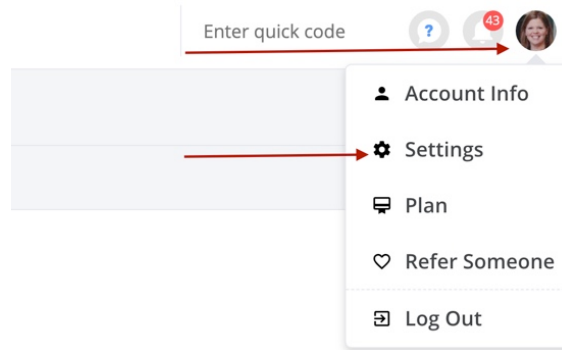


Formative Summative Assessment Best Practices

1. Set default settings to the following:

Default settings can be found in the Settings menu at the top right corner where you see your initials or picture.



Default Assign Options

| | |
|-----------------------------------|--------------------------|
| After submission | Make hidden ▾ |
| Return scores | Don't show scores ▾ |
| Return correct answers | Don't show answers ▾ |
| Display questions in random order | <input type="checkbox"/> |

- A. "After Submission" – Select "Make Hidden"

Tip:

The entire exam will go gray on the student's dashboard. This will ensure students cannot go back and see the questions before all students have taken the assessment.

- B. "Return Scores" – "Don't Show Scores" (Locked with "Make Hidden")

Tip:

This allows the teacher to adjust scoring. The teacher can then return to the assign setting later and update the settings to make the formative visible and return scores to the students.

- C. "Return Correct Answers" – Select "Don't Show Answers" (Locked with "Make Hidden")

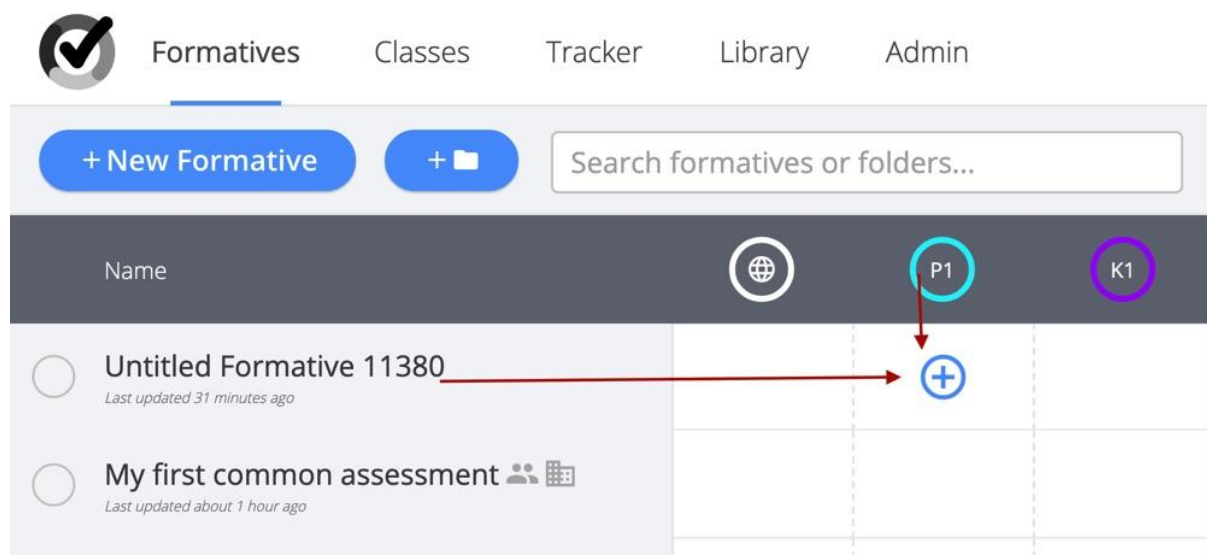
- D. "Display Questions in Random Order" – Teacher Discretion

Tip:

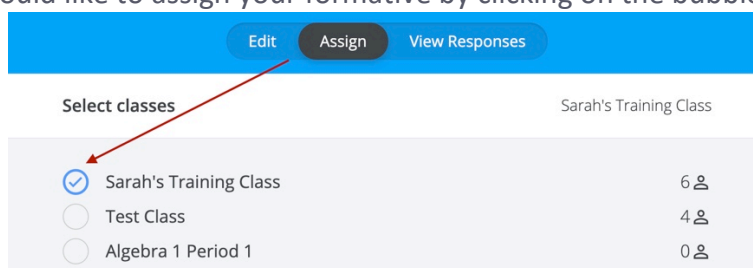
When you select random order, each student will receive a different version of the formative.

This feature will randomize text blocks and other content as well as questions, so be careful. If you have an image or directions (for example) that need to be locked to a question, make sure that you upload the image [directly in the question](#) - not as a separate content block. Formative is working to improve this feature.

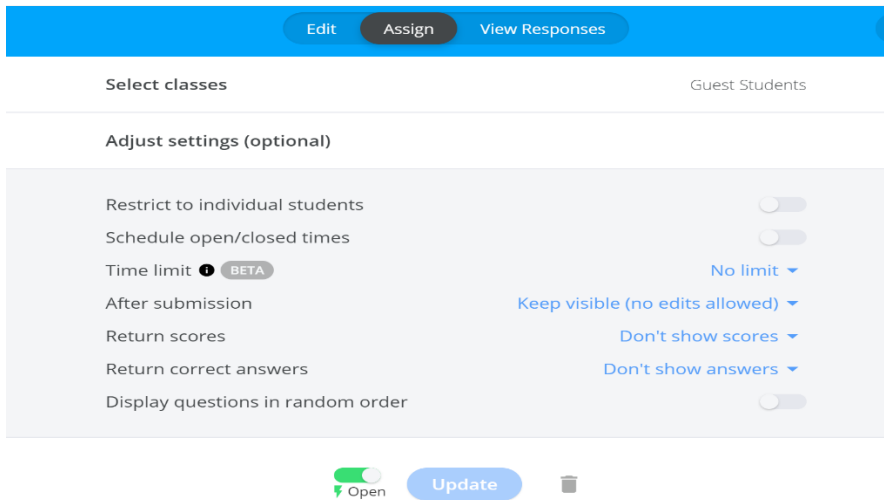
- To assign a formative, either click on the circled + next to the formative on your dashboard or click on the "Assign" tab in the formative.



- Select the class you would like to assign your formative by clicking on the bubble next to it.



- Click on "Adjust settings (optional)".



5. "Restrict to Individual Students" - Teacher Discretion

Tips:

- If you click on the class name (in blue) after toggling "Restrict to individual students," this will select the entire class. You can then deselect individual students (useful if a student is absent!).
- You can [clone a formative](#) as many times as you need to, then edit the clones to make them differentiated for different groups. Then assign each clone to the relevant group.

6. "Schedule open/closed time" – Depends on if assigning the formative to one class or multiple classes

- a. If assigning the formative to one class: Schedule your formative to open and close at the specific class time, so your formative is not open and available for students all day.
- b. If assigning the formative to multiple classes: When creating the formative, do not schedule open/closed times. Assign the formative individually from the dashboard for each class as the class occurs. Click the circled + on the dashboard under the class and next to the formative to open and close it. Manually close the formative at the end of class or set a time limit.

Tip:

You can live proctor your test. Students' responses appear live in your View Responses screen, so you can watch students as they work through questions in real time, as well as provide live feedback.

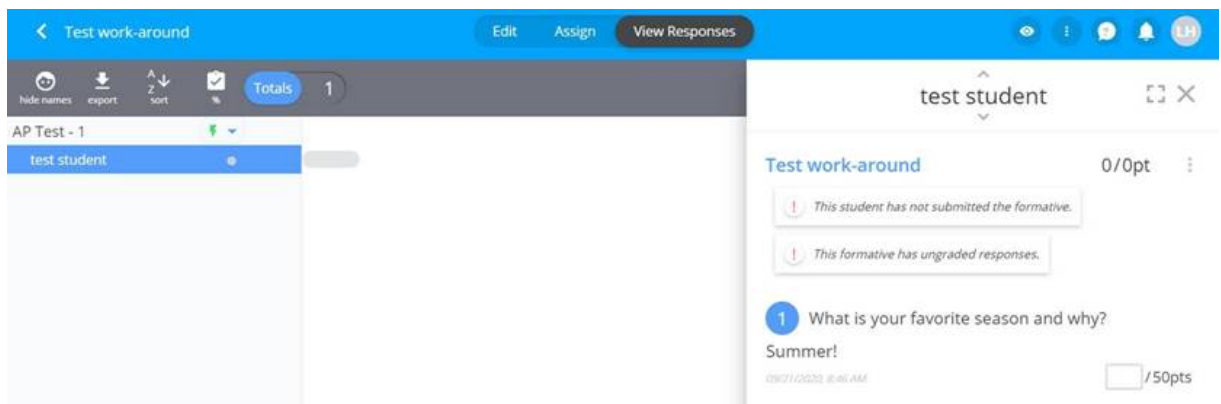
7. "Time Limit" – Teacher Discretion

Use the time limit if you want your students to complete the formative in a specific amount of time.

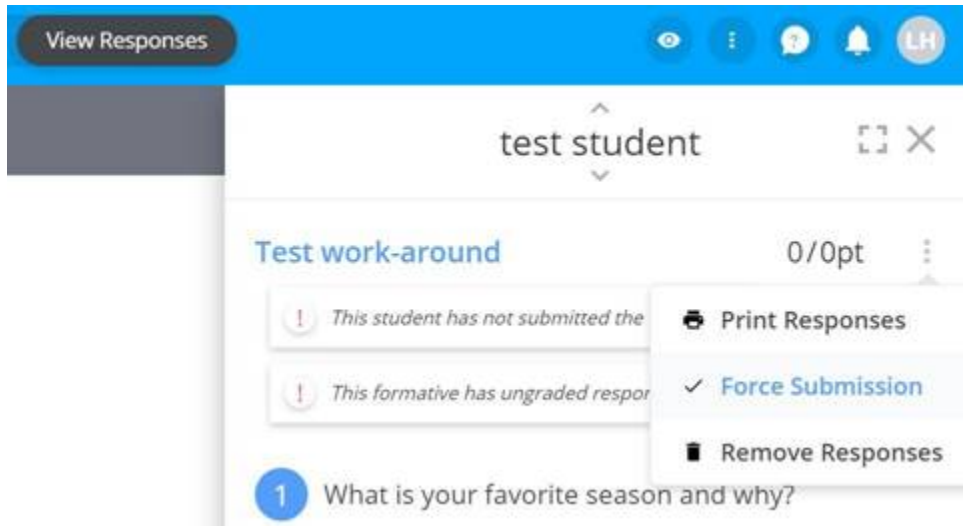


If you are launching the assessment using Blackbaud and extended time students will be taking the assessment, follow the best practices included below.

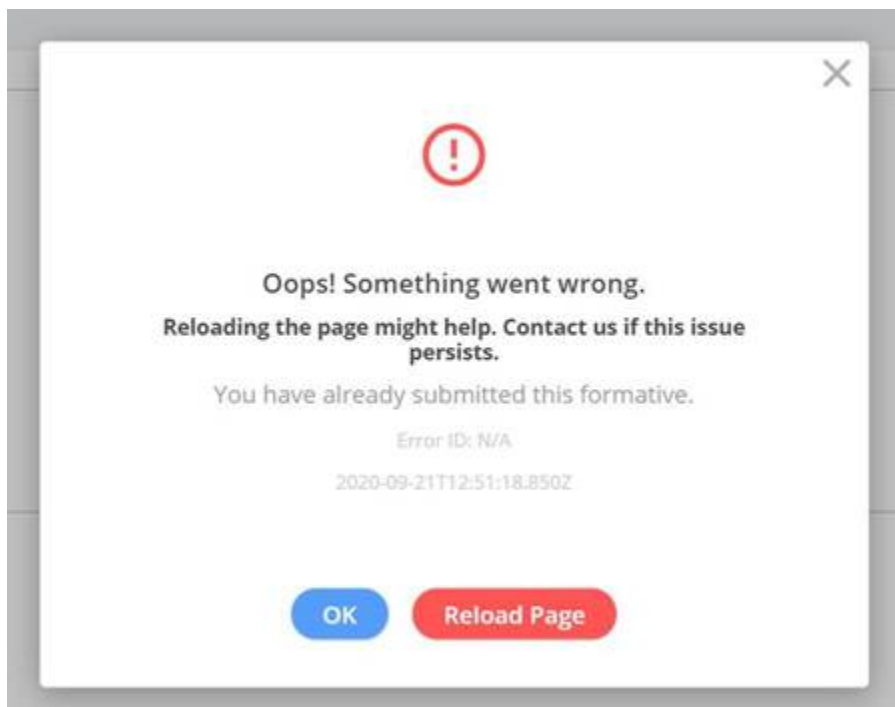
- Set “Time Limit” for “No Limit”
- When administering the assessment, make note of the start time. Alert standard time students to the time when their assessment will end and extended time students to the time when their assessment will end.
- Give the standard time students a two-minute warning before telling them to submit their assessment.
- Give the extended time students a two-minute warning before telling them to submit their assessment.
- To see when students submit their assessment, click “View Responses” and click “Totals”
- A circle by the student’s name indicates the assessment is still open. A check mark by the student’s name indicates the assessment has been submitted.



- If a student does not submit the assessment on their own, you can force submission by clicking on the student’s name, click the three vertical dots and click “Force Submission”. The dot next to the student’s name will change to a check mark.



- If the student hits “Submit” after the teacher has forced submission, the student will receive an “Oops” message.



As Formatives can only be added in Blackbaud as “assignments” and not as “assessments”, extended time cannot be assigned through Blackbaud and this work around must be followed.

Helpful Note:

To provide student feedback after all students have taken the assessment, the graded formative can be returned by adjusting settings in the “Assign” tab as follows:

1. Select the class to return the graded formative
2. Toggle the "Open" setting to "Closed":

Math 101

Edit Assign View Responses

JPSTBA

Select classes No classes selected

| | | |
|-------------------------------------|----------------------------------|---|
| <input checked="" type="checkbox"/> | 4th grade test class | 4 |
| <input type="checkbox"/> | 8th grade test class | 4 |
| <input type="checkbox"/> | 12th grade test class | 5 |
| <input type="checkbox"/> | test new class | 0 |
| <input type="checkbox"/> | New Class | 1 |
| <input type="checkbox"/> | P3 | 1 |
| <input type="checkbox"/> | Algebra | 1 |
| <input type="checkbox"/> | Cedar Park Middle School Class 2 | 6 |

Adjust settings (optional)

Assign

3. "After Submission" – "Keep Visible (no edits allowed)"
4. "Return Scores" – "When Closed"
5. "Return Correct Answers" – Teacher Discretion