



Quick Start Guide for Assessments

LOGGING IN

1. Navigate to www-k6.thinkcentral.com.
2. Select your state, district, and school.
3. Enter your user name and password.
4. Click **Login**.

Note: You should have already received your user name and password. If you have not received them, please contact your administrator.

THE TEACHER WELCOME PAGE



- **Resources** shows available products.
- **Classes & Students** manages class rosters.
- **Account** lets you update your user information.
- **Guides & Tutorials** links to training aids.
- **Reports** displays ways to search and print data.
- **Planning** opens a customizable lesson planner.
- **Assignments** lists student tasks and their status.

MANAGING CLASSES

To create or modify a class, select **Classes & Students** from either the Welcome Page or the top bar on any page.

- **View Class Roster** displays students in the class.
- To edit the class, click on a class name.
- To add a new class, click **Add Class**.

ADDING A CLASS

The **Add Class** page is divided into two main sections. The top of the page contains details of the class, including the class name and description.

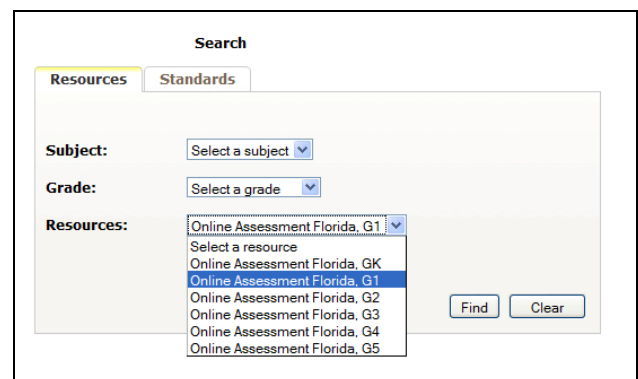
The second portion of the page is a list of HMH products that are available to you. To make any product appear in the class library for students to browse, check the box next to its name and click **Save**.

ASSIGNING STUDENTS TO A CLASS

1. Click **Assign Students** on the Add Class page.
2. From the **Select Students from Grade** dropdown, choose a grade.
3. Click **Find**.
4. Use **Add All/Add** to assign students.
5. Use **Remove All/Remove** to remove students.
6. To save your changes, click **Done**.

ASSIGNING AN ASSESSMENT

1. From the top of any screen, click **Assignments**.
2. Click **Add Test**. The Search Resources screen appears. You may limit the results by subject and grade.
3. Next to **Resources**, click the down arrow, select the assessment you want, and then click **Find**.



4. The Schedule/Assign screen appears. There are two tabs at the top: **Schedule**, which allows you to place HMH materials in your lesson planner, and **Assign**.



SELECTING AN ASSESSMENT

1. Click the **Assign** tab. A list of assessments appears.

Schedule and Assign

Schedule **Assign**

Search Results

1 - 20 of 55 Records

Page 1 of 3

	Assign
<input type="checkbox"/>	Prerequisite Skills for Grade 1 Benchmarks
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.1.1 Chapter 1
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.1.1 Chapter 2
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.1.4 Chapter 3
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.1.3 Chapter 3
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.1.3 Chapter 4
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.1.1 Chapter 5
<input checked="" type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.1.2 Chapter 5
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.1.4 Chapter 5
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.6.2 Chapter 5
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.2.2 Chapter 6
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.2.1 Chapter 7
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.2.3 Chapter 7
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.4.1 Chapter 8
<input type="checkbox"/>	Benchmark Mini-Assessment MA.1.A.6.1 Chapter 9

NOTE: Only 1 Assessment can be assigned at a time

Assign

2. To preview any test (optional), click its name. The test is displayed in a new window.

Title: Benchmark Mini-Assessment MA.1.A.1.4 Chapter 5

Subject: Mathematics

Note: Not all assessments may be printed.

Section 1 - Benchmark Mini-Assessment MA.1.A.1.4 Chapter 5

Questions	Question Type	Points
Question 1	Multiple Choice	1.0
Question 2	Multiple Choice	1.0

Which shows a way to make 12? Use the cubes to help you.

A. 6 + 5

B. 4 + 7

C. 12 - 1

D. 9 + 3

Which number sentence does the cube train show?

3. Close the preview window. Select any test by clicking in the box next to it. Only one assessment can be assigned at a time.
4. At the bottom of the list, click the **Assign** button. The Add Test screen appears.

CREATING AN ASSIGNMENT

Add Test

Assignment name:

Student instructions:

Resource: [Benchmark Mini-Assessment MA.1.A.1.2 Chapter 5](#)

Class:

Group:

Available Students

Students in Assignment

Buttons: Add All >>, Add >, < Remove, << Remove All

Available date: 10/01/10 Due date: 10/08/10

Times Available: Any Time From: AM To: AM

Assessment settings

Taking the Assessments

Password to access the assessments:

Allow students to pause the assessments: Yes No

Sections included: 1 of 1

Viewing Results:

Standard Set: Florida Sunshine State Standards Mathematics K-12 (2007)

Buttons: Save, Cancel

1. Type a name in the **Assignment Name** field.
2. Enter directions in the **Student Instructions** field.
3. Select a class from the **Class** list.
4. Select a group from the **Group** list. (Optional)

A list of available students appears:

Available Students

Adams, Amy
Babbitt, Bruce
Cooper, Chris

Students in Assignment

Avery, Cliff

Buttons: Add All >>, Add >, < Remove, << Remove All

Available date: 10/01/10 Due date: 10/08/10

Times Available: Any Time From: AM To: AM

5. Use **Add** or **Add All** to assign students.
6. Use **Remove** or **Remove All** to remove students.
7. Choose the **Available Date**.
8. Select the assignment's **Due Date**.
9. If you select a time from the *Times Available* list, then fill in the **From** and **To** entry fields.
10. Decide on options at the bottom of the page, and then click **Save**.

At the bottom of the Add Test screen is the Assessment Settings area:

The screenshot shows the 'Assessment settings' section. It includes a 'Taking the Assessments' area with a password field and a radio button for 'Allow students to pause the assessments' (set to 'Yes'). Below that is a 'Sections included' section showing '1 of 1' and a 'Select sections...' button. The 'Viewing Results' section has a dropdown menu for 'Standard Set' set to 'Florida Sunshine State Standards Mathematics K-12 (2007)'. At the bottom right are 'Save' and 'Cancel' buttons.

You may choose any of these options:

- **Password to Access the Assessments** sets a password that students must use to take a test. *Passwords, which cannot contain any special characters, must be between 5 - 20 letters and/or numbers.*
- **Allow Students to Pause the Assessment** allows students to pause tests and return.
- **Select Sections** displays all sections on the test. Where available, you may pick one or more sections to assign.
- **Viewing Results** allows you to associate this test with a set of standards.
- **Save** assigns the exam to the student.

CREATING A CUSTOM TEST

ThinkCentral offers you the opportunity to create your own test, using a pool of questions that are associated with standards.

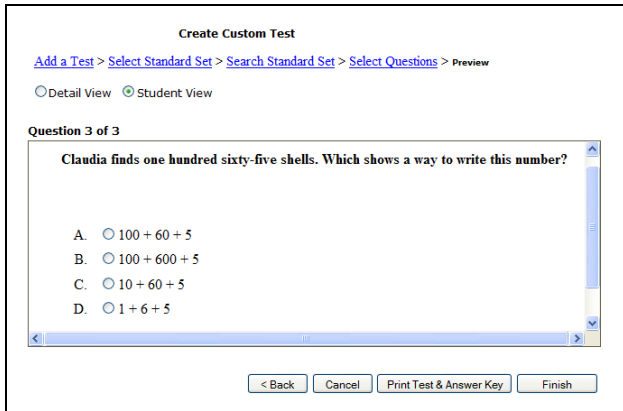
1. From View Resources, click **Create Custom Test**. The custom test window appears.
2. Click **Add a Test**. Select the grade and subject, and give your test a name. Set the mastery level (default is 75%). Click **Next**.
3. Select a standard set, and the type of questions you wish to select (multiple choice, essay, or fill in the blank). Click **Next**. The select criteria window appears:

The screenshot shows the 'Create Custom Test' window with the 'Select Criteria' step. It displays a list of standards on the left and a 'Criteria' section on the right. The 'Criteria' section has radio buttons for 'Include' and 'Exclude'. The 'Include' radio button is selected. The 'Criteria' section lists several standards, including 'BIG IDEA 1: Develop an understanding of base-ten numerations system and place-value concepts.' and 'MA.2.A.1.1 Identify relationships between the digits and their place values through the thousands, including counting by tens and hundreds.'

4. On the left is a list of all standards related to your grade and subject. Select any standard by clicking the box next to it and then click "Add to Criteria." Your selections will appear in the box on the right. Click **Next**. The Select Questions screen appears.

The screenshot shows the 'Create Custom Test' window with the 'Select Questions' step. It displays a list of standards on the left and a 'My Custom Test' section on the right. The 'My Custom Test' section has a table with columns for 'Question' and 'Total Questions:3'. The table lists three questions: '1. FL11.AG.G02CH01.CT.13', '2. FL11.AG.G02EY01.EY.06', and '3. FL11.AG.G02CH02.CT.07'. Each question has a red circle next to it, indicating it has been selected.

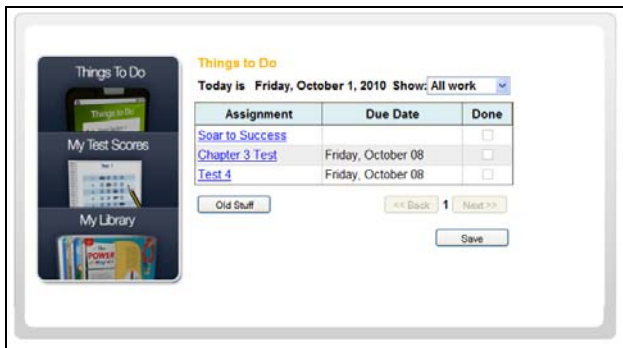
5. Open each standard by clicking the plus sign. A list of test items appears. The type of question is identified by the legend (MC for multiple choice, ER for extended response, or FIB for fill in the blanks). To preview an item, click its name. To select an item, click the box next to it and then click **Add to Custom Test**. Click **Next**. The Preview screen appears:



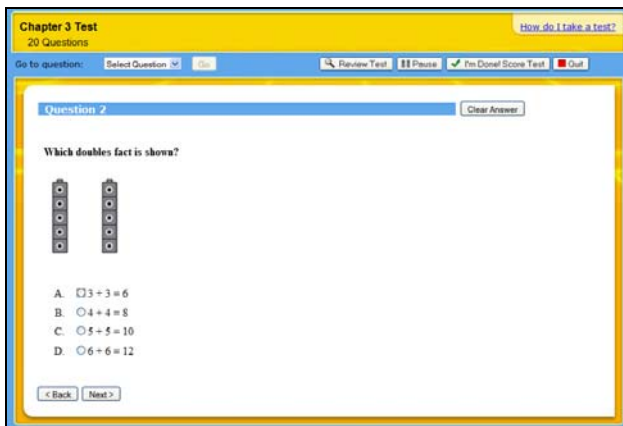
6. To view the test as a student would, click **Student View**. You have the option of printing the test; to do so, click **Print Test & Answer Key**. Click **Finish**. You now have the option of scheduling or assigning the test, or returning to the Custom Test area.

HOW STUDENTS TAKE TESTS

Students see their assignments under **Things to Do**:

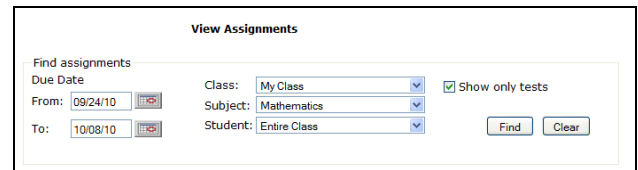


They click the test name and begin the assessment:



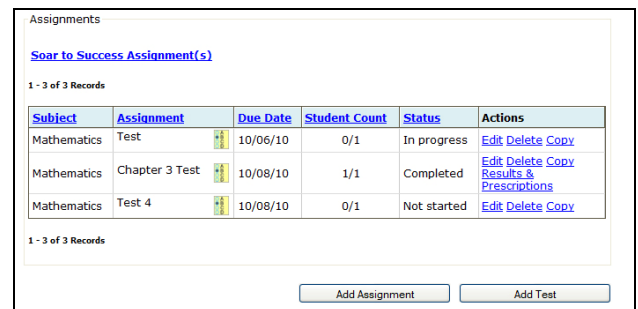
REVIEWING ASSIGNMENTS

To find any assignments you have made, select **Assignments** from the top bar on any page. The View Assignments screen appears:



- **From** and **To** dates filter your search.
- Selecting a class, subject, or student is optional.
- **Show only tests** limits search results to assessments.

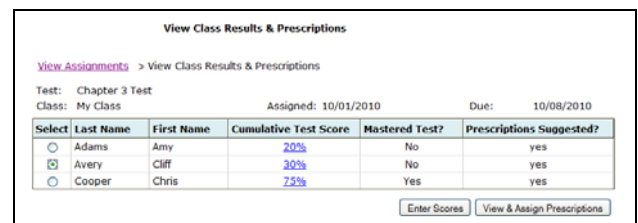
Click **Find**. Your assignments list appears:



- **Edit** allows you to add students to the assignment.
- **Delete** removes the assignment.
- **Copy** allows you to reuse assessments or other assigned materials in a new assignment.
- To view test results and recommended remediations, click **Results & Prescriptions**.

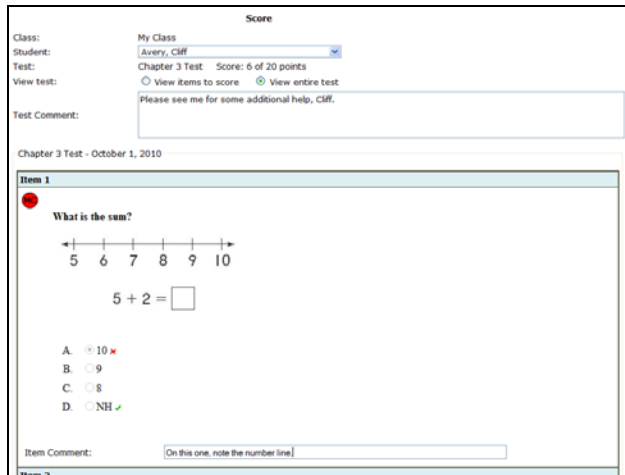
VIEWING TEST RESULTS

Click **Results & Prescriptions** from the View Assignments screen to view test results, enter scores, and see any prescriptive activities ThinkCentral has recommended.



- To view student responses, click on the **Cumulative Test Score**.
- **Mastered Test?** displays whether or not a student has achieved mastery, based on the targeted level.

- **Prescriptions Suggested?** informs you whether ThinkCentral has recommendations based on test results. Regardless of whether or not a student has attained overall mastery, the system may recommend prescriptions based on how well the student did on standards based on particular skills.
- To score a test, click **Enter Scores**. To add comments about the overall test or any test item, click **View Entire Test**. Your comments will be viewable by students.

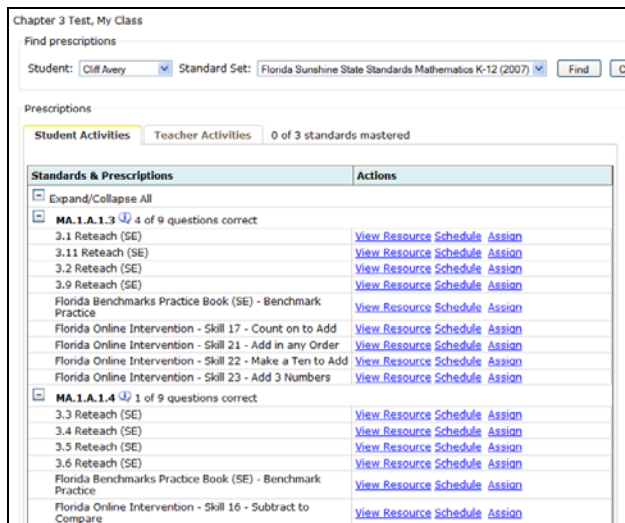


- To view system recommendations, click **View & Assign Prescriptions**.

VIEWING & ASSIGNING PRESCRIPTIONS

On the View Class Results & Prescriptions page, choose a student and then click **View & Assign Prescriptions**.

Standards & Prescriptions displays the standards that the student failed to master, and the names of recommended lessons or activities.



- In the **Actions** column:
 - To review lessons/activities, click **View Resource**.
 - To add to the lesson planner, click **Schedule**.
 - To assign a lesson or activity, click **Assign**.
- To see the instructor's, non-assignable version of these resources, click the tab marked **Teacher Activities**.
- To go to the previous page, click **Back to Class Results**.

VIEWING REPORTS

To generate reports to track student performance, select **Reports** from either the Teacher's Desktop or the top navigation menu on any page.

Choose a report, and then click **Create Report**.



Report types vary but, in general, you will need to:

1. Select the Report Criteria
 - **Class**
 - **Subject**
 - **Date Range**
 - **Test Details**
 - **Standard Set**
2. Select the tests for the report
3. Choose the report export type.
4. Click **Generate Report**.

For additional details about ThinkCentral, please click **Guide & Tutorials** on the Welcome Page.