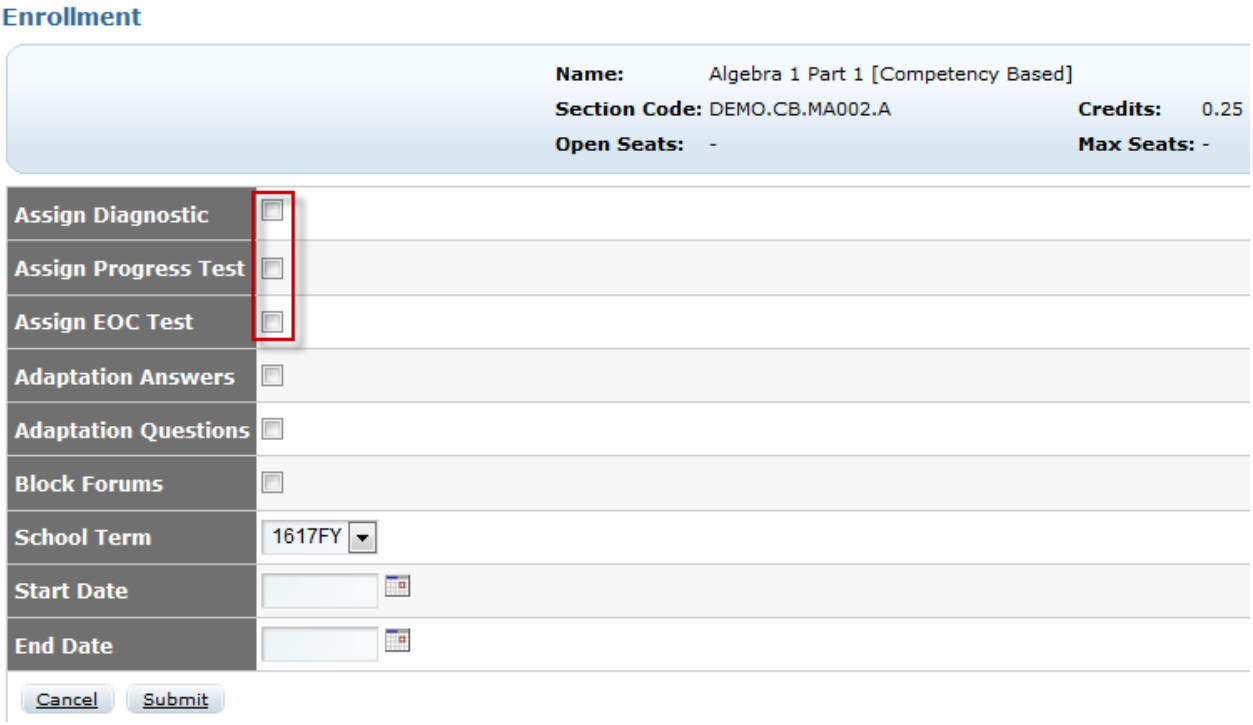
Diagnostics and Progress Tests

This document will provide an overview of Diagnostic, Progress and End of Course Tests.

Assign Assessments as an Advisor

To enroll a student and apply a diagnostic, progress test, and/or end-of-course test, first find the student and view their **student details** > **Academic Info** > **Enrollment tab**. Search for the course and select the desired section. If a course has these associated with it, the following screen appears upon selecting a section:



Mark the appropriate checkboxes to assign a diagnostic, progress test, and/or end-of-course test to the student. You must select any assessments at the time of enrollment; you cannot go back and alter these choices once the student has been enrolled.

NOTE: If you mistakenly enroll a student without a diagnostic and would like to utilize the feature, you must drop the course, then reenroll the student and select "Create New Enrollment". This will clear the previous enrollment and allow you to select the desired preference. Progress tests can be added to a course at any time by going to the **Schedule > Arrow Icon (next to course name) > Diagnostic/Progress Test > Edit**

Click **Submit** when you are ready to enroll the student.

If a student is exempted from any lessons due to their diagnostic results, these exemptions are automatically applied to the course as soon as the student completes the diagnostic. There is no need for an advisor to action the diagnostic.

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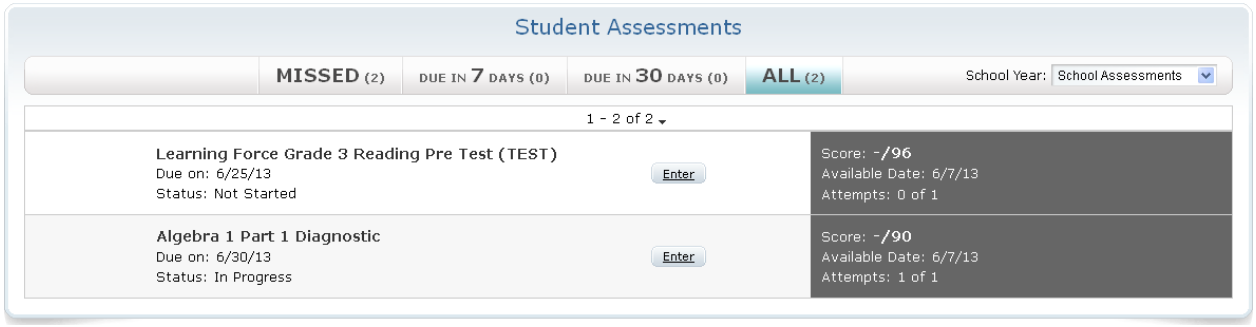
Taking and Viewing Assessments as a Student

When a student is assigned either a diagnostic or progress test, they are now required to take the assessment before they can open the related course. When clicking a course from the student homepage, the first thing they will see is the assessment. Students can also access their assessments by clicking the blue **Assessments** icon at the top of any page:

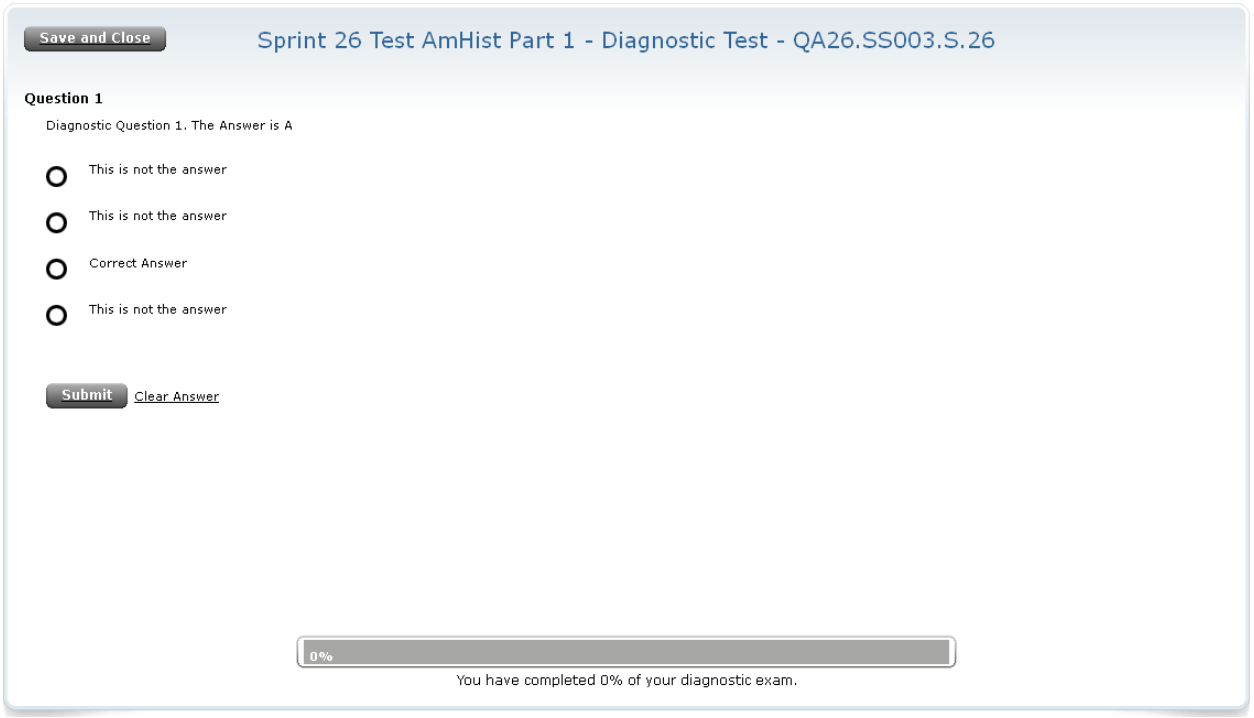


From the Student Assessments screen, the student clicks **Enter** to complete an assessment. For finished diagnostics, a Results button appears. Clicking **Results** allows the student to see how they did on the assessment.

For diagnostics, once the student completes the test, the system automatically applies the results to the course and removes any lessons the student has tested out of.

Diagnostic

The student will first see an instruction screen. After closing the instructions, the screen below appears to take the diagnostic.



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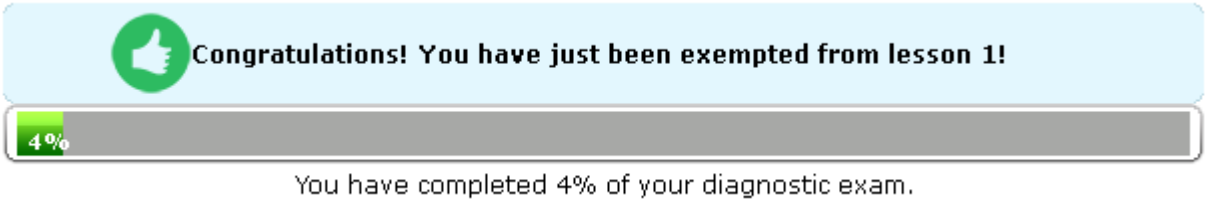
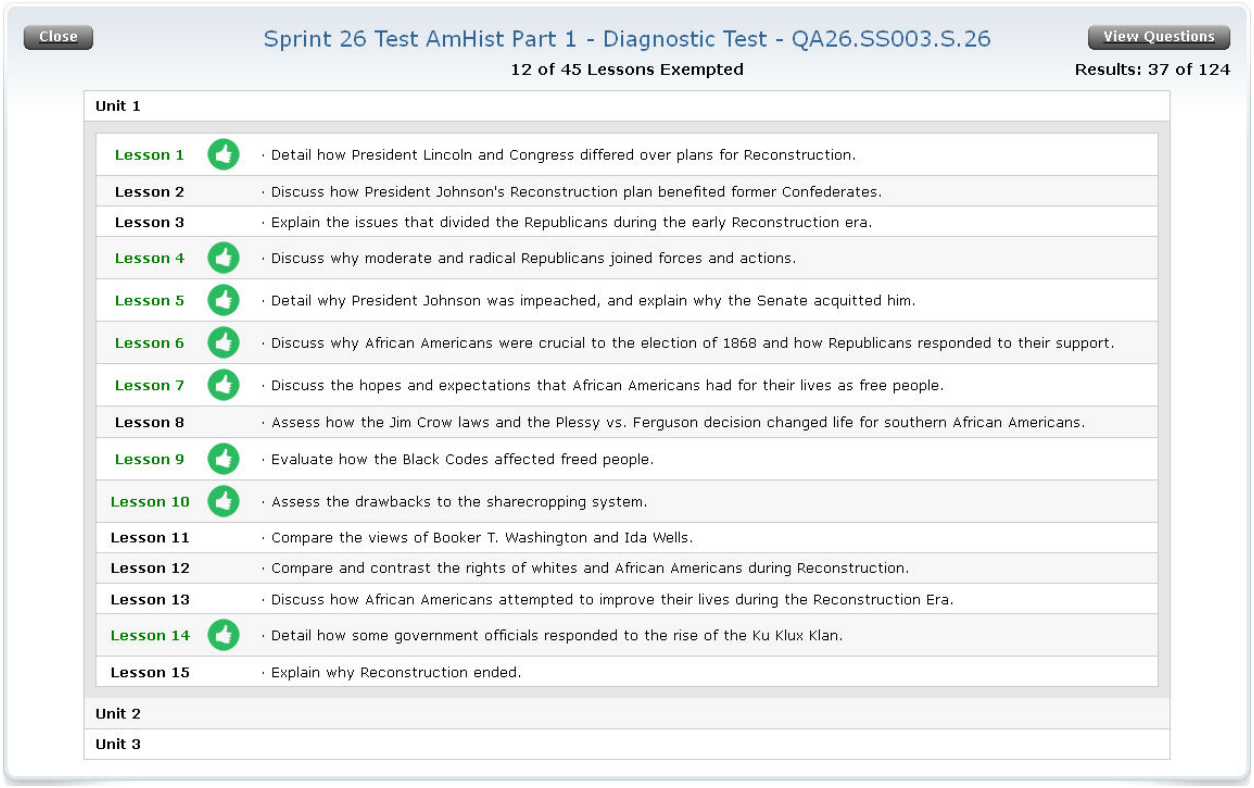
When a student correctly answers enough questions to exempt themselves from a lesson, they are notified in the progress bar at the bottom of the screen:



Currently, students must correctly answer all questions related to a lesson if to be exempted from it. If a student incorrectly answers a question, the system automatically moves to next lesson, since the 100 percent threshold can no longer be met.

When the student has finished the diagnostic, a summary view appears. This view shows the student which lessons they have been exempted from:



Hovering over a green thumbs-up icon tells the student that they have been exempted from that lesson.

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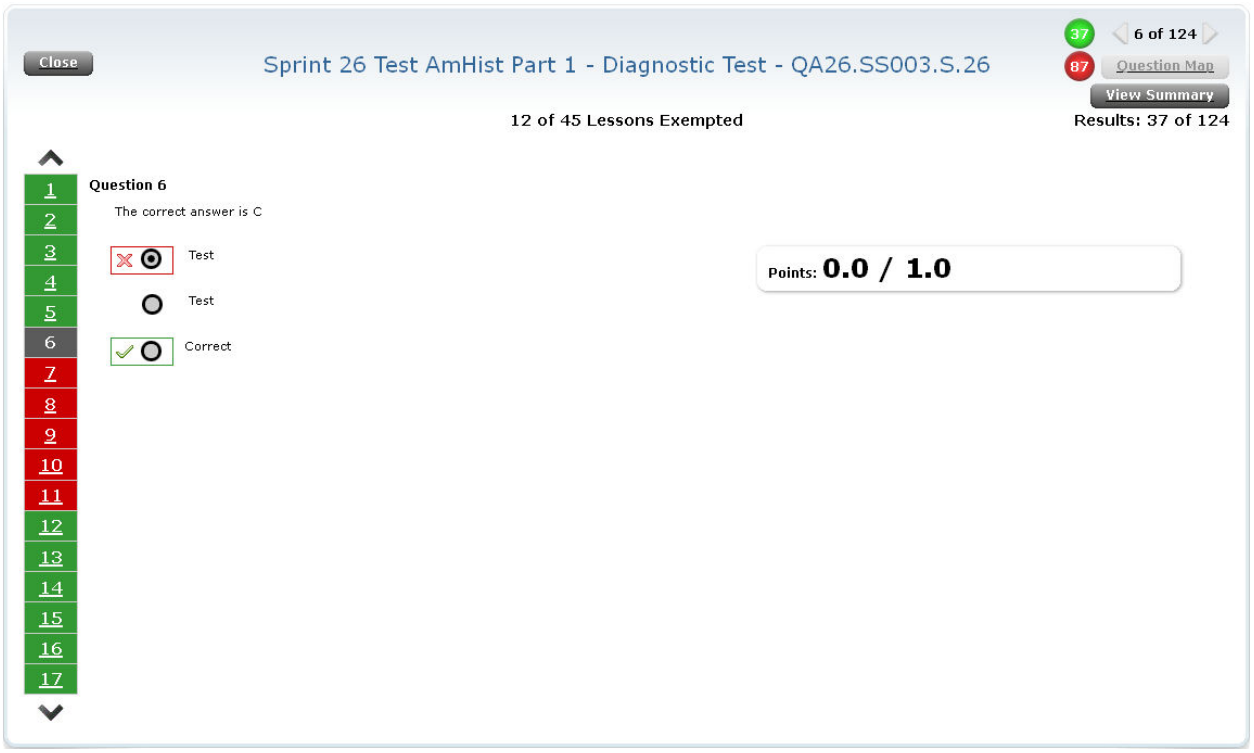
Click the **View Questions** button in the upper right to see a detailed list of how questions were answered:



The total numbers of correct and incorrect questions are displayed in the red and green circles in the upper right corner of the screen.

In the question bar on the left, red boxes indicate questions that were answered incorrectly; green boxes indicate correctly answered questions. The question the student is currently viewing is marked with a gray box.

- Click either the up and down arrows or question numbers to move through questions. The student can also navigate through the questions by clicking the arrows located in the upper right corner of the page.
- Click the **Question Map** button to display an overview of how all questions in the assessment were answered.
- Click the **View Summary** button to return to the previous screen.
- Click **Close** when finished reviewing the diagnostic.

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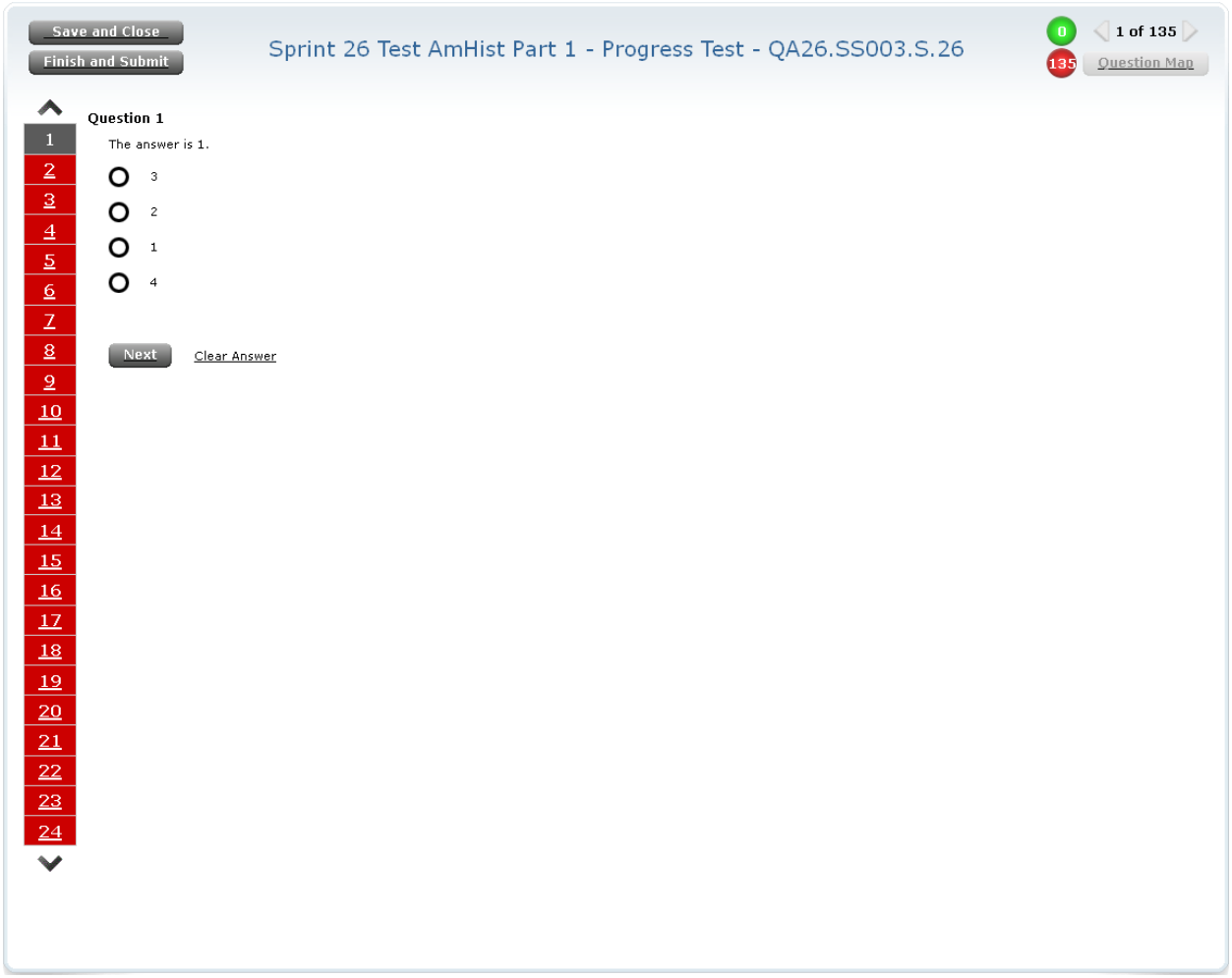
Progress Test

If a student is assigned a progress test, the student will first see an instruction screen. After closing the instructions, the screen below appears to take the assessment.



Answered questions appear green in the number bar; unanswered questions are red. The question currently being answered is gray. Note the running totals of answered and unanswered questions in the upper right corner.

Click **Save and Close** to save the assessment and finish it later.

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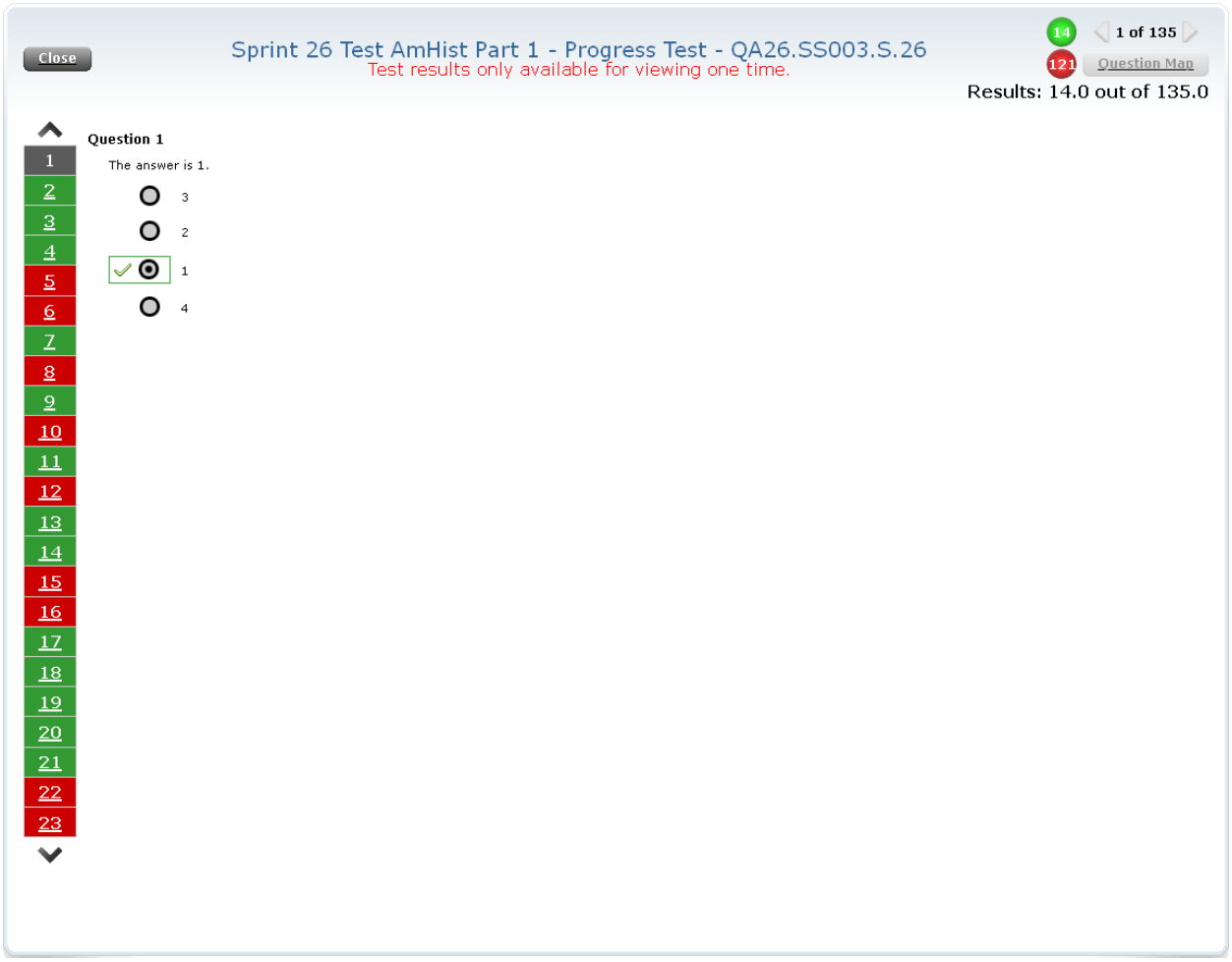
Click **Finish and Submit** to submit the assessment and view results. A review screen appears:



Note that the student can only view the results of the assessment one time. Once the student clicks **Close**, these results are no longer available to view.

The total numbers of correct and incorrect questions are displayed in the red and green circles in the upper right corner of the screen.

In the question bar on the left, red boxes indicate questions that were answered incorrectly; green boxes indicate correctly answered questions. The question the student is currently viewing is marked with a gray box.

- Click either the up and down arrows or question numbers to move through questions. The student can also navigate through the questions by clicking the arrows located in the upper right corner of the page.
- Click the **Question Map** button to display an overview of how all questions in the assessment were answered. (This feature is currently in development.)
- Click **Close** when finished reviewing the diagnostic.

The student will be prompted to take the second component of the progress test as soon as they have completed the last assignment in the course.

End of Course Test

If a student is assigned an end of course test, the student will be prompted to take it as soon as they have completed the last assignment in the course. The interface is the same as for the progress test above.

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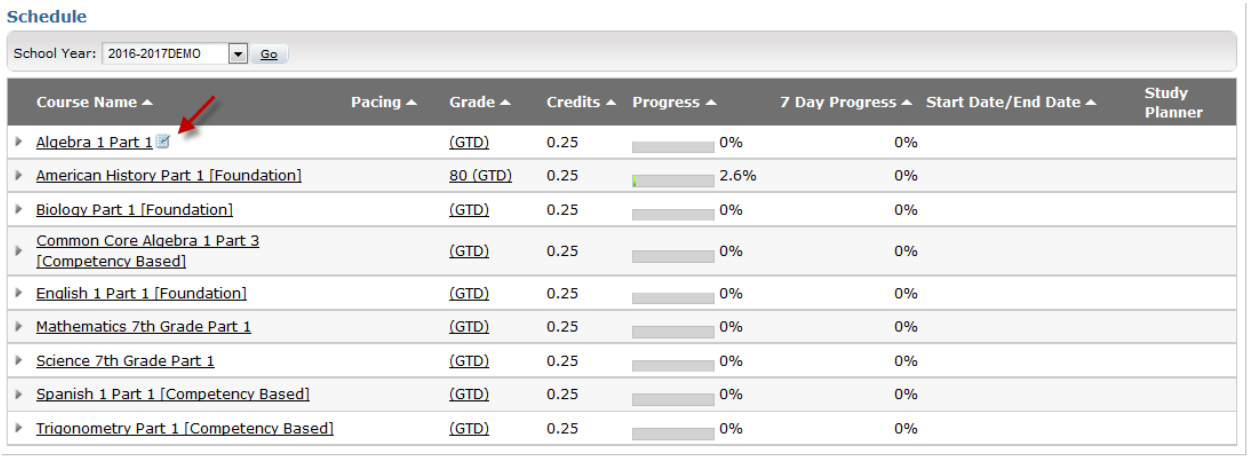
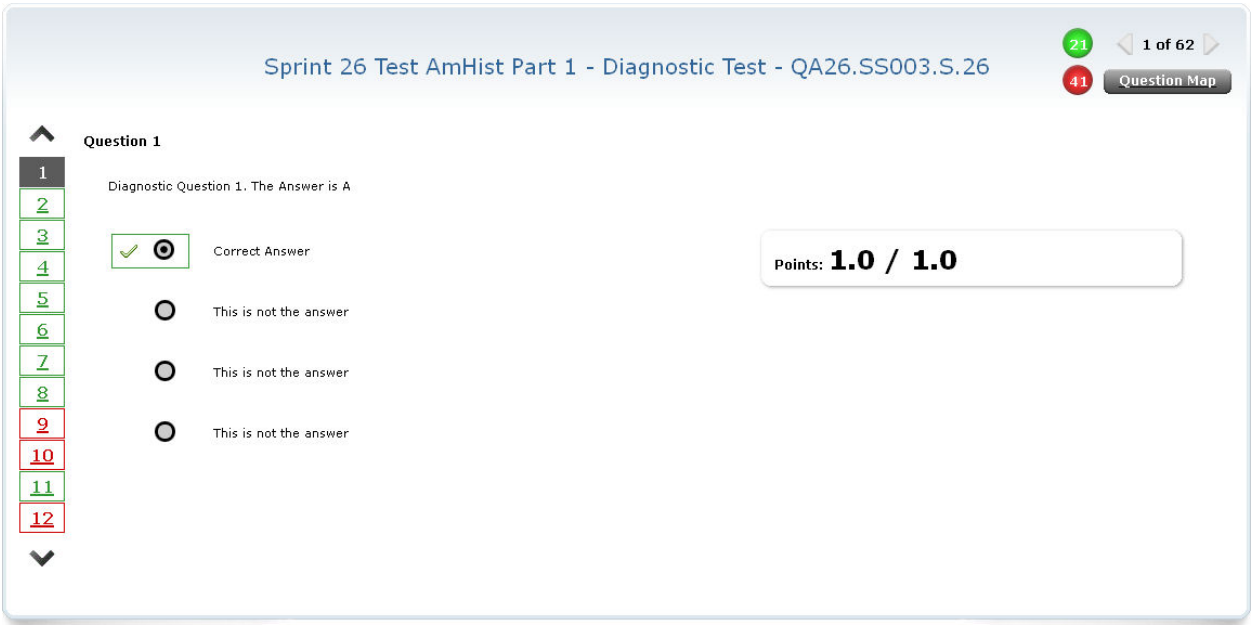
View Assessments as an Advisor

When looking at the student's enrollment, you can tell if a student has been assigned any assessments by the icon located to the right of the course name:



Expand the enrollment details and click the **Diagnostics/Progress Test** tab to see what was assigned. Click the **magnifying glass** icon to view an assessment's results:



You can navigate through the assessment's questions with the bar on the left side of the page. Correctly answered questions are in green; incorrect are in red. You can also use the arrows in the upper right corner to click through the assessment.

The red and green circles in the upper right also indicate the number of correct and incorrect answers in the assessment.

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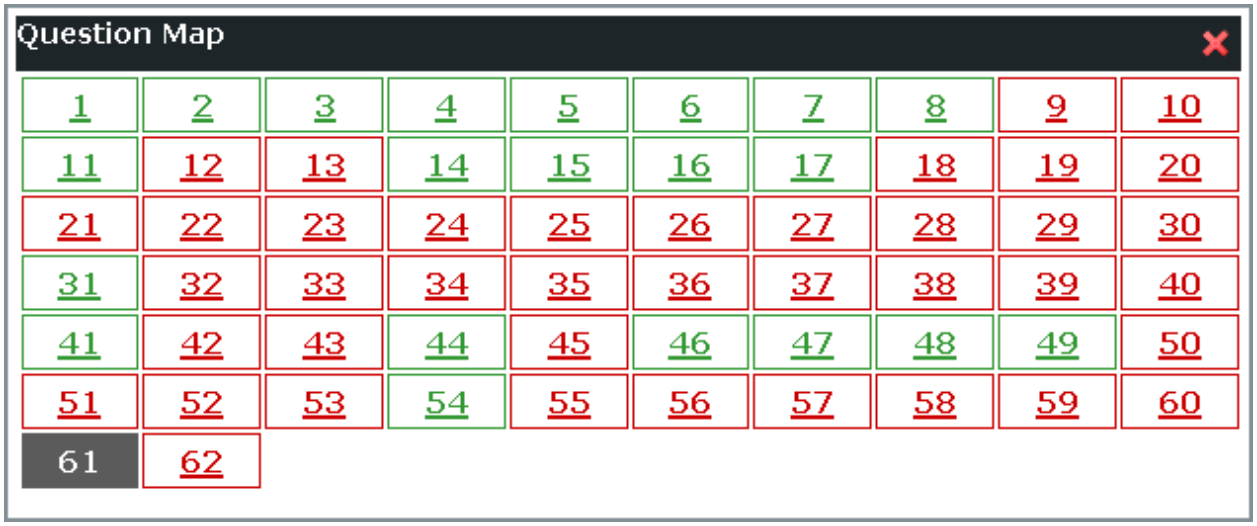
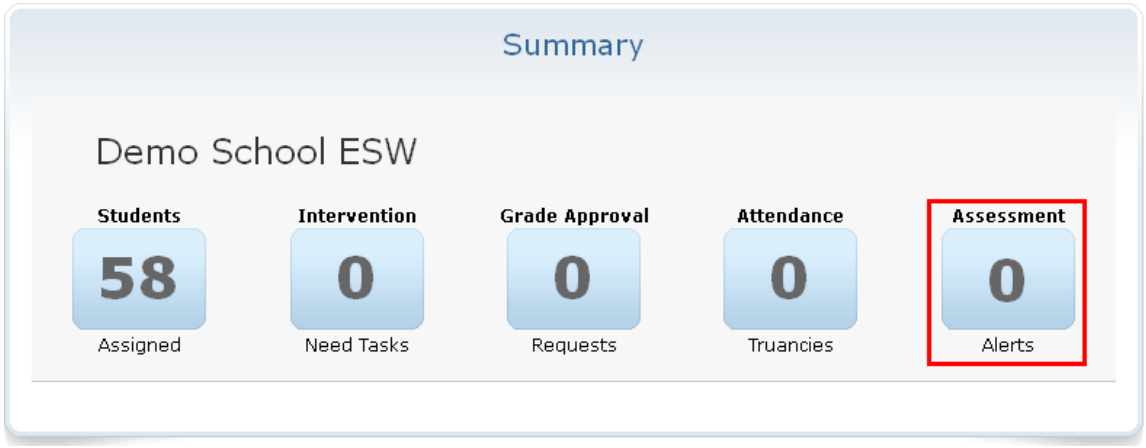
Click the **Question Map** button to view a table of assessment question numbers:

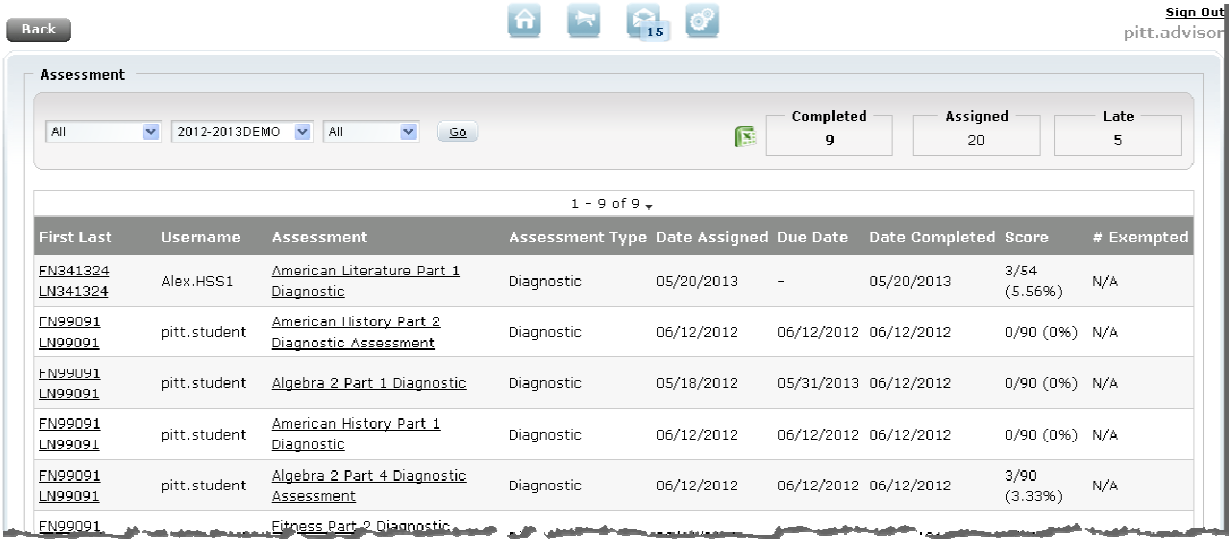


Questions are color coded here, as well. Click any question number to go to that question.

The diagnostics alert on the advisor homepage has also been updated to include progress tests as well as diagnostics.



Click the Assessment Alerts button to display the new Assessments screen:



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Test Type dropdown

- All – view all assessments
- Diagnostic – filter to view only diagnostic assessments
- Progress – filter to view only progress assessments
- End of Course – filter to view only end of course assessments

School Year dropdown

- Diagnostics are now tied to a course, so they are also associated with school years as courses are.
- All available school years are available to view.
- Default option is the current year. If no current year is available, the system displays the next previous year until a current year is available.

Search By dropdown

- Students can be searched for by last name, first name, and system username.
- When a Search By option is selected, a text field will appear beside it to enter search text.

Excel button

Click to export whatever is currently displayed in the columns (filters are applied to export).

Alert boxes

- Completed - default view; displays all completed assessments, newest first
- Assigned - displays all assigned but incomplete assessments, oldest first. This does not alert for an end of course test until the student has completed the course.
- Late - displays all assessments that have due dates and are past them. Ignores completed assessments.
- Click the number in the alert box to filter the columns for that alert type.

Data columns

- Student first/last name (default sort is by student last name). Click a student name to view the Student Details screen for that student.
- Username
- Assessment (name of assessment). Click a name to view the assessment.
- Assessment Type (either Diagnostic, Progress, or End of Course)
- Date Assigned (date advisor assigned assessment to student)
- Due Date (if there is one)
- Date Completed
- Score (displays number correct/total and also percent correct)
- # Exempted (number of questions for the course that student has been exempted from based on their diagnostic. For complete pre and post tests, displays "N/A".)

Unviewed assessments have their lines of text bolded. The button on the advisor homepage always displays the number of student assessments not reviewed (bolded).

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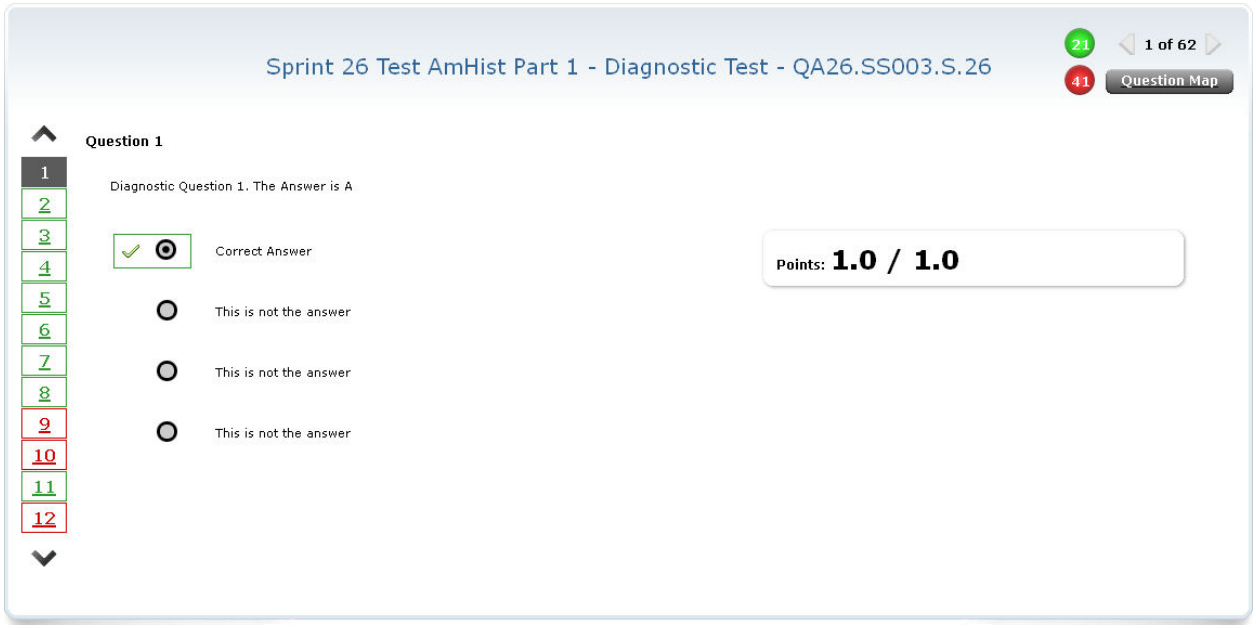
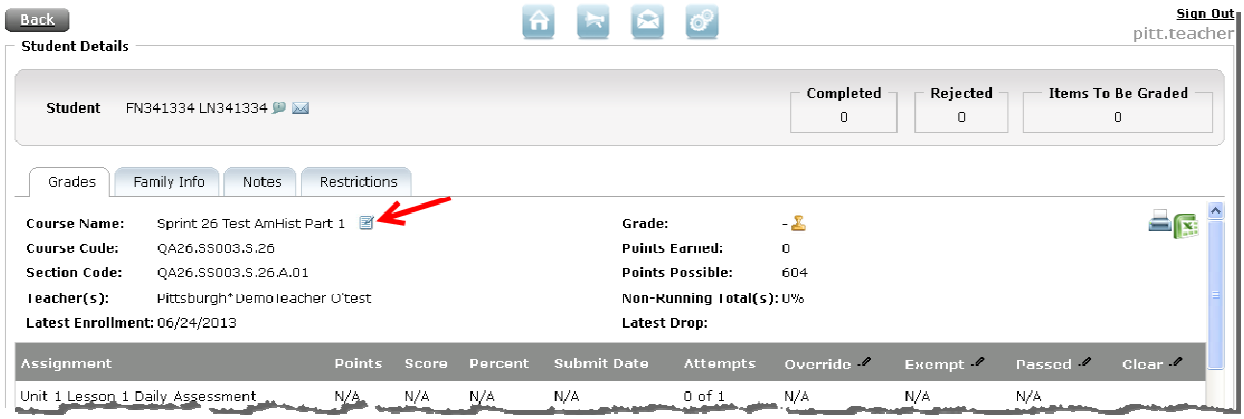
Click a name to view that student's completed assessment:



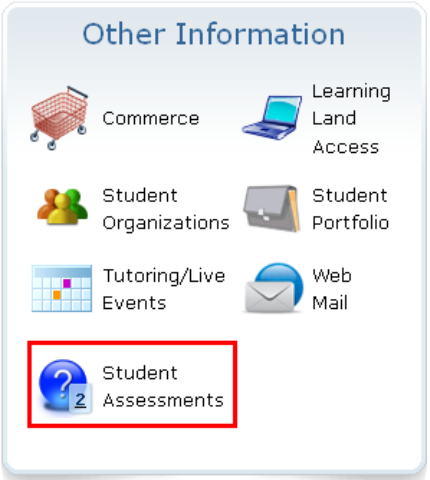
Viewing Diagnostics as a Teacher

Teachers can now view diagnostic results from the Student Details view available through the Gradebook. If a diagnostic exists for a student, an icon appears to the right of the course name in the Student Details > Grades tab. Teachers can click the icon to view the student's diagnostic results.



Viewing Assessments as a Parent

A new icon titled "Student Assessments" now appears in the Other Information window for each student tab in the parent portal. When clicked, this icon opens a new screen that shows the selected student's diagnostics, progress, and end of course assessments. Parents can then click a button and view a result similar to how a student views these assessments. The icon has an alert when a newly completed assessment is ready for review.



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