HISD Student Assessment MEASURING KNOWLEDGE. SUPPORTING GROWTH.

STUDENT LOGIN TO EDPLAN

TWO WASY TO LOGIN

There are two ways to login to EdPlan: Generic or Single Sign On (SSO). After login into EdPlan, the steps are the same regardless of the way the student signed in.

GENERIC LOGIN

- 1. Students login onto an HISD device using the campus generic login.
- 2. Students open an icon that is already pointed to the following URL:

https://txhouston.pcgus.com

Username: capital "S" + student ID number Example: **S1234567** Password: student ID number Example: **1234567**

SINGLE SIGN ON (SSO)

1. Students login onto an HISD device using their individual login.

Username: capital "S" + student ID number Example: **S1234567** Password: student date of birth – two digit month – two digit day – four digit year Example: for July 14, 2003, the password would be **07142003**

2. Students open Google Chrome and go to <u>www.HoustonISD.org/EdPlan</u> Students will then be automatically signed-in (Single Sign On)

STEPS AFTER LOGIN

- 1. In EdPlan, students will click on "Student-at-a Glance"
- 2. Click on the folder with the student's name
- 3. Click on Assignments
- 4. Click on their class name, and then click on the link for the Assessment. If an assessment has not been released to the student, then the link will not be active. In this case, ask your campus EdPlan coordinator to release the assessment to the student.

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- For both a Question Based Assessment (QBA) or Quick Answer Key (QAK) assessment, students will then enter the answers on the screen. An example of the entry screen for a QAK is shown on the right.
- 6. Students click submit after entering their answers.
- 7. If students worked on a paper test, it is a good practice for students to then write the score on their paper test and turn it in

to the teacher. If the assessment has short response questions, then please explain to the students that the score shown is an "interim or temporary" score, and that once the teacher scores the short answers, then the final score will be available.