



FocalPointK12 Assessments

Login Credentials

Application URL: web.backpack.education/planner

User Name: <teacherid>

Password: <password given to you>

Subject: <subject info>

Course: <course info>

Essential Questions

How do you assign & administer assessments?

How do you create an assessment (item bank & teacher created)?

How do you create questions?

How do students take assessments?

How do you view assessment results?

Assigning & Administering Assessments

- ❖ Select a course under “My Courses”
- ❖ Click the “New Test Administration” button under, “Test Administration”
- ❖ Under “Test Administration Details”, give the test a title, start/due date
- ❖ Click the “Find Test” button to locate a test
- ❖ Scroll up and down and click the blue “Add” tab to select desired test
- ❖ Write a description of the test (optional) & click the blue “Save” button
- ❖ Under “Test Administration”, click on test to view students assigned to the test, the status of students taking the tests, and scoring once complete
- ❖ Click the FocalPointK12 Logo in top left corner to return “Home”



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Creating an Assessment (item bank & teacher created)

- ❖ Click “Assessments” then “Tests”
- ❖ Click the “Add New Test” button in the top right side of page
- ❖ Give the test a Title & complete additional fields (Time Allowed, Maximum Attempts, & Description)
- ❖ Under “Meta Data Tags”, choose the grade level, subject, & tag the standards (optional/item banks questions are already tagged to standards so this is not mandatory)
- ❖ Click the “Find Questions” button to locate questions
- ❖ Use the filters to sort questions in item banks (Example: 7th grade math I would select, Grade 7, Math, Choose standard(s), DOK, Item Type, etc.)
- ❖ Click the Back to Test button once selections have been made
- ❖ Save the Test
- ❖ To preview the test, select Preview button.

Creating Questions

- ❖ Click “Assessments” then “Questions”
- ❖ Click the “Add New Question” button
- ❖ Choose Interaction Type—Multiple Choice (you can also do Extended Text and/or EBSR (Evidence Based Selected Response) questions as well)
- ❖ Enter the exact language of the question in the fields along with the answer options for MC. Additional answer options can be added or removed using the noted blue button.
- ❖ Under “Meta Data Tags”, select grade level, subject, & tag to appropriate standards
- ❖ Enter DOK Level & select Item Style



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- ❖ Click Save
- ❖ Click Preview to view

Students taking Assessments

- ❖ Logout of FocalPointK12 as a teacher & close all browsers
- ❖ Login as Student
- ❖ Select a Course
- ❖ Under Test Administration, click on desired test
- ❖ Click the green “Launch Test” button after, “Are you ready to take test?” to begin the assessment
- ❖ Click the navy blue button that says, “Begin Test”
- ❖ Enter answers & click next to move to next question. Select finished once complete

Viewing assessment results

- ❖ Click “Dashboards” then “Data Dashboard”
- ❖ To view Standards Proficiency, click on + sign on the Standards Proficiency chart to drill down. Click on the charts to drill further for more details...
- ❖ To view Assessment Proficiency, click on Classroom Assessment chart to drill down, to drill further click on the + sign for more details...
- ❖ To view Assessment Item Analysis, click on Classroom Assessment chart to drill down, click on “Click here to view results by Question” located top left corner.
- ❖ Click Home button on the top left corner to navigate back to Main Dashboard



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