

How To: Use District-Level Student Online Assessment Management

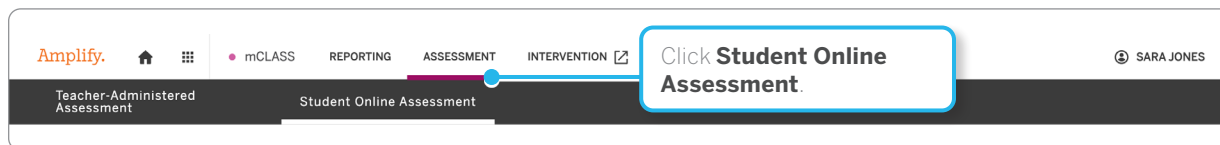
Welcome to district-level Student Online Assessment Management, where you assign online benchmark assessments to all students in the schools in your district by grade level and time of year (TOY).

- You can assign assessments for any benchmark period, either before the window opens or during the window. Assigned assessments display in students' online assessment lists as soon as the benchmark window opens.
- District-level assignment applies to all schools in the district for the selected grade and TOY.
- District-level assignment is for benchmark assessments only.
- Assessment assignments made by teachers at the class level are not affected by district-level assessment assignments.
- Teachers can remove district-assigned assessments from the students in their classes. Please make sure that teachers are instructed to check their district policies before removing assessment assignments.

Accessing the Student Online Assessment Management Page

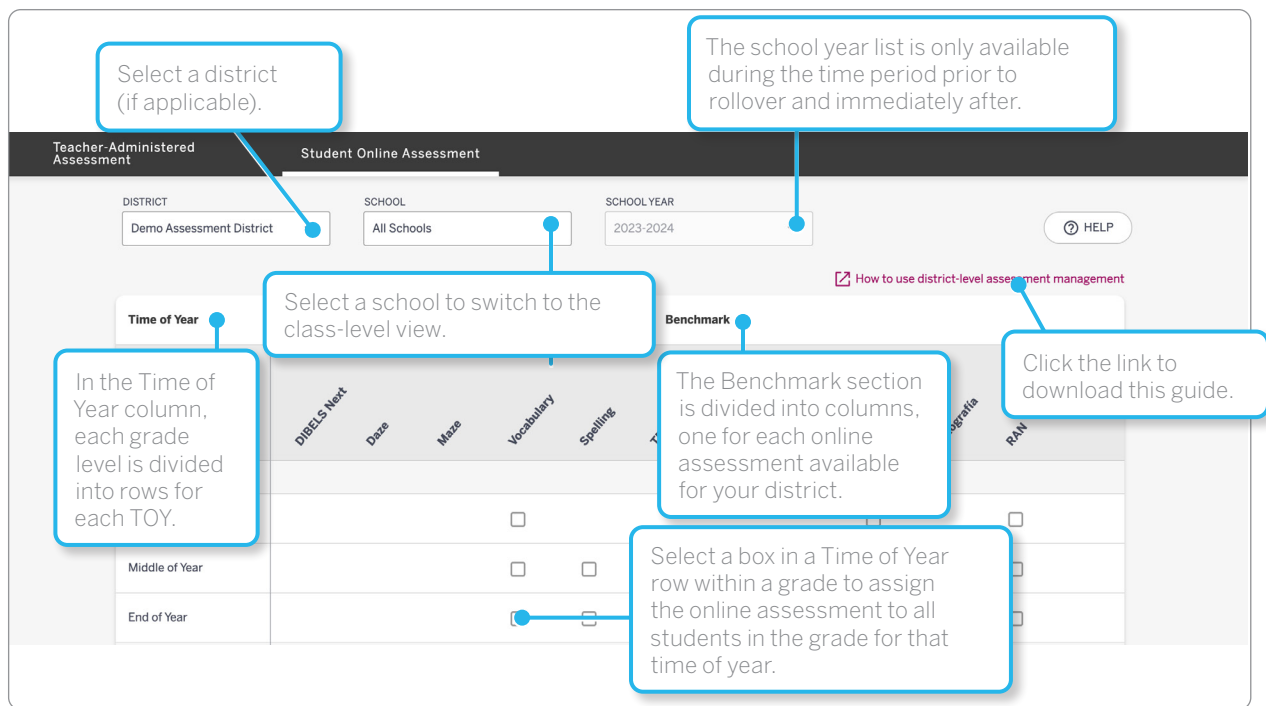
To access the Student Online Assessment Management page:

1. Click **Assessment** in the Amplify navigation. The Teacher-Administered Assessment page displays.
2. Click **Student Online Assessment**.



The district-level view of the Student Online Assessment Management page displays.

Navigating the Student Online Assessment Management Page District-Level View



District, School, Class/Group

Below the navigation are the District, School, and Class/Group lists:

- If you have access to multiple districts, you can click the District list to select a different district.
- When you navigate to the Student Online Assessment Management page, the School list displays All schools because you are in the district-level view and your selections on this page apply to all schools in the selected district.
- The Class/Group list is grayed out in the district-level view because you can only select classes or groups in the class-level view.
- Switch to the class-level view of Student Online Assessment Management by selecting a school from the School list. The page switches to the class-level view for the selected school, where you can select a class or group to view. Please see the [Student Online Assessment Management Quick Start guide](#) for an overview of the class-level view of the Student Online Assessment Management page.

Student Online Assessment Management Guide

Click **How to use district-level assessment management** to open this guide.

Benchmark Table

The Benchmark table is where you assign online benchmark assessments. Any selections you make on the Student Online Assessment Management page are saved automatically.

Time of Year	Benchmark					
	Maze	Vocabulary	Spelling	TRO	Decoding	RAN
Kindergarten						
Beginning of Year	<input checked="" type="checkbox"/>					<input type="checkbox"/>
Middle of Year	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
End of Year	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Grade 1						
Beginning of Year	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Middle of Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End of Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 2						
Beginning of Year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Middle of Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End of Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 3						
Beginning of Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Middle of Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
End of Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- The Time of Year column lists all grade levels for the schools in the currently selected district.
- Each grade level contains three rows for the three TOYs: Beginning of Year, Middle of Year, and End of Year.
- The Benchmark section includes columns for all the online assessments your account is licensed to.

Assign Online Benchmark Assessments

This section describes how to manage online benchmark assessments for the schools in your district. You can select to assign any online benchmark assessment during any time of year to your schools by grade level, provided the assessment is available for that grade level.

To assign assessments:

1. Navigate to the Student Online Assessment Management page.
The district view of the Student Online Assessment Management page displays when you navigate to the page.
2. If you have access to multiple districts, make sure that you have selected the correct district from the District list.
3. In the Benchmark table, find the grade level and TOY row and the column of the online assessment you want to assign, and select the appropriate box.

Time of Year	Benchmark					
	Maze	Vocabulary	Spelling	TRO	Decoding	RAN
Kindergarten						
Beginning of Year		<input checked="" type="checkbox"/>				<input type="checkbox"/>
Middle of Year	<input type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
End of Year	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Check boxes display in a grade level TOY row only if the corresponding assessment is available for the grade level and TOY.

For example, in the screenshot, the grade level is Kindergarten so you can assign Vocabulary and RAN at BOY. However, for the other assessments in the benchmark section, no check boxes display in the BOY row because they are not available for Kindergarten BOY.

4. A check mark displays in the box you selected to show that the assessment is assigned, and the selected online assessment is assigned to all students of the selected grade level for the designated TOY.
5. To clear your selection and remove the assessment from students' assessment lists at all schools, select the box again to clear the check mark.

NOTE: When you clear a check box on the district-level view, this only removes the assessments that have been assigned at the district level from students' assessment lists. Assessments that have been assigned to individual students at the class level are not affected by district-level selections.


For example, you assign Maze to Grade 3 students for BOY. A teacher at a school in your district had already assigned Maze to her Grade 3 class the day before. If you later clear the box for Grade 3 BOY Maze to remove it from students' assessment lists, the teacher's assessment assignment is not affected. The Grade 3 class will still be assigned Maze for BOY.

6. On the first day of the window the assessment was assigned for, the assessment will display in students' lists of assigned measures in the student assessment platform.

For example: You assign Maze to Grade 3 for MOY before the MOY benchmark window opens. If students log in to the student assessment platform before MOY, they will not see Maze in their assessment lists. When they log in to the platform on the first day of MOY, they will see Maze.

For More Information


To learn more about mCLASS:

- Click the **Help icon**  that displays in mCLASS to open the help for your assessments and view specific information about assessing your students and interpreting their results.
- Access professional learning resources and student materials for your mCLASS assessments by clicking **Programs & Apps** in the Amplify navigation and clicking the **PD Library** icon.
- Access mCLASS resources by clicking **Programs & Apps** in the Amplify navigation and clicking the **mCLASS Resources** icon.

Contact Us

If you have questions that haven't been answered by this guide, our Amplify Customer Care and Support representatives are standing by Monday through Friday, 7 a.m. to 7 p.m. ET, to assist you.

By Chat

Click the **Amplify chat icon**  to open the Amplify chat panel. You can send a message to initiate a live chat with an Amplify Customer Care and Support representative.

By Phone

You can reach our technical support and pedagogical support representatives at (800) 823-1969.

By Email

You can email our support representatives at help@amplify.com if you have an issue or concern that doesn't require an immediate response. Please use a descriptive subject so we can direct your message to the appropriate representative, and be sure to include as much detail as possible, including screen shots, error codes, and any other information that provides the context necessary to help us work with you to resolve the issue.