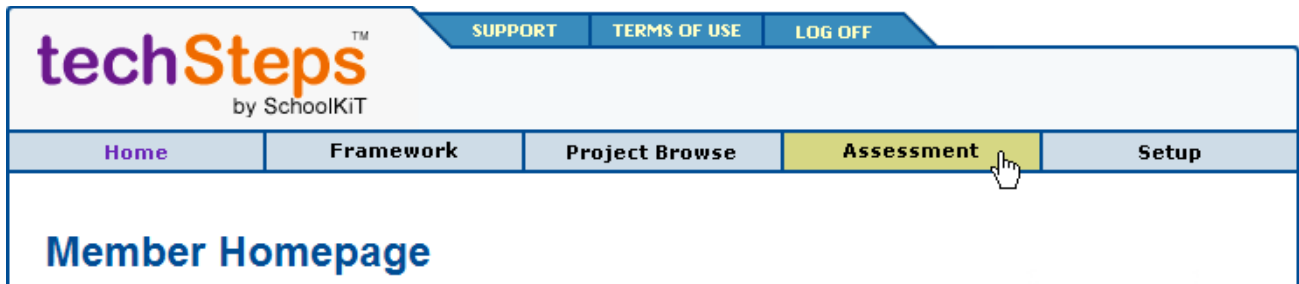


Creating Assessment Groups in techSteps

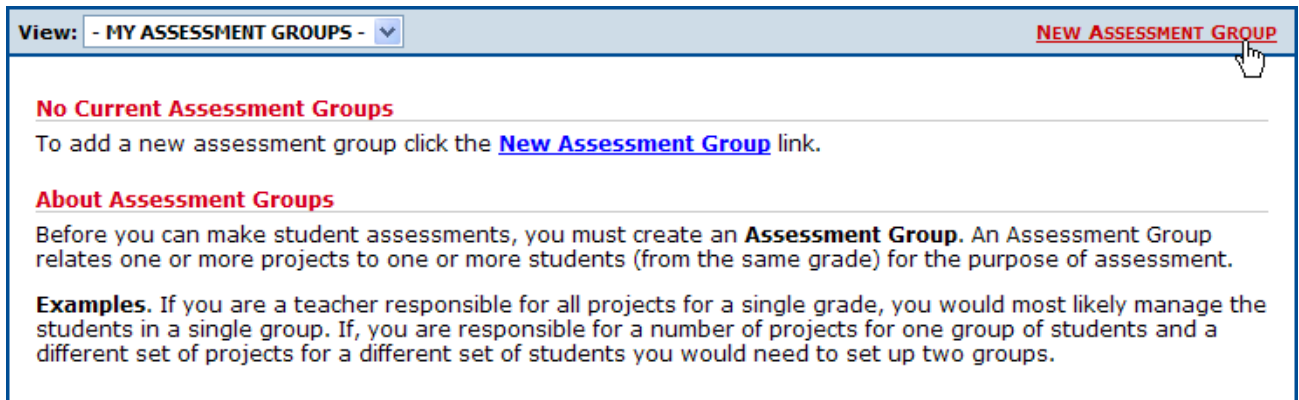
To enter the assessment data for your students, which will contribute to their student technology profiles, you will need to create one or several assessment groups.

Here are the steps necessary for creating an assessment group within techSteps and entering the gathered data.

- ▶ Select the **Assessment** tab within the techSteps Website.



- ▶ Select the **New Assessment Group** link.



- ▶ Define your Assessment Group.

The screenshot shows a form titled "Create New Assessment Group". It has three main sections:

- GROUP NAME:** A text input field containing "4th Grade - Mrs. Jacobs".
- DESCRIPTION:** A text area containing "Completing all 6 activities this year." with up and down arrow icons on the right side.
- GRADE:** A row of radio buttons labeled K, 1, 2, 3, 4, 5, 6, 7, 8. The radio button for "4" is selected.

At the bottom of the form are two buttons: "Continue" and "Cancel".

- ▶ Click the **Continue** button.
- ▶ Select the **Open** link to add projects for assessment and to add students to your group.

View: - MY ASSESSMENT GROUPS -		NEW ASSESSMENT GROUP	
4th Grade - Mrs. Jacobs			Open
GROUP NAME:	4th Grade - Mrs. Jacobs	PROJECTS:	0
GRADE:	Grade 4	STUDENTS:	0
DESCRIPTION:	Completing all 6 activities this year.	ASSESSMENTS:	0

- ▶ Select the **Add & Remove Projects** link.
- ▶ Select the **Add** link next to each project you wish to assess.
- ▶ Select the **Back** button when finished adding projects for assessment.

Assessment Group Projects			BACK
GROUP NAME:	4th Grade - Mrs. Jacobs		
DESCRIPTION:	Completing all 6 activities this year.		
GRADE:	Grade 4		
Current Projects			
	Project Name	Remove	Assessments Made
1	Note Taker	Remove	0
2	E-Pals	Remove	0
3	Prove It	Remove	0

- ▶ Select the **Add Students** link.
- ▶ Select the students in your assessment group.
- ▶ Select the **Add Selected Students** link to return to your assessment group.

Add Students							BACK
GROUP NAME:	4th Grade - Mrs. Jacobs						
DESCRIPTION:	Completing all six activities this year.						
GRADE:	Grade 4						
Available Students							Add Selected Students
<input type="checkbox"/>	Last Name	First Name	SID	M/F	Middle Name	DOB	
<input checked="" type="checkbox"/>	Fitzgerald	Paula	S~T000555	F			
<input checked="" type="checkbox"/>	Flanders	Clarisa	S~T000557	F			
<input type="checkbox"/>	Fleming	Delma	S~T000558	F			
<input checked="" type="checkbox"/>	Fleming	Vance	S~T000559	M			

Your assessment group is now ready to have data entered against Student Literacy Profiles.

- ▶ To enter your assessment data, select the activity link at the top of the project column.

Student Assessment List								Add Students
	SID	Student Name	P-1	P-2	P-3	Profile		
1	S~T000555	Fitzgerald, Paula	P-1	*	*	Profile	✗	
2	S~T000557	Flanders, Clarisa	*	*	*	Profile	✗	
3	S~T000559	Fleming, Vance	*	*	*	Profile	✗	
4	S~T000561	Flick, Elliott	*	*	*	Profile	✗	
5	S~T000562	Flickinger, Belia	*	*	*	Profile	✗	

You will be able to enter your student data quickly with this whole group approach.

- ▶ Select the **Edit Assessment** link, then adjust the 0-10 skill scores for the student.


Assessment Matrix: Grade 4 - Note Taker [View Rubric](#)

Student		Item 1	Item 2	Item 3	Item 4	Item 9	Item 10
Fitzgerald, Paula	Update Cancel	7	7	7	7	7	7
Flanders, Clarisa	Edit Assessment	0	*	*	*	*	*
Fleming, Vance	Edit Assessment	1	*	*	*	*	*
Flick, Elliott	Edit Assessment	2	*	*	*	*	*
Flickinger, Belia	Edit Assessment	3	*	*	*	*	*
		4	*	*	*	*	*
		5	*	*	*	*	*
		6	*	*	*	*	*
		7	*	*	*	*	*
		8	*	*	*	*	*
		9	*	*	*	*	*
		10	*	*	*	*	*
		NA	*	*	*	*	*

- ▶ If any individual assessment item was not relevant to the way you conducted the activity, enter **NA** for that item.
- ▶ Select the **Update** link to record the student score.
- ▶ Click the Close button to exit this view.

You will be able to enter comments and print the individual rubrics for students.

- ▶ Select the individual rubric link for the appropriate project and student.

Student Assessment List							Add Students
	SID	Student Name	P-1	P-2	P-3	Profile	
1	S~T000555	Fitzgerald, Paula	 *	*	*	Profile	✗
2	S~T000557	Flanders, Clarisa	*	*	*	Profile	✗
3	S~T000559	Fleming, Vance	*	*	*	Profile	✗
4	S~T000561	Flick, Elliott	*	*	*	Profile	✗
5	S~T000562	Flickinger, Belia	*	*	*	Profile	✗

You can now enter comments and print this rubric for your students.

- ▶ Click the **Save** button to save your comments or any changes you made in the rubrics.