Discovery Education Assessment
Quick Reference Guide for Teachers

Starting is easy as 1-2-3.

1. **From your internet browser go to http://discoveryeducation.com**

     Subscriber Login: Username _____Password_____

2. **Click Login**
3. **Select *Assessment* from the menu bar.**

Home Page Assessment Components

Benchmarks
Use to create /modify/view/delete class(es) and students, view benchmark reports, and generate access codes to administer benchmark assessments on-line.

Progress Zone
Use to create probes for individual progress monitoring, group mastery of targeted skills, and to track student performance. Create items to use in probes and share probes through the library with others in individual school or district. Classes can be managed from this component.

RTI
Use to assign interventions, monitor progress and graph information for student records.

Indicator
Use to assess students to determine if actual achievement level is significantly above or below grade level.

Instructional Resources
Use to view skill descriptions for your state standards and to access digital and video resources aligned to state standards.

Message Center
Look for important messages in this area throughout the year!

Benchmark Reports

Drilldown Reports
Show in depth results for a subject and skill at the grade and class level. Start at the objective level and drill down to individual student results.

Interactive Item Summary
Sort assessment results quickly by multiple criteria. Instantly view test items, reporting categories, definition of skill and reporting category and instructional resources.

PDF Individual Student
Display individual student assessment results. Facilitate parent communication and student involvement. Student growth can be observed after two assessments.

Comparative Growth
Compare a student's rate of growth to the average rate of growth for a group of students in both Reading/Language and Math. This report is available only after two tests have been completed.

PDF Teacher
Summary shows average performance by skill for the entire class.
Student Skill documents proficiency level by skill and subject for every student.
Student Subskill details student performance by item and state code.
Answers provides a sequential record of answers by student.
Item Summary provides an item analysis showing the difficulty level of each item as well as class percentage of correct and incorrect responses (pdf version).

Detail Export
Generates an *Excel* spreadsheet containing individual data for each student.

Item Analysis
Provides analysis of each item with all student answers for each grade and subject.

How to Create a New Class

- Select "Manage Your Classes" from the Benchmarks menu.
- Click "Create a Class".
- Type your Class Name.
- Below the Class Name box is a check box next to the statement "Use this class for Interim Benchmarks". This box MUST be checked in order to see the assessment data for this class.
- When the box is checked, Grade, Subject and Semester Block selection boxes will appear. Choose from the drop-down menu next to each one. Semester Block: Select "Full" if the class is in session all year, "Semester 1" if the class is in session only during the fall semester and "Semester 2" if the class is in session only during the spring semester.
- You may enter a class description (not a required field).
- In Section 2 (Add Students to Class) - click on your student name(s) in the left hand column. You should see your student names appear in Section 3 (Review and Save Class)
  Note: All students in the school will appear in the list of students. To see students in a single grade level, above the list of students choose the target grade level in the drop-down menu next to "Grade" and click Go.
- When all your students have been added to your class, click "Save". You may choose "Return to the Previous Page" or "Create Another Class".
- To return to Assessment, click on the Assessment tab across the menu bar at the top of the page.

How to Generate PDF Teacher Reports that include:
Summary, Student Skill, Student Subskill, Answers and Item Summary

- Click on the Assessment tab on the menu bar at the top of the page.
- Select "View Benchmark Reports" from the Benchmarks menu.
- Under the "PDF Teacher" report description, select "View Report" or select "PDF Teacher" from the "Select a Report" box on the left.
- Click the T1, T2 or T3 button above the list of classes to select data for the test period you want to view.
- Click the check box next to "Select All" or click the check box next to a class to view data for an individual class.
- Click the "All Comparison" check box if you want a Summary Report that includes all tests that have been given.
- Click "View Report".

How to Generate PDF Individual Student Reports

- Select "View Benchmark Reports" from the Benchmarks menu.
- Under the "PDF Individual Student" report description, select "View Report" or select "PDF Individual Student" from the "Select a Report" box on the left.
- To generate an Individual Student report for every student in a class, click on an individual class in the "Select by Class" box.
  Note: To select multiple classes, with the first class highlighted hold down your ctrl key and click on each class you want to select.
- Click "View Report".
- To generate an Individual Student report for selected students, click on a student name in the "Select by Student" box.
  Note: To select multiple students, with the first student highlighted hold down your ctrl key and click on each student you want to select.
- Click "View Report".

How to Generate the Interactive Item Summary Report

- Select "View Benchmark Reports" from the Benchmarks menu.
- Under the "Interactive Item Summary" report description, select "View Report" or select the "Interactive Item Summary" from the "Select a Report" box on the left.
- In the "Select Report Criteria" box, select your Class, the Test and Skillset from the drop down menus.
- Click "View Report".

How to Sort the Interactive Item Summary Report

- Locate the "Report Sorting Tool" box on the right side of your screen.
- Select up to 3 criteria on the drop down menus. For example, choose "Difficulty level" from the first drop down menu and "Percent right" from the second drop down menu.

- Click "Sort".
- Scroll down to see your sorted results.
- To sort from the report itself, click on the column headers. For example, to get all the items in a single reporting category together, click on the "Reporting Category" header at the top of the column.

How to Access Test Items, Reporting Category Descriptions, and Resources from the Interactive Item Summary Report

To See a Test Item
- In the column labeled "Q.#", click on the number of the question you want to view.
- Your test item will appear in a new window.
- Click the "Click here to go back" link to close the question window.

To See a Description of the Reporting Category or Subcategory
- Click on the Category or Subcategory name in each question you want to view.
- The description will appear below the Category or Subcategory name.
- To close the description, click on the Category or Subcategory name.

To Access Resources such as Discovery Education *streaming* Videos
- Click on the Category or Subcategory in each question for which you want to access resources.
- Under the description of your Category or Subcategory, select "Click here for related resources".
- The Resources page will open in another window. You may now navigate through the resources.
- Exit the Resources window to return to the Interactive Item Summary Report.
- To close the description and link to Resources, click on the Category or Subcategory name.

How to Access Instructional Resources

- To access instructional resources aligned to state skills and subskills, select "View Resources" from the Instructional Resources menu at the bottom of your Assessment home page.
  Note: The default Blueprint is state reporting categories for grades 3-HS. For resources aligned to other skillsets, click the appropriate standards tab across the top of the page (Early Skills Assessment, College Readiness, etc).
  -Use Common Core Standards for grades K-10, HS.
  -Use US Reporting Categories for grades 1-2, HS (norm referenced).
  -Use Early Skills Assessment for grades K-2 (national standards).
  -Use national Science Standards for grades 3-8.
  -Use College Readiness Assessment for grades 9-11.
- Select the Grade from the left hand column of your page.
- Select the Subject which now appears under the grade.
- Select the Reporting Category which now appears under the subject.
- State codes and Resources aligned to each state code appear in the columns to the right.
- Resources include Discovery Streaming videos and web links for lesson plans, classroom activities, graphic organizers and other web based resources. The icons indicate the type of resource:

  Discovery Education *streaming* video resources

  Additional web resources

- Click on either of these icons to open the resources aligned to state codes.

How to Create a Practice Probe

- Select "View My Probes & Reports" from the Progress Zone menu on your Home page.
- Click "Create New Probe" from the left side of your screen.
- Type a Probe Name and optional description.
- Select your Subject, Grade and Skillset from the drop down menus.
- Click the Item Difficulty checkboxes on or off for Easy, Moderate or Hard questions (at least one check box must remain on).
- Click on the checkbox next to "Include Unused Items Only" if you don't want to reuse probe questions.
- Click on the checkbox next to "Include Items Added by Me" if you want to include the questions in your own item database.
  Note: You have the ability to add your own PZ items. An item is a question. The items that you create are stored in a database separate from the Discovery Education Assessment items.
- Click the checkbox next to "Include Discovery Education Assessment" Items.
- Select the Number of Attempts the students can have for each item (this is for students taking probes on-line).
- Click the "Yes" radio button next to "Remedial Content Available to Students" if you would like students to have the option to watch a streaming video aligned to the skills being assessed after taking the probe on-line.
- Click "Next".
- Choose the number of questions you would like to preview for each subskill and each question difficulty level by clicking the drop down menu next to "Indicate how many items to display".
  For example, if you checked the boxes to include Easy, Moderate and Hard items and are assessing one subskill, the number 3 on the drop down menu will allow you to select from 9 questions for your probe.
- Click on the Skill checkbox to measure every subskill assigned to a skill, or click on the checkbox next to each subskill you want to assess individual subskills.
  Note: If you want to add your own items, you may add them by clicking on "Add New Item". This will align your new item to the specific subskill.
- Click "Next".
- Click on the "Use" checkbox next to each item you would like to include in your probe.
- If you have enough items to create your probe, click "Next". If you would like to see more available items, click "Save Selections & Get More Items".
- Choose the order in which you would like the items to appear (Randomize, Subcategory or Difficulty).
- Click "Save & Exit". Your probe should now appear on the Probe Manager page.

How to Print a Practice Probe

We recommend you have *Word*, or another word processing program, open and minimized on your computer before beginning this process.
- On the Probe Manager page, make sure the "My Probes" tab is selected.

- Locate the probe you want to print in the list of probes. Click on the drop down menu in the "Actions" column and choose "Print Preview". The probe will open in a new window.
- Select all the text in the probe and copy the text.
- Click on your word processing program that has been minimized.
- In your word processing program, paste in the text.
- Add Page Breaks where appropriate.
- Select "Print" and print the probe. You will have the answers printed on a separate sheet of paper.

How to Assign a Practice Probe to Students

Discovery Education Assessment is a web-based program. A student may take a practice probe from any location where there is Internet access.

For the Discovery Education website, each student is assigned an individual username and password. If you ASSIGN a probe to a class, the probe will appear in each student's individual Student Center when they log in. Students may access a practice probe through the Student Center by simply using their username and password to log in at http://students.discoveryeducation.com.

- To assign the practice probe, on the Probe Manager page click on the drop down menu in the "Actions" column next to the probe you want to assign.
- Choose "Assign" from the drop down menu.
- Click in the "Assign to class" box next to the class(es) you want to take this practice probe.
- Click "Save Assignments".
- On the Probe Manager page, a plus sign will appear in the "Assigned" column in the "My Probes" tab. If you click on the plus sign, you will see the classes to which you have assigned the probe.
- The probe will now appear in the Student Center of each student who is in the assigned class.

How to Access a Practice Probe with a Login Code

- On the Probe Manager page, locate the probe you want to administer. In the "Login Code" column, find the login code for the probe you have chosen.
- Have your student(s) go to http://assignments.discoveryeducation.com.
- Enter the assigned login code when prompted.
- Click the radio button next to "I am starting this probe for the first time".
- Students type in their names, or select their names from the list of students in the class if the probe has been assigned.
- Students complete the probe by following the prompts provided throughout the probe.
- When finished, students can click on "View Results" for feedback and access to remedial content.
  Note: If a student does not complete the probe in a single sitting, a return code can be used to return to the probe at a later time. The return code can be found as the student logs in and is also in the Gradebook Report.
    o To access the Gradebook Report, locate the probe on the Probe Manager page.
    o Click on the drop down menu in the "Actions" column and choose "Reports".
    o Click on "Gradebook Report".

- o To continue the probe later, students log into http://assignments.discoveryeducation.com.
- o Click the radio button next to "I have started this probe before".
- o Enter the return code when prompted on the next screen. The probe will begin where the student left off.

How to Access Help

- Log in to Discovery Education (http://www.discoveryeducation.com).
- Click on "Help" in the upper right corner of the page.
- Click on "DE Assessment" in the "Help" section on the left side of your screen.
- If you need additional help, please contact Customer Support at 1-866-814-6685 (select option 2) or email assessments@discovery.com

Discovery Educator Network (DEN)

An on-line community where educators may:

- learn and share with others across the country
- network
- access classroom resources
- learn about Discovery events, and much more

How to Become a DEN Member

You already are one!!

- Log on to Discovery Education Assessment (http://www.discoveryeducation.com).
- Select DEN from the menu bar.
- Under Discovery Educator Network, check out the:
  - o Educator Resources
  - o Blogs
  - o Forum
  - o Event Gallery
  - o About the DEN

Professional Development Evaluations

We want to hear what you have to say. Answer a few brief questions after your training session. *Thank you!*

- From your browser go to http://tinyurl.com/DEAssess
- If your school has this site blocked, go to http://discoverypd.wufoo.com/forms/discovery-education-assessment-pd-survey.