



## Quick Start AssessCloud Canvas Guide

### EQ 1: How do I find, select, and assign an existing assessment to students?

- ❑ Select 'Assignments' from the menu that appears on the left.
- ❑ Your screen will display a listing of all existing Assignments.
- ❑ In the upper right corner of this screen, select '+ Assignment'.
- ❑ Provide the test title, due date and the points, select the type of the assignment and click on more options to add the 'submission type'.
- ❑ Designate who you will 'Assign' to test to along with date information.
- ❑ Select 'External Tool' as the submission type which will provide you with a list of options.
- ❑ Click on the search button for 'FocalPointK12 Assessments' which will allow you to add tests or create tests through FocalPointK12.
- ❑ Choose a test from the list of tests that will appear.
- ❑ Then click on 'Embed' to attach the selected test to your Assignment.
- ❑ Note that you can sort by 'Newest First' to quickly locate a recently created test.
- ❑ When the screen below reappears, click on 'Select'.
- ❑ On the next screen, select 'Save'.
- ❑ A screen will appear that shows you the name of your assigned Test along with the listing of students to whom it has been assigned.
- ❑ On the next screen, click on 'Assignments'. The screen will refresh and then you will return to the full list of your assignments.
- ❑ Once you are ready to Publish, you can scroll to find your new test and 'Publish' it for students to take.

## **EQ 2: How do I create a new assessment for students?**

- ❑ From your Home screen, locate 'FocalpointK12' in the menu on the left and select it.
- ❑ From the screen that appears, select 'Tests' from the tab at the top of the page.
- ❑ Select '+Add New Test'.
- ❑ From the screen that appears, you can filter as needed to locate items from the item bank that you wish to add to your new test.
- ❑ Once you have selected the questions you want, click 'Continue' ...you will be taken to the 'Test Detail' screen.
- ❑ Complete the 'Test Detail' screen and click 'Save'.
- ❑ You will receive a confirmation message that your new test has been successfully saved.
- ❑ You can now incorporate your new test into the desired Assignment.

## **EQ 3: How will students' access and take the test that I have published?**

- ❑ Students will log-in and see their Dashboard.
- ❑ They should click on the applicable Course.
- ❑ Tests to be taken by students reside under the category of 'Assignments'.
- ❑ Students should click on 'Assignments' which will cause their list of assignments to appear.
- ❑ Students scroll until they find the applicable test.
- ❑ A screen will appear from which students will 'Launch Test'.
- ❑ After Launch, the student will receive a prompt to 'Begin Test'.
- ❑ Once they click on that command, the test will launch with the first test item.

## **EQ 4: How do I view a summary of student test results?**

- ❑ Select the applicable Course from your Dashboard.
- ❑ Select 'Assignments' from the menu that appears on the left.

- ❑ Your screen will display a listing of all existing Assignments.
- ❑ Click on the desired Assignment.
- ❑ Your screen will refresh and provide you a summary page as shown below.
- ❑ You will be provided student Status, a Performance Score, and a Scoring (Test) Summary. Note that the various indicators are color-coded.
- ❑ You can also 'Reset' a student from this screen if needed.

**EQ 5: How do I create new questions for use on an assessment?**

- ❑ Log-in to your Canvas Dashboard and select the applicable course.
- ❑ Select 'FocalpointK12' from the Menu.
- ❑ Once you reach the screen, select the 'Questions' tab.
- ❑ This will enter you into the FPK12 Item Bank.
- ❑ Select '+Add New Question'
- ❑ You are now in FocalPointK12's test question creation tool. Reference the AssessCloud™ Teacher Manual for further details on creating various question types including:
  - Choice
  - Extended Text
  - Evidenced-Based Selected Response (EBSR)
  - Fill in The Blank
- ❑ See the Help tab to locate this manual.