Administrator Participant Guide
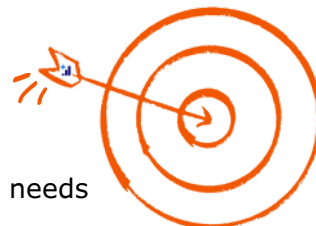
This Participant Guide will help you successfully plan for and implement Imagine+ Assessment in your schools. Use the information from the Reports & Data Summary document to support your data analysis and inform instruction and intervention.

GOALS AND USES

What are your implementation goals?

- Data-driven decision making
- Monitor equity
- Gauge assessment readiness
- Measure progress
- Track growth
- Identify trends
- Inform Professional Learning needs

☐ **Review your district or school implementation plan** *(if applicable)*.

☐ **Identify district, school, classroom and/or student goals:**

District goals:

School goals:

Classroom goals:

Student goals:

☐ **Determine the ways you plan to use Imagine+ Assessment:**

☐ Imagine+ Diagnostic	☐ 1	☐ 2	☐ 3	☐ 4
☐ Imagine+ Formatives	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly
☐ Imagine+ Screener	☐ BOY	☐ MOY	☐ EOY	

Notes:

☐ (First), log in to Imagine+ Assessment using your administrator credentials to make sure your login credentials work and you can access the platform. Contact your CSM if you need assistance.

SET-UP TASKS

Educator Management

☐ **Ensure educators have Imagine+ Assessment accounts:**
- If your district/school automatically pulls educators from your Student Information System (SIS), check that the appropriate staff members have synced.
- If you are responsible for creating educators individually, select the Users & Classes/Groups button from the product portal (this action is done before selecting the Imagine+ Assessment tile). Once on the Users & Classes/Groups page, click Add button to create an educator.

☐ **Manage educators to update existing accounts and/or update settings as needed.**
- Select Users & Classes/Groups button from product portal > Educators tab and action.

Student Management

☐ **Ensure students have Imagine+ Assessment accounts:**
- If your district/school automatically pulls students from your Student Information System (SIS), check that your students are showing up properly.
- If you are responsible for creating students individually, select the Users & Classes/Groups button from the product portal (this action is done before selecting the Imagine+ Assessment tile). Once on the Users & Classes/Groups page, click Add.

☐ **Manage students to update existing student accounts and/or update student settings as needed.**
- Select Users & Classes/Groups button from product portal > Students tab and action.
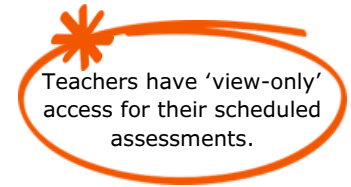
Classroom Management

☐ **Ensure classes have been created:**
- If your district/school automatically pulls classes from your Student Information System (SIS), check that your classes are correct.
- If you are responsible for creating classes/groups, select the Users & Classes/Groups button from the product portal (this action is done before selecting the Imagine+ Assessment tile). Once on the Users & Classes/Groups page, click Add button to create a class/group.

☐ **Manage classes/groups to update existing classes and/or update settings as needed.**
- Select Users & Classes/Groups button from product portal > Classes/Groups tab.

Notes:

SCHEDULE ASSESSMENTS
Flexible Scheduler

- ☐ **Ensure user accounts and classes have been created.**
- ☐ **Click on Scheduling tab on left side navigation bar.**
  - Choose assessment(s)
  - Choose Test Window(s)
  - Assign students (available bulk action)
  - View Summary and schedule

Teachers have 'view-only' access for their scheduled assessments.

Notes:

COMMUNICATE ASSESSMENT PLAN
Informing Stakeholders

- ☐ **What:**

  We will use the...

- ☐ **Why:**

  We are using this because...

- ☐ **When:**

  We will facilitate this...

- ☐ **Where:**

  We will facilitate this...

EVALUATE PROGRESS & TRACK GROWTH

Based on established goals, use the Reports and Data Summary to identify metrics to be measured, academic trends to be monitored, and analyze data to determine Professional Learning needs to be facilitated.

Progress
Are my students making progress?

Achievement
Are my students demonstrating mastery?

Growth
Are my students demonstrating growth?

DIAGNOSTIC REPORT

Metrics:

Notes:

FORMATIVES DASHBOARD

Metrics:

Notes:

SCREENER REPORT

Metrics:

Notes: