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LAUSD Middle School Mathematics Assessments

Administration Training
Welcome and Overview

Welcome to mCLASS Beacon

Online Administration
- Logging in
- Printing student tickets
- Scoring Constructed Response items
- Viewing results

Wrap-Up/Q & A
Objectives

By the end of the session you will be able to:

- Administer online versions of the LAUSD Middle School Mathematics Placement Assessment and the Algebra 1 Summative Assessment
- Have an understanding of Beacon and its functionality as it pertains to the Middle School Mathematics Assessments.
Middle School Mathematics Assessments – Administration Logistics & Responsibilities

Assessment Construct

Length of Test = The test should be completed in approximately 120 minutes and students must complete the assessment in one sitting. Schools should schedule accordingly and allow at least one additional hour for set-up and preparation.

Item Format = The tests are comprised of both multiple choice (MC) and constructed response (CR) items. The Algebra 1 Summative Assessment also contains Multiple Correct Answer (MCA) items.

Administration Logistics

Testing Window  May 23- June 3
  • Ten (10) business days
  • Administration Window May 23-27
  • Constructed Response Scoring May 30- June 3
Middle School Mathematics Assessments – Administration Logistics & Responsibilities

| Assessment Coordinator (AC) | • Responsible for planning, scheduling, communicating, and updating the teachers and school administration on district-wide and school specific processes for the administration of the online test.  
  • Serves as the schools’ point of contact for all communication and coordination with Local District Math Coordinators and/or LAUSD Central Office.  
  • Responsible for ensuring that all devices are ready for testing  
  • Identifies technology needs, develops schedule for use of lab/mobile carts and helps troubleshoot tech concerns |

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| Teacher (Test Administrator) | • Responsible for monitoring students during the test to ensure adherence to testing expectations and provide support where needed and appropriate.  
• Must sign the Security Affidavit  
• Responsible for generating student logins/tickets  
• Must score the Constructed Response items within the testing window  
• Must be familiar with possible technology issues and troubleshooting techniques. See Appendix D (Troubleshooting/Connection Loss Scenarios) for possible issues and mitigations.  
• Conduct practice sessions and/or demo with students days before the actual test. |
Online Administration
Middle School Mathematics Assessments –
Online Administration

Accessing mCLASS Beacon – Logging in

Step 1: Go to www.mclasshome.com/wgen/lausd and log in with your LAUSD Single Sign On. If your Single Sign On is jsmith, enter jsmith in the username field. Enter the password associated with your Single Sign On in the password field.
**Middle School Mathematics Assessments – Online Administration**

**Accessing mCLASS Beacon – Printing Student Tickets**

**Step 1:** After you login to mCLASS Beacon, click the mCLASS: Beacon icon.

**Step 2:** Once in Beacon, click the Assignments link.
Step 3: Once on the Assignment Page, click the appropriate test.

Step 4: Once you have chosen the math test, click View Logins in the student logins column.
Step 5: If this the first time you are generating student tickets, click “Generate all” to populate student Usernames and Passwords. Note, “Generate all” will not appear if student tickets have been generated before.

Step 6: Click Print all to open screen with student tickets.

Step 7: Print and cut the student tickets
Middle School Mathematics Assessments – Online Administration

Logistics & Preparation

**Device Set-Up** = Devices must be set-up prior to the testing time.

- Reserve at least one hour to prepare prior to the test administration
- Browsers should be on the mCLASS Beacon assessment login page when students enter the testing room
- Ensure that the mCLASS Beacon assessment login page is maximized and no other browsers are open
- Schools are advised to bookmark this URL on approved devices to assist in the setup process. LAUSD will push a Web Clip containing the link to the student assessment site, directly to iPads

[www.mclasshome.com/harbor/studentLogin](http://www.mclasshome.com/harbor/studentLogin)
Middle School Mathematics Assessments – Online Administration

Best Practices/Lessons Learned

- Try to schedule a small group of students on day one of testing in case connectivity or device issues arise
- If the Web Clip does not work, type the student login URL directly into the browser
- Ensure that students are not opening multiple tabs of the same assessment
- As students complete their assessment, have them let you know that they are finished so that you can watch them click on ‘end test’.
- After they have ended their test, ensure that they log out and close their browser
Middle School Mathematics Assessments – Online Administration

Accessing mCLASS Beacon – Scoring Constructed Responses

**Step 1:** After students have completed the test and you are ready to score Constructed Response items, log into mCLASS, click the Beacon icon, then click the assignments link.

**Step 2:** Click the Enter Scores button to the right of the assignment you want to view/score.
Step 3: To access the CR scoring rubric, click on the CR question. A pop-up window appears with the question as well as the rubric. Scroll down to see all available student responses to be scored.
Step 4: Score the student’s work by inserting the appropriate rubric value next to the CR question. Then click Save.
Middle School Mathematics Assessments – Online Administration

Welcome to mCLASS Beacon – Viewing Results

https://vimeo.com/158357213
## Troubleshooting Tips

<table>
<thead>
<tr>
<th>Issue</th>
<th>Resolution</th>
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<tbody>
<tr>
<td>iPad freezes</td>
<td>• Power the iPad down and reboot</td>
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<tr>
<td>iPad loses wireless connectivity</td>
<td>• Stop testing until connectivity resumes</td>
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<tr>
<td></td>
<td>• Have the student log back in and resume the test</td>
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<tr>
<td><strong>Please Note:</strong> When a student loses Internet connectivity, a pop up screen will come up letting them know they have no connection. HOWEVER, if they continue entering answers without restarting and connecting, their answers will not be recorded.</td>
<td></td>
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<tr>
<td>School’s network is down</td>
<td>• Reschedule testing</td>
</tr>
<tr>
<td>Missing student ticket</td>
<td>• Contact your Local District Math Coordinator</td>
</tr>
<tr>
<td>Cheating concerns</td>
<td>• Use dividers between devices that are close together.</td>
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<td></td>
<td>• Have desks all face the same direction and make sure they are equally spaced in classrooms.</td>
</tr>
<tr>
<td>Student needs to leave or be removed from the testing room without completing the test. (i.e. behavior issues, emergency reasons, medical issues)</td>
<td>• Have the student click on “Finish Later”</td>
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<tr>
<td></td>
<td>• Have the student resume the test during the make-up session</td>
</tr>
<tr>
<td>Student clicks the “End Test” by accident</td>
<td>• Contact your Local District Math Coordinator</td>
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Middle School Mathematics Assessments – Contacts

For problems with iPads or other equipment, or issues with connectivity, contact the **LAUSD ITD Help Desk:**

(323) 224-2450  
7:30am – 4:30pm

For mCLASS Beacon questions, call the **Amplify Customer Care team:**

(800) 823-1969  
7:00am – 4:30pm
Middle School Mathematics Assessments – Contacts

Teacher/Test Administrator questions should be directed to the local district Math Coordinators

<table>
<thead>
<tr>
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<th>Level</th>
<th>Email</th>
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