**TMDS&TSDS**

# Texas Math & Science Diagnostic Systems

# User's   Guide

**TMDS&TSDS**

# TMDS&TSDS

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## About the User's Guide

The user's guide is a procedural document. It is the goal of the user's guide to combine information in ways that offer you the maximum in usability and efficiency of use. The procedural sections of the user's guide are introduced in the chronological order that a new user would encounter while using the Texas Diagnostic System application.

The user's guide is designed for use by experienced users and assumes that users are familiar with locating and opening the system. A basic understanding of technical terms and online functions is assumed.

Below each section heading there may be text prefacing the actions included in the section. Following these introductory paragraphs you will find steps accompanied by pictures taken from the screen(s) that are being explained in the text.

The steps are numbered for easy reference. Within a step there may be other procedural information, distinguished by *italics*. The *italicized* information is included to provide detailed information about what is happening in the program, so that it is easier to follow along and to make sure that you and the program are on the same page.

You will come across words and commands in **bold** typeface. The **bold** typeface indicates that you will need to click the same word(s) found on the program screen. You will be able to associate the **bold** typeface command with the same command located on the program screen.

## System Hierarchy

TMDS & TSDS is based on a hierarchal system of users with viewing permission.  This hierarchy in descending order is:  Campus Level > Teacher Level > Student Level.

This user's guide is divided into three main sections, one for each of the three lower levels of the hierarchy. Since each level of the hierarchy will trigger its own individual main menu, the user's guide is set up in a logical order of sequence upon initial use. Further use of the user's guide beyond initial use will allow the user to reference specific functions through the table of contents, therefore functioning dually as a reference guide.

Each section of the user's guide begins navigation at the main menu of each level of the hierarchy, and includes all of the functions within each hierarchal level. Each section of the user's guide assumes successful login. Since login for each level is functionally similar, with the exception of the username and password, the login section of the user's guide is found in its own section preceding all other sections.

## Accessing the System

**www.accesstmds.com** and **www.accesstsds.com**

## Getting Started

When you first access the TMDS & TSDS site, you will be presented with the TMDS & TSDS Homepage, displayed below. From this screen you have the ability to sign-in as an administrator or student, as well as find important information on signing up for the TMDS & TSDS program, importing your District and Student data into the system, and subscribing to the TMDS & TSDS quarterly newsletter.



## System Requirements Check

Before you sign in, <u>especially if this is your first time using the program</u>, you will need to run the **System Requirements Check** that is available on the Sign In screen. This check will let you know if you meet the required hardware and software requirements, and if you do not, provides information on how to upgrade your machine quickly and easily so that you can use the program effectively.

## Signing In

TMDS & TSDS contains a student sign-in and an administrator login. Students are required to enter their first/last name and date of birth. Teachers and administrators are required to enter a username and password. Users at all levels will access the program using the system URL: **www.accesstmds.com**.

## Student Sign In

1. From the TMDS & TSDS Homepage, click **Student Sign In**.

2. Enter your first and last name, and then select your birth month, day, and year from the pull-down menus provided.

3. Click **Sign In** to proceed to the TMDS & TSDS Student Welcome Page.

4. If the information provided on the Welcome Page is correct, click **Correct** to proceed to the Student Test Center.

**STUDENT SIGN IN**

| First Name | : | First |
| Last Name | : | Last |
| Date of Birth : | October | 12 | 1980 |

Sign In

## Teacher and Administrator Sign In

1. From the TMDS & TSDS Homepage, click **Administrator Sign In**.

2. Enter your username and password.

3. Click **Sign In** to proceed to the TMDS & TSDS Administrator Welcome Page.

4. If the information provided on the Welcome Page is correct, click **Correct** to proceed to the Main Menu.

**ADMINISTRATOR SIGN IN**

| Username | : | First |
| Password | : | ●●●● |

Sign In
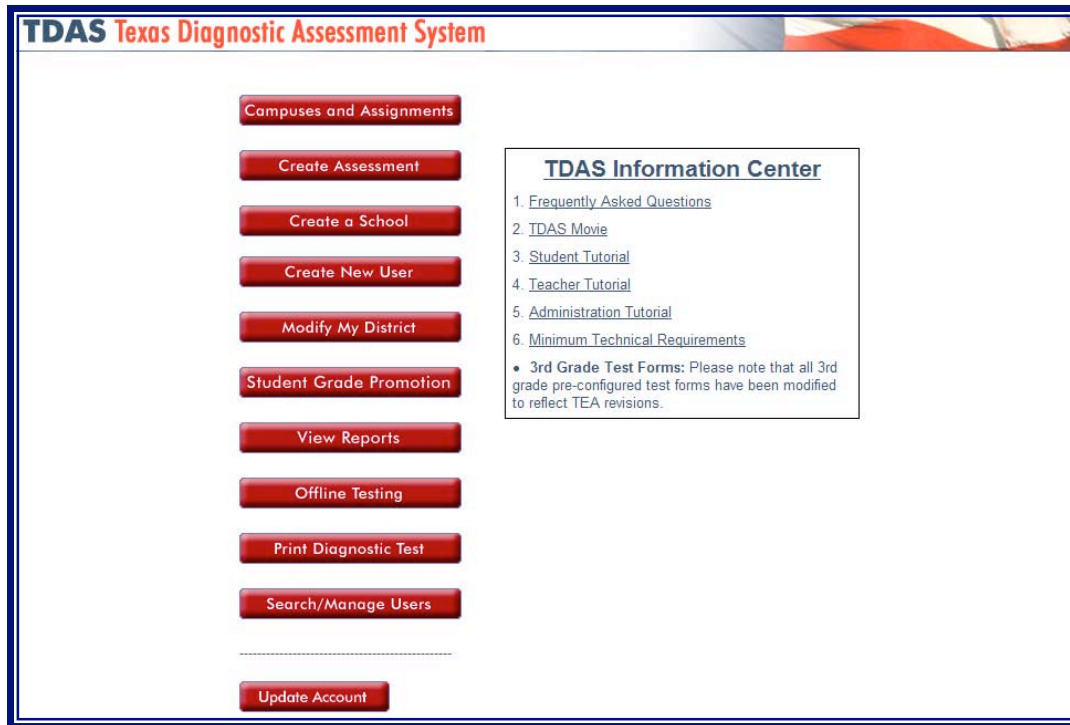
**District-Level User Information**

## District-User Main Menu

Upon signing in as a District Administrator, you will be presented with the Main Menu, displayed below.  Each button that is present on the Main Menu is explained below, and the pages that follow are divided into sections so that you can find the information you need quickly.



- **Campuses and Assignments** allows you to view and edit information for your campuses such as members, login information, and assignments, as well as create a new campus.
- **Create Assessment** allows you to create new Mathematics and Science tests.
- **Create a School** allows you to create a new school in the district.
- **Create New User** allows you to create additional school, teacher, and student-level users.
- **Modify My District** allows you view other district administrators and add/modify assignments for your district.
- **Student Grade Promotion** allows you to promote students to higher grade levels.
- **View Reports** allows you to create state reports to analyze student performance.
- **Offline Testing** allows you to print tests and administer tests offline using paper and pencil.
- **Print Diagnostic Test** allows you to print and administer diagnostic tests offline using paper and pencil, as well as view and print TEKS for Elementary, Middle, and High School levels.
- **Search/Manage Users** allows you to search and find one or more users in your district.
- **Update Account** allows you to add/modify your personal account information.

## Creating a New Campus

District Administrators have the ability to create new groups inside of the schools in their district, and then add students and assignments to the group. You can add or change students and assignments at any time by clicking **Campuses and Assignments** from the Main Menu and selecting the appropriate icon for the group you would like to modify.

To create a new group, follow the directions below.

1. Click **Create a School** from the Main Menu.



2. Enter a school name and then select the Subject for the school.



3. Enter the Import Code for the school.

4. Click **Save**. The screen will reload, and 3 interactive tabs will appear at the top of the screen, enabling you to manage members and assignments in the new group. A picture of this new screen is displayed below.

**TMDS&TSD**

## Viewing Campus Enrollment

Once you have created a group, you can view the School Administrators, Teachers and Students of the school.

1. Click the **Members** tab at the top of the screen.

2. The list shows the Administrators, Teachers, and students that exist in the school.

3. To limit the members by user level, select the user level from the pull-down menu provided.

4. To view or edit the information for one of the users, click the user's last name.

5. To display the login information for the members of the school, click the Login Information link provided.

## Adding Assignments

Once you have created a school, you can follow these steps to add assignments for your new school. Remember, if you would like to add or modify assignments from the Main Menu, you can click **Campuses and Assignments** and then select the Assignments link for the school you would like to modify.

1. Click the **Assignments** tab at the top of the screen.

2. Click **Add Assignment** in the bottom right-hand corner of the screen. A new window will appear allowing you to choose and customize your assignment.

3. Click the **Browse** button to select the assignment to add for the group by selecting the Subject, Grade Level, and Test Name. When you have selected an assignment you will return to the Edit Profile Assignment window to customize your assignment.

4. Select whether you would like the assignment to be Active or Inactive.

5. Select the Number of Student Sessions Allowed. *By selecting 'Unlimited', you are indicating that the students in your group can take this assignment as many times as they would like.*

6. Select the Delivery Method and Grade Level Limit.

7. Select whether you would like the Accessibility Wizard and/or Highlighting Tool available for online testing.

8. Click **Add** to finalize and save the assignment for the school.

9. You will return to the School Assignment Screen, and your new assignment will be listed for the school. Click **Save** or **Save and Exit** to save your changes.
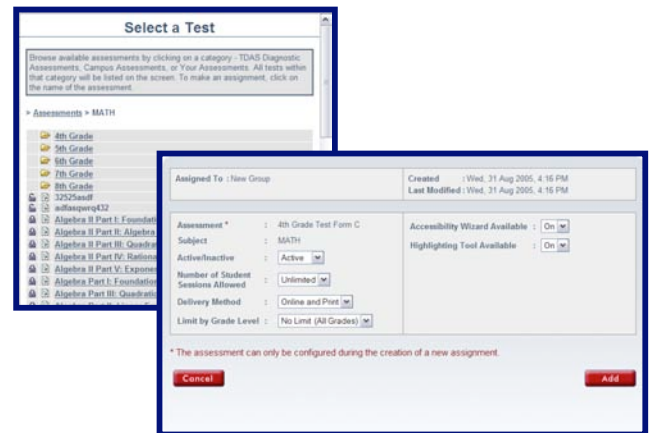
## Creating New Users

District Administrators have the ability to create new district & school administrators, teachers and students in the TMDS & TSDS application.

1. Click **Create New User** from the Main Menu.



2. Select the Campus (School) and User Type of the new user. *NOTE: If you are creating a new District Administrator, do not select a Campus.*



3. The user creation screen will change depending on what user type you are creating. However, it is important to fill out the required fields, which are denoted by an asterisk (*).

4. When you are finished entering information about your new user, click **Save**. The new user will now be added to the district.

**TMDS&TSD**

## Creating a New Student Group

District Administrators have the ability to create new groups inside of the schools in their district, and then add students and assignments to the group. You can add or change students and assignments at any time by clicking **Campuses and Assignments** from the Main Menu and selecting the appropriate icon for the group you would like to modify.

To create a new group, follow the directions below.

1. Click **Campuses and Assignments** from the Main Menu and click on the Campus Name where you would like to add a group.

2. Click the **Create a New Group** button

3. Enter a group name and then select the Subject and Grade Level for the group.

4. Select an Owner for the group.

5. Click **Save**. The screen will reload, and 3 interactive tabs will appear at the top of the screen, enabling you to manage members and assignments in the new group. A picture of this new screen is displayed below.
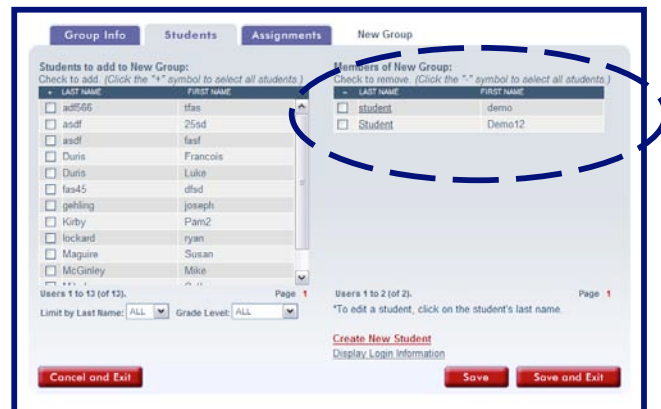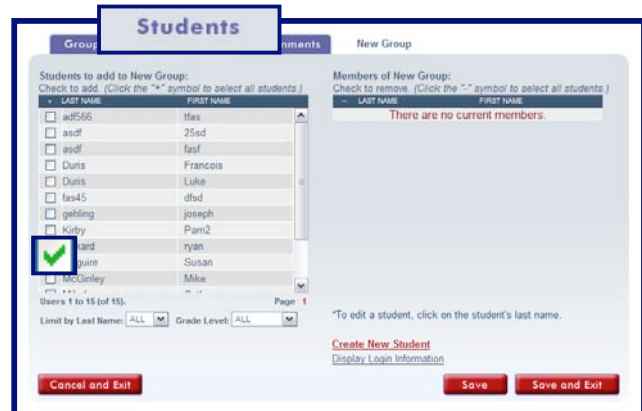
## Adding Students to a Group

Once you have created a group, you can follow these steps to add students to your new group. Remember, if you would like to add or modify students from the Main Menu, you can click **Campuses and Assignments** and then select the appropriate link for the group you would like to modify.

1.  Click the **Students** tab at the top of the screen.

2.  The list on the left-hand side of the screen shows the students that are not currently part of your group. The list on the right-hand side shows the students that are already in your group.

3.  Click in the boxes next to the names of the students whom you wish to add to your group. *If you would like to select all of the available students, click (+) on the heading bar to put a checkmark in all of the boxes.*

4.  To add the students and remain on the current screen, click **Save**.

5.  To add the students and return to the Group Listing screen, click **Save and Exit**.

6.  The image to the right shows what the **Students** screen will look like after moving two students into your group.
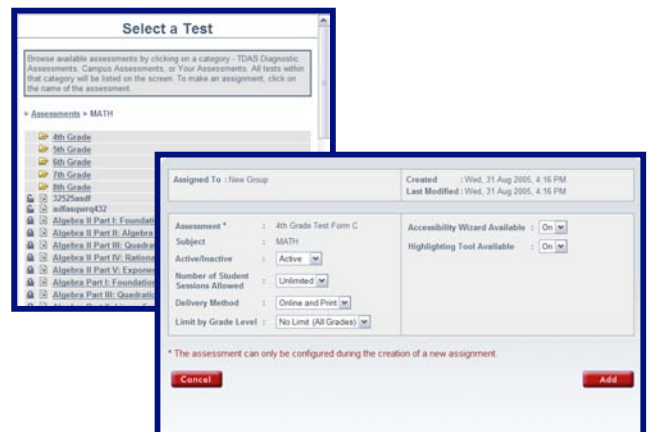
## Adding Group Assignments

Once you have created a group, you can follow these steps to add assignments for your new group. Remember, if you would like to add or modify assignments from the Main Menu, you can click **Campuses and Assignments** and then select the Assignments link for the group you would like to modify.

1. Click the **Assignments** tab at the top of the screen.

2. Click **Add Assignment** in the bottom right-hand corner of the screen. A new window will appear allowing you to choose and customize your assignment.

3. Click the **Browse** button to select the assignment to add for the group by selecting the Subject, Grade Level, and Test Name. When you have selected an assignment you will return to the Edit Profile Assignment window to customize your assignment.

4. Select whether you would like the assignment to be Active or Inactive.

5. Select the Number of Student Sessions Allowed. *By selecting 'Unlimited', you are indicating that the students in your group can take this assignment as many times as they would like.*

6. Select the Delivery Method and Grade Level Limit.

7. Select whether you would like the Accessibility Wizard and/or Highlighting Tool available for online testing.

8. Click **Add** to finalize and save the assignment for the group.

9. You will return to the Group Assignment Screen, and your new assignment will be listed for the group. Click **Save** or **Save and Exit** to save your changes.

## Creating Assessments

Not only can you add existing assignments for your groups, but you have the ability to create new assessments using items that have been approved by the Texas Education Agency. Assessments can be created for grades 3 through 12 in both Mathematics and Science.

1. Click **Create Assessment** from the Main Menu.

2. Click the **Create a New Test** button.

3. Enter the name of your new assessment, and then use the pull-down menus to select a Subject, Default Scoring Point, Grade, and Lock Status.

4. Click **Save** to proceed to the Items & Options tab.

5. To search items to add to your new assessment, click **Search Items**.

6. Select the Grade, TEK Standard, TEK Objective, and Student Expectation of the items you wish to search and click **Search Items**.

7. A list will appear of the items that match your search criteria. To add one or more items to the new assessment, place a checkmark in the box next to the item(s) you wish to add and click **Add Item(s) to Test**. To search for different items, click **Search Again**.

8. You may continue to search and add new items until you are satisfied with your new assessment. You may also add/remove tools (e.g. calculator, compass) to the assessment that the students will be able to use online.

9. You may change the sequence of the items by modifying the numbers associated with each item.

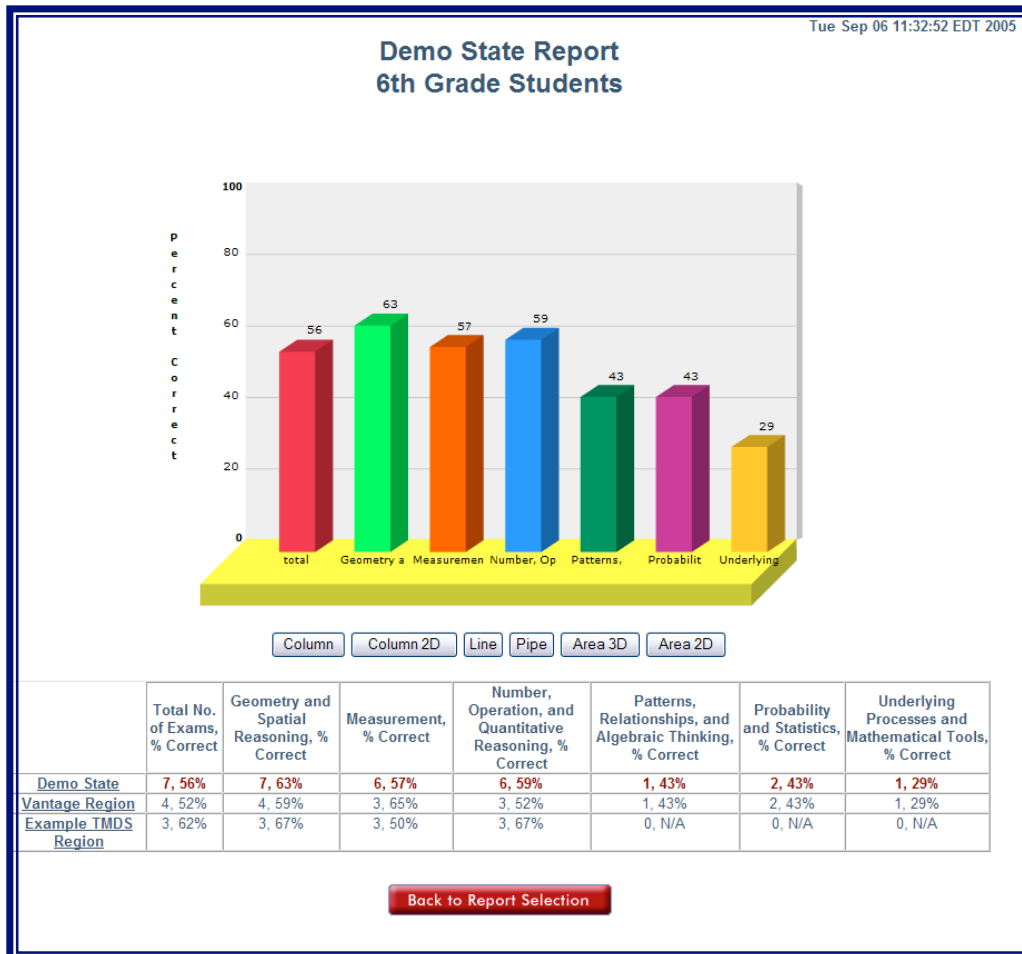10. When you feel it is complete, click **Completed**.

## Viewing Reports

After students have completed assignments you can produce one of several state reports available in the TMDS & TSDS program.  Reports are available so that District Administrators can easily view test performance for their district and compare district results to those of the entire state.  To generate a report, follow the directions below.

1. Click **View Reports** from the Main Menu, and then click **State Reports**.

   **View Reports**

2. Click the name of the report that you would like to generate.  The report will appear, allowing you to print the report.  A sample Student History Report is displayed below.



Tue Sep 06 11:32:52 EDT 2005

**Demo State Report**
**6th Grade Students**

| | Total No. of Exams, % Correct | Geometry and Spatial Reasoning, % Correct | Measurement, % Correct | Number, Operation, and Quantitative Reasoning, % Correct | Patterns, Relationships, and Algebraic Thinking, % Correct | Probability and Statistics, % Correct | Underlying Processes and Mathematical Tools, % Correct |
|---|---|---|---|---|---|---|---|
| Demo State | 7, 56% | 7, 63% | 6, 57% | 6, 59% | 1, 43% | 2, 43% | 1, 29% |
| Vantage Region | 4, 52% | 4, 59% | 3, 65% | 3, 52% | 1, 43% | 2, 43% | 1, 29% |
| Example TMDS Region | 3, 62% | 3, 67% | 3, 50% | 3, 67% | 0, N/A | 0, N/A | 0, N/A |

**Back to Report Selection**

## Modifying District Set-Up

The **Modify My District** button allows a District Administrator the ability to change district information, view/edit current members of the district, and add district-level assignments.

1. Click the **Modify My District** button from the Main Menu.

2. A screen with three tabs will appear:

   a. The **Group Info** tab allows you to add/edit information about the District Name and Subject.



   b. The **Members** tab displays all District Administrators currently in your district.



   c. The **Assignments** tab allows you to add new assignments for your district.

## Offline Testing

Through the Offline Testing button on the Main Menu, a District Administrator has the ability to print and manage tests to be completed offline, as well as download VanScan, order answer sheets, and access valuable reference materials.

1. Click the **Offline Testing** button from the Main Menu.  The are 4 buttons available with Offline Testing:



**Print a Test/VanScan**
This button allows you to view the assignments available for each of your groups and print an assignment for offline testing.



**Order Answer Sheets**
Provides instructions and prices/quantities for ordering student answer sheets from Vantage Learning.

**Download Scanner Application**
Allows you to download VanScan, the scanning application used for offline testing and data importation.

**Manual/Requirements**
Provides two sub-links for installing & implementing VanScan and the technical requirements necessary to use VanScan.

## Promoting Students

You can easily promote students in your district to higher grade levels by using the **Student Grade Promotion** feature.  By choosing a school and selecting the students, all of the students will be promoted to the next grade level and you will be finished!

1. Click the **Student Grade Promotion** button from the Main Menu.



2. Select the school for which you would like to promote students.



3. Please a checkmark next to the names of the students that you would like to promote.  *Hint: If most or all of the students listed will be promoted, simply click the Select All link at the top of the Promote column to select all students.*



4. When you are finished, click **Save.**

## Printing a Diagnostic

The **Print Diagnostic Test** button allows a District Administrator to view and print diagnostic tests for assessments in both Mathematics and Science.

1.  Click **Print Diagnostic Test** from the Main Menu.



2.  Click on the tab at the top of the screen to view tests and TEKS for the desired subject.



3.  Click on any of the PDF documents available to view and print the particular test or set of TEKS.

    *NOTE: These documents can be opened only if you currently have Adobe Reader (or similar program) installed on your computer. To download this program, go to the System Requirements Check on the Sign In Screen and follow the download directions.*

## Searching and Managing Users

The **Search/Manage Users** button allows a District Administrator to find school administrators, teachers and students within the school and view their groups and portfolios.

1. Click **Search/Manage Users** from the Main Menu.

2. Select the campus and group of the user(s) you wish to locate.

3. Select the User Type.

4. *Optional.* Enter a first/last name and/or Student ID for the user to limit your search. When you have finished, click **Search** to find the user(s).

5. *A* list will appear with all users that match your search criteria.

   a. To view or modify user information, click the Last Name of the user.

   b. Click **View Groups** to view the groups the user is currently a part of.

   c. Click **View Portfolio** to view the portfolio of the student.

   d. Click **Delete** to permanently delete the user.

   e. Click **Modify Criteria** to go back to the search screen to change one or more search criteria.

   f. Click **Try New Search** to begin a new search.

   g. Click **Create New User** to create a new school administrator, teacher or student.

# Updating Account Information

The **Update Account** button allows a District Administrator to change personal information such as name, email address, phone number, and username/password.

1. Click the **Update Account** button from the Main Menu.



2. You may add or modify any of the information contained on the User Editor Screen.



3. Remember that fields preceded with an asterisk (*) indicate a required field, so you cannot delete this information without replacing it with updated information.

4. When you have finished updating your account, click **Save**.



5. If you have made changes but wish to exit without saving the changes, click **Cancel**.

Campus Level User Information

## Campus Main Menu

Upon signing in as a School Administrator, you will be presented with the Main Menu, displayed below. Each button that is present on the Main Menu is explained below, and the pages that follow are divided into sections so that you can find the information you need quickly.
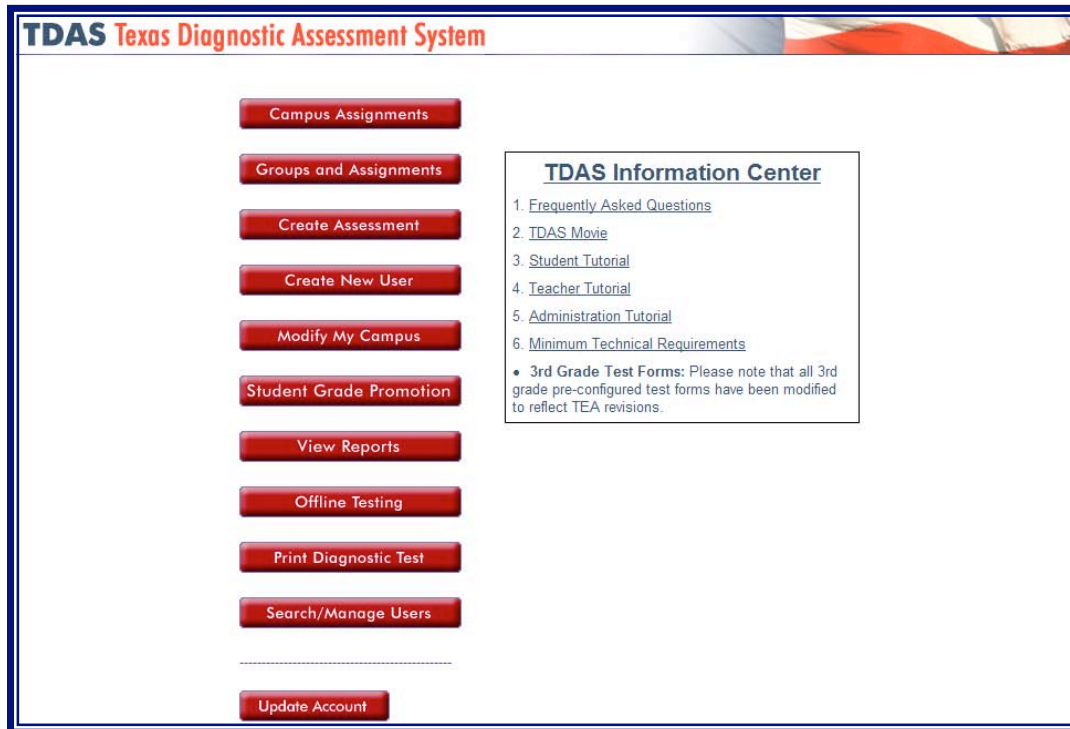


- **Campus Assignments** allows you to view/modify school information such as members, login information, and assignments.
- **Groups and Assignments** allows you to create new groups, edit existing groups, and view assignment and student information for each group.
- **Create Assessment** allows you to create new Mathematics and Science tests.
- **Create New User** allows you to create additional school, teacher, and student-level users.
- **Modify My Campus** allows you view other School Administrators and add/modify assignments for your school.
- **Student Grade Promotion** allows you to promote students to higher grade levels.
- **View Reports** allows you to create reports to analyze student performance within your school, as well as a comparison to the rest of the state.
- **Offline Testing** allows you to print tests and administer tests offline using paper and pencil.
- **Print Diagnostic Test** allows you to print and administer diagnostic tests offline using paper and pencil, as well as view and print TEKS for Elementary, Middle, and High School levels.
- **Search/Manage Users** allows you to search and find one or more users in your school.
- **Update Account** allows you to add/modify your personal account information.

## Viewing Campus Members

School Administrators have the ability to view the School Administrators, Teachers and Students of their school.

1. Click the **Campus Assignments** button from the Main Menu.



2. Click the **Members** tab at the top of the screen.



3. The list shows the Administrators, Teachers, and students that exist in the school.

4. To limit the members by user level, select the user level from the pull-down menu provided.

5. To view or edit the information for one of the users, click the user's last name.



6. To display the login information for the members of the school, click the Login Information link provided.

## Adding Campus Assignments

You can follow these steps to add assignments for your school, which will be available to all teachers to use.

1. Click the **Campus Assignments** button from the Main Menu.

2. Click the **Assignments** tab at the top of the screen.

3. Click **Add Assignment** in the bottom right-hand corner of the screen. A new window will appear allowing you to choose and customize your assignment.

4. Click the **Browse** button to select the assignment to add for the group by selecting the Subject, Grade Level, and Test Name. When you have selected an assignment you will return to the Edit Profile Assignment window to customize your assignment.

5. Select whether you would like the assignment to be Active or Inactive.

6. Select the Number of Student Sessions Allowed. *By selecting 'Unlimited', you are indicating that the students in your group can take this assignment as many times as they would like.*

7. Select the Delivery Method and Grade Level Limit.

8. Select whether you would like the Accessibility Wizard and/or Highlighting Tool available for online testing.

9. Click **Add** to finalize and save the assignment for the school.

10. You will return to the School Assignment Screen, and your new assignment will be listed for the school. Click **Save** or **Save and Exit** to save your changes.
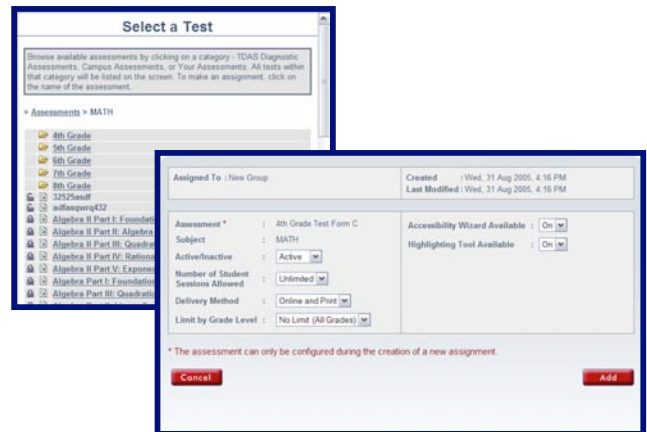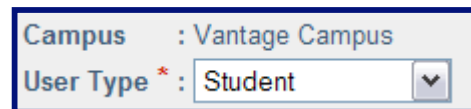
## Creating New Users

School Administrators have the ability to create new school administrators, teachers and students in the TMDS & TSD application.

1. Click **Create New User** from the Main Menu.

   

2. Select the User Type.

3. The user creation screen will change depending on what user type you are creating. However, it is important to fill out the required fields, which are denoted by an asterisk (*).

   

4. When you are finished entering information about your new user, click **Save**. The new user will now be added to the school.

## Creating New Student Groups

School Administrators have the ability to create new groups inside of their school, and then add students and assignments to the group. You can add or change students and assignments at any time by clicking **Groups and Assignments** from the Main Menu and selecting the appropriate icon for the group you would like to modify.

To create a new group, follow the directions below.

1. Click **Groups and Assignments** from the Main Menu.

2. Click the **Create a New Group** button

3. Enter a group name and then select the Subject and Grade Level for the group.

4. Select an Owner for the group.

5. Click **Save**. The screen will reload, and 3 interactive tabs will appear at the top of the screen, enabling you to manage members and assignments in the new group. A picture of this new screen is displayed below.
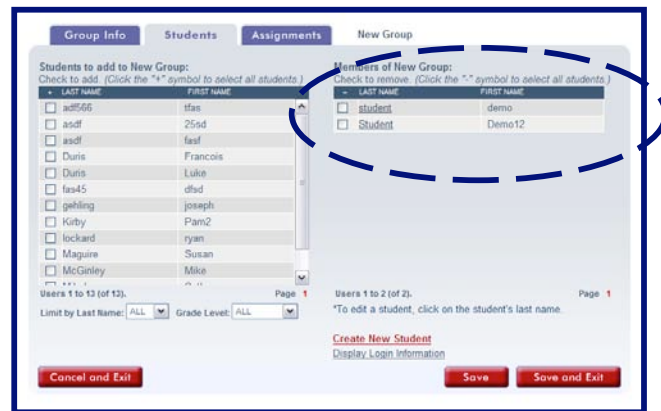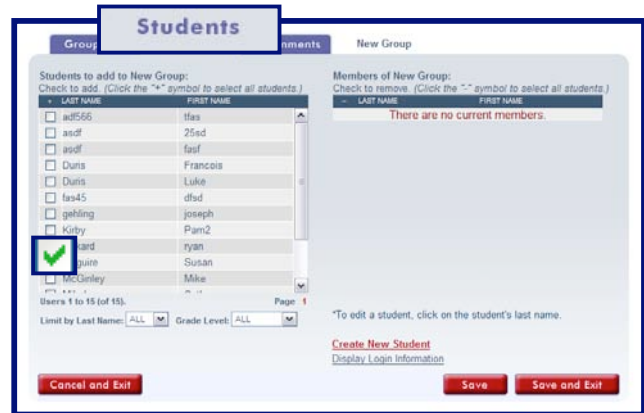
## Adding Students to a Group

Once you have created a group, you can follow these steps to add students to your new group. Remember, if you would like to add or modify students from the Main Menu, you can click **Groups and Assignments** and then select the appropriate link for the group you would like to modify.

1. Click the **Students** tab at the top of the screen.

2. The list on the left-hand side of the screen shows the students that are not currently part of your group. The list on the right-hand side shows the students that are already in your group.

3. Click in the boxes next to the names of the students whom you wish to add to your group. *If you would like to select all of the available students, click (+) on the heading bar to put a checkmark in all of the boxes.*

4. To add the students and remain on the current screen, click **Save**.

5. To add the students and return to the Group Listing screen, click **Save and Exit**.

6. The image to the right shows what the **Students** screen will look like after moving two students into your group.
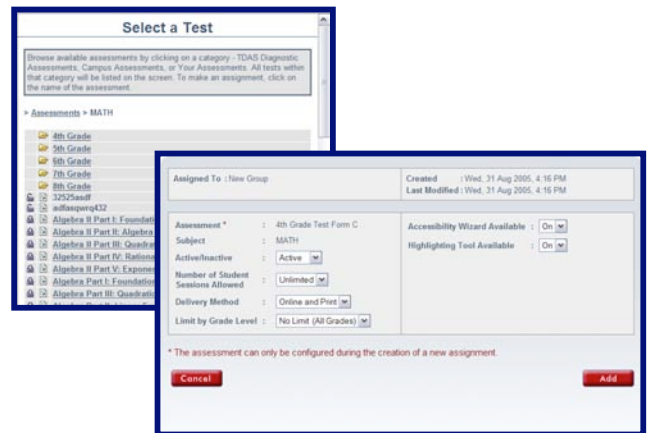
## Adding Group Assignments

Once you have created a group, you can follow these steps to add assignments for your new group. Remember, if you would like to add or modify assignments from the Main Menu, you can click **Groups and Assignments** and then select the Assignments link for the group you would like to modify.

1. Click the **Assignments** tab at the top of the screen.

2. Click **Add Assignment** in the bottom right-hand corner of the screen. A new window will appear allowing you to choose and customize your assignment.

3. Click the **Browse** button to select the assignment to add for the group by selecting the Subject, Grade Level, and Test Name. When you have selected an assignment you will return to the Edit Profile Assignment window to customize your assignment.

4. Select whether you would like the assignment to be Active or Inactive.

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7. Select whether you would like the Accessibility Wizard and/or Highlighting Tool available for online testing.

8. Click **Add** to finalize and save the assignment for the group.

9. You will return to the Group Assignment Screen, and your new assignment will be listed for the group. Click **Save** or **Save and Exit** to save your changes.

## Creating Assessments

Not only can you add existing assignments for your groups, but you have the ability to create new assessments using items that have been approved by the Texas Education Agency. Assessments can be created for grades 3 through 12 in both Mathematics and Science.

1. Click **Create Assessment** from the Main Menu.

   **Create Assessment**

2. Click the **Create a New Test** button.

   **Create a New Test**

3. Enter the name of your new assessment, and then use the pull-down menus to select a Subject, Default Scoring Point, Grade, and Lock Status.

4. Click **Save** to proceed to the Items & Options tab.

5. To search items to add to your new assessment, click **Search Items**.

6. Select the Grade, TEK Standard, TEK Objective, and Student Expectation of the items you wish to search and click **Search Items**.

7. A list will appear of the items that match your search criteria. To add one or more items to the new assessment, place a checkmark in the box next to the item(s) you wish to add and click **Add Item(s) to Test**. To search for different items, click **Search Again**.

8. You may continue to search and add new items until you are satisfied with your new assessment. You may also add/remove tools (e.g. calculator, compass) to the assessment that the students will be able to use online.

9. You may change the sequence of the items by modifying the numbers associated with each item.

10. When you feel it is complete, click **Completed**.

## Viewing Reports

After students have completed assignments you can produce one of several reports available in the TMDS & TSDS program. Reports are available so that School Administrators can easily view test performance for their students, as well as view state performance and compare their results with those of the state.

1. Click **View Reports** from the Main Menu.



2. Click the name of the report that you would like to generate. *NOTE: By clicking 'State Reports,' you will be presented with an additional screen that lists all of the state reports available. Simply select one of the state reports to produce that report.*

3. Some of the reports have many customizable options, while others do not require a lot of customization to produce the report. Select the criteria that you would like to be included in the report and click **Submit**.



4. The report will appear, allowing you to print the report and view individual student performance.

5. A sample Student History Report is displayed to the right.

6. Click the name of the report that you would like to generate. The report will appear, allowing you to print the report. A sample Student History Report is displayed below.

## Modifying Campus Settings

The **Modify My Campus** button allows a School Administrator the ability to change school information, view/edit current members of the school, and add school-level assignments.

1. Click the **Modify My Campus** button from the Main Menu.

2. A screen with three tabs will appear:

   a. The **Group Info** tab allows you to add/edit information about the School Name and Subject.
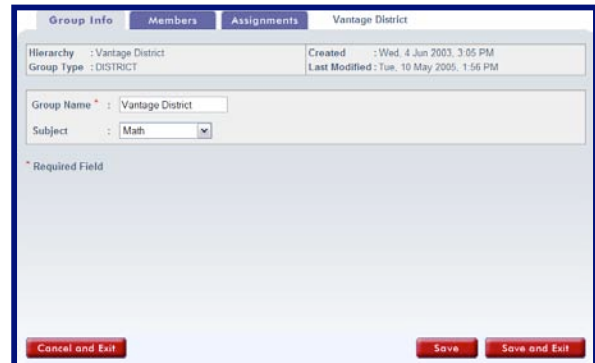


   b. The **Members** tab displays all School Administrators currently in your school.
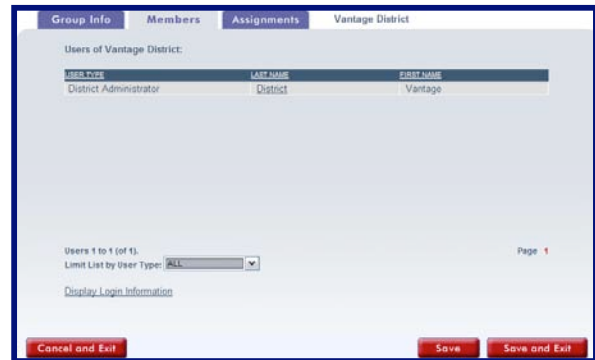


   c. The **Assignments** tab allows you to add new assignments for your school.
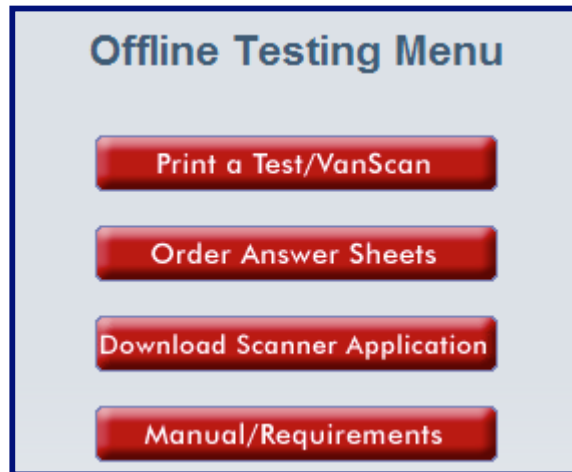
## Offline Testing

Through the Offline Testing button on the Main Menu, a School Administrator has the ability to print and manage tests to be completed offline, as well as download VanScan, order answer sheets, and access valuable reference materials.

1. Click the **Offline Testing** button from the Main Menu. The are 4 buttons available with Offline Testing:



**Print a Test/VanScan**
This button allows you to view the assignments available for each of your groups and print an assignment for offline testing.



**Order Answer Sheets**
Provides instructions and prices/quantities for ordering student answer sheets from Vantage Learning.

**Download Scanner Application**
Allows you to download VanScan, the scanning application used for offline testing and data importation.

**Manual/Requirements**
Provides two sub-links for installing & implementing VanScan and the technical requirements necessary to use VanScan.

**TMDS&TSD**

## Student Grade Promotion

You can easily promote students in your school to higher grade levels by using the **Student Grade Promotion** feature.  By selecting the students, all of the students will be promoted to the next grade level and you will be finished!

1.  Click the **Student Grade Promotion** button from the Main Menu.

> Student Grade Promotion

2.  Please a checkmark next to the names of the students that you would like to promote.

3.  *Hint: If most or all of the students listed will be promoted, simply click the Select All link at the top of the Promote column to select all students.*

4.  When you are finished, click **Save.**

### Grade Promotion: Update Student Grade

> Vantage District > Vantage Campus

| PROMOTE? SELECT ALL CLEAR ALL | STUDENT NAME | STUDENT ID | GRADE LEVEL |
|---|---|---|---|
| ☐ | TMDS 2004 | 123 | Unspecified |
| ☐ | Nicole Adame | 034309 | 9th |
| ☐ | Gaby Aguilar | 034439 | 8th |
| ☐ | Nick Alcayde | 042830 | 8th |
| ☐ | jodie alvarado | 45 | 5th |
| ☐ | jodie alvarado | 77 | 6th |
| ☐ | Briann Anderson | 012934 | 8th |
| ☐ | Zachary Anglin | anglizac | 6th |
| ☐ | Joseph Arreola | 028413 | 8th |
| ☐ | cody austin | 27 | 6th |
| ☐ | justin avalos | 79 | 6th |

Students 1 to 20 (of 209).

Save

## Printing a Diagnostic

The **Print Diagnostic Test** button allows a School Administrator to view and print diagnostic tests for assessments in both Mathematics and Science.

1. Click **Print Diagnostic Test** from the Main Menu.

   **Print Diagnostic Test**

2. Click on the tab at the top of the screen to view tests and TEKS for the desired subject.

   **Math**    **Science**

   Instructions:

   1. Below are the TDAS diagnostic tests for 2004-05. Print a test by clicking on the test name and then selecting the print icon. If you want to "load" the results into TDAS to view results online, you MUST create a group and make a test assignment to obtain the special code required on the answer sheet.

   Click Here to View and Print the Elementary TEKS
   Click Here to View and Print the Middle School TEKS
   Click Here to View and Print the High School TEKS

   AVAILABLE TESTS (includes Answer Sheet)
   3RD GRADE ASSESSMENTS
   Grade 3 -- Pre-Configured English Diagnostic Assessments
   3rd Grade Test Form D 2004-2005
   3rd Grade Test Form D Mini A 2004-2005
   3rd Grade Test Form D Mini B 2004-2005
   Grade 3 -- Pre-Configured Spanish Diagnostic Assessments
   3rd Grade Spanish Test Form D 2004-2005
   3rd Grade Spanish Test Form D Mini A
   3rd Grade Spanish Test Form D Mini B

3. Click on any of the PDF documents available to view and print the particular test or set of TEKS.

4. *NOTE: These documents can be opened only if you currently have Adobe Reader (or similar program) installed on your computer. To download this program, go to the System Requirements Check on the Sign In Screen and follow the download directions.*

Look at these triangles.

1  2  3  4

18. Which two triangles are exactly the same size and shape?

A. 1 and 3
B. 2 and 4
C. 2 and 3
D. 1 and 4

19. Look at the number line. Point X shows the location of what number?

200 210 220 230 240 250

A. 209
B. 218
C. 225
D. 231

20. Miguel wants to paint a stripe on the side of his pick-up truck. About how long is a pick-up truck?

A. 12 feet
B. 22 feet
C. 32 feet
D. 42 feet

GO ON

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## Searching and Managing Users

The **Search/Manage Users** button allows a School Administrator to find other school administrators, teachers and students within the school and view their groups and portfolios.

1. Click **Search/Manage Users** from the Main Menu.

2. Select the class/group of the user(s) you wish to locate.

3. Select the User Type.

4. *Optional.* Enter a first/last name and/or Student ID for the user to limit your search. When you have finished, click **Search** to find the user(s).

5. *A* list will appear with all users that match your search criteria.

   a. To view or modify user information, click the Last Name of the user.

   b. Click **View Groups** to view the groups the user is currently a part of.

   c. Click **View Portfolio** to view the portfolio of the student.

   d. Click **Delete** to permanently delete the user.

   e. Click **Modify Criteria** to go back to the search screen to change one or more search criteria.

   f. Click **Try New Search** to begin a new search.

   g. Click **Create New User** to create a new school administrator, teacher or student.

## TMDS&TSD

## Updating Account Information

The **Update Account** button allows a School Administrator to change personal information such as name, email address, phone number, and username/password.

1. Click the **Update Account** button from the Main Menu.



2. You may add or modify any of the information contained on the User Editor Screen.



3. Remember that fields preceded with an asterisk (*) indicate a required field, so you cannot delete this information without replacing it with updated information.

4. When you have finished updating your account, click **Save**.



5. If you have made changes but wish to exit without saving the changes, click **Cancel**.

# Teacher-Level User Information

## Teacher Main Menu

Upon signing in as a Teacher, you will be presented with the Main Menu, displayed below. Each button that is present on the Main Menu is explained below, and the pages that follow are divided into sections so that you can find the information you need quickly.
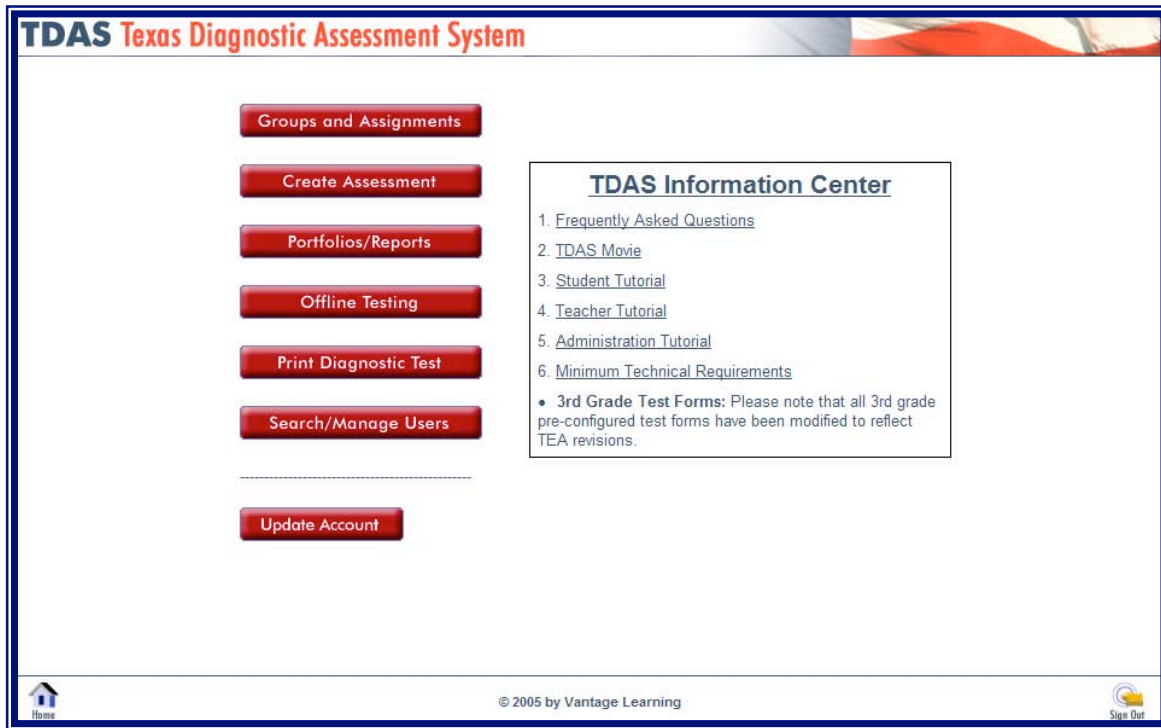


- **Groups and Assignments** allows you to view and edit information for your group(s) such as members, login information, and assignments, as well as create a new group.
- **Create Assessment** allows you to create new Mathematics and Science tests.
- **Portfolios/Reports** allows you to create customized reports to analyze student performance, as well as view the portfolios of individual students.
- **Offline Testing** allows you to print tests and administer tests offline using paper and pencil.
- **Print Diagnostic Test** allows you to print and administer diagnostic tests offline using paper and pencil, as well as view and print TEKS for Elementary, Middle, and High School levels.
- **Search/Manage Users** allows you to search and find a student in any of your groups.
- **Update Account** allows you to add/modify your personal account information.

## Creating a New Student Group

Teachers have the ability to create a new group, and then add students and assignments to the group. You can add or change students and assignments at any time by clicking **Groups and Assignments** from the Main Menu and selecting the appropriate icon for the group you would like to modify.

To create a new group, follow the directions below.

1. Click **Groups and Assignments** from the Main Menu.

2. Click the **Create a New Group** button

3. Enter a group name and then select the Subject and Grade Level for the group.

4. Click **Save**. The screen will reload, and 3 interactive tabs will appear at the top of the screen, enabling you to manage members and assignments in the new group. A picture of this new screen is displayed below.

## Adding Students to a Group

Once you have created a group, you can follow these steps to add students to your new group. Remember, if you would like to add or modify students from the Main Menu, you can click **Groups and Assignments** and then select the appropriate link for the group you would like to modify.

1. Click the **Students** tab at the top of the screen.

2. The list on the left-hand side of the screen shows the students that are not currently part of your group. The list on the right-hand side shows the students that are already in your group.

3. Click in the boxes next to the names of the students whom you wish to add to your group. *If you would like to select all of the available students, click (+) on the heading bar to put a checkmark in all of the boxes.*

4. To add the students and remain on the current screen, click **Save**.

5. To add the students and return to the Group Listing screen, click **Save and Exit**.

6. The image to the right shows what the **Students** screen will look like after moving two students into your group.
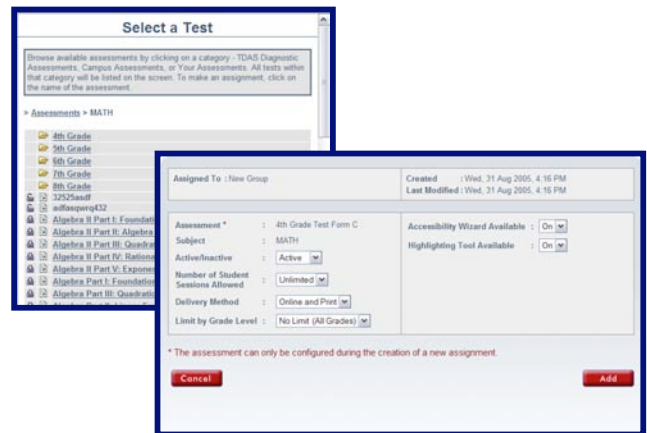
## Adding Assignments to a Group

Once you have created a group, you can follow these steps to add assignments for your new group. Remember, if you would like to add or modify assignments from the Main Menu, you can click **Groups and Assignments** and then select the Assignments link for the group you would like to modify.

1. Click the **Assignments** tab at the top of the screen.

2. Click **Add Assignment** in the bottom right-hand corner of the screen. A new window will appear allowing you to choose and customize your assignment.

3. Click the **Browse** button to select the assignment to add for the group by selecting the Subject, Grade Level, and Test Name. When you have selected an assignment you will return to the Edit Profile Assignment window to customize your assignment.

4. Select whether you would like the assignment to be Active or Inactive.

5. Select the Number of Student Sessions Allowed. *By selecting 'Unlimited', you are indicating that the students in your group can take this assignment as many times as they would like.*

6. Select the Delivery Method and Grade Level Limit.

7. Select whether you would like the Accessibility Wizard and/or Highlighting Tool available for online testing.

8. Click **Add** to finalize and save the assignment for the group.

9. You will return to the Group Assignment Screen, and your new assignment will be listed for the group. Click **Save** or **Save and Exit** to save your changes.

## Creating Assessments

Not only can you add existing assignments for your schools and groups, but you have the ability to create new assessments using items that have been approved by the Texas Education Agency. Assessments can be created for grades 3 through 12 in both Mathematics and Science.

1. Click **Create Assessment** from the Main Menu.

2. Click the **Create a New Test** button.

3. Enter the name of your new assessment, and then use the pull-down menus to select a Subject, Default Scoring Point, Grade, and Lock Status.

4. Click **Save** to proceed to the Items & Options tab.

5. To search items to add to your new assessment, click **Search Items**.

6. Select the Grade, TEK Standard, TEK Objective, and Student Expectation of the items you wish to search and click **Search Items**.

7. A list will appear of the items that match your search criteria. To add one or more items to the new assessment, place a checkmark in the box next to the item(s) you wish to add and click **Add Item(s) to Test**. To search for different items, click **Search Again**.

8. You may continue to search and add new items until you are satisfied with your new assessment. You may also add/remove tools (e.g. calculator, compass) to the assessment that the students will be able to use online.

9. You may change the sequence of the items by modifying the numbers associated with each item.

10. When you feel it is complete, click **Completed**.

## Portfolios and Reports

After students have completed assignments you can open the portfolio of one or more students to view their individual test performance.  Also, you can produce one of several reports available in the TMDS & TSDS program.

### STUDENT PORTFOLIOS

Portfolios allow a teacher the ability to view student results for individual assignments and a combination of assignments for a combination of students.  From the Portfolio Center a teacher can view a detailed test report, send comments to students relating to their test performance, and read comments that students have sent to the teacher.



**Portfolio Center**

Send Comments
Back

Select Scope : All Groups

*Click + to select all (use "Send Comments" link above to submit a comment to multiple students).
**Click on the title of the column to sort. Example(s): *Name, Date Completed, Test Name, Scores*

| ± | NAME | GROUP | TEACHER | DATE | TEST NAME | SCORES | REPORT | COMMENTS |
|---|------|-------|---------|------|-----------|--------|--------|----------|
| ☐ | Pam2 Kirby | Pam's QA Group | Vantage Teacher | 09-24-2003 | 4TH GRADE GEOMETRY | (3/6) | View | Write \| Read |
| ☐ | Pam2 Kirby | Pam's QA Group | Vantage Teacher | 09-02-2003 | 4TH GRADE GEOMETRY | (2/6) | View | Write \| Read |
| ☐ | Pam2 Kirby | Pam's QA Group | Vantage Teacher | 08-21-2003 | 4TH GRADE GEOMETRY | (2/6) | View | Write \| Read |
| ☐ | Pam2 Kirby | Pam's QA Group | Vantage Teacher | 11-04-2003 | 4TH GRADE GEOMETRY | (3/6) | View | Write \| Read |
| ☐ | Pam2 Kirby | Pam's QA Group | Vantage Teacher | 09-03-2003 | 4th Grade Test Form C | (39/45) | View | Write \| Read |
| ☐ | Pam2 Kirby | Pam's QA Group | Vantage Teacher | | 4th Grade Test Form C | | N/A | Write \| Read |
| ☐ | Pam2 Kirby | Pam's QA Group | Vantage Teacher | 08-21-2003 | 4th Grade Test Form C | (37/45) | View | Write \| Read |

**Average for all assignments:**      * Comments functionality not available for student(s) without any sessions.

### STUDENT REPORTS

Reports are available so that teachers can easily view test performance for one or more groups using personalized report settings and compare group results to those of the entire state.  There are 4 report types available to teachers:

 Provides the student responses and percent correct for a group.

 Provides performance data by demographic and/or grade.

 Provides the tests completed by student for one or more groups.

 Allows a teacher to produce state reports by grade and year.

## Student Portfolios

Portfolios allow a teacher the ability to view student results for individual assignments and a combination of assignments for a combination of students. From the Portfolio Center a teacher can view a detailed test report, send comments to students relating to their test performance, and read comments that students have sent to the teacher.

1. Click **Portfolios/Reports** from the Main Menu and then click **Student Portfolios**.



2. Locate the group for which you would like to view student portfolios and click the **View Members** link next to the group name.

3. Place a checkmark next to the name of the student(s) whose portfolio(s) you would like to view, and then click the **View Portfolio(s)** button. *To select all students in the group, click the Select Members link located at the top of the column.*



4. There are several options from the Portfolio Center:

   a. You can sort the portfolios by Name, Date, Test Name, and Score by clicking the underlined column header.

   b. View a detailed score report for a student by clicking **View** under the Report column.



   c. Click **Write** to write comments to a student or **Read** to view comments from the student. You can also send comments to more than one student at a time by placing a checkmark next to the student names and clicking the **Send Comments** link.

   d. Limit your portfolio results by Current or Archived Groups by selecting the appropriate filter from the Select Scope pull-down menu.

## Performance Reports

Reports are available so that teachers can easily view test performance for one or more groups using personalized report settings and compare group results to those of the entire state. There are 4 report types available to teachers, including a plethora of state diagnostic reports that you can view by clicking the **State Reports** button. To generate a report, follow the directions below.

1. Click **Portfolios/Reports** from the Main Menu.

2. Click the name of the report that you would like to generate. **NOTE:** *By clicking 'State Reports,' you will be presented with an additional screen that lists all of the state reports available. Simply select one of the state reports to produce that report.*

3. Some of the reports have many customizable options, while others do not require a lot of customization to produce the report. Select the criteria that you would like to be included in the report and click **Submit**.

4. The report will appear, allowing you to print the report and view individual student performance.

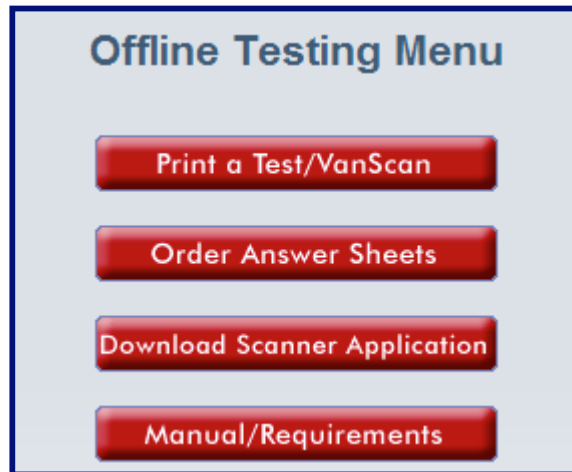5. A sample Student History Report is displayed to the right.

# Offline Testing

Through the Offline Testing button on the Main Menu, a teacher has the ability to print and manage tests to be completed offline, as well as download VanScan, order answer sheets, and access valuable reference materials.

1. Click the **Offline Testing** button from the Main Menu.  The are 4 buttons available with Offline Testing:



**Print a Test/VanScan**
This button allows you to view the assignments available for each of your groups and print an assignment for offline testing.



**Order Answer Sheets**
Provides instructions and prices/quantities for ordering student answer sheets from Vantage Learning.

**Download Scanner Application**
Allows you to download VanScan, the scanning application used for offline testing and data importation.

**Manual/Requirements**
Provides two sub-links for installing & implementing VanScan and the technical requirements necessary to use VanScan.

## Printing a Diagnostic

The **Print Diagnostic Test** button allows a teacher to view and print diagnostic tests for assessments in both Mathematics and Science.

1. Click **Print Diagnostic Test** from the Main Menu.

   **Print Diagnostic Test**

2. Click on the tab at the top of the screen to view tests and TEKS for the desired subject.

   **Math**  **Science**

   Instructions:

   1. Below are the TDAS diagnostic tests for 2004-05. Print a test by clicking on the test name and then selecting the print icon. If you want to "load" the results into TDAS to view results online, you MUST create a group and make a test assignment to obtain the special code required on the answer sheet.

   📄 Click Here to View and Print the Elementary TEKS
   📄 Click Here to View and Print the Middle School TEKS
   📄 Click Here to View and Print the High School TEKS

   AVAILABLE TESTS (includes Answer Sheet)
   3RD GRADE ASSESSMENTS
   Grade 3 -- Pre-Configured English Diagnostic Assessments
   📄 3rd Grade Test Form D 2004-2005
   📄 3rd Grade Test Form D Mini A 2004-2005
   📄 3rd Grade Test Form D Mini B 2004-2005
   Grade 3 -- Pre-Configured Spanish Diagnostic Assessments
   📄 3rd Grade Spanish Test Form D 2004-2005
   📄 3rd Grade Spanish Test Form D Mini A
   📄 3rd Grade Spanish Test Form D Mini B

3. Click on any of the PDF documents available to view and print the particular test or set of TEKS.

4. *NOTE: These documents can be opened only if you currently have Adobe Reader (or similar program) installed on your computer. To download this program, go to the System Requirements Check on the Sign In Screen and follow the download directions.*

   Look at these triangles.

   

   18. Which two triangles are exactly the same size and shape?
   A. 1 and 3
   B. 2 and 4
   C. 2 and 3
   D. 1 and 4

   19. Look at the number line. Point X shows the location of what number?

   200 210 220 230 240 250
   A. 209
   B. 218
   C. 225
   D. 231

   20. Miguel wants to paint a stripe on the side of his pick-up truck. About how long is a pick-up truck?
   A. 12 feet
   B. 22 feet
   C. 32 feet
   D. 42 feet

   GO ON

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## Searching and Managing Users

The **Search/Manage Users** button allows a teacher to find students within the school and view their groups and portfolios.

1. Click **Search/Manage Users** from the Main Menu.



2. Select the group of the student(s) you wish to locate.

3. Select "Student" as the User Type.



4. *Optional.* Enter a first/last name and/or Student ID for the student to limit your search. When you have finished, click **Search** to find the student(s).



5. *A* list will appear with all students that match your search criteria.

   a. To view or modify student information, click the Last Name of the student.

   b. Click **View Groups** to view the groups the student is currently a part of.



   c. Click **View Portfolio** to view the portfolio of the student.

   d. Click **Delete** to permanently delete the student.

   e. Click **Modify Criteria** to go back to the search screen to change one or more search criteria.

   f. Click **Try New Search** to begin a new search.

   g. Click **Create New User** to create a new student.

## Updating Account Information

The **Update Account** button allows a teacher to change personal information such as name, email address, phone number, and username/password.

1. Click the **Update Account** button from the Main Menu.



2. You may add or modify any of the information contained on the User Editor Screen.



3. Remember that fields preceded with an asterisk (*) indicate a required field, so you cannot delete this information without replacing it with updated information.

4. When you have finished updating your account, click **Save**.



5. If you have made changes but wish to exit without saving the changes, click **Cancel**.

**Student Level User Information**

## Student Tutorial

Hello student, and welcome to the TMDS & TSDS Testing Center! The next few pages will explain exactly how to use the program so that you can test without a problem. The only thing that this guide will not provide are the test answers!

It is important that you go through the Student Tutorial before using the program so that you know how to use the features of the program. To do so, click the **Student Tutorial** button and go through each section to familiarize yourself with the program.

**STUDENT TUTORIAL**

**Instructions**
Select any individual tutorial section from the list below or, to review the entire tutorial from beginning to end, start by clicking on the first topic titled "Signing In."

- Signing In
- Beginning a Test
- Answering Questions
- Navigating to the Next Question
- Scrolling Text
- Using the Tool Box
- Suspending a Test
- Resuming a Test
- Submitting Your Test
- Submitting Your Comments About a Question
- Using the Electronic Bubble Sheet
- Viewing Your Portfolio and Test Results
- Signing Out

# TMDS&TSD

## Student Test Center

The Test Center is where you will find all of the new tests and tests in progress.  There are two tabs at the top of the screen: Math and Science.  To view your new math tests and math tests in progress, click the **Math** tab.  To view your new science tests and science tests in progress, click the **Science** tab.

1. To begin a test, click on the Test Name. A confirmation box will appear—click yes to proceed to the exam.



2. Choose the correct answer by clicking in the circle of the answer you would like to choose.  When you are satisfied with your answer, click the **Next** arrow to proceed to the next question.

3. There may be tools available for you to use at the bottom of the screen, such as a compass, ruler, or calculator.  To use one of these tools, simply click on the Tool icon.



4. When you are finished the exam, click the link to proceed to your portfolio. Easy enough!

5. To view your portfolio, click the **Portfolio** tab at the top-right corner of the screen to view your past results.