

# EdPlan v. 7 Troubleshooting Guide

## Login

Use **Google Chrome** and go to the EdPlan single sign-on website: [www.houstonisd.org/edplan](http://www.houstonisd.org/edplan)

No username or password required if you are logged into the network with your HISD credentials. Use the same URL from home and log in with your network credentials.

**Scanning username:** network id (ex: bgarci11) for **Password Reset** contact Campus Admin, the EdPlan Support Team or [HISD ServiceDesk](#)

\*Note: In the upper right, you may notice a Temporary Status; this is standard for all accounts.



\*Please disregard the dialog reading: *The Page at https://txhouston.pcgus.com; No Data Available*. This means no tests have not been graded during the 2016-2017 school year.

## Support

The Latest News on Formative Assessments visit our page: <http://www.houstonisd.org/formative>

[EdPlan v.7 Videos and Resources](#)

[Training Schedule](#)

[Formative Assessment Tools and Resources](#)

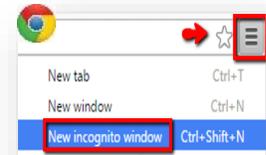
[Data Literacy Toolbox](#)

## Clear Cache

If you experience issues in EdPlan, improve browser performance by using **Incognito** in Chrome.

In the upper right corner find the menu icon  and select **new incognito window**.

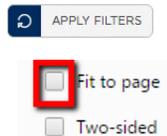
This opens a new tab and automatically clears your cache.



## Pre-Slug & Release

**Releasing and Pre-slugging** can now be done during the same process.

1. From the upper task bar, select **ASSESSMENTS**, and select **Test Manager**.
2. From the pop-up dialog, select **PRESLUG SCAN SHEETS**.
3. The **BROWSE ALL TESTS** dialog will appear, drill down selecting the subject area, grade level, QBA (Full Tests) or Quick (Test Keys), and the desired assessment.
4. Step 1, **PCG Plain Paper form 120**. On the bottom left blue filters apply the appropriate selection.  
**Campus:** select Your Campus (click **Add**), **Subject:** select the subject (click **Add**). Click **Apply Filters** to the right.  
\*Note: selecting fewer filters will show more results. Additional filters will result in fewer more refined results
5. Classes will now populate in the main screen. Select the desired classes.
6. Select **Generate PreSlug Scan Sheet(s)**. \* **It is very important when printing slugsheets on the printing options unselect fit to page. This shrinks the answer document and affect your data. Never photo copy answer documents.** (see pg. 2 Printing)  
\*To print blank scantrons, at Step 1 select **ADVANCED PRINTING OPTIONS**, then select **Print Blank**. Do not copy in copy machine
7. Go back to EdPlan website and proceed to select the **Release Test** button. **Step 1:** Select your **Grade Period Set** (6/9 wks), **Grading Period** (Six Weeks/Nine Weeks 1). For **Scoring Category**, select the level of the test. (Snapshots are district level tests.) Skip to **Step 3:** add your **test window dates** and how the test will be delivered (all questions bubble sheet form vs. timed or untimed online administrations)  
**Step 4:** Add any student directions for online testing. **Step 5:** Click **Release Test**  
**\*Tip:** If a test has not been released, then the answer documents will not be scored. Releasing assigns a test to students for testing (online or print), allowing tests to be scanned and scored.  
**\*To release to new students,** from the upper task bar select **ROSTERS**, select **Student Tracking**, navigate to the class, **right click on the test name**, select **Release to New Students**, from the pop-up select the student(s), and click the **save** icon.  
For video and step-by-step guide: <http://www.houstonisd.org/edplansupport>



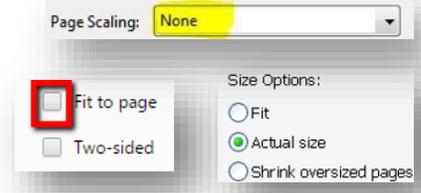
## Scanning and Scoring

1. Ensure the scanner and the scanner's TWAIN drivers are installed properly.
2. The latest PCG assessment tool updates automatically upon login.
3. Before scanning, ensure you have released the test to all of the students or the answer document will not score.
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/edplan> (Always, open a [HISD ServiceDesk](#) ticket when setting up a new EdPlan scanner)
5. Ensure the paper is loaded correctly on the tray (either face-up or down; use the guide on scanner tray).
6. Launch the **PCG Scanning Tool**, login, and select the **Barcode Scan** button (**Do not drill down through the individual classes**).
7. Select the scanner from the drop-down list and select **Scan** (ensure the scanner is turned on).
8. After scanning the answer documents, the student names should be highlighted in blue. An asterisk indicates an answer choice may have a double bubble and/or erasures. Double-click the answer column, a pop-up window appears allowing you to review and edit answers. If needed, override errors.
9. When ready, select submit to upload scores.  
**Not scanning?** Ensure the answer document was printed with the correct paper scaling. (See pg. 2 Printing) Take the current answer document and reprint another pre-slugged document with confirmed accurate paper scaling. Hold them together to the light, and compare the timing marks ("L" on the corners), as well as the bubbles, all should match.  
\*Error messages should be reported to the Service Desk.  
**\*Steps 1, 2, and 4 were done on EdPlan scanners at all campuses during the summer of 2014 after the windows 7 update.**  
For video and step-by-step guide: <http://www.houstonisd.org/edplansupport>

# EdPlan Troubleshooting Guide

## Printing

1. Complete **Steps 1 – 6 from Pre-Slug & Release.**
2. Select **Generate PreSlug Scan Sheet(s)** to create answer documents.
3. Before printing, check your scanner settings. Different scanners display differently. Set paper handling or scaling to “none” or “actual size,” or if using Chrome ensure “**fit to page**” is unselected. **Never** select fit or shrink to page. This will shrink the image, which will cause scanning issues.



\*To print blank answer documents, at Step 1 select **ADVANCED PRINTING OPTIONS**, then select **Print Blank**. Do not copy in copy machine

\*Error messages should be reported to the [HISD ServiceDesk](#).

## Reporting

1. Select **PERFORMANCE** from the menu bar, then select **Reports**.
2. Click the **+** by Houston ISD to view and select **Popular Reports**.
3. Next, select the level of reports. (ex: **Teacher Level Reports> Teacher Level Reports by Class**)
4. Make at least one selection at each filter.



Note: Snapshot test level is “District” \*Gender, Ethnicity, and other demographic indicators are defaulted. Select the accountability filter if you only want to run reports for classes where test was released.

5. Scroll to the top right to click **Run the Report**. The report will appear in a new tab. For additional information on popular reports see: [Student Performance Analysis Guide](#)

## SharePoint

**Only Principals and Formative Assessment Coordinators (FACs)** have access to the Formative Assessment SharePoint.

SharePoint: <https://connectteams.houstonisd.org/team/sa/FA/SitePages/Home.aspx>

Principals can update the campus CTC or FAC designees. (Request form contact: [jgarci10@houstonisd.org](mailto:jgarci10@houstonisd.org))

## BOYS

HISD will not provide Beginning-of-the-Year assessments, it is recommended that campuses utilize the wealth of historical data from the HISD A4E dashboard and EdPlan reports to inform instruction. STAAR release assessments should not be used as BOYS. STAAR released tests should be used after students have been instructed on the standards assessed and the administration of a STAAR release exam should be in the considered a Benchmark.

## Snapshots

The Elementary and Secondary Curriculum department will provide campuses with optional, low-stakes formative snapshot assessments during the 2016-2017 school year. View the links of Academic Service Memos

Elementary: <https://connectapps.houstonisd.org/smemos/Lists/AcademicServiceMemos/CustDispForm.aspx?ID=691>

Secondary: <https://connectapps.houstonisd.org/smemos/Lists/AcademicServiceMemos/CustDispForm.aspx?ID=701>

## Software

The EdPlan platform is web-based, and does not require software. The **PCG scanning software** is located on the EdPlan website. To download the PCG scanning software, login into EdPlan. Click **ADMINISTRATION** from the menu bar, and then select **Solution Center**. Scroll down to the **PCG Assessment Tool** and click to download. Please open a [HISD Service Ticket](#) for assistance in setting up your EdPlan Scanner.

## Access

**EdPlan Campus Administrator Access** – Principals, APs, Teacher/Instructional Specialists/Coordinators, and Instructional Coaches.

Note: Campus Administrator access for teachers, clerks, and others must be requested by the principal to the FA Specialists by contacting [HISD ServiceDesk](#).

**EdPlan Teacher Access** – Teachers automatically receive access to EdPlan based upon Chancery enrollment to courses.

**EdPlan Student Access** – Students should sign onto an HISD computer and using their HISD Network ID. Students can use EdPlan by:

Option 1.) Single Sign-On at [www.houstonisd.org/edplan](http://www.houstonisd.org/edplan) \*must use Internet Explorer 10 or higher

Option 2.) <https://txhouston.pcgus.com/> \*must use Google Chrome internet browser

Student login IDs will now begin with the letter S, followed by the student SIS assigned number/student ID e.g. S123456. The password will be the SIS assigned number/student ID.

Username: S123456

Password: 123456

**\*Please allow 24 hours for Chancery to populate and update new accounts/information.**