EAGLE Tasks

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Task 1 – Add a Student to a School Roster

1. Select **Class Roster**.
2. Click **School Roster** on the menu bar.
3. Click **Add Student**.
4. Fill in the **Personal Information** fields: USE YOUR OWN NAME.
   a. First, Middle, and Last Name (Middle not required)
   b. LA State ID (SSN): 9 digits without dashes. Do not use a real SSN. Make up a number such as 777771234.
   c. Confirm LA State ID.
   d. Date of Birth: Use the drop down menu and select month, day, and year.
   e. Grade Level: **Use the drop-down menu and select** the grade level you will be working with today.
   f. Click **Generate** next to the username.
   g. Click **Generate** next to the password.
5. **WRITE DOWN THE STUDENT USERNAME AND PASSWORD AND CLICK ADD.** A message will appear to confirm the addition of the student.
6. Click **OK**.

NOTE: Once a student username has been assigned, it cannot be modified. Only passwords can be modified.

TASK 2: ADD A STUDENT TO THE CLASS ROSTER FROM THE SCHOOL ROSTER

1. Select **Class Roster** from the menu bar.
2. Select the Class.
3. Click **Edit Roster**.
4. Select the **grade level you will be working on today** from the drop-down menu.
5. Scroll through the roster and click in the box next to the student's name you would like to add to your class roster. A check mark will appear inside the selected boxes.

NOTE: BE SURE TO ADD THE STUDENT YOU CREATED IN TASK 2 TO YOU CLASS ROSTER.

6. Scroll to the bottom of the page and click Add Selected Students.
    a. The student's name will now appear in the Class Roster on the right.
    b. A message in green text will appear to confirm the addition of the student.

TASK 3: CREATE A TEST BY CONTENT STANDARD

1. Select **Test Administration**.
2. Click on **Create a Test**.
3. Select:
    a. **Elementary: MATH**
    b. **Middle: Science**
    c. **High: U.S. History**
4. Enter the name of the new test.
5. Enter a description for the new test. (optional)
6. Select the **Grade Level** that you will be creating this test for.
7. Select **YES**, make public if you wish to share this test with other teachers at your school – which we recommend.
8. Click Assemble Test.
9. Use the drop-down arrow and select **Content Standards.**
10. From the **Content Standards** column, select the content standard by clicking in the circle next to your choice.
11. From the **GLE column** choose the GLE you wish to add to your test by clicking in the circle next to your choice.
12. Choose the items you want to use by clicking in the box next to the item. To view an item, click on the **Item ID**. An item card will display showing the item and related data such as: item type, grade level, total points, correct response, level of difficulty, and the passage or activity to which the item is linked. Item cards are printable.
13. Click **Add Items to Test**.
14. Repeat steps 10-13 to add items from additional Content Standards or GLE's.
15. You may click Print Preview to view the test for printing – if you choose to print the test. (You may also copy/paste into MS Word for editing purposes if you choose.)
16. Click Exit to leave the preview window.
17. Click Save Test.

Task 4 – Edit the Test You Created

1. Click **Edit a Test** from the menu bar.
2. Select **My Tests**.
3. Select the **subject** of the test using the drop-down menu.
4. Select the **grade level** you have the drop-down menu.
5. Click the **Edit** button to the right of the test you wish to edit.
6. **To Delete an item on your test.**
    a. Scroll down the page to view the list of Current Items in your test.
    b. Click in the circle next to the item you would like to delete.
7. **Add an item to the test**:
    a. Select **Content Standards** from the selections method drop-down menu.
    b. Now select the content standard you want to use.
    c. From the GLE column, choose the **GLE (or Passage)** you wish to add to your test.
    d. Select the item you want to use by clicking the boxes next to your choices.
    e. Click **Add Items to Test.**

8. Click **Save Test** to save your test.

Task 5- Schedule the Test You Created

1. Click on **Schedule A Test**.
2. Click on **My Test.**
3. Click on a **Subject and Grade Level.**
4. Click **Schedule** next to the test you would like to schedule.
5. On the **Test Scheduling/Assignment page**, choose the Class from the drop-down menu in which you added your name to in **Task 1.**
6. The checked boxes next to all the student names mean that the test will be assigned to all students.
7. ***For today's training only, uncheck the boxes next to the names of the students , except for the one you added in Task 1 today***. This will exclude all other students from this test.

8. By clicking the check box next to Apply to All, you will assign the same test parameter to all students on your class list (begin and end dates and times, time limit, goal, and calculator availability.)

9. Set the parameters-begin and end dates and times, time limit, goal, calculator availability-by choosing from the drop-down menus aligned with Apply to All.
10. If you wish to set different parameters for different students, unclick the Apply to all box and make your selection from the drop-down menus next to each student's name.
11. Click Save Schedule.
12. The scheduled test will appear on you Current Schedule.

TASK 6: EDIT YOUR TEST SCHEDULE

1. Click **View/Edit Schedule** from the menu bar. You have the choice to select from Current, Past, or Future Tests. Select **Current**.
2. Click on the **test name**.
3. Choose any of the three options below:
    a. Check the box next to each student's name you wish to add to the test schedule.
    b. Uncheck the box next to each student's name to remove the student from this test assignment.
    c. Make any necessary changes to the test parameters for each student checked (date and time, time limit, goal, and calculator option).
4. Click the SAVE SCHEDULE button to save your changes.

NOTE: Once a test is scheduled, it cannot be deleted. You will have to edit your time settings to "time it out".

TASK 7: TAKE TEST ASSIGNED BY TEACHER

Log out as a teacher by clicking LOGOUT in the upper right corner of the screen. Now log in as the student you created in Task 1.

1. Select **Take Test.**
2. Click on the **subject** tab.
3. Click on the **test name** inside the subject folder.
4. Read the question.
    a. If a question is associated with a passage, Internet page, graphic, or book parts, click the corresponding button in the upper left-hand, corner of the question to open the viewer window. To close the viewer window, click the X in upper right-hand corner of window.
    b. If a passage contains footnotes, move the mouse over the superscript and the footnote will be displayed.
    c. If a question requires you to use a protractor, ruler, or calculator, click the corresponding button in the upper left-hand corner of the question.
        1. You may move any of these tools by clicking and dragging to the desired location.
        2. To close the tool, select **Click here to close**.
5. When you are ready to answer a multiple-choice question, click on the circle next to the answer you have chosen.
6. Click on the circle next to **I guessed or I knew the answer** for each multiple choice question (this is optional for students). **For training purposes, please select either *I guessed* or *I knew the answer*. This information will be important will be important when viewing the Student Self-Assessment Report.**
7. When you answered the question, click **Save Answer**.
8. The bubbles at the bottom of the page will turn red for the questions you have answered.

NOTE: At any point during the test, a student may click EXIT TEST and choose either *Finish* to end the test or *Return Later* to complete the test at a later time.

9. A message will appear to confirm completion of the test.
10. Click **Finish**.
11. Click **Exit**.

TASK 7: TAKE TEST ASSIGNED BY TEACHER (continued)

A student can view how they did on the test immediately after finishing:

View a Student Report

1. Click **Score Reports.**
2. Click inside the circle next to the report you would like to view.
3. **Select Test** from the drop down menu.
4. The selected report opens.
    a. All scores for multiple – choice and computer-scored items are available immediately
    b. Constructed-response items must be hand scored before results are reported. When a student marks a test "finished" without completing all items, the unanswered questions, including the constructed-response items, will receive a score of zero.
5. To close a report, scroll to the bottom of the report and click **Close Report**, or click **X** on the upper right-hand corner of the screen.

****Please note that your Open Ended Response Question will not have a score, because in today's training you did not score it before viewing reports.****

Task 8 – View Teacher Reports

Log out of student and log back in using the original name and password, in which you made the test. For today's purpose, please view ALL tests.

To view teacher reports:

1. Click on **Reports** icon.
2. Click in the circle next to the **report name**.
3. Make your selections from the pull-down menu on the upper right-hand corner of the report.
   a. All scores for multiple-choice and computer-scored items are available immediately.
   b. Constructed-response items must be hand scored before results are reported. When a student marks a test "finished" without completing all items, the unanswered questions, including the constructed-response items, will receive a score a zero.

Name of Report	Description
Class Report by Content Standard	Shows student performance on selected content standards.
Class Report by Grade-Level Expectation	Shows your class roster and the number of questions each student has answered per selected GLE.
Class Report by Test and Content Standard	Shows student performance on selected tests and corresponding content standards.
Class Report by Test and Question Type	Shows student performance on selected test by question type.

You can also view two special reports that link to follow-up instruction.

Analysis of Test Question	Shows how students performed on each test question and includes detailed information on how many students selected each incorrect response option.
Instructional Needs by Grade-Level Expectation	This report displays performance by GLE and provides a link to targeted instructional resources.

****Please note that your Open Ended Response Question will not have a score, because in today's training you did not score it before viewing reports.****