

Online Testing and Reporting

Introduction

This guide describes the online testing and reporting available on Pearson SuccessNet. It shows how teachers can assign tests to their students online and receive instant scores, feedback, and detailed reports of the results.

Using online testing means teachers no longer have to score tests by hand with answer keys or generate manual reports. All of these tasks are done automatically online.

Before teachers can start using online testing and reporting, they need to register for a user name and password, add Pearson programs to their account, set up their classes, and add students to their classes. For more information on these steps, view the Teacher Registration, Class Setup, Add Products, and Add Students tutorials on the Pearson SuccessNet Web site.

Log In

Teachers start by entering their user name and password and clicking **Log in**. Once teachers have set up their classes and added students to them, they are ready to start assigning tests online.

Some teachers begin by teaching their lesson content before assigning tests. To learn more about the online content in Pearson programs, please view the Using Online Content tutorial on the Pearson SuccessNet Web site.

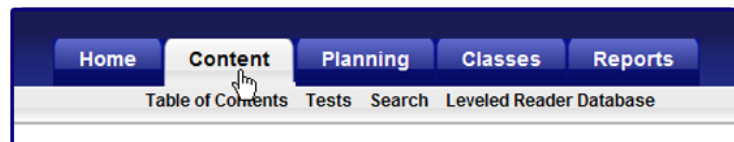
Types of Tests

Every program at Pearson offers different types of tests for teachers to assign online, such as benchmark, diagnostic, topic, and end-of-year tests.

This guide uses the Benchmark Test to show teachers how to assign tests; however, the process for assigning tests works the same way no matter what types of tests are available in a program.

Assign a Test

To assign a test, first choose **Tests** under the Content tab on the teacher home page.



Then, choose the content and the type of test to assign to the class from the drop-down menus. For example, select the Benchmark Test, and then click **Go**.

Choose the Test

The Benchmark Tests appear in a list. The list shows the number of questions included in each test.

To choose a test, click the test name. From the blue drop-down menu that appears, choose to view the test; assign it; get information, such as the standards it covers; print it out; or add it to the planner.

To see what the test looks like, click **View**. After viewing the test, simply close the window. If the test looks good, click the test name again and click **Assign**.

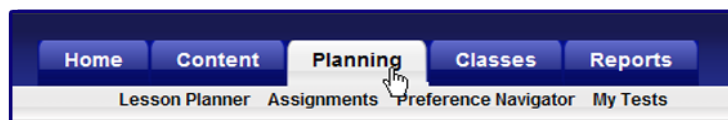
Keep in mind that these tests are prebuilt in the system. This means that teachers cannot make changes to them, such as adding or deleting questions. However, teachers can build and customize their own tests. For more information, please read the Build Tests section in this guide.

Assign It to the Class

Next, choose which students should take the test. Place a check mark next to Student to assign the test to the whole class. To assign the test to only select students, simply place check marks next to their names.

To modify the dates that the test will be available for students, enter the dates at the top right, and then click **Save**.

After assigning the test, it is listed under the Planning tab by clicking **Assignments** at the top of the teacher home page.



The test is now available for students when they log in to their student account.

Student View of the Test

Students log in by entering their student user name and password at the same place that teachers do. On the student home page, students can select their tests from the To Do list.

To take the test, students simply click the test and begin answering the questions one by one. In some programs, students can even choose to listen the questions read aloud clicking on the Listen icon.

When students finish the test, they automatically get their score. Also, for each skill they did not master, students automatically receive an activity that will help them master that skill. These activities are listed in the To Do list on the student.

Build Tests

Once teachers know how to assign a test and how their students can access the test, they are ready to learn how to customize a test.

Under the Planning tab, choose My Tests, and then click **Build new test**.

In first step, give the test a name, and then choose the content from the drop-down list under the label **Find items based on**. In the next two steps, choose the content.

In the last step, enter the number of questions to add to the test for each of the criteria selected.

Finally, choose **Finish and preview**. The test has been built.

To modify the test, simply click **Modify** and add or remove questions. To remove a question, first select it, and then click **Remove item**. To replace the item with another question, click **Add item**, and then select an item to add to the test. Once modifications are complete, click **Save**, and then click **Back to view test** at the top right of the page.

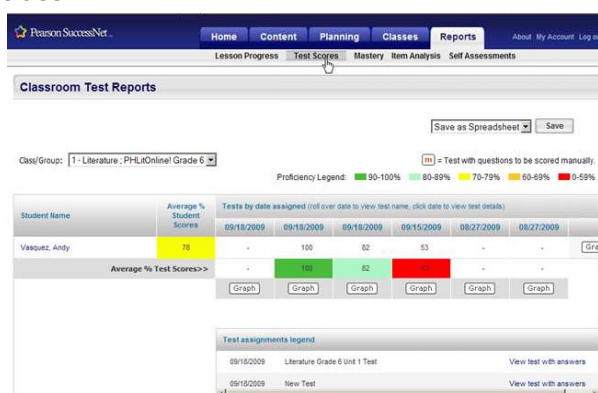
Do not forget to assign the test to the class. To assign a test right away, simply click **Assign**.

To build tests first and assign them later, follow the process for assigning a test. This time choose **My Tests** under the Planning tab. Teachers can find all the tests they have built under My Tests and they can assign the tests to their classes at any time.

Once a test is assigned to students, they will see it in their To Do list when they log in.

Reports

Students automatically receive feedback on their test scores. Teachers can view the feedback that students receive and get even more information. Under the Reports tab, choose Test Scores to see the test results for a class.



Choose **Mastery** to see a report of mastery by textbook skill or state standard.

Choose **Item Analysis** to see a report that shows how students answered each individual question on a specific test.

Choose **Lesson Progress** to see a report that shows the results of lessons that teachers assigned to their classes. The Lesson Progress report is covered in another tutorial on this Web site.

All of the reporting happens automatically. Teachers assign tests, the students complete the tests online, and then teachers immediately get instant, high-level reports that would take hours to create by hand.

Test Preferences

To change the format of a test for any reason, choose **Assignments** under the Planning tab, and then click **Test Preferences**.

For instance, teachers can change the answer choice format and the number of activities assigned to students for each nonmastered skill.

Review

This guide explained

- how to assign a test;
- how students take tests online;
- how to build a test;
- how to get reports; and
- how to change test preferences.

For more help, check the Additional Resources section on the teacher home page. This section provides the link to myPearsonTraining.com and shows messages from the Pearson development staff.

Pearson's Product Support Team can also help teachers by e-mail, phone, or chat. Simply log out of the teacher home page and choose one of the options from the Pearson SuccessNet log in page.

To learn more about the resources available online, please visit myPearsonTraining.com.