



Getting Started

A Primer for Teachers

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 pre made questions and assessments, plus more than 30 types of Tech-Enhanced Questions you can prepare your students for spring tests, 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!

This article consists of:

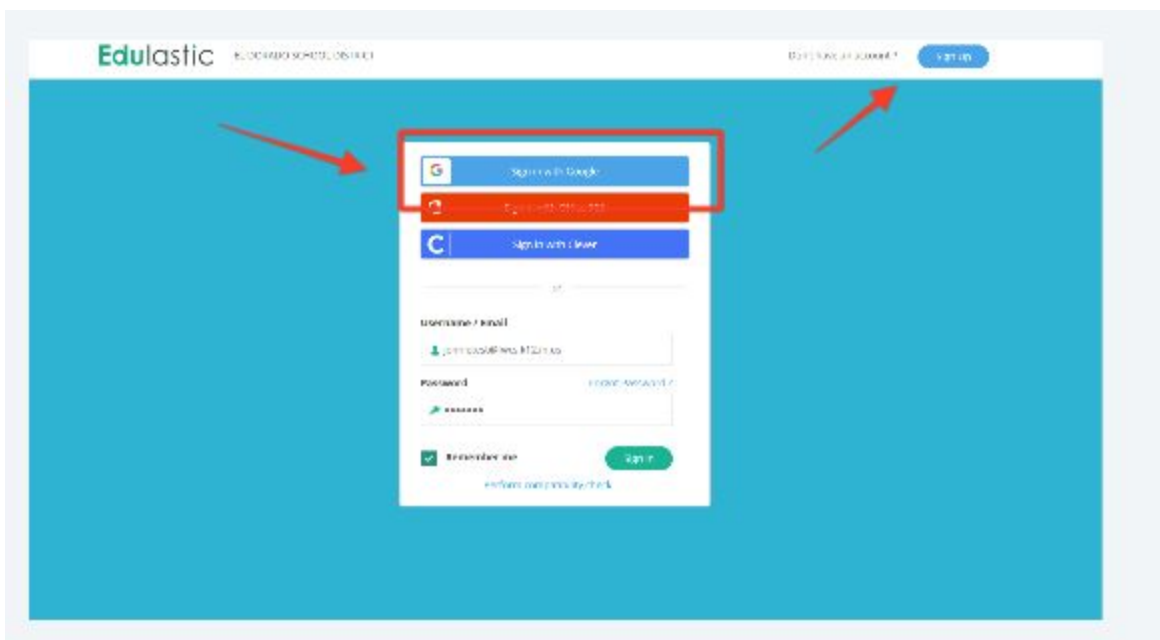
- How to Log in
- Create a Class
- Add students to Roster
- Create an Assessment
- Assign an Assessment
- Track Progress

How to Login

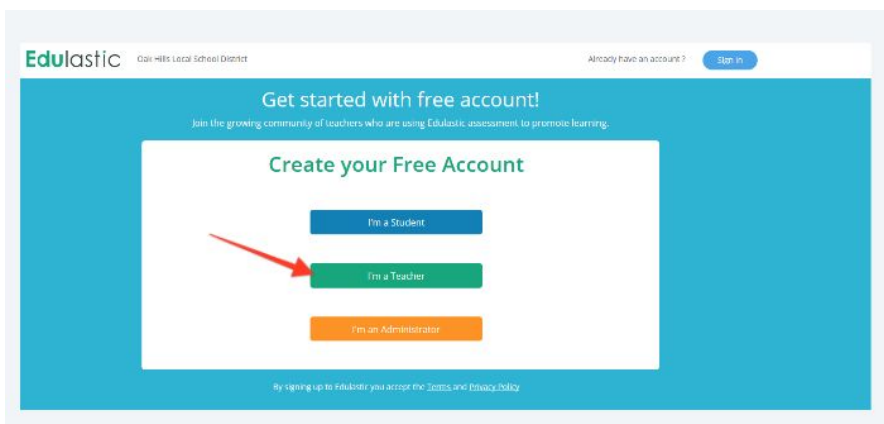
To login go to

<https://app.edulastic.com>

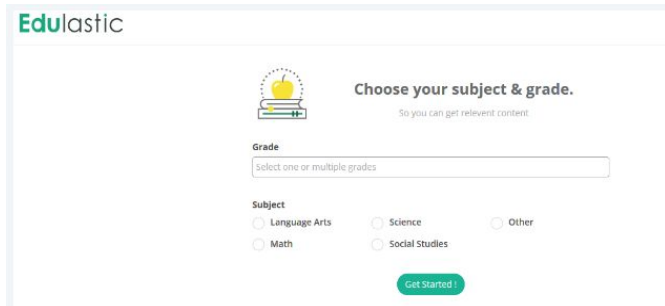
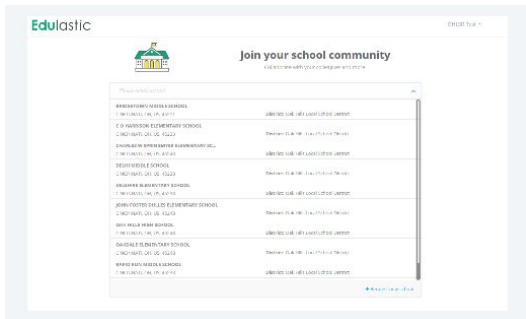
- New users select “Sign Up” in top right corner.
- Current users select “Sign in with Google” or “Sign in with Office 365” This will take you to your dashboard.



- If you are new, select Sign Up in top right corner and follow the prompts to sign up for a Teacher Account
- Select sign in with Google or Office 365 to use your district's google/email.



- The next screens will prompt you to select your school, subject and grades.
- If you teach more than one subject or grades, you only need to include one. You will be able to create multiple classes at a later step.



These final steps bring you to the dashboard where you will create your classes and add students.



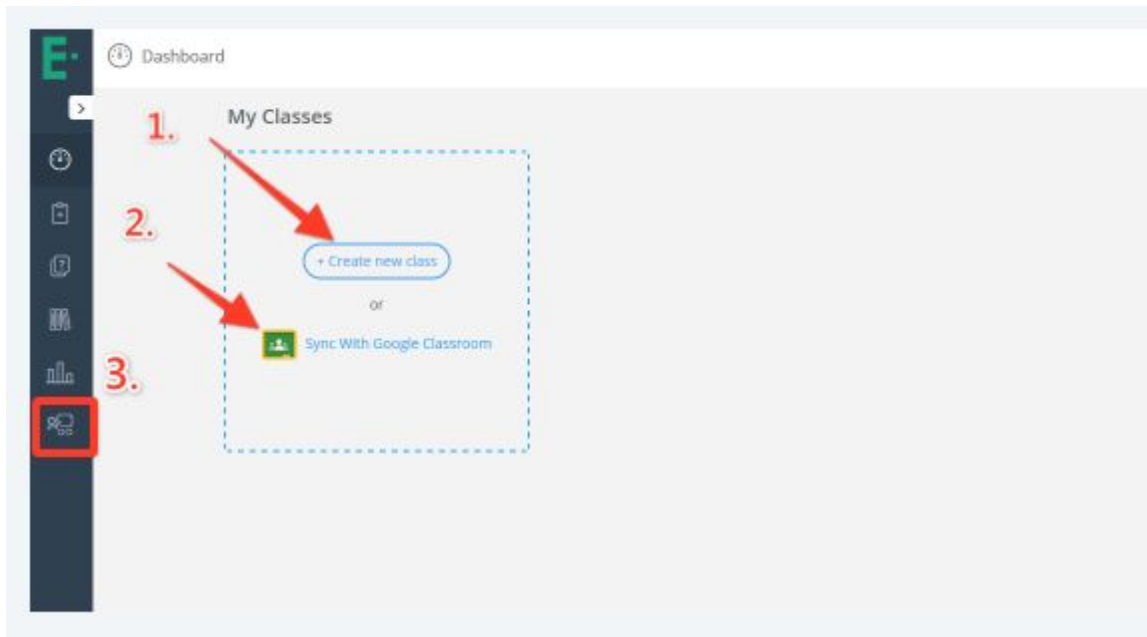
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Create a Class

In Edulastic, first you will create a class and save it, then add students.

- Create a Class in 3 ways. Start at the dashboard and select:

“Create new Class” or **“Sync with Google Classroom”**. You can also go directly to the **Manage Class** icon.



If you use Google Classroom and have a class code this is the simplest way to set up your class.

- Select “Sync with Google” and follow the prompts to enter your code.
- Your roster will be automatically imported and you are ready to begin assigning.

Import Classes and Students from Google

The following classes will be imported from your Google Classroom account.
Please enter update class name, grade and subject to import and create classes in Edulastic. Once import is successful, student accounts will be automatically created in Edulastic.

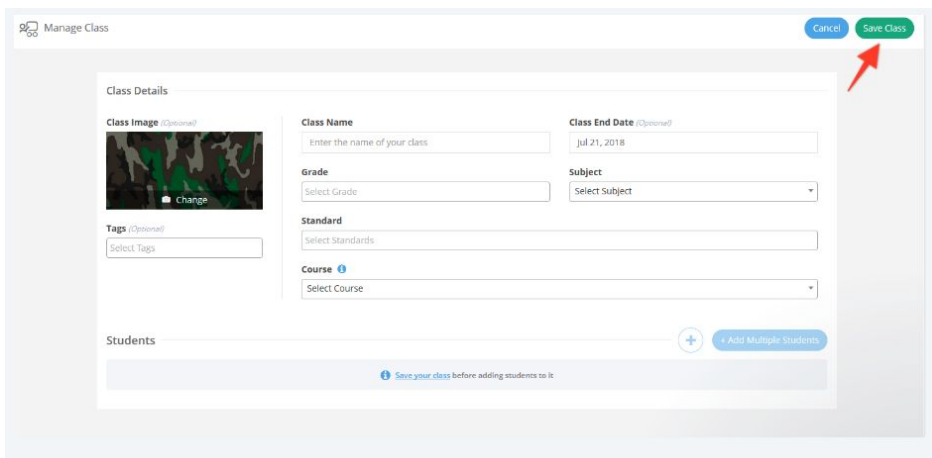
Google Class Code	Class Name	Grade	Subject	Standards	Course
<input checked="" type="checkbox"/> ttipyo	C3Name	Select Grades	Mathematics	Math - Common Core	Math 6
<input checked="" type="checkbox"/> ulao3	C2Name	Select Grades	Mathematics	Math - Common Core	Select Course
<input checked="" type="checkbox"/> ot2vcum	C1Name	Select Grades	Mathematics	Math - Common Core	Grade 6-Mathematics-Math - Common Core

Math 6

Cancel Import

If you are not a Google Classroom user, you will create a class manually.
Select the Create a Class Button from the dashboard

- You will be prompted to enter your class information.
 - **Class Name** — Create a class name
 - **Grade** — Enter one or more grades
 - **Subject** — Select correct area
 - **Standards** — Select the appropriate **Ohio** State Standards
 - **Course** — The course should pre-populate for you. Please select from one of the courses that are available instead of creating your own.



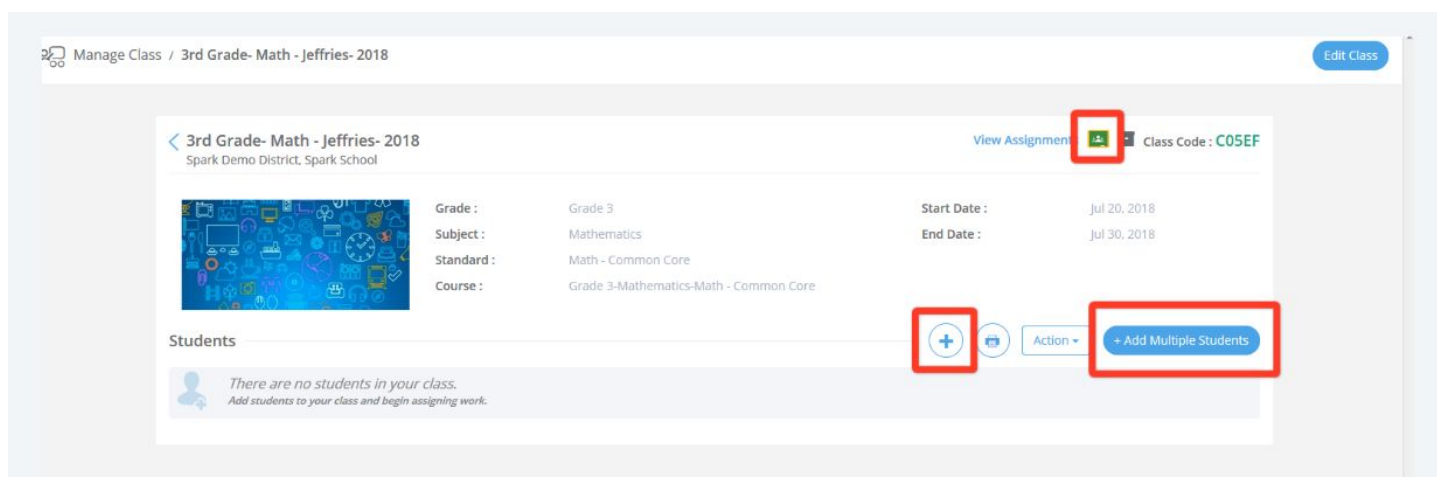
Select Save, then you are ready to add students.



-end article-

Add Students

- Go to Manage Class.
- There are 3 ways to add students.
 - Sync with Google Classroom
 - Manually Upload students as a class or individually
 - Give students the Class Code



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 Edulastic's site, nor remember a separate password.

- Edulastic teacher account must use Google Classroom email address.
- To sync your Google Classroom click the Google Classroom icon in the top right of screen. Select your school google account and enter your Google Classroom Class Code.

Only one Edulastic class may be synced with a Google Classroom class (1:1 relationship), although you can sync as many different Edulastic classes with your corresponding Google Classrooms.

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

Import Classes and Students from Google

The following classes will be imported from your Google Classroom account.
Please enter update class name, grade and subject to import and create classes in Edulastic. Once import is successful, student accounts will be automatically created in Edulastic

Google Class Code	Class Name	Grade	Subject	Standards	Course
<input checked="" type="checkbox"/> tt1pyo	<input type="text" value="C3Name"/>	<input type="text" value="Select Grades"/>	<input type="text" value="Mathematics"/>	<input type="text" value="Math - Common Core"/>	<input type="text" value="Math 6"/>
<input checked="" type="checkbox"/> ulaa03	<input type="text" value="C2Name"/>	<input type="text" value="Select Grades"/>	<input type="text" value="Mathematics"/>	<input type="text" value="Math - Common Core"/>	<input type="text" value="Select Course"/>
<input checked="" type="checkbox"/> ot2vcum	<input type="text" value="C1Name"/>	<input type="text" value="Select Grades"/>	<input type="text" value="Mathematics"/>	<input type="text" value="Math - Common Core"/>	<input type="text" value="Grade 6-Mathematics-Math - Common Core"/>

Sync is complete.

Whenever students join or leave your class, you can resync to update your roster

Manage Class

Google Classroom Import is Complete

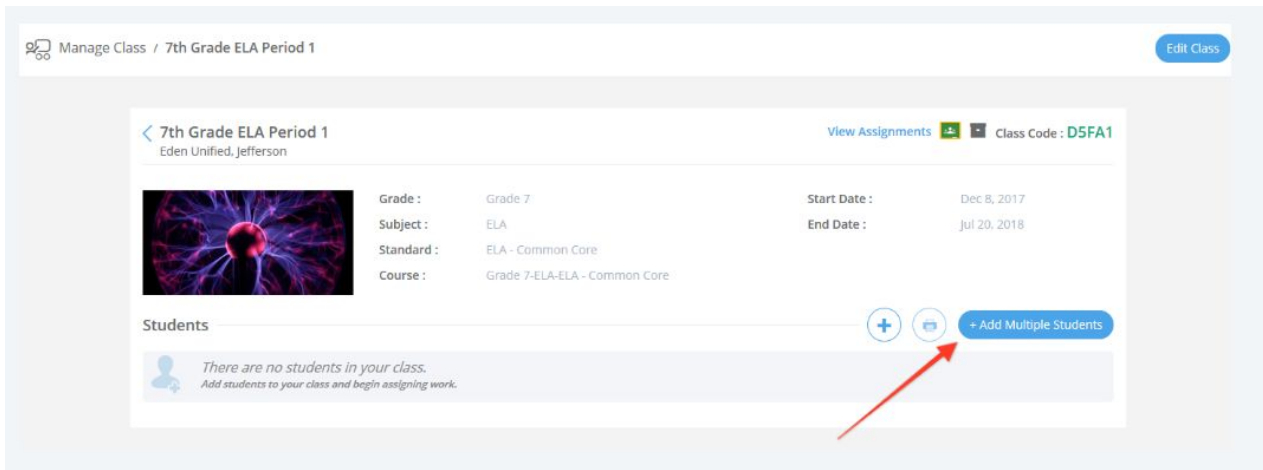
My Classes

Class Name	Class Code	Grade	Subject	Tags	Students	Assignments
7th Grade ELA Period 1	D5FA1	7	ELA	--	0	0

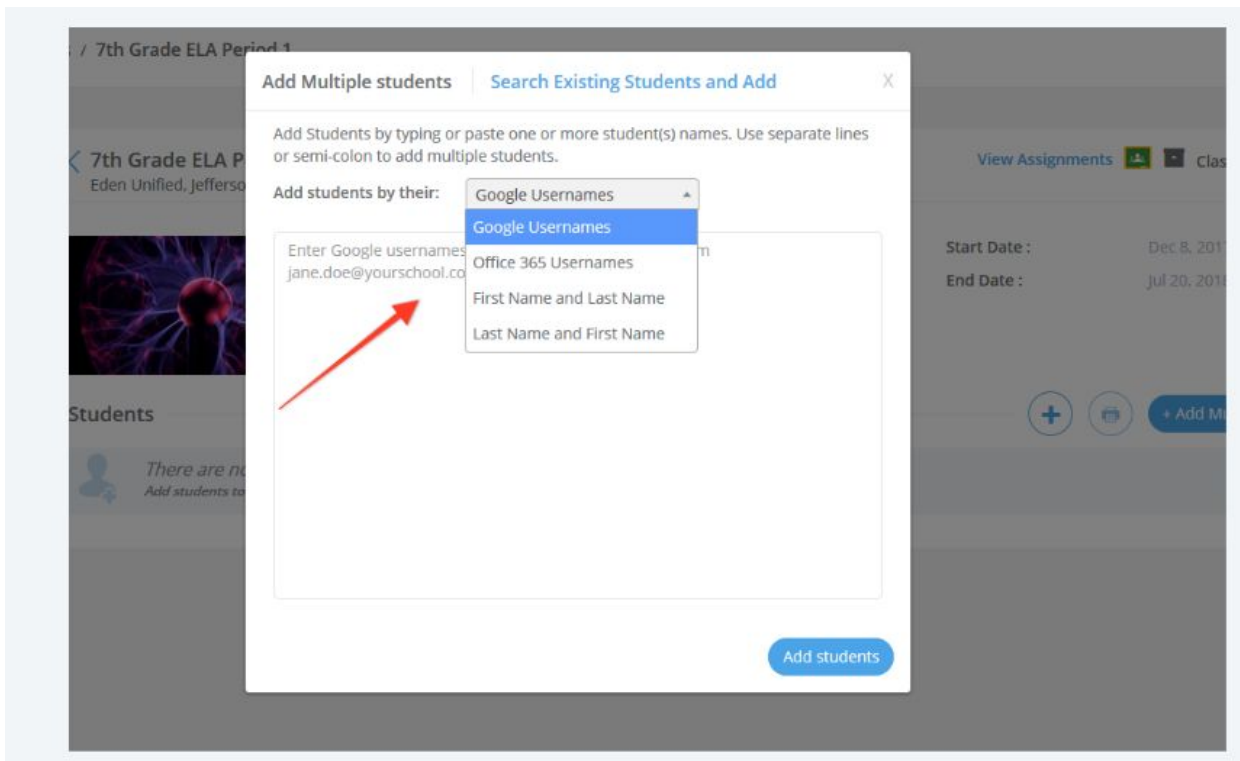
Manually Upload Students

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

- 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 by 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.

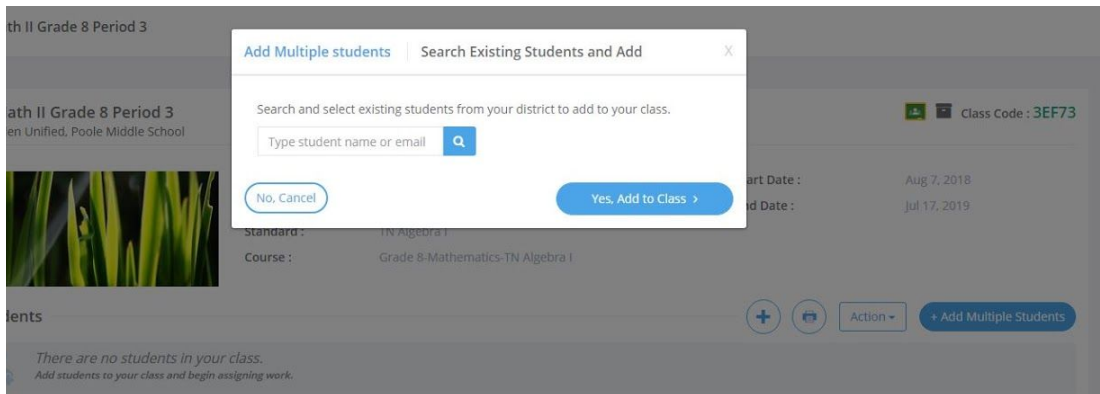


- If you want to add a single student, select the "Plus Sign" to the left of the Multiple Students button and follow the prompts. This allows you to add an individual and assign a username and password.

A note about teachers manually setting up accounts using first/last or last/first names:

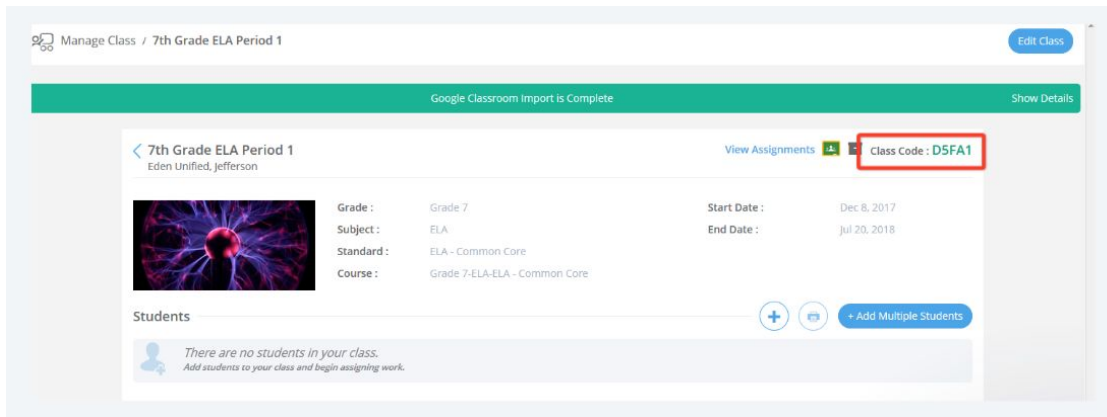
If you are a middle school or high school teacher where students will be a member of several teachers' classes, it is most efficient to have the students create their own account and add the class code for each of their classes. This ensures the student will have one user id and can access all of their Edulastic assignments from one dashboard. (See instructions below.)

Alternatively, the home room teacher could copy and paste their homeroom roster, thus generating usernames for the students. The other teachers should use the Add Existing Students function to build their rosters.



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 class code is located in the top right corner of the class description. Teachers go to Manage Class and click on the class name to get the class code.
- Students go to app.edulastic.com and sign up just like you did with username and password OR Sign up with Google. They will be prompted to provide the class code in either scenario. Students don't need email addresses – just a unique username.

OR

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

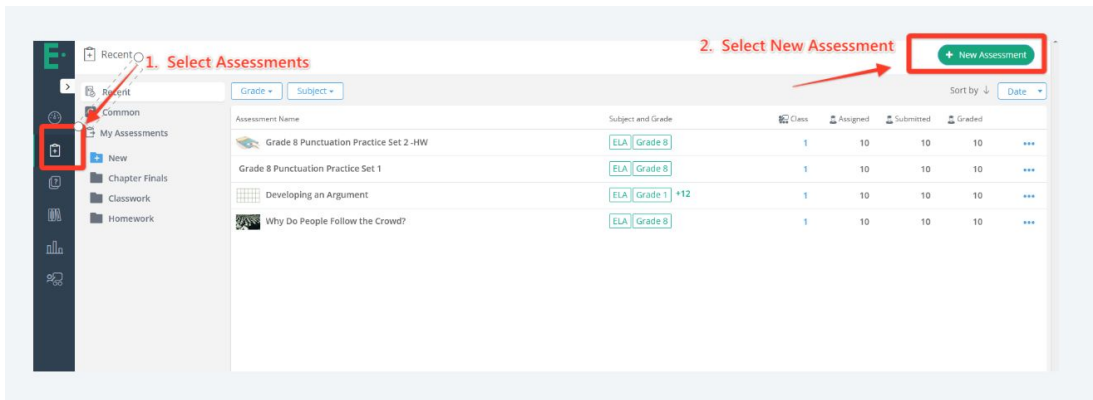
Once your rosters are loaded, you are ready to assign.



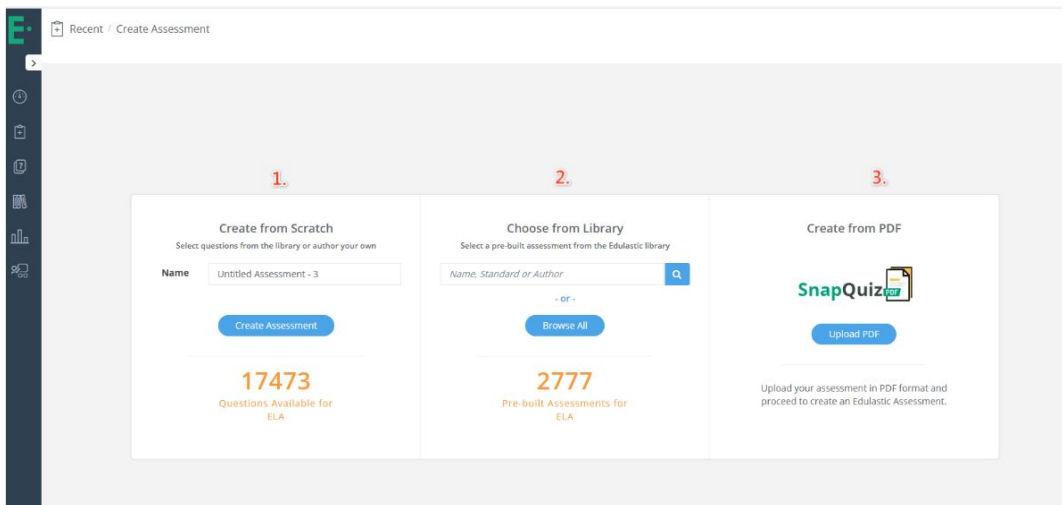
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Create an Assessment

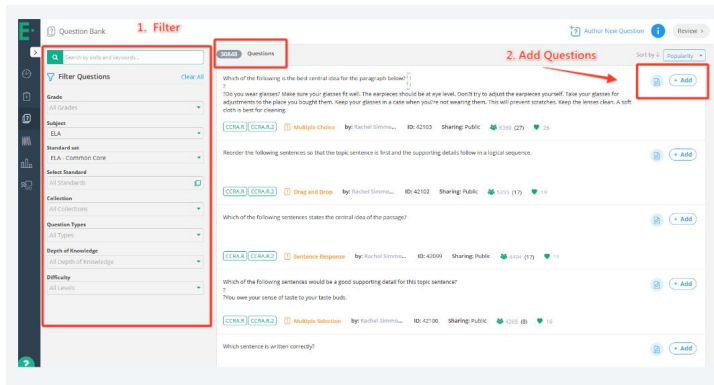
- Start at Assessments tab
- Select Create a New Assessment



- Next choose one of three ways to create an Assessment.

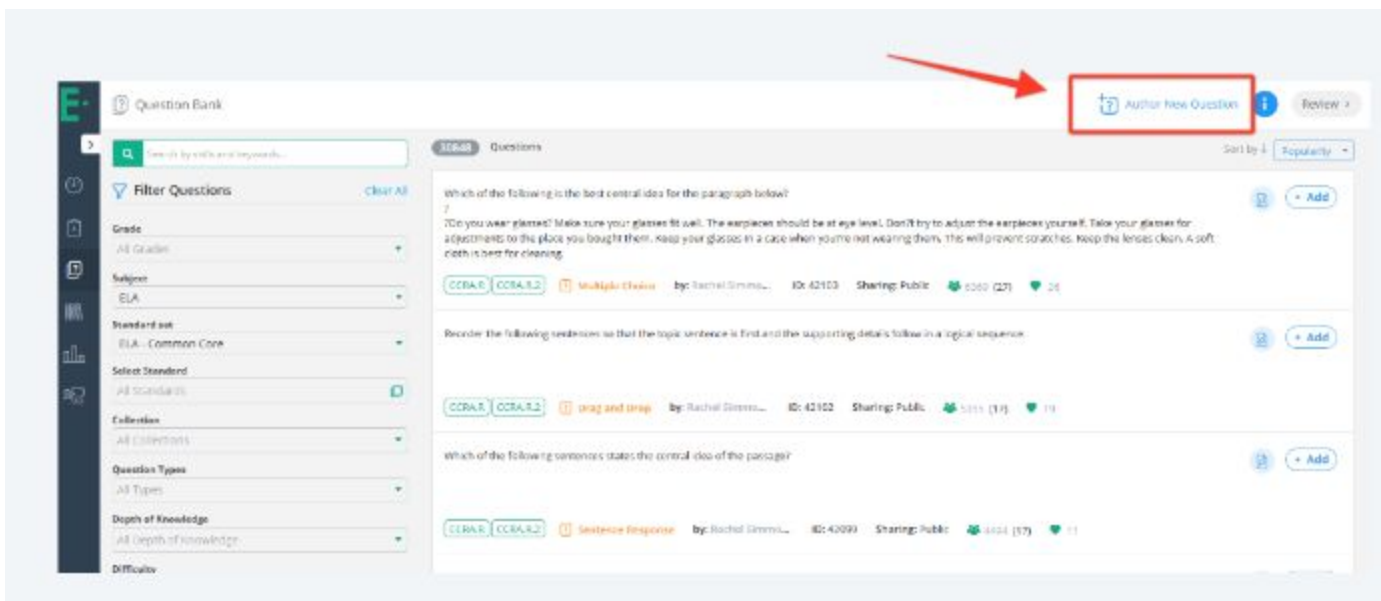


- To Create from Scratch, select Create Assessment. This puts you into the search for questions.
- Search by keyword, filter by grade, standard, question type, item bank, difficulty, etc. You can type in a keyword at the top like "fractions" or "Shakespeare". You can search multiple grade levels and standards. To choose a standard click in the box.



- The “Collections” include:
 - Private assessments - those you have created in the past and not shared
 - School/District and Public - assessments you have shared with your school, district or all users of Edulastic
 - Edulastic Certified - questions that come from reputable Open Education Resources like Engage NY or authors we have vetted.
- You can click on the question to see more detail about it.

In addition to choosing from the item bank, you can author your own questions.

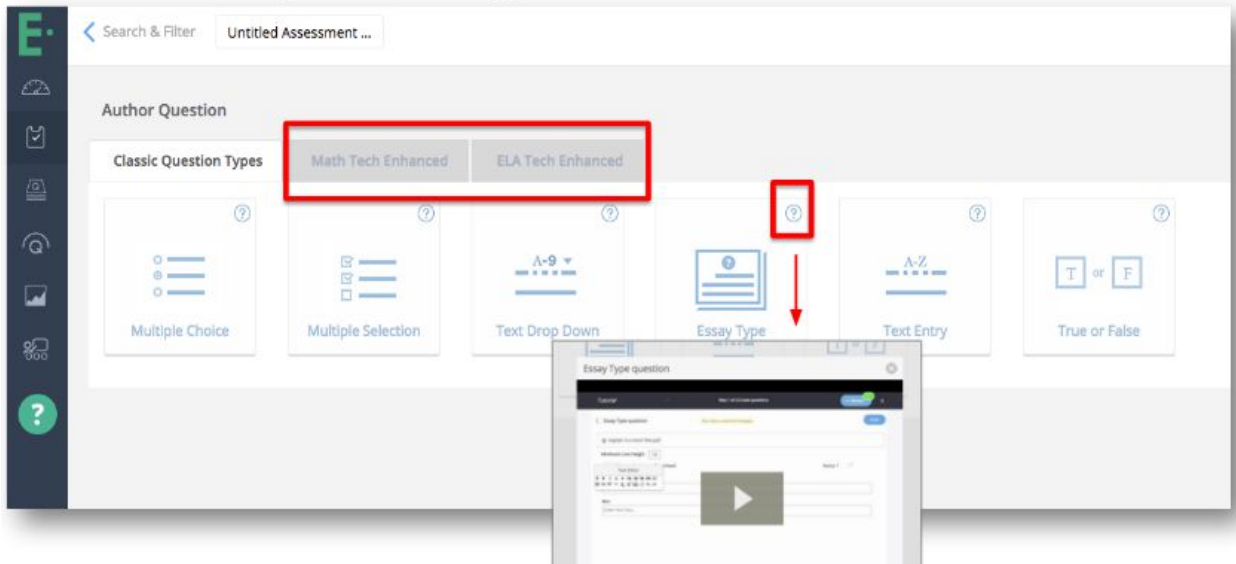


- Next, select the question type. Edulastic has more than 30 question types. If you click on the tabs you'll see the Math & ELA Tech enhanced ones. To find out how to create any of the question types, simply click on the “?” icon for a short video tutorial.

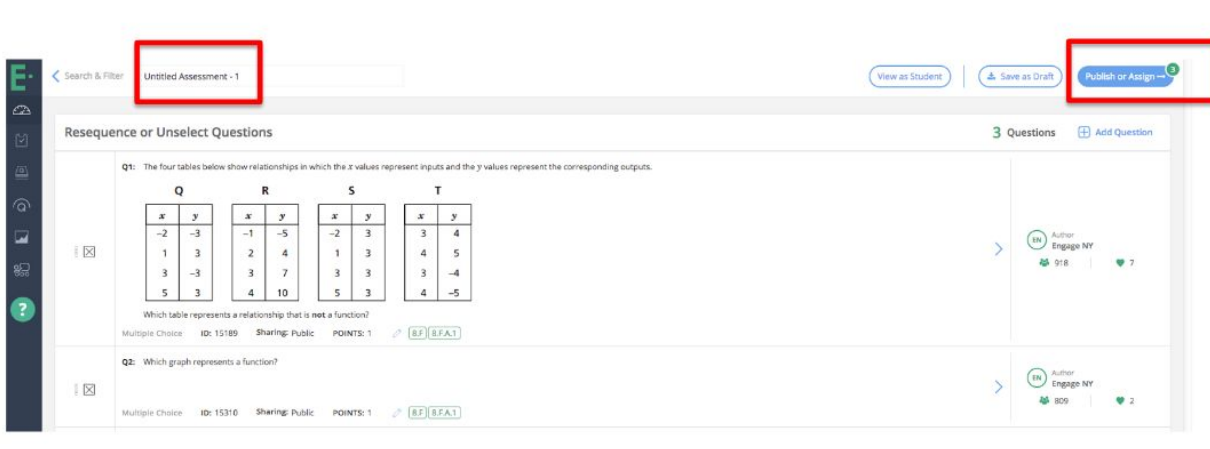
- For every question type you enter in (or copy & paste) the question text and then enter the answers, along with the correct answer. Mark the correct answer by clicking on the letter of the correct answer

The screenshot shows a 'Question : Multiple Choice' form. At the top right, there are buttons for 'Preview Question', 'Cancel', and 'Save'. A large red box highlights the 'Q: Enter Question Text' input field. Below this, there are four answer choices labeled A, B, C, and D, each with a text input field. A red box highlights choice B. To the right of the answer choices is a 'Text Editor' pop-up window with a rich text toolbar. Below the answer choices, there is a link 'Add new answer choice', a checkbox 'Allow student to use Scratchpad', and a 'Points' field set to 1. At the bottom, there are sections for 'Tags', 'Solution' (with an input field 'Enter Solution Text...'), and 'Hint' (with an input field 'Enter Hint Text...').

- 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 answer.

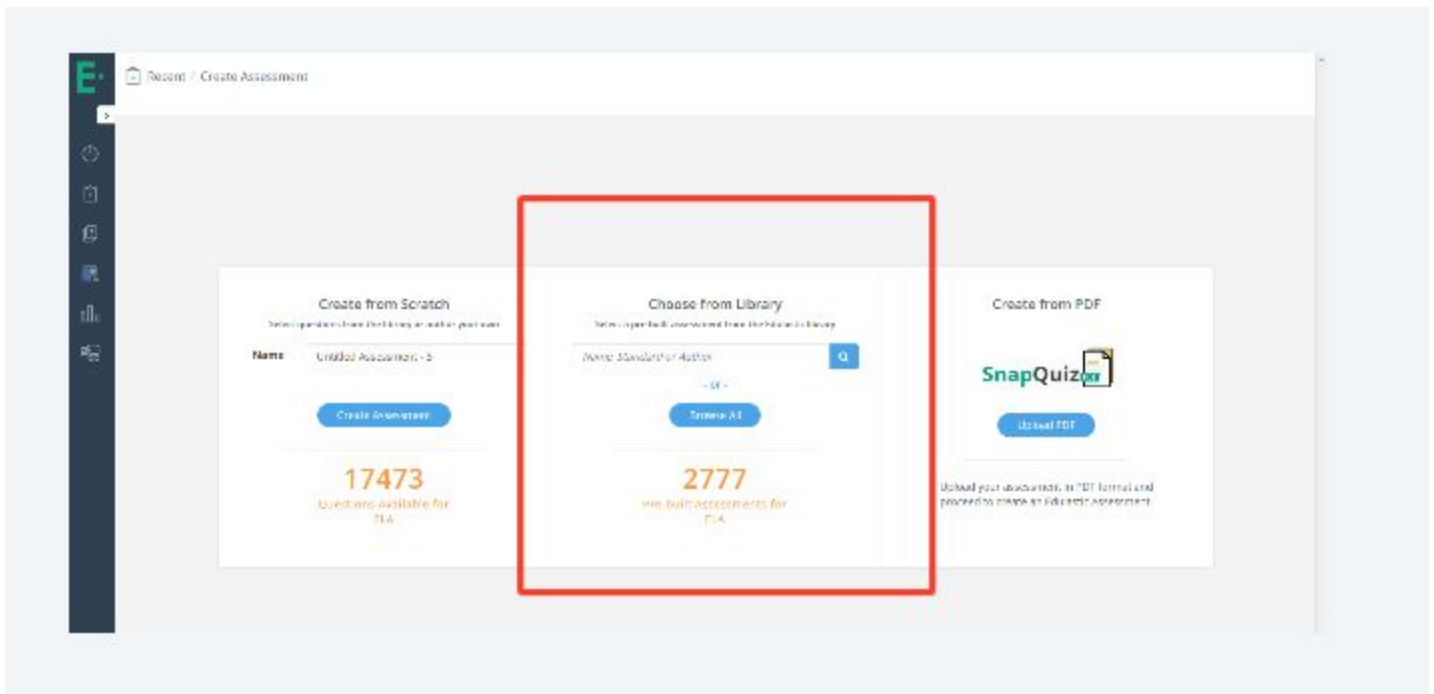


- When you're finished, click Preview Question to see your question as a student would see it.

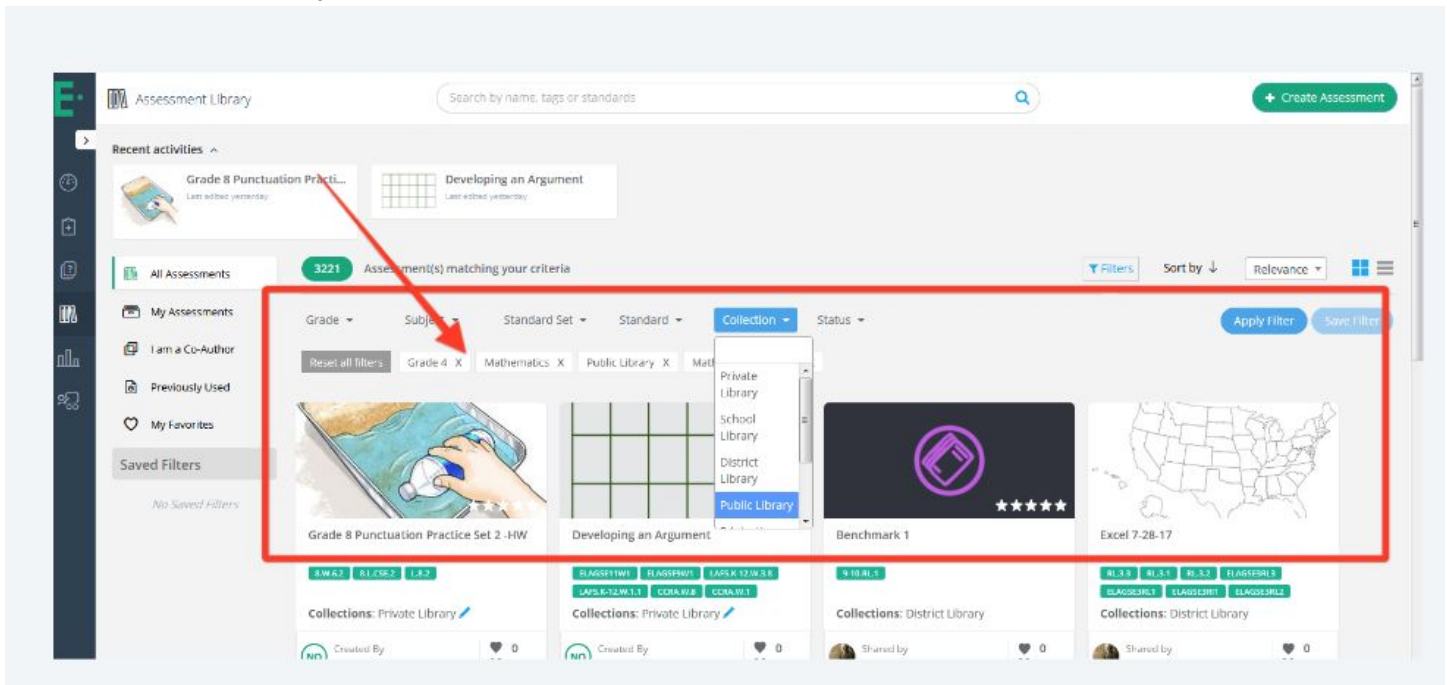


- Once you have selected or created your questions, you can finalize your assessment by changing the name, changing the question order, deleting questions (click on the X next to the question)
- You can also continue to add questions by clicking on Add Question on the right.
- Also you'll want to name your assessment if you haven't already.

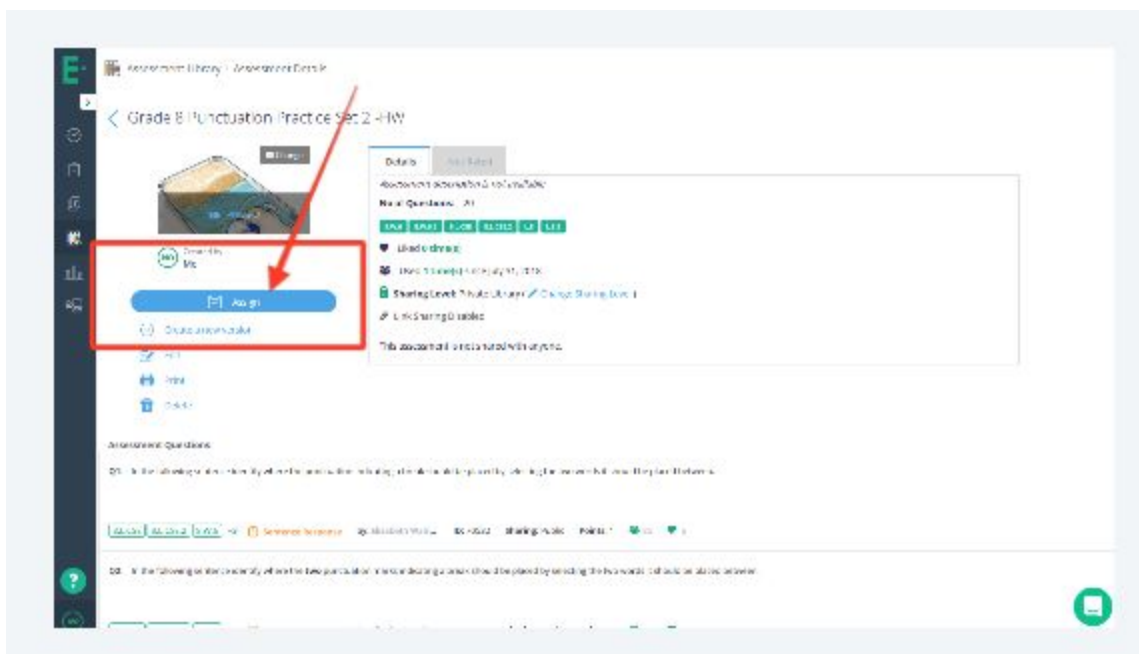
Choose from the Library



Then filter for grade, subject, standard and collection.



Hover over an assessment and select "Assign" or click on the assessment and review. When you are ready to use, select Assign.

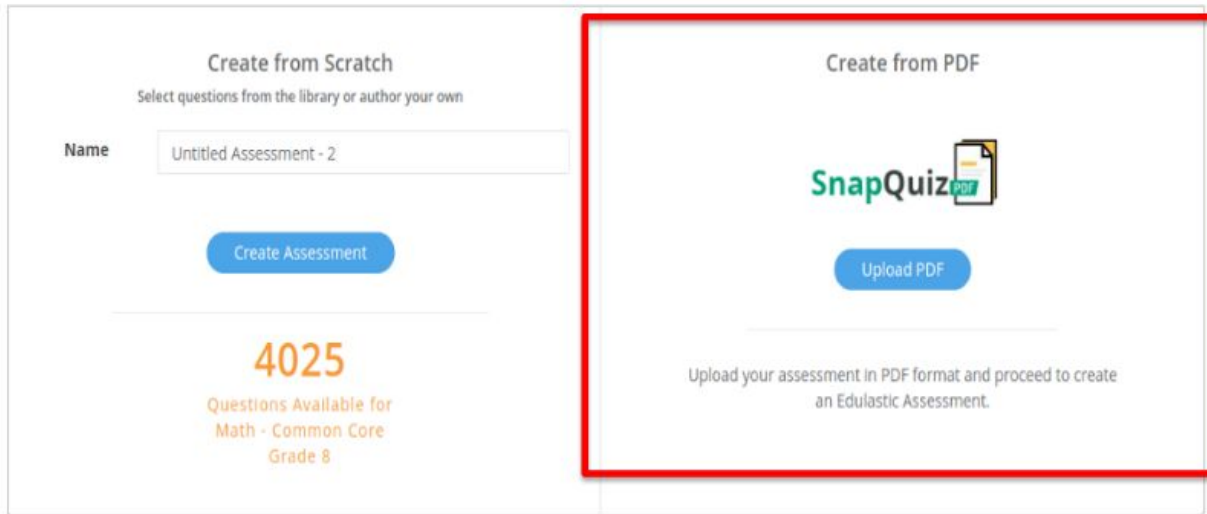


Follow the prompts on the Assign screen.

Create Using SnapQuiz

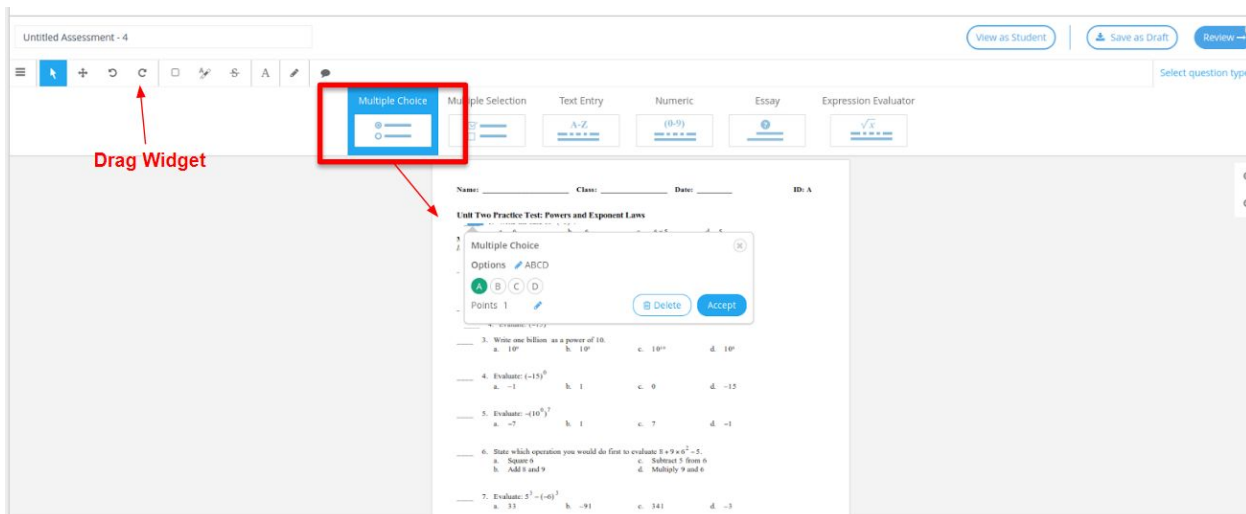
Alternatively, you can create an assignment using SnapQuiz. SnapQuiz is like a bridge between your paper and pencil assignments and digital assignments. It allows you to upload an assessment in PDF form into Edulastic and “add” Edulastic’s digital questions on top of the picture of your assignments. 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.

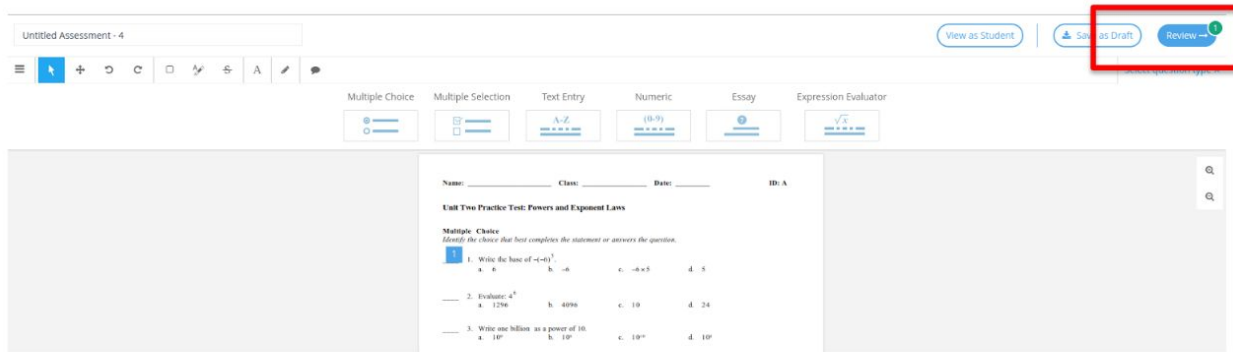
You'll see a picture of your assessment. To create the questions and answers, click on the question type once and then click the corresponding number or location on your document. The question number will appear along with an editor box. Select the correct answer, adjust the point value and modify the 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.



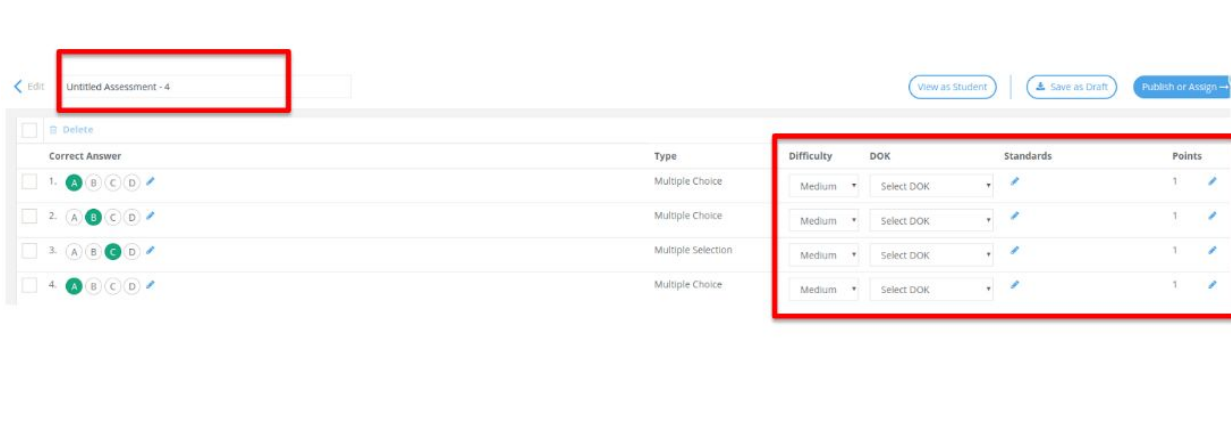
Click once on the multiple choice question type and then click the spot on your document where you want to place the question type.

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, these last two are 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.

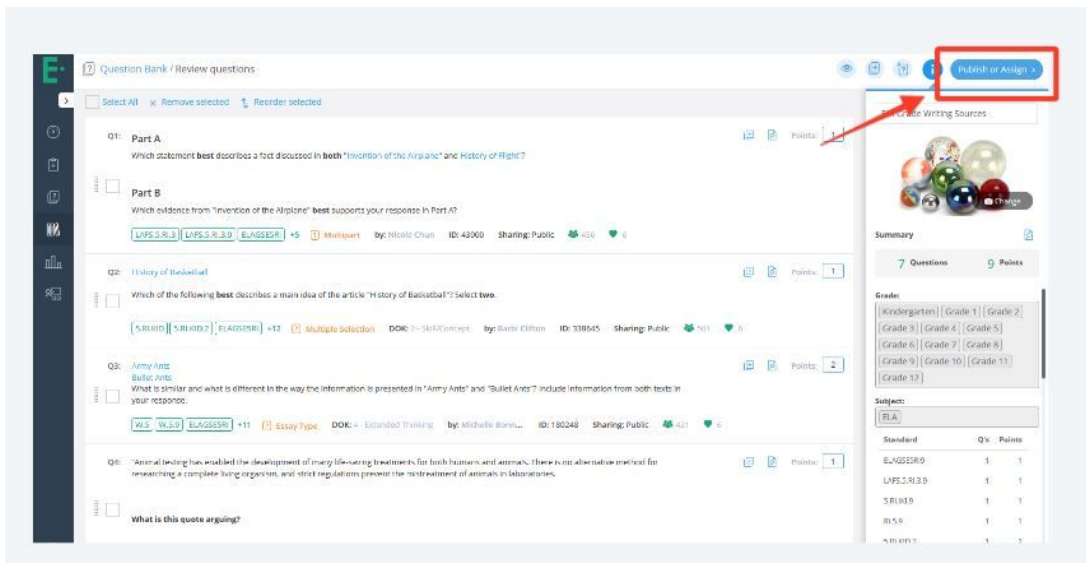
This will save the assessment to your private library or your school/district library. Until you are ready to assign.



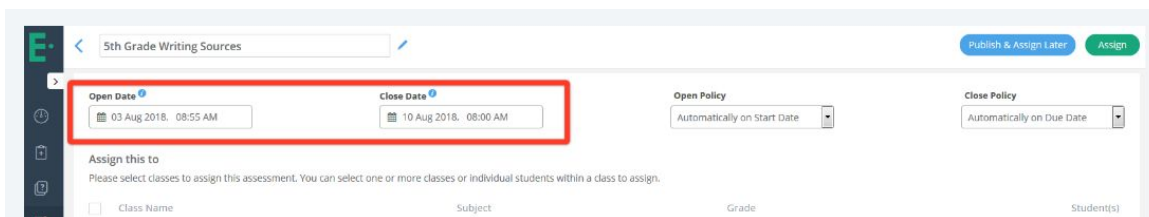
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Assign An Assessment

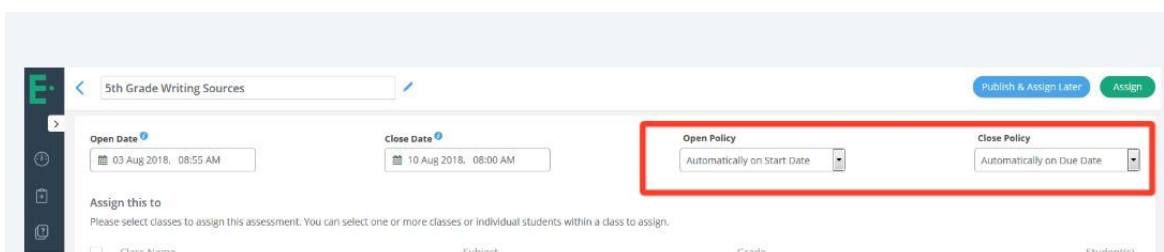
- When you create an assessment, you can assign your new assessment right away or save it for later (finding it again under *My Assessments*). Select Publish or Assign button



- Select when you want the assignment to be available for students to take by inputting the start date and due date. You can even assign a time that it will be open and closed.



- Select how to Open and Close the assessment. The assessment can be available immediately on the opening date, or you can manually open it in class. You can also choose for it to automatically close, or you can manually mark as done.



- Select which class(es) you want to assign to by placing a check mark next to the classes. You can select a whole class or individual students.

5th Grade Writing Sources

Open Date: 03 Aug 2018, 08:55 AM

Close Date: 10 Aug 2018, 08:00 AM

Open Policy: Automatically on Start Date

Close Policy: Automatically on Due Date

Assign this to
Please select classes to assign this assessment. You can select one or more classes or individual students within a class to assign.

Class Name	Subject	Grade
<input checked="" type="checkbox"/> Mrs. T's 5th Grade ELA	ELA	5
<input type="checkbox"/> Mrs. Ts 5th Grade Math	Mathematics	5

Student(s)
2/7 Students

Search

☐ Select All

☒ Henry Brick (Henry.Brick@eden.com)

☐ Charles Brun (Charles.Brun@eden.com)

☒ Jill Gold (jill.Gold@eden.com)

Super Powers
Configure additional options like student feedback, calculator, detailed report for students and more.

Mastery and Proficiency
Choose the criteria to determine mastery and proficiency for this assessment.

- Premium or Enterprise subscribers will have access to additional features for assigning. These include options like releasing of scores, shuffle questions and show calculator, assign password, etc. These are located in the Super Powers section.

Super Powers

More as Done

Release Scores

Require Soft Exam Review

Show Questions to Students after Submission

Shuffle Questions

Shuffle Answer Choices

Show Calculator

Automatic

Manually

On

Off

On

Off

On

Off

None

Randomize

Static

Calculator

- Finally, if desired, you can choose the criteria to determine mastery and proficiency for this assignment. You can also set a standards based grading scale for your assignments. Premium and Enterprise subscribers will see more options for setting proficiency levels.

Super Powers Expand

Configure additional options like student feedback, calculator, detailed report for students and more.

Mastery and Proficiency Collapse

Choose Performance Band thresholds for this assessment

	Above or At Standard	From	To
Advanced	<input checked="" type="checkbox"/>	100%	90%
Mastery	<input checked="" type="checkbox"/>	90%	70%
Basic	<input checked="" type="checkbox"/>	70%	50%
Approaching Basic	<input checked="" type="checkbox"/>	50%	30%
Unsatisfactory	<input type="checkbox"/>	30%	0%

Standard based grading scale

Score	Mastery Level	Short Name	Performance Threshold
4	Exceeds Mastery	E	90%
3	Mastered	M	80%
2	Almost Mastered	A	60%
1	Not Mastered	N	0%

- When you have set the assign options, select Assign in the top right corner.

5th Grade Writing Sources

Open Date 05 Aug 2018, 08:55 AM

Close Date 10 Aug 2018, 08:00 AM

Open Policy Automatically on Start Date

Class Policy Automatic Due Date

Assign this to

Please select classes to assign this assessment. You can select one or more classes or individual students within a class to assign.

Class Name	Subject	Grade	Student(s)
<input checked="" type="checkbox"/> Mrs. Tr 5th Grade ELA	ELA	5	2/7 Students
<input type="checkbox"/> Mrs. Tr 5th Grade Math	Mathematics	5	No Students Selected

Super Powers Expand

Configure additional options like student feedback, calculator, detailed report for students and more.

Mastery and Proficiency Expand

Choose the criteria to determine mastery and proficiency for this assessment.

Next you will want to view the students' progress via the Live Class Board. You can access this through the Assessments tab.



-end article-

Track Progress on the Assessments Tab

The Assessments tab is where a teacher will find recent activities and assignments. At the top level, teachers can see overall status of each assessment and perform several actions.

Teachers can also drill down to a deeper level and get details about each class that has been assigned the assessment. This is where teachers will access the **Live Class Board** and track the progress of the students.

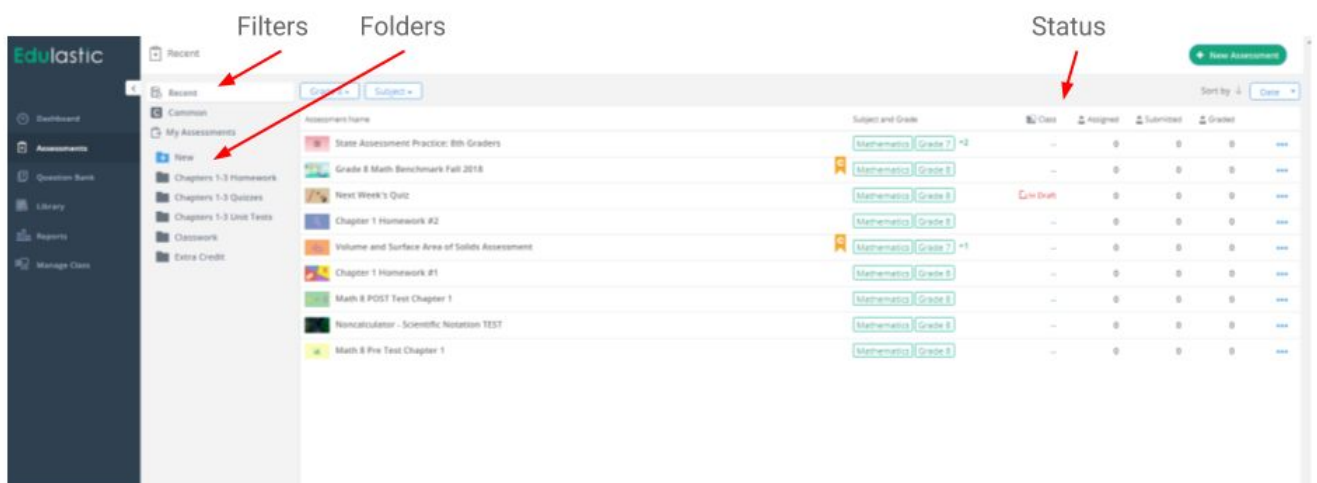
The following actions can be performed from the Assessments tab:

Filter for Assessments

There are two filters at the top of the page.

Recent: click on recent to see all of the recent activity. Includes drafts, assignments, common assessments, and recently published.

Common: click on common for a list of all common assessments that have been assigned by an administrator to the teacher. Note: Common assessments have “C” icon.



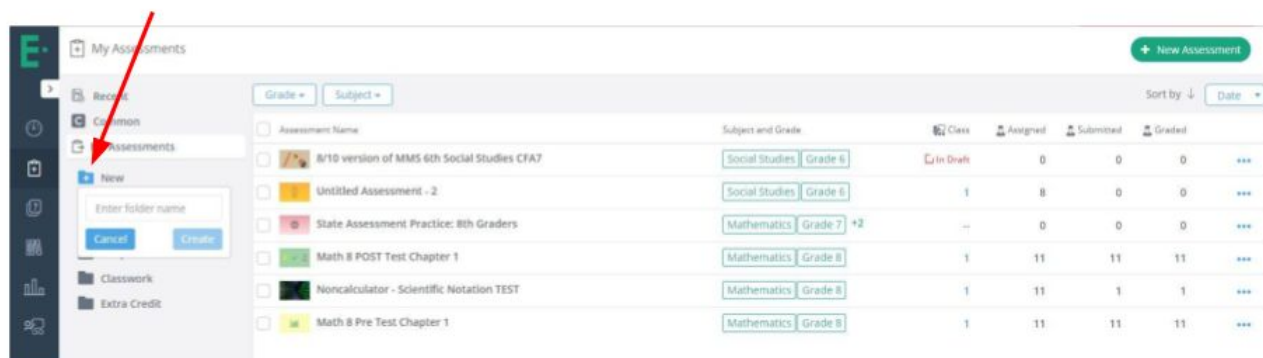
Organize Assessments

My Assessments link will give teachers a quick view of all assessments the teacher has created, published, co-authored, assigned, etc.

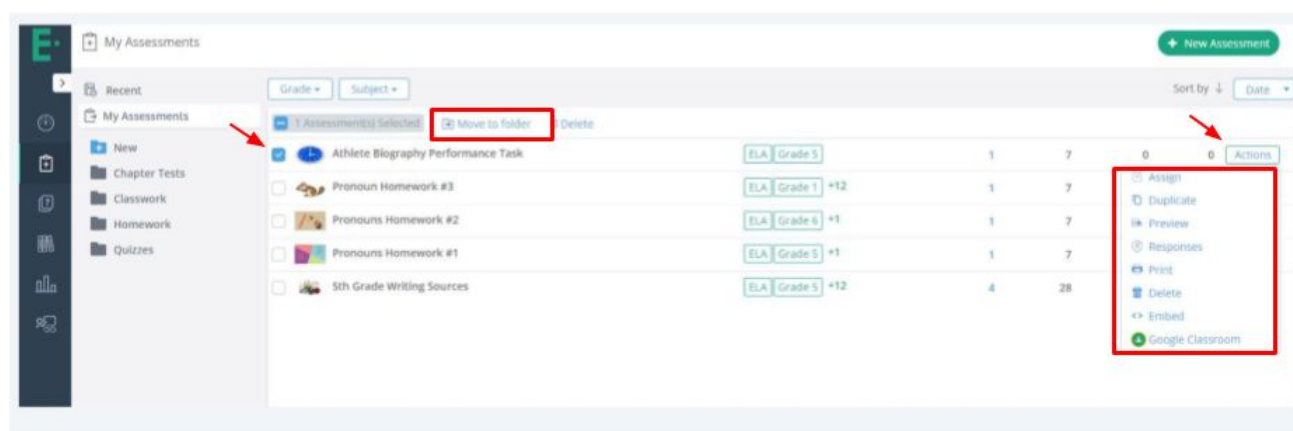
To organize this list, teachers can create folders.

To create a folder, select New.

Select New and enter name of folder



Next move assessments to the proper folders by placing a checkmark next to assessment name and selecting Move to Folder.



To delete an assessment for all, select Delete.

From the Actions list, teachers can assign, duplicate, print, and send to Google Classroom among other things. Again, Premium or Enterprise subscribers will have additional features.

Drill Down to Class Level

Click on the Assessment title to go to a list of classes that have been assigned the assessment.

Click on Assessment Name to see all class activity and access Live Class Board

Class	Assigned	Submitted	Graded
2	25	0	0
4	36	0	0
3	28	28	28

Summary of classes assigned and status overall.

Here you will see the status of each class.

Put a checkmark next to the class name and teachers can:

Open, pause, close and mark an assessment as “done”.

Select Responses to go to Live Class Board.

Generate a bubble sheet to be used with SnapScore

Under More Options, release or withhold scores and download responses

Select a class to perform actions. Open “More Options” and “Actions” for additional functions.

4 Total 4 Not Open 0 In Progress 0 In Grading 0 Done

Math II Grade 8 Period 1 Not Open 11

Math II Grade 8 Period 3 Not Open 0

Math II Grade 8 Period 1 Not Open 11

Math II Grade 8 Period 2 Not Open 14

Responses Open Generate Bubble Sheet

Click on the Class Name to go to the Live Class Board and view student responses.

Click on class name to go to the Live Class Board.



-end article-