I HAVE MY BENCHMARK EXAMS... NOW WHAT?
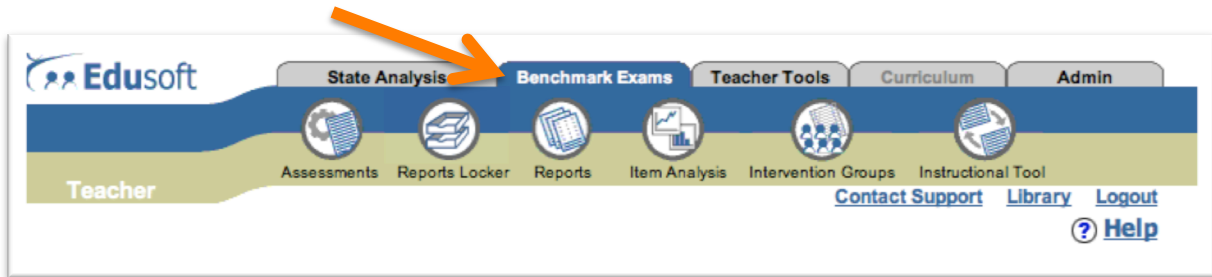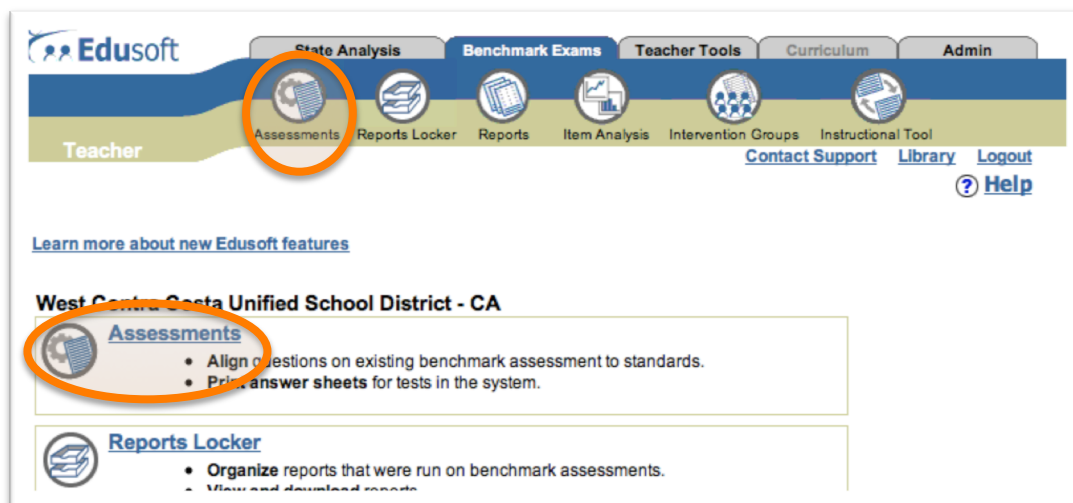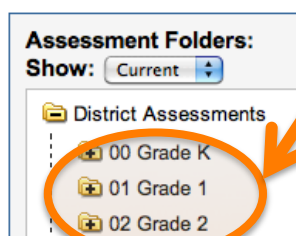
A GUIDE FOR NEXT STEPS IN EDUSOFT FOR ELEMENTARY TEACHERS

1) Before logging in to Edusoft, you will need your username and password. This is available from your site administrator.
2) Log in to Edusoft. www.edusoft.com
3) Click on the Benchmark Exams tab at the top of the screen.

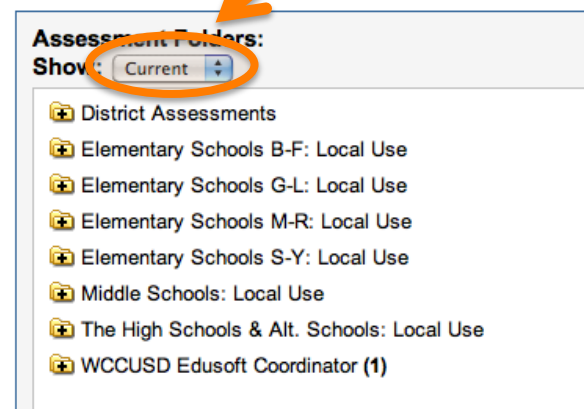4) Click on Assessments (either one works).

5) This is the Assessments Locker. Make sure the folders that are showing are current.

6) If the District Assessments folder has a plus sign on it, click on it. (If it has a minus sign on it, don't do anything for this step.)

7) Now that the District Assessments folder is now open, you will see the grade level folders.

8) Find your grade level's folder. (Grade 3 is used in the example below.) Then click on the Available to Print and Report folder. The benchmarks in that folder will be listed on the right.

Assessments

Assessment Folders:
Show: Current

📁 District Assessments
   📁 00 Grade K
   📁 01 Grade 1
   📁 02 Grade 2
   📁 03 Grade 3
      📁 Available to Print and Report (1)
   📁 04 Grade 4
   📁 05 Grade 5

1. Click Grade Level

2. Click Available to Print and Report

3. Folder's benchmarks listed on right.

Assessments in Selected Folder:
📁 Available to Print and Report

📄 WCC.Math.G3.Benchmark1.PILOT - Fall 2010

9) Click on the benchmark for which you want to print answer sheets.

10) Once you have selected the benchmark, three test options will appear in the bottom right hand corner: View Details, Print Labels, and Print Answer Sheets. Click on Print Answer Sheets.

Assessments

Assessment Folders:
Show: Current

📁 District Assessments
   📁 00 Grade K
   📁 01 Grade 1
   📁 02 Grade 2
   📁 03 Grade 3
      📁 Available to Print and Report (1)
   📁 04 Grade 4
   📁 05 Grade 5
   📁 06 Grade 6
   📁 07-12 Math

Assessments in Selected Folder:
📁 Available to Print and Report

📄 WCC.Math.G3.Benchmark1.PILOT - Fall 2010

Test options:
VIEW DETAILS
PRINT LABELS   PRINT ANSWER SHEETS

11) The Print Answer Sheets screen shows you the school name (Bayview is used in the example), the benchmark you selected, and the answer sheet options. Print as shown: Per Period (**even though you don't have periods**), including a generic answer sheet (just in case you have students who don't show on your Edusoft roster). Click CONTINUE.

Print Answer Sheets

School: Bayview Elementary

ⓘ WCC.Math.G3.Benchmark1.PILOT uses a student answer sheet and 1 teacher score sheet

🔘 **Per Period** - Print student answer sheets and teacher score sheets for the students in one or more class periods.
   ☑ Include generic answer sheets for each period.

⚪ **School-wide Generic** - Print generic answer sheets that can be used for any student in the school.

⚪ **Custom Group** - Print student answer sheets and teacher score sheets for the students in one or more custom groups.
   ☑ Include generic answer sheets for each custom group.

CONTINUE ➤

12) The Select Periods screen is important ESPECIALLY if you teach a combination class. You will see the benchmark you selected, your grade(s) and your last name. Be sure to choose the grade that matches the benchmark. IF YOU TEACH A COMBINATION CLASS, you will have to go through this process again for the other grade's answer sheets. Click CONTINUE.

13) At this point, your answer sheets will show on the screen. Click on the print icon that is on the bar JUST ABOVE the answer sheet. DO NOT USE ANY OTHER PRINTING OPTION. You can also save the document (it's a PDF) by clicking on the save icon (looks like a floppy disc of bygone days) which is just to the right of the print icon.

IMPORTANT ANSWER SHEET AND TESTING INFORMATION
- Named answer sheets and a generic answer sheet will print.
- After you have printed the answer sheets, make one copy for each student listed.
- When giving the benchmark, have each student put his/her name on the Name line AND fill in the bubble next to his/her name.
- If you have a student whose name does not appear on the answer sheet, prepare a **generic answer sheet** by putting the child's name on the sheet and bubbling in his/her district ID number.

Math Benchmark – Scoring for K and 1st grades

Scoring for kindergarten and first grades is done on a Teacher Score Sheet.
For each student, bubble in a "1" if the answer is 100% correct.
Bubble in a "0" if the answer is incorrect.

TEACHERS: DARKEN BUBBLES FOR EACH STUDENT'S SCORE.

STUDENT NAME

Item Numbers		Scoring
1		1☐ 0☐
2		1☐ 0☐
3		1☐ 0☐
4	Item Numbers	1☐ 0☐
5		1☐ 0☐
6		1☐ 0☐
7		1☐ 0☐
8		1☐ 0☐
9		1☐ 0☐

Scoring: If the answer is 100% correct, bubble in "1". If the answer is incorrect AT ALL, bubble in "0".

Running Answer Sheets-Summary

Benchmark Exams tab > Assessments

Find the appropriate folder and click on the assessment; click on Print Answer Sheets in the bottom right hand corner.

Choose Per Period and include a generic answer sheet > click Continue.

Click in checkbox next to your name and the box next to the appropriate grade.

The answer sheets will come up- click on the print button just above the answer sheets.