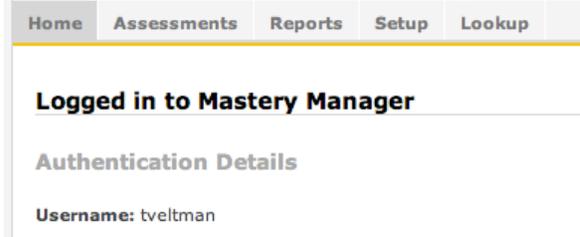


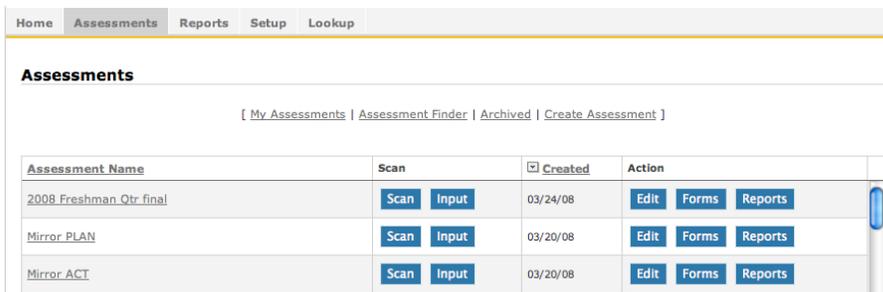
## Creating a Test and Printing Scantrons Using Mastery Manager

1. Log into mastery manager with your Leyden login and your eschool password. After you log in you will see the following screen.



The screenshot shows the top navigation bar with tabs for Home, Assessments, Reports, Setup, and Lookup. Below the navigation bar, the text reads "Logged in to Mastery Manager" followed by "Authentication Details" and "Username: tveltman".

2. To see assessments that have been entered click on the tab that says Assessments. You will see a list of Assessments that you have access to. Your screen will look like the one below.

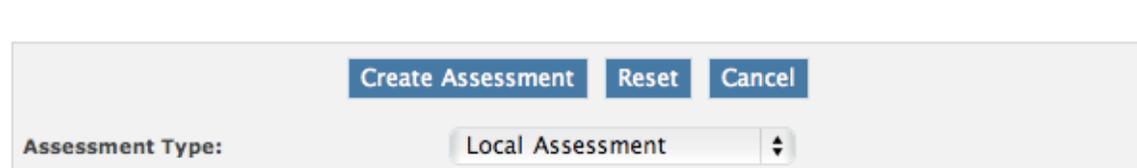


The screenshot shows the "Assessments" page with a navigation bar and a table of assessment entries. The table has columns for Assessment Name, Scan, Created, and Action.

Assessment Name	Scan	Created	Action
2008 Freshman Qtr final	Scan Input	03/24/08	Edit Forms Reports
Mirror PLAN	Scan Input	03/20/08	Edit Forms Reports
Mirror ACT	Scan Input	03/20/08	Edit Forms Reports

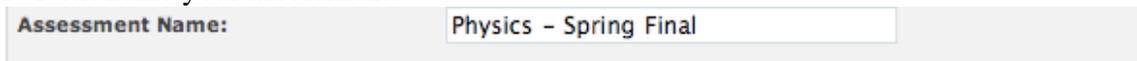
3. To create a new test to enter into the system, click the Create Assessment option. You will then see a screen with a few options to fill in.

4. You will want to make sure you test is a Local Assessment



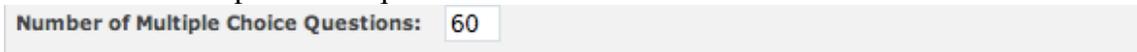
The screenshot shows the "Create Assessment" form with buttons for "Create Assessment", "Reset", and "Cancel". Below the buttons, the "Assessment Type:" dropdown menu is set to "Local Assessment".

5. Next name your assessment.



The screenshot shows the "Assessment Name:" field with the text "Physics - Spring Final" entered.

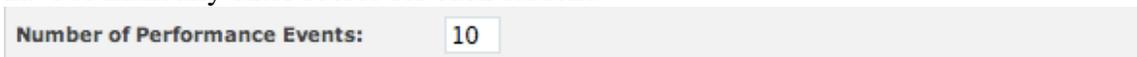
6. Enter the multiple choice questions



The screenshot shows the "Number of Multiple Choice Questions:" field with the value "60" entered.

7. Enter the number of performance assessments. This would be questions like essays.

**Note** if you would like to enter scores for your students for this type of question, you will have to manually enter scores for each student.



The screenshot shows the "Number of Performance Events:" field with the value "10" entered.

8. Choose the classes that will use this exam. Make sure you select all classes that will take the same exam to avoid teachers having to duplicate answer keys.

<b>Course and Section Names:</b>	PHYSICS - All Sections
	PHYSICS - 1-200 - SCI322
	PHYSICS - 1-100 - SCI322
	PHYSICS - 2-100 - SCI322
	PHYSICS - 2-200 - SCI322
	PHYSICS - 3-100 - SCI322

9. For building choose all if you would like all teachers to have access to an exam.

**Building:**

10. Choose the correct grade level subject and department. If you do not choose the correct department, the department chair will not be able to access your tests. If more than one department chair needs to see test results please select a second department.

**Grade Level:**

**Subject:**

**Department 1:**

11. Choose the term for the exam

**Term:**

12. Choose the answer key you would like to use and finally click the Create Assessment button.

**Answer Form:**

13. After you click the Create Assessment button you will be taken back to the assessment screen and you will see your new assessment.

Assessment Name	Scan	Created	Action
Physics - Spring Final	<input type="button" value="Scan"/> <input type="button" value="Input"/>	03/11/08	<input type="button" value="Edit"/> <input type="button" value="Forms"/> <input type="button" value="Reports"/>

14. Click on the name of your new assessment and you will see the following screen. Click on the Answer Key option.

**Edit Properties: Physics - Fall Final (60 M.C. / 0 P.E.)**

[ [Properties](#) | [Weights](#) | [Standards](#) | [Sections](#) | [Duplicate](#) | [Answer Key](#) | [View Setup](#) | [Lock](#) | [Forms](#) | [Cancel](#) ]



17. Now if you are ready to enter the standards that each question meets click on the Standards option and select the appropriate values on the following screen.

**Assign Standards: Physics - Fall Final (60 M.C. / 0 P.E.)**

[ [Properties](#) | [Weights](#) | [Standards](#) | [Sections](#) | [Duplicate](#) | [Answer Key](#) | [View Setup](#) | [Lock](#) | [Forms](#) | [Cancel](#) ]

- [View or delete standards](#) currently assigned to this assessment.
- [Create custom cut-scores](#) for this assessment.

Standard Category:	(IL Science Assessment Framework)			
Subject:	All: <input type="checkbox"/>	Science: <input checked="" type="checkbox"/>		
Grade Levels:	All: <input type="checkbox"/>	Grade 11: <input checked="" type="checkbox"/>	Grade 4: <input type="checkbox"/>	Grade 7: <input type="checkbox"/>
Which standards would you like to see:				
All: <input type="checkbox"/>	State Goal: <input checked="" type="checkbox"/>	Standard: <input checked="" type="checkbox"/>	Objective: <input checked="" type="checkbox"/>	Objective: <input checked="" type="checkbox"/>
<a href="#">View Standards</a>		<a href="#">Reset</a>		

18. You will be directed to a screen of the selected standards. You now need to click on the appropriate standard and the matching questions.

<input type="checkbox"/>	<b>SCI.11.13</b>	Understand the relationships among science, technology and s...	<b>SCI.11.13A</b>	Know and apply the accepted practices of science.	<b>SCI.11.13.11.02</b>	Understand why experimental replication is essential to scie...			
<input type="checkbox"/>	<b>SCI.11.13</b>	Understand the relationships among science, technology and s...	<b>SCI.11.13A</b>	Know and apply the accepted practices of science.	<b>SCI.11.13.11.01</b>	Understand basic rules of safety in conducting scientific ex...			
Please enter in the question(s) to which the standard(s) should be assigned:									
Beginning Question: <input type="text"/>			Ending Question: <input type="text"/>						
You may also select each question from the list below:									
Q 01: <input type="checkbox"/>	Q 02: <input type="checkbox"/>	Q 03: <input type="checkbox"/>	Q 04: <input type="checkbox"/>	Q 05: <input type="checkbox"/>	Q 06: <input type="checkbox"/>	Q 07: <input type="checkbox"/>	Q 08: <input type="checkbox"/>	Q 09: <input type="checkbox"/>	Q 10: <input type="checkbox"/>
Q 11: <input type="checkbox"/>	Q 12: <input type="checkbox"/>	Q 13: <input type="checkbox"/>	Q 14: <input type="checkbox"/>	Q 15: <input type="checkbox"/>	Q 16: <input type="checkbox"/>	Q 17: <input type="checkbox"/>	Q 18: <input type="checkbox"/>	Q 19: <input type="checkbox"/>	Q 20: <input type="checkbox"/>
Q 21: <input type="checkbox"/>	Q 22: <input type="checkbox"/>	Q 23: <input type="checkbox"/>	Q 24: <input type="checkbox"/>	Q 25: <input type="checkbox"/>	Q 26: <input type="checkbox"/>	Q 27: <input type="checkbox"/>	Q 28: <input type="checkbox"/>	Q 29: <input type="checkbox"/>	Q 30: <input type="checkbox"/>
Q 31: <input type="checkbox"/>	Q 32: <input type="checkbox"/>	Q 33: <input type="checkbox"/>	Q 34: <input type="checkbox"/>	Q 35: <input type="checkbox"/>	Q 36: <input type="checkbox"/>	Q 37: <input type="checkbox"/>	Q 38: <input type="checkbox"/>	Q 39: <input type="checkbox"/>	Q 40: <input type="checkbox"/>
Q 41: <input type="checkbox"/>	Q 42: <input type="checkbox"/>	Q 43: <input type="checkbox"/>	Q 44: <input type="checkbox"/>	Q 45: <input type="checkbox"/>	Q 46: <input type="checkbox"/>	Q 47: <input type="checkbox"/>	Q 48: <input type="checkbox"/>	Q 49: <input type="checkbox"/>	Q 50: <input type="checkbox"/>
Q 51: <input type="checkbox"/>	Q 52: <input type="checkbox"/>	Q 53: <input type="checkbox"/>	Q 54: <input type="checkbox"/>	Q 55: <input type="checkbox"/>	Q 56: <input type="checkbox"/>	Q 57: <input type="checkbox"/>	Q 58: <input type="checkbox"/>	Q 59: <input type="checkbox"/>	Q 60: <input type="checkbox"/>
<a href="#">Assign Standards</a>		<a href="#">Scan Questions</a>			<a href="#">Reset</a>				

19. If you would like to print out scantron forms with student names, select the Forms option and then choose the appropriate classes to print scantrons for.

[ [Properties](#) | [Weights](#) | [Standards](#) | [Sections](#) | [Duplicate](#) | [Answer Key](#) | [View Setup](#) | [Lock](#) | [Forms](#) | [Cancel](#) ]

## Print Answer Forms for Physics - Fall Final

There are 110 students total for this test.

Print For:

Section:

Bradley Henning - PHYSICS - SCI322 - 1-100  
Bradley Henning - PHYSICS - SCI322 - 2-100  
Bradley Henning - PHYSICS - SCI322 - 3-100  
Todd Veltman - PHYSICS - SCI322 - 1-200  
Todd Veltman - PHYSICS - SCI322 - 2-200

Building:

All  
East Leyden  
Life  
Maple Park  
Private Placement  
West Leyden

Printer:

Semester:

Do Not Print Student ID in Grid

**Generate Forms**

20. The computer will generate a PDF document that you will print to your local laser printer. Make sure that you have put blank scantrons in the printer in the correct orientation.