



USER GUIDE

VERSION 5.6

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GETTING STARTED

Welcome, and thank you for using Pearson Limelight. This User Guide will walk you through the technical requirements for this program, user instructions for full functionality of your assessment platform, and troubleshooting techniques. Our goal at Pearson is to support you every step of the way.

WHO SHOULD USE THIS GUIDE

This User Guide is intended for district administrators, principals, teachers, and support specialists responsible for both monitoring and executing student academic intervention plans.

MATRIX OF ROLES

User Account Type	Account-Level Rights
District Administrator	<ul style="list-style-type: none"> • View testing results for subscription (all schools' assessment statistics) • View testing results reports for personal classes • Create tests and classes • Publish tests to schools and district
School Administrator	<ul style="list-style-type: none"> • View testing results for subscription (school's assessment stats) • View testing results reports for personal classes • Create tests and classes • Publish tests to school and classes
Teacher	<ul style="list-style-type: none"> • Create tests and classes • Share tests with school • View testing results reports for personal classes
Student	<ul style="list-style-type: none"> • Take assigned tests • Take self-tests to practice assessments



ABOUT PEARSON

Pearson, the global leader in education and education technology, reaches and engages today's digital natives with effective and personalized learning, as well as dedicated professional development for their teachers. This commitment is demonstrated in our investment in innovative print and digital education materials for Pre-K through professional learning, student information systems and learning management systems, teacher development, career certification programs and testing and assessment products that set the standard for the industry.

Pearson's comprehensive offerings help inform targeted instruction and intervention so that success is within reach of every student at every level of education.

Pearson provides products and services to deliver mission-critical information to decision-makers at all levels in the education system:

- Students
- Parents
- Teachers
- Psychologists, speech pathologists and medical professionals
- School administrators
- Local, state and federal government agencies
- National influencers on education reform and accountability
- Employers and human resources professionals






Pearson's other primary businesses include the Financial Times Group and the Penguin Group.

OUR MISSION

Our mission is to improve teaching and promote life-long learning. We help students, families, educators and professionals use assessment, information, research and innovation to promote learning and personal development, advance academic achievement, improve instructional productivity, and transform educational communities.



ICON LEGEND

<i>Icon</i>	<i>Description</i>
<u><i>Blue Italicized Underlined Text</i></u>	Indicates a link or button that can be clicked or a page feature that should be noted
Bold Text	Indicates an action that needs to be performed
	Functionality or process applies to Administrators
	Functionality or process applies to Teachers
	Functionality or process applies to Students
	Indicates area of interest or direction
	Items of note

COMPUTER REQUIREMENTS

MINIMUM TECHNICAL REQUIREMENTS

Please check that the computer has the following minimum system requirements before logging in, to ensure the system functions properly. Please note, these are the minimum requirements and a noticed degradation in performance may be experienced as the amount of data stored and accessed increases, especially when running reports or data queries.

Computer Requirements

PC	Macintosh
Windows® XP or later	OS 10.4 or later
233 MHz Pentium®	PPC/G3/G4 Processor
32 MB RAM	32 MB RAM
250 MB free hard drive space	250 MB free hard drive space

Internet Requirements

Windows OS Browsers	MAC Browsers
Internet Explorer® 8.0 or later	Safari® 4.0 or later
FireFox® 3.5 or later	FireFox 3.5 or later

NETWORK REQUIREMENTS

Connectivity
DSL or cable modem
Dial-up connection <i>A dial-up connection can be used. However, some applications may not run properly.</i>

TECHNICAL SUPPORT

Hotline: 877-324-2401

E-mail: lmssupport@pearson.com

Website: <https://powersource.pearsonschoolsystems.com/home/case/main.action>



INTRODUCTION TO LIMELIGHT

Limelight is an intuitive online environment for creating, delivering and assessing practice tests. Limelight Test Builder delivers formative, standards-based practice tests for state-mandated tests in reading, mathematics, science, social studies and writing for grades 3 through high school.

COMMON USER INTERFACE

The Limelight Education Desktop is a portal that allows delivery and access to education software for teachers and students. Users must use an Internet-enabled computer to access the resources available on the desktop.

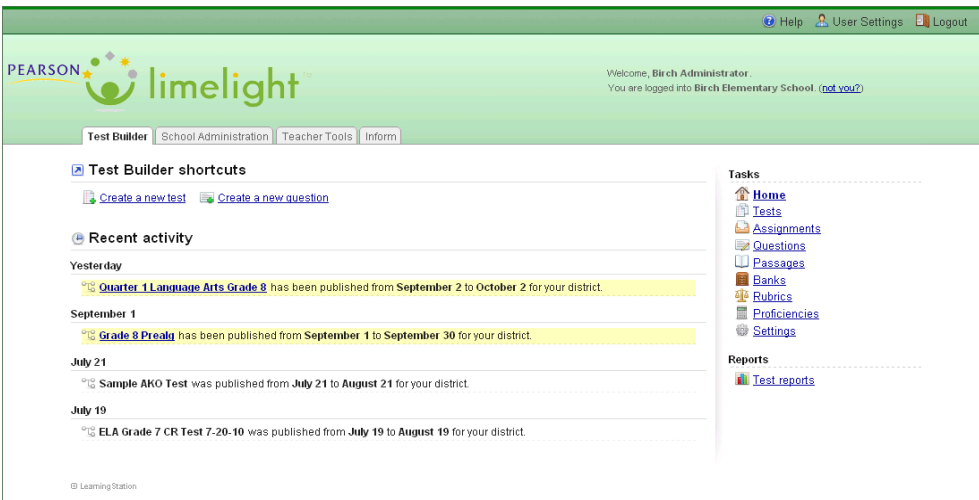


Figure 1 - Limelight Home Page



LOG-IN INFORMATION

Each customer has a unique URL for Limelight and each end user must use his or her unique username and password to access (log in to) the system. The Subscription ID identifies the Education Desktop that will be accessed. Generally it is associated with the name of the school, district or facility, and is included as part of the URL. Only authorized users will be able to access the web portal page.

LOG IN TO THE EDUCATION DESKTOP

1. To get to the proper login page, you will have to **Enter** the following:
2. <http://ASSIGNEDSUBSCRIPTIONID.pearsonLimelight.com>

Example:

Assigned Subscription ID: LSC
 On the Browser Address Line enter:
<http://LSC.pearsonLimelight.com>

3. **Bookmark** this page to make it easier to find next time you log in.
4. Once the login page opens to your Subscription ID, each administrator, teacher, vendor or student will be prompted to **Enter** log-in information. There are two fields: *Username* and *Password*.
 - The *Username* is generally the first initial and first 8 characters of the last name of the user. However, this field accepts a maximum of 64 characters.
 - The *Password* allows users to individually log in.
5. Click the [Login](#) button.

USER SETTINGS



PASSWORD MANAGEMENT

The [User Settings](#) icon in the upper right corner of Limelight allows you to change your own password. For most subscriptions, only Teachers and Administrators have the ability to change their passwords, unless it was decided during subscription setup to allow Student-level accounts to change their own passwords. (The Administrator can set the application to allow students to change their own passwords.)

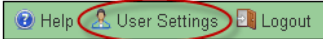


To change passwords click the [User Settings](#) icon on the top right of the screen. A user must know his or her old password in order to change it. Users can change their passwords as often or as rarely as they like.



Individuals who have a Teacher-level login who do not know their passwords can request a password reset from their Administrator. Teachers can reset Student-level account passwords using the Teacher Tools, but only Administrators can reset Teacher passwords.

CHANGE YOUR PASSWORD

- Click the [User Settings](#)  icon.
- Enter the current password in the [Current password](#) field.
- Enter the new password in the [New password](#) field.
- Enter the new password again in the [Confirm password](#) field.
- Click the [Submit](#) button.
- The screen will display a confirmation message stating the password has been updated.
- Click the [Test Builder](#) tab to return to the home page.

Note!
Passwords are case-sensitive.

Your password

Current password
 Using a password with a number or that isn't a simple word will help protect your account.

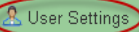
New password

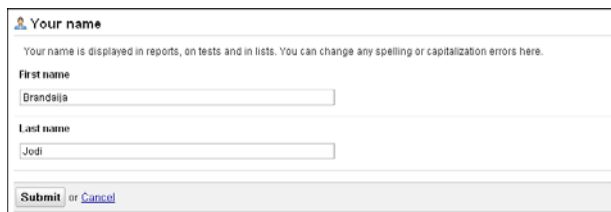
Confirm password

or [Cancel](#)

Figure 2: User Settings Page — Change Your Password

EDIT YOUR NAME

- A. Click the [User Settings](#)  icon.
- B. Enter/change the [First name](#) field.
- C. Enter/change the [Last name](#) field.
- D. Click the [Submit](#) button.
- E. The screen will display a confirmation message stating your name has been updated.
- F. Click the [Test Builder](#) tab to return to the home page.



Your name

Your name is displayed in reports, on tests and in lists. You can change any spelling or capitalization errors here.

First name
Brandalja

Last name
Jodi

[Submit](#) or [Cancel](#)

Figure 3: User Settings Page — Edit Your Name

GETTING HELP



[Help](#) is available via the [Help](#) icon in the top right corner of the Education Desktop.



These [Help](#) features are available:

- A. [Common Questions](#)
- B. [Limelight User Guide](#)
- C. [Limelight Quick Reference Guide](#)
- D. [Email Us](#)
- E. [Phone Support](#)
- F. [Support Options](#)
- G. [Support Tools](#)
- H. [Top Five Questions](#)

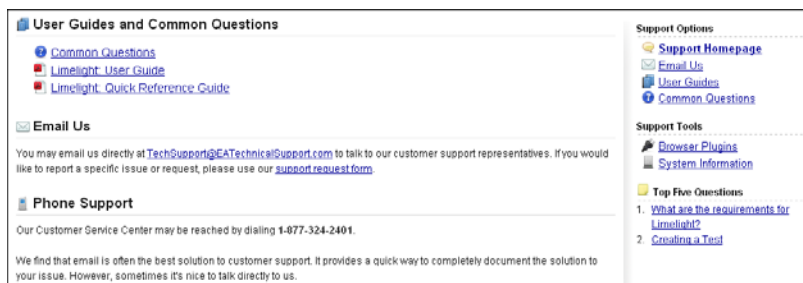
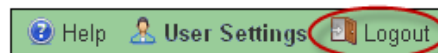


Figure 4: Help Page

LOGGING OUT



All applications open in a new window or a tabbed window. To exit completely from the software, close the window or tabbed window. The Education Desktop will continue running behind the opened software in its original window. To completely close out of the Education Desktop, click the [Logout](#) button in the upper right corner of the screen.



The Education Desktop does time-out and automatically log-out the account after six (6) hours of non-activity. This time-out will occur even if you have launched a resource and have been working in the resource without going back to the Education Desktop. If you have been working in one resource for over 6 hours, go back to the Education Desktop and launch another window. You may get the message that you are logged out; just open another browser window and log in to the Education Desktop, which will re-launch the resource.



TEST BUILDER HOME

[Test Builder](#) provides an intuitive online environment for creating, delivering and assessing practice tests. Delivered through the Education Desktop, [Test Builder](#) delivers formative, standards-based practice tests for state-mandated tests in reading, mathematics, science, social studies and writing for grades 3 through high school.

Once logged in to Limelight, the [Test Builder Home Page](#) is displayed. If you are logged in as an Administrator, you will see four (4) navigation tabs across the top of your page: [Test Builder](#), [School Administration](#), [Teacher Tools](#) and [Inform](#). Individuals with Teacher-level access will only see three (3) navigation tabs: [Test Builder](#), [Teacher Tools](#) and [Inform](#).



Figure 5: The Test Builder Home Pages

SHORTCUTS

From the [Test Builder](#) home page, links to the most frequently used functions are available: [Create a new test](#) and [Create a new question](#). Clicking on either of these links will take you directly to those tasks.



Figure 6: Test Builder Shortcuts

RECENT ACTIVITY



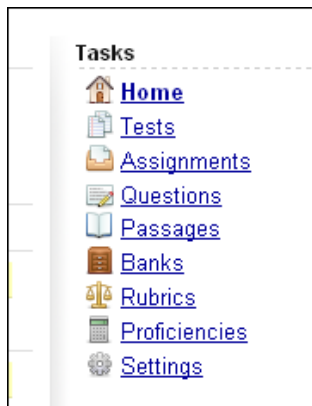
A list of recent activities is also located on the [Test Builder](#) home page. This list will show tests and questions that have been recently created.



Figure 7: Test Builder Recent Activity List

TEST BUILDER TASKS

Located on the right side of the [Test Builder](#) home page is the [Tasks](#) menu. These menu links will access the various pages that contain the functions for creating tests. These links are:



- [Home](#)
- [Tests](#)
- [Assignments](#)
- [Questions](#)
- [Passages](#)
- [Banks](#)
- [Rubrics](#)
- [Proficiencies](#)
- [Settings](#)

Figure 8: Tasks Menu

TESTS



- To access the [Test management](#) page, click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

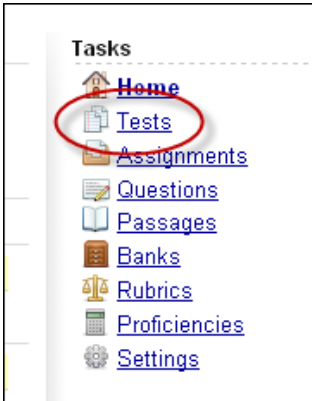


Figure 9: Tests Link in Tasks Menu

- The [Test management](#) page will then display. The [Test management](#) page contains two links and a list of tests.

The screenshot shows the "Test management" page with the following table of tests:

<input type="checkbox"/>	Name	Bank	Type	Grade	Subject	Date			
<input type="checkbox"/>	6th Grade Reporting Category 1 - PreTest#2	FCIM...	Standard	6th	LA	08/25/10	✓	📄	⚙️
<input type="checkbox"/>	7th Grade		Standard	7th	Sci	05/19/10	✓	📄	⚙️
<input type="checkbox"/>	Copy of 7th Grade		Standard	7th	Sci	05/19/10	✓	📄	⚙️
<input type="checkbox"/>	Copy of Pattern Test		Standard	2nd	Math	04/06/10	✓	📄	⚙️
<input type="checkbox"/>	Gr 8 End Benchmark 1 2009-10		Standard	8th	LA	05/24/10	✓	📄	⚙️
<input type="checkbox"/>	Grade 8 District Math Assessment Fall	Jacquetta's Bank	Standard	2nd	Math	08/05/10	✓	📄	⚙️
<input type="checkbox"/>	KSI Demo Test		Standard	7th	Math	04/06/10	✓	📄	⚙️
<input type="checkbox"/>	Language Arts Test	Career...	Standard	P	LA	08/25/10	✓	📄	⚙️
<input type="checkbox"/>	MOISD 7th Grade Physical Science Mar 2010		Standard	7th	Sci	05/19/10	✓	📄	⚙️
<input type="checkbox"/>	Patterns and Relationships	Emily's Math	Standard	5th	Math	08/24/10	✓	📄	⚙️
<input type="checkbox"/>	Reporting Category 1 Pre-Test	FCIM...	Standard	8th	Read	08/24/10	✓	📄	⚙️

At the bottom of the table, there are buttons for "Delete" and "Move to:" with a dropdown menu currently showing "Career and Tech Ed".

Figure 10: Test management page

CREATE A NEW TEST



The first step in creating a test is identifying and gathering the questions. From there, the test will be previewed and either modified or saved.

Once the [Create a new test](#) link is selected, the [Find questions for a test](#) screen will display. This screen has three (3) navigational tabs available for finding questions: [Select by indicator](#), [Select by passage](#) or [Select by bank](#).

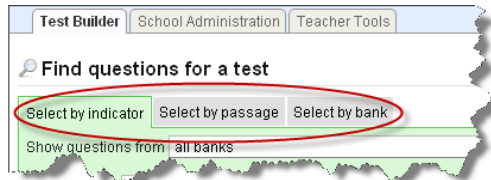


Figure 11: Find Questions for a Test — Navigational Tabs

CREATE A NEW TEST USING SELECT BY INDICATOR



1. To access the Tests page, **click** on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. From the [Test Builder Test management](#) page, **click** on the [Create a new test](#) link.



Figure 12: Create a New Test

3. The [Find questions for a test](#) screen will display.

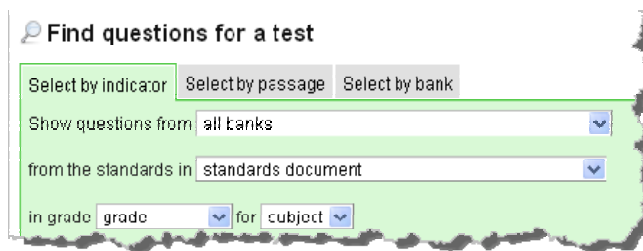






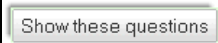


Figure 13: Find Questions for a Test — Select By Indicator Tab

4. If it isn't already selected, **click** on the [Select by indicator](#) tab.
5. **Click** on the [Show questions from](#) drop-down arrow  to view the available banks.

6. Select the name of the desired bank or [all banks](#).
7. Click on the [from the standards in](#) drop-down arrow  to view the available standards documents.
8. Select the name of the desired standards document.
9. Click on the [in grade](#) drop-down arrow  to view a list of grade choices.
10. Select the desired grade.
11. Click on the drop-down arrow  for [subject](#) to view the available subjects.
12. Select the desired subject.
13. The screen refreshes with a standards tree that aligns to the elements selected.
14. Expand the standards tree by clicking on the plus sign  to the left of each checkbox. The interface displays the number of items and resources available at each selection level.
15. Click the checkbox  next to the desired item to select it.
16. Select the checkbox to filter for questions with reading passages if applicable.
 Only show questions with reading passages
17. Select as many as desired in the same manner.
18. Click the  button.
19. The available questions will display.

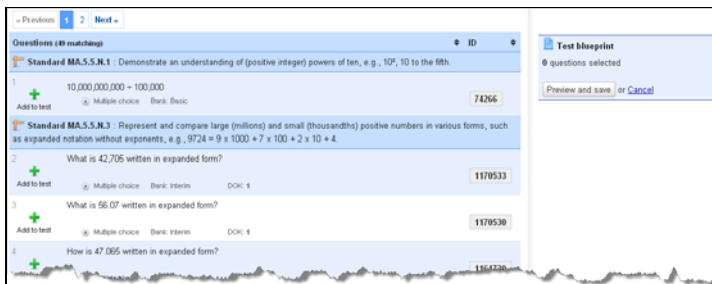

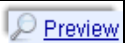


Figure 14: Available Aligned Questions

20. Place your cursor over a question and the  link will display.
21. Click on the  link to preview the question.



- 22. The [Question preview](#) pop-up window will display. **Scroll** down by using the scroll bar on the right to view metadata and alignments for this question. Use the [back](#)  and [next](#)  arrows to navigate forward and backward through multiple questions.



Figure 15: Question preview Pop-up Window

- a. If the question is associated with a passage, **click** on the passage link to preview it.

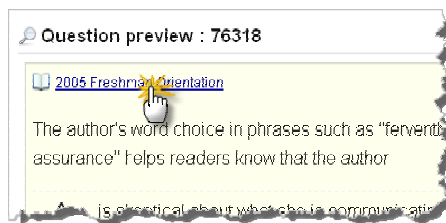



Figure 16: View the Reading Passage for this Question

- 23. Close the [Question preview](#) by **clicking** the  button.

- 24. **Click** the  link to add the question to the test.

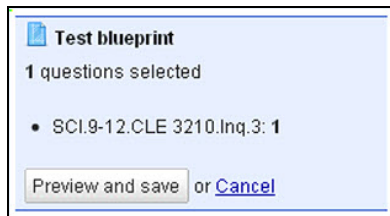



Figure 17: Test Blueprint

Note!
The [Test blueprint](#) is updated with the question information. A counter dynamically calculates the percentage distribution of items across standards selected to be assessed and tallies the total number of selected items.

- 25. **Continue** to add questions to the test in the same manner until all desired questions have been selected.

26. In the *Test blueprint* section of the page, click the  button.

27. The *Test preview* page will display with *Question ordering* and *Testing session* areas.

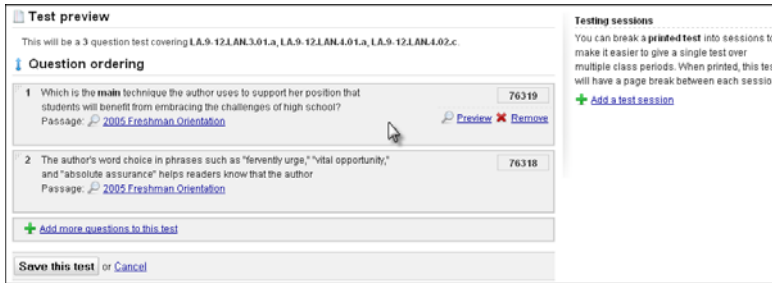




Figure 18: Test preview Page

28. Place the cursor over the first question. A red  will display. If desired, click the red  to delete the question from the test.

29. If desired, click and drag questions to reorder them.

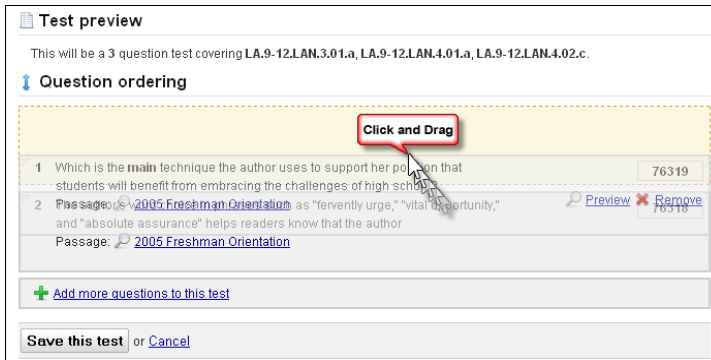




Figure 19: Click and drag to reorder test questions

30. Clicking on the  link will return the user to the *Find questions for a test* page, where more questions can be added using the same process.

31. You can break a *printed test* into sessions to make it easier to give a single test over multiple class periods. When printed, this test will have a page break between each session.

a. *Under Testing* sessions, click the  link.




b. Click on the drop-down  arrow to select the question number on which **Session 1** will end.

- c. Click the **red** minus sign to remove the session.

Figure 20: Adding a test session to a printed test


- d. Continue to add as many test sessions as desired.
32. Clicking the **or Cancel** link will return the user to the [Your tests](#) page and the test will not be saved.
33. Click the **Save this test** button to name and save your test.
34. The [Save this test](#) page will display.

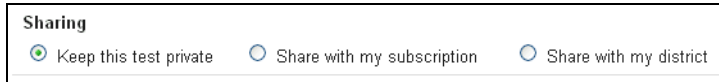
Figure 21: Save this Test Page

35. Click in the [Title](#) field and **type** a unique name for the test.
36. Click in the [A brief description](#) field and **type** a description.
37. Click the [Test category](#) drop-down arrow  and **select** the desired test type from the list.
38. Click the [Subject](#) drop-down arrow  and **select** the desired subject from the list.
39. Click the [Grade](#) drop-down arrow  and **select** the desired grade from the list.
40. **Select** the appropriate [Bank](#) dial button to use an existing bank or to create a new bank.





Note!
All tests must have a unique title.

- a. **Click** the drop-down arrow  to select an existing bank.
 - or
 - b. **Click** in the text field and **type** a unique name to create a new bank.
41. **Click** in the [Instructions](#) field and **type** detailed instructions for this test.
 42. Select the appropriate dial button to keep the test private or share the test with the subscription or district.



The image shows a dialog box titled "Sharing" with three radio button options: "Keep this test private" (selected), "Share with my subscription", and "Share with my district".

Figure 22: Sharing Options

43. **Click** the  button to save this test.
 - a. **Clicking** the  link will return the user to the [Your tests](#) page and the test will not be saved.

CREATE A NEW TEST USING SELECT BY PASSAGE



1. To access the Tests page, click the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. From the [Test Builder Test management](#) page, click on the [Create a new test](#) link.

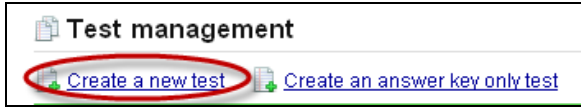


Figure 23: Create a New Test

3. The [Find questions for a test](#) screen will display.
4. Click on the [Select by passage](#) tab.

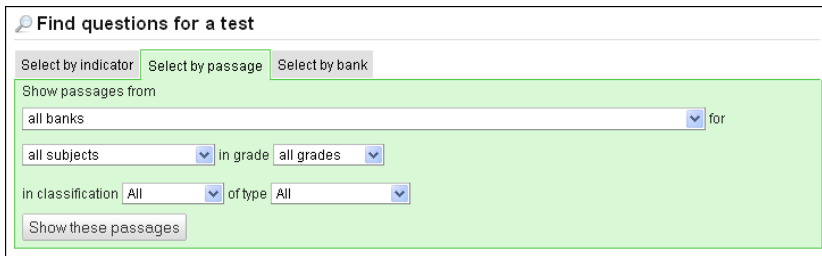






Figure 24: Select by Passage Page

5. Click the [Show passages from](#) drop-down arrow  to view the available banks.
6. Select the name of the desired bank or *all banks*.
7. Click the [for](#) drop-down arrow  to view the available subjects.
8. Select the name of the desired subject.
9. Click the [in grade](#) drop-down arrow  to view a list of grade choices.
10. Select the desired grade.
11. Click the [in classification](#) and [of type](#) drop-down arrows  to view lists of passage classification and type choices.
12. Select the name of the desired classification and type.
13. Click the [Show these passages](#) button.

- 14. The screen refreshes with a preview window of passages to choose from that match the elements selected.

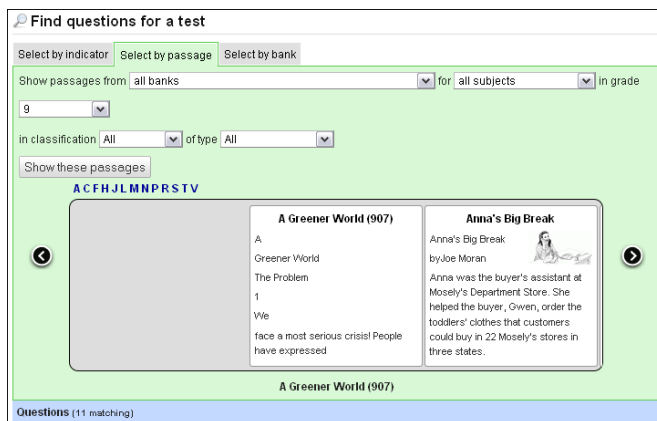





Figure 25: Available Passages

- 15. The passages can be searched in one of two ways.
 - c. Click the Next  or Back  arrows to scroll through a list of thumbnails.
 - d. Click on a desired letter in the alphabetical list  to locate a desired passage by the first letter in the title.
- 16. Click on the thumbnail of the desired passage to preview it.

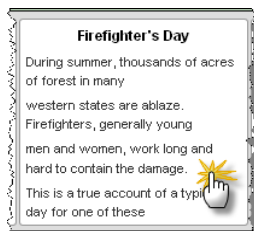




Figure 26: Click passage thumbnail to select

- 17. The [Passage preview](#) pop-up window will display. **Scroll** down by using the scroll bar on the right to view associated reading level information for this question. Use the   arrows to navigate forward and backward through the preview of multiple passages.

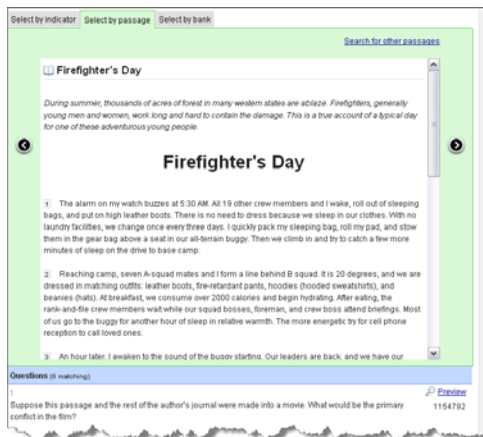
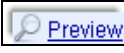






Figure 27: Passage Preview Pop-up Window

- 18. A list of associated questions display below the passage. Click the  [Preview](#) link to preview a question.
- 19. The [Question preview](#) pop-up window will display. **Scroll** down by using the scroll bar on the right to view associated Metadata and Alignments for this question. Use the   arrows to navigate forward and backward through the preview of multiple questions.
- 20. If the question is associated with a passage, **click** on the [View the reading passage for this question](#) link to preview it.
- 21. Close the [Question Preview](#) pop-up window by **clicking** the  button.
- 22. **Click** the  [Add to test](#) link to add the question to the test. The [Test blueprint](#) is updated with the question information and the chosen question is highlighted in pink.

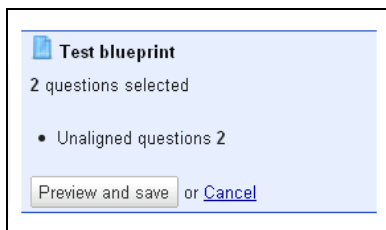




Figure 28: Test Blueprint

- 23. **Continue** to add questions to the test in the same manner until all desired questions have been selected.

24. If additional passages are desired, click the [Search for other passages](#) link and repeat the selection process.
25. In the [Test blueprint](#) section of the page, click the [Preview and save](#) button.
26. The [Question ordering](#) page will display.



Figure 29: Question ordering Page

27. Place the cursor over the first question. A red  will display. If desired, click the red  to delete the question from the test.
28. **Click and drag** questions to reorder them.

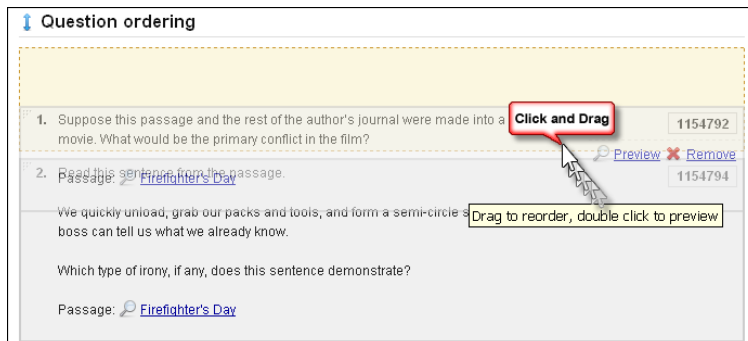



Figure 30: Click and Drag to reorder questions

29. You can break a **printed test** into sessions to make it easier to give a single test over multiple class periods. When printed, this test will have a page break between each session.
- a. [Under Testing](#) sessions, click on the [+ Add a test session](#) link.

- b. Click the drop-down  arrow to select the question number on which **Session 1** will end.
- c. Click the **red** minus sign to remove the session.

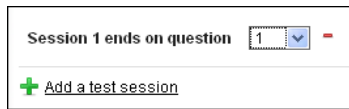


Figure 31: Adding a test session to a printed test

- d. Continue to add as many test sessions as desired.
30. The [Save this test](#) page will display.

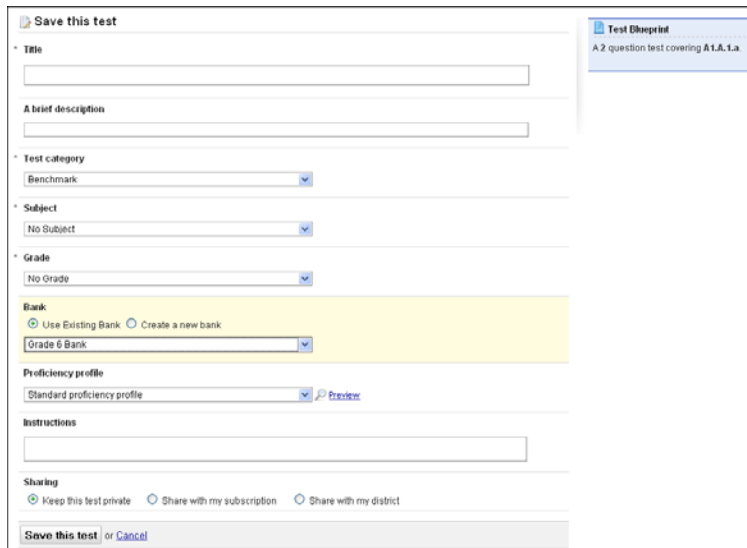




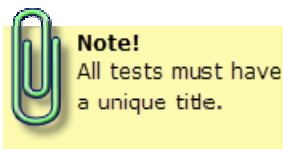


Figure 32: Save this Test Page

31. Click in the [Title](#) field and **type** a unique name for the test.
32. Click in the [A brief description](#) field and **type** a description.
33. Click the [Test category](#) drop-down arrow  and **select** the desired test type from the list.
34. Click the [Subject](#) drop-down arrow  and **select** the desired subject from the list.
35. Click the [Grade](#) drop-down arrow  and **select** the desired grade from the list.
36. **Select** the appropriate [Bank](#) dial button to use an existing bank or to create a new bank.
 - e. Click the drop-down arrow  to select an existing bank.

or



- f. **Click** in the text field and **type** a unique name to create a new bank.
37. **Click** in the [Instructions](#) field and **type** detailed instructions for this test.
38. Select the appropriate dial button to keep the test private or share the test with the subscription or district.

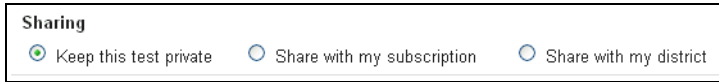


Figure 33: Sharing Options

39. **Click** the **Save this test** button to save this test.
- b. **Clicking** the [or Cancel](#) link will return the user to the [Your tests](#) page and the test will not be saved.

CREATE A NEW TEST USING EXISTING QUESTIONS IN A BANK



- To access the Tests page, **click** on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
- From the [Test Builder Test management](#) page, **click** on the [Create a new test](#) link.



Figure 34: Create a New Test

- Click** on the [Select by bank](#) tab.

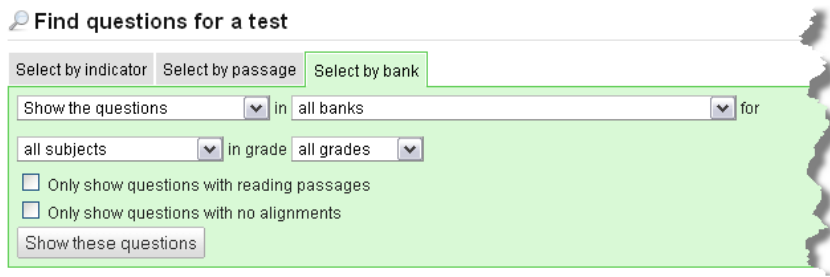



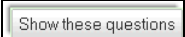


Figure 35: Select by Bank page

- The [Select by bank](#) screen will display.
- Click** the [Show the questions](#) drop-down arrow  to choose from [Show the questions](#) or [Show questions with the id\(s\)](#).
- Select** the name of the desired bank or *all banks*.

7. Click the *for* drop-down arrow  to view the available subjects. **Select** the name of the desired subject.
8. Click the *in grade* drop-down arrow  to view a list of grade choices. **Select** the desired grade.
9. Click the options to show only questions with reading passages and/or only questions with no alignments.
10. Click the  button and the screen refreshes with a list of questions matching the elements selected.

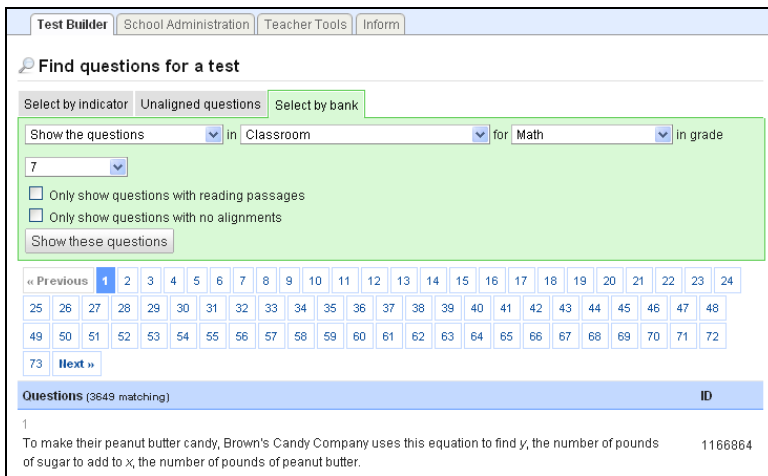




Figure 36: Questions from a Selected Bank

11. Click the  [Preview](#) link to preview the question.

- The [Question preview](#) pop-up window will display. **Scroll** down by using the scroll bar on the right to view associated metadata and alignments for this question. Use the   arrows to navigate forward and backward through the preview of multiple questions.

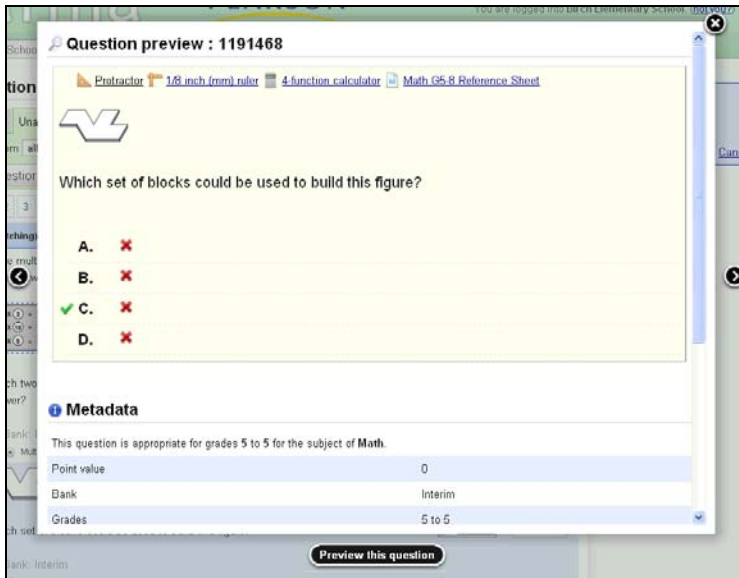




Figure 37: Question Preview Popup

- If the question is associated with a passage, **click** on the [View the reading passage for this question](#) link to view the passage.
- Close the [Question preview](#) pop-up window by **clicking** the  button.
- Click** the  link to add the question to the test. The [Test blueprint](#) is updated with the question information.

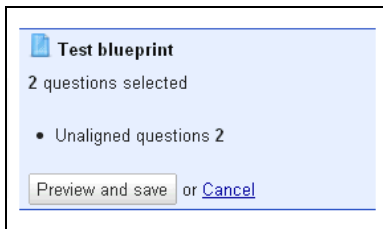
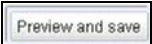


Figure 38: Test Blueprint

- Continue** to add questions to the test in the same manner until all desired questions have been selected.
- In the [Test blueprint](#) section of the page, **click** the  button.

18. The [Question ordering](#) page will display.

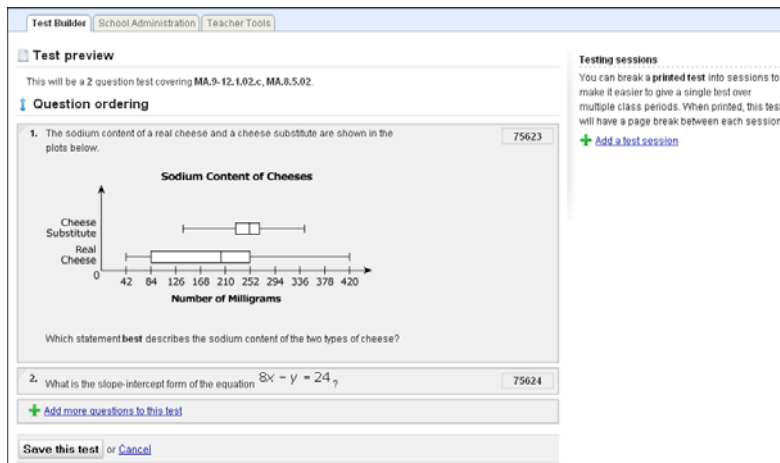




Figure 39: Question ordering Page

19. Place the cursor over the first question. A red  will display. If desired, **click** the red  to delete the question from the test.

20. **Click and drag** questions to reorder them.

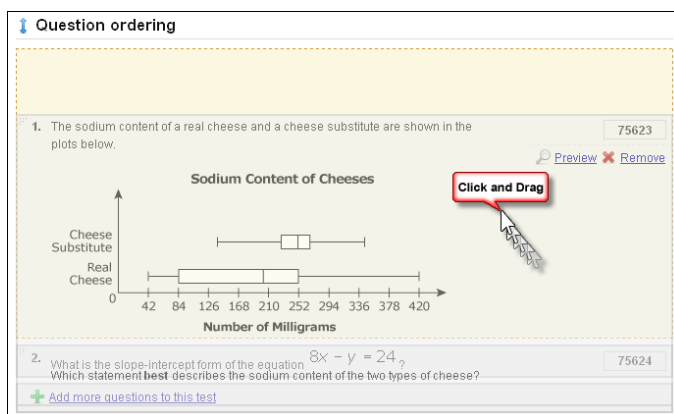




Figure 40: Click and Drag to reorder questions

21. You can break a **printed test** into sessions to make it easier to give a single test over multiple class periods. When printed, this test will have a page break between each session.

- [Under Testing](#) sessions, **click** on the  link.
- Click** the drop-down  arrow to select the question number on which **Session 1** will end.
- Click** the **red** minus sign to remove the session.

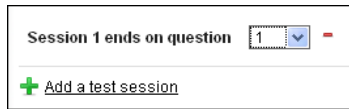








Figure 41: Adding a test session to a printed test

- d. Continue to add as many test sessions as desired.
22. Click the **Save this test** button.
- Clicking the **Add more questions** button will return the user to the [Find questions for a test](#) page, where more questions can be added using the same process.
 - Clicking the **or Cancel** link will return the user to the [Your tests](#) page and the test will not be saved.
23. The [Save this test](#) screen will display.

Figure 42: Save this Test Page


24. Click in the [Title](#) field and **type** a unique name for the test.
- Note: All tests must have a unique title.
25. Click in the [A brief description](#) field and **type** a description for this test.
26. Click the [Test category](#) drop-down arrow  and **select** the desired test type from the list.
27. Click the [Subject](#) drop-down arrow  and **select** the desired subject from the list.

28. Click the [Grade](#) drop-down arrow  and **select** the desired grade from the list.
29. **Select** the appropriate [Bank](#) dial button to use an existing bank or to create a new bank.
 - a. Click the drop-down arrow  to select an existing bank.
 - or
 - b. Click in the text field and **type** a unique name to create a new bank.
30. Click the [Proficiency profile](#) drop-down arrow  and **select** the desired proficiency profile. Click the  [Preview](#) link to preview the profile prior to selection.
31. Click in the [Instructions](#) field and **type** instructions for taking this test
32. Select the appropriate dial button to keep the test private or share the test with the subscription or district.

Sharing

Keep this test private
 Share with my subscription
 Share with my district

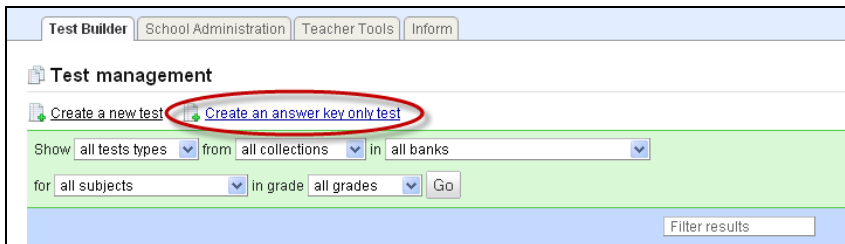
Figure 43: Sharing Options

33. Click the **Save this test** button to save this test.
 - a. Clicking the  link will return the user to the [Your tests](#) page and the test will not be saved.

CREATE AN ANSWER KEY ONLY TEST



1. From the [Test Builder Test management](#) page, click on the [Create an answer key only test](#) link.








The screenshot shows the 'Test Builder' interface with a navigation bar containing 'Test Builder', 'School Administration', 'Teacher Tools', and 'Inform'. Below this is the 'Test management' section. Under 'Test management', there is a 'Create a new test' link and a circled 'Create an answer key only test' link. Below these links are several dropdown menus for filtering tests: 'Show all tests types', 'from all collections', 'in all banks', 'for all subjects', and 'in grade all grades'. A 'Go' button and a 'Filter results' input field are also visible.

Figure 44: Create an Answer Key Only Test Link

2. The [Create an answer key only test](#) page will display.

Figure 45: Create an Answer Key Only Test Page

3. Click in the [Test title](#) field and **type** a unique name for the test.
 - a. Note: All tests must have a unique title.
4. Click the [Subject](#) drop-down arrow  and **select** the desired subject from the list.
5. Click the [Grade](#) drop-down arrow  and **select** the desired grade from the list.
6. Click the [Bank](#) drop-down arrow  and **select** the desired grade from the list.
7. Click the [Proficiency profile](#) drop-down arrow  and **select** the desired proficiency profile. Click on the [Preview](#) link to preview the profile prior to selection.
8. Click in the [Add](#) field and **type** the number of questions needed for the test (defaults to 10).
9. Click the question type drop-down arrow  and **select** the type of question.

- 10. Click the **Go** button and the screen will refresh with the questions added. Repeat the steps to add multiple question types and amounts.

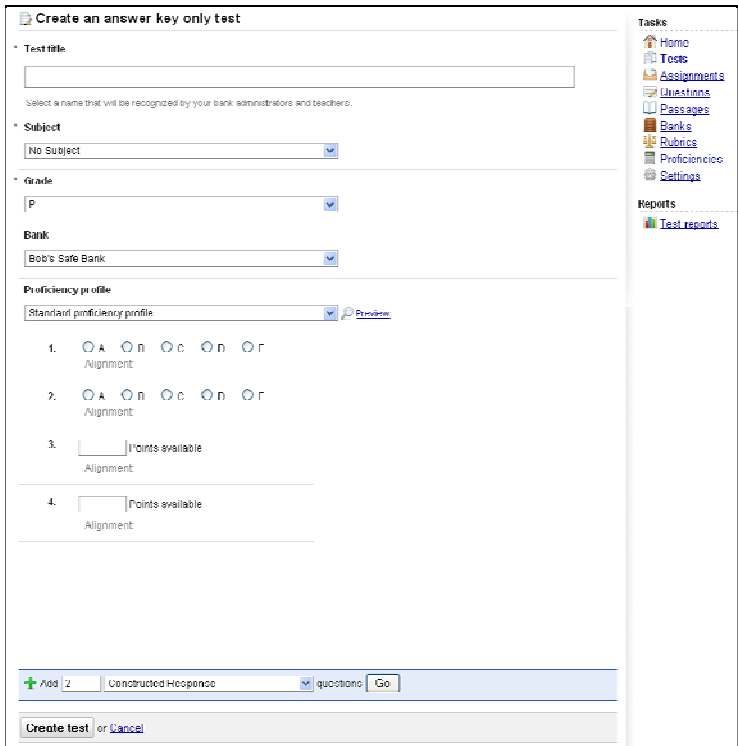


Figure 46: Adding a Question to an AKO Test

- 11. Select the appropriate answer and point(s) available specific to each question and type.

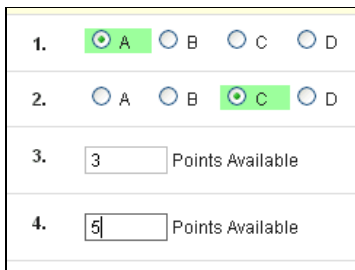


Figure 47: AKO Questions

- 12. Place the cursor over each question and you can choose to **X** delete the question from the test.
- 13. Also, while **hovering** the cursor over a question, the question can be aligned by selecting the **Align** icon.



- 14. Click the **Create test** button.
- 15. A confirmation page will display.

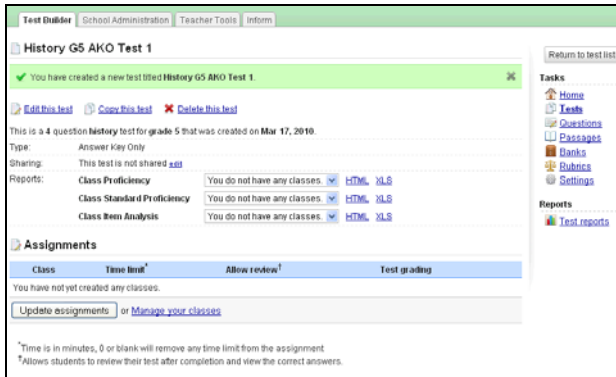


Figure 48: Confirmation Page for Creating an Answer Key Only Test

TESTS LIST



This area allows you to view all tests available based on the search criteria you identify. You can view the details for tests, edit the tests, copy the tests, delete the tests, generate printable copies, generate tests keys, generate reports and assign the tests.

- 1. To view the tests list, click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

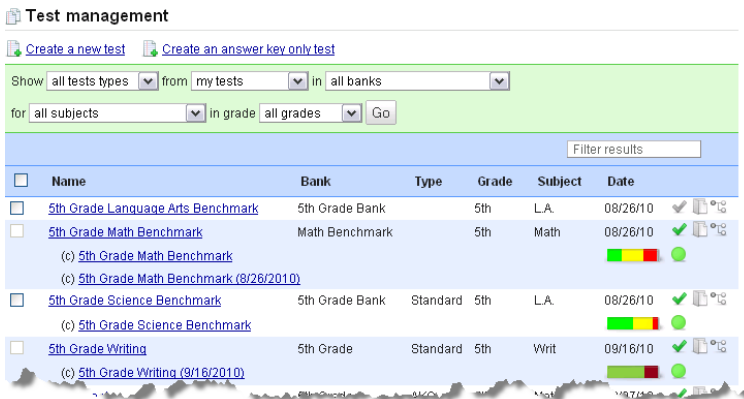



Figure 49: Tests list



TEST PERFORMANCE AND COMPLETION PERCENTAGE INDICATORS

When viewing the Test List, two icons may appear next to tests. The first, the Performance indicator icon , is a top-level overview of the students' performance results for that test.

Comment [JAS1]: Is it test list or tests list?

Placing the cursor over this icon displays performance data.

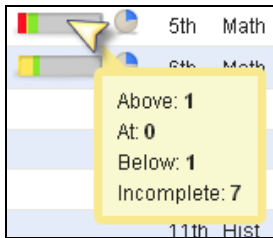



Figure 50: Performance indicator data

Clicking on this icon opens the Report Dashboard for that assignment.

The second icon, the Test Completion Percentage indicator icon , is a top-level overview of the completion percentage for that test.

Placing the cursor over this icon displays completion data.

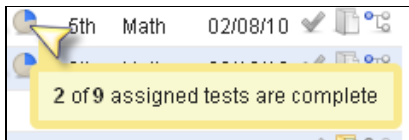


Figure 51: Test Completion Percentage data

TO SEARCH FOR TESTS

1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test Management](#) page will then display.

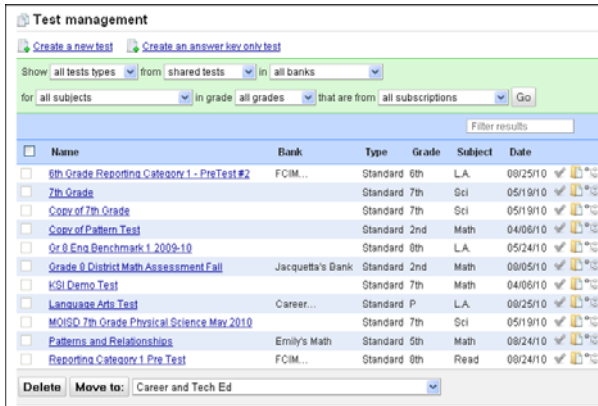


Figure 52: Test Management Page

3. **Select** the Tests Type from the dropdown, the Collections, the Bank, Subject and Grade for search criteria and then **Click Go**.

Comment [JAS2]: Re-write

4. All tests matching the search criteria will now be displayed in the Test List.

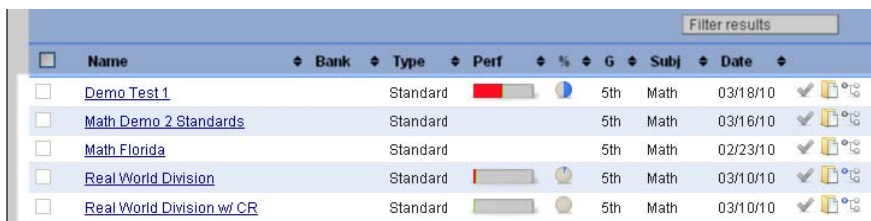


Figure 53: Test Management Test List

FILTERING TESTS

1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. Once a Test List is displayed, it can be filtered by **typing** target text in the Filter Results text box and the tests with matching text will appear in the list.

The screenshot shows the 'Test management' interface. At the top, there are links for 'Create a new test' and 'Create an answer key only test'. Below these are several dropdown menus for filtering: 'Show all tests types', 'from shared tests', 'in all banks', 'for all subjects', 'in grade all grades', and 'that are from all subscriptions'. A 'Go' button is next to the last dropdown. A search box labeled 'Filter results' contains the text 'report' and is circled in red. Below the search box is a table with columns: Name, Bank, Type, Grade, Subject, Date. Two test entries are visible: '6th Grade Reporting Category 1 - PreTest #2' and 'Reporting Category 1 Pre Test'. At the bottom, there are 'Delete' and 'Move to:' buttons, with the 'Move to:' dropdown set to 'Career and Tech Ed'.

Figure 54: Filtering the Test List

MOVING TESTS BETWEEN BANKS

1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. Once a Test List is displayed, any test or tests can be moved to a new location by first selecting the checkbox next to the test(s).

The screenshot shows the 'Test management' interface. The search filters are 'all tests types', 'from my tests', 'in all banks', 'for all subjects', and 'in grade all grades'. The 'Filter results' search box is empty. The table below has columns: Name, Bank, Type, Grade, Subject, Date. One test entry is visible: '5th Grade English' with a checked checkbox in the first column. At the bottom, the 'Move to:' dropdown is set to '5th Grade Bank' and a mouse cursor is clicking on it.

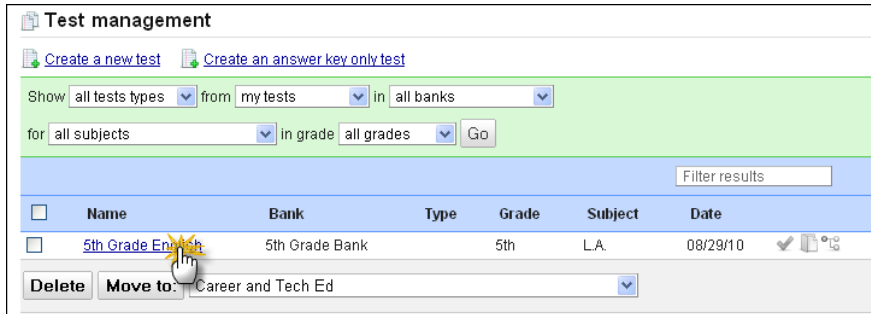
Figure 55: Moving a Test

3. Next, **select** the location to move the test(s) from the drop-down list.

4. Finally, click the **Move to:** button to move the test(s) to the location selected in the drop-down list.

TEST DETAILS

1. To access the test details for any test in the tests list, simply click on the blue hyperlinked test name.





Test management

[Create a new test](#) [Create an answer key only test](#)

Show [all tests types](#) from [my tests](#) in [all banks](#)

for [all subjects](#) in grade [all grades](#) [Go](#)

[Filter results](#)

<input type="checkbox"/>	Name	Bank	Type	Grade	Subject	Date	
<input type="checkbox"/>	5th Grade English	5th Grade Bank		5th	L.A.	08/29/10	<input checked="" type="checkbox"/>  

[Delete](#) [Move to:](#) [Career and Tech Ed](#)

Figure 56: Accessing Test Details

2. The test details page for that test will display.



5th Grade English

[Edit this test](#) [Copy this test](#) [Delete this test](#)

This is a 4 question language arts test for grade 5 that was created on Aug 29, 2010.

Type: Benchmark

Sharing: This test is not shared

Printable test

[High quality PDF](#) [PDF answer key](#)

[Printable HTML](#) [HTML answer key](#)

Reports

As a subscription administrator, you may view reports [here](#).

Assignments

[Create a new assignment](#)

Active assignments


Class	Progress
There are currently no active assignments	

Closed assignments

Class	Progress
There are currently no closed assignments	

Figure 57: Test details page

TO EDIT A TEST

1. From the test details page, **click** on the  link to make changes to the current test.

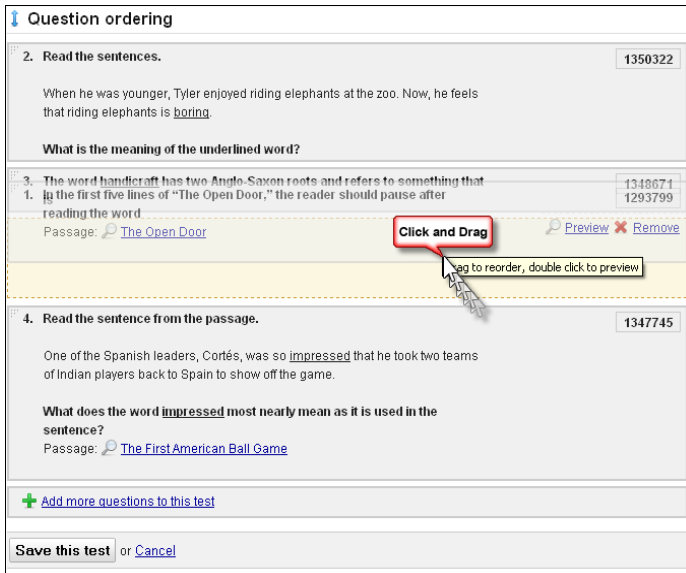





Figure 58: Editing Your Tests

2. **Click and drag** any questions to reorder them.
3. **Place** the cursor over a question and that individual question can be previewed or removed.
4. More questions can be added to the test by **clicking** on the  link under the test summary area.
5. **Save** any changes to the test by selecting the  button.
6. To **cancel** any modifications to the question, select the  link.

TO COPY A TEST

1. Click on  in the [Test Details](#) page to copy the current test.

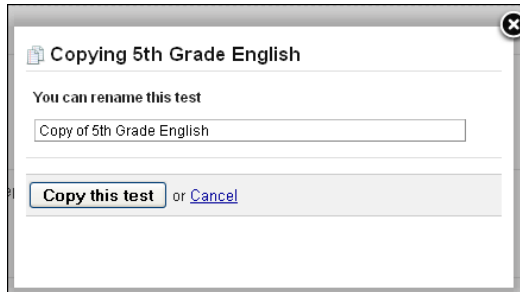







Figure 59: Copying A Test

2. Enter a new name for the copy of the test.
3. Click on the  button to copy the test.
or
4. Click on the  button or the  button to cancel the copying process.

TO DELETE A TEST

1. Click on the  [Delete this test](#) link in the [Test Details](#) page to delete the current test.
2. Click the  button in the confirmation window to permanently delete the test from the system.

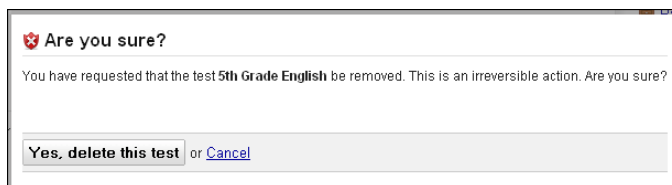


Figure 60: Delete A Test – Confirmation Window

PRINTABLE VERSIONS OF TESTS

Printable versions of tests and printable answer keys for those tests can be accessed from the [Test Details](#) page of each individual test.

1. Click the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test Management](#) page and tests list will then display. Click on the blue hyperlinked test name to open it.

The screenshot shows the 'Test management' interface. At the top, there are tabs for 'Test Builder', 'School Administration', 'Teacher Tools', and 'Inform'. Below the tabs are two buttons: 'Create a new test' and 'Create an answer key only test'. A search filter section includes dropdowns for 'Show all tests types', 'from all collections', 'in all banks', and 'for all subjects in grade all grades', with a 'Go' button. A 'Filter results' input field is also present. The main area is a table with columns: Name, Bank, Type, Perf, %, G, Subj, and Date. The first row, '5th grade q1 benchmark', is highlighted and its name is circled in red. Other rows include '6th Grade Math Unit 1 Pretest', '6th Math Grade Q2', and 'A job to Remember'.


Name	Bank	Type	Perf	%	G	Subj	Date
5th grade q1 benchmark		Standard			5th	Math	02/08/10
6th Grade Math Unit 1 Pretest		Standard			6th	Math	02/10/10
6th Math Grade Q2		Standard			6th	Math	02/10/10
A job to Remember		Standard			5th	L.A.	03/15/10

Figure 61: Tests List Page


3. The [Test Details](#) page will then display.

The screenshot shows the '5th Grade Science Benchmark' details page. At the top, there are three buttons: 'Edit this test', 'Copy this test', and 'Delete this test'. Below these is a description: 'This is a 4 question language arts test for grade 5 that was created on Aug 26, 2010.' The 'Type' is 'Benchmark' and 'Sharing' is 'This test is not shared'. There are two main sections: 'Printable test' and 'Test key'. Under 'Printable test' are links for 'High quality PDF' and 'Printable HTML'. Under 'Test key' are links for 'PDF answer key' and 'HTML answer key'.

Figure 62: Test Details Page

4. Under the [Printable test](#) section of the page, click on the  [High quality PDF](#) link to launch a printable PDF version of the test in a new window.

or

- Click on the  [Printable HTML](#) link to launch a printable HTML version of the test in a new window.



TEST ANSWER KEYS

1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test Management](#) page and tests list will then display. Click on the blue hyperlinked test name to open it.
3. The [Test Details](#) page will then display.

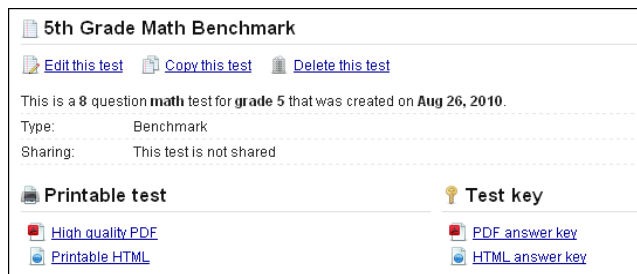




Figure 63: Test Details Page

4. Under the [Test key](#) section of the page, click on the  [PDF answer key](#) link to launch a printable PDF version of the answer key in a new window.

or

- Click on the  [HTML answer key](#) link to launch a printable HTML version of the answer key in a new window.

ASSIGNMENTS

CREATE A NEW ASSIGNMENT

1. Click on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.



Figure 64: Assignments Link in Tasks Menu

2. The [Test assignments](#) page will display.

 A screenshot of the "Test assignments" page. At the top, there is a "Create a new assignment" button. Below it are five assignment cards:

- 5th Grade AP Math - 3rd period: 1 active assignment, 0 completed
- 5th Grade English - 4th period: 0 active assignments, 0 completed
- 5th Grade Math - 1st period: 1 active assignment, 0 completed
- 5th Grade Math - 2nd period: 1 active assignment, 0 completed
- 5th Grade Science - 5th period: 1 active assignment, 0 completed

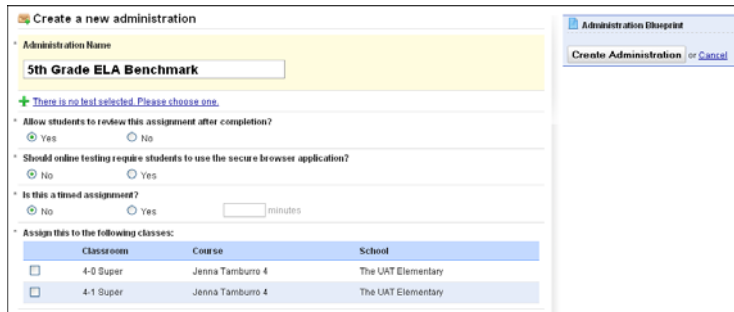
 Below the cards is a section titled "Active assignments for your students" with a table:

Assigned	Test	Class	Type	Progress	Actions
5th Grade Math Benchmark	5th Grade Math Benchmark	Assigned to multiple classrooms	—		Edit
5th Grade Science Benchmark	5th Grade Science Benchmark	5th Grade Science - 5th period	Standard		Edit

 On the right side, there is a "Tasks" menu (repeating the items from Figure 64) and a "Reports" section with a "Test reports" link. At the bottom right, there is a "Progress indicators" section with "In progress" and "Testing complete" status indicators.



Figure 65: Test Assignments Page

3. Click the  [Create a new assignment](#) link. The [Create a new administration](#) page will display.



Classroom	Course	School
<input type="checkbox"/>	4-0 Super	Jenna Tamburo 4
<input type="checkbox"/>	4-1 Super	Jenna Tamburo 4

Figure 66: *Create a new administration* Page

4. Click in the [Administration Name](#) text field and type a unique name for this administration, or you may keep the auto-generated name.
5. Click on the  [There is no test selected. Please choose one.](#) link.
6. Select the criteria for the desired test from the drop-down tests list.
7. Click on the desired test name.
8. Select [Yes](#) or [No](#) to allow students to review this assignment after completion.
9. Select [Yes](#) or [No](#) to require students to use the secure browser application during testing.
10. Select [Yes](#) or [No](#) to establish if this assignment is timed. If [Yes](#), click in the minutes text box and **type** the number of minutes.
11. Click to place a check mark next to each class assigned to this administration. The [Administration Blueprint](#) updates automatically.
12. Click on the  button to complete.
13. The [New assignment](#) confirmation will display.

CREATE A NEW ASSIGNMENT FROM THE TEST DETAILS PAGE




1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test Management](#) page and tests list will display. Click on the blue hyperlinked test name to open it.



3. The Test Details page will then display.



Figure 67: Creating a New Assignment from the Test Details page

4. Click on the  [Create a new assignment](#) link. The [Create a new administration](#) page will display.
5. Click in the [Administration Name](#) text field and type a unique name for this administration, or you may keep the name that is auto-generated.
6. Select [Yes](#) or [No](#) to allow students to review this assignment after completion.
7. Select [Yes](#) or [No](#) to require students to use the secure browser application during testing.
8. Select [Yes](#) or [No](#) to establish if this assignment is timed. If [Yes](#), click in the minutes text box and **type** the number of minutes.
9. Click to place a check mark next to each class assigned to this administration. The [Administration Blueprint](#) updates automatically.
10. Click on the **Create Administration** button to complete.
11. The [New assignment](#) confirmation will display.

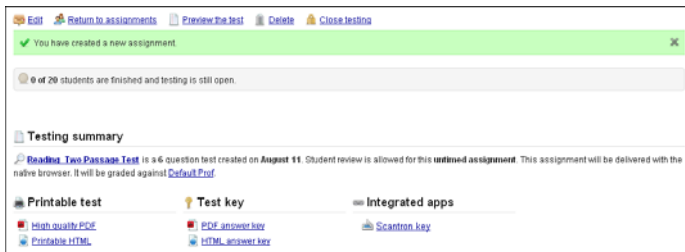


Figure 68: New assignment confirmation

EDIT AN EXISTING ASSIGNMENT

1. Click on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test assignments](#) page will display.

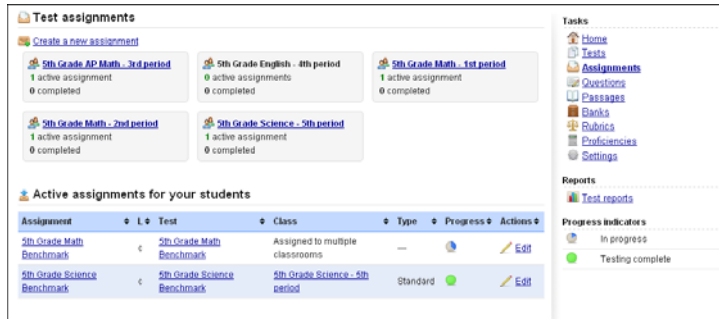


Figure 69: Test Assignments Page

3. There are two ways you can view assignments:
 - a. By **clicking** on the blue hyperlinked class name, you can view all active assignments for that class.

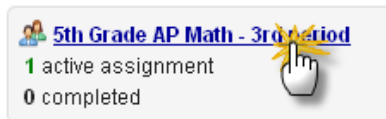


Figure 70: Class Assignment

- b. By **clicking** on the blue hyperlinked assignment name, you can view information and reports for that assignment.

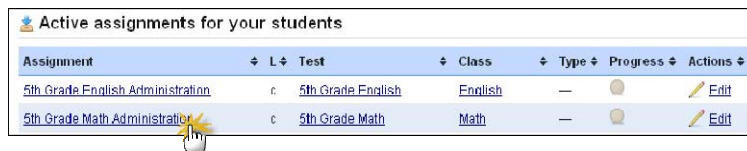


Figure 71: Active assignments

4. Click on the [Edit](#) link. Make any desired changes, including adding classes to that administration.
5. Click the **Update Administration** button to complete the action.

SCANNING

Your scanner should be configured, calibrated, and ready to scan before scanning begins. Please follow the directions provided with your scanner.

TO INSTALL THE LS SCANTRON CLIENT UTILITY:

1. Click on the [Settings](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

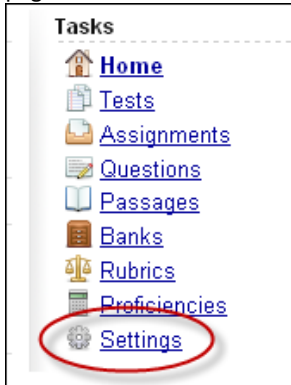


Figure 72: Settings Link in Tasks Menu



Note!

Any previous versions **must** be uninstalled before you begin to install the LS Scantron Client.

2. The [Settings](#) page will display.
3. Click the provided link (available in PC version only) to install the [LS Scantron Client](#).



Figure 73: Settings page

4. A pop-up window will offer the option to [Save](#) the file. **Select [Save](#)**, and save the setup file to the desktop.
5. **Double-click** the file [setup.exe](#) to start the installation.
6. If Microsoft .NET framework 3.5 SP1 is **not** installed, the setup utility will download the necessary components from Microsoft and install them. This will take about 20 to 25

minutes with a broadband connection. This step will be skipped if Microsoft .NET framework 3.5 SP1 is already installed.

7. The setup utility will download and install the Test Builder Client Setup, which includes several files. This will take about 3-7 minutes.
8. If Microsoft .NET framework 3.5 SP1 had to be installed, the computer will then require a **Restart**. After restarting, **double-click** the [setup.exe](#) file again. If Microsoft .NET framework 3.5 SP1 was already installed, no restart is needed and the utility will proceed to the next step automatically.
9. The utility will download and install the LearningStation Test Builder Scantron Client plug-in. This will take less than 2 minutes.
10. The application is now ready to use for preslugging answer forms and scanning as described in the following sections.

PRESLUGGING ANSWER FORMS

1. Click on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test assignments](#) page will display.

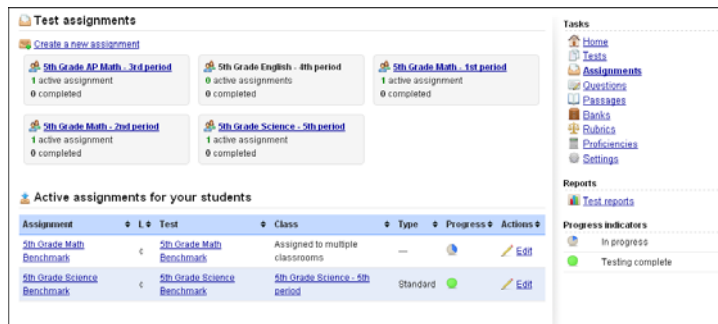


Figure 74: Test Assignments Page

3. By **clicking** on the [blue hyperlinked](#) assignment name, you can view information and reports for that assignment.

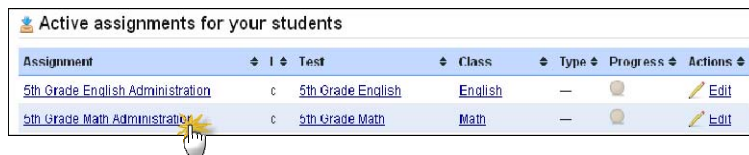


Figure 75: Active assignments

- Under *Integrated apps*, click on the [Scantron key](#) link.

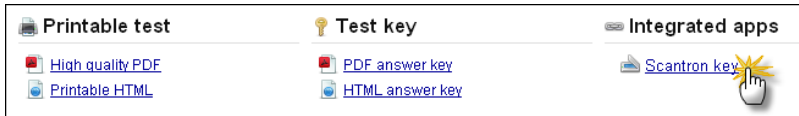


Figure 76: Scantron key link

- When prompted, **select *Open*** the file. The *LearningStation Test Builder Scantron Client* utility will automatically start. This utility has multiple sliding menus on the left. When the utility starts, the *Form Options* menu will automatically display.

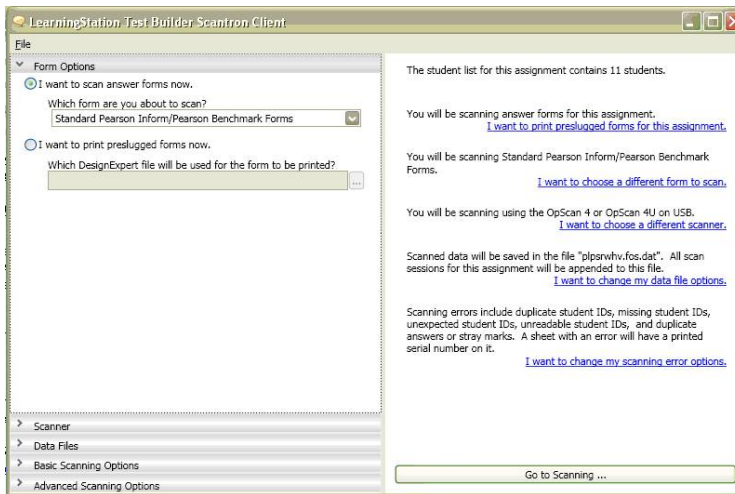


Figure 77: LS Scantron Client

- Click the *I want to print preslugged forms now* option.
- Click the search ellipses for *Which DesignExpert file will be used for the form to be printed?*

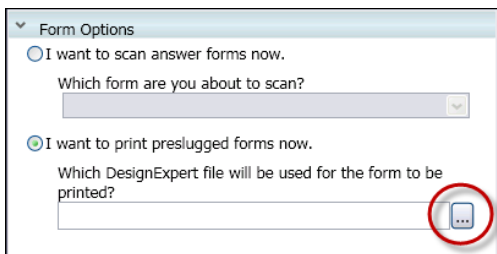


Figure 78: Preslugging option

8. Select the desired Preslug Template file. Click [Open](#).

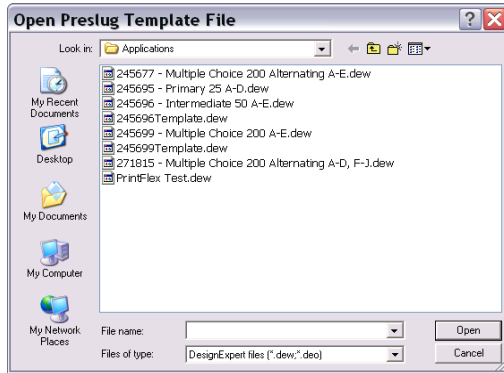


Figure 79: Open Preslug Template File dialog box

9. Click the [Go to Printing ...](#) button.
10. The [Current Batch Status](#) for that administration will display.

Current Batch Status			
Assignment Id	Student Id	Student Name	Print Preslugged Form
176533	157767	Daguerre, Rosena (Fictitious Student)	<input type="checkbox"/>
176533	157813	Cubias, Jon (Fictitious Student)	<input type="checkbox"/>
176533	138282	Czaplinski, Kimberly (Fictitious Student)	<input type="checkbox"/>
176533	157774	Dabbraccio, Jonathan (Fictitious Student)	<input type="checkbox"/>
176533	157908	Connington, Alexis (Fictitious Student)	<input type="checkbox"/>
176533	132194	Crout, Cedrick (Fictitious Student)	<input type="checkbox"/>
176533	114362	Crunk, Anthony (Fictitious Student)	<input type="checkbox"/>
176533	157948	Clippinger, Eric (Fictitious Student)	<input type="checkbox"/>
176533	157934	Cofresi, Elvis (Fictitious Student)	<input type="checkbox"/>
176533	157924	Colondres, Wesley (Fictitious Student)	<input type="checkbox"/>
176533	132469	Antonetti, Ahmad (Fictitious Student)	<input type="checkbox"/>
176533	137950	Clar, Danilo (Fictitious Student)	<input type="checkbox"/>
176533	123148	Clingan, Stanton (Fictitious Student)	<input type="checkbox"/>
176533	114426	Almagaer, Chuck (Fictitious Student)	<input type="checkbox"/>
176533	123258	Alspaugh, Jarod (Fictitious Student)	<input type="checkbox"/>
176533	134327	Alwana, Damon (Fictitious Student)	<input type="checkbox"/>
176533	136421	Abolt, Judson (Fictitious Student)	<input type="checkbox"/>
176533	123267	Agiena, Elidia (Fictitious Student)	<input type="checkbox"/>
176533	114427	Aliae, Rosendo (Fictitious Student)	<input type="checkbox"/>
176534	134250	Abreo, Agnyl (Fictitious Student)	<input type="checkbox"/>
176534	132475	Andries, Spencer (Fictitious Student)	<input type="checkbox"/>
176534	129338	Balhodano, Misha (Fictitious Student)	<input type="checkbox"/>
176534	136291	Betak, Hank (Fictitious Student)	<input type="checkbox"/>
176534	136415	Anberg, Thanh (Fictitious Student)	<input type="checkbox"/>
176534	114135	Alatorre, Jacinto (Fictitious Student)	<input type="checkbox"/>
176534	136402	Alvarez, Ashley (Fictitious Student)	<input type="checkbox"/>
176534	112109	Able, David (Fictitious Student)	<input type="checkbox"/>
176534	123266	Agron, Myrna (Fictitious Student)	<input type="checkbox"/>

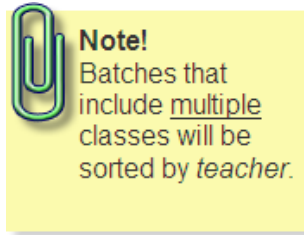
Page 0 of 0

Please make sure the printer is powered and ready.

Figure 80: Preslug Current Batch Status page

11. If desired, remove students from the batch by clicking on the checkbox in the [Print Preslugged Form](#) column next to the student's name.

12. If desired, change the sort order by **clicking** on the [column header](#). The sort order can be in either ascending or descending order using [Assignment ID](#), [Student ID](#), or [Student Name](#). In the case of multiple classes being printed in one batch, this is NOT recommended.
13. Click the [Start Printing](#) button.
14. If this is the first time, print one page by selecting [Range](#) and make sure 1 is in both the [Start](#) and [End](#) fields. If not, **click** the [All](#) button.
15. Ensure the appropriate forms are loaded into the printer.
16. Click the [Print](#) button.



HOW TO SCAN

1. Click on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test assignments](#) page will display.

The screenshot shows the 'Test assignments' page. At the top, there are five assignment cards for 5th Grade Math, English, and Science. Below these is a table titled 'Active assignments for your students' with columns for Assigned, Test, Class, Type, Progress, and Actions. The table lists two assignments: '5th Grade Math Benchmark' and '5th Grade Science Benchmark'. On the right side, there is a 'Tasks' menu with links for Home, Tests, Assignments, Questions, Passages, Banks, Rubrics, Proficiency, and Settings. Below that is a 'Reports' section with a link for Test reports, and a 'Progress Indicators' section with 'In progress' and 'Testing complete' indicators.


Figure 81: Test Assignments Page

3. By **clicking** on the [blue hyperlinked](#) assignment name, you can view information and reports for that assignment.

This is a close-up of the 'Active assignments for your students' table. The table has columns: Assignment, L, Test, Class, Type, Progress, and Actions. The first row shows '5th Grade English Administration' with a blue hyperlinked '5th Grade English' link. The second row shows '5th Grade Math Administration' with a blue hyperlinked '5th Grade Math' link. A mouse cursor is pointing at the '5th Grade Math Administration' link.

Assignment	L	Test	Class	Type	Progress	Actions
5th Grade English Administration	c	5th Grade English	English	—	●	Edit
5th Grade Math Administration	c	5th Grade Math	Math	—	●	Edit

Figure 82: Active assignments

4. Under *Integrated apps*, click on the  [Scantron key](#) link.

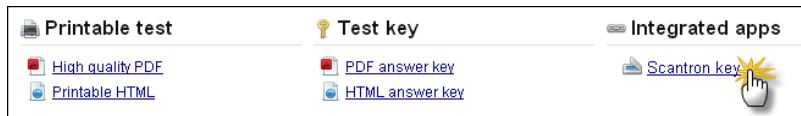


Figure 83: Scantron key link

5. When prompted, **select [Open](#)** the file. The [LearningStation Test Builder Scantron Client](#) utility will automatically start. This utility has multiple sliding menus on the left. When the utility starts, the [Form Options](#) menu will automatically display.

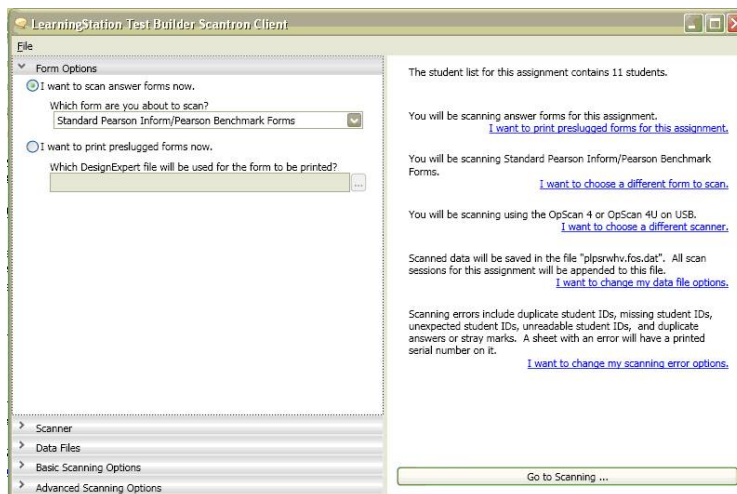
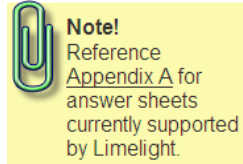


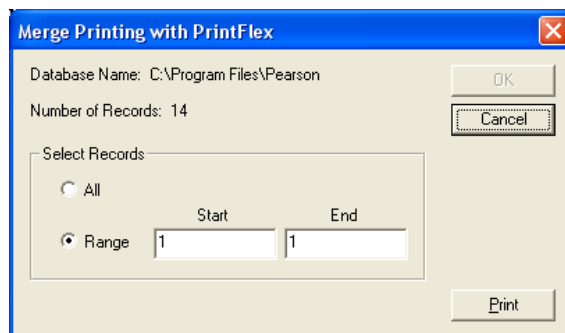


Figure 84: LS Scantron Client

6. If scanning for the first time, the scanner will need to be configured using the following steps. If not, please skip to [Step 8](#).
 - a. Click the [Scanner](#) menu option on the left.
 - b. With the scanner connected to the computer and power turned on, click the [Search for Scanners](#) button.
 - c. When scanner is found, click the drop-down arrow  under [Choose a scanner to use from the list below](#):
 - d. Select the appropriate scanner.
 - e. Click the [Form Options](#) menu on the left.
7. Ensure the [I want to scan answer forms now](#) option is selected.
8. Click the drop-down arrow  for [Which form are you about to scan?](#)
9. Choose the desired form option from the list.
10. Click the [Go to Scanning](#) button.
11. Load your forms into the scanner and click on the [Start Scanning](#) button.

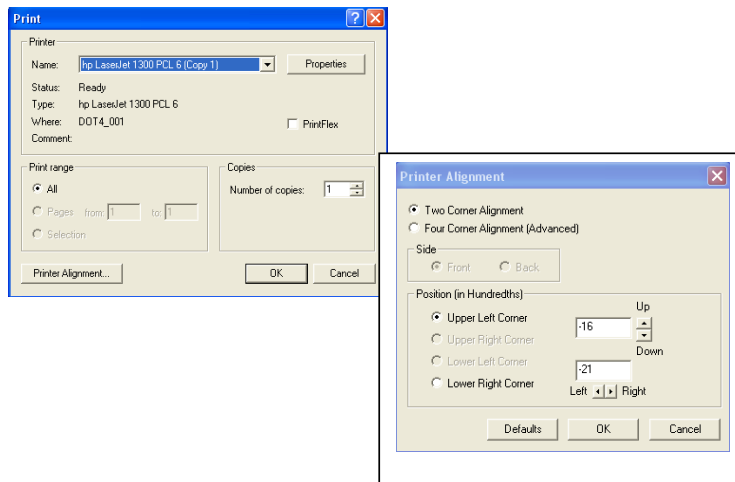
HOW TO ADJUST PRINTER ALIGNMENTS

1. Verify that your workstation is connected to a Laser printer.
2. On the [Merge Printing](#) screen, make sure **Range** is selected, with the number **1** in both the **Start** and **End** fields. For form alignment, this will limit the pre-slugging initially to the first student sheet and enables you to confirm that the pre-slugged marks align with the bubbles.



3. Click [Print](#). **Hint:** Pre-slug a plain piece of paper as a sample. Examine the placement of the pre-slugged marks by putting an answer sheet on top of the pre-slugged plain sheet of paper and holding the two papers up to the light.

4. The standard Windows Print interface appears, allowing you to set sheet alignment.



5. Make sure the printer selected in the [Printer Name](#) field is correct.
6. Before you click OK, draw an arrow on the top sheet of plain paper in your printer's paper tray in the direction in which it will be fed into the printer. Then, pay close attention to how it comes out of the printer. This will tell you how to place the answer sheets in the printer tray.
7. **Click [Printer Alignment](#)** to access the *Printer Alignment* screen and make vertical and horizontal adjustments. Start with adjustments values shown in the sample above:
 - a. -16 upper left corner
 - b. -21 lower right corner
8. **Remove** the plain paper that was pre-slugged from the printer, and **place** it on top of the answer sheet. Hold both up to the light and check the position of the student ID and the marks below the ID. If the marks cover at least $\frac{3}{4}$ of the bubble and the numbers are within the individual squares, you're ready for the next step. However, if the marks are off, then you will need to adjust the vertical and horizontal numbers. Repeat **Steps 5-7** until pre-slugged marks are lined up.
9. When the marks are lined-up satisfactorily, **insert** the answer sheets into the printer tray.
10. Print the range 1 to 1 one more time using an answer sheet.
11. If the alignment remains constant, on the [Merge Printing](#) form, change [Select Records](#) to **ALL**.
12. **Click [Print](#)** and continue printing the remainder of the answer sheets.

SCORE ENTRY

VIEWING STUDENT RESPONSES

There are two ways to access the grading screen that displays student responses: from the [Test Management](#) list, or from the [Active Assignments](#) list.

FROM THE TEST MANAGEMENT LIST - FOR TESTS CREATED BY THE USER

1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. From the [Test Management](#) Test List, click on the name of the desired test in the list.
3. The [Test Details](#) page for that test will display.
4. Under the [Assignments](#) section, the test administrations will be listed.

Active assignments		
Class	Progress	
0-0 Super		Grade tests (7 completed)
0-1 Super		Grade tests (5 completed)

Figure 85: Accessing student responses

5. Click on the [Grade tests](#) link to the right of the test name and progress indicator. Continue with #6 below.

FROM ACTIVE ASSIGNMENTS - FOR TESTS ASSIGNED BY THE DISTRICT OR CREATED BY THE USER

1. Click on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test assignments](#) page will display. Under [Active assignments for your students](#), click the name of the test in the [Test](#) column.
3. The [Test Details](#) page for that test will display.
4. Under the [Assignments](#) section, the test administrations will be listed.

Active assignments		
Class	Progress	
0-0 Super		Grade tests (7 completed)
0-1 Super		Grade tests (5 completed)

Figure 86: Accessing student responses

5. Click on the [Grade tests](#) link to the right of the test name and progress indicator.

- The grading screen for students in the selected assignment will display. Students are color-coded by the status of the test (grading complete, partially graded, test in progress).
- Multiple-choice items display the answer selected by the student, with correct responses highlighted in green. Constructed-response items show the awarded points, or if the response has not been scored, as two dashes. Any unanswered multiple-choice items also display as dashes.

7th grade Reading test (id: 66f47d75) for 0-0 Super

Edit	Student	Grading complete		Partially graded		Test in progress		Score		
		Q-1	Q-2	Q-3	Q-4	Q-5	Q-6		Q-7	Q-8
<input type="checkbox"/>	Blide, Jack	a	c	d	2	c	b	a	1	50.0%
<input type="checkbox"/>	Stephenson, Dylan	b	c	d	--	d	b	c	--	--%
<input type="checkbox"/>	Reed, Teresa	b	a	d	--	d	a	c	--	--%
<input type="checkbox"/>	Pyles, Kylee	b	c	d	--	d	b	c	--	--%
<input type="checkbox"/>	Potter, Brant	a	a	d	--	d	b	c	--	--%
<input type="checkbox"/>	Fletcher, Kim	b	c	d	--	d	b	c	--	--%
<input type="checkbox"/>	DiCaprio, Rhonda	b	c	d	--	c	b	c	--	--%


Figure 87: Grading page

- Click the [blue hyperlink](#) question number to preview the item and its metadata.

7th grade Reading test (id: 66f47d75) for 0-0 Super

Edit	Student	Grading complete				
		Q-1	Q-2	Q-3	Q-4	Q-5
<input type="checkbox"/>	Blide, Jack	a	c	d	2	c
<input type="checkbox"/>	Stephenson, Dylan	b	c	d	--	d

Figure 88: Click to access the item preview

- Click the  button to close the item preview.


10. Click on the dashes to see the student’s response for constructed-response items that were answered online.

7th grade Reading test (id: 66f47d75) for 0-0 Super

Student	Q-1	Q-2	Q-3	Q-4	Q-5	Q-6	Q-7	Q-8	Score
Blide, Jack	a	c	d	2	c	b	a	1	50.0%
Stephenson, Dylan	b	c	d	--	d	b	c	--	--%
Reed, Teresa	b	a	d	--	d	a	c	--	--%
Pyles, Kylee	b	c	d	--	d	b	c	--	--%
Potter, Brant	a	a	d	--	d	b	c	--	--%
Fletcher, Kim	b	c	d	--	d	b	c	--	--%
DiCaprio, Rhonda	b	c	d	--	d	b	c	--	--%
Whalen, Chelsea	--	--	--	--	--	--	--	--	--%
Taylor, Kakhnn	--	--	--	--	--	--	--	--	--%
Reiss, Dortrae	--	--	--	--	--	--	--	--	--%
Platt, Kass dee	--	--	--	--	--	--	--	--	--%
Nieto, Andrea	--	--	--	--	--	--	--	--	--%
Nelson, Jiansheng	--	--	--	--	--	--	--	--	--%

Student Response:
 Taking the left path lets him get some rest while the rest of the group wasted time and effort hiking in a loop from the right-hand path. He has some quiet time to think and enjoy his surroundings, and he and the group both gain confidence in him. He has the energy to keep up and a new attitude about the hike.

Figure 89: Viewing student response for a constructed-response item

11. Click on the  icon beside the question number to preview the rubric for a constructed-response item.

Dylan

WORD CHOICE

This rubric covers grades 3 to 12 for the subject of Writing.

WRITING

Points	Description
4	Appropriate word choice which conveys the correct meaning and appeals to the audience in an interesting, precise, and natural way, the writing may be characterized by, but not limited to lively verbs, vivid nouns, imaginative adjectives, figurative language, dialogue; no vague, overused, repetitive language is used (a lot, great, very, really); words that evoke strong images such as sensory language; ordinary words used in an unusual way
3	Words generally convey the intended message, the writer uses a variety of words that are appropriate but do not necessarily energize the writing; the writing may be characterized by attempts at figurative language and dialogue, some use of lively verbs, vivid nouns, and imaginative adjectives, few vague, overused, and repetitive words are used
2	Word choice lacks precision and variety or may be inappropriate to the audience and purpose; may be simplistic and/or vague; relies on overused or vague language (a lot, great, very, really); few attempts at figurative language and dialogue; word choice is unimaginative and colorless with images that are unclear or absent
1	Word choice indicates an extremely limited or inaccurate vocabulary; no attempts at figurative language; general, vague words that fail to communicate meaning; text may be too short to demonstrate variety

Figure 90: Viewing rubric for a constructed-response item

12. Click the  button to close the rubric.


ENTERING SCORES AND RESPONSES WITHIN THE GRADING SCREEN

The grading screen can be used to enter scores for constructed-response items administered either online or on paper, and to manually enter responses for multiple-choice items that were not answered online. It also provides the ability to change a response if necessary.

1. Access the grading screen from the [Test Details](#) page as described above.
2. To enter scores or responses, **click** the [Edit](#) checkbox to the left of the student name, or at the top of the page to select **all** students.

Edit	
<input type="checkbox"/>	Student
<input type="checkbox"/>	Blide, Jack
<input type="checkbox"/>	Stephenson, Dylan
<input checked="" type="checkbox"/>	Reed, Teresa
<input type="checkbox"/>	Pyles, Kylee

Figure 91: Selecting student(s) to begin to enter scores

3. The row(s) for the selected student(s) will be highlighted, and drop-down boxes will appear beside the responses for each item.
4. **Click** the drop-down arrow  for the item that you are scoring, and **select** the point value if it is a constructed-response item, or **select** the option chosen by the student if it is a multiple-choice item.

<input checked="" type="checkbox"/>	Reed, Teresa	b	a	d	2	d	a	c	--	--%	Save
<input type="checkbox"/>	Pyles, Kylee	b	c	d	3						
<input type="checkbox"/>	Potter, Brant	a	a	d	1						
<input type="checkbox"/>	Fletcher, Kim	b	c	d	0						

Figure 92: Grading – Selecting the point value

5. You can use either the mouse or tab key to move between items.
6. When all desired scores and responses have been entered for a student, **click** the [Save](#) link at the far right of the row.

<input checked="" type="checkbox"/>	Reed, Teresa	b	a	d	2	d	a	c	2	--%	Save
-------------------------------------	--------------	---	---	---	---	---	---	---	---	-----	------

Figure 93: Grading – Saving entries

7. The Score column will update, and the row will remain blue to indicate that grading is complete.



Note!

If you select all students, you can tab through the entire screen. Your entries will automatically be saved if you leave a row and move to the next one this way.

TEST ADMINISTRATION

THE STUDENT EXPERIENCE

For detailed instructions on test administration, please consult the Limelight Directions for Administration booklet.

1. Students will **log in** to the Education Desktop.
2. The [Test Builder](#) welcome page will display, showing the test(s) assigned to that student.

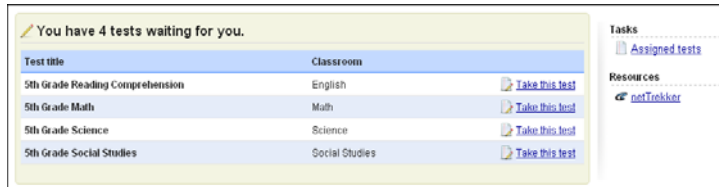



Figure 94: Test Builder Welcome Page — Student Perspective

3. The student will **click** on the  [Take this test](#) link to access the assigned test.
4. The first question will display in a separate browser window.

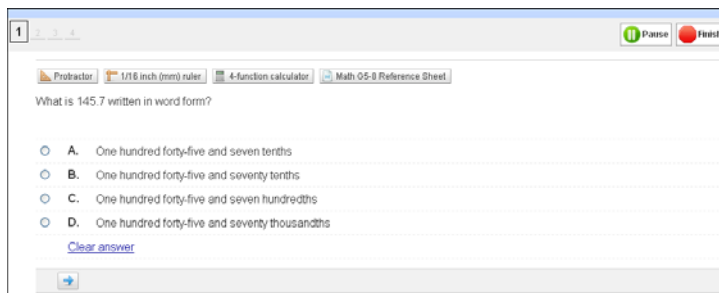





Figure 95: Test Question

5. The student will select an answer by **clicking** on the radio button  next to the desired answer.
6. Then the student will **click** the  button to advance to the next question.
7. Once the first question has been answered, a  button will display to allow the student to move back through answered questions for review.

8. The student can click  to stop and resume the test at a later time.

9. The student can click  to complete and submit the test.

10. When all questions have been answered, a completion page will display.

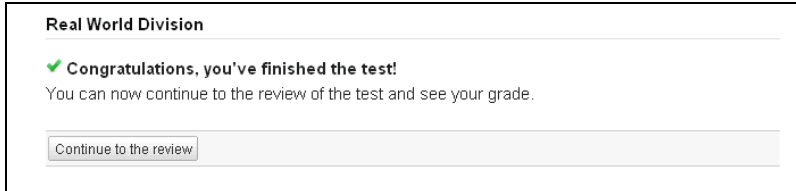


Figure 96: Completion Message

11. The student will click the  button.

12. A review page will display.

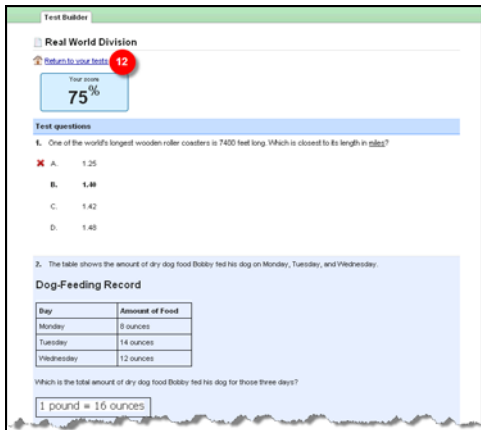



Figure 97: Test Review Page

13. The student will click on the  link to return to the [Test Builder](#) welcome page.

QUESTIONS

CREATE A NEW QUESTION



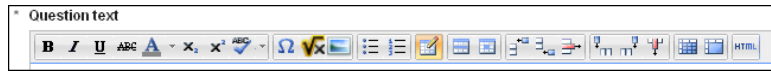
CREATE A MULTIPLE-CHOICE QUESTION

1. From the [Test Builder](#) home page, click on the [Create a new question](#) link under [Test Builder shortcuts](#).
2. The [Create a new question](#) page will display.

Figure 98: Create a New Question Page – Multiple-choice question

3. Click the [Question type](#) drop-down arrow and select [Multiple choice](#) as the question type.
4. Click the [Answer Options](#) drop-down arrow and select the appropriate option.
5. Click the specific radio button to indicate the correct answer.
6. Click in the [Question text](#) field and type the text for the question stem.

- a. The [Question text](#) field and [Answer](#) field(s) contain icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.



7. Click in the [Answer A](#) field and **type** the text for the first answer choice.
8. If a justification is desired, click the [Add justifications to these responses](#) link. A text field for [Justification for answer A](#) will display. Click in the text field and **type** the justification.
9. Repeat steps 8 and 9 for the number of answers selected.

Comment [JAS3]: Should it be steps 7 and 8?

Question details

Question bank:

Subject:

Grade range: Lower: Upper:

Reading passage: No Passage Selected [Preview](#)
[Search for a passage](#) [Add a second passage](#)

Tools for this question:

- Protractor
- 14 inch (1/2 cm) ruler
- 18 inch (mm) ruler
- 1/8 inch (mm) ruler
- 4-function calculator
- Math EOC Reference Sheet
- Math OS-9 Reference Sheet
- Chemistry Reference Sheet
- Periodic Table

Import ID:

Question taxonomy

Marzano number:

Bloom's number:

P-value:

DOK value - Depth of knowledge:

[Create question](#) | [Create and align question](#) | [Cancel](#)

Figure 99: Multiple-Choice Question Details

10. For the [Question details](#), Click the [Question bank](#) drop-down arrow and **select** the desired item bank.
11. Click the [Subject](#) drop-down arrow and **select** the subject.
12. For [Grade range](#), click the drop-down arrows for [Lower](#) and [Upper](#) grades, respectively, and **select** the lower and upper grades in the range.

13. If the question refers to a reading passage, **click** on the link and **select** the appropriate one. If you would like to preview the selected passage, **click** the link. The passage will open in a separate browser window.
14. If a second passage is desired, **click** on the link. A [Second Reading passage](#) selection will appear. **Click** on the link and **select** the appropriate one. If you would like to preview the selected passage, **click** on the link. The passage will open in a separate browser window.
15. Under [Tools for this question](#), **click** the checkbox for any tools needed.
16. **Click** in the [Import ID](#) number field and **type** the number. (Optional)
17. Under the [Question taxonomy](#) section, **click** the drop-down arrow for the [Marzano number](#) field and **select** one of the seven choices.
18. **Click** the drop-down arrow for [Bloom's number](#) and **select** one of the six choices.
19. **Click** in the [P-value](#) field and **enter** the appropriate information.
20. **Click** the [DOK value – Depth of knowledge](#) drop-down arrow and **select** one of the four choices.
21. **Click** the button if the question will not be aligned and a confirmation message will display. The new question is displayed in the list of items for the selected bank.
22. If the question will be aligned, **click** on the button.

23. The [Update question alignment](#) screen will display.

Update question alignment

Preview
What is the capital of Ukraine?

Standard document Standard Course of Study: Social Studies (2002)

Grade level 9





Subject Geography in Action

Select the standard(s) for this item

- NC - Competency Goal SOC 9-12.1 - The learner will understand the growing importance of tourism to global, national, statewide, and local economic development. [0 21](#)
- NC - Competency Goal SOC 9-12.2 - The learner will identify major tourist flows in the world and locate various countries, major cities, natural attractions, and historic sites of tourist importance. [0 17](#)
- NC - Competency Goal SOC 9-12.3 - The learner will use maps and other geographic tools, such as GIS (Geographic Information Systems) to identify, describe, and interpret major intranational travel patterns as related to the United States. [0 28](#)
- NC - Competency Goal SOC 9-12.4 - The learner will use maps and other geographic tools such as GIS (Geographic Information Systems) to identify, describe, and interpret major intranational travel patterns as related to North Carolina. [0 59](#)
- NC - Competency Goal SOC 9-12.5 - The learner will understand mental maps and recognize how mental maps shape people's willingness and unwillingness to travel to certain places. [0 0](#)
- NC - Competency Goal SOC 9-12.6 - The learner will understand the growing importance of tourism to global, national, statewide, and local economic development. [0 21](#)
- NC - Competency Goal SOC 9-12.2 - The learner will identify major tourist flows in the world and locate various countries, major cities, natural attractions, and historic sites of tourist importance. [0 17](#)

Update alignment or Cancel

Figure 100: Update Question Alignment Page

24. Click the drop-down  arrow for [Standard document](#) and make a selection.
25. Click the drop-down  arrow for [Grade level](#) and **select** the grade.
26. Click the drop-down  arrow for [Subject](#) and make a selection.
27. Click the checkbox next to the desired standard. This will update in the secondary window.
28. Click the  button.
29. A confirmation message will display.

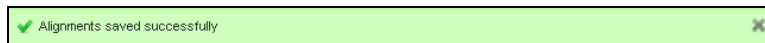




Figure 101: Confirmation Message — Alignments Saved Successfully

CREATE A TRUE OR FALSE QUESTION



1. From the [Test Builder](#) home page, **click** on the  link under [Test Builder shortcuts](#).
2. The [Create a new question](#) page will display.
3. **Click** the [Question type](#) drop-down  arrow and **select** [True or False](#).

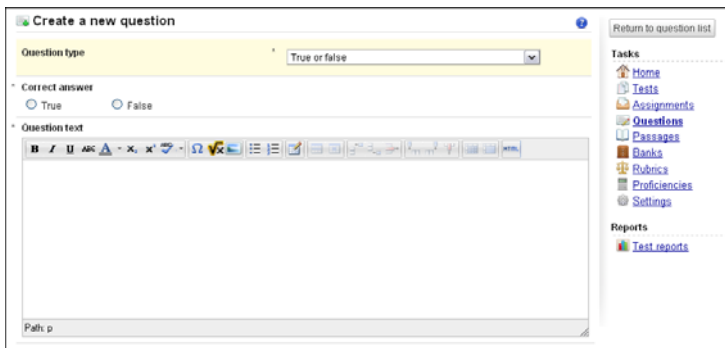
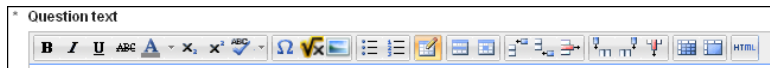



Figure 102: Create a New Question Page – True or False Question

4. **Click** the radio button next to either [True](#) or [False](#) in the [Correct answer](#) section.
5. **Click** in the [Question text](#) field and **type** the text for the question stem.
 - a. The [Question text](#) field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.



6. For the [Question details](#), click the [Question bank](#) drop-down  arrow and **select** the desired item bank.

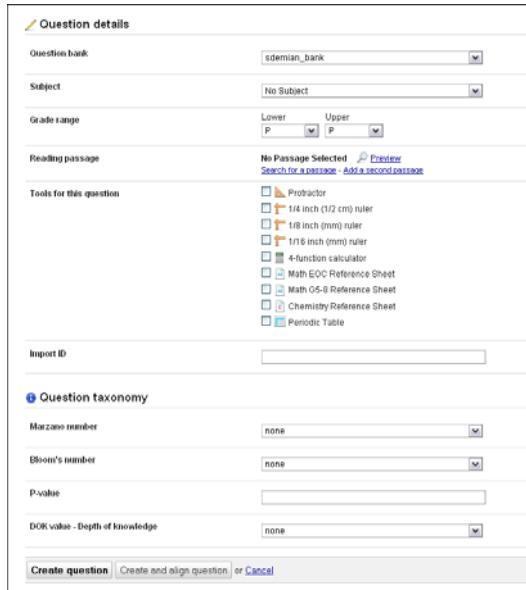











Figure 103: True/False Question Details

7. Click the [Subject](#) drop-down  arrow and **select** the subject.
8. For [Grade range](#), click the drop-down  arrows for [Lower](#) and [Upper](#) grades, respectively, and **select** the lower and upper grades in the range.
9. If the question refers to a reading passage, click on the [Search for a passage](#) link and **select** the appropriate one. If you would like to preview the selected passage, click the  link. The passage will open in a separate browser window.
10. If a second passage is desired, click on the [Add a second passage](#) link. A [Second Reading passage](#) selection will appear. Click on the [Search for a passage](#) link and **select** the appropriate one. If you would like to preview the selected passage, click on the  link. The passage will open in a separate browser window.
11. Under [Tools for this question](#), click the checkbox for any tools needed.
12. Under the [Question taxonomy](#) section, click the drop-down  arrow for the [Marzano number](#) field and **select** one of the seven choices.
13. Click the drop-down  arrow for [Bloom's number](#) and **select** one of the six choices.

14. Click in the [P-value](#) field and **enter** the appropriate information.
15. Click the [DOK value – Depth of knowledge](#) drop-down  arrow and **select** one of the four choices.
16. Click the  button if the question will not be aligned. A confirmation message will display and the new question is displayed in the list of items for the selected bank.
17. If the question will be aligned, **click** on the  button.
18. The [Update question alignment](#) page will display.

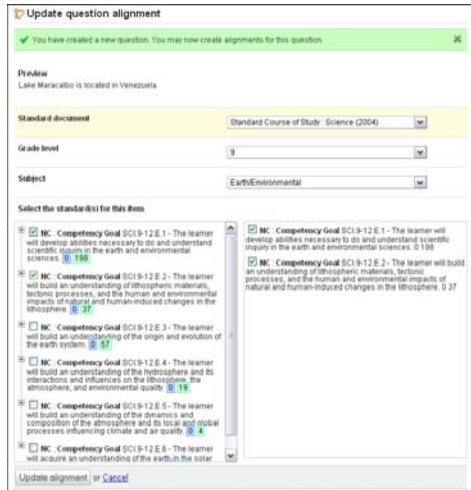






Figure 104: Update Question Alignment Page

19. Click the drop-down  arrow for [Standard document](#) and make a selection.
20. Click the drop-down  arrow for [Grade level](#) and **select** the grade.
21. Click the drop-down  arrow for [Subject](#) and make a selection.
22. Click the checkbox next to the desired standard. This will update in the secondary window.
23. Click the  button.

24. A confirmation message will display in the [Question management](#) screen.

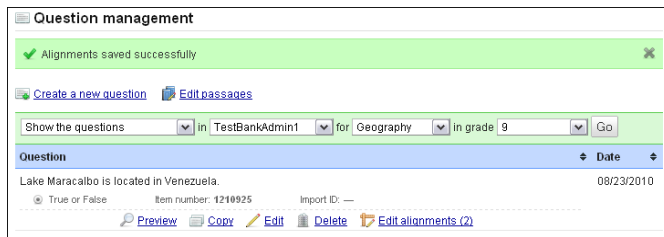

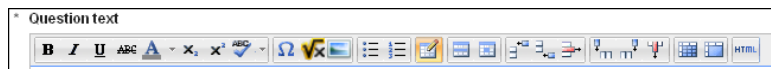


Figure 105: Confirmation Message — Alignments Saved Successfully

CREATE A CONSTRUCTED RESPONSE QUESTION

Comment [ECR4]: Multipart CR not included?

1. From the [Test Builder](#) home page, click on the [Create a new question](#) link under [Test Builder shortcuts](#).
2. The [Create a new question](#) page will display.
3. Click the [Question type](#) drop-down  arrow and select [Constructed response](#).
4. Click in the [Question text](#) field and type the text for the question stem.
 - a. The [Question text](#) field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.

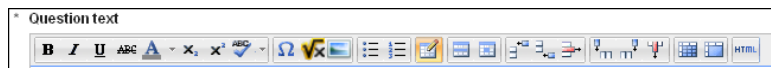


5. Select the appropriate size for the response area.



Figure 106: Constructed-Response Answer Height

6. Click in the [Sample response](#) field and type the text for the question stem.
 - a. The [Sample response](#) field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.










7. For the [Question details](#), click the [Question bank](#) drop-down  arrow and select the desired item bank.

Figure 107: Constructed-Response Question Details

8. Click the [Subject](#) drop-down  arrow and select the subject.
9. For [Grade range](#), click the drop-down  arrows for [Lower](#) and [Upper](#) grades, respectively, and select the lower and upper grades in the range.
10. If the question refers to a reading passage, click on the [Search for a passage](#) link and select the appropriate one. If you would like to preview the selected passage, click on the  link. The passage will open in a separate browser window.
11. If a second passage is desired, click on the [Add a second passage](#) link. A [Second Reading passage](#) selection will appear. Click on the [Search for a passage](#) link and select the appropriate one. If you would like to preview the selected passage, click on the  link. The passage will open in a separate browser window.
12. Under [Tools for this question](#), click the checkbox for any tools needed.
13. Under the [Question taxonomy](#) section, click the drop-down  arrow for the [Marzano number](#) field and select one of the seven choices.
14. Click the drop-down  arrow for [Bloom's number](#) and select one of the six choices.








15. Click in the [P-value](#) field and enter the appropriate information.
16. Click the [DOK value – Depth of knowledge](#) drop-down  arrow and select one of the four choices.
17. Click the  button if the question will not be aligned. A confirmation message will display and the new question is displayed in the list of items for the selected bank.
18. If the question will be aligned, click on the  button.
19. The [Update question alignment](#) page will display.



Figure 108: Update Question Alignment Page

20. Click the drop-down  arrow for [Standard document](#) and make a selection.
21. Click the drop-down  arrow for [Grade level](#) and select the grade.
22. Click the drop-down  arrow for [Subject](#) and make a selection.
23. Click the checkbox next to the desired standard. This will update in the secondary window.
24. Click the  button.

25. A confirmation message will display in the [Question management](#) screen.



Figure 109: Confirmation Message — Alignments Saved Successfully

SHOW QUESTIONS FROM BANK

PREVIEW ITEMS FROM A SINGLE BANK



1. Click the [Questions](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

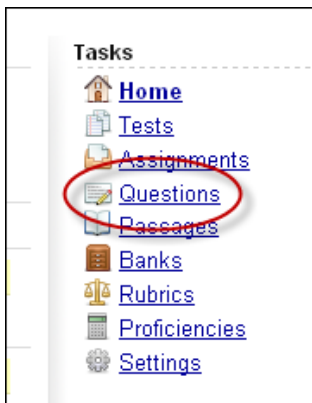


Figure 110: Questions Link in Tasks Menu

2. The [Question management](#) page will display.

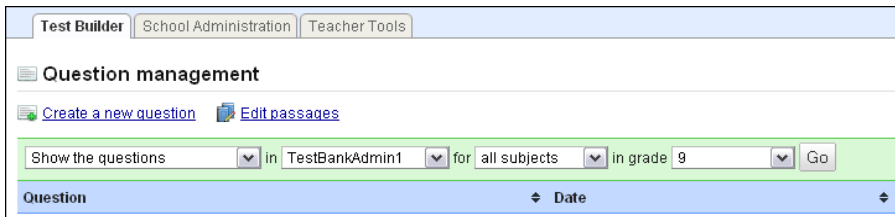






Figure 111: Question Management Page

3. Click the [Show questions from](#) drop-down arrow  to view the available banks.
4. Select the name of the desired bank.
5. Click the [for](#) drop-down arrow  to view the available subjects.

6. **Select** the name of the desired subject.
7. **Click** the *in grade* drop-down arrow  to view a list of grade choices.
8. **Select** the desired grade.
9. **Click** the  button.
10. The [Question management](#) screen refreshes with a list of questions matching the elements selected.

COPY A QUESTION FROM ONE BANK TO ANOTHER



1. **Click** on the [Questions](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Question management](#) page will display.

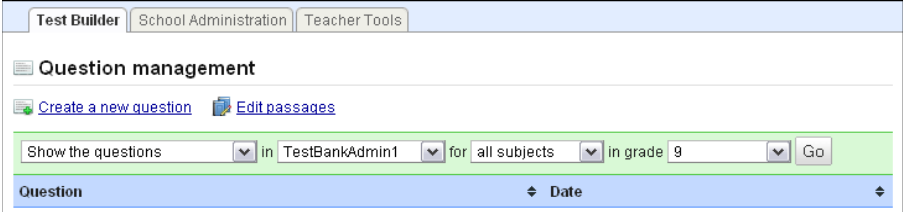






Figure 112: Question Management Page

3. **Click** the *Show questions from* drop-down arrow  to view the available banks.
4. **Select** the name of the desired bank.
5. **Click** the *for* drop-down arrow  to view the available subjects.
6. **Select** the desired subject.
7. **Click** the *in grade* drop-down arrow  to view a list of grade choices.
8. **Select** the desired grade.
9. **Click** the  button.

10. The [Question management](#) screen refreshes with a list of questions matching the elements selected.

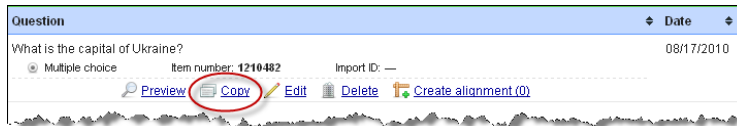




Figure 113: Copy a question

11. Click on the  link for the desired question.
12. A copy of the item with a new item number displays along with a confirmation message.

Click on the  link.

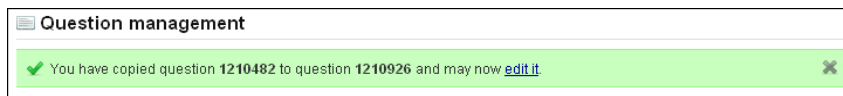


Figure 114: Confirmation Message — Copy a Question

13. From the [Edit this question](#) page, click the drop-down arrow for the [Question bank](#) in the [Question details](#) and select a different bank into which you will copy this question.

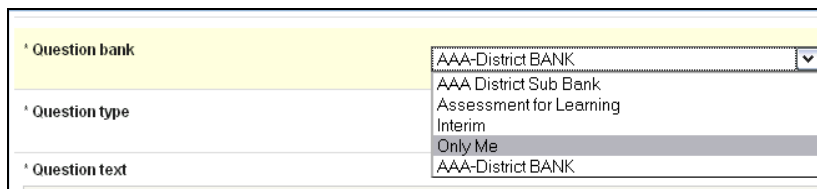


Figure 115: Question Bank Drop-down List



14. Make any other desired changes.
15. Click the  button to save the question to another bank.
16. The [Question management](#) page will display with the updated question.



Figure 116: Confirmation Message — Update a Question

EDIT A COPIED ITEM'S ALIGNMENTS



1. From the [Question management](#) page, **place** the cursor over the appropriate question and then **click** on the  link.
2. The [Update question alignment](#) page will display. The lower portion of the screen populates with the standards that align to the selected standard properties. The original standard selections will display.

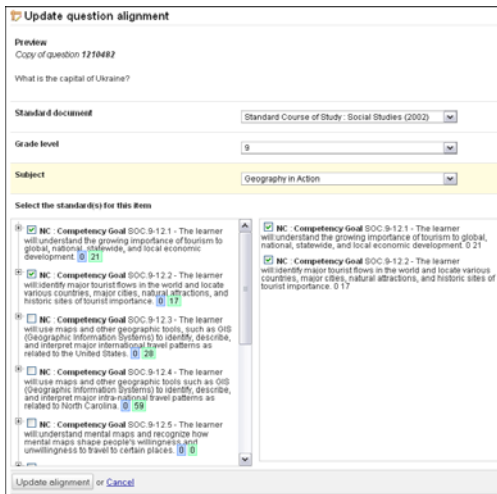







Figure 117: Update Question Alignment Page

3. **Click** the pre-populated checkboxes  for the originally aligned standards to **deselect** the alignment.
4. **Click** the drop-down  arrow for [Standard document](#) and **make** a new selection.
5. **Click** the drop-down  arrow for [Select a grade level](#) and **select** the new grade. The [Subject](#) will automatically fill in and the new standards will populate the [Select the standard\(s\) for this item](#) window.
6. **Click** the checkbox  next to the desired standard. This will update in the secondary window.
7. **Click** the  button.
8. A confirmation message will display in the [Question management](#) screen.

Question management

✓ Alignments saved successfully

[Create a new question](#) [Edit passages](#)

Show the questions in for in grade

Question	Date
Copy of question 1210482 What is the capital of Ukraine? Multiple choice Item number: 1210926 Import ID: —	08/23/2010

Figure 118: Confirmation Message — Alignments Saved Successfully

MOVE ITEMS FROM ONE BANK TO ANOTHER



1. Click on the [Questions](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Question management](#) page will display.






Question management

[Create a new question](#) [Edit passages](#)

Show questions from for in grade

Question	Date
There are no items for these criteria.	

Figure 119: Question Management Page

3. Click the [Show the questions](#) drop-down arrow  and select [Show the questions](#) or [Show questions with the id\(s\)](#).
4. Click the [in](#) drop-down arrow  and select an available bank.
5. Click the [for](#) drop-down arrow  and select an available subject.
6. Click the [in grade](#) drop-down arrow  to view a list of grade choices. **Select** the desired grade.
7. Click the  button.

- The [Question management](#) screen refreshes with a list of questions matching the elements selected.

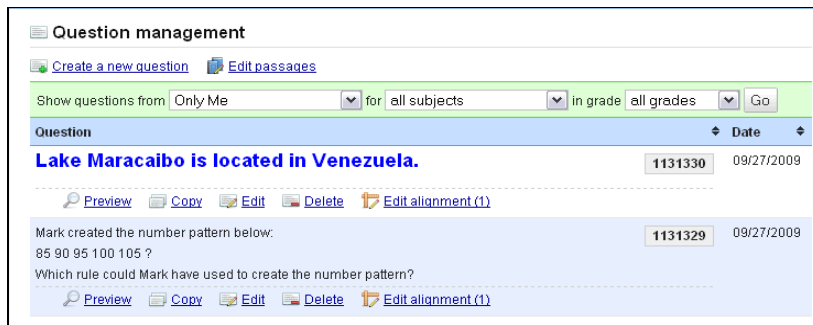



Figure 120: Question Management Page

- Click on the  link for the desired question.
- From the [Edit this question](#) page, click the [Question bank](#) drop-down arrow and select a different bank into which you will move this question.

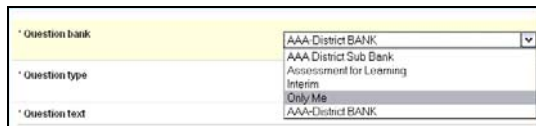



Figure 121: Question Bank Drop-down List

- Make any other desired changes.
- Click the  button to move the question to another bank.
- The [Question management](#) page will display with the updated question.

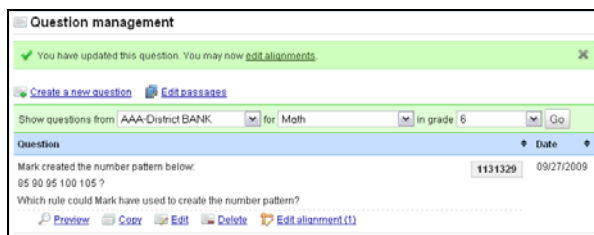


Figure 122: Confirmation Message — Update a Question

PASSAGES

CREATE NEW PASSAGES

CREATE A PASSAGE



1. Click on the [Passages](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

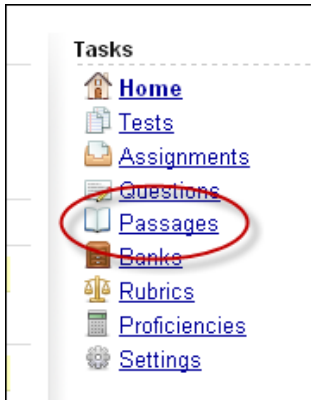



Figure 123: *Passages* Link in *Tasks* Menu

2. The [Passage management](#) screen will display.

 A screenshot of the 'Passage management' screen. At the top is a 'Create a passage' button. Below it are three dropdown menus: 'Show passages from all banks', 'for all subjects', and 'in grade all grades'. Below these are two more dropdown menus: 'that are All Classifications' and 'All Types'. A 'Go' button is at the bottom left.

Figure 124: *Passage Management* Page

3. Click on the  [Create a passage](#) link to access the passage creation editor.

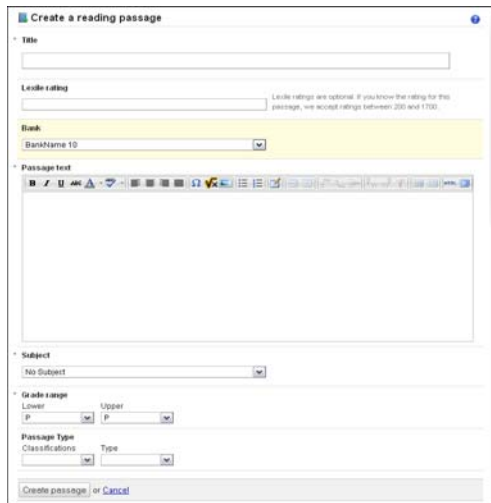



Figure 125: Create a Reading Passage Page

4. Click in the [Title](#) field and **type** a unique and easily recognizable name for the passage.
5. Click in the [Lexile rating](#) field and **type** the Lexile rating for the passage. Lexile ratings are optional.
6. Click the [Bank](#) drop-down arrow  and **select** the bank in which the passage will be stored.
7. The [Passage text](#) window performs as a simplified word processor, including the ability to format text and insert special characters, symbols and mathematical equations.

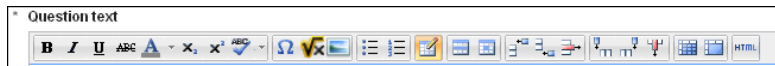



Figure 126: Passage Editor Toolbar

8. Click in the *Passage text* window and **type** the passage, or **copy and paste** the text from any text-based source document.
9. To bold text in the passage editor, **highlight** the text by **clicking and dragging** the cursor across the characters, word or words desired. Click the  button in the toolbar.

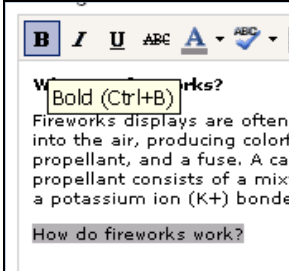


Figure 127: Applying Boldface to Text




10. To italicize text in the passage editor, **highlight** the text by **clicking and dragging** the mouse cursor across the characters, word or words desired. Click the  button in the toolbar.
11. Follow the same process for underlining  and strikethrough .
12. To change text color, **highlight** the desired text, then **click** the *Select text color* drop-down arrow to display a color palette. Click on the desired color box.



Figure 128: Select Text Color Palette

- If additional colors are required, **click** on [More colors](#) in the color palette and the Color Picker tab will display.

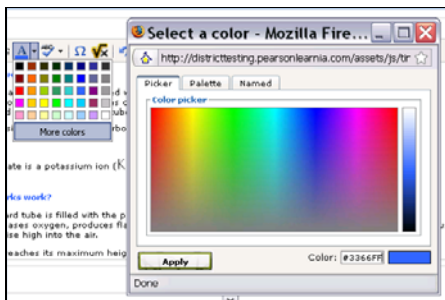




Figure 129: Color Picker Tab

- To check spelling, **click** the [Spell-check](#)  button.
- To insert a special character, **click** the [Insert custom character](#)  button. The [Select custom character](#) pop-up will display. **Click** on the desired character to insert it into the passage editor.

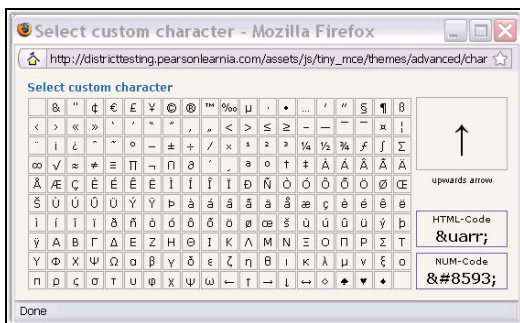



Figure 130: Select Custom Character Pop-up

- For formulas and mathematical equations, **click** to place an insertion point in the passage editor where the formula needs to appear. **Click** the [Formula Editor](#)  button.

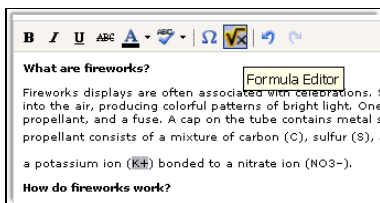



Figure 131: Using the Formula Editor

17. The *Formula Editor* pop-up will display. The *Formula Editor* pop-up is controlled by multiple tabs located across the top of the window, containing sets of operators, symbols, matrices and general mathematical symbols. **Click** on the desired icon, such as Superscript , to input scientific notation. The boxes that display in the editing window represent values that will be typed in.

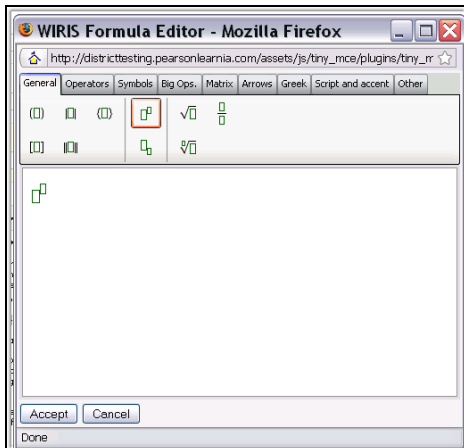



Figure 132: Formula Editor — Selecting an Icon

18. **Click** in each box in the editing window and **type** the desired value. **Click** the  button to insert the formula into the passage editor.

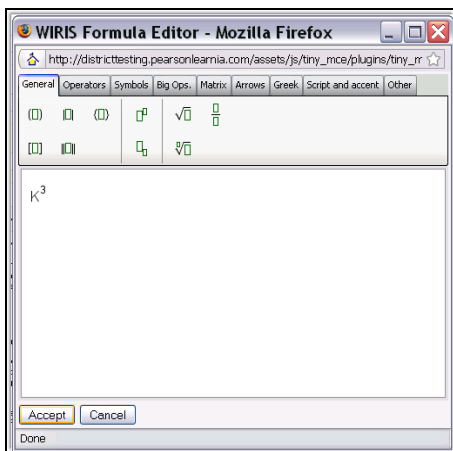


Figure 133: Formula Editor — Editing an Icon

19. The formula displays at the insertion point. Repeat as necessary.

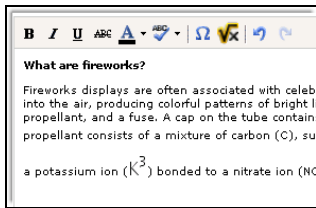


Figure 134: Passage Editor with Special Characters





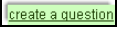

20. Click the [Subject](#) drop-down  arrow and **select** the subject.
21. Click the [Grade range](#) drop-down  arrows and **select** the [Lower](#) and [Upper](#) grades.
22. Click the [Passage Type](#) drop-down  arrows and select the appropriate [Classifications](#) and [Type](#).
23. Click the  button.
24. The [Passage management](#) page will display with a confirmation message.



Figure 135: Confirmation Page — Create a New Passage

25. Click on the  link to create a question with this passage.
26. To create the question, **follow** the same process outlined in the [Create a New Question](#) section. Note, however, the [Reading Passage](#) list has already been populated with the passage just created.
27. Once the question is successfully created and associated with the reading passage, from the [Question management](#) page, **click** on the  link under the question just created.

28. The [Question preview](#) pop-up will display.

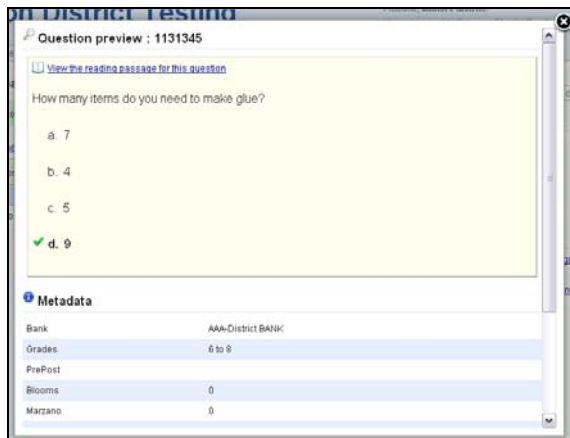




Figure 136: Question Preview Pop-up

29. Click on the  [View the reading passage for this question](#) link. The [reading passage](#) will open in a separate browser window. **Verify** the formatting, special character and equations, if necessary. **Close** the additional browser window.

30. Click the  button to **close** the [Question preview](#) pop-up window.

ADDING AN ART IMAGE TO A PASSAGE



When creating or editing a passage, an art image can be added to the passage text window. To add an art image to a passage:


1. Click the  [Insert/edit image](#) button to upload an art image and add it to the passage text window.



Figure 137: Adding an Image to a Passage

2. The [Add an image](#) dialog box will display. Click on the **Browse...** button to locate the image file desired. Click the **Upload** button and a preview of the image will appear in the dialog box. Supported file formats are .gif, .jpg, and .png.

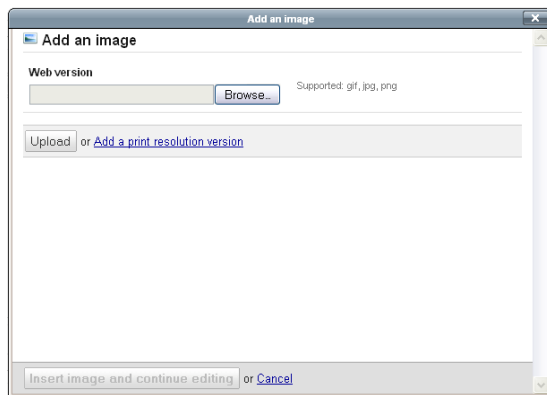


Figure 138: *Add an image* dialog box

3. Graphics that have been formatted for the computer screen tend to be of poor or insufficient quality when printed. The option to [Add a print resolution version](#) of the graphic is available next to the [Upload](#) button. Supported file formats are .gif, .jpg, and .png. Graphic should have a resolution of 300 dpi and will only be inserted into the PDF version of the passage when printed.
 - a. Click on the **Browse...** button to locate the print quality image file desired.
 - b. Click the **Upload** button and a preview image will appear in the dialog box.
4. The [Image preview](#) dialog box will display. The [Height](#) and [Width](#) of the graphic will display as measured in pixels.

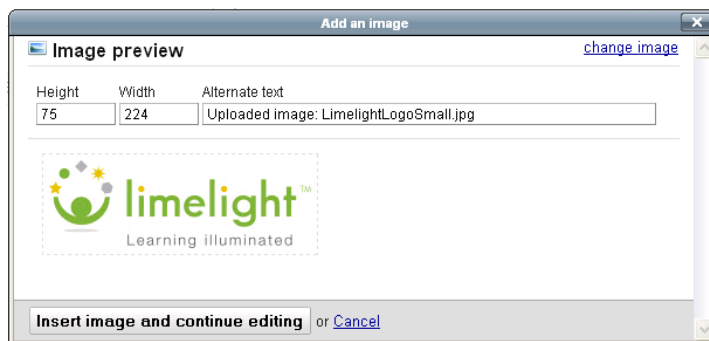







Figure 139: *Image preview* dialog box

5. Click in the [Alternate text](#) box to enter the appropriate text. This text will appear in the web version of the passage when the cursor hovers over the image.
6. Click the **Insert image and continue editing** button to place the image in the passage. Click on the [Cancel](#) link to discard this process.

SHOW PASSAGES FROM A BANK

PREVIEW A PASSAGE



1. Click on the [Passages](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Passage management](#) screen will display a list of existing passages.
3. From the [Passage management](#) screen, click the [Show passages from](#) drop-down  arrow and select a specific bank or [all banks](#).
4. Click the [Subjects](#) drop-down  arrow and select a specific subject or [all subjects](#).
5. Click the [Grade](#) drop-down  arrow and select a specific grade or [all grades](#).
6. Click on the drop-down  arrows for [Classifications](#) and [Types](#) and select specific classifications and types or choose all.
7. Click the  button.
8. The screen refreshes with a list of passages matching the elements selected.

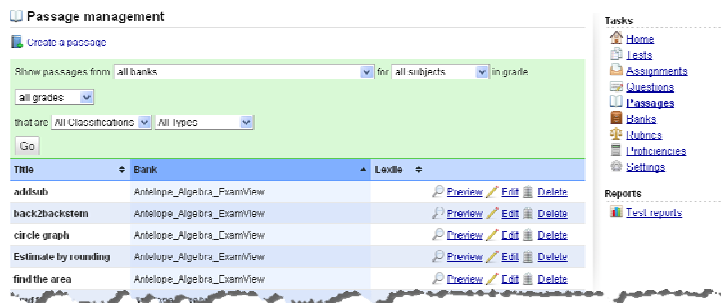



Figure 140: Passage Management Page

9. Click on the  link on one of the passages to access the preview screen.

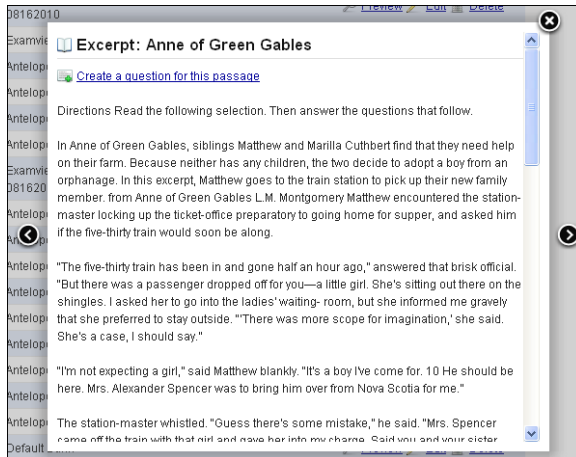










Figure 141: Preview a Passage Pop-up

10. Click the Next  or Previous  arrows to browse through the passages in preview mode.
11. Click the  button to close the passage preview pop-up and return to the Passage management screen.



EDIT A PASSAGE

1. Click on the [Passages](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Passage management](#) screen will display a list of existing passages.
3. From the [Passage management](#) screen, click the [Show passages from](#) drop-down  arrow and **select** a specific bank or [all banks](#).
4. Click the [Subjects](#) drop-down  arrow and **select** a specific subject or [all subjects](#).
5. Click the [Grade](#) drop-down  arrow and **select** a specific grade or [all grades](#).
6. **Click on** the drop-down  arrows for [Classifications](#) and [Types](#) and select specific classifications and types or choose all.
7. Click the  button.
8. The screen refreshes with a list of passages matching the elements selected.

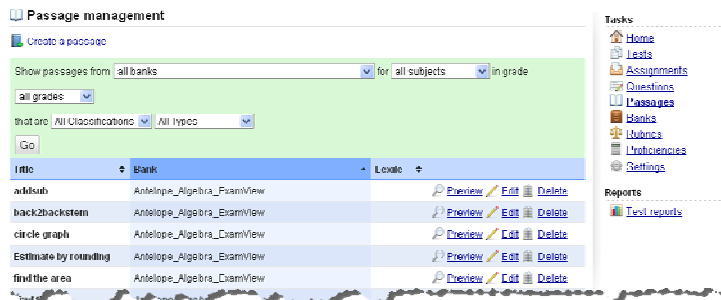

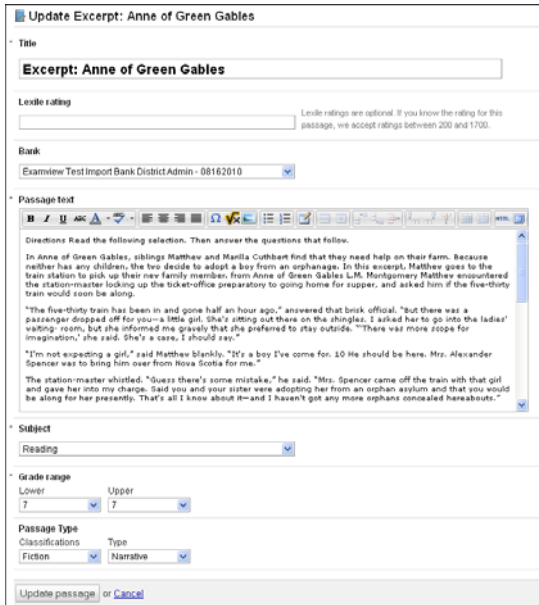


Figure 142: Passage Management Page

9. Click on the  link on one of the passages to edit the passage. The [Update Passage](#) page will display.



Update Excerpt: Anne of Green Gables

Title
Excerpt: Anne of Green Gables

Lexile rating
Lexile ratings are optional. If you know the rating for this passage, we accept ratings between 200 and 1700.

Bank
Examview Test Import Bank District Admin - 08162010

Passage text

Directions Read the following selection. Then answer the questions that follow.

In *Anne of Green Gables*, siblings Matthew and Marilla Cuthbert find that they need help on their farm. Because neither has any children, the two decide to adopt a boy from an orphanage. In this excerpt, Matthew goes to the train station to pick up their new family member, from *Anne of Green Gables* L.M. Montgomery. Matthew encountered the station-master locking up the ticket-office preparatory to going home for supper, and asked him if the five-thirty train would soon be along.

"The five-thirty train has been in and gone half an hour ago," answered that brisk official, "but there was a passenger dropped off for you—a little girl. She's sitting out there on the shingles. I asked her to go into the ladies' waiting-room, but she informed me gravely that she preferred to stay outside. "There was more scope for imagination," she said. She's a care, I should say."

"I'm not expecting a girl," said Matthew blankly. "It's a boy I've come for. He should be here. Mrs. Alexander Spencer was to bring him over from Nova Scotia for me."

The station-master whistled. "Guess there's some mistake," he said. "Mrs. Spencer came off the train with that girl and gave her into my charge. Said you and your sister were adopting her from an orphan asylum and that you would be along for her presently. That's all I know about it—and I haven't got any more orphans concealed hereabouts."

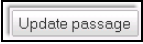
Subject
Reading

Grade range
Lower: 7 Upper: 7

Passage Type
Classifications: Fiction Type: Narrative

Update passage or Cancel

Figure 143: Update Passage Page

10. Make any changes or corrections.
11. Click the  button to return to the [Passage management](#) screen. A confirmation message will display.

BANKS

CREATE A NEW BANK



1. Click on the [Banks](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

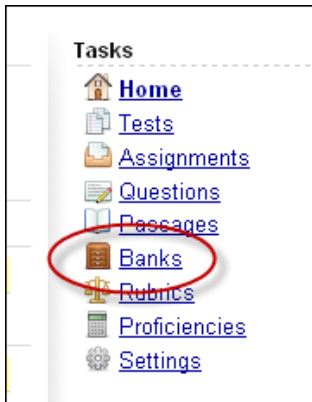


Figure 144: Banks Link in Tasks Menu

2. When the [Bank management](#) screen displays, click on the [Create a new bank](#) link to access the [Create a new item bank](#) page.

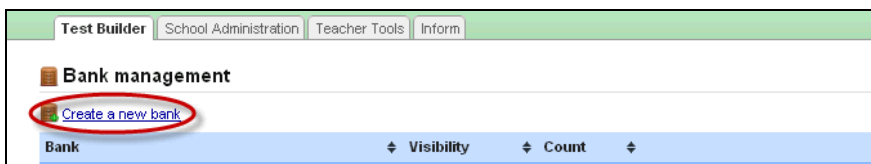




Figure 145: Create a New Bank Link

4. Click in the [Title](#) field and **type** a unique item bank name that will be recognized by your administrators and users.

Figure 146: Create a New Bank Page

5. Click in the [A brief description](#) field and **type** a brief description of the bank.
6. Click the [These items are for](#) drop-down  arrow and **select** one of the following options:
 - a. [Only me](#) — this bank and the questions in it will only be visible to the user who creates it.
 - b. [My school](#) — this bank will be visible to all of the users in the school in which it was created.
 - c. [All of my district](#) — This option is only available to the *District Administrator*. This bank will be visible to all of the users in the district in which it was created.
7. Click the  button. The [Bank management](#) screen will display the new item bank and a confirmation message.

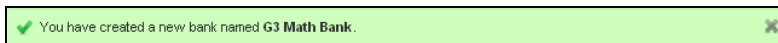


Figure 147: Confirmation Message — Create a New Bank


VIEW/EDIT AN ITEM BANK

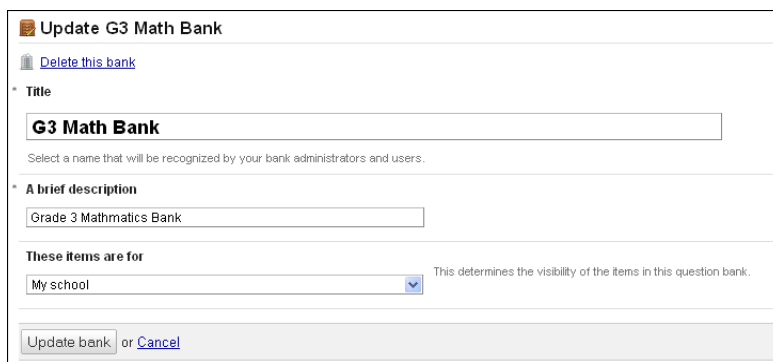


1. Click on the [Banks](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
3. The [Bank management](#) screen will display a list of available banks.

G3 Math Bank	School	0	Edit Import Beta
Grade 3 Mathematics Bank			

Figure 148: Bank Management Page

- Click on the  link to access the [Update bank](#) page.



Update G3 Math Bank

[Delete this bank](#)

Title

G3 Math Bank

Select a name that will be recognized by your bank administrators and users.

A brief description


Grade 3 Mathematics Bank

These items are for

My school This determines the visibility of the items in this question bank.

or [Cancel](#)

Figure 149: Update Bank Page

- Make any desired changes.
- Click the  button. The [Bank management](#) screen will display the new item bank and a confirmation message.

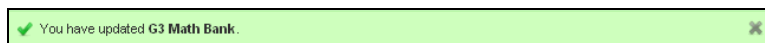


Figure 150: Confirmation Page — Update a Bank


DELETE AN ITEM BANK



- Click on the [Banks](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
- The [Bank management](#) screen will display a list of available banks.

G3 Math Bank	School	0	 Edit  Import Beta
Grade 3 Mathematics Bank			

Figure 151: Bank Management Page

4. Click on the  link to access the [Update bank](#) page.

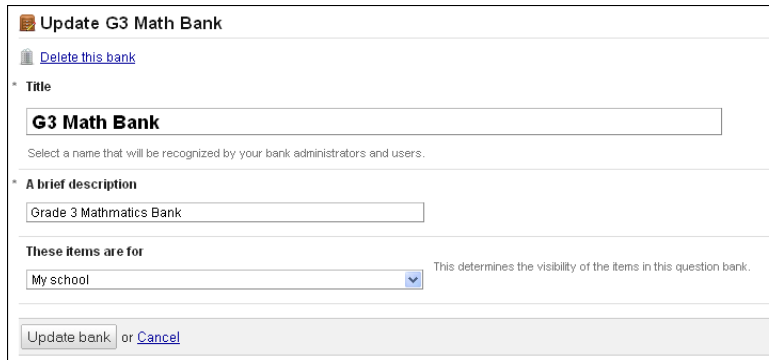



Figure 152: Update Bank Page

5. Delete the bank by **clicking** on the  link.
6. A confirmation screen will display. *Note that once a bank is deleted, it cannot be recovered.* Please ensure that this is the correct action you want to take.

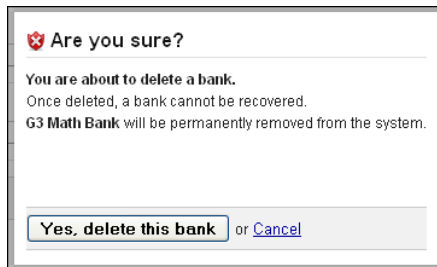



Figure 153: Confirm Delete pop-up box

7. Click the  button to delete the bank, or the [Cancel](#) link to cancel the process.

IMPORTING QUESTIONS INTO AN EXISTING BANK

1. Click on the [Banks](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Bank management](#) screen will display a list of available banks.

Bank	Visibility	Count	
Imported Items exam view items	District	0	Edit Import Beta
AP Innovation Item Bank - Calculus AP Innovation Item Bank - Calculus	Personal	1	Edit Import Beta
AP Innovation Item Bank - US History AP Innovation Item Bank - US History	Personal	1	Edit Import Beta
AP Innovation Item Bank - Biology AP Innovation Item Bank - Biology	Personal	1	Edit Import Beta

Figure 154: Bank Management Page

3. Click on the [Import](#) link to import questions into the bank.

Import questions Beta

With this form you can import questions into your **G3 Math Bank** bank by uploading a file with archived questions. We will contact you via an email once our servers have processed this file and the questions are in your bank and ready for use.

* **A brief description**

* **Your email address** We'll send you an email when this import is complete.


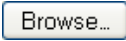
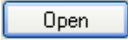

* **Upload format** Select the source of this data.

* **Package file** The zipped package to import.

or [Cancel](#)

Figure 155: Importing Questions into a Bank

4. Click in the [A brief description](#) text box and **enter** the appropriate text.

5. **Click** in the [Your email address](#) text box and **enter** the e-mail address where notification of completion should be sent.
6. **Click** the [Upload format](#) drop-down  arrow and **select** the appropriate data source from the list.
7. **Click** the [Package file](#)  button to locate the .zip file that contains your document. **Select** the .zip file, and then **click** the  button.
8. **Click** the  button to upload the questions into the bank, or the [Cancel](#) link to cancel the upload.

RUBRICS

CREATE A NEW RUBRIC



1. Click on the [Rubrics](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

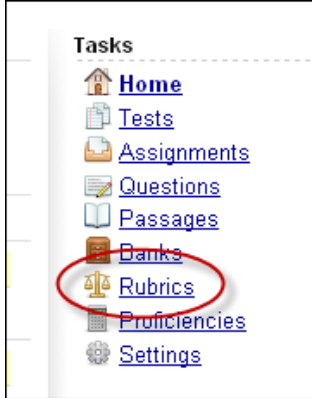








Figure 156: Rubrics Link in the Tasks Menu

2. Click on the [Create a rubric](#) link in the [Rubric management](#) page and the [Create a new rubric](#) page will display.

The screenshot shows the "Create a new rubric" form with the following fields and options:

- Title:** Text input field.
- Description:** Text input field.
- Bank:** Dropdown menu with "BankName 1" selected.
- Subject:** Dropdown menu with "No Subject" selected.
- Grade range:** Two dropdown menus for "Lower" (set to "P") and "Upper" (set to "P").
- Rubric tiers:** A table with columns "Point value" and "Description". One tier is visible with a "Remove" link.
- Buttons:** "Add a tier" (with a plus icon) and "Create" or "Cancel".

Figure 157: Create a New Rubric Page

3. Click in the [Title](#) field and **enter** a unique name for the new rubric.
4. Click in the [Description](#) field and **enter** a description.
5. Click the [Bank](#) drop-down  arrow and **select** the bank where the new rubric will be saved.
6. Click the [Subject](#) drop-down  arrow and **select** the specific subject.
7. Click the [Grade range](#) drop-down  arrows and **select** the appropriate grade ranges.
8. Click in the [Point value](#) text box and the [Description](#) text box under the [Rubric tiers](#) section to **enter** the information.
9. Click the  link to remove unwanted rubric tiers.
10. Click on the  link to add multiple tiers to the new rubric.
11. Click on the  button to create the new rubric or the [Cancel](#) link to cancel the operation.

VIEW AN EXISTING RUBRIC



1. Click on the [Rubrics](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Rubric management](#) page will display.

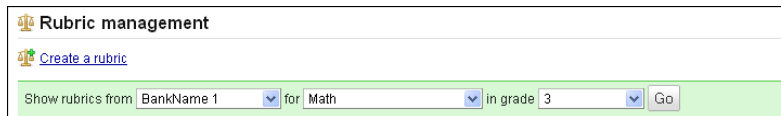





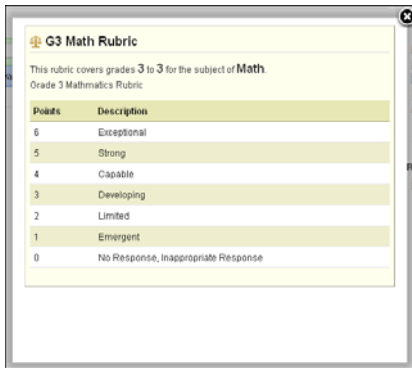


Figure 158: Rubric Management Page

3. Click the [Show rubrics from](#) drop-down arrow  to view the available banks.
4. **Select** the name of the desired bank.
5. Click the [for](#) drop-down arrow  to view the available subjects.
6. **Select** the name of the desired subject.
7. Click the [in grade](#) drop-down arrow  to view a list of grade choices.
8. **Select** the desired grade.
9. Click the  button.

10. Click the  button for the rubric of interest and a preview window will display.



Points	Description
6	Exceptional
5	Strong
4	Capable
3	Developing
2	Limited
1	Emergent
0	No Response, Inappropriate Response









Figure 159: Rubric Preview Window

EDIT AN EXISTING RUBRIC

1. Click on the [Rubrics](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Rubric management](#) page will display.



Figure 160: Rubric Management Page

3. Click the [Show rubrics from](#) drop-down arrow  to view the available banks.
4. Select the name of the desired bank.
5. Click the [for](#) drop-down arrow  to view the available subjects.
6. Select the name of the desired subject.
7. Click the [in grade](#) drop-down arrow  to view a list of grade choices.
8. Select the desired grade.
9. Click the  button.
10. Click the  button for the rubric of interest and the properties will display.
12. Click on the  link to remove unwanted rubric tiers.
11. Click on the  link to add a tier to the rubric.
12. Modify the data for the rubric and click the  button to save the changes or click the [Cancel](#) link to cancel this operation.

DELETE AN EXISTING RUBRIC



1. Click on the [Rubrics](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Rubric management](#) page will display.

Figure 161: Rubric Management Page

3. Click the [Show rubrics from](#) drop-down arrow to view the available banks.
4. Select the name of the desired bank.
5. Click the [for](#) drop-down arrow to view the available subjects.
6. Select the name of the desired subject.
7. Click the [in grade](#) drop-down arrow to view a list of grade choices.
8. Select the desired grade.
9. Click the button.
10. Click the [Delete](#) link for the rubric of interest and a confirmation message will display.

Figure 162: Confirm rubric deletion

11. Click the button to permanently remove the rubric from the system or click the [Cancel](#) link to cancel this operation.

PROFICIENCIES

CREATE A NEW PROFICIENCY PROFILE

1. Click on the [Proficiencies](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

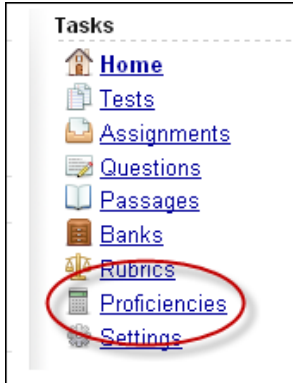


Figure 163: Proficiencies Link in the Tasks Menu

2. The [Proficiency profile management](#) page will display.

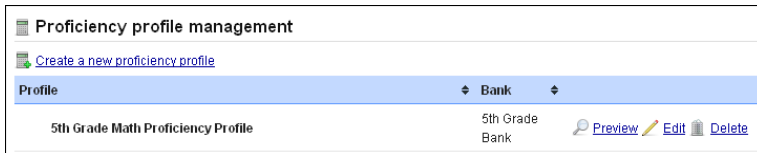


Figure 164: Proficiency profile management Page

3. Click the [Create a new proficiency profile](#) link. The [Create a new proficiency profile](#) page will display.

Create a new proficiency profile

Title

Select a name that will be recognized by your bank administrators and teachers.

A brief description

Bank

5th Grade Bank

Profile tiers

Maximum	Minimum	Description	Color	
100	94	Advanced	Blue	Remove
93	75	Satisfactory	Green	Remove
74	65	Limited	Orange	Remove
64	0	Unsatisfactory	Red	Remove

[+ Add a tier](#)

or [Cancel](#)

Figure 165: Create a new proficiency profile page

4. Click in the [Title](#) field and **enter** a unique name for the new profile.
5. Click in the [A brief description](#) field and **enter** a description for the profile.
6. Click the [Bank](#) drop-down arrow and **select** the bank where the new profile will be saved.
7. Under [Profile tiers](#), click in the [Minimum](#) text box and the [Description](#) text box and **enter** the required information. When the minimum value for that tier is chosen, the maximum value for the next tier is automatically updated.
8. Click the [Color](#) drop-down arrow and select a desired color for that tier.
9. Click on the [Remove](#) link to remove unwanted tiers.
10. Click on the [+ Add a tier](#) link to add multiple tiers to the new profile.
11. Click on the button to create the new profile or the [Cancel](#) link to cancel the operation.

PREVIEW A PROFICIENCY PROFILE

1. Click on the [Proficiencies](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Proficiency profile management](#) page will display.

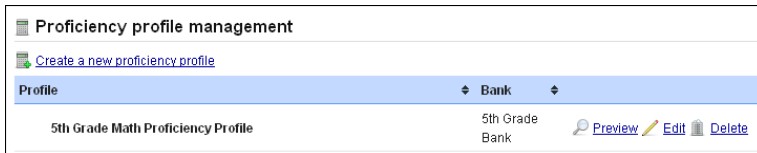


Figure 166: Proficiency profile management Page

3. Click on the [Preview](#) link. The preview window for that proficiency profile will display.

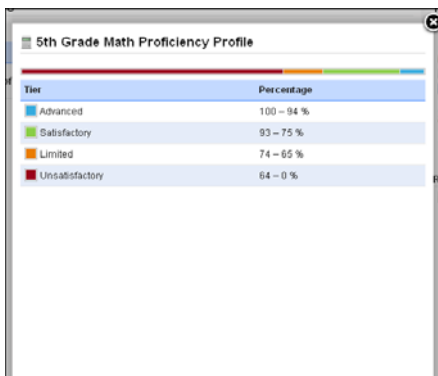



Figure 167: Proficiency profile preview pop-up

4. Click the  button to close the profile preview pop-up and return to the [Proficiency profile management](#) screen.

EDIT A PROFICIENCY PROFILE

1. Click on the [Proficiencies](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Proficiency profile management](#) page will display.

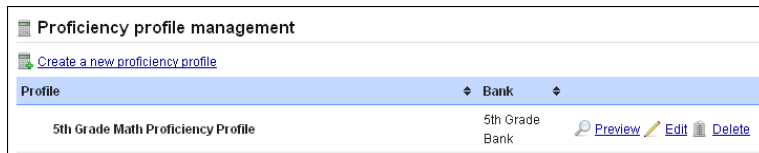


Figure 168: Proficiency profile management Page

3. Click on the [Edit](#) link. The update page for that proficiency profile will display.
4. **Update** the desired information.
5. Click on the button to update the profile or the [Cancel](#) link to cancel the operation.

DELETE A PROFICIENCY PROFILE

1. Click on the [Proficiencies](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Proficiency profile management](#) page will display.

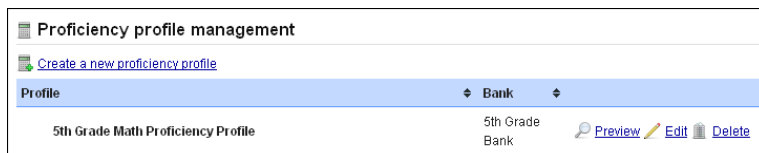


Figure 169: Proficiency profile management Page

3. Click on the [Delete](#) link for the desired profile and a confirmation message will display.

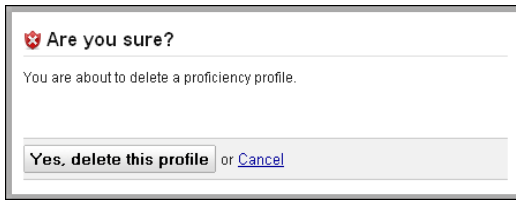


Figure 170: Delete proficiency profile confirmation

4. Click the **Yes, delete this profile** button to permanently remove the profile from the system or click the [Cancel](#) link to cancel this operation.

SETTINGS

1. Click on the [Settings](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

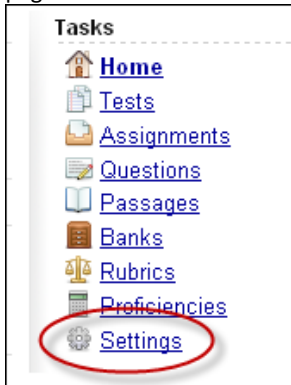


Figure 171: [Settings](#) Link in [Tasks](#) Menu

2. The [Settings](#) page will then display.
3. Click the provided link to install the [LS Scantron Client](#) for the PC.
4. Click the provided links to install either the PC or Mac version of the [Secure Browser](#).

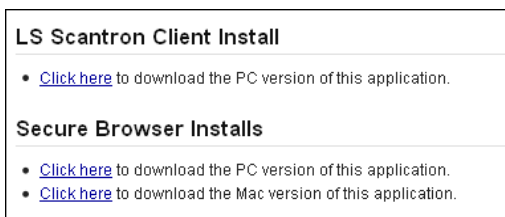


Figure 172: [Settings](#) page

REPORTING

ACCESSING THE REPORTS DASHBOARD

1. Click on the [Test Reports](#) link in the [Reports](#) menu on the right side of the [Test Builder](#) home page, then click on the [blue hyperlinked](#) assignment name on the far left column.

or

Click on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page, then click on the [blue hyperlinked](#) assignment name on the far left column.

or

Click on the [Tests](#) link in the [Tasks](#) menu, then click on the [blue hyperlinked](#) assignment name under the test name.

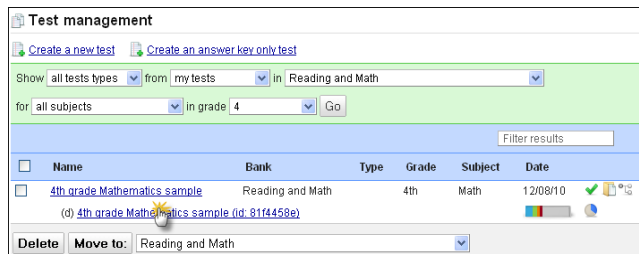


Figure 173: Accessing reports from assignment in the test management list

or

Click on the [Tests](#) link in the [Tasks](#) menu, and then click on the performance indicator icon to the right of the desired assignment.

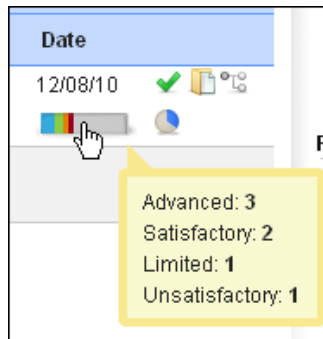


Figure 174: Performance indicator icon –click to access reports

2. The [Report Dashboard](#) will then display.

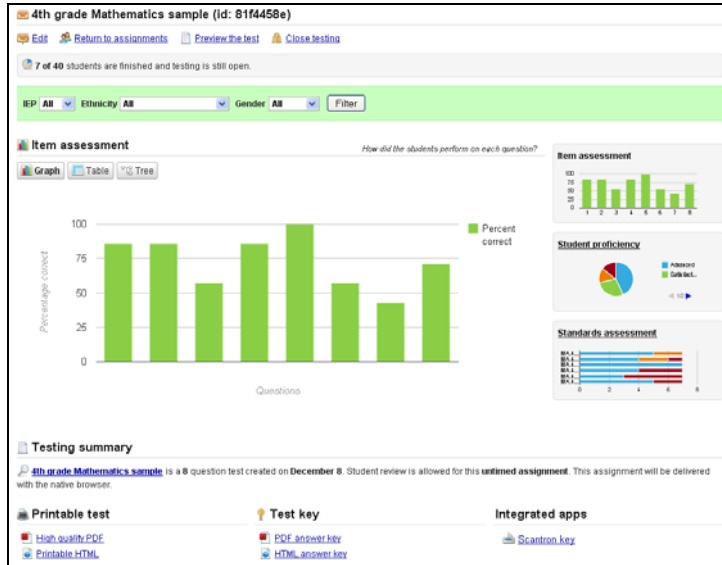






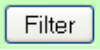
Figure 175: Report Dashboard

3. An [Item Assessment](#), [Student Proficiency](#), and a [Standards assessment](#) report are generated for the test.
4. Each report can be viewed in [graph](#) , [table](#) , or [group hierarchy](#)  form.
5. At the district level, reports can be filtered by IEP, Ethnicity, and/or Gender **if** the information is provided in the SIS file loaded into Limelight. **Select** the category of demographic information, then **select** the desired **value** from the list, using the drop-down arrow . You may apply more than one filter at once.

Comment [JAS5]: Is the user selecting a numerical quantity? Using 'value' makes it seem so.



Figure 176: Report Filtering

6. **Click** the  button to apply the selected filter(s).

- 7. Click on the report name in the mini-view to the right of the dashboard to access the detailed view of each report.

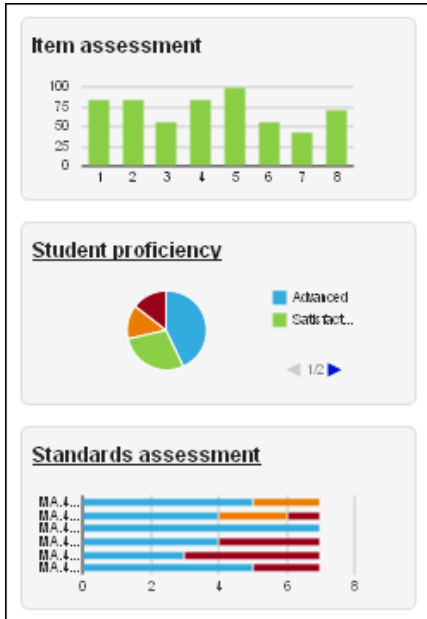



Figure 177: Report dashboard mini-view

ITEM ASSESSMENT REPORT

The Item Assessment report displays the percentage of students that answered an item correctly.

1. With the *Item Assessment* report displayed in *graph*  form in the *Report Dashboard*, **place** the cursor over a bar to see detailed response information about the test item.

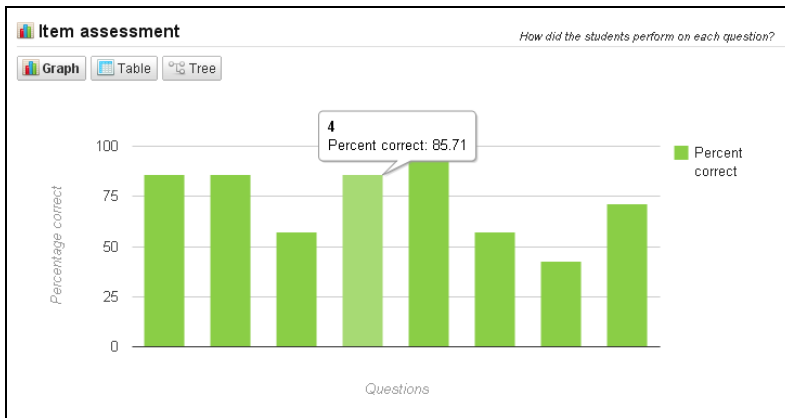


Figure 178: Item Assessment Report detail

2. Click on the bar to preview the question and the answer distribution.

Question preview : 1163462

Protractor 1/16 inch (mm) ruler 4-function calculator Math G5-8 Reference Sheet



What digit is in the hundredths place in the number 6237.015?

✓ A. 1
B. 2
C. 3
D. 5

Answer distribution

Selection	Times	Percent
a	13	76%
b	2	12%
c	2	12%
d	0	0%

Figure 179: Question preview and answer distribution



3. Click on the  button to close the preview.
4. Click on the [table](#)  icon to view the *Item assessment* information in table form.

Item assessment *How did the students perform on each question?*

Graph Table Tree

Question ID	Number Correct	Number Incorrect	Total Points Earned	Question Type	Number Not Answered	Point-biserial	P-Value
1507936	6	1	6	mc	0	0.27	0.86
1284528	6	1	6	mc	0	0.58	0.86
1161495	4	3	4	mc	0	0.39	0.57
1163462	6	1	6	mc	0	0.27	0.86
1487616	7	0	7	mc	0	—	1.0
1284364	4	3	4	mc	0	-0.03	0.57
1283951	3	4	3	mc	0	0.61	0.43
1286415	5	2	5	mc	0	0.28	0.71

Figure 180: Item Assessment Report - table view

5. **Click** on any column header within the table to sort the data in ascending order. **Click** a second time to sort in descending order.
6. **Click** on the Excel icon  to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.
7. **Click on the Printable PDF version icon**  **to access and print a PDF-formatted version of the table view.**

8. Click the [group hierarchy](#) icon to view aggregated data at the school level or to drill down to view data by teacher or by student. The availability of data is determined by the user role.

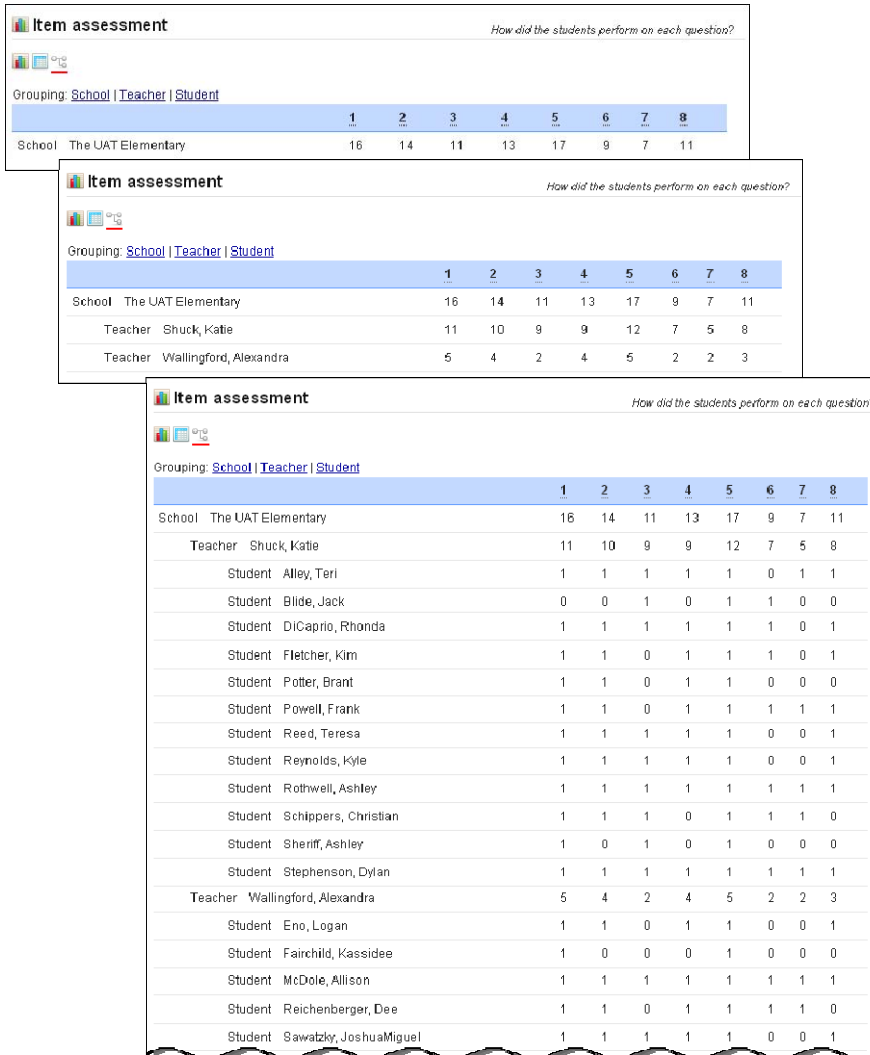



Figure 181: Item Assessment Report – group hierarchy view by school, teacher, and student

STUDENT PROFICIENCY REPORT

The *Student Proficiency* report displays the percentage of students within each proficiency tier for the proficiency profile associated with the test.

1. With the *Student Proficiency* report displayed in *graph*  form on the *Report Dashboard*, **place** your cursor over a segment to see detailed result information about that proficiency tier.

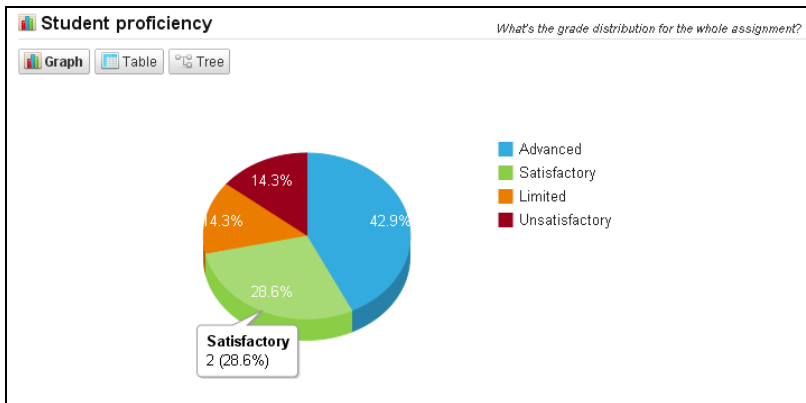
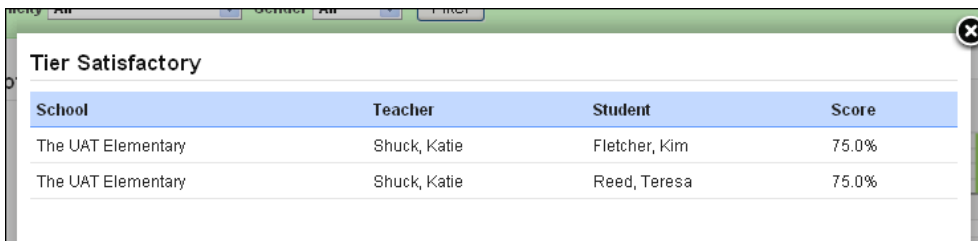




Figure 182: Student proficiency detail

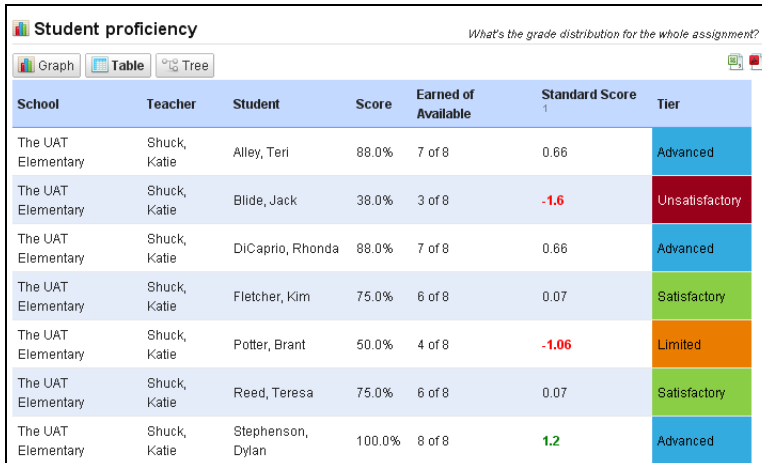
2. **Click** on a segment of the pie chart to see a list of students in that particular proficiency tier. The students' percent-correct score is displayed.



Tier Satisfactory			
School	Teacher	Student	Score
The UAT Elementary	Shuck, Katie	Fletcher, Kim	75.0%
The UAT Elementary	Shuck, Katie	Reed, Teresa	75.0%

Figure 183: Students in Satisfactory proficiency tier

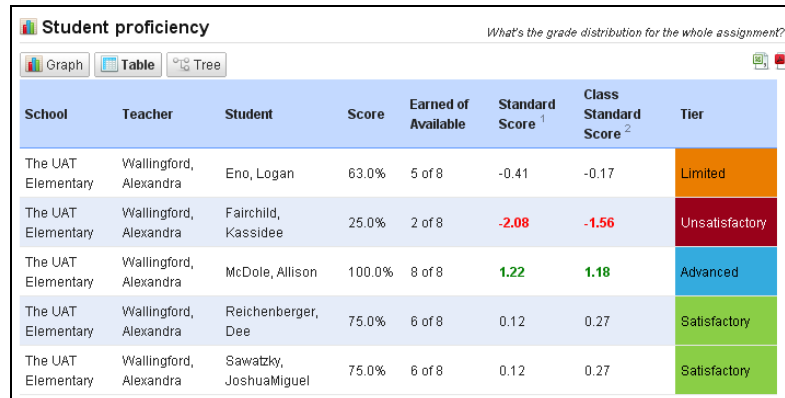
3. Click the  button to close the view.
4. Click the [table](#)  icon to view the information in table form.
5. At the district level, all students are displayed with their percent-correct score, points earned out of points available, Standard Score (calculated based on students within the same assignment across the district), and color-coded proficiency tier.



School	Teacher	Student	Score	Earned of Available	Standard Score ¹	Tier
The UAT Elementary	Shuck, Katie	Alley, Teri	88.0%	7 of 8	0.66	Advanced
The UAT Elementary	Shuck, Katie	Blide, Jack	38.0%	3 of 8	-1.6	Unsatisfactory
The UAT Elementary	Shuck, Katie	DiCaprio, Rhonda	88.0%	7 of 8	0.66	Advanced
The UAT Elementary	Shuck, Katie	Fletcher, Kim	75.0%	6 of 8	0.07	Satisfactory
The UAT Elementary	Shuck, Katie	Potter, Brant	50.0%	4 of 8	-1.06	Limited
The UAT Elementary	Shuck, Katie	Reed, Teresa	75.0%	6 of 8	0.07	Satisfactory
The UAT Elementary	Shuck, Katie	Stephenson, Dylan	100.0%	8 of 8	1.2	Advanced

Figure 184: Student Proficiency Report - table view (district level)



6. At the school or teacher level, the table view displays all students with their percent-correct score, points earned out of points available, Standard Score (calculated based on students within the same assignment across the district), Class Standard Score (calculated based on students within the same class) and color-coded proficiency tier.



School	Teacher	Student	Score	Earned of Available	Standard Score ¹	Class Standard Score ²	Tier
The UAT Elementary	Wallingford, Alexandra	Eno, Logan	63.0%	5 of 8	-0.41	-0.17	Limited
The UAT Elementary	Wallingford, Alexandra	Fairchild, Kassidee	25.0%	2 of 8	-2.08	-1.56	Unsatisfactory
The UAT Elementary	Wallingford, Alexandra	McDole, Allison	100.0%	8 of 8	1.22	1.18	Advanced
The UAT Elementary	Wallingford, Alexandra	Reichenberger, Dee	75.0%	6 of 8	0.12	0.27	Satisfactory
The UAT Elementary	Wallingford, Alexandra	Sawatzky, JoshuaMiguel	75.0%	6 of 8	0.12	0.27	Satisfactory

Figure 185: Student Proficiency Report - table view (teacher level)

7. Click on any column header within the table to sort the data in ascending order. Click a second time to sort in descending order.

8. **Click** on the Excel icon  to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.
9. **Click on the Printable PDF version icon**  **to access and print the PDF-formatted version of the table view.**

10. Click on the [group hierarchy](#) icon to view aggregated data at the school level, or to drill down to view data by teacher or by student. The availability of data is determined by the user role.

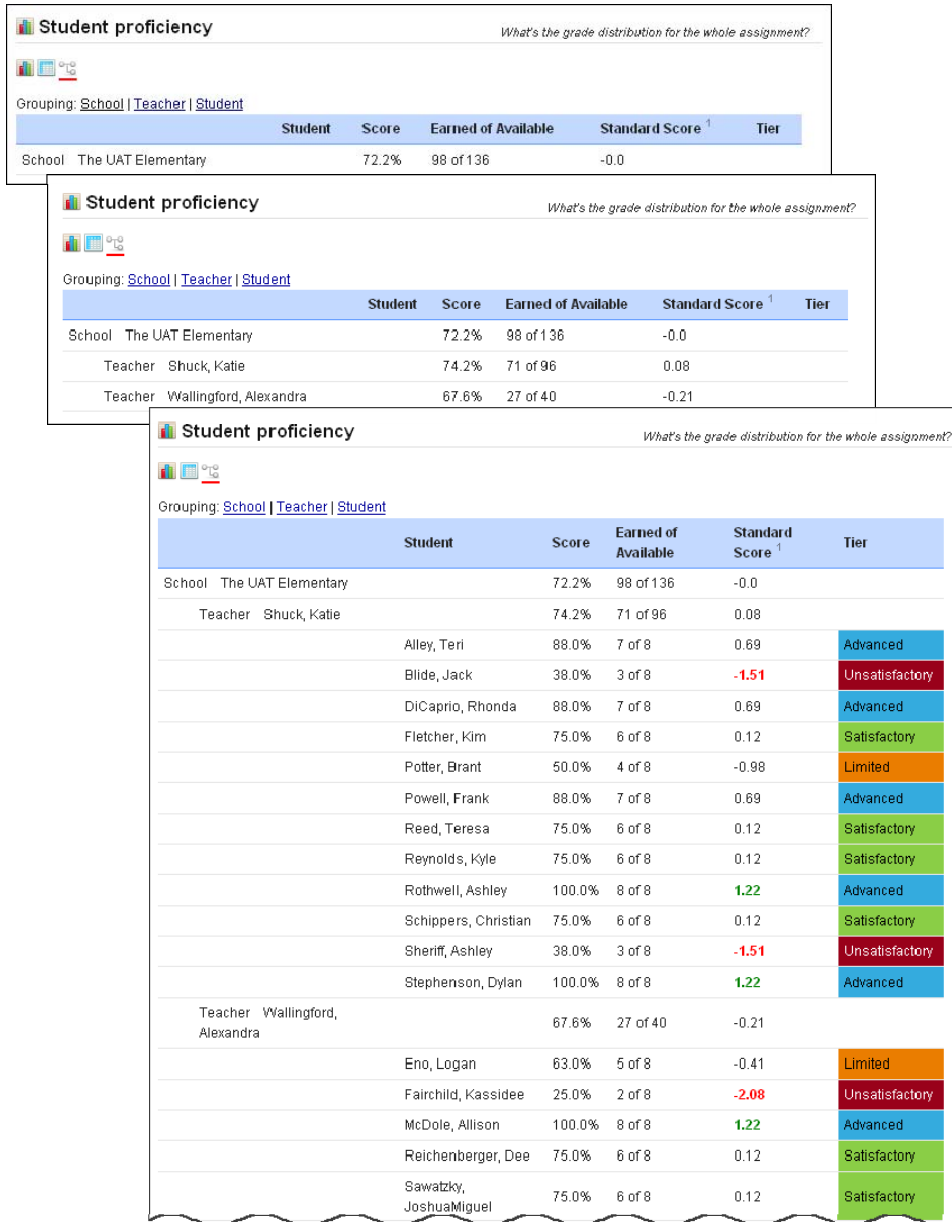



Figure 186: Student Proficiency Report – group hierarchy view by school, teacher, and student

STANDARDS ASSESSMENT REPORT

The Standards Assessment report displays how students performed on each standard.

1. With the Standards Assessment report displayed in *graph*  form in the *Report Dashboard*, **place** your cursor over a bar to see detailed information about performance on that standard.

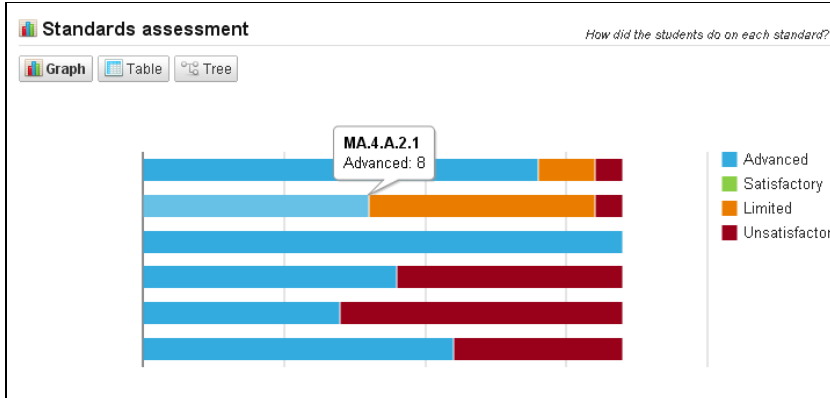
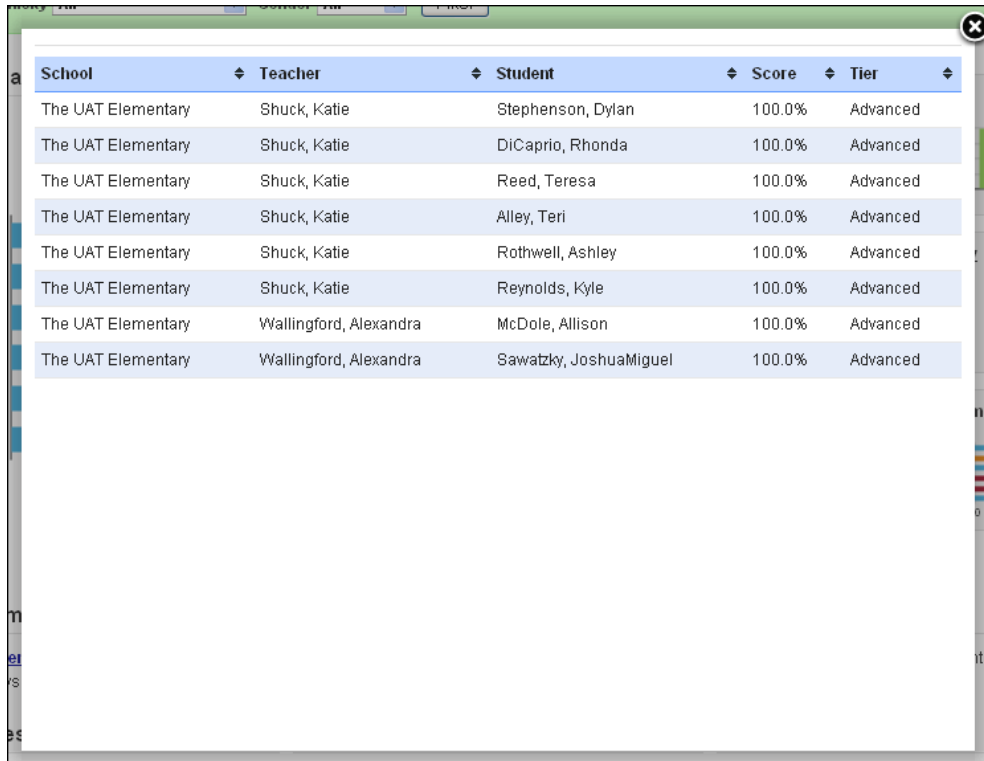


Figure 187: Standards Assessment detail

- 2. Click on a bar section to see a list of students in a specific performance tier with their percentage of mastery for a particular standard.




The screenshot shows a window with a table of student performance data. The table has five columns: School, Teacher, Student, Score, and Tier. All students listed have a score of 100.0% and are in the Advanced tier. The window has a close button (X) in the top right corner.

School	Teacher	Student	Score	Tier
The UAT Elementary	Shuck, Katie	Stephenson, Dylan	100.0%	Advanced
The UAT Elementary	Shuck, Katie	DiCaprio, Rhonda	100.0%	Advanced
The UAT Elementary	Shuck, Katie	Reed, Teresa	100.0%	Advanced
The UAT Elementary	Shuck, Katie	Alley, Teri	100.0%	Advanced
The UAT Elementary	Shuck, Katie	Rothwell, Ashley	100.0%	Advanced
The UAT Elementary	Shuck, Katie	Reynolds, Kyle	100.0%	Advanced
The UAT Elementary	Wallingford, Alexandra	McDole, Allison	100.0%	Advanced
The UAT Elementary	Wallingford, Alexandra	Sawatzky, JoshuaMiguel	100.0%	Advanced

Figure 188: Advanced performance tier for one standard

- 3. Click the  button to close the view.

- Click the [table](#)  icon to view the information in table form. All standards are displayed with distribution of students by performance level.

Standards assessment *How did the students do on each standard?*

Graph **Table** Tree

StandardCode	StandardDescription	Advanced	Satisfactory	Limited	Unsatisfactory
MA.4.G.3.2	Justify the formula for the area of the rectangle "area = base x height."	9	0	0	8
MA.4.G.5.1	Classify angles of two-dimensional shapes using benchmark angles (45°, 90°, 180°, and 360°).	7	0	0	10
MA.4.A.2.1	Use decimals through the thousandths place to name numbers between whole numbers.	8	0	8	1
MA.4.G.3.1	Describe and determine area as the number of same-sized units that cover a region in the plane, recognizing that a unit square is the standard unit for measuring area.	17	0	0	0
MA.4.A.1.2	Multiply multi-digit whole numbers through four digits fluently, demonstrating understanding of the standard algorithm, and checking for reasonableness of results, including solving real-world problems.	14	0	2	1
MA.4.G.5.3	Identify and build a three-dimensional object from a two-dimensional representation of that object and vice versa.	11	0	0	6

Figure 189: Standards Assessment – table view

- Click on any column header within the table to sort the data in ascending order. Click a second time to sort in descending order.
- Click on the [blue hyperlinked](#) standard code to access instructional resources aligned to that standard, if your subscription includes this option.

Graph **Table** Tree

StandardCode	StandardDescription
MA.4.G.3.2	Justify the formula for the area of the rectangle "area = base x height."
MA.4.G.5.1	Classify angles of two-dimensional shapes using benchmark angles (45°, 90°, 180°, and 360°).


 **Note!** Links to instructional resources are only available if the subscription includes options such as Promethean Planet, net1rekker, or Brain Pop. In some cases, even if these options are available, there will not be any associated content. In this case, a message indicates that there is no content to display.

Figure 190: Click on standard code to access instructional resources

7. If the subscription includes an instructional resources option, these resources can also be accessed for each standard from the [Content aligned applications](#) area at the bottom of the [Reports Dashboard](#). Click on the [blue hyperlinked](#) standard code to access associated instructional resources.




Content aligned applications		
Indicator	Indicator Description	Resources
MA.4.A.1.2	Multiply multi-digit whole numbers through four digits fluently, demonstrating understanding of the standard algorithm, and checking for reasonableness of results, including solving real-world problems.	 netTrekker
MA.4.A.2.1	Use decimals through the thousandths place to name numbers between whole numbers.	netTrekker
MA.4.G.3.1	Describe and determine area as the number of same-sized units that cover a region in the plane, recognizing that a unit square is the standard unit for measuring area.	netTrekker
MA.4.G.3.2	Justify the formula for the area of the rectangle "area = base x height"	netTrekker
MA.4.G.5.1	Classify angles of two-dimensional shapes using benchmark angles (45°, 90°, 180°, and 360°).	netTrekker
MA.4.G.5.3	Identify and build a three-dimensional object from a two-dimensional representation of that object and vice versa.	netTrekker

Figure 191: Links to aligned content

8. Click the Excel icon  to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.
9. Click on the Printable PDF version icon  to access and print the PDF-formatted version of the table view.

10. Click the [group hierarchy](#) icon to view aggregated data at the school level or to drill down to view data by teacher or by student. The availability of data is determined by the user role.

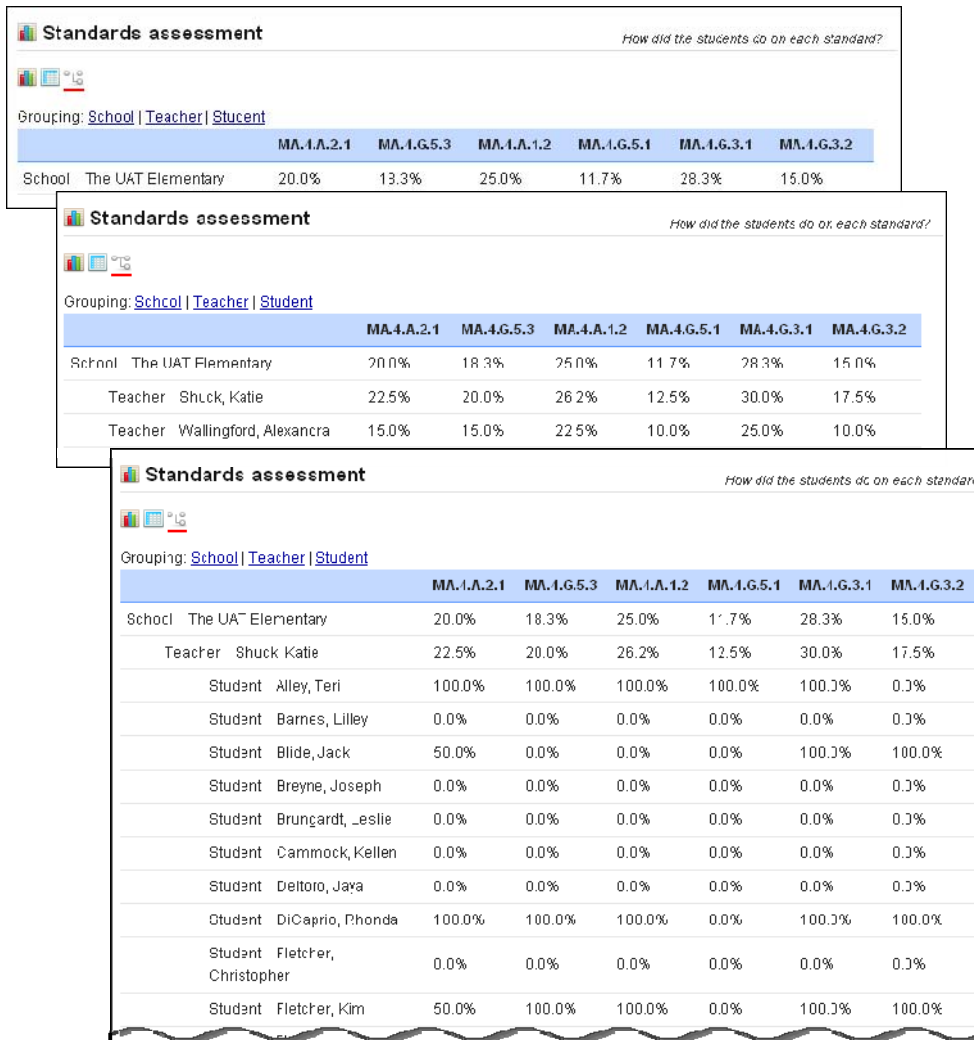


Figure 192: Standards Assessment Report – group hierarchy view by school, teacher, and student

SCHOOL ADMINISTRATION



Once logged in to Limelight, the [Test Builder home page](#) is displayed. When logged in as an administrator, there will be four (4) navigation tabs across the top of the page: [Test Builder](#), [School Administration](#), [Teacher Tools](#), and [Inform](#).

Click on the [School Administration](#) tab to access the administrative functions of Limelight.

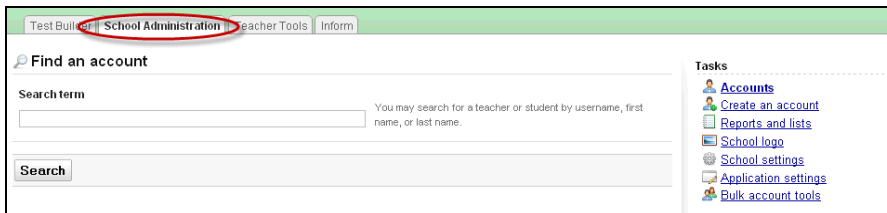


Figure 193: *School Administration* Tab

The view will default to the [Accounts](#) page, which is the first link under the [Tasks](#) menu on the right side of the page. The functions available under the [Tasks](#) menu are as follows:

1. [Accounts](#)
2. [Create an account](#)
3. [Reports and lists](#)
4. [School logo](#)
5. [School settings](#)
6. [Application settings](#)
7. [Bulk account tools](#)

ACCOUNTS

FIND/EDIT AN ACCOUNT

TO FIND A CURRENT ACCOUNT:

1. **Log in** to the Education Desktop with administrative-level rights.
2. Click the *School Administration* tab.

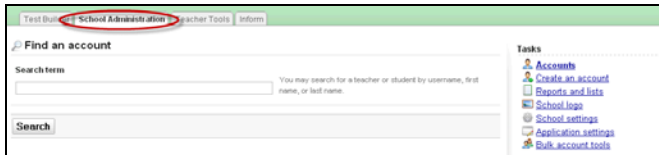


Figure 194: School Administration Tab

3. The *Find an account* page will display.
4. Click in the *Search term* text field and **type** all or part of a user's first name, last name or username.
5. Click the button.
6. The *Search results* page will display.

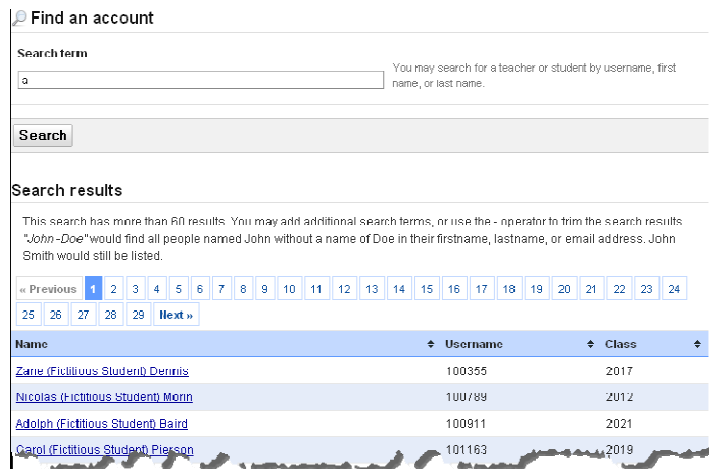


Figure 195: Search Results Page

- Click on the [blue hyperlinked name](#) in the *Search results* window to access the desired account User Settings.
- The user's account page will display. This page allows editing of the user's account settings as well as login information, under [Last login information](#), and application usage, [under Recent applications](#).

Zane (Fictitious Student) Dennis

[Change password](#)
[Edit this student](#)
[Print a login card](#)
[Delete this student](#)

Username : 100355
 Name : Zane (Fictitious Student) Dennis
 Class of : 2017
 Last Login : 08/05/10 (23 days ago)

Recent applications	Last login information
Zane (Fictitious Student) has not used any applications.	Last Login 08/05/10 03:08 PM
	Platform unknown
	Browser Mozilla 1.9
	IP not recorded

Figure 196: Sample User Account Page

CHANGE PASSWORD



- From the user's account page, click on the [Change Password](#) link.
- The [Change password](#) page will display.

Change password for Zane (Fictitious Student) Dennis

New password

Confirm password


Submit or [Cancel](#)

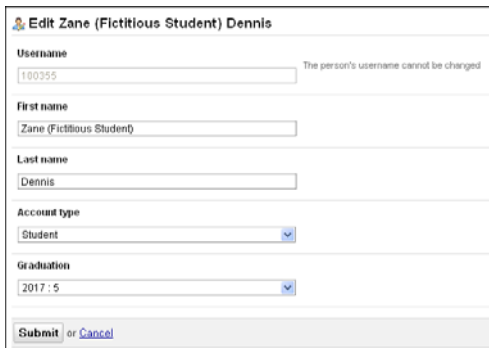
Figure 197: Change Password Page

- Click in the [New password](#) text field and **type** the new password.
- Click in the [Confirm password](#) text field and **re-type** the new password for confirmation.
- Click the **Submit** button to save the changes. Click on the [Cancel](#) link to discard the changes.



EDIT ACCOUNT

1. From the user's account page, **click** on the  [Edit this](#) link.
2. The user profile page will display.



Edit Zane (Fictitious Student) Dennis

Username
100355 The person's username cannot be changed

First name
Zane (Fictitious Student)





Last name
Dennis

Account type
Student


Graduation
2017 : 5

[Submit](#) or [Cancel](#)


Figure 198: User Profile Page

3. The username cannot be changed.
4. **Click** in the [First name](#) text field and **type** the first name.
5. **Click** in the [Last name](#) text field and **type** the last name.
6. **Click** the [Account Type](#) drop-down arrow  and **select** the desired account type from the list.
7. If the user is a student, **click** the [Graduation](#) drop-down arrow  and **select** the year of graduation for that student; otherwise, skip this step.
8. **Click** the  [Submit](#) button to save the changes, or **click** on the  [Cancel](#) link to discard the changes.

PRINT A LOGIN CARD

1. From the user's account page, **click** on the  [Print a login card](#) link.
2. **Save** the .pdf document containing the login card to your hard drive.
3. **Open** the .pdf document and print.

DELETE A USER ACCOUNT

1. From the user's account page, click on the  [Delete this student](#) link.
2. A confirmation page will appear asking [Are You Sure?](#) Once deleted, an account cannot be recovered.

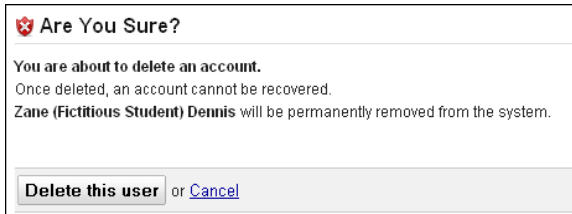




Figure 199: Delete User Account Confirmation Page

3. Click the  button to delete the user account, or click on the  link to exit this screen without deleting the user.

CREATE AN ACCOUNT

TO CREATE AN ACCOUNT:

1. Log in to the Education Desktop with administrative-level rights.
2. Click the [School Administration](#) tab.

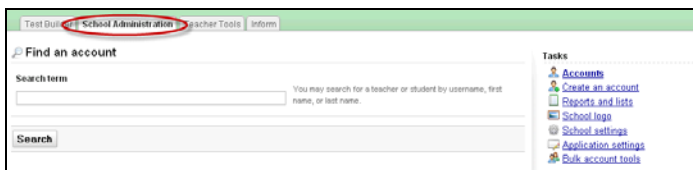


Figure 200: School Administration Tab

3. Click on the [Create an account](#) link in the [Tasks](#) menu.

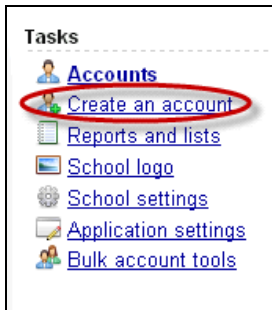




Figure 201: Create an Account Link in Tasks Menu

The [Create an account](#) page will display.

 A screenshot of the 'Create an account' page. The page has a title 'Create an account' and several input fields: 'First name', 'Last name', 'Username', 'Password', 'Account Type' (a dropdown menu), and 'Graduation' (a dropdown menu). A 'Create account' button is at the bottom. A suggested password 'severhol' is shown next to the password field with the text 'severhol is a pretty good random password.'

Figure 202: Create an Account Page

4. Click in the [First name](#) text field and **type** the first name.
5. Click in the [Last name](#) text field and **type** the last name.
6. Click in the [Username](#) text field and **type** the desired username.
7. Click in the [Password](#) text field and **type** the desired password. Note that a suggested password appears to the right as a [blue hyperlinked](#) word. **Clicking** the suggested password will automatically paste it into the [Password](#) text field.
8. Click the [Account Type](#) drop-down arrow  and **select** the desired account type from the list.
9. If the user is a student, **click** the [Graduation](#) drop-down arrow  and **select** the year of graduation for that student; otherwise, skip this step.

10. Click the  button to save the changes.

REPORTS & LISTS

USER LISTS

These reports list accounts from your entire subscription. CSV files are a multi-platform version of the data, and can be imported into almost any spreadsheet or database application. Excel files can be read with Microsoft Excel, or the free MS Excel file viewer that is available from Microsoft.

The [User Lists](#) section offers three functions:

1. List all accounts in this district/subscription
 - i. This will show all students, teachers, and subscription administrators.
2. List all teachers in this district/subscription
 - i. This will show only the teachers listed in alphabetical order by username.
3. Training Help: Who hasn't logged in yet?
 - i. These users haven't logged in yet, and might need some help.

To access any of these user lists:

1. **Log in** to Limelight with administrative-level rights.
2. **Click the [School Administration](#) tab.**

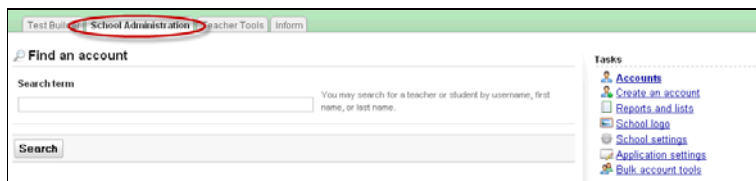


Figure 203: *School Administration* Tab

3. Click on the [Reports and lists](#) link in the [Tasks](#) menu.

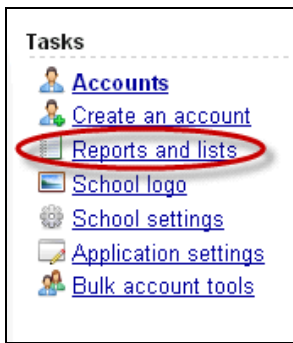


Figure 204: Reports and Lists Link in the Tasks Menu

4. The [User Lists](#) page will display.

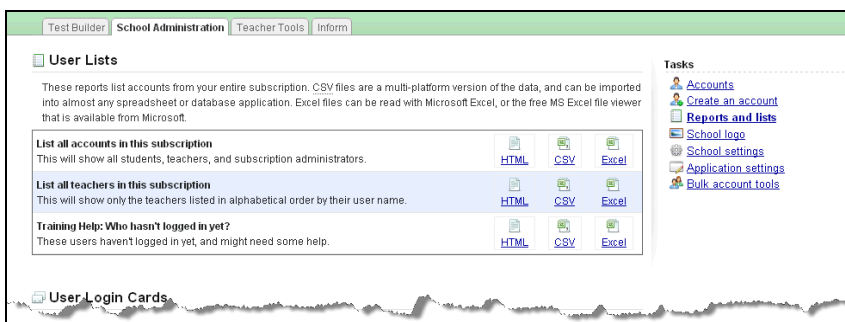





Figure 205: User Lists Page

5. Click on the  link, the  link or the  link to generate printable reports in any of those formats. Each report will open in a separate browser window or in the chosen application associated with that file format.

USER LOGIN CARDS

These files contain the usernames and passwords of the user accounts in your school. These files are available in .pdf.

TO ACCESS ANY OF THESE USER LISTS:

1. **Log in** to the Education Desktop with administrative-level rights.



2. Click the [School Administration](#) tab.

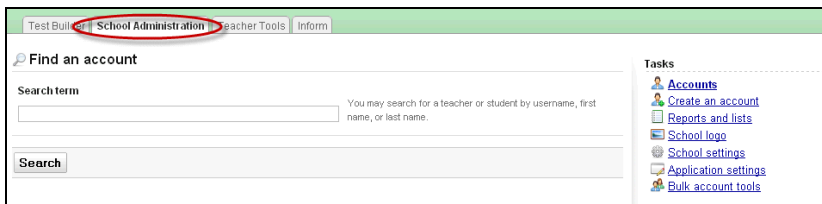


Figure 206: *School Administration* Tab

3. Click on the [Reports and lists](#) link in the [Tasks](#) menu.

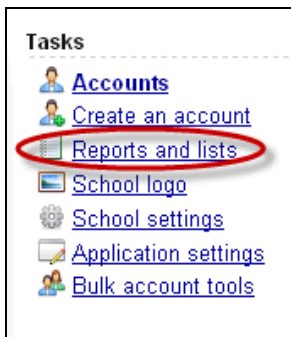


Figure 207: *Reports and Lists* Link in the *Tasks* Menu

4. The [User Login Cards](#) page will display.

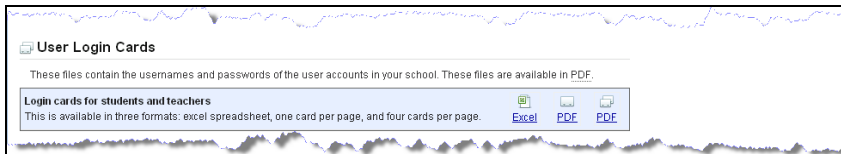



Figure 208: *User Login Cards* Page

5. Click any of the  file format icons to generate printable lists or cards in any of those formats.

SCHOOL REPORTS



Two types of school reports are available under this section of the [Reports and lists](#) page. The *Application Summary* shows you how much each application has been used by all of the students and teachers in your school. The *User Activity Summary* shows you which applications each person in your subscription used. These reports require you to select a time period. Please select start and end dates, and then click the report format that you would like to download.

TO GENERATE EITHER OF THESE REPORTS:

1. **Log in** to the Education Desktop with administrative-level rights.
2. **Click the [School Administration](#) tab.**

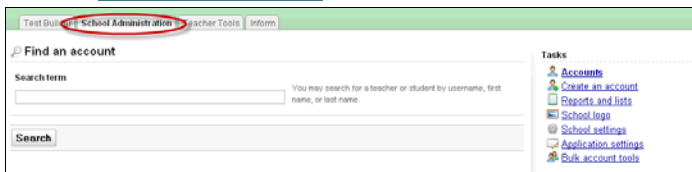


Figure 209: *School Administration* Tab

3. **Click on the [Reports and lists](#) link in the [Tasks](#) menu.**

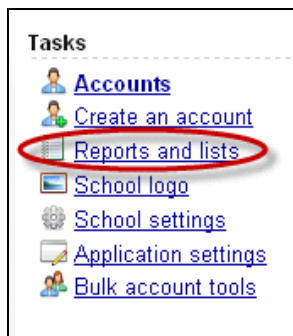


Figure 210: *Reports and Lists* Link in the *Tasks* Menu

4. The [School Reports](#) page will display.

School Reports

These reports require you to select a time period. Please select starting and ending date and then click the report format that you would like to download.

1. Select a date range

Start End

The correct format is MMDDYYYY




2. Select a report to download by clicking on the format you want.

Application Summary
This reports shows you how much each application has been used by all of the students and teachers in your school. [HTML](#) [CSV](#) [Excel](#)

User Activity Summary
This reports shows you which applications each person in your subscription used. [HTML](#) [CSV](#) [Excel](#)

Figure 211: School Reports Page

5. [Under 1. Select a date range](#), click in the field for [Start](#) and either **type** the start date in MM/DD/YYYY format, or **select** the day from the dynamic calendar. Repeat this process for the [End](#) date.

6. Click the  link, the  link or the  link to generate printable reports in any of those formats. Each report will open in a separate browser window, or in the chosen application associated with that file format.

SCHOOL LOGO



Your logo will be displayed on the top left corner of the Education Desktop. You may upload an image of any size; if the logo is very large, it will automatically be resized to a maximum of 300 x 300 pixels. **The logo must be in .gif, .png, or .jpg format.**

To upload a school logo graphic to be displayed on your Education Desktop:

1. **Log in** to the Education Desktop with administrative-level rights.
2. Click the [School Administration](#) tab.

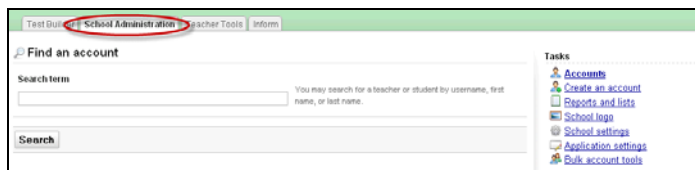


Figure 212: School Administration Tab

- Click on the [School logo](#) link in the [Tasks](#) menu.

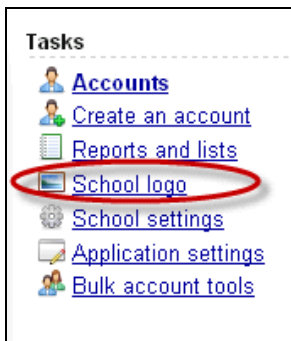


Figure 213: *School Logo* Link in the *Tasks* Menu

- The [School logo](#) page will display.



Figure 214: *School Logo* Page

- Click the button and locate the logo graphic file on your computer.
- Select the file and click the button.
- Click the button.
- A confirmation page will display.

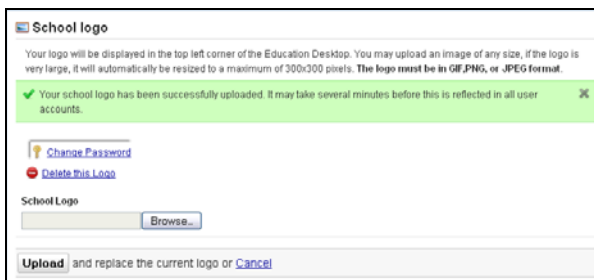


Figure 215: *School Logo Upload Confirmation* Page

- From this page, you have the option to [Change Password](#), [Delete this Logo](#), or upload another logo.

SCHOOL SETTINGS



Some parts of the Education Desktop can be customized for your school.

TO CHANGE YOUR SCHOOL SETTINGS:

- Log in to the Education Desktop with administrative-level rights.
- Click the [School Administration](#) tab.

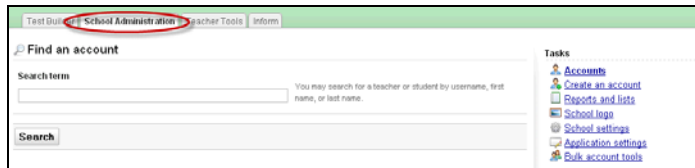


Figure 216: School Administration Tab

- Click on the [School settings](#) link in the [Tasks](#) menu.

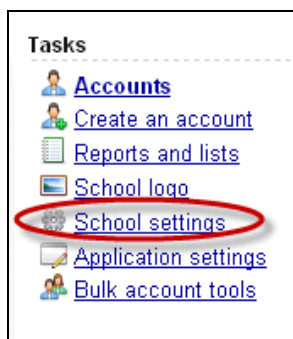


Figure 217: School Settings Link in the Tasks Menu

- The [School settings](#) page will display.

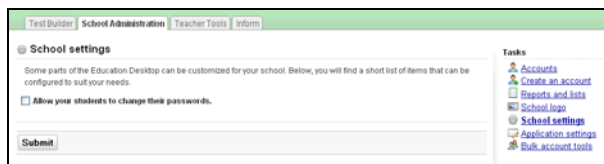


Figure 218: School Settings Page

5. Click the checkbox to select the option to [Allow your students to change their passwords](#).
6. Click the button to save these changes.

BULK ACCOUNT TOOL

The [Bulk Account tool](#) allows you to create new accounts and delete existing accounts in bulk using .csv or .txt files.

CREATE NEW ACCOUNTS

Creating a large batch of users is easy. You should first prepare a file with a spreadsheet program that matches one of the two file formats shown. Then save this file as a .csv file type, and then upload it here. To create accounts from a file:

1. **Log in** to the Education Desktop with administrative-level rights.
2. Click the [School Administration](#) tab.

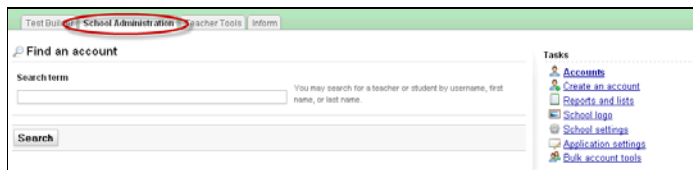


Figure 219: School Administration Tab

3. Click on the [Bulk account tools](#) link in the [Tasks](#) menu.

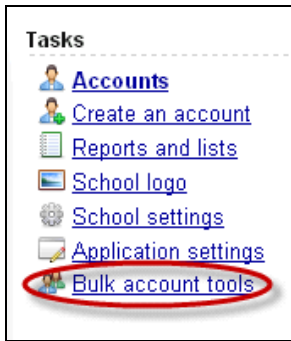


Figure 220: Bulk Account Tools Link in the Tasks Menu

4. The [Bulk account tools](#) page will display.

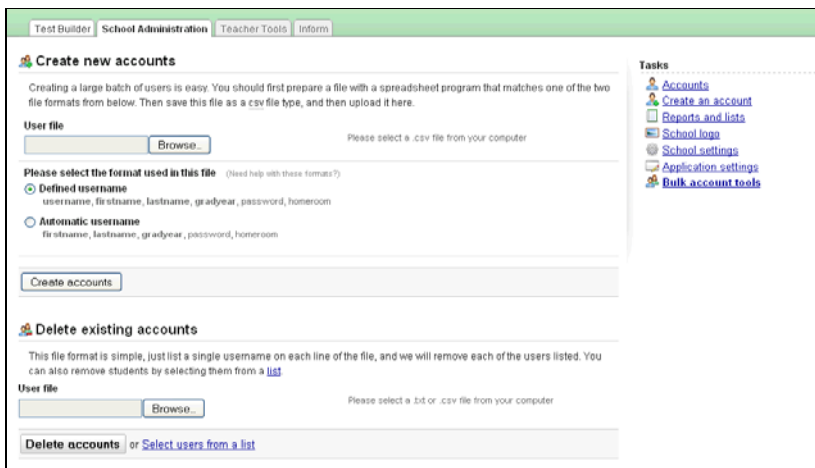


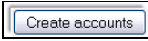


Figure 221: Bulk Account Tools Page

5. The supported file formats are as follows:

- a. Defined username
 - i. username
 - ii. firstname
 - iii. lastname
 - iv. gradyear
 - v. password (optional)
 - vi. homeroom (optional)
- b. Automatic username

- i. firstname
 - ii. lastname
 - iii. gradyear
 - iv. password (optional)
 - v. homeroom (optional)
6. Click the  button under [User file](#) to locate the .csv file on your computer.
7. Select the file and click the  button.
8. Click the  button.
9. The [New accounts created](#) confirmation page will display.

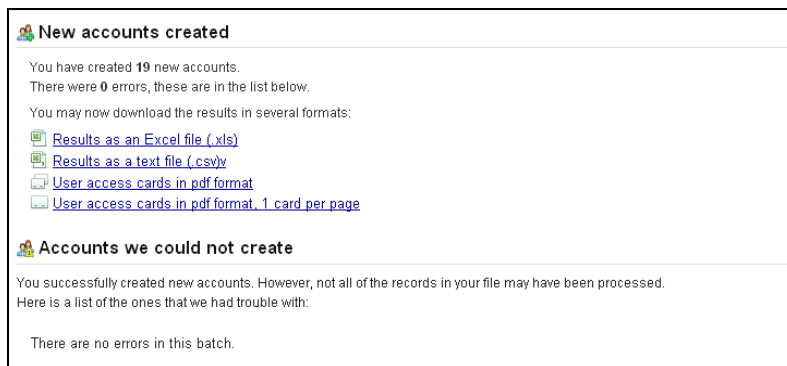


Figure 222: *New Accounts Created* Confirmation Page

10. From this page, you can print the results in either an .xls (Excel) or .csv (spreadsheet) file, or print user access cards in .pdf (Acrobat) format, one card per page.

DELETE EXISTING ACCOUNTS:



Deleting existing accounts is simple. By creating a .txt or .csv file listing a single username on each line and uploading the file, each user in the list will be removed.

TO DELETE EXISTING ACCOUNTS:

1. **Log in** to the Education Desktop with administrative-level rights.
2. Click the [School Administration](#) tab.

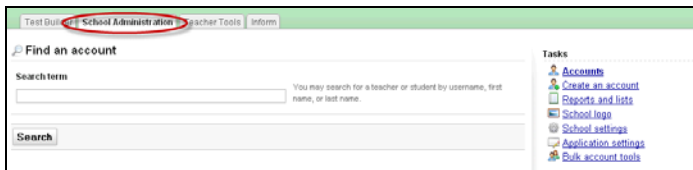


Figure 223: School Administration Tab

3. Click on the [Bulk account tools](#) link in the [Tasks](#) menu.

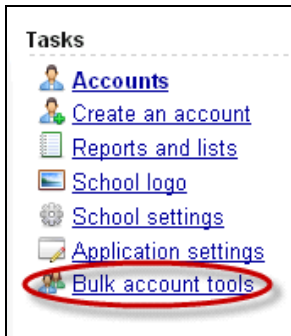


Figure 224: Bulk Account Tools Link in the Tasks Menu

4. The [Delete existing accounts](#) page will display.



Figure 225: Delete Existing Accounts Page

5. Click the button under [User file](#) to locate the .csv file on your computer.
6. Select the file and click the button.
7. Click the button.
8. A confirmation page will display.

Additionally, you can delete accounts by selecting from a list.

1. Click on the link.

- The [Select accounts to delete](#) page will display.

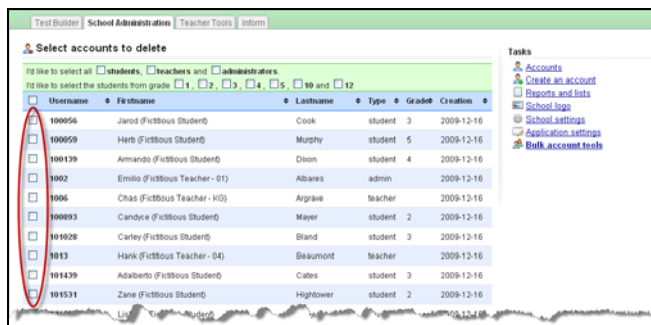


Figure 226: Select Accounts to Delete Page

- Click the individual checkbox next to the desired username(s), or check the *select all* boxes designed to select by students, teachers, administrators, and grade.
- Click the button.
- A confirmation page will display. From here you can delete more accounts, create new accounts or return to the home page.

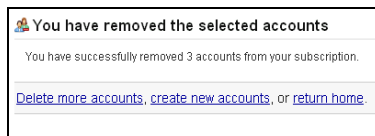


Figure 227: Delete Accounts Confirmation Page

TEACHER TOOLS

From the [Teacher Tools](#) tab, available to both teachers and administrators, you can access student records, edit and create classes, and manage links and resources that can be made available on the Education Desktop.

Click on the [Teacher Tools](#) tab.

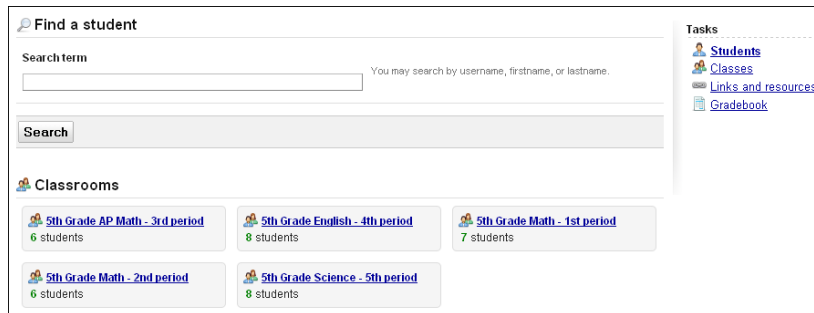


Figure 228: *Teacher Tools* Tab

The view will default to the [Find a student](#) page, which is the first link under the [Tasks](#) menu on the right side of the page. The functions available under the [Tasks](#) menu are as follows:

1. [Students](#)
2. [Classes](#)
3. [Links and resources](#)
4. [Gradebook](#)

STUDENTS




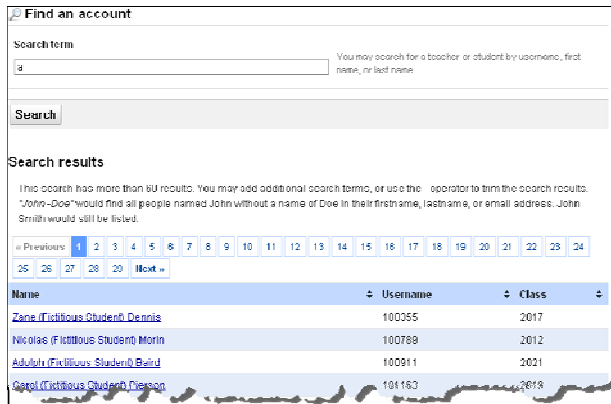
TO FIND A STUDENT AND ACCESS ACCOUNT SETTINGS

1. Click on the [Teacher Tools](#) tab.
2. The [Find a student](#) page will display.



Figure 229: *Find a Student* page

3. Click in the [Search term](#) text field and **type** all or part of a user's first name, last name or username.
4. Click the  button.
5. The [Search results](#) page will display.



Find an account

Search term: You may search for a teacher or student by username, first name, or last name.

Search

Search results

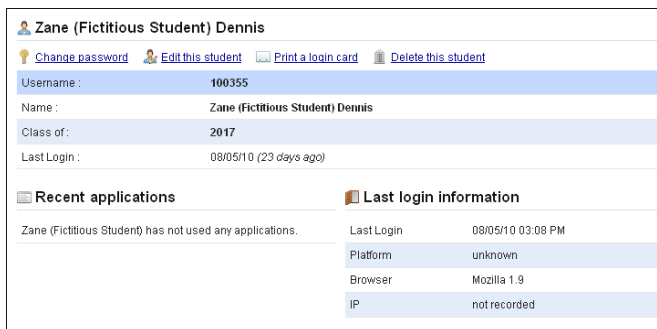
This search has more than 80 results. You may add additional search terms, or use the operator to trim the search results. "John-Doe" would find all people named John without a name of Doe in their first name, last name, or email address. John Smith would still be listed.

Previous: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

Name	Username	Class
Zane (Fictitious Student) Dennis	100355	2017
Nicolas (Fictitious Student) Morin	100789	2012
Aduldy (Fictitious Student) Beld	100911	2021
Carol (Fictitious Student) Denson	101163	2018

Figure 230: Search Results Page

6. Click on the [blue hyperlinked](#) name in the *Search results* window to access the desired account settings.



Zane (Fictitious Student) Dennis

[Change password](#) [Edit this student](#) [Print a login card](#) [Delete this student](#)

Username: 100355

Name: Zane (Fictitious Student) Dennis

Class of: 2017

Last Login: 08/05/10 (23 days ago)

Recent applications **Last login information**

Zane (Fictitious Student) has not used any applications.


Last Login	08/05/10 03:08 PM
Platform	unknown
Browser	Mozilla 1.9
IP	not recorded

Figure 231: Student Account Settings

CHANGING A STUDENT'S PASSWORD

1. Click the [Teacher Tools](#) tab. Click on the [Change Password](#) link in the student properties.
2. **Enter** and confirm the new password.



3. Click the  button.

CLASSES



Use this tool to create and manage classes or groups of students. First, you can use the “create a new class” link to make a new class. You can then place students from your school into this class. Don't forget that you can filter the student list by grade to help find the students you are looking for.

TO CREATE AND EDIT CLASSES:

1. Click the [Teacher Tools](#) tab.
2. Click on the [Classes](#) link in the [Tasks](#) menu.
3. The [Class management](#) page will display.

Your classes		5th Grade AP Math - 3rd period	
5th Grade AP Math - 3rd period	Add students	Edit class roster	Delete classroom
5th Grade English - 4th period	Assignments		
5th Grade Math - 1st period	Students	Username	
5th Grade Math - 2nd period	Rodrigo Annarummo	student010	
5th Grade Science - 5th period	Milissa Anthis	student011	
New classroom	Kareem Bagovo	student012	
	Dara Baham	student013	
	Freddie Balkus	student014	
	Ariana Barbier	student015	
	Senteo Roster	Excel Roster	

Figure 232: Class Management Page

CREATE A NEW CLASS



1. Click on the [+ New classroom](#) link.
2. Click in the *Classroom name* text field and **type** the class name.

Create a new class

Classroom name
 A unique name for this group of students.

or [Cancel](#)

Figure 233: Name the Class

3. Click the button.
4. The new class will appear under the *Your classes* section of the *Class management* page.

Your classes

[5th Grade AP Math - 3rd period](#)
[5th Grade English - 4th period](#)
[5th Grade Math - 1st period](#)
[5th Grade Math - 2nd period](#)
[5th Grade Science - 5th period](#)
[5th Grade Social Studies](#)
[+ New classroom](#)

5th Grade Social Studies

[Add students](#) [Delete classroom](#) [Assignments](#)

Students ↕ **Username** ↕

This class does not have any students.

Figure 234: New Class Added

5. Click on the [Add students](#) link to **add** students to the new class.
6. Click the *Show me students from* drop-down arrow and select the desired grade.
 Click the button to display the student list.

7. Click the checkbox next to the desired student's name(s).

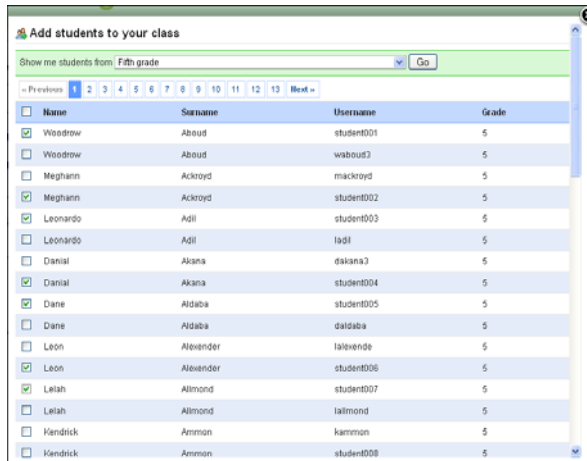


Figure 235: Add these Students

8. Click the button to add the selected students to the class. Click on the [Cancel](#) link to cancel the operation.
9. A confirmation message will display.

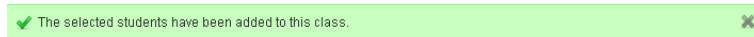


Figure 236: Confirmation message

EDIT AN EXISTING CLASS



TO ADD STUDENTS TO A CLASS:

1. Click the [blue hyperlinked](#) name of the desired class.



Figure 237: Edit an Existing Class

2. Click on the [Add students](#) link to **add** students to the class.
3. Click the checkbox next to the desired student's name(s).

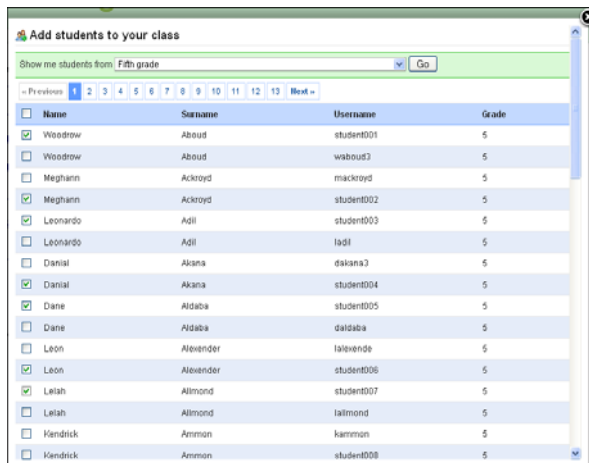


Figure 238: Add these Students

4. Click the button.
5. A confirmation message will display.

TO REMOVE STUDENTS FROM A CLASS:

1. Click the [blue hyperlinked](#) name of the desired class.

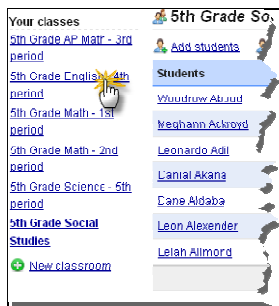


Figure 239: Edit an Existing Class

2. Click on the [Edit class roster](#) link to **remove** students from the class.
3. Click the checkbox next to the desired student's name(s).

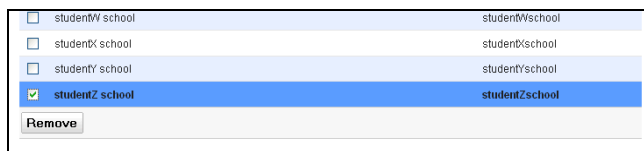


Figure 240: Add these Students

4. Click the **Remove these students** button.
5. A confirmation message will display.

TO EDIT OR ADD ASSIGNMENTS FROM A CLASS:

1. Click the [blue hyperlinked](#) name of the desired class.

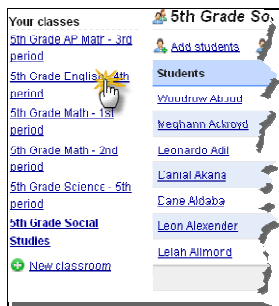


Figure 241: Edit an Existing Class

2. Click on the [Assignments](#) link.
3. The test assignments for that class will display.

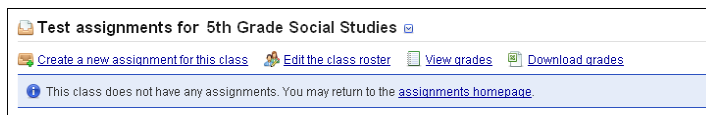


Figure 242: Class test assignments

4. Click on the [Create a new assignment for this class](#) link and follow the process for assigning a test to this class.
5. Click on the [Edit the class roster](#) link and follow the process for adding or removing students from this class.
6. Click on the [View grades](#) link to view the test grades for this class.
7. Click on the [Download grades](#) link to save an Excel spreadsheet of the class test grades to your hard drive.

LINKS & RESOURCES



1. Click the [Teacher Tools](#) tab.
2. Click on the [Links and resources](#) link in the [Tasks](#) menu.
3. The [Manage links and resources](#) page will display.



Figure 243: *Manage Links and Resources* Page



4. Click in the [Add a new link](#) text field and **type** the URL of the desired link.
5. Click in the [Title](#) text field and **type** the desired name of the link that will display on the Education Desktop.
6. Click the drop-down arrow  next to [Class](#) and **select** the desired class.
7. Click the  button.
8. The shared link will display under the [Manage links and resources](#) section.



Figure 244: *Links and resources* Page

APPENDIX A

SCANNING – ANSWER SHEET INFORMATION

PRE-PRINTED ANSWER SHEETS CURRENTLY SUPPORTED BY LIMELIGHT

Form (Item) #	Description
245695	Primary Answer Sheet
245699	Multiple Choice 200 Question Answer Sheet
245677	Multiple Choice 200 Question Alternating (5 Options), response labels "ABCDE" (odd-number test items) and "FGHJK" (even-numbered test items)
271815	Multiple Choice 200 Alternating (4 Options), response labels "ABCD" (odd-number test items) and "FGHJ" (even-numbered test items)
245696	Intermediate Answer Sheet - 50 Questions

Forms can be previewed and/or ordered at <http://store.scantron.com>.

