

About Avenues eAssessment

Who built Avenues eAssessment?

National Geographic School Publishing, a trusted publisher of language and literacy curriculum and Vantage Learning, a leading provider of assessment technologies, partnered to develop *Avenues* eAssessment.

What is the benefit of using *Avenues* eAssessment?

Avenues eAssessment gives you immediate feedback on your students' performance. With access to a variety of in-depth reports and Reteaching Lessons, you can make sound instructional decisions for your students and take action right away. *Avenues* eAssessment also saves you the work of scoring tests and analyzing test results by hand.

Can I access *Avenues* eAssessment remotely or from home?

Yes, *Avenues* eAssessment is delivered completely over the Web and can be accessed from any computer with an Internet connection. You can make sure that your computer meets the minimum system requirements by clicking the Quick Check button on the Log In screen.

What are the System Requirements?

You can download the system requirements from

http://www.NGSP.com/Portals/0/Downloads/Avenues_eAssessment_System_Requirements.pdf

Can students take tests online?

No, *Avenues* eAssessment is strictly a scoring and reporting application. Students will take pencil and paper tests using *Avenues* answer sheets. Then, their responses will be scanned and uploaded to the system for scoring and reporting.

Account Set Up

How does information for our students get into the system?

Student names and ID numbers are loaded into the system when header and answer sheets are scanned for the first test administration. District administrators can load demographic information for multiple students with the Student Import tool. Any user can enter updates and demographic information directly into a student's profile online.

How does information for our teachers and principals get into the system?

We will forward a Data Import Template when we receive your order. The template includes spreadsheets for Teachers' and Administrators' information, which we will load into the system.

How long does it take to load the Teacher/Administrator information?

Data loading requires 5-7 business days from the day we receive your template. We will send an email confirmation once the template is loaded.

Who maintains the student information after it is loaded into the system?

You can edit student information online at any time by opening a student's profile. District administrators can move student profiles between schools with the Transfer Students tool. District Administrators can also load student demographic information for multiple students with the Student Import tool.

How do student test results get into the system?

Responses to multiple-choice tests are scanned into the system from the *Avenues* Answer Sheet. In many schools and districts, scanning is handled by a technical specialist. Once the responses have been scanned and uploaded they are automatically scored in the application. For holistically-scored tests, teachers can enter students' scores directly into the system with the Add Scores tool.

How do I get a username and password?

Usernames and passwords are set up by your district or school administrator when the *Avenues* eAssessment account is established. We recommend using school email addresses for usernames. Contact the school or district administrator who is in charge of *Avenues* eAssessment to confirm your username and password.

Student Profiles

Will profiles for our students already be in the system, or will teachers have to create them?

A profile is created when each student's first answer sheet is scanned. Teachers may then edit the students' profiles online. Edits to a student's profile are reflected in reports for all future test administrations. The edits are not reflected in reports for tests administered before the edits were made.

How do I add demographic data?

Any user can enter demographic information directly into a student's profile online. District administrators can load demographic information for multiple students at a time with the Student Import tool.

Administering Tests

Can I change the order in which I teach and assess the unit tests?

Yes, you can teach the *Avenues* units in any order you wish. However, *Avenues* was designed to build knowledge from unit to unit, so we recommend you fill in gaps for students if you decide to skip units. *Avenues* eAssessment reports are based on the scanning date. For example, if you administer and scan a Unit 6 test before a Unit 5 test, the Unit 6 results will display first in cumulative reports.

Using Header and Answer Sheets

How do I get a Teacher ID?

Teacher IDs are set up when the *Avenues* eAssessment account is established. If you are logged in as a teacher, click My Account in the top navigation bar to view your Teacher ID. If you are logged in as a school or district administrator, click Search in the top navigation bar and choose All for Group and Teacher for Role. Then click the Search button. This will generate a list of teachers and their IDs.

I'm interested in preslugged answer sheets. Do you offer them?

Preslugged answer sheets are available through Scantron. Please contact National Geographic School Publishing Technical Support for more information at 888-915-3276.

I'm running out of *Avenues* header or answer sheets. Can I use photocopies?

No, the *Avenues* header and answer sheets are printed with special ink that ensures accurate scanning. For this reason, we cannot guarantee that your scanner will read photocopied sheets correctly. Please contact National Geographic Customer Service at 888-915-3276 for additional sheets.

Scanning

What do I need in order to scan the *Avenues* header and answer sheets?

You will need:

- A compatible scanner (see next question)
- VanScan® software (download at: <http://vanscan.vantage.com/latest>)
- A PC with Internet connectivity (128K recommended) that can run VanScan®
- Scanner Form ID: **2090** for OpScan and InSight scanners; **2091** for Scanmark scanners
- Customer ID: **783487** for Avenues eAssessment users
- Completed answer sheets with all of the student and test information filled in.
- Completed header sheet.

Which scanners are compatible with *Avenues* eAssessment?

You will need a compatible OMR (Optical Mark Recognition) scanner. These scanners enable marks made in predetermined positions on answer sheets to be detected optically and uploaded to a computer. Please see the System Requirements for the complete listing. If you have a scanner that is not listed, contact Technical Support at 888-915-3276 to determine compatibility.

How can I obtain a compatible scanner?

Contact Scantron. Or, you can purchase a compatible scanner from Vantage. Contact Vantage Technical Support at 800-322-0848 for more information.

Do I need any special software to scan my tests?

Yes, you will need the VanScan® software. This software allows scanned results to be correctly uploaded to *Avenues* eAssessment. To download VanScan®, go to: <http://vanscan.vantage.com/latest>.

What are the system requirements for VanScan®?

To run VanScan®, you need a PC with:

- Windows 95, 98 SE, 2000 Professional with Service Pack 2, Millennium Edition, NT 4.0 with Service Pack 6a, or XP Professional with Service Pack 2.
- If you are using the NCS OpScan 10 or 21, you must use Windows 2000 Professional or NT 4.0.
- A Pentium-class processor (266 Mhz or better).
- 32MB of system memory and 30MB of hard drive space.

How do I set up my computer and scanner to scan tests for the first time?

VanScan® is simple to install and will automate the scanning process. For details, see the VanScan® User's Guide, which is available under Resources at the site. Refer to your scanner documentation if necessary.

Holistic Scoring

What is holistic scoring?

Holistic scoring is a qualitative assessment based on teacher observation of student performance. This is different from analytic scoring, which is based on the sum of correct responses.

What are rubrics and why are they important?

Since holistic scoring depends on observation, it is subjective. Rubrics provide a common framework for assigning holistic scores and thereby increase fairness and allow individual scores to be compared across groups of students.

Viewing Reports

Can I compare data for several classes in my school?

If you are logged in as a school administrator, you can select the teachers whose class data you would like to compare from the **Choose Teacher(s)** selection box on the Report Options screen. To select consecutive teachers, select the first teacher and then hold down the *Shift* key on your keyboard and select the next teacher. To select non-consecutive teachers, select the first teacher and then hold down the *Ctrl* key on your keyboard and select the next teacher.

Can I compare data for several schools in my district?

If you are logged in as a district administrator, you have two choices. First you can select the schools whose data you would like to compare from the **Choose School(s)** selection box on the Report Options screen. To select consecutive schools, select the first school and then hold down the *Shift* key on your keyboard and select the next school. To select non-consecutive schools, select the first school and then hold down the *Ctrl* key on your keyboard and select the next school.

If you want to compare data for the same schools on a regular basis, you can assign the schools to a School Group under **Manage My Schools**. Then you can choose the School Group on the Report Options screen.

Can I export student test data for comparative reporting in another district scoring system?

Yes. You can export student test data in a comma-delimited format using the Export tool.

Viewing Student Portfolios

I'd like to inform a student's parents or guardian about their child's test score. Is there an easy way to do this?

Yes, you can create a Family Letter in English or Spanish from Student Portfolios.

User Support

Whom do I contact about ordering?

Contact your local sales representative or National Geographic Customer Service at 888-915-3276.

Whom do I contact for technical support?

Technical Support is available from 8 am to 8 pm EST at 888-915-3276 x2.