



Acuity™ Quick Reference Guide

Update Profile and Password

1. Click **My Settings** on the Main Menu.
2. Click **Profile** to view your profile information.
3. Click **Edit Profile**.
4. Update fields as desired. All fields can be updated (except User Name). An educator's password must be a minimum of eight characters and a maximum of twenty characters. Only letters, numbers and special characters (e.g., \$, -, and _) are allowed.
5. Click **Same Profile** to save changes.

View Class Roster & Student Passwords

1. Click **Management** on the Main Menu.
2. Click **Classes**.
3. Enter Search Criteria.
 - a. Select a District.
 - b. Select a School.
4. Click **Show Existing Classes**.
5. The following options exist from the Search Results box:
 - a. Click the corresponding **Class Name** link to view a summary of the class.
 - b. Click the corresponding **View Roster** link to view a list of students assigned to the class. Click **Show All Passwords** link to see the passwords for each student in the class. Click Print Roster button to print a list of student's names, passwords, and login ids.

View Reports

Reports are structured by assessment type and each report is available at multiple levels. Meaning there can be student-, class-, school-, and district-level reports for the various report types. Many of the reports contain hyperlinks that allow the user to navigate from one report to another report for the same assessment. Below are general instructions for accessing a report. It is recommended that you access different reports to see which report is most helpful to

1. Click **Reports** on the Main Menu.
2. Click Report Name.
3. Select Report Options.
4. Select Report Filters.
5. Click **Get Report**.

View Assignment Status

1. Click **Tests** on the Main Menu.
2. Click **Assignment Status**.
3. Click **View Assignment Status**.
4. Enter Search for Assignments Criteria.
 - a. Select a Subject.
 - b. Select an Assessment Type.
 - c. Select an Assessment Grade Level.
 - d. Select an Assessment.
 - e. Select an Assignment Expiration Status.
 - f. Select an Assignment Completion Status.
 - g. Select a Past Number of Years value.
5. Click **Search**.
6. Click the corresponding Assignment name link to view information about the assignment. Information includes:
 - a. Assessment Name, Type, ID, and Grade Level.
 - b. Assignment/Test Window Start Date and End Date.
 - c. Assignment Completion Status.
 - d. Student Assignments.

View Assignment Status by Student

1. Click **Test** on the Main Menu.
2. Click **Assignment Status**.
3. Click **Assignment Status By Student**.
4. Enter Search Criteria.
 - a. Either:
 - i. Select a School.
 - ii. Enter student's First Name (from zero to all letters).
 - iii. Enter student's Last Name (from zero to all letters).
 - b. Or:
 - i. Enter Student ID.
5. Click **Search**.
6. Click the corresponding student name link to view his or her assignment(s).
7. Enter Search Criteria.
 - a. Select a Subject.
 - b. Select an Assessment Type.
 - c. Select a Student Completion Status.
8. Click **Search**.
9. Click the corresponding Assignment name link to view information about the assignment. Information includes:
 - a. Assessment Name, Type, ID, and Grade Level.
 - b. Assignment Test Window Start and End Date.
 - c. Assignment Completion Status.
 - d. Student Assignments.

Score Constructed Responses

1. Click **Tests** on the Main Menu.
2. Click **Scoring and Scan Processing**.
3. Click **Manually Score Items**.
4. Enter Search for Assignments Criteria.
 - a. Select a District.
 - b. Select a School.
 - c. Select a Class.
 - d. Select a Subject.
 - e. Select an Assessment Type.
 - f. Select an Assessment.
5. Click **Show Assignment**.
6. Click **Score** link for the corresponding Assignment name.
7. Enter Search filters.
8. Click **Search** to view assignment results.
 - a. Click the **Click Here** link to view the scoring rubric and exemplars for all items.
 - b. Click the corresponding student's View Response link to display the student's response and exemplars.
 - c. Enter a score for each item by clicking on the corresponding radio buttons.
 - d. Click **Submit** to submit and save the scores.
 - e. Click **Submit and Proceed to Next Page** to submit and save scores and move the next page (if applicable).
 - f. Click **Print All Responses** to open a popup widow to print the responses for all students in the class.
 - g. Click **Reset Scores** to return to your last saved constructed response scores.

Preview or Print Predictive or Diagnostic Test Components

1. Click **Tests** on the Main Menu.
2. Click **Preview/Print**.
3. Enter Search Criteria.
 - a. Select a Subject.
 - b. Select an Assessment Type.
 - c. Select a Grade Level.
4. Click **Search**.
5. Click **Show** for the corresponding Assessment Name for the desired test component. Below is a list of components to view:
 - a. **Online Preview** allows you to preview the test online as if you are a student.
 - b. **Print/View Test Booklet** displays the actual test booklet (in PDF) format that can be printed.
 - c. **View Test Instructions** displays instructions for both online and offline that should be followed when giving the test.
 - d. **Print Constructed Response Answer Sheet** allows you to print out an answer booklet (in PDF format) containing all constructed responses and grid-in items on the assessment, or an answer book containing just constructed response items that must be taken on paper. Note: If this button is disabled, then all items on the assessment can be taken online.
 - e. **Print/View Answer Key** displays the correct answers.
 - i. Click the **Show Display Filter** to expand the fields being displayed to include the test item, answer explanations, rubric and exemplars, when appropriate.
 - ii. Click **Print Answer Key** to print the answer key.

Assign Diagnostic Test

1. Click **Tests** on the Main Menu.
2. Click **Assignments**.
3. Click **Assign Diagnostic Tests**.
4. Enter Search Criteria to display the **Create New Assignment** button.
 - a. Select a Subject.
 - b. Select a Grade Level.
 - c. Select an Assessment (assessment can not be "Any").
5. Click **Create New Assignment**.
6. Enter Test Assignment information.
 - a. Enter the assignment name.
 - b. If applicable, click checkbox to **Disable Time Limit** and then enter a Disable Time Limit reason.
 - c. If applicable, click checkbox to **Override and Enable Calculator**.
 - d. Enter Start Time, including a start date (if a test window exists, the test dates must fall within this window) and start time (the time the test can start to be taken each day during the test session).
 - e. Enter an End time, including an end date (must be after the start date and within the test session window, if applicable) and an end time.
 - f. If applicable, enter a Student Report Access Date to allow students associated with this assignment to view their results. This date must be on or after the assignment end date.
7. Click **Save and Proceed to Next Step** to Assign Students.
8. Enter Search Filters.
 - a. Select a Grade Level (hold the control key down and click on selection to select multiple selections).
 - b. Select a School.
 - c. To narrow your search further, click **Display Classes** to view a list of classes for the selected grade levels(s) and school(s). Select one or more classes.
 - d. To narrow your search further within the selected grade levels(s), school(s), and classes(s), click the **Click Here to Narrow Search by Student Name** link and enter either a name or a last name range.
9. Click **Search for Students**.
10. Click the "+" symbol to expand the hierarchy table, if necessary. Click the checkboxes to select students. By selecting the top level in the hierarchy, all levels below are automatically selected. For example, if you click the school checkbox, then all students from the selected grade levels and class will be selected.
11. Click **Assign Selected**.
12. Click **View Summary**.

Assign Instructional Resources By Skill/Standard

1. Click **Instructional Resources** on the Main Menu.
2. Click **Assign By Skill/Standard**.
3. Enter Search Criteria.
 - a. Select a School.
 - b. Select a Class.
 - c. Select a **Search for Skills** by either Skill Group or Standards.
 - i. If Skill Group is selected:
 1. Select a Subject.
 2. Select a Grade.
 3. Select a Skill Group.
 4. Select a Skill.
 - ii. If Standards is selected:
 1. Select a Subject.
 2. Select a Standard.
 3. Select a Grade.
 4. Select a Strand.
 5. Select a Big Idea.
 6. Select a Concept.
 7. Select a Grade Level Expectation.
 8. Select a Skill.
4. Click **Search** to view a list of students who meet the Search Criteria.
5. Click the corresponding checkboxes of students to whom you wish to assign the exercises.
6. Click **Assign These Students** to assign the exercise and to view an online confirmation.

Assign Instructional Resources By Student

1. Click **Instructional Resources** on the Main Menu.
2. Click **Assign By Student**.
3. Enter Search Criteria.
 - a. Select a School.
 - b. Select a Class.
 - c. Select a Student.
 - d. Select a **Search for Skills** by either Skill Group or Standards.
 - i. If Skill Group is selected:
 1. Select a Subject.
 2. Select a Grade.
 3. Select a Skill Group.
 - ii. If Standards is selected:
 1. Select a Subject.
 2. Select a Standard.
 3. Select a Grade.
 4. Select a Strand.
 5. Select a Big Idea.
 6. Select a Concept.
 7. Select a Grade Level Expectation.
4. Click **Search** to view a list of skills.
5. Click the corresponding checkboxes of skills you wish to assign to the student.
6. Click **Assign These Resources** to assign the exercise and to view an online confirmation.

Preview/Print Instructional Resources

1. Click **Instructional Resources** on the Main Menu.
2. Click **Preview/Print Instructions**.
3. Enter Search Criteria.
 - a. Select a Subject.
 - b. Select a Grade Level.
 - c. Select a Skill Group.
4. Click **Search**.
5. Click **Preview** to view the desired exercise online.
6. Click **Print** to open a PDF file that can be printed.

Create a Custom Test

1. Click **Test** on the Main Menu.
2. Click **Custom Tests**.
3. Click **Manage**.
4. Enter Search Criteria.
 - a. Select a School.
 - b. Select a Subject.
5. Click **Create New Test**.
6. Select **Search for Skills** by either Skill Group or Standards.
 - a. If Skill Group is selected:
 - i. Select a Grade Level.
 - ii. Select a Skill Group.
 - b. If Standards is selected:
 - i. Select a Standard.
 - ii. Select a Grade Level.
 - iii. Select a Strand.
 - iv. Select a Big Idea.
 - v. Select a Concept.
 - vi. Select an Objective.
7. Click **Search** to view a list of skills that meet the Search Criteria.
8. Click checkbox(es) of desired skill(s).
9. Click **Assign Selected**.
10. If desired, add additional items to the test, by repeating steps six through ten.
11. Click **Proceed to Next Step**.
12. Choose either to allow the computer to select test times or select the test items manually.
13. Click **View Available Items**.
14. If **Allow Computer to Select Items** was selected above:
 - a. Enter the number of desired items on the test for each skill. The number of items selected must be less than or equal to the number of items available.
15. If **Select Manually** was selected above:
 - a. Click the **Select Item** link for each assessment type.
 - b. Click the corresponding checkboxes to select test questions.
 - c. Click **Add Selected Items**.
16. Click **Proceed to Next Step**.

17. Perform some or all of the following options:
 - a. To manually reorder the items on a test, enter a number in the order box on the left-hand side, click **Update Order**.
 - b. To have the computer randomly reorder the items on the test, click on the **Click Here** link at the top of the page.
 - c. To preview an item, click on the corresponding **Preview** link.
 - d. To delete an item, click on the corresponding delete checkbox and click **Delete Selected**. Click **OK** to confirm the delete.
18. Click **Preview Test** to view the entire test.
19. Click **Proceed to Next Step**.
20. Enter a name for the test (must be unique).
21. Choose whether or not to set a time limit and enter a time, in minutes, if applicable.
22. If applicable, Click **Select a New Reference Sheet** link.
23. If applicable, select test tools.
24. Choose a publishing option.
 - a. **Save as Draft** allows the test to be updated.
 - b. **Save as Final** allows the test to be assigned, *but the test can no longer be updated*. Click the Allow Sharing box to allow other educators to assign the test. A test is shared across educators with the same hierarchy level or below. This option to share cannot be changed once the test is published. Note: Once published, educators higher in the hierarchy can automatically view custom tests and can share them within their hierarchy.
25. Click **Save Test**.

Create New Custom Test Assignment

1. Select **Tests**.
2. Select **Custom Tests**.
3. Select **Assign**.
4. Enter Search Criteria.
 - a. Select a School.
 - b. Select a Subject.
5. Click **Show Existing Tests**.
6. Click the corresponding test name link to view a test summary.
7. Click the corresponding **View** link to view assignments.
8. Click **Create New Assignment**.
9. Enter test assignment information.
 - a. Enter an Assignment Name.
 - b. If applicable, click checkbox to **Disable Time Limit**. Enter a Disable Time Limit reason.
 - c. Click checkbox to **Override and Enable Calculator**. This enables the calculator for this assignment.
 - d. Enter Assignment Start Time, including a start date (the start of the test window) and the start time (the start time the test can be taken during the test window).
 - e. Enter an Assignment End Time, including an end date (the end of the test window must be after the start date) and end time.
 - f. If applicable, enter a Student Report Access Date to allow students associated with this assignment to view their results. This date must be on or after the assignment end date.
10. Click **Save and Proceed to Next Step** to assign students.
11. Enter Search for Student filters.
 - a. Select a Grade Level (hold the control key down and click on selection to select multiple selections).
 - b. Select a School.
 - c. To narrow your search further, click Update Classes to view a list of classes for the selected grade levels(s) and school(s). Select one or more classes.
 - d. To narrow your search further within the selected grade level and school, click the **Click Here to Narrow Search by Student Name** link and enter either a name or a last name range.
12. Click **Search for Students**.
13. Click the "+" symbol to expand the hierarchy table, if necessary. Click the checkboxes to select students. By selecting the top level in the hierarchy, all levels below are automatically selected. For example if you click the school checkbox, then all students from the selected grade level and class will be selected.
14. Click **Assign Selected**.
15. Click **View Summary**.

Share a Custom Test with Other Educators

1. Click **Test** on the Main Menu.
2. Click **Custom Tests**.
3. Click **Share**.
4. Enter Search Criteria.
 - a. Select a School.
 - b. Select a Subject.
5. Click **Search**.
6. The following options exist from the Search Results box:
 - a. Click the corresponding test name link to view a summary of the test.
 - b. Click the corresponding **View** link to see with whom the test is being shared.
 - c. Click the corresponding Share Test box to share or "unshare" the selected test.
7. Click **Share Selected Tests With Educators**.
8. Click the "+" symbol to expand the table, if necessary. Click the checkboxes to select educators to share the test. By selecting the top level in the hierarchy, all levels below are automatically selected. Note: Unclick corresponding checkboxes and click **Remove Selected** to stop sharing a test.
9. Click **Share with Selected Educators**.
10. Click **View Summary**.