National Geographic Edge eAssessment User's Guide
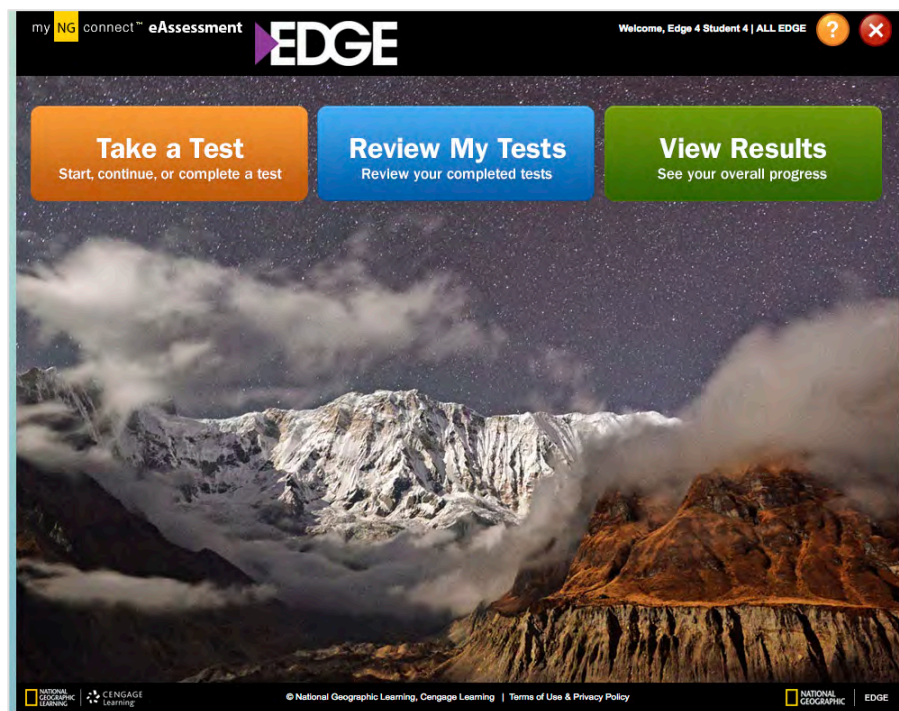
Table of Contents

Overview

Test Activation and Grading

Viewing Reports

Online Testing

Overview

Accessing myNGconnect eAssessment

myNGconnect eAssessment offers a variety of reports to track student performance. You can also use the application to activate tests and add rubric scores via the User Management Console.

To access eAssessment, you will need a myNGconnect username and password. Contact the school or district administrator in charge of myNGconnect if you have not received this information.
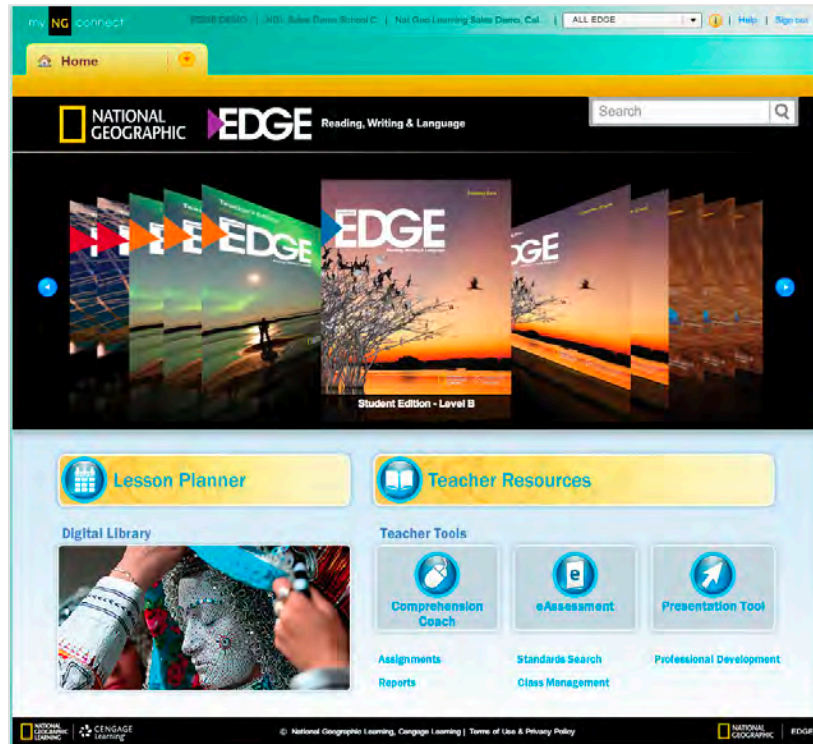
Click the "**eAssessment**" button on the myNGconnect homepage. The User Management Console will open in a new browser window. Or, you can open the User Management Console directly from the Class Management page.

Administering Tests with eAssessment

myNGconnect eAssessment for *National Geographic Edge* includes several types of online tests. The Basic subscription includes Quick Checks (Fundamentals levels only), Selection Tests (Levels A-C), Unit Tests, and Level Tests. Depending on your school's subscriptions, you may also have access to the Placement Test, Reading Level Gains Test, and English Language Gains Test.

Reports are available for most assessments as soon as students complete online testing. Some tests require teacher-entered rubrics scores to generate complete reports.

The User Management Console

The User Management Console (UMC) provides quick access to test management tools and reports.

Manage tab allows you to activate tests for the students in your class. You can manage tests by class or by student.

Reports & Grading tab gives you access to each student's responses, rubric scoring, and customized reports.
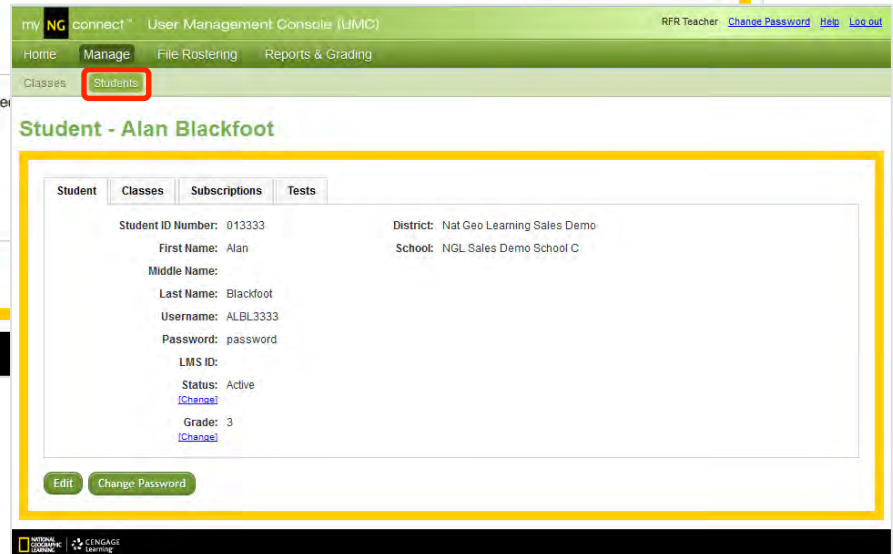
UMC screen header displays your name and links to change your password, access the help page, and log out.

1st Tool Bar
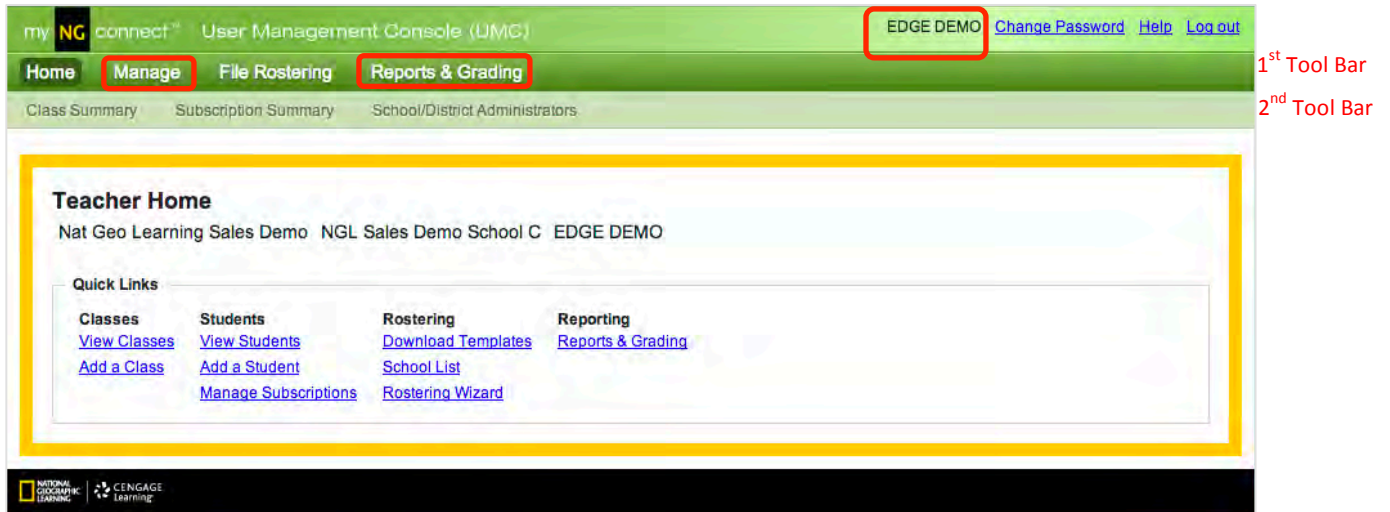
2nd Tool Bar

Classes tab in the 2nd tool bar allows you to manage tests for your entire class.
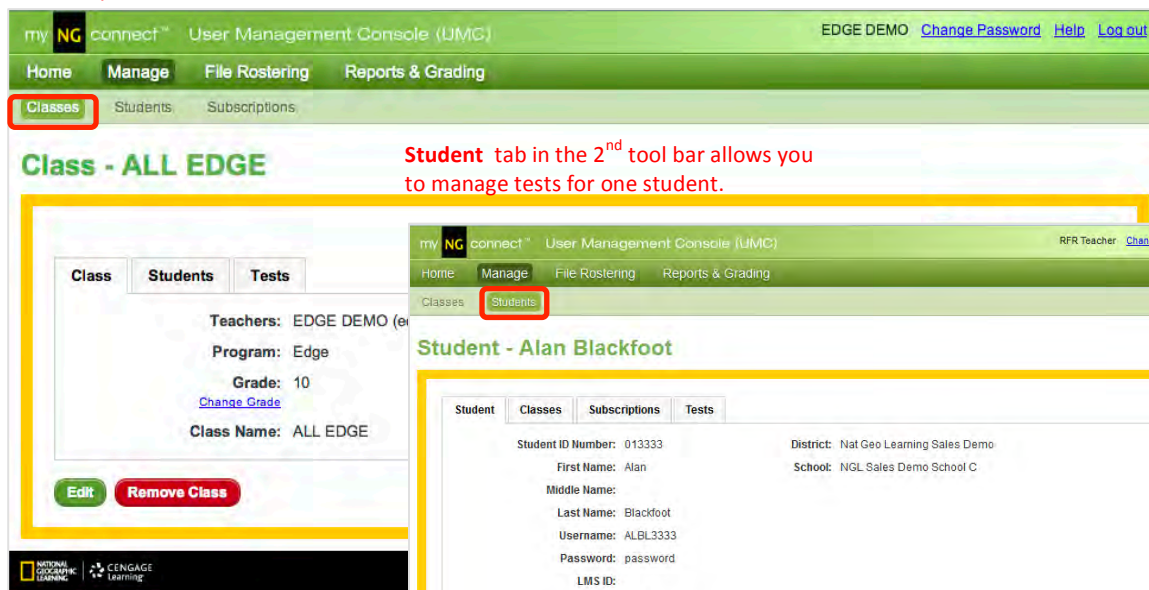
Student tab in the 2nd tool bar allows you to manage tests for one student.

Test Activation, Grading, and Reports

Activating Tests by Class

myNGconnect eAssessment automatically assigns all tests to subscribed students. Teachers must activate tests by selecting a start date. Follow these steps from the UMC:

1. Click the **Manage** tab on the first tool bar. Then click the **Search** button to view all Classes.

2. Locate the class you wish to manage and click **View** in the "Action" column.

3. Click the **Tests** tab.

4. A list of tests available for the selected class will display. Click **Go** in the "Assign/Update" column for the desired test.

5. Click the pencil icon in the in the "Assign/Update" column, then click the text box under "Assignment Date". Select a date from the calendar pop-up or type it into the text box.

6. Click **Assign** to activate the test. The test will display in the student's Take a Test list on the selected date.

Notes

You can activate a test for several students by selecting the corresponding checkboxes and clicking the **Assign/Update Multiple Students** button.

You can use this same button to change a date before students start their test. To deactivate a test, which students have not yet started, delete the activation date and click **Save**.

Activating Tests by Student

There may be times when you need to activate tests for an individual student rather than the whole class. The UMC provides a student view for these instances.

1. Click the **Students** tab on the second tool bar of the UMC. Then click **Search**.

2. Locate the student you wish to view and click **View** in the Action column.

3. Click the **Tests** tab.

4. Click the pencil icon in the in the "Assign/Update" column, then click the text box under "Assignment Date". Select a date from the calendar pop-up or type it into the text box.

Note

You can activate several tests for the student by selecting the corresponding checkbox and clicking the **Assign/Update Multiple Tests** button.

Manual Grading

Some test items such as essay questions require rubric scores. The manual grading feature allows you to input these scores. Refer to your teacher's guide for scoring rubrics.

1. Click on the **Reports & Grading** tab on the first tool bar of the UMC homepage, then click the Reports & Grading link.
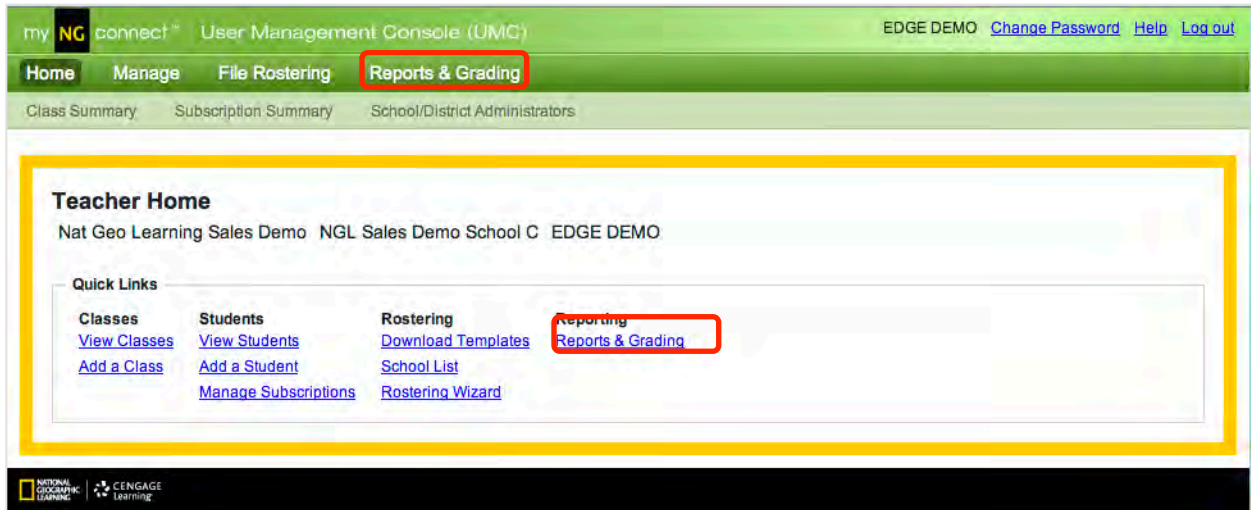
2. Click the class for which you need to input scores.
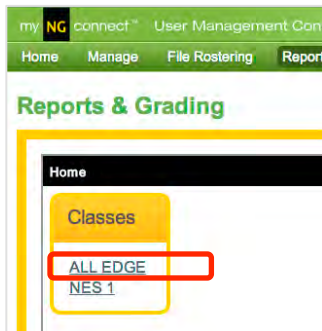
3. Under "Grading", click **Assignment Take List.**
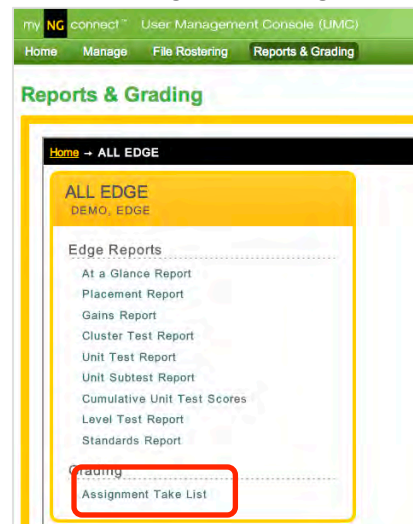
4. The next screen lists all submitted tests. Tests with items that require rubric scores display "Requires Manual Grading" in the status column. Click the row for the test you wish to grade.

5. You will see the student's responses for each item in the test.

6. Scroll down to locate the item that requires manual grading. Select a score from the pull-down menu. Some items may require more than one score as shown in this multi-trait writing item.

7. Click **Apply Changes** at the bottom of the screen to save the scores. This is important, as otherwise your changes will not be saved.

8. Scroll to the top of the screen and click the **Next** button near the student pull-down to score the next student's test. Click the **Next** button near the test pull-down to score another test for the selected student.

Click **Revert Changes** to undo any changes made during the current session.

Viewing Reports

Overview

Reports are available as soon as responses are submitted online and constructed response scores are entered. myNGconnect offers a variety of in-depth reports customized to the *Edge* program.

1. From the UMC homepage, click the **Reports & Grading** tab, then click the Reports & Grading link.
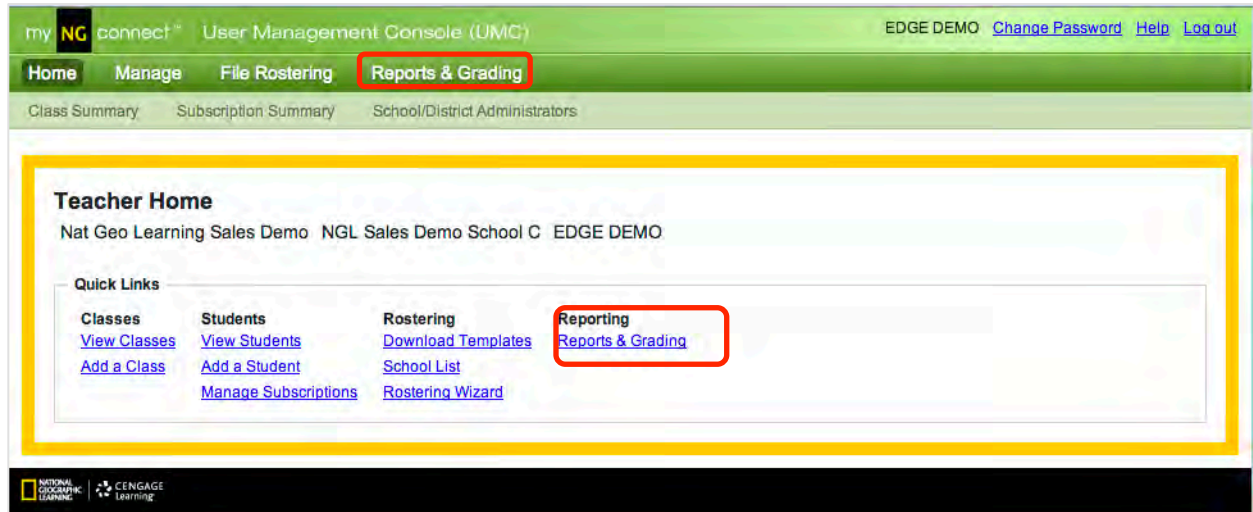
2. Click the class you wish to view.
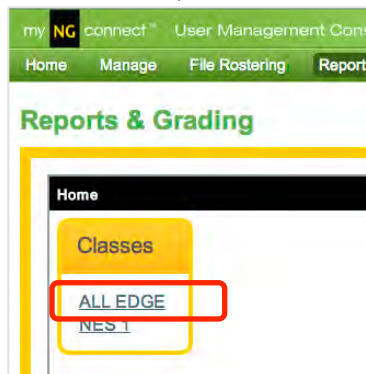
3. You will see a list of currently available reports. Click the link for the report you would like to view.

4. A selection pop-up will appear. Use the pull-down menus to make your selections. Then click **Go**. In this example, the user selects the Level B, Unit 1 report. Reports are only available if tests that provide applicable data have been taken and scored.
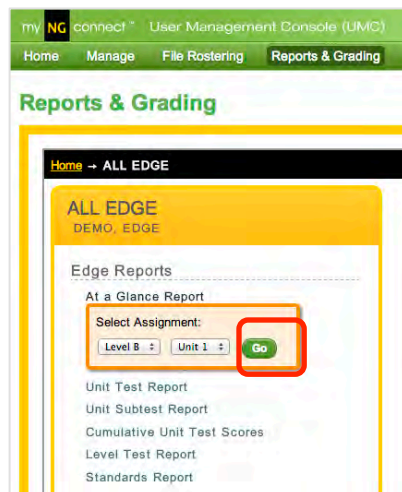
5. To return to the Reports & Grading menu, click the class name in the navigation breadcrumb trail.

6. To view a different unit report, select it from the pull-down menu in the upper right.
   Then click **Go**.

At a Glance Reports

The At a Glance Reports display student scores for the selected unit. The report provides a complete picture of class performance and allows you to compare student scores across tests.

a. **Information Box**

b. **Performance Summary Table**

a. **Information Box** identifies your name, the grade, the class name, your school, your district, and the report date.

b. **Performance Summary Table** displays student overall scores and class average scores for each test.

Click the student's name to navigate to the Grades at a Glance Student Report.

Grades at a Glance Student Report

Edge Grades At A Glance Student Report - Edge 4 Student 4 - ALL EDGE - Level B

Click a percent score to view the Student Performance Report.

Student:	Student 4, Edge 4
Teacher:	DEMO, EDGE
Level:	Level B
Class:	ALL EDGE
School:	NGL Sales Demo School C
District:	Nat Geo Learning Sales Demo
Report Date:	08/29/2014

a. Information Box

Unit Specific Results

b. Test Performance Table

Unit	Cluster Test				Unit Test	
	1	2	3	Average	Reading & Literary Analysis	Grammar & Writing
Unit 1	84%	80%	84%	83%	84%	83%
Unit 2	-	-	-	-	-	-
Unit 3	-	-	-	-	-	-
Unit 4	-	-	-	-	-	-
Unit 5	-	-	-	-	-	-
Unit 6	-	-	-	-	-	-
Unit 7	-	-	-	-	-	-
Averages	84%	80%	84%	83%	84%	83%

a.   **Information Box** identifies the student's name, the grade, your name, the class name, your school, your district, and the report date.

b.   **Test Performance Table** displays student overall scores and averages. Click the score to view the Student Performance Report for the test.

Student Performance Reports

The Student Performance Reports display the student's results for a given test. The report allows you to see the student's answers, performance by skill, and reteaching prescriptions, if applicable.

a. **Information Box** identifies your name, the grade, the class name, your school, your district, and the report date.

b. **Overall Test Score** displays the student's overall score.
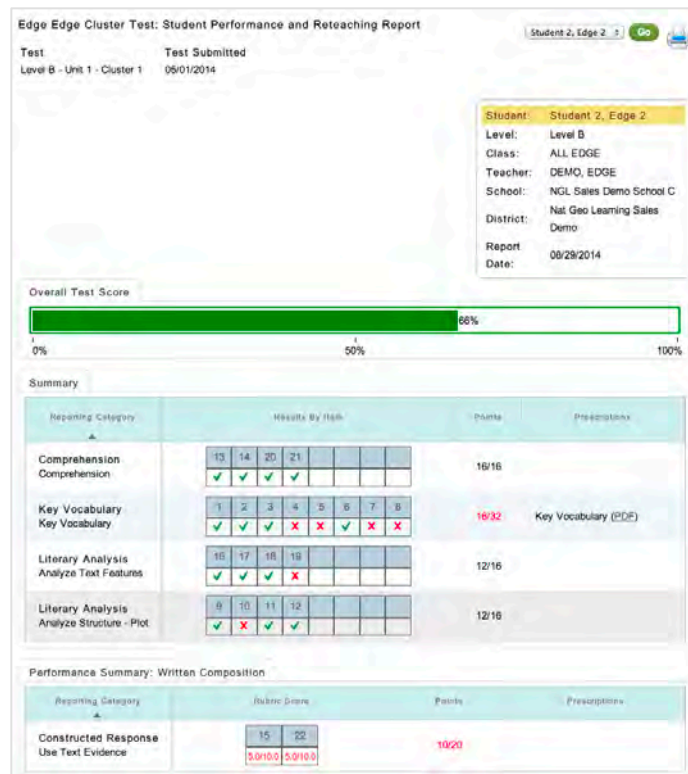
c. **Summary Table** displays the student's results by item and points scored, broken down by reporting category. If a student scores below 75% for a reporting category, reteaching prescriptions are offered where applicable.

d. **Written Composition results** displays the student's results on the written composition items. If a student scores below 75%, reteaching prescriptions are offered where applicable.

Cluster and Unit Test Reports

The Cluster and Unit Test Reports display student scores and a class average for the selected test. Students that score below 75% in a reporting category are shown as a group for reteaching, and reteaching prescription PDFs are provided.
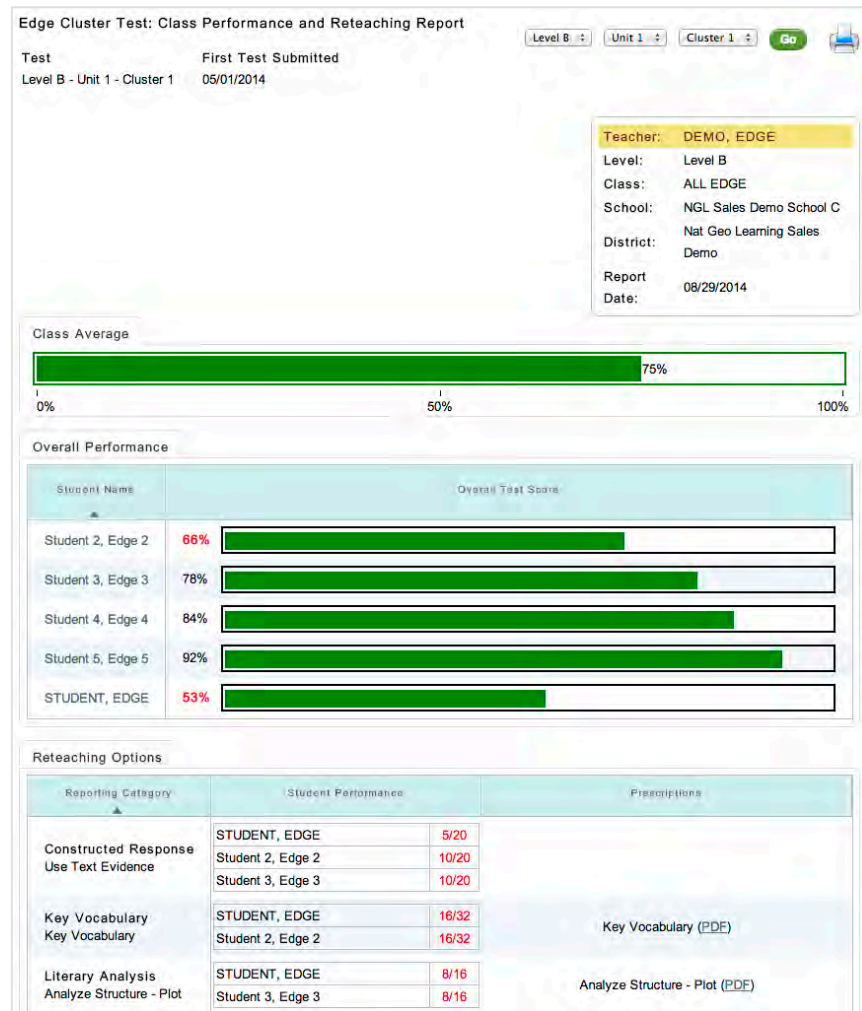
a. Class Average Table

b. Overall Performance Table

c. Reteaching Options

a. **Class Average Table** displays the average class score for the test.

b. **Overall Performance Table** displays the total score for the test for each student within the class. Clicking the student's name will take you to the student performance report for the test.

c. **Reteaching Options** displays groups of students that score below 75% within a given reporting category, and any applicable reteaching prescriptions.

Standards Report

The Standards Report displays student performance by standard for the selected test type. The report is intended as an instructional guide and allows you to compare student performance across Common Core standards.

Class Standards Report – Unit Tests Reading & Literary Analysis

Edge - Unit Tests Reading & Literary Analysis - Standards Summary - Class Report

Test	First Test Submitted
Level B - Unit 1 - Reading and Literary Analysis	05/01/2014

Teacher:	DEMO, EDGE
Level:	Level B
Class:	ALL EDGE
School:	NGL Sales Demo School C
District:	Nat Geo Learning Sales Demo
Report Date:	08/29/2014

Performance Summary

Student Performance Summary

Student Name	Common Core Strand		
	Language	Reading: Literature	Writing
Student 2, Edge 2	58%	65%	67%
Student 3, Edge 3	83%	80%	83%
Student 4, Edge 4	75%	90%	83%
Student 5, Edge 5	92%	90%	100%
STUDENT, EDGE	67%	50%	50%
Class Average	75%	75%	77%

Performance by Strand: Language

Student Performance by Strand

Student Name	Strand Total	Benchmark Performance	
		CC.L.9-10.4	CC.L.9-10.6
Student 2, Edge 2	58%	●	◐
Student 3, Edge 3	83%	◐	●
Student 4, Edge 4	75%	●	◒
Student 5, Edge 5	92%	●	●
STUDENT, EDGE	67%	◐	◒
Class Average	75%	◐	◐

● 0% - 49% ◒ 50% - 69% ◐ 70% - 79% ● 80% - 100%

**Student Performance Summary** displays percentages indicating student performance and class average performance by Common Core standard strands.

Student Performance by Strand displays symbols indicating student performance and class average performance by Common Core standard. Each tested Strand is shown as a separate table.

Level Test Reports

The Level Test Reports display student scores and a class average for the selected Form of the Level Test. A separate score is shown for each portion of the test, as well as a total score.
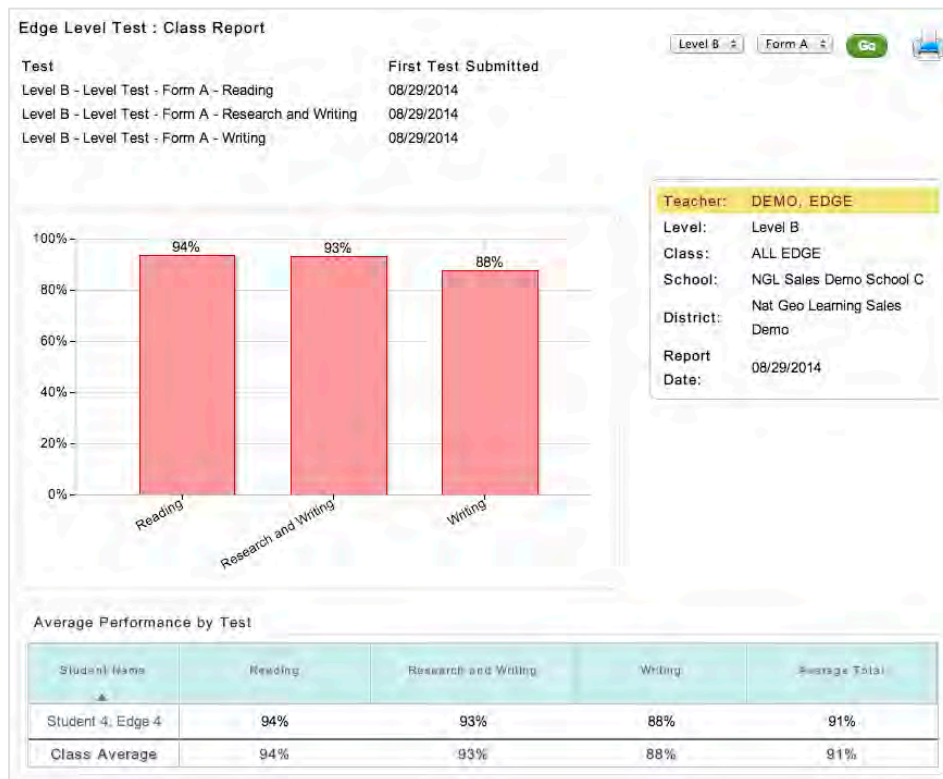
Gains Reports

The Gains Reports display student scores and a class average for the Reading Level Gains and English Language Gains tests. The report allows you to compare student gains in lexile measure and English Language Proficiency over time.


a. Average Lexile Measures by Test

b. Summary Table

c. Average Lexile Measure by Student

a. **Average Lexile Measure by Test** displays the average lexile measure in the Placement, First, and Latest test administration.

b. **Summary Table** displays the class average and distribution of students by Lexile band and English Language Proficiency level (ELG test).

c. **Average Lexile Measure by Student** displays a list of all students and their performance and gains results. Click the student's name to see their individual performance report.

School and District Reports

Reports at the School and District levels are available for principals and administrators with the correct permission settings on their myNGconnect accounts. To access these reports, first log into myNGconnect. You will be automatically placed in the UMC homepage.

1. From the UMC homepage, click the **Reports & Grading** tab, then click the Reports & Grading
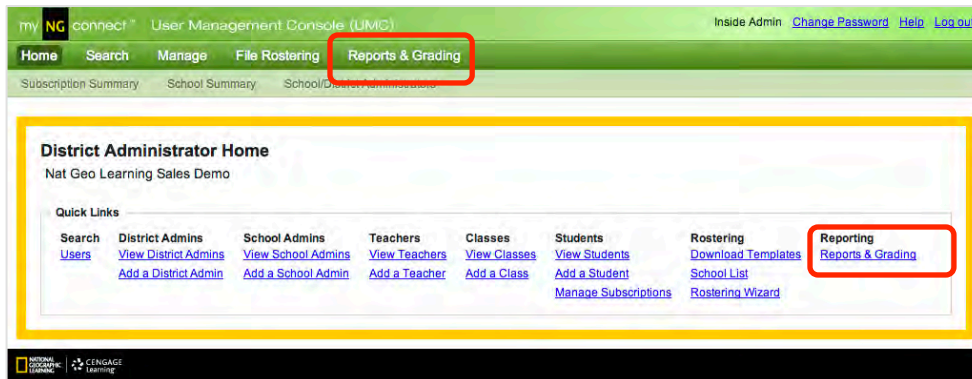
link.

2. Click the school or district you wish to view. You can also choose a specific class. From there the list of available reports will be shown.
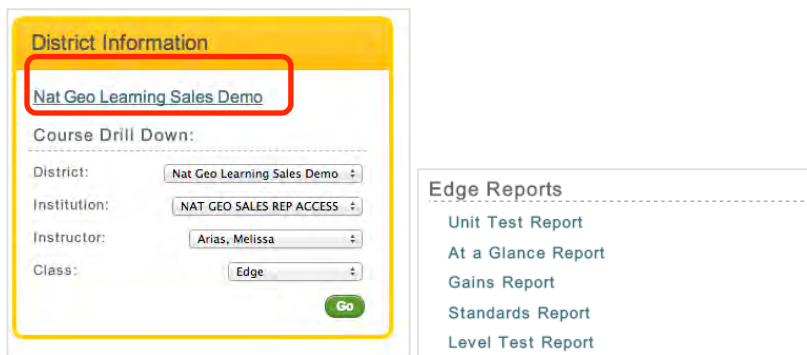
3. Click the report name to display the report. From here, you can click the school or class name to drill down to the class or student level as outlined previously.
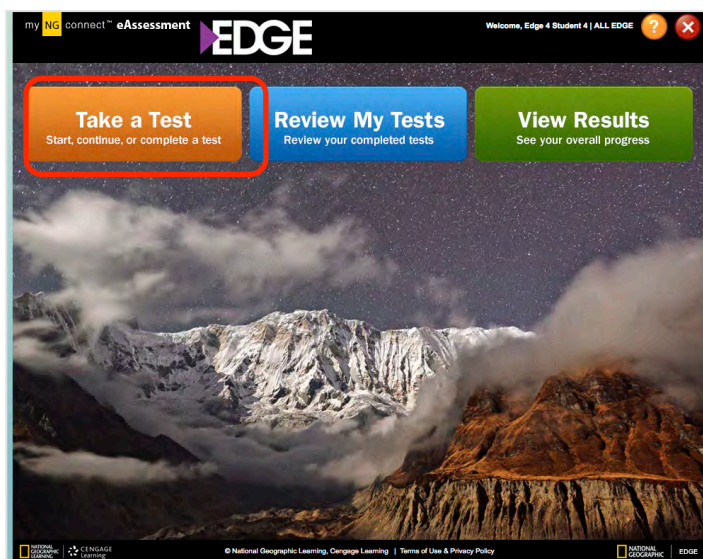
Online Testing

Take a Test

Students access online tests by clicking the **My Tests** button on their myNGconnect homepage.
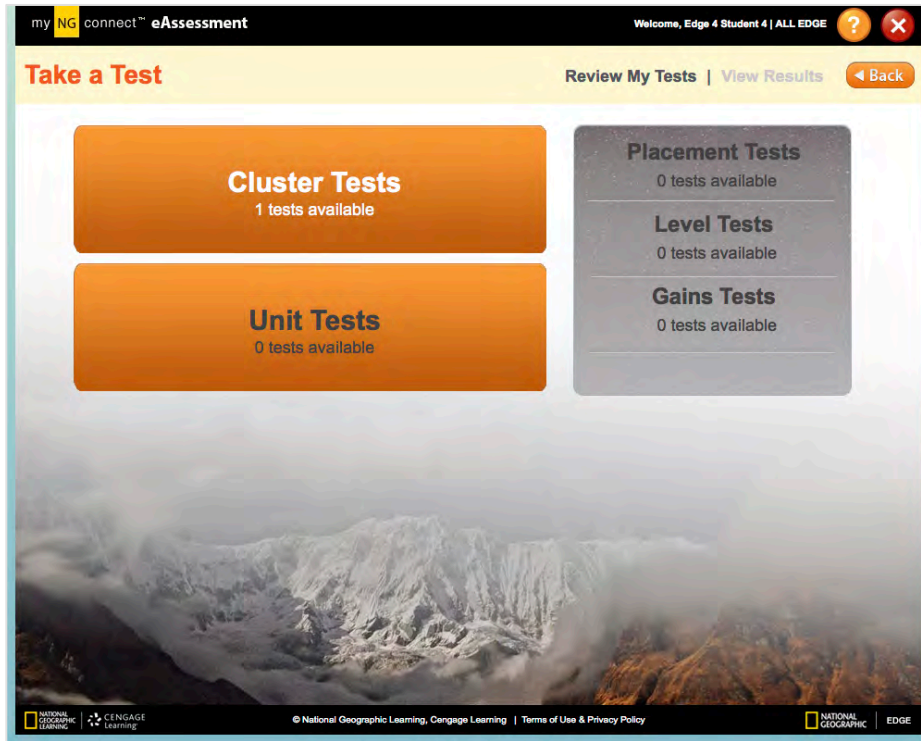
1. Log into myNGconnect and click **My Tests**. The eAssessment student homepage will open in a new browser window.
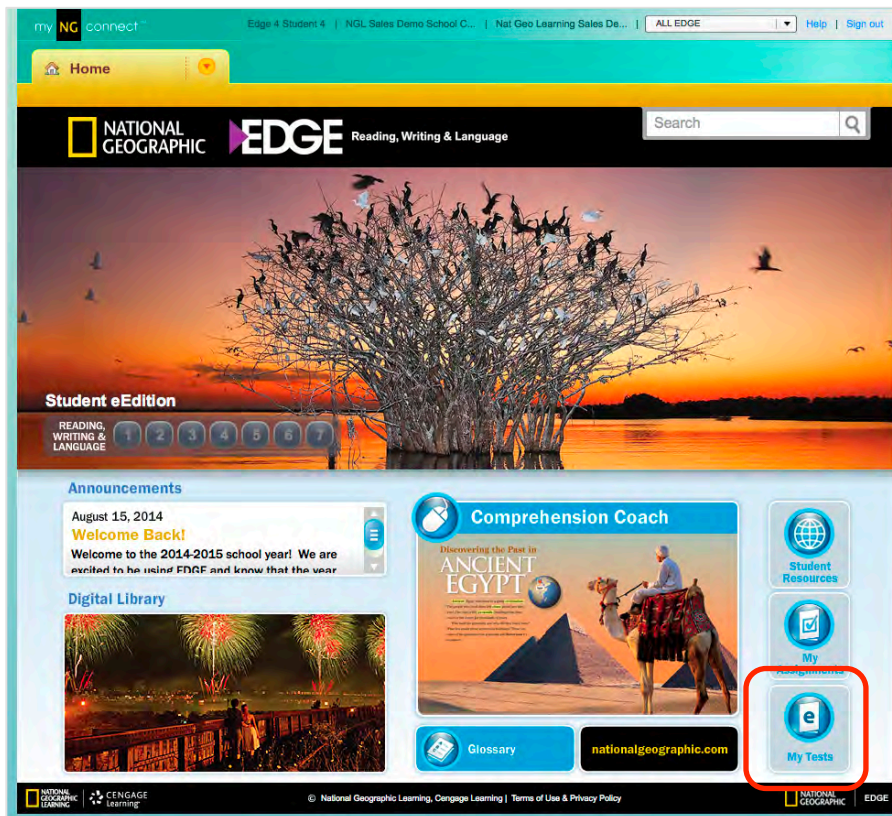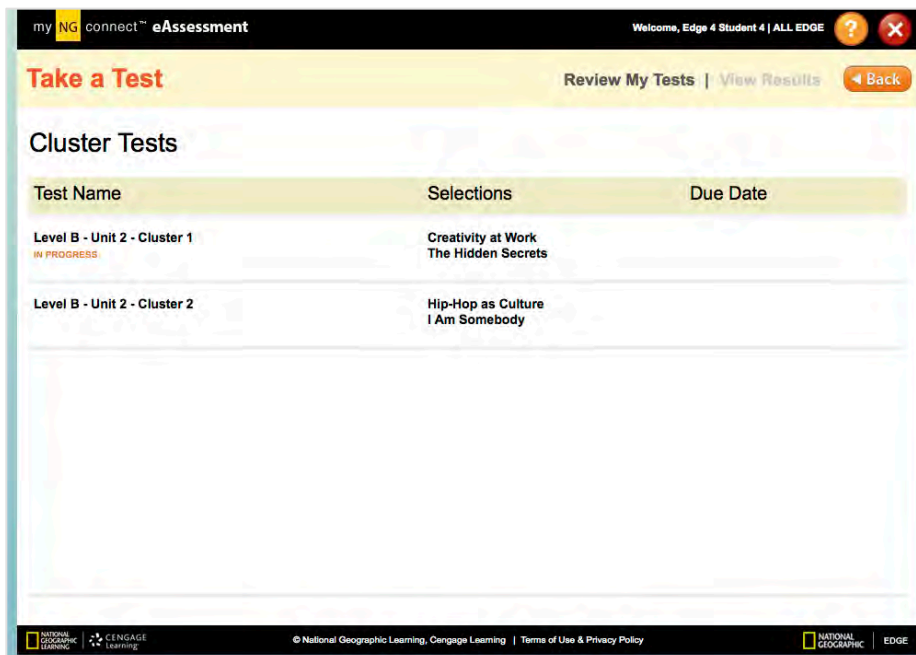

2. Click **Take a Test**.

3. Available tests will be indicated in the appropriate test category. Click the test category to view the available tests.

Click the test to begin.

4. Click a letter to select your answer. Then click the forward arrow to save your response and go to the next question.

Shaded boxes indicate answered questions

5. When you have reached the final question, click **Submit**. Or, click **Save** if you would like to complete the test at another time. The system will save your answers.
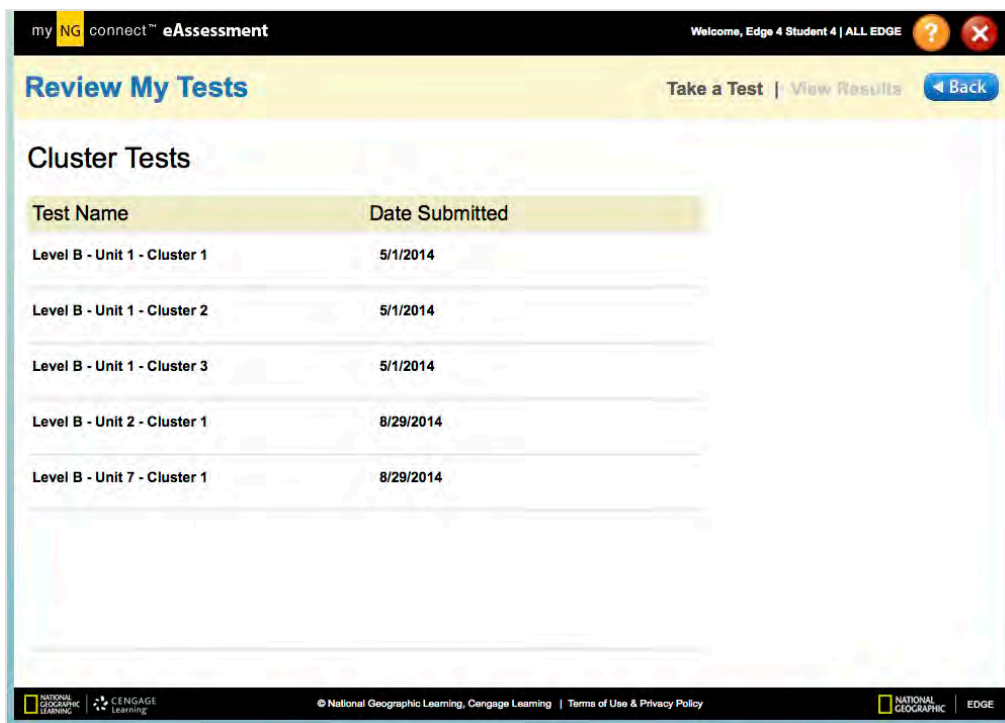

Jump to any question by clicking a number

Use the Back arrow to view the previous question

1. Click the **Review My Tests** button on your eAssessment homepage, then click the test category.
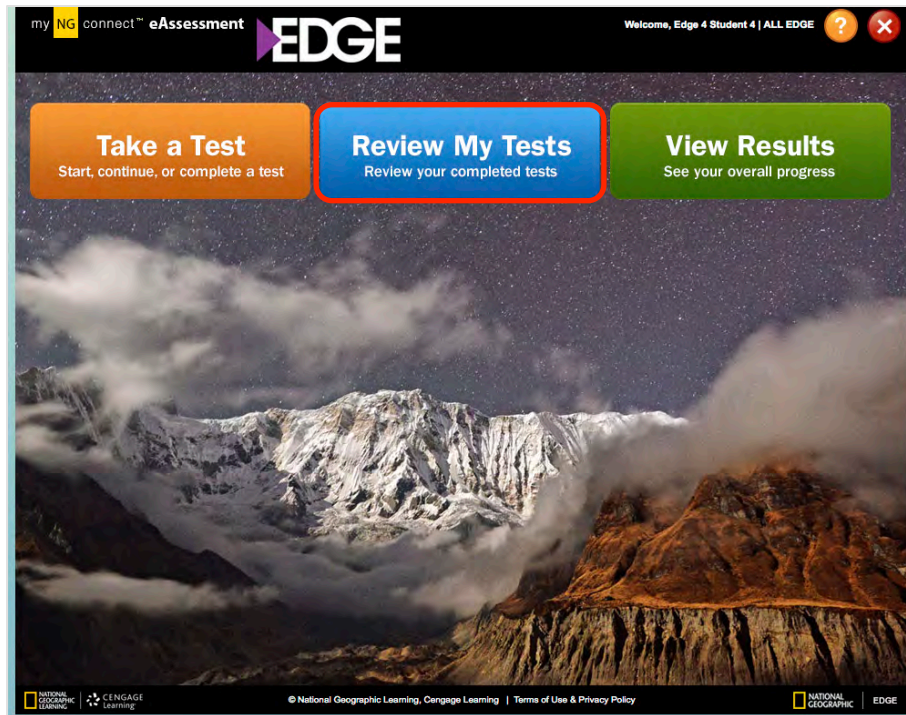
2. Click the test you wish to review.

3. Use the forward and back arrows to review each item in the test. Click **Exit** to close the test.
   - The shaded letter bubble represents the selected answer.
   - A green checkmark indicates the correct answer.
   - A red "x" indicates an incorrect response.
   - The test score is displayed in the cream band.