



Assigning Assessments to Students

There are two ways students can start an assessment. They can use their unique student login or the teacher can start the test from the teacher account.

Before a student can access the test, though, the teacher will have to assign the student the assessment from the teacher account. You can assign assessments to students from either the CLASS or TESTING QUEUE tab.

Assigning assessments using the TEST QUEUE tab

Assigning assessments for the whole class:

- Choose the class you wish to assess and click "**Change Class.**"
- Click on "**Manage Class Queue**" - **Comprehensive Diagnostics**
- Click on "**Select test**" and select from the tests on the drop down menu.

The screenshot shows the 'Comprehensive Diagnostics' interface. At the top, it says 'Major full assessments, DORA, ADAM, DOMA and multiple sub-test screeners or assessments'. Below this are tabs for 'Available', 'Queued', 'In Progress', and 'Actions'. A dropdown menu is open, showing a list of tests: 'ADAM - MATH', 'DOMA Algebra - MATH', 'DOMA Pre-Algebra - MATH', 'DORA - ELA', and 'DORA Phonemic Awareness Diagnostic - ELA'. Each test has a 'Select' button next to it.

- Once queued, you will be able to view the number of students Queued & In Progress.

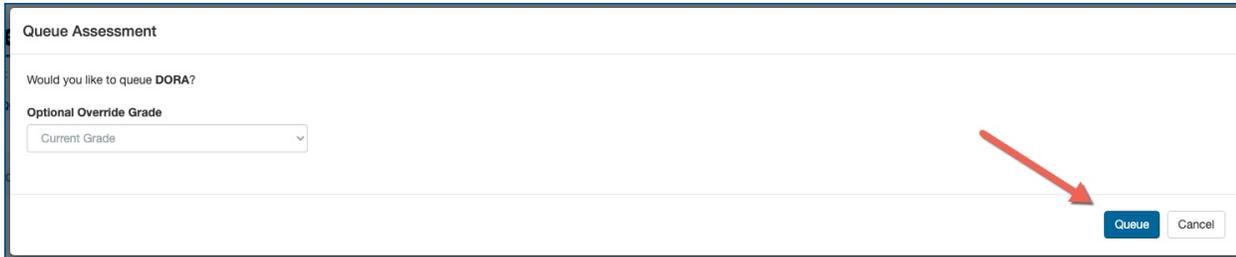
The screenshot shows the 'Comprehensive Diagnostics' interface with the 'Queued' tab selected. It displays 'ADAM' as the selected class. Below the class name, there are two buttons: a blue button with an infinity symbol and a green button labeled '10 Students'. To the right, there is an orange button labeled '5 Students' and an 'Actions' dropdown menu.

Assigning assessments for an individual student:

- Click the "**Add/Edit**" button next to the individual student to be assessed.
- In the **Comprehensive Diagnostics** section - click on "**Select test**" and select from the tests on the drop down menu.

The screenshot shows the 'Comprehensive Diagnostics' interface. At the top, it says 'Major full assessments, DORA, ADAM, DOMA and multiple sub-test screeners or assessments'. Below this are tabs for 'Status' and 'Actions'. A dropdown menu is open, showing a list of tests: 'ADAM - MATH', 'DOMA Algebra - MATH', 'DOMA Pre-Algebra - MATH', 'DORA - ELA', and 'DORA Phonemic Awareness Diagnostic - ELA'. Each test has a 'Select' button next to it.

- Click on the "Queue" button



Note: When queuing an individual student, you have the ability to override the grade the test starts from. This is ideally designed for students with IEPs whose instructional grade is significantly less than their actual grade (like a 5th grader that's working on a 2nd grade level). The tests will still adapt up or down based on how a student answers. However, familiar content will appear immediately instead of a student having to potentially answer a series of questions before seeing problems at their level of ability. Note: Once a student has tested at least once on DORA or ADAM, the test will pick up where the student left off the last time they tested, so the need for overriding the grade level is not as important. However, make sure that if a student has an IEP, that you abide by whatever modifications are required by it.

- Once queued, the status will show "Ready".



Once the steps above have been completed, students can log in using their unique student login or the teacher can log them in from the teacher account.

To log a student in from the teacher account:

-Go to the "Class" tab and click "Begin" in the "Start" column. This will start the assessment for that student on the computer the teacher is currently logged into. **Please note that once clicking "Begin" from the teacher account, the teacher is now logged out of his or her account and the student is logged in. This is in place so a student cannot click the back button and see and/or edit any information on the teacher account. The teacher will need to log back into his or her account to access the students again.**