

Welcome

About AccelTest

Thank you for selecting AccelTest, our new test creation, scoring, and gradebook software.

Now you can instantly create your own quizzes, tests, and assignments for any subject, score them immediately, and have them automatically entered into an electronic gradebook! In addition, you can easily manage all of your existing assignments, quizzes, and tests.

There are two major optional accessories that you can use to take full advantage of its capabilities.

Renaissance Classroom Response System

Responder - RES-1000

AccelTest is designed to work with the optional Renaissance Classroom Response System. The wireless, radio frequency (RF) technology coupled with the Renaissance Classroom Response System encourages student participation and permits instant teacher access to see how students are using quizzes, tests and formative assessments.

One part of the system is the student-operated Classroom Responder.



Receiver - REC-1000

The second part is the Receiver, connected to the teacher's computer. The Receiver provides an RF link between the Responder and the teacher's computer. Student responses at the Responder are instantly transferred to teacher's computer - teacher input in the form of notes, as well as some assessment or assignment content can be transferred by the RF wireless link to the Responder.



AccelScan

Students fill out a scan card as they complete an assessment, then use the optional AccelScan to score (scan in) the answers at the teacher's computer.



AccelTest helps you, the classroom teacher:

- Quickly create your own customized quizzes, tests, and assignments for any subject.
- Save time! Score the work of an entire class in just minutes!
- Easily manage all of your existing assignments and tests.
- Dramatically reduce the time you spend recording grades by hand.
- Increase your preparation and teaching time.
- Immediately identify student problem areas and intervene through the use of detailed, easy-to-use reports.
- Become a more efficient, effective teacher.

How does AccelTest Work?

AccelTest is a software product that consists of three main components: *Assignment Creation*, *Assignment Scoring*, and a *Gradebook*.

Assignment Creation

AccelTest gives you the ability to create your own assignments containing the following types of assisted response questions:

Multiple Choice	Matching	Ranking
True/False	Yes/No	

AccelTest also supports the creation of free response questions.

Essay	Blank	Short Answer
Numeric Response	Modified True/False	

Only numeric response questions can be scored on the Classroom Response System. There are no free response questions that can be scored using the scanner.

Assignment Scoring

To optimize scoring, you must have either the Classroom Response System or an AccelScan scanner or ideally, both, on the classroom computer where AccelTest is installed.

The Classroom Response System allows student answers to be instantly recorded as they are entered on the Responder.

Assignment scanning in AccelTest allows students to record their answers on an AccelTest scan card and run it through the AccelScan scanner to score it. This is similar to Renaissance Learning's Accelerated Math and Surpass programs.

AccelTest automatically scores the student's assignments and records the grades in the Gradebook. AccelTest works with either the AccelScan Model RL-2110 or the AccelScan Model OMR-1100.

Gradebook Functionality

The Gradebook in AccelTest allows you to switch between different sections of students or different subjects, using the drop-down menus. The Gradebook holds specific information about each assignment.

Assignment Title	Assignment ID	Category
Due Date	Points Possible	

When you enter a student name, AccelTest assigns a 3-digit student identification number. Students can be imported from other Renaissance Learning programs, as well as other gradebooks that are .csv export capable.

Other features

Teachers define school year dates and term dates to be used for determining grades.

There are Grading Scale Options (Standard A - F, Pass/Fail, O-S-I-U, and 1 - 10 scales) which include capability for teacher-defined percentages that are used to determine grades, as well as teacher-defined and weighted categories (Test, Quiz, Homework, and Extra Credit, for example).

The Gradebook displays calculations based upon the number of points earned versus the number of points possible. However, you can decide whether to display points earned or percentages in the Gradebook.

There are also numerous reports available in AccelTest. See "Reports" on page 43.

How to use this Manual and Online Help

This manual will help you become familiar with your AccelTest software. You can get help while using AccelTest by clicking on Help.

AccelTest operates much the same on both Windows and Macintosh computers. When differences occur, we provide information for both operating systems. Note that in Windows computers, Wizards are used, and Macintosh computers use Assistants. Both Windows and Macintosh screens are shown in this manual.

If you have additional questions or need more information about AccelTest or other Renaissance Learning software, you can email us at answers@renlearn.com.

For technical support, email questions to us at support@renlearn.com.

In this manual, we use different symbols and type styles to identify buttons, menus, and dialog boxes or screens on your computer screen. We also identify computer keys on your keyboard.

Item	How we identify it in the manual	Example
Button	Square brackets appear around button names.	Click the [Assignment Bank] button.
Dialog Boxes	Dialog box names appear in bold. Sections of the dialog box and field names appear with initial capital letters. Options within the dialog box are enclosed in quotation marks.	In the New Section dialog box, type your section name in the Name field. In the Import Students Wizard (Assistant) dialog box, select "Import from a Renaissance Learning LIS product."
Keys	Angle brackets appear around key names	Press the <Enter> key.
Menus	Menu names and menu items appear in bold type.	From the Gradebook menu, select New Student .
Screen names	Screen names appear in bold type. Specified areas in the screen appear with initial capital letters.	In the Gradebook screen, in the Students column, click on the name of the student you are selecting.
Shortcuts	Menu shortcuts are shown as " Reports menu > Student Grade ."	From the Student Grade screen, (Reports menu > Student Grade) click on Print.

When you need to type information in a field, we use a different font to identify what you need to type. For example, "Type **admin** in the 'Enter your password' field," in the **AccelTest Password** dialog box.

Installing AccelTest

Where to Find the System Requirements

Before you install AccelTest software, make sure your computer meets the following *minimum* hardware and software requirements. For the latest system requirements, visit www.renlearn.com/requirements. If you have questions, email us at answers@renlearn.com.

Installing AccelTest Software

Refer to the *AccelTest Installation Guide* for instructions on how to install your AccelTest software and connect optional items such as the Renaissance Classroom Responder System and AccelScan.

Starting AccelTest

Follow these steps to start AccelTest, if it is not already open.

1. **Windows computers:** Click the [Start] button and select **Programs, AccelTest, and AccelTest**.

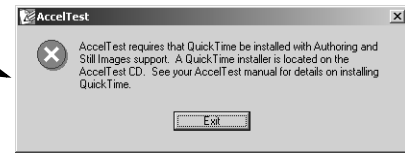
Macintosh computers: If it is not already open on your desktop, open the **AccelTest** folder on your hard drive. Then, double-click the **AccelTest** icon to start the program.

When the **Registration** dialog box opens, **go directly to step 2 on the next page**.

If one of two messages appear, you will need to either **a. upgrade** or **b. install** QuickTime.

If the message states you need to install Authoring and Still images support, you have a partial QuickTime installation. See **a. Upgrade QuickTime**.

If the message states that you need to install QuickTime, see **b. Install QuickTime**.



a. Upgrade QuickTime

To add the missing components in Windows:

- Click **Start** and **Programs**. Select QuickTime.
- Click on the QuickTime updater. Select Custom.
- Go to the QuickTime folder and click on the boxes next to "QuickTime Still Images" and "QuickTime Authoring." Click [Update Now].

To add the missing components in Macintosh:

- Navigate to your QuickTime folder. It probably is in your Applications folder.
- Launch the QuickTime updater. Select Custom.
- Go to the QuickTime folder and click on the boxes next to "QuickTime Still Images" and "QuickTime Authoring." Click [Update Now].

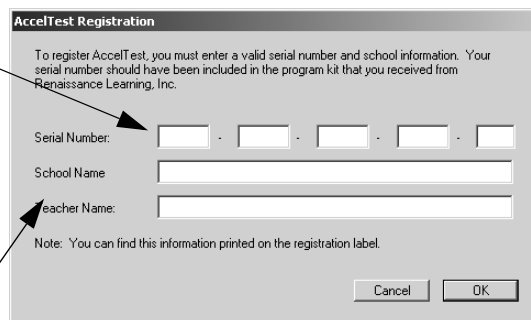
b. Install QuickTime

To install in Windows and Macintosh:

- Insert the AccelTest CD-ROM in your CD drive.
- Navigate to the Extras folder and open the QUICKTIME folder. Double-click the QUICKTIME file for the installer. Select default settings and click [Next], and [Agree] at the license agreement. You will not need to enter anything on the registration screen. Click [Finish] when done.

If a window opens with a message indicating you do not have a default printer, you will not be able to create AccelTest Assignments or print or preview reports until you get access to a printer and set it as your default printer. After reading the message, click the [OK] button.

2. The **AccelTest Registration** dialog box opens. Type the Serial Number in the boxes. The serial number may be found on the sticker located below the CDROM package on the inside front cover of this manual, or on the one-page instruction sheet you received with the software. As you type the serial number, be careful not to confuse “Z” and “2,” “1” and “l,” “S” and “5,” or “0” and “o.” Type in the school name and your name in the boxes provided. Then click the [OK] button.



The **AccelTest Registration** dialog box contains the following text and fields:

To register AccelTest, you must enter a valid serial number and school information. Your serial number should have been included in the program kit that you received from Renaissance Learning, Inc.

Serial Number: [] - [] - [] - [] - []

School Name: []

Teacher Name: []

Note: You can find this information printed on the registration label.

Buttons: Cancel, OK

3. When the **AccelTest Password** dialog box appears, type **admin** in the text box. Click [OK].



The **AccelTest Password** dialog box contains the following text and fields:

Enter your password

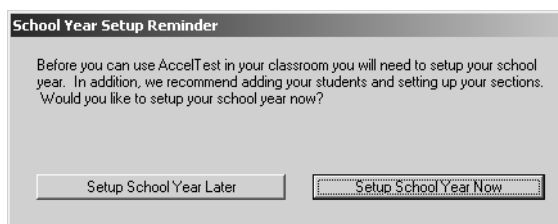
[]

Buttons: OK, Cancel

You will be asked if you would like to set up your school year. Click [Setup School Year Now] to set up your school year. The School Year Wizard (Assistant in Mac) will start. See “Setting up Your School Year” on page 10.

If you click [Setup School Year Later], AccelTest’s Getting Started screen appears.

Before you start using AccelTest, you should read and follow the suggestions in the “To-Do List for Teachers Starting AccelTest” on page 9.



The **School Year Setup Reminder** dialog box contains the following text and buttons:

Before you can use AccelTest in your classroom you will need to setup your school year. In addition, we recommend adding your students and setting up your sections. Would you like to setup your school year now?

Buttons: Setup School Year Later, Setup School Year Now

To learn more about how students can use the program, see “Student Instructions for Using AccelScan” on page 19.

To-Do List for Teachers Starting AccelTest

Once you've started AccelTest, you can start using it to create, import, modify, score and manage assignments, as well as print or preview reports. *However, before you start using AccelTest*, you should complete the following steps so that you can take full advantage of AccelTest's features.

1. Set up your school year information so that AccelTest can include it in your assignments automatically.

As you type in your school year information, you will be prompted to set up your terms and semesters.

For an introduction to the School Year preference, see page 50. For detailed instructions, see "Setting up Your School Year" on page 10.

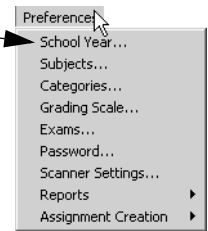
2. Set up your class sections. See "New Section" on page 39.
3. Add or import your students. See "New Students" on page 34.
4. Review the Subjects preference, and if necessary, add to or edit the subject list. For an introduction to this preference, see "Subjects" on page 50. For detailed instructions, see "Editing the Subjects List" on page 11.
5. Look at the Category preference, and edit categories or add categories to fit the subjects you teach. You can decide weights for categories, if a category's worst score should be dropped, how to calculate grades, etc. For an introduction to this preference, see "Categories" on page 51. For detailed instructions, see "Setting Category Values" on page 12.
6. Review the Grading Scale preference. You will want to change the Grading Scale to fit your grading system. For an introduction to this preference, see "Grading Scale" on page 51. You can find detailed information on "Setting Grading Scales" on page 12.
7. Look at the Exams preference. You may want to adjust the percent and marking period the grade applies to. For an introduction to this preference, refer to "Exams" on page 51. For detailed instructions, see "Setting Exams Preference" on page 13.
8. Now you can start to work with AccelTest. See "Two Ways to use AccelTest" on page 14.

Setting up Your School Year

1. Click on the **Preferences** drop-down menu, and click on **School Year**.

The School Year Wizard (Assistant on Macintosh computers) starts.

In the **Welcome** screen click [Next].



2. In the **School Year** dialog box, type in your Start Date and End Date.

(Hint: If you want to see a calendar, click on the calendar icons next to the Start and End date boxes. Use the arrows to select the year, and click on the month, then click on the day to enter the Start Date and End Dates.)

Click [Next] after you enter your dates.

A screenshot of the 'School Year Wizard' dialog box. The title bar says 'School Year Wizard'. The main area is titled 'School Year' and contains the instruction 'Enter the start and end dates of your school year.' Below this are two text boxes: 'Start Date:' and 'End Date:'. Each box has a small calendar icon to its right. At the bottom of the dialog are three buttons: 'Cancel', 'Back', and 'Next'. An arrow points from the 'Next' button in the instructions to the 'Next' button in the dialog.

3. Select the number of terms in the **Terms** drop-down menu in the **Number of Terms** dialog box.

4. In AccelTest, you will use Term to define blocks of time in the school year. You can select up to six terms.

If you select two or more terms, you can choose to group them into a semester.

Type in each Term start date or click the calendar icons to enter the term start and end dates in the **Term Dates** dialog box.

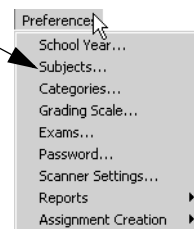
Click [Next] after you enter your dates.

A screenshot of the 'School Year Wizard' dialog box, specifically the 'Term Dates' tab. The title bar says 'School Year Wizard'. The main area is titled 'Term Dates' and contains the instruction 'Enter the start and end date for each of the terms.' Below this are three rows of input fields for terms. The first row is for the '1st Term' with start date '9/2/2002' and end date '12/18/2002'. The second row is for the '2nd Term' with start date '12/28/2002' and end date '3/28/2003'. The third row is for the '3rd Term' with start date '4/1/2003' and end date '6/16/2003'. Each date field has a small calendar icon to its right. At the bottom of the dialog are three buttons: 'Cancel', 'Back', and 'Next'. An arrow points from the 'Next' button in the instructions to the 'Next' button in the dialog.

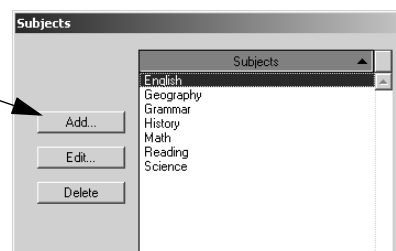
5. Review the information you have entered in the **Summary** dialog box. Click [Back] if you need to correct any errors; then, click [Done].

Editing the Subjects List

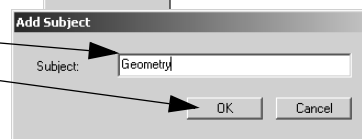
1. Click on the **Preferences** drop-down menu, and click on **Subjects**.



2. In the **Subjects** dialog box, click on [Add] to add a subject.



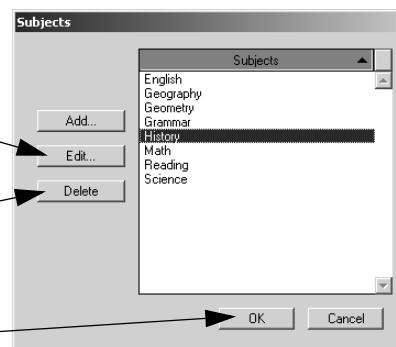
In the **Add Subject** dialog box, type the name of your subject. Click [OK].



3. If you need to edit the name of a subject, click on the subject and then click [Edit]. Make your change and click [OK].

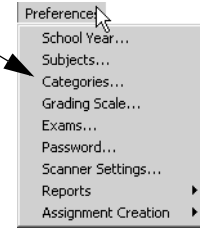
If you want to keep your subject list short as you add more subjects, click on the unused subjects and then click [delete].

When you finish adding, editing or deleting, click [OK].



Setting Category Values

1. Click on the **Preferences** drop-down menu, and click on **Categories**.



2. The **Categories** dialog box opens.

If you need to edit an existing category, click in the box, and type your changes.

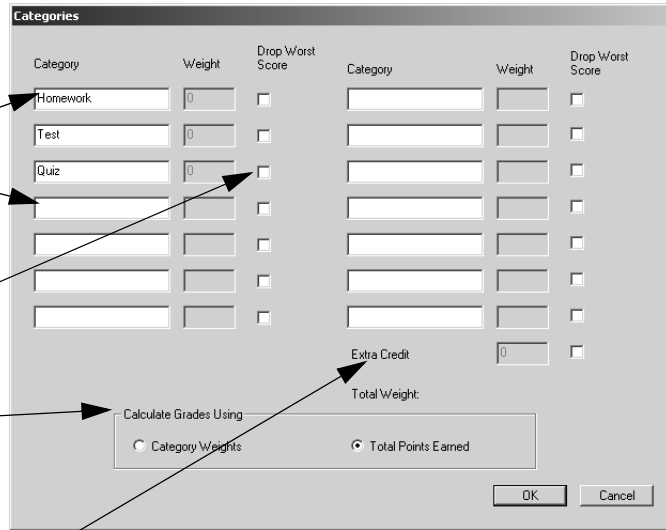
You can type in a new category in a blank field, if needed.

Click on the Drop Worst Score box, where applicable.

In the Calculate Grades Using section, select Category Weights or leave Total Points Earned selected.

Edit or type in a Weight value (if using category weights).

Don't forget Extra Credit, if used.

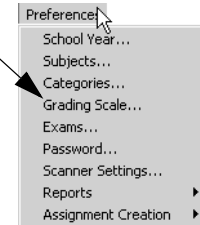


Note: For more information on category weights, extra credit and grade calculation, see **"Appendix: AccelTest's Grade Calculations"** on page 89.

3. When you have finished adding or changing your category preferences, click the [OK] button.

Setting Grading Scales

1. Click on the **Preferences** drop-down menu, and click on **Grading Scale**.



- The **Grading Scale** dialog box opens showing the Standard grading scale. If you are not using a standard grading scale, choose another option from the Grading Scale drop-down list.

If you are using a standard grading scale, you can determine the minimum percentage needed for each letter grade by clicking the box and changing the number.

Note: The number you type is the minimum percent necessary to obtain that letter grade.

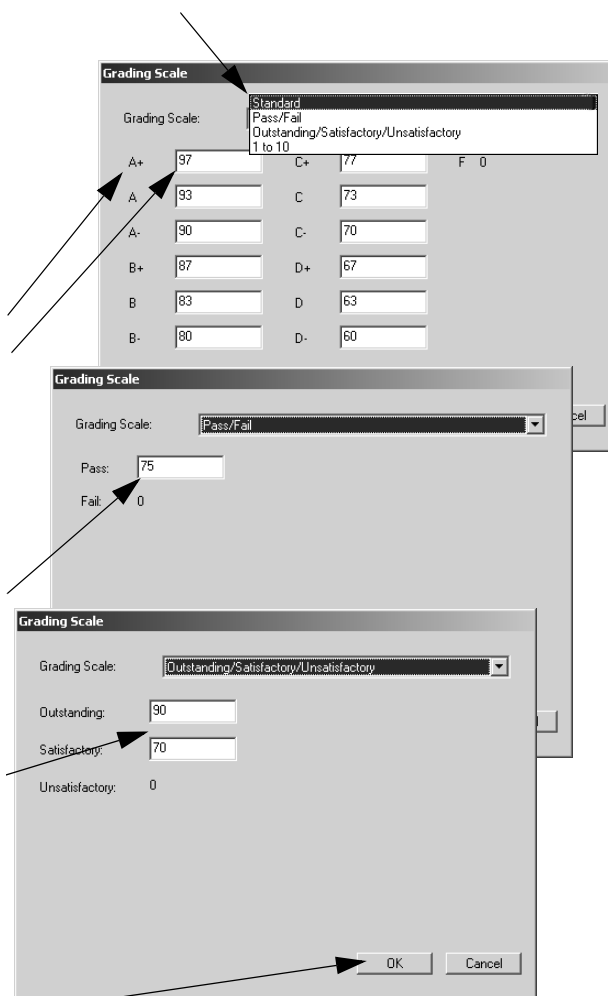
For example, if your grading scale does not use the A+ as a letter grade you can leave the box next to A+ blank. This can be done for any letters not used in your grading system.

If you selected Pass/Fail, in the dialog box, you can change the percentage delineating pass/fail. Click in the box next to Pass to enter the new number.

For the Outstanding/Satisfactory/Unsatisfactory option, you can change the percentage delineating Outstanding and Satisfactory in the boxes next to each.

The 1 to 10 grading scale is used internationally and automatically assigns a number grade of 1 - 10 depending upon the percentage earned.

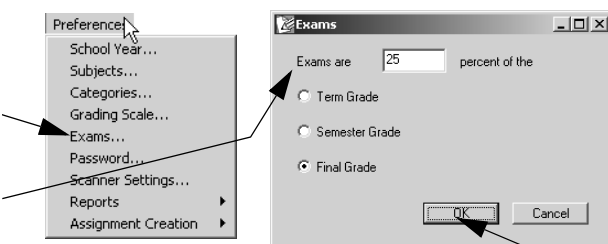
- When you have finished changing your grading scale preference, click the [OK] button.



Setting Exams Preference

- Click on the **Preferences** drop-down menu, and click on **Exams**.
- In the **Exams** dialog box, you can edit the percent that exams count toward either a Term Grade, Semester Grade, or Final Grade.

The Term and Semester selections available will vary according to School Year preference settings. Click [OK] when you are finished.



Two Ways to use AccelTest

First Example:

I need to create new assignments, such as quizzes, tests, exams, and homework, that I want to be able to quickly score and grade.



Step 1:

Create assignments using the Assignment Editor. See "Creating Questions for a New Assignment" on page 64.



Step 2

Use the Gradebook to give assignment to students. See "Add Assignments to Gradebook and Assign to Students" on page 21.

Use the Gradebook to print assignments for students. See "Printing Assignments for Students" on page 25.

Distribute AccelTest assignment copies.

Second Example:

I have existing assignments, such as quizzes, tests, exams, and homework, that I want to be able to quickly score and grade.



Step 1:

Create answer keys in AccelTest to score and record grades. See "Creating New Score Key for Existing Assignment" on page 66.



Step 2

Use the Gradebook to give assignment to students. See "Add Assignments to Gradebook and Assign to Students" on page 21.

Distribute your existing assignment.



Prepare AccelTest for student scoring. See "Preparing AccelTest for Students to Score Scan Cards" on page 16. Have students score their completed assignments.

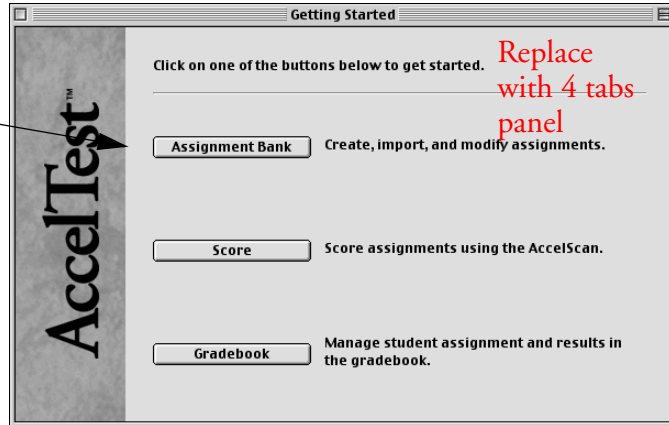
Getting to Know AccelTest

The main AccelTest screen has four tabs: **Gradebook**, **Assignments**, **Libraries**, and **Sessions**. You can click on a tab to go to the AccelTest function indicated on the button.

Assignment

Clicking on the Assignment tab starts the following process to create and assign tests, quizzes and homework, etc.

- You create assignments to give to your students. You determine the item (question) type, number, and point value.
- You create an AccelScan score key to automate the scoring of your existing assignments.



The AccelTest program default **Category**, **Subject**, and **Item** choices are shown in the table below.

Category	•Quiz •Test •Homework Teacher defines additional Categories.
Subjects	•English •Math •History •Reading •Geography •Science •Grammar Teacher defines additional Subjects.
Item (question) Types	Assisted Response, which includes: • MC - Multiple Choice • M - Matching • R - Ranking • TF - True/False • YN - Yes/No Free Response, which includes: • E - Essay • F - Fill in the Blank • MTF - Modified True/False • SA - Short Answer • NR - Numeric Response Teacher defines number of items and point value for both Assisted Response and Free Response Item Types.

For detailed information see “Using Assignments” on page 63.

Score

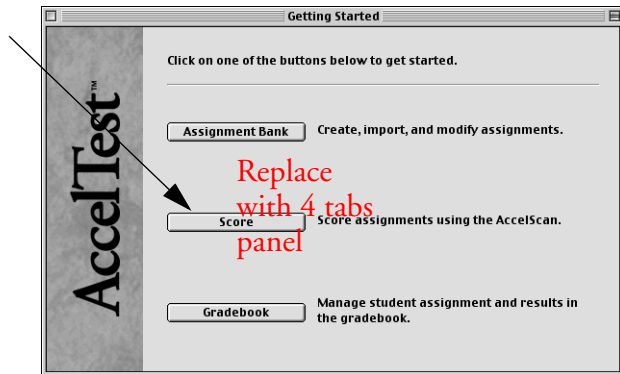
Before you can score any scan cards in AccelTest, you must install and connect the AccelScan scanner. See the *AccelTest and Renaissance Classroom Response System Installation Guide*.

You must create an assignment or create a score key for an existing assignment.

To create an assignment, see “Creating Questions for a New Assignment” on page 64.

To create a score key, see “Creating New Score Key for Existing Assignment” on page 66.

The **Score** button in the **Getting Started** screen permits students to use of the AccelScan card reader to score the assignments. See “Student Instructions for Using AccelScan” on page 19. Teachers can score the scan cards. See “Teacher Instructions for Scoring Student Assignments” on page 30. In both cases, AccelTest records student grades.



Preparing AccelTest for Students to Score Scan Cards

To prepare AccelTest for student scoring of their scan cards, simply click [Score] in the **Getting Started** screen. (Do not start scoring from the Gradebook to prevent unauthorized access to AccelTest.)

Instructions that you can copy for students to use for scoring are found in “Student Instructions for Using AccelScan” on page 19.

Note: Once you click on [Score], the application locks, and the students will not be able to access any other part of the program.

Password to Unlock AccelTest

To return to AccelTest from student scoring, you must enter the AccelTest password in the “Enter your password to unlock AccelTest” box in the **Unlock AccelTest** screen. Then click [OK]. Your default password is **admin**. To change the password, use the Password Preference; see page 52.



Student instructions for using the Classroom Responder

AccelTest software and the Classroom Receiver and Classroom Responder must both be installed and configured before teachers and students can start using the Classroom Responder. For installation and set up instructions, see *AccelTest and Renaissance Classroom Response System Installation Instructions*.

1.

2.

3.

4.

5.

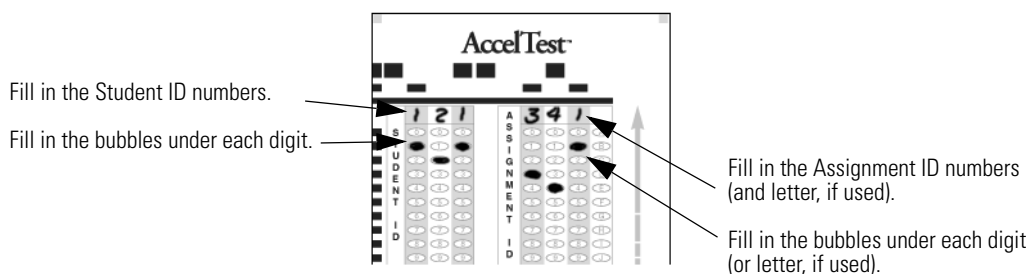
6.

7.

8.

Student Instructions for Using AccelScan

1. Be sure that you filled in your three-digit Student ID number and Assignment ID number (and letter, if used) at the top of the scan card. Fill in a bubble underneath each number (or letter).



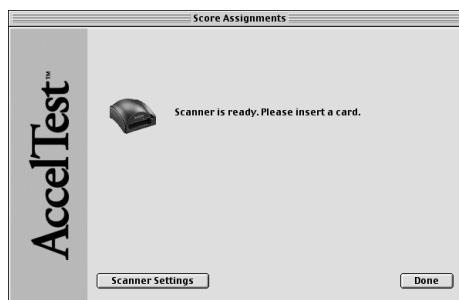
2. Check over your AccelScan scan card.

*Make sure that all answers have been filled in and marked next to the correct problem numbers.

*Erase any stray marks.

*If any answers were changed, be sure the old answers are completely erased.

3. The Score Assignments screen shows that the scanner is ready.



4. Insert the scan card into the scanner face up, with the scan card number and arrow going into the scanner first.

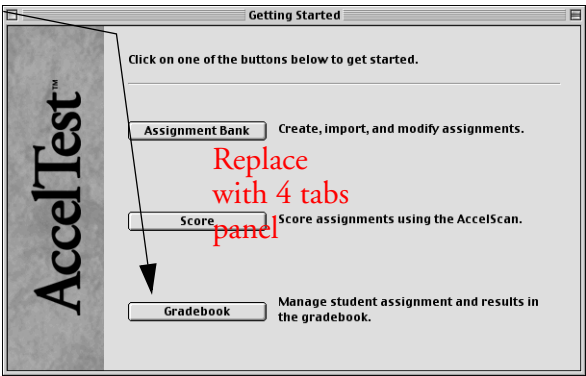
5. The scanner will take the scan card and score the assignment. The message saying the scanner is ready will appear again. If AccelScan cannot read your scan card a message will tell you to see your teacher.

6. Your card will be behind the scanner. Save it so you can use the other side.



Gradebook

The **Gradebook** displays assignments, showing student, section, subject and grade information for the teacher to view, edit, and manage.



The Assignment Title, Assignment ID, Category, Due Date and Points Possible are shown for each assignment.

The Gradebook is where assignments created in the Assignment tab are added so they can be assigned to class sections and groups of students. See “Add Assignments to Gradebook and Assign to Students” on page 21.

Giving an assignment to an individual student is easy in the AccelTest Gradebook. See “Assignments for Individual Students” on page 23.

Title	Assignment ID	Category	Due Date	Points Possible	Chpt. 1-2 1 Quiz 9/30/2002 30	Chpt. 3 2 Quiz 10/15/2002 30	Unit 1 L1 3 Homework 20	Chpt. 1 5 Test 30	EC	Final Grade	
Daniels, Ron	55							28		93.3	Pass
Davis, Damar	106				30	Waiting	12			100	Pass
Dempsey, Lee	156				Waiting					60	Pass
Duncan, Kelly	157				10					56.7	Fail
Eggleston, Marissa	107							28		93.3	Pass
Evenson, Shelly	158							20		66.7	Pass
Evenston, Bob	108						20			100	Pass
Fennell, Laquinta	109				12	Waiting				70	Pass
Fleishman, Mirian	110							26		86.7	Pass
Fox, Gabrielle	111						20			100	Pass
Franks, Alisha	112				30	Waiting				55	Fail
Garcia, Joshua	113							22		73.3	Pass
Mean					16.6		15.9	22.5		71.5	Pass

✓ All Sections
6th Gr. English
6th Gr. Math
6th Gr. Science

See “Add Assignments to Gradebook and Assign to Students” on page 21.

✓ All Subjects
Math
Parenting
Physical Education
Psychology
Reading
Science
Sewing

See “Assignments for Individual Students” on page 23.

See “Printing Assignments for Students” on page 25.

See ??????????
Was Using Score

Using Gradebook

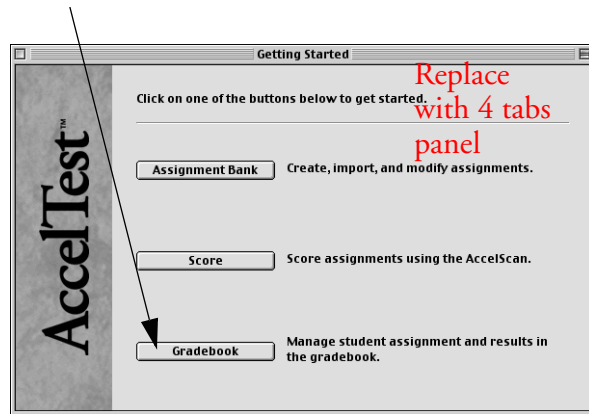
Frequently used Gradebook Features

Clicking on the [Gradebook] button opens the Gradebook.

The teacher can add (or import) students in Gradebook.

The Gradebook allows the teacher to use drop-down menus to switch between different sections of students or different subjects.

The Gradebook contains information on assignment title, id, category, due date, and points possible. The teacher uses Gradebook to give assignments to sections, groups of students or individual students.



Add Assignments to Gradebook and Assign to Students

The Add Assignment Wizard or Assistant helps you add to the Gradebook, assignments that you have created in the Assignment tab. Once they are recorded in the Gradebook, the Add Wizard/Assistant helps designate assignments for sections, groups of students and individual students.

1. Start AccelTest and click on the [Gradebook] button in the **Getting Started** screen. If you want to select a Section, click on the **Sections** drop-down menu and click on the section.

To start the Add Assignment Wizard/Assistant, in the **Gradebook** screen, click on the [Add] button.

Note: Extra Credit assignments have EC after Points Possible in the column head.

Title	Assignment ID	Category	Due Date	Points Possible	Points Earned	Grade
Chpt. 1-2	1	Quiz	9/30/2002	30		
Chpt. 3	2	Quiz	10/15/2002	30		
Unit 1 L1	3	Homework		20		
Chpt. 1	5	Test		30	EC	
Students	ID					Final Grade
Daniels, Ron	155				28	93.3 Pass
Davis, Damar	106	30	Waiting			100 Pass
Dempsey, Lee	156	Waiting	Waiting		12	60 Pass
Duncan, Kelly	157	10				56.7 Fail
Eggleston, Harrieta	107				28	93.3 Pass
Everest, Shelly	158				20	66.7 Pass
Everston, Bob	108				20	100 Pass
Fennell, Lardinta	109	12	Waiting			70 Pass
Fleishman, Mirrian	110				26	86.7 Pass
Fox, Gabrielle	111				20	100 Pass
Franks, Alisha	112	30	Waiting			55 Fail
Garcia, Joshua	113				22	73.3 Pass
Mean		16.6			15.9	22.5

2. In the **Select Assignment** screen, click on the **Select Assignment** drop-down menu and select your subject if you want to limit the list of assignment titles by subject.

Click on the assignment title you are adding/assigning.

Click [Next].

In the **Enter Gradebook Details** dialog box, enter a short title for your assignment in the Short Title box.

Click on the term that applies in the Term drop-down list, and the category in the Category drop-down list. Category choices are Homework, Test, Quiz, or Extra Credit.

If you want to make an assignment extra credit, click on the box next to Assignment is extra credit. (EC will appear next to Points Possible in the Gradebook column. See Note on preceding page.) Do not click on Assignment is Extra Credit for an Extra Credit category assignment. **Note:** For an explanation of when to use Extra Credit Category and when to check Assignment is extra credit, see "Grade Calculations" on page 90.

If it is an exam, click on the box next to "Assignment is an exam."

Click [Next] to continue.

3. In the **Enter Due Date** dialog box, click on Yes if your assignment needs a due date.

Type in the date or click on the calendar icon and click to select the year, month and day the assignment is due. Click on No if there is no due date. **Note:** If you do not enter a due date for an assignment, AccelTest will not track it as a required Assignment. Click [Next] to continue.

Add Assignment Assistant

Select Assignment

All Subjects

Title	Type	Modification Date	Total Points
History chapter 4	AccelTest	6/18/02 4:24 PM	25
HISTORY QUIZ 3	AccelTest	6/18/02 10:38 AM	25
Lesson 2 Homework	AccelTest	6/18/02 4:40 PM	15
Lesson 3 Quiz	AccelTest	6/18/02 4:39 PM	30
Lesson 4 quiz	AccelTest	6/18/02 4:38 PM	30
Reading Extra Credit	AccelTest	6/18/02 4:36 PM	20
Science Chapter 1	Score Key	2/14/02 2:20 PM	30
Science Quiz	AccelTest	6/18/02 4:26 PM	50
Semester Test	AccelTest	6/18/02 4:42 PM	100
Test for Reading	AccelTest	6/18/02 4:31 PM	100
Unit 1 Lesson 1	Score Key	2/12/02 5:20 PM	20
Unit 1 Lesson 2	Score Key	3/16/02 12:00 PM	33

Cancel Next

Add Assignment Assistant

Enter Gradebook Details

Fill in the details for your assignment.

Short Title: L 3 Quiz

Term: 1st Term

Category: Quiz

☐ Assignment is extra credit

☐ Assignment is an exam

Cancel Back Next

Add Assignment Assistant

Enter Due Date

Do you want your assignment to have a due date?

☒ Yes

6/19/02

☐ No

Cancel Back Next

4. In the **Assign to Students** dialog box, click on "All Students" if all students are required to do the assignment.

To assign to the students in a section, click on "Students in a section." Then click on the section name in the drop-down list.

To assign to individual students, click on "Select specific students."

5. In the **Select Students** dialog box, look in "Students to choose from" to find your student(s).

Since you only want to add some of the students, first hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and then click on the students you want to add. You can also select a group of students by clicking on the first student name, holding down the <Shift> key, and clicking on the last student name. Click on the [Add] button, then the [Next] button.

To add all of the students, click on the [Add All] button, and then the [Next] button.

Check the information in the **Summary** screen.

Click [Back] to go back and make corrections.

If the information is correct, click [Done].

Your assignment will appear at the top of the Gradebook screen, to the right of previously added assignments. Students you have assigned this assignment to, should show "Waiting" in the column under your new assignment.

Assignments for Individual Students

The Assign button allows you to quickly assign one or more assignments to individual or multiple students. It is helpful when a new student joins a class in progress.

1. If the student is not in your school database, add or import the student. See "New Students" on page 34.

2. Next, from the **Gradebook** screen, click on the **Sections** drop-down menu and then click on the section the new student is in.

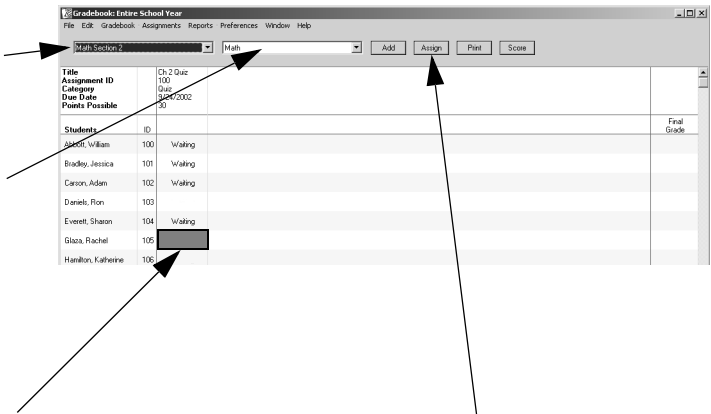
3. In the **Subject** drop-down menu, click on the subject.

4. Under Students, find the name of the student you are adding.

In the assignment column, under your assignment, click once in the row with the name of the new student you are giving the assignment to. Then click on [Assign].

If you have more than one assignment to give to a student, click on the students name and all will be assigned.

You can give the assignment to all the students in the students column, by clicking on the assignment name.



Removing/Clearing Assignments in the Gradebook

To completely remove an assignment from the Gradebook, see Removing Assignments. To clear an assignment from a student see Clearing Assignments.

Removing Assignments: If you want to remove an assignment that has been given to students, you can do so by clicking on the column heading for the assignment, then, in the **Gradebook** drop-down menu clicking on **Remove**. This will remove all student records for this assignment.

If this is OK, click [Yes] in the dialog box.

Clearing Assignments: You can clear assignments from individual students by clicking on the cell in the assignment column after the students name and clicking on the **Edit** drop-down menu and then clicking on **Clear**. This will remove student score data on this assignment for the student.

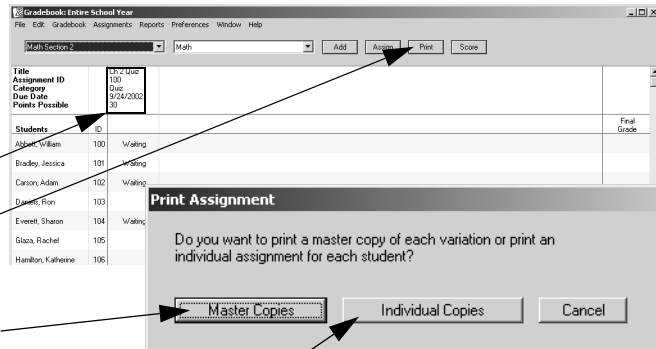
If this is OK, click [Yes] in the dialog box to clear the assignment.

Printing Assignments for Students

From the Gradebook, you can print a master for each assignment variation, or print individual assignments for each of your students.

From the **Gradebook**, click on the top of the assignment column, then click on [Print]. In the **Print Assignment** dialog box:

- click on [Master Copies] to print a master of each test variation. Use this option if you would like to duplicate your own copies of the assignment to distribute.
- click on [Individual Copies] to print a single assignment for each student. Use this option to print out all copies for distribution.



Viewing Assignment Item Scores in the Gradebook

Note: Only assignments that have been added to the Gradebook will appear in the Gradebook screen. To edit and view more assignments (not yet in Gradebook), see “How to Use the Assignment Editor” on page 74.

You can view assignment points per item and see how your students scored on items (in completed and scored assignments) in the Gradebook.

- From the **Gradebook** screen, find the assignment you want item information on. Double click in the column heading for the assignment.

Title	Assignment ID	Category	Due Date	Points Possible	Students	ID	Score	Final Grade
Ch 1 Homework	100	Homework	9/27/02	15	Allen, Michael	108	Waiting	
Chaucer	101	Chaucer is best	9/30/02	15	Andrews, Nathan	109	Waiting	
Chaucer	102	Homework	10/01/02	16	Ashbeck, Mary	110	Waiting	
Homework	103	Homework	9/29/02	15	Beumann, Jack	110	Waiting	80 B-
					Bishop, Anna	120	Waiting	
					Brandt, Hirsch	121	Waiting	
					Conner, Tina	111	Waiting	
					Daniels, Ron	112	Waiting	100 A+
					Diaz, Raul	118	Waiting	
					Douglas, Brian	122	Waiting	
					Duncan, Kelly	123	Waiting	80 B-
					Everet, Craig	113	Waiting	
Mean							11.1	74.3 C

2. An expanded screen will open for the selected assignment.
3. Notice that there is a column for each item on your assignment. The points per item and an abbreviation for the item type are at the top of each column. For an explanation of the item abbreviations see "Creating Questions for a New Assignment" on page 64.
4. The assignment Variation for each student (whose card has been scanned) is shown. You can select the Variation view in the **Variation** drop-down menu.
5. For assignments that have been (scored), the points earned per item for each student appears in the columns. The points total for the assignment per student is shown in the Score column.
6. To return to the Gradebook screen, click [Done] or click on the **File** menu and click **Close**.

Students	Variation	1 MC (3 pts)	2 MC (3 pts)	3 MC (3 pts)	4 MC (3 pts)	5 MC (3 pts)	Score (3)
Calverly, Samuel	116						
Conner, Tina	117						
Cook, Chelsea	118						
Daniel, John	119 D	3	3	3	3	0	80
Daniel, Ron	120						
Dickinson, A	121 A	3	3	3	3	3	100
Douglas, Brian	122						
Douglas, Jane	123 B	3	3	3	3	3	100
Duncan, Kelly	124 C	0	3	0	3	3	60
Franklin, Cayla	130 B	3	3	3	0	3	80
Frederick, Emily	131						
Frederick, Fred	100						
Galbreath, Johann	136						
Gunter, Edgar	137						
Hahn, Samuel	138						
Hambors, Katherine	141 B						
Hamm, Seana	142						
Hawkins, Samuel	143						
Hunter, Danielle	144						
Mean		2.4	3	2.4	2.4	2.4	84
103 students, 5 items							

At the bottom, click on Mean or Median to switch the view.

The mean points per item and mean total score are shown at the bottom, in this example.

Scoring Assignment Items in the Gradebook

You can score and edit individual item points (for an assignment) in the Gradebook.

Note: Normally the easiest way to score student's assignments is to scan the cards with the AccelScan. If your students have not used AccelScan to score their own scan cards, you can scan your students cards yourself. See "Using AccelScan from the Gradebook" on page 32.

The steps below, "Entering Scores at the Keyboard" describe how to enter student scores for assisted response items from your computer keyboard. For information on how to edit student scores that have been already been entered, see "Editing Scores at the Keyboard" on page 28.

Note: If your assignment contains free response items, complete work on the assisted response items as described below. Then you should refer to "Scoring Free Response Items" on page 30.

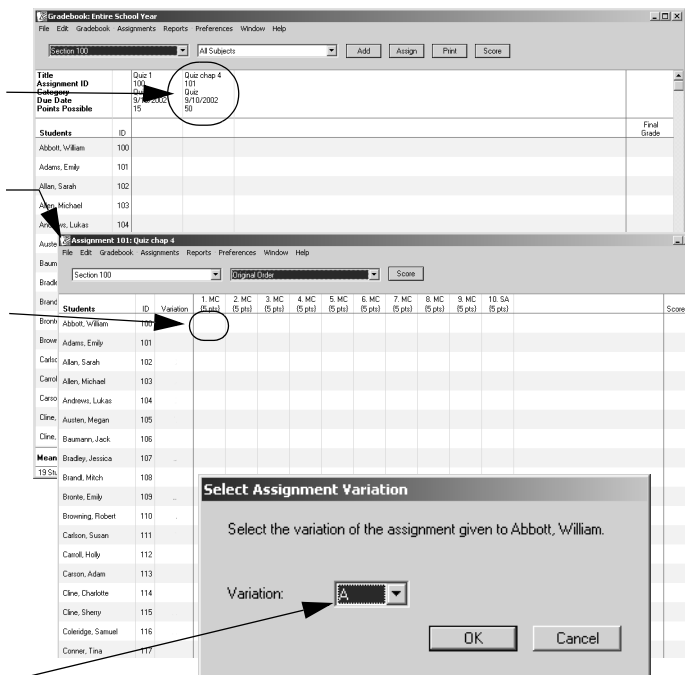
Entering Scores at the Keyboard

1. From the **Gradebook** screen, find the assignment you want to score. Double click in the column heading for the assignment.
2. An expanded screen will open for the selected assignment.
3. There is a column for each item on the assignment. Double click in the first space in the first column (first item).

If the default variation of 1 was changed to 2 or higher, the **Select Assignment Variation** dialog box opens. (See "Variations" on page 59.)

Find the assignment variation on the student assignment or scan card where the student recorded the answers. In the **Variation** drop-down menu, click on the variation letter.

Click [OK].



4. The **Score Items** dialog box will open. Look at the Item entry, "1 (8) of 10." In the example shown, this describes the variation; your original item (8) was shuffled and is currently item 1 for William Abbot and other students who received the A variation.

The correct answer for item 1, is "D" as shown at Correct Answer.

Look at the answer marked by William for item 1 on this assignment, and then click on the corresponding letter next to Student Answer. Click [Next].

Score Items

Student: Abbott, William

Item: 1 (8) of 10

Points Possible: 5

Correct Answer: D

Student Answer: ☒ A ☐ B ☐ C
☐ D ☐ E ☐ F
☐ G ☐ H ☐ I

Next Done

Repeat, entering William's answer for each item. When you reach the last item, Click [Done].

Correct and incorrect points for William's answers will be entered in the row to the right of his name. The Score (%) column will show William's total assignment score.

5. Repeat step 3 and 4 for each student.
6. After you have entered the items for each student, you are finished. To return to the Gradebook screen, click on the **File** menu and click **Close**.

Editing Scores at the Keyboard

1. From the **Gradebook** screen, find the assignment where you want to edit item score(s). Double click in the column heading for the assignment.

Gradebooks: Entire School Year

File Edit Gradebook Assignments Reports Preferences Window Help

Section 200

All Subjects

AddAssignPrintScore

Title	Assignment ID	Due Date	Points Possible	Score	Final Grade
Quot 1	119	45	90	A-	
Category	120	50	100	A+	
Due Date	9/16/2002	50	100	A+	
Points Possible	15	50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	
		50	100	A+	

- An expanded screen will open for the selected assignment.
- Find the student whose score you want to edit. Find the variation under the Variations column for that student.
- Click on the student's variation in the **Variation** drop-down menu.
- The window that opens lists the students with the selected variation. Find your student and then double-click on the item you want to edit.
- The **Score Items** dialog box will open. Look at the Item entry, "4 (5) of 10." In the example shown, this describes the variation; your original item (5) was shuffled and is currently item 4 for Jane Douglas and other students who received the E variation.

The correct answer for item 4, is "D" as shown at Correct Answer. If you are correcting an item incorrectly scored, you need to deselect the incorrect answer at B by clicking on the checked box next to it.

Then enter the correct answer by clicking the check box next to D to select it.

If you have other items that need correcting for Jane, Click [Next]. If not click [Done].

Edited item points for Jane's answers will be entered in the row to the right of her name. The Score (%) column will show Jane's total assignment score.

- Repeat steps 4, 5, and 6 for each student with items to edit for this variation.
- Go back to step 3 and select the next variation and repeat steps 4, 5, and 6 for that variation for each student.
- After you have edited the items for each student in each variation, you are finished. To return to the Gradebook screen, click on the **File** menu and click **Close**.

The screenshot shows the 'Assignment 101: Quiz chap 4' window. The table lists students and their scores for various items. The 'Variation' column shows 'E' for Douglas, Jane. The 'Score Items' dialog box is open, showing the details for item '4 (5) of 10'. The dialog box includes fields for Student, Item, Points Possible, Correct Answer, and Student Answer. The 'Correct Answer' is 'D', and the 'Student Answer' is 'B'. The dialog box also has buttons for 'Back', 'Next', and 'Done'.

Students	ID	Variation	1. MC (5 pts)	2. MC (5 pts)	3. MC (5 pts)	4. MC (5 pts)	5. MC (5 pts)	6. MC (5 pts)	7. MC (5 pts)	8. MC (5 pts)	9. MC (5 pts)	10. SA (5 pts)	Score (%)
Daniels, John	119	A	5	5	5	5	5	5	5	5	5	0	80
Daniels, Ron	120	B	5	5	5	5	5	5	5	5	5	5	100
Dickinson, Kelly	121	C	5	5	5	5	5	5	5	5	5	5	100
Douglas, Brian	122	D	0	5	5	5	5	5	5	0	5	5	80
Douglas, Jane	123	E	5	5	5	5	0	5	5	5	5	5	90
Duncan, Kelly	124	A	5	0	5	5	5	0	5	5	5	5	80
Emerson, Hunter	125	E	5	5	5	5	0	0	5	5	0	5	70

The 'Score Items' dialog box shows the following details:

- Student: Douglas, Jane
- Item: 4 (5) of 10
- Points Possible: 5
- Correct Answer: D
- Student Answer: ☐ A ☒ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ I

- Record your scores for the students in the Free Response Grading Worksheet. If your assignment has variations, you will have a separate worksheet for each variation.

- Return to your assignment in the Gradebook. For assignments that have been assigned, completed and scored, the points scored per item for each student appears in the columns.

Note: Free response items will show the full point value until you evaluate each student's free response items and decrease the items point value as needed.

To adjust the free response point value, double click in a free response item column (item/column 10 here). Then enter the point value you determined for each students free response item. In this case the item was a short answer (S.A.) item.

In the first row, John missed item 10, so item 10 has been scored at 0.

Next, to adjust Ron's score, double-click in the item 10 row for Ron.

Enter the corrected point value in the Points Earned box.

Click [Done] and go on to the next free response student item you need to adjust.

- When you have completed entering Free Response Item data, click on the **File** menu and click **Close**.

The image shows three screenshots from the AccelTest software interface, illustrating the process of adjusting free response item scores.

Free Response Grading Worksheet: This window shows a table for grading free response items. The table has columns for Item Number, Points Possible, and a grid for student scores. The first row shows Item 10 with a Points Possible of 5. The student list includes Daniels, John (score 40), Duncan, Kelly (score 40), Everett, Craig (score 40), and Fredericks, Emily (score 30).

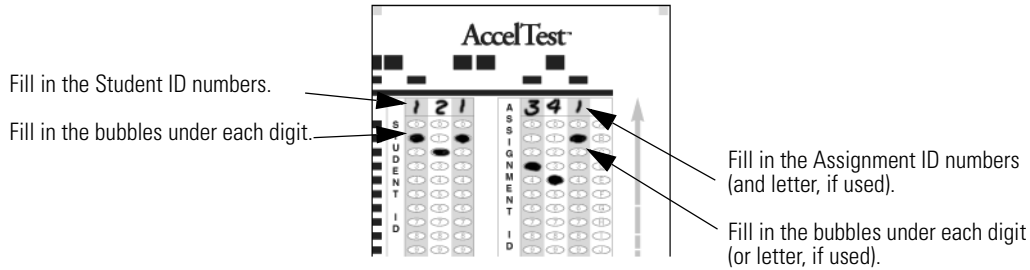
Gradebook: This window shows a table of student scores for various items. The table has columns for Student ID, Name, Variation, and scores for items 1 through 10. The first row shows Daniels, John with a score of 0 for item 10. The second row shows Daniels, Ron with a score of 5 for item 10. The third row shows Dickinson, Emily with a score of 5 for item 10. The fourth row shows Douglas, Brian with a score of 5 for item 10. The fifth row shows Douglas, Jane with a score of 5 for item 10. The sixth row shows Duncan, Kelly with a score of 5 for item 10. The seventh row shows Emerson, Hunter with a score of 5 for item 10. The eighth row shows Everett, Craig with a score of 5 for item 10. The ninth row shows Everett, Sharon with a score of 5 for item 10. The tenth row shows Finn, Jordan with a score of 5 for item 10. The eleventh row shows Fox, Emily with a score of 5 for item 10. The twelfth row shows Franklin, Capla with a score of 5 for item 10. The thirteenth row shows Fredericks, Emily with a score of 5 for item 10.

Score Items: This dialog box is used to adjust the score for a specific student and item. It shows the Student (Daniels, Ron), Item (10 (10) of 10), Points Possible (5), Correct Answer (n/a), and Points Earned (5). The dialog box has a Back button and a Done button.

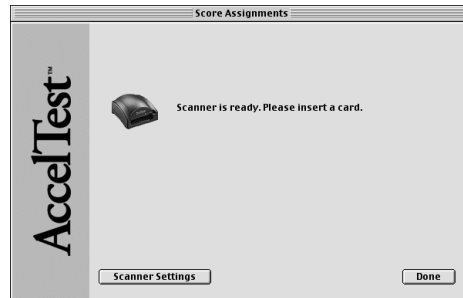
Assignment

Using AccelScan from the Gradebook

1. Be sure that students filled in their three-digit Student ID number and Assignment ID number (and letter, if used) at the top of the scan card. Fill in a bubble underneath each number (or letter).



2. Check over the students AccelScan scan card.
 - *Make sure that all answers have been filled in and marked next to the correct problem numbers.
 - *Erase any stray marks.
 - *If any answers were changed, be sure the old answers are completely erased.
3. From the Gradebook, click the [Score] button.
4. The Score Assignments screen shows that the scanner is ready.



5. Insert the scan card into the scanner face up, with the scan card number and arrow going into the scanner first.
6. The scanner will take the scan card and score the assignment. The message saying the scanner is ready will appear again. If AccelScan cannot read your scan card a message will tell you to see your teacher.
7. The card will be behind the scanner. Save it so you can use the other side.



8. Repeat steps 1 through 7 for each student scan card.

9. When you have finished, all the student scores will be recorded in the assignment's column in the Gradebook.

10. Students who have not yet completed the assignment will show "Waiting" in the row with their name. When their cards are scanned, the score replaces "Waiting."

Click on Mean to switch to Median scores in the last row. Click Median to go back to Mean.

Gradebook: Entire School Year										
All Sections			All Subjects			Add		Assign		Print
Title			Category			Due Date		Points Possible		Score
Students			ID							Final Grade
Daniels, Ron			155			Chpt. 1-2 1 Quiz 9/30/2002 30		Chpt. 3 2 Quiz 10/15/2002 30		28
Davis, Damar			106			30		Waiting		100 Pass
Dempsey, Lee			156			Waiting		Waiting		60 Pass
Duncan, Kelly			157			10		12		56.7 Fail
Eggleston, Marissa			107					28		93.3 Pass
Evenson, Shelly			158					20		66.7 Pass
Evenston, Bob			108					20		100 Pass
Fennell, Lequinta			109			12		Waiting		70 Pass
Fleishman, Mirian			110					26		86.7 Pass
Fox, Gabrielle			111					20		100 Pass
Franks, Alisha			112			30		Waiting		55 Fail
Harcis, Joshua			113					22		73.3 Pass
Mean						16.6		15.9		22.5
Median										71.5 Pass

Important: If the Due Date elapses before the student completes the assignment, the status will show as overdue in the Gradebook, and it will be scored as a 0.

Gradebook Drop-down Menu

From AccelTest's **Getting Started** window, click the [Gradebook] button. The **Gradebook** drop-down menu provides access to many key Gradebook functions.

When you start using AccelTest for the first time, you will need to do this in Gradebook:

- First, you must create your class sections. See “New Section” on page 39.
- Next, enter your students. See the New Students section below.

New Students

Note: To save time, you should create your class sections before you add or import students. See “New Section” on page 39.

If you are adding students who are already in a database that you can import into AccelTest, see “Importing Student Data into AccelTest” on page 36.

1. If you need to add new students who are not in a database at your school, go to the **Gradebook** menu and click **New Students**.

2. In the **New Students** dialog box, under the **Names** tab, type in each student's name in the “First Name” and “Last Name” boxes. Click [Add] and repeat for each student you are adding.

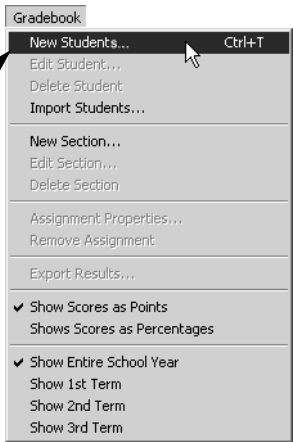
Note: If you will be adding the student(s) to a class section, add all the students for the class section at one time, then go to step 3 to select the class section. If you are not adding the students to a class section, go to step 4.

3. If you want to add the students to a class section at this time, click the **Sections** tab.

Under “Sections to choose from,” click on the class section you want. Click [Add].

Click OK.

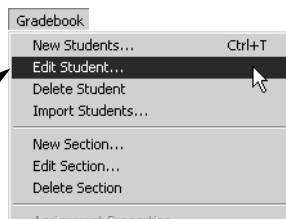
4. Repeat steps 1 - 3 to add more students. When you have finished adding students click [OK].



Edit Student

1. To edit information for a student, from the **Gradebook** screen, first click on the student's name.

Then click on **Edit Student** in the **Gradebook** drop-down menu.



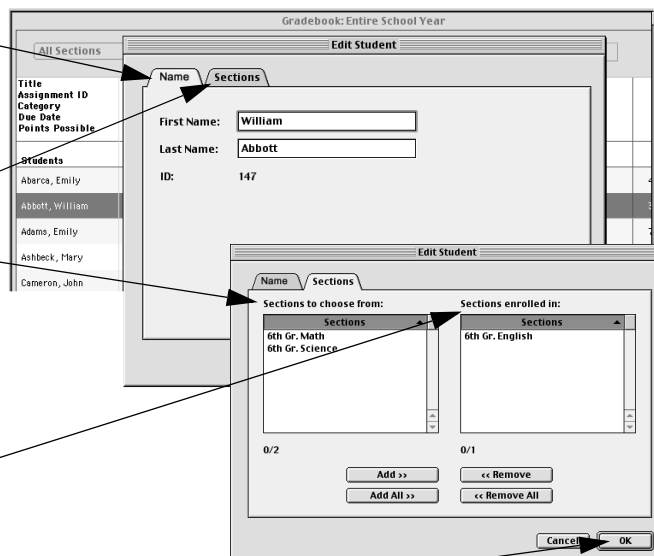
2. You can edit the student's name, in the **Edit Student** dialog box Name tab.

To add the student to a section or delete from a section, simply click on the Sections tab.

In the **Sections** tab dialog box, under Sections to choose from, click on the section you want to add the student to.

To delete the student from a section, under Sections enrolled in, click on the section you want to remove the student from. Click the [Remove] button.

When you have finished, click [OK].



Delete Student

Note: Deleting a student will result in the loss of all the information for that student, including class enrollment, grades, etc.

1. To delete information for a student, click on the student's name and then click on **Delete Student** in the **Gradebook** drop-down menu.
2. When you are asked if you want to delete this student, click [Yes].