

DATA LINK ASSESSMENT GUIDANCE

This document contains truncated guidance with screenshots.

For detailed Pearson assessment guidance, visit



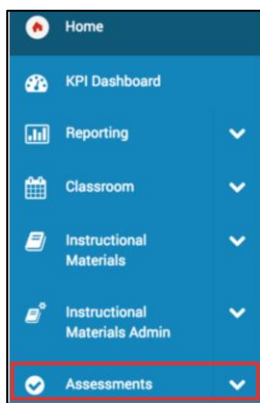
<https://docs.schoolnet.com/webhelp//200/pdfs/AA-UG.pdf>

For assistance, contact Sean Hall at shhall@bcps.k12.md.us



Finding Test in Data Link (<https://baltimore.schoolnet.com>):

To find a test in Data Link, navigate to the Assessments menu on the left side of your screen; this will open your Assessment Dashboard, which you can use to locate the test, using either the Test name or ID in the Find a Test field and clicking on “Filter.” You can also search by Grade Level, subject area, or tests you have recently viewed. Your results will appear below:



Test Name	Test Category	Subject	Grade Level	Test Stage	Start Date	End Date	TestNav Status
WW Assessment 14A: New-Read Assessment 1	District Benchmark	English Language and Literature	04	Completed	07/30/2018	08/06/2018	✓
WW Assessment 21A: New-Read Assessment 1	District Benchmark	English Language and Literature	01	Public Draft	-	-	
WW Grade 7 New Read 1- Assessment 5: New-Read Assessment: Castle Diary	District Benchmark	English Language and Literature	07	Public Draft	-	-	

Clicking on the test name in the Assessment Dashboard will display the Test Detail screen:

Test Actions:

- Copy Test
- Export Test
- Delete this Test
- Answer Sheets
- Score Test
- View Usernames
- Track Accommodations

Preview in TestNav

- Student Test Booklet (.pdf | docx)
- Answer Key (.pdf)
- Cover Sheet (.pdf)

Test Content

1 Task

This item has two parts. Answer PART A; then answer PART B.

Scoring model = Default scoring

General

Directions: Read the passage "Nowhere to Go but Up" on page 22 of The Circulatory Story by Mary K. Corcoran, beginning with "The red blood cell you're on" and ending with "travels against gravity." Look at



Administering a Test: Online (NOTE: For grades K-2, only Grade 2 Module 4 should be delivered online)

Ensure that students testing online can access the appropriate text to respond to questions.

To take tests online, students access the same Data Link site (<https://baltimore.schoolnet.com>). For online administration, students

Take a Test

No online tests are available at this time.

Enter Passcode Go

Enter an online passcode from an available test to start.

will need the Online Passcode available to you at the top of the Test Detail page. They will be prompted to enter this passcode before they are able to take the test.

Because City Schools uses single sign-on, you should not need to use the View Usernames function in Data Link.



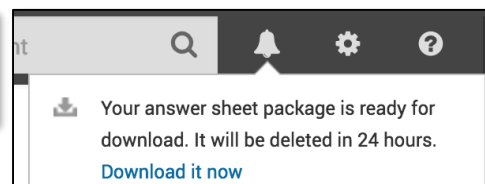
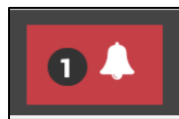
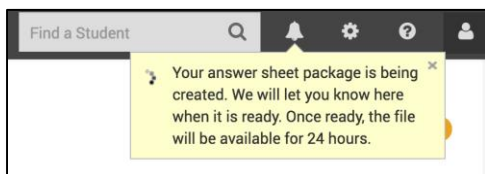
Administering a Test: Paper Tests

To administer paper tests, you will need to generate the Answer Sheets for students to fill in or write their answers. To do this, click “Answer Sheets” from the Test Actions menu in the Test Details screen. This will bring up the Answer Sheet Generator:

From the list that appears, click the checkbox next to each section’s answer sheets you would like and click the Generate Answer Sheets button at the bottom of the screen:

Generate Answer Sheet

The system will notify at the top right when your answer sheets are ready. Once you see the red notification status, you can click on the bell and download the PDF files:



When printing, be sure to use the following guidance or answer sheets will not scan:

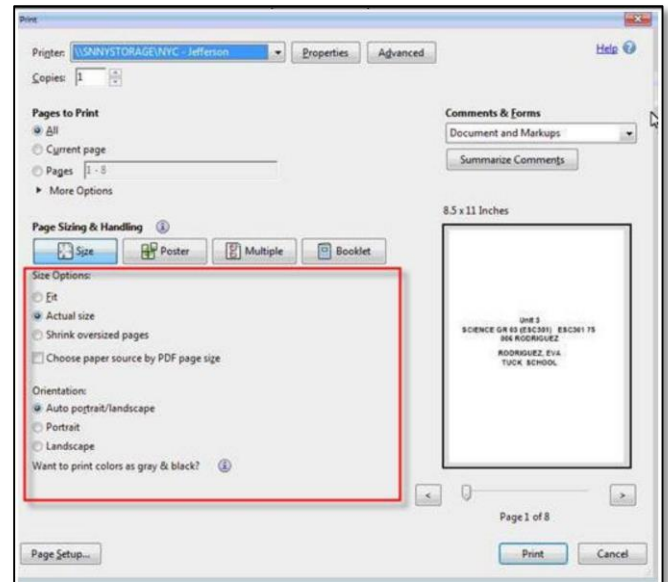
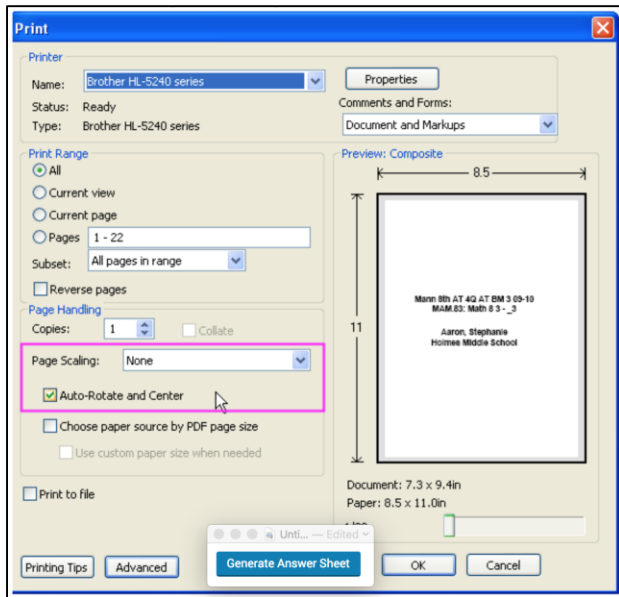
Only print answer sheets using Adobe Acrobat, do not print directly from Internet Explorer or Chrome.

For Adobe Acrobat Readers up to Version 9

1. Auto-rotate and center = checked
2. Page scaling = None

For Acrobat Reader X and Beyond

1. Size Options = Actual Size
2. Orientation = Auto Portrait/Landscape



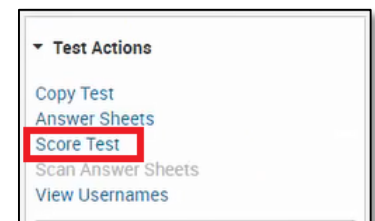
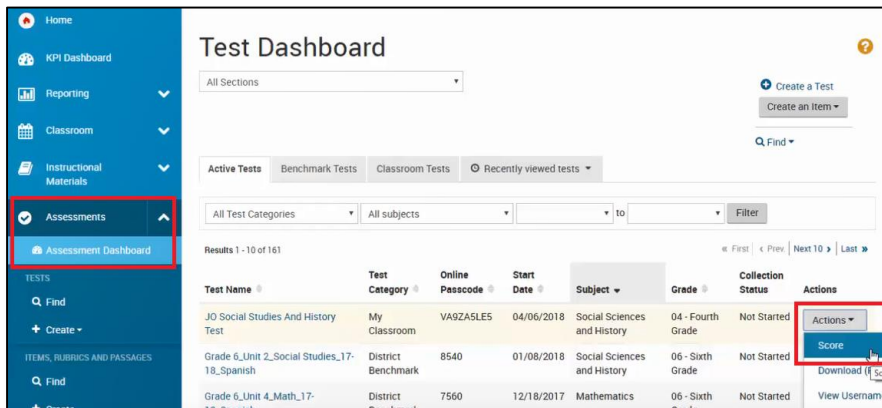
You can also access the student test booklets (which contain the actual questions that students will respond to) and your answer key and scoring instructions on the Test Details screen:

Student Test Booklet (.pdf | .docx)
Answer Key (.pdf)
Scoring Instructions (.pdf)

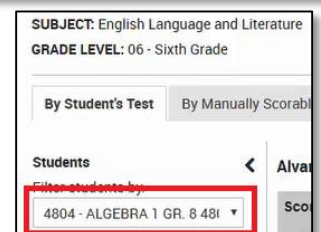


Scoring a test: Online

To score tests taken online, navigate to the Assessments Dashboard and, from the “Actions” dropdown, click “Score” for available tests:



- If you don't see an Actions menu in the last column, your user permissions are set up to see a different version of the dashboard; located the test and, from the Test Detail screen, click “Score Test”:
- The class assigned to the test should appear by default in the “Filter by” menu; if not, navigate to the correct section:



Select the response or score for each item on students' tests, click "Save Results" to load these scores/responses to Data Link:

The screenshot shows a test interface. On the left is a sidebar with a 'Score Total' of 0/45 (0.0%). Below this is a list of 14 questions, each with a score of 0/1. A checkbox for 'Manually Scorable Questions Only' is present. On the right, 'Question 1' is selected. It includes a 'Read the excerpt below.' section with a quote from the Fifth Amendment of the United States Constitution. Below the excerpt is a question: 'Which of these does the Fifth Amendment specifically prohibit?' with four multiple-choice options: A. forcing witnesses in a case to testify, B. selecting jurors who are prejudiced against the defendant, C. trying someone for the same crime a second time, and D. allowing the media to announce an indictment. At the top right of the interface, there are links for 'End of Test Comment', 'Cancel Changes', and a 'Save Results' button which is highlighted with a red rectangular box.



Scoring a test: Scanning paper answer sheets

Scanning workflow:

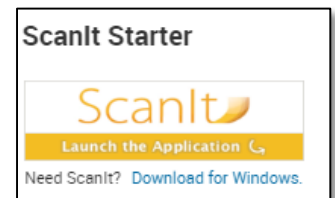
1. Before scanning, score any open response items directly on the answer sheets (or opt to enter scores online **after** scanning):

The image shows a section of a paper answer sheet. It has a header that says '3 TEACHER USE ONLY'. Below this header are five circular bubbles containing the digits 0, 1, 2, 3, and 4, arranged horizontally.

2. Collect the answer sheets into a neat stack
3. Make sure the scanner is turned on and connected to the computer where ScanIt is installed
4. Open ScanIt
5. Place the sheets in the scanner and start scanning
6. Review any scanning errors and confirm review

Detailed scanning steps:

- To scan bubbled-in student answer sheets, launch ScanIt from your home screen in Data Link:
- **DO NOT LAUNCH SCAN IT FROM A DESKTOP APPLICATION ICON, only from inside Data Link**
- You should be running version 11.0. If not, click the Download for Windows link; you may need someone with administrator access or the ITD support desk to assist with installation.



- Place the answer sheets into the scanner's feeder with the appropriate side facing up. Answer sheets must all face the same direction as indicated by your scanner (upside down or face up).

NOTE: YOU MUST SCAN ALL PAGES OF STUDENTS' ANSWER SHEETS.

- Once you are ready, click "Start Scanning" to begin scanning student answer sheets.

Start Scanning

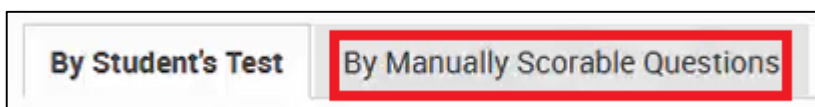
- ScanIt will display your progress as you scan:

Sheets Scanned	Sheets Processed	Sheets Uploaded	Sheets Failed	Items to Confirm
3	3	0	0	4

- Once you have completed scanning, you may need to review any items ScanIt could not score, such as multiple responses. You may need to review the student's bubbled answer sheet. You can indicate the intended answer or leave as is to score as scanned:

Requires Manual Entry (0)		Items To Confirm (2)				
Sheet #	Student ID	Item #	Item Label	Image	Answer	Reason
1	887954685	3	3			Multiple responses
1	887954685	4	4			Blank response

- If the scanner cannot process answer sheets due to damaged paper, an invalid student ID or an obscured bar code, the sheets are listed in the "Requires Manual Entry" pane in ScanIt.
 - If possible, re-scan the sheet. Otherwise, navigate in Data Link to Assessments > Score Responses to score manually. Alternately, locate a test, click its title and in the Test Detail, click Score Test.
- If you have a new student and manually bubbled in their Student ID, you may have to wait for the student to appear in Schoolnet before you can scan their answer sheet.
- To score Open Response items after scanning, you can use the Score Test feature (as shown above) and click on the "By Manually Scorable Questions" to see all Open Responses to score:



- Once you are ready to upload, click "Confirm Review." Results will appear in Data Link immediately.



Viewing and analyzing student results in Data Link

To view assessment reports for your classes, Click on Reporting Dashboard under Reporting:

Reporting Dashboard

Results reflect: Current Enrollment

Daniela Old: 4804 - ALGEBRA 1 GR. 9 4804 - 4-5(A-E) OLD

Test Results

Student Reports

Standards Performance

KPI Dashboard

Benchmark Tests

Standardized Tests

Search for Test by name or ID

Filter by: All Categories - Mathematics - All Grades -

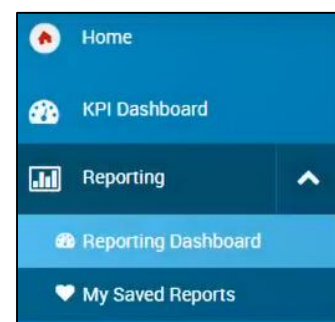
Clear All Filters

Sort by: Test Start Date

Classroom Tests Only


04/04/18	Alg 1 Unit 5 Progress Check	20 STUDENT RESULTS	72.3% AVG. SCORE	100% STUDENTS PROFICIENT	
01/23/18	Algebra 1_Unit 5_Math_17-18	20 STUDENT RESULTS	36.1% AVG. SCORE	30% STUDENTS PROFICIENT	
12/21/17	Algebra 1_Unit 4_Math_17-18	19 STUDENT RESULTS	50.4% AVG. SCORE	63.2% STUDENTS PROFICIENT	

The Reporting Dashboard displays high-level details on your students' assessments, including average score and percent proficient.



Daniela Old: **4804 - ALGEBRA 1 GR. 8 4804 - 4-5(A-E) OLD**

4804 - ALGEBRA 1 GR. 8 4804 - 4-5(A-E) OLD

 Test Result

Benchmark Test

4705 - Pre Algebra 7 Honors - All Sections

4705 - Pre Algebra 7 Honors - 7-8(A-E) OLD

04/04/18	Alg 1 Unit 5 Progress Check	20	72.3%	100%	
	C Mathematics 06 - Sixth Grade - 08 - Ei...	STUDENT RESULTS	AVG. SCORE	STUDENTS PROFICIENT	
01/23/18	Algebra 1_Unit 5_Math_17-18	20	36.1%	30%	
	D Mathematics 07 - Seventh Grade - 12 - ...	STUDENT RESULTS	AVG. SCORE	STUDENTS PROFICIENT	
12/21/17	Algebra 1_Unit 4_Math_17-18	19	50.4%	63.2%	
	D Mathematics 07 - Seventh Grade - 12 - ...	STUDENT RESULTS	AVG. SCORE	STUDENTS PROFICIENT	

04/04/18 Alg 1 Unit 5 Progress Check [9919] [Test Details](#)

Test Summary Standards Analysis Item Analysis Standards Mastery Trends



SCORE GROUPS	% STUDENTS	# STUDENTS	SCORE RANGE
Proficient	100%	20	
Level 5	35%	7	80% - 100%
Level 4	60%	12	60% - 79.9%
Level 3	5%	1	40% - 59.9%
Not Proficient	0%	0	
Level 2	0%	0	20% - 39.9%
Level 1	0%	0	0% - 19.9%

[Export to PDF](#)

20 Results / 20 Students
[Collection Report](#)
 7 Test Items
 10 Standards

Configuration	Average Score
SOC 9-12.1	0.0
SOC 9-12.1.1	25.0
SOC 9-12.1.1.1	28.0
SOC 9-12.1.1.1.1	20.0
SOC 9-12.1.1.1.1.1	25.0
SOC 9-12.1.1.2	15.0
SOC 9-12.1.1.2.1	42.0
SOC 9-12.1.1.3	35.0
SOC 9-12.1.1.3.1	25.0
SOC 9-12.1.1.4	45.0
SOC 9-12.1.2.1	38.0
SOC 9-12.1.2.2	28.0
SOC 9-12.2.1.1	30.0
SOC 9-12.2.1.1.1	45.0

Question Number - Type	Primary Alignment	Avg. Score	Point Value	Responses				
1 - Multiple Choice	SOC.9-12.1.1.1.1	24%	1	A 26%	B 28%	C 24%	D 18%	None 4%
2 - Multiple Choice	SOC.9-12.1.1.1.2	36%	1	A 18%	B 21%	C 36%	D 22%	None 3%
3 - Multiple Choice	SOC.9-12.1.1.1.2	18%	1	A 32%	B 32%	C 13%	D 18%	None 6%
4 - Multiple Choice	SOC.9-12.1.1.1.2	31%	1	A 26%	B 22%	C 17%	D 31%	None 4%
5 - Multiple Choice	SOC.9-12.1.1.1.3	18%	1	A 19%	B 21%	C 18%	D 35%	None 7%

Tools	Standard	# of Test Items	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
	SCI.6.5.C: differentiate between elements and compounds on the most basic level; and	2	12			17
	SCI.6.6.B: calculate density to identify an unknown substance; and	2	15			14

For assistance, contact Sean Hall at shhall@bcps.k12.md.us