Navigation - Activity 1

1. Make sure your computer is on and logged in

2. Launch the SchoolCity shortcut from your
   desktop

3. Wait for further instructions

Navigation - Activity 2

1.Navigate to granite.schoolcity.com
   – Enter in your Network User Name
   – Enter in your Network Password
   – Press <Enter> or click Sign In

Navigation - Activity 3 – Part A

1. Click the Gear Icon in the upper right corner
2. Add or verify the following Flip Cards:
   - Create Assessments
   - Print Answer Sheets
   - Score
   - Online
   - Reports
   - District Links
3. Click *Save*

Navigation - Activity 3 – Part B

1. Flip over a Flip Card.
2. Click the settings wheel in the upper-right corner.
3. Select the color you prefer.
4. Repeat for any other Flip Card.

Navigation - Activity 3 – Part C

1. Click and drag a Flip Card to another position on the screen.
2. Reorder any other Flip Card to a spot you desire.

Navigation - Activity 4

1. Click on your name in the corner then choose *My Preferences*
2. Set or Verify the following preferences:
   - Default Assessment School Year to 2016-2017.
   - Under ONLINE PROPERTIES:
     - Set or Verify the Days Window to M-F
     - Add or Verify the Answer Eliminator tool is checked
   - Under REPORT PROPERTIES
     - Set or Verify the Test Results Pie Chart to YES
3. Click *SAVE*.

Navigation - Activity 5

1. Click on the **?** Icon in the Top Menu Bar in the upper right corner.
2. Click the ***Basic Navigation*** help topic.
3. Click on the title ***Navigating the Launchpad*** to view a Step-by-Step document with screen shots.

Online Admin - Activity 1

- From the Launchpad, click the ***Online*** flip card.
- Click the ***Schedule/Monitor*** link.
- Look for the **Granite Training** assessment or click "**MORE…**" if you don't see it.
- Find the assessment in the **District** tab of the Assessment Manager then click the Online Admin button.
- Locate and click on the **Advanced** tab.
- Change the following Settings:
  - Duration: Set the time to 30 minutes.
  - Time Window. Set the End Time to 3:00 PM
  - Turn on Randomize Items and the Thermometer
  - Add in the Answer Eliminator and Highlighter tools
  - Click ***SAVE***

Online Admin - Activity 2

1. Navigate to the Online Administration screen for the **Granite Training** assessment.
2. Select a period (if appropriate), click *Refresh*.
3. Activate all students in your list.
4. The 3rd student was absent for the test, Inactivate the 3rd student.
5. Add 15 minutes to the 5th student
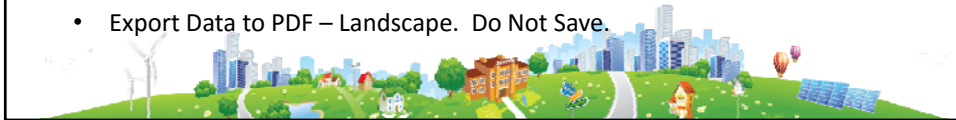6. Disable the timer for the 2nd student.

Stump Your Partner

- Pair up
- Ask 3 questions about SchoolCity Suite (Partner answers)
- Switch! (3 NEW questions)

Reports - Activity 1

- From the Launchpad:
- Click the **Reports** Flip Card. Navigate to the Test Results Report.
- Click the **Assessment Drop Arrow**.
  - SAGE 15-16 Math **for your grade level**. *OR…*
  - DIBELS Next Gr K-6 EOY 15-16.
- Look at Avg. Scale Score.
- Use Pie Chart: Which PL Had Your Largest Group of Students?
- Sort Roster - Use Column Headers:
  - Performance Level (lowest →highest)
  - Alpha order (last name)
- Pick A Student – View Student History
- Use Pie Chart: Display Yellow PL only. Use Chart to Display All
- Export Data to PDF – Landscape. Do Not Save.

Reports - Activity 2
Reports Scavenger Hunt

Directions: With a partner or small team of 3-4, identify the Predefined Report based on the scenario given and be prepared to explain at least 2 ways to access the report from the Launchpad.

1. The Teacher (or Admin) wants to see how the subgroups of students in a class (EL, Spec Ed, Ethnicity, etc.) performed on an assessment compared to all students, either by Performance Level or by Proficient/Not Proficient.
2. Teacher wants to identify their highest performing students, based on the students' % Correct and Performance Level on an assessment.
3. The Teacher (or Admin) wants to know which items were the most difficult for students on a particular assessment, as well as the percent of students who chose each item distractor, for re-teaching/reassessing.
4. Teacher is having a parent conference. He/She wants to pull up or print a report of all of the local and state assessments given this year and last to show to the parent.
5. The Teacher (or Admin) wants to identify the standards students are having the most difficulty with, both as a class and by each student on a particular assessment.