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MASTERY MANAGER

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Mastery Manager Training Agenda

Mastery Manager training is conducted in a three-hour session and will consist of the following:

A. Introductions

B. Mastery Manager – What is it?

C. Hands-on Training

- Mastery Manager Support Resources
- Assessment Creation and Management
  - Properties
  - Answer Key/Layout
  - Weights
    - Performance Events with Bubble Descriptors (checklist)
    - Rubric-Scored Questions
  - Standards
    - Aligning for the Assessment
  - Rubric Management
    - Standards
    - Duplicating
    - Sharing
  - Duplicating an Assessment
- Assessment Administration/Scoring
  - Preparing Student Answer Forms
  - Scanning and Scoring an Assessment
  - Inputting Performance Event Scores Online
- Overview of Reports
  - Single Assessment vs. Multiple Assessment Reports
  - Report Scavenger Hunt
  - Report Quick Guide
  - Gradebook Paste
  - Longitudinal Reports
    - Student Trend Report
    - Longitudinal Comparison Report
- Post-Assessment Management
  - Archiving Assessments
- Mastery Manager Support Resources

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Mastery Manager Answer Form

Mastery Manager Sample Assessment

Bar code ties form to correct assessment

Abbots, Felicia
Harding High School (31)
Teacher 678
INT. ALG. 534 (534F)

Section: 123
Page: 1 of 1

1. A B C D E — **Lettering of alpha response bubbles can be customized.**

2. F G H J

3. 1 2 3 4 5 — **Numeric response bubbles**

4. T F — **True/False**

5. A B C D E F G H I J K L M N O P Q R S T — **Up to 26 response bubbles per question. Great for matching questions.**

6. Gridded Response — **Gridded Response: Students fill in their answer to problems on response grids. Answers to problems may be whole numbers, decimals, or fractions.**

7. **Graphing**
Performance - Teacher use only
- No Work Shown
- Titled Graph
- Labeled X Axis
- Labeled Y Axis
- Correctly Plotted Points
- Correctly Connected Points

8. **Performance - Teacher use only**
(3) 0 1 2 3
.25 .5 .75

9. Y N

Custom scoring for performance based questions scored by using scoring descriptors. Whole and incremental scoring is also available. Performance events can be placed anywhere within the assessment.

10. **Performance - Teacher use only**

	3.0	2.0	1.0	0.0
Identification	○	○	○	○
Explanation	○	○	○	○

Full rubric and consolidated rubrics can be printed on student answer forms.

Mastery Manager Customizable Answer Forms

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Mastery Manager Sample Test: GSL Placement Test

1.   Ms. Adams bought a refrigerator that cost $1200, including tax. The cost of electricity to run this refrigerator is estimated at $78 per year. Which equation best represents c, the total cost of the refrigerator including electricity over n years of operation?

   A. $c = 1200(78n)$

   B. $c = 1200(n + 78)$

   C. $c = 1200 - 78n$

   D. $c = 1200 + 78n$

> **(CC) College- and Career-Readiness Standards and K-12 Mathematics Common Core State Standards (2010)**
> **MA.9-12.HSA-SSE.2**

2. **Read the sentence.**

   The oil on the mirror <u>distorted</u> my reflection, making my eyes, nose, and mouth appear unrecognizable.

   What does the underlined word in this sentence mean? Choose all that apply.

   F. *angled*

   G. *mutated*

   H. *warped*

   J. *discolored*

3. The term Manifest Destiny directly relates to which recurring theme in U.S. history during the 1800s?

   A. abolition

   B. federalism

   C. social reform

   D. territorial expansion

4. In 1954, which basic principle of the U.S. Constitution did the Supreme Court rule on in the case of *Brown v. Board of Education of Topeka*?

   F. trial by jury

   G. freedom of speech

   H. equal protection of the law

    J. separation of church and state

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5. Identify the best English translation for the following Spanish phrase:

Está muy viejo para su edad.

   1. *The house looks very old.*

   2. *He is wearing very old clothes.*

   3. *He looks very old for his age.*

   4. *How old is your cat?*

   5. *How old is your dog?*

6. Fill in the grid with your answer on the answer form.

   What is the probability that a family with 4 children will have exactly 2 girls and 2 boys?

7. Use the chart below to graph results.
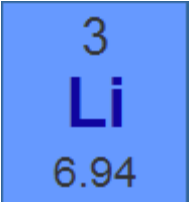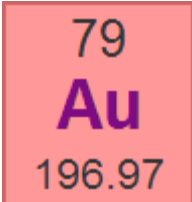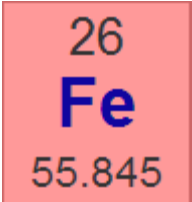
Reduced CO_2 Emission Factor	Million Metric Tons Per Year Reduction
NG Fuel Switching	215
CAFÉ Standards	205
Efficiency + Recession	190
Wind Power	90
Biofuels	15
Hydro Power	10
Solar Power	2

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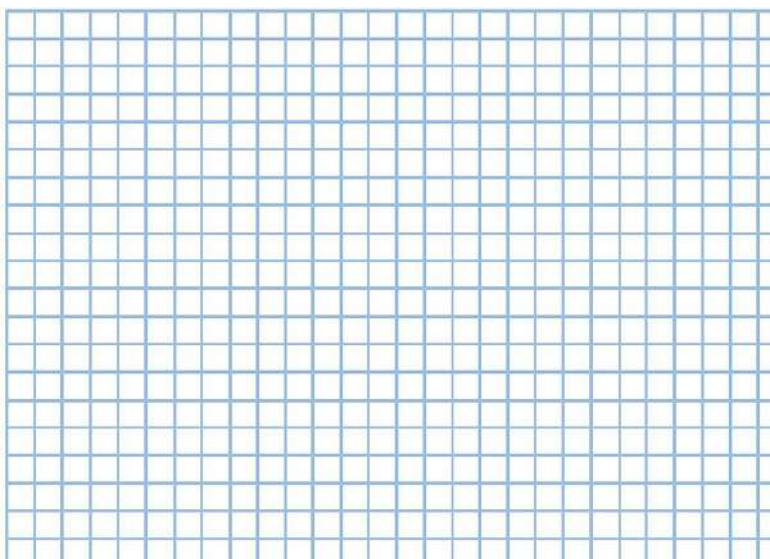
Questions 8, 9, and 10 will be scored using the following rubric:

GSL Science Rubric

	3 *Meets Standards*	**2** *Approaching Standards*	**1** *Below Standards*	**0** *Unable to Assess*
Identification	Identifies name including properties and provides one real world example.	Either names or gives a real world example.	Attempt made to identify name correctly and give a real world example.	No answer attempted.
Explanation	Provides correct answer with a complete explanation.	Provides correct answer with a nearly complete explanation.	Provides answer with minimal explanation.	No answer or explanation attempted.

8.	9.	10.
3 **Li** 6.94	79 **Au** 196.97	26 **Fe** 55.845
Element Name 	Element Name 	Element Name
Real World Example 	Real World Example 	Real World Example
Element Attributes Protons: _____ Automatic Mass: _____ Explain your answer:	Element Attributes Protons: _____ Automatic Mass: _____ Explain your answer:	Element Attributes Protons: _____ Automatic Mass: _____ Explain your answer:

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Mastery Manager Student Answer Form with Full Rubric

GSL Secondary Test

| 3 | 6 | 1 | 9 | 0 | 1 | 4 | 5 | 4 | | | | | | |

Student Name: Adams, Abigail
Building: Franklin Smith Elementary (16)
Teacher Name: Teacher 1723
Course: Grade 03 (Teacher 1723)
Section: 3
Page: 1 of 2

1 A B C D
2 F G H J
3 A B C D
4 F G H J
5 1 2 3 4 5
6

7 Performance - Teacher use only
- Labeled X Axis
- Labeled Y Axis
- Titled Graph
- Correctly Plotted Points
- Connected Lines

Forms: GSL Secondary Test (6 M.C. / 4 P.E.)

[Properties | Sharing | Weights | Standards | Sections | Duplicate | Answer Key / Layout | Versions | View Setup | Status | Online | **Forms** | Scan | Input | Reports]

☑ **Print forms for selected students**
Forms for [all Students (1374 total) ▾] assigned to this assessment

Print forms using these options
☑ Shade every other question
☐ Print on both sides of the form
☐ Do not print Teacher Name on the form
☐ Group questions ❓
☐ Print a blank answer key

Number of blank forms to print: 0
Number of rubric references to print: 0

> To print student answer forms with a full rubric:
> 1. Click on the forms link.
> 2. Select Print forms for student use.
> 3. Select Grade performance event questions on student forms.
> 4. Select Print full rubric on student forms.
> 5. Generate forms to preview.

☑ **Print forms for student use**
☐ Print bubbles vertically   ☑ Grade performance event questions on student forms
☐ Use large bubbles   ☑ Consolidate point bubbles if possible ❓
   ☐ Do not include a zero point bubble
   ☑ Print full rubric on student forms

☐ **Print forms for teacher use**

[Make Default]   [Generate Forms To Preview]   [Generate Forms To Print]

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MASTERY MANAGER

Know What Your Students Know…Now

Mastery Manager Student Answer Form with Full Rubric (continued)

GSL Secondary Test

| 3 | 6 | 1 | 9 | 0 | 1 | 4 | 5 | 4 | | | | |

Student Name: Adams, Abigail
Building: Franklin Smith Elementary (16)
Teacher Name: Teacher 1723
Course: Grade 03 (Teacher 1723)
Section: 3
Page: 2 of 2

8 Performance - Teacher use only

	3.0 Meets Standards	2.0 Approaching Standards	1.0 Below Standards	0.0 Unable to Assess
Identification	○ Identifies name including properties and provides one real world example.	○ Either names including properties or gives a real world example.	○ Attempt made to identify name correctly and give a real world example	○ No answer attempted.
Explanation	○ Provides correct answer with a complete explanation.	○ Provides correct answer with a nearly complete explanation.	○ Provides answer with minial explanation.	○ No answer or explanation attempted.

9 Performance - Teacher use only

	3.0 Meets Standards	2.0 Approaching Standards	1.0 Below Standards	0.0 Unable to Assess
Identification	○ Identifies name including properties and provides one real world example.	○ Either names including properties or gives a real world example.	○ Attempt made to identify name correctly and give a real world example	○ No answer attempted.
Explanation	○ Provides correct answer with a complete explanation.	○ Provides correct answer with a nearly complete explanation.	○ Provides answer with minial explanation.	○ No answer or explanation attempted.

10 Performance - Teacher use only

	3.0 Meets Standards	2.0 Approaching Standards	1.0 Below Standards	0.0 Unable to Assess
Identification	○ Identifies name including properties and provides one real world example.	○ Either names including properties or gives a real world example.	○ Attempt made to identify name correctly and give a real world example	○ No answer attempted.
Explanation	○ **Full Rubric printed on Student Forms** complete explanation.	complete explanation.	...wer with ...ation.	○ No answer or explanation attempted.

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Mastery Manager Student Answer Form with Performance Events

GSL Secondary Test

Student Name: Adams, Abigail
Building: Franklin Smith Elementary (16)
Teacher Name: Teacher 1723
Course: Grade 03 (Teacher 1723)
Section: 3
Page: 1 of 1

3 6 1 9 0 1 4 5 4

1 ◯◯◯◯
   A B C D

2 ◯◯◯◯
   F G H J

3 ◯◯◯◯
   A B C D

4 ◯◯◯◯
   F G H J

5 ◯◯◯◯◯
   1 2 3 4 5

6

10 Performance - Teacher use only

	3.0	2.0	1.0	0.0
Identification	◯	◯	◯	◯
Explanation	◯	◯	◯	◯

Forms: GSL Secondary Test (6 M.C. / 4 P.E.)

[Properties | Sharing | Weights | Standards | Sections | Duplicate | Answer Key / Layout | Versions | View Setup | Status | Online | Forms | Scan | Input | Reports]

☑ Print forms for selected students
Forms for all Students (1374 total) ▼ assigned to this assessment

Print forms using these options
☑ Shade every other question
☐ Print on both sides of the form
☐ Do not print Teacher Name on the form
☐ Group questions ⓘ
☐ Print a blank answer key

Number of blank forms to print: 0
Number of rubric references to print: 0

☑ **Print forms for student use**
☐ Print bubbles vertically ➡ ☑ Grade performance event questions on student
☐ Use large bubbles ➡ ☑ Consolidate point bubbles if possible ⓘ
                        ☐ Do not include a zero point bubble
                        ☐ Print full rubric on student forms

☐ **Print forms for teacher use**

Make Default   Generate Forms To Preview   Generate Forms To Print

> To print student answer forms with consolidated bubbles:
> 1. Click on the forms link.
> 2. Select Grade performance event questions on student forms.
> 3. Verify that Print forms for student use and consolidate point bubbles if possible are both selected.
> 4. Generate forms to preview.

7 Performance - Teacher use only
◯ Labeled X Axis
◯ Labeled Y Axis
◯ Titled Graph
◯ Correctly Plotted Points
◯ Connected Lines

8 Performance - Teacher use only

	3.0	2.0	1.0	0.0
Identification	◯	◯	◯	◯
Explanation	◯	◯	◯	◯

9 Performance - Teacher use only

	3.0	2.0	1.0	0.0
Identification	◯	◯	◯	◯
Explanation	◯	◯	◯	◯

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Mastery Manager Teacher Scoring Form Example

Student Roster

GSL Secondary Test

Building: James Lewis (10)
Course: Grade 01 (Teacher 1718)
Section: 1

Page: 1 of 12
Teacher Name: Teacher 1718

	A	7	(4)

Baker, Cabot
619964183

- ○ A
- ○ Labeled X Axis
- ○ Labeled Y Axis
- ○ Titled Graph
- ○ Correctly Plotted Points
- ○ Connected Lines

Beck, Janna
200119778

- ○ A
- ○ Labeled X Axis
- ○ Labeled Y Axis
- ○ Titled Graph
- ○ Correctly Plotted Points
- ○ Connected Lines

Caine, Glynnis

- ○ Labeled X Axis

Print forms using these options

- ☑ Shade every other question
- ☐ Print on both sides of the form
- ☐ Do not print Teacher Name on the form
- ☐ Do not print Student Name on the form
- ☐ Group questions ❓

Number of blank forms to print: 0

Print forms for teacher use

- ○ One page for each student use form
- ⦿ Use [student ▾] roster layout ❓
- ☑ Use [short ▾] question descriptions

Make Default

Generate Forms To Preview **Generate Forms To Print**

- ○ Titled Graph
- ○ Correctly Plotted Points
- ○ Connected Lines

Herrera, Valerie
332945199

- ○ A
- ○ Labeled X Axis
- ○ Labeled Y Axis
- ○ Titled Graph
- ○ Correctly Plotted Points
- ○ Connected Lines

Johnson, Elle
318948082

- ○ A
- ○ Labeled X Axis
- ○ Labeled Y Axis
- ○ Titled Graph
- ○ Correctly Plotted Points

![MASTERY MANAGER logo] **MASTERY MANAGER**
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Mastery Manager Teacher Scoring Form

Question Roster

GSL Secondary Test

Building: James Lewis (10)
Course: Grade 01 (Teacher 1718)
Section: 1

Page: 1 of 7
Teacher Name: Teacher 1718

Absent: ○   **Baker, Cabot (619964183)**

7 ○ Labeled X Axis
○ Labeled Y Axis
○ Titled Graph
○ Correctly Plotted Points
○ Connected Lines

9	3.0	2.0	1.0	0.0
Identification	○	○	○	○
Explanation	○	○	○	○

10	3.0	2.0	1.0	0.0
Identification	○	○	○	○
Explanation	○	○	○	○

8	3.0	2.0	1.0	0.0
Identification	○	○	○	○
Explanation	○	○	○	○

☐ **Print forms for student use**

☑ **Print forms for teacher use**
○ One page for each student use form
◉ Use [question ▼] roster layout ⃝?

☑ Use [short ▼] question descriptions
☑ Consolidate point bubbles if possible ⃝?
☐ Do not include a zero bubble
☐ Print full rubric on the teacher forms

[Make Default]   [Generate Forms To Preview] [Generate Forms To Print]

Absent: ○   **Caine, Glynnis (354922583)**

7 ○ Labeled X Axis
○ Labeled Y Axis
○ Titled Graph
○ Correctly Plotted Points
○ Connected Lines

9	3.0	2.0	1.0	0.0
Identification	○	○	○	○
Explanation	○	○	○	○

8	3.0	2.0	1.0	0.0
Identification	○	○	○	○
Explanation	○	○	○	○

10
Identificat...
Explanatio...

> **Question Roster allows scoring of all performance events, including rubrics for each student all in one place.**

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Mastery Manager Individual Student Answer Forms

GSL Gr9 Math Placement Exam 1213

| 3 | 2 | 7 | 7 | 8 | 3 | 8 | 1 | 3 | | | | | |

Student Name: Adams, Abigail
Building: Harding High School (31)
Teacher Name: Teacher 914
Course: INT. ALG. 534 (534F)
Section: 13
Page: 1 of 1

1. A B C D
2. F G H J
3. A B C D
4. F G H J
5. 1 2 3 4 5

6.

7. Equations
(2) Performance - Teacher use only
0 0.25 0.5 0.75 1 1.25 1.5 1.75 2

8. Graphs
Performance - Teacher use only
- no work
- Titled Graph
- Labeled X Axis
- Labeled Y Axis
- Correctly Plotted Points
- Correctly Connected Points

9. Performance - Teacher use only

	4.0	3.0	2.0	1.0	0.0
Mathematical Knowledge	○	○	○	○	○
Explanation	○	○	○	○	○

☑ **Print forms for selected students**

Forms for particular Student(s) ▼ assigned to this assessment

Student(s): Abbots, Felicia (211347)
Acuna, Vincenza (270298)
Adams, Abigail (327783813)
Adams, Amy (358823346)

Print forms using these options
- ☑ Shade every other question
- ☐ Print on both sides of the form
- ☐ Do not print Teacher Name on the form
- ☐ Group questions ⊙
- ☐ Print a blank answer key

Number of blank forms to print: 0
Number of rubric references to print: 0

☑ **Print forms for student use**
- ☐ Print bubbles vertically
- ☐ Use large bubbles
- ☑ Grade performance event questions on student forms
- ☑ Use short ▼ question descriptions
- ☑ Consolidate point bubbles if possible ⊙
- ☐ Do not include a zero point bubble
- ☐ Print full rubric on student forms

☐ **Print forms for teacher use**

[Make Default] [Generate Forms To Preview] [Generate Forms To Print]

Individual student forms can be printed for performance based or rubric based assessments. Students can use the blank space on the front and back of the form to show work.

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Mastery Manager Student Answer Form with Large Bubbles

Algebra Exam Q2 11-12

| 3 | 2 | 7 | 7 | 8 | 3 | 8 | 1 | 3 | | | | | |

Student Name: Adams, Abigail
Building: Harding High School (31)
Teacher Name: Teacher 914
Course: INT. ALG. 534 (534F)
Section: 13
Page: 1 of 2

1 A B C D E

2 F G H J K

3 1 2 3 4 5

4 T F

5 A B C D E F G H I J K L M N O

6 Y N

7 Performance

8 A B C D E

9 Performance

☑ **Print forms for student use**
☐ Print bubbles vertically
☑ Use large bubbles
☐ Grade performance event questions on student forms
☑ Use short ▼ question descriptions
☑ Consolidate point bubbles if possible ❓
☐ Do not include a zero point bubble

Print Large Bubble forms to accommodate students with special needs, or for younger students who require larger bubbles to shade in.

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Mastery Manager Student Answer Form

Multi-Assessment Form

Science Weekly Exams

Student Name: Pooh, Winnie
Building: Franklin Smith Elementary (16)
Teacher Name: Teacher 914
Course: Grade 3 (E33333)
Section: 3
Page: 1 of 1

Exam 1

1 A B C D E 2 A B C D E 3 A B C D E 4 A B C D E 5 A B C D E

Exam 2

Re-use student answer forms for multiple exams throughout the year.

4 A B C D E 5 A B C D E

Exam 3

1 A B C D E 2 A B C D E 3 A B C D E 4 A B C D E 5 A B C D E

Exam 4

1 A B C D E 2 A B C D E 3 A B C D E 4 A B C D E 5 A B C D E

Exam 5

1 A B C D E 2 A B C D E 3 A B C D E 4 A B C D E 5 A B C D E

For more information on how to create a multiple assessment form, visit our Help section: Help > FAQ Chapter 9 > Assessments > How to print multiple short tests on one answer sheet

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Mastery Manager Student's Bubble Examples

Math Chapter 2 Test

Student Name: Student, 2938
Building: Truman High School (32)
Teacher Name: Teacher 604
Course: ACAD ALG 334 (31334S)
Section: 21
Page: 1 of 1

Version: A B C D E

3 5 9 8 0 9 3 4 5

Below are the student responses selected by Mastery Manager's SmartScan scanning system for each of the questions on the left.

1. A B C D E
2. A B C D E — "X" used as intended response
3. A B C D E
4. A B C D E — Commonly seen erasure "C"
5. A B C D E — Partial bubble response
6. A B C D E — Bubbling beyond the margins
7. A B C D E — Multiple marks one intended response "C"
8. A B C D E — Very lightly marked response "E"
9. A B C D E
10. A B C D E

Question	Answer
1	B
2	D
3	A
4	E
5	A
6	D
7	C
8	E
9	C
10	B

Mastery Manager's SmartScan Scanning System

- Delivers unprecedented scoring accuracy

- Eliminates manual post scanning data review and cleanup by teachers

- Saves teachers valuable time and ends their scanning frustrations

- Builds teachers confidence in the scoring results

With Mastery Manager's SmartScan scanning system teachers can scan a score a typical class in under one minute and Mastery Manager's SmartScan system will recognize the student's intended response regardless of how the student bubbled the form. This completely eliminates teachers having to spend their valuable time on any post scanning data verification and cleanup, thereby enhancing the teacher's confidence in the assessment results.

Flip over the page to see the Mastery Manager Student Response Scoring Report for the above answer form with no manual data verification or cleanup required by the teacher during the scanning process.

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MASTERY MANAGER
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Scavenger Hunt

Username: gslteacher   **Password:** gsl123   **Assessment Name:** Placement Exam 1415

🔹 Report Information   ⚫ Question   🧭 Explore Activity   ⭐ Shortcut

General Assessment Reports

🔹 The **Alphabetical Results Report** lists the student scores in alphabetical order. This report can lead to the **Student Report**, which provides assessment responses for each student.

⚫ What is the average percent for this assessment? _____

⭐ **Shortcut: Click on View Reports at the top of the page, which brings up the list of reports you can run.**

🔹 **Click on Item Analysis.** This report provides a great deal of information about tests, specifically the items on the test.

⚫ What color represents the correct answer? _____Yellow is the most commonly selected incorrect answer.

🧭 Take a close look at question 12 with a colleague. What conclusion can you draw from analyzing the results? What feature in Mastery Manager could help solve this issue?

  Hint: *Only for those people older than 35! Comma, comma, comma, comma, comma chameleon…*

🧭 At the top of the screen change the Difficulty Level from the default setting of .5 to .6. In the "Diff." column count how many items are now highlighted in red? _____

⭐ Click **View Reports** and select **Response Distribution.**

🔹 **Response Distribution** graphically displays student scores for performance event questions.

⚫ What percentage of students labeled the X-Axis correctly? _____ Click on the X-Axis Bar, this provides a list of students who labeled the axis correctly. Name 1 student who did not achieve the score_____

⚫ What are the advantages of creating a checklist with specific Bubble Descriptors?

⭐ Close Question Analysis tab. Click **View Reports** and select **Item Analysis by Learning Objective**.

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MASTERY MANAGER

Know What Your Students Know…Now

Scavenger Hunt (continued)

◆ Report Information   ❓ Question   🧭 Explore Activity   ⭐ Shortcut

Learning Objective Reports

◆ The **Item Analysis by Learning Objective** report provides test question validity by learning objective.

🧭 Turn and talk with your colleague. In what circumstances would you use the overall Item Analysis, and when you might use the Item Analysis by Learning Objective?

⭐ Click **View Reports** and select **Learning Objective Mastery**.

◆ **Learning Objectives Mastery** report shows the percentage and number of students in each achievement level. This report can lead to the **Learning Objectives Student Group**, which helps identify "at risk" students and create intervention groups.

❓ What percentage of students mastered the first learning objective **(LA.11-12.RH.11-12.3)**? _____%

❓ How many students fall in the Academic Warning level? _____

🧭 Click on the Academic Warning link, which will take you to the Learning Objective Student Group report. Here you can select students to create a student intervention group. Scroll to the bottom and you will see how to create a group that can be tracked and reported on.

⭐ Click **View Reports** and select **Learning Objectives and Score Comparisons.**

◆ **Learning Objectives and Score Comparisons** report compares demographic groups according to the achievement level for each learning objective.

❓ How many students in total took this assessment? _____

❓ How many of those students are actually your students? _____

      Hint: Selected Students

🧭 At the top of the screen change the demographic from "Building" to "Gender" and select "Generate Report". Refer to the graph for first learning objective **(LA.11-12.RH.11-12.3)**. On the report key, click on the following: "All Students", "All Female", "All Male". What happened? Next, compare your female and male students. Which group had the higher percentage achieving mastery? _____

⭐ **Shortcut: Click on** <u>Report Options</u> **at the top of the page, which brings you back to the Disaggregation Page.**

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Scavenger Hunt (continued)

🔵 Report Information   ❓ Question   🧭 Explore Activity   ⭐ Shortcut

Student Reports

Click on **Student Reports.** Next, click on **Catalina Howell** and click Generate Reports. Click on Student Reports on this screen, as well. List the multiple choice questions she missed _____.
Finally, write down the question number on which **Catalina's** teacher left a comment for her: _____

🧭 Explore the **Student Report** by clicking on the **Horizontal View**, next check **Hide Answers** and finally check **Hide Responses**. Discuss with a colleague why these options would be valuable in a classroom.

⭐ Click **View Reports** and select **Learning Objectives Mastery Summary Report.**

Look at the top standard (MA.3.3.MD.2) in the **Learning Objectives Mastery Summary Report**. What percentage of the questions tied to that standard did Catalina get correct? _____

Discuss with a colleague when this report might be useful in your work with students and/or colleagues.

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Setting up an Assessment in Mastery Manager
Quick Reference Sheet

<u>Login</u>

1. Login to Mastery Manager, www.masterymanager.com
2. Click **Login** button
3. Enter **Username** and **Password**
4. Click **Login** button

<u>Create Assessment (Properties)</u>

1. Click **Assessments** tab
2. Click **Create Assessment** link
3. Enter **Assessment name**
4. Enter **Number of multiple choice**
5. Enter **Number of performance events**
6. Select **Courses and section**
7. Click **Save** button

<u>Enter Answer Key/Design Multiple Choice Questions (Answer Key/Layout)</u>

1. Click **Answer Key/Layout** link
2. For each multiple choice question select: **Type, # of Bubbles, Style and Labels**
3. Enter answer key in the **Answer** column
4. Click **Save** button

<u>Enter Weights/Design Performance Event Questions (Weights)</u>

1. Click **Weights** link
2. Enter point values for all questions
3. For each performance event question enter optional information for:
   short description, long description, bubble descriptors and cut score
4. Click **Save** button

<u>Align Questions to Learning Skills/Standards (Standards)</u>

1. Click **Standards** link
2. Click **Add standards** tab
3. Select **Standard category**
4. Select **Grade levels** filter
5. Click **View standards** button
6. Scroll list and click in the box next to the Standard to be aligned
7. Scroll to the bottom of the page and click the question box to be aligned to the Standard previously selected
8. Click **Save** button

<u>Print Student Answer Forms (Forms)</u>

1. Click **Forms** link
2. Click in various boxes to select specific forms printing options
3. Click **Generate Forms** button
4. Click **Download PDF** button
5. Click **Open** button to download PDF file
6. Print forms

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Mastery Manager Reports Quick Guide

Viewed from the Assessments tab > Reports

General Assessment Reports (for an individual assessment)

Alphabetical Results list the student scores (in points and percentage) earned on multiple choice and performance event questions. If the grading scale is selected, each student is also assigned a grade on the report.

Student Reports give access to student answer sheet (with correct answers) as well as various learning objective mastery reports (if standards are aligned).

Item Analysis lists the percentage of student responses to each possible answer and the most popular distracter to each multiple choice question. Statistical information is computed to help analyze the assessment and check validity of the questions.

Student Scores Grouped shows the students' total scores, student responses and correct answers to multiple choice questions, as well as maximum points and student scores for performance event questions.

Frequency Distribution graphically displays the distribution of students' total scores. If the grading scale is selected, the graph of the grade distribution will display as well.

Response Distribution graphically displays the distribution of student scores for performance event questions according to the points or scoring descriptions entered (if entered on the Weights page).

Performance Events Roster shows a roster report of student scores earned on each performance event question and mastery level based on the cut score (if entered on the Weights page).

Learning Objective Reports (for an individual assessment and only available if standards are aligned)

Learning Objectives Mastery Roster shows each student's individual proficiency results (points and color-coding) for each learning objective measured on the assessment.

Item Analysis by Learning Objective supplies the same information as the Item Analysis with multiple choice questions grouped according to learning objective. It is a great tool to assess test question validity by learning objective.

Learning Objectives Mastery is a valuable tool to identify "at risk" students and create intervention groups. It shows the percentage and number of students in each designation group (achievement level).

Learning Objectives Student Group is another valuable tool to identify "at risk" students and create intervention groups. This report groups students according to achievement level for each learning objective.

Comparison Reports (for an individual assessment)

Learning Objectives and Score Comparisons display the comparison of demographic groups (in relation to one another and the entire student group) according to the achievement level for each learning objective (if standards are aligned).

Performance Events Comparisons display the comparison by teacher of the students' average scores, the cut scores (if set up) and the mastery level according to the cut score for each performance event question on the assessment.

Item Comparisons display the comparison by teacher of the students' average score for each multiple choice question on a single assessment. It also lists the overall average for each multiple choice question on that assessment.

Viewed from the Reports tab

Longitudinal Reports (for multiple assessments)

Student Trend Reports trend multiple assessments' results for a student and display multiple reports in one, including:

Standards Roster displays the percentage or point scores earned for each standard in a roster format.

Score Trend Table & Score Trend Graph shows the student's scores for each assessment, the average score of the teacher's students, and the overall average score for all the students who took the assessment.

Standards Proficiency shows the list of learning objectives (if aligned and selected) measured on the assessments, and the achievement level and total points earned by the student for the learning objectives.

Standards Mastery Trend shows the trend of the achievement level and scores on the assessments by learning objective.

* The Student Trend Reports can be generated with a header and footer and are great for parent-teacher conferences or to be distributed to the student.

Comparison Reports compare multiple assessments and/or demographics over time. It's a great tool for comparing results for multiple assessments measuring the same standards for the purpose of examining student progress.

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Mastery Manager User's Guide

Follow the Hyperlinks or the Chapter Links to each of the sections below for more assistance.

- **Assessment Management:** Learn more about how to Manage your Mastery Manager Assessment by clicking on the links below:

  - Creating Assessments
  - Archive Assessments
  - Duplicating Assessments
  - Starting a New School Year

- **Rubrics:** Learn more about Rubrics by following this path: **Help > User's Guide Chapter 6 > Rubrics**

- **Aligning Standards:** Learn more about Aligning Standards by following this path: **Help > User's Guide Chapter 3: Assessments > Menu of an Assessment > Standards > Aligning Standards to One or Multiple Questions in an Assessment**

- **Printing Forms:** Learn more about Printing Forms by following this path: **Help > User's Guide Chapter 3: Assessments > Menu of an Assessment > Forms > Forms**

- **Inputting Scores:** Learn more about Inputting Scores by following this path: **Help > User's Guide Chapter 3: Assessments > Menu of an Assessment > Scoring and Assessment > Input Scores**

- **Reports:** Learn more about Reports by following this path: **Help > User's Guide Chapter 8: Reports**