

## ThinkLink To Do List

1. Go to the new site...[www.discoveryeducation.com](http://www.discoveryeducation.com) and login
2. Select Assessment; login as a teacher; select school; Select Teacher Web form
3. Import teachers from previous year (There is a select all button)
4. Add new teachers to the school. THERE WILL A TIME PERIOD OF ONE BUSINESS DAY BEFORE NEW TEACHERS WILL HAVE ACCESS.
5. Lab facilitators will complete the Web form and add new students. If a teacher teaches more than one grade level, select ONLY ONE grade level for the profile. Students new to your school will have to added individually. They can not be transferred between schools.
6. BE SURE TO SAVE CHANGES!
7. Populate classes.

<http://assessment.discoveryeducation.com/start/> contains online video tutorials, printable PDF user guides.

## Setting up Classes

1. Create Classes – While logged in as a teacher; select Class Administration; Create a new class
2. Name the classes – last name and subject
  - a. Example - elementary: Coley Reading  
Coley Mathematics  
Coley Science  
If there is more than one teacher with the same last name last name, then first initial - ColeyJ  
Example – middle      Period 1 – Coley mathematics  
   Period 2 – Coley mathematics  
**For middle school there is NO science**
  - b. Reading and LA are one test and must be given together.
  - c. SAVE CHANGES

## Start an Assessment

1. Schedule a time in the computer lab. All assessments need to be completed in a one week time frame. You should schedule 45 minutes to an hour for each test.
2. Check and double check to make sure all students are included in the class before the testing day. School administrators must add the student to the website and then to the class.
3. Select the class and the subject to be administered.
4. Select the assessment period to be administered. The first is TEST P. These are prerequisite skills – to determine what has been retained from the previous year.
5. [Generate an access code](#). This code is good for only one day.
6. Students will login from <http://assignments.discoveryeducation.com> and SELECT the BENCHMARK button. (Progress zone is used only for a probe created by a teacher or administrator).

### Testing Suggestion:

1. A math worksheet not “scratch paper” should be used during math assessment. This will provide teachers the ability to discover student problem areas. Collect the math worksheets with the student’s name on it and save for the teacher.
2. Allow students the time necessary to finish the assessment.