

**Assessment Dates:** Updates will be made on the ADE website’s home page – [data.dmschools.org](https://data.dmschools.org)

**Account Activation/Account Setup:**

- Activate your account from the welcome email from MasteryConnect.
- Enter MasteryConnect by going to Canvas and then click on the MasteryConnect splash.
  - Or go directly to MC’s login page: <https://app.masteryconnect.com/session/new>
  - Username: District Email                      Password: The password you setup when creating your account
- In your settings select your role(s) as well as the grade(s) and subject(s) that you teach.
  - [Edit Settings](#)



**Part 1: Create Tracker(s) from Curriculum Maps. (The week prior to testing) [PDF](#)**

1. Enter MasteryConnect through Canvas or directly at <https://app.masteryconnect.com/session/new>.
2. Click on **Maps** on the top menu bar.
3. Click **Shared With Me** from the menu just left of the list of maps.
  - If there are no maps shared with you go back to [Edit Settings](#) to select grade(s) and subject(s) you need
4. Find your subject area and/or grade level Curriculum Map from the list.
5. Select **Create Tracker From Map** to the right of the title.
6. Enter Description – Use the following naming convention:
 

○ Elementary: <b>Course#: TeacherLast Year</b>	Secondary: <b>Course#: TeacherLast Period Year Semester</b>
▪ 03LA: Schofield 2021-22	MTH111: Roney Period 1 2021-22 S1
04MA: Murray 2021-22	LA702: Sheridan Period 6 2021-22 S2
7. Add Students
  - Select **Import Students from SIS**, then select the class from the **Import From SIS** dropdown, and then click **Create Tracker**
8. Secondary Teachers repeat steps 2-7 for all your sections that need to test.
9. Elementary Teachers must create separate trackers for ELA and Math
10. For elementary these trackers will work for the entire year. For secondary you will have to repeat this at the semester.

**Part 2: Locate the Test ID & Test Site – Benchmarks will be available the Wednesday prior to the start of the test window. [PDF](#)**

1. Enter MasteryConnect through Canvas or directly through their login page. [PDF](#)
2. On the **Home** page click **Benchmarks** next to **News Feed**.
3. Click **Assess** on a benchmark to open a popup window.
4. On the upper left of the window is the 6-digit test ID and the URL for the test site.
5. Record this information for test day. For secondary teachers, each class will have a unique test ID.

**Part 3: Testing [PDF](#)**

1. Unlock the assessment just prior to students logging in to test.
  - I. Enter MasteryConnect through Canvas or directly through their login page.
  - II. On the Home page click **Benchmarks** next to **News Feed**.
  - III. Find the benchmark for the class you are going to assess and click **Assess**.
  - IV. Slide the **Student Portal** toggle to the On position.
2. Provide students with the Test ID at the top-left of the Assess page and the website URL [Student.masteryconnect.com](https://Student.masteryconnect.com) or use the quick link on the student desktop. The quick link can be installed from the Software Center or Company Portal (New Devices).

**Part 4: Lock the assessment**

1. When the scheduled test session is finished return to the popup window and turn the **Student Portal** toggle to off.
2. For students who were absent or need more time to complete the session repeat steps 3 and 4 to open and close the assessment.

**Accessibility:**

- [Text-to-Speech](#)
- [Color Scheme, Font Size, Zoom](#)

## Part 5: Scoring [PDF](#)

1. If there are questions on the test that are not auto-scored return to the **Home** page in MasteryConnect and select **Benchmarks**.
2. Select **Needs Grading** in the benchmark that you want to complete grading.
3. In the left-hand column are the students who need to be graded and in the right-hand column are the questions from the test.
  - a. The questions scored will have a green check mark. The unscored questions will have a blue NG button on the right.
4. Use the rubric provided to determine the score for the student. Enter the score at the top of the rubric section and click on **Score Assessment**.
  - a. Total points for the question can be found with the question in the right-hand column.
5. Repeat this process for each student.

## Curriculum Department Scoring Guidelines

1. [Middle School Math Guidelines](#)
2. [High School Math Guidelines](#)

## Troubleshooting:

1. I can't get into MasteryConnect through Canvas.
  - o Make sure you've activated your MasteryConnect account through the email from MasteryConnect
    - If you did not get an email contact your building test coordinator to have them send you an email.
2. I don't have the Curriculum Map I need for my class.
  - o Make sure you've clicked shared with me under Maps.
  - o Check your account settings to see that you have set your grade and subject areas to the levels you need.
  - o Check to see that you have students rostered to you in IC.
3. Students can see the assignment in Canvas but can't access the test.
  - o Make sure you've pushed out the test in Step 3 above.
  - o Have students clear their cookies and browsing history.
4. I don't have the option of adding students through the SIS.
  - o Make sure you have a roster in Canvas. Only the primary teacher for the class will need to create the Tracker, Push (Toggle) out the assessment, and Remove the assessment for their class.
5. Student gets a test login screen instead of just the assignment.
  - o This is most likely a login issue with the computer. Single sign-on should not require student validation.
  - o If a restart of the computer using the student's credentials does not work...
    - Go to your Home Page on MasteryConnect > Click Benchmarks > Click Assess > Provide the student with the online assessment URL and the Test ID. They will also need to know their student ID#.
6. Student Screen is blank when opening the assignment in Canvas.
  - o Check your tracker to see if the student is on the roster. If they are not in the tracker, have your scheduler add them to the course in IC that the tracker is attached to until you can test them.
  - o If the student is on the roster in the tracker and their screen is blank, have the student clear their cookies from their web browser.
7. Student can't open the assignment in Canvas.
  - o Check the number of attempts for the assignment in Canvas. Increase this value.
    - This could be set to unlimited but a value of 3 was chosen to help inform the teacher if the student is exiting the assessment more than expected.