## Administering Common Interims using Mastery Connect

Log in at <u>https://app.masteryconnect.com</u>. Your user name is your Proviso email address.

## Set up Tracker

1.	Select Trackers	MasteryConnect :: teach x	⊖ – □ ×								
		C Secure https://app.masteryconnect.com/administration/teachers	☆ :								
		Admin Trackers Assessments Pins Community	⑦ III Nicole ~								
		Manage v Reporting v Assessments v Item Bank Progress Reports	Add Teacher								
		Manage Teachers									
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		Grade Level All V Subject All V Role All V Status Active V									
		Dr. Nia Abdullah status: Activa ROLE: District Administrator TRACKERS: 0 DLST Icous: September 6, 2017 Reset Password   Login	4     1     2     3								
2.	Select Curriculum Map	😌 - 🗆 X									
		← → C i Secure https://app.masteryconnect.com/curriculum_maps	<b>卒</b>								
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		Tracker Curriculum Maps Custom Standards Progress Reports	+ Add Curriculum Map								
		Created (1)									
		Using In Trackers (3)	+ CREATE TRACKER FROM MAP								
		Archived (0)									
3.	Select Shared with Me	Shared With Me (14)     GRADE: Geometry SUBJECT: Math CORE: CCSS: High School Standards by Domain       Image: CCSS: High School Standards by Domain       Image: Mastery Levels          Image: CCSS: High School Standards by Domain									

4. Select Delete Me M146 Geometry Regular





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Trackers	Add Stude	nt					×	Accele 4.1000	
- Tracher Los	Add from SIS	Type-In	Import CSV	Copy from T	racker				
Suder See D	Student Information         Type in student information below.         FIRST NAME:       Patrick         LAST NAME:       Hardy         STUDENT ID:       001			Parent/Student Email Enter email addresses below. STUDENT EMAIL: PARENT EMAIL:		٠		ĺ	
	Save + Close	> - or	Save + Add	d Another					

For this training, Select "Type-in" Students

9. Enter first name (Patrick for training purposes).

10. Enter Last Name (Hardy for training purposes).

11. Enter ID (use 001).

12. Click Save and Add another.

13. Add second student: Use Elizabeth Walker and ID 002.

14. Then select Save and Close.

Administering the benchmark assessment. You can have students use paper bubble sheets or take the assessment



TOTALS

Hardy , Patrick

001 -/16 0%

0 0 0



Because there is one constructed response question on this assessment, you will see a message indicating that #13 is blank.

4. Click Save Changes. You will manually enter the score for #13 in the next step.

5. To manually enter the scores for constructed response questions, click on Grade, scroll down to the item number, and enter the score. Click Submit.



## **Report: Item Analysis**

Go back to your tracker, hover over the benchmark, and click Reports.

You will see an item analysis to use for instructional planning. You may also submit this report to your department chair in lieu of the Item Analysis template.

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		Compare									
		View									
		Print Bubl	ble Sheets								
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## **Online administration**



4. Once the student completes the exam and clicks submit, you can go to the Performance Grader (on your assess page, click on the orange hamburger button) to score the written response item.

![](_page_4_Picture_3.jpeg)