


ADMIN – CREATING ASSESSMENTS

The Assessment utility is used to create assessments from one person, such as an Administrator, to distribute to several students in a grade or content area. The question bank can be created by writing questions or using Castle Learning questions. If teacher created, they would transfer the question bank to an administrator, or the administrator can create their own bank of questions as well.

ADMIN CONTENT - CREATING QUESTION SETS

1. From the Admin Center, click **Admin Content**
2. Under  **Question Sets** click on **Add Question Set**
3. Type the name of the set (Example: Pre-Assessment Grade 4 ELA) and click **OK**

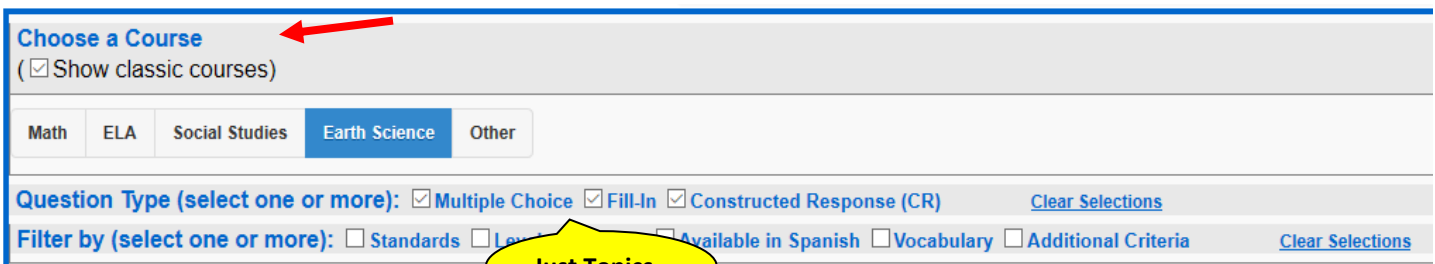
NOTE: You can use Castle Learning questions or write your own questions. If you are using Castle Learning questions, these will be quarantined from use by anyone in the district. You may want to consider pulling in Castle Learning questions and making a slight edit change to make them your own so that questions won't be quarantined from others to use.


USING CASTLE LEARNING'S QUESTIONS

1. Select **Add Castle Questions**
2. Follow the guidelines below depending on course and grade level

3A - **HS Courses – Math, Social Studies, Science** (not ELA – that is always leveled – use the PreK-8 procedures under 3B)

- Under **Choose a Course**, check the box next to Show classic courses
- If not selected already, choose the specific HS course like Algebra I, US History, Chemistry, etc.
- Be sure to check the **Question Type** and **Filter by options**



Choose a Course 

Show classic courses

Math ELA Social Studies **Earth Science** Other

Question Type (select one or more): Multiple Choice Fill-In Constructed Response (CR) [Clear Selections](#)

Filter by (select one or more): Standards Level Available in Spanish Vocabulary Additional Criteria [Clear Selections](#)

Just Topics

3B - PreK-8 – Math, ELA, Social Studies, Science and MS-HS Spanish/French and Music

- Leave box next to Show classic courses UNCHECKED
- Click on the content and be sure to check the **Question Type** and **Filter by options**

Choose a Course
(Show classic courses)

Do Not Check

Math

ELA

Social Studies

Science

Other

Question Type (select one or more): Multiple Choice Fill-In Constructed Response (CR) [Clear Selections](#)

Filter by (select one or more): Standards Levels Topics Available in Spanish Vocabulary Additional Criteria [Clear Selections](#)

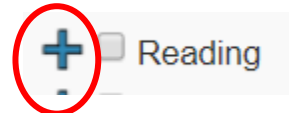
Need both Levels & Topics

7. Click Start

- Select the Levels using the chart:
 - Primary (Grades K-2) as A, B, C
 - Elementary (Grades 3-5) as D, E, F
 - Middle School (Grades 6-8) G, H, I
 - HS (Grades 9-12) as J, K, L and M for AP Level content

8. Click Next

- Now select the **Topics** to use – be sure to [Clear Selections](#) of any previous topics selected before selecting new ones, so you don't combine a previous search by mistake
- Use the blue/green plus symbol to expand the subtopics until you find the specific topic you need for questions
- Click on the check box next to the specific topic of choice
- Scroll to the bottom and choose **Save & Show Questions**
- Check the box next to the ID to select the question for your assignment (newest questions are showing first)
- Once you have selected all the questions you need, click **Done** found in the floating pink bar
- You will now be on the Assignment Editor window. See section below on Assignment Editor Window to learn how to edit and print the assignment.



Questions in assignment: 10 Done

USING READING SET QUESTIONS

1. Select **Add Reading Set Questions**
2. Choose course **English Language Arts** then the **Difficulty Level**
 - a. Select the Levels using the chart:
 - Primary (Grades K-2) as A, B, C
 - Elementary (Grades 3-5) as D, E, F
 - Middle School (Grades 6-8) G, H, I
 - HS (Grades 9-12) as J, K, L and M for AP Level content
3. Click on the magnifying glass to the right of a passage to view and use the + to the right to select

USING PUBLIC ASSIGNMENT QUESTIONS

NYS Regents, NYS Grades 3-8 released questions, questions by standard, questions by state, etc.

1. Select **Add Public Assignment Questions**
2. Click the + next to the content area. Do not use Common Core – these are from when it originally started. Go to the course.
NOTE: For NYS HS Common Core Math, choose Mathematics then Math, Castle Assignments, New York. For Elem use Elementary Math and for MS use Intermediate Math. For all ELA any grade, use English Language Arts
3. Check the box next to the public assignment(s) you wish to use then click on **Import**

IF NEEDED -TRANSFER ASSESSMENT QUESTION SET TO AN ADMIN OR TEACHER


You only need to transfer question sets **IF** someone else will be administering the assessment. Once transferred, the person who did the transfer will not be able to access the question set. Teachers in a grade level may be asked to create an assessment set of questions to contribute to a district assessment in their My Content area then transfer the question set to the admin who will be administering/releasing the assessment.

Teacher Transfer of Question Set to an Admin or a Teacher:

1. Teachers would transfer the set from their **My Content**. Choose the Question Set and then choose Transfer to Administrator. (See similar steps below 2-7)

OR


Admin Transfer of Question Set to an Admin or a Teacher:

1. From the Admin Center, click **Admin Content**
2. Under  **Question Sets** click on the set name
3. Click on **Transfer to Administrator** or **Transfer to Teacher**.
4. Start to type the Admin or Teachers first name in the administrator name box and then select the correct name. Click on **OK**.
5. You will be prompted who it was transferred to. Verify the name is correct. Click **OK**.
6. Notice the set is no longer in your list.

NOTE: An Admin will find the set transferred to them in their Admin Center under **Admin Content**. Teachers will find the set transferred to them in their Castle Learning **My Content** on their Teacher Center. From there teachers can create an assignment using the transferred set of questions. Admin will need to use Admin Assessments and add in the set to an assessment.

ADMIN MAKING ASSESSMENTS

Once an admin has Question Sets in their Admin Content section, they can create an assessment from those Question Sets.

1. From Admin Center, click **Admin Assessments**
2. To add an Assessment click on  (upper right corner)
3. Name the assessment, course, and choose a folder (if needed) to store the assessment. Click on **OK**.
NOTE: There are no questions in the assessment yet. You will need to browse questions to add to this assessment.
4. Click on **+ Add**

5. Check the box(es) from the list of the question bank(s) you want to use for this assessment.
NOTE: There could be several question banks transferred by teachers or others who contributed questions to the creation of this assessment.
6. Click **Browse** and check off the questions to use for the assessment
7. From the pink box keeping track of questions in the assignment, click **Done**
8. Click on **Back**
9. Click on **Properties** under the assessment you just created. This provides details of the assessment.
10. In the upper right of the Properties window, you can Print or Close.

ADMIN ASSIGNING ASSESSMENTS

1. From Admin Center, click **Admin Assessments**
2. Click down arrow next to Assessment name
NOTE: You can assign directly to students or allow teachers to assign. See directions below depending on which option you choose.

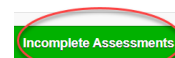
ASSIGN TO STUDENTS

1. Click **Assign to Students**
2. Click on down arrow and select the appropriate filter based on school, all teachers or if a specific teacher in the search box choose **filter teachers...** and type in the teacher's first or last name and select the specific teacher
3. Choose Assign to Classes, Grades, or Students
4. Depending on the criteria selected you will check student names, classes, or grades that you want included
5. Scroll down and indicate the mode – **Quiz** mode does NOT give them any feedback – ideal for assessments. Open mode gives them feedback with hints and vocabulary. This isn't usually the most ideal assessment mode. **EZScoreCam is not currently working with admin assessments.**
6. Select the availability options and additional options that are needed
NOTE: If unsure of options, click on the ? next to any features
7. Click **Assign** then **OK**
8. Continue until all are assigned that need to be assigned. When finished click **Done**.

OR

ALLOW TEACHERS TO ASSIGN TO STUDENTS

1. Click **Allow Teachers to Assign**
2. Click on **Edit Assigners**
3. Start to type in last name, email or login of the teacher to assign to and then select the teacher
4. Search for more teachers if needed and select to add them to the list of **Teachers that can Assign**
5. When finished adding teachers, click on **Submit Changes**
6. Click on back arrow
7. Teachers will now find an assessment for them to assign under My Assignments and the Assessments tab. This gives the teachers the ability to assign the assessment when it fits their schedule.
EZScoreCam is not currently working with admin assessments.
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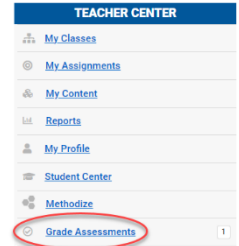


Incomplete Assignments:

NOTE: Students will find an assigned Assessment in their Student Center

ADMIN ASSIGNING WHO WILL BE GRADERS OF CR QUESTIONS

1. From Admin Center, click **Admin Assessments**
2. Click on the down arrow next to the Assessment name
3. Click on **Grading (CR Questions)**
4. Click on **Graders**
5. If the teachers listed are the ones you will be using for grading, you are all set. If not, delete any teachers listed you don't want as a grader and continue with the next step to Edit Graders.
6. Click on **Edit Graders**
7. Start to type the grader's name and select from list. Repeat until all graders selected. Click on **Submit Changes**.
8. Be sure to set under the section Grading (CR Questions) the **Grading Availability to Available**
9. The graders will now see **Grade Assessments** on the home page upon logging in



ADMIN REVIEWING RESULTS FROM ASSESSMENTS

1. From Admin Center, click **Admin Assessments**
2. Click on the down arrow next to the Assessment name
3. Click on **Results**

ADMIN PUBLISHING RESULTS TO TEACHERS

Once the assessment is complete, the release of results is controlled by the Admin by selecting Publish Reports. The teacher can then click Reports on their Teacher Center page, Assessment and Course Usage Reports, then Administrator Assessments.

1. To publish the results, from Admin Center, click **Admin Assessments**
2. Click on the down arrow next to the Assessment name
3. To the right of Reports, slide the bar to the left to Locked and to the right to Published

NOTE: Only Admins have the option to grade the CR questions from the results section.

TEACHER'S VIEWING ADMIN CONTROLLED ASSESSMENT RESULTS

Once the assessment is complete, the release of results is controlled by the Admin by selecting Publish Reports. The teacher can then find the results under Reports on the Teacher Center page.

1. From Teacher Center, click **Reports**
2. Click on **Assessment, Course Usage and Activity Tracking Reports**
3. Click on **Administrator Assessments**
4. Choose the options on the right that fit your criteria then click on **Create Report**