

Benchmark CHEAT SHEET

Log in	Set the Current Enrollment	Helpful Hints	To look at a test broken down by questions
<p>Website: www.idmsweb.com</p> <p>UserId: FirstinitialFulllastname</p> <p>Password: (if you did not change it) FirstinitialFulllastname</p> <p>Database: Wm. S. Hart UHSD</p>	<p>You must set the correct year, semester, grade, and class or multiple classes that you want to view.</p> <ol style="list-style-type: none"> 1. Click on edit in the current enrollment box. 2. Change by un-checking the box first, then checking the box you want. 	<p><i>ALWAYS</i> check that your students have little to no stray marks on the answer sheets.</p> <p>Remind them NOT to put on two answers, and not to leave any questions blank.</p> <p>Hand score any test given on a Scantron or other paper yourself.</p> <p>Blank Scantrons can be found on www.hartserve.org under FOS and then forms.</p> <p>Missing scores need to be reported as soon as possible...student's name, id number, teacher's name, school, test and class section number are needed to find the missing benchmark form.</p> <p>IDMS Technical support # 1-866-826-1200</p>	<p>This will help you find answer key errors and help evaluate misconceptions by your students</p> <p>There are several tabs shaped like folders in a file cabinet. Choose the one labeled "Results".</p> <p>Then choose "local tests" from the choices in the top line.</p> <p>In the first pull down box marked DISPLAY choose: "Assessment Results".</p> <p>Pick the appropriate test, test date in "view reports".</p> <p>Choose: Item Analysis under the pull down menu in the view results box.</p> <p>Choose percent statistics.</p> <p>click view report.</p>

Breakdown test in terms of how well all students mastered the standards	Group your students into low, medium or high according to the standards	To get raw scores for each student	How to get the pacing calendar	
<p>This information is important for many teaching decisions: Review, Reteach, or Move on.</p> <p>There are several tabs shaped like folders in a file cabinet. Choose the one labeled “Results”.</p> <p>Then choose “local tests” from the choices in the top line.</p> <p>In the first pull down box marked Display choose: “Assessment Analysis”.</p> <p>Choose Student tests results with standards analysis.</p> <p>Pick the appropriate subject, test, and test date.</p> <p>Click ADD>></p> <p>Then continue.</p> <p>Under your list of students, Click on “view report”.</p>	<p>Use this information to assign groups, for peer tutoring or intervention recommendations.</p> <p>There are several tabs shaped like folders in a file cabinet. Choose the one labeled “Results”.</p> <p>Then choose “local tests” from the choices in the top line.</p> <p>In the first pull down box marked Display choose: “Assessment Query”.</p> <p>Choose appropriate test, and test date.</p> <p>You may change the group by clicking assessment group “show”.</p> <p>Click-get results.</p> <p>Clicking the “Detail” button will show you which standards each student in that group needs to work on.</p>	<p>The raw scores can easily be put into your grade book program.</p> <p>There are several tabs shaped like folders in a file cabinet. Choose the one labeled “Results”.</p> <p>Then choose “local tests” from the choices in the top line.</p> <p>In the first pull down box marked DISPLAY choose: “Assessment Analysis”.</p> <p>Choose Student tests results with standards analysis.</p> <p>Pick the appropriate subject, test, and test date.</p> <p>Click ADD>></p> <p>Then continue.</p> <p>Under your list of students choose:</p> <p>Pick view “aggregated results”.</p>	<ol style="list-style-type: none"> 1. Go to WWW.hartserve.org 2. Click on FOS 3. Click on Pacing Calendars 4. Select your subject 5. Double click to open calendar 	