

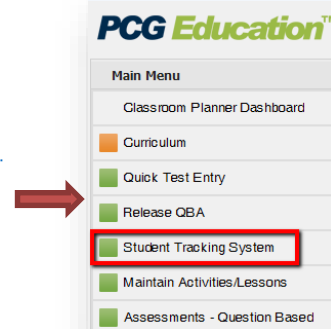
## PRE-TEST PLANNING

### PRE-PLANNING CHECKLIST

- ✓ Go to the student tracking tab to **verify the student roster** at least one week before the test administration.
- ✓ If any students are not in the system, notify your campus administration.
- ✓ Once the student roster is verified, print out **usernames and passwords**.
- ✓ **Release** the tests to the correct students and courses.
- ✓ Have a backup plan for unexpected issues.
- ✓ Have a make-up plan for students who are absent.

### VERIFYING STUDENT ROSTERS

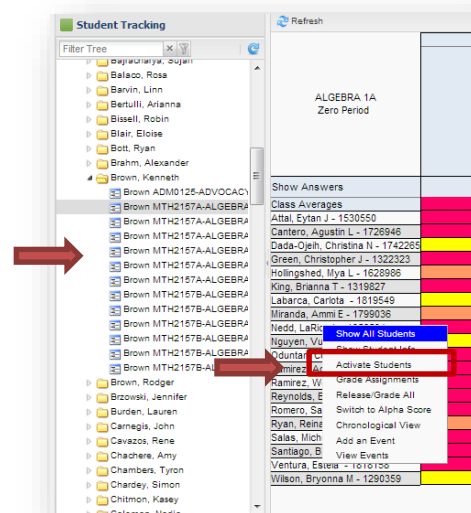
1. From the **Main Menu**, select **Student Tracking**.
2. Click on the **teacher** name.
3. Select **course**.
4. Verify all of your student rosters are accurate. Missing students should be reconciled in Chancery. Communicate issues to your campus administration days before the test, so information can be reconciled.



### USERNAMES AND PASSWORDS

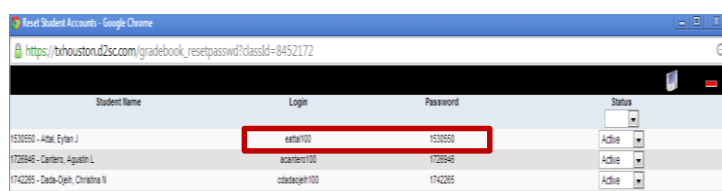
Follow steps 1-3 from above

5. A table will appear on the window in the right.
6. Hover over the student names. Right click on any student name.
7. A menu will appear. Click on **Activate Students**.



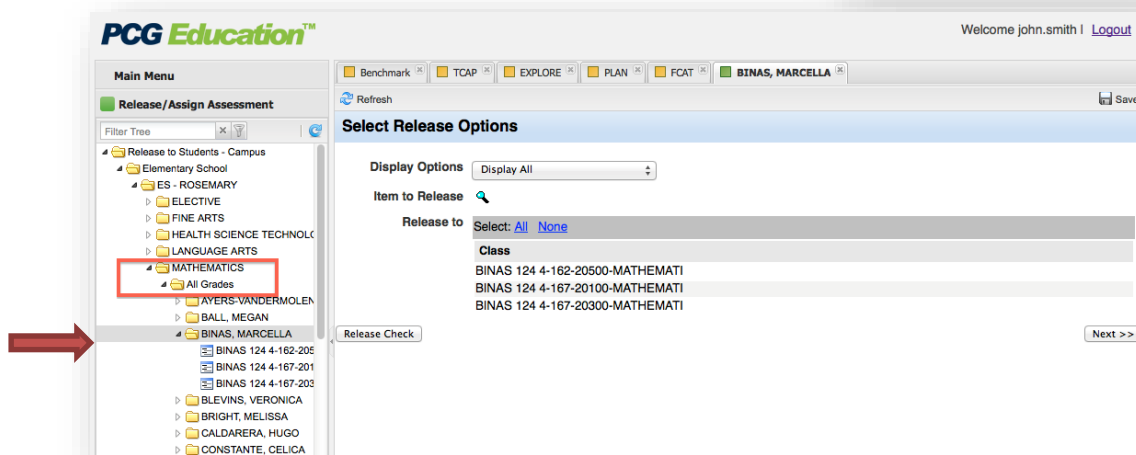
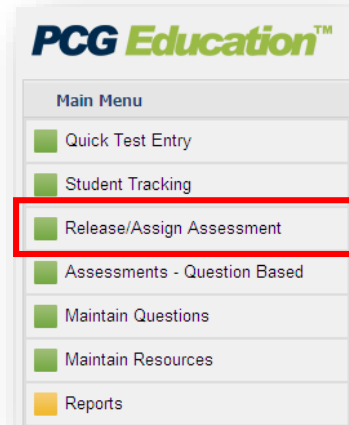
8. A pop-up screen will appear with all of the student usernames and passwords for this course. The ID is the same as the HISD network account and the password is the student ID number.
9. It is a best practice to print this information to have on hand for your online testing session. You can print the page by right clicking on the screen and selecting **Print**.

**Note:** Students can use single sign-on which will not require a password for login. It is a best practice to have EdPlan passwords handy to ensure students who forget their HISD credentials can test. (For more information go to pg. 5)



## HOW TO RELEASE

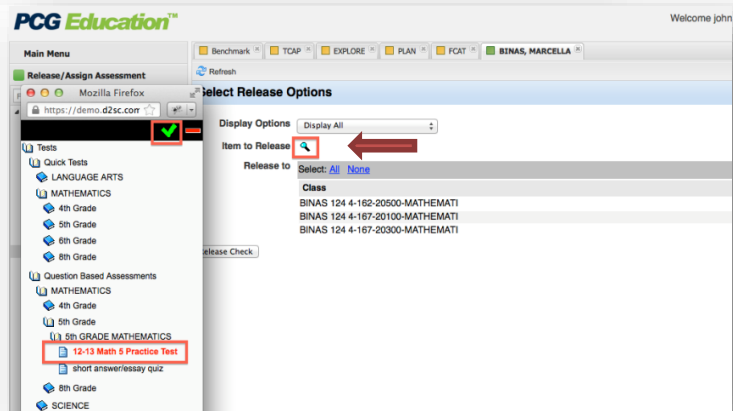
1. From the **Main Menu**, select **Release/Assign Assessment**.
2. Open a content area folder in the navigation tree to see the grade level folders to release to multiple teachers. **Note:** You can also click a teacher's name in the navigation tree to show only that teacher's classes.
3. The "Release to" section will display classes with the teacher name and the subject area of the grade level selected.



- a. Click the **Lookup** icon (magnifying glass) to select the test you wish to release.
- b. When the test selection window opens, select either the group of **Quick Tests** or **Question Based Assessments**.

**Note:** Elementary tests are typically Quick Tests and secondary tests are typically QBA's (Question Based Assessments).

- c. Click on the **test title**. The title of the test will turn red to show that it is selected.
- d. Click the **green check mark**. The window will close and the test title will show on the Release QBA screen.



4. Click **Select All** to select all classes shown, or individually select the classes desired. A selection is made when it is highlighted in blue.
5. Click the **Next** button.

6. You may wish to change the **Scoring Category** and **Grading Period** from the drop down lists or leave it as is. The Grading period will automatically default to the current grading cycle.

**Note:** Items 7-10 only impact online testing. Paper testing and quick tests can proceed to step 11.

7. The **Release Date** and **Due Date** boxes are critical with online testing. **Ensure you select a window of time that includes your test date.** Not doing so will lock students out from the test the day of the administration.

8. The **Delivery** drop down menu allows you to choose how you want your online session to be displayed. (Timed, untimed, one question at a time etc.)

9. The check boxes provide additional options for online testing such as **Randomizing Questions and Answers** and **Showing the answers after submission** etc. **Do NOT** check the **Secured Assessment** box if you are not directed to do so by your campus administration.

10. **Important Note:** The Secured Assessment feature requires a special Lock Down Browser (LDB) installation to each student computer. If this LDB has not been installed, the student will **NOT** be able to test when the secured assessment box is checked. Student will get a blank screen on test day.

Procedure Details

Release Date (MM/DD/YYYY) 9/29/2014  
Due Date (MM/DD/YYYY) 9/29/2014

Assessment Title 2014\_HISD\_SNAP1\_MAT\_HS\_ALG1  
Gradebook Title 2014\_HISD\_SNAP1\_MAT\_H

Scoring Category Major Grades  
Grading Period NINE WEEKS 1  
Max Score 100.0  
Grade Weight(%) 100

Delivery All Questions, Not Timed

Time Allowed 0 (in Minutes)

From (HH:MM) 00:00  
To (HH:MM) 23:59

☐ Extra Credit Assignment  
☒ Assess Mastery  
☐ Show Answers After Submission  
☐ Hide Summary After Submission  
☒ Randomize Questions & Answers  
☐ Secured Assessment

\* Please remember that dates and times are specific to CST Time Zone.

\*Adjust time range if you would like the test to be accessible during specific time of a day between release date and due date

Do NOT select the Secured Assessment box unless explicitly directed to do so.

11. An additional feature is releasing by **time/period**. (\*This is optional) **Ensure you select a window of time that includes your designated time/period.** Not doing so will lock students out from the test any time set outside of the window.
12. When you are sure you have the correct selections made, click the **Save** icon at the upper right.

PCG Education™

Welcome | Logout

Main Menu

Release QBA

Filter Tree

HEALTH SCIENCE TECHNOLOGY  
LANGUAGE ARTS  
MATHEMATICS  
ADAMS, SHANNON  
AYERS-VANDERMOLEN  
BALL, MEGAN  
BINAS, MARCELLA  
BINAS 124 4-162-205  
BINAS 124 4-167-201  
BINAS 124 4-167-202

processing... Please Wait!

Releasing assignment to section: BINAS 124 4-162-20500-MATHEMATICS ... released to 3 students

Done

13. A message will appear confirming the process has been **“Done”**. It will include the test name, classes the test was successfully released to and the number of students for whom the test was released in each class.

**Note:** A test may only be released to an individual student once. If the test was previously released to a student in another course, you will not be able to release the test again to the same student. If the screen states the test is released to 0 students, the test has already been released to the students in another class. **If you are getting an error message, make sure the naming convention of the test is less than 50 characters in length.**

## TEST DAY CHECKLIST

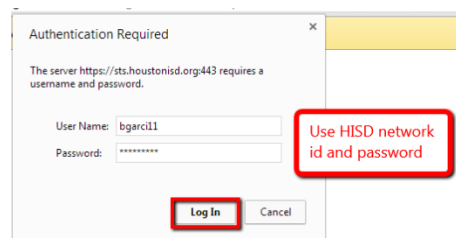
- ✓ Ensure all students are using **Chrome** as their Internet Browser.
- ✓ Post the web address on the board [www.houstonisd.org/edplan](http://www.houstonisd.org/edplan) .
- ✓ Assist students who can't log in through single sign-on by providing them with their EdPlan username and password.
- ✓ Implement plan B, such as a paper test for new arrivals or others unexpected issues.
- ✓ Make note of all students who are absent and need to make-up the test.
- ✓ Have the student tracking tab open on the teacher computer during testing to troubleshoot when needed.
- ✓ Have list of support contacts and support guides handy.
- ✓ Communicate any issues quickly.

## LOGGING IN

### SINGLE SIGN-ON

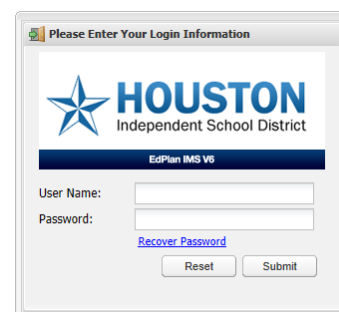
**Single Sign-on (SSO)** allows for students to use their ad/domain credentials to get into EdPlan. In order to use SSO, students have to log on with their own HISD network id and password to the devices they are testing on. Use [www.houstonisd.org/EdPlan](http://www.houstonisd.org/EdPlan) .

Students will automatically be taken to the EdPlan website and be logged in. Upon initial login, the students will have to put in their **HISD network id** and **password** in the box and **save**. Once it is saved it will remember the account.



If students are not logging into the device using their own credentials they will need their EdPlan username and password. (Instructions on how to get student passwords are on pg. 1) EdPlan usernames are the students' **HISD network ID** and passwords are their **ID number**.

**Note:** If for any reason the Single Sign-On is experiencing issues, please use the general URL: <https://txhouston.d2sc.com> Please note the "s" in https is important because this is a secure site.

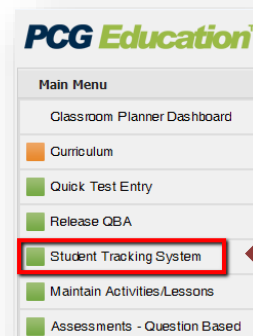


### USING THE STUDENT TRACKING TAB TO TROUBLESHOOT

Always have the Student Tracking tab open on your teacher computer when proctoring an online test administration.

### HOW TO USE STUDENT TRACKING

1. From the **Main Menu**, select **Student Tracking**.
2. Select a teacher.
3. Select a course.
4. A table will appear on the window in the right.
5. Hover over the test name and right click on the test name you are administering.
6. A menu will appear.

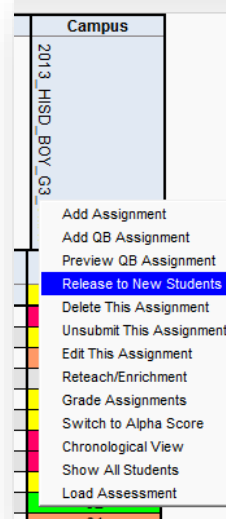


## CLICK ON RELEASE TO NEW STUDENTS (OPTIONAL)

Use the following steps to release to a new student registered into the course after the release process. Students have to be properly enrolled in Chancery courses. If the students have not been scheduled into courses, they will not display on the class rosters.

- After the menu appears select **Release to New Students**.
- If your pop-up blocker is off a screen will pop up with the new students' names. Select the necessary **students' names**. If pop ups are not enabled, you will have to enable pop-ups and start the process again.
- Click on the **Save** diskette icon on the top right corner.
- You will now see a 0\* on the grade column in the student tracking screen for those students. 0\* means the test has been released to them.

**Note:** Through student tracking you can see if a test has been released or not. You can also see student scores as soon as they select submit.



Campus
2013 HISD BOY Q3 SMAT
71
44
83
56
0*
78
83
33
44
81
92
61
64
83
81
94
72
72
78
58
86
86
89
72
69
83
-
83
58
47



Test Name



(0\*) means the test has been released.



(-) means test has not been released

SEMESTER1	NOSTIC	Campus
		HSCA1-ALGEBRA1
		1314HSCA2-ALGEBRA1
		40 53
		40 0*
		40 33
		50 100
		40 42
		30 83
		30 58
		0* 75
		30 75
		50 42
		60 92
		30 50
		40 33

## CLICK ON UNSUBMIT THIS ASSIGNMENT.

Another feature of student tracking is "Unsubmit This Assignment." This is used if a student accidentally submits his assignment before finishing and is unable to resume the test.

- From the **Student Tracking** tab hover over the test name and right-click.
- After the pop-up menu appears, select the assignment, and **Unsubmit this Assignment**. This will unlock the test.
- Ask the student to log back in and resume testing.

## EDIT RELEASING DETAILS

If a student sees a blank screen when attempting to take the test, a mistake may have been made during the release process.

**Problem #1:** The “Secure Assessment” box should not be checked when the students don’t have a **Lock Down Browser (LDB)** installed on their computer.

**Problem #2:** Not selecting the correct testing window. Both the dates and times must be included and verified to ensure the assessment is available for online testing.

14. From the Student Tracking tab hover over the test name and right-click.

15. After the menu appears select **Edit this Assignment**.

16. Through the **Edit Assignment** tab you can change the date, time, and uncheck the “**Secure Assessment**” security feature of your test.

Name	Library	Time Allowed (in Minutes)	Max Score	Question Count	Date	Start Time	End Time	Randomize
Ali	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Julie	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Robert	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Yusef	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Ali	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Gustavo	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Miguel	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Harsh	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Justin	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Seamus	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
J. Jackson	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
I. Johnson	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Mc, Giovanni	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Mr. Juan	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Mr. Pineda, L. David	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Magnum	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Wendy	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Yara	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Valentina, Jose	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Mr. Maria	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Jonathan	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Yusef	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Yusef	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y
Yusef	All Questions, Not Timed	0	100.0	0	09-25-2014	09:25:00	10:30:00	Y

## RETEACH/ENRICHMENT

A benefit of online testing is having the data immediately. The student tracking screen will show overall grades, but the reteach/enrichment tab will break down the students’ data by objectives mastered.

17. From the **Student Tracking** tab hover over the test name and right-click

Objective	Met Expectations	Assign Resources	Resources
Objective 111.7.8.05.03B The student is expected to use multiplication to solve problems involving whole numbers (no more than three digits times two digits without technology)	Met Expectations	Assign Resources	ECU0000-1-4-1-1-digit (with remainder) ECU0000-2-4-1-1-digit (with remainder) ECU0000-3-4-1-1-digit (with remainder) ECU0000-4-4-1-1-digit (with remainder) ECU0000-5-4-1-1-digit (with remainder) ECU0000-6-4-1-1-digit (with remainder) ECU0000-7-4-1-1-digit (with remainder) ECU0000-8-4-1-1-digit (with remainder) ECU0000-9-4-1-1-digit (with remainder) ECU0000-10-4-1-1-digit (with remainder) ECU0000-11-4-1-1-digit (with remainder) ECU0000-12-4-1-1-digit (with remainder) ECU0000-13-4-1-1-digit (with remainder) ECU0000-14-4-1-1-digit (with remainder) ECU0000-15-4-1-1-digit (with remainder) ECU0000-16-4-1-1-digit (with remainder) ECU0000-17-4-1-1-digit (with remainder) ECU0000-18-4-1-1-digit (with remainder) ECU0000-19-4-1-1-digit (with remainder) ECU0000-20-4-1-1-digit (with remainder) ECU0000-21-4-1-1-digit (with remainder) ECU0000-22-4-1-1-digit (with remainder) ECU0000-23-4-1-1-digit (with remainder) ECU0000-24-4-1-1-digit (with remainder) ECU0000-25-4-1-1-digit (with remainder) ECU0000-26-4-1-1-digit (with remainder) ECU0000-27-4-1-1-digit (with remainder) ECU0000-28-4-1-1-digit (with remainder) ECU0000-29-4-1-1-digit (with remainder) ECU0000-30-4-1-1-digit (with remainder) ECU0000-31-4-1-1-digit (with remainder) ECU0000-32-4-1-1-digit (with remainder) ECU0000-33-4-1-1-digit (with remainder) ECU0000-34-4-1-1-digit (with remainder) ECU0000-35-4-1-1-digit (with remainder) ECU0000-36-4-1-1-digit (with remainder) ECU0000-37-4-1-1-digit (with remainder) ECU0000-38-4-1-1-digit (with remainder) ECU0000-39-4-1-1-digit (with remainder) ECU0000-40-4-1-1-digit (with remainder) ECU0000-41-4-1-1-digit (with remainder) ECU0000-42-4-1-1-digit (with remainder) ECU0000-43-4-1-1-digit (with remainder) ECU0000-44-4-1-1-digit (with remainder) ECU0000-45-4-1-1-digit (with remainder) ECU0000-46-4-1-1-digit (with remainder) ECU0000-47-4-1-1-digit (with remainder) ECU0000-48-4-1-1-digit (with remainder) ECU0000-49-4-1-1-digit (with remainder) ECU0000-50-4-1-1-digit (with remainder) ECU0000-51-4-1-1-digit (with remainder) ECU0000-52-4-1-1-digit (with remainder) ECU0000-53-4-1-1-digit (with remainder) ECU0000-54-4-1-1-digit (with remainder) ECU0000-55-4-1-1-digit (with remainder) ECU0000-56-4-1-1-digit (with remainder) ECU0000-57-4-1-1-digit (with remainder) ECU0000-58-4-1-1-digit (with remainder) ECU0000-59-4-1-1-digit (with remainder) ECU0000-60-4-1-1-digit (with remainder) ECU0000-61-4-1-1-digit (with remainder) ECU0000-62-4-1-1-digit (with remainder) ECU0000-63-4-1-1-digit (with remainder) ECU0000-64-4-1-1-digit (with remainder) ECU0000-65-4-1-1-digit (with remainder) ECU0000-66-4-1-1-digit (with remainder) ECU0000-67-4-1-1-digit (with remainder) ECU0000-68-4-1-1-digit (with remainder) ECU0000-69-4-1-1-digit (with remainder) ECU0000-70-4-1-1-digit (with remainder) ECU0000-71-4-1-1-digit (with remainder) ECU0000-72-4-1-1-digit (with remainder) ECU0000-73-4-1-1-digit (with remainder) ECU0000-74-4-1-1-digit (with remainder) ECU0000-75-4-1-1-digit (with remainder) ECU0000-76-4-1-1-digit (with remainder) ECU0000-77-4-1-1-digit (with remainder) ECU0000-78-4-1-1-digit (with remainder) ECU0000-79-4-1-1-digit (with remainder) ECU0000-80-4-1-1-digit (with remainder) ECU0000-81-4-1-1-digit (with remainder) ECU0000-82-4-1-1-digit (with remainder) ECU0000-83-4-1-1-digit (with remainder) ECU0000-84-4-1-1-digit (with remainder) ECU0000-85-4-1-1-digit (with remainder) ECU0000-86-4-1-1-digit (with remainder) ECU0000-87-4-1-1-digit (with remainder) ECU0000-88-4-1-1-digit (with remainder) ECU0000-89-4-1-1-digit (with remainder) ECU0000-90-4-1-1-digit (with remainder) ECU0000-91-4-1-1-digit (with remainder) ECU0000-92-4-1-1-digit (with remainder) ECU0000-93-4-1-1-digit (with remainder) ECU0000-94-4-1-1-digit (with remainder) ECU0000-95-4-1-1-digit (with remainder) ECU0000-96-4-1-1-digit (with remainder) ECU0000-97-4-1-1-digit (with remainder) ECU0000-98-4-1-1-digit (with remainder) ECU0000-99-4-1-1-digit (with remainder) ECU0000-100-4-1-1-digit (with remainder)

18. After the menu appears, select **Reteach/Enrichment**: Through the Reteach/Enrichment window you can...

- See a quick snapshot of which students met expectations and which are below expectations.
- Display each question associated with the objective, along with correct/incorrect responses.
- Access **Resource/Activities** section to display any resources corresponding to objectives.
- Click on students’ names, which will take you to the **Student information** screen for a more detailed look at a student’s information (i.e. student schedule, contact information, assessment history etc.).

**Note:** The district assessments button in the student information tab will show a record of the student’s assessment history in the EdPlan system.



---


### NETWORK ISSUES AND MAKE-UPS

Please discuss with your administration what the campus expectation is for power outages and network failures. A best practice is to wait for no more than 10 minutes before resuming other work. The system will auto-save at least every 5 minutes, so most, if not all answers will be saved in the case of a network failure. Upon re-login, the student may continue to test where s/he left off. The students' strategies and notes will not be saved; only the answers will be saved. Have a clear plan of what to do when these systems fail.

Discuss with your administration how make-ups will be managed. Note that if a test was released for a specific date and/or time, the window will have to be edited in order for the student to have access to the test. Instructions on how to "Edit Release Details" are on pg. 7. You can edit release details for the entire class or individual students.

---


### HOW TO CLEAR YOUR CACHE

1. Click the Chrome menu  on the browser toolbar.
2. Select **Tools**.
3. Select **Clear browsing data**.
4. In the dialog prompt that appears, select the checkboxes for the types of information that you want to remove.
5. Use the menu at the top to select the amount of data that you want to delete. Select **beginning of time** to delete everything.
6. Click **Clear browsing data**.

---

### HOW TO ENABLE POP-UPS

You can allow all pop-ups by disabling the pop-up blocker. Follow these steps:

1. Click the Chrome menu  on the browser toolbar.
2. Select **Settings**.
3. Click **Show advanced settings**.
4. In the "Privacy" section, click the **Content settings** button.
5. In the "Pop-ups" section, select "Allow all sites to show pop-ups."



### MONITOR AND SUPPORT

Each test administration will provide additional learning opportunities that will help refine the process. Continue to make modifications as needed. Continue to work with your administration and campus support to refine the online assessment process.

---

### REQUEST SUPPORT AND PD OPPORTUNITIES

Communicate your level of comfort and seek support or be a support to others. Decide what follow-up training is needed and what topics should be covered. Browse the HISD EdPlan support website for future EdPlan district trainings and other guides, videos, and support. <http://www.houstonisd.org/Page/90242>

---

### DATA-INFORMED PRACTICES AND COMPETENCIES

(<http://hisdacademics.org/2014/10/20/power-up-instruction-competencies/>)

- Assess individual student starting points (needs, strengths, and interests)
- Use formative assessment data to adjust plans
- Design formative assessments to include open-ended questions and challenges
- Facilitate goal setting and student monitoring of their own progress
- Provide precise, timely feedback to improve student learning

---

### DATA RESOURCES

<http://www.houstonisd.org/Page/90242>

- [Teacher Reports Quick Guide](#)
- [Campus Reports Quick Guide](#)
- [EdPlan Report Guide](#)
- [How to Access Reports](#)
- [DLA Student Performance Analysis Guide](#)