Insight Assessmet Platform

ISV Assessment Delivery Guide

Insight Assessmet Platform

Contents

Introduction

About the Insight Assessment Platform

The Insight Assessment Platform (Insight) is an online assessment platform. It assists teachers to assess student progress and apply more targeted teaching practices through its powerful data analytics and reporting capabilities. Teachers can review student assessment data for diagnostic, formative and summative purposes.

Insight has four assessment instruments, with more under development, as follows:

- English Online Interview (EOI), targeting Years F–2
- Mathematics Online Interview (MOI), targeting Years F–2
- Fractions and Decimals Online Interview (FDOI), targeting Years 5–10
- Transition Learning and Development Statement (TLDS), targeting Kindergarten–Year F.

For more information about these instruments, see the Assessment Tools section of the Insight webpage.

About this user guide

This guide provides teachers in Independent schools with information and support to use Insight, including:

- setting up assessments for delivery to students
- assessment delivery
- reporting on assessments.

Additional user guides

The following user guides are available for Independent schools to learn more about using Insight:

- *Technical Support Staff User Guide*
- *School Assessment Administrator User Guide*
- *Assessment Delivery and Reporting User Guide.*

For more information see the Non-government section of the Insight webpage.

Section 1: Setting up your school

Before you log in, your school must be registered on Insight, and teachers, students and classes set up. Independent schools are required to contact insight@education.vic.gov.au to arrange for Insight registration. Once your school has been registered, your Insight School Administrator must set up your teachers, students and classes. For information regarding this set up, refer to the *School Assessment Administrator User Guide*.

Section 2: Log in

Before you log in, your school must be registered on Insight, and teachers, students and classes set up.

Chrome or Firefox are the recommended internet browsers to access Insight.

If this is your first time using the Insight Assessment Platform, as a one off, you will have been sent an email from insight@linkit.com. This email contains your username and a temporary password.

To log in:

1. Open your internet browser.
2. Copy and paste or click on https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx. The **Insight Log In** screen will appear.
3. Scroll to the bottom of the screen. The **School sector/service** buttons will appear.
4. Select the **ISV** button. A **Log In** screen will appear (see Figure 2.0).
5. Enter the user name and temporary password provided in the email received from insight@linkit.com. The **Insight Home** screen will appear (see Figure 2.1).
6. The **Account Details** screen will appear and you will be prompted to change and confirm your new password. Once you have updated your password the the **Insight Home** screen will appear (see Figure 2.1).
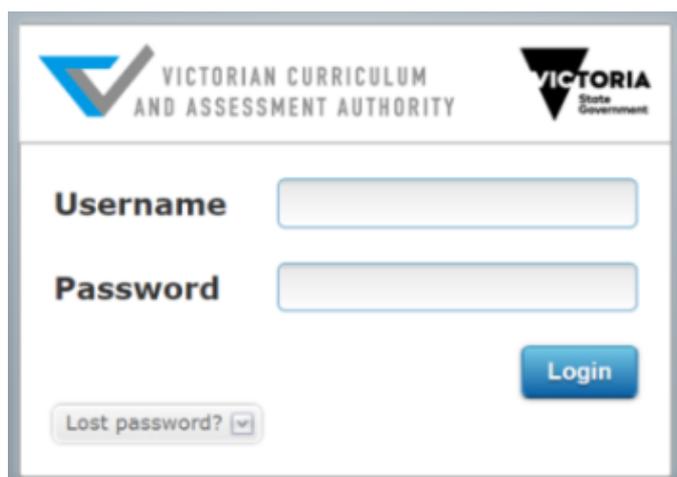
Figure 2.0: Log In screen
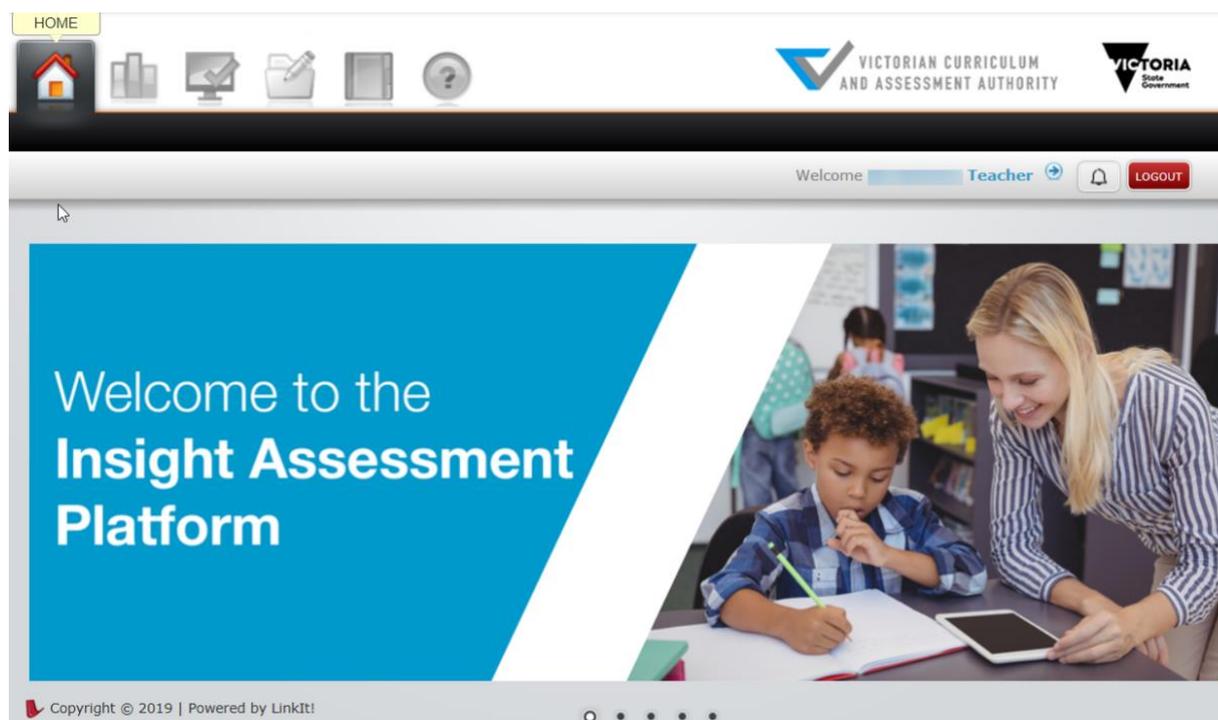
Figure 2.1: Insight Home screen

Once you have logged into Insight, your name will appear on the top right corner of the **Insight Home** screen. If this is not the case, contact insight@education.vic.gov.au or your Insight School Administrator.

Section 3: Functionality

Insight allows a teacher to:

- assign students to test sessions
- display past and existing assignment codes, and modify existing ones as required
- conduct assessments
- produce reports on students' submitted assessments
- print assessments
- access help.

Access to this functionality is via the five active icons at the top of the **Insight Home** screen (see Figure 2.1), as follows:

1. **Home** – returns the user to the home screen.
2. **Reporting** – allows the user to access the reporting function of Insight.
3. **Online Testing** – allows the user to assign assessments to students, monitor assignment codes and conduct assessments.
4. **Test Management** – allows the user to print assessments.
5. **Help** – allows the user to access help on using Insight and the assessments it houses.

Once an icon is selected, the corresponding options will appear. To move between functions, select the required icon.

Section 4: Setting up an assessment session

In order to effectively conduct an assessment:

- your school must be registered on Insight
- teachers, classes and students must have been set up
- students must have been assigned to the assessment.

Refer to **Section 1** regarding steps 1 and 2.

Assigning students to an assessment

In order for a student, or group of students, to complete an assessment, they must be assigned to it. Assigning a student or group to an assessment creates an assignment code, which must be selected or entered into the system in order to commence an assessment session.

Students can be assigned to an assessment:

- individually.
- as a sub-set of a class
- by entire class
- by group, consisting of more than one class or selected students from more than one class. A group must be created by the user before an assignment code can be created.

When assigning students to an assessment, the following options are available for selection:

- **Student Level Assignment** – allocate a unique assignment code to each student within a class or group

Use Class List at Time of Test Taking – automatically add students to an assignment code if they are added to the class after the assignment code was created. To assign an individual student to an assessment:

1. On the **Insight Home** screen, select the **Online Testing** icon. The **Online Testing** options will appear.

2. Select **Assign Online Tests**. The **Assign Online Test** screen will appear (see Figure 4.0).
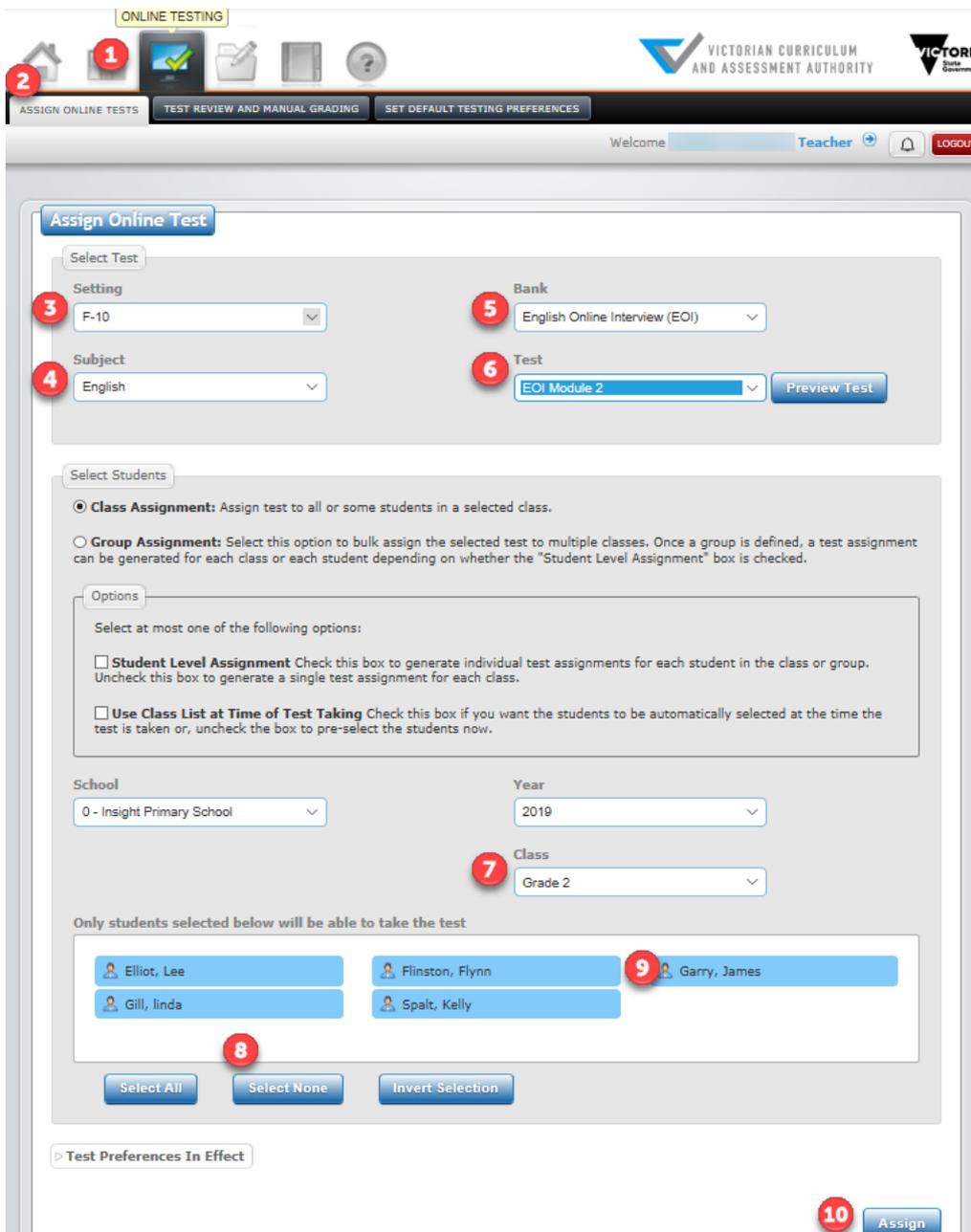
Figure 4.0 Assign Online Tests Screen

3. Select the required setting from the **Setting** drop-down box.
4. Select the required subject from the **Subject** drop-down box.
5. Select the required test bank from the **Bank** drop-down box.
6. Select the required test from the **Test** drop-down box.
7. Select the class the student is in from the **Class** drop-down box. The records of all current students within the selected class will be highlighted to indicate that they are to be assigned to the test.

Assigning selected students within a class to an assessment

To assign selected students within a class to an assessment, follow the above steps 1–7 and then:

1. Click on the **Select None** button. All student records will be deselected, indicating that none of them will be assigned to the test.
2. Click on one or more student to be assigned to the test. It will become highlighted.
3. Click on the **Assign** button. An assignment code will be created for the student, and will appear in the **Test Assignment Codes** box at the base of the screen.

Assigning a class to an assessment

To assign a class to an assessment, follow the above steps 1–7 and then:

1. Select the student's class from the **Class** drop-down box. The records of all students within the selected class will appear, highlighted to indicate that they are to be assigned to the test.
2. Click on the **Assign** button. An assignment code will be created for the students within the class, and will appear in the **Test Assignment Codes** box at the base of the screen.

Assigning a group to an assessment

A group consists of more than one class, and must be created by the user before an assignment code can be created for it.

To create a group, follow the above steps 1–6 and then:

1. In the **Select Students** section of the screen, select **Group Assignment**. The **Add New Group** button will appear.
2. Click on the **Add New Group** button. The **Add New Group** pop-up box will appear.
3. Enter a group name in the **Name** box.
4. Click on the school record in the **Schools** column.
5. Click on the year in the **Terms** column.
6. Click on the teacher record in the **Teachers** column.
7. Click in the box to the left of the classes required in the group in the **Classes** column.
8. Click on the **Add Classes** button.
9. Click on the **Continue** button. The group will be created.

Reviewing assessment codes

You can review existing assessment codes for a school for selected periods of time. Details of each assessment code that can be viewed include:

*   date of assignment
*   assessment name
*   teacher
*   assigned class
*   status of assessment completion by student, i.e. not started, in progress, pending review or completed.

To view a list of assignments:

1. On the **Insight Home** screen, select the **Online Testing** icon. The **Online Testing** options will appear.

2. Select **Test Review and Manual Grading**. The **Filter Test Assignments** screen will appear.
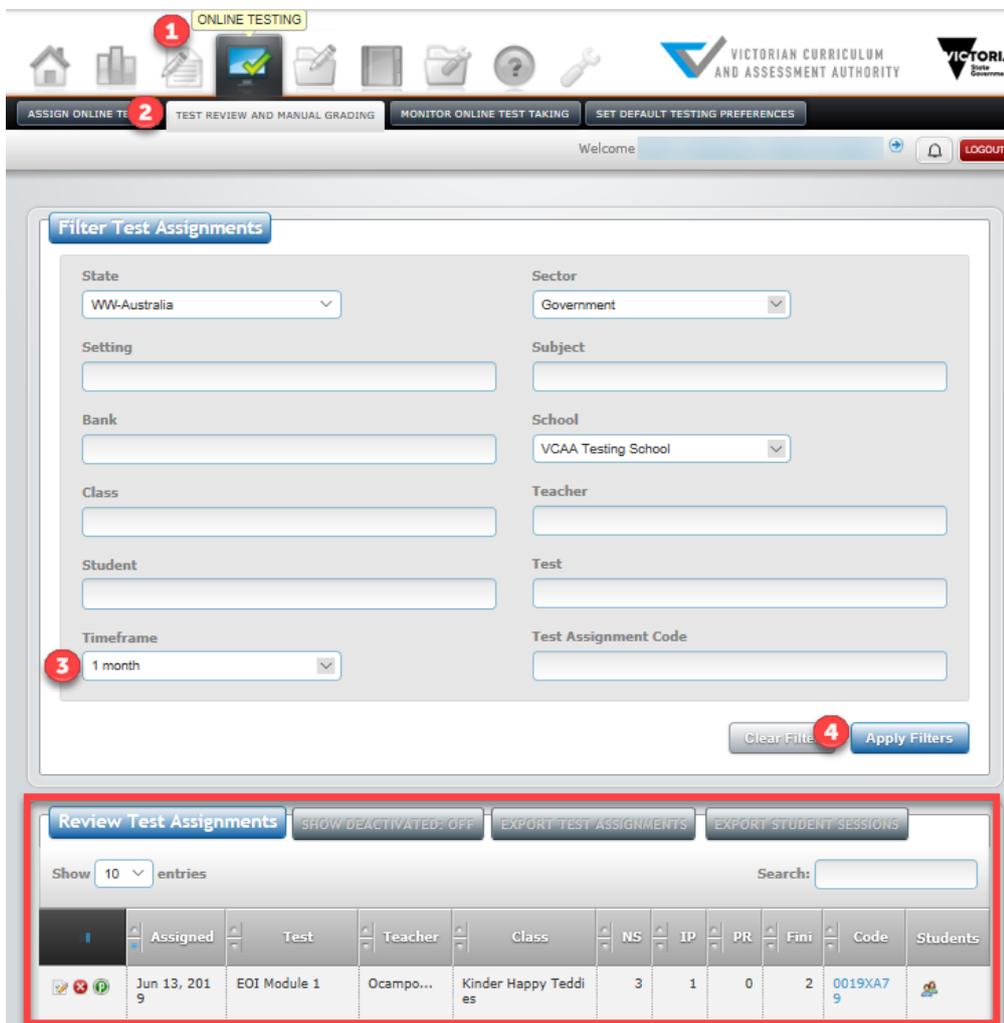

Figure 4.1: Filter Test Assignments screen

3. Select the required length of time to be reported on using the **Timeframe** drop-down box.

4. Click on the **Apply Filters** button. The test assignments created within the period of time entered will appear.

The Review Test Assignments icons:

The **first** icon is used to review test responses. When you select this icon, the Assignment Reviewer screen will appear.

The **second** icon is used to deactivate and hide test codes from view, to eliminate any confusion with old and current codes. When you select this icon, a prompt screen will appear, asking if you want to change the status of the assessment to inactive.

The **third** icon is used to adjust test settings (only for this test code), such as auto advance to next question, time limits and calculators. When you click on this icon, the Test Setting screen will appear.

Section 5: Printing and reviewing assessments

To view and print an assessment:

1. On the **Insight Home** screen, select the **Test Management** icon. The **Print Test** option will appear.

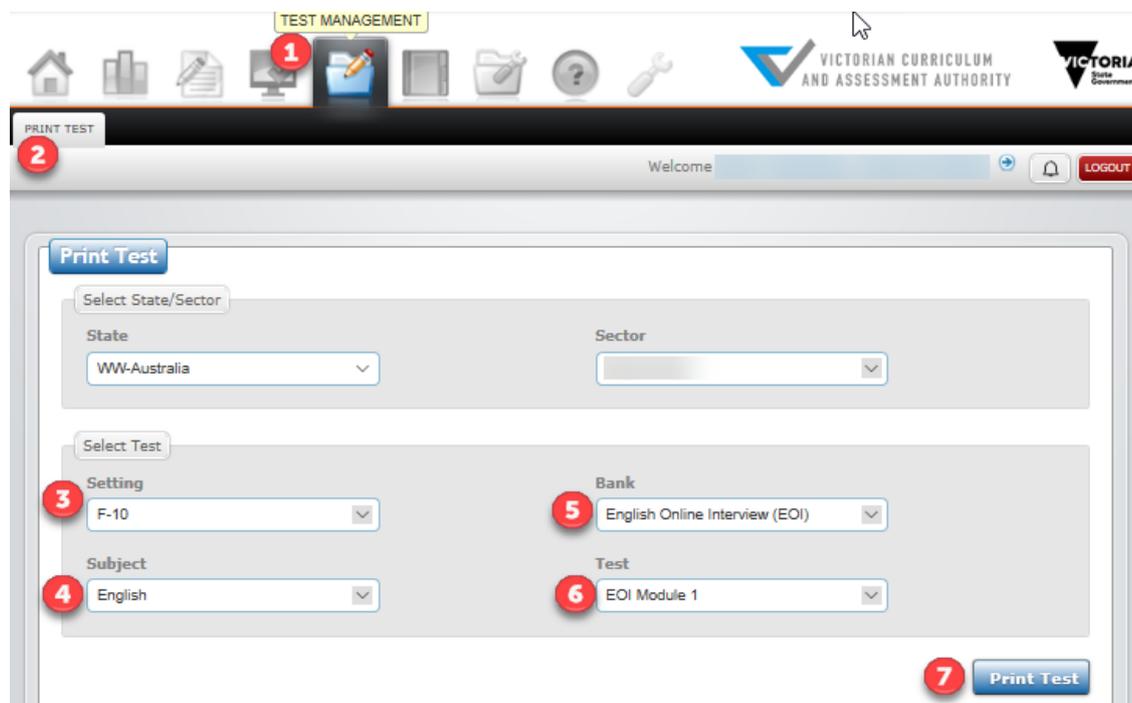2. Click on the **Print Test** button. The **Print Test** screen will appear (see Figure 5.0).

Figure 5.0: Print Test screen

3. Select the required setting from the **Setting** drop-down box.

4. Select the required subject from the **Subject** drop-down box.

5. Select the required bank from the **Bank** drop-down box.

6. Select the required test from the **Test** drop-down box.

7. Click on the **Print Test** button. The **Test Print** screen will appear (see Figure 5.1).

Figure 5.1: Test Print screen

1. Make changes to the print settings, as required.
2. Click on the **Create PDF** button. The PDF of the assessment will be generated and the **Create PDF** pop-up box will appear.
3. Click on the **OK** button. The PDF of the assessment will appear on screen, which you can print to paper if required.

Section 6: Conducting an assessment

In order to effectively conduct an assessment:

- your school must have been registered on Insight

- teachers, classes and students must have been set up

- students must have been assigned to the assessment.

Refer to **Section 1** regarding steps 1 and 2 and to **Section 4** regarding step 3.

Accessing the Test Taker

Teachers and students complete assessments using the **Test Taker** function. There are three ways to access the **Test Taker**:

1. From the **Assign Online Test** screen (see Section 4 Figure 4.0) using the Assignment code hyperlink. This method is generally used to commence assessing immediately after students have been assigned to an assessment.

2. From the **Filter Test Assignments** screen (see Figure 6.0).

3. From the URL http:/test.linkitau.com. If this method is used, the appropriate assignment code must be entered.

To access the **Test Taker** via the **Assign Online Test** screen:

1. On the **Insight Home** screen, select the **Online Testing** icon. The **Online Testing** options will appear.

2. Select **Assign Online Tests**. The **Assign Online Test** screen will appear (see Figure 4.0).

3. Create an assignment code for the required students and assessment, as outlined in Section 4. The assignment code will appear in the **Test Assignment Codes** box at the base of the screen.

4. If available, click on the Assignment Code hyperlink (see Figure 6.0). The **Student Name** screen, including the list of students assigned to that assignment code, will appear (see Figure 6.1). If the Assignment Code is not able to be selected, follow the instructions below to access the test via the URL.

Figure 6.0: Test Assignment Codes

Figure 6.1 Student Name screen

To access the **Test Taker** via the **Filter Test Assignments** screen:

1. On the **Insight Home** screen, select the **Online Testing** icon. The **Online Testing** options will appear.

2. Select **Test Review and Manual Grading**. The **Filter Test Assignments** screen will appear (see Figure 4.1).

3. If available, click on the required Assignment code. The **Student Name** screen, including the list of students assigned to that assignment code, will appear (see Figure 6.1).

To access the **Test Taker** via the URL:

1. Open your internet browser.

2. Copy and paste or click on http:/test.linkitau.com. The **Test Taker Login** screen will appear. Manually enter the relevant Assignment code and select submit (see Figure 6.2).

Figure 6.2 Test Taker Login screen

3. The **Student Name** screen, including the list of students assigned to that assignment code, will appear (see Figure 6.1).

Completing an assessment

To complete an assessment when accessing the **Test Taker** via the **Assign Online Test** or the **Filter Test Assignment** screen:

1. Access the **Test Taker**, using one of the screens. The **Student Name** screen, which includes the list of students assigned to the assignment code, will appear (see Figure 6.1).

2. Select the name of the student to be assessed, and click on the **Select** button. The **Begin/Continue Assessment** screen will appear (see Figure 6.3).

Figure 6.3 Begin Assessment screen

3. Click on the **Begin/Continue** button. The assessment will begin.

To complete an assessment when accessing the **Test Taker** via the URL:

1. Access the Test Taker as outlined above. The **Test Taker Login** screen will appear (see Figure 6.2).

2. Enter the assignment code in the **Assignment Code** box and click on the **Submit** button. The **Student Name** screen, including the list of students assigned to the assignment code, will appear (see Figure 6.1).

3. Select the name of the student to be assessed, and click on the **Select** button. The **Begin/Continue Assessment** screen will appear (see Figure 6.3).
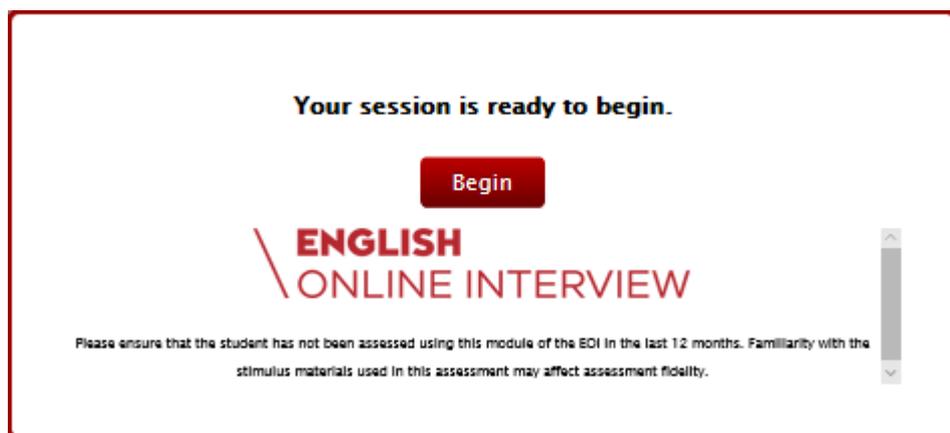
4. Click on the **Begin**/**Continue** button. The assessment will begin.

The icons at the top of the assessment screen are numbered within Figure 6.4. Available icons vary between assessments. They are as follows:

Figure 6.4 Icons at the top of the assessment screen

1. **Instruction** icon. Clicking on this icon causes a pop-up box to appear, which contains any instructional information that has been entered for the assessment.

2. **Flags** icon. Clicking on this icon will flag the current question as one that requires revisiting. Clicking on the icon when a question has already been flagged will 'unflag' it.

3. **Tools** icon. Clicking on this icon makes 'zoom in' and 'zoom out' functions available, i.e. the content of the question can be made to appear larger or smaller.

4. **Pause** icon. Clicking on this icon will allow the user to pause the assessment, with a view to revisiting it later.

5. **Questions/Section** icon. Clicking on this icon will do different things, depending on the type of assessment being completed, as follows:

- For an assessment that does not include sections, a list of questions within the assessment will appear. Those questions that have been flagged will appear with a flag against them.

- For an assessment that does include sections, a list of those sections will appear and which questions have a response and any that have not been attempted yet..

6. **Submit** icon. Clicking on this icon, when allowed, causes that assessment session to be flagged as completed and submitted.

Section 7: Reporting

It is possible to produce reports on student's assessments and results. The type and number of reports available may vary between assessments. Reports can be produced in graphical or tabular formats. They can be viewed screen or printed. Some can be extracted to a file. Teachers can produce reports about their students and classes. Insight School Administrators can produce reports for any student or class in their school. Only assessments that have been submitted will appear in any report.

The types of reports that can be produced are:

- graphical class or cohort
- tabular class
- individual student
- student history.

Not all the reports listed above are available for all assessments.

The **Reporting Dashboard** has 2 sections, as follows:

- **Explorer** – allows a user to view or print reports on any assessment that their students have completed, with a function to define a date range for reporting within that year.
- **Student History** – allows a user to view, print or extract a report on the historical results for a student or a group of students.

Accessing reporting options

1. On the **Insight Home** screen, select the **Reporting** icon. The **Reporting HTML** button will appear.
2. Select **Reporting HTML**. The **Explorer** option of the **Reporting Dashboard** will appear (see Figure 7.0), with the date of commencement of assessments to be reported on defaulted to 1 January of the current year, and the assessments delivered appearing in blue rectangles towards the top of the screen.
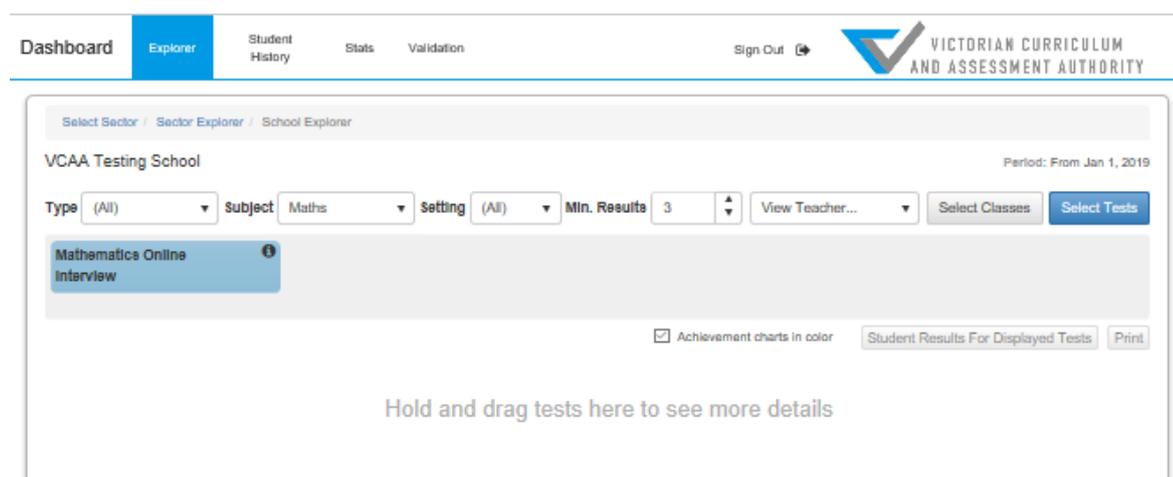

Figure 7.0 Reporting Dashboard

3. If required, modify the assessments to be reported on using the **Type**, **Subject**, **Setting**, **Min. Results** and **View Class** drop-down boxes.

Graphical class and cohort reports

To produce graphical class or cohort reports for the current year to screen:

1. Drag the blue rectangle containing the required assessments. The appropriate reports will appear (see Figure 7.1).
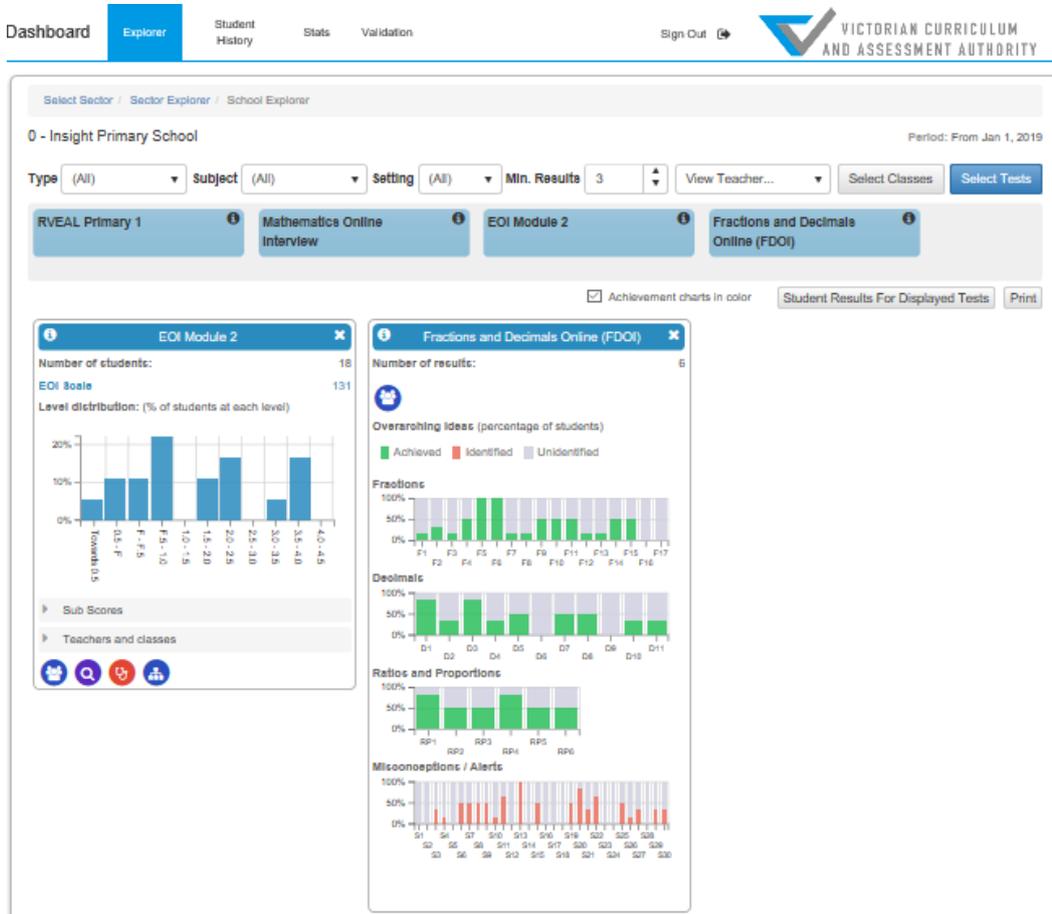
Figure 7.1 A sample Explorer screen with reports populated

2. If available, click on the icons at the base of the report for further reporting options.
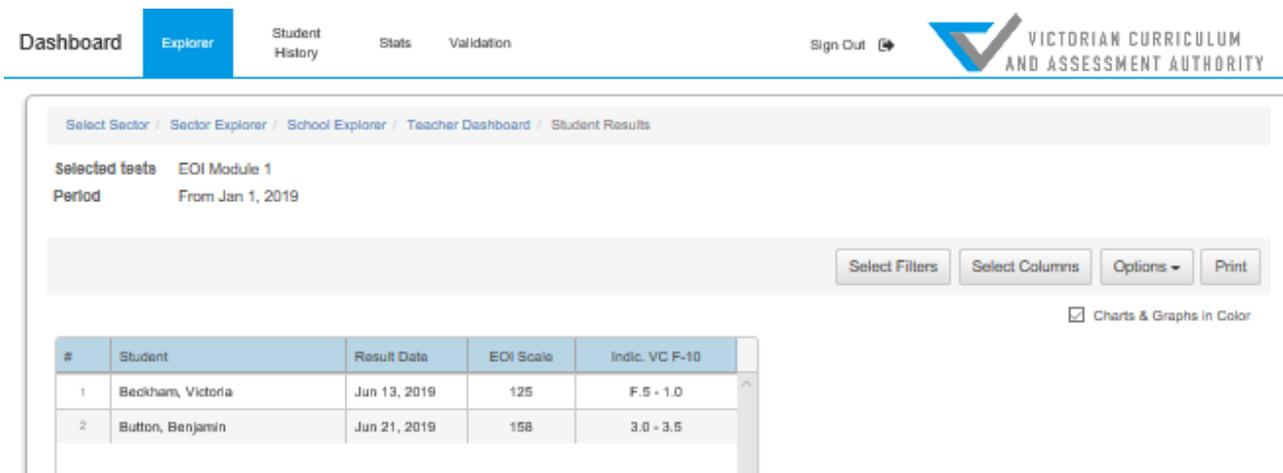
To print graphical class or cohort reports for the current year:

1. On the **Insight Home** screen, select the **Reporting** icon. The **Reporting HTML** button will appear.

2. Select **Reporting HTML**. The **Explorer** option of the **Reporting Dashboard** will appear (see Figure 7.0), with the date of commencement of assessments to be reported on defaulted to 1 January of the current year, and the assessments delivered appearing in blue rectangles towards the top of the screen.

3. If required, modify the assessments to be reported on using the **Type**, **Subject**, **Setting**, **Min. Results** and **View Class** drop-down boxes.

4. Drag the blue rectangle containing the required assessments. The appropriate reports will appear (see Figure 7.1).

5. Click on the **Print** button. The **Print** pop-up box will appear.

6. Click on the **Print** button. The report will be printed.

Tabular class report

To produce a tabular class report to screen:

1. Drag the blue rectangle containing the required assessments. The appropriate reports will appear (see Figure 7.1).

2. Click on the **Student Results for Displayed Tests** button. The tabular report will appear (see Figure 7.1).

Figure 7.2 : sample tabular report

3. If required, add to what is reported by clicking on the **Select Columns** button. The **Select Columns** pop-up box will appear

4. Select the required display columns and click on the **OK** button.

5. If reporting by gender is required, click on the **Filter** button. The **Select filters** pop-up box will appear.

6. Make the required change and click on the **OK** button.

To print tabular class reports:

1. Click on the **Print** button. The **Print** pop-up box will appear.

2. Click on the **Print** button. The report/s will be printed.

To extract tabular class reports to a .csv or text file:

1. Click on the **Options** button and then the **Export as either CSV (for Excel) or as a text file**. A pop-up box will appear at the bottom of the screen.

2. Click on the **Save** button. A second pop-up box will appear.

3. Click on the **Open** button. The file will appear on screen, and can be saved as required.

Individual student report

To produce an individual student report to screen:

1. Click on the arrows within the **View Class** drop-down box. A list of available classes will appear.

2. Select the class the required student is in. The appropriate class-level reports will appear.

3. Click on the **Student Results** button. The tabular report will appear (see Figure 7.2).

4. Click on the **Student Reports** button. The **Student Reports** screen will appear, with a list of the names of the students in the selected class (see Figure 7.3).

Figure 7.3 A sample student report screen

5. Select the name of the required student. The individual student report will appear.

To print an individual student report:

1. Following the above steps 1–7. Click on the **Print** button, and then select the printing option required. The **Print** pop-up box will appear.

2. Click on the **Print** button. The report will be printed.

Student history report

To produce a student history report to screen:

1. On the **Insight Home** screen, select the Reporting icon. The **Reporting HTML** button will appear.
2. Select **Reporting HTML**. The **Explorer** option of the **Reporting Dashboard** will appear (see Figure 6.0).
3. Select **Student History**. The **Student History** screen will appear (see Figure 7.4), with all classes relevant to the user listed.
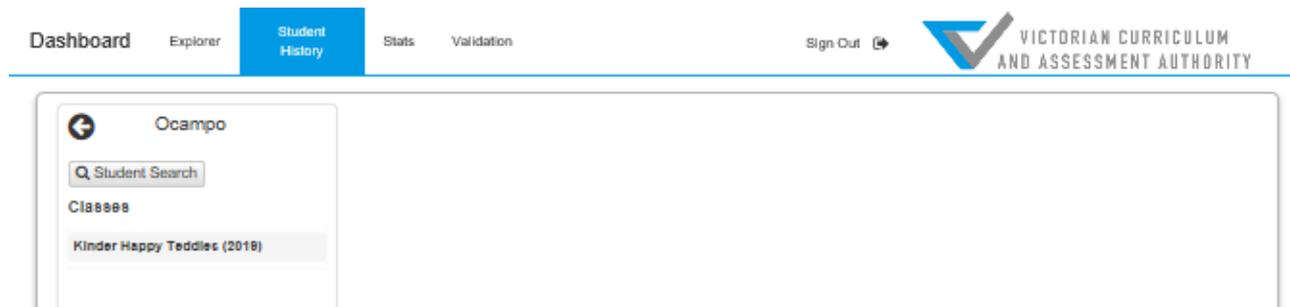

Figure 7.4 Student History screen

4. Select the required class. A list of students within the class will appear.
5. Select the required student. The student's historical report will appear.

To print a student history report:

1. Following the above steps 1–5.
2. Select either **Print current student** or **Batch print class** from the **Print** drop-down box, depending on whether the individual student or the whole classes reports are required. The **Print** pop-up box will appear.
3. Click on the **Print** button. The report will be printed.

To extract summary student history data to file:

Select the required student. The student's historical report will appear.

Select either **Export summary data (current student)** or **Export summary data (class)** from the **Print** drop-down box, depending on whether the individual student or the whole classes data is required. A pop-up box will appear at the bottom of the screen.

Click on the **Save** button. A second pop-up box will appear.

Click on the **Open** button. The file will appear on screen, and can be saved as required.

Section 8: System help

It is possible to get on-screen help for Insight. This help consists of being directed to the **Insight Assessment** Platform webpage, where information about Insight and the assessments it houses can be accessed.

To access help about Insight:

1. On the **Insight Home** screen, select the **Help** icon. The **Insight Assessment Platform** Web page will appear.

For further support, contact insight@education.vic.gov.au.