User Guide
(Version 3)
Now includes:
  o Instructional Schedules
  o Instructional Planners
    o Item Wizard
  o eSupport/Implementation Log
Two-part Assessment System

ClassViews
“Accountability Snapshot”
From the blueprint of your state test

ClassLinks
Item Bank
Answer Analysis

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Learnia Leaders

• What is a Learnia Leader?

A Learnia Leader is someone assigned at the school or district level to be the Learnia “Super-user.” This is your contact person when issues arise.

• Who is my school/district Learnia Leader?

  District Learnia Leader: __________________________

  School Learnia Leader: __________________________
I NEED SOMEBODY!

When experiencing problems please provide the following information to eSupport, or your Implementation Manager:

<table>
<thead>
<tr>
<th>Name of person reporting problem:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State, District, School:</td>
</tr>
<tr>
<td>Site code, Username, Login:</td>
</tr>
<tr>
<td>Phone number:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
<tr>
<td>Mac or PC:</td>
</tr>
<tr>
<td>Operating System:</td>
</tr>
<tr>
<td>Browser:</td>
</tr>
<tr>
<td>Tests being affected:</td>
</tr>
<tr>
<td>Detailed description of problem: (if printer problem, we need printer type)</td>
</tr>
</tbody>
</table>

These details will help eSupport and your Implementation Manager find a resolution quicker. See pages 37-39 for eSupport/Implementation log.
Quick Reference Sheet

<table>
<thead>
<tr>
<th>Computers must:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ ALLOW cookies.</td>
<td></td>
</tr>
<tr>
<td>✗ Have pop-up blockers turned off or allowed only from the Learnia site.</td>
<td></td>
</tr>
<tr>
<td>✗ Have Flash Player version 8.0 or higher.</td>
<td></td>
</tr>
<tr>
<td>✗ Have Screen Saver turned off.</td>
<td></td>
</tr>
<tr>
<td>✗ Have resolution set to 1024 x 768. (note: change “x” to mult symbol)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When entering for 1st time:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Answer “Yes” to all questions.</td>
<td></td>
</tr>
<tr>
<td>✗ Enter the site code (it will be entered automatically thereafter).</td>
<td></td>
</tr>
<tr>
<td>✗ Add to Favorites.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test tickets:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ PDF files are only held in the system for 7 days (but can be saved to your hard drive).</td>
<td></td>
</tr>
<tr>
<td>✗ Teachers will have a set of test tickets for each group.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Use all or part of student’s name. There should be NO spaces and each ID must be unique.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Password:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Last 2 digits are numbers; minimum of 5 characters, does not have to be unique.</td>
<td></td>
</tr>
<tr>
<td>✗ “0” and “O” look similar, so do “1” and “I.” Watch carefully for these.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision to make ahead of time:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Do you want students to be able to view their results at the end of their test, or have this as a teacher-student discussion?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open-ended questions:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Teachers give hard copy to students for completion.</td>
<td></td>
</tr>
<tr>
<td>✗ Teachers must manually grade and enter scores (cannot enter scores while students are testing).</td>
<td></td>
</tr>
<tr>
<td>✗ Verify that all the questions have been scored.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print open-ended questions:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ “Review” to make sure all questions are answered.</td>
<td></td>
</tr>
<tr>
<td>✗ “Close” allows the student to go back into test to continue.</td>
<td></td>
</tr>
<tr>
<td>✗ “Finish Later” allows student to save what has been done and finish at a later time.</td>
<td></td>
</tr>
<tr>
<td>✗ “Finish Test” system scores test, student can not go back, but teacher can reset to “In Progress” if necessary.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When student completes test:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ “Review” to make sure all questions are answered.</td>
<td></td>
</tr>
<tr>
<td>✗ “Close” allows the student to go back into test to continue.</td>
<td></td>
</tr>
<tr>
<td>✗ “Finish Later” allows student to save what has been done and finish at a later time.</td>
<td></td>
</tr>
<tr>
<td>✗ “Finish Test” system scores test, student can not go back, but teacher can reset to “In Progress” if necessary.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASKS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Assignments</td>
<td></td>
</tr>
<tr>
<td>✗ NEVER “Select ALL.”</td>
<td></td>
</tr>
<tr>
<td>✗ Assignments can only be made for one subject and grade level at a time, but can be assigned to as many grade-level teachers as needed.</td>
<td></td>
</tr>
<tr>
<td>✗ “Constructed Response” refers to Open-ended questions.</td>
<td></td>
</tr>
<tr>
<td>✗ To refresh the screen, press F5 on the keyboard.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manage Enrollment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ DO NOT delete students, they may return.</td>
<td></td>
</tr>
<tr>
<td>✗ The Control key can be used to add a student to more than one teacher.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manage Teachers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Always use last date of the project as the expiration date.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRINT UTILITIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Display</td>
<td></td>
</tr>
<tr>
<td>Set “Rows to Print” at 250 (default is 15) and click “Update Options.”</td>
<td></td>
</tr>
</tbody>
</table>
Learnia Leader Navigational Steps

**CREATE TAG GROUPS:**
1. Under FUNCTIONS, click on Manage Tag Groups
2. Click on the New Tag Group button
3. Type in the name of your Tag Group
4. Set the criteria for your Tag Group
5. Click on the Create Tag Group button

*Tag groups are important for assigning tests and for viewing NCLB subpopulations in reports.*

**ASSIGN TESTS:**
1. From MAIN, click Manage Assignments
2. Click Assign Test
3. In the top box, click on the test name to select; In the bottom box, select the classes for assignment
4. Scroll down the page; enter the start data, end date, student and view test results
5. Click Assign Test
6. Screen refreshes and tells you that you have assigned test.
7. Click Done and go back to assignment summary.
8. Click Main

**CREATE TEST TICKETS:**
1. From MAIN, click Report Results
2. Click Group Reports
3. Click Test Ticket
4. Click Create Report
5. When completed, click on Group Test Ticket
6. Scroll to the bottom, click Download
7. Print the PDF for each students’ test ticket

**PRINT OPEN ENDED:**
1. From MAIN Click Manage Assignments
2. Click on appropriate test from list
3. Click View Test
4. Turn Standard Response Button to NO
5. Click PRINT

**PRINT RUBRIC:**
1. From MAIN, click Manage Assignments
2. Click on appropriate test from list
3. Click View Test
4. Turn Standard Response Button to NO
5. Turn Teacher Scoring Key to YES
6. Click Answer Key
7. Click PRINT

**RESTART “FINISHED TEST”:**
1. From MAIN, click Manage Assignments
2. Select appropriate test
3. In IN PROGRESS column, Click on Submitted
4. Change Submitted to In Progress

**NEW STUDENT:**
1. From MAIN, click Manage Enrollment
2. Click New Student
3. Fields with asterisks must be completed
4. User ID must be unique. Observe style of other User IDs
5. Select Class to add student
6. Click Create Student
7. Screen refreshes back to Manage Enrollment Screen

**TRANSFER STUDENT:**
1. From MAIN, click Manage Enrollment
2. Click Transfer Student
3. In top box, select TEACHER FROM
4. In STUDENTS box select student User IDs.
5. In TEACHERS box, select TEACHER TO
6. Click Transfer Students
7. Students information has been successfully transferred

**ENTERING ANSWERS:**
1. From MAIN, click Manage Assignment
2. Click on the assignment you want to enter answers
3. Click Key Enter
4. Select the student
5. Start entering the answer choices
6. When complete click **SAVE RESPONSES!!!**

**SCORE OPEN-ENDED:**
1. From MAIN, click Score Items
2. Last column on Right QUICK SCORE
3. Use drop-down menu to select score OR
1. From MAIN, click Score Items
2. Click on the red“(SCORE)”
3. You view the Rubric from this screen
4. View the student response if it was entered online
5. View the Sample Response by scrolling beneath the Student Response box
6. Use the drop-down menu to select the score

**PRINT TEACHER LIST:**
1. Log in as Admin
2. Select Reports
3. Select School Reports
4. Select Teacher List from first column
5. Select “Create Report,” which creates the batch file
6. When batch file is complete, click on report name
7. Scroll to bottom and click “Download”
8. PRINT
Tag Groups

- What is a **Tag Group**?
  1) A way to assign tests to a whole group at a school/district level
  2) A way to report on special codes or AYP subpopulations

- Creating Tag Groups

  #1: Under Functions click on **Manage Tag Groups**.

  #2: Click on the **New Tag Group** Button.

  3: Create a **Tag Group** name.

  #4: Define your **Tag Group** by grade, gender, or special code.

  #5: Click on the **Create Tag Group** button.
Assigning by Tag Group:
1) Click on **Manage Assignment**.
2) Click on the **Assign Test** button.
3) Choose a test from the **Test Folders**.
4) Click the radial button next to **Tag Groups**, choose the tag group to which you want to assign the test.
5) Under **Options**, set the Start and End Dates.
6) Decide if the date range will be enforced.
7) Decide on Start and End Times.
8) Choose a Test Format – either Learnia or a state specific format, if available
9) Decide if students will get to see their test results.
10) Click the **Assign Test** button

Assigning by Class/Group:
1) Click on **Manage Assignment**.
2) Click on the **Assign Test** button.
3) Choose a test from the **Test Folders**.
4) Choose the **Group** to which you want to assign the test.
5) Under **Options**, set the Start and End Dates.
6) Decide if the date range should be enforced.
7) Decide on Start and End Times.
8) Choose a Test Format – either Learnia or a state specific format, if available
9) Decide if students will get to see their test results.
10) Click the **Assign Test** button

---

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Printing the Test and Open-Ended Items

1. From MAIN, click **Manage Assignments**.
2. Click on appropriate test from list.
3. Click the **View Test** button.
4. Click **Print**.

What are the Print Options?

* **Standard Response Items** - “Yes” includes the Multiple Choice items, “No” excludes them.
* **Constructed Response Items** - “Yes” includes the Open-Ended Items, “No” excludes them.
* **Teacher Scoring Key** - “Yes” includes areas for teachers to score the Open-ended items, “No” excludes them.

By clicking on the **Answer Key** button, all of the items, with answers, rubrics, and sample responses will be displayed and printable.
Scoring Open-Ended Items

There are three methods for scoring open-ended items. The first method can be used if students construct their responses online. The second method can be used if students construct their responses on paper. The third should ONLY be done after students have taken the multiple choice portion of the test.

Method #1: (online responses)

- Click **Score Items**
- Click on the word **(Score)**, in red, under the Score column.
- Read the response and enter a score at the top of the page.
- If you want to refer to the online rubric you can click on **View Rubric** at the top of the page.
- If you want to view the sample student response, scroll past the student's response.
- You then have the option of clicking **Save & Close** to return to the previous screen or **Save & Go To Next** to take you to the next response that needs scoring.

### Scoring Example

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Assignment</th>
<th>Question #</th>
<th>Due Date</th>
<th>Score</th>
<th>Score Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Emmalee</td>
<td>New Mexico GIS Mathematics CaseViews</td>
<td>24</td>
<td>9/11/2007</td>
<td></td>
<td>(Score)</td>
</tr>
</tbody>
</table>

**Emmalee Adams's Response on Question 24 - 3252544**

Essay Score: **Submitted**

New Score:  

Options:
- **View Rubric**
- **Save & Close**
- **Save & Go To Next**

TO SAVE
Scoring Open-Ended Items (continued)

Method #2: (paper-based responses)

- Click on **Score Items**.
- Click to the FAR RIGHT of the student whose score you would like to enter (under the column labeled **Quick Score**). A drop-down menu will appear and you can select the appropriate score. It automatically saved using this method.
- This method can be used to enter scores WHILE students are testing. As they submit their tests, their names will appear and you can input the open-ended scores.
- Use the F5 key to refresh your screen as needed.

Method #3: (after your students are finished with multiple choice)

- From MAIN, click **Manage Assignment**.
- Click on the assignment you want to enter answers.
- Click **Key Enter**.
- Select the student.
- Start entering the answer choices.
- After entering 5-10 student responses, click **SAVE RESPONSES!!!**

**REMEMBER:**
Click on **SAVE RESPONSES**
Hints about Open-Ended Items

1. Math Open-Ended items MUST be answered on paper.

2. Open-ended items for Reading can be answered online, but take the students’ typing proficiency into consideration. The “hunter and peck” method does not make the test-taking experience easy.

3. When giving a test with Open-Ended items, be sure to print out an answer key for each teacher. This will provide the rubric and sample response for each Open-Ended item.

4. Before reports can be seen on a test with Open-ended items, teachers MUST score the Open-ended items. No reports are available until that happens.
Changing the Status of a Test

When taking the test online, a student may accidentally click the Finish Test button instead of the Finish Later button; this will automatically submit the test for scoring. This can be reversed so the student can continue to take the test.

- Click on Manage Assignment.
- Select the test you would like to change.
- Scroll down until you find the student whose status you want to change.
- Click on the status of the test and a drop-down menu will appear.
- Change the test to the appropriate status.

Test Status Description

**Assigned** - The test has been assigned and is ready for the student to take. The test has never been opened by the student. Responses can be changed by the student in this status.

**In Progress** - The test has been started by the student, but stopped. Responses can be changed by the student in this status.

**Submitted** - The test has been finished by the student and the teacher needs to score the open-ended items before reports can be seen. Response cannot be changed by the student in this status.

**Completed** - The test has been finished by the student and open-ended items (if any) have been scored by the teacher. Reports can now be seen. Responses cannot be changed by the student in this status.

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**Pop-Up Blockers**

Pop-up Blockers need to be disabled on both the teacher and student webpages for Learnia to work properly.

1. To do this, you will need to move your mouse over the “alert” that pops up under the URL. When you do this, it will turn blue. Click on that alert banner and you will be given a set of choices.

2. Choose “Always Allow Pop-ups from This Site...” and click “Yes” in the window that asks you to confirm.

**Help Features**

When logged in as a teacher the Help System is available for your reference. To access it, simply click on the question mark in the upper right-hand corner of your screen.

Then you will see four buttons.

- **Resources:** The Online Help section works like any word processing Help section. You are able to type in a topic and search for related articles.

- **Resources & Guides** is a section where you can print out reference manuals for certain skills.

- **Flash Training Tutorials:**
  - If you are a visual learner, use the Learnia Teacher Training as a refresher or to walk you through different functionalities of Learnia.
  - The Learnia Student Training is similar to the teacher training. The Student Flash Tutorial can be projected on a screen and displayed for your whole class prior to administering the test.
**Reporting**

- Click on the **Report Results** icon.
- Choose which type of reports you want to view; Learnia consists of both graphical and static reports.

**Static Reports**
These are the static reports available at the school level. At the teacher level, Group Reports and Student Reports are also available. The district has access to these as well as District Reports.

**Graphical Reports**
These reports can be drilled down from a very high level.

**Batched Reports**
This is where the PDF reports are housed for up to seven days.

**Reporting Hints**

1) Data Mining reports are best used online. They can be printed, but they work best by logging in and viewing them on-line. They are interactive reports that provide rich data.

2) Static Reports are automatically converted to PDFs at the school or district level. Teachers can choose to run the reports as PDFs.

3) Clicking on the category of reports you want to run (i.e., Group Reports) will allow you to view a list of available report within that category.
Reporting (continued)

After choosing a report, you must decide what content you want reported. Reports require two or three types of information to get the desired data.

Two Columns

Three Columns

Once you click on the test folder, the tests that have been taken will appear. Select the test for which you want to report.

At the top of either the two column or three column page, this header shown below will appear. By clicking on each of the four categories shown below, you can customize the report before running it.

Click on the Create Report button.
Creating Test Folders

- Under **Functions**, click **Manage Test Folder**.
- Scroll to the bottom of the screen until you see the **New Test Folder** button. Click on that button.

1. Create a name for the Test Folder. If sharing this Test Folder across a school or district, decide on a name that everyone will understand.
2. Decide on how many levels you want for this test folder. Think of the leveling system as a Table of Contents.
3. Decide what you want each user of this Test Folder to be authorized to do under the **Permit Users To** section.
4. In the **Test Folder Contents** section, click on the **Level One** folder. This will open up the **Level Options** on the right side of the screen; in **Level Options**, you can change the name of the **Level One** folder. Be sure to click on the **Update** button after you have renamed the **Level One** folder.
5. Once your levels have been created, click on the **Create Test Folder** button in the center of the screen.
Building Tests

• Click the Build Tests button.
• Scroll to the bottom of the screen until you see the New Test button, and click it.

These are directions for building a Reading test; if you can build a Reading test, you can build a Math test. Unlike Math, you have to account for passages when building a Reading test.

Steps for Building a Reading Test

1. Choose the Curriculum Standards you will be using.
2. Click the Continue button at the bottom of the pop-up screen.
3. The top of the screen has the curriculum structure. By choosing a standard at the top, it will populate information about the standard in the center of the screen.
4. Click on the icon next to the number of items that test the standard. This is found in the column titled Available Items.

**Steps continued on the next page!**
Building Tests (continued)

5. This screen shows all the items that go with the chosen standard. Click on the View button at the bottom of the screen to go through each item.
6. To include the item click on Yes at the bottom of the screen.
7. After viewing all the items within this standard, click on the Close button and you will be taken back to the screen on top.

**Steps continued on the next page!**
Building Tests (continued)

**HINT:** When building a Reading test you want to pay attention to two things: 1st - the number of passages on the test and 2nd - the number of items accompanying each passage.

8. You can tell the question is passage based by looking under the Group Items column. Clicking on the icon under that column will take you to a screen showing standards and items associated with that same passage.

9. Clicking on the box under the Include column will include all other items with the passage. If you want to select certain items you can click on the item code or choose items by Standard Description.

10. After choosing the items you want, click on the Update Item Selection button. This will add those items to the test being built.

**Steps continued on the next page!**
Building Tests (continued)

11. Once you have all the items you want to include on the test, click on the Continue button at the bottom of the screen.
12. A screen will appear showing the number of items in your test and a place for you to insert the test name.
13. To Randomize Items for student testing, click on the Yes radio button.
14. Click the Manually Order Items box so you can arrange the items in your test.
15. Click on the Continue button to move to the next screen.
16. Once the new screen appears, you are able to view, move, or remove the items. Make sure the passage numbers (if any) in the Group Material column are grouped together.
17. Click on the Continue button to move to the next screen.

**Steps continued on the next page!**
Building Tests (continued)

18. Click the **Test Folder** where you plan to save the test.
19. Click the folder icon beneath the **Test Folder**.
20. Click the **Save Test** button at the bottom of the screen.

CONGRATULATIONS!
You’ve successfully built a test!
Reports Quick-reference Guide

A summary of each report that can be run appears below. The strengths and uses for many of the reports are included. For more in-depth information on each report, please reference the online help section by clicking on the question mark in the upper right-hand corner of your screen after you have logged in.

**Data Mining Report**

**Proficiency by Test:** Displays a pie chart showing how students performed as a group across four proficiency level categories on a selected test form.

**Strengths/Uses:** A quick snapshot that informs teachers of the number of students scoring above and below proficiency on a specific test.

**Student Proficiency List:** Displays a bar graph showing the overall performance by individual students on a selected test.

**Strengths/Uses:** Teachers can quickly identify the names of the students scoring above and below proficiency on a selected test form and plan for instructional interventions, if needed.

**Proficiency by Standard:** Displays a bar graph showing how students performed on each of the standards measured on a selected test form.

**Strengths/Uses:** Teachers can identify which standards have not been learned by students and make decisions as to those standards need to be addressed in the classroom.

**Proficiency Summary:** Displays a pie chart of all assignments taken across the proficiency level categories.

**Strengths/Uses:** A quick snapshot informs teachers of all assignments taken throughout the year.

**Standard Summary:** Displays a bar graph showing how students performed on each of the standards measured across all assignments.

**Strengths/Uses:** Teachers can identify strengths and weaknesses across standards assessed throughout the year on all assignments taken.
**Group Reports**

**Assignment Summary:** Lists each student in the selected group and the students’ scores on each assignment. Summaries include each student’s average for the selected assignments, the group average for each assignment, and an overall group average.

**Strengths/Uses:** These can be printed out and given to students on a regular basis and used as an informal progress report. Grades can also be exported to an Excel spreadsheet for convenient data entry in your personal grade book.

**Proficiency List:** Lists each student in a selected group and uses a symbol (−, <, >, +) to indicate each student’s proficiency level on the selected curriculum standard. The symbol legend displays on each page of the report. Summaries include the standard average percentage for each student in the selected curriculum standard, the percentage the group mastered for each curriculum standard, and the overall standard average percentage for the group.

**Targeted Needs:** Lists the code and name of the curriculum standard measured on a selected test form and identifies the number and names of the students scoring below proficiency.

**Strengths/Uses:** Can be used to quickly identify your remediation groups for each state standard tested by a particular ClassLinks or ClassViews test.

**Gain Report:** Lists the curriculum standards included in the selected tests and assignments. Below the standard description, the report lists the test names, due dates, the number of students in the group, the number of items related to the specified standard, the percentage of students who answered these items correctly, and the gain per standard for the selected tests.

**Test Ticket:** Provides a printable list of student names, site codes, logins and passwords. These are to be printed out and distributed to students before they take the first test.

**Strengths/Uses:** Can by used by the students as a reference for the site-code, log-in, and password.

**Standard Analysis:** Lists each student and the student’s scores for each standard on the selected assignment. Summaries include each student’s average for a specific standard, the group average for each standard, and a total group average for the assignment.
**Group Reports (continued)**

**Standard Summary:** Lists selected group’s percent correct by standard and the corresponding percent proficient on that standard.

**Item Analysis:** Lists each standard tested and the corresponding item(s) measuring that standard by test. The score distribution in terms of percent of students selecting each option, as well as the percent of students who skipped the item, is shown on the right hand side of the report. This report includes both multiple choice and open-ended items. The asterisk is used when the corresponding column description does not pertain to the type of item.

**Proficiency Level:** Lists the students who are performing below a set proficiency (based on the proficiency scale) by the standard tested. An average percent correct by standard and by group is also listed on this report.

**Roster:** Provides the teacher with students’ login and password information-similar to the Test Ticket, yet not intended to be cut into strips and distributed to students.

**Status List:** Provides each student’s raw score, percent score, status of the test (the date the student completed the test or if they have not finished the test), and the proficiency category the student is performing at based on the set proficiency scale.

**Item Rationale:** Lists the curriculum standards addressed in a selected test form and the test item number corresponding to the standards. It also displays the percentage of students in the group who answered the item correctly, the correct item response, and the item response distribution.

**Strengths/Uses:** The teacher can see how a group of students answered specific test items and identify the nature of the group’s misunderstanding. Recognizing a pattern or category of incorrect responses can allow teachers to follow up with additional instruction based on the most common sorts of errors made by a group of students. NOTE: When viewing this report, the “Average Score” will only be present for open-ended questions that the teacher has scored using the rubric. This report only generates for ClassLinks tests.
**Student Reports**

**Assignment Summary:** List the selected assignments for each student, the students’ scores on the assignment, the maximum score possible, the percentage of items the student answered correctly, the date the student completed the assignment, and how long it took the student to complete the assignment. Summaries include the student's total score for the selected assignment(s), the total score possible, and the student's average percentage score.

**Strengths/Uses:** These can be printed out and given to students on a regular basis and used as an informal progress report. Grades can also be exported to an Excel spreadsheet for convenient data entry in your personal grade book.

**Standard Analysis:** Lists each student you select on a separate report. The report lists each curriculum standard addressed in the selected test(s), the standard code, the number of items the student answered correctly for the curriculum standard, and the total number of items measuring the standard. Summaries include the student's average score for a specific curriculum standard, the student's cluster average, and the student's overall average score on all the standards addressed in the selected test(s).

**Strengths/Uses:** Excellent for departmental meetings that determine how to vertically align the curriculum from grade to grade, parent/teacher conferences, and identifying class proficiency percentages per standard.

**Gain Report:** Lists the curriculum standards included in the selected tests. Below the test objectives, the report lists the selected test descriptions and the test due dates. For each test, the report lists the number of items the student answered correctly out of the total number of items, the percentage of items the student answered correctly, and the student's percentage gain.

**Strengths/Uses:** Use to quickly compare student progress on select standards. Excellent for parent/teacher conferences and special education monitoring.

**Grade Summary:** Contains one page for each student showing the test descriptions, scores, weights, letter grades, and weighted average for completed assignments. You select which tests to include in the student grade report.

**Strengths/Uses:** Excellent for parent/teacher conferences, child study meetings, special education meetings, and progress reports.
**Student Reports (continued)**

**Proficiency Report:** Lists the proficiency level of each selected student. For each curriculum standard included in the selected assignments, the report lists the standard code, the number of items the student answered correctly, the total number of items measuring the standard, and a symbol (–, <, >, +) indicating the student's proficiency level on the selected curriculum standard. The symbol legend displays on each page of the report. Summaries include the overall standard average percentage of proficiency for the selected student.

**Strengths/Uses:** Very similar to the Standard Reports except the Proficiency Reports group students by your preset proficiency scale instead of giving percents. Excellent report for identifying ability groups for differentiated instruction on specific standards.

**Multi-measures Report:** Lists a summary of student performance by standard and by test across all tests completed. A student's raw score, percent correct, and proficiency are listed for each test.

**Strengths/Uses:** If certain standards are tested throughout the year, student performance by standard can be compared.

**Home Report:** Lists a summary of multiple tests chosen as a report for parents. A student’s possible number of correct answers, actual number of correct answers, percent correct, and proficiency are listed for each test. The bottom portion lists a summary by standard and by test across all tests completed.

**Strengths/Uses:** Excellent report for identifying areas of strength and weakness for parents.

**Graphical Home Report:** Displays a bar graph showing overall performance on selected tests. Also, a parent letter, explaining Learnia and the purpose of the assessments is provided. The bottom portion of the report displays another bar chart showing a summary by standard and by test across all tests completed.

**Strengths/Uses:** Excellent report for parents to gain an understanding of their child’s strengths and weaknesses throughout the year.
Instructional Schedules

**NOTICE:** Instructional Schedules can only be built at the district or school administration level. **

**Steps for creating Instructional Schedules**

1. Under **Utilities** click on **Instruction Schedules**.
2. Click on the **New Instruction Schedule** button.
3. Name the schedule, set a start and end date, and assign the number of marking periods.
4. Click on the **Design Marking Periods** button.
5. Clicking on each Quarter, will allow users to customize the specific dates for each quarter, taking into account breaks between each quarter.
6. Click on the **Create Instruction Schedule** button.

You can create as many Instructional Schedules as you would like for your district or school. It is best to make it match your school calendar.
Instructional Planners

**NOTICE:** Instructional Planners can only be created at the district or school administration level. **

Instructional Planners are your Curriculum Map and Assessment Map all rolled into one.

Steps for creating an Instructional Planner

1. Click on the Instruction Planners icon in the center of the screen.
2. Click on the New Instruction Planner button.
3. Name the planner, using a grade level and content area.
4. Use the drop down boxes to choose an Instructional Schedule and the Curriculum Standards.
5. Click on the Associate Standards button.
6. Select the standards expected to be taught during the school year by clicking in the box next to each standard.
7. Click on the Update button.
8. On the Instruction Calendar page click the quarter where each standard will be taught.

**Steps continued on the next page!**
Instructional Planners (continued)

9. Clicking on **Associate Standards** will allow you to add more standards to the calendar.
10. Clicking on **Associate Tests** will take you to a list of existing tests or allow you to create a test based on the standards chosen in your Instructional Planner.
11. To create your own test, click on the **Create Test** button.
12. By choosing a marking period at the top, it will populate information about the standard in the center of the screen. Refer to Steps 4-17 of Building Tests to build a test.
13. Choose tests to give throughout the year by clicking on the **Update** button.
14. Make sure you assign the tests to the quarter in which they will be given on the Assessment Calendar.
15. Click on the **Create Instructional Planner** button.

Using the Instructional Planner
- Click on the **Instructional Planner** icon.
- Click on the **View** button to view it or print it.
- Click on the **Edit** button to make changes or modifications to the planner.
- These Instructional Planners should be printed and distributed to all teachers.
- You can create as many Instructional Planners as you would like for your district or school.
Item Wizard
There are two methods for putting your own items into the item bank.

**HINT**
Whatever level you are logged in as will determine who has access to the items being put into the item bank. If a teacher puts an item in at a teacher login, only that teacher will have access to the item. If items are put in a district or school level, all those within the district or school will have access to the “user created” items.

Method #1: Creating Items while building a test

- Click the **Build Tests** button.
- Scroll to the bottom of the screen until you see the **New Test** button, and click it.

**Steps for Creating Items**
1. Choose the **Curriculum Standards** you will be using.
2. Click the **Continue** button at the bottom of the pop-up screen.
3. The top of the screen has the curriculum structure. By choosing a standard at the top, it will populate information about the standard in the center of the screen.
4. Click on the icon next to the number of items that test the standard. This is found in the column titled **Available Items**.

**Steps continued on the next page!**
5. Click on the **New Item** button. (You can also Edit an existing item, by clicking on the **Edit Item** button.)

6. The Item Wizard prompt will appear. Follow the instructions in the dialogue box.

7. Click on the [2] icon to get more detailed information on how to use the Item Wizard. The Help icon will give more descriptive information for each page.

8. Click **Next** to continue.

9. Using the drop down tabs, design your question.

10. Click **Next** to continue.

11. Whatever is in that window will show up in your test item. Highlight the default text and delete it or write over it. Write down a question that pertains to your test item you are building. Then write over the correct answers in the distracter box.

12. To add a graphic to your test item, click on the tab shown below. **Note:** Wherever your cursor is, is where the image is going to paste. The only formats you can use in the image are: .jpg, .gif, or png.

13. Click **Next** to continue.

**Steps continued on the next page!**
**Item Wizard (continued)**

14. Select the correct answer for the distracter. The answer will highlight automatically.
15. Click on the **Finish** button when done.
16. A message will pop up if it was saved correctly, with the new Item Code.
17. Click **OK**.
18. The new item will be created and saved to the Standard Label that you were in. Click **Done** when finished.

**NOTICE**

When Editing an Item, this prompt will appear. It is also important to note that items with Rationales that are edited will not have the rationale associated to the “edited item.” Clicking **OK** will allow you to continue editing the item.
Item Wizard (continued)

Method #2: Creating Items before building a test

This Method allows you to put items into the Item Bank under standards where no current items exist.

Steps for creating items BEFORE building a test

1. Click on Curriculum Standards.
2. Click on the Item Bank name, under the Curriculum Map column.
3. Click on the Expand button.
4. Click on the icon next to the standard in blue.
5. Follow the steps addressed above for use of the Item Wizard.

You can only create items in Curriculum Maps with Full Access privileges.

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### eSupport/Implementation Log

<table>
<thead>
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| Resolution: (include date and who you spoke to) |  |

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