

Building Tests with Success Tracker

Success Tracker is a powerful tool that allows you to monitor your students' progress and understanding through formative and summative assessments. There are several types of ready-made assessments available to help inform your instruction. These include: Beginning of the Year, Benchmark, Diagnosing Readiness for each Topic, End of Year, and End of Topic tests.

To Use a Ready-made Assessment in Success Tracker:

1. From your Home Screen go to the **CONTENT** tab on the top Navigation Bar. Click **TESTS**
2. Select "Math ST Premium CA Bilingual Gr._" from the drop down menu
3. Choose the Test Type desired. Click **GO**.
4. Click once on the desired Topic to open the drop down menu where you may **VIEW**, **ASSIGN**, or **GET INFO** (such as answer key, lessons tested, number of questions per lesson, and types of questions)
5. When ready, Click **ASSIGN**. Click **Next**.
6. If you have multiple classes, choose the appropriate class from the menu, and check the assignment start/finish date (and change if necessary.) Make sure to check the enrichment and remediation boxes if you want your students to have appropriate follow up activities automatically added to their "TO DO LIST" after completing the test.
7. If you want to assign the test to the entire class, just click **SAVE**. If you want selected students to take the test, check the boxes in front of the desired students' names and then click **SAVE**.

To Build a Customized Assessment in Success Tracker Using State Content Standards:

1. From your Home Screen go to the **PLANNING** tab on the top Navigation Bar. Click **MY TESTS**.
2. Click **BUILD A NEW TEST**.
3. **Name** the test.
4. **Choose the grade level** state standards.
5. Choose to either have the **computer select** the questions or **self-select** the questions.
6. Select to have the questions **automatically scored** by the computer. Click **NEXT**.
7. Choose the **strand(s)** that you would like to assess.
8. Select the **standard(s)** that you would like to assess. Click **NEXT**.
9. Select the number of questions that you would like to assess for each standard
10. Click **Finish and preview**.
11. From here, you can modify the items, view the on line version of the test, view a printable .pdf version of the test, or see a summary of test items.
12. To assign the test, go to the **PLANNING** tab on the top Navigation Bar. Click **MY TESTS**.
13. Find and select the correct test.
14. Click **ASSIGN** and follow Steps 6 and 7 from To Use a Ready-made Assessment in Success Tracker above.

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To Build a Customized Assessment in Success Tracker Using Topics:

1. From your Home Screen go to the **PLANNING** tab on the top Navigation Bar. Click **MY TESTS**.
2. Click **BUILD A NEW TEST**.
3. **Name** the test. Then choose **SF Math DP 2009 CA Gr ___ SKILLS**. Click **NEXT**.
4. **Select the topics** you'd like to assess by clicking on the appropriate box(es).
5. Select the lessons you'd like to assess by clicking on the appropriate box(es).
6. Choose an **EQUAL** number of questions for each lesson by writing the number of questions per topic in the box beside the "Time Saver" icon and clicking on "Fill," or, just write the number of questions for each topic under "Selected." (NOTE: "AVAILABLE" tells how many questions there are in the data base.)
7. Click on "**Finish and preview.**"
8. When the test finishes populating , you may either **ASSIGN** the test or **MODIFY** the test directly from this screen.
9. Should you wish to assign the test at a later time, you can always do so by going to **PLANNING > MY TESTS** on the top Navigation Bar, selecting the test, and clicking on **ASSIGN**.