

HMAS District Administrator Help

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Getting Started with the Houghton Mifflin Assessment System

Before You Begin: Administrators' Roles and Responsibilities

Depending upon how your school or district decides to create and maintain users and classes in the Houghton Mifflin Assessment System (HMAS), your responsibilities will include some or all of the following.

If you received an email with an activation code, then you are responsible for:

1. Activating your account and products.
2. Registering yourself.
3. Managing the number of licenses needed for students in your district or school.

If you are a district-level administrator, then you may be responsible for:

1. Defining district level performance bands (i.e., color-coded highlighting of performance levels).
2. Defining school years and terms for some or all schools in the district.

All administrators may have responsibilities including

1. Defining the school year and terms.
2. Supporting the creation of faculty and staff accounts through import or manual creation.
3. Supporting the creation (or assisting teachers in the creation) of student accounts.
4. Supporting teachers, staff, and students in unlocking accounts, resetting or retrieving passwords, editing or revising accounts.
5. Supporting the creation of reports.
6. Serving as liaison between your district/school and Houghton Mifflin Technical Support and Customer Service.
7. Supporting students, classroom assistants, and teachers in the general use of the system and system components.

Activating Your Order

Activation Code in E-mail

After you've placed an order, you will receive an e-mail that confirms your Houghton Mifflin Assessment System order. This e-mail is critical to getting started with the system.

The first step in getting access to Houghton Mifflin Assessment System is to use the **Activation Code** that you received in an e-mail. You will also need the **E-mail Address** that was provided at the time of order.

If you've already been given a website address, username and password, then someone else in your institution has already activated the order and you may skip this section.

To activate your order:

1. From an internet-connected computer, click on the link in the e-mail. You will go to a district-specific website. If you clicked on the link, the **Activation Code** will be pre-filled in for you. Otherwise, enter the **Activation Code** exactly as it appears in your e-mail.
2. Enter the **E-mail Address** associated with the Activation Code. You *must* use the e-mail address that was on the order, even if you want any future messages from Houghton Mifflin Assessment System to go to another e-mail address. You'll be able to change it later.
3. Click **Submit**.

If the activation code and e-mail address do not match, or if the order was previously activated, an error message will display. If you believe this is an error, you can contact [Technical Support](#).

Accepting the License Agreements

When your activation code and e-mail address have been verified and accepted, review and accept the license agreement, privacy policy, and terms and conditions of use agreements. The **License Agreement** can be found on-screen, while the **Privacy Policy** and **Terms and Conditions of Use** can be accessed by clicking corresponding on-screen links.

To accept all agreements:

1. Review all agreements.
2. Select the **I accept these agreements** button.
3. Click **Submit**.

Note: If you select **I do not accept these agreements**, you must start over in order to gain access to the system.

Registering

When you arrive at Houghton Mifflin Assessment System and the **Sign In or Register** screen, you will need to sign in or register. If you are a first time user, you must register your account before you claim or activate your order. If you have already created an account, you can sign in with your existing **Username** and **Password**. See the [Signing In](#) section for information on how to login to Houghton Mifflin Assessment System

To register your account:

1. Click **Register**.
2. Enter the following information (fields with asterisks are required):
 - *Prefix (such as Ms., Mr., etc. Students will see this prefix)
 - *First Name
 - Middle Initial
 - *Last Name
 - *Your e-mail address (this can be different than the e-mail address that was required when activating your order. All messages from the system will go to this e-mail address.)
2. Click **Continue**.
3. Next, enter the following information:
 - Username (system-generated, but you may edit; at least 6 characters, without spaces or special characters)
 - Password (at least 6 characters, without spaces or special characters)
 - Confirm password (repeat the information you typed above)
 - Security Question (you'll be asked this question if you forget your password)
 - Security Answer (the answer you must provide if asked the Security Question)
3. Click **Submit**.
4. A confirmation screen appears with your **User Profile** information. You will also receive an e-mail that confirms your registration, which you should print and save in a safe place for future reference.
5. Click **Continue**.

Setting a Start Date/Reviewing Products

Now that you've correctly entered in your Activation code, and registered or signed in, you just need to review the products in your order. For new products, you'll also choose a start date. A table displays:

- **Product Name:** The name of the product and grade level.
- **Licenses:** The number of licenses available (by student).
- **Duration:** The length of the license (typically one year).
- **Start Date:** When the product's license/time clock should start.

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TIP: You can sort most tables in the system by clicking on the column head.

NOTE: Licenses are used by students in the classes in which products are used. Teachers and other staff users do not count against the pool of licenses for your school or district.

To activate products for use, you must select a **Start Date**. A default date may be displayed. You may accept that date, or choose today's date or a future date. You cannot set a start date earlier than today's date.

NOTE: If you are renewing your licenses or adding more licenses, you won't need to select a start date. The system will automatically calculate your new end date or quantities.

TIP: Whenever you have to enter a date, using the **Calendar Icon** to add it will automatically populate the field with the correct mm/dd/yyyy format.

Click the **Activate** button to set start dates for your products.

A confirmation screen is displayed and you can click **Continue**, to navigate directly to the Administrators' **Home** page.

TIP: The start date you choose here determines when your license period begins. If you have a 1-year license, the license period begins on the start date you select. Be sure to choose a date to give you enough time to do all the required user and class set up as well as any teacher training that is required.

Your Houghton Mifflin Assessment System Website

Bookmarking

The website address provided when you first activated your order is a personalized website address for your district (or school's). You should bookmark this address so that it is easier to sign in to your district's information. Also, be sure to let others know to go to this personalized website address.

Bookmark the Houghton Mifflin Assessment System website for quick and easy access.

To bookmark your district-specific website when you are on the Houghton Mifflin Assessment System:

1. Go to the Favorites (Internet Explorer®) or Bookmarks (Mozilla® Firefox® or Safari™) section of your browser.
2. Click Add to Favorites (Internet Explorer) or Bookmark This Page (Firefox/Safari).

TIP: It is a good idea to bookmark your district-specific URL/Website on all the computers you use. Note that if you access the system at another computer without your district-specific URL, you must provide your District ID Number. To get your District ID Number, go back to the e-mail that contained your Activation Code, or visit your My Profile page from the Preferences link in the upper right corner of each page. You can also contact [Technical Support](#).

Signing In

Entering your username and password

To sign in, use the username and password you created when you first registered at Houghton Mifflin Assessment System.

To sign in:

1. Go to your district-specific website.
2. Enter your **username**.
3. Enter your **password**.
NOTE: Both your **username** and **password** are case-sensitive, so be sure that your capitalization is correct.
4. Click the **Sign In** button.

If you do not recall your username and password, search your e-mail, as your username and password were sent to you when you first created them.

You can also use one of the following links to retrieve your account information: [Forgot your username?](#) and [Forgot your Password?](#)

NOTE: If you access the system at another computer without your district-specific URL, you must provide your **District ID Number**.

TIP: It is a good idea to bookmark your **district-specific URL/Website** on all the computers you use. If your school or district has a website or portal, it is a good idea to link to Houghton Mifflin Assessment System from this site, so your teachers and students have easy access to the website from other locations, such as home.

Forgotten username

If you forget your username, first check the e-mail originally sent to you when you registered. You can also retrieve a forgotten username by clicking the [Forgot your username?](#) link.

To retrieve a forgotten username:

1. Click the [Forgot your username?](#) link.
 2. Answer the question: **Are you a student?**
 3. Select the **No** button, and then click **Continue**.
 4. Enter your ***First Name, Middle Initial, *Last Name** and ***E-mail address**.
 5. Click **Continue**.
 6. If there is a match, your username will be sent to you at your e-mail address. If no match is found, you will get a No Matching Username screen and will be advised to contact your administrator (or contact [Technical Support](#)).
- NOTE:** Both your **username** and **password** are case-sensitive, so be sure that your capitalization is correct.

Forgotten password

If you forget your password, you can recover your password easily by clicking on the [Forgot your password?](#) link.

To retrieve and reset your password:

1. Click the [Forgot your password?](#) link.
2. Next, enter your **username** and click **Continue**.
3. Answer your **Security Question** by typing your **Security Answer**. Then, click **Continue**.

NOTE: If you have not set your Security Question and Security Answer, you will not be able to reset your password. If you are not a District Administrator, you may contact the District Administrator to reset your password. Otherwise, contact [Technical Support](#) to reset your password.

4. On the next screen, enter your **New Password** and repeat it in the **Confirm Password** field. Passwords must be at least 6 characters in length with no special characters or spacing.
5. Click **Submit**.

NOTES:

- If you try unsuccessfully to enter your **Security Answer** more than three times, your account will be temporarily locked out for 30 minutes, for security reasons. At that point, contact [Technical Support](#), who can also reset your password. Otherwise, you can try again after 30 minutes.
- Both your **username** and **password** are case-sensitive, so be sure that your capitalization is correct.

Your Home Page

Main Navigation

On your Home page, you can:

- **Manage Users**
- **Manage Classes**
- **View and Distribute Products**
- **View and Run Reports**
- **Download Scanning Software**
- **View and Respond to Messages**
- **View and Edit your Preferences**
- **Access Help**
- **Sign Out**
- **Change the School currently being managed (District Administrators only)**

Use the quick links on the left-side of the page to:

- Manage Users
- Manage Classes
- Distribute Products
- Run Reports

Use the main navigation tabs to:

- Go to Classes
- Go to Tests
- Go to Reports
- Go to Prescriptions
- Go to Admin

Use the links at the top of the page to:

- Open the Message Center
- View Preferences
- Get Help
- Sign Out

Each time you sign in, Houghton Mifflin Assessment System will show you:

- Any recent messages from the system
- Most recent comprehensive Report status
- Your current product license status

Signing Out

How to sign out

To sign out, simply click the **Sign Out** link at the top of the screen. After more than 30 minutes of inactivity, Houghton Mifflin Assessment System will automatically sign you out.

TIP: Be sure to sign out of Houghton Mifflin Assessment System when you finish working. The system contains information that is best protected by signing out immediately after you finish your work.

Account Lock out

If you cannot sign in

If you try to sign in more than 3 times with the incorrect username and password combination, you will get an error message on the 4th try that will ask you to contact your administrator (if someone else created your username and password for you) or contact [Technical Support](#) to reset your account (if you are the administrator).

Licensing

How Licensing Works

Licensing of Houghton Mifflin Assessment System is simple and easy to understand. There are three important aspects to consider:

By Student Count: For every student in a class using an online product, a license is required. If you have 500 students in your institution using one product, you will need to have 500 licenses for that particular product. Teachers, staff and classroom assistants do not count toward or affect the number of licenses needed for a particular product.

By Product: If teachers use two products in a class, a license for each student using a product is needed. For example, if you have 500 students, you need 500 licenses for the first product and 500 for the second product.

By Time Frame: The other important aspect of a license is time frame. Generally, the period of a license is one year. Once your license period expires, order renewal licenses to avoid an interruption in use. When your licenses are first activated, you choose a Start Date and will expire at the end of one year.

TIP: Be sure to check the expiration dates of your licenses so that you can renew them and avoid interruption in service.

Going over your Licenses

Houghton Mifflin Assessment System monitors the number of student users of a product against the number of licenses available. If you go over your allotment, you will receive an e-mail notice from Houghton Mifflin.

No student will be prevented from taking a test, even if you go over the number of licenses available to you. If you believe that you may have gone over your available allotment of licenses, have teachers check their Class Profiles to make sure the correct number of students are in the class or that teachers aren't using more products than necessary in each class.

How to Renew or Add Licenses

The best way to renew or add licenses is to contact either your Sales Representative or Customer Service.

The information is listed below for your convenience:

Houghton Mifflin Customer Service
800-462-6595
Hours: M-F 7:00 am - 6:00 pm CT

District Set up

Changing Schools

If you are a district user, then most actions you perform will require that you first select a school. This is to make sure that not all data from the district, which can be voluminous, is displayed.

You can see the current school "context" by looking in the top right-hand corner of the screen. If you are a district administrator, you will see a change link underneath the name of the school. Click this link to switch schools.

1. Select a school type.
2. Choose from a list of possible schools.

Some functions, however, are district-wide. In these cases, you won't need to choose a school "context" first. These district-wide settings are discussed below.

Defining School Years & Terms template

Overview

Each school in your district can set up one or more school years. And within a school year, you can create one or more terms. This can be helpful when you have different school year dates at schools or if your elementary school tracks based on the entire school year, but your high school maintains semesters. As a district administrator, you can create a school year & term template and apply (or give) it to the school(s) to use or edit.

Creating a School Year & Term template

To define your district's school year and terms:

1. Select the **Admin Tab** at the top of your screen.
2. Click the **District Settings** link.
3. Click **District School Year & Terms**.
4. To create a new school year and terms, click the **Create New Template** button.
5. Give the school year a name that will have meaning to your users. In general, using the year, such as 2006-2007, is a good idea.
6. Now set the **From** and **To** dates by typing the dates in mm/dd/yyyy format or by using the calendar.
7. Next, you can set up 1 or more terms. The default is one term.
8. Give the term a name, such as "Full Year" or "Fall Semester".
9. Now set the **From** and **To** dates for the term. Remember, the term dates must fall within the school year dates.
10. If you need to add more terms, click the **Add another term** link.
11. Once you are finished, click the **Save** button.

NOTE: While it is possible to set up multiple school years (e.g., the 2006-2007 school year and the 2007-2008 school year), it is not possible to set up school years with overlapping dates. If you have a summer term, be sure to set the begin/end dates for the

overall school year such that the summer term is included. Or, you could create a separate school year for just the summer, provided that dates don't overlap with the rest of the school year.

Applying a School Year & Term template

Now that you've defined school year & terms template(s), you can apply them to one or more schools. By setting these up at the district level, you will ensure that all schools use consistent names and date ranges for years and terms, and will save time for school administrators who would otherwise have to set them up individually. Be aware, however, that once you apply the template to a school, the school may choose to edit the dates as they see fit.

To apply a school year & term template to one or more schools:

1. Choose a **School Type**
2. Select one or more schools. Only schools that don't currently have a school year set up for the same date ranges will be selectable.
3. Click the **Apply** button.

Removing a School Year & Term template

You can remove a template at any time by clicking on the **Remove** link. Removing a template will *not* affect any school years previously applied to schools or that the school edited on their own.

Defining District-level Performance Bands

Overview

Performance bands let you view reports based on performance levels you set. Performance bands also help determine the prescriptions that are created for students. You can choose between 2 and 5 performance bands. An example might be:

- Advanced: 90% - 100%
- Proficient: 70% - 89%
- Basic: 0% to 69%

Color-coding reports can help you quickly see at a glance how students, classes and schools are performing. Teachers can elect to view reports by the district-level performance bands you set or they can set their own personal performance bands.

Creating district-level performance bands

District-level performance bands allow you to quickly group students results based on minimum and maximum scores that you set. Each performance band has an assigned color so your reports can be color-coded to your performance bands. Houghton Mifflin Assessment System has system defaults, but you can change these at any time. You can have 2, 3, 4, or 5 performance bands. Additionally, teachers can create their own performance bands or levels and choose to run reports based on either the district-set performance bands or their own.

The default performance bands are shown below:

Band Name	Minimum Score	Maximum Score
Advanced	89.5%	100%

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Proficient	70.0%	89.49%
Basic	0%	69.99%

To create district-level performance bands, follow the steps below:

1. From the **Admin** tab, click **District Settings**.
2. Click the **District Performance Bands** link.
3. The current system-set performance bands are displayed at the top of the screen.
4. Select the number of performance bands you want to use. You can choose 2, 3, 4, or 5.
5. Default names and score ranges are shown. Edit the names and score ranges as you see fit. Be sure that *Band 1* is your highest band. The system will make sure that there are no gaps or overlaps in your score ranges.
6. Once you are finished, click the **Save Changes** button.

You can instruct your teachers to visit their Preferences page to use either the district-set performance bands or to create their own.

Editing district-level performance bands

You can edit the district-level performance bands at any time. Be aware that once you change the district-level performance bands, any future reports you or teachers run will reflect the new performance bands, no matter when a test assignment was given.

To edit district-level performance bands, follow the steps below:

1. From the **Admin** tab, click **District Settings**.
2. Click the District Performance Bands link.
3. The current district-set performance bands are displayed at the top of the screen.
4. Select the number of performance bands you want to use. You can choose 2, 3, 4, or 5.
5. Default names and score ranges are shown. Edit the names and score ranges as you see fit. Be sure that *Band 1* is your highest band. The system will make sure that there are no gaps or overlaps in your score ranges.
6. Once you are finished, click the **Save Changes** button.

Set up: Scanner

Overview

For exams created within the Houghton Mifflin Assessment System, the task of grading tests and recording test scores becomes a simple process of scanning and uploading answer sheets. Once the answer sheets are uploaded, you can view the results online.

Scanner Requirements

Because a scanner is a vital component in the grading of exams with Houghton Mifflin Assessment System, districts and schools must have a scanner that is compatible with the Houghton Mifflin Assessment System Grader. We recommend that you have a minimum of one scanner for each school.

NOTE: The scanner must be connected to and installed on a dedicated Windows® computer (not a Macintosh®). Although you can use the computer and scanner for other purposes, we recommend that you reserve them for scanning exams so they're available when needed. You cannot use the scanner to print overhead transparencies on acetate sheets. Running acetate sheets through the scanner damages it and makes scanning impossible.

Hardware requirements:

One of the scanners listed below.

Windows® computer (not a Macintosh®).

Software requirements:

Microsoft® Windows® 98 Second Edition, 2000, or XP operating system

A web browser: Internet Explorer 6.0 or later

Adobe® Reader 5, 6, or 7

Internet access

Supported scanners:

Brother DCP-8060

Brother DCP-8040

Brother DCP-8045D

Brother MFC-8440

Brother MFC-8460N

Opening the Scanner

The manual that accompanies your scanner explains how to unpack the scanner and set it up. Generally, the Quick Setup Guide explains how to set up the scanner and install the software (they're called drivers) that communicates between the computer and the scanner.

To install and unlock your scanner:

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1. Follow the instructions in your scanner documentation to unpack your scanner and locate it near the computer where you plan to connect it.
TIP: Make sure the computer is running the appropriate operating system version.
2. Follow the instructions in your scanner documentation to release the scanner lock.
3. Follow the instructions in your scanner documentation to install the power cord.

You may also be able to install a phone line to take advantage of the scanner's faxing features, but a phone line connection to the scanner is not required for scanning.

The next step is to install the software that comes with the scanner and connect the scanner to the computer. See *Installing software and connecting your scanner*.

Installing software and connecting your scanner

Before you physically connect the scanner to the computer, you must install the software that comes with the scanner. This software enables the computer to communicate with the scanner. The software is on a CD-ROM in the scanner box.

TIP: Be sure to use the Windows version of the CD (and not the Macintosh version).

The scanner's help documentation may contain different sets of instructions for installing software and connecting the scanner depending on the version of Windows on the computer and the type of cable used to connect the scanner to the computer. Before you install the software, check to see what version of Windows and which type of cable you plan to use (USB or parallel interface). The Houghton Mifflin Assessment System scanning capabilities work equally well with either type of cable.

NOTE: You can expect the software installation to take up to 60 minutes. Although you can expect Windows XP to recognize the scanner when you connect it, it might not scan properly unless you install the software that comes with your scanner.

To install software and connect your scanner:

1. Switch off the scanner and unplug from the AC outlet. If you've already connected it to the computer, disconnect it.
2. Insert the CD into your CD drive and follow the instructions on your screen and in the Quick Setup Guide to install the scanner software.
3. After the initial steps, follow the instructions in the Quick Setup Guide and on your screen to connect the computer and scanner and to print a test page.

TIP: If you connect the scanner to the computer before installing the necessary software, you may need to disconnect it before installing the software and reconnect when the installer asks you to do so.

About the scanning software: HMAS Grader

The special scanning software just for Houghton Mifflin Assessment System runs on the computer where the scanner is connected. It is called HMAS Grader. The HMAS Grader software performs two key tasks: it manages the scanning of answer sheets by the scanner and their uploading to Houghton Mifflin Assessment System. You install the HMAS Grader software on the computer where the scanner is connected. You don't need to install the software anywhere else.

NOTE: You must have a username and password for Houghton Mifflin Assessment System to download the HMAS Grader software. If you don't have a username and password (or if you've forgotten them), contact your administrator for assistance. Also, you must have permission to install new software on the computer where the scanner is connected. If you have questions about computer permissions, contact your school or district system administrator.

Download HMAS Grader

The Grader software *only* needs to be downloaded and installed on the PC that is connected to the scanner. The installer is approximately 45 MB and could take several minutes to download. The faster your connection, the less time the download takes.

To download the HMAS Grader software, following the steps below.

1. Go to the PC connected to both the scanner and the Internet.
2. Sign in to Houghton Mifflin Assessment System.
3. From your home page, click the Download scanning software link. You will go to a page that provides instructions on downloading the software.
4. Click the Download link.
5. Click **Save** and choose a location to store the scanning software installer file (we recommend the desktop).

TIP: Make a note of where you save this file. The name of the file is **Install_Grader_Application.exe**.

Installing HMAS Grader

Use the file you downloaded from Houghton Mifflin Assessment System to install the scanning software. Installing the software should only take a minute or two.

1. Locate the file you just downloaded and double-click it to start the installer.
2. Follow the instructions on screen to choose an installation folder.

TIP: You can choose a different folder, if you choose, but in most cases, the default folder is a logical choice.

3. Follow the instructions on screen to choose the shortcut folder. The shortcut folder is the location of the product icon that starts running the HMAS Grader. Choose **On the desktop**.

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4. Click **Install** to begin.
5. Click **Done** to close the installer window.

You're now ready to start the HMAS Grader and configure it.

Configuring HMAS Grader

The first time you run the HMAS Grader, it displays an Options page where you must enter some information about the location of the scanner. You can also provide information about how this computer communicates with the Internet (if needed) and about the Houghton Mifflin Assessment System Administrator.

NOTE: Before you enter any information in the Proxy Settings area, check with your local system administrator to see if you actually use a proxy server and what the settings are. Your system administrator can also tell you if a login is required for the proxy server and provide you with a user name and password.

The HMAS Grader administrator contact is the person in your district to contact if people have trouble scanning and grading exams. If you are not the administrator contact, be sure to get the correct name, phone number, and email address of the contact person. The contact information appears in the HMAS Grader Help page (the page that appears when you click the Help link from the HMAS Grader).

The site location describes the physical location of the scanner and computer. You must enter this information before you use the HMAS Grader. An example of a location might be: *Kennedy Middle School Staff Office*.

TIP: The Options page appears each time you start the HMAS Grader until you enter administrator contact and location information.

To configure the scanning software:

1. Start the HMAS Grader.
 - If there's a shortcut on the desktop, double-click it.
 - Otherwise, click Start > Programs > HMAS Grader > HMAS Grader.
 - The HMAS Grader Login screen and Options page appear. The Options page is on top, which means that you must either enter data and click OK or click Cancel before you can log in to the HMAS Grader.
 - The boxes marked with an exclamation point (!) are required.
2. If your network uses a proxy server, turn on the **use proxy server** setting (click its check box) and enter your server and port information.
 - **NOTE:** A proxy server provides a level of security between your school's computer network and the Internet. Your local system administrator can give you the proxy server and port information if it's required.
3. If the proxy server requires a login, turn this setting on and enter your user name and password.

- If you need a username and password to access the proxy server, your system administrator can provide this as well.
NOTE: If your proxy server requires a username and password for logging in, it will be a different user name and password than you use for logging in to the Houghton Mifflin Assessment System website. Be sure to check with your school's system administrator for more information.
- 4. In the Administrator Contact area, type the name, phone number, and email address of the person teachers should contact if they need help scanning answer sheets.
- 5. In the Organizational Unit Code area, you must enter your District ID to configure the Grader to your district. You can find your District ID in the email that came with your order, or by going to the **Preferences** link and clicking on My Profile.
- 6. In the Site Location area, enter your school name and a description of where the scanner is located.
 - These two pieces of information are required before you can use the Houghton Mifflin Assessment System Grader.
- 7. Click OK.

The HMAS Grader Login screen is displayed.

TIP: If you need to change any of this information, click Advanced Options from the HMAS Grader Login screen.

You are now ready to log in to the HMAS Grader and start scanning answer sheets. See the section [Scanning answer sheets](#) for more information.

Logging into HMAS Grader

Once the scanning software has been configured, you can begin using it. The HMAS Grader software is not the same as being logged into the Houghton Mifflin Assessment System. The scanning software is what sends the scanned pages to the assessment system.

To use to the scanning software:

1. Double-click the HMAS Grader icon.
2. In the Login screen, enter your Houghton Mifflin Assessment System username and password.
3. Click login.

See the section [Scanning Answer Sheets](#) for more information.

Set up: School Years & Terms

Defining School Year & Terms

Each school can set up one or more school years. And within a school year, you can create one or more terms. Your district administrator may have already created a suggested school year template and given it to you. You may use this school year as is, edit the information, or create your own school year. All teachers within your school will use the school years and terms you create.

NOTE: A school year *must* be set up before teachers can begin creating classes or assigning tests.

Creating School Year & Terms

To define a school year and terms:

1. Select the **Admin Tab** at the top of your screen.
2. Click **School Year & Terms**.
3. Any existing school years are displayed.
4. To create a new school year and term(s), click the **Create New School Year** button.
5. Give the school year a name that will have meaning to your users. In general, using the year, such as 2006-2007, is a good idea.
6. Now set the **From** and **To** dates by typing the dates in mm/dd/yyyy format or by using the calendar.
7. Next, you can set up 1 or more terms. The default is one term.
8. Give the term a name, such as "Full Year" or "Fall Semester".
9. Now set the **From** and **To** dates for the term. Remember, the term dates must fall within the school year dates.
10. If you need to add more terms, click the **Add another term** link.
11. Once you are finished, click the **Save** button.

You can create additional school years, if you like. For example, you may choose to set up both the 2006-2007 school year and the 2007-2008 school year.

Editing School Year and Terms

You can edit your existing school year and terms at any time. Be aware that changing the dates of a school year or the terms can affect your teachers' ability to find assignments and may affect reports that you run.

Follow the steps below to edit a school year and its terms:

1. Select the **Admin Tab** at the top of your screen.
2. Click **School Year & Terms**.
3. Your existing school years are displayed.
4. Select the view/edit link next to the school year you want to edit.

Set up: School Years & Terms

5. You can change the name of the school year (school year names must be unique) and the dates of the school year.
6. You can also edit existing terms, remove terms, or add additional terms. Be sure that term names are unique for that school year and that the term dates fall within the school year dates.
7. Once you are finished making your changes, click the **Save Changes** button.

Set up: Managing Users

Before You Begin: How to Choose a Method

The most direct way to add end users (Faculty and Staff, as well as Students) to the Houghton Mifflin Assessment System for the first time is through data import.

If you have a student information system database that is administered centrally, the Import Method allows you to quickly set up students and faculty, and to update data in bulk as necessary. Unique IDs are required for all imported users, and updates to existing users are based on this field, so it is best to use this method in a situation where the IDs assigned to users can be carefully controlled. You will be able to save time and effort by choosing to import users versus adding them manually one by one, screen by screen.

If student rostering in the system is not done by a single group or person, or if you do not wish to create import files, then the Manual Method might work best. Using the Manual Method, teachers or administrators can each set up their own classes and students. If you do not wish to import users, then see the Help sections: [Creating Faculty & Staff](#) and [Creating Students](#).

You may find it helpful to review the steps involved in importing users versus creating users manually before making your decision on how to set up your users.

Import Method Overview

Step 1: Prepare Import Data

The most important step in importing data is accurate preparation. The more care and accuracy that goes into up-front data creation, the better the import results will be.

The following 5 general process steps apply to all import operations (i.e., importing students, faculty and staff, as well as importing class rosters):

- a. Study the data formats presented to you.
- b. Create your data
- c. Review your data.
- d. Save your data a tab-delimited text file (e.g., myimport.txt).
- e. Check your data for errors and extra characters.

Step 2: Import Data

After your tab-delimited text has been created and reviewed, you are now ready to import it. To import, you simply need to navigate to the correct import screen within Houghton Mifflin Assessment System, browse for the corresponding .TXT file on your desktop, and select it. Your import file will be submitted for processing and you can check the status.

Step 3: Correct Errors and Re-import (if Necessary)

As you will see in greater detail in the Help topic [Importing Faculty & Staff](#), Houghton Mifflin Assessment System's import technology will provide you with error messages if the import is unsuccessful because any of your data is missing or contains errors. In general, for each import file you submit, you will see either a success message, or an error message. For imports that fail, you can view a list of all rows and the field or fields where the error occurred. You should make corrections to the errors and resubmit the entire file with the corrections.

Manual Method Overview

To create users manually, you will fill out on-screen forms for each user, one at a time, submit them, then go on to the next user. Though the Manual Method may take a bit longer, it may be easier to for some users and step-by-step support is available.

One of the best times to use the Manual Method is after the school year starts, when you might risk overwriting records by importing.

You can also delegate the creation of users to a broader audience. For example, you may choose to create all faculty and staff manually and then instruct each teacher to create his or her own classes and add each student manually to the system. Houghton Mifflin Assessment System will check each time a new student is added in order to prevent duplicates.

The steps are as follows:

Step 1: Choose to add a new user

Step 2: Complete the on-screen forms and save

Importing Faculty & Staff

Data Preparation

In order to import users, you should first examine all the fields that can be imported. Some are required and others are optional.

1. Click on the **Admin** tab.
2. Then select **User Management**.
3. Click on the **Import Faculty/Staff Users** link.

At the bottom of this screen, a list of the fields that need to be in your import file are included. You can also review the chart in the [Field Formats](#) section for more information about each field's characteristics.

Focus your attention on required vs. optional fields. Also note that some fields have required language or phrases ("pre-defined" values) that must appear in your import file exactly as shown for the import to be successful. For example, if the field allows "Math" as a value, you cannot use "Mathematics". Note that some fields let you have multiple values. Separate multiple values within a field with a semi-colon.

Using your school or district's Student Information System, export the list of faculty and staff you want to import into Houghton Mifflin Assessment System. Be sure to save the file as a tab-delimited text file. Alternatively, you can manually create a list of faculty and staff using any text editor. You may import up to 2,000 users in one file at a time. Your users must all be from the same school. If you are importing users across multiple schools, you will need to prepare separate import files.

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Be aware that if you export from another system, It is likely that you will need to re-order, remove or even add fields. You can use a text editor, such as Notepad, to make any edits or additions. Do not format (e.g., bold, italic, underline) any of the information. You should also make sure there are no additional tabs in each row. This will cause the import to fail.

Make sure that you add information for all required categories and follow any guidelines about character length or pre-defined values. Even if you don't have data for an optional field (such as middle initial), you must account for that field with a tab.

Example:

Ms.<tab>Mia<tab>J<tab>Burriss

Mr.<tab>Jack<tab><tab>Smith

In the example above, Jack Smith does not have a middle initial, so there are two tabs between his first name and last name. Without that tab, HMAS would attempt to import Smith, the last name, into the middle initial field and fail.

Also be sure to type the values in any pre-defined fields exactly as you see them in the [Field Formats](#) section of the help file or on the screen. For example, you must use "Math" and not "Mathematics" in the Subject field.

NOTE: If you are importing users for an entire district, you will need to create separate import files for each school.

When you are satisfied with the accuracy of the data, you can save the file again. Be sure that the file is saved as a tab-delimited text file.

NOTE: Your import file must end with the extension .txt. If it does not have this extension, your import will fail.

Correct file name:

myteachersimport.txt

Incorrect file name:

myteachersimport

Review your file for any unnecessary characters, spaces, or other irregularities (such as the removal of "zeroes" at the beginning of ID's, for instance) and make any other necessary edits. Also, check to make sure there are not extra tabs in each row This could cause your import to fail or data to appear in the wrong fields.

You may wish to have a colleague review the file one last time before you import it.

Field Formats

<i>Field Name</i>	<i>What it is</i>	<i>Required/ Optional</i>	<i>Defined Values or Rules</i>
SIS Unique ID	From your Student Information System, this	Required	Not pre-defined: Up to 10 characters; can

Set up: Managing Users

	value uniquely identifies a user. Some districts use SS#, others create a unique ID for each user.		be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted.
Honorific/Title	User's title, such as Ms. or Mr. Students will see this label	Required	Pre-defined: Mr. Ms. Mrs. Dr.
First Name	User's first name	Required	Not pre-defined; Up to 30 characters; can be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted
Middle Initial	User's middle initial	Optional	Not pre-defined; 1 alpha character
Last Name	User's last name	Required	Not pre-defined; Up to 30 characters; can be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted
E-mail	User's E-mail address	Required	Not pre-defined; Up to 100 characters; Must include @ and a . (period)
Role	User's role within Houghton Mifflin Assessment System; a user's role determines what actions user can take within the system. For more information see the special note below	Required	Pre-defined: Teacher Administrator
Subjects Taught	One or more subjects the user teaches	Optional	Pre-defined; can select multiple subjects; separate each subject with a semi-colon Math Middle School Math Algebra Geometry

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			Reading Literature Grammar/Composition Science Middle School Science Earth Science Biology Chemistry Geography American History World History Economics Spanish French
--	--	--	---

NOTE: The role a user has in the system affects the functions they are allowed to perform within the system. Assigning functions to roles helps to ensure security and controls access to certain functions. For help in selecting the correct role for each user, see [How to Choose a Role](#). Essentially, if a user needs abilities to create or import users (outside the context of a class), or to roll up reports, you should choose the administrator function. A department chair or principal, for example, should probably be tagged as an administrator role.

How to Choose a Role

	Teacher	Administrator	Student
Create classes	Yes	Yes	No
Import users and classes	No	Yes	No
Run reports on personal classes	Yes	Yes	No
Run reports on others' classes	No	Yes (at the class, school, or district level)	No

Username and Passwords

When faculty & staff profiles are imported into the system, the system automatically generates both usernames and temporary passwords for you. Usernames and passwords are not currently part of the import data fields.

Houghton Mifflin Assessment System uses the following naming conventions:

Usernames

- firstname.lastname up to 30 characters;
- firstinitial.lastname over 30 characters;

Passwords:

- temporary password set to *changeme*

If you would like faculty & staff to use their district- or school-issued usernames, you will have to edit their profiles manually or instruct each user to edit his or her own profile.

NOTE: If you choose to edit the Houghton Mifflin Assessment System-created usernames, the resulting username must be unique within the district, and meet other system requirements.

NOTE: Imported users will be required to change their passwords when they first log in. They will also see a message encouraging them to set their password question. Until the Security Question has been selected and an answer provided, the user will be unable to retrieve his or her password via the **Forgot Your Password?** link on the sign in page.

Uploading Your File

Once your data has been created and thoroughly reviewed, you can follow the steps below to import your data.

1. Click on the **Admin** tab.
2. Then select **User Management**.
3. If applicable, select your School Type and School Name.
4. Click **Import Faculty/Staff Users**.
5. Using the Browse button, locate the tab-delimited text file to import on your computer and select it (as you would with any e-mail attachment, for example). Your file name will appear in the File field on screen.
6. Click **Import**.

Your file will be immediately submitted for processing. Depending on the number of records you are importing, the process may take several minutes. From this screen, you can click on the [User Import Status](#) link to see the status of the import process.

Checking the Status of your Import File

You can check the status of your import file at any time by following the following steps:

1. Click on the **Admin** tab.
2. Select **User Management**.
3. If applicable, select your School Type and School Name.
4. Click **Check User Import Status**.
5. Find the import file and view the status

There are 3 possible statuses:

- **processing:** the file is still being processed. Check again later.
- **success:** all the users in your file were successfully imported.
- **view errors:** no users in your file were imported due to one or more errors in your import file.

NOTE: You will only be able to view the status on import files for 30 days. After that, they will be purged from the Check Import Status screen.

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Errors during the Import Process

For more information on what to do when an error occurs, see the [Troubleshooting](#) section.

TIPS:

- Remember, a new user will initially have a password of *changeme*.
- Any time you import user data, any non-empty field in your import file will replace any information stored in Houghton Mifflin Assessment System and you run the risk of over-writing existing records. You might consider importing records prior to the start of school, and then handling any additions, changes or updates manually. (Usernames and passwords will not be overwritten.)

Give Houghton Mifflin Assessment System Products to Faculty & Staff

Once your users are imported, you **must** tell Houghton Mifflin Assessment System which product(s) each faculty & staff member can use. This is the final step before faculty and staff can access their Houghton Mifflin Assessment System product(s).

There are two ways to accomplish this task. You can use the **Edit Faculty and Staff** function to allocate or give products to teachers for use in their classes. See [Editing Faculty and Staff](#) section for more information.

Or, you can use the Distribute Products function to quickly give a product to multiple faculty members at once. Follow the steps below to distribute product.

1. From the Admin tab, click the **Product Management** link.
2. Click the **Distribute Products** link.
3. Choose a Product.
4. Click the **Save Product Selection** button.
5. A table shows you all your current faculty & staff. Choose one or more users who should be able to use the product you selected with their classes. If the user already has access to this product, the checkbox will be disabled.

TIP: You can sort the table by each of the column heads. The default sort is first by role, then institution, then by name. Click the *Name* column to sort the entire list alphabetically.

Once you have selected one or more users, click the **Give Product** button.

An e-mail will be sent to all the users, reminding them of their username and alerting them to the products they can use.

Distributing Usernames to Faculty & Staff

The best way to distribute the district-specific URL and usernames to your faculty & staff is to edit their profile to give them access to product(s), and choose to e-mail them the URL, username, and temporary password.

When users first sign-in, they will be instructed to change their temporary password and to set a Security Question and Answer. It is a good idea for users to change their password every 90 days.

Troubleshooting

When you check the import status and see an Error, your import was not successful and you will need to correct errors and import the file again.

NOTE: If the import file has an error status, then **no** records were imported, even if there was an error only in one row. You will need to re-import the entire file.

Click on the [view errors](#) link to see the problems with the import file.

On the following screen, you will see the following:

- the name of the import file that was unsuccessful
- the date that the file was imported
- the row number of every user where the data was not correct (1 row = 1 user)
- a list of each field in the row where the data was not correct.

Open up the file in a text editor and correct each error in each row. Save the file and re-import. Remember, you must re-import the entire file.

Listed below are some the errors you might see displayed on one or more rows:

Error	What to check
Missing or Invalid SIS Unique ID	Check to make sure you only used 10 characters and that you didn't use any special characters like an &.
Missing or Invalid Honorific	Only use honorifics from the list provided. Make sure there is a period at the end of the honorific.
Missing or Invalid First Name	Check to make sure that you did not exceed 30 characters, including spaces. Make sure that you didn't use special characters.
Invalid Middle Initial	Only one character is allowed and it must be a letter from A-Z. Do not include a period.
Missing or Invalid Last Name	Check to make sure that you did not exceed 30 characters, including spaces. Make sure that you didn't use special characters.
Missing or Invalid Email	Be sure that you did not exceed 100 characters. An email address must contain the @ sign and at least 1 . (period). Often, people forget to type the .com, .net, etc.
Missing or Invalid Role	Be sure that you entered either Teacher or

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	Administrator for each user. This is a required field. Check the spelling and capitalization. If the word "Teachre" or "teacher" appears, it will cause this error.
Invalid Subjects Taught	If you entered multiple subjects, make sure you separated each with a semi-colon (;). Also, check the spelling and capitalization on each subject entered. Typing "Litreature" or "math" will cause an error.
Too many fields in the row	This error is caused when you have extra tabs in the row. Be sure that you only have 8 fields and no extra tabs at the end.

TIPS:

- If you see an error in a row, be sure to check all subsequent rows to make sure the same error isn't replicated throughout the file. For example, if you have mistakenly typed *Teachre* in the first user's Role and copied it to other users, you need to make sure you fix the error in every row.

Importing Students

Data Preparation

In order to import students, you should first examine all the fields that can be imported. Some are required and others are optional.

1. Click on the **Admin** tab.
2. Then select **User Management**.
3. Click on the **Import Student Users** link.

At the bottom of this screen, a list of the fields that need to be in your import file are included. You can also review the chart in the [Field Formats](#) section for more information about each field's characteristics.

Focus your attention on required vs. optional fields. Also note that some fields have required language or phrases ("pre-defined" values) that must appear in your import file exactly as shown for the import to be successful. For example, if the field allows "6" as a value, you cannot use "Six". Note that some fields let you have multiple values. Separate multiple values within a field with a semi-colon.

Using your school or district's Student Information System, export the list of students you want to import into Houghton Mifflin Assessment System. Be sure to save the file as a tab-delimited text file. Alternatively, you can manually create a list of students using any text editor. You may import up to 2,000 users in one file at a time. Your users must all be from the same school. If you are importing users across multiple schools, you will need to prepare separate import files.

Be aware that if you export from another system, it is likely that you will need to re-order, remove or add fields and/or change the values in a field. You can use a text editor, such as Notepad, to make any edits or additions. Do not format (e.g., bold, italic, underline) any of the information. You should also make sure there are no additional tabs in each row. This will cause the import to fail.

Make sure that you add information for all required categories and follow any guidelines about character length or pre-defined values. Even if you don't have data for an optional field (such as middle initial), you must account for that field with a tab.

Example (*this is not a complete row of data*)

```
Peyton<tab>E<tab>Green  
Cooper<tab><tab>Jones
```

In the example above, Cooper Jones does not have a middle initial. So there are two tabs between his first name and last name. Without that tab, HMAS would attempt to import Jones, the last name, into the middle initial field and fail.

Also be sure to type the values in any pre-defined fields exactly as you see them in the [Field Formats](#) section of the help file or on the screen. For example, you must use "Caucasian/White" and not "White" in the Ethnicity field.

For fields that allow multiple values, such as Ethnicity and Special Programs, separate multiple values with a semi-colon. Birthdates must be in mm/dd/yyyy format.

Example (*this is not a complete row of data*)

```
Green<tab>6<tab>06/09/1995<tab>Female<tab>Alaskan Native;Native  
American<tab>Economic Disadvantage<tab><tab><tab>  
Jones<tab>6<tab>12/13/1995<tab>Male<tab>Caucasian/White<tab>Section  
504;IDEA<tab><tab><tab>
```

NOTE: If you are importing users for an entire district, you will need to create separate import files for each school.

When you are satisfied with the accuracy of the data, you can save the file again. Be sure that the file is saved as a tab-delimited text file.

NOTE: Your import file must end with the extension .txt. If it does not have this extension, your import will fail.

Correct file name:

mystudentsimport.txt

Incorrect file name:

mystudents

Review your file for any unnecessary characters, spaces, or other irregularities (such as the removal of "zeroes" at the beginning of ID's, for instance) and make any other necessary edits. Be sure that the birthdate field is in mm/dd/yyyy format. Also, check to make sure there are not extra tabs in each row. This could cause your import to fail or data to appear in the wrong fields.

You may wish to have a colleague review the file one last time before you import it.

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Field Formats

Field Name	What it is	Required/ Optional	Defined Values or Rules
SIS Unique ID	From your Student Information System, this value uniquely identifies a student. Some districts use SS#, others create a unique ID for each user.	Required	Not pre-defined: Up to 10 characters; can be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted.
First Name	Student's first name	Required	Not pre-defined; Up to 30 characters; can be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted.
Middle Initial	Student's middle initial	Optional	Not pre-defined; 1 alpha character
Last Name	Student's last name	Required	Not pre-defined; Up to 30 characters; can be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted.
Grade Level	Current grade level of the student	Required	Pre-defined: 1-12
Birth date	Birth date of the student	Required	Not pre-defined; must be in mm/dd/yyyy format
Gender	Student's gender	Required	Pre-defined: Male Female
Ethnicity	Optional information about student's ethnicity for NCLB reporting purposes	Optional	Pre-defined; can select multiple ethnicities; separate each ethnicity with a semi-colon: Alaskan Native Asian/Pacific Islander Black/African American Caucasian/White Hispanic Native American Native Hawaiian Other

			Not Provided
Special Programs	Optional information about student's participation in special program for NCLB reporting purposes	Optional	Pre-defined; can select multiple special programs; separate each special program with a semi-colon: Economic Disadvantage ELL Gifted/Talented IDEA Immigrant Migrant Section 504 Title 1
Parent/Guardian First Name	First name of student's parent or guardian	Optional	Not pre-defined; Up to 30 alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted.
Parent/Guardian Last Name	Last name of the student's parent or guardian	Optional	Not pre-defined; Up to 30 alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted.
E-mail	User's E-mail address	Optional	Not pre-defined; Up to 100 characters; Must include @ and a . (period)

An Additional Note About NCLB and Educational Programs

Learn more about NCLB and the Educational Programs that appear in Houghton Mifflin Assessment System by visiting the following link:

www.ed.gov/nclb/

Use Search ED.gov for information about all pertinent educational programs.

Adding NCLB and Educational Program information about your student users will allow you to run more extensive reports in Houghton Mifflin Assessment System. However, this information is optional.

Usernames and Passwords

When student profiles are imported into the system, the system automatically generates both usernames and temporary passwords for you. Usernames and Passwords are not currently fields that can be imported.

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Houghton Mifflin Assessment System uses the following naming conventions:

Usernames

- firstname.lastname up to 30 characters;
- firstinitial.lastname over 30 characters;

Passwords

- temporary password set to *changeme*

If you would like students to use their district- or school-issued usernames, you will have to edit their profiles manually or instruct each student to edit his or her own profile.

NOTE: Usernames and passwords are case-sensitive.

NOTE: Imported users will be required to change their passwords when they first log in. They will also see a message encouraging them to set their password question. Until the Security Question has been selected and an answer provided, the user will be unable to retrieve his or her password via the **Forgot Your Password?** link on the sign in page.

Uploading Your File

Once your data has been created and thoroughly reviewed, you can follow the steps below to import your data.

1. From the Admin Tab, click **User Management**.
2. If applicable, select your School Type and School Name.
3. Choose **Import Student Users**
4. Using the **Browse** button, locate the tab-delimited text file to import on your computer and select it (as you would with any e-mail attachment, for example). Your file name will appear in the File field on screen.
5. Click **Import**.

Your file will be immediately submitted for processing. Depending on the number of records you are importing, the process may take several minutes. From this screen, you can click on the [User Import Status](#) link to see the status of the import process.

Checking the Status of your Import File

You can check the status of your import file at any time by following the following steps:

1. Click on the **Admin** tab.
2. Select **User Management**.
3. If applicable, select your School Type and School Name.
4. Click **Check User Import Status**.
5. Find the import file and view the status

There are 3 possible statuses:

- processing: the file is still being processed. Check again later.
- success: all the users in your file were successfully imported.

- view errors: no users in your file were imported due to one or more errors in your import file.

NOTE: You will only be able to view the status on import files for 30 days. After that, they will be purged from the Check Import Status screen.

Errors during the Import Process

For more information on what to do when an error occurs, see the [Troubleshooting](#) section.

TIPS:

- Remember, a new user will initially have a password of *changeme*.
- Any time you import user data, any data in your import file (including blank fields) will replace any information stored in Houghton Mifflin Assessment System and you run the risk of overwriting existing records. You might consider importing records prior to the start of school, and then handling any additions, changes or updates manually. (Usernames and passwords will not be overwritten.)

Distributing usernames to students

The best way to distribute the district-specific URL and usernames to your students is to have teachers click the **print students' usernames** link at the bottom of the Class Profile screen.

Once you have imported classes or asked teachers to build classes and add students, teachers can choose this option to create an Adobe Acrobat® (PDF) file that displays your district-specific URL and each students' username for that class. You can print on paper or on Avery Labels (Template #5260). There are 30 labels per page. See the section entitled [Distributing Usernames and Passwords](#) for more information on how to create username labels for your students. For security reasons, Houghton Mifflin Assessment System will never print a password, even the temporary one.

When students first sign-in, they will be required to change their temporary password and encouraged to set a **Secret Question** and **Answer**. It is a good idea for users to change their password every 90 days.

Troubleshooting

When you check the import status and see an Error, your import was not successful and you will need to correct errors and import the file again.

NOTE: If the import file has an error status, then **no** records were imported, even if there was an error only in one row. You will need to re-import the entire file.

Click on the [view errors](#) link to see the problems with the import file. You will see the following:

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- the name of the import file that was unsuccessful
- the date that the file was imported
- the row number of every user where the data was not correct (1 row = 1 user)
- a list of the field(s) in the row where the data was not correct.

Open up the file in a text editor and correct each error in each row. Save the file and re-import. Remember, you must re-import the entire file.

Listed below are some the errors you might see displayed on one or more rows:

<u>Error</u>	<u>What to check</u>
Missing or Invalid SIS Unique ID	Check to make sure you only used 10 characters and that you didn't use any special characters like an &.
Missing or Invalid First Name	Check to make sure that you did not exceed 30 characters, including spaces. Make sure that you didn't use special characters.
Invalid Middle Initial	Only one character is allowed and it must be a letter from A-Z. Do not include a period.
Missing or Invalid Last Name	Check to make sure that you did not exceed 30 characters, including spaces. Make sure that you didn't use special characters.
Missing or Invalid Grade	Grade is a required field. Enter a value between 1 and 12.
Missing or Invalid Birth Date	Birth date is a required field and should be in mm/dd/yyyy format. If your institution does not want to use birthdates, enter 01/01/2000 for all students. Your ability to search for users may be limited.
Missing or Invalid Gender	Gender is a required field. Check to make sure that you entered Male or Female for every student, and that it is correctly capitalized. Typing "Femael" in the field will cause an error.
Invalid Ethnicity	If you entered multiple ethnicities, make sure you separated each value with a semi-colon (;). Also check the spelling and capitalization of each ethnicity. Typing "Caucasain/White" will cause an error.
Invalid Special Programs	If you entered multiple special programs, make sure you separated each value with a semi-colon (;). Also, check the spelling and capitalization of each special program entered. Typing "Section 540" will cause an error.
Missing or Invalid Email	Be sure that you did not exceed 100

	characters. An email address must contain the @ sign and at least 1 . (period). Often, people forget to type the .com, .net, etc.
Invalid Parent/Guardian First Name	Check to make sure that you did not exceed 30 characters, including spaces. Make sure that you didn't use special characters.
Invalid Parent/Guardian Last Name	Check to make sure that you did not exceed 30 characters, including spaces. Make sure that you didn't use special characters.
Invalid E-mail	Be sure that you did not exceed 100 characters. An email address must contain the @ sign and at least 1 . (period). Often, people forget to type the .com, .net, etc.
Too many fields in the row	This error is caused when you have extra tabs in the row. Be sure that you only have 12 fields and no extra tabs at the end.

TIPS:

- If you see an error in a row, be sure to check all subsequent rows to make sure the same error doesn't occur again. For example, if your SIS stores gender as lowercase, you will need to change it to Title Case throughout the import file.

*Creating Faculty & Staff***How to create faculty & staff**

Complete the following steps to create a new faculty or staff member.

1. From the **Admin** tab, select **User Management**
2. Click Create Faculty or Staff User.
3. Provide the following information about the user (fields with an asterisk (*) are required):
 - Prefix
 - *First (Name)
 - Middle Initial
 - *Last (Name)
4. Click **Continue**.

To ensure that you don't accidentally add the same user twice, Houghton Mifflin Assessment System automatically checks for users with similar names in the system. If the user does already have an account, simply select the existing user.

If the list of users with similar names does not include the user you want to create, click the link: **I want to continue creating a new user; the users listed above aren't the user I'm creating.**

If there are no existing users with similar names, you will go directly to the next screen with the new user's information at the top.

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5. Now, provide the following information:
 - *School Type (if available, select one): Elementary, Middle, or High School
 - *School Name (if available)
 - *User's E-mail
 - *User's Role (select one): Administrator, Teacher [How to Choose a Role](#)
 - Subjects Taught (if applicable):
 - Math
 - Middle School Math
 - Algebra
 - Geometry
 - Reading
 - Literature
 - Grammar/Composition
 - Science
 - Middle School Science
 - Earth Science
 - Biology
 - Chemistry
 - Geography
 - American History
 - World History
 - Economics
 - Spanish
 - French
 - Give products to User: List of Available Houghton Mifflin Assessment System Products/Programs for the user to use with his or her classes.
 - Personal Message: Houghton Mifflin Assessment System will automatically e-mail the new user their username and temporary password; you can add a personal note to this e-mail message, if you choose.
 - Choose whether to send a copy (bcc) of the user's e-mail notification to yourself.
6. Click **Submit**.

A confirmation page displays showing the user you just added.

NOTE: The role a user has in the system affects the functions they are allowed to perform within the system. Assigning functions to roles helps to ensure security and controls access to certain functions. For help in selecting the correct role for each user, see [How to Choose a Role](#). Essentially, if a user needs abilities to create or import users (outside the context of a class), or to roll up reports, you should choose the administrator function. A department chair or principal, for example, should probably be assigned an administrator role.

How to Choose a Role

	Teacher	Administrator	Student
Create classes	Yes	Yes	No

Import users and classes	No	Yes	No
Run reports on personal classes	Yes	Yes	No
Run reports on others' classes	No	Yes (at the class, school, or district level)	No

Username and Passwords

When faculty and staff profiles are created, the system automatically generates a username and temporary password for you.

Houghton Mifflin Assessment System uses the following naming conventions:

Username

firstname.lastname up to 30 characters;
firstinitial.lastname over 30 characters;

Passwords

temporary password set to *changeme*

If you would like faculty & staff to use their district- or school-issued usernames, you will have to edit their profiles manually.

NOTE: New users will be required to change their passwords when they first log in. They will also see a message encouraging them to set their password question. Until the Security Question has been selected and an answer provided, the user will be unable to retrieve his or her password via the **Forgot Your Password?** link on the sign in page.

Distributing Username and Passwords

The best way to distribute the district-specific URL and usernames to your faculty & staff is to choose to e-mail them the URL, username, and temporary password.

When users first sign-in, they will be instructed to change their temporary password and to set a Security Question and Answer. It is a good idea for users to change their password every 90 days.

Creating Students

How to create students

If you plan to create students manually (instead of importing students), it will most likely take place after class profiles have been created (during which teachers will want to add students to a particular class roster).

Follow the steps below.

1. From the teacher's My Classes screen, select a class to which you would like to add a student.
2. In the Class Roster display field header, click the **add student** link.

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3. Next, provide the following information about the student (fields with an asterisk (*) are required):
 - *First (Name)
 - Middle Initial
 - *Last (Name)
 - *Grade (select from 1-12)
 - *Gender
4. Click **Continue**.

To ensure that you don't accidentally add the same user twice, Houghton Mifflin Assessment System automatically checks for users with similar names in the system. If the student does already have an account, simply select the existing user to add the student to your roster. You can always edit the student's profile to update their information.

If the list of users with similar names does not include the user you want to create, click the link: **I want to continue adding the new student; the students listed above aren't the student I'm adding.**

If there are no existing users with similar names, you will go directly to the next screen with the new user's information at the top.

5. Next, provide the following information
 - *Birth Date: Select the Month | Date | Year from each pull down menu.
 - Ethnicity: Select one or more check boxes next to an ethnicity category (Note: these fields are important if you plan to create reports based on ethnicity):
 - Alaskan Native
 - Asian/Pacific Islander
 - Black/African American
 - Caucasian/White
 - Hispanic
 - Native American
 - Native Hawaiian
 - Other
 - Not Provided
 - Parent/Guardian Name: If you choose, you can enter a First and Last name in corresponding fields.
 - Student's E-mail: An optional field, you can enter the student's email address.
 - Educational Programs: Select one or more check boxes next to an Educational program (Note: many of these fields are important if you plan to construct reports based on NCLB categories):
 - ELL
 - IDEA
 - Migrant
 - Title 1

- Gifted/Talented
- Economic Disadvantage
- Section 504
- Immigrant

6. Click **Save and Add to Roster**.

An Additional Note about NCLB and Educational Programs

Learn more about NCLB and the Educational Programs that appear in Houghton Mifflin Assessment System by visiting the following link:

www.ed.gov/nclb/

Use Search ED.gov for information about all pertinent educational programs.

Adding NCLB and Educational Program information about your student users will allow you to run more extensive reports in Houghton Mifflin Assessment System. This information is optional.

Username and Passwords

When student profiles are first created, the system automatically generates both usernames and temporary passwords for you.

Houghton Mifflin Assessment System uses the following naming conventions:

Username

- firstname.lastname up to 30 characters;
- firstinitial.lastname over 30 characters;

Passwords

- temporary password set to *changeme*

If you would like students to use their district- or school-issued usernames, you will have to edit their profiles manually or instruct each user to edit his or her own profile.

NOTE: New users will be required to change their passwords when they first log in. They will also see a message encouraging them to set their password question. Until the Security Question has been selected and an answer provided, the user will be unable to retrieve his or her password via the **Forgot Your Password?** link on the sign in page.

Distributing Username and Passwords

The best way to distribute the district-specific URL and usernames to your students is to have teachers click the **print students' usernames** link at the bottom of the Class Profile screen.

Once you have asked teachers to build classes and add students, teachers can choose this option to create an Adobe Acrobat (PDF) file that displays your district-specific URL and each student's username for that class. You can print on paper or on Avery Labels (Template #5260). There are 30 labels per page. See the section entitled [Distributing Username and Passwords](#) for more information on how to create username labels for

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your students. For security reasons, Houghton Mifflin Assessment System will never print a password, even the temporary one.

When users first sign-in, they will be instructed to change their temporary password and to set a Security Question and Answer. It is a good idea for users to change their password every 90 days.

Search for users

Search for Faculty & Staff

There may be several reasons why you want to find the profile of a faculty or staff member. You may need to **edit** their personal information, **reset** their password if they are locked out of their account or permanently **delete** them from the system.

To search for a user:

1. From the **Admin** tab, click on **User Management**
2. Next, click **Edit User**.
3. Click **Search for User**.
4. If you previously imported users, and you know the Unique ID from your Student Information system, you can enter it here and click **Find**.
5. Otherwise, choose **Search for Faculty or Staff** and click **Continue**.

Now, you'll need to enter some information about the user for whom you are searching. The more fields you enter, the more narrow your search results. You may search on one or more of the following fields:

1. School Type & School Name: should be pre-selected for you. If you are a district user, you can change the School, by going to the top of the screen (near your username) and clicking on the **change** link underneath the current school selected.
2. Name: Type a First Name and/or Last Name
 - o If you enter *Smith* for the last name, users with the last name of *Smith* and *Smithson* will be shown as matches.
3. Username: Type in Username
 - o If you enter *Annie* as the username, faculty & staff with usernames of *Annie*, *Annie.Smith*, etc will be shown as matches.
4. Role: Select the appropriate role
5. Click Search

If you change your mind about your search criteria, you can click **Clear** to reset all the search fields.

If your search criteria are too broad, then the system may not be able to perform the search. For example, if you choose to search for all teachers in your school, and there are more than 250 teachers, you may be asked to refine your search criteria.

Possible matches are shown on the next screen. From the list of possible matches, you can click on any user's name to view the details of that user's account. If you can

identify the appropriate user from the list of matches, click the **Continue** button to edit the user.

Search for Students

There may be several reasons why you want to find the profile of a student. You may need to **edit** their personal or NCLB information, **reset** their password if they are locked out of their account or permanently **delete** them from the system.

To search for a student:

1. From the **Admin** tab, click on **User Management**
2. Next, click **Edit User**.
3. Click **Search for User**.
4. If you previously imported users, and you know the Unique ID from your Student Information system, you can enter it here and click **Find**.
5. Otherwise, choose **Search for Student** and click **Continue**.

Now, you'll need to enter some information about the student for whom you are searching. The more fields you enter, the more narrow your search results. You may search on one or more of the following fields:

1. School Type & School Name: should be pre-selected for you. If you are a district user, you can change the School, by going to the top of the screen (near your username) and clicking on the **change** link underneath the current school selected.
2. Name: Type a First Name and/or Last Name
 - o If you enter *Clark* for the last name, users with the last name of *Clark*, *Clarke*, and *Clarkson* will be shown as matches.
3. Username: Type in Username
 - o If you enter *Rick* as the username, students with usernames of *Ricky*, *Rick.Smith*, etc will be shown as matches.
4. Grade: Select a grade or level
5. Gender: Select Male or Female
6. Ethnicity: If you want to search by ethnicity, click one or more check boxes
7. Birth Date: Select Month, Date, Year and (plus or minus 1-12 months)
8. Click **Search**.

If you change your mind about your search criteria, you can click **Clear** to reset all the search fields.

If your search criteria are too broad, then the system may not be able to perform the search. For example, if you choose to search for all 6th graders in your school, and there are more than 250 6th graders, you may be asked to refine your search criteria.

Possible matches are shown on the next screen. From the list of possible matches, you can click on any user's name to view the details of that user's account. If you can identify the appropriate user from the list of matches, click the **Continue** button to edit the user.

Editing & Deleting Users

Editing Faculty & Staff

See the [Search for Users](#) section for instructions on how to find a faculty & staff member.

Once you have located a Faculty or Staff user profile, you can edit the user profile by clicking the edit link from the profile page or by selecting the user from the results page and clicking **Continue**.

On the Edit Faculty and Staff screen, nearly all fields, including the username can be edited. See the section [Creating Faculty and Staff](#) for a list of the information that can be edited.

Save any changes you make to this user's profile. Be aware that if you re-import user information, the changes you make here may be overwritten.

If the user has been locked out of their account, the user profile will display with a **Locked** status. You can click the **Reset Password** button to temporarily change the user's password to *changeme*.

Editing Students

See the [Search for Users](#) section for instructions on how to find a student.

Once you have located a student profile, you can edit the student profile by clicking the edit link from the profile page or by selecting the student from the results page and clicking **Continue**.

On the Edit Faculty and Staff screen, nearly all fields, including the username can be edited. See the section [Creating Students](#) for a list of the information that can be edited.

Save any changes you make to this student's profile. Be aware that if you re-import user information, the changes you make here may be overwritten.

If the student has been locked out of their account, the user profile will display with a **Locked** status. You can click the **Reset Password** button to temporarily change the user's password to *changeme*.

Deleting Faculty & Staff

See the [Search for Users](#) section for instructions on how to find a faculty & staff member.

Houghton Mifflin Assessment System does not let you at this time permanently delete a user from the system, but you can deactivate their account, which prevents the user from signing in.

Once you have located the user, click the [deactivate](#) link.

A pop-up message displays to confirm that you want to deactivate the user's access to Houghton Mifflin Assessment System. Click **OK** to confirm.

NOTE: All classes and assignments associated to the teacher will remain in the system. If a faculty member has left your institution, you may want to edit their classes, add a new teacher, and remove the inactive teacher.

Deleting Students

See the [Search for Users](#) section for instructions on how to find a student.

Houghton Mifflin Assessment System does not let you at this time permanently delete a user from the system, but you can deactivate their account, which prevents the user from signing in.

Once you have located the student profile, click the deactivate link.

A pop-up message displays to confirm that you want to deactivate the user's access to Houghton Mifflin Assessment System. Click **OK** to confirm.

NOTE: Once you deactivate a student, the student will not be able to sign in. However, the students' results remain in the system.

Helping Users

Finding a District ID

You may hear from teachers and other staff members that they need their District ID. The district ID is used in these 2 key areas:

- identifying your specific Houghton Mifflin Assessment System website
- publishing from the test generator software

If a user asks for the district ID, you can quickly remind them of your institution's district ID.

To find a district ID:

1. Sign in as yourself to Houghton Mifflin Assessment System
2. From any page, click the **Preferences** link.
3. Click the **My Profile** link.
4. On the right-hand side of the screen, you can view your District ID. All faculty and staff in your district share the District ID.
5. Give this information to the teacher or staff member requesting it.

TIP: We recommend that you bookmark your district-specific website address for Houghton Mifflin Assessment System on all school computers and also provide a link from your school website, if you have one. You may also want to specifically list the District ID for Houghton Mifflin Assessment System somewhere on your school's website.

Finding a username

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Sometimes a user forgets their username and cannot sign in to Houghton Mifflin Assessment System. If you are requested to find a username, follow these simple steps:

1. Sign in as yourself to Houghton Mifflin Assessment System
2. From the **Admin** tab, click on **User Management**
3. Next, click **Edit User** (even though you won't need to edit any user information).
4. Click **Search for User**.
5. See the [Search for users](#) section for more information on how to search for a user.
6. From the search results page, click the name of the person who has forgotten their username.
7. The username is listed on this page.
8. Give the username to the person who cannot remember it.

TIP: You may want to find out if they've also forgotten their password. From this screen, you can also temporarily reset their password. If you click the Reset Password button, it will temporarily reset their password to *changeme*.

Unlocking a user's account

For security purposes, a user's account may be locked for 30 minutes if they incorrectly enter their username and password 3 times. First, Houghton Mifflin Assessment System will ask them to try to reset their password. If they are still unsuccessful (because they cannot answer their security/secret question), then the system will instruct them to contact a teacher or administrator.

You can help the user by temporarily resetting their password and unlocking their account. Follow the steps below.

1. Sign in as yourself to Houghton Mifflin Assessment System
2. From the **Admin** tab, click on **User Management**
3. Next, click **Edit User** (even though you won't need to edit any user information).
4. Click **Search for User**.
5. See the [Search for users](#) section for more information on how to search for a user.
6. From the search results page, click the name of the person who has forgotten their username.
7. The Account Status will show as *Locked*. Click the **Reset Password** button to temporarily change their password to *changeme*.

Now, you can tell the user to try signing in again with their username and the temporary password. Houghton Mifflin Assessment System will prompt them to change their password to something more specific.

Set up: Managing Classes

Before You Begin: How to Choose a Method

There are two ways you can manage classes. You can import class information and add students to classes through the import method. You will save some setup time for your teachers if you import classes. Or, you may choose to ask your teachers to create classes on their own. Teachers will be able to create their own class profiles, and decide which Houghton Mifflin Assessment System product to use with their classes, based on the products you give them in the [Give Houghton Mifflin Assessment System to Faculty & Staff](#) step. Then, teachers will need to add students to their classes. If the students were already imported in the system, they will be able to search for students and quickly add them to classes. If you did not import students, they will need to manually create each student user. You may find it helpful to review the steps involved in importing classes versus creating classes manually before making your decision on how to set up classes.

TIP: The easiest way for your institution may be to import users, but ask teachers to build their own class profiles and roster the classes.

NOTES:

- In order to import classes, you must have your school year and terms established in Houghton Mifflin Assessment System. These fields are required and must be already in the system before you import classes.
- Users must be imported in the system before you can import classes. You will use the same Unique ID you imported when creating faculty & staff and students to create the class rosters.

Import Method Overview

Step 1: Prepare Import Data

The most important step in importing data is accurate preparation. The more care and accuracy that goes into up-front data creation, the better the import results will be.

The following 5 general process steps apply to all import operations (i.e., importing students, faculty and staff, as well as importing class rosters):

- a. Study the data formats presented to you.
- b. Create your data
- c. Review your data.
- d. Save your data a tab-delimited text file (i.e., myimport.txt).
- e. Check your data for errors and extra characters.

Step 2: Import Data

After your tab-delimited text has been created and reviewed, you are now ready to import it. To import, you simply need to navigate to the correct import screen within Houghton Mifflin Assessment System, browse for the corresponding .TXT file on your desktop, and select it. Your import file will be submitted for processing and you can check the status.

Step 3: Correct Errors and Re-import (if Necessary)

As you will see in greater detail in the Help topic [Importing Faculty & Staff](#), Houghton Mifflin Assessment System's import technology will provide you with error messages if the import is unsuccessful because any of your data is missing or contains errors. In general, for each import file you submit, you will see either a success message, or an error message. For imports that fail, you can view a list of all rows where an error of data and the field or fields where the error occurred. Your goal, then, should be to make corrections to the errors and resubmit corrections in a new file.

Manual Method Overview

To create classes manually, you will fill out an on-screen form for each class, one at a time. Then, you'll add students to the class. If students were previously entered or imported, this can be a fairly swift process. If you must also create each student manually, the process may take some time. Though the Manual Method may take a bit longer, it may be easier to for some users and step-by-step support is available.

One of the best times to use the Manual Method is after the school year starts, when you might risk overwriting records by importing.

You can also delegate the creation of classes to a broader audience. For example, you may choose to import all users (teachers and students) and then instruct each teacher to create his or her own classes and add students to classes.

Step 1: Choose to add a new class

Step 2: Complete the on-screen forms and save the class profile

Step 3: Add students (existing or new) to the class

Importing Classes

Data Preparation

In order to import classes, you should first examine all the fields that can be imported. Some are required and others are optional.

1. Click on the **Admin** tab.
2. Then select **Class Management**.
3. Click **Import Class Rosters** link.

At the bottom of this screen, a list of the fields that need to be in your import file are included. You can also review the chart in the [Field Formats](#) section for more information about each field's characteristics.

Focus your attention on required vs. optional fields. Also note that some fields have required language or phrases ("pre-defined" values) that must appear in your import file exactly as shown for the import to be successful. For example, if the field allows "Math" as a value, you cannot use "Mathematics". Note that some fields let you have multiple values. Separate multiple values within a field with a semi-colon.

You must have already:

- imported users into the system (users that are created manually cannot be part of a class import)
- set up a school year and one or more terms.

You can manually create an class import file, or if you have a system that contains similar information, you may export it. You may import up to 2,000 classes in one file

at a time. Your classes (and therefore, teachers and students in those classes) should all be from the same school. If you are importing classes across multiple schools, you will need to prepare separate import files.

Be aware that if you export from another system, it is likely that you will need to re-order, remove or even add fields. You can use a text editor, such as Notepad, to make any edits or additions. Do not format (e.g., bold, italic, underline) any of the information. You should also make sure there are no additional tabs in each row. This will cause the import to fail.

Make sure that you add information for all required categories and follow any guidelines about character length or pre-defined values. Even if you decide not to put students into the import file, you must account for that field with a tab.

Example:

```
My Math Class<tab>6<tab>2006-2007<tab>Fall Semester<tab>0324320<tab>
```

Also be sure to type the values in any pre-defined fields exactly as you see them in the [Field Formats](#) section of the help file or on the screen. For example, you must use "6" and not "Six" in the Grade field.

To ensure that you enter the School Year and Term exactly as you entered them into HMAS, you should check how they are entered by following the steps below:

1. Click Admin
2. Click School Settings
3. If prompted, choose a school type and school name.
4. Click the [view/edit](#) link next to the correct school year.
5. Note the name of the School Year and the name of the Term.

IMPORTANT: You must use the exact spelling, capitalization, and spacing of the school year and term entered in the School Settings in your class import file. For example a school year with the name "2006-2007" is different than one that has been entered as "2006 - 2007" (extra spaces before and after the hyphen). Likewise, if you entered, "Fall Semester" as the term in School Settings, using "Fall semester" in the class import file will cause the import to fail.

NOTE: If you are importing classes for an entire district, you will need to create separate import files for each school.

When you are satisfied with the accuracy of the data, you can save the file again. Be sure that the file is saved as a tab-delimited text file.

NOTE: Your import file must end with the extension .txt. If it does not have this extension, your import will fail.

Correct file name:

myclassesimport.txt

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Incorrect file name:
myclassesimport

Review your file for any unnecessary characters, spaces, or other irregularities (such as the removal of "zeroes" at the beginning of ID's, for instance) and make any other necessary edits. Also, check to make sure there are not extra tabs at the end of each row. This could impact your importing.

You may wish to have a colleague review the file one last time before you import it.

Field Formats

<i>Field Name</i>	<i>What it is</i>	<i>Required/ Optional</i>	<i>Defined Values or Rules</i>
Class Name	Name the class. Class names only need to be unique for a given teacher and a given term. In other words, "4 th Period Math" can exist as a class for Mrs. Smith and Mr. Jones.	Required	Not pre-defined: Up to 40 characters; can be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted.
Grade	The grade level of the class	Required	Pre-defined: 1-12 or "None" (with no quotes) to leave grade blank
School Year	The name of the school year for this class. You must use the exact name as you typed it when setting up your school year. If you created the school year with a name of "2006-2007", entering "06-07" here will cause the import to fail.	Required	Not pre-defined: Up to 20 characters; can be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted.
Term Name	The name of the term for this school year. You must use the exact name as you typed it when setting up your terms. If you created a term with a name of "Fall Semester", entering "Fall" here will cause the import	Required	Not pre-defined: Up to 20 characters; can be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted.

	to fail		
Owner SIS Unique ID	This field should represent the teacher in the class. When you imported faculty & staff, this value uniquely identified a user. Some districts use SS#, others create a unique ID for each user.	Required	Not pre-defined; can enter multiple teachers; separate each teacher's Unique ID with a semi-colon (;) Up to 10 characters; can be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted. Must match an existing SIS Unique ID already in Houghton Mifflin Assessment System
SIS ID1 - SIS ID50	This field should represent a student in the class. When you imported users, this value uniquely identified a user. Some districts use SS#, others create a unique ID for each user.	Optional	Not pre-defined: can enter 1-50 students; separate each student's Unique ID with a semi-colon (;) Up to 10 characters; can be alphanumeric characters, spaces, apostrophes, periods, and dashes. No other special characters are permitted. Must match an existing SIS Unique ID already in Houghton Mifflin Assessment System

Uploading Your File

Once your data has been created and thoroughly reviewed, you can follow the steps below to import your data.

1. Click on the **Admin** tab.
2. Select **Class Management**.
3. If applicable, select your School Type and School Name.
4. Click **Import Class Rosters**.
5. Using the Browse button, locate the tab-delimited text file to import on your computer and select it (as you would with any e-mail attachment, for example). Your file name will appear in the File field on screen.
6. Click **Import**.

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Your file will be immediately submitted for processing. Depending on the number of records you are importing, the process may take several minutes. From this screen, you can click on the [Class Roster Import Status](#) link to see the status of the import process.

Checking the Status of your Import File

You can check the status of your import file at any time by following the following steps:

1. Click on the **Admin** tab.
2. Select **User Management**.
3. If applicable, select your School Type and School Name.
4. Click **Check Class Roster Import Status**.
5. Find the import file and view the status

There are 3 possible statuses:

- processing: the file is still being processed. Check again later.
- success: all the classes in your file were successfully imported.
- view errors: no classes in your file were imported due to one or more errors in your import file.

NOTE: You will only be able to view the status on import files for 30 days. After that, they will be purged from the Check Import Status screen.

Errors during the Import Process

For more information on what to do when an error occurs, see the [Troubleshooting](#) section.

TIPS:

- Any time you import class data, any field in your import file will replace any information stored in Houghton Mifflin Assessment System and you run the risk of overwriting existing records. For example, you import a class with 25 students in it. Sometime later, 5 new students join the class. If you create a class import file with just the 5 new students, the original 25 students will be un-enrolled. You should create a class import file with 30 students (the 25 students currently in the class and the 5 new students). You might consider importing records prior to the start of school, and then handling any additions, changes or updates manually. (Usernames and passwords will not be overwritten.)
- If you re-import a class and there are active assignments for that class, a message will display alerting you. The teacher should close any active assignments before re-importing the class.

Adding Houghton Mifflin Assessment System Product to Classes

Once classes have been successfully imported, teachers will need to take one final step. Instruct your teachers as follows:

1. Sign in to Houghton Mifflin Assessment System.

2. Select the **Classes** tab, then click **My Classes**.
3. Choose the first class in their class list.
4. View the details of the class and confirm that all students in the class are accurate.
5. Notice in the Class Profile that no products are associated to the class.
6. Click the [edit class](#) link.
7. Next to the field that reads: *Use these products with this class*, select the Houghton Mifflin Assessment System product(s) from which students will take tests.
8. Click the **Save Changes** button.
9. Repeat for other classes.

Once this step is completed, teachers will be able to begin creating test assignments for the class.

Troubleshooting

When you check the import status and see an Error status, your import was not successful and you will need to correct errors and import the file again.

NOTE: If the import file has an error status, then **no** records were imported, even if there was an error only in one row. You will need to re-import the entire file.

Click on the [view errors](#) link to see the problems with the import file.

On the following screen, you will see the following:

- the name of the import file that was unsuccessful
- the date that the file was imported
- the row number of every class where the data was not correct (1 row = 1 class)
- a list of each field in the row where the data was not correct.

Open up the file in a text editor and correct each error in each row. Save the file and re-import. Remember, you must re-import the entire file.

Listed below are some the errors you might see displayed on one or more rows:

<u>Error</u>	<u>What to check</u>
Missing or Invalid Class Name	Check to make sure you only used 30 characters and that you didn't use any special characters like an &.
Missing or Invalid Class Grade	Check to make sure that you entered either a number between 1 and 12 or the word "None" (without quotes)
Missing or Invalid School Year	School Year is required. Be sure you have already set up a school year in the Admin/School Settings area and that the name of the school year <u>exactly</u> matches.
Missing or Invalid Term Name	Term Name is a required field. Be sure you have already set up a school year in the

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	Admin/School Settings area and that the name of the term name <u>exactly</u> matches.
Missing or Invalid Teacher SIS Unique ID(s)	This is a required field. Be sure that the Unique ID of the teacher is no more than 10 characters and exactly matches the ID of the teacher as you imported him/her using the Import Faculty/Staff Users function. If you entered multiple teachers, be sure you separated each Teacher's Unique ID with a semi-colon (;).
Invalid SIS Unique ID(s)	This field is used to enter students' Unique ID. It is an optional field. Be sure that the Unique ID of each student is no more than 10 characters and exactly matches the ID of the student as you imported him/her using the Import Student Users function. If you entered multiple students, be sure you separated each Student's Unique ID with a semi-colon (;).
Too many fields in the row	This error is caused when you have extra tabs in the row. Be sure that you only have 6 fields and no extra tabs at the end.

TIPS:

- If you see an error in a row, be sure to check all subsequent rows to make sure the same error doesn't occur again. For example, if in the Grade field, you have mistakenly typed "six" in every row for the grade instead of 6, you need to make sure you fix the error in every row.

If your import is not successful, investigate and correct any errors in your data that might have been discovered and reported to you during import.

For example, if your import file is not the right format (txt), you will receive a message telling you that it is incorrect.

TIPS:

- Make sure that you have created your school year and terms before you begin the import process.
- The school year name and school year terms must exactly match for the import to work. If your term name was created as "Full Year" and you enter "Whole Year" in the import file, your import will fail.
- All users (teachers and students) must be imported before you can import classes. If you try to import classes without first importing users, the class import will fail.

- You cannot manually create users and then import classes. This is because only importing users stores a unique ID with the user that you can use to associate to a class.
- Make sure that class names are unique for a teacher and term. You can name a class "7th period" for both Ms. White and Mr. Harper. Ms White cannot have two classes named "7th period" during the same term. If Ms. White wants to break her 7th period into two classes, we suggest changing the name slightly or creating 1 class with 2 classroom groups.
- If you re-import a class (same class name, same term), the original students will first be removed from the class and then the new students in the import file will be added. You cannot re-import a class that has any active assignments.
- If you need to make adjustments to your data during the school year, the safest way is by editing the record through the manual process, especially if students are in the process of completing work online.
- Error messages, especially those listed by row, will be extremely helpful to you in correcting problematic data. However, you should spend the majority of your time creating and reviewing your data before import to guarantee accurate results.

Creating a Class

How to create a class

Complete the following steps to create a new class:

1. From the **Classes** tab, select **My Classes**
2. Click **add a class**
3. Provide the following information about the class (fields with an asterisk (*) are required):
 - *Class Name: the name of the class as your students will see it
 - *Subject: choose from the list
 - *School Type (if available, select one): Elementary, Middle, or High School
 - *School Name (if available)
 - *Grade: (select from 1-12)
 - *School Year (choose from a pre-defined list)
 - *Term (choose from a pre-defined list)
 - *Use these products with this class (check one or more products)
 - *Teacher(s) for this class (add one or more teachers or administrators)
4. Click **Save Profile**.

TIPS:

- The School Year and Terms should already be created by the district or school administrator.
- If no products are in the list, see your administrator to be given access to Houghton Mifflin Assessment System products. Choosing a product will enable you to begin assigning tests to students in this class. Only choose

products that you will use with this class. Choosing more products may cause your school to prematurely run out of licenses.

- You can have more than one teacher (or administrator) in a class. This can be handy if you team-teach, have a teaching assistant, or work with a specialist who needs access to information about your class, including assignments and results.

Once you have created a class profile, the next step is to add students to the class. See the section called [Adding Students to a Class](#) for detailed instructions. Click on **Build Class Roster** to add students now, or choose to **Add Students Later**.

Adding Students to a Class

How to roster your class

Just as with any gradebook software, your class must contain students. Depending on how your school or district chose to set up users, you may find that most students already have usernames and passwords for the system. Or, you may need to create the students one-by-one.

If you believe that most or all students already exist in the system, see the section [Add Existing Students](#) to a Class. If you believe you need to create new students (i.e., students who do not yet have a username for Houghton Mifflin Assessment System, then see the section [Add New Students to a Class](#). You can use both approaches if you think that most students are already in the system but a few have just joined your school or district. Houghton Mifflin Assessment System will always double-check to make sure you don't add a duplicate student to the system.

Add Existing Students to a Class

If you want to add students to a class and you think they already have usernames for Houghton Mifflin Assessment System, then use this way to quickly add one or more students to your class. Follow the steps below:

1. From your Class Profile page, click the [add student](#) link or the **Build Class Roster** button (if you just completed creating a class).
2. Click **Search for Existing Students**.

Now, enter some information about the student for whom you are searching. The more fields you enter, the more narrow your search results. You may search on one or more of the following fields:

1. School Type & School Name: should be pre-selected for you.
2. Name: Type a First Name and/or Last Name
 - If you enter *Clark* for the last name, users with the last name of *Clark*, *Clarke*, and *Clarkson* will be shown as matches.
3. Username: Type in Username
 - If you enter *Rick* as the username, students with usernames of *Ricky*, *Rick.Smith*, etc. will be shown as matches.
4. Grade: Select a grade or level

5. Gender: Select Male or Female
6. Ethnicity: If you want to search by ethnicity, click one or more check boxes
7. Birth Date: Select Month, Date, Year or (plus or minus 1-12 months)
8. Click **Search**

If you change your mind about your search criteria, you can click **Clear** to reset all the search fields.

If your search criteria are too broad, then the system may not be able to perform the search. For example, if you choose to search for all female students in your school, and there are more than 250 females, you may be asked to refine your search criteria.

Possible matches are shown on the next screen. From the list of possible matches, you can click on any user's name to view the details of that user's account.

Select one or more students who should be members of your class. Next, click the **Continue** button to add all selected students to your class roster. Your class page re-displays with all the students now in your class.

If no matches are found, then it may be that this student doesn't yet exist in Houghton Mifflin Assessment System. See the section called [Add New Students to Class](#) for more information on how to create a new student in Houghton Mifflin Assessment System.

TIP:

If you teach 6th grade, try using the grade field as your search criteria. You should see all current 6th graders in the school. Select the students who belong in your class to quickly add them. Remember, if there are more than 250 6th graders, you may need to further refine your search.

You can repeat the search as often as you like, so you may want to search for all 6th graders with a last name starting with "A", and repeat for your entire class.

Add New Students to a Class

If the students in your class don't currently have Houghton Mifflin Assessment System usernames, use the Add New Students function to add them to the system. You'll need to complete the on-screen form to add each student one at a time. Houghton Mifflin Assessment System will check to ensure that the student doesn't already exist in the system.

1. From your Class Profile page, click the [add student](#) link or the **Build Class Roster** button (if you just completed creating a class)
2. Click **Create New Student**
3. Now, enter some basic information about the student you are creating and adding to your class (fields with an asterisk (*) are required):
 - *First (Name)
 - Middle Initial

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- *Last (Name)
 - *Grade (select from 1-12)
 - *Gender
4. Click **Continue**.

If there are any current student users who have similar accounts or names, double-check to make sure that the student you are creating doesn't already have an account in Houghton Mifflin Assessment System. If the student does already have an account, simply select the existing user to add the student to your roster. You can always edit the student's profile to update their information.

If the list of users presents similar names but is not the user you want to create, click the link: **I want to continue adding the new student; the students listed above aren't the student I'm adding.**

If there are no existing users with similar names, you will go directly to the next screen with the new user's information at the top.

1. Provide the following information
 - *Birth Date: Select the Month | Date | Year from each pull down menu.
 - Ethnicity: Select one or more check boxes next to an ethnicity category (Note: these fields are important if your District or School plans to create reports based on ethnicity for NCLB reporting):
 - Alaskan Native
 - Asian/Pacific Islander
 - Black/African American
 - Caucasian/White
 - Hispanic
 - Native American
 - Native Hawaiian
 - Other
 - Not Provided
 - Parent/Guardian Name: If you choose, you can enter a First and Last name in corresponding fields
 - Student's E-mail: An optional field, you can enter the student's email address.
 - Educational Programs: Select one or more check boxes next to an Educational program (Note: many of these fields are important if your District or School plans to construct reports based on NCLB categories):
 - ELL
 - IDEA
 - Migrant
 - Title 1
 - Gifted/Talented
 - Economic Disadvantage
 - Section 504
 - Immigrant

2. Click **Save and Add to Roster**.

An Additional Note about NCLB and Educational Programs

Learn more about NCLB and the Educational Programs that appear in Houghton Mifflin Assessment System by visiting the following link:

www.ed.gov/nclb/

Use Search ED.gov for information about all pertinent educational programs.

Adding NCLB and Educational Program information about your student users will allow you to run more extensive reports in Houghton Mifflin Assessment System. This information is optional.

Username and Passwords

When student profiles are created, the system automatically generates both usernames and temporary passwords for you.

Houghton Mifflin Assessment System uses the following naming conventions:

Username

- firstname.lastname up to 30 characters;
- firstinitial.lastname over 30 characters;

Passwords:

- temporary password set to *changeme*

If you would like students to use their district- or school-issued usernames, you will have to edit their profiles manually or instruct each user to edit their own profile.

Distributing Username and Passwords

The best way to distribute the district-specific URL and usernames to your students is to click the print students' usernames link at the bottom of the Class Profile screen.

1. Once your class and roster are complete, follow the steps below:
2. From your Class page, scroll to the bottom of the screen.
3. Click the print students' usernames link
4. Houghton Mifflin Assessment System will generate an Adobe Acrobat (PDF) file in a new browser window. For each student in the class, the following information is displayed:
 - Student's first and last name
 - Student's Houghton Mifflin Assessment System username
 - A blank line for students' to write in their permanent password
 - Your district-specific website address

You can print this file to plain paper or use Avery Labels #5260. There are 30 labels (students) per page.

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NOTE: Remember, each student's initial password is *changeme*. For security reasons, Houghton Mifflin Assessment System will never print a password, even the temporary one.

When users first sign-in, they will be instructed to change their temporary password and encouraged to set a Security Question and Answer. It is a good idea for users to change their password every 90 days.

NOTE: Until users set their Security Question and answer, they will be unable to retrieve their password via the **Forgot Your Password** link on the sign in page.

Add Student to Existing Assignments

If your class is in progress and you have already created test assignments, you can choose to add your newly added student to these assignments. Follow the steps below:

1. Click the **Add Student to Assignments** button.
2. A list of all active and pending (future) test assignments where the entire class was assigned is displayed.
3. Select one or more test assignments that you want to give to this new student.
4. Click **Assign Tests to Student**.

Changing a Class

Removing Students from a Class

You can remove a student from your class at any time. If a student leaves your class, follow the steps below.

1. From the My Classes page, select a class.
2. In the Class Roster section, find the student who should no longer be a member of your class.
3. Click the remove link next to the student.
4. If any assignments for this student are still active, a confirmation message will alert you that all in-progress assignments for this student will be closed without scoring. Click OK to confirm removal of the student. If no current assignments for this student exist, your new class roster will display.
- 5.
6. **TIP:** Note that remove student and delete student are two different functions. "Remove" student means to detach a student from your class. "Delete" signifies deleting the student entirely from Houghton Mifflin Assessment System. Only administrators have rights to permanently delete students from the system.

Editing a Class

You can edit the class profile at any time. Typical reasons for editing a class include: to change the name of the class, add more products to use with the class, or to add/remove teachers from the class. If you want to add or remove students, see the sections [Adding Students to a Class](#) and [Removing Students from a Class](#).

1. From the **My Classes** page, select the class name.

2. Click the [edit class](#) link.
3. Edit any of the information about the class. See the section [Creating a Class](#) for a list of the information that can be edited.
4. When you are finished, click the **Save Changes** button.

Deleting a Class

You can easily delete a class, so long as all assignments are closed and have been archived for future reporting. If you have active assignments, you will not be able to delete the class until the day after all assignments have ended.

After you delete a class, all assignments will be removed from teacher and student pages. You will still be able to run Comprehensive Reports (because they are historic in nature and are archived), but Quick Reports on any assignments will no longer be available.

To delete a class:

1. From the **My Classes** page, select the class name.
2. Click the [delete class](#) link.
3. A confirmation will display, asking you to confirm that you want to delete this class. Be sure you selected the correct class. Click **OK** to confirm the deletion of the class.

Classroom Groups

Adding Classroom Groups

If you normally have groups of students set up to work on special assignments or to receive special instruction, you can use Houghton Mifflin Assessment System to create classroom groups.

Designed to better support the assigning process, use Classroom Groups when making specific assignments to groups of students. Better yet, create reports by group, meaning that if you need to track performance based on levels or learning modalities, you can build such reports by group.

To create a classroom group, follow the steps below.

1. From the My Classes page, select a class.
2. Scroll past the roster to the Class Groups section. Click the add group link.
3. Next, give the classroom group a name. The name of the group won't be seen by students, but must be unique for this class.
4. Click the check boxes next to the names of the students you want to include in this group. Note that any NCLB criteria entered for your students displays as well as students' memberships in other classroom groups you've created.
5. Click Save Group.

A confirmation screen displays, showing you the name of your new classroom group and the students who are members of the group. From here, you can add another group, edit or delete this group, or return to your class profile page.

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Editing Classroom Groups

To edit a classroom Group:

1. From the **My Classes** page, select a class.
2. Scroll past the roster to select a classroom Group.
3. On the classroom Group page, click the edit group link.
4. Next, you can change the name of the group, or choose to add or remove the students who belong to the Group. By using the checkboxes next to each student's name.
5. When you are finished making changes, click **Save Changes**.

Deleting Classroom Groups

To delete a classroom group:

1. From the **My Classes** page, select a class.
2. Scroll past the roster to select a classroom group.
3. On the classroom group page, click the delete group link.
4. A confirmation will display, alerting you that if you delete the group, you cannot run further reports on the group. Click **OK** to confirm the deletion of the classroom group.

NOTE: Even if you delete a classroom group, students who were part of the group remain in your class roster.

Set up: Managing Products

Distribute Products

This function can be used after you import faculty & staff or when you activate and new product and want to quickly distribute it to your faculty & staff.

Example: You just purchased and activated Product X. You imported 20 teachers and now want to make sure that all 20 teachers have access to Product X. Use this function to choose the product, select all teachers and give them the product to use. Six months later, you purchase Product Y. You want to let 10 teachers use Product Y. Distribute Products lets you quickly give those 10 teachers Product Y.

To distribute products to your faculty & staff, follow these steps:

1. From the Admin tab, click the **Product Management** link.
2. Click the **Distribute Products** link.
3. Choose a Product.
4. Click the **Save Product Selection** button.
5. A table shows you all your current faculty & staff. Choose one or more users who should be able to use the product you selected with their classes. If the user already has access to this product, the checkbox will be disabled.

TIP: You can sort the table by each of the column heads. The default sort is first by role, then institution, then by name. Click the *Name* column to sort the entire list alphabetically.

Once you have selected one or more users, click the **Give Product** button.

Finding a Test

Test Library

What tests are available?

The Houghton Mifflin Assessment System Test Library provides access to tests that have been prepared for you, as well as tests that you have created with your Test Generator and uploaded to the system.

Houghton Mifflin Tests

On the Test Library screen, all the tests available for the product(s) to which you have access are displayed. Content will vary and may contain tests such as chapter tests, benchmark tests, weekly skills tests, etc. There are two ways to find tests: by browsing folders for a test, or by using the Search for Test feature.

My Tests

When you first use Houghton Mifflin Assessment System, your My Tests folder will not contain anything. To add a test, use your product's Test Generator to create and upload or publish a test. Once your test has been uploaded, locate it within the My Tests folder and assign it, just as you would any test that came with Houghton Mifflin Assessment System. You can publish up to 100 tests.

Browse or Search for Tests

Browse for Tests

One easy way to locate tests is to browse the folders created for the products that you are using in your classes. Note that if your administrator has not yet given you products to use, you may find the contents of the Test Library empty. Contact your administrator for assistance. You cannot create classes until you have products to use.

To browse folders for a test:

1. From the **Tests** tab, click the **Test Library** link.
2. On the left, you will see folders, organized by product name. You will also see the folder My Tests, which contains any tests you have published. See [Publishing Tests](#) for more information on how to publish a test.
3. To expand a folder, click the plus (+) icon to the left of the folder to reveal its contents. Each folder will show you the number of tests in that folder.
4. Once you expand to the last folder, a list of tests displays to the right.

To view more information about a test, click the test's name. See [View Test Details](#) below.

Search for Houghton Mifflin Tests

You can also locate tests published for you by Houghton Mifflin by using the Search functionality. For information on how to search for a test by standards see the [Search by Standards](#) section.

To search for a Houghton Mifflin test:

1. From the **Tests** tab, click the **Test Library** link
2. Click the **Search for Tests** button
3. Choose Houghton Mifflin
4. If you have access to multiple products, select the product.
5. Next, you can find the test by the number of questions in the test. Choose a question range, such as < 50 or = 25. You can also leave this section blank.
6. Now, choose to limit the tests based on the kinds of items that are in tests. Select one or more of the following question types. Results will include tests with at least one item of one of the types selected. For example, if you choose Essay and Multiple Choice, you might see a test with all multiple choice questions, or a test with many short answer and fill-in-the-blank questions and one essay question.
 - Essay
 - Short Answer
 - Fill-in-the-blank
 - Matching
 - True/False
 - Multiple Choice
 - Other
 - Any
7. Choose **Do not search by standards**.
8. Click the **Proceed with Search** button.

The next screen will show the search criteria you just selected, and any tests that match your search criteria. You can sort the table by clicking on the heading of any column in the table. If no tests match, widen your search via the [search again](#) link.

To view more information about a test, click the test's name. See [View Test Details](#) below.

Search for My Tests

You can also locate tests you published by using the Search functionality. For information on how to search for a test by standards see the [Search by Standards](#) section. For information on how to publish your own tests, see the [Publishing Tests](#) section.

To search for a test you published:

1. From the **Tests** tab, click the **Test Library** link.
2. Click the **Search for Tests** button.
3. Choose **My Tests**.
4. You can enter a partial test name (the name you gave the test when you published it). You can also leave this blank.
5. You can also limit your search based on dates. Enter a date range in mm/dd/yyyy form or use the calendars. This date refers to the date you published the test. You can also leave this blank.
6. Next, you can find the test by the number of questions in the test. Choose a question range, such as < 50 or = 25. You can also leave this section blank.

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7. Now, choose to limit the tests based on the kinds of items that are in tests. Select one or more of the following question types. Results will include tests with at least one item of one of the types selected. For example, if you choose Essay and Multiple Choice, you might see a test with all multiple choice questions, or a test with many short answer and fill-in-the-blank questions and one essay question.
 - Essay
 - Short Answer
 - Fill-in-the-blank
 - Matching
 - True/False
 - Multiple Choice
 - Other
 - Any
8. Choose **Do not search by standards**.
9. Click the **Proceed with Search button**.

The next screen will show the search criteria you just selected, and any tests that match your search criteria. You can sort the table by any column in the table. If no tests match, widen your search via the [search again](#) link.

To view more information about a test, click the test's name. (see [View Test Details](#) below).

Search by Standards

You may want to search for a test based on the standards.

NOTE: Test questions that you create or edit are not aligned to standards and hence are not included in the Search by Standard functionality. Also, if your state standards are not available for a product, you will not be able to search based on standards.

Follow the steps below to search for a test based on standards:

1. Use any of the same criteria that you specified in the [Search for Houghton Mifflin tests](#) or [Search for My Tests](#) above.
2. Now, select a standard set.
3. Click the **Proceed with Search** button.
4. On the next screen, click on the right arrows to reveal standards. Use the checkboxes to select one or more standards for your search.
5. When you are finished selecting standards, click the **Search** button.

NOTE: As tests may contain a large number of standards, your search may take some time. A screen will show you that your search is in process.

The next screen will show the search criteria you just entered, and any tests that match your search criteria. You can sort the table by clicking on the heading of any column in the table. If no tests match, widen your search via the [search again](#) link.

To view more information about a test, click the test's name. See [View Test Details](#) below.

Preview a Test

View Test Details

Once you have located a test, either by browsing for a test or searching for a test, you can view a test's details by clicking the test name link. The test details can help you decide whether you want to assign the test to your students.

1. Click on the name of the test.
2. On the Test Details page, the following helpful information about a test is shown:

General Details

- Test Source: tells you if it is a Houghton Mifflin test or one you published
- Test: Name of test
- Preview links: may allow you to preview the actual test. See the [Previewing a Test](#) section for more information
- Product: Name of product (will not display if you published the test)
- Delivery Method: Tells you whether this test can be administered via online delivery, answer sheet, or both
- Standards: [view standards](#) link will display all standards assessed in the test

Format & Scoring Details

- Questions: Number of questions on test
- Automated Scoring: tells you whether Houghton Mifflin Assessment System can automatically score all, some, or none of the questions on the test (some questions may need to be scored by you)
- Item types: displays the number of questions of each type (e.g., 10 multiple choice)

Choose the Assign Test button to assign this test to one or more of your classes. See the [Creating a Test Assignment](#) section for more information on this topic. You can also click the View Assignment History button. You can see then if this particular test has been assigned at least once in the past. This can be helpful to ensure that the test hasn't been previously given to your students.

Online Preview

If the test can be administered to students online, you will see an [online preview](#) link. Click this link to open a new browser window and view the online version of the test. This preview doesn't completely simulate the students' experience (i.e., no timers are displayed, no options to submit the test for grading), but it can be a good way to see how each question will be displayed when students take the test online.

TIP: Generally, if you are interested in taking a test to simulate the student's experience before you assign it, you might want to create your own private practice class with one practice student (you) and assign yourself the test.

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Print Preview

All tests can be administered offline via paper and pencil and then scanned into Houghton Mifflin Assessment System. When you assign a test, you can print out the students' answer sheets. From here you will have the option to view and print out the test itself. If so, you will see a [print preview](#) link. Click this link to open a new browser window and view the printed version of the test. You can print out the test for review or to photocopy it for your students. If no [print preview](#) link is displayed, please refer back to the print materials that came with your textbook program to make copies of the test for your students.

Viewing Test Assignment History

As you review Test Details for any particular test, a View Assignment History button displays if the test has been assigned at least once in the past.

Click the **View Assignment History** button to track whether or not you have assigned the test in the past and under what circumstances.

The Test Assignment History screen contains the following information:

General Information

- Test Source: Houghton Mifflin or My Tests
- Test: Name of test
- Product: if the test is a Houghton Mifflin provided test, the name of the product to which the test belongs
- Published: displays the date the test was published if you published the test

You can see the assignments where the test was used, the class the test was assigned to, and the start and end dates of the assignment. This can help you determine if you've previously given the test.

Click on the assignment name to see more details and even results of the assignment.

Publishing Tests

Using your Test Generator

As you know, you can use your test generator to create paper-based tests that you deliver and score. Now, you can create tests to upload to Houghton Mifflin Assessment System so that your students can take the tests online or using Houghton Mifflin Assessment System's scanning software. The steps are straightforward and easy-to-follow.

NOTE: You must have the Houghton Mifflin Test Generator version 6.0 or greater in order to publish tests from the test generator to Houghton Mifflin Assessment System.

To publish tests to the My Tests folder with Houghton Mifflin Assessment System:

Step 1: Create a Test

Step 2: Save Your Test File

Step 3: Publish Your Test

When you use your test generator to publish a test, provide your Houghton Mifflin Assessment System Username and Password.

TIP: You will need to provide your District ID the first time you publish a test to Houghton Mifflin Assessment System. Find your District ID by clicking Preferences link, then choosing My Profile. Your District ID is displayed on the right side of this page. Take a moment and record your District ID so that you have it available the first time you publish a test.

Creating & Saving a Test

Follow the instructions and guidelines that your test generator software provides to create a test for upload.

NOTE: You must have the Houghton Mifflin Test Generator version 6.0 in order to publish tests to HMAS. You may need to update both the MLTG software and your item bank in order to publish tests. From the Help menu, select *Download Content* and then select your discipline to find the latest item banks for use.

All question types used for paper-based tests are available for use online.

TIP: Do not create a test of over 100 items. If you need to create a larger test, you should break it into two parts with less than 100 questions per test.

As you would any other document, save a test by going to File > Save or Save As and save the test in the appropriate folder on your computer or server. You might want to return to the test and revise it for upload/publishing at a later date.

Publishing a Test

Publishing a Test to Houghton Mifflin Assessment System is quick and easy to do.

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To publish a test:

1. Open your Test (if it is not already open). Be sure there are no more than 100 items on your test.
2. Go to File > Publish and select **Publish the Test Online to Houghton Mifflin Assessment System**
3. Enter your Username, Password and District ID (see the note below for help in finding your District ID). Use the Username and Password that you normally use to sign in to Houghton Mifflin Assessment System.

TIP: Once you enter your username, password and district ID the first time, MLTG will store that information for future test publishing.

Once your test has successfully published, a confirmation message displays.

Sign in to Houghton Mifflin Assessment System and go to your Test Library > My Tests folder to view your test online.

NOTE: The first time you publish a test, enter your District ID so that you and your tests are identified with the right district. You can find your District ID in by clicking Preferences > My Profile and then finding your District ID in the right side of the screen.

Creating a Test Assignment

Difference between a test and a test assignment

Before you assign a test for the first time, it is important to distinguish "a test" from "an assignment." A test is a series of questions contained in a single file. Tests may be associated to a product, or may be tests that you published yourself from your test generator.

An assignment relates to the scheduling of that test, and includes details about the date, the students assigned, and even how the test will be administered.

How to Assign a Test

General Instructions

First, click on the **Tests** tab. Next, you click on the **Test Assignments** link to see all assignments you previously created. Click on the **Assign a test** link to begin.

Selecting a Test

First, find the test you wish to assign. See [Finding a Test](#) for more information on how to browse, search and select a test.

Naming your Test Assignment

Give your test assignment a name. The default name is the same name as the test. Since your students see this name, you may choose to enter a different name. For example, if you published a test with a name like "WorldHistCh4Per4", you can make the student-facing name of the assignment something like "World History Chapter 4".

Choosing a class

Next, select the class who will take this test. You can only select one class at a time. To give the same test to multiple classes, you'll create an assignment for each class. You'll be able to choose the entire class, some students, or groups of students for the assignment.

Test Delivery Method

You can administer a test either offline (using a plain paper answer sheet), or online (administered via computer). Not all tests can be delivered both ways. In order to administer a test offline, you need to make sure your school has an HMAS-approved scanner connected to the Internet. In order to administer a test online, you'll need to ensure that all your students have access to an internet-connected computer. If the test can only be administered offline, it will be the only choice you see.

Offline Delivery Options

When you choose to give a test offline using a plain paper answer sheet, you need to complete the following information:

Start Date

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Enter the starting date for the test assignment in mm/dd/yyyy format. When you click in the start date field, a calendar will automatically display, making it easy for you to select a date. Be sure that your computer's clock is set to the correct date and time. Houghton Mifflin Assessment System will use the time on your computer's clock to determine when the students can see the test assignment.

End Date

Enter the end date for the test assignment in mm/dd/yyyy format. When you click the end date field, a calendar will automatically display, making it easy for you to select a date.

Show to Students on Date

This is the date that students can first see the test assignment on their home page. You may choose to enter a date earlier than your test start date, so that students know a test is approaching. The date must be in mm/dd/yyyy format. This will not affect the date you choose to administer the test.

Pick students/groups in the class

You previously selected the class for the test assignment. Now you can choose which students from that class should take this test. Use the **Move>** button to move each student to the assigned list. If you want all students in the class to take this test, simply click the **All>>** button. That will move all students over to the **Assign Test To** box. You can move students one at a time, or use the keyboard, holding down the <Ctrl> key (PC) or <Apple> key (Mac) to select multiple students.

You can further limit the students in the test, by selecting either classroom groups from the drop down. Only those students in your class who belong to that group are displayed. Again, use the **All>>** button to give this test to all students in that group.

If you change your mind about any student who is in the assigned box, use the <<**Move** or <<**All** buttons to remove them from the list of students who will be given this test.

Answer sheet options

When you administer a test offline, you must print out a special answer sheet that will be fed into a scanner for scoring. This answer sheet includes a roster of the students assigned to the test. You can choose to include students' names, student ID's (if student information was imported) or both. Unless your school imported all students and your students can recognize their unique Student ID's, it is recommended you always include the students' names.

Once you save your test assignment, you will print out the special answer sheet.

Allow students to see results?

If you want your students to be able to sign into Houghton Mifflin Assessment System later to see how they performed on the test, select **Yes**. Once you choose Yes, you can also choose the kind of results as well as the timing.

You can allow students to see **just their scores**, such as 46/50 points (92%). Or you can let students see **full test details**, including state standards and the details of the questions. Be aware that if you are giving the same test to another class later in the day, your students may have access to the test questions as well as the correct answer!

You may choose to restrict access to any score information to either **immediately after the students' test is scored** or have the system hold the results until **all students assigned have test scores**. The latter is the safer option.

Message to students

You can type a message to all the assigned students. Students will be able to view this message with the test assignment details.

Save Assignment

Once you've made all your selections, click the **Save** button to save this test assignment. A confirmation page will display, showing you all the details of your test assignment.

View & Print Answer Sheet

After you've saved the assignment, you need to print the answer sheet. Students take the test using a printed test and this special plain paper "bubble" sheet.

Click the button **View & Print Answer Sheet**. An Adobe Acrobat PDF is created based on the students scheduled to take this test and you can print it out. Make one copy for each of the students assigned to the test. If available, you can also print out the test questions by using the **print preview** link at the top. Make one copy for each of the assigned students. If the print preview link is not available, refer back your printed textbook materials.

Online Delivery Options

When you choose to give a test online using internet-connected computers for students, you need to complete the following information:

Start Date & Time

Enter the starting date for the test assignment in mm/dd/yyyy format. When you click in the start date field, a calendar will automatically display, making it easy for you to select a date. Be sure that your computer's clock is set to the correct date and time. Houghton Mifflin Assessment System will use the time on your computer's clock to determine when the students can begin taking the test.

You also need to enter the start time. Choose the hour and minutes and whether the test will be administered in the a.m. or p.m.

End Date & Time

Enter the end date for the test assignment in mm/dd/yyyy format. When you click the end date field, a calendar will automatically display, making it easy for you to select a date.

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You also need to enter the end time. Choose the hour and minutes and whether the test will end in the a.m. or p.m.

Show to Students on Date & Time

This is the date where students can first see the test assignment on their home page. You may choose to enter a date earlier than your test start date, so that students know a test is approaching. The date should be in mm/dd/yyyy format. You also need to enter a time. Choose the hour and minutes and whether the time is a.m. or p.m. Students will not be able to start the test until the start date and time.

Pick students/groups in the class

You previously selected the class for the test assignment. Now you can choose which students from that class should take this test. Use the **Move>** button to move each student to the assigned list. If you want all students in the class to take this test, simply click the **All>>** button. That will move all students over to the **Assign Test To** box. You can move students one at a time, or use the keyboard, holding down the <Ctrl> key (PC) or <Apple> key (Mac) to select multiple students.

You can further limit the students in the test, by selecting classroom groups from the drop down. Only those students in your class who belong to that group are displayed. Again, use the **All>>** button to give this test to all students in that group.

If you change your mind about any student who is in the assigned box, use the <<**Move** or <<**All** buttons to remove them from the list of students will be given this test.

Timed tests

Since your test will be administered online, you need to choose whether or not you want to turn on a timer for the test and limit the amount of time students have on the computer once they start the test.

If you choose **Yes**, you need to next choose the duration. Available durations range from 5 minutes to 120 minutes.

Now that you've set the timer, choose whether or not a student can pause the timer while taking the test. Select **No** to keep students from pausing the test during the test session.

Test Tries

An online test lets you decide if you want to allow your students to take the test multiple times. You may choose this option if you decide to publish a practice test or pre-test for them prior to a chapter or benchmark test. The default is **1** try (or attempt).

If you allow students to have multiple tries, you need to choose which score should be used for all reporting. You have 4 choices:

- Highest Score: of all test tries, the student's best score will be used for reporting
- First Score: the student's first score will be used for reporting

- Last Score: student's final score of all test tries will be used for reporting
- Average Score: the system will average the student's score across all test attempts and use that score for reporting

Allow students to see results?

If you want your students to be able to sign in to Houghton Mifflin Assessment System later to see how they performed on the test, select **Yes**. Once you choose Yes, you can also choose the kind of results as well as the timing.

You can allow students to see **just their scores**, such as 46/50 points (92%). Or you can let students see **full test details**, including state standards and the details of the questions. Be aware that if you are giving the same test to another class later in the day, your students may have access to the test questions as well as the correct answer!

You may choose to restrict access to any score information to either **immediately after the students' test is scored** or have the system hold the results until **all students assigned have test scores**. The latter is the safer option.

Message to students

You can type a message to all the assigned students. Students will be able to view this message with the test assignment details.

Save Assignment

Once you've made all your selections, click the **Save** button to save this test assignment. A confirmation page will display, showing you all the details of your test assignment.

View Test Assignments

How to view test assignments

You can see all test assignments you've created by clicking on the **Tests** tab. Test assignments for the current term automatically display, but you can use the filter buttons at the bottom to display other assignments. At a glance you can see a list of all your assignments and their current status:

- Active: the test assignment's start date has passed, but the end date has not arrived
- Closed: the test assignment's end date has passed
- Pending: the test assignment's start date has not yet arrived

To change the list of assignments displayed, for example, to see only the assignments for one month, use the date buttons to enter a narrower from and to date and then click **Filter**. To return to the default view, click the **Reset** button.

Clicking on any assignment name will allow you to:

- See the details of the assignment
- Print the answer sheet (if test is being administered offline)

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- Preview the test (if available)
- Edit the assignment
- Delete the assignment
- View current results of the test assignment
- View any prescriptions created for this test
- See what students have taken the test
- Click the [Score it](#) link to grade an individual student's test questions that Houghton Mifflin Assessment System couldn't score
- Click the [Fix scanning errors](#) link (if test is being administered offline) if any student's test had problems when being scanned

Changing an Assignment

Editing a Test Assignment

Once you've created a test assignment, you can make changes to the assignment. Click on the **Tests** tab to find your assignment. Click on the assignment name to view the details.

Next, click the **Edit** link to make changes. Be aware that if the assignment is active or closed, some fields may not be editable. For example, if the assignment is currently active, you will not be able to change the test delivery method. But you can edit fields like the end date, if you need to give your students more time to complete the assignment.

For a list of all the choices you make when creating a test assignment, see the [Creating a Test Assignment](#) section.

Once you've made all your adjustments, click the **Save** button to save your changes.

Copy Assignment

After you've created and saved a test assignment, you can quickly copy that assignment by clicking on the **Copy Assignment** button. This can be a timesaving device if you want to give the same test to a different class. Just make adjustments to the name of the assignment, the class and students, and account for any time differences in an online test. **Save** the new test assignment.

Deleting a Test Assignment

Delete a test assignment by clicking the **delete** link on any **Test Assignment details** screen.

A message will inform you that if the assignment is still active it will be removed from the Students' home page. Also, if the assignment is closed or completed, students' test results will also be deleted. You won't be able to run a Quick Report on this assignment; however, it will still be available for Comprehensive Reports.

NOTE: If there are any prescriptions linked to the test assignment, they will be deleted as well.

Click **OK** to confirm the deletion, or click **Cancel** to leave the assignment.

Administering the Test

Giving an offline test

Before Students Arrive

As you would with any other paper-based test, you should verify that everything is ready to go before administering a paper test.

Question Checklist

- Do I have the right version of the test ready to go?
- Do I have the correct number of tests to distribute to my students?
- Do I have answer sheets (with students' names and/or student ID's) for each of my students? Are they of good quality?
- Do I have extra answer sheets if any rip, tear, or become defective or if a student needs a new one?
- Do I have extra #2 or softer pencils?
- Do I need to flag any questions, items or sections of the test for review or special instruction?

After Students Arrive

Question Checklist

- Do students know how to use their answer sheets?
- Do students understand that there are "closed bubbles" on the scan sheet that only they fill in? "Broken bubbles" that only the teacher fills in?
- What special instructions on items or sections are needed?
- Do students know what to do after they complete their work?

Additional guidelines for you and your students to follow:

- Do not mark or write near the answer sheet barcode.
- Be certain to mark each answer clearly and carefully.
- Do not write or mark any areas outside of the confined regions.
- Be sure to carefully erase any answers that are changed.
- Review the answer sheet for any items that might have more than one response (e.g., two filled in bubbles) when only one response is needed.
- If any part of the answer sheet becomes defective, get a new one and copy your answers to it.

Giving an online test

Before You Begin Online Testing

The most important question to ask prior to formal online testing is "Have I given my students enough online practice work prior to formal testing?"

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If you have not allowed students to work with all of the question types they will encounter on a test, their lack of experience may adversely affect their performance on the test.

If you have created a diverse online practice experience prior to testing, then you are indeed ready to begin.

Review the test assignment prior to the start of the test. To do so, choose the Assignment from the Tests tab.

Question Checklist

- Is the correct test assigned?
- Does the test have the correct assignment start and end dates and times?
- Have the right students (groups, classes) been assigned?
- Does the test need to be timed? Are students allowed to pause?
- How many times (attempts) are students allowed to take the test?
- How will the students' scores be determined?
- What will students view upon completion of the test? When?

Computer Lab Set Up

If you are testing at a computer lab, be sure everything is ready to go prior to your students' arrival.

Question Checklist

- Is the computer lab ready to go?
- Are there enough machines for the students?
- Is the district-specific website bookmarked or is the Sign In screen ready to go on each machine?
- Is the lab's Internet connection working?
- Is the name of the test assignment written clearly on the board?
- Are there any other instructions/assignments written on the board for students who finish early?
- Do I know how to quickly retrieve a forgotten username for students and how to temporarily reset their password?

After Students Arrive

Review all test instructions and procedures with your students before they begin their work:

Question Checklist

- Do all students have their accounts?
- Have all students signed in and do they see the assignment on their Home page?
- Do you need to ask students to turn off their monitors as you review important instructions or questions before they get started?

- What do students need to know about viewing their results upon completion of the test?
- Do students know what to do when they finish early?
- Have you set up other online or offline assignments that students can work on if they finish early?

Troubleshooting

Troubleshooting Offline Testing

Perhaps the best way to troubleshoot an offline testing problem is to prevent possible errors from occurring in the first place. Be sure to always review those items that may complicate scanning prior to the start of test taking, and more importantly while students are turning in their answer sheets.

As each student turns in her or his work, quickly scan the sheet for:

- Correct shading of the student's name in the appropriate bubble
- The student's name in print
- Stray marks
- Poorly filled-in bubbles
- More than one answer when one is needed
- "Broken bubbles" that should only be filled in by the teacher

Troubleshooting Online Testing

The best way to resolve any challenges that may come up during online testing is to be prepared.

Troubleshooting Checklist

- Do I have a fallback plan if the Internet or network goes down or is running too slowly?
- Do I have all my students' Usernames in print form or do I know how to look them up quickly?
- Do I have contact information for all Lab and Technology Assistants in case there is a problem?
- Do I have Houghton Mifflin Assessment System Technical Support contact information in case there is a problem?

McDougal Technical Support

800-727-3009

Hours: M-Th 9:00 am - 8:00 pm ET, F 9:00 am - 5:00 pm ET

Grading Tests

Scoring Offline Tests

What questions does Houghton Mifflin Assessment System score?

Houghton Mifflin Assessment System allows you to use a wide variety of questions in a test. However, there are questions that require teacher scoring when responses cannot be evaluated, graded or judged by the technology.

All answer sheets are broken into sections of similar question types.

The chart below shows the question type, students' actions and how the question is to be scored:

<u>Question Type</u>	<u>Student's action</u>	<u>Scoring</u>
Multiple choice	Bubble in one (or more) answers from the choices (for example: a, b, c, d)	Houghton Mifflin Assessment System scores automatically
Simple True/False	Bubble in either T or F	Houghton Mifflin Assessment System scores automatically
Modified True/False (student must make any False statement true by writing)	Write in T or F on the line and for false statements, correct the statement so it's true	If student answered correctly, do nothing. If student answered incorrectly, fill in the little square box next to the question number
Fill In	Write the answer on the line.	If student answered correctly, do nothing. If student answered incorrectly, fill in the little square box next to the question number
Short Answer	Write the answer on a separate sheet of paper or on the test itself.	Review the student's answer and bubble in the points earned
Essay	Write the answer on a separate sheet of paper or on the test itself.	Review the student's answer and bubble in the points earned
Matching	Bubble in one (or more) answers from the choices (for example: a, b, c, d)	Houghton Mifflin Assessment System scores automatically
Matching (There is one type of	Write the answers on a separate sheet of paper or on	Review the student's answer and bubble in the points

matching question that must be evaluated by the teacher)	the test itself.	earned
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Entering grades on the answer sheets

Review the test you administered to see if any questions require teacher scoring. If some questions require teacher scoring, use the students' responses on a separate sheet of paper or on the test to evaluate the students' responses. Then fill in the bubble next to the appropriate point value for the student on the student's answer sheet.

The chart below shows each question type that requires teacher scoring and the action you should take.

<u>Question Type</u>	<u>Scoring</u>
Modified True/False (student must make any False statement true by writing)	If student answered correctly, do nothing. If student answered incorrectly, fill in the little square box next to the question number
Fill In	If student answered correctly, do nothing. If student answered incorrectly, fill in the little square box next to the question number
Short Answer	Review the student's answer and bubble in the points earned
Essay	Review the student's answer and bubble in the points earned
Matching (There is one type of matching question that must be evaluated by the teacher)	Review the student's answer and bubble in the points earned

Answer sheets, therefore, directly lead the teacher to sections requiring teacher scoring.

Scanning answer sheets

Sign in to Houghton Mifflin Assessment System Grader

Once the scanning software has been configured, you can begin using it. The HMAS Grader software is not the same as being logged into the Houghton Mifflin Assessment System. The scanning software is what sends the scanned pages to the assessment system.

To use to the scanning software:

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1. On the computer that is set up for use with the scanner, double-click the HMAS Grader icon.
2. In the Login screen, enter your Houghton Mifflin Assessment System username and password.
3. Click login.
4. Make a note of the time.

Houghton Mifflin Assessment System organizes the answer sheets you scan and upload into sessions, each of which is identified by the time at which you logged in. A session lasts for as long as you are logged in to the Houghton Mifflin Assessment System Grader. If you log out for some reason—either because you deliberately logged out or the Grader sensed that it had been idle for a while and logged you out—the session ends. You begin a new session as soon as you log in again.

NOTE: Session times are recorded for the Eastern time zone. This means that a session you start at 10:00 A.M. in Mississippi or Texas will have a time of 11:00 A.M.

The Houghton Mifflin Assessment System Grader is now ready to scan your first batch of answer sheets. Before you do so, however, it's a good idea to make sure that the answer sheets are ready for scanning. See [Preparing answer sheets for scanning](#).

Preparing answer sheets for scanning

You can think of this section as an ounce of prevention. Despite what seems like a lot of rules and suggestions, it all boils down to common sense: the better the copies you start with, the easier it will be to scan them. Although Houghton Mifflin Assessment System lets you fix many scanning errors after the fact, you can save yourself some work by preparing good quality answer sheets, looking over the answer sheets as students hand them in or before scanning, and organizing them neatly into batches for scanning.

Preparation for scanning begins when you first create the answer sheets. See [About printing and copying answer sheets](#) for tips on printing and copying answer sheets.

You can fix certain types of scanning errors, but it's easier to prevent them to begin with. See [Checking answer sheets before scanning](#) for tips on how to spot potential scanning problems.

You scan answer sheets in groups of no more than 50. See [Batching answer sheets](#) for tips on assembling answer sheets into batches.

About printing and copying answer sheets

Before you distribute answer sheets to students, make sure the answer sheets are good, crisp copies and are square on the page. Here are some tips that will make scanning easier after students complete the answer sheets:

- When you print answer sheets, be sure to use a high-quality laser printer to print the master answer sheet. Do not create answer sheets on an ink-jet or dot-matrix printers.

- When you copy answer sheets, be sure to use a high-quality copier to make copies. Do not use a high-capacity, low-quality duplication system such as risograph.
- When you copy answer sheets, make sure that the copies are the same size as the original (not reduced or enlarged) and are not distorted in any way. The Houghton Mifflin Assessment System Grader relies on the four squares in the corners of the answer sheet (registration marks) for orientation. If they are in the wrong position or are distorted in any way, scanning may fail.

Checking answer sheets before scanning

Before you scan an answer sheet, take a second to review it and make sure:

- The student name is bubbled in and it matches the name printed on the top of the answer sheet.
- Answer bubbling is dark enough to read clearly.
- There are no stray marks on the answer sheet, especially around the perimeter of the sheet or across the bottom, near the optical block code.
- The answer sheet is in one piece, with no tears, bends, folds, spindles, or mutilations.
- The answer sheet is a good, crisp copy and is square on the page.

The most common causes of scanning errors are:

- Missing information (student name or ID not bubbled)
- Incomplete bubbling
- Stray marks on the page
- Unreadable block code along the bottom of the answer sheet
- Distortions and fuzziness caused by poor quality printing or copying.

You may be able to correct many of these problems before scanning.

After you review the individual answer sheets, the next step is to divide them up into batches. You can scan as many batches of answer sheets as you wish during a session, but you must divide them up into batches first.

TIP: Although you can combine answer sheets for different exams, teachers, and periods into a single batch, you may find it easier to resolve errors later if all answer sheets in a batch are for the same teacher and test assignment.

Batching answer sheets

When you prepare a batch of answer sheets, make sure that:

- There are no more than 50 answer sheets in a batch. This is a limitation of the scanner's feed tray.
- All answer sheets are facing in the same direction. This is not necessary, but it makes it easier to read the answer sheet image if you need to view it to correct a scanning error.

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- Answer sheets go into the scanner's feed tray facing right side up and head first.

The scanner only reads the side of the page that's facing up. Any pages that are facing down scan as blanks. Although the Houghton Mifflin Assessment System Grader can read upside down pages without any difficulty, scanning them head-first makes the scanned images easier to read when you look at them online.

This batch of answer sheets makes up a scan session.

Start the scan

The Houghton Mifflin Assessment System Grader handles the scanning and upload process seamlessly. All you need to do is load answer sheets into the scanner's feed tray and let the Houghton Mifflin Assessment System Grader do the rest.

NOTE: Always use the Houghton Mifflin Assessment System Grader to initiate scanning. Do not press the buttons on the scanner. The Houghton Mifflin Assessment System Grader will tell the scanner to start scanning and will let you know when scanning is completed

- First, the Houghton Mifflin Assessment System Grader tells the scanner to scan the batch of answer sheets in its feed tray. When scanning is complete, the Houghton Mifflin Assessment System Grader tells you how many pages it scanned.
- Next, you check the number of answer sheets scanned and either upload the batch or rescan it if it looks like some answer sheets are missing.
- After you scan and upload a batch of answer sheets, you can either continue scanning the next batch of answer sheets or look at the results of the upload.

To scan and upload answer sheets:

1. Load the answer sheets, face up, head first, into the scanner's feed tray.
2. Click **scan** in the Houghton Mifflin Assessment System Grader.
3. Make a note of the time.

Houghton Mifflin Assessment System identifies scanning sessions by time. You can scan as many batches as you wish during a session, and have as many sessions as you have time for in a day.

The Houghton Mifflin Assessment System Grader tells you the number of answer sheets you've scanned in this batch.

4. Review the number of scanned answer sheets and click either **back** or **upload**.
 - If the number is not correct, reload the batch of answer sheets and click back to rescan them.
 - The rescanned answer sheets simply replace the ones you scanned the first time, so there's no worry about potential duplicates.

- If the number is correct, click **upload** to begin uploading the answer sheets to Houghton Mifflin Assessment System.
 - Answer sheets are not uploaded unless you click **upload**.
 - The Houghton Mifflin Assessment System Grader displays progress information as it uploads the answer sheets, and lets you know when the uploading is completed.
5. Once the current batch of answer sheets has been uploaded, you may click **scan more** to scan another batch of answer sheets, or return to your primary computer, sign in to Houghton Mifflin Assessment System. Find the assignment and click the **view results** link to view the results that have been uploaded to Houghton Mifflin Assessment System.
- If you continue to scan and upload additional batches of answer sheets, they will be considered different scanning sessions, identified by the new upload time.

NOTE: The time to scan can vary between scanner models. Additionally, there may be a short delay between when you scan in the answer sheets and when the scores are available in Houghton Mifflin Assessment System.

View Scan Log

Once you or someone else has scanned answer sheets, you should check the scanning log to ensure that the scanning was successful. If any errors occurred, you can see, and sometimes correct, the errors here.

To view the scanning log:

1. From the **Tests** tab, click the **Scan Log** link.
2. A list of all the scanning sessions completed today appears.

You can use the filter at the bottom to change the scan sessions that appear in the list. For example, you may wish to see all scans done in the previous week, or only the scans that applied to a certain teacher. You can also sort the table by any column by clicking on its column header.

NOTE: Because you can scan many assignments in one session, you may see multiple assignments associated with one scan session.

TIP: When you batch scanning sheets, that is called a session. So your assignment may also be split across multiple scan sessions.

3. Find your scan session and assignment name in the list. Any assignment with the title "Unrecognized" means a fatal error occurred and the assignment could not be found.
4. Check the errors column. If the number of errors equals zero, you do not need to take any action.

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5. If there are errors, click the scan date link to see more details about the errors. See [Correcting Scanning Errors](#) for more information on how to fix problems with scanning.

TIP: You may want check the Scan Session Log to be sure that the total number of Successful Scans matches the number of scan sheets that you have for a particular assignment.

Correcting Scanning Errors

There are a number of reasons that scanning failures occur, but they all boil down to recognition problems: can the system identify the student, the response/score, and the test assignment?

Student recognition failures occur when the student fails to bubble in his or her name clearly or bubbles in more than one name. Score recognition errors can occur when the teacher fails to bubble in the students' score. You can generally resolve this type of failure without much difficulty.

Failure to recognize the test assignment is a more serious problem. If you can identify the student and assignment based on the answer sheet, you can print a new answer sheet, transfer the student's answers, and scan in the replacement. If you can't identify the student or the assignment, the failure remains unresolved.

You can resolve scanning errors if:

- You are the teacher of the assignment
- You scanned in the answer sheet.

Here is a list of scanning failures in three categories, student/score recognition failures and assignment recognition failures.

Student Recognition Failures

Student Name Not Recognized

Error: The system did not recognize the Student Name from the scan.

Solution:

1. View the scanned image to read the student's name from the top of the page.
2. Click the **Select Student From Roster** button.
3. The class roster displays.
4. Select the student from the roster.
5. Click **OK**.
6. Click the **Back to Session Detail** button.

You can also choose to find the original answer sheet, bubble in the student's name and re-scan. If you take this approach, be sure to click the **Remove from Error List**, since you will be resolving the error via a new scanning session.

Student Not Assigned

Error: This error occurs if the student has been removed from your class roster since the answer sheet was printed.

Solution:

1. Review your assignment and re-add the student to your list of assignees.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click the **Back to Session Detail** button.

Score Recognition Failures

Question Has Multiple Scores or Is Missing Score

Error: The scan has revealed that a question (or questions) has (have) multiple scores or is missing a score.

Solution:

1. Evaluate the scan image and the student's responses and then score those items that have multiple scores. You may need to find the student's test or separate sheet of paper to evaluate their responses (if they answered an essay question, for example, on a separate sheet of paper).
2. For each question number, select a point value (from 0 to the maximum points possible for that question).
3. Click the **Submit Scores** button.
4. Click the **Back to Session Detail** button.

You can also choose to find the original answer sheet, evaluate the student's responses, bubble in the scores, and re-scan. If you take this approach, be sure to click the **Remove from Error List**, since you'll be resolving the error via a new scanning session.

Assignment Recognition Failures

Bar Code Not Recognized

Error: The scan failed because the bar code at the bottom of the page could not be recognized.

Solution:

1. Check the answer sheet to be sure that it is readable and not distorted in any way. Check for stray marks or other problems around the bar code. If it looks like the answer sheet is in acceptable shape, scan the answer sheet again. If you still do not get the proper results, get a new copy of the answer sheet and copy the student's answers over for rescanning.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click the **Back to Session Detail** button.

Unreadable Scan

Error: The answer sheet cannot be read by the scanner.

Solution:

1. Clean up or re-write the scan sheet, and scan again.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click **Back to Session Detail** button.

Assignment Not Found

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Error: The system cannot process the scan because it cannot locate an assignment.

Solution:

1. Check to see if the assignment has been deleted or has closed. If deleted, create a new assignment, print out new answer sheets, transfer students' answers and re-scan. If closed, extend the end date of an existing assignment, and then scan the answer sheet again.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click the **Back to Session Detail** button.

Answer Sheet Missing

Error: In cases where it takes multiple answer sheets for *each* student, there may be cases where you scanned pages 1 of 3 and 3 of 3, but are missing page 2 of 3.

Solution:

1. Find the student's missing answer sheet and rescan.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click the **Back to Session Detail** button.

Assignment Closed for 90 Days

Error: The system cannot process the scan because the assignment has been closed for 90 days.

Solution:

1. Extend the end date of the assignment, and then scan the answer sheet again.
2. Click **Remove from Error List** once you have successfully eliminated the error.
3. Click the **Back to Session Detail** button.

Scoring Online Tests

What questions does Houghton Mifflin Assessment System score?

Houghton Mifflin Assessment System allows you to use a wide variety of questions in a test. However, there are questions that require teacher scoring when responses cannot be evaluated, graded or judged by the technology.

The chart below shows the question type, students' actions and how the question is to be scored:

<u>Question Type</u>	<u>Student's action</u>	<u>Scoring</u>
Multiple choice	Select one (or more) answers from the choices (for example: a, b, c, d)	Houghton Mifflin Assessment System scores automatically
Simple True/False	Select either T or F	Houghton Mifflin Assessment System scores automatically
Modified True/False (student must make any False statement true by writing)	Select T or F. If statement is false, then in the text box provided, correct the	If the correct answer is "true", then Houghton Mifflin Assessment System scores automatically. If the correct answer is false, teacher enters a score in

	statement so it's true	Houghton Mifflin Assessment System.
Fill In	Type your answer in the text box provided.	Teacher enters a score in Houghton Mifflin Assessment System
Short Answer	Type your answer in the text box provided.	Teacher enters a score in Houghton Mifflin Assessment System
Essay	Type your answer in the text box provided.	Teacher enters a score in Houghton Mifflin Assessment System
Matching	Select one (or more) answers from the choices (for example: a, b, c, d)	Houghton Mifflin Assessment System scores automatically

How to score questions

When you must score a test question, it's easy to assign a score within Houghton Mifflin Assessment System. Follow the steps below:

1. From the **Tests** tab, find the assignment and click the assignment name.
2. For each student assigned, you'll see his or her status.
3. Beginning with the first student, click the Score it link.
4. On the next page, you'll see each question that requires a score from you.
5. Click the question number.

The question, as it was presented to the student, is shown. And, the student's response, as he or she entered it also displays. If available, the correct or a sample response is also shown to help you.

7. Evaluate the student's response. Select the amount of points the student earned on this question. You can select from 0 to the total possible points.
8. You can also enter in comments by clicking the teacher comments link. Enter comments in the pop-up window and click **Save**.
9. When you have entered points for this question, click the **Save** button.
10. Repeat steps 5-9 for all questions requiring teacher scoring for this student.

Once you have entered in points for every teacher-scored question for this student's test assignment, click the **Submit Scores** button.

A confirmation screen displays to make sure that you are ready to submit the student's score for final score calculation. No changes are possible once you confirm. Click the **OK** button.

The assignment screen is re-displayed, and the student's status will now be Scored.

Repeat for each student in your assignment who has a Score it status next to his or her name.

Quick Reports

What is a Quick Report?

A Quick Report (vs. a Comprehensive Report) shows test results for one test assignment (vs. many) for the teacher of a particular class. It is called a quick report because it can be generated "on the fly." Quick reports are not saved. They can be created quickly and easily on demand whenever they are needed.

NOTE: You must have classes, assignments, and student data to produce a report. Also, you must be the teacher of the class in order to use quick reports. If you are not the teacher of the class, you must create reports using the [Comprehensive Reports](#) function.

Running a Quick Report

There are two easy ways to run a Quick Report.

1. From the **Tests** tab, choose your assignment.
2. On the assignment details, page, click the [view results](#) link near the list of students assigned to the test.

Or, you can follow these steps.

1. From the **Reports** tab, click the [Quick Report](#) link.
2. Choose a class and click the **Go** button.
3. A list of assignments displays. You can sort the table by any column head. Choose a single test assignment.
4. Click the **Run Report** button.

Viewing a Report

Overview

From this one screen, you can view results of one test assignment in many different ways. On all quick reports, you can see the following basic information:

- Test Name
- If available, a print preview and online preview
- Assignment Name
- Class Name
- Teacher Name
- Start/End Dates of the assignment
- # of Students Assigned
- # of students who took the test/# of students who had a test scored
- # of questions on the test
- Total Points Possible
- Session to Score: First Attempt, Last Attempt, Highest Score, Average Score
- Class Average: Number of Points, Total Points and Percentage

By Whole Class (all assigned)

The default view for all quick reports is to show the overall scores for all students in the class who were assigned this test.

Overall scores

At a glance, you can see each student assigned, the percentage correct, and the students' scores in points. If the test was administered online, you can also see the amount of time each student spent on the test, and the date and time the test was completed.

TIPS:

- If you see a link to [score it](#) next to a student's name, there are questions that require you to assign a score. Click the link to be taken to the Scoring area. You can see the section [Scoring Online Tests](#) for more information.
- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

Scores by question

If you'd like more detail, click "Scores by Question". This report can give you information on whether there were questions that students had difficulty answering.

The table displays, showing each question in the test. In this table, you can see the question type, the percentage of students who answered the question correctly, the correct answer (if possible), and the number of students who did not answer the question.

Click the question number link to see even more detail about the question, including the point value and any standards for the question. In some cases, the entire question text will display.

The percentage next to multiple choice answer choices shows the percentage of students who selected this answer. Percentages in green indicate that it was the question's correct answer. Percentages in red indicate that it was an incorrect answer. For other question types, you'll see the percentage of students who answered the question correctly.

TIPS:

- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

Scores by standard

If you'd like to see which standards were assessed, click "Scores by Standard". This report can give you information on whether students are struggling with a particular concept or standard. Be aware that it may take additional time to prepare this report. A processing bar will alert you that your report is being prepared.

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NOTE: If your test contains only items that do not have standards associated (such as a test where you authored all the questions), or if standards are not available for your product, this report is not available.

The table displays, showing each standard assessed in the test. In this table, you can see the standard number, the questions aligned to the standard, and the class' score (as a percentage) on that standard.

Score calculation:

The system multiplies the point value of each question by the number of students who answered the question to find the total points available for the question. The system then totals the point values earned for all the student responses for the question and divides it by the total points available for that question. The result is the overall percentage score for the question by all who took this test assignment.

Click on the standard number to see the text of the standard.

Click the question number link to see even more detail about the question, including the point value and any standards for the question. In some cases, the entire question text and/or correct answer will display.

For multiple choice questions, the percentage next to answer choices shows the percentage of students who selected this answer. Percentages in green indicate that it was the question's correct answer. Percentages in red indicate that it was an incorrect answer. For other question types, you'll see the percentage of students who answered the question correctly.

TIPS:

- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

By Student

From this same screen, you can run even more reports, including a student-specific report.

Find "Other Reports" and click the "Student" link. The first student alphabetically is listed. From the drop-down, you can choose any student who took this test assignment.

Scores by question

The default view in this report shows you a detailed, by question, report for a single student on a single test. Use this report to gain more insight into a particular student's performance.

The table displays, showing each question in the test. In this table, you can see the question number, whether the student's answer was correct (green check), incorrect (red "x"), or partially correct (green check and red "x"). You can also see if the student

skipped the question. The points earned are shown in the next column. Where possible, the student answer compared to the correct answer is shown in the final 2 columns.

NOTE: If the test was administered offline, a student's response on a teacher-scored question cannot be shown.

Click the question number link to see even more detail about the question, including the point value and any standards for the question. In some cases, the entire question text and the student's response will also display.

NOTE: When you created the assignment, you may have given students the opportunity to take the test more than once. If so, separate tabs show the results each student's try, or attempt. A star shows which score is used for all comprehensive reports. If multiple tries were allowed and no star is on a tab, it indicates that the average score will be used for all comprehensive reports.

TIP: Click on any of the column heads in the table to re-sort the results.

Scores by standard

If you'd like more detail on this student's performance, click "Scores by Standard". This report can give you information on whether this student is struggling with a particular concept or standard. Be aware that it may take additional time to prepare this report. A processing bar will alert you that your report is being prepared.

NOTE: If your test contains only items that do not have standards associated (such as a test where you authored all the questions), or if standards are not available for your product, this report is not available.

The table displays, showing each standard assessed in the test. In this table, you can see the standard number, the questions applying to the standard, and the student's score (as a percentage) on that standard.

Score calculation:

The system looks at all the questions aligned to a particular standard, and totals the points available for all those questions. Then it multiplies the points available per student for this standard by the number of students who answered the questions to find the total points available for the standard. The system then totals the point values earned for all the student responses for the questions aligned to that standard and divides it by the total points available for that standard. The result is the overall percentage score for the standard by all who took this test assignment.

Click on the standard number to see the text of the standard.

Click the question number link to see even more detail about the question, including the point value and any standards for the question. In some cases, the entire question text will display.

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For each question, you may see how the student responded and whether they selected the correct answer (green check), incorrect answer (red "x"), or received partial credit (green check and red "x").

TIPS:

- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

By NCLB group

From this same screen, you can run even more reports, including an NCLB report. NCLB results can be helpful when you want to break down the scores of one test based on criteria such as gender, ethnicity, or educational programs. This view can only be used if you or an administrator entered this optional information into each student's profile.

Find "Other Reports" and click the "[NCLB](#)" link.

Overall scores

This default view for this report shows you each NCLB group's score. You can see the overall group name (Gender, Ethnicity, Educational Programs), then the categories underneath that. The number of students who took the test and belong to that category is shown, as well as the group score (as a percentage).

Remember, the overall class average is shown above the table on the right-hand side, so you can see how the NCLB groups performed compared to the overall class.

NOTES:

- If no students in a category took the test, the category will not display in this report. For example, if no students who took this test were Caucasian, then that category would not display in the Ethnicity section of the table.
- The number of students in this table may not match the actual number of students who took the test. This is because a student may belong to more than one group. For example, the student may be Female, Hispanic, ELL, and Title 1. Her score will be used in all of these categories.

Scores by group

After reviewing the overall group scores, you may wish to see more detail. If so, click "Scores for Group" and choose a single group. For example, you could choose to see the scores for the NCLB Group ELL.

When you choose a specific group, a new table displays. In this report, you can see the names of all the students assigned to this test who belong to this group or category.

Each student who is a member of the NCLB group is displayed, along with the percent correct on the test, and the score represented in points. If the test was administered online,

you can also see the time the student spent on the test, as well as when he or she completed the test.

TIPS:

- If you see a link to [score it](#) next to a student's name, there are questions that require you to assign a score. Click the link to be taken to the Scoring area. You can see the section [Scoring Online Tests](#) for more information.
- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

By Classroom Groups

Classroom Group results can be helpful when you want to break down the scores of one test based on a subset of students in the class. A classroom Group might be your struggling readers, or your football players. This view can only be used if you previously set up a classroom Group for this class.

Find "Other Reports" and click the "[My Groups](#)" link.

Overall scores

This report shows you each classroom Group's score. You can see the classroom Group name. The number of students who took the test and belong to that Group is shown, as well as the classroom Group score (as a percentage).

Remember, the overall class average is shown above the table on the right-hand side, so you can see how this classroom Group performed compared to the overall class.

NOTES:

- If no students in a classroom Group took the test, the Group will not display in this report.
- The number of students in this table may not match the actual number of students who took the test. This is because a student may belong to more than one Group. For example, the student may be a member of your Struggling Readers and Football Players Groups. His score will be used in both of these categories.

Scores by Group

After reviewing the overall classroom Group scores, you may wish to see more detail. If so, click "Scores for Group" and select a single classroom Group.

When you choose a specific classroom Group, a new table displays. In this report, you can see the names of all the students assigned to this test who belong to this classroom Group.

Each student's name is displayed, along with the percent correct on the test, and the score represented in points. If the test was administered online, you can also see the time the student spent on the test, as well as when he or she completed the test.

TIPS:

- If you see a link to score it next to a student's name, there are questions that require you to assign a score. Click the link to be taken to the Scoring area. You can see the section [Scoring Online Tests](#) for more information.
- Click on any of the column heads in the table to re-sort the results.
- Turn on teacher- or district-level performance bands to color code the results based on the scores.

Quick Reports and performance band highlighting

Color-coding the results to performance bands can enhance many of the Quick Reports. You can easily turn on performance band highlighting by clicking in the drop-down on the right side of the page.

You will have a choice between your (teacher) performance bands or the district or system performance bands, depending on whether your district set up performance bands.

Color-coding results can be a quick way to see at-a-glance how your class, group, or student is doing. If you haven't yet set up your performance bands, you click the edit your settings link to go to the Preferences area. See the section [Performance Bands Preferences](#) for more information on how to create or edit your performance bands.

Printing & Exporting

Printing a Report

You can print any of the Quick Reports you view on screen. Choose the **Print Report** button in the upper right of the screen of your report. Select your printer and click Print. Be sure your computer is connected to a printer.

Printing Labels

The Print Labels feature makes it easy for you to provide your students their results in a printed format. Instead of printing one sheet of paper per student, you can save paper and use the Print Labels to print a short snapshot of each students' results. You may want to place these labels on their answer sheet (if the test was administered offline).

1. Click the **Print Labels** button.
2. Houghton Mifflin Assessment System will generate a PDF document in a new window formatted for the Avery #5164 template.
3. Place the labels in your printer (or use plain paper and cut them out yourself), and select **Print**.

The following information is contained on each student's report label:

- Student's First Name, Middle Initial, Last Name
- Assignment Name
- Points received/points possible on test
- Percent score

- Question #'s Missed: Question Numbers and Points received/points possible on questions missed
- Standards Needing Attention (number and truncated text)
- Percent correct on standard

NOTE: On a long test with many standards, each student may have more than one label.

Exporting a Report

Exporting a report is simple in Houghton Mifflin Assessment System.

To export the report you are currently viewing, click the **Export Data** button. Choose a destination on your local computer, and enter a file name. Click **OK** to export. Your report will automatically download to the destination that you identified. Reports are exported as a tab-delimited file, which means they generally open with Microsoft Excel.

Once you have exported the report, you can open it in any application that can read a tab-delimited file format. The information displayed on screen will also be in the file. You may have to do additional editing or manipulation of the file to make it suitable for importing into another application. Or you may want to export the report to create your own charts and graphs.

Comprehensive Reports

What is a Comprehensive Report?

As the name implies, a Comprehensive Report is one that provides you with a more comprehensive perspective of how students are performing across many different criteria.

Whereas Quick Reports provide teachers a view of just one assignment for one class, a comprehensive report can span teachers, classes, students and assignments in combination with the same parameters available to Quick Reports.

The most powerful aspect of a Comprehensive Report is its ability to calculate large volumes of data across many tests. As such, a Comprehensive Report cannot display without processing or compiling first.

This section covers all aspects of Comprehensive Reports. As with Quick Reports, select criteria for your report and then request that the system "process" or "compile" the report for you. Unlike Quick Reports, which are not saved, you will have the option to store up to 20 Comprehensive Reports. You may print or export the data from reports if you need to save more than 20 reports.

NOTE: Comprehensive Reports are generated from our archival site for security and efficiency reasons. Assignments are moved over to this site on a nightly basis. Be aware that an assignment's results are moved or archived when:

- a. the assignment close date passes
- b. scores have been entered for all assignees

This means that if your assignment closes (or is completely scored) on Tuesday, 12:00 p.m., you can view a Quick Report immediately, but data for this assignment will not be available to include in a Comprehensive Report until the next morning.

Running a comprehensive report

Overview

You must tell the system which kind of report you would like to create, and then select additional criteria.

Selecting Criteria

As you will see, each report requires that you provide criteria or settings that are needed to run that report. To set criteria for a report:

1. Read the report criteria carefully. Make logical decisions and choices as you provide information.
2. Create and type a Report Name.

The report name appears in your list of compiled reports (on your My Reports screen), so create a name that is both unique and representative of your report. As you will have to

manage up to 20 reports at a time, you will want to adopt an easy-to-understand convention. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+=+{}[];,. (no apostrophes).

Running the Report

After you set the criteria for your report, follow these next steps.

1. Tell Houghton Mifflin Online Assessment System to generate or compile the report by clicking the **Run Report** button. The system displays a page indicating that processing has begun. Click the link to [My Reports](#) to check the status of your report.

NOTE: It may take several minutes to process your report. There are many factors that determine the speed at which your report is processed. Please be patient on busy days or when your report covers a large volume of student or class data.

2. On the **My Reports** screen, the Status column will change from *Processing* to *Complete* when the report is ready to view.

Viewing a Report

When the status of a Comprehensive Report changes from *Processing* to *Complete*, you can click the name of the report to view it. The report will display in a new window. Many reports have combinations of tables and charts to make it easier to understand the information on the report.

See the following sections for more information:

- [Printing a report](#)
- [Exporting a report](#)
- [Deleting a report](#)

One Student, Many Test Assignments

Use this report to see how one student has performed over multiple test assignments.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

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In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the subject and the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button.

Select a student

Now that you've selected a time frame, choose a class. This will help you find the student for whom you are running the report.

After you select a class, the list of students in the class displays. Select one student. His or her name is displayed in the **Selected Student** area.

When you have successfully found and identified the student, click the **Save Student** button.

Select test assignments

The test assignments taken by your selected student are shown. This table is sorted by the start date of the assignment, but you can sort by any of the column heads. The name of the Product is shown to help you choose assignments that are from similar curricular areas.

Use the checkboxes to select one or more assignments. Clicking the yellow checkmark will select all assignments. Clicking it again will deselect all assignments.

When you have chosen one or more test assignments, you can move to the next step.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+= { } [] ; , . (no apostrophes).

Other report options

Finally, choose whether you wish to include the overall class average on this student's report. If you are running the report to share at a meeting with the student you may not wish to compare him or her to the entire class. However, if you are meeting with his or her guardians, you may want to reveal this information.

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your

report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

One Class, Many Test Assignments

Use this report to see how one class has performed over multiple test assignments.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button.

Select a class

Now that you've selected a time frame, choose a class.

After you select a class, click the **Save Class** button.

Select test assignments

The test assignments taken by the class are shown. This table is sorted by the start date of the assignment, but you can sort by any of the column heads. The name of the Product is shown to help you choose assignments that are from similar curricular areas.

Use the checkboxes to select one or more assignments. Clicking the yellow checkmark will select all assignments. Clicking it again will deselect all assignments.

When you have chosen one or more test assignments, you can move to the next step.

View by

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Next, choose whether you want to see the information based on the class roster, or disaggregated by NCLB categories.

Remember, you or an administrator must have entered NCLB criteria for each student in order for these criteria to be meaningful.

Viewing by class roster will show specific students' names, while viewing by NCLB criteria will show results based on the NCLB groups (gender, ethnicity, and educational programs).

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+=+{ }[];,. (no apostrophes).

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

Many Tests, Many Classes

Use this report to find out how many classes performed over the same series of tests.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button.

Select classes

Now that you've selected a time frame, choose one or more classes. If you are an administrator, you can see the teacher(s) associated to the class.

Use the checkboxes to select one or more classes. Clicking the yellow checkmark will select all classes. Clicking it again will deselect all classes.

After you select one or more classes, click the **Save Classes** button.

Select tests

All tests taken by all selected classes are shown. The name of the Product is shown to help you choose tests that are from similar curricular areas.

Use the checkboxes to select one or more tests. Clicking the yellow checkmark will select all tests. Clicking it again will deselect all tests.

When you have chosen one or more tests, you can move to the next step.

NOTE: When displaying tests, Houghton Mifflin Assessment System shows the total tests taken across all classes.

Example:

Class A took Tests 1 & 2

Class B took Tests 1, 2, & 3

Class C took Tests 1, 2, 3 & 4

The table will show only tests 1 & 2, since they are the only tests taken by all 3 classes.

View by

Next, you have several choices of how to display the resulting report.

Viewing the report by class roster will sum the information based on the class name and the test.

Viewing the report by NCLB criteria (summarized by class) will disaggregate the information based on NCLB categories, and show the information class by class.

Viewing the report by NCLB criteria (summarized by test) will disaggregate the information based on NCLB categories and show the information test by test.

You need to think about how you want to see the data and make your choices appropriately.

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Remember, you or an administrator must have entered NCLB criteria for each student in order for these criteria to be meaningful.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+=+{ }[];,. (no apostrophes).

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

NCLB Report

The No Child Left Behind (NCLB) Reports let you disaggregate test data according to the standard categories of Ethnicity, Gender, and Special Programs.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the subject and the grade on which to report. Reporting on a single subject or grade will help limit the processing time and create more meaningful reports. You can select "All" for both of these categories.

When you are finished making your choices, click the **Save Report Period** button.

Select a class

Now that you've selected a time frame, choose a class.

After you select a class, click the **Save Class** button.

Select test assignments

The test assignments taken by the class are shown. This table is sorted by the start date of the assignment, but you can sort by any of the column heads. The name of the Product is shown to help you choose assignments that are from similar curricular areas.

Use the checkboxes to select one or more assignments. Clicking the yellow checkmark will select all assignments. Clicking it again will deselect all assignments.

When you have chosen one or more test assignments, you can move to the next step.

NCLB Categories

Next, choose whether you want to see the information based on the class roster, or disaggregated by NCLB categories.

Remember, you or an administrator must have entered NCLB criteria for each student in order for this report to be meaningful. You can choose one or more NCLB categories. To see a list of each value in an NCLB category, click the [view categories](#) link.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+=+{ }[];,. (no apostrophes).

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

Standards Report: One Class or Student

Standards Reports let you see how a student, a class, or multiple classes are performing on state or national standards and identify which standards have not been assessed.

NOTE: Not all state and national standards may be available for every product. If standards are not available for a given product, you will not be able to generate these reports.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit

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the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button.

Select Standard Set

Next, you need to select a standard set. The standard set that displays is based on the products you have access to and the state in which you reside.

NOTE: If this table is blank, it means that no standard sets are available for the products you own and you should abandon the creation of this report.

Select a standard set, and then click the **Save Standard Set** button.

Select Class or Student

Next you need to decide whether you want to run this report on one class or on one student. Select a single class. You can either select "All Students" or find a particular student and select him or her. Your choice is shown in the **Selected Student(s)** area.

When you have selected one student or an entire class, click the **Save Student** button.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+={}[];,. (no apostrophes).

Other report options

Finally, choose whether you wish to *include the class average* on this report. If you are running the report for one student, you may not wish to compare him or her to the entire class. If you are running this report for the entire class, you should select this option.

If you choose the *include standards not assessed*, you can see any standards which have never appeared on an administered test. This can help identify areas that need further teaching or testing.

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

Standards Report: Many Classes

Standards Reports let you see how a student, a class, or multiple classes are performing on state or national standards and identify which standards have not been assessed.

NOTE: Not all state and national standards may be available for every product. If these reports cannot be run based on the products you own, you will not be able to complete the generation of these reports.

Select Report Period

First, you need to select the report period. To accept the default values, simply click the **Save Report Period** button. Otherwise, select the school year, and a term. You can choose "any" for the terms to include the entire school year. Next, you can further limit the time frame by entering in specific dates in mm/dd/yyyy format (or use the calendar). The dates you choose must fall within your selected school year and term.

Example:

School Year: 2006-2007

Term: Fall Semester

From Date: 10/01/2006

To Date: 10/31/2006

In this way you can choose to run a report just for October 2006, which is part of the Fall Semester in the School Year 2006-2007.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button.

Select Standard Set

Next, you need to select a standard set. The standard set that displays is based on the products you have access to and the state in which you reside.

NOTE: If this table is blank, it means that no standard sets are available for the products you own and you should abandon the creation of this report.

Select a standard set, and then click the **Save Standard Set** button.

Select classes

Now that you've selected a time frame and a standard set, choose one or more classes. If you are an administrator, you can see the teacher(s) associated to the class.

Use the checkboxes to select one or more classes. Clicking the yellow checkmark will select all classes. Clicking it again will deselect all classes.

After you select one or more classes, proceed to the next step.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+=+{ }[];,. (no apostrophes).

Other report options

Finally, choose whether you to *include standards not assessed*. This will show you any standards that have never appeared on an administered test. This can help identify areas that need further teaching or testing.

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, Comprehensive Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

Printing & Exporting

Printing a Report

You can print any of the Comprehensive Reports you view on screen. Choose the **Print Report** button in the upper right of the screen of your report, or click the print icon in the Adobe Acrobat toolbar.

NOTE: Reports can be long and use a significant amount of paper. Check the total number of pages in the bottom of the Adobe Acrobat window containing the report, and make sure you have enough paper. This can help you decide whether or not you want to send the report to the printer.

TIP: From the Adobe Acrobat toolbar, you can save the report your local drive and then immediately go back to the **My Reports** page to delete it, since you now have a copy on your local machine.

Exporting a Report

Exporting a report is simple in Houghton Mifflin Assessment System.

To export the report you are currently viewing, follow the steps below:

1. Click the **Export Data** button.
2. The browser's pop-up appears, offering choices to Save or Open the file. Choose Save.
3. Next, choose a destination on your local computer.
4. Enter a file name, or click OK to use the default name.
5. Click **OK** to export.

Your report will automatically download to the destination that you identified. Report data is exported as tab-delimited text, so it will generally open with Microsoft Excel.

Once you have exported the report, you can open it in any application that can read a tab-delimited file format. The information displayed on screen will also be in the file.

You may have to do additional editing or manipulation of the file to make it suitable for importing into another application. Or you may want to export the report to create your own charts and graphs.

Deleting a Comprehensive Report

Once you reach your limit of 20 saved Comprehensive Reports, you will be prompted to remove reports by deleting them.

Save or print reports before deleting them. Or, you can export reports to a tab-delimited file before deleting them. That way, you will have access to these reports as long as you need them.

Each report entry has a delete link in the right column. If you click delete, a message appears asking you to confirm your action. Click **OK** to confirm the report deletion.

District Reports

What is a District Report?

A District Report provides a comprehensive perspective of how schools are performing against a variety of criteria.

Like Comprehensive Reports, the most powerful aspect of a District Report is its ability to calculate large volumes of data across many schools, classes and students. As such, a District Report cannot display without processing or compiling first.

This section covers all aspects of district reports. As with previous reports, select criteria for your report and then request that the system "process" or "compile" the report. District Reports count against the total of 20 reports you can store at any given time.

NOTE: District Reports are generated from our archival site for security and efficiency reasons. Assignments are moved over to this site on a nightly basis. Be aware that an assignment's results are moved when:

- a. the assignment close date passes
- b. scores have been entered for all assignees

This means that if an assignment closes (or is completely scored) on Tuesday, 12:00 p..m, the results will not be included in the district report until the next morning.

Running a district report

Overview

As you have already learned with Quick Reports, you must tell the system which kind of report you would like to create, and then select additional criteria.

Selecting Criteria

As you will see, each report requires that you provide criteria or settings that are suitable to that report.

Generally, to set criteria for a report:

1. Read the report criteria carefully. There will be different criteria in each of the reports that you will want to explore. Make logical decisions and choices as you provide information.
2. Create and type a Report Name.

The report name appears in your list of compiled reports (on your My Reports screen), so create a name that is both unique and representative of your report. As you will have to manage up to 20 reports at a time, you will want to adopt an easy-to-understand convention. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+=+{ }[];,. (no apostrophes).

Running the Report

After you set the criteria for your report, follow these next steps.

1. Tell Houghton Mifflin Assessment System to generate or compile the report by clicking the **Run Report** button. Once you click **Run Report**, you will go back to the **My Reports** page.
2. It may take several minutes to process your report. There are many factors that determine the speed at which your report is processed. Please be patient on busy days or when your report covers a large volume of student or class data.
3. Check the status of your report by clicking your browser's Refresh button (if you decide to wait for your report to complete while at your My Reports screen). The Status column will change from *Processing* to *Complete* when the report is ready to view.

Viewing a Report

When the status of a District Report changes from *Processing* to *Complete*, you can click the name of the report to view it. The report will display in a new window. Many reports have combinations of tables and charts to make understanding the information on the report easier.

See the following sections for more information:

- [Printing a report](#)
- [Exporting a report](#)
- [Deleting a report](#)

Test Performance Report

Use this report to compare one or more tests administered across multiple schools.

Select School(s)

First, select a school type. You can choose elementary, middle schools, or high schools. Once you select a school type, a list of all schools of that type in the district display.

Be sure to only select schools that are actively using Houghton Mifflin Assessment System.

Use the checkboxes to select one or more schools. Clicking the yellow checkmark will automatically select all schools. Clicking it again will deselect all schools.

When you are finished selecting one or more schools, proceed to the next step.

Select Report Period

Next, you need to select the report period. Select the From date by entering in mm/dd/yyyy or by using the calendar. Then select the To date.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. You can select "All" for this category.

When you are finished making your choices, click the **Save Report Period** button

Select tests

All tests taken by students in the selected schools and grade, and within the chosen dates, are shown. The name of the Product is shown to help you choose tests that are from similar curricular areas.

Use the checkboxes to select one or more tests. Clicking the yellow checkmark will automatically select all tests. Clicking it again will deselect all tests.

When you have chosen one or more tests, you can move to the next step.

NOTE: When displaying tests, Houghton Mifflin Assessment System shows the total tests taken across all schools.

Example:

School A took Tests 1 & 2

School B took Tests 1, 2, & 3

School C took Tests 1, 2, 3 & 4

The table will show only tests 1 & 2, since they are the only tests taken by all 3 schools.

View by

Next, choose whether you want to include NCLB information in this report.

Remember, NCLB criteria must be entered for each student in order for these criteria to be meaningful.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+=+{ }[];,. (no apostrophes).

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, District Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

NCLB Report

The No Child Left Behind (NCLB) Reports let you disaggregate test data according to the standard categories of Ethnicity, Gender, and Special Programs.

Select School(s)

First, select a school type. You can choose elementary, middle schools, or high schools. Once you select a school type, a list of all schools in the district display.

Be sure to only select schools that are actively using Houghton Mifflin Assessment System.

Use the checkboxes to select one or more schools. Clicking the yellow checkmark will select all schools. Clicking it again will deselect all schools.

When you are finished selecting one or more schools, proceed to the next step.

Select Report Period

Next, you need to select the report period. Select the From date by entering in mm/dd/yyyy or by using the calendar. Then select the To date.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. The default selection is "All" for this category.

When you are finished making your choices, click the **Save Report Period** button

Select tests

All tests taken by the selected schools and grades, and within the chosen dates, are shown. The name of the Product is shown to help you choose tests that are from similar curricular areas.

Use the checkboxes to select one or more tests. Clicking the yellow checkmark will automatically select all tests. Clicking it again will deselect all tests.

When you have chosen one or more tests, you can move to the next step.

NOTE: When displaying tests, Houghton Mifflin Assessment System shows the total tests taken across all schools.

Example:

School A took Tests 1 & 2

School B took Tests 1, 2, & 3

School C took Tests 1, 2, 3 & 4

The table will show only tests 1 & 2, since they are the only tests taken by all 3 schools.

NCLB Categories

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Next, choose whether you want to see the information based on all NCLB categories of gender, ethnicity, and educational programs. You can choose any or all NCLB categories. To see a list of the values within each NCLB category, click the [view categories](#) link.

Remember, NCLB criteria must be entered for each student in order for these criteria to be meaningful.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+=+{ }[];,. (no apostrophes).

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, District Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

Standards Performance Report

Standards Reports let you compare school performance on standards.

NOTE: Not all state and national standards may be available for every product. If no standards are available for the products you own, you will not be able to generate this report.

Select School(s)

First, select a school type. You can choose elementary, middle schools, or high schools. Once you select a school type, a list of all schools of this type in the district display.

Be sure to only select schools that are actively using Houghton Mifflin Assessment System.

Use the checkboxes to select one or more schools. Clicking the yellow checkmark will automatically select all schools. Clicking it again will deselect all schools.

When you are finished selecting one or more schools, proceed to the next step.

Select Report Period

Next, you need to select the report period. Select the beginning date by entering in mm/dd/yyyy or by using the calendar. Then select the ending date.

Now, choose the grade on which to report. Reporting on a single grade will help limit the processing time and create more meaningful reports. The default selection is "All" for this category.

When you are finished making your choices, click the **Save Report Period** button

Select Standard Set

Next, you need to select a standard set. The standard set that displays is based on the products you license and the state in which you reside.

NOTE: If this table is blank, it means that no standard sets are available for the products you own and you should abandon the creation of this report.

Select a standard set, and then click the **Save Standard Set** button.

Report Name

Give your report a name. This is the name that will display in the **My Reports** page, so choose something that will be meaningful. Remember, you can only have 20 saved reports at any one time. In the report name, you can only use alphanumeric characters, spaces, and the following special characters `~!\$@()-_+=+{ }[];,. (no apostrophes).

Run report

Your final step is to click the **Run Report** button. This will begin the report generation process. As mentioned earlier, District Reports can take some time to process, because of the amount of data. You should monitor the **My Reports** page. When your report is complete, the status will change from *Processing* to *Complete*. You may need to refresh your browser.

If you want to cancel this report use the **Cancel** button.

Printing & Exporting

Printing a Report

You can print any of the District Reports you view on screen. Choose the **Print Report** button in the upper right of the screen of your report.

NOTE: Reports can be long and use a significant amount of paper. Be sure you have enough paper to run the report. You may want to use your browser's Print Preview function to see the length of the report. This can help you decide whether or not you want to send the report to the printer.

TIP: From the Adobe Acrobat toolbar, you can save the report your local drive and then immediately go back to the **My Reports** page to delete it, since you now have a copy on your local machine.

Exporting a Report

Exporting a report is simple to accomplish in Houghton Mifflin Assessment System.

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To export the report you are currently viewing, follow the steps below:

- 1. Click the **Export Data** button.
 2. The browser's pop-up appears, offering choices to Save or Open the file. Choose **Save**.
 3. Next, choose a destination on your local computer.
 4. Enter a file name, or click **OK** to use the default name.
 5. Click **OK** to export.

Your report will automatically download to the destination that you identified. Report data is exported as tab-delimited text, so it will generally open with Microsoft Excel.

Once you have exported the report, you can open it in any application that can read a tab-delimited file format. The information displayed on screen will also be in the file.

You may have to do additional editing or manipulation of the file to make it suitable for importing into another application. Or you may want to export the report to create your own charts and graphs.

Deleting a District Report

Once you reach your limit of 20 saved reports, you will be prompted to remove reports by deleting them.

Print reports (and save the resulting PDF to your hard drive) before deleting them. Or, you can export reports to a tab-delimited file before deleting them. That way, you will have access to these reports as long as you need them. Each report entry has a delete link in the right column. If you click delete, a message appears asking you to confirm your action. Click **OK** to confirm the report deletion.

Prescriptions

What is a prescription?

A prescription is a collection of learning resources that a student can use to gain additional knowledge in a skill or content area. Each student's prescription is automatically created for you based on the individual student's performance on a test assignment.

NOTES:

- Prescriptions are based on each student's performance on standards. If no standards information is available on the test (such as when you author or edit your own test questions), then it will not be possible to create a prescription for that test.
- If a student's performance across all standards on a test is at or above-level, no prescription will be created.
- If there are no applicable state standards for the products you use, then prescriptions are not offered.

How Houghton Mifflin Assessment System determines the Prescription

To automatically create prescriptions, HMAS uses the following steps:

1. Group each student's score by standards.
2. Compare each student's performance on each standard to the performance bands.
3. If student's performance falls in a below-level performance band on any standard, find a resource that also meets that standard.

NOTE: Resources are returned for up to 5 of the lowest-scoring standards (for which resources are available). The system returns up to 2 resources per standard.

Example:

Presume Test 1 covers standards 1.1, 1.2, 1.3. Two students score the following:

Suzy Smith		
Standard #	Suzy's performance	Prescribe resources?
1.1	60% (used in 4 questions)	Yes
1.2	80% (used in 6 questions)	No
1.3	55% (used in 5 questions)	Yes

Bobby Gold		
Standard #	Bobby's performance	Prescribe resources?
1.1	90% (used in 4 questions)	No
1.2	60% (used in 6 questions)	Yes
1.3	65% (used in 5 questions)	Yes

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HMAS will create a prescription for Suzy that contains resources aligned to Standards 1.1 and 1.3. Bobby's prescriptions will contain resources geared to Standards 1.2 and 1.3. Prescriptions are based on students' *individual* performance. Using the Quick Report that shows your class' scores by Standards can give you insight on the kinds of prescriptions HMAS will create.

Creating a Prescription

From Test Results

As you are looking at a Quick Report, you may decide that a Prescription for this test assignment would be appropriate. Follow the steps below to create a Prescription:

1. Click **Create Prescription**.
2. A message displays alerting you that prescription processing has begun. Because Houghton Mifflin Online Assessment System must calculate many scores and sift through resources, this process may take a short time. You'll be advised to monitor the progress by checking the **My Prescriptions** page.

To check on the status of a Prescription:

1. Click on the **Prescriptions** tab.
2. If your Prescription status is *Processing*, the work is still in progress. If the status is *Assign it*, then the prescription is approved and ready for you to review, print and assign to your students. You may have to refresh your browser.

NOTE: You may store up to 10 Prescriptions at one time, so you may need to delete before you can create a new Prescription.

From Prescriptions Tab

1. From the **Prescriptions** tab, click **Create New Prescription**.
2. Select a Test Assignment by choosing the radio button to the left of the Assignment Name.
NOTE: The default view is to show Test Assignments for the current term in this school year. Click the [Search for Test Assignment](#) link in the gray box below the table to find an assignment from a different term, or to further narrow the list of assignments. Enter criteria like class name, class average, or test name in the fields. Click the **Filter** button to re-display the list of assignments based on the search terms you entered.
3. Click the **Continue** button.
4. A message displays alerting you that prescription processing has begun. Because Houghton Mifflin Assessment System must calculate many scores and sift through resources, this process may take a short time. Monitor the progress by checking the **My Prescriptions** page.

To check on the status of a prescription:

1. Click on the **Prescriptions** tab. Prescriptions you have created are automatically listed.

2. If your Prescription status is *Processing*, the work is still in progress. If the status is *Assign it*, then the prescription is approved and ready for you to review, print and assign to your students. You may have to refresh your browser.

NOTE: You may store up to 10 Prescriptions at one time, so you may need to delete before you can create a new Prescription.

TIP: Your prescription is always given the name "Prescription for: <Test Assignment Name>". Once you've looked at the prescription, you may wish to rename it if you decide to deliver it to your students via Houghton Mifflin Assessment System.

Example:

You gave a test assignment called "6 Week Benchmark Review". After viewing the results, you decided to create a prescription. When the prescription is done processing, you'll see an entry in the My Prescriptions table called "Prescription for 6 Week Benchmark Review". You may decide to rename this prescription "6 Week Review Activities" before sending it to students.

NOTE: If your prescription status shows as "no prescription for test", then the test did not contain sufficient standards information upon which to base a prescription. If your prescription status shows as "no prescription offered", then no applicable state standards are available for the products you own and you should not attempt to create prescriptions.

Viewing & Printing a Prescription

Prescription Page: Overview

The **Prescription** tab contains links to the Prescriptions you have created. You may store up to 10 prescriptions at one time.

When you click the name of a prescription listed in the table, you are presented the Prescription details page for that Prescription.

The top portion of the Prescription details page reminds you about the basics of the prescription, including the test assignment for the prescription and the class average.

If you want to see the standards that this prescription covers, click the [view standards](#) link.

Prescription Page: Preview

The next section of the Prescription page shows you the students for whom a prescription was created. You can click the link with the student's name. This will open an Adobe Acrobat PDF file that contains the student's prescription report (or cover sheet) and, in many cases, the actual resources for the student.

TIP: Each time you click a link, an Adobe Acrobat document will open. You can save these files to your local hard drive. Use Acrobat's *print* icon to print the entire document. You can see how many total pages are in the document by looking at the bottom of the screen. It will show *1 of xx* pages. .

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NOTE: Any answer keys that are available for the resources are in a separate answer key column. Click the [open](#) link to open the answer keys that go along with each student's prescription.

This can be a handy way to see the prescription for the student at a glance. And, if you don't want to send the prescription to the student via Houghton Mifflin Assessment System, you can print each student's prescription from here.

You also have other options for previewing the prescriptions created for your student.

Click [my summary](#) to open a PDF that shows teacher-only resources. Teacher-only resources are designed for you to work with your student and will never be sent to the student, if you send the prescription assignment to them.

Click [students' summaries](#) to open a PDF that shows all of the student's prescription reports. These shorter reports show each student's overall report, but do not attach any of the resources. This can be a good choice when you are printing for the whole class, or perhaps preparing for parent-teacher conferences.

Houghton Mifflin Assessment System offers you many ways to preview prescriptions. The chart below summarizes what you can view. Each one of these links opens Adobe Acrobat.

Click	To View	Notes
Prescription for Student Name link	This document contains: <ul style="list-style-type: none">• A student's individual prescription report (or cover sheet)• The actual resources prescribed for the student	This is what will be sent to each student if you deliver the prescription online to students.
Open link next to the Student Name	This document contains: <ul style="list-style-type: none">• Any answer keys available for the resources prescribed for an individual student	These are teacher-only materials and will never be sent to students.
My Summary link	This document contains: <ul style="list-style-type: none">• Each student's individual prescription report• Any teacher-only resources prescribed	This document will be <i>at least</i> 1 page for each student receiving a prescription.

	for one or more students	
students' summaries links	This document contains: <ul style="list-style-type: none"> • Each student's individual prescription report only. 	This document will be <i>at least</i> 1 page for each student receiving a prescription.

Prescription Page: Details

Scrolling to the bottom of the page, or clicking the [details](#) link will show you the details of the prescription recommended for each student. These views provide more detailed information about the resources in the PDF previews, sorting the prescription resources two ways:

- Review prescriptive resources
- Sort prescriptive resources by standard

Review Prescription Resources

On the **Review Resources** tab, click the arrow next to a student's name. A list of the resources prescribed for this student for this test is shown.

The table displays:

- Resource Name: this is the resource name. In most cases, it is linked so you can open Adobe Acrobat and view or print the individual resource.
- Star: a star icon tells you this is a highly recommended resource for this student.
- The source: this tells you where you can find this resource if you have the full Teacher's Resource Package. In some cases, a resource may be available only within HMAS. If so, it will show the sources "Available Online Only"
- Location: tells you the page numbers of the resource. If the resource is media other than print, may give information such as track number (for audio) or chapter number (for DVD programs).
- Language: shows you the language of the resource, generally English
- Answer Key: If available for the resource, this column will show Yes with a link to the answer key
- Media: tells you whether the resource is in PDF, on CD-ROM, online, etc.

You can click on the arrow next to the resource name to see the standards met by the resource, the student's score on the standard, and into what performance band that score falls.

You can click on the link of the standard number to see the text of the standard.

Sort Prescriptive Resources by Standard

On the **Sort by Standard** tab, the same information is presented from a different perspective. Click the arrow next to a student's name. A list of the standards being addressed in this student's prescription for this test is shown.

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The table displays:

- **Standard Number:** Click on the link to open a pop-up window with the full standard text.
- **% correct:** tells you the student's score for this test on this standard
- **Performance Band:** shows you the performance band for the student's score

You can click on the arrow next to the standard number to see the resources being prescribed for this student that are correlated to the standard. You also see whether it's a highly recommended resource. You can click on the name of the resource to view it.

Scheduling a Prescription for student delivery

You can send the prescription to each student for whom a prescription was created. In effect, you are assigning the student his or her own personalized set of extra activities. This is also your opportunity to change the default prescription name.

Prescription assignments work much the same way as test assignments. Students can receive a report, showing them extra activities to complete. In some cases, they can even view and print the resources themselves for completion.

To deliver a prescription directly to your students, follow the steps below:

1. From the **Prescriptions** tab, select the prescription name to view it.
2. Click the [deliver online](#) link. (If you previously scheduled this assignment, click the [reschedule](#) link.)
3. Leave the Prescription name as is or change it to something more meaningful to students.
4. Click the [view students](#) link to see a list of students who will receive a prescription. In some cases, this may not be all students who took the test.
5. Choose a start date in mm/dd/yyyy format or use the calendar to select a date. This is the date that students will see the Prescription assignment when they sign in.
6. Choose an end date in mm/dd/yyyy format or use the calendar to select a date. This is the date that the assignment ends.
7. If you want, you can enter a message to students with any special instructions to students who receive the Prescription.
8. Click the **Submit** button when you are finished.

The next time you visit the **My Prescriptions** page, you will see that the Prescription has a status of *assigned*.

TIP: When scheduling a Prescription for online delivery to students, click the [view standards](#) link to see all the standards covered in this assignment.

Remember, you can change any of the scheduling information about this Prescription assignment by clicking on the [reschedule](#) link.

Once the Prescription has been assigned to students, you can check the **Status** column next to their name to see whether or not the student has opened this Prescription assignment. All Prescription activities should be "handed in" to you offline.

Deleting a Prescription

After reviewing and previewing the individual prescriptions on this test for students, you may decide that the prescription does not meet your needs or is not necessary. You may store up to 10 Prescriptions at one time, so you may need to delete before you can create a new Prescription.

Follow the steps below to delete a Prescription:

1. From the **Prescriptions** tab, locate the Prescription to be deleted (should have a status of *assign it* or *assigned*)
2. Click the delete link in the rightmost column

You will be asked to confirm the deletion. If the Prescription was assigned to your

students for online delivery, it will be removed from their home pages.

3. Click the **OK** button to proceed.

Messages

Types of Messages

Houghton Mifflin Assessment System may occasionally have important information for you. A message, similar to an e-mail message, will be sent within the system.

NOTE: You cannot reply to system messages as the system does not support user-created messages. Use your school's email system to create and send your own messages.

Houghton Mifflin Assessment System may send you messages on topics such as:

Alert: Your test folder is almost full. (for teachers)

Alert: Your test did not publish successfully. (for teachers)

Alert: You have been removed from a class. (for a student).

Reading a Message

To read a message, you can go to your Home page, and see the most recent messages sent to you.

You may also click on the [Messages](#) link in the upper right corner of any page.

To read a message, follow these steps:

1. Click the name of the message link in the Subject column.
2. Your message will display.
3. From here, you can:
 - Return to messages menu by clicking the **Back to messages** button
 - Delete the message you are reading by clicking the **Delete** button
 - Navigate to the previous message by clicking the **Previous** button
 - Navigate to the next message by clicking **Next** button.

NOTE: You cannot use My Messages to create or send messages. Messages are read-only.

Deleting a Message

If you no longer need the message, you can quickly delete the message in one of two ways.

1. Select a check box (or use select all) next to the message(s) on your My Messages screen.
2. Click the delete link at the bottom of the page.

Or:

1. Select a message and read it.

2. Then select the **Delete** button.

Manage Preferences

What are preferences?

The Preferences area is where you can manage all items related to your Houghton Mifflin Assessment System account. The Preferences link is always available at the top of any page.

Each setting is discussed further below.

My Profile

Your profile contains information that was initially entered for you by an administrator. You can change this information at any time. You may also be asked to set or change your password periodically.

Your profile is also the quickest way to find your District ID. Your District ID is required when you publish a test from your test generator. And, if you ever forget your district-specific website address, you may be asked for District ID along with your username and password in order to sign in to Houghton Mifflin Assessment System.

To view or edit your profile, follow the steps below:

1. From any page, click the [Preferences](#) link.
2. Click the [My Profile](#) link.
3. You can view all current information in your profile. On the right-hand side of the screen, you can view your District ID.
4. Click the [edit](#) link to make changes to your profile.
5. You may change any of the information, except your Unique ID (if entered) and your role.
6. When you are finished making changes, click the **Save Changes** button.

If you need to set or change your password, follow the steps above to edit your profile.

1. Then, click the [change password](#) link.
2. You must first re-supply your current password and then type your new password twice.
3. When you have completed all 3 password fields, click the **Save** button.
4. Click the **Save Changes** button on the main profile page.

TIP: It is a good idea to change your password occasionally. Be sure to choose a password that's easy for you to remember but difficult for others to know.

Test Assignment Preferences

Test assignment preferences can help you create your test assignments more efficiently, especially if you tend to use the same choices each time. While you set your preferences

here, you can always change any of the settings when creating or editing a test assignment.

Follow the steps below to set test assignment preferences:

1. From any page, click the [Preferences](#) link.
2. Click the [Test Assignments](#) link.
3. Choose your preference for when to reveal to students that an upcoming test assignment exists.
4. Select your preference for whether tests should be timed. This only applies to tests administered online.
 - a. If you do want the default to be a timed test, you also need to choose the default duration and select whether students have the ability to pause the timer.
5. Choose your preference for how many times a student may take a test assignment. This preference only applies to tests administered online.
 - a. If you select a number greater than 1, also choose which score should be the used when compiling for all Comprehensive Reports.
6. Select your preference for whether or not students may see the results of tests. This applies to online and offline tests.
 - a. If the preference is to allow students to see the results of their tests, choose whether they may see only their scores, or full details, including the questions.
 - b. Finally, if you prefer that students can see their results, choose when they can begin seeing this information.
7. When you are finished setting your test assignment preferences, click the **Save Changes** button.

TIP: Be aware that revealing full results to students may allow them to see the actual test question, their answer and the correct answer. You may not want to show this information to students if you plan on using the same test or questions in a later test to different students.

Answer Sheet Preferences

Answer sheet preferences allow you set the default for offline tests answer sheets, specifically, whether you want to display student names, student ID's or both.

NOTE: If your school or district entered in student information manually, then student ID's were not entered for each student. Be sure that you select "Yes" to include student names.

1. From any page, click the [Preferences](#) link.
2. Click the [Answer Sheet](#) link.
3. Select "yes" or "no" to include students' names on the answer sheet
4. Select "yes" or "no" to include students' ID's on the answer sheet.

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5. When you are finished, click the **Save Changes** button.

TIP: If your institution did import student information with student ID's, and your students are accustomed to using their ID, using only student ID's on the roster sheet can help prevent a student from maliciously choosing another student's name on an answer sheet.

What are performance bands?

Performance bands let you color-code reports based on performance levels you set. Performance bands also help to determine the prescription a student receives.

You can between 2 and 5 performance bands. An example might be:

- Advanced: 90% - 100%
- Proficient: 70% - 89%
- Basic: 0% to 69%

Color-coding reports can help you see at a glance how students, classes and schools are performing. In addition to the performance bands you set, a district administrator can set performance bands. You can elect to view reports by the district bands or your own performance bands.

Creating Performance Bands

Performance bands allow you to quickly group students results based on minimum and maximum scores that you set. Each performance band has an assigned color so your reports can be color-coded to your performance bands. Houghton Mifflin Assessment System has system defaults, and your district may have set district-level performance bands. Additionally, you can set or edit your own performance bands at any time. You can have 2, 3, 4, or 5 performance bands.

To create or edit your performance bands, follow the steps below:

1. From any page, click the **Preferences** link.
2. Click the **Performance Bands** link.
3. First, choose whether you'd prefer to normally use: district-set performance bands (or system-set if your district hasn't set any) or your performance bands.
4. If you chose the district or system bands, click the **Save Changes** button.

NOTE: Changes to your Performance Band preferences take effect immediately in Quick Reports. However, changes are not reflected in Comprehensive or District Reports until the next day, since these reports are run against archived data.

If you choose to set and use your performance bands, follow the steps below:

1. Select the number of performance bands you want to use. You can choose 2, 3, 4, or 5.

2. Default names and score ranges are shown. Edit the names and score ranges as you see fit. Be sure that Band 1 is your highest band. The system will make sure that there are no gaps or overlaps in your score ranges.
3. Once you are finished, click the Save Changes button.

TIP: For prescription generating purposes on short, chapter or unit tests, you may want to temporarily set only 2 performance bands. Since these tests generally only assess a few items per standard, if you have many performance bands, your prescriptions would likely only include below- or above-level resources. Setting the number of performance bands to 2 can help ensure your prescriptions also include at-level resources.

Technical Support

Contact Technical Support: e-mail

Did you know you can contact Technical Support quickly and easily online?

To do so, click the [Technical Support](#) link located at the very bottom of any page.

The following information is completed for you:

- Name
- Username
- Role
- E-mail
- School
- District ID
- State
- Products (list)

Please provide our technical support specialists with the following information:

- A description of the problem you are experiencing (required)
- The operating system on your computer (examples include Windows XP, Macintosh 10.4, etc)
- The browser you are using (examples include Internet Explorer 6.0, Safari 1.5, etc.)
- Telephone number (including area code) where we can reach you should we need additional information

When you are finished, click the **Send Message** button

Contact Technical Support: telephone

You can also contact Technical Support via telephone. We recommend that you try to be near a computer while making your telephone call, so our support specialists can better assist you.

Our hours of technical support phone service are shown below.

Houghton Mifflin Technical Support

800-727-3009

Hours: M-Th 9:00 am - 8:00 pm ET

F 9:00 am - 5:00 pm ET

Student Help Files

Student Help files

The following document contains the help files available to your students. You may find it helpful to review it or print it out for your students. This file is in the Adobe Acrobat PDF format, so you must have the free Acrobat Reader installed on your system.

Click the link below to open the file. Once you've opened the file, you can save it to your local hard drive.

[Student Help.pdf](#)

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