

## Changing and Recovering Your Password

### Log In

1. Type the following URL in your browser: <https://txhouston.d2sc.com>, and press enter
2. At the Login screen, enter your user name and password
3. Click **Submit**

### Change Password

1. On the Main Menu, click the **Change Password** button
2. On the **Account Security Details** screen, enter all required information (7 characters with 1 number)
3. Click the **OK** button (the diskette icon located in the upper right hand corner)

### Recover Password

1. To reactive a disabled account, click the *Recover Password* link located on the Login screen
2. Enter the requested information that follows, security question and birthday
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

### Refresh the Navigation Tree

For many of the menu selections, after selected, you will see three icons at the top of the navigation tree:

1. The first icon is the **New** button which looks like a sheet of paper with a green '+' sign. Pressing this icon will generate a blank screen for that menu selection
2. The second icon is the **Search** icon which looks like a magnifying lens. Pressing this icon will allow you to search in that menu selection
3. The third icon is the **Refresh** icon which looks like a circular blue arrow. Pressing this icon will refresh the navigation tree

### Close Page Tabs

1. As you navigate through the system, pages will open in tabs and dock in the window pane to the right of the navigation tree
2. You may also click on the down arrow to choose to see a list of the open tabs

### Accessing Student Information via Student Tracking Screen

**Student information** may be accessed in a variety of ways. One way is through the **Student Tracking** screen.

1. From the **Main Menu**, click the **Student Tracking** button
2. Drill down to the desired class to view. This shows the students in the teacher's class
3. To access specific student information, click on a student's name. Student information data is provided to EdPlan™ from the school district


### Accessing Student Information via Student Information Screen

A second way to view student information, as detailed under **Student Tracking**, is through the **Student Information** screen.

1. From the **Main Menu**, click the **Student Information** button
2. Click the name of a student from the navigation tree - To search for a specific student, click on the magnifying glass icon

### Creating Quick Test Keys

**Quick Test Entry** can be used for creating an answer key only

1. Click on the button for **Quick Test Entry**
2. Click the **New** button and name the test
3. To select the **Content Area**:
  - a. **Click** on the look up icon beside the word **Course**
  - b. When the dialog box opens, navigate to the correct course by **subject** and **grade level**
  - c. Click on the name of the course to select it. The text will turn red
  - d. Scroll up to the top of the dialog box and click on the **green check mark** to save your selection.
4. Select the **Test Level** for this assessment
5. On the **Questions** tab, you may enter the assessment settings and defaults.
  - a. Enter the number of questions
  - b. For point options, select either:
    - **Distribute points** equally based on a grade (usually 100), and click **Apply** , or
    - **Set point values** for each question regardless of the number of questions, and click **Apply**
  - c. Under **Choice display pattern**, choose how you wish your answer choices to be shown
  - d. Enter a **Cut Score** for the test
  - e. Under the **Type** column, choose what type of answer will be required for each question:
  - f. Under the **Answer** column, click on the correct answer for each question, using your answer key, and save your test data by clicking on the **Save** icon in the upper right corner of the screen
  - g. Select the **Objectives/Skills** for each question by clicking on the question number to select it, and click the  icon to the right of the **Point Value** column to open an **Objective Alignment** dialog box
6. Click the **Mastery Threshold** tab and set values for each objective as a percent (without the % sign)
7. Click the **Save** icon in the upper right corner of the screen

The test is still in **Editing** mode, so look over it to be sure you have entered all of the answers correctly and associated the proper objectives

8. If you are satisfied that the test is correct, change the drop down box beside **Status** to **Finalized**, and then **Save** again

Note the following:

- Should you need to edit this key before it is released to students, change the status back to **Editing**, then **Save**. You will be able to edit the test.
- The status will change to “in use” when the test has been administered to students. You can no longer edit the key when it is “in use.”
- If the test is to be shared with others, it will need to be published before anyone else can see it. To **Publish** a test, click on the **Publish** button at the upper right. Check the **Add** box for the collection you need to publish the test into, then click the **Save** button.

### Creating a Question Based Assessment

1. On the **Main Menu**, click the **Assessments – Question Based** button and click the **New** icon
2. Click the test **Wizard** link in the *Question Based Assessment Details* screen
3. Enter the test **Name** using the district’s preferred naming convention
4. Select a **Choice Display Pattern**
5. Enter additional information in the **Overview**, if desired
6. Associate a **Course Name** to this test by clicking the **Search** icon
7. Click **Next** to select questions. Go to the next section for steps to select questions

### Select Questions

1. Select the desired **Content Collection** and **Question Type** in the *Step 1: Basic Filter Options* filter sections
2. Click the *Step 2: Select Advanced Options* button. Select any desired **Units, Modification Categories, Blooms Taxonomy, Level of Difficulty, or Resources**

**Note:** *Step 2 selections are optional. You can use one or more of the fields to filter for questions. You do not have to select something in each of the fields.*

3. Click the *Step 3: Select Objectives* button. The filter screen will display any related objectives that meet the filtered criteria
  - a. Click on the appropriate objectives desired for the assessment. The system will display how many questions fit the selected criteria
  - b. Change filter criteria as needed by clicking in any of the previous fields
4. Click **Next** to continue, the resulting screen displays all questions that meet the criteria selected in the previous screen
5. Select questions to include on the assessment individually by checking the box in front of the question, or select all by clicking **Select All**

**Note:** *You will see a resource hyperlink if the question is associated to a resource.*

6. To add questions that assess a different objective or student expectation, click the **Add Questions & Search Again** button

7. To continue without adding more questions, click the **Add Questions & Continue** button

### Apply Points

1. To distribute points evenly, enter a value in the **Distribute points equally** field.
2. To assign point values to each question, enter a value in the **Points** field beside each question
3. Click **Apply**
4. To re-order the questions, click on a question and use the **up/down arrows** to move it
5. Click the **Next** button

### Change Mastery Threshold

1. To change the Mastery Threshold set for each objective on the assessment, enter a new value in the **Mastery Threshold** field
2. Select **Save & Skip Printable Version** if the test will be only administered online
3. Select **Save & Create Printable Version** if you will need a hard copy of the test

### Create a Printable Assessment

1. Set the font size and spacing for the Printable Version, or select Large Print, if needed, and click **Next**
2. Click the **Preview Test Printable Version** link for a PDF preview of the test
3. Click **View Test Key** to view the test answer key and objectives
4. Click **Close Window** button when finished. The *Question Based Assessment Details* screen now displays the information from the created test
5. Click the **Save** icon at the top to save this assessment. To avoid any accidental changes to the test, change the status to **Finalized**, and then click **Save**
6. To print or copy the **printable version** of the test, be sure the test is completed, saved, and finalized.
  - a. Click on the **Printable Versions** tab and click on the name of the printable version
  - b. Click the **Preview** icon (paper with magnifying lens). A PDF window will open, displaying the printable version of the online assessment
  - c. Click on the **Printer** icon to print
  - d. Close the PDF and **Printable Version Details** screen to return to the main viewing screen

### Preslugging an Answer Document

1. From the **Main Menu**, select **Preslug Scan Sheets**
2. In the navigation tree, drill down to the desired teacher's folder. The viewing screen will display scan sheet options
3. Click the **Form type** drop box and select the appropriate scan form for the test

**Note:** Forms beginning with "D2SC F" are plain paper forms

4. Click the **Lookup** icon to select the test. A test selection screen will open with folders for **QBAs** and **Quick Tests**

5. Drill down to the appropriate test and click the paper icon to select the test. The title of the test will turn red to show that it is selected. To preview the test, click the title of the test
6. Click the **green check** mark to add the selected test to the scan sheet options. The window will close and the test will be displayed on the screen
7. In the Print Sort Option field, you can select how you want the preslugged documents sorted
8. Select the classes to preslug
9. To save this group for future preslugging, click the Save Preslug Selections. Click Save

**Note:**

- **Saving your preslug selections will save the classes selected for the Release QBA utility.**
- To preview the test form, select **Print Test Page**
- To print student's test forms, select **Print Forms**
- **Page scaling should be set to "none". Errors may occur during scanning if the printed scan sheets are not aligned correctly**
- **Do not photocopy scan sheets for student use**

**Campus Administrator – Release QBA**

1. From the **Main Menu**, select **Release QBA**.
2. Open a content area folder in the navigation tree to see the grade level folders
3. Click on the desired grade level. The "Select Release Options" information will display classes in the subject area and grade level selected

**Note: You can also click a teacher's name in the navigation tree to show only that teacher's classes**

- a. Click the **Lookup** icon to select the test you wish to release
  - b. When the test selection window opens, open either the group of **Quick Tests** or **Question Based Assessments**
  - c. Click on the test title. The title of the test will turn red to show that it is selected
  - d. Click the **green check** mark. The window will close and the test title will show on the Release QBA screen
4. Click **Select All** to select all classes shown, or click on the classes you wish to select individually
  5. Click the **Next** button
  6. Select the **Scoring Category** and **Grading Period** from the drop down lists

For online assessment administration:

1. In the **Release Date** field, enter the date in which the students can first begin taking the test
2. In the Delivery field, select how you want the test delivered online:
  - **All Questions, Not Timed** – displays the full test on one screen. There is no time limit
  - **All Questions, Timed** - displays the full test on one screen and is a timed test. A clock will appear indicating how much time is left for the test
  - **Single Question, Not Timed** – displays one question on the screen at a time

- **Single Question, Timed** - displays one question on the screen. The student answers the question and presses next to continue. This is a timed test. A clock will appear indicating how much time is left for the question
  - **All Questions, Bubble Sheet Form** – no questions are displayed. Students take the test on paper and then transcribe their answers onto an electronic bubble form
3. In the **Time Allowed** field, enter the amount of time (in minutes) allowed for the delivery method selected. *\*Please note this applies to timed tests only*
  4. Check the **Randomize Questions & Answers** box if you would like to scramble the test questions and answer choices. Test questions using the same resource (i.e.-reading passage) will be kept together. Upon submission of the test, the system will automatically shuffle the student's responses in the original question order for reporting purposes
  5. When you are sure you have the correct selections made, click the **Save** icon at the upper right
    - You will see a message as each class has the test released and see Done when the process is finished
    - The system will also display the number of students for whom the test was released in each class
    - A test may only be release to a student one time

### Activating Student Accounts

Teachers have the ability to reset student account status from the **Student Tracking** screen

1. From the **Main Menu**, select **Student Tracking**
2. Select a class from the list of classes, and “right click” over the roster list. Select **Activate Students** from the menu
3. If the student account is disabled, use the drop down box to change it to Active
4. Click the disk icon to Save

**Note:** *Activate all student accounts at one time by using the drop down box at the top of the list.*

### Taking Online Assessments

1. Type the following URL in your browser: <https://txhouston.d2sc.com>, and press enter.
2. The Student logs in with user name and password
3. Click on the student’s folder to show the contents
4. Click on the **Assignments** link
5. Click on the **Assessments** link under the class in which you need to take a test
6. The right side of the screen will display all assessments assigned in that class, both available and completed. Locate assessment and click on it
7. Answer each question by clicking in the bubble to the left of the answer you think is correct

**Note:** *If you need to stop the test for some reason, click the **Save** button at the upper right corner of the screen, then close the window*

8. When you are finished, click on the **Submit** button at the upper right of the screen. Do NOT double-click. You will see the screen refresh, then your score will be displayed

### Setting up Scanning Reference Defaults

1. Launch the PCG Assessment Tool
2. From the Main Menu, click **Scanner** and then **Reference**
3. In the URL line, type your EdPlan™ web address – <https://txhouston.d2sc.com>

#### **Under Scanner Settings:**

- a. Click on the *Scanner* drop box and select your scanner type:
  - Select **MFP** if using a multi-function printer or scanner used for plain paper scanning
  - Select **TIF-File** if scanning from a multi-page TIF file
- b. Click on the *COM Port* drop box and select how the scanner is connected to the computer (usually COM1)
- c. Click the **Browse** button and select the form most commonly used
  - For **MFP** or **TIF-File**, select the .fdl file mostly commonly used
- d. Click the **OK** button

### Scanning Plain Paper Answer Documents

1. Launch the PCG Assessment Tool
2. Click the Login button and login with your EdPlan™ username and password.  
The navigation tree on the left side of the screen will display two scanning options:
  - **Assessment by Class** – scanning all “like” tests for one class together
  - **Assessment by Campus** – scanning all “like” tests for one campus together

#### Assessment by Class

1. In the navigation tree on the left, expand the **Assessment by Class** section by clicking on the ‘+’ sign
2. Open the list of classes and click on the appropriate class. Tests that have been released to this class will display in the upper portion of the screen
3. Click on the test to scan, and then click the **Scan** button
4. In the dialog box that opens:
  - a. Choose the scanner from the drop-down list
  - b. In the dialog box that opens, browse to select the correct **Scan Form**. Be sure it is the same form as the printed form
  - c. Click the **Scan** button

As the answer sheets are scanned, rows will turn blue. When all sheets have been scanned, close the window by clicking on the ‘x’
5. Click the **Submit** button at the top center of the screen
6. A confirmation message will appear. Click **OK** to submit or **Cancel** to cancel

7. After clicking **OK**, the tests will be submitted for grading. When the tests have been graded, the rows will turn green and the scores will show in the **Score** column

### Scanning from a Multi-Page TIF File

1. Follow the same directions as above to locate the appropriate class and assessment
1. Click on the test to scan, and then click the **Scan** button
2. In the dialog box that opens:
  - a. Browse to select the correct Scan Form. Be sure it is the same form as the printed form
  - b. Click the Browse button to find the saved TIF file for this test
  - c. Click the Scan button
3. Click the Submit button at the top center of the screen
4. A confirmation message will appear. Click **'OK'** to submit or **'Cancel'** to cancel

### Teacher – District Assessment Reports

#### Review Reteach/Enrichment for a Test

1. From the **Main Menu**, click the **Student Tracking** button
2. Select a **Class**, and then click on the **Grading Period** in which you want to view an assessment. The **Grading Period** will expand to show all assignments within that period
3. Right-click over the name of an assessment and select **Reteach/ Enrichment** for a quick snapshot Of student performance by objective

#### **Note:**

- *This shows which students **Met Expectations** or were **Below Expectations** for each objective assessed*
- *Clicking on a student's name will take you to the **Student Information** screen, where you can access that student's schedule, contact information, assessment history and more*
- *The **View Questions** link displays each question associated with the objective, along with which students answered each question correctly or incorrectly*
- *The **Resources/Activities** section displays any resources entered by the district and associated with that objective*

### Run Reports

1. For more detailed reporting, click on the **Reports** icon at the upper right corner of the screen  
The **Teacher Level Reports by Class, by Student, and by Teacher** are the reports you will run for district assessment data. Each of these reports can be viewed in several different ways
2. Click on **Teacher Level Reports by Class**
3. In the **Select a View** section, select the following:
  - **Table-Objective Mastery by Class by Student**
  - **Table-Item Analysis by Class by Student**
  - **Item Answer Distribution Analysis by Class**
  - **Objective Performance Grouping by Test by Class**



4. Click on the drop-down arrow and choose the Year for which you wish to generate a report
5. You will notice the Refresh List button for the Class filter turn bright green. Click on it to show this list of classes this teacher had for the year selected
6. Then click on the class you wish to gather data about. When you select a class, the **Refresh List** button for the **Test** section will turn green
7. Click the **Refresh List** button to refresh the list of tests assigned to the selected class during the selected year
8. Click the test for which you need data, then **Select All** for the Gender and **Select All** for the Ethnicity, if desired
9. Click the **Run Report** button.

The resulting PDF file will contain all of the selected reports:

- Table-Objective Mastery by Class by Student
- Table-Item Analysis by Class by Student
- Item Answer Distribution Analysis by Class
- Objective Performance Grouping by Test by Class

**Note:** *The same reports may be accessed at the student, class, or teacher level using the report filters in the same way.*