


TCMPC Assessment Center

Note Catcher: Step-by-Step Guide to Interactive Assessments

Steps:	Directions:	Notes/Questions:
Step 1: Navigate to Interactive Assessment Center	<p><u>To Access Interactive Assessments:</u></p> <ol style="list-style-type: none"> 1. Log in to go.TCMPC.org 2. Click Assessments 3. In the redirection pop up window, click Proceed 	
	<p>Two Dashboards:</p> <ol style="list-style-type: none"> 1. Interactive Assessment Center Home Dashboard 2. Interactive Assessment Center Classroom Dashboard <p>Knowledge Check: What is the difference between the go.TCMPC Dashboard and the Interactive Assessments Dashboard?</p>	
Creating Interactive Assessments:		
Step 1: Roster Students	<p><u>To Roster Students:</u></p> <p><i>Option 1: Fill Out Template</i></p> <ol style="list-style-type: none"> 1. Select a Classroom 2. Click Roster 3. Click Download Roster Template 4. Follow computer prompts to download the Roster Template 5. Fill out the Roster Template with Student IDs, Student First Names, and Student Last Names (the rest is optional) 6. Upload completed Roster Template <p><i>Option 2: Upload CSV File</i></p> <ol style="list-style-type: none"> 1. Select a Classroom 2. Click Roster 3. Click Upload 4. Drag and Drop your roster file CSV <p>-OR- Click Browse Files and select your roster file CSV</p>	<p>Note: Consider how you roster classrooms.....Will you have one master classroom with all students rostered? Or will you roster students per classroom. How you see data will be affected by how you roster classrooms.</p> <p>Note: When adding classrooms, you may create a classroom using a Google roster, which will add the student roster from your Google classroom to your Interactive Assessment classroom. You may only add a classroom using a Google classroom in the Interactive Assessment Center, and not in the go.TCMPC platform due to student privacy requirements in the go.TCMPC platform.</p>

	<p>Option 3: Add Students Manually</p> <ol style="list-style-type: none"> 1. Select a Classroom 2. Click Roster 3. Click +Student 4. Enter Student First Name, Last Name, ID, Assignment Access Code (Optional), SIS/Roster ID (Optional) 5. Click Submit 6. Repeat for all Students in that Classroom 	
<p>Step 2: Create a New Assessment</p>	<p><u>To Create a New Assessment:</u></p> <ol style="list-style-type: none"> 1. Go to My Library 2. Click +Create 3. Click New Assessment 4. Click Search  Items 5. Filter for Items using the filters on the left sidebar 6. Click on the Item to preview 7. Click Select Items 8. Click Settings <ol style="list-style-type: none"> a. Enter Subject b. Enter Title 9. Click on Items to manage items (Add, Swap, Delete, Reorder, Preview, Preview Answers) 10. Click Save Assessment 	<p>Note: It is the best practice to create all assessments in the Library, and then to assign them to classroom units.</p> <p>Note: For assessments with passages, the stacked pages button will still need to be selected in order to group assessment items by passage.</p> <p>Note: Your assessment will automatically display in the classroom along with the access information for students to take the assessment. The unit/module will display a number in the sidebar to denote the number of assessments created in that particular unit</p>
<p>Administering Interactive Assessments:</p>		
<p>Step 4: Assign Assessments</p>	<p><u>To Assign an Assessment:</u></p> <p>Option 1: My Library</p> <ol style="list-style-type: none"> 1. Go to Library 2. Click on My Library 3. Click Assign next to the assessment you'd like to assign 4. Enter Assignment Name, and select the Classroom and Unit it should be assigned to (any Preferences you would like to assign to the assessment should be selected at this time) 5. Click Assign <p>-OR-</p> <ol style="list-style-type: none"> 1. Click on the title of the Assessment 2. Click Assign <p>Option 2: Shared Library</p> <ol style="list-style-type: none"> 1. Go to Library 	<p>Note: Preferences are assigned to the assessment itself, and not to students. For individualized preferences, make a duplicate of the assessment, and select the customized preferences when the assessment is assigned to a classroom.</p>

	<ol style="list-style-type: none"> 2. Click Shared Library 3. Click Assign 4. Create a Copy 5. Click Continue 6. Enter Assessment Name, and select the Classroom and Unit you'd like to assign the assessment to (Preferences may be selected in this step) 7. Click Assign 	
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Step 4: Taking an Assessment	<p><u>To Take an Assessment:</u> From the Classroom Dashboard:</p> <ol style="list-style-type: none"> 1. Click on the Unit where the Assessment has been Assigned 2. Click on the Assignments tab 3. Click on the title of the Assessment 4. You can now give the Assessment using the URL or Assignment Code (students may need the access code and the Student ID they were assigned when Rostered) 	
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Assessment Menus	<table border="1"> <thead> <tr> <th>Library: My Library</th> <th>Library: Shared Library</th> <th>Classroom -or- My Assignments</th> </tr> </thead> <tbody> <tr> <td> <ol style="list-style-type: none"> 1. Click on an Assessment title 2. Click Menu (three vertical dots) <p>Options:</p> <ul style="list-style-type: none"> • Edit Assessment • Duplicate • Set Visibility • Print • Share By Code • Delete Assessment </td> <td> <ol style="list-style-type: none"> 1. Click on Assessment title 2. Click Menu (three vertical dots) <p>Options:</p> <ul style="list-style-type: none"> • Copy to My Library • Set Visibility • Print • Share By Code </td> <td> <ol style="list-style-type: none"> 1. Click Unit 2. Click Assignments 3. Click on Assessment title 4. Click Menu <p>Options:</p> <ul style="list-style-type: none"> • Preview • Retake/Reopen • Print • Download Results • Settings • Share By Code • Edit Assessment • Delete </td> </tr> </tbody> </table>	Library: My Library	Library: Shared Library	Classroom -or- My Assignments	<ol style="list-style-type: none"> 1. Click on an Assessment title 2. Click Menu (three vertical dots) <p>Options:</p> <ul style="list-style-type: none"> • Edit Assessment • Duplicate • Set Visibility • Print • Share By Code • Delete Assessment 	<ol style="list-style-type: none"> 1. Click on Assessment title 2. Click Menu (three vertical dots) <p>Options:</p> <ul style="list-style-type: none"> • Copy to My Library • Set Visibility • Print • Share By Code 	<ol style="list-style-type: none"> 1. Click Unit 2. Click Assignments 3. Click on Assessment title 4. Click Menu <p>Options:</p> <ul style="list-style-type: none"> • Preview • Retake/Reopen • Print • Download Results • Settings • Share By Code • Edit Assessment • Delete 	
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Viewing Assessment Data:

Step 5: View Assessment Data	<p><u>To View Assessment Data:</u> From the Classroom Dashboard:</p> <p><i>Option 1: Course Mastery (Cumulative: All students + All assessments in this course)</i></p> <ol style="list-style-type: none"> 1. Click on Overview in left sidebar 2. Scroll to Course Mastery <p><i>Option 1: Standards Mastery (Cumulative: All students + All</i></p>	<p>Note: Administrator and Content Manager Users can see data by clicking into classrooms. They can use the People tab or the All Classrooms feature to access classrooms.</p>
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	<p>assessments in this course)</p> <ol style="list-style-type: none"> 1. Click on Standards Mastery in left sidebar <p>Option 2: Assignments (All students for this assessment)</p> <ol style="list-style-type: none"> 1. Click on Assessment title <p>Option 3: Unit/Module (Cumulative at Unit/Module level: All students in All assessments given in this Unit/Module)</p> <ol style="list-style-type: none"> 1. Click into a unit/module 2. Click Assignments 3. Click on Assessment title 	
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Sharing an Assessment:

<p>Share an Assessment with a Share Code</p>	<p><u>To Share an Assessment by Share Code:</u></p> <ol style="list-style-type: none"> 1. Click on an assessment title (can be done in My Library, Recent Assessments, or in the Classroom through the Unit or in Assignments) 2. Click Menu (three vertical dots) 3. Select Share by Code 4. Click Copy 5. Go to My Library 6. Click +Create 7. Select Import Using Shared Code 8. Paste the Code in Share Code box 9. Click Next 10. Give a Title to the New Copy 11. Click Add to Assignment 	
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<p>Share an Assessment: Changing Visibility</p>	<p><u>To Share an Assessment by Changing Visibility:</u></p> <ol style="list-style-type: none"> 1. Go to the assessment you'd like to share 2. Click on the assessment title 3. Click on menu (three vertical dots) 4. Select Set Visibility 5. Select visibility option 6. Click Save <p>*Shared Assessments will appear in the Shared Library. Users who would like to assign a shared assessment can go to their Shared Library, click on Assign next to the desired assessment, and assign a copy of that assessment to their classroom.</p>	
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