

How to Administer an Assessment Using Both iRespond and CTLS

Teachers who have both virtual and face-to-face students may need to utilize remotes and computers/tablets to complete formative and summative assessments. These directions explain how to get started with administering an assessment using iRespond in conjunction with the CTLS online student testing portal.

Note: When administering assessments to all students in a class, it is important that teachers administer the same assessment to both face-to-face and remote students. This ensures that data is all tied to the same Test, and when the data is imported into the Synergy gradebook, scores doesn't import as 2 different "assignments" due to 2 different test being given and making it appear that some students didn't take the assessment.

Step 1: Start Assessment in iRespond

Note: Assessments that contain TEIs (technology enhanced items) will not appear on the teacher's iRespond dashboard.



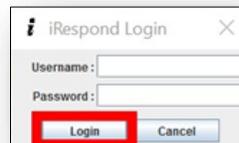
1. To start the assessment for students in your face-to-face classroom in iRespond, double click the **iRespond icon**.

2. Enter your username and password.

Username: Teacher's Badge ID

Password: teacher

Click Login.



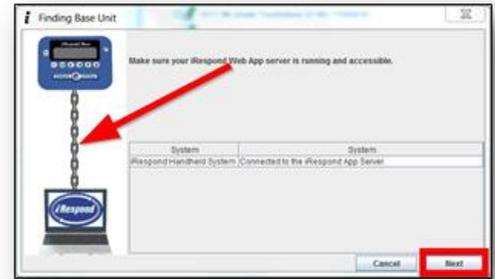
3. Set up the testing session in iRespond by selecting each item in sequential order from left to right across the top of the screen, and finally in the bottom left corner. *It is important that teachers administer the same assessment K to both face-to-face and remote students.*

The screenshot shows the iRespond Session Setup window with the following elements highlighted by red boxes and numbered callouts:

- 1.** The **Student Paced** radio button in the Session Properties section.
- 2.** The **My Roster** item in the Classes list.
- 3.** An assessment item in the Test Banks list.
- 4.** The **Kennedy 10 27 14** remote device in the Remote Devices list.
- 5.** A group of checkboxes in the Session Properties section, including **Limit users to a single login**, **Log user out if App is not visible**, **Send scores at end of session**, **Auto reflection**, **Allow anonymous logins**, **Disable password checking**, **Enable remote powersaving**, and **Randomize items**.
- 6.** The **Start** button at the bottom left of the window.

1. Click on STUDENT PACED.
2. Select your roster(s).
3. Click on the Assessment, be sure this matches the name of the assessment you select in CTLS Assess.
4. Select your remotes in the Remote Devices window.
5. Make sure Session Property Options are checked according to preference.
6. Select START.

- The Finding Base Unit dialog box will appear. Make sure you have plugged your iRespond Base Unit into the side USB port of your laptop. Press the power button on the base unit. When the **chains connect**, click the **NEXT** button.



- The Locating Users dialog box will appear. Instruct students to log into their remotes. Students will press the power button on their remote, and **enter** the **PIN** followed by **SEND**. A blue i will appear to the left of each student's name as he or she successfully logs in.
Note: PIN is the student's CCSD ID number.



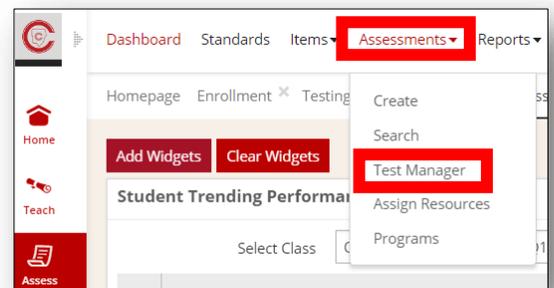
- Once all students are logged into their remotes, click **Finish** to begin the testing session.

- Once a session is complete, the teacher can save the session and logout as usual. Refer to the [iRespond Remotes Teacher's Guide](#) in the for more detailed information.

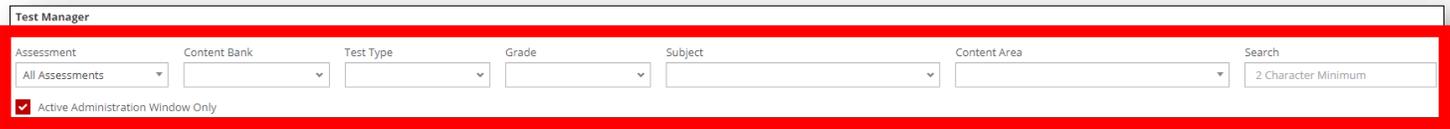
Step 2: Enable Assessment in CTLS Assess

Note: It is important that you enable the same assessment you started in iRespond.

- To enable the same test in CTLS for students using computers/tablets face-to-face or remote, navigate to CTLS and select Test manager from the Assessments drop-down menu.



- You can use 1 or more filters to locate the assessment you wish to administer. *It is important that teachers administer the same assessment to both face-to-face and remote students. Be mindful to select the same test in CTLS as you selected in iRespond.*



- Click on the **proctor icon**  to the right of the desired assessment.



- Enable the assessment for the individual students who will be using computers/tablets to take the assessment. Only students who have been enabled in CTLS Assess will see the assessment in their CTLS Student Portal.

1. Select **Term** and **Administration Type** from the drop-down menus. Select your **Classes/Groups**.

2. Enable only the students who will use the CTLS Assess Student Portal for the assessment by clicking on the red check to enable.

- Students can access the assessment by [logging into CTLS](#) and clicking on the assessments tab on the left. Students need to click Finish once they have completed their assessment.
- Teachers should check the teacher dashboard to ensure all students testing are in a finished or scoring required status.

Step 3: Data

1. Once you have saved your iRespond session, you will see your iRespond session data in CTLS Assess within 15 minutes. Any assessments that contain constructed response items will show in a scoring required status in CTLS Assess and will be scored using the rubric.

Score	Started	Finished	Scoring Required
27.27% (3/11)	10/01/20 4:14:14 AM	10/01/20 4:14:14 AM	Scoring Required
63.64% (7/11)	10/01/20 4:14:15 AM	10/01/20 4:14:15 AM	Scoring Required
36.36% (4/11)	10/01/20 4:14:15 AM	10/01/20 4:14:15 AM	Scoring Required
54.55% (6/11)	09/25/20 1:05:02 PM	09/25/20 1:06:35 PM	Finished
36.36% (4/11)	09/25/20 1:00:58 PM	09/25/20 1:03:58 PM	Finished
Chase Hutton (1297119)		Started	Not Enabled
(1306328)		Duration	Not Enabled
		Running Score	Not Enabled

2. Any assessments that show in a Finished status in CTLS Assess will import to the Synergy gradebook that day, unless the assessment was taken after 5:00 pm. If an assessment was taken after 5:00 pm, the assessment will appear in the Synergy gradebook the next day.

For more detailed directions for administering an iRespond assessment or a CTLS Assessment visit the CLTS Training Center → CTLS Assess Resources.

