NG Reach eAssessment
User’s Guide
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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.

Administering Tests with eAssessment

myNGconnect eAssessment for NG Reach includes five types of online tests: English Language Proficiency (Pre-/Post-Test); Unit (Reading, Writing, and Grammar); and End-of-Level.

Reports are available for most assessments as soon as students complete online testing. Some tests like the Unit Writing Tests require teacher-entered rubrics scores to generate complete reports.
ELP Levels and Test Forms

*NG Reach* offers unit tests to support students with different English Language Proficiency. The following forms are available:

<table>
<thead>
<tr>
<th>ELP Level</th>
<th>Abbreviation</th>
<th>Unit Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
<td>B</td>
<td>Reading, Grammar</td>
</tr>
<tr>
<td>Intermediate</td>
<td>I</td>
<td>Reading, Grammar, Writing</td>
</tr>
<tr>
<td>Advanced/AH</td>
<td>A/AH</td>
<td>Reading, Grammar, Writing</td>
</tr>
</tbody>
</table>

If you administer the *NG Reach* English Language Proficiency (ELP) Pre-Test at the beginning of the year using eAssessment, an ELP Level will be recommended based on student scores. You can add this information to the online student profile and use it as a guide to help you determine which test form to activate for each student.

The system defaults to the “B” form for Reading and Grammar and to the “I” form for writing if the student doesn’t have an ELP level in their profile.

![Activate Test - Level C - Unit 1 - Reading Test](image-url)
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 Classes or by Student.

**UMC screen header** displays your name and links to change your password, access the help page, and log out.

**Reports & Grading** tab gives you access to each student responses, rubric scoring, and customized reports.

**Classes** tab in the 2nd tool bar allows you 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. You can also adjust the form (B, I, A/AH) while activating unit tests. 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.

   ![View Classes](image1)

   **View Classes**

   - Search By:
   - View Classes below, or enter search criteria to narrow your results.
   - District: NOSP
   - School: All
   - Teacher: Jenny Morales (teacher@demo.com)
   - Program: All
   - Grade: All
   - Class Name: 
   - Search
   - Clear

   ![Add New Class](image2)

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

   ![View Classes](image3)

   **View Classes**

<table>
<thead>
<tr>
<th>Select</th>
<th>Action</th>
<th>District</th>
<th>School</th>
<th>Class Name</th>
<th>Grade</th>
<th>Teacher Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View</td>
<td>NOSP</td>
<td>NOSP</td>
<td>Reach Lvl B</td>
<td>1</td>
<td>Jenny Morales</td>
</tr>
<tr>
<td></td>
<td>View</td>
<td>NOSP</td>
<td>NOSP</td>
<td>Reach Lvl C</td>
<td>2</td>
<td>Jenny Morales</td>
</tr>
<tr>
<td></td>
<td>View</td>
<td>NOSP</td>
<td>NOSP</td>
<td>Reach Lvl D</td>
<td>3</td>
<td>Jenny Morales</td>
</tr>
</tbody>
</table>
3. Click the **Tests** tab for the selected test.

4. A list of tests available for the selected class will display. Click **Activate** in the Activate Online Tests column for the desired test.
5. Click the text box in the Start Date column. Select a date from the calendar pop-up or type it into the text box.

6. Click **Save** to activate the test. The test will display in the student’s Take a Test list on the selected date. If you are administering a Reach unit test, you can also confirm the test form on this screen.

**Note**

You can activate a test for several students by selecting the corresponding checkboxes and clicking the Change Selected Start Date button.

You can use this same button to change a date before students start their test.
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.

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

4. A list of available tests will display. Click the text box in the Start Date column for the desired test. Select a date from the calendar pop-up or type it into the text box. Click Save to activate the test.

Note
You can activate several tests for the student by selecting the corresponding checkbox and clicking the Change Selected Start Date button.
Manual Grading

Some NG Reach test items such as Unit Writing Test 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.

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 scores 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.

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 NG Reach program.

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

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 **Unit Test Summary** report for Level C, Unit 1.

5. To return to the Reports & Grading menu, click the class name in the bread crumb.

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

The Unit Test Summary report displays all unit test scores for the selected unit. The report provides a complete picture of student performance and allows you to compare student scores across skill areas. Overall scores display for Reading and Grammar Unit Tests. Writing Unit Test scores display in two subtest columns: Revising and Editing and Written Composition.

Class Averages Bar Graph displays class average scores for the each skill and the overall test.

Information Box identifies your name, the Reach level for the test, the class name, your school, and district.

Student Scores Table displays scores for each tested skill and the overall test by student. Skill scores below 75% display in red. Scores in red may indicate need for reteaching.

Reteaching Prescriptions Table groups students who scored below 75% on the tested skills.
English Language Proficiency Report

English Language Proficiency (ELP) Pre- and Post-Tests assess student performance in Vocabulary, Grammar, and Comprehension. You can use Pre-Test reports at the beginning of the school year to place students into Beginning, Intermediate, Advanced, or Advanced High instructional groups. Post-Test reports allow you to determine each student’s proficiency level at the end of the year.

1. To access English Language Proficiency (Pre- and Post-Tests) reports for an individual student, return to the Reports & Grading menu and click English Language Proficiency Report.

2. 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 Pre-Test for Level C.
a. **Average Class Percent Scores Graph** displays average scores for the overall test and by skill.

b. **Results by Student Table** displays student scores for the overall test and by skill. A scale score and an English language proficiency level is assigned to each student based on grade level and the number of items answered correctly. For more information about ELP scoring, consult the Teacher’s Manual available for download at myNGconnect Teacher Resources.

c. **Student Name Hotlinks** open student ELP test reports.

d. **View Proficiency Level Descriptions** click this link to open a PDF with details about the ELP proficiency levels.
Online Testing

Take a Test

Students access online tests by clicking the My Tests button on their myNGconnect homepage. Students can access a help video by clicking the orange question mark at the top of the screen. The video shows students the basics of online test-taking and navigation.

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. Click **Start** to begin your assigned test.

4. Click a letter to select your answer. Then click the forward arrow in the orange box 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.
Review a Test

1. Click the purple **Review My Tests** button on your eAssessment homepage.

2. Click the purple **Go** button to the right of the test you wish to review.
3. Use the forward and back arrows to review each item in the test. A red “x” indicates an incorrect answer. The test score is displayed in the cream band. Click Exit to close the test.