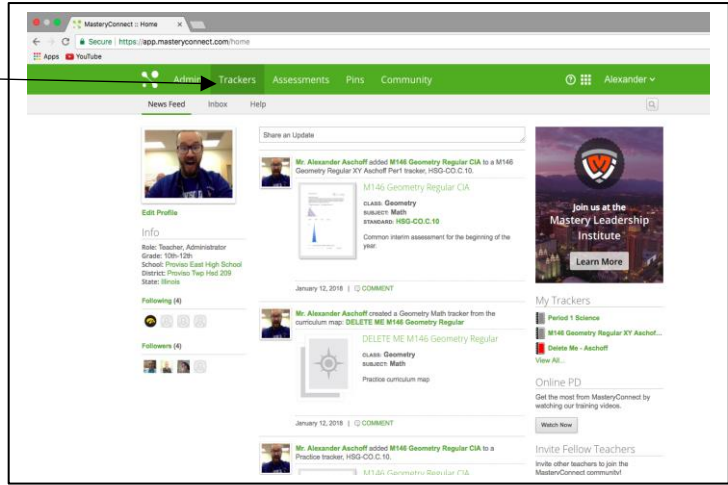


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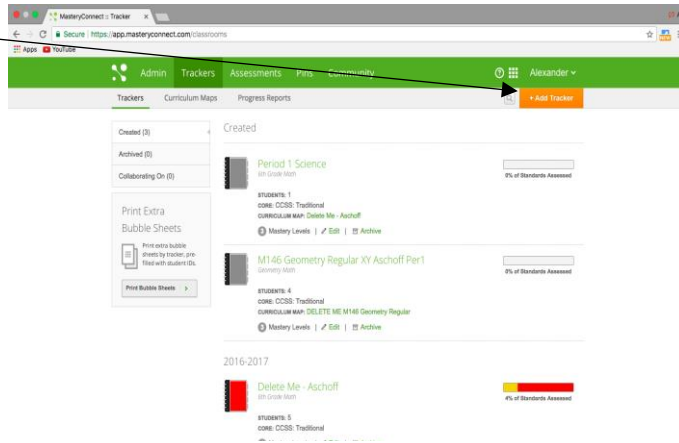
Log in at: <https://app.masteryconnect.com> Your username is your Proviso email address.

Create a Tracker (for your PowerSchool class)

1. Select "Trackers."

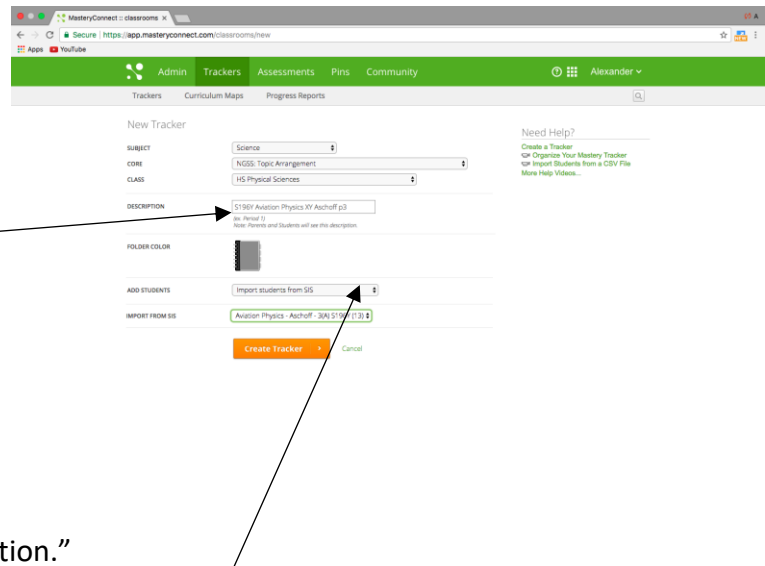


2. Click Add Tracker.



3. Determine the appropriate Standards for your course. For Science, I filled in a Subject, Core, and Class.

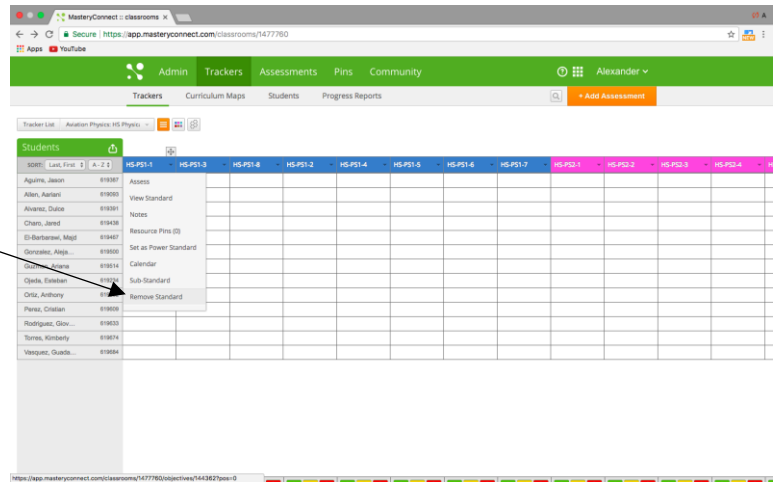
4. Your Description is SPECIFIC. Please use the following Nomenclature: CourseNumber CourseName XY TeacherName Period# (use AB for SpEd).
5. If you are unsure of your course number, log into PowerSchool's Gradebook, go to "Settings," then "Class Description."



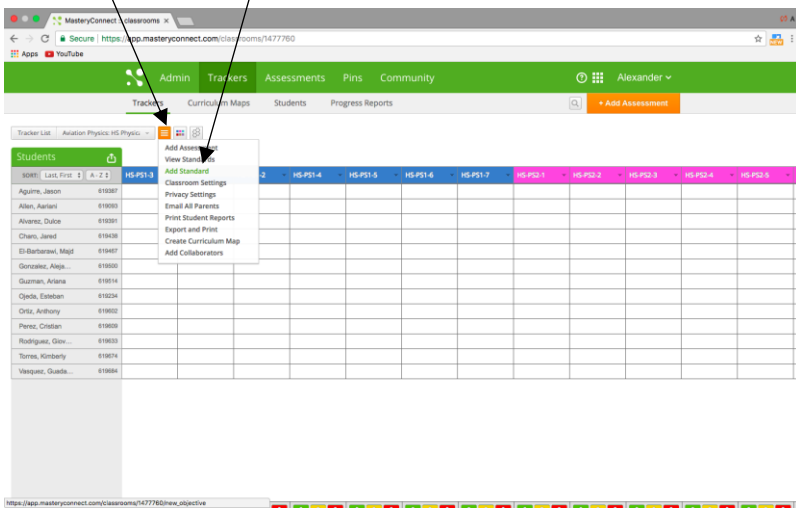
6. Under Add Students, make sure you click "Import from SIS." Then select your class.

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- Now you have a tracker populated and synced with your PowerSchool roster (updated automatically).
- You can **Add** or **Remove** Standards if they do not apply to your course.

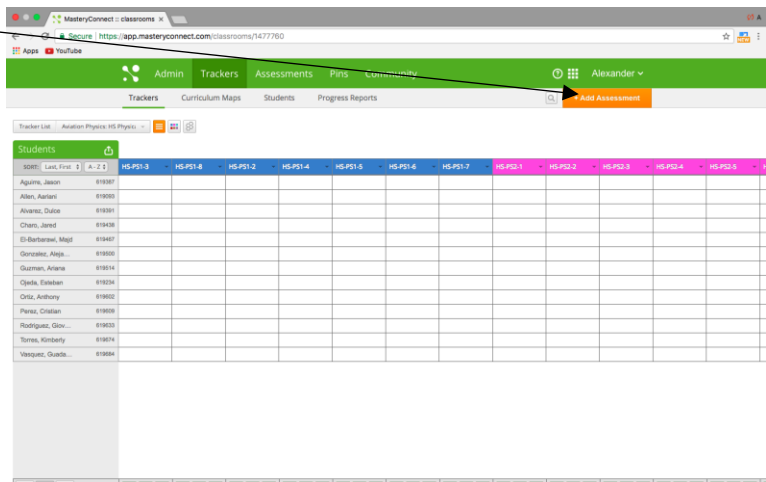


Click 3 orange lines 1st.



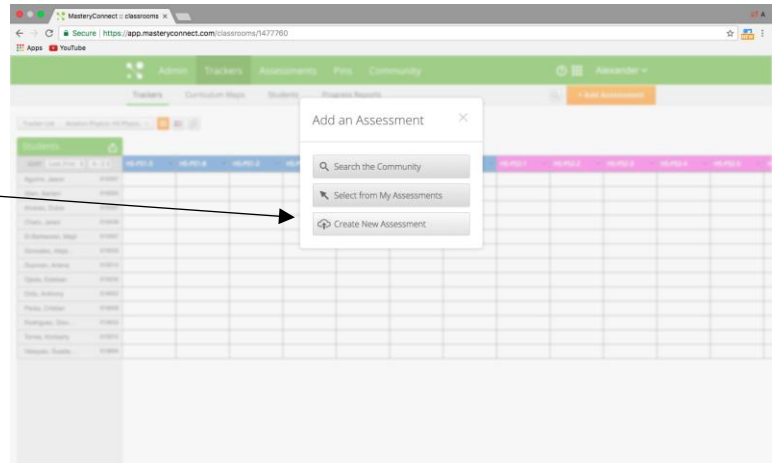
Create an Assessment that Isn't a Common Interim

- Click Add Assessment.



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10. You have 3 options: Search the Community (there are TONS out there), Search from My Assessments, or Create New Assessment. We will create a new assessment today.

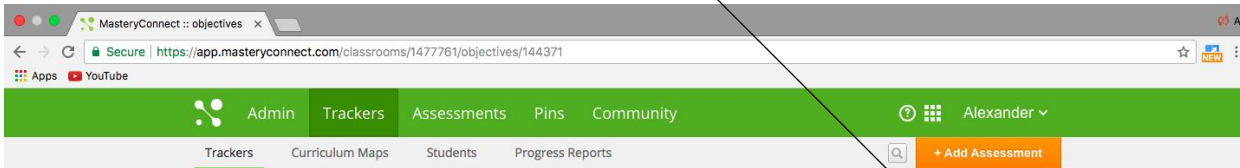
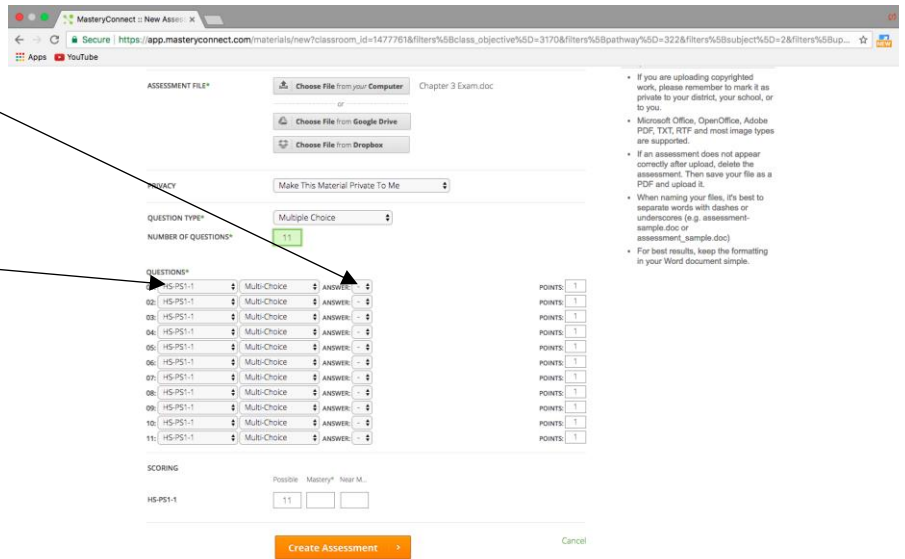


11. Fill in the required categories.
12. For Assessment Source, select Upload a File. Locate the specific assessment you created (on your computer) that you are administering to your students. Students who take the assessment online will be able to see the test.

A screenshot of the 'Create Assessment' form in the Mastery Connect application. The form includes fields for TRACKER*, STANDARD* (set to Multi-Standard), TITLE*, DESCRIPTION, ASSESSMENT SOURCE* (with a dropdown arrow), PRIVACY (set to Share With The Community), QUESTION TYPE* (set to Multiple Choice), NUMBER OF QUESTIONS*, QUESTIONS* (with a note to input the number of questions), and SCORING (with options for Possible, Mastery, and Near M.). An arrow points from the text in step 12 to the ASSESSMENT SOURCE* dropdown menu. On the right side of the form, there are sections for 'Want a Gold Badge?', 'Need Help?' (with links for 'Create an Assessment', 'Create a Mixed Question Type Assessment', and 'Find Assessments in the Community'), and 'Helpful Hints' with a list of tips for uploading files.

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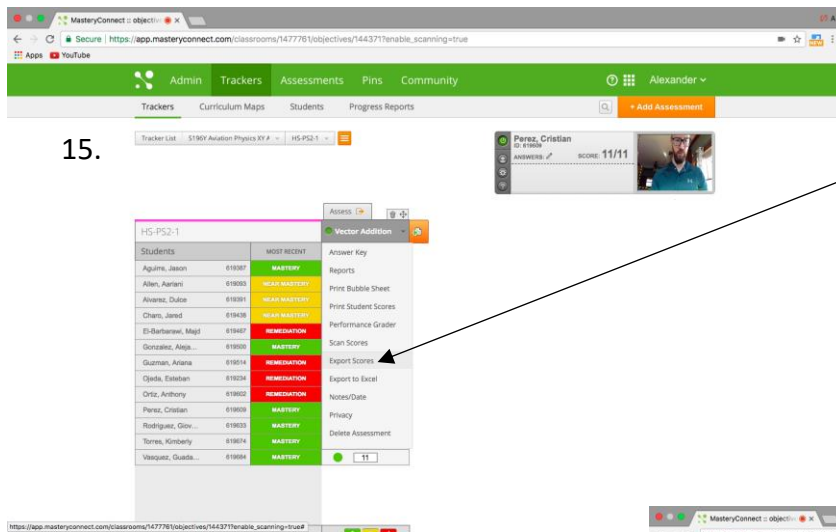
13. Determine the answers to each question, then create the assessment.
14. Depending if you have one standard or multiple standards, select what standard applies to each question.
15. Refer to “Administering Common Interims Using Mastery Connect” handout for how to score a bubble sheet with GradeCam.



HS-PS2-1		Vector Addition
Students	MOST RECENT	T:11 M:9 NW:6
Aguirre, Jason	619387	<input type="text"/>
Allen, Aariani	619093	<input type="text"/>
Alvarez, Dulce	619391	<input type="text"/>
Charo, Jared	619438	<input type="text"/>
El-Barbarawi, Majd	619467	<input type="text"/>
Gonzalez, Aleja...	619500	<input type="text"/>
Guzman, Ariana	619514	<input type="text"/>
Ojeda, Esteban	619234	<input type="text"/>
Ortiz, Anthony	619602	<input type="text"/>
Perez, Cristian	619609	<input type="text"/>
Rodriguez, Giov...	619633	<input type="text"/>
Torres, Kimberly	619674	<input type="text"/>
Vasquez, Guada...	619684	<input type="text"/>

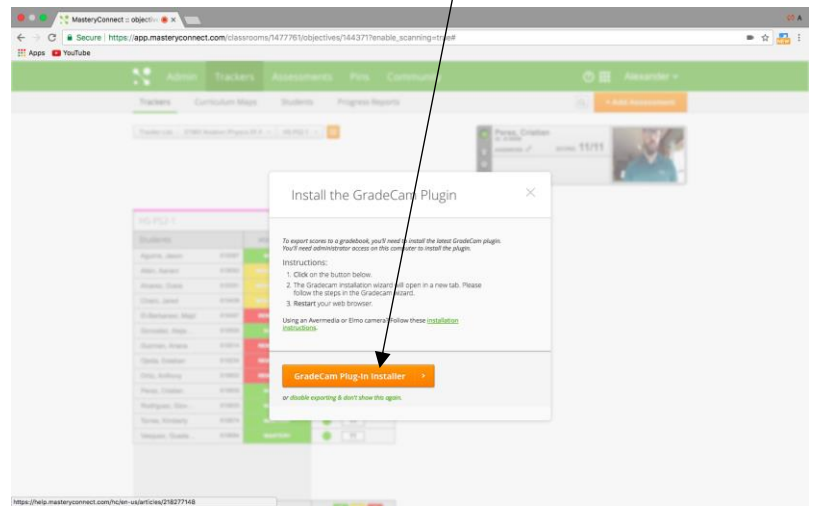
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Export Grades to PowerSchool



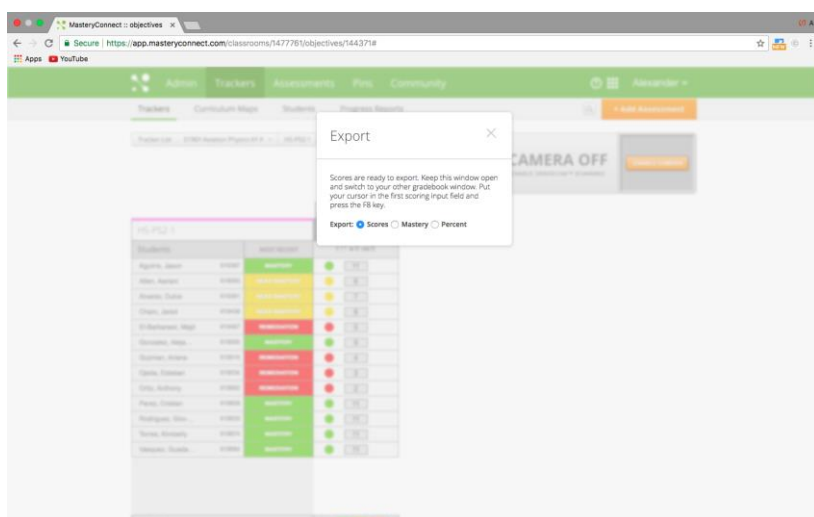
13. Once your scores have been entered, hover on the top grey bar and click "Export Scores."

14. You might be prompted to download a GradeCam plugin. Hopefully we do not hit a roadblock here...



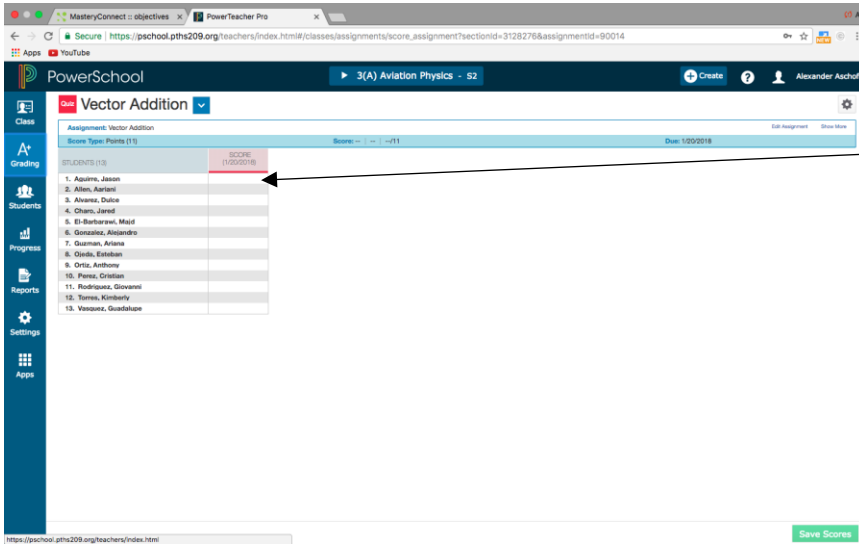
15. Select whether you want a score or percent.

16. Follow the instructions given on the screen. Place your cursor in the first scoring field of your grade book and press the **F8** key on your keyboard. If you're using a Mac, you'll need to hold down both the **fn** and **F8** keys.



Note: Open your grade book in an additional browser window instead of another tab for better results. Then sit back and watch the magic happen.

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Step #16 intentionally repeated

17. Follow the instructions given on the screen. Place your cursor in the first scoring field of your grade book and press the **F8** key on your keyboard. If you're using a Mac, you'll need to hold down both the **fn** and **F8** keys.

Note: Open your grade book in an additional browser window, instead of another tab, for better results. Then sit back and watch the magic happen.

18. Probably the most important step: the Help Center. If you ever lose this sheet, just type what you need help with.

