How To: Administer Daze Online

The Daze measure in mCLASS:DIBELS Next is available for online administration; students complete it on a desktop, laptop, or tablet computer. While we still support web entry of scores from paper-pencil assessments, we now offer Daze Online, in which Daze benchmark and progress monitoring forms are presented in a browser window, and students click the correct response for each item. Results are calculated automatically and shown in the mCLASS:DIBELS Next class, student, and probe detail reports.

This document walks you through the steps necessary to assess your students with Daze Online.

Generating Student Login Credentials

Daze is a group-administered measure that can be assessed online as an alternative to being conducted on paper. For online assessment, the mCLASS system needs to associate students with their Daze results for reporting on Amplify Home. To make this possible, every student who completes Daze Online requires a unique user name and password. To generate student login credentials for a class:

1. Go to mclasshome.com, enter your mCLASS user name and password, and click Log In.

2. On the Amplify home page, go to the global navigation bar and click the Classes & Groups icon.
3. The Classes and Groups page opens. In the Classes list, click the class for which you are generating the credentials.

4. The Class Details panel for the selected class opens. Click **Student Logins**.
5. The Student Logins tab displays, with a list of students and their user names/passwords (if any). Click **Create All** at the top of the list to create user name/password pairs for every student in the class who does not have credentials. You can create credentials for a single student by clicking **+ Create** in his or her row. The login information displays in the middle column of the list, along with options to print the login for an individual student or to reset that student’s password.

6. Once you have created credentials, click **Print All** to generate a printer-friendly download.

7. After you print this list of user names and passwords from your browser, cut along the dotted lines and distribute the strips to your students. Explain that they need to use the information on this strip to log on to the computer to complete Daze.
Setting Up Devices for Daze Online

Daze Online is supported on the following devices:

<table>
<thead>
<tr>
<th>DEVICE</th>
<th>OS</th>
<th>BROWSER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chromebook</td>
<td>Chrome OS</td>
<td>Chrome: latest two versions</td>
</tr>
<tr>
<td>iPad 2 and above</td>
<td>iOS 9+</td>
<td>• Safari: 9 and higher</td>
</tr>
<tr>
<td>PC</td>
<td>Windows 7 and higher</td>
<td>• Chrome: latest two versions</td>
</tr>
<tr>
<td>Mac</td>
<td>OS 10.8 and higher</td>
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Ensure headphones are plugged in to each computer being used for Daze assessment and that the volume is set to a comfortable level. While no sound is played during the assessment itself (unless students click the owl for a reminder of the instructions), audio is required for the Daze instructions and practice screens before the assessment. The brief animation that displays after the assessment also has audio, so you may want to make sure students continue wearing their headphones.

After students log in and click the **Start** button to begin assessment, the browser goes into full-screen mode. It’s important that the screen remains in this mode to prevent students from using the browser buttons to navigate through the assessment. Remind students that all navigation and scrolling should be done by clicking the buttons in the assessment window.

Online Assessment Management

The online administration mode is the default for Daze; Online Assessment Management is an optional tool you can use to disable Daze online or enable Daze online progress monitoring during a benchmark window. During a benchmark period, you can choose between benchmark assessment and progress monitoring. For example, if a student scores well below the benchmark goal on the Daze benchmark and you want to administer progress monitoring before the benchmark window ends, you can go to Online Assessment Management and activate progress monitoring for that student. Outside the benchmark window, the benchmark option is not available, so you do not need to use Online Assessment Management unless you would like to disable Daze Online progress monitoring for any of your students.
Accessing Online Assessment Management

To access the Online Assessment Management page:

1. Go to mclasshome.com, enter your mCLASS user name and password, and click Log In. The Amplify home page opens.

2. Click the Online Assessment Management tile.
3. The Online Assessment Management page opens. At the top of the page are selectors for the District, School, and Class/Group. Your selections from these lists determine the class or group that displays on this page.

- The list of available schools is determined by your selection from the District list. Available classes or groups depend on your School selection.
- Each list contains only the districts, schools, classes, or groups that you oversee.

In the example above, the **time of year** is the End of Year (EOY) benchmark. If you have a student who has already completed the benchmark assessment for this time of year, you can click **PM** to administer online progress monitoring before the end of the benchmark window. You can also clear the box for Daze BM to disable it for students you want to assess with paper-pencil forms.

In the example above, the time of year is between benchmark windows. Because the period is between benchmarks, Progress Monitoring (PM) is the only available option for each student. Clearing the Daze box disables online progress monitoring for students. You can assess with paper-pencil Daze progress monitoring regardless of the settings in Online Assessment Management.
Time of Year

How you use Online Assessment Management depends on the time of year:

- If the Assessment Period is within a benchmark window (plus a 14-day grace period), Benchmark (BM) is selected by default. If a student has completed the benchmark assessment and it’s still within the benchmark window, you can click PM to manage Daze online progress monitoring for that student.

- If the Assessment Period is between benchmark windows (after the 14-day grace period), Progress Monitoring (PM) is the only available option. Daze is selected by default; you can clear the selection to progress monitor a student with the paper forms. The option to conduct benchmark assessments becomes available 14 days before the next benchmark window. You can then click BM to activate benchmark assessments for students.

Supporting Students During Daze Assessment

Daze Online is designed so that students should be able to complete the measure without additional guidance, but they may ask you for technical support. If so, follow the on-screen prompts to address technical issues such as loss of internet connectivity. This section describes the screens as students encounter them and explains the actions students should perform on each screen. Daze Online benchmark assessments includes instructions and practice screens that students must complete before assessment begins. These are omitted from progress monitoring; you can use the information in steps 4 through 10 to assist students who require support during progress monitoring. Once students begin the assessment form, please limit your interaction to the scripted prompts mentioned in step 9.

1. Open a supported browser and navigate to mclasshome.com/student. The login screen displays.
2. Students enter their user name and password, and then click **Log In**. The welcome screen displays the student’s name and grade at the top.

For benchmark assessments:

- The time of year displays below the student information.
- The correct benchmark form is selected automatically based on the time of year and any Daze forms the student completed previously online.
- At the bottom of the screen, the star labeled Daze is not filled in to indicate that the measure is not complete. The corresponding star at the top right is also not filled in.
- If the student has completed the current benchmark, the completion screen displays and the Start button is not displayed.
For progress monitoring assessments:

- The welcome screen displays Progress Monitoring.
- The correct progress monitoring form is selected automatically based on the time of year and any Daze forms the student completed previously online.
- Daze Online progress monitoring loads the assessment form when students click the **Start** button. Remind students that they can click the owl for instructions during the assessment.

3. Students should put on their headphones and click the green **Start** button.

4. Daze Online enters full-screen mode. Students listen to the instructions spoken by the owl and click **OK** to continue. Throughout the assessment, if students don’t understand the instructions, they can click the owl to hear them again before continuing. For students completing progress monitoring, skip directly to **step 9**.
5. The model screen displays. The owl reads a sentence and the three possible words, and prompts students to click the correct word. If students click the wrong word, the owl shows them the correct word again. Once they finish with the model sentence, students click **OK**.

6. The practice screen displays; this time, students have to determine the correct word. If they click the wrong word, the owl prompts them to try again. Once they finish with the practice sentence, students click **OK**.

7. Finally, students are given the opportunity to practice scrolling with the green arrow buttons. You may wish to observe to ensure students understand scrolling and can do it properly before they begin the assessment. Once they finish with scrolling practice, they click **OK**.

8. The owl displays to provide a final set of instructions before assessment begins. Students click **OK** to continue to the assessment form. Daze Online selects the correct form automatically. The student’s grade and the current time of year determine the form.
9. Once the form loads, the timed assessment starts. Students are given 3 minutes to complete it by clicking the correct answers. They can click a different answer in the same box to change their response. To reveal more of the story, students click the green Down arrow; the line between the arrows indicates their progress through the passage. If they complete the assessment within the allotted time, they click the OK button at the bottom of the screen.

To ensure results similar to paper-pencil assessments, let students work their way though the form by themselves. You may use the following prompts as often as needed:

- If the student starts reading the passage aloud, say “Remember to read the story silently.”
- If the student does not click any answers, you can say “Remember to click the word in each box that makes the most sense in the passage.”
- If the student asks you to provide a word or for help with the task, say “Just do your best.”
10. After 3 minutes elapse or the students click **OK**, the assessment ends, a brief animation plays, and students are returned to the welcome screen.

The welcome screen displays a completion message. For benchmark assessments, the star at the top displays yellow and the star at the bottom is filled in to indicate that the measure is complete. Click the arrow next to the student name and click **Log Out** to sign out and exit Daze Online. If you'd like the student to complete another progress monitoring form, navigate to [mclasshome.com/student](http://mclasshome.com/student) and direct the student to log in again.

If students exit without completing the form, the same form is administered the next time they log in.
Viewing Daze Results

Once a student has completed Daze Online, assessment results display in the mCLASS:DIBELS Next web reports on Amplify Home. Scores can be viewed on the Class Summary Time of Year view and the Student Summary.

Clicking a Daze score opens the corresponding Probe Details report, where you can view the student’s selections highlighted in blue. The correct response is indicated by a check mark. If a box doesn’t have a student selection and subsequent boxes do, that item is counted as skipped. A legend at the top of the report indicates the number of correct, incorrect, and skipped items, and the overall score is indicated by the Running Girl at the right of the report page. A red bracket indicates the student’s progress through the passage in the allotted time; items after the bracket are not counted toward the student’s score.

Invalidating an Online Assessment

If a student’s score for a Daze Online assessment has been compromised (for example, if a student accidentally logs in with another student’s user name and password) you can invalidate the results. There are two ways to invalidate Daze Online results: from the Class Summary Report and from Online Assessment Management.
From the Class Summary Report

If you are the official teacher of the class, you can invalidate an online assessment from the Class Summary: Time of Year view.

1. Click the tab for the time of year when the student completed the assessment.
2. Click **Update Daze** and select **Benchmark** or **Progress Monitoring**.

3. In the student’s row, click **Clear**. You are asked to confirm that you want to delete the student’s assessment record. Once you click **OK**, the record is deleted. The student must retake Daze to complete Benchmark assessment for that time of year. The first unused Progress Monitoring form is administered for the Benchmark assessment.

From Online Assessment Management

You can also use Online Assessment Management to invalidate a student’s results for completed benchmark measures. Results can be invalidated up to 30 days after the result was recorded. Click **Invalidate Results** in the far right column for the student whose results you want to delete.

A list of results for online benchmark assessments for the current Time of Year displays, listed in chronological order from newest to oldest.
4. Select the box to the right of the assessment result you want to invalidate. You can select one or all of the results in the list. (Results older than 30 days are included in the list but cannot be selected.)

5. Click **Invalidate**, then click **Delete** in the confirmation popup to invalidate the result, or click **Cancel** to close the list without invalidating the results.

6. Students must re-take any invalidated measures to complete the Benchmark assessment for that time of year. The same benchmark form is administered, so it’s important to limit invalidation to circumstances when the validity of the student’s score has been compromised.

7. Click the button in the top right corner to return to the Amplify home page.