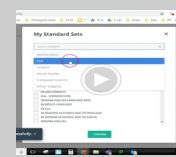


Pear Assessment CA All-in-One Guide

Each topic has step-by-step directions. Video tutorials are available for further assistance. To watch our videos click on the images, in the right column, under the section "video tutorials".




*** Set your profile to New York State Next Generation Standards to ensure the reports correlate with the correct data.

- 1) Log into Edulastic
- 2) Click on the circle with your initials (*bottom left corner*)
- 3) Go up to My Profile
- 4) Click on SELECT YOUR STANDARDS SET (*blue button on the right side*)
- 5) Select Mathematics for subject and search "New York" (Next Generation Standards will appear)
- 6) Do the same for ELA

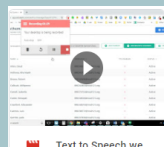

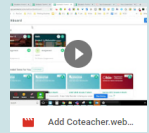


Click Image for video

Log In Options

Topic	Description/ Steps	Video Tutorials
Teacher (Class Rostered in PowerSchool)	<ol style="list-style-type: none"> 1) Log into ROConnect 2) Select the Edulastic Icon 	 <p>Click Image for video</p>
Student Sign On	<ol style="list-style-type: none"> 1) Log into RocConnect 2) Click on the Edulastic Icon 	

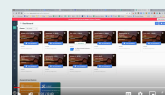
Before Administration

Administering Pencil Paper Assessments (Printing)	<p>* To administer paper/ pencil please print the tests. All printable assessments for Math, ELA, Social Studies, and SLA can be found on their respective Matrix.</p> <p>Emails from the testing department will be sent to all testing coordinators with the Matrix for all tests.</p>	
Test Read	<p>* Teachers need to enable the text to speech option</p> <p>Grades K-1 - all students can use text to speech</p> <p>2nd grade (MATH only)- school decision to enable feature for all students</p> <p>2nd grade (ELA only) – students only receive this accommodation if on students IEP</p> <p>3rd grade and up- students who receive test modifications on their IEP can have text to speech enabled</p> <ol style="list-style-type: none"> 1) Navigate to the toolbar on the left. 2) Select Manage Class tab and locate your class 3) Select the students to that you need to disable text to speech 4) Click on ACTIONS tab and enable text to speech <p>*Students with text to speech enables will see a Play button when taking the CA</p>	 <p>Click Image for video</p>
Add Co-Teacher	<ol style="list-style-type: none"> 1) Open Edulastic 2) Navigate to the toolbar on the left 3) Select Manage Class tab and locate your class that you would like to allow access 4) Select the ADD CO-TEACHER tab on the top right 5) Enter the rcsdk12.org email address of the teacher you would like to add 	 <p>Click Image for video</p>

Opening a Test

Middle School
Social Studies,
Amplify Science
Post Assessments,
OpenSciEd
Benchmarks Only

- 1) Select the assignment/test that you need to open
- 2) In the top right corner you will see a open button
- 3) Select the open button and the test will be ready for students to take



[Click Image for video](#)

During Administration

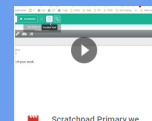
Using Scratch Pad Primary

Grades K-2

Can utilize video to show students tools. Stop the video and practice as needed.

Primary Grades Instructional Video
Shows students how to:

- Use basic features of scratch pad



[Click Image for video](#)

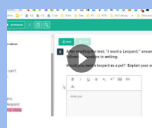
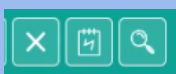
Using Tools

Grades 3-8

Can utilize video to show students tools. Stop the video and practice as needed.

Intermediate Grades Instructional Video
Shows students how to:

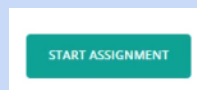
- Use highlighting feature
- Enter math text
- Cross out in multiple choice
- All features of the scratch pad



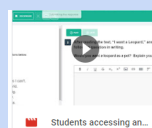
[Click Image for video](#)

Students Accessing and Taking Tests (Practice Test)

- 1) Log into ROConnect
- 2) Choose the correct assignment name
- 3) Click start assignment



**** Clarification- the program will allow students to submit without answering all questions at this time. Make sure to check if students finish all questions before submitting**

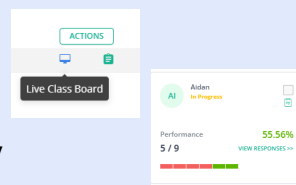


[Click Image for video](#)

Teacher View During Test

Issues with rosters, see troubleshooting at bottom

- 1) Log into Edulastic through ROConnect
- 2) Select the assignment icon on the left toolbar
- 3) Select the correct assignment
- 4) Select the Live Class Board icon on the right side
- 5) View the class as a whole, or individual student by selecting the student's card.



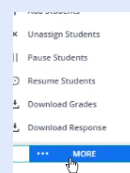
[Click Image for video](#)

Pausing Test

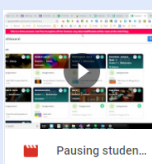
(Teacher pausing assessment- students' access paused)

Steps for teachers pausing test:

- 1) Find the assignment you would like to pause
- 2) Select the class card, or go to the Assignments on the left toolbar, and select the test
- 3) Check the box for the student, or all students, that you would like to pause the test for
- 4) Select the ... MORE tab and select pause



Students can save and exit tests at any time. They will just click "Resume" when continuing.



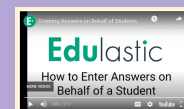
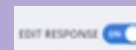
[Click Image for video](#)

After Administration

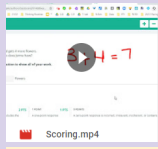
Enter Scores Manually

(Students took paper and pencil version)


- 1) Follow the video for step-by-step directions.
- 2) Go into the assessment (under the assignment tab)
- 3) Check the box for the students that you will enter scores for (can also SELECT ALL students)
- 4) Click on the MORE tab and check Mark as Submitted
- 5) Click on the EXPRESS GRADER tab at the top
- 6) Enter the student's answers (make sure EDIT RESPONSES is toggled on)



[Click Image for video with step-by-step tutorial](#)

<p>Scoring Constructed Responses Only <i>(Students took test on Edulastic)</i></p>	<p>7) Log into Edulastic through ROConnect 8) Open Assignment tab on the left toolbar 9) Find the CA to score and select the Live Class Board icon 10) Select the student task card to score. 11) Review the student's answers (If work needs to be shown, select show student work) 12) Use the rubric and enter score on the right side</p>	 <p>Click Image for video</p>
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See document for accessing different data reports, [Reports](#)

<h2>Troubleshooting</h2>		
<p>Student not on teacher roster</p>	<ul style="list-style-type: none"> - New students to the district are automatically added to Edulastic after they appear in Powerschool (taking about 3 days) - If the student doesn't show on teacher roster, have the student log in. - This usually triggers the new student to show on teacher roster. (if it doesn't, please submit helpdesk ticket) 	
<p>Adding Student to Assignment <i>Student switched classes, or changes school</i></p>	<ul style="list-style-type: none"> - Log into ROConnect - Go to the assignment tab (left side toolbar) - Click the assignment name - Select the class you need - Go to the live class board (right side) - Select the three dots that say MORE - Go to add a student - Find the student name from the dropdown <i>If the student is available to add, their name will be bold</i> - DO NOT change the date. - Select ADD 	 <p>Click Image for video</p>