Getting Started with Edulastic

Edulastic is an online assessment tool that is easy enough for classroom formative assessments, yet sophisticated enough for common Interim and Benchmark Assessments.

Your students will receive hands on experience with tech enhanced questions and teachers receive automatic grading, scoring, and data collection instantly. With a robust library of prebuilt questions and assessments, plus more than 30 types of Tech-Enhanced Questions, you can prepare your students for Spring state assessments, college placement tests and more. Teachers are not limited to the assessments in the library, with Edulastic you can create your own questions and assessments. Let's get started!

The training path consists of:

Module 1: Create an Account (for non-Clever-Syncing districts)

Module 2: Create a Class and Add Students (for non-Clever Syncing districts)

Module 3: Create an Assessment

Module 4: Assign an Assessment

Module 5: Monitor Progress with Live Class Board and Reports

Module 6: Resources for Support

Module 7: Updates and Advanced Features

Module 1: Create an Account

Go to https://app.edulastic.com and sign up as a teacher.

Find your school
The first time you log in, be sure to select your school and district.

It's important to join the right school so that you are able to see assessments shared by colleagues in your school or district. If you have a choice of two correct schools, choose the one in ALL CAPS.
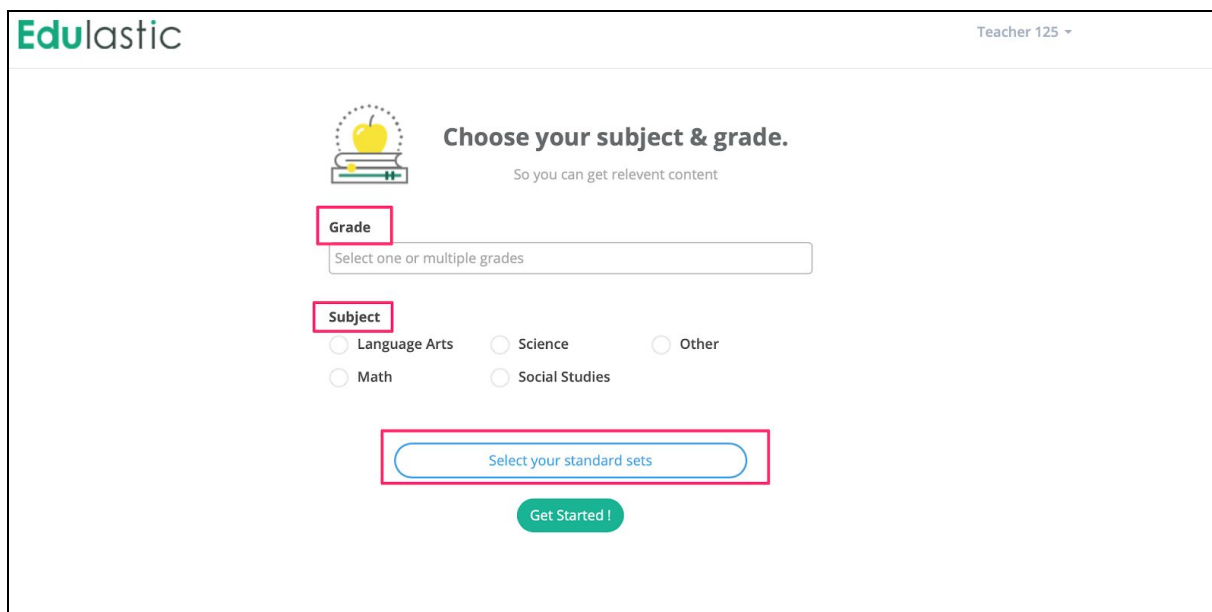
Please note: sometimes you will see a school with the same name, or close to the same name as your school, but it is IMPERATIVE that you choose the correct school based on the state.

Specify Your Grade and Subject:

You will be able to create multiple classes at a later step. To begin, choose one grade level/subject area that you teach to initiate your account.

Every class has a subject, a set of standards and a grade level. Edulastic has standards for Common Core ELA, Common Core Math, Next Generation Science, and State-Specific Standards. There are other subjects (e.g. Art, Music, Vocational courses) which do not have standards associated with them. For these classes, choose Other.
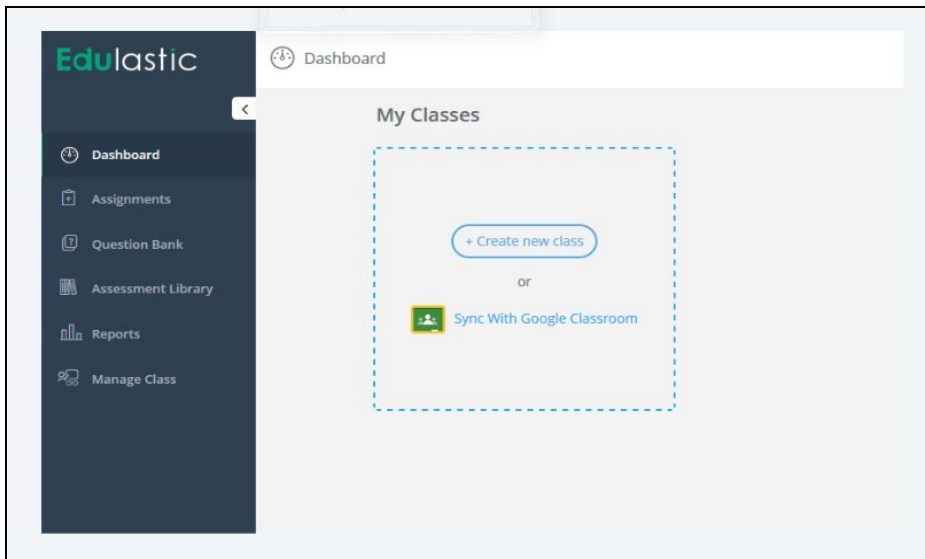

Module 2: Create a Class and Add Students
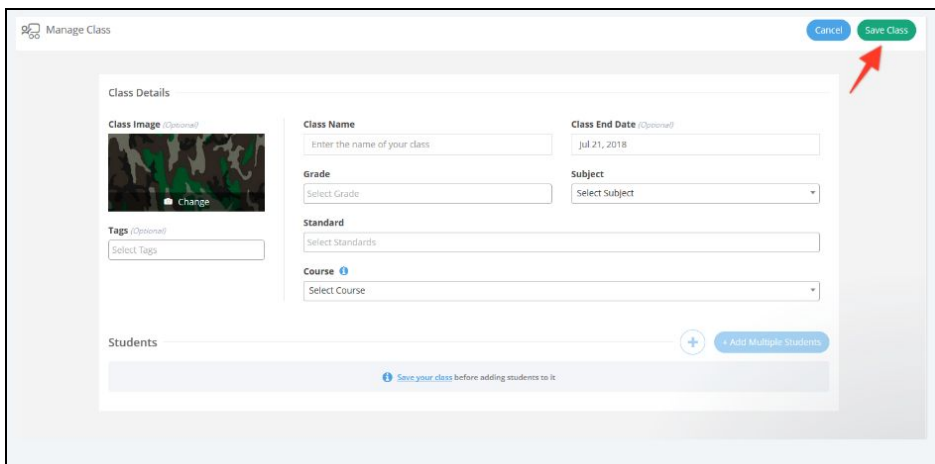
In Edulastic, first you will create a class, save it, and then add students.

Create a Class

To create a class, begin at the dashboard and select "Create new class".

You will be prompted to enter your class, grade level, subject area, standards and course.   You can also change the class image to something you choose.
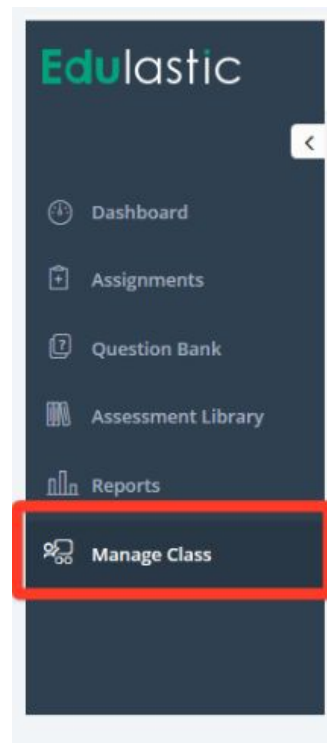

Select Save. You are now ready to add students.

Adding Students

Go to Manage Class.

There are 3 ways to add students.

1. Sync with Google Classroom
2. Students use Class Code
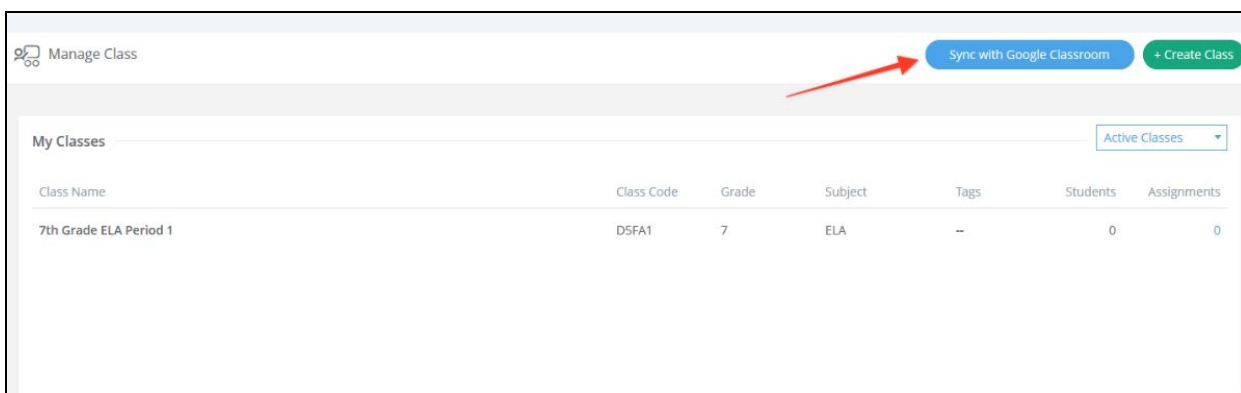3. Manually upload students as a class or individually

#1 Sync With Google Classroom

The "Sync with Google Classroom" option allows you to share an Edulastic assignment in your Google Classroom feed. When students click on the feed, the Edulastic assessment opens in a new window with the students automatically logged on. Students do not need to navigate to the Edulastic site, nor remember a separate password.

Your Edulastic teacher account MUST use your Google Classroom email address.

To sync your Google Classroom click the "Sync with Google Classroom" link in Manage Class, select your school google account and enter your Google Classroom Class Code

Note: To sync with your Google Classroom, you **must** use the Sign up with Google option for creating your Edulastic account.

Next, specify grade level and subject area for each class you are syncing.

Sync is complete.

Whenever students join or leave your class, you can, and should, **resync** to update your roster.

#2 Students Use Class Code

Students need their own accounts. They can join your class by using the class code. **This is a one time process.** Once students have an Edulastic account, they can join multiple classes by clicking "Add Class" and entering those class codes.

The teacher can get the class code for their class under "Manage Class".

Students visit app.edulastic.com and sign up just like a teacher does with username and password OR Sign up with Google or Microsoft 365. Students will be prompted to provide the class code in either scenario. Students don't need an email address – just a unique username.

OR

Students can enter the class code from their Manage Class tabs.

#3 Manually Upload Students

A teacher can add multiple students at once or add students individually.

To upload multiple students at one time from an excel file, word document, notepad, etc., click **+Add Multiple Students**.
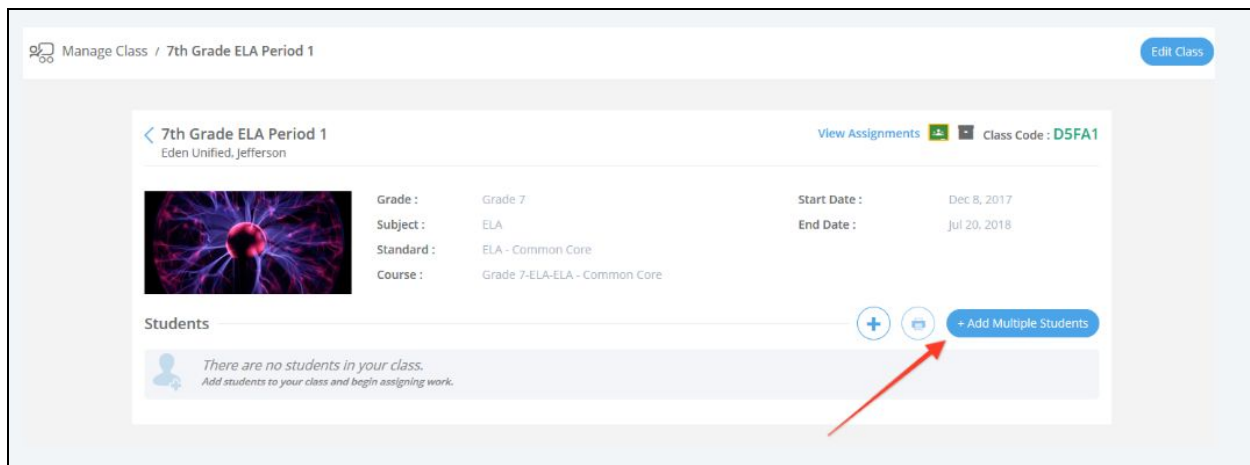
From the dropdown box, select the format in which you want to upload the roster. Your choices are: Google Usernames, Office 365 Usernames, First and Last Name, or Last then First Name.

Paste the student names. Click Add Students. The usernames will be automatically generated and your class roster will be populated.

The Edulastic class code (found in the upper right corner) will be used as default password for these students, please ask the students to change their password once they login to their account the first time.
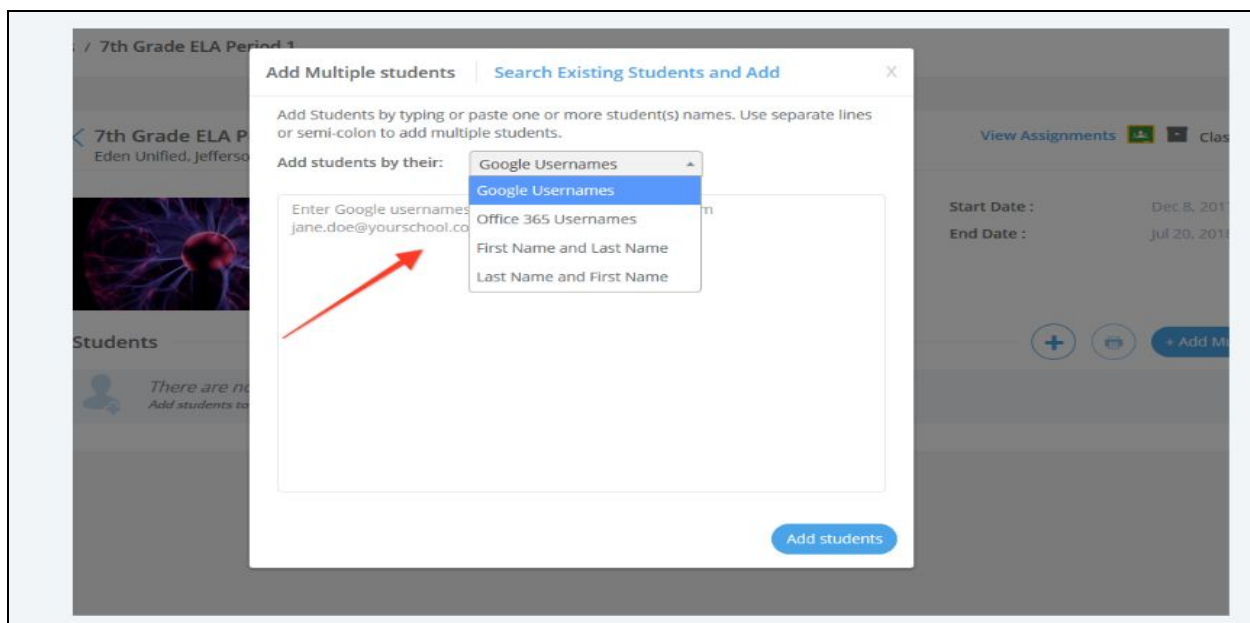
If you want to add a single student, select the **"+"** to the left of the Multiple Students button and follow the prompts. This allows you to add an individual and assign a username and password.
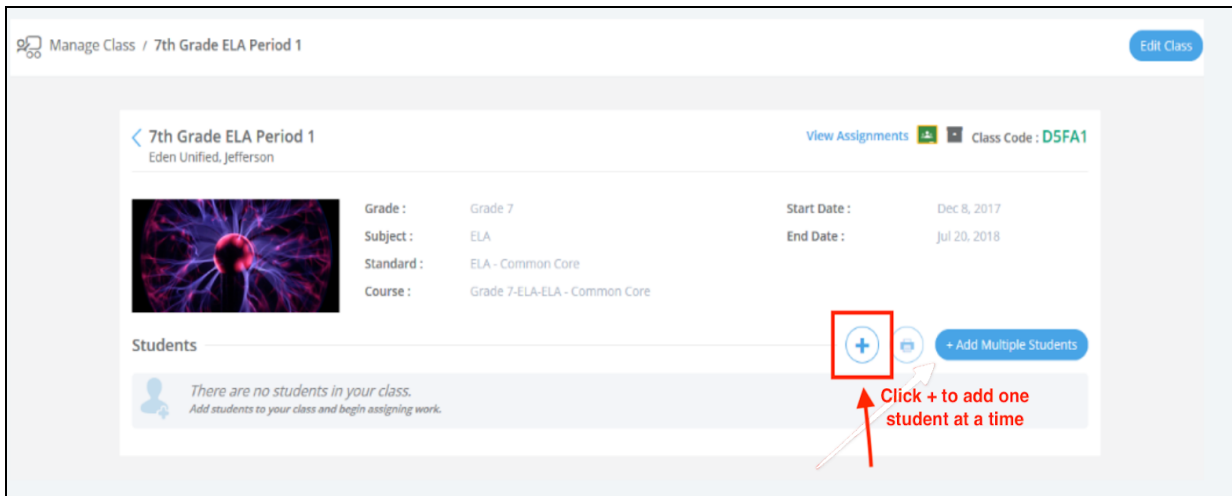
Module 3: Create an Assessment

Go to the Dashboard and click on the **+.** You can also go to the Assignments Tab and click Create New Assignment.
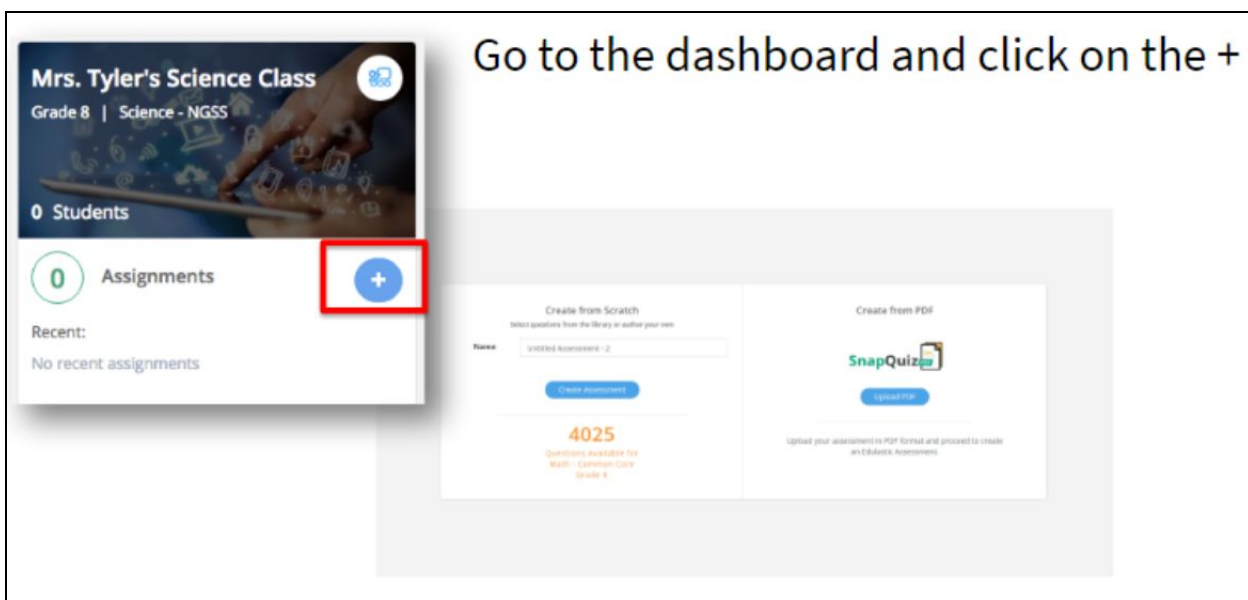
You have two choices to create an assignment. You can create from Scratch by adding questions from the bank and/or authoring your own. Or, you can use SnapQuiz, which allows you to upload a PDF version of a previous assignment and "overlay" digital questions.

Create from Scratch

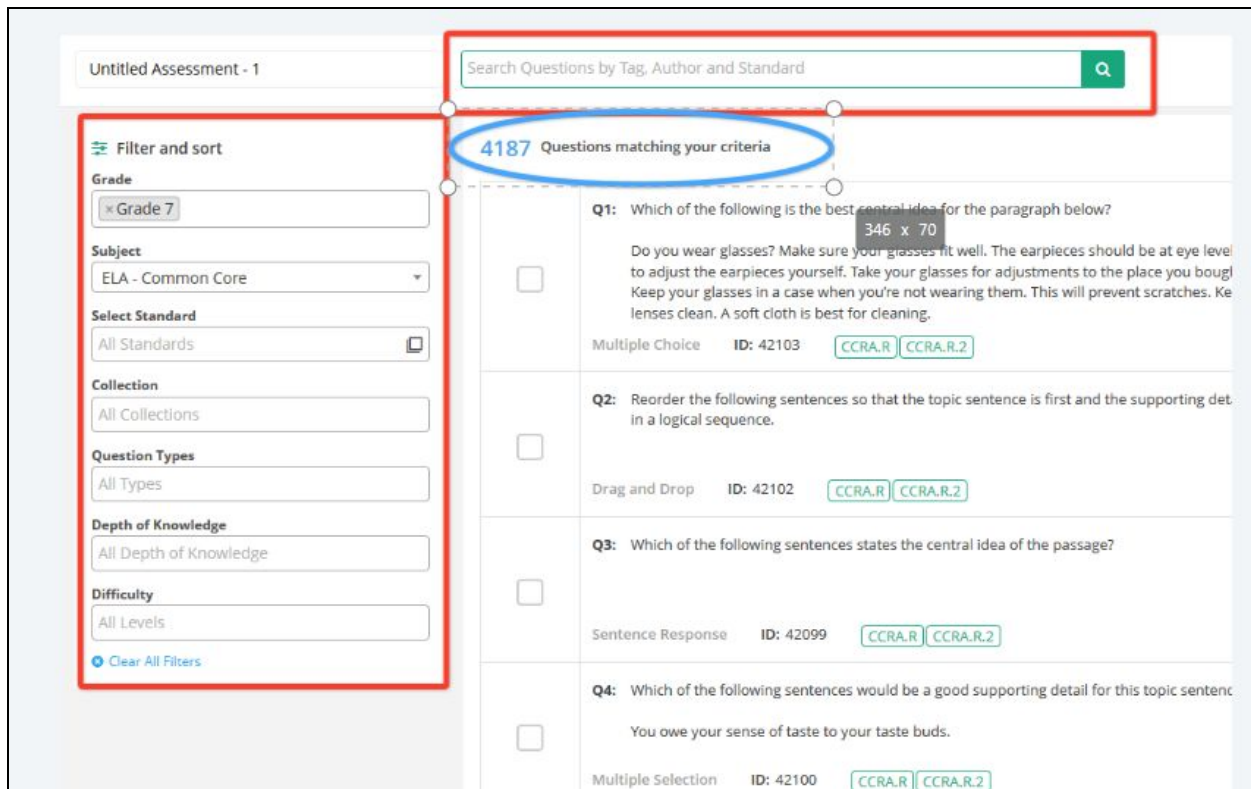Here you will search for questions. Search by keyword, filter by grade, standard, question type, item bank, difficulty, etc. You can type in a keyword at the top like "fractions" or "Shakespeare". You can search multiple grade levels and standards. To choose a standard click in the box.

The "Collections" include Private (questions you have created in the past and not shared), School/District and Public. Edulastic Certified are questions that come from reputable Open Education Source like Engage NY or authors we have vetted.

Clicking on the question will allow you to see more detail about it.

In addition to choosing from the item bank, you can author your own questions.
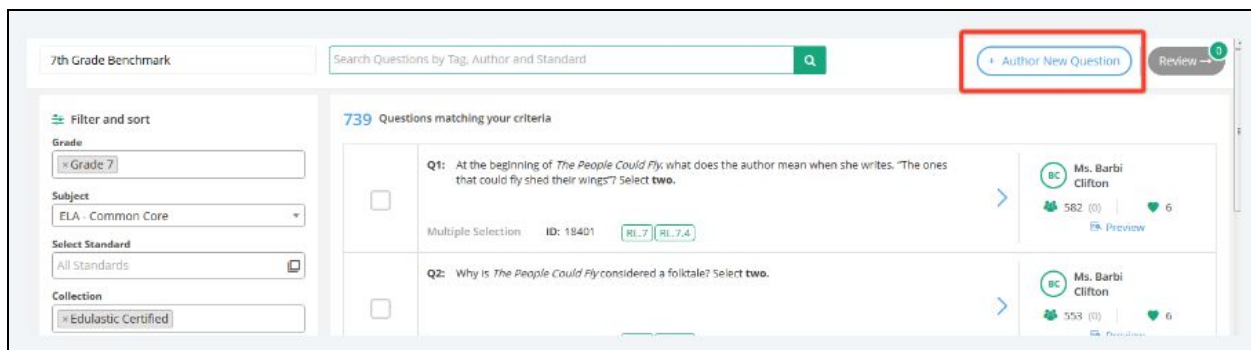
Next, select the question type. *Edulastic has more than 30 question types.* If you click on the tabs you'll see the Math & ELA Tech enhanced ones. To find out how to create any of the question types, simply click on the **?** icon for a short video tutorial.
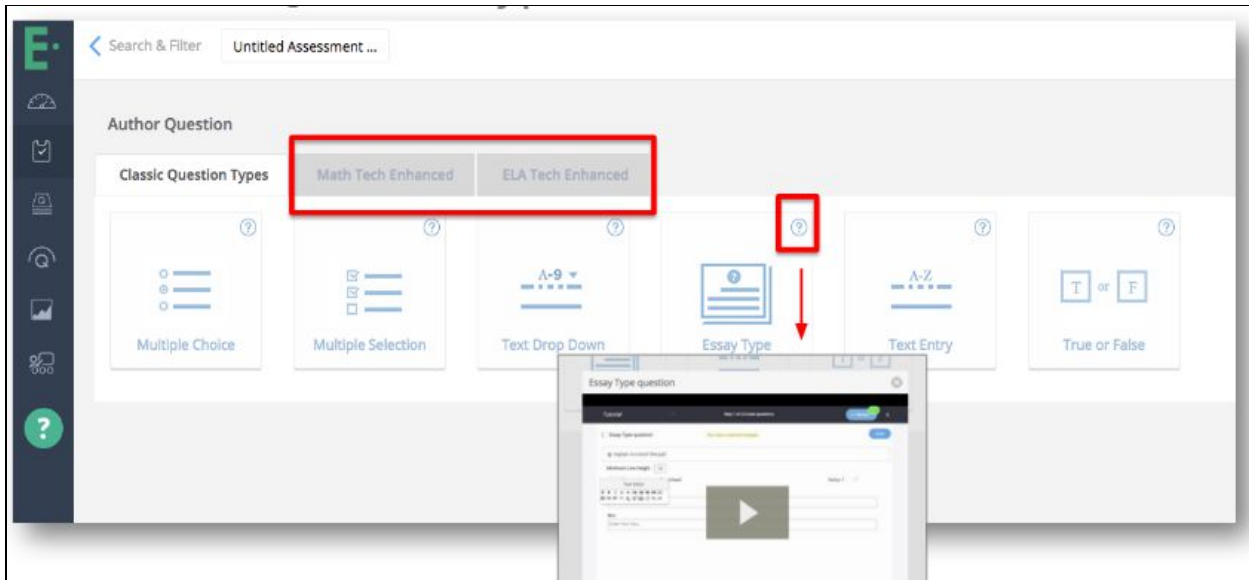

For every question type you have to manually type, or copy/paste, the question text and enter the answer choices, being sure to select the correct answer. Mark the correct answer by clicking on the letter of the correct answer.
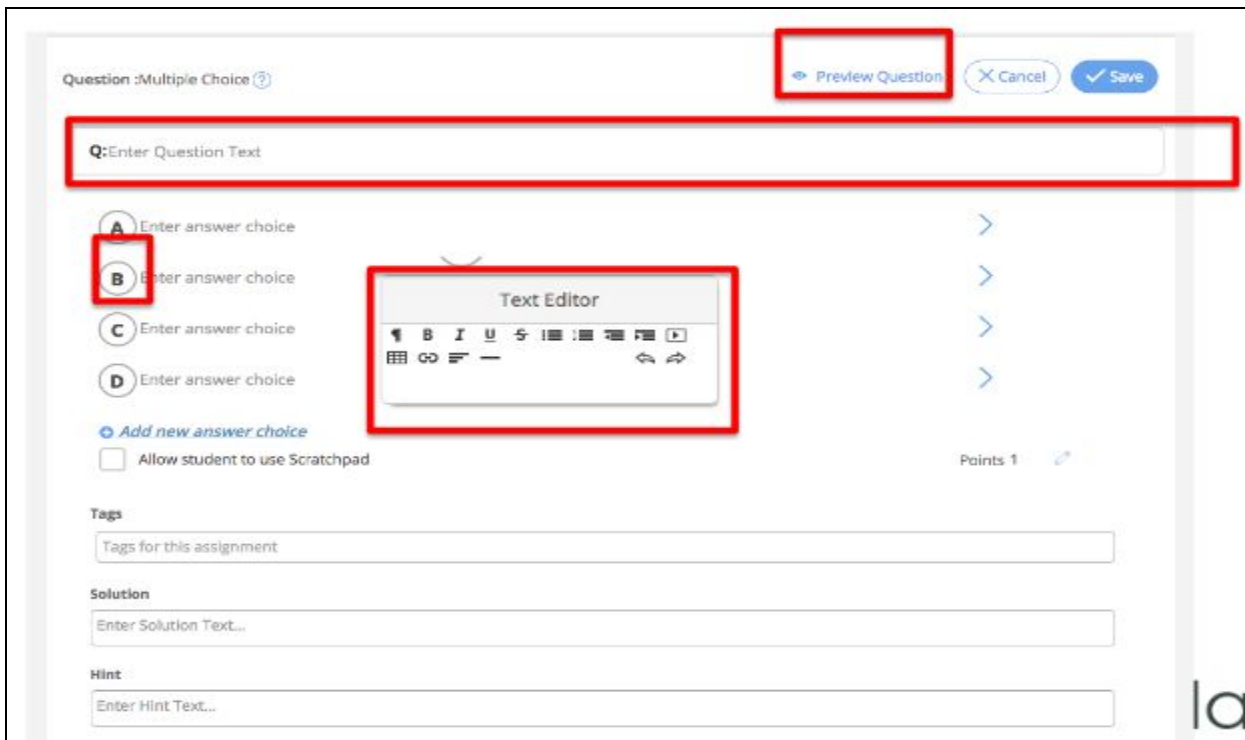
You'll see that a Text Editor box will pop up that allows you to format (bold, etc.), as well as enter math symbols (square root icon), embed video or insert an image into any question that you create.

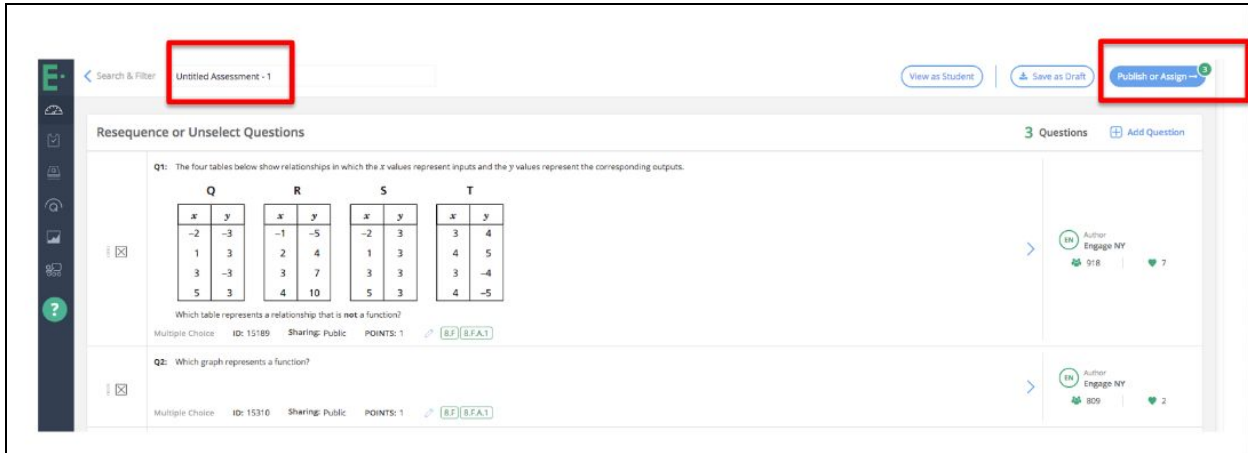The solution box below is for an explanation of the solution for the student to refer to, NOT the solution itself. You mark that by selecting the circle of the correct answer. When you're finished, click **Preview Question** to see your question as a student would see it.

Once you have selected or created your questions, you can finalize your assessment by changing the name, changing the question order, deleting questions (click on the X next to the question).

You can also continue to add questions by clicking on **Add Question** on the right.

*Be sure to name your assessment if you haven't already!

Create Using SnapQuiz

Alternatively, you can create an assignment using SnapQuiz. SnapQuiz is like a bridge between your paper and pencil assessments and digital assessments. It allows you to upload an assessment in PDF form into Edulastic and "add" Edulastic digital questions on top of the picture of your assignments. Currently, you can add 6 question types.

To use SnapQuiz, go to the Dashboard and click on the + or go to the Assignments Tab and click Create New Assignment.
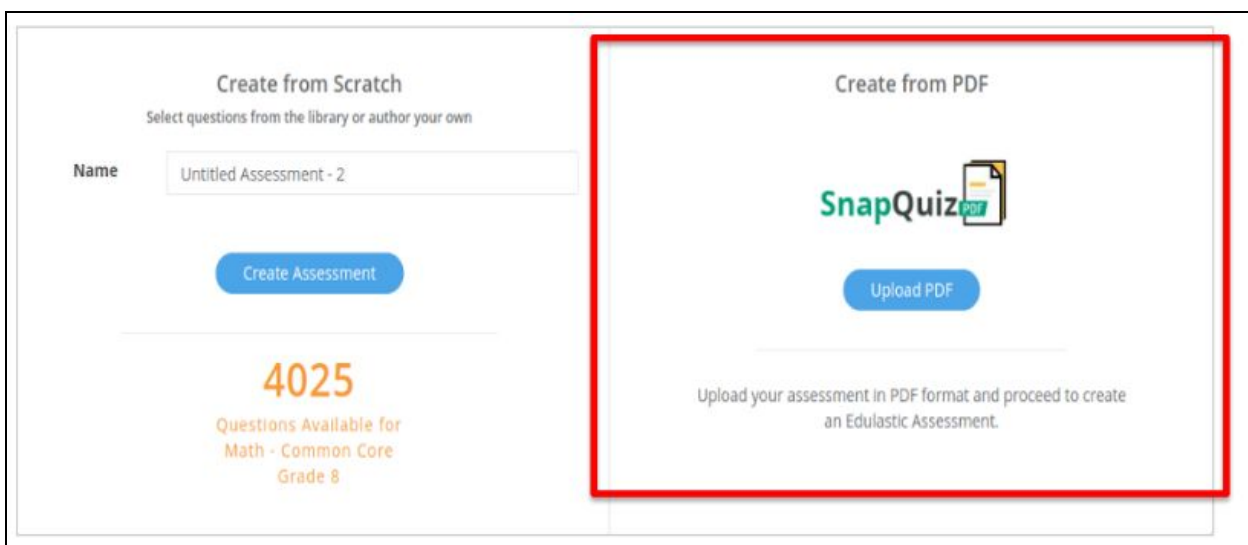
Select SnapQuiz and upload a PDF version of your assignment from your computer or Google Drive.

You'll see a picture of your assessment. To create the questions and answers, click on the question type once and then click the corresponding number or location on your document. The question number will appear along with an editor box. Select the correct answer, adjust the point value and modify the letter choices (e.g. ABCD or EFGH, etc) if necessary. You can drag the edge of the number to relocate it to another place on your document by selecting the drag widget.
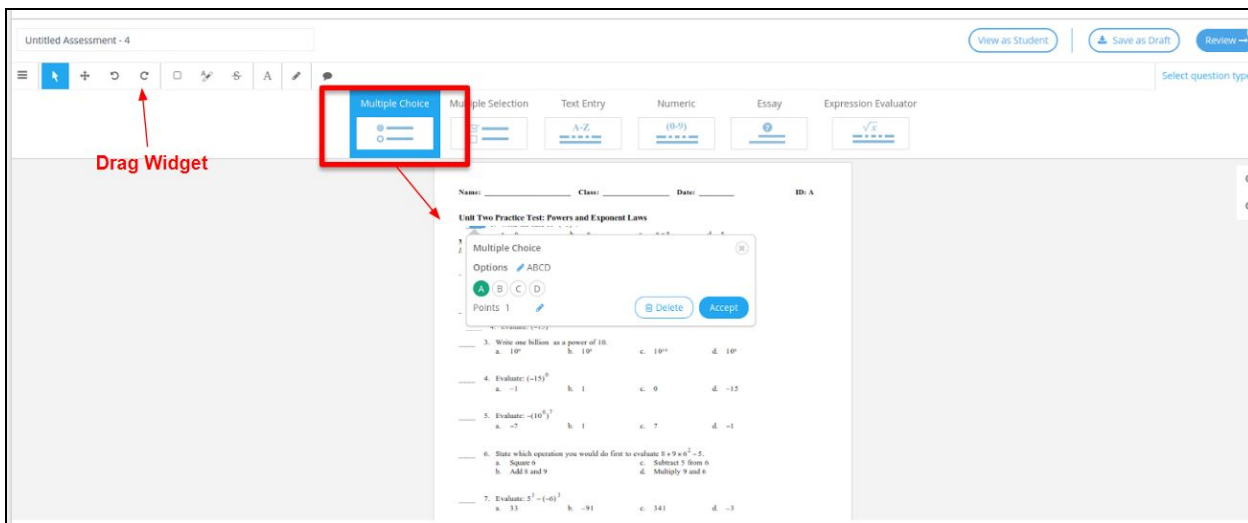
Click once on the multiple choice question type and then click the spot on your document where you want to place the question type.

Mark the correct answer by clicking on the letter of the correct answer, adjust point value, then "Accept" the answer.

Next, review your assessment. Once you have selected your questions, you can finalize your assessment by changing the name, changing the question order, deleting questions (click on the X next to the question).
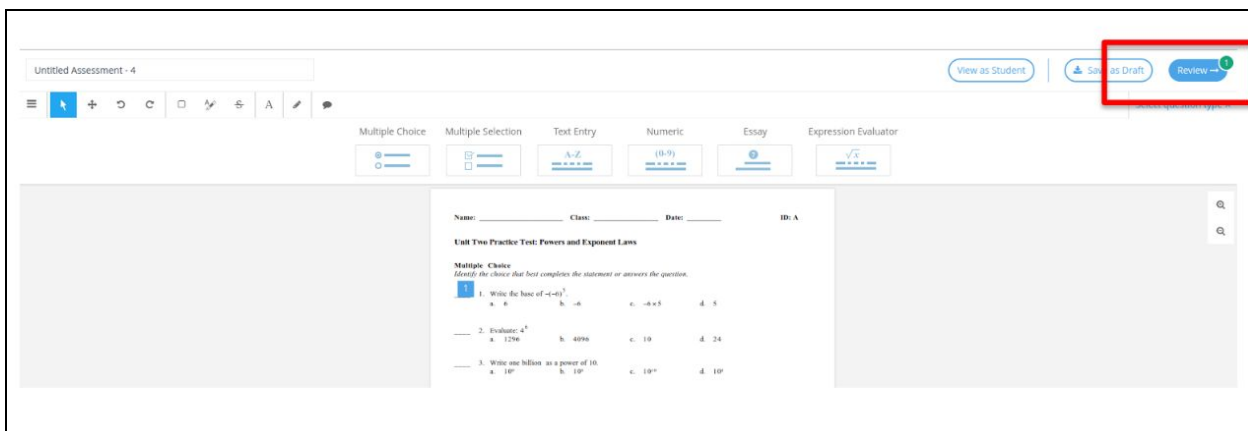
When you have added all of the questions, you can preview the assessment from the students' perspective. Notice as the student answers the question, the document will automatically jump to the next question.
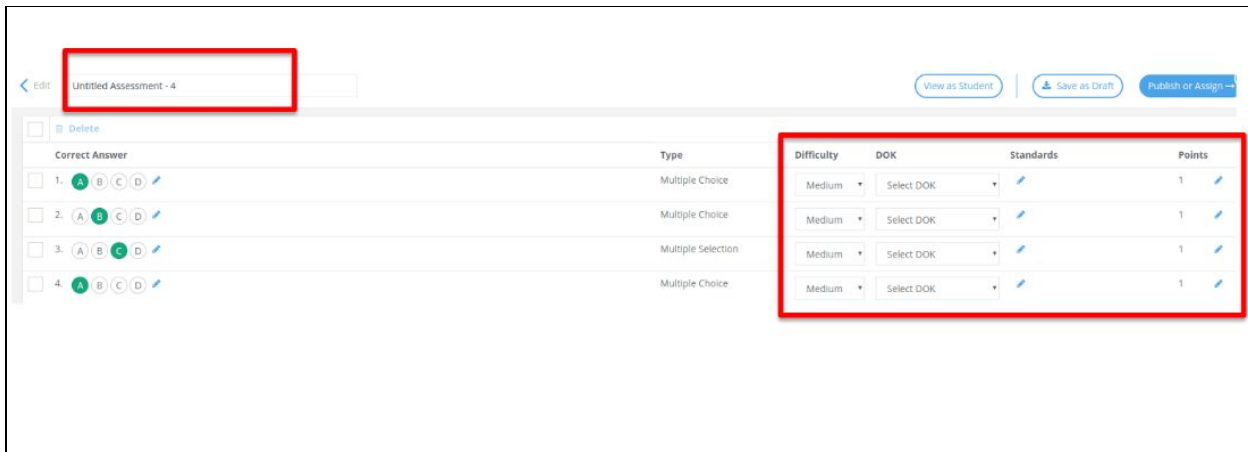

When you are finished, select Review, and populate the standards associated with each questions. Once you have finalized your questions, you can change the name of the assessment, delete questions, change the point value, add difficulty level and DOK type (optional). When you are finished, select Publish or Assign. If you're not ready to assign an assessment yet, you can choose Publish & Use Later.
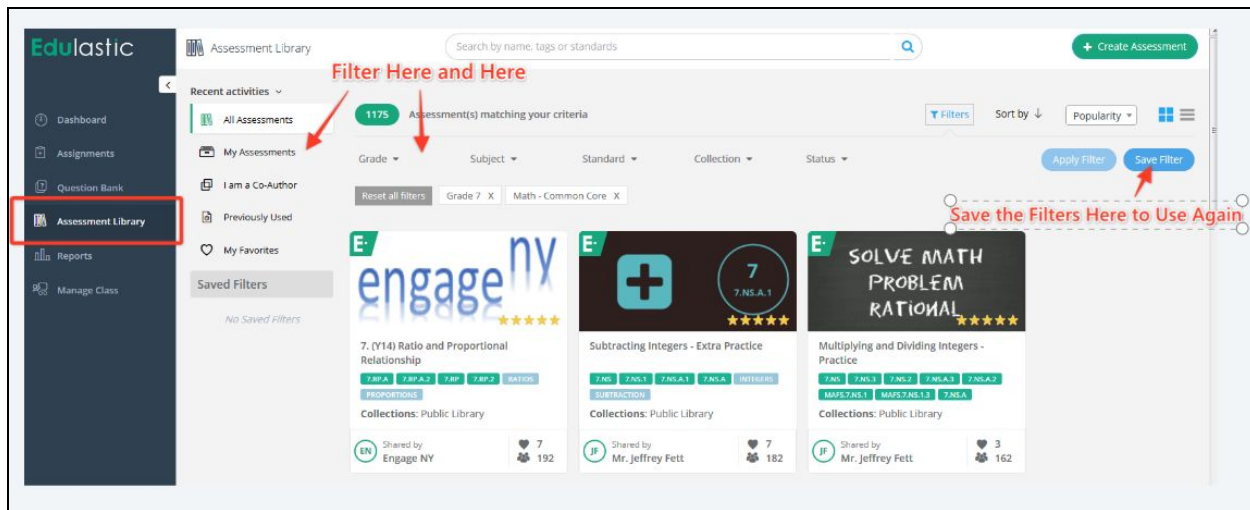
This will save the assessment to your private library, or your school/district library, until you are ready to assign.
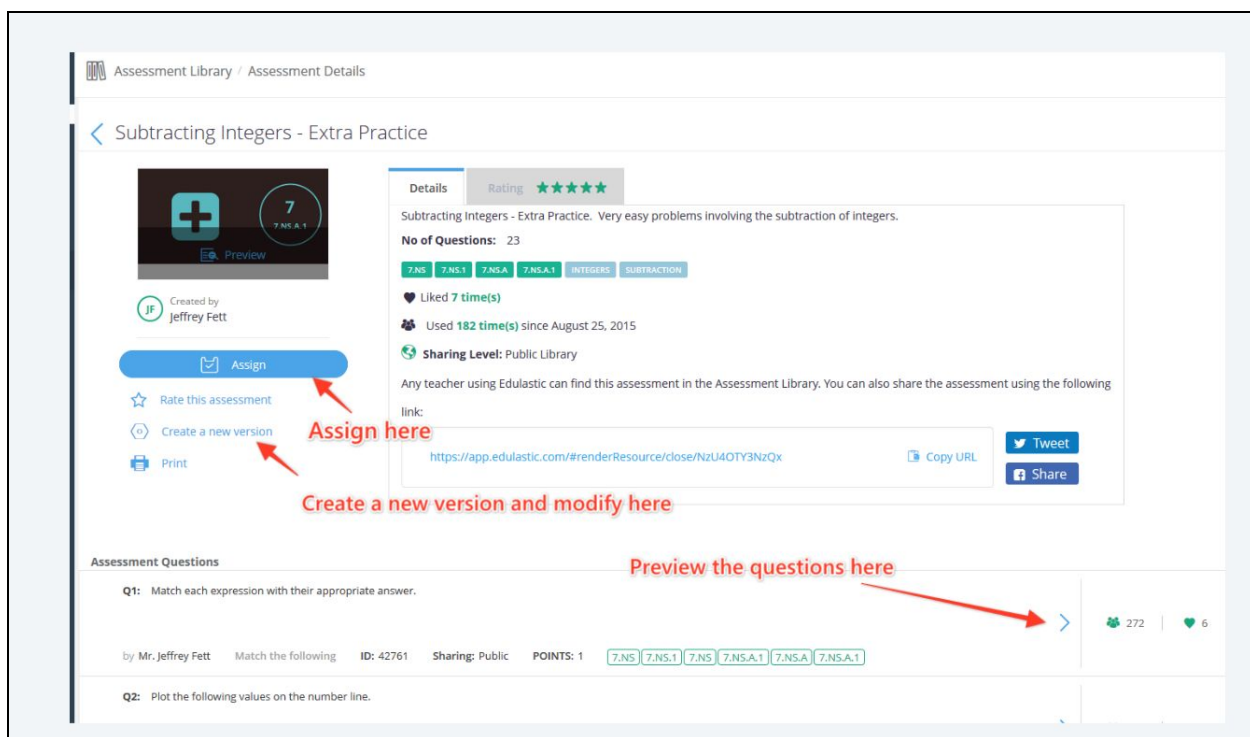
Module 4: Assign an Assessment

When you are ready to assign, select the assessment from the assessment library.
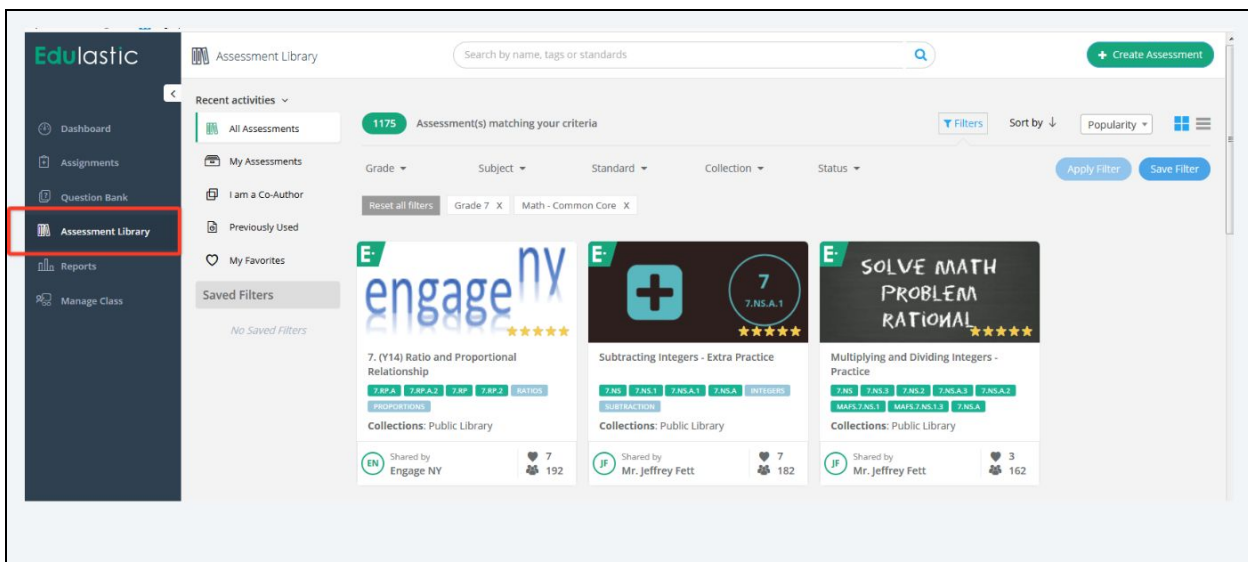
In the Assessment Library you can filter for the assessment using the filters on the left side and along the top.

Hover over the card of the assessment you want to assign and you can preview the assessment or assign it directly. Alternatively, you can click on the card on the assessment you want to assign and edit or modify the assessment by adding, subtracting or adjusting the order of the questions in the assessment.

Once you are ready to assign, select the assign button.

Some important options you have when assigning to your class:

- You can make it available to students immediately or wait until class starts and open manually
- You can create a due date or close it manually at the end of class or when everyone is finished
- You can assign to the whole class, multiple classes or individual students. Click in the grade/subject box and select the grade. Your classes will show up below. You can select the whole class or individual students.
- You can choose to show grades or not and when Release Scores is on or off.

After you assign, you can share with your Google Classroom if you want to. On the next screen you will find a Google Classroom icon to share the assignment.

If you're not using Google Classroom, students will see the assignment on their dashboard when they login to Edulastic.

Module 5: Monitor Progress - Live Class Board and Reports

Automated, real time data is one of the strongest features in Edulastic. You can monitor progress as the students are taking an assessment as well, you can analyze data from one or more assessments with the reporting tools.

Live Class Board

To see students in real time taking the assessment, go to the Assignments Tab.

Then choose the your class on the upper right hand drop down. In this image, we have highlighted the DEMO Class.
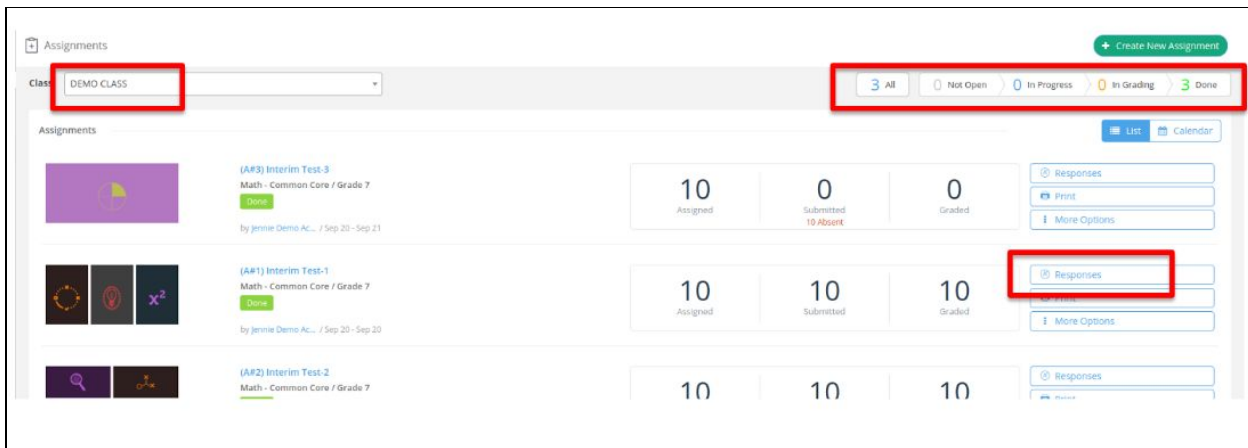
You will see for each assignment, there is a status indicator identifying if the assignment is not open, in progress, in grading, or done.

You can also filter through your assignments based on status on the bar at the top. This is useful when the year is underway and you have many assignments for your class.

To get live data, select the Responses button. You will find a bar graph with progress by question as well as a quick look at each student's progress in the Student Responses section below.

This shows you what data you'll get when your students complete your assignment. This dashboard updates in real time while the students are working so you can see immediately who's getting it and who needs more help.

The little squares show correct answers (green), incorrect (red) and partially correct (yellow). Essay type or open ended questions are the only ones that are not graded in Edulastic and they are blue on this screen. Gray means the student skipped the question. You can see that Jaya Kapoor did not finish, as the last two boxes are still grey.

You can see from the chart that Q8 was a struggle while many of the other questions are mostly solid green. The blue line shows the average time taken on each question. You can see that Q12 was fairly easy – all students got it right and spent a lower amount of time.

You can click on each question to drill down into all student answers for that question.

You can quickly see who got the question correct and incorrect. Scroll down to see individual answers.

The blue line shows how long each student spent on this question.

View Detailed Response shows you that student's answers for the whole assessment. You can jump to the ones the student missed by clicking on the red bars on the Performance graph at the top.

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You can leave feedback on the whole assessment at the top right for for individual questions. You can change scores if you need to as well. Giving partial credit, extra credit, etc.

In the Live Class Board, you can also perform other actions like download scores, add or remove students from the assignment, print, etc. You will do this by putting a checkmark on a single student's name card or select all. Go to More.
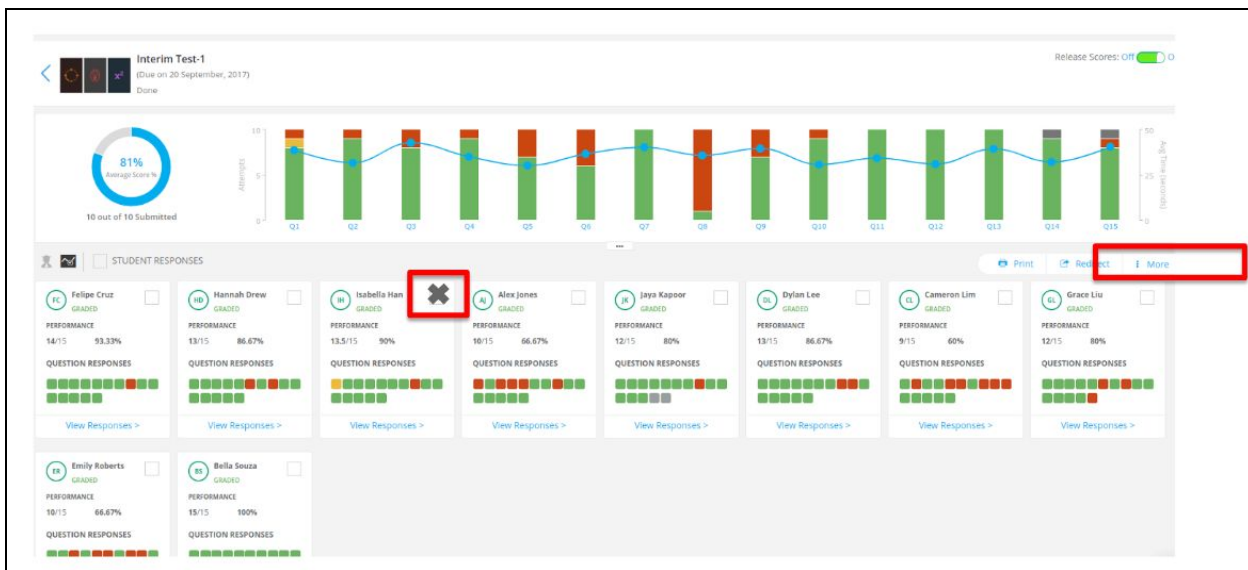

Here are the steps you can use to perform various actions:

1. Download data to a file. Click the box next to the student's name (or Student Responses box for everyone). Then click, More, and then Download Grades on the right

2. Redirect (reassign): If a student was absent for the assignment or you want them to try it again, you can click the box next to their name and choose redirect. They will be able to pick up where they left off with their prior answers saved.

3. Print: Checking the box by the student's name and clicking Print will print the whole test along with the student's answers and your feedback if you've given any. This can be helpful if you need to give it to parents.

Edulastic Reports
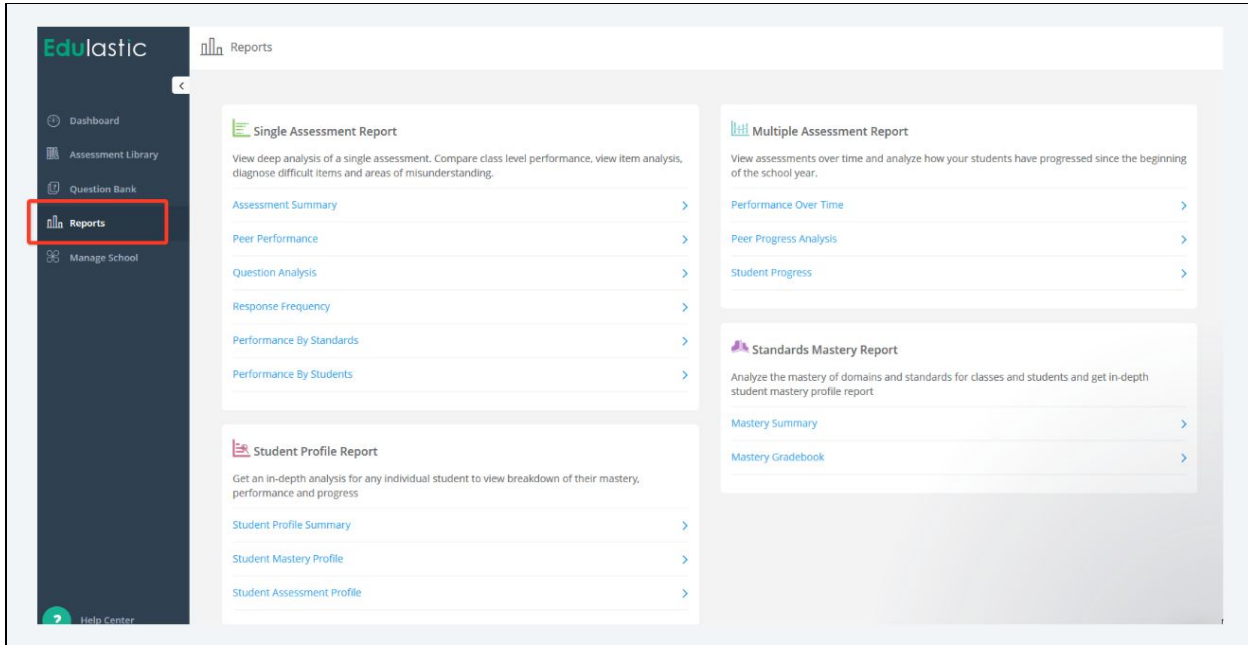
Single Assessment Report

The Single Assessment Report gives a deep analysis of a single assessment. There are six views of data in this report that analyze the information by individuals, classes, schools and districts as well as by question, standard, domain and student.

Assessment Summary includes quick statistics, school comparisons, and a summary by student performance bands.
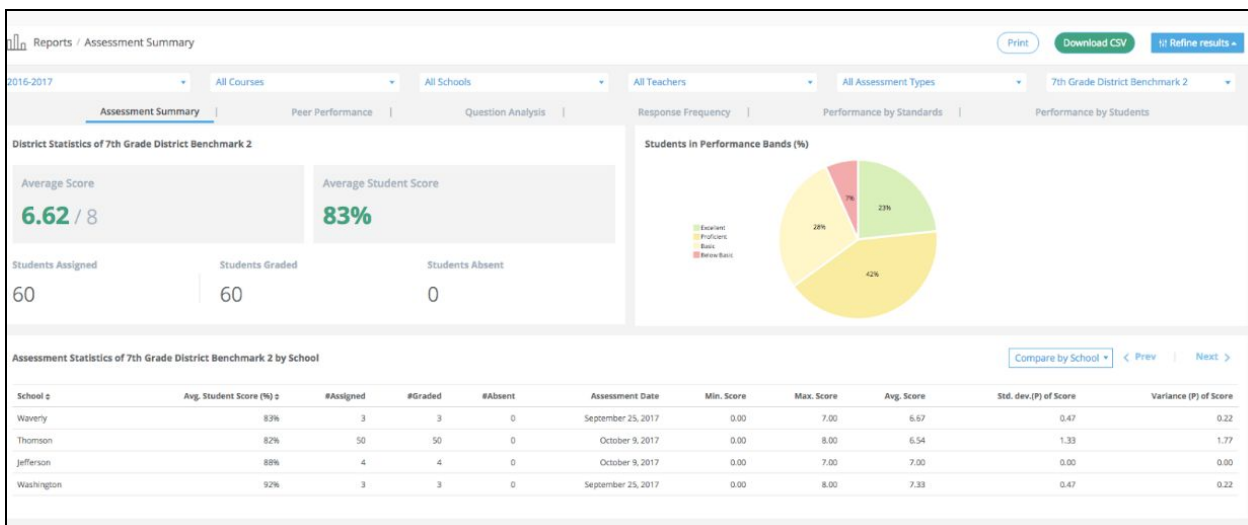
Peer Performance compares student performance at the school, teacher, or class level. In the image, you can see a comparison of performance at 4 schools. You can Compare by Teacher or Class by choosing the drop down menu in the top right. You can also filter by student subpopulation data by clicking on the green Filter icon on the right.
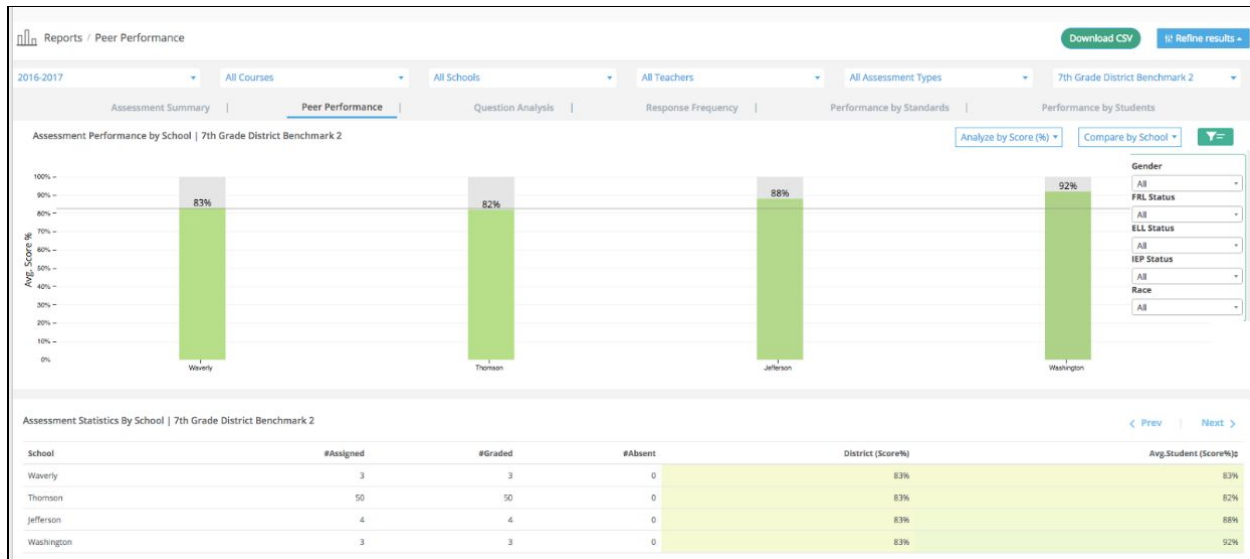

Question Analysis provides question-level analysis. It is easy to identify which questions have been challenging and compare performance on each question by school, teacher, or class.
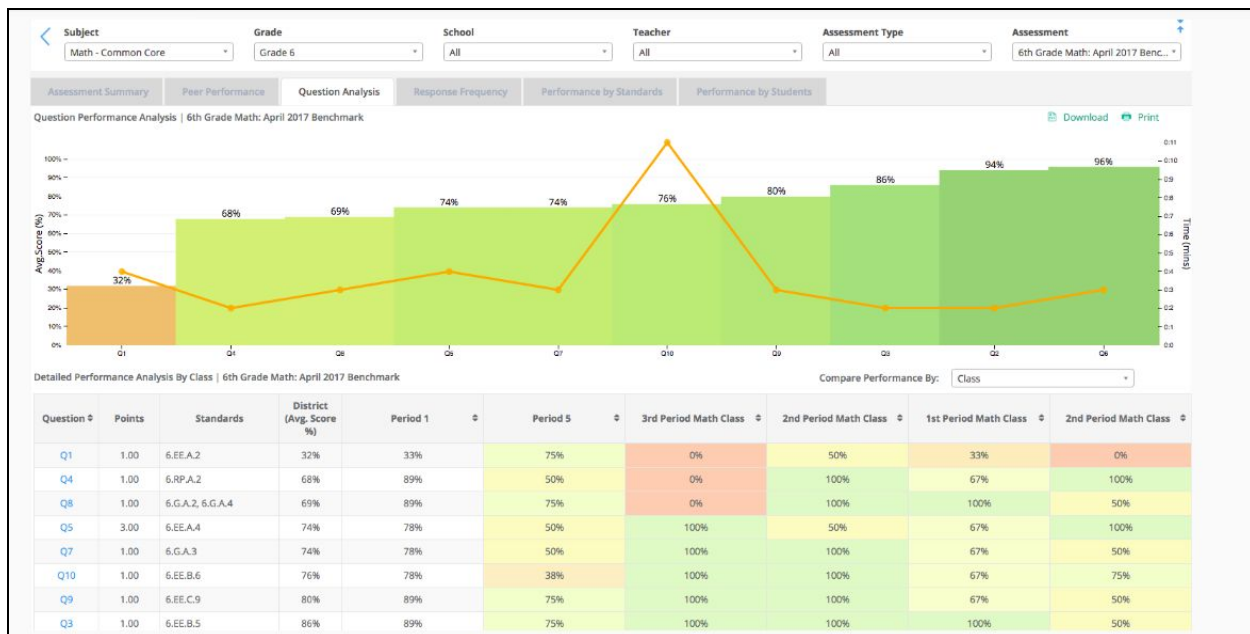

Response Frequency Analysis allows you to see which question types are more challenging (at the top). This report also reveals common mistakes, (highlighted in orange), and which questions have not met specific student performance expectations, (highlighted in red).
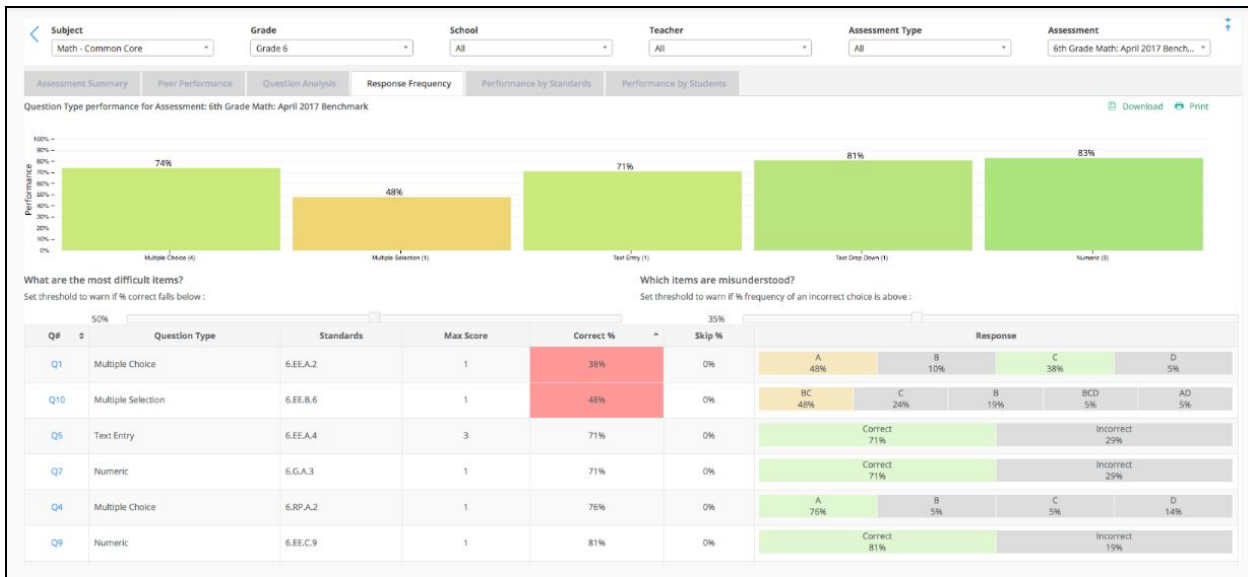
[Performance by Standards](#) allows you to highlight the most challenging standards (four standards have been selected) and compare performance on these standards by school, teacher, and class, (this image shows a school comparison).
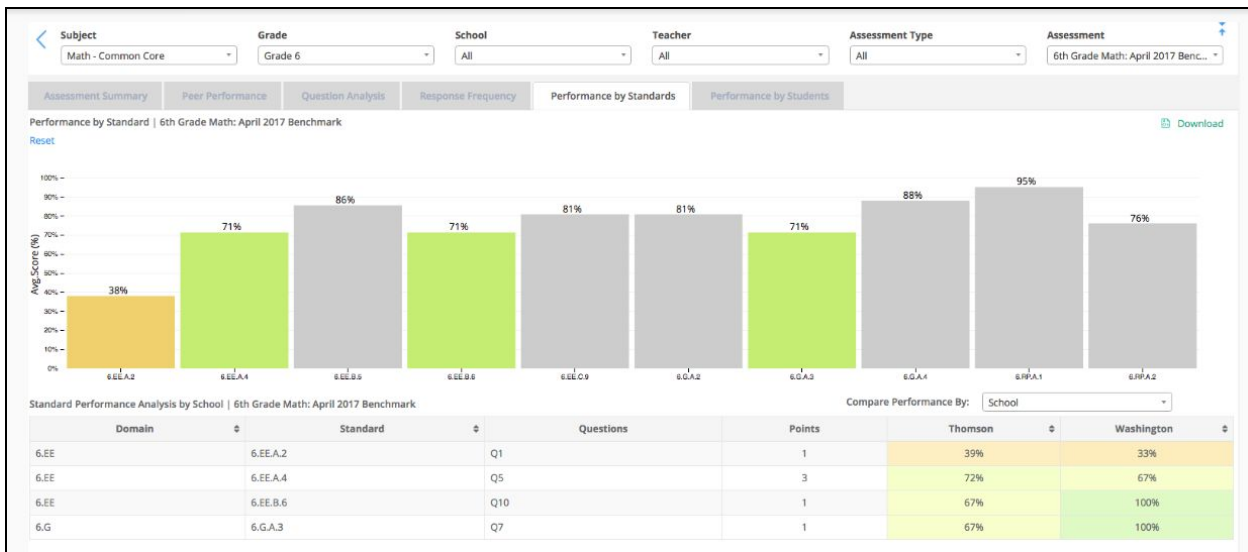

[Performance by Students](#) shows which students might benefit from additional practice or remediation. You can set custom cut scores to easily drill down to the students needing remediation below the cutoff.
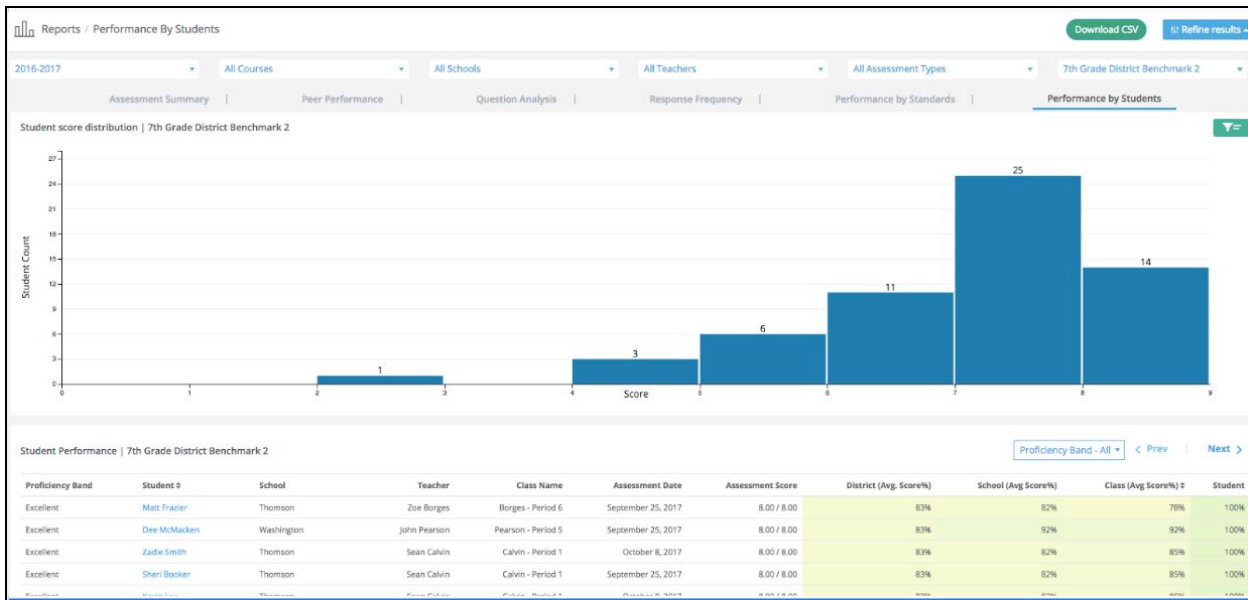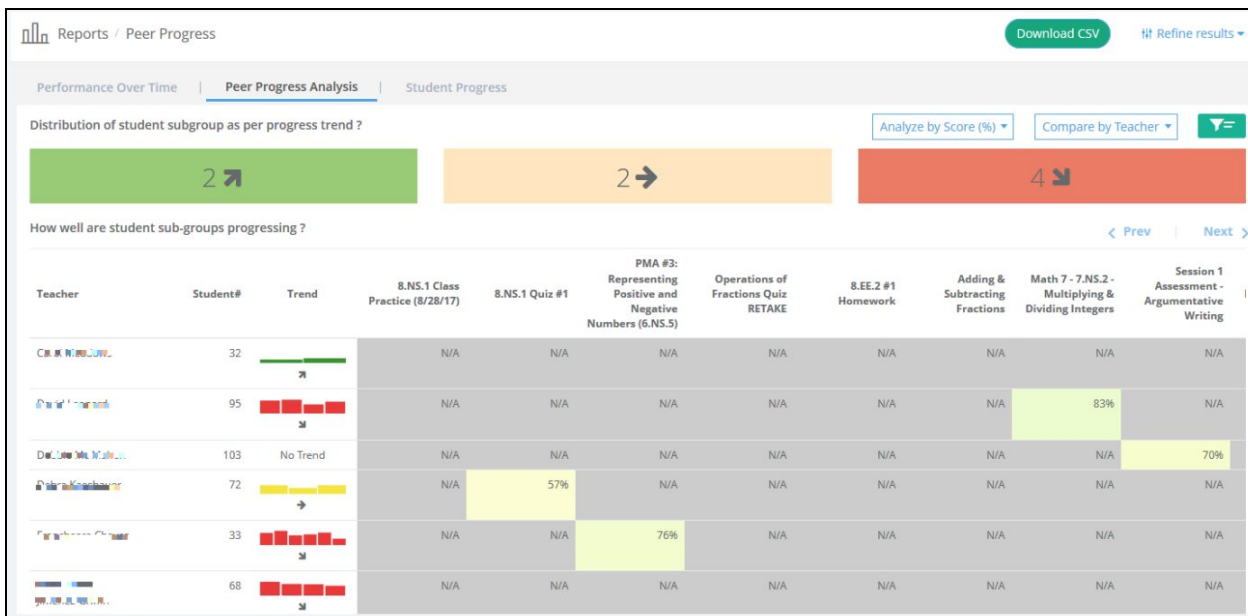
Multiple Assessment Report

The Multiple Assessment report compares several assessments over time. It includes three slices of information.

Performance Over Time allows you to select and compare performance across multiple assessments. The last three assessments have been selected in the example.
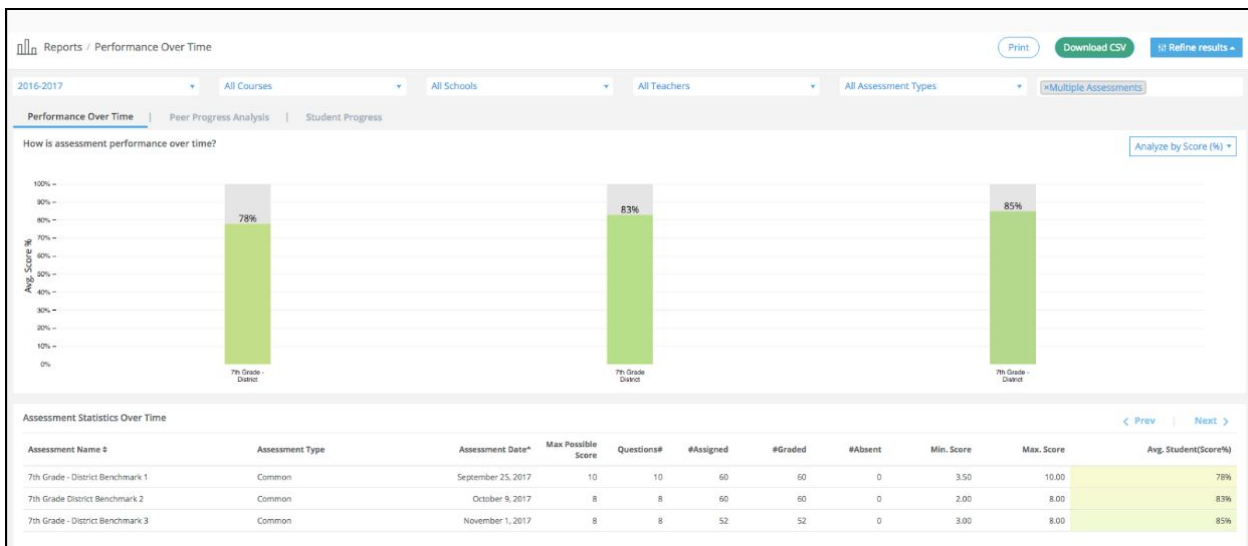
Peer Progress Analysis allows you to see a snapshot of how student sub groups are performing by class, standard, gender, race, IEP status and more. The bars on top indicate by color which classes are improving (green), staying the same (yellow) or declining (red). You can use the pull down boxes in the right corner of the screen to filter for sub groups.

Download CSV | Refine results

Performance Over Time | **Peer Progress Analysis** | Student Progress

Distribution of student subgroup as per progress trend ?

Analyze by Score (%) | Compare by Teacher

| 2 ↗ | 2 → | 4 ↘ |

How well are student sub-groups progressing ? < Prev | Next >

Teacher	Student#	Trend	8.NS.1 Class Practice (8/28/17)	8.NS.1 Quiz #1	PMA #3: Representing Positive and Negative Numbers (6.NS.5)	Operations of Fractions Quiz RETAKE	8.EE.2 #1 Homework	Adding & Subtracting Fractions	Math 7 - 7.NS.2 - Multiplying & Dividing Integers	Session 1 Assessment - Argumentative Writing
	32	↗	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	95	↘	N/A	N/A	N/A	N/A	N/A	N/A	83%	N/A
	103	No Trend	N/A	N/A	N/A	N/A	N/A	N/A	N/A	70%
	72	→	N/A	57%	N/A	N/A	N/A	N/A	N/A	N/A
	33	↘	N/A	N/A	76%	N/A	N/A	N/A	N/A	N/A
	68	↘	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

The Multiple Assessment Report also includes a Student Progress View which shows which students are progressing upward, trending downward, or remaining flat.

Subject	Grade	School	Teacher	Assessment Type	Assessment
Math - Common Core	Grade 6	All	All	Common	All

Performance Over Time | Peer Progress Analysis | **Student Progress**

How well are students progressing ? Download | Additional Filters

| 38 ↗ | 12 → | 40 ↘ |

Analyze By: Score (%) Prev Next

| Student Name	School Name	Teacher Name	Trend	Unit 1 Common Assessment - Math	6th Grade Math Sept 2016	6th Grade Math: October 2016 Benchmark	6th Grade Math: November 2016 Benchmark	6th Grade Math: December 2016 Benchmark	6th Grade Math: February 2017 Benchmark	6th Grade Math: March 2017 Benchmark	6th Grade Math: April 2017 Benchmark
Katori Hall	Thomson	Brenda Hill	→	100%	100%	86%	69%	100%	83%	100%	92%
Ernest Hemingway	Thomson	Brenda Hill	→	60%	75%	71%	63%	92%	50%	90%	54%
Tran Huyhn	Thomson	Brenda Hill	→	80%	93%	86%	44%	N/A	140%	60%	79%
William James	Washington	Marie Curie	↘	60%	N/A	64%	56%	50%	N/A	N/A	N/A
Anna Jones	Thomson	Brenda Hill	↗	80%	73%	100%	81%	83%	100%	90%	92%

Standards Mastery Report

The Standards Mastery Report tracks details on standards assessed and mastered.

The Mastery Summary View provides an overall assessment of student mastery. This report also reveals which standards have been the most difficult and identifies which students need intervention.
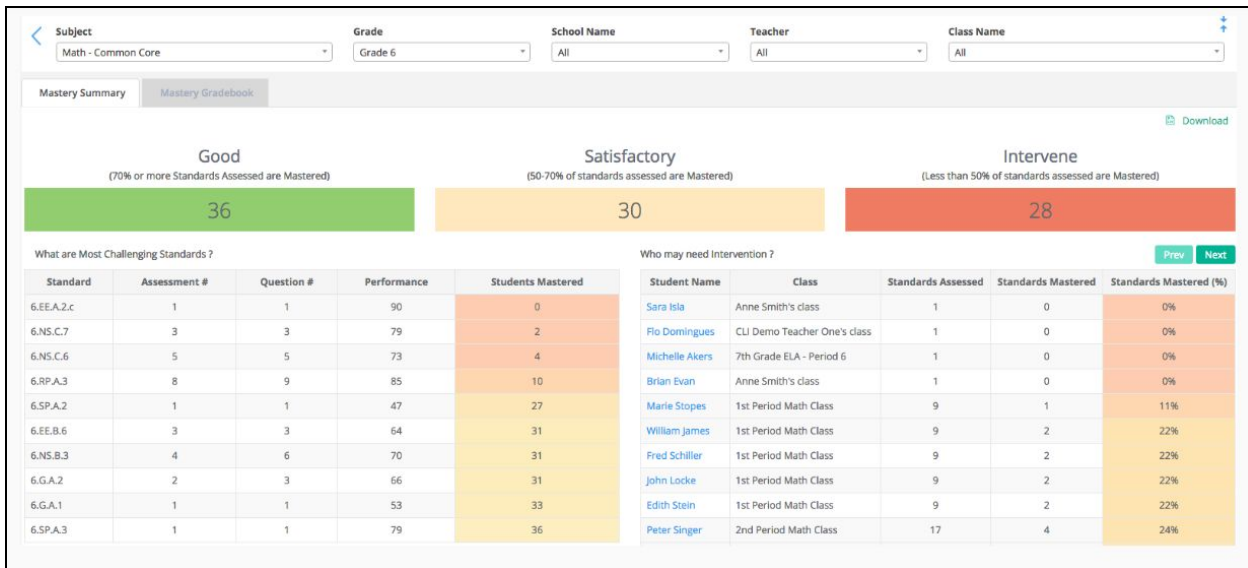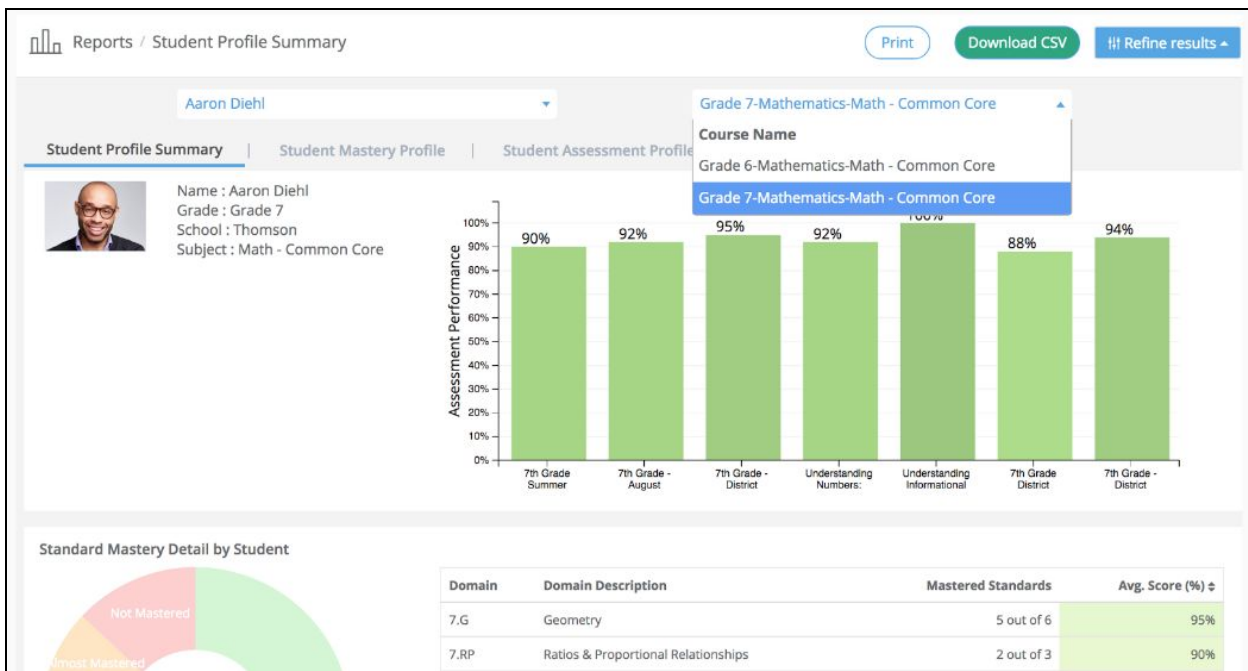
The Standards Mastery Gradebook shows a detailed view on how each student is performing on each standard. You can click down to view student attempts.
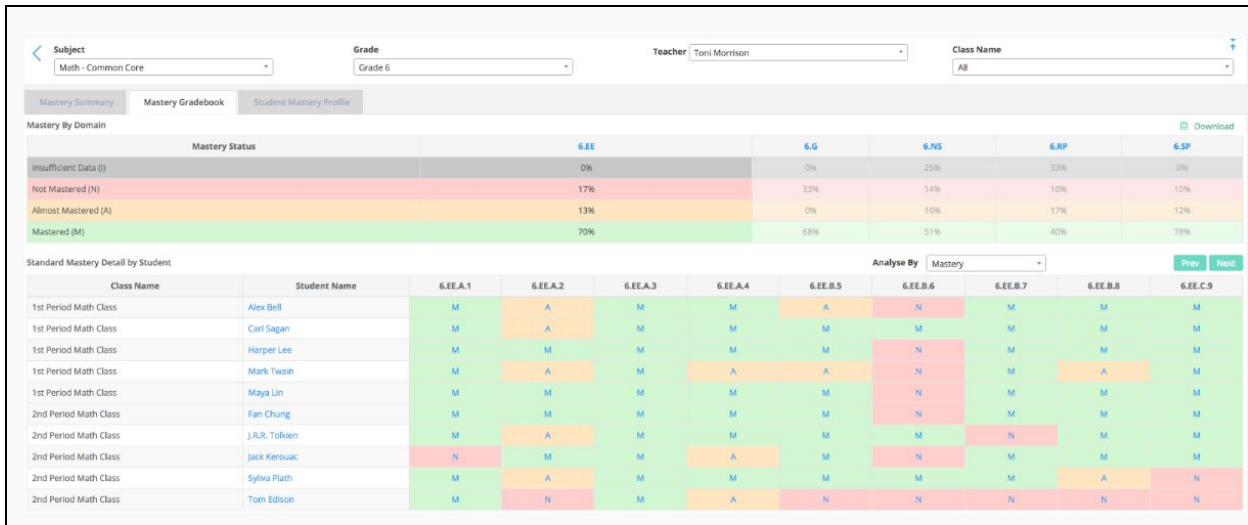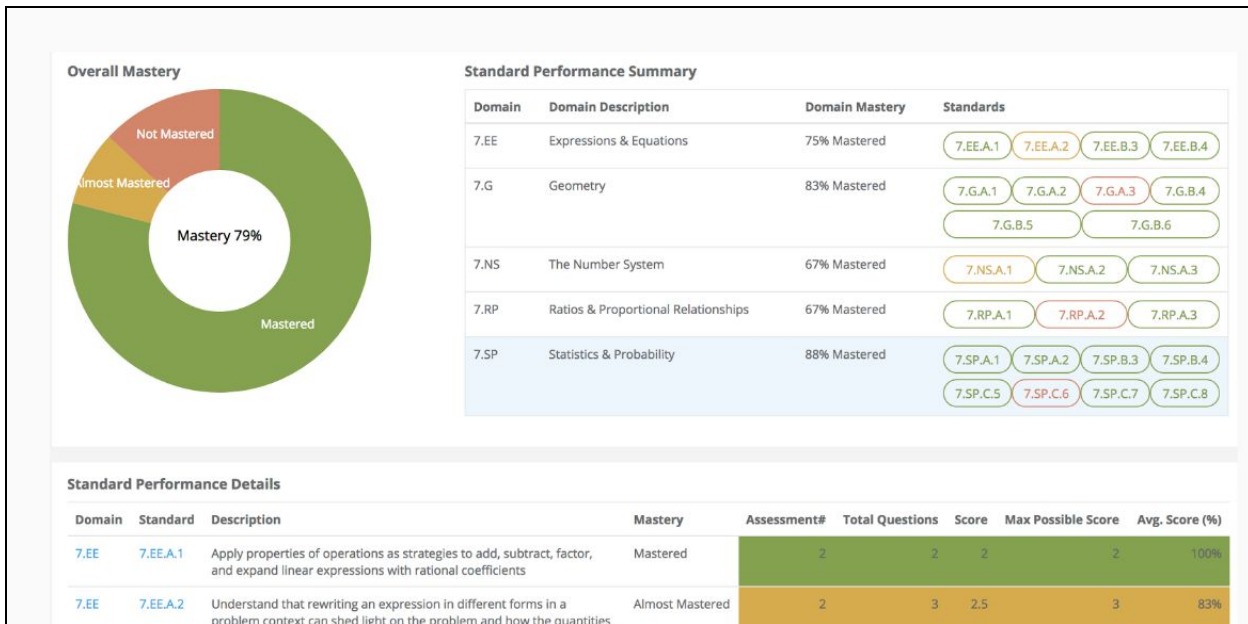

Student Profile Report

Student Profile Report provides performance, mastery, and progress for each student. You can view performance from Edulastic from the current year and prior academic years.
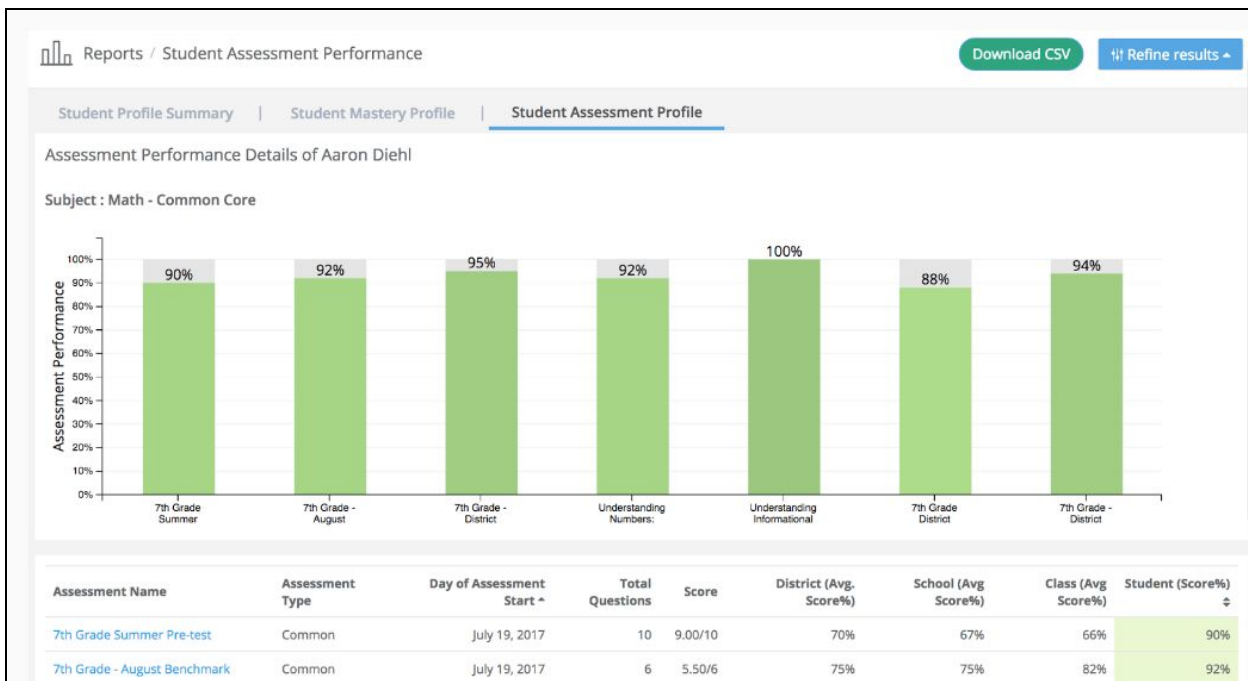
Student Mastery Profile includes standards-level performance data, links to student attempts, and performance statistics per standard.

Student Assessment Profile shows progress over time and includes all assessment data. You can click to view performance on both common assessments and teacher created / class assessments.

Module 6: Resources for Support

Edulastic has several online resources, as well as a Support Team to help you.

Training Videos and Articles
The Teacher Training Hub has webinars, articles and Quick Start Tutorials and the YouTube channel has short how-to videos from Edulastic and other teachers.

You can find short, instructional videos and articles for topics such as:

- [Creating Rubrics](#)
- [Collaborating, Sharing and Co-Authors](#)
- [SnapQuiz](#)
- [SnapScore - Using Bubble Sheets](#)
- [How to Create Tech Enhanced Question Types](#)

In-App Support

When you are working in the Edulastic app, you can click on the Help button (lower left corner) and type a question to search for Help Articles or click Leave us a Message to ask the support team.
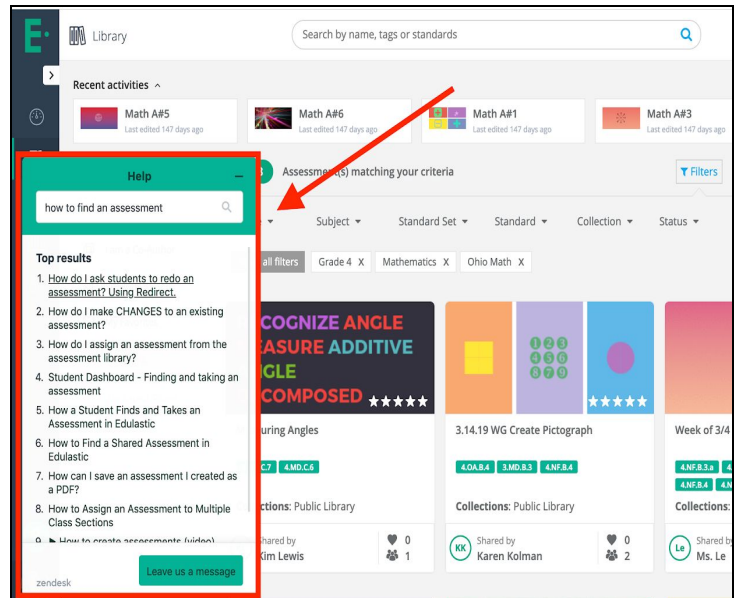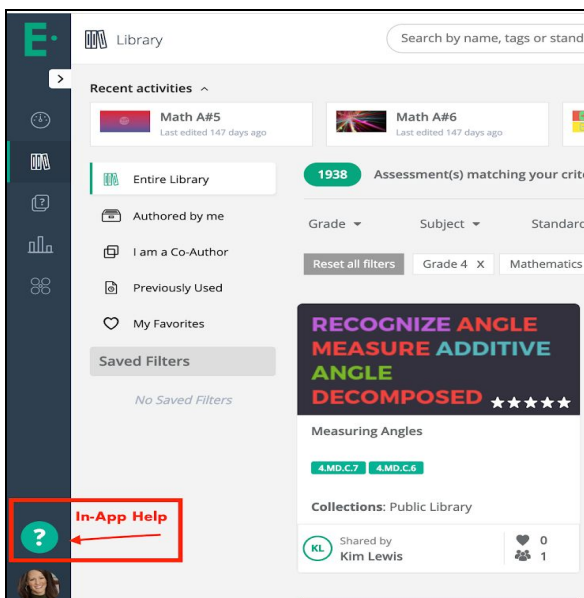
You can also use the Chat tool (the icon that looks like a smiling piece of paper in the lower right corner) where members of the support team are on hand to chat with you.
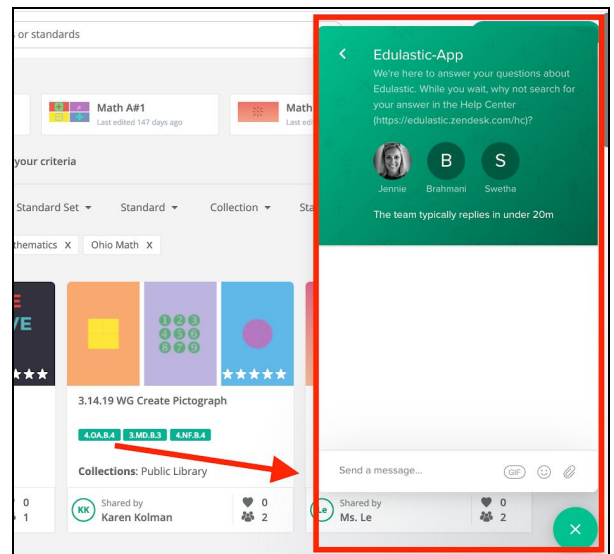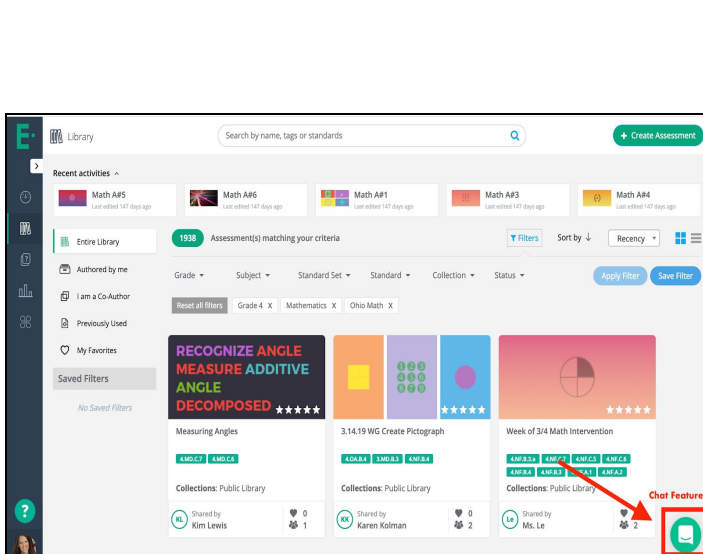
Module 7: Updates and Advanced Features

Redirect

Redirect is a favorite feature of many teachers and students across the country. The ability for teachers to re-send an assessment to an individual student or the entire class opens endless possibilities. Oftentimes teachers look to use redirect in a variety of scenarios.

Text to Speech (Read Aloud Feature)

Text to Speech is turned on by the teacher in the *Manage Class* tab. The read-aloud can be turned on for specific student or the whole class. To enable read-aloud feature in Edulastic for specific students, please follow the steps below:

1. Navigate to Manage Class menu and locate your class
2. Select the students for whom you need to enable text to speech
3. Click on "Actions" and select "Enable Text to Speech". The selected students will see the "Play" button when taking assessments

Express Grader

If a teacher wants to modify the scores or answers of a student, use Express Grader to manually enter the changes. *This feature is reserved for teacher accounts only.*

From Assignments tab find the assessment to be modified and select "Responses." **Next, Close the Assignment.**

Select **Express Grader** (Notice on this assignment, not one of the students have taken the assessment yet in Edulastic. This is where teachers will enter scores manually.)

Score Entry allows you to add or delete points.
Response Entry allows you to enter the student's answer.

*Recent Update to Express Grader:* Manual Entry of Response or Scores

Assessment Organization

Organize your assessments with tags, filters and folders.

1. **Start with Tags**

    Fill in the "Tags" field when creating questions and assessments. The tags field allows you and other teachers to search on a key word or phrase and identify assessments quickly.

    - Choose phrases like "Semester 1 Quizzes" , "Fall Homework" etc.
    - You can add multiple tags to include subject matter, chapter, even skill set.
    - You can also tag individual questions when you author your own, or duplicate questions from the Question Bank.
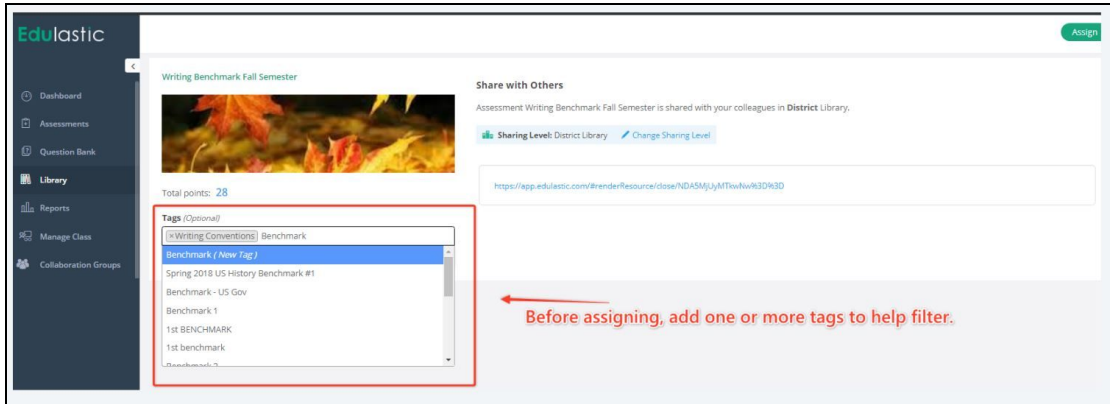

2. **Use Filters in Assessment Library**

    When filtering in the Assessment Library, you can save your filters for quick access the next time you need similar assessments. This is where your Tags can be very helpful.

    - In the library select "Entire Library", "Authored by me", or "Previously Used".
    - Set the filters for grade, subject etc.
    - Finally, enter the title of the tag in the search bar.
    - The next step is to select "Apply Filters" to generate your assessments.
    - Last, click on save the filter and give it a name.

When you are looking for the same assessment in the future, click on the filter name and all assessments that contain those filters and tags will will be generated by the search.
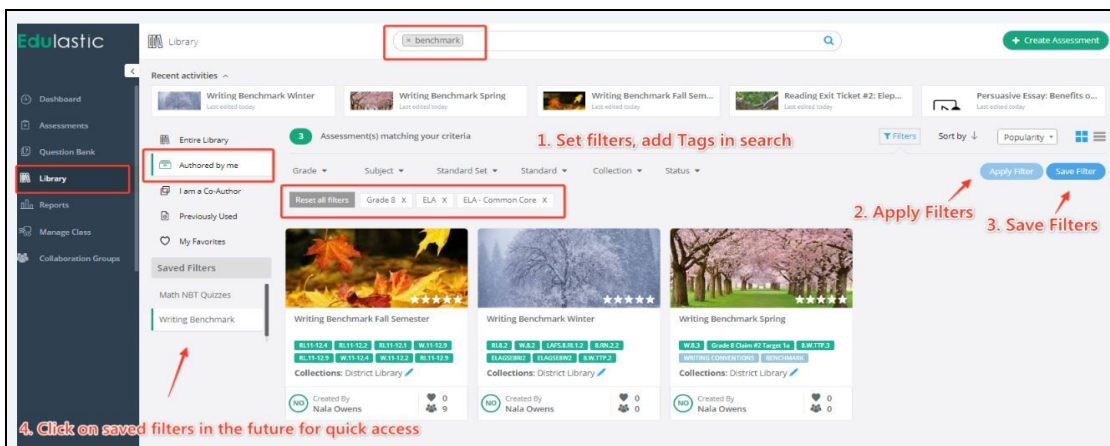
3. **Create Folders on your My Assessments or Dashboard**
   Even if it is the beginning of the school year, a teacher's Assessment tab or an Admin's Dashboard can acquire quite a few entries making it painful to filter through. To help organize, use Folders.
   - Teachers go to Assessments tab, then select My Assessments. Admins go to Dashboard and select and Select My Assessments.
   - Click on New Folder to create one
   - Name the folder
   - Place a checkmark next to the assessments that should go in the folder
   - Select Move to Folder
   - You will be able to access the assessment and its data in the new folder, year after year.

Consider building folders chronologically, such as "Fall ELA Benchmarks Gr 5". Or, but subject matter "All ELA End of Semester".