

Richmond Public Schools

Log-In Information

1) Type in the URL bar:
www.interactiveachievement.com

2) Top Right Hand Corner  

3) Click on Your District's Name

4) Type in Username and Password

Username: _____

Password: _____

My site based contact is: _____

onTRAC User Interfaces

Home

1) Choose from any section of onTRAC

2) Read about News & Updates

3) Keep up with IA using the social media icons on the bottom right

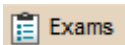


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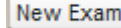
Assessment Library

1) Create New Exam

- Select a *Subject*
- Choose the *Exams* accordion



2) Click *New Exam*



- Type *Name*
- Choose *Exam Category*
- Click *Create*

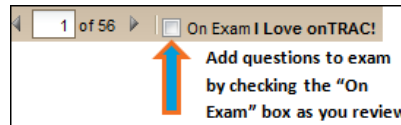


Best Practice: Begin the name of exam with your school abbreviation and then your last name. End with a title.

*My Division/ School's Naming Scheme:

3) Adding Items to an Exam:

- Drag and Drop individual items
- Right Click on an SOL strand- choose "Add Random Questions to Exam"
- Right Click on an SOL strand- choose: "Review Questions"



*Any of the above methods may also be used from the Resources accordion.

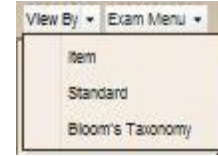
4) Add a Section:

- Click on *Exam Menu*
- Choose *Add Section*

5) Customize section tools

- Right click on the section
- *Edit Section Tools & Exhibits*
- Add a check mark to desired tools

Exam Viewing Options

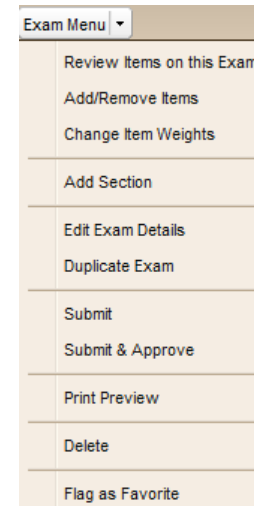


* **View By** options are located directly above the name of the exam being built

Exam Menu Options

*When in **Draft** status-

Edit: Subject, Exam Type, or Exam Name



Duplicate: for minor edits

Delete: must be in draft

Change Item Weight: to zero weight an item

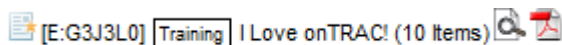
Print Preview: Answer Key

Submit: Red text (must submit exam)

Approve: Black text (must approve exam)

Printing Approved Tests

Use the PDF icon located to the right of exam name



My Favorites

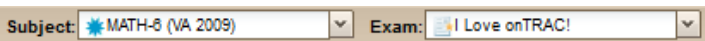
- Right click on any item, resource, or Exam Template to make it a favorite!
- Access Favorites using icon



Testing Center

1) Creating a test session

- Choose Subject and Grade Level
- Choose an Exam



- Right Click on class and select **-New Test Session**
- Select Session Type

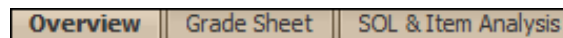
*Don't forget to **GREEN** light your exam!!

2) Use the Test Session Dashboard to monitor student progress as testing occurs

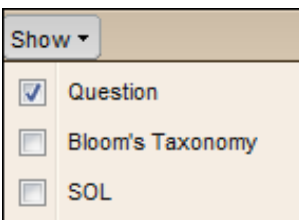
Best Practice: If needed, set up separate iTest Read-Aloud session. After the first time our default read-aloud groups feature will be activated for future test sessions!

Reporting

3 Tabs to investigate student achievement



- Choose subject and grade level
- Choose an exam
 - Overview; Basic Pass/Fail reports
 - Grade Sheet; Provides class and student averages for the exam and each question



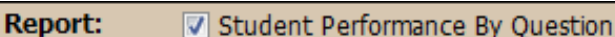
*Show Button-add columns for Bloom's Taxonomy and SOL

Q:33762	Q:35541	Q:36573
#8	#9	#10
84.6%	53.8%	61.5%

*Grade Sheet tab will show class average for correct answers so...

Best Practice: Use the most missed questions to remediate your class

c. SOL & Item Analysis; Student results per SOL and Question



*Choosing *Student Performance by Question* will show individualized results

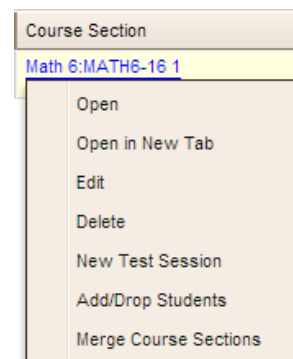


Printer icons are available on all reporting screens

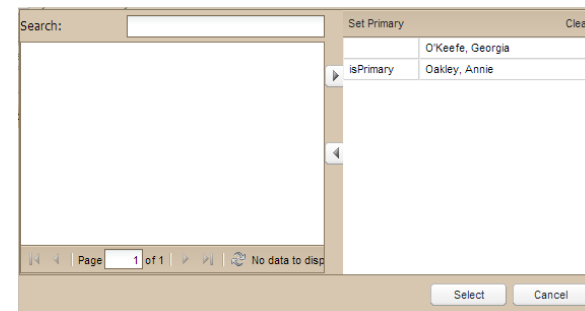
Classroom Manager

This interface can be used to add secondary staff members and set-up test sessions!

- Right click on your course in Classroom Manager and choose Edit.



- Select the Teacher drop down and search for the staff member to add



Help

- Access onTRAC documents, FAQs, Video Tutorials and more through our Help option!



- Live Customer Support is available Monday – Friday from 8:00 am to 5:00 pm!



Don't forget: you can always email support@interactiveachievement.com