

## Educator Getting Started Checklist

This Getting Started Checklist will help you successfully implement **Imagine+ Assessment** in your classroom. Use the information from the [Reports & Data Summary](#) document to support your data analysis and inform instruction and intervention.

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

### GOALS AND USES

- ☐ **Review your district or school implementation plan.**
- ☐ **Identify district, school, and/or classroom goals:**

Goal(s):

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

- |                                              |                                |                                 |                                  |                                    |
|----------------------------------------------|--------------------------------|---------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Imagine+ Diagnostic | <input type="checkbox"/> 1     | <input type="checkbox"/> 2      | <input type="checkbox"/> 3       | <input type="checkbox"/> 4         |
| <input type="checkbox"/> Imagine+ Formatives | <input type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly | <input type="checkbox"/> Quarterly |
| <input type="checkbox"/> Imagine+ Screener   | <input type="checkbox"/> BOY   | <input type="checkbox"/> MOY    | <input type="checkbox"/> EOY     |                                    |

- ☐ **Before students' first assessment:**

- ☐ Share basic overview information (ie: login process, estimated time, etc)
- ☐ Establish a conducive assessment environment
- ☐ Use of headphones/earbuds for Screener, Diagnostic, and K-1 Formatives

### SET-UP TASKS

#### Student Management



- ☐ **Ensure students have Imagine+ Assessment accounts:**
- If your district/school automatically pulls students from your Student Information System (SIS), check that all expected student accounts have synced.
  - 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 button to create a student.
- ☐ **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.

Notes:

## SET-UP TASKS, continued



### 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:

## MONITOR PROGRESS

Establish a reporting routine and determine how often you will perform progress and mastery checks, and group-based and individual-based reports review if applicable.



## ADMINISTER ASSESSMENTS

- ☐ **Ensure assessments have been scheduled:**
  - Review your [Scheduling tab](#) to verify that assessment dates and settings are correct.
  - Verify student settings for testing tools are enabled in your [Rostering Tools](#), if applicable.

## BEST PRACTICES

- ☐ **Assess between Diagnostic assessments if applicable:**
  - Assign pre-built formatives to monitor student progress on targeted skills/standards.
- ☐ **Inform instruction:**
  - Identify students' strengths and areas for improvement. Tailor instruction to meet students' needs and enhance learning outcomes, focusing on specific [domains](#), [standards](#), and [skills](#) where students may require additional support.
- ☐ **Conference with students:**
  - Review student level reports, set and monitor goals, and review data to encourage accountability and active participation in their own learning.