

EdPlan District-Level Assessment Troubleshooting Guide

Login to EdPlan

EdPlan Single sign-on Website: www.houstonisd.org/edplan

Default username: network id (ex: bgarci11) password: 2012txhouston

Recovering Your Password

1. To re-activate a disabled account, click the *Recover Password* link located on the Login screen.
2. Enter the requested information that follows.
**If you did not update your personal information in the system when you first reset your password, you will have to call or email the Help Desk to reset your password. Campus administrators with administrator access can update teacher passwords for their campus.*
3. Enter a new password and confirm password.
4. Select **Save**. Your account is now active and the password is set to the new password.

Release Assessments

1. From the main menu, select *Release/Assign Assessment*.
2. On the left-hand screen, expand folders to locate the class or classes you wish to release the assessment to.
3. The Release Option screen will load in a tab to your right.
4. Click the lookup icon to select the test you wish to release. **Remember: Elementary DLAs are found under Quick Tests. Secondary DLA's will now mostly be Question Based Assessments (QBA's) with full online testing capability.**
5. Select the test and verify with the green check mark.
6. Click the next button to set up additional release options and click the save icon once your choices are made.

**Please note: If test has not been released then the test cannot be scanned because it will not appear in the scanning application. Releasing a test assigns the test to a student for testing (online or print) and allows it to scan and score.*

**Individual students who enroll after the test has been released to the class can be added under the "Student Tracking" tab. Hover over the test name, right click on the test and select Release to New Students. You will then be able to select the new students.*

Pre-slug Scan Sheets

1. From the main menu, select *Pre-slug Scan Sheets*.
2. On the left-hand screen, expand folders to locate the class or classes you wish to pre-slug scan sheets for.
3. The Set Scan Sheet Options screen will load in a tab to your right.
4. Select the plain-paper form type specified by the Curriculum Department.
5. Click the lookup icon to select the test you wish to release. ***Remember: Elementary DLAs are found under Quick Tests. Secondary DLA's will now mostly be Question Based Assessments (QBA's)**
6. Select the test and verify with the green check mark.
7. Select print sort options. To print student scan sheets, select *Print Forms*. To print blank answer documents, select *Print Blank*. A PDF containing your scan sheets will load.

**Do not use Google Chrome when pre-slugging.*

**When printing, choose set paper handling or scaling to "none" or "actual size." Do not select fit or shrink to page. This will shrink or enlarge the image and the location of the bubbles will be off. This will cause the answer documents to scan incorrectly.*

Scanning and Scoring

1. Make sure your scanner and the scanner's TWAIN drivers are installed properly.
2. The latest PCG assessment tool will automatically update upon login.
3. Before scanning make sure you have released the test to all of the students that you would like to scan for.
4. Black and white scanner thresholds should be updated as indicated in the Scanning Reference Defaults documents available on the HISD EdPlan website (<http://www.houstonisd.org/Page/90242> for help contact the helpdesk)
5. When troubleshooting: double check the answer document was printed using the correct paper scaling by pre-slugging and printing one document with the correct paper scaling and holding it to the light and comparing it to the answer document trying to be scanned. The "L" or timing marks on the corners should match as well as the bubbles.
6. The user should look at the loading tray and ensure the paper is being loaded correctly on the tray. (use picture on scanner tray)
7. Launch the PCG Scanning Tool, login, and select the *Barcode Scan* button. (Do **not** drill down through the individual classes)
8. Select your scanner from the drop-down list and select *Scan*. (If scanner does not appear ensure it is turned on)
9. After scanning the documents, if the documents have been scanned correctly, the students' names should be highlighted in blue. When an answer displays as an asterisk, the answer choice has an issue with double bubbles and/or erasures. The user should double click on the answer column to investigate further. This will cause a pop-up window to emerge. The user can override a double-bubbled answer in this window. Select submit when scores are ready for submission.
10. Any error message should be reported to the Help Desk for resolution by the EdPlan team.
***Step 1,2, and 4 were done on EdPlan scanners at all campuses during the summer of 2014 after the windows 7 update.**

Reporting

1. User may not know what to select in the filter (usually test level or language). If unsure, user should select all.
2. All District-Level Assessments are classified as District tests in the EdPlan system.
3. User may not have closed previous report and as a result user will not be able to see newly developed reports.
4. User may have improper internet option settings selected that are preventing reports from being created. Check the pop-ups are always enabled with the EdPlan site.
5. Reports screen may not load due to compatibility issues with certain versions of Internet Explorer. You may turn on compatibility view by clicking on the broken piece of paper icon to the right of your internet address bar.