Teacher Tools

Teacher’s Guide
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Introducing Edusoft Teacher Tools

As its name indicates, the ProductCoreLong (Edusoft) Teacher Tools is a toolkit designed to support teachers in the classroom—with assessments, tools for analyzing test results, targeted, customized instructional materials, and standards-aligned resources. The Edusoft Teacher Tools help you:

- Give students immediate, standards-based feedback on their performance
- Create standards-based assessments that you can scan and score for immediate results.
- Create customized reteaching materials for individual students or classes

The Edusoft Teacher Tools module provides the tools you need to:

- Take existing paper assessments and align them to state standards to create an answer sheet. Or, create your own classroom-based assessments with items drawn from a variety of sources, including those you create yourself.
- Find assessments that are available in your district and use them in the classroom. Other teachers or administrators have created.
- View test results for recently administered assessments and create labels to attach to answer sheets before returning them to students.
- View in-class performance reports for the tests you have administered and graded.
- Generate customized instructional materials for students who are having difficulty with one or more standards.
- View resources—lesson plans, student activities, practice exercises, teaching aids, professional development, or other materials—that have been aligned to standards.
About Assessments

Edusoft Teacher Tools assessments are a teacher’s regular, on-going, classroom-based assessments that are aligned to state or other standards. These are formative or summative assessments that teachers typically administer throughout the school year. They might be simple weekly or bi-weekly quizzes, or more sophisticated end-of-chapter or end-of-unit tests.

Edusoft stores Teacher Tools assessments in folders in your Assessment Locker. The My Tests folder holds the tests that you create, align, or copy from the Shared Tests or District Tests folders for use in the classroom.

You can add assessments to your Assessment Locker in one of these ways:

- Create answer sheets for your existing exams by aligning them to state standards. Once an assessment has been aligned, teachers can print answer sheets, administer the assessment, and scan and upload the answer sheets so that Edusoft can score it.
- Create new standards-based exams with items drawn from a variety of sources. This also produces answer sheets that can be scanned and scored.
- Find exams based on standards or sources, and add them to your locker.

For more information, see the Assessments Guide.
About Test Results

The outcome of any assessment is a set of results that tells you how well students are doing and what you need to do next. When you view test results, you may, for example, want to use the results to determine which standards individual students need help with, or how to group students according to their strengths or weaknesses. You might also want to see students’ scores from several tests that cover similar areas.

Edusoft Test Results is a rich interactive tool that displays assessment results for one class or period at a time in a variety of different ways.

- You can view scores—as points or percentages—for one test, for your most recent tests, or for a list of tests that you select.
- Once you’ve selected tests, you can view:
  - Overall scores across multiple tests.
  - Scores by standards.
  - Missed questions for any single test.
- You can view results for all students in a class or period—sorted by last name or by performance—or for one student at a time.
- You can highlight up to seven performance levels with color.
- You can copy and paste data into a spreadsheet program such as Excel.
- You can edit the scores for individual students.

For more information, see Viewing test results on page 12
About Tools & Analysis

After you have administered and graded an exam, you can use the tools Edusoft provides to generate customized instructional worksheets, generate labels, and create in-class performance reports based on the results of those exams.

Instructional worksheets
Edusoft helps teachers create standards-based instructional materials for one or more students based on their performance on tests. You can base instructional materials on any test your students have taken.

Instructional worksheets are based on one or more exams your students have taken, and can include missed test questions, instructional resources available in your district—textbook references, lesson plans, activities, practice exercises, and teaching aids—and additional retesting items that are aligned to the standards covered in the exams.
Edusoft creates separate student and teacher worksheets in the form of PDF files that you can print and distribute as needed. In addition to the items and resources that students see, teachers’ worksheets also contain answers to reassessment items and any available lesson plans and professional development resources. These resources support your reteaching strategies for areas that need special attention based on recent test results.

For more information, see *Generating Instructional Worksheets* on page 27.

**Generating labels**

When you are ready to provide student feedback, you can print a label for each student that shows the student scores on an individual test and identifies the standards at risk. Just peel the labels off the sheets and apply them to students’ answer sheets before distributing them to students.
Labels are preformatted to fix on Avery 5164 label sheets, but you can just as easily print them on plain paper and staple them to answer sheets. You can attach the labels to the graded answer sheets or tests so when you return them to the students they can see which questions they missed and the standards that were covered in the question. This shows you and the students which areas they need to work on.

For more information, see *Generating labels* on page 19.

**In-class performance reports**

The in-class performance report shows results for tests you have administered and graded. From this report, you can determine which standards need more attention for each student and the thoroughness of your standards coverage.

For more information, see *Creating performance reports* on page 21.
About Instructional Resources

Instructional Resources are a key ingredient for classroom instruction and enrichment. They provide supplemental materials teachers can refer to when they put together lesson plans or homework assignments. They might include on-line reading materials or pointers to Web sites for students who want to know more. Edusoft makes it easy to view standards-based resources published by the district.

Edusoft divides resources into these groups:
- Lesson plans used by teachers in the classroom.
- Hands-on activities that students can work on in the classroom or at home.
- Practice exercises the student can work on in the classroom or at home, including worksheets, textbook references, re-teaching materials, supplemental exercises, practice tests, and online curricula.
- Teaching aids that help teachers to plan and deliver a lesson, including transparencies and suggested strategies for teaching, extension, and reteaching.
- Professional development material that includes links to professional development courses and suggested strategies for teaching, extension, and reteaching.
- Any other instructional material that doesn't neatly fit in another category. For example, campus calendars, grading rubrics, and so forth.

For more information, see Viewing Instructional Resources on page 49.
After you have administered and graded an exam, you can use the tools Edusoft provides to view and analyze test results, generate labels, and create in-class performance reports.

The Test Results tool displays assessment results in a variety of different ways—by scores or by standards, for whole classes or periods or for individual students, by points or percentages, and with the highlighting scheme you choose. You can also view results for all recent tests, for just one test, or for a group of tests that you select.

When you are ready to provide student feedback, you can print a label for each student that shows the student scores and identifies the standards at risk. You can attach the labels to the graded answer sheets so when you return them to the students they can see which questions they missed and the standards that were covered in the question. This shows you and the students which areas they need to work on.

The in-class performance report shows results for tests you have administered and graded. From this report, you can determine which standards need more attention for each student and how thorough your standards coverage is.

These are the topics in this chapter:

- *About test results* on page 10
- *Viewing test results* on page 12
- *Generating labels* on page 19
- *Creating performance reports* on page 21
About test results

The outcome of any assessment is a set of results that tells you how well students are doing and what you need to do next. You can, for example, use the results to determine which standards individual students need help with, or how to group students according to their strengths or weaknesses. You might also want to see students’ scores from several recent tests or from tests that cover similar areas.

Edusoft Test Results is a rich, interactive tool that displays assessment results for one class or period at a time in a variety of different ways.

- You can view scores—as points or percentages—for one test, for your most recent tests, or for a list of tests that you select.
- Once you’ve selected tests, you can view:
  - Overall scores across multiple tests.
  - Scores by standards.
  - Missed questions for any single test.
- You can view results for all students in a class or period—sorted by last name or by performance—or for one student at a time.
- You can highlight up to seven performance levels with color.
- You can copy and paste data into a spreadsheet program such as Excel.
- You can edit the scores for individual students.

After you administer and grade assessments, you start with a quick overview of the results for all assessments for your first period class.
From there, you can view specific results for individual students, or you can view aggregated results from different perspectives. For example, you can view results by standards and sort by performance to see which standards students are struggling with. Or, you can view results by test and sort by name to see results in a format you can use for entering results into your grade book.

Another way to look at test results is to isolate a single test. These results can show you the questions each students missed, making it easy to spot areas where skills need to be retaught or questions that an entire group of students missed (for example, all ELD students missed a word problem on a math exam). You can also see how students are doing by each of the standards covered in the test.

The results for a single test, viewed by standards, show you the standards that were problematic for individual students and the class as a whole.
Viewing test results

The Test Results display initially shows overall scores for your most recent tests, sorted by student performance. Because this is a flexible, interactive display, you can:

- Display results for students from a different grade or period
- View test results by test or by the standards covered (these are the report columns)
- Sort the students based on performance or student names (these are the rows)
- Display raw scores or percentages for all tests you’ve administered
- Choose how to highlight different performance levels
- See how an individual student’s scores compare to the class average and which students missed the test

To view test results:

1. Click the Teacher Tools tab. Click the Test Results link or icon.

   The Test Results page appears.

2. Use the settings at the top of the page to change your view of results.

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show results for another group of students</td>
<td>Select a grade or period in the Period list.</td>
</tr>
</tbody>
</table>
**To** View test results by standards instead of overall scores

**Do this** Click **Scores by standard**. If you have more than one set of standards covered on the test, choose a standards set.

<table>
<thead>
<tr>
<th>Tests from: Most recent in this period</th>
<th>Show: Overall scores</th>
<th>Scores by standard</th>
<th>California Content Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tests from:</strong></td>
<td><strong>Show:</strong></td>
<td><strong>Scores by standard</strong></td>
<td><strong>California Content Standards</strong></td>
</tr>
</tbody>
</table>

If you have more than one set of standards covered on the test, choose a set.

**Change how the results are sorted** Select **Name** or **Avg. % score** in the **Sort students by** list.

**Toggle between percentages and points** Click **Switch to Points** or **Switch to %**.

**Edusoft displays the test results according to the options you selected.**

<table>
<thead>
<tr>
<th>Students are sorted alphabetically.</th>
</tr>
</thead>
</table>

| These are the tests for the period and the standards set you selected. |

<table>
<thead>
<tr>
<th>Period: Middle Math 7/8 Period 2</th>
<th>EXPORT TO EXCEL</th>
<th>CHOOSE HIGHLIGHTING</th>
<th>SWITCH TO POINTS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Test</th>
<th>Total Points (89 pl. possible)</th>
<th>Number Sense 1.2 (8 pl. possible)</th>
<th>Number Sense 1.3 (8 pl. possible)</th>
<th>Geometry 1.1 (8 pl. possible)</th>
<th>Geometry 2.2 (10 pl. possible)</th>
<th>Geometry 2.3 (5 pl. possible)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 7 Geometry Unit 2</td>
<td>70</td>
<td>4</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Math 7 Geometry Unit 3</td>
<td>80</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
</tbody>
</table>

3 To see how students did on a single test, click the name of the exam to isolate it. To see how they did against standards on a single exam, click **Scores by standards**.
When you display the results for a single exam, you can also see which questions each student missed.

4 To display all tests again, click **Back to multi-test view**.

**Note:** You can print labels for each student that show the test results by clicking the **Print Labels** link. See *Generating labels* on page 19.

**Viewing specific tests**

Edusoft is preset to display results for your most recent tests. If you are interested in tracking results for a specific set of tests, you can define them as a custom list and view just the results for that list. Edusoft remembers your custom list the next time you log in.

**To view specific tests:**

1 Click the **Teacher Tools** tab. Click the **Test Results** link or icon.

2 In the Test Results page, select **My custom list** in the **Tests from** list.

   A button that lets you choose tests appears.

3 Click **Choose Tests** and select the tests you want to include.
The Choose Test to Display in Your Custom View page appears.

Choose tests to display in your custom view:

4 Click the check boxes for tests to select them. Click Select all to select all tests in a folder at once. Select other folders to choose additional tests.

5 Click Finish.

The results for the tests that you selected appear. The results for the same tests will continue to appear when you choose My custom list.

Changing report highlighting

Color-coded highlighting in Test Results serves much the same function as performance bands in Benchmarks exams. Color coding lets you tell at a glance which students are struggling or which standards are giving students the most trouble. The main difference, however, is that Benchmarks performance bands are set by test and typically mirror those used in your state. In Test Results, the highlighting you set up applies to all tests that you view.

The Test Results page is preset to highlight student scores that fall below the underperforming threshold that has been set for Teacher Tools reports. However, you can change the highlighting to show up to seven color-coded performance levels that you define. You can also remove highlighting altogether. Edusoft remembers the highlighting you choose and uses it whenever you display test results.

Tip: You can raise or lower the underperforming threshold by clicking the Admin tab. Click the link or icon for Settings and scroll down on the settings page to the Underperforming Threshold Settings area. Enter new values and click Continue. See the Admin Tab Guide for more information. You might want to lower the underperforming threshold, for example, to filter out students whose performance is marginal. Or, you might change the threshold to match the state or benchmarks settings.

To change report highlighting:

1 Click the Teacher Tools tab. Click the Test Results link or icon.
2 In the Test Results page, click **Choose Highlighting**, or scroll to the bottom of the report and click the **Change highlighting** link in the **Highlighting Legend** area.

The Highlighting page displays the highlighting color wheel.

3 Click a thumbnail on the left to choose a highlighting scheme. Edusoft displays the highlighting colors, a space for entering optional label text, and an area for entering the corresponding percentages for each level.

**Tip:** If you plan to print test results on a black and white printer, you might want to limit yourself to no more than three performance levels.

4 Enter label text for each highlighting level.

5 In the Associated Range area, enter the bottom percent for each level. Edusoft calculates the upper range for each level based on the numbers you enter.

6 Click **Finish**.
The Test Results page displays your new highlighting scheme. The percent ranges for each level appear in the Highlighting Legend.

Analyzing individual student results

Initially, Edusoft displays test results for all students in the class or period you selected. From here, you can drill down to see the results for individual students. Once you display a student’s results, you can easily see how the student performed on each test or against each standard and compare individual scores to the class average.

When you display a student’s results for a test, you can see which questions the student missed, the student’s scores, and the total possible points for each question. Highlighting shows you where the student’s scores fall relative to the highlighting levels you’ve set up.

There may be times when you want to adjust a student’s score for a specific question. For example, you may want to deduct points for a student who was caught cheating. Or, you might want to give partial credit for a question or give credit for a question when the student mis-bubbled the answer. You can adjust scores only when you display a single student’s scores for one test.

To view results for an individual student:

1. On the test results page, click the link of a student’s name.
2 To see how the selected student performed on a particular test, click the link for the test name.

The page showing the results of the test appears. If you are reviewing test results by standards, clicking the standards link shows a definition of that standard.

<table>
<thead>
<tr>
<th>Average</th>
<th>Math 7 Geometry Unit 2 (24 pts. possible)</th>
<th>Math 7 Geometry Unit 2 (24 pts. possible)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Average</td>
<td>73%</td>
<td>72%</td>
</tr>
<tr>
<td>A. Dylan</td>
<td>43%</td>
<td>42%</td>
</tr>
</tbody>
</table>

To edit a score on the test, click **Edit Scores**.

The Edit Scores page appears. You can edit the overall score for the test, or change the scores for individual questions. If you change question scores, Edusoft recomputes the overall score. If you change the overall score without changing the underlying question scores, Edusoft displays the points that you entered but retains the question scores.

3 Click a test name to see how the student performed on the test.

These are the student’s score and the total possible score for each question.

<table>
<thead>
<tr>
<th>Student scores:</th>
<th>Question</th>
<th>Score</th>
<th>Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Type a new overall score...

...or type new scores for individual questions.

<table>
<thead>
<tr>
<th>Question</th>
<th>Score</th>
<th>Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

4 Change the overall or per question scores by typing new scores. Click **Save**.

Edusoft updates the Test Results page for the individual student.
Generating labels

Immediate feedback to students and parents is an important part of assessments. Students put more value on a test when they know they will receive feedback. For this reason, Edusoft makes it easy to print labels that show how each student performed on recent assessments. Labels show the student’s name, the test score in raw numbers and percentages, a list of the questions missed, and a list of standards.

You can print the labels on Avery 5164 label sheets and then affix them to each student’s answer sheet or test. Just peel the labels off the sheets and apply them to students’ answer sheets before distributing them.

Tip: You can also print labels onto plain paper and staple them onto answer sheets.

When you generate labels, you begin by selecting a class period, and then you select a specific test. The test you select must have already been graded.

Note: You can print labels from the Test Results page or from the Tools & Analysis page. If you start from the Test Results page, you can skip the step of selecting a class or period—you automatically print labels for the current class or period.

To generate labels:

1. From the Test Results page, click Print Labels. Or, click the Teacher Tools tab, click the Tools & Analysis link or icon, and then click Generate Labels.
If you started from the Tools & Analysis page, a list of your grades or periods appears. If you started from the Test Results page, you skip this step and go directly to step 3.

2 Select a grade or period and click **Continue**.

The Exam Labels page appears. A test must have been graded before it appears in the list.

3 Select a test and click **Continue**.

The Label Options page appears.

4 Choose whether to include correct answers on the labels, and click **Continue**.

After a brief pause, Edusoft displays the first page of labels. The labels are in a PDF file that you can print or save to disk.
Note: The labels use the Avery 5164 label sheet.

5 To print the labels, click the Print icon and follow the instructions on your screen. The Print icon is part of the Adobe Reader toolbar toward to the top of the page.

Be sure to use the Print icon in the Adobe Reader toolbar, and not your browser’s menu commands, to print PDF files. Do not use the Print command from your browser’s File menu or the Control-P shortcut.

You can save the PDF file to your computer before printing. To save this PDF file, click the Save icon.

6 Click the Finish with labels link to return to the Tools & Analysis page.

Creating performance reports

You can create reports to see how your students performed on recent assessments. The report shows the at-risk standards, the percentage of standards you have covered in the selected tests, and the standards not yet covered. The report also shows a list of individual students who are at-risk and gives the average score on each standard in which the student performed below the underperformance threshold.

When you create performance reports, you begin by selecting a class period, or you can select multiple criteria. If you select one class period, you can choose to report on one test or the four most recent tests you have administered to that class period. If you choose multiple criteria, you select a different set of standards, more than one period, and one or more tests.
To create a report:

1. Click the Teacher Tools tab. Click the link or icon for Tools & Analysis. The Tools and Analysis Sections page appears.

   **Tools and Analysis Sections**

<table>
<thead>
<tr>
<th>Instructional Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate standards-based instructional materials for students based on their performance on tests. Instructional materials can include missed exam questions, resource materials, and additional standards-aligned questions.</td>
</tr>
<tr>
<td>Create Instructional Tool Review</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exam Label Generator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate labels for tests you have administered and graded.</td>
</tr>
<tr>
<td>Place labels on answer sheets to report student scores and identify standards at-risk.</td>
</tr>
<tr>
<td>Generate Labels</td>
</tr>
</tbody>
</table>

   **In-Class Performance**

   To view an in-class performance report, select a period and click on one of the "View" quick links below. Or choose specific standards, periods, and tests by clicking on a link in the "Advanced" section.

   **Select Period:** Middle Math 7/8 / Period 2

   **View class performance on the...**

   - **last test**
   - **last four tests**

   Choose the last test or the last four tests to be administered and graded.

   **Advanced**

<table>
<thead>
<tr>
<th>Standards: California Content Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period(s): All Periods</td>
</tr>
<tr>
<td>Test(s): All</td>
</tr>
</tbody>
</table>

   Click this button to display a report for standards, periods, and tests you selected.

2. Click the In-Class Performance Reports link.

   You can select the period and test, or you can use the Advanced options to select different standards, multiple periods, and multiple tests.

3. To create a report, do one of the following:

   - To create a report showing the most recent test or most recent four tests for a class or period, select a grade or class period, choose the number of tests, and click Continue.

   The In-Class Performance Results page appears. You can skip to step 4 on page 24.
Or, choose options in the Advanced section.

**To**

**Do this**

Switch to a different set of standards

1. Click the **Standards** link.
2. Select the set of standards you want to see in the report. Click **Continue**.

Select multiple grades or periods

1. Click the **Periods** link.
2. Click the check boxes for as many periods as you want. Click **Continue**.

Select one or more tests

1. Click the **Tests** link.
2. Click the check boxes for as many of the tests as you want to use. Click **Continue**.

The standards you can select from depends on your state.

Select one or more grades or periods.

Select one or more tests.

This is the number of tests selected.
4 Click **Continue** to see the results of the report.

**Note:** There are two **Continue** buttons, one for each set of options. Be sure to click the **Continue** button for the options you want to use.

The In-Class Performance Results page displays results for all the students you selected and includes any at-risk standards, the percentage of standards you have covered, and the standards you have not yet covered.

The at-risk standards are calculated by dividing the number of points students received by the total possible points for each student on the report. For example, if 10 students took the exam and the total possible points for a standard is 4, 40 is the total possible points for the standard. If students received a total of 16 points for the standard, the at-risk percent is displayed as 40% of 40 points.
The lower part of the report shows a list of individual at-risk students and the standards where they are having problems.

- To view the test results for an individual student, click the **View Test Results** link.
- To view any resources that have been aligned for a standard, click the **View Resources** link.
Generating Instructional Worksheets

Edusoft helps teachers and administrators create standards-based prescriptive instructional worksheets for one or more students based on their performance on tests.

Instructional worksheets are based on one or more exams your students have taken, and can include missed test questions, instructional resources available in your district—textbook references, lesson plans, activities, practice exercises, and teaching aids—and additional retesting items that are aligned to the standards covered in the exams.

Edusoft creates separate student and teacher worksheets in the form of PDF files that you can print and distribute as needed. In addition to the items and resources that students see, teachers’ worksheets also contain answers to reassessment items and any available lesson plans and professional development resources. These resources support your reteaching strategies for areas that need special attention based on recent test results.

As a teacher, you can base instructional worksheets on any test in your Assessment Locker that you’ve given to your students. You can also include Benchmark exams that your students have taken.

These are the topics in this chapter:
- *About creating instructional worksheets* on page 28
- *Instructional Tool has a new look* on page 30
- *Creating instructional worksheets* on page 31
About creating instructional worksheets

Edusoft helps you create worksheets designed to help students improve their performance on specific standards. For example, after administering an exam, teachers can determine which standards are giving students the greatest difficulty. They can then create, print, and distribute customized instructional worksheets based on how students performed. Administrators can generate worksheets for several classes at once.

What are instructional worksheets?

Instructional worksheets can include missed exam questions (with or without correct answers), references to textbook pages or other supplemental materials, practice problems in textbooks, or supplemental materials. They can also include new test questions (reassessment items) from any available item banks.

This is a sample teacher’s worksheet for third graders based on two reading exams. The worksheet includes missed exam questions (with answers), references to instructional resources, and reassessment items.
**Note:** You can display only exam questions that originated in an item bank. If you aligned an existing exam, you will only be able to display the correct answer choice, but not its content. When you align an exam, you align answers to answer sheets; the questions do not enter the system.

**Who can I create worksheets for?**
You can create instructional worksheets for any students you teach. You can create them for specific students you select by name, for a whole period or grade, or for a group of students you select based on ethnicity, Ed Program, custom group, or gender.

**Who can I personalize worksheets for?**
Based on how well students performed on one or more tests, you can prepare instructional worksheets that are customized for each student, for each period, or for an entire group of students you select.

When you create unique instructional worksheets for each student, for example, you can include the questions each student missed on an exam, along with similar test items from any available item banks. When you customize worksheets for a group of students, you can include the exam questions that students in the group missed most often.

**What kind of tests can I create worksheets for?**
You can create instructional worksheets for any test that your students have taken. If you’re a teacher, this includes both Benchmark exams and classroom (Teacher Tools) tests. If you’re an administrator, you can create worksheets based on Benchmark exams only. All available tests appear in the Assessment Locker you use for selecting tests.
**Instructional Tool has a new look**

All of the instructional resources you’ve come to rely on for targeted intervention are still available through the Edusoft Instructional Tool. However, we’ve streamlined and simplified the process of creating instructional worksheets to make it easier to produce the worksheets your students need.

<table>
<thead>
<tr>
<th>Previously</th>
<th>Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers could only create worksheets based on one type of assessment—Benchmark exams or teachers’ classroom tests.</td>
<td>Teachers can create a single set of worksheets for any combination of tests their students have taken. Administrators can create worksheets based on Benchmark exam data.</td>
</tr>
<tr>
<td>You created a worksheet within the module where the exam was administered.</td>
<td>Teachers can start in Benchmark Exams or Teacher Tools and access data from both modules on the same worksheet.</td>
</tr>
<tr>
<td>You worked with a single pool of resources for all standards covered on the exams you selected.</td>
<td>You can choose instructional resources based on skill levels and languages.</td>
</tr>
<tr>
<td>You can preview worksheets by standards and see the resources for each standard and student performance level. Edusoft calculates performance levels based on your underperforming threshold for Benchmark exams.</td>
<td>You can view and add resources by standard... ...and by skill level.</td>
</tr>
</tbody>
</table>

You can choose instructional resources based on skill levels and languages.
Creating instructional worksheets

There are several steps involved in creating instructional worksheets.

- First, you select the type of worksheet you are creating: individual worksheets, per-period worksheets, or just one worksheet for an entire group of students. See Starting a worksheet and selecting a worksheet type, next.

- Next, you select the students who will receive the worksheets. You can give worksheets to all your students or just those in selected periods, to individual students you select, or to a group of students you select based on demographic data or custom groups. See Selecting a set of students on page 33.

- Based on the students you select, Edusoft shows you a list of all tests they have taken so you can choose specific tests to base the worksheets on. You can choose any combination of Benchmark exams and Teacher Tools tests your students have taken. See Selecting test scores to base worksheets on on page 35.

- Based on the tests you select, Edusoft shows you a list of the standards they’re aligned to so that you can choose which standards you want to cover in the worksheets. See Selecting standards from selected exams on page 36.

- Based on the standards you choose, Edusoft displays a list of all the types of material that are available in your district so that you can choose the types of materials you want to include on the worksheet. You can include missed questions from the tests you selected, reassessment items aligned to the same standards your students are struggling with, and instructional resources that target areas where your students need assistance. See Selecting worksheet contents on page 37.

- Next, you review the missed questions, reassessment items, and resources that Edusoft proposes and add or remove items and resources as needed. See Reviewing and customizing worksheets on page 41.

- Finally, you print worksheets and distribute them to students. See Printing worksheets for teachers and students on page 46.

Starting a worksheet and selecting a worksheet type

You can create worksheets for any of your students based on your classroom tests and school-wide or district-wide Benchmark exams. You can start from either the Teacher Tools module or from the Benchmark Exams module and choose tests from a combined Assessment Locker.
The first choice you make is the type of worksheet you want to create or how customized you want the worksheets to be. You can create a custom worksheet for each student, worksheets for each classroom or period, or just one worksheet for everyone.

### You might create a worksheet for

<table>
<thead>
<tr>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual students You want to give customized worksheets to a targeted group of students with unique skills and needs. You might use them for individual tutoring or customized homework assignments that students can work on at home with their parents.</td>
</tr>
<tr>
<td>Each class or period You want to give the same worksheet to each student in a class or period. If you teach multiple periods, you might find it convenient to give all the students in each period the same homework assignment to make grading more manageable.</td>
</tr>
<tr>
<td>A group of students You want to give all students in a group the same worksheet. You might, for example, want to create a worksheet for a custom group or for the students in one or more Ed programs. If you teach in an elementary school, you might want to create homework assignments for your class as a whole.</td>
</tr>
</tbody>
</table>

### To start a worksheet and select a worksheet type:

1. Click the **Benchmark Exams** tab. Click the link or icon for **Instructional Tool**. Or, click the **Teacher Tools** tab and click the link or icon for **Tools & Analysis**.

   The Tools and Analysis Sections page appears.

2. From the Teacher Tools page, click the **Create Instructional Tool Review** link.

   The Instructional Tool page appears.
3 Choose the type of worksheets you want to create.

<table>
<thead>
<tr>
<th>Choose</th>
<th>To create</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individual students</strong></td>
<td>An individual worksheet for each student. Each worksheet will be based on the student’s performance.</td>
</tr>
<tr>
<td><strong>Each class or period</strong></td>
<td>A per-period worksheet for each class or period. Each worksheet will be based on the overall performance of the class or period.</td>
</tr>
<tr>
<td><strong>A group of students</strong></td>
<td>A group worksheet for the all students you select. The worksheet will be based on the overall performance of all the students.</td>
</tr>
</tbody>
</table>

4 Click **Continue** to select students.

The Select Student Set page appears.

The next step is to select the set of students who will receive the instructional worksheets. See *Selecting a set of students*, next.

**Selecting a set of students**

Selecting a set of students is the next step in creating instructional worksheets. The choices you make here tell Edusoft which students’ scores you want to look at and, therefore, which tests to consider (you’ll only see the tests that these students have taken). Your students’ scores also determine the missed questions, reassessment items, and resources that appear on the worksheets.

You start by selecting periods (if you teach more than one). Then, you select the actual students who will receive worksheets. You can give worksheets to all students in those periods or classes, to specific students you select, or to a group of students you choose based on demographic or roster information.

**To select a set of students:**

1 In the Select Student Set page, select the periods that include the students you want to create worksheets for.

If you only teach one class, Edusoft displays the name of that class.
In the Student Selection area, choose the students for this set of worksheets.

1. In the Student Selection area, click **All Students**.
2. Click **Continue**.

Specific students

1. Click **Choose Individual Students**.
2. Click **Continue**.
3. In the Choose Individual Students page, click check boxes for the students you want to include.
4. Click **Continue**.

A group of students

1. Click **Select Students Based on Demographic Options**.
2. Use the links in the Select Students Based on area to select the students you want to include.

**Note:** Click the **Tell Me More** link for more information about selecting students using these options.

3. Click **Continue**.

After you’ve finished selecting a set of students, the Select Assessments page appears.
The next step is to select the tests that will serve as the basis for the instructional worksheets you’re creating. See *Selecting test scores to base worksheets on*, next.

**Selecting test scores to base worksheets on**

The next step is to choose the tests that the worksheets will be based on. Edusoft uses your students’ performance on the tests you select to help determine the contents of a worksheet. If you include missed questions, they come from these tests. Likewise, the standards covered on the tests determine which resources and reassessment items you can use.

Edusoft displays a combined Assessment Locker that includes all Benchmark exams and Teacher Tools tests your students have taken.

For each exam, you can see how many students from your selected group have scores.

**To select test scores to base worksheets on:**

1. In the Select Assessments page, click a check box to select one or more exams. If you’re a teacher, you see both Benchmark exams and tests from your Teacher Tools Assessment Locker. If you’re an administrator, you see only Benchmark exams.

2. Click **Continue** to select the standards you want to use for the worksheets. The Select Standards page appears.

   The next step is to select the standards that will be covered on the instructional worksheets you’re creating. See *Selecting standards from selected exams*, next.
Selecting standards from selected exams

Based on the exams you select, Edusoft compiles a list of the standards that were covered in those exams. You can select both the number of standards per student (or group of students) as well as the specific standards to be included. The standards you select determine which resources and reassessment items are available. Edusoft prioritizes the standards covered on the exam based on student performance, starting with the lowest scores. Standards where students fell below your Benchmarks underperforming threshold appear in red.

**Tip:** You can set your underperforming thresholds in the Admin tab, Settings area. See your *Admin Tab Guide* for more information.

On individual worksheets, Edusoft uses the standards where the student is having the most trouble from among the list you select. For example, if you select three standards per student, and a total of six standards, Edusoft locates material for the weakest three of those six standards for each student. Likewise, if you’re creating a period or group worksheet, Edusoft selects material for the weakest three standards for the entire period or group.

To select standards from selected tests:

1. In the Select Standards page, click check boxes for the standards you wish to include or remove from the list.

This page lists all standards that were covered in the exams you selected, in order of performance. If you’re creating worksheets for individual students or for each period, Edusoft selects all standards for you. The advantage to including all standards is even if the average score for a standard is 90%, you still get materials for the few students who did poorly on that standard.

If you’re creating worksheets for a group of students, Edusoft selects just the underperforming standards.
The average scores in red indicate standards where student scores fell below your Benchmarks underperforming threshold. In this example, the threshold is 75%.

2 Select the number of standards to be covered for each student or period.

**Note:** If you are creating worksheets for a group, you skip this step.

You can include up to ten standards. The more standards you select, the longer the worksheet will be.

3 Click **Continue** to select worksheet contents.

The Select Worksheet Contents page appears.

**Selecting worksheet contents**

Based on the choices you make, worksheet contents are divided into three main sections: missed exam questions from the tests, reassessment items (items from any available item bank that are aligned to the same standards as the tests), and instructional resources.

Instructional resources are a key ingredient for reteaching and intervention. Edusoft divides resources into these groups:

- Practice materials students can work on in the classroom or at home, including worksheets, textbook references, re-teaching materials, supplemental exercises, practice tests, and online curricula.
- Hands-on activities that students can work on in the classroom or at home.
- Lesson plans used by teachers in the classroom.
Professional development material that includes links to professional development courses and suggested strategies for teaching, extension, and reteaching.

Teaching aids that help teachers to plan and deliver a lesson, including transparencies and suggested strategies for teaching, extension, and reteaching.

**Note:** Lesson plans and professional development resources appear only on teachers’ worksheets, and not on students’ worksheets.

**How does Edusoft select resources for worksheets?**

Edusoft uses a wide range of information to determine which resources to display on a worksheet. The students and tests you specify tell Edusoft which scores and standards to look at. The scores tell Edusoft which resource skill levels to examine and the standards determine which resources are appropriate for the worksheet.

Based on those scores, on your underperforming threshold, and on the worksheet contents choices you make, Edusoft sifts through the pool of resources available for your district looking for the ones that match your students’ needs. Edusoft uses the Benchmarks underperforming threshold you set on the Admin tab to determine which scores are below level, on level, and advanced.

Here’s how it works. Edusoft starts with your underperforming threshold for Benchmark tests and adds 10% in each direction to determine the On Level range. Advanced is all scores above that range and Below Level is all scores below it.

Then, based on the skill levels you specify, Edusoft selects the best array of resources from the ones that match your choices and your students’ performance.
To select worksheet contents:

1 In the Select Worksheet Contents page, click the check boxes for the material you want to include.

**Note:** The choices that appear in this page depend on the standards you selected and sources available in your district. For example, some standards might not have lesson plans or activities aligned to them. If this is the case, the choices for that type of resource will not appear.

- For group worksheets, click **List Lowest-performing Students** to display a list of students in the group who are struggling.

  This setting displays a list of the lowest performing students in the group (but only those under your underperforming threshold for Benchmark exams). The list appears only on the teacher’s worksheet. You don’t see this setting when you create worksheets for individual students or periods.

- For missed exam questions, choose the number of items to include and whether to include the correct answers on the students’ worksheets.

  If you are customizing individual worksheets, Edusoft presents the questions that each student missed. If you are creating worksheets for a period or group, Edusoft presents the questions that students in the period or group missed most often. If the test was created by aligning existing exams, the question numbers and multiple choice answers appear, but the actual questions do not.

- For reassessment items, choose the number of items to include for each standard covered on the worksheet and whether to include the correct answers on the students’ worksheets.

2 To add instructional resources, click the **Instructional Resources** check box and choose the number of resources you want to add for each standard covered on the worksheet.
When you click the Instructional Resources check box, Edusoft displays additional check boxes for resource types, skill levels, languages, and sources. The check boxes you see depend on the standards you’re selected and the resources available in your district. For example, if your district hasn’t created any of its own instructional resources in Edusoft, “Materials aligned by users in your district” won’t appear as a choice in the Sources area. Likewise, if your district has only On Level resources in Edusoft, you won’t see Below Level or Advanced as skill level choices.

In the Types area, click check boxes for the types of resources you want to include. Professional development and lesson plan resources only appear on teachers’ worksheets. Students don’t see them.

In the Skill Levels area, click check boxes for the skill levels you want to include. This setting acts as a filter when Edusoft searches for resources that are aligned to the standards covered on this worksheet. For example, if you exclude Advanced level resources, you won’t see Advanced resources in your worksheets.

Tip: It’s a good idea to always include Not Indicated resources. This gives you access to a wide range of resources that don’t have an assigned skill level.

In the Languages area, click check boxes for the languages you want to include.

In the Sources area, click check boxes for the resource banks you want to pull resources from. The list shows all available sources that contain resources aligned to the standards covered on this worksheet.

3 Click Continue to preview and adjust your worksheets. After a brief delay, the Preview Materials by Standard page appears.
The next step is to review the worksheets and add or remove items as necessary. See *Reviewing and customizing worksheets*, next.

**Reviewing and customizing worksheets**

Now that you’ve made your choices, Edusoft creates the worksheets you’ve requested. Before viewing and printing the final worksheets, however, you can preview their contents and make adjustments as needed. Although Edusoft uses sophisticated queries to select reassessment items and resources for you, you may want to adjust the contents of a worksheet by adding or removing questions and resources.

You can preview and adjust the resources and questions for each standard and skill level in the Preview Materials by Standard page.

Tip: Don’t try to read the text in this illustration. Its purpose is to show you the sections in the Preview Materials by Standard page. You’ll find more detailed descriptions below.
Worksheets display items for the standard that appears at the top of the page. You can display the items for any standard covered on the worksheet by choosing that standard.

Worksheets are divided into three main sections: reassessment items, missed questions, and resources. You can work with each section independently, adding or removing items as needed. Reassessment items are drawn from all available item banks and are aligned to the standards covered in the worksheet. For each standard Edusoft gives you a single set of reassessment items for all students.

Missed questions show students the items they missed on recent exams, along with the correct answers. If you’re creating worksheets for individual students, each student has a set of missed questions. If you’re creating worksheets for periods or a group, you see the items most frequently missed by all students in the period of group.
The resources section displays resources divided into three categories: Below Level, On Level, and Advanced. Edusoft calculates these levels based on your underperforming threshold for Benchmark exams. See *How does Edusoft select resources for worksheets?* on page 38 for a description of how Edusoft calculates the levels.

To review and customize worksheets:

1. In the Preview Materials by Standard page, choose the standard you want to review. Missed questions and reassessment items are aligned to one or more standards.

2. In the Reassessment Items area, add or remove items as needed.
   - To remove an item, click the trash can icon for the item you want to remove.
To add items, click the **Add Reassessment Items** link. In the Add Reassessment Items page, click check boxes for the items you want to add. Click **Add Selected**, and click **Continue** to add these items to your worksheet.

![Add Reassessment Items](image)

3 In the Missed Questions area, review the missed questions for each student or period and add or remove questions as needed.

- To view a different student or period, choose the student or period.
- To remove a missed question from the worksheet, click the trash can icon for the question you want to remove.
- To add missed questions to the worksheet for the current student or period, click the **Add Missed Questions** link. In the Add Missed Questions page, click check boxes for the questions you want to add. Click **Add Selected**, and click **Continue**.

![Add Missed Questions](image)
In the Resources area, review and remove resources for students at each performance level.

Performance levels are based on your Benchmarks underperforming threshold.

- Click a tab to view the resources for a different level.

- To remove a resource, click the trash can icon for the one you want to remove.

5 To add resources:

- Click the Add resources link.

The Add Resources page appears. The resources you see here are limited by the selections you made on the Worksheet Contents page. For example, if you chose only On Level resources, you won’t see Below Level or Advanced resources now.

- Choose a resource type and skill level.

Tip: If you don’t find resources for the skill level you select, try choosing Not Indicated. You may find additional resources that don’t have a skill level designated.

- Click check boxes for the resources you want to add.
Select another resource type or skill level if you wish and add more resources. Click **Add Selected** for each resource type or skill level. When you’ve finished adding resources, click **Continue**.

6 Continue making changes until you are satisfied with the worksheets.

The next step is to preview and print worksheets for students and teachers. See *Printing worksheets for teachers and students*, next.

### Printing worksheets for teachers and students

After you have reviewed and revised your worksheets, the final step is to preview and print them. You can still return to the preview page to make additional changes.

Edusoft creates two PDF files: one for students and one for teachers. A student’s PDF file contains the questions and resources you’ve selected. The teacher’s version contains the same content as the student’s, plus professional development and lesson plan resources, answers to reassessment items, and a list of the lowest performing students (if you’ve requested it).

On a Windows® computer, be sure to use the **Print** icon in the Adobe Reader toolbar, and not your browser’s menu commands, to print PDF files.

You can save the PDF file to your computer before printing. To save this PDF file, click the **Save** icon.

On a Macintosh® computer, choose **File > Print Largest Frame** or the Command-P shortcut.

**To print worksheets for teachers and students:**

1 When you have finished making changes, click **View PDF for Teacher** or **View PDF for Student** to view your printable instructional worksheets.
Your browser starts Adobe® Reader® and displays the appropriate PDF file—for teachers or students.

2 To print this document, click the Print icon and follow the instructions on your screen. On a Windows computer, the Print icon is part of the Adobe Reader toolbar toward the top of the page. On a Macintosh computer, use File menu commands to save or print the PDF files.

Tip: If you are working with a large set of worksheets, you may want to save the PDF file to your computer before printing. To save this PDF file to your computer, click the Save icon. You can return to this file later to resume printing.

3 To view and print the second PDF file, click **View PDF for Student** (or **View PDF for Teacher**).

4 To return to the preview page, click **Back**.

Be sure to use the navigation buttons and links within Edusoft instead of the buttons on your browser toolbar. For printing and saving PDF files, be sure to use the buttons in the Adobe Reader toolbar.
Instructional Resources are a key ingredient for classroom instruction and enrichment. They provide supplemental materials teachers can refer to when they put together lesson plans or homework assignments. They might include additional reading materials or pointers to Web sites for students who want to know more. Edusoft makes it easy to view standards-based resources published by the district.

Edusoft divides resources into these groups:

- Lesson plans used by teachers in the classroom.
- Hands-on activities that students can work on in the classroom or at home.
- Practice exercises the student can work on in the classroom or at home, including worksheets, textbook references, re-teaching materials, supplemental exercises, practice tests, and online curricula.
- Teaching aids that help teachers to plan and deliver a lesson, including transparencies and suggested strategies for teaching, extension, and reteaching.
- Professional development material that includes links to professional development courses and suggested strategies for teaching, extension, and reteaching.
- Any other instructional material that doesn't neatly fit in another category. For example, campus calendars, grading rubrics, and so forth.

These are the topics in this chapter:

- Viewing resources on page 50
Viewing resources

Resources are instructional materials—textbook readings, practice problems, outside reading materials, lesson plans, online exercises, and workbooks, to name a few—that can enrich the classroom teaching experience. Your district’s Resource Bank provides a way for districts to centralize and manage current resources as well as resources they may acquire in the future. In addition, teachers can share information about the resources that are working best for their students.

Administrators can add resources that are aligned to state standards or resources that are not aligned to any standards. These are the same resources that you use in instructional tools and curriculum plans. Teachers can view resources by browsing the Resource Bank.

When you view resources, you start by selecting a subject and course or grade level, then you select a specific standard and view the items in the Resource Bank that are associated with it. If your Resource Bank contains items that are not aligned to a standard, you can view them as well.

To view resources:

1. Click the Curriculum or the Teacher Tools tab. Click the link or icon for Instructional Resources.

The Browse Resources page lists the current set of standards used in your district.

2. Choose the group of standards.

Each state divides its standards into subject categories, with each subject category further divided into grade levels and specific standards associated with each grade level.

For example, California standards subject categories include English-Language Arts, Mathematics, History-Social Science, Science, English-Language Development, and Other. Mississippi, on the other hand, uses these categories: Mathematics, Reading, Language, Science, and Social Studies.

3. Choose a subject area, and then choose a grade level or course.
To browse the available resources, select the type of resource you want to find.

<table>
<thead>
<tr>
<th>To find</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources that have been aligned to standards</td>
<td>Click <strong>Show Resources</strong>.</td>
</tr>
<tr>
<td>Resources that have not been aligned to standards</td>
<td>Click <strong>Show resources not aligned to standards</strong>.</td>
</tr>
</tbody>
</table>

If you choose to view resources not aligned to standards, you see a list of resources. Skip to step 6.

If you choose to view aligned resources, Edusoft displays the standards for the subject and grade level you selected. The **View** button indicates that there are resources you can view. The N/A button indicates that there are no resources currently available for that standard.

**Specific standards:**

- **Reading**
  - **1.0 Word Analysis, Fluency, and Systematic Vocabulary Development** - Students understand the basic features of reading. They select letter patterns and know how to translate them into spoken language by using phonics, syllabication, and word parts. They apply this knowledge to achieve fluent oral and silent reading.
    - **1.1** - Know and use complex word families when reading (e.g., -ight) to decode unfamiliar words.
    - **1.2** - Decode regular multisyllabic words.
    - **1.3** - Read aloud narrative and expository text fluently and accurately and with appropriate pacing, intonation, and expression.
    - **Vocabulary and Concept Development**
      - **1.4** - Use knowledge of antonyms, synonyms, homophones, and homographs to determine the meanings of words.
      - **1.5** - Demonstrate knowledge of levels of specificity among grade-appropriate words and explain the importance of these relations (e.g., dog/hound/mammal/fluffy furred things).
      - **1.6** - Use sentence and word context to find the meaning of unknown words.

- **N/A** means there are no resources available for this standard.

- **View** means there are resources available for this standard.

Click this link to see the resources.

5 Click the **View** button beside a standard to view the resources aligned for that standard.
The resources page is divided into sections for the types of resources: Lesson Plans, Activities, Practice, Teaching Aids, Professional Development, and Other.

6 Click a link for a resource to view it. Edusoft displays the View Resource page.

View Resource

Click before printing the resource.

This icon indicates a book resource.

These are the standards covered in this resource.

Click to visit the Web site for this resource.

This icon indicates a Web site resource.
7 Click the Back link to return to the list of resources. Click the Back link again to return to Browse Resources page.

Printing a resource

In addition to viewing resources online, you can also print them out for future reference. Edusoft provides a printer-friendly view of the resource that hides the navigation bar at the top of the page and other Web site features that might not print well.

To print a resource:

1 Click the Curriculum or Teacher Tools tab, and then click the link or icon for Instructional Resources.
2 Browse the resources and locate the resource you want to print. Click the link for the resource.
   The View Resource page appears.

3 Click Printer-Friendly View.

4 To print this resource, click the Print icon in your browser toolbar or choose File>Print and follow the instructions on your screen.
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