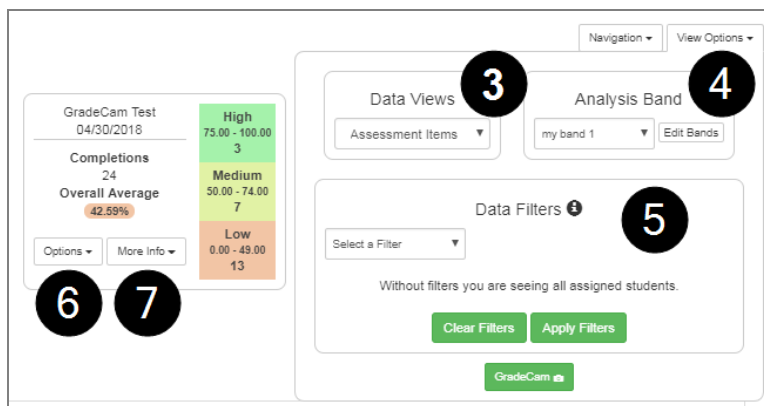
Student Assessment Results Screen

You can access the results for an assessment from the Schedule Assessment screen.



Schedule Assessment Screen

- Select the **Navigation**. ❶
 - *Student Analysis* – All users
 - *School Analysis* – District users
 - *Teacher Analysis* – District users or Principals
 - *Item Analysis* – All users
 - *Schedule Details*– Select to view the Assessment Schedule screen for the assessment.
 - *Assessment Details* – Select to view the Assessment Creation screen for the assessment.
 - *Dashboard* – Select to return to the Assessment Dashboard.
- Select the **View Options**. ❷



Assessment Results Screen

- **Data View** – Select to view details by *Assessment Items*, *Standards*, *Historical Summary*, *Historical Standards*, *SBAC Claims*, or *SBAC Targets* if available to the specific assessment. ③
 - If you select *Standards*, select specific **Standards** to narrow the results.

The screenshot shows the 'Assessment Results Screen' interface. At the top, there are 'Navigation' and 'View Options' dropdowns. Below them, the 'Data Views' section has a 'Standards' dropdown menu. The 'Standards' dropdown is open, showing a list of standards including 'All', '4.1', '4.1.PO 1', '4.1.PO 2.a', '4.1.PO 3.a', '4.1.PO 4', '4.1.PO 5.a', '4.2.PO 1', '4.3.PO 1', '4.4.PO 1', '4.MD.B.4', '4.RL.1', '4.RL.3', '8.F.A.2', '8.F.B', '8.F.B.4', '8.F.B.5', and 'ELACC4RL1'. The '4.1.PO 1' option is highlighted. Below the standards list, there is an 'Analysis Band' section with a dropdown set to 'my band 1'. Further down, there is a 'Data Filter' section with a 'Favorites' dropdown and a 'Select a Filter' dropdown. At the bottom, there are 'Clear Filters' and 'Apply Filters' buttons. A green bar at the bottom indicates 'Asian' with a value of '1'.

Assessment Results Screen

- If you select *SBAC Claims*, select specific **Claims** to narrow the results.

The screenshot shows the 'Assessment Results Screen' interface. At the top, there are 'Navigation' and 'View Options' dropdowns. Below them, the 'Data Views' section has a 'SBAC Claims' dropdown menu. The 'Claim' dropdown is open, showing a list of claims including 'All', 'All', and '1 Ela - Reading'. The 'All' option is highlighted. Below the claims list, there is an 'Analysis Band' section with a dropdown set to '6th ELA Form 2' and an 'Edit Bands' button. Further down, there is a 'Data Filters' section with a 'Select a Filter' dropdown. At the bottom, there are 'Clear Filters' and 'Apply Filters' buttons. A green bar at the bottom indicates 'Asian' with a value of '1'.

Assessment Results Screen

- If you select *SBAC Targets*, select specific **Targets** to narrow the results.

The screenshot shows the 'Assessment Results Screen' with several filter sections. At the top right are 'Navigation' and 'View Options' dropdowns. Below them are two main filter areas. The left area has a 'Data Views' section with a dropdown set to 'SBAC Targets'. The right area has a 'Target' section with a dropdown menu open, showing options: 'All', '1 Ela - Reading - 09', '1 Ela - Reading - 10', and '1 Ela - Reading - 12'. Below these is an 'Analysis' section with a dropdown set to '6th ELA Form 2' and an 'Edit Bands' button. At the bottom is a 'Data Filters' section with an information icon, a 'Select a Filter' dropdown, the text 'Without filters you are seeing all assigned students.', and two green buttons: 'Clear Filters' and 'Apply Filters'.

Assessment Results Screen

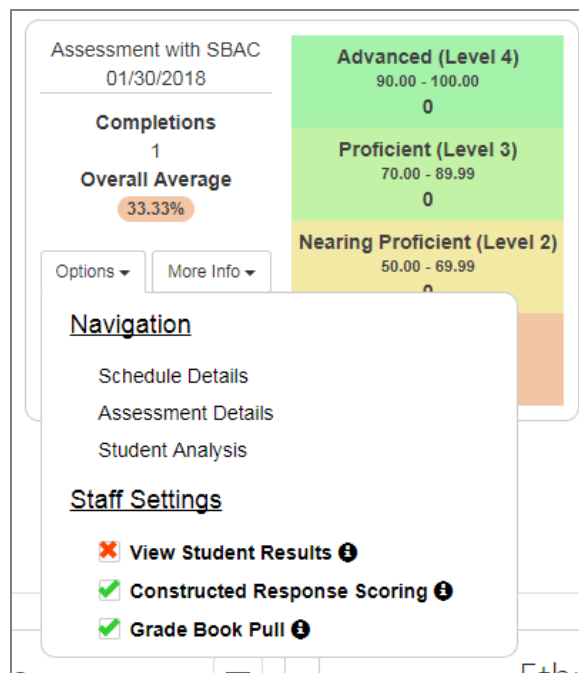
- **Analysis Band** – Select to apply desired analysis bands to the available charts and data available. ④



Click **Edit Bands** if needed.

- **Data Filters** – Select an option from **Select a Filter** to change the data displayed. ⑤ See [Filtering Data From View Options](#).

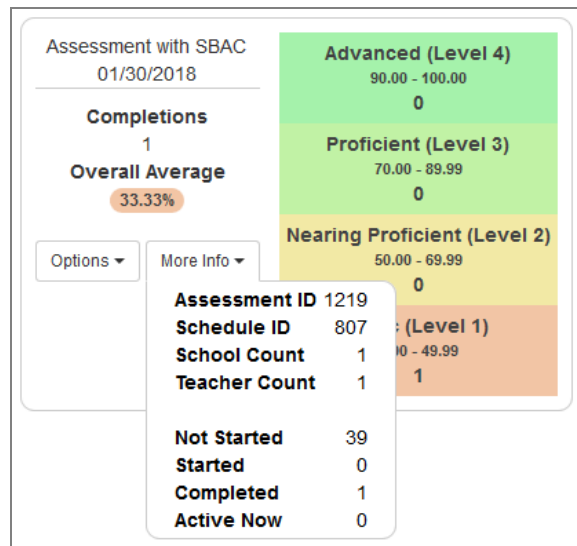
- Use the **Options** menu to move view assessment information: ⑥



Results Analysis Screen

- The Navigation options are available to all users:
 - *Schedule Details* – Select to view the scheduling information for the assessment.
 - *Assessment Details* – Select to view the information for the assessment on the Assessment Creation screen.
 - *Student Analysis* – Select to view the Student Analysis Assessment Results screen.
- The Staff Settings options are not available for Teachers:
 - *View Student Results* – Select to allow others to view student results.
 - *Constructed Response Scoring* – Select to allow others to score the Constructed Responses.
 - *Grade Book Pull* – Select to allow teachers to pull the information into Grade Book.

- Use the **More Info** menu to view assessment completion information for the assessment. ⑦



Assessment Results Screen

- Select **Add More Results** to [compare information between assessments](#). ⑧ For example, compare the results of a test given before you present the subject to a class and after.
- Select a tab: ⑨
 - **Charts** – All users
 - **Data Tables** – All users
 - **Reports** – All users on Student Analysis, district users on Teacher Analysis
 - **Details** – All users
- Export results: ⑩
 - **Export Student Results** – All users can [export student results](#)
 - **Export To Excel** – All users
 - **Export to PDF** – All users
 - **Connect/Update Grade Book** – Teachers can update scores in Grade Book
 - **Create Breakout** – Teachers can [create breakout classes](#)

Filtering Results

From View Options

Use the following steps on the Student Analysis, Teacher Analysis, and School Analysis screens to change the data that displays.

1. Select an option from **Select a Filter** to change the data displayed.
 - **Completion** – Select to Include or Exclude students base on their current status of the assessment, this defaults to display only completed students when the assessment is complete. Select an option:
 - **All** – Displays all students scheduled to the assessment.
 - **Assigned** – Displays students currently assigned to the assessment and have not accessed the assessment. This filter automatically applies for **Active** assessments.
 - **Started** – Displays students who have accessed the assessment.
 - **Completed** – Displays students who have submitted the assessment for grading. This filter automatically applies to **Completed** assessments.
 - **Student Group** – Select to *Include* or *Exclude* students based on the Synergy-created student groups.
 - **Overall Score Percent** – Select to *Include* or *Exclude* data based based on score ranges using operators (=, <, <=, >, >=)
 - **CSV File** – Select to *Include* or *Exclude* data based on an imported spreadsheet.

The screenshot shows the 'Assessment Results Screen' interface. At the top, there are 'Navigation' and 'View Options' dropdowns. Below these are two main sections: 'Data Views' and 'Analysis Band'. The 'Data Views' section has a dropdown menu currently set to 'Assessment Items'. The 'Analysis Band' section shows '6th ELA Form 2' with an 'Edit Bands' button. The central 'Data Filters' section is the focus, featuring a dropdown menu with options: 'Completion', 'Student Group', 'Overall Score Percent', and 'CSV File'. The 'Completion' option is selected, and a sub-menu is open showing 'Include' and 'Exclude' options, with 'Include' being the active selection. To the right of the dropdown is a 'Select one or more' dropdown. Below the dropdowns is a green 'Add Filter' button. At the bottom of the filters section are 'Clear Filters' and 'Apply Filters' buttons. A note at the bottom of the filters section reads: 'Without filters you are seeing all assigned students.'

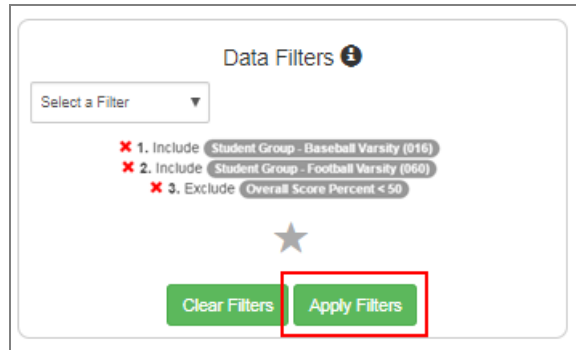
Assessment Results Screen

2. Click **Add Filter**.
3. Add additional filters if needed.



Click **Clear Filters** to clear all filters or  to remove a single filter.

4. Click **Apply Filters**. Active Data Filters display to indicate you filtered the data on the screen.



Assessment Results Screen



In the example, the data includes only students in the *Baseball* and *Football Varsity* student groups whose **Overall Score** is less than 50.

Teachers with School Level Access

Select which results to display (for teachers with school level access):

- Click **Switch to all results** to view all results.
- Click **Switch to just your results** to view just your classes.

You are currently viewing your entire school

Switch to just your results



The ability to switch results displays depending on your [scheduling level](#).

In Data Tables and Grids

Enter a value to filter data for analysis in the column.



- Use last names only for **Teacher**.
- Enter percentages without %. For example 100 for 100%.
- Some **Overall Scores** require you to calculate the value. For example, 7.00/8.00 is 87.5 instead of 88.

Charts

Grid

Select All

Select None

Show Analysis Bands

OFF

Export Student Results

Export To Excel

Export to PDF

Page 1 of 23 (1116 Items)

1

2

3

4

5

6

7

...

21

22

23

➤

Column Groupings

Drag a column header here to group by that column

Student	School	District ID	Grade Book	Section	Teacher	Allow Retake	Overall Score	1 (MC)	2 (MC)	3 (MC)	4 (MC)	5 (MC)	6 (MC)	7 (MC)	8 (MC)
Overall Summary							Avg: 64.13%	60.65%	55.39%	62.41%	64.16%	66.42%	69.17%	65.66%	69.17%
Aaron, Ian	Adams Element	129442	A	Carroll, N 3/4 Grade(1)	Carroll, Natalie	X	7.00/8.00 (88%)	B	C	X	A	C	D	C	D
Abernathy, Diana	Lincoln Element	993907	A	Jones, J 3/4 Grade(1)	Jones, Jennifer	X									
Abeyta, Tina	Grant Element	146772	A	Branch, N 4th Grade(1)	Branch, Nancy	X	8.00/8.00 (100%)	B	D		A	C	D	C	D
Acosta, Joseph	Lincoln Element	119918	A	Bingham, M 3/4 Grade(1)	Bingham, Michele	X									
Acuna, Annie	Adams Element	992705	A	Burghardt, C 3/4 Grade(1)	Burghardt, Chris	X	8.00/8.00 (100%)	B	D		A	C	D	C	D
Acuna, Mary	Jefferson Elem	995088	A	Williams, K 4th Grade(1)	Williams, Kerith	X	1.00/8.00 (13%)	A	X	A	X	A	X	A	X

Student Assessment Results Screen

Sorting Results

Click the header to sort the column in ascending or descending order. Click again to change the direction of the sort.

Page 1 of 5 (219 items)

Column Groupings

Drag a column header here to group by that column

Student	District ID	Grade Book	Status	Status Date	Section	School	Teacher	Allow Retake	Overall Score	1 (MC)	2 (HS)	3 (HS)	4 (IC)	4-A (IC)	4-B (IC)	4-C (IC)
Averages									69.9%	72.5%	80%	65%	77.5%	18.75%	19.38%	19.38%
Abbott, Billy	905483	Complete	01/07/2018 01:16 PM	Jackson, K. Am Govt(0)	Hope High Sch	Jackson, Kathy	✗	7.00/13.00 (54%)	B	1.00 / 1.00	1.00 / 1.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00







Student Assessment Results Screen

- In the *Assessment Items Data View*, sort by any column heading including answers to the items.

Student	District ID	Grade Book	Status	Status Date	Section	School	Teacher	Allow Retake	Overall Score	1 (MC)	2 (HS)	3 (HS)	4 (IC)	4-A (IC)	4-B (IC)	4-C (IC)
Averages									69.9%	72.5%	80%	65%	77.5%	18.75%	19.38%	19.38%
Abbott, Billy	905483	Complete	01/07/2018 01:16 PM	Jackson, K. Am Govt(0)	Hope High Sch	Jackson, Kathy	✗	7.00/13.00 (54%)	B	1.00 / 1.00	1.00 / 1.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00
Alexander, George	975141	Complete	12/09/2017 10:19 AM	Jackson, K. Am Govt(0)	Hope High Sch	Jackson, Kathy	✗	7.00/13.00 (54%)	D	✗ 1.00 / 1.00	0.00 / 1.00	4.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00

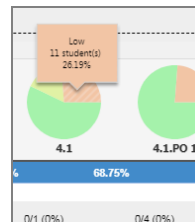
Student Assessment Results Screen

- In the *Standards Data View*, sort by any column heading including standards.

Student	District ID	Grade Book	Status	Status Date	Section	School	Teacher	Allow Retake	Overall Score				
Averages										69.9%	68.75%	77.5%	68.75%
Abbott, Billy Retake on 12/18/2017	905483		Complete	01/07/2019 01:16 PM	Jackson, K Am Govt(0) Jackson, K florti Favore	Hope High Sch	Jackson, Kathy		7.00/13.00 (54%)	D/1 (0%)	D/4 (0%)	D/1 (0%)	1/1 (100%)

Student Assessment Results Screen

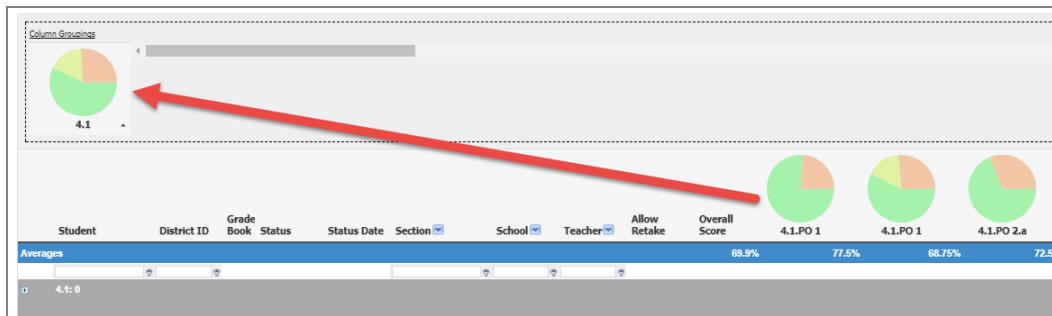
Hover over the pie chart to view the distribution.



Student Assessment Results Screen

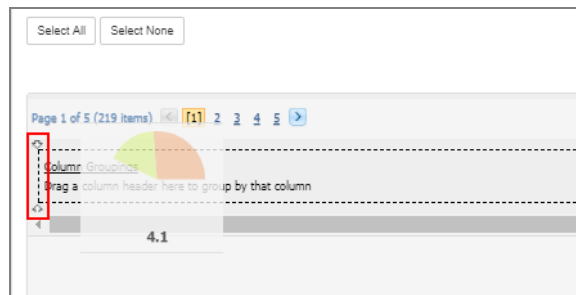
Grouping Results

Drag a column header into the box to group the results.



Student Assessment Results Screen

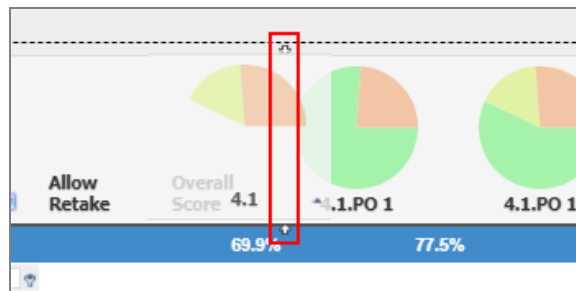
- Make sure the arrows show when dragging the column header.



Student Assessment Results Screen



- Dragging the heading back to the column headings ungroups the results. The arrow indicates where it will be inserted. Ungroup results before switching to the Item results view.



Student Assessment Results Screen

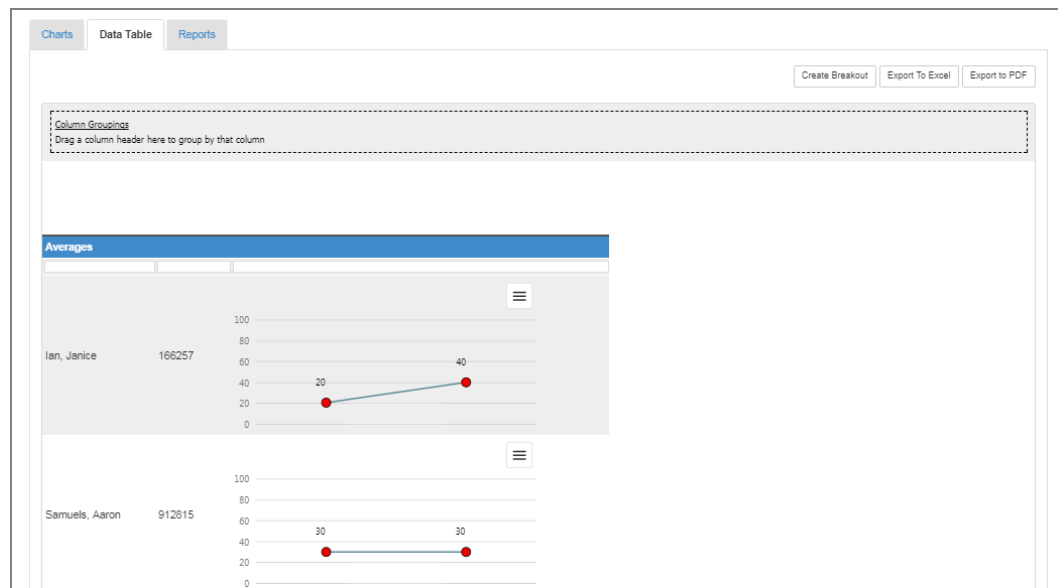
Comparing Student Results

1. Select an assessment from **Add More Results**. Results from all of the selected assessment display.



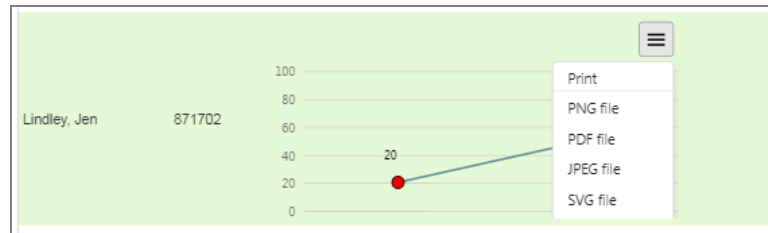
Assessment Results Screen

2. Select the **Data Table** tab. A graph displays showing the difference between the assessments.



Assessment Results Screen, Data Table Tab

3. Select  to print a PDF or image of the graph.




Assessment Results Screen, Data Table Tab

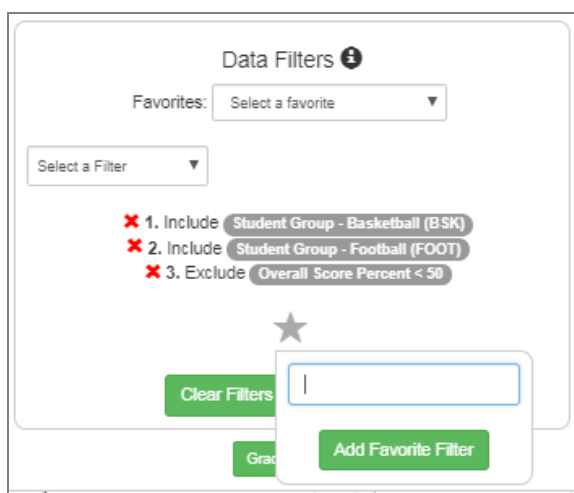
Creating Favorites

You can create favorites from your Active Filters and when you compare results.

Data Filter Favorites

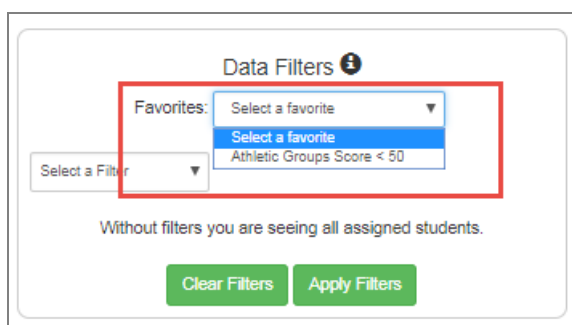
1. Select your **Data Filters**.
2. Click  to add this group of Active Filters to your favorites.
3. Enter a name for your filter.

4. Click Add Favorite Filter.



Assessment Results Screen

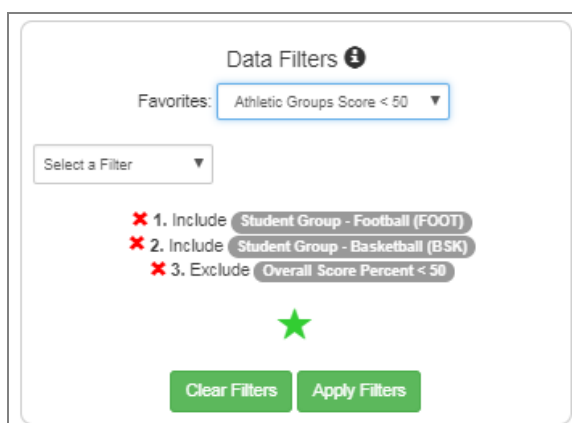
- A new menu displays to select Favorites.



Assessment Results Screen



- ★ indicates you used a filter from your favorites.



Assessment Results Screen

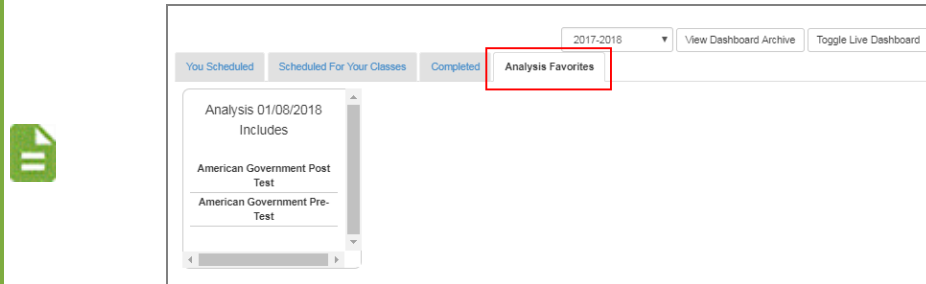
Analysis Favorites

1. [Select the assessments to compare](#).
2. Click ★ to create an analysis favorite.
3. Enter a name for the analysis favorite.
4. Click **Add Favorite Analysis**.



Assessment Results Screen, Data Table Tab

- The **Analysis Favorites** tab displays on the Assessment Dashboard screen. Select a favorite to compare the results.

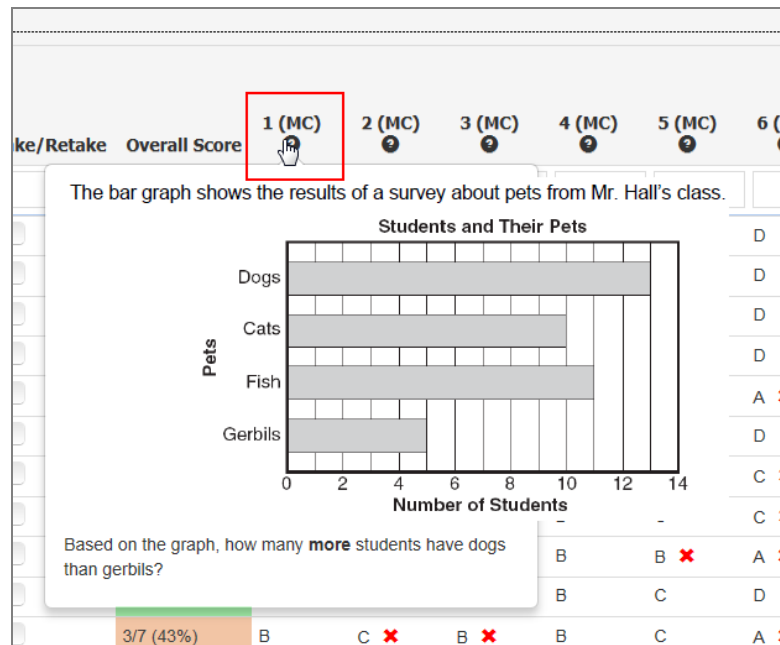


Analysis Dashboard Screen

- ★ indicates you used a filter from your favorites.

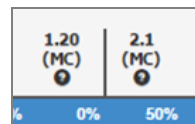
Viewing Assessment Items

- Hover over  to see the item.



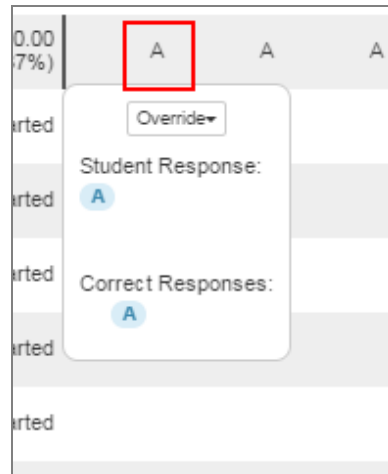
Student Assessment Results Screen

- For Multi-Part items, the individual parts display with an alpha character appended to the item number. For example, 3.A, 3.B, 3.C.
- For EBSR items, the individual parts display with an A and B appended to the item number. For example, 4.A, 4.B.
- For assessments with Sections, the sections are separated by a line and the numbering changes. For example, 1.1, 1.2, 1.3 and 2.1, 2.2, 2.3.



Student Assessment Results Screen

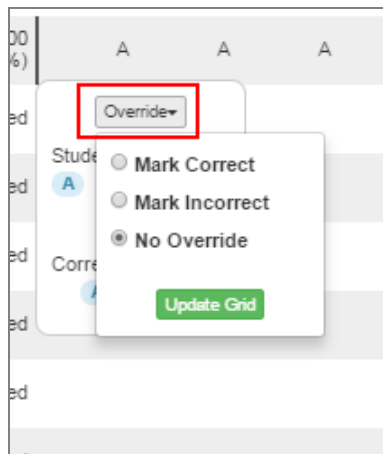
- Hover over the answer to see the student and correct response.



Student Assessment Results Screen

Overriding Scores

Select an **Override** for the score.



Student Assessment Results Screen



Overriding a student score does not update the Grade Book assignment or impact any item analysis statistics.

Teachers push scores to Grade Book from the Student Assessment Results screen.

1. Select the **Data Table** tab.
2. Select the students that have score adjustments. The selected students highlight in green.



All previous data for the selected students will be overwritten when you push the scores from the assessment. Make sure you only select the students you want to change scores for.

3. Click **Connect/Update Grade Book**.

Page 1 of 7 (301 items)

Column Groupings
Drag a column header here to group by that column

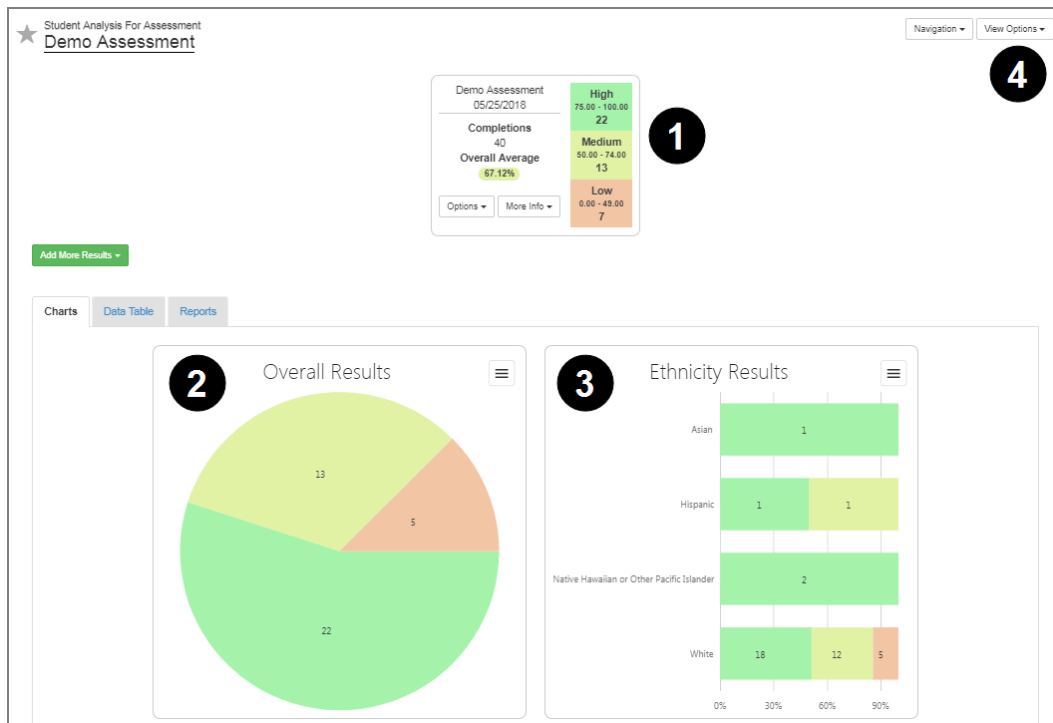
Student	District ID	Grade Book	Status	Status Date	Section	School	Teacher	Allow Retake	Overall Score	1 (CR)	2 (CR)	3 (CR)	4 (MC)	5 (DI)
Averages										80%	100%	50%	66.67%	100%
Abbott, Billy	905483		Complete	10/29/2017 07:48 PM	Jackson, K Am Govt(U) Jackson, K Am Govt(U)	Hope High Sch	Jackson, Kathy		8.00/10.00 (80%)	3.00 / 3.00	1.00 / 2.00	2.00 / 3.00	C	Correct

Student Assessments Results Screen, Data Table Tab

Viewing Student Assessment Results

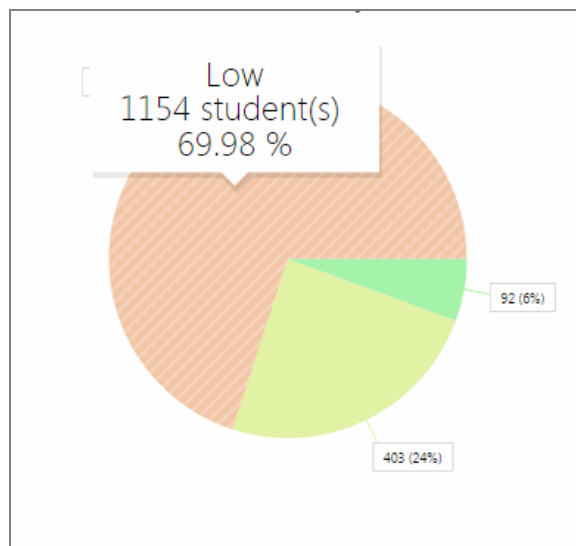


Student responses to technology enhanced items display in the Student Assessment Results screen. Items rendered and scored outside of Synergy display images of the student responses. Images are not exportable and items rendered outside of Synergy are not included in Assessment Advanced Statistics.



Student Analysis Screen

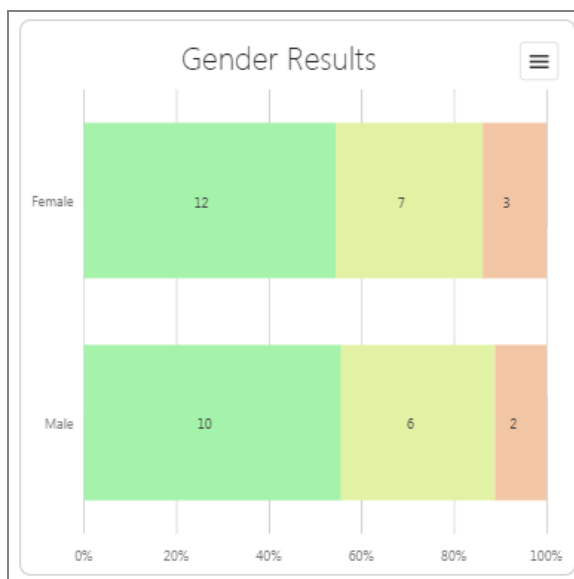
Hover over a section of the chart to view details.



Student Assessment Results Screen

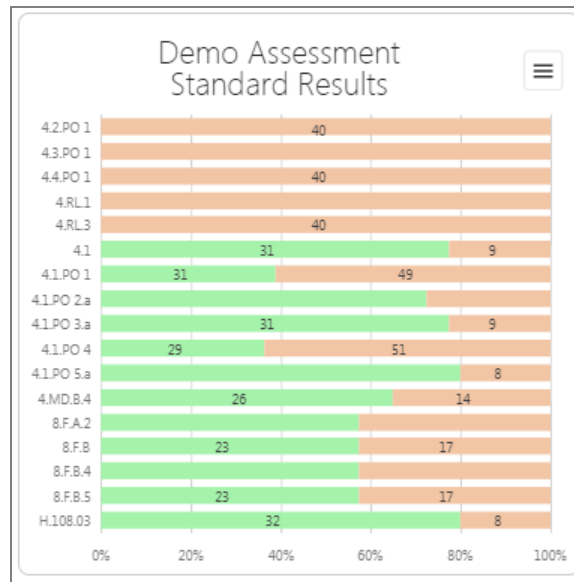
The results displayed on the **Chart** tab include:

- A list of the Analysis Bands, the associated settings and how many students are in each band. **1**
- **Overall Results** indicate the number and percentage of students in the Analysis Band for all students. **2**
- **Ethnicity Results** indicate the number and percentage of students in the Analysis Band by ethnicity. **3**
- **Gender Results** indicate the number and percentage of students in the Analysis Band lists by gender.



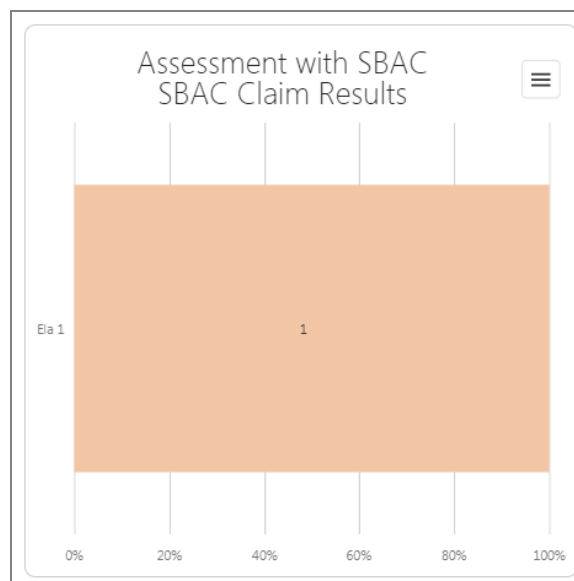
Student Analysis Screen

- **Standard Results** indicate the number and percentage of students in the Analysis Band lists by standard.



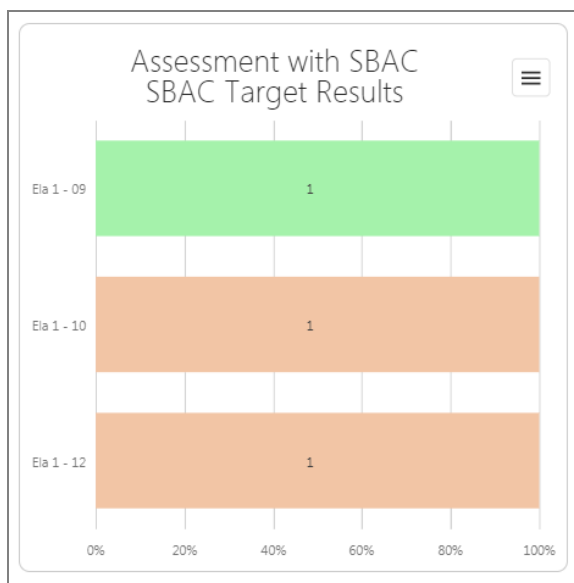
Student Analysis Screen

- **SBAC Claim Results** indicate the number and percentage of students in the Analysis Band lists by SBAC Claim.



Student Analysis Screen

- **SBAC Target Results** indicate the number and percentage of students in the Analysis Band lists by SBAC Target.



Student Analysis Screen



- Standard, SBAC Claim, and SBAC Target Results do not display if not defined in the assessment.
- SBAC Claims and SBAC Targets only display for items in the INSPECT item bank that have SBAC data associated.
- Select a **Standard** , **Claim**, or **Target** from **View Options** to view a definition and to view the results. ④

The results displayed on the **Data Table** tab depend on the **Data View** selection in **View Options**:

- **Assessment Items Data View**

The screenshot shows the 'Student Analysis For Assessment Demo Assessment' interface. At the top, there's a summary box with 'Demo Assessment 05/25/2018', 'High' status (75.00 - 100.00), '22' completions, '40' overall average, and '87.12%' overall score. Below this, the 'Data Table' tab is selected. The table displays student results with columns for Student, District ID, Grade Book, Status, Status Date, Section, School, Teacher, Allow Retake, Overall Score, and various assessment items (1 (MC), 2 (HS), 3 (HS), 4 (IC), 4-A (IC), 4-B (IC), 4-C (IC), 4-D). The 'Show Analysis Bands' checkbox is checked, and the table is shaded with analysis band colors (green for High, yellow for Medium, orange for Low).

Student	District ID	Grade Book	Status	Status Date	Section	School	Teacher	Allow Retake	Overall Score	1 (MC)	2 (HS)	3 (HS)	4 (IC)	4-A (IC)	4-B (IC)	4-C (IC)	4-D
Averages									69.9%	72.5%	80%	65%	77.5%	18.75%	19.38%	19.38%	
Abbott, Billy	905483	Complete	01/07/2018 01:16 PM	Jackson, K Am Govt(0)	Hope High Sch	Jackson, Kathy	✗	7.00/13.00 (54%)	B	1.00 / 1.00	1.00 / 1.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00
Alexander, George	975141	Complete	12/08/2017 10:19 AM	Jackson, K Am Govt(3)	Hope High Sch	Jackson, Kathy	✗	7.00/13.00 (54%)	D	1.00 / 1.00	0.00 / 1.00	0.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00
Arnou, Wayne	873840	Complete	04/17/2018 01:09 PM	Jackson, K Am Govt(3)	Hope High Sch	Jackson, Kathy	✗	12.00/13.00 (92%)	B	1.00 / 1.00	1.00 / 1.00	4.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00

Student Assessment Results Screen, Data Table Tab

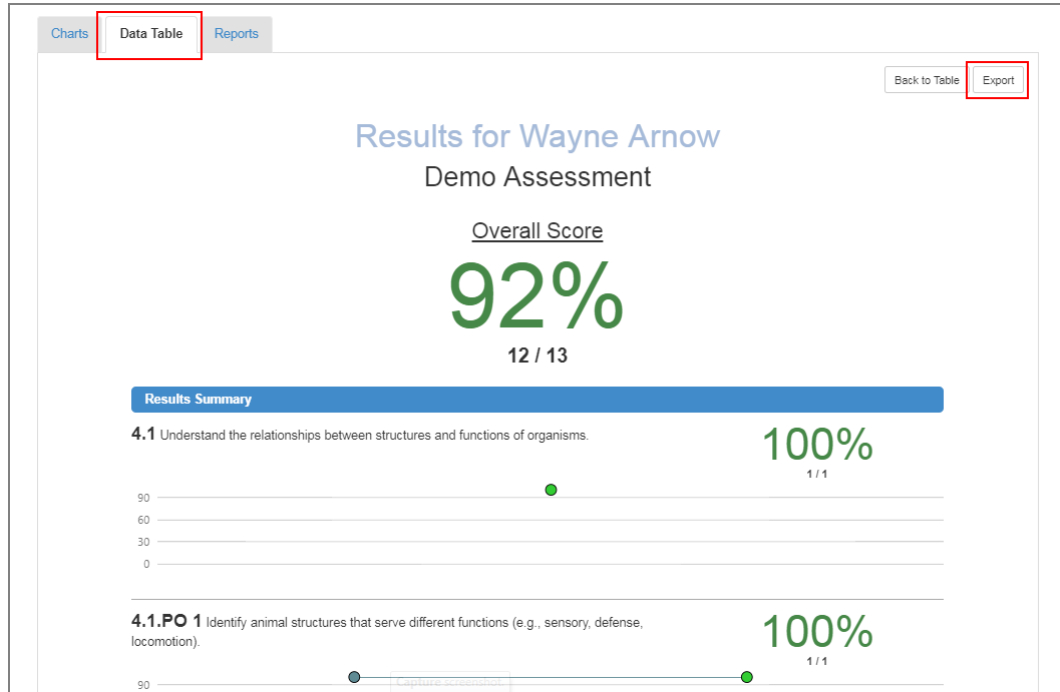
- Select **Show Analysis Bands** to shade the results with the analysis band colors.

The screenshot shows the same 'Student Assessment Results Screen, Data Table Tab' as the previous one, but with the 'Show Analysis Bands' checkbox checked. The table is shaded with analysis band colors (green for High, yellow for Medium, orange for Low). The 'Show Analysis Bands' checkbox is highlighted with a red box.

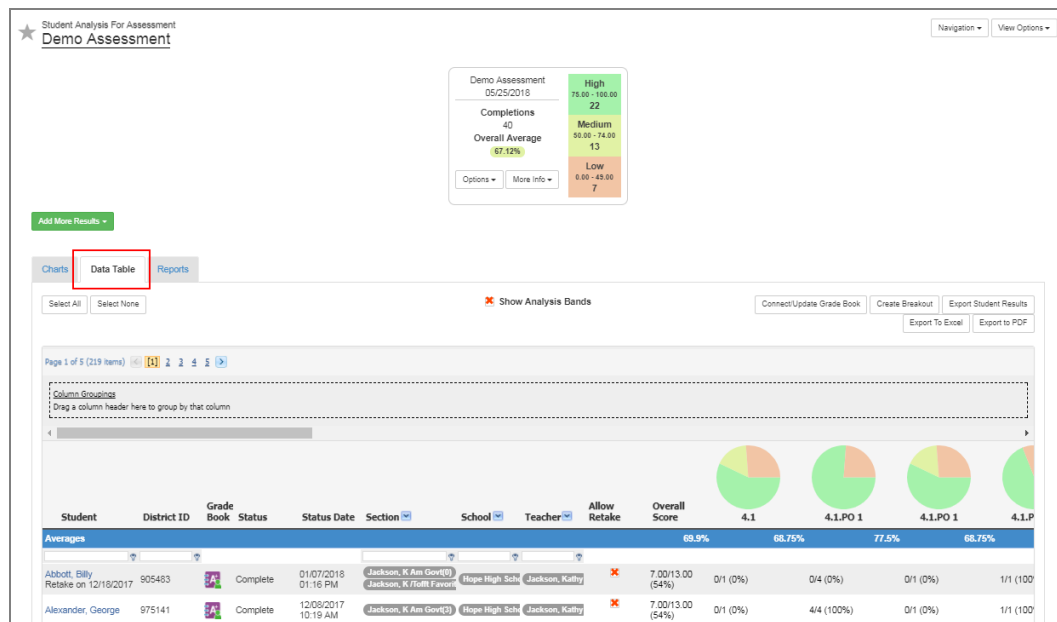
Student	District ID	Grade Book	Status	Status Date	Section	School	Teacher	Allow Retake	Overall Score	1 (MC)	2 (HS)	3 (HS)	4 (IC)	4-A (IC)	4-B (IC)	4-C (IC)	4-D
Averages									69.9%	72.5%	80%	65%	77.5%				
Abbott, Billy	905483	Complete	01/07/2018 01:16 PM	Jackson, K Am Govt(0)	Hope High Sch	Jackson, Kathy	✗	7.00/13.00 (54%)	B	1.00 / 1.00	1.00 / 1.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00
Alexander, George	975141	Complete	12/08/2017 10:19 AM	Jackson, K Am Govt(3)	Hope High Sch	Jackson, Kathy	✗	7.00/13.00 (54%)	D	1.00 / 1.00	0.00 / 1.00	0.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00
Arnou, Wayne	873840	Complete	04/17/2018 01:09 PM	Jackson, K Am Govt(3)	Hope High Sch	Jackson, Kathy	✗	12.00/13.00 (92%)	B	1.00 / 1.00	1.00 / 1.00	4.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00
Arvanitas, Christina	892796	Assigned		Jackson, K Am Govt(4)	Hope High Sch	Jackson, Kathy	✗										
Bailey, Michael	138214	Complete	12/07/2017 09:34 PM	Jackson, K Psychology	Hope High Sch	Jackson, Kathy	✗	9.00/13.00 (69%)	D	1.00 / 1.00	1.00 / 1.00	4.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00

Student Assessment Results Screen, Data Table Tab

- Select a student's name to display the results for the student.

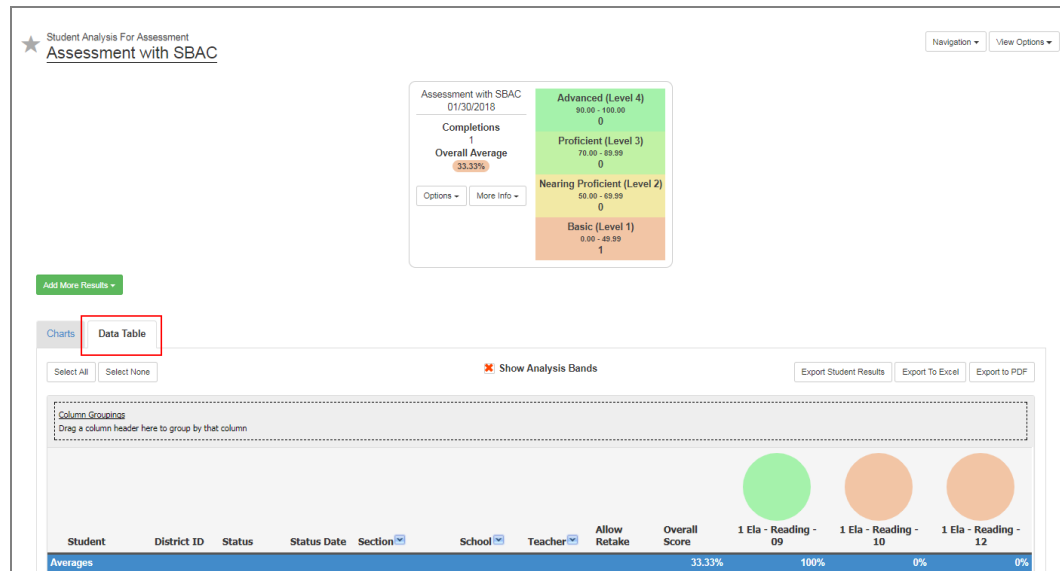


- Standards Data View



Student Assessment Results Screen, Data Table Tab

- **SBAC Claims or SBAC Targets Data View**

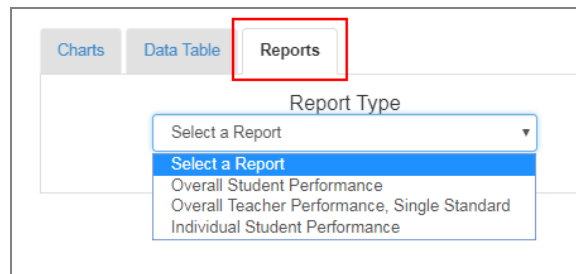


Student Assessment Results Screen, Data Table Tab

- The **Reports** tab displays reports based on selections:

To view a report:

1. Select *Report Type* on the **Reports** tab.



Teacher Assessment Results Screen, Reports Tab

2. Make selections depending on the Report Type:

- **Overall Student Performance** – Select the **Class**, **Order By**, and **Precision**.

Student Assessment Results Screen, Reports Tab

- **Overall Student Performance, Single Standard** – Select the **Class**, **Order By**, **Standard**, and **Precision**.



You must select a **Standards** in **Data Views** and a single standard from **Standards** in **View Options** for this option to display.

The screenshot shows the 'Reports' tab selected in the top navigation bar. The 'Report Type' dropdown is set to 'Individual Student Performance, Single Standard'. The 'Class' dropdown is set to 'Select All'. The 'Order By' dropdown is set to 'Alpha'. The 'Standard' dropdown is set to '4.1'. The 'Precision' dropdown is set to 'Whole'. A 'Generate' button is located at the bottom right of the form.

Student Assessment Results Screen, Reports Tab

- **Overall Student Performance, Single Claim** – Select the **Class**, **Order By**, **SBAC Claim**, and **Precision**.



You must select a **SBAC Claim** in **Data Views** for this option to display.

The screenshot shows the 'Reports' tab selected in the top navigation bar. The 'Report Type' dropdown is set to 'Overall Teacher Performance, Single Claim'. The 'Class' dropdown is set to 'Select All'. The 'Order By' dropdown is set to 'Alpha'. The 'SBAC Claim' dropdown is set to '1 Ela - Reading'. The 'Precision' dropdown is set to 'Whole'. A 'Generate' button is located at the bottom right of the form.

Student Assessment Results Screen, Reports Tab

- **Overall Student Performance, Single Target** – Select the **Class**, **Order By**, **SBAC Target**, and **Precision**.



You must select a **SBAC Target** in **Data Views** for this option to display.

The screenshot shows the 'Reports' tab selected in the top navigation bar. The 'Report Type' dropdown is set to 'Overall Teacher Performance, Single Target'. The 'Class' dropdown is set to 'Select All'. The 'Order By' dropdown is set to 'Alpha'. The 'SBAC Target' dropdown is set to '1 Ela - Reading - 09'. The 'Precision' dropdown is set to 'Whole'. A 'Generate' button is located at the bottom right of the form.

Student Assessment Results Screen, Reports Tab

- **Individual Student Performance** – Select the **School**, **Teacher**, and **Precision**.

The screenshot shows the 'Reports' tab selected in the top navigation bar. The 'Report Type' dropdown is set to 'Individual Student Performance'. The 'Class' dropdown is set to 'Jackson, K Psychology I(1) (0169)'. The 'Student' dropdown is set to 'Bailey, Michael'. The 'Precision' dropdown is set to 'Whole'. A 'Generate' button is located at the bottom right of the form.

Student Assessment Results Screen, Reports Tab

3. Click **Generate** to view the report.
4. Click **Export To PDF** to print the report, if needed.

Exporting Student Results



Export student results for assessments using standards. If your assessment does not include standards, only the Overall Score displays.

1. Select the **Data Table** tab.
2. Select the students to export. The rows highlight in green.
3. Click **Export Student Results**. A confirmation dialog displays.

Charts

Data Table

Reports

Select All

Select None

Show Analysis Bands

Connect/Update Grade Book

Create Breakout

Export Student Results

Export to Excel

Export to PDF

Page 1 of 5 (219 items)

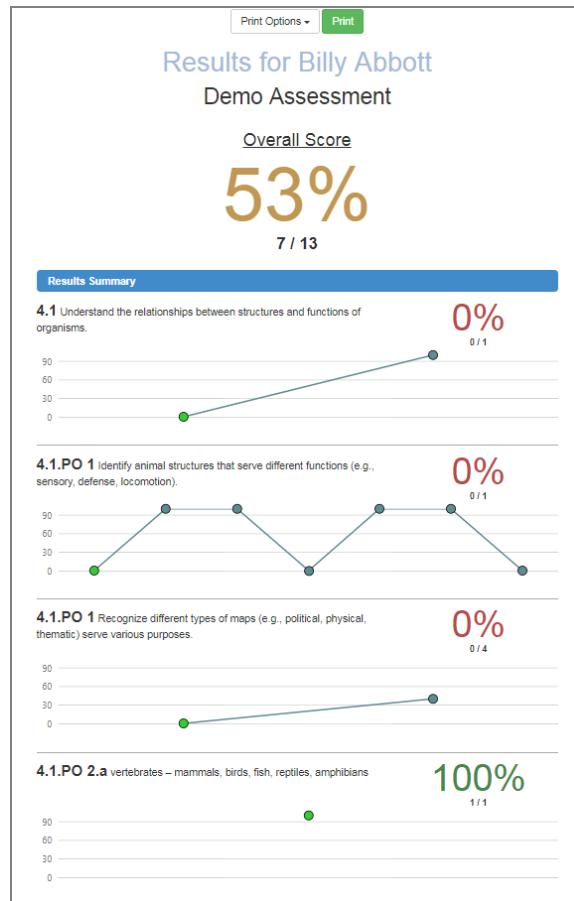
Column Groupings

Drag a column header here to group by that column

Student	District ID	Grade Book	Status	Status Date	Section	School	Teacher	Allow Retake	Overall Score	1 (MC)	2 (HS)	3 (HS)	4 (IC)	4-A (IC)	4-B (IC)	4-C (IC)
Averages									69.9%	72.5%	80%	65%	77.5%	18.75%	19.38%	19.38%
Abbott, Billy Retake on 12/16/2017	905483	Complete	01/07/2018 01:16 PM	Jackson, K Am Govt(0) Jackson, K /faltt Favori	Hope High Sch	Jackson, Kathy		✗	7.00/13.00 (54%)	B	1.00 / 1.00	1.00 / 1.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00	0.00 / 4.00
Alexander, George	975141	Complete	12/08/2017 10:19 AM	Jackson, K Am Govt(0)	Hope High Sch	Jackson, Kathy		✗	7.00/13.00 (54%)	D	✗ 1.00 / 1.00	0.00 / 1.00	4.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00
Arrow, Wayne	873640	Complete	04/17/2018 01:09 PM	Jackson, K Am Govt(0)	Hope High Sch	Jackson, Kathy		✗	12.00/13.00 (92%)	B	1.00 / 1.00	1.00 / 1.00	4.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00
Arvanitas, Christina	892796	Assigned		Jackson, K Am Govt(4)	Hope High Sch	Jackson, Kathy		✗								
Bailey, Michael	138214	Complete	12/07/2017	Jackson, K Psychology	Hope High Sch	Jackson, Kathy		✗	9.00/13.00	D	✗ 1.00 / 1.00	1.00 / 1.00	4.00 / 4.00	1.00 / 4.00	1.00 / 4.00	1.00 / 4.00

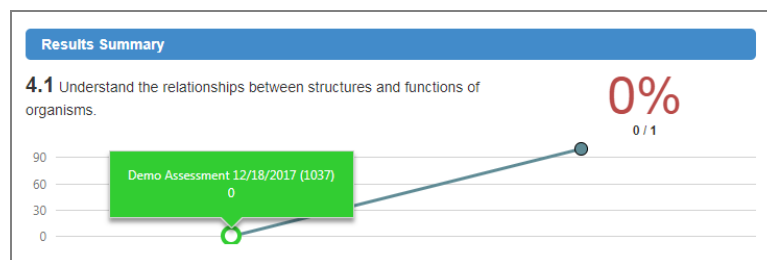
Student Assessment Results Screen, Data Table Tab

4. Click **Confirm**. The results display.



Exported Student Assessment Results Screen

- Hover over a data point to see the assessment name where the standard was evaluated.



Exported Student Assessment Results Screen

Printing Student Results

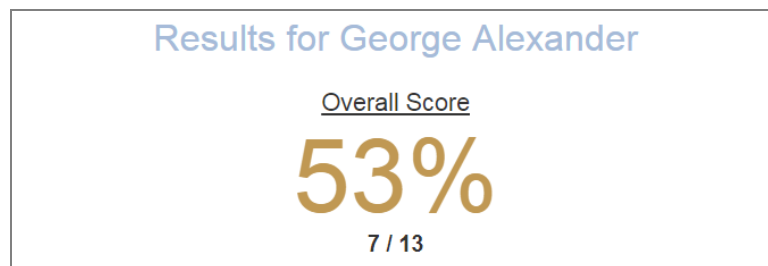


All options under Overall Results and **Show Item Summary** are enabled by default.

1. Display the results by selecting a student or [exporting the results for multiple students](#).
2. Select **Print Options**.

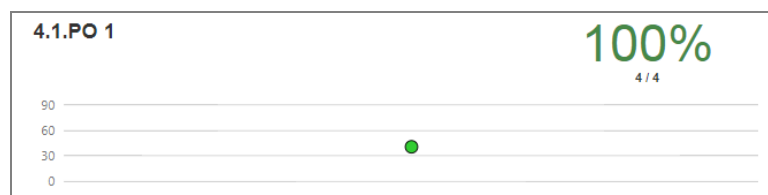
Export Student Assessment Results Screen

- **Show Assessment Name** – Clear to hide the assessment name.



Export Student Assessment Results Screen

- **Show Result Measure Text** – Clear to hide text that describes the standard.



Export Student Assessment Results Screen

- **Show Overall Test Score** – Clear to hide the Overall Score at the top of the results.

Results for George Alexander

Demo Assessment

Results Summary

Export Student Assessment Results Screen

- **Show Results Summary** – Clear to hide the Results Summary.

Results for George Alexander

Demo Assessment

Overall Score

53%

7 / 13

Item Feedback

#1	Multiple Choice	0 / 1
#2	Hot Spot	1 / 1
#3	Hot Spot	0 / 1
#4	Inline Choice	4 / 4
#5	Hot Spot	0 / 1
#6	Hot Spot	1 / 1
#7	Multiple Choice	0 / 1
#8	Multi-Part	0 / 1
#9	Multiple Choice	1 / 1
#10	Hot Text	0 / 1

Export Student Assessment Results Screen

- **Show Overall Results** – Clear to hide all information but the student name, assessment name, and Item Feedback.

Results for George Alexander

Demo Assessment

Item Feedback

#1	Multiple Choice	0 / 1
#2	Hot Spot	1 / 1
#3	Hot Spot	0 / 1
#4	Inline Choice	4 / 4
#5	Hot Spot	0 / 1
#6	Hot Spot	1 / 1
#7	Multiple Choice	0 / 1
#8	Multi-Part	0 / 1
#9	Multiple Choice	1 / 1
#10	Hot Text	0 / 1

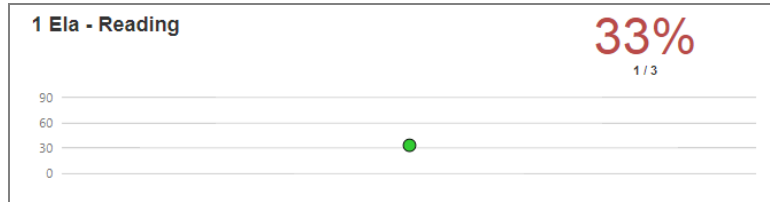
Export Student Assessment Results Screen

- **Show Standards** – Clear to hide results for standards.



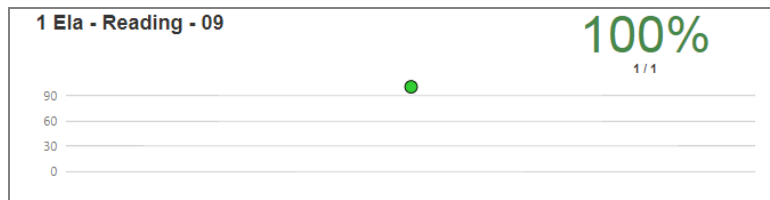
Export Student Assessment Results Screen

- **Show SBAC Claims** – Clear to hide results for SBAC Claims.



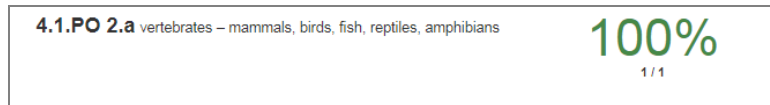
Export Student Assessment Results Screen

- **Show SBAC Targets** – Clear to hide results for SBAC Targets.



Export Student Assessment Results Screen

- **Show Result Charts** – Clear to hide all results charts.



Export Student Assessment Results Screen

3. Click **Print**.


Exporting Student Responses on Constructed Response Items

Teacher, School Level, and District Administrators can print student responses to constructed response items from the Student Assessment Results screen.

1. Select the **Data Table** tab.
2. Select the students to export. The rows highlight in green.
 - Click **Select All** to highlight all students.



Use **Column Groupings** to sort the student names by teacher, school, or course before using the **Select All** option.

- Click **Select None** to clear highlighted students.
3. Click  to print the student responses. A confirmation dialog displays.

Charts

Data Table

Reports

Select All

Select None

Show Analysis Bands

Connect/Update Grade Book

Create Breakout

Export Student Results

Export to Excel

Export to PDF

Page 1 of 4 (181 items)

1

2

3

4

Column Groupings

Drag a column header here to group by that column

Student	District ID	Grade Book	Status	Status Date	Section	School	Teacher	Allow Retake	Overall Score	1 (SA)	2 (TF)	3 (MC)	4 (CR)	5 (MC)
Averages									58.06%	64.1%	84.62%	58.97%	35.9%	82.06%
Abbott, Billy Retake on 1/4/2018	905483		Complete	01/04/2018 09:40 AM	Jackson, K Am Govt(0) Jackson, K /Toft Favorit	Hope High Sch	Jackson, Kathy		6.25/10.00 (63%)	1.00 / 1.00	T	C	Unscored	A
Alexander, George	975141		Complete	07/20/2018 07:20 AM	Jackson, K Am Govt(3)	Hope High Sch	Jackson, Kathy		0.00/10.00 (0%)					
Amow, Wayne Retake on 1/4/2018	873840		Complete	01/04/2018 08:58 AM	Jackson, K Am Govt(3)	Hope High Sch	Jackson, Kathy		6.00/10.00 (60%)	1.00 / 1.00	T	C	Unscored	A

Student Assessment Results Screen, Data Table Tab

4. Click **Confirm**. The Constructed Response Rubric, Question Stem, and Student Responses for the Item selected display.

Print Options ▾ Print

Rubric for ItemID 50076

Criteria

<p>A response:</p> <ul style="list-style-type: none"> • Gives sufficient evidence of the ability to understand an informational text and supplies a relevant and appropriate thesis statement • Includes a thesis statement that is on topic 	Score: 2
<p>A response:</p> <ul style="list-style-type: none"> • Gives some evidence of the ability to understand an informational text and supplies a somewhat relevant and vaguely appropriate thesis statement • Thesis statement is not entirely on topic 	Score: 1
<p>A response gets no credit if it provides no evidence of the ability to understand and write an appropriate and accurate thesis statement for a topic.</p>	Score: 0

Item Stem for ItemID 50076

Read the paragraph below.

Dolphins are a lot like whales, but they are much smaller. You can find dolphins all over the world. Dolphins can reason and have many thought processes. Dolphins can communicate with each other with certain sounds that they make. They can even recognize themselves in a mirror, as well as other dolphins that they know. Dolphins can work together to get food that they want to eat.

This paragraph is missing a thesis statement. Write the most appropriate thesis statement to begin the paragraph.

Response for Abbott, Billy
Sea Mammals
Item ID: 50076

Dolphins are interesting mammals that live in the ocean.

Response for Dunham, Stephen
Sea Mammals
Item ID: 50076

Dolphins are mammals

Student Response Output

5. Select the **Print Options**.

- **Use Page Breaks** – Select to print using the Page Breaks shown on the preview.
- **Show Rubric and Item Body on same page** – Select to print the **Scoring Rubric** with the **Item Stem**.
- **Show student name** – Select to include the student names. Do not select to use for blind scoring.
- **Use student key and hide name** – (District Users Only) Select to display a 6-digit number in place of the student's name. Do not select **Show student name**.
- **Show item ID** – Select to include the **Item ID**.
- **Show rubric** – Select to include the **Scoring Rubric** for the item.
- **Show item stem** – Select to include the **Item Stem**.
- **Force Line Spacing** – Select to force a specific line spacing when printing the document.

Student Assessment Results Screen, Teacher

Student Assessment Results Screen, District User

6. Click **Print**:



The student responses begin on page 3.

Pulling Scores into Grade Book

Teachers can pull the scores into their Grade Book.

1. Select the **Data Table** tab.
2. Select the students to update. The rows highlight in green.
 - Click **Select All** to highlight all students.



Use **Column Groupings** to sort the student names by teacher, school, or course before using the **Select All** option.

- Click **Select None** to clear highlighted students.
3. Click **Connect/Update Grade Book**.

Charts

Data Table

Reports

Select All

Select None

Show Analysis Bands

Connect/Update Grade Book

Create Breakout

Export Student Results

Export To Excel

Export to PDF

Page 1 of 5 (219 Items)

1

2

3

4

5

Column Groupings

Drag a column header here to group by that column

Student	District ID	Grade Book	Status	Status Date	Section	School	Teacher	Allow Retake	Overall Score	1 (MC)	2 (HS)	
Averages										69.9%	72.5%	80
Abbott, Billy Retake on 12/18/2017	905483	A	Complete	01/07/2018 01:16 PM	Jackson, K Am Govt(0) Jackson, K /Toftt Favori	Hope High Sch	Jackson, Kathy	X	7.00/13.00 (54%)	B	1.00 / 1.00	
Alexander, George	975141	A	Complete	12/08/2017 10:19 AM	Jackson, K Am Govt(3)	Hope High Sch	Jackson, Kathy	X	7.00/13.00 (54%)	D	1.00 / 1.00	
Amow, Wayne	873840	A	Complete	04/17/2018 01:09 PM	Jackson, K Am Govt(3)	Hope High Sch	Jackson, Kathy	X	12.00/13.00 (92%)	B	1.00 / 1.00	
Arvanitas, Christina	892796	A	Assigned		Jackson, K Am Govt(4)	Hope High Sch	Jackson, Kathy	X				
Bailey, Michael	138214	A	Complete	12/07/2017 09:34 PM	Jackson, K Psychology	Hope High Sch	Jackson, Kathy	X	9.00/13.00 (69%)	D	1.00 / 1.00	

Student Assessment Results Screen

Select individual students or allow all students to retake the assessment from the Student Assessment Results screen **Grid** tab.

- 

The **Allow Take/Retake** option may be unavailable for district assessments.

Assessment Dashboard Screen, Grid Tab

Creating a Breakout Class Based on Assessment

Create a breakout class based on the assessment results from the Student Assessment Results screen **Grid** tab.

1. Use filters to sort the students by their results. For example, sort on the **Overall Score** column to group the students and select students performing below grade level, to provide them additional instruction to reinforce the curriculum.
2. Select the students from the **Students** column.
3. Click **Create Breakout**. A confirmation message displays.
4. Click **Confirm**.

Page 1 of 2 (66 items)

Column Groupings
Drag a column header here to group by that column

Student	Class	Allow Take/Retake	Overall Score	1 (TF)	2 (TF)	3 (MC)	4 (MC)	5 (MC)	6 (MC)
Overall Summary									
			Avg: 40%	Avg: 75%	Avg: 62%	Avg: 25%	Avg: 0%	Avg: 38%	Avg: 38%
✓ Abbott, Billy Retake on 3/11/2016	Elm, M English 11(1)	NO	3.00/6.00 (50%)	T	F	✗	C	C	✗
✓ Borman, Mary	Elm, M English 11(2)	NO	4.00/6.00 (67%)	T	T	A	✗	C	A
✓ Case, Larry	Elm, M English 11(1)	NO	3.00/6.00 (50%)	T	T	B	✗	A	✗
✓ Dunnam, Elise	Elm, M English 11(2)	NO							
✓ Edwards, Charlie	Elm, M English 11(1)	NO							

Correct Responses: True

Assessment Dashboard Screen, Student Assessment Results

Viewing Item Assessment Results

Select *Item Analysis* on any Assessment Results screen or navigate to [Synergy SIS > Assessments > Assessment Dashboard](#).

Assessment Item Analysis For
Cry Me a River Water Cycle Quiz

View: Item Analysis Schedule Details Return

Odd/Even Split Reliability: 0.00
Two Halves Split Reliability: 0.00
Kuder-Richardson 20 Reliability: 0.65
Standard Deviation: 2.27
N-Value: 400

Show Advanced Stats
ON

Grid Details Statistical Terms

Export To Excel Export to PDF

Column Groupings
Drag a column header here to group by that column

#	Item Type	A	(A) Point Biserial	B	(B) Point Biserial	C	(C) Point Biserial	D	(D) Point Biserial	Upper 27%	Lower 27%	Discrimination Index	Point Biserial	P-Value
1	Multiple Choice	11	-0.26	53	0.58	15	-0.23	6	-0.09	0.49	0.49	0	0.58	0.62
2	Multiple Choice	14	-0.22	3	-0.13	9	-0.29	59	0.66	0.55	0.55	0	0.66	0.69
3	Multiple Choice	60	0.59	5	-0.22	10	-0.27	10	-0.08	0.56	0.56	0	0.59	0.71
4	Multiple Choice	13	-0.20	6	-0.14	57	0.42	9	-0.07	0.53	0.53	0	0.42	0.67
5	Multiple Choice	5	-0.27	3	-0.13	13	-0.29	64	0.78	0.59	0.59	0	0.78	0.75
6	Multiple Choice	5	-0.27	2	-0.16	73	0.72	5	-0.09	0.68	0.68	0	0.72	0.86
7	Multiple Choice	6	-0.23	2	-0.16	9	-0.29	68	0.85	0.63	0.63	0	0.85	0.8
8	Multiple Choice	5	-0.27	2	-0.16	10	-0.27	68	0.85	0.63	0.63	0	0.85	0.8

Item Assessment Results Screen

- The **Grid** tab displays the consolidated responses to the item.
- Click **Export to Excel** or **Export to PDF** to download a file of the results.

- The **Details** tab displays all the information available on the item and the responses, which include the:
 - Item
 - Possible answers
 - Related standards
 - Students who responded to each answer (teachers only)
 - Student responses for Constructed Response items

The screenshot shows the 'Details' tab of the 'Cry Me a River Water Cycle Quiz'. The interface includes a top navigation bar with 'NO FOCUS / 2nd Qtr' and a 'Jump to Item' dropdown. Below the quiz title, there are buttons for 'View Item Analysis', 'Schedule Details', and 'Return'. A 'Show Advanced Stats' button is also present. The main content area is divided into several sections:

- Item Details:**
 - Item ID: 83853
 - Item Owner: Imported
 - Item Type: Multiple Choice
 - Grade Levels: Grade 01, Grade 02
 - Standards: 6.3.PO.1.a, 6.3.PO.1.b, 6.3.PO.1.c
 - Inspect ID: 617250
 - Item Bank: Inspect ItemBank
 - Subject: Science
 - Status: Live
- Item Statistics:**
 - Student Response Count: 400
 - Student Correct Count: 242
 - Student Incorrect Count: 158
 - Student Partial Count: 0
 - Student Skipped Count: 0
 - P-Value: 0.60
 - Upper 27%: 0.97
 - Lower 27%: 0
 - Discrimination Index: 1
 - Point Biserial: 0.56
- Item Stem:**

Teacher Instructions

TEACHER READS:

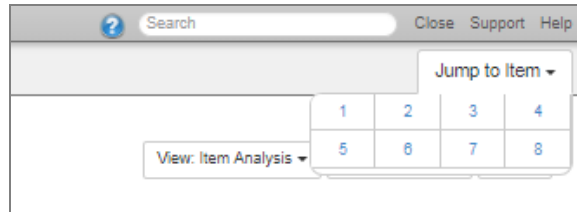
Read the question to yourself and select the best answer.

Item Body

The weather patterns of a place over a period of time determine its _____.
- Correct Responses:**
 - B** climate
 - Rationale: Student(s) may have recognized that the atmosphere was something that would change over a period of time. However it is not related to the weather patterns.
 - Responses: 43
 - Point Biserial: -0.26
 - Frequency: 0.51
 - A** atmosphere
 - Rationale: Student(s) may have recognized that the atmosphere was something that would change over a period of time. However it is not related to the weather patterns.
 - Responses: 242
 - Point Biserial: 0.58
 - Frequency: 2.85
 - C** temperature
 - Rationale: Student(s) may have recognized that the atmosphere was something that would change over a period of time. However it is not related to the weather patterns.

Item Assessment Results Screen, Details Tab

- Use **Jump To Item** to jump to the item instead of scrolling.

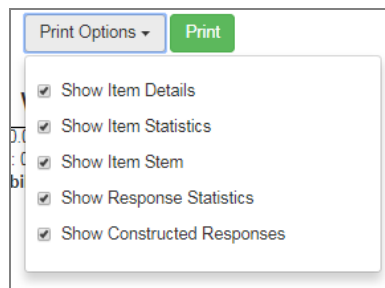


Item Assessment Results Screen, Details Tab

- Click the student's name to expand the content.
- See the **Statistical Terms** tab for an explanation of the terms used such as *Point Biserial*. Toggle **Show Advanced Stats** to **ON** if tab is not shown.

Exporting Results

1. Click **Export** to print the results.
2. Select the **Print Options** to limit what displays.



Item Assessment Results Screen, Details Tab, Export

3. Print the screen using the browser print function.

- The **Statistical Terms** tab defines the terms used on the **Details** tab.

The screenshot shows the 'Assessment Item Analysis' interface for the 'Cry Me a River Water Cycle Quiz'. At the top, there are buttons for 'View: Item Analysis', 'Schedule Details', and 'Return'. Below the title, there are statistics: 'Odd/Even Split Reliability: 0.00', 'Two Halves Split Reliability: 0.00', 'Kuder-Richardson 20 Reliability: 0.65', 'Standard Deviation: 2.27', and 'N-Value: 400'. A 'Show Advanced State' button is also present. The interface has three tabs: 'Grid', 'Details', and 'Statistical Terms' (which is highlighted with a red box). An 'Export to PDF' button is located in the top right of the 'Statistical Terms' tab. The main content area is titled 'Assessment Terms' and lists definitions for 'Odd/Even Split', 'Two Halves Split', 'Kuder-Richardson 20', 'Standard Deviation', and 'N-Value'. Below these definitions is the 'Assessment Item Terms' section.

Assessment Item Analysis For
Cry Me a River Water Cycle Quiz

View: Item Analysis Schedule Details Return

Show Advanced State
ON

Odd/Even Split Reliability: 0.00
Two Halves Split Reliability: 0.00
Kuder-Richardson 20 Reliability: 0.65
Standard Deviation: 2.27
N-Value: 400

Grid Details **Statistical Terms**

Export to PDF

Assessment Terms

Odd/Even Split A measure of internal assessment reliability. The response data within the assessment is split by odd and even item numbers. The overall calculation is the coefficient correlation of overall student performance on odd items versus even items.

Two Halves Split A measure of internal assessment reliability. The response data within the assessment is split by first half and second half assessment items. The overall calculation is the coefficient correlation of overall student performance on first half versus second half.

Kuder-Richardson 20 A measure of internal assessment reliability. In brief, this calculation gathers data from all assessment items, comparing the individual item variances to the overall statistical variance. Traditionally, a value less than 0.50 would be a concern. This measure is used primarily with assessments containing no partial correct responses.

$$r = \frac{K}{K-1} \left(1 - \frac{\sum_{i=1}^K p_i q_i}{\sigma_x^2} \right)$$

Standard Deviation A statistical calculation for how far assessment scores vary. Used in a variety of other calculations.

$$s_N = \sqrt{\frac{1}{N} \sum_{i=1}^N (x_i - \bar{x})^2}$$

N-Value The total number of students with results which are included in calculations. Does not include students who did not at least start the assessment.

Assessment Item Terms

Item Assessment Results Screen, Statistical Terms Tab

- Click **Export to PDF** to download a PDF of the terms.

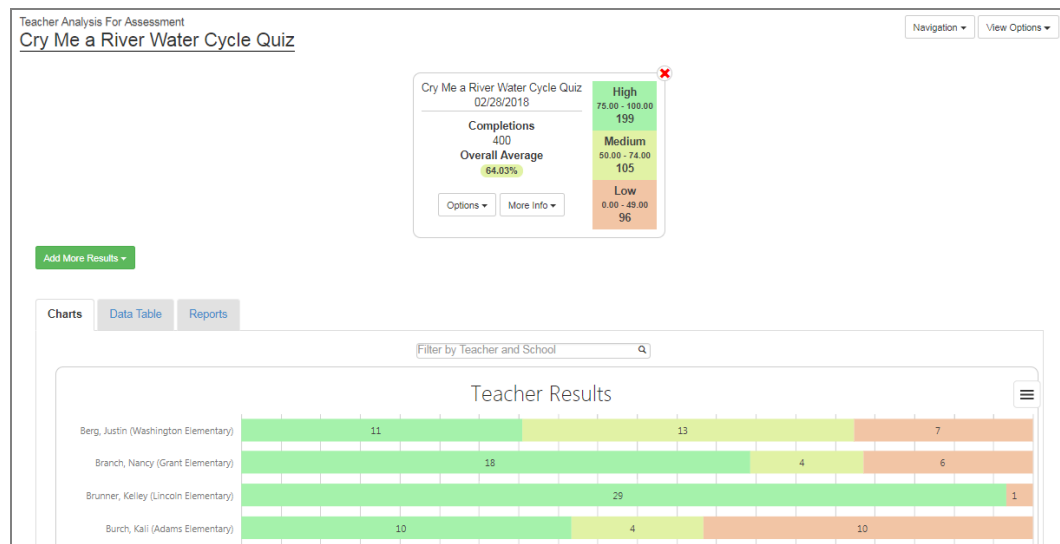
Viewing Teacher Assessment Results (District Users Only)

Principals and district users select *Teacher Analysis* from **Navigation** on any Assessment Results screen.



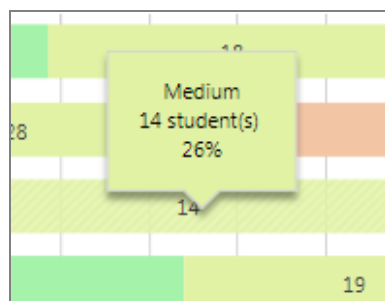
The ability to switch results displays if you have School Level scheduling ability.

- The **Charts** tab displays the results by Teacher and School for *Assessment Items*, *Standards*, *SBAC Claims*, and *SBAC Targets*:



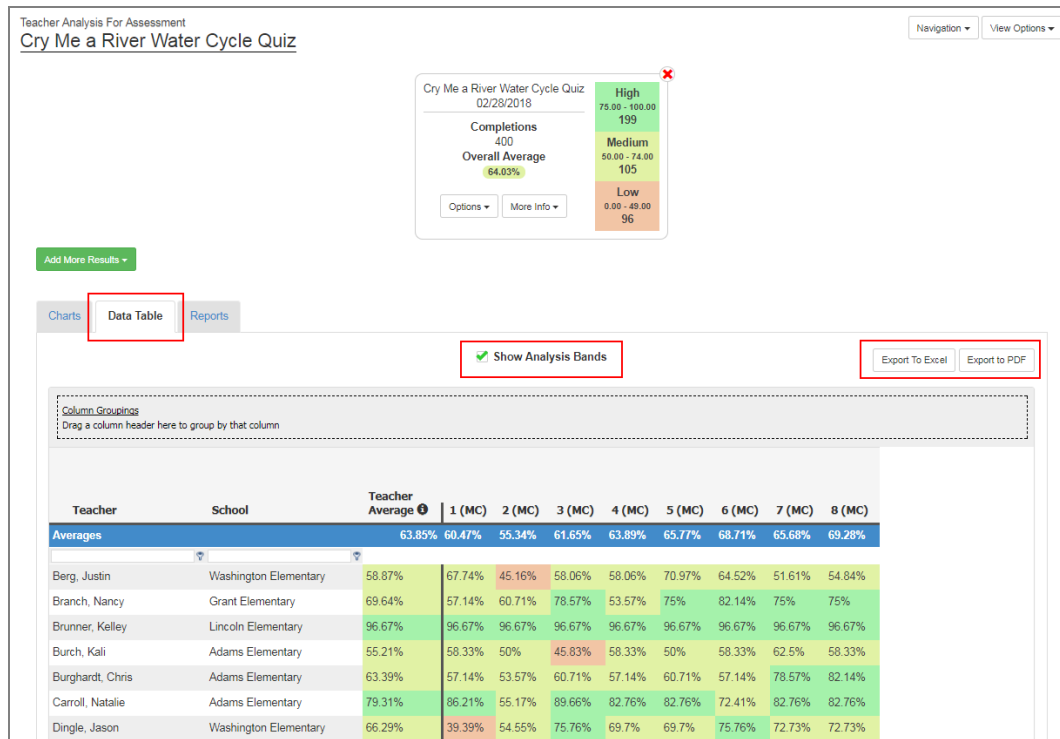
Teacher Assessment Results

- Enter a teacher and/or school name to **Filter by Teacher and School**.
- Hover over a section of the chart to view details.



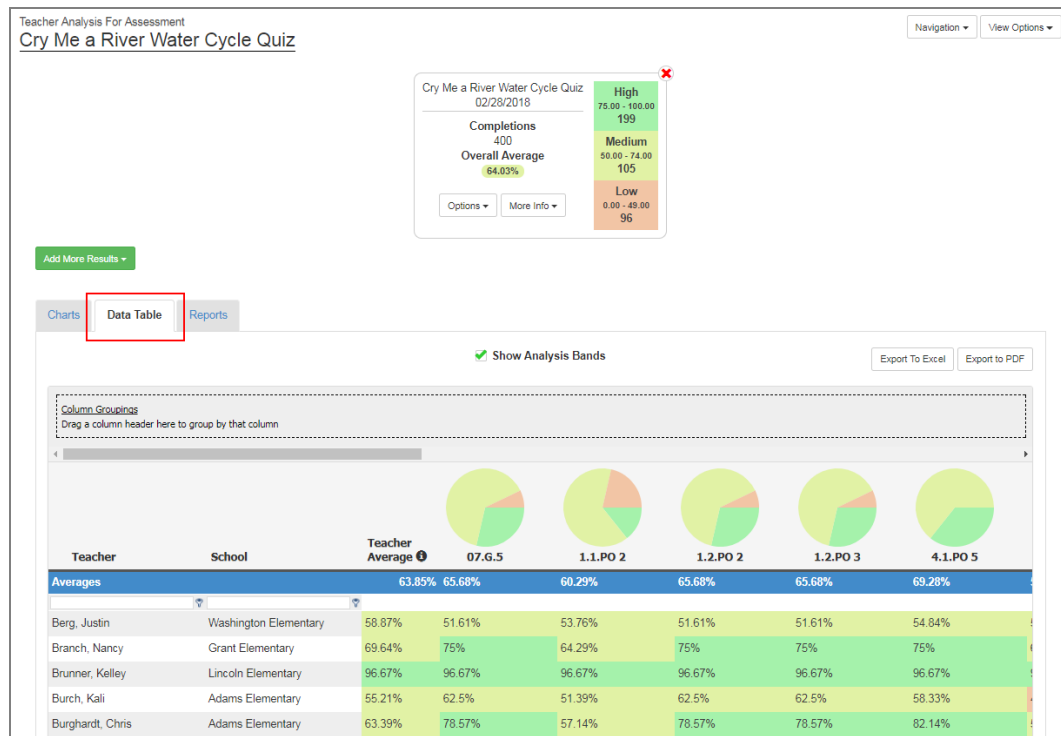
Assessment Results Screen

- The **Data Table** tab displays the results depend on the **Data View** selection in **View Options**:
- Assessment Items Data View*



Teacher Assessment Results Screen, Data Table Tab

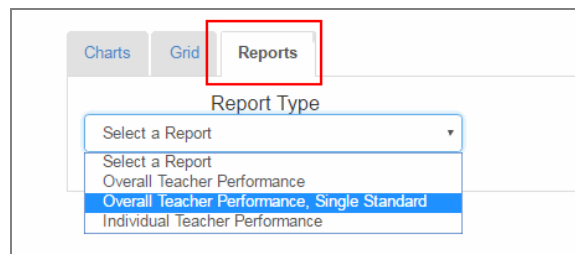
- Standards Data View



Teacher Assessment Results Screen, Data Table Tab

- The **Reports** tab displays reports based on selections:

- Select **Report Type** on the **Reports** tab.



Teacher Assessment Results Screen, Reports Tab

2. Make selections depending on the Report Type:

- *Overall Teacher Performance* – Select the **School**, **Order Teachers By**, and **Precision**.

Charts Grid **Reports**

Report Type: Overall Teacher Performance

School: Early College Academy

Order Teachers By: Performance, Descending

Precision: Whole

Export to PDF

Edupoint Public Schools Alexander High School 04/04/16

Overall Teacher Performance

Grade 9 ELA CCSS

Teacher Name	District Average %	School Average %	Teacher Average %	District Delta
Brown, Mary	43	55	55	12

Teacher Assessment Results Screen, Reports Tab

- **Overall Teacher Performance, Single Standard** – Select the **School**, **Order Teachers By**, **Standard**, and **Precision**.



You must select a **Standards** in **Data Views** and a single standard from **Standards** in **View Options** for this option to display.

Charts

Grid

Reports

Report Type

Overall Teacher Performance, Single Standard

School

Early College Academy

Order Teachers By

Performance, Descending

Standard

RL.9-10.2

Precision

Whole

Export to PDF

Edupoint Public Schools

Alexander High School

04/04/16

Overall Teacher Performance, Single Standard

Grade 9 ELA CCSS

RL.9-10.2: Determine a theme or central idea of a text and analyze in detail its development over the course of the text, including how it emerges and is shaped and refined by specific details; provide an objective summary of the text.

Teacher Name	District Average %	School Average %	Teacher Average %	District Delta
Brown, Mary	41	50	50	9

Teacher Assessment Results Screen, Reports Tab

- **Overall Teacher Performance, Single Claim** – Select the **School**, **Order Teachers By**, **SBAC Claim**, and **Precision**.



You must select a **SBAC Claims** in **Data Views** for this option to display.

The screenshot shows the 'Reports' tab selected. The 'Report Type' is 'Overall Teacher Performance, Single Claim'. The 'School' is 'Select All'. The 'Order Teachers By' is 'Alpha'. The 'SBAC Claim' is '1 Ela - Reading'. The 'Precision' is 'Whole'. There is an 'Export to PDF' button.

Albuquerque Public Schools 01/10/2018

Overall Teacher Performance, Single SBAC Claim
Assessment with SBAC

1 Ela - Reading:

Teacher Name	School Name	District Teacher Average %	School Teacher Average %	Teacher Average %	District Delta
Jackson, Kathy	Wilson Middle School	33	33	33	0

Teacher Assessment Results Screen, Reports Tab

- **Overall Teacher Performance, Single Target** – Select the **School**, **Order Teachers By**, **SBAC Target**, and **Precision**.



You must select a **SBAC Target** in **Data Views** for this option to display.

The screenshot shows the 'Reports' tab selected. The 'Report Type' is 'Select a Report'. The 'School' is 'Select All'. The 'Order Teachers By' is 'Alpha'. The 'SBAC Target' is '1 Ela - Reading - 09'. The 'Precision' is 'Whole'. There is an 'Export to PDF' button.

Albuquerque Public Schools 01/10/2018

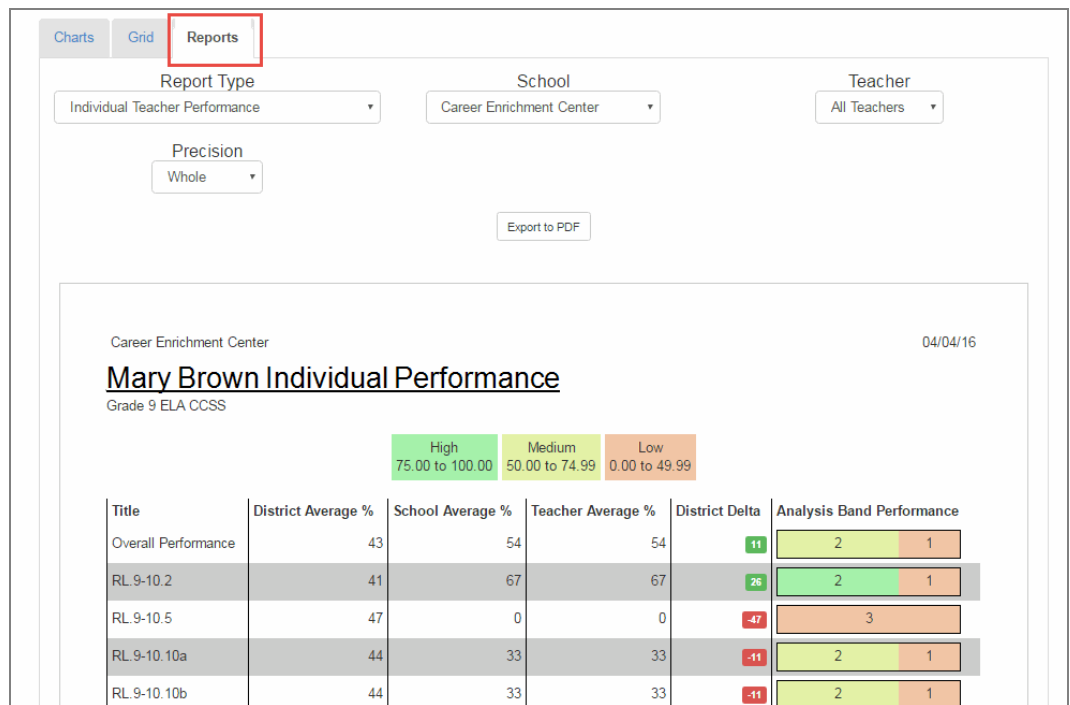
Overall Teacher Performance, Single SBAC Target
Assessment with SBAC

1 Ela - Reading - 09:

Teacher Name	School Name	District Teacher Average %	School Teacher Average %	Teacher Average %	District Delta
Jackson, Kathy	Wilson Middle School	100	100	100	0

Teacher Assessment Results Screen, Reports Tab

- **Individual Teacher Performance** – Select the **School**, **Teacher**, and **Precision**.



Teacher Assessment Results Screen, Reports Tab

3. Click **Generate** to view the report.
4. Click **Export to PDF** to print the report, if needed.

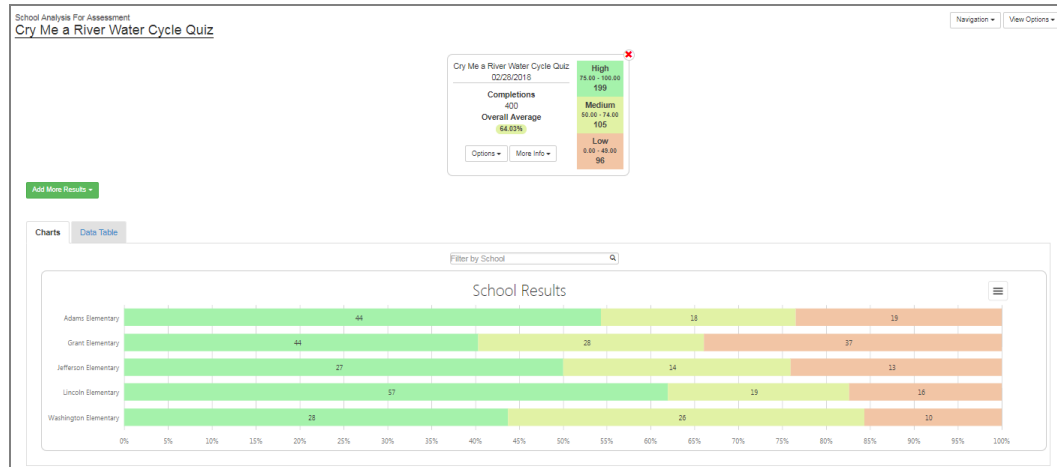
Viewing School Assessment Results (District Users Only)

Principals and district users select *School Analysis* from **Navigation** on any Assessment Results screen.



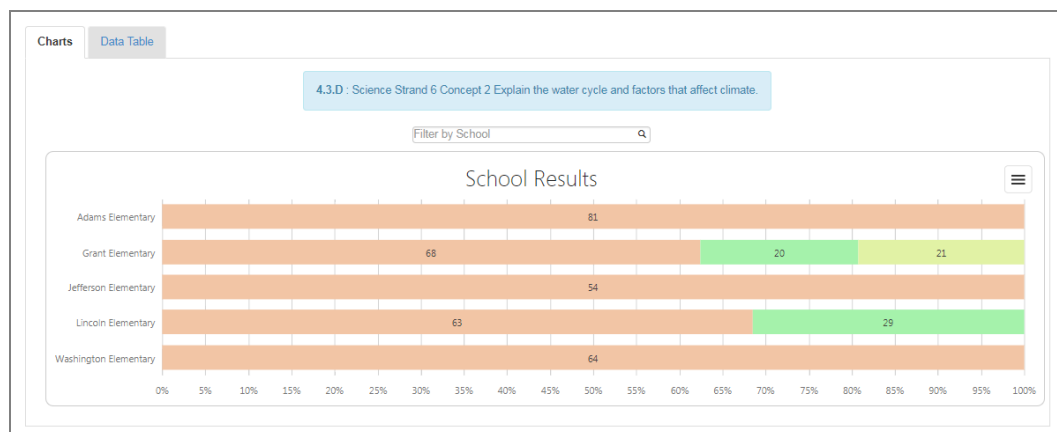
The ability to switch results displays if you have District Level scheduling ability.

- Assessment Items Data View



School Assessment Results Screen

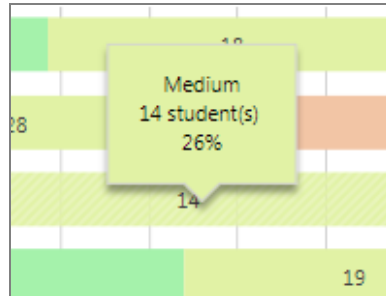
- Standards Data View



School Assessment Results Screen

The results by school display on the **Chart** tab.

- Enter a school name to **Filter by School**.
- Hover over a section of the chart to view details.



Assessment Results Screen

- The results displayed on the **Data Table** tab depend on the on the **Data View** selection in **View Options**:
 - *Assessment Items Data View*
 - Select **Show Analysis Bands** to shade the results with the analysis band colors.
 - Click an option to export the results to Excel or PDF.

School Analysis For Assessment
 Cry Me a River Water Cycle Quiz

Navigation View Options

Cry Me a River Water Cycle Quiz
 02/28/2018

High
 75.00 - 100.00
 199

Medium
 50.00 - 74.00
 105

Low
 0.00 - 49.00
 96

Options More Info

Add More Results

Charts Data Table

Show Analysis Bands

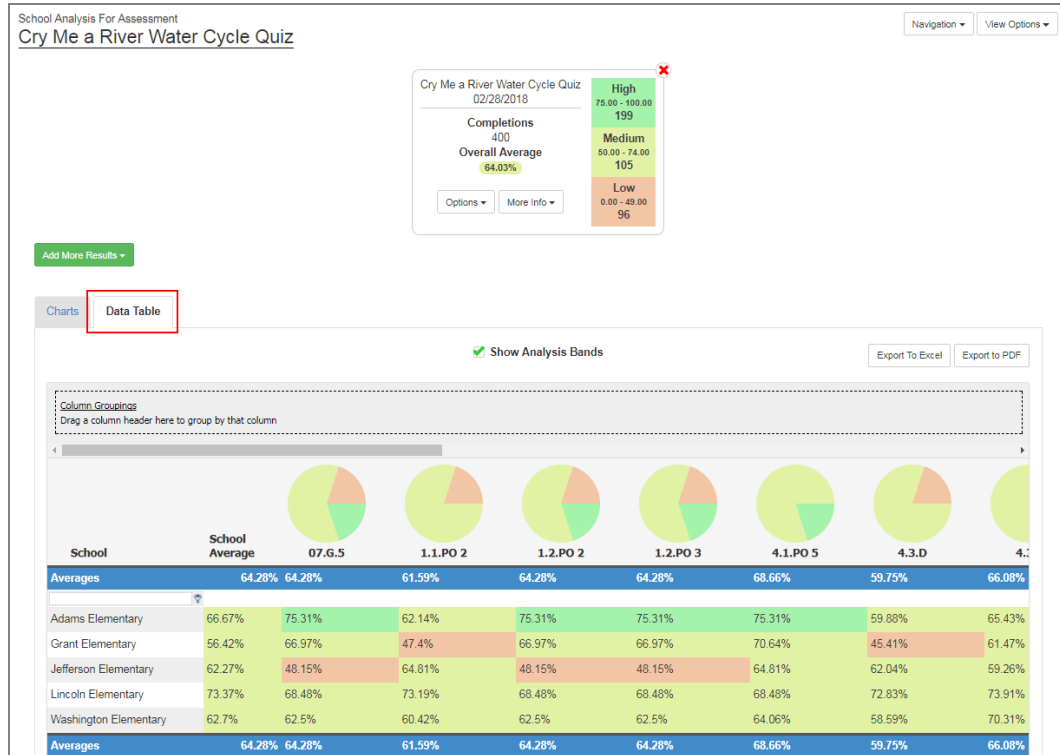
Export To Excel Export To PDF

Column Groupings
 Drag a column header here to group by that column

School	School Average	1 (MC)	2 (MC)	3 (MC)	4 (MC)	5 (MC)	6 (MC)	7 (MC)	8 (MC)
Averages	64.28%	61.31%	55.89%	63.61%	65.28%	66.08%	69.17%	64.28%	68.66%
Adams Elementary	66.67%	67.9%	53.09%	66.67%	66.67%	65.43%	62.96%	75.31%	75.31%
Grant Elementary	56.42%	46.79%	46.79%	44.04%	51.38%	61.47%	63.3%	66.97%	70.64%
Jefferson Elementary	62.27%	64.81%	61.11%	62.96%	70.37%	59.26%	66.67%	48.15%	64.81%
Lincoln Elementary	73.37%	73.91%	68.48%	77.17%	73.91%	73.91%	82.61%	68.48%	68.48%
Washington Elementary	62.7%	53.12%	50%	67.19%	64.06%	70.31%	70.31%	62.5%	64.06%
Averages	64.28%	61.31%	55.89%	63.61%	65.28%	66.08%	69.17%	64.28%	68.66%

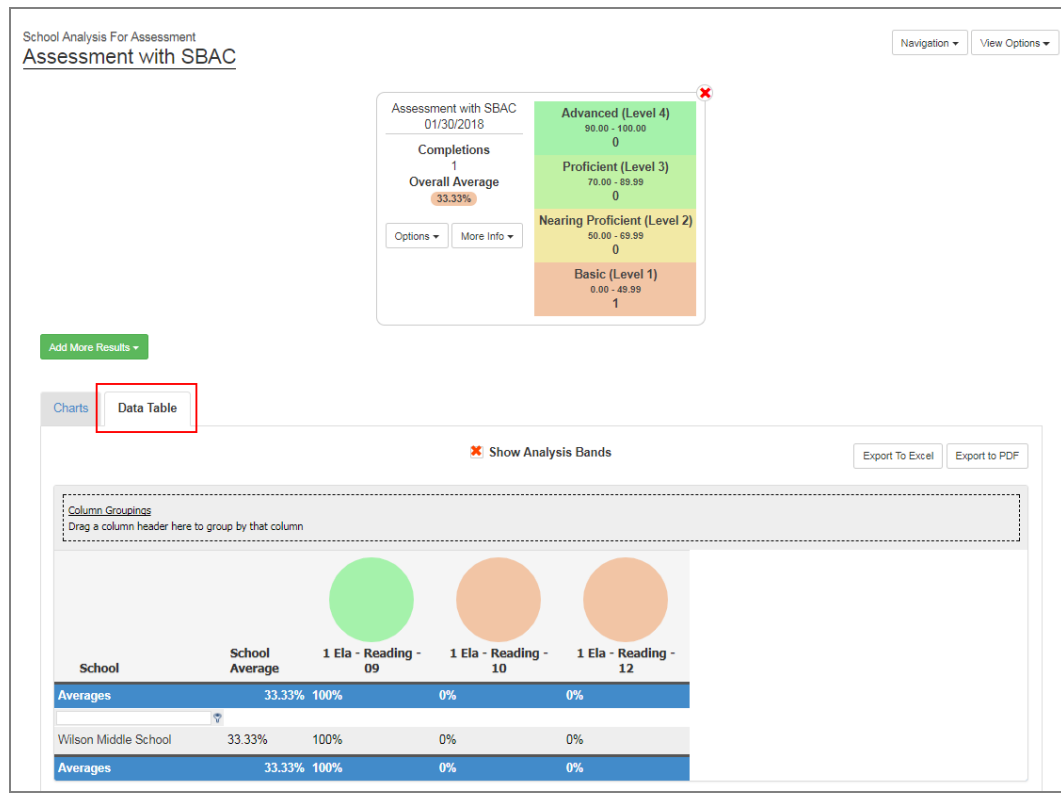
Student Assessment Results, Data Table Tab

- Standards Data View



Student Assessment Results Screen, Data Table Tab

- *SBAC Claims or SBAC Targets Data View*

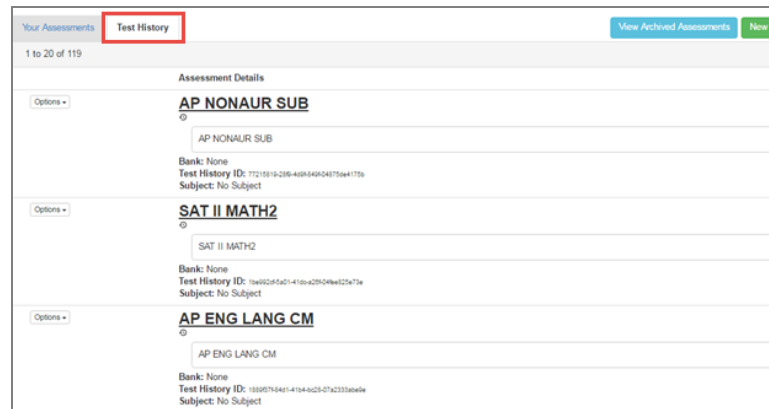


Student Assessment Results Screen, Data Table Tab

Test History Analysis

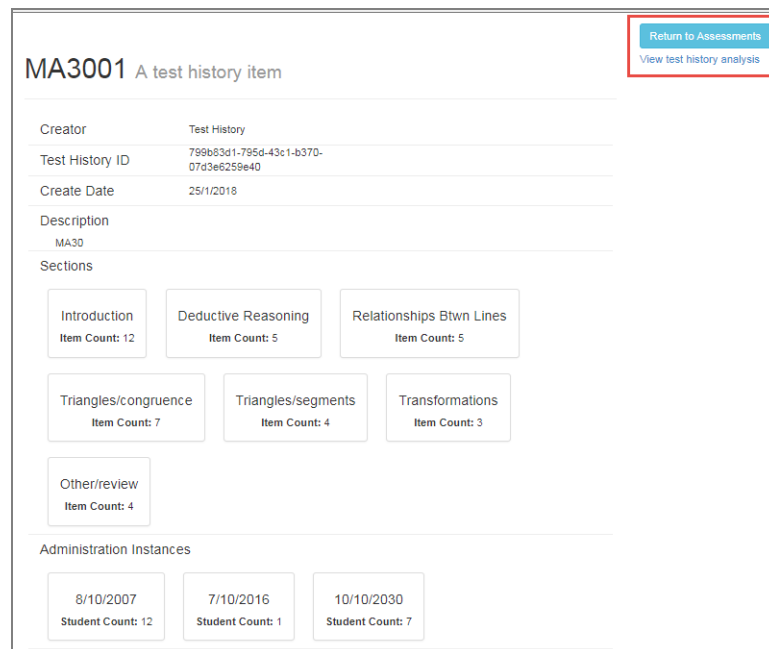
Viewing Test History on the Assessment Grid

1. Select *Assessments (Create & Schedule Assessments)* from the **Assessments** menu.
2. Select the **Test History** tab.



Assessment Screen, Test History Tab

3. Select an **Option**.
 - *Test History Details* displays the details of the Parts as well as the Dates of Administration.
 - Click **Return to Assessments** to return to the list of assessments
 - Click **View test history analysis** to open the Student Assessment Results screen.



Test History Details

- **Test History Analysis** displays the data with charts and a breakdown of student testing data.
- The **Charts** tab displays the parts of the test based on the applied Analysis Band
- The **Data Table** tab displays both the Score and Scaled Score of each part of the test. You can export the **Data Table** to Excel or PDF.

Charts

Data Table

✖ Show Analysis Bands

Column Groupings

Drag a column header here to group by that column

Student

District ID

Combined Score

Overall %

Admin Date

Introduction

Introduction (Scaled %)

Deductive Reasoning

Deductive Reasoning (Scaled %)

Relationships Btwn Lines

Relationships Btwn Lines (Scaled %)

Triangles/col

Triangles/col (Scaled %)

Averages

26%

62%

5.17

46.97%

3.72

74.44%

2.94

58.89%

3.5

50%

Archer, Annie

915423

25

63.24

1/10/2007

2

18.18

4

80.0

3

60.0

3

42.86

Bagby, Kathy

901299

26

66.68

1/10/2007

2

18.18

3

60.0

3

60.0

2

28.57

Beeson, Timothy

904528

25

62.5

1/10/2007

3

27.27

4

80.0

3

60.0

2

28.57

Cleveland, Heather

974746

25

63.35

1/10/2007

3

27.27

4

80.0

3

60.0

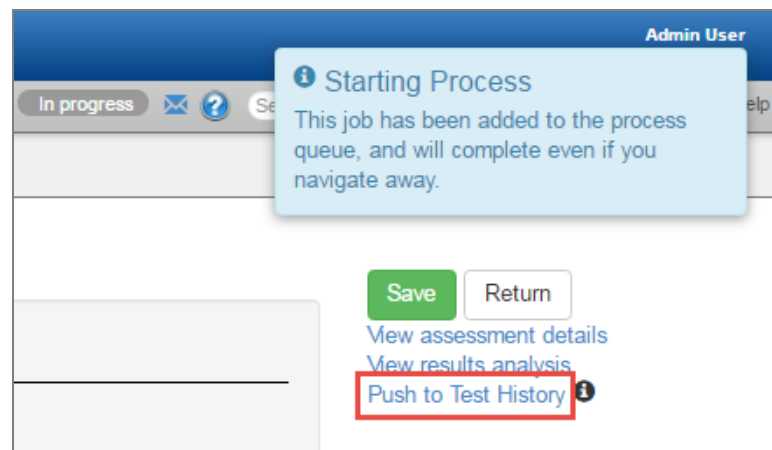
3

42.86

Test History Analysis Screen, Data Table Tab

Pushing Assessments to Test History (District Users Only)

1. Select *Dashboard (Authorize Students & View Results)* from the **Assessments** menu.
2. Select *Schedule Details* from **Options**.
3. Click **Push to Test History** to start the process of pushing data to Synergy Test History.



Assessment Schedule Screen

Viewing Test Group Analysis

- Staff without TeacherVUE access Test Group Analysis by navigating to **Synergy SIS > Test History > Setup > Test Group Analysis**.

Test Group Analysis

Menu

Test Group Analysis

Name: Technology Enhanced Item Group Order: Show In TVUE: ☒ Show In PVUE/SVUE: ☐

Test Analysis Group Parts

Line	Name
1	Technology Enhanced Items Assessment

Part Tests

Name: Technology Enhanced Item High Score Type: Order: Show Performance Level in PVUE/SVUE: ☐

Part Tests

Line	Test Name
1	Technology Enhanced Items Assessment

Test Group Analysis

- Teachers access the data by selecting *Test Group Analysis* or *Test Group Analysis 2* on the **Home** menu in TeacherVUE.

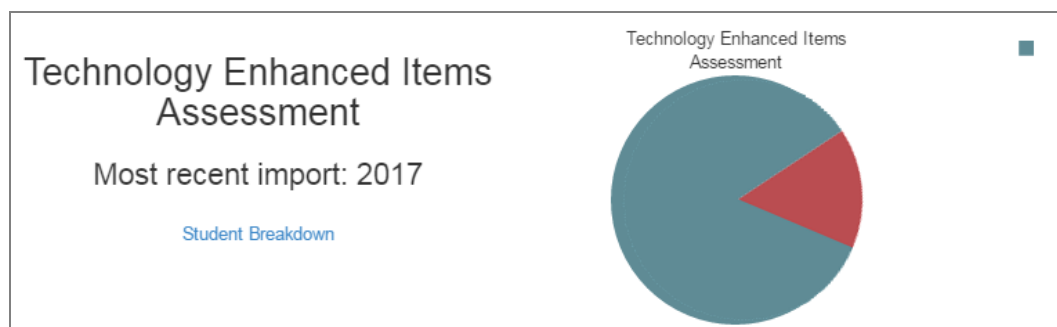
TeacherVUE

Period 1 Prin Eng III (S2)

Test Group Analysis [Return to Seating Chart](#)

Student Name	Date	Technology Enhanced Items Assessment		
		Perf Lvl	Assessment Raw Score	Assessment Scale Score
Abbott, Billy C.	12/05/2017	4		40
Arambula, Pamela A.				

Test Group Analysis Screen



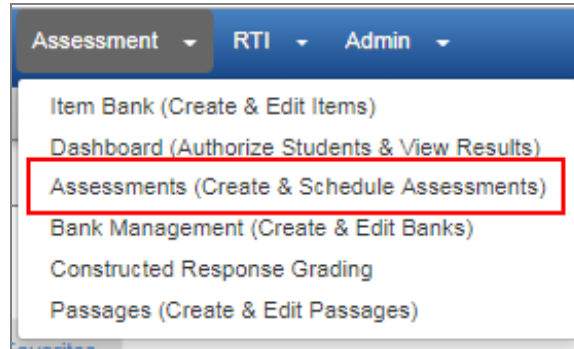
Test Group Analysis 2 Screen



See the *Synergy SIS – TeacherVUE User Guide* for more information about the Test Group Analysis and Test Group Analysis 2 screens.

Viewing Test History (District Users Only)

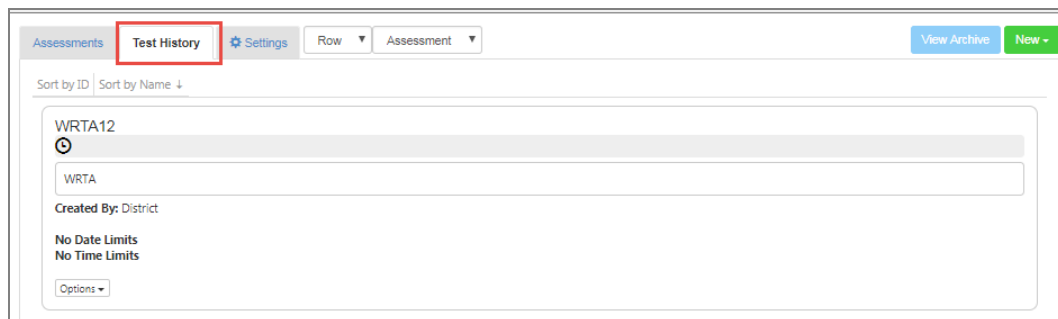
1. Select **Assessments** (*Create & Schedule Assessments*) from the **Assessment** menu or navigate to **Synergy SIS > Assessment > Assessments**.



Assessment Menu

2. Select the **Test History** tab.

 – Identifies assessments imported from Synergy Test History.



Assessments Screen, Test History Tab

3. Click a sort option, if needed.
 - **Sort by ID** – Select to sort the assessments by the Assessment ID number in ascending or descending order.
 - **Sort by Name** – Select to sort the assessments by Name alphabetically in ascending or descending order.



When sorting by ascending, assessments with numerical numbers or spaces prior to the name of the assessment display first.

4. Select *Test History Details* from **Options** to view additional information about the test.

Return to Assessments

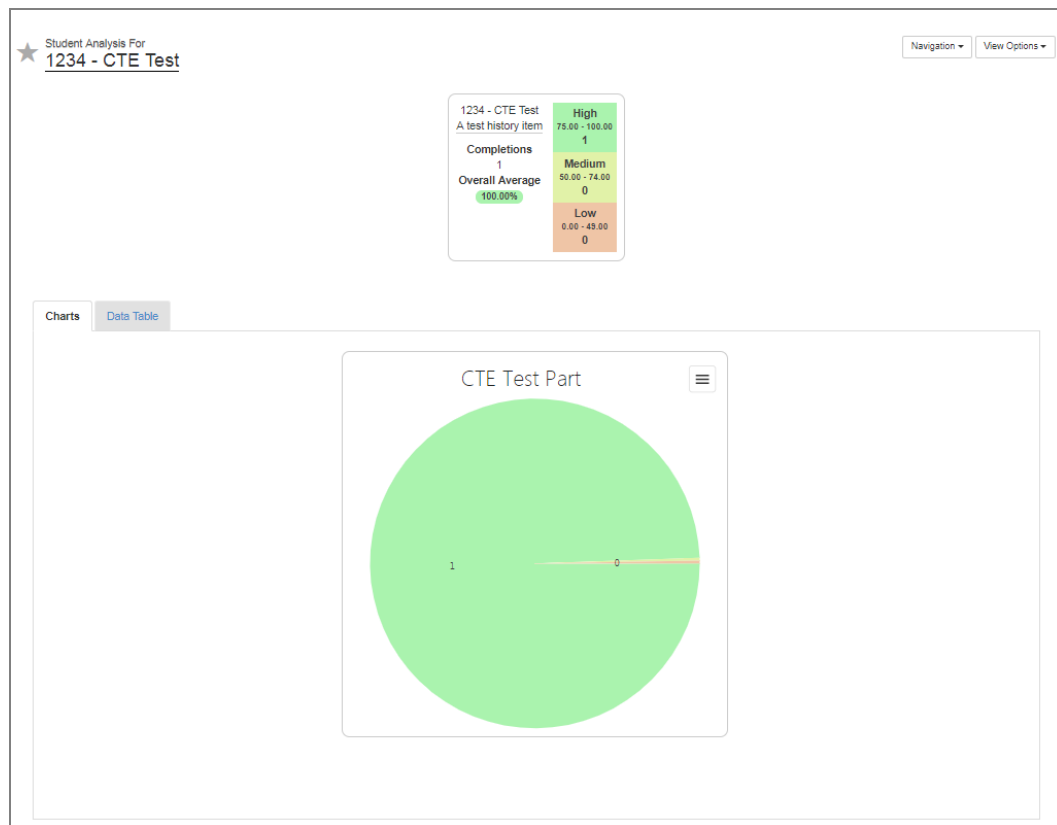
View test history analysis

1234 - CTE Test A test history item

Creator	Test History
Test History ID	6b6fa5df-7893-46da-b571-978111bd9d69
Create Date	6/8/2018
Description	CTE Test Test
Sections	<div>CTE Test Part</div>
Administration Instances	<div>5/1/2018</div> <div>Student Count: 1</div>

Test History Details

5. Select *Test History Analysis* from **Options** or click **View test history analysis** on the Test History Details screen to view the Student Analysis for the test.



Test History Analysis Screen

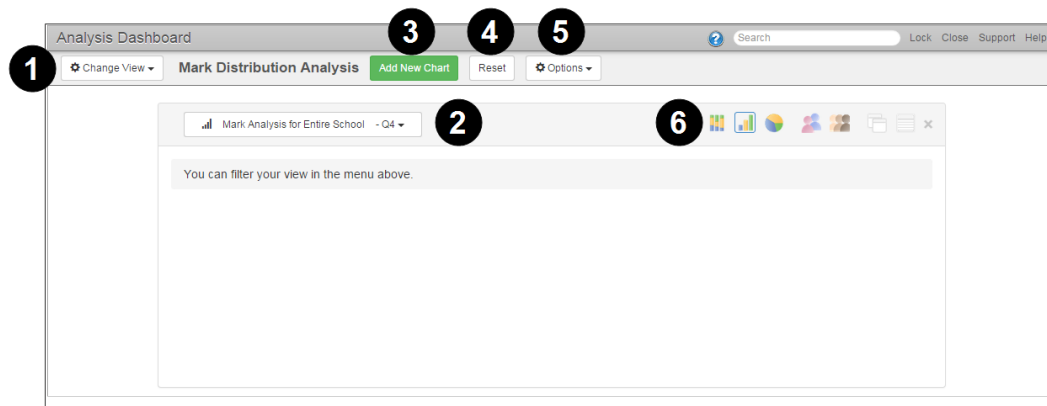
Chapter 8: Analysis Tools

Using the Analysis Dashboard	255
Admin Reports	259

Using the Analysis Dashboard

The Analysis Dashboard enables district administrators and principals to view Assessment results by assessment and school. The Analysis Dashboard uses dynamic filters to define the analysis parameters. The data can be viewed in bar or pie charts or be filtered by gender or ethnicity.

- Select *Analysis Dashboard* from the **Admin** menu or navigate to **Synergy SIS > Assessments > Assessment Dashboard**.

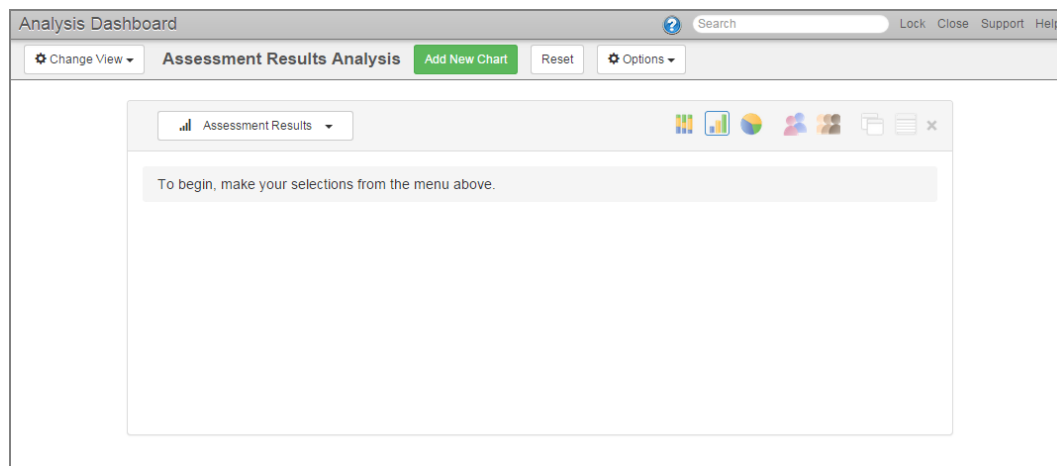


Analysis Dashboard Screen



The Analysis Dashboard screen displays the Mark Distribution Data by default.

- Select *Assessment Results* from **Change View**. ❶ The Assessment Results screen displays the scores and the number of students that received those scores on assessments created by the school or district.



Analysis Dashboard Screen

See the *Synergy SIS – Grade Book Administrator Guide* for information on:



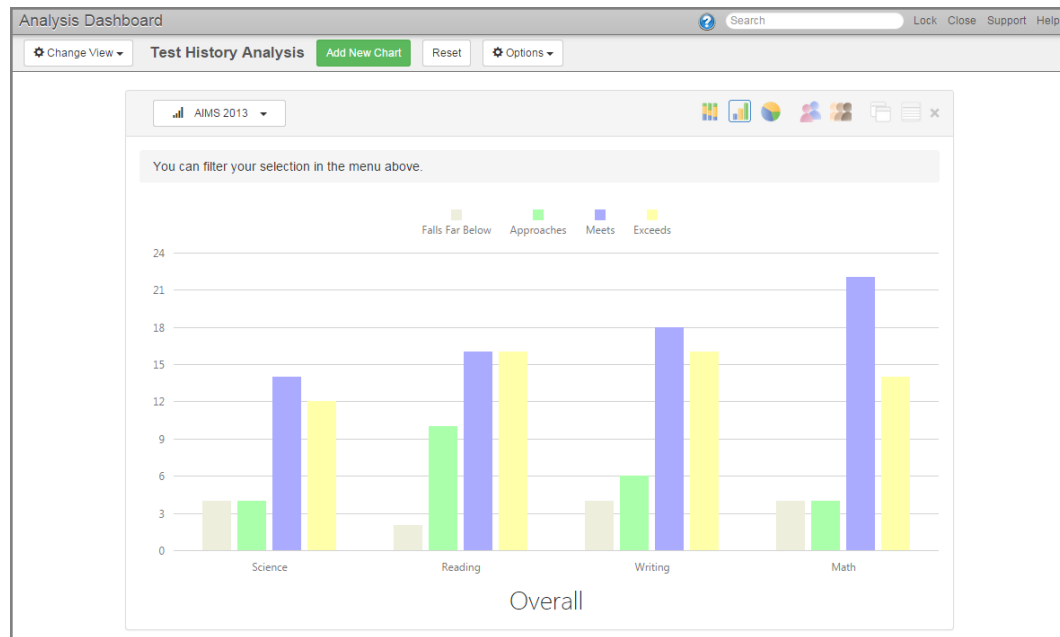
- **Mark Distribution** – Displays the overall grades and the number of students that received that mark. Normally used with section-based grading in secondary schools. Elementary schools normally use Report Card Item Analysis.
- **Test History** – Displays the scores and number of students that received those scores on tests imported to Grade Book.

- Use the dynamic filter to select the focus of the chart and limit the data displayed on the dashboard. ②



Additional filters display as selections are made.

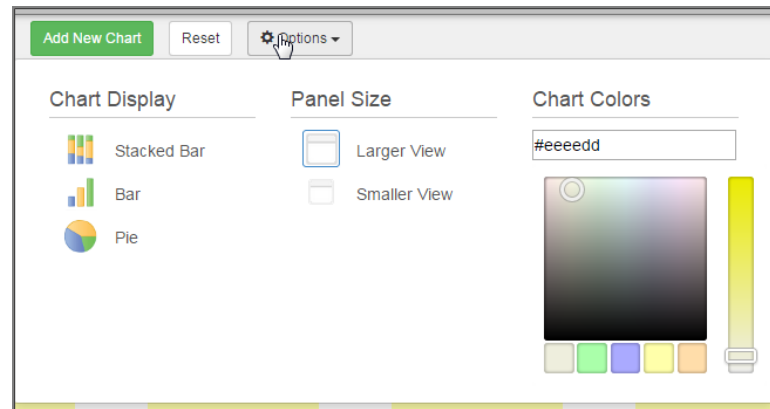
Analysis Dashboard Screen



Analysis Dashboard Screen

- Click **Add New Chart** to add additional charts to the bottom of the screen. Select different filters to perform a comparison. ③

- Click **Reset** to remove all filters and selections. ④
- Click **Options** to: ⑤
 - Change the Chart Display
 - Select the Panel Size
 - Select Chart Colors










Analysis Dashboard Screen

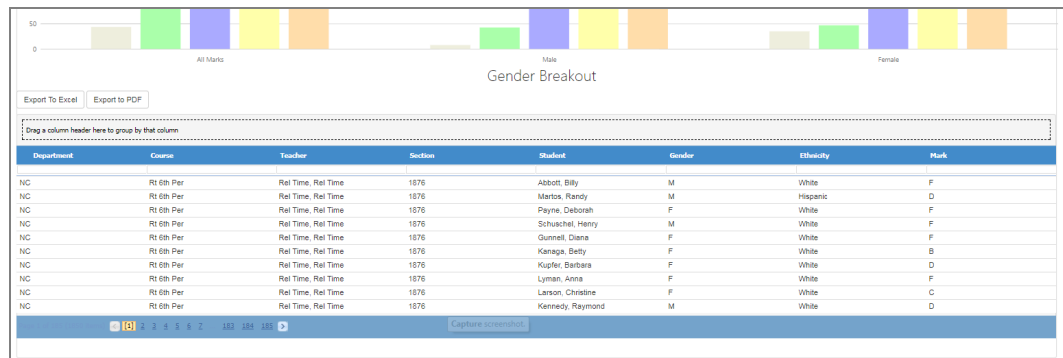
- Select the type of chart. ⑥





Analysis Dashboard Screen

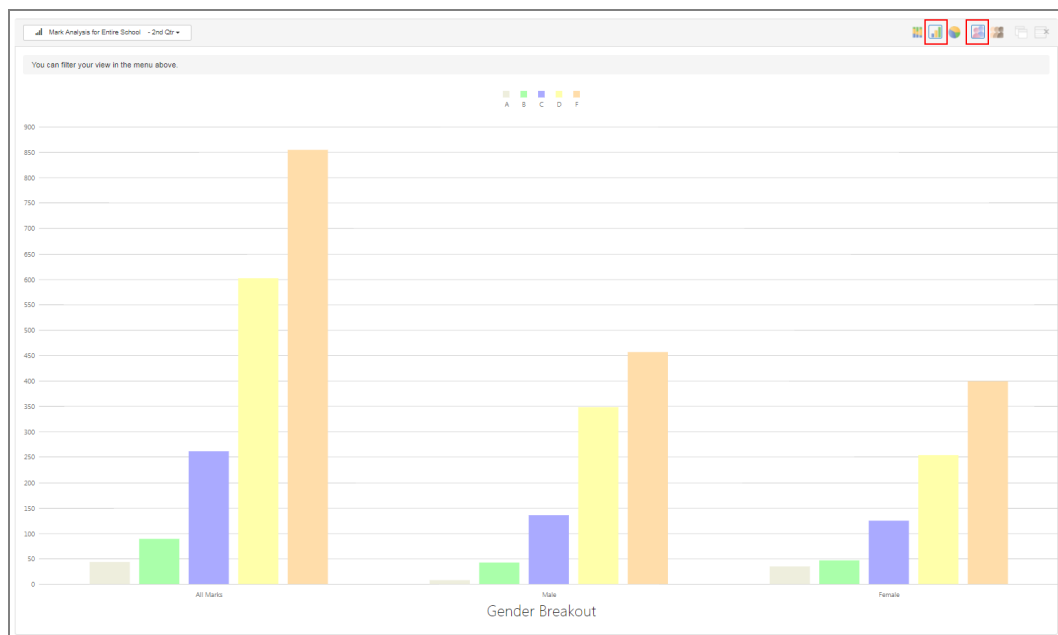
- Full Stacked Bar Chart 
- Bar Graph 
- Pie Chart 
- Gender Breakout 
- Ethnicity Breakout 
- Open a Copy  – A copy of the chart opens below the copied chart

- View Data Grid  – A data grid opens below the chart. You can filter, group, and export the information.



Analysis Dashboard, Data Grid

You can select more than one of the icons to display additional information. For example, select  and  to see a breakdown by All Marks, marks selected by Males, and marks selected by Females.



Analysis Dashboard

Admin Reports

Further analysis can be done using SQL statements and Admin Reports. An unlimited number of Admin Reports may be created.



For information on creating Admin Reports, see the *Synergy SIS Grade Book Administrator Guide*.

Some sample SQL statements for assessments are shown below.

Assessment Student/Standard Results

```
select stu.LASTNAME+', ' +stu.FIRSTNAME StudentName
      ,subj.SUBJECT
      ,st.CODE+' - '+st.STANDARD Standard
      ,t.TESTNAME
      ,'DOK ' + CONVERT (VARCHAR,ib.DEPTHOFKNOWLEDGE) DOK
      ,convert(datetime,convert (varchar(11),min(r.RESPONSEDATE)))
TestDate
      ,convert(decimal(6,1), SUM(case when r.CORRECT=1 then 1.0 else
0.0 end) / COUNT(r.ID)*100.0,1) 'P-Value'

from EGB_TEST_ITEMBANK ib
      join EGB_TEST_QUESTIONS q on q.ITEMBANKID = ib.id
      join EGB_TEST t on t.ID = q.TESTID
      join EGB_TEST_SCHEDULED sch on sch.TESTID = t.id
      join EGB_TEST_STUDENTRESPONSES r on r.SCHEDULEDTESTID = sch.ID
      join EGB_TEST_ITEMSTANDARDS ist on ist.ITEMBANKID = ib.ID
      join EGB_STANDARDS_NEW st on st.ID = ist.STANDARDID
      join EGB_SUBJECTS subj on subj.ID = st.SUBJECTID
      join EGB_PEOPLE stu on stu.ID = r.STUDENTID

group by stu.LASTNAME+', ' +stu.FIRSTNAME
      ,subj.SUBJECT
      ,st.CODE+' - '+st.STANDARD
      ,t.TESTNAME
      ,'DOK ' + CONVERT (VARCHAR,ib.DEPTHOFKNOWLEDGE)

order by stu.LASTNAME+', ' +stu.FIRSTNAME
      ,subj.SUBJECT
      ,st.CODE+' - '+st.STANDARD
      ,min(r.RESPONSEDATE)
      ,t.TESTNAME
      ,'DOK ' + CONVERT (VARCHAR,ib.DEPTHOFKNOWLEDGE)
```

Test History

```

SELECT R0.[LAST_NAME],
       R0.[FIRST_NAME],
       R1.[SIS_NUMBER],
                                     t.TEST_NAME,
       R3.[ADMIN_DATE],
       R4.[PERFORMANCE_LEVEL],
       R5.[PART_DESCRIPTION],
       R8.[NAME],
       R9.[TEST_SCORE],
       R11.[SCORE_DESCRIPTION],
                                     t.TEST_LEVEL
                                     ,t.TEST_FORM

FROM   [EPC_STU] R1
LEFT OUTER JOIN [REV_PERSON_PHOTO] R2
            ON ( R1.STUDENT_GU = R2.PERSON_GU )
LEFT OUTER JOIN [EPC_STU_TEST] R3
            ON ( R1.STUDENT_GU = R3.STUDENT_GU )
LEFT OUTER JOIN [EPC_STU_TEST_PART] R4
            ON ( R3.STUDENT_TEST_GU = R4.STUDENT_TEST_GU )
LEFT OUTER JOIN [EPC_STU_TEST_PART_SCORE] R9
            ON ( R4.STU_TEST_PART_GU = R9.STU_TEST_PART_GU )
LEFT OUTER JOIN [EPC_TEST_SCORE_TYPE] R10
            ON ( R9.TEST_SCORE_TYPE_GU = R10.TEST_SCORE_TYPE_GU )
LEFT OUTER JOIN [EPC_TEST_DEF_SCORE] R11
            ON ( R10.TEST_DEF_SCORE_GU = R11.TEST_DEF_SCORE_GU )
LEFT OUTER JOIN [EPC_TEST_PART] R5
            ON ( R4.TEST_PART_GU = R5.TEST_PART_GU )
LEFT OUTER JOIN [EPC_TEST_GROUP_PART_TEST] R6
            ON ( R5.TEST_PART_GU = R6.TEST_PART_GU )
LEFT OUTER JOIN [EPC_TEST_GROUP_PART] R7
            ON ( R6.TEST_GROUP_PART_GU = R7.TEST_GROUP_PART_GU )
LEFT OUTER JOIN [EPC_TEST_GROUP] R8
            ON ( R7.TEST_GROUP_GU = R8.TEST_GROUP_GU )
LEFT OUTER JOIN [EPC_STU_SCH_YR] R12
            ON ( R1.STUDENT_GU = R12.STUDENT_GU )
INNER JOIN [REV_PERSON] R0
            ON ( R1.STUDENT_GU = R0.PERSON_GU )
join EPC_TEST t on t.TEST_GU = r3.TEST_GU
WHERE  ( (( R12.[ORGANIZATION_YEAR_GU] IN ( '00DCA4BC-75D8-4118-B47E-
4E0C66283FB9' ) ))
        AND (( R12.[STATUS] IS NULL )) )
--      and R3.TEST_GU='4A10DFE3-CFD5-446C-A73A-CDD73142E8CB'
ORDER BY R0.[LAST_NAME] ASC,
         R0.[FIRST_NAME] ASC,
         R0.[MIDDLE_NAME] ASC,
         R1.[SIS_NUMBER] ASC,
                                     t.TEST_NAME,
         R3.[ADMIN_DATE]

```


Assessment Item Analysis

```

select g.GRADE
        ,s.SUBJECT
        ,st.CODE
        ,st.STANDARD
        ,COUNT(distinct ib.ID) as 'Item Count'
        ,COUNT(distinct q.ID) as 'Item on Test Count'
        ,SUM(case when r.CORRECT=1 then 1 else 0 end) 'Number Correct'
        ,COUNT(r.ID) 'Count Items Tested'
        ,convert(decimal(6,1), SUM(case when r.CORRECT=1 then 1.0 else
0.0 end) / COUNT(r.ID)*100.0,1) 'P-Value'

from EGB_TEST_ITEMBANK ib
        join EGB_TEST_QUESTIONS q on q.ITEMBANKID = ib.id
        join EGB_TEST t on t.ID = q.TESTID
        join EGB_TEST_SCHEDULED sch on sch.TESTID = t.id
        join EGB_TEST_STUDENTRESPONSES r on r.SCHEDULEDTESTID = sch.ID
        join EGB_GRADE g on g.ID = ib.GRADEID
        join EGB_SUBJECTS s on s.ID = ib.SUBJECTID
        join EGB_TEST_ITEMSTANDARDS ist on ist.ITEMBANKID = ib.ID
        join EGB_STANDARDS_NEW st on st.ID = ist.STANDARDID

group by g.GRADE
        ,s.SUBJECT
        ,st.CODE
        ,st.STANDARD

order by g.GRADE
        ,s.SUBJECT
        ,st.CODE
        ,st.STANDARD

```

Assessment Item Analysis by Item

```

select g.GRADE
      ,s.SUBJECT
      ,convert(varchar(8000),ib.QUESTION) Question
      ,ib.DEPTHOFFKNOWLEDGE dok
      ,st.CODE
      ,st.STANDARD
      ,COUNT(distinct ib.ID) as 'Item Count'
      ,COUNT(distinct q.ID) as 'Item on Test Count'
      ,SUM(case when r.CORRECT=1 then 1 else 0 end) 'Number
Correct'
      ,COUNT(r.ID) 'Count Items Tested'
      ,convert(decimal(6,1), SUM(case when r.CORRECT=1 then 1.0
else 0.0 end) / COUNT(r.ID)*100.0,1) 'P-Value'

from EGB_TEST_ITEMBANK ib
      join EGB_TEST_QUESTIONS q on q.ITEMBANKID = ib.id
      join EGB_TEST t on t.ID = q.TESTID
      join EGB_TEST_SCHEDULED sch on sch.TESTID = t.id
      join EGB_TEST_STUDENTRESPONSES r on r.SCHEDULEDTESTID =
sch.ID
      join EGB_GRADE g on g.ID = ib.GRADEID
      join EGB_SUBJECTS s on s.ID = ib.SUBJECTID
      join EGB_TEST_ITEMSTANDARDS ist on ist.ITEMBANKID = ib.ID
      join EGB_STANDARDS_NEW st on st.ID = ist.STANDARDID
group by g.GRADE
      ,s.SUBJECT
      ,st.CODE
      ,st.STANDARD
      ,convert(varchar(8000),ib.QUESTION)
      ,ib.DEPTHOFFKNOWLEDGE

order by g.GRADE
      ,s.SUBJECT
      ,st.CODE
      ,st.STANDARD

```

Assessment Class Standards/Tests

```

select C.CLASSNAME
      ,subj.SUBJECT
      ,st.CODE+' - '+st.STANDARD Standard
      ,t.TESTNAME
      ,'DOK ' + CONVERT(VARCHAR,ib.DEPTHOFFKNOWLEDGE) DOK
      ,convert(datetime,convert(varchar(11),min(r.RESPONSEDATE)))
TestDate
      ,convert(decimal(6,1), SUM(case when r.CORRECT=1 then 1.0 else
0.0 end) / COUNT(r.ID)*100.0,1) 'P-Value'

from EGB_TEST_ITEMBANK ib
      join EGB_TEST_QUESTIONS q on q.ITEMBANKID = ib.id
      join EGB_TEST t on t.ID = q.TESTID
      join EGB_TEST_SCHEDULED sch on sch.TESTID = t.id
      join EGB_TEST_STUDENTRESPONSES r on r.SCHEDULEDTESTID = sch.ID
      join EGB_TEST_ITEMSTANDARDS ist on ist.ITEMBANKID = ib.ID
      join EGB_STANDARDS_NEW st on st.ID = ist.STANDARDID
      join EGB_SUBJECTS subj on subj.ID = st.SUBJECTID
      join EGB_ENROLLMENT E ON E.STUDENTID = R.STUDENTID
      join EGB_CLASS c on c.ID = E.CLASSID
WHERE C.CLASSGUID IS NOT NULL
group by C.CLASSNAME
      ,subj.SUBJECT
      ,st.CODE+' - '+st.STANDARD
      ,t.TESTNAME
      ,'DOK ' + CONVERT(VARCHAR,ib.DEPTHOFFKNOWLEDGE)

order by C.CLASSNAME
      ,subj.SUBJECT
      ,st.CODE+' - '+st.STANDARD
      ,min(r.RESPONSEDATE)
      ,t.TESTNAME
      ,'DOK ' + CONVERT(VARCHAR,ib.DEPTHOFFKNOWLEDGE)

```

Assessment Statistics by Test and Teacher

```

select t.TESTNAME
      ,t.TESTDESCRIPTION
      ,st.CODE
      ,st.STANDARD
      ,COUNT(distinct ib.ID) as 'Item Count'
      ,COUNT(distinct q.ID) as 'Item on Test Count'
      ,SUM(case when r.CORRECT=1 then 1 else 0 end) 'Number
Correct'
      ,COUNT(r.ID) 'Count Items Tested'
      ,convert(decimal(6,1), SUM(case when r.CORRECT=1 then 1.0
else 0.0 end) / COUNT(r.ID)*100.0,1) 'P-Value'

from EGB_TEST_ITEMBANK ib
      join EGB_TEST_QUESTIONS q on q.ITEMBANKID = ib.id
      join EGB_TEST t on t.ID = q.TESTID
      join EGB_TEST_SCHEDULED sch on sch.TESTID = t.id
      join EGB_TEST_STUDENTRESPONSES r on r.SCHEDULEDTESTID =
sch.ID
      join EGB_GRADE g on g.ID = ib.GRADEID
      join EGB_SUBJECTS s on s.ID = ib.SUBJECTID
      join EGB_TEST_ITEMSTANDARDS ist on ist.ITEMBANKID = ib.ID
      join EGB_STANDARDS_NEW st on st.ID = ist.STANDARDID
where t.TEACHERID=@teacherid
group by t.TESTNAME
      ,t.TESTDESCRIPTION
      ,st.CODE
      ,st.STANDARD

order by t.TESTNAME
      ,t.TESTDESCRIPTION
      ,st.CODE
      ,st.STANDARD

```

Item Bank Summary

```
select g.GRADE
      ,s.SUBJECT
      ,st.CODE
      ,st.STANDARD
      ,COUNT(distinct ib.ID)+15 as 'Item Count'
from EGB_TEST_ITEMBANK ib
      join EGB_GRADE g on g.ID = ib.GRADEID
      join EGB_SUBJECTS s on s.ID = ib.SUBJECTID
      join EGB_TEST_ITEMSTANDARDS ist on ist.ITEMBANKID = ib.ID
      join EGB_STANDARDS_NEW st on st.ID = ist.STANDARDID
group by g.GRADE, s.SUBJECT
      ,st.CODE
      ,st.STANDARD
order by g.GRADE, s.SUBJECT
      ,st.CODE
      ,st.STANDARD
```

Ethnicity / Standards Test Breakdown

```
select G.GRADE
      ,ETH.ETHNICITY
      ,st.CODE
      ,st.STANDARD
      ,COUNT(distinct ib.ID) as 'Item Count'
      ,COUNT(distinct q.ID) as 'Item on Test Count'
      ,SUM(case when r.CORRECT=1 then 1 else 0 end) 'Number Correct'
      ,COUNT(r.ID) 'Count Items Tested'
      ,convert(decimal(6,1), SUM(case when r.CORRECT=1 then 1.0 else 0.0 end)
/ COUNT(r.ID)*100.0,1) 'P-Value'

from EGB_TEST_ITEMBANK ib
      join EGB_TEST_QUESTIONS q on q.ITEMBANKID = ib.id
      join EGB_TEST t on t.ID = q.TESTID
      join EGB_TEST_SCHEDULED sch on sch.TESTID = t.id
      join EGB_TEST_STUDENTRESPONSES r on r.SCHEDULEDTESTID = sch.ID
      join EGB_GRADE g on g.ID = ib.GRADEID
      join EGB_SUBJECTS s on s.ID = ib.SUBJECTID
      join EGB_TEST_ITEMSTANDARDS ist on ist.ITEMBANKID = ib.ID
      join EGB_STANDARDS_NEW st on st.ID = ist.STANDARDID
      JOIN EGB_PEOPLE STU ON STU.ID = R.STUDENTID
      JOIN EGB_ETHNICITIES ETH ON ETH.ID = STU.ETHNICITYID
where t.TEACHERID=26
group by G.GRADE
      ,st.CODE
      ,st.STANDARD
      ,ETH.ETHNICITY
order by st.CODE
      ,st.STANDARD
```