

TMSDS Teacher Training: Getting Started

TMSDS Resources: (<https://rrisd-teacherguides.wikispaces.com/TMSDS>)

Step 1: Logging In

- Go to the following website: **www.tmsds.org**
- Type your unique username and password in the appropriate box, then click **LOGIN**
- This brings you to your Home page. (Note: If you get a survey, do it later.)

NOTE: If your classroom list has been imported into the system, you will see your classes listed.

If they have not been imported, you will be able to set up each of your classes manually by selecting student names from a school list.

- Click on **Your Profile** in the upper right hand corner. You are able to view your account information, reset your password and verify/enter your email address. Once completed, click the save button and you will be returned to your home account page.

Step 2: Creating a Class and Adding Students

- From the Home Page, click on “**to create a new class click here.**” (Note: "classes" can also be defined as groups if you want to assign different assessments to different students within a class.)
- On this page, you will enter the class name, the grade, and which subjects are taught in the class.
- From the course list, choose the appropriate ones for the class/group you are creating.
- Room number is optional.
- When you are done, click **Save**
- Once your class is created, you will be able to add and remove students. Just choose the students from the list on the left and add them to the class.
- When you are done, click **Save**
- Click **Home** and you will see your class(es)

Step 3: Managing a Class

- Click the **class name**
- Click on **Class Details** on the left hand side of your screen.
- Click on **Add or Remove Students**. Here, you will see that your current class roster appears in the box to the right. If someone needs to be removed, click on their name and remove them. If you need to view all students in the grade or the school, click on the drop down box next to choose “student to view” and you can view all students enrolled in a grade or in the school. To add a student to your class, click on their name and click add. If you do not see a student who is enrolled in your school, please contact the person who has been designated as the system administrator on your campus to have them added to this system. The system administrator is usually the campus ITS (technology person).
- Once completed, click on **Save** and your roster will be updated.
- To permit other instructors to view the details of this class, click on **Assign Teachers**. Here, you will see a list of the teachers currently assigned to your campus in the box to the right. If someone needs to be removed, click on their name and remove them. To add a teacher to your class, click on the name and click add. If you do not see a teacher who should be listed for your school, please contact your campus system administrator to have them added to this system. The system administrator is usually the campus ITS (technology person).
- Once completed, click on **Save** and your roster for both students and teachers will be updated.
- From your class details, you can edit or delete your class. You can also find student usernames and passwords and print a class roster.

Step 4: Creating an Assessment

- Click on **Assessments** on the left side of your class homepage.
- Click on **Create an Assessment**.
- Choose the subject and grade level
- Choose the number of questions you would like on your diagnostic. (This number can be altered later.)

- Click **Next**

- Chose the standards and objectives you wish to cover and click **Next**

Note: Clicking the + sign will permit you to "drill down" into the standard for more specificity of what you would like to assess.

- To alter the number of questions you wish to have for each skill, click the + sign to "drill down" until you see a non-shaded text box for each standard.

- After modifying the number of questions for each standard, click **Next**

- You will now be able to preview the diagnostic that you have created.

- Here, you have the option of replacing the question you have chosen or deleting it.

Note: This page also gives you important information. It reiterates the standard that you are testing and information on thinking skills. Where applicable, the p-value (percent of students who have answered the item correctly) of a question will be displayed.

- Once you are satisfied with the diagnostic, click **Next**.

- Here, you will be able to rename your diagnostic in order to save it. The name that appears currently is a default name. You should name your diagnostic something descriptive and unique that students can easily identify in their online accounts. The performance level cut-offs are set and cannot be altered.

- If you have more than one class that will need to take this diagnostic, click the box at the bottom indicating to make the diagnostic available to all of your classes. Then click **Save**.

Step 5: Assessment Details

- You can Edit your diagnostic

- You can Delete your diagnostic if you've decided that you would prefer not to use it

- You can Preview it to make sure it is what you want

- If you click the Reset button, it will reset any answers that have been submitted by the students. If you have determined that students have submitted their answers in error, you can go into each student's answer sheet and reset each test individually.

- The Print button will allow you to print an answer key, generate a pdf student version of the diagnostic for paper/pencil administration (Note: the pdf will be received in an email), and print student user names/passwords for diagnostic system online testing. (There will also be a printer icon that will be added to the right of the Print Button and to the left of the "Trouble generating a PDF" link.

- Lastly, the Assign button will allow you to assign the test to the students in your class for online administration.

(Note: Even if you plan for your students to take the diagnostic via paper/pencil, you can still assign the test and go back in to input the responses for each student. This will allow you to use the results of these diagnostic tests to further drive instruction.)

- Click on **Assign**.

- Select appropriate options:

- * **enforce test code** and students will have to type in a code to take a test online

- * choose which students to assign the test to. The default is to assign the diagnostic to all students in the class, but you can highlight and remove students you don't want to take the test.

- * set date and time limitations for the testing window.

- After you choose your options, click **Next**

- Click **Save**

- You should now see a list of the students to whom the diagnostic has been assigned. You will also see an **answer sheet** link next to each student name. The answer sheet link is a virtual bubble sheet for hand entering student responses to questions. If a student takes the diagnostic online, the date completed and score will show in the answer sheet link.

(Note: We are investigating the use of the ReviewScan ID and scannable answer sheets. For now, if assessments are administered on paper and pencil, the teacher and/or the student can hand enter the responses into TMSDS via the virtual bubble sheet.)

Step 6: Search for and Assign Pre-configured TEKS-aligned diagnostics, mini TEKS-aligned diagnostics, and diagnostics previously created by you or other educators.

- Click on the **Assessments** link on the left side of the page.

- Click on **Advanced Search**

- Type in or select search criteria (name, key words, grade, or subject)

- Click **Next**
- A list of diagnostics will appear that meet the search criteria you set. Choose the diagnostics you wish to use by clicking directly on the name of the diagnostic. From here, you can assign just as you would an assessment you created. Note that diagnostics created by others cannot be edited or deleted.

Step 7: Find Skill Resources to assist with the instruction of specific skills.

- Click on the **Skills Resources** link on the left side of the page.
- Click on **Search Resources** link
- Type in or select search criteria
- Click **Search**
- A list of the standards that match your search criteria and the skills aligned to them will appear. Click on the skill name to view the associated resources.

Step 8: Viewing Reports

- Click on **Reports** on the left side of the screen.
- You will see the list of reports available to you.
 - * The **Assessment Results Report**, choose the test on which you want to report, then click **show report**. The top portion of the report displays the students in achievement groups. The percentage score next to each student's name is a link and if you click it, you will be directed to a report on that individual student's performance. The bottom portion of the report displays how the class performed by standard.
 - * The **Question Details Report** provides an item analysis of an assessment and how each student performed on each question. Click on Question Details, select the diagnostic you wish to report on and click show report. If you click on the link to the question, such as Q1, Q2, and so on, you will see a pop-up window of the question, correct answer, and explanations for why the answer choices are correct or incorrect.
 - * The **Compare Assessments Report** allows you to compare side-by-side class performance on two or more diagnostics or minis. From the reports main page, click on Compare Assessments and choose the performance levels you wish to include. You must select at least one performance range for which you wish to see results. Keep in mind that the report will show results for only the range you select. Avoid choosing all ranges since the functionality of the report shows results for contained ranges. Finally, choose the diagnostics you wish to compare. And click show report. Much like the Assessments Results report, you will have a bar graph representing overall class performance on the diagnostics and at the bottom of the report, you will see data of the percentage of students who performed in the range you selected by class and across TEKS objectives and student expectations.
 - * The **Overall Class Performance by Standard Report** will provide you with overview of all students across all diagnostics taken. From the reports main page, click Overall Class Performance by Standard. Next, choose your subject and type of diagnostic and click show report. This report displays bar graphs that represent the standards and the overall performance of the class to date. Each percentage within the graph is clickable and will produce a report for that standard.
 - * The **Overall Student Performance Report** is similar to the Overall Class Performance report except it provides details for an individual student as opposed to the entire class average. From the reports main page, click on Overall Student Performance, choose the student, the subject and the type of diagnostic and then click show report. The Overall Student Performance report allows you to view a student's progress on TEKS objectives and student expectations over time. As a student completes a diagnostic or mini, the number of questions corresponding to a particular student expectation will increase and his/her performance will accumulate in this report. Additionally, you can click on the "SR" link located next to Level 3, underneath the student expectation. "SR" represents a skill resource, which is a supplemental activity, aligned to the student expectation. After clicking on the link, you will see a pop-up box with a list of related skills. Select the one for which you would like to find a skill resource. Then, explore the supplemental activities by clicking on the "view" link next to the title. The majority of the activities are hard copy, printable worksheets or lessons.
 - * The **Student Performance on Assessments Report** allows you to view or compare one or all diagnostics or mini performance for one individual student. From the reports main page, click on Student Performance on Assessments, choose the student, and then choose which diagnostics you wish to include in the report. Click show report. This report is extremely beneficial for parent conferences, since you can list all data pertaining to that parent's child. It has links to skills resources as well.
- To print a report, click the **Select a Format** drop-down and scroll down the choices to select the format for the data.
- Save it to your computer or print it out and keep for your records.