# OARS Benchmarks (Grades K-6)
2014-2015

The district benchmark assessments can be administered using the Online Assessment module as well as generating a scan sheet and scanning. All Benchmark Assessments are located in Assessments under the District Benchmarks tab.

How do I access the Benchmark Assessments and Performance Task?

1. Click on **Assessment** and select the **District Benchmarks** tab.

2. Use the drop down menu under **Benchmarks (District) 14-15** to select the desired assessment. Notice that Spanish, Modified and Performance Task assessments are in individual folders.
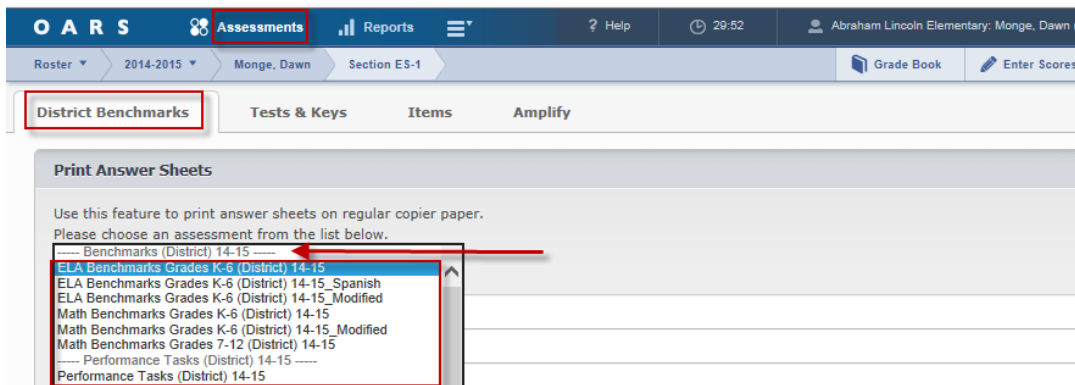


How do I generate a scan sheet for my students?

3. Select the **Printer** icon to the right of the appropriate assessment. The pop up window will allow you to select **Print Booklet**, **Print Rationale** or **This Class** to print answer sheets. This will generate a .PDF copy of your scan sheets, one per student.
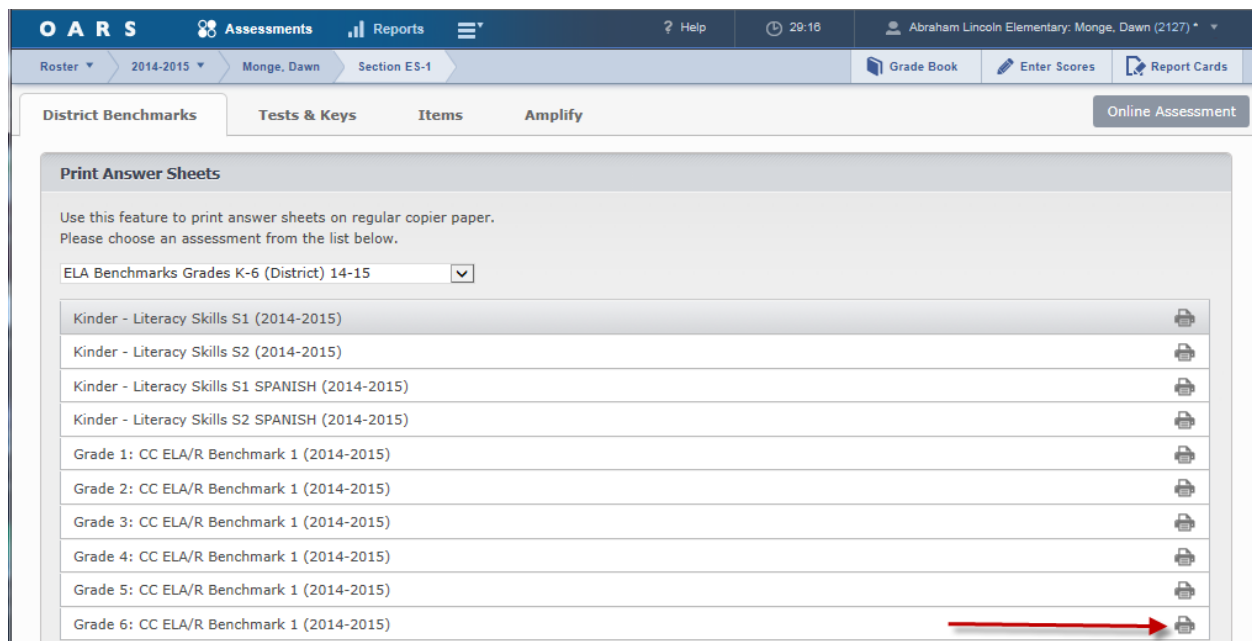
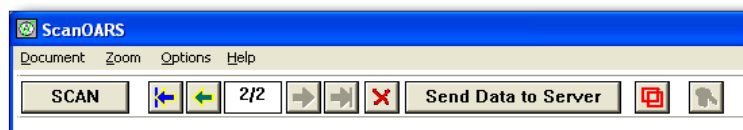**Read this before your print your scan sheets.**

ScanOARS uses plain paper scanning. Answer documents are pre-printed for each student. You can also generate blank scan sheets for new students. **Because OARS is updated every night, your student rosters should be current with few exceptions.**

- Print your scan sheets on a laser print (not an inkjet printer)
- Do not print forms if you are low on toner. ScanOARS may have difficulty recognizing the form layout.
- If you print a blank form, make sure any copies you make are clear, dark and free of extraneous marks.
- Do not use pre-filled documents as templates for other students.
- Do not staple, bend or tamper with the documents.
- **Be sure that your printer settings are correct**. When you open a pdf document and go to print, you may notice that the printer settings are defaulted to (Shrink to Actual Size, Fit or Shrink Oversized Pages). Do not select any of these options. **Make sure your setting is "Actual Size" or "None".** If you do not, ScanOARS may not be able to read the scan sheets and you will need to reprint and re-bubble to correct the problem.
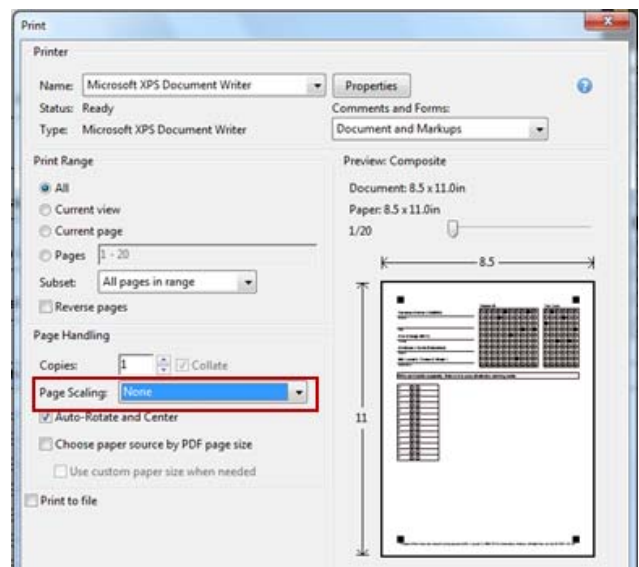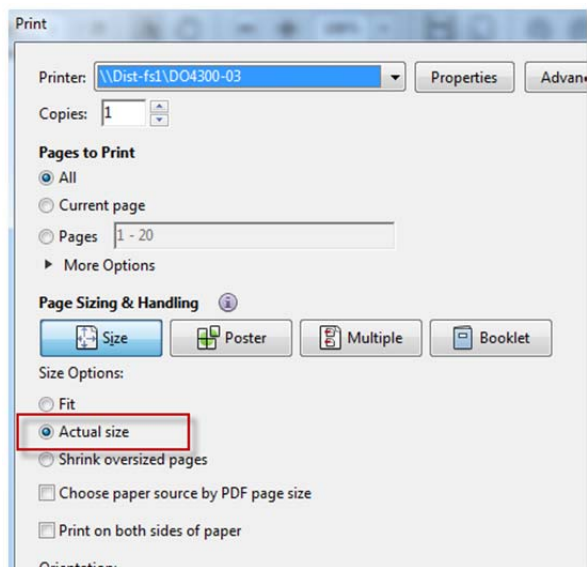
**Step 1: Scan/Load the Documents**

1. Open ScanOARS from the desktop of the computer connected to the scanner and log on with your OARS username and password.
2. Place your scan sheets face up, head in, onto the automatic document feeder of the scanner.
3. Click **Scan**. Each document will be evaluated as it is scanned.

Step 2: Review Data

Oftentimes students will incorrectly bubble in two answers, make erasures, or otherwise tamper with the document. For this reason, it is imperative that data is reviewed following scanning. ScanOARS provides an easy, quick, and effective way of cleaning up document data. As each document is scanned, the software will detect all marked bubbles, and outline them in green. Multiple marks within the same field will be outlined in red.

A mark has been detected

Multiple marks have been detected

Selected mark

Step 4: Send Data to Server

1. Following review of the data, **click** on **Send Data to Server**. This will transmit the data directly to OARS.
2. When the Transfer Successful pop up appears, **click OK**.

Step 5: Approve Data in OARS

The next time you log into OARS, you'll be able to review the scanned data one more time, before making it available for reports. Please note that only the person who scans and uploads the forms can review them in OARS.

3. Log-in to OARS at www.oars.net.
4. Use the drop down menu [icon] to select **There are Scan OARS forms that need to be approved**.
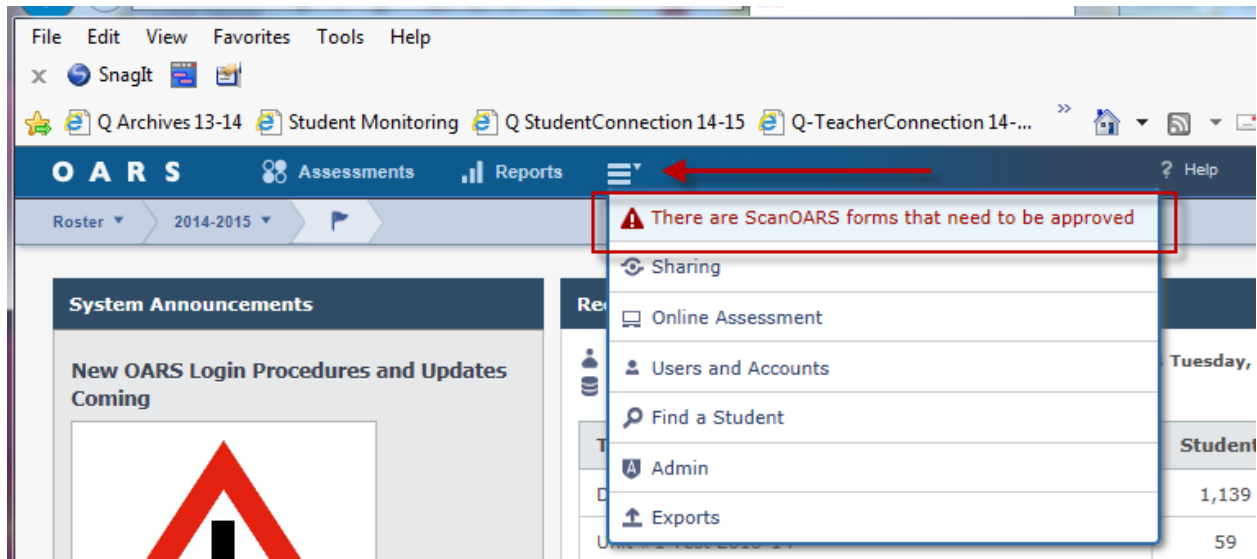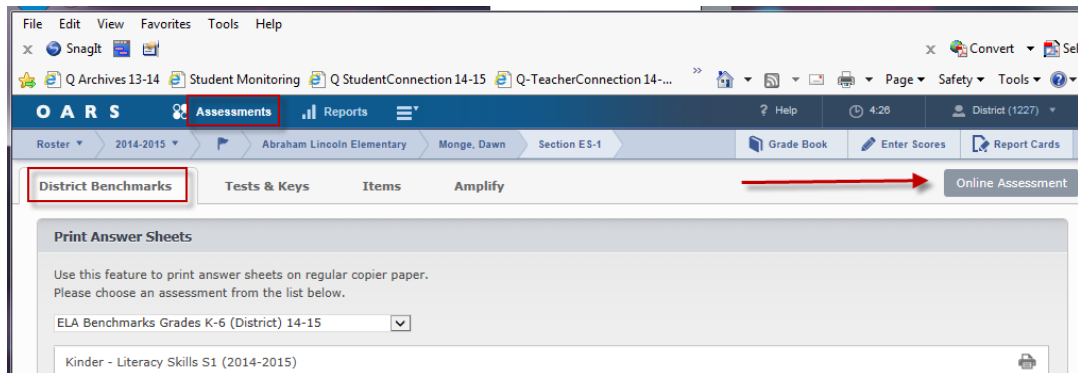

5. Select the assessment to review. If you select **Show Responses** you can view the answers each student selected. **Hide Responses** will take you to the student list.
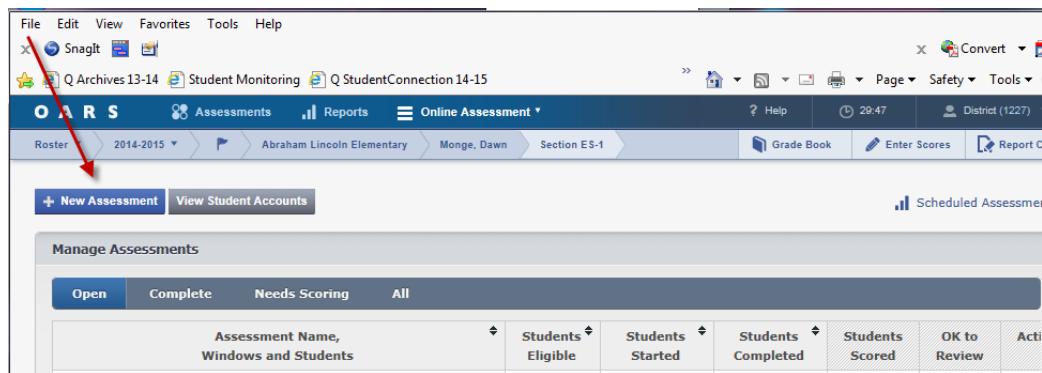6. Once you are satisfied click on **Approve Data**.
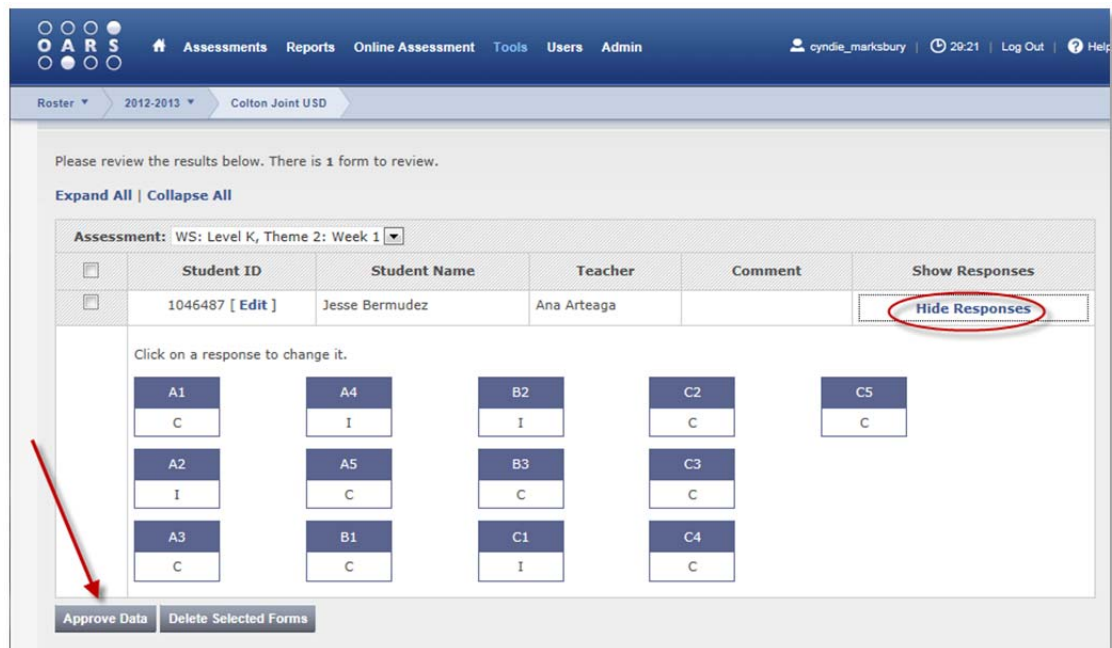
How do I schedule an assessment for Online administration?
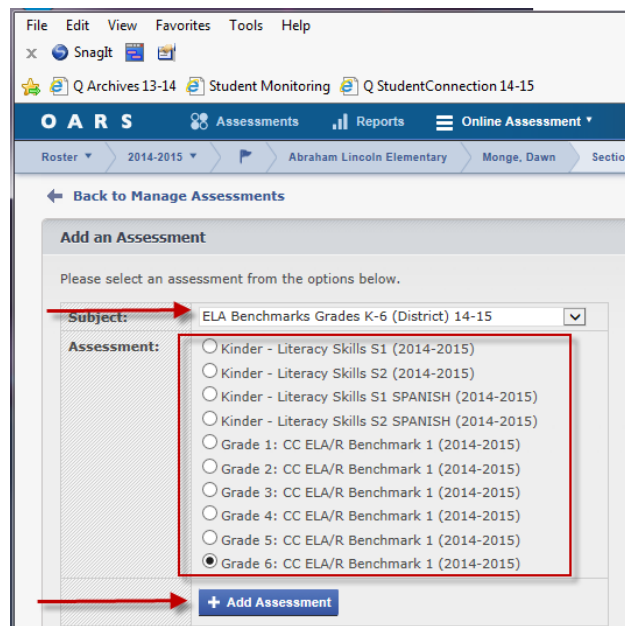
1. Click on **Assessments** and then select **District Benchmarks**.

2. Click on **Online Assessment**.

3. Select **New Assessment.**

4. Use the **Subject** drop down box to select the Subject**.** The list of available assessments will appear. Select the appropriate assessment and click **Add Assessment**.

Configure the Assessment

Adding an Assessment Window

Once an assessment has been added, you can add a window and customize options prior to administering it.

1. Click on **Add Window** to create a testing window for taking the assessment.

2. In the pop-up window, select the start date and time and the end date and time. Enter the date and time below for Benchmark 1.

   Start Date and Time: 9/11/2013 – 7:00 am
   End Date and Time: 10/2/2013 – 4:00 pm

   This window denotes when a student will be able to log in to take the assessment. When you are done creating the window, click **Continue.** Remember that the window will be open for 24 hours unless otherwise noted.

Adding Assessment Options

The **Assessment Options** enable you to configure the assessment in the following ways:

- **Randomize Order of Questions Displayed to Students** should be set to **OFF.**

- **Allow Students to Save and Continue Later** should be set to **ON**.

- **Set a Limit of _____ Minutes from the Time the Student Starts the Test** should be set to **OFF.**

- **Display Constructed Response Item(s) to Students.**
  This option will allow students to view and respond to Constructed Response Items on the

assessment. Enable this option to allow students to respond to Constructed Response Items online. You will be able to read the responses and score these items later. Disable this option to administer Constructed Response Items on paper and enter student scores using Scanning or the Scores Editor. **This option will only display if there is a Constructed Response question on the assessment.**

**Assigning the Assessment to a Group of Students**

1. Prior to administering the assessment and viewing student account information, you must assign the assessment to a specific class or Intervention Group. If you teach a combination class you may need to create an Intervention group for each grade level. You can then assign grade level specific assessments to the desired group. Click on **Add/Edit Students** to select a group of students to take the assessment.

2. Navigate through classes and Intervention Groups by clicking on the "+" symbols. Check the box next to a class or Intervention Group to assign students to this assessment. You may assign any combination of classes and and/or Intervention Groups.
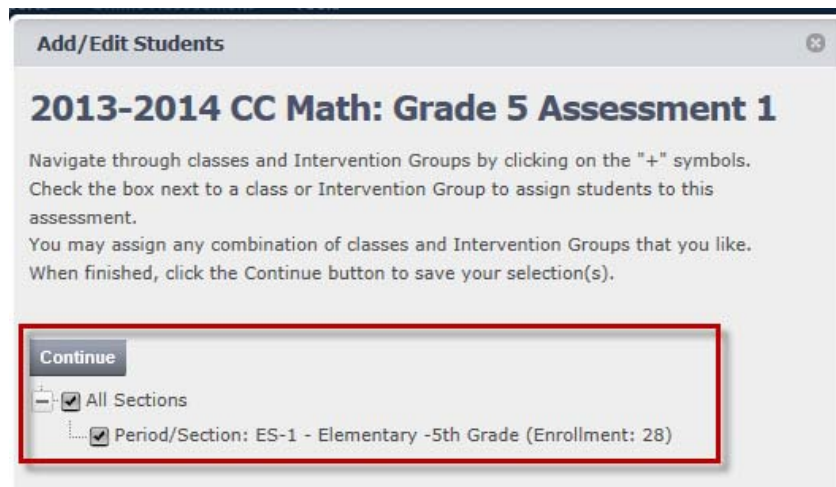
3. When finished, click the **Continue** button to save your selection. To print student login credentials, select **View Student Accounts**.

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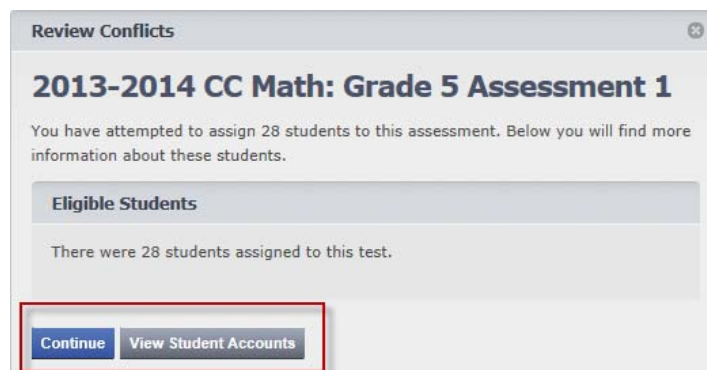
View Student Accounts

Each student will need to know his or her username and password to access the Online Assessment Module. The View Student Accounts page will allow you to print a class list of usernames and passwords for all students as well as set a single password for all students.

When finished, click **Back to Manage Assessments** to return to the Online Assessment Management page. You should see your assessment and window displayed as well as options to Edit, View and Preview the assessment
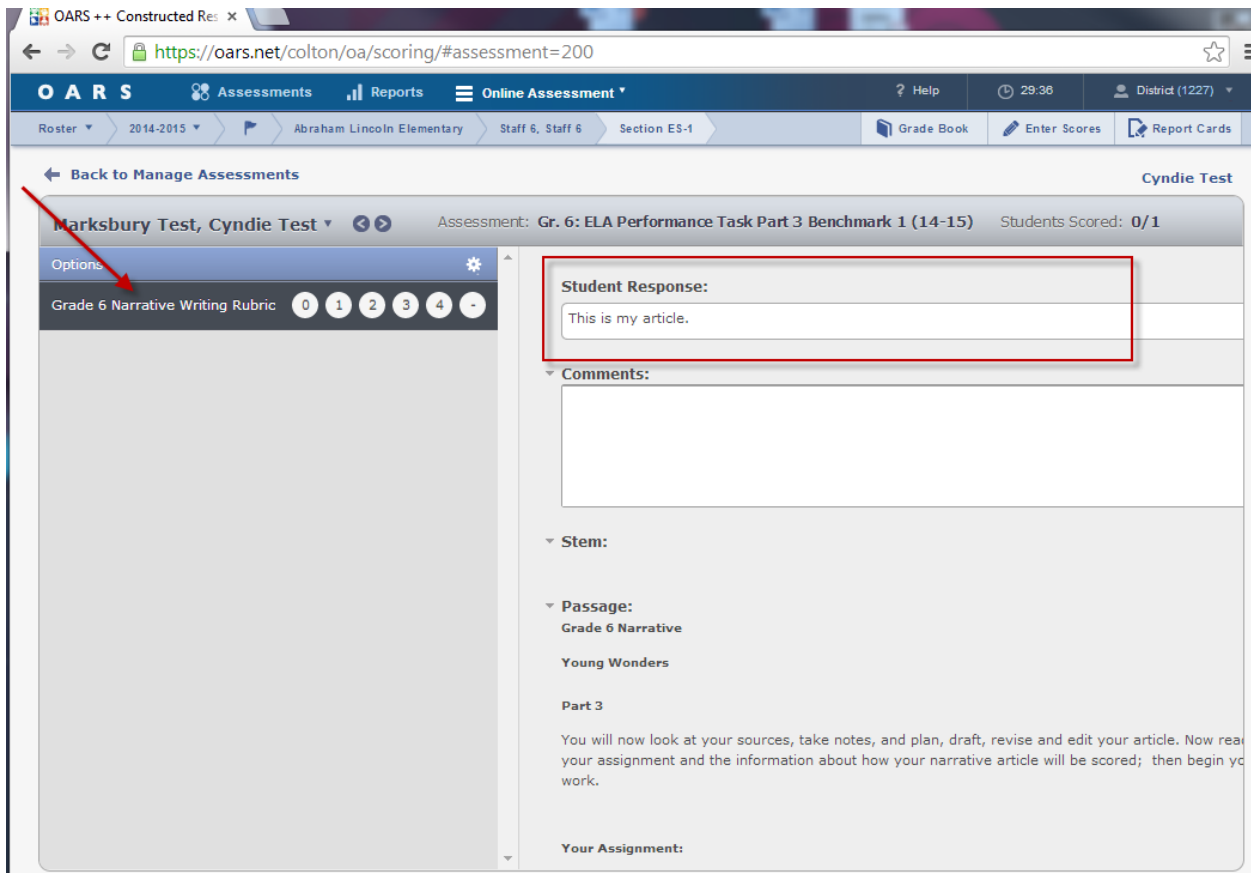
Scoring Constructed Response

1. From your Manage Assessments window select the **Lightening Bolt** and select **Score Constructed Responses**.
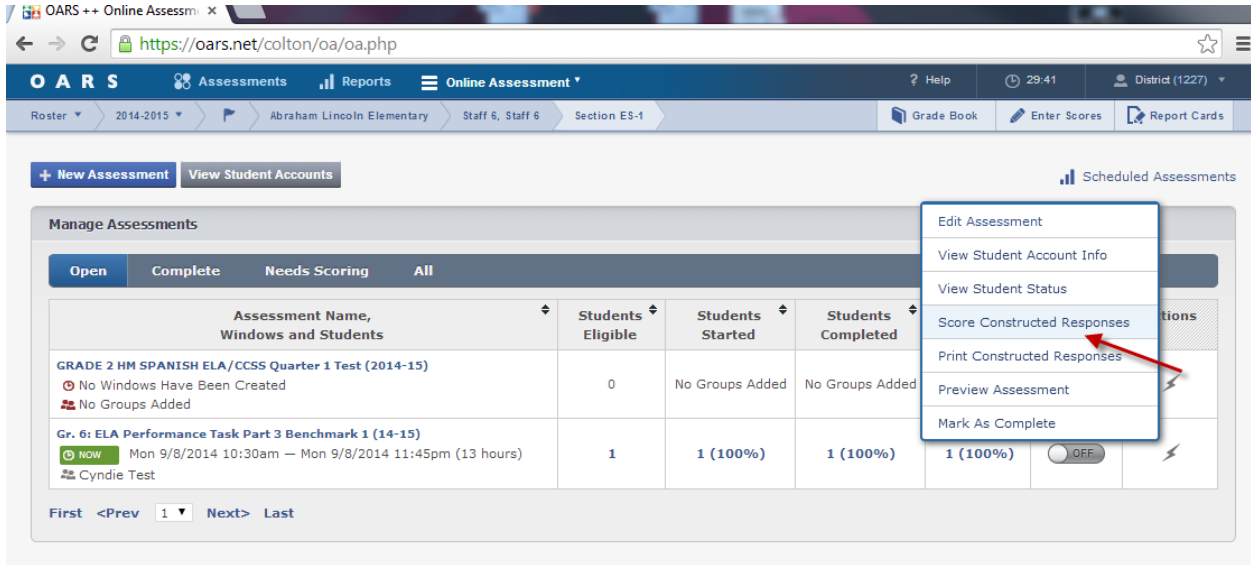
2. The student response will display. Use the Scoring Options on the left to assign a rubric score.

Report Results for your Assessments

Reports for assessments are found under the Reports tab. There are two main types of reports available for your assessments. Each of these reports is interactive and allows for various views and filters.

Item Analysis – The Item Analysis report shows how many students responded to individual questions on an assessment. Views include summary by item, standard and cluster as well as detail for individual students by item, standard and cluster. Color-coding and percents are available as well. Reports can be sorted and disaggregated.

Benchmark Report – The Benchmark report shows the teacher how well students have performed in any number of assessment areas. Reports can be generated for one assessment period (showing all results from that assessment), or for one assessment area (showing progress overtime in that area). The color-coding identifies which students have met the benchmark in each assessment area and which have not. Reports can be sorted and disaggregated.

1. Click on the **Reports Tab.**
2. Select either the **Item Analysis or Benchmark Report.**

3. The **Reports Details** screen will display.
4. Use the drop down menu to select the **Subject or Benchmark**.
5. If you are a teacher, the report will default to your school and class. If you are a district or school level user, you will need to select the appropriate school and/or teacher and section.
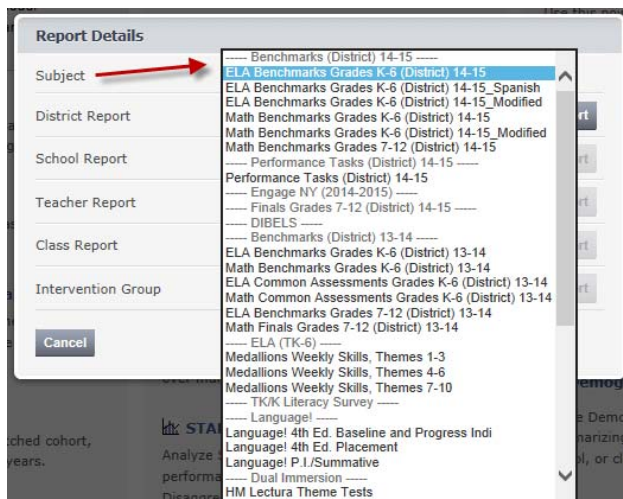
Please contact Cyndie (6563), Barbara (6571) or Gracie (6570) if you have questions or need assistance with assessments. cyndie_marksbury@cjusd.net, barbara_rojas@cjusd.net, altagracia_gutierrez@cjusd.net

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