Assessment Tracking

Purpose

"Assessment Tracking" is a web application designed to track the results of tests given at a school over time. Users define the test, record the individual student scores and run reports. It does <u>not</u> assist with the creation, administration, or grading of the test.

Process

On the first page select your school and school year from drop down lists.
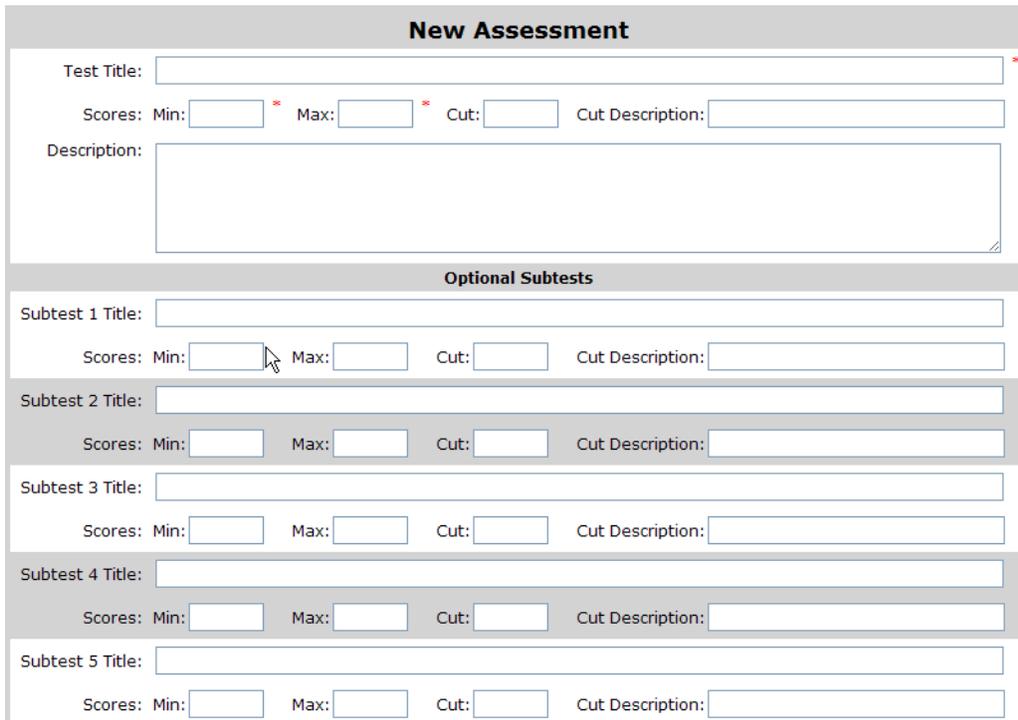
School: Academy CS
Year: 2009-2010
OK

Creating an Assessment Record

On the next page you may create a new assessment record. Clicking the "Done" button will exit the application.

Add New Assessment   Done

New Assessment

Test Title:	*
Scores: Min: _____ * Max: _____ * Cut: _____ Cut Description: _____
Description:

Optional Subtests

Subtest 1 Title: _____
Scores: Min: ___ Max: ___ Cut: ___ Cut Description: _____

Subtest 2 Title: _____
Scores: Min: ___ Max: ___ Cut: ___ Cut Description: _____

Subtest 3 Title: _____
Scores: Min: ___ Max: ___ Cut: ___ Cut Description: _____

Subtest 4 Title: _____
Scores: Min: ___ Max: ___ Cut: ___ Cut Description: _____

Subtest 5 Title: _____
Scores: Min: ___ Max: ___ Cut: ___ Cut Description: _____

Three fields are required: Title, Minimum and Maximum Scores. The others are optional. The title should be descriptive enough to differentiate it from other assessments. The optional description should give details about the assessment.

The minimum and maximum scores must be whole numbers. The optional cut score and description function as a passing score for the assessment.

Once you have added an assessment, it will be listed in the following table.

Title	Count	Edit	Enter Scores	Del	Upload Test	View Test	Reports
First Semester Writing Sample - 4th Grade	48	✎	✎	🗑	📄		🖨
Second Semester Writing Sample - 4th Grade	0	✎	✎	🗑	📄		🖨

You may change any field in the assessment record by clicking on the pencil icon in the "Edit" column.

To enter student scores, click on the pencil icon in the "Enter Scores" column (more on this later).

To remove the assessment from the system, click on the trash can icon in the "Del" column.

 NOTA BENE: this will remove the test as well as all student scores that have been entered for that test.

You have the option of attaching a copy of the test itself. Click on the document icon in the "Upload Test" column. Click on the "Choose File" button, locate the document on your computer, then click on the "Upload" button. Several file formats are supported including MS Word, PDF, text, and jpeg images. After uploading the test a magnifier icon will appear in the "View Test" column. Clicking it will cause the test document to be displayed in a new window. To remove a test document, click on the "Upload Test" icon again. You will be asked if you want to remove the existing document. This does not affect the test record or any student scores that may have been entered for that test.

Upload Assessment document: [Choose File] no file selected

[Upload] [Cancel]

Do you want to remove the current test document: **First Semester Writing.docx**? [OK] [Cancel]

Recording Student Scores

To record student scores, click on the pencil icon in the "Enter Scores" column. You may enter scores for a teacher's class or for an entire grade. Selecting a teacher and a class will display a list of students enrolled in the class. Clicking on a grade will display a list of all student s in that grade. Enter scores for students who took the test in the right hand column. When you're finished, click the "OK" button at the bottom of the page.

| Teacher: | Boshoven Laura | | - OR - | Grade: | - |
| Class: | 1 7 Computers Q1-4 | | | | |

Student	Grade	Currently Enrolled	Score (0-8)
Bruch, Victoria	7th	Y	
Burchett, Ryan	7th	Y	
Cal, Rachael	7th	Y	
Cross, Devin	7th	Y	
Davis, Kaleb	7th	Y	

Reports

To create a report, click on the printer icon in the "Reports" column. Only students for which you have entered scores will be included in the report. You may filter the students three ways. 1) Selecting a teacher will limit the students to those enrolled in one of that teacher's classes. 2) Selecting a class will limit the students to those enrolled in that class. 3) Selecting a grade will limit the students to those in that grade.

Filters:
Teacher: -
Class: -
Grade: -

Report: ☑ Roster   Sort By: ⦿ Name ○ Score
☑ Summary Chart

OK   Cancel

The filters are optional. You may select none or any combination of filters. The reports may contain a roster of students and their scores and/or a summary chart. The roster may be sorted by the student's name or score.The roster has three columns: Student, Grade and Score. If you entered a cut score, the students who scored below the cut score will be shown in red. The summary chart shows the number of students receiving each score. Scores below the optional cut score are shown in red. Some statistics are included on the right. Click the "Back" button at the bottom of the page to return to the previous page.

Student	Grade	Score
Baginski, Caleb	K	1
Bourelle, Kimberlee	7th	2
Brodin, Rebecca	4th	2
Brodin, Samuel	5th	3
Brown, Rebecca	7th	3
Colonnese, Lily	K	3
Cooper, Jacob	5th	4
Cox, Camille	8th	4
Davis, Codi	6th	4
Dennis, Hannah	5th	4
Elliott, Alyxia	2nd	5

Number of Students (y-axis): 0, 2, 4, 6, 8, 10

Score (x-axis): 0, 1, 2, 3, 4, 5, 6, 7, 8

N: 48
High: 8
Low: 1
Average: 4.88
Median: 5
Cut Score: 4 - Proficient