MISD

MANAGEMENT TECHNOLOGY

PowerSchool Assessment

MISD PowerSchool Documentation

Winter 2018
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Contents

PowerSchool Assessment

Logging on

Go to https://classroom.powerschool.com and enter in your login credentials.

(PowerSchool ID should be your district email address)

Navigating to Assessment

Click on the Library icon to display Assessments, Assessment Items, and Assessment Features.
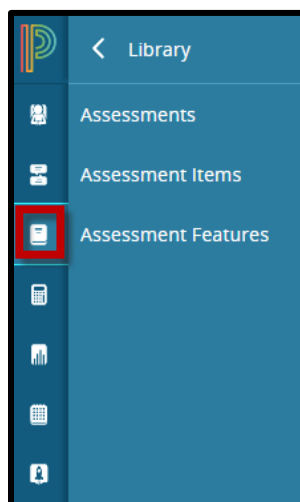
How to name Items and Assessments

NOTE: When naming Items and Assessments, it is important to use a district defined naming conventions. This is important as all Items and Assessment in the District bank will be displayed in a list alphabetically. By having naming conventions, it will be easier for staff to filter and find them. For example, (Teacher Name, Building, Class, what they are assessing, and Date) Smith School Math7 Section 1 Quiz Jan 18.

Assessment Items

Key Terms to Remember

District	Items created in the District bank can be viewed and modified by any user in your district. (Not district-to-district)
Personal	Items created in the Personal Bank can only be viewed and modified by you.
PowerSchool	A Bank of Items provided by PowerSchool that can be used by any user in PowerSchool Assessment, but not modified.

How to find Items in an Item Bank

Click on Library > Assessment Items > Bank

Once you click on **Bank**, you can select **District**, **Personal**, or **PowerSchool**'s item bank.

NOTE: It will default to **All Banks**.

How to filter to find an Assessment Item

Click on Library > Assessment Items > Click on Filter

NOTE: Multiple filters can be added to reduce the number of items.

How to create a new Assessment Item

Unified Classroom's Assessment tool comes with more than 60 item types, and many are Technology Enhanced Item Types. Keep in mind that you **MUST** associate a standard with an Item to save it.

If an Item is scan compatible, you will see the following icon in the upper-right corner of the quick view for the Item, on the Create Item page, and on the page where you enter the item details. Currently, only multiple choice items are scan compatible.

Scan Compatible

Click on Library > Assessment Items > Create

Assessment Items		1(A) ALGEBRA I ▼			Q2 ⌄ +
Create				🏛 Bank	⬤ Filter
		All Banks			
Name		Bank	ID		
test item		Personal	7S005JYVYD-1	📄 1 ? 1 ⊙ 0 ▦	
Sample Alg 1 S1 Exam		District	2S00GJ4Y95-1	📄 1 ? 1 ⊙ 0 ▦	
A1S1-1		District	FS00GJ4XLE-1	📄 2 ? 2 ⊙ 0 ▦	
A1S1-1		District	LS004J4XN9-1	📄 2 ? 2 ⊙ 0 ▦	
4.		District	CS00DJ4XFP-1	📄 5 ? 4 ⊙ 0 ▦	

Enter in the **required** item information and then click Create New.

NOTE: Be aware of which Content Bank you are creating the item in.

From here, you can select your item type.

Currently, only Multiple choice items with 4 choices and 1 correct answer are compatible with Offline Assessment types (Paper Pencil / Key Type)

Create your assessment item by entering in the information on the screen. **You will need to attach standards to your item prior to saving.**

Click on **Edit** to view and add standard(s) to your question.

Filters are available when adding AB (Academic Benchmark) standards. AB standards are standards loaded and managed in the PowerSchool Assessment system by PowerSchool. These are separate standards from the standards in your SIS (Student Information System) environment.

Once standard(s) are selected click on the **Add to Question** link.
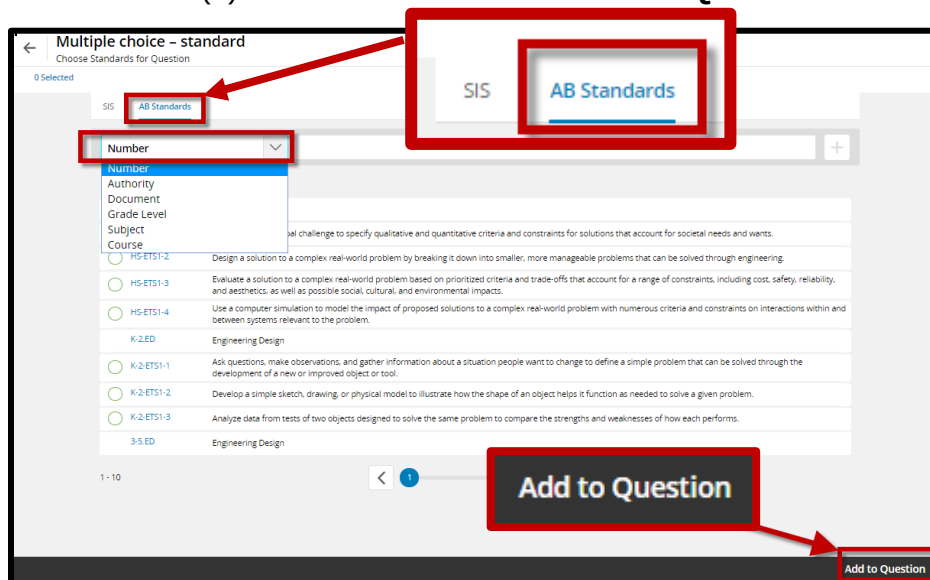
A text filter is available when adding Local SIS standards. These standards can be used by clicking on **SIS**. SIS standards are standards loaded and managed in your local PowerSchool environment by your district administrators.

Once the standards are selected click on the **Add to Question** link.
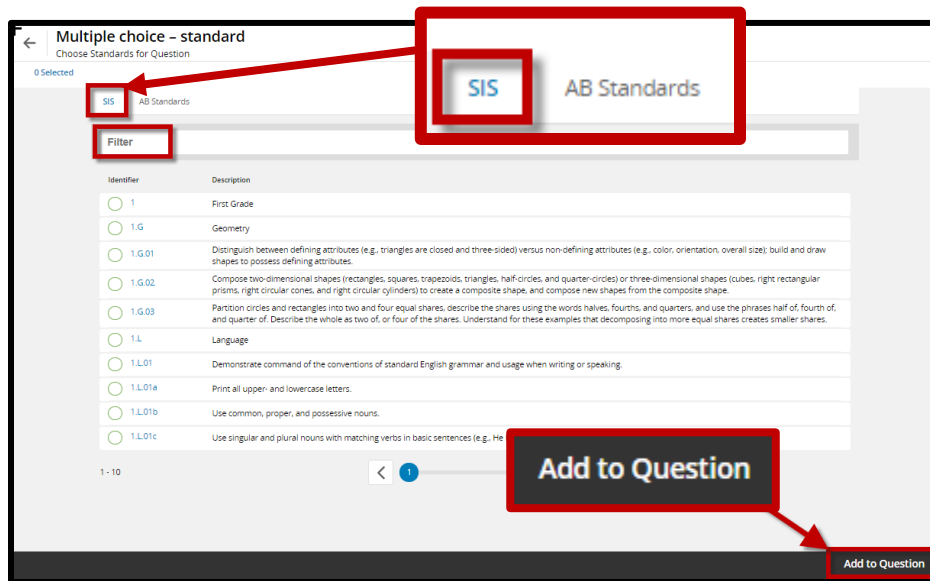
Click **Save** to save your **question**.

Click **Save** to save your **Item**.

Assessment

Key Terms to Remember

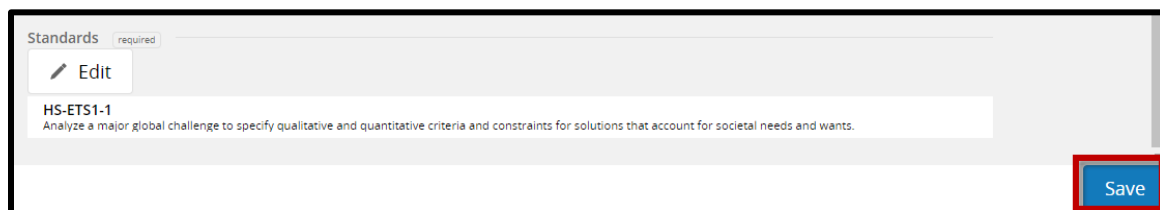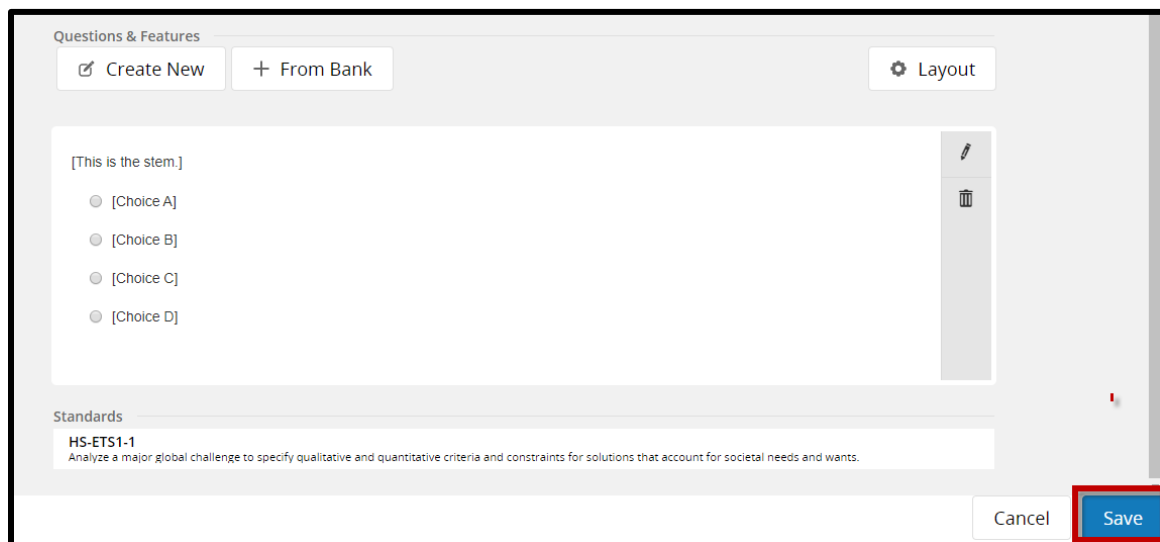| Key Type	A test that was **not** created in Unified Classroom Assessment. Students will use bubble sheets to record their answers. (external material must be supplied to students with test questions ex. PDF or Word Doc)
Offline	A test that was created in Unified Classroom Assessment, using Scan Compatible assessment items. Students will use bubble sheets to record their answers. No attachments are necessary as the exam can be created outside of PS Assessment. **NOTE: Currently, only Multiple choice items with 4 choices and 1 correct answer are compatible with Offline Assessment types (Paper Pencil / Key Type) No more than 100 items.**
Online	A test that was created in Unified Classroom Assessment and that will be delivered on line using computers. Utilizing many Technology Enhanced Items.
District	Assessments created in the District bank can be viewed and modified by any user in your district. (Not district-to-district)
Personal	Assessments created in the Personal Bank can only be viewed and modified by you.
PowerSchool	A Bank of Assessments provided by PowerSchool that can be used by any user in PowerSchool Assessment, but not modified.

How to create a Key Type Assessment

Click on Library > Assessments > Create

Fill in all required information from the Basic Information section.

Select the Content Bank you would like your assessment to be stored.

Click on Delivery > Key Type

Click on the **Create New** Button under Key type Questions

Fill in the required information for your questions, including the Correct Answer and attaching at least one Standard.

A standard can be attached by clicking on the edit pencil.

Filters are available when adding AB standards to a Key Type question, you will know you have selected standards by the green check mark. Once you have all standards selected, click **Add Standards**.
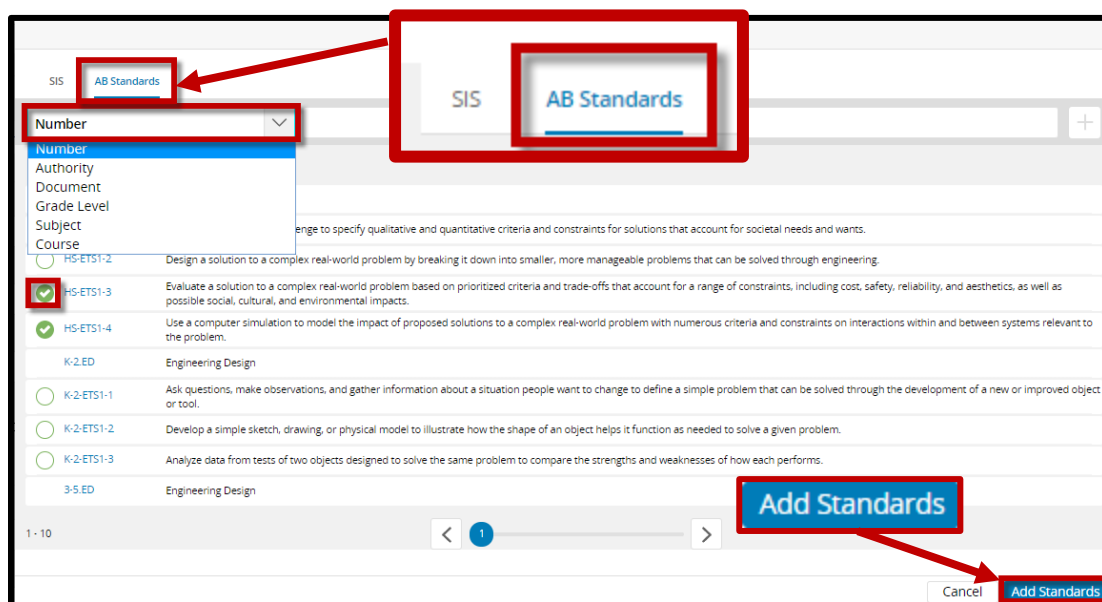
Local SIS standards can be used by clicking on **SIS**. A text filter is available for SIS standards. You will know you have selected standards by the green check mark. Once you have all standards selected, click **Add Standards**.
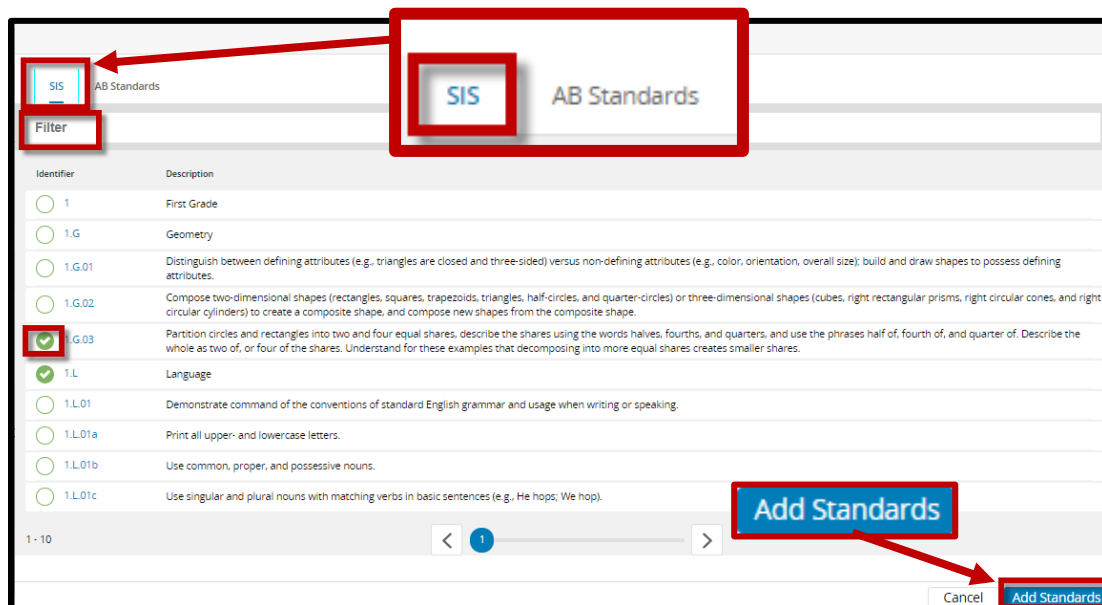
Click **Create New** to create additional questions.

NOTE: Assessment progress can be saved at any point while creating by clicking on the blue **SAVE** button.

Duplicating a Key Type question

Once your first question has been created, you can click on **Duplicate** to quickly create multiple questions with the same correct answer and standard associated. After creating multiple duplicate questions, you can modify the questions to set the correct answer and/or associate a different standard in necessary.

Click, **Save** to save your work or click **Save and Close** to leave the Create Assessment screen.

NOTE: After you save your assessment, you will get a Duplicate button to allow you to duplicate the entire assessment. This is different from the duplicate button when creating Key Type Questions.

How to create an Offline Type Assessment "Paper Pencil"

Once your item(s) has been created or if you are using an existing bank item, you can begin to build your assessment.

NOTE: Currently only items with 4 choices and 1 correct answer are compatible with Offline Assessment types.

Click on Library > Assessments > Create

Assessments | 📋 1(A) ALGEBRA I ▼ | Q2 ⌄ +

Create | 🏛 Bank | ⬤ Filter

All Banks

Name	Type	Bank	ID			
test test description	Other	Personal	MS0010SR8L-1	📖 4 ?	4 🎯	0 📖
Sample Alg 1 S1 Exam sample Alg 1 s1 Exam	Summative	District	9S00L0SCMM-1	📝 1 ?	1 🎯	0 📖
UCS 2017-2018 Math 7 Semester 1 Exam January 2018 Semester 1 ...	Summative	District	DS00F0SRKM-1	📝 0 ?	0 🎯	0 📖
Sample Dont use	Summative	District	LS00J00VDM-2	📝 1 ?	1 🎯	0 📖
test test	Summative	District	LS00J00VDM-1	1 ?	1 🎯	0 📖
World of Work Pretest This ACT Workkeys Test te...	Diagnostic	District	JS00300C2D-1	15 ?	20 🎯	4 📖

Fill in all required information from the Basic Information section.

Select the Content Bank you would like your assessment to be stored.

Click on Delivery > Offline

How to create Sections for an Offline Type Assessment

Click on **+ New Section**

Title your section in the Section Name text box.

If your assessment contains multiple Sections you can reorder the sections with the **Reorder** button.

Entire Sections can be removed with the **Remove** button.

You can **Create New** Assessment Items from here (see pg. 6) or you can select the **+ From Bank** to add existing items to your assessment.

NOTE: Several **Filter** options are available to filter by.

Grade Level, Subject and Author are common features to filter by.

When selecting item(s) to add to your Offline Type Assessment, be sure that they have the Scan Compatible icon next to them.
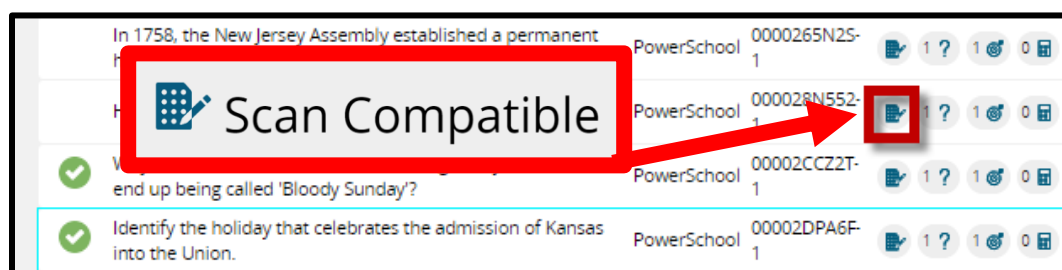
Click **Add Items**. You will know it has been added to your assessment by the green checkmark.
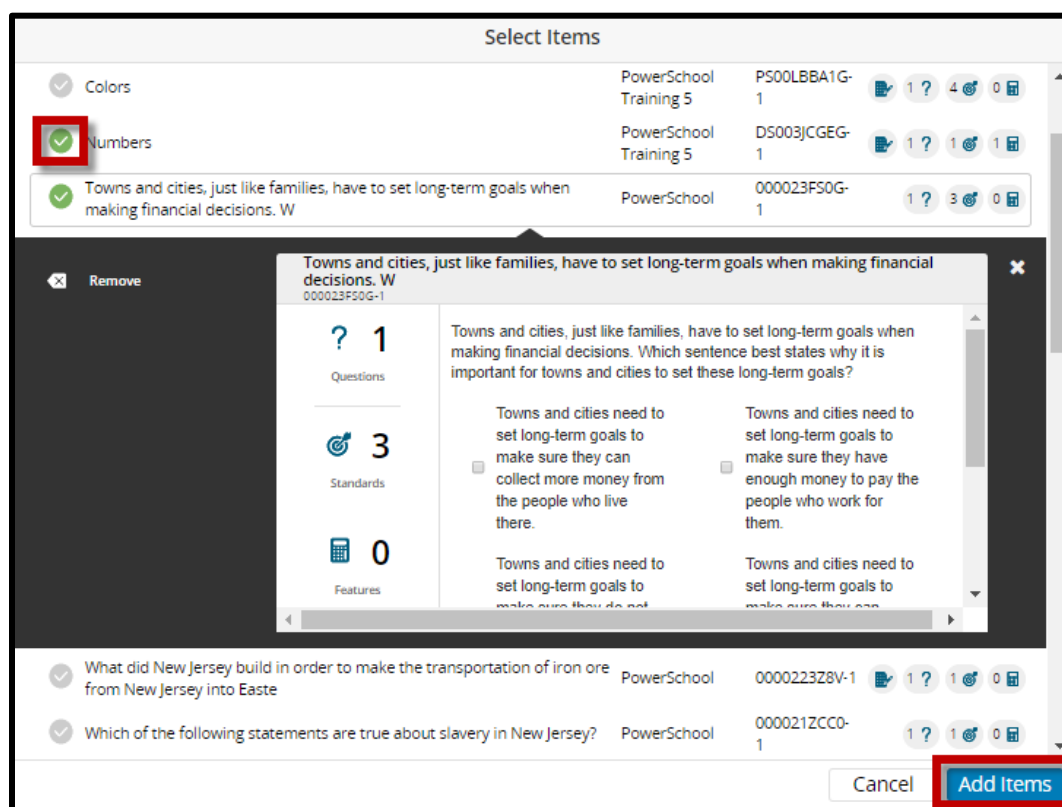
Click, **Save** to save your work or click **Save and Close** to leave the Create Assessment screen.

How to create an Online Type Assessment

Once your item(s) has been created or if you are using an existing bank item, you can begin to build your assessment.

Click on Library > Assessments > Create

Fill in all required information from the Basic Information section.

Select the Content Bank you would like your assessment to be stored.

Click on Delivery > Offline

How to create Sections for an Online Type Assessment

Click on **+ New Section**

Title your section in the Section Name text box.

If your assessment contains multiple Sections you can reorder the sections with the **Reorder** button.

Entire Sections can be removed with the **Remove** button.

You can **Create New** Assessment Items from here (see pg. 6) or you can select the **+ From Bank** to add existing items to your assessment.

NOTE: Several **Filter** options are available to filter by.

Grade Level, Subject and Author are common features to filter by.

When selecting item(s) to add to your Online Type Assessment, you can select any items regardless of whether they have the Scan Compatible icon next to them or not.

Click **Add Items**. You will know it has been added to your assessment by the green checkmark.
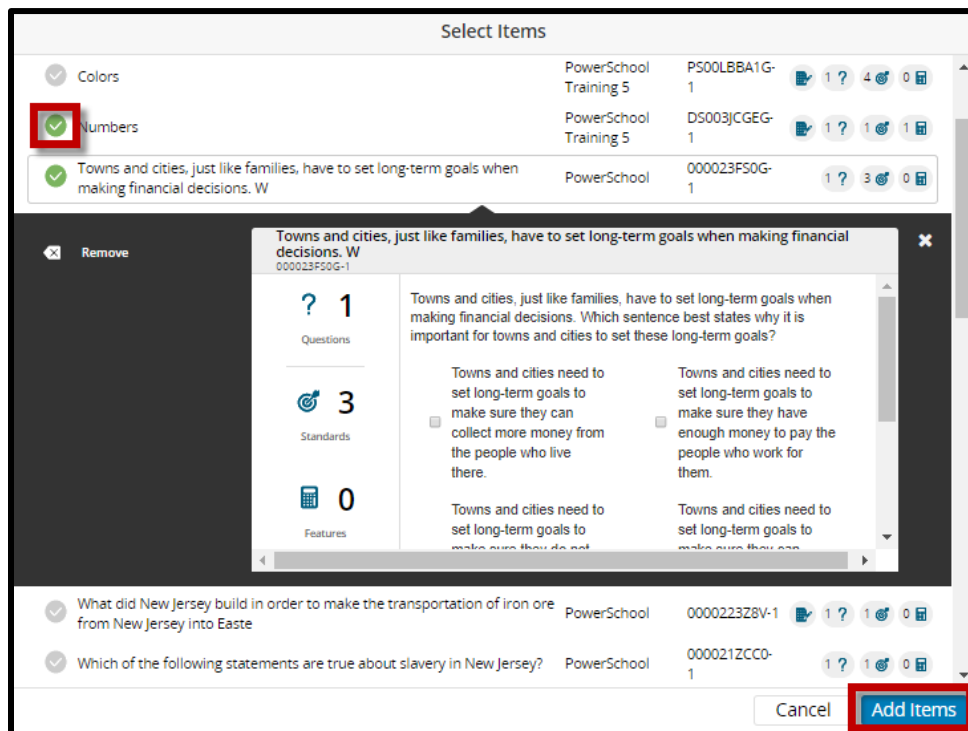
Click, **Save** to save your work or click **Save and Close** to leave the Create Assessment screen.

Assignment

Key Terms to Remember

Assignment Details	Will take you to a screen where you can view details such as the Description and Resources for the Assignment.
Basic Info	Will take you to a screen that displays the Assessment name, Delivery method, and Assessment Items, as well as each Assessment Items' Name, Bank, and ID. Icons appear to the right of each item to indicate Scan Compatibility, the number of questions attached to the item, the number of standards assigned to the item, and the number of features attached to the item. There is also a link to **Edit Assessment** and **Duplicate** the assessment.
Answer Key	Will take you to a screen where you can view a copy of the assessment with the correct answer, or answers, highlighted for each item.
Proctor Assessment	Will take you to a screen where you can see the student's status of their assessment as well as print the Bubble Sheets.
View Test Results	Will display student's assessment results independent from the gradebook as well as include Student Averages, student performance by item, standard, Blooms Taxonomy, Blooms Revised, and Webbs Depth of Knowledge.
View Scores	Navigates to the assignment in your gradebook.
Preview Assessment	Shows a preview of the assessment.
Edit	Allows you to edit the assignment being used to administer the assessment.

How to create an Assignment to administer your assessment to students

You can click on the PowerSchool "P" to navigate back to the Dashboard page, however, the **+ Global Create** button is in the upper right-hand corner and it is available on every page.

You **MUST** create an assignment in order to administer an existing assessment.
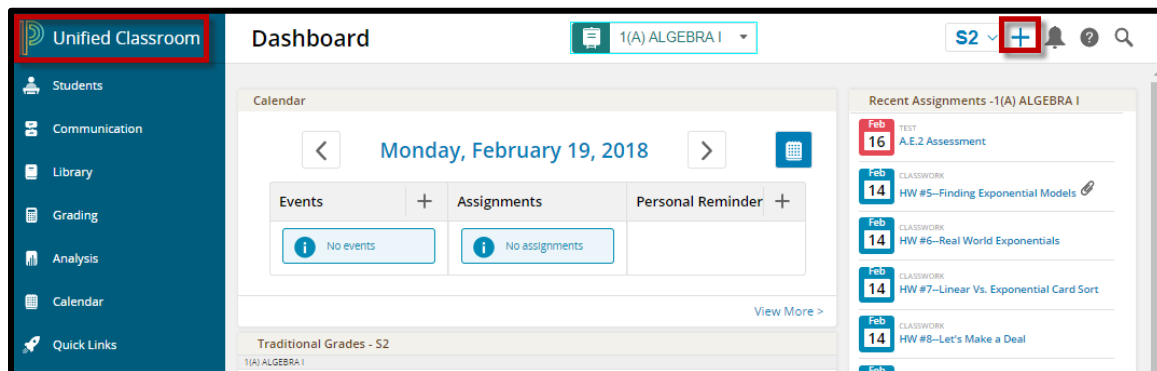
You will need to enter the information on the **Create Assignment** page. For **Student Work Type**, you will need to select either Assessment – Online, Assessment – Offline or Assessment – Key Type. Once selected, you will have the option to choose the assessment you would like to assign using the **Choose** button. **NOTE: The list of assessments available to choose from is filtered based on the Student Work Type selected (Ex. only scan compatible assessments will be displayed if Assessment – Offline is selected).**
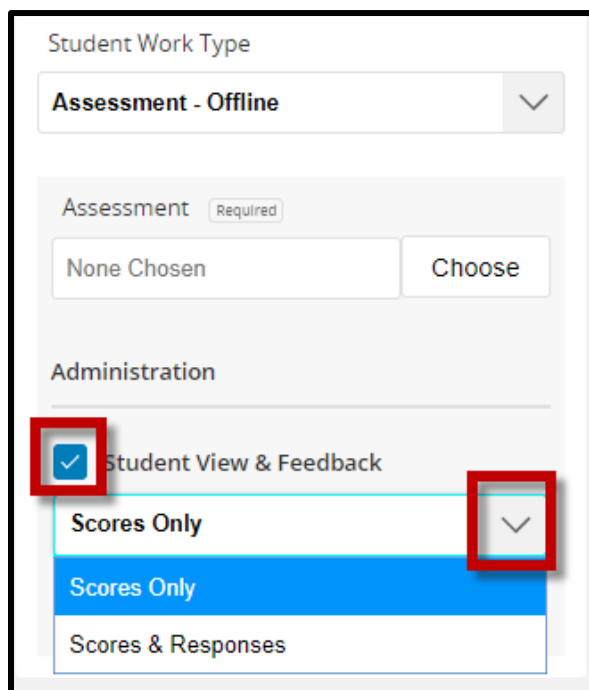
NOTE: On the Create Assignment page, you have the **OPTION** (not required) to add additional **SIS standards** to the assignment. There is a filter on the Select standards page, once standards are selected click OK to return to your assignment.

When Student Work Type is selected as either Assessment - Offline, or Assessment - Key Type, you have the Administration option to decide whether students can see their scores only, their scores and responses, or neither.

When Student Work Type is selected as Assessment – Online, there are several Administration options.

Student Work Type	Administration Options
Student Work Type Assessment - Online **Assessment** [Required] None Chosen — Choose **Administration** ☐ Kiosk Mode ☑ Randomize Items ☐ Student View & Feedback ☐ Time Limit (Minutes) ☐ Locked **Accessibility** Font Size Normal **Student Controls** ☐ Color Scheme ☑ Font Size ☐ Screen Zoom Level **Navigation & Display** ☑ Answer Eliminator ☐ Calculator ☑ Pause Control ☑ Previous Control ☑ Progress Bar ☑ Table of Contents	**Administration Options** • **Kiosk Mode** - Prevents students from navigating to other applications during an online assessment. • **Randomize Items** - Presents the questions in a different order for each student. • **Student View & Feedback** - Allows students to see their scores only, their scores and responses, or neither. • **Time Limit (Minutes)** – Allows you to set a time limit for the students to complete the assessment. • **Locked** – Locks the assessment, so that the students cannot see it regardless of the publish options, until a proctor unlocks the assessment from the assessment proctor page. • **Font Size** – Allows you to set the size of your assessment for accessibility reasons. • **Color Scheme** – Allows students to control the color scheme of their assessment. • **Font size** – Allows students to control the font size of their assessment. • **Screen Zoom level** – Allows students to adjust the screen zoom level while taking an assessment. • **Answer Eliminator** – Allows students to eliminate answers while taking the assessment if the student enables this option from the toolbar. • **Calculator** – Allows for an on screen calculator for the students to use while taking the assessment. • **Pause Control** – Allows students the ability to pause their assessment session. • **Previous Control** – Allows students to have access to a previous button while taking the assessment. • **Progress Bar** – Allows students to have access to a progress bar while taking the assessment. • **Table of Contents** – Allows the students to view clickable list of questions to easily navigate to different questions.

After entering required information on the Create Assignment screen, click on **Save** or **Save and Close**.

How to administer a Key Type assessment

Click on your dashboard and then go to Grading > Assignment / Activity List > Select the assignment for your Key Type – Assessment

NOTE: There is a filter option on the upper right-hand corner to filter assignments.

Once your assignment is selected, there are a few options to choose.

- **Assignment Details** will take you to a screen where you can view details such as the Description and Resources for the Assignment.

- **Basic Info** Will take you to a screen that displays the Assessment name, Delivery method, and Assessment Items, as well as each Assessment Items' Name, Bank, and ID.
Icons appear to the right of each item to indicate Scan Compatibility, the number of questions attached to the item, the number of standards assigned to the item, and the number of features attached to the item. There is also a link to **Edit Assessment** and **Duplicate** the assessment.

Answer Key will take you to a screen where you can view a copy of the assessment with the correct answer, or answers, highlighted for each item

Proctor Assessment will take you to a screen where you can see the student's status of their assessment as well as print the Bubble Sheets.

After clicking **Print**, a Bubble Sheet pdf will be created with your student's names and a QR code linking the Bubble Sheet to the assessment.

- **View Test Results** Will display student's assessment results independent from the gradebook as well as include Student Averages, student performance by item, standard, Blooms Taxonomy, Blooms Revised, and Webbs Depth of Knowledge.
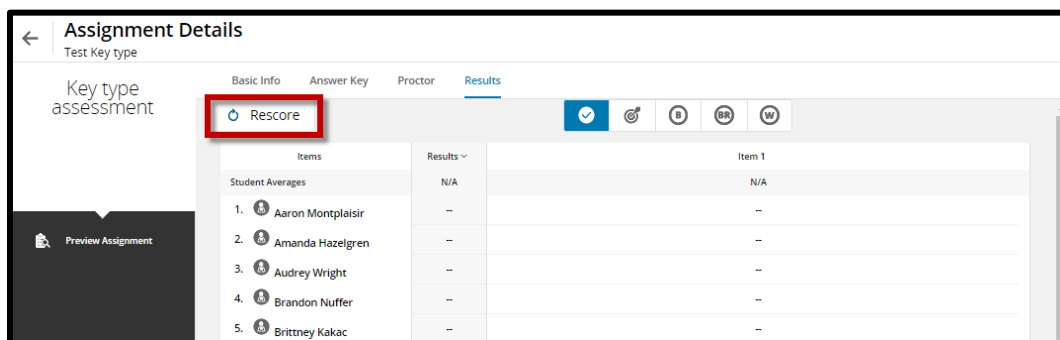
NOTE: If student scores are not flowing into the gradebook automatically, you can click on the **Rescore** button to trigger the scores being submitted to the gradebook.

- **View Scores** navigates to the Assignment page in your gradebook.

- **Preview Assessment** shows a preview of the assessment. (Key Type Assessments can be administered online as well as via a Bubble sheet)

- **Edit** allows you to edit the assignment being used to administer the assessment.

NOTE: Assessment content cannot be edited on the assignment after the assignment is created.

How to administer a Offline Type assessment

Click on your dashboard and then go to Grading > Assignment / Activity List > Select the assignment for your Offline – Assessment

NOTE: There is a filter option on the upper right-hand corner to filter the assignments.

Once your assignment is selected, there are a few options to choose.

NOTE: The Proctor Assessment page is the only page that will display differently depending on the assessment type. To view examples of the other pages see the administrating a Key Type assessment section.

Proctor Assessment will take you to a screen where you can see the student's status of their assessment. You can also print just the Assessment or the Assessment & Answers as well as the Bubble Sheets.

After clicking **Print**, a Bubble Sheet pdf will be created with your student's names and a QR code linking the Bubble Sheet to the assessment.
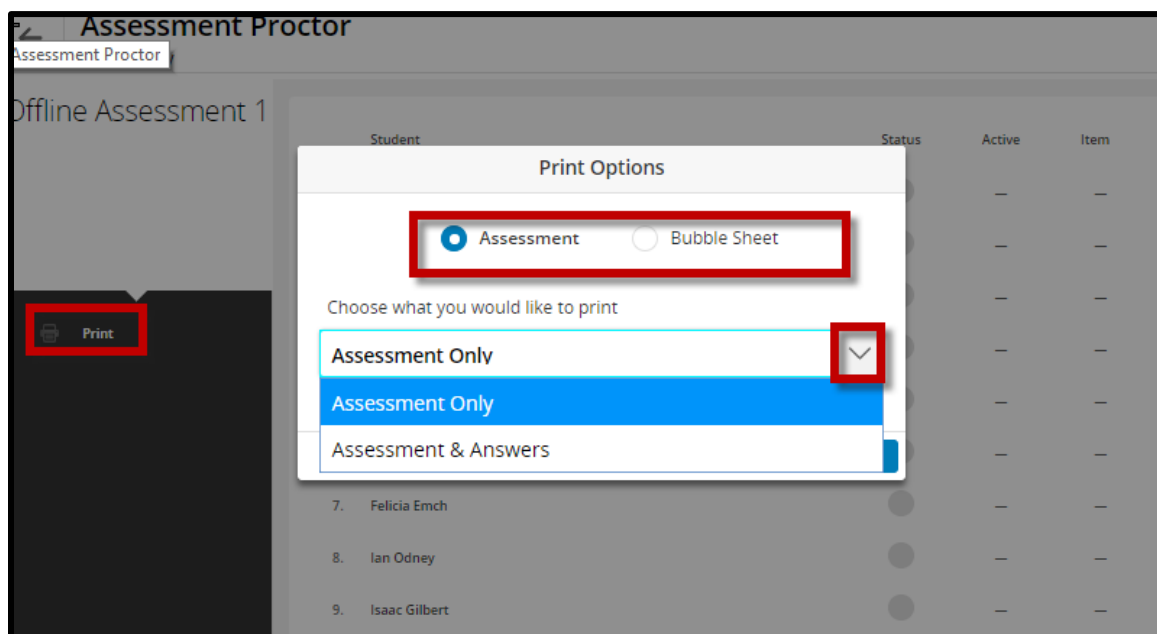
How to administer a Online Type assessment

Click on your dashboard and then go to Grading > Assignment / Activity List > Select the assignment for your Online – Assessment

NOTE: There is a filter option on the upper right-hand corner to filter the assignments.

Once selected, there are a few options to choose.

NOTE: The Proctor Assessment page is the only page that will display differently depending on the assessment type. To view examples of the other pages, see the administrating a Key Type assessment section.
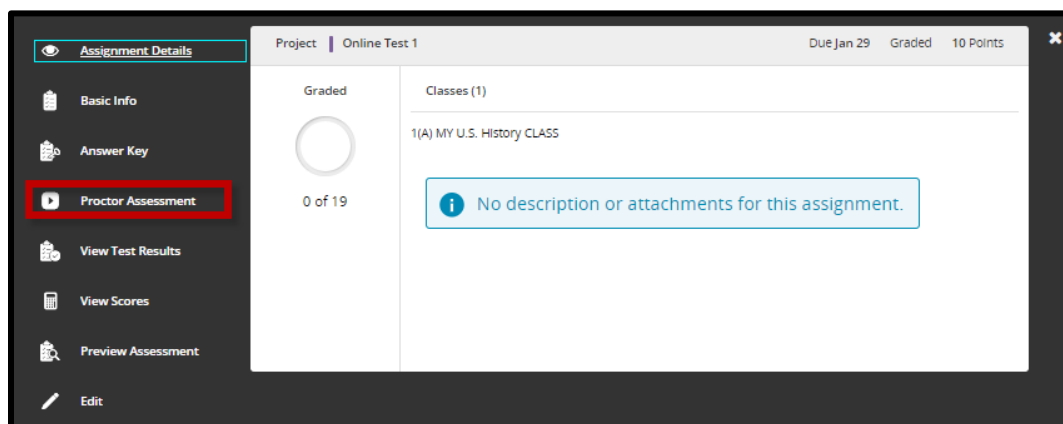
Proctor Assessment will take you to a screen where you can see the student's status of their assessment as well as control several aspects of the assessment session.

- **Pause** – Pauses the assessment session for the students.

- **Resume / Unlock** – Resumes the assessment session as well as unlocks a locked assessment.

- **Extend time** – add time to the assessment session to allow students more time to complete.

- **Go To** – Directs the students to a specific question.
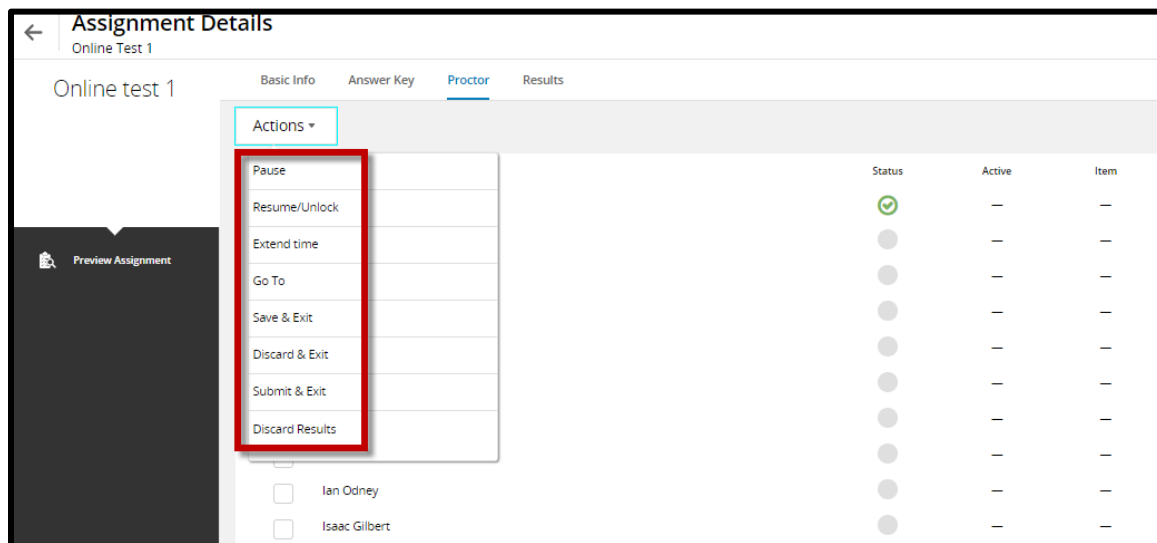
- **Save & Exit** – Saves students answers and closes their assessment session.

- **Discard & Exit** – Discards students answers and exits their assessment session (ex could be used if student was caught cheating).

- **Submit & Exit** – Submits the student's responses and exits the assessment session.

- **Discard Results** – Clears student's responses.

How to scan using the PowerScan app

The PowerSchool PowerScan app is used to score **Offline** and **Key Type** assessments**.**

Download and install the PS PowerScan App from the App Store on Apple devices or the Play Store on Android devices.

Open application and select Start Grading.

- Bring the full bubble sheet into view of the camera
- Avoid casting shadows on page
- Bright Ambient light is Best Regards
- Keep camera lens clean
- Keep sheets flat

The student's answers appears on the right in an editable overlay. The overlay allows the teacher an opportunity to edit the student responses before submitting to PowerSchool.

After verifying the assessment answers, select the checkmark to submit the answers to PowerSchool.
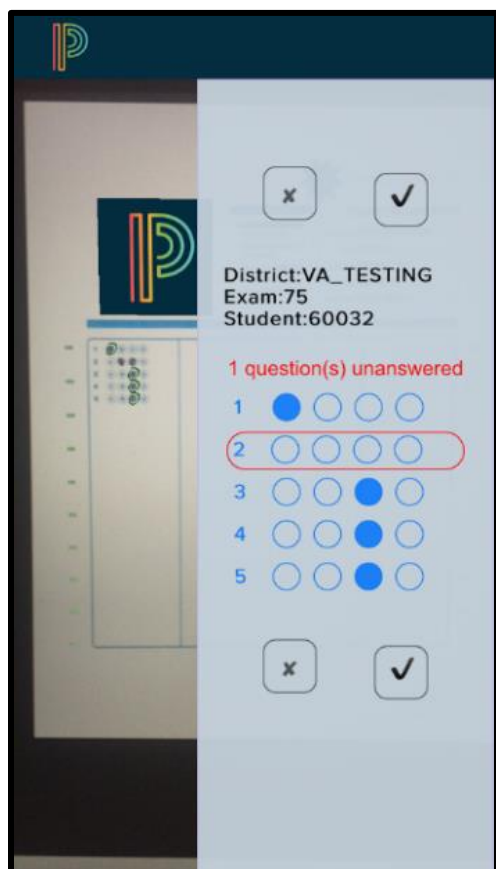
Ex. Bubble Sheet

Exam Scan Number: -3168
This should match the printed Exam.

PowerSchool

IMPORTANT

- Use Pencil Only
- Make DARK marks-fill completely
- Example: Ⓐ ● Ⓒ Ⓓ
- Make no stray marks
- Erase COMPLETELY to change

Student Answer Sheet

Student Name: Jenilyn Bailey

Subject: ELA

Exam Name: test

Exam Date: 1/12/2018

Teacher Name: Abram, Michael

| 1 | Ⓐ Ⓑ Ⓒ Ⓓ |
2	Ⓐ Ⓑ Ⓒ Ⓓ
3	Ⓐ Ⓑ Ⓒ Ⓓ
4	Ⓐ Ⓑ Ⓒ Ⓓ
5	Ⓐ Ⓑ Ⓒ Ⓓ
6	Ⓐ Ⓑ Ⓒ Ⓓ
7	Ⓐ Ⓑ Ⓒ Ⓓ
8	Ⓐ Ⓑ Ⓒ Ⓓ
9	Ⓐ Ⓑ Ⓒ Ⓓ
10	Ⓐ Ⓑ Ⓒ Ⓓ

1/19

How a student will take an Online Assessment

NOTE: In order for a student to participate in an online assessment, Unified Classroom must be turned on for the students and parents.

When a student is ready to take an assessment, they will have to click on View More or View All to navigate to the assignments list in the Upcoming Assignments or Recent Assignments window. This list can also be found by clicking on Progress > Assignments on the left navigation menu.
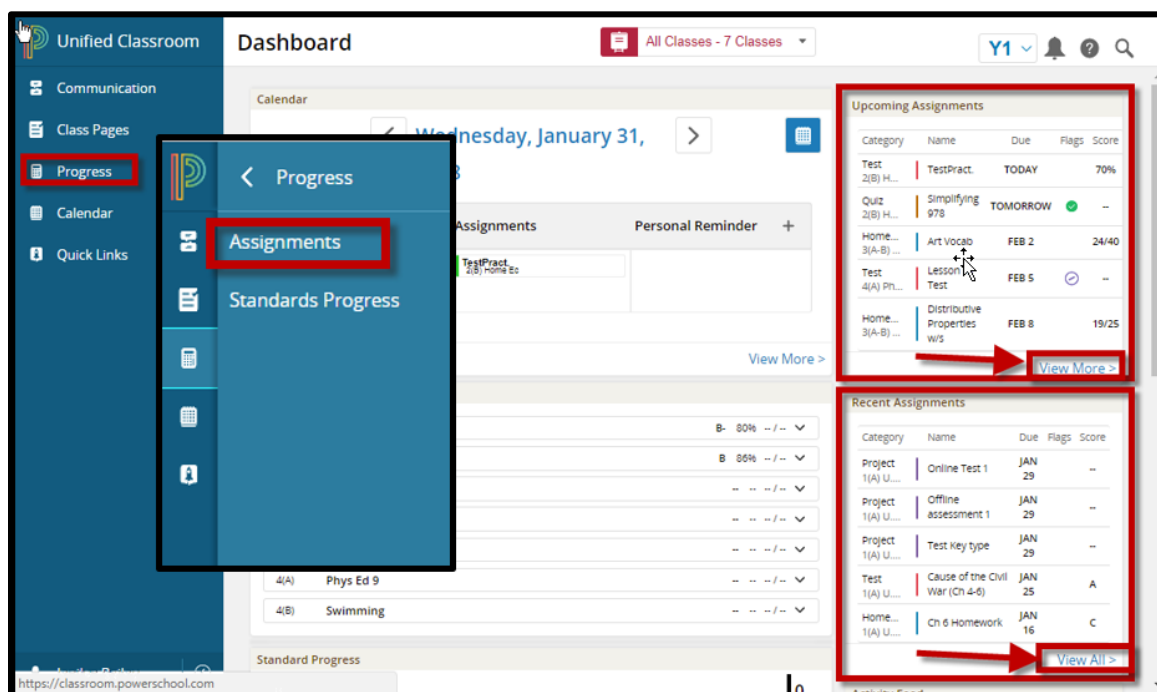
Once the student locates the assessment from the assignments list, they will need to select the assessment and click **Take Assessment**. In the assessment window that opens, click **Start**.
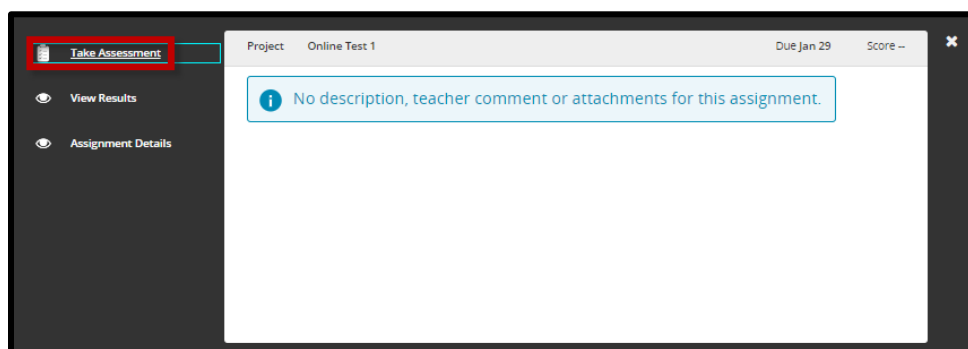
The student can navigate through the assessment in multiple ways. While taking the assessment, the student can **Flag** questions, continue on by using the **Next** button, or use the **Table of Contents** - a clickable list of questions on the bottom right of the assessment.

The student can **Pause** their testing session as well as access **Accessibility**, **Response Masking, and Review** options. These feature are only available if enabled when assignment was created by the teacher.

Once the assessment is completed, click **Finish** and then **Submit**.

How to check to see if students have scores in PowerSchool Assessment

After the student has completed taking their Online, Offline or Key Type assessment the teacher can verify that the students' scores are in PowerSchool Assessment by navigating to the **View Test Results** page. The teacher will need to locate the assignment in their assignment list, select the assignment and click on View Test Results. The scores will populate on this screen before transferring into the gradebook.

Helpful Sites

- **https://support.powerschool.com** (PowerSource)

- **https://misd.net/psassessment** (MISD documentation)

- **https://docs.powerschool.com/UCHT** (Unified Classroom Teacher Help Site)

MISD

Macomb Intermediate School District
Board of Education

We're the Macomb Intermediate School District. We exist to provide our clients quality service, high caliber support and cutting edge leadership.

Our primary clients are the 21 school districts of Macomb County. They are our most important customers--indeed, our reason for being.

Within these districts we focus our efforts on school staff. We work to increase their skills and capabilities so their students can experience more effective educational programs.

We also serve students with disabilities. In fact, we are committed to working directly with youngsters with disabilities who reside in Macomb County's school districts.

And we are involved with the educational community across the country. Many of our staff members are deeply involved in state and national programs. Many are working with colleges and universities. Still others are exchanging information with their professional colleagues. All these activities have a single purpose: to identify and develop techniques and programs which improve learning opportunities in Macomb County.

This is the professional focus which makes the Macomb Intermediate School District one of America's premier regional education agencies.

The MISD is an equal opportunity employer. It is the policy of the MISD that no person on the basis of race, creed, color, religion, national origin, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the MISD is responsible.

The MISD will provide, upon request with advance notice, appropriate auxiliary aids and services necessary to afford a qualified individual with a disability equal opportunity to participate in the services, programs and activities conducted by the MISD. To request auxiliary aids or services, contact Rosetta Mullen, 586/228-3309. MISD Text Telephone (TTY) 586/286-8040.