

# Mastery Manager Training Summary

These instructions are a summary of the 3-hour training session and are intended to be used with the handout provided at the training session.

## Logging in to Mastery Manager

<http://masterymanager.com>,

Username = D211 email address  
Password = D211employee (use a capital D)

1. Click on the **Login** button
2. Click on the **Accept License Agreement** box at the bottom of the page.
3. Click on the **Proceed** button

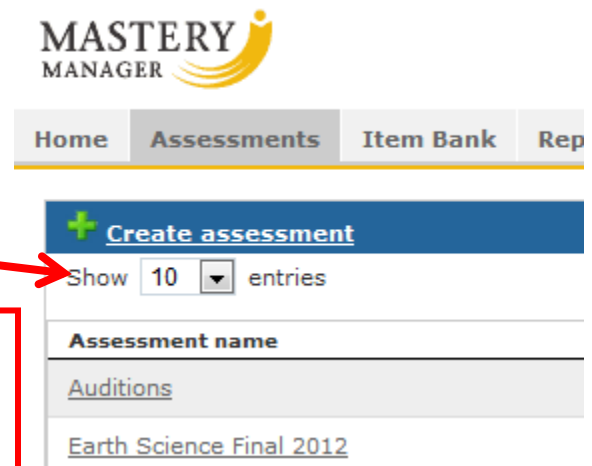
## Setting up the Assessment

1. Click on the **Assessments** tab
2. Click on **Create Assessment**
3. Enter the Assessment name

The naming convention used for your answer sheets is important. Please see the handout for a complete description.

Today, we will use the format shown below for an Algebra assessment.

*Algebra Q2 11-12 hlp* (hlp = Instructor initials – use yours!)



The screenshot shows the Mastery Manager web interface. At the top, there's a navigation bar with tabs: Home, Assessments, Item Bank, and Rep. Below the navigation bar, there's a blue button labeled '+ Create assessment'. To the right of this button, there's a dropdown menu showing '10' entries. Below the button, there's a table with the header 'Assessment name' and two rows of data: 'Auditions' and 'Earth Science Final 2012'.

4. Enter the number of multiple choice questions and/or performance events as directed or desired.  
Let's use 6 Multiple Choice and 2 Performance questions.
5. Gridded response is considered a MC question, by the way.
6. Select the Course(s) and Section(s).
  - a. Use the **Ctrl** key to select multiple course/sections.
  - b. Select appropriate radio buttons for the assessment; radio buttons appear based upon the role of the user
7. Select your Department. Other fields are optional.
8. Click **Save**.

## Answer Key Layout for Multiple Choice Questions

1. Click on **Answer key/Layout**

Properties have been saved.

[Properties](#) | [Sharing](#) | [Weights](#) | [Standards](#) | [Sections](#) | [Duplicate](#) | [Answer Key / Layout](#) | [Vers](#)

2. Below is a screen shot showing the selections necessary to set up a multiple choice answer key using letters A – J for the first four multiple choice questions.

**Answer key & layout: Algebra Q2 11-12 hlp (6 M.C. / 2 P.E.)**

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

**Group Change**

Start: 1 End: 4 Apply to: Even questions in range Skip labels: I (comma separated)

Type: Style: Alpha # of bubbles: 4 Label start: F End: J

Apply

Question	Answer	Type	# of Bubbles	Style	Labels	Section
		Multiple choice (single bubble)	4	Alpha	A B C D	+
		Multiple choice (single bubble)	4	Alpha	F G H J	+
		Multiple choice (single bubble)	4	Alpha	A B C D	+
		Multiple choice (single bubble)	4	Alpha	F G H J	+
		Multiple choice (single bubble)	5	Alpha	A B C D E	+
6		Multiple choice (single bubble)	5	Alpha	A B C D E	+
		Performance event				+
		Performance event				+

Answers are not recognized if they are not in the answer cell on this page!

Multiple choice (single bubble)  
Multiple choice (multiple bubbles)  
Performance event  
Gridded Response

Options are Alpha, Numeric, True/False, and Yes/No

Skip the letter 'I' because it looks like a number 1.

3. Let's change question 6 to a **Gridded Response** question.

4. Notice how the cell changes.

6

Gridded Response

Multiple choice (single bubble)  
Multiple choice (multiple bubbles)  
Performance event  
Gridded Response

Answer boxes: 5

Signed: (plus/minus) No Yes

Symbol: None Dollar Percent

Set the number of boxes that appear on the answer sheet for this question.

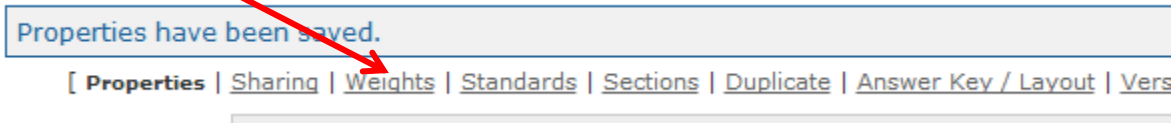
Note: **0.375** is not the same as **.375**. You must separate all possible answer with a comma. So, for #6, you could enter, **0.375, .375, or 3/8** as possible answers.

Note: You can change the answer sheet key at any time without rescanning all the test answer sheets. **You don't have to rescan the answer sheets when you change an answer on the key!**

## Assigning Weights & the Answer Key Layout for Performance Questions

The **Weights** page is where you set the weights for each scale. This is where you set up the Performance questions on your test. See page 6, #7 of the training session handout.

1. Click on **Weights**.



2. The screen below shows how the fields must be set up if you want to weigh each question with a particular value. You can change the weights for a group of questions in the **Group Change** area.

The screenshot shows the 'Weights' page in the Mastery Manager application. The top navigation bar includes tabs for Properties, Sharing, Weights, Standards, Sections, Duplicate, Answer Key / Layout, and Versions. The 'Weights' tab is active. The page is divided into two main sections: 'Summary' and 'Group Change'.

**Summary:**

- 6 multiple choice: 18 points
- 2 performance events: 5 points
- 8 total questions: 23 points

**Group Change:**

Evenly distribute ☐ pts from question 1 to 8 [Distribute](#)

OR

Assign  pts to each question from 1 to 6 [Assign](#) (18 points)

Below the 'Group Change' section is a list of questions with their respective weights:

Question Number	Weight (pts)
1	3
2	3
3	3
4	3
5	3
6	3
7	1 pts, starting at 0 with increment: .5
8	4 pts, starting at 0 with increment: 1

Question 7 is expanded, showing a 'Short description' field with the text 'Equations' and a 'Long description' field. To the right of the question list, there is a 'Cut score' section with a 'Cut score' field set to 75% and a 'Double scoring' checkbox.

A yellow callout box with a red border contains the text: 'A **Cut score** is the minimum score of what you consider correct. Cut scores show up in reports as color codes. Don't use double scoring.'

Red arrows point from the 'Group Change' section to the 'Cut score' section and from the 'Short description' field to the 'Show bubble descriptors' link.

3. For number 7, enter a **Short description** of the problem. This will appear on the answer sheet. Note: there is **no** spell check on Mastery Manager. The Long description is used for additional information like "Teacher Use Only," or "Show your work here."
4. Add words that represent point values based upon student work by clicking on **Show bubble descriptors**

5. An example of the **Bubble descriptors** is shown below. See the handout for an example of how this will appear when printed.

Long description

8 4 pts, starting at 0 with increment: 1

Short description Graphs

Long description

Show bubble descriptors

Copy previous PE setup

Cut score: 75 %

Double scoring

Hide bubble descriptors

Objective/scoring descriptors: (online or plain paper scoring)

Weight	Descriptor
0	No work
1	X axis
1	Y axis
2	Plotted correctly
3	
4	

Cancel Save

Home Assessments Item Bank Reports Setup Lookup

You can choose **Copy previous PE setup**, (Performance Event), to copy answer formats so you don't have to recreate them every time.

**Tip:** For this example, enter "Everything OK" next to #4 in case you want a quick way to indicate the student did everything correctly. This will eliminate you from having to bubble the x-axis or y-axis bubbles.

8 total questions: 23 points

1 3 pts

2 3 pts

3 3 pts

4 3 pts

5 3 pts

6 3 pts

7 1 pts, starting at 0 with increment: 0.5

Short description Equations

Long description

8 4 pts, starting at 0 with increment: 1

Short description Graphs

Long description "Show work here" then hit return 5 times to add space for kids to show their work.

Show bubble descriptors

Copy previous PE setup

Cut score: 75 %

Double scoring

Show bubble descriptors

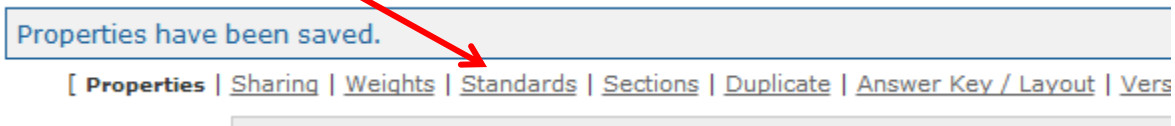
Cancel Save

Home Assessments Item Bank Reports Setup Lookup

Create a 'work box' where students can show work by pressing the return key while in the **Long description** box. Hitting the return key 5 times usually will provide enough space work to be shown. Again, see the handout for an example.

## Aligning the Assessment Questions to Standards

1. Click on **Standards**.



2. Select the **filter** as appropriate.

A screenshot of a web browser on an iPad showing the "Standards: Algebra Q2 11-12 hlp (6 M.C. / 2 P.E.)" page. The page has a navigation bar with links: [ Properties | Sharing | Weights | Standards | Sections | Duplicate | Answer Key / Layout | Versions | View Setup | Online | Forms | Scan | Reports ]. Below this is a toolbar with buttons: View/remove standards, Add standards, Bulk remove standards, and Cut scores. The "Add standards" section is active, showing a dropdown for "Standard category:" set to "(CC) College- and Career-Readiness Standards and K-12 Mathematics Common Core State Standards (2010)". Below this is a "Filter by" section with a red box around it. The "Filter by" section contains a "Grade levels:" section with radio buttons for various high school math topics, including "High School - Algebra" (which is selected). Below the "Filter by" section is a "Standard levels:" section with radio buttons for "Domain", "Cluster Statement", "Standard", and "Level 4". At the bottom, there is a "Please choose the standard(s) from the list below you would like to assign to the assessment:" section. This section has a red box around the "Expand all / Collapse all" link. Below this link is a list of standards, including "MA.9-12.A-APR.1" and "MA.9-12.A-APR.4".

3. Click on **Collapse all** to make the standards list more manageable.

4. Click on the standard that applies to one or more of the questions on your assessment. You can also click on multiple standards if they apply to a particular question.

MA.9-12.A-SSE.1 Interpret expressions that represent a quantity in terms of its context.

- MA.9-12.A-SSE.1.a Interpret parts of an expression, such as terms, factors, and coefficients.
- MA.9-12.A-SSE.1.b Interpret complicated expressions by viewing one or more of their parts as a single entity.

MA.9-12.A-SSE.2 Use the structure of an expression to identify ways to rewrite it.

MA.9-12.A-SSE.3 Choose and produce an equivalent form of an expression to reveal and explain properties of the quantity represented by the expression.

- MA.9-12.A-SSE.3.a Factor a quadratic expression to reveal the zeros of the function it defines.
- MA.9-12.A-SSE.3.b Complete the square in a quadratic expression to reveal the maximum or minimum value of the function it defines.
- MA.9-12.A-SSE.3.c Use the properties of exponents to transform expressions for exponential functions.

MA.9-12.A-SSE.4 Derive the formula for the sum of a finite geometric series (when the common ratio is not 1), and use the formula to solve problems.

Please select the question(s) to which the standard(s) should be assigned:

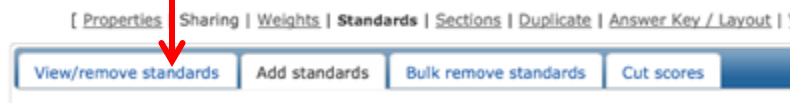
Group Change

Question start:  End:

☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

1) Choose a standard category to pull standards from.  
2) Optionally choose other filters for the standards list then click "View standards"

5. Continue aligning each question to a standard in this way.
6. Click on **View/Remove standards** at the top of the page to see which questions have not been aligned to standards.



**Important!** Be sure to click on **Save** after each alignment of standards!

## Printing the Form

1. Click on **Forms**.

[ [Properties](#) | [Sharing](#) | [Weights](#) | [Standards](#) | [Sections](#) | [Duplicate](#) | [Answer Key / Layout](#) | [Versions](#) | [View Setup](#) | [Online](#) | **Forms** ]

Notes: You can only print forms for your students, but you can scan forms for any teacher.

**Forms: Algebra Q2 11-12 hlp (6 M.C. / 2 P.E.)**

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

☒ **Print forms for selected students**

Forms for: **all Students (63 total)** assigned to this assessment

Semester: **Not Applicable**

**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: **1**

**Print forms for student use**

- ☐ Print bubbles vertically
- ☐ Use large bubbles
- ☒ Grade performance event questions on student forms
- ☒ Use **long** question descriptions
- Use objective/score: **descriptors**
- ☐ Consolidate point bubbles if possible
- ☐ Do not include a zero bubble

☐ **Print forms for teacher use**

Be sure to check **Use Long question descriptions** if you wish to grade student work right on the form. Also, be sure to select this option if you want to print the box for question 8 that was described back on page 4.

Click on the **Generate Forms to preview** button located on the lower right corner of the screen. **Heed the warnings on the next screen** as shown below.

**IMPORTANT PRINTING INSTRUCTIONS**

In your printer options window please ensure the following settings are selected:

1. **Page Scaling** set to *None*, **Page Sizing** set to *Actual size*, or **Scale** set to *100%*
2. *Uncheck* options such as **Auto-Rotate and Center**, **Scale To Fit** or any settings which may alter the position or scale of the printed page.

PLAIN PAPER FORMS USERS: Please check the last pages that printed to ensure there is no streaking due to the toner running low. If you encounter streaking please replace the toner cartridge and reprint any answer forms with streaks on them.

PLAIN PAPER ANSWER FORMS THAT ARE STREAKED OR HAVE BEEN ALTERED DURING PRINTING CANNOT BE READ BY THE SCANNER.

[Download PDF](#)

[Go Back](#)

Click on Download PDF for a preview the form before you print it. This will help save much wasted toner and paper should you find a mistake.

## Print forms for Teacher use

You may be wondering what is to prevent students from marking the Performance answer boxes for questions 7 – 8? The answer is NOTHING! So, here is a work around on that.

1. Click on the **Go Back** button and check the **Print forms for teacher use** box to print out a separate form for the performance question scoring.

☒ **Print forms for teacher use**

☒ One page for each student use form

☐ Use  roster layout

☒ Use  question descriptions

Use objective/score

☒ Consolidate point bubbles if possible

☐ Do not include a zero bubble

2. Now, generate the PDF and notice that questions 7 and 8 no longer have the bubble grids.
  - a. This eliminates the possibility of kids bubbling in the points for questions 7 & 8.
  - b. This will also provide the letter A on the teacher form that can be marked if the student is absent.



You can also score the performance questions online if you don't want to print so much paper.

### To score kids online,

1. Click on Assessment tab,
2. Click on the Input button for the assessment you created



3. The window on the right now appears.
4. Choose your section and input type,
5. Click on proceed.

[Home](#) [Assessments](#) [Item Bank](#) [Reports](#) [Setup](#) [Lookup](#)

### Input Scores

#### Algebra Q2 11-12 mpb

Please select the appropriate section for which you would like to input scores:

**Select Section:**

**Input Type:**

[Proceed](#)

6. A new screen opens where your students are listed as shown below. Grade away.

### Input Scores

#### Algebra Q2 11-12 mpb ACL Chemistry - S338 - 201

After scoring the students on this page, please press the *Process Results* button at the end of the list.  
**Please Note:** Press **Process Results** after grading otherwise the results will not be saved.

[Show maximum weights](#) | [Switch Off Multi-Select Descriptors](#)

(N.S. denotes No Score and is applicable only for students who have not been previously graded.)

Student	Previous	Zero	Absent	Equations	Graphs
Angiollo, Carolyn 000102101	N.S.	<input type="checkbox"/>	<input type="checkbox"/>	N.S.	<input type="text" value="Select options"/>
Student	Previous	Zero	Absent	Equations	Graphs
Barsella, Nicholas 000125716	N.S.	<input type="checkbox"/>	<input type="checkbox"/>	N.S.	<input type="text" value="Select options"/>
Student	Previous	Zero	Absent	Equations	Graphs
Blackham, Peter 000131813	N.S.	<input type="checkbox"/>	<input type="checkbox"/>	N.S.	<input type="text" value="Select options"/>
Student	Previous	Zero	Absent	Equations	Graphs
Carson, Zachary 000132073	N.S.	<input type="checkbox"/>	<input type="checkbox"/>	N.S.	<input type="text" value="Select options"/>

Click on the pencil icon, , to provide Question Feedback if you like.

## Scanning Notes

- There are 11 regular size scanners in the building plus another mega-size scanner that will be located in Faculty Service.
- Load forms face down and head-in into the scanner.
- For the regular size scanners, 60 forms max can be added to the hopper; 40 get scanned per minute. It can scan both sides of a paper form at one time.
- About 126 5-bubble questions will fit on one side of a page.
- The header for the assessment appears on both sides of the paper if they are printed on a duplexing printer.
- You can scan anyone else's forms because each form has a QR code in the upper-left portion of the answer sheet. The QR code cannot be scanned by a QR code reader on a smart phone, iPad, etc.
- Printer streaks will mess up the scanning process. Look over the printed forms for toner marks.
- Also, remember that Page Scaling must be set to **None** when you print!

## Duplicating an Assessment

Say your Algebra 2 test is something you want to use year after year.

1. Click on the **Edit** button for the assessment.

The screenshot shows a web interface with a navigation bar at the top containing links: Home, Assessments, Item Bank, Reports, Setup, and Lookup. Below the navigation bar is a section titled 'Create assessment' with a search icon and a 'Show' button. Underneath, there's a dropdown menu set to '10' and the text 'entries'. A table lists assessments with columns for 'Assessment name', 'Scan', 'Input', and 'Created'. The first row shows 'algebra 2' with 'Scan' and 'Input' buttons, and a 'Created' date of '05/31/2012'. The 'Edit' button for this row is highlighted with a red box.

2. Click on the **Duplicate** button.

### Properties: algebra 2 (10 M.C. / 0 P.E.)

[ [Properties](#) | [Sharing](#) | [Weights](#) | [Standards](#) | [Sections](#) | [Duplicate](#) | [Answers](#) ]

3. You can copy the name of the assessment from the header and add it to the new name field but be sure to change the year. Note that everything is copied except the student results from the current assessment.

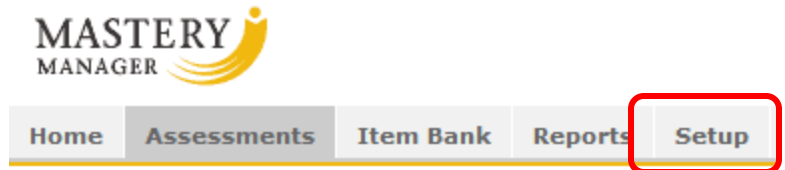
To duplicate the properties, standards aligned, and answers of this assessment please enter a name for the new assessment below.

Please note: Student results will *not* be duplicated.

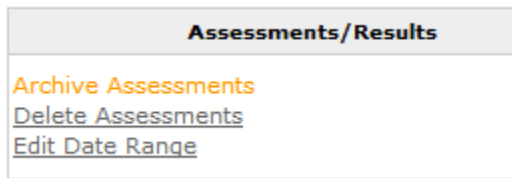
The screenshot shows a dialog box for duplicating an assessment. It has a 'New name:' label followed by a text input field. Below this is a checkbox labeled 'Duplicate courses for this assessment.' which is checked. At the bottom right are two buttons: 'Cancel' and 'Save'.

## Archiving an Assessment

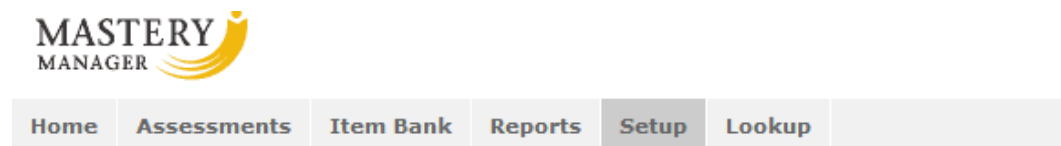
1. Click on the Setup tab at the top of the page.



2. In the **Assessment Results** box, click on the **Archive Assessments** link.



3. Use the search fields in the **Assessment Finder** area to narrow your search.
4. Choose **Archive and Save** for the assessment you want to archive once you locate it.

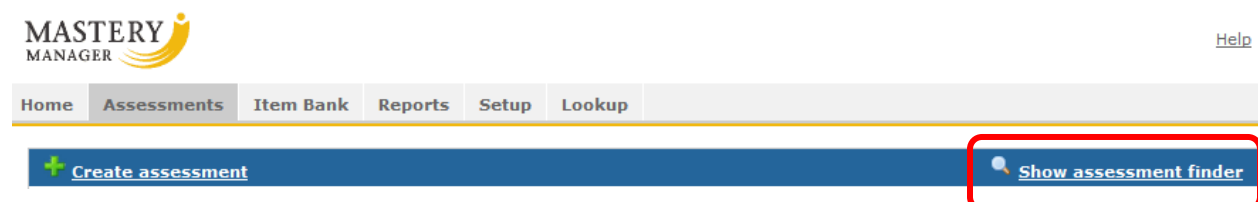


### Archive Assessments

#### Assessment finder

Building:	<input type="text"/>
Grade level:	<input type="text"/>
Subject:	<input type="text"/>
Department:	<input type="text"/>
Term:	<input type="text"/>
Archive status:	<input type="text"/>
Item Bank:	<input type="text"/>

Note: On the right side of the main Mastery Manager screen is a link to **Show assessment finder**. Use this to search for the assessment you archived.



## Create a Virtual Folder System for your Assessments

1. Click on the Show assessment finder as noted on the previous page.
2. Fill in the appropriate fields and **Save** your search.
3. This effectively creates a virtual folder, (actually a virtual search), for future use. No real folders are actually created. It is just a saved search you can refer to over and over.

The screenshot shows the 'Create assessment' form in the MASTERY MANAGER interface. The form includes several input fields and dropdown menus for filtering assessments. At the bottom, there is a 'Save search as' field and a 'Save' button. A 'Show 10 entries' dropdown is also visible.

**MASTERY MANAGER**

Home | **Assessments** | Item Bank | Reports | Setup | Lookup

**Create assessment** Hide assessment finder

☐ My assessments only ☐ Archived assessments only

Status: **Available**

Term: **Any**

Keyword:

Created between  and

Building: **Any**

School year: **Any**

Grade level: **Any**

Department: **Any**

Type: **Any**

Subject: **Any**

**Clear**

Save search as  **Save**

Show **10** entries

Saved searches...

Assessment name	Created
Chem test practice 1	05/23/2012
Fitness Assessment	05/23/2012
Algebra Q2 11-12 VNR (6 M.C. / 2 P.E.)	05/23/2012
Algebra Q2 12-13 JV	05/23/2012
Algebra Q2 12-13 hlp	05/23/2012
Algebra Q2 11-12 VNR	05/23/2012
Algebra Q2 11-12 JV	05/23/2012
Algebra Q2 11-12 SR	05/23/2012
practice	05/23/2012

## Editing Assessments

Click on the **Edit** button to edit an assessment you've created.

Don't delete an assessment or it will delete the data that goes with it. Delete it only if you are **not** going to use that assessment again.

The screenshot shows the 'Assessments' list on an iPad. A red box highlights the 'Edit' button for each assessment row. The list includes various assessments such as 'Chem test practice 1', 'Fitness Assessment', and several 'Algebra Q2' assessments.

**MASTERY MANAGER**

Home | **Assessments** | Item Bank | Reports | Setup | Lookup

**Create assessment** Show assessment finder

Show **10** entries

Saved searches...

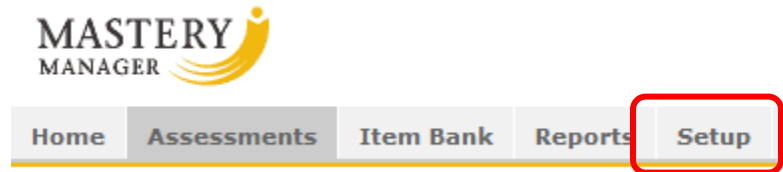
Assessment name	Created	Scan	Input	Edit	Forms	Reports
Chem test practice 1	05/23/2012	Scan	Input	Edit	Forms	Reports
Fitness Assessment	05/23/2012	Scan	Input	Edit	Forms	Reports
Algebra Q2 11-12 VNR (6 M.C. / 2 P.E.)	05/23/2012	Scan	Input	Edit	Forms	Reports
Algebra Q2 12-13 JV	05/23/2012	Scan	Input	Edit	Forms	Reports
Algebra Q2 12-13 hlp	05/23/2012	Scan	Input	Edit	Forms	Reports
Algebra Q2 11-12 VNR	05/23/2012	Scan	Input	Edit	Forms	Reports
Algebra Q2 11-12 JV	05/23/2012	Scan	Input	Edit	Forms	Reports
Algebra Q2 11-12 SR	05/23/2012	Scan	Input	Edit	Forms	Reports
practice	05/23/2012	Scan	Input	Edit	Forms	Reports

Showing 1 to 10 of 14 entries

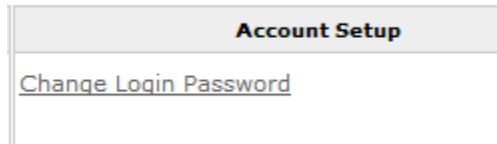
First Previous 1 2 Next Last

## Changing your Password

1. Go to the **Setup** tab.



2. There is a link in the **Account Setup** box where you can change your login password.



3. The password does not expire. Contact your Technology Coordinator if you forget your password

## Generating Reports

There are many options for reports. This handout will not cover them. Please explore on your own and see your Technology Coordinator for more information.



Department Chairs will have two logins, one for them to use as any teacher would and one for them to see all their department teachers assessments.