



## Buzz Admin Console Cheat Sheet for District and Building Principals

**A** The Menu

**B** Subdomains

**C** Announcements

Name: Whitesboro CSD

Parent: Oneida-Herkimer-Madison BOCES

Userspace\*: oneida-whitesboro  Active

Domain ID: 31070 External ID: 412902060000

A. **The Menu.** By clicking on the three lines in the top left corner administrators can locate Users, Courses, Reports and the OHM Help Desk.

B. **Subdomains.** All school buildings can be found here for District administrators.

C. **Announcements.** Domain wide announcements can be sent from here to students, teachers, and observers. This can also be done through “Communication” under the menu.

**D** Filter

**E** User ID First Name ^

<input type="checkbox"/>	34627041	Adam
<input type="checkbox"/>	73972665	Brian
<input type="checkbox"/>	58105730	David

### Users



- D. **Filter.** Type in the name of the user you are looking for to locate them.
- E. **User ID.** Click on the User ID to see grades, observers, and enrollments.

F. **Tabs.** Administrators can see performance for students, enrollments, and observers for a specific user.

G & H. **Details.** Find the username and if a user is active.

I. **Differentiation.** Constraints can be set for specific users to follow an IEP or 504 Plan.

J. **Three Dots.** Click on the three dots to reset a password.

**Item Analysis**

△ #	Difficulty	Discrimination	Question text
> 1			About how long does it take Earth to make one revolution around the Sun?
> 2			The appearance of the Moon as observed from Earth changes over time b
> 3			Which Earth movement results in day and night?
> 4			A calendar for the month of September 2003 is shown below.
> 5			Which characteristic helps some animals defend themselves against predi
> 6			The diagram below shows a flower that contains a sweet liquid called nect
> 7a			The function of a plant's roots is to take in
> 7b			The function of a plant's roots is to take in

**Learning Objective Mastery**

ID ^	Proficiency	Distribution	Description
ELEM.LE.4.3.1a		8/0/0/0/6	Each animal has different structures that serve dif
ELEM.LE.4.3.1b		12/0/0/0/2	Each plant has different structures that serve diff

## Reports

In the reports section administrators can run a variety of reports regarding Students, User Activity and Test Analytics.



In the Test Analytics tab, administrators can see how student performance in the scopes of district, building, and classroom.