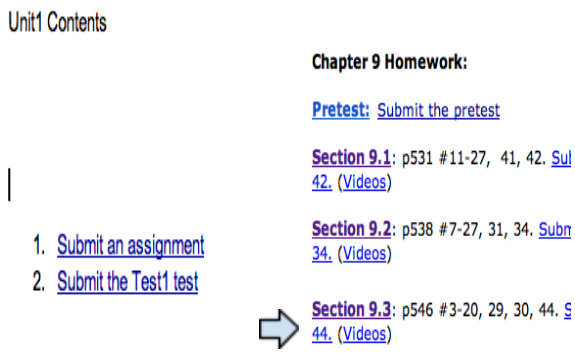
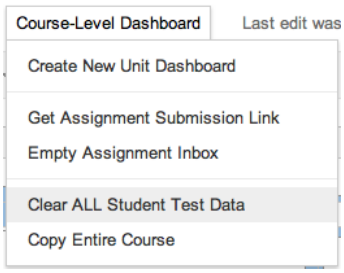
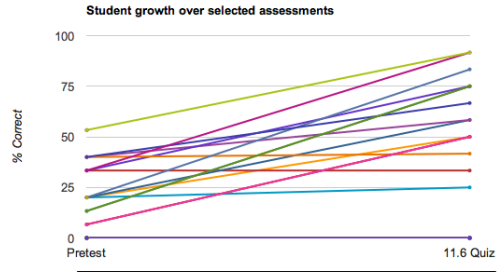
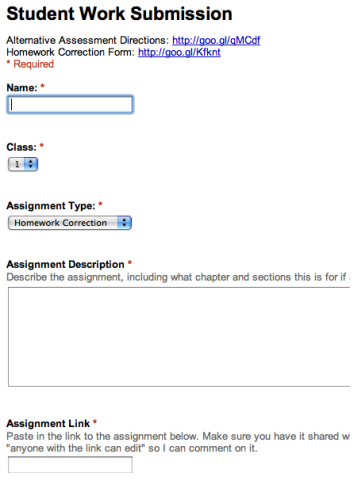
What is the benefit from using this new system over creating individual tests manually?

	Documents are automatically foldered and linked to a Course Level Table of Contents and Unit documents for students that have links to assessments preloaded--*you can edit these documents however you like.* If you want students to have access to these documents you may have to edit the view rights after they have been created to "Anyone with the link".
	At the end of the year you have course-level control like clearing all student assessment data from all connected assessments with one click--email configuration and answer keys will remain intact.
	You have access to assessments within a unit to view growth across assessments, see raw scores of all assessments and get a list of students above and below average class growth.
	There is now an integrated assignment submission form for students turning in assignments electronically (shared via Kern Kelley). A link for students for this will also be created in the Table of Contents page for you. Submitted assignments will appear in a viewer with no need to open another window.

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Directions

1. Click here to open the new spreadsheet and make a copy:

Configuring Course Setup

2. A menu called “Course-Level Dashboard” will load at the top of the screen.

(If it does not you can launch it in the “Smart Setup” spreadsheet tab by clicking on the “Install Menu” image. You may have to click this twice--once to authorize it and the second time to actually install the menu).

It will change as each step below is completed. Wait until a notification loads in the lower right corner stating the previous process has completed.

You will be led through completing the following:

- Identifying a course folder name (all documents created will be filed here automatically)
- Creating or Connecting a Class List (if you’re new to this, create a new class list)
- Creating a Unit Document

3. After creating a unit, click on the “Smart Setup” tab at the bottom and follow the link to edit the unit and add assessments.

Creating Assessments

4. As the unit document loads, a new menu will load called “Unit-Level Dashboard”. Use this to create individual assessments. New assessments will have your class list already integrated.

*Google Apps school users can use the Apps for Edu option but have to make sure the checkboxes for collecting username are selected prior to a form submission
Should look like this in the Edit Form window:

If you do not see this option when you edit forms you will have to use the Public Assessment option when creating tests.

5. The new assessments created can be accessed in the folder that was created or by clicking on the Edit Assessment link found in the Setup tab on the unit document (or by clicking on their link when loaded in the master dashboard document).

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6. Edit your assessment after opening by opening the Form menu and choosing Edit Form. Once complete, take the test yourself enter in the correct answers and submit it.

7. After submitting your response in the Assessment Menu choose Set Answer Key (Figure 7), this will automatically set the correct answers in your spreadsheet. By clicking Activate Email Results your students will receive their score and results automatically after test submission.

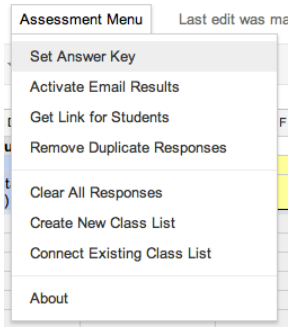

Figure 7

8. (Optional) To break down scores beyond a total, in the Setup & Results tab of your test, enter up to 15 learning targets (Figure 8a; shorter the better for display in the graphs). In the FormData tab, Row Two you will now be able to identify what standard matches with each question by selecting it in the drop-down menu (Figure 8b).

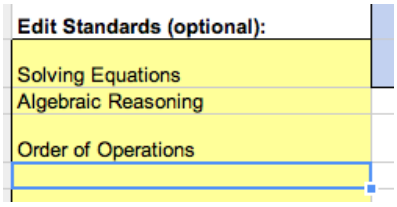

Figure 8a

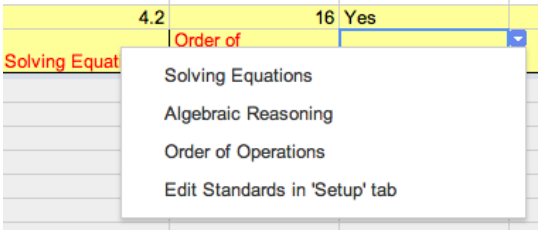

Figure 8b

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