

Assessment Dates: Updates will be made on the ADE website's home page – [Assessment Calendars](#)

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.
- 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)

[Video](#)

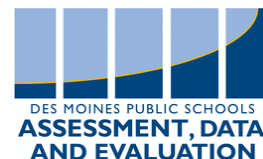
1. Enter MasteryConnect through Canvas.
2. Click on **Maps** on the top menu bar.
3. Click **Shared With Me** from the menu just left of the list of maps.
4. Find your subject area and/or grade level Curriculum Map from the list.
5. Select **Create Tracker From Map** to the right of the title.
6. Enter Description – Use the following naming convention:
 - Elementary: **Course#: TeacherLast Year**
 - 03LA: Schofield 2020-21
 - Secondary: **Course#: TeacherLast Period Year**
 - MTH111: Roney Period 1 2020-21
 - LA701: Sheridan Period 6 2020-21
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.

Part 2: Create an Assignment in Canvas (The week prior to testing)

1. Select the Canvas course containing the students that need to be tested and then click **Modules**.
2. Click **+Module**, name it **District Interim Assessments**. Click **Add Module**. Scroll to the bottom to find the new module.
3. In the District Interim Assessments module click the **+** and add an assignment by clicking **[New Assignment]**
4. Add Assignment Name – Use the following naming convention (all levels):
 - **Subject: Grade/Subject Term Benchmark**
 - ELA: Grade 4 Fall Benchmark
 - ELA: Grade 10 Winter Benchmark
 - Math: Grade 6 Fall Benchmark
 - Math: Algebra I Winter Benchmark
5. Click **Add Item**
6. Select the assignment you just created and then click on **Edit**
7. Add Directions in the text box - [Directions](#)
8. Complete the fields for the assignment as follows:
 - Points – 20
 - Assignment Group – Assignments
 - Display Grade as – Percentage
 - Submission Type – MasteryConnect
 - Click **Link Assessment**
 - Choose the Tracker for this course and section by clicking **Select**.
 - In the next window click **Select** to choose the Benchmark.
 - Click **Link**
 - Submission Attempts – Set to 1
 - Assign to Everyone
 - Make the Due date 2 days after you want students to test. Set the Available From date to the day you want students to test and the Until date to match the end of the assessment window.
9. Click **Save & Publish**
10. Click **Module** and Scroll down to the District Interim Assessments module and Publish the module by clicking 
11. Repeat steps 1-10 of this section for each Tracker created in Part 1 above.



Interim Assessment Teacher Quick Sheet



Step 3: Test Day – Push out the assessment. (Think of this as handing out the test)

[Video](#)

- From Canvas click the **Mastery** splash from the left side
- On the Home page click **Benchmarks** next to News Feed
- Find the benchmark for the class you are going to assess and click **Assess**.
- Click **Push**.
 - Students will then be able to access the test through their To-Do list in Canvas.

Step 4: Test Day – Remove the assessment. (Think of this as students handing the test back in) Not for Fall Testing

- From the MasteryConnect Home page click on **Benchmarks**.
- Find the benchmark from the list and click **Assess**.
- Click **Remove**.
 - This will keep students from working on the assessment outside of class or the time you want them to be working on it.

The interim assessment should remain open for students throughout the fall testing window.

Repeat steps 3 and 4 any time you want students to test.

- Such as, the student didn't finish in the time you allowed, or the student was absent during the testing period for the day.

Accessibility:

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

Troubleshooting:

1. I can't get into MasteryConnect through Canvas.
 - 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.
 - Make sure you've clicked shared with me under Maps.
 - Check your account settings to see that you have set your grade and subject areas to the levels you need.
 - 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.
 - Make sure you've pushed out the test in Step 3 above.
4. I don't have the option of adding students through the SIS.
 - Make sure you have a roster in Canvas. Only the primary teacher for the class will need to create the Tracker, Push out the assessment, and Remove the assessment for their class.