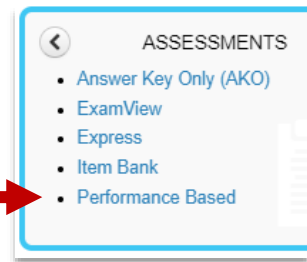


Performance Assessment

► Create the Performance Based Assessment

Step 1: Assessment Info

1. Create a Performance Based assessment
2. Name the assessment ❶.
3. Select the Subject from the dropdown menu ❷.
4. **Optional:** Add the assessment to a collection.
5. Set “Include Standards” to **Yes** ❸.
6. Set “Include Assessment Objectives” to **Yes** ❹.
7. Skip “Setup for Multiple Grades” unless you have a specific reason to use it.
8. Student Selection options ❺:
 - a. Choose “by grade level” and select the grade levels that will take the assessment.
 - b. Choose by “Course group or Course” and then select the class(es) that will take the assessment.

A screenshot of the 'Assessment Info' step in a web-based assessment creation tool. The interface shows a progress bar at the top with steps: 'New A+ Assessment', 'Assessment Info' (current), 'Standards', 'Objectives', 'Performance Level', and 'Summary'. The 'Year' is set to '2017-2018'. The 'Assessment Name' field contains 'Practice Performance Assessment - Aikin' (marked with ❶). The 'Subject' dropdown is set to 'Health and Physical Education' (marked with ❷). The 'Existing Collection' dropdown is set to 'Select'. The 'Include Standards' toggle is set to 'Yes' (marked with ❸). The 'Include Assessment Objectives' toggle is set to 'Yes' (marked with ❹). The 'Setup for Multiple Grades' toggle is set to 'No'. Under 'Student Selection', the radio button for 'Schedule students by Course Group or Course' is selected (marked with ❺). Below this, the 'Course Group' dropdown is set to 'Select Course Group' and the 'Course' dropdown is set to '5171 - TEAM SPORTS, 5'. At the bottom right, there are 'Save' and 'Next' buttons.

Step 2: Standards

1. Select the appropriate standards. *You may select standards from more than one subject area.*

A screenshot of the 'Standards' selection step in the assessment creation tool. It shows a 'Select Standards From' section with a dropdown menu set to 'W Health' and 'Add Subjects' buttons. Below this are dropdowns for 'Prnk-2', 'Grades: 3-5', 'Grades: 6-8', and 'Grades: 9-12'. The 'Selected Standards' section shows a search bar with 'HE.9-12.1.12.1' entered. Below the search bar are 'Core Concepts' and a list of standards. The standard 'HE.9-12.1.12.1 - Evaluate the impact of family history, health choices, and stress on individual health.' is checked. Another standard, 'HE.9-12.1.12.2 - Formulate a personal health strategy utilizing self-reflection to achieve overall wellness.', is unchecked.

Step 3: Objectives

1. Type in a name for the objective ❶.
2. Select the corresponding standard from the dropdown menu ❷.
3. Select the score type ❸. *In most cases, this will be “raw score.”*
4. Add the score range ❹.
5. If desired, set “Objective Performance Level” ❺ to **Yes**. *(This allows the objective to be scored individually. For most cases, you will want to select this option.)*
6. **Optional:** If you want to upload the rubric for online access, select **Yes** for the “Enter Rubric” option and then upload the rubric. *Rubrics must be in pdf format.*
7. Click the **Add Assessment Objective** button to add additional objectives and then repeat the steps above to assign scoring attributes for each objective.

The screenshot shows the 'Add Assessment Objective' form. The form is titled 'Wellness' and has a 'Safety' tab. It contains several fields: 'Objective' (Wellness), 'Standards' (PE.1.12.4), 'Score Label' (Raw Score), 'Score Type' (Numeric), 'Range' (1 to 8), 'Objective Performance Level' (Yes), 'Enter Rubric' (Yes), and 'Upload Teacher Rubric' (No). There is also a 'Teacher Rubric Name' field with the value 'Sample Rubric #2' and a text area for 'Type here...'. At the bottom, there is an 'Add Secondary Objective' section with a 'No' radio button. Navigation buttons for 'Previous', 'Save', and 'Next' are at the bottom right.

Step 4: Performance Levels (Optional)

1. Add your own performance levels or select one of the available templates.
2. Performance levels are added separately to each individual objective.

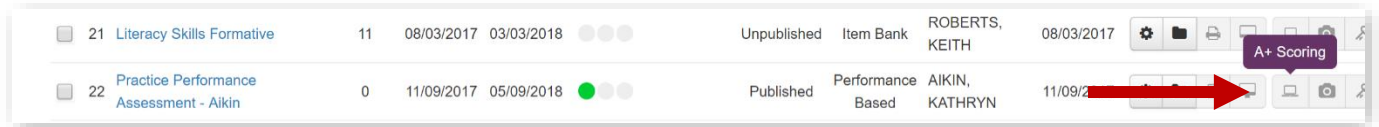
The screenshot shows the 'Performance Levels' section. It has tabs for 'Overall', 'Safety', and 'Wellness'. Below the tabs, there are three buttons: 'Load from Available Templates', 'Add Performance Level Sets', and 'Skip Performance Level'. At the bottom, there is a 'Setup Performance Level By:' section with 'Percentage' selected and 'Cut Points' unselected.

Step 5: Summary

1. Review the summary details of how the assessment was set up.
2. Reporting Options:
 - a. Hide Overall Score: Set this option to **Yes** when each objective is scored individually.
 - b. Hide % Correct: Set this option to **Yes** when showing percent is inappropriate for the assessment.

► Entering Assessment Data

1. Select the Assessment Menu option
2. Click the online scoring icon on the corresponding assessment function row.
3. Enter the students' scores for each objective.
4. Click the **Save** button.



► Viewing Reports

- **Test Results.** The default view will show overall results. To view each objective separately, select the desired objective in the dropdown menu located in the blue filter box.



- **Standards Analysis.** This view displays the results by the individual standards selected in the test setup. Student scores are highlighted green if they have mastered 75% of the standard. (*This is a system setting.*)

Tip: Roll the mouse over the bar graph to view details on the standard and number of items related to it.

- **Objective Analysis.** This display provides a view of the overall results as well as the results for each objective. Performance standards as well as mastery level is also displayed in this view.
- **Summary.** Click on the **Standards** tab to view summary data by standards. Click on the blue bars in the table to show student detail. The Standards Analysis report provides the same detail with additional information.

