DATA RECOGNITION CORPORATION | DRC

NeSA C4L

# CHECK4LEARNING | WHAT'S NEW

## DISTRICT AND SCHOOL ADMINISTRATORS 2014

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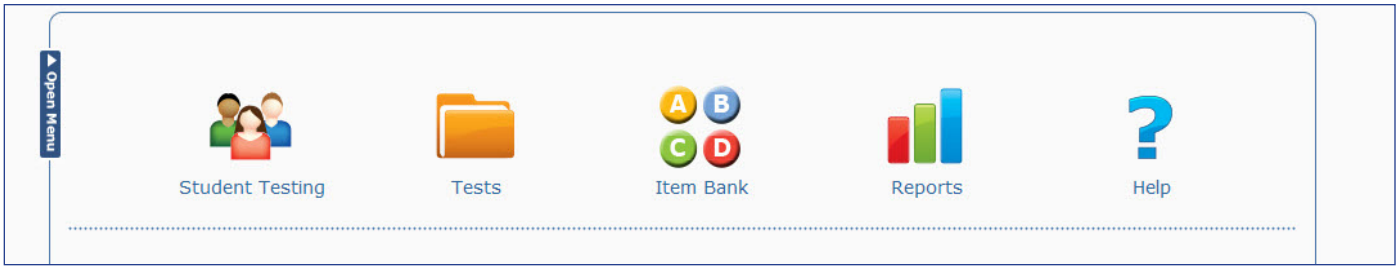
# GETTING AROUND



## Introduction

This *Check4Learning What's New District and School Administrators User Guide* describes the changes to Check4Learning for the 2014 mid-year release for district- and administrative-level users.

The User Guide is designed to be a general overview and introduction to the new features, tools, and options, versus a complete reference and step-by-step tutorial guide.

The three Check4Learning User Guides—State User, District and School Administrators, and Teacher—will be updated shortly to provide more detailed reference and tutorial information about these changes.

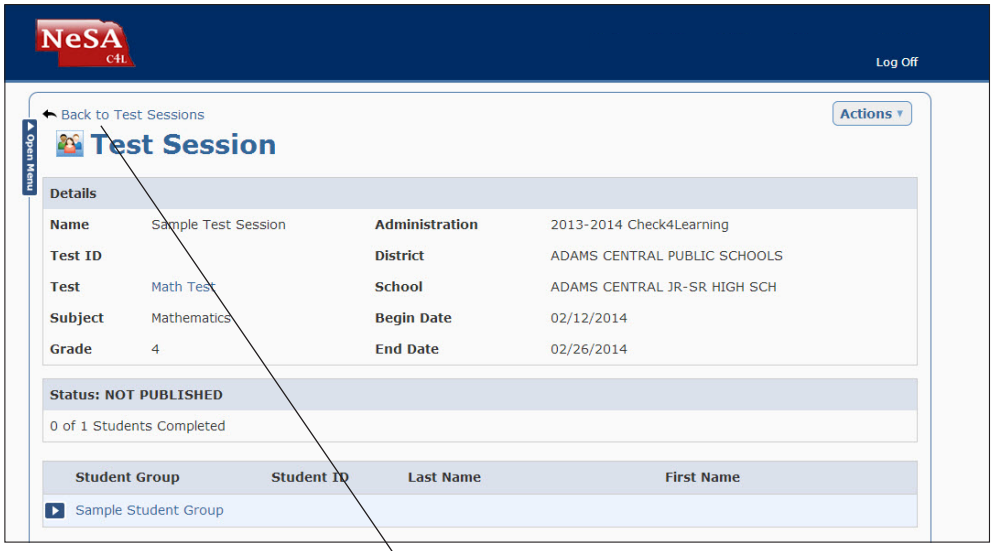
This section of the User Guide describes general navigation and user interface changes to the Check4Learning system.

## Important—Displayed Data

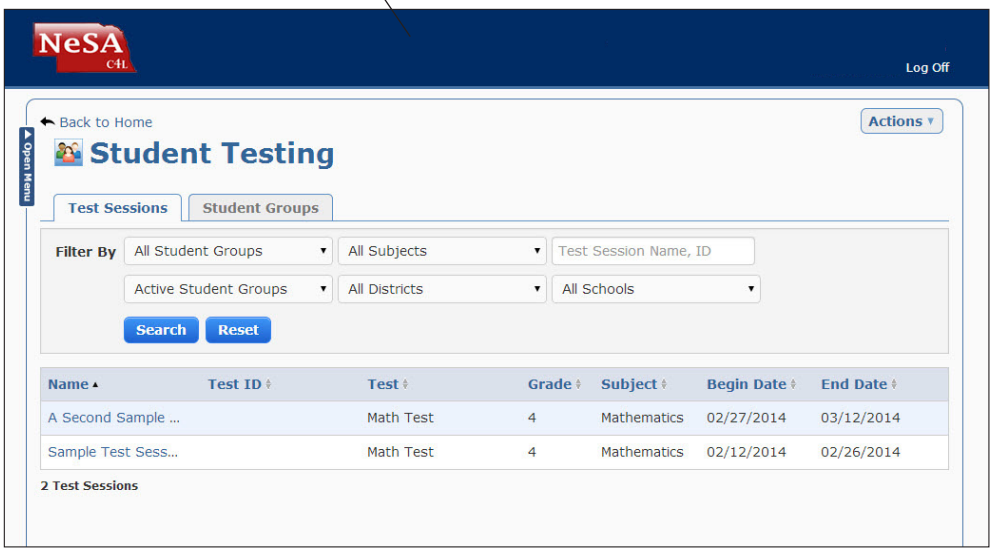
**Throughout this User Guide, school district, school, and student information is displayed in screenshots. Although the names of the schools and the school districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.**

## Navigating Pages

On most pages, to navigate back to the previous page, you now click on the Back to Test Sessions image (see below).




From a page that is linked to another page, you can click on the Back to *page name* icon (Back to Test Sessions) in the upper-left corner to return to the previous page.



# STUDENT TESTING

## Introduction

This section of the User Guide describes changes to the Student Testing portion of the Check4Learning system.

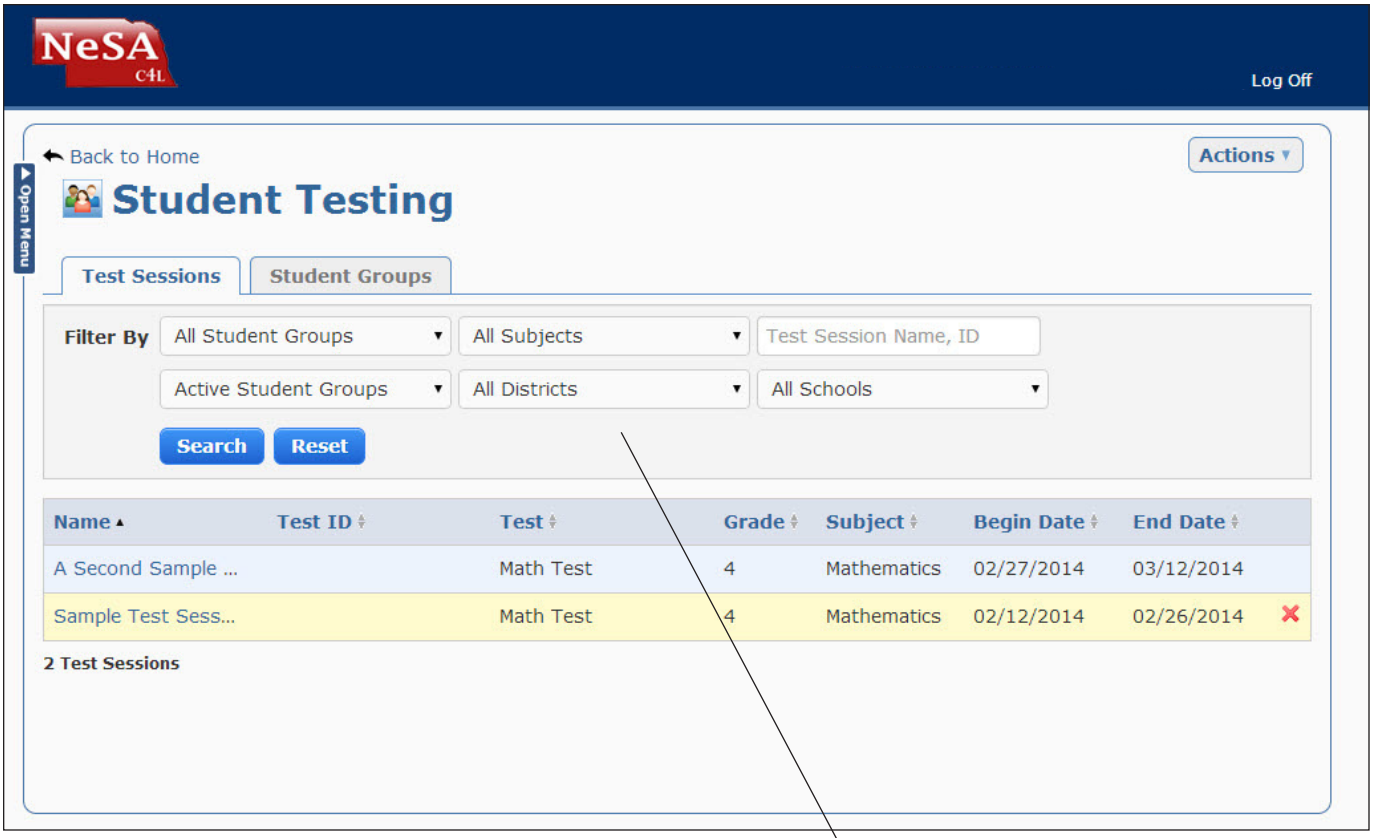
- Three new category filters have been added to the Student Testing tab to search for test sessions:
  - Student Groups—Active Student Groups or Active and Inactive
  - Districts—All Districts or a specific district
  - Schools—All Schools or a specific school
- From the Test Session page you can copy a test session to use as a template to create another session.
- From the Test Session page you can now select students from a student group to be included in a test session. You also can add students to a student group after the group has been associated with a test session.
- From the Student Group page you can copy a student group to use as a template to create another group.
- From the Student Group page you can activate or inactivate a student group.

## Important—Displayed Data

**Throughout this User Guide, school district, school, and student information is displayed in screenshots. Although the names of the schools and the school districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.**

## Student Testing Page

From the Student Testing page you can search for, view, create, edit, and delete student groups and test sessions.




Three new category filters have been added to search for test sessions:

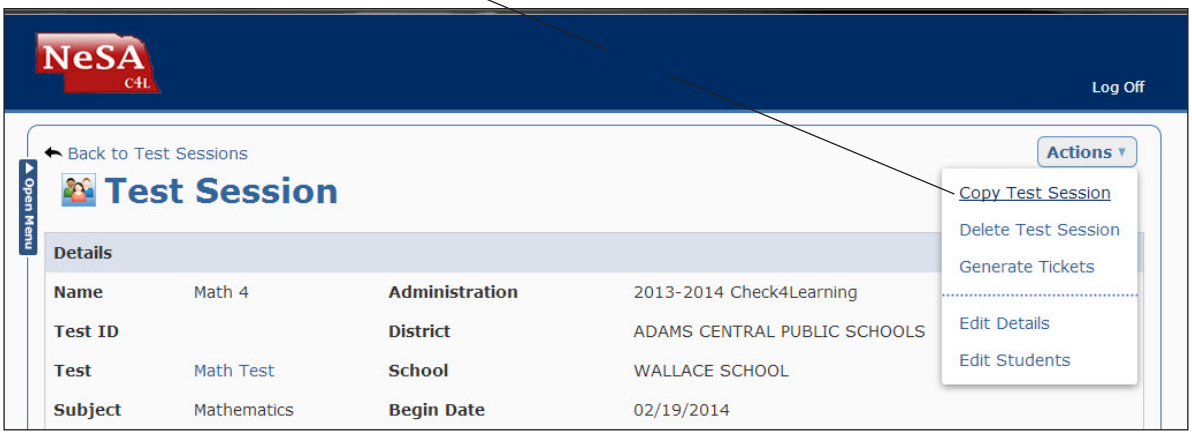
- Student Groups—Active Student Groups or Active and Inactive
- Districts—A specific district
- Schools—All Schools or a specific school

## *Working with Test Sessions—Copying Sessions*

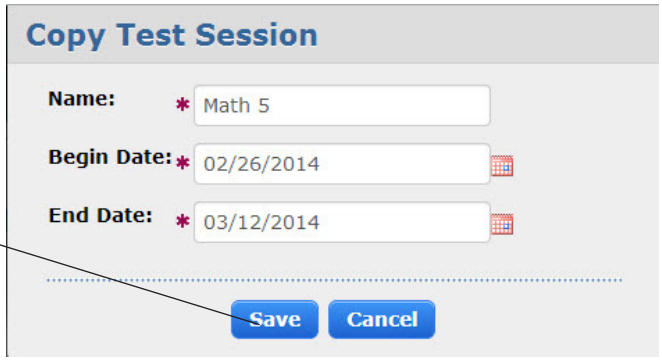
From the Test Session page you can copy a test session to use as a template to create another session.

**Note**: Any inactive students or student groups will not be part of the copy operation.

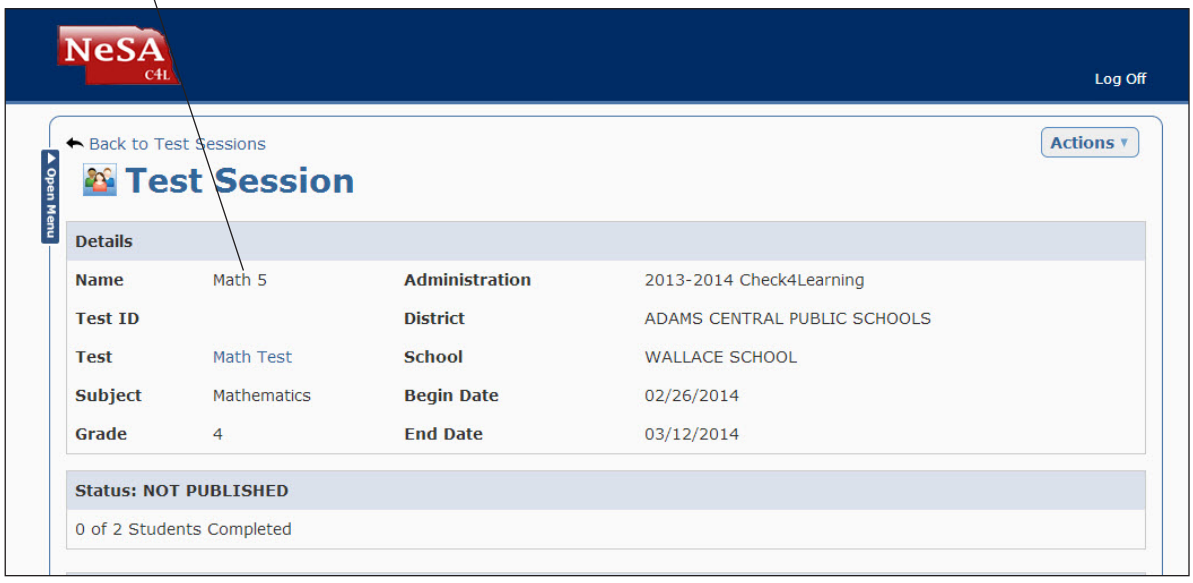
**1**. Click **Copy Test Session** from the Actions menu to make a copy of the test session that you can use as a template for another test session.




**2**. The Copy Test Session dialog box displays. Enter the name of the session, specify a begin date and an end date, and click **Save** to save you changes or **Cancel** to cancel them.



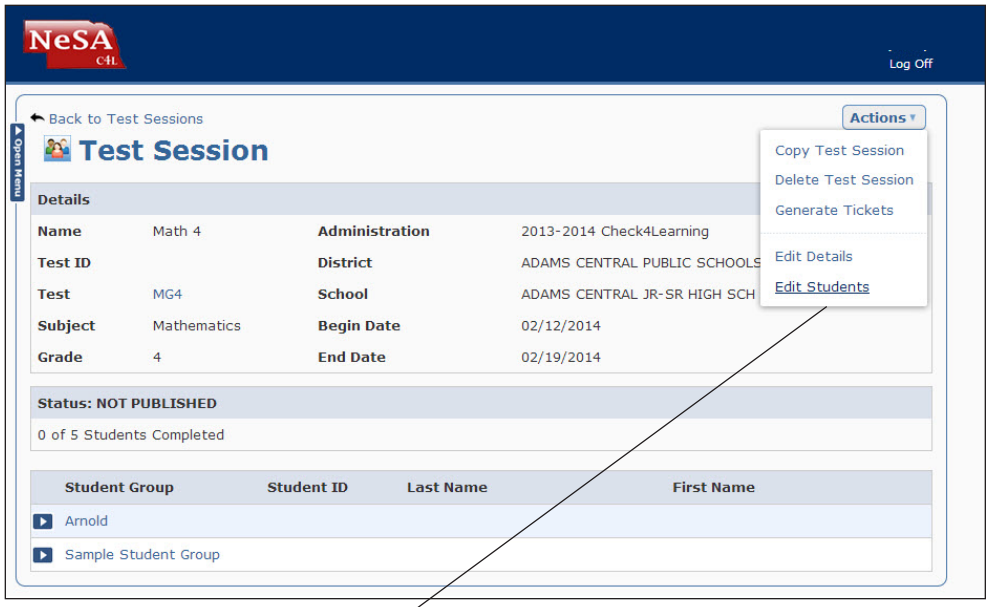

**3**. The Test Session page displays the new test session



## *Working with Test Sessions—Selecting Students*

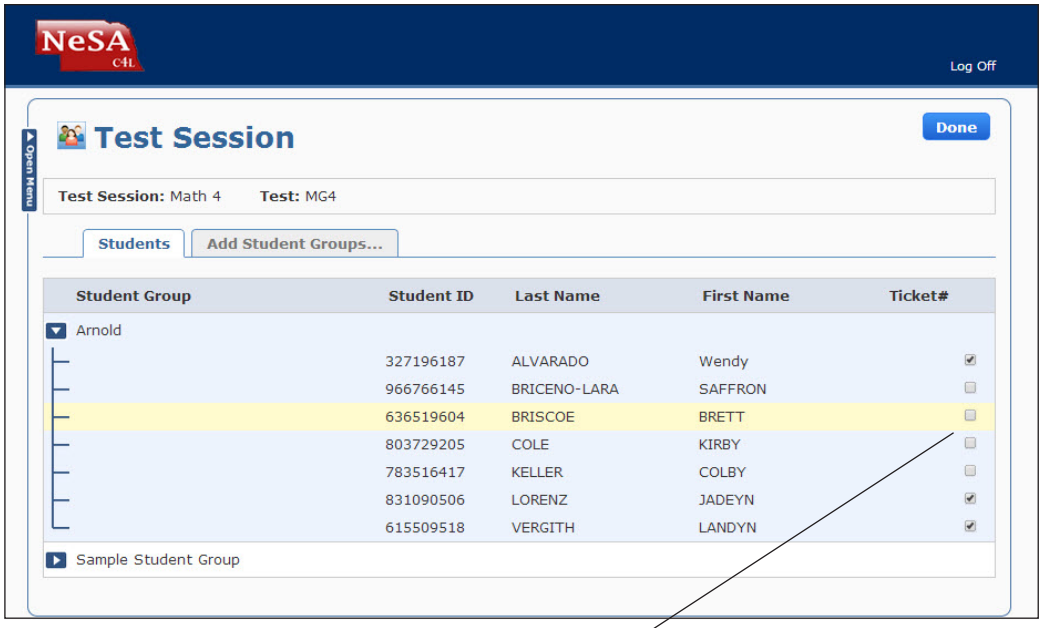
From the Test Session page you can now select students from a student group to include in a test session. when you create a test session or when you edit an existing test session.

**Note**: If you add students to a student group after a test session is created, you must select the students to add them to the existing test session (see Step 2).



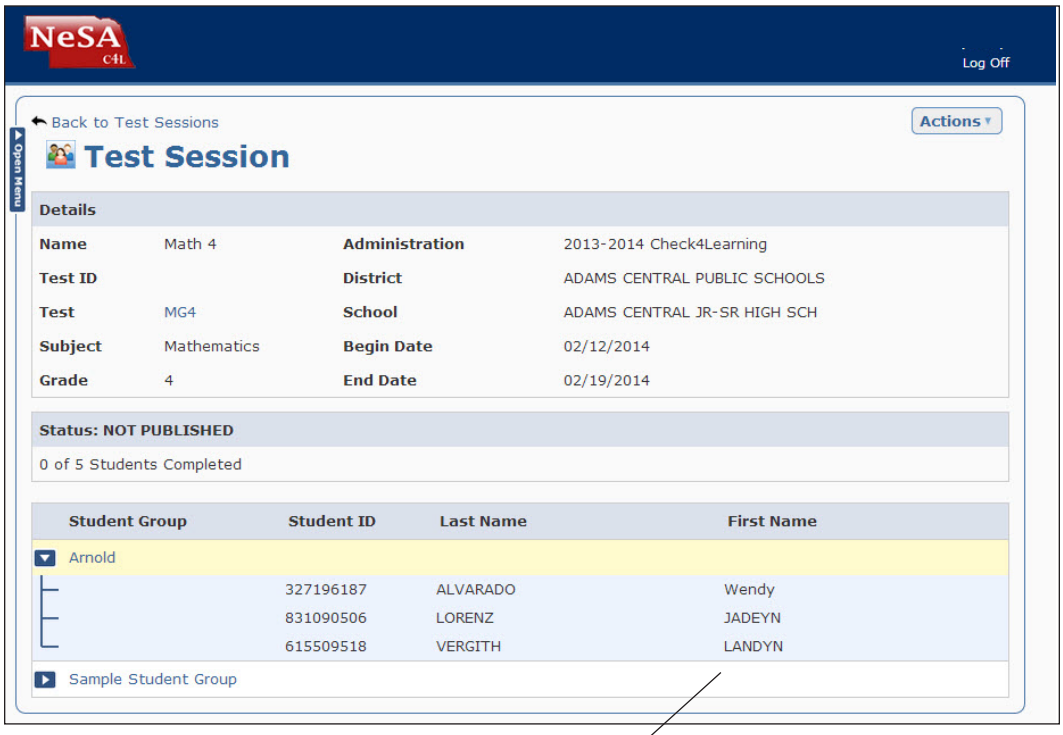

**1**. To add students to, or remove them from, a test session, select **Edit Students** from the Actions menu of the Test Session page.

## *Working with Test Sessions—Selecting Students (cont.)*




**2**. From the Students tab, open the group and select or de-select the students you want using the checkboxes and click **Done**.

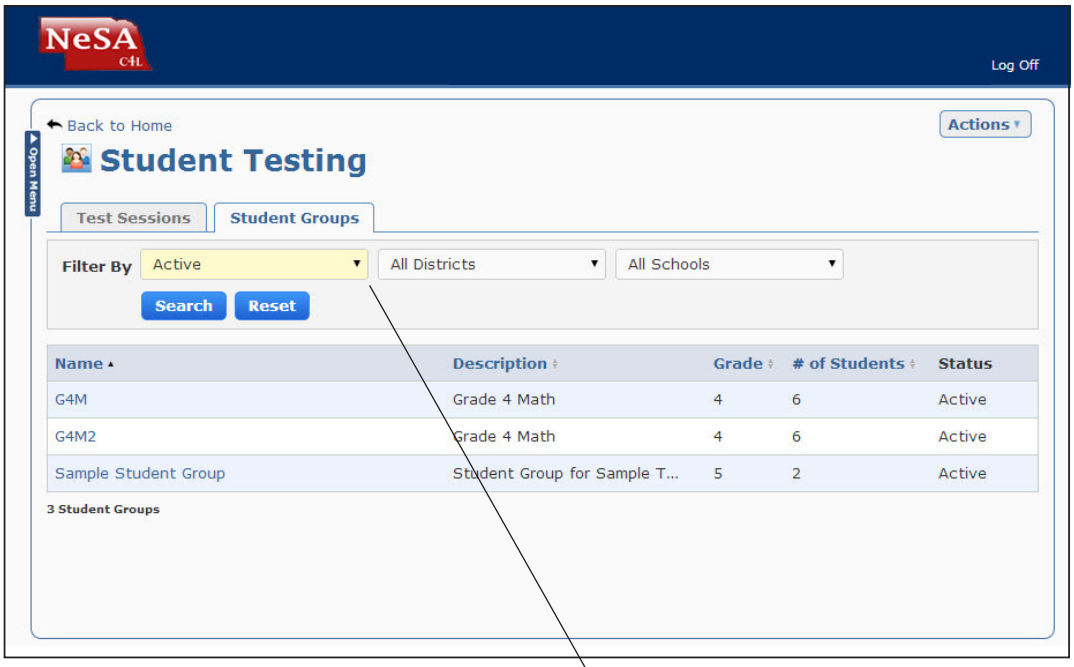
**Note**: If you added new students to a student group, you would select them here to add them to the test session.




**3**. The Test Session page redisplays with the students you selected in the student group for that test session.

## *Working with Student Groups*

From the Student Group page you can work with the student groups you created. You can copy the group to make a template for a another group, delete a student group, edit the details of a group, change the students who are part of the group, or export the contents of the group in a CSV, PDF, or XLS file.



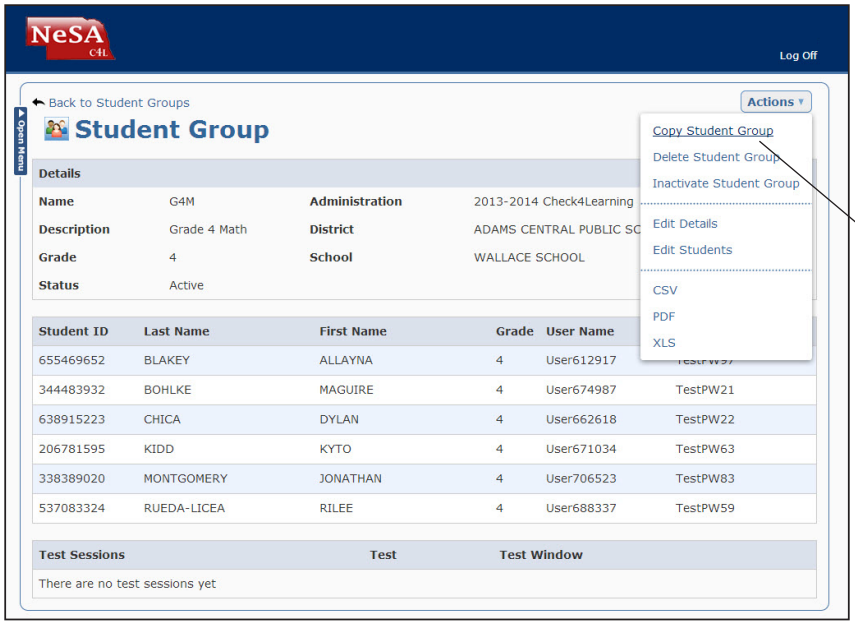

Three new category filters have been added to search for student groups:

- Student Groups—Active Student Groups or Active and Inactive
- Districts—A specific district
- Schools—All Schools or a specific school

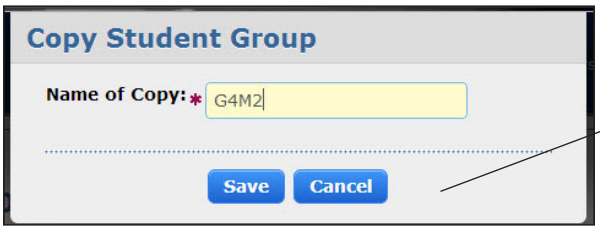
## *Working with Student Groups—Copying Student Groups*

From the Student Group page you can copy a student group to use as a template to create another group.

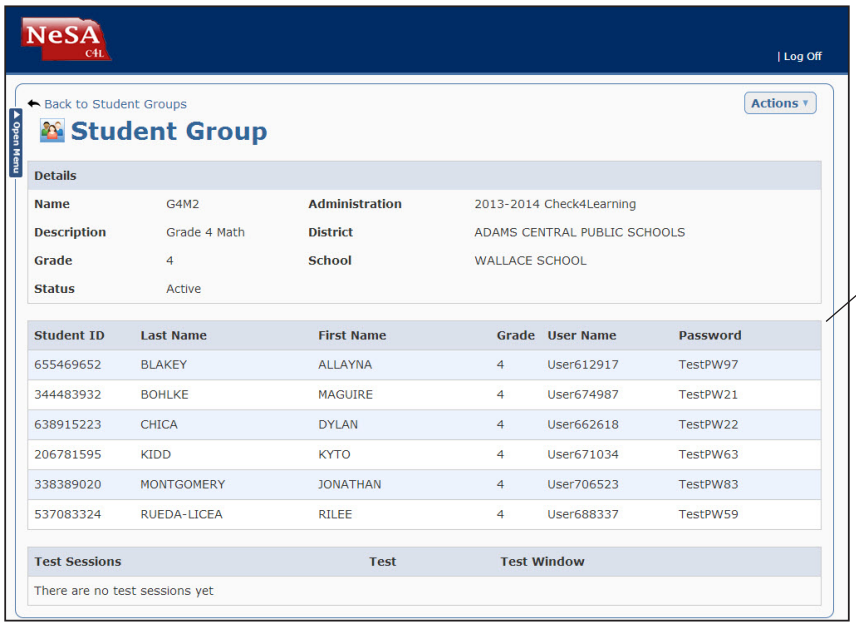
**Note**: Any students within the group with a status of inactive will not be copied to the new student group.




**1**. From the Actions menu, click **Copy Student Group** to copy the group.



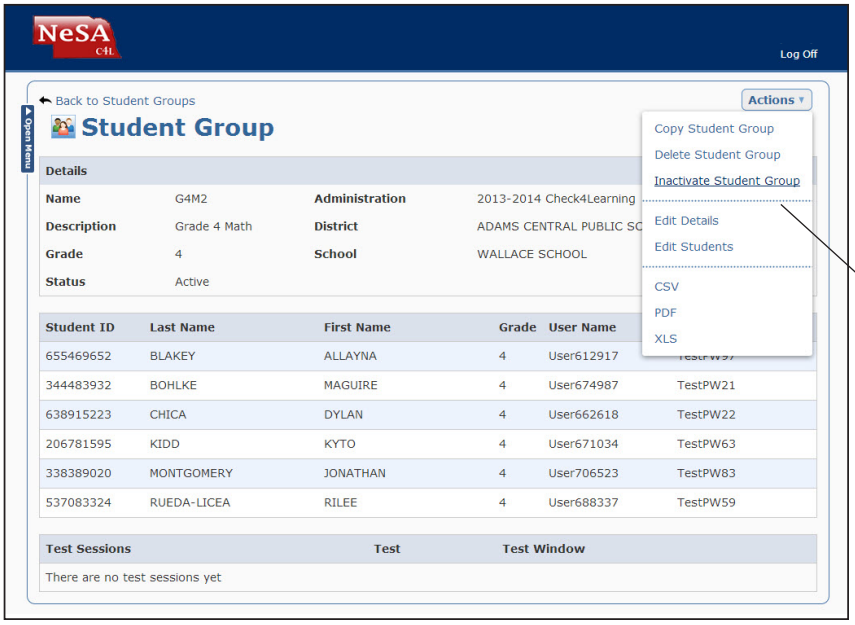

**2**. The Copy Student Group dialog box displays. Enter the name of the group and click **Save**. to save your changes or **Cancel** to cancel them.




**3**. The Student Group page displays the new student group.

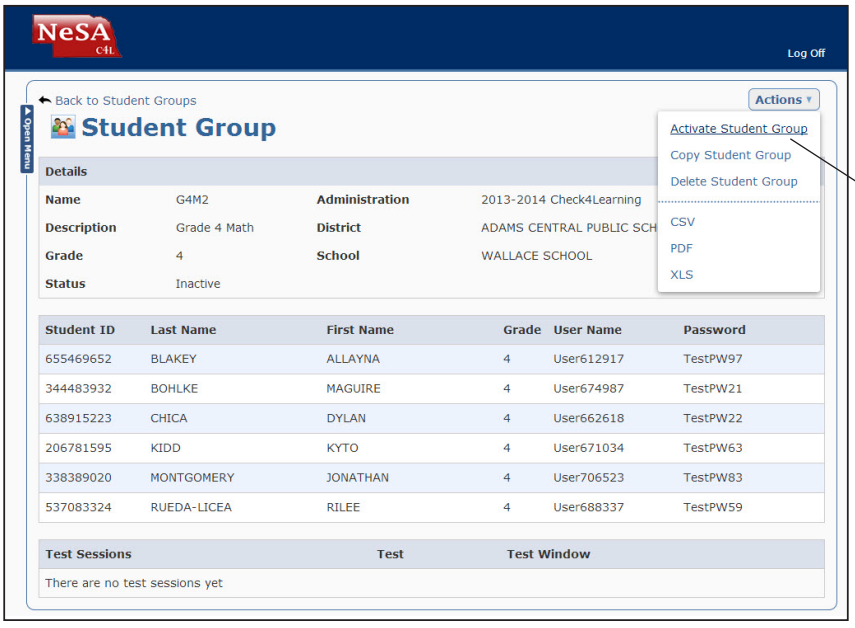
## *Working with Student Groups—Inactivating and Activating Student Groups*

You can activate or inactivate a student group. When a student group is inactive, you cannot select it for test session creation or editing.

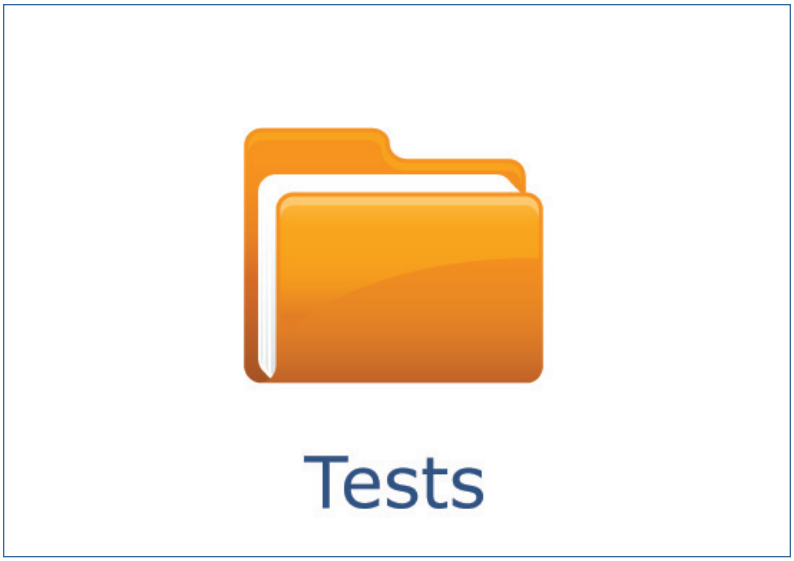



**1.** From the Actions menu, click **Inactivate Student Group** to inactivate the student group.

**2.** The Inactivate Student Group dialog box displays. Click **Inactivate** to make the group inactivate, or **Cancel** to cancel the process.




**3.** The Student Group page displays with the student group's status changed to Inactive. Select **Activate Student Group** from the Action menu to activate the group.


Tests

## Introduction

This section of the User Guide describes changes to the Tests portion of the Check4Learning system.

Now, you can use the Tests portion of the system to do the following:

- Activate and inactivate tests*
- Share tests more easily between users
- Insert images and special characters from the toolbar

*You can only activate or inactivate tests that you created.

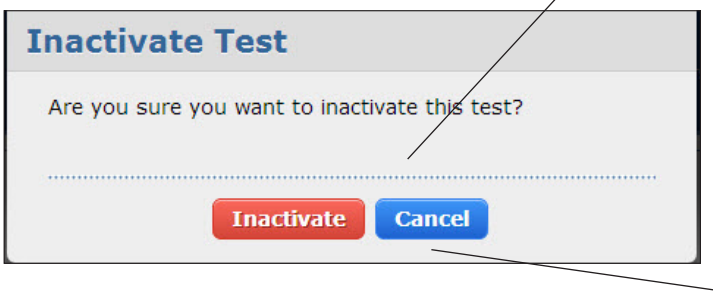
## Important—Displayed Data

**Throughout this User Guide, school district, school, and student information is displayed in screenshots. Although the names of the schools and the school districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.**

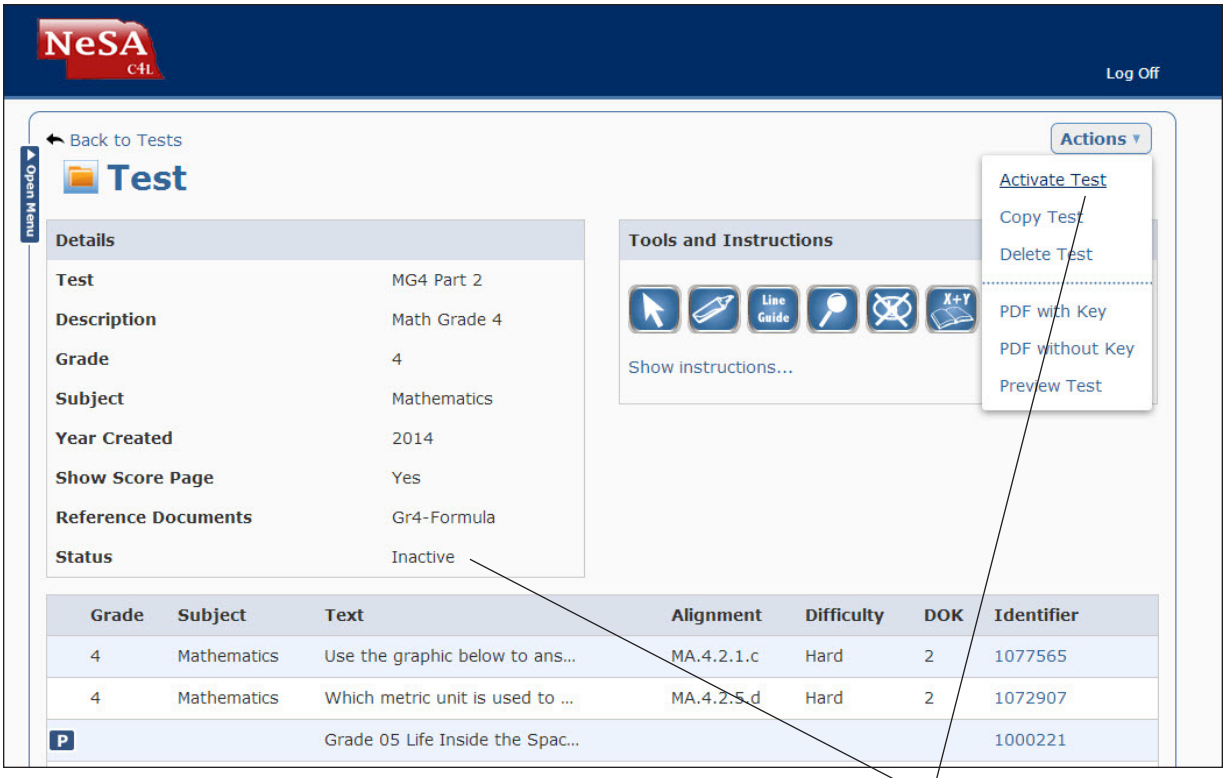
## *Working with Tests—Inactivating and Activating Tests*

You can activate and inactivate tests. Inactive tests do not display in the list of active tests and are not available for test session creation.

**1**. To inactivate a test, select **Inactivate Test** from the Actions menu on the Test page. The Inactivate Test dialog box displays.



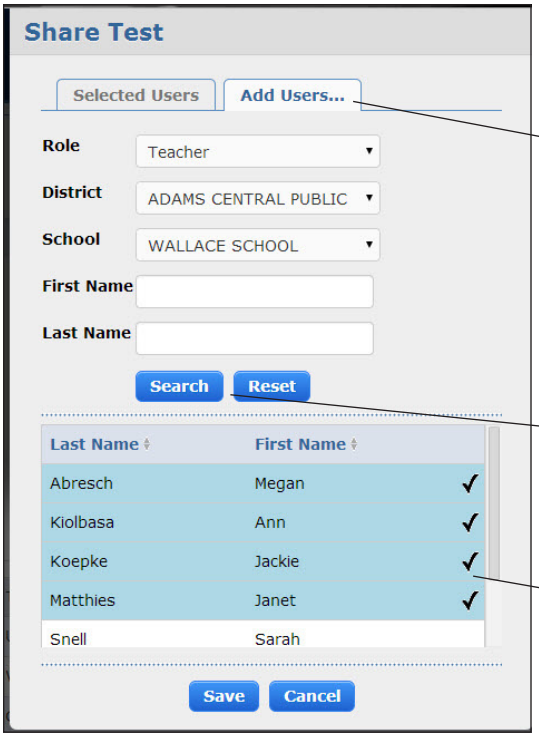

**2**. Click **Inactivate** to inactivate the test or **Cancel** to cancel the process.




**3**. The Test page displays with the test's status changed to Inactive. Select **Activate Test** from the Action menu to activate the test.

## *Working with Tests—Sharing Tests*

Test sharing has been expanded and simplified to allow you to easily select or remove users from the group with which you share a test.




**1**. To share a test, select **Share Test** from the Actions menu on the Test page.

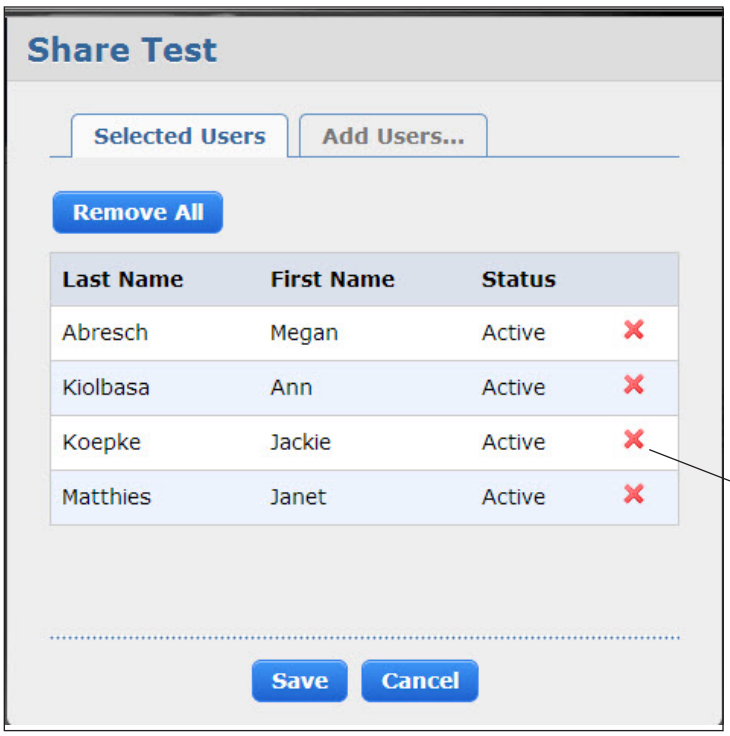
When the Share Test dialog box displays, select the **Add Users...** tab and use the Role, District, and School drop-down menus and the First name and Last Name fields to filter the search for users with which to share the test.

**2**. Click **Search** to search or **Reset** to reset the filter options to their default settings.

**3**. The search returns a list of users that meet your criteria. Scroll through the list and select each user you want to share the test with. A check mark displays next to the name of each person you select. You also can click any selected user to unselect them.

When you are finished, click **Save** to share the test or **Cancel** to cancel the process.

**Note**: You can unshare a test that you have shared by repeating Steps 1-3 and deselecting the people you do not want to share the test with.



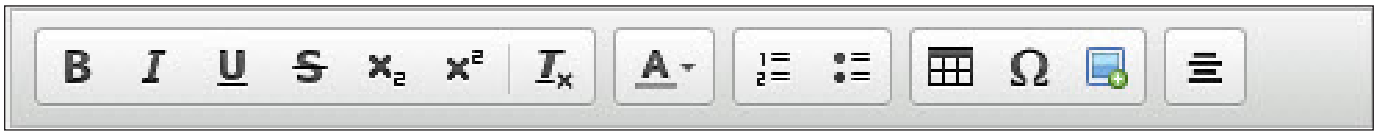

**4**. From the Selected Users tab you can display the users with whom you share the test.

Click the delete icon ( ) to remove a user from the list. Click **Save** to save your changes; **Cancel** to cancel them.

**Note**: You cannot remove a user if they have used the test in a session.

## Text Formatting Tools

The toolbar to format text in items, passages, sets, and test instructions has changed for this release of Check4Learning (indicated by **NEW** below). Now, you can use the toolbar to insert special characters and images.

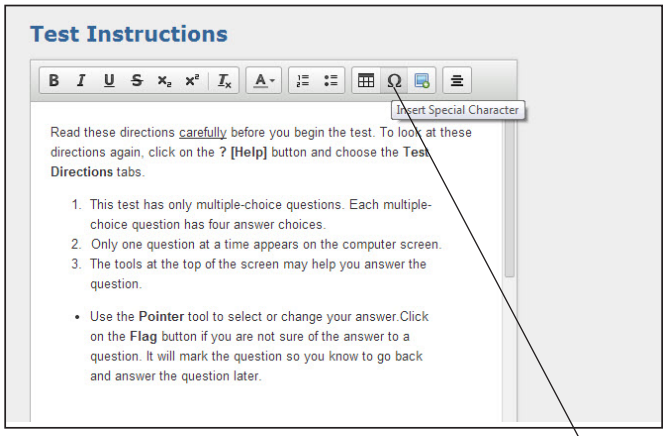


The following table provides a description of how to use each toolbar tool.

| Tool Icon | Name | Description |
|---|---|---|
| | **Bold** | Highlight text and click this icon to bold the text. |
| | **Italic** | Highlight text and click this icon to italicize the text. |
| | **Underline** | Highlight text and click this icon to underline the text. |
| | **Strikethrough** | Highlight text and click this icon to format the text as strikethrough. |
| | **Subscript** | Highlight text and click this icon to format the text as subscript. |
| | **Superscript** | Highlight text and click this icon to format the text as superscript. |
| | **Remove Format** | Highlight any text you have formatted and click this icon to remove your formatting. This icon functions as a format eraser, or Undo button. |
| | **Text Color** | Highlight text and click this icon to display a color chart you can use to change the color of the text. |
| | **Insert/Remove Numbered List** | Click this icon to start a numbered list. Highlight an existing numbered list and click this icon to remove the list. |
| | **Insert/Remove Bulleted List** | Click this icon to start a bulleted list. Highlight an existing bulleted list and click this icon to remove the list. |
| | **Table** | Click this icon to display a dialog box you can use to create and insert a table at the cursor location. |
| | **Insert Special Character** | Click this icon to insert special characters in your text. **NEW** |
| | **Insert Image** | Click this icon to locate and insert images. **NEW** |
| | **Center** | Highlight text, or an image, and click this icon to center the text or image. |

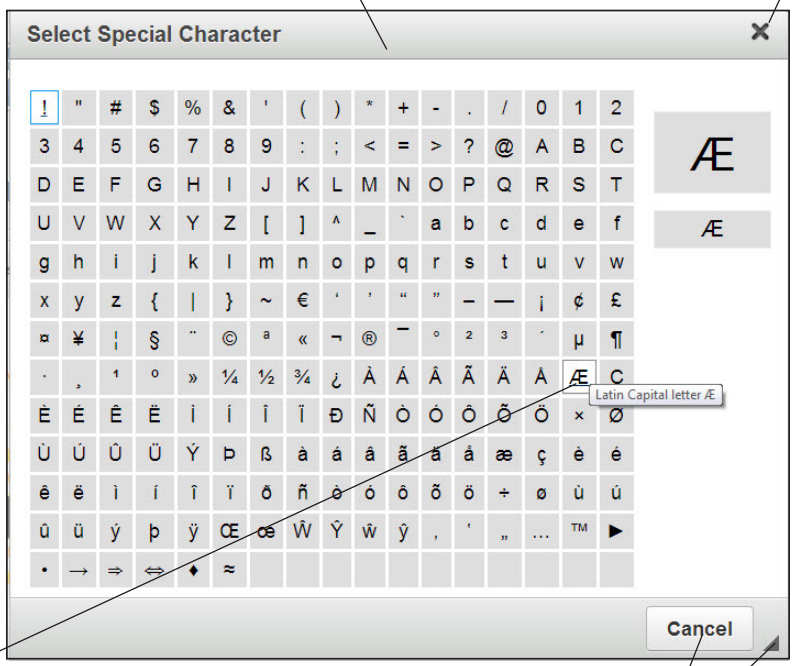
## *Text Formatting Tools—Inserting Special Characters*

You can insert special characters in your text.




**1**. To insert a special character, click the **Insert Special Character** icon. The Select Special Character window displays.

Click the **Close** button to close the window.

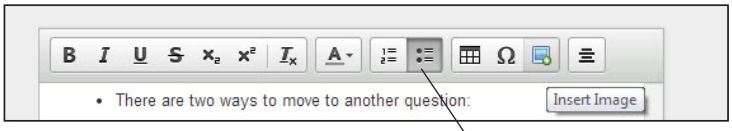



**2**. Click on a character to insert it. The test instructions redisplay with your character inserted at the cursor location.

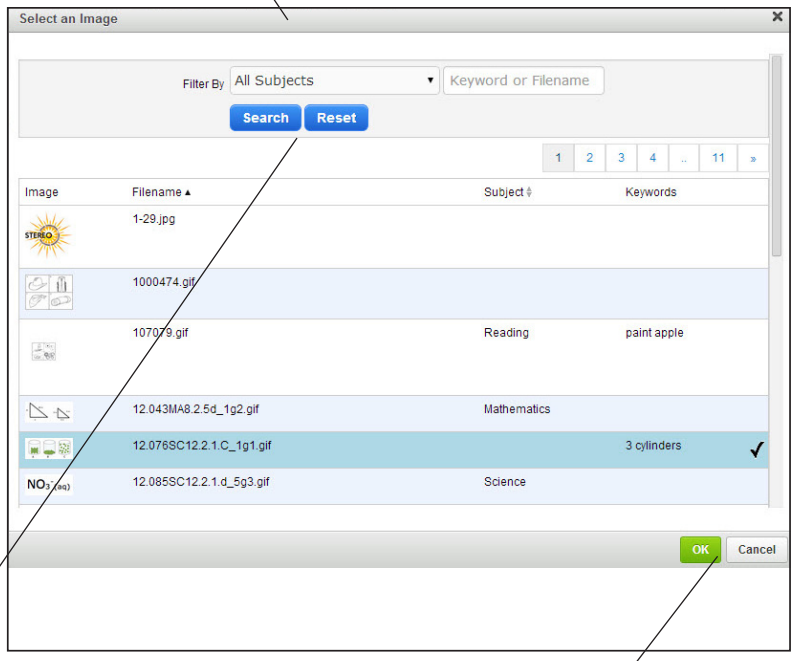
You can click and drag the **Resize** arrow to adjust the display size. Click **Cancel** to exit without inserting a character.

## *Text Formatting Tools—Inserting Images*

You can insert images in your text.

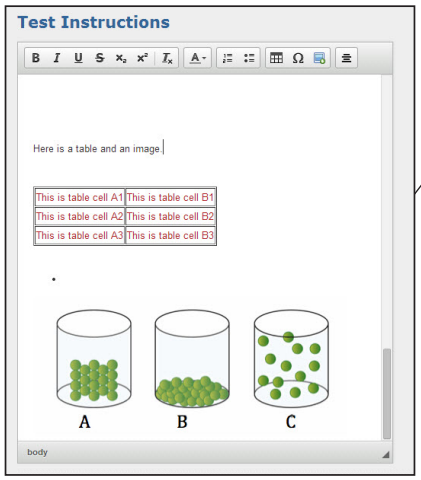



**1**. To insert an image, click the **Insert Image** icon. The Select an Image window displays.




You can filter the display by subject and search for images by keyword. Clicking **Reset** resets the search to its original setting.

**2**. Select an image by clicking on it (a checkmark displays next to the image) and click **OK** to insert it. The test instructions redisplay with your image inserted.



A
B
C
D
Item Bank

## Introduction

This section of the User Guide describes the changes to the Check4Learning system's Item Bank.

Now, you can use the Item Bank to do the following:

- Use advanced filter options of frameworks, grades, standards, benchmarks, and indicators to view items and passages.
- Click on an image link in the new Image Associations section of the Item page to display details about the image on the Image page.
- Click on an image link in the new Image Associations section of the Passage page to display details about the image on the Image page.
- Add a comment to an item from the Item Details page.
- Add a comment to a passage.
- Preview items and passages as they will appear in DRC INSIGHT using a chrome browser**.**
- From the new Image tab you can display images.

## Important—Displayed Data

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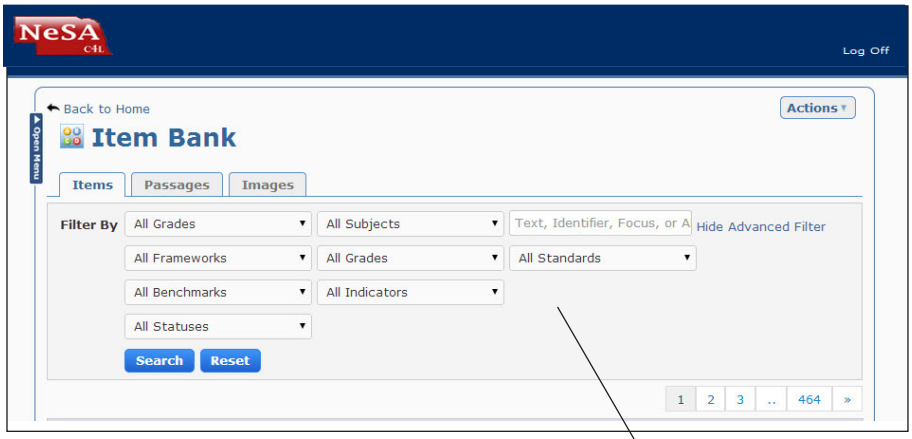
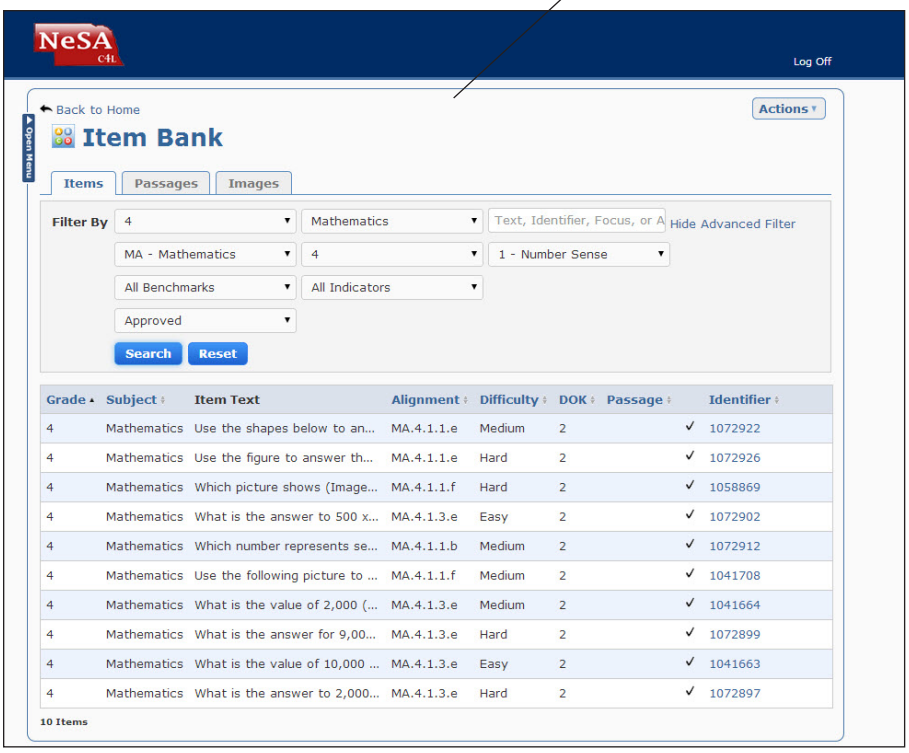
## *Items—New Advanced Filter Options*

The advanced filter options of frameworks, grades, standards, benchmarks, and indicators use each part of the alignment and are not dependent on the standard grade and subject filters.

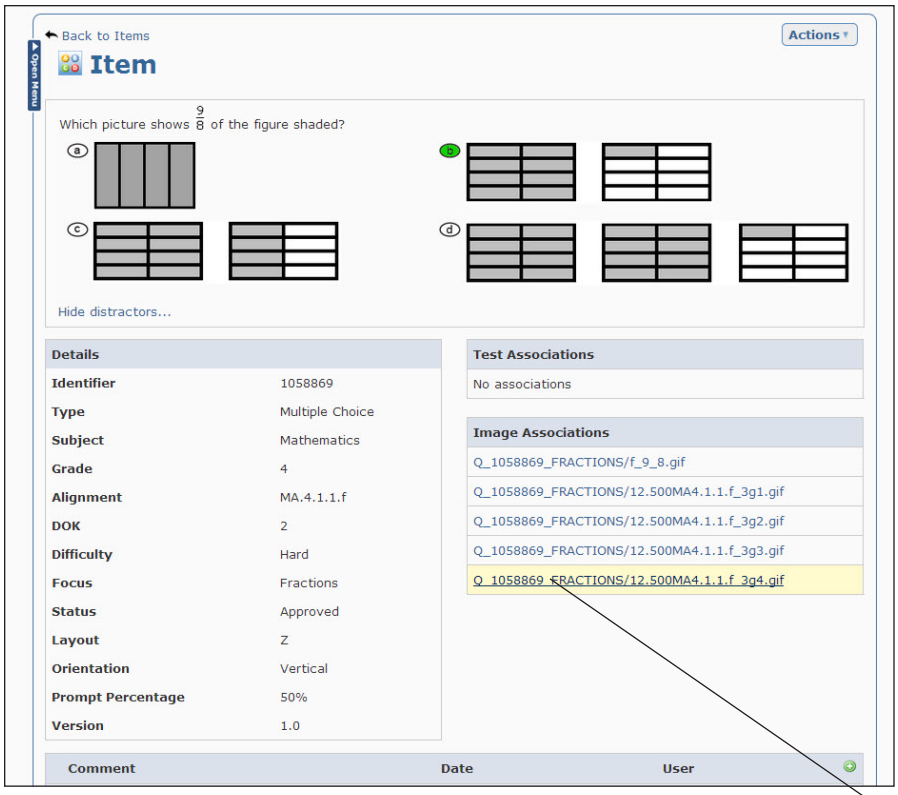



Click **Show Advanced Filter** to filter items based on advanced options of frameworks, grades, standards, benchmarks, and indicators. Click **Hide Advanced Filter** to display the standard filter options.

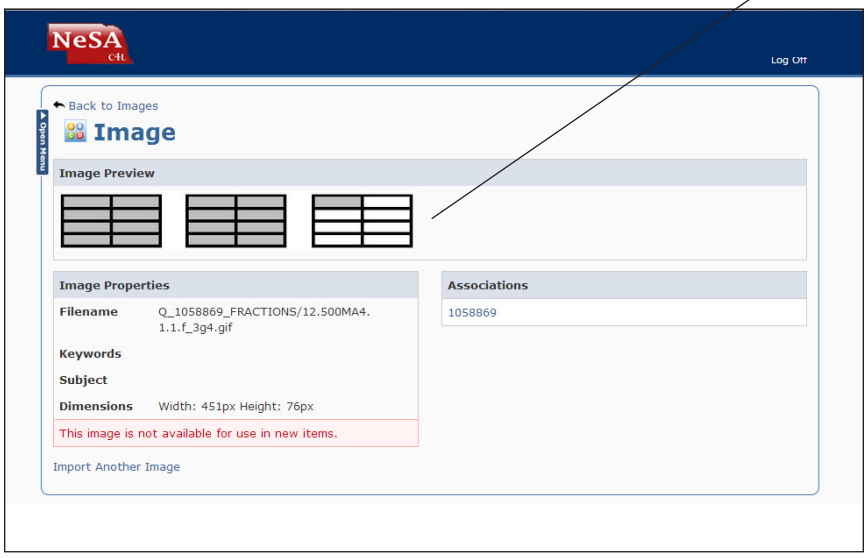


## *Items—Image Associations*

An Image Associations section has been added to the Item Detail page.

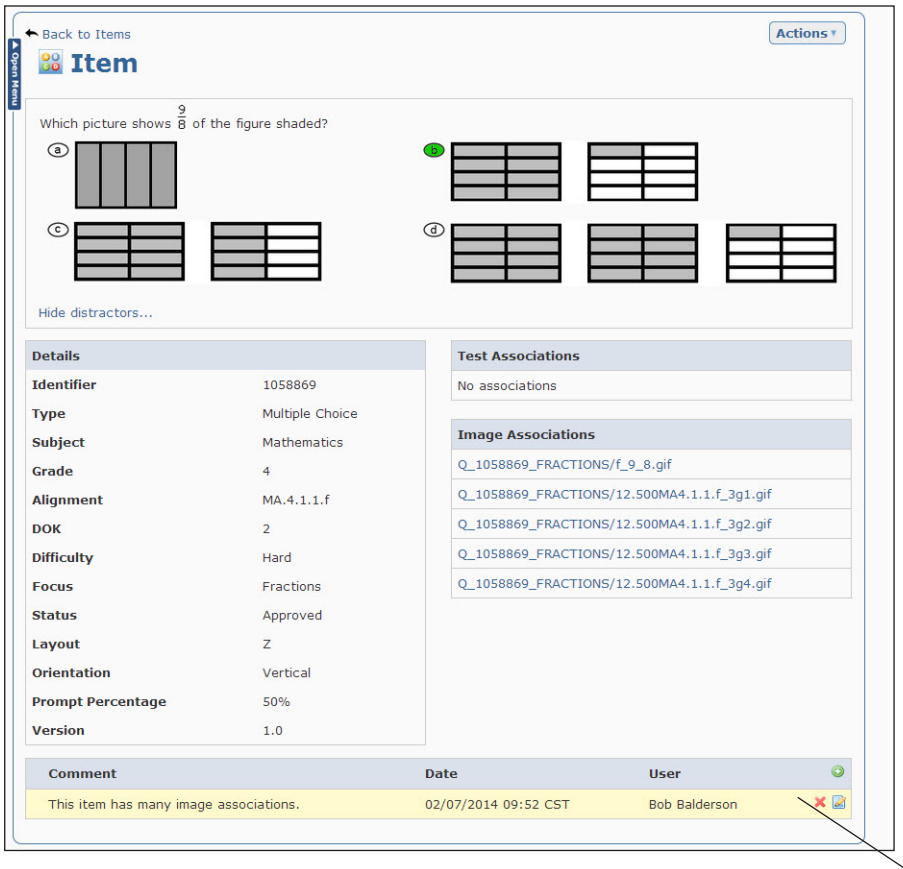



You can click on an image link in the new **Image Associations** section of the Item page to display details about the image on the Image page.



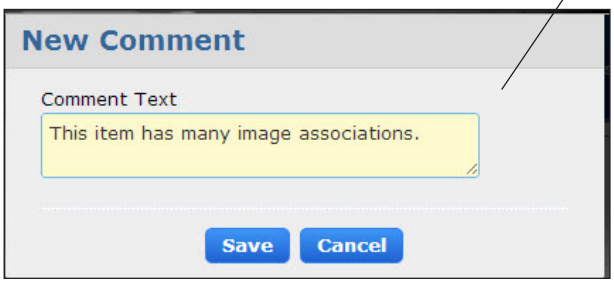
## *Items—Comments*

A Comments option has been added to the Item Details page.



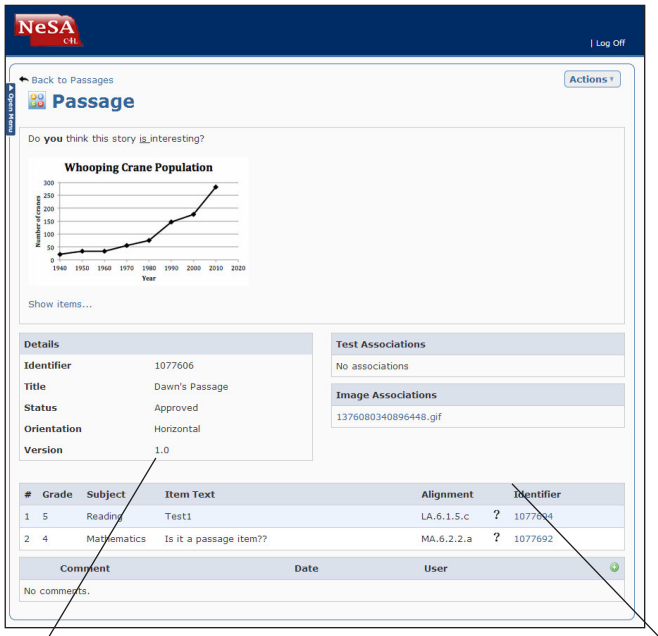

You can add a comment to an item by clicking the add comment icon ( ). A dialog displays you can use to enter your comment. After you have created a comment, you can use the edit comment icon ( ) to edit it or the delete icon ( ) to delete it. You can only edit or delete your own comments.

Comments are version-specific and hide automatically when a new version of the item is created (hiding comments is a restricted permission). Depending on your permissions, not all options may be available.



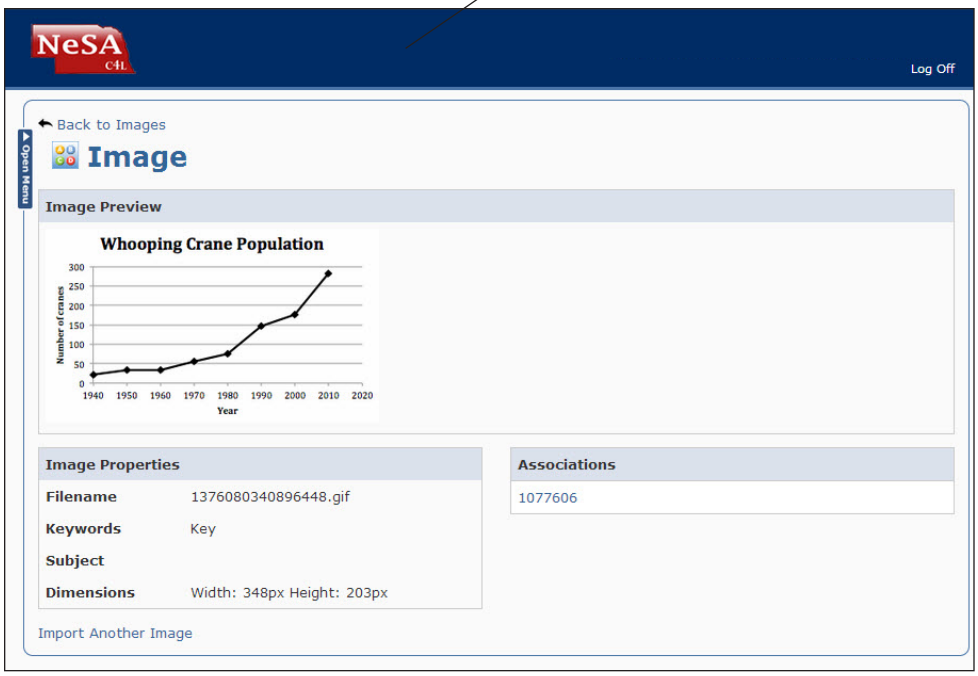
## *Passages—Image Associations and Version Numbers*

The Passage Details page now has an Image Associations section and a version number.



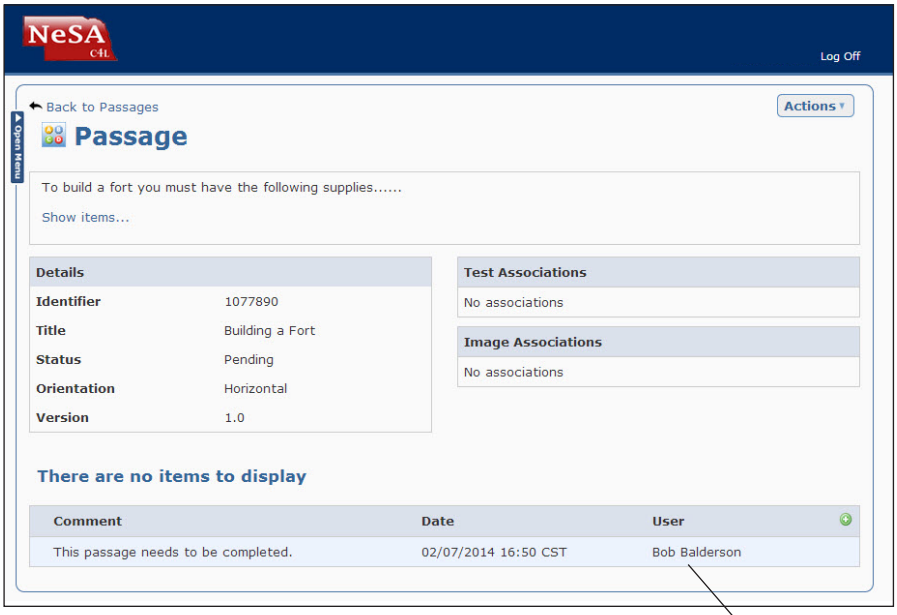

The version number indicates the current version of the passage.

When you click on the image name link, the Image page displays with details about the image.



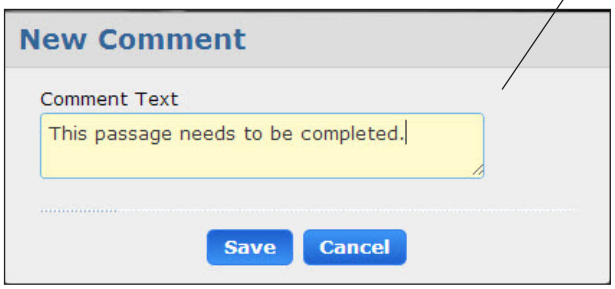
## *Passages—Comments*

A Comments option has been added to the Passage Details page




You can add a comment to a passage by clicking the add comment icon ( ). A dialog displays you can use to enter your comment. After you have created a comment, you can use the edit comment icon ( ) to edit it or the delete icon ( ) to delete it. You can only edit or delete your own comments.

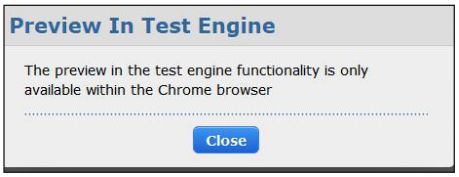
Comments are version-specific and hide automatically when a new version of the passage is created (hiding comments is a restricted permission). Depending on your permissions, not all options may be available.

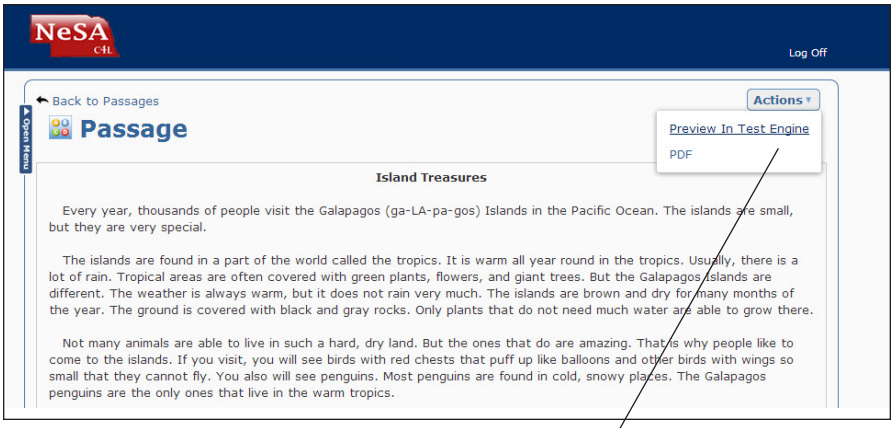


## *Items and Passages—Previewing in Test Engine*

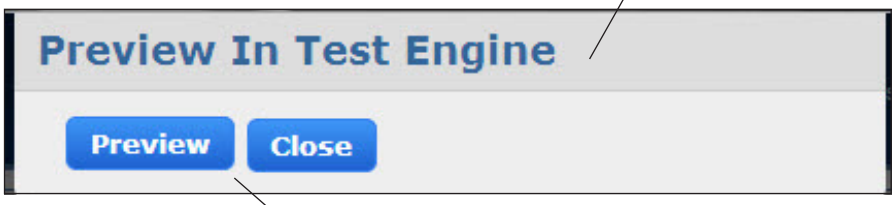
You can preview both items and passages in INSIGHT using a Chrome browser.

**Note**: If you attempt to preview an item or passage using a different type of browser, the following message displays:



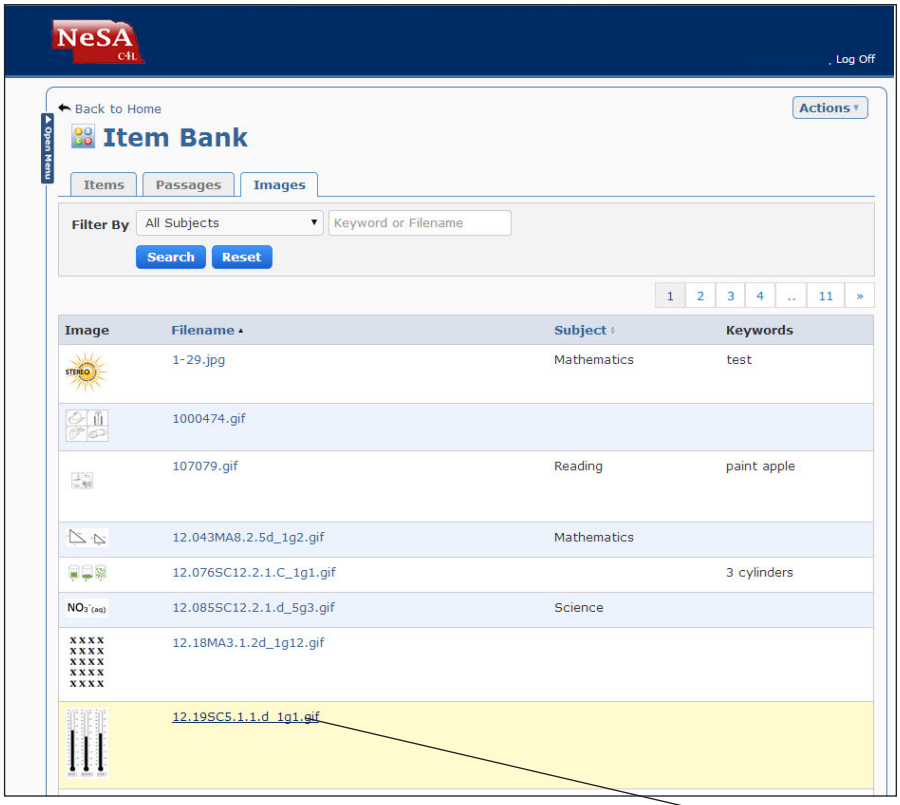

Click **Preview in Test Engine** from the Passage page to preview a passage in INSIGHT. Click **Preview in Test Engine from** the Item page to preview an item in INSIGHT.



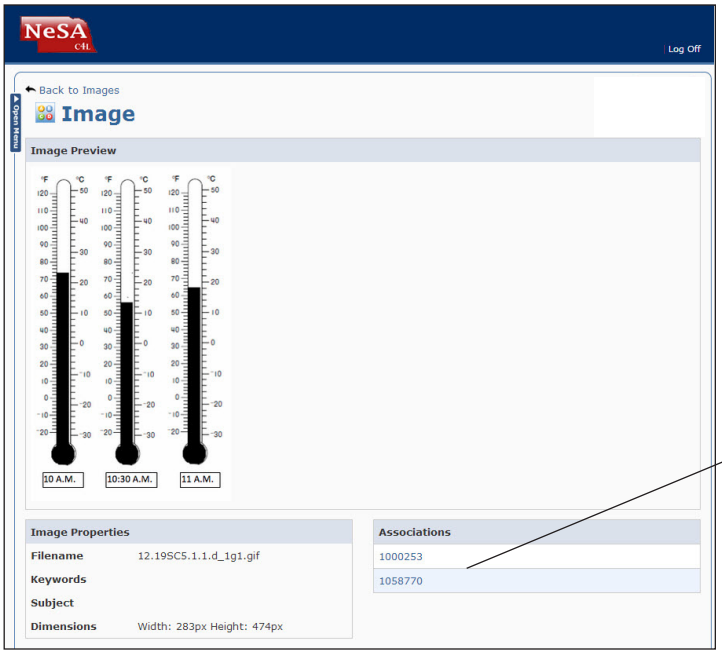

When the **Preview in Test Engine** dialog displays, click **Preview** to preview the item or passage or **Close** to close the dialog box.

## *Images—Displaying Images*

An Image tab has been added to the Item Bank that you can use to display images.




Click on a filename in the list of images to display the Image page for the image.



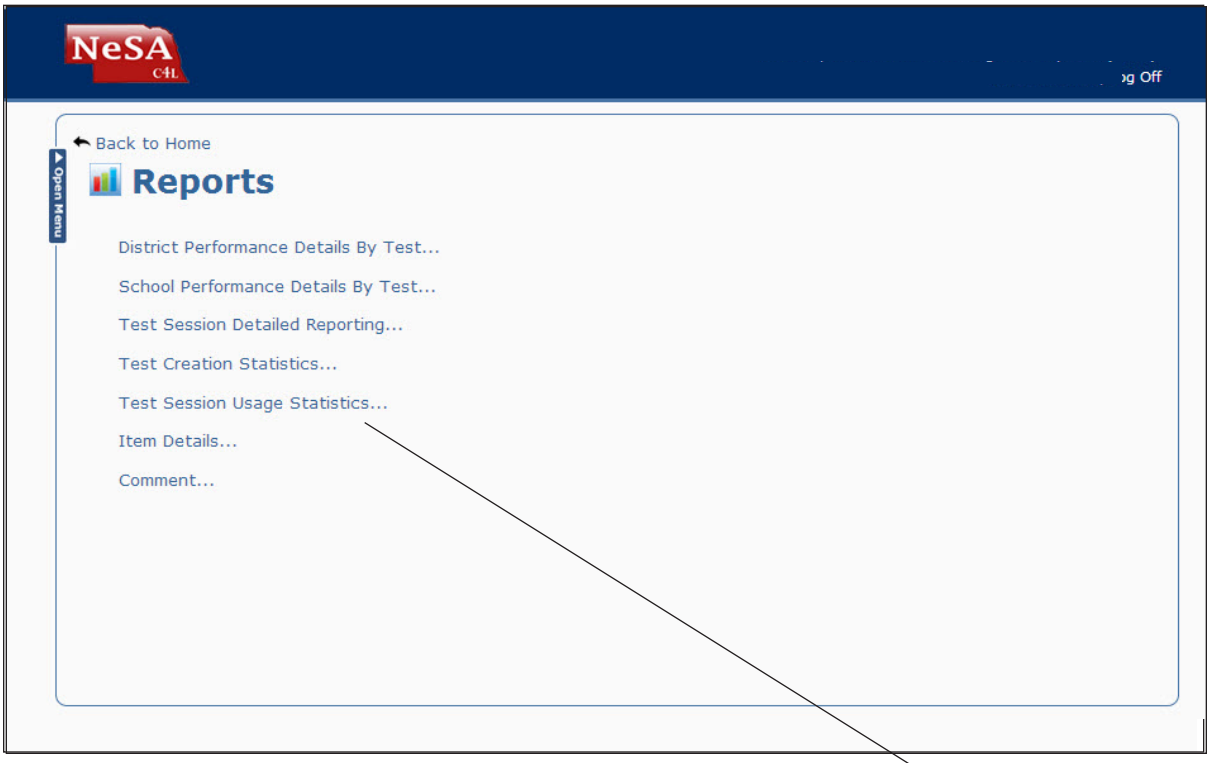

You can view any items or passages associated with the image.

Reports

## Reports Page

Check4Learning has four new report links and reports for district or school administrators:

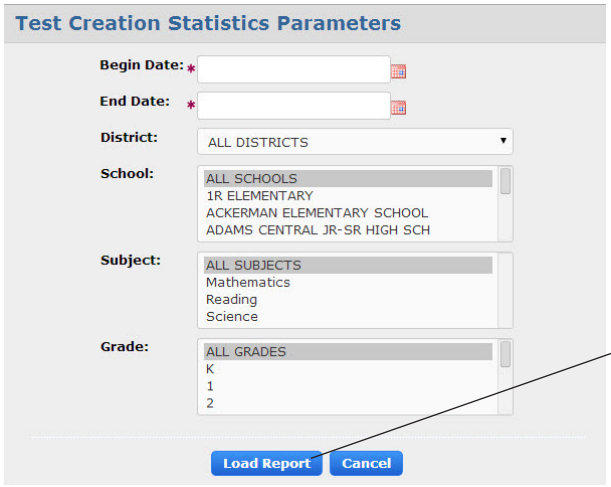
- Test Creation Statistics—Test Usage Report
- Test Session Usage Statistics—Test Session Usage Report
- Item Details—Item Details Report
- Comment—Comment Report




Click on a link to display statistics reports about test creation or test sessions, item details, or comments.

## *Test Usage Report*

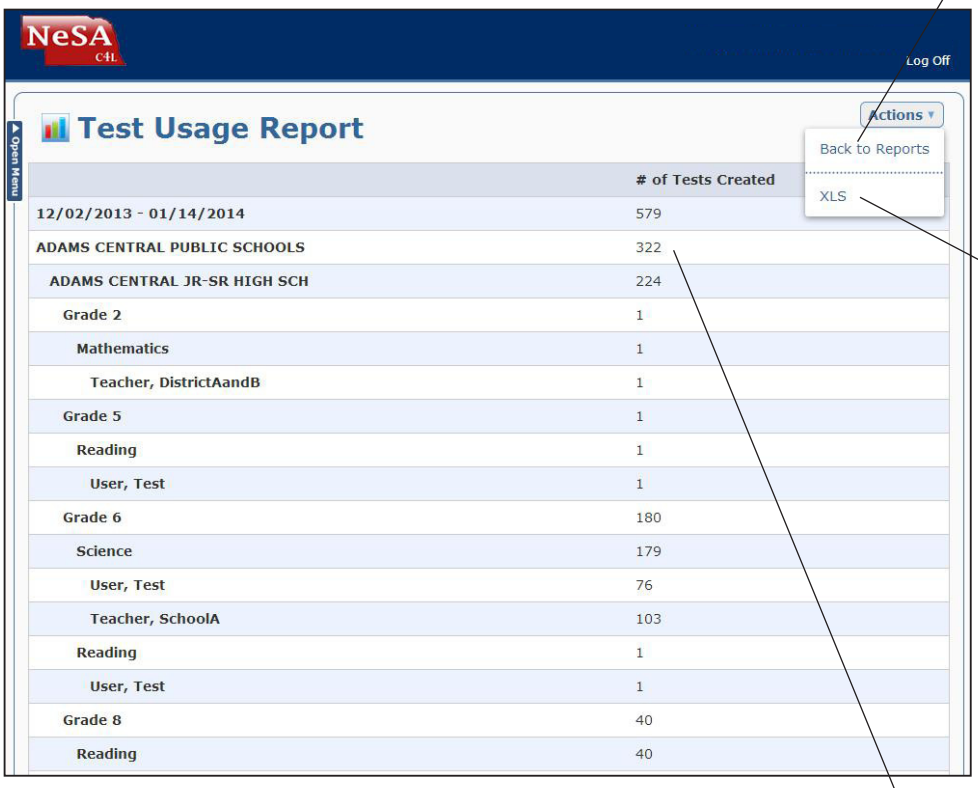
This report provides details for all tests created within the selected parameters.




When you click the **Test Creation Statistics...** link, the Test Creation Statistics Parameters dialog box displays.

You specify a date range, one or more schools (or ALL SCHOOLS), one or more subjects (or ALL SUBJECTS), and one or more grades (or ALL GRADES) from the drop-down menus (To select multiple values that are not in sequence, hold down the **Ctrl** key as you make your selections. To select multiple values in sequence, hold down the **Shift** key as you make your selections.)

Click **Load Report** when you are ready to display a report or **Cancel** to cancel the process.



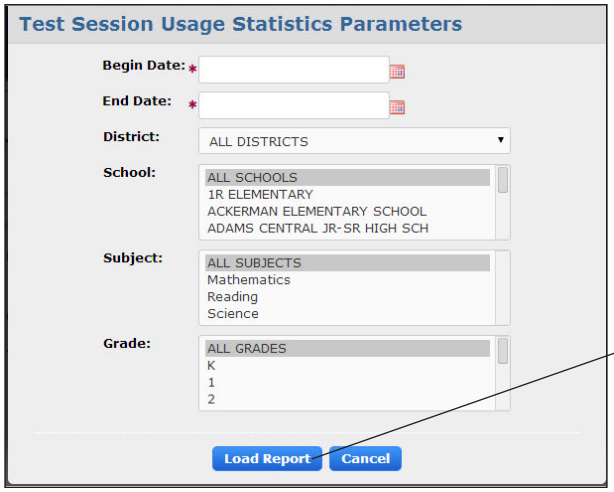

| | # of Tests Created |
|---|---|
| 12/02/2013 - 01/14/2014 | 579 |
| ADAMS CENTRAL PUBLIC SCHOOLS | 322 |
| ADAMS CENTRAL JR-SR HIGH SCH | 224 |
| Grade 2 | 1 |
| Mathematics | 1 |
| Teacher, DistrictAandB | 1 |
| Grade 5 | 1 |
| Reading | 1 |
| User, Test | 1 |
| Grade 6 | 180 |
| Science | 179 |
| User, Test | 76 |
| Teacher, SchoolA | 103 |
| Reading | 1 |
| User, Test | 1 |
| Grade 8 | 40 |
| Reading | 40 |

Click **XLS** to export the report to a Microsoft Excel spreadsheet.

The report indicates the number of tests created during the date range you specified for the district(s), school(s), grades(s), and subject(s) that you specified.

## *Test Session Usage Report*

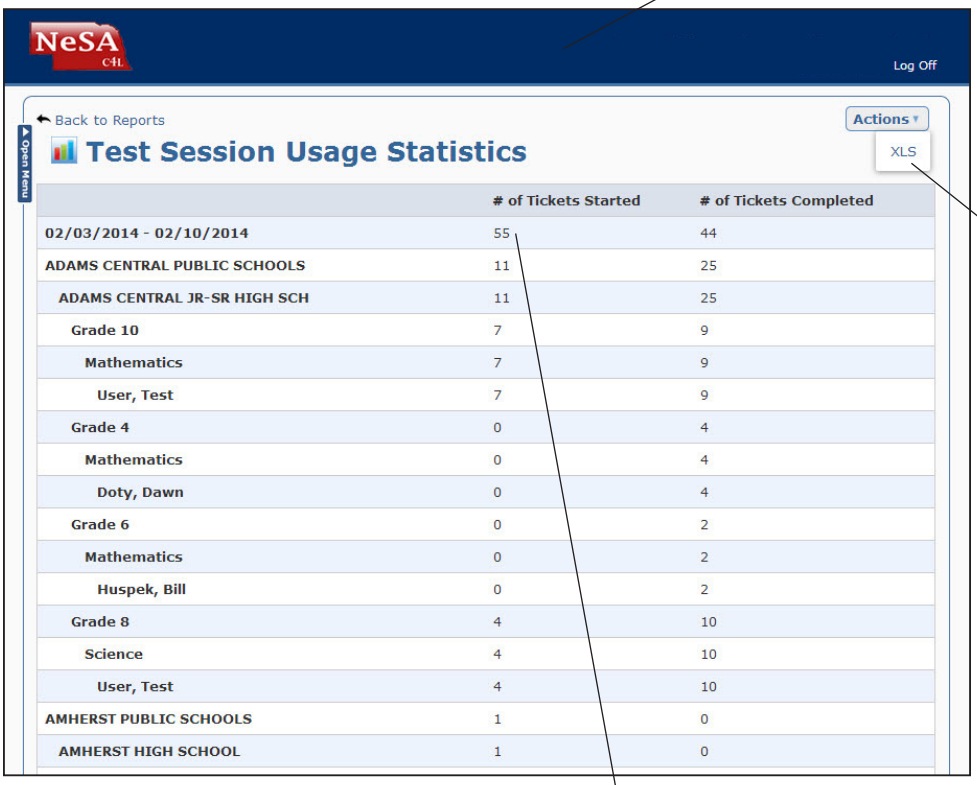
This report provides details for all test sessions created within the selected parameters, and includes both started and completed tickets.




When you click the **Test Session Usage Statistics** link, the Test Session Usage Statistics Parameters dialog box displays.

You specify a date range, one or more schools (or ALL SCHOOLS), one or more subjects (or ALL SUBJECTS), and one or more grades (or ALL GRADES) from the drop-down menus (To select multiple values that are not in sequence, hold down the **Ctrl** key as you make your selections. To select multiple values in sequence, hold down the **Shift** key as you make your selections.)

Click **Load Report** when you are ready to display a report or **Cancel** to cancel the process.




| | # of Tickets Started | # of Tickets Completed |
|---|---|---|
| 02/03/2014 - 02/10/2014 | 55 | 44 |
| ADAMS CENTRAL PUBLIC SCHOOLS | 11 | 25 |
| ADAMS CENTRAL JR-SR HIGH SCH | 11 | 25 |
| Grade 10 | 7 | 9 |
| Mathematics | 7 | 9 |
| User, Test | 7 | 9 |
| Grade 4 | 0 | 4 |
| Mathematics | 0 | 4 |
| Doty, Dawn | 0 | 4 |
| Grade 6 | 0 | 2 |
| Mathematics | 0 | 2 |
| Huspek, Bill | 0 | 2 |
| Grade 8 | 4 | 10 |
| Science | 4 | 10 |
| User, Test | 4 | 10 |
| AMHERST PUBLIC SCHOOLS | 1 | 0 |
| AMHERST HIGH SCHOOL | 1 | 0 |

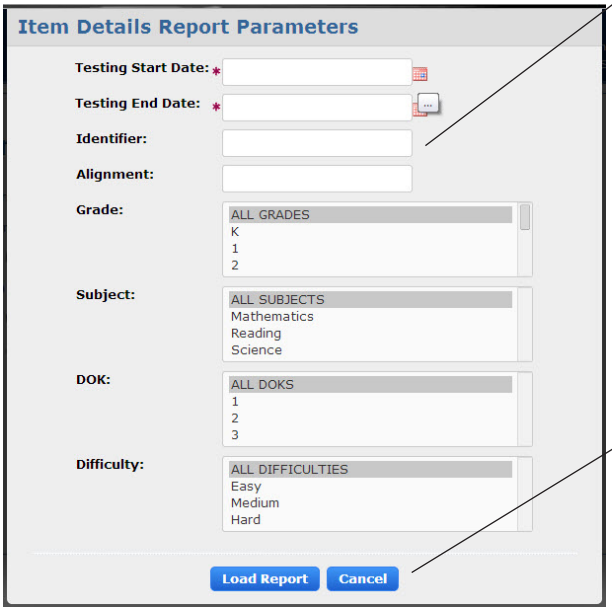
Click **XLS** to export the report to a Microsoft Excel spreadsheet.

The report indicates the number of test tickets started and completed during the date range you specified for the district(s), school(s), grades(s), and subject(s) that you specified.

## *Item Details Report*

This report provides details for all items within the selected parameters. The date range is used to collect completed test statistics specific to each item.

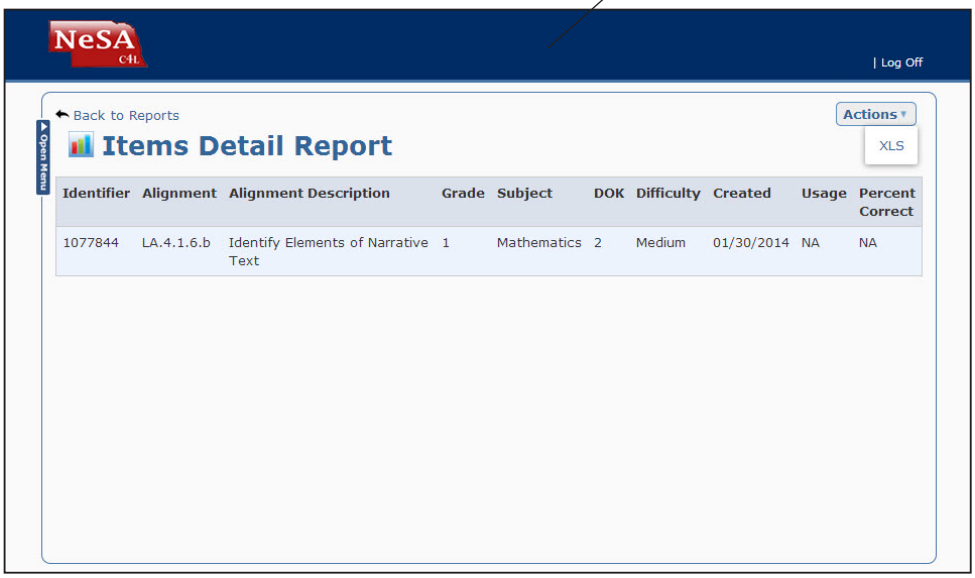
Because this report can easily reach a maximum record size, it is important to specify enough parameters (such as Alignment) to narrow your query.




When you click the **Item Details...**link, the Item Details Report Parameters dialog box displays.

You specify a date range, an identifier, an alignment, one or more grades (or ALL GRADES), one or more subjects (or ALL SUBJECTS), a Depth Of Knowledge (DOK), and a difficulty level from the drop-down menus (to select multiple values that are not in sequence, hold down the **Ctrl** key as you make your selections. To select multiple values in sequence, hold down the **Shift** key as you make your selections.)

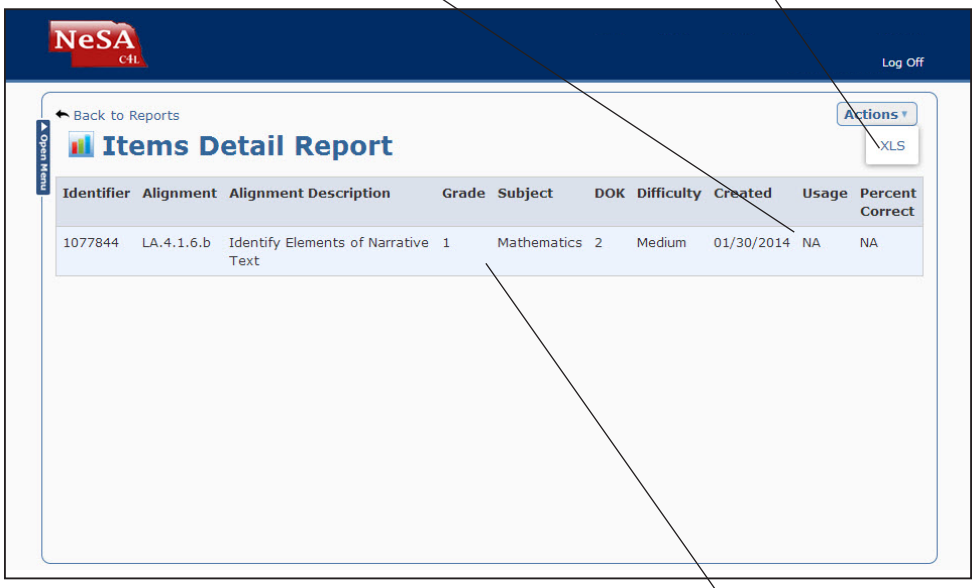
Click **Load Report** when you are ready to display a report or **Cancel** to cancel the process.



## *Item Details Report (cont.)*

For this report, the date range you specified is used for the Usage (how many people tested during the date range) and the Percent Correct (the average correct percentage for the item) columns.

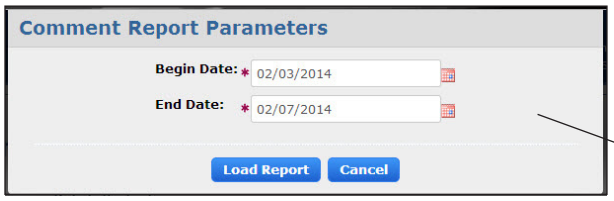
Click **XLS** to export the report to a Microsoft Excel spreadsheet.




The report provides details about the items matching the criteria you specified for grades(s), subject(s), DOK, and difficulty, and includes usage and percent correct statistics for the date range you entered.

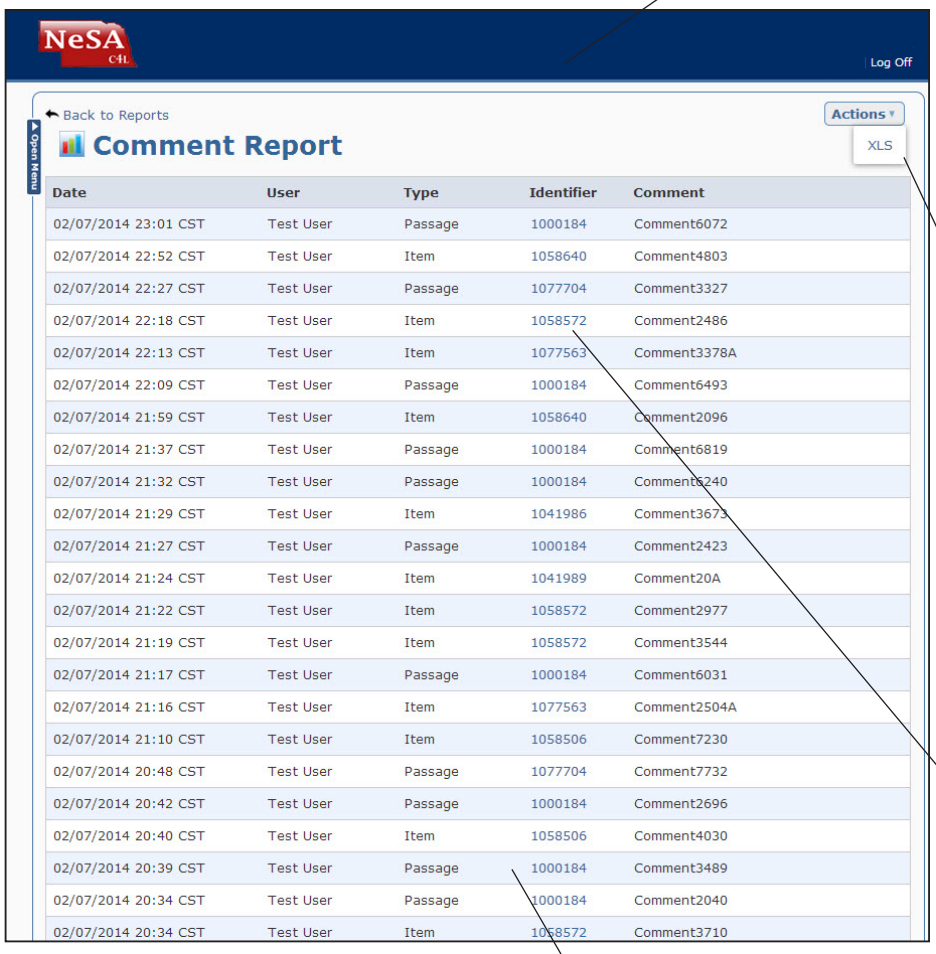
## Comments Report

This report provides details about all comments created within the specified date range.




When you click the **Comment...** link, the Comment Report Parameters dialog box displays.

Specify a date range and click **Load Report** to display a report or **Cancel** to cancel the process.




| Date | User | Type | Identifier | Comment |
|---|---|---|---|---|
| 02/07/2014 23:01 CST | Test User | Passage | 1000184 | Comment6072 |
| 02/07/2014 22:52 CST | Test User | Item | 1058640 | Comment4803 |
| 02/07/2014 22:27 CST | Test User | Passage | 1077704 | Comment3327 |
| 02/07/2014 22:18 CST | Test User | Item | 1058572 | Comment2486 |
| 02/07/2014 22:13 CST | Test User | Item | 1077563 | Comment3378A |
| 02/07/2014 22:09 CST | Test User | Passage | 1000184 | Comment6493 |
| 02/07/2014 21:59 CST | Test User | Item | 1058640 | Comment2096 |
| 02/07/2014 21:37 CST | Test User | Passage | 1000184 | Comment6819 |
| 02/07/2014 21:32 CST | Test User | Passage | 1000184 | Comment6240 |
| 02/07/2014 21:29 CST | Test User | Item | 1041986 | Comment3673 |
| 02/07/2014 21:27 CST | Test User | Passage | 1000184 | Comment2423 |
| 02/07/2014 21:24 CST | Test User | Item | 1041989 | Comment20A |
| 02/07/2014 21:22 CST | Test User | Item | 1058572 | Comment2977 |
| 02/07/2014 21:19 CST | Test User | Item | 1058572 | Comment3544 |
| 02/07/2014 21:17 CST | Test User | Passage | 1000184 | Comment6031 |
| 02/07/2014 21:16 CST | Test User | Item | 1077563 | Comment2504A |
| 02/07/2014 21:10 CST | Test User | Item | 1058506 | Comment7230 |
| 02/07/2014 20:48 CST | Test User | Passage | 1077704 | Comment7732 |
| 02/07/2014 20:42 CST | Test User | Passage | 1000184 | Comment2696 |
| 02/07/2014 20:40 CST | Test User | Item | 1058506 | Comment4030 |
| 02/07/2014 20:39 CST | Test User | Passage | 1000184 | Comment3489 |
| 02/07/2014 20:34 CST | Test User | Passage | 1000184 | Comment2040 |
| 02/07/2014 20:34 CST | Test User | Item | 1058572 | Comment3710 |

Click **XLS** to export the report to a Microsoft Excel spreadsheet.

Click the identifier to display the item or passage details.

The report provides details about any comments created during the date range you specified. It displays all comments, including hidden comments.

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