



Administrator's Guide

Release 4.5

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Chapter 1: Getting to Know Acuity

Overview of the User's Guide

The Acuity Administrator's Guide gives you step-by-step instructions on how to use CTB/McGraw-Hill's Online Acuity Program to perform administrative functions. The guide is divided into chapters, each of which can be used independently to cover just the topics that interest you. Alternatively, you can read the entire guide for a thorough introduction to the administrative functions that need to be performed to enable your organization to use the Acuity online system. A separate user guide exists that gives step-by-step instructions on how to use Acuity.

What is Acuity

Acuity is an online/paper-pencil comprehensive program that includes an integrated suite of diagnostic and predictive benchmark tests for Math and Reading covering Grades three through eight and the high school NCLB test.

Acuity includes the following components:

- Predictive Tests (3 per year) that model the state NCLB test blueprints, in terms of content coverage of each standard and sub-content area
- Diagnostic Tests (up to 6 per year)
- Immediate Reporting Capabilities
- Instructional Resources
- Custom Tests, which utilize an item bank of 20,000 items

What is Acuity Algebra

Acuity Algebra is a comprehensive set of online Algebra placement and assessment tools for Grades 7-12.

Acuity Algebra includes the following components:

- Readiness Exam is a 40-item test that can be used to assist teachers and administrators in placing students in the appropriate math program. The test is designed to be given to students who are eligible to take an Algebra I class in the upcoming year.
- Formative Assessments (13 pre-made tests) test a comprehensive series of concepts that are typically taught in Algebra 1.
- Custom Test utilize a Formative Item Bank containing 500 selected response items, including those items found in the Formative Assessments as well as some geometry items.
- Proficiency Exam assesses all four of the 2001 National Council of Teachers of Mathematics (NCTM) Algebra standards for grades 9-12. The Proficiency Exam is intended to be given at the end of the school year to assess the student's knowledge and mastery of the concepts that are most widely taught in Algebra 1.

What is Acuity Science

Acuity Science is a complete assessment solution for Science.

Acuity Science includes the following components:

- Early indicator and predictive exams are available for the grades in which given states complete summative exams (grade bands three through five and six through eight). These tests align to the state NCLB test blueprints, in terms of content coverage of each standard and sub-content area.
- Custom tests which utilizes a formative item bank.

Assistance and Support

Acuity support is available via phone or online as follows:

Phone: 1-800-282-4705 (8:00 a.m. to 6:00 p.m. E.S.T.)

For Indiana customers: 1-800-282-1132

For West Virginia customers: 1-866-282-2250, Option 1

Email: Acuity@ctb.com

For Indiana customers: INAcuity@ctb.com

Website: www.acuityforschool.com

Overview of Online Acuity

Online Acuity enables an educational organization to test its students online and to obtain feedback on how well they performed.

To do this, some administrative tasks must be performed. Educators (users) in the organization must be set up in Acuity, so that the work of maintaining student data, making tests available for scheduling, setting up test sessions, and reporting on results can be shared among staff. To protect the data in Acuity, users are assigned to a hierarchy level (e.g., District, School or Class) in the organization and are given user roles (e.g., District Administrator, School Administrator, Test Coordinator, Teacher) that control what tasks they have permission to perform within the system. (See "Chapter 2: Understanding Roles, Hierarchy and Permissions" and "Chapter 3: Managing Educators").

Similar to educator profiles, student profiles must be set up and maintained, so that the system can accurately match performance on a test to a particular individual (this is covered in the Acuity User's Guide).

After profiles are in place, students can be assigned to a test session or assigned an exercise by any user with permission to do so. Assignment to a session means that the students are expected to log on during a specific window of time, when a particular test will be administered to them (See "Chapter 7: Managing Assessments"; other test features are covered in the Acuity User's Guide).

Students log in to the Acuity online test client using a unique username and password. As students respond to the test items, their responses are recorded in Acuity. Once students finish the test, their responses are scored either electronically or manually and the information is stored in Acuity (See "Chapter 8: Score and Scan Processing"; the student experience is covered in the Acuity User's Guide).

Chapter 2: Understanding Roles, Hierarchy & Permissions

Roles and Hierarchy within Acuity

Every educator is assigned one or more roles that are associated with one of four hierarchy levels within Acuity. The table below shows each of the eight roles within Acuity and the eligible hierarchy levels to which it can be assigned.

Role	Applicable Hierarchy Levels
Super User	Multi District (Group), District, and School
Mult-District Report User	Multi District (Group), District, and School
Test Coordinator	District, School, and Class
Observer	District, School, and Class
Scorer	District, School, and Class
District Administrator	District
School Administrator	School
Teacher	Class
Student	No Level is associated

Permissions Definitions

Each role type is assigned administrative, report, instructional resources, and assessment permissions which define what functionality the user can perform. The system is set up with default permissions for each role but can be modified by the Super User of the organization.

The permissions associated with the role are applicable to the level with which the user is associated and all the hierarchy levels below it. For example, a school administrator can view all levels below him at his school.

The table below defines the available permissions that can be assigned to each role. Remember, the educational organization can change the default functionality of most roles to meet the needs of the organization. Note: The role of Super User is not updated through the Acuity system. The user associated with this role will be set up through CTB/McGraw-Hill's Customer Operations.

#	Permission Name	Description
Management		
1	Manage Students	Provides the user ability to perform the following actions associated with a student. <ul style="list-style-type: none"> • add, edit, and delete a student • modify a student's password
2	Manage Teachers	Provides the user ability to perform the following actions associated with a teacher. <ul style="list-style-type: none"> • add, edit, and delete a teacher • modify a teacher's password • assign an existing user to the teacher role
3	Manage School Administrators	Provides the user ability to perform the following actions associated with a school administrator. <ul style="list-style-type: none"> • add, edit, and delete a school administrator • modify a school administrator's password • assign an existing user to the school admin role
4	Manage District Administrators	Provides the user ability to perform the following actions associated with a district administrator. <ul style="list-style-type: none"> • add, edit, and delete a district administrator • modify a district administrator's password • assign an existing user to the district admin role
5	Manage Test Coordinators	Provides the user ability to perform the following actions associated with a test coordinator. <ul style="list-style-type: none"> • add, edit, and delete a test coordinator • modify a test coordinator's password • assign an existing user to the test coordinator's role
6	Manage Observers	Provides the user ability to perform the following actions associated with an observer. <ul style="list-style-type: none"> • add, edit, and delete an observer • modify an observer's password • assign existing user to the observers role

#	Permission Name	Description
7	Manage Scorers	Provides the user ability to perform the following actions associated with a scorer. <ul style="list-style-type: none"> • add, edit, and delete a scorer • modify a scorer's password • assign existing user to the scorer role
8	Manage Classes	Provides the user ability to perform the following actions associated with a class. <ul style="list-style-type: none"> • add, edit, and delete a class • add or delete a student from a class
9	Manage Student Password Settings	Allows user to manage school- and district-level password settings depending on the user's hierarchal level.
10	Manage Data Extract	Allows user to identify criteria to be used to generate and view data extracts. Note: In addition, the user must also have one of the following three permissions to extract test data: View All Diagnostic Reports, View All Predictive Reports or View Custom Test Reports.
11	Rostering	Allows an Acuity user to perform uploads of educator/class and student information files and view reports associated with these uploads.
Reports		
12	View All Diagnostic Reports	Provides the user ability to view AYP, assessment, item analysis, roster, portfolio and summary reports for diagnostic assessments.
13	View All Predictive Reports	Provides the user ability to view AYP, assessment, item analysis, roster, portfolio and summary reports for predictive assessments.
14	View Expected Test Performance	Provides the user ability to view a graph of student performance. This is only supported on predictive assessment reports. This permission is only displayed if the district is using predictive assessments.
15	View All Algebra Proficiency Reports*	Provides the user ability to view assessment, item analysis, roster and portfolio reports for algebra proficiency assessments.
16	View All Algebra Readiness Reports*	Provides the user ability to view assessment, item analysis, roster and portfolio reports for algebra readiness assessments.

#	Permission Name	Description
17	Provide Reports to Students	When making an assignment, provides the user ability to give students access to their reports.
18	View Custom Test Reports	Provides the user ability to view custom test reports.
19	View Prior Year Reports	Provides the user with the ability to view data from previous academic years. This permission is only displayed if the district has reports from a prior year to be viewed.
20	View All Multit-District Diagnostic Reports	Provide the user ability to view multi district roster reports for diagnostic assessments. Note: This permission is not included on the permission screen. It is untended for Multi District Report User only.
21	View All Multi District Predictive Reports	Provide the user ability to view multi district roster reports for predictive assessments. Note: This permission is not included on the permission screen. It is untended for Multi District Report User only.
22	View Custom Student Progress Report	Provides students the ability to only view Student Custom Progress Reports.
23	View Diagnostic Student Progress Report	Provides students the ability to only view Student Diagnostic Progress Reports.
24	View Predictive Student Progress Report	Provides students the ability to only view Student Predictive Progress Reports.
Instructional Resources		
25	Assign/Preview Instructional Resources	Provides the user ability to assign or unassign a student to an instruction; provides a user with the ability to preview and/or print instruction.
26	View Instructional Resource Reports	Provides the user ability to view instructional resource reports.
27	Automatically Assign Exercises	When making an assignment, provides the user ability to automatically assign instructional resources to students falling within user-specified percentage or tier range.
Tests		
28	Assign Diagnostic Tests	Provides the user ability to view, add, edit, assign, and delete a diagnostic test assignment.
29	Assign Predictive Tests	Provides the user ability to view, add, edit, assign, and delete a predictive test assignment.
30	Assign Algebra Proficiency Tests*	Provides the user ability to view, add, edit, assign, and delete an algebra proficiency test assignment.

#	Permission Name	Description
31	Assign Algebra Readiness Tests*	Provides the user ability to view, add, edit, assign, and delete an algebra readiness test assignment
32	Custom Tests	Provides the user ability to view, add, edit, delete, and score a custom test assignment; create a custom test; view, edit, and delete a custom test; share a custom test.
33	Diagnostic Item Bank for Custom Tests	Provides the user ability to access the Diagnostic Item Bank when creating custom test. This permission is only displayed if district is using diagnostic assessment and has chosen to use this option.
34	View Item Statistics	Allows users to see item statistics from custom test building as well as from assessment and item analysis reports via the Item Detail page. Item statistics can include statistics at the class, school, district or state levels.
35	Print Test Instructions	Provides the user ability to view and print test instructions (html preview and PDF file).
36	Print/Preview Test	Provides the user ability to preview and/or print a test (online preview and PDF file) for predictive, diagnostic, custom, and algebra proficiency assessments.
37	Print Preview Test – Algebra Readiness*	Provides the user ability to preview and/or print algebra readiness tests (online preview and PDF file).
38	Print CR Answer Sheets	Provides the user ability to print constructed response answer sheets (PDF file).
39	View Assignment Status	Provides the user the ability to view assignment status.
40	View Answer Key	Provides the user ability to view and print answer keys for diagnostic, predictive, and algebra proficiency assessments.
41	View Answer Key – Algebra Readiness*	Provides the user ability to view and print algebra readiness test answer keys.
42	Manage Testing Programs	Provides the user ability to enable/disable testing programs, edit testing sessions and associate assessments with testing sessions. Note: This permission is not included on the permission screen. It is automatically given to District Administrators and Super Users at district level.

#	Permission Name	Description
43	Manage Assessment Profiles	Provides the user ability to edit properties in an assessment profile. Note: This permission is not included on the permission screen. It is automatically given to District Administrators and Super Users at district level.
44	Author Items	Provides the user ability to create items.
45	Approve Items	Provides the user ability to approve items to go into production.
Scanning		
46	Score CR/Grid-In Test Items	Provides the user ability to score Constructed Response and Grid-In items on a test assignment.
47	Score MC/FIB Test Items	Provides the user ability to score multiple choice and fill-in-the-blank items on a test assignment.
48	Generate Assignment Roster File	Provides the user ability to generate a test assignment roster file. A test assignment roster file is either sent to an external vendor or used internally to create pre-coded answer sheets for scanning.
49	Print Barcode Labels	Provides the user ability to print barcode labels to be used only for OMR scanning.
50	Upload Scanned Diagnostic/Predictive Results	Provides the user ability to upload a file containing scanned assessment results for diagnostic and predictive tests. Note: In addition, the user must also have either the View All Diagnostic Reports or View All Predictive Reports permission.
51	Upload Scanned Custom Test Results	Provides the user ability to upload a file containing scanned assessment results for custom tests. Note: In addition, the user must also have the View Custom Test Reports permission.
52	Upload Scanned Proficiency/Readiness Results*	Provides the user ability to upload a file containing scanned assessment results for Acuity Algebra proficiency and readiness tests. Note: In addition, the user must also have either the View All Algebra Proficiency Reports or View All Algebra Readiness Reports permission.

* This permission is only displayed if the district is using Acuity Algebra.

Default Permissions

Every role in the Acuity system is associated with default permissions. The permissions associated with the role can be modified by the user that has the privilege to manage the roles to meet the organization's needs.

The following table shows the default permissions for each role.

#	Roles	Super User	Multi-Dist. Report User	Dist. Admin	School Admin	Test Coordinator	Teacher	Observer	Scorer	Student
	Permissions									
Management										
1	Manage Students	X		X				N/A	N/A	N/A
2	Manage Teachers	X		X	X	N/A	N/A	N/A	N/A	N/A
3	Manage School Administrators	X		X	N/A	N/A	N/A	N/A	N/A	N/A
4	Manage District Administrators	X		N/A	N/A	N/A	N/A	N/A	N/A	N/A
5	Manage Test Coordinators	X		X	X	N/A	N/A	N/A	N/A	N/A
6	Manage Observers	X		X	X			N/A	N/A	N/A
7	Manage Scorers	X		X	X			N/A	N/A	N/A
8	Manage Classes	X		X	X		X	N/A	N/A	N/A
9	Manage Student Password Settings	X		X	X			N/A	N/A	N/A
10	Manage Data Extract	X	N/A			N/A	N/A	N/A	N/A	N/A
11	Rostering	X	N/A				N/A	N/A	N/A	N/A
Reports										
12	View All Diagnostic Reports	X	X	X	X		X	X		N/A
13	View All Predictive Reports	X	X	X	X		X	X		N/A
14	View Expected Test Performance	X	X	X	X		X	X		N/A
15	View All Algebra Proficiency Reports*	X	X							N/A

#	Roles	Super User	Multi-Dist. Report User	Dist. Admin	School Admin	Test Coordinator	Teacher	Observer	Scorer	Student
	Permissions									
16	View All Algebra Readiness Reports*	X	X							N/A
17	Provide Reports to the Student	X		X	X	X				N/A
18	View Custom Test Reports	X		X	X		X	X		N/A
19	View Prior Year Reports	X	X	X	X		X	X		N/A
20	View All Multi District Diagnostic Reports	N/A	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	View All Multi District Predictive Reports	N/A	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22	View Custom Student Progress Reports	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X
23	View Diagnostic Student Progress Reports	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X
24	View Predictive Student Progress Reports	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X
Instructional Resources										
25	Assign/Preview Instructional Resources	X		X	X		X			N/A
26	View Instruction Reports	X		X	X		X	X		N/A
27	Automatically Assign Exercises	X								N/A
Tests										
28	Assign Diagnostic Tests	X		X	X	X	X			N/A
29	Assign Predictive Tests	X		X	X	X				N/A
30	Assign Algebra Proficiency Tests*	X		X		X				N/A

#	Roles	Super User	Multi-Dist. Report User	Dist. Admin	School Admin	Test Coordinator	Teacher	Observer	Scorer	Student
	Permissions									
31	Assign Algebra Readiness Tests*	X		X		X				N/A
32	Custom Tests	X		X	X		X			N/A
33	Diagnostic Item Bank for Custom Tests	X		X						N/A
34	Item Statistics	X	X	X	X		X			N/A
35	Print Test Instructions	X		X	X	X	X			N/A
36	Print Preview Test	X		X	X	X	X			N/A
37	Print Preview Test – Algebra Readiness*	X								N/A
38	Print CR Answer Sheets	X		X	X	X	X			N/A
39	View Assignment Status	X		X	X	X	X			N/A
40	View Answer Key	X		X	X		X			N/A
41	View Answer Key – Algebra Readiness*	X								N/A
42	Manage Testing Programs	X**		X	N/A	N/A	N/A	N/A	N/A	N/A
43	Manage Assessment Profiles	X**		X	N/A	N/A	N/A	N/A	N/A	N/A
44	Author Items	X	N/A	X	X	X	X	N/A	N/A	N/A
45	Approve Items	X	N/A	X	X			N/A	N/A	N/A
Scanning										
46	Score CR/Grid Test Items	X		X	X	X	X		X	N/A
47	Score MC/FIB Test Items	X							X	N/A
48	Generate Assignment Roster File	X		X	X	X		N/A	N/A	N/A
49	Print Barcode Labels	X		X	X	X		N/A	N/A	N/A

#	Roles	Super User	Multi-Dist. Report User	Dist. Admin	School Admin	Test Coordinator	Teacher	Observer	Scorer	Student
	Permissions									
50	Upload Scanned Diagnostic/Predictive Results	X		X	X	X		N/A	X	N/A
51	Upload Scanned Custom Test Results	X		X	X	X	X	N/A	X	N/A
52	Upload Scanned Proficiency/Readiness Results	X		X	X	X		N/A	X	N/A

* Only available to Acuity Algebra customers

** Only applies to super user at a district level.

X = Role has this permission by default

Blank = Role can be granted this permission

N/A = Role cannot be granted this permission

Update Permissions for a Selected Role

Only the Super User will have access to change the permissions of a role. This change will apply to all users assigned to that role.

1. Click **Management** on the Main Menu.
2. Click **Permissions**.
3. Select a role.
4. Click **Manage Permissions**.

Manage Permissions

Search for Permissions

Role: Teacher ▼

Manage Permissions ▼

Permission Impact

ⓘ Warning: Permission changes have global impacts. Please review the impacts before saving your changes

Number of district(s) impacted: 1

Number of Teacher (s) impacted: 297

Permission Results

Management Permissions

Assign	Permission(s)	Assign	Permission(s)
<input type="checkbox"/>	Manage Students	<input type="checkbox"/>	Manage Scorers
<input checked="" type="checkbox"/>	Manage Classes	<input type="checkbox"/>	Manage Student Password Settings
<input type="checkbox"/>	Manage Test Coordinators	<input type="checkbox"/>	Manage Observers

Report Permissions

ⓘ Assigning a permission to the role will default the permission for any future assessments associated with the district. Assessments that are already associated with the district will retain the permission associated with the specific assessment.

You may modify a permission for a specific assessment or report by [clicking here](#).

Assign	Permission(s)	Assign	Permission(s)

5. Click the checkboxes to select permissions.
6. Click **Save Permissions**.

Chapter 3: Managing Educators

Educators need to be added to the system to manage students, schedule tests, and view report results. Although most organizations will add educators through a data load process, this chapter explains how to “manually” add a new educator, delete an educator or update existing educator information.

Add New Educator

1. Click **Management** on the Main Menu.
2. Click **Educators**.
3. Enter Search criteria.
 - a. Select a Role.*
 - b. Select a District.
 - c. Select a School.
 - d. Enter a First Name.*
 - e. Enter a Last Name.*
4. Click **Add New Educator**.
5. Enter additional profile information including Middle Name, ID Number, Email, User Name and Phone. Note: these fields are not required.
6. Click **Confirm and Assign Roles**.
7. Select Role(s) to assign - A user may have multiple roles. Note: The Select Role and Assignment/Edit role boxes default to what you selected in the search criteria (step 3).
8. Click **Show Roles** to display the Assignment/Edit Roles box for each selected role.
9. Assign each selected role to a level in the organization.
 - a. Select Level of Role.
 - b. Click the “+” symbol to expand the hierarchy table, if necessary. Click the checkboxes to select a level in the organization.
 - c. Click Assign Selected.

Select Role(s)

Select Role(s) to Assign:

Observer School Administrator

Scorer Teacher

Test Coordinator

(If you would like to modify a currently assigned role, please click on the Show Roles button)

Show Roles ▼

Assign/Edit Roles

Class Assignments will be made later.

Teacher - View explanation of level / role	Assigned Role
<p>Level of Role: class</p> <p><input type="checkbox"/> Acuity Training District A 2006</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Danby Road Elementary <input checked="" type="radio"/> Class-level role <input type="checkbox"/> Glen Arden Elementary <input type="radio"/> Class-level role <input type="checkbox"/> Haw Creek Elementary <input type="radio"/> Class-level role <input type="checkbox"/> Hominy Valley Elementary <input type="radio"/> Class-level role <input type="checkbox"/> Whites Creek Elementary <input type="radio"/> Class-level role 	<p><input type="checkbox"/> Acuity Training District A 2006</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #D9E1F2;"> <input type="checkbox"/> Danby Road Elementary Class-level role </div> <p style="text-align: center;">Remove Selected</p>

Assign Selected >>>

View Summary

10. Click View Summary.

* indicates required fields

Find an Existing Educator

1. Click **Management** on the Main Menu.
2. Click **Educators**.
3. Enter Search criteria.
 - a. Select a Role.
 - b. Select either a District or enter First or Last name.
 - c. Select a School (optional).
4. Click **Search** to display a list of educators who met the search criteria.
 - a. If an educator has not changed their default password, the administrator is able to view the educator's password.

Search Results						
Page 1 of 1				Show 25 results per page		
Name	ID	User Name	District	School	Class	Password
Culver, Tom		TOMCULVER1	2.6Dist1sc1cs1as	OneSchoolOnly		T\$K742-K Change

- b. Once an educator has changed his or her password, the administrator will no longer be able to view the educator's password.

Search Results						
Page 1 of 1				Show 25 results per page		
Name	ID	User Name	District	School	Class	Password
Kuhn, Heidi		HEIDIKUHN	Custom test Dist 2	school01		Change

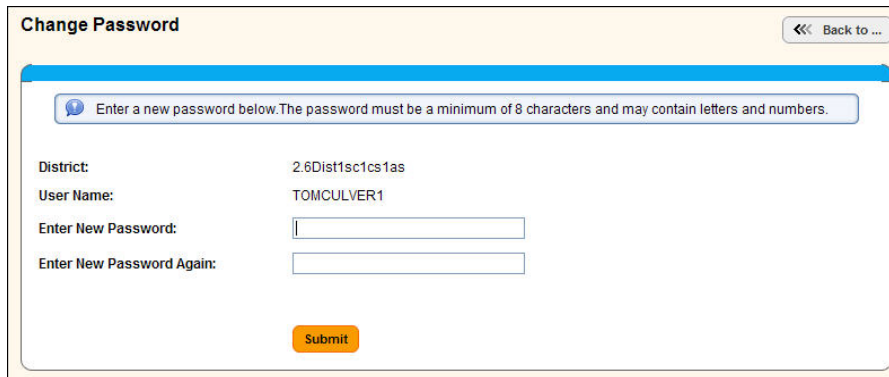
5. The following options exist from the Search Results box (See Edit Educator information section):
- Click desired educator's name to view additional information.
 - Click on the educator's corresponding 'Change' link to update the educator's password.

Delete an Educator

- Find an educator, following the steps above in the "Find an Existing Educator" section.
- Click desired educator's name to view additional information.
- Click **Delete Educator**.
Note: All class associations must be removed before a primary teacher can be deleted.
- Click **OK** to confirm deletion.

Edit Educator Information

- Find an educator following the steps above in the "Find an Existing Educator" section.
- Click desired educator's name to view additional information.
- Click **Edit User Details**.
- Modify desired personal information such as name, ID, email, phone, and password.
- Click 'Change Password' link to update a user's password.
 - Enter New Password.
 - Enter New Password Again.
 - Click **Submit**.



The screenshot shows a web form titled "Change Password". At the top right, there is a "Back to ..." button. Below the title, a blue banner contains a message: "Enter a new password below. The password must be a minimum of 8 characters and may contain letters and numbers." The form fields are as follows:

District:	2.6Dist1sc1cs1as
User Name:	TOMCULVER1
Enter New Password:	<input type="text"/>
Enter New Password Again:	<input type="text"/>

At the bottom center of the form is a yellow "Submit" button.

6. Click **Save and Assign Roles**.
7. Modify roles following steps seven through nine above in the "Add New Educator" section.
8. Click **View Summary**.

Chapter 4: Delete Students

Only a District Administrator or a Super User can delete a student that has a completed assignment. If there are completed assignments associated with the student, the system will display a warning stating that "There are assignments associated with the student Do you want to continue?"

If a student is deleted, the student's information will still be available in all Class, School, and District aggregate reports except Roster reports. All student-level reports will be available except the Student Longitudinal report.

Delete Students

1. Click **Management** on the Main Menu.
2. Click **Students**.
3. Click **Search/Add New Student**.
4. Enter Search criteria. You may want to keep your search criteria broad to ensure you select the correct students especially if there is a duplicate name. The following are four different approaches:
 - a. Enter all fields (District, School, and name) to narrow the search.
 - b. Select a District and a School for a list of all students in the school.
 - c. Enter a valid name.
 - d. Enter the Student ID.
5. Click **Search** to display a list of students who meet the Search criteria.
6. Click the corresponding student name link to view student information.
7. Click **Delete this Student**. Click **OK** to confirm deletion.

Chapter 5: Student Passwords

Districts are given two options regarding student passwords. They can force students to change their default password the first time the student logs in. On the other extreme, districts can prevent students from changing their password. These options are not mutually exclusive. Students can be forced to change their password the first time they log in to the system but not be allowed to change for subsequent logins. This option can also be set at a school or class level. The default is neither, meaning students don't have to change their password on login, but can change it anytime if they want.

Update Student Password

1. Click **Management** on the Main Menu.
2. Click **Student Passwords**.
3. The following options exist.
 - a. Click the corresponding checkboxes to force students to change their initial default password.
 - b. Click the corresponding checkboxes to not allow students to change their passwords.
4. Click **Save**.

School	District	Must Change Default Password on Login	Do Not Allow Students to Change Passwords
All Schools		<input checked="" type="checkbox"/>	<input type="checkbox"/>
High Mountain Middle	Grassmere School District	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tidewater Elementary	Grassmere School District	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Chapter 6: Data Extract

Data Extract allows you to download school, class, or student data in a comma delimited format. In addition to the Manage Data Extract permission, the user needs at least one of the following three permissions to extract corresponding assessment data:

- View all Diagnostic Reports
- View all Predictive Reports
- View all Custom Test Reports

Generate/View Data Extract File

Generate Data Extract File

1. Click **Management** on the Main Menu.
2. Click **Data Extract**.
3. Click **Generate Data Extract File**.
4. Enter Select Data Extract criteria.
 - a. Select an Extract Type. Click on the 'click here' link to view a file layout and field description for the selected extract type.
 - b. Select a Subject.
 - c. Select an Assessment Type
 - i. For Predictive or Diagnostic Assessment.
 1. Select Assessment Form Type.
 2. Select Grade of Assessment.
 - ii. For Custom Assessment.
 1. Select Custom Test Creator

The screenshot shows a web form titled "Select Data Extract Criteria". It contains the following fields and options:

- Extract Type:** A dropdown menu with "Class/Report Data" selected. To the right, there is a link: "To view the file layout and field description for the data extract [click here](#)".
- Subject:** A text input field containing "Mathematics".
- Assessment Type:** A dropdown menu with "Predictive" selected.
- Assessment Form Type:** A dropdown menu with "Any" selected.
- Grade of Assessment:** A dropdown menu with "Any" selected.
- Search:** A yellow button with a downward arrow icon.

5. Click **Search** to display a list of assessments that meet the Search criteria.

Data Extract Files

Please add a unique extract name using characters, numbers, underscores and dashes. Do not include any spaces.

Please review all of your extract information before submitting your extract. Your extract will begin processing after normal business hours.

Enter a name for this extract:

Sort by: You may use the sort provided to reorganize the assessments listed below.

Please select the tests to be included in your data extract from the list below.

Page 1 of 1 Show 25 results per page

Test Name	Grade of Assessment	Assessment Form	Test Window Start Date	Test Window End Date	# of Students Scored / Assigned	Partially Scored Student Count	Select
2.6 MO Math 3rd Grade Pred Form A - All Anchors - alias	3rd Grade	null	12/19/06	12/19/06	0 / 1	1	<input checked="" type="checkbox"/>
Pred Multi Dist Assessment 1 - Alias	1st Grade	Form A	03/28/07	03/28/07	16 / 18	0	<input checked="" type="checkbox"/>

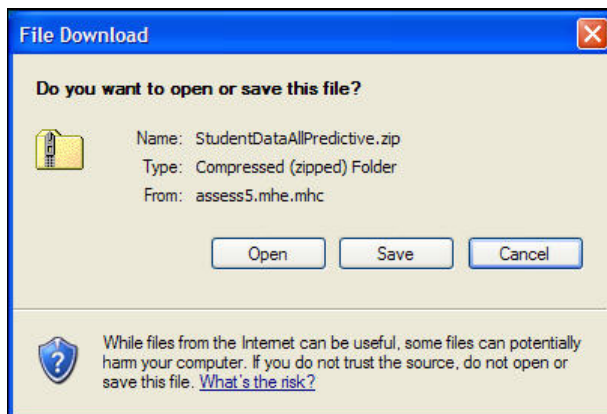
Submit

6. Enter a name for the extract.
7. Click the corresponding checkboxes of the assessments to include in the extract.
8. Click **Submit**. A message will appear stating a successful extract.

! You have successfully submitted a data extract. You will receive a message when your extract is complete or you can use [View Extract Data](#) to check progress.

View Data Extract File

1. Click **Management** on the Main Menu.
2. Click **Data Extract**.
3. Click **View Data Extract File**.
4. Click the corresponding file name to download the file.
5. Click Save to save the file to your computer.



Chapter 7: Managing Assessments

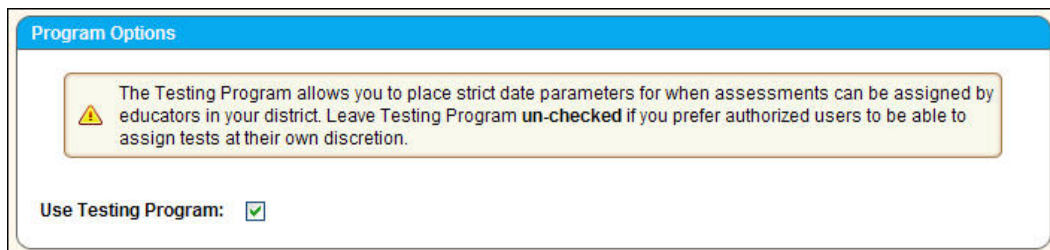
Assessments are preloaded into the system with default profiles based on what your organization purchased. A Super User or District Administrator can update assessment profiles, set global performance tiers and create test sessions that requires an assessment to be completed within a pre-defined window of time.

Testing Program

The testing program option allows a district to set up pre-defined testing sessions (window). If a district chooses to use testing programs, then teachers/educators in your district will not be able to assign students to take an assessment (create assignments) unless the district creates a test session and explicitly associates assessments with the sessions. An assessment may only be associated with one testing session at a time. Note: Custom tests are not part of a testing program. They can be assigned at any time.

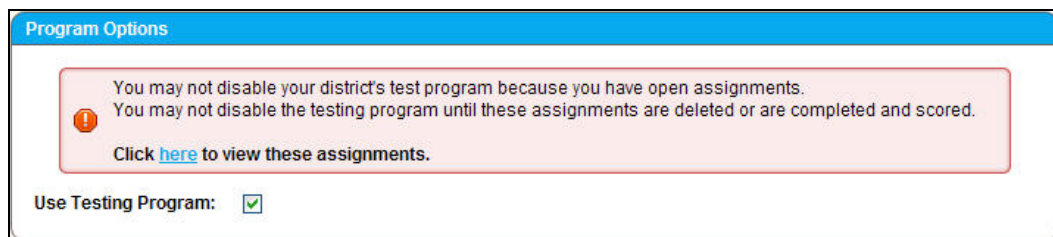
Set Testing Program

1. Click **Tests** on the Main Menu.
2. Click **Testing Program**.
3. Set the Test Program option. **This option should either be turned on or left off; it is not something that is changed back and forth.** Choose one of these options:
 - a. Click the checkbox to enable **Use Testing Program**. This means ALL predictive and diagnostic assessments are part of the test program.



The screenshot shows a dialog box titled "Program Options". Inside, there is a yellow warning box with a triangle icon containing an exclamation mark. The text in the warning box reads: "The Testing Program allows you to place strict date parameters for when assessments can be assigned by educators in your district. Leave Testing Program **un-checked** if you prefer authorized users to be able to assign tests at their own discretion." Below the warning box, the text "Use Testing Program:" is followed by a checked checkbox.

- b. Unclick the checkbox to disable **Use Testing Program**. You may not disable a test program that contains open assignments. These assignments must first be deleted or completed and scored, or you will receive the error message below.



The screenshot shows the same "Program Options" dialog box. A red error box with a triangle icon containing an exclamation mark is displayed. The text in the error box reads: "You may not disable your district's test program because you have open assignments. You may not disable the testing program until these assignments are deleted or are completed and scored. Click [here](#) to view these assignments." Below the error box, the text "Use Testing Program:" is followed by a checked checkbox.

Create a Testing Program Session

1. Click **Tests** on the Main Menu.
2. Click **Testing Program**.
3. Click the **Add New Session** to add a new row to the table.
Note: this button is only available if the Use Testing Program checkbox is checked.
4. Enter a session name.
5. Enter a Begin Date.
Note: This is the begin date of the Test Session Window. The first day a student can be assigned to take this assessment.
6. Enter an End Date Note: This is the end date of the Test Session Window meaning by this date all assignments for an assessment associated with this session must be completed and scored.
7. Click **Save Program**.

Testing Sessions

Click "Add New Session" to add a new testing session.

Click "Show Assessments/Edit" to add available assessment to a testing session. Each assessment can only be in one testing session. If an assessment is in another session, the session name will be displayed in parenthesis.

Please Note: The **Begin Date** for a testing session indicates the first day assessments in the session can be assigned. The **End Date** for a testing session indicates the last day assessments in the session can be scored (including constructed response scoring and scan file uploads). For each assessment, the recommended testing window for taking the assessment is displayed in brackets.

Session	Begin Date	End Date		
<input type="text" value="Fall 2006"/>	<input type="text" value="09/04/2006"/>	<input type="text" value="11/30/2006"/>	Show Assessments/Edit	Remove

Add New Session

Save Program

Update Testing Program Session Information

1. Click **Tests** on the Main Menu.
2. Click **Testing Program**.
3. Update Session information as desired.
 - a. Update Session Name
 - b. Update Begin Date for the corresponding Test.
 - c. Update End Date for the corresponding Test Session.
4. Click **Save Program**.

Delete a Testing Program Session

1. Click **Tests** on the Main Menu.
2. Click **Testing Program**.
3. Click **Remove** link for the corresponding test session.
Note: a testing session may not be removed if it contains one or more assessments that have open assignments.
4. Click **OK** to confirm the delete.

Add/Remove an Assessment to a Testing Program Session

1. Click **Tests** on the Main Menu.
2. Click **Testing Program** to display a list of existing Test Program sessions. Note: If none exist, follow the steps above in the "Create a Testing Program Session."
3. Click the corresponding **Show Assessments/Edit** link to add an assessment to the Test Session.
4. Click the "+" symbol to expand the assessment description hierarchy (hierarchy consist of subject, assessment type, grade level and test name) table if necessary. Click the checkboxes to select assessments. By selecting the top level in the hierarchy, all levels below are automatically selected. For example, if you clicked Language Arts, all diagnostic and predictive assessments for all grades are selected. Note: An assessment may only be assigned to one test session. If an assessment is associated with another testing session, the name and dates of the testing session are shown in parenthesis.
5. Click **Add Selected**.
Note: To remove an assessment from a testing session, click the corresponding checkbox and click **Remove Selected**. However, an assessment may not be removed from a testing session if there are open assignments associated with the assessment.

Testing Sessions

Click "Add New Session" to add a new testing session.

Click "Show Assessments/Edit" to add available assessment to a testing session. Each assessment can only be in one testing session. If an assessment is in another session, the session name will be displayed in parenthesis.

Please Note: The **Begin Date** for a testing session indicates the first day assessments in the session can be assigned. The **End Date** for a testing session indicates the last day assessments in the session can be scored (including constructed response scoring and scan file uploads). For each assessment, the recommended testing window for taking the assessment is displayed in brackets.

Session	Begin Date	End Date		
Fall 2006	09/04/2006	11/30/2006	Hide Assessments	Remove

Description
<input type="checkbox"/> Subject
<input checked="" type="checkbox"/> Language Arts
<input type="checkbox"/> Mathematics
<input checked="" type="checkbox"/> Diagnostic Benchmark Test
<input type="checkbox"/> Predictive Benchmark Test
<input type="checkbox"/> 3rd Grade
<input checked="" type="checkbox"/> MO Math Grade 3 Form A - SR Only [09/04- 11/30]
<input checked="" type="checkbox"/> MO Math Grade 3 Form A - with Anchors [09/04- 11/30]
<input checked="" type="checkbox"/> 4th Grade
<input checked="" type="checkbox"/> 5th Grade
<input checked="" type="checkbox"/> 6th Grade
<input checked="" type="checkbox"/> 7th Grade
<input checked="" type="checkbox"/> 8th Grade

Description
<input type="checkbox"/> Subject
<input type="checkbox"/> Mathematics
<input type="checkbox"/> Predictive Benchmark Test
<input type="checkbox"/> 3rd Grade
<input type="checkbox"/> MO Math Grade 3 Form A - SR Only
<input type="checkbox"/> MO Math Grade 3 Form A - with Anchors
<input checked="" type="checkbox"/> 4th Grade
<input checked="" type="checkbox"/> 5th Grade
<input checked="" type="checkbox"/> 6th Grade
<input checked="" type="checkbox"/> 7th Grade
<input checked="" type="checkbox"/> 8th Grade

6. Click **Save Program**.

Assessment Profiles

Every assessment is set up with default parameters to help ensure consistent administration of an assessment. Depending on the assignment status, the Super User or District Administrator can change these assessment parameters. These parameters include setting a time limit, allowing calculators, giving report access, and setting report performance tiers. Global performance tiers can also be set.

View/Edit an Assessment Profile

1. Click **Tests** on the Main Menu.
2. Click **Profiles and Tiers**.

3. Click **Manage Assessment Profile**.
4. Enter Search Criteria.
 - a. Select a subject.
 - b. Select an assessment type.
 - c. Select a grade of assessment (not needed if custom is selected for assessment type).
5. Click Search to view a list of assessment names that meet the search criteria. Each assessment has one of the following statuses:
 - a. **Assigned:** Open assignments exist for the assessment regardless if any assignments have been completed.
 - b. **Completed:** At least one assignment for the assessment has been completed. There are no open assignments.
 - c. **Available for Assignment:** The assessment is associated with a testing session (if applicable) but has not been assigned.
 - d. **Unavailable for Assignment:** The assessment is not associated with a testing session (not applicable for custom test or if testing programming is disabled).

Search Results		
Page 1 of 1		Show 25 results per page
Assessment Name	Status	Edit
Acuity MO Math Grade 5 Predictive Form B	Available For Assignment	Edit
Acuity MO Math Grade 5 Predictive Form B - SR Only	Available For Assignment	Edit
MO Math Grade 5 Form A - SR Only	Available For Assignment	Edit
MO Math Grade 5 Form A - with Anchors	Assigned	Edit

6. Depending on the assessment status, the following options are available for each assessment.
 - a. If the assessment status is **Assigned or Complete:**

Click the corresponding Edit link to update information about the assessment. Most fields cannot be changed if an assignment exists.

Check the checkbox to restrict access to items on reports. The educator checkbox relates to District, Class and School-level reports. The student checkbox relates to student-level reports. If this checkbox is not checked then a user can view a test item online while reviewing reports.

Restrict Access to Items on Reports:	<input checked="" type="checkbox"/> Educators <input checked="" type="checkbox"/> Students
Performance Tiers:	Tier 1 (0-25%), Tier 2 (26-50%), Tier 3 (51-75%), and Tier 4 (76-100%)

- b. If the assessment status is **Available for Assignment** or **Unavailable for Assignment**.

Check the corresponding Edit link to update information about the assessment.

- i. Check the checkbox to make the assessment a timed test and enter a time limit in minutes.*
- ii. Check the checkbox to allow test assigner to disable the time limit.*
- iii. Check the checkbox to allow a calculator.*
- iv. Check the checkbox to allow test assigner to enable a calculator (only available if allow calculator box is unchecked).*
- v. Check the checkbox to restrict access to items on reports. The educator checkbox relates to District, Class and School-level reports. The student checkbox relates to student-level reports. If this checkbox is not checked then a user can view a test item online while reviewing reports.
- vi. Click Edit Performance Tiers link to change the performance tiers.
 1. Enter number of performance tiers.
 2. Enter Maximum percentage points for each Tier.
 3. Click **Save Tiers**.

Manage Assessment Profile ←← Back to Select Assessment

Search For Assessments

Assessment Name: Test to verify Online Only option in Operations - alias
 Assessment Type: Predictive

Recommended Test Window: NONE
 Test Session: New Session 06/27/2007 - 07/31/2007

Recommended Time Limit: NONE
 Timed:
 Time Limit: Minutes
 Allow Test Assigner to Disable Time Limit:

Recommended Calculator Availability: No
 Allow Calculator:
 Allow Test Assigner to Enable Calculator:

Restrict Access to Items on Reports: Educators
 Students

Performance Tiers: Tier 1 (0-20%), Tier 2 (21-36%), Tier 3 (37-52%), Tier 4 (53-68%), Tier 5 (69-84%), and Tier 6 (85-100%)
[Edit Performance Tiers](#)

Save Profile

7. Click **Save Profile**.

* not available if the assessment type is custom

Manage Default Tiers

Every assessment is set up with default performance tiers. Default performance tiers are usually set up in four levels from 0-25, 26-50, 51-75, and 76-100. The Super User or District Administrator can globally change the default performance tiers by assessment type for their organization. These new performance tiers will be used as the default on all reports for the selected assessment. The global parameter can be overridden by selecting an individual assessment (see the "View/Edit an Assessment Profile" section above).

Manage Default Tiers

1. Click **Tests** on the Main Menu.
2. Click **Profiles and Tiers**.
3. Select a Subject.
4. Select an Assessment Type.
5. Select Grade of Assessment (not needed for Custom Tests).
6. To view a current list of performance tier information by grade.
 - a. Click **View Tier Information**.

Tier Information for all grades							
Grade	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	
5th Grade	1-25	26-50	51-75	76-100			Edit

- b. Click Edit link to change the Performance Tiers.
7. Select Number of Performance Tiers.
8. Select Choose Performance Tier Ranges.

Search for Students and Skills

Subject:

Assessment Type:

Grade of Assessment:

The following performance tiers will be used on all reports for all assessments. Once this performance tiers are set it will be at global level and will be set as default for all the assessments.

Number of Performance Tiers:

Choose Performance Tier Ranges:

Performance Tier	Maximum % Points
Tier 4	100%
Tier 3	<input type="text" value="75"/>
Tier 2	<input type="text" value="50"/>
Tier 1	<input type="text" value="25"/>
	0%

9. Click **Save Tiers**.

Chapter 8: Multi-District Report Users

The multi-district report user role is used solely for reporting. Users with this role can access reporting at student, class, school and district levels as well as a multi-district (group) level, where applicable in your specific setup. If your school system consists of more than one district, you might want to create or update a user to have this role. **This role can only be assigned by a CTB associate.**

Multi-district report users cannot create assignments, score students, create or edit students or educators. You can request a user with only this role or update an existing user to have this role in addition to any current roles. Users can toggle between roles within the application as needed.

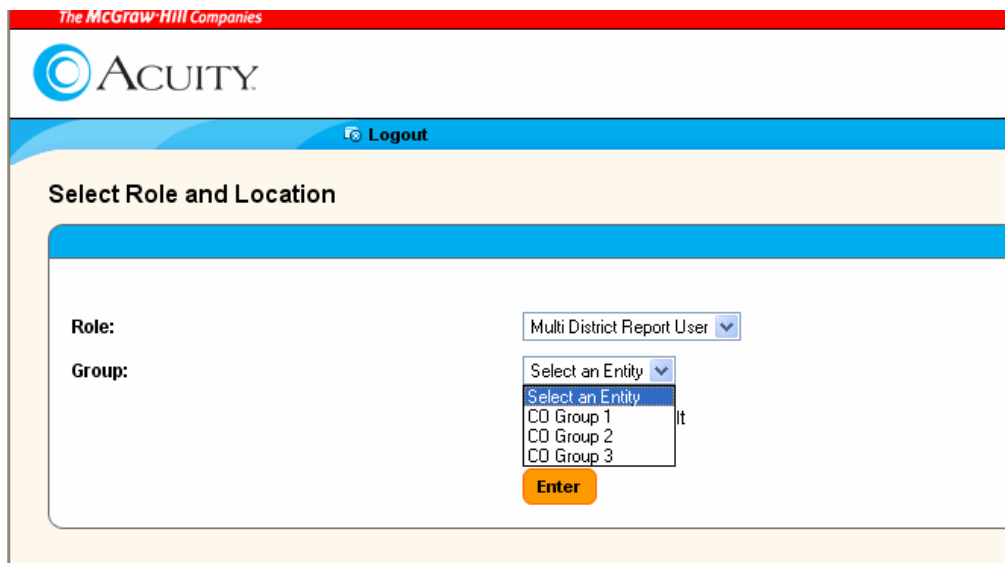
Acuity currently offers the following reports in a multi-district format:

- Assessment
- AYP
- Roster

When a Multi-District Report User logs into the application, he will generally not be prompted to select a "universe". The default universe is the group that contains all the applicable districts. However, your universe can be sliced in several different ways as needed. **Creation of groups can only be done by a CTB associate.** Each group can be named to your specification. Let's say your universe consists of 5 districts: A, B, C, D and E. You might want to create groups like this:

- CO Group 1 = Districts A, B, C, D and E
- CO Group 2 = Districts A and B
- CO Group 3 = Districts C, D, and E

If this is true and if this Multi District Report User is tied to all 3 groups above, he will be required to select one of those groups upon login into Acuity.



The screenshot shows the Acuity application interface. At the top, there is a red banner with "The McGraw-Hill Companies" logo. Below that is the Acuity logo. A blue bar contains a "Logout" button. The main content area is titled "Select Role and Location". It features two dropdown menus: "Role:" and "Group:". The "Role:" dropdown is set to "Multi District Report User". The "Group:" dropdown is open, showing a list of options: "Select an Entity", "CO Group 1", "CO Group 2", and "CO Group 3". Below the dropdowns is an orange "Enter" button.

Any multi-district reports viewed will be a roll-up of the districts in the group selected at login. The user can click Switch Roles to switch to a different group. When viewing reports at the district-or-lower level, the Multi District Report User can navigate to the desired district/school/class.

