Ignitia®

v2.35

Placement Tests Guide

Released 10/2017

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Helpful resources

Technical Support

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Days/Time - Monday - Friday 7am - 5 pm (CT)

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Contents

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Introduction

Ignitia® Placement Tests help establish a correlation between the student's knowledge and the knowledge required for successful completion of each level of the Ignitia content. The tests primarily contain knowledge and comprehension questions (facts in evidence, vocabulary, and computation) based on the Ignitia content base. The purpose of these tests is to help you identify the most appropriate starting point (placement) for a student. Placement test data assists in determining how "comfortable" a student will be working at a given level (i.e. 3-12) in Ignitia. Placement tests merely indicate where the student should be placed in the Ignitia curriculum.

Placement tests are available for Bible, Math, Science, Language Arts, and History and cover grades 3 through 12. Each test level corresponds to a grade level and each quiz in a grade level corresponds to one unit in the course at that level.

How placement testing works

Students should start the placement test *two grade levels below* his or her current grade level. We call this the "Test Entry Level". Once the student is enrolled in a specific placement test course, you can skip grade levels between the first unit test (grade level 3) and the "Test Entry Level".

Example A below shows the Language Arts Placement Test assigned to a student. The student is currently in grade 8, so you would skip the placement tests for grades 3, 4, and 5 to start the student at grade 6, *two levels below their current level*.

	#	Unit Title	Skipped	Start	Complete	Progress		Score
+	1	LANGUAGE ARTS PLACEMENT TEST LEVEL 3	✔				0%	0
+	2	LANGUAGE ARTS PLACEMENT TEST LEVEL 4	✔				0%	0
+	3	LANGUAGE ARTS PLACEMENT TEST LEVEL 5	✔				0%	0
+	4	LANGUAGE ARTS PLACEMENT TEST LEVEL 6	☐				0%	0
+	5	LANGUAGE ARTS PLACEMENT TEST LEVEL 7	☐				0%	0
+	6	LANGUAGE ARTS PLACEMENT TEST LEVEL 8	☐				0%	0
+	7	LANGUAGE ARTS PLACEMENT TEST LEVEL 9	☐				0%	0
+	8	LANGUAGE ARTS PLACEMENT TEST LEVEL 10	☐				0%	0
+	9	LANGUAGE ARTS PLACEMENT TEST LEVEL 11	☐				0%	0
+	10	LANGUAGE ARTS PLACEMENT TEST LEVEL 12	☐				0%	0

Student in Grade 8 would start here

Interpret placement tests results

We consider 50% to 70% or higher as a successful test score. Ignitia suggests you have the student continue testing until he or she scores below this range on *three* consecutive quizzes. Our recommendation is the *first* of the three quizzes should be the point where the student be placed in the Ignitia curriculum. Placement is ultimately up to the discretion of the teacher and school policy.

If a student continues to test successfully, even beyond the expected grade level, the teacher may place the student at whatever appropriate grade level and unit is in accordance with the school's placement policy.

> **Note:** Once a determination is made to place the student in an appropriate grade level, you will want to run any reports to support your decision and then archive the Placement Test course so that it does not appear as schoolwork for the student.

Enroll students in placement tests

You can enroll one or more students, or even a group of students, in one or more placement tests.
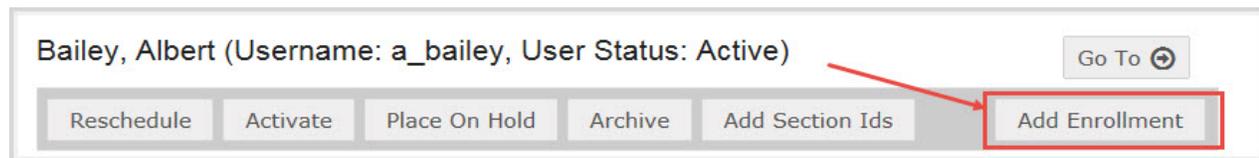
> **Note:** Placement tests do not work in CRx mode.

> **Tip:** Because placement test are technically classified as quizzes, you might want to enable the **Monitored Assessments - Block Quiz** option for the enrollment so that the student must notify you to unblock the placement tests when ready to proceed taking the placement test.

> **Permission(s) check:** Teachers and Supers Teachers must have the "Assign Courses" permission enabled for their user profile to enroll students. Also, to personalize the CRx Pass Threshold for the enrollment, Teachers and Super Teachers must have the "Change Grading, Pacing, and Assessments" permission enabled for their user profile. If you cannot enroll students or change the CRx Pass Threshold, contact your Ignitia Administrator who handles user profile setup.

The following steps explain how to enroll a single student in one placement test. For this example, we will enroll a student who is currently in grade 8, so we will want to start the placement tests at grade 6.

1. On the main nav bar, click **Students**.
2. Filter and sort the **Registration** list to locate the student.
3. In the **Controls** column, click **Go To >Course Enrollment**.
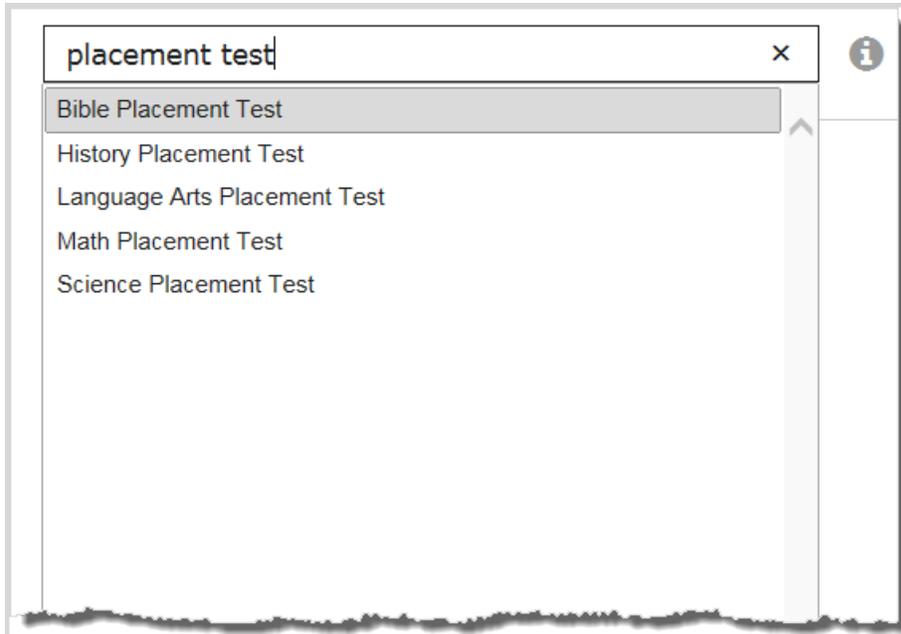4. Click the **Add Enrollment** button for the student.

5. In the **Enroll Students** page, in the **Add Courses** field, type **placement test**.

   All of the placement test options appear.

6. Select a placement test course. For this example, let's select **Math Placement Test**.

   The course appears in the selected courses area below the Add Courses field.

7. Because the placement test includes all test levels (3 - 12), you will need to mark several levels as Skipped before the placement test is ready for the student. So, at this point, toggle the status symbol to **On Hold**.


8. In the **Terms** field, select the term for the test.

9. By default, your name appears in the **Teacher** field. Keep this or select another teacher.

10. Next, you need to enable the **Monitored Assessments - Block Quiz** setting for the enrollment, so click the **Settings** tool located in the upper right corner of the page.
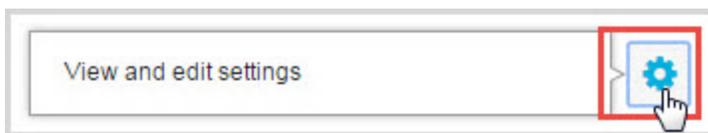
   The **Enroll Students - Settings** page appears.

11. Under **Monitored Assessments**, verify that the **Quiz** check box is selected which indicates that quizzes will be blocked and students must notify the teacher to unblock. If the setting is not already enabled, for the **Personalize Monitored Assessments** option, click **Yes**. Then, select the check box for the **Quiz** setting.

Monitored Assessments ⓘ

Personalize Assessments   No **Yes**

Q ☑ — Indicates Block Quiz is enabled for the enrollment.

T ☑
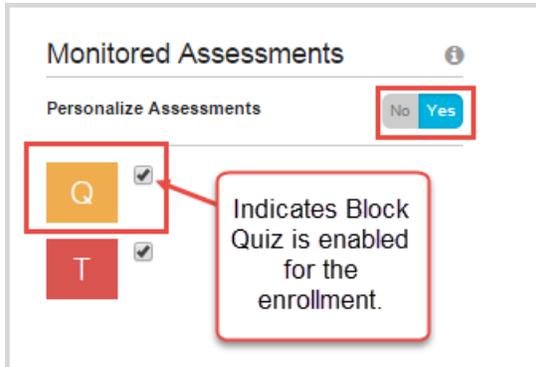
12. Click **Save Settings**.

13. Back at the **Enroll Students** page, click **Create Enrollment**.

14. Click **OK** at the enrollment submittal confirmation message.

Skip placement test levels

Once the enrollment has been successfully created in Ignitia and you know that because you received the Batch Enrollment Result message in your Messages Inbox. Now, you need to skip several placement test levels and activate the enrollment for the student.

1. On the main nav bar, click **Gradebook**.

2. In the **Student** field, enter the student's name.

3. In the **Enrollment Status** field, select **On Hold**.

4. Select **View by course**, and then click **Search**.

5. Click the **expand** ✚ tool next to the student's name to expand the course list.

6. For each placement test level you want to skip, select the **Skipped** check box. For our example, the student is in grade 8. You want to start testing at grade 6. So, you would skip Level 3, Level 4, and Level 5 as shown in example A.
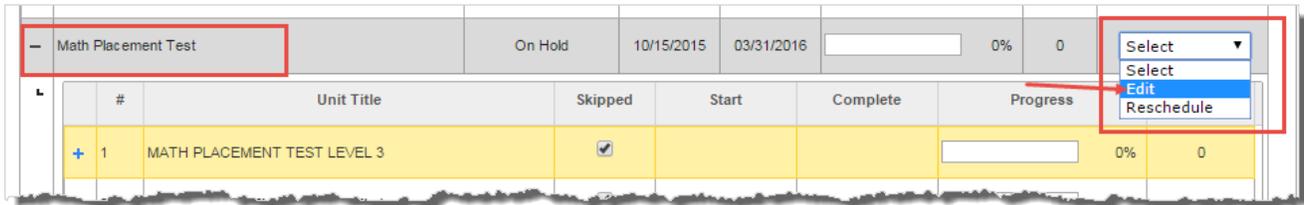

	#	Unit Title	Skipped	Start	Complete	Progress	Score
−		Math Placement Test	On Hold	A 15	03/31/2016		0%	0	Select ▾
✚	1	MATH PLACEMENT TEST LEVEL 3	☑				0%	0
✚	2	MATH PLACEMENT TEST LEVEL 4	☑				0%	0
✚	3	MATH PLACEMENT TEST LEVEL 5	☑				0%	0
✚	4	MATH PLACEMENT TEST LEVEL 6	☐				0%	0
✚	5	MATH PLACEMENT TEST LEVEL 7	☐				0%	0
✚	6	MATH PLACEMENT TEST LEVEL 8	☐				0%	0
✚	7	MATH PLACEMENT TEST LEVEL 9	☐				0%	0
✚	8	MATH PLACEMENT TEST LEVEL 10	☐				0%	0
✚	9	MATH PLACEMENT TEST LEVEL 11	☐				0%	0
✚	10	MATH PLACEMENT TEST LEVEL 12	☐				0%	0

Select the Skipped check box to skip the grade level.

Next, you want change the status of the enrollment from On Hold to Active.

7. At the course level, from the **Actions** list, select **Edit**.

The **Enrollment Settings** page appears.

8. In the **Status** field, select **Active**, and then click **Save Settings**.

9. At the Enrollment saved successfully message, click **OK**.

When the student opens their **Learn > Assignments** page, the first test appears and because you enabled the **Block Quiz** setting for the enrollment, the student must submit an unblock assignment request so that you are notified when the student starts the placement test.

Unblock placement tests quizzes

When the student submits the unblock quiz request, you receive an assignment alert in your **Home page > Actions** list and also on the **Gradebook > Action Required** tab.

To unblock a quiz:

1. In the **Home page > Actions** list, click the **Assignment Blocked** link.

    This action takes you to the Gradebook and opens the course to the placement test starting level.

2. To unblock the first quiz, clear the check box in the **Blocked** column as shown in the example. If desired, you can clear the check boxes for one or more of the remaining quizzes so that the student can proceed without notifying you.

View placement test results and run reports

You can view the results of the placement test in the Gradebook and also run reports to analyze the progress and share it with others to help you make the decision for the grade level placement for the student.

View placement test results

When you see the assignment alert for the placement test, you can view the results in the Gradebook. For example, you notice in the **Assignment Alerts** list on your **Home** page that the first assignment was **Graded**.

1. On the main nav bar, click **Students**.

2. Locate the student in the **Registration** list, and then click **Go To > Gradebook**.

3. In the courses list for the student, click the expand symbol for the placement test.

4. Expand the test level that the student started with.

   In example A (see "Enroll students in placement tests" on page 4,) the student started at **Test Level 6**.

   In example B below, the student received a 90% on the first quiz and 75% on the second quiz. Notice that the next quiz, #3 Decimals, is automatically assigned to the student.

> **Tip:** If you feel the student is working the quizzes at an adequate pace, you can unblock the remaining quizzes in the level. Otherwise, keep the quizzes blocked so that the student must notify you to unblock them.

## Run placement test report or export results to a .csv file

You can run a report as a PDF or HTML Web page showing the placement tests results or export the test results to a .csv file. You can run the report from the Gradebook while you are viewing the results or use the Activity Reports tool. Use the test results report as support for the decision of the grade level placement for the student.

> **Tip:** For more information about all the reports available in the Gradebook and Activity Reports tools, see the *Activity Reports User Guide*.

The following steps explain how to run the report while you are viewing the placement test results in the Gradebook.

1. In the **Gradebook**, for the student, click the **Quick Reports** [icon] tool.
2. From the report list, select an available report. For our purposes, select the **Detailed student grading** report.
3. If the **Choose Enrollments** option appears, select the placement test you want to run the report for.
4. Select the report export format - Web page (HTML), csv file, or pdf.
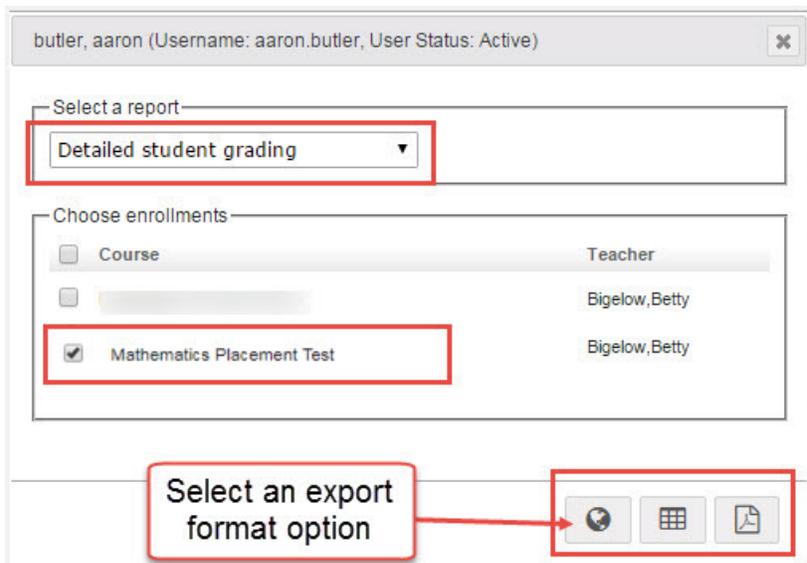
The selected report export file type downloads to your browser.

5. Click the download item notification to open the file and save it. You can use your browser's Print option or the application you opened the file with to print the report.

The following is a sample of the Detailed Student Grading Report as a PDF.

Detailed Student Grading Report

Mission Carillons Academy

Report Start Date: 10/17/2017

Report End Date: 10/31/2017

Date Retrieved: 10/17/2017

Brown, Samuel [91519, Ola High, 91519]

Teacher : adminj, Adminj

Course Name : Mathematics Placement Test (2016)

Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Spent	Score
4	QUIZ	1. Whole Numbers and Algebra	10/17/2017 03:25 pm	10/17/2017 03:28 pm	00:03	90.00
4	QUIZ	2. Data Analysis	10/17/2017 03:28 pm	10/17/2017 03:34 pm	00:06	75.00
					Unit Score:	82.50
					Course Score:	82.50

* Assignment and Course Scores may not be the final score.

The following is a sample of the data included for the Detailed Student Grading Report as a .CSV file.

Detailed Student Grading Report															
Student L	Student F	Username	Campus ID	Student ID	Teacher L	Teacher F	Course Name	Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Sper	Score	Unit Score	Total Score
Brown	Samuel	91519	Ola High	91519	adminj	Adminj	Mathematics P	4	QUIZ	1. Whole Numbers	10/17/2017 15:25	10/17/2017 15:28	0:03	90	82.5	82.5
Brown	Samuel	91519	Ola High	91519	adminj	Adminj	Mathematics P	4	QUIZ	2. Data Analysis	10/17/2017 15:28	10/17/2017 15:34	0:06	75	82.5	82.5
* All Dates and Times are in Arizona Time															

## Archive placement test enrollment when student testing is complete

Once the teacher is satisfied with the student's testing results and the determination has been made for the grade level placement, if any assignments are remaining, you should archive the placement test enrollment. By archiving the enrollment, the student no longer sees the assignments on their **Learn > Assignments** page.

There are several ways to archive an enrollment. The following steps describe one way.

1. On the **Students > Registration** tab, filter, search, or sort the student list to locate the student.

2. For the student, click **Go To > Course Enrollment**.

   The **Course Enrollments** tab appears displaying the student's name and, by default, all of their assigned courses.

3. Select the check box in the left column next to the **Subject** title of the Placement Test.

4. Click the **Archive** button.
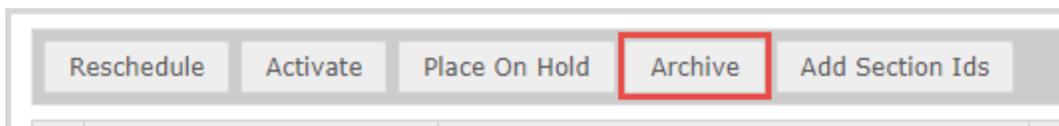
5. From the **Reason** list, select the **Complete** option, and then click **Archive**.

6. Click **OK** to confirm.

> **Note:** If, for some reason, you need to unarchive the enrollment, you can until the grace period has expired. By default, the grace period is 28 days, but your school Admin may have set a different value. While in the grace period, the enrollment is in "pending archive" status.