

# Edmentum™ Assessments



## User Guide

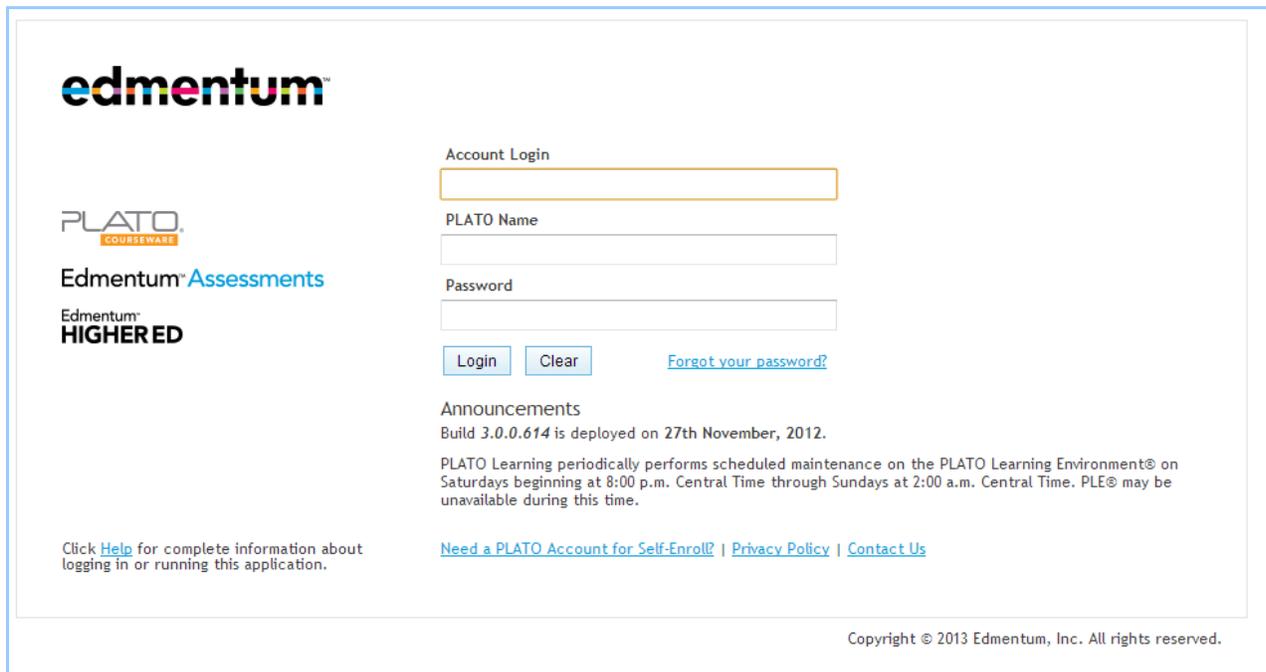
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# 1. Logging into Edmentum Assessments

You can log into Edmentum Assessments in one of two roles: account administrator or instructor. An account administrator can access all the features of Edmentum Assessments, while an instructor can manage only learner-related applications.

The Edmentum Assessments URL (<http://ple.platoweb.com/>) takes you to the login screen.



**edmentum™**

PLATO  
COURSEWARE

Edmentum™ Assessments

Edmentum  
**HIGHERED**

Account Login

PLATO Name

Password

Login Clear [Forgot your password?](#)

Announcements

Build 3.0.0.614 is deployed on 27th November, 2012.

PLATO Learning periodically performs scheduled maintenance on the PLATO Learning Environment® on Saturdays beginning at 8:00 p.m. Central Time through Sundays at 2:00 a.m. Central Time. PLE® may be unavailable during this time.

Click [Help](#) for complete information about logging in or running this application.

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Follow these steps to log in:

1. Enter your Account Login. This code (for example, CHSD) identifies your organization's account.
2. Enter your Plato Name. The Plato Name identifies an individual user.
3. Enter your password.
4. Click Login. (Note that clicking the Clear button clears all fields.) The Security Settings page displays. Security Settings is a new feature that allows you to reset your password if you happen to forget it.
5. On the Security Settings page, enter the following details:
  - ❖ Choose a question that you will remember to answer correctly.
  - ❖ Enter the answer to the question.
  - ❖ Enter your email address.

- Click the Save and Apply button to save your settings, or click the Skip Setup button to proceed without applying security settings.

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**Edmentum™ Assessments**

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### Security Settings

We have implemented a new security feature that will allow you to reset your password in case you ever happen to forget it. In order for this feature to work correctly we require that you complete the options below.

Choose a question that you would remember the answer to  
 --Select a question--

Enter the answer to the question

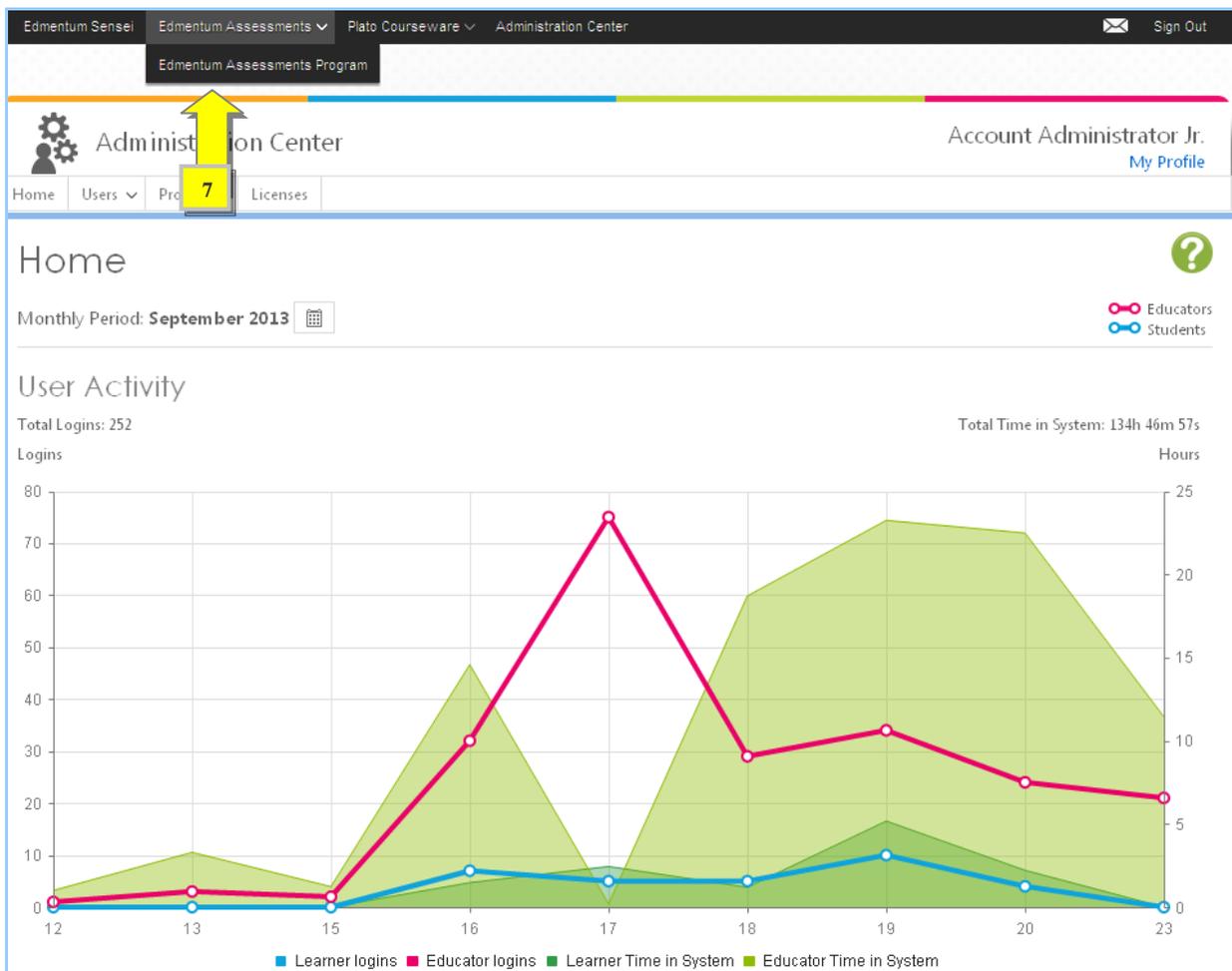
Enter your email address

Save and Apply Skip Setup

Click [Help](#) for complete information about logging in or running this application.

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- Go to the Edmentum Assessments link in the header and select an Edmentum Assessment program.



## 2. Edmentum Assessments Home Page

### a. Learner Activities

Under Learner Activities, use the drop-down menu to display a list of all learners with incomplete assessments or a list of inactive learners who have not logged in for more than 10 days.

The screenshot shows the Edmentum Assessments Home Page. The top navigation bar includes Home, My Learners, My Assignments, Assessments Catalog, Reports, and Settings. The user is identified as Account Administrator Jr. with a My Profile link. The main content area is titled 'Home' and features a 'Learner Activities' section. A yellow arrow points to a drop-down menu in the 'View by' section of 'Learner Activities', which is currently set to 'Learners with Incomplete Assessments'. The menu options are 'Learners with Incomplete Assessments' (highlighted in green) and 'Learner Inactivity'. Below the menu is a list of learners with their names, roles, and due dates. To the right, there is a 'Learner Time on Task for all Active Assignments' section. It has a 'View by' drop-down menu set to 'All Instructors' and a date range of 'This Week' (Week of 9/15/2013 - 9/21/2013). A bar chart shows the total time spent on task for each day of the week. The Y-axis is labeled 'Hours' and ranges from 0 to 0.35. The X-axis is labeled 'Days' and includes Sun, Mon, Tue, Wed, Thu, and Fri. The chart shows a bar for Monday at approximately 0.33 hours and a bar for Wednesday at approximately 0.05 hours.

Day	Hours
Sun	0.00
Mon	0.33
Tue	0.00
Wed	0.05
Thu	0.00
Fri	0.00

### b. Learner Time on Task for all Active Assignments

In the Learner Time on Task for All Active Assignments section, instructors can see the amount of time their learners have spent on course assignments. The account administrator can use the View by drop-down menus to see this information for each instructor or for all instructors. Administrators can also make graphic comparisons.

### c. Scoring Notifications

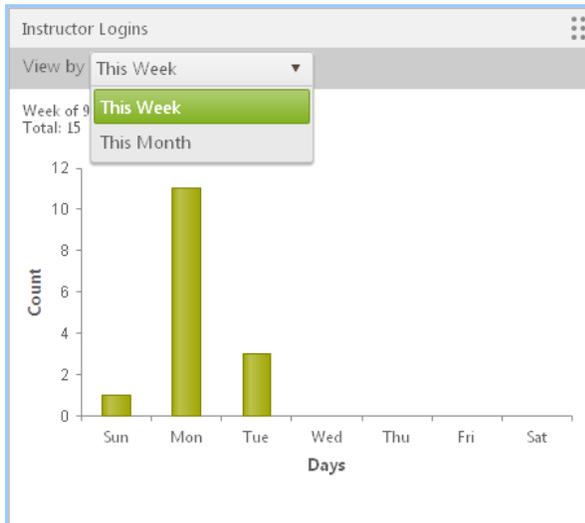
In the Scoring Notifications section, instructors and account administrators can see alerts for items their students have submitted.

### d. Instructor Inactivity

In the Instructor Inactivity section, you can see a list of all instructors and administrators who have not logged into the program for more than 10 days. By default, this list is displayed in descending order of number of days of inactivity (i.e., the most inactive users top the list). Only account administrators can view Instructor Inactivity.

### e. Instructor Logins

The Instructor Logins section keeps count of the number of times instructors log into Edmentum Assessments. This feature is available only to administrators. It displays the information in the form of graphs. The administrator can see the number of instructor logins weekly or monthly by clicking the drop-down arrow and selecting This Week or This Month. The administrator can also roll the mouse arrow over the graph bar to see the number of logins on specific dates.



### f. Edmentum Assessments Tabs



The home page has five tabs that provide access to Edmentum Assessments tools.

#### My Learners



Using the My Learners tab, you can create an assignment, which involves adding learners to the assignment, selecting an assessment, and setting the parameters for the assignment. Use the Filter feature to search for learners and the Actions menu to monitor the progress of a learner.

#### My Assignments



Use the My Assignments tab to manage your assignments. You can create new assignments, add learners to an assignment, and view assignment details.

## Assessments Catalog

### Assessments Catalog

Using the Assessments Catalog tab, you can manage Accucess, Test Packs, and Custom Tests. You can assign these tests to learners and also create new custom tests.

## Reports

### Reports

The Reports tab provides a list of reports to help you monitor learners' performance and progress. You can access the following reports:

- ❖ Assessment Strengths and Needs
- ❖ Assessment Progress by Test Series
- ❖ Accucess Results
- ❖ Learner Daily Usage
- ❖ List of Assessment Scores
- ❖ Learner Progress
- ❖ Assessment Item Response

## Settings

### Settings

Only account administrators can see and access the Settings tab and its features. On the Settings page, the Time Zone section allows administrators to set a consistent time zone for all users, with the option of automatically adjusting for daylight saving times.

**Note:** Click the Reset Changes button to reset your settings.

g. My Profile

Click the My Profile link at the top-right corner of the home page to view your profile or make changes to the following information:

- ❖ First Name
- ❖ Middle Name
- ❖ Last Name
- ❖ Email
- ❖ Grade
- ❖ SIS ID
- ❖ Federal ID
- ❖ Plato Name

The screenshot shows the Edmentum Assessments interface. At the top, there's a navigation bar with 'Edmentum Sensei', 'Edmentum Assessments', 'Plato Courseware', and 'Administration Center'. On the right, there are links for 'Seehive' and 'Sign Out'. Below this, the user is identified as 'Account Administrator Jr.' with a 'My Profile' link highlighted in a yellow box. The main content area is titled 'Home' and features two panels. The left panel, 'Learner Activities', is set to 'View by Learners with Incomplete Assessments' and lists several assignments with due dates. The right panel, 'Learner Time on Task for all Active Assignments', is set to 'View by All Instructors' and 'This Week', showing a bar chart for the week of 9/15/2013 - 9/21/2013 with a total of 00:23:00. The chart shows activity on Monday (approx. 0.33 hours) and Wednesday (0.05 hours).

To choose the page to load when you log in, click the View to Show on Login drop-down arrow and select a view.

The screenshot shows the 'Login Credentials & Settings' form. The 'View to Show on Login' dropdown menu is open, showing 'Edmentum Sensei - Alerts View' as the selected option, which is highlighted by a yellow arrow. Below this, the 'Plato Name' field contains 'adminSRT122' and has an information icon. At the bottom, there is a 'Reset Password' button.

You can reset your password in the Login Credentials & Settings section.

Follow these steps to reset your password:

1. Click the Reset Password button **Reset Password**.
2. Type a new password into the Password and Confirm Password fields.
3. Click the drop-down arrow in the Security Question field and select a question from the list.
4. Enter your answer to the selected question in the Your Answer field.
5. Click the Save & Close button to save and exit the page, or click the Save & Continue button if you wish to continue.

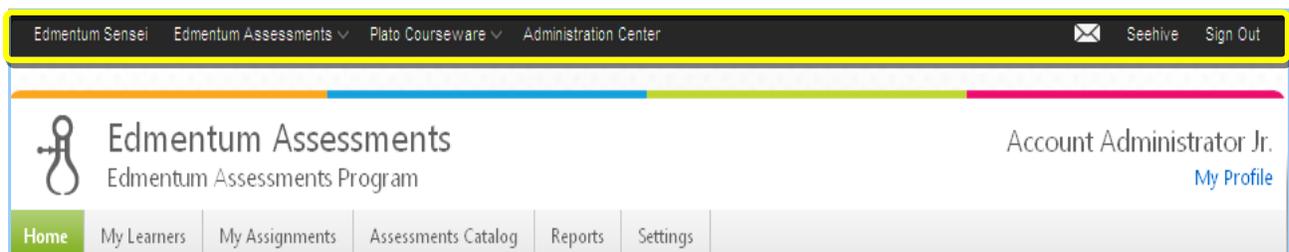
The screenshot shows a password reset form with the following elements and callouts:

- Callout 2:** Points to the Password and Confirm Password input fields. A red error message "Enter a password" is visible above the Password field.
- Callout 3:** Points to the Security Question dropdown menu, which currently displays "What is your maternal grandmother's ma...".
- Callout 4:** Points to the Your Answer input field.
- Callout 5:** Points to the Save & Close button at the bottom of the form.

Other form elements include a Cancel button and a Save & Continue button.

#### h. The Header Toolbar

The black Header Toolbar at the top of the home page provides links to Edmentum Sensei, Edmentum Assessments, Administration Center, Sensei Messaging, and Seehive, as well as the other products your program has purchased.



#### Edmentum Sensei

Edmentum Sensei provides notifications and updates about learners' activities on the Alerts page. You can also send and receive messages using the Messages tab. The Sensei page helps you keep track of all learner activities on the Students tab.

**Administration Center**

The Administration Center link is available only to account administrators. It allows administrators to create and manage programs and users. It is also where account managers assign licenses.

**Sensei Messaging**

Clicking the white envelope icon  takes you to the Edmentum Sensei Messages page.

**Seehive**

Click the Seehive link for access to the Edmentum community, where you can give feedback and interact with other members.

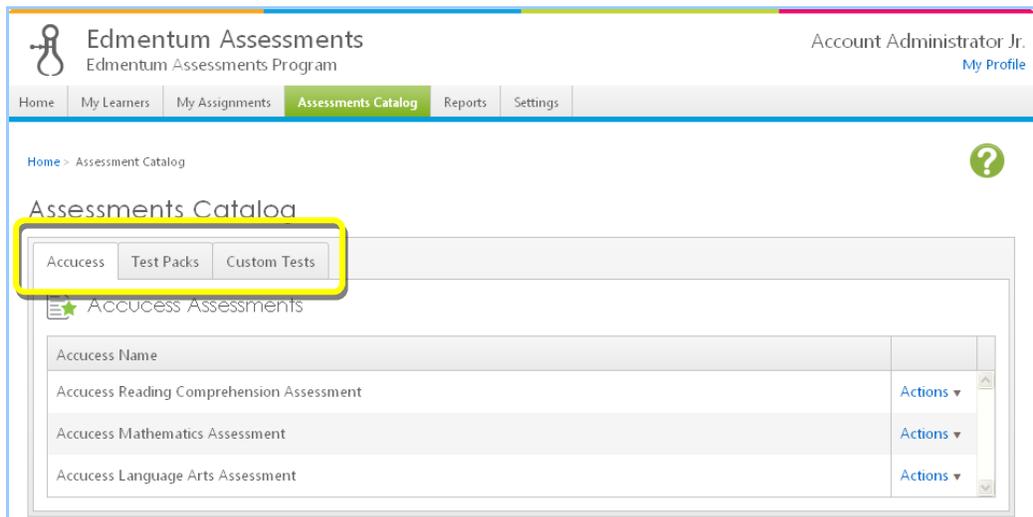
**Sign Out**

Click the Sign Out link to log out of Edmentum Assessments.

## 3. Edmentum Assessments Structure

### a. Overview

Best practices in assessments and testing call for a variety of activities to evaluate student learning. Multiple data points more accurately present an evaluation of students' strengths and needs. Some assessment activities also serve as learning activities to provide authentic learning and assessment opportunities. These activities are designed to encourage higher-order cognitive thinking, and most focus on real-world applications and/or twenty-first-century skills.

**Accuaccess**

Accuaccess is a diagnostic assessment solution that is used to evaluate the knowledge and skills of learners before they begin an instructional unit or semester.

**Test Packs**

Test Packs are sets of tests that help evaluate learner progress. Test Packs assessments are also used in creating prescription assignments that are primarily used to address the needs of the individual learner. To create prescription assignments, the score that the learner receives on a Test Pack assessment is taken and correlated to the content associated with that assessment. Then a prescription is created that contains only content that the learner struggled with on the assessment.

**Custom Tests**

Custom Tests help administrators and instructors use Test Packs to create their own tests for learners.

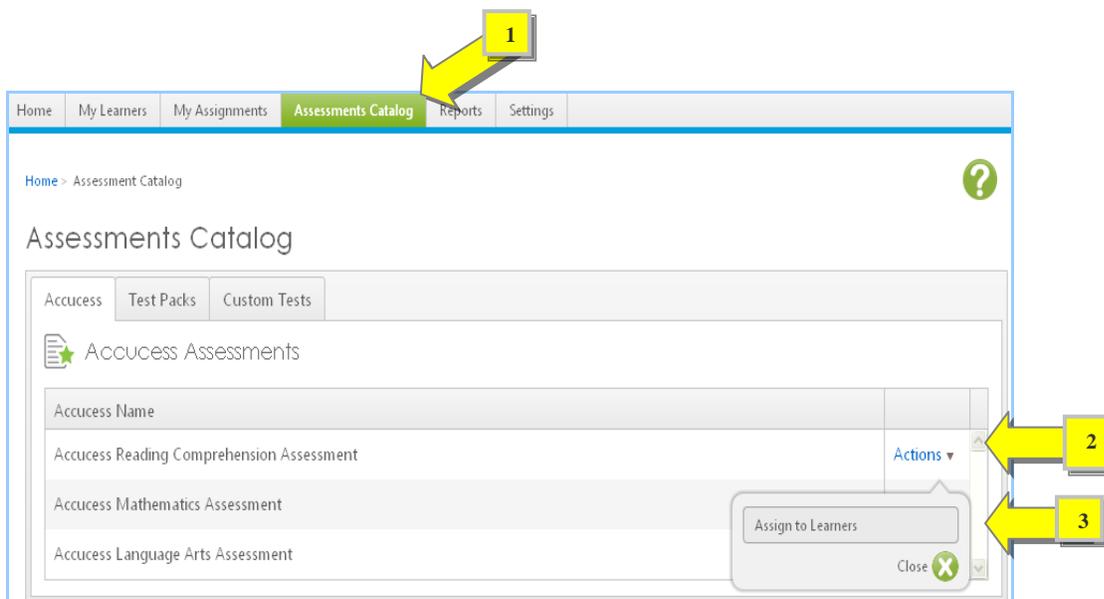
**b. Accucess**

Accucess is an online diagnostic assessment solution that allows instructors and schools to quickly place students on grade level in reading, writing, and mathematics. Based on the results of these assessments, learners are prescribed Plato Courseware to fill any learning gaps. In this way, Accucess personalizes learning for individual students or an entire class.

Educators can use Accucess to evaluate learner knowledge and skills before beginning an instructional unit or semester. They can use the evaluation to determine areas that need special emphasis and focus.

**Follow these steps to assign an Accucess test to learners:**

1. Click the Assessments Catalog tab at the top of the home page.
2. Click the Action button next to the name of the Accucess test that you want to assign.
3. Select the Assign to Learners option.



4. On the Create Assignment page, check the boxes next to the names of learners you want to assign the Accucess test to.
5. Click the Next button at the top-right corner of the page.

The screenshot shows the 'Create Assignment' interface. At the top, it says 'Step 1: Select Learner(s)'. Below this is a search bar and a 'Learners' section. On the left, there is a 'Filters' section with a 'GRADE' slider. The slider is currently set to '12', and a yellow arrow labeled '4' points to it. Below the slider are 'Apply Filters' and 'Reset Filters' buttons. The main area is a table of learners with columns for 'Last Name', 'First Name', 'Plato Name', and 'Grade'. The first row is checked, and a yellow arrow labeled '5' points to the 'Next' button in the top right corner. At the bottom, there are navigation controls and a '10 items per page' dropdown.

<input type="checkbox"/>	Last Name ▲	First Name ▼	Plato Name ▼	Grade
<input checked="" type="checkbox"/>	ALEXANDER	KETURAH	KALEXANDER11763	12
<input type="checkbox"/>	Axelman	Allen	AllenA	10
<input type="checkbox"/>	Brooks	Brian	BrianB	10
<input type="checkbox"/>	Carlson	Claire	ClaireC	11
<input type="checkbox"/>	Clarke	Maxine	ClarkeM	PS
<input type="checkbox"/>	D'arrikaD	McNeil	McNeilD'arrikaD	5
<input type="checkbox"/>	Dent	Robert	RobertD	A
<input type="checkbox"/>	Donaldson	Dana	DanaD	11
<input type="checkbox"/>	Eggstad	Ellen	EllenE	7
<input type="checkbox"/>	Forrester	Franklin	FranklinF	7

Step 2: Set Assignment Parameters  
Step 3: Review and Assign

6. Under the Set Assignment Parameters section, enter the following details:
  - ❖ Assignment Name
  - ❖ Instructor
  - ❖ Instructions
  - ❖ Start Date
  - ❖ Due Date
7. Select the Start Grade and Target Grade levels by moving the slider to the left or right.
8. Select the Auto-activate Prescription option if you want a prescription to be automatically assigned after a learner completes the test.
9. Select the Automatically Generate Pre-test option to automatically generate pre-tests for learners.
10. Use the drop-down menu to select the number of times a learner can attempt the mastery test before it is locked.
11. Click the Next button.

**Create Assignment** Cancel ?

Step 1: Select Learner(s)

**Step 2: Set Assignment Parameters** ◀ Back Next ▶

**Assignment Name\*** \* Required  
 English Assignment

**Instructor**  
 Administrator Jr., Account ← 6

**Instructions**  
 [Text Area]

**Start Date\***  
 09/19/2013 [Calendar Icon]

**Due Date**  
 09/20/2013 [Calendar Icon]

**Start Grade and Target Grade Levels** ← 7  
 K 1 2 3 4 5 6 7 8 9 10 11 12 G PS A

Auto-activate prescription when Learner completes the assignment. ← 8

Automatically generate pre-test. ← 9

**Number of tries before Mastery Test is Locked:**  
 Unlimited ← 10

Step 3: Review and Assign

12. Review the assignment details. If you'd like to edit any information, click the Back button. When you have finished, click the Create Assignment button to complete the process.

**Create Assignment** Cancel ?

Step 1: Select Learner(s)

Step 2: Set Assignment Parameters

**Step 3: Review and Assign** ◀ Back

**Assignment Name:** English Assignment

**Instructor:** Administrator Jr., Account

**Assignment Content:** Accuaccess Reading Comprehension Assessment

**Start Date:** 09/19/2013 **Due Date:** 09/20/2013

**Auto Activate Prescription:** Yes

**Instructions:**  
 ..

**Learners to Receive Assignment:**  
 ALEXANDER, KETURAH (KALEXANDER11...)

← 13 → **Create Assignment**

### c. Test Packs

In the Test Packs section, you can perform three tasks: assign a test to learners, view tests, and create custom versions of the tests.

Follow these steps to assign a test to learners:

1. Click the Assessments Catalog tab.
2. On the Assessments Catalog page, click the Test Packs option.
3. Click the arrow next to the Plato Common Core Fixed Benchmark Test Pack to display a list of tests.
4. Click the arrow next to the test that you want to assign to learners.
5. Click the Actions button next to the test edition and select the Assign to Learners button from the drop-down menu.

The screenshot displays the Edmentum Assessments Program interface. At the top, the user is identified as 'Account Administrator Jr.' with a 'My Profile' link. The navigation bar includes 'Home', 'My Learners', 'My Assignments', and 'Assessments Catalog' (highlighted with a yellow arrow and '1'). Below the navigation bar, the breadcrumb trail shows 'Home > Assessment Catalog'. The main content area is titled 'Assessments Catalog' and features a 'Test Packs' tab (highlighted with a yellow arrow and '2'). Under 'Test Packs', the 'PLATO Common Core Fixed Benchmark Test Pack' is expanded (highlighted with a yellow arrow and '3'). This pack contains several test editions, with the first two being '2nd Grade Common Core Math Fixed Benchmark Tests' (highlighted with a yellow arrow and '4'). The first edition, '2nd Grade Common Core Math Fixed Benchmark Test (Test 1) Edition 1', has an 'Actions' dropdown menu open (highlighted with a yellow arrow and '5'). The menu options are 'Assign to Learners', 'View Test', and 'Create Custom Version', with a 'Close' button at the bottom.

6. Select the check boxes next to learners you want to assign the test to.
7. Click the Next button at the top-right corner of the page.

## Create Assignment ?

👤 Step 1: Select Learner(s)
7 ➔ Next ▶

👤 Learners

Filters

GRADE

6
➔

K 1 2 3 4 5 6 7 8 9 10 11 12 G PS A

Apply Filters
Reset Filters

<input type="checkbox"/>	Last Name ▲	First Name	Plato Name	Grade
<input checked="" type="checkbox"/>	ALEXANDER	KETURAH	KALEXANDER11763	12
<input type="checkbox"/>	Axelman	Allen	AllenA	10
<input type="checkbox"/>	Brooks	Brian	BrianB	10
<input type="checkbox"/>	Carlson	Claire	ClaireC	11
<input type="checkbox"/>	Clarke	Maxine	ClarkeM	PS
<input type="checkbox"/>	D'arrikaD	McNeil	McNeilD'arrikaD	5
<input type="checkbox"/>	Dent	Robert	RobertD	A
<input type="checkbox"/>	Donaldson	Dana	DanaD	11
<input type="checkbox"/>	Eggstad	Ellen	EllenE	7
<input type="checkbox"/>	Forrester	Franklin	FranklinF	7

⏪ 1 2 ⏩

10 items per page

1 - 10 of 13 items

⚙️ Step 2: Set Assignment Parameters
✔️ Step 3: Review and Assign

8. Enter these assignment details:
  - ❖ Assignment Name
  - ❖ Instructor
  - ❖ Instructions
  - ❖ Start Date
  - ❖ Due Date
9. Select the check box to auto-activate a prescription when a learner completes the assigned test.
10. Click the drop-down arrow to set the number of times learners can attempt the mastery test before it locks. Then click the Next button.

**Create Assignment** ?

Step 1: Select Learner(s)

**Step 2: Set Assignment Parameters**

◀ Back   Next ▶

**Assignment Name\*** \* Required

**Instructor**

Administrator Jr., Account ← 8

**Instructions**

**Start Date\***

09/19/2013

**Due Date**

Auto-activate prescription when Learner completes the assignment. ← 9

**Number of tries before Mastery Test is Locked:**

Unlimited ← 10

Step 3: Review and Assign

11. Review the assignment details. If you want to edit any information, click the Back button. Click the Create Assignment button when you're ready to complete the process.

### Create Assignment ?

Step 1: Select Learner(s)

Step 2: Set Assignment Parameters

**Step 3: Review and Assign**

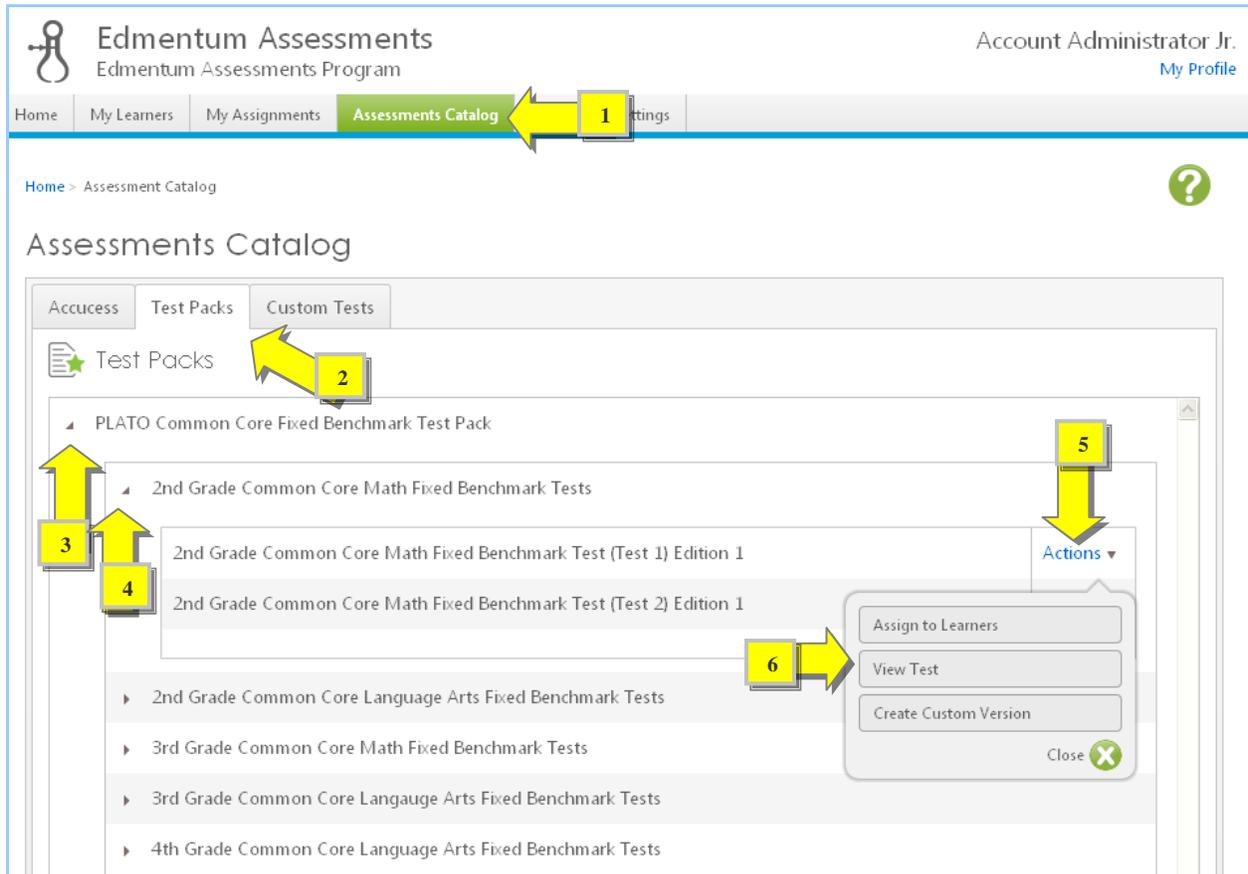
[← Back](#)

<p><b>Assignment Name:</b> English Assignment</p> <p><b>Instructor:</b> Administrator Jr., Account</p> <p><b>Assignment Content:</b> 2nd Grade Common Core Math Fixed Benchmark Test (Test 1) Edition 1</p> <p><b>Start Date:</b> 09/19/2013    <b>Due Date:</b> 09/20/2013</p> <p><b>Auto Activate Prescription:</b> Yes</p> <p><b>Instructions:</b> --</p>	<p><b>Learners to Receive Assignment:</b></p> <div style="border: 1px solid #ccc; padding: 5px;"><p>ALEXANDER, KETURAH (KALEXANDER11...</p></div>
--	---

**11** [Create Assignment](#)

Follow these steps to view a test:

1. Click the Assessments Catalog tab.
2. On the Assessments Catalog page, click the Test Packs option.
3. Click the arrow next to the Plato Common Core Fixed Benchmark Test Pack to display a list of tests.
4. Click the arrow next to the test that you want to view.
5. Click the Actions button next to the test edition.
6. Select the View Test option from the drop-down menu. All available information about the test displays.



Follow these steps to create a custom version of a test:

1. Click the Assessments Catalog tab.
2. On the Assessments Catalog page, click the Test Packs option.
3. Click the arrow next to the Plato Common Core Fixed Benchmark Test Pack to display a list of tests.
4. Click the arrow next to the test that you want to view.
5. Click the Actions button next to the test edition.
6. Select the Create Custom Version option from the drop-down menu.

The screenshot displays the Edmentum Assessments Program interface. At the top, the user is identified as 'Account Administrator Jr.' with a 'My Profile' link. The navigation menu includes 'Home', 'My Learners', 'My Assignments', 'Assessments Catalog' (highlighted), 'Reports', and 'Settings'. The main content area shows the 'Assessments Catalog' page with a breadcrumb 'Home > Assessment Catalog'. A yellow arrow labeled '1' points to the 'Assessments Catalog' tab. Below the navigation, there are tabs for 'Test Packs' and 'Custom Tests'. A yellow arrow labeled '2' points to the 'Test Packs' tab. Under 'Test Packs', there is a list of test packs. A yellow arrow labeled '3' points to the expand/collapse arrow next to the 'PLATO Common Core Fixed Benchmark Test Pack'. This pack is expanded to show a list of tests. A yellow arrow labeled '4' points to the expand/collapse arrow next to the '2nd Grade Common Core Math Fixed Benchmark Tests' test. This test is expanded to show two editions: '2nd Grade Common Core Math Fixed Benchmark Test (Test 1) Edition 1' and '2nd Grade Common Core Math Fixed Benchmark Test (Test 2) Edition 1'. A yellow arrow labeled '5' points to the 'Actions' button next to the first edition. The 'Actions' dropdown menu is open, showing options: 'Assign to Learners', 'View Test', and 'Create Custom Version'. A yellow arrow labeled '6' points to the 'Create Custom Version' option. The menu also includes a 'Close' button with an 'X' icon. A green question mark icon is visible in the top right corner of the main content area.

7. You can click the View Test button if you'd like to see the test.
8. Enter a name for your custom test in the Test Name field.
9. Select the check boxes next to the tests that you want to include in your custom test.
10. Select the Publish check box at the bottom of the page if you want to make the test available to all instructors.
11. Click the Create button to complete the process.

The screenshot shows the 'Create Custom Test' interface. At the top, there is a green header with the text 'Configure Your Custom Test' and a help icon. Below this, the 'Test Name' field contains the text 'Geometry', with a yellow callout box labeled '8' pointing to it. To the right of the 'Test Name' field is a 'View Test' button, with a yellow callout box labeled '7' pointing to it. Below the 'Test Name' field is a section titled 'Test Packs - Select categories from within a Test'. Under this section, there is a list of test packs. The first pack is '2nd Grade Common Core Math Fixed Benchmark Test (Test 1) Edition 1'. Below this pack is a list of standards with checkboxes: 'Measurement and Data 2.MD.1 - 2.MD.10', 'Geometry 2.G.1 - 2.G.3', 'Operations and Algebraic Thinking 2.OA.1 - 2.OA.4', and 'Number and Operations in Base Ten 2.NBT.1 - 2.NBT.9'. A yellow callout box labeled '9' points to the 'Geometry 2.G.1 - 2.G.3' checkbox, which is checked. At the bottom of the interface, there is a 'Publish' checkbox with the text 'Publish - Makes test available to all Instructors', with a yellow callout box labeled '10' pointing to it. To the right of the 'Publish' checkbox are 'Create' and 'Cancel' buttons, with a yellow callout box labeled '11' pointing to the 'Create' button. In the bottom left corner, there is a pagination control showing '1' of 1 items per page, with a yellow callout box labeled '10' pointing to it.

#### d. Custom Tests

Administrators and instructors can create custom tests for their learners.

Follow these steps to create a custom test:

1. Click the Assessments Catalog tab.
2. On the Assessments Catalog page, click the Custom Tests tab.
3. In the Custom Tests section, click the Create a Custom Test button.

The screenshot displays the Edmentum Assessments Program interface. At the top, the user is logged in as 'Account Administrator Jr.' with a 'My Profile' link. The navigation menu includes 'Home', 'My Learners', 'My Assignments', 'Assessments Catalog', and 'Reports'. A yellow arrow labeled '1' points to the 'Assessments Catalog' tab. Below the navigation, the 'Assessments Catalog' page is shown with a breadcrumb 'Home > Assessment Catalog' and a help icon. The 'Assessments Catalog' section has three tabs: 'Accesses', 'Test Packs', and 'Custom Tests'. A yellow arrow labeled '2' points to the 'Custom Tests' tab. Under the 'Custom Tests' tab, there is a search bar, a 'Filters' section with a 'CREATOR' dropdown set to 'All Instructors', and 'Apply Filters' and 'Reset Filters' buttons. A table header for 'Custom Tests' is visible, with a 'Create a Custom Test' button at the top left. A yellow arrow labeled '3' points to this button. The table columns are 'Assessment Name', 'Published', and 'Created by'. The table content area is empty, displaying the message 'There are no Custom Tests to display.'

4. On the Create Custom Test page, enter the name of your custom test in the Test Name field.
5. Click the arrow next to the Plato Common Core Fixed Benchmark Test Pack and select a test from the Test Packs list.
6. You can click the View Test button if you'd like to see the test.
7. Select the Publish check box at the bottom of the page if you want to make the test available to all instructors.
8. Click the Create button to complete the process.

The screenshot shows the 'Create Custom Test' interface. At the top, there is a green header with a question mark icon. Below the header, the 'Test Name' field contains 'Geometry Test', with a yellow arrow and the number '4' pointing to it. Underneath, the 'Test Packs' section is titled 'Test Packs - Select categories from within a Test' and contains a single entry: 'PLATO Common Core Fixed Benchmark Test Pack'. A yellow arrow and the number '5' point to the expand/collapse arrow next to this entry. At the bottom left, there is a 'Publish' checkbox with the text 'Publish - Makes test available to all Instructors', with a yellow arrow and the number '7' pointing to it. At the bottom right, there are 'Create' and 'Cancel' buttons, with a yellow arrow and the number '8' pointing to the 'Create' button. A navigation bar at the bottom of the main content area shows '1' in a circle, '10 items per page', and '1 - 1 of 1 items'.

## 4. Creating and Managing Assignments

### a. How To Create an Assignment

The My Assignments tab helps instructors and administrators create assignments for learners.

Follow these steps to create an assignment:

1. Click the My Assignments tab.
2. On the My Assignments page, click the Create an Assignment button in the Assignments section.

Edmentum Sensei Edmentum Assessments Plato Courseware Administration Center Seehive Sign Out

Edmentum Assessments  
Edmentum Assessments Program Account Administrator J My Prof

Home My Learners **My Assignments** Assessments Catalog Reports Settings

Home > My Assignments

My Assignmen

Search

Assignments

Create an Assignment

Assignment Name ▲	Assignment Content ▼	
Algebra	Accuaccess Mathematics Assessment	Actions ▼
Language Arts	Accuaccess Language Arts Assessment	Actions ▼
Language Assignment	6th Grade Common Core Language Arts Fixed B...	Actions ▼
Math	Accuaccess Mathematics Assessment	Actions ▼
Maths Assignment	2nd Grade Common Core Math Fixed Benchmar...	Actions ▼
Plato	Accuaccess Reading Comprehension Assessment	Actions ▼
Plato Assignment	Accuaccess Reading Comprehension Assessment	Actions ▼
Plato Assignment1	Accuaccess Reading Comprehension Assessment	Actions ▼
Plato Assignments	Accuaccess Reading Comprehension Assessment	Actions ▼

Filters

SUBJECT  
All Subjects ▼

INSTRUCTOR  
All Instructors ▼

TYPE  
All Types ▼

Apply Filters Reset Filters

3. On the Create Assignment page, click the check boxes next to the learners who will receive the assignment.
4. Click the Next button at the top-right corner of the page.

## Create Assignment ?

Step 1: Select Learner(s)
Next

**Filters**

GRADE

K 1 2 3 4 5 6 7 8 9 10 11 12 G PS A

**3**

Apply Filters    Reset Filters

**Learners**

<input type="checkbox"/>	Last Name	First Name	Plato Name	Grade
<input type="checkbox"/>	ALEXANDER	KETURAH	KALEXANDER11763	12
<input type="checkbox"/>	Axelman	Allen	AllenA	10
<input checked="" type="checkbox"/>	Brooks	Brian	BrianB	10
<input type="checkbox"/>	Carlson	Claire	ClaireC	11
<input type="checkbox"/>	Clarke	Maxine	ClarkeM	PS
<input type="checkbox"/>	D'arrikaD	McNeil	McNeilD'arrikaD	5
<input type="checkbox"/>	Dent	Robert	RobertD	A
<input type="checkbox"/>	Donaldson	Dana	DanaD	11
<input type="checkbox"/>	Eggstad	Ellen	EllenE	7
<input type="checkbox"/>	Forrester	Franklin	FranklinF	7

1 2

items per page

1 - 10 of 13 items

Step 2: Select Assessment
 Step 3: Set Assignment Parameters
 Step 4: Review and Assign

5. Select an assessment and click the Next button to continue.

**Create Assignment** ?

Step 1: Select Learner(s)

**Step 2: Select Assessment**

◀ Back Next ▶

Accucess Test Packs Custom Tests

★ Accucess Assessment

	Accucess Name
<input checked="" type="radio"/>	Accucess Reading Comprehension Assessment
<input type="radio"/>	Accucess Mathematics Assessment
<input type="radio"/>	Accucess Language Arts Assessment

⚙️ Step 3: Set Assignment Parameters

✔️ Step 4: Review and Assign

6. In the Set Assignment Parameters section, enter an assignment name in the Assignment Name field.
7. Select the name of the instructor from the Instructor drop-down menu. This option is available only to administrators.
8. Enter any instructions for learners in the Instructions field.
9. Click the calendar icon to set the Start and Due dates.
10. Select the grade levels in the Start Grade and Target Grade levels by moving the slider left or right.
11. Select the check box to auto-activate a prescription when a learner completes the assigned test.
12. Select the check box to automatically generate pretests for learners.
13. Click the drop-down arrow to set the number of times learners can attempt the mastery test before it locks. Then click the Next button.

## Create Assignment ?

Step 1: Select Learner(s)

Step 2: Select Assessment

Step 3: Set Assignment Parameters

◀ Back Next ▶

**Assignment Name\*** \* Required

 ← 6

**Instructor**

 ← 7

**Instructions**

 ← 8

**Start Date\***

 ← 9

**Due Date**

 ← 9

**Start Grade and Target Grade Levels**

← 10

Auto-activate prescription when Learner completes the assignment. i

Automatically generate pre-test. i

**Number of tries before Mastery Test is Locked:**

✔ Step 4: Review and Assign

14. Review the assignment details. If you need to edit any information, click the Back button.
15. Click the Create Assignment button to complete the process.

**Create Assignment** ?

Step 1: Select Learner(s)

Step 2: Select Assessment

Step 3: Set Assignment Parameters

**Step 4: Review and Assign**

14 → Back

**Assignment Name:** English Assignment

**Instructor:** Schaefer, Stephanie

**Assignment Content:** Accucess Reading Comprehension Assessment

**Start Date:** 09/23/2013 **Due Date:** --

**Auto Activate Prescription:** Yes

**Instructions:** --

**Learners to Receive Assignment:**

Brooks, Brian (BrianB)

15 → Create Assignment

If a Test Pack contains an instructor-graded assessment item, such as constructed response, the instructor will see an additional checkbox on the Create Assignment Step 3 page. To include the Instructor-Graded items in the assignment, check this box. (This option is unchecked by default.)

**Create Assignment** Show me

Step 1: Select Learner(s)

Step 2: Select Assessment

**Step 3: Set Assignment Parameters**

← Back Next →

**Assignment Name\*** \* Required

Test Pack CCSS English 9

**Instructor**

Administrator, Account

**Instructions**

Include Instructor-Graded Assessment Items in Scoring. ?

Auto-activate prescription when Learner completes the assignment. ?

**Number of tries before Mastery Test is Locked:**

Unlimited

Step 4: Review and Assign

b. Managing Assignments

**Editing Assignment Details**

Follow these steps to change the details of an assignment after it is created:

1. Go to the My Assignments page.
2. In the Assignment Name section, click the name of the assignment that you want to edit, or click the Action button next to the assignment and select the View Assignment Details option.

The screenshot displays the Edmentum Assessments interface. At the top, the user is logged in as 'Account Administrator J' with a 'My Profile' link. The navigation bar includes 'Home', 'My Learners', 'My Assignments' (highlighted), 'Assessments Catalog', 'Reports', and 'Settings'. The main content area is titled 'My Assignments' and features a search bar and a 'Create an Assignment' button. On the left, there are filter sections for 'SUBJECT' (All Subjects), 'INSTRUCTOR' (All Instructors), and 'TYPE' (All Types), with 'Apply Filters' and 'Reset Filters' buttons. The main table lists assignments with columns for 'Assignment Name', 'Assignment Content', and 'Actions'. A yellow box highlights the 'Language Assignment' row, and a yellow arrow points to the 'Language Assignment' text. A dropdown menu is open for the 'Actions' button of this row, showing options for 'View Assignment Details' and 'Add Learner'.

Assignment Name ▲	Assignment Content ▼	Actions ▼
Algebra	Accuaccess Mathematics Assessment	Actions ▼
Language Arts	Accuaccess Language Arts Ass	Actions ▼
Language Assignment	6th Grade Common Core La	View Assignment Details Add Learner Close X
Math	Accuaccess Mathematics Asses	Actions ▼
Maths Assignment	2nd Grade Common Core Math Fixed Benchmar...	Actions ▼
Plato	Accuaccess Reading Comprehension Assessment	Actions ▼
Plato Assignment	Accuaccess Reading Comprehension Assessment	Actions ▼
Plato Assignment1	Accuaccess Reading Comprehension Assessment	Actions ▼
Plato Assignments	Accuaccess Reading Comprehension Assessment	Actions ▼

3. In the Assignment Settings section, click the Edit button.

Edmentum Assessments  
Edmentum Assessments Program

Account Administrator Jr.  
[My Profile](#)

Home | My Learners | **My Assignments** | Assessments Catalog | Reports | Settings

Home > My Assignments > Assignment Progress

### Algebra Progress

**Assignment Settings**

**Assignment Content**  
Accuaccess Mathematics Assessment

**Assignment Name**  
Algebra

**Instructions**  
--

**Edit** 3

**Starting Grade Level:** K  
**Target Grade Level:** Adult  
**Auto-activate prescription:** On  
**Number of tries before Mastery Test is Locked:** 3

**Learners Assessment Progress**

Complete (1)

**Learners with this Assignment**

Learner Name ^	Assessment	Prescription	Last Activity
▶ Brooks, Brian (BrianB)	✔	<input type="text" value=""/> 0%	09/16/2013

◀ ◁ 1 ▷ ▶ 10 items per page 1 - 1 of 1 items

- On the Assignment Progress page, make changes in the appropriate fields and click the Save button to apply your settings.

The screenshot shows the Edmentum Assessments interface. At the top, the user is identified as 'Account Administrator Jr.' with a 'My Profile' link. The navigation menu includes 'Home', 'My Learners', 'My Assignments' (highlighted), 'Assessments Catalog', 'Reports', and 'Settings'. The breadcrumb trail is 'Home > My Assignments > Assignment Progress'. The main heading is 'Algebra Progress'. Below this, there are two main sections: 'Assignment Settings' and 'Learners Assessment Progress'. The 'Assignment Settings' section includes fields for 'Assignment Content' (Accucess Mathematics Assessment), 'Assignment Name' (Algebra), and 'Instructions'. It also has checkboxes for 'Auto-activate prescription' (checked) and a dropdown for 'Number of tries before Mastery Test is Locked' (set to 3). There are 'Save' and 'Cancel' buttons. The 'Learners Assessment Progress' section shows a blue circle representing progress, with a label 'Complete (1)'. Below these sections is a section titled 'Learners with this Assignment' with an 'Add Learners' button. A yellow arrow points to this button, which has a '4' next to it. Below the button is a table with columns: 'Learner Name', 'Assessment', 'Prescription', and 'Last Activity'. The table contains one entry for 'Brooks, Brian (BrianB)' with a green checkmark in the 'Assessment' column, a progress bar at 0% in the 'Prescription' column, and the date '09/16/2013' in the 'Last Activity' column. At the bottom, there are pagination controls showing '10 items per page' and '1 - 1 of 1 items'.

### Adding Learners

For information about adding learners, see the [How to add learners to an assignment](#) section.

### Previewing Prescription Content

To preview the content (tutorial, application, or mastery test) of a student’s prescription, follow the steps for **Editing Assignment Details** to get to the **Assignments Progress** page.

1. On the Assignments Progress page, click the name of a learner.
2. From the learner’s assignment results, click on the Prescription Detail tab.
3. Any activity with View next to it can be launched to preview the content.

Test 1 Details Test 2 Details Prescription Details

Deactivate Lock

**Status:** In Progress

**Progress:** 4%

**Time on Task:** 00:01:57

**Completion Date:** --

**Start Date:** 10/03/2013

**Due Date:** --

[Edit](#)

**Modules Mastered:** 1 out of 26

**Average Time Per Module:** 00:01:57

**Average Time Per Completed Activity:** 00:01:57

**Current Module:** Understanding Ratio

Curriculum Title	Score	Time on Task	Status	
Prescription for 7th Grade Test Pack - 7th Grade Common Core ...	--	00:01:57		<a href="#">Actions</a> ▼
Making the Grade: Probability and Statistics: Math Problem Sol...	--	00:00:00		<a href="#">Actions</a> ▼
Making the Grade: Probability and Statistics: Math Problem...	--	00:00:00		<a href="#">View</a> <a href="#">Actions</a> ▼
Statistics for Quality: Probability and Statistics: Math Problem S...	--	00:00:00		<a href="#">Actions</a> ▼
Statistics for Quality: Probability and Statistics: Math Proble...	<a href="#">View</a>	--		<a href="#">Actions</a> ▼
Solving Addition and Subtraction Story Problems	--	00:00:00		<a href="#">Actions</a> ▼
Solving Addition and Subtraction Story Problems; Tutorial	<a href="#">View</a>	--		<a href="#">Actions</a> ▼
Solving Addition and Subtraction Story Problems: Practice	<a href="#">View</a>	--		<a href="#">Actions</a> ▼
Solving Addition and Subtraction Story Problems: Mastery ...	<a href="#">View</a>	--		<a href="#">Actions</a> ▼
Solving Addition and Subtraction Story Problems: Off-Line ...	<a href="#">View</a>	--		<a href="#">Actions</a> ▼

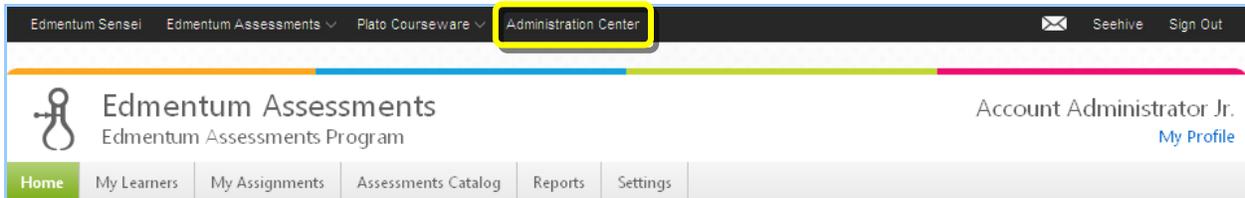
## 5. Managing Learners

### a. How to Create Users

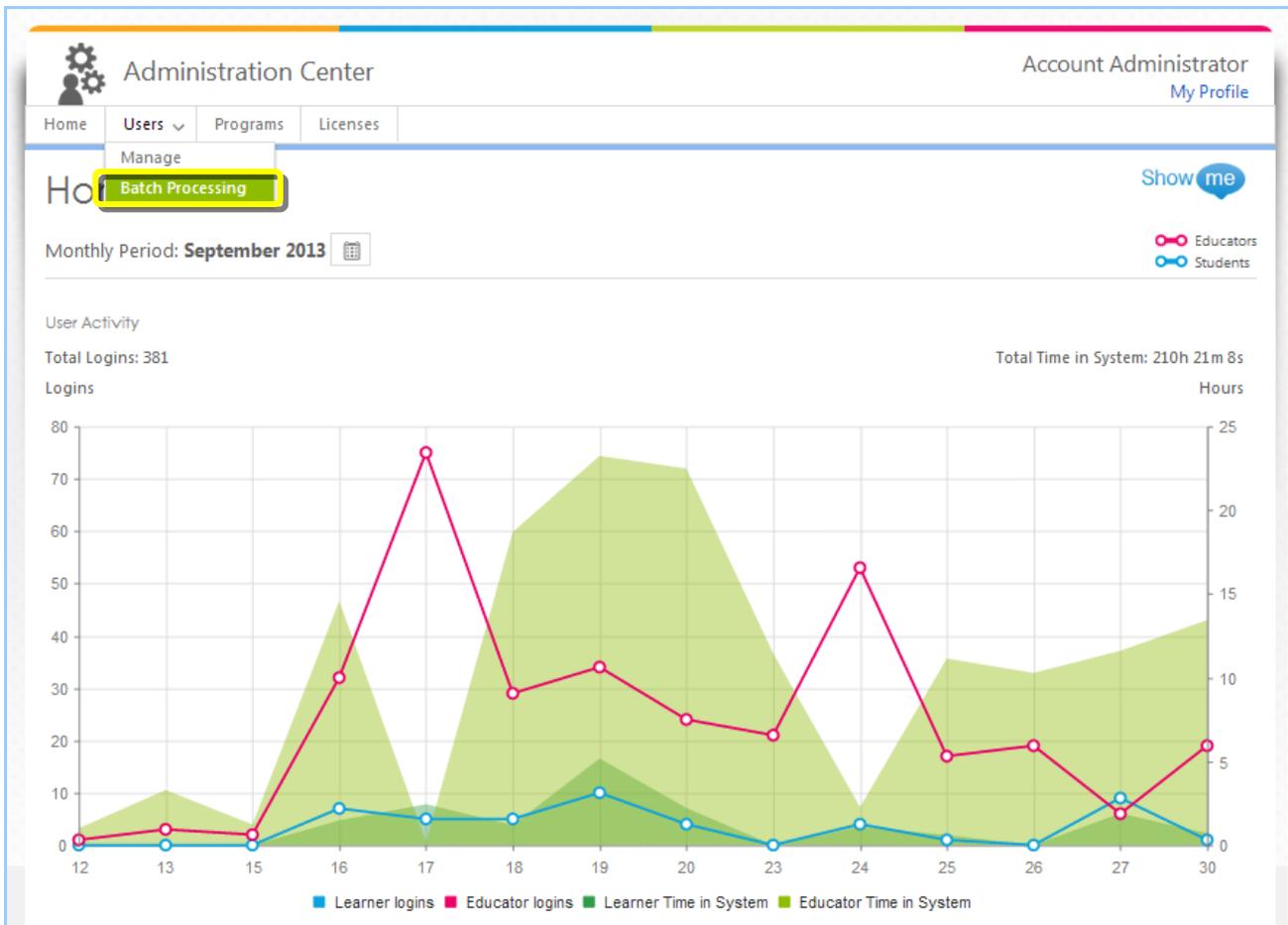
Only an Account Administrator or Program Administrator can create a new user, who can be a learner or an instructor.

Follow these steps to create a new user:

1. Click the Administration Center link at the top of the Edmentum Assessment home page.



2. On the Administration Center page, click the Users drop-down menu and select the Manage menu.



3. On the Manage Users page, click the Create a User button.

The screenshot shows the 'Administration Center' interface for an 'Account Administrator'. The main section is titled 'Manage Users' and includes a search bar and a 'Users in this Account' header. On the left, there are filter sections for 'LOCATION' (set to 'Any'), 'ROLES' (set to 'Any'), and 'GRADES' (with a range from K to 12 and G, P, S, A selected). The main area features a 'Group Actions' dropdown menu with 'Create a User' highlighted. Below this is a table of users with columns for 'Last Name', 'First Name', and 'Plato Name', and a pencil icon for editing each user.

<input type="checkbox"/>	Last Name	First Name	Plato Name	
<input type="checkbox"/>	Administrator	Account	adminSRT12	
<input type="checkbox"/>	Axelman	Allen	AllenA	
<input type="checkbox"/>	Brooks	Brian	BrianB	
<input type="checkbox"/>	Carlson	Claire	ClaireC	
<input type="checkbox"/>	Donaldson	Dana	DanaD	
<input type="checkbox"/>	Eggstad	Ellen	EllenE	

4. In the Personal Profile section, enter the following information:

- a) Required
  - ❖ System Role (Select the role from the drop-down menu.)
  - ❖ First Name
  - ❖ Last Name
  - ❖ Grade (Select a grade level from the drop-down menu.)
  
- b) Optional
  - ❖ Grant Program Administrator rights to an Instructor
  - ❖ Middle Name
  - ❖ Email
  - ❖ Gender
  - ❖ Date of Birth
  - ❖ SIS, State ID, and Federal ID

Cancel

**Create a User** \* Required

**Personal Profile**  
Enter the user's profile information.

**User Status\***  
Active

**System Role\***  
Instructor ← 4(a)

**Optional: Grant this instructor Program Administrator rights for the following programs:**  
*(A program administrator can create new users, assign licenses to learners, and manage the course catalog for designated programs.)*

- Plato Courseware Program
- Edmentum Assessments Program
- Apple Valley High School
- Apple Valley Middle School
- 8th grade - Jefferson Middle School

**First Name\***  
[Text Field] ← 4(a)

**Middle Name**  
[Text Field]

**Last Name\***  
[Text Field] ← 4(a)

**Email**  
[Text Field] ⓘ

**Gender**  
 Male  Female

**Date Of Birth**  
[Date Picker]

**Grade\***  
-- select a grade --

- In the Login Credentials section, enter this required information:
  - ❖ Plato Name (example: PlatoCourseware1)
  - ❖ Password
  - ❖ Password Confirmation

### Login Credentials

Enter the user's login credentials.

**Plato Name\***

 ⓘ

**Password\***

 ⓘ

**Confirm Password\***

 ⓘ

- In the Account Structure Locations section, select the location to assign to the user.
- Click the Save & Create Another User button to create another user, or click the Save & Close button if you have finished.

### Account Structure Locations

Select the location(s) in your account structure that you'd like to assign this user to.

Demo SRT Account 12

- Washington High School ← 6
- Jefferson Middle School
- Lincoln Elementary School

7 ↓

Save & Close Save & Create Another User Cancel

b. How to Add Learners to an Assignment

Follow these steps to add learners to an assignment:

1. Go to the My Assignments page.
2. Click the Action button next to the assignment you want to add learners to.
3. Select the Add Learner option from the drop-down list.

The screenshot displays the Edmentum Assessments interface. At the top, the user is identified as 'Account Administrator Jr.' with a 'My Profile' link. The navigation bar includes 'Home', 'My Learners', 'My Assignments' (highlighted), 'Assessments Catalog', 'Reports', and 'Settings'. The main content area is titled 'My Assignments' and features a search bar and a table of assignments. On the left, there are filter sections for 'SUBJECT' (All Subjects), 'INSTRUCTOR' (All Instructors), and 'TYPE' (All Types), along with 'Apply Filters' and 'Reset Filters' buttons. The table lists various assignments such as 'Algebra', 'Language Arts', 'Language Assignment', 'Math', 'Maths Assignment', 'Plato', 'Plato Assignment', 'Plato Assignment1', and 'Plato Assignments'. Each row has an 'Actions' dropdown menu. A yellow callout box labeled '2' points to the 'Actions' dropdown for the 'Algebra' assignment. Another yellow callout box labeled '3' points to the 'Add Learner' option in the dropdown menu for the 'Math' assignment.

Assignment Name	Assignment Content	Actions
Algebra	Accuaccess Mathematics Assessment	Actions
Language Arts	Accuaccess Language Arts Assessment	Actions
Language Assignment	6th Grade Common Core Language Arts Assessment	Actions
Math	Accuaccess Mathematics Assessment	Actions
Maths Assignment	2nd Grade Common Core Math Fixed Benchmark Assessment	Actions
Plato	Accuaccess Reading Comprehension Assessment	Actions
Plato Assignment	Accuaccess Reading Comprehension Assessment	Actions
Plato Assignment1	Accuaccess Reading Comprehension Assessment	Actions
Plato Assignments	Accuaccess Reading Comprehension Assessment	Actions

4. On the Add Learner(s) to Assignment page, select the learners to add by clicking the check boxes next to their names.
5. Click the Next button to continue.

### Add Learner(s) to Assignment ?

**Assignment Name:** Plato Assignment

**Assignment Content:** Accucess Reading Comprehension Assessment

🏠 Step 1: Select Learners to Add
Next ▶

Search

Filters

GRADE

K  1  2  3  4  5  6  7  8  9  10  11  12  PS  A

4

Apply Filters    Reset Filters

Learners

<input type="checkbox"/>	Last Name ▲ ▼	First Name ▼	Plato Name ▼	Grade
<input checked="" type="checkbox"/>	ALEXANDER	KETURAH	KALEXANDER11763	12
<input checked="" type="checkbox"/>	Axelman	Allen	AllenA	10
<input checked="" type="checkbox"/>	Carlson	Claire	ClaireC	11
<input checked="" type="checkbox"/>	Clarke	Maxine	ClarkeM	PS
<input checked="" type="checkbox"/>	D'arrikaD	McNeil	McNeilD'arrikaD	5
<input type="checkbox"/>	Dent	Robert	RobertD	A
<input type="checkbox"/>	Donaldson	Dana	DanaD	11
<input type="checkbox"/>	Eggstad	Ellen	EllenE	7
<input type="checkbox"/>	Forrester	Franklin	FranklinF	7
<input type="checkbox"/>	Ganes	Greta	GretaG	7

◀ 1 2 ▶▶
10 items per page
1 - 10 of 12 items

✔ Step 2: Set Dates, Review & Assign

6. In the Set Dates, Review & Assign section, click the calendar icons to set the start and due dates.
7. Click the Assign to Learners button to complete the process.

**Add Learner(s) to Assignment** ?

**Assignment Name:** Algebra  
**Assignment Content:** Accucess Mathematics Assessment

Step 1: Select Learners to Add  
Step 2: Set Dates, Review & Assign

← Back

**Assignment Name:** Algebra  
**Instructor:** Thompson, Rachel  
**Assignment Content:** Accucess Mathematics Assessment

**Start Date\*** 9/16/2013   **Due Date** 9/24/2013

**Learners to Receive Assignment:** \* Required

Axelman, Allen (AllenA)

Auto Activate Prescription: Yes

Instructions: --

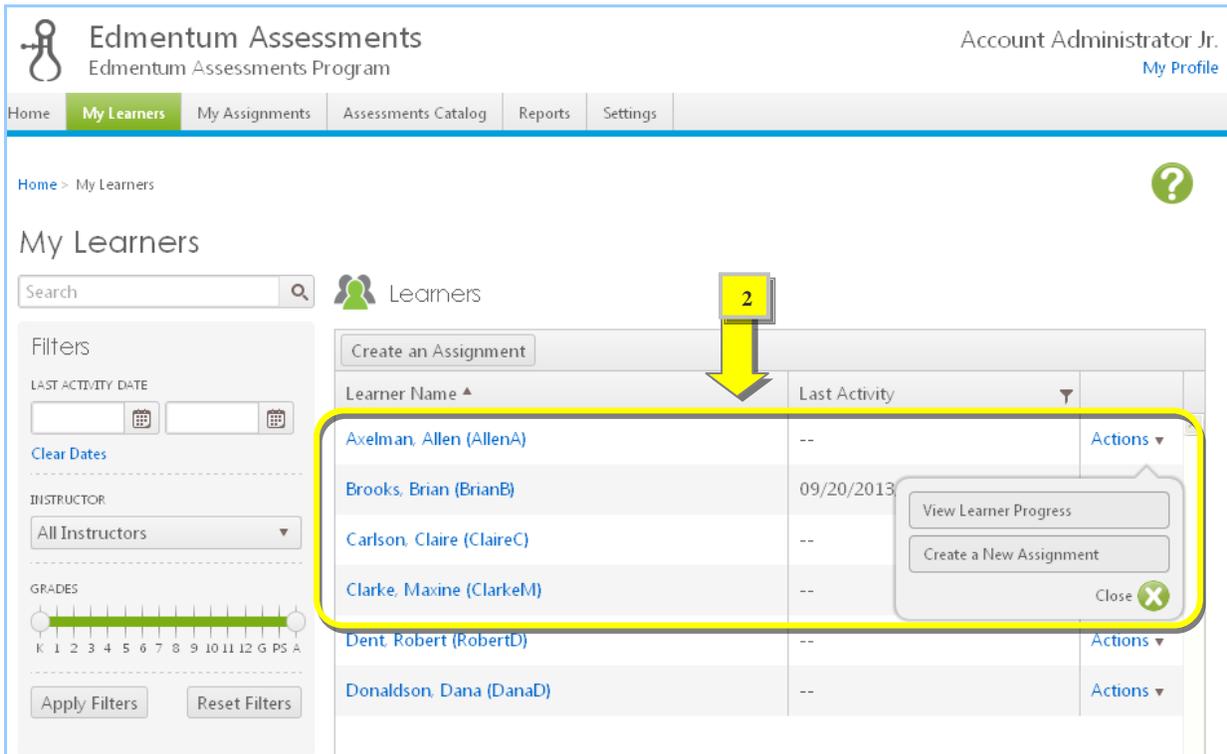
6

7

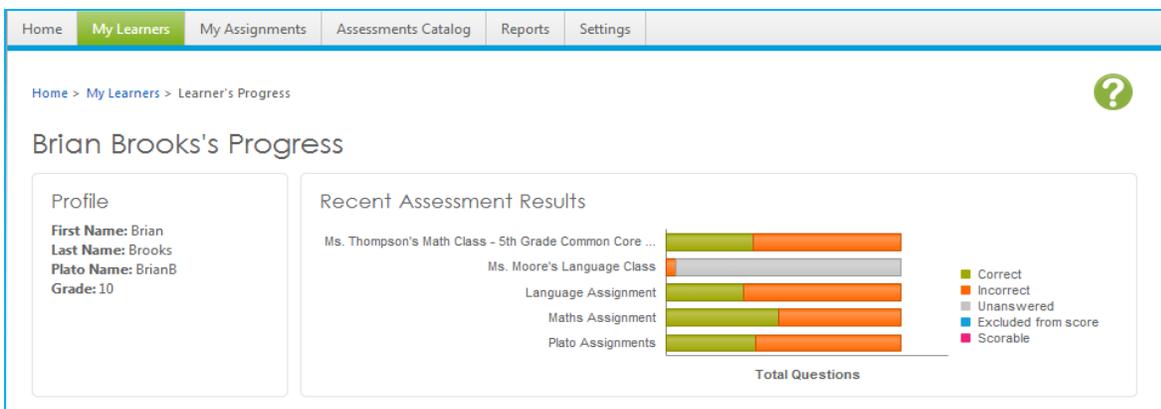
c. Learner Progress

Follow these steps to view the progress of a learner:

1. Go to the My Learners page.
2. Click the learner's name or click the Actions button next to the learner's name and select the View Learner Progress option from the drop-down menu.



On the learner's progress page, information is divided into three sections: Profile, Recent Assessment Results, and All Assignments. The Profile section displays the learner's first name, last name, Plato name and grade. The Recent Assessment Results section displays the learner's results on an assignment in bar graph form. Roll the mouse arrow over the bars to see the number of correct, incorrect, excluded, scorable, and unanswered questions.



The All Assignment section displays the details of all the learner's assignments. To view the complete assessment and prescription details of an assignment, click the arrow next to that assignment's name. You can click the Create an Assignment button in the All Assignment section to create a new assignment for the learner.

All Assignments

Create an Assignment

Assignment Name	Assessment	Prescription	Last Activity
▶ Ms. Moore's Language Class		n/a	09/27/2013
▾ Language Assignment		9%	09/20/2013

**Assessment**

Status: Completed

Time on Task: 00:09:22

Start Date: 09/27/2013

End Date: --

**Test Questions**

Total: 51

Correct: 17

Incorrect: 34

Unanswered: 0

**Prescription**

Status: In Progress

Time on Task: 00:02:08

Start Date: 09/20/2013

Due Date: --

Completion Date: --

Modules Mastered: 2 out of 23

Average Time Per Module: 00:02:08

Average Time Per Completed Activity: 00:01:14

**Reporting Categories**

Falls Far Below: 4

Approaches: 4

Meets: 2

Exceeds: 0

▶ Maths Assignment		0%	09/20/2013
▶ Plato Assignments		0%	09/18/2013
▶ Plato Assignment		0%	09/18/2013
▶ Algebra		0%	09/16/2013

## 6. Edmentum Assessments Reporting Overview

### a. Assessment Strengths and Needs

The Assessment Strengths and Needs Report provides administrators and instructors with information about student performance on a state test.

#### For a Learner

Follow these steps to generate an Assessment Strengths and Needs Report for a Learner:

1. Click the Reports tab.
2. In the Assessment Strengths and Needs section, click For a Learner.
3. Select a learner by clicking the button next to the learner's name. Then click the Next button.
4. Select an assignment by clicking the button next to the assignment name. Then click the Next button.
5. Select a performance category. Click the Edit Category button if you wish to make any changes to the category. You can change the number of categories, category names, and score range. Then click the Next button.
6. In the Review Selections and Set Output Options section, select a structure for your report, either by category or framework.
7. Select the output format of your report, either PDF or spreadsheet.
8. Click the Generate Report button.

Assessment Strengths and Needs By Learner and By Reporting Category		Generated by: Administrator Jr., Account		09/20/2013 05:25 AM (CST)	
<b>Assessment Strengths and Needs By Learner</b>					
6th Grade Common Core Language Arts Fixed Benchmark Test (Test 1) Edition 1					
Learner: Brooks, Brian			Display by: Reporting Category		
			Test Type: Administrative		
<b>Summary for &lt;Brooks, Brian&gt;</b>					
Did Not Meet Standards		Partially Meets Standards		Meets Standards	
(0% - 25%)		(26% - 50%)		(51% - 75%)	
33%		Brooks, Brian			

Assessment Strengths and Needs By Learner and By Reporting Category		Generated by: Administrator Jr., Account		09/20/2013 05:25 AM (CST)	
<b>Summary by Categories</b>					
Did Not Meet Standards		Partially Meets Standards		Meets Standards	
(0% - 25%)		(26% - 50%)		(51% - 75%)	
25%	Integration of Knowledge and Ideas (Informational) 6.RI.7 - 6.RI.9	43%	Text Types and Purposes 6.E1.A - 6.W3.E	60%	Key Ideas and Details (Literature) 6.RL.1 - 6.RL.3
20%	Craft and Structure (Informational) 6.RI.4 - 6.RI.6	33%	Vocabulary Acquisition and Use 6.L.4.A - 6.L.6	60%	Key Ideas and Details (Informational) 6.RI.1 - 6.RI.3
14%	Conventions 6.L.1.A - 6.L.2.B	33%	Craft and Structure (Literature) 6.RL.4 - 6.RL.6		
0%	Integration of Knowledge and Ideas (Literature) 6.RL.7 - 6.RL.9	33%	Research to Build and Present Knowledge 6.W.7 - 6.W.9.B		

Assessment Strengths and Needs By Learner and By Reporting Category		Generated by: Administrator Jr., Account		09/20/2013 05:25 AM (CST)	
Category Breakdown					
Did Not Meet Standards		Partially Meets Standards		Meets Standards	
(0% - 25%)		(26% - 50%)		(51% - 75%)	
Key Ideas and Details (Literature) 6.RL.1 - 6.RL.3					
				60% Brooks, Brian	
Key Ideas and Details (Informational) 6.RI.1 - 6.RI.3					
				60% Brooks, Brian	
Text Types and Purposes 6.E1.A - 6.W3.E					
		43% Brooks, Brian			
Vocabulary Acquisition and Use 6.L4.A - 6.L.6					
		33% Brooks, Brian			
Craft and Structure (Literature) 6.RL.4 - 6.RL.6					
		33% Brooks, Brian			
Research to Build and Present Knowledge 6W.7 - 6.W.9.B					
		33% Brooks, Brian			
Integration of Knowledge and Ideas (Informational) 6.RI.7 - 6.RI.9					
25% Brooks, Brian					
Craft and Structure (Informational) 6.RI.4 - 6.RI.6					
20% Brooks, Brian					
Conventions 6.L.1.A - 6.L.2.B					
14% Brooks, Brian					
Integration of Knowledge and Ideas (Literature) 6.RL.7 - 6.RL.9					
0% Brooks, Brian					

## For an Assignment

Follow these steps to generate an Assessment Strengths and Needs Report for an Assignment:

1. Click the Reports tab.
2. In the Assessment Strengths and Needs section, click For an Assignment.
3. Select an instructor by clicking the button next to the instructor's name. The Select an Instructor section can be viewed only by administrators.
4. Select the check box next to Include Tests for All Instructors if you'd like to include tests for all instructors in the report. Then click the Next button.
5. Select the assignment by clicking the button next to the assignment name. Then click the Next button.
6. Select a performance category, and then click the Next button.
7. In the Review Selections and Set Output Options section, click the calendar icons to select start and end dates for the report.
8. Select a report structure, either by category or by framework.
9. Select an output format, either PDF or spreadsheet.
10. Click the Generate Report button.

Assessment Strengths and Needs By Reporting Category      Generated by: Administrator Jr., Account      09/20/2013 05:23 AM (CST)

**Assessment Strengths and Needs Report**  
6th Grade Common Core Language Arts Fixed Benchmark Test (Test 1) Edition 1

**Account:** Demo SRT Account 12      **Display by:** Reporting Category  
**Date Range:** 09/20/2012 - 09/20/2013  
**Test Type:** Administrative

Measure of Central Tendency	Score
<b>Average</b> This is the average of the scores for the learners in this report.	33%
<b>Median</b> This is the median of the scores for the learners in this report.	33%
<b>Mode</b> This is the mode of the scores for the learners in this report.	33%
<b>Standard Deviation</b> This is the standard deviation of the scores for the learners in this report.	0%
<b>Range</b> This is the range of the scores for the learners in this report.	0% (33 - 33)

Assessment Strengths and Needs By Reporting Category      Generated by: Administrator Jr., Account      09/20/2013 05:23 AM (CST)

Summary by Learner			
Did Not Meet Standards	Partially Meets Standards	Meets Standards	Exceeds Standards
(0% - 25%)	(26% - 50%)	(51% - 75%)	(76% - 100%)
	33% Brooks, Brian		

Assessment Strengths and Needs By Reporting Category      Generated by: Administrator Jr., Account      09/20/2013 05:23 AM (CST)

Summary by Categories			
Did Not Meet Standards	Partially Meets Standards	Meets Standards	Exceeds Standards
(0% - 25%)	(26% - 50%)	(51% - 75%)	(76% - 100%)
25% Integration of Knowledge and Ideas (Informational) 6.RI.7 - 6.RI.9	43% Text Types and Purposes 6.E1.A - 6.W3.E	60% Key Ideas and Details (Literature) 6.RL.1 - 6.RL.3	
20% Craft and Structure (Informational) 6.RI.4 - 6.RI.6	33% Vocabulary Acquisition and Use 6.L.4.A - 6.L.6	60% Key Ideas and Details (Informational) 6.RI.1 - 6.RI.3	
14% Conventions 6.L.1.A - 6.L.2.B	33% Craft and Structure (Literature) 6.RL.4 - 6.RL.6		
0% Integration of Knowledge and Ideas (Literature) 6.RL.7 - 6.RL.9	33% Research to Build and Present Knowledge 6W.7 - 6.W.9.B		

Assessment Strengths and Needs By Reporting Category		Generated by: Administrator Jr., Account		09/20/2013 05:23 AM (CST)	
Category Breakdown					
Did Not Meet Standards		Partially Meets Standards		Meets Standards	
(0% - 25%)		(26% - 50%)		(51% - 75%)	
Key Ideas and Details (Literature) 6.RL.1 - 6.RL.3					
				60% Brooks, Brian	
Key Ideas and Details (Informational) 6.RI.1 - 6.RI.3					
				60% Brooks, Brian	
Text Types and Purposes 6.E1.A - 6.W3.E					
		43% Brooks, Brian			
Vocabulary Acquisition and Use 6.L.4.A - 6.L.6					
		33% Brooks, Brian			
Craft and Structure (Literature) 6.RL.4 - 6.RL.6					
		33% Brooks, Brian			
Research to Build and Present Knowledge 6W.7 - 6.W.9.B					
		33% Brooks, Brian			
Integration of Knowledge and Ideas (Informational) 6.RI.7 - 6.RI.9					
25% Brooks, Brian					
Craft and Structure (Informational) 6.RI.4 - 6.RI.6					
20% Brooks, Brian					
Conventions 6.L.1.A - 6.L.2.B					
14% Brooks, Brian					
Integration of Knowledge and Ideas (Literature) 6.RL.7 - 6.RL.9					
0% Brooks, Brian					

**For a Test**

Follow these steps to generate an Assessment Strengths and Needs Report for a Test:

1. Click the Reports tab.
2. In the Assessment Strengths and Needs section, click For a Test.
3. From the drop-down menu, select an instructor. This drop-down menu is available only to administrators.
4. Select a test, and then click the Next button.
5. Select an assignment, and then click the Next button.
6. Select a performance category, and then click the Next button.
7. In the Review Selections and Set Output Options section, click the calendar icons to select start and end dates for the report.
8. Select a report structure, either by category or by framework.
9. Select an output format, either PDF or spreadsheet.
10. Click the Generate Report button.

Assessment Strengths and Needs By Test and By Reporting Category Administrator Jr., Account 09/20/2013 06:34 AM (CST)

Assessment Strengths and Needs By Test	
6th Grade Common Core Language Arts Fixed Benchmark Test (Test 1) Edition 1	
Account: Demo SRT Account 12	Display by: Reporting Category Date Range: 09/20/2012 - 09/20/2013 Test Type: Administrative
Student Count By Class	
	Total # of students completing the assessment
	1
Measure of Central Tendency	Score
<b>Average</b> This is the average of the scores for the learners in this report.	33%
<b>Median</b> This is the median of the scores for the learners in this report.	33%
<b>Mode</b> This is the mode of the scores for the learners in this report.	33%
<b>Standard Deviation</b> This is the standard deviation of the scores for the learners in this report.	0%
<b>Range</b> This is the range of the scores for the learners in this report.	0% (33 - 33)

Assessment Strengths and Needs By Test and By Reporting Category Administrator Jr., Account 09/20/2013 06:34 AM (CST)

Summary by Learner			
Did Not Meet Standards	Partially Meets Standards	Meets Standards	Exceeds Standards
(0% - 25%)	(26% - 50%)	(51% - 75%)	(76% - 100%)
	33% Brooks, Brian		

Assessment Strengths and Needs By Test and By Reporting Category Administrator Jr., Account 09/20/2013 06:34 AM (CST)

Summary by Categories			
Did Not Meet Standards	Partially Meets Standards	Meets Standards	Exceeds Standards
(0% - 25%)	(26% - 50%)	(51% - 75%)	(76% - 100%)
25% Integration of Knowledge and Ideas (Informational) 6.RI.7 - 6.RI.9	43% Text Types and Purposes 6.E1.A - 6.W3.E	60% Key Ideas and Details (Literature) 6.RL.1 - 6.RL.3	
20% Craft and Structure (Informational) 6.RI.4 - 6.RI.6	33% Vocabulary Acquisition and Use 6.L.4.A - 6.L.6	60% Key Ideas and Details (Informational) 6.RI.1 - 6.RI.3	
14% Conventions 6.L.1.A - 6.L.2.B	33% Craft and Structure (Literature) 6.RL.4 - 6.RL.6		
0% Integration of Knowledge and Ideas (Literature) 6.RL.7 - 6.RL.9	33% Research to Build and Present Knowledge 6W.7 - 6.W.9.B		



b. Assessment Progress by Test Series

The Assessment Progress by Test Series Report provides details about the average score for a group of students on all three tests in a particular test series taken during a specified date range.

Follow these steps to generate the Assessment Progress by Test Series Report:

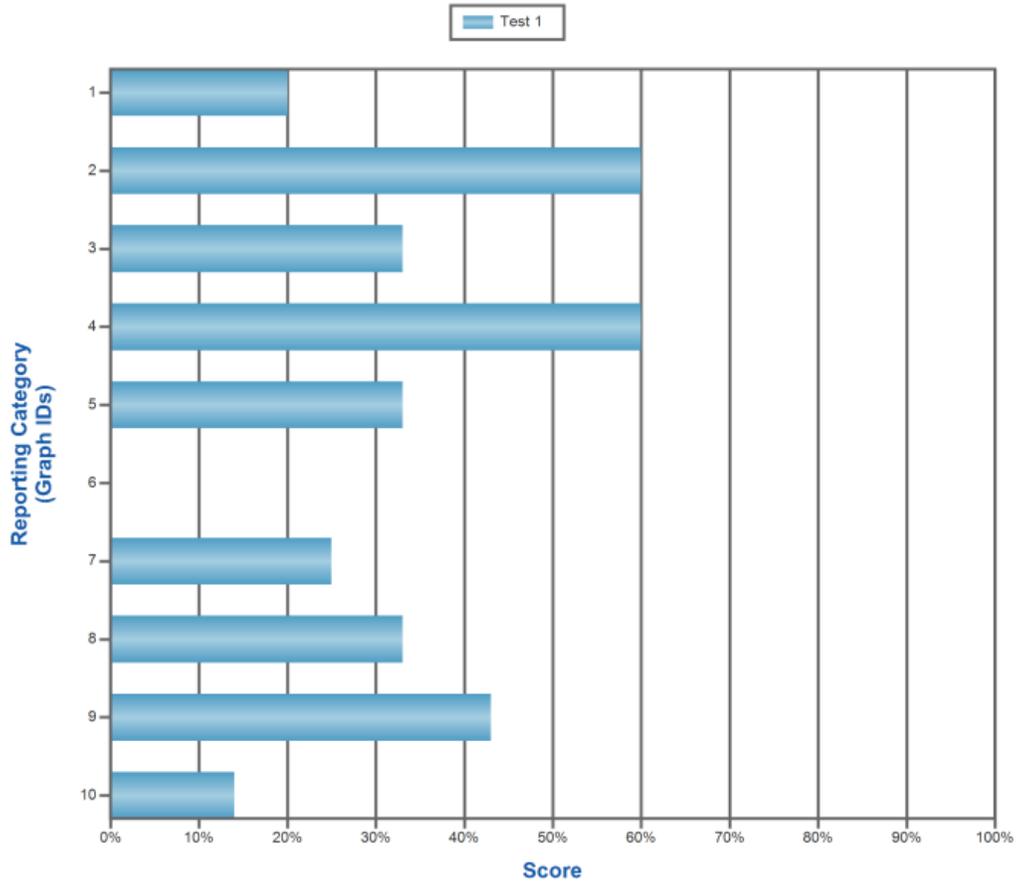
1. Click the Reports tab.
2. Click the Assessment Progress by Test Series section.
3. Select an instructor, and then click the Next button.
4. Select the test, and then click the Next button.
5. In the Set Date Range and Output Format section, click the calendar icons to set start and end dates for the report.
6. Select a report structure, either by category or by framework.
7. Select an output format, either PDF or spreadsheet.
8. Click the Generate Report button.

Assessment Progress by Test Series and By Reporting Category		Generated by: Administrator Jr., Account	09/20/2013 05:25 AM (CST)
<b>6th Grade Common Core Language Arts Fixed Benchmark Tests</b>			
<b>Display:</b> Reporting Category			
<b>Account:</b>	Demo SRT Account 12		
<b>Test:</b>	1. 6th Grade Common Core Language Arts Fixed Benchmark Test (Test 1) Edition 1		
<b>Date Range:</b>	9/20/2012 - 9/20/2013		
<b>Test Progress</b>			
Graph ID	Reporting Category	Test 1	
1	Craft and Structure (Informational) 6.RI.4 - 6.RI.6	20%	
2	Key Ideas and Details (Literature) 6.RL.1 - 6.RL.3	60%	
3	Vocabulary Acquisition and Use 6.L.4.A - 6.L.6	33%	
4	Key Ideas and Details (Informational) 6.RI.1 - 6.RI.3	60%	
5	Craft and Structure (Literature) 6.RL.4 - 6.RL.6	33%	
6	Integration of Knowledge and Ideas (Literature) 6.RL.7 - 6.RL.9	0%	
7	Integration of Knowledge and Ideas (Informational) 6.RI.7 - 6.RI.9	25%	
8	Research to Build and Present Knowledge 6.W.7 - 6.W.9.B	33%	
9	Text Types and Purposes 6.E1.A - 6.W3.E	43%	
10	Conventions 6.L.1.A - 6.L.2.B	14%	

Assessment Progress by Test Series and By Reporting Category

Generated by: Administrator Jr., Account

09/20/2013 05:25 AM (CST)



### c. Accucess Results

The Accucess Results Report provides administrators and instructors with details about student performance on a state test for a learner or class.

Follow these steps to generate the Accucess Results Report:

1. Click the Reports tab.
2. Click the Accucess Results section.
3. Select one or more Instructors, and then click the Next button.
4. Select one or more learners, and then click the Next button.
5. Select the Accucess test that you'd like to generate the report for, and then click the Next button.
6. In the Date Range field, click the calendar icons to select start and end dates for the report.
7. Click the Yes or No button to indicate whether you would like to include prescription data in the report.
8. Select an output format, either PDF or spreadsheet.
9. Click the Generate Report button.

Accucess Results Report			
Learner: Brooks, Brian			
SIS ID:			
Grade: 10			
Date Range: 9/20/2012 to 9/20/2013			
Test Name: Accucess Reading Comprehension Assessment			
Date Taken	Start Grade	Target Grade	Curriculum Score
09/17/2013	K	Adult	328
09/17/2013	K	Adult	416

### d. Learner Daily Usage

The Learner Daily Usage Report provides information to administrators and instructors about learners' daily performance on assignments.

#### By Learner

Follow these steps to generate a Learner Daily Usage Report by Learner:

1. Click the Reports tab.
2. Click By Learner in the Learner Daily Usage section.
3. Select learners by clicking the check boxes next to their names, and then click the Next button.
4. In the Date Range field, click the calendar icons to select start and end dates for the report.
5. Select an output format, either PDF or spreadsheet.
6. Click the Generate Report button.

Learner Daily Usage by Learner		Generated by: Administrator Jr., Account			09/20/2013 06:03 AM (CST)		
<b>Brooks, Brian (BrianB) - Learner Daily Usage by Learner</b>							
<b>Date Range:</b> 9/20/2012 to 9/20/2013				<b>Last Login Time:</b> 9/20/2013 4:33:31 AM (CST)			
				<b>Total Time on Task:</b> 00:25:08			
				<b>Total Time on System:</b> 03:54:40			
				<b>Total Activities:</b> 6			
<b>Date:</b> 9/16/2013		<b>Time on System:</b> 01:09:53		<b>Time on Task:</b> 00:04:37		<b>Number of Activities:</b> 1	
<b>Login Time:</b> 9/16/2013 10:49:21 PM (CST), <b>Logout Time:</b> 9/16/2013 11:59:14 PM (CST)							
Activity	Assignment	Start Time	End Time	Progress	Time on Task (HH:MM:SS)	Score	
Accuaccess Mathematics Assessment	Algebra	10:49:58 PM	10:54:35 PM	Completed	00:04:37	410	
<b>Date:</b> 9/17/2013		<b>Time on System:</b> 00:05:14		<b>Time on Task:</b> 00:03:41		<b>Number of Activities:</b> 2	
<b>Login Time:</b> 9/17/2013 11:43:14 PM (CST), <b>Logout Time:</b> 9/17/2013 11:48:28 PM (CST)							
Activity	Assignment	Start Time	End Time	Progress	Time on Task (HH:MM:SS)	Score	
Accuaccess Reading Comprehension Assessment	Plato Assignment	11:43:36 PM	11:45:50 PM	Completed	00:02:14	328	
Accuaccess Reading Comprehension Assessment	Plato Assignments	11:46:26 PM	11:47:53 PM	Completed	00:01:27	416	
<b>Date:</b> 9/18/2013		<b>Time on System:</b> 01:06:37		<b>Time on Task:</b> 00:00:00		<b>Number of Activities:</b> 0	
<b>Login Time:</b> 9/18/2013 12:00:58 AM (CST), <b>Logout Time:</b> 9/18/2013 12:01:19 AM (CST)							
Activity	Assignment	Start Time	End Time	Progress	Time on Task (HH:MM:SS)	Score	
The learner did not launch any activities during this login.							
<b>Login Time:</b> 9/18/2013 10:21:04 PM (CST), <b>Logout Time:</b> 9/18/2013 10:21:53 PM (CST)							
Activity	Assignment	Start Time	End Time	Progress	Time on Task (HH:MM:SS)	Score	
The learner did not launch any activities during this login.							
<b>Login Time:</b> 9/18/2013 10:22:50 PM (CST), <b>Logout Time:</b> 9/18/2013 10:23:24 PM (CST)							

### By Assignment

Follow these steps to generate a Learner Daily Usage Report by Assignment:

1. Click the Reports tab.
2. Click By Assignment in the Learner Daily Usage section.
3. Select the instructors by clicking the buttons next to their names, and then click the Next button. Only administrators can view this section.
4. Select learner(s) by clicking the check boxes next to their names, and then click the Next button.
5. Select assignments by clicking the check boxes next to their names, and then click the Next button.
6. In the Date Range field, click the calendar icons to select start and end dates for the report.
7. Select an output format, either PDF or spreadsheet.
8. Click the Generate Report button.

Learner Daily Usage By Assignment		Generated by: Administrator Jr., Account		09/20/2013 06:09 AM (CST)		
<b>Learner Daily Usage By Assignment</b>						
Instructor: Schaefer, Stephanie;			Date Range: 9/20/2012 to 9/20/2013			
Report Generated: 09/20/2013 06:09 AM (CST)						
Student's Name: Brooks, Brian (BrianB)		Total Time On Task: 00:09:22				
Last Login Time: 9/20/2013 4:33:31 AM (CST)		Total Time On System: 03:54:40				
Date Range: 9/20/2012 to 9/20/2013		Total Activities: 2				
Date: 9/16/2013 (CST)	Time On System:01:09:53	Time On Task: --	Number Of Activities: 0			
Login Time: 9/16/2013 10:49:21 PM (CST), Logout Time: 9/16/2013 11:59:14 PM (CST)						
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score
The learner did not launch any activities during this login.						
Date: 9/17/2013 (CST)	Time On System:00:05:14	Time On Task: --	Number Of Activities: 0			
Login Time: 9/17/2013 11:43:14 PM (CST), Logout Time: 9/17/2013 11:48:28 PM (CST)						
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score
The learner did not launch any activities during this login.						
Date: 9/18/2013 (CST)	Time On System:01:06:37	Time On Task: --	Number Of Activities: 0			
Login Time: 9/18/2013 12:00:58 AM (CST), Logout Time: 9/18/2013 12:01:19 AM (CST)						
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score
The learner did not launch any activities during this login.						
Login Time: 9/18/2013 10:21:04 PM (CST), Logout Time: 9/18/2013 10:21:53 PM (CST)						
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score
The learner did not launch any activities during this login.						
Login Time: 9/18/2013 10:22:50 PM (CST), Logout Time: 9/18/2013 10:23:24 PM (CST)						
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score
The learner did not launch any activities during this login.						
Edmentum Assessments		Copyright © 2013 Edmentum Inc. All rights reserved.		Page 1 of 2		

Learner Daily Usage By Assignment		Generated by: Administrator Jr., Account		09/20/2013 06:09 AM (CST)			
<b>Login Time:</b> 9/18/2013 11:34:43 PM (CST), <b>Logout Time:</b> 9/18/2013 11:38:57 PM (CST)							
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score	
The learner did not launch any activities during this login.							
<b>Login Time:</b> 9/18/2013 11:38:57 PM (CST), <b>Logout Time:</b> 9/19/2013 12:39:36 AM (CST)							
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score	
The learner did not launch any activities during this login.							
<b>Date:</b> 9/19/2013 (CST)		<b>Time On System:</b> 00:13:13		<b>Time On Task:</b> --		<b>Number Of Activities:</b> 0	
<b>Login Time:</b> 9/19/2013 10:02:36 PM (CST), <b>Logout Time:</b> 9/19/2013 10:15:49 PM (CST)							
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score	
The learner did not launch any activities during this login.							
<b>Date:</b> 9/20/2013 (CST)		<b>Time On System:</b> 01:19:43		<b>Time On Task:</b> 00:09:22		<b>Number Of Activities:</b> 2	
<b>Login Time:</b> 9/20/2013 3:08:17 AM (CST), <b>Logout Time:</b> 9/20/2013 3:13:21 AM (CST)							
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score	
6th Grade Common Core Language Arts Fixed Benchmark Test (Test 1) Edition 1	Language Assignment	3:08:54 AM	3:13:45 AM	In Progress	00:04:51	--	
<b>Login Time:</b> 9/20/2013 3:13:21 AM (CST), <b>Logout Time:</b> 9/20/2013 4:22:53 AM (CST)							
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score	
The learner did not launch any activities during this login.							
<b>Login Time:</b> 9/20/2013 4:33:31 AM (CST), <b>Logout Time:</b> 9/20/2013 4:38:38 AM (CST)							
Activity Name	Assignment	Start Time	End Time	Progress	Time On Task (HH:MM:SS)	Score	
6th Grade Common Core Language Arts Fixed Benchmark Test (Test 1) Edition 1	Language Assignment	4:33:57 AM	4:38:28 AM	Completed	00:04:31	33	

e. List of Assessment Scores

This report provides information about student performance on an assessment in a class.

Follow these steps to generate the List of Assessment Scores Report:

1. Click the Reports tab.
2. Click the List of Assessment Scores section.
3. Select an instructor by clicking the button next to the instructor’s name, and then click the Next button.  
The Select an Instructor section is available only to administrators.
4. Select an assignment, and then click the Next button.
5. Select an output format, either PDF or spreadsheet.
6. Click the Generate Report button.

Class List Of Assessment Scores		Generated by: Administrator Jr., Account		09/20/2013 07:24 AM (CST)	
<b>6th Grade Common Core Language Arts Fixed Benchmark Test (Test 1) Edition 1</b>					
<b>Account:</b>	Demo SRT Account 12				
<b>Instructor:</b>	Schaefer, Stephanie;				
<b>Assignment:</b>	Language Assignment				
<b>Score Details</b>					
Learner Name	SIS ID's	Percent	Score		
Brooks, Brian (BrianB)		33%	17 out of 51		

f. Learner Progress

The Learner Progress report provides information about learners’ progress, status, and scores on activities within assignments.

**By Learner**

Follow these steps to generate a Learner Progress Report by Learner:

1. Click the Reports tab.
2. Click By Learner in the Learner Progress section.
3. Select instructors by clicking the check boxes next to their names, and then click the Next button. The Select Instructors section is available only to administrators.
4. Select a learner by clicking the check box next to the learner’s name. Then click the Next button.
5. Select one or more assignments, and then click the Next button.
6. Select an output format, either PDF or spreadsheet.
7. Click the Generate Report button.

Generated by: Administrator Jr., Account <span style="float: right;">09/20/2013 07:37 AM (CST)</span>									
Language Assignment									
Learner: Brooks, Brian (BrianB) Assigned By: Administrator Jr., Account Start Date: 09/20/2013 Due Date:					Report Creation Date: 09/20/2013 07:37 AM (CST)				
Title	Completion	Exemption	Mastery	Completion Date	Tries	First Use Date	Last Use Date	Time On Task (HH:MM:SS)	Score
6th Grade Common Core Language Arts Fixed Benchmark Test (Test 1) Edition 1	Completed		NA	09/20/2013	2	09/20/2013	09/20/2013	00:09:22	33
<b>Totals</b>	<b>Modules Mastered = 0</b>			<b>–</b>	<b>2</b>	<b>–</b>	<b>–</b>	<b>00:09:22</b>	<b>–</b>

**By Assignment**

Follow these steps to generate a Learner Progress Report by Assignment:

1. Click the Reports tab.
2. Click By Assignment in the Learner progress section.
3. Select instructors by clicking the check boxes next to their names, and then click the Next button. The Select Instructors section is available only to administrators.
4. Select one or more assignments, and then click the Next button.
5. Select an output format, either PDF or spreadsheet.
6. Click the Generate Report button.

Generated by: Administrator Jr., Account <span style="float: right;">09/20/2013 07:27 AM (CST)</span>									
Language Assignment									
Learner: Brooks, Brian (BrianB) Assigned By: Administrator Jr., Account Start Date: 09/20/2013 Due Date:					Report Creation Date: 09/20/2013 07:27 AM (CST)				
Title	Completion	Exemption	Mastery	Completion Date	Tries	First Use Date	Last Use Date	Time On Task (HH:MM:SS)	Score
6th Grade Common Core Language Arts Fixed Benchmark Test (Test 1) Edition 1	Completed		NA	09/20/2013	2	09/20/2013	09/20/2013	00:09:22	33
<b>Totals</b>	<b>Modules Mastered = 0</b>			<b>–</b>	<b>2</b>	<b>–</b>	<b>–</b>	<b>00:09:22</b>	<b>–</b>

**g. Assessment Item Response**

The Assessment Item Responses Report provides information about learner responses to all items on a single test in benchmark assessments.

**For a Learner**

Follow these steps to generate an Assessment Item Response Report for a Learner:

1. Click the Reports tab.
2. Click For a Learner in the Assessment Item Response section.
3. Select one or more instructors by clicking the check boxes next to their names, and then click the Next button. This section is available only to administrators.
4. Select a learner by clicking the check box next to the learner's name. Then click the next button.
5. Select a test, and then click the Next button.
6. Click the calendar icons to select start and end dates for the report.
7. Click the Generate Report button.

**For an Assignment**

Follow these steps to generate an Assessment Item Response Report for an Assignment:

1. Click the Reports tab.
2. Click For an Assignment in the Assessment Item Response section.
3. Select one or more instructors by clicking the check boxes next to their names, and then click the Next button. This section is available only to administrators.
4. Select a test, and then click the Next button.
5. Click the calendar icons to select start and end dates for the report.
6. Click the Generate Report button.

## 7. Edmentum Assessments Support

Edmentum Assessments Help is the first place to go when you have questions. The Account Administrator in your school is the next point of contact if you are having trouble accessing the system, logging into the product, assigning licenses, or managing assignments.

If students encounter problems with Edmentum Assessments, they should contact their instructor first. If the instructor cannot help the student, the instructor should contact the Edmentum Assessments Account Administrator. The Edmentum Assessments Support Site and call center support team are also available.

### a. Edmentum Assessments Help

You can access the Edmentum Assessments Help page by clicking the link at the bottom of the home page. There you'll find videos and other resources that explain how to navigate the Edmentum Assessments interface.

The screenshot displays the Edmentum Assessments Account Administrator interface. At the top, there are navigation tabs: Home, My Learners, My Assignments, Assessments Catalog, Reports, and Settings. The 'Home' section is active, showing a 'Learner Activities' table with columns for learner name, assignment name, and due date. Below this is an 'Instructor Inactivity' section with the message 'There is no instructor activity for this view.' To the right, there are two charts: 'Learner Time on Task for all Active Assignments' and 'Instructor Logins', both showing data for the week of 9/29/2013 - 10/5/2013. The 'Instructor Logins' chart has a yellow box around the 'Wed' and 'Thu' labels on the x-axis, and a yellow arrow pointing to the 'Help' link in the footer. The footer contains links for Version, Privacy Policy, Support, Implementation, and Help.

**b. Edmentum Assessments Support Site**

You can access 24/7 self-service support through the [Edmentum Support Center](#). It provides general information as well as answers to many common questions. The Support Center contains the essential materials that you'll need to understand, troubleshoot, and use Edmentum Assessments.

- ❖ Use the search feature to find materials related to a keyword.
- ❖ Use the Instructor Materials section to find materials related to Edmentum Assessments, including teacher guides, test and activity answer keys, and learner progress tracking sheets.
- ❖ Use the Search Solutions feature to find relevant support material for various products.
- ❖ Use the Troubleshooting & Help section to find answers to your questions about Edmentum Assessments. This section provides information about workstation readiness, system requirements, login help, and support site orientation.
- ❖ Use the News & Promos section to stay up to date on company and product news, webinars, and alerts for Edmentum Assessments.
- ❖ Use the Technical Info & Tools section to see if your system meets the requirements to run Edmentum Assessments.

**c. Call Center Support Team**

Edmentum has an experienced and award-winning team of support professionals to assist you in the event that technical problems arise.

To contact the support team, send an [email](#) or call 800-869-2200 (7 a.m. to 7 p.m., central time).