

SpringBoard Digital 2014-2017 Walkthrough: Assessment

Using SpringBoard Digital, teachers can:

- Use the Assessment module to search for and assign assessments by class
- Instruct students on how to take their assigned tests via My Calendar and Assignments (in the students' dashboard)
- Use the Gradebook to review student work prior to closing the assessment and releasing graded tests for students' personal review

SpringBoard assessment in SB Digital enables teachers to assess students' progress on skills and concepts practiced within a unit. Also, teachers can receive real-time results on individual students, one class or all of classes.

How to Search For and Assign an Assessment (Uses ELA Screenshots, though the principles are the same for Math)

1. Click **Assessment** on the teacher dashboard.



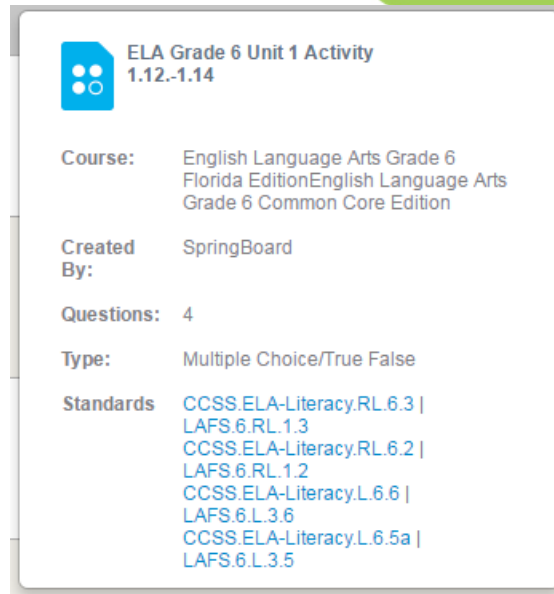
- In the **Filtering** panel, select the **Subject**, the **Course**, the **Source**, the **Type**, and then **Format**. Then click **Show Results**.

Based on your filter settings, available assessments display. The more precise your settings, the more specific your search results will be:

Assessments	Course	Answer Key	Assigned	Format	Source	Status
ELA Grade 6 Unit 1 - Digital	English Language Arts Grade 6 Florida Edition			Tech Enhanced	SpringBoard Digital	Published
ELA Grade 6 Unit 1 - Open Response - Digital	English Language Arts Grade 6 Florida Edition			Tech Enhanced	SpringBoard Digital	Published

- Next click the desired **Assessment** to reveal a menu of additional options.

- a. **get info** provides additional metadata for the assessment:



ELA Grade 6 Unit 1 Activity
1.12.-1.14

Course: English Language Arts Grade 6
Florida Edition English Language Arts
Grade 6 Common Core Edition

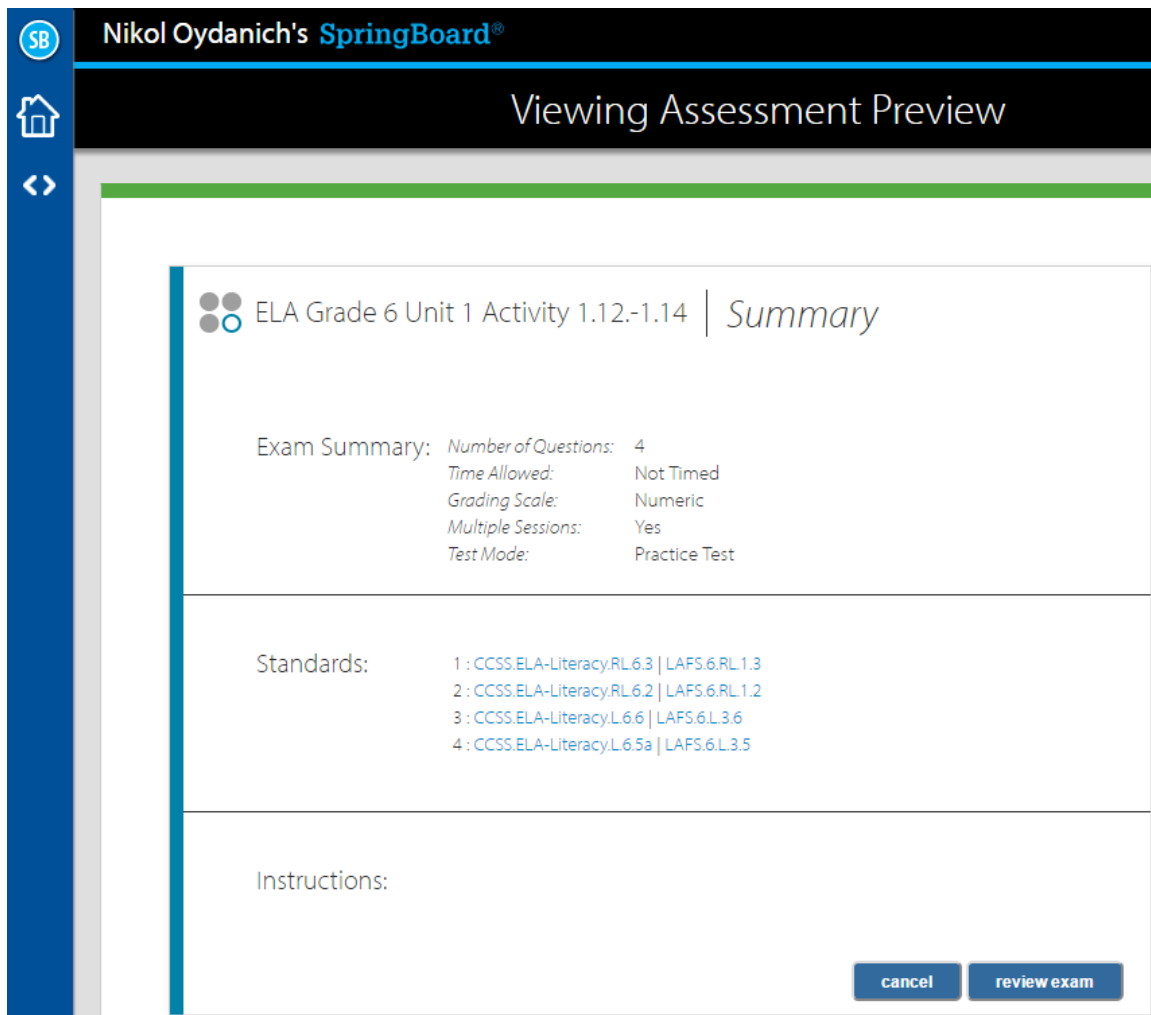
Created By: SpringBoard

Questions: 4

Type: Multiple Choice/True False

Standards CCSS.ELA-Literacy.RL.6.3 |
LAFS.6.RL.1.3
CCSS.ELA-Literacy.RL.6.2 |
LAFS.6.RL.1.2
CCSS.ELA-Literacy.L.6.6 |
LAFS.6.L.3.6
CCSS.ELA-Literacy.L.6.5a |
LAFS.6.L.3.5

- b. **preview** allows you to overview the assessment and review each item, one by one (to review the exam questions, click **review exam**):



Nikol Oydanich's SpringBoard®

Viewing Assessment Preview

ELA Grade 6 Unit 1 Activity 1.12.-1.14 | Summary

Exam Summary:

<i>Number of Questions:</i>	4
<i>Time Allowed:</i>	Not Timed
<i>Grading Scale:</i>	Numeric
<i>Multiple Sessions:</i>	Yes
<i>Test Mode:</i>	Practice Test

Standards:

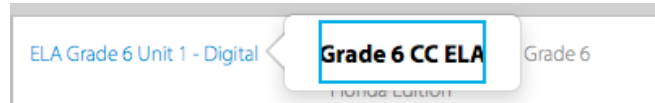
- 1 : CCSS.ELA-Literacy.RL.6.3 | LAFS.6.RL.1.3
- 2 : CCSS.ELA-Literacy.RL.6.2 | LAFS.6.RL.1.2
- 3 : CCSS.ELA-Literacy.L.6.6 | LAFS.6.L.3.6
- 4 : CCSS.ELA-Literacy.L.6.5a | LAFS.6.L.3.5

Instructions:

[cancel](#) [review exam](#)

c. **assign** allows you to assign the test to a class that is affiliated with that grade level (you must have at least one class associated with the grade level in order to assign):

- i. Choose the *class* you would like to assign by clicking it (your classes associated with the specific grade level will display)



- ii. Choose whether the assessment is to be given **in class** or as **homework** and then add specific settings, including **Lesson Plan Date**, **Accessible At**, **Mode**, **Timer off/Timer On**, and **Allow Multiple Sessions**

1. **Lesson Plan Date:** Select the date of the assessment, or click **now** to make the assessment available to students right away. If you choose to give an assessment as *homework*, you'll need to input the **Lesson Plan Date** along with a **Due Date**
2. **Accessible At:** Select the time at which students will be able to access the assessment, or click **now** to make the assessment accessible right away.
3. **Mode:** Select one of two options:
 - a. **Test:** Students are not able to see the correct response after selecting an answer.
 - b. **Practice:** Students are able to see the correct response after selecting an answer.
4. **Timer:** Select one of the following three options:
 - a. **Timer Off:** The assessment is not timed.
 - b. **Timer On/ End Test:** The assessment is timed, and ends once the time runs out.
 - c. **Timer On/ Show Time:** The assessment is timed, but does not end once the time runs out.
5. If the assessment is timed, enter the number of minutes.
6. **Allow Multiple Sessions:** Select **on** if you allow the student to complete the assignment in more than one sitting, or **off** if the student is to complete the assignment in one sitting.
7. Enter **directions** to your students, if desired. Click **submit**.
8. The assignment will appear in your Assessment Results.

4. If you click the assigned assessment, you will see the assignment's settings. Click **delete** if you want to delete an assignment.

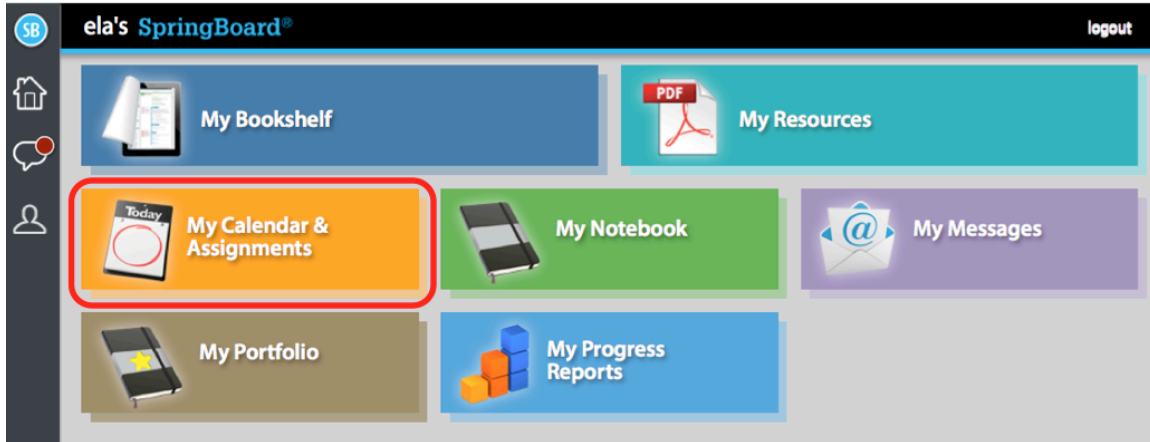
The screenshot shows the assessment settings interface with the following fields and controls:

- Lesson Plan Date:** A date input field containing "2016-02-02" and a "now" button.
- Accessible At:** A time input field containing "14:38" and a "now" button.
- Mode:** A dropdown menu with "test" selected.
- Timer:** A dropdown menu with "timer off" selected and a numeric input field containing "0".
- Allow Multiple Sessions:** A dropdown menu with "off" selected.
- Instructions:** A text area containing "My custom instructions for taking this test."
- Buttons:** Three buttons at the bottom: "delete" (highlighted with a red box), "cancel", and "submit".

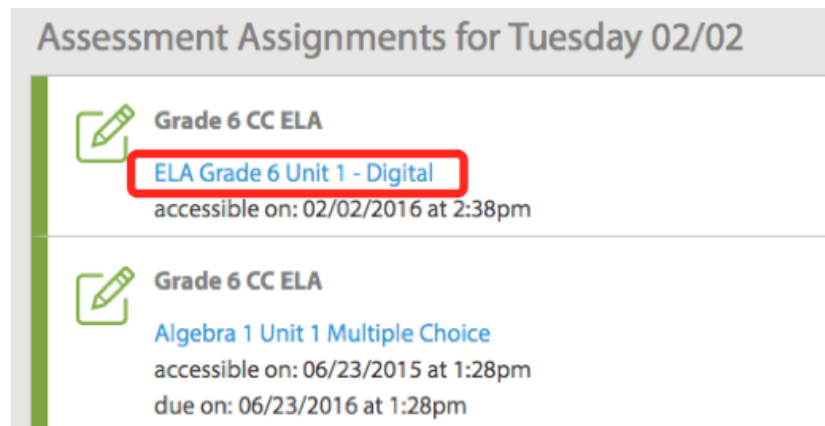
Note: You may only delete a test that has not yet been started by students. Once one student begins taking a test, the assignment cannot be deleted (though you could Close the Assessment in Gradebook if you want to prevent the other members of your class from taking it).

How Students Access and Complete an Online Assessment:

1. Click **My Calendar & Assignments** from the student dashboard.



2. Under the date of the assessment, a link to the assessment and any instructions you provided will appear. To access the assessment, click on the link.



3. A summary of the assessment details will appear. Click **start exam** to begin.

The screenshot shows the SpringBoard interface for an assessment. The header includes the SpringBoard logo and the text "ela's SpringBoard®". The main content area is titled "ELA Grade 6 Unit 1 - Digital | Summary". Below the title, there is an "Exam Summary" section with the following details:

Exam Summary:	Number of Questions:	22
	Time Allowed:	Not Timed
	Grading Scale:	Numeric
	Multiple Sessions:	No
	Test Mode:	Test

Below the exam summary is a "Standards:" section listing 22 individual standards, each with a number and a CCSS.ELA-Literacy code (e.g., 1: CCSS.ELA-Literacy.RL.6.1).

At the bottom of the screen, there is an "Instructions:" section with the text "My custom instructions for taking this test." and two buttons: "cancel" and "start exam". The "start exam" button is highlighted with a red box.

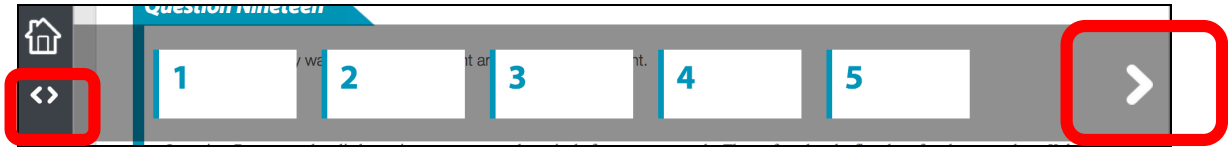
4. To view the time remaining or bookmark a page, click on the **icons** in the top right.



5. To move on to the next question, click the **link** at the bottom of the screen.



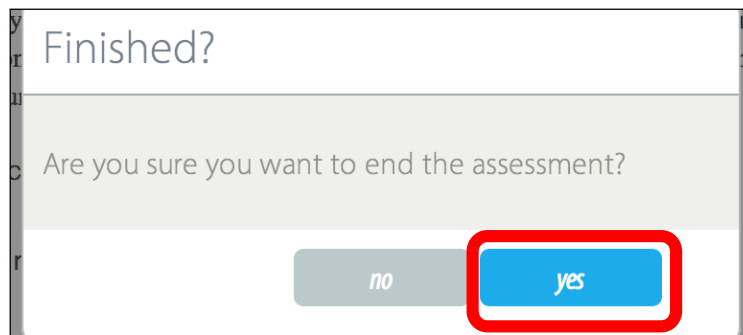
6. To return to or find a specific question on the assessment, click on the two arrows icon in the navigation bar on the left. Scroll through the question numbers and click on the desired one.



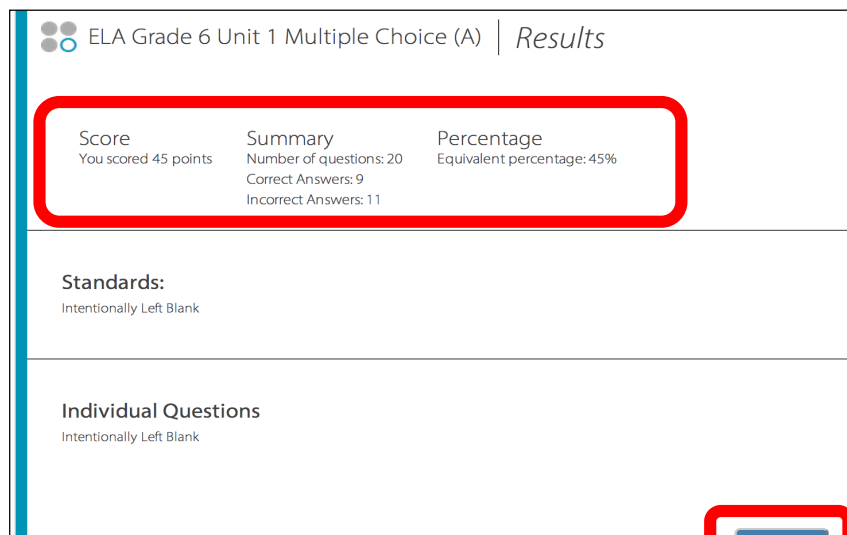
7. Once complete, click on **Submit and check your score** at the bottom.

Submit and check your score

8. If you wish to end the assessment, select **Yes** in the confirmation box that appears.



9. Once submitted and after your teacher has permitted you to view your work (teachers click “**Close this Assessment**” in their Gradebooks), a **Results** screen will appear with details from the assessment, including the score. To review the assessment and view the correct responses, click **Review**.



10. If you choose to review the assessment, the correct answer is highlighted in **yellow** with a checkmark next to it. The submitted response is highlighted in **red** with an x by it.

Read the following sentence from *The Little Princess*.

"The change in her life did not come about gradually, but was made all at once."

What does this sentence suggest about Sara's new life?

- Sara will have time to get used to her duties at the school. ✘
- Sara has little time to make difficult choices about the school.
- Sara will not have much time to adjust to her new situation at the school. ✔
- Sara is going to have change the way she lives if she wants to stay in school.

How to Review and Manage Assessment Results in the Gradebook (Uses Math Screenshots, though principles are the same for ELA)

After an assessment, you can review and manage preliminary results/student work by going to the Gradebook.

1. On the main dashboard, click **Gradebook**.

The dashboard features a grid of icons for various tools and resources. The 'Gradebook' icon, which shows a red pencil writing on a notepad, is highlighted with a red rectangular border. Other icons include Bookshelf, Teacher Resources, Lesson Planner, Assessment, Teacher Notebook, SpringBoard® Community, Progress Reports, Messages, Class Roster, Student Portfolios, Professional Development, and ZINC Reading Labs.

2. When you open the **Gradebook**, you'll see all of your current work to be graded and click the assessment that you've just given.

If all your students have taken the test, you can now click **Close This Assessment** (which should be clicked only when your class has finished taking the assessment; once you click **Close this Assessment**, students who have not taken the test will not be able to view the test).

The screenshot shows the SpringBoard Gradebook interface. At the top, there are navigation tabs: 'To Be Graded', 'All Current Year Classes', 'All Students', and 'Advanced'. Below these is a section titled 'Due two weeks ago or more'. The first assessment listed is 'Algebra 1 Unit 1 Lesson 2-4' for '7th Grade Algebra - 700842 - 02', dated 'October 2, 2015 - October 3, 2015'. It has a status of '19/19' and a 'Close this Assessment' button. The second assessment listed is 'Algebra 1 Unit 1 Lesson 2-4' for '7th Grade Algebra - 700842 - 02', dated 'October 2, 2015 - October 3, 2015', with a status of '0/28' and a 'Close this Assessment' button.

Note: If you do not spot the test you have given, click **To Be Graded > Up Next**.

3. When you click the **test**, you expand the gradebook for that particular test. You might first use **Select Student** to see how each student performed (composite score). Click the **release grades** button so that students are able to view their scores on the test and each question (as they review).

The screenshot shows the SpringBoard Gradebook interface with the 'Algebra 1 Unit 1 Lesson 2-4' assessment expanded. A red box highlights the 'release grades' button, which is currently set to 'off'. A warning message is also visible: 'You have graded all assignments but have not released your grades. To finish grading this assignment turn on release grades.' Below the warning, there is a section for 'Class Information' showing '19/19 assignments active' and '19/19 assignments graded'. Below that, there is a section for 'Student Information'.

4. When you click a **student's name**, you'll be able to see their work/score at the bottom of the summary screen.

You can override the score, if you choose, by clicking the **upper number** in the composite. You can then revise the score by inputting a new number and then save it clicking **Save Grade**.

You may also click **Review Exam** to see how the student did on each question.

The screenshot displays the SpringBoard Gradebook interface. At the top, there is a navigation bar with the SpringBoard logo and a 'Gradebook' dropdown menu. Below this, a red warning banner states: "The assessment is past due and is auto-graded. To finish grading this assignment turn on release grades. Students will receive a zero score for every answer not submitted." The main content area is divided into sections: 'Class Information' showing '1/27 assignments active' and '1/27 assignments graded' with a 'release grades' toggle set to 'off'; 'Student Information' with a dropdown menu for 'Jessica Student'; and a 'Summary' card for 'Algebra 1 Unit 3 Lesson 17-1'. The summary card contains an 'Exam Summary' table with the following details: Number of Questions: 3, Time Allowed: Not Timed, Grading Scale: Numeric, Multiple Sessions: Yes, and Test Mode: Practice Test. Below this is a 'Standards' section listing three CCSS.Math.Content.HSA-REI.C.6 standards. At the bottom of the summary card is a 'review exam' button. In the bottom left corner, the 'Overall Grade' section shows a score of 3/3 and a 'save grade' button.

5. Move on to another student. When you're finished reviewing, you can navigate to other modules by clicking the home button in the left sidebar.