Thinkgate® "Facts to Know" for Teachers

Assessment Creation

- Teachers can add classroom assessments, items, images, addendums and rubrics (holistic and analytical).
- Questions are referred to as "items".
- Teachers can create four types of items- Multiple Choice, True/False, Short Answer, and Essay. All possible Item Type and Score Type combinations:
  - Multiple Choice- Right/Wrong
  - True/False- Right/Wrong
  - Short Answer- Right/Wrong, Partial Credit, or Rubric
  - Essay- Right/Wrong, Partial Credit, or Rubric
- There are two options for creating classroom assessments – Make It Quick and Create My Own.
- Create My Own is the option recommended for creating Language Arts assessments.
- Classroom assessment types include Quiz and Test.
- There is no limit to the number of classroom assessments that can be created.
- The description entered on the Assessment Identification screen is very important, and will assist the teacher when searching for assessments.
- It is recommended that teachers follow a consistent nomenclature for naming classroom assessments for file management.
- Teachers can create External classroom assessments (Create My Own) for existing classroom assessments (Items must be multiple choice currently; however, additional item types will be available soon).

Finalize an Assessment

- All assessments must be proofed prior to administering the assessments to students.
- Three modifications can be made to a proofed assessment: correct answer choice (Example: a, b, c, d), standard association, and un-score an item.
- The un-score item feature is used to un-score an item on an assessment that has been administered to students and the teacher determines that the item should be "thrown out" and not calculated in the assessment results.
- To change the content of a proofed classroom assessment, the teacher can create a copy of the assessment, edit the content, and delete the original assessment before it is administered.

Target (Share) an Assessment

- Teachers are able to Target (share) classroom assessments with other teachers that teach the same grade, subject, and course, by selecting individual teachers or by school selection.
- Teachers sharing classroom assessments with teachers in other schools will be made available in a future release.

- Only the author of the targeted classroom assessment can make changes to the classroom assessment.
- If the targeted assessment is External, the targeting teacher must provide the targeted teacher/s with a copy of the classroom assessment (via email suggested).

Advanced Assessment Features

- Multiple choice questions have 4 distractors by default. You can change the number of distractors (3 and 5) for multiple choice items using the advanced edit tool and are available for online testing only. 5 distractors will not work with bubble sheets.

Printing Assessments

- Teachers can print un-proofed and proofed classroom assessments from multiple locations in the platform (Example: Classroom Assessments tile).
- Teachers cannot print district assessments.
- District Administrators must provide a copy or copies of district assessments for the teachers.

Assessment Administration - General

- All assessments must be proofed prior to administering the assessments to students.
- Teachers can administer classroom assessments using all administration methods.
- Teachers can administer district assessments using all administration methods if the administration window is open.
- Assessment Administration Methods include Online, Paper/Pencil – Bubble Sheets (scanned), Manual Input by teacher, and "Clickers".
- Each class is assigned a unique Test ID in the system.
- District assessment results can not be edited or reset without district approval

Online Assessment Administration

- For a student to take an online assessment, he/she must be provided with the Online Test Client URL, Test ID, and Student ID. (http://assessment.thinkgate.net/FlMiamiDade)
- Online assessments can be suspended for a period of time while students are taking the assessment (Example: split lunch period).
- Classroom assessment scores may be reset on the teacher's administration screen and the classroom assessment can be re-administered to the same group of students if desired.

Bubble Sheet Assessment Administration

- Bubble Sheets should be saved to the desktop from the browser before printing. Once the bubble sheet h.as been saved, open the saved bubble sheet and print it from Adobe Reader or Adobe Acrobat ENSURING that the scaling is set to 100% or none. **DO NOT PRINT BUBBLE SHEETS DIRECTLY FROM THE BROWSER WINDOW.**

- Teachers can print bubble sheets for classroom and district assessments.
- Teachers can print Blank bubble sheets for new students that have not been entered in the district's information system and updated in Thinkgate®.
- Once Bubble Sheets have been printed for an assessment, the assessment cannot be deleted by any user.
- Classroom assessment scores may be reset on the teacher's administration screen and the classroom assessment can be re-administered to the same group of students if desired. Bubble Sheets may be disposed of and new Bubble Sheets printed to re-administer the assessment. It will be necessary to scan the new batch of Bubble Sheets.

Scoring Items

- All items can be scored manually by the teacher using Manual Input if desired (On classroom assessments only-District assessments do not allow for manual input).
- Items associated to an analytical rubric must be scored by the teacher using Manual Input.
- Items associated to a holistic rubric can be scored by the teacher on the Bubble Sheet or by Manual Input.
- Partial credit items must be scored by the teacher using Manual Input.
- Any item with the score type assigned as Right/Wrong, can be scored on the Bubble Sheet or by Manual Input.

Assessment Results

- Teachers have access to a robust list of reports for analyzing student results.
- Teachers can access student data for each period/class taught and individual students.
- Teachers most commonly access data at the Class/Period level for one assessment.
- "Top 5" teacher reports: At Risk, Distractor Analysis, Item Analysis, Standard Analysis, and Report Card by Standard
- Teachers can access data for previously administered Classroom, District, and State Assessments.

Teacher Banks

- Teachers can have the following banks available for saving items, images, addendums, and rubrics.
  - Personal – All users have a Personal bank. Only the user logged in can see items, images, addendums, and rubrics that have been saved to their Personal bank.
  - School – Teachers are able to share items, images, addendums, and rubrics with all teachers that teach the same grade, subject, and course in a given school.
  - Teacher (All) – Teachers are able to share items, images, addendums, and rubrics with all teachers in the district that teach the same grade, subject, and course.

- Once a teacher has added an "item of their own" to a classroom assessment, the item added to the assessment can be searched and found through the Items tile in the teacher's Personal bank the next day.
- An item created by a teacher cannot be searched and found in the available item banks if a standard was not associated to the item.
- Thumbnails for items created by the teacher will generate the day after it was added.

Help

- The Help file is located in the Systems Menu on the right side of the screen in the blue banner when a user logs in.
- Thinkgate University provides teachers with Online Courses providing self-paced, hands-on learning for platform functionality and understanding.
- A course lesson may include guided practice, independent practice, and a culminating assessment to assess the learner's skill level.
- The Reference Center provides Reference Guides with step-by-step instructions and screen shots for all functionality in the platform. These documents can be printed, saved, or simply viewed.
- The Reference Center also includes Videos and recorded Webinars.

Note: Future platform releases are published as "Release Notes" in the Reference Center.