Common Assessments
Procedural Checklist

Common assessments in VirtualClassroom grant districts with the ability to administer district assessments online within the ProgressBook Suite. The types of content available for common assessments are the same as the types available for VirtualClassroom quiz activities, but with common assessments, the results can be imported directly into DataMap where they display on several different screens. Typically, the common assessment process looks like the following:

☐ A district team of educators creates content to be used within the common assessment

☐ A member of the district team creates the assessment within a course in VirtualClassroom and shares that course to the District area of the ProgressBook Library

☐ Teachers import the course containing the common assessment into their personal dashboards

☐ Teachers assign the common assessment to their students

☐ Students complete the common assessment

☐ Teachers confirm the auto-scored results of the common assessment or score the assessments in their grading queue

☐ A member of the district team imports the results data into DataMap

☐ Teachers and other educators can view results and how many questions were answered for each standard on the **Student Roadmap**, the **Multiple Measures** screen, and the **Data Points** screen

Common Assessment Administration Quick Reference

1 The common assessment must be created in VirtualClassroom. The assessment should be created within a course that does NOT contain content that the creator does not want others to use. On the **Content** screen of that course, click **Add**, and then click **Common Assessment**.

Common assessments are created very similarly to quizzes, so the available question types are true and false, multiple choice, multi-answer, fill in the blank, matching, essay, and math problem, with the ability to add resources and sections. For more information on the creation of a common assessment, see the *ProgressBook VirtualClassroom Teacher Guide.*
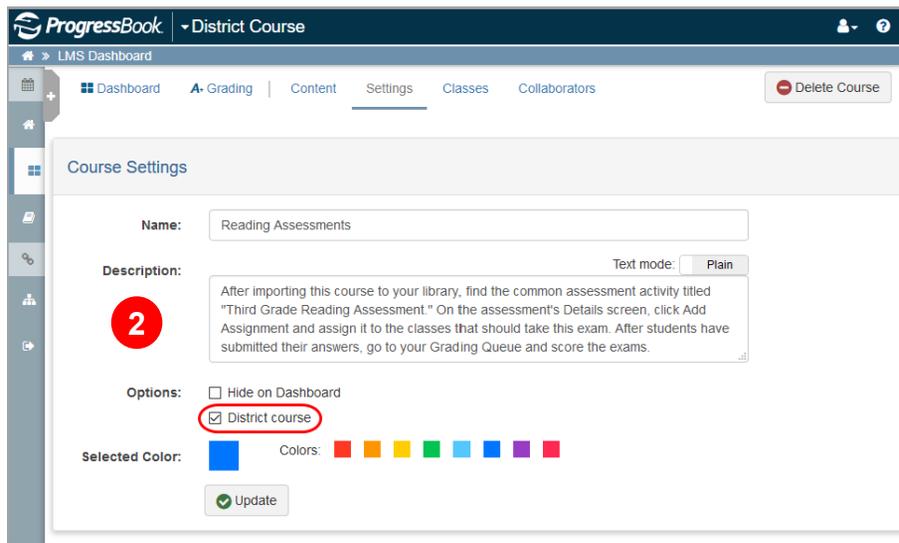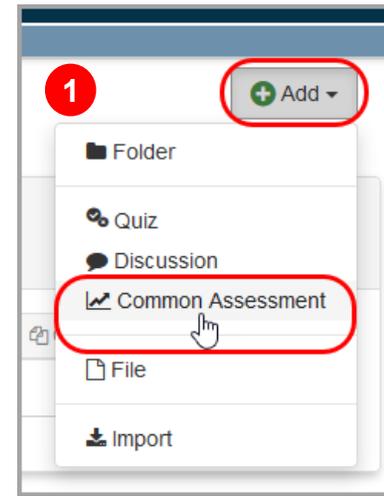
2 Once the common assessment is complete and ready for distribution, go to the **Settings** screen for the course and select the **District course** check box. Include any information in the course **Description** that is pertinent for teachers assigning the assessment to their students.

Note: *When teachers import the course to their libraries, they receive only the content that was already created at the time of its addition to the District Library. Be sure the assessment is ready for distribution before publishing the course. If it needs to be updated, you should remove the course from the District Library, make the changes, publish it back to the District Library, and instruct teachers to import the course again before assigning the assessment.*

3 After the students have completed the assessment and teachers have scored it, administrators have the ability to import the results data into DataMap, where it can be seen on multiple screens. (See the reverse side of this card for more information.)

On the **Import Assessment Scores** screen, select **VirtualClassroom** as your **Source**, and then select your **Assessment**.

DataMap » Admin » Import Assessment Scores

Source:	VirtualClassroom ▾
Assessment:	Math Assessment Level 2 ▾
Subject:	Math ▾ ⓘ

Import

The **Subject** field displays only if too few or no standards are attached to the assessment questions. You must select a subject to complete the import.

Once you have successfully imported your VirtualClassroom assessment, you can view the data on the **Manage Assessment Scores** screen.

DataMap » Admin » Manage Assessment Scores

[ ] **▼ Filter**   485 Records

Name	Type	Test Date	School Year	Last Updated ▾	Student Records
Math Assessment Level 2	VirtualClassroom	07/26/2017	2016-2017	09/05/2017 (12:51 PM)	5
Math Assessment Level 1	VirtualClassroom	07/25/2017	2016-2017	09/01/2017 (8:48 AM)	12

1. On your VirtualClassroom **Dashboard**, click the library icon.

2. On the **ProgressBook Library** screen, click the **District** tab.

3. In the District area of the ProgressBook Library, search for and/or locate the course containing the common assessment you want to assign to your students.

4. Click **Import** in the row of that course.

5. On your **Dashboard**, on the panel of the course containing the common assessment, click **Content**.

6. On the **Content** screen, locate and click the name of the common assessment.

7. On the **Details** screen, click **Add Assignment**, and then choose the class to which you want to assign the assessment.

8. On the **Assignment Details** screen in GradeBook, complete all necessary details as usual, then click **Save**.

9. After students have completed the common assessment, the activities are autoscored or they display in the grading queue where you must select them and grade them.

10. You can view results on the **Results** screen of the common assessment, or you can view them in DataMap on various screens once administrators have uploaded the data. (See opposite side for more information.)

![DataMap logo]

Administrators must import VirtualClassroom common assessment data into DataMap before you can view it.
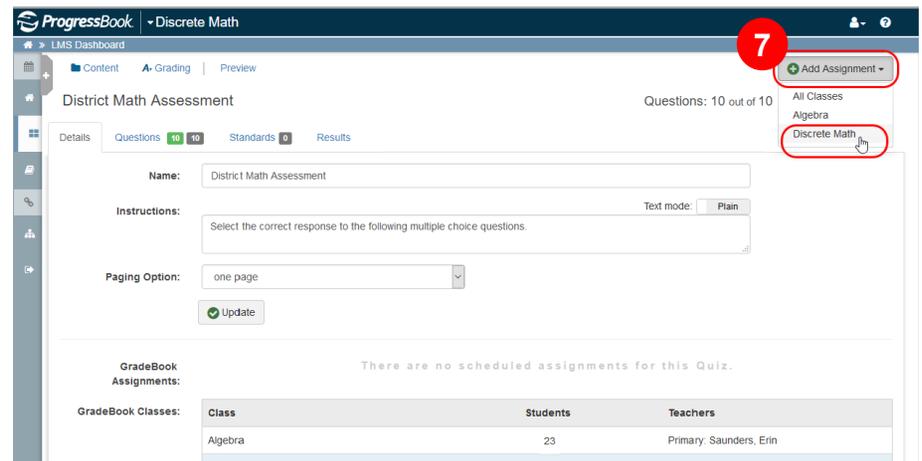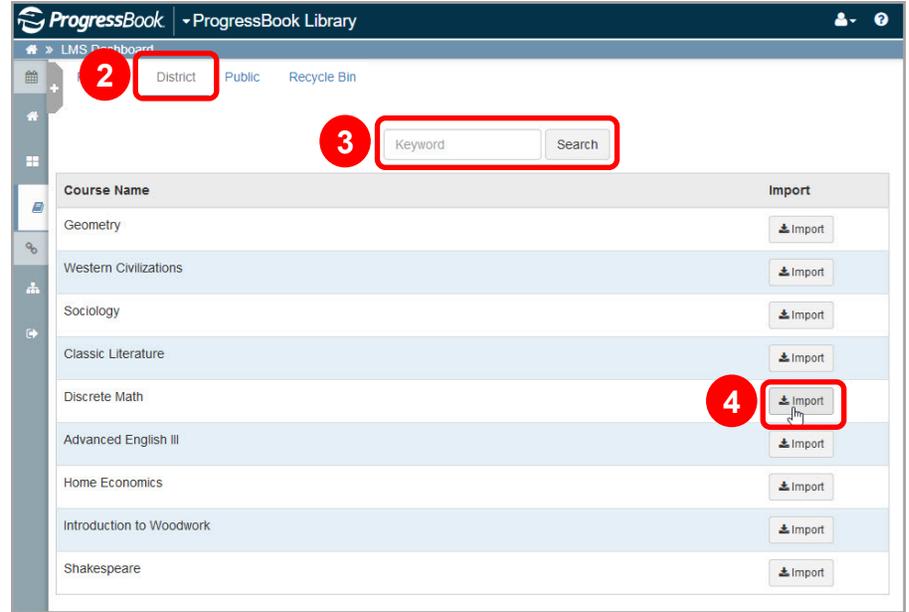
Student: Acosta, Wilfredo   Grade: 12

Demographics

Student ID	Gender	Birthday	Special Ed Teacher	Admission	Building	Gifted	IEP	EL	504 Plan	RIMP	Parents\Guardians	Phone
1888559	Male	3/22/2000		Enrolled	Training High School		Yes	No	No	No	Donna Acosta	248-555-2394

Street	City	State
2631 Green Oak Drive	Training	OH

Data Points History   Subject [2 Selected ▾]

Math

ACT

	2015-2016 Feb
Mathematics Score	24

Math Assessment Level 2

	2016-2017 Jul
CCSS.Math.Content.7.SP.A.1 (%)	100 ①
Overall Percentage	88
Overall Score	87.5

Number of questions answered for this standard

View VirtualClassroom scores in the **Data Points History** area on the **Student Roadmap** screen.

View VirtualClassroom scores on the **Multiple Measures** screen

DataMap » Analysis » Multiple Measures   1253 Records

Subject* [Math ▾]

State Assessments

Assessment Types [▾]

School Years [▾]

Tests [▾]

	Math Assessment Level 2					2016-2017
Name ▲	CCSS.Math.Content.7.SP.A.1 (%) Jul	Overall Percentage Jul	Overall Score Jul	CCSS.Math.Content.7.EE.B.4.a (%) Aug	OH.Math.5.NBT.1 (%) Jul	Au
☐ Kennedy, Brian	100 ①	88	87.5	100 ①		100 ①
☐						
☐						

DataMap » Data Points   177 Records

Subject* [Math ▾]

Year* [2016-2017 ▾]

Grade [▾]

Teacher [▾]

	Math Assessment Level 2				
Name ▲	CCSS.Math.Content.7.SP.A.1 (%) Jul	Overall Percentage Jul	Overall Score Jul	CCSS.Math.Content.7.EE.B.4.a (%) Aug	OH.Math.5.NBT.1 (% Jul
☐ Kennedy, Brian	100 ①	88	87.5	100 ①	
☐					

View VirtualClassroom scores on the **Data Points** screen