



Trainer: _____ Contact: _____

Username: _____ Password: _____

GETTING STARTED AND ADDING A CLASS

1. Open your browser and enter this URL: <http://assess.edifylearning.com/>.
2. Login, using your username and password.
 - a. This will give you access to both edifyASSESS and Skills Tutor.
3. Upon reaching the Welcome page, begin by creating a class
 - a. Select the blue Click Here (directly above the light blue shaded line) to create a class.
 - b. Alternately, select the "Create Class" button at the top of the page.
4. Begin with a class name, using your last name, grade level, and subject. Characters other than letters and numbers can't be used.
5. Select grade and subject(s).
6. Click on **Save** at the bottom of the screen.
7. Select **Add/Remove Students** in the middle of the page.
8. Listed students on the left are automatically generated based on the grade selected for the class. If you have multiple grades, you'll need to use the drop down menu to select a different grade.
9. You can select a set of students by holding the "CTRL" (on a PC) or "⌘ CMMND" (Mac) and selecting each student with your cursor.
10. After enrolling students into your class, click **Save** and review your Class Information.
11. Print usernames and passwords by selecting **Print Student Roster**.

ADDING NEW STUDENTS TO AN EXISTING CLASS WHEN STUDENT HAS AN ACCOUNT

1. From your home page, select the class to which you want to add the student.
2. Select the **Class Details** tab at the top of the page, and then click on **Add/Remove Students**. If the student already exists in the program, follow the directions from above.
3. Click **Save**, review information and print usernames and passwords

ADDING NEW STUDENTS TO AN EXISTING CLASS WHEN STUDENT DOES NOT HAVE AN ACCOUNT

If a student you need to add to your roster does not appear on the list, contact your building administrator or the person in charge of adding new students.

CREATING A STANDARDS BASED ASSESSMENT USING THE ITEM BANK

1. On Home page click class for which you want to create an assessment (later you will be able to assign this test to other classes as well).
2. Click **Assessment** tab, then choose **Quick Create**.
3. Select subject and grade for the assessment.
4. Select **Next**.
5. Select sub-standards to be tested by selecting the arrows to the left of the standards and choosing the boxes next to relevant sub-standards.
6. When you have selected the sub-standards to assess, select **Next** at the bottom of the page.
7. From here, select the number of desired questions for each sub-standard, and select **Next**. Notice that the number of questions available is in the "Available" column.
8. Preview selected questions (use the replace or delete questions as you need to) and click **Next**.
9. Name the assessment (useful to identify skills or standards in title, i.e. multiplying fractions) and click **Save**.
10. The assessment is created. Select **Assign** to assign assessment to students.
11. You can add the assignment to other classes by going into the other class and searching for the assessment by the name you created it under (step by step directions are available below under, "Assigning a stored Assessment").

CREATING A PASSAGE BASED READING ASSESSMENT (ELA) USING THE QUICK CREATE FEATURE

1. On Home page select the class for which you want to create an assessment.
2. Click the **Assessment** tab, then choose **Quick Create**.
3. Select subject (ELA) and grade.
4. Check the option, "Select items by first choosing the reading passages."
5. Check the other two boxes under *Special Options* based on your personal preferences.
6. Select Next.
7. Select appropriate Passage Type and click **Next** (most teachers create assessments that have just one, or occasionally two, passages).
8. View passage before selecting questions. If you like the passage, select the number of questions under Skill and Standard and click **Next**.
9. If you view the passage and don't want to use that particular one, click on Choose New Passage and then once again, select View Passage. The new passage will come up, as well as the questions available by standard for that passage. Once you find the passage you want, select the number of questions under Skill and Standard and click **Next**.
10. Preview selected passage and questions (use replace or delete questions as you choose) and select Next.
11. Name assessment (most use the name of the passage) and click **Save**. Performance levels can't be changed.
12. The assessment is stored. Click **Assign** to assign assessment to students.

ASSIGNING STORED ASSESSMENT

1. On Home page click on class in which you want to assign an assessment.
2. If you created the assessment in this class:
 - a. Select the assessment from the list. This will open a new page
 - b. Select **Assign** in the top left, all student in the class will appear on the assigned list (you can remove students as necessary)
 - c. Make the relevant selections under "Access Settings," and "Online Settings."
 - d. Select **Save** at the bottom of the page
3. If you created the assessment in a different class:
 - a. Go to the search box above the list of assessments and search by the name of the assessment you created. Select the test from the newly populated list.
 - b. Select **Assign** in the top left, all student in the class will appear on the assigned list (you can remove students as necessary)
 - c. Make the relevant selections under "Access Settings," and "Online Settings."
 - d. Select **Save** at the bottom of the page
4. Your test has been assigned!

REPORTS

Item Response Distribution, Score Distribution, Longitudinal Analysis, and Student Performance on Standards are all updated immediately. These reports don't require any aggregation of data up to admin levels. The other three reports, Assessment Comparison, Performance Band Report and Detailed Performance on Standards are updated nightly.

1. On **Home** page select the class in which you want to see reports, then go to the **Reports** tab at the top of the screen.
2. There are several reports to choose from (click the "i" for more report descriptions).
 - Item Response Distribution
 - Assessment comparison Report
 - Performance Band Report
 - Detailed performance on Standards
 - Score distribution
 - Longitudinal Analysis
 - Student Performance on Standards
3. Select the name of report you want to view.
4. Select the relevant descriptive information from the drop down menus and select **Next**.
5. Select the assessment(s) to generate the report by checking the box next to the name of the test.
6. Review data on report.
7. Print a report by exporting to PDF or Excel.

VIEWING/RESETTING AN INDIVIDUAL STUDENT TEST, MONITORING TESTING

1. From your **Home** screen, select the class in which the student is enrolled.
2. On the **Class Main Page**, click the name of the assessment, which will take you to a page with all of the students in the class assigned to this assessment
 - a. From here, you will be able to see student's last action on a test, how many questions have been answered, and if the assessment has been scored.
3. Select "Answer Sheet" to view or enter answers; select "Reset" to clear answers.
4. Select the % in the Score column to view answer details with explanations.

RESETTING A STUDENT TEST IS PERMANENT. ONCE A STUDENT'S TEST IS RESET, PREVIOUS ASSESSMENT DATA IS GONE AND CANNOT BE RETRIEVED.

PRINTING A HARDCOPY OF A TEST- Generating the PDF

You must request a .pdf of a test to be printed out (It generally takes 10 minutes or less)

1. From your Home screen, select the class in which the assessment was created or assigned.
2. On the Class Main Page, select the the name of the assessment.
3. Go to the Preview drop down menu and select Print View.

PRINTING A HARDCOPY OF A TEST- Printing the PDF

1. When the .pdf is ready to be printed, a printer icon will appear next to the name of the test.
2. Select the printer icon.
3. A pop- up will appear with the test.
4. From here, you can save or print using the rollover icon at the bottom right of the pop up screen.

ADMINISTERING A BENCHMARK ASSESSMENT

Teacher

1. Before giving an assessment, be sure all of the *Pop-Up Blockers* are turned off on the computer.
2. Benchmarks are code protected and the codes for all of the benchmarks can found in three places:
 - a. Go to www.skillsiowa.org and you will find the codes for the current benchmarks on the front page.
 - b. Click on the **Assessments** tab in the class in which you are working. This will provide a list of all the assessments assigned to the class and the code for each test can be found in the **Assessment Code** column.
 - c. On the Assessments page, you can also click on the assessment. When the individual assessment's page is opened, you will see a **Preview** tab at the top. If you click on the **Preview** button and drop down to measurement view, the assessment code can be found in the light blue box directly under the name of the passage next to the Passage ID#.

Student

1. Log in to the account.
2. Find the name of the benchmark test on the home page.
3. If it has been password protected, as benchmarks are, there will be a key icon to the right of the test name. Click on **Start** and a box for the code will pop up. Student should put the test code in the box, and click on **Start** right below the box. The test will open.
4. If the test doesn't come up, there are several things to check:
 - a. Check to be sure the pop-up blockers are turned off on the computer the student is using.
 - b. Check to be sure you've given the students the correct code.
 - c. Check to be sure the student is enrolled in your class.