

## Participants Reference Guide

## Table of Contents

Getting Started
Logging in to MasteryConnect
Your MasteryConnect Homepage
Mastery Tracker (Big Three)
Mastery Tracker Overview
Creating a Mastery Tracker
Adding Students to a Mastery Tracker
Identifying/Viewing a Standard
Finding a Common Assessment
Common Assessments
Creating a New Assessment
Adding an Assessment to your Tracker
Reports
· Viewing Assessment Reports
Emailing/Printing Student Reports
Curriculum Maps
Creating a Curriculum Map
Curriculum Map Overview18



# Logging in to Mastery Connect



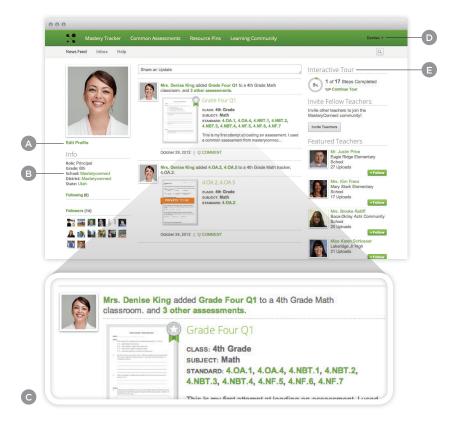


- 1 From www.masteryconnect.com, click "Teacher Login".
- 2 Enter the email address and password associated with your MasteryConnect accout and click "Submit".

Notes:		



## Your Mastery Connect Homepage



Page Highlights:

Notes:

- A Edit your profile information at any time by clicking "Edit Profile"
- B Find or follow teachers in your specific school or district by clicking the school or district link
- C View activity updates from educators you're following in the news feed
- D Click on your name to access the help section, support, settings, your inbox and to log out
- Watch the "Interactive Tour" for indepth videos and demonstrations



## Mastery Tracker Overview





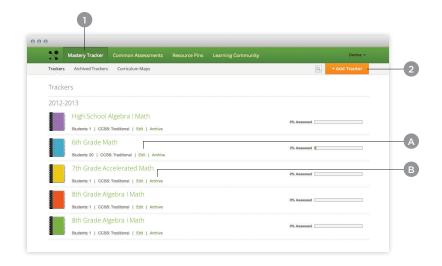
## Page Highlights:

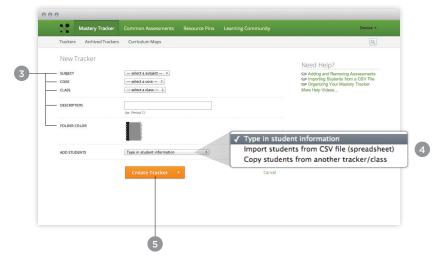
- A Click "+ Add Assessment" to find a common assessment, add an assessment from your library or create a new assessment
- B Hover over the Actions button to add an assessment, view standards, add a standard, email all parents, print a student report or export data to excel
- C Hover over the **Domains** icon to enable/disable which domains are shown in your tracker
- Rearrange the order of the standards by hovering over a standard heading, clicking on the "Drag" button, dragging and dropping in the desired location

Notes:			



## Creating a Mastery Tracker





#### Instructional Steps:

- 1 Click the "Mastery Tracker" tab.
- 2 Click the "Add Tracker" button.
- 3 Choose your subject, core, class, enter a description, and choose a folder color.
- 4 Select the method to add students. (Several options will appear: Type in student information, Import students from a CSV file, Copy students from another tracker/class and import your students from an SIS)
- 5 Click the "Create Tracker" button.

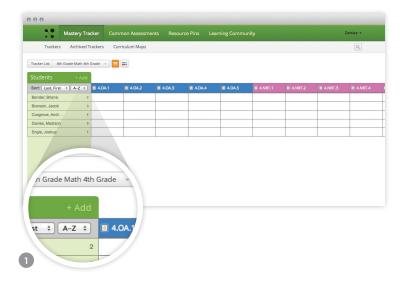
## Page Highlights:

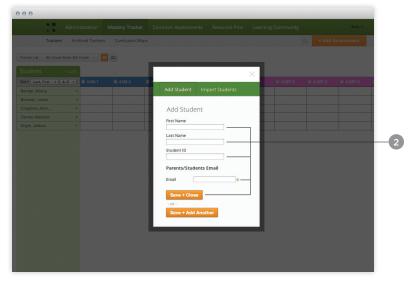
- A Click the "Edit" link to edit a tracker description or folder color.
- B Click the "Archive" link to archive a tracker.

Notes:			



## Adding Students to a Mastery Tracker





- 1 Create a student list by clicking on the "+ Add" button.
- 2 Add students by filling in their First Name, Last Name, Student ID and Email. Then click on the "Save + Close" button.

Notes:	



# Identifying/Viewing a Standard



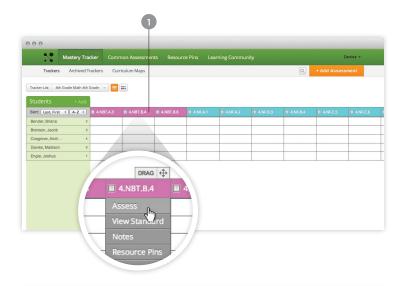


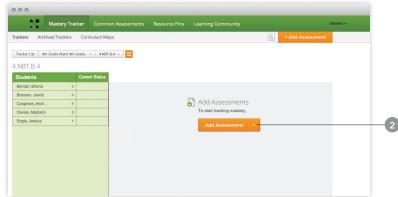
- 1 Hover over the standard's tabs until the description of the standard pops up.
- 2 You can also choose "View Standard" from the drop down menu to view the standard.

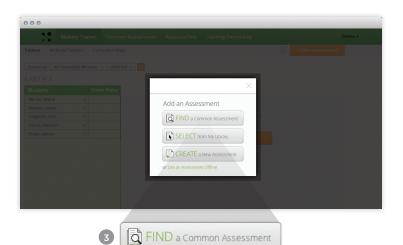
Notes:	



## Finding a Common Assessment







#### Instructional Steps:

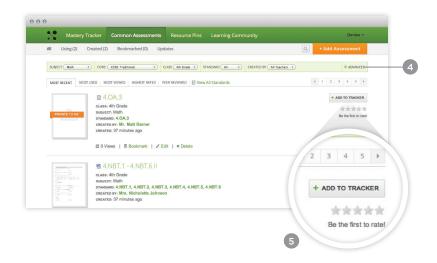
- 1) Hover over the standard you want to assess and choose "Assess" from the drop-down menu.
- 2 Click the "Add Assessment" button.
- 3 You can add an assessment by clicking on:
  - a. Find a Common Assessment
  - b. Select from My Library
  - c. Create a New Assessment.

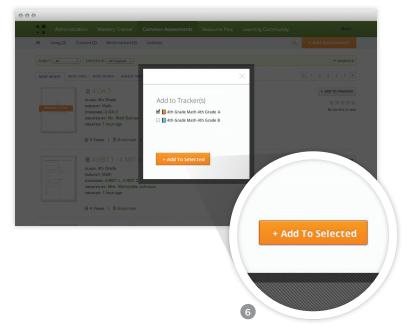
Click the "FIND a Common Assessment" button.

Notes:			



# Finding a Common Assessment (continued)



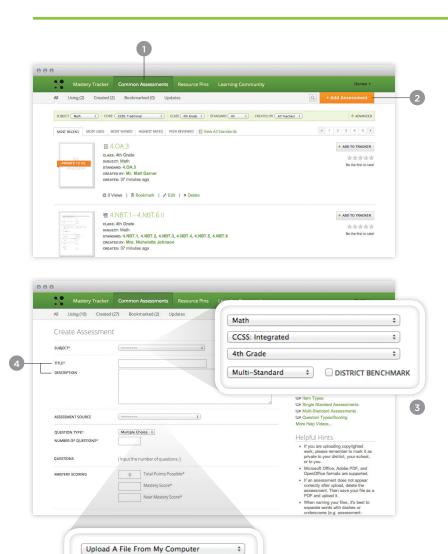


- 4 Use the filters to narrow your common assessment search.
- 5 Quick add to your tracker by clicking the "+Add to Tracker" button, or click on the assessment name for a detailed view.
- 6 Select the tracker(s) that you want to add the assessment to and then click the "+ Add to Selected" button.

Notes:		
-		



## Creating a New Assessment



Notes:

Instructional Steps:

tab

Click the "Common Assessments"

2 Click the "Add Assessment" button

Select an **Assessment Source** and consider copyrights when selecting

3 Select: Subject, Core, Class, and Standard from the drop downs

4 Fill in Title and Description

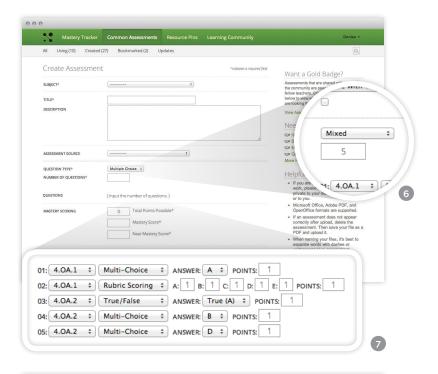
**Privacy Settings** 

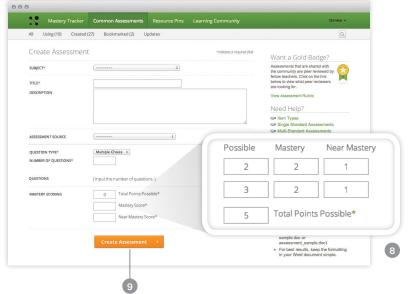
Choose File No file chosen

Share With The Community (recommended) ‡



## Creating a New Assessment (continued)





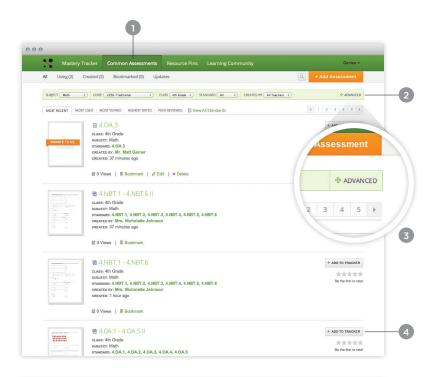
Instructional Steps
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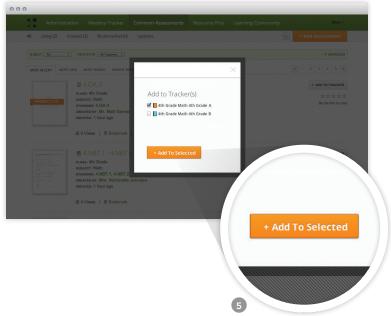
- 6 Select a Question Type and enter the Number of Questions
- 7 Complete the **Questions** including the answers and points
- 8 Complete the **Questions** including the answers and points
- 9 Click the "Create Assessment" button.

Notes:			



## Adding an Assessment to Your Tracker



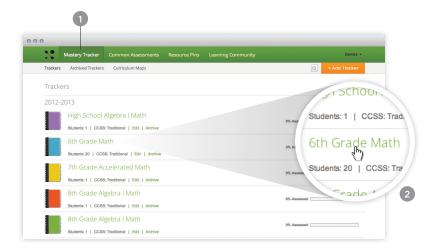


- 1 Click the "Common Assessments" tab
- 2 Use the filters to narrow your search by Subject, Core and Class.
- 3 Click the "+ Adanced" button in the filter box to narrow your search by Alignment, Question Type, Privacy and Sub Standards.
- 4 Quick add to your tracker by clicking the "+Add to Tracker" button, or click on the assessment name for a detailed view.
- 5 Select the tracker(s) that you want to add the assessment to and then click the "+ Add to Selected" button.

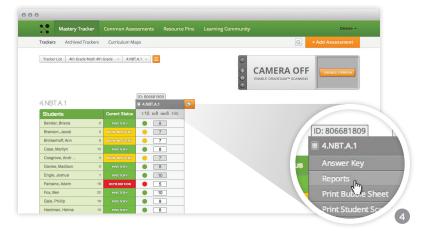
Notes:			



## Viewing Assessment Reports







#### Instructional Steps:

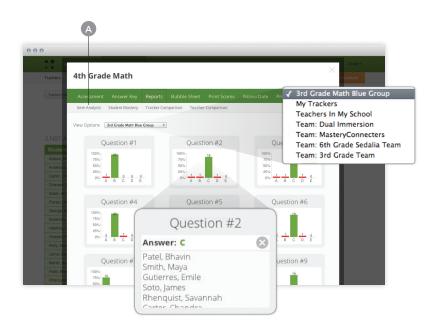
- Click the "Mastery Tracker" tab
- 2 Click the **Title** of a tracker
- 3 Click on a standard

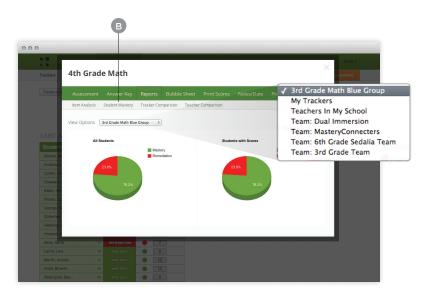
Notes:

4 Hover over the assessment title and click "Reports" from the drop down menu



## Viewing Assessment Reports (continued)





## Page Highlights:

## A Item Analysis Reports:

- · Click the dropdown menu to view other options (My trackers, teachers in my school, or teams)
- · Click on each bar to view which students chose which items

## **B** Student Mastery Reports:

· Click the dropdown menu to view other options (My trackers, teachers in my school, or teams)

Notes:		



## Viewing Assessment Reports (continued)



# Tracker 4th Grade Math Tracker Acsessment Answer Key Reports Bubbie Sheet Print Scores Notes/Date P

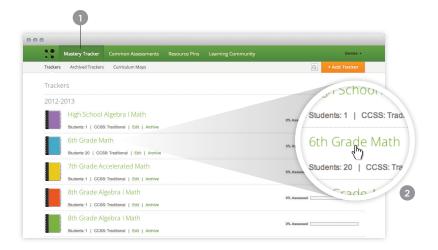
## Page Highlights:

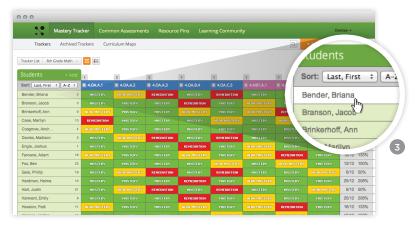
Notes:

- C Tracker Comparison Reports:
  - · Hover over any bar to view more details
- D Teacher Comparison Reports:
  - · Click the dropdown menu to view other options (teachers in my school, or other teams)




# Emailing / Printing Student Reports







#### Instructional Steps:

- 1 Click the "Mastery Tracker" tab
- 2 Click the **Title** of a tracker
- 3 Click a student name
- 4 Click on the "Email Parents" button to send a student mastery report
- 5 Click on the "Print" button to print a student mastery report

#### **HELPFUL TIPS:**

Adjust privacy settings:

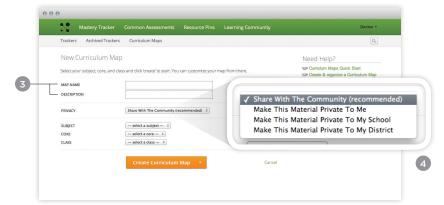
- 1. Click the Mastery Tracker tab
- 2. Click the **Title** of a tracker
- 3. Click a **Standard** heading
- 4. Hover over an assessment, click "Privacy"
- 5. Select from the following check boxes: (Hide Assessment from Parents, Hide Answer Key from Parents, or Hide Item Analysis from Parents)
- 6. Click "Save"

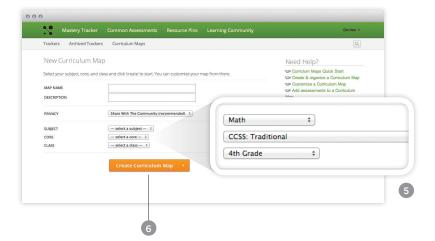
Notes	S.			



## Creating a Curriculum Map





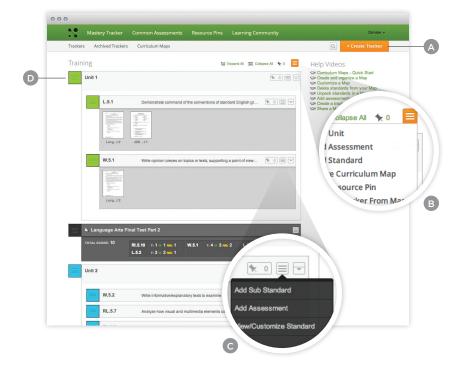


- From the Mastery Tracker tab, click
   "Curriculum Maps"
- 2 Click the "+ Add Curriculum Map" button
- Name your curriculum map and fill in a description
- 4 Select a privacy setting
- 5 Select a subject, core and class
- 6 Click the "Create Curriculum Map" button

Notes:			
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## Curriculum Maps Overview



## Page Highlights:

- A Create a tracker from your curriculum map by clicking the
  - "+ Create Tracker" button
- B Hover over the orange "Actions" button to add a unit, assessment, standard, resource pin, share a curriculum map or create a tracker from a curriculum map.
- C Hover over the grey "Actions" button to add a sub standard, assessment, resource pin, notes or view/customize a standard.
- D Click, hold, drag and drop on any of the boxes to adjust the order of the curriculum map.

Notes:		