

BUILDING BENCHMARK ASSESSMENTS IN HOME BASE - TRANSCRIPT

This tutorial will show you step-by-step how to build your ClassScape Benchmark Assessments in Home Base. You'll learn how to export your District Benchmark information from ClassScape and use that information to build the same assessments in Homebase, using the Instructional Improvement System -SchoolNet

Before you begin assembling a Benchmark ClassScape assessment in Homebase, you will need to export its blueprint from ClassScape.

Please note that your role in ClassScape will determine your access to assessments. Only ClassScape District Administrators will have access to Benchmarks Assessments built from the Benchmark item bank.

To export a ClassScape assessment blueprint, you'll need to complete the following steps:

1. First, log in to ClassScape as a District Administrator.
2. On the homepage, go to the "Assessments" tab, and select "Manage Custom Benchmarks."
3. Select the relevant Subject, and then click Get Assessments.
4. A list of available assessments appears at the bottom of the screen. Decide which assessment you want to use, and select "Export Item List."

This generates a spreadsheet (or CSV file) with the following details: item order, ClassScape item ID number, and the objective.

This file is your blueprint for your ClassScape assessment. This blueprint will serve as your guide as you search in Home Base for the items to build the same assessment. You can print this file or save it to your computer.

To build this assessment in Home Base, log in and click on the Schoolnet application button to move over to the instructional improvement tools. If you need assistance accessing or navigating to SchoolNet please contact your HomeBase administrator.

Use the Assessment Admin Module to create assessments and items or to find items that are already in the system. In order to have access to the Benchmark bank, along with your district role, you will also need the additional roles of Test Item Administrator and Access to Assessment Management.

The Assessment Admin Module is located in the blue tool bar near the top of the screen. You don't need to click on it; just hover over the text and a drop down menu appears.

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To create an assessment, hover over Assessment Admin and then click “Create” from the top middle column. This takes you to the Create screen.

Since you’ll be rebuilding an assessment , you must choose the “Create a Test Manually” option

Click the Start Now button to begin setting up your assessment.

On the “Create: Manual Test” page, enter a test name following any established naming conventions. Test names have to be unique and should follow a naming convention that makes it easier to find them later.

Select the subject and then grade level.

Choose the relevant test category- District Benchmark. Results will appear in the School & District Data and Classrooms modules and are used for KPI calculations.

Choose the score type to display for this test:

- Total Score – is the default selection.
- Raw Score – Displays in some reports as a fraction (points achieved / points possible).
- Proficiency - Displays in some reports as a number (points achieved).

Select the standards document that aligns with the test items

Answer Key Only (AKO) should be set to No when creating your ClassScape assessments in Home Base

You have the option here to enable student comments.

If students or parents have access to test results, hide item content, if needed. Item Content should always be hidden for benchmark assessments. This prevents students from seeing the items along with their test results.

If the test includes math items for which students testing online can use built-in rulers and other tools, select **Yes** for “Uses Manipulatives.”

Number of items – This field defaults to 40 items. This will create 40 placeholder items in your assessment, but if you do not edit all 40, you will have to delete the ones you don’t want to use or your test will contain multiple empty items and will result in an error.

For the purposes of this guide, you are going to be looking up the items that you want to add to the test. As a best practice, change the number of items to 1, and then when you get to the test details you can add as many as you want. This means you will only have 1 item to delete or edit and you can add as many as you like.

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The description field is optional if you want to enter a description or any specific information related to your assessment. You can also leave this blank.

After you have completed these steps, click the **Generate Test** button in the bottom right corner of the screen.

You'll land on the Test Detail page where you'll begin editing the first item.

To find the items you previously used in ClassScape, you'll want to click on "Lookup in Item Central."

Once in Item Central, you can use the item number from the spreadsheet you exported from ClassScape to search for the items. The item number appears in the name field, so it is best to use the advanced search feature and search by name.

On the Advanced Search screen, enter the item number in the name field and click Search Items.

The search results will display the item associated with the item number you entered.

To add the item to a test, check the box next to the item, and then click Add Items to Test.

After you add items to the test, you will go back to the Test Detail page, where you can continue to search and add items to your test. Just click Add Item and then follow the same steps above to search for your next item and add it to the test.

Remember to delete or replace any items that are blank or noted as unspecified that may have been created as placeholder items in the system.

When you have added all of the items that you want to include for the test your assessment is complete.

You can also Preview the Online Test to make sure the items appear as you intended for your students.

Now you know how to recreate your ClassScape District Benchmarks in Homebase.

Be sure to check this site for additional training topics.