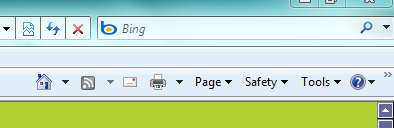
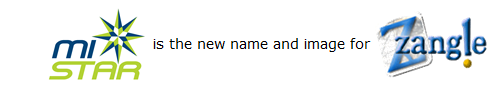
**Class A Instructions to get you going. There will be more training this year-**

**The words of the day are “Pop Up Blocker!!”**

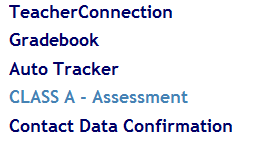
1. You must turn POP UP BLOCKER off in the TOOLS menu.



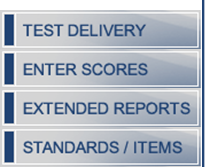
2. Log on to MiStar as you normally do.



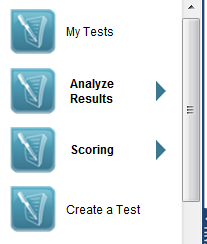
3. Select CLASS A – ASSESSMENT



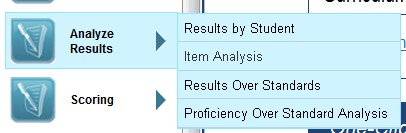
4. Select TEST DELIVERY



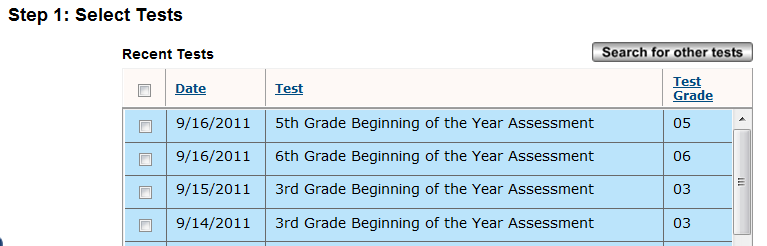
5. Select ANALYZE RESULTS



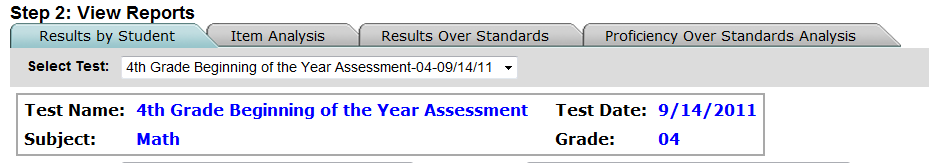
6. FREE CHOICE!!!



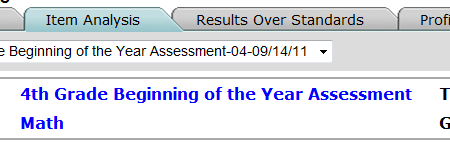
7. Select your TEST



8. Look at your data how you like

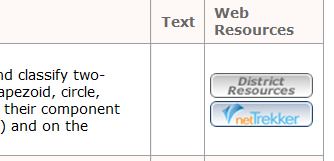


9. For resources linked to GLCES based on your student data select ITEM ANALYSIS



10. Identify the GLCE you want to work with and Select the NETTREKKER link.





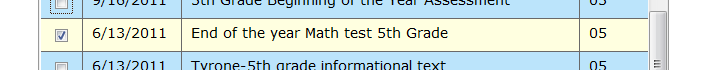
Technical issues with Nettrekker at the time of printing.

11. If you want an increasingly accurate picture of **proficiency over standard**:

Select Change My Test Selection



12. Select any test you would like to include (remember those end of the year tests??)





You will now see results compiled for both tests.

13. Ready to make your own assessments??

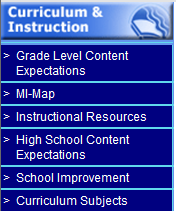
Required documents:

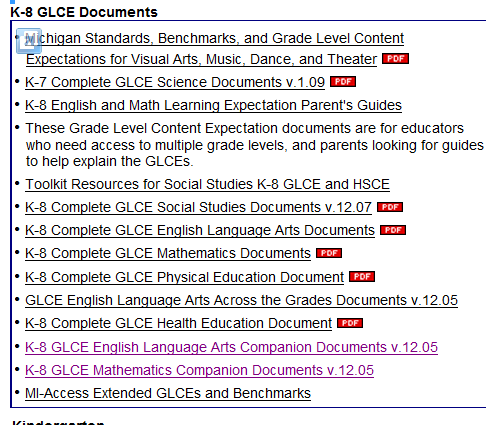
1: Pacing Guide (Don’t make me repeat this!!)

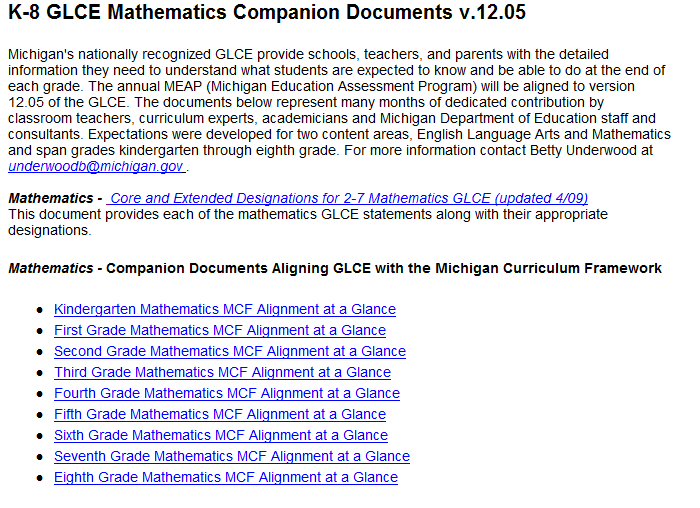
2. Michigan Focal Points Core and Extended Designations (This will help you focus on what the State tells us are the most important GLCES).

This can be found at: http://michigan.gov/mde



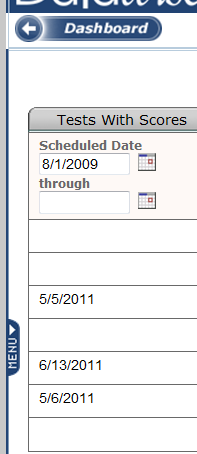




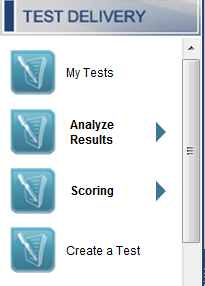


Once you have your guiding documents you then begin to create the test in Class A.

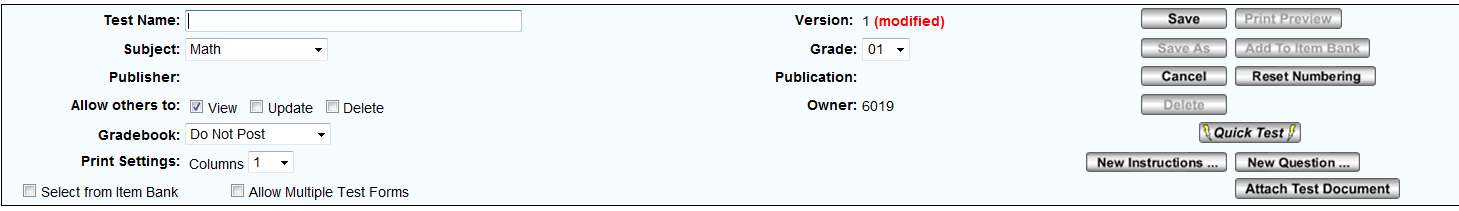
To return to the Menu you may always choose two methods. Click either one:



Once viewing the Menu select CREATE TEST



14. Fill in the appropriate information:



Create a Test Name (DO NOT USE THE WORD PRACTICE IN THE TITLE RESA DOES SWEEPS THAT CLEARS ANY ITEM THAT HAS THE WORD PRACTICE IN IT)- Don’t ask me why????

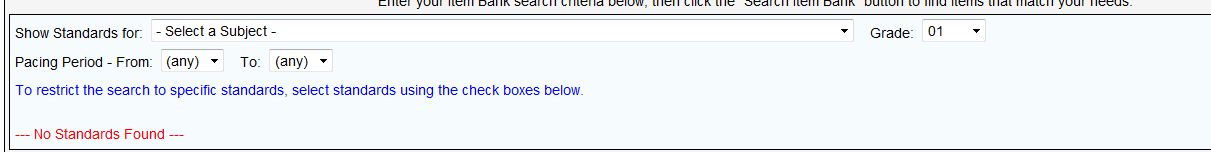
15. Select a subject

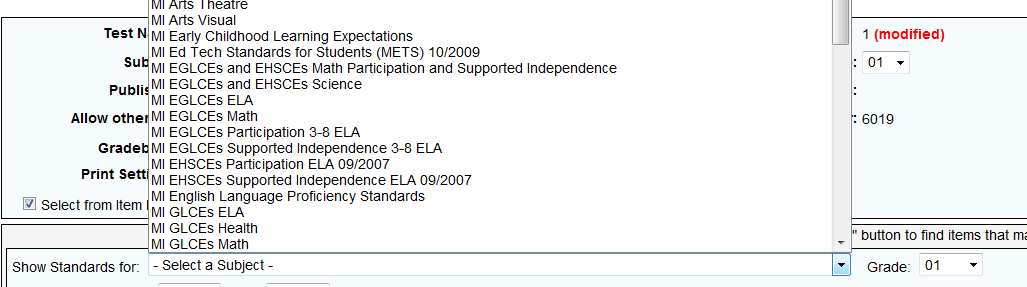
16. Select a grade level

17. Allow others to view

18. Save

19. Check Select from Item Bank. You will then see this:

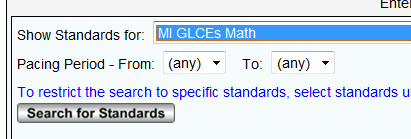


20. In the SHOW STANDARDS FOR window select which GLCES you would like to use as well as grade.

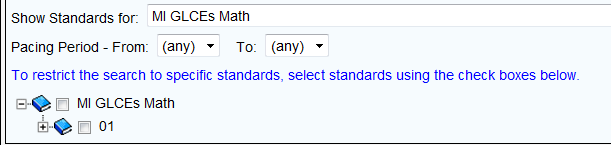
For example:

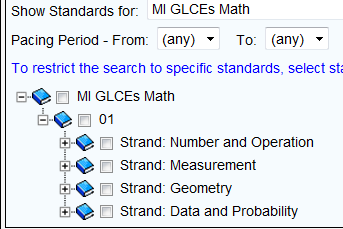


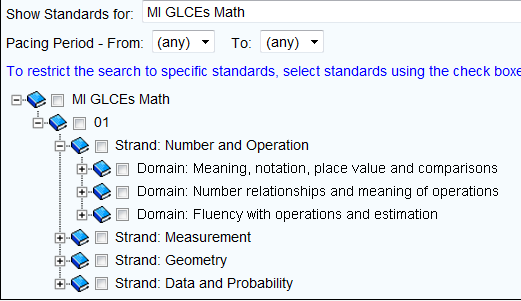
21. Then select SEARCH FOR STANDARDS

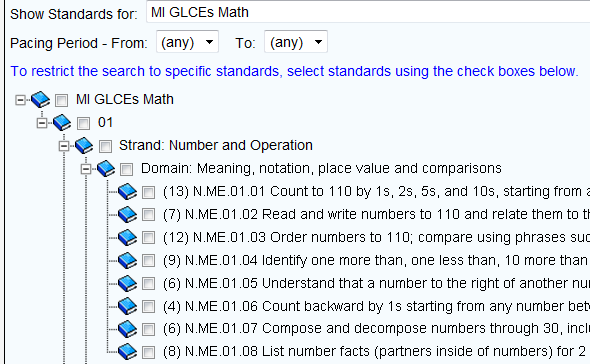


You will then be able to expand the GLCES by grade and standard.

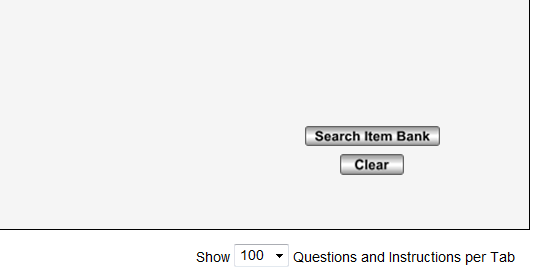




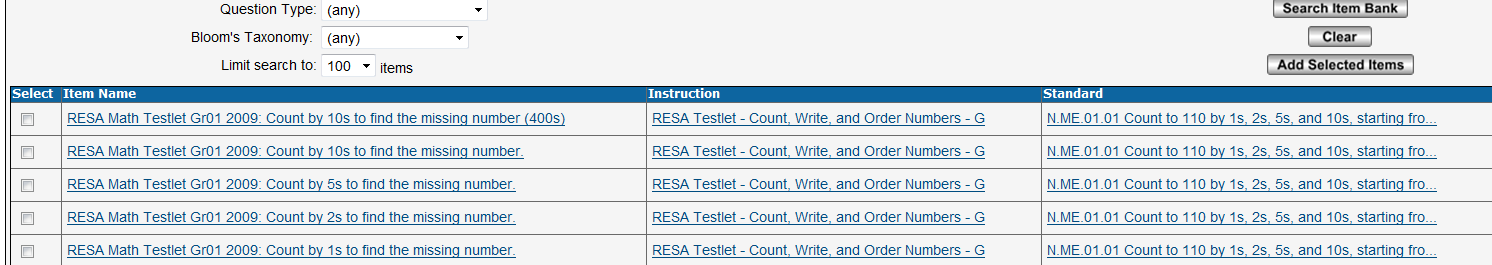




22. Check the Domain you want to use and then Select SEARCH ITEM BANK in the lower right of your window.



You will then see toward the bottom of your screen:

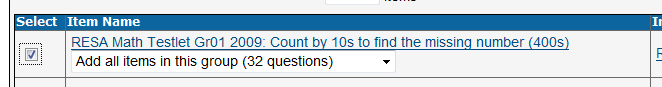


If you hover your mouse over the ITEM NAME, it will bring the question into view. If you hover your mouse over INSTRUCTION or STANDARD , it will bring those into view as well. This is a very helpful way to preview the question before you select it.

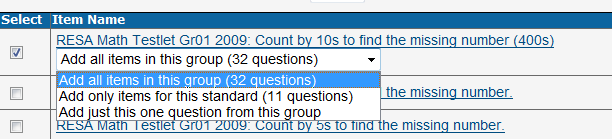
TIP OF THE DAY!!! Any item marked RESA is very reliable. Any item marked MEAP is very reliable. I am not so sure about any other indicators.

23. Select your item.

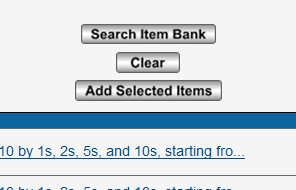
If you choose a RESA TESTLET question, you will see this:



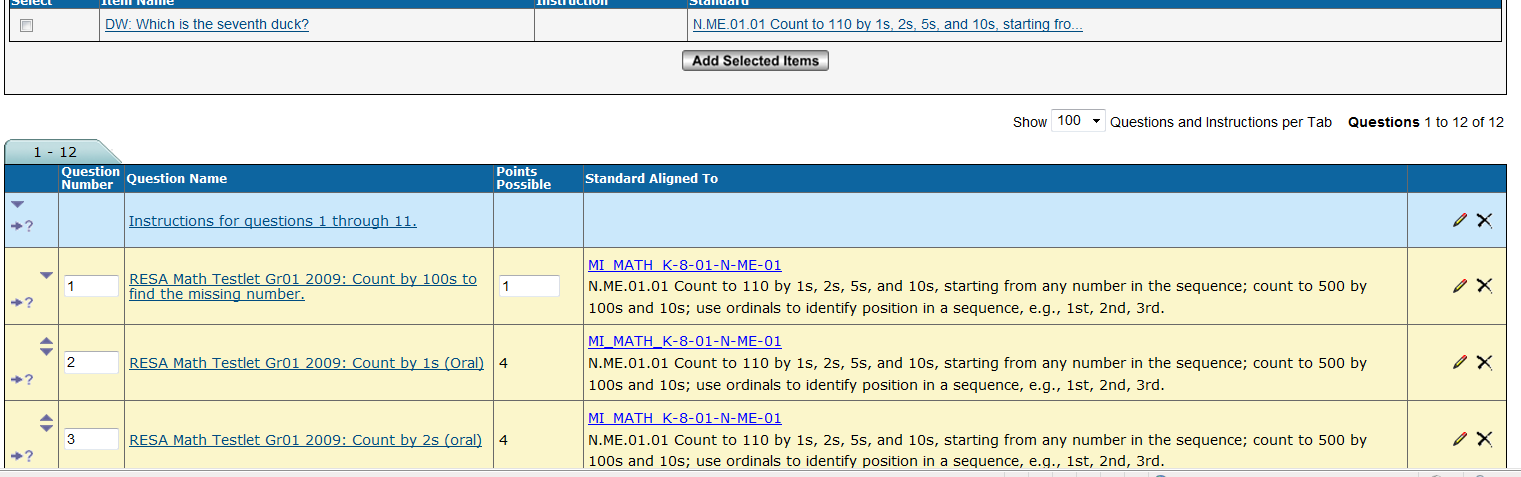
If you do not want to add multiple questions, choose from the pull down menu.



24. Select ADD Selected Items

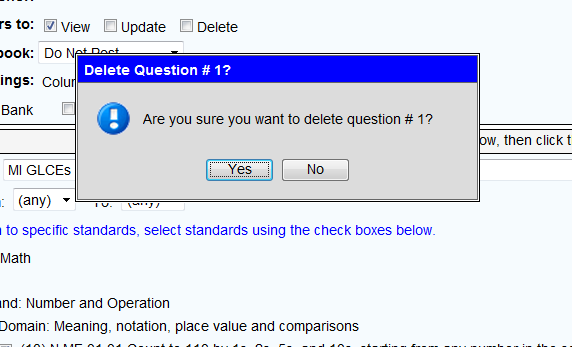


Once the item is added you may view the outline of your test by scrolling to the bottom of your screen.



25. Editing may take place here. You may delete questions or change the order of the questions.

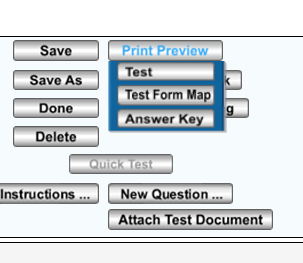
ANOTHER TIP OF THE DAY!! When you delete or change order it will appear that nothing has happened. Scroll all the way to the top and you will see:



26. Choose the appropriate answer.

27. When you have finished creating the test be sure to SAVE.

28. You may then use the PRINT PREVIEW to print what you choose



That should be enough for today. When you are ready to schedule a test, please contact me and I will walk you through it. I will be posting these directions as well as Scheduling directions on your WIKI.