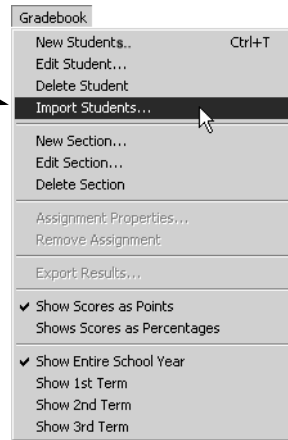### Importing Student Data into AccelTest

If you have students in a database already, you may be able to import them into AccelTest. You can import students from three types of files:

- Import from a Comma Separated Value (CSV) formatted file

- Import from a Renaissance Learning LIS product (FMD) formatted file

- Import from another AccelTest database (RBD) formatted file.

1. To import students, click on the **Gradebook** menu and click **Import Students**.

Gradebook	
New Students..	Ctrl+T
Edit Student…	
Delete Student	
Import Students…	
New Section…	
Edit Section…	
Delete Section	
Assignment Properties…	
Remove Assignment	
Export Results…	
✔ Show Scores as Points	
Shows Scores as Percentages	
✔ Show Entire School Year	
Show 1st Term	
Show 2nd Term	
Show 3rd Term	

2. The **Import Students** Wizard (Assistant) opens.

3. Click on the type of file you are importing. For example, if you want to import students from your Accelerated Reader database, you would click on "Import from a Renaissance Learning LIS product." (This imports a .FMD file).

Check the Note to ensure that you will not exceed your license capacity limit, when you import your students.

Click [Next].

Import Students Assistant

Import Type

How will you be importing the students?

○ Import from a Comma Separated Value (CSV) formatted file
● Import from a Renaissance Learning LIS product
○ Import from another AccelTest database

Note: You can add 845 more students to AccelTest.

Cancel   Next
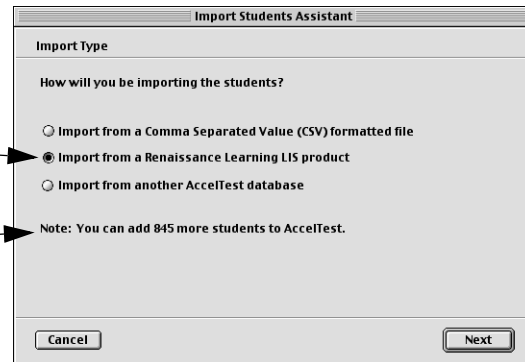
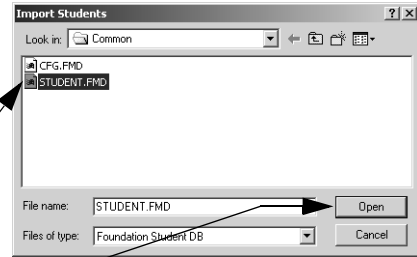**4.** The **Import Students** dialog box opens.

AccelTest™

5. In the **Import Students** dialog box, navigate to the drive and folder where your Student.FMD file is located.

A typical Renaissance Learning installation places the STUDENT.FMD file in the following location on your local Hard Drive or Network Drive:
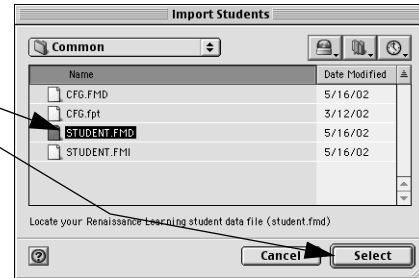
ALSDATA: COMMON FILES: STUDENT.FMD.

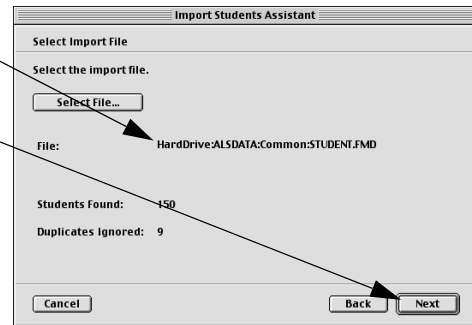Click on STUDENT.FMD and then [Open] or [Select].

Windows

Macintosh

6. Confirm that the file and location are correct.

Click [Next].

7. In the Select Students dialog box, you will select the students to import.

To import all of the students, click on the [Add All] button, and then the click the [Next] button.

If you only want to import some of the students, first hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and then click on the students you want to import. You can also select a group of students by clicking on the first student name, holding down the <Shift> key, and clicking on the last student name. Click on the [Add] button, then the [Next] button.
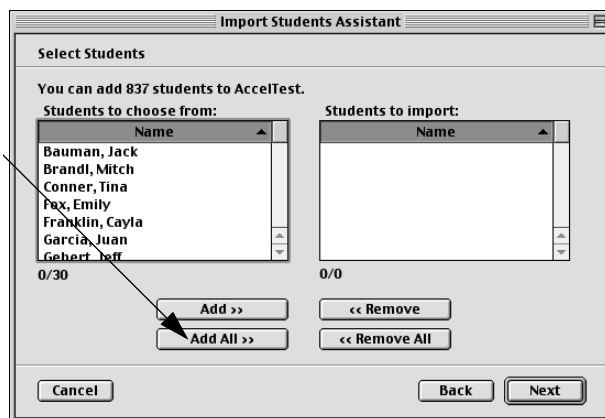
Note: If you want to add your students to sections as you import them, you must import students from one class at a time. Select students who will be added in the same section.

Assignment

8. The Add Students to Section dialog box opens.

If you want to simply add the students without associating them with a class section, select the "Do not add the students into a section" option.

If you have a class section you want to add the students to, select the "Add the students into an existing section" option, and click on the list to select the section.

If you want to create a new section, select "Add the students into a new section" option. Click in the box and type in the new section name.
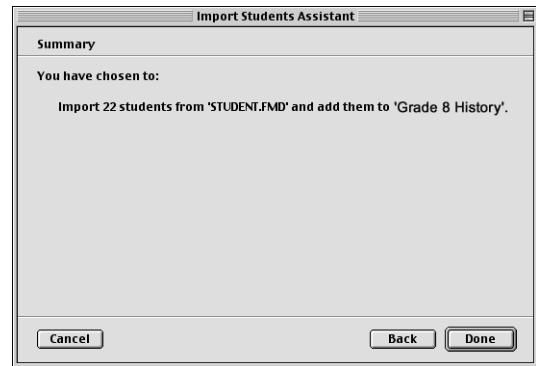
After you have made your selection, click [Next].
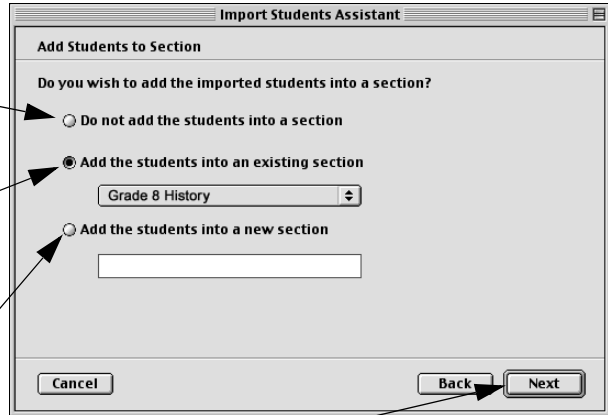
9. Review the information in the **Summary** dialog box.

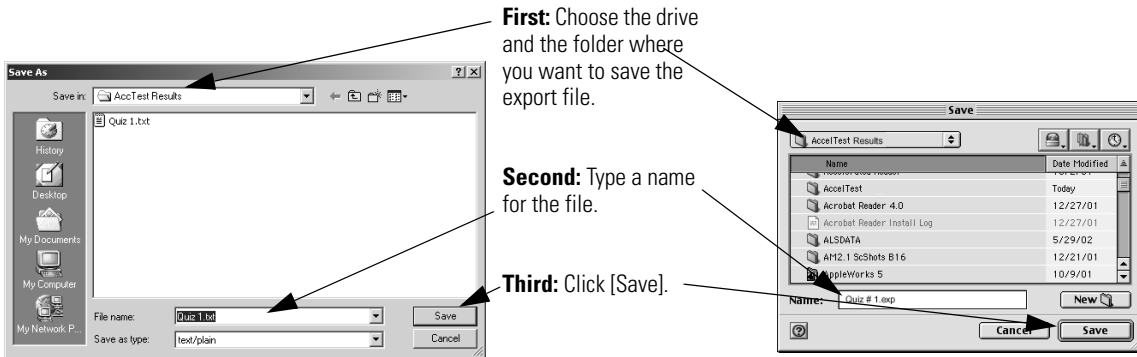If it is correct, click the [Finish] button (Windows) or the [Done] button (Macintosh).

If not, click the [Back] button and make corrections.

AccelTest™

Exporting Student and Grade Information as Text

Follow these steps to export student and grade information as a text file. You must be in the Gradebook to export this information. The text file is tab-delimited so you can use it in a spreadsheet program.

1. If you are not already in the Gradebook, open it. From the **Getting Started** screen, click on [Gradebook].

2. To export information for an assignment, click in the top of the column for the assignment. Then click in the **Gradebook** drop-down menu and click **Export Results.**

3. Choose the drive and folder for the export file. Type a name for your file, ending in .txt. Click [Save].
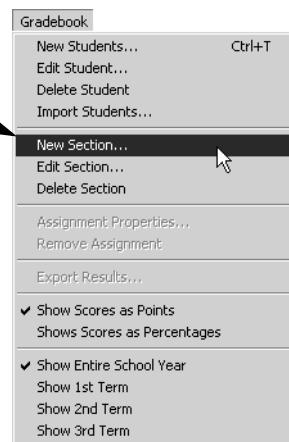
First: Choose the drive and the folder where you want to save the export file.

Second: Type a name for the file.

Third: Click [Save].

4. When the export is complete, the program will notify you. Click the [OK] button.

New Section

1. If you need to add a new class section, go to the **Gradebook** menu and click **New Section**.

2. In the **New Section** dialog box, type the name of the new section in the **Name** box.

3. You can enroll students in your new section. *To enroll all of the students,* click on the [Add All] button, and then the [Next] button.

If you only want to enroll some of the students, first hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and then click on the students you want to import.
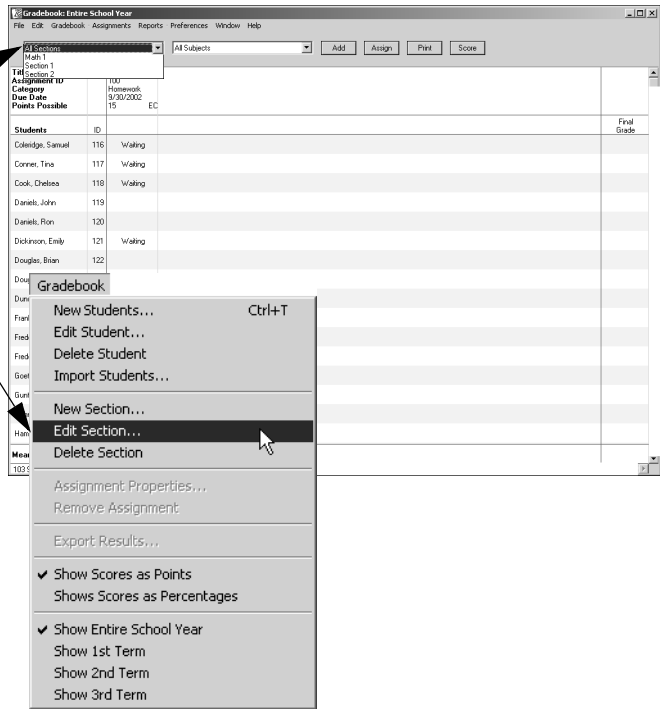
You can also select a group of students by clicking on the first student name, holding down the <Shift> key, and clicking on the last student name. Click on the [Add] button, then the [Next] button.

Assignment

AccelTest **39**

Edit Section

To edit a section (add or remove students) from the **Gradebook** screen, click on the **All Sections** drop-down menu and select the section you want to edit.

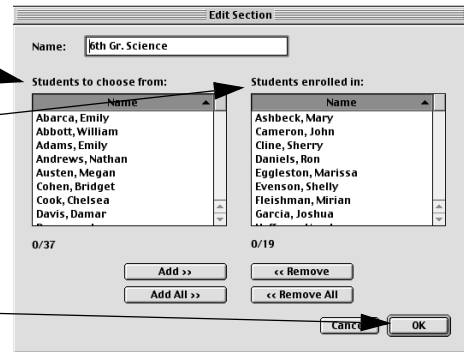In the **Gradebook** drop-down menu, click on **Edit Section**.

In the **Edit Section** dialog box, if you are adding students, look in the Students to choose from column.

If you are deleting students, look in the Students enrolled in column.

To add (or delete) all of the students, click on the [Add All] (or [Delete All]) button, and then click the [OK] button.

If you only want to add (or delete) some of the students, first hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and then click on the students you want to add (or delete). You can also select a group of students by clicking on the first student name, holding down the <Shift> key, and clicking on the last student name. Click on the [Add] button, then the [OK] button.
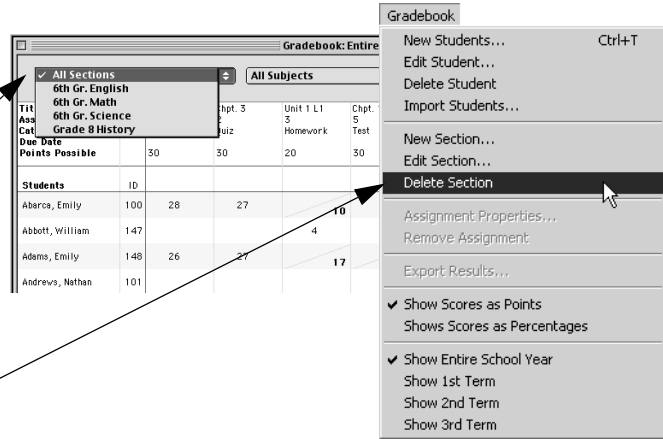

Assignment

AccelTest

Delete Section

To delete a section from the **Gradebook** screen, click on the **All Sections** drop-down menu and select the section you want to delete. (Students and their grades remain in the Gradebook after their section is deleted.)

In the **Gradebook** drop-down menu, click on **Delete Section**.

When asked if you want to delete the section, click [Yes].

Assignment Properties

To set assignment properties for an assignment, click on the column heading for the assignment in the Gradebook screen. Click on the Gradebook menu and click Assignment Properties. Refer to Assignment Editor Properties information. See page 77 for detailed information and instructions.
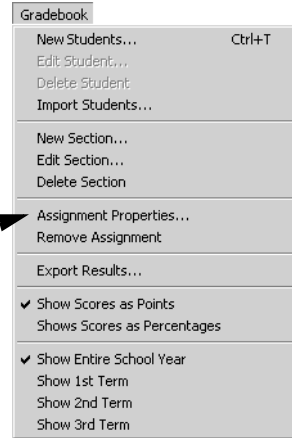
Remove Assignment

To remove an assignment, click on the column heading for the assignment in the **Gradebook** screen. Click on the **Gradebook** menu and click **Remove Assignment.** A warning appears stating student records for the assignment will be lost; to remove assignment anyway, click [Yes].
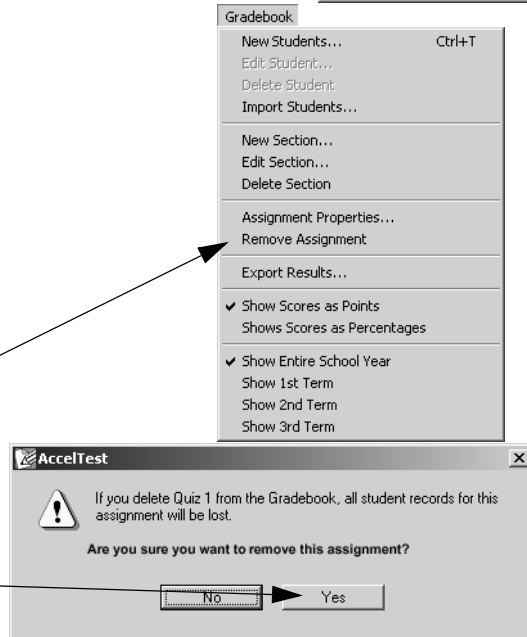
AccelTest™

Export Results

You can export student and grade information as text. To Export Results, from the **Gradebook** screen, click on the **Gradebook** drop-down menu and click on **Export Results**.

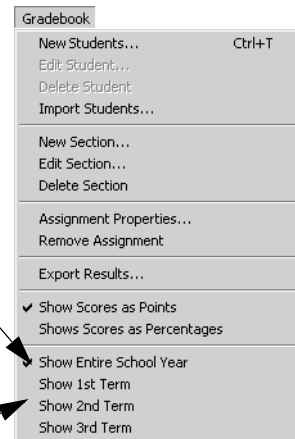For detailed instructions, see "Exporting Student and Grade Information as Text" on page 39.

```
Gradebook
    New Students...          Ctrl+T
    Edit Student...
    Delete Student
    Import Students...

    New Section...
    Edit Section...
    Delete Section

    Assignment Properties...
    Remove Assignment

    Export Results...

  ✔ Show Scores as Points
    Shows Scores as Percentages

  ✔ Show Entire School Year
    Show 1st Term
    Show 2nd Term
    Show 3rd Term
```

Show Scores as Points

If you have selected show scores as percentages, to change to show scores as points, from the **Gradebook** screen, click on the **Gradebook** drop-down menu and click on **Show Scores as Points.**

Show Scores as Percentages

If you have selected show scores as points, to change to show scores as percentages, from the **Gradebook** screen, click on the **Gradebook** drop-down menu and click on **Show Scores as Percentages**.

```
Gradebook
    New Students...          Ctrl+T
    Edit Student...
    Delete Student
    Import Students...

    New Section...
    Edit Section...
    Delete Section

    Assignment Properties...
    Remove Assignment

    Export Results...

  ✔ Show Scores as Points
    Shows Scores as Percentages

  ✔ Show Entire School Year
    Show 1st Term
    Show 2nd Term
    Show 3rd Term
```
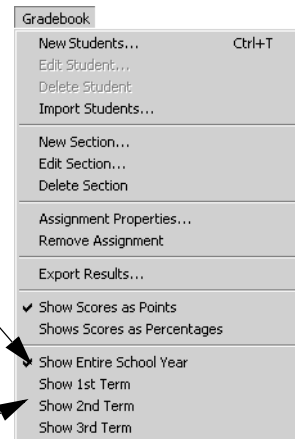
Show Entire School Year

If you have selected show (number) term, to change to show entire school year, from the **Gradebook** screen, click on the **Gradebook** drop-down menu and click on **Show Entire School Year.**

Show Term

If you have selected show entire school year, to change to show (number) term, from the **Gradebook** screen, click on the **Gradebook** drop-down menu and click on **Show (number) Term**.

```
Gradebook
    New Students...          Ctrl+T
    Edit Student...
    Delete Student
    Import Students...

    New Section...
    Edit Section...
    Delete Section

    Assignment Properties...
    Remove Assignment

    Export Results...

  ✔ Show Scores as Points
    Shows Scores as Percentages

  ✔ Show Entire School Year
    Show 1st Term
    Show 2nd Term
    Show 3rd Term
```

Assignment

AccelTest™

Reports

You can create reports and print them in AccelTest. From the **Reports** drop-down menu, click on one of reports. You will be asked if you want to Preview or Print the report.

You can select Preview to see what the report looks like and check its data contents before printing.
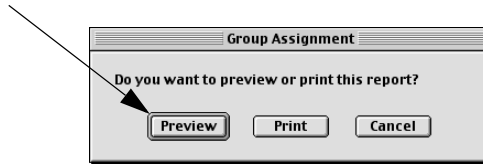
Some reports can be customized to suit your preferences. See "Setting Reports Preferences" on page 56.

Report Descriptions

The table below lists the AccelTest reports. It includes a brief description of each report. There is additional information and a view of the reports in "Report Details" on page 46.

Note: You must be in the Gradebook in order to select the Answer Key, Assignment Analysis, Assignment Results, Group Assignment, Overdue Assignments, Student Grade, or the Student Record Report.

Report Name	Description
Answer Key	Select this report from the Gradebook. This report is for teacher use and identifies correct answers, as well as all pertinent information for the assignment. *Preferences: Print/Preview Setting*
Assignment Analysis	Select this report from the Gradebook. The Assignment Analysis report provides assignment information, an item analysis summary, and some item details for assignments created in AccelTest (change if this is not implemented in software-See page page 46 also). The report can be used with assignments that were not created in AccelTest; however the report will show less information detail for each item. *Preferences: Print/Preview Setting*
Assignment	The Assignment report provides a list of all assignments found in the Assignment tab. This report helps the teacher identify assignments that can be used for lesson planning. *Preferences: Print/Preview Setting, Sort Order*

Report Name	Description
Assignment Results	Select this report from the Gradebook. This report can provide the student with immediate feedback on an assignment. Teacher-selected preferences determine if the report should print after the student scores an assignment and if only missed or all questions and/or correct answers are shown. The Assignment Results report has space for a teacher's signature and comments. *Preferences: Print/Preview Setting, Questions to display, Show correct answers, Autoprint, Batch print*
Free Response Grading Worksheet	This is a worksheet that helps the teacher record student scores when they have missed points on free response items. *Note: The Gradebook assumes the students earn all of the points on free response items.* This worksheet provides a place for teachers to record reduced point scores for updating the Gradebook. The worksheet should be printed after the student's scan cards have been scored, as the scores will be shown for the scanned answers part on the assignment. This will help the teacher in grading the free response items. *Preferences: Print/Preview Setting*
Gradebook Summary	The Gradebook Summary Report lists each student and their grades for the term and/or semester. The display options showing on screen (On-screen points, percentages, section and subject) will be printed, for example. *Preferences: Print/Preview Setting*
Group Assignment	Select this report from the Gradebook, so you can display the results for a specific assignment for a group of students. This report shows: • average • median • standard deviation of points earned • percent of points possible • high and low score • students with a Waiting or Overdue Status *Preferences: Print/Preview Setting, Sort Order*
Overdue Assignments	Select this report from the Gradebook. This report lists all incomplete assignments (homework, tests, quizzes, etc.) for each individual student. Gradebook scores overdue assignments as 0 points earned. *Preferences: Print/Preview Setting,*
Program Information	This report lists specific program information including: • how AccelTest is set up • computer configuration and computer hardware information • user defined preferences *Preferences: Print/Preview Setting*

Assignment

AccelTest™

Report Name	Description
Student Grade	Select this report from the Gradebook. The student grade report shows: Term and semester progress. • year-end progress • provides space for attendance and comments • may serve as a report card for schools that do not have a standard report card • useful for transferring information to a standard school report card *Preferences: Print/Preview Setting*
Student Record	Select this report from the Gradebook. This is an historical record of scored and teacher entered assignments for the student. The report can: • provide the student with a record of their assignments • be used at parent-teacher conferences • be filed in the student's portfolio *Preferences: Print/Preview Setting, Page break after student*

Report Filters

The Gradebook has a Section drop-down menu and a Subject drop-down menu that are useful for filtering information in the Gradebook screen. The filters save time by limiting the amount of information you must scroll through on the screen. The reports reflect the "as filtered" screen content. AccelTest resets to All Sections and All Subjects when it starts.

The **Section** drop-down menu allows the selection of all sections or the selection of one specific section.

The **Subject** drop-down allows the selection of all subjects, or one particular subject.

Report Details

Answer Key

This report shows the teacher the correct answers for an assignment, as well as other pertinent information.

The answer key report produces an answer key for each variation. Each variation is identified by a letter code, after the Assignment ID number.

Assignment Analysis

The Assignment Analysis report provides assignment information, an item analysis summary, and some item details (for assignments that were not created in AccelTest -change if report changes to reflect teacher created assignments. See also page 43.

AccelTest™

Assignment

The Assignment report lists all of the assignments in the Assignment tab.
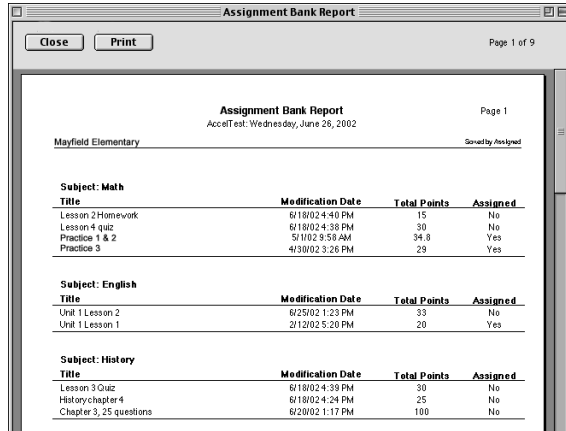
Assignment Results

The Assignment Results report can provide the student with immediate feedback on an assignment.

The teacher selects a preference to print or not print the report, and whether the printout shows only missed or all questions and/or correct answers.

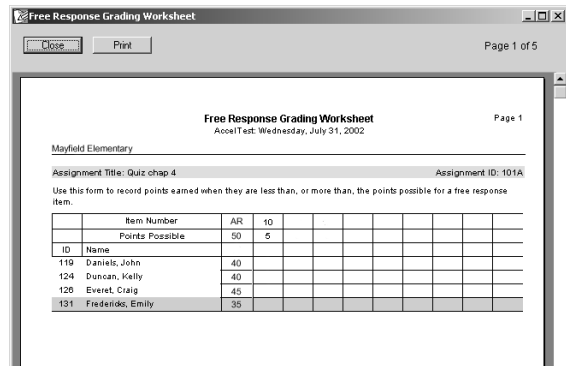Space is provided for the teacher signature and comments.
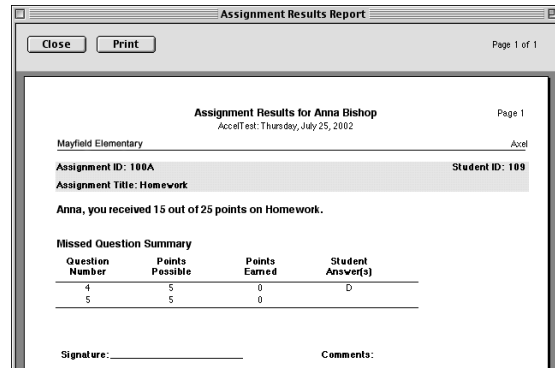
Free Response Grading Worksheet

The Free Response Grading Worksheet report helps the teacher record student scores for missed points on free response items. *Note: The Gradebook assumes the students earn all of the points on free response items.*

This worksheet provides a place for teachers to record reduced point scores for updating the Gradebook.

Print the worksheet after the student's scan cards have been scored, as the scores are shown for the scanned answers part on the assignment. This helps the teacher in grading the free response items.

Gradebook Summary

The Gradebook Summary Report lists each student and their grades for the term and/or semester. The display options showing on screen (On-screen points, percentages, section and subject) will be printed, for example.

Group Assignment

The Group Assignment report displays the results for a specific assignment for a group of students. The report shows:

- average

- median

- standard deviation of points earned

- percent of points possible

- high and low scores

- students with a Waiting or Overdue status.

Overdue Assignments

This report lists all incomplete assignments (homework, tests, quizzes, etc.) for each individual student.

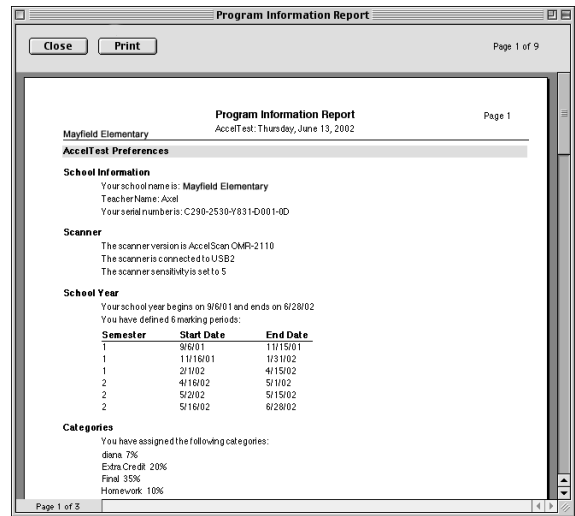**Note:** Gradebook scores overdue assignments as 0 points earned.

AccelTest™

Program Information.

The Program Information report shows specific program information, including:

- How AccelTest is set up

- Computer configuration and computer hardware information

- User defined preferences

Student Grade

Select this report from the Gradebook. The student grade report:

- shows term and semester progress

- shows year-end progress

- has space for attendance and comments

- can serve as a report card

- useful for transferring information to a report card.

Student Record

This report is an historical record of scored and teacher entered assignments for the student. The report can:

- provide the student with a record of their assignments

- be used at parent-teacher conferences

- be filed in the student's portfolio

Program Information Report — Page 1 of 9

Program Information Report — Page 1
AccelTest: Thursday, June 13, 2002
Mayfield Elementary

AccelTest Preferences

School Information
Your school name is: Mayfield Elementary
Teacher Name: Axel
Your serial number is: C290-2530-Y831-D001-0D

Scanner
The scanner version is AccelScan OMR-2110
The scanner is connected to USB2
The scanner sensitivity is set to 5

School Year
Your school year begins on 9/6/01 and ends on 6/28/02
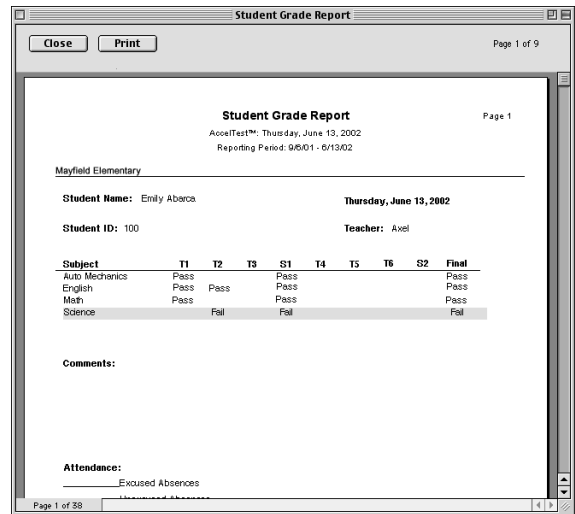You have defined 6 marking periods:

Semester	Start Date	End Date
1	9/6/01	11/15/01
1	11/16/01	1/31/02
1	2/1/02	4/15/02
2	4/16/02	5/1/02
2	5/2/02	5/15/02
2	5/16/02	6/28/02

Categories
You have assigned the following categories:
diana 7%
Extra Credit 20%
Final 35%
Homework 10%

Page 1 of 3

Student Grade Report — Page 1 of 9

Student Grade Report — Page 1
AccelTest™: Thursday, June 13, 2002
Reporting Period: 9/6/01 - 6/13/02

Mayfield Elementary

Student Name: Emily Abarca   **Thursday, June 13, 2002**

Student ID: 100   **Teacher:** Axel

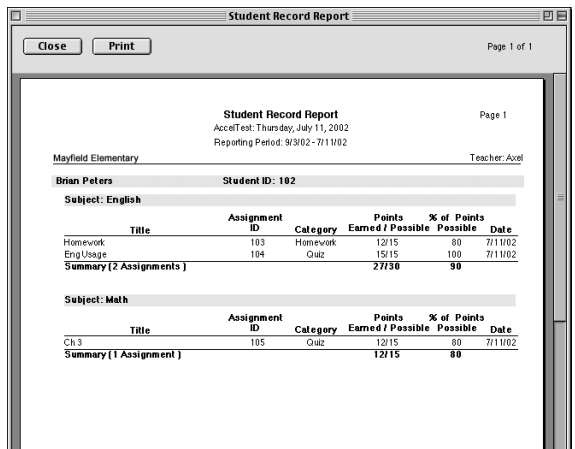| Subject	T1	T2	T3	S1	T4	T5	T6	S2	Final
Auto Mechanics	Pass			Pass					Pass
English	Pass	Pass		Pass					Pass
Math	Pass			Pass					Pass
Science		Fail		Fail					Fail

Comments:

Attendance:
_____ Excused Absences

Page 1 of 38

Student Record Report — Page 1 of 1

Student Record Report — Page 1
AccelTest: Thursday, July 11, 2002
Reporting Period: 9/3/02 - 7/11/02

Mayfield Elementary   Teacher: Axel

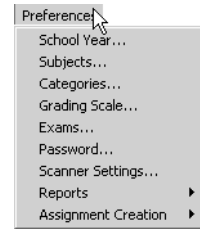**Brian Peters**   **Student ID: 102**

Subject: English

Title	Assignment ID	Category	Points Earned / Possible	% of Points Possible	Date
Homework	103	Homework	12/15	80	7/11/02
Eng Usage	104	Quiz	15/15	100	7/11/02
Summary (2 Assignments)			**27/30**	**90**	

Subject: Math

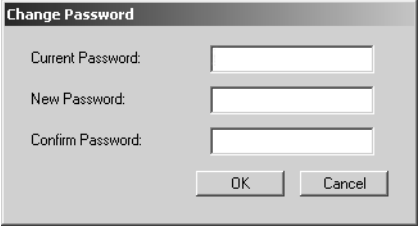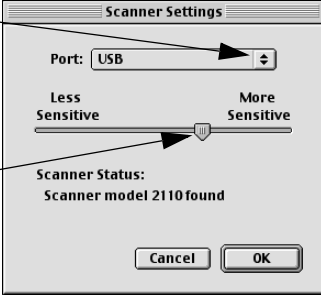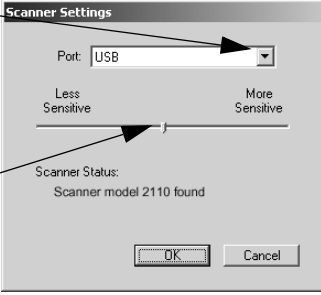| Title	Assignment ID	Category	Points Earned / Possible	% of Points Possible	Date
Ch 3	105	Quiz	12/15	80	7/11/02
Summary (1 Assignment)			**12/15**	**80**	

Preferences

Using the AccelTest preferences, you can adjust how AccelTest works for your school. The table below lists the preferences in AccelTest and tells you how to change them. The preferences are available in the **Preferences** menu.
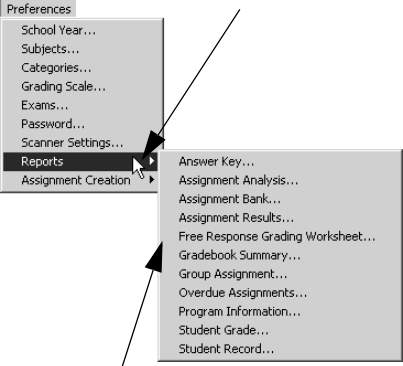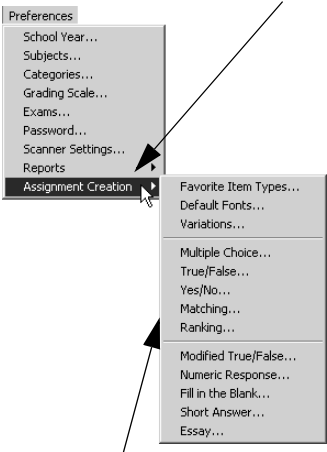
Preferences
School Year...
Subjects...
Categories...
Grading Scale...
Exams...
Password...
Scanner Settings...
Reports ▶
Assignment Creation ▶

Preference	What it does	How to change it
School Year	Use this preference to enter your school year information, including start and end dates for the school year, number of terms, start and end dates for terms, and, if applicable, number of terms per semester. Changing the school year affects the calculation of student grades. Your school year should be completely set up before you start scoring student assignments.	1. Click on the **Preferences** menu and select **School Year**. 2. The **School Year Assistant (Wizard)** dialog box will open. Click [Next]. 3. Enter the Start and End dates for your school year, and click [Next]. 4. Select the number of terms in your school year and click [Next]. 5. Enter the Start and End date for each term and click [Next]. 6. If your terms are grouped into semesters, select the number of terms per semester and click [Next]. 7. Check the information in the Summary and click on the [Back] button to edit if needed. Click the [Done] button.
Subjects	Use this preference to add subjects, edit subjects, or delete subjects.	1. Click on the **Preferences** menu and select **Subjects**. 2. The **Subjects** dialog box will open. • If you are adding a subject, click on the [Add] button and type the name of the subject you want to add. • To edit a subject, scroll down the list until you find the subject, and click on it. Then click the [Edit] button, and make changes. • To delete a subject that is not being used, scroll down the list to find the subject, and click on it. Then click the [Delete] button. Subjects being used cannot be deleted. 3. Click the [OK] button.

AccelTest™

Preference	What it does	How to change it
Categories	Use this preference to create or change categories for assignments you include in your Gradebook. • Create or edit categories • Assign weight to each category • Decide whether or not to drop worst grade for each category • Decide how much extra credit should be worth. • Select Total Points Earned or Category Weights to calculate grades.	**1.** Click on the **Preferences** menu and select **Categories**. **2.** The **Categories** dialog box will open. • Edit an existing category by clicking the box or Type in a new category in a blank field. • In the Calculate Grades Using section, select "Category Weights" or "Total Points Earned." • Edit or type in a weight value (if using category weights) and click on the "Drop Worst Score" box, if applicable. **3.** When you have finished adding or changing your category preferences, click the [OK] button.
Grading Scale	Use this preference to select the grading scale used in calculating grades.	**1.** Click on the **Preferences** menu and select **Grading Scale**. **2.** The **Grading Scale** dialog box will open. **3.** Select one of the options from the **Grading Scale** menu. **4.** You can change the numerical value(s) for the grading scale option you selected. **5.** When you have finished changing your grading scale preferences, click the [OK] button.
Exams	Use this preference to set the percent that the exam weights the grade, and also decide if the grade is the Term Grade, Semester Grade, or Final Grade (default).	**1.** Click on the **Preferences** menu and select **Exams**. **2.** The **Exams** dialog box will open. Select a Grade option to match your school's program. **3.** The default setting is 25 percent of the selected grade. If you want to change the percent, type in a different percent in the "Exams are..." blank. **4.** When you have finished changing your Exam preferences, click the [OK] button.

Gradebook

Preference	What it does	How to change it
Password	The password preference lets you change the password to maintain AccelTest security. You should change the default **admin** password to a password of your choice after AccelTest is installed.	**1.** Click on the **Preferences** menu and select **Password**. **2.** The **Change Password** dialog box will open. **3.** Type in your current password in the Current Password box, then press <Tab>. Type in your new password in the New Password box, press <Tab>, and then type your new password in the Confirm Password box. **Change Password** Current Password: [ ] New Password: [ ] Confirm Password: [ ] [OK] [Cancel] **4.** When you have finished changing and confirming your Password preference, click the [OK] button.

AccelTest™

Preference	What it does	How to change it
Scanner Settings	Use this preference to set the scanner port setting, and the scanner sensitivity. *Port Setting:* First, make certain the scanner is installed according to the instructions in the AccelScan User's Guide. • Start your computer and AccelTest. If AccelTest does not detect the scanner, you may need to manually set the scanner port setting to the computer port you have connected your AccelScan to. *Sensitivity Setting:* You may need to adjust scanner sensitivity to allow for differences in the way students mark scan cards. If the AccelScan is too sensitive to stray marks, decrease the sensitivity. If the AccelScan does not recognize some marked answers, increase the sensitivity. • If AccelTest still does not detect the AccelScan scanner, confirm that your computer system specifications meet the requirements in "Where to Find the System Requirements" on page 6.	**1.** Click on the **Preferences** menu and select **Scanner Settings**. **2.** The **Scanner Settings** dialog box will open. Click to select a different port. **Macintosh**: Move the slide to change AccelScan sensitivity. *(Scanner Settings dialog: Port: USB; Less Sensitive — More Sensitive; Scanner Status: Scanner model 2110 found; Cancel / OK)* Click to select a different port. **Windows:** Move the slide to change AccelScan sensitivity. *(Scanner Settings dialog: Port: USB; Less Sensitive — More Sensitive; Scanner Status: Scanner model 2110 found; OK / Cancel)* • To manually set the Port setting, click on the Port drop-down list and click on the appropriate computer port. • To change the scanner sensitivity click on the pointer and move it to change the sensitivity. **3.** Click the [OK] button.

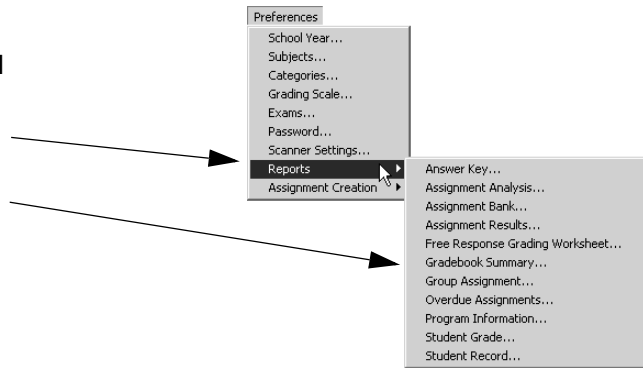| Preference	What it does	How to change it

Reports	The following reports have settings you can change:
	• Answer Key
	  Print/Preview Setting preference
	• Assignment Analysis
	  Print/Preview Setting preference
	  Display Item Details
	• Assignment
	  Print/Preview Setting preference
	  Sort Order preference
	• Assignment Results
	  Print/Preview Setting preference
	  Questions to display
	  Show correct answers
	  Auto print after student score
	  Batch print report
	• Free Response Grading Worksheet
	  Print/Preview Setting preference
	• Gradebook Summary
	  Print/Preview Setting preference
	• Group Assignment
	  Print/Preview Setting preference
	  Sort Order preference
	• Overdue Assignments
	  Print/Preview Setting preference
	• Program Information
	  Print/Preview Setting preference
	• Student Grade
	  Print/Preview Setting preference
	• Student Record
	  Print/Preview Setting preference
	  Page Break after student preference
		For more detailed information and instructions, see "Setting Reports Preferences" on page 56.
		1. Click on the **Preferences** drop-down menu and go to **Reports.**
		
		2. Click on the report you want to set preferences for.
		3. In the **Report Options** Dialog Box, make your changes and click [OK].

AccelTest™

Gradebook

Preference	What it does	How to change it
Assignment Creation	This preference includes several settings that allow you to customize your assignments. The Assignment Creation preference includes: • Favorite Item Types • Default Fonts • Variations • Multiple Choice • True/False • Yes/No • Matching • Ranking • Modified True/False • Numeric Response • Fill in the Blank • Short Answer • Essay	For more detailed information and instructions, see "Setting Assignment Creation Preferences" on page 58. **1.** Click on the **Preferences** drop-down menu and go to **Assignment Creation.** Preferences School Year... Subjects... Categories... Grading Scale... Exams... Password... Scanner Settings... Reports Assignment Creation Favorite Item Types... Default Fonts... Variations... Multiple Choice... True/False... Yes/No... Matching... Ranking... Modified True/False... Numeric Response... Fill in the Blank... Short Answer... Essay... **2.** Find the setting in the drop-down menu that you want to change and click on it. **3.** Make your changes and then click [OK].

Setting Reports Preferences

You can change your reports preferences.

To change your Report Preference settings, follow these steps.

1. Start AccelTest. From the **Getting Started** screen, click on the **Preferences** drop-down menu and go to **Reports**.

2. Click on the report you want to set preferences for.

3. In the **Report Options** Dialog Box, make your changes and click [OK].

```
Preferences
  School Year...
  Subjects...
  Categories...
  Grading Scale...
  Exams...
  Password...
  Scanner Settings...
  Reports                ►    Answer Key...
  Assignment Creation    ►    Assignment Analysis...
                              Assignment Bank...
                              Assignment Results...
                              Free Response Grading Worksheet...
                              Gradebook Summary...
                              Group Assignment...
                              Overdue Assignments...
                              Program Information...
                              Student Grade...
                              Student Record...
```

Print Preview

One is Print/Preview setting, available for all reports. Print/Preview determines what happens when you print your report. There are three choices available:

- *Ask* - asks if you want to preview or print the report selected. This is the default.

- *Always Preview* - always shows preview before you start to print.

- *Always Print* - always prints without asking or showing preview first.

Sort/Order

Another option that can be set is for Sort Order. The setting for Sort Order determines how the information in the report is sorted. The Assignment and the Group Assignment reports are the only two reports that allow you to set how they are sorted. Since the reports differ, the options available differ as well.

Sort Order for Assignment tab; see Sort Order for Group Assignment, on the following page.

Click on the Sort Order drop-down list in the **Report Options** dialog box, and click on your *preference:*

- *Title* - sorts list by title. This is the default.

- *Modification Date* - sorts list by modification date, oldest to newest.

- *Total Points* - Sorts list by total points, lowest to highest.

- *Assigned* - Sorts with unassigned first, followed by assigned.

Sort Order for Group Assignment; see previous paragraph for Assignment tab

Click on the Sort/Order drop-down list in the **Report Options** dialog box, and click on your *preference:*

- *Student Name* - Sorts alphabetically by student last name. This is the default.

- *Points Earned* - Sorts by points earned, lowest to highest.

- *% of Points Possible* - Sorts by percent of points possible, lowest to highest.

Questions to Display for the Assignment Results Report.

Click on the Questions to Display drop-down list in the **Report Options** dialog box, and click on your *preference:*

- *Missed Questions* - Shows missed questions. This is the default.

- *All Questions* - Shows all questions.

Show Correct Answers for the Assignment Results Report.

Click on the Show correct answers check box to show correct answers for questions.

Autoprint for the Assignment Results Report.

When Auto print after student score is checked, the report prints automatically when the student scores the assignment using AccelScan. This is the default setting.

Batch Print for the Assignment Results Report.

If Autoprint after student score is checked, you can click on the check box next to Batch print report to batch print the report. This will delay printing of all Assignment Results Reports until the scanning window is closed, and then print them as a batch.

Page Break after Student for the Student Record Report.

When Page break after student is checked, the report prints a separate page for each student. This is the default setting.

Gradebook

AccelTest™

Setting Assignment Creation Preferences

You have many options available when you create your assignments in AccelTest. These options range from what item types appear in the opening screen (Favorite Item Types) when you create your assignment, to the instructions, number of points and number of answer lines provided for an essay assignment.

The instructions in steps 1-3 apply to every setting. Detailed descriptions for each setting, from Favorite Item Types to Essay, follow step 3.

1. Click on the **Preferences** drop-down menu and go to **Assignment Creation.**

2. Find the setting in the drop-down menu that you want to change and click on it.

3. Make your changes and then click [OK].

• Favorite Item Types:

When you create your New Assignment in the Assignment tab, notice that there are four item types on the New Assignment dialog box. (See "Creating Questions for a New Assignment" on page 64.)

To change any of the items in the New Assignment dialog box, use steps 1-3 above and select what four types of items appear using the Favorite Item Types setting.
Note: Items you remove can be found by clicking [More Item Types] in the New Assignment window.

In the **Assignment Creation Options** dialog box, click on an item you want to remove under Favorite item types, and click [Remove]. Then click on the item type you want to add under Item types to choose from, and click [Add]. Your choice appears under Favorite Item types. Repeat to change other item types.

AccelTest™

Gradebook
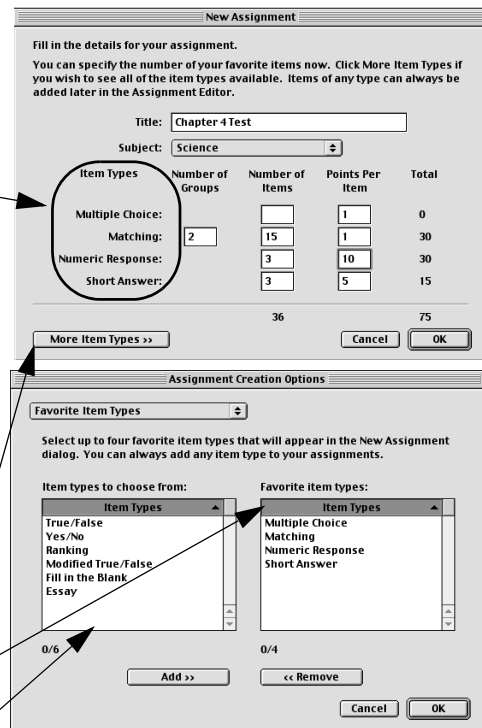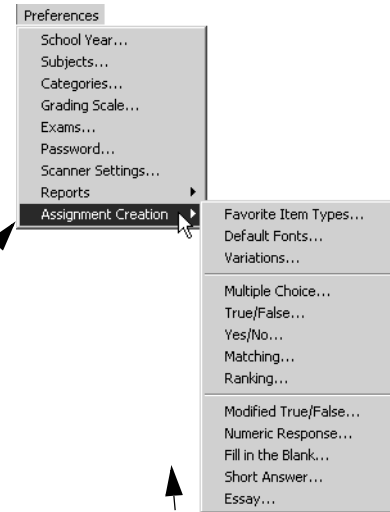
- Default Fonts:

    Use the drop-down lists and buttons
    to select:
    the font,
    font size,
    and **B**old, *I*talic, and <u>U</u>nderline
    styles

    These apply to Body, Section Name,
    and Instruction in your assignments.
    These font settings effect both the
    displayed assignment and printed
    assignment.
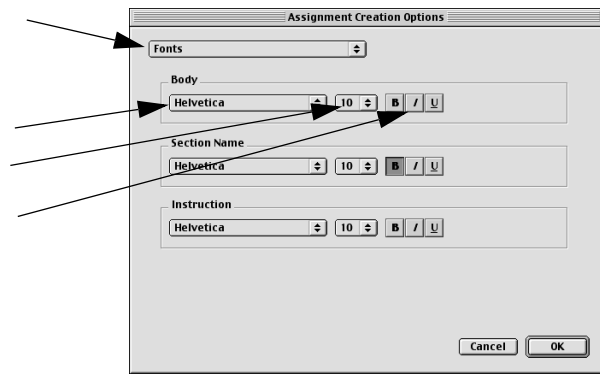
- Variations

    Variations allows you to set the number of
    variations in your printed student assignments.
    AccelTest has the ability to shuffle the items
    (questions) within the group, to make
    variations. If you have six items, and shuffle
    items is checked, the items appear in a different
    order on each variation.

    If you want to disable shuffle, click on the
    check mark in the box next to Shuffle. The
    default is on.
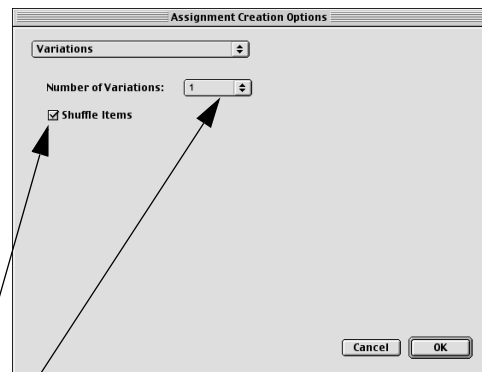
You can set the number of assignment variations to print by selecting a number in the
Number of Variations drop-down list. The default is 1.

The assignment variation is identified by a letter after the Assignment ID number. The
students need to include the letter after the ID number on their scan card.

- Multiple Choice:

    Enter or edit the instructions for your multiple
    choice questions in the Instructions box.

    You can also change the Default Points value for
    each assignment item.

    The default Distractors setting is A to D, which
    gives 4 choices (correct answer plus 3
    distractors) per multiple choice item. You can
    select as few as one distractor (A) and as many as
    9 (A-I).
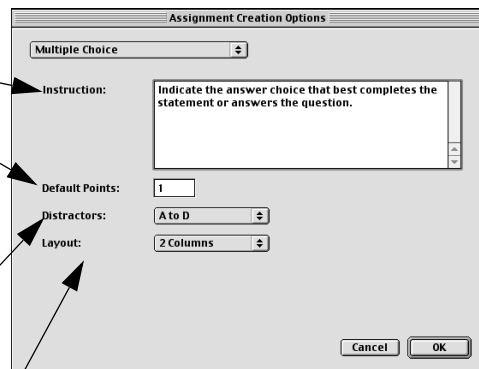
Click on the Layout drop-down list to select 1, 2 or 3 columns.

- True/False:

  Enter or edit instructions for the true/false items in the Instruction box.

  You can also change the Default Points value for the assignment items.

- Yes/No:

  Enter or edit instructions for the yes/no items in the Instruction box.

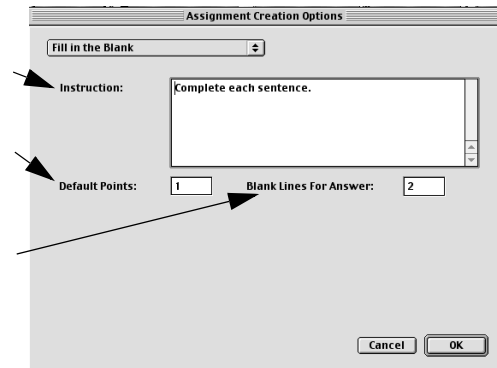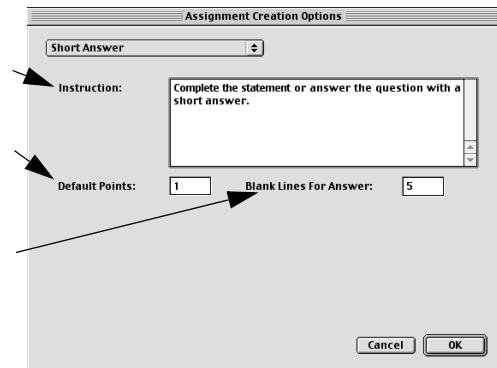 You can also change the Default Points value for the assignment items.

- Matching:

  Enter or edit the instructions for your matching questions in the Instructions box.

  You can also change the Default Points value for the assignment items.

  The default Distractors setting is A to D, which gives 4 choices (correct answer plus 3 distractors) per matching item. You can select as few as one distractor (A) and as many as 9 (A-I).

  Click on the Layout drop-down list to select Side by Side, or 1, 2 or 3 columns.

  The Items Per Group drop-down list, allows selection of 1 to 20 items.

AccelTest™

- Ranking:

  Enter/edit the instructions for your ranking questions in the Instructions box.

  You can also change the Default Points value for the assignment items.

  The default Distractors setting is A to D, which gives 4 choices (correct answer plus 3 distractors) per Ranking item.

  You can select as few as one distractor (A) and as many as 9 (A-I).

  Click on the Layout drop-down list to select Side by Side, or 1, 2 or 3 columns.

  The Items Per Group drop-down list, allows selection of 1 to 20 items.

- Modified True/False:

  Enter or edit instructions for the modified true/false items in the Instruction box.

  You can also change the Default Points value for the assignment items.

  You can set the number of blank lines per answer.

- Numeric Response:

  Enter or edit instructions for the numeric response items in the Instruction box.

  You can also change the Default Points value for the assignment items.

  You can set the number of blank lines per answer.

- Fill in the Blank:

    Enter or edit instructions for the fill in the blank items in the Instruction box.

    You can also change the Default Points value for the assignment items.

    You can set the number of blank lines per answer.

- Short Answer:

    Enter or edit instructions for the short answer items in the Instruction box.

    You can also change the Default Points value for the assignment items.

    You can set the number of blank lines per answer.

- Essay

    Enter or edit instructions for the essay items in the Instruction box.

    You can also change the Default Points value for the assignment items.

    You can set the number of blank lines per answer.
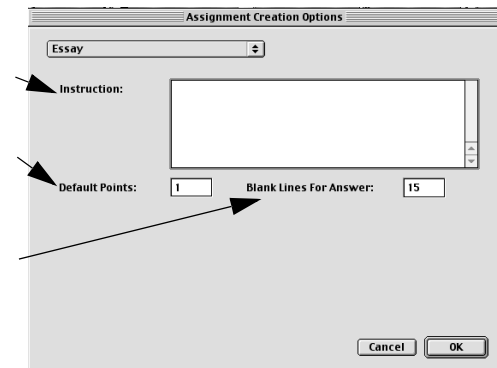
Window

The Window drop-down menu provides a convenient way to switch between the Getting Started screen, the Assignment tab and the Gradebook. Click on the **Window** drop-down menu and then click on the program screen or function you want.

AccelTest™

Using Assignments

Using Quick Assignment in AccelTest

The Quick Assignment feature lets you quickly create multiple choice assignments (tests, homework, etc.) in AccelTest.

- You will first enter title, subject, total points and number of items.

- You can then enter your question and answer content.

1. To use Quick Assignment, start AccelTest and click on the Assignment tab in the **Getting Started** screen.

In the **Assignment tab** screen click on the [Quick Assignment] button.

In the **Quick Assignment** screen, type your assignment title in the Title box.

In the Subject drop-down list, select your subject.

Enter a number for the total assignment points in the Total Points box.

In the Multiple Choice Items box, type the number of items (questions) you want.

In the Your Assignment Will Have section, you will see the number of items, points per item and total points for your assignment. Click [OK].
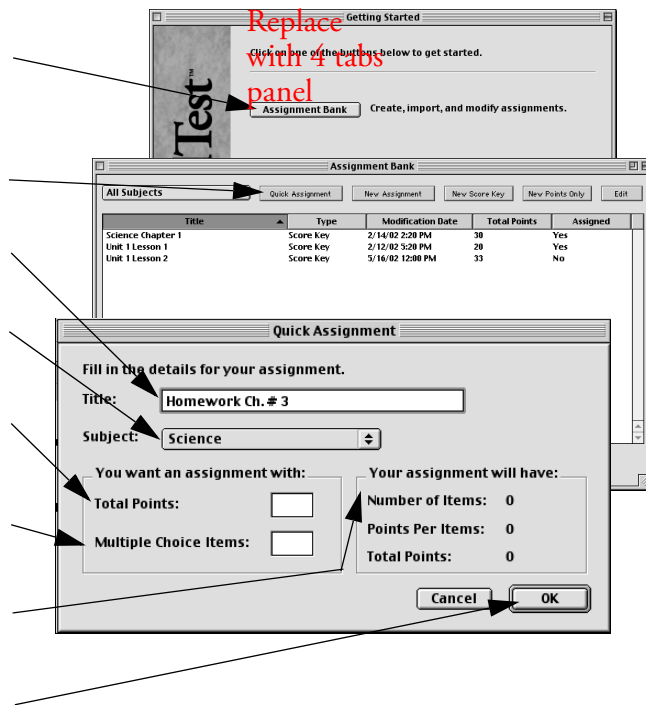
2. A progress bar appears to indicate AccelTest is creating your assignment.

3. The **Assignment Editor** Wizard (Assistant in Mac) opens.

Enter your content for assignment questions and answers using the Wizard/Assistant. See "How to Use the Assignment Editor" on page 74.

4. After you have entered your assignment content, run a spelling check. See "Spelling Check" on page 80. You should also validate your assignment. See "Validate Assignment" on page 81.

5. From the **File** drop-down menu, click **Save**.

6. If you want a printed copy of your assignment, click on the **File** drop-down menu and click **Print**.
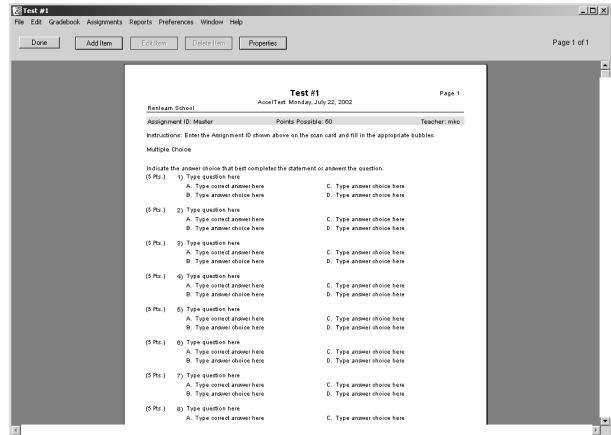
Creating Questions for a New Assignment

You can use AccelTest to create an assignment comprised of different types of items (questions). The assignment can be a combination of assisted and free response items.

Assisted Response items or questions require that the students mark their answers on a scan card, so the scores can be totaled using AccelScan.

Examples of Assisted Response items (questions) are listed in the table below.

assisted Response Items (Questions)	Abbreviation
Multiple Choice	MC
Matching	M
Ranking	R
True/False	TF
Yes/No	YN

Free Response items or questions require students to write a number, or a word, or perhaps a sentence or paragraph to answer a question.

Examples of Free Response items (questions) are listed in the following table.

AccelTest™

Free Response Items (Questions)	Abbreviation
Essay	E
Fill in the Blank	F
Modified True/False	MTF
Short Answer	SA
Numeric Response	NR

When you create your assignment, you specify the item type and number, as well as the points per question. AccelTest displays a running total of the points for each assignment as you go through the list and select the types of items you want.
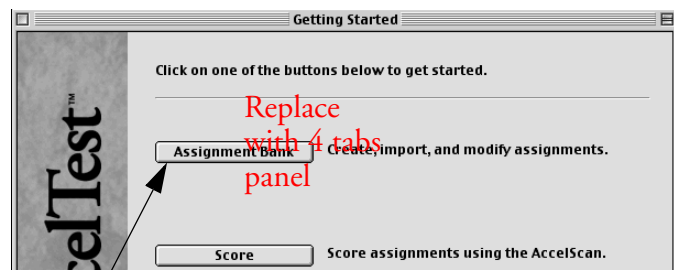
1. Start AccelTest and click on the Assignment tab button in the **Getting?? Started** screen.

2. In the **Assignment** dialog box, click on [New Assignment].

3. In the **New Assignment** dialog box, type your title in the Title box.

   At Subject, click on the drop down list and click on your subject.

   Under Item Types, find the types of items you want to use.

   Click [More Item Types] for additional types.

   Note: You can specify your own favorite Item Types that appear in this screen. See "Setting Assignment Creation Preferences" on page 58.
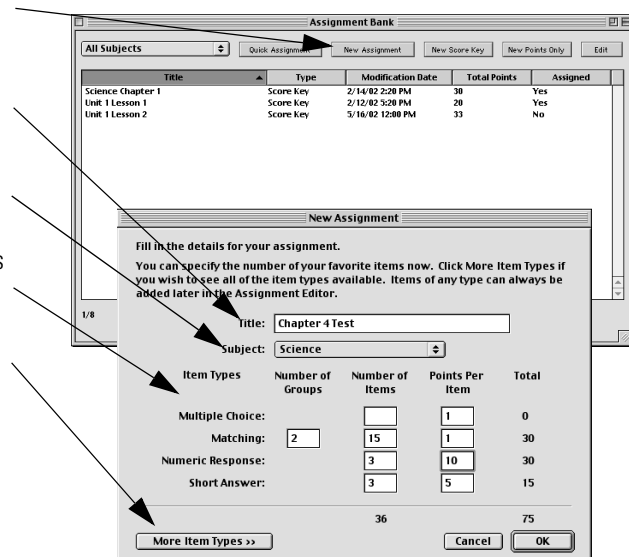
4. In the expanded **New Assignment** dialog box, fill in the boxes that are applicable for your new assignment.

   For example, if you will have Matching (or Ranking) Item Types, enter the number of items in the box under "Number of items."

Gradebook

The maximum number of item choices for Matching or Ranking is 9 per group. If the number of items needed is greater than 9, divide the number by 9 to determine the number of groups, rounded up to the nearest whole number.

For example, for 15 items, when you divide by 9, you will get 1.66. This means you need 1 group + 1, rounded up to 2 groups.

Under Number of Items, enter numbers for Multiple Choice, Matching, Numeric Response, etc., if applicable.

Then, enter numbers for points under Points Per Item, where applicable.

Note the total Number of Items and the point Total change as you fill in the boxes.

5. When you have entered all of the applicable information, click on [OK].

6. The **Assignment Editor** Wizard/Assistant will open. See "How to Use the Assignment Editor" on page 74.

Creating New Score Key for Existing Assignment

You can utilize existing assignments and create a score key for them. *For this example, assume that you are using 25 multiple choice questions at the end of Chapter 3 in a History textbook.*

- If you are going to enter your answers at the computer complete steps 1 and 2, then skip to steps 6 through 7.

- If you are going to create a scan card by hand, read the information in the Hint below, then complete steps 1 and 3 through 7.

Hint: If you want to create a score key scan card when you are away from your computer, write it up by hand and use AccelScan to scan your answers in to AccelTest when you return. You can use any number of questions from 1 to 25 for the short scan cards, and 1 to 50 for the long scan cards.

AccelTest™

On an AccelTest scan card, write the name of your Assignment on the Name line.

Next, on the same AccelTest card, mark the ANSWERS to the questions by filling in the bubbles with the correct answers.

For example, the answer to question 1 is "B" and 2 is "A" and so forth. Fill in the appropriate bubbles for all of your questions. Follow steps 1 and 3 through 7 to use the hand entered card.
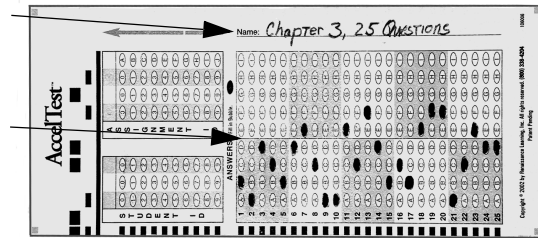
1. Start AccelTest. In the **Getting Started** screen, click on Assignment tab. In the **Assignment** screen, click on [New Score Key].

In the **New Score Key Assignment** dialog box, enter your assignment title in the Title box.

In the Subject drop-down list, select your subject.

In the Assisted Response and Free Response sections, fill in the boxes applicable for Number of Items and Point Value. Click [OK].

2. The CHAPTER 3, 25 QUESTIONS screen appears, showing a blank scan card.

   a. Indicate the ANSWERS to the questions. At item 1 click on the A, B, C, etc. bubble to indicate the answer that is correct.

   b. When you click on the bubble to select your answer, the point value for the item appears on the right side. You can set point values for individual items here, by clicking in the value and typing the value you want this question to have.

   c. When you have selected the answer by clicking on the appropriate bubble, (and, if necessary, adjusted the point value), go on to the next item (question). ***Go directly to step 6 when all of the assisted response question's answers have been entered.***

3. If you **_did fill_** out the bubbles on a scan card, click on the [Scan Form] button at the top. Then, go to step 4.

3. The Scan Answer Key screen appears.
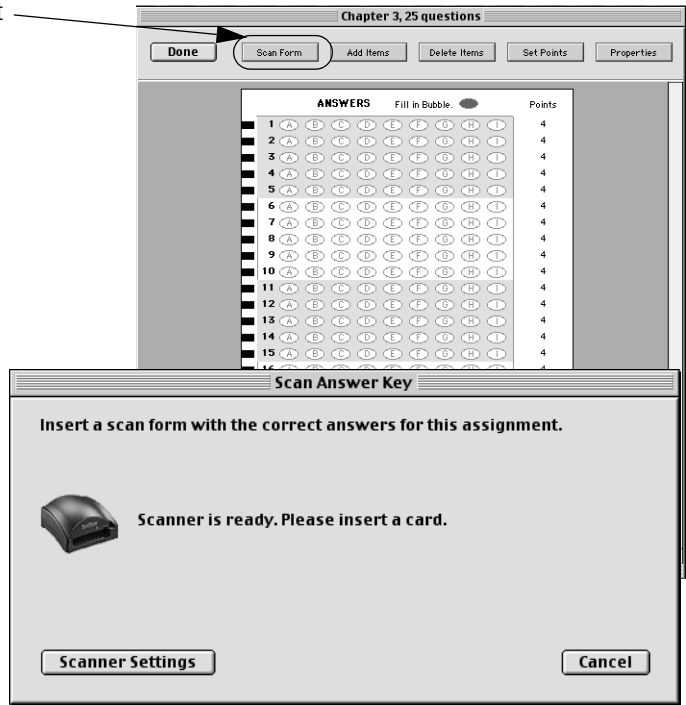
4. Insert the AccelTest scan card you have filled in, with the arrow pointing toward the AccelScan.

5. In a moment, the answers that you filled in on your card (or typed on your computer) will show up on the screen.

AccelTest™

If you see errors on the form, correct them. Simply click on the question number needing correction and then click on the **_incorrect_** answer, to unselect it. The bubble will become white again. Next click on the bubble for the correct answer to select it (darken the circle). When the card is correct, click [Done].

6. When you are asked to save changes, click [Yes]. You now have an answer key for grading this assignment.

AccelTest will automatically assign a 3-digit number to your assignment when it is assigned in the Gradebook.

To prepare AccelTest for students to score their scan cards, see "Preparing AccelTest for Students to Score Scan Cards" on page 16.
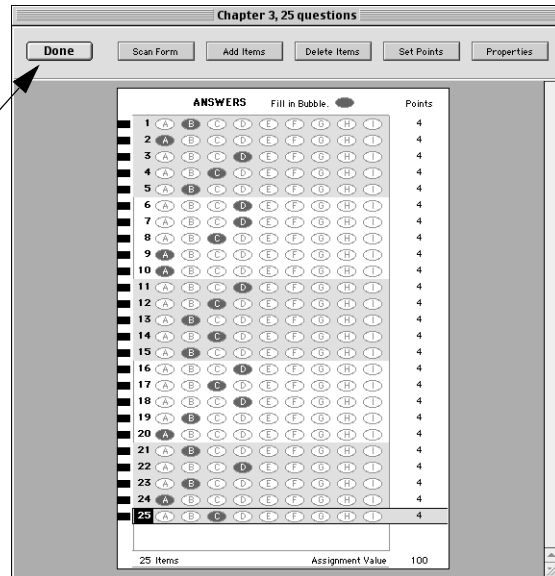
Note: Only assisted response items are entered on the scan card. Free response items must be graded by the teacher and the scores entered through the gradebook.

Combinations of assisted response and free response assignments allow assisted response item scanning by the students or teacher. The scanned, assisted response portion of the assignment gets entered in the Gradebook. AccelTest scores free response items at 100 percent correct, until the teacher grades and adjusts scores.

For instructions on editing a score key, see "Teacher Instructions for Editing a Score Key" on page 70.

Teacher Instructions for Editing a Score Key

Before editing a score key you must make certain it is not assigned to any students. Check the Assigned column; Yes indicates it is assigned to one or more students. If No is in the Assigned column, it is not assigned and can be edited.

If you want to edit an assignment (and the score key for an assignment) you created in the Assignment tab, go to the Assignment tab and edit the assignment. See "How to Use the Assignment Editor" on page 74. When you save your changes, any changes you made that changed score key answers will be reflected in the score key.

If you have a score key for an existing assignment that was not created in the Assignment tab, you can edit the score key.

The assignment Type will be Score Key in the Assignment tab.

The Score Key is the only part of a Score Key assignment in the Assignment tab.

To edit a Score Key assignment, click on the assignment and click [Edit].

AccelTest opens your score key.

AccelTest™

When your score key appears you can start editing. If you want to add an item, click on [Add Items].

In the **Add Items** dialog box, find Assisted Response if you are adding assisted response items.

Type in the item numbers in Items to Add box.

Then type in the point value in the Point Value box.

If you are adding free response items, under Free Response, type in the Items to Add and Point Value there as well.

Click on [OK] when finished.

To delete an item, click on the item you want to delete, and then click on [Delete Items].
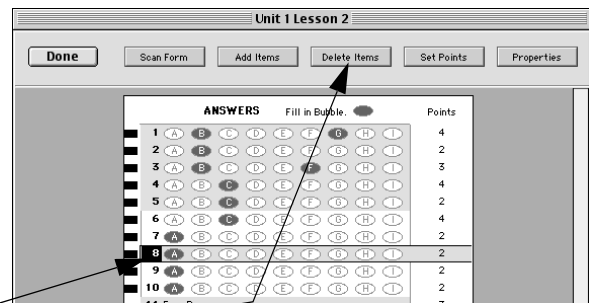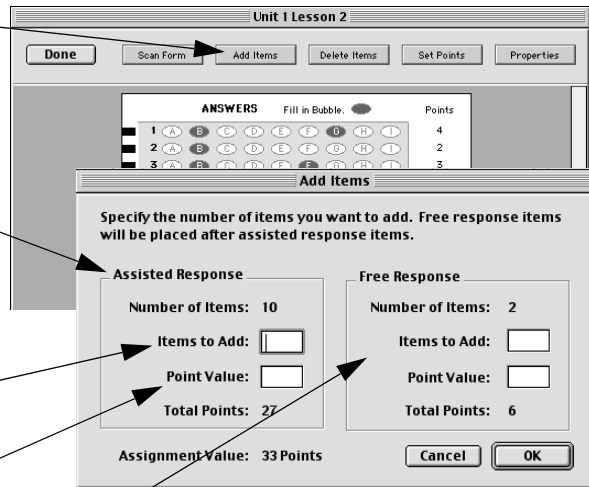
To correct an incorrect answer for an item, simply click on the item number needing correction and then click on the *incorrect* answer to unselect it. The bubble will become white again. Next click on the bubble for the correct answer to select it.

To set points, click on [Set Points].

For Assisted Response items, type the point value in the Point Value box.

For Free Response items, type the point value in the Point Value box.

Click on [OK] when finished.

If you want to edit the title or subject, simply click on the [Properties] button.

In the **Save Assignment** dialog box, type new Title information, and from the Subject drop-down list, select your subject.

Click [OK] when done.
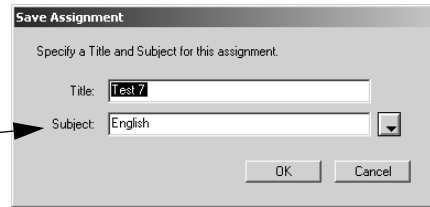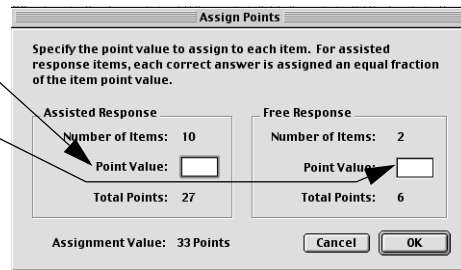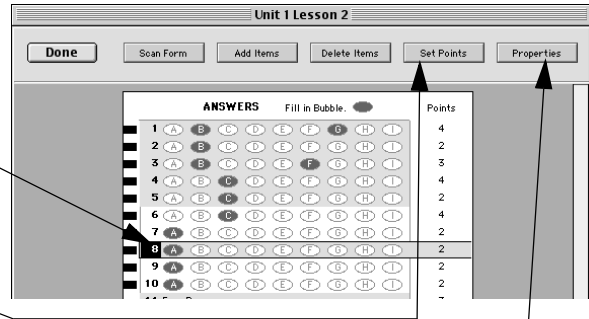
Creating New Points Only Assignment

Points Only information can be recorded in this assignment. An example would be oral participation in the class.

Only teachers do scoring in the Points Only assignments. Students do not do any scoring of scan cards for this type of assignment.

For detailed instructions on creating a Points Only assignment, see steps 1 through 5 on page 73.

AccelTest™

1. To create a Points Only Assignment, from the **Assignment** tab click on [New Points Only].

2. In the **New Points Only** dialog box, type your assignment title in the Title box.

3. Select your subject in the **Subject** drop-down menu, and then enter the points in the Points box.

4. Click [OK].

5. Your Points Only Assignment will need to be added to the Gradebook. Go to the Gradebook and add this points only assignment.
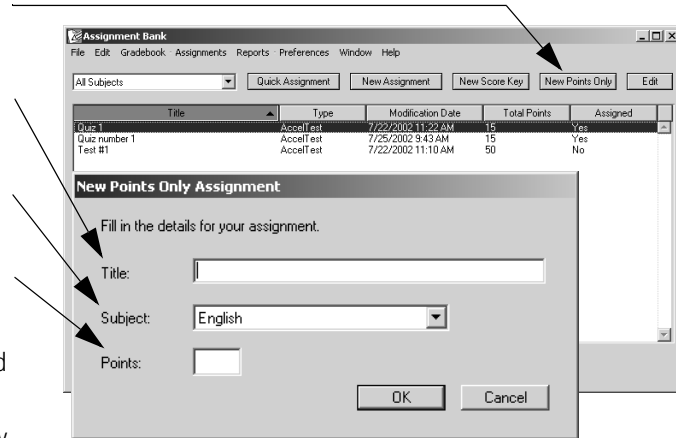
   You can enter student scores in the Gradebook.

How to Use the Assignment Editor

The Assignment Editor allows you to input the content of your assignment items (questions). To start entering or editing your item content, click on the first item you want to edit and click [Edit].

Note: Once you have created your assignments, you can use the Assignment Editor to edit and update them, with class and subject content changes. Assignments already given to students cannot be edited, but you can edit a copy.
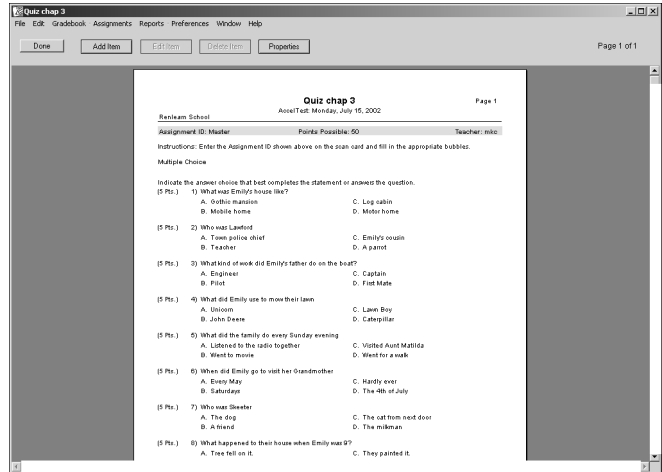
Assignment Editor Buttons

You can use the buttons at the top of the Assignment Editor to navigate within your assignment, edit content, and adjust your assignment's appearance.

Assignment Editor Buttons
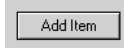
 Add Item - Click at the location where you want to add an item and then click on the [Add Item] button.

In the **Add Item** dialog box, select the type of Assisted Response or Free Response item to add. Click [OK].

Remember that adding items will change your total points for the assignment.

The added items have a default point value of 1, which you can adjust at the same time you edit your item to insert content.
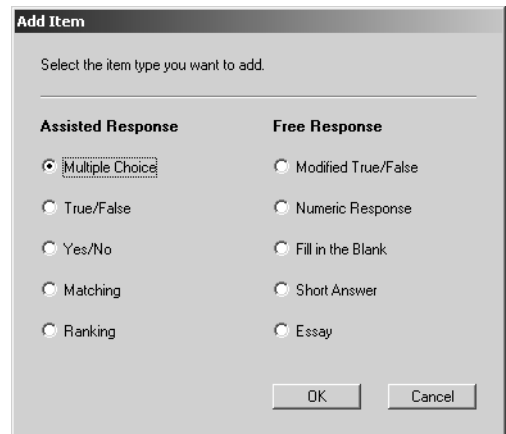
Note: Added items may not appear where entered. Items of similar type are kept together. If you add a True/False item in the midst of a number of Multiple Choice items, it will appear after the last Multiple Choice item.

AccelTest™

Edit Item - Use the Edit Item button to modify, add and delete information in your assignment. Simply click at the location where you want to make your change.

Edit Item

In the area where you click, lines of your assignment content will be highlighted in yellow.

You can highlight the type of assignment and instructions, or any individual, numbered item.

Enter & Edit Text: When you click on Edit Item, you will go to an edit screen to enter or edit text that is highlighted. Your new text replaces the highlighted text when you type.

This is what the edit screen looks like.

Moving: To move the highlight forward in the edit screen, use your keyboard <tab> key. Use <Shift> + <Tab> keys to move back. You can also move by clicking on a word or field.

Cancelling Changes: If you make a mistake editing an item, and want to go back to your original, click [Done] and then [Don't Save].

Saving changes & Moving between Items: To save your changes, and move to the next block of text in your assignment, click on the [Next] button. Clicking on [Previous] also saves your changes, and lets you move back to a previous block of text. At the last item you edit, click [Done] and then [Save].

Graphics: To import a graphic in your assignment, click on the [Import Graphic] button. For more information see "Importing Graphics Files in an Assignment Item" on page 78.
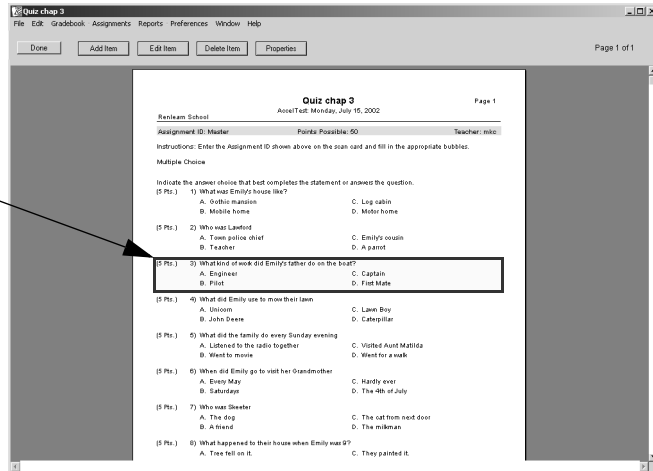
Text format: Change the font, size and select boldface, italic and underline.

To **Import Graphics** click here.

Text Content: To make a change to the highlighted text, simply type in your new text.

Item choices & Columns: Go here to change the number of choices for each item, or select 1, 2, or 3 columns for the item.

Shuffle Item Choices: If you do not want to shuffle an item's choices, select None. Other options vary with number of answer choices.

Correct Answer at A: Notice as you type in your assignment items, that by default, you always type your correct answer at A. This makes assignment data entry easy.

- AccelTest can shuffle your item answers so that the correct answer will not always be A on the assignment the students receive.

- The **Shuffle** drop-down menu allows you to select, for each individual item, None (no shuffle), a-b shuffle, and a-c shuffle (with default 4 answer choices). All (shuffle all) is the default setting.

- If you have selected more item answers (click on the **Choices** drop down menu), your shuffle options increase correspondingly up to 9, and decrease if you selected less than 4.

Setting "Type correct answer here" Position: You can change an item's correct answer position from the default A to B, for example.

If you want to change the position of your correct answer to B, for example, click on the answer field for B and type in your correct answer; then, enter a Distracter (incorrect answer) in A.

Next, click on the Answer field, below your answer choices, and replace A with B.

Changing Item Point Value: To change an item's point value, click on the Points field, and enter the new point value. The total points for the Assignment will reflect this items point change.

Saving Changes: Click on the [Done] button and then [Save] to save changes.

Note: By default, student copy variations will show different positions (letters) for the correct answer with **All** selected in the **Shuffle** drop down menu.

To give this assignment to your students, see "Add Assignments to Gradebook and Assign to Students" on page 21.

Preferences

AccelTest™
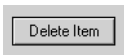
Delete Item - If you
Delete Item   want to delete an item,
click on the item.

The selected item will be highlighted.
Click on the Delete Item button.

This will delete the item, and reduce
the item count by one.

The Points Possible will decrease by
the deleted item's point value.
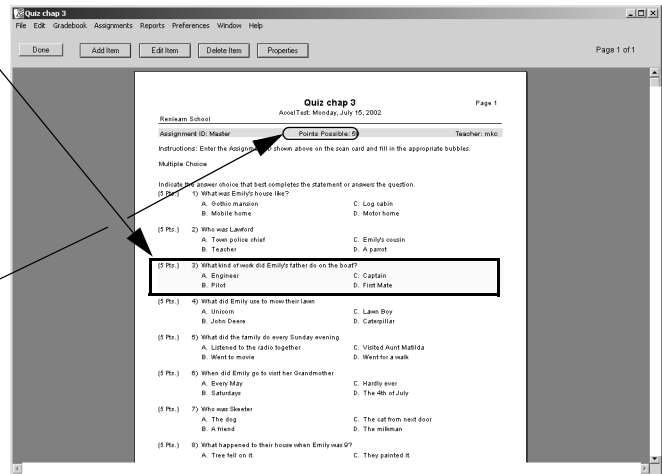
Properties - Click on the Properties
Properties   button. The *Title/Subject* tab allows
you to enter/edit your title and
subject. Type title information in the Title box.

Use the Subject drop-down menu to select the
subject.
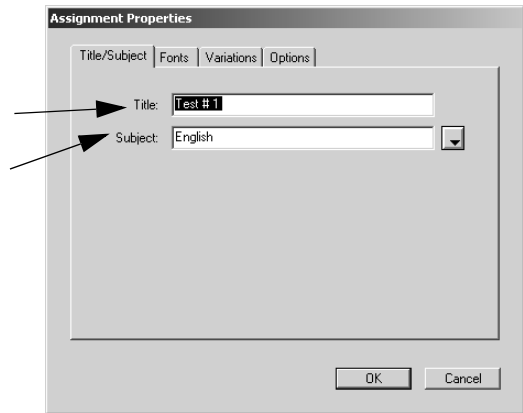
The *Fonts* tab allows you to change the appearance
and display settings.

Use the drop down lists to select the font, as well
as font size and **B**old, *I*talic, and **U**nderline styles
for Body, Section Name, and Instruction.
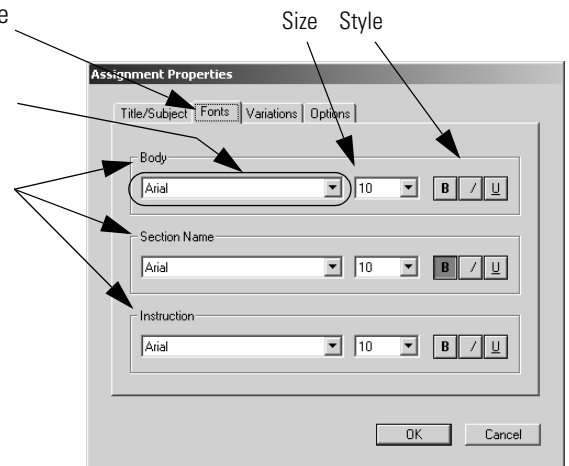
The *Variations* tab allows you to set the number of variations in your printed student assignments.

- Variations allows you to set the number of variations in your printed student assignments. AccelTest has the ability to shuffle the items (questions) within the group, to make variations. If you have six items, and "Shuffle Items" is checked, the items appear in a different order on each variation.

- If you want to disable shuffle, click on the check mark in the box next to Shuffle Items. The default is on or enabled.

- You can set the number of assignment variations your students receive by clicking, then selecting a number in the Number of Variations drop-down list. The default is 1.

- The assignment variation is identified by a letter after the Assignment ID. The students need to include the letter after the ID number on their scan card.
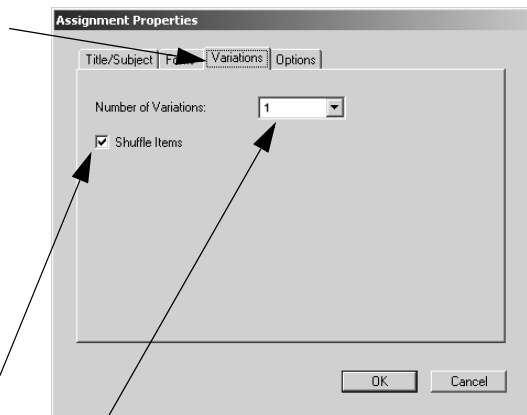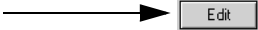
The *Options* tab lets you decide whether to display the points for each item on the assignment. The default is to show item points. Click on the check box to remove the check mark and hide individual item points.
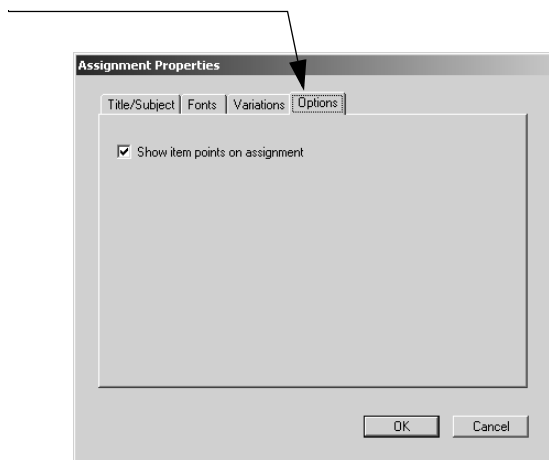
Importing Graphics Files in an Assignment Item

AccelTest uses QuickTime™ to handle the graphics files you import. Common graphic files supported are: tif, gif, pict, png, psd, jpg and bmp.

1. To import a graphic in your assignment, start AccelTest, click the Assignment tab, and click on the name of your assignment; then, click [Edit].

2. When the **Assignment Editor** Wizard or Assistant starts, find the item where you want to place your graphic,

AccelTest™

and double-click on the item.
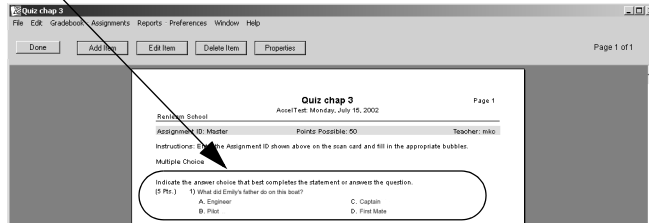
3. When the Item opens, click on the location where you want to place your graphic.

Then, click the [Import Graphic] button.
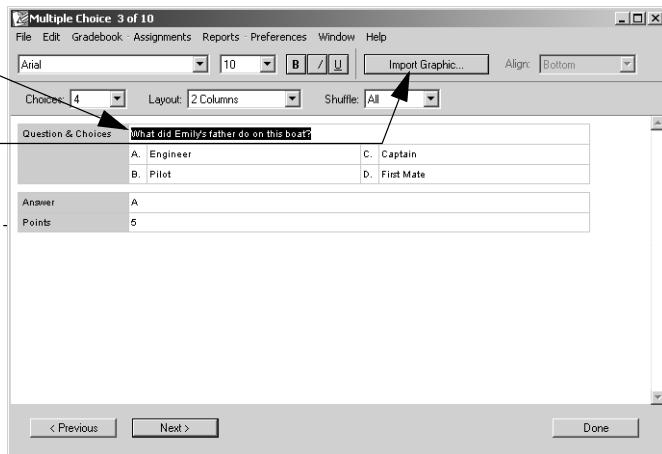
4. Navigate to the drive and folder where your graphics file is located. Double-click on the folder. (In Windows computers, you may need to click on the "Files of type" drop-down menu and select the type of graphic file you are importing.)
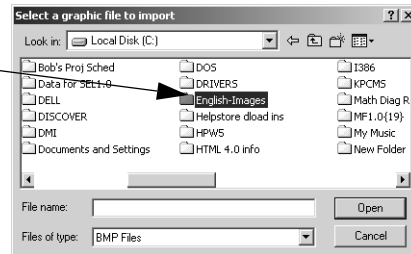
Click on the file name. Click [Open].

The image will be imported. Use the scroll bar to go to the bottom of the image if needed.

Click on the red square in the corner of the image and drag to resize the image.

To delete the image, click on it and press the <Delete> key.

If you click and drag the red square at the bottom or side, you will stretch/shrink the image vertically or horizontally, respectively. Click [Done] when finished.

If you decide not to use a graphic, click on [Edit] and then [Replace Graphic] to select a new image.

When you have finished adjusting your graphic, click [Done] and then [Save] to save your changes.

Note: To limit the size of your assignment files, limit the use of imported graphics, and/or import only smaller graphics files.
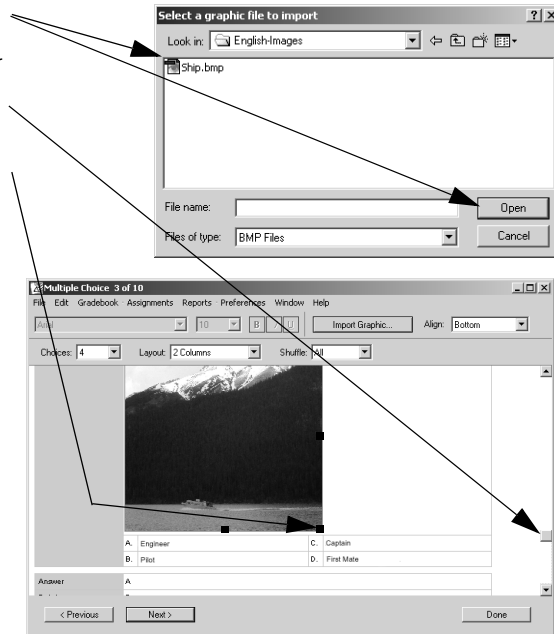
Spelling Check

To check the spelling in your assignments, in the **Assignment** tab, click on the assignment name and click [Edit] to open the Assignment Editor.

Click on the **Assignments** drop-down menu and go to **Spelling** and then click **Check.** (In Windows press <Ctrl + l> and for Macintosh press <Command + l> to start spelling check.)
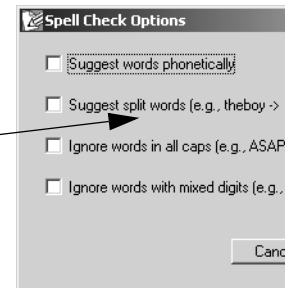
Click on the [Options] button in the **Spell Check** dialog box or **Options** in the **Assignments** drop-down menu to open the **Spell Check Options** dialog box.

To enable an option, click on the check box next to it. The options include:

- Suggest word phonetically

- Suggest split words

- Ignore words in all caps

- Ignore words with mixed digits

Click [OK] after you change options.

In the **Spell Check** dialog box, when you see a word in the Not in Dictionary box, you can choose to Ignore (Ignore All), Change (Change All), or Add (to dictionary). Click [Close].
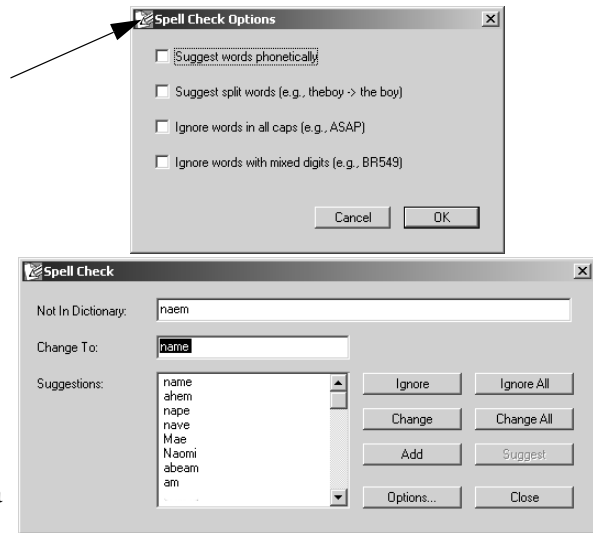
Validate Assignment

When you complete work on an assignment, or when you import an assignment, you should check it with AccelTest's Validate feature. Validate checks for Missing Fonts, Blank Answer Field, and Blank Points Field.

To validate an assignment, in the Assignment tab, click on the assignment and click [Edit] to open the Assignment Editor.
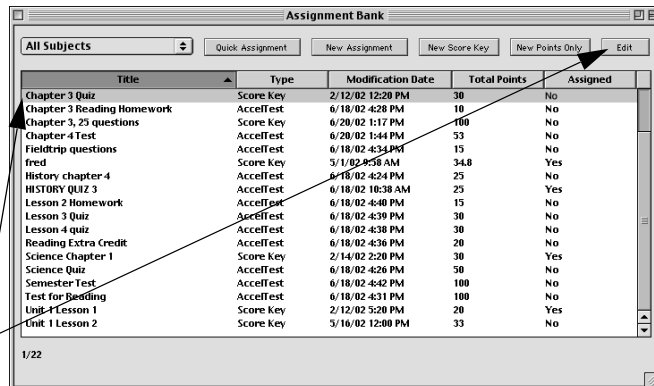
In the **Assignments** drop-down menu, click on **Validate.** When the validation is completed you should see a message stating no problems were found.
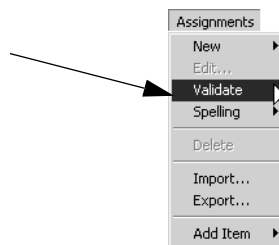
Click [OK] when the message appears.

If any problems are found, you will see a message stating that there were problems found and a list, by item, of the problems.

Click close and correct the problems listed.
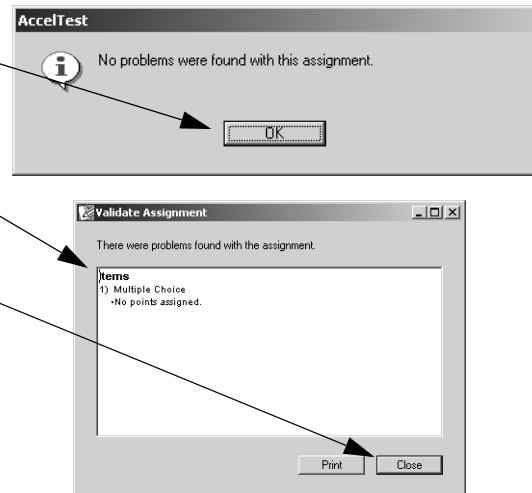
Printing a Single Copy of an Assignment

You may want to check how your assignment looks when it is printed. To print a copy of an assignment, from the Assignment tab, click on the assignment Title.

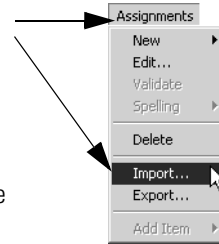Then, click on the **File** drop-down menu and click on **Print**.
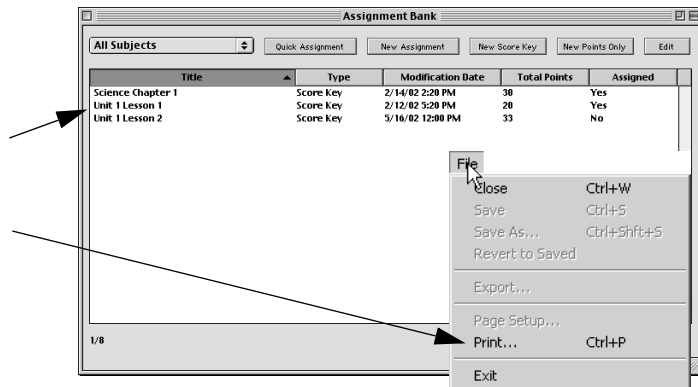
AccelTest™

Importing and Exporting AccelTest Assignments

Importing Assignments

Follow these steps to import your AccelTest assignments that were created on another computer using AccelTest. (To export assignment information, see "Exporting Assignments" on page 84.)

1. From the Assignment tab, in the **Assignments** drop-down menu, click on **Import.**

2. In the dialog box that appears, select the location of your assignment data you are going to import. Then, click [Open].

Windows computers: Click on the "Look in" drop-down menu and choose the drive (such as a floppy disk drive, your hard drive, or a network drive) where the folder and the file is located. Locate the folder and double-click on it. Click on the import file (the import file extension will be ".ata"), and then click [Open].

Macintosh computers: First, click the [Shortcuts] button. Then, double-click on the drive in the list (such as your hard drive, a floppy disk drive, or a network drive) where the folder and file is located. Scroll to the folder and double-click to open it. Click on the import file (the import file extension will be ".ata") and then click [Open].

First: Choose the drive and then the folder where your import file is located.

Second: Click on the file.

Third: Click [Open].
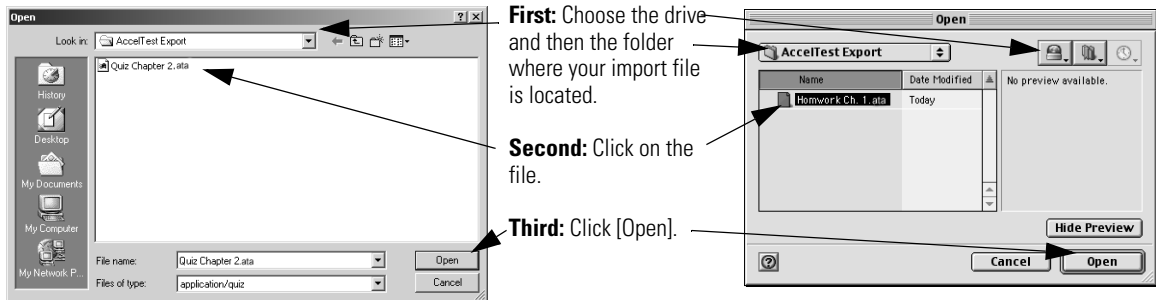
3. The file will open for editing. Save and close the file if you do not want to edit it at this time.

Click on the **File** drop-down menu and click **Save.**

If you have an existing assignment with the same title, a window will open; click [OK] and type a new title.
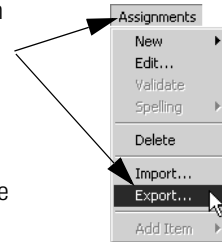
Click [OK] to save.

Click [Done] to close the assignment.
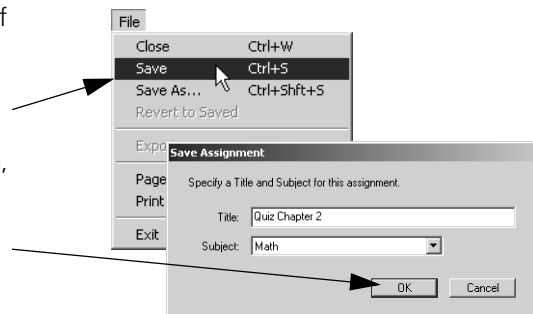
Exporting Assignments

Follow these steps to export your AccelTest assignments. You can use the export file as a backup, or you can use it to import your assignment into AccelTest at another computer. (To import assignment information, see "Importing Assignments" on page 83.)

1. From the Assignment tab, click on the assignment you want to export, then in the **Assignments** drop-down menu, click on **Export**.

2. In the dialog box that appears, select a location for your exported assignment data. Then, click [Save].

Windows computers: Click on the "Save in" drop-down menu and choose the drive where you'd like to save the file (such as a floppy disk drive, your hard drive, or a network drive). If you want to save the file inside of a folder on that drive, double-click on the name of the folder to open it. If needed, create a new folder.

By default, the export file extension will be ".ata". To choose a different name, click in the "File Name" blank and type a new name; be sure to end the name with ".ata". When you're ready to save the file, click the [Save] button.

Macintosh computers: First, click the [Shortcuts] button. Then, double-click on the drive in the list where you want to save the data (such as your hard drive, a floppy disk drive, or a network drive). If you want to save the file inside of a folder, double-click on the folder name to open it. If needed, create a new folder.

Then, click in the Name blank and type the name you want to use for the file. Be sure to end the name with ".ata". When you are ready to save the file, click the [Save] button.

First: Choose the drive. Double click the folder where you want to save the export file.

Second: Type a name for the file.

Third: Click [Save].

AccelTest™
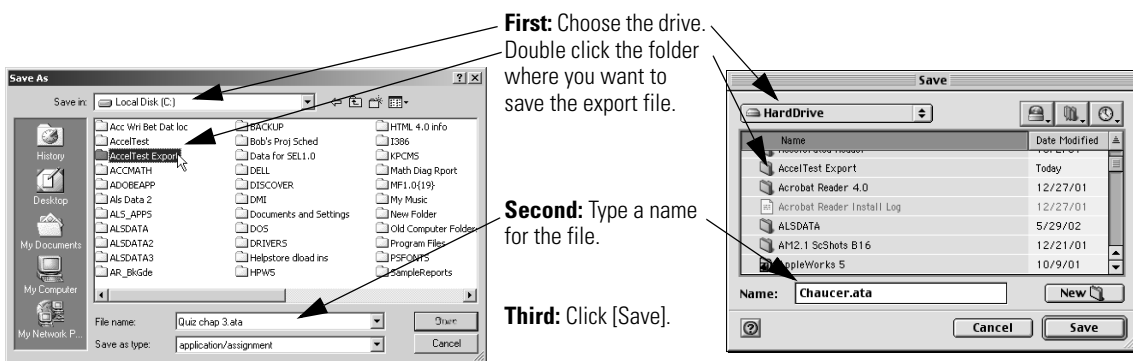
Deleting Assignments

You can delete assignments you will not use again.

If the assignment has been added to the Gradebook, you must remove it from the Gradebook before you can delete it from the Assignment tab. See "Removing/Clearing Assignments in the Gradebook" on page 24.

To delete the assignment, go to the Assignment tab. Click on the assignment you want to delete.

Click **Delete** in the **Assignments** drop-down menu.

You will be asked if you are sure you want to delete the assignment. Click [Yes] to delete.
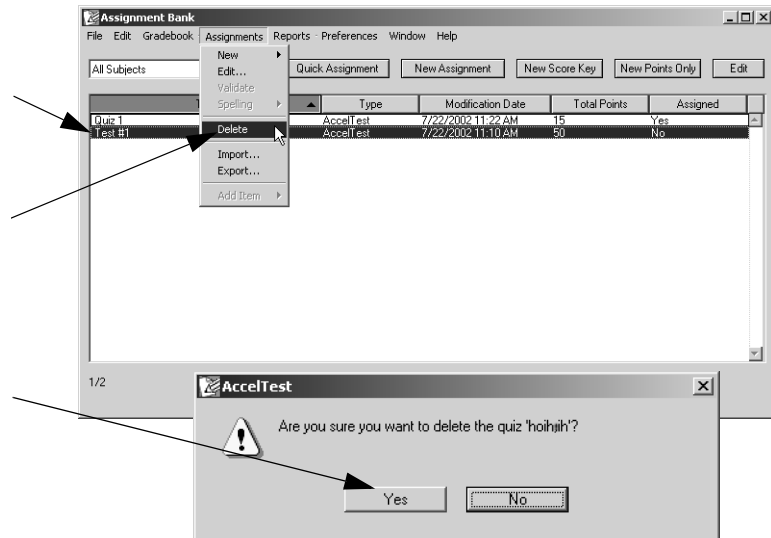
Using Sessions

A session may be an in-class lesson, homework exercize or a quiz or test. Sessions are either teacher-paced or student-paced.

The Sessions function consists of:

- Review Panel
  The Review Panel is used for teacher-paced sessions. The user can review how students responded to each item in a session.

- Responder Panel
  The Responder panel uses three different display modes.

  - The user can select a Detailed Session Mode. It is used for student paced sessions when items are not being projected; similar to review session.

  - There is a Session Toolbar Mode used for projecting external content (such as PowerPoint) or individual items from an assignment.

  - Finally, there is a Student Paced Session Mode which shows user which assignment/question each student is on.

Review Panel (Teacher-Paced)

To use the Review Panel...

Responder Panel

To use the Responder Panel...

Session Toolbar Mode Panel

The Session Toolbar Mode Panel....

AccelTest™

Pacing Sessions

Sessions are either teacher paced or student paced.

- Teacher paced sessions....

- Student paced sessions....

-

Using Libraries

The Libraries capability allows you to manage your installed libraries and install content.

There are two kinds of content you can install:

- Import existing Print Engine book files

- Install book files from Renaissance Learning

Importing Print Engine Book Files

There are....

Installing Renaissance Learning Book Files

To install book files from Renaissance Learning....

-

-

AccelTest™

Appendix: AccelTest's Grade Calculations

Determining Grades

By default, grades are determined in AccelTest from the total points earned. The points earned are divided by the points possible on each assignment to determine a grade.

Term, Semester and Final Grades

Term grades are derived from the assignments. Semester grades are computed by averaging term grades. Final grades for the year are computed using semester or trimester grades if there is no final exam. (If there are no semesters in the school year, only term grades are used.)

For example:

1st Term	81%
2nd Term	75%
3rd Term	82%
4th Term	86%
1st Semester	(81% + 75%) ÷ 2 = 78%
2nd Semester	(82% + 86%) ÷ 2 = 84%
Final	(78% + 84%) ÷ 2 = 81%

Grade computation includes final exam grades as specified in your Exams preference settings. (See "Setting Exams Preference" on page 13.) For example, if final exams are 30% of the term grade, and a student earned 75% on the exam:

Term Grade	81% x 70 = 56.7
Final Exam	75% x 30 = 22.5
Grade (including exam)	79.2%

If final exams are 20% of the semester grade, and a student earned 72% on the exam:

Semester Grade	78% x 80 = 62.4
Final exam	72% x 20 = 14.4
Grade (including Exam)	76.8%

You may choose different categories, weights, and grading options for each term in the school year. This gives you the flexibility to change how you compute grades during the course of the school year.

AccelTest™

Grade Calculations

Points Possible

AccelTest uses points earned divided by points possible to calculate grades. The student's points earned is divided by the points possible. This percentage determines a letter grade, based upon the current letter grade percents.

Category Weights

You can set AccelTest to have certain categories of assignments contribute a fixed amount to each student's grade. To do this, you should use category weights to compute grades.

The percent correct within each category will be computed. Then grades are determined by a weighted average of the percent correct within each category. If you want to use category weights, see Calculate Grades Using section in the **Categories** dialog box on page 12.

Extra Credit

You can use extra credit assignments to allow your students to improve their grades. There are two ways to do this, when you give the assignment to your students from the Gradebook.

- You can select the Extra Credit category, and use this category for all of your extra credit work. This is the preferred way to handle extra credit, if using category weights to compute grades.

- You can designate an assignment in any category (homework, test, or quiz, for example) as an extra credit assignment. You may prefer to do this, especially if you are using points possible to compute grades.

See "Add Assignments to Gradebook and Assign to Students" on page 21. Step 2 describes how to select the extra credit category, as well as how to make a Homework, Test or Quiz assignment extra credit.

Using Points Possible: Assignments designated as Extra Credit contribute to each student's points earned, but not to the total points possible. When you give assignments for Extra Credit, it is possible for students to earn enough points so they will achieve a term or semester grade above 100%. AccelTest limits the grade to 100%, however.

Homework Chapter	19/10
Quiz Chapter	18/10
Homework Questions	7/10
Homework Chapter 2	10/10
Homework Chapter 3	9/10
Extra Credit Homework	5/0
Test Chapters 1-4	9/10
Total	57/60 = 95%

AccelTest™

Using Category Weights: When you check Assignment is extra credit, the assignment effects grades differently when you use category weights, regardless of whether the assignment category is Homework, Test, or Quiz. (To select Assignment is extra credit, see **Enter Gradebook Details** in step 2 under "Add Assignments to Gradebook and Assign to Students" on page 21.)

Regardless of category, Extra Credit Assignments improve the percent correct within that category.

If you click on Assignment is extra credit for an assignment in the Homework category, this would increase the percent correct in that category for students earning points on that assignment.

Assignments in the Extra Credit *category* are treated like assignments in any other category. The percent correct on these Extra Credit assignments is multiplied by the category weight.

But the Extra Credit category weight is not included when category weights are totaled. So, you can assign points possible on Extra Credit assignments, if you use category weights to calculate grades.

Weights selected for the Extra Credit category determine how much the extra credit assignments will contribute to term grades, in relation to other categories. If you choose a weight of 10 for Extra Credit, and the total of the weights of your other categories is 100, any student with a perfect score on every assignment would earn a grade of 110% for the term. However, AccelTest sets a top limit of 100%.

The following detailed example shows calculations for grades when using Category Weights with Extra Credit assignments:

Tests	Chapter 1 Test	82/100
	Chapter 2 Test	80/100
	Chapter 3 Test	78/100
Total		240/300 = 80%
Homework	Chapter 1 Homework	30/40
	Chapter 2 Homework	20/30
	Chapter 3 Homework	40/50
Total		90/120 = 75%
Field Trip	Library	8/10
	Museum	7/10
Total		15/20 = 75%
Extra Credit	Report #1	7/10
	Report #2	3/10
Total		10/20 = 50%
Tests	80% correct x 50 weight = 40.0%	
Homework	75% correct x 30 weight = 22.5%	
Field Trips	75% correct x 20 weight = 15.0%	
Extra Credit	50% correct x 10 weight = 5.0%	
Total	x 100 weight = 82.5%	

Without Extra Credit assignments, this student would have a grade of 77.5% for the term. Note that the Extra Credit category is not included when the category weights are totaled, making the assignments truly extra credit.

Note: If Drop Worst Score is checked, then an Extra Credit assignment that happens to be the lowest score will not contribute to the grade.

Renaissance
Learning

AccelTest™

AccelTest™

T

U

V

W

AccelTest™

AccelTest™