

Managing an Assessment Wave (Administrators)

Creating an assessment set

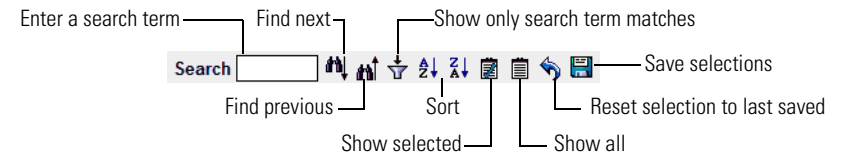
An assessment set is a group of tests that are scheduled to be administered during roughly the same period of time, in a district-wide assessment wave, for example.

Note: Typically, only administrators have permissions to create assessment sets, but all Edusoft users—teachers and administrators—can view them.

To create an assessment set:

- 1 Click the **Admin** tab, and then click the link for **Assessment Sets**.
- 2 Click **Create new** to create a new assessment set.
- 3 Enter a title for the assessment set and enter start and end dates if you wish. Choose whether to select students by periods or by custom groups. Click **Continue**.
If you choose students by period, this assessment set will only create per period answer sheets. Likewise, if you choose students by custom group, you will only create custom group answer sheets. You can also add a description.
- 4 Open folders and choose the assessments you want to include in this set. Click **Continue**.
- 5 Whenever you're ready, choose assessments to assign periods or custom groups.
 - To assign assessments later, click **Back** to return to the Assessment Sets Locker. You can return to this point and continue whenever you're ready.
 - To assign assessments by period now, click one or more tests and click **Assign Periods**.
 - To assign assessments now by custom groups, click one or more tests and click **Assign Custom Groups**.
- 6 Use the filters to select the relevant courses and click **Continue**.
 - Use the index at the top of the list to scroll to the courses that begin with a letter or number.
 - Click a column header to sort the list based on that column.

- Click any course or course ID and use the search controls at the bottom of the list to search for specific courses.



- Click the **Save** icon to save your selections as part of this assessment set.
- 7 To view the full list of periods or un-assign specific periods, click **Select Periods**.
 - 8 Choose a course and click check boxes for the periods you want to un-assign or assign again and click **Finish** or **Back to Courses**.
 - 9 When you've finished selecting courses and periods, click **Finish**.

Assigning to custom groups

When you create an assessment set, you can assign students based on custom groups rather than periods.

To assign to custom groups:

- 1 Click the **Admin** tab, and then click the link for **Assessment Sets**.
- 2 Click **Create new** to create a new assessment set. Enter a title for the assessment set and enter start and end dates if you wish. Click **By custom groups**. Click **Continue**.
- 3 Open folders and choose the assessments you want to include in this set. Click **Continue**. Whenever you're ready, choose one or more assessments and click **Assign Custom Groups**.
- 4 Use the filters to select the relevant custom groups and click **Continue**.
- 5 Click check boxes to select one or more custom groups. Click **Finish**.

Printing answer sheets in batches

Edusoft makes it easy to batch and print all of the answer sheets associated with an assessment wave. You can print per period or per custom group answer sheets, period or custom group generic answer sheets, and school-wide generic answer sheets. All answer sheets are specific to one and only one assessment.

Batch printing of answer sheets is driven by your district's assessment sets. You choose an assessment set, select a few options, and create a PDF file that contains all of the answer sheets you need to administer the tests in the assessment set. You can send that PDF file to your browser window or to the Edusoft FTP site for transmission to a remote printer. Anyone with permission to print batches of answer sheets can send them to the browser window, but only district-level administrators can use the Edusoft FTP site. Batched answer sheets are available for one week after you create them.

The file name for district-wide answer sheets is:

<District_Name>.All_Schools.<Assessment_Set_Name>.yyyy-mm-dd.hh:mm.pdf

The file name for one school's answer sheets is:

<District_Name>.<School Name>.<Assessment_Set_Name>.yyyy-mm-dd.hh:mm.pdf

The way in which answer sheets are organized depends on the selection method used for the assessment set.

- If the assessment set is selected by periods, the answer sheets are organized by school, by teachers in the school, by tests that the teacher is administering, and by period.
- If the assessment set is selected by custom groups, the answer sheets are organized by school, by custom groups in the school, and by test.

Each batch of period-based answer sheets contains cover sheets for each school and for each teacher. Custom group-based answer sheets have cover sheets for each school. Cover sheets contain information about distributing answer sheets as well as information about how the packet of answer sheets is organized. An additional optional cover sheet guide (it's a separate file) provides useful information for dividing the packets up or inserting colored divider sheets.

To print answer sheets in batches:

- 1 Go to your Assessment Sets Locker and click **Batch answer sheets** for the assessment set you want to print.
- 2 Choose all schools or one specific school. If necessary, choose periods for the one school.
- 3 Enter the number of generic answer sheets for each period.
- 4 Choose a destination for the answer sheets and whether to include a cover sheet guide for the batch.
- 5 Click **Continue**.
The Confirm Batch Answer Sheets page lists information about the batch of answer sheets.
- 6 Review the details of the batch and click **Batch answer sheets**.
- 7 Click a link to open the file or save it to desktop.

Retrieving answer sheets from the Edusoft FTP site

Edusoft provides an FTP site as a convenience location where districts can upload the PDF files created when they batch answer sheets. The FTP site serves as a repository for all the answer sheet batches for the district. Anyone who has access can download answer sheets and cover sheet guide files for printing.

To get an FTP login, district administrators can contact Edusoft Help and request a user name and password for the district. District logins have a standard format of district name follow by zip code. The password is a minimum of 6 characters with 1 number and 1 special character.

To retrieve answer sheets from the Edusoft FTP site:

- 1 Click the FTP site link. The URL is <https://rpcftp.rpcllearning.com>.
- 2 Enter your login (user) name and password. Choose a language if you wish, and click **Login**.
- 3 To download answer sheets, click the check box the file you want to download and click **Download Files**.
- 4 Save the file to your hard drive.