



EZ Assessment

User Manual

APPLICATION SERVICE PROVIDER AGREEMENT

This Application Service Provider Agreement (“Agreement”) is made between Educational Leadership Solutions, Inc., a Mississippi corporation (“ELS”) and (“School”).

ELS has developed and owns the ELS Product Suite (“Products”), internet-based applications which make data management easier and more effective for educators.

School desires to use Products, and ELS desires to grant School a non-transferable, non-exclusive, and revocable license (“License”) to use Products. School desires to so subscribe to the networks and accept the License, all pursuant to the terms and conditions provided below.

The parties, ELS and School, agree to the following:

1. **ELS Services Provided.** ELS will provide Products via the website www.k12els.com, so that School users can utilize all Products features. Technical support will be provided via phone, 877-233-7833, and e-mail, support@k12els.com.
2. **License.** While this Agreement is in effect, ELS grants to School a non-transferable, non-exclusive, and revocable License to limited right to access and use of Products. ELS owns the copyright on Products, and School has no right to copy Products, or to use Products except as provided herein. The grant of License herein is limited to School and its employees, and School is not authorized to give anyone other than School users access to Products or otherwise share Products with anyone outside School. ELS reserves the right to terminate this Agreement if this is not observed.
3. **Ownership.** School acknowledges that Products and all system files are and shall be solely owned by ELS, and ELS acknowledges that School shall own the data on Products. The foregoing notwithstanding, School grants ELS permission to manage data periodically for backup and maintenance.
4. **Term.** The term of this Agreement shall be for the remainder of this school year, commencing on the day of implementation and terminating on June 30 of the following school year. The Agreement may be renewed for successive one (1) year terms, unless either party shall terminate this Agreement by notifying the other party in writing not less than thirty (30) days prior to the then current termination date.
5. **Fees.** Concurrently with the execution of this Agreement, School will pay ELS an initial startup fee for each product. In addition, there will be an annual renewal fee for Products if School decides to continue use of Products.

The annual renewal fee for each year will be due and payable not later than each September 1. ELS may increase the fees by written notice to School, which notice shall be given not later than forty-five (45) days prior to the expiration of the then current term.
6. **Choice of Law.** This Agreement shall be governed and construed by the laws of the State of Mississippi, and the parties consent to the jurisdiction of the courts within the State of Mississippi.
7. **Assignments.** School may not assign this Agreement to any other School.
8. **Entire Agreement and Notice.** This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and sent by certified or registered mail to the parties at their respective addresses.

Introduction

Welcome to the Educational Leadership Solutions, Inc. (ELS) Product Suite, web-based applications designed to make data management easier and more effective for educators.

ELS, the designer of and service provider for this product suite, is a company dedicated to providing technology solutions for educators. It is our belief that for educational technology to be effective, it must be extremely user-friendly and easy to master (30 minutes or less). We have designed our product suite to meet these criteria.

This user manual has been designed to make your school's implementation of our application efficient and effective. It is our desire for all schools and school personnel to be 100% satisfied with our applications.

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Getting Started

Login

Log in (go to www.k12els.com and click *Login*) and click *Open* next to EZ Assessment.

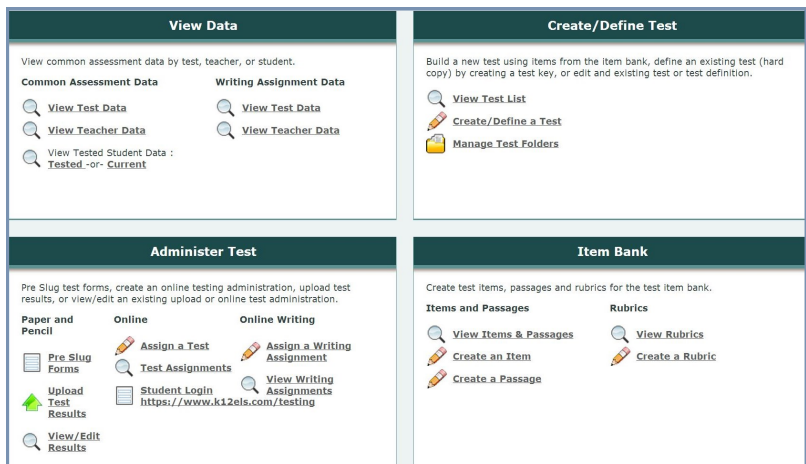


Application Overview

View Data

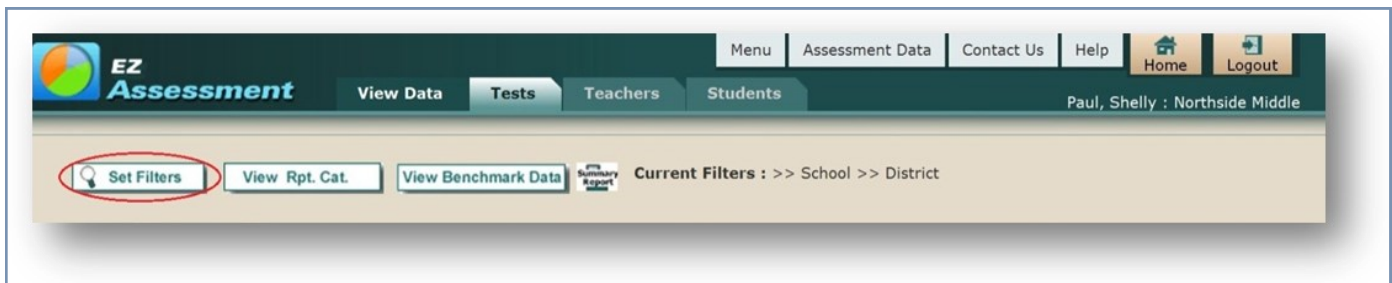
EZ Assessment enables the user to analyze test data on three levels:

1. Test Level (compiled data totals for the entire school on each test)
2. Teacher Level (compiled data totals for each teacher on each test)
3. Student Level (individual student performance on each test)

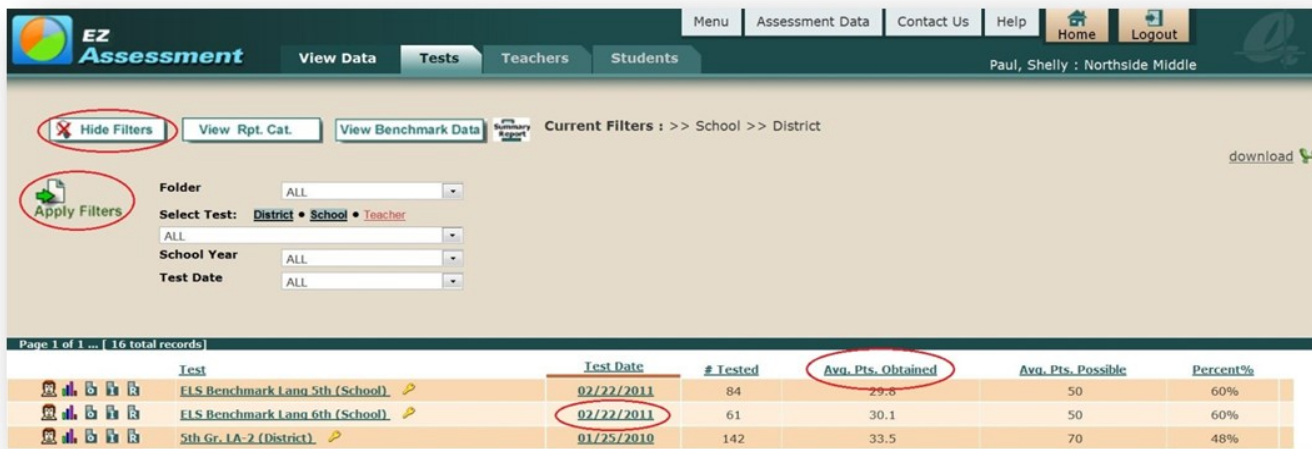


General test and compiled test data can be viewed for each test, including average points obtained, points possible, percentage correct, and reporting categories, or subskills.

The filter menu enables users to filter data and display/hide columns of data. Click on *Set Filters* button to view.



Click on *Apply Filters* to apply selected filters. Users can also filter data by clicking on highlighted fields in the data table, which are hyperlinked (e.g. click 02/22/2011 for all tests that fall under that specified date). Column subtitles are sortable and data can be organized by clicking on column subtitles (e.g. click *Avg. Pts. Obtained* to sort data by corresponding numbers).



The EZ Assessment Teachers tab has the same functionality as the Tests tab. On the Teachers tab, however, teachers are only able to see data for classes that they have tested or were credited with testing. On the Students tab, they can see all test data from previous and subsequent years for students that they have tested or were credited with testing as well as their currently scheduled students.

The following features are functions that exist on all tabs (*Tests, Teachers, and Students*).

Application Features

View Reporting Category Data

Click on the *View Rpt. Cat.* button to view reporting category data (e.g. subskills or strands).

The screenshot shows the EZ Assessment interface with the 'Tests' tab selected. The 'View Rpt. Cat.' button is circled in red. The table below shows test data with columns for Test, Test Date, # Tested, Avg. Pts. Obtained, Avg. Pts. Possible, and Percent%.

Test	Test Date	# Tested	Avg. Pts. Obtained	Avg. Pts. Possible	Percent%
ELS Benchmark Lang 5th (School)	02/22/2011	84	29.8	50	60%
ELS Benchmark Lang 6th (School)	02/22/2011	61	30.1	50	60%
5th Gr. LA-2 (District)	01/25/2010	142	33.5	70	48%

Once the button is clicked, reporting category data columns will appear.

The screenshot shows the EZ Assessment interface with the 'View Test Data' button circled in red. The table below shows test data with columns for Test, Test Date, # Tested, and six subskill columns (SS #1 to SS #6).

Test	Test Date	# Tested	SS #1	SS #2	SS #3	SS #4	SS #5	SS #6
ELS Benchmark Lang 5th (School)	02/22/2011	84	76%	60%	57%	47%		
ELS Benchmark Lang 6th (School)	02/22/2011	61	69%	58%	56%	61%		
5th Gr. LA-2 (District)	01/25/2010	142	57%	46%	48%	43%		

To view a description of reporting categories for a test, click on the key next to the test name.

The screenshot shows the EZ Assessment interface with the key icon next to the test name 'ELS Benchmark Lang 5th (School)' circled in red. The table below shows test data with columns for Test, Test Date, # Tested, and six subskill columns (SS #1 to SS #6).










Test	Test Date	# Tested	SS #1	SS #2	SS #3	SS #4	SS #5	SS #6
ELS Benchmark Lang 5th (School)	02/22/2011	84	76%	60%	57%	47%		
ELS Benchmark Lang 6th (School)	02/22/2011	61	69%	58%	56%	61%		
5th Gr. LA-2 (District)	01/25/2010	142	57%	46%	48%	43%		

Hyperlinked Sorts

Hold your cursor over a column heading (e.g. Test) and click on it to sort the data by the selected column.

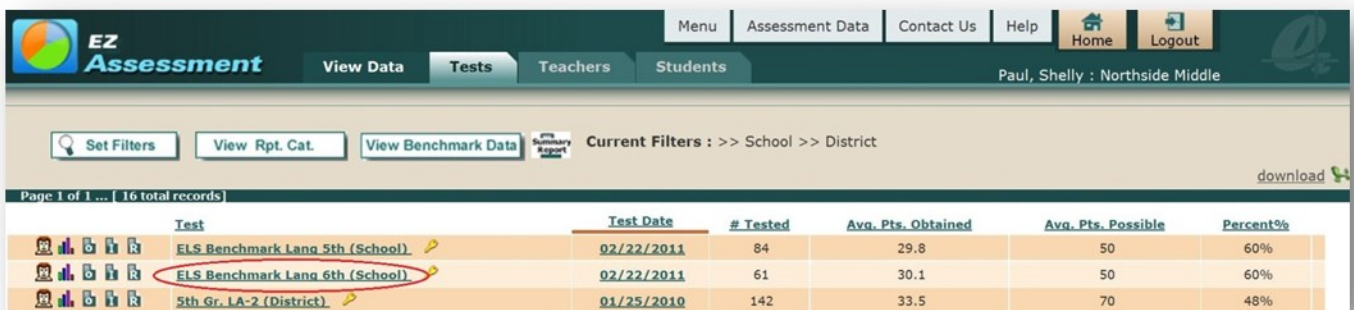


Page 1 of 1 ... | 16 total records









Test	Test Date	# Tested	Avg. Pts. Obtained	Avg. Pts. Possible	Percent%
    ELS Benchmark Lang 5th (School)	02/22/2011	84	29.8	50	60%
    ELS Benchmark Lang 6th (School)	02/22/2011	61	30.1	50	60%
    5th Gr. LA-2 (District)	01/25/2010	142	33.5	70	48%

Hyperlinked Filters

Hold your cursor over a highlighted field (e.g. ELS Benchmark Lang 6th) and click on it to sort the data by the selected field.

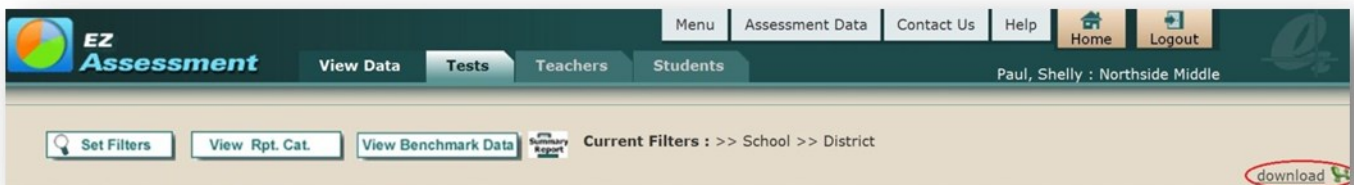


Page 1 of 1 ... | 16 total records













Test	Test Date	# Tested	Avg. Pts. Obtained	Avg. Pts. Possible	Percent%
    ELS Benchmark Lang 5th (School)	02/22/2011	84	29.8	50	60%
    ELS Benchmark Lang 6th (School)	02/22/2011	61	30.1	50	60%
    5th Gr. LA-2 (District)	01/25/2010	142	33.5	70	48%

Download Icon

Click on the *download* icon at the right of the filter bar menu to export data to an Excel spreadsheet.
Note: You must have Excel loaded to your computer in order to use this function.



Page 1 of 1 ... | 16 total records

Test	Test Date	# Tested	Avg. Pts. Obtained	Avg. Pts. Possible	Percent%
    ELS Benchmark Lang 5th (School)	02/22/2011	84	29.8	50	60%
    ELS Benchmark Lang 6th (School)	02/22/2011	61	30.1	50	60%
    5th Gr. LA-2 (District)	01/25/2010	142	33.5	70	48%

Printing Reports

Hard copies of reports can be printed from any EZ Assessment screens. To print a report, go to the Internet Explorer Browser menu bar and select File>Print.

If the report does not fit correctly onto the page, margins and page orientation (e.g. landscape vs. portrait) can be adjusted by going to File>Page Setup.

Multiple Pages of Data

Page 1 of 2 ... | 116 total records

Quick Links	Student	Teacher	Test	Test Date	Pts. Obtained	Avg. Pts. Possible	Percent%	MCT2 PL
	ANDRE, VIOLETTE	Harrison, Misti	BD 8th Gr. LA	11/01/2009	63	80	79%	3.53
	ANGELL, DIGNA	Harrison, Misti	BD 8th Gr. LA	11/01/2009	24	80	30%	2.25
	APPLE, FELTON	Harrison, Misti	BD 8th Gr. LA	11/01/2009	39	80	49%	2.92

EZ Assessment data tables will show up to 100 rows of data on one page. In instances where there are more than 100 records, the data will appear in multiple pages. The page numbers will appear between the filter bar and column headings. Multiple pages can be navigated by clicking on *Previous*, *Next*, or a specific page number.

Test Tabs

The *Tests* tab displays all years of compiled test results for the entire school.

Page 1 of 1 ... | 16 total records

Test	Test Date	# Tested	Avg. Pts. Obtained	Avg. Pts. Possible	Percent%
ELS Benchmark Lang 5th (School)	02/22/2011	84	29.8	50	60%
ELS Benchmark Lang 6th (School)	02/22/2011	61	30.1	50	60%
5th Gr. LA-2 (District)	01/25/2010	142	33.5	70	48%

Column Key

- **Test:** Test description
- **Test Date:** Date in which the test was administered
- **# Tested:** Number of students tested by the school
- **Avg. Pts. Obtained:** Average points obtained score of all students
- **Avg. Pts. Possible:** Average points possible for test
- **Percent%:** Percent correct based on points obtained out of points possible

Go to Teacher Data













Click on the teacher icon at the left of any test data row to view a breakdown of teacher performance for that test. This will take the user to the *Teachers* tab.

Page 1 of 1 ... | 16 total records

Test	Test Date	# Tested	Avg. Pts. Obtained	Avg. Pts. Possible	Percent%
ELS Benchmark Lang 5th (School)	02/22/2011	84	29.8	50	60%
ELS Benchmark Lang 6th (School)	02/22/2011	61	30.1	50	60%
5th Gr. LA-2 (District)	01/25/2010	142	33.5	70	48%

Test Analysis

To the left of any test data row there is an **Objective Report** icon, an **Item Analysis Report** icon, and an **Item Results Report** icon which allows you to click to view a breakdown of information for each test. There is also a graph icon that allows you to view test data analysis by graph.

Test	Test Date	# Tested	Avg. Pts. Obtained	Avg. Pts. Possible	Percent%
    ELS Benchmark Lang 2nd (School)	04/05/2011	6	3.3	50	7%
    ELS Benchmark Lang 3rd (School)	04/05/2011	1	7	50	14%
    ELS Benchmark Lang 6th (School)	04/05/2011	5	3.4	50	7%

Objective Level Results

School: Northside Middle
 Test: ELS Benchmark Lang 5th
 Testing Date: 02/22/2011

ELS Benchmark Data: 94 school(s) reporting

Test Totals		# Items: 50	Correct: 60%
Vocabulary		# Items: 10	Correct: 76%
Items	Schl Dist/ELS Objective	Dist(76) ELS(64)	
1	67 67 / 60 5LA.1a. : The student will apply knowledge of roots and affixes (e.g., non-, trans-, over-, anti-, inter-, super-, semi-, -ion, -ion, -ity, -ment, -ic, -ian, -ist, -ous, -ous, -ous) in multi-syllabic words.		
1	81 81 / 70 5LA.1c. : The student will identify and produce grade level appropriate synonyms, antonyms, and homonyms. (DOK 2)		
3	77 77 / 65 5LA.1d. : The student will use definitional, synonym, antonym, or example clues to infer the meanings of unfamiliar words. (DOK 2)		
3	75 75 / 64 5LA.1e. : The student will apply knowledge of simple figurative language (e.g., simile, metaphor, personification, hyperbole, idiom) to determine the meaning of text and to communicate. (DOK 2)		
1	68 68 / 61 5LA.1f. : The student will select the appropriate reference materials (e.g., dictionary, glossary, teacher or peer (as a resource), thesaurus, electronic dictionary) to understand or gain information from text		
1	83 83 / 61 5LA.1g. : The student will communicate using vocabulary that is appropriate for the context, purpose, and situation (e.g., formal and informal language). (DOK 2)		
Reading Comprehension		# Items: 16	Correct: 60%
Items	Schl Dist/ELS Objective	Dist(60) ELS(50)	
2	63 63 / 56 5LA.2a. : The student will apply knowledge of text features, parts of a book, text structures, and genres to understand, interpret, or analyze text. (DOK 2)		
4	72 72 / 59 5LA.2b. : The student will analyze text to understand, infer, draw conclusions, or synthesize information. (DOK 2)		
3	52 52 / 48 5LA.2c. : The student will recognize or generate a summary or paraphrase of the events or ideas in literary text, literary nonfiction, and informational text of increasing length and difficulty, citing text-based		

The **Objective Report** gives a detailed analysis of test results based on test objectives. The *View Student Reports* link gives users instant access to every student objective report.

The **Item Analysis Report** gives a breakdown of test results for each test question.

By clicking *details* a new window opens that shows distribution percentage of student responses with student names. The bottom of the page displays a graph which breaks down student responses based on performance

Test Item Analysis - School Level

School: East School District
 Test: 6th Grade Practice MCT2 Language
 Testing Date: 08/15/2008

#	Score	Correct Answer	Objective
1	26%	A	6LA.2b. : The student will analyze text to understand, infer, draw conclusions, or synthesize information. (DOK 2) details A [26%] B [36%] C [29%] D [9%]
2	61%	F	6LA.2c. : The student will recognize or generate an appropriate summary or paraphrase of the events or ideas in literary text, literary nonfiction, and informational text citing text-based evidence. (DOK 2) details No Response [1%] F [61%] G [16%] H [9%] J [13%]
3	34%	A	6LA.2e. : The student will identify and analyze facts, opinions, or tools of persuasion in written and visual texts. (DOK 2) details A [34%] B [31%] C [23%] D [13%]
4	50%	H	6LA.2b. : The student will analyze text to understand, infer, draw conclusions, or synthesize information. (DOK 2) details No Response [1%] F [17%] G [10%] H [50%] J [21%]
5	20%	D	6LA.2a. : The student will apply knowledge of text features, parts of a book, text structures, and genres to understand, gain information from, interpret, respond to, or analyze text. (DOK 2) details No Response [1%] A [13%] B [31%] C [36%] D [20%]
6	56%	J	6LA.1d. : The student will use context clues to determine the meanings of unfamiliar or multiple meaning words. (DOK 2)

Test Item Results

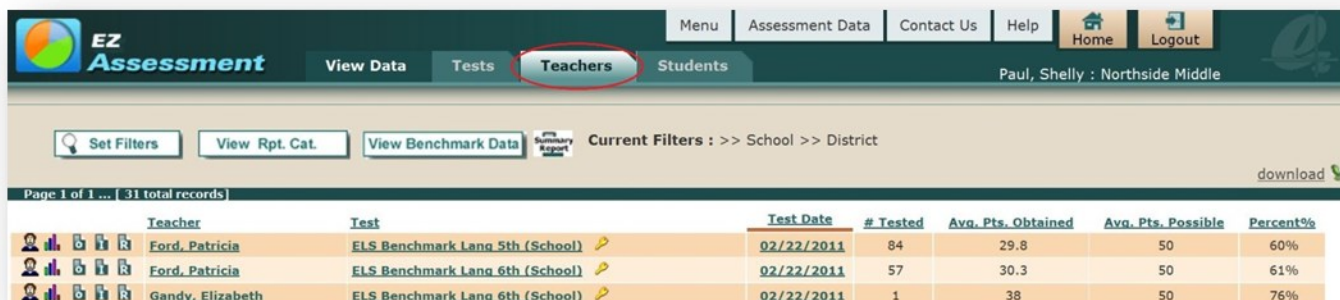
Print Report | Close Window

FRANKLIN BALLARD Nancy Jackson 6th Grade Practice MCT2 Language Score: 37 %		MARLENE BARTON Nancy Jackson 6th Grade Practice MCT2 Language Score: 29 %		MERLE BEACH Nancy Jackson 6th Grade Practice MCT2 Language Score: 40 %	
#	Answer Mark	#	Answer Mark	#	Answer Mark
1	A	1	B	1	A
2	F	2	F	2	J
3	C	3	A	3	D
4	H	4	F	4	F
5	C	5	A	5	C
6	G	6	G	6	J
7	A	7	A	7	B
8	F	8	G	8	H
9	D	9	D	9	B
10	F	10	G	10	H
11	D	11	B	11	A
12	H	12	H	12	G
13	B	13	A	13	C
14	H	14	F	14	H
15	C	15	C	15	D
16	H	16	J	16	F
17	B	17	B	17	C
18	F	18	J	18	H
19	D	19	C	19	B
20	F	20	J	20	J
21	C	21	B	21	B
22	H	22	G	22	C
23	C	23	A	23	C
24	H	24	G	24	J
25	C	25	B	25	A
26	F	26	J	26	H
27	F	27	A	27	B
28	F	28	H	28	J
29	B	29	A	29	A

The **Item Results Report** shows test item results for each individual student who took the test.

Teacher Tab

The *Teachers* tab displays all years of compiled test results for each teacher in a school.



The screenshot shows the EZ Assessment interface with the 'Teachers' tab selected. The table below displays test results for three teachers. The 'Teachers' tab is circled in red in the original image.

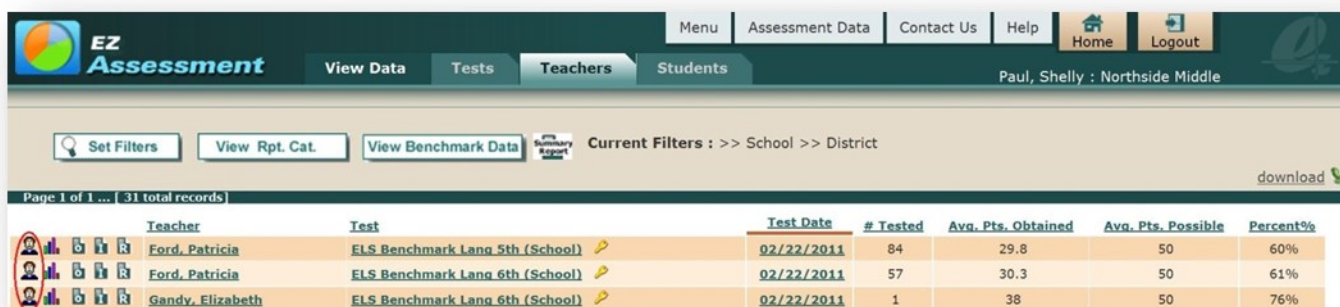
Teacher	Test	Test Date	# Tested	Avg. Pts. Obtained	Avg. Pts. Possible	Percent%
Ford, Patricia	ELS Benchmark Lang 5th (School)	02/22/2011	84	29.8	50	60%
Ford, Patricia	ELS Benchmark Lang 6th (School)	02/22/2011	57	30.3	50	61%
Gandy, Elizabeth	ELS Benchmark Lang 6th (School)	02/22/2011	1	38	50	76%

Column Key

- **Teacher:** The teacher of record
- **Test:** Test description
- **Test Date:** Date in which the test was administered
- **# Tested:** Number of students tested by the school
- **Avg. Pts. Obtained:** Average points obtained score of all students
- **Avg. Pts. Possible:** Average points possible for test
- **Percent%:** Percent correct for given class based on average points obtained out of points possible

Go to Student Data

Click on the student icon at the left of any test data row to view a breakdown of student performance for that test. This will take the user to the *Students* tab.



The screenshot shows the EZ Assessment interface with the 'Teachers' tab selected. The student icon (a person icon) in the first row of the table is circled in red.

Teacher	Test	Test Date	# Tested	Avg. Pts. Obtained	Avg. Pts. Possible	Percent%
Ford, Patricia	ELS Benchmark Lang 5th (School)	02/22/2011	84	29.8	50	60%
Ford, Patricia	ELS Benchmark Lang 6th (School)	02/22/2011	57	30.3	50	61%
Gandy, Elizabeth	ELS Benchmark Lang 6th (School)	02/22/2011	1	38	50	76%

Teacher Test Analysis

To the left of any test data row there is an **Objective Report** icon, an **Item Analysis Report** icon, and an **Item Results Report** icon which allows you to click to view a breakdown of test results for each test for each corresponding teacher. There is also a graph icon that allows you to view test data analysis by graph for each corresponding teacher. Go to Tests tab>Test Analysis in the User's Guide to obtain a better understanding of each report.

Student Tab

The *Students* tab displays all years of compiled test results for all tested and currently enrolled students.

Quick Links	Student	Teacher	Test	Test Date	Pts. Obtained	Avg. Pts. Possible	Percent%	MCT2 PL
	ACOSTA, DEANNA	Ford, Patricia	ELS Benchmark Lang 5th	02/22/2011	29	50	58%	3.06
	ADKINS, RAMON	Ford, Patricia	ELS Benchmark Lang 5th	02/22/2011	39	50	78%	2.75
	AGUILAR, PEDRO	Ford, Patricia	ELS Benchmark Lang 5th	02/22/2011	15	50	30%	2.75

Column Key

- **Student:** Student who took the test (Click on student's name to filter for all of the selected student's test results.)
- **Teacher:** The teacher who taught the class this content area
- **Test:** Test description
- **Test Date:** Date in which the test was administered
- **Pts. Obtained:** Points obtained by student
- **Avg. Pts. Possible:** Average points possible for test
- **Percent%:** Percent correct for given student based on points obtained out of points possible
- **MCT2 PL:** Proficiency level on most recent MCT2

Viewing Student Data

When attempting to view student data, you will be asked to narrow your search by selecting additional filters. The minimum criteria for a search are Test or Teacher or Student or Date.

To view currently enrolled student data, choose *Enrolled* in the student filter and select *Apply Filters*.

Hide Filters | View Rpt. Cat. | View Benchmark Data | Current Filters : >> School >> District >> ELS Benchmark Lang 5th (School) >> 02/22/2011 >> Ford, Patricia

Apply Filters

Folder: ALL

Select Test: District • School • Teacher • all
ELS Benchmark Lang 5th (School)

School Year: ALL

Test Date: 02/22/2011

Student Type: Enrolled

ENROLLED by Teacher: Ford, Patricia










Select Period: N/A

ENROLLED Students: All Students

Once *Enrolled* has been selected in the student filter, the *TESTED by Teacher* and *TESTED Students* filters will be replaced by the *ENROLLED by Teacher* and *ENROLLED Students* filters. The *ENROLLED Students* filter can be set to *All Students* if the user wants to view test data for all students, or can be set to a teacher/course combo to view the students enrolled in that specific course.

Student Test Analysis

To the left of any test data row there is an **Objective Report** icon, and an **Item Analysis Report** icon which allows you to click to view a breakdown of test results for each test for each corresponding student. There is also a graph icon that allows you to view test data analysis by graph for each corresponding student.

Quick Links	Student	Teacher	Test	Test Date	Pts. Obtained	Avg. Pts. Possible	Percent%	MCT2 Pl
  	DOWNING, JOEL	Ford, Patricia	ELS Benchmark Lang 6th	02/22/2011	17	50	34%	3.83
  	DUBOIS, JARRED	Ford, Patricia	ELS Benchmark Lang 6th	02/22/2011	29	50	58%	2.70
  	DUGAN, JAMUNTAE	Ford, Patricia	ELS Benchmark Lang 6th	02/22/2011	42	50	84%	4.00

Objective Level Results

Student: FRANKLIN BALLARD, East School District
 Test: 6th Grade Practice MCT2 Language
 Testing Date: 04/24/2009

Print Report | Close Window

Vocabulary			Results: 1/9	Correct: 11%
Results	Correct	Objective		
0 / 1	0%	6LA.1a. : The student will apply knowledge of roots and affixes (e.g., non-, trans-, over-, anti-, inter-, super-, semi-, com-, ex-, il-, mid-, under-, sub-, -tion, -or, -ion, -ity, -ment, -ic, -ian, -ist, -ous		
0 / 1	0%	6LA.1b. : The student will develop and apply expansive knowledge of words and word meaning to communicate. (DOK 1)		
0 / 2	0%	6LA.1d. : The student will use context clues to determine the meanings of unfamiliar or multiple meaning words. (DOK 2)		
1 / 2	50%	6LA.1e. : The student will use context clues to determine the figurative meanings (e.g., simile, metaphor, personification, hyperbole, idiom) of text and to communicate. (DOK 2)		
0 / 2	0%	6LA.1f. : The student will apply knowledge of reference materials (e.g., dictionary, glossary, teacher or peer [as a resource], thesaurus, electronic dictionary) to evaluate word choice in a variety of texts (e		
0 / 1	0%	6LA.1g. : The student will analyze and evaluate vocabulary usage based on appropriateness for context and purpose (e.g., formal and informal language). (DOK 3)		

Reading Comprehension			Results: 5/26	Correct: 19%
Results	Correct	Objective		
0 / 4	0%	6LA.2a. : The student will apply knowledge of text features, parts of a book, text structures, and genres to understand, gain information from, interpret, respond to, or analyze text. (DOK 2)		
2 / 11	18%	6LA.2b. : The student will analyze text to understand, infer, draw conclusions, or synthesize information. (DOK 2)		
1 / 4	25%	6LA.2c. : The student will recognize or generate an appropriate summary or paraphrase of the events or ideas in literary text, literary nonfiction, and informational text citing text-based evidence. (DOK 2)		

Test Item Analysis - Student Level

Student: FRANKLIN BALLARD, East School District
 Test: 6th Grade Practice MCT2 Language
 Testing Date: 04/24/2009

Print Report | Close Window

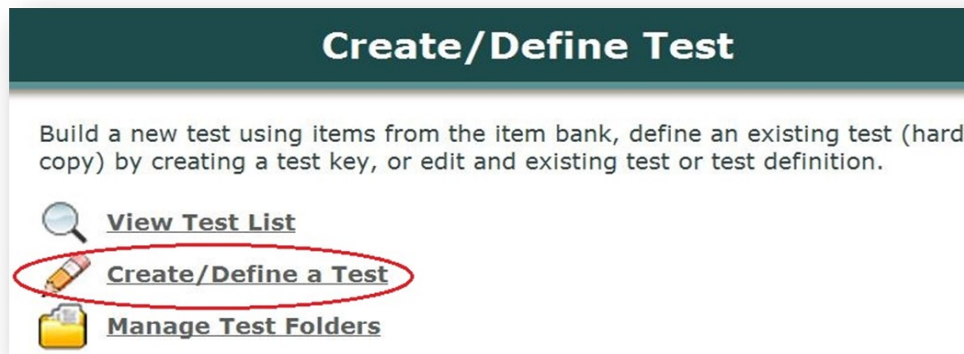
#	Correct	Student Response	Correct Response	Objective
1	N	D	A	6LA.2b. : The student will analyze text to understand, infer, draw conclusions, or synthesize information. (DOK 2)
2	Y	F	F	6LA.2c. : The student will recognize or generate an appropriate summary or paraphrase of the events or ideas in literary text, literary nonfiction, and informational text citing text-based evidence. (DOK 2)
3	Y	A	A	6LA.2e. : The student will identify and analyze facts, opinions, or tools of persuasion in written and visual texts. (DOK 2)
4	Y	H	H	6LA.2b. : The student will analyze text to understand, infer, draw conclusions, or synthesize information. (DOK 2)
5	N	A	D	6LA.2a. : The student will apply knowledge of text features, parts of a book, text structures, and genres to understand, gain information from, interpret, respond to, or analyze text. (DOK 2)
6	N	F	J	6LA.1d. : The student will use context clues to determine the meanings of unfamiliar or multiple meaning words. (DOK 2)
7	Y	A	A	6LA.1e. : The student will use context clues to determine the figurative meanings (e.g., simile, metaphor, personification, hyperbole, idiom) of text and to communicate. (DOK 2)
8	N	G	F	6LA.1f. : The student will apply knowledge of reference materials (e.g., dictionary, glossary, teacher or peer [as a resource], thesaurus, electronic dictionary) to evaluate word choice in a variety of texts (e
9	N	A	D	6LA.2b. : The student will analyze text to understand, infer, draw conclusions, or synthesize information. (DOK 2)

The **Item Analysis Report** gives a breakdown of test results for each test question based on the student's response. The analysis shows which answers were correct, and which response was chosen for each question.

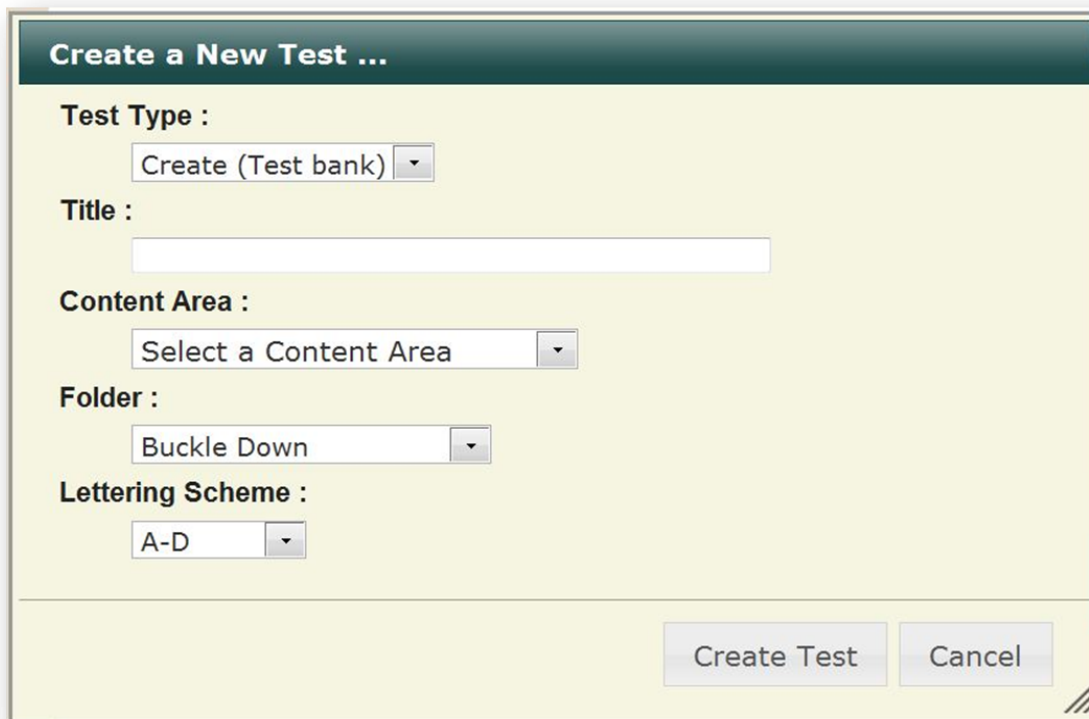
Testing

Create a Test

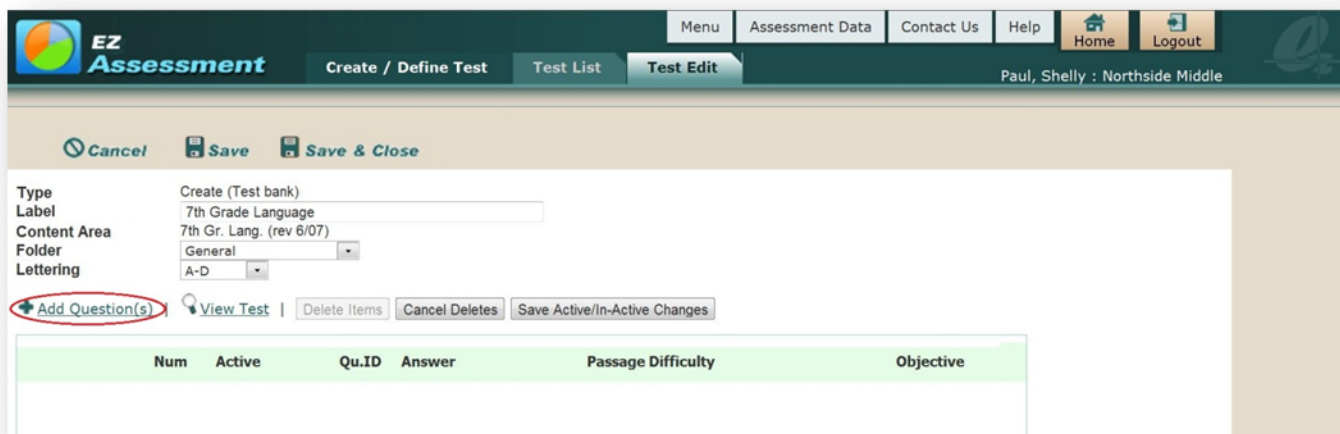
Log into EZ Assessment and click on *Create/Define a Test*. To create a test using the Item Bank leave the first box set to *Create (Test Bank)*.



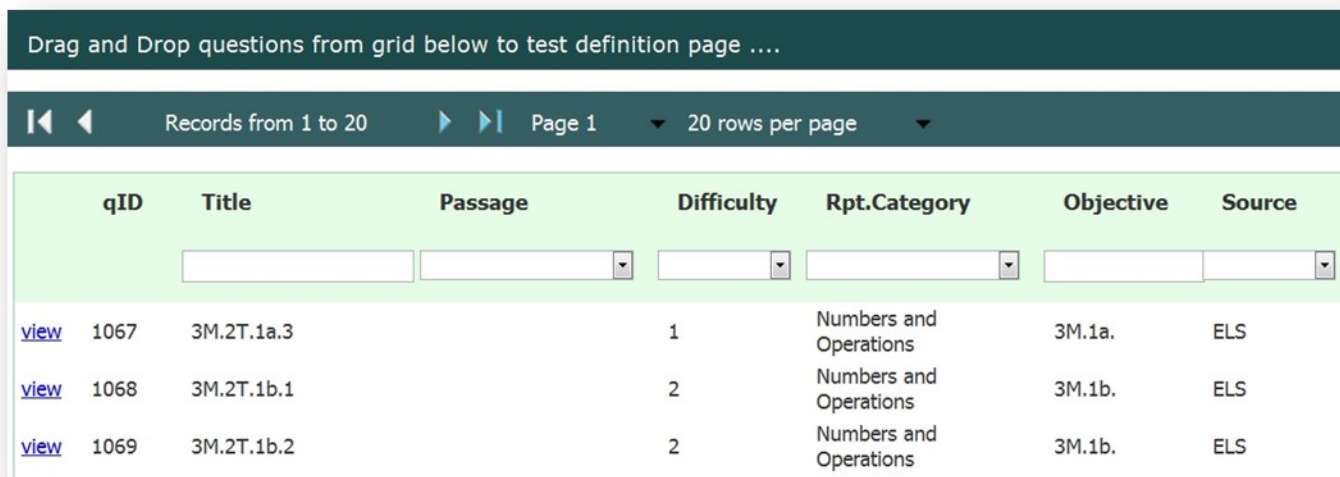
Name the test. Select a content area, folder and lettering scheme. Click on *Create a Test*.

A screenshot of a dialog box titled "Create a New Test ...". The dialog box has a light yellow background and a dark green header with the title in white. It contains several fields and buttons: "Test Type :" with a dropdown menu showing "Create (Test bank)"; "Title :" with an empty text input field; "Content Area :" with a dropdown menu showing "Select a Content Area"; "Folder :" with a dropdown menu showing "Buckle Down"; "Lettering Scheme :" with a dropdown menu showing "A-D". At the bottom right of the dialog box, there are two buttons: "Create Test" and "Cancel".

This will bring up the Test Definition Page; click the *Add Questions* button.



Drag and drop the desired test questions onto the Test Definition Page. Click on *Save* periodically while continuing to create the test.



Arrange the questions by dragging and dropping them into the desired location. If the questions have a passage attached to them, be sure to group them by their passages.

	Num	Active	Qu.ID	Answer	Passage	Difficulty	Objective
view del	1	<input checked="" type="checkbox"/>	1074	B		1	3M.1d.
view del	2	<input checked="" type="checkbox"/>	1068	H		2	3M.1b.
view del	3	<input checked="" type="checkbox"/>	1069	D		2	3M.1b.
view del	4	<input checked="" type="checkbox"/>	1067	F		1	3M.1a.
view del	5	<input checked="" type="checkbox"/>	1070	B		2	3M.1b.

When finished, click *Save & Close*. To edit the test at a later time, click on the pencil icon next to the test name in the list.

Define a Test

Log into EZ Assessment and click on *Create/Define a Test*. To create an answer key, click on the first drop down box to *Define (External)*. Name the test. Select a content area, folder and lettering scheme. Click on *Create Test*.

Create a New Test ...

Test Type :
Define (External) ▾

Title :
[Empty text box]

Content Area :
Select a Content Area ▾

Folder :
Buckle Down ▾

Lettering Scheme :
A-D ▾

Create Test Cancel

Enter the number of questions on the assessment in the *Question Count* box. Add the correct answer in the *Key* column and correlated objective from the *Objective* drop down menu for each test question. Click on *Save* periodically while continuing to enter the key.

Listing Add New Edit

Test Label 3rd math

Subject 3rd Gr. Math (rev 6/07) ▾

Question Count 10

Folder General ▾

Num Active	Key	Objective
1 <input checked="" type="checkbox"/>		3M.1 : Understand and represent number relationships among numbers and the four basic operations. Compute fluently and make reasonable estimates.
2 <input checked="" type="checkbox"/>		3M.1 : Understand and represent number relationships among numbers and the four basic operations. Compute fluently and make reasonable estimates.
3 <input checked="" type="checkbox"/>		3M.1 : Understand and represent number relationships among numbers and the four basic operations. Compute fluently and make reasonable estimates.
4 <input checked="" type="checkbox"/>		3M.1 : Understand and represent number relationships among numbers and the four basic operations. Compute fluently and make reasonable estimates.

When finished, select *Save & Close*. To edit the test at a later time, click on the pencil icon next to the test name in the list.

Pre Slug Test Forms

1. Log into EZ Assessment, click on *Pre Slug Forms* under the *Administer Test* menu.
2. Choose the Pre Slug criteria:
 - a. If tests are organized by folder, choose the folder location. Otherwise, leave *Choose Folder* set to *ALL*.
 - b. Next to *Choose Test*, select the level the test was created on (*District/School/Teacher*) and then the test itself from the drop down menu.
 - c. Select the teacher of record (test will be attributed to this person in the test data) from the *Choose Testing Teacher*. If a teacher's name is not in the list, add the teacher as a user using *Site Admin Tools* (see Support page at www.k12els.com for directions). If there are duplicate teacher names, fix using *Site Admin Tools*.
 - d. Next to *Choose Testing*, select *Class* or *Students* according to whether you want to add an entire class of students to the list or just one student at a time. Then from the *Choose Testing* drop down menu select either a teacher's class (if you chose *Class*) or an individual student (if you chose *Students*).
 - e. Select a *Period* or leave set to *N/A* if period does not apply. Period must be designated in order to view results by period.
3. Click *Add to List*. The list created below can be edited by deleting students from the list who will not be tested.
4. Select corresponding form from the *Form* drop down menu. Form number appears at the bottom left of Apperson test form.
5. When your list has been created (we suggest printing no more than 200 test records at a time), click on *Create PDF*.
6. Place blank forms into a **laser** printer and print.

Important Note:

ELS and/or Apperson Education Products will not be held liable for test forms damaged or rendered unusable by this pre-slugging process. **Please test carefully prior to printing a large batch of forms.** We recommend first printing a few forms and scanning them to make sure they are properly read by the scanner and ELS Interface software prior to printing a large batch of forms.

Pre-Slugging Do's and Don'ts

Pre-Slugging Do's

Do: Choose a form with the same answer pattern as the test.

Do: Monitor printed forms at a minimum of every 20 forms. Barcodes should be dark, crisp and centered horizontally on the blue line.

Do: Use a laser printer.

Do: Check one form from each new pack to make sure that it fits into the scanner tray.

Pre-Slugging Don'ts

Do Not: Separate the forms prior to printing.

Do Not: Pre-Slug 'A-D/F-J' forms for an 'A-D' test (or vice-versa).

Do Not: Print large batches of forms without monitoring the printed forms.

Do Not: Print forms with an Ink Jet printer.

Do Not: Use a printer or copier that is low on toner.

Scan and Upload Test Results

Initial Setup

1. Go to www.k12els.com >Support>EZ Assessment and click on *ELS Interface Download/Install* and select *ELS Scanning Interface Setup.exe* to install the software. Click *Run* and follow prompts to complete install.
2. Open the ELS Interface software and install the scanner drivers for the Benchmark 3000. [If the scanner install dialogue screen doesn't initially appear, go to Help>USB Drivers and install the 'Benchmark 3000' driver if the light is red. If the light is green, the driver is already installed.]
3. Close the ELS Interface software.
4. Unpack the Apperson Benchmark scanner, put in the ink cartridges, and connect the scanner via USB cable, wait about 20 seconds for the add new hardware process, then open the ELS Interface software.

1. To Scan Forms

- a. Open the *ELS Interface* software.
- b. Go to *Scanner* and select *Scanner Settings*, set the sequence number to '1' and click on *Print Batch/Sequence #*.
- c. Select your desired scoring mode from the menu bar (*Test Scoring* mode if using a key, *Data Collection*, the most common mode for ELS users, if not). If you are doing *Test Scoring* method, place the key face up in the scanner tray and push the *Scan/Pause* button on the scanner.
- d. Place the test forms in the scanner tray, face up, and push the *Scan/Pause* button on the scanner.
- e. When scanning is complete, click *Results Export* to export your data. Name and save the file in a location you can easily recall. **Note:** Multiple teachers and/or test can be scanned in each batch if so desired.

2. To Upload Data

- a. Click *Upload to PM* from the menu bar in ELS Interface which will take you to the *Add New* upload page in EZ Assessment. If the web page is not already open the login screen will prompt you to login.
- b. Set the criteria for the upload file. If your file contains the Test and Teacher ID's, the criteria can be left *From Upload File*. If you wish to overwrite a particular test and/or teacher id to all records in the file, select a test and/or teacher from the drop-down list(s). If there are duplicate teacher names in the list, fix using *Site Administrator Tools*.
- c. Set the date that the test was administered. Set the same date for all tests that you want grouped together.
- d. Under *Choose File*, click on *Browse* and find, select, and open the file that you saved in step 1e, then click on *Save*.
- e. On the Upload Preview/Edit screen, edit Student Name, Teacher Name, Test Name, Period, or edit answers.
- f. Choose one of the following options on the screen: *Finish Upload*, *Preview Later*, or *Delete Upload*.
- g. Once uploaded, review and edit the test upload by clicking on the pencil icon to the left of the upload in the list. Once in the edit view, edit a student or teacher name by clicking on the pencil icon next to his/her name.

3. To Upload Additional Test Files

- a. Return to ELS Interface, go to *Scanner>Reset Scanner* and respond *No* when asked whether you wish to save the session.
- b. Repeat steps 1 and 2 to upload additional test files.

4. To Rescore an Upload

- a. If the test key is incorrect at the time of upload, edit the test key (see Define a Test) and save, then click on *Rescore* next to the upload record in the upload listing.
- b. If the test key has a question that you do not want included in the scored results, edit the test key (see Define a Test) and remove the check from *Active* for the item record and save. Click on *Rescore* next to the upload record in the upload listing.

Test Form Collection Directions (for teachers)

1. Don't use paper clips on forms.
2. Don't use any sticky notes on the test forms.
3. Remove all blank forms or partially finished that you don't want included in totals.
4. Stack forms in order by test and teacher.
5. If the front edges of forms are bent, stack the forms together and put a heavy weight (e.g. ream of paper or several textbooks) on top of the forms for a period of time.

EZ Assessment - Administrator Quick Start Guide

Login:

Password:

School Code:

Login

Go to www.k12els.com, select *ELS Client Login*, enter user information, and select *Login*. Then select the EZ Assessment icon.

TAB DESCRIPTIONS

Tests Tab

- This tab displays all years of compiled test results for the entire school. Users can view teacher results for the selected test by clicking on the teacher icon.
- Reporting category data can be viewed by selecting the *View Rpt. Cat.* button.
- Graphs comparing school performance to district performance, for district level tests, can be viewed by selecting the graph icon (located to the left on each row of data).
- An Objective Report may be viewed by clicking on the *O* icon next to the corresponding test name. This report displays number of items for each competency and the corresponding objectives. The percentage correct is displayed for each competency and the objectives tested within that competency. Click on *View Student Reports* at the top of the page to view objective level results for each student.
- An Item Analysis Report may be viewed by clicking on the *I* icon next to the corresponding test name. This report displays the percentage correct for each item and the matching objective as well as a distribution of student responses. Click on *details* to view student responses on test items.
- An Item Results Report may be viewed by clicking on the *R* icon next to the corresponding test name. This report prints complete test results for each student, four to a page.

Teachers Tab

- This tab displays compiled teacher data for all years and all tests. Users can view student results for the selected teacher/test combination by selecting the student icon (located to the left on each row of data).
- All functionality, reports, and graphs available on the *Tests* tab are also available on the *Teachers* tab. The data, reports, and graphs, however, are specific to each teacher.

Students Tab

- This tab displays all student level test data.
- *Student Type* filter options include *Tested* or *Enrolled*. When *Enrolled* is selected, the user can select *All* students, or select students on a specific teacher's roll.
- All functionality, reports, and graphs available on the *Tests* and *Teachers* tabs are also available on the *Students* tab. The data, reports, and graphs, however, are specific to each student.

TAB FEATURES

- **Hyperlinked Data:** Data can be filtered by selecting highlighted fields in the data table (e.g. click on *04/05/2011* to filter all test data for the selected test date).
- **Filter Menu:** Data can also be filtered, and columns displayed, by using the filter menu (accessed by clicking on *Set Filters*).
- **Reporting Category Data:** Reporting category performance (also referred to as subskills or strands) can be viewed for tests by clicking on the *View Rpt. Cat.* button.
- **Reporting Category Key:** A gold key by each test name defines the columns for the corresponding reporting category.

If you have any additional questions, contact ELS Customer Support at 877-233-7833 or support@k12els.com.

EZ Assessment - Teacher Quick Start Guide

Login:

Password:

School Code:

Login

Go to www.k12els.com, select *ELS Client Login*, enter user information, and select *Login*. Then select the EZ Assessment icon.

TAB DESCRIPTIONS

Tests Tab

- This tab displays all years of compiled test results for the entire school.
- Reporting category data can be viewed by selecting the *View Rpt. Cat.* button.
- Graphs comparing school performance to district performance, for district level tests, can be viewed by selecting the graph icon (located to the left on each row of data).
- An Objective Report may be viewed by clicking on the *O* icon next to the corresponding test name. This report displays number of items for each competency and the corresponding objectives. The percentage correct is displayed for each competency and the objectives tested within that competency.
- An Item Analysis Report may be viewed by clicking on the *I* icon next to the corresponding test name. This report displays the percentage correct for each item and the matching objective as well as a distribution of student responses.

Teachers Tab

- This tab displays compiled teacher data specific to the user, for all years and all tests.
- All functionality, reports, and graphs available on the *Tests* tab are also available on the *Teachers* tab. The data, reports, and graphs, however, are specific to the user.
- An Item Results Report may be viewed by clicking on the *R* icon next to the corresponding test name. This report prints complete test results for each student, four to a page.
- The Objective Report on the *Teachers* tab includes the *View Student Reports* link at the top of the page. Click *View Student Reports* to view objective level results for each student.
- The Item Analysis Report on the *Teachers* tab includes the *details* link. Click *details* to view student responses on test items

Students Tab

- This tab displays all student level test data specific to the user.
- *Student Type* filter options include *Tested* (students tested by the teacher) or *Enrolled* (only students currently taught by user).
- All functionality, reports, and graphs available on the *Tests* and *Teachers* tabs are also available on the *Students* tab. The data, reports, and graphs, however, are specific to each student.

TAB FEATURES

- **Hyperlinked Data:** Data can be filtered by selecting highlighted fields in the data table (e.g. click on *04/05/2011* to filter all test data for that specific test date).
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If you have any additional questions, contact ELS Customer Support at 877-233-7833 or support@k12els.com.

Support Information

Support

Please contact us by phone (1-877-233-7833) or e-mail (support@k12els.com) with any questions you may have regarding our products.

System Requirements

The ELS Product Suite is a web application that is hosted by Educational Leadership Solutions, Inc. Because it is an internet-based application, users (teachers and administrators) can access it from any computer that has access to the internet. The applications can run on web browsers, including Internet Explorer, Mozilla Firefox, and Safari.

Training

The ELS Product Suite has been designed to require little or no formal training. It is our goal to make the application user-friendly to the point that it can be mastered by following written instructions.

All training documents, user manuals, and product demos are available at our website: www.k12els.com.

Educational Leadership Solutions, Inc. also provides on-site training for schools who desire additional assistance with implementing the ELS Product Suite.

ELS, Inc.
Customer Support
877-233-7833
support@k12els.com
