



## Requesting Assessment Results Checklist

Wexford-Missaukee ISD is able to provide our local districts with Item Analysis reports for any of our ISD Wide Assessments completed online with Class Server.

### Class Server Setup

	Students must be placed in the proper classes
	When giving ISD assessments – Please list students by classroom teacher not test proctor (See " <a href="#">classserver_newyear_setup</a> " document)

### Assessment Tips

	When students complete the assessments they must click the "Next and Save" button at either to bottom or the top of the screen. This will bring them to a page giving them the option to Submit. Students must click the "Submit" button for their scores to be counted.
	Teachers can view student results as soon as they are finished with the test from the Class Server Teacher Client two ways: <ul style="list-style-type: none"><li>▪ by clicking on "Assignment Manager" and then double clicking on the appropriate test</li><li>▪ by clicking on "Create Reports" and using the wizard to create a scoring report</li></ul> OR - by going to your school Class Server Webpage and viewing student results by clicking on the "Ready to Grade" link if you are logged in as a teacher and then click on the appropriate assignment.
	If after reviewing the results if you see a student submitted without completing the assignment the teacher should reactivate the assignment in the Class Server Teacher client by: <ul style="list-style-type: none"><li>▪ by clicking on "Assignment Manager" and then double clicking on the appropriate test</li><li>▪ click to select a student and review their test</li><li>▪ if some questions are not answered click on the next page arrow at the top and click the reactivate button the right side of the screen</li></ul> This will allow the teacher to see their entire class in one report.

### Requesting Results

	Make sure all students have Submitted their Assessment, including reactivated students and makeup tests. *The ISD is not automatically notified when students have submitted their assessments and results are listed in our item analysis reporter as tests are complete. We have no way of knowing when all students have completed an assessment. <b>Someone from your district must contact Barbette.</b>
	Contact Brenda Mueller – <a href="mailto:bmueller@wmisd.org">bmueller@wmisd.org</a> or 876-2322 with the following information: <ul style="list-style-type: none"><li>▪ Grade level(s) for which you are requesting item analysis reports</li><li>▪ Teacher(s)</li><li>▪ Content Area(s) of Assessment (ELA or Math)</li></ul>