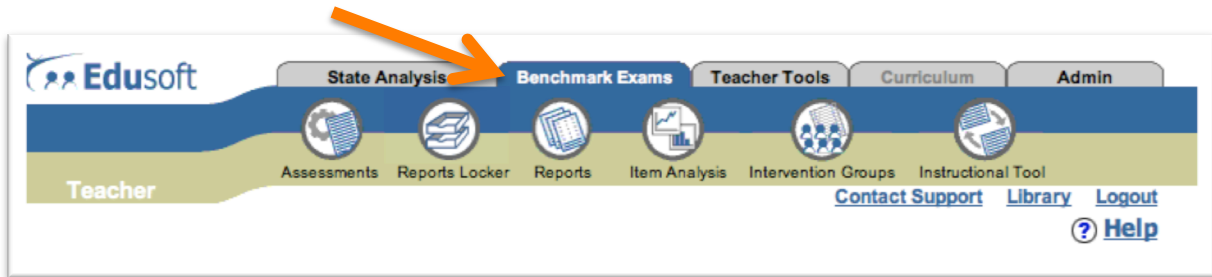


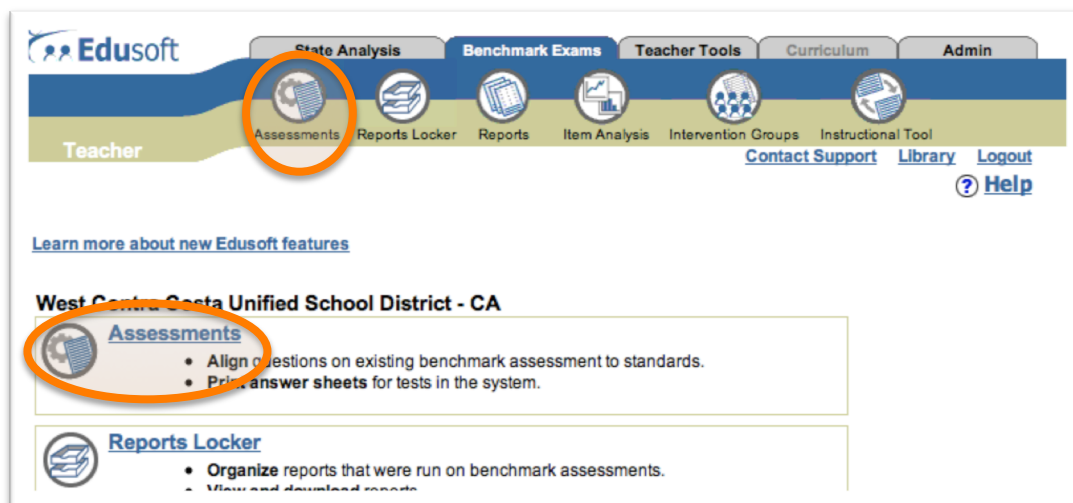
I HAVE MY BENCHMARK EXAMS... NOW WHAT?

A GUIDE FOR NEXT STEPS IN EDUSOFT FOR *ELEMENTARY TEACHERS*

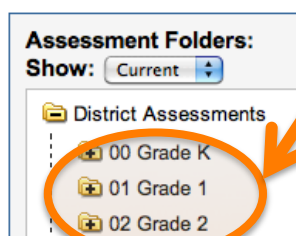
- 1) Before logging in to Edusoft, you will need your username and password. This is available from your site administrator.
- 2) Log in to Edusoft. www.edusoft.com
- 3) Click on the Benchmark Exams tab at the top of the screen.



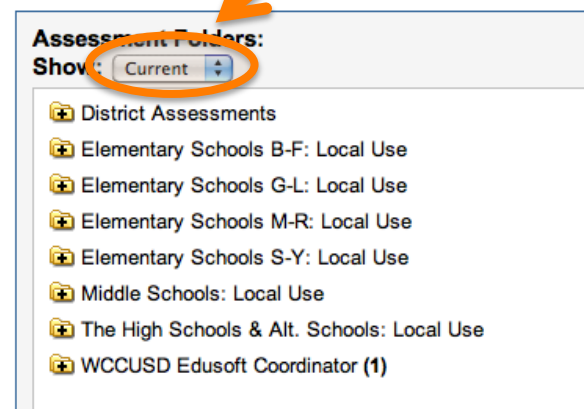
- 4) Click on Assessments (either one works).



- 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.



Assessments



- 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.

The screenshot shows the 'Assessments' interface. On the left, under 'Assessment Folders:', there is a list of folders: 'District Assessments', '00 Grade K', '01 Grade 1', '02 Grade 2', '03 Grade 3', 'Available to Print and Report (1)', '04 Grade 4', and '05 Grade 5'. A red arrow points to '03 Grade 3' with the text '1. Click Grade Level'. An orange arrow points to 'Available to Print and Report (1)' with the text '2. Click Available to Print and Report'. A green arrow points to the right pane with the text '3. Folder's benchmarks listed on right.' The right pane, titled 'Assessments in Selected Folder: Available to Print and Report', shows a single benchmark: '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.

This screenshot shows the same interface as the previous one, but with an orange circle around the bottom right corner. The circle highlights three buttons: 'VIEW DETAILS', 'PRINT LABELS', and 'PRINT ANSWER SHEETS'. An orange arrow points from the text 'Click on Print Answer Sheets.' to the 'PRINT ANSWER SHEETS' button.

- 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.

The screenshot shows the 'Print Answer Sheets' screen. At the top, it says 'School: Bayview Elementary'. Below that, it says 'WCC.Math.G3.Benchmark1.PILOT uses a student answer sheet and 1 teacher score sheet'. There are three radio button options: 'Per Period - Print student answer sheets and teacher score sheets for the students in one or more class periods.', 'School-wide Generic - Print generic answer sheets that can be used for any student in the school.', and 'Custom Group - Print student answer sheets and teacher score sheets for the students in one or more custom groups.' The 'Per Period' option is selected and circled in orange. Below each option is a checkbox for 'Include generic answer sheets for each period.' or 'Include generic answer sheets for each custom group.', both of which are checked. At the bottom right, there is a 'CONTINUE' button.

- 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.

[Select All](#) [Deselect All](#)

Select Periods:

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

Grade 3

☒ Teacher Name

☒ **Grade 3** [View students](#)

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.

Edusoft

State Analysis Benchmark Exams Teacher Tools Curriculum Admin

Assessments Reports Locker Reports Item Analysis Intervention Groups Instructional Tool

[Contact Support](#) [Library](#) [Logout](#) [Help](#)

PRINT

SAVE

WCC.Math.G3.Benchmark1.PILOT

Answer Sheet Page 1 of 1

Teacher Name _____

Grade 3 Name: _____

Section 1 - Multiple Choice : DARKEN BUBBLES COMPLETELY			
1 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	8 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	15 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	22 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
2 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	9 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	16 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	23 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
3 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	10 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	17 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	24 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
4 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	11 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	18 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	25 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

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.

■

WCC.Math.K.Benchmark2.PILOT
SCHOOL NAME
Kindergarten

Section 1 - Long Answer
Teacher Score Sheet Page 1 of 16

■

TEACHERS: DARKEN BUBBLES FOR EACH STUDENT'S SCORE.


STUDENT NAME	Item Numbers	Scoring: If the answer is 100% correct, bubble in "1". If the answer is incorrect AT ALL, bubble in "0".	
	1		1 <input type="checkbox"/> 0 <input type="checkbox"/>
	2		1 <input type="checkbox"/> 0 <input type="checkbox"/>
	3		1 <input type="checkbox"/> 0 <input type="checkbox"/>
	4		1 <input type="checkbox"/> 0 <input type="checkbox"/>
	5		1 <input type="checkbox"/> 0 <input type="checkbox"/>
	6		1 <input type="checkbox"/> 0 <input type="checkbox"/>
	7		1 <input type="checkbox"/> 0 <input type="checkbox"/>
	8		1 <input type="checkbox"/> 0 <input type="checkbox"/>
	9		1 <input type="checkbox"/> 0 <input type="checkbox"/>

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.