Edulastic Guide: Middle School
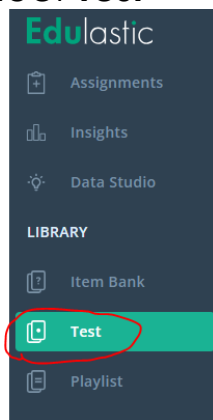
ELA, Science, and Social Studies

- ➢ Teachers will be informed once tests are published via email.
- ➢ You may assign the assessment when you are ready.
- ➢ If you notice a typo or other mistake on the assessment, ask your instructional coach to send Scarlet an email about the mistake and I'll correct it.
- ➢ **Important:** When a mistake is corrected such as a wrong answer marked and students have taken the test, the district admin may correct it and Edulastic will automatically rescore the test for the student to correct their personal scores. Nothing will need to be done by the teacher.
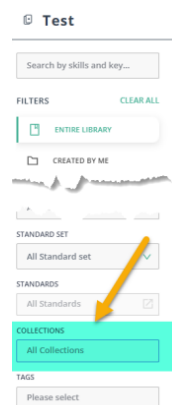
Reopen Assessments

The redirect tool is a major feature you and your teachers need to be aware of regardless if it is a summative of formative assessment. Redirect will reopen the test for retakes, absent students, accidental submissions, and skipped questions. Redirect can be done by teachers or admin. Quick Start Redo Reassign Reopen Use Redirect

Select **Test**, then select **Collections**.

Select **Test**   Select **Collections**

Select the <u>collection</u> your tests are in. Select the title below.

ELA: myPerspectives ELA Middle School
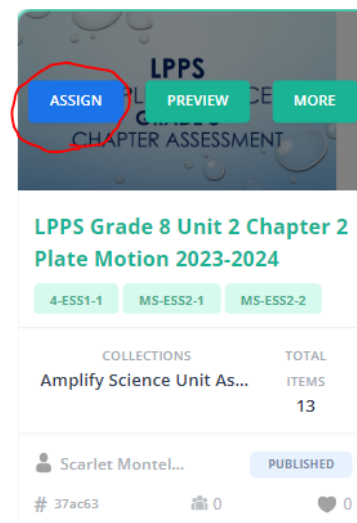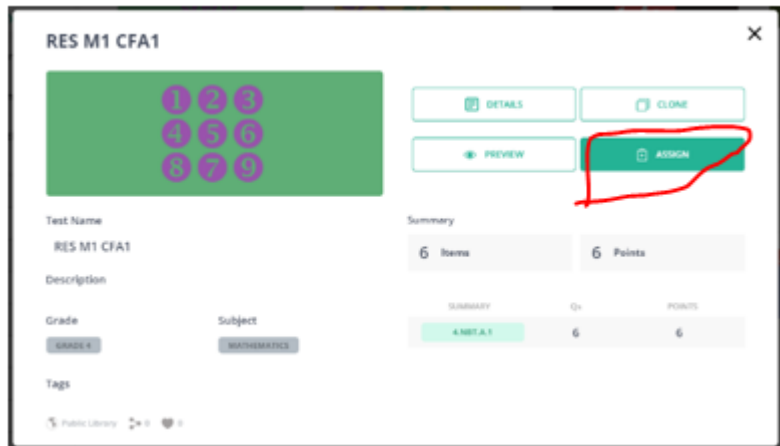**Science Unit Tests: Amplify Science Unit Tests**
Science Chapter Tests: Amplify Science Chapter Tests (Chapter tests for Grades 7 and 8 only)
Social Studies: Social Studies Middle School

Select the test that begins with **LPPS** in the title.

To search for the tests:
Filter by subject and grade.

Click Assign.

OR

To assign to an entire class or multiple classes, click in the CLASS/GROUP SECTION field to Select one or more classes to take the assessment.

Or, you can choose to assign the assessment to specific students. Click the SPECIFIC STUDENT button, select a class as above, and then click in the STUDENT field to select them.

Select when you want the assignment to be available for students to take by inputting the start date, due date, and close date. Choosing USE OPEN AND CLOSE DATE makes the due date and close date the same.

Choosing USE OPEN, DUE AND CLOSE DATE publishes a due date for students, but allows for late submissions before the assessment fully closes.

OPEN and CLOSE policies

Open Manually: Allows the teacher to assign the assessment now but give access to classes when they are ready.

Close Manually: Allows the teacher to keep the assessment open until all students finish the assessment. This does not affect reports or data.

OPEN DATE		CLOSE DATE	
2020-06-08 13:12:00	🗓	2020-06-15 23:00:00	🗓

◉ USE OPEN AND CLOSE DATE   ◯ USE OPEN, DUE AND CLOSE DATE (ALLOWS LATE SUBMISSIONS)

OPEN POLICY		CLOSE POLICY	
Automatically on Start Date	⌄	Automatically on Close Date	⌄

You may choose to open and close either automatically or manually. Both choices are available for both functions.

OPEN POLICY		CLOSE POLICY	
Automatically on Start Date	⌃	Automatically on Close Date	⌄
Automatically on Start Date			
Open Manually in Class			⌄

Test Type: Here, it should say common assessment. The teacher should leave it as is or won't even have the option if the admin has selected Freeze Settings.

TEST TYPE		
	Common Assessment	⌄

Click the assign button at the top right of their screen and both admin and teachers should see the assessment is assigned.

Assignment Settings   ➡   ASSIGN

SAVED SETTINGS   DEFAULT TEST SETTINGS ⌄

How to Assign an assessment

Video:
https://edulastic.zendesk.com/hc/en-us/articles/360000524911--How-to-assign-an-assessment-Video-