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

**Create/Update Teacher Accounts:**

* Teachers that will administer the Interim Assessments will need to have an account in MasteryConnect
  + [Manage and Add Teacher Accounts](https://help.masteryconnect.com/hc/en-us/articles/218815177-Manage-and-Add-Teacher-Accounts)
  + Only the primary teacher of a section will need an account. Only 1 test per student needs to be generated for each subject area test.
* Activation emails will be sent to the teacher if you create an account for them. If a teacher already has an account but has not activated it, you can resend an activation email.
  + [Activation Email](https://help.masteryconnect.com/hc/en-us/articles/218281078-Send-Teacher-Activation-Emails)
* Teachers can login to MasteryConnect through their Canvas account by clicking the Mastery splash:
* Teachers should update their profile to include the grade and subjects that they teach.

**Student Rosters**

* All student data will come from Infinite Campus.
  + Do not update students in MasteryConnect. Make all changes to student rosters in IC.

**Teacher Assessment Setup**

* Find Resources on our ADE website at Data.DMSchools.org > Testing > District Interims
  + <https://www.softchalkcloud.com/lesson/serve/tKcrZoHkqDebQf/html>
* On that page you will find:
  + [Proctor Quick Sheet](https://livedmpsk12ia-my.sharepoint.com/:b:/g/personal/jeffery_panek_dmschools_org/EVCtk93TSVBHptS-Ptx8yO4BuiJLZJnsDKA8gLXE7aBnIA?e=RCy1rq)  (Open in Desktop App to get proper formatting)
  + [An Introduction to the District Interim Assessments](https://data.dmschools.org/uploads/1/3/3/6/13361550/district_interim_assessments_introduction.pdf)
  + [Assigning Students to Assessments – Video](https://livedmpsk12ia-my.sharepoint.com/:v:/g/personal/jeffery_panek_dmschools_org/EZrQle90r-xDs-uU5GilZJYBkqVAH22-fbCvi_SCr0tRvg?e=ZmVlDw)
  + [Test Day – Video](https://livedmpsk12ia-my.sharepoint.com/:v:/g/personal/jeffery_panek_dmschools_org/EVav608BinlAn2dYI9fHJ9sBGOkVThCcLjcD4kYh0c5FaA?e=HL4KEw)
    - If links don’t work in your browser, copy and paste the link into Google Chrome

**Test Day**

* Teachers must Push assessments and Remove assessments. Think of handing out the assessment and then, when the period is over, picking up assessments that aren’t done. See Test Day – Video above.
  + This process is what keeps students from working on the assessment outside of the time you’ve designated.

**Manage Student Completions**

* Follow steps 1 – 3 from [How to Manage a Benchmark Assessment](https://help.masteryconnect.com/hc/en-us/articles/115002200013-Manage-a-Benchmark-Assessment).
  + Use the filters to find the subject area and grade for the assessment.
  + Drill down into your school at step 3 to see which students have not tested.

**Reports**

* More information to follow but here are some MasteryConnect Resources.
  + [Overview Report – Checking Teacher Trackers](https://livedmpsk12ia.sharepoint.com/:v:/s/DMPSAssessments/EYnXOsnQioxPogvSS9yLMRIBN4Y3AFzoRGVrp4CHIe--kA?e=GlDZIk)
  + [View Benchmark Assessments](https://livedmpsk12ia.sharepoint.com/:v:/s/DMPSAssessments/EcjcJiswJH9Nl-2AVB9y6isBJ6tr6JWYTBxU4JvuNeEDeA?e=mDdisP)
  + [Administrative Reports](https://help.masteryconnect.com/hc/en-us/articles/218281378-View-Administrative-Reports)
  + [Assessment Reports](https://help.masteryconnect.com/hc/en-us/articles/218820277-View-Assessment-Reports)