

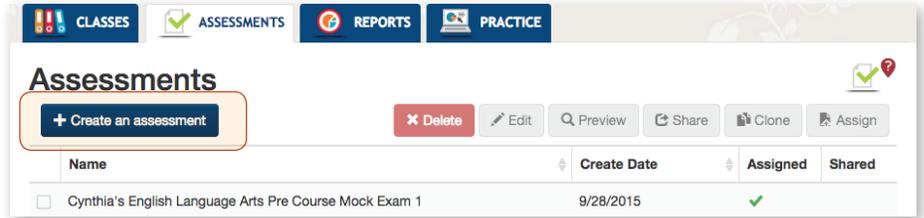


Quick Start Guide

*The Fastest Way to Create, Assign, and Take Assessments,
and View Reports*

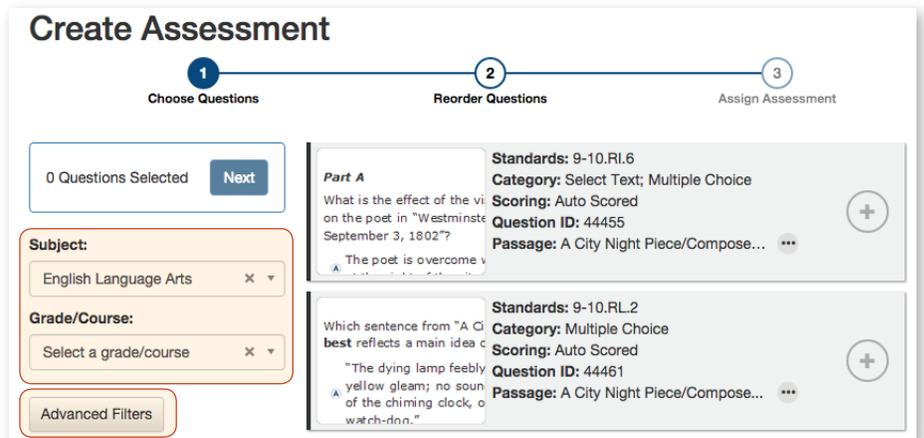
Create an Assessment

1. Click the **Assessments** tab, and then click the **Create an Assessment** button.

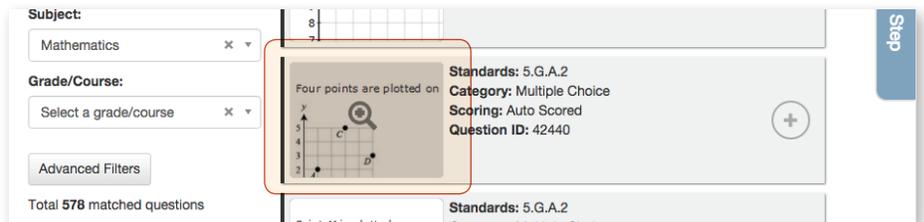


2. Select a subject from the **Subject** drop-down menu on the left, and then select a **Grade/Course** from the drop-down menu.

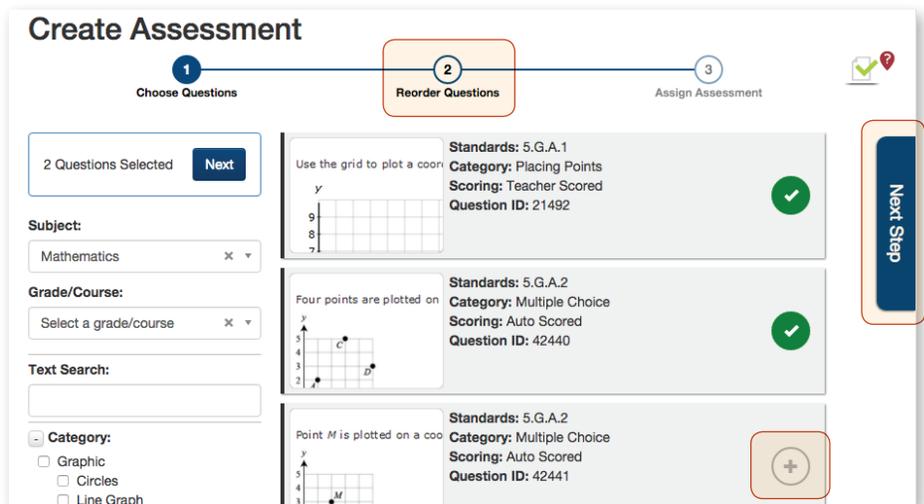
Narrow the list of questions by clicking the **Advanced Filters** button and selecting the desired criteria.



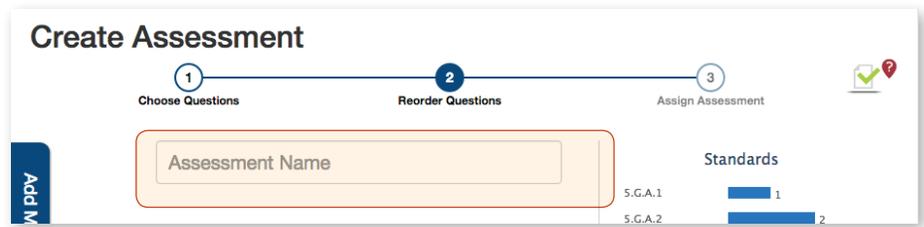
3. Preview a question by hovering over the image of the question and clicking the magnifying glass.



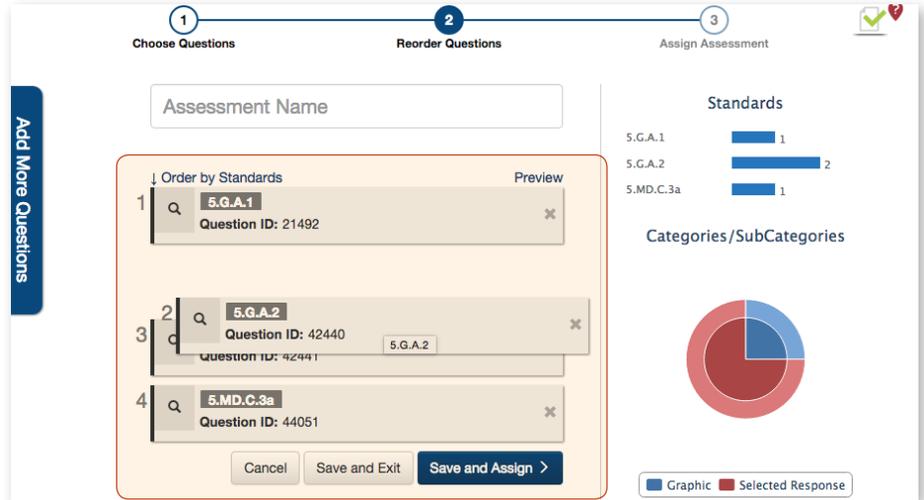
4. Add a question to the assessment by clicking the **+** button, and repeat to add more questions. When finished adding questions, click the **Next Step** side tab or the **Reorder Questions** circle at the top of the page.



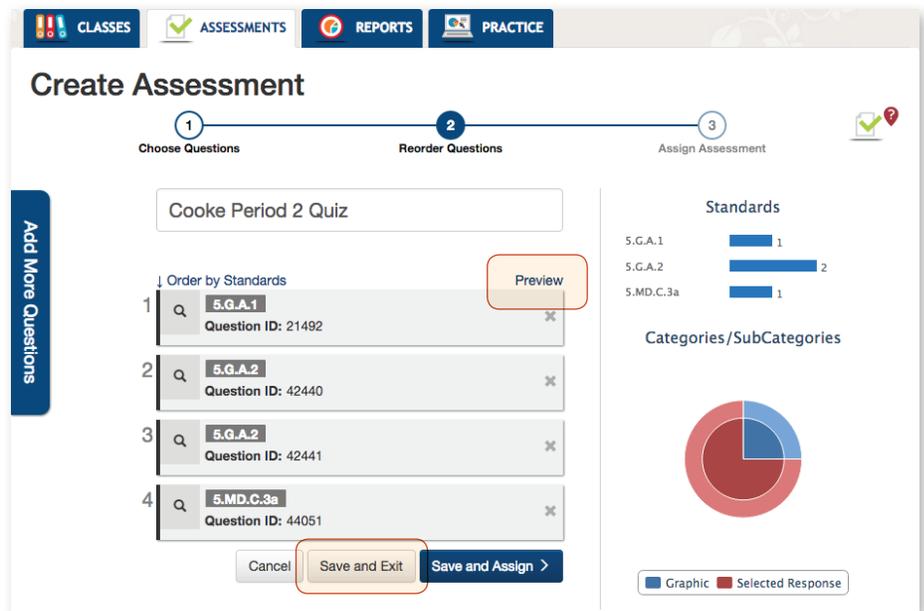
5. On the **Reorder Questions** page, click inside the **Assessment Name** text box and type a name for the assessment.



6. If desired, reorder the questions by clicking **Order by Standards**, or drag and drop the questions into different positions in the list.



7. Click the **Preview** button to review the items in the order in which they will appear in the assessment, or click the **Save and Exit** button to save your work and return later to assign the assessment.



Assign an Assessment

1. To assign an assessment from the **Reorder Questions** page, click the **Save and Assign** button.

The screenshot shows the 'Create Assessment' interface with three steps: 1. Choose Questions, 2. Reorder Questions, and 3. Assign Assessment. The current step is 'Reorder Questions'. The assessment title is 'Jean's Period 3 ELA Quiz'. There are three questions listed, each with a search icon, a standard ID (9-10.RL.4, 9-10.RL.2, 9-10.RL.6), and a preview icon. The 'Save and Assign' button is highlighted with a red box.

2. To assign an assessment from another location in MICA, click the **Assessments** tab. Click the checkbox next to the assessment that you would like to assign, then click the **Assign** button.

The screenshot shows the 'Assessments' page with tabs for CLASSES, ASSESSMENTS, REPORTS, and PRACTICE. The 'Assessments' tab is active. There are buttons for '+ Create an assessment', 'Delete', 'Edit', 'Preview', 'Share', 'Clone', and 'Assign'. Below is a table of assessments:

Name	Create Date	Assigned	Shared
<input checked="" type="checkbox"/> Cynthia's English Language Arts Pre Course Mock Exam 1	9/28/2015	✓	
<input type="checkbox"/> Cynthia's English Language Arts Pre Course Mock Exam 2	9/28/2015	✓	
<input type="checkbox"/> Cynthia's English Language Arts Post Course Mock Exam 1	9/28/2015	✓	
<input type="checkbox"/> Cynthia's English Language Arts Post Course Mock Exam 2	9/28/2015	✓	
<input type="checkbox"/> Cynthia's English Language Arts Post Course Mock Exam 3	9/28/2015	✓	

3. On the **New Assignment** page, select the class to which you would like to assign the assessment.

The screenshot shows the 'Create Assessment' page with three steps: 1. Choose Questions, 2. Reorder Questions, and 3. Assign Assessment. The current step is 'Assign Assessment'. The 'New Assignment' section is visible, and the 'Class' dropdown menu is open, showing 'English Language Arts' and 'Mathematics' as options.

4. If you would like to assign the assessment to only a few students, click inside the **Recipients** text box, and select the students one at a time from the class list.

The screenshot shows the 'New Assignment' form. The 'Class' dropdown is set to 'Choose a class...'. The 'Recipients' field, which says 'Choose assignee...', is highlighted with a red box.

5. Select the assessment type (Pre-Assessment or Post-Assessment).

The screenshot shows the 'New Assignment' form. The 'Assessment Type' dropdown is open, showing 'Pre-Assessment' (selected with a checkmark) and 'Post-Assessment'. This dropdown is highlighted with a red box.

6. By default, assignments are active for one week. To change the window in which an assignment is active and available for students to complete, click inside the start and/or due dates and times boxes, and select the desired dates and times.

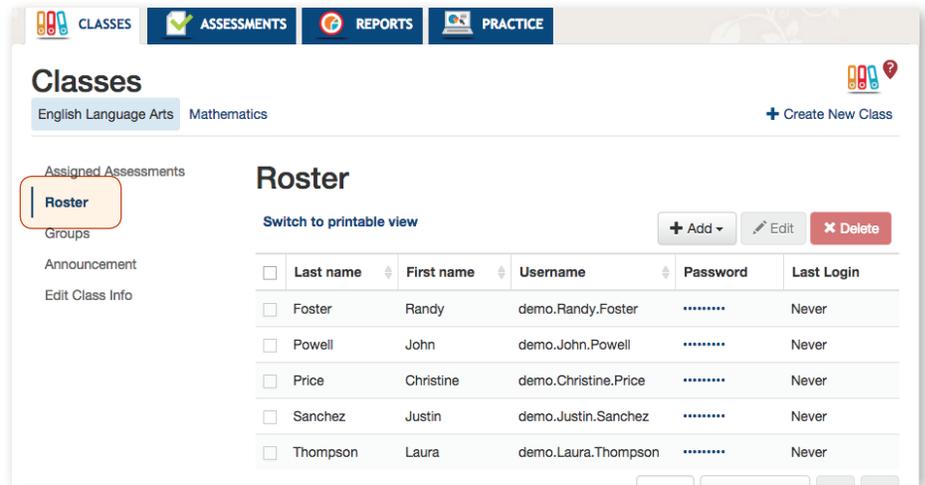
The screenshot shows the 'New Assignment' form. The 'Start Date' field is open, displaying a calendar for September 2015. The date '09/28/2015' and time '3:33 pm' are shown above the calendar. The calendar grid shows the 28th is selected. Below the calendar are 'Assign' and 'Cancel' buttons. This entire section is highlighted with a red box.

7. If desired, enter a message for the students to see when they begin the assignment, and then click **Assign**.

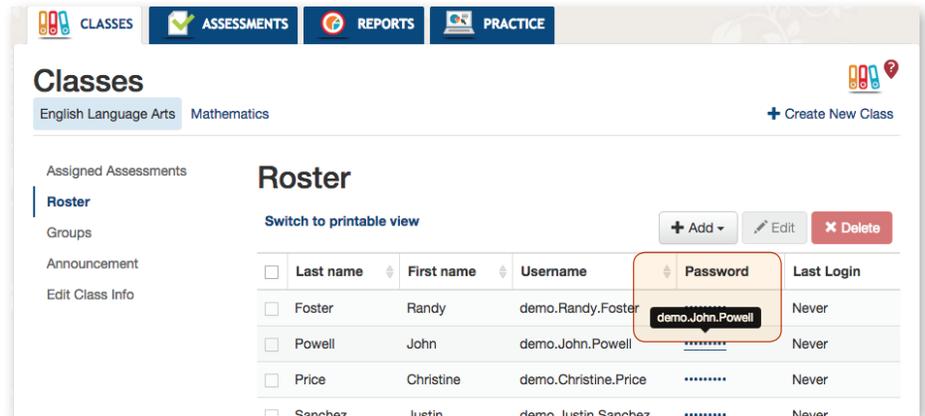
The screenshot shows the 'New Assignment' form. The 'Message' text area contains the text 'Please read the article carefully and highlight important details.' This text area is highlighted with a red box. Below it are 'Assign' and 'Cancel' buttons.

Take an Assessment

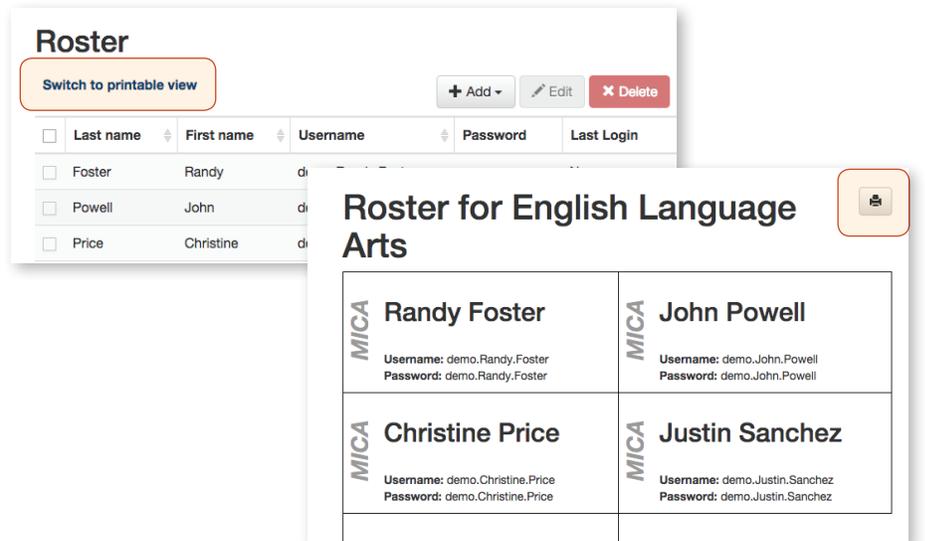
1. Click the **Classes** tab, click the name of the class to which you assigned the assessment, and click **Roster**.



2. Provide the students who are assigned the assessment their username and password as displayed on the roster screen. To view a student's password, hover over the dots in the password column.

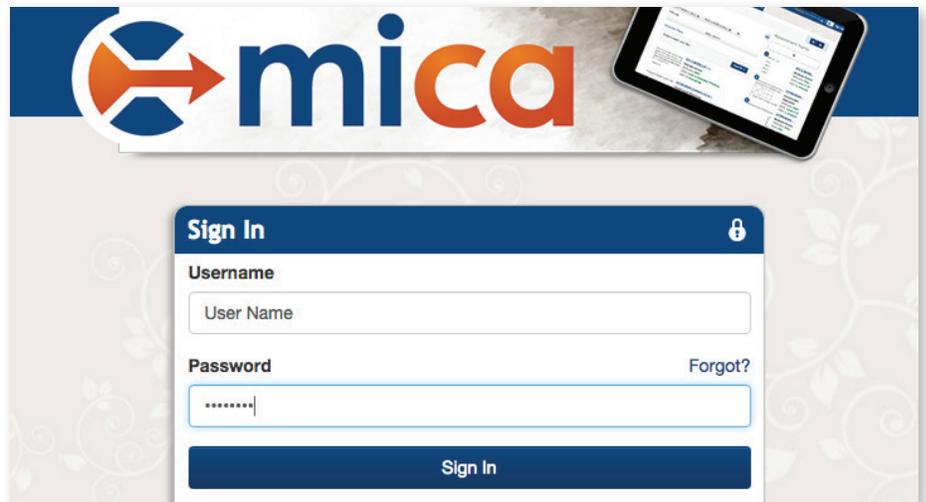


3. To print and distribute tickets displaying the students' usernames and passwords, click the **Switch to printable view** link and then click the printer icon on the right.

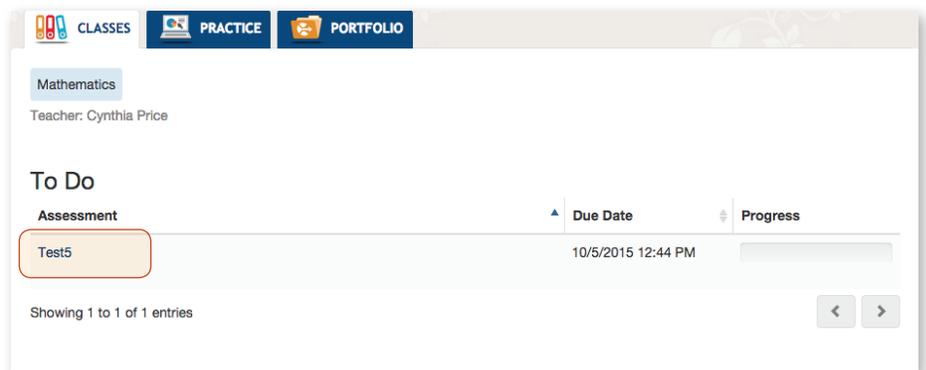


4. Once students have received their account credentials, have the students complete the steps that follow.

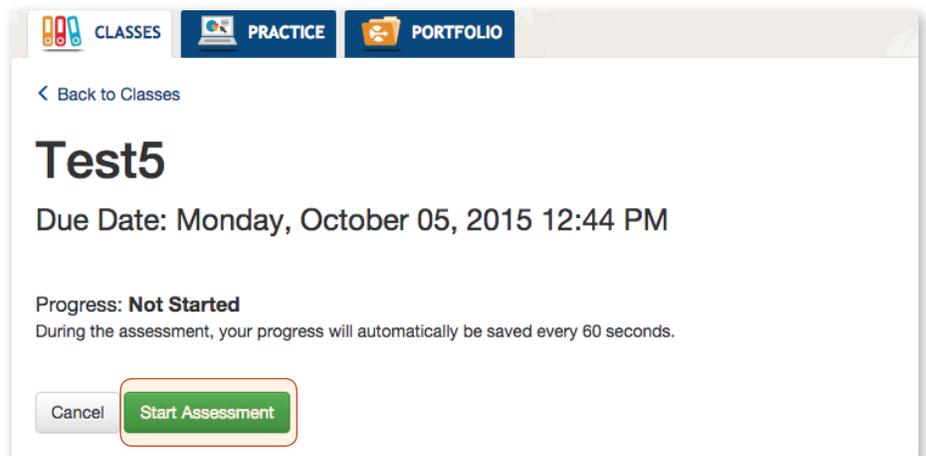
5. Go to <https://micatime.com> and sign in using the username and password provided.



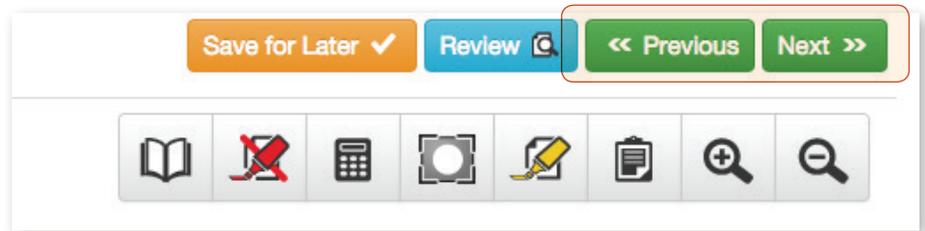
6. Find and click the assessment name displayed in the **To-Do** list.



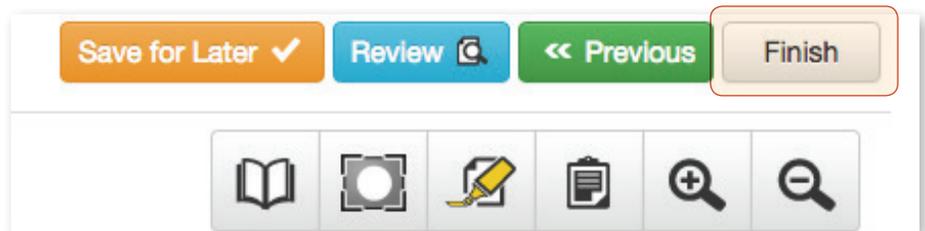
7. Click the **Start Assessment** button.



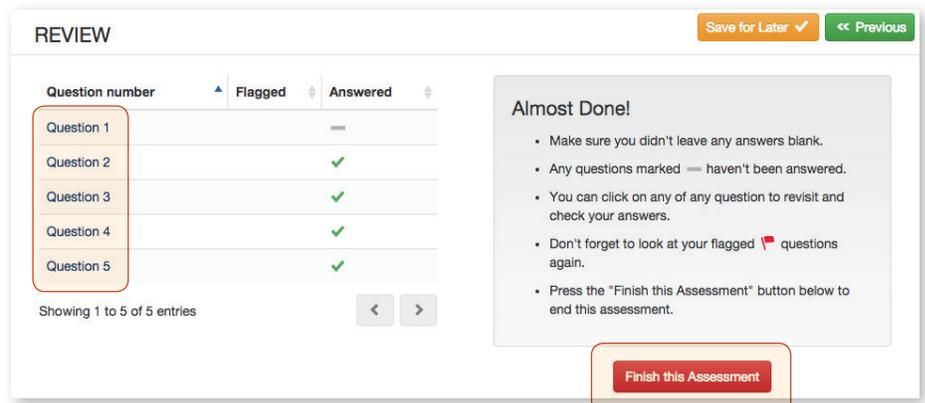
8. Click the **Next** button in the upper right corner to navigate to the next question or the **Previous** button to navigate to the previous question.



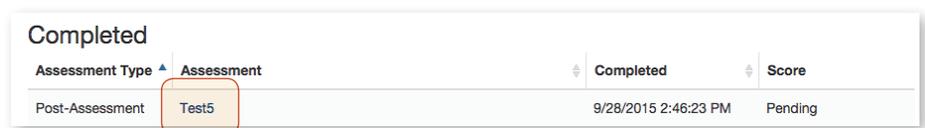
9. Click the **Finish** button when you have completed the assessment.



10. Click the question number to review your responses or click **Finish this Assessment** to submit your assessment.



11. Click the assessment name in the **Completed** list to see your assessment results.



12. Click a question number to view the question and the correct answer choice.

Score

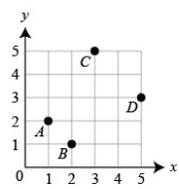
Question number	Score	Standards
Question 1	—	5.G.A.1
Question 2	✓ 1 out of 1	5.G.A.2
Question 3	✓ 1 out of 1	5.G.A.2
Question 4	✓ 1 out of 1	5.MD.C.4
Question 5		

Assessment: Test5

Done ✓ Results << Previous Next >>

2 of 5 ✓ Correct!

Four points are plotted on a coordinate grid.



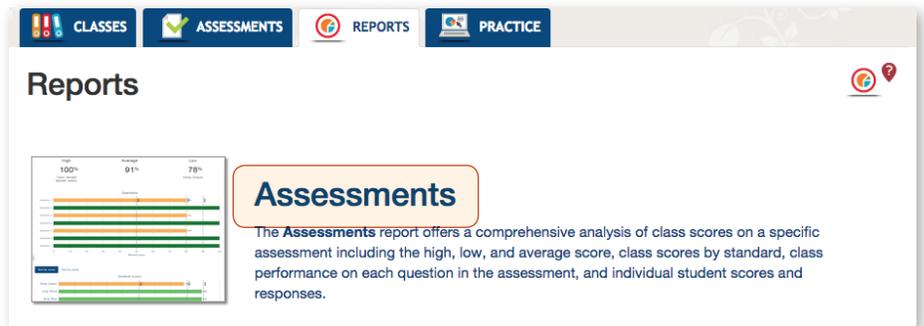
Which point has an x -coordinate that is 2 more than its y -coordinate?

- A point A
- B point B
- C point C
- D point D

View Student Results and Reports

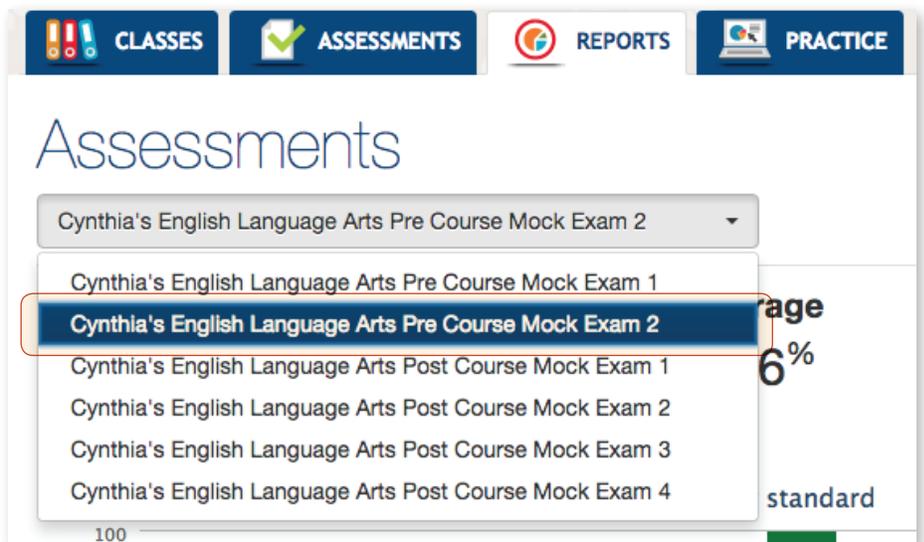
Assessment Report

1. Click the **Reports** tab, and then click on the **Assessments** report.



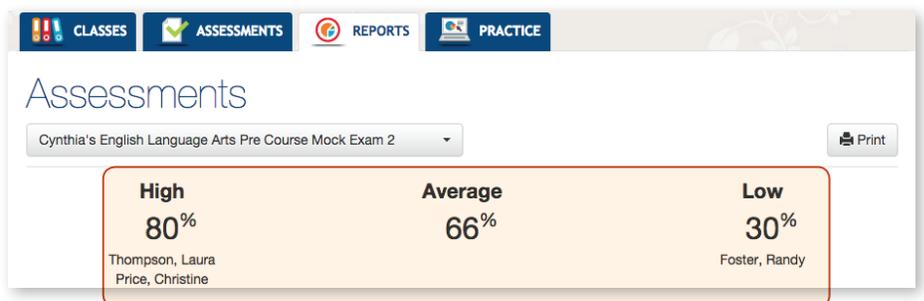
The screenshot shows the 'Reports' page with a navigation bar containing 'CLASSES', 'ASSESSMENTS', 'REPORTS', and 'PRACTICE'. The 'ASSESSMENTS' tab is selected. A sub-section titled 'Assessments' is highlighted with a red box. It contains a small bar chart and a text box explaining that the report provides a comprehensive analysis of class scores, including high, low, and average scores, as well as performance by standard and individual student responses.

2. Select an assessment name from the drop-down menu.



The screenshot shows the 'Assessments' page with a navigation bar containing 'CLASSES', 'ASSESSMENTS', 'REPORTS', and 'PRACTICE'. The 'ASSESSMENTS' tab is selected. A dropdown menu is open, showing a list of assessment names. The second item, 'Cynthia's English Language Arts Pre Course Mock Exam 2', is highlighted with a red box. To the right, a partial view of a bar chart shows a score of 66% and the word 'standard'.

3. Highest student(s) scores, lowest student(s) scores, and class average scores from the assessment are displayed across the top of the page.



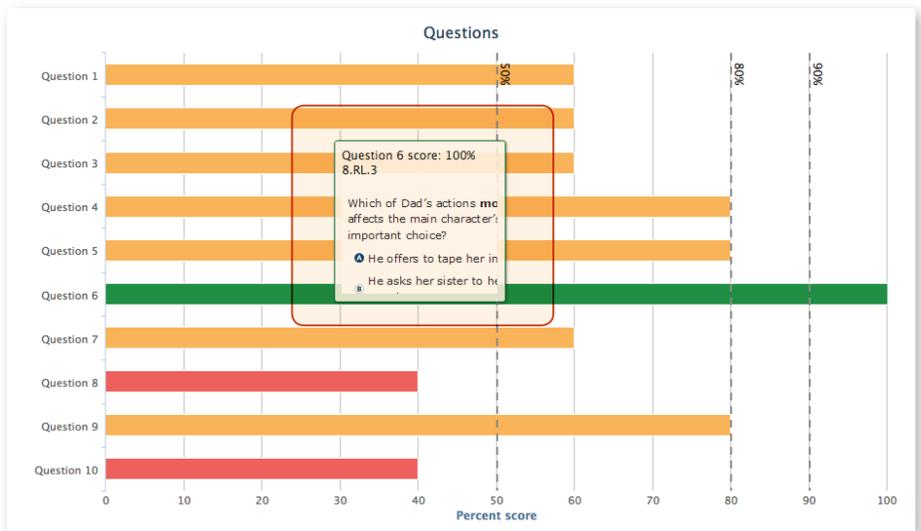
The screenshot shows the 'Assessments' page with a navigation bar containing 'CLASSES', 'ASSESSMENTS', 'REPORTS', and 'PRACTICE'. The 'ASSESSMENTS' tab is selected. A dropdown menu is open, showing the selected assessment name. Below the dropdown, a summary box displays the following statistics:

High	Average	Low
80%	66%	30%
Thompson, Laura Price, Christine		Foster, Randy

4. Class performance on the assessed standards is displayed in a bar chart. Hover over a bar to see the standard and the class score average for that standard.



5. Scroll down to view class performance on specific questions within the assessment. Hover over a bar to see a thumbnail of the question.



6. Click on the bar to see a preview of the question.

Undeclared

1 "Why would anybody schedule a game during fall break?" I grumbled to my dad as we waited for the light to change.

2 My dad glanced over at me. "It's fall break for you, but the Panthers are in the next school district. Their fall break was last week."

3 This was the first game of the championship ladder, the qualifying game, and since it was right in the middle of my school's fall break, half the volleyball team wouldn't be there. Their families had plans that were more

Which of Dad's actions **most directly affects the main character's most important choice?**

- A He offers to tape her injured ankle.
- B He asks her sister to help at practices.
- C He explains why the game is scheduled during break.
- D He takes a picture before he hugs her.

Standards: **8.RL.3**

Passage: Undeclared

Question ID: 43504

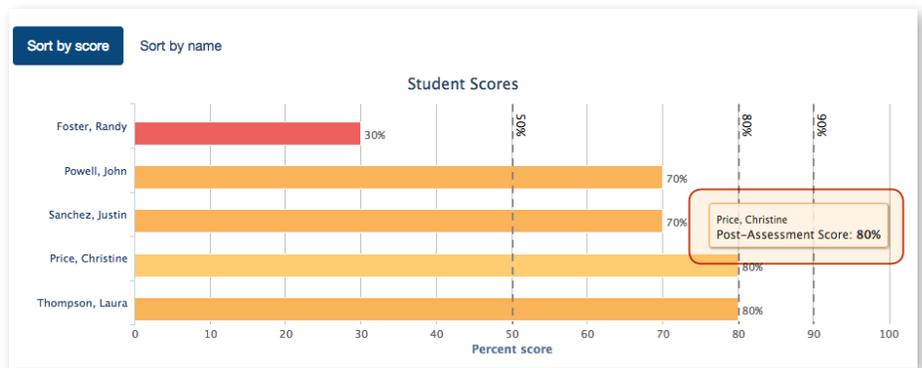
Category: Multiple Choice

[< Prev](#)
[Feedback](#)
[Next >](#)

Question 3	Question 6 score: 100% 8.RL.3	
Question 4	Which of Dad's actions most affects the main character's important choice?	
Question 5	<input checked="" type="radio"/> He offers to tape her in	
Question 6	<input type="radio"/> He asks her sister to h	

7. Continue to scroll down to view student scores on the assessment.

8. Click on the student name or the bar to see how the student performed on each question in the assessment.



9. Click on a question number to view the question, the student response and the key.

10. Click **Results** to return to the student's performance on the questions in the assessment or click **Done** to return to the **Assessments** report.

Christine Price

Cynthia's English Language Arts Pre Course Mock Exam 2 Done ✓ View Assignment >>

Score
80% (8 out of 10)

Question number	Score	Standards
Question 1	✓ 1 out of 1	8.RL.2
Question 2	✓ 1 out of 1	8.RI.6

Score: 1 Done ✓ Results << Previous Next >>

1 of 10 ✓ Correct!

Girls and ACL Injuries >> What is the function of paragraph 4?

1 One great trend in high school sports over the past four decades has been the dramatic increase in girls who participate in organized sports. In the 1950s and 1960s, very few young women even had the opportunity to play on a sports team. School teams and recreational leagues were

- A to describe how ACL tears can be prevented
- B to give examples of well-known female athletes
- ✓ C to explain one possible reason for females' ACL tears

11. Click the **Print** icon to print all reports on the page.

CLASSES ASSESSMENTS REPORTS PRACTICE

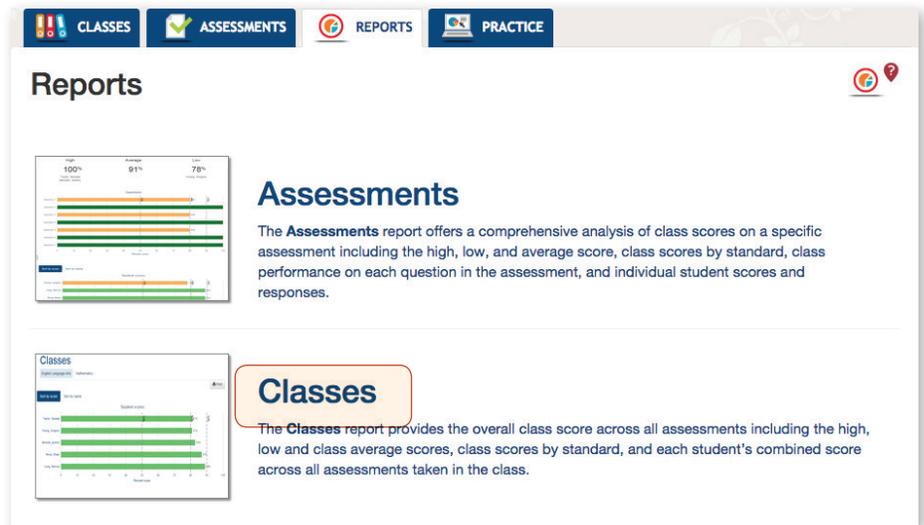
Assessments

Cynthia's English Language Arts Pre Course Mock Exam 2 Print

High	Average	Low
80%	66%	30%
Thompson, Laura Price, Christine		Foster, Randy

Classes Report

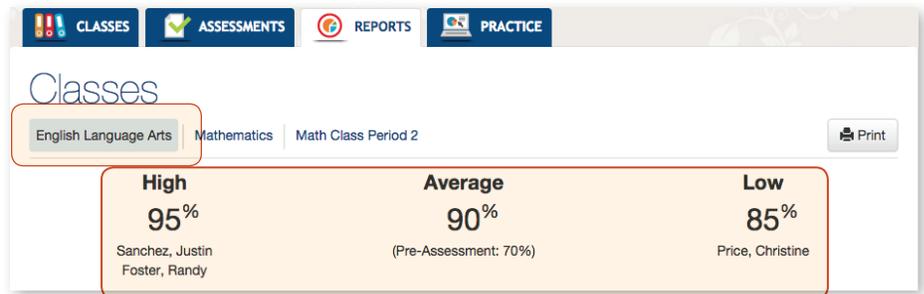
1. From the **Reports** page, click on **Classes**.



The screenshot shows the 'Reports' page with a navigation bar containing 'CLASSES', 'ASSESSMENTS', 'REPORTS', and 'PRACTICE'. The 'Classes' section is highlighted with a red box. It features a small bar chart and a text description: 'The **Classes** report provides the overall class score across all assessments including the high, low and class average scores, class scores by standard, and each student's combined score across all assessments taken in the class.'

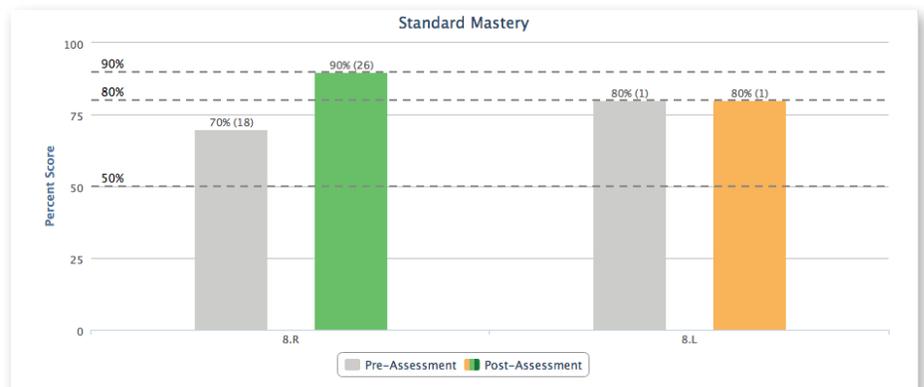
2. Click the name of the class.

3. Highest student(s) scores, lowest student(s) scores, and class average scores from the assessment are displayed across the top of the page.

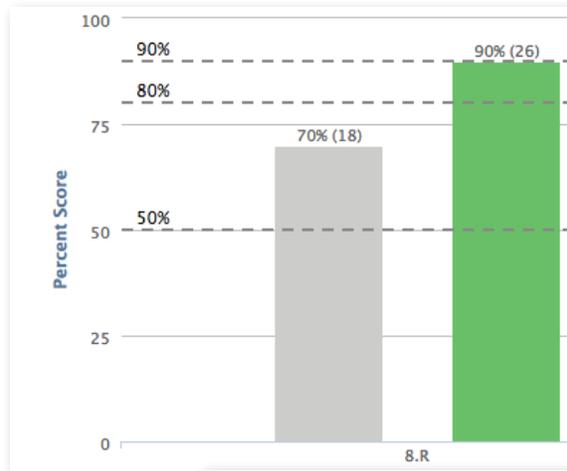


The screenshot shows the 'Classes' page for 'English Language Arts'. A red box highlights the class name. Below it, a summary box displays: 'High 95%' (Sanchez, Justin; Foster, Randy), 'Average 90%' (Pre-Assessment: 70%), and 'Low 85%' (Price, Christine). A 'Print' button is visible in the top right.

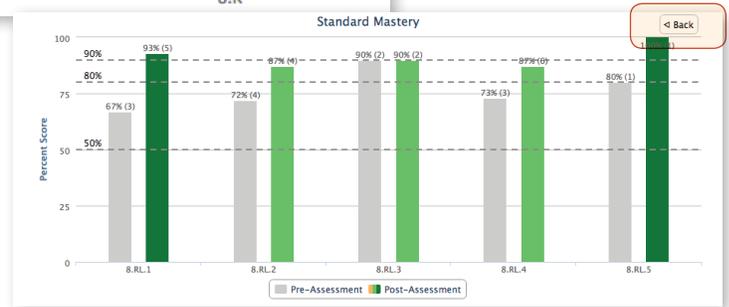
4. The class percent score for all assessments combined, by standard, is displayed in a bar chart. Gray or colored bars indicate whether the assessment results are for pre or post assessments. Post assessment bar colors are according to the standard mastery level set. Hover over a bar to view the percent score for the combined assessments and the number of questions.



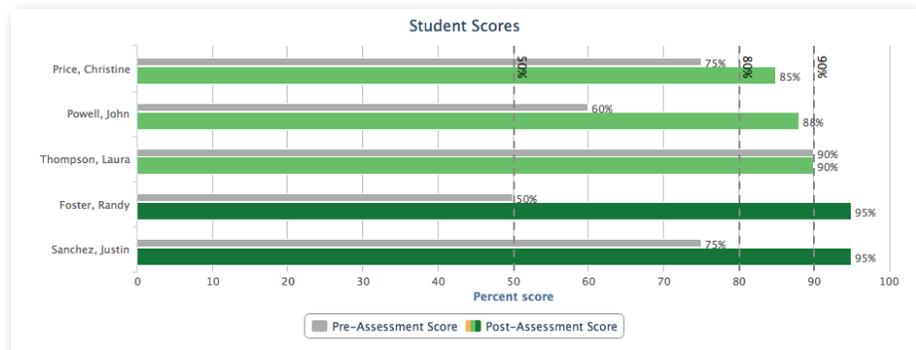
5. Click on a bar in the bar chart to drill down into more specific standards.



6. Click the **Back** button to return to the previous standard view.



7. Scroll down to view each student's performance on all assessments combined.



8. Click the **Print** icon to print all reports on the page.

CLASSES ASSESSMENTS REPORTS PRACTICE

Classes

English Language Arts Mathematics Math Class Period 2

Print

Category	Score	Students
High	95%	Sanchez, Justin Foster, Randy
Average	90%	(Pre-Assessment: 70%)
Low	85%	Price, Christine

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