Creating Student Managed Assessments: IR Remotes

A student managed assessment is when the student has a paper copy of the test on his or her desk, and the answers are submitted with the CPS system. This method of delivery allows students to work at their own pace. Teachers are required to put the answers into CPS ahead of time. How do you do this?

1. Click the “Prepare” tab and then “Lessons and Assessments”. Click the green “+ New” button and “Fast Grade Lesson”. You will need to give the lesson a title (Example: Math Facts Handout) and click “OK”.

2. You will need to give the lesson a title (Example: Math Chpt.1 lesson 3) and click “OK”.

3. By entering the answers ahead of time, CPS will score the assessment for you. The window that appears allows you to do this.

4. For question one, go to the column that has the correct question format (MC 4, MC 3, True/False, Yes/No, Numeric, etc.) and click the correct answer. (MC 4 = multiple choice with 4 choices; MC 3 = multiple choice with 3 choices, etc.) You will see the “current question” window change to reflect you are now on question “2”.

5. Go to the column that has the correct question format (MC 4, MC 3, MC 2, True/False, Yes/No, etc.) and click the correct answer. You will see the “current question” window change to reflect you are now on question “3”. Repeat this process until you have entered all of the answers.

6. Click “Previous” or “Next” to review the answers after you have entered them.
7. When you are finished, click “OK” at the bottom of the window to save your work.
8. You will see your “Fast Grade” lesson added to your assessments on the “Prepare” tab and the “Engage” tab.
9. To engage the lesson, check the box before your “Fast Grade” lesson in the “Engage” tab.
10. Click “Assessment Setup” from the blue toolbar. Choose “Student Paced”. Click “Engage: Assessment”.

![Image of the Engage tab with Assessment Setup selected]

11. A screen will appear showing the student pad numbers in the blue fields and the question they are currently working on in the yellow fields directly underneath of it. Click “Start” to begin recording responses from students. As the students work through the problems, the question number will change under their pad number.

![Image showing student pad numbers and question numbers]

12. When the student has finished the assessment, the fields will remain solid blue to show they are done. When everyone has finished, click “END”.
13. You can now go to the “Report” tab to see how the students responded. Click on “Charting” to see how the class responded as a whole class.
14. Also on the “Reports” tab, you can click “Generate” to access the following reports:
   a. Instructor’s summary: shows individual student’s score
   b. Question report: shows how a selected student(s) responded on each question
   c. Question analysis: shows the class responses to each question