

# Teacher Access Center

## Creating Assessments

From the Home screen, under **Graded Courses**, in the **Actions** column, click the **Define** link, or open a class and click **Define Assessments** in the panel at the left side of the screen.

**My Classes**

Courses:  Attendance Date:  RC Run:  IPR Date:

Period	Course	Description	Room	Cycles	Marking Periods	Actions								
Building: 2 - Building 2 Staff: Mrs. Kombe														
2	409 - 2	Algebra 1	204	M, T, W, R, F	M1, M2, M3, M4	<a href="#">List</a>	-	-	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a>	<a href="#">RC</a>	<a href="#">Comp</a>	-
3	411 - 2	Algebra 2	106	M, T, W, R, F	M1, M2, M3, M4	<a href="#">List</a>	-	-	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a>	<a href="#">RC</a>	<a href="#">Comp</a>	-
6	420 - 1	AP Calculus	106	M, T, W, R, F	M1, M2, M3, M4	<a href="#">List</a>	-	-	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a>	<a href="#">RC</a>	<a href="#">Comp</a>	-
6	412 - 1	Calculus	119	M, T, W, R, F	M1, M2, M3, M4	<a href="#">List</a>	-	-	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a>	<a href="#">RC</a>	<a href="#">Comp</a>	-

The **Assessments** tab should be the active tab.

Categories **Assessments** IPR Averages Report Card Averages Attachments

**Note:** Categories must be defined before creating assessments. The **Assessment** tab will not be available if no categories have been defined.

Categories **Assessment** IPR Averages Report Card Averages Attachments

not available

## Creating Assessments

Date Assigned	Date Due*	Category*	Extra Credit	Description*	Points*	Weight*	Files	Publish Item	Publish Scores	
09/04/2007	09/11/2007	Class Work	Not Extra Credit	Chapter 1 Review Quest <a href="#">More...</a>	100	1.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Save</a> <a href="#">Cancel</a>

click to open  
calendar

\* = indicates a required field

**Date Assigned:** optional

**Date Due:** can enter date manually or click calendar icon to choose date from calendar. The due date must fall within the current marking period.

**Category:** choose a category

**Extra Credit:** Choose *Not Extra Credit*. For information on using the Extra Credit feature, see the separate “Extra Credit” instructions.

**Description:** enter brief description of assessment

**More:** enter an extended description of the assessment - optional

**Points:** enter total number of points (probably 100)

**Weight:** enter number of times this assessment will count in the overall average – see *Note* on following page

**Publish:** check both the *Publish Items* and *Publish Scores* boxes. This will allow the information for this assessment to be visible to parents in Home Access Center.

Click **Save**.

**Note:** There will always be an extra blank row at the bottom of your assessment list. This is in preparation for the next assessment you will add.

Date Assigned	Date Due*	Category*	Extra Credit	Description*	Points*	Weight*	Files	Publish Item	Publish Scores	
09/04/2007	09/11/2007	Class Work	Not Extra Credit	Chapter 1 Review Questions	100	1.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
	09/12/2007	Test	Not Extra Credit	Chapter 1 Test	100	2.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	Class Work	Not Extra Credit	<input type="text"/> <a href="#">More...</a>	<input type="text"/>	1.00		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Save</a>

next assessment



**NOTE:** The term “weight” on the Assessments page and the term “weight” on the Categories page do not mean the same thing!!

### Categories

Include	Category*	Weight
<input checked="" type="checkbox"/>	Cls - Class Work	40.00
<input checked="" type="checkbox"/>	HMK - Homework	5.00
<input type="checkbox"/>	LABS - Computer Lab	
<input type="checkbox"/>	PAR - Participation	
<input type="checkbox"/>	QUZ - Quiz	
<input checked="" type="checkbox"/>	Test - Test	55.00

"weight" = means how the students' averages will be calculated

### Assessments

Description*	Points*	Weight*
Chapter 1 Review Questions	100	1.00
Chapter 1 Test	100	2.00

"weight" = means how many times that grade will count in the current marking period average

## Attaching Files

After clicking **Save**, you will be offered the option of attaching a file to the assessment. (EX: a study guide, a rubric, a project outline. Etc.) This attached file will be viewable to parents in Home Access Center.

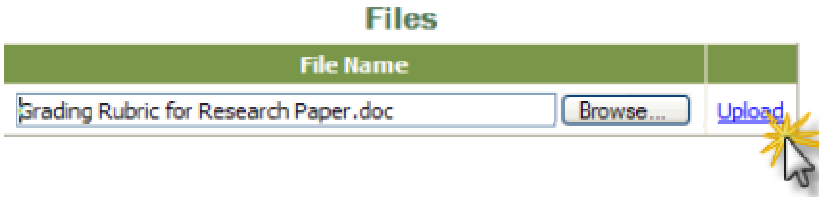
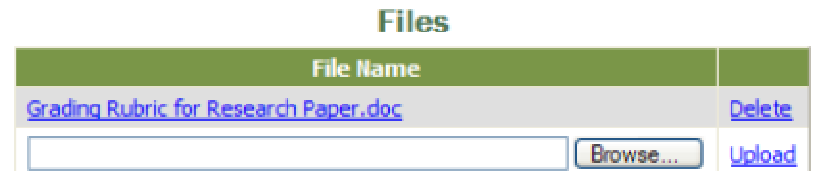
Click the **Files** icon.

Date Assigned	Date Due*	Category*	Extra Credit	Description*	Points*	Weight*	Files	Publish Item	Publish Scores	
09/04/2007	09/11/2007	Class Work	Not Extra Credit	Chapter 1 Review Questions	100	1.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>

Click the **Browse** button and locate the file on your computer.

**Files**

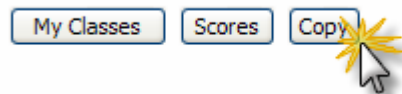
File Name
<input style="width: 90%;" type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>

Then click the <b>Upload</b> link.	
If you see the file name in the list, you have successfully uploaded the file.	

You can upload more files, or click the **Assessments** button to return to the Assessments page.

### Copying Assessments

If you teach multiple sections of the same course, you can copy the assessments from one class to other classes. After setting up an assessment for one class, choose the **Copy** button at the bottom of the screen.



- **Copy Direction:** To Courses
- **Copy Type:** Categories & Assessments
- **Include Marking Periods:** check current marking period only

#### Copy Options

Copy Direction:

Copy Type:

Include Marking Periods:

M1	M2	M3	M4	M5	M6
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place a check in the **Include** column for all courses that will be using these assessments. **DO NOT** check the course from which the assessments are being copied. This will create duplicate assessments in the original class.

**To Courses**

Include	Course	Periods	Days	M1 To
<input type="checkbox"/>	409 - 1 Algebra 1	1	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4
<input checked="" type="checkbox"/>	409 - 2 Algebra 1	2	M, T, W, R, F	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4
<input checked="" type="checkbox"/>	411 - 2 Algebra 2	3	M, T, W, R, F	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4

do not check original class

In the **Description** column, check all of the assessments you wish to copy.

**Categories and Assessments**

Include <input type="checkbox"/> All <input type="checkbox"/> None	Category	Description	Weight	Drop Lowest	Assessments	
<input checked="" type="checkbox"/>	Cls	Class Work	40.00	2	1	
		<b>Include</b> <input type="checkbox"/> All <input type="checkbox"/> None	<b>Assign Date</b>	<b>Due Date</b>	<b>Marking Period</b>	
		<input checked="" type="checkbox"/>	09/04/2007	09/11/2007	M1	Chapter 1 Review Q
<input type="checkbox"/>	HMK	Homework	5.00	0	0	
<input checked="" type="checkbox"/>	Test	Test	55.00	0	1	
		<b>Include</b> <input type="checkbox"/> All <input type="checkbox"/> None	<b>Assign Date</b>	<b>Due Date</b>	<b>Marking Period</b>	
		<input checked="" type="checkbox"/>		09/12/2007	M1	Chapter 1 Test

Then click the **Copy** button.

**NOTE:** If you have previously copied assessments, check the new assessments only. If you check those that have already been copied, you will have duplicate assessments.

	Include		Assign Date	Due Date	Marking Period	
	All	None				
previously copied assessment	<input type="checkbox"/>	<input type="checkbox"/>		09/12/2007	M1	Chapter 1 Test
new assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>		10/19/2007	M1	Chapter 2 Test

### Editing/Deleting Assessments

Assessments can be edited at any time. Click the edit link, make the necessary changes, then click Save. If applicable, students' scores will reflect the changes.

To delete an assessment, click the **Delete** link. The **Delete** link will not be present if scores have been entered for that assessment. Visit the scores page and delete all scores for that assessment. Then return to the Assessments page and click the **Delete** link.

Description*	Points*	Weight*	Files	Publish Item	Publish Scores	
Chapter 1 Review Questions	100	1.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
Chapter 1 Test	100	2.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
Chapter 2 Test	100	2.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit Delete</a>

scores have been entered

no scores entered