



## Quick Start AssessCloud Guide

### EQ 1: How do I Create a Test?

- ❑ Click on the 'Menu' Tab located in the top left corner of the page
- ❑ Select the 'Assessments' Tab located in the menu bar
- ❑ Select the 'Tests' Tab in the menu bar
- ❑ Select the 'Add New Test' Tab located at the top right of the page
- ❑ Fill in the Test Information (title, writing description, time limit, share/not share test with others)
- ❑ Select the Test Type (Diagnostic, Formative, Summative)
- ❑ Click on the 'Find Questions' Tab located in the bottom right corner of the page
- ❑ Use the filter on the left to find questions for your test. You can preview any of the questions by selecting the 'Preview Tab'.
- ❑ Click the 'Add' tab in the corner of each question if you wish to add the question to your test. The grocery cart at the top of the page will notify you of how many questions have been added.
- ❑ Once you've selected all of your questions for the test, select the 'Continue and Save' tab located in the top left corner of the screen
- ❑ You can use the ordering tool to drag & drop the order of the questions if you'd like. If satisfied with the test and all the info, select the save icon located in the top right corner of the page
- ❑ You will receive a confirmation pop up notifying you that the test has been saved and you will see that the test has been added to the test item bank

## **EQ 2: How do I assign a test to a class/course?**

- ❑ Select the 'Courses' tab in the menu bar on the left side of the page
- ❑ Select the course you wish to assign the test by clicking the black arrow to toggle from one course to the other
- ❑ Select the 'Activities' tab located at the top left side of the page
- ❑ Select the '+Quiz' tab to add new quiz (quiz = any assessment format)
- ❑ Give the quiz a title, start date, end date, and write a description (this is what the students in your class will see)
- ❑ Select the 'Find Test' Tab and add the test you wish to assign from the test item bank
- ❑ Click the 'Save Icon' on the top right side of page to assign the quiz to the class
- ❑ You will receive a confirmation that says the quiz has been added to the class and you will see the quiz under 'Activities' and also in under the 'Summary Tab'
- ❑ Click on the Quiz to view student a detailed overview of the test

## **EQ: 3 How do students take a test inside of FocalPointK12?**

### ***Option 1: The Token Method***

- ❑ Select the test inside of the course and make sure you are viewing 'Test Details'
- ❑ A page can be downloaded and printed by selecting the 'Print Student Grid' tab located in the top right corner of the page.
- ❑ Be sure to 'Activate the Test' by clicking the toggle which will turn pink once activated (Students will not be able to access the test unless activated by the teacher)
- ❑ Give each student their unique Token and then access the Token URL

- ❑ Students will enter their Token information then select 'Submit Token'
- ❑ The student selects the 'Begin Test' Tab to launch the assessment
- ❑ Once complete, a prompt will show to confirm that the student is ready to submit the test. The student will receive a confirmation message that the assessment has been processed

### ***Option 2: The Paper/Pencil Bubble Sheet Method***

- ❑ For tests that do not include constructed response/essay questions that need to be scored by teachers using a rubric, teachers can administer assessments using bubble sheets.
- ❑ Click 'Print Test' to download the test & provide copies for students
- ❑ Select the 'Bubble Sheet' Tab
- ❑ Select 'Print Pre-filled Sheets'
- ❑ Print the Bubble Sheets and administer the test to students
- ❑ Bubble Sheets can be scanned and emailed with data going directly into FocalPointK12 or a picture of the test can be taken which automatically imports the data into the system using the Akindi application or GradeCam

### ***Option 3: Accessing the FPK12 Virtual Classroom***

- ❑ The student will select the course where the test is to be taken by using the drop down box with the black arrow in the top left corner of the page
- ❑ The student will locate the Test by viewing the Summary (you can sort by day, week, month, all to view/access more tests) or by selecting 'Activities' and then locating the test under Quizzes
- ❑ The student clicks the green 'Launch Test' tab and then 'Begin Test'. Please note that the 'Launch Test' will appear gray and students will not be able to take the test unless the teacher activated it.

- ❑ After the test, the student can select 'Performance Report' to get immediate feedback on the results. The following day, students can drill down to view detailed standards mastery reports and access detailed dashboards

#### **EQ 4: How do I view classroom & student performance reports?**

- ❑ As soon as students complete their assessment, teachers have real-time access to view performance results. These results show 'live' in the system on the 'Test Detail' page. Teachers and students can also click on the performance reports tab to get a quick view of performance at the standard and item level
- ❑ To view assessment reports in FocalPointK12, first select the 'Data Dashboards' Tab located on the left side of the page
- ❑ Select from the Tabs at the top to access data across the courses/classes you teach. The AssessCloud includes 'Standards Mastery, District Benchmark, and Classroom Assessment reports

