ACUITY™

Assessment Focused on Learning

Quick Reference Guide
for New York City Educators

This guide applies to the following Acuity™ modules:
Reading/Language Arts • Math • Algebra

Mc Graw Hill

CTB McGraw-Hill

Manage Profile

Update Profile and Password

1. Click **My Settings** on the main menu
2. Click **Profile** to view your profile information
3. Click **Edit Profile**
4. Update **Profile Details** as desired
5. Click **Save Profile** to save changes

Manage Test Assignments

Assign Test

1. Click **Tests** on the main menu
2. Click **Assignment**
3. Select either **Assign Diagnostic Tests** or **Assign Predictive Tests**
4. Enter search criteria to display the **Create New Assignment** button
5. Click **Create New Assignment**
6. Enter **Test Assignment** information
7. Click **Save and Proceed to Next Step** to assign students
   a. **Assignment Name** and **Assignment Start** and **End Times** are all requested fields
8. Enter **Search Filters**
   a. Select a **Grade Level** (hold the control key down and click choices to make multiple selections)
   b. Select a **School**
   c. Select **Test Accommodations** (if applicable)
   d. To narrow your search further, click **Display Classes** to view a list of classes that match your selections
   e. To narrow your search further within the selections, click the **Click Here to Narrow Search by Student Name** link

9. Click **Search for Students**
10. Expand the hierarchy table if necessary, and click the checkboxes to make your selections
11. Click **Assign Selected**
12. Click **View Summary**

Preview or Print Test Components

1. Click **Tests** on the Main Menu
2. Click **Preview/Print**
3. Enter search criteria
4. Click **Search**
5. Click **Show** for the corresponding **Assessment Name** for the desired test component. Below is a list of components to view.
   a. **Online Preview** allows you to preview the test online as if you are a student
   b. **Print/View Test Booklet** displays the actual test booklet in a printable format
   c. **View Test Instructions** displays online and offline test instructions
   d. **Print Answer Sheet** allows you to print an answer booklet containing all constructed- and grid-in items, or constructed- and extended-response items that must be taken on paper
   e. **Print/View Answer Key** displays an answer key for the assigned assessment
      i. Click the **Show Display Filter** to display the test items, answer explanations, rubric and exemplars (if applicable)
      ii. Click **Print Answer Key** to print the answer key

Score Constructed Responses

This section applies to Reading/Language Arts and Math only.

1. Click **Tests** on the main menu
2. Click **Scoring and Scan Processing**
3. Click **Manually Score Items**
4. Enter **Search for Assignments** criteria
5. Click **Show Assignment**
6. Click **Score** link
7. Enter search filters
8. Click **Search** to view Score Items results
   a. Click the **Click Here** link to view the scoring rubric and exemplars for all items
   b. Click the **View Response/Question** link to display the student responses and exemplars
9. Enter a score for each item by clicking on the corresponding radio buttons
10. Choose an option:
    a. Click **Submit** to submit and save the scores
    b. Click **Print All Responses** to print all student responses (if applicable)
    c. Click **Reset Scores** to return to your last saved constructed-response scores

Manage Custom Test

Create a Custom Test

1. Click **Tests** on the main menu
2. Click **Custom Tests**
3. Click **Create/Manage**
4. Enter search criteria
5. Click **Create New Test**
6. Select **Search for Skills By: Skill Groups** or **Standards** and make additional selections
7. Click **Search** to view a list of skills that meet the search criteria
8. Click checkbox(es) of desired skill(s)
9. Click **Assign Selected**
10. Add additional items to the test, by repeating steps six through ten (if applicable)
11. Click **Proceed to Next Step**
12. Choose either to allow the computer to select test items or select the test items manually
13. Select **Custom Item Banks** (if applicable)
14. Click **View Available Items**
15. If **Allow Computer to Select Items** was selected above:
    a. Enter the number of desired items on the test for each skill
16. If **Select Manually** was selected above:
    a. Click the **Select Item** link for each assessment type
    b. Click the corresponding checkboxes to select test questions
    c. Click **Add Selected Items**
17. Click **Proceed to Next Step**

18. Perform some or all of the following options:

   a. To manually reorder the items on a test, enter a number in the order box on the left-hand side, click **Update Order**

   b. To have the computer randomly reorder the items on the test, click on the **Click Here** link at the top of the page

   c. To preview an item, click on the **Preview** link

   d. To delete an item, click on the delete checkbox, click **Delete Selected** and click **OK** to confirm the delete

19. Click **Preview Test** to view the entire test

20. Click **Proceed to Next Step**

21. Enter a name for the test (must be unique)

22. Choose whether or not to set a time limit and enter a time, in minutes, if applicable

23. Select test tools (if applicable)

24. Choose a publishing option

   a. **Save as Draft** allows the test to be updated

   b. **Save as Final** allows the test to be assigned, *but the test can no longer be updated*

      i. Click allow test to be shared with other Acuity users in your district to share the test (if applicable)

      ii. Click allow data from test results to be extracted for district wide administration and reporting to include test results on district reports (if applicable)

25. Click **Save Test**

26. If **Save as Final** was selected above, select the blue **Click Here** link to create a .PDF booklet of the custom test

27. Select one of the following options to proceed with another task:

   a. **Create Assignment**

   b. **Share this Test with Educators**

   c. **Create/Edit Another Test**

Assign Custom Test

1. Select **Tests**

2. Select **Custom Tests**

3. Select **Assign**

4. Enter search criteria

5. Click **Show Existing Tests**

6. Click the **Test Name** link to view a test summary

7. Click the **View/Assign** link to view assignments

8. Click **Create New Assignment**

9. Enter **Test Assignment** information

   a. **Assignment Name** and **Assignment Start** and **End Times** are all required fields

10. Click **Save and Proceed to Next Step** to assign students

11. Enter **Search for Students** filters

   a. Select a Grade Level (hold the control key down and click choices to make multiple selections)

   b. Select a School

   c. Select **Test Accommodations** (if applicable)

   d. To narrow your search further, click **Update Classes** to view a list of classes that match your selections

   e. To narrow your search further within the selections, click the **Click Here to Narrow Search by Student Name** link

12. Click **Search for Students**

13. Expand the hierarchy table if necessary, and click the checkboxes to make your selection(s)

14. Click **Assign Selected**

15. Click **View Summary**

Share Custom Test

1. Click **Tests** on the main menu
2. Click **Custom Tests**
3. Click **Share**
4. Enter search criteria
5. Click **Search**
6. The following options exist from the **Search Results** box:
   a. Click the **Test Name** link to view a summary of the test
   b. Click the **View** link for a list of educators who are sharing the test
   c. Click the **Share Test** box to share the selected test
7. Click **Share Selected Tests With Educators**
8. Expand the table if necessary, click the checkboxes to make your selections, and click **Share with Selected Educators**
9. Click **View Summary**

View Class Roster & Student Passwords

1. Click **Management** on the main menu
2. Click **Classes**
3. Enter search criteria
4. Click **Show Existing Classes**
5. The following options exist from the **Search Results** box:
   a. Click the class name link to view a summary of the class
   b. Click the **View Roster** link to view a list of students assigned to the class
      i. Click **Show All Passwords** link to see the passwords for each student in the class.
      ii. Click **Print Roster** button to print a list of student names, passwords, and login IDs

View Assignment Status

1. Click **Tests** on the main menu
2. Click **Assignment Status**
3. Click **View Assignment Status**
4. Enter **Search for Assignments** criteria
5. Click **Search**
6. Click the **Assignment Name** link to view information about the assignment

View Assignment Status by Student

1. Click **Tests** on the main menu
2. Click **Assignment Status**
3. Click **Assignment Status By Student**
4. Enter search criteria
5. Click **Search**
6. Click the **Student Name** link(s) to view student assignment(s)
7. Enter search criteria
8. Click **Search**
9. Click the **Assignment Name** link to view assignment information

View Reports

Reports are structured by assessment type and are available at the student, class, school, and district level. Many of the reports contain hyperlinks that allow the user to navigate from one report to another report for additional assessment data.

1. Click **Reports** on the Main Menu
2. Select **Report Name**
3. Enter **Search Criteria** (if applicable)
4. Select **Report Filters**
5. Click **Get Report**

◎ Manage Instructional Resources

This section applies to Reading/Language Arts and Math only.

Assign Instructional Resources by Skill/Standard

1. Click **Instructional Resources** on the main menu

2. Click **Assign By Skill/Standard**
3. Enter search criteria
4. Click **Search** to view a list of students
5. Click the student checkboxes
6. Click **Assign These Students** to assign the instructional resource and to view an online confirmation

Assign Instructional Resources By Student

1. Click **Instructional Resources** on the main menu
2. Click **Assign By Student**
3. Enter search criteria
4. Click **Search** to view a list of skills
5. Click the **Instructional Resources** checkboxes
6. Click **Assign These Resources** to assign the instructional resource and to view an online confirmation

Preview Instructional Resources

1. Click **Instructional Resources** on the main menu
2. Click **Preview**
3. Choose to **Search for Skills By: Skill Group** or **Standards**
4. Enter search criteria
5. Click **Search**
6. Click **Preview Link** to view instructional resource