**Macomb Intermediate**

**School District**

**Train-The-Trainer**

**Training Workbook**



**Day 1 – Training Agenda**

|  |  |
| --- | --- |
| **Agenda Item** | **Topics** |
| Opening | * Review agenda, learning outcomes and training structure |
| Unify Platform Overview | * Platform Login * Platform Overview and Navigation using widgets, menus, and links * Global Search * Unify Help and training resources |
| MyUnify pages | * Monitor student progress using MyUnify   + District MyUnify view   + Coach/Administrator MyUnify view   + Teacher MyUnify view |
| Student Detail page | * Monitor student progress using Student Detail   + Student Schedule   + Attendance   + Discipline   + Local, State and 3rd Party assessment scores   + Standards performance analysis |
| Student Item Analysis Report | * Identify overall class performance on a test * Identify how students performed on specific standards or attributes * Analyze item details with class, school and district comparisons * Perform item analysis, by question * Export reports in PDF or Excel file formats * Create a link to the SIA report using Permalink and Share |
| Comparative Results Report | * Compare the Standards-based results of one or more assessments |
| Baseball Card Report | * Build a customized report with multiple measures * Explain color codes for state/local tests * Analyze student performance through various data views   + Zero Suppression and Color Swatching   + Sorting – Ascending and Descending   + Student Filters * Column Headers * Sharing reports |
| Scoreboard Report | * Build a customized report with multiple measures |
| Test Center | * Releasing a test in Test Center * Printing pre-slugged scan sheets |
| Overview of Online Testing | * Experience an Online assessment from a Student’s perspective |
| OLA Student Administration | * Monitoring the Progress of an Online Assessment * Managing Secure Test lockout * Utilizing the Actions dropdown to change test status |
| Closing/Homework | * Review Item Interaction PDF provided * Closing Q&A |

**Unify Platform User Login**

**Login url:** unify.performancematters.com

**training login:** heat01

**training password:** training

**Unify Platform Overview**

**Platform Navigation:**

**Global Search:**

**Unify help:**

**Training resources:**

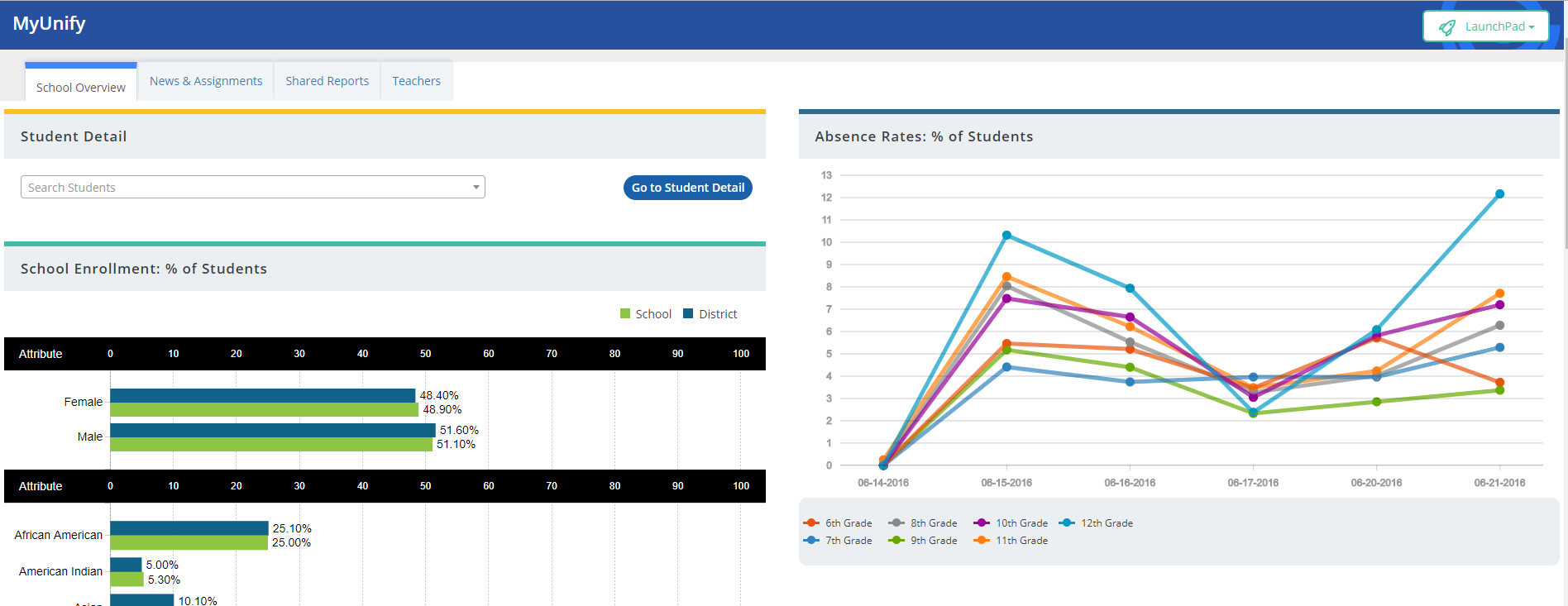
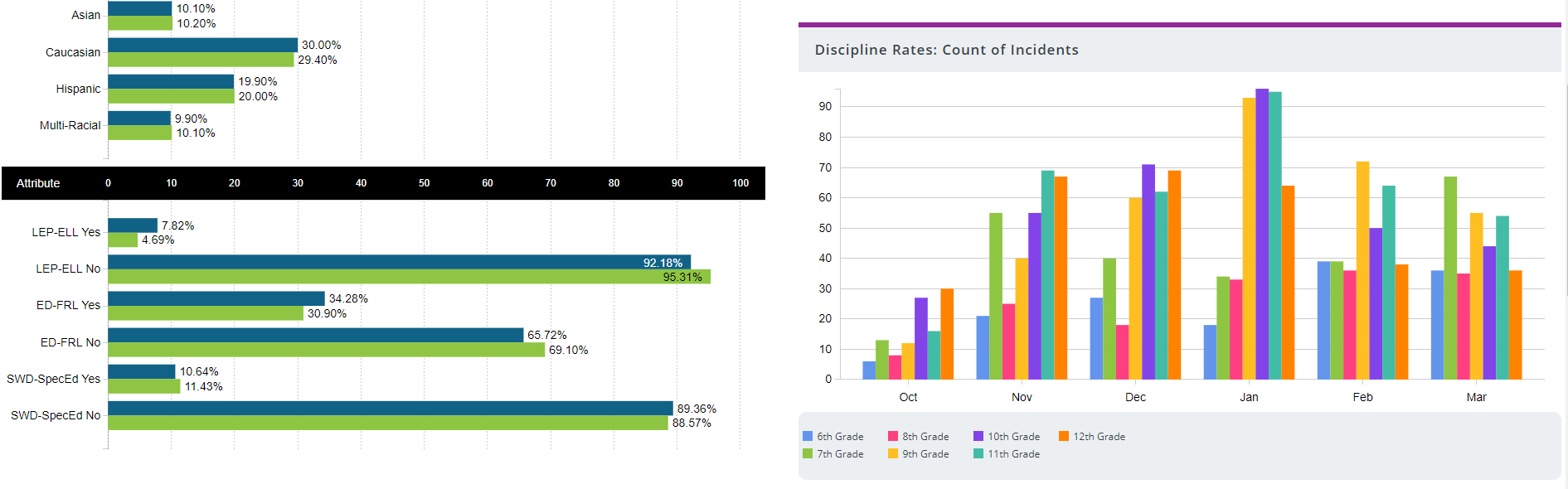
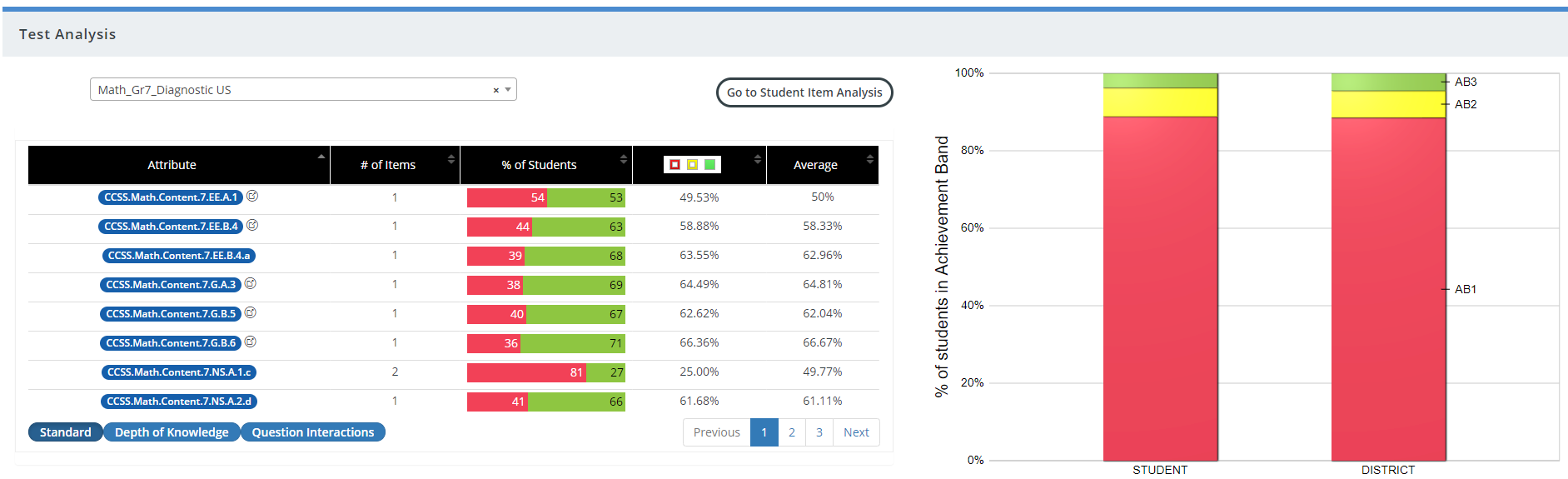
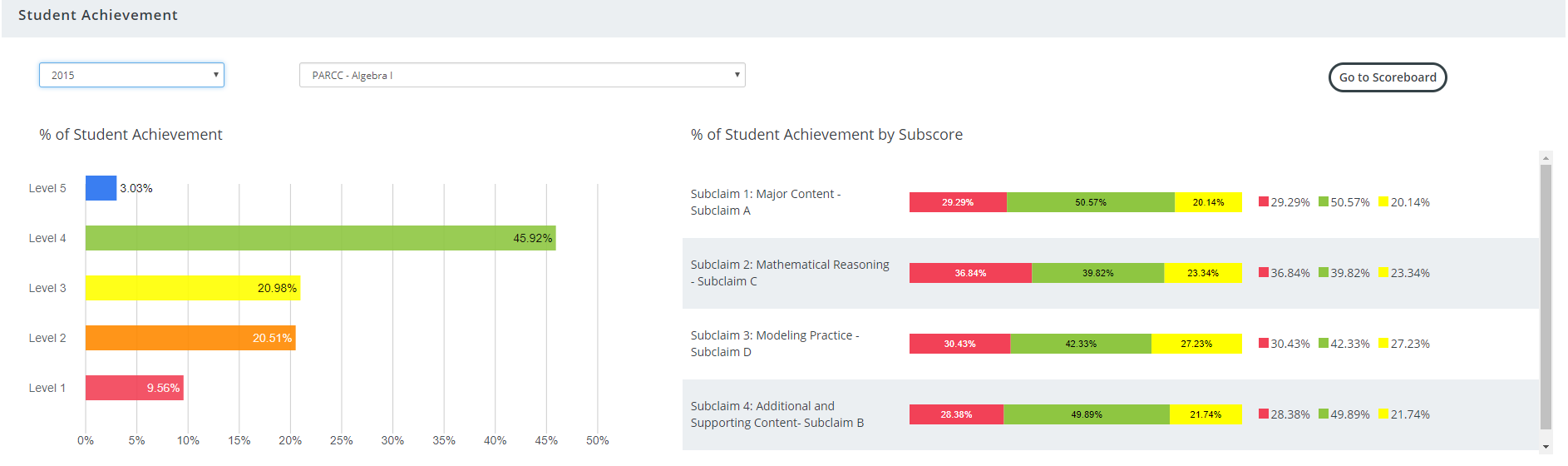
**System Status page:** <http://statuspage.performancematters.com>; Subscribe to Updates

**Unify Release Notes/Videos:** >Help > Get Started > What’s new?

**MyUnify - Administrator View**

The **Admin MyUnify** page is the landing page when any Admin (Principal, AP, Coach, District Administrator) user logs into the Unify platform.

**Question**: If I leave the MyUnify page to go elsewhere in Unify, how do I get back to the MyUnify page? \_\_\_\_\_\_\_\_\_\_\_\_\_

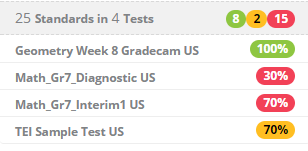
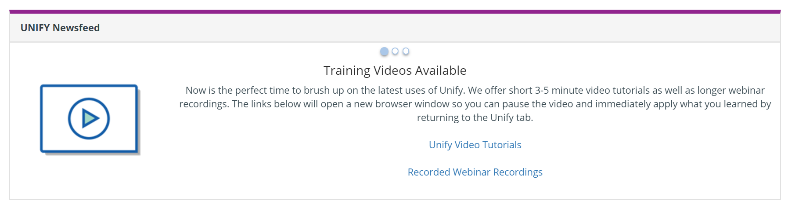
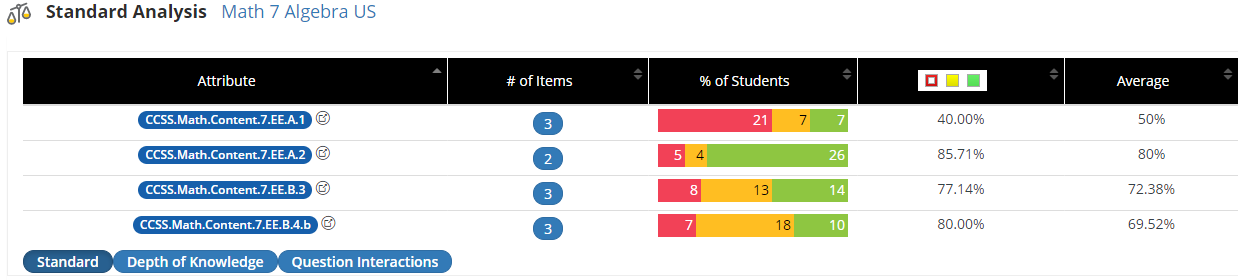
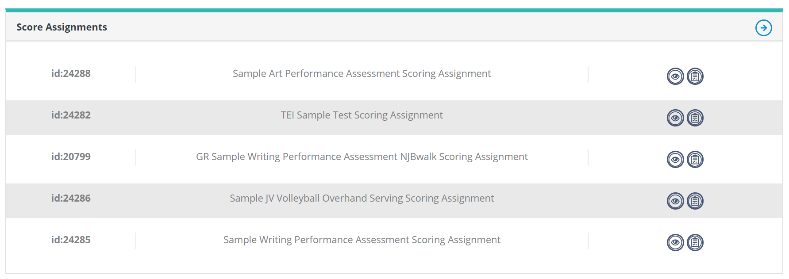
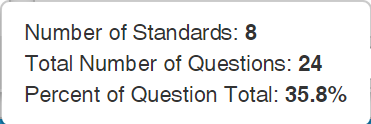
   

**MyUnify - Teacher View: Treasure Hunt**

The **MyUnify** Teacher page is the landing page when any Teacher logs into the Unify platform.

**Question**: If I leave the MyUnify page to go elsewhere in Unify, how do I get back to the MyUnify page?

**Activity**: Locate each treasure on the MyUnify Treasure Map and write notes on how you found it.



**X**

**START**

**Student Detail Treasures**

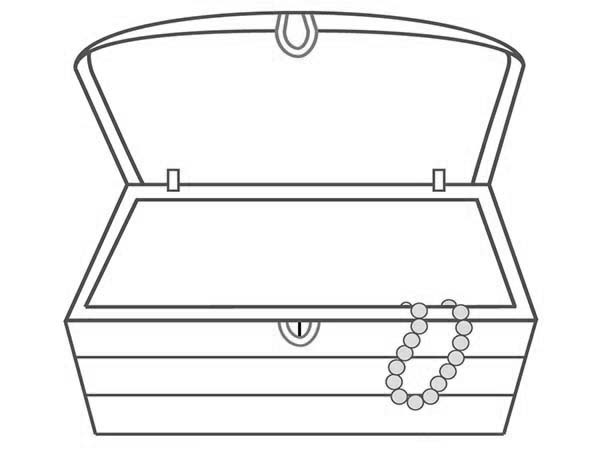
The Student detail page is accessible from the MyUnify page.

**Question**: How do I access a specific student’s Detail page? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity**: How do you access each of the treasures shown below from the Student Detail Report?

|  |  |
| --- | --- |
| **Student Grades** | **Comparison Report** |
| **Assessment Results** | **State Test Sub-claim/Strand Data** |
| **Test Standards Comparison** | **Standards Performance** |

**What I treasure most…**



***What do you treasure most from what you have learned so far?***

**Student Item Analysis (SIA)**

The SIA report is designed to allow near-immediate access to the results of a Unify test – online or paper-based tests.

**Fill in the blank:** Results will generally be available within a maximum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Question:** How do I access the SIA report? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Student Scores** | How would you locate the names of the three lowest performers on a test?  How would you locate the question(s) that your class had the most trouble with? |
| **Standards Analysis** | How would you locate the standard that you might need to reteach to the whole class?  How would you locate the standard that might be a good candidate for small group instruction?  How would you identify a specific group of students for small group instruction? |
| **Item Response Analysis and Cut Scores** | Where would a teacher be able to see the distribution of replies for any multiple-choice question?  Where can you identify the performance bands or cut scores for a test? |

**Comparative Results**

The Comparative Results report is designed to aggregate student results across one or more assessments and compare these results by standards and/or item attributes.

**Question:** How do I access the Comparative Results report? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Select the Test(s)** | **Choose comparison variables**  C:\Users\rachel.ogg\Documents\Product Screenshots\classes.pngC:\Users\rachel.ogg\Documents\Product Screenshots\schools.pngC:\Users\rachel.ogg\Documents\Product Screenshots\teachers.png |
| **View count of students** | **View comparison data**  C:\Users\rachel.ogg\Documents\Product Screenshots\view bar chart.PNG |
| **Add filters** | **View student performance** |

**Baseball Card**

Baseball Card (BBC) is a build-your-own report - you select the measures and the report is built on the fly. BBC is designed to allow a user to assess how students performed on multiple high stakes tests across subjects and/or strands, on their benchmark assessments, and on other measures including SAT, ACT, Dibels, course grades, and more.

**Question**: How do I access the Baseball Card report? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Data Source Pane** | **Zero Suppression** |
| **Color Swatching** | **Sorting** |
| **Student Filters** | **Column Headers** |
| **Share Report** | **Download Report** |

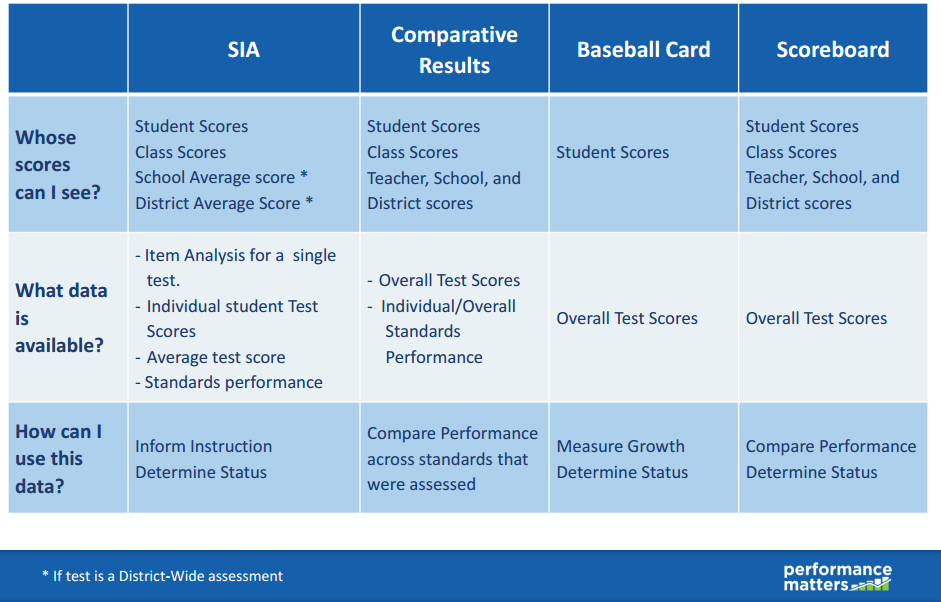
**Scoreboard**

Scoreboard is a build-your-own report - you select the measures and the report is built on the fly. Scoreboard is designed to compare course, teacher, school, and district averages for all students as well as their demographic groups.

**Question**: How do I access the Scoreboard report? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Data Source Pane** | **Zero Suppression** |
| **Color Swatching** | |
| **Student Filters** | **Pre-configured Filters** |
| **Share Report** | **Download Report** |

**Unify Reporting Summary**



**Guiding Questions**

**TEST ANALYSIS:** Answers to these questions can usually be found in MyUnify, Student Item Analysis or MyReports.

* What was the overall score each of my students received on a specific test?
* What are areas of strength for my students? Weakness?
* How can I group students for small group instruction on a specific standard?
* How do I identify standards that my class has mastered?
* Are there specific standards that appear to be a weakness for a large number of students that could possibly indicate the curriculum and/or teaching strategies used to teach those standards needs to be reviewed?
* How did my class perform on a test compared to the school and/or district?
* Which items should I review because a large number of students did not perform well on them?
* How can I use data from assessments to develop my SLO/SGO goals?

**TEST COMPARISONS:** Answers to these questions can usually be found in Baseball Card or Scoreboard.

* How can we identify potential candidates for AP or IB courses?
* How can we track students’ performance on a specific measurement over time?
* Which students are on the bubble and need specific support to move to mastery?
* How can we use local assessments to predict how students will perform on state tests?
* How can we identify students that have experienced a decrease in performance since last year’s state test so we can support their return to proficiency levels before this year’s state test?
* How can we determine if middle school teachers are adequately preparing students for a state test taken in high school?
* How can we monitor the progress of students enrolled in Tier 2 or 3 RTI/MTSS interventions?
* Which area(s) do specific teachers need the most support?
* How can we identify which teachers need professional development to improve their instructional strategies for teaching a specific subject or topic?
* How is the school or district achieving overall on state assessments? Critical local measures? Valued 3rd party measures? Specific standards?
* How did various demographic groups (i.e. gender, race, socioeconomic, disability, limited English proficiency) of students perform?
* Did certain class sections/groups/subpopulations outperform others? If so, what instructional strategies were used with these students?
* What historical patterns in my data will help me identify my SGO population?
* How can we track the performance of students flagged with early warning indicators?

**Data Analysis Activity**

Use the graphic organizer to examine data using one of the guiding questions.

|  |  |
| --- | --- |
| **GUIDING QUESTION**  Write your guiding question | |
| **STRENGTHS**  Student, teacher or school performance | **WEAKNESSES**  Student, teacher or school performance |
| **OUTLIERS**  Individual data points that stand out for any reason | **TRENDS**  Large group of data points that stand out |
| **ACTION ITEMS**  What are you going to do about your observations? What additional information do you need? | |

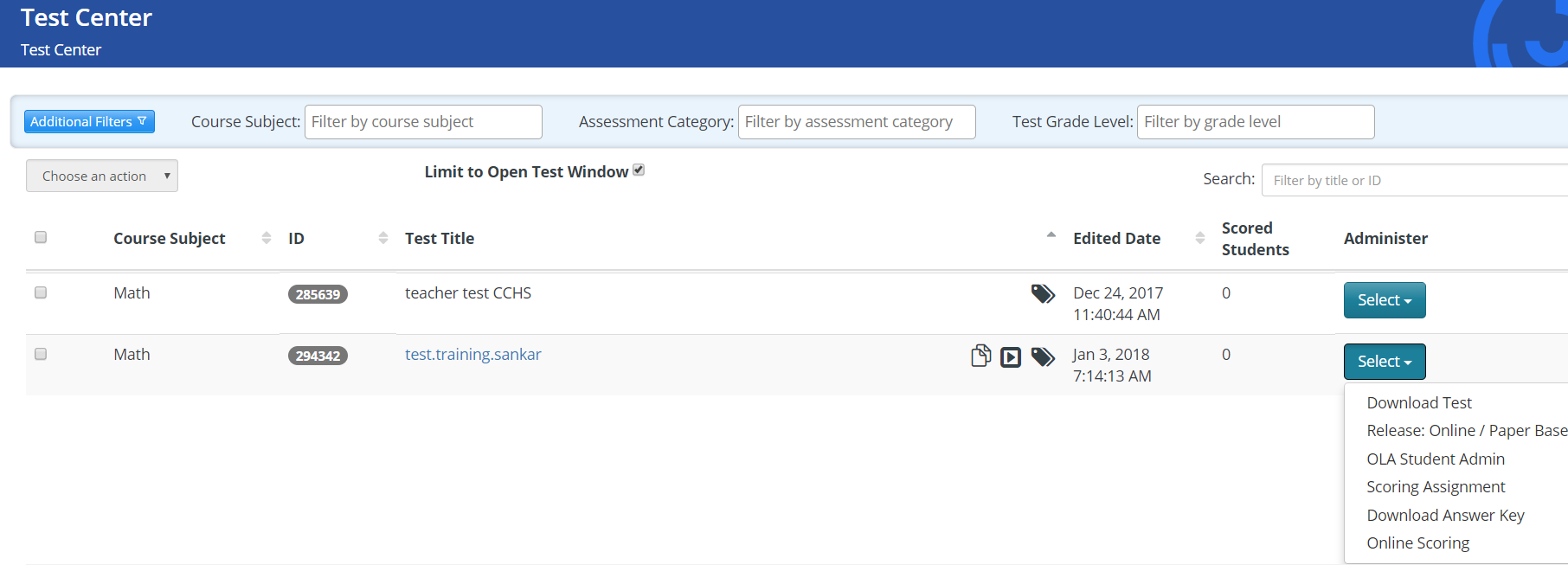
**Release and Manage Tests**

|  |  |
| --- | --- |
| **TEST CENTER** | **OLA STUDENT ADMIN** |
| Accessed by selecting  **TEST** > **TEST CENTER**  **Test Center is used to release online tests to the students eligible to take them, or where scan sheets are printed for an AKO test.**  If you cannot locate a test you created in Test Center it MAY be because you neglected to complete either the **COURSE TYPE** field or the **GRADE LEVEL** field on the **PROPERTIES** tab when creating the test | Accessed by selecting  **TEST** > **OLA STUDENT ADMIN**  Select **LIVE UPDATES**  OLA Student Amin is used to monitor the progress of an **ONLINE** test, and where a variety of test management actions may be taken by the test proctor (teacher or administrator).  For instance, a test that was locked could be unlocked from this screen or a student’s test could be moved from IN PROGRESS to SUBMITTED if a student forgot to SUBMIT the test upon completion. |

**TEST CENTER – Releasing a Test**

**STEP 1: Select >TEST >TEST CENTER**

**Locate your test and choose “Release Online/Paper Based” from the “Select” drop-down menu - under the Administer column**



Note: You may not see all the options shown above when you are releasing an AKO test. That is normal, based on the options you have selected in the test and the type of test you have created.

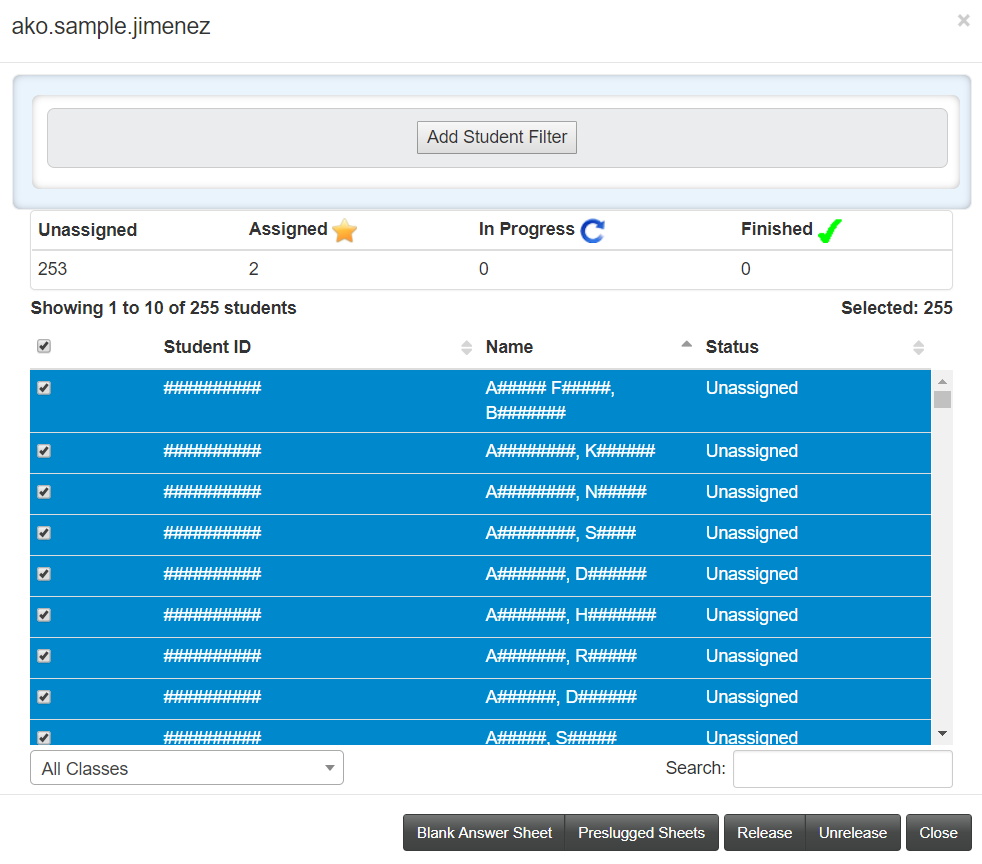
|  |  |
| --- | --- |
| **OPTION** | **DESCRIPTION** |
| Download Test | Download a printed copy of a test with items (N/A for AKO Tests) |
| **Release Online/Paper Based** | **Release a test for online testing (OLA) or download the preslugged**  **scan sheets for paper-based AKO testing** |
| OLA Student Admin | Access OLA Student Admin to monitor online testing |
| Scoring Assignment | Access the Scoring Assignment to score rubric items on the test |
| Download Answer Key | Download the Answer Key associated to the test |
| Online Scoring | Access Online Scoring (if it has been enabled in the Administration options) to score all items on the test |

**Releasing an Online or Online AKO test**

**STEP 2: Select the appropriate group of students to release the test to by:**

1. **Using the ALL CLASSES dropdown**
2. **Selecting or de-selecting students individually**

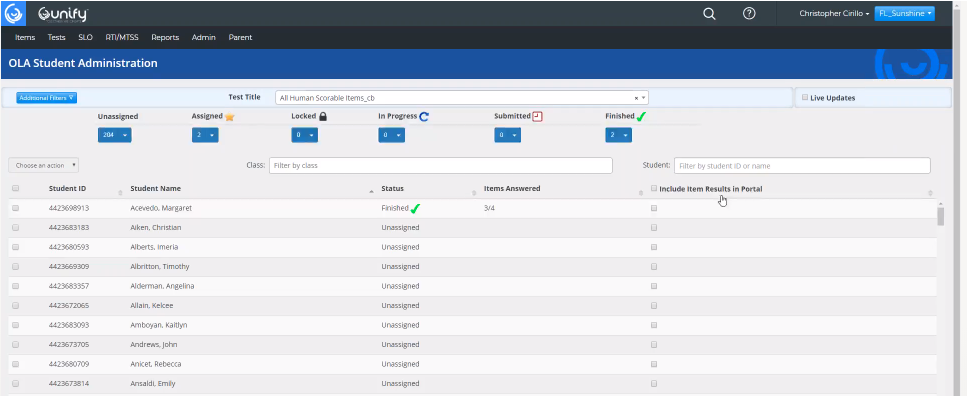
**STEP 3: Choose RELEASE on the bottom right of the modal.**

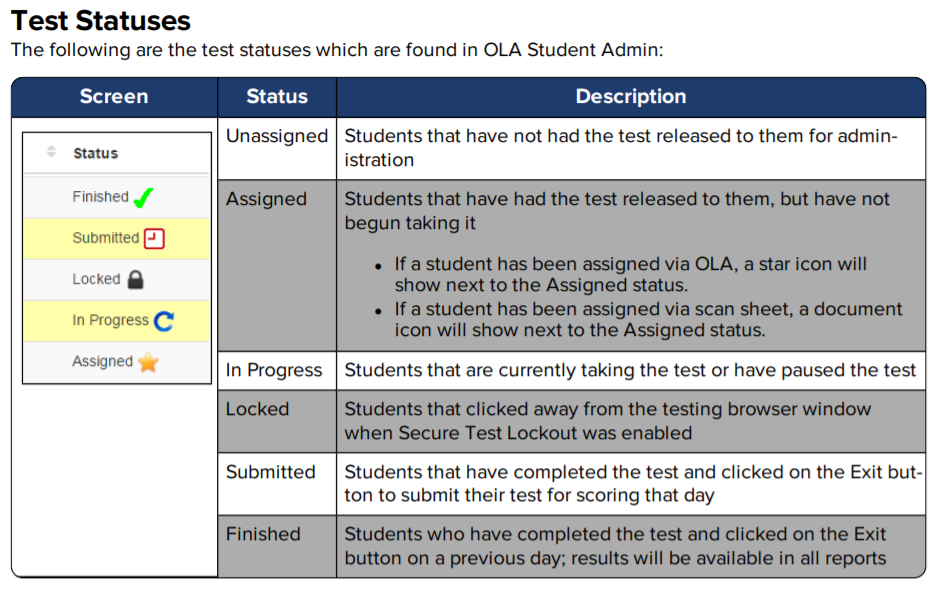


**OLA Student Admin**

**OLA Student Admin** is used to monitor the progress of students taking an online test. Additionally, a variety of ACTIONS may be taken with individual students or groups of students – moving them from one status to another, locking a test, and more.

* Select the test
* Select **Live Updates**
* Select a student and **Choose an Action** (optional)
* Select **Include Item Results in Portal** (optional)





**3-2-1 Blastoff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Three** new things I learned… | | | |
| 1. | 2. | | 3. |
| **Two** a-ha’s that popped into my mind… | | | |
| 1. | | 2. | |
| **One** big question that I still have… | | | |
| 1. | | | |

**Creating Items in Unify**

Items (AKA test questions) are the building blocks for tests.

Items can be aligned to Standards for Standards-based reporting and items can also be aligned to a variety of Attributes – like Depth-Of-Knowledge, Bloom’s Taxonomy, Difficulty, and Complexity; just to name a few.

Unify contains 16 different item types – 13 of which can be scored automatically by Unify.

The other three item types (Extended Text, Draw, and Upload) require human scoring in the Unify platform.

In order to prepare for Day 2 of this training - and to give you some exposure to the Item types and their use - please review the “***USE THE INTERACTION TYPES***” handout this evening.

**Day 2 – Training Agenda**

|  |  |
| --- | --- |
|  | |
| **Agenda Item** | **Topics** |
| Introductions | * Review agenda, learning outcomes and training structure |
| Day 1 Question review | * Discuss all unanswered questions from the Day 1 session |
| Unify Parent/Student Portal Overview | * Portal Login for Parents and Students * Viewing all data available to Parent and Students * Viewing teacher feedback for extended text items |
| Assessment Goals | * Describe how Unify supports various assessment types   + Online and paper-based assessments |
| Unify Assessment Workflow | * Understanding the Sources and Banks structure * Understanding how assessments are built from items |
| Item creation and Question Banks | * How to create basic item types and save them in a Bank * Reference Homework, guided practice creating several item types * Aligning items to Standards and Attributes * Use the “Homework” to create sample items within this Test |
| Creating Online Assessments | * Explore how test properties and options impact test administration * Creating an assessment from items made by users * Creating an assessment from items found in banks |
| Answer Key Only (AKO) Assessment Options | * Option 1 - Paper-based AKO * Option 2 - Paper-based AKO assessment with Online responses * Option 3 – Online AKO administration with Test Booklet upload |
| Creating AKO Assessments | * Explore how test properties and options impact test administration * Adding a test booklet to and Online AKO test |
| Adding items to an AKO test | * Adding Multiple Choice, Extended Text. Numeric Grid, Rubric Scored and Draw item types. * Aligning items to Standards and Attributes |
| Releasing AKO tests | * Releasing a paper-based AKO test * Releasing an Online AKO test |
| Online Scoring | * Scoring student work using Online Scoring * Entering Student Feedback for Extended Text Items |
| AKO Test Scanning | * Scanning paper-based assessments * Scanview |
| Export Test Scores to PowerSchool Power Teacher Pro | * Notes regarding exporting Unify test scores to PowerTeacher Pro |
| Working Session | * The remainder of the day will be used to build AKO tests, additional item types, or working with the Instructor to answer additional questions. |
| Closing | * Final Q&A * End of Class Survey **https://bit.ly/2y8VB53** |

**Unify Parent and Student Portal**

**Parent Portal Video:** <https://wi.st/2qEdHbQ>

**Accessing the Parent Portal the first time:**

**Step 1: Open a browser and go to** parent.performancematters.com

**Step 2**: **Select the *Need New Password*?** hyperlink

**Step 3:** **Enter your email address in the space provided** and click **SUBMIT**

**Step 4: Select *Go Back*** to return to the Login page

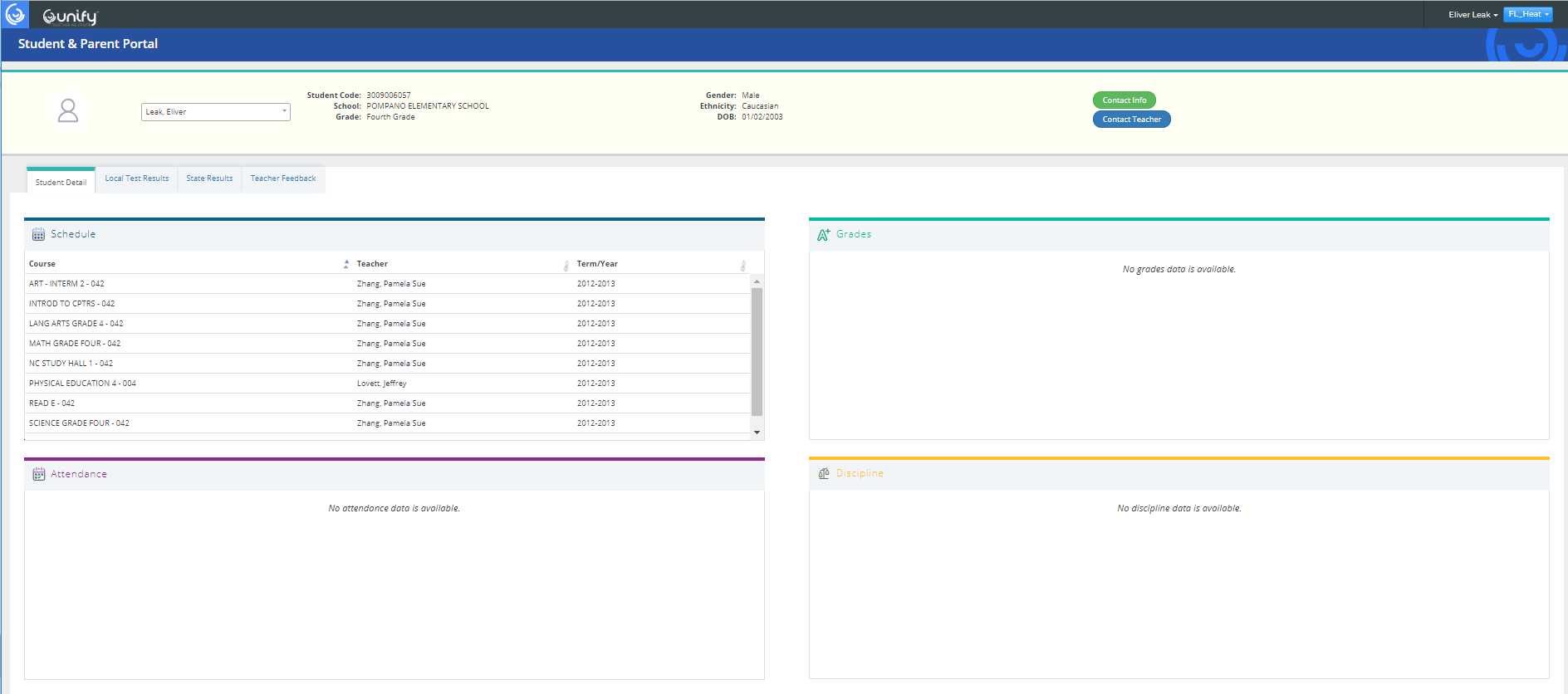
**Step 5:** Once you’ve received your temporary password via email enter your email in the USERNAME field and the temporary password in the PASSWORD field and select **LOGIN**. You will be prompted to set a permanent password at that time.

**All future logins to the Portal will require accessing the Parent Portal url and entering the user’s email and password.**

**Accessing the Student Portal:**

The Student Portal can be accessed from the District’s Student OLA testing site.

The Student would access the OLA Testing Site, select the GEAR icon in the upper righthand corner of the screen and then select STUDENT PORTAL.



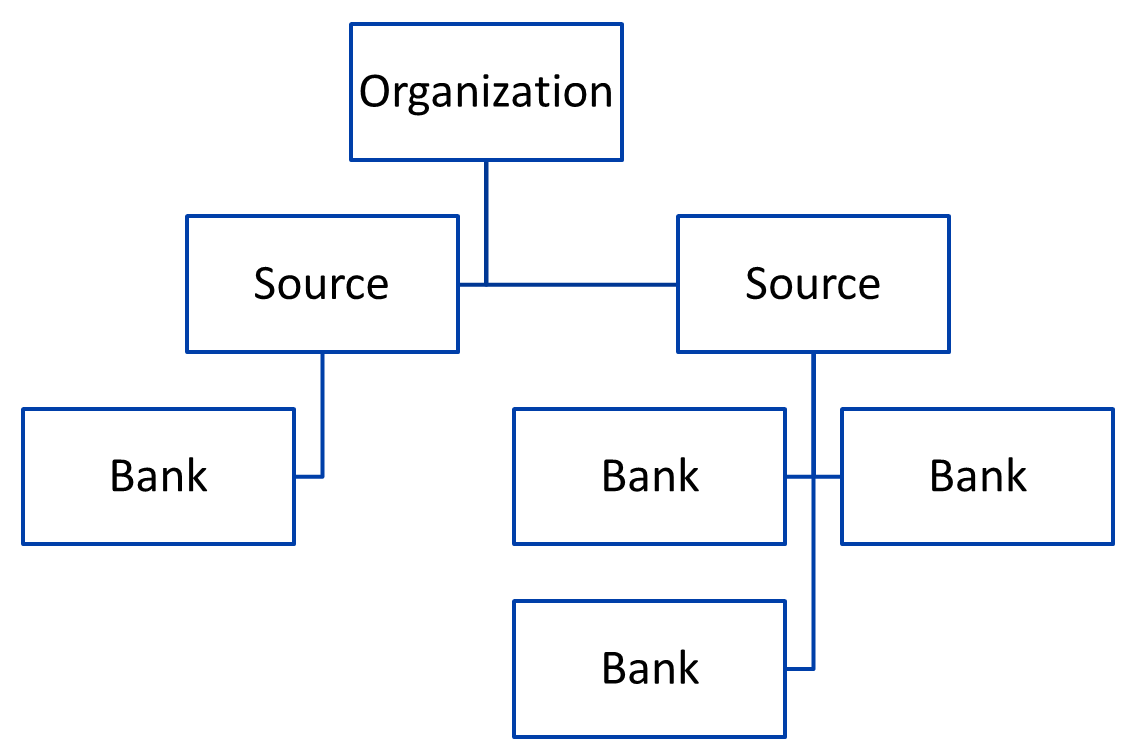
**Unify Test Item Creation**

Unify Online tests are created from items (questions) that have been authored by individuals/groups or purchased from companies that create test banks used across the country. Key Data Systems (KDS) and Certica are two of those companies.

The Unify platform can be used to create 16 different question types and will allow you to use test items you have created, or questions from a question bank provided by the District, to create a Unify test.

**Sources and Banks**

The image below shows the hierarchical structure of how Sources and Banks are created In Unify.



**NOTE:** Items you have created, or items purchased from 3rd party suppliers are stored in Banks.

**Item Design Checklist**

Below is a sample checklist - used when creating items - that can be used as a quality control checklist.

* **Name Item**
* **Save the item** (Note the IN PROGRESS status indicator on the left)
* **Record Item ID** number in the Item Entry planner below
* **Align to a State Standard** for the item (required)
* **Align to Attribute(s)** (optional)
* **Save the item**
* **Create the item** interaction in the space provided (called the Item Editing Pane)
* **Select the Correct Answer**(s) for the item
* **Spell Check** the item
* **Preview and Check Scoring** on the item (the Item Editing Pane must be minimized)
* **Save the item**
* **Submit the item** (note the ACCEPTED status indicator)

**Item Entry Planner**

For each item you create record the item type, item id number and any attributes.

|  |  |
| --- | --- |
| **Item Type** | **Item ID Number and Name** |
| Choice |  |
| Multi-response |  |
| Inline Choice |  |
| Numeric grid |  |
| Extended Text |  |

Where can I find instructions to build all the different item types?

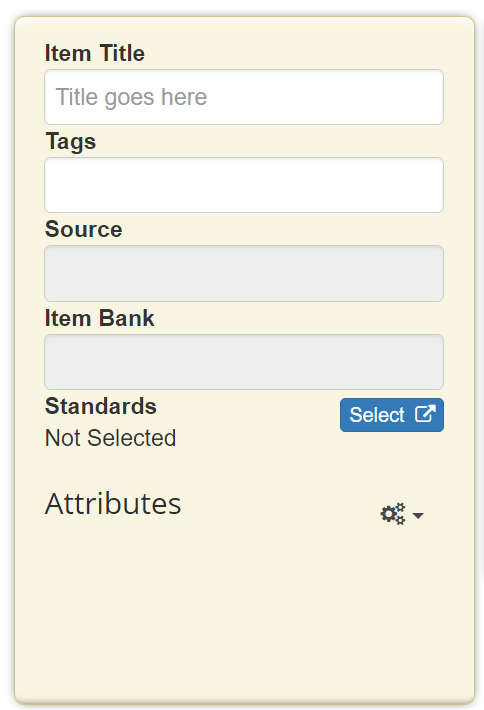
1. Click on **Unify Help**

2. Enter the following search phrase in parentheses: **Interaction types**

3. Select the link at the top of the Search results

4. Scroll through the HELP doc and **click on the PDF** at the bottom of the page to see how to create ALL 16 item types found in Unify.

**Item Creation**



Access the Item Creation screen by selecting **ITEM** > **NEW ITEM**

The District Item Title naming convention is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tags are not required and cannot be searched on, so they should be ignored.

Save the items created to the appropriate Source and Bank.

Each item created should ALWAYS be aligned to a minimum of one State Standard.

The fastest way to find a state standard to align an item to is to **COPY** the full state standard from a source documents of some type and **PASTE** it into the Search box.

**Copying items**

In order to save time while creating items – especially if multiple items are going to be aligned to the same state standard and/or attribute, simply copy a saved/submitted item and change the item name from - “Copy of” the copied item’s name - to a new name. After saving the new item note the new item ID and make whatever other changes to the new item that are necessary then save and submit the new item.

These steps keep a user from having to re-align any new items to the state standards and the attributes used in the last item. If standards and attributes are changing frequently, but the item type (multiple-choice) is staying constant you could save time copying also.

**Item Interaction Quick Notes**

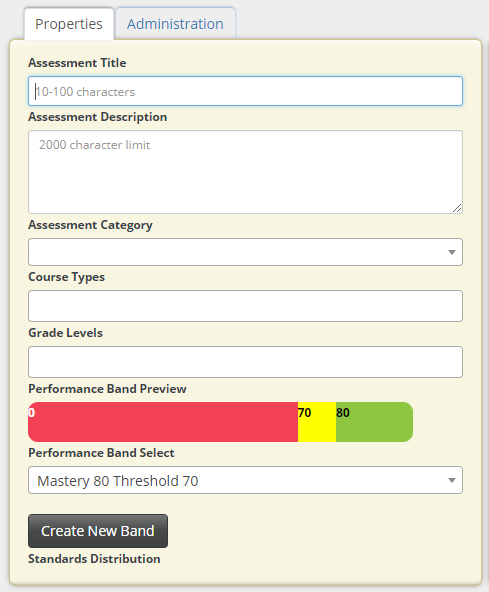
|  |  |
| --- | --- |
| **Choice/Multi-Response Item** | **Inline Choice Item** |
| 1. Click on the Choice/Multi-Response button 2. Enter the interaction prompt or stem 3. Type the answer and distractors 4. Choose the correct answer 5. Select partial scoring options, if desired 6. Shuffle and lock answer choices, if desired 7. Preview the interaction to check scoring 8. Save and submit the item | 1. Enter the content in the item editing pane 2. Position the cursor where you want the interaction 3. Click on the Inline Choice button 4. Enter the response choices 5. Click on the label to change an answer to correct 6. Shuffle and lock answer choices, if desired 7. Preview the interaction to check scoring 8. Save and submit the item |
| **Numeric Grid** | **Miscellaneous Notes** |
| 1. Enter the content in the item editing pane 2. Position the cursor where you want the interaction 3. Click on the Numeric Grid button 4. Add labels on left and right sides 5. Configure the answer choice grid settings 6. Bubble in the correct answer on the grid 7. Preview the interaction to check scoring   Save and submit the item |  |
| **Extended Text Item** | **Scoring Rubric notes** |
| 1. Click on the Extended Text button 2. Enter the interaction prompt or stem 3. Select the appropriate Appearance options 4. Adjust the number of lines for scan sheets that need a specific response area 5. Add an instruction block 6. Search for and Insert a rubric into the instruction block. 7. Preview the interaction 8. Save and Submit the item | **Note**: There are a variety of Generic rubrics (i.e. 1x4, 1x3) that are available in the Unify platform. Many of them will suit your needs without having to create your own.  However, if you would like to learn how to create your own, specialized rubrics simply search for “CREATE A RUBRIC” in the Unify HELP guide. |

**Additional Notes:**

**Creating an Online Test - *Properties Tab***

**Select TEST > NEW TEST to access Test Editor**

**STEP 1: Complete the Test Properties tab**



**Assessment Title:** Name of the test

**Assessment Description:** Optional

**Assessment Category:** optional, set up by the District

**Course Type and Grade Level:** Determines which students will have access to the test.

NOTE: **Course Type and Grade Level MUST be completed or the test will not be visible in TEST CENTER.**

**Performance Band:** Select appropriate band for cut scores. Bands set by the District.

**NOTES:**

**ONLINE TEST: In an online test when this section is complete SAVE the test and record the Test Number**

***District wide guidelines should be determined for the following:***

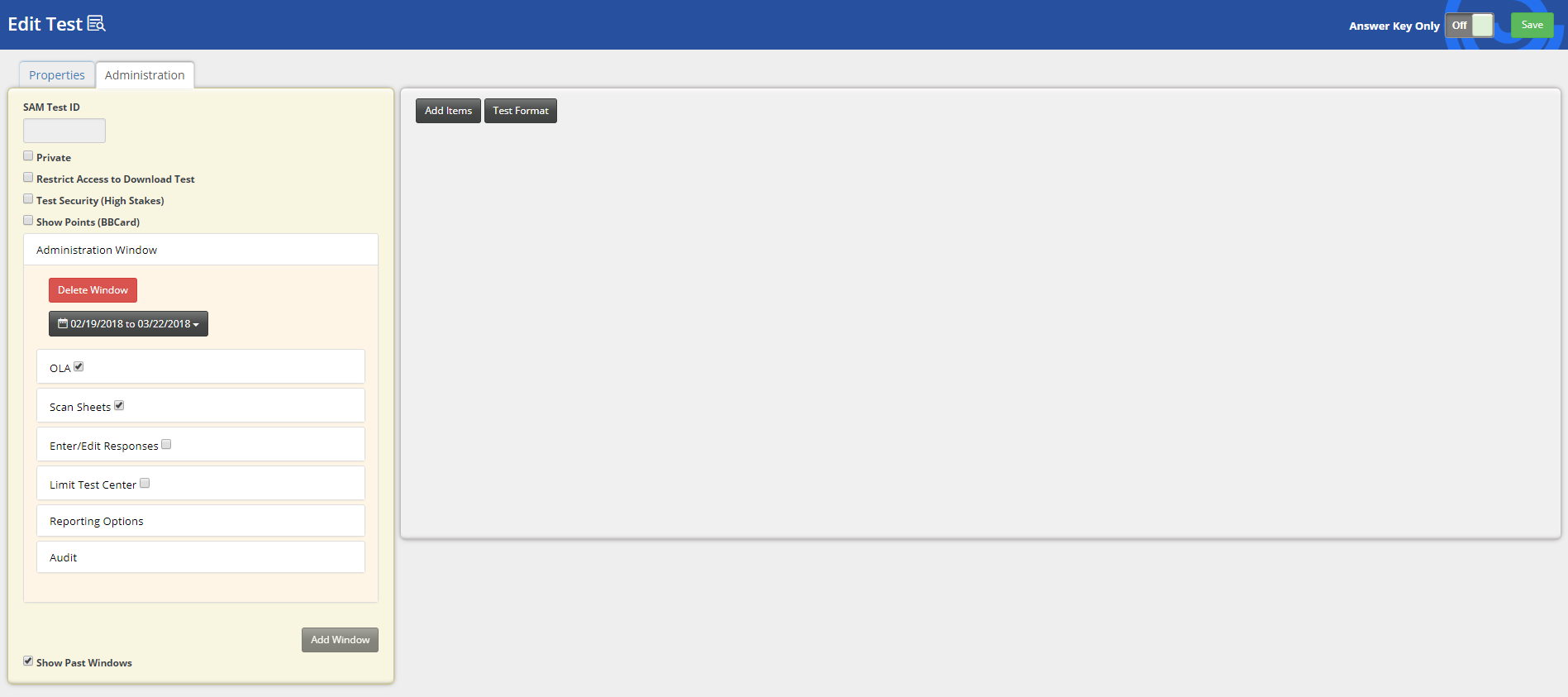
**Test Naming Conventions:**

**Assessment Categories:**

**Performance Bands:**

***Creating an Online Test - Administration* *Tab***

**STEP 2: Choose the appropriate test options from the Administration tab**



**STEP 3: ADD ITEMS** you have created or items from purchased banks

**NOTES:**

**Private:**

**Administration Window:**

**OLA options:**

**Random Question Presentation: Allow Pause:**

**Enable Secure Test Lockout: OLA impersonation:**

**Show student score after submission:**

**Scan Sheets:** can be on or off, depending on how one intends to deliver the test

**Enter/Edit responses:** turn on

**Limit Test Center:**

**Test Format button:** Reference sheets, upload test booklet (for online AKO), calculators, highlighter, eliminator

**Answer Key Only (AKO) Tests**

You can create an Answer Key Only (AKO) test in Unify for a test that already exists outside of Unify, but for which you would like to use the Unify platform for test administration through scan sheets or Online Assessment (OLA), and then utilize Unify scoring and reporting features.

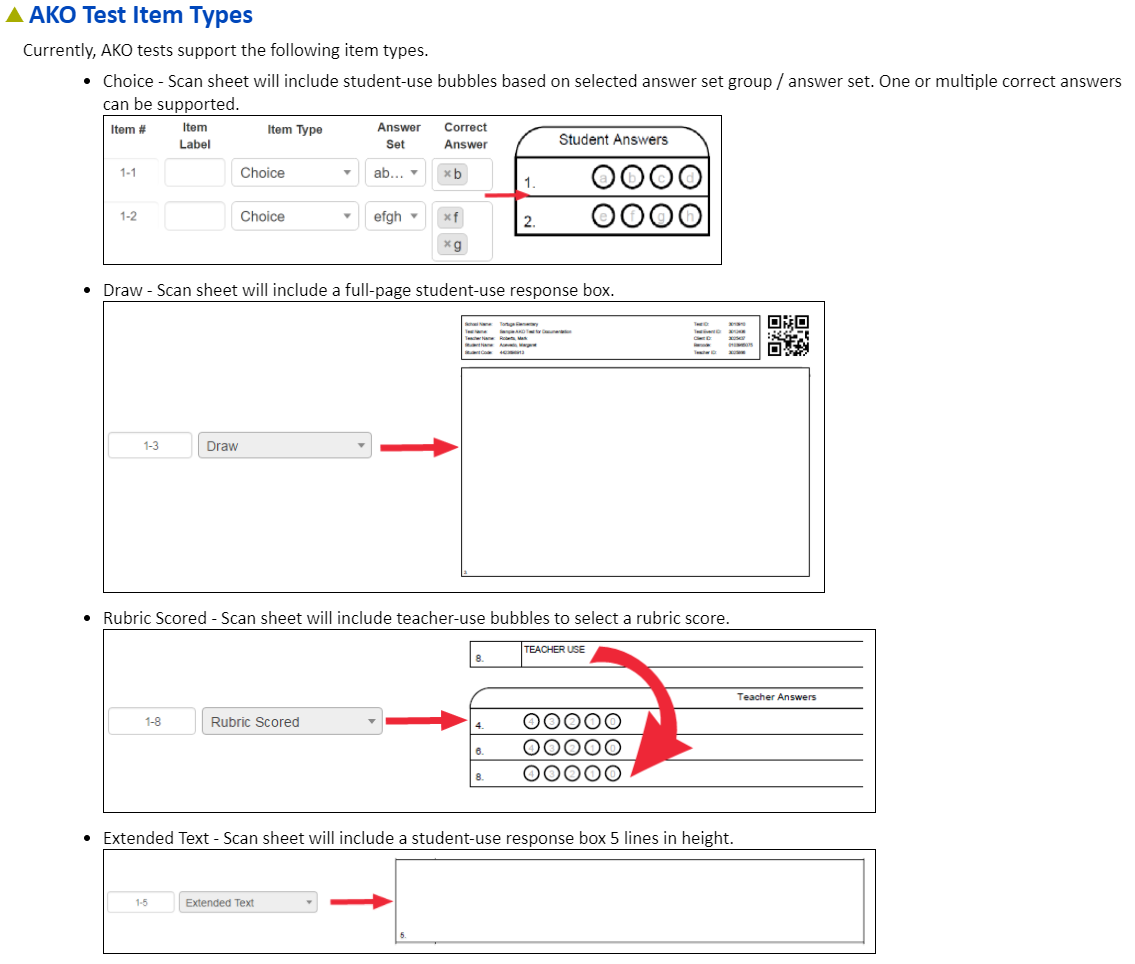
AKO tests are easy and efficient to build because it is not necessary to take the time to transfer your current test’s questions, images, or answer options into the Unify platform.

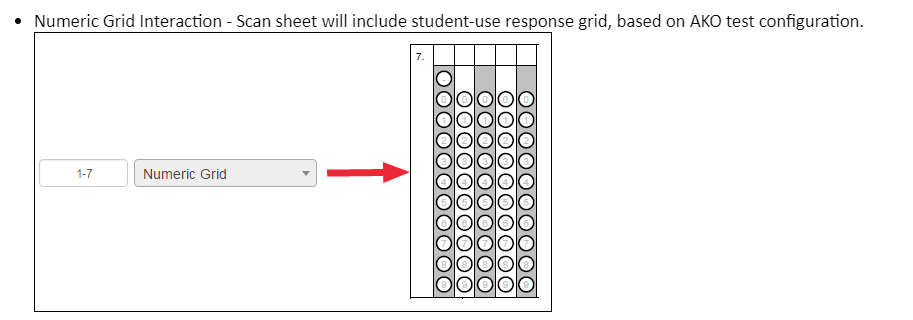
Instead, one simply creates an Answer key for each question in the existing test.

AKO tests can be administered 3 different ways:

1. Scannable, paper-based AKO (student uses a test booklet and bubble sheet)
2. Paper-based AKO, with Online response (student uses a test booklet, but answers online)
3. Online AKO with an Online test booklet (student views questions and responds online)

**AKO Item Types and scan sheet differences**



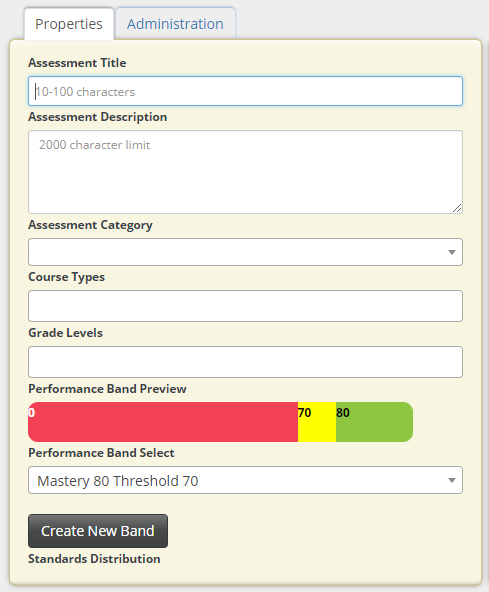


**Creating a scannable, paper-based AKO Test**

***Properties Tab***

**Select TEST > NEW TEST to access Test Editor**

**STEP 1: Complete the Test Properties tab**



**Assessment Title:** Name of the test.

**Assessment Description:** Optional

**Assessment Category:** Optional, set up by the District.

**Course Type and Grade Level:** Determines which students will have access to the test.

NOTE: **Course Type and Grade Level MUST be completed or the test will not be visible in TEST CENTER.**

**Performance Band:** Select appropriate band for cut scores. Bands set by the District.

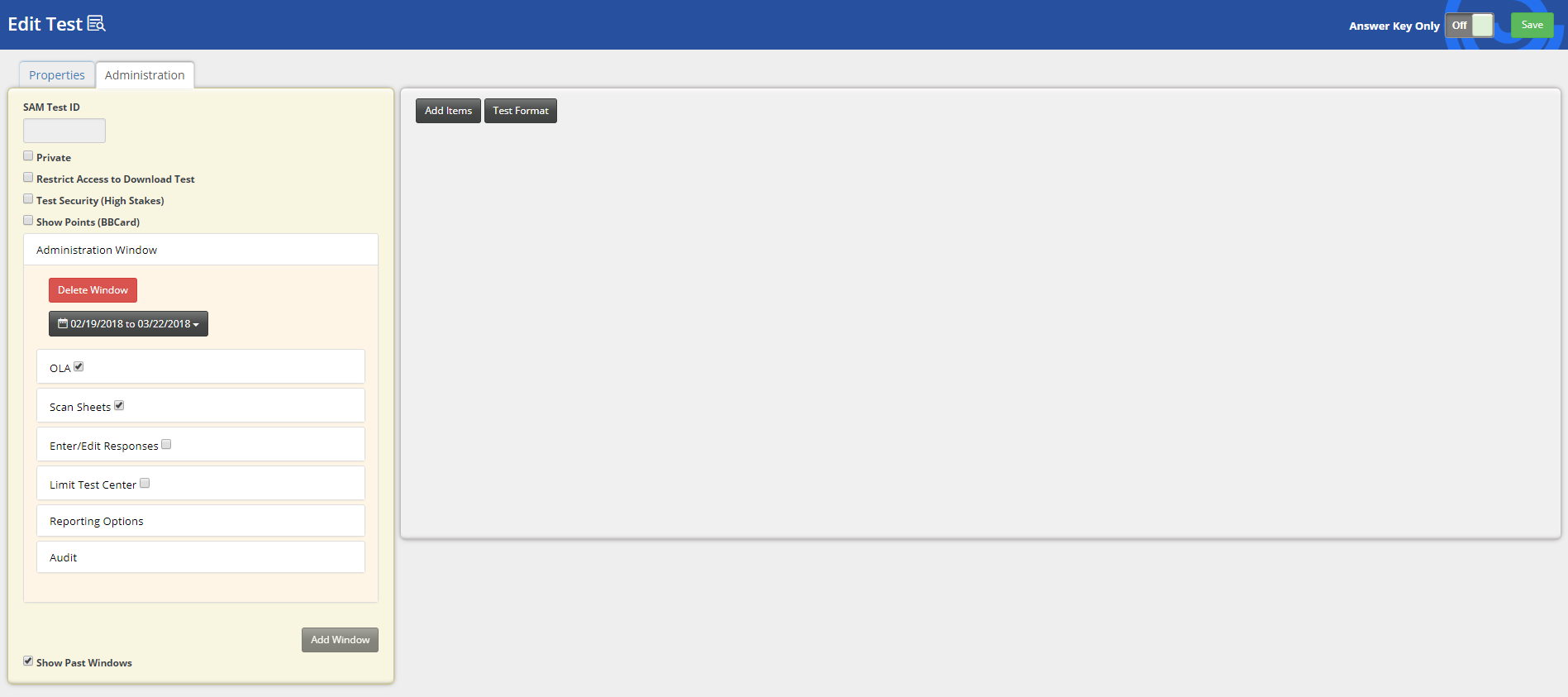
**NOTES:**

**Field-specific entries made on this page *do not differ* from creating an Online test.**

**AKO TESTS: DO NOT SAVE THE TEST AT THIS POINT – WAIT UNTIL AFTER THE ANSWER KEY HAS BEEN BUILT**

**Scannable, paper-based AKO Test *Administration* Tab**

**STEP 2: Choose the appropriate test options from the Administration tab**



**NOTES: DO NOT SAVE UNTIL AFTER THE ANSWER KEY HAS BEEN BUILT!**

**Private:**

**Administration Window:**

**OLA options: Random Question Presentation: Allow Pause:**

**Enable Secure Test Lockout: OLA impersonation:**

**Show student score after submission:**

**Scan Sheets: MUST BE TURNED ON**

**Enter/Edit responses:** turn on

**Limit Test Center:**

**Test Format button:**

**Reference sheets, upload test booklet, calculators, highlighter, eliminator**

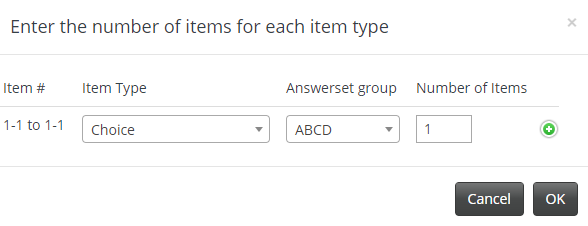
**Create the Answer key and enter answers**

**STEP 3: Create the Answer Key**

1. **Slide ANSWER KEY ONLY toggle to “On.”**



1. **Select the number of items desired on the test.**

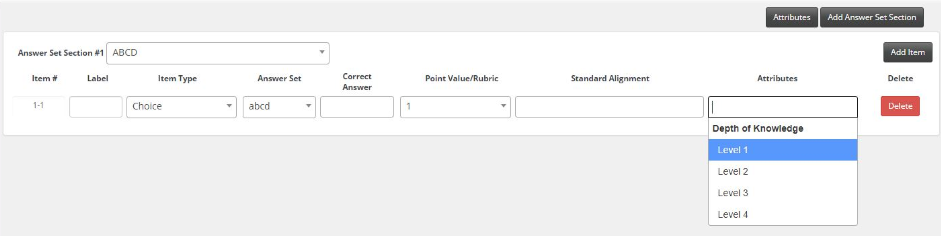


1. **Select OK.**
2. **Enter item answers, Standards, and Attributes:**
   1. **Answer Set:** Adjust type of answer choices for the Choice items in the set group
   2. **Item #:** System item number that cannot be edited
   3. **Item Label:** User-defined label limited to 5 characters
   4. **Item Type:** Choice, Extended Text, Numeric Grid, Draw, Rubric Scored
   5. **Answer Set:** Selected at the answer set group level
   6. **Correct Answer:** Enter the correct response for the item
   7. **Point Value/Rubric:** Enter the point value for the item
   8. **Standard Alignment:** Search and add one or more standards
   9. **Delete Button:** Remove an item
   10. **Add Item Button:** Add additional items
   11. **Attributes:** Add Attributes
   12. **Add Answer Set Section:** Add an additional Section to the test

**A**

**L**

**K**



**J**

**B C D E F G H**

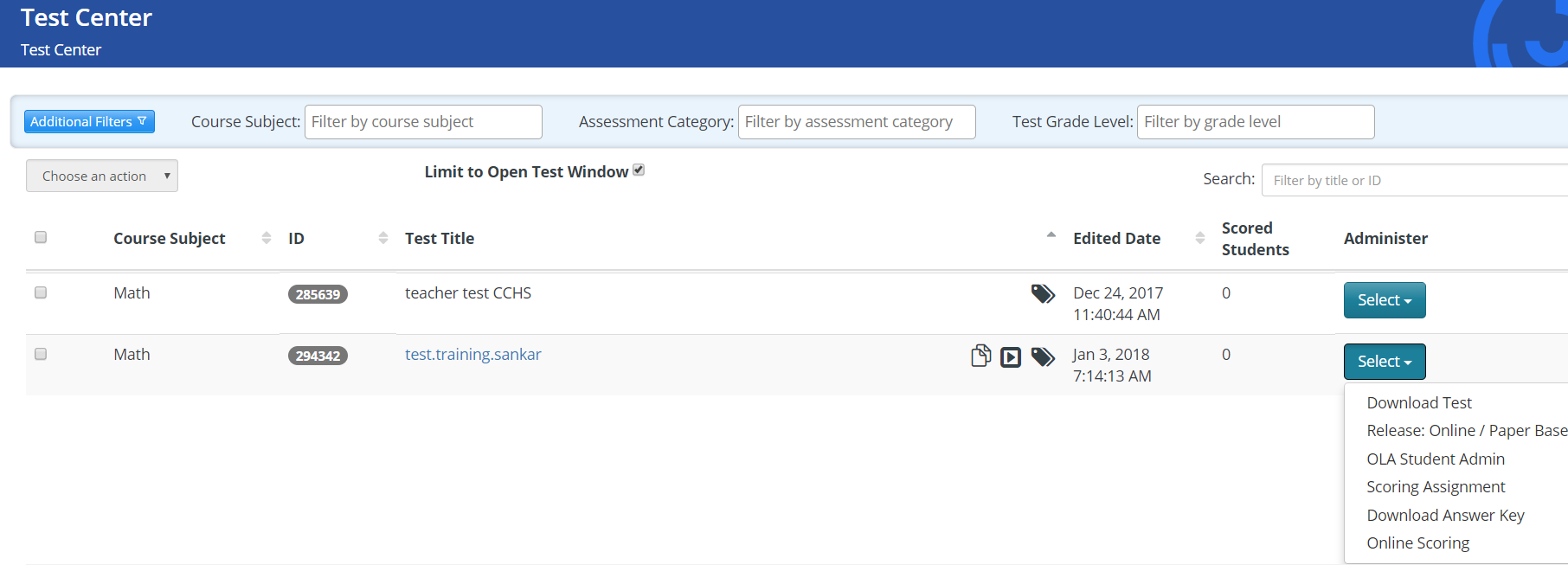
**I**

**5.*SAVE the test* and write down the Test ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TEST CENTER – Releasing any Test**

**STEP 1: Select >TEST >TEST CENTER**

**Locate your test and choose “Release Online/Paper Based” from the “Select” drop-down menu - under the Administer column**



Note: You may not see all the options shown above when you are releasing an AKO test. That is normal, based on the options you have selected in the test and the type of test you have created.

|  |  |
| --- | --- |
| **OPTION** | **DESCRIPTION** |
| Download Test | Download a printed copy of a test with items (N/A for AKO Tests) |
| **Release Online/Paper Based** | **Release a test for online testing (OLA) or download the preslugged**  **scan sheets for paper-based AKO testing** |
| OLA Student Admin | Access OLA Student Admin to monitor online testing |
| Scoring Assignment | Access the Scoring Assignment to score rubric items on the test |
| Download Answer Key | Download the Answer Key associated to the test |
| Online Scoring | Access Online Scoring (if it has been enabled in the Administration options) to score all items on the test |

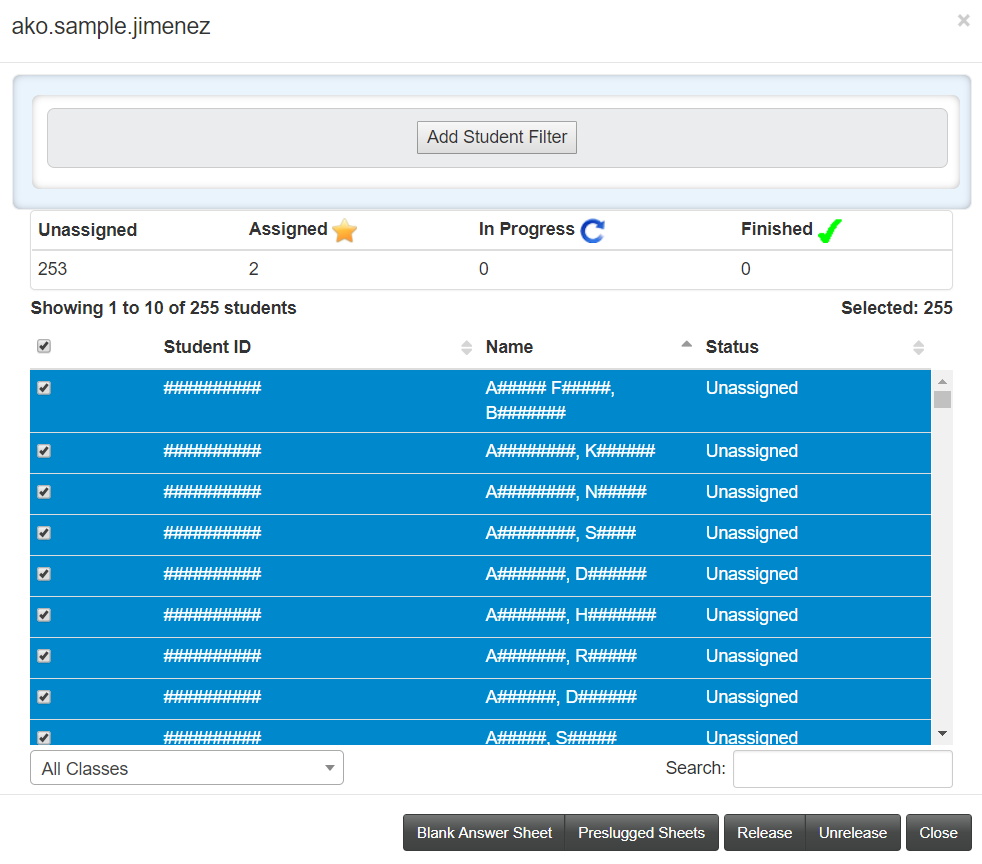
**Option 1: Releasing a scannable, paper and pencil AKO test**

**STEP 2: Select the appropriate group of students to release the test to by:**

1. **Using the ALL CLASSES dropdown**
2. **Selecting or de-selecting students individually**

**STEP 3: Choose PRESLUGGED SHEETS on the bottom right of the modal.**

**STEP 4:** **A PDF containing a personalized scansheet for each student selected will now be created. Look for the PDF to appear in the bottom left corner of your computer screen. Print that PDF and distribute the bubble sheets to your students**



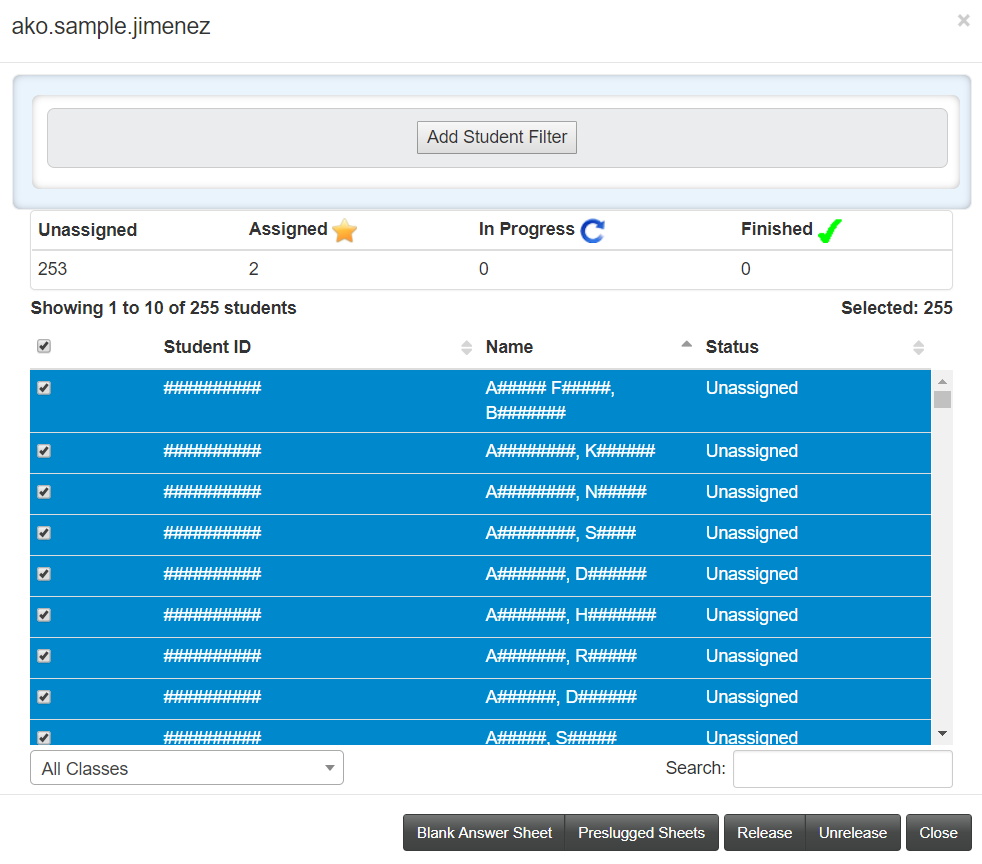
**Option 2: Releasing a paper-based, Online response AKO test**

**STEP 2: Select the appropriate group of students to release the test to by:**

1. **Using the ALL CLASSES dropdown**
2. **Selecting or de-selecting students individually**

**STEP 3: Pass the Test Booklets out to your students**

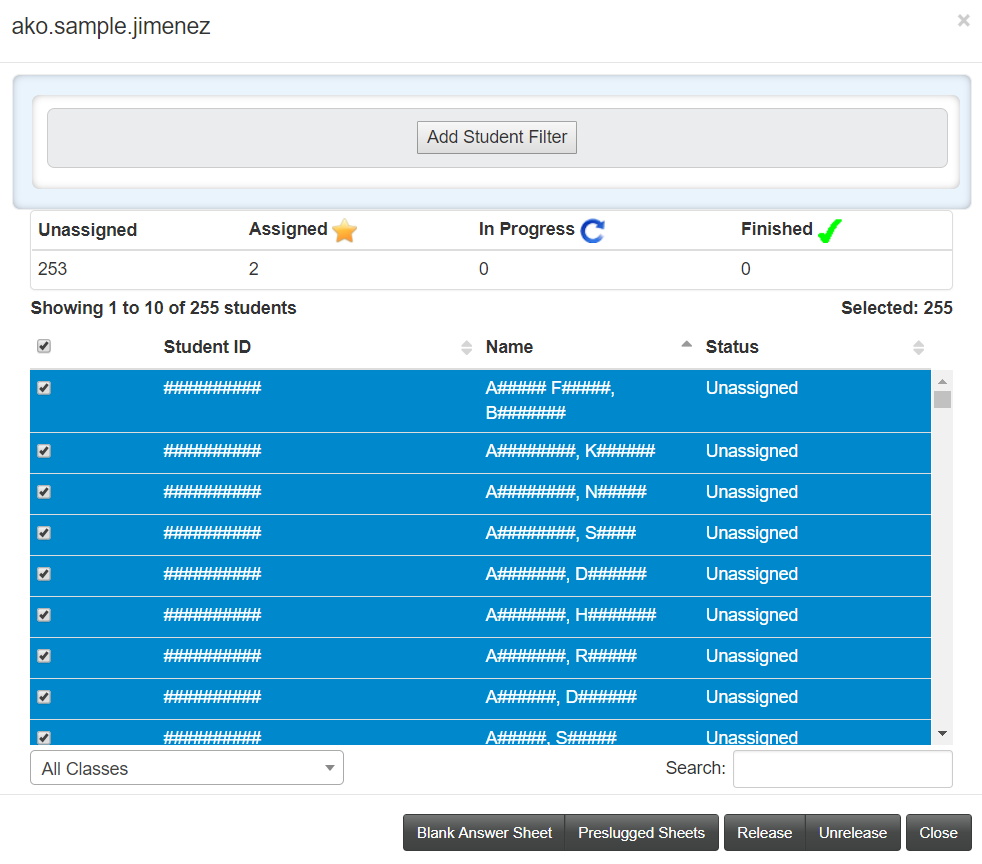
**STEP 4: Choose RELEASE on the bottom right of the modal.**

**Option 3: Releasing an Online AKO test with an Online Test booklet**

**STEP 2: Select the appropriate group of students to release the test to by:**

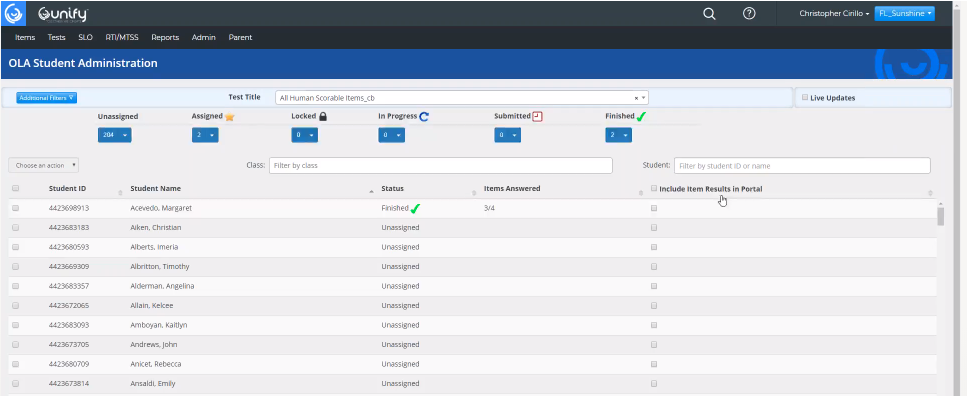
1. **Using the ALL CLASSES dropdown**
2. **Selecting or de-selecting students individually**

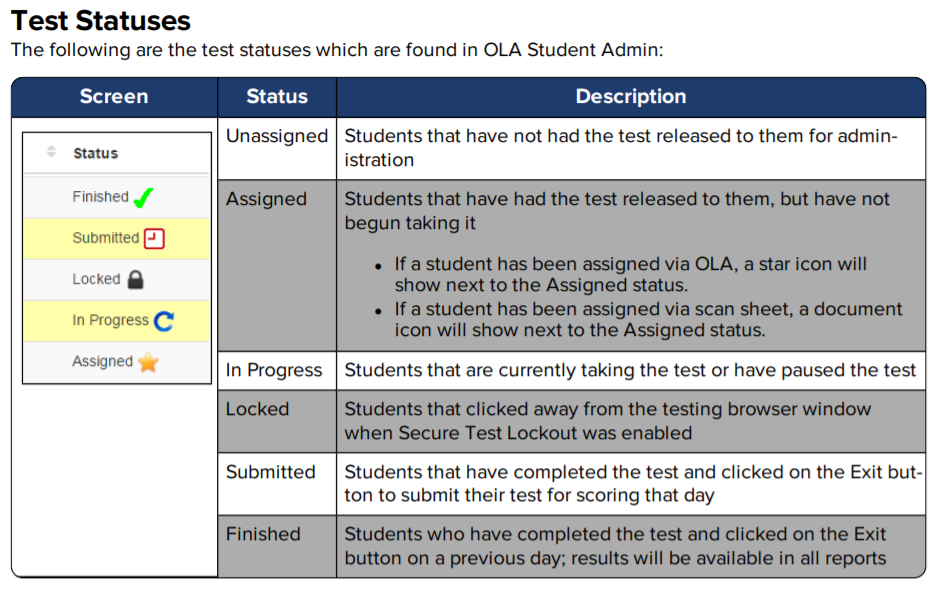
**STEP 3: Choose RELEASE on the bottom right of the modal.**

**OLA Student Admin**

OLA Student Admin is used to monitor the progress of students taking an online test.

A variety of ACTIONS may be taken with individual students or groups of students – moving their tests from one status to another, locking/unlocking tests, and more





**Performance Matters Scanning**

**OPTION 1: Scan using a networked scanner that has been configured with Performance Matters scanning software**

**OPTION 2: Scan using a scanner that has been connected to a computer and enabled for FTP transer and will send a FTP file to Unify for processing.**

**Notes:**

1. After 15 – 30 minutes the scanned test results for any machine-scored items should be available in the Student Item Analysis report.
2. If the test included human-scorable items, they would need to be scored in Unify by the teacher – using Online Scoring or the Scoring Assignment tools
3. The test results will also be available in the Baseball Card and Scoreboard reports the next morning, after the overnight system update.

Notes:

**Scoring Student Work**

|  |  |  |
| --- | --- | --- |
|  | **Scoring Assignment** | **Online Scoring** |
| **When do I use this?** | To score human-scorable items from OLA tests. | To score any item types from **both scan sheet and OLA tests.** |
| **Who can score the items?** | Anyone with permission can score the items.  Features include:   * + Blind scoring   + Roster include/ exclude   + Supports multiple scorers | Anyone with access to the test can score the items. |
| **How is the scoring option enabled?** | Scoring button appears when a human-scoreable item is added to a test.  **C:\Users\JANETS~1\AppData\Local\Temp\SNAGHTML598bf65.PNG** | Manually enabled in the *Test Administration* tab. |

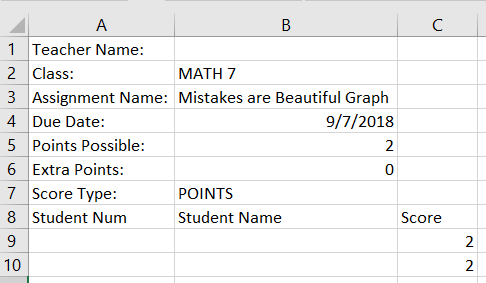
**Exporting Unify Test Scores to be uploaded into PowerTeacherPro Gradebook**

Currently, there is no “automated” method of transferring test scores in Unify to PowerTeacher Pro. However, that functionality is on the Unify release roadmap for Q1 2019.

In the interim, we have created a Unify MyReport named “***PowerTeacherPro Test Export***” that will extract the data you need from a Unify test, to then be uploaded into PowerTeacherPro (PTP).

**Step 1:** Create an assignment in PTP that exactly mirrors the name of the Unify assessment.

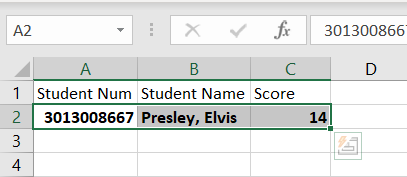
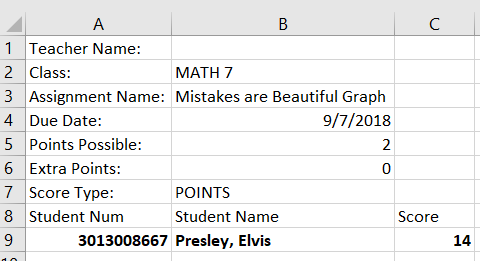
**Step 2:** Navigate to the assignment from the Scoresheet then from the gear menu in the top right select Export Scores Template. This will export that assignment into an Excel CSV file. It will create a “shell” that is structured like what you see below:



**Step 3:** In UNIFY go to > **Reports** > **MyReports** and then the **TEACHER TAB** to select the “***PowerTeacherPro Test Export****”* report.

**Step 4:** Select the appropriate **CLASS(ES)** and **TEST** you want to export, then select **GENERATE REPORT**

**Step 5:** Download the completed report and **COPY** the data (bolded and outlined below, left) from the **STUDENT NUM**, **STUDENT NAME**, and **SCORE** columns. *Please do not copy the column headers*.

**Step 6: PASTE** the copied data into the corresponding columns in the PTP Excel CSV file (above, right) you created in Step 2 - replacing any extraneous data that might be in those columns. **SAVE** the CSV file.

**Step 7:** Navigate to the assignment from the Scoresheet, then from the gear menu in the top right select Import Scores and **UPLOAD** results into PTP.

**Working Session – Questions/Comments/Observations…**