

## About Instructional Worksheets

Instructional worksheets are a tool you can use to help students in areas they struggled with on exams. Worksheets are based on one or more exams your students have taken and can include missed test questions, instructional resources available in your district—textbook references, lesson plans, activities, practice exercises, and teaching aids—and additional test questions that are aligned to standards covered in exams. To create worksheets, you will select the students, exams, and the standards covered, then the type of content to include.

### To create instructional worksheets:

- 1 In Benchmark Exams, click the **Instructional Tool** link or icon. Or, In Teacher Tools, click Tools & Analysis, then click the **Create Instruction Tool Review** link.
- 2 Select the type of worksheets to create and click **Continue**.

Choose	To create one worksheet for
<b>Individual students</b>	Each individual student in the set you select
<b>Each class or period</b>	Each class or period you select
<b>A group of students</b>	All the students you select combined

- 3 In the Select Student Set page, select the schools (if you have access to more than one) and periods that include the students you want to create worksheets for.
- 4 Under Student Selection, choose which students you want to include from the selected schools and/or periods.

If you select	Then
<b>All students</b>	<ul style="list-style-type: none"> <li>■ Click <b>Continue</b>.</li> </ul>
<b>Choose individual students</b>	<ul style="list-style-type: none"> <li>■ Click <b>Continue</b>.</li> <li>■ Select the individual students.</li> <li>■ Click <b>Continue</b>.</li> </ul>
<b>Select students based on demographic options</b>	<ul style="list-style-type: none"> <li>■ Select the demographic options.</li> <li>■ Click <b>Continue</b>.</li> </ul>

- 5 In the Select Assessments page, click check boxes to select one or more exams, and click **Continue**.

If you're a teacher, you see both benchmark exams and tests from your Teacher Tools Assessment Locker. If you're an administrator, you see only benchmark exams.

- 6 In the Select Standards page, click check boxes for the standards you wish to include or remove from the list. The average scores in red indicate standards where student scores were below your underperforming threshold.

**Select Standards**  
These are the standards covered on the tests you chose.

Click to select or remove standards.

- CCS--English--Grade Three--Language Conventions 1.8 **69%**
- CCS--English--Grade Three--Reading 2.2 71%

Average scores in red fall below your underperforming threshold.

Select the number of standards to be included for each student or period.

**Standards per student**  
For each student, show the  lowest-performing standards.

- 7 Select the number of standards to be covered for each student or period. If you are creating worksheets for a group, you skip this step.
- 8 Click **Continue** to select worksheet contents.

### To select worksheet contents:

- 1 In the Select Worksheet Contents page, click the check boxes for the material you want to include.
  - For missed exam questions, choose the number of items to include and whether to include the correct answers.
  - For re-assessment items, choose the number of items to include for each standard covered on the worksheet.
  - If you're creating worksheets for a group, click **List lowest-performing students** to display a list of students whose scores are below the underperforming threshold.

- To add instructional resources, click the **Instructional resources** check box, then choose: the number of resources you want to add per standard, the skill levels and languages to include, and the sources of materials.

**Instructional resources** - max.  per standard

**Types:**

- Professional Development
- Teaching Aids
- Lesson Plans
- Practice Materials
- Activities

These are all of the resource types Edusoft provides. You'll only see the resource types available in your district.

**Skill Levels:** ———— These are the possible skill levels. You'll only see the levels that match your district's resources.

- Below Level
- On Level
- Advanced
- Not Indicated

**Languages:**

- English
- Not Indicated

**Sources:** ———— These are the sources for your district that match the standards covered, as well as the resource type, skill level, and language choices you've made.

- HMCO Reading Resources
- Houghton Reading. Houghton Mifflin

2 Click **Continue**. The Preview Materials by Standard page appears. This page has four areas: Standards, Reassessment Items, Missed Questions, and Resources. Only the content types you selected earlier will appear.

- In the standards area, choose the standard you want to review.

**Preview Materials by Standard**

These are the exams you selected.

Choose a standard to preview the material aligned to it.

**Exams:**  ELA Grade 3 Reading Diagnostics 2 - October,  ELA Grade 3 Reading Word Recognition

**Standard:** CCS--English--Grade Three--Reading 1.2 Decode regular multisyllabic words.; 7  
 CCS--English--Grade Three--Reading 2.5 Di... and supporting details in expository  
 CCS--English--Grade Three--Reading 1.1 Kn... (e.g., -ight) to decode unfamiliar w  
 CCS--English--Grade Three--Reading 1.2 Decode regular multisyllabic words.; 7

For worksheets to students.

- In the Reassessment Items area, add or remove items as needed. To add items: Click the **Add reassessment items** link, select the items you want to add. Click **Add Selected**, then click **Continue**.

**Reassessment Items:**

Which word has two syllables?

Click to remove this item.

- a. knowledge
- b. chance
- c. granddaughter
- d. bring

**Add reassessment items**

Click to add reassessment items for this standard.

- In the Missed Questions area, add or remove questions for each student, for the period, or for the group. To add missed questions: Click the **Add missed questions** link and select the questions you want to add. Click **Add Selected**, then click **Continue**.

**Missed questions for:**

ELA Grade 3 Reading Word Recognition Section 1 - Question #6

Click to remove this item.

- a. knowledge
- b. chance
- c. granddaughter

Choose a different student to see that student's missed questions.

Click to add missed questions for this standard.

- In the Resources area, add or remove resources for students at each performance level. To add resources: Click the **Add resources** link and select the resources you want to add. Click **Add Selected**, then click **Continue**.

**Resources for the selected standard by period-wide performance:**

Click a tab to see the resources for students performing at a different level.

**Students at this level in:**

Click to remove this item.

Chapter 4 - Geography  
Resource Group: McDougal

Select a different period to see students performing at this level in that period.

Click to add resources.

- When you have finished making changes, click **View PDF for Teacher** or **View PDF for Student** to view and print instructional worksheets.
- To print the PDF document, click the Print icon and follow the instructions on your screen.
- To view and print the second PDF file, click **View PDF for Student** or **View PDF for Teacher**.
- Click **Back** to go back to the Preview Materials by Standard page where you can make further changes in the materials as necessary.