

# Creating Trackers and Assessments in Mastery Connect

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D'Iberville Middle School  
2018-2019



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# Signing-in

- Your username is your email address
- Your password is created by you
- It is NOT automatically the same password as your Harrison County password, unless you make it the same password
- If you update your Harrison County password, your Mastery Connect password does not automatically update

Log In


USERNAME or EMAIL ADDRESS


PASSWORD

Submit >

[Forgot Password?](#) [Sign Up](#)

or

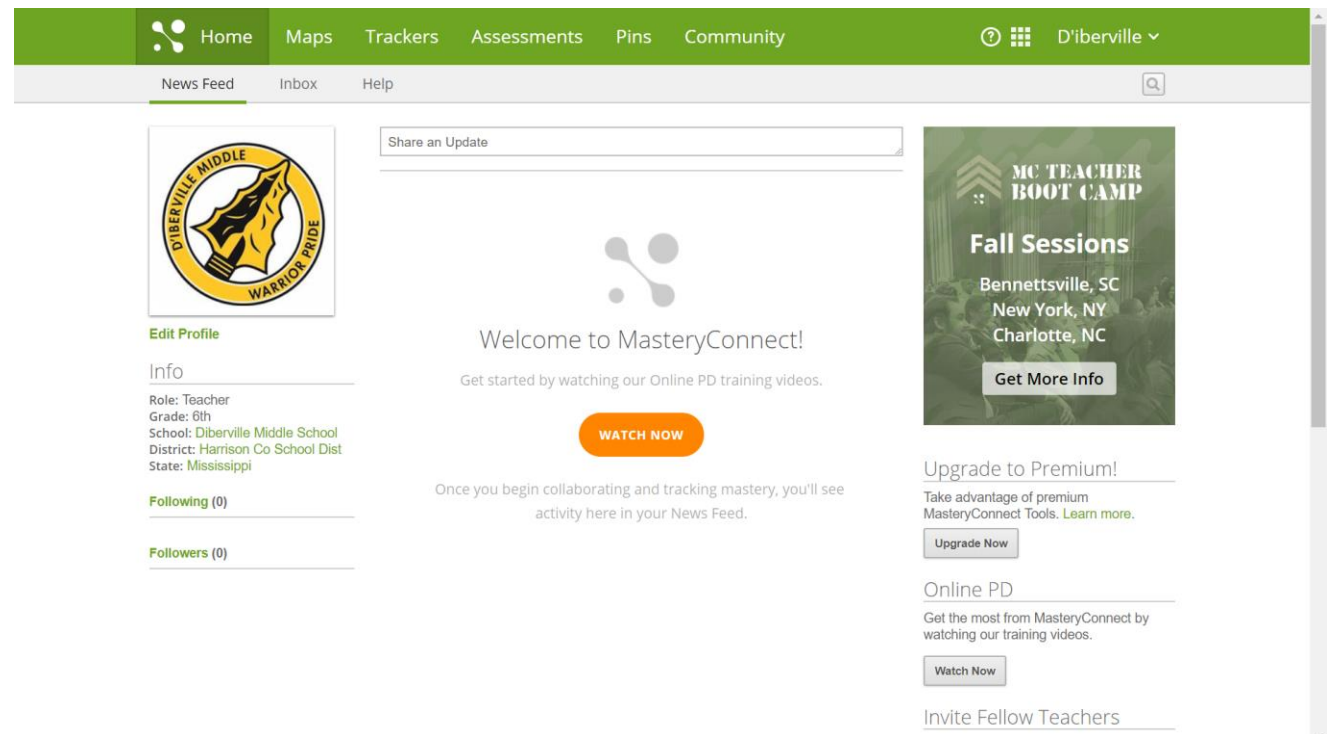
 Sign in with Google

 Sign in with Clever

[Terms of Service](#) | [Privacy Policy](#)

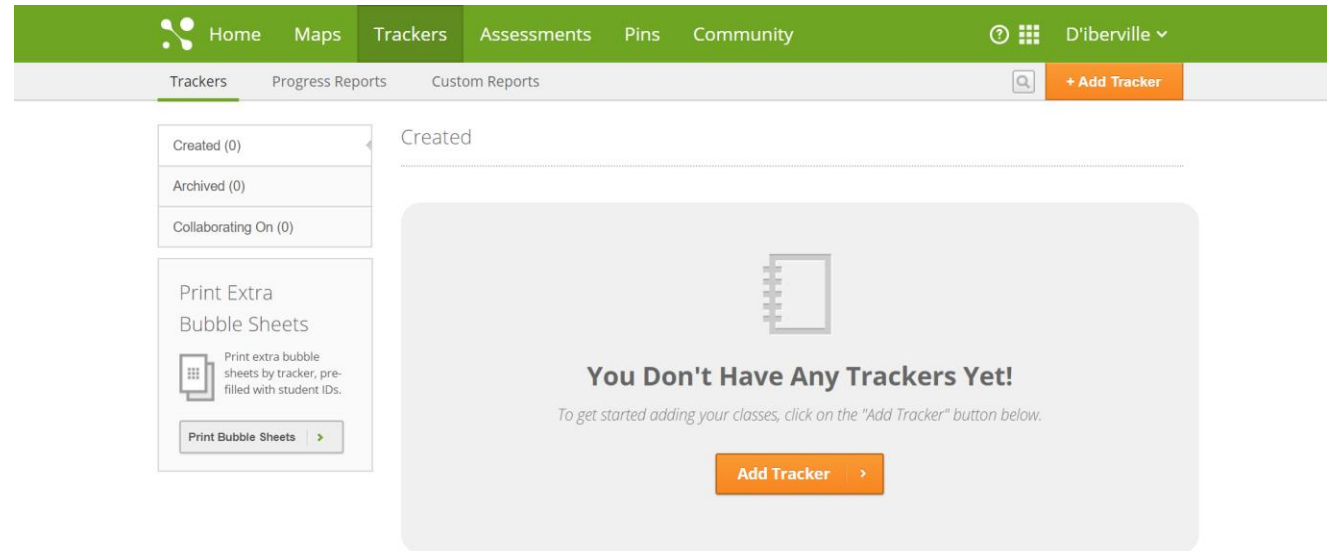
# Mastery Connect Homepage

- The Homepage is the Social Media-style face of Mastery Connect
- If you follow other teachers, their assignments, assessments, and posts will populate in your News Feed
- You can even share updates, Facebook style




# Creating Trackers

- In the green menu bar, click Trackers
- Once in this page, either click “+Add Tracker” in the top right-hand corner or click the “Add Tracker” button in the middle of the screen
- Both buttons will re-direct you to the same page



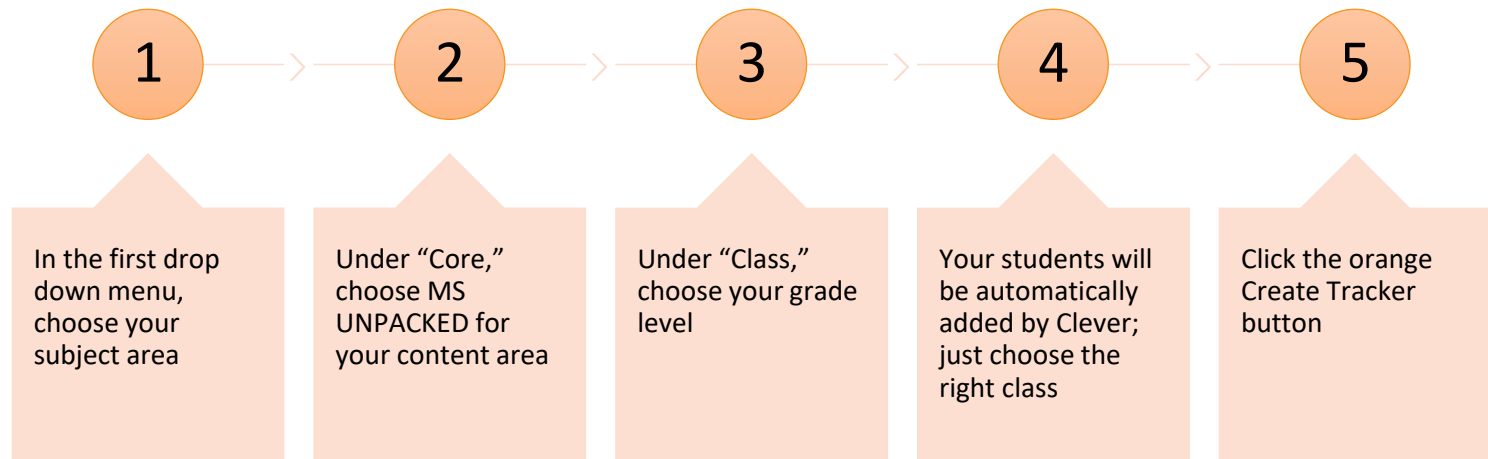
Creating Trackers, cont.—After clicking “Add Tracker” button, you will be redirected to this page

#### NEW TRACKER

SUBJECT	Math ▼
CORE	MS: UNPACKED - MS College- and Career-Readiness Standards for Mathe ▼
CLASS	6th Grade ▼
DESCRIPTION	1st Period <small>(ex. Period 1) Note: Parents and Students will see this description.</small>
FOLDER COLOR	
ADD STUDENTS	Import students from SIS ▼
IMPORT FROM SIS	Math K-6 - Gibson - (30) ▼
<div>Create Tracker &gt; Cancel</div>	

#### Need Help?

[Create a Tracker](#)  
[Organize Your Mastery Tracker](#)  
[Import Students from a CSV File](#)  
[More Help Videos...](#)



# Inside the Tracker

- Your students names will appear on the left-hand side
- The standards appear to the right and appear in order
- When you assess your standards, this report will show you mastery levels of standards
- Green=Mastery
- Yellow=Near Mastery
- Red=Remediation

Students	6.RP.1	6.RP.2	6.RP.3.a	6.RP.3.b	6.RP.3.c	6.RP.3.d	6.NS.1	6.NS.2	6.NS.3	6.NS.4	6.NS.5
Baby, Warrior 002											
Warrior, Big 004											
Warrior, Lil 001											
Warrior, Seymour 003											

# Inside the Tracker

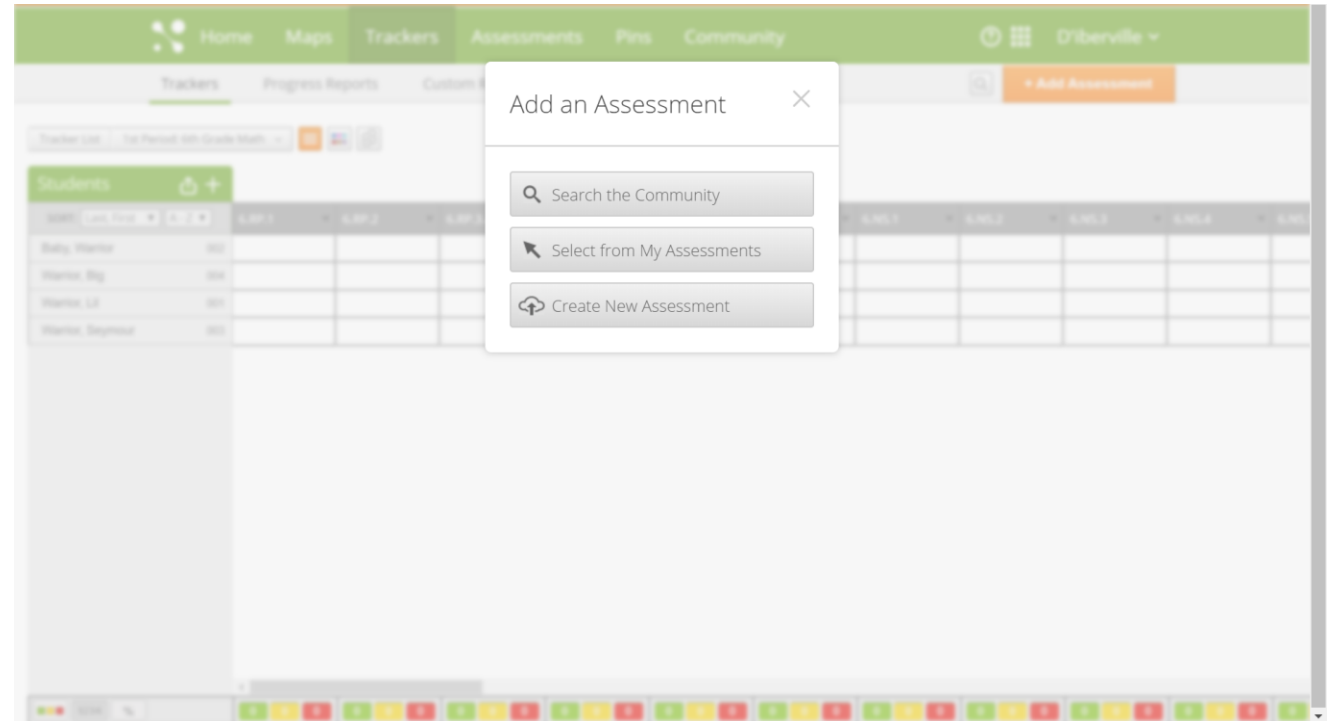
- From here, you can add an assessment to your tracker
- There are two ways:
  - Click the orange “+Add Assessment” button in the top, right-hand corner
  - Or click the orange main menu button (circled in red) and click “Add Assessment”

The screenshot displays the Tracker interface. At the top, there is a green navigation bar with links for Home, Maps, Trackers, Assessments, Pins, and Community. Below this is a secondary bar with 'Trackers', 'Progress Reports', and 'Custom Reports'. On the right side of the top bar, there is a user profile 'D'iberville' and a search icon. Below the navigation bar, there is a 'Tracker List' section with a dropdown menu set to '1st Period: 6th Grade Math'. To the right of this dropdown, there is an orange button with a plus sign and a red circle around it, which is the 'Add Assessment' button. Below the dropdown, there is a table with columns for 'Students' and various assessment categories (6.RP.1, 6.RP.2, 6.RP.3.a, 6.RP.3.b, 6.RP.3.c, 6.RP.3.d, 6.NS.1, 6.NS.2, 6.NS.3, 6.NS.4, 6.NS.5). The table lists four students: Baby, Warrior (002), Warrior, Big (004), Warrior, Lil (001), and Warrior, Seymour (003). At the bottom of the interface, there is a status bar with a percentage indicator and a row of colored squares (green, yellow, red) representing different assessment results.



# Adding Assessments

- After clicking “Add Assessment,” a window with three options will appear:
  - Search the Community
    - Allows you to find assessments from teachers in your school and district, as well as assessments from teachers from other areas
  - Select from My Assessments
    - These are assessments that you have previously created
  - Create New Assessment
    - Allows you to create a new assessment by uploading a new test or it allows you to pull from the Case Item Bank



# To Create a New Assessment

- In the standard drop-down menu, choose the standard you want to assess (can be multi-standard or just one)
- Title your assessment (Ex. 6.RP.1, 8.13.18)
- In the Assessment Source drop-down menu, choose your assessments source: you can upload a file or choose from the Case Item bank
- If choosing from Case Item Bank, set privacy to "Privacy to My District"

Create Assessment \*indicates a required field

TRACKER\* 1st Period: 6th Grade Math

STANDARD\* 6.RP.1 [View Standard](#)

TITLE\*

DESCRIPTION


ASSESSMENT SOURCE\* CASE Item Bank

PRIVACY [Make This Material Private To My District](#)

ITEM FILTERS

Passage	None Available	Grade Cam (62)	<input type="checkbox"/>	<input type="text" value="Search by Item Number"/>
Standard	6.RP.1	Printable (69)	<input type="checkbox"/>	
Item Type	All - (75 items)	Multipart (0)	<input type="checkbox"/>	
DOK	All			

ITEM RESULTS (75) Add Random Qty  ITEMS IN ASSESSMENT (0) [RANDOMIZE](#)

**Want a Gold Badge?**  
Assessments that are shared with the community are peer reviewed by fellow teachers. Click on the link below to view what peer reviewers are looking for.   
[View Assessment Rubric](#)

**Need Help?**  
[Create an Assessment](#)  
[Create a Mixed Question Type Assessment](#)  
[Find Assessments in the Community](#)  
[More Help Videos...](#)

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Take advantage of premium MasteryConnect Tools. [Learn more.](#)  
[Upgrade Now](#)

**Helpful Hints**

- Microsoft Office, OpenOffice, Adobe PDF, TXT, RTF and most image types are supported.
- If an assessment does not appear correctly after upload, delete the assessment. Then save your file as a PDF and upload it.
- When naming your files, it's best to separate words with dashes or underscores (e.g. assessment-sample.doc or assessment\_sample.doc)

## To Create a New Assessment, cont.

- Item Filters allows you to filter by Item Type and DOK
- Click the green Item Number (circled in red) to preview the question before you select it
- If the question is one you like, click the “+” sign to the right to add it to the assessment

The screenshot displays the 'ITEM RESULTS (75)' section with a list of items. The first item, 'Item 50408', is circled in red. To its right is a green '+' sign, also circled in red. Below the list is a 'SCORING' section with three checkboxes: 'Total Points Possible\*', 'Mastery\*', and 'Near Mastery\*'. At the bottom, there is an orange 'Create Assessment' button and a green 'Cancel' button.

ITEM RESULTS (75) Add Random Qty + ITEMS IN ASSESSMENT (0) RANDOMIZE

Item 50408 STANDARD: 6.RP.1 PTS: 1 DOK: 1  
DIFF: Low TYPE: Multiple Choice Question

Item 43972 STANDARD: 6.RP.1 PTS: 1 DOK: 2  
DIFF: Low TYPE: Multiple Choice Question

Item 400033 STANDARD: 6.RP.1 PTS: 1 DOK: 1  
DIFF: Low TYPE: Multiple Choice Question

Item 400032 STANDARD: 6.RP.1 PTS: 1 DOK: 1  
DIFF: TYPE: Multiple Choice Question

Item 400031 STANDARD: 6.RP.1 PTS: 1 DOK: 1  
DIFF: Medium TYPE: Multiple Choice Question

Item 38106 STANDARD: 6.RP.1 PTS: 1 DOK: 2  
DIFF: TYPE: Multiple Choice Question

SCORING

☐ Total Points Possible\*

☐ Mastery\*

☐ Near Mastery\*

Create Assessment Cancel

sample.doc or assessment\_sample.doc)

- For best results, keep the formatting in your Word document simple.

## To Create a New Assessment, cont.

- After clicking the gray plus sign, the items you've chosen will appear on the right-hand side
- Set your mastery levels below (use Mastery Level Reference Chart as your guide)
- Hit the orange "Create Assessment Button" at the bottom of the page

The screenshot displays the assessment creation interface. On the left, under 'ITEM RESULTS (7)', there is a list of items with their details: Item 20616110141013 (STANDARD: 6.RP.1, PTS: 1, DOK: 3, DIFF: Low, TYPE: Multiple Choice Question), Item 176879 (STANDARD: 6.RP.1, PTS: 1, DOK: 3, DIFF: Low, TYPE: Multiple Choice Question), Item 139640 (STANDARD: 6.RP.1, PTS: 1, DOK: 3, DIFF: High, TYPE: Multiple Choice Question), Item 20616001262713 (STANDARD: 6.RP.1, PTS: 1, DOK: 3, DIFF: Medium, TYPE: Multiple Choice Question), Item 20617300691011 (STANDARD: 6.RP.1, PTS: 1, DOK: 3, DIFF: Low, TYPE: Multiple Choice Question), and Item 20617300691110 (STANDARD: 6.RP.1, PTS: 1, DOK: 3, DIFF: Low, TYPE: Multiple Choice Question). Each item has a gray plus sign icon to its right. On the right, under 'ITEMS IN ASSESSMENT (3)', there is a list of items: Item 43972 (STANDARD: 6.RP.1, PTS: 1, DOK: 2, DIFF: Low, TYPE: Multiple Choice Question), Item 400032 (STANDARD: 6.RP.1, PTS: 1, DOK: 1, DIFF: Low, TYPE: Multiple Choice Question), and Item 38106 (STANDARD: 6.RP.1, PTS: 1, DOK: 2, DIFF: Low, TYPE: Multiple Choice Question). Each item has a gray minus sign icon to its right. Below the item lists, there is a 'SCORING' section with three input fields: 'Total Points Possible\*' (value 3), 'Mastery\*' (value 3), and 'Near Mastery\*' (value 2). At the bottom, there is an orange 'Create Assessment' button and a green 'Cancel' button. On the far right, there is a note: 'When naming your assessment, use separate words with dashes or underscores (e.g. assessment-sample.doc or assessment\_sample.doc)' and a bullet point: 'For best results, keep the formatting in your Word document simple.'

# Using the Assessment Online

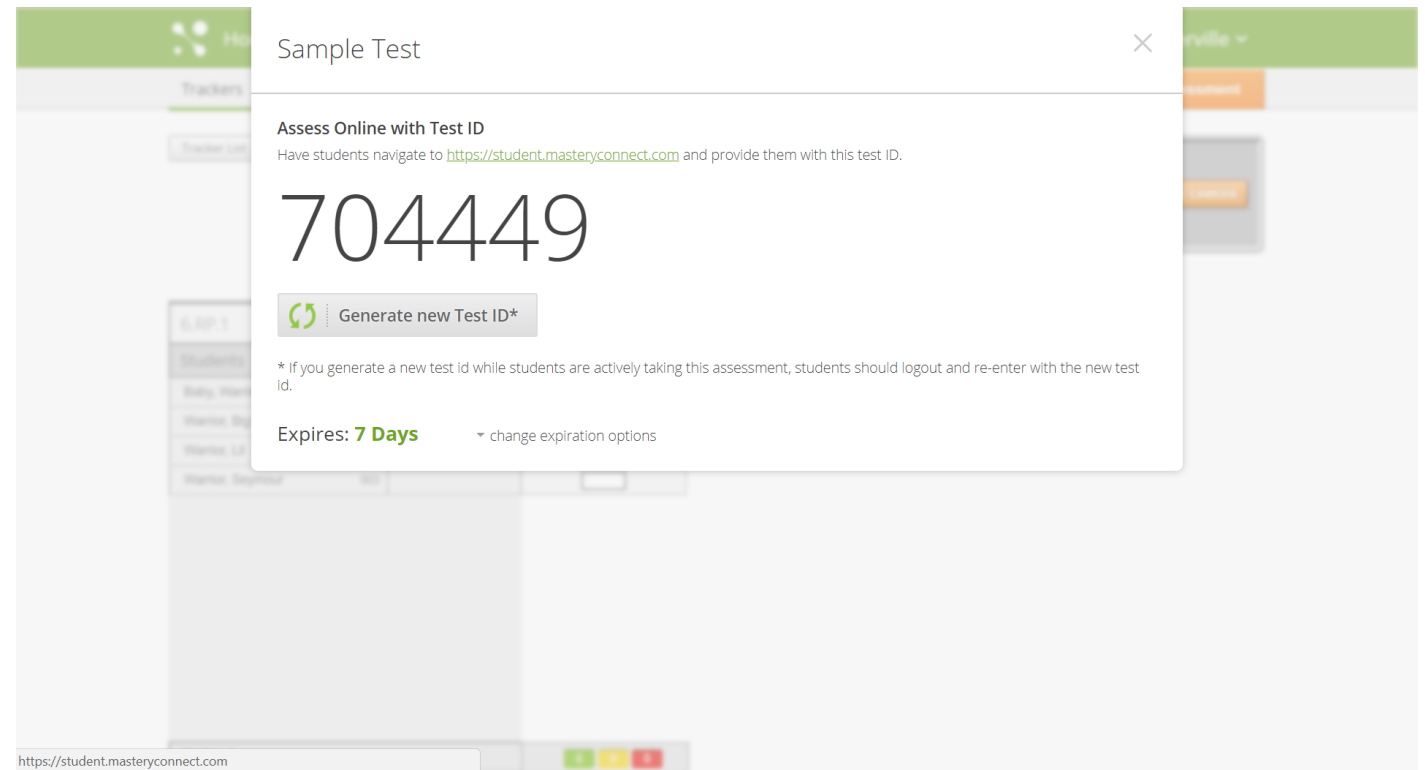
- After creating the assessment, you will be re-directed to this page
- From here you can assess students online by hitting the gray assess button above the title of the assessment
  - They can access the assessment in a computer lab, on a laptop, or on their cellphones

The screenshot displays the 'Assessments' section of a software interface. At the top, there are tabs for 'Trackers', 'Progress Reports', and 'Custom Reports'. Below these, a navigation bar shows 'Tracker List', '1st Period: 6th Grade Math', and '6.RP.1'. A red circle highlights the 'Assess' button, which is a gray button with a right-pointing arrow. To the right of the 'Assess' button is a 'Sample Test' dropdown menu. Below the navigation bar, a table lists students and their scores. The table has columns for 'Students', 'MOST RECENT', and 'T:3 M:3 NM:2'. The students listed are Baby, Warrior (002), Warrior, Big (004), Warrior, Lil (001), and Warrior, Seymour (003). At the bottom of the table, there is a 'TOTALS' row with three colored circles (green, yellow, red) and the number '0'.

Students	MOST RECENT	T:3 M:3 NM:2
Baby, Warrior 002		
Warrior, Big 004		
Warrior, Lil 001		
Warrior, Seymour 003		
TOTALS		0 0 0

## Using the Assessment Online, cont.

- To assess online, have students go to [student.masteryconnect.com](https://student.masteryconnect.com) and type in the test ID
- They will then need to type in their student ID (which are found in your trackers)
- Doing so will re-direct students to the assessment



## Using the Assessment Online, cont.

- After students log in, they can take the assessment
- The questions/answers appear on the left-hand side
- They can navigate to the next question using the arrows on the right-hand side
- They click “FINISHED” when complete

Examine the figures.

△△□□△□□□△□□□△

What is the ratio of squares to triangles?

☐ 3:4

☐ 4:3

☐ 3:7

☐ 4:7

⏸ PAUSE Test ID: 704449

Warrior, Lil

< 1 of 3 >

QUESTION 1

QUESTION 2

QUESTION 3

FINISHED

# Using a Paper Assessment

- To print the assessment so it's Paper/Pencil, click the "Assessments" tab in the Green Menu Bar
- Once there, click "Created" in the gray sub-menu bar
- Assessments that you have created will appear below
- Choose the assessment you would like to print

The screenshot shows the 'Assessments' page of a web application. At the top is a green navigation bar with links: Home, Maps, Trackers, Assessments (highlighted), Pins, and Community. To the right of these links is a user profile icon and the name 'D'iberville'. Below the green bar is a gray sub-menu bar with tabs: All, Using (1), Created (1) (highlighted), Bookmarked (0), and Updates (0). A search icon is on the far right of this bar. The main heading 'Assessments' is centered, with an orange '+ ADD ASSESSMENT' button to its right. Below the heading is a search bar with the text 'Search Assessments' and a green 'SEARCH' button. To the right of the search bar are dropdown menus for 'Subject' (set to 'All') and 'Created By' (set to 'Me'). Below these is a 'Sort by: Created (Most Recent)' dropdown. On the right side, it says '1 - 1 of 1' and has two icons for list and grid views. A vertical orange 'Feedback' button is on the left. The main content area shows a single assessment card for 'Math | 6th Grade' titled 'Sample Test'. The card has a lock icon, a document icon, and a large 'ITEM' icon. Below the card, it says 'No Preview Available'.



## Using a Paper Assessment, cont.

- After you choose your assessment, the questions will appear on the left-hand side
- You will see options in orange to the right
- To print, click the orange printer icon (circled in red)
- You will then be given the option to print the assessment

Home Maps Trackers Assessments Pins Community

All Using (1) Created (1) Bookmarked (0) Updates (0)

+ Add to Tracker

Sample Test

CLASS: 6th Grade | SUBJECT: Math | STANDARD: 6.RP.1

Question #1  
TITLE: Item 43972  
STD: 6.RP.1  
TYPE: Multiple Choice  
Question

Question #2  
TITLE: Item 400032  
STD: 6.RP.1  
TYPE: Multiple Choice  
Question

Question #3  
TITLE: Item 38106  
STD: 6.RP.1  
TYPE: Multiple Choice  
Question

Examine the figures.

△△□□△□□□△□□□△

What is the ratio of squares to triangles?

☐ 3:4

☐ 4:3

☐ 3:7

☐ 4:7

Correct Answer

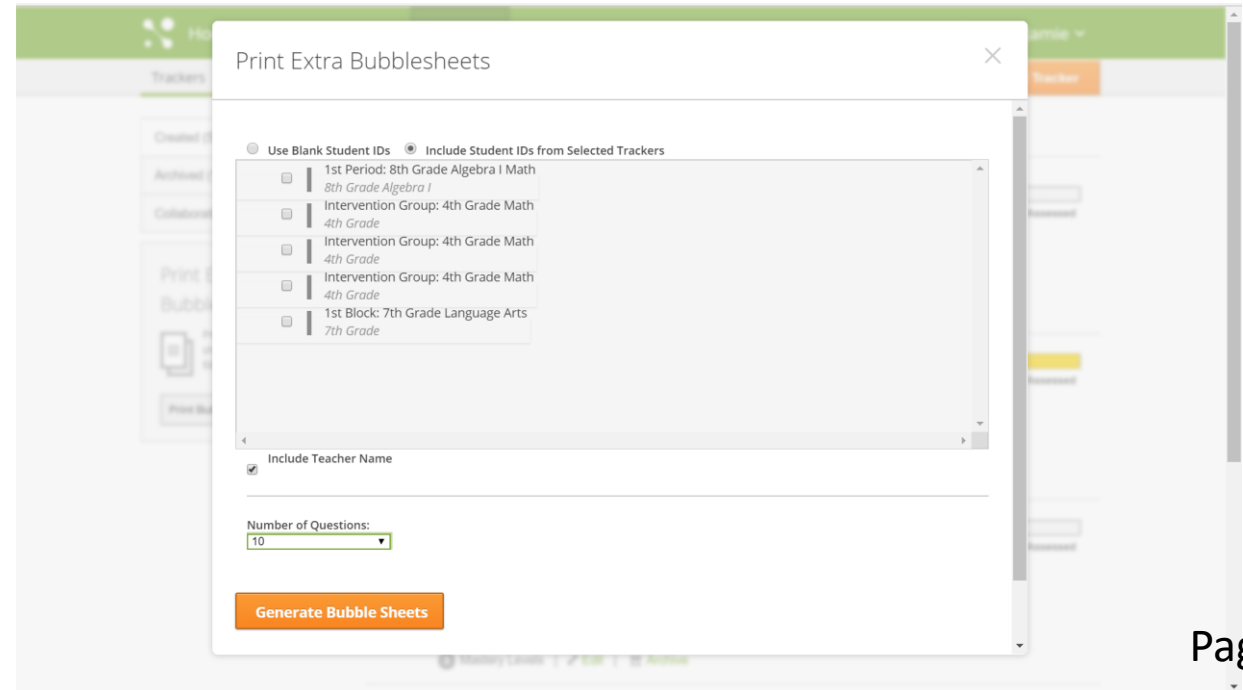
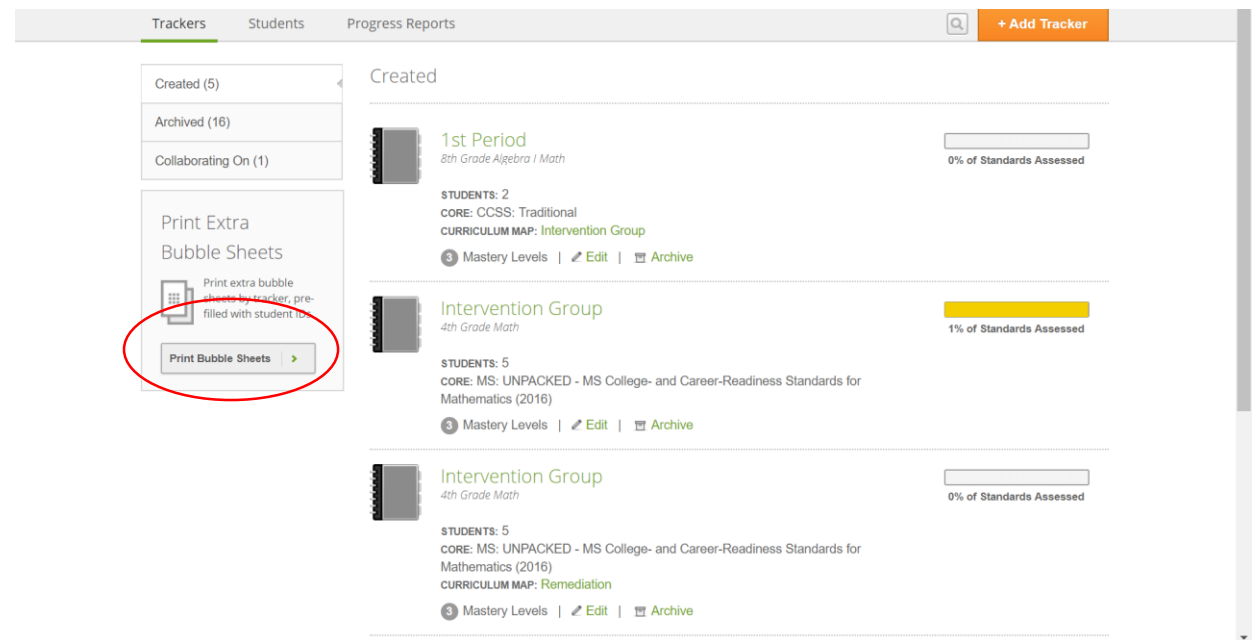
Examine the figures.

△△□□△□□□△□□□△

What is the ratio of squares to triangles?

# Printing Bubble Sheets

- Your students will answer the Paper/Pencil assessment on Bubble Sheets
- To print, hit the “Trackers” in the green menu bar
- On the left-hand side, click “Print Bubble Sheets” (circled in red)
- Choose the class you want to print Bubble Sheets for
- Choose the number of questions
- Then click the orange “Generate Bubble Sheets”
- You will be redirected to the print screen.



# Scanning Bubble Sheets

- To scan bubble sheets, go back to your trackers
- Click the standard you want to asses, and it will redirect you to the page seen in the second image
- Make sure your document camera is on
- And begin scanning
- Students' mastery levels will appear to the right of their names
- Tracker will be updated

