

## ASSESSMENT CENTER QUICK REFERENCE GUIDE

<http://ac.corek12.com>

YOUR USERNAME: \_\_\_\_\_

YOUR PASSWORD: \_\_\_\_\_

*Be sure to read the text at the top of each screen, as the information there will guide you through the process of using each page!*

### GETTING STARTED AND ADDING YOUR FIRST CLASS

1. Open your browser and enter this URL: [ac.corek12.com](http://ac.corek12.com) (note: NO www. Needed)
2. Enter your username and password
3. Upon reaching **Welcome** page, click on blue **Click Here** to create a class
4. Enter class name – select grade and subject(s) – select one or more courses that apply to this class or “click here” link
5. Click on **SAVE**
6. Enroll students into your class, **SAVE** and review your Class Information
7. Print usernames and passwords

### ADDING STUDENTS TO YOUR CLASS

1. Select **Class Details** and then click on **Add/Remove Students**
2. Select a menu (Students in Grade, in Your Classes, or in the School) for viewing students
3. Add all students by clicking **ADD ALL OR** Click on a name of student to **ADD** individually OR press and hold CTRL (PC) or APPLE/Command (Mac) and continue clicking and highlighting other names, and then click **ADD**
4. Click **SAVE**, review information and print usernames and passwords
5. If student names are missing, contact site administrator.

### CREATING AN ASSESSMENT IN MATH/LANGUAGE ARTS

1. On **Home** page click class for which you want to create an assessment
2. Click **Assessment**, then click **Create An Assessment**
3. Select subject and grade
4. Select number of questions, test alignments and click **NEXT**
5. Select standards to view and click **NEXT**
6. Select specific objectives under standards by clicking on the plus sign
7. Select the number of questions for each skill (in white box) and click **NEXT**
8. Preview selected questions (replace or delete questions) and click **NEXT**
9. Name assessment, set performance levels and click **SAVE**
10. The assessment is stored and NOT assigned

### CREATING AN ASSESSMENT IN READING (ELA)

1. On **Home** page click class for which you want to create and assessment
2. Click **Assessment**, then click **Create an Assessment**
3. Select subject (ELA) and grade
4. Select number of questions, test alignments, **CHECK** “*Select items by first choosing the reading passages*” and click **NEXT**
5. Select Passage Types and click **NEXT**
6. Select the number of questions under Skill and Topic and click **NEXT**
7. Preview selected passage and questions (replace or delete question) and click **NEXT**
8. Name assessment, set performance levels and click **SAVE**
9. The assessment is stored and NOT assigned

## **ASSIGNING THE ASSESSMENT**

1. On **Home** page click on class in which you want to assign an assessment
2. Click on the assessment you want to assign and then click **ASSIGN**
3. Review the **Additional Settings** and click **NEXT**
4. Review information and click **SAVE**

## **REPORTS**

1. On **Home** page click on class in which you want to see reports, then click on **REPORTS**
2. There are several reports to choose from (click the “i” for more report descriptions)
  - Assessment Results
  - Compare Assessments
  - Question Details
  - Overall Class Performance by Standard
  - Overall Student Performance
  - Student Performance on Assessments
3. Click and review information from the report
4. Click **SAVE** to view a report later under Favorite Reports in your Reports menu
5. Print a report by choosing PDF in the export report field

## **STUDENT ANSWER SHEET REVIEW AND ANALYSIS**

1. Find completed answer sheets by clicking on class name on the name of the assessment from the Class Main Page
2. Select Answer Sheet to view answers, enter answers or reset to clear answers.
3. Select the % score to view answer details with explanations.

## **SKILL RESOURCES**

1. Use **Skill Resources** (left menu) to search for resources to improve student skills, by filling in search criteria.
2. Resources include: Teacher Activity, Student Activity, Parent Activity
3. Skills Tutor lessons aligned to a specific skill can be Previewed in Skill Resources

## **SKILLS TUTOR CONNECTION**

Click on the words **Skills Tutor** on left side of screen to connect

## **PROGRAM MATERIALS**

On the left navigation, there are a series of video tutorials covering basic functionality.

For additional support on Assessment Center contact  
Core K-12 customer support:

[k12support@corek12.com](mailto:k12support@corek12.com)

1-888-778-7737