Chapter 5: Teachers

Simple Step-by-Step Instructions for Using EAGLE

Teachers have access to the following features:

- Create and modify student rosters

- Search the item bank

- Build a test

- Score student responses

- View real-time score reports

Teacher Menu
- Rosters
- Item Bank
- Tests
- Handscoring
- Reports
- Resource Center

## GETTING STARTED

Step 1: Access the EAGLE Landing Page

1. Access the EAGLE landing page, http://www.louisianabelieves.com/assessment/eagle. Here you can find out more about **what's new** in EAGLE.
2. Click on the **ENTER HERE** button.

Step 2: Log In To Your Account

1. Enter your **username.**
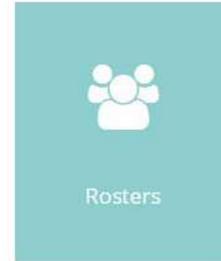2. Enter your **password.**
3. Click on **Log In**.

If you do not have a user account, please contact the EAGLE Help Desk (866-552-5583) for assistance.
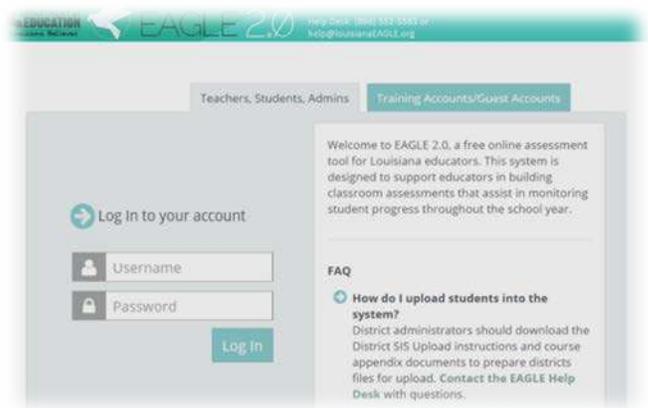
Teachers can review class and school rosters before building a test.

VIEW CLASS ROSTER

Click on Rosters from the teacher menu.

1. Select Class Roster from the menu bar.

2. Scroll through the list of classes.

3. Click on the radio button in the Select Class column aligned with the name of the class roster you would like to view. If the class is missing, contact your administrator or principal.

4. Click View Roster.

5. A table will appear listing the following information:

    a. Student Name

    b. Grade

    c. Username

    d. Password

    e. Last four digits of the Unique Student ID

6. Select Class Roster from the menu bar.

7. Scroll through the list of classes.

8. Click on the radio button in the Select Class column aligned with the name of the class roster you would like to view. If the class is missing, contact your administrator or principal.

9. Click View Roster.

10. A table will appear listing the following information:

    f. Student Name

    g. Grade

    h. Username

    i. Password

NOTE: District administrators are encouraged to upload class, teacher, and student information for all schools in your district.

ADD STUDENTS TO CLASS

Click Class Roster from the menu bar.

1. Scroll through the list of classes.

2. Click on the radio button in the Select Class column aligned with the name of the class you would like to modify. If the class is missing, contact your administrator or principal.

3. Click Edit Roster.

4. Select a Grade from the drop-down menu.

5. Two tables will appear.

   a. The table on the left is the School Roster and lists all of the students in the specific grade level that have not been assigned to the selected class.

   b. To view students from a different grade level, select a new grade from the drop-down menu.

   c. The table on the right is your Class Roster and lists the students assigned to the class selected.

6. Scroll through the table on the left and click on the boxes next to the students' names you would like to add.

7. A check mark will appear inside the selected boxes.

8. Click Add Selected Students.

9. Scroll to the bottom of the screen and click on Review to ensure the additions were successful.

DROP STUDENTS FROM CLASS ROSTER

Click Class Roster from the menu bar.

2. Click the radio button in the Select Class column aligned with the name of the class you would like to modify. If the class is missing, contact your administrator or principal.

3. Click Edit Roster.

4. Select a Grade from the drop-down menu.

5. Two tables will appear.

   a. The table on the left is the School Roster lists all of the students in the specific grade level that have not been assigned to the selected class.

   b. The table on the right is your Class Roster lists the students assigned to the class.

6. Scroll through the table on the right and click on the boxes next to the students' names you would like to drop from the roster.

7. A check mark will appear inside the selected boxes.

8. Click Drop Selected Students.

9. Review the roster on the right to ensure the drops were successful.

VIEW A SCHOOL ROSTER

1. Select School Roster from the menu bar, and then allow time for the roster to upload to the screen.

2. The table provides a list of all students in the school.

3. Use the scroll bar to view the entire school roster.

EDIT A SCHOOL ROSTER

To edit a student from a School Roster:

1. Click School Roster from the menu bar.

2. Click Edit Student from the submenu bar.

3. Choose the school the student attends from the drop-down menu.

4. Select the student whose information you want to modify from the drop-down menu.

5. View or modify the existing information within the available fields.

6. Click Save Edits.

7. A confirmation message will appear to confirm the edit.

ADD A STUDENT TO A SCHOOL ROSTER

1. Click School Roster from the menu bar.

2. Click Add Student from the submenu bar.

3. Fill in the Personal Information fields:

    a. First name, middle name, last name, and suffix (middle name not required)

    b. Unique Student ID (nine digits without dashes)

    c. Date of Birth (use the drop-down menus to select month, day, and year)

    d. Grade Level (use the drop-down menu to select the grade level)

    e. School

4. Fill in the System Information fields in one of two ways.

    a. Either click, Generate to automatically generate the student username and/or password.

        i. The username will consist of first initial, last name and then a 1, 2, 3, etc.

        ii. The passwords are generated randomly in the following format: letter, letter, number, number, and number (i.e., tp878).

    b. Or, manually enter the username and/or password.

        i. Click in the Username text field and enter the desired username (Username must consist of at least five alphanumeric characters).

        ii. Click in the Password text field and enter the desired password (Passwords must consist of at least 5 alphanumeric characters).

5. Review information and click Add.

6. A confirmation message will appear to confirm the addition of the student.

EDIT A STUDENT FROM A SCHOOL ROSTER

To edit a student from a School Roster:

1. Click School Roster from the menu bar.

2. Click Edit Student from the submenu bar.

3. Choose the school the student attends from the drop-down menu.

4. Select the student whose information you want to modify from the drop-down menu.

5. View or modify the existing information within the available fields.

6. Click Save Edits.

7. A confirmation message will appear to confirm the edit.

PRINT CLASS ROSTER

Select Class Roster from the menu bar.

1. Scroll through the list of classes.

2. Click on the radio button in the Select Class column aligned with the name of the class roster you would like to view. If the class is missing, contact your administrator or principal.

3. Click View Roster.

4. Select the Print button at the bottom of the roster.

SEARCH THE BANK

Teachers can search the item bank before building a test. From the **TEACHER MENU**, select **Item Bank**.
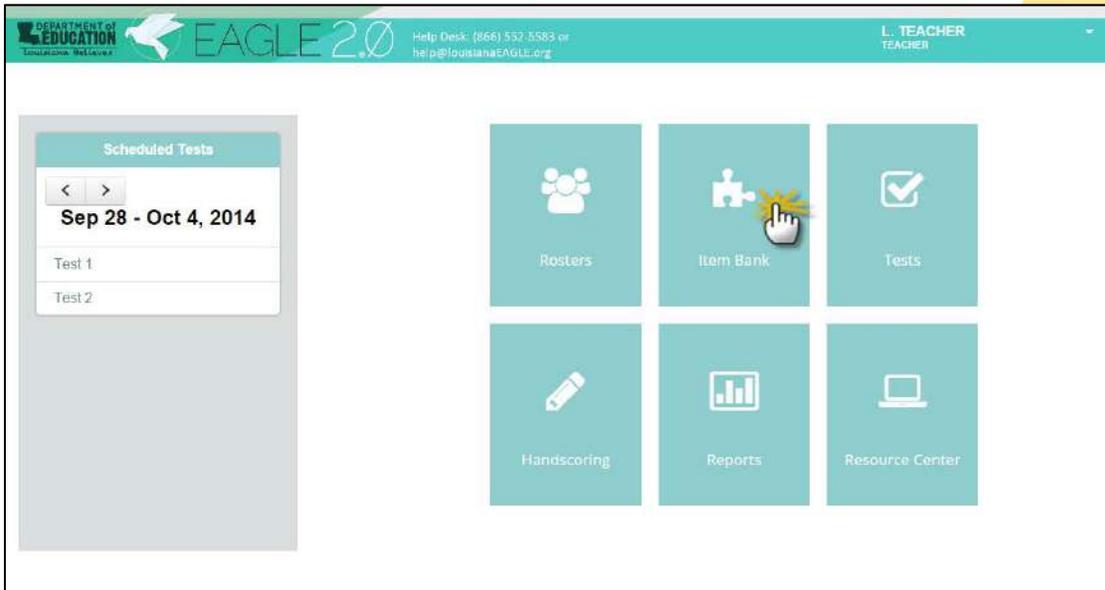
Step 1: **Find Items**

Select your search criteria.

- Content Area
- Grade
- Item Type
- Unit Plan
- Keyword Search

1. Click on **Select Standards** to choose the appropriate state adopted standards.
2. Click on **Search** to see the results.
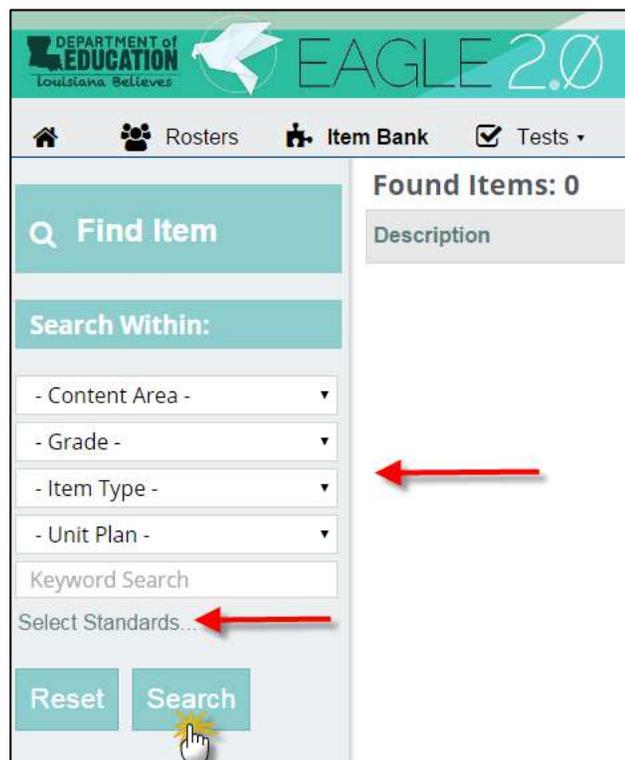
SEARCH THE BANK

Step 2: View Search Results

Your search results will appear on screen.

1. Click on an item description to preview an item.
2. A pop up window will appear.
3. Item cards will allow you to preview an item. They include the correct answer choice and data related to this item.

You are now ready to build a test!

Teachers can build a test by following three simple steps.
From the **Teacher Menu**, click Tests – Build a Test.

BUILD A TEST

- Edit tests
    - Edit your own test
    - Edit a premade test
    - Edit tests that teachers within your district have created
- Schedule tests
    - Schedule your own test, a premade test, or other teacher's test
    - Print a selected test
    - Schedule a test for selected students or for an entire class
- View past, current, and future test schedules

Step 1: Basic Information

1. Complete the information for your test.
    - Title
    - Description
    - Content Area
    - Grade Level
    - Ownership
    - Status
2. Click on **Next.**

BUILD A TEST

Step 2: Select Items

To add items to your test, use the search filters on the left side of the screen.

1. Select your search criteria.
   - Content Area (Required)
   - Grade (Required)
   - Item Type
   - Unit Plan
   - Keyword Search
2. Click on **Select Standards** to choose the appropriate state adopted standards.
3. Click on **Search** to view the results.
4. Click in the box or boxes next to the item description.
5. To add items and to move them to your test, click on the arrows in the middle of the screen.
6. You may rearrange items by clicking on the up and down arrows in the upper right hand corner of the table.
7. When you are done selecting items, click **Next**.
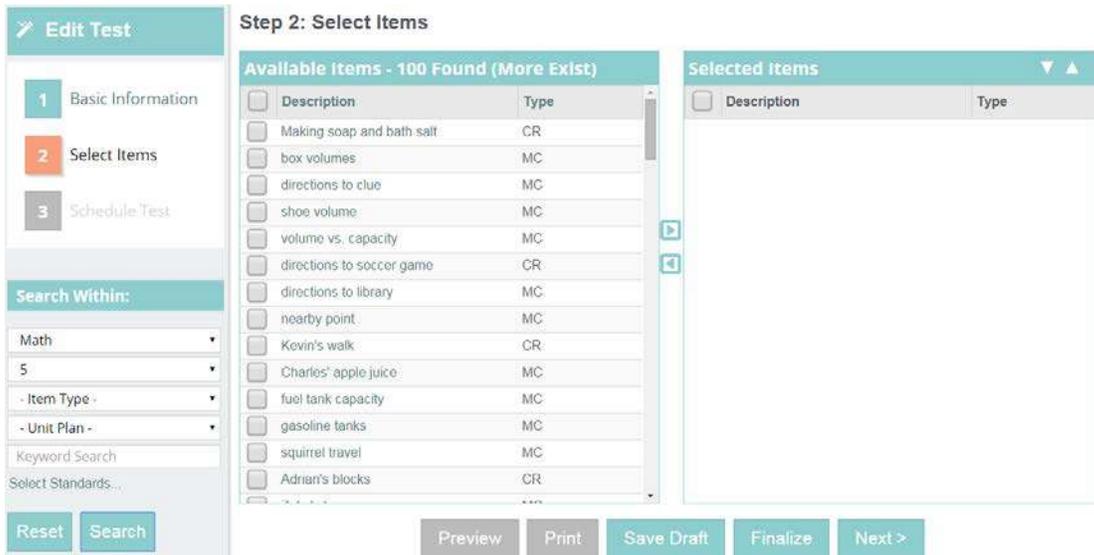
BUILD A TEST

Step 3: Schedule Test

1. Complete the information for your tests.
   - School
   - Class – Section
   - Start Date
   - End Date
2. Select the Test Time Limit and set for all students. Scroll down to view and edit individual student settings. Click on the interactive table to make changes.
3. Select remaining options before scheduling your test.
   - Goal (math tests only)
   - Calculator
   - Assigned
4. Click Save Schedule.

VIEW / EDIT A TEST SCHEDULE

To view and edit a test schedule:

1. Click Tests, View/Edit Schedule from the menu bar.

2. Select the test you would like to edit by clicking on the test name.

3. Choose any of the three options below

    a. Edit Schedule.

    b. Preview

    c. Print

HANDSCORE ITEMS

By clicking Enter Hand Scores teachers can enter constructed-response or short answer scores, and practice scoring using the Hand Scoring Tutorial.

To enter constructed-response and short answer scores:

1. Click Enter Scores from the menu bar.

2. Scroll through the list of tests and click the radio button next to the test you wish to score.

3. Click Retrieve Test.

4. You may View All Items for One Student or View All Students for One Item by clicking the radio button next to your selection.

5. Select a student or item to edit by clicking the radio button next to the name.

6. Click Edit Score.

7. The table for View All Items for One Student displays the following information:

   a. Question (Read the question before entering a score)

   b. Correct Answer (Click Show Rubric to view the dimensions and point values expected for each score)

   c. Response (Read the student's response)

   d. Maximum Points (This number is the maximum number of points that can be entered)

   e. Score (Enter student's score. Then click Save)

HANDSCORE ITEMS

1. The page for View All Students for One Item displays the following information:

   a. Question (Read the question before entering a score)

   b. Correct Answer (View the answer to gauge the expectation of a perfect score)

   c. Response (Read the student's responses)

   d. Maximum Points (This number states the maximum number of points that can be entered)

   e. Score (Enter a score for students' responses in the box)

2. Click Save.

3. Review the scores to confirm that the data was entered successfully.

   a. Assessment data related to these scores can now be viewed in various teacher reports.

   b. See Reports Feature below for more information.

4. For information about the Hand Scoring Tutorial:

5. Click Hand Scoring Tutorial from the menu bar.

6. Click Overview to find answers to the following questions:

   a. What is the EAGLE Hand Scoring Tutorial?

   b. How does the EAGLE Hand Scoring Tutorial work?

   c. What is a rubric?

VIEW HANDSCORING TUTORIALS

To use the Hand Scoring Tutorial:

1. Click Hand Scoring Tutorial from the menu bar.

2. Print the Item and Scoring Rubric by clicking Item/Rubric from the Printable Versions column of the table.

3. Click on the name of the tutorial you would like to use.

4. Select Directions for instruction on how to use the tutorial.

5. Click on the Writing Prompt or Test Item to view the item the student responded to.

6. Click on Scoring Rubric to view the dimensions and point values of the writing rubric.

7. Read the student's response, and then select the appropriate score.

8. Click Submit.

    a. After you click submit you will receive immediate feedback. Use the inner scroll bars to view all of the text. If your first response was incorrect you will receive a message to try again and will be provided with helpful feedback.

    b. If you close the feedback window before submitting your second response, you can view the feedback again by clicking Show Feedback at the bottom of the screen.

    c. To try again, select Try Again at the bottom of the screen.

9. Use the left and right arrows or select the question numbers to move to the next student response or revisit a previous student response.

VIEW HANDSCORING TUTORIALS

10. Once you have submitted your selection the number at the bottom will turn from blue to red. The number of the student response you are currently viewing will always be blue.

11. Click Get Score to view your score table.

    a. Once you have completed the tutorial you will find the link Get Score at the bottom of the last response.

Item Number	1	2	3	4	5	6	7	8	9	10	11	12
First Try	a	a	c	a	a	c	c	c	d	d	d	d
Second Try			c	c	c							

    b. The table displays the answers you submitted on your first and second attempts. Green squares represent student responses you graded correctly. Red squares represent student responses you graded incorrectly. The white letter in the center of each square indicates your selection.

VIEW REPORTS

To view teacher reports:

1. View a report by clicking in the radio button next to the report name.
2. All scores for multiple-choice and computer graded items are available immediately. Constructed-response items must be hand scored before results are reported. When a student marks a test finished without completing all items, the unanswered questions, including the constructed-response items, will receive a score of zero.