



Quick Start AssessCloud Guide

EQ 1: How do I Create a Test?

- ❑ Click on the 'Resource' section located on the left menu.
- ❑ Select the 'Tests' tab.
- ❑ Click on the '+Add New Test' button located at the top right-hand side of the page.
- ❑ Fill in the Test Information (title, description, time limit, share/not share test with others and adjust rubrics).
- ❑ Click on the 'Find Questions' that appears at the bottom right side of the page.
- ❑ Use the filter on the left to find questions for your test. You can preview any of the questions by selecting the 3 dots and then 'Preview'.
- ❑ Click the '+' icon against each question if you wish to add the question to your test. The cart at the top right corner of the page will notify you of how many questions have been added.
- ❑ Once you've selected all of your questions for the test, select the 'Continue and Save'.
- ❑ Once questions are added to the test, you can use the ordering tool to drag & drop the order of the questions.
- ❑ Inorder to remove the question, click on 3 dots against the question and select 'Remove'.
- ❑ If all the details are updated, select the save icon at the bottom of the page.
- ❑ You will receive a confirmation pop up notifying you that the test has been saved and you will see that the test has been added to the test item bank

EQ 2: How do I assign a test to a class/course?

- ❑ From the left menu, under the 'Learning Tree' section, select 'Instruct'.
- ❑ Select the course to which you want to assign the test.
- ❑ Navigate to the 'Learning' page within the course.
- ❑ Click on the three dots next to the course objective, and select 'Add Activity'.
- ❑ Click on 'Assessment' from the activity type.
- ❑ Search for the test to be added to the assessment. Enable/disable required toggles. Provide the name, write a description, enter the instructions (this is what the students in your class will see).
- ❑ Click the 'Save' on the bottom right side of page to assign the assessment to the course.
- ❑ To add the start and end dates, click on the action button or 3 dots against the assessment and select 'schedule'. Provide the due dates.
- ❑ Note: The 'Due Date' you select will determine the filter under which your test appears in the 'Activities' section once created. Using the same 'Start Date' and 'Due Date' will cause your test to appear only under the 'Today' filter.
- ❑ Once the test is added, you will be able to see the assessment on both homepage and learning page of the course.
- ❑ Toggle the switch next to the assessment to publish the test. Once published, students will be able to see the assessment on their dashboard.
- ❑ Click the 3 dots next to the test and select 'Progress' and activate the test status.
- ❑ Once test is activated student can launch the assessment from.

EQ: 3 How do students take a test inside FocalPointK12?

Option 1: The Token Method

- ❑ Once the exam has been activated by the teacher, the student will receive a 6-digit token from the teacher to access the exam.
- ❑ The student should open the link below, enter the provided token, and begin the test.
- ❑ Token URL - <https://lms.backpack.education/QTIPlayer>
- ❑ Students will enter their Token information then select 'Submit Token'.
- ❑ The student selects the 'Begin Test' option to launch the assessment.
- ❑ Once complete, a prompt will show to confirm that the student is ready to submit the test. The student will receive a confirmation message that the assessment has been processed.

Option 2: The Paper/Pencil Bubble Sheet Method

- ❑ For tests that do not include constructed response/essay questions that need to be scored by teachers using a rubric, teachers can administer assessments using bubble sheets.
- ❑ From 'Learning Tree' section, click on 'Learn' on left menu, select the course, go to Assessments page, click on the 3 dots against the test.
- ❑ In more options, select 'Print Test' to print the test.
- ❑ This will download a zip folder which includes both Test paper and Answer sheets. Provide test copies for students.
- ❑ Select the 'Bubble Sheet' Tab
- ❑ Select 'Print Pre-filled Sheets'
- ❑ Print the Bubble Sheets and administer the test to students
- ❑ Bubble Sheets can be scanned and emailed with data going directly into FocalPointK12 or a picture of the test can be taken which automatically imports the data into the system using the Akindi application or GradeCam

Option 3: Accessing the FPK12 Virtual Classroom

- ❑ The student will select the course where the test is to be taken by using the drop down box with the black arrow in the top left corner of the page
- ❑ The student will locate the Test by viewing the Assessments section under Home Tab (you can sort by day, week, month, all to view/access more tests) or by selecting 'Assessments' tab and then locating the test under Quizzes.
- ❑ The student clicks the green 'Launch Test' tab and then 'Begin Test'. Please note that the 'Launch Test' will appear grey and students will not be able to take the test unless the teacher activated it.

EQ 4: How do I view classroom & student performance reports?

- ❑ As soon as students complete their assessment, teachers have real-time access to view performance results.
- ❑ Within the 'Learning Tree' section on the left menu, select 'Instruct'.
- ❑ From the course selected, navigate to 'learning' page.
- ❑ Go to the assessment and click on 3 dots or more actions. Select 'Progress'.
- ❑ View the activity progress page of the assessment. These results show under 'Status/Performance'. Clicking on the colored band will redirect to test summary and detailed score for each question.
- ❑ To view assessment reports in FocalPointK12, select the 'Dashboards' section on the left menu then 'Assessments Dashboard' and drill down the District Assessments by student analysis, item analysis and standard analysis.