Assessment Methods for Effective Implementation of the 2020 Colorado Academic Standards Through Professional Learning Modules

Professional learning facilitators have three options for administering the pre and post assessments:
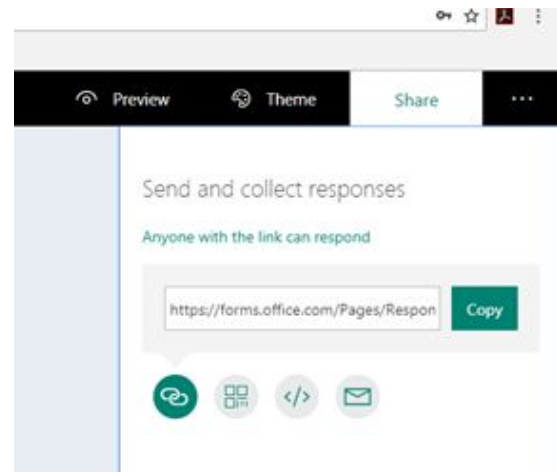
1. CDE developed online assessments. Follow the instructions below to access this assessment format.
   a. **NOTE:** If you will be administering the assessments and do **not** have a Microsoft account, you can click HERE to create a new (free) account.
      i. When prompted, create an account using "@outlook.com"
   b. Creating a Microsoft account allows both the facilitator and the educator to get real time data regarding standards literacy.
2. Print out and administer paper either Word or PDF assessments linked on *Moodle*.
3. Access assessment files and upload questions to your the quiz/survey tool of your choice. (i.e. survey monkey, google.form, Schoology)

Instructions to access the assessments using Microsoft Forms

1. Click on one of the links below to access the online assessment you want to administer ● Pre-assessment: https://tinyurl.com/yb6sex88 ● Modules 1-2 post assessment: https://tinyurl.com/yaqrm93a ● Modules 3-6 post assessment: https://tinyurl.com/yajt2dzg	
2. Click the **"Duplicate It"** button to create your own copy of the assessment. a. This allows you, the test administrator, to access and view assessment results in real time. b. To administer the assessment you must log into your microsoft account. If you are logged out, you will be prompted to login after selecting the "Duplicate It" button.	
3. Click on **"Share"** in the top right corner of the screen.	

4. Copy and paste shareable link and email to those you would like to respond to the assessment.
  a. One you have made a copy, all responses will be automatically recorded and graded (multiple choice responses).
    i. Short answer responses will need to be graded.
  b. Participants do not need to sign in or register for a Microsoft account to complete the assessments.
  c. The assessment forms are mobile friendly so staff can open the link on phones during a staff meeting and get instant results.	

Tips to edit, analyze and customize assessments:

1. **Updating the assessment title** - Click on the title to customize the name of your assessment.
2. **Answer Key** - The correct answer to each question is identified with a green check mark. Answer keys are also included in Module facilitation guides.
3. **Monitoring Responses** - Click on the "Responses" tab to view responses report.
4. **Analyzing Responses** - You can use the graphics provided on the Responses tab to share results, or download the responses as an excel sheet by clicking on "Open in Excel".
5. **Reading Pie Charts** - Each response color correlates with a section of the pie chart. All responses are tracked and charted. The green check mark indicates which answer is correct.