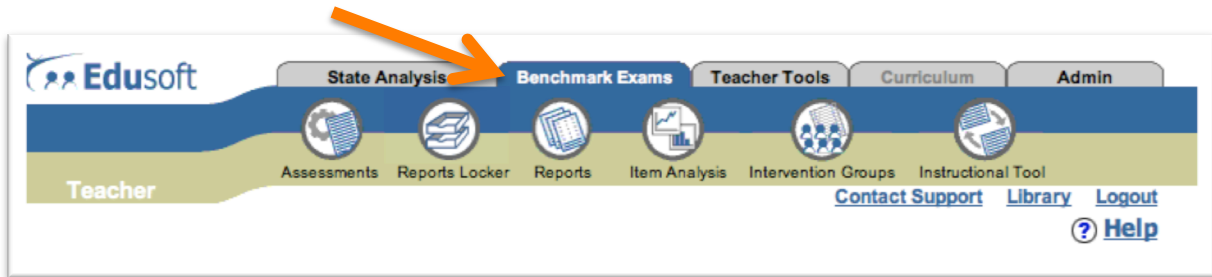


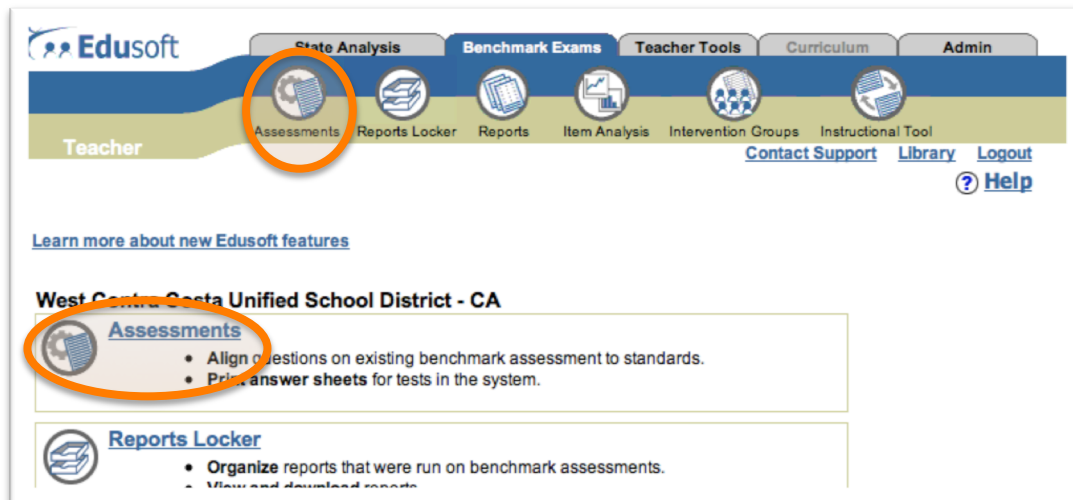
I HAVE MY BENCHMARK EXAMS... NOW WHAT?

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

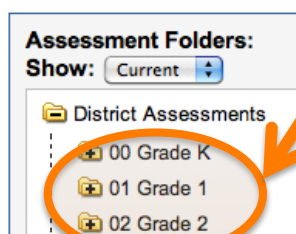
- 1) Before logging in to Edusoft, you will need your username and password. This is available from your site administrator.
- 2) Log in to Edusoft. www.edusoft.com
- 3) Click on the Benchmark Exams tab at the top of the screen.



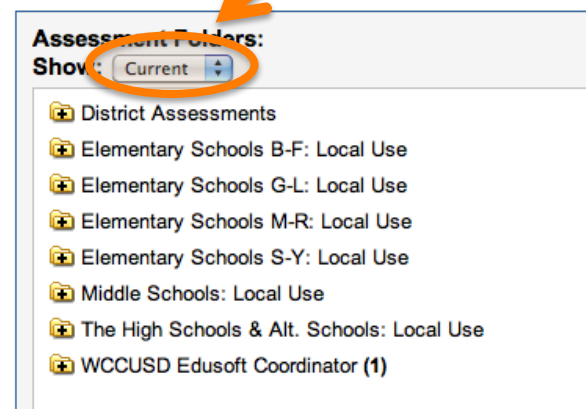
- 4) Click on Assessments (either one works).



- 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. **Please note that all secondary math assessments are in the folder named "07-12 Math".** In the example below, Grade 10 is used. Click on the *Available to Print and Report* folder. The benchmarks in that folder will be listed on the right.

Assessment Folders:
Show: Current

- 07 Grade 7
- 07-12 Math
- 08 Grade 8
- 09 Grade 9
- 10 Grade 10**
- Available to Print and Report (1)
- 11 Grade 11
- EL 2010-11
- Math Mini-Assessments
- MDTP

Assessments in Selected Folder:
Available to Print and Report

WCC.RLA.G10.SpringPilot2011 - May 23- June 3, 2011

1. Click Grade Level

2. Click Available to Print and Report

3. Folder's benchmarks listed on right.

- 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 (PVHS is used in the example), the benchmark you selected, and the answer sheet options. Print as shown: Per Period 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: Pinole Valley High

WCC.RLA.G10.SpringPilot2011 uses a student answer sheet and 0 teacher score sheets

☒ **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 where you will choose the period for which you are running the answer sheets. Please note that you can run answer sheets for multiple periods- just make sure to click in the boxes to the left of the period numbers to choose them. Once you have selected all the periods for which you want to run answer sheets for the selected test, click CONTINUE.

Select Periods:

WCC.RLA.G10.SpringPilot2011 uses a current answer sheet and 0 teacher score sheets

72800 Amer Govt [P]
☐ Teacher Name
☒ 1 [View students](#)
☐ 2 [View students](#)

74000 Economics [P]
☐ Teacher Name
☐ 1 [View students](#)
☐ 2 [View students](#)

75360 Found Cul Geog [P]
☐ Teacher Name
☒ 4 [View students](#)
☐ 5 [View students](#)
☐ 6 [View students](#)

90350 Teacher Aide
☐ Teacher Name
☐ 8 [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](#)

test detail page

PRINT

SAVE

WCC.RLA.G10.SpringPilot2011

Answer Sheet Page 1 of 1

Teacher Name

Period Number

Name: _____

A, Student	B, Student	C, Student	D, Student	E, Student	F, Student	G, Student
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 student's name on the sheet and bubbling in his/her district ID number.

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.



Choose the period(s) you want to print answer sheets for > click CONTINUE.



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