



Assessments Accessible through Instructor Suite (Used for State Reporting Also)

Overview

Many states have assessments which schools are required to administer. These assessments are also part of a student's total historical assessment information. This is useful to understand the individual students complete academic achievements as well as fulfill state reporting requirements.

Lumen Software has implemented this solution to allow for tracking down to the Instructor level through Instructor Suite as well as complete entry by other staff such as Central Office, Building, etc through the already available multiple Student Assessment Entry methods found in the Student Assessment System.

Example #1

In the following example a state assessment required for reporting is used to demonstrate how to utilize this new functionality.

Step 1. Loading State Assessments from the Lumen Software Assessment Warehouse

In our example, let assume there are state assessments called **MO - Physical Fitness Assessment** and **MO - 8th Grade Tech Literacy**. Lumen Software often provides such assessments in their **Lumen Software Assessment Warehouse**. To download these you would go to the *EzStart -> District Student Assessment Management System -> District Student Assessment Management -> Assessment Instruments Manager*. Below is a screen shot of this application.

#	Instrument	Source	Series	Transcript	Grade Levels	Curriculum Area	
LUMEN DEFINED							
1	ACT Scores	ACT Inc.	ACT	Yes	n/a	Not Applicable	
2	MAP Communication Arts/03	Harcourt Brace	Six Traits Writing Rubrics	No	03 - 03	Language Arts, Reading	
3	MAP Communication Arts/04	Harcourt Brace	Six Traits Writing Rubrics	No	04 - 04	Language Arts, Reading	
4	MAP Communication Arts/05	Harcourt Brace	Six Traits Writing Rubrics	No	05 - 05	Language Arts, Reading	
5	MAP Communication Arts/06	Harcourt Brace	Six Traits Writing Rubrics	No	06 - 06	Language Arts, Reading	
6	MAP Communication Arts/07	Harcourt Brace	Six Traits Writing Rubrics	No	07 - 07	Language Arts, Reading	
7	MAP Communication Arts/08	Harcourt Brace	Six Traits Writing Rubrics	No	08 - 08	Language Arts, Reading	
8	MAP Communication Arts/11	Harcourt Brace	Six Traits Writing Rubrics	No	11 - 11	Language Arts, Reading	
9	MAP Mathematics/03	Harcourt Brace	Six Traits Writing Rubrics	No	03 - 03	Math, General	
10	MAP Mathematics/04	Harcourt Brace	Six Traits Writing Rubrics	No	04 - 04	Math, General	
11	MAP Mathematics/05	Harcourt Brace	Six Traits Writing Rubrics	No	05 - 05	Math, General	
12	MAP Mathematics/06	Harcourt Brace	Six Traits Writing Rubrics	No	06 - 06	Math, General	
13	MAP Mathematics/07	Harcourt Brace	Six Traits Writing Rubrics	No	07 - 07	Math, General	
14	MAP Mathematics/08	Harcourt Brace	Six Traits Writing Rubrics	No	08 - 08	Math, General	
15	MAP Mathematics/10	Harcourt Brace	Six Traits Writing Rubrics	No	10 - 10	Math, General	
16	State Constitution	Show Script Lumen Software	Lumen Software Transcript Assessments	Yes	n/a	History	
17	Terra Nova Communication Arts/03	Harcourt Brace	Six Traits Writing Rubrics	No	03 - 03	Language Arts, Reading	
18	Terra Nova Communication Arts/04	Harcourt Brace	Six Traits Writing Rubrics	No	04 - 04	Language Arts, Reading	
19	Terra Nova Communication Arts/05	Harcourt Brace	Six Traits Writing Rubrics	No	05 - 05	Language Arts, Reading	

You will then want to select the **Download** option. Below is a screen shot of the possible Lumen Software Assessment Templates which may be downloaded.

The screenshot shows a window titled "Download Assessment Instruments" with a search interface and a table of available instruments. The table has columns for "#", "Name", and "Description". A "Process" button is located at the top right of the table area. Red arrows indicate the selection of the "Process" button and the checkboxes for "MO - 8th Grade Tech Literacy" and "MO - Physical Fitness Assessment".

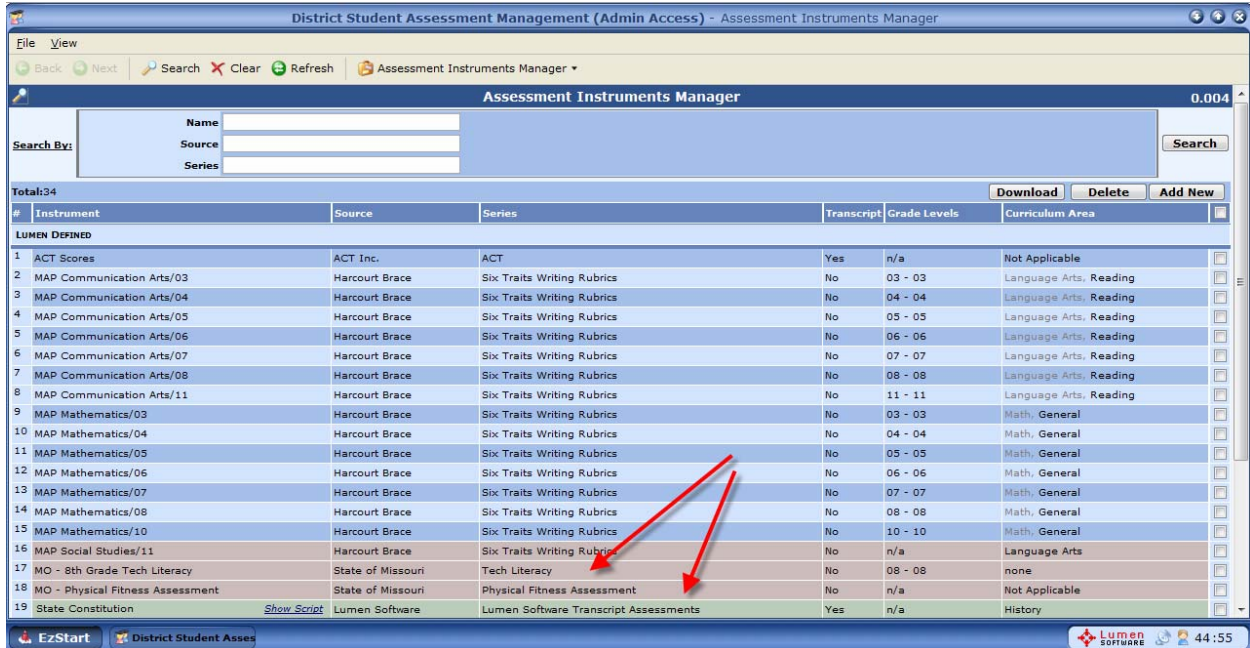
#	Name	Description	
1	MAP Science/03		<input type="checkbox"/>
2	MAP Science/07		<input type="checkbox"/>
3	MAP Science/10		<input type="checkbox"/>
4	MAP Social Studies/04		<input type="checkbox"/>
5	MAP Social Studies/08		<input type="checkbox"/>
6	MAP Social Studies/11		<input type="checkbox"/>
7	MO - 8th Grade Tech Literacy	MO - 8th Grade Tech Literacy	<input checked="" type="checkbox"/>
8	MO - Physical Fitness Assessment	MO - Physical Fitness Assessment	<input checked="" type="checkbox"/>
9	SDAA Mathematics		<input type="checkbox"/>
10	SDAA Reading		<input type="checkbox"/>
11	SDAA Writing		<input type="checkbox"/>
12	SDRT Post		<input type="checkbox"/>
13	SDRT Pre		<input type="checkbox"/>
14	Six Traits Writing Rubrics Pre-Test		<input type="checkbox"/>
15	TAAS Mathematics		<input type="checkbox"/>
16	TAAS Reading		<input type="checkbox"/>
17	TAAS Writing		<input type="checkbox"/>
18	TAKS Mathematics		<input type="checkbox"/>
19	TAKS Mathematics Spanish		<input type="checkbox"/>

In our example you will notice a checkmark is placed by **MO - Physical Fitness Assessment** and **MO - 8th Grade Tech Literacy**. *Note: You will want to select one assessment to download at a time.* Next you select the **Process** option. This will load the indicated assessment into your **Lumen Software District Student Assessment Manager**.

Step 2. Loading State Assessments from the Lumen Software Assessment Warehouse

Now that you have loaded the assessments you may make any changes to them you need, however in this case they are state assessments which should be used as they have been setup to allow WeBSIS the ability to make automatic tabulations and data creation for the state reporting required.

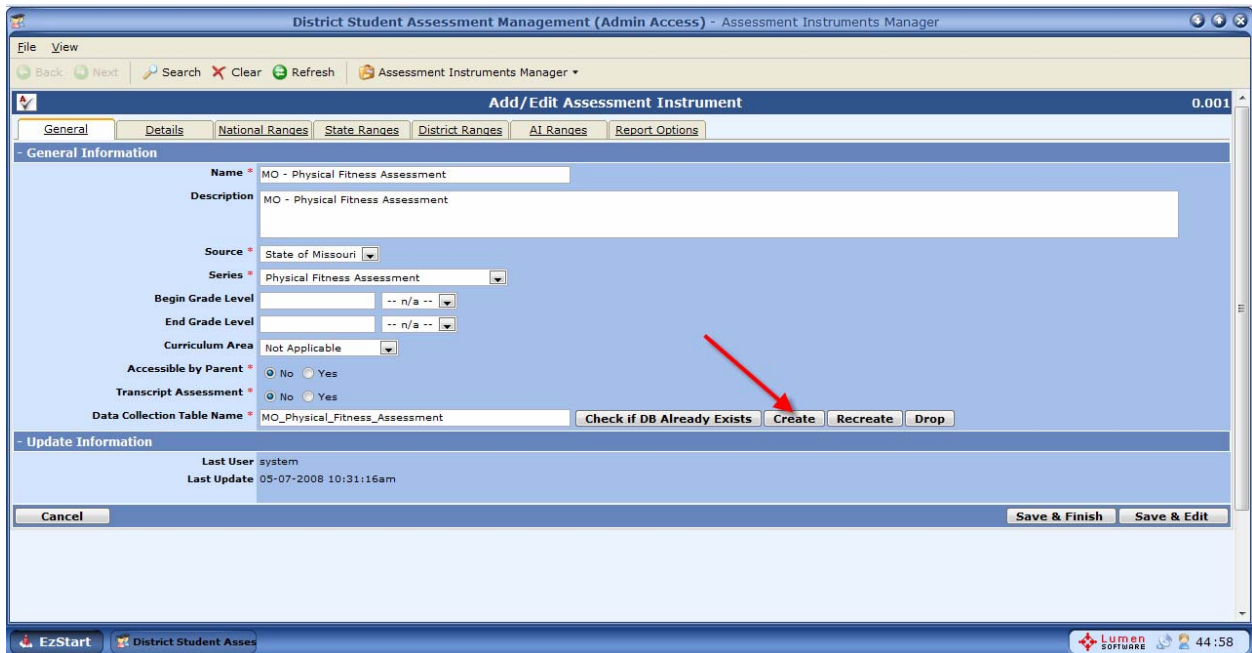
In the example below you will notice the download assessments are a light red color. This means they are not completed in the required setup.



#	Instrument	Source	Series	Transcript	Grade Levels	Curriculum Area	
LUMEN DEFINED							
1	ACT Scores	ACT Inc.	ACT	Yes	n/a	Not Applicable	
2	MAP Communication Arts/03	Harcourt Brace	Six Traits Writing Rubrics	No	03 - 03	Language Arts, Reading	
3	MAP Communication Arts/04	Harcourt Brace	Six Traits Writing Rubrics	No	04 - 04	Language Arts, Reading	
4	MAP Communication Arts/05	Harcourt Brace	Six Traits Writing Rubrics	No	05 - 05	Language Arts, Reading	
5	MAP Communication Arts/06	Harcourt Brace	Six Traits Writing Rubrics	No	06 - 06	Language Arts, Reading	
6	MAP Communication Arts/07	Harcourt Brace	Six Traits Writing Rubrics	No	07 - 07	Language Arts, Reading	
7	MAP Communication Arts/08	Harcourt Brace	Six Traits Writing Rubrics	No	08 - 08	Language Arts, Reading	
8	MAP Communication Arts/11	Harcourt Brace	Six Traits Writing Rubrics	No	11 - 11	Language Arts, Reading	
9	MAP Mathematics/03	Harcourt Brace	Six Traits Writing Rubrics	No	03 - 03	Math, General	
10	MAP Mathematics/04	Harcourt Brace	Six Traits Writing Rubrics	No	04 - 04	Math, General	
11	MAP Mathematics/05	Harcourt Brace	Six Traits Writing Rubrics	No	05 - 05	Math, General	
12	MAP Mathematics/06	Harcourt Brace	Six Traits Writing Rubrics	No	06 - 06	Math, General	
13	MAP Mathematics/07	Harcourt Brace	Six Traits Writing Rubrics	No	07 - 07	Math, General	
14	MAP Mathematics/08	Harcourt Brace	Six Traits Writing Rubrics	No	08 - 08	Math, General	
15	MAP Mathematics/10	Harcourt Brace	Six Traits Writing Rubrics	No	10 - 10	Math, General	
16	MAP Social Studies/11	Harcourt Brace	Six Traits Writing Rubrics	No	n/a	Language Arts	
17	MO - 8th Grade Tech Literacy	State of Missouri	Tech Literacy	No	08 - 08	none	
18	MO - Physical Fitness Assessment	State of Missouri	Physical Fitness Assessment	No	n/a	Not Applicable	
19	State Constitution	Lumen Software	Lumen Software Transcript Assessments	Yes	n/a	History	

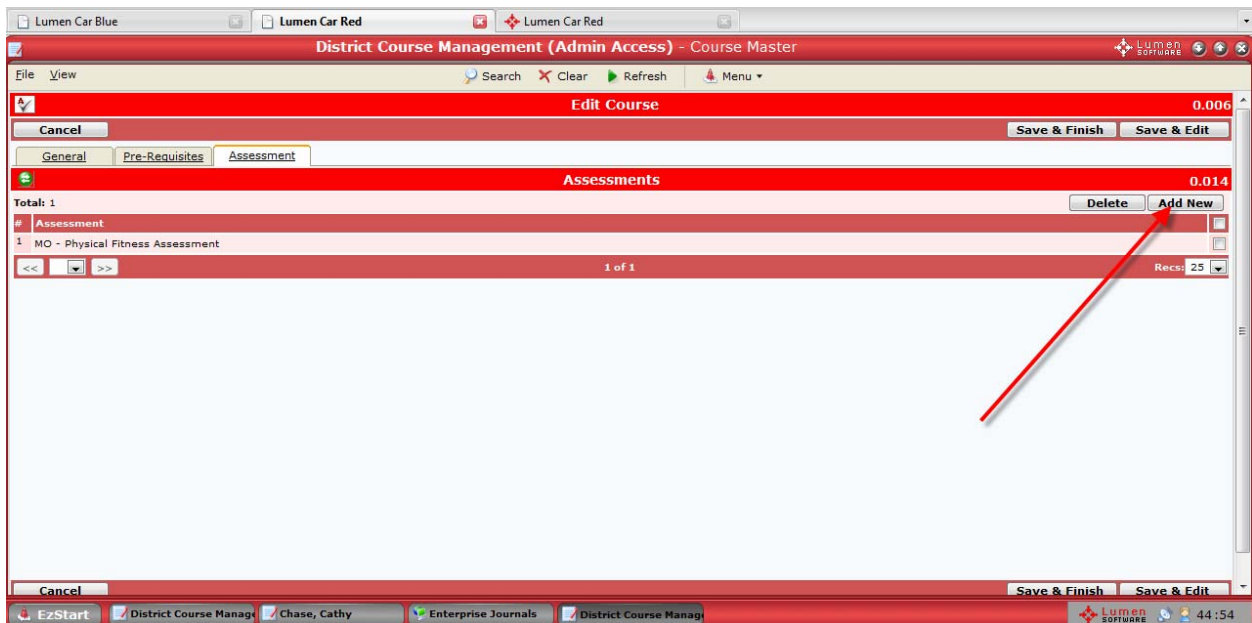
Select the **MO - Physical Fitness Assessment**. You will be displayed the screen below. In this case all that needs to be done is to select the Create option. This will create this assessments table and register it into the **WeBSIS Assessment System** for the tabulation of student data.

NOTE: There are many unique features of the **Lumen Software District Student Assessment Management System**. Please refer to this manual for more details on all the functionality provided. For our example, this detail is not needed as it is automatically provided from the download.



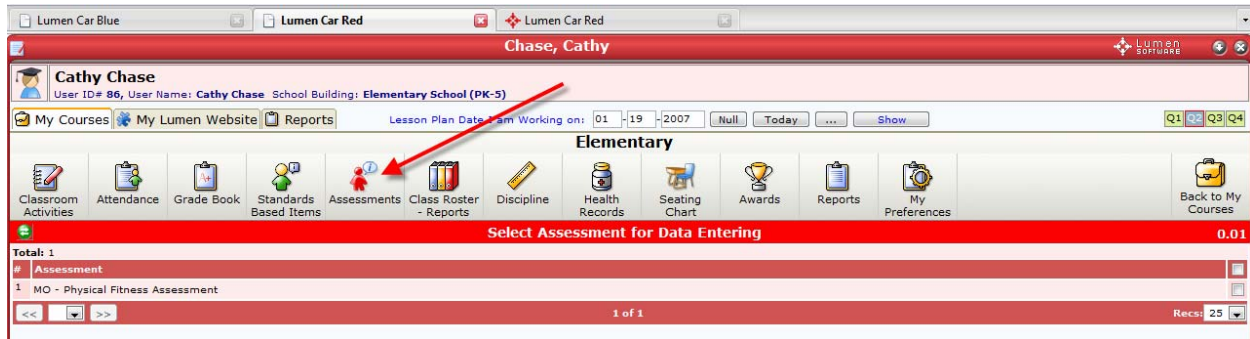
Step 3. Identifying Assessments to Course Master records for entry through Instructor Suite

This is not a required step. There are different assessment applications in the *Lumen Software District Student Assessment Management System* which may be used for entry by district or school personnel. However in our example, the **MO - Physical Fitness Assessment** is administered by Physical Education Teachers in most cases. By assigning assessments to a course allows a teacher to enter the assessment items for an assessment instrument. Below is an example of associating an assessment to a **Course**.



Step 4. Entering Assessment through Instructor Suite

There is a new option in the **Instructor Suite, Assessment** which can be seen in the screen shot below.



Upon selecting the assessment the user will be passed to the entry application as seen below. You can see from the example that the instructors student class roster is presented for entry in last name, first sequence. You will also notice that the records in this assessment have been setup to be entered through simple pull down selection as well.

The screenshot shows the Lumen Software Assessment Entry application. The interface displays a table for data entry with the following columns: Student, Grade Level, Aerobic Capacity, Abdominal Strength, Upper Body Strength, and Flexibility. The table is populated with student names and dropdown menus for each assessment category.

Student	Grade Level	Aerobic Capacity	Abdominal Strength	Upper Body Strength	Flexibility
Booker, Winter	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Cobb, Rashonda	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Coppage, William	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Davis, Sabariz J.	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Eveland, Kenneth	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Faulkner, Steven	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Faulkner, Timia	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Fernando, Hunter	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Gipson, Adeline	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Hollywood, Emily	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Owens, Joshua	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Pietrzykowski, Sierra	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Porter, Chiquita	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Rodgers, Jacob	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Rowe, Jr., Leana	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --
Spears, Dau-Saviyon	04	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	HFR - Meets or Exceeds requirements	-- not selected --

Step 5. State Assessment Reporting

From this information your specific states reporting requirements will be accumulated. That is why it is important to use the Lumen Software provided templates as they are to insure the ability for this data to be processed appropriately on your state reporting requirements.