

Using *DataDirector* for District-Wide Assessments: Student Results in 3 Days

DataDirector User Conference

December 10-11, 2007

Agenda

Overview and Introductions

- ❖ SMMUSD Context
- ❖ Assessment Overview—p. 2

Preparing for the Assessment (Figures 1-12, 26-27)

- ❖ *Remark Office OMR Software*—prepare tests for Gr. 1-3
<http://www.gravic.com/remark/officeomr/>
- ❖ *DataDirector*—prepare EXAMS, generate student lists, print upper-grade answer sheets
- ❖ Microsoft Word Mail Merge, create bar code labels (Gr. 1-3)
- ❖ Materials to sites—Bar code labels (Gr. 1-3), Answer Sheets (Gr. 4 and up), teacher memo, test booklets

Admistering the Assessment (Figure 12)

- ❖ One-week window
- ❖ Timed to fall near Parent Conferences (November) and Report Cards (February and June)
- ❖ Gr. 1-3—staples removed from tests

Scoring the Assessment (Figures 13-22)

- ❖ Gr. 1-3: 1 minute per test
- ❖ Gr. 4 and up: 30 seconds per test
- ❖ Returning Tests/Answer Sheets to Ed Services—Monday morning
- ❖ Scanning Gr. 1-3 in *Remark Office*—Monday through Wednesday
- ❖ Scanning Gr. 4 and up in *Data Scanner*—Monday through Tuesday
- ❖ Exporting Gr. 1-3—Excel and Uploading to *DataDirector*—Wednesday
- ❖ Verifying Results in *DataDirector* (Stranded Records & Response Matrix)

Reporting Results (Figures 23-25)

- ❖ E-mails to teachers--Thursday
- ❖ Instructions on website
- ❖ Ed Services newsletter
- ❖ Professional learning communities/staff development at sites

For more information, contact:

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LOCAL ASSESSMENTS USING *DataDirector* Santa Monica-Malibu Unified School District

Kindergarten:

Emerging Literacy Survey (1-on-1)—3x per year

K Math Assessment—2x per year

Gr. 1 and 2:

Leveled Reading Passages Assessment Kit (LRPAK) (1-on-1)—2x per year

Gr. 1-5:

Houghton Mifflin Summative Tests—3x per year

Formative and Summative Math Assessments—2x per year

Gr. 2-8:

District Writing Assessment—1x per year

Gr. 6-8:

Holt LLA Summative Tests—2x per year

Formative and Summative Math Assessments—2x per year

Gr. 9-11 English:

Holt LLA Summative Tests—1x per year

High School:

CAHSEE Pre-test—1x per year

Intervention Summer School (Gr. 2-8):

SDRT Reading Test—2x per summer

SDMT Math Test—2x per summer

P – Figure 1: Remark Office -- Create a test template (Gr. 1-3)

Remark Office OMR Template Editor - HM Gr 1 CST 1st Q 2007.omr

File Edit Page View Tools Help

Page 1

- Student ID
- Teacher ID
- CP 1
- CP 2
- CP 3
- CP 4

Page 2

- PA 1
- PA 2
- PA 3

Page 3

- PA 4
- PA 5
- PA 6

Page 4

- PA 7
- PA 8
- PA 9

Page 5

- PA 10
- PA 11
- PA 12

Page 6

First-Quarter Test

Name _____ *Grade 1, 1st Quarter*

Concepts of Print

Sample 1
The cat is big.

1. The dog runs fast.

2. I see six pigs.

Sample 2
me E 3

3. pet 10 ?

4. the cat sat cat The cat sat.

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Franklin Elementary School - Grade: 1 - HM Fall 2007
Brown, Carrie
_____ - 563032

Answers for items 1 and 2 on their own. Write a sentence, and have children fill in the blank. (1) runs, (2) six. Then do Sample 2 on their own. Have children fill in the blank, (4) a sentence.

STOP

Summative Tests • First Quarter 3

P – Figure 2: Create a new exam – cluster names, answer choices (all grades)

The screenshot shows the 'ExamModifyClusters' page in the DataDirector application. The interface includes a navigation menu with 'Exams' selected, a sidebar with 'EXAM EDIT OPTIONS' and 'EXAM GENERAL' sections, and a main content area titled 'Edit the cluster(s) of your exam:'. Below the title, there are radio buttons for organizing the answer sheet: 'by cluster' (selected), 'sequentially by cluster', and 'sequentially by item'. A table lists four clusters: Reading Comprehens, Language Convention, Writing, and Listening. The 'Writing' cluster is selected with a checkmark in the 'Continuous Numbering' column. At the bottom, there is a 'Remove' button and a form to add new clusters.

EXAM EDIT OPTIONS
Modify Questions/Items

EXAM GENERAL
Create A New Exam

VIEW
Return to Exam

Edit the cluster(s) of your exam:

How do you want to organize the answer sheet ?
 by cluster sequentially by cluster sequentially by item

Cluster Name	Cluster Description	Sort Order	Filled by Teacher	Set of Answers	Bubbles Configuration	Bubble Columns	Continuous Numbering	Delete
Reading Comprehens	Reading Comp & Literary A	1	No	A,B,C,D,I,F,G,H,J	Single	0	<input type="checkbox"/>	<input type="checkbox"/>
Language Convention	Grammar, Punctuation, etc	2	No	A,B,C,D,I,F,G,H,J	Single	0	<input type="checkbox"/>	<input type="checkbox"/>
Writing	Writing Strategies	3	No	A,B,C,D,I,F,G,H,J	Single	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Listening	Listening Comprehension	4	No	A,B,C,D,I,F,G,H,J	Single	0	<input type="checkbox"/>	<input type="checkbox"/>

Remove

Add new cluster(s)

Achieve! Data Solutions, LLC. • (877)993-2633 • www.AchieveData.com • DataDirector v2.2.5

P – Figure 3: Create a new exam – Link questions to clusters (all grades)

Assessments Exams Reports Standards Communication Students Programs Report Cards Data

EXAM EDIT OPTIONS
Clusters/Bubble Sheets

EXAM GENERAL
Create a New Exam

VIEW
Return to Exam

Since automatic exam export to assessment is enabled, any structural changes are disabled. [Click here](#) to turn off automatic exporting.

Modify Columns

2007-2008 HM Midyear Gr. 1 Exam (Jan 2008)

Field Name	Field Type	Cluster	Sort Order	Max. Value	Points	
PA 1	Text	Phonemic Awareness	1		1	
PA 2	Text	Phonemic Awareness	2		1	
PA 3	Text	Phonemic Awareness	3		1	
PA 4	Text	Phonemic Awareness	4		1	
PA 5	Text	Phonemic Awareness	5		1	
PA 6	Text	Phonemic Awareness	6		1	
PA 7	Text	Phonemic Awareness	7		1	
PA 8	Text	Phonemic Awareness	8		1	
PA 9	Text	Phonemic Awareness	9		1	
PA 10	Text	Phonemic Awareness	10		1	
DWR 1	Text	Decoding/Word Recognition	11		1	
DWR 2	Text	Decoding/Word Recognition	12		1	

Internet

P – Figure 4: Create a new exam – Link questions to standards (all grades)

The screenshot shows the DataDirector web application in a Microsoft Internet Explorer browser window. The browser's address bar displays the URL <https://www5.achievedata.com/santamonica/>. The application's navigation menu includes 'Assessments', 'Exams', 'Reports', 'Standards' (highlighted), 'Communication', 'Students', 'Programs', 'Report Cards', and 'Data'. A sidebar on the left contains 'STANDARDS OPTIONS' with links for 'New Standard Search' and 'Return to Exam'. A yellow warning banner at the top of the main content area states: 'Since automatic exam export to assessment is enabled, any structural changes are disabled.'

The 'Link to Standards' dialog box is open, featuring three main sections:

- Link to Standards:** A list of question types with associated standards:
 - DWR 1
 - R1.2 (3)
 - DWR 2
 - R1.1 (3)
 - DWR 3
 - R1.1 (3)
 - DWR 4
 - R1.1 (3)
 - DWR 5
 - R1.1 (3)An 'UNLINK' button is located at the bottom of this section.
- Directions:** A central area with instructions:
 - To link a standard to a question:** Select the question and the standard, then click link.
 - To replace a standard already linked to a question:** Select the already linked standard and the new standard and then click link.
 - To unlink a standard from a question:** Select the standard and then click unlink.
 - To unlink all standards from a question:** Select the question and then click unlink.A '<< LINK >>' button is positioned below the directions. A text box below the button contains the message 'No Standard Selected.' A 'New Standard Search' button is located at the bottom of this section.
- Standards List:** A scrollable list of selected standards, currently showing three items:
 - R1.1
 - Grade(s): 3
 - Discipline: English Language Arts
 - Strand: Reading
 - R1.2
 - Grade(s): 3
 - Discipline: English Language Arts
 - Strand: Reading
 - R1.3
 - Grade(s): 3
 - Discipline: English Language Arts
 - Strand: ReadingA 'Jump to page' dropdown menu is at the bottom, currently set to page 1. The top of this section shows '100 standards per page out of 65'.



The footer of the application displays: 'Achieve! Data Solutions, LLC. • (877)993-2633 • www.AchieveData.com • DataDirector v2.2.5'. The browser's status bar at the bottom shows 'Done' and 'Internet'.

P – Figure 5: Create a new exam – enter answers (all grades)

Edit Answer Key

Edit your answer key below or click here to upload a key file.

Exam: 2007-2008 HM Midyear Gr. 3 Exam (Jan 2008)

Sequence	Field Name	Correct Answer	Points	Standard
1	DWR 1	forgot	1	R 1.2 3
2	DWR 2	won't	1	R 1.1 3
3	DWR 3	stars	1	R 1.1 3
4	DWR 4	chick	1	R 1.1 3
5	DWR 5	might	1	R 1.1 3
6	DWR 6	health	1	R 1.1 3
7	DWR 7	clear	1	R 1.2 3
8	DWR 8	batted	1	R 1.2 3
9	DWR 9	blue	1	R 1.2 3
10	DWR 10	patch	1	R 1.2 3
11	VCD 1	a stre	1	R 1.4 3 R 1.6 3
				R 1.4 3

P – Figure 6: Generate student lists (Grades 1-3)

DataDirector - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www5.achievedata.com/santamonica/?id=43410&page=ReportView&ReportView_report_results_sort=10&ReportView_report_results_prevsort=5&ReportV

Assessments Exams **Reports** Standards Communication Students Programs Report Cards Data

REPORT EDIT OPTIONS

- Summary
- Modify Columns
- Refine Data Set
- Permissions/Sharing

REPORT GENERAL

- Create a New Report
- Duplicate
- Delete
- PDF -- Group By Teacher
- PDF -- Group By Teacher/Period
- Attach These Students to a Program

VIEW

- Assessments
- Demographics
- Exams
- Report Cards
- Reports Summary
- My Reports
- All Reports

PRE-BUILT REPORTS

- API Estimation
- Student Profiles
- CST Percent Proficient

Barcode Report--3 grades

(Created Tue Dec 4th, 2007 at 2:28 PM for Santa Monica-Malibu Unified School District)
For using with Word doc mail merge

Printable View

Use this report to query a group of students for mail merging with Microsoft Word. Save the file in Excel format in the same directory as the Word file template and then use the Excel file as a data source. In Word--Tools->Letters and Mailings->Mail Merge.

Search Criteria

- nsemester is equal to 1 (from Student-Teacher Rostering)
- academicyear is equal to 2007-2008 (from Student-Teacher Rostering)
- grade is in '1','2','3' (from Student-Teacher Rostering)

Displaying 1 - 30 of 2399 students Show students per page

Export to Excel

Lastname	Firstname	Academic Year	Grade	Tchr First Name	Tchr Last Name	UserID	Period	Term	Student ID	School Name
<input type="text"/>	<input type="text"/>	2008	3	<input type="text"/>	<input type="text"/>	100000503		1	554591	Cabrillo Elementary School
<input type="text"/>	<input type="text"/>	2008	3	<input type="text"/>	<input type="text"/>	100000503		1	553181	Cabrillo Elementary School
<input type="text"/>	<input type="text"/>	2008	3	<input type="text"/>	<input type="text"/>	100000503		1	544690	Cabrillo Elementary School
<input type="text"/>	<input type="text"/>	2008	3	<input type="text"/>	<input type="text"/>	100000503		1	544680	Cabrillo Elementary School

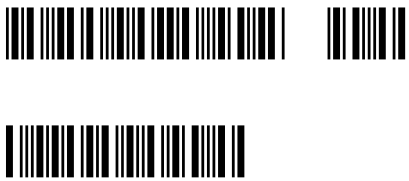
«School_Name» - Grade: «Grade» - HM Winter 2008
«Tchr_Last_Name», «Tchr_First_Name»

«Lastname», «Firstname» - «Student_ID»



«Next Record»
«School_Name» - Grade: «Grade» - HM Winter 2008
«Tchr_Last_Name», «Tchr_First_Name»

«Lastname», «Firstname» - «Student_ID»



«Next Record»
«School_Name» - Grade: «Grade» - HM Winter 2008
«Tchr_Last_Name», «Tchr_First_Name»

«Lastname», «Firstname» - «Student_ID»



«Next Record»
«School_Name» - Grade: «Grade» - HM Winter 2008
«Tchr_Last_Name», «Tchr_First_Name»

«Lastname», «Firstname» - «Student_ID»



«Next Record»
«School_Name» - Grade: «Grade» - HM Winter 2008
«Tchr_Last_Name», «Tchr_First_Name»

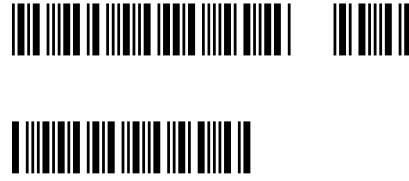
«Lastname», «Firstname» - «Student_ID»



**P – Figure 7:
Bar code
template for
mail merge
(Grades 1-3)—
Word Doc**

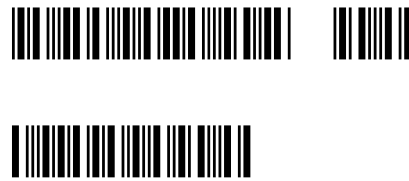
«Next Record»
«School_Name» - Grade: «Grade» - HM Winter 2008
«Tchr_Last_Name», «Tchr_First_Name»

«Lastname», «Firstname» - «Student_ID»



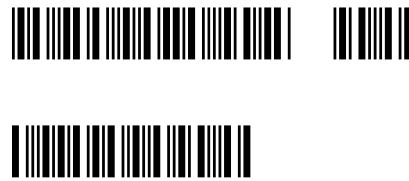
«Next Record»
«School_Name» - Grade: «Grade» - HM Winter 2008
«Tchr_Last_Name», «Tchr_First_Name»

«Lastname», «Firstname» - «Student_ID»



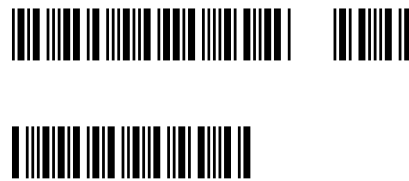
«Next Record»
«School_Name» - Grade: «Grade» - HM Winter 2008
«Tchr_Last_Name», «Tchr_First_Name»

«Lastname», «Firstname» - «Student_ID»



«Next Record»
«School_Name» - Grade: «Grade» - HM Winter 2008
«Tchr_Last_Name», «Tchr_First_Name»

«Lastname», «Firstname» - «Student_ID»



«Next Record»
«School_Name» - Grade: «Grade» - HM Winter 2008
«Tchr_Last_Name», «Tchr_First_Name»

«Lastname», «Firstname» - «Student_ID»



P – Figure 8: Mail merge in process (Grades 1-3)

HM+Winter+2008+Gr+1-3+barcode++++label+template.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Type a question for help

Normal Arial 6 B I U

Final Showing Markup Show

1 2 3 4 5 6 7 8

<p>Cabrillo Elementary School - Grade: 1 - HM Winter 2008 Weinstock, Cyndie</p> <p>554661</p> <p>Student ID</p> <p>Teacher ID</p>	<p>Cabrillo Elementary School - Grade: 1 - HM Winter 2008 Weinstock, Cyndie</p> <p>564501</p> <p>Student ID</p> <p>Teacher ID</p>
<p>Cabrillo Elementary School - Grade: 1 - HM Winter 2008 Weinstock, Cyndie</p> <p>554507</p> <p>Student ID</p> <p>Teacher ID</p>	<p>Cabrillo Elementary School - Grade: 1 - HM Winter 2008 Weinstock, Cyndie</p> <p>564503</p> <p>Student ID</p> <p>Teacher ID</p>
<p>Cabrillo Elementary School - Grade: 1 - HM Winter 2008 Weinstock, Cyndie</p> <p>574609</p> <p>Student ID</p> <p>Teacher ID</p>	<p>Cabrillo Elementary School - Grade: 1 - HM Winter 2008 Weinstock, Cyndie</p> <p>574717</p> <p>Student ID</p> <p>Teacher ID</p>

Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

Next: Complete the merge

Previous: Write your letter

Draw AutoShapes

Page 1 Sec 1 1/1 At 0.5" Ln 1 Col 1 REC TRK EXT OVR English (U.S)

Picture

P – Figure 10: Print bubble sheets, grades 4 and up

Attention: Use Letter size (8.5" x 11") paper

- (1) Use laser printers only. Do NOT make photocopies of the answer sheets.
- (2) All 6 T-markers (Registration Marks) must be clearly printed on the top and the bottom of the paper. Check to see that the markers are approximately 1/2 inch from the top and bottom and 1/4 inch from the sides before using with students.
- (3) For best printing result, use Adobe Reader 7 or later version. When printing, be sure that the page is scaled to fit the printer margins (Fit to Printable Area in Adobe Reader). In Adobe Reader on both PC and Mac, or Preview on Mac only, make sure the scale is changed to 94%.

Laser printer

94%

P & A – Figure 12: Sample teacher memo

To: **1st-5th Grade Teachers**

From: Cindy Kratzer, Literacy Coordinator

CC: Elementary Principals, Assistant Principals, Office Managers, Sally Chou, Maureen Bradford, Peggy Harris, Ania Kubicz-Preis

Date: January 7, 2008

Re: **Q & A ABOUT THE HOUGHTON MIFFLIN SUMMATIVE TEST--Midyear**

When is the HM Midyear test being administered? January 22-25. Student test packets (1st-3rd grades) or answer sheets (4th-5th grades) must be returned to your administrator by Fri., Jan 25, so Ed Services can score the tests in time for you to prepare Standards Based Report Cards.

What if we have a field trip during the week of testing? If your class will be on a field trip that week, you must administer the test during the prior week—January 14-18.

What is the purpose of giving this assessment? Because the Houghton Mifflin materials are aligned with the California English Language Arts standards, the California Summative Tests provided by Houghton Mifflin can help gauge our students' progress toward meeting state standards.

What if students are absent during the testing week? Administer the test at the beginning of the testing week, saving the end of the week for make-up tests. Return all completed tests to your principal by Friday, January 25. Administer the make-up tests through Tuesday, January 29. Make-up tests must arrive in Ed Services by 4:30 p.m. on Tuesday, January 29.

How many times do we give these tests per year? The Houghton Mifflin California Summative Test will be given three times this year, in November, January and June.

Where are the directions for test administration? Each teacher has a gray soft-bound book in his/her Houghton Mifflin resources called *California Summative Tests*, which contains administration instructions. Please see p. iii-vi (2nd-5th) or p. iii-v (1st grade) in your test booklet for specific information on Administering and Scoring, Test-Taking Strategies, etc. The instructions that the teacher reads during the Listening Test are attached to this memo.

How many days does the test take? This test is not timed, so it is up to your discretion. Many teachers have found that giving it over a 3-day period works well.

Do Special Education students or English Language Learners take the test? Since the purpose of the test is to help inform classroom instruction and meet the needs of individual students, all students required to take the California Standards Test should take the HM test. You can provide extra time or modifications for these students, consistent with their IEP. Students with CELDT Levels 1 and 2 are encouraged to take the test, but are not required to do so.

To whom should I submit my completed answer sheets or student test booklets at my site? Please submit your answer sheets and/or student test booklets to your administrator by January 25, who will deliver them to Ania Kubicz-Preis in Ed. Services.

What are the CURRENT procedures for 4th/5th Grade Administration? Fourth and fifth grade students record answers on a white machine-readable answer sheet. Distribute the correct answer sheet to each student and make sure students know how to use it. Students should fill in the bubbles with a #2 pencil. PLEASE MAKE SURE THERE ARE NO STRAY MARKS ON THE ANSWER SHEET. Also, be sure students bubble darkly, so that the computer will pick up their answers. Turn all answer sheets so they are facing the same direction.

What should 4th/5th grade teachers do with the student test booklets? Please return the test booklets to your school office. Your principal will either store them at your site or return them to Ed Services for storage.

What are the procedures for 1st, 2nd and 3rd Grade Administration? First, second and third grade teachers will receive a bar code student ID label for each student. Place each label in the box on the first page of the test (it will be clearly marked). The actual test booklets need to be returned to Ed Services with the bar code label placed in the box.



Please rubber-band your tests together, and REMOVE THE STAPLE from each test. This will help us significantly reduce the time it takes for us to scan/score the tests in Ed Services.

WHAT CAN TEACHERS DO TO HELP ENSURE SCORING ACCURACY AND SPEED?

a. If you hand-score the test before you send it to us, please do not make marks on or near the bubbles. Imagine a rectangle around the three or four bubbles for each question. This area must be free of other marks, including teacher corrections.

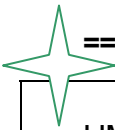
***b. If you have students who bubble lightly, please have an adult go back over the student's bubbles and darken the bubbles. If the bubble is too light, the computer thinks the student left the answer blank and it will be marked as incorrect.

c. If your students change their mind about an answer, be sure they completely erase the incorrect answer, rather than crossing it out. Again, an X looks like an answer to the computer.

Should teachers help students if they get stuck on a question? Students should work independently on the test. Teacher may help students with *directions* they don't understand, but they should not read test items meant to be read by the student.

What about test security? Please be sure NOT to permit students or parents to see the tests in advance, use the questions for seatwork or homework, or provide students or parents with the test booklets or answer sheets. DO NOT SEND THE TEST BOOKLETS HOME.

What if I have questions about anything related to this test administration? Contact your principal or the Literacy Coordinator (Cindy Kratzer: kratzer@smmusd.org; 70-291).



=====

Please Remember:

HM Tests must be returned to Educational Services by Monday, Jan. 28, in order to enter the results into *DataDirector* in time to use the information for SBRC. Check *DD* by Jan. 31.

Thank you for your assistance in helping us get these results back to you in a timely manner.

FINAL -- SCANNING SCHEDULE--November 5-7

S – Figure 13: Four Scanning Stations in Ed Services

	Monday, Nov. 5				Tuesday, Nov. 6				Wednesday, Nov. 7			
	1st Gr.	2nd Gr.	3rd Gr.	4th/5th	1st Gr.	2nd Gr.	3rd Gr.	4th/5th	1st Gr.	2nd Gr.	3rd Gr.	4th/5th
7:30						Chandra						Maureen
8:00	Carol	Rosa	Sally	Tristen	Carol	Chandra	Sally	Ania	Carol	Cindy	Sally	Maureen
8:30	Carol	Rosa	Sally	Tristen	Carol	Chandra	Sally	Ania	Carol	Cindy	Sally	Maureen
9:00	Carol	Rosa	Sally	Tristen	Carol	Chandra	Sally	Amy	Carol	Cindy	Sally	Maureen
9:30	Carol	Rosa	Sally	Tristen	Carol	Chrysta	Sally	Amy	Carol	Ania	Sally	
10:00	Carol	Rosa	Sally	Tristen	Carol	Chrysta	Sally	Amy	Carol	Ania		
10:30	Carol	Rosa	Sally	Ania	Carol	Ania	Sally	Amy	Carol	Ania		
11:00	Cindy	Tom		Ania	Susan	Ania		Cindy	Ania	Susan		
11:30	Cindy	Tom		Ania	Susan	Ania		Cindy	Ania	Susan		
12:00	Maureen	Tom			Susan					Susan		
12:30	Maureen	Tom			Susan					Susan		
1:00	Cindy	Jill	Sally	Ania	Cindy	Jill	Sally	Ania	Maureen			
1:30	Cindy	Jill	Sally	Ania	Cindy	Jill	Sally	Ania	Maureen			
2:00	Cindy	Jill	Sally	Ania	Cindy	Jill	Sally	Ania	Maureen			
2:30	Cindy	Jill	Sally	Ania	Cindy	Jill	Sally	Ania	Maureen			
3:00	Cindy	Jill		Ania	Cindy	Jill	Chrysta					
3:30	Cindy	Jill		Ania	Cindy	Jill	Chrysta					
4:00	Cindy	Jill			Cindy	Jill						
4:30	Cindy	Jill			Cindy	Jill						
Please let me know ASAP if these blocks do not work for you.												

If you are not on this list, but can assist periodically, please feel free to do so.

If you cannot make it during your assigned slot, please make arrangements to switch with someone. If you cannot find someone to take your place, please inform Cindy.

Thank you all for your assistance in this process. It helps so much to have so many people working together on this project.

NOTE: When Ania is not scanning, her primary responsibility will be organizing

S – Figure 14: Recording scanned tests

Incoming Tests by Grade Level, School, Teacher

GRADE 1	TEACHER NAME	Row Numbers (beginning and end)	Problems
Cabrillo			
Edison			
Franklin			
Grant			

S – Figure 15: Scanning a 1st Grade Test—Remark Office

Remark Office OMR Data Center - HM Gr 1 CST 1st Q 2007.omr [HM 1st Q Grade 1 Fall 2007 Data.rmk]

File Edit View Tools Help

Templates Data Analysis

Data Options

Read Wizard...
Customize your data collection tasks by stepping through the Read Wizard.

Review exceptions...
Perform data validation.

Open data file...
Search the file system for a data file to open into the [HM Gr 1 CST 1st Q 2007] form template.

Save data
Save the form template data.

Save data as...
Save the form template data to another file name.

Exceptions Legend

- Multiple responses
- Blank responses
- Recognition errors
- Image region
- Database lookup region
- Barcode region

	Student ID	Teacher ID	CP 1	CP 2	CP 3	CP 4	PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7
649	566509	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	nut	fox
650	566555	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	pot	fox
651	556599	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	pot	fox
652	566586	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	nut	fox
653	566554	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	pot	fox
654	566557	100001253	runs	six	pet	The cat sat.	house	clock	cap	fan	bell	nut	fox
655	566534	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	pot	fox
656	566579	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	pot	fox
657	566539	100001253	runs	six	pet	The cat sat.	house	truck	man	fan	bell	nut	fox
658	566505	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	nut	fox
659	566552	100001253	runs	six	pet	The cat sat.	house	truck	mop	fan	bell	pot	fox
660	568041	100000586	runs	six	pet	sat cat	house	truck	cap	fan	bell	pot	fork
661	568032	100000586	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	pot	fox
662	566046	100001712	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	nut	fox
663	563087	100001712	runs	six	pet	The cat sat.	house	truck	cap	fan	bell	pot	fox

HM Gr 1 CST 1st Q 2007 [HM ...]

Image Viewer - 2007-11-07_13-53-31-80.dcx [page 3]

4.

5.

S – Figure 16: Scanning in Remark—multiple answers

Remark Office OMR Data Center - HM Gr 1 CST 1st Q 2007.omr [HM 1st Q Grade 1 Fall 2007 Data.rmk]

File Edit View Tools Help

Templates Data Analysis

Review Exceptions

- Multiple responses
- Blank responses
- Recognition errors
- Image regions
- Database lookup regions
- Barcode regions
- Required items

Review Exceptions

Locate & correct exception cases.

Search by:

Row/Respondent

Response for [PA 4]

MULT

Item Not Required

Finished Cancel

Back
Go back to the data options.

	Student ID	Teacher ID	CP 1	CP 2	CP 3	CP 4	PA 1	PA 2	PA 3	PA 4	PA 5
646	566523	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
647	566550	100001253	runs	six	pet	The cat sat.	house	dock	cap	fan	bell
648	566583	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
649	566509	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
650	566555	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
651	556599	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
652	566586	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
653	566554	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
654	566557	100001253	runs	six	pet	The cat sat.	house	dock	cap	fan	bell
655	566534	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
656	566579	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
657	566539	100001253	runs	six	pet	The cat sat.	house	truck	man	fan	bell
658	566505	100001253	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
659	566552	100001253	runs	six	pet	The cat sat.	house	truck	mop	fan	bell
660	568041	100000586	runs	six	pet	sat cat	house	truck	cap	fan	bell
661	568032	100000586	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
662	566046	100001712	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
663	563082	100001712	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
664	563622	100000626	runs	six	pet	The cat sat.	house	truck	mop	fan	bell
665	564539	100001608	runs	six	pet	The cat sat.	house	truck	cap	fan	bell
666	544063	544063	fast	six	10	the cat	house	fish	man	MULT	bell
667											
668											
669											
670											
671											
672											
673											

HM Gr 1 CST 1st Q 2007 [HM ...]

Image Viewer

S – Figure 17: Scanning a 4th grade test—Data Scanner

DataScanner 1.2.2
 File Select Action View Go Logout Help

Exam Information (Exam ID)
 2007-2008 HM 1st Quarter Gr. 4 Exam (Nov 2007) (389)

Commit Results **Clear Data and Start Over**

Summary

Description	Total	% of Total
Documents Scanned	2	100%
Documents Successfully Processed	2	100%
Documents Approved	1	50%

Bubble Sensitivity 60 **Recapture Current** **Recapture All** **Documents Filter** Disapproved Documents

Document Page 1 of 1

Mail

Period	Teacher ID	Student ID
	100000946	534523

5. C 9. D 13. C 17. D
 6. H 10. G 14. G 18. G
 7. B 11. B 15. A 19. C
 8. G 12. J 16. J 20. F
 4. F 7. C 10. H 13. A
 5. D 8. F 11. B 14. J
 6. G 9. D 12. G 15. A
 3. A 5. A 7. C 9. A
 4. H 6. J 8. F 10. H
 3. D 5. C 7. D 9. C
 4. G 6. G 8. F 10. G
 3. C 5. D 7. A 9. B
 4. F 6. F 8. J 10. F
 2. F 3. D 4. G 5. C
 2. 3. 4. 5.

Scanning Summary

Errors

Number of documents scanned : 2
 Number of documents processed : 2
 Number of documents approved : 1

Number of documents NOT processed : 0
 Why? How do I fix?

Number of documents NOT approved : 1
 Why? How do I fix?

ATTENTION : Please review and approve each disapproved document.

Print OK

Site ID: 11700 Exam ID: 389 Achieve Data Solutions, LLC www.AchieveData.com

Username: CKRATZER Role: ADMINISTRATOR Site Id: 11700 Site: CABRILLO ELEMENTARY SCHOOL (ALL STUDENTS) Pages analyzed / scanned: 2/2 Page 1 of 1

S – Figure 18: Committing results to DataDirector from Data Scanner

DataScanner 1.2.2
File Select Action View Go Logout Help

Exam Information (Exam ID)
2007-2008 HM 1st Quarter Gr. 4 Exam (Nov 2007) (389)

Cabrillo Elementary School
2007-2008 HM 1st Quarter Gr. 4 Exam (Nov 2007)

Student Name:

Teacher ID Number: 1 0 0 0 0 9 4 6
Student ID Number: 5 4 4 5 7 0

Important Marking Instructions

- * Use a No. 2 pencil only.
- * Mark dark, heavy marks that fill ovals completely.
- * Erase unwanted marks cleanly.
- * Make no stray marks on this answer sheet.

CORRECT: ●

INCORRECT: ○

Mathews

Form:

Period:

Vocabulary

1. ● ○ ○ ○ ○ 5. ○ ○ ○ ○ ○ 9. ○ ○ ○ ○ ○ 13. ○ ○ ○ ○ ○ 17. ○ ○ ○ ○ ○

2. ○ ○ ○ ○ ○ 6. ○ ○ ○ ○ ○ 10. ○ ○ ○ ○ ○ 14. ○ ○ ○ ○ ○

3. ○ ○ ○ ○ ○ 7. ○ ○ ○ ○ ○ 11. ○ ○ ○ ○ ○ 15. ○ ○ ○ ○ ○

4. ○ ○ ○ ○ ○ 8. ○ ○ ○ ○ ○ 12. ○ ○ ○ ○ ○ 16. ○ ○ ○ ○ ○

Reading Comprehension

1. ○ ○ ○ ○ ○ 4. ○ ○ ○ ○ ○ 7. ○ ○ ○ ○ ○ 10. ○ ○ ○ ○ ○

2. ○ ○ ○ ○ ○ 5. ○ ○ ○ ○ ○ 8. ○ ○ ○ ○ ○ 11. ○ ○ ○ ○ ○

3. ○ ○ ○ ○ ○ 6. ○ ○ ○ ○ ○ 9. ○ ○ ○ ○ ○ 12. ○ ○ ○ ○ ○

Writing Strategies

1. ○ ○ ○ ○ ○ 3. ○ ○ ○ ○ ○ 5. ○ ○ ○ ○ ○ 7. ○ ○ ○ ○ ○ 9. ○ ○ ○ ○ ○

2. ○ ○ ○ ○ ○ 4. ○ ○ ○ ○ ○ 6. ○ ○ ○ ○ ○ 8. ○ ○ ○ ○ ○ 10. ○ ○ ○ ○ ○

Sentence Structure

1. ○ ○ ○ ○ ○ 3. ○ ○ ○ ○ ○ 5. ○ ○ ○ ○ ○ 7. ○ ○ ○ ○ ○ 9. ○ ○ ○ ○ ○

2. ○ ○ ○ ○ ○ 4. ○ ○ ○ ○ ○ 6. ○ ○ ○ ○ ○ 8. ○ ○ ○ ○ ○ 10. ○ ○ ○ ○ ○

Grammar

11. ○ ○ ○ ○ ○ 13. ○ ○ ○ ○ ○ 15. ○ ○ ○ ○ ○ 17. ○ ○ ○ ○ ○ 19. ○ ○ ○ ○ ○

12. ○ ○ ○ ○ ○ 14. ○ ○ ○ ○ ○ 16. ○ ○ ○ ○ ○ 18. ○ ○ ○ ○ ○ 20. ○ ○ ○ ○ ○

Spelling

21. ○ ○ ○ ○ ○ 22. ○ ○ ○ ○ ○ 23. ○ ○ ○ ○ ○ 24. ○ ○ ○ ○ ○ 25. ○ ○ ○ ○ ○

Listening

1. ○ ○ ○ ○ ○ 2. ○ ○ ○ ○ ○ 3. ○ ○ ○ ○ ○ 4. ○ ○ ○ ○ ○ 5. ○ ○ ○ ○ ○

Commit Results

? You are committing 2 result(s) to DataDirector.
Is this correct?

Yes No

Commit Results
Clear Data and Start Over

Summary

Description	Total	% of Total
Documents Scanned	2	100%
Documents Successfully Processed	2	100%
Documents Approved	2	100%

Bubble Sensitivity

Reset to Default:

Recapture Current **Recapture All**

Documents Filter

All Documents

Approve this document Page 1 of 2

Document Detail

Form	Period	Teacher ID	Student ID
<input type="text"/>	<input type="text"/>	100000946	544570

1. A	5. C	9. D	13. C	17. B
2. H	6. H	10. H	14. G	18. G
3. B	7. B	11. B	15. A	19. C
4. F	8. G	12. G	16. J	20. F
1. C	4. F	7. C	10. H	13. A
2. H	5. D	8. F	11. A	14. H
3. D	6. G	9. D	12. H	15. A
1. D	3. A	5. A	7. B	9. A
2. J	4. H	6. H	8. G	10. H
1. A	3. D	5. C	7. D	9. C
2. F	4. G	6. J	8. F	10. G
1. D	3. C	5. B	7. A	9. B
2. F	4. F	6. F	8. J	10. F
1. B	2. F	3. D	4. G	5. C
1. A	2. F	3. B	4. F	5. A

Site ID: 11700 Exam ID: 389

Achieve! Data Solutions, LLC
www.AchieveData.com

servername: CKRATZER Role: ADMINISTRATOR Site Id: 11700 Site: CABRILLO ELEMENTARY SCHOOL (ALL STUDENTS)

Pages analyzed / scanned: 2/2

Page 1 of 2

S – Figure 19: Verifying number of students (check for stranded records)

DataDirector - Windows Internet Explorer

https://www5.achievedata.com/santamonica/?rosteryear=2008&exams=389&reportType=exam&by_roster=0&fromExamView=1&page=ExamScho

Google G Go Bookmarks 0 blocked Check AutoLink AutoFill Send to

DataDirector

DataDirector™
Achieving results by making sense of your data.

Assessments **Exams** Reports Standards Communication Students

REPORT NAVIGATION

- School Exam Report
- Classroom Exam Report
- Classroom Exam Report (Response Matrix)
- Classroom Performance Summary Report
- Student Exam Report (Complete)
- Student Exam Report (Without Student Responses)
- Student Exam Responses
- Parent Letter
- Spanish Parent Letter
- Exam Student Feedback (Complete)
- Exam Student Feedback (Without Standards)

REPORT OPTIONS

- Modify This Report
- View By Roster

VIEW

- Return to Exam

School Exam Report - Exams

PDF Adobe XLS Excel

2007-2008 HM 1st Quarter Gr. 4 Exam (Nov 2007)

School Name	Cabrillo Elementary School
Test Date	Oct 29th, 2007

Standard/Cluster	27 Students	26 Students	1 Students	Average
R1.2	67%	68%	78%	68%
R1.4	76%	67%	50%	71%
R1.6	82%	80%	100%	85%
R1.5	59%	54%	40%	56%
R2.1	65%	59%	60%	62%
R2.2	80%	78%	80%	79%
W1.6	66%	71%	100%	69%
WOC1.2	42%	54%	67%	48%
W1.10	33%	56%	100%	45%
W1.1	33%	56%	100%	45%
W1.2b	48%	35%	0%	41%
WOC1.1	76%	78%	100%	78%
WOC1.3	77%	78%	100%	78%
WOC1.4	70%	81%	100%	76%
WOC1.7	61%	67%	80%	64%
LAS1.1	89%	90%	100%	90%

Done

S – Figure 21: Verifying Results: Response Matrix

DataDirector - Microsoft Internet Explorer

Address: https://www5.achievedata.com/santamonica/?rosteryear=2008&exams=390&reportType=exam&by_roster=0&fromExamView=1&page=ExamStudentMatrixExam

Assessments Exams Reports Standards Communication **Students** Programs Report Cards Data

Classroom Exam Report (Response Matrix) - Exams

REPORT NAVIGATION

- School Exam Report
- Classroom Exam Report
- Classroom Exam Report (Response Matrix)
- Classroom Performance Summary Report
- Student Exam Report (Complete)
- Student Exam Report (Without Student Responses)
- Student Exam Responses
- Parent Letter
- Spanish Parent Letter
- Exam Student Feedback (Complete)
- Exam Student Feedback (Without Standards)

REPORT OPTIONS

- Modify This Report
- View By Roster

VIEW

- Return to Exam

PDF (All) PDF (Single) Excel (Single)

Available Classrooms

← Previous [Dropdown] Next →

2007-2008 HM 1st Quarter Gr. 3 Exam (Nov. 2007)

School Name	Cabrillo Elementary School
Teacher Name	[Input Field]
Period	
Test Date	Oct 29th, 2007 - Nov 2nd, 2007

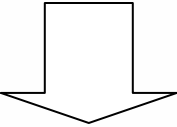
Student Name	D/WR 1	D/WR 2	D/WR 3	D/WR 4	D/WR 5	D/WR 6	D/WR 7	D/WR 8	D/WR 9	D/WR 10	V/
Answer Key	thigh	pie	find	high	die	corrected	uptown	arriving	sandwiches	boxes	
	THIGH^	PIE^	FIND^	HIGH^	DIE^	CORRECTED^	UPTOWN^	ARRIVING^	SANDWICHES^	BOXES^	SI
	THIGH^	PIE^	FIND^	HIGH^	DIE^	CORRECTED^	UPTOWN^	ARRIVING^	SANDWICHES^	BOXES^	SI
											SI
	THIGH^	PIE^	FIND^	HIGH^	DIE^	CORRECTED^	UPTOWN^	ARRIVING^	SANDWICHES^	BOXES^	SI
	THIGH^	PIE^	FIND^	HIGH^	DIE^	CORRECTED^	UPTOWN^	ARRIVING^	SANDWICHES^	BOXES^	SI

Internet

S – Figure 22: Verifying Results: Response Matrix

DataDirector - Microsoft Internet Explorer

Address: https://www5.achievedata.com/santamonica/?rosteryear=2008&exams=390&reportType=exam&by_roster=0&fromExamView=1&page=ExamStudentMatrixExam



11	LC 12	LC 13	LC 14	LC 15	LC 16	LC 17	LC 18	LC 19	LC 20	LIS 1	LIS 2
	June 5 comma	Lynn Toth-2 caps	water in Barstow	No mistake	shien	speray	No mistake	mach	tite	beat	syrup
	JUNE 5 COMMA	LYNN TOTH-1 CAPS	WATER COMMA IN	EAT	SHIEN	SPERAY	KNITTED	ITCH	NO MISTAKE	MELTED	SYRUP
	JUNE 5 COMMA	LYNN TOTH-1 CAPS	WATER IN COMMA	NO MISTAKE	SHIEN	SPERAY	KNITTED	KNEAD	TITE	MELTED	JAM
NG	JUNE 5 COMMA	NO MISTAKE	WATER IN COMMA	EAT	SHIEN	SPERAY	KNITTED	KNEAD	NO MISTAKE	BEAT	SYRUP
	JUNE 5 COMMA	LYNN TOTH-2 CAPS	NO MISTAKE	NO MISTAKE	SHIEN	SPERAY	KNITTED	KNEAD	TITE	BEAT	SYRUP
	JUNE 5 COMMA	LYNN TOTH-2 CAPS	WATER IN BARSTOW	NO MISTAKE	SHIEN	SPERAY	KNITTED	KNEAD	TITE	BEAT	SYRUP
TAKE	JUNE 5 COMMA	LYNN TOTH-2 CAPS	WATER IN COMMA	NO MISTAKE	DINE	NO MISTAKE	KNITTED	MACH	MILD	BEAT	SYRUP
	NO MISTAKE	LYNN TOTH-2 CAPS	NO MISTAKE	NO MISTAKE	RIPE	STRING	WRITE	NO MISTAKE		BEAT	SYRUP
TAKE	JUNE 5 COMMA	LYNN TOTH-2 CAPS	NO MISTAKE	NO MISTAKE	NO MISTAKE					ADDED MILK	SYRUP
	JUNE 5 COMMA	LYNN TOTH-2 CAPS	NO MISTAKE	NO MISTAKE	SHIEN	NO MISTAKE	NO MISTAKE	KNEAD	MILD	ADDED MILK	SYRUP
	JUNE 5 COMMA	LYNN TOTH-2 CAPS	NO MISTAKE	NO MISTAKE	SHIEN	SPERAY	NO MISTAKE	KNEAD	TITE	MELTED	SYRUP
TAKE	JUNE 5 COMMA	LYNN TOTH-2 CAPS	WATER COMMA IN	NO MISTAKE	SHIEN	STRING	KNITTED	MACH	NO MISTAKE	BEAT	SYRUP
TAKE	JUNE 5 COMMA	LYNN TOTH-2 CAPS	NO MISTAKE	NO MISTAKE	SHIEN	SPERAY	KNITTED	KNEAD	NO MISTAKE	BEAT	SYRUP
TAKE	JUNE 5 COMMA	LYNN TOTH-2 CAPS	NO MISTAKE	NO MISTAKE	SHIEN	SPERAY	KNITTED	KNEAD	TITE	BEAT	SYRUP
DES	JUNE 5 COMMA	LYNN TOTH-1 CAPS	WATER IN BARSTOW	EAT	SHIEN	SPERAY	MULT	KNEAD	MILD	BEAT	SYRUP
	JUNE 5 COMMA	LYNN TOTH-2 CAPS	NO MISTAKE	NO MISTAKE	SHIEN	THROAT	NO MISTAKE	ITCH	MILD	BEAT	SYRUP
	JUNE COMMA 5	LYNN TOTH-2 CAPS	WATER COMMA IN	EAT	SHIEN	SPERAY	NO MISTAKE	NO MISTAKE	MILD	BEAT	SYRUP
5%	87.5%	75%	12.5%	75%	81.25%	62.5%	25%	12.5%	31.25%	68.75%	93.75%

Achieve! Data Solutions, LLC. • (877)993-2633 • www.AchieveData.com • DataDirector v2.2.5

R – Figure 23: Reporting Results to Teachers

Houghton Mifflin 1st Quarter Test Results in DataDirector - Microsoft Internet Explorer

Houghton Mifflin 1st Quarter Test Results in DataDirector

Delete Reply Reply All Forward Move/Copy

Show Header Print Hide Envelope

From: Cindy Kratzer [Add to Address Book](#)
cabrilloall@mail.smmusd.org, edisonall@mail.smmusd.org, frankinall@mail.smmusd.org, grantall@mail.smmusd.org, mckinleyall@mail.smmusd.org, muirall@mail.smmusd.org,
To: ptdumeall@mail.smmusd.org, rogersall@mail.smmusd.org, roosall@mail.smmusd.org, websterall@mail.smmusd.org, edserv@mail.smmusd.org, [redacted]@mail.smmusd.org,
[redacted]@mail.smmusd.org
CC: [redacted]@mail.smmusd.org, [redacted]@mail.smmusd.org
Date: Thursday, November 08, 2007 12:28:28 PM
Subject: Houghton Mifflin 1st Quarter Test Results in DataDirector

Dear Elementary Teachers (Gr. 1-5),

Thank you for your help in administering the Houghton Mifflin 1st Quarter Tests to your students and returning the tests and answer sheets to us so quickly. The results are in *DataDirector* for you to use as you prepare for parent conferences and future instruction.

Log into *DataDirector*, select **EXAMS**, and scroll down to find the Houghton Mifflin test for your grade level:

e.g., [2007-2008 HM 1st Quarter Gr. 5 Exam \(Nov 2007\)](#)

Once you have clicked on the Exam's name, click on any of these exam reports:

- ***Classroom Performance Summary Report** (shows how each student did on each standard and subtest of the Holt exam).
- ***Classroom Exam Report (Response Matrix)** (item-level analysis for every student on every question tested)
- ***Parent Letter** (an individual letter for each student/parent on that student's results by standard). There is also a **Spanish Parent Letter**.
- ***Exam Student Feedback** (individual results for each student –questions and standards missed with correct answer given)

Return to Exam (left-hand column) and scroll down to the bottom. There you will find an **electronic copy of the test** itself, if you need to refer to specific test questions or answers. The test will be a **PDF** named something like, "**HM Gr. 3 1st Quarter Test.**" (You may need to **SAVE the PDF** on your computer if it will not open directly from *DataDirector*.)

Actual student tests and answer sheets will be returned to your site within a few days. Please **do NOT send tests or answer sheets home** with students or parents.

If you would like to utilize a **Protocol for Data-Driven Instruction** to assist you and your grade-level team in planning language arts instruction, please visit the Educational Services website to download and find resources to assist you:
www.smmusd.org----> **District Information**----> **Educational Services**----> **Teacher Resources**----> **Reading**

We in Ed Services wish you much success as you meet with parents over the next few weeks. Happy Thanksgiving to all of you!

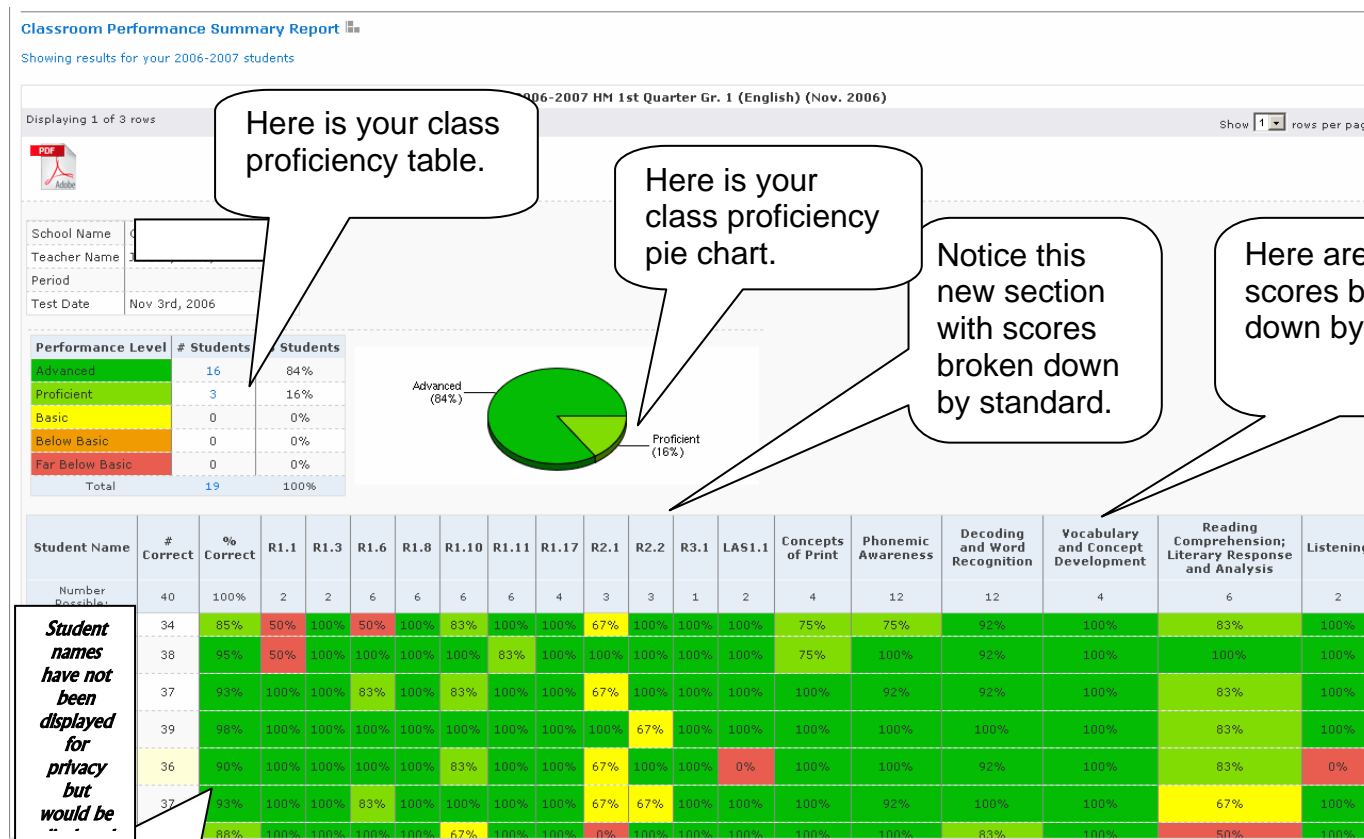
Cindy

Cindy Kratzer, Ph.D.
Literacy Coordinator
SMMUSD Educational Services

GETTING ITEM ANALYSIS and STUDENT PERFORMANCE ON CALIFORNIA CONTENT STANDARDS: A Step-by-Step Guide

TO SEE HOW YOUR STUDENTS DID ON HM SUBTESTS AND California ELA STANDARDS:

1. From the SMMUSD website, click on **DataDirector**.
2. Log on to *DataDirector* with your UserName and Password (same as the one used for completing report cards).
3. Click **EXAMS** at the top of *DataDirector*.
4. Scroll down to find your Houghton Mifflin Exam—(e.g., 1st grade teachers look for the 1st grade exam). **Click** on it.
 - a. The name of the exam will be in this format: ****2006-2007 HM Midyear Gr. 1 Exam (Jan 2007)**
5. About the middle of the page, under **Reports**, click on the **Classroom Performance Summary Report**. This is similar to the Excel spreadsheets (ketchup and mustard sheets) that you used to get in hard copy (see below).
6. All of your student data will be displayed. First, the report lists how each student did on each California Standard that was tested. **Scroll over to the right** and you will find the **Subtest** (Cluster) information you are used to seeing on the ketchup and mustard sheets.



**R – Figure 24:
Posted on the
website. Hard
copies to
teachers the
first time**

TO SEE **ITEM ANALYSIS** FOR YOUR STUDENTS:

1. If you want to see **ITEM ANALYSIS** for your class, click on **Classroom Exam Report (Response Matrix)**.
2. You will see the Answer Key on the top row, and **how each student responded to each question** on the entire test.
3. At the bottom of each column, there will be a percentage. That is the percent of your class that got that particular question correct. This is a great way to spot which questions were of particular difficulty to your class.

WANT THE **BIG PICTURE** FOR YOUR CLASS?

Click on **Classroom Exam Report**. This will show you the **class overview** in terms of proficiency and how your class did as a whole for each Standard.

If you click on any of the **Student Exam Responses** buttons, you will get information on just one student at a time.

WANT TO PRINT OUT THIS INFORMATION?

Click on the PDF icon and wait for the image to come up. Then print as you normally would.

WANT TO MOVE THE DATA TO EXCEL?

Click on the Excel icon and save the data with a new name. Then go to Excel and open the file you saved.

ARE YOU STUCK?

1. Check with someone at your school site to see if they can help you get unstuck.
2. Call or e-mail Cindy Kratzer for assistance: 310-450-8338 x291; kratzer@smmusd.org
3. E-mail Hank Kratzer for assistance: hank.kratzer@smmusd.org

Revised ELS REPORTING FORM: JAN. 2008

After administering the ELS to a student, bubble in the number of correct answers the student had on each section of the test.

«School_Name»

«Tchr_Last_Name», «Tchr_First_Na

Grade: «Grade»

NOTE: In January, you need to administer sections 1-4 and 6-9. You do NOT need to administer Phoneme Segmentation, Sentence Dictation, or Reading Simple Sentences.

**Bubble in the # of correct answers the student had.
Return form to EdServ by Feb 11.**

«Student_ID»

- 1. Rhyme (0-8)
- 2. Beginning Sounds (0-8)
- 3. Blending Onsets/Rimes (0-8)
- 4. Phoneme Blending (0-8)
- 5. Phoneme Segmentation (0-8)
- 6. Concepts of Print (0-8)

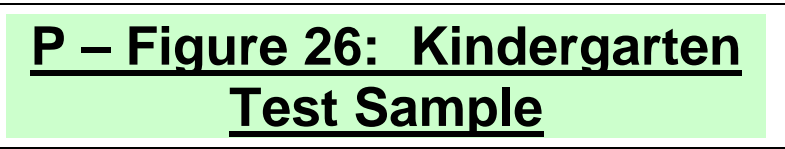


«UserID»



«Lastname», «Firstname»

- 7a. Letter Naming (0-14)



- 7b. Name the Sound (0-29)

- 8. Word Recognition (0-29)

- 9. Word Writing (0-29)

- 10. Sentence Dictation (0-67)

- 11. Reading Sentences (0-44)

LRPAK or Running Records REPORTING FORM:

Cabrillo Elementary School

Fall 2007

After administering the *Leveled Reading Passages Assessment Kit (LRPAK)* or *Running Record* to a student, **bubble** in the information below: ● **not** ✗ or ✓

Grade: 1



564515



100000736



1. For the student listed on this form, I administered the:

- LRPAK
 Running Record

=====

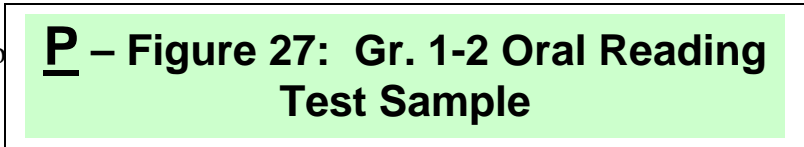
If you administered the LRPAK, complete questions 3-5 below.

2. PASSAGE LEVEL student read (bubble only one):

-
- Below AB CD EFG HI J KL MN OP QRS TUV WXYZ

3. Oral Reading Accuracy (decoding error)

- Below** Benchmark
 Within Benchmark
 Above Benchmark



4. Oral Reading Rate (speed):

- Below** Benchmark
 Within Benchmark
 Above Benchmark

5. Comprehension Questions:

- Below** Benchmark
 Within Benchmark
 Above Benchmark

=====

If you administered a Running Record, please bubble in the student's R. R. score.

6. Running Record Level:

-
- A-B 1-2 3 4-6 7-8 9-10 12 14 16 18 20 22 24

Software and Hardware Requirements for Administering District-Wide Assessments

Santa Monica-Malibu Unified School District

Software:

- DataDirector*
- Remark Office OMR Software* (for scoring tests, Gr. 3 and down)
<http://www.gravic.com/remark/officeomr/>
- DataScanner* (for scoring tests, Gr. 4 and up)
- Adobe Acrobat* (Standard or Professional) (for creating PDFs)
- ReadIris* (OCR) (for saving hard copies of tests as PDFs)
- Microsoft Word* (for mail merge and creating Remark forms)
- Microsoft Excel* (for exporting and mail merge)
- Microsoft Access* (for special data conversion)—optional

Hardware:

- 4 desktop computers
- Fujitsu Scanners (*3 stations for use with Remark Office*)
 - ❖fi5750C model (USB)
- Brother Scanner (*1 station for use with DataScanner*)
 - ❖See Achieve for specs
- 1 laser printer