MLAS Teacher Help

Table Of Contents

Getting Started with the McDougal Littell Assessment System ... 1
- Before You Begin: Teacher's Roles and Responsibilities ... 1

Signing In ... 2
- Entering your username and password ... 2
- Forgotten username ... 2
- Forgotten password ... 2

Your McDougal Littell Assessment System Website ... 4
- Bookmarking ... 4

Your Home Page ... 5
- Main Navigation ... 5

Signing Out ... 6
- How to sign out ... 6

Account Lock out ... 7
- If you cannot sign in ... 7

Set up: Managing Classes ... 8
- Overview ... 8
- How to create a class ... 8
- Adding Students to a Class ... 9
  - How to roster your class ... 9
  - Add Existing Students to a Class ... 9
  - Add New Students to a Class ... 10
  - An Additional Note about NCLB and Educational Programs ... 11
  - Usernames and Passwords ... 11
  - Distributing Usernames and Passwords ... 11
  - Add Student to Existing Assignments ... 12
- Changing a Class ... 12
  - Removing Students from a Class ... 12
  - Editing a Class ... 12
  - Deleting a Class ... 12
- Classroom Groups ... 13
  - Adding Classroom Groups ... 13
  - Editing Classroom Groups ... 13
  - Deleting Classroom Groups ... 13

Set up: Students ... 14
- How to create students ... 14
- Usernames and Passwords ... 14
- Distributing Usernames and Passwords ... 14
- Editing Students ... 14
- Deleting Students ... 15

Helping Students ... 16
- Finding a District ID ... 16
- Finding a username ... 16
- Unlocking a student's account ... 16

Tests ... 17
- Test Library ... 17
  - What tests are available? ... 17

McDougal Littell Tests ... 17
My Tests ... 17
Browse or Search for Tests ... 17
Browse for Tests ... 17
Search for McDougal Littell Tests ... 17
Search for My Tests ... 18
Search by Standards ... 18
Previewing a Test ... 19
View Test Details ... 19
Online Preview ... 19
Print Preview ... 20
Viewing Test Assignment History ... 20
Publishing Tests ... 20
Using your Test Generator ... 20
Creating & Saving a Test ... 20
Publishing a Test ... 21
Creating a Test Assignment ... 21
Difference between a test and a test assignment ... 21
How to Assign a Test ... 21
Changing an Assignment ... 24
Editing a Test Assignment ... 24
Copy Assignment ... 24
Deleting a Test Assignment ... 25
View Test Assignments ... 25
How to view test assignments ... 25
Administering the Test ... 25
Giving an offline test ... 25
Giving an online test ... 26
Troubleshooting ... 27
Grading Tests ... 28
Scoring Offline Tests ... 28
Scanning answer sheets ... 29
Scoring Online Tests ... 33
Quick Reports ... 35
What is a quick report? ... 35
Running a Quick Report ... 35
Viewing a Report ... 35
Overview ... 35
By Whole Class (all assigned) ... 35
By Student ... 37
By NCLB group ... 37
By Classroom groups ... 38
Quick Reports and performance band highlighting ... 39
Printing & Exporting ... 39
Printing a Report ... 39
Printing Labels ... 39
Exporting a Report ... 40
Comprehensive Reports ... 41
What is a Comprehensive Report? ... 41

Running a comprehensive report ... 41
Overview ... 41
One Student, Many Test Assignments ... 42
One Class, Many Test Assignments ... 43
Many Tests, Many Classes ... 44
NCLB Report ... 45
Standards Report: One Class or Student ... 46
Standards Report: Many Classes ... 47
Printing & Exporting ... 48
Printing a Report ... 48
Exporting a Report ... 49
Deleting a Comprehensive Report ... 49
Prescriptions ... 50
What is a Prescription? ... 50
How McDougal Littell Assessment System determines the Prescription ... 50
Creating a Prescription ... 50
From Test Results ... 50
From Prescriptions Page ... 51
Viewing & Printing a Prescription ... 51
Prescription Page: Overview ... 51
Prescription Page: Preview ... 51
Prescription Page: Details ... 52
Scheduling a Prescription for student delivery ... 53
Deleting a Prescription ... 54
Deleting a Prescription ... 54
Messages ... 55
Types of Messages ... 55
Reading a Message ... 55
Deleting a Message ... 55
Manage Preferences ... 56
What are preferences? ... 56
My Profile ... 56
Test Assignment Preferences ... 56
Answer Sheet Preferences ... 57
Performance Band Preferences ... 57
What are performance bands? ... 57
Creating performance bands ... 57
Technical Support ... 59
Contact Technical Support: e-mail ... 59
Contact Technical Support: telephone ... 59
Student Help Files ... 60
Student Help files ... 60
Index ... 61

Getting Started with the McDougal Littell Assessment System

Before You Begin: Teacher's Roles and Responsibilities

Depending upon how your school or district decides to create and maintain users and classes in the McDougal Littell Assessment System (MLAS), your responsibilities will include some or all of the following:

1. Supporting the creation and/or maintenance of student accounts
2. Supporting the creation and/or maintenance of your classes
3. Creating any classroom groups
4. Creating and assigning tests
5. Creating Quick & Comprehensive Reports
6. Creating Prescriptions
7. Supporting students in unlocking accounts, resetting or retrieving passwords, editing or revising accounts
8. Supporting students in the general use of the system and system components

Signing In

Entering your username and password

To sign in to McDougal Littell Assessment System, you must go to the district-specific website and use the username and password contained in the email sent to you by your administrator (unless you have already changed it).

To sign in:

1. Go to your district-specific website.
2. Enter your **Username**.
3. Enter your **Password**.
4. Click the **Sign In** button.

If you do not recall the district-specific website, or your username and password, search your e-mail, as your username and password were sent to you.

You can also use one of the following links to retrieve your account information: Forgot your username? and Forgot your Password?

NOTE: If you access the system at another computer without your district-specific URL, you must provide your **District ID Number**.

TIP: It is a good idea to bookmark your **district-specific URL/Website** on *all* computers you use. If your school or district has a website or portal, it is a good idea to link to McDougal Littell Assessment System from this site, so all teachers and students have easy access to the website from other locations, such as home.

Forgotten username

If you forget your username, first check the e-mail originally sent to you when you registered. You can also retrieve a forgotten username by clicking the Forgot your username? link.

To retrieve a forgotten username:

1. Click the Forgot your username? link.
2. Answer the question: **Are you a student?**
3. Select the **No** button, and then click **Continue**.
4. Enter your ***First Name**, **Middle Initial**, ***Last Name** and ***E-mail address**.
5. Click Continue.
6. If there is a match, your username will be been sent to you at your e-mail address. If no match is found, you will get a No Matching Username screen and will be advised to contact your administrator (or contact Technical Support).

Forgotten password

If you forget your password, you can reset it by clicking on the Forgot your password? link.

To retrieve and reset your password:

1. Click the Forgot your password? link.
2. Next, enter your **username** and click **Continue**.
3. Answer your **Security Question** by typing your **Security Answer.** Then, click **Continue**.

   NOTE: If you have not set your **Security Question** and **Security Answer**, you will not be able to reset your password. Contact your administrator (or Technical Support) to reset your password.
4. On the next screen, enter your **New Password** and repeat it in the **Confirm Password** field. Passwords must be at least 6 characters in length with no special characters or spacing. Passwords are not case-sensitive.

5. Click **Submit**.

NOTE: If you try unsuccessfully to enter your **Security Answer** more than three times, your account will be temporarily locked out for 30 minutes, for security reasons. At that point, contact Technical Support, who can also reset your password. Otherwise, you can try again after 30 minutes.

Your McDougal Littell Assessment System Website

Bookmarking

The website address emailed to you when your administrator created your username and password is a personalized website address. It is your district (or school's) address. This is the website address that you should bookmark. Also, be sure to let others (such as students) know to go to this personalized website address.

Bookmark the McDougal Littell Assessment System website for quick and easy access.

To bookmark your district-specific website:

1. Go to the Favorites (Internet Explorer®) or Bookmarks (Mozilla® Firefox® or Safari™) section of your browser.
2. Click Add to Favorites (Internet Explorer) or Bookmark This Page (Firefox/Safari).

TIP: It is a good idea to bookmark your district-specific URL/Website on the computers you use.

NOTE: If you access the system at another computer without your district-specific URL, you must provide your **District ID** Number. To get your District ID Number, go to back to the e-mail that contained your username and password. You can also contact your McDougal Littell Assessment System Administrator or Technical Support.

Your Home Page

Main Navigation

On your Home page, you can:

- **Manage Classes**
- **Find and Assign Tests**
- **View and Run Reports**
- **View and Create Prescriptions**
- **View and Respond to Messages**
- **View and Edit your Preferences**
- **Access Help**
- **Sign Out**

Use the quick links on the left-side of the page to:

- Assign A Test
- See Results
- Create Prescriptions
- Manage your Classes

Use the main navigation tabs to:

- Go to Classes
- Go to Tests
- Go to Reports
- Go to Prescriptions

Use the links at the top of the page to:

- Open the Message Center
- View Preferences
- Get Help
- Sign Out

Each time you sign in, McDougal Littell Assessment System will show you:

- Any tests starting this week
- Most recent prescriptions you created
- Most recent comprehensive report you ran
- Most recent messages from McDougal Littell Assessment System

Signing Out

How to sign out

To sign out, simply click the **Sign Out** link at the top of the screen. After more than 30 minutes of inactivity, McDougal Littell Assessment System will automatically sign you out.

TIP: Be sure to sign out of McDougal Littell Assessment System when you finish working. The system contains information that is best protected by signing out immediately after you finish your work.

Account Lock out

If you cannot sign in

If you try to sign in more than 3 times with the incorrect username and password combination, you will get an error message on the 4th try that will ask you to contact your administrator or contact Technical Support to reset your account.

Set up: Managing Classes

Overview

In order for you to begin giving tests to your students, you must have classes with students.

When you first come into McDougal Littell Assessment system and click on the **My Classes** tab, you may see:

1. All your classes have been created for you with students in each class.
2. The main class profile (the name, term, grade, etc.) is created but no students are in each class yet.
3. No classes have been created.

If all your classes exist with students, then you should just review the rosters to make sure that the student list is accurate.

If the class profile exists, you'll need to add students to your class. See the section called Adding Students to a Class for more information. In some cases, the student information is already present and you can quickly search and add multiple students to your class. In other cases, you may have to build each student's profile as you add them to the class.

If no classes have been created for you, then you can create them on your own. See the Creating a Class section for more information.

How to create a class

Complete the following steps to create a new class:

1. From the **Classes** tab, select **My Classes**
2. Click **add a class**
3. Provide the following information about the class (fields with an asterisk (*) are required):
   - *Class Name: the name of the class as your students will see it
   - *Subject: choose from the list
   - *School Type (if available, select one): Elementary, Middle, or High School
   - *School Name (if available)
   - *Grade: (select from 1-12)
   - *School Year (choose from a pre-defined list)
   - *Term (choose from a pre-defined list)
   - *Use these products with this class (check one or more products)
   - *Teacher(s) for this class (add one or more teachers or administrators)
4. Click **Save Profile**.

NOTES:

- The School Year and Terms must be created by the district or school administrator before you can create classes.
- If no products are in the list, see your administrator to be given access to McDougal Littell Assessment System products. Choosing a product will enable you to begin assigning tests to students in this class. Only choose products that you will use with this class. Choosing more products may cause your school to prematurely run out of licenses.

TIP: You can have more than one teacher (or administrator) in a class. This can be handy if you team-teach, have a teaching assistant, or work with a specialist who needs access to information about your class, including assignments and results.

Once you have created a class profile, the next step is to add students to the class. See the section called Adding Students to a Class for detailed instructions. Click on **Build Class Roster** to add students now, or choose to **Add Students Later**.

Adding Students to a Class

How to roster your class

Just as with any gradebook software, your class must contain students. Depending on how your school or district chose to set up users, you may find that most students already have usernames and passwords for the system. Or, you may need to create the students one-by-one.

If you believe that most or all students already exist in the system, see the section Add Existing Students to a Class. If you believe you need to create new students (i.e., students who do not yet have a username for McDougal Littell Assessment System), then see the section Add New Students to a Class. You can use both approaches if you think that most students are already in the system but a few have just joined your school or district. McDougal Littell Assessment System will always double-check to make sure you don't add a duplicate student to the system.

Add Existing Students to a Class

If you want to add students to a class and you think they already have usernames for McDougal Littell Assessment System, then use this way to quickly add one or more students to your class. Follow the steps below:

1. From your Class Profile page, click the add student link or the **Build Class Roster** button (if you just completed creating a class).
2. Click **Search for Existing Students.**

Now, enter some information about the student for whom you are searching. The more fields you enter, the more narrow your search results. You may search on one or more of the following fields:

1. School Type & School Name: should be pre-selected for you.
2. Name: Type a First Name and/or Last Name

- If you enter *Clark* for the last name, users with the last name of *Clark*, *Clarke*, and *Clarkson* will be shown as matches.

3. Username: Type in Username

- If you enter *Rick* as the username, students with usernames of *Ricky*, *Rick.Smith*, etc will be shown as matches.

4. Grade: Select a grade or level
5. Gender: Select Male or Female
6. Ethnicity: If you want to search by ethnicity, click one or more check boxes
7. Birth Date: Select Month, Date, Year or (plus or minus 1-12 months)
8. Click **Search**

If you change your mind about your search criteria, you can click **Clear** to reset all the search fields.

If your search criteria are too broad, then the system may not be able to perform the search. For example, if you choose to search for all female students in your school, and there are more than 250 females, you may be asked to refine your search criteria.

Possible matches are shown on the next screen. From the list of possible matches, you can click on any user's name to view the details of that user's account.

Select one or more students who should be members of your class. Next, click the **Continue** button to add all selected students to your class roster. Your class page re-displays with all the students now in your class.

If no matches are found, then it may be that this student doesn't yet exist in McDougal Littell Assessment System. See the section called Add New Students to Class for more information on how to create a new student in McDougal Littell Assessment System.

TIPS:

- If you teach 6th grade, try using the grade field as your search criteria. You should see all current 6th graders in the school. Select the students who belong in your class to quickly add them. Remember, if there are more than 250 6th graders, you may need to further refine your search.
- You can repeat the search as often as you like, so you may want to search for all 6th graders with a last name starting with "A", and repeat for your entire class.

Add New Students to a Class

If the students in your class don't currently have McDougal Littell Assessment System usernames, use the Add New Students function to add them to the system. You'll need to complete the on-screen form to add each student one at a time. McDougal Littell Assessment System will check to ensure that the student doesn't already exist in the system.

1. From your Class Profile page, click the add student link or the **Build Class Roster** button (if you just completed creating a class)
2. Click **Create New Student**
3. Now, enter some basic information about the student you are creating and adding to your class (fields with an asterisk (*) are required):

- *First (Name)
- Middle Initial
- *Last (Name)
- *Grade (select from 1-12)
- *Gender

4. Click **Continue**.

To ensure that you don't accidentally add the same user twice, McDougal Littell Assessment System automatically checks for users with similar names in the system. If the student already has an account, simply select the existing user to add the student to your roster. You can always edit the student's profile to update their information.

If the list of users presents similar names but is not the user you want to create, click the link: **I want to continue adding the new student; the students listed above aren't the student I'm adding.**

If there are no existing users with similar names, you will go directly to the next screen with the new user's information at the top.

1. Provide the following information

- *Birth Date: Select the Month | Date | Year from each pull down menu.
- Ethnicity: Select one or more check boxes next to an ethnicity category (Note: these fields are important if you plan to create reports based on ethnicity):
    - Alaskan Native
    - Asian/Pacific Islander
    - Black/African American
    - Caucasian/White
    - Hispanic
    - Native American
    - Native Hawaiian
    - Other
    - Not Provided
- Parent/Guardian Name: If you choose, you can enter a First and Last name in corresponding fields
- Student's E-mail: An optional field, you can enter the student's email address.
- Educational Programs: Select one or more check boxes next to an Educational program (Note: many of these fields are important if you plan to construct reports based on NCLB categories):

- ELL
- IDEA
- Migrant
- Title 1
- Gifted/Talented
- Economic Disadvantage
- Section 504
- Immigrant

2. Click **Save and Add to Roster**.

An Additional Note about NCLB and Educational Programs

Learn more about NCLB and the Educational Programs that appear in McDougal Littell Assessment System by visiting the following link:

www.ed.gov/nclb/

Use Search ED.gov for information about all pertinent educational programs.

Adding NCLB and Educational Program information about your student users will allow you to run more extensive reports in McDougal Littell Assessment System. This information is optional.

Usernames and Passwords

When student profiles are created, the system automatically generates both usernames and temporary passwords for you.

McDougal Littell Assessment System uses the following naming conventions:

Usernames

firstname.lastname up to 30 characters;

firstinitial.lastname over 30 characters;

Passwords:

temporary password set to *changeme*

If you would like students to use their district- or school-issued usernames, you will have to edit their profiles manually or instruct each user to edit his or her own profile.

NOTE: New users will be required to change their passwords when they first log in. They will also see a message encouraging them to set their password question. Until the **Security Question** has been selected and an answer provided, the user will be unable to retrieve his or her password via the Forgot Your Password? link on the sign in page.

Distributing Usernames and Passwords

The best way to distribute the district-specific URL and usernames to your students is to click the print students' usernames link at the bottom of the Class Profile screen.

1. Once your class and roster are complete, follow the steps below:
2. From your Class page, scroll to the bottom of the screen.
3. Click the print students' usernames link
4. McDougal Littell Assessment System will generate an Adobe Acrobat (PDF) file in a new browser window. For each student in the class, the following information is displayed:
   - Student's first and last name
   - Student's McDougal Littell Assessment System username
   - A blank line for students' to write in their permanent password
   - Your district-specific website address

You can print this file to plain paper or use Avery Labels #5260. There are 30 labels (students) per page.

NOTES:

- Remember, each student's initial password is *changeme*. For security reasons, McDougal Littell Assessment System will never print a password, even the temporary one.
- New users will be required to change their passwords when they first log in. They will also see a message encouraging them to set their password question. Until the **Security Question** has been selected and an answer provided, the user will be unable to retrieve his or her password via the Forgot Your Password? link on the sign in page.

TIP: It is a good idea for users to change their password every 90 days.

Add Student to Existing Assignments

If your class is in progress and you have already created test assignments, you can choose to add your newly added student to these assignments. Follow the steps below:

1. Click the **Add Student to Assignments** button.
2. A list of all active and pending (future) test assignments where the entire class was assigned is displayed.
3. Select one or more test assignments that you want to give to this new student.
4. Click **Assign Tests to Student**.

Changing a Class

Removing Students from a Class

You can remove a student from your class at any time. If a student leaves your class, follow the steps below.

1. From the **My Classes** page, select a class.
2. In the Class Roster section, find the student who should no longer be a member of your class.
3. Click the remove link next to the student.
4. If any assignments for this student are still active, a confirmation message will alert you that all in-progress assignments for this student will be closed without scoring. Click **OK** to confirm removal of the student. If no current assignments for this student exist, your new class roster will display.

TIP: Note that *remove* student and *deactivate* student are two different functions. "Remove" student means to detach a student from your class. "Dactivate" signifies preventing the student from signing in to McDougal Littell Assessment System. Only administrators have rights to permanently delete students from the system.

Editing a Class

You can edit the class profile at any time. Typical reasons for editing a class include: to change the name of the class, add more products to use with the class, or to add/remove teachers from the class. If you want to add or remove students, see the sections Adding Students to a Class and Removing Students from a Class.

1. From the **My Classes** page, select the class name.
2. Click the edit class link.
3. Edit any of the information about the class. See the section Creating a Class for a list of the information that can be edited.
4. When you are finished, click the **Save Changes** button.

Deleting a Class

You can easily delete a class, so long as all assignments are closed and have been archived for future reporting. If you have active assignments, you will not be able to delete the class until the day after all assignments have ended.

After you delete a class, all assignments will be removed from teacher and student pages. You will still be able to run Comprehensive Reports (because they are historic in nature and are archived), but Quick Reports on any assignments will no longer be available.

To delete a class:

1. From the **My Classes** page, select the class name.
2. Click the delete class link.
3. A confirmation will display, asking you to confirm that you want to delete this class. Be sure you selected the correct class. Click **OK** to confirm the deletion of the class.

Classroom Groups

Adding Classroom Groups

You can use McDougal Littell Online Assessment System to create classroom Groups of students who work on special assignments, have specific learning modalities, or receive special instruction.

Once defined, you can use classroom Groups to quickly create assignments for the Group, or to create reports by Group.

To create a classroom Group, follow the steps below.

1. From the **My Classes** page, select a class.
2. Scroll past the roster to the class Groups section. Click the add group link.
3. Next, give the classroom Group a name. The name of the Group won't be seen by students, but must be unique for this class.
4. Click the checkboxes next to the names of the students you want to include in this group. Note that any NCLB criteria entered for your students displays as well as students' memberships in other classroom Groups you've created.
5. Click **Save Group**.

A confirmation screen displays, showing you the name of your new classroom Group and the students who are members of the Group. From here, you can add another Group, edit or delete this Group, or return to your class profile page.

Editing Classroom Groups

Editing classroom Groups is as easy as it is to create them. To edit a classroom Group:

1. From the **My Classes** page, select a class.
2. Scroll past the roster to select a classroom Group.
3. On the classroom Group page, click the edit group link.
4. You can change the name of the Group, or choose to add or remove the students who belong to the Group using the checkboxes next to each student's name.
5. When you are finished making changes, click **Save Changes**.

Deleting Classroom Groups

To delete a classroom Group:

1. From the **My Classes** page, select a class.
2. Scroll past the roster to select a classroom Group.
3. On the classroom Group page, click the delete group link.
4. A confirmation will display, alerting you that if you delete the Group, you cannot run further reports on the Group. Click **OK** to confirm the deletion of the classroom Group.

NOTE: Even if you delete a classroom Group, students who were part of the Group remain in your class roster.

Set up: Students

How to create students

If your students were not imported or created by an administrator, then you will need to create students' profiles as you build classes. See the section called Add New Students to a Class for more information.

It is a good idea to search for existing users first before you add new students to help ensure that students do not have multiple usernames and passwords for McDougal Littell Assessment System. See the section called Add Existing Students to a Class for more information.

Usernames and Passwords

When student profiles are first created by the McDougal Littell Assessment System administrator or by you, the system automatically generates both usernames and temporary passwords.

McDougal Littell Assessment System uses the following naming conventions:

Usernames

firstname.lastname up to 30 characters;

firstinitial.lastname over 30 characters;

Passwords

temporary password set to *changeme*

NOTE: New users will be required to change their passwords when they first log in. They will also see a message encouraging them to set their password question. Until the **Security Question** has been selected and an answer provided, the user will be unable to retrieve his or her password via the Forgot Your Password? link on the sign in page.

Distributing Usernames and Passwords

The best way to distribute the district-specific URL and usernames to your students is to click the **print students' usernames** link at the bottom of the Class Profile screen.

When you choose this option, an Adobe Acrobat (PDF) file is created that displays your district-specific URL and each student's username for that class. You can print on paper or on Avery Labels (Template #5260).

NOTES:

- Remember, each student's initial password is *changeme*. For security reasons, McDougal Littell Assessment System will never print a password, even the temporary one.
- New users will be required to change their passwords when they first log in. They will also see a message encouraging them to set their password question. Until the **Security Question** has been selected and an answer provided, the user will be unable to retrieve his or her password via the Forgot Your Password? link on the sign in page.

TIP: It is a good idea for users to change their password every 90 days.

Editing Students

First, locate the student by going to the **Classes** tab and choosing the class. From the roster, click on the student's name.

Once you are viewing a student profile, you can edit the student profile by clicking the edit link.

On the Edit Student screen, nearly all fields can be edited. See the section How to create Students for a list of the information that can be edited.

Save any changes you make to this student's profile. Be aware that if other teachers make changes later, the changes you make here may be overwritten.

If the student has been locked out of his or her account, the user profile will display with a **Locked** status. You can click the **Reset Password** button to temporarily change the user's password to *changeme*.

Deleting Students

McDougal Littell Assessment System does not let you permanently delete a user from the system, but an administrator can deactivate the account to prevent the user from signing in. See an administrator if you need to deactivate a user's account.

If the student is no longer in your class, see the section Removing Students from a Class for instructions on how to remove the student from your class.

NOTE: Once a student has been deactivated, the student will not be able to sign in. However, the student's results remain in the system.

Helping Students

Finding a District ID

You may hear from students that they need their District ID. This will happen if the student doesn't go to your district-specific website, but rather types in a URL like:

http://mlas.classzone.com

If a student asks for the district ID, you can either point them to your district-specific website, or quickly remind them of your institution's district ID.

To find your district ID:

1. Sign in as yourself to McDougal Littell Assessment System.
2. From any page, click the Preferences link.
3. Click the My Profile link.
4. On the right-hand side of the screen, you can view your District ID. All users in your district share the District ID.
5. Give this information to the student requesting it.

TIP: We recommend that you bookmark your district-specific website address for McDougal Littell Assessment System on all school computers and also provide a link from your school website, if you have one. You may also want to specifically list the District ID for McDougal Littell Assessment System somewhere on your school's website.

Finding a username

Sometimes students forget their username and cannot sign in to McDougal Littell Assessment System. If you are requested to find a username, follow these simple steps:

1. Sign in as yourself to McDougal Littell Assessment System.
2. From the **Classes** tab, choose the class where the student is enrolled.
3. From the roster, click the student's name.
4. The username is listed on this page.
5. Give the username to the student who cannot remember it.

TIP: You may want to find out if the student has also forgotten his or her password, since you may also reset the password from this screen. Click the **Reset Password** button to temporarily reset the password to *changeme*.

Unlocking a student's account

For security purposes, student accounts are locked for 30 minutes if an incorrect username and password combination is entered 3 times. First, McDougal Littell Assessment System will ask the student to try to reset his or her password. If the student is still unsuccessful (because the student cannot answer his or her security/secret question), then the system will instruct him or her to contact a teacher.

You can help the student by resetting his or her password and unlocking the account. Follow the steps below.

1. Sign in as yourself to McDougal Littell Assessment System
2. From the **Classes** tab, choose the class where the student is enrolled.
3. From the roster, click the student's name.
4. The Account Status will show as *Locked*. Click the **Reset Password** button to temporarily change their password to *changeme*.

Now, you can tell the user to try signing in again with his or her username and the temporary password. McDougal Littell Assessment System will then prompt the student to change his or her password to something more specific.

Tests

Test Library

What tests are available?

The McDougal Littell Assessment System Test Library provides access to tests that have been prepared for you, as well as tests that you have created with your Test Generator and uploaded to the system.

McDougal Littell Tests

On the Test Library screen, all the tests available for the product(s) to which you have access are displayed. Content will vary and may contain tests such as chapter tests, benchmark tests, weekly skills tests, etc. There are two ways to find tests: by browsing folders for a test, or by using the Search for Test feature.

My Tests

When you first use McDougal Littell Assessment System, your My Tests folder will not contain anything. To add a test, use your product's Test Generator to create and upload (or publish) a test. Once your test has been uploaded, locate and assign it, just as you would any test that came with McDougal Littell Assessment System. You can publish up to 100 tests.

Browse or Search for Tests

Browse for Tests

One easy way to locate tests is to browse the folders created for the products to which you have access. Note that if your administrator has not yet given you products to use, you may find the contents of the Test Library empty. Contact your administrator for assistance. You cannot create classes until you have products to use.

To browse folders for a test:

1. From the **Tests** tab, click the **Test Library** link.
2. On the left, you will see folders, organized by product name. You will also see the folder My Tests, which contains any tests you have published. See Publishing Tests for more information on how to publish a test.
3. To expand a folder, click the plus (+) icon to the left of the folder to reveal its contents. The folder at the end of the tree will show you the number of tests in that folder.
4. Once you expand to the last folder, a list of tests displays to the right.

To view more information about a test, click the test's name. See View Test Details below.

Search for McDougal Littell Tests

You can also locate tests published for you by McDougal Littell by using the Search functionality. For information on how to search for a test by standards see the Search by Standards section.

To search for a McDougal Littell test:

1. From the **Tests** tab, click the **Test Library** link
2. Click the **Search for Tests** button
3. Choose McDougal Littell
4. If you have access to multiple products, select the product.
5. Next, you can find the test by the number of questions in the test. Choose a question range, such as < 50 or = 25. You can also leave this section blank.
6. Now, choose to limit the tests based on the kinds of items that are in tests. Select one or more of the following question types:

- Essay
- Short Answer
- Fill-in-the-blank
- Matching
- True/False

- Multiple Choice
- Other
- Any

7. Choose **Do not search by standards**.
8. Click the **Proceed with Search** button.

The next screen will show the search criteria you just selected, and any tests that match your search criteria. You can sort the table by clicking on the heading of any column in the table. If no tests match, click the search again link and widen your search.

To view more information about a test, click the test's name. See View Test Details below.

Search for My Tests

You can also locate tests you published by using the Search functionality. For information on how to search for a test by standards see the Search by Standards section. For information on how to publish your own tests, see the Publishing Tests section.

To search for a test you published:

1. From the **Tests** tab, click the **Test Library** link.
2. Click the **Search for Tests** button.
3. Choose **My Tests**.
4. You can enter a partial test name (the name you gave the test when you published it). You can also leave this blank.
5. You can also limit your search based on dates. Enter a date range in mm/dd/yyyy or use the calendars. This date refers to the date you published the test. You can also leave this blank.
6. Next, you can find the test by the number of questions in the test. Choose a question range, such as < 50 or = 25. You can also leave this section blank.
7. Now, choose to limit the tests based on the kinds of items that are in tests. Select one or more of the following question types:
    - Essay
    - Short Answer
    - Fill-in-the-blank
    - Matching
    - True/False
    - Multiple Choice
    - Other
    - Any
8. Choose **Do not search by standards**.
9. Click the **Proceed with Search button**.

The next screen will show the search criteria you just selected, and any tests that match your search criteria. You can sort the table by any column in the table. If no tests match, click the search again link and widen your search.

To view more information about a test, click the test's name. (see View Test Details below).

Search by Standards

Finally, you may want to search for a test based on the standards.

NOTE: A test you create where test questions have been created or edited are not aligned to standards and cannot be found based on a standard search. Also, if your state standards are not available for a product, you will not be able to search based on standards.

Follow the steps below to search for a test based on standards:

1. Use any of the same criteria that you specified in the Search for McDougal Littell tests or Search for My Tests sections.
2. Now, select a standard set.
3. Click the **Proceed with Search** button.
4. On the next screen, choose a subset of standards on which to search. To expand a folder, click the plus (+) icon to the left of the folder to reveal its contents. Use the checkboxes to select one or more standards for your search.
5. When you are finished selecting standards, click the **Search** button.

NOTE: As tests may contain a large number of standards, your search may take some time. A screen will show you that your search is in process.

The next screen will show the search criteria you just entered, and any tests that match your search criteria. You can sort the table by clicking on the heading of any column in the table. If no tests match, click the search again link and widen your search.

To view more information about a test, click the test's name. See View Test Details below.

Previewing a Test

View Test Details

Once you have located a test, either by browsing for a test or searching for a test, you can view a test's details by clicking the test name link. The test details can help you decide whether you want to assign the test to your students.

1. Click on the name of the test.
2. On the Test Details page, the following helpful information about a test is shown:

General Details

- Test Source: tells you if it is a McDougal Littell test or one you published
- Test: Name of test
- Preview links: may allow you to preview the actual test. See the Online Preview and Print Preview for more information
- Product: Name of product (will not display if you published the test)
- Delivery Method: Tells you whether this test can be administered via online delivery, answer sheet, or both
- Standards: view standards link will display all standards assessed in the test

Format & Scoring Details

- Questions: Number of questions on test
- Automated Scoring: tells you whether McDougal Littell Assessment System can automatically score all, some, or none of the questions on the test (some questions may need to be scored by you)
- Item types: displays the number of questions per type (e.g., 10 multiple choice)

Choose the **Assign Test** button to assign this test to one or more of your classes. See the Creating a Test Assignment section for more information on this topic. You can also click the View Assignment History button. You can see then if this particular test has been assigned at least once in the past. This can be helpful to ensure that the test hasn't been previously given to your students.

Online Preview

If the test can be administered to students online, you will see an online preview link. Click this link to open a new browser window and view the online version of the test. This preview doesn't completely simulate the students' experience (i.e., no timers are displayed, no options to submit the test for grading), but it can be a good way to see how each question will be displayed when students take the test online.

TIP: If you are interested in taking a test to simulate the student's experience before you assign it, you might want to create your own private practice class with one practice student (you) and assign yourself the test.

Print Preview

All tests can be administered offline via paper and pencil and then scanned into the McDougal Littell Assessment System. When you assign a test, you can print out the students' answer sheets. From here you will have the option to view and print out the test itself. If so, you will see a print preview link. Click this link to open a new browser window and view the printed version of the test in Adobe® Acrobat® format. You can use Acrobat's built-in features to print out the test for review or to photocopy it for your students. If no print preview link is displayed, please refer back to the print materials that came with your textbook program to make copies of the test for your students.

Viewing Test Assignment History

As you review Test Details for any particular test, use the **View Assignment History** button to display previous assignments of this test.

The Test Assignment History screen contains the following information:

General Information

- Test Source: McDougal Littell or My Tests
- Test: Name of test
- Product: if the test is a McDougal Littell provided test, the name of the product to which the test belongs
- Published: displays the date the test was published if you published the test

You can see the assignments where the test was used, the class the test was assigned to, and the start and end dates of the assignment. This can help you determine if you've previously given the test.

Click on the assignment name to see more details and even results of the assignment.

Publishing Tests

Using your Test Generator

As you know, you can use your test generator to create paper-based tests that you deliver and score. Now, you can create tests to upload to McDougal Littell Assessment System (MLAS) so that your students can take the tests online or using McDougal Littell Assessment System's scanning software. The steps are straightforward and easy-to-follow.

NOTE: You must have the McDougal Littell Test Generator version 6.0 or greater in order to publish tests from the test generator to MLAS.

To publish tests to the My Tests folder with McDougal Littell Assessment System:

Step 1: Create a Test

Step 2: Save Your Test File

Step 3: Publish Your Test

When you use your test generator to publish a test, provide your McDougal Littell Assessment System username and **password**.

TIP: You will need to provide your District ID the first time you publish a test to McDougal Littell Assessment System. Find your District ID by clicking the Preferences link, then choosing **My Profile**. Your District ID is displayed on the right side of this page. Take a moment and record your District ID so that you have it available the first time you publish a test.

Creating & Saving a Test

Follow the instructions and guidelines that your test generator software provides to create a test for upload.

NOTE: You must have the McDougal Littell Test Generator version 6.0 in order to publish tests to MLAS. You may need to update both the MLTG software and your item bank in order to publish tests. From the Help menu, select *Download Content* and then select your discipline to find the latest item banks for use.

All question types used for paper-based tests are available for use online.

TIP: Do not create a test of over 100 items. If you need to create a larger test, you should break it into two parts with less than 100 questions per test.

As you would any other document, save a test by going to File > Save or Save As and save the test in the appropriate folder on your computer or server. You might want to return to the test and revise it for upload/publishing at a later date.

Publishing a Test

Publishing a Test to McDougal Littell Assessment System is quick and easy to do.

To publish a test:

1. Open your Test (if it is not already open). Be sure there are no more than 100 items on your test.
2. Go to File > Publish and select **Publish the Test Online to McDougal Littell Assessment System**
3. Enter your Username, Password and District ID (see the note below for help in finding your District ID). Use the **username** and **password** that you normally use to sign in to McDougal Littell Assessment System.

TIP: Once you enter your **username**, **password** and **District ID** the first time, MLTG will store that information for future test publishing.

Once your test has successfully published, a confirmation message displays.

Sign in to McDougal Littell Assessment System and go to the **Tests** tab, follow the Test Library link, then open the My Tests folder to view your test online.

NOTE: The first time you publish a test, enter your District ID so that you and your tests are identified with the right district. To find your district ID:

1. Sign in to McDougal Littell Assessment System
2. From any page, click the Preferences link.
3. Click the My Profile link.
4. On the right-hand side of the screen, you can view your District ID

Creating a Test Assignment

Difference between a test and a test assignment

Before you assign a test for the first time, it is important to distinguish "a test" from "an assignment." A test is a series of questions contained in a single file. Tests may be associated to a product, or may be tests that you published yourself from your test generator.

An assignment relates to the scheduling of that test, and includes details about the date, the students assigned, and even how the test will be administered.

How to Assign a Test

General Instructions

First, click on the **Tests** tab. The system will display all assignments you previously created for classes in the current school year and term. Click on the Test Library link to begin.

Selecting a Test

In order to schedule a test, you first need to find a test to use. See the section called Finding a Test for more information on how to browse, search and select a test.

Naming your Test Assignment

Give your test assignment a name. The default name is the same name as the test. Since your students see this name, you may choose to enter a different name. For example, if you published a test with a name like "WorldHistCh4Per4", you can make the student-facing name of the assignment something like "World History Chapter 4".

Choosing a class

Next, select the class who will take this test. You can only select one class at a time. If you want to give the same test to multiple classes, you'll create an assignment for each class. You'll be able to choose the entire class, some students, or groups of students for the assignment.

Test Delivery Method

You can administer a test either offline (using a plain paper answer sheet), or online (administered via computer). Not all tests can be delivered both ways. To administer a test offline, you need to make sure your school has an MLAS-approved scanner connected to the Internet. To administer a test online, you'll need to ensure that all your students have access to an internet-connected computer. If the test can only be administered offline, it will be the only choice you see.

Offline Delivery Options

When you choose to give a test offline using a plain paper answer sheet, you need to complete the following information:

Start Date

Enter the starting date for the test assignment in mm/dd/yyyy format. When you click in the start date field, a calendar will automatically display, making it easy for you to select a date. Be sure to make sure that your computer's clock is set to the correct date and time. McDougal LIttell Assessment System will use the time on your computer's clock to determine when the students can see the test assignment.

End Date

Enter the end date for the test assignment in mm/dd/yyyy format. When you click the end date field, a calendar will automatically display, making it easy for you to select a date.

Show to Students on Date

This is the date where students can first see the test assignment on their home page. You may choose to enter a date earlier than your test start date, so that students know a test is approaching. The date should be in mm/dd/yyyy format. This will not affect the date you choose to administer the test.

Pick students/groups in the class

You previously selected the class for the test assignment. Now you can choose which students from that class should take this test. Use the **Move>** button to move each student to the assigned list. If you want all students in the class to take this test, click the **All**>> button to move all students over to the **Assign Test To** box. You can move students one at a time, or select multiple students by holding down the <Ctrl> key (PC) or <Apple> key (Mac) as you click each student's name with the mouse.

You can further limit the students in the list by selecting either classroom Groups or NCLB groups from the drop-down. Only those students in your class who belong to that Group are displayed. Again, use the **All>>** button to assign this test to all students in that Group.

If you change your mind about any student who is in the assigned box, use the **<<Move** or **<<All** buttons to remove them from the list of students assigned this test.

Answer sheet options

When you administer a test offline, you must print out a special answer sheet that will be fed into a scanner for scoring. This answer sheet includes a roster of the students assigned to the test. You can choose to include students' names, student ID's (if student information was imported) or both. Unless your school imported all students and your students can recognize their unique Student ID's, it is recommended you always include the students' names.

Once you save your test assignment, you will print out the answer sheet that is specific to this test and assignment.

Allow students to see results?

If you want your students to be able to sign in to McDougal Littell Assessment System later to see how they performed on the test, select **Yes**. Once you choose Yes, you can also choose the kind of results as well as the timing.

You can allow students to see **just their scores**, such as 46/50 points (92%). Or you can let students see **full test details**, including state standards and the details of the questions. Be aware that if you are giving the same test to another class later in the day, your students may have access to the test questions as well as the correct answer!

You may choose to restrict access to any score information to either **immediately after the students' test is scored** or have the system hold the results until ***all*** **students assigned have test scores**. The latter is the safer option.

Message to students

You can type a message to all the assigned students. Students will be able to read this message prior to taking the test.

S ave Assignment

Once you've made all your selections, click the **Save** button to save this test assignment. A confirmation page will display, showing you all the details of your test assignment.

View & Print Answer Sheet

After you've saved the assignment, you need to print the answer sheet. Students take the test using a printed test and this special plain paper "bubble" sheet.

Click the button **View & Print Answer Sheet**. The system creates and opens an Adobe Acrobat PDF specific to this test and assignment. Use the print icon in the Adobe Acrobat window to print it out. Make one copy for each of the students assigned to the test. If available, you can also print out the test questions by using the print preview link at the top. Make one copy for each of the assigned students. If the print preview link is not available, refer back your printed textbook materials for a copy of the test.

Online Delivery Options

When you choose to give a test online using internet-connected computers for students, you need to complete the following information:

Start Date & Time

Enter the starting date for the test assignment in mm/dd/yyyy format. When you click in the start date field, a calendar will automatically display, making it easy for you to select a date. Be sure to make sure that your computer's clock is set to the correct date and time. McDougal LIttell Assessment System will use the time on your computer's clock to determine when the students can begin taking the test.

You also need to enter the start time. Choose the hour and minutes and whether the test will be administered in the a.m. or p.m.

End Date & Time

Enter the end date for the test assignment in mm/dd/yyyy format. When you click the end date field, a calendar will automatically display, making it easy for you to select a date.

You also need to enter the end time. Choose the hour and minutes and whether the test will end in the a.m. or p.m.

Show to Students on Date & Time

This is the date where students can first see the test assignment on their home page. You may choose to enter a date earlier than your test start date, so that students know a test is approaching. The date should be in mm/dd/yyyy format. You also need to enter a time. Choose the hour and minutes and whether the time is a.m. or p.m. Students will not be able to start the test until the start date and time.

Pick students/groups in the class

You previously selected the class for the test assignment. Now you can choose which students from that class should take this test. Use the **Move>** button to move each student to the assigned list. If you want all students in the class to take this test, click the **All**>> button to move all students over to the **Assign Test To** box. You can move students one at a time, or select multiple students by holding down the <Ctrl> key (PC) or <Apple> key (Mac) as you click each student's name with the mouse.

You can further limit the students in the list by selecting either classroom Groups or NCLB groups from the drop-down. Only those students in your class who belong to that Group are displayed. Again, use the **All>>** button to assign this test to all students in that Group.

If you change your mind about any student who is in the assigned box, use the **<<Move** or **<<All** buttons to remove them from the list of students assigned this test.

Timed tests

Since your test will be administered online, you need to choose whether or not you want to turn on a timer for the test and limit the amount of time students have on the computer once they start the test.

If you choose **Yes,** you need to next choose the duration. Choose durations ranging from 5 minutes to 120 minutes.

Now that you've set the timer, choose whether or not a student can pause the timer while taking the test. Select **No** to keep students from pausing the test during the test session.

Test Tries

You may decide to allow your students to take an online test multiple times. You may choose this option if you decide to publish a practice test or pre-test for them prior to a chapter or benchmark test. The default is **1** try (or attempt).

If you allow students to have multiple tries, you need to choose which score should be used for all reporting. You have 4 choices:

- Highest Score: of all test tries, the student's best score will be used for reporting
- First Score: the student's first score will be used for reporting
- Last Score: student's final score of all test tries will be used for reporting
- Average Score: the system will average the student's score across all test attempts and use that score for reporting

Allow students to see results?

If you want your students to be able to sign in to McDougal Littell Assessment System later to see how they performed on the test, select **Yes**. Once you choose Yes, you can also choose the kind of results as well as the timing.

You can allow students to see **just their scores**, such as 46/50 points (92%). Or you can let students see **full test details**, including state standards and the details of the questions. Be aware that if you are giving the same test to another class later in the day, your students may have access to the test questions as well as the correct answer!

You may choose to restrict access to any score information to either **immediately after the students' test is scored** or have the system hold the results until ***all*** **students assigned have test scores**. The latter is the safer option.

Message to students

You can type a message to all the assigned students. Students will be able to read this message prior to taking the test.

Save Assignment

Once you've made all your selections, click the **Save** button to save this test assignment. A confirmation page will display, showing you all the details of your test assignment.

Changing an Assignment

Editing a Test Assignment

Once you've created a test assignment, you can make changes to it. Click on the **Tests** tab and find your assignment. Click on the assignment name to view the details.

Next, click the edit link to make changes. Be aware that if the assignment is active or closed, some fields may not be editable. For example, if the assignment is currently active, you will not be able to change the test delivery method. But you can edit fields like the end date if you need to give your students more time to complete the assignment.

For a list of all the choices you make when creating a test assignment, see the Creating a Test Assignment section.

Once you've made all your adjustments, click the **Save** button to save your changes.

Copy Assignment

After you've created and saved a test assignment, you can quickly copy that assignment by clicking on the **Copy Assignment** button. This can be a timesaving device if you want to give the same test to a different class. Just make adjustments to the name of the assignment, the class and students, and account for any time differences in an online test. **Save** the new test assignment.

Deleting a Test Assignment

Delete a test assignment by clicking the delete link on any **Test Assignment details** screen.

A message will inform you that if the assignment is still active it will be removed from the Students' home page. Also, if the assignment is closed or completed, students' test results will also be deleted. You won't be able to run a Quick Report on this assignment; however, it will still be available for Comprehensive Reports.

NOTE: If there are any prescriptions linked to the test assignment, they will be deleted as well.

Click **OK** to confirm the deletion, or click **Cancel** to leave the assignment.

View Test Assignments

How to view test assignments

You can see all test assignments you've created by clicking on the **Tests** tab. At a glance you can see a list of all your current term assignments and their status:

- Active: the test assignment's start date has passed, but the end date has not arrived
- Closed: the test assignment's end date has passed
- Pending: the test assignment's start date has not yet arrived

The system will automatically show the current term's assignments, but you can use the filter buttons at the bottom to narrow or widen the list of assignments displayed. For example, to see only the assignments for one month, use the date buttons to enter a narrower from and to date and then click **Filter**. To return to the default view, click the **Reset** button.

Clicking on any assignment name will allow you to:

- See the details of the assignment
- Print the answer sheet (if test is being administered offline)
- Preview the test (if available)
- Edit the assignment
- Delete the assignment
- View current results of the test assignment
- View any prescriptions created for this test
- See what students have taken the test
- Click the Score it link to grade an individual student's online test questions that McDougal Littell Assessment System couldn't score
- Click the Fix scanning errors link to remedy scanning errors for a student's offline test

Administering the Test

Giving an offline test

Before Students Arrive

As you would with any other paper-based test, you should verify that everything is ready to go before administering a paper test.

Question Checklist

- Do I have the right version of the test ready to go?
- Do I have the correct number of tests to distribute to my students?
- Do I have answer sheets (with students' names and/or student ID's) for each of my students? Are they of good quality?
- Do I have extra answer sheets if any rip, tear, or become defective or if a student needs a new one?
- Do I have extra #2 or softer pencils?
- Do I need to flag any questions, items or sections of the test for review or special instruction?

After Students Arrive

Question Checklist

- Do students know how to use their answer sheets?
- Do students understand that there are "closed bubbles" on the scan sheet that only they fill in? "Broken bubbles" that only the teacher fills in?
- What special instructions on items or sections are needed?
- Do students know what to do after they complete their work?

Additional guidelines for you and your students to follow:

- Do not mark or write near the answer sheet barcode.
- Be certain to mark each answer clearly and carefully.
- Do not write or mark any areas outside of the confined regions.
- Be sure to carefully erase any answers that are changed.
- Review the answer sheet for any items that might have more than one response (e.g., two filled in bubbles) when only one response is needed.
- If any part of the answer sheet becomes defective, get a new one and copy your answers to it.

Giving an online test

Before You Begin Online Testing

The most important question to ask prior to formal online testing is "Have I given my students enough online practice work prior to formal testing?"

If you have not allowed students to work with all of the question types they will encounter on a test, their lack of experience may adversely affect their performance on the test.

If you have created a diverse online practice experience prior to testing, then you are indeed ready to begin.

Review the test assignment prior to the start of the test. To do so, choose the Assignment from the Tests tab.

Question Checklist

- Is the correct test assigned?
- Does the test have the correct assignment start and end dates and times?
- Have the right students (groups, classes) been assigned?
- Does the test need to be timed? Are students allowed to pause?
- How many times (attempts) are students allowed to take the test?
- How will the students' scores be determined?
- What will students view upon completion of the test? When?

Computer Lab Set Up

If you are testing at a computer lab, be sure everything is ready to go prior to your students' arrival.

Question Checklist

- Is the computer lab ready to go?
- Are there enough machines for the students?
- Is the district-specific website bookmarked or is the Sign In screen ready to go on each machine?
- Is the lab's Internet connection working?
- Is the name of the test assignment written clearly on the board?
- Are there any other instructions/assignments written on the board for students who finish early?
- Do I know how to quickly retrieve a forgotten username for students and how to reset their password?

After Students Arrive

Review all test instructions and procedures with your students before they begin their work:

Question Checklist

- Do all students have their accounts?
- Have all students signed in and do they see the assignment on their Home page?
- Do you need to ask students to turn off their monitors as you review important instructions or questions before they get started?
- What do students need to know about viewing their results upon completion of the test?
- Do students know what to do when they finish early?
- Have you set up other online or offline assignments that students can work on if they finish early?

Troubleshooting

Troubleshooting Online Testing

The best way to resolve any challenges that may come up during online testing is to be prepared.

Troubleshooting Checklist

- Do I have a fallback plan if the Internet or network goes down or is running too slowly?
- Do I have all my students' usernames in print form or do I know how to look them up quickly?
- Do I have contact information for all Lab and Technology Assistants in case there is a problem?
- Do I have McDougal Littell Assessment System Technical Support contact information in case there is a problem?

McDougal Littell Technical Support

800-727-3009

Hours: M-Th 9:00 am - 8:00 pm ET, F 9:00 am - 5:00 pm ET

Troubleshooting Offline Testing

Perhaps the best way to troubleshoot an offline testing problem is to prevent possible errors from occurring in the first place. Be sure to always review those items that may complicate scanning prior to the start of test taking, and more importantly while students are turning in their answer sheets.

As each student turns in her or his work, quickly scan the sheet for:

- Correct shading of the student's name in the appropriate bubble
- The student's name in print
- Stray marks

- Poorly filled in bubbles
- More than one answer when one is needed
- "Broken bubbles" that should only be filled in by the teacher

Grading Tests

Scoring Offline Tests

What questions does McDougal Littell Assessment System score?

McDougal Littell Assessment System (MLAS) allows you to use a wide variety of questions in a test. However, there are questions that require teacher scoring when responses cannot be evaluated, graded or judged by the technology.

All answer sheets are broken into sections of similar question types.

The chart below shows the question type, students' actions and how the question is to be scored:

Question Type	**Student's action**	**Scoring**
Multiple choice	Bubble in one (or more) answers from the choices (for example: a, b, c, d)	MLAS scores automatically
Simple True/False	Bubble in either T or F	MLAS scores automatically
Modified True/False (student must make any False statement true by writing)	Write in T or F on the line and for false statements, correct the statement so it's true	If student answered correctly, do nothing. If student answered incorrectly, fill in the little square box next to the question number
Fill In	Write the answer on the line.	If student answered correctly, do nothing. If student answered incorrectly, fill in the little square box next to the question number
Short Answer	Write the answer on a separate sheet of paper or on the test itself.	Review the student's answer and bubble in the points earned
Essay	Write the answer on a separate sheet of paper or on the test itself.	Review the student's answer and bubble in the points earned
Matching	Bubble in one (or more) answers from the choices (for example: a, b, c, d)	MLAS scores automatically
Matching (There is one type of matching question that must be evaluated by the teacher)	Write the answers on a separate sheet of paper or on the test itself.	Review the student's answer and bubble in the points earned

Answer sheets, therefore, directly lead the teacher to sections requiring teacher scoring.

Entering grades on the answer sheets

Review the test you administered to see if any questions require teacher scoring. If some questions require teacher scoring, use the students' responses on a separate sheet of paper or on the test to evaluate the students' responses. Then, enter in the appropriate grade for the student on the answer sheet.

The chart below shows each question type that requires teacher scoring and the action you should take.

Question Type	**Scoring**
Modified True/False (student must make any False statement true by writing)	If student answered correctly, do nothing. If student answered incorrectly, fill in the little square box next to the question number

Fill In	If student answered correctly, do nothing. If student answered incorrectly, fill in the little square box next to the question number
Short Answer	Review the student's answer and bubble in the points earned
Essay	Review the student's answer and bubble in the points earned
Matching (There is one type of matching question that must be evaluated by the teacher)	Review the student's answer and bubble in the points earned

Scanning answer sheets

Sign in to McDougal Littell Assessment System Grader

The scanner, the software to run the scanner, and the MLAS Grader (software to grade tests and send them to McDougal Littell Assessment System) must all be correctly installed and configured by an administrator before you can scan answer sheets.

To log in to the McDougal Littell Assessment System Grader software:

1. Start the Grader software if it isn't already running.
2. In the Login screen, enter your MLAS **username** and **password**.
3. Click login.
4. Make a note of the time.

McDougal Littell Assessment System organizes the answer sheets you scan and upload into sessions.

NOTE: Session times are recorded for the Eastern Time zone. This means that a session you start at 10:00 A.M. in Mississippi or Texas will have a time of 11:00 A.M.

The McDougal Littell Assessment System Grader is now ready to scan your first batch of answer sheets. Before you do so, however, it's a good idea to make sure that the answer sheets are ready for scanning. See Preparing answer sheets for scanning.

Preparing answer sheets for scanning

You can think of this section as an ounce of prevention. Despite what seems like a lot of rules and suggestions, it all boils down to common sense: the better the copies you start with, the easier it will be to scan them. Although McDougal Littell Assessment System lets you fix many scanning errors after the fact, you can save yourself some work by preparing good quality answers sheets, looking over the answer sheets as students hand them in or before scanning, and organizing them neatly into batches for scanning.

Preparation for scanning begins when you first create the answer sheets. See About printing and copying answer sheets for tips on printing and copying answer sheets.

You can fix certain types of scanning errors, but it's easier to prevent them to begin with. See Checking answer sheets before scanning for tips on how to spot potential scanning problems.

You scan answer sheets in groups of no more than 50. See Batching answer sheets for tips on assembling answer sheets into batches.

About printing and copying answer sheets

Before you distribute answer sheets to students, make sure the answer sheets are good, crisp copies and are square on the page. Here are some tips that will make scanning easier after students complete the answer sheets:

- When you print answer sheets, be sure to use a high-quality laser printer to print the master answer sheet. Do not create answer sheets on an ink-jet or dot-matrix printers.
- When you copy answer sheets, be sure to use a high-quality copier to make copies. Do not use a high-capacity, low-quality duplication system such as risograph.

- When you copy answer sheets, make sure that the copies are the same size as the original (not reduced or enlarged) and are not distorted in any way. The McDougal Littell Assessment System Grader relies on the four squares in the corners of the answer sheet (registration marks) for orientation. If they are in the wrong position or are distorted in any way, scanning may fail.

Checking answer sheets before scanning

Before you scan an answer sheet, take a second to review it and make sure:

- The student name is bubbled and it matches the name printed on the top of the answer sheet.
- Answer bubbling is dark enough to read clearly.
- There are no stray marks on the answer sheet, especially around the perimeter of the sheet or across the bottom, near the optical block code.
- The answer sheet is in one piece, with no tears, bends, folds, spindles, or mutilations.
- The answer sheet is a good, crisp copy and is square on the page.

The most common causes of scanning errors are:

- Missing information (student name or ID not bubbled)
- Incomplete bubbling
- Stray marks on the page
- Unreadable block code along the bottom of the answer sheet
- Distortions and fuzziness caused by poor quality printing or copying.

You may be able to correct many of these problems before scanning.

After you review the individual answer sheets, the next step is to divide them up into batches. You can scan as many batches of answer sheets as you wish during a session, but you must divide them up into batches first.

TIP: Although you can combine answer sheets for different exams, teachers, and periods into a single batch, you may find it easier to resolve errors later if all answer sheets in a batch are for the same teacher and test assignment.

Batching answer sheets

When you prepare a batch of answer sheets, make sure that:

- There are no more than 50 answer sheets in a batch. This is a limitation of the scanner's feed tray.
- All answer sheets are facing in the same direction. This is not required, but it makes it easier to read the answer sheet image if you need to view it to correct a scanning error.
- Answer sheets go into the scanner's feed tray facing right side up and head first.

  The scanner only reads the side of the page that's facing up. Any pages that are facing down scan as blanks. Although the McDougal Littell Assessment System Grader can read upside down pages without any difficulty, scanning them head first makes the scanned images easier to read when you look at them online.

This batch of answer sheets makes up a scan session.

TIP: Although you can combine answer sheets for different exams, teachers, and periods into a single batch, you may find it easier to resolve errors later if all answer sheets in a batch are for the same teacher and test assignment.

Start the scan

The McDougal Littell Assessment System Grader handles the scanning and upload process seamlessly. All you need to do is load answer sheets into the scanner's feed tray and let the McDougal Littell Assessment System Grader do the rest.

NOTE: Always use the McDougal Littell Assessment System Grader to initiate scanning. Do not press the buttons on the scanner. The McDougal Littell Assessment System Grader will tell the scanner to start scanning and will let you know when scanning is completed

- First, the McDougal Littell Assessment System Grader tells the scanner to scan the batch of answer sheets in its feed tray. When scanning is complete, the McDougal Littell Assessment System Grader tells you how many pages it scanned.
- Next, you check the number of answer sheets scanned. If it is correct, send the tests to the McDougal Littell Assessment System. If some sheets are missing, rescan the batch, then send them up.
- After you scan and upload a batch of answer sheets, you can either continue scanning the next batch of answer sheets or look at the results of the upload.

To scan and upload answer sheets:

1. Load the answer sheets, face up, head first, into the scanner's feed tray.
2. Click **scan** in the McDougal Littell Assessment System Grader.
3. Make a note of the time.

McDougal Littell Assessment System identifies scanning sessions by time. You can scan as many batches as you wish during a session, and have as many sessions as you have time for in a day.

The McDougal Littell Assessment System Grader tells you the number of answer sheets you've scanned in this batch.

4. Review the number of scanned answer sheets and click either **back** or **upload**.

- If the number is not correct, reload the batch of answer sheets and click back to rescan them.
    - The rescanned answer sheets simply replace the ones you scanned the first time, so there's no worry about potential duplicates.
- If the number is correct, click **upload** to begin uploading the answer sheets to McDougal Littell Assessment System.
    - Answer sheets are not uploaded unless you click **upload**.
- The McDougal Littell Assessment System Grader displays progress information as it uploads the answer sheets, and lets you know when the uploading is completed.

5. Once the current batch of answer sheets has been uploaded, you may click **scan more** to scan another batch of answer sheets, or return to your primary computer, sign in to McDougal Littell Assessment System. Find the assignment and click the **view results** link to view the results that have been uploaded to McDougal Littell Assessment System.

- If you continue to scan and upload additional batches of answer sheets, they will be considered different scanning sessions, identified by the new upload time.

NOTE: The time to scan can vary between scanner models. Additionally, there may be a short delay between when you scan in the answer sheets and when the scores are available in McDougal Littell Assessment System.

View Scan Log

Once you or someone else has scanned answer sheets, you should check the scanning log to ensure that the scanning was successful. If any errors occurred, you can see, and sometimes correct, the errors here.

To view the scanning log:

1. From the **Tests** tab, click the Scan Log link.
2. A list of all the scanning completed today displays.

You can use the filter at the bottom to, for example, see all scans done in the previous week, or only the scans that applied to a certain teacher. You can also sort the table by any column by clicking on any column.

NOTE: Because you can scan many assignments in one session, you may see multiple assignments associated with one scan session. Also, if sheets for an assignment were included in many batches, the test assignment will appear in multiple sessions.

3. Find your scan session and assignment name in the list. Any assignment with the title "Unrecognized" means a fatal error occurred and the assignment could not be found.

4. Check the errors column. If the number of errors equals zero, you do not need to take any action.
5. If there are errors, click the scan date link to see more details about the errors. The section, Correcting Scanning Errors, gives more information on how to fix problems with scanning.

TIP: You may want check the Scan Session Log to be sure that the total number of Successful Scans matches the number of scan sheets that you have for a particular assignment.

Correcting Scanning Errors

There are a number of reasons that scanning failures occur, but they all boil down to recognition problems: can the system identify the student, the response/score, and the test assignment?

Student recognition failures occur when the student fails to bubble in his or her name clearly or bubbles in more than one name. Score recognition errors can occur when the teacher fails to bubble in the students' score. You can generally resolve this type of failure without much difficulty.

Failure to recognize the test assignment is a more serious problem. If you can identify the student and assignment based on the answer sheet, you can print a new answer sheet, transfer the student's answers, and scan in the replacement. If you can't identify the student or the assignment, the failure remains unresolved.

You can resolve scanning errors if:

- You are the teacher of the assignment
- You did the scanning of that batch or session.

Here is a list of scanning failures in three categories, student recognition, score recognition and assignment recognition.

Student Recognition Failures

Student Name Not Recognized

Error: The system did not recognize the Student Name from the scan.

Solution:

1. Click the **Select Student From Roster** button.
2. The class roster displays.
3. Select the student from the roster.
4. Click **OK**.
5. Click the **Back to Session Detail** button.

You can also choose to find the original answer sheet, bubble in the student's name and re-scan. If you take this course of action, be sure to click the **Remove from Error List**, since you will be resolving the error via a new scanning session.

Student Not Assigned

Error: This error occurs if the student has been removed from your class roster since the answer sheet was printed.

Solution:

1. Review your assignment and re-add the student to your list of assignees.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click the **Back to Session Detail** button.

Score Recognition Failures

Question Has Multiple Scores or Is Missing Score

Error: The scan has identified question(s) wiith multiple scores or with no score.

Solution:

1. Evaluate the scan image and the student's responses and then score those items that have multiple scores. You may need to find the student's test or separate sheet of paper to evaluate responses (e.g., if the student answered an essay question on a separate sheet of paper).
2. For each question number, select a point value (from 0 to the maximum points possible for that question).

3. Click the **Submit Scores** button.
4. Click the **Back to Session Detail** button.

You can also choose to find the original answer sheet, evaluate the student's responses, bubble in the scores, and re-scan. If you take this course of action, be sure to click the **Remove from Error List**, since you be resolving the error via a new scanning session.

Assignment Recognition Failures

Bar Code Not Recognized

Error: The scan failed because the bar code at the bottom of the page could not be recognized.

Solution:

1. Check the answer sheet to be sure that it is readable and not distorted in any way. Check for stray marks or other problems around the bar code. If it looks like the answer sheet is in acceptable shape, scan the answer sheet again. If you still do not get the proper results, get a new copy of the answer sheet and copy the student's answers over for rescanning.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click the **Back to Session Detail** button.

Unreadable Scan

Error: The answer sheet cannot be read by the scanner.

Solution:

1. Clean up or re-write the scan sheet, and scan again.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click **Back to Session Detail** button.

Assignment Not Found

Error: The system cannot process the scan because it cannot locate an assignment.

Solution:

1. Check to see if the assignment has been deleted or has closed. If deleted, create a new assignment, print out new answer sheets, transfer students' answers and re-scan. If closed, extend the end date of an existing assignment, and then scan the answer sheet again.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click the **Back to Session Detail** button.

Answer Sheet Missing

Error: In cases where it takes multiple answer sheets for *each* student, there may be cases where you scanned pages 1 of 3 and 3 of 3, but are missing page 2 of 3.

Solution:

1. Find the student's missing answer sheet and rescan.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click the **Back to Session Detail** button.

Assignment Closed for 90 Days

Error: The system cannot process the scan because the assignment has been closed for 90 days.

Solution:

1. Extend the end date of the assignment, and then scan the answer sheet again.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click the **Back to Session Detail** button.

Scoring Online Tests

What questions does McDougal Littell Assessment System score?

McDougal Littell Assessment System (MLAS) allows you to use a wide variety of questions in a test. However, there are questions that require teacher scoring when responses cannot be evaluated, graded or judged by the technology.

The chart below shows the question type, students' actions and how the question is to be scored:

Question Type	Student's action	Scoring
Multiple choice	Select one (or more) answers from the choices (for example: a, b, c, d)	MLAS scores automatically
Simple True/False	Select either T or F	MLAS scores automatically
Modified True/False (student must make any False statement true by writing)	Select T or F. If statement is false, then in the text box provided, correct the statement so it's true	If the correct answer is "true", then MLAS scores automatically. If the correct answer is false, teacher enters a score in MLAS.
Fill In	Type your answer in the text box provided.	Teacher enters a score in MLAS
Short Answer	Type your answer in the text box provided.	Teacher enters a score in MLAS
Essay	Type your answer in the text box provided.	Teacher enters a score in MLAS
Matching	Select one (or more) answers from the choices (for example: a, b, c, d)	MLAS scores automatically

How to score questions

When you must score a test question, it's easy to assign a score within McDougal Littell Assessment System. Follow the steps below:

1. From the **Tests** tab, find the assignment and click the assignment name.
2. For each student assigned, you'll see his or her status.
3. Beginning with the first student, click the Score it link.
4. On the next page, you'll see each question that requires a score from you.
5. Click the question number.

The question, as it was presented to the student, is shown. And, the student's response, as he or she entered it also displays. If available, the correct or a sample response is also shown to help you.

7. Evaluate the student's response. Select the number of points the student earned on this question. You can select from 0 to the total possible points.
8. You can also enter in comments by clicking the teacher comments link. Type in any comments and click **Save**.
9. When you have entered points for this question, click the **Save** button.
10. Repeat for all remaining questions for this student that require teacher scoring.

Once you have entered in points for every teacher-scored question for this student's test assignment, click the **Submit Scores** button.

A confirmation screen displays, making sure that you are sure that you are ready to submit the student's score for final score calculation. No changes are possible once you confirm. Click the **OK** button.

The assignment screen is re-displayed, and the student's status will now be Score Submitted. Once the system has processed the scores, the student's status for the assignment will change to Scored.

Repeat for each student in your assignment who has a Score it status next to his or her name.

Quick Reports

What is a quick report?

A Quick Report (vs. a Comprehensive Report) shows test results for one test assignment (vs. many) for the teacher of a particular class. It is called a quick report because it can be generated "on the fly." Quick Reports are not saved. They can be created quickly and easily on demand whenever they are needed.

NOTE: You must have classes, assignments, and student data to produce a report. Also, you must be the teacher of the class in order to use Quick Reports. If you are not the teacher of the class, you must create reports using the Comprehensive Reports function.

Running a Quick Report

There are two easy ways to run a Quick Report.

1. From the **Tests** tab, choose your assignment.
2. On the assignment details, page, click the view results link near the list of students assigned to the test.

Or, you can follow these steps.

1. From the **Reports** tab, click the Quick Report link.
2. Choose a class and click the **Go** button.
3. A list of assignments displays. You can sort the table by any column head. Choose a single test assignment.
4. Click the **Run Report** button.

Viewing a Report

Overview

From this screen, you can view results of one test assignment in many different ways. On all Quick Reports, you can see the following basic information:

- Test Name
- If available, a print preview and online preview
- Assignment Name
- Class Name
- Teacher Name
- Start/End Dates of the assignment
- # of Students Assigned
- # of students who took the test / # of students whose test is scored
- # of questions on the test
- Total Points Possible
- (multi-session, online tests only): Session to Score: First Attempt, Last Attempt, Highest Score, Average Score
- Class Average: Number of Points, Total Points and Percentage

By Whole Class (all assigned)

The default view for all quick reports is to show the overall scores for all students in the class who were assigned this test.

Overall scores

At a glance, you can see each student assigned, the percentage correct, and the students' scores in points. If the test was administered online, you can also see the amount of time each student spent on the test, and the date and time the test was completed.

TIPS:

- If you see a link to score it next to a student's name, there are questions that require you to assign a score. Click the link to be taken to the Scoring area. You can see the section Scoring Online Tests for more information.
- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

Scores by question

If you'd like more detail, click "Scores by Question". This report can give you information on whether there were questions that students had difficulty answering.

The table displays, showing each question in the test. In this table, you can see the question type, the percentage of students who answered the question correctly, the correct answer (if possible), and the number of students who did not answer the question.

Click the question number link to see more detail about the question, including the point value and any standards for the question. In some cases, the entire question text will display.

The percentage next to answer choices shows the percentage of students who selected this answer. For questions such as multiple choice, percentages in green indicate that it was the question's correct answer. Percentages in red indicate that it was an incorrect answer. For other question types, you'll see the percentage of students who answered the question correctly.

TIP:

- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

Scores by standard

If you'd like more detail, click "Scores by Standard". This report can give you information on whether students are struggling with a particular concept or standard. Be aware that it may take additional time to prepare this report. A processing bar will alert you that your report is being prepared.

NOTE: If your test contains items that do not have standards associated (such as a test where you authored all the questions), or if standards are not available for your product, this report is not available.

The table displays, showing each standard assessed in the test. In this table, you can see the standard number, the questions applying to the standard, and the class' score (as a percentage) on that standard.

Score calculation:

System takes the point value of each question. System adds the points earned by all students for each question. Percentage is based on total points earned / total points available.

Click on the standard number to see the text of the standard.

Click the question number link to see more detail about the question, including the point value and any standards for the question. In some cases, the entire question text will display.

The percentage next to answer choices shows the percentage of students who selected this answer. For questions such as multiple choice, percentages in green indicate that it was the question's correct answer. Percentages in red indicate that it was an incorrect answer. For other question types, you'll see the percentage of students who answered the question correctly.

TIP:

- Click on any of the column heads in the table to re-sort the results.

- Turn on teacher- or district-level performance bands to color code the results based on the scores.

By Student

To run a student-specific report find "Other Reports" and click the "Student" link. The results for the first student (alphabetically by last name) appear. You can choose any student who took this test from the drop-down.

TIPS:

- If you see a link to score it next to a student's name, there are questions that require you to assign a score. Click the link to be taken to the Scoring area. You can see the section Scoring Online Tests for more information.
- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

Scores by question

The default view in this report shows you a detailed, by question, report for a single student on a single test. Use this report to gain more insight into a particular student's performance.

The table displays, showing each question in the test. In this table, you can see the question number, whether the student's answer was correct (green check), incorrect (red "x"), or partially correct (green check and red "x"). You can also see if the student skipped the question. The points earned are shown in the next column. The student answer compared to the correct answer is shown in the final 2 columns.

NOTE: If the test was administered offline, a student's response on a teacher-scored question cannot be shown.

Click the question number link to see even more detail about the question, including the point value and any standards for the question. In some cases, the entire question text and the student's response will also display.

NOTE: When you created the assignment, you may have given students the opportunity to take the test more than once. If so, separate tabs show the results each student's try, or attempt. A star shows which score is used for all comprehensive reports. If multiple tries were allowed and no star is on a tab, it indicates that the average score will be used for all comprehensive reports.

Scores by standard

If you'd like more detail on this student's performance, click "Scores by Standard". This report can give you information on whether this student is struggling with a particular concept or standard. Be aware that it may take additional time to prepare this report. A processing bar will alert you that your report is being prepared.

NOTE: If your test contains items that do not have standards associated (such as a test where you edited or authored all the questions), or if standards are not available for your product, this report is not available.

The table displays, showing each standard assessed in the test. In this table, you can see the standard number, the questions applying to the standard, and the student's score (as a percentage) on that standard.

Score calculation:

System takes the point value of each question. System adds the points earned by the student for each question. Percentage is based on total points earned / total points available.

Click on the standard number to see the text of the standard.

Click the question number link to see even more detail about the question, including the point value and any standards for the question. In some cases, the entire question text will display.

For each question, you may see how the student responded and whether they selected the correct answer (green check), incorrect answer (red "x"), or received partial credit (green check and red "x").

By NCLB group

NCLB results can be helpful when you want to break down the scores of one test based on criteria such as gender, ethnicity, or educational programs. This view can only be used if you or an administrator entered this optional information into each student's profile.

To run an NCLB report, find "Other Reports" and click the "NCLB" link.

TIPS:

- If you see a link to score it next to a student's name, there are questions that require you to assign a score. Click the link to be taken to the Scoring area. You can see the section Scoring Online Tests for more information.
- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

Overall scores

This default view for this report shows you each NCLB group's score. You can see the overall group name (Gender, Ethnicity, Educational Programs), then the categories underneath that. The number of students who took the test and belong to that category is shown, as well as the group score (as a percentage).

Remember, the overall class average is shown above the table on the right-hand side, so you can see how the NCLB groups performed compared to the overall class.

NOTE:

- If no students in a category took the test, the category will not display in this report. For example, if no students who took this test were Caucasian, then that category would not display in the Ethnicity section of the table.
- The number of students in this table may not match the actual number of students who took the test. This is because a student may belong to more than one group. For example, the student may be Female, Hispanic, ELL, and Title 1. Her score will be used in all of these categories.

Scores by group

After reviewing the overall group scores, you may wish to see more detail. If so, click "Scores for Group" and choose a single group. For example, you could choose to see the scores for the NCLB Group:ELL.

When you choose a specific group, a new table displays. In this report, you can see the names of all the students assigned to this test who belong to this group category.

Each student who is a member of the NCLB group is displayed, along with the percentage correct on the test, and the score represented in points. If the test was administered online, you can also see the time the student spent on the test, as well as when he or she completed the test.

By Classroom groups

Classroom Group results can be helpful when you want to break down the scores of one test based on a subset of students in the class. A classroom Group might be your struggling readers, or your football players. This view can only be used if you previously set up classroom Group(s) for this class.

Find "Other Reports" and click the "My Groups" link.

Overall scores

This report shows you each classroom Group's score. You can see the classroom Group name, The number of students who took the test and belong to that group, as well as the classroom Group score (as a percentage).

Remember, the overall class average is shown above the table on the right-hand side, so you can see how this classroom Group performed compared to the overall class.

NOTE:

- If no students in a classroom Group took the test, the Group will not display in this report.

- The number of students in this table may not match the actual number of students who took the test. This is because a student may belong to more than one Group. For example, the student may be a member of your Struggling Readers and Football Players groups. His score will be used in all of these categories.

Scores by group

After reviewing the overall classroom Group scores, you may wish to see more detail. If so, click "Scores for Group" and select a single classroom Group.

When you choose a specific classroom Group, a new table displays. In this report, you can see the names of all the students assigned to this test who belong to this classroom Group.

Each student's name is displayed, along with the percentage correct on the test, and the score represented in points. If the test was administered online, you can also see the time the student spent on the test, as well as when he or she completed the test.

TIP:

- If you see a link to score it next to a student's name, there are questions that require you to assign a score. Click the link to be taken to the Scoring area. You can see the section Scoring Online Tests for more information.
- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

Quick Reports and performance band highlighting

Color-coding the results to performance bands can enhance many of the Quick Reports. You can easily turn on performance band highlighting by clicking in the drop-down on the right side of the page.

You will have a choice between your (teacher) performance bands or the district or system performance bands, depending on whether your district set up performance bands.

Color-coding results can be a quick way to see at-a-glance how your class, group, or student is doing. If you haven't yet setup your performance bands, you click the edit your settings link to go to the Preferences area. See the section Performance Bands Preferences for more information on how to create or edit your performance bands.

Printing & Exporting

Printing a Report

You can print any of the Quick Reports you view on screen. Choose the **Print Report** button in the upper right of the screen of your report. Select your printer and click Print. Be sure your computer is connected to a printer.

Printing Labels

The Print Labels feature makes it easy for you to provide your students results to them in a printed format. Instead of printing one sheet of paper per student, you can save paper and use the Print Labels to print a short snapshot of each students' results. You may want to place these labels on their answer sheet (if the test was administered offline).

1. Click the **Print Labels** button.
2. McDougal Littell Assessment System will generate a PDF document in a new window formatted for the Avery #5164 template.
3. Place the labels in your printer (or use plain paper and cut them out yourself), and select **Print**.

The following information is contained on each student's report label:

- Student's First Name, Middle Initial, Last Name
- Assignment Name
- Points received/points possible on test
- Percent score
- Question #'s Missed: Question Numbers and Points received/points possible on questions missed
- Standards Needing Attention (number and truncated text)

- Percent correct on standard

NOTE: On a long test with many standards, each student may require more than one label.

Exporting a Report

Exporting a report is simple to accomplish in McDougal Littell Assessment System.

To export the report you are currently viewing, click the **Export Data** button. Choose a destination on your local computer, and accept the default or enter your own file name. Click **OK** to export. Your report will automatically download to the destination that you identified. Reports are exported as tab-delimited file, which means they generally open with Microsoft Excel.

Once you have exported the report, you can open it in any application that can read a tab-delimited file format. The information displayed on screen will also be in the file. You may have to do additional editing or manipulation of the file to make it suitable for importing into another application. Or you may want to export the report to create your own charts and graphs.

Comprehensive Reports

What is a Comprehensive Report?

As the name implies, a Comprehensive Report is one that provides you with a more comprehensive perspective of how students are performing across many different criteria.

Whereas Quick Reports provide teachers a view of just one assignment for one class, a comprehensive report can span teachers, classes, students and assignments in combination with the same parameters available to Quick Reports.

The most powerful aspect of a Comprehensive Report is its ability to calculate large volumes of data across many tests. As such, a Comprehensive Report cannot display without processing or compiling first.

This section covers all aspects of Comprehensive Reports. As with Quick Reports, select criteria for your report and then request that the system "process" or "compile" the report for you. Unlike Quick Reports, which are not saved, you will have the option to store up to 20 Comprehensive Reports. You may print or export the data from reports if you need to save more than 20 reports.

NOTE: Comprehensive Reports are generated from our archival site for security and efficiency reasons. Assignments are moved over to this site on a nightly basis. Be aware that an assignment's results are moved or archived when:

a. the assignment close date passes
b. scores have been entered for all assignees

This means that if your assignment closes (or is completely scored) on Tuesday, 12:00 p.m., you can view a Quick Report immediately, but data for this assignment will not be available to include in a Comprehensive Report until the next morning.

Running a comprehensive report

Overview

You must tell the system which kind of report you would like to create, and then select additional criteria.

Selecting Criteria

As you will see, each report requires that you provide criteria or settings that are needed to run that report. To set criteria for a report:

1. Read the report criteria carefully. Make logical decisions and choices as you provide information.
2. Create and type a **Report Name**.

The report name appears in your list of compiled reports (on your My Reports screen), so create a name that is both unique and representative of your report. As you will have to manage up to 20 reports at a time, you will want to adopt an easy-to-understand convention. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!$@()-_=+{}[];,..

Running the Report

After you set the criteria for your report, follow these next steps.

1. Tell McDougal Littell Assessment System to generate or compile the report by clicking the **Run Report** button. The system displays a page indicating that processing has begun. Click the link to My Reports to check the status of your report.

   NOTE: It may take several minutes to process your report. There are many factors that determine the speed at which your report is processed. Please be patient on busy days or when your report covers a large volume of student or class data.
2. On the **My Reports** screen, the Status column will change from *Processing* to *Complete* when the report is ready to view.

Viewing a Report

When the status of a Comprehensive Report changes from *Processing* to *Complete*, you can click the name of the report to view it. The report will display in a new window. Many reports have combinations of tables and charts to make understanding the information on the report easier.

See the following sections for more information:

- Printing a report
- Exporting a report
- Deleting a report

One Student, Many Test Assignments

Use this report to see how one student has performed over multiple test assignments.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the subject and the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button.

Select a student

Now that you've selected a time frame, choose a class. This will help you find the student for whom you are running the report.

After you select a class, the list of students in the class displays. Select one student. His or her name is displayed in the **Selected Student** area.

When you have successfully found and identified the student, click the **Save Student** button.

Select test assignments

The test assignments taken by your selected student are shown. This table is sorted by the start date of the assignment, but you can sort by any of the column heads. The name of the Product is shown to help you choose assignments that are from similar curricular areas.

Use the checkboxes to select one or more assignments. Clicking the yellow checkmark will automatically select all assignments. Clicking it again will deselect all assignments.

When you have chosen one or more test assignments, you can move to the next step.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!$@()-_=+{}[];,..

Other report options

Finally, choose whether you wish to include the overall class average on this student's report. If you are running the report to share at a meeting with the student you may not wish to compare him or her to the entire class. However, if you are meeting with his or her guardians, you may want to reveal this information.

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

One Class, Many Test Assignments

Use this report to see how one class has performed over multiple test assignments.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button.

Select a class

Now that you've selected a time frame, choose a class.

After you select a class, click the **Save Class** button.

Select test assignments

The test assignments taken by the class are shown. This table is sorted by the start date of the assignment, but you can sort by any of the column heads. The name of the Product is shown to help you choose assignments that are from similar curricular areas.

Use the checkboxes to select one or more assignments. Clicking the yellow checkmark will automatically select all assignments. Clicking it again will deselect all assignments.

When you have chosen one or more test assignments, you can move to the next step.

View by

Next, choose whether you want to see the information based on the class roster, or disaggregated by NCLB categories.

Remember, you or an administrator must have entered NCLB criteria for each student in order for these criteria to be meaningful.

Viewing by class roster will show specific students' names, while viewing by NCLB criteria will show results based on the NCLB groups (gender, ethnicity, and educational programs).

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!$@()-_=+{}[];,..

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

Many Tests, Many Classes

Use this report to find out how many classes performed over the same series of tests.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button.

Select classes

Now that you've selected a time frame, choose one or more classes. If you are an administrator, you can see the teacher(s) associated to the class.

Use the checkboxes to select one or more classes. Clicking the yellow checkmark will select all classes. Clicking it again will deselect all classes.

After you select one or more classes, click the **Save Classes** button.

Select tests

All tests taken by all selected classes are shown. The name of the Product is shown to help you choose tests that are from similar curricular areas.

Use the checkboxes to select one or more tests. Clicking the yellow checkmark will select all tests. Clicking it again will deselect all tests.

When you have chosen one or more tests, you can move to the next step.

NOTE: When displaying tests, Houghton Mifflin Online Assessment System shows the total tests taken across all classes.

Example:

Class A took Tests 1 & 2

Class B took Tests 1, 2, & 3

Class C took Tests 1, 2, 3 & 4

The table will show only tests 1 & 2, since they are the only tests taken by all 3 classes.

View by

Next, you have several choices of how to display the resulting report.

Viewing the report by class roster will sum the information based on the class name and the test.

Viewing the report by NCLB criteria (summarized by class) will disaggregate the information based on NCLB categories, and show the information class by class.

Viewing the report by NCLB criteria (summarized by test) will disaggregate the information based on NCLB categories and show the information test by test.

You need to think about how you want to see the data and make your choices appropriately.

Remember, you or an administrator must have entered NCLB criteria for each student in order for these criteria to be meaningful.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!$@()-_=+{}[];,..

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

NCLB Report

The No Child Left Behind (NCLB) Reports let you disaggregate test data according to the standard categories of Ethnicity, Gender, and Special Programs.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the subject and the grade on which to report. Reporting on a single subject or grade will help limit the processing time and create more meaningful reports. You can select "All" for both of these categories.

When you are finished making your choices, click the **Save Report Period** button.

Select a class

Now that you've selected a time frame, choose a class.

After you select a class, click the **Save Class** button.

Select test assignments

The test assignments taken by the class are shown. This table is sorted by the start date of the assignment, but you can sort by any of the column heads. The name of the Product is shown to help you choose assignments that are from similar curricular areas.

Use the checkboxes to select one or more assignments. Clicking the yellow checkmark will select all assignments. Clicking it again will deselect all assignments.

When you have chosen one or more test assignments, you can move to the next step.

NCLB Categories

Next, choose whether you want to see the information based on the class roster, or disaggregated by NCLB categories.

Remember, you or an administrator must have entered NCLB criteria for each student in order for this report to be meaningful. You can choose one or more NCLB categories. To see a list of each value in an NCLB category, click the view categories link.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!$@()-_=+{}[];,..

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

Standards Report: One Class or Student

Standards Reports let you see how a student, a class, or multiple classes are performing on state or national standards and identify which standards have not been assessed.

NOTE: Not all state and national standards may be available for every product. If standards are not available for a given product, you will not be able to generate these reports.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button.

Select Standard Set

Next, you need to select a standard set. The standard set that displays is based on the products you have access to and the state in which you reside.

NOTE: If this table is blank, it means that no standard sets are available for the products you own and you should abandon the creation of this report.

Select a standard set, and then click the **Save Standard Set** button.

Select Class or Student

Next you need to decide whether you want to run this report on one class or on one student. Select a single class. You can either select "All Students" or find a particular student and select him or her. Your choice is shown in the **Selected Student(s)** area.

When you have selected one student or an entire class, click the **Save Student** button.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!$@()-_=+{}[];,..

Other report options

Finally, choose whether you wish to *include the class average* on this report. If you are running the report for one student, you may not wish to compare him or her to the entire class. If you are running this report for the entire class, you should select this option.

If you choose the *include standards not assessed*, you can see any standards which have never appeared on an administered test. This can help identify areas that need further teaching or testing.

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

Standards Report: Many Classes

Standards Reports let you see how a student, a class, or multiple classes are performing on state or national standards and identify which standards have not been assessed.

NOTE: Not all state and national standards may be available for every product. If these reports cannot be run based on the products you own, you will not be able to complete the generation of these reports.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button.

Select Standard Set

Next, you need to select a standard set. The standard set that displays is based on the products you have access to and the state in which you reside.

NOTE: If this table is blank, it means that no standard sets are available for the products you own and you should abandon the creation of this report.

Select a standard set, and then click the **Save Standard Set** button.

Select classes

Now that you've selected a time frame and a standard set, choose one or more classes. If you are an administrator, you can see the teacher(s) associated to the class.

Use the checkboxes to select one or more classes. Clicking the yellow checkmark will select all classes. Clicking it again will deselect all classes.

After you select one or more classes, proceed to the next step.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!$@()-_=+{}[];,..

Other report options

Finally, choose whether you to *include standards not assessed*. This will show you any standards that have never appeared on an administered test. This can help identify areas that need further teaching or testing.

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

Printing & Exporting

Printing a Report

You can print any of the Comprehensive Reports you view on screen. Choose the **Print Report** button in the upper right of the screen of your report, or click the print icon in the Adobe Acrobat toolbar.

NOTE: Reports can be long and use a significant amount of paper. Check the total number of pages in the bottom of the Adobe Acrobat window containing the report, and make sure you have enough paper. This can help you decide whether or not you want to send the report to the printer.

TIP: From the Adobe Acrobat toolbar, you can save the report your local drive and then immediately go back to the **My Reports** page to delete it, since you now have a copy on your local machine.

Exporting a Report

Exporting a report is simple to accomplish in McDougal Littell Assessment System.

To export the report you are currently viewing, follow the steps below:

1. Click the **Export Data** button.
2. The browser's pop-up appears, offering choices to Save or Open the file. Choose **Save**.
3. Next, choose a destination on your local computer.
4. Enter a file name.
5. Click **OK** to export.

Your report will automatically download to the destination that you identified. Reports exported as tab-delimited file means they generally open with Microsoft Excel. You can also export the report to Adobe Acrobat format, which can be useful to printing later.

Once you have exported the report, you can open it in any application that can read a tab-delimited file format. If you exported the report to Adobe Acrobat, open the file in Acrobat. The information displayed on screen will also be in the file.

For tab-delimited exports, you may have to do additional editing or manipulation of the file to make it suitable for importing into another application. Or you may want to export the report to create your own charts and graphs.

Deleting a Comprehensive Report

Once you reach your limit of 20 saved Comprehensive Reports, you will be prompted to remove reports by deleting them.

Save or print reports before deleting them. Or, you can export reports to a tab-delimited file before deleting them. That way, you will have access to these reports as long as you need them.

Each report entry has a delete link in the right column. If you click delete, a message appears asking you to confirm your action. Click **OK** to confirm the report deletion.

Prescriptions

What is a Prescription?

A prescription is a collection of learning resources that a student can use to gain additional knowledge in a skill or content area. Each student's prescription is automatically created for you based on the individual student's performance on a test assignment.

NOTES:

- Prescriptions are based on each student's performance on standards. If no standards information is available on the test (such as when you author or edit your own test questions), then it will not be possible to create a prescription for that test.
- If a student's performance across all standards on a test is at or above-level, no prescription will be created.
- If there are no applicable state standards for the products you use, then prescriptions are not offered.

How McDougal Littell Assessment System determines the Prescription

To automatically create prescriptions, MLAS uses the following steps:

1. Group each student's score by standards.
2. Compare each student's performance on each standard to the performance bands.
3. If student's performance falls in a below-level performance band on any standard, find a resource that also meets that standard.

   NOTE: Resources are returned for up to 5 of the lowest-scoring standards (for which resources are available). The system returns up to 2 resources per standard.

Example:

Presume Test 1 covers standards 1.1, 1.2, 1.3. Two students score the following:

Suzy Smith		
Standard #	Suzy's performance	Prescribe resources?
1.1	60% (used in 4 questions)	Yes
1.2	80% (used in 6 questions)	No
1.3	55% (used in 5 questions)	Yes

Bobby Gold		
Standard #	Bobby's performance	Prescribe resources?
1.1	90% (used in 4 questions)	No
1.2	60% (used in 6 questions)	Yes
1.3	65% (used in 5 questions)	Yes

MLAS will create a prescription for Suzy that contains resources aligned to Standards 1.1 and 1.3. Bobby's prescriptions will contain resources geared to Standards 1.2 and 1.3. Prescriptions are based on students' *individual* performance. Using the Quick Report that shows your class' scores by Standards can give you insight on the kinds of prescriptions MLAS will create.

Creating a Prescription

From Test Results

As you are looking at a Quick Report, you may decide that a Prescription for this test assignment would be appropriate. Follow the steps below to create a Prescription:

1. Click **Create Prescription**.

2. A message display alerting you that prescription processing has begun. Because McDougal Littell Assessment System must calculate many scores and sift through resources, this process may take a short time. You'll be advised to monitor the progress by checking the **My Prescriptions** page.

To check on the status of a prescription:

1. Click on the **Prescriptions** tab.
2. If your Prescription status is *Processing*, the work is still in progress. If the status is *Assign it*, then the prescription is approved and ready for you to review, print and assign to your students. You may have to refresh your browser.

From Prescriptions Page

1. From the **Prescriptions** tab, click **Create New Prescription**.
2. Select a Test Assignment by choosing the radio button to the left of the Assignment Name.

   NOTE: The default view is to show Test Assignments for the current term in this school year. Click the Search for Test Assignment link in the gray box below the table to find an assignment from a different term, or to further narrow the list of assignments. Enter criteria like class name, class average, or test name in the fields. Click the **Filter** button to re-display the list of assignments based on the search terms you entered.
3. Click the **Continue** button.
4. A message displays alerting you that prescription processing has begun. Because Houghton Mifflin Online Assessment System must calculate many scores and sift through resources, this process may take a short time. Monitor the progress by checking the **My Prescriptions** page.

To check on the status of a prescription:

1. Click on the **Prescriptions** tab.
2. If your Prescription status is *Processing*, the work is still in progress. If the status is *Assign it*, then the prescription is approved and ready for you to review, print and assign to your students. You may have to refresh your browser.

NOTE: You may store up to 10 Prescriptions at one time, so you may need to delete before you can create a new Prescription.

TIP: Your prescription is always given the name "Prescription for: <Test Assignment Name>". Once you've looked at the prescription, you may wish to rename it if you decide to deliver it to your students via McDougal Littell Assessment System.

Example:

You gave a test assignment called "6 Week Benchmark Review". After viewing the results, you decided to create a prescription. When the prescription is done processing, you'll see an entry in the My Prescriptions table called "Prescription for 6 Week Benchmark Review". You may decide to rename this prescription "6 Week Review Activities" before sending it to students.

NOTE: If your prescription status shows as "no prescription for test", then the test did not contain sufficient standards information upon which to base a prescription. If your prescription status shows as "no prescription offered", then no applicable state standards are available for the products you own and you should not attempt to create prescriptions.

Viewing & Printing a Prescription

Prescription Page: Overview

The **Prescription** tab contains links to the Prescriptions you have created. You may store up to 10 prescriptions at one time.

When you click the name of a Prescription listed in the table, you are presented the Prescription details page for that Prescription.

The top portion of the Prescription details page reminds you about the basics of the prescription, including the test assignment for the prescription and the class average.

If you want to see the standards that this prescription covers, click the view standards link.

Prescription Page: Preview

The next section of the Prescription page shows you the students for whom a prescription was created. You can click the link with the student's name. This will open an Adobe Acrobat PDF file that contains the student's prescription report (or cover sheet) and, in many cases, the actual resources for the student.

TIP: Each time you click a link, an Adobe Acrobat document will open. You can save these files to your local hard drive. Use Acrobat's *print* icon to print the entire document. You can see how many total pages are in the document by looking at the bottom of the screen. It will show *1 of xx* pages. .

NOTE: Any answer keys that are available for the resources are in a separate answer key column. Click the open link to open the answer keys that go along with each student's prescription.

This can be a handy way to see the prescription for the student at a glance. And, if you don't want to send the prescription to the student via McDougal Littell Assessment System, you can print each student's prescription from here.

You also have other options for previewing the prescriptions created for your student.

Click my summary to open a PDF that shows teacher-only resources. Teacher-only resources are designed for you to work with your student and will never be sent to the student, if you send the prescription assignment to them.

Click students' summaries to open a PDF that shows all of the student's prescription reports. These shorter reports show each student's overall report, but do not attach any of the resources. This can be a good choice when you are printing for the whole class, or perhaps preparing for parent-teacher conferences.

McDougal Littell Assessment System offers you many ways to preview prescriptions. The chart below summarizes what you can view. Each one of these links opens Adobe Acrobat.

Click	To View	***Notes***
Prescription for Student Name link	This document contains: • A student's individual prescription report (or cover sheet) • The actual resources prescribed for the student	This is what will be sent to each student if you deliver the prescription online to students.
Open link next to the Student Name	This document contains: • Any answer keys available for the resources prescribed for an individual student	These are teacher-only materials and will never be sent to students.
My Summary link	This document contains: • Each student's individual prescription report • Any teacher-only resources prescribed for one or more students	This document will be *at least* 1 page for each student receiving a prescription.
students' summaries links	This document contains: • Each student's individual prescription report only.	This document will be *at least* 1 page for each student receiving a prescription.

Prescription Page: Details

Scrolling to the bottom of the page, or clicking the details link will show you the details of the prescription recommended for each student. These views provide more detailed information about the resources in the PDF previews, sorting the prescription resources two ways:

- Review prescriptive resources

- Sort prescriptive resources by standard

Review Prescription Resources

On the **Review Resources** tab, click the arrow next to a student's name. A list of the resources prescribed for this student for this test is shown.

The table displays:

- Resource Name: this is the resource name. In most cases, it is linked so you can open Adobe Acrobat and view or print the individual resource.
- Star: a star icon tells you this is a highly recommended resource for this student.
- The source: this tells you where you can find this resource if you have the full Teacher's Resource Package. In some cases, a resource may be available only within MLAS. If so, it will show the sources "Available Online Only"
- Location: tells you the page numbers of the resource. If the resource is media other than print, may give information such as track number (for audio) or chapter number (for DVD programs).
- Language: shows you the language of the resource, generally English
- Answer Key: If available for the resource, this column will show Yes with a link to the answer key
- Media: tells you whether the resource is in PDF, on CD-ROM, online, etc.

You can click on the arrow next to the resource name to see the standards met by the resource, the student's score on the standard, and into what performance band that score falls.

You can click on the link of the standard number to see the text of the standard.

Sort Prescriptive Resources by Standard

On the **Sort by Standard** tab, the same information is presented from a different perspective. Click the arrow next to a student's name. A list of the standards being addressed in this student's prescription for this test is shown.

The table displays:

- Standard Number: Click on the link to open a pop-up window with the actual standard text.
- % correct: tells you the student's score for this test on this standard
- Performance Band: shows you the performance band for the student's score

You can click on the arrow next to the standard number to see even more information. Here you can see the resources being prescribed for this student that are correlated to the standard. You also see whether it's a highly recommended resource. You can click on the name of the resource to view it.

Scheduling a Prescription for student delivery

You can send the prescription to each student for whom a prescription was created. In effect, you are assigning the student his or her own personalized set of extra activities. This is also your opportunity to rename the default prescription name.

Prescription assignments work much the same way as test assignments. Students can receive a report, showing them extra activities to complete. In some cases, they can even view and print the resources themselves for completion.

To deliver a prescription directly to your students, follow the steps below:

1. From the **Prescriptions** tab, select the prescription name to view it.
2. Click the deliver online link. (If you previously scheduled this assignment, click the reschedule link.)
3. Leave the prescription name as is or change it to something more meaningful to students.
4. Click the view students link to see a list of students who will receive a prescription. In some cases, this may not be all students who took the test.
5. Choose a start date in mm/dd/yyyy format or use the calendar to select a date. This is the date that students will see the prescription assignment when they sign in.

6. Choose an end date in mm/dd/yyyy format or use the calendar to select a date. This is the date that the assignment ends.
7. If you want, you can enter a message to students with any special instructions to students who receive the prescription
8. Click the **Submit** button when you are finished.

The next time you visit the **My Prescriptions** page, you will see that the prescription has a status of *assigned*.

TIP: When scheduling a prescription for online delivery to students, click the view standards link to see all the standards covered in this assignment.

Remember, you can change any of the scheduling information about this prescription assignment by clicking on the reschedule link.

Once the prescription has been assigned to students, you can check the **Status** column next to their name to see whether or not the student has opened this prescription assignment. All prescription activities should be "handed in" to you offline.

Deleting a Prescription

Deleting a Prescription

After reviewing and previewing the individual prescriptions on this test for students, you may decide that the prescription does not meet your needs or is not necessary. You may store up to 10 Prescriptions at one time, so you may need to delete before you can create a new Prescription.

Follow the steps below to delete a Prescription:

1. From the **Prescriptions** tab, locate the Prescription to be deleted (should have a status of *assign it* or *assigned*)
2. Click the delete link in the rightmost column

You will be asked to confirm the deletion. If the Prescription was assigned to your students for online delivery, it will be removed from their home pages.

3. Click the **OK** button to proceed.

Messages

Types of Messages

McDougal Littell Assessment System may occasionally have important information for you. A message, similar to an e-mail message, will be sent within the system.

NOTE: You cannot reply to system messages as the system does not support user-created messages. Use your school's email system to create and send your own messages.

McDougal Littell Assessment System may send you messages on topics such as:

Alert: Your test folder is almost full. (for teachers)

Alert: Your test did not publish successfully. (for teachers)

Alert: You have been removed from a class. (for a student).

Reading a Message

To read a message, you can go to your Home page, and see the most recent messages sent to you.

You may also click on the Messages link in the upper right corner of any page.

To read a message, follow these steps:

1. Click the name of the message link in the Subject column.
2. Your message will display.
3. From here, you can:
    - Return to messages menu by clicking the **Back to messages** button
    - Delete the message you are reading by clicking the **Delete** button
    - Navigate to the previous message by clicking the **Previous** button
    - Navigate to the next message by clicking **Next** button.

NOTE: You cannot use My Messages to create or send messages. Messages are read-only.

Deleting a Message

If you no longer need the message, you can quickly delete the message in one of two ways.

1. Select a checkbox (or use select all) next to the message(s) on your My Messages screen.
2. Click the delete link at the bottom of the page.

Or:

1. Select a message and read it.
2. Then select the **Delete** button.

Manage Preferences

What are preferences?

The Preferences area is where you can manage all items related to your McDougal Littell Assessment System account. The Preferences link is always available at the top of any page.

Each setting is discussed further below.

My Profile

Your profile contains information that was initially entered for you by an administrator. You can change this information at any time. You may also be asked to set or change your password periodically.

Your profile is also the quickest way to find your **District ID**. Your District ID is required when you publish a test from your test generator. And, if you ever forget your district-specific website address, you may be asked for District ID along with your username and password in order to sign in to McDougal Littell Assessment System.

To view or edit your profile, follow the steps below:

1. From any page, click the Preferences link.
2. Click the My Profile link.
3. You can view all current information in your profile. On the right-hand side of the screen, you can view your District ID.
4. Click the edit link to make changes to your profile.
5. You may change any of the information, except your Unique ID (if entered) and your role.
6. When you are finished making changes, click the **Save Changes** button.

If you need to set or change your password, follow the steps above to edit your profile.

1. Then, click the change password link.
2. You must first re-supply your current password and then type your new password twice.
3. When you have completed all 3 password fields, click the **Save** button.
4. Click the **Save Changes** button on the main profile page.

TIP: It is a good idea to change your password occasionally. Be sure to choose a password that's easy for you to remember but difficult for others to know.

Test Assignment Preferences

Test assignment preferences can help you create your test assignments more efficiently, especially if you tend to use the same choices each time. While you set your preferences here, you can always change any of the settings when creating or editing a test assignment.

Follow the steps below to set test assignment preferences:

1. From any page, click the Preferences link.
2. Click the Test Assignments link.
3. Choose your preference for when to reveal to students that an upcoming test assignment exists.
4. Select your preference for whether tests should be timed. This only applies to tests administered online.
    - If you do want the default to be a timed test, you also need to choose the default duration and select whether students have the ability to pause the timer.
5. Choose your preference for how many times a student may take a test assignment. This preference only applies to tests administered online.

    - If you select a number greater than 1, also choose which score should be the used when compiling for all Comprehensive Reports.
6. Select your preference for whether or not students may see the results of tests. This applies to online and offline tests.
    - If the preference is to allow students to see the results of their tests, choose whether they may see only their scores, or full details, including the questions.
    - Finally, if you prefer that students can see their results, choose when they can begin seeing this information.
7. When you are finished setting your test assignment preferences, click the **Save Changes** button.

TIP: Be aware that revealing full results to students may allow them to see the actual test question, their answer and the correct answer. You may not want to show this information to students if you plan on using the same test or questions in a later test to different students.

Answer Sheet Preferences

Answer sheet preferences allow you set the default for offline tests whether you want to display student names, student ID's or both.

NOTE: If your school or district entered in student information manually, then student ID's were not entered for each student. Be sure that you select "Yes" to include student names.

1. From any page, click the Preferences link.
2. Click the Answer Sheet link.
3. Select "yes" or "no" to include students' names on the answer sheet
4. Select "yes" or "no" to include students' ID's on the answer sheet.
5. When you are finished, click the **Save Changes** button.

TIP: If your institution did import student information with student ID's, and your students are accustomed to using their ID, using only student ID's on the roster sheet can help prevent a student from maliciously choosing another student's name on an answer sheet.

Performance Band Preferences

What are performance bands?

Performance bands let you view reports based on performance levels you set. Performance bands also help to determine the prescription a student receives.

You can between 2 and 5 performance bands. An example might be:

- Advanced: 90% - 100%
- Proficient: 70% - 89%
- Basic: 0% to 69%

Color-coding reports can help you quickly see at a glance how students, classes and schools are performing. In addition to the performance bands you set, a district administrator can set performance bands. You can elect to view reports by the district bands or your own performance bands.

Creating performance bands

Performance bands allow you to quickly group students results based on minimum and maximum scores that you set. Each performance band has an assigned color so your reports can be color-coded to your performance bands. McDougal Littell Assessment System has system defaults, and your district may have set district-level performance bands. Additionally, you can set or edit your own performance bands at any time. You can have 2, 3, 4, or 5 performance bands.

To create or edit your performance bands, follow the steps below:

1. From any page, click the Preferences link.

2. Click the Performance Bands link.
3. First, choose whether you'd prefer to normally use: district-set performance bands (or system-set if your district hasn't set any) or your performance bands.
4. If you chose the district or system bands, click the **Save Changes** button.

NOTE: Changes to your Performance Band preferences take effect immediately in Quick Reports. However, changes are not reflected in Comprehensive or District Reports until the next day, since these reports are run against archived data.

If you choose to set and use your performance bands, follow the steps below:

1. Select the number of performance bands you want to use. You can choose 2, 3, 4, or 5.
2. Default names and score ranges are shown. Edit the names and score ranges as you see fit. Be sure that *Band 1* is your highest band. The system will make sure that there are no gaps or overlaps in your score ranges.
3. Once you are finished, click the **Save Changes** button.

TIP: For prescription generating purposes on short, chapter or unit tests, you may want to temporarily set only 2 performance bands. Since these tests generally only assess a few items per standard, if you have many performance bands, your prescriptions would likely only include below- or above-level resources. Setting the number of performance bands to 2 can help ensure your prescriptions also include at-level resources.

Technical Support

Contact Technical Support: e-mail

Did you know you can contact Technical Support quickly and easily online?

To do so, click the Technical Support link located at the very bottom of any page.

The following information is completed for you:

- Name
- Username
- Role
- E-mail
- School
- District ID
- State
- Products (list)

Please provide our technical support specialists with the following information:

- A description of the problem you are experiencing (required)
- The operating system on your computer (examples include Windows XP, Macintosh 10.4, etc)
- The browser you are using (examples include Internet Explorer 6.0, Safari 1.5, etc.)
- Telephone number (including area code) where we can reach you should we need additional information

When you are finished, click the **Send Message** button

Contact Technical Support: telephone

You can also contact Technical Support via telephone. We recommend that you try to be near a computer while making your telephone call, so our support specialists can better assist you.

Our hours of technical support phone service are shown below.

McDougal Littell Technical Support

800-727-3009

Hours: M-Th 9:00 am - 8:00 pm ET

F 9:00 am - 5:00 pm ET

Student Help Files

Student Help files

The following document contains the help files available to your students. You may find it helpful to review it or print it out for your students. This file is in the Adobe Acrobat PDF format, so you must have the free Acrobat Reader installed on your system.

Click the link below to open the file. Once you've opened the file, you can save it to your local hard drive.

Student Help.pdf

Index

A

Add
- Assignment 21
- Classroom Groups 13
- Roster 9, 10
- Students 9, 10, 12, 14

Add 4, 10, 13, 21

Additional Note about NCLB 11

Adobe Acrobat 14, 20, 22, 48, 49, 51, 52

Answer Key 52

Answer Sheet Missing 32

Answer Sheet Preferences 57

Answer sheets
- Batching 30
- Checking 30
- Copying 29
- Preparing 29

Answer sheets 28, 29, 30, 57

Assign 50, 51

Assign Test To 22, 23

Assignment
- Add 21

Assignment 21, 26

Assignment Name 35, 39

Assignment Not Found 32

Assignment Recognition Failures 32

Automated Scoring 19

Available Online Only 52

Average Score 23, 35

Avery Labels 14, 39

B

Band 57

Batching 30

Bookmarks 4

Browse
- Tests 17

Browse 17

Build Class Roster 8, 9, 10

C

Class Average 35

Class Groups 13

Class Name 8, 35

Class Profile 9, 10, 14

Class Roster 12

Classes
- Add Existing Students 9, 14
- Add New Students 9, 10, 14
- Adding Students 8, 12
- Creating 8, 12
- Deleting 12
- Editing 12

Classes 5, 8, 9, 10, 11, 12, 14, 15, 16, 43, 46

Classroom Groups
- Adding 13
- Deleting 13
- Editing 13

Classroom Groups 13, 38

Comprehensive Reports
- Deleting 49

Comprehensive Reports 12, 25, 35, 41, 48, 49

Computer Lab Set Up 26

Contact Technical Support 59

Copy Assignment 24

Copying
- answer sheets 29

Copying 29

Correcting
- Scanning Errors 31, 32

Correcting 31, 32

Create New Prescription 51

Create New Student 10

Create Prescriptions 5, 50

Create students 14

Creating
- Class 8, 12
- Performance bands 57
- Test 20

Creating 8, 12, 19, 20, 24, 57

D

Deleting
- Class 12
- Classroom Groups 13
- Comprehensive report 49
- Message 55
- Prescription 54
- Students 15
- Test Assignment 25

Deleting 12, 13, 15, 25, 49, 54, 55

Delivery Method 19

Difference between
- test 21

Difference between 21

Distributing

district-specific....14
Usernames....14
Distributing....14
District 2, 4, 10, 11, 16, 20, 21, 26, 56
District ID
Finding....16
District ID....16
E
Edit
Class....12
Classroom Groups 13
Students....14
Test Assignment 24
Edit 5, 12, 13, 14, 24
Edit Student....14
Error List....32
Existing Assignments
Add Student 12
Existing Assignments....12
Existing Students
Search 9
Existing Students....9
Exporting
Report....49
Exporting 49
F
Favorites....4
Finding
District ID 16
Test....21
Username 16
Finding....16, 21
Forgot....2
Forgotten password 2
Forgotten username 2
Format & Scoring Details 19
G
Grader
Start 29
Grader 29
Grades
Entering 28
Grades....28
Group
Scores....37, 38
Group 37, 38
I
Internet 21, 26, 27
L
Lab.... 27
Labels 39
Locked 14, 16
Login 29
M
Main Navigation 5
McDougal Littell Assessment System Grader..... 29, 30
McDougal Littell Test Generator.... 20
McDougal Littell Tests.... 17
Messages
Deleting 55
Reading.... 55
Respond.... 5
Types 55
Messages 5, 55
Microsoft Excel.... 49
Mlas.classzone.com.... 16
My Classes 8, 12, 13, 14, 16
My Groups 38
My Messages.... 55
My Prescriptions 50, 51, 53, 54
My Profile....16, 20, 21, 56
My Reports 41, 42, 43, 44, 45, 46, 47, 48
My Summary.... 51
My Tests 17, 18, 20, 21
N
NCLB Categories 45
NCLB group 37
NCLB Report.... 45
No Child Left Behind 45
No Matching Username.... 2
O
Offline Delivery Options.... 22
Offline test
Troubleshooting.... 27
Offline test.... 27
Online Delivery Options.... 23
Online Preview.... 19
Online test
Troubleshooting.... 27
Online test.... 27
P
Password 2, 14, 20, 21
Pdf Preview.... 20
Performance band
Creating.... 57
Performance band....39, 52, 57
Preferences.... 5, 16, 20, 21, 39, 56, 57

Prescriptions
Deleting....54
Scheduling....53
Prescriptions....5, 50, 51, 53, 54
Prescriptions Page....51, 52
Previewing....19
Print Answer Sheet....22
Print Labels....39
Print Report....48
Printing
Labels....39
Report....48
Printing....39, 48
Publish Your Test....20
Publishing
Test....21
Test Online....21
Publishing....21

Q

Question Has Multiple Scores....32
Question Type....28, 33
Questions McDougal Littell Assessment System scores....33
Quick Reports
Running....35
Quick Reports....12, 25, 35, 39, 41, 50

R

Reading
Message....55
Reading....55
Removing
Students....12
Removing....12, 32
Removing Students....12, 15
Report Name....41, 42, 43, 44, 45, 46, 47
Reports
Exporting....49
Printing....48
Running....41
Viewing....41
Reports....5, 35, 39, 40, 41
Resource Name....52
Respond
Messages....5
Respond....5
Review Prescription Resources....52
Review Resources....52
Roster
Add....10
Roster....9, 10
Run
Quick Report....25, 35
Report....41
Run....25, 35, 41
Run Reports....5, 41

S

Save....10, 20, 34
Save As....20
Save Assignment....22, 23
Save Group....13
Scan Log....31
Scan Session Log....31
Scanning
Start....30
Scanning....30
Scanning Errors
Correcting....31, 32
Scanning Errors....31, 32
Scheduling
Prescription....53
Scheduling....53
Score
Group....37, 38
Score....25, 34, 35, 37, 38
Score questions....34
Score Recognition Failures....32
Scoring Online Tests....35, 37, 38
Search
Existing Students....9
My Tests....18
Standards....17, 18
Tests....17, 18
Search....9, 17, 18, 51
Security Answer....2
Security Question....2, 11
Security/secret....16
Sign In....2
Sign Out....6
Signing....6, 29
Sort Prescriptive Resources....52
Standard Number....52
Standards....17, 18, 35, 37, 50, 52
Standards Needing Attention....39
Standards Report....46, 47
Start Date....22, 23
Student delivery....53
Student Name Not Recognized....32
Student Not Assigned....32

Student Recognition Failures 32
Students
  Assign Tests 12
  Deleting 15
  Editing 14
  Removing 12
  Show 22, 23
Students 12, 14, 15, 22, 23, 25, 37, 42, 46
Students Assigned 35
Submit Scores button 32, 34
Successful Scans 31

T

Teacher Name 35
Teacher Resource Package 52
Teacher Roles 1
Teacher-version 51
Technical Support 2, 4, 7, 59
Terms 8
Test
  Assign 5
  Browse 17
  Create 20
  Difference between test & assignment 21
  Finding 21
  My Tests 20
  Publishing 21
  Saving 20
  Search 17
  Selecting 21
Test 5, 17, 18, 19, 20, 21, 24, 25, 26, 31, 34, 35, 44
Test Assignment
  Deleting 25
  Editing 24
  Scoring 34
  Viewing 25
Test Assignment 19, 21, 24, 25, 34, 35, 56
Test Assignment History 20
Test Assignment Preferences 56
Test Delivery Method 21, 22, 23
Test Details 19, 20
Test Generator 17, 20
Test Library 17, 18, 21
Test Name 35
Test Results 50
Test Source 19, 20
Test Tries 23
Total Points 35
Total Points Possible 35
Troubleshooting
  Checklist 27
  Offline Testing 27
  Online Testing 27
Troubleshooting 27

U

Unlocking
  student account 16
Unlocking 16
Unreadable Scan 32
Username
  Finding 16
  Use 21
Username 2, 9, 16, 21
Usernames
  Distributing 14
Usernames 11, 14, 27

V

View & Print Answer Sheet 22
View Scan Log 31
View Test Assignments 25
View Test Details 18, 19
Viewing
  Quick Report 41
  Report 41
  Test Assignment History 20
Viewing 20, 22, 41, 51