The School District of Osceola County

Comprehensive School City Suite-Osceola Guide

Powered by illuminate education

Table of Contents

How to access your School City account

Option 1: Classlink will auto log you in

Option 2: Osceola.schoolcity.com

Username: active directory

1ˢᵗ time password: Schoolcity1

User must change password after first login.

Roles in School City

District

District level users are able to pull test history reports for any Osceola district student, create custom reports by school, and assign assessments to all schools, courses, or select teachers across the district.

School

School level users are able to pull test history reports for any student rostered to their school, create custom reports by assessment(s) or teacher, manage PLC and student groups, and assign assessments to PLC groups. Deans, MTSS, literacy, math and science coaches automatically receive this role. Administration may request additional school personnel to have school level access here.

Teacher

Teacher role allows teachers to create assessments (including item bank assessment), share assessments in a PLC and create reports by assessments they have administered. Additionally, test history reports can be pulled for any student rostered to the teacher from Focus.

PLC

Teachers with a PLC role added to their profile have the ability to analyze summary level data for district and PLC assessments. This includes proficiency by teacher and proficiency of standards by teacher. Additionally, teachers with a PLC role will be able to pull summary level data on *any* district level assessment or PLC assessment at the school (i.e. - biology PLC could see Algebra 1 data). Administration may request teachers to have PLC level access here

Teacher Assessment Screen

Assessments are stored under different tabs on the "Manage Assessments" screen.
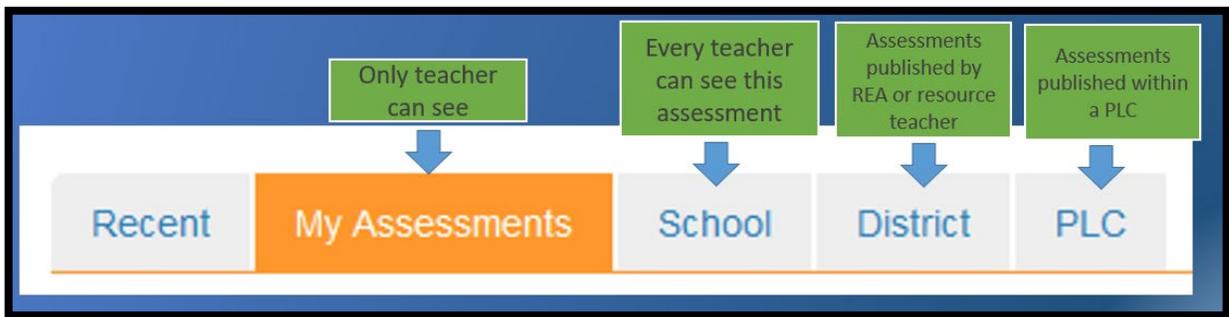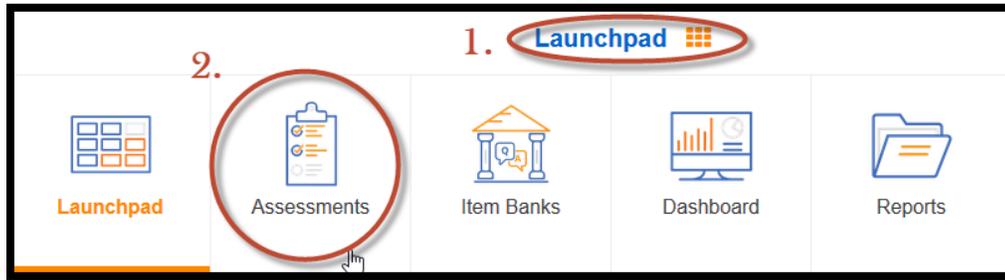
Teachers will have five tabs:

Recent

Recent Assessments you have recently created or have been working on will be listed on the *Recent tab*

My Assessments

When assessments are saved or published, it will be listed on the *My Assessments tab*. Only the teacher that created the assessment is able to access the assessment and the data.

School

Assessments posted to the school tab are available to ALL teachers in the school. Any teacher can print and scan answer sheets for these assessments.

District

Assessments assigned to teachers by a district level user, such as REA or a district resource teacher. District formative assessments will be listed in the *District* tab.
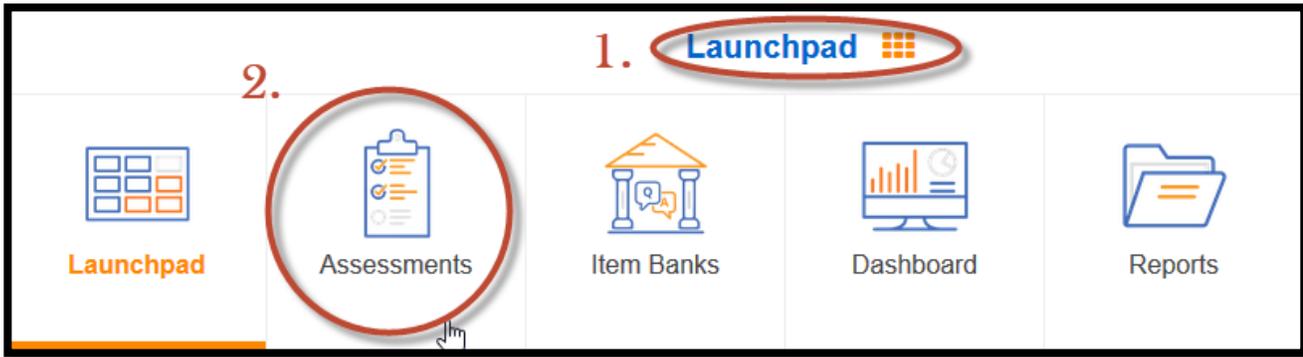
PLC – Assessments shared within a group of teachers assigned to a PLC. Please see your district platform coordinator to be added to a PLC.
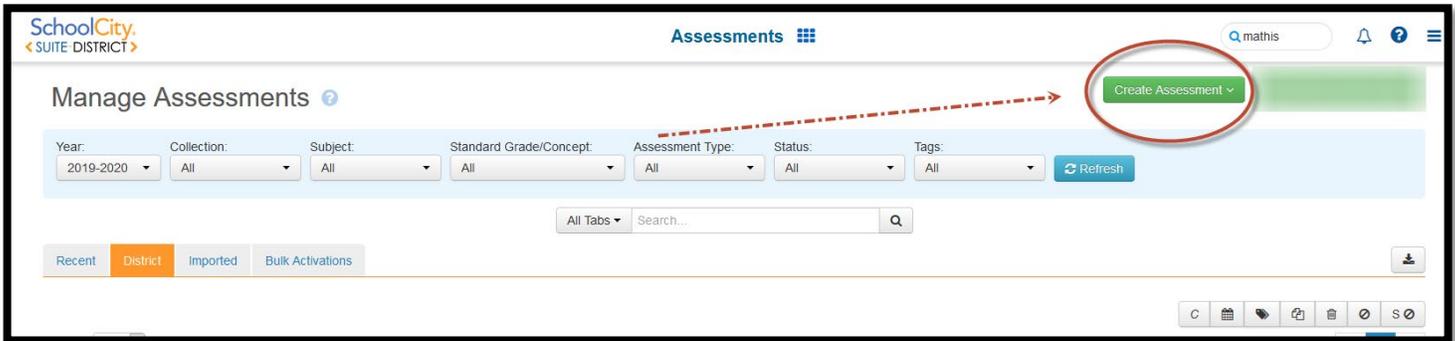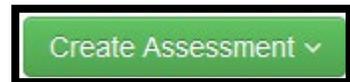
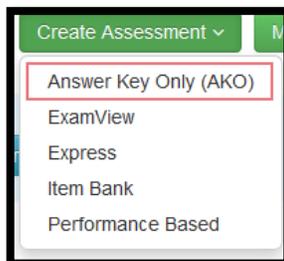## How to create an Answer Key Only assessment

1. Locate School City via Classlink

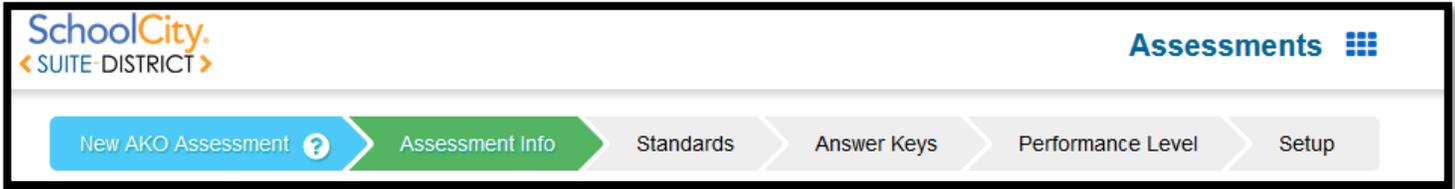2. Click on the Launchpad at the top of the screen, and click "Assessments"

3. Click the green "Create Assessment" button in the upper right-hand corner

4. Select Answer Key Only (AKO)

5. The top of the AKO screen contains a step-by-step process to create an assessment. When you click next, your work will automatically save.


6. Enter an assessment name and select your subject area from the drop-down menu
   - Optional: users may organize the assessment into a collection (*organizational tool in School City*) by selecting the "Existing Collection" drop down
   - Optional: Users can share the assessment with a PLC group. Select your PLC from the drop-down menu (*If you do not see your PLC from the drop-down, please contact your school's district platform coordinator*)
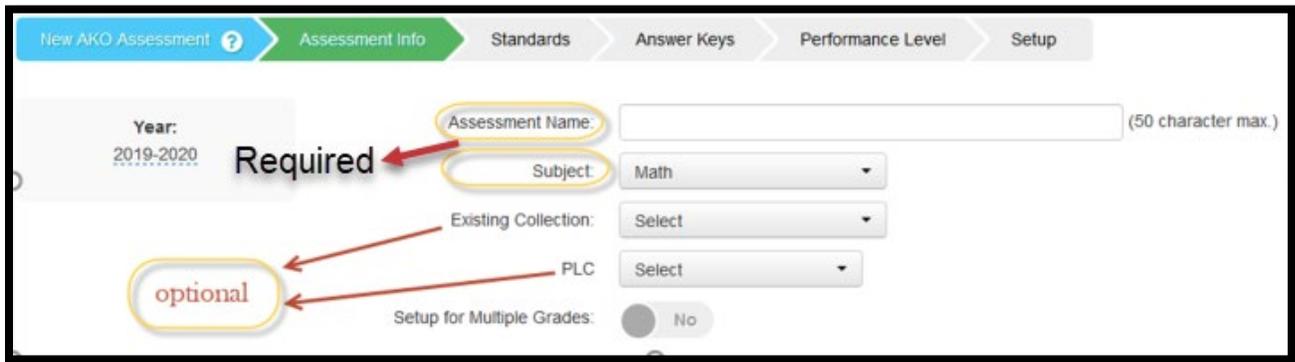
7. The scheduling feature on this page allows users to decide which students will take this assessment. The system will automatically autofill "schedule all students to take this assessment," but you can also schedule by course codes. For example, a third-grade teacher may want all students to take the assessment, but a high school teacher with multiple preps may want to schedule the assessment to one set of students. *Regardless of the selection here, the user ultimately decides which answer sheets to print.*

All students schedule (autofill)
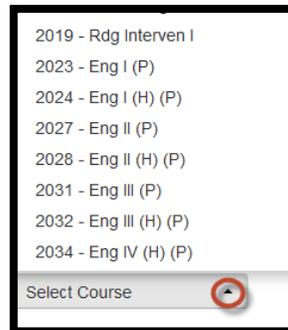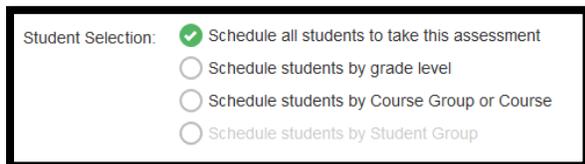
Select by course code. If you have different sections of a class, make sure to select all instances of your course

8. Select all standards that will align to this assessment

o If you would like to add standards from other subjects or include **The College Board Advanced Placement** standards, click on "add subjects."

o If you do not want to align any standards to this assessment, click "no standards selected"

9. Type in the number of questions on your assessment and click "Update"

10. Complete your answer key.

Each item has various drop down options. Each item must have an answer and a standard selected. *If you selected "no standards selected" on the previous screen, you will still need to select "no standards selected" in the standards box for each item.*


Available Question Types:

- CR= Constructed Response (Similar to a rubric and the teacher bubbles a score)
- MB= Multiple Binary (True/False, Yes/No, Correct/Incorrect)
- MC= Multiple Choice (One correct answer and up to 9 answer choices)
- MR= Multiple Response (Two or more answers and up to 9 answer choices)
- NR= Numerical Response (There are several number grid templates to pick from)
- SA= Short Answer (Creates a small box on the answer sheet for students to write a response, like vocabulary)
- EBSR = Evidence Based Selected Response (Part A/Part B)

11. Performance Levels are optional, but ** a selection must be made on this screen. ** Performance levels will customize reports to help interpret assessment data.
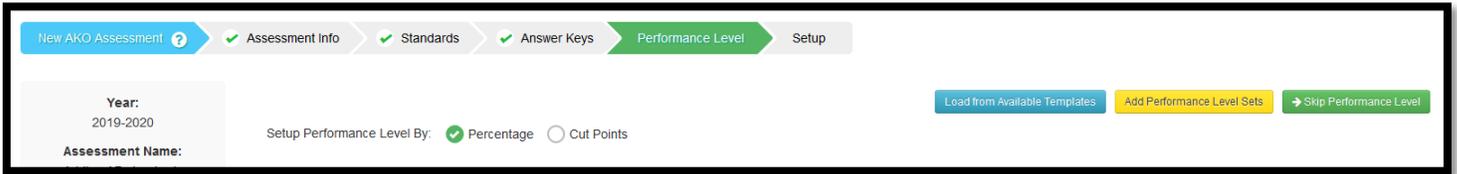
Users may skip this step by clicking "Skip performance levels." However, you may load a generic template (blue button) or create your own (yellow button).
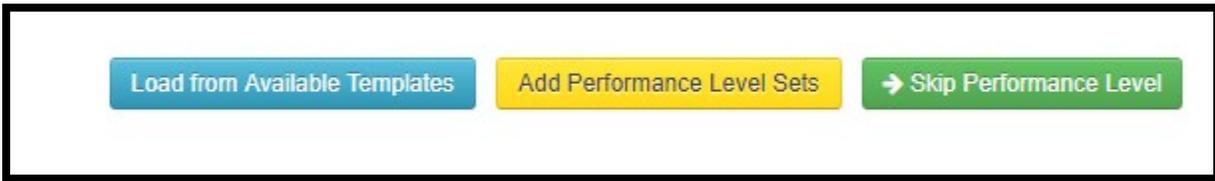
12. Define a window for your assessment (*system will autogenerate 30 days*). Your selections will define when you can print and scan answer sheets.
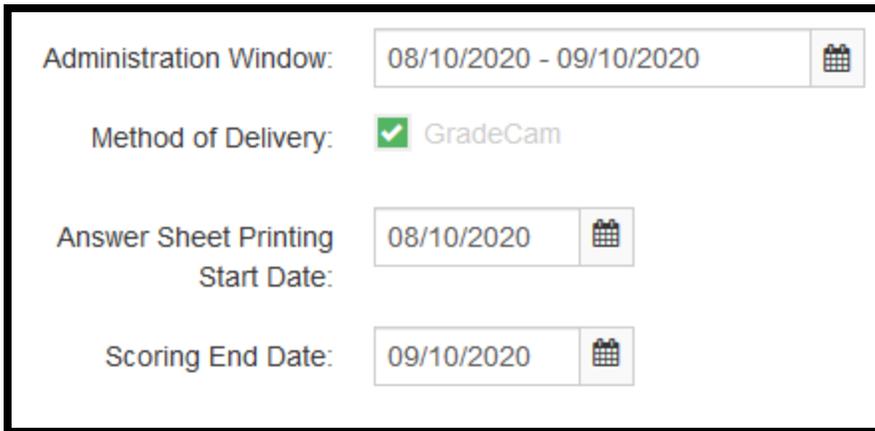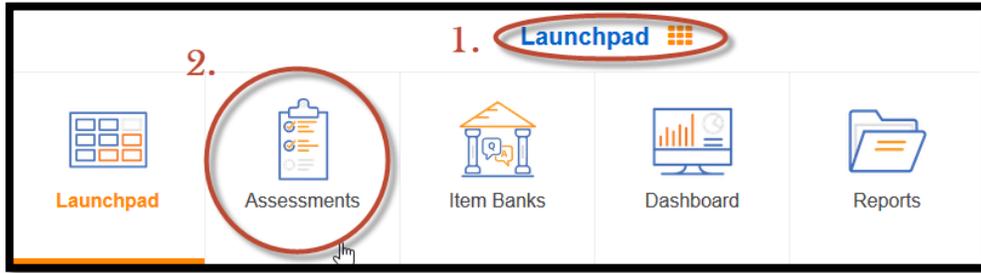

13. Publish your assessment

14. After publishing, School City will redirect you to the "Manage Assessments" screen and you will be able to print GradeCam answer sheets.

Printing Answer Sheets

1. From the assessment manager screen, locate an assessment to print answer sheets for.
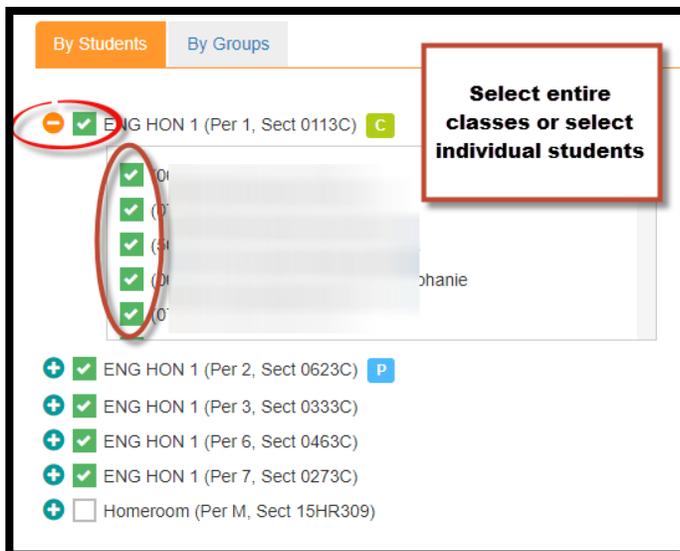

2. To print answer sheets you an assessment you created, click "My Assessments." To print answer sheets for district assessments, click "District."
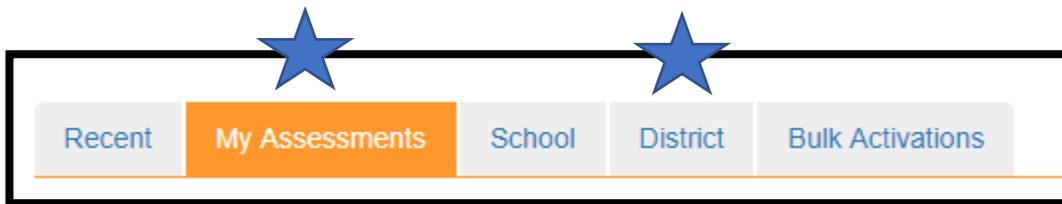
3. To the right of the assessment name, locate the printer icon.

5. Click "Print Answer Sheets" to generate an answer sheet for each student with their information already on a Gradecam sheet.

   Warning - *if you select Generic Bubble Sheet, students will need to fill in their own student ID number and this sheet will ONLY work for this individual assessment you are printing for. SchoolCity does not support Generic Bubble Sheets across different assessments at this time.*
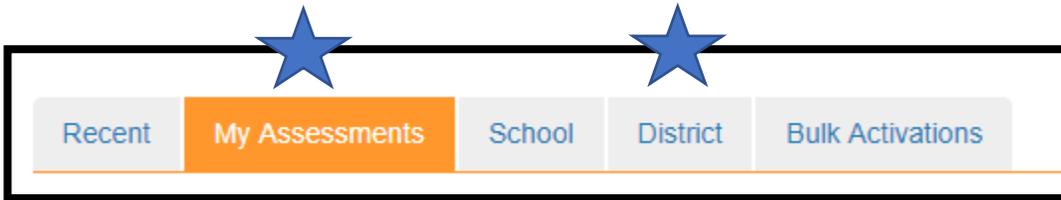
6. Print or save to a PDF
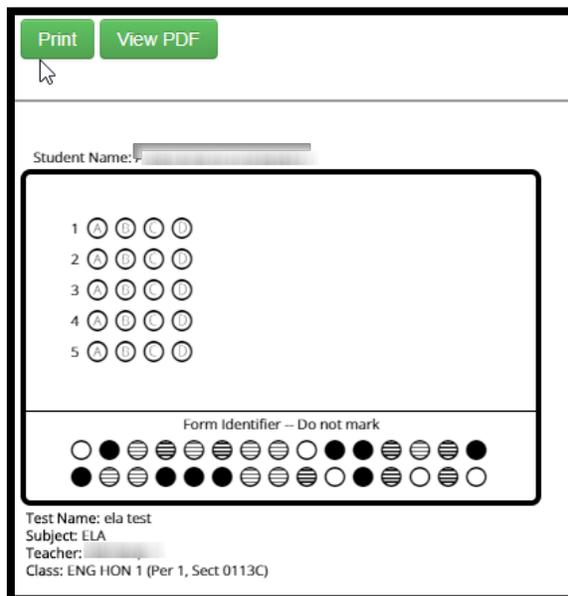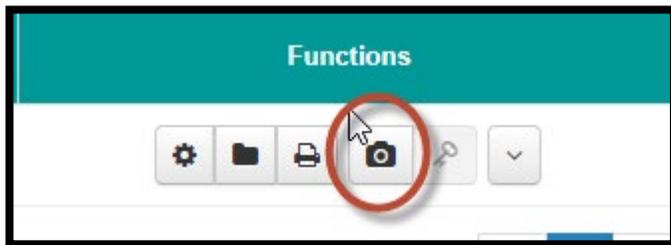
Scanning Answer Sheets

1. From the assessment manager screen, locate an assessment to scan answer sheets for
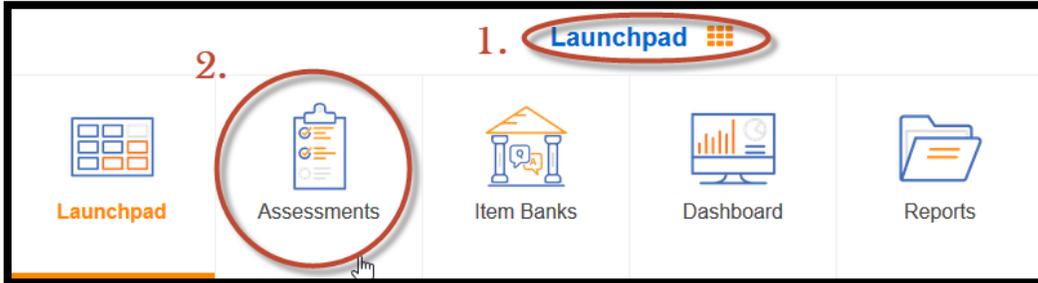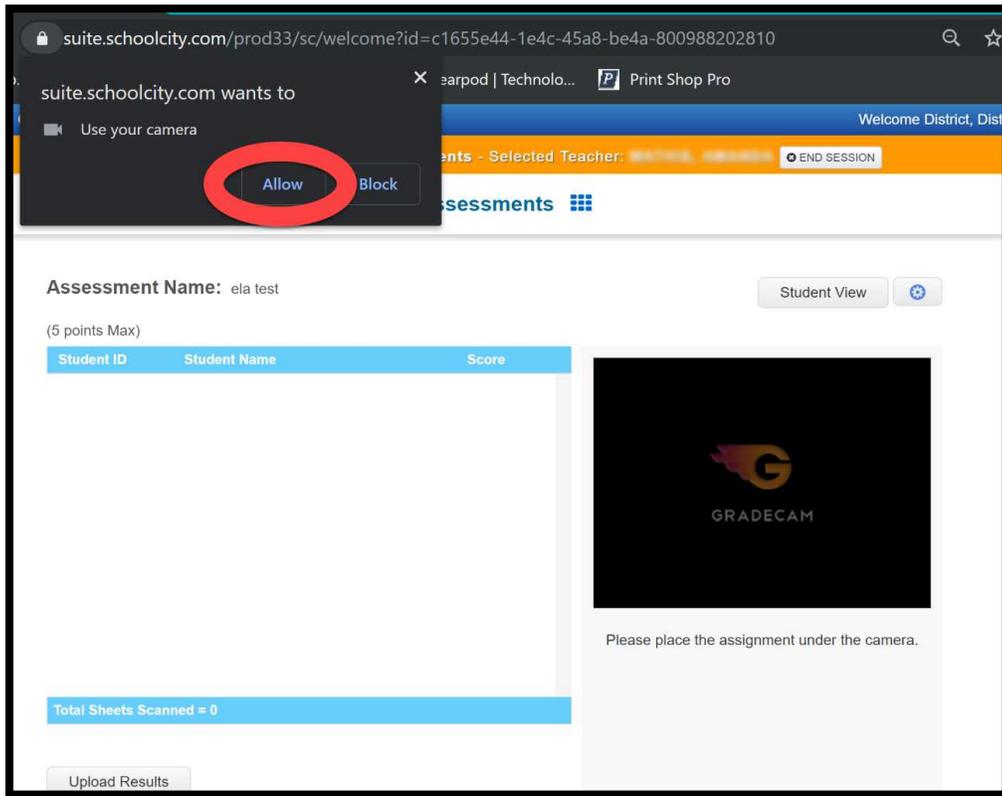

2. To scan answer sheets for an assessment you created, click "My Assessments." To scan answer sheets for district assessments, click the "District" tab.

3. Select the camera icon to the right of the assessment name

4. A pop up will appear asking permission to use your laptop enabled camera. Select "Allow"

5. Scan answer sheets, one at time by holding the answer sheet up to your laptop or Elmo camera. Make sure to click "Upload" results after you have scanned in the answer sheets.
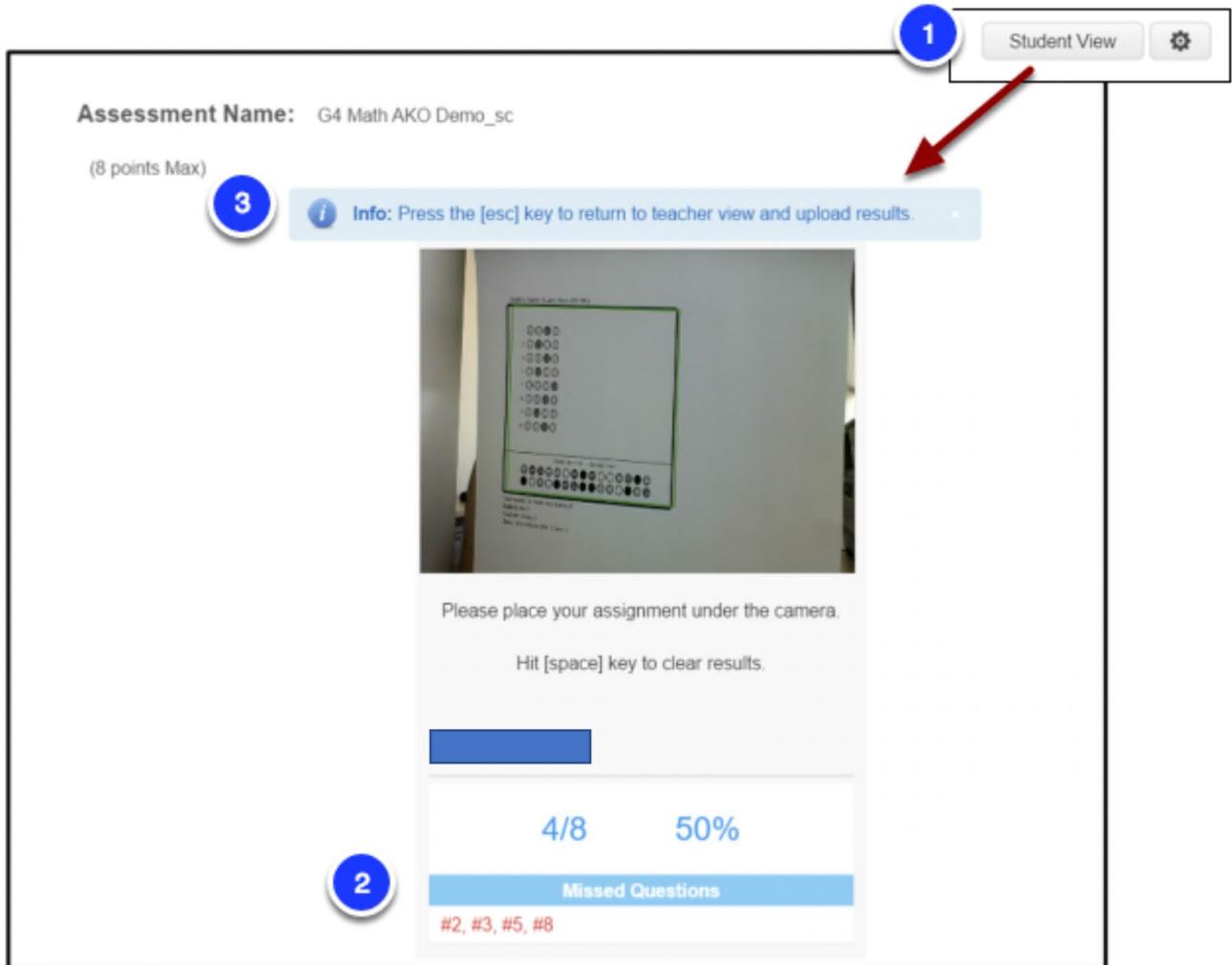

6. To view missed questions, after scanning, click on the **student's name**. The student's score (total points correct/total points possible and percent correct) and Missed Questions will appear underneath the scoring window.
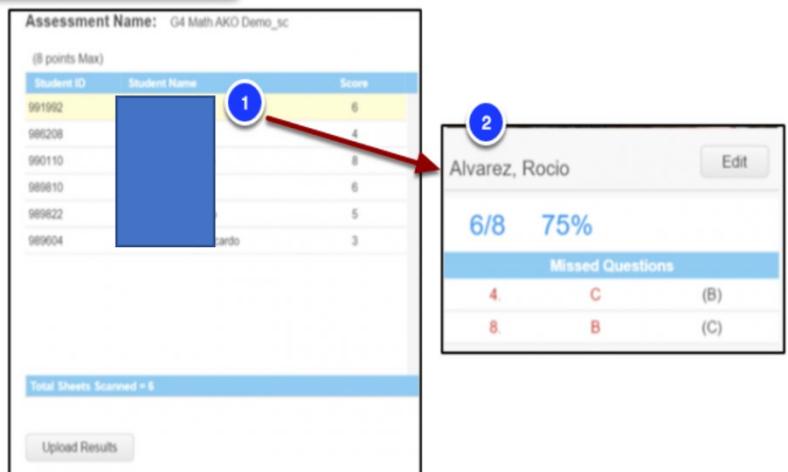
Student View Scanning

Students are able to receive immediate feedback on assessments when scanned into School City.


1. Students may scan their own answer sheets by switching the screen to **Student View.**

2. In this view, students see only their scores and Missed Questions. Hitting the space bar will clear the results for the next student, protecting student confidentiality; however, the results will be saved in the Teacher View.

3. Press the **Esc key** to go back to the Teacher View to see all students' results, edit student responses, and upload results

Troubleshooting Scanning Errors

Answer sheets scan better with quality lighting conditions and when the answer sheet is held steady in front of a camera. Once the camera detects the answer sheet, the yellow boxes will turn green and the camera will prepare to read it.

1. If a scanning error occurs, the student's name will illuminte bright yellow. Click on "show errors"
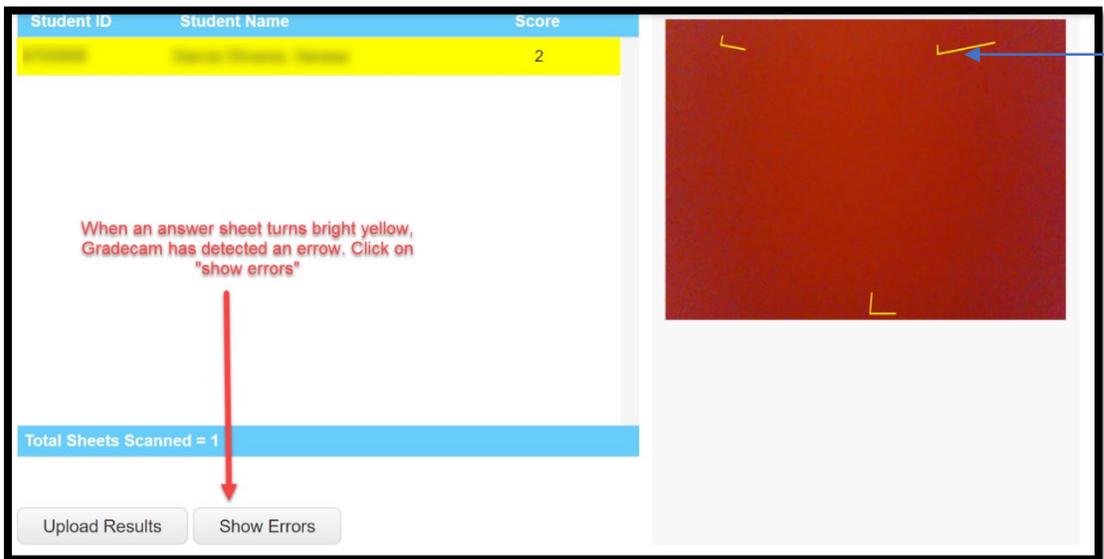
In this example, the student incorrectly bubbled the number grid.

2. Click Edit
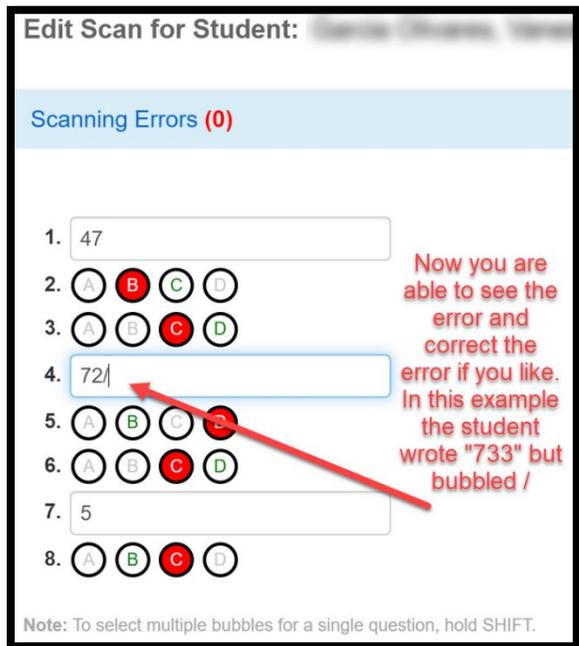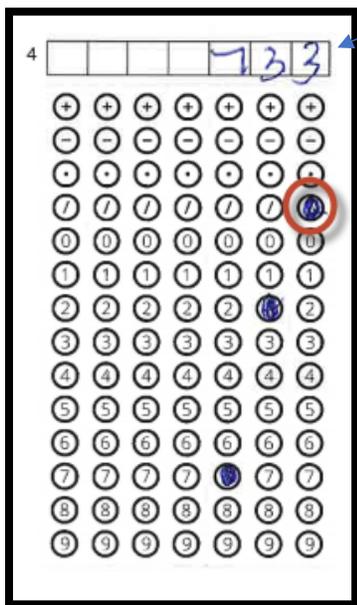
3. At any time, teachers are able to click on a student's answer sheet and click edit to manually bubble in a response.

Locating Missing Scans

1. Click on the Launchpad at the top of the screen, and select "Assessments"
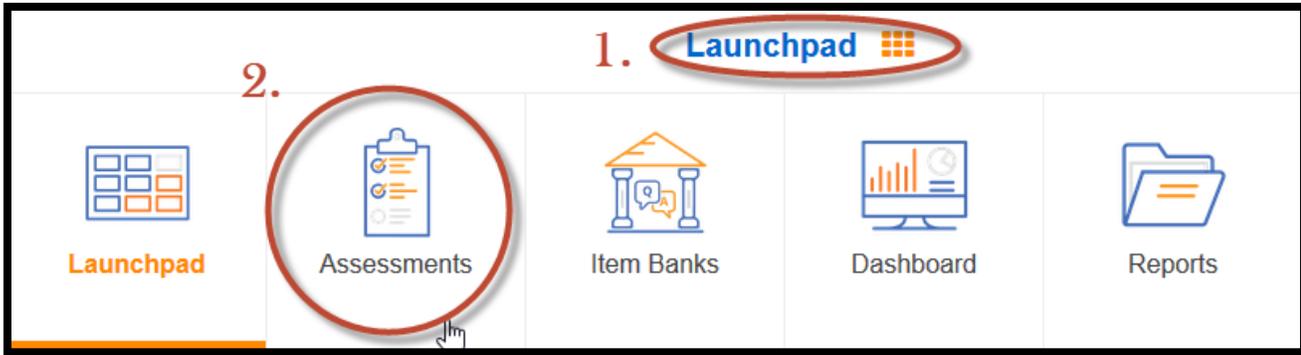
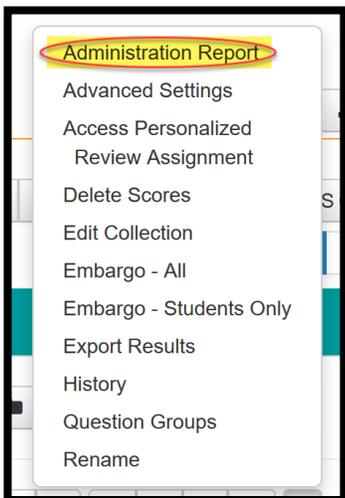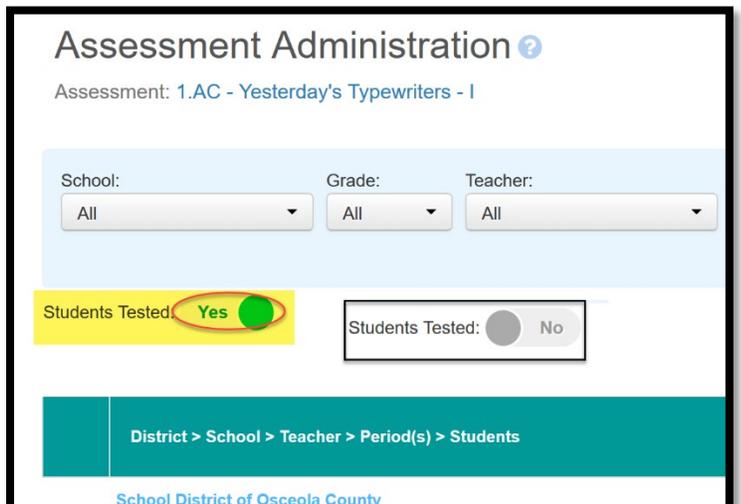2. Locate an assessment to check for missing scans and click the [⌄] button under **functions**

3. Select "Administration Report"

4. Flip "Students Tested" to **NO** to display missing scans

Adding CollegeBoard Advanced Placement Standards to an Assessment

All CollegeBoard standards are up to date in School City and reflect the changes made in 2019.

1. After entering basic assessment info in an AKO setup, on the standards screen, click "Add Subjects"
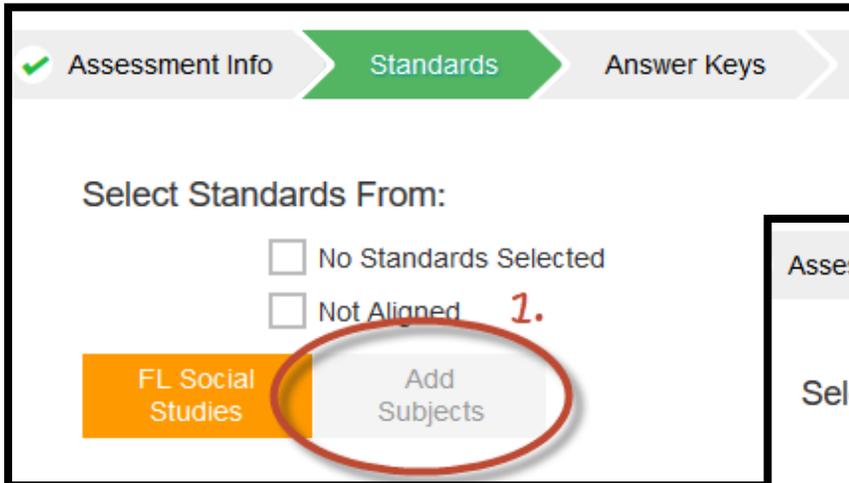
2. Click on "Advanced Placement (AP)
3. Select your AP subject

4. After selecting an AP subject, a tab will appear. Click on the tab to display the standards.

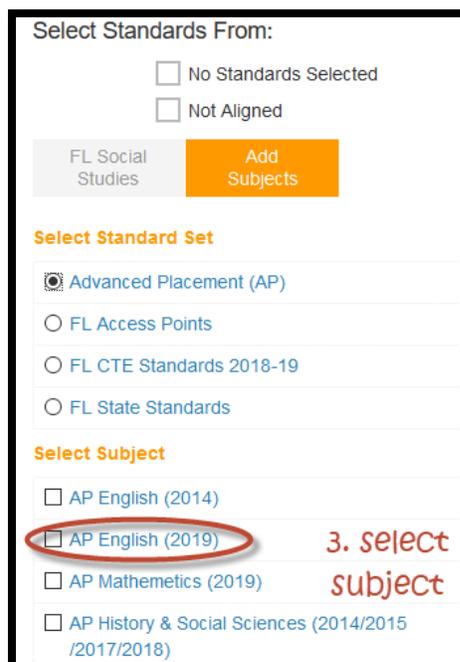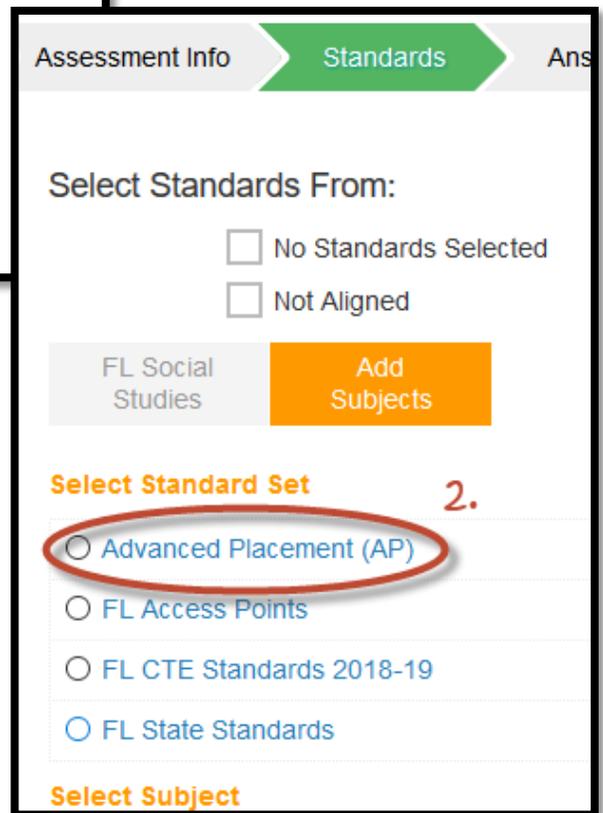## Answer Key with Part A/Part B Questions

With School City's 7.2 product release in March 2020, users can create an answer sheet that has part A and part B answer choice capabilites. On the answer key set up page, simply click EBSR under question types.

Read below for a step by step guide on how to make an answer sheet with part A and part B answer selections.

1. Click on the Launchpad at the top of the screen, and click "Assessments"
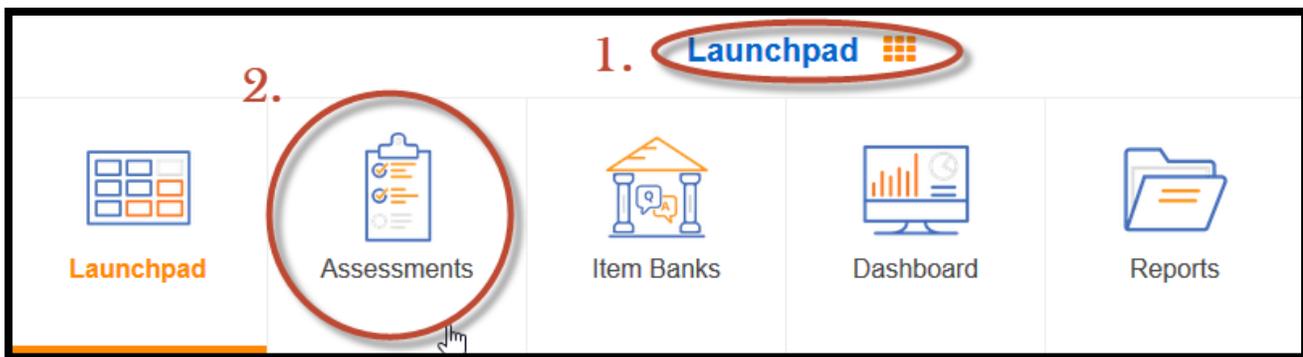
2. Click the green "Create Assessment" button in the upper right-hand corner
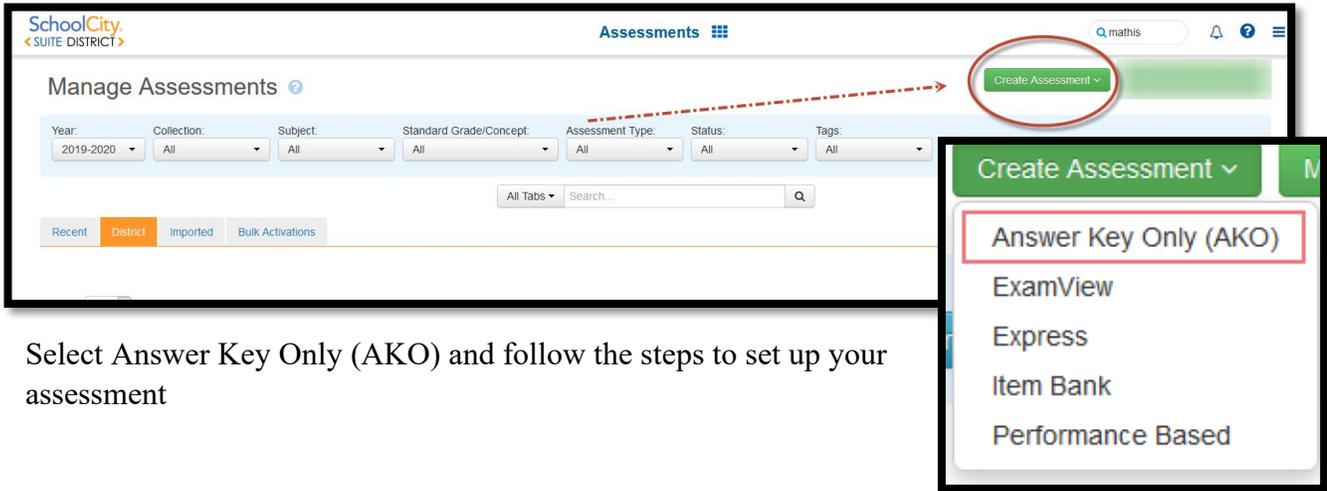
3. Select Answer Key Only (AKO) and follow the steps to set up your assessment

4. When you arrive to the answer key screen, under "question type" select EBSR (*Evidence Based Selected Response*)
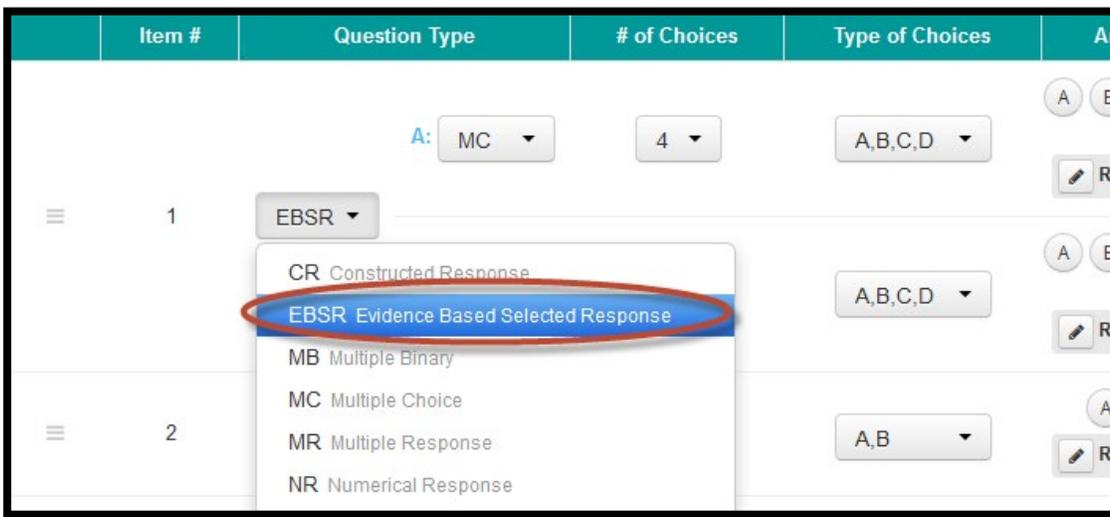
5. This will allow you to manipulate a part A and a part B answer choice
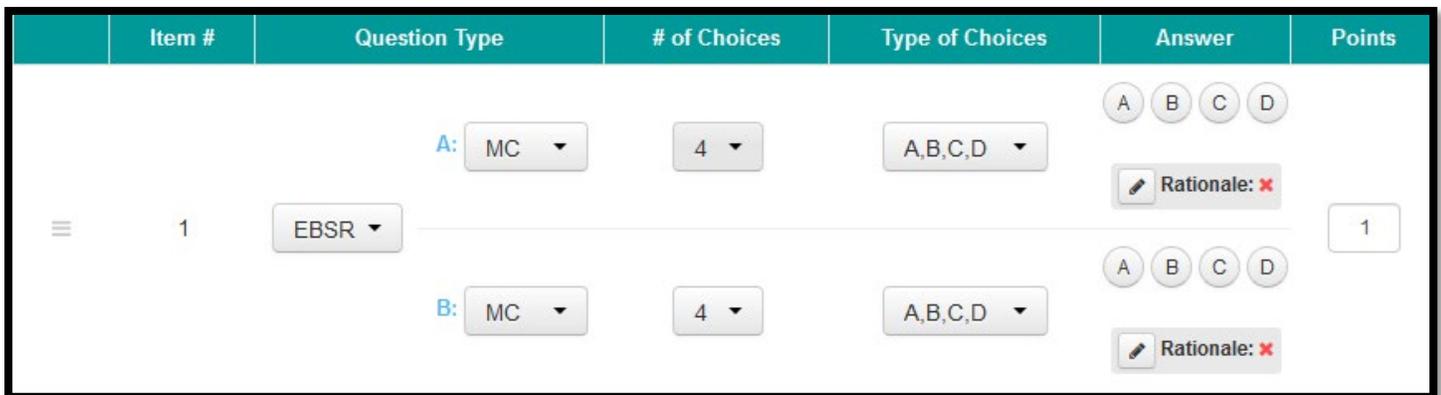
Creating a Performance Based Assessment

A Performance Based Assessment allows users to set up an online scoring grid for an assessment that students complete outside of SchoolCity. Teachers must manually enter scores into the scoring grid for data analysis. This document will review the process for creating the Performance Based Assessment.

1. From the launchpad screen, click the **grid** and then click **assessments**.
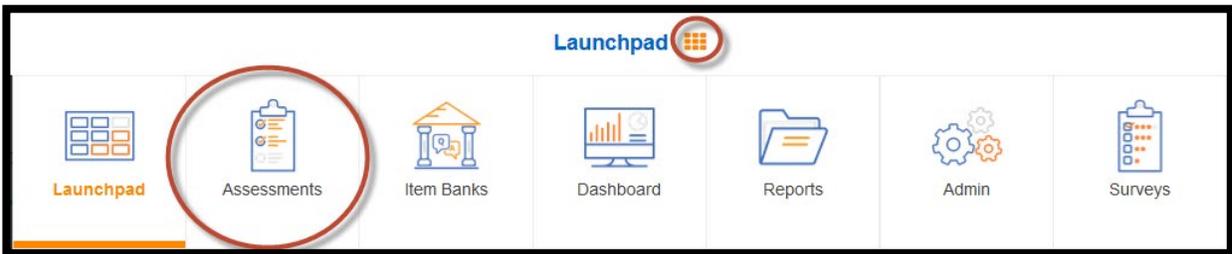
2. Click on **create assessment** and then select **performance based**.
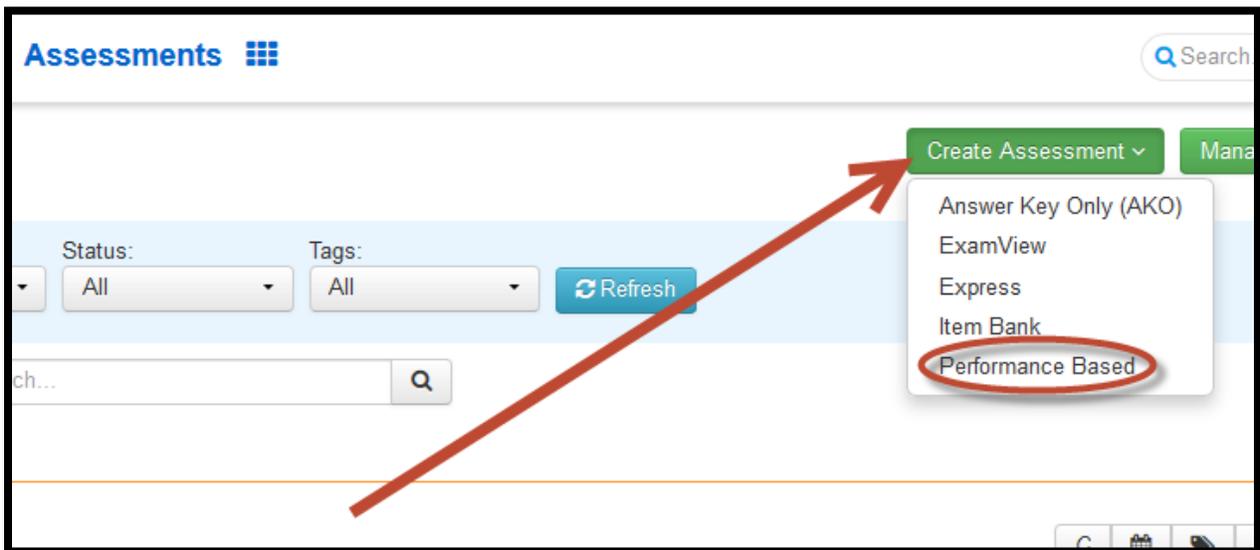
3. Enter an **assessment name** and select a **subject** area from the drop down menu. If you only need one column to enter data, leave "include assessment objectives" on NO. If you want multiple columns of data, flip "include assessment objectives" to YES. Enter **rubric** (optional) and determine the **score label** for the assessment. Lastly, **schedule** the assessment.

4. If you selected to include **standards**, add standards now.

5. If you have decided to include assessment objectives (multiple columns of data):

o **Objective**: Name the objective.
o **Standards**: If you have aligned the assessment to standards, select the standard(s)
o **Score Label**: Determine the score label that is appropriate for this objective.
o **Score Type**: Determine the score type that is appropriate for this objective.
o **Range**: Enter a score range for the Score Type.
o **Objective Performance Level**: *(Optional)* Slide No to Yes if you would like to add performance levels for this objective. Performance Levels are defined in the next step of the assessment creation process.
o **Enter Rubric**: *(Optional)* Slide No to Yes, and either write the rubric in the textbox, or upload an existing rubric from your desktop (must be a PDF). This will display as a reference when entering scores.
o **Add Secondary Objective**: *(Optional)* Slide No to Yes to add one or more secondary objectives to the main objective and enter the information requested. Click on **Add New Objective** to enter more secondary objectives.
o To add more assessment objectives, click on **Add Assessment Objective**.

6. Include performance levels or skip.

7. Summary

- **Administration Window:** Determine the starting and ending dates for the assessment. Click on the calendar icon to make any changes.
- **Hide Overall Score:** Slide No to Yes if you want the Overall Score column to be hidden on the Performance Based assessment data entry screen. This will also hide the Overall Score from all reports.
- **Hide % Correct:** Slide No to Yes if you want the % Correct score column to be hidden from the Performance Based assessment data entry screen. This will also hide the % Correct from all reports.

Creating an Item Bank Assessment

The item bank of assessment questions available in School City are from The Item Bank and Test Platform (IBTP), a resource offered to teachers by the Florida Department of Education. This resource gives teachers access sample questions that are aligned to content standards across a wide array of subject areas.

1. From the launchpad screen, click the **grid** and then click **assessments**.
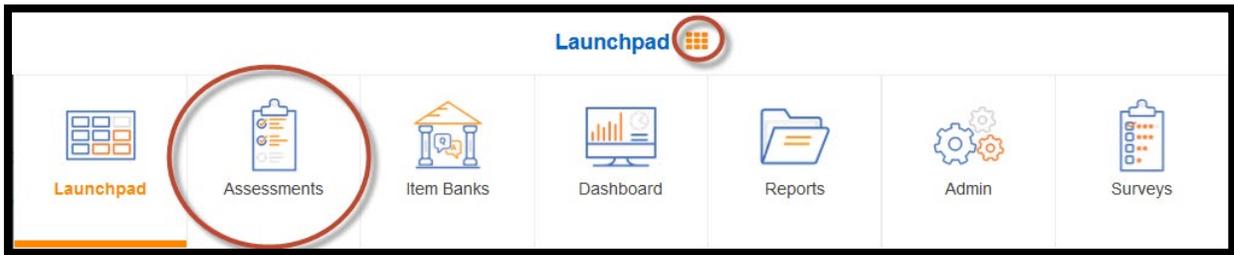
2. Select Item Bank
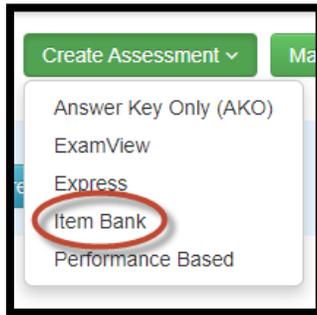
3. Set up the assessment in the same manner of an Answer Key Only assessment (AKO)

4. Add standards. Adding standards on this screen will filter test item results on the next screen.

5. Based on the standards selected, the "items" screen will populate available test questions and passages.

6. Select items

7. On the summary screen, review answer key, standards, and preview test booklet.

8. Publish the assessment

9. Print test booklet

After publishing, click the folder icon to download a PDF of the test booklet.

| | 1 | Item Bank Example | 3 | 09/08/2019 | 10/08/2019 | ●○○ | | Published | Item Bank | HADLEY, ELIZABETH | 09/08/2019 | | |

View / Upload Documents: Item Test

Drag and drop the files below to upload or click below to select the files.

Item Test.pdf	Item Test_Su mmary.pdf
78.8 KB	**0.1** MB
Remove file	Remove file
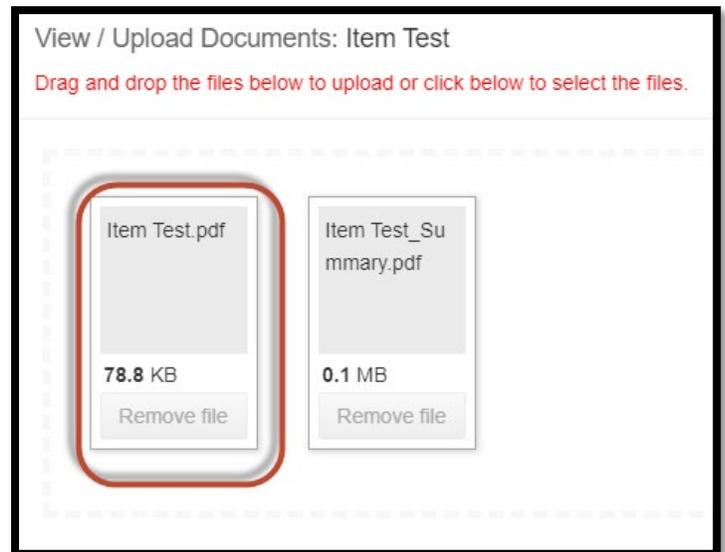
Quickly Locating Assessment Results

With School City's 7.2 product release in March 2020, users can easily access test results from the assessment manager screen.

Reports

School City offers nine predefined reports that generate automatically when student results become available. Not every assessment will have all nine reports. For example, if an assessment does not have aligned standards, a Standard Analysis Report will not be generated.
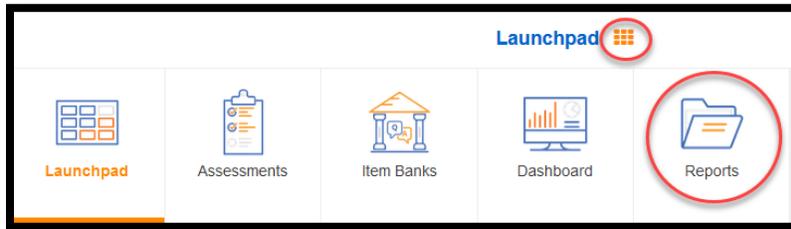
The default setting shows the list of **Predefined Reports** under the orange tab.

#	Report Name	Description
1	Test Results	The Test Results Report displays student level overall performance data for the selected assessment. This demographic information such as English Learner, Special Education and Ethnicity. The Test Results Rep Percent Correct.
2	Student Response	The Student Response Report displays student level data by item for the selected assessment. This repo percent correct.
3	Feedback Cards	Feedback Cards are designed for distribution to students for the selected assessment. Feedback Cards p student answered incorrectly showing their answer, the correct answer and the standards not mastered. L Cards.
4	Standard Analysis	The Standard Analysis Report displays student level data by individual standard for the selected assessm

1. Each **Predefined Report** contains a description of the types of data it includes.
2. To view a report, click on the Predefined **Report Name** (in blue) or on the **View icon** (eye) to the far right.
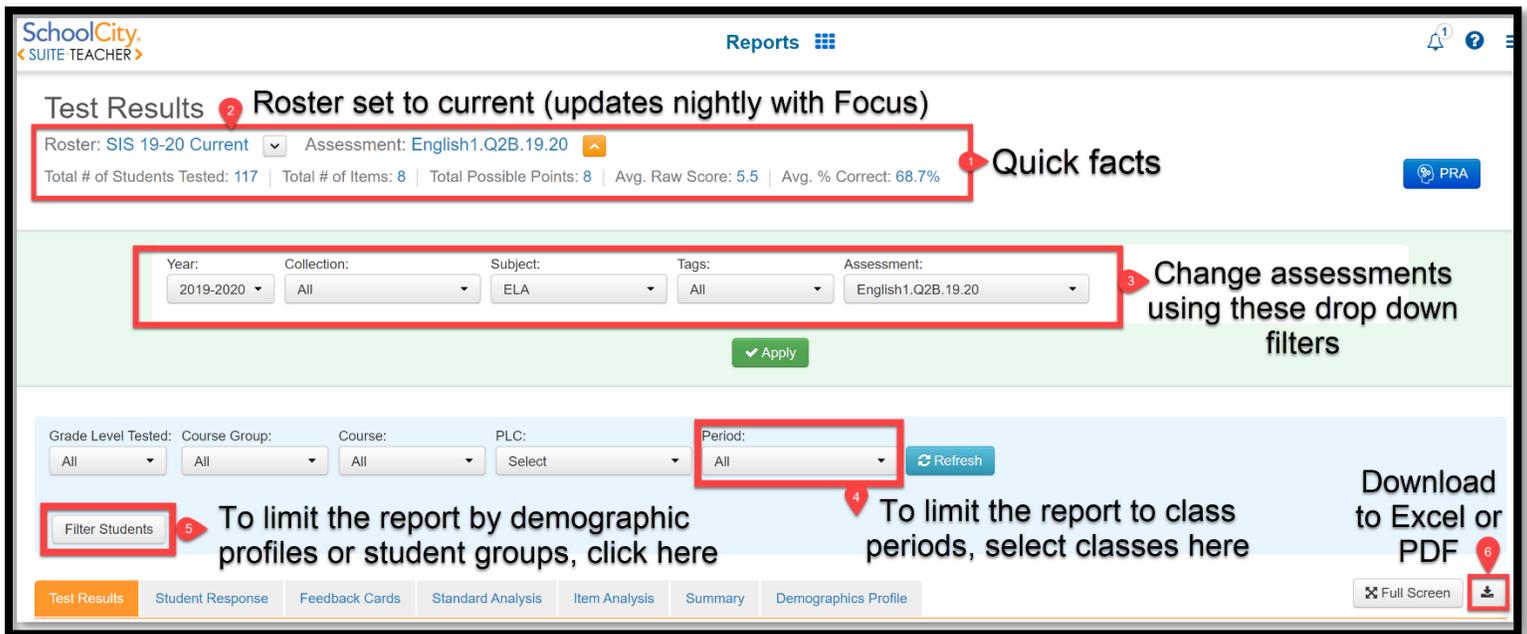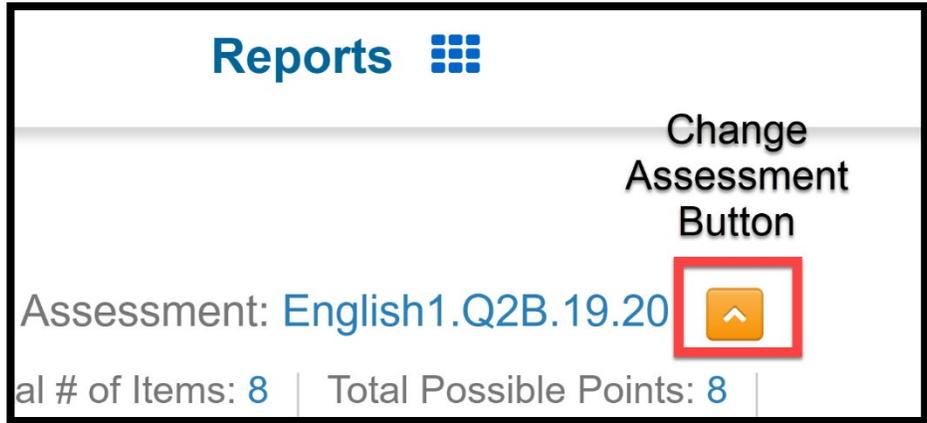3. After clicking a report to view, you will have access to all pre-defined reports.

Report Manager

#	Report Name	Description	View
1	Test Results	The Test Results Report displays student level overall performance data for the selected assessment. This report includes all available score values (Raw Score, Percent Correct, Performance Level), as well as demographic information such as English Learner, Special Education and Ethnicity. The Test Results Report also shows distribution of students across Performance Levels, Average Raw Score and Average Percent Correct.	👁
2	Student Response	The Student Response Report displays student level data by item for the selected assessment. This report includes item number, item type, student response (color-coded for correct/incorrect), and student overall percent correct.	👁
3	Feedback Cards	Feedback Cards are designed for distribution to students for the selected assessment. Feedback Cards provides students with their Raw Score, Percent Correct and Performance Level. It also lists the items the student answered incorrectly showing their answer, the correct answer and the standards not mastered. Users have the option to hide the correct response and/or standards from displaying on the Feedback Cards.	👁
4	Standard Analysis	The Standard Analysis Report displays student level data by individual standard for the selected assessment. This report includes the Raw Score and Percent Correct for each standard, as well as the Average Percent Correct	👁
5	Objective Analysis	The Objective Analysis Report displays student level data by individual objective for the selected assessment. This report includes the Raw Score and Percent Correct for each objective, as well as the Average Percent Correct	👁

Changing Assessments in Reports

- Located at the top of all predefined reports is a small ^ button next to the assessment name. This will allow you to change assessments.

Reports ▦

Change Assessment Button

Assessment: English1.Q2B.19.20 ⌃

al # of Items: 8 | Total Possible Points: 8 |

The top portion of all predefined reports have several reporting options to be aware of.

1. The top of the selected report will contain quick assessments facts, such as total # of students tested, total questions, and average score
2. There are two roster options, YTD (year-to-date) and current. Set your report to current (one time only) to see students that reflect your roster in Focus
3. When the ^ change assessment button is clicked, a green banner with filtering options will appear. This will allow you to change assessments by year, collection, and subject area.
4. The blue banner allows you to limit any predefined report by courses, PLC, or class period.
5. Every predefined report will have a "filter students" button. You can filter your report by premade student groups, ethnicity, gender, ESE, LY, LF, and gifted status.
6. Located on the right hand side of the screen the download button to Excel, CSV or PDF.

Test Results Report

The Test Results Report displays student level overall performance data for the selected assessment. This report includes Raw Score, Percent Correct, and Performance Level (*if applicable*), as well as demographic information such as English Learner and Ethnicity. The Test Results Report also shows distribution of students across Performance Levels, Average Raw Score and Average Percent Correct.

When transferring scores to Focus, download the test results report to CSV.

Student Response Report

The Student Response Report displays student level data by item for the selected assessment. This report includes item number, item type, student response (color-coded for correct/incorrect), and student overall percent correct.

If students tested online, the report will contain **time-spent** data.

Feedback Cards Report

Feedback Cards are designed for distribution to students and provides students with their Raw Score, Percent Correct and Performance Level. It also lists the items the student answered incorrectly showing their answer, the correct answer and the standards not mastered. Users have the option to hide the correct response and/or standards from displaying on the Feedback Cards.

If students tested online, the report will contain **time-spent** data

Standards Analysis Report

The Standard Analysis Report displays student level data by individual standard for the selected assessment. This report includes the Raw Score and Percent Correct for each standard, as well as the Average Percent Correct

The top of this report gives you an overview of how students performed on standards overall. When the mouse is hovered over the proficiency bar, you will see the standard description.

Item Analysis Report

The Item Analysis Report displays summary data for each item on the selected assessment. This report includes item number, item type, Percent Correct, Correct Answer(s) and Incorrect/Partial Correct distribution. The Item Analysis Report also includes links to Resources aligned to the standard(s) for each item.

This one pager shows basic overall test data, % correct by question, aligned standards, the correct answer, and the percent of students answering each question incorrectly.

Demographics Profile Report

The Demographics Profile Report displays assessment data by demographic group of the test takers for the selected assessment. This report includes number of students in each demographic group, as well as the percentage that falls into each Performance Level.

Ethnicity Subgroups	#		Avg. RS	Avg. Percent Correct
All Test Takers	1549		103.5	43.1%
American Indian or Alaska Native	3		144.3	60.2%
Asian	20		89.3	37.2%
Black or African American	187		105.8	44.1%
Hispanic or Latino	1086		102	42.5%
Native Hawaiian or Other Pacific Islander	6		99.5	41.5%
Two or More	31		109.3	45.6%
White	216		109.5	45.6%

Other Subgroups	#		Avg. RS	Avg. Percent Correct
All Test Takers	1549		103.5	43.1%
English Learner - Yes	658		93	38.8%
ESE - Yes	412		86.1	35.9%
Female	683		105.2	43.9%
Gifted and Talented - Yes	2		143	59.6%
LY - Yes	354		86.3	36%
Male	866		102.2	42.6%

Online Answer Key Only Assessments (AKO)

To administer an AKO online to students with an uploaded PDF of an assessment, follow all the same steps located on page 5 of this document.

1. On the last step of the AKO process, the "setup" tab, you will see a variety of online options.

1. Method of Delivery: GradeCam™ and Online Answer sheet. GradeCam™ are paper/pencil methods using a scan-able answer sheet. Online assessments are administered through the Student Portal. More than one administration method may be selected, unless you are using multiple forms/versions.

2. Intended User: This will auto default to student. If you are administering the assessment online, you must indicate the intended user Student or Teacher. *Student* means that students will be completing the test online in the Student Portal. *Teacher* means that the teacher will enter the students' answers on a Student Answer Sheet (online) after students take the test on paper. *This is intended to be used by teachers whose students may have difficulty bubbling in the answer sheet themselves*.

3. Upload Student Assessment: If you want to administer the assessment with an online answer sheet, upload a PDF of the assessment here. Click on the closed folder, and a box will appear where you can drag and drop or select PDF files to upload. Once uploaded, the folder will appear as an open folder. The assessment **MUST BE A PDF.**

Online Settings Explained

1. **Duration:** If delivering online and you want the test to be timed, slide No to Yes, and determine how many hours/minutes you want to allow students to complete the assessment. Click inside the time boxes to select the desired duration.
2. **Default Time Increment:** The duration can be increased or decreased by a set number of minutes as needed during the testing session.
3. **Time Window:** Determine the beginning and ending times you want the assessment to be available to students.
4. **Days Window:** Determine which days the assessment will be available to students.
5. **Properties:** Select the properties you want for your assessment.
    o **4 Digit PIN Verification:** Pre-selects the requirement of a 4-digit PIN number for students to take an online assessment in the Student Portal.
    o **Auto Activation:** Scheduled students will be automatically activated to take the assessments once it is published.
    o **Auto Reactivation:** Once a test is activated, students will be able to re-enter an assessment during the administration window as long as the assessment has not been submitted for scoring. The following scenarios will allow the student to re-enter the assessment if auto-reactivation is enabled: student closes/refreshes the browser; the application times out; connection to the Internet was temporarily lost; student clicks the exit button.
    o **Display Item Details in Student Portal:** Pre-selects display of item details in Student Portal when reviewing scores. This allows students to see the correct answer as well as their answer on all test items.
    o **Display Timer:** Pre-selects the display of the timer (countdown clock) in the Student Portal

Other Online Tools and Options

Check the box next to the tools you want students to use while taking the assessment in the Student Portal

- o Thermometer: Pre-selects the display of a thermometer that visually shows raw score, percent correct, and performance level (if applied during setup) immediately after the student submits an assessment for scoring in the Student Portal.
- o Calculator: The three levels of calculators are Advanced, Basic or Scientific. Only one may be opened at a time. Tutorials on using each of the calculators can be viewed at http://learn.desmos.com.
- o Equation Editor: The Equation Editor is part of the CKEditor text box formatting tools. There are four levels of editors: Elementary, Algebra, Algebra with Trigonometry, and Advanced. Students can use the CKEditor to write the equation in the space provided and click OK to enter it into the text box for scoring.
- o Media Upload: The three media types that Students are permitted to upload as a part of a Constructed Response and Writing Prompt item are Audio, Image and Video.
- o Answer Eliminator: Allows students to cross out incorrect answers.
- o Graph: Virtual graphing paper in which students can add points and form lines.
- o Line Reader: This is a moveable, resizable frame to help students read without losing their place.
- o Notes: Allows students to click on the talk bubble to make a note to themselves and/or the teacher. The note is moveable and resizable.
- o Periodic Table: A tabular arrangement of the chemical elements, ordered by their atomic number, electron configuration, and recurring chemical properties.
- o Protractor: A protractor for measuring angles.
- o Ruler: A ruler to measure length.
- o Spell Check: Provides spell checking and word suggestion assistance for students when completing Constructed Response and Writing Prompt items during online testing.
- o Text Magnifier: A tool to enlarge or shrink text.