

TEACHER INSTRUCTIONS FOR SETTING UP AND ADMINISTERING THE ONLINE ASSESSMENT TOOL

- Go to: <http://www.senseit.org>
- Go to Assessments
- Scroll down to "Teachers—Assessment Tools"
- Go to "Algebra and electricity assessments"
- Click on the web link
- You will be taken to <http://www.tc.edu/centers/ilt/assessment/SENSEIT/login.asp>
- Pick your workshop area
- Pick your school
- Pick your name
- Enter the password you were given at the workshop (or your own password if you changed it)

First screen

- Once you have entered the site, you can change your password

Creating a new class

- If you are creating a new class, use the New Class section
- You can either enter the student names for each class manually OR you can upload a roster
- If you are going to enter them manually, then do the following:
 - Enter the Section/Class/Period (you can use any name you want)
 - Choose the first assessment for which you have results
 - Enter the number of students you expect (you can add students later as well)
 - Hit Submit
 - You will be taken to a data-entry screen that has lines for the number of students you have entered
 - Enter the students' names and passwords
 - You can assign each student their own password or have one password for the entire class.
- If you are uploading a roster, click on "Click here to import class roster"
 - Enter the Section/Class/Period (you can use any name you want)
 - Upload the students' names and passwords, following the format
lastname,firstname,password

Paste a comma-delimited list of new users and their passwords below. Each new student should be listed on a separate line as follows: their last name, a comma, then their first name, a comma, their password, and then hit <Enter>. Extra spaces will be removed automatically. The combination of first and last name will be each student's user name. For example :

Obama, Barack, changeForA11
Biden, Joe, delawarematters

Section/Class/Period:

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Hotaling, Liesl, ap01
Lowes, Susan, ap02
Lin, Chris, ap03
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- o You can assign each student their own password or have one password for the entire class.
- o Note that although you upload in the order of lastname,firstname (with comma in between), the student logs in the order of firstname lastname (with space in between).
- o Hit Submit.

Adding students

- **You cannot add students by using the New section.** This will wipe out your existing students. If you want to add students to an existing class, click on the class and the Add Students button.

Taking the assessment online

- For step-by-step instructions for taking the assessment, see the Student Instructions
- The student must enter their name and password exactly as you entered it on the roster but in reverse order and with a space in between (firstname lastname).
- A student can take a particular assessment only ONCE. If s/he tries to access it later, the system will say, "You have taken this assessment already." You may want to tell your students that they can only do the assessment under their own names!
- If you enter the class assessment results manually for a particular student, the assessment will also be considered done. In other words, a student cannot take the

paper version of the assessment and go to the online assessment to change the results.

Entering results

- To enter the results, click on the correct assessment.
- Use the tab key to move from field to field.
- Enter the answer and then the confidence level.
- You can continue to enter data, as well as students, into an existing class by clicking on the link for that class in the Edit Class section.
- You do not have to reenter the names for the post-assessment--they will be there.
- When you are done, hit Submit.

Saving results

- Save and Continue to save as you work.
- Save and Exit to save at the end of a session of data entry.
- Submit as Final when all your results are in.

Viewing results

- You can view the results by clicking on "View Results with names" or "View Results without names." You will see the results for all your sections.
- For each section, there are two sets of results, one for the answers and one for the confidence levels.
- The answer results calculate a percentage correct and also show incorrect answers in red.
- The confidence level results highlight two types of responses in orange: those where the answers are correct but the confidence level for that answer is low (indicating lack of confidence) and where the answers are incorrect but the confidence level for that answer is high (indicating overconfidence).

STUDENT INSTRUCTIONS FOR TAKING THE ASSESSMENTS ONLINE

- Go to <http://www.senseit.org>
- Click on Assessments
- Click on the name of the assessment you want to take
- Choose your region (Potsdam, Troy, Beacon). Check with your teacher if you are not sure which region you are in.
- Choose your school.
- Choose your teacher.
- Enter your name and password. Check with your teacher if you don't know the way to enter your name or password.
- You will be taken to the assessment.
- Click on the answers. Be sure to click on your confidence levels—how confident are you about your answers?
- Hit Submit.
- You cannot go back and change your answers once you have submitted, so be sure you are done.