Student Assessment of Growth and Excellence (SAGE)

SAGE Formative User Guide

2014–2015

Updated September 5, 2014

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Understanding This User Guide

This user guide is designed to familiarize educators with SAGE Formative. This guide also includes information on using this site from the student perspective. Table 1 describes the icons used throughout this user guide.

Section I. Logging in to SAGE Formative: Educators provides instructions on how educators access and log in to SAGE Formative.

Section II. SAGE Formative: Educator Site provides an in-depth overview of the features and functions available for educators in SAGE Formative, including how to manage assignments and view reports.

Section III. Logging in to SAGE Formative: Student Site provides instructions on how students access and log in to SAGE Formative.

Section IV. SAGE Formative: Student Site provides an in-depth overview of the features and functions available for students in SAGE Formative, including how to access assignments and browse resources.

The **Appendices** provide additional information, including basic systems requirements, a glossary of the key words used in the guide, and checklists for creating Match activities and backing up original content.

Table 1: Key Icons and Elements

Icon	Description
	**Warning:** This symbol accompanies important information regarding actions that may cause errors.
	**Alert:** This symbol accompanies important information regarding a task.
	**Note:** This symbol accompanies helpful information or reminders.
	**Administrative Educators:** This symbol accompanies sections that apply only to Administrative Educators.
	**New:** This symbol accompanies sections that describe newly added features.
[**Text**]	Text in brackets is used to indicate a clickable link or button.
Text	Bold text in blue font is used to identify links to key words in the glossary.

Additional Resources

This user guide does not provide information about other SAGE systems. You can find user guides and manuals for other systems on the SAGE portal (http://sageportal.org) in the *Resources* section.

Computer and System Requirements

Appendix A provides an overview of the basic requirements for SAGE Formative. Appendix A also contains information about downloadable file formats and approved media players for listening to audio files in SAGE Formative.

The *System Requirements* document available on the SAGE portal (http://sageportal.org) provides complete requirements for all SAGE applications.

Introduction to SAGE Formative

SAGE Formative is an educational system that allows **educators** to create **assignments** and assign them to students in **rosters**. Assignments consist of one or more **resources**. A resource is a collection of associated **activities** and **stimuli**. Educators may create activities and resources or use existing activities and resources available on the ***Browse Resources*** screen. Students can use SAGE Formative to complete the assignments that educators give to them. After a student completes an assignment, educators can view the student's scores. Educators can also view reports that provide information about how students performed on assignments.

Note: In SAGE Formative, school-level and Local Educational Agency (LEA)-level users are referred to as "educators." There are two types of educators who can use SAGE Formative.

- **School Educators** are school-level personnel, such as teachers, who are associated with class rosters and can assign assignments directly to their students. School Educators can share resources with a group of other educators, who can then assign those resources to their own students.
- **Administrative Educators** are administrative personnel at the school, LEA, or state level. Administrative Educators can create **common assignments** that School Educators can then assign to their students.

For more information, refer to the section Understanding the Educator-Student Relationship in SAGE Formative.

Section I. Logging in to SAGE Formative: Educators

School Educators and Administrative Educators both log in to the Educator site of SAGE Formative. To log in to SAGE Formative as an educator, you must have an authorized username and password. If you have not yet received your login information, contact your LEA Administrator. If you are an LEA Administrator and do not have your login information, contact the SAGE Help Desk.

Alert: Do NOT share your login information with anyone not authorized to access SAGE systems.

1. Open your web browser and navigate to the [SAGE portal](http://sageportal.org/) (http://sageportal.org/).

2. Click either [**School/District Testing Coordinators**] or [**Teachers/Test Administrators**].

Figure 1. Portal Buttons

3. Click the [**SAGE Formative**] button. You will be directed to the ***Open AM Login*** screen.

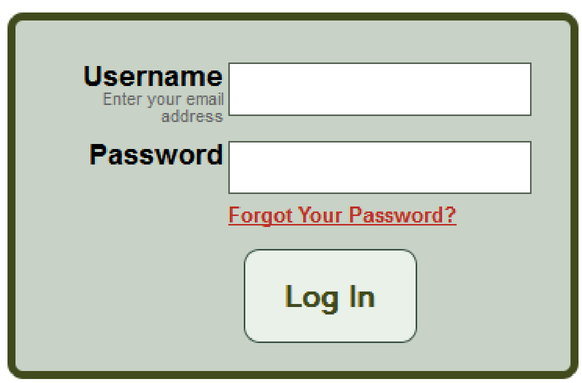
   Open AM allows users to log in to the online systems that the American Institutes for Research (AIR) provides. After users log in, they can switch between systems without having to log in to and out of each system.

Figure 2. SAGE Formative Button

4. In the *Username* and *Password* fields, enter your information and click [**Enter**].

   After you log in, the system automatically directs you to the SAGE Formative home screen for educators.

Figure 3. Open AM Screen



Note: Because your email address is used as your username, changing your email address will cause you to lose access to your original SAGE Formative account. You can use the ***Group Membership*** feature to store your original activities and resources so that you may access them after changing accounts. For more information see [Appendix F: Checklist for "Backing Up" Materials](#).

Switching Between SAGE Systems (Open AM)

Open AM eases the login process and simplifies navigation between SAGE systems. Open AM integrates the following:

- SAGE Testing System (TA Interface)
- Test Information Distribution Engine (TIDE)
- Online Reporting System (ORS)
- SAGE Formative
- Test Administrator (TA) Training Site

Reminder: Access to these systems and their features depends on your user role.

The top left corner of your browser displays a drop-down list containing the above applications. From the drop-down list, select the application you want to switch to. You will be directed to the main screen for that application and will not have to log in again.

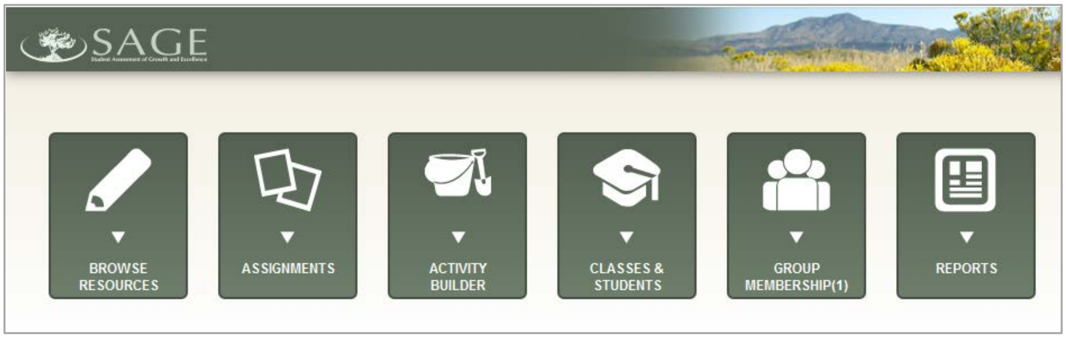
Figure 4. Open AM: Drop-down List

Section II. SAGE Formative: Educator Site

Navigating SAGE Formative

The landing screen for **Educators** provides access to the six major features of the site: Browse Resources, Assignments, Activity Builder, Classes & Students, Group Membership, and Reports. You can also access these features from any screen in SAGE Formative by clicking the tabs at the top of the screen. Table 2 briefly explains these features, and this section of the guide provides more detailed information.

Figure 5. Educator Site Landing Screen



- To create **assignments** and view **resources**, click [**Browse Resources**].
- To access active or completed assignments, click [**Assignments**].
- To create resource **activities** and **stimuli**, click [**Activity Builder**].
- To view class (**roster**) information, click [**Classes & Students**].
- To view and manage your **educator groups**, click [**Group Membership**].
- To view reports for classes or individual students, click [**Reports**].

Table 2 provides an overview of the features available to educators who use SAGE Formative.

Table 2. SAGE Formative Features for Educators

Feature	Description
Browse Resources	• Search for resources, create assignments, and create resources • Copy available resources to the Activity Builder
Assignments	• View active, recently completed, and archived assignments • Edit, copy, delete, and manually score existing assignments • Access reports for completed assignments o School Educators can access reports for their rosters and students o Administrative Educators can access reports for **common assignments**
Activity Builder (New)	• Create, edit, and publish activities for resources • Create and edit stimuli that can be attached to activities
Classes & Students	• View and manage your associated classes (rosters) • View assignments for each student in your classes
Group Membership	• Create and join educator groups and manage group membership
Reports	• View **assignment summary**, **benchmark proficiency**, and **item analysis reports**

Understanding the Educator-Student Relationship in SAGE Formative

Assignments in SAGE Formative depend on the educator-student relationships managed via class rosters. Each roster must be associated with a School Educator. School Educators can manage their rosters and create educator assignments for their students.

Administrative Educators in SAGE Formative can browse resources and create common assignments, which School Educators can then assign to students. Administrative Educators can also view reports for common assignments.

About Rosters

USOE uploads roster information on a nightly basis. School Educators may also manage their own rosters via the Manage Your Rosters feature on the ***Classes & Students*** screen. Educators can create assignments for the students in their rosters. School Educators cannot create assignments for students who do not belong to their roster(s).

Alert: Only educators associated with rosters can create and view assignments for the students in their roster(s). All rosters are associated with a school; therefore, only School Educators can be associated with rosters. Educators who are not associated with rosters cannot add students to an assignment.

Educators cannot view assignments that other School Educators create, even if they share the same students. However, educators can view common assignments that other Administrative Educators create.

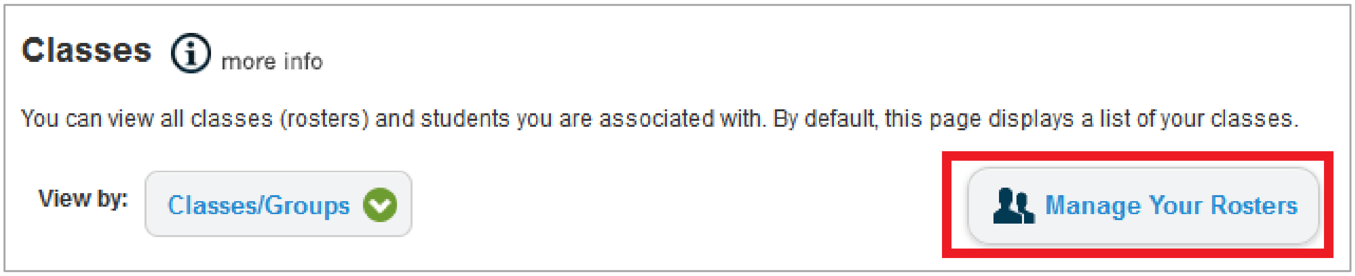
Note: A student can belong to multiple rosters and receive assignments for each roster in which he or she is a member.

- The classes displayed on the ***Classes & Students*** screen are the rosters for which you are the associated educator. If you do not see any classes or students, and you are a School Educator, you have not been associated with any rosters. Contact your LEA or School Administrator to have rosters created for you.
- To create additional rosters or modify your rosters, use the Manage Your Rosters feature on the ***Classes & Students*** screen. The next page provides a quick guide for using this feature.

Quick Guide for Creating a New Roster

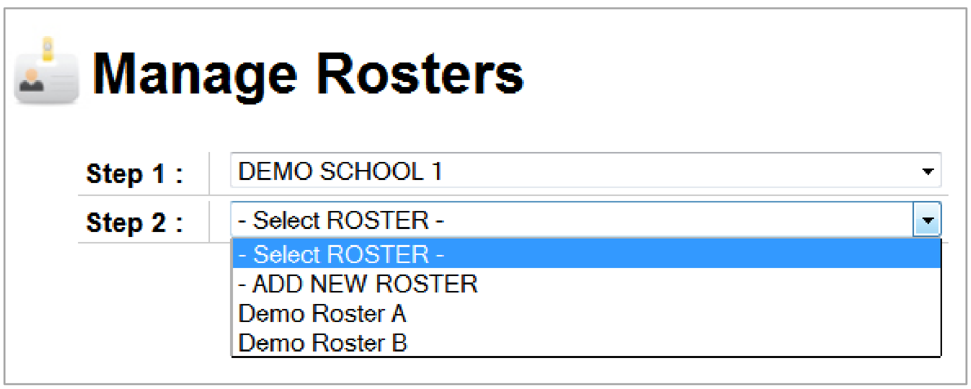
You can use the Manage Your Rosters feature to create new rosters for yourself as long as you have a direct relationship to a school and students. *For more information on managing rosters, see the [Manage Rosters](#) section.*

Figure 6. Classes and Students Screen



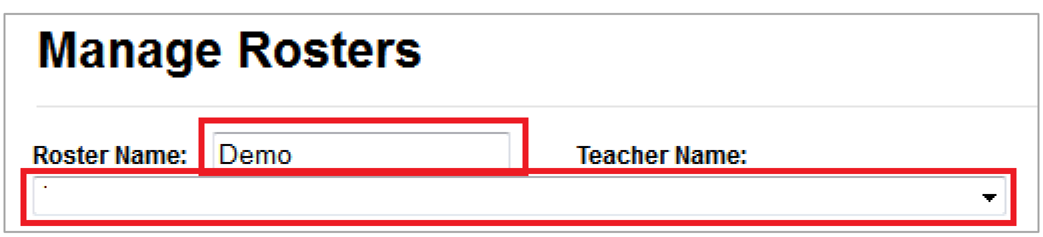
1. Log in to SAGE Formative and navigate to the ***Classes & Students*** screen.
2. Click [**Manage Your Rosters**] in the upper right corner of the screen. The Manage Rosters window opens.

Figure 7. Manage Rosters Window



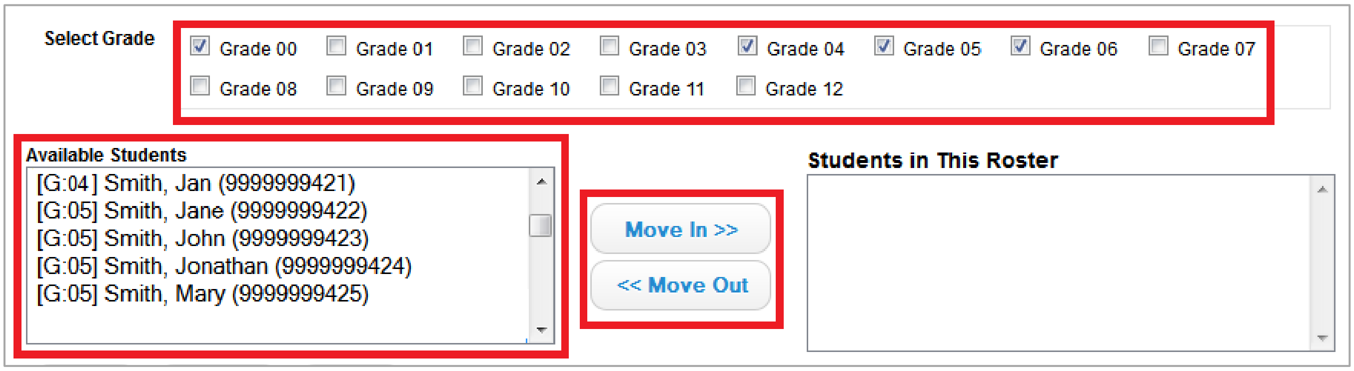
3. From the *Select Institution* drop-down list, select the appropriate school name. This drop-down list only displays your associated schools.
4. From the *Select Roster* drop-down list, select “Add New Roster.”

Figure 8. Create New Roster Window



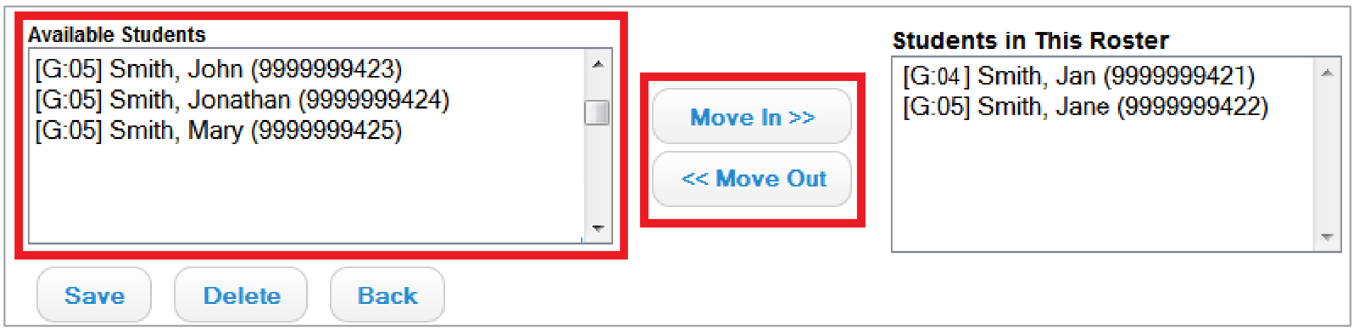
5. In the *Roster Name* field, enter a name for the roster.
6. From the *Teacher Name* drop-down list, select your name.

Figure 9. Select Students



7. Mark the checkboxes for all the grades from which you wish to build the roster. The names of the available students in the selected grades display in the *Available Students* box.

Figure 10. Moving Students



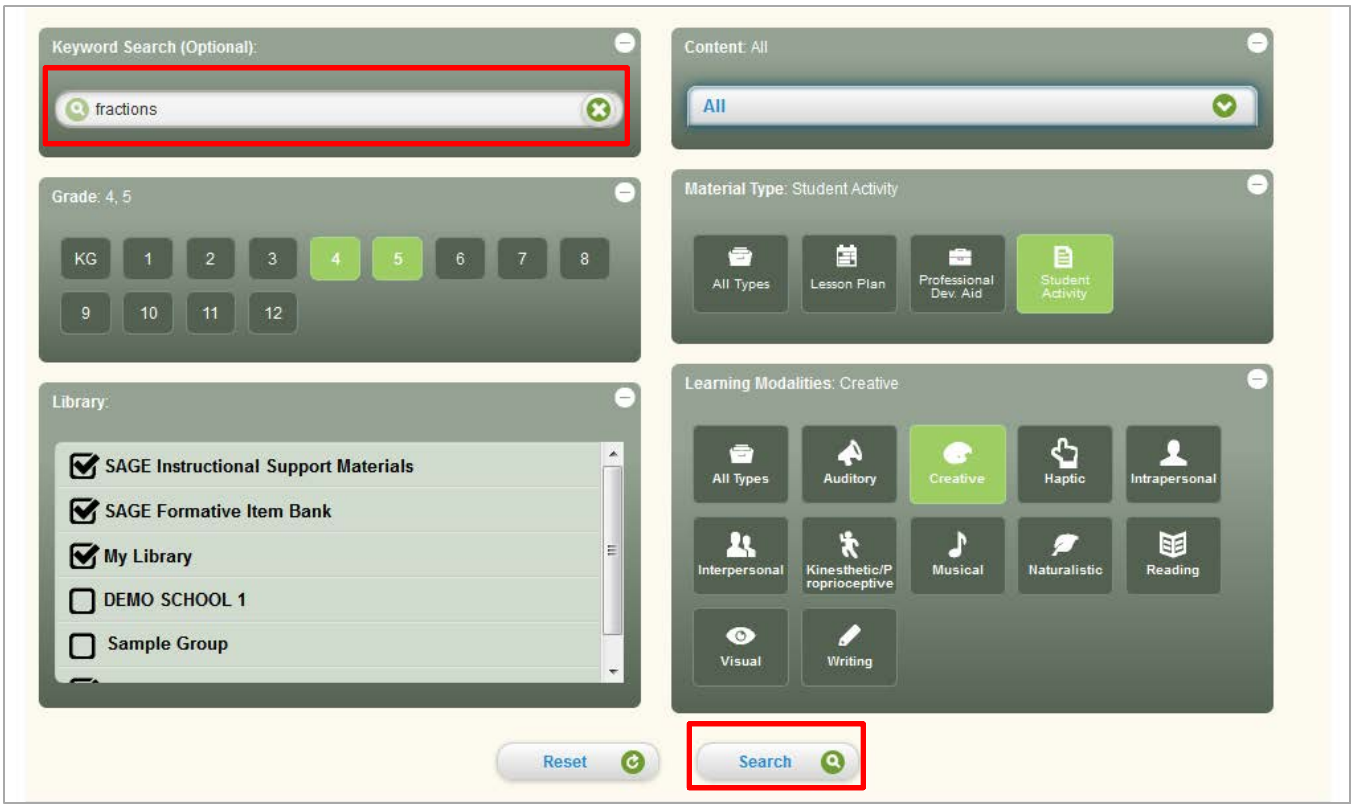
8. In the *Available Students* box, select a student, then click [**Move In >>**] to add that student to the roster. The student's name appears in the *Students in This Roster* box.
9. When you are finished, click the [**Save**] button located in the bottom left corner.

Browse Resources (Updated)

The ***Browse Resources*** screen allows educators to search for English Language Arts, Mathematics, and Science **resources**. Resources consist of student **activities**, lesson plans, or professional development aids. You can save resources to your **Resource Cart** to create assignments or new resources.

- Resources are aligned to Utah's **standards** and benchmarks.
- Resources are also categorized by content area, grade level, **library**, material type, and learning modality. These categories are displayed in filter boxes on the search panel.
- You can add student activity resources to **assignments**. Lesson plan and professional development aid resources cannot be added to assignments.

Figure 11. Browse Resources Search Panel (With Filters Selected)



Searching for Materials

When browsing resources, you can perform a comprehensive or refined search.

To display all resources:

- Without selecting any filters, click [**Search**].

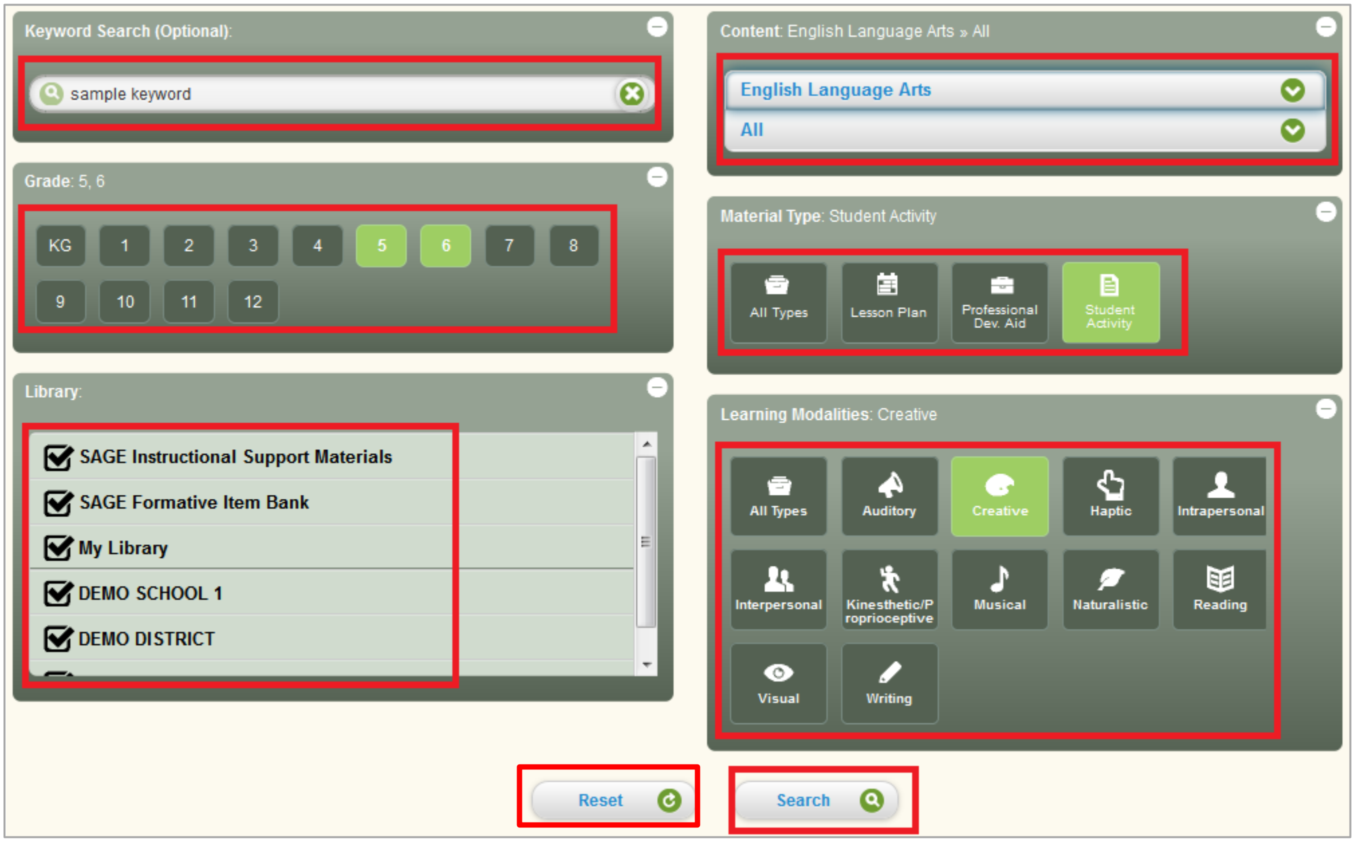
To search for resources by keyword:

- In the *Keyword Search* field, enter a term, such as "algebra," and then click [**Search**]. Resources that include the keyword in the name or description display in the search results.

Searching for Specific Resources (Filtered Search)

The filter boxes on the search panel allow you to refine your search.

Figure 12. Search Filters



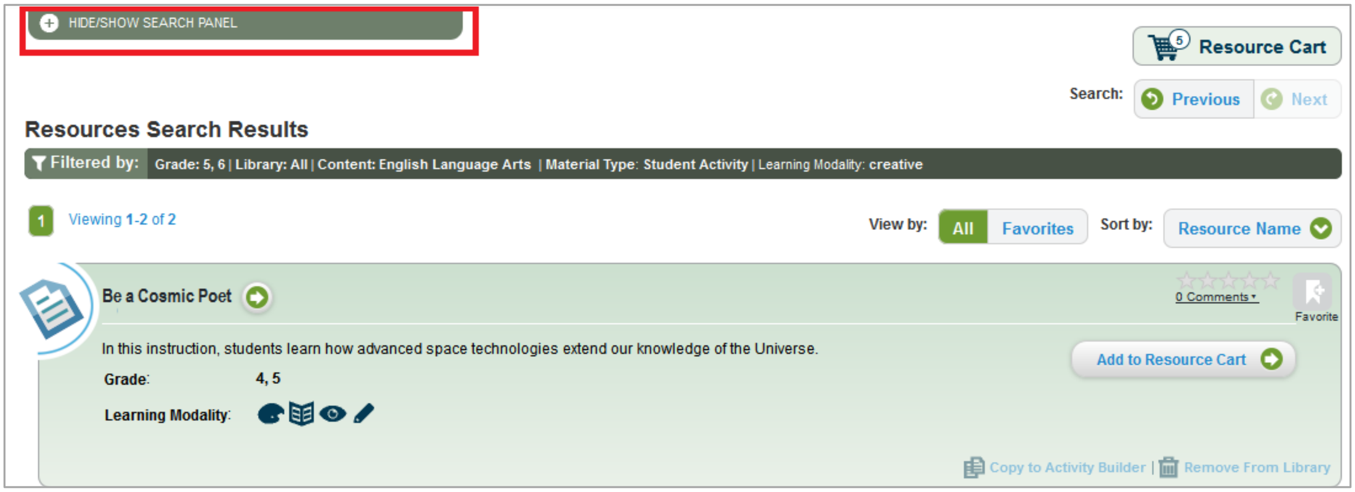
1. To narrow your search results, use the buttons and drop-down lists in the appropriate filter boxes on the ***Browse Resources*** search panel.
    - To remove all filters, click [**Reset**].
2. When you are finished selecting filters, click [**Search**].

Note: You can expand or collapse each filter box by clicking the plus [ ] or minus [ ] button in the upper right corner of the box. Selected parameters still apply to the search when the filter box is collapsed.

Performing New Searches

You can perform a new search at any time and return to previous searches.

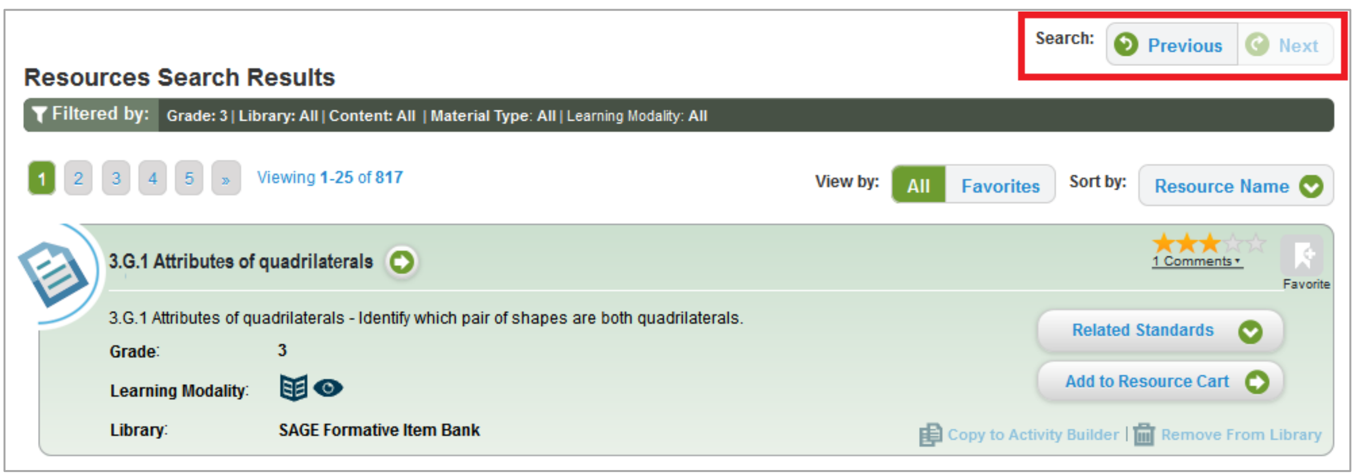
Figure 13. Accessing the Search Panel



To perform a new search:

- To conduct a new search, click [**+ Hide/Show Search Panel**] at the top of the screen. The search panel expands.
- You may modify any of the search filters and perform a new search.

Figure 14. Returning to a Previous Search



To return to a previous search:

- In the upper right corner of the ***Resources Search Results*** screen, click the [**Previous**] button below the Resource Cart. The screen displays the results of the last search you performed in the current session.

Table 3. Filter Categories and Options (Updated)

Filter	Options	Description
Keyword Search	(User-entered)	You can enter any keyword in this field to generate materials that have that word in the resource title or description.
Grade	Grade levels K–12	Resources are associated with grade levels. Clicking grade buttons generates materials associated with the selected grades.
Library	All	This category includes information from all library types in the generated results.
	My Library	This is the user's personal library. This library contains user-created resources.
	Entity Libraries (Utah/LEA/ School)	All users have view access to the Utah library. School and Administrative Educators have access to their associated LEA library. School Educators have access to their associated school library. School Educators can assign resources in these libraries to their students.
	Educator Group Libraries (***New***)	These libraries contain resources that members of educator groups share with each other.
	Instructional Support Materials	This library contains lesson plans for educators and instructional materials for students.
	Formative Assessment Items	This library contains individual **items** that educators can compile into formative assignments for students.
Content	English Language Arts Mathematics Science	When you select a content area, a new drop-down list appears immediately below. This list displays available standards for the selected content area. • Additional drop-down lists appear as you refine your search. You can continue selecting categories until you get to specific standards. *Note: All available resources are aligned to Utah's standards.*
Material Types	All Types	All material types: lesson plans, professional development resources, and student activities.
	Lesson Plan	Lesson plans are for educators and cannot be assigned to students.
	Professional Development	Professional development resources are for educators and cannot be assigned to students.
	Student Activity	The majority of resources available are student activities, which can be assigned to students. Student activity resources can contain stimuli and quiz items. *Note: Assignments that contain quiz items are scored.*
Learning Modality	Various	Learning modality categories include auditory, creative, haptic/tactile, interpersonal, intrapersonal, kinesthetic/proprioceptive, musical, naturalistic, reading, visual, and writing.

Note: Resources without a specific applied category are included in search results. For example, resources that do not have a learning modality attribute are included in search results even when modality filters are applied.

About the Library Options (Updated)

The Library filter on the search panel allows you to search for resources stored within various libraries.

Figure 15. Libraries

My Library

My Library is a personal library available for all educators and is unique for each one. When School Educators create their own resources, these resources are saved to My Library by default. Educators can remove resources from this library. Educators can also copy resources from this library to the **Activity Builder**.

Entity Libraries

Entity libraries contain resources that members of the same entity level create and share. An entity level can be the state of Utah, an LEA, or a school. Only Administrative Educators who have editing rights for a given library can publish resources to that library. All users who are members of an entity may access the resources in that library (e.g., all educators within an LEA may view resources in that LEA's library).

Educator Group Library

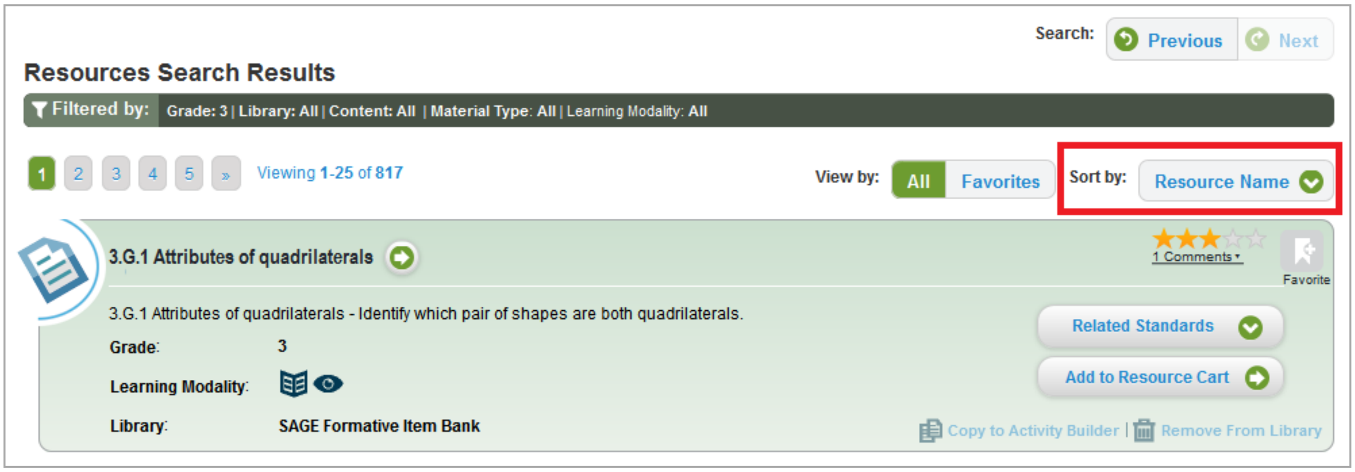
If you belong to any educator groups, the Library filter on this screen includes each group's shared library. Educator groups are customizable groups that allow educators to share resources with each other. For more information on educator groups, see the Group Membership section.

About the Resources Search Results

The ***Resources Search Results*** displays the resources that meet the selected search parameters. This results screen provides you with several options:

- Sorting search results
- Previewing resources (including answer keys)
- Marking resources as favorites
- Providing resource feedback
- Viewing related standards
- Removing resources
- Copying resources to the Activity Builder
- Adding resources to the Resource Cart

Figure 16. Resources Search Results



Sorting Search Results

By default, resources are listed alphabetically. You can also sort resources by their rating.

- To sort resources by rating, select “Rating” from the *Sort by* drop-down list. The highest-rated resources are listed first.
- To return to the default sorting, select “Resource Name” from the *Sort by* drop-down list.

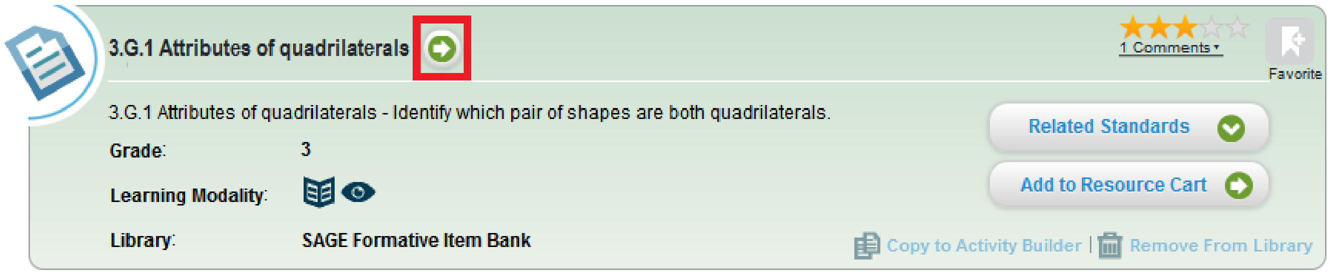
Note: When you search for resources, the first 25 results display. If there are more than 25, the results are paginated. You can click the screen number buttons above the search results to navigate to more resources.

For more information about ratings, see the *Rating and Reviewing Resources* *section.*

Previewing Resources

You can preview resources to see how they will appear to students. When previewing resources, you can mark them as favorites, add them to the Resource Cart, and print them.

Figure 17. Previewing a Resource



To preview resources:

- On the ***Resources Search Results*** screen, click [ ] next to the name of the resource. The ***Resource Preview*** screen opens.

Figure 18. Resource Preview Screen

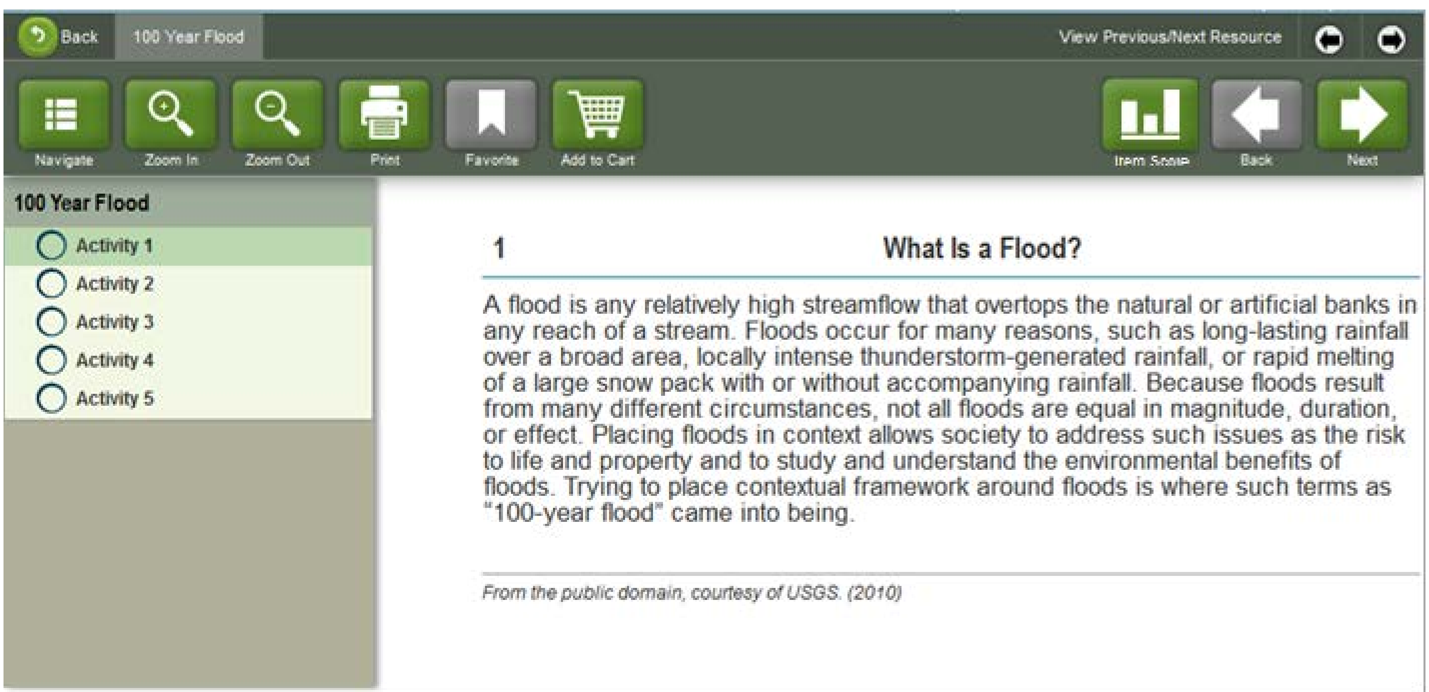
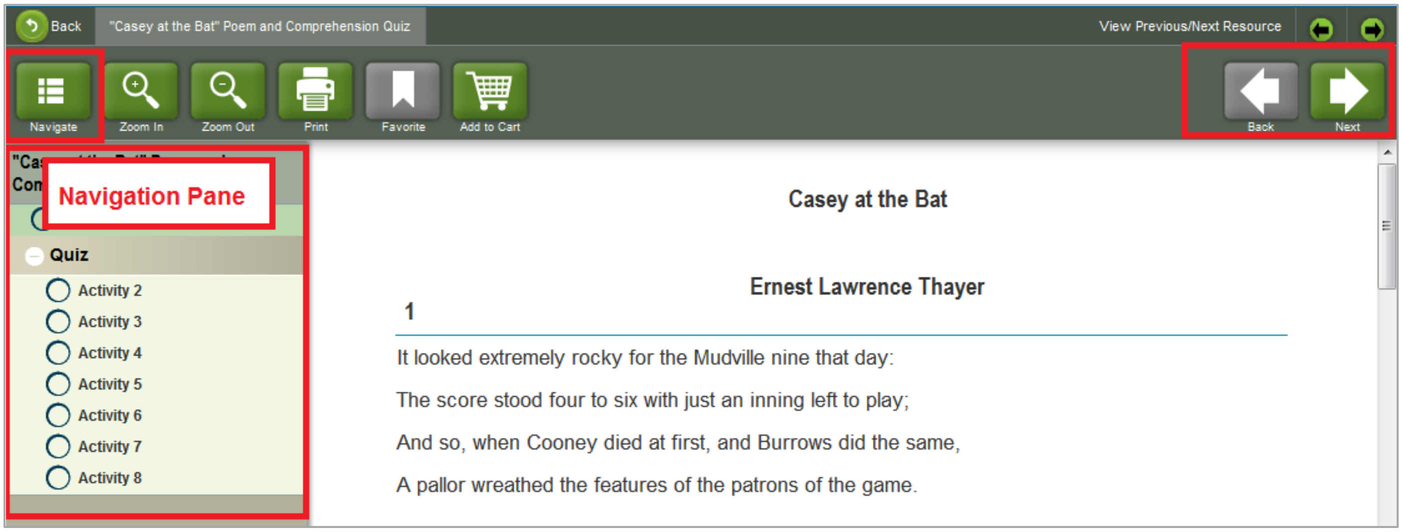


Figure 19. Resource Navigation



To navigate through a resource:

- To navigate through the resource preview, use the [**Next**] and [**Back**] buttons in the upper right corner of the screen.
- You can also use the navigation pane. The navigation pane appears on the left of the resource preview and lists all the steps involved in a resource. You can jump to a particular step by clicking it in the navigation pane. To open or close the navigation pane, click [**Navigate**].

Alert:

- The smaller pair of arrow buttons above the [**Next**] and [**Back**] buttons navigate to the other resources.
- Do not use the web browser's navigation buttons, as this could result in a loss of information or accidental sign out.

Figure 20. Zooming Buttons

To zoom in and out of resource activities:

- The [**Zoom In**] and [**Zoom Out**] buttons in the upper left corner allow you to increase and decrease the size of the text and images in resource activities.

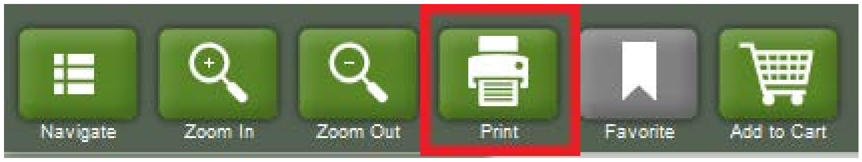
Note: You can click [**Zoom In**] up to four times to increase the size of text and images.

To add resources to the resource cart:

- To add a resource to the Resource Cart, click [**Add to Cart**].

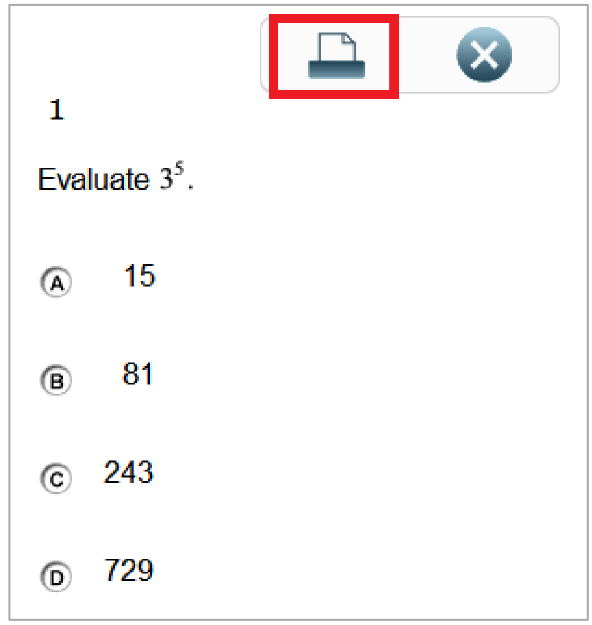
To print resources:

Figure 21. Printing a Resource



1. To print a resource, click [**Print**] at the top of the screen. A preview screen opens, displaying the first page of the resource.
2. Click [ ]. Your computer's printer settings window opens. Click [**OK**].

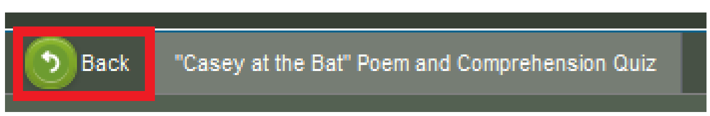
Figure 22. Print Preview



Note: All activities in the resource will automatically print one at a time. Any activities containing multimedia display a box in place of the media.

To return to the resources search results screen:

Figure 23. Returning to Search Results

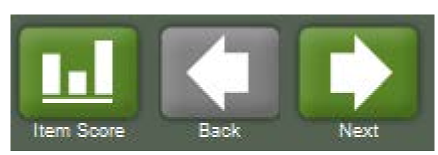


- Click [**Back**] next to the resource name.

To view the answer key for an activity in the resource:

- Click [**Item Score**] at the top of the screen. The activity's answer key displays. *Note: This feature is only available for activities that were originally configured to include this information.*

Figure 24. Item Score Button



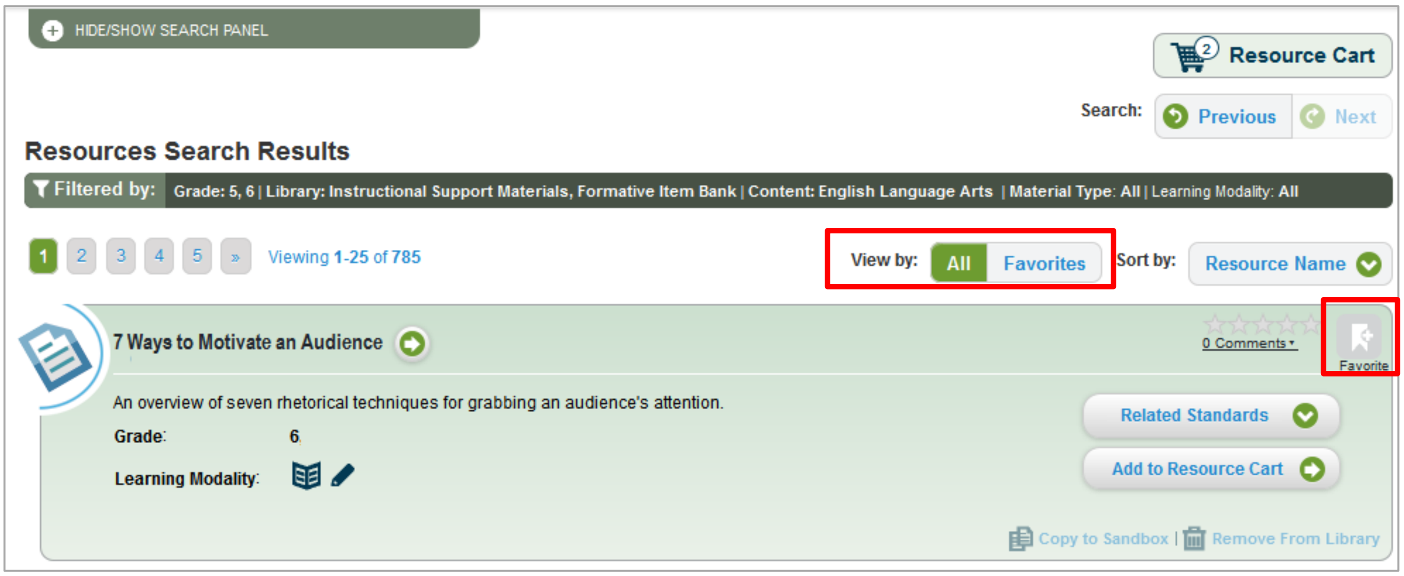
Favorite Resources

You can mark resources as favorites, allowing you to easily find them later. You can "favorite" resources from the ***Resources Search Results*** screen or the ***Resource Preview*** screen.

To mark resources as favorites:

- Click [**Favorite**] in the upper right corner of a resource in the search results.
    - To un-favorite a resource, click [**Favorite**] again.

Figure 25. Resources Search Results Screen



To view a list of your favorite resources:

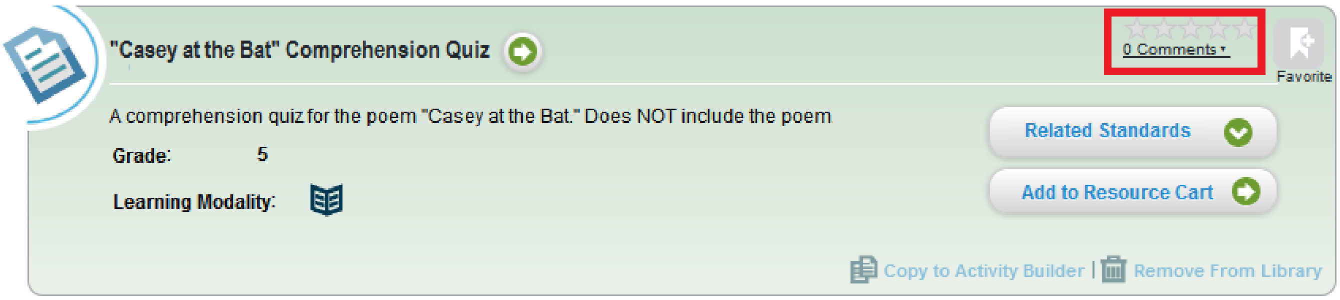
- To view only your favorite resources in the search results section, click the [**Favorites**] button next to the *View by* label. If you have not marked any resources as favorites, no resources display.
- To view all the resources in the search results, click the [**All**] button next to *View by.*

Rating and Reviewing Resources

You can view ratings and feedback for each resource, as well as provide your own feedback. Each resource displays the average star rating that users select for it. *Note: When you rate a resource, your rating appears instead of the average rating.*

Each resource displays the total number of ratings and comments added. If a resource has no stars and no comments, then no one has rated or commented on that resource.

Figure 26. Resource Ratings and Comments

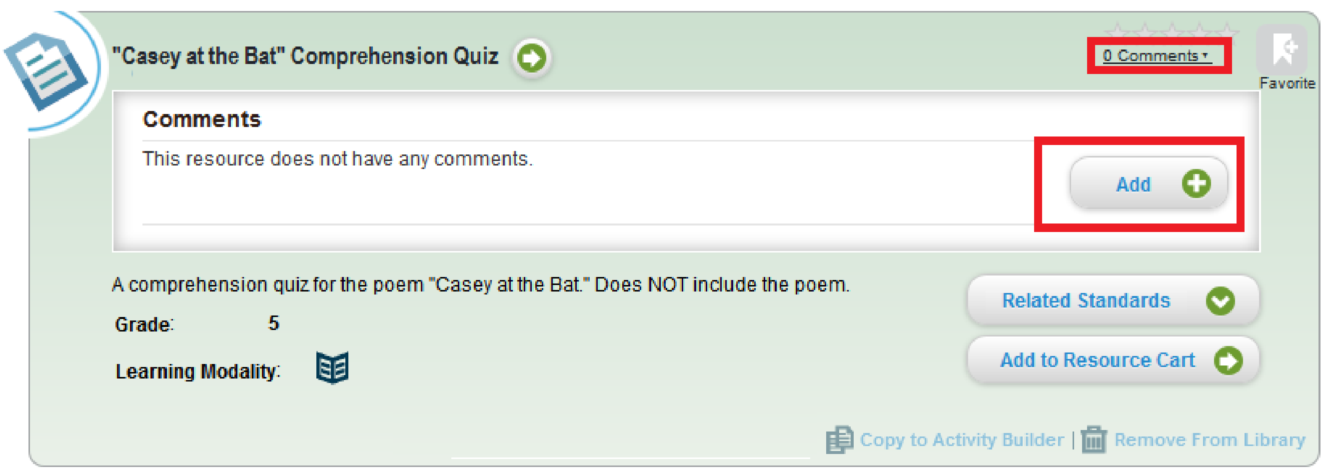


To add a star rating:

- Select a star rating by clicking the appropriate star icon. For example, if you want to give the resource a two-star rating, click the second star from the left.

You can also add comments to explain why you gave a certain rating to a resource.

Figure 27. Adding Comments



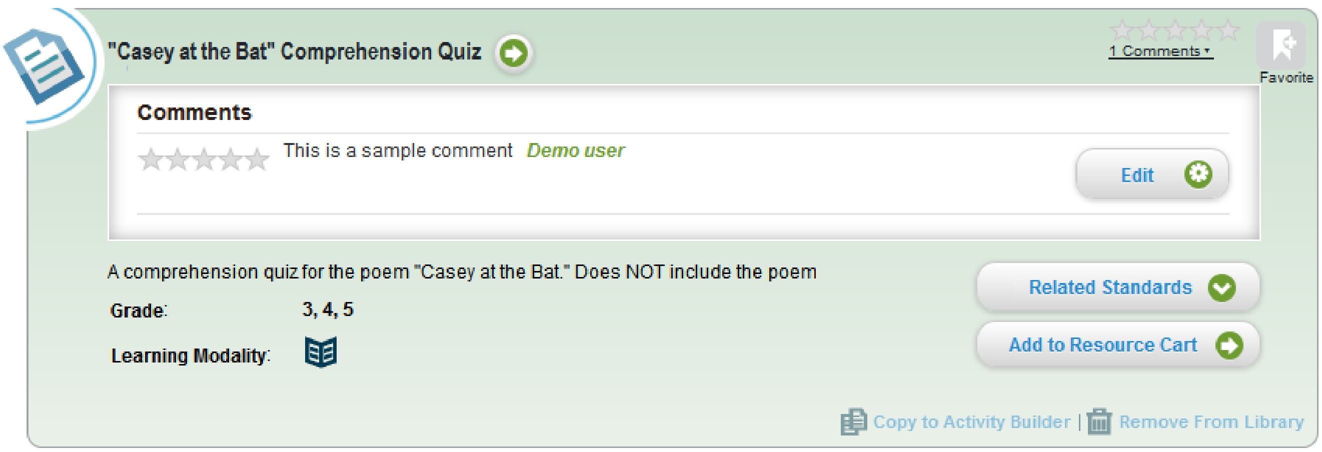
To add comments about the resource:

1. To expand the *Comments* box, click [**Comments**] below the star rating.
2. Click [**Add**]. A comment text box opens.

Figure 28. Entering a Comment

3. In the comment text box, enter your feedback.
4. When you are finished, click [**Save**].

Figure 29. Resource with Comment

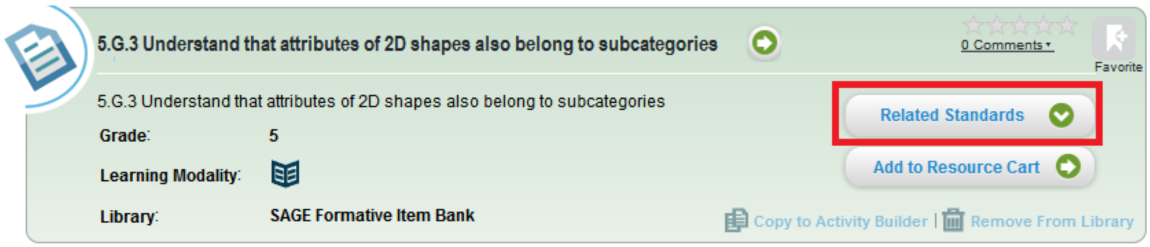


Note: If you return to the comments at a later time, you can modify your comment and rating. Click a different star to select a different rating, or click [**Edit**] in the *Comments* box to change your comment. Once you have added a star rating, you cannot remove it entirely. You can only change it to a different rating.

Viewing Related Materials

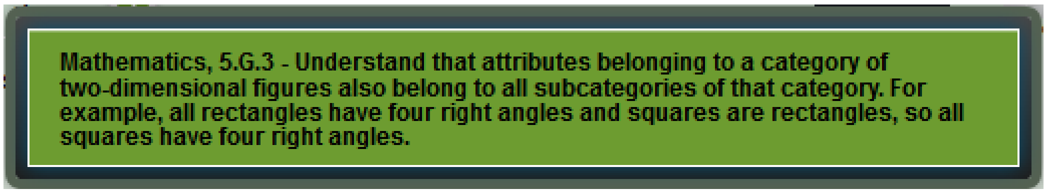
You can also view other standards and resources that are related to a specific standard.

Figure 30. Browse Resources: Related Resources



1. For any resource in the search results, click [**Related Standards**]. A list of related standards appears.

Figure 31. Sample Related Standard

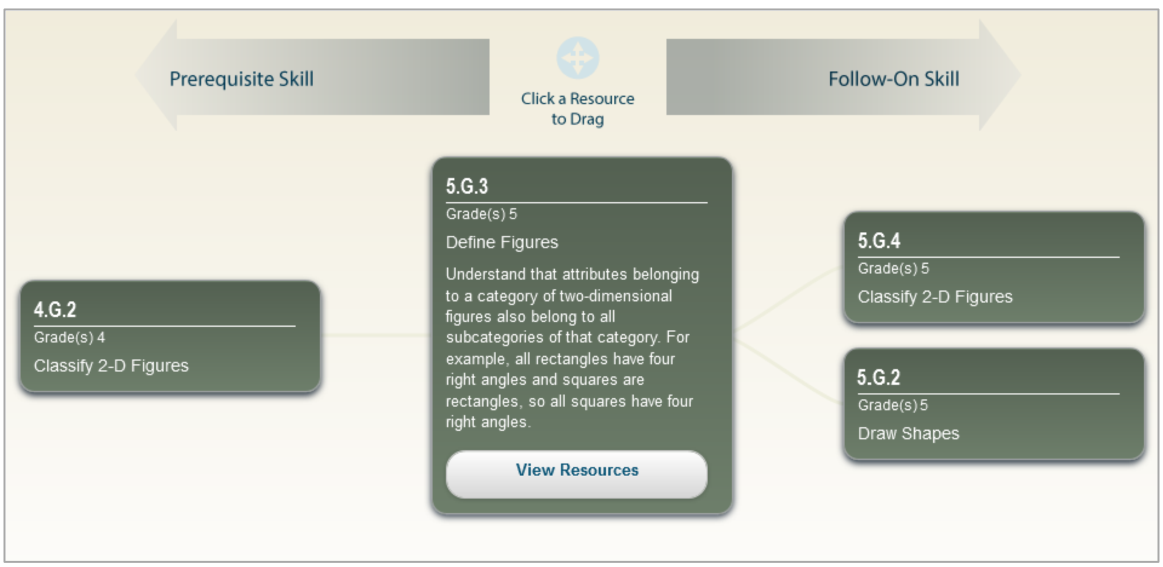


2. Click a standard. The ***Related Standards*** screen for the selected standard displays.

About the Related Standards Screen

The ***Related Standards*** screen shows an interactive web that includes the selected standard, along with its related prerequisite and follow-on standards. Figure 32 shows a selected category in the center (5.G.3: Define Figures) and its related standards.

Figure 32. Related Standards



To view related standard details:

- To view the details for each related standard, hover your mouse over the box for that standard. The description appears in a pop-up box.

To view related resources:

1. Click a related standard box. For example, if you click the [**RI.7.10**] box in the figure below, the selected skills category moves to the center.

Figure 33. Related Standards Screen

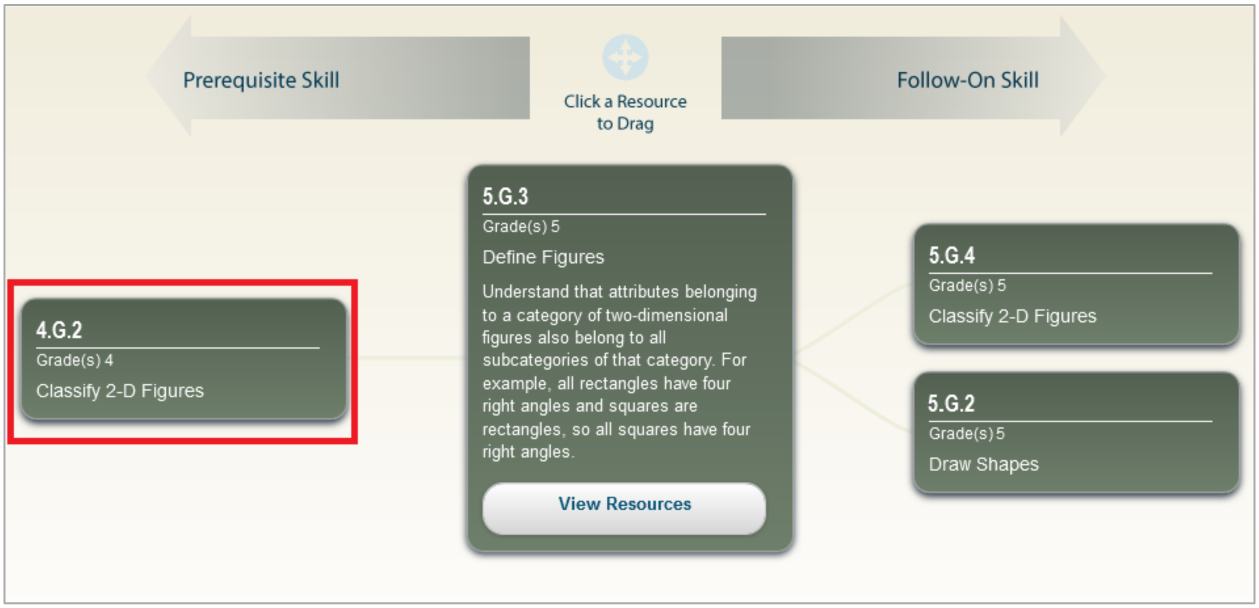
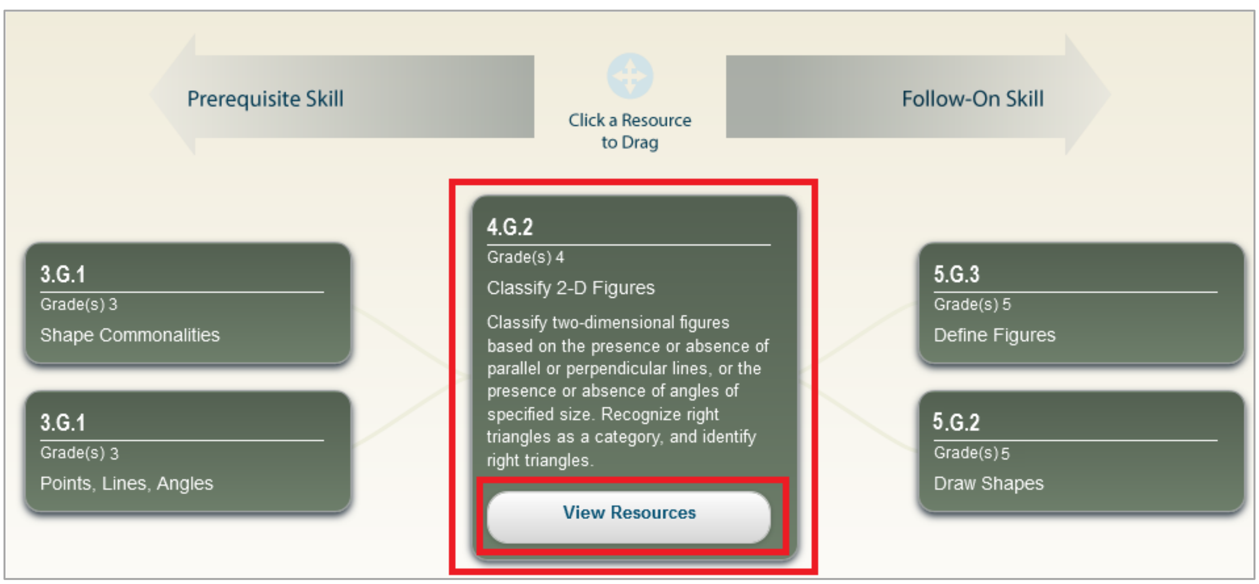


Figure 34. Prerequisite Skill

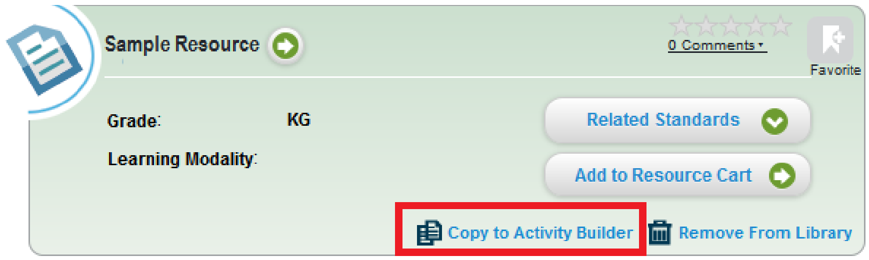


2. To view the resources aligned with a selected standard, click [**View Resources**]. The ***Resources Search Results*** screen opens, displaying the resources aligned with the selected standard.

Copying Resources to the Activity Builder

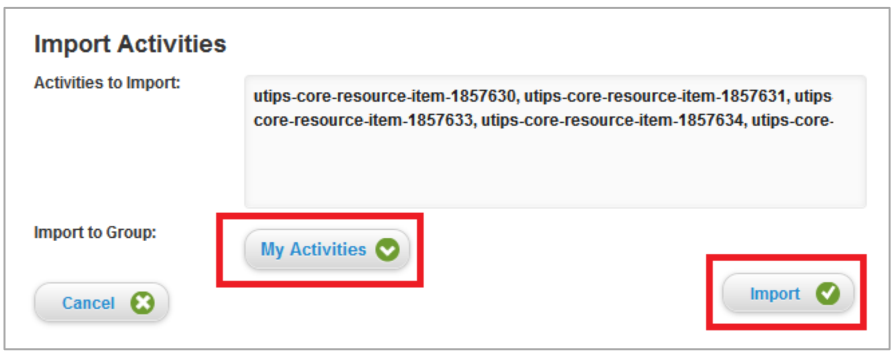
You can copy some resources to the Activity Builder. *Note: You can only copy resources that you or another educator in your state, LEA, school, or educator group created. If this function is not available for a resource, the [**Copy to Activity Builder**] button is grayed out.*

Figure 35. Copying a Resource



1. To copy the activities in a resource, click [**Copy to Activity Builder**]. The ***Import Activities*** screen opens.

Figure 36. Import Activities

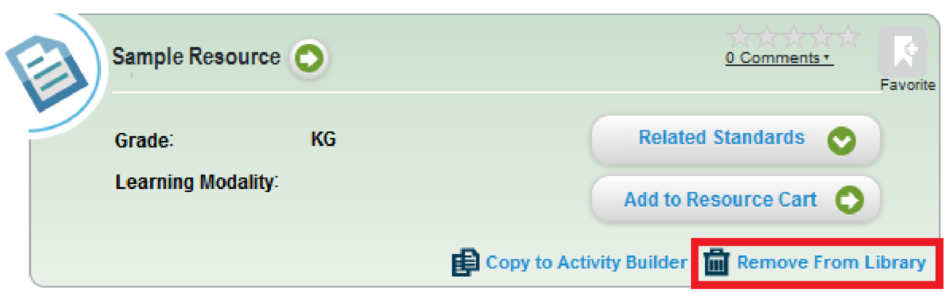


2. On the ***Import Activities*** screen, select a group for the activities and click [**Import**].

To Remove a Resource from a Library

You can remove resources from *My Library* and any entity-level libraries that you have permission to edit.

Figure 37. Removing Resource From Library



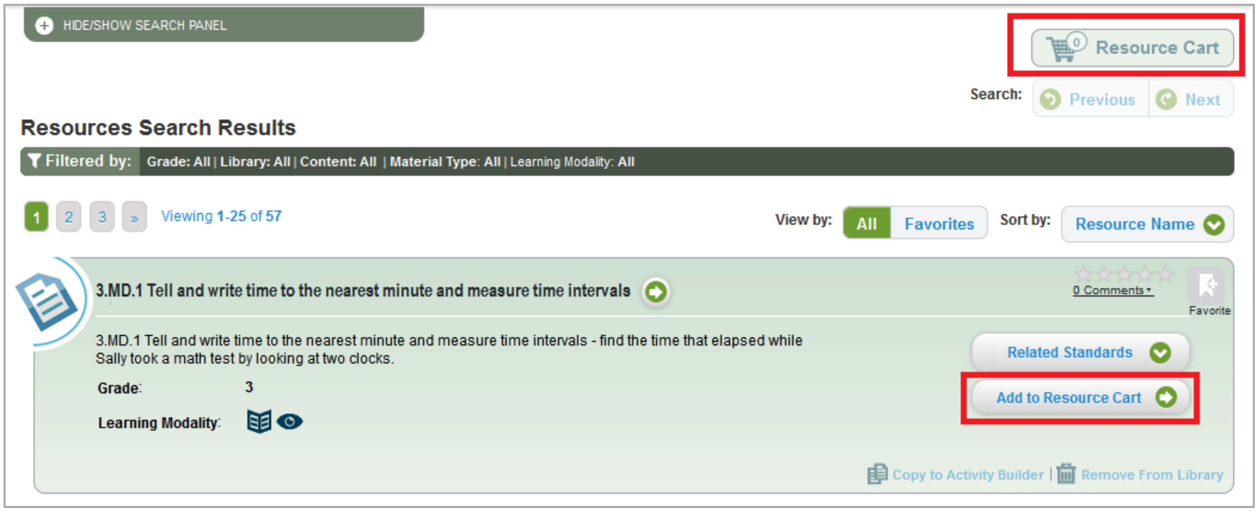
1. To remove a resource, click the [**Remove From Library**] link in the bottom right corner of the resource (*Note: This link activates only for those resources you may modify*). A warning message appears.
2. Click [**OK**]. The resource will no longer appear in future search results.

Note: You can save copies of resources to any library for which you have editing permissions. **If you wish to remove a resource that has been copied to multiple libraries, you must remove the resource from each library.**

Creating New Resources and Assignments

The Resource Cart allows you to temporarily store resources. Resources in the cart can be combined into a new resource or saved as an assignment. Resources remain in the cart until you remove them or save them as a resource or assignment.

Figure 38. Add to Resource Cart



1. In the search results, click [**Add to Resource Cart**] on a resource. The resource is added to the cart and the number displayed on the Resource Cart icon increases by one.

Figure 39. Resource Cart Icon

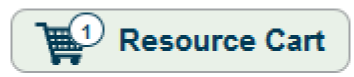
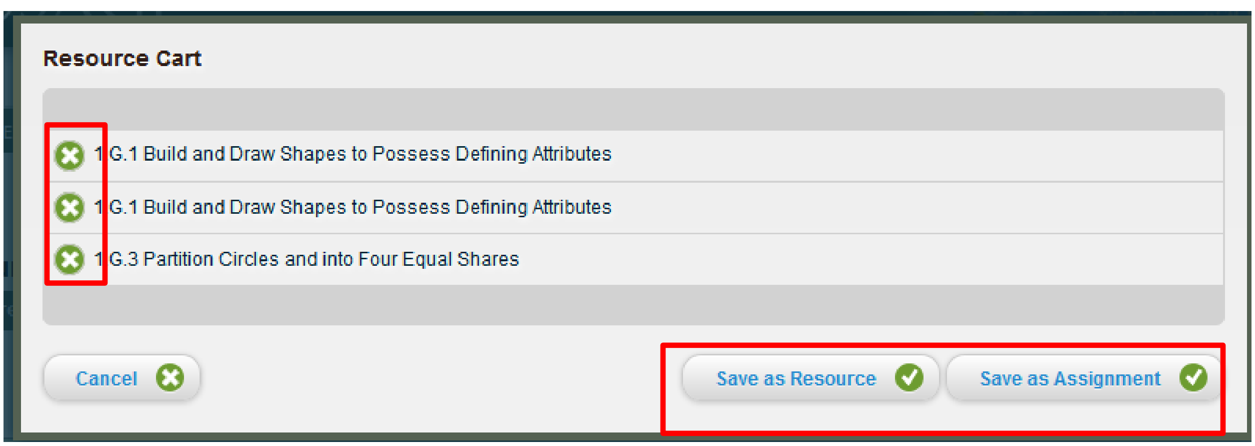


Figure 40. Resource Cart Window



To open the resource cart, click the [**Resource Cart**] icon.

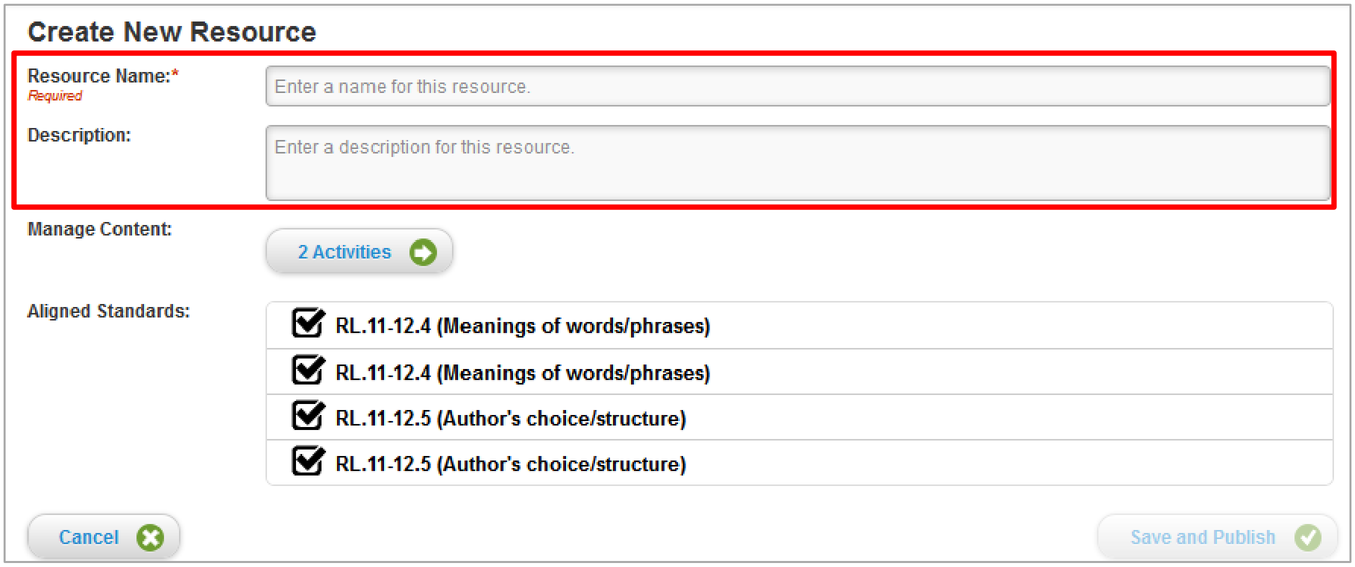
- To remove a resource from the cart, click [**X**] next to the resource name.
- To combine resources into a new resource, click [**Save as Resource**]. The ***Create New Resource*** screen opens.
- To save resources as an assignment, click [**Save as Assignment**]. The ***Add to Assignment*** screen opens.

Creating a New Resource

When you save the resources in the cart as a new resource, the ***Create New Resource*** screen opens. This screen allows you to enter details, arrange and delete activities, and manage the aligned standards.

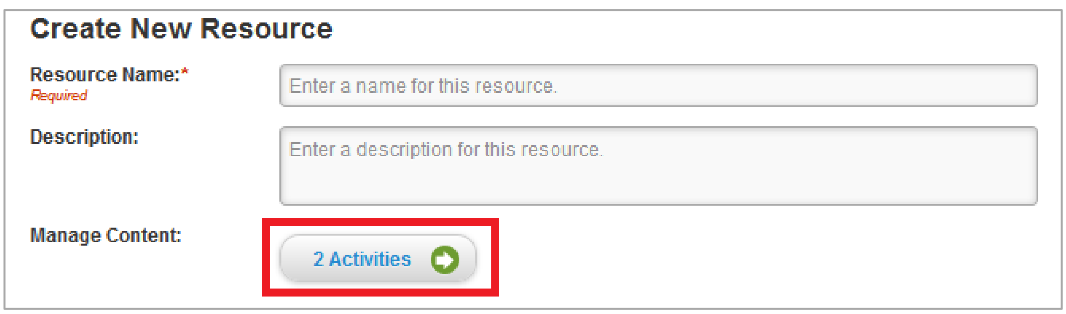
To create a new resource:

Figure 41. Create New Resource Screen



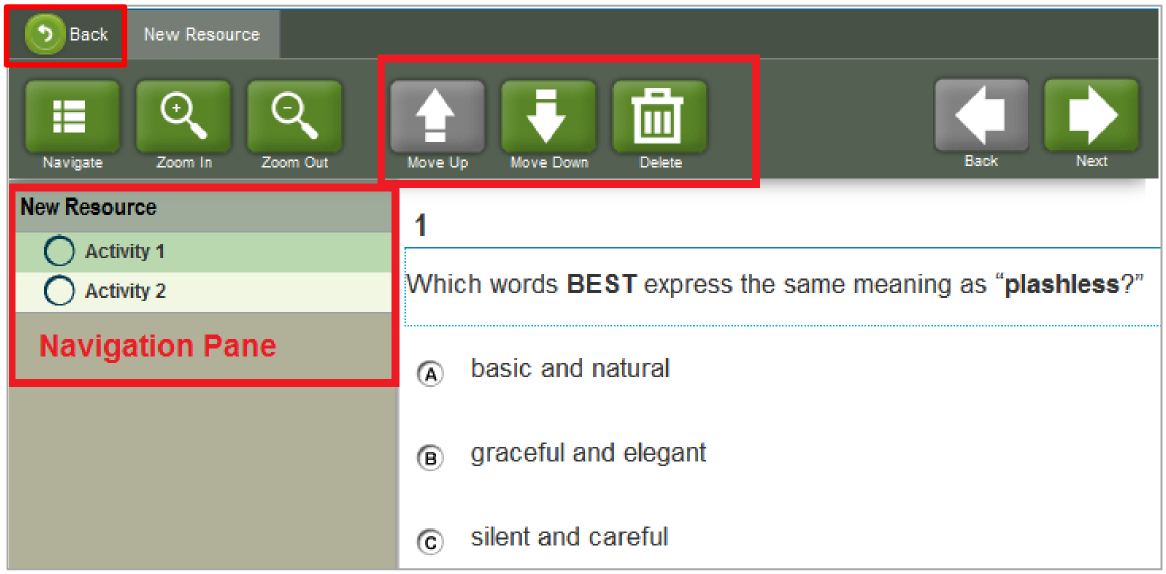
1. In the appropriate fields, enter the resource's name and description.

Figure 42. Manage Content



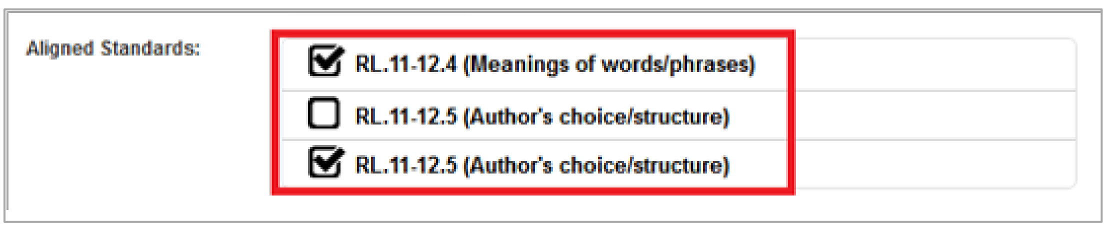
2. The *Manage Content* field displays the number of activities included in a resource. To manage these activities, click [**Activities**]. The ***Resource Preview*** screen opens.

Figure 43. Resource Preview



3. This ***Resource Preview*** screen is similar to the ***Resource Preview*** screen accessible from the search results.
   - To remove an activity from the resource, select that activity in the navigation pane and click [**Delete**].
   - To rearrange an activity, select that activity in the navigation pane and click [**Move Up**] or [**Move Down**].
   - To return to the ***Create New Resource*** screen, click [**Back**] in the upper left corner.

Figure 44. Aligned Standards



4. To edit the resource alignments, mark the checkboxes next to the standards in the *Aligned Standards* field. The resource must be aligned to at least one standard. By default, all standards associated with the original resource(s) are aligned to the new resource.

Figure 45. Select a Library

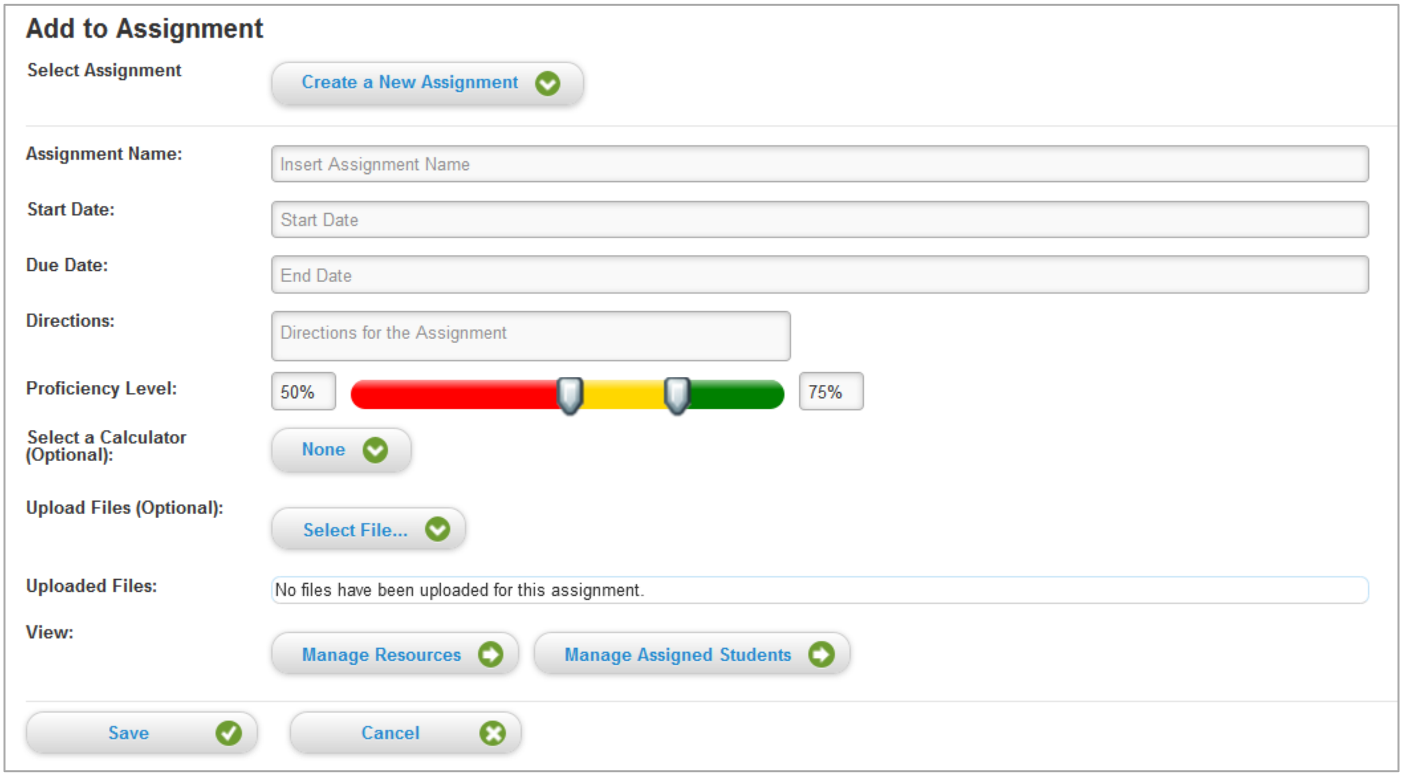
5. By default, resources are published to My Library. If you wish to publish the resource to a different library, select an option from the *Library* drop-down list. This list includes any educator group libraries or entity libraries you have permission to edit.
6. To publish the resource, click [**Save and Publish**].

Note: If you do not have a contributor or manager role in an educator group, and you do not have editing rights for any entity libraries, then the *Library* drop-down list only includes "My Library."

Creating Assignments

When School Educators save resources in the Resource Cart as an assignment, the ***Add to Assignment*** screen opens.

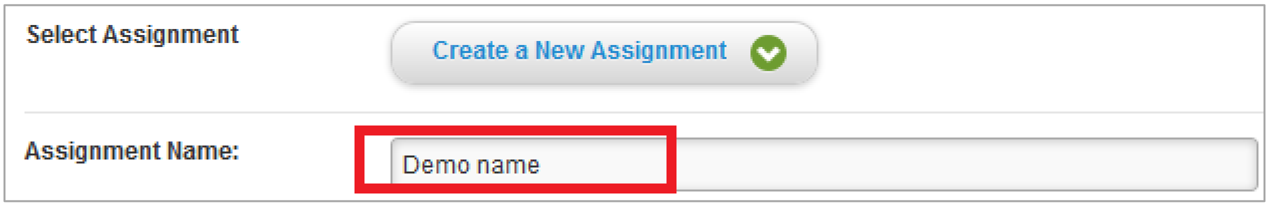
Figure 46. Add to Assignment Screen



On the ***Add to Assignment*** screen, you can choose to add the resource(s) to a new or existing assignment for your students.

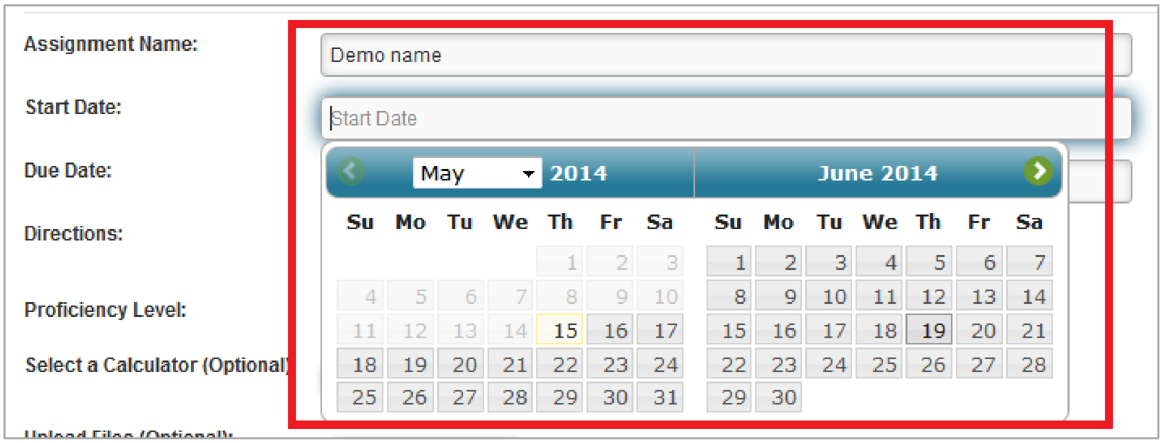
Creating a New Assignment for Your Students

Figure 47. Assignment Name



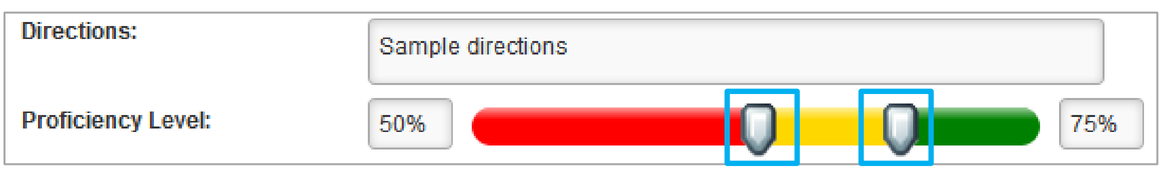
1. In the *Assignment Name* field, enter the assignment's name.

Figure 48. Start and Due Dates



2. Click inside the *Start Date* field. A pair of calendars pops up. Click the date when the assignment should start. Repeat this process with the *Due Date* field. *Note: Assignments can begin on the day you create them or on a future date*.
3. In the *Directions* field, enter the directions for the assignment.

Figure 49. Proficiency Level Cut Scores



4. You can adjust the proficiency level cut scores. To do so, click and drag the sliders on the Proficiency Level scale. These levels determine which student scores will be considered "Not Proficient," "Needs Improvement," and "Proficient." By default, assignment proficiency level cut scores are set at 50% and 75%.

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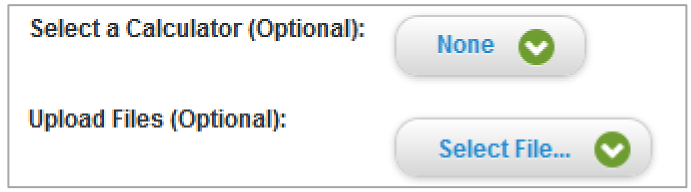
5. *Optional:* Add a calculator to the assignment. You can choose from basic, standard, standard memory, scientific, graphing, matrices, and regressions calculators.
6. *Optional:* Upload files from your computer. Students can open the files when they access the assignment. *Note: You should upload Word documents as PDF files so that students cannot modify them.*

Figure 50. Adding Calculators and Files



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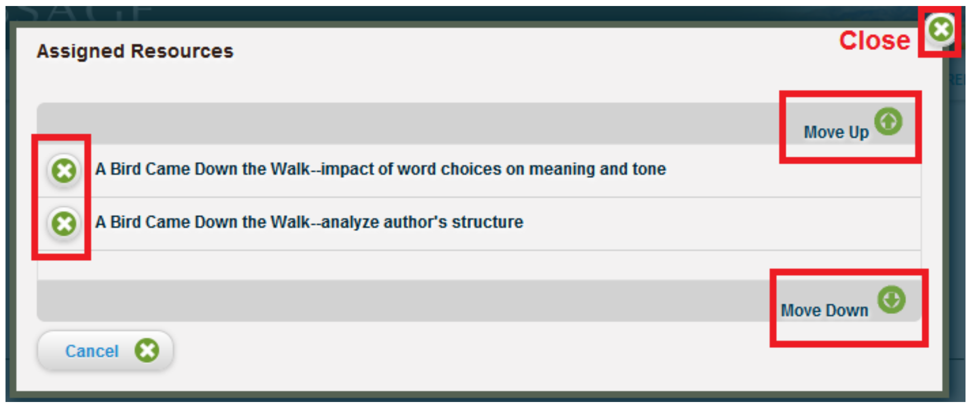
7. To view the assignment's resources, click [**Manage Resources**]. A pop-up window opens, displaying all the resources included in the assignment. You can change the resource order or remove resources. To close this window, click [**X**] in the corner.

Figure 51. Manage Resources



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8. To choose which students receive the assignment, click [**Manage Assigned Students**]. From the drop-down list in the pop-up window, select a roster and mark checkboxes to assign to students. You can assign individual students or all the students in a roster. When you are finished, click [**Save**].

Figure 52. Manage Assigned Students

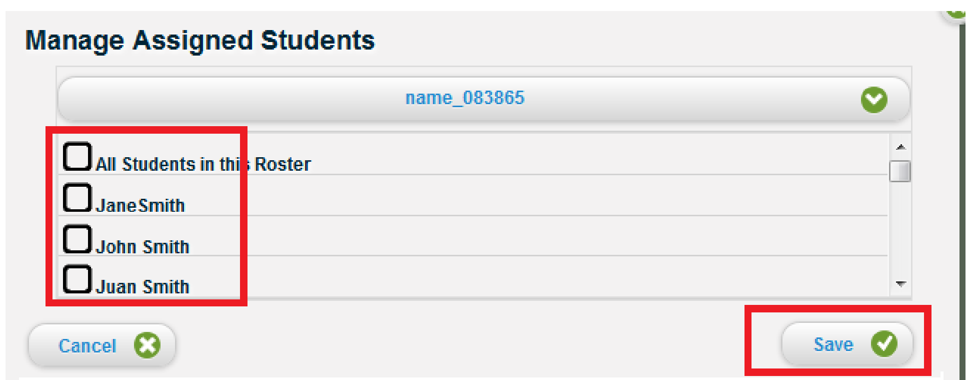


Figure 53. Saving the Assignment

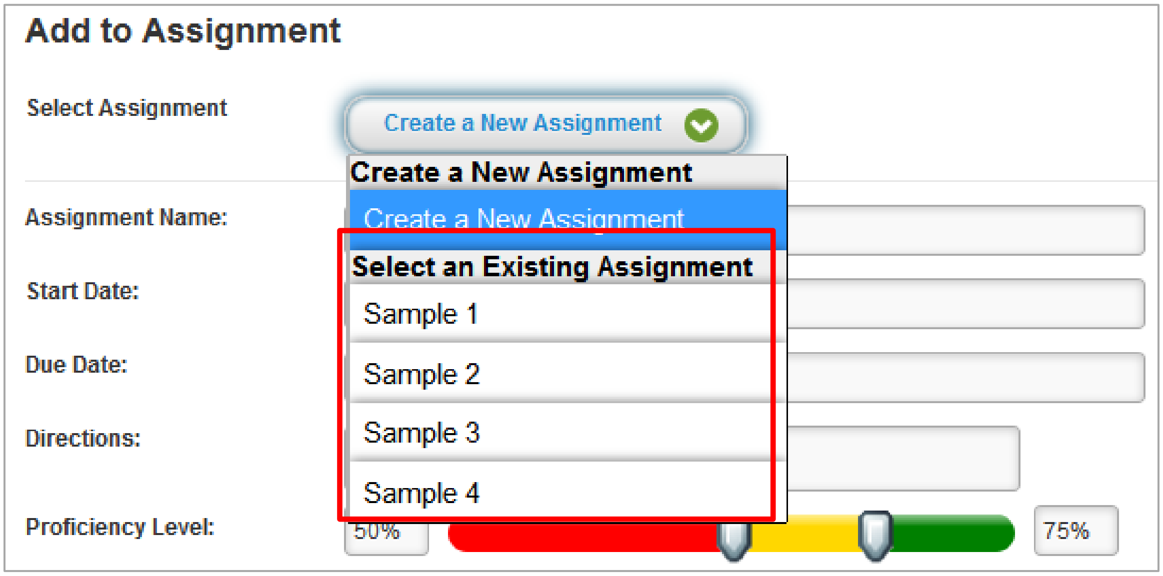
9. To preview the assignment, click [**Preview Assignment**]. To finish and assign to students, click [**Save**]. To exit without creating the assignment, click [**Cancel**].

Note: If no rosters or students display in the Manage Assigned Students window, then you are not associated with any rosters. You may need to contact your LEA or School Administrator to have rosters created for you.

Adding Resources to an Existing Assignment for Your Students

The process for adding a resource to an existing assignment is similar to the process for adding a resource to a new assignment.

Figure 54. Selecting an Assignment



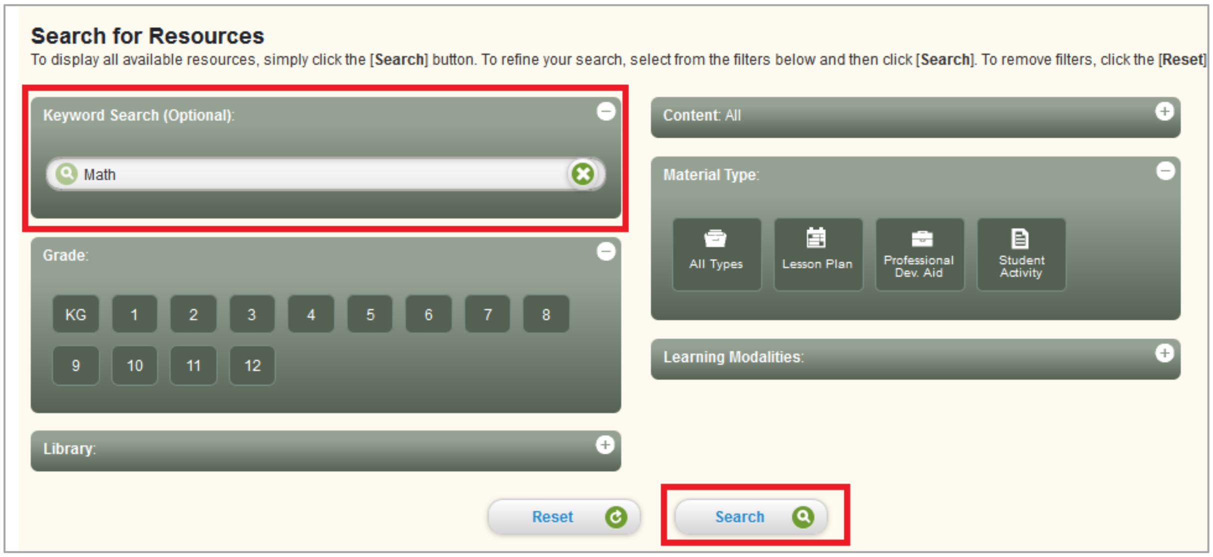
1. On the ***Add to Assignment*** screen, select the required assignment from the *Select Assignment* drop-down list.
2. You may edit the assignment details by following steps 1–9 provided in the previous section, if necessary.

Creating a Common Assignment

The instructions in this section apply only to Administrative Educators.

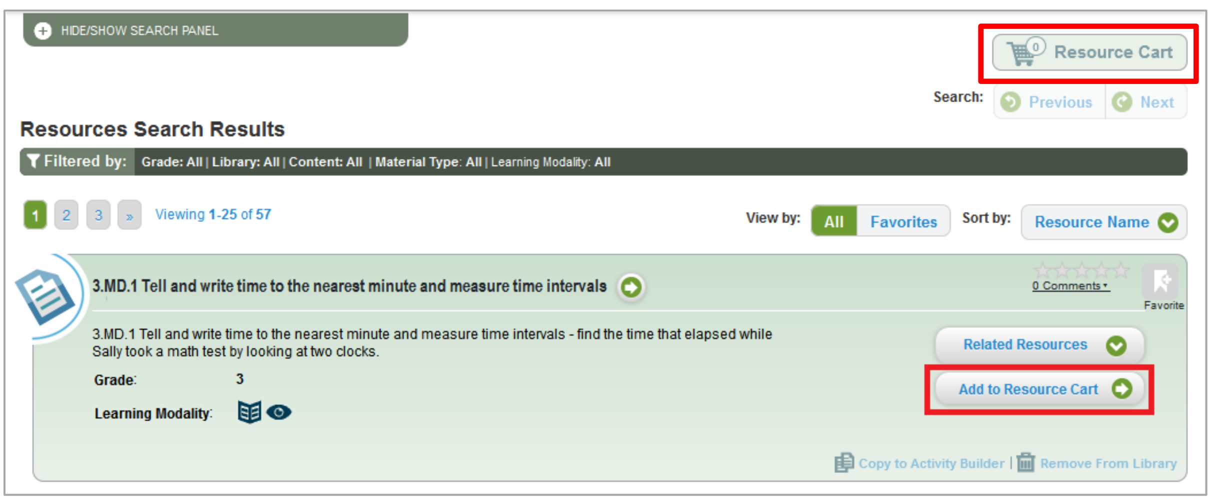
Administrative Educators can create **common assignments**, but they cannot assign them directly to students.

Figure 55. Browse Resources Screen



1. Navigate to the ***Browse Resources*** screen.
2. In the *Keyword Search* field, enter a keyword. Click [**Search**]. The resources containing that keyword in their name or description display in the search results below.

Figure 56. Add to Resource Cart Button



3. In the search results, click [**Add to Resource Cart**] on a resource. The resource is added to the cart.

Resource Cart Icon

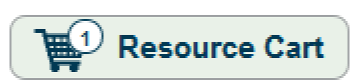
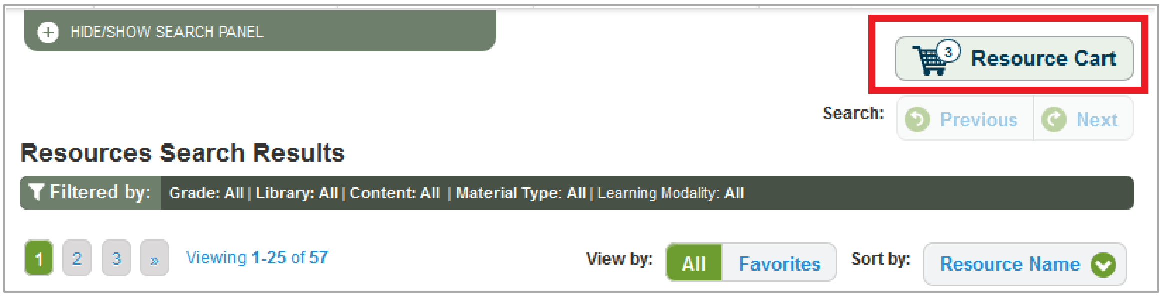


Figure 57. Resource Cart Button

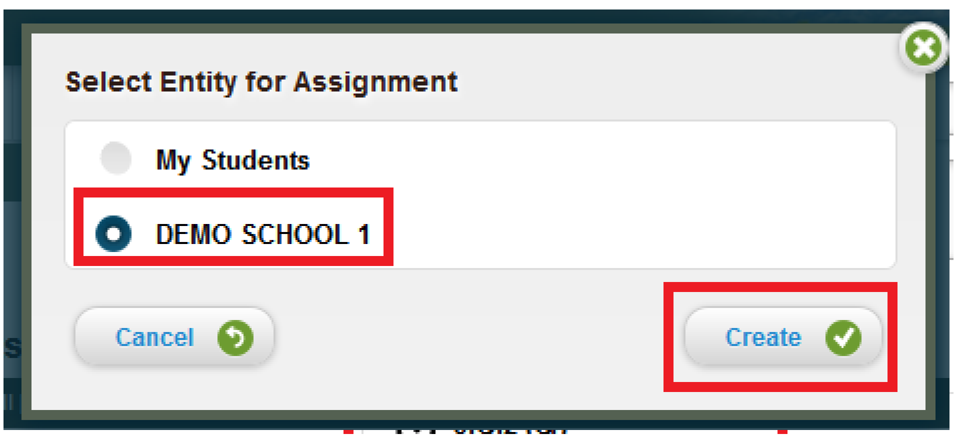


4. Click the [**Resource Cart**] icon above the search results. The Resource Cart window opens, displaying all of the resources currently stored in it.

Figure 58. Resource Cart Window

5. Click [**Save as Assignment**]. The *Select **Entity** for Assignment* window pops up.

Figure 59. Select Entity for Assignment Window



6. Select an entity level, such as a school or LEA, and then click [**Create**]. The ***Create New Assignment*** screen for the selected entity opens.

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7. In the *Assignment Name* field, enter a name for the common assignment.

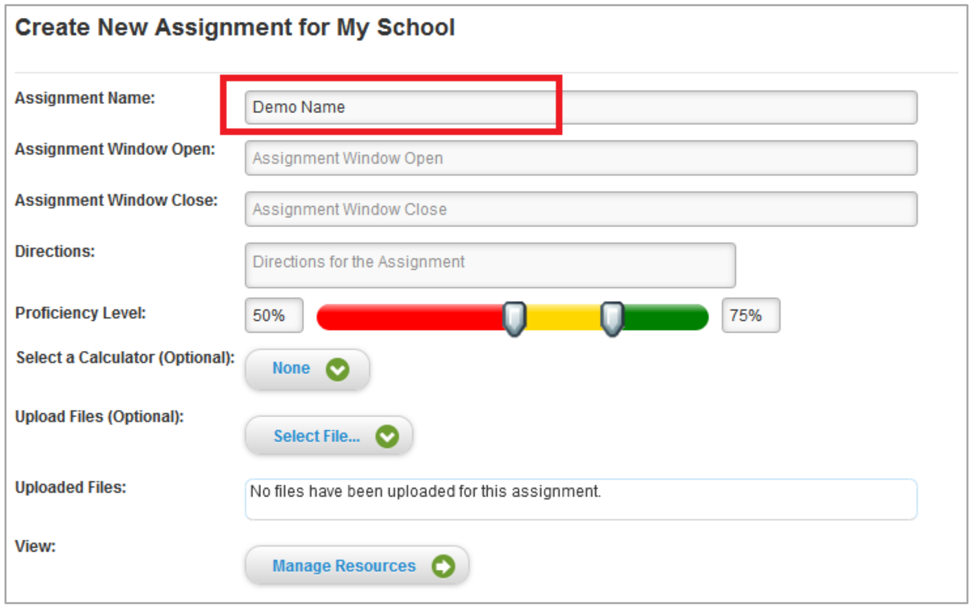


Figure 60. Create New Common Assignment

8. Click inside the *Assignment Window Open* field. A pair of calendars pops up.
9. Click the date when the assignment should become available.
10. Click inside the *Assignment Window Close* field. A pair of calendars pops up.
11. Click the date when the assignment's availability should end.

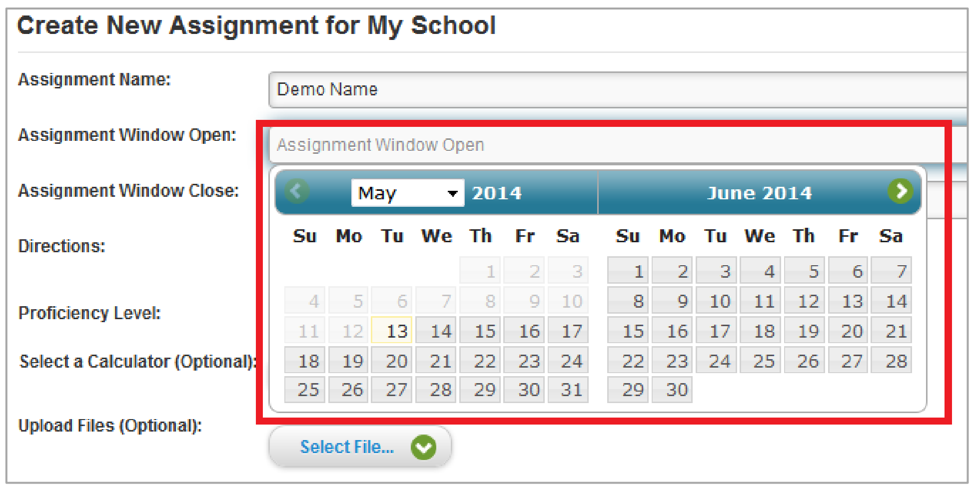


Figure 61. Assignment Window Dates

12. In the *Directions* field, enter directions for the assignment.

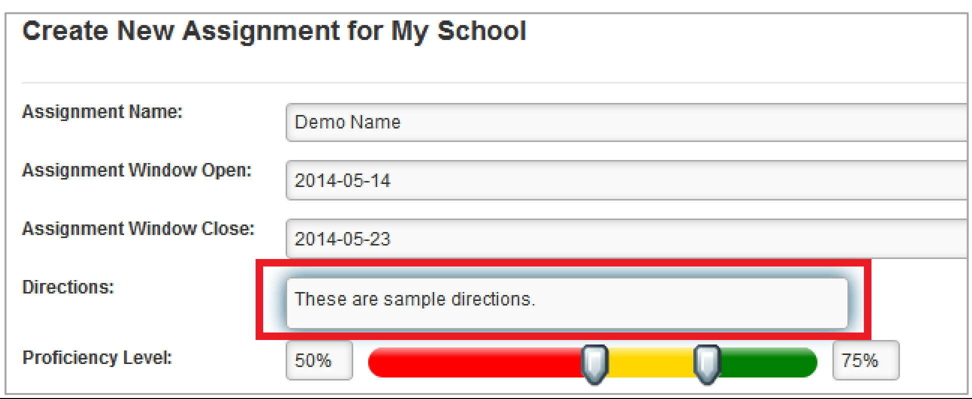
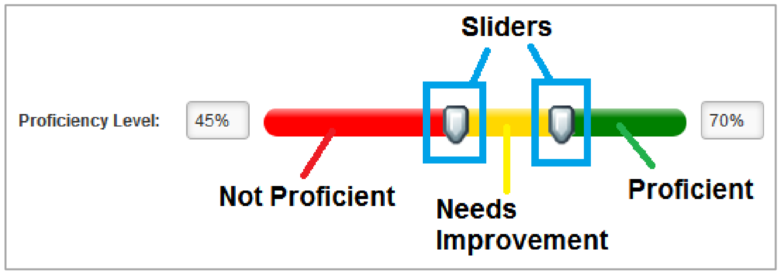


Figure 62. Assignment Directions

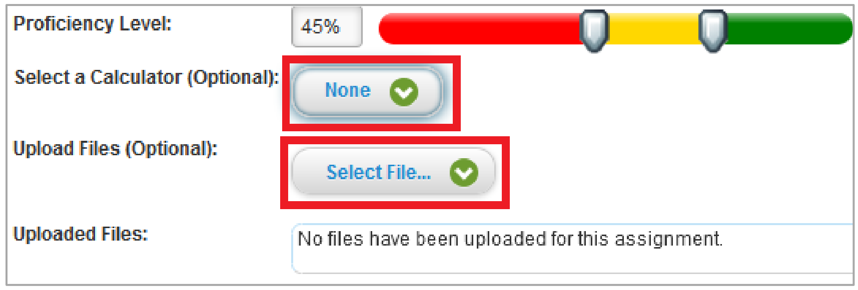
13. To adjust the assignment's proficiency level cut scores, click and drag the sliders on the Proficiency Level scale. These levels determine which student scores will be considered "Not Proficient," "Needs Improvement," and "Proficient."

Figure 63. Proficiency Level Scale



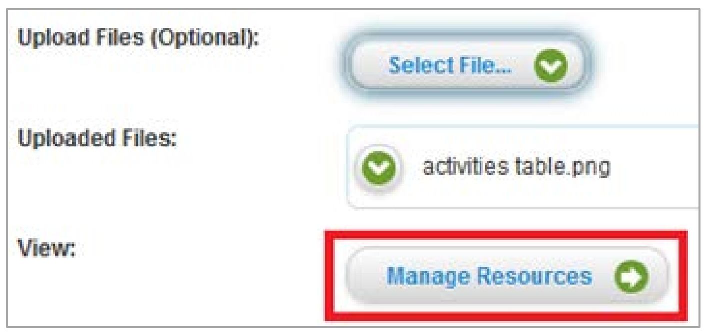
14. *Optional*: To add a calculator to the assignment, select an option from the *Select a Calculator* drop-down list.
15. *Optional*: To upload a file to the assignment, click the [**Select File**] button and then select a file from your computer. You should upload Word documents as PDF files so that students cannot modify them.

Figure 64. Adding a Calculator and Files



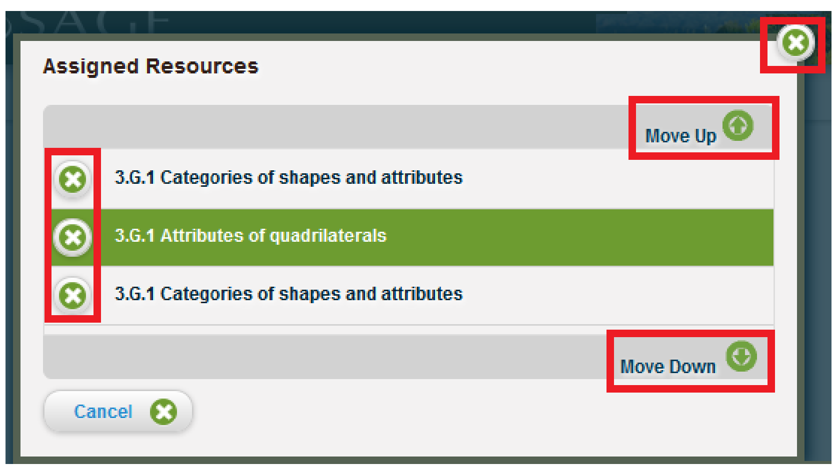
16. To manage the resources included in the common assignment, click [**Manage Resources**]. The Assigned Resources window opens.

Figure 65. Managing Resources



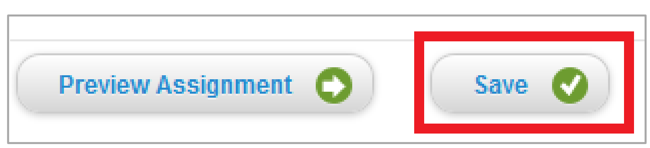
17. To remove a resource, click [**X**] next to the resource name. To adjust a resource's location in the assignment, click that resource name and then click [**Move Up**] or [**Move Down**]. When you are finished, click the [**X**] button in the corner.

Figure 66. Assigned Resources Window



18. When you are finished creating the assignment, click [**Save**]. The assignment is added to the selected library on the ***Assignments*** screen.

Figure 67. Save Button



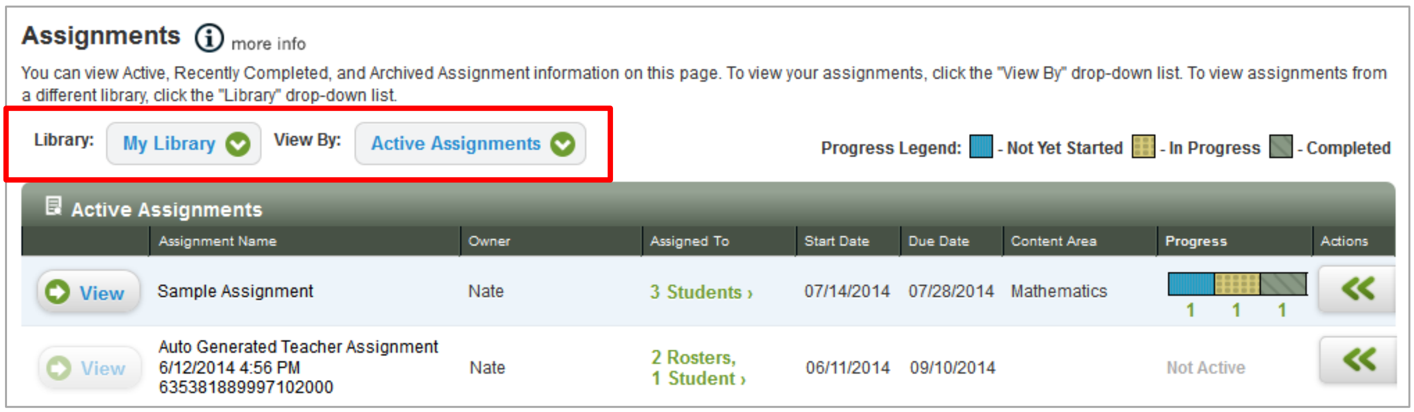
Assignments

The ***Assignments*** screen displays the assignments you created and assigned to your students. This screen also includes common assignments available in school, LEA, and state libraries. By default, the active assignments in your personal library ("My Library") are displayed.

The assignments are divided into three categories:

- **Active Assignments**—Assignments that have not yet passed the due date. This list also includes assignments that are not yet assigned to any students.
- **Recently Completed Assignments**—Assignments that passed the due date within the last 14 days.
- **Archived Assignments**—Assignments that are more than 14 days past the due date.

Figure 68. Assignments Screen



- To view a different assignment type, select the appropriate type of assignment from the *View By* drop-down list.
- To view assignments from a different library, select the desired library from the *Library* drop-down list.

You can only view the assignments you assigned to students and common assignments created by Administrative Educators.

Managing Assignments

You can use the **Actions toolbar** in the Assignments table to manage assignments. This toolbar allows you to edit, copy, and delete assignments, as well as manage assigned students, enter hand scores, and view the reports for assignments.

Figure 69. Assignment Actions Toolbar

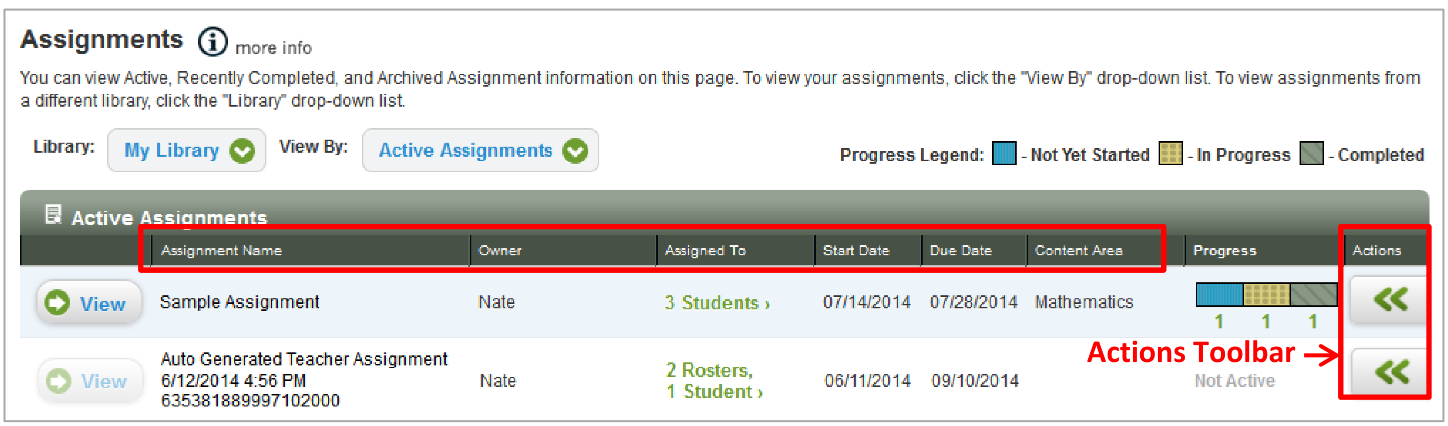
- To open the Actions toolbar, click [«] in the Actions column. The toolbar expands across the assignment row.
- To close the Actions toolbar, click [»] in the toolbar.

Active Assignments (Updated)

The Active Assignments table in My Library displays the list of all active assignments you created for your students.

The Active Assignments table displays the assignment's name, owner, the number of assigned students and rosters, start and due dates, content area, and the progress students have made in completing the assignment. Table 4 provides a description of each column in this table.

Figure 70. Active Assignments View



By default, the Active Assignments table sorts by Due Date and then by Assignment Name in ascending order.

- To sort by one of the columns in this table, click the column header. You can click once for ascending order (A–Z, 1–99) or twice for descending order (Z–A, 99–1). The following columns are sortable:
  - o Assignment Name (secondary default), Start Date, Due Date (default), Content Area

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Table 4. Active Assignments in My Library Column Descriptions

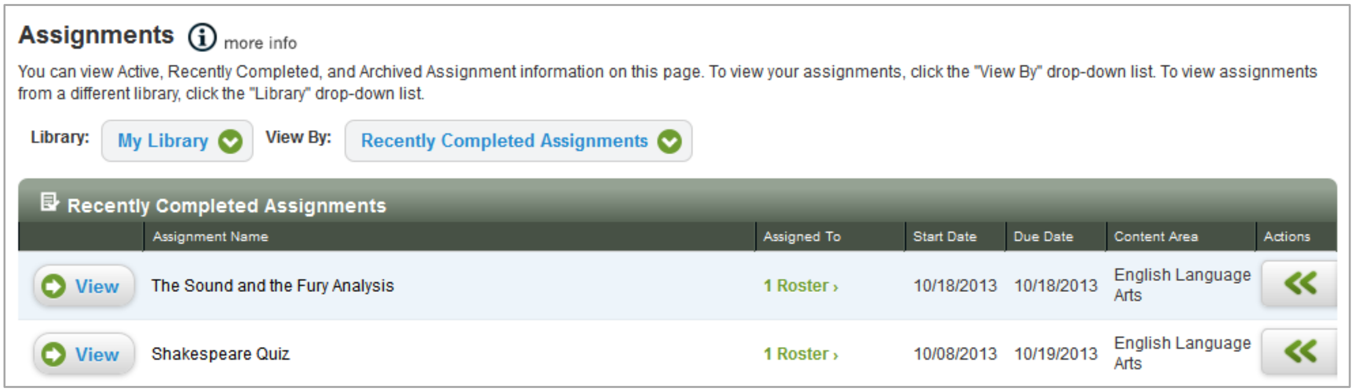
Column	Column Description
Assignment Name	Name you gave to the assignment when you created it. Click [**View**] next to the assignment name to view the assignment's resources and activities.

Column		Column Description
Owner		Name of the person that created the assignment or the library level that the assignment belongs to.
Assigned To		Number of rosters or students the assignment is assigned to. Clicking the number displayed in this column shows the names of the assigned rosters and students.
Start Date		Date when students can begin working on the assignment.
Due Date		Scheduled due date for the assignment (students must complete the assignment by this date).
Content Area		Content area(s) with which the assignment resources are associated.
Progress (Updated) **= Not Started** **= In Progress** **= Completed**		This color-coded graph indicates how many students are at each progress level in the assignment. The blue region indicates how many students have not started. The yellow region indicates how many students are in progress. The green region indicates how many students have completed the assignment. The number below each region indicates how many assigned students are at that progress level. You can click each number to view which students are at that level. If the assignment is not yet active, this column displays "Not Active."
Actions	[**Assign**]	Click this button to manage the assigned students.
	[**Edit**]	Click this button to open the assignment information and manage resources or students, change the due date, edit directions, etc.
	[**Copy**]	Click this button to create a copy of the assignment.
	[**Delete**]	Click this button to delete the assignment. ***This action cannot be undone!***
	[**Report**]	Click this button to access the **Assignment Summary Report** for the assignment.
	[**Hand Score**]	Click this button to enter scores for assignment activities that need to be scored manually. This button only appears for assignments that contain hand-scored activities.

Recently Completed Assignments

The Recently Completed Assignments table in My Library displays a list of assignments that passed their due date within the last 14 days.

Figure 71. Recently Completed Assignments View



The information in the Recently Completed Assignments table is similar to that of the Active Assignments table, including the name of the assignment, number of assigned students or rosters, start and due dates, and content area.

- **To view assignment details:** Click [**View**] for that assignment.

- **To edit the assignment:** In the Actions toolbar, click [**Edit**].

- **To copy an assignment:** In the Actions toolbar, click [**Copy**]. For more information about copying assignments, see Copying Assignments.

- **To delete an assignment:** In the Actions toolbar, click [**Delete**].

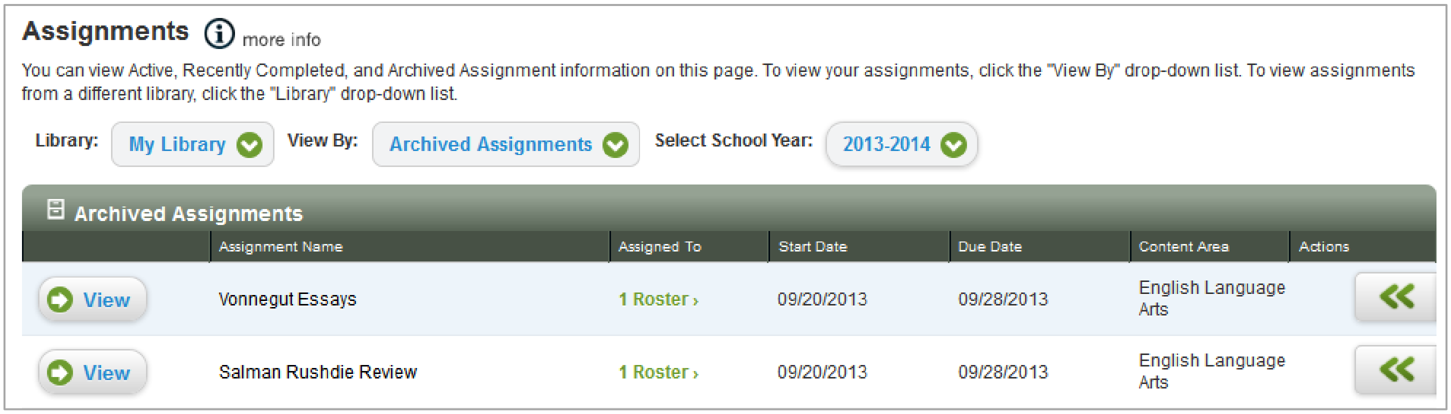
- **To view an assignment report:** In the Actions toolbar, click [**Report**].

- **To manually score the assignment:** In the Actions toolbar, click [**Hand Score**]. *Note: Only assignments containing activities that require hand scoring display this button.*

Archived Assignments

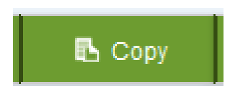
The Archived Assignment section in My Library displays all assignments that are more than 14 days past their due date.

Figure 72. Archived Assignments



- **To view assignment details:** Click [**View**] for that assignment.

- **To copy an assignment:** In the Actions toolbar, click [**Copy**]. For more information about copying assignments, see Copying Assignments.



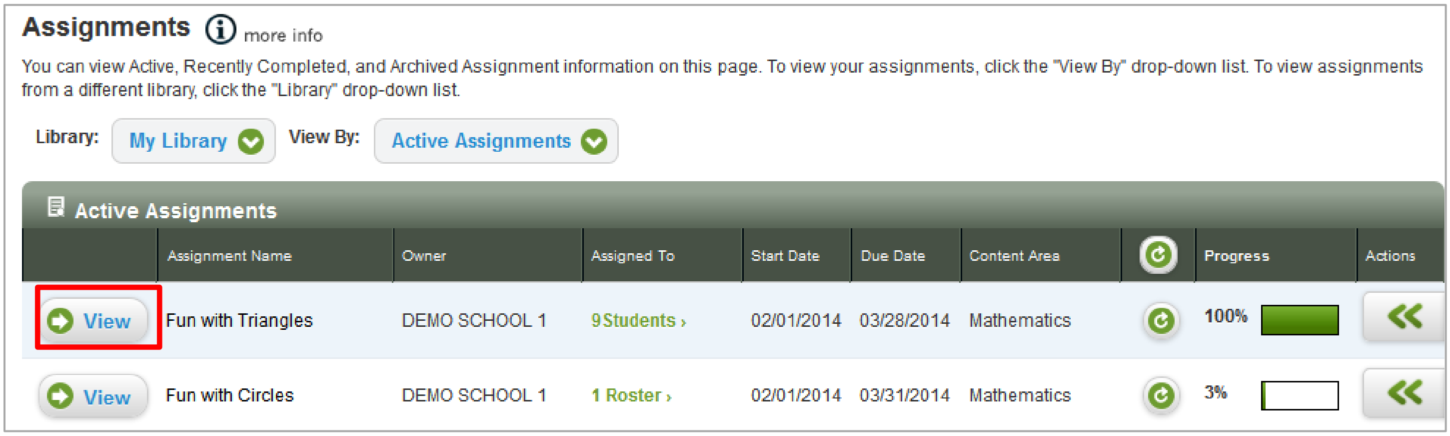
- **To delete an assignment:** In the Actions toolbar, click [**Delete**].

- **To view an assignment report:** In the Actions toolbar, click [**Report**].

Viewing Assignment Details

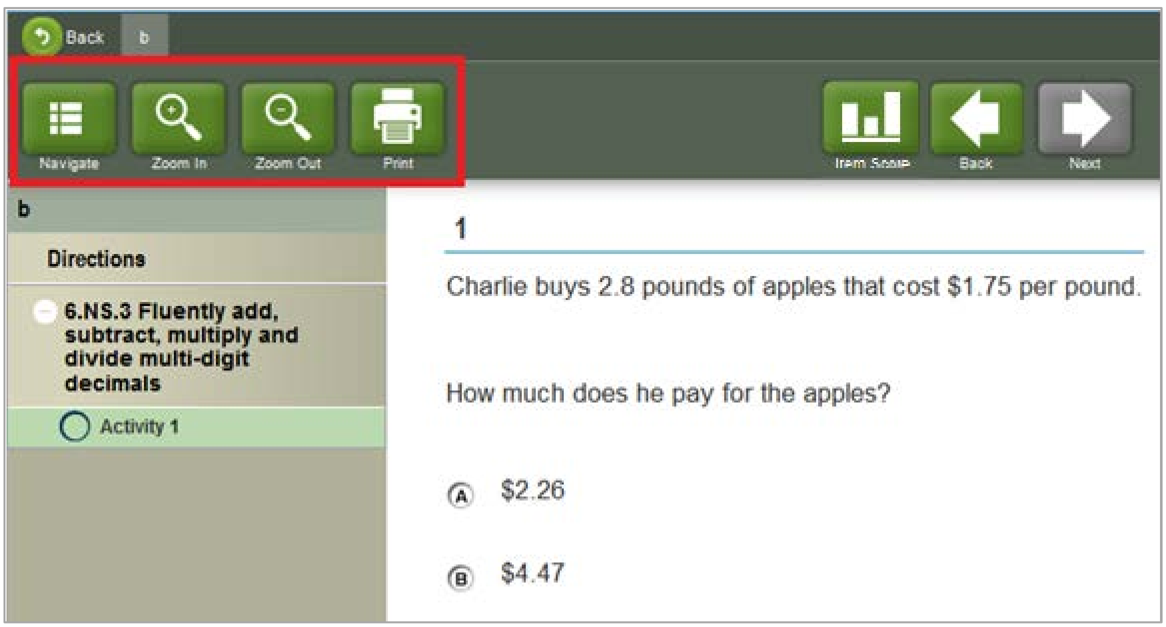
You can preview your assignments, including their resources and directions.

Figure 73. Assignments Table: Viewing Assignments



- To open the assignment preview, click [**View**] next to an assignment name. The preview screen displays the assignment resources and activities as they appear to students.

Figure 74. Assignment Preview

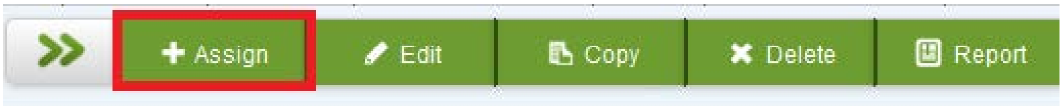


- You can open the navigation pane to browse through the assignment activities by clicking [**Navigate**].
- You can enlarge the text and images with the [**Zoom In**] button and return to the normal view with the [**Zoom Out**] button.
- You can use the [**Print**] button to print assignments. *Note: You cannot print assignments that contain copyrighted resources.*
- You can use the [**Item Score**] button to view an activity's rubric information.

Assigning Students to Assignments

You can manage assigned students directly from the ***Assignments*** screen by using the [**Assign**] button in the Actions toolbar.

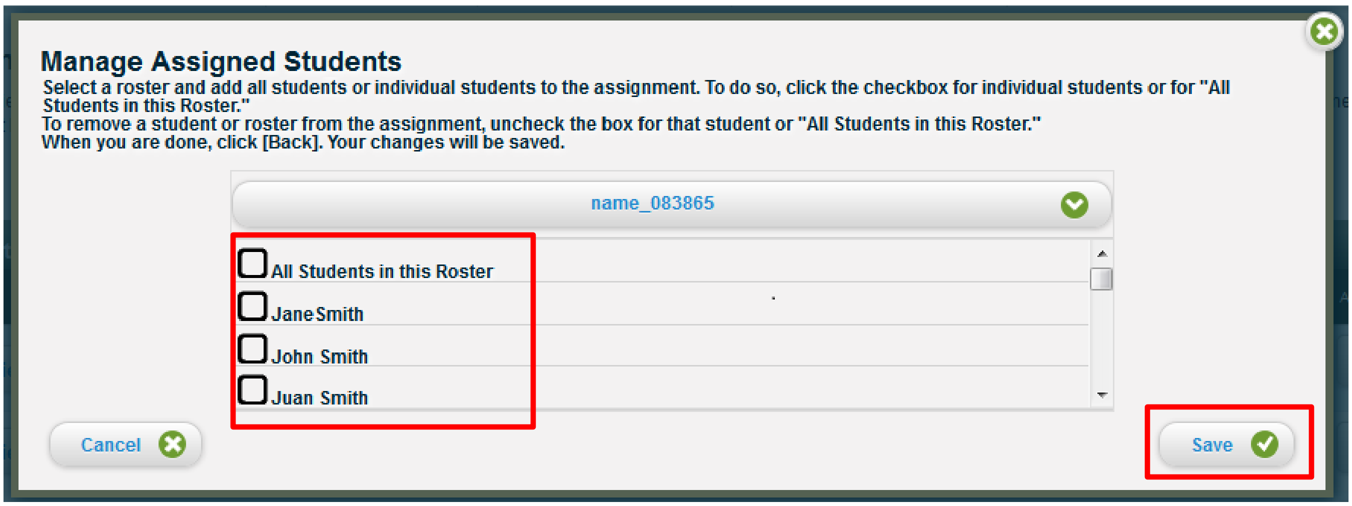
Figure 75. Assign Button



To manage assigned students for your assignments:

1. In the Actions toolbar for an assignment, click [**Assign**]. The Manage Assigned Students window opens.

Figure 76. Manage Assigned Students

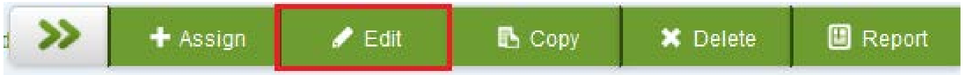


2. From the drop-down list in the pop-up window, select a roster. Then, mark or clear the appropriate checkboxes to add students or remove assigned students, respectively. You can assign individual students or all the students in a roster.
3. Click [**Save**]. The selected students are added to or removed from the assignment.

Editing an Assignment

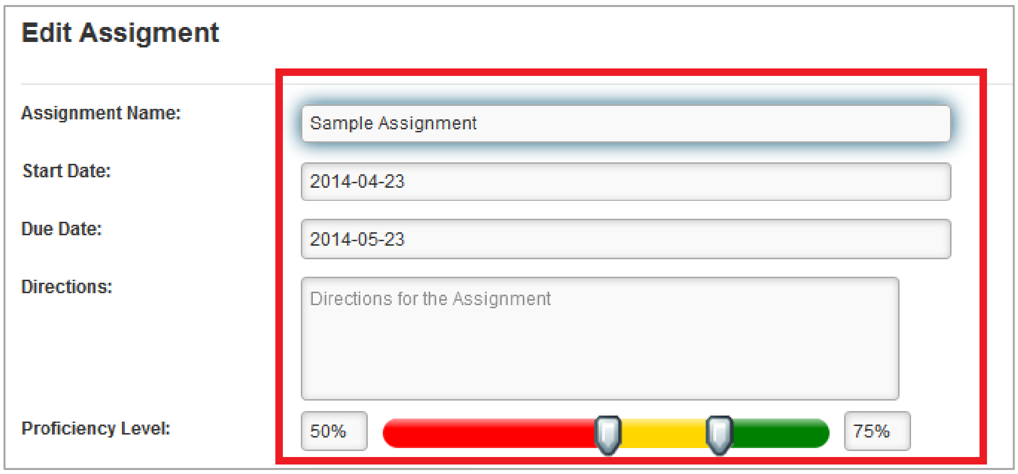
You can edit active or recently completed assignments. You cannot edit archived assignments. When editing an assignment from My Library, School Educators may edit any aspect of the assignment.

Figure 77. Edit Button



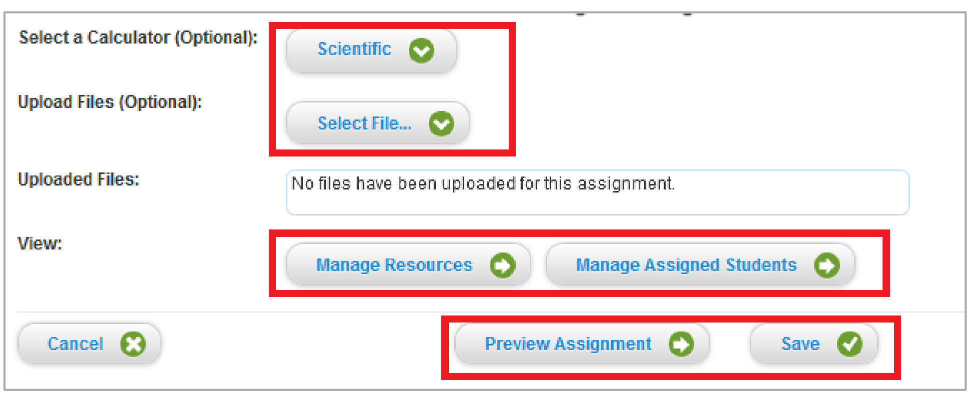
1. To edit an assignment, expand the Actions toolbar and click [**Edit**]. The ***Edit Assignment*** screen loads. *Note: This screen is similar to the* **Add to Assignment** *screen. For more information on how to edit the fields on this screen, see the* *Creating a New Assignment* *section.*

Figure 78. Edit Assignment Screen



2. You can edit any of the fields in assignments you created, including *Assignment Name*, *Start Date*, *Due Date*, *Directions*, and *Proficiency Level*.

Figure 79. Edit Assignment Screen Continued

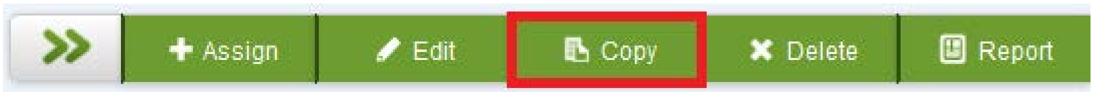


3. You can also add a calculator, upload a file, and manage resources and students for the assignment.
4. When you are finished editing, click [**Save**] to submit your changes. To undo your changes without saving, click [**Cancel**].

Copying Assignments

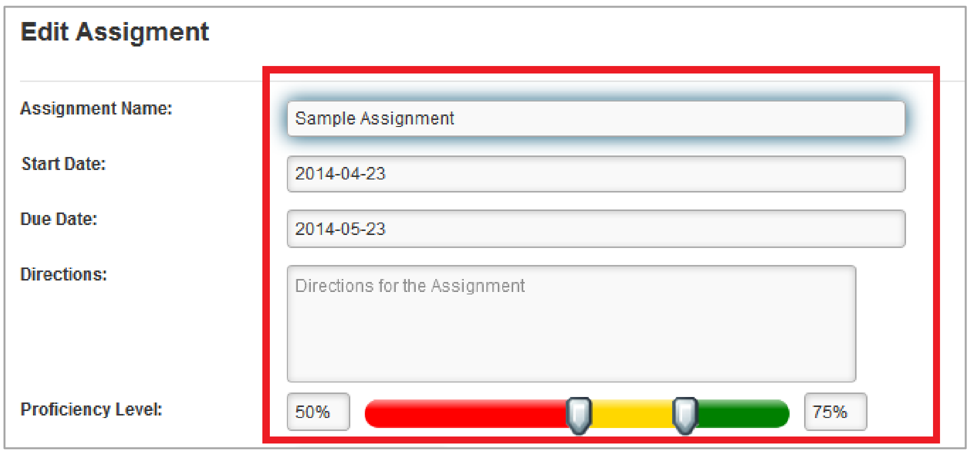
You can copy any assignment in My Library and then edit its details. To create an assignment copy:

Figure 80. Copy Button



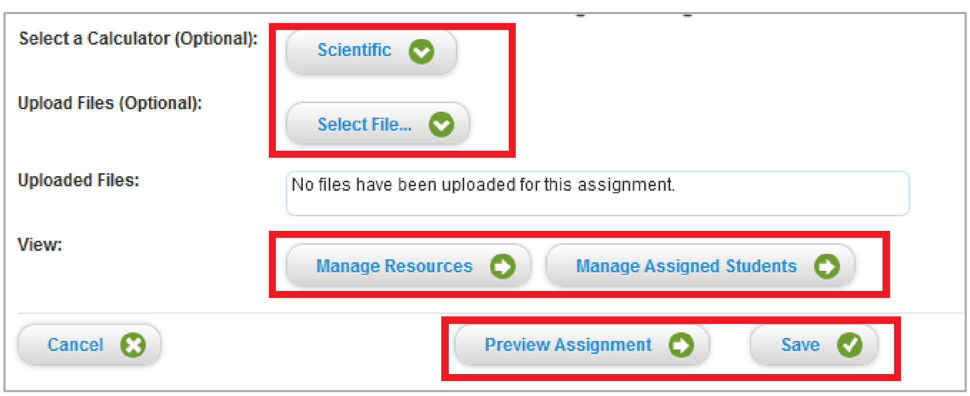
1. In the Actions toolbar, click [**Copy**] for the assignment you want to copy. The ***Edit Assignment*** screen loads. *Note: This screen is similar to the* **Add to Assignment** *screen. For more information on how to edit the fields on this screen, see the [Creating a New Assignment](#) section.*

Figure 81. Edit Assignment Screen



2. Enter a name for the assignment copy.
3. Edit any assignment details, including the start and due dates, directions, proficiency level ranges, resources, and assigned students.

Figure 82. Edit Assignment Screen Continued



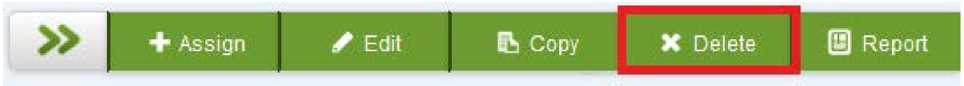
4. You can also edit the files or calculators included in the assignment.
5. To create the new assignment, click [**Save**]. The assignment copy is added to the Active Assignments table in My Library. To exit without copying the assignment, click [**Cancel**].

Note: Any changes you make to the assignment copy will not affect the original assignment. Student scores and performance on the assignment copy are reported separately from the original assignment.

Deleting Assignments

You can also permanently delete the assignments you create. No data from deleted assignments are saved.

Figure 83. Delete Button



- To delete an assignment, expand the assignment's Actions toolbar and click [**Delete**].

Alert: If you delete an assignment you created, this action cannot be undone. The assignment will no longer be available in any of your assignment tables.

Note: Deleting an assignment will not remove the resources or students that were associated with this assignment. However, you will no longer be able to access the assignment.

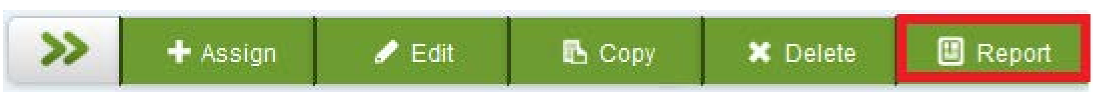
If you delete an active assignment, any students who have started but not finished it at the time of deletion will still be able to view the assignment and their scores for completed activities. Students who have not started the assignment at the time of deletion will not be able to view it at all.

If you delete a completed or archived assignment, it is removed from the students' completed assignments list.

Assignment Reports

You can view a summary of your students' performance on an assignment by clicking [**Report**] in the Actions toolbar. The Assignment Summary report loads. For more information about reports, see the Reports section.

Figure 84. Report Button



Entering Scores for Activities in Assignments

Assignments may include activities that are not automatically scored, such as Text Response activities. You can manually enter scores for these activities via the ***Assignments*** screen. If an assignment contains activities that require hand scoring, the Actions toolbar includes a [**Hand Score**] button for that assignment.

Figure 85. Hand Score

- To open the ***Hand Score Entry*** screen, expand the Actions toolbar and click [**Hand Score**].

Figure 86. Hand Score Entry Screen

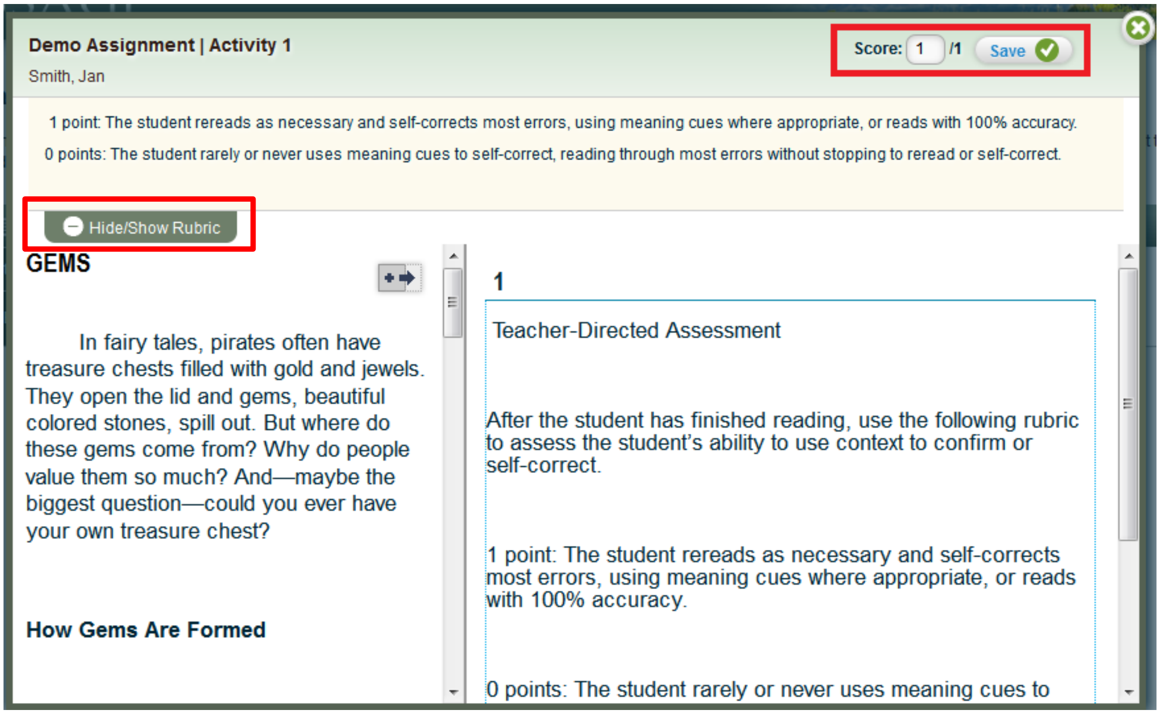
For each assigned student, the table on the ***Hand Score Entry*** screen displays a score column for every hand-scored activity in the assignment. This table does not display the score for any machine-scored activities. The Activity columns display one of three options:

- Not Scored: This displays if you have not entered a score for the activity.
- No Response: This displays if the student did not respond to the activity. Such activities cannot be scored.
- [Numerical Value]: This is the score you entered for the activity.

To enter a score for an activity:

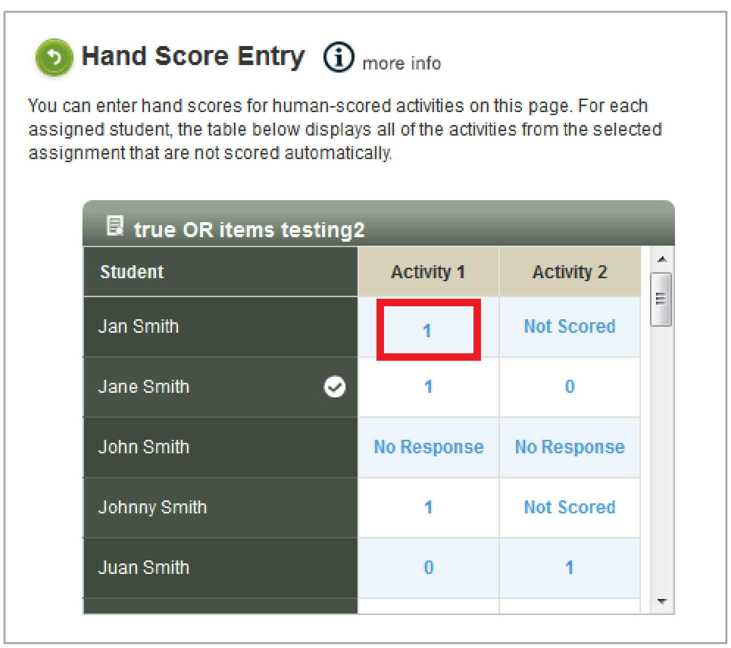
1. In an activity column, click the [**Not Scored**] link for a student. The Score Entry window loads. This window displays the student's *Score* field in the top bar. The associated activity appears below, along with a collapsible rubric (see Figure 87).

Figure 87. Score Entry Window



2. To expand the activity's rubric, click [**Hide/Show Rubric**].
3. In the *Score* field, enter the student's numerical score and click [**Save**]. The ***Hand Score Entry*** screen loads, displaying the newly entered score in the column for that activity.
    - *Note: You must enter a valid score. If the highest possible score for an activity is 2, you cannot enter 3 or higher. Half numbers (e.g., 1.5) and alphabetical values (e.g., B) are not allowed.*

Figure 88. Entered Score

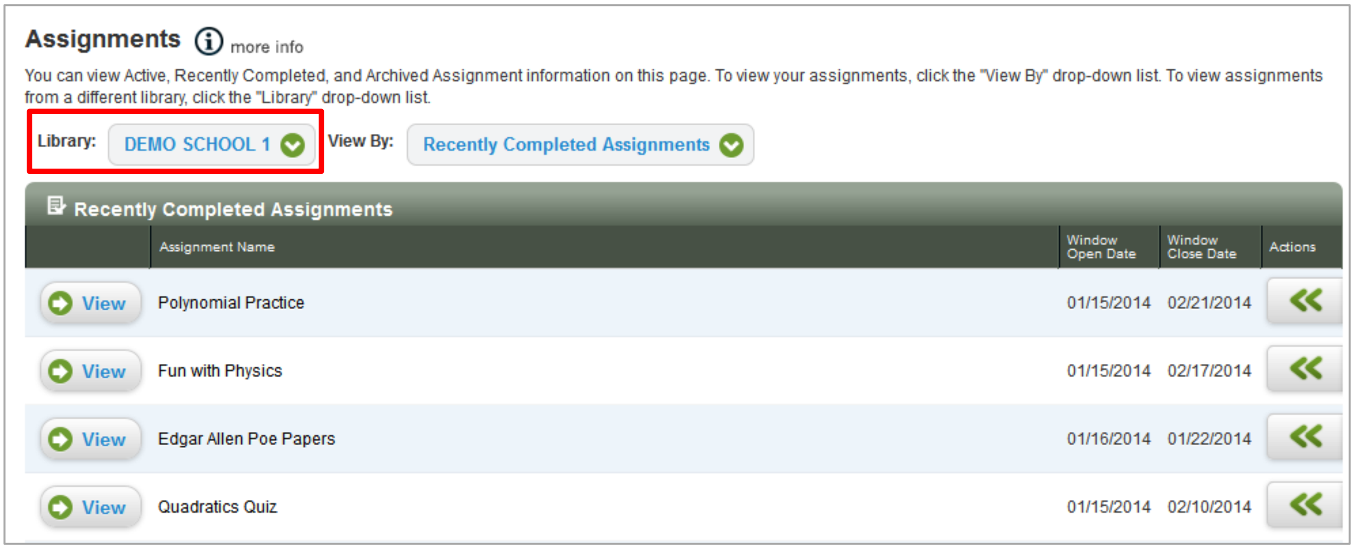


4. Repeat this process for each assigned student and hand-scored activity in the assignment.
5. To edit a score, click the score link in the activity column and enter a new value in the *Score* field on the Score Entry window.

Common Assignments

Administrative Educators can create common assignments and School Educators can assign them to students.

Figure 89. School-Level Assignments



- To view common assignments available in a state, LEA, or school library, select the desired library level from the *Library* drop-down list on the ***Assignments*** screen.

Just like assignments in My Library, each library level is divided into three sections, which display the active, recently completed, and archived common assignments available in that library.

Common assignment tables display the assignment's name, window open date, window close date, and Actions toolbar. The Window Open Date and Window Close Date columns display the first and last dates in which School Educators can assign the common assignment to their students.

Managing Common Assignments

The options displayed in the Actions toolbars for state, LEA, and school libraries depend on your user role.

- School Educators can assign and edit common assignments in an entity-level library.
- Administrative Educators can edit, copy, and delete common assignments, as well as view reports for common assignments.

Managing Common Assignments: School Educators

This section describes the actions that only School Educators can perform on common assignments.

Assigning Common Assignments

In order to add students to a common assignment, you must be associated with students in a roster.

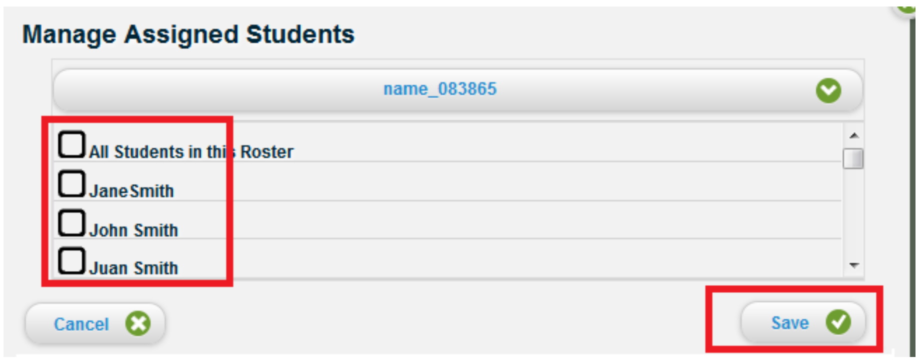
To assign a common assignment to students:

1. In the Actions toolbar for a common assignment, click [**Assign**]. The Manage Assigned Students window opens.

Figure 90. Actions Toolbar

2. Mark the checkbox next to each student you wish to assign the common assignment to.
3. Click [**Save**].

Figure 91. Manage Assigned Students Window



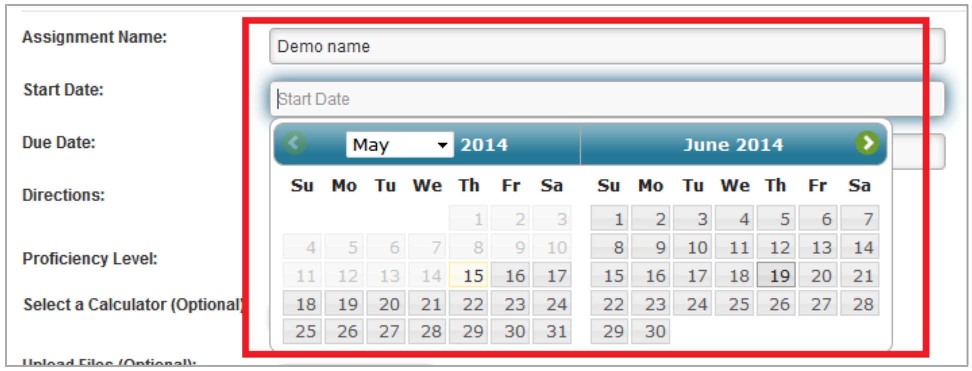
Editing a Common Assignment

When editing a common assignment, School Educators may only modify the start date, due date, and assigned students.

Figure 92. Edit Button

1. In the Actions toolbar, click [**Edit**]. The ***Edit Assignment*** screen opens.

Figure 93. Calendar Windows



2. Click inside the *Start Date* field. A pair of calendars pops up.
3. Click the date when the assignment should start.
4. Click inside the *Due Date* field. A pair of calendars pops up.
5. Click the date when the assignment should be due.

Figure 94. Manage Assigned Students

6. To choose which students will receive the assignment, click [**Manage Assigned Students**]. Select a roster from the drop-down list in the pop-up window and mark the checkboxes to assign to students. You can assign individual students or all the students in a roster. When you are finished, click [**Save**].
7. When you are finished editing the common assignment, click the [**Save**] button located in the bottom right corner of the ***Edit Assignment*** screen.

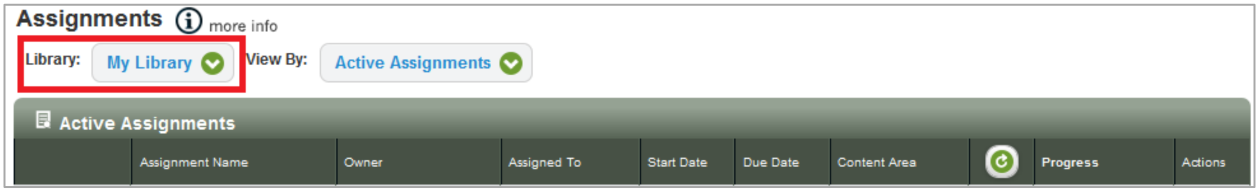
Note: Any changes a School Educator makes to a common assignment will only affect the assignment as it appears to his or her assigned students. Any changes an Administrative Educator makes to a common assignment will affect the assignment as it appears to **all** assigned students.

Managing Common Assignments: Administrative Educators

The instructions in this section apply only to Administrative Educators.

Editing a Common Assignment

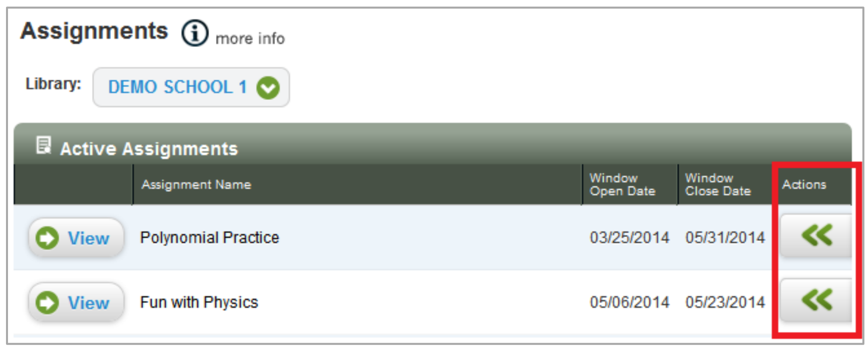
Figure 95. Assignments Table



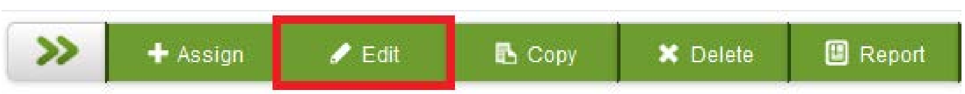
1. Navigate to the ***Assignments*** screen in SAGE Formative.
2. From the *Library* drop-down list, select the appropriate entity-level library for the common assignment. The assignments table for the selected library displays.

3. In the Active Assignments table, click [«] in the Actions column for the common assignment. The Actions toolbar expands.

Figure 96. School-Level Common Assignments

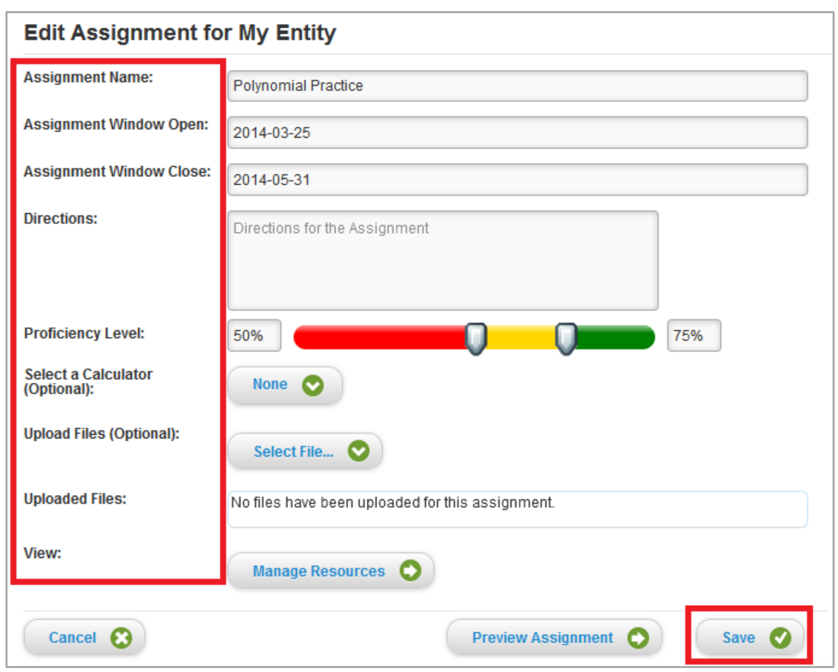


4. In the Actions toolbar, click [**Edit**]. The ***Edit Assignment*** screen opens.



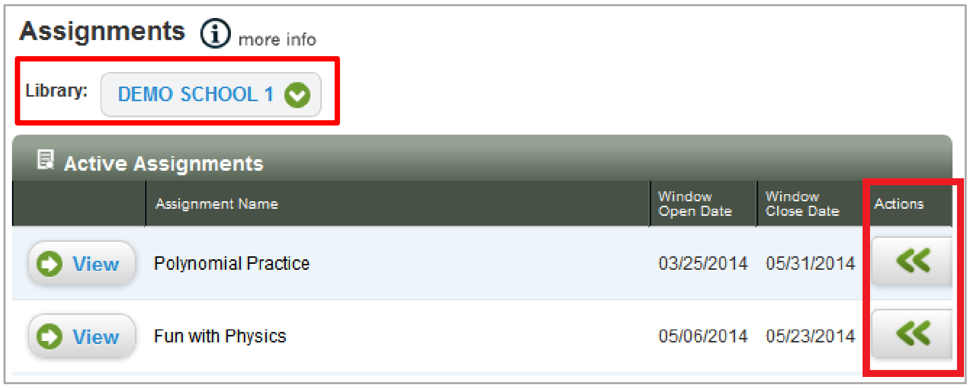
5. You may edit any of the common assignment details on the ***Edit Assignment*** screen.
6. When you are finished making changes, click [**Save**].

Figure 97. Edit Assignment Screen



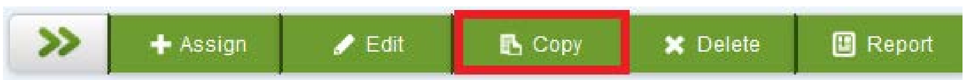
Copying a Common Assignment

Figure 98. Active Assignments Table



1. On the ***Assignments*** screen, select an entity-level library from the *Library* drop-down list.
2. In the Active Assignments table, click [«] in the Actions column for the common assignment. The Actions toolbar expands.

Figure 99. Copy Button

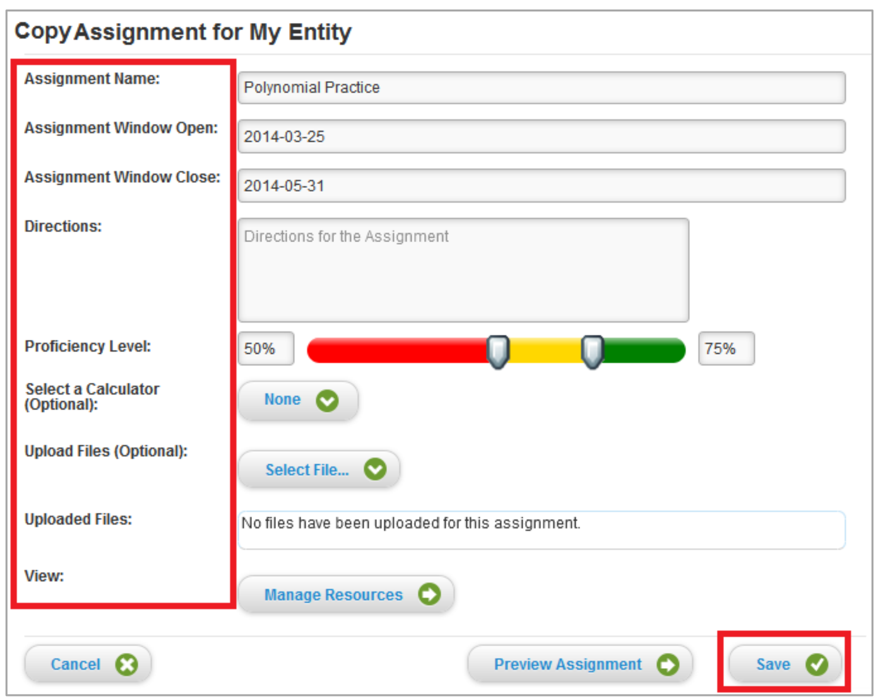


3. In the Actions toolbar, click [**Copy**]. The ***Copy Assignment*** screen opens.

---

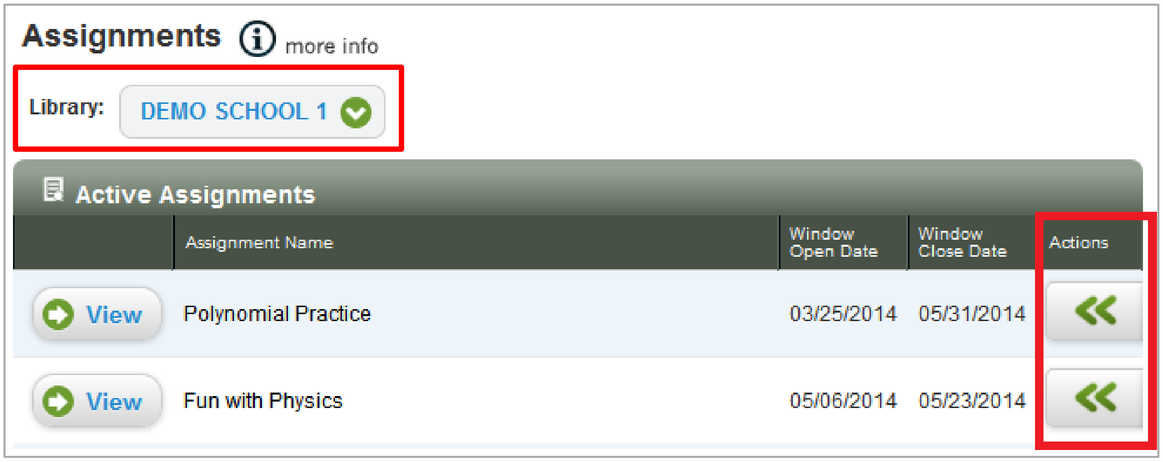
4. Enter a new name for the common assignment copy.
5. You may edit any of the assignment details on this screen without affecting the original common assignment.
6. When you are finished making changes, click [**Save**]. The common assignment copy now appears in the same library as the original common assignment.

Figure 100. Copy Assignment Screen



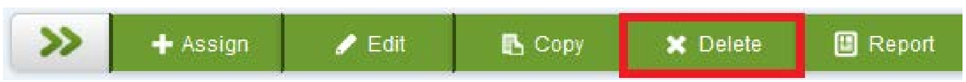
Deleting a Common Assignment

Figure 101. Active Assignments Table



1. On the ***Assignments*** screen, select an entity-level library from the *Library* drop-down list.
2. In the Active Assignments table, click [ ] in the Actions column for the common assignment. The Actions toolbar expands.

Figure 102. Actions Toolbar



3. In the Actions toolbar, click [**Delete**]. A warning message pops up.

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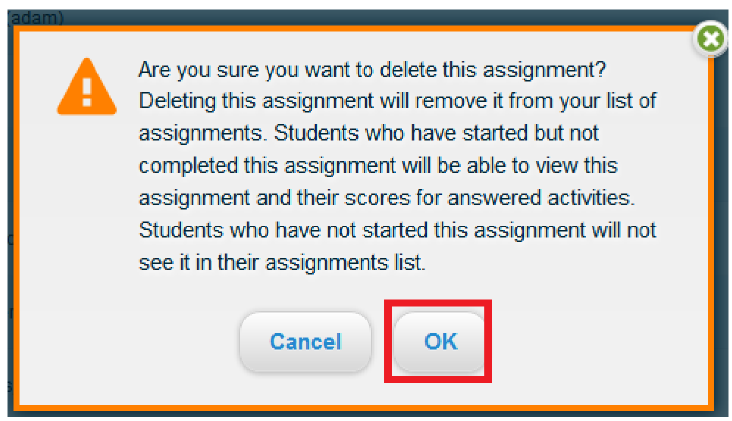
4. To remove the common assignment from its library, click [**OK**]. **Note: This action cannot be undone**.

Figure 103. Delete Assignment Warning Message



Viewing a Common Assignment Report

1. On the ***Assignments*** screen, select an entity-level library from the *Library* drop-down list.
2. In the Active Assignments table, click [ ] in the Actions column for the common assignment. The Actions toolbar expands.

Figure 104. Active Assignments Table

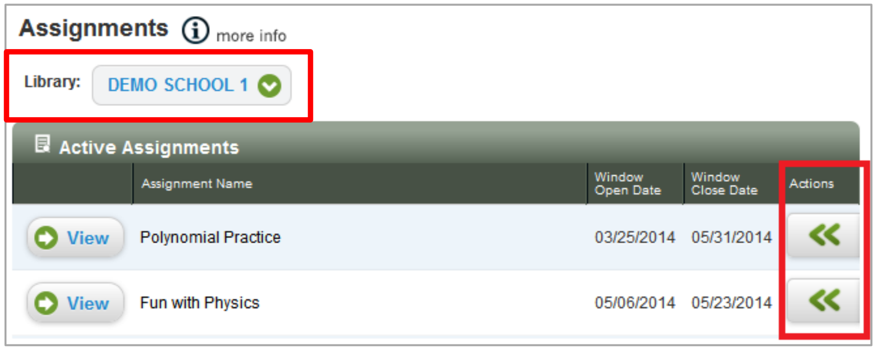
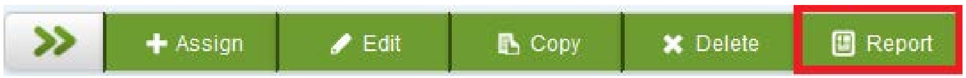


Figure 105. Report Button



3. In the Actions toolbar, click [**Report**]. The Common **Assignment Summary Report** opens.

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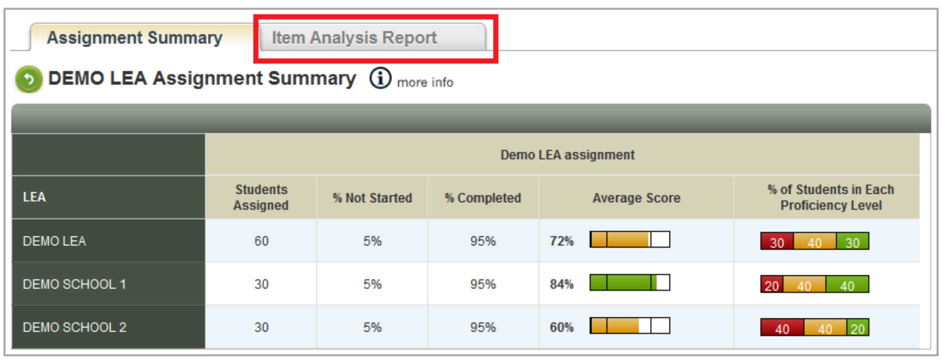
4. To view the **Item Analysis Report** for the common assignment, click the [**Item Analysis Report**] tab above the summary report. The Item Analysis Report opens.

Figure 106. Common Assignment Summary Report

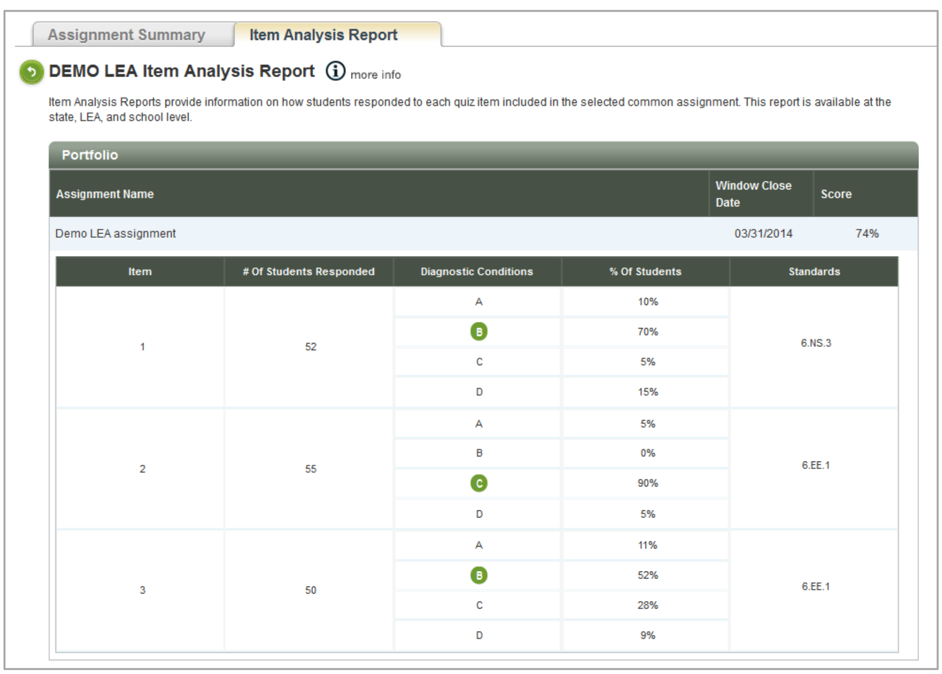


Assignment Summary | Item Analysis Report

DEMO LEA Assignment Summary more info

	Demo LEA assignment				
LEA	Students Assigned	% Not Started	% Completed	Average Score	% of Students in Each Proficiency Level
DEMO LEA	60	5%	95%	72%	30 40 30
DEMO SCHOOL 1	30	5%	95%	84%	20 40 40
DEMO SCHOOL 2	30	5%	95%	60%	40 40 20

Figure 107. Common Assignment Item Analysis Report



Assignment Summary | Item Analysis Report

DEMO LEA Item Analysis Report more info

Item Analysis Reports provide information on how students responded to each quiz item included in the selected common assignment. This report is available at the state, LEA, and school level.

Portfolio

Assignment Name	Window Close Date	Score
Demo LEA assignment	03/31/2014	74%

Item	# Of Students Responded	Diagnostic Conditions	% Of Students	Standards
1	52	A	10%	6.NS.3
		B	70%	
		C	5%	
		D	15%	
2	55	A	5%	6.EE.1
		B	0%	
		C	90%	
		D	5%	
3	50	A	11%	6.EE.1
		B	52%	
		C	28%	
		D	9%	

Activity Builder

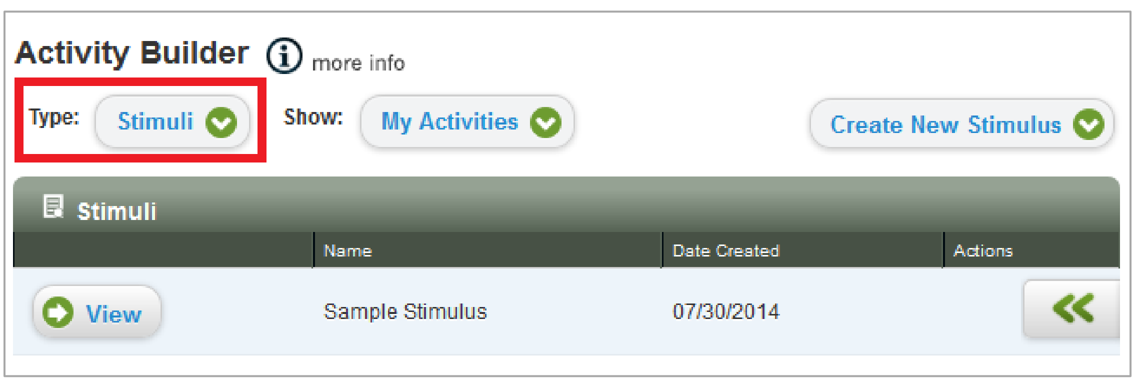
The ***Activity Builder*** screen allows you to create **activities** and **stimuli**. You can create the content for these activities and stimuli with the available **Content Editor** tools. In order to assign educator-created activities to students, you must first publish them as **resources**.

Figure 108. My Activities Table

By default, the ***Activity Builder*** displays your personal Activities table (My Activities). This table includes the unpublished activities you created or copied from the ***Browse Resources*** screen. Only you can view these activities. This table displays each activity's name, content area, aligned standard(s), creation date, and Actions toolbar.

- If you belong to an educator group, you can select the group's name from the *Show* drop-down list to view that group's shared Activities table. Other group members can view the activities in this table as well. For more information, see the Collaborating on Shared Activities section.

Figure 109. Stimuli Table



The ***Activity Builder*** screen includes a Stimuli table accessible via the *Type* drop-down list. The Stimuli table includes unpublished stimuli that you created or copied from the ***Browse Resources*** screen. For each stimulus, this table displays the name, creation date, and Actions toolbar.

- To view the Stimuli table, select "Stimuli" from the *Type* drop-down list. You can also view a group's shared stimuli table by selecting that group from the *Show* drop-down list.

Note: Stimuli and activities appear in separate tables because the stimulus creation process uses a different Content Editor tool.

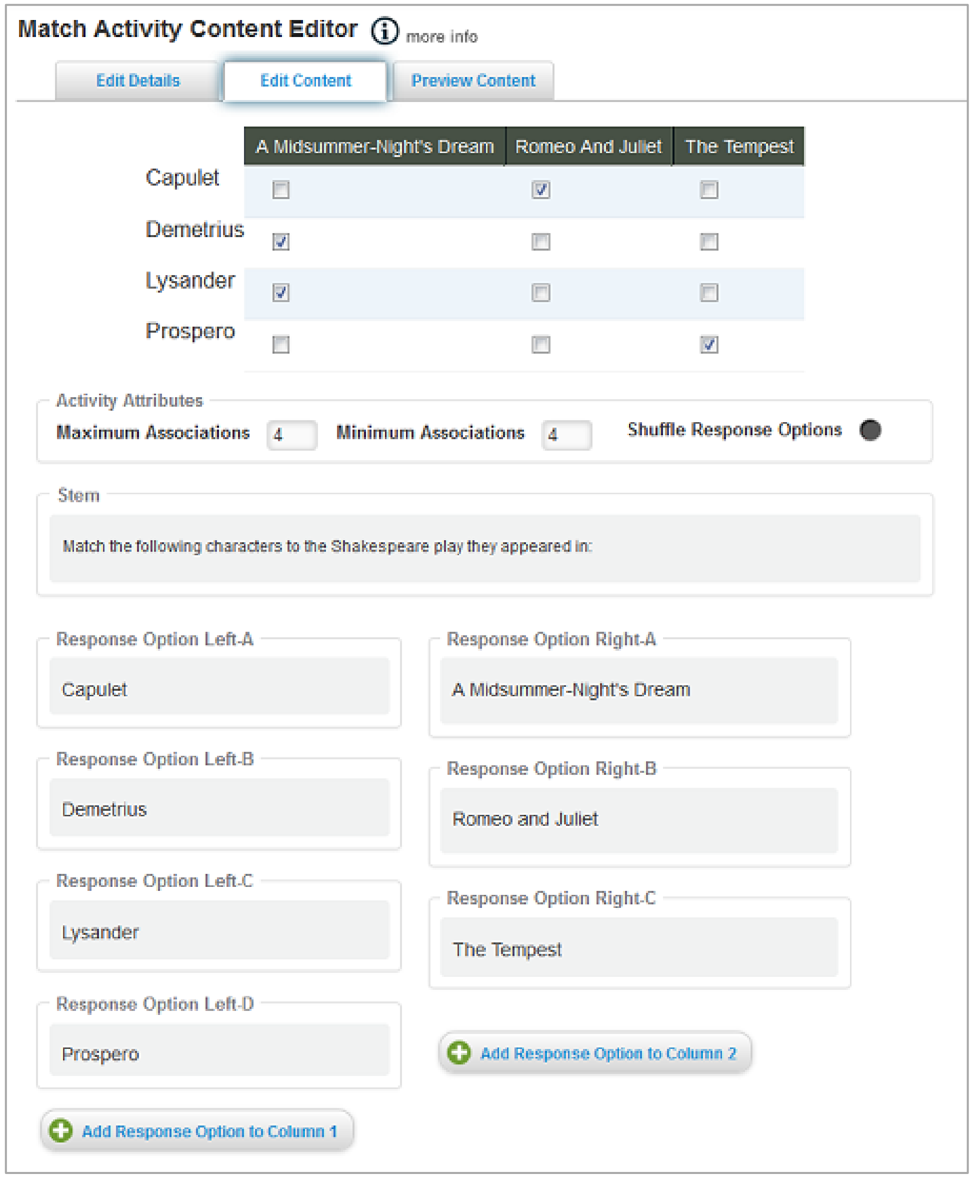
Creating Activities

You can use the Content Editor tools to create the content for activities and stimuli one at a time. There are two kinds of Content Editor tools available in SAGE Formative:

- **Form-Based Content Editors**: Each form-based Content Editor tool is specialized for a single activity type. These tools are currently available for four activity types: Multiple-Choice (see Figure 115), Multi-Select (see Figure 123), Text Response (see Figure 131), and Match activities (see Figure 134.)

Figure 134. Edit Content Tab: Match

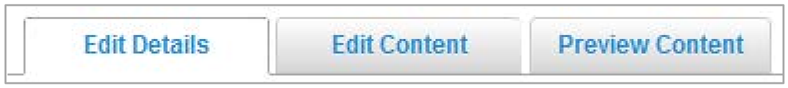
*Note: The Stem and Response option fields on the **Edit Content** tab contain placeholder content. You must replace this content with your original stem and response options when creating a Match activity.*



- **All-in-One Content Editor**: This is a single multifunctional tool that you can use to create Multiple-Choice, Multi-Select, or Text Response activities (see Figure 142).

Note: The activities you create on the ***Activity Builder*** screen can only be worth one point each.

Figure 110. Content Editor Tabs



Content Editor tools consist of three tabs. Each tab corresponds with a step in the activity creation process:

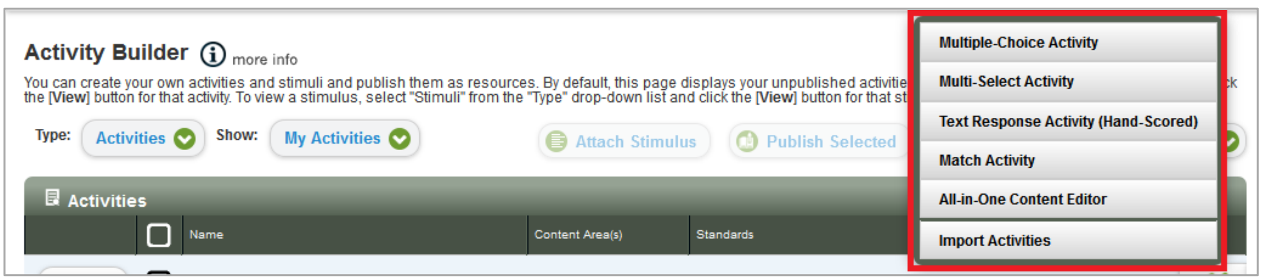
- ***Edit Details***: This tab allows you to name the activity, align it to standards, and select a group to which it belongs (see Figure 112). The fields and features on this tab are the same for all Content Editor tools.
- ***Edit Content***: This tab allows you to create and edit the activity content (see Figure 116). The fields and features on this tab depend on the selected Content Editor tool.
- ***Preview Content***: This tab displays a preview of the activity content.

Selecting a Content Editor Tool

In order to create a new activity, you must first select a Content Editor tool. The *Create New Activity* drop-down list on the ***Activity Builder*** screen contains the available Content Editor tools.

Note: This drop-down list also includes an "Import Activities" option. For information on importing activities to SAGE Formative, see the Importing Activities section.

Figure 111. Accessing the Content Editor



1. To begin the activity creation process, select the required Content Editor tool from the *Create New Activity* drop-down list. The ***Edit Details*** tab of the selected Content Editor tool opens.
   a. To create an activity with a form-based Content Editor, select either "Multiple-Choice Activity," "Multi-Select Activity," "Text Response Activity (Hand-Scored)," or "Match Activity."
   b. To create an activity with the All-in-One Content Editor, select "All-in-One Content Editor."

Edit Details Tab

The ***Edit Details*** tab is the first tab you must complete when creating an activity. The instructions for completing this tab are the same for each activity type, regardless of which Content Editor tool you use.

Figure 112. Content Editor Tool: Edit Details Tab

1. In the *Name* field, enter a name for the activity. *Note: The name you enter here is the name for the* ***individual activity****, not the resource.*
2. To align the activity with a standard, click [**Add Alignment**]. The *Grades* drop-down list appears.
3. From the *Grades* drop-down list, select a grade level for the activity. A new drop-down list appears.

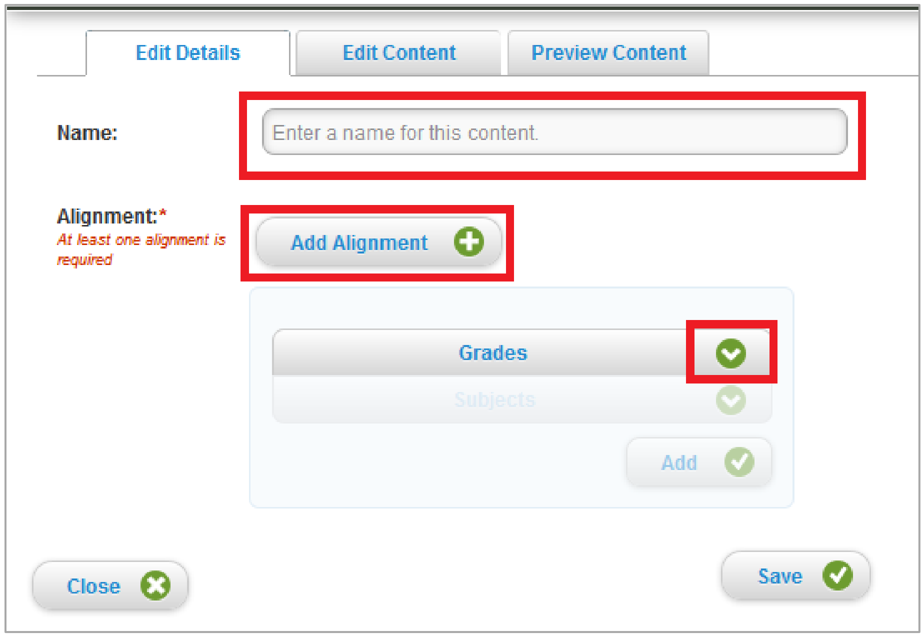
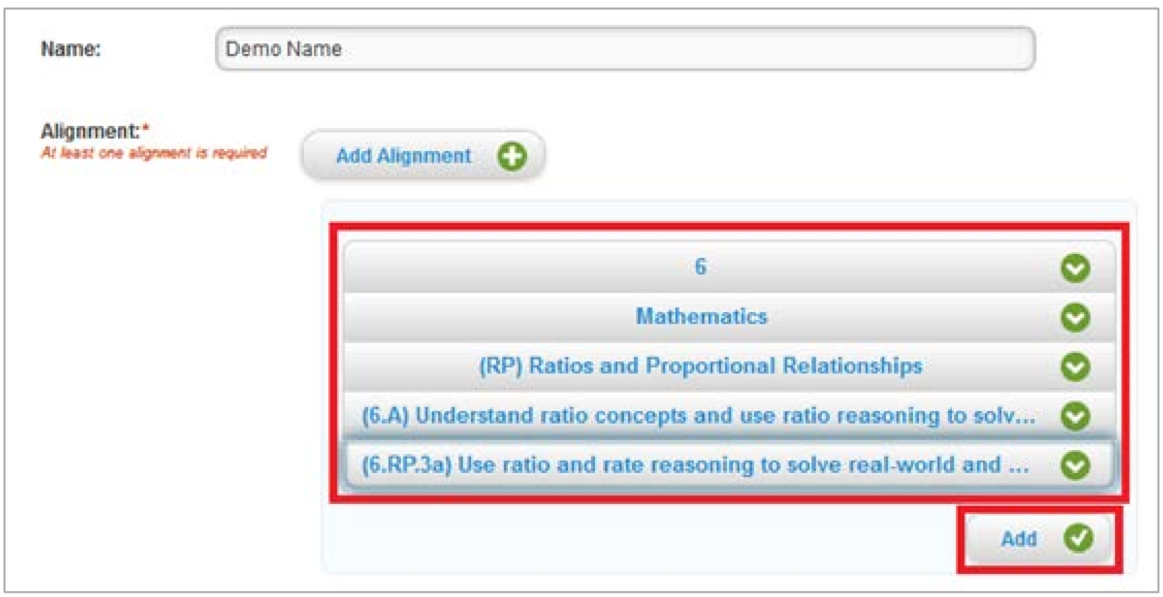


Figure 113. Content Editor: Adding Alignments

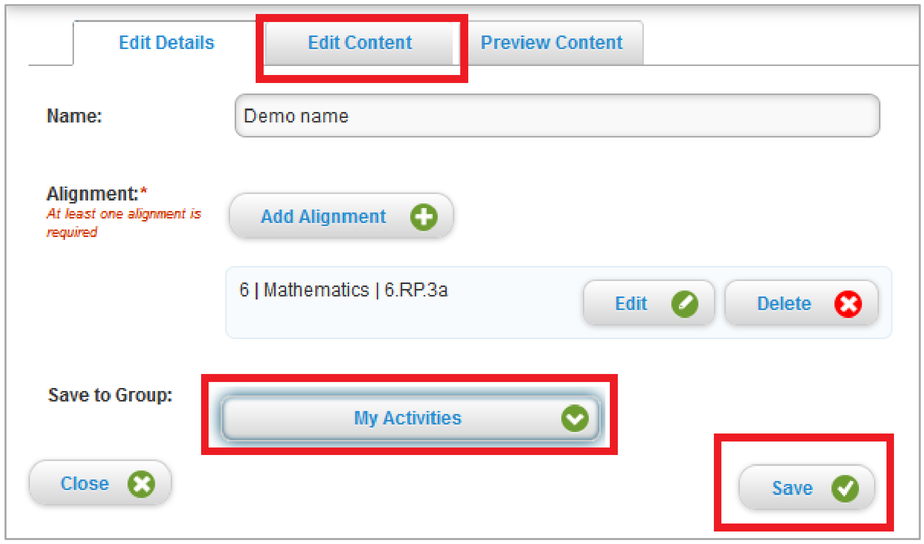


4. Continue to select options from the drop-down lists until you can click [**Add**].

5. *Optional*: To save the activity to an educator group's shared Activities table, select the group name from the *Save to Group* drop-down list. By default, activities are saved to your personal activities table (see Figure 108).

6. Click [**Save**] and then open the [**Edit Content**] tab at the top of the screen.

Figure 114. Accessing the Edit Content Tab



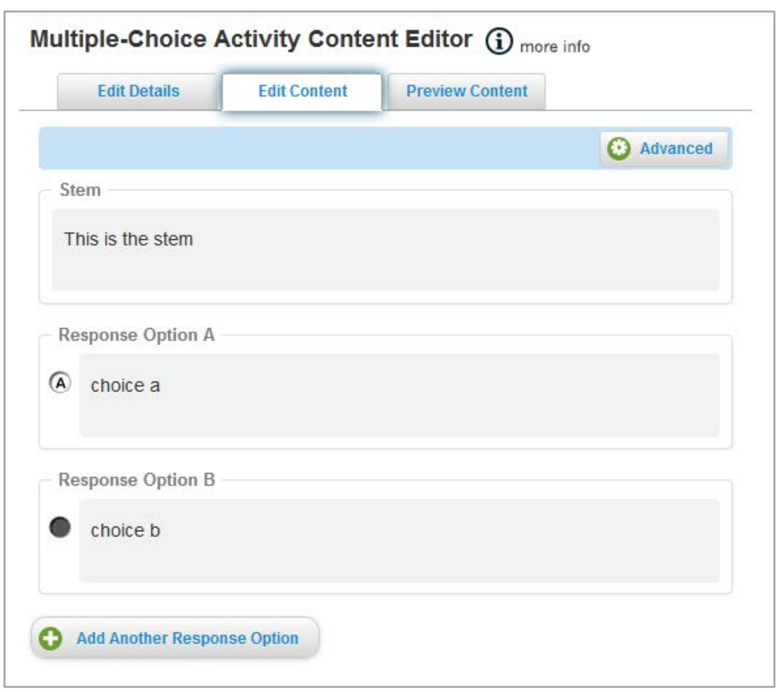
Edit Content Tab – Form-Based Content Editors NEW

The ***Edit Content*** tab on the form-based Content Editor tools is different for each activity type.

Note: When using a form-based Content Editor to create an activity, the [**Advanced**] button on this tab allows you to switch to the All-in-One Content Editor tool for the current activity. **If you click this button, you will not be able to return to the form-based Content Editor tool.**

To edit content for a Multiple-Choice activity:

Figure 115. Edit Content Tab: Multiple-Choice



1. To create a **stem** for the activity, hover your mouse over the *Stem* field and click [**Edit**]. Enter the stem content in the Content Editor text box that activates and click [**OK**]. You may use the formatting buttons provided in the toolbar.

More information on how to use the buttons in the Content Editor text box toolbar is provided in [Appendix C](#).

Figure 116. Entering a Stem

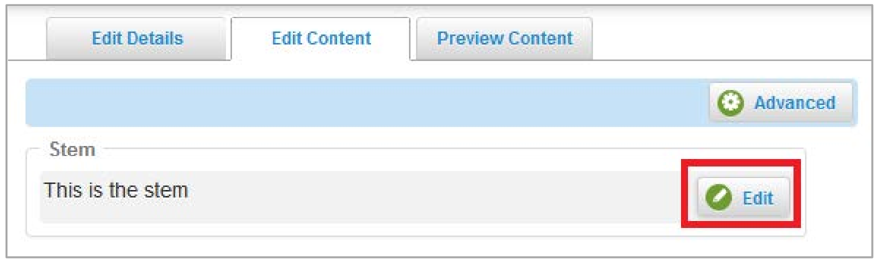


Figure 117. Stem Content Editor Text Box

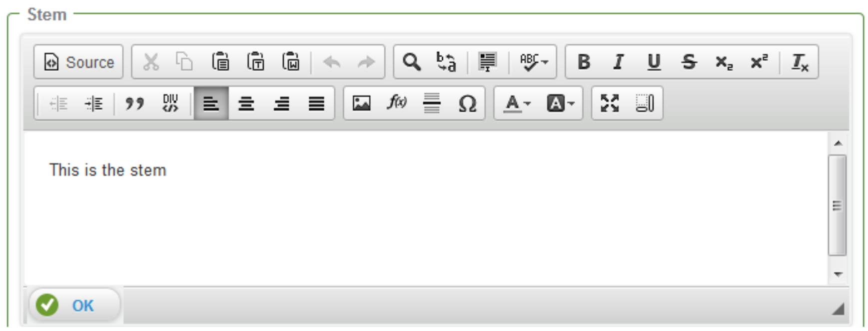
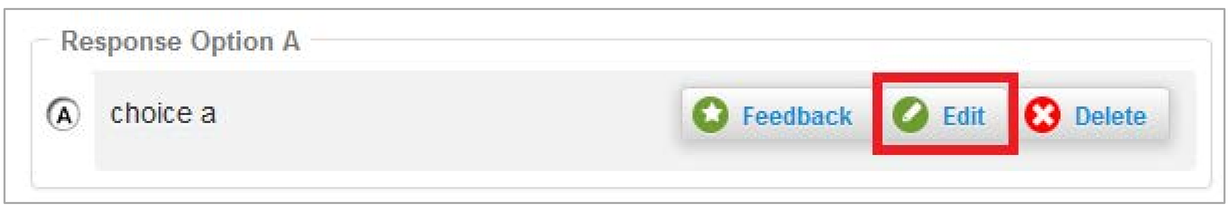
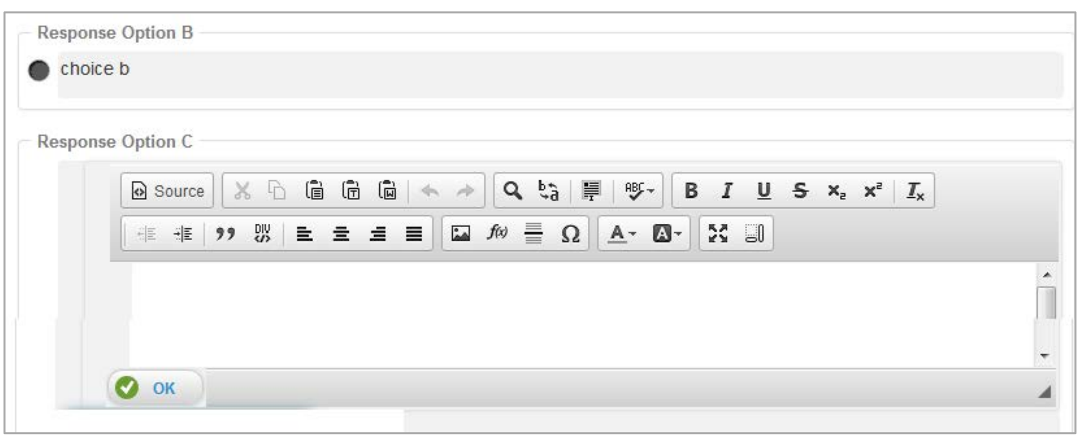


Figure 118. Enter Response Option



2. To enter a **response option**, hover your mouse over the first *Response Option* field and click [**Edit**].

Figure 119. Entering Response Option Content



3. Enter the content for the response option in the text box that activates and click [**OK**]. You may use the formatting buttons provided in the toolbar. Repeat this step with the second *Response Option* field.

4. *Optional:* To add another response option to the activity, click [**Add Another Response Option**] and enter the content for the new response option. Repeat this step until you have added all the response options.

Figure 120. Add Response Option

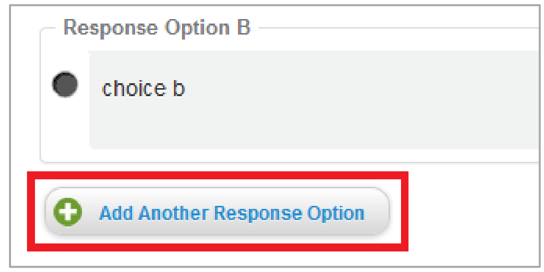


Figure 121. Managing Response Options

5. Optional: To manage response options, hover your mouse over a *Response Option* field. A menu appears, displaying three buttons.
   a. To delete the response option, click [**Delete**].
   b. To edit a response option, click [**Edit**] and then modify the entered content for that response option.
   c. To enter **response feedback** for the response option, click [**Feedback**]. A new text box appears, in which you can enter content for the response feedback.

Figure 122. Configuring the Rubric

6. To configure the activity rubric, click the radio button for the correct response option. For example, if you want *Response Option B* to be the correct response, click the [**B**] button next to that option.
7. To save your changes, click [**Save**]. If you wish to preview the activity content, click the [**Preview Content**] tab at the top of the screen. To exit the Content Editor tool, click [**Close**].

To edit content for a Multi-Select activity:

Figure 123. Edit Content Tab: Multiple-Select.

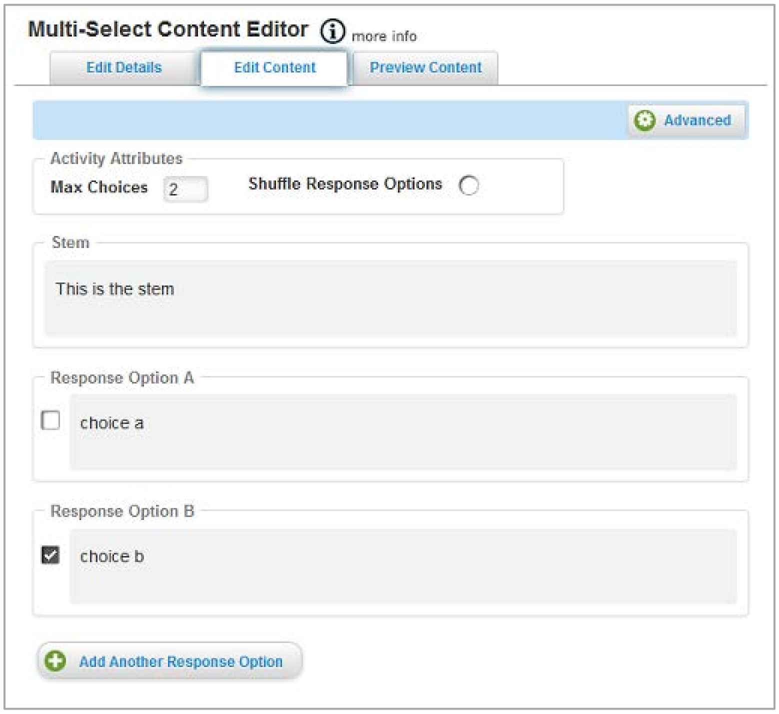


Figure 124. Activity Attributes

1. To set the maximum number of response options that students can select, enter a numerical value in the *Max Choices* field. The default value is “2.”
2. *Optional*: To configure the activity to shuffle the order of response options for each student, mark the [**Shuffle Response Options**] radio button. *Note: marking this button will only affect the response options in the **individual** activity.*

Figure 125. Entering a Stem

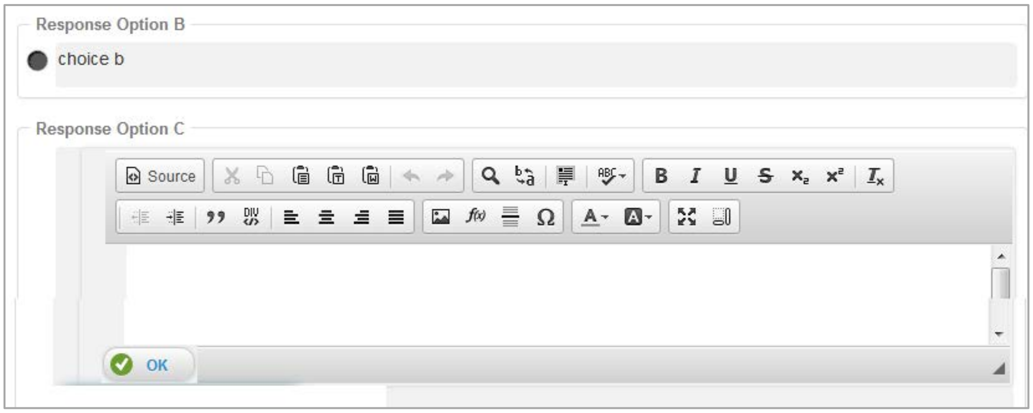
3. To create a stem for the activity, hover your mouse over the *Stem* field and click [**Edit**]. Enter the content for the stem in the Content Editor text box that activates and click [**OK**].

More information on how to use the buttons in the Content Editor text box toolbar is provided in [Appendix C](#).

Figure 126. Enter Response Option

4. To enter a **response option**, hover your mouse over the first *Response Option* field and click [**Edit**].

Figure 127. Entering Response Option Content



5. Enter the content for that response option in the text box that activates and click [**OK**]. You may use the formatting buttons provided in the toolbar. Repeat this step with the second *Response Option* field.

6. *Optional:* To add another response option, click [**Add Another Response Option**] and enter the content for the new response option. Repeat this step until you have added all the response options.

Figure 128. Add Response Option

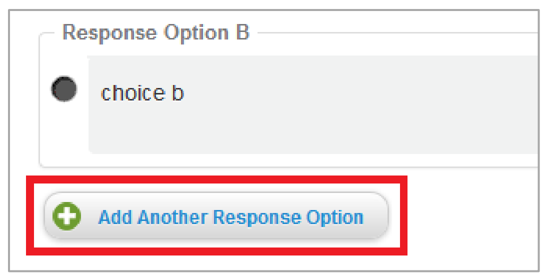
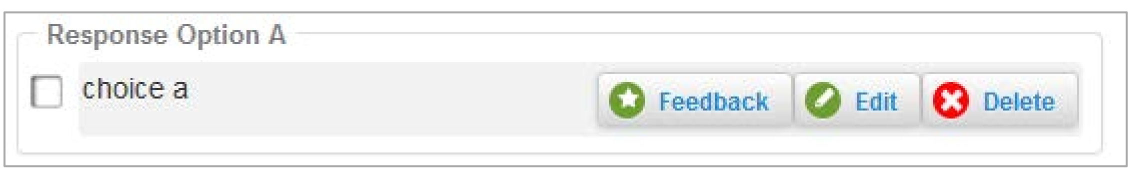


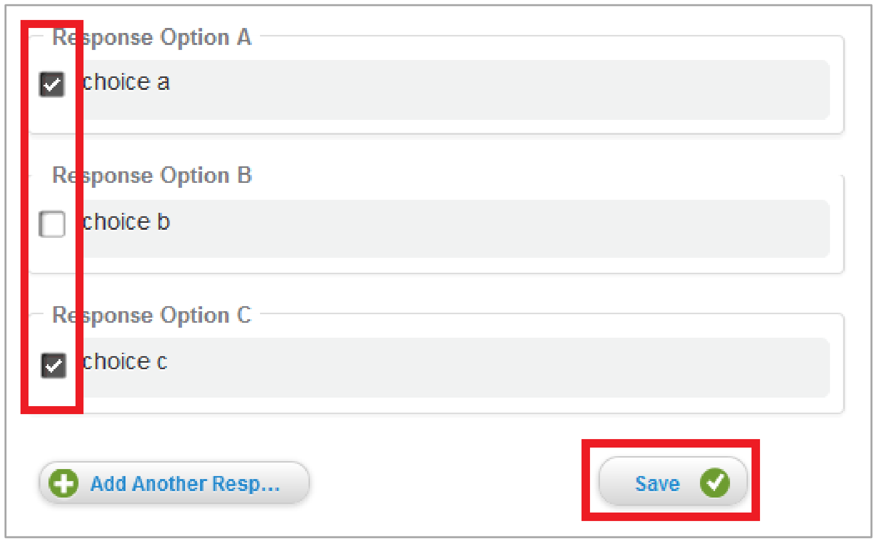
Figure 129. Managing Response Options



7. Optional: To manage response options, hover your mouse over an existing *Response Option* field. A menu appears, displaying three buttons.
    a. To delete the response option, click [**Delete**].
    b. To edit a response option, click [**Edit**] and then modify the entered content for that response option, just like when you originally enter the response option content (see Figure 127).
    c. To enter feedback for the response option, click [**Feedback**]. A new text box appears, in which you can enter content for the response option feedback.

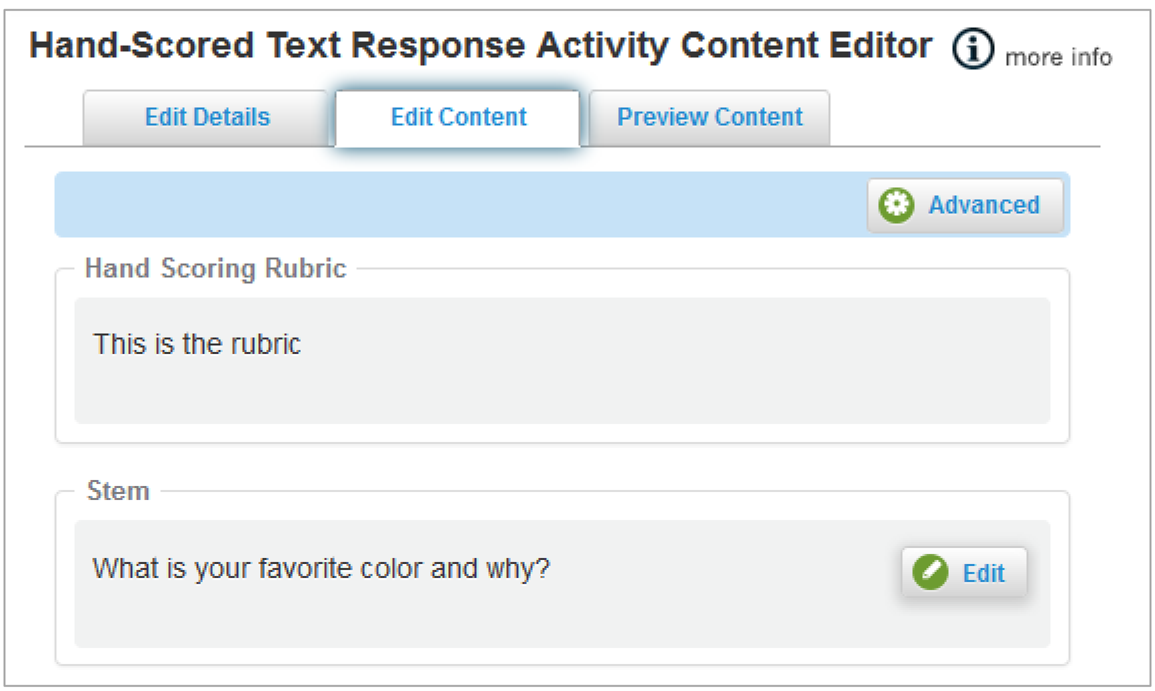
8. To configure the activity rubric, mark the checkbox for each correct response option. For example, if you want *Response Options A* and *C* to be the correct answers, mark the checkbox next to each of these response options. *Note: The number of correct responses you mark should not exceed the number you entered in the* Max Choices *field.*
9. To save your changes to the activity, click [**Save**]. If you wish to preview the activity content, click the [**Preview Content**] tab at the top of the screen. To exit the Content Editor tool, click [**Close**].

Figure 130. Configuring the Rubric



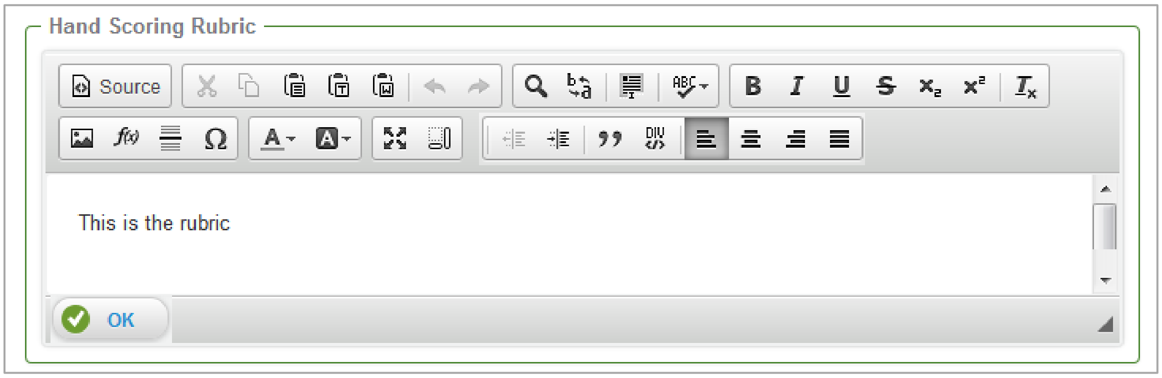
To edit content for a hand-scored Text Response activity:

Figure 131. Entering a Stem



1. On the Edit Content tab, create a stem for the activity by hovering your mouse over the *Stem* field and clicking [**Edit**]. Enter the content for the stem in the Content Editor text box that activates and click [**OK**]. You may use the formatting buttons provided in the toolbar.

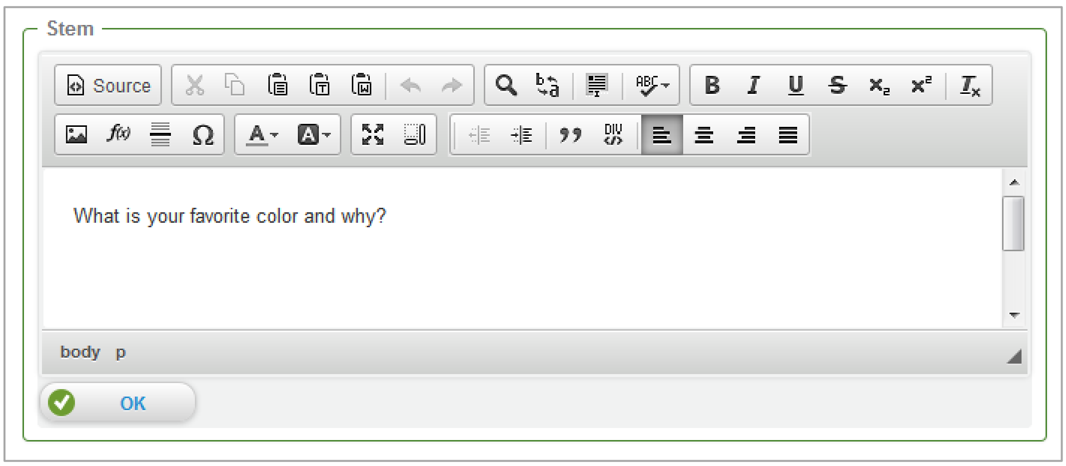
Figure 132. Entering the Rubric



2. To create a rubric for the activity, hover your mouse over the *Hand Scoring Rubric* field and click [**Edit**]. Enter the content for the rubric in the Content Editor text box that activates and click [**OK**]. *Note: This rubric is for hand-scoring purposes only and will not be visible to students.*

3. To save your changes to the activity, click [**Save**]. If you wish to preview the activity content, open the [**Preview Content**] tab. To exit the Content Editor tool, click [**Close**].

Figure 133. Preview Tab

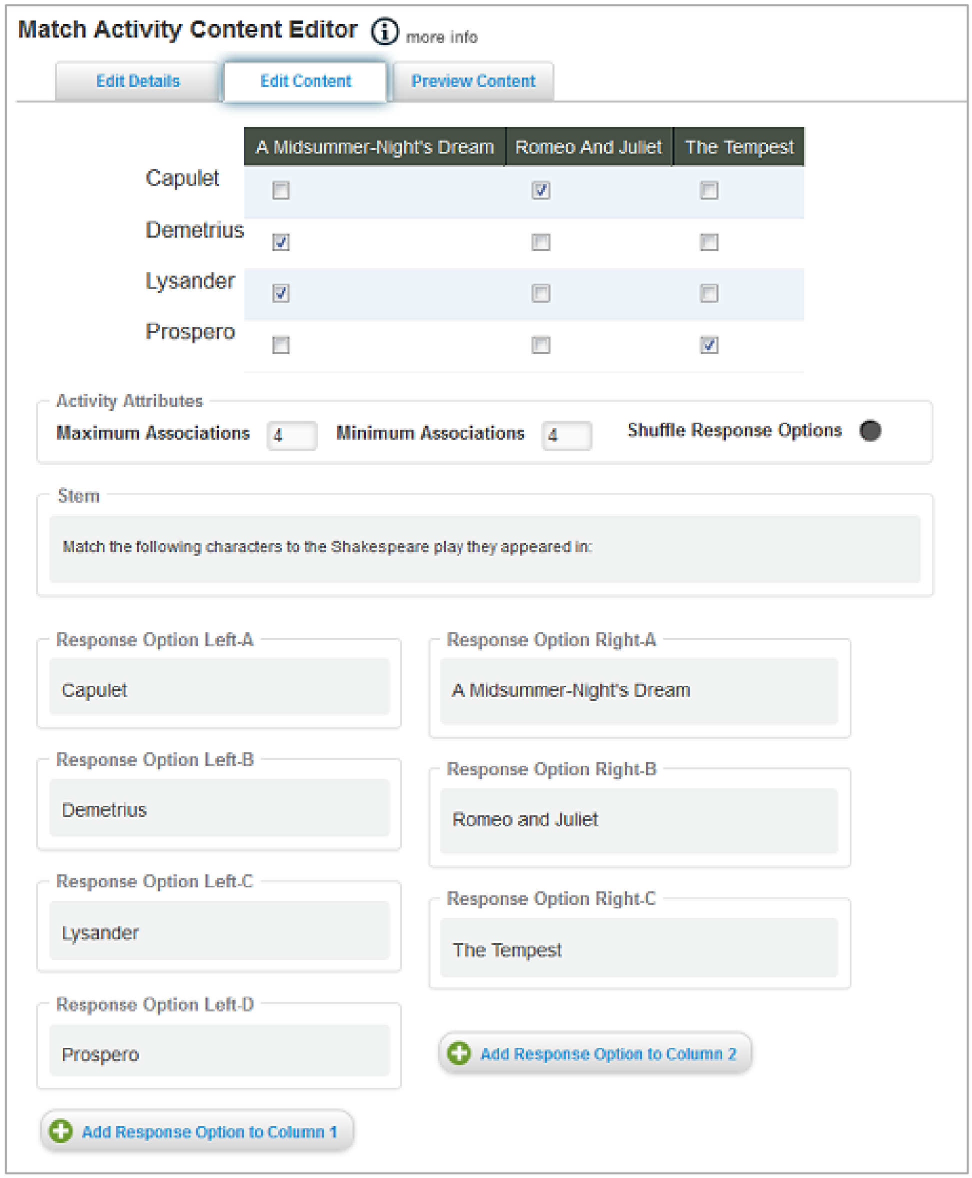


More information on how to use the buttons in the Content Editor text box tool bar is provided in Appendix C.

To edit content for a Match activity:

*Note: The Stem and Response option fields on the **Edit Content** tab contain placeholder content. You must replace this content with your original stem and response options when creating a Match activity.*

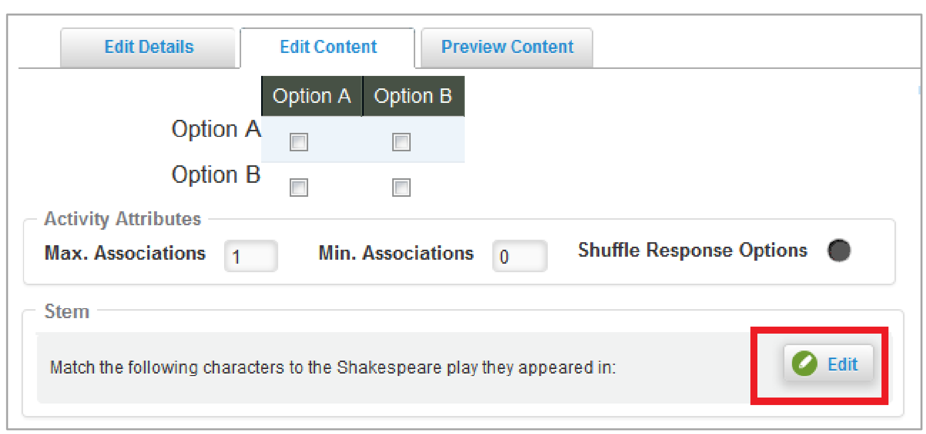
Figure 134. Edit Content Tab: Match



1. To create a stem for the activity, hover your mouse over the *Stem* field and click [**Edit**]. Enter the content for the stem in the Content Editor text box that activates and click [**OK**].

More information on how to use the buttons in the Content Editor text box toolbar is provided in [Appendix C](#).

Figure 135. Entering a Stem



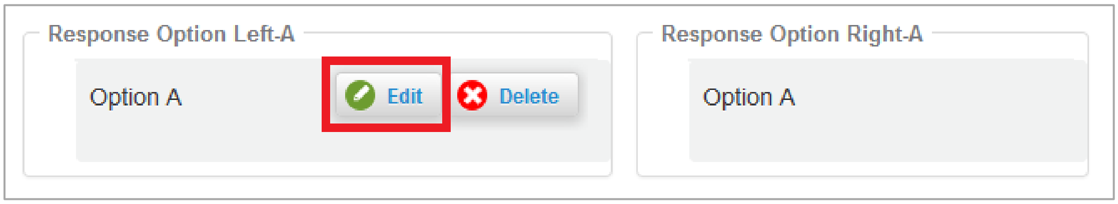
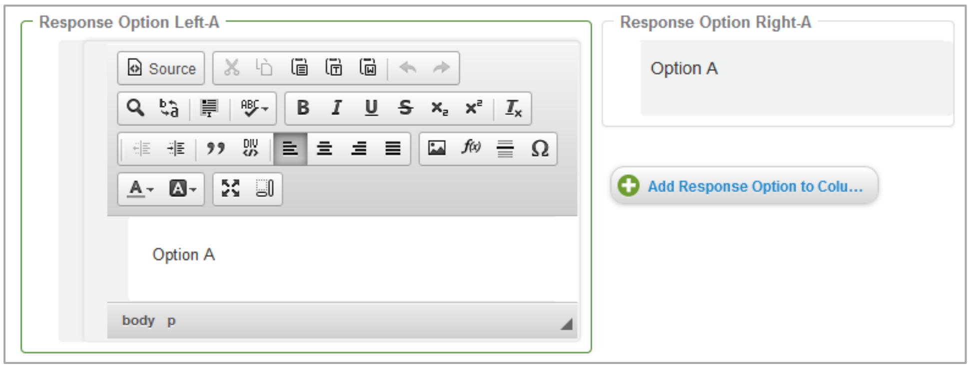


Figure 136. Entering Response Options in the First Match Set

2. To enter a **response option** in the first match set, hover your mouse over the first *Response Option* field in the left column and click [**Edit**].

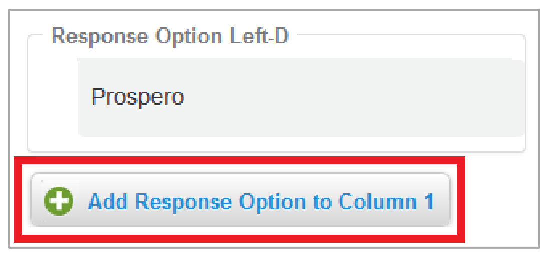
Figure 137. Entering Response Option Content in the First Match Set



3. Enter the content for the response option in the text box and click [**OK**]. You may use the formatting buttons in the toolbar. Repeat this step with the second *Response Option* field in the left column.

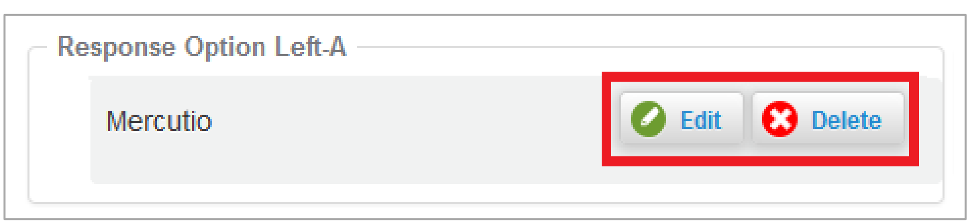
4. *Optional:* To add another response option to the first match set, click [**Add Response Option to Column 1**] and enter the content for the new response option. Repeat this step until you have added all the response options for the first match set.

Figure 138. Add Response Option



5. To enter response options for the second match set, repeat steps 2–4 in the right column of *Response Option* fields. Students will have to associate options in the first match set with the corresponding options in the second match set.

Figure 139. Managing Response Options



6. *Optional*: To manage response options, hover your mouse over an existing *Response Option* field. A menu appears, displaying two buttons.

   a. To delete the response option, click [**Delete**].

   b. To edit a response option, click [**Edit**] and then modify the content for that response option.

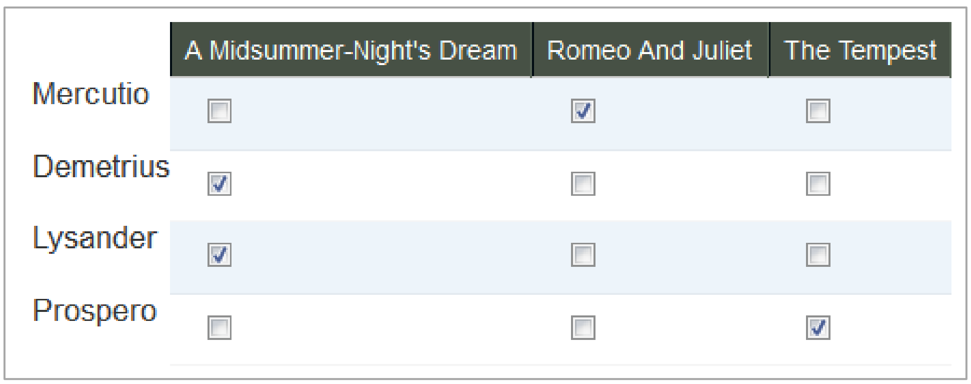
Figure 140. Managing Match Activity Attributes

7. In the *Maximum Associations* field, enter the maximum number of associations students will be allowed to create between the two match sets.
8. In the *Minimum Associations* field, enter the minimum number of associations students must create between the two match sets.
9. *Optional*: To shuffle the order of the response options in each match set, mark the [**Shuffle Response Options**] radio button.

As you add response options to the activity, the corresponding columns and rows are added to the Match rubric at the top of the form. The first match set appears as rows and the second set appears as columns.

10. To configure the rubric, mark the checkboxes wherever a response option in the first match set intersects with the corresponding response option in the second match set.
11. To save your changes, click [**Save**]. If you wish to preview the activity content, open the [**Preview Content**] tab at the top of the screen. To exit the Content Editor tool, click [**Close**].

Figure 141. Configuring the Rubric

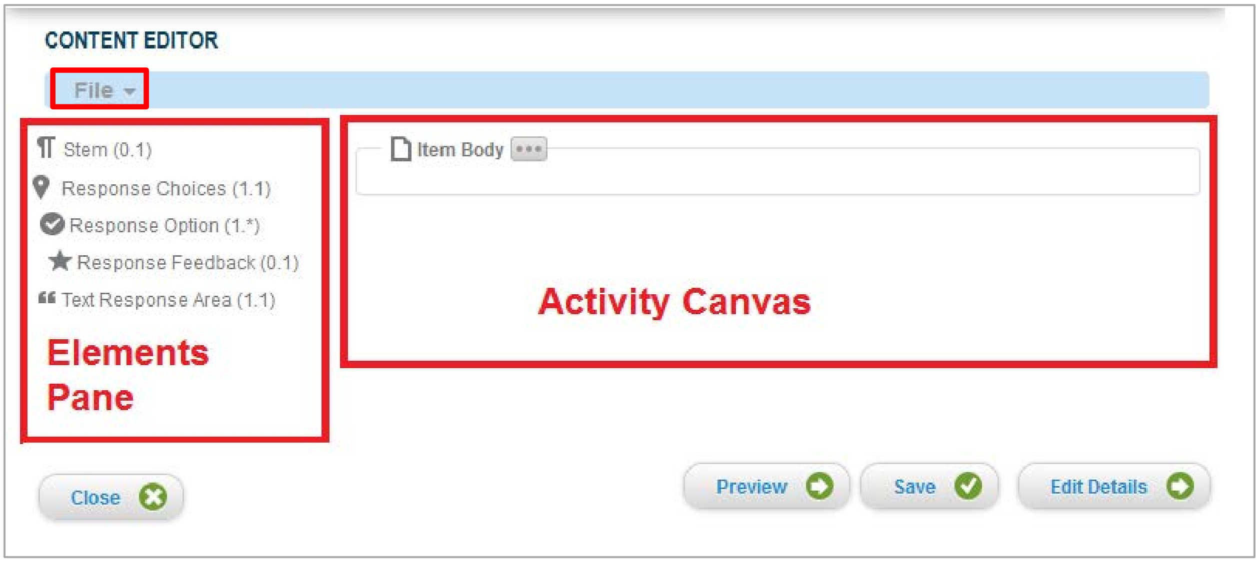


Edit Content Tab – All-in-One Content Editor

On the ***Edit Content*** tab of the All-in-One Content Editor tool, you can create and edit the activity content.

Table 5 below describes the types of activities that you can build with the All-in-One Content Editor and the activity elements that each type comprises.

Figure 142. All-in-One Content Editor: Edit Content



There are two major areas on the ***Edit Content*** tab of the All-in-One Content Editor:

- **Elements Pane:** The **Elements Pane** on the left side of the screen displays the various elements that you can add to the activity.
- **Activity Canvas:** The **Activity Canvas** allows you to organize the elements included in the activity. As you add elements to the Activity Canvas, this area displays boxes with blue [**Insert**] bars indicating where you can place additional elements. If you click an [**Insert**] bar, the Elements Pane highlights the elements that you can add to that box.

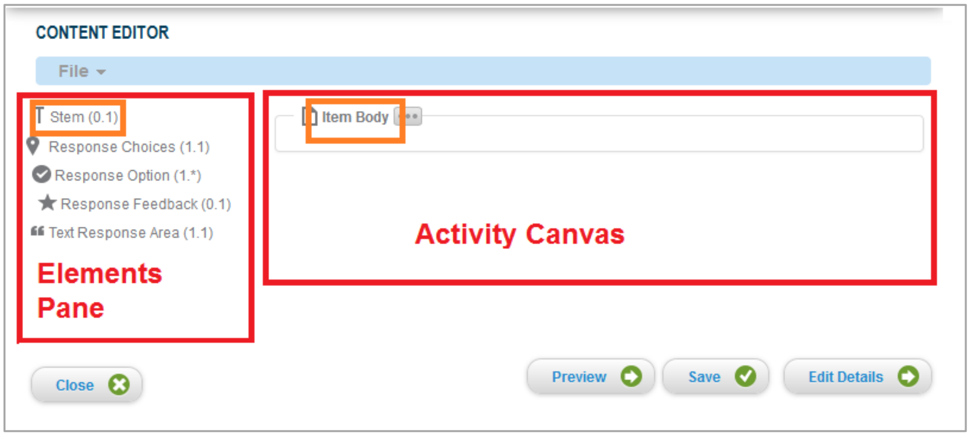
Table 5. Activity Types in the All-in-One Content Editor

Activity Type	Activity Description	Activity Elements Involved
Multiple-Choice Activity	Presents a set of response options, requiring students to select one correct option.	Stem; Response Choices; Response Options (2 or more); Response Feedback (optional)
Multi-Select Activity	Presents a set of response options, requiring students to select multiple correct options.	Stem; Response Choices (2 or more); Response Options; Response Feedback (optional)
Text Response Activity	Requires students to type a written response to the stem. These activities must be scored by hand.	Stem; Text Response Area

To add a stem to the activity:

Most activities require you to add a **stem**. This is the question or prompt to which students must respond.

Figure 143. All-in-One Content Editor Tool: Edit Content Screen



1. In the **Activity Canvas**, click [**Item Body**].
2. In the **Elements Pane**, click [**Stem**]. The **Content Editor text box** opens.

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3. In the editing area of the text box, enter the content for the stem. You may use the formatting buttons provided in the toolbar.

   Note: The Content Editor text box is not supported for iPads. More information on how to use the buttons in the Content Editor text box toolbar is provided in [Appendix C](#).

4. When you are finished, click [**Save**]. The *Stem* box appears in the Activity Canvas.

Figure 144. Content Editor Text Box

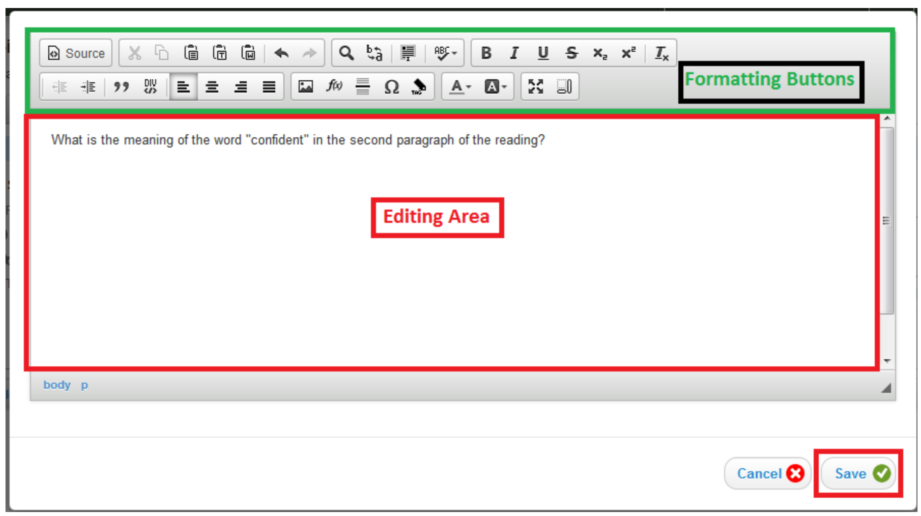
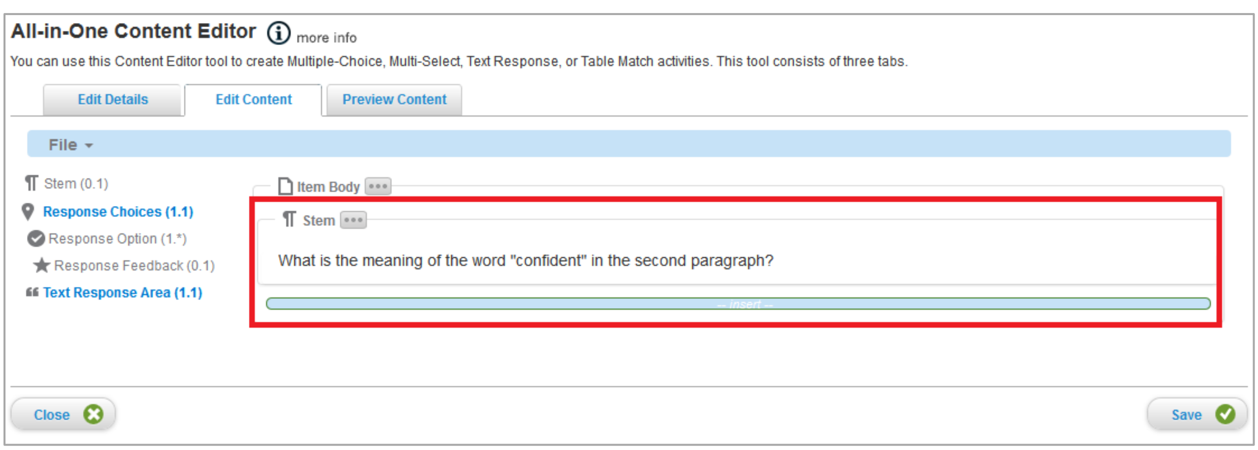


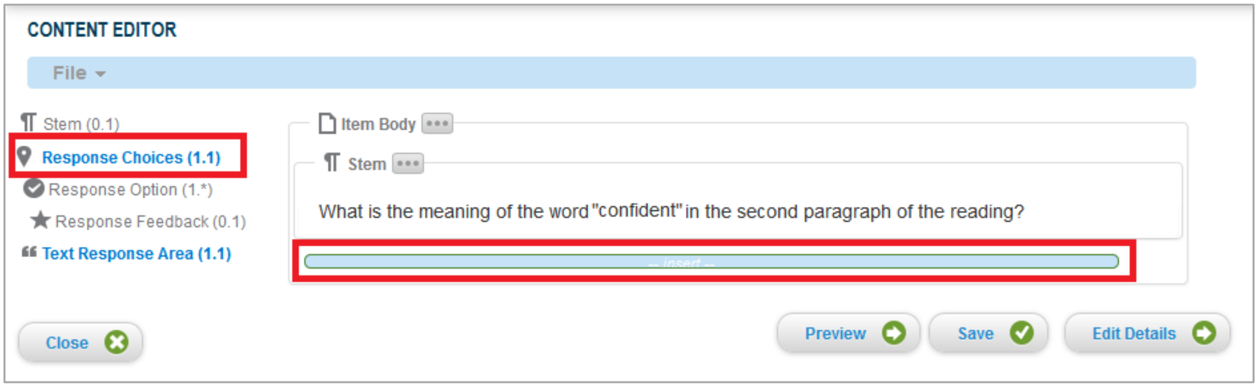
Figure 145. Activity Canvas with Stem Box



To add response options to the activity:

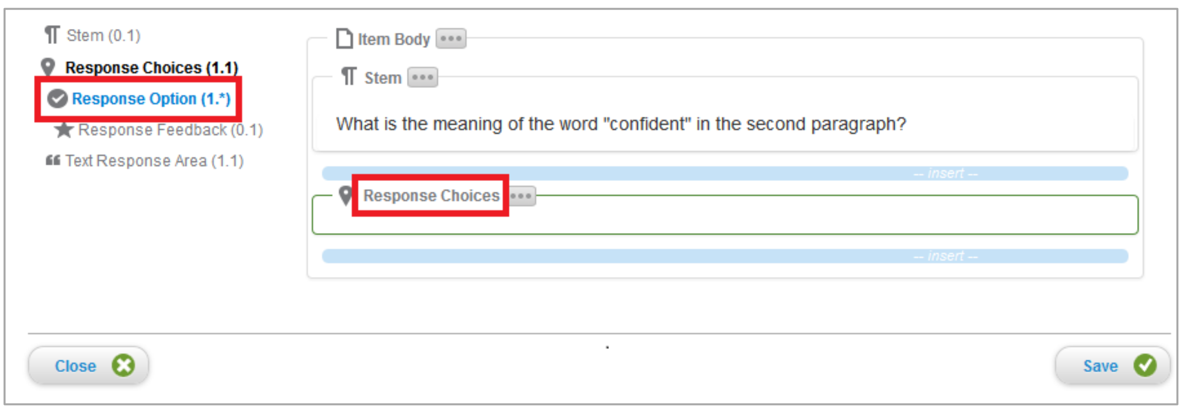
When creating a Multiple-Choice or Multi-Select activity, you can add **response options** to the Activity Canvas.

Figure 146. Adding Response Choices



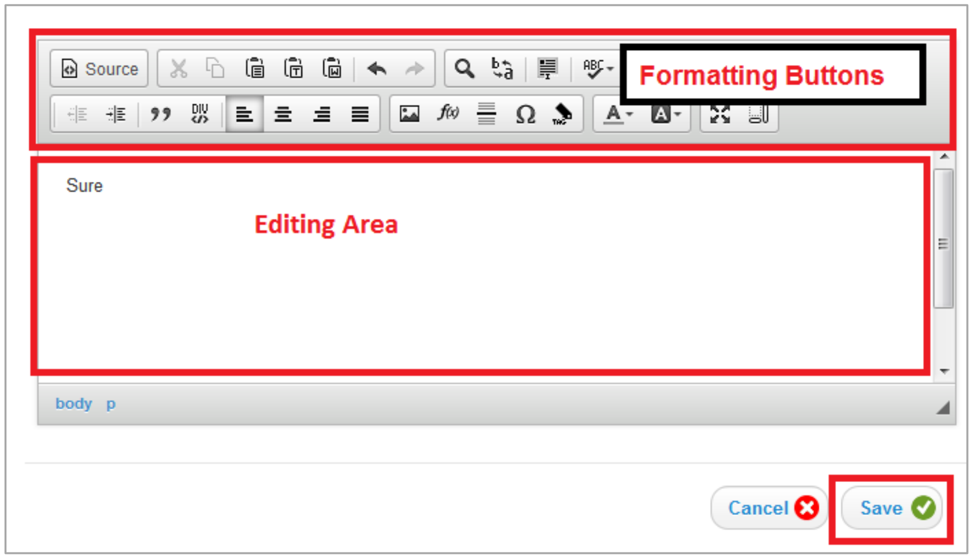
1. In the Activity Canvas, click the blue [**Insert**] bar below the *Stem* box.
2. In the Elements Pane, click [**Response Choices**].

Figure 147. Adding Response Options



3. In the Activity Canvas, click [**Response Choices**].
4. In the Elements Pane, click [**Response Option**]. The Content Editor text box opens.

Figure 148. Content Editor Text Box



5. In the editing area, enter the response option. You can format the text using the buttons provided in the toolbar.

   Note: The Content Editor text box is not supported for iPads.

6. Click [**Save**]. The *Response Option* box is added to the Activity Canvas.

Figure 149. Activity Canvas with Response Option Box

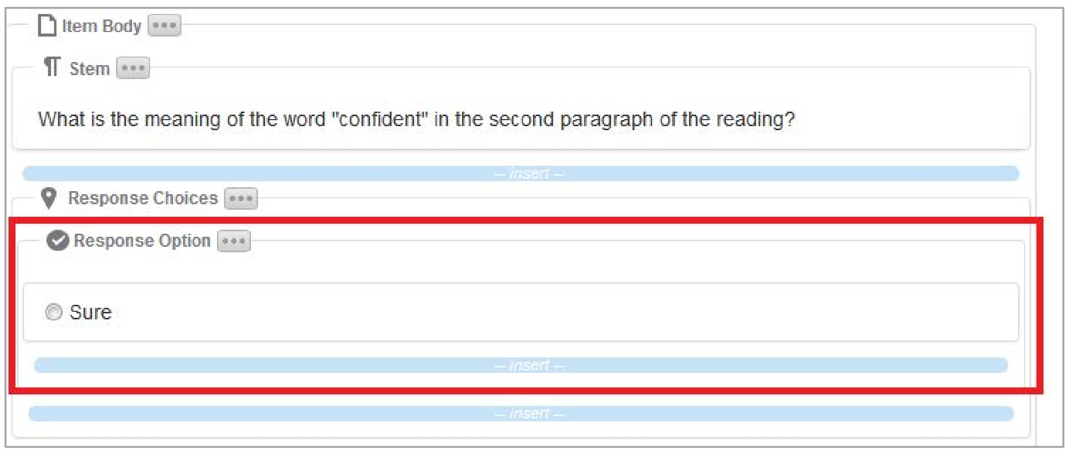
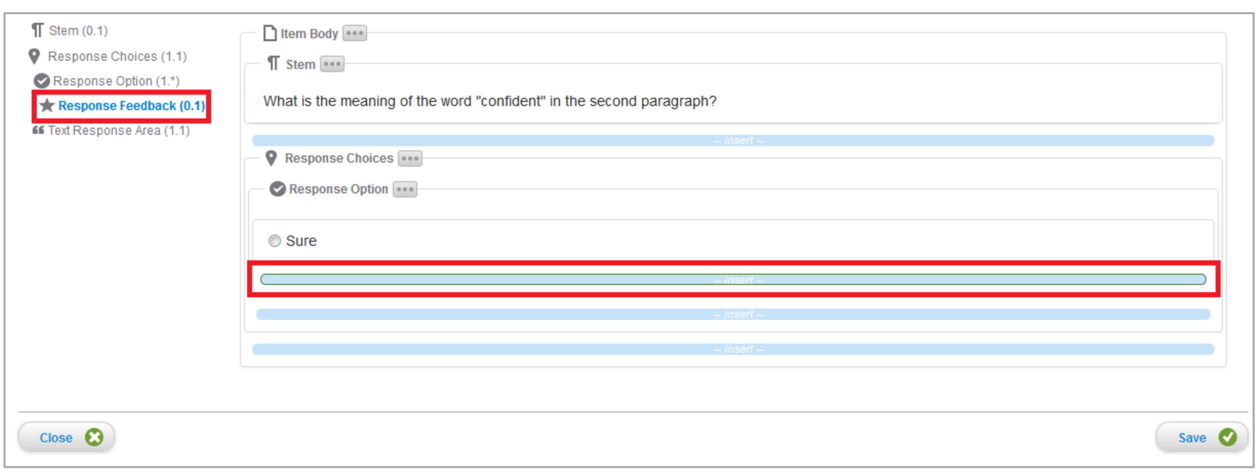


Figure 150. Adding a Response Feedback Element



7. You can add optional response feedback for a response option. To add feedback for the response option, click the blue [**Insert**] bar below the *Response Option* box.
8. In the Elements Pane, click [**Response Feedback**]. The Content Editor text box opens.

Figure 151. Content Editor Text Box

9. In the editing area, enter the response feedback. You can format the text using the buttons provided in the toolbar. When you are finished, click [**Save**]. The *Response Feedback* box is added to the Activity Canvas.

   Note: The Content Editor text box is not supported for iPads.

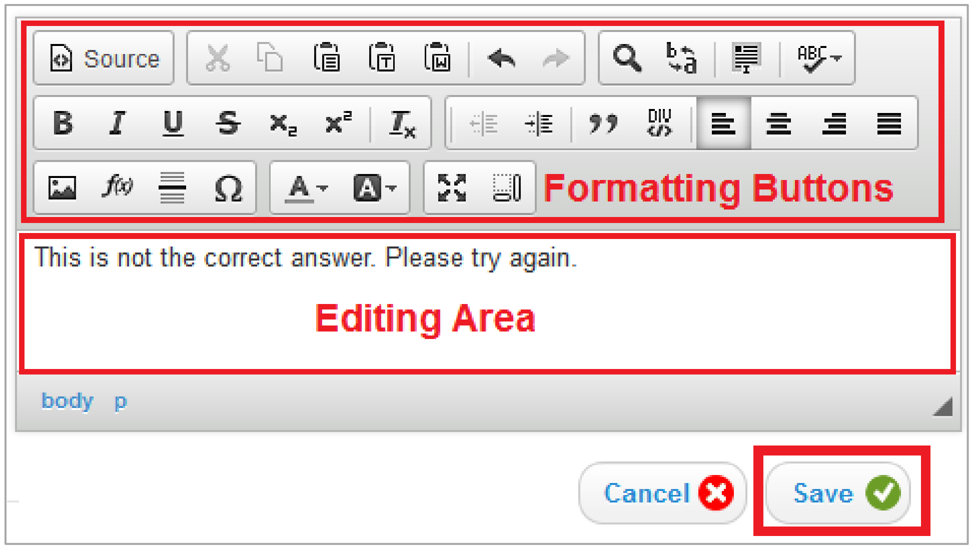
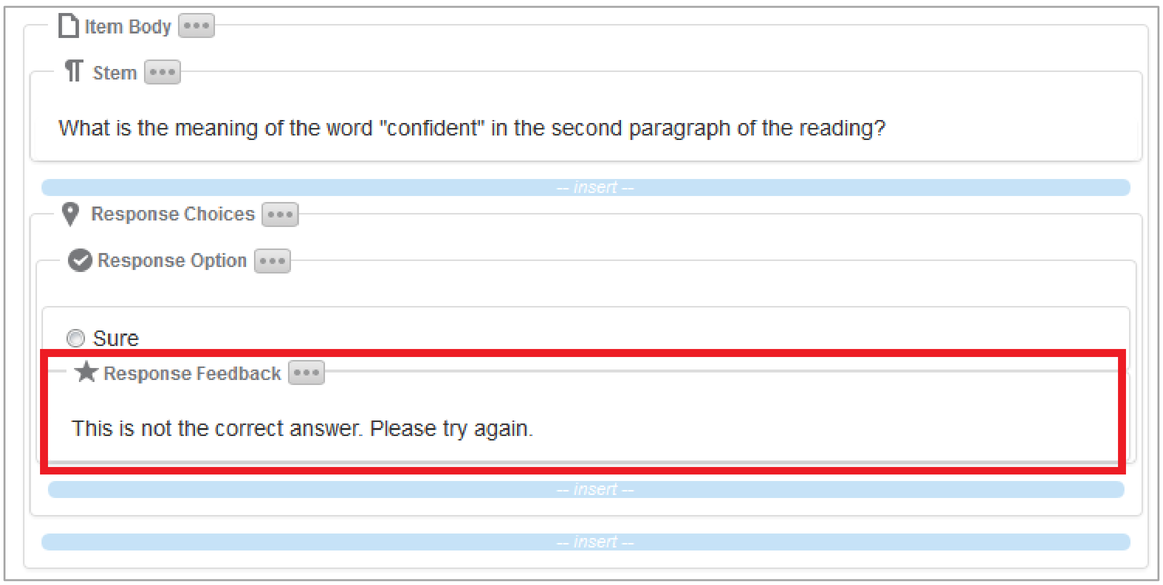


Figure 152. Activity Canvas with Response Feedback Box Added



10. To add multiple response options to the activity, repeat steps 3 through 6 for each response option.

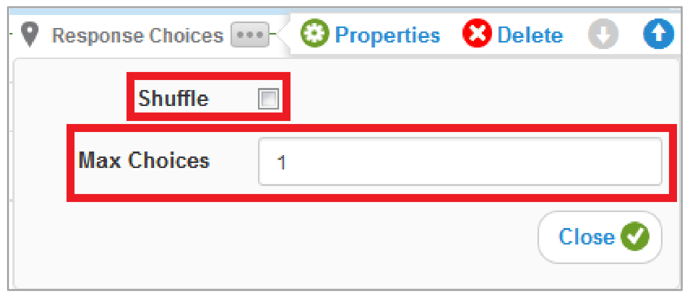
To manage response option settings and rubrics:

The All-in-One Content Editor allows you to configure whether students can select one response option or several. The *File* menu at the top of the screen allows you to set up the activity's rubric.

Figure 153. Managing Response Options

1. After adding the response choices element to an activity, click [ ] in the *Response Choices* box on the Activity Canvas. A menu opens.
2. In the menu, click [**Properties**]. A properties window opens.

Figure 154. Properties Window



3. To configure the activity to shuffle the response options for each student, mark the *Shuffle* checkbox.
4. In the *Max Choices* field, enter the number of responses students can select. Multiple-Choice **items** allow only one maximum choice, while Multi-Select items allow two or more maximum choices.
5. When you are finished, click [**Close**].

Figure 155. Accessing the Rubric

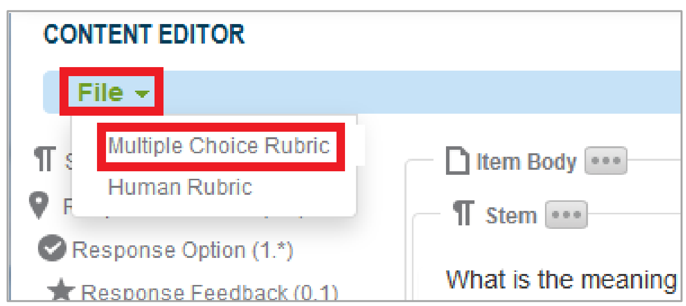
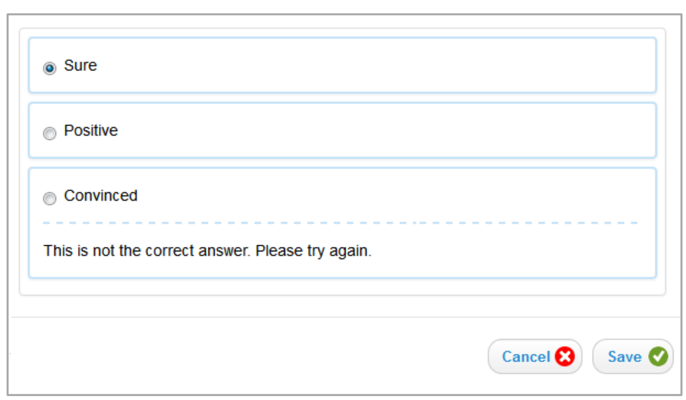


Figure 156. Multiple Choice Rubric



6. To access the rubric, select "**Multiple Choice Rubric**" from the *File* menu above the Elements Pane. The rubric window opens, displaying the available response options.
7. Mark the correct response option. If you are creating a Multi-Select item, then you should mark each correct response option.
8. When you are finished configuring the rubric, click [**Save**].
9. When you have finished creating the activity, click the [**Save**] button in the bottom right corner of the *Edit Content* tab.

To add a text response area to the activity:

You can add a **text response area** to activities that require a written response. **Activities with text response areas must be hand scored.**

1. After adding a stem to the activity canvas, click the blue [**Insert**] bar directly below the *Stem* box.

2. In the Elements Pane, click [**Text Response Area**]. The *Text Response Area* box is added to the Activity Canvas.

Figure 157. Adding a Text Response Area

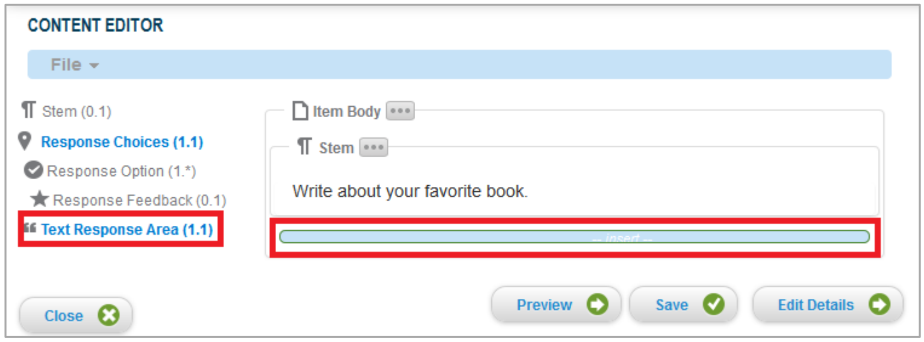
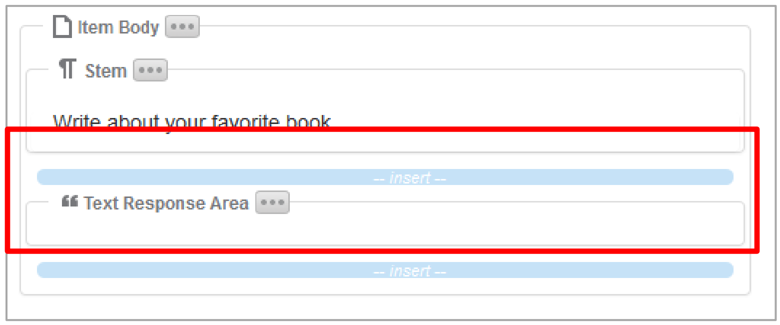


Figure 158. Activity Canvas with Text Response Area Box



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3. To access the rubric, select "**Human Rubric**" from the *File* menu above the Elements Pane.

4. The Content Editor text box opens. Enter the hand-scoring rubric and then click [**Save**].

    a. *Optional*: If you want to add the rubric as a chart, it is best to create it in an external program and then upload it as an image. For more information on uploading images, see Appendix C.

5. When you have finished creating an activity, click [**Save**] in the bottom right corner of the ***Edit Content*** tab.

Figure 159. Accessing the Rubric

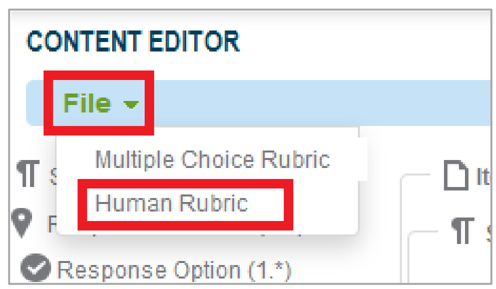
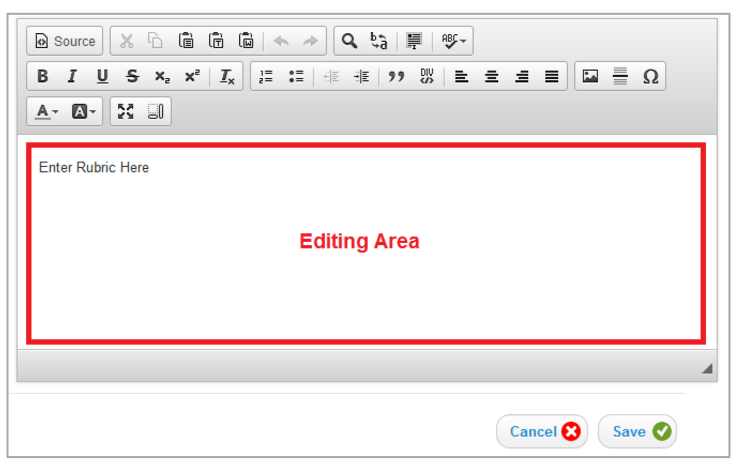


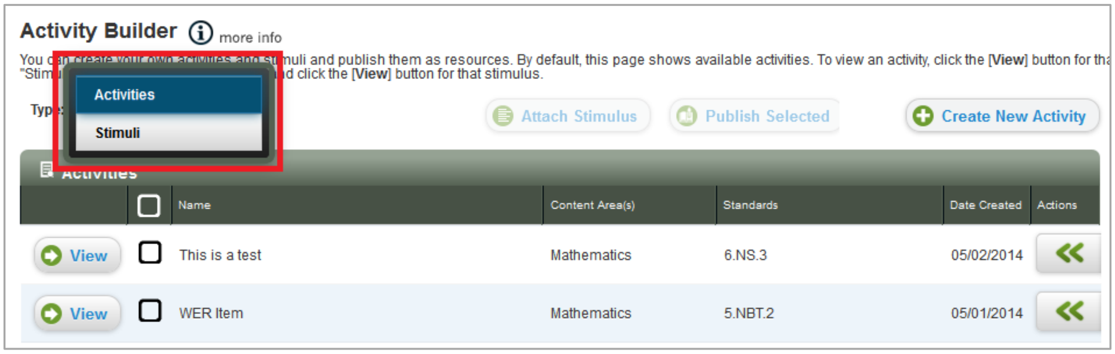
Figure 160. Content Editor Text Box



Creating a Stimulus

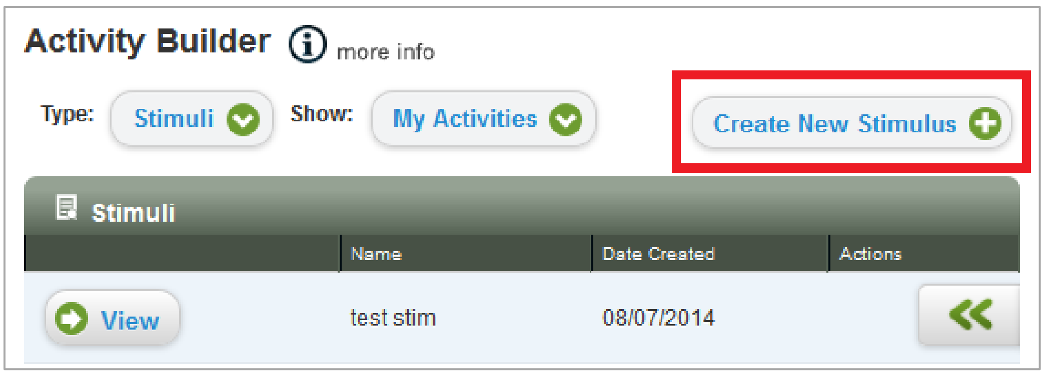
You can also create stimuli from the ***Activity Builder*** screen in SAGE Formative. Stimuli are the passages, images, tables, or graphs that provide context for the activity.

Figure 161. Activity Builder: Type Drop-down list



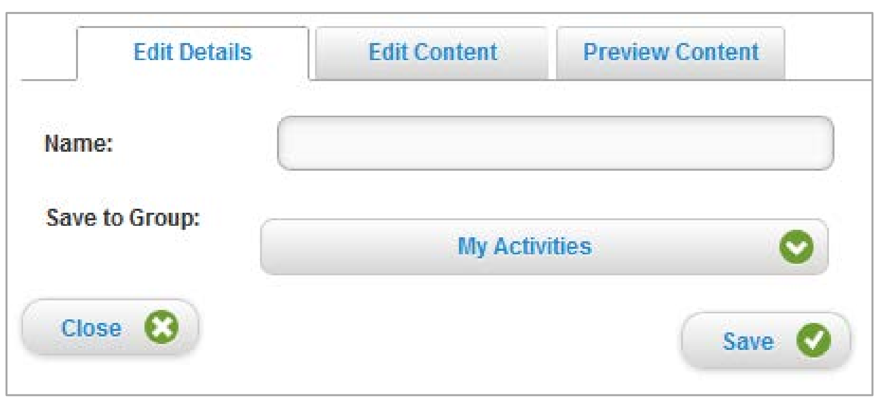
1. From the *Type* drop-down list on the ***Activity Builder*** screen, select "Stimuli." The Stimuli table displays.

Figure 162. Stimuli Table



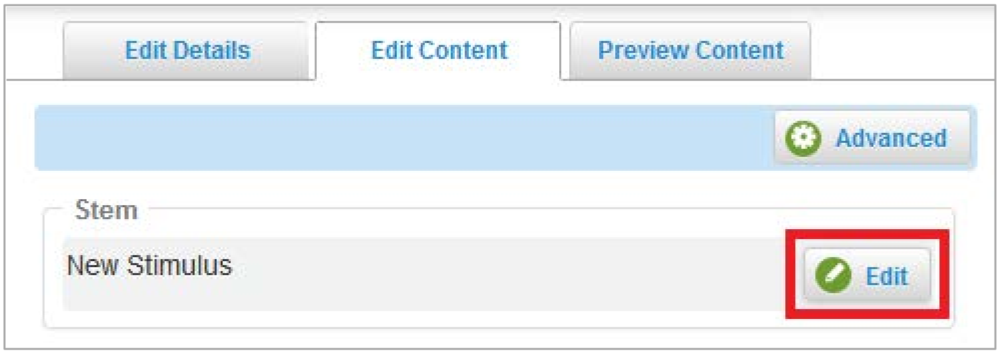
2. To create a new stimulus, click [**Create New Stimulus**] above the table. The Stimulus Content Editor tool opens to the ***Edit Details*** tab.

Figure 163. Stimulus Content Editor: Edit Details Screen



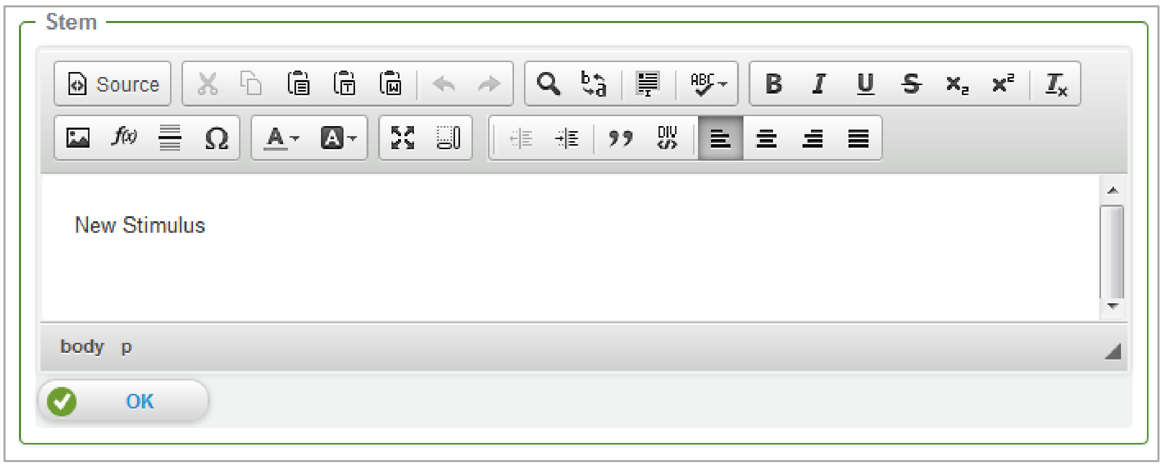
3. In the *Name* field, enter a name for the stimulus.
4. *Optional*: To save the stimulus to an educator group's shared Stimuli table, select the group name from the *Save to Group* drop-down list. By default, stimuli are saved to My Activities. *Note: You must be a contributor or manager in a group in order to save stimuli to that group's shared Stimuli table.*
5. Click [**Save**], then open the [**Edit Content**] tab.

Figure 164. Content Editor Tool: Edit Content Screen



6. On the ***Edit Content*** tab, hover your mouse over the *Stem* field and click [**Edit**]. The text box for the stem activates.

Figure 165. Stimulus Content



7. In the editing area of the text box, enter the stimulus content and click [**OK**]. You may use the formatting buttons provided in the toolbar.

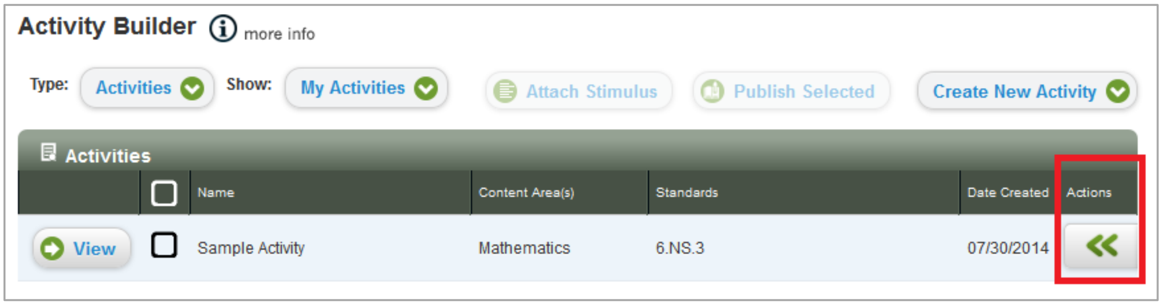
   Note: The Content Editor text box is not supported for iPads. More information on how to use the buttons in the Content Editor text box toolbar is provided in [Appendix C](#).

8. When you are finished, click [**Save**]. To preview the stimulus, click the [**Preview Content**] tab. To exit the Content Editor tool, click [**Close**].

Attaching an Activity to a Stimulus

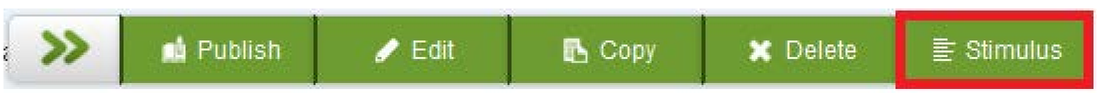
You can attach activities to a stimulus on the ***Activity Builder*** screen.

Figure 166. Actions Toolbar on the Activities Table



1. Navigate to the Activities table on the ***Activity Builder*** screen.
2. In the Actions column, click [] for an activity. The Actions toolbar expands.

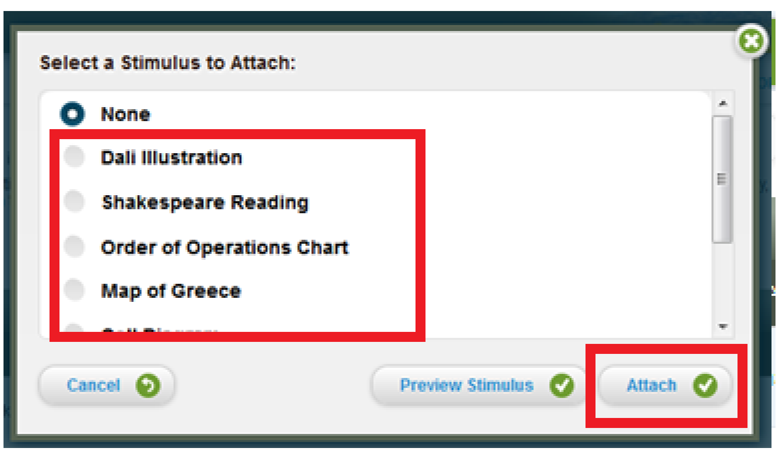
Figure 167. Actions Toolbar



3. In the **Actions toolbar**, click [**Stimulus**]. The *Select a Stimulus to Attach* window opens.

Note: You can also attach multiple activities to a stimulus by marking the checkbox next to each activity on the Activities table and clicking [**Attach Stimulus**] above the table.

Figure 168. Select a Stimulus to Attach Window

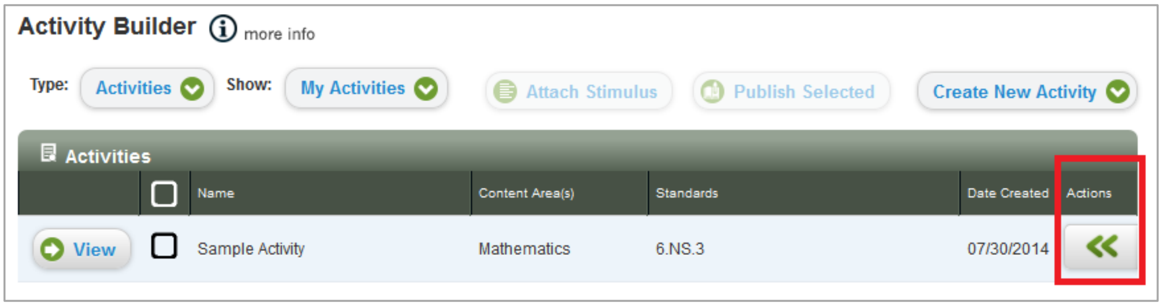


4. In the list of available stimuli, click the name of a stimulus and then click [**Attach**]. The selected stimulus attaches to the activity.

Publishing an Activity as a Resource

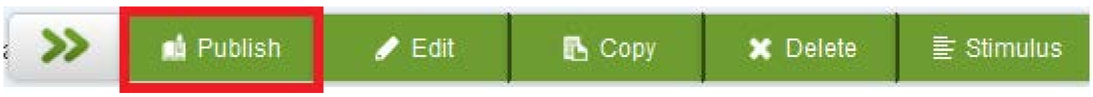
You must publish an activity as a resource before you can assign it to students.

Figure 169. Actions Toolbar on the Activities Table



1. Navigate to the Activities table on the ***Activity Builder*** screen.
2. In the Actions column, click [] for an activity. The Actions toolbar expands.

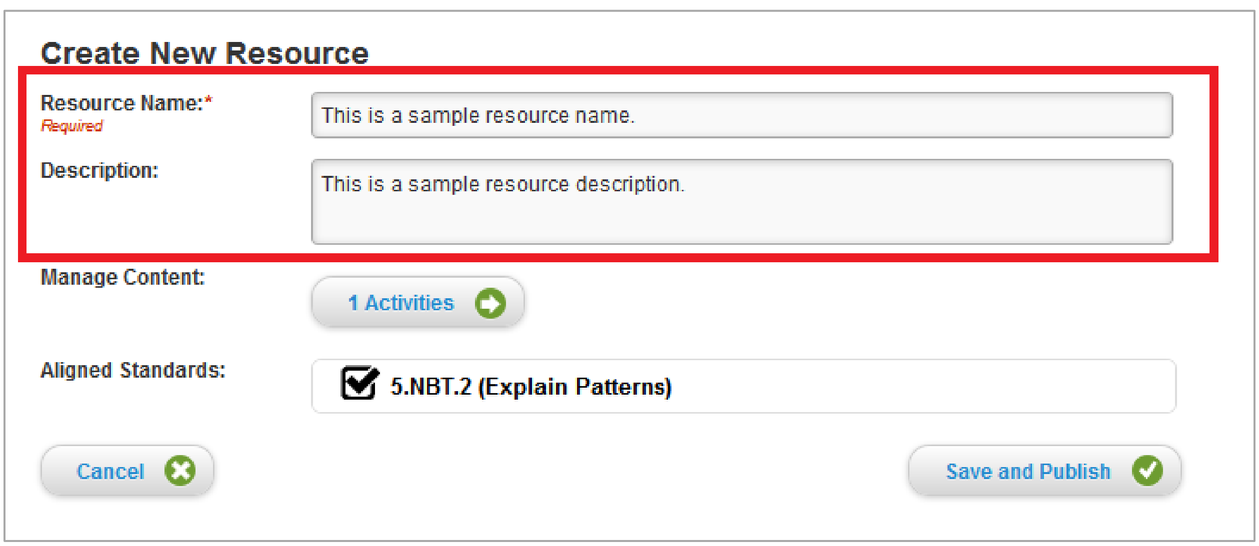
Figure 170. Publish Button



3. In the Actions toolbar, click [**Publish**]. The ***Create New Resource*** screen opens.

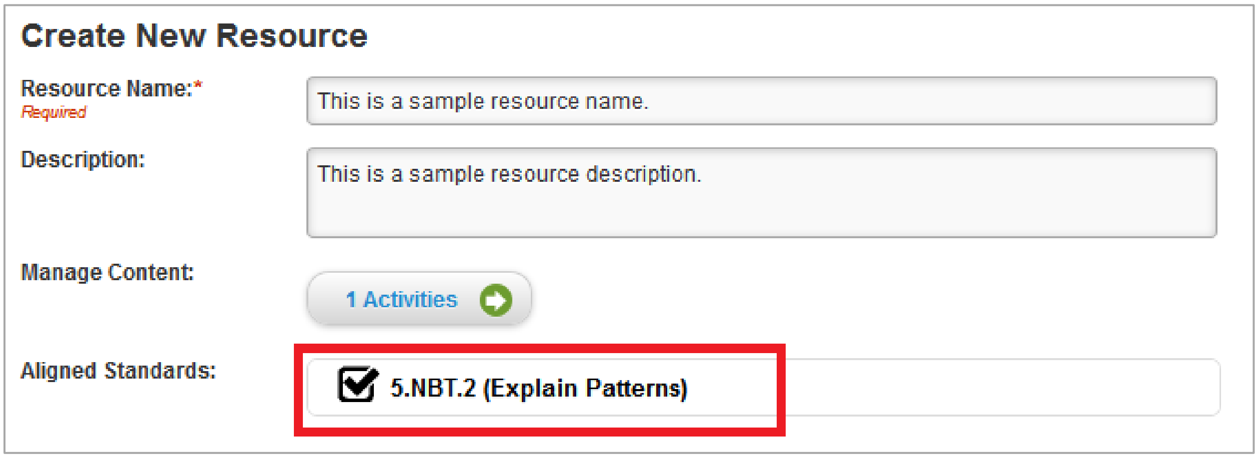
Note: You can also publish multiple activities as a single resource by marking the checkbox next to each activity on the Activities table and clicking [**Publish Selected**] above the table.

Figure 171. Create New Resource Screen



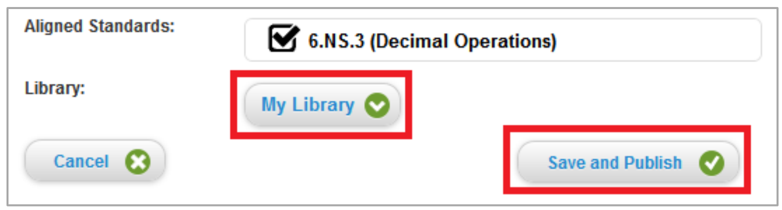
4. In the *Name* field, enter a name for the resource.
5. In the *Description* field, enter a description for the resource.

Figure 172. Create New Resource Screen: Managing Standards



6. The *Aligned Standards* section displays the standards aligned to the resource's activities. To remove a standard, clear the checkbox next to it. *Note: A resource must have at least one aligned standard. If there is only one standard listed here, you cannot remove it.*

Figure 173. Select a Library



7. By default, resources are published to My Library. If you wish to publish the resource to a different library, select an option from the *Library* drop-down list. This list includes any educator group or entity libraries you have permission to edit.
8. To publish the resource, click [**Save and Publish**]. *Note: Published activities will no longer appear in the Activities table.*

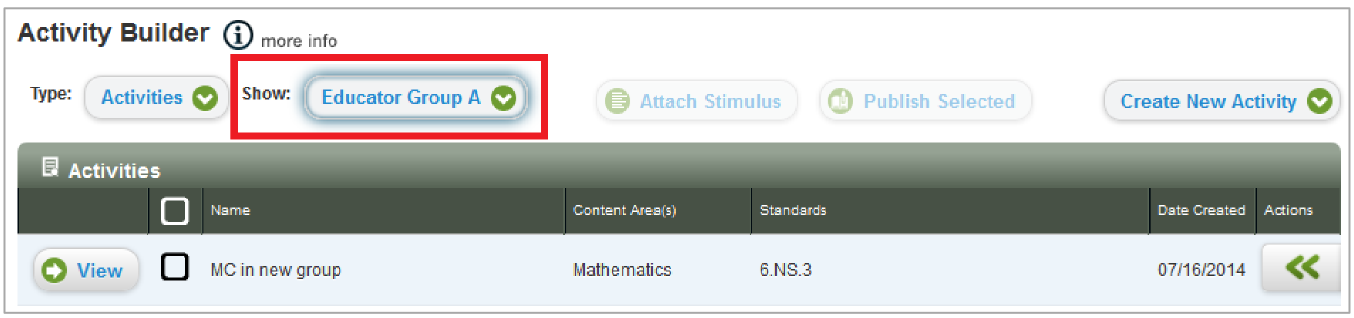
Collaborating on Shared Activities and Stimuli NEW

If you belong to any educator groups, you can access each group's shared Activities table on the ***Activity Builder*** screen. Group managers and contributors can collaborate on the shared activities and stimuli. For more information on educator groups, see the Group Membership section.

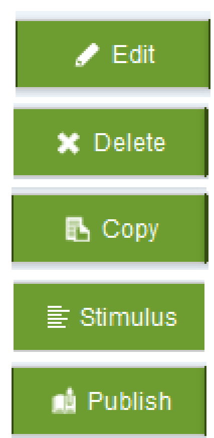
Note: Educators with a "member" role in a group can copy shared activities and stimuli to My Activities, but they cannot modify them in the group's shared Activities table.

- To access an educator group's shared Activities table, select that group's name from the *Show* drop-down list (see Figure 166). Group managers and contributors can edit, copy, delete, publish, and attach a stimulus to the activities on this table.
    - To view the group's shared Stimuli table, select "Stimuli" from the *Type* drop-down list.

Figure 174. Shared Activities Table



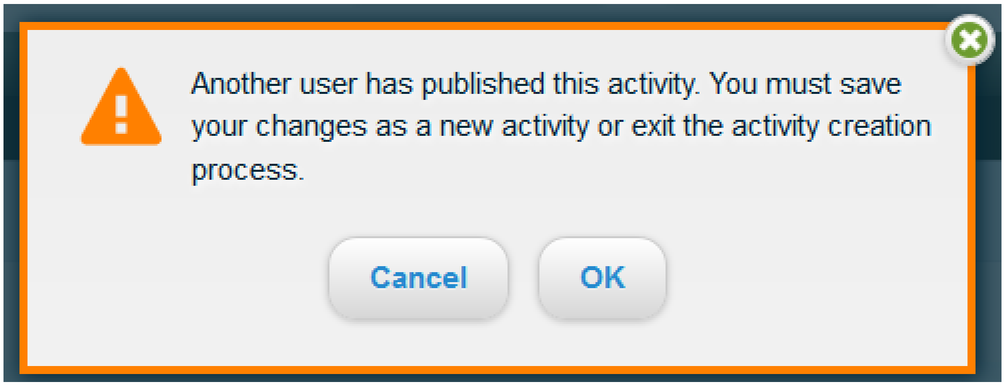
When creating an activity in the Content Editor tool, you can save the activity to an educator group's shared Activities table. Once you add an activity to this table, other educators in the group can view and modify the activity as well.



- To edit a shared activity, click [**Edit**] in the Actions toolbar for that activity.
- To delete a shared activity, click [**Delete**] in the Actions toolbar for that activity.
- To copy a shared activity, click [**Copy**] in the Actions toolbar for that activity. You can copy activities from an educator group to the group's shared activities table or your own activities table.
- To attach a stimulus to a shared activity, click [**Stimulus**] in the Actions toolbar for that activity. Select a shared stimulus from the pop-up window and click [**Attach**].
- To publish a shared activity, click [**Publish**] in the Actions toolbar for that activity.

Note: Only the [**Copy**] button is available in the Actions toolbar for educators with a "member" role in a group. These members can only copy the activity to their own activities table.

Figure 175. Editing Activities Simultaneously



Alert: Be careful when modifying activities in a shared Activities table, as another member of the educator group can modify the activity at the same time.

- If another educator saves changes to a shared activity while you are working on it, a pop-up message asks you to refresh the activity. When you refresh, the updated version of the activity displays and any changes you made are lost.
- If another educator deletes or publishes a shared activity while you are working on it, a pop-up message asks you to either save your activity as a new activity or undo your changes.

Importing Activities

The Activity Builder now includes an Import Activities feature, allowing you to upload and import activities and stimuli created in external applications, such as UTIPS Core. You can import activities to the Activity Builder, where you can align standards and edit content just like any other activity. If the uploaded activities are already aligned to a standard, you can also import them as a resource.

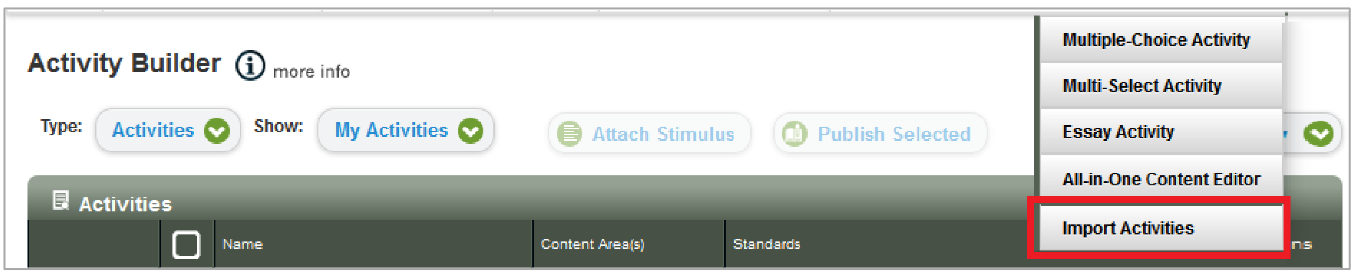
Note: When you import activities to the Activity Builder, any stimuli attached to those activities are imported to the Stimuli table as well.

Alert: Currently, you can only import activities types that the Activity Builder supports (Multiple-Choice, Multi-Select, Match, and Text Response). You cannot import activities containing invalid XML, activities with unsupported HTML tags, or activities with unsupported media. Such activities appear in red text on the ***Import Activities*** screen.

Imported activities should be in the **QTI** 2.1 format. More information on proper file formats is provided in Appendix D. Common Activity Import Errors.

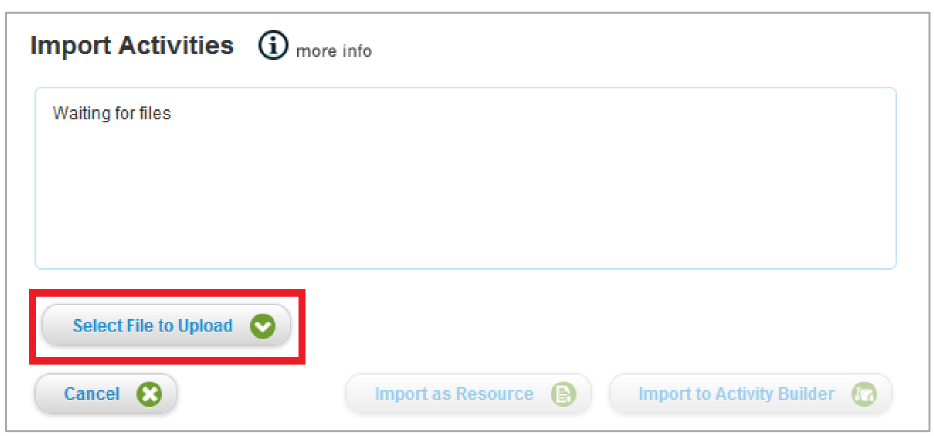
To import activities from your computer:

Figure 176. Accessing the Import Activities Screen



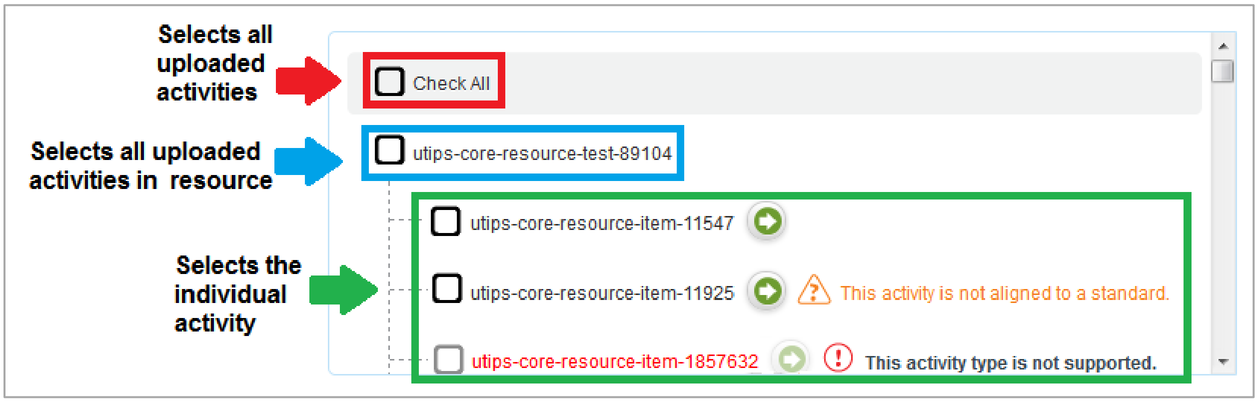
1. On the ***Activity Builder*** screen, select "Import Activities" from the *Create New Activity* drop-down list. The ***Import Activities*** screen opens.

Figure 177. Uploading Activity Files



2. To upload activities, click [**Select File to Upload**] on the ***Import Activities*** screen. Your computer's Browse File window opens.
3. Select the appropriate QTI file from your computer. The activities from the selected file display in the panel on the ***Import Activities*** screen. Activities in this panel are organized into resources based on the assessments to which they originally belonged. If the activities did not belong to an assessment, they are grouped into a single resource with the name of the uploaded file.

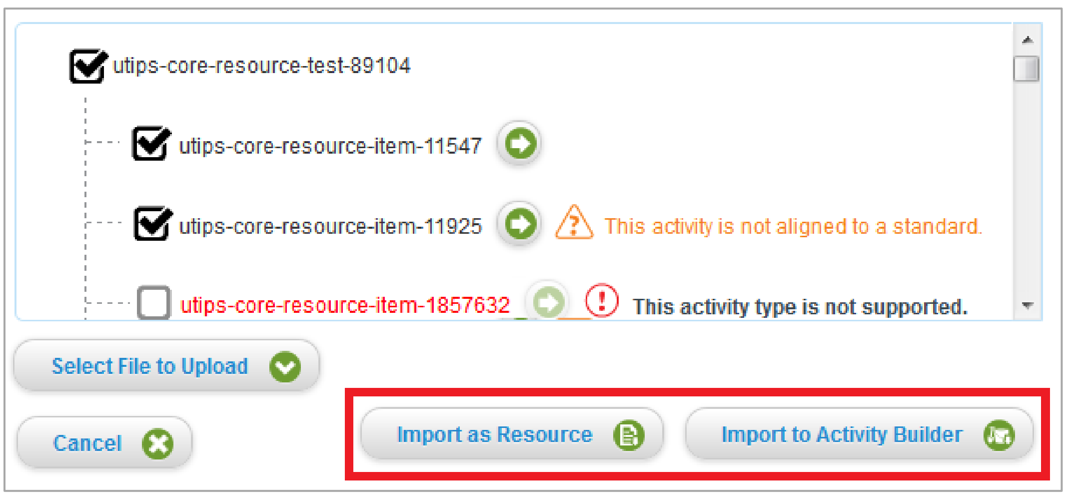
Figure 178. Select Activities to Import



4. Select the uploaded activities that you wish to import.
    a. To select all the uploaded activities, mark the *Check All* checkbox.
    b. To select all the activities in a single resource, mark the checkbox next to that resource name.
    c. To select activities individually, mark the checkbox next to each activity.

Note: You can mark the checkboxes for unaligned activities displaying orange warning text, but you cannot import these activities as a resource. You cannot mark the checkbox for any activities with red error text.

Figure 179. Import Buttons



5. Import the selected activities to SAGE Formative.
    a. To import activities to the Activity Builder, click [**Import to Activity Builder**].
    b. To import activities as a resource, click [**Import as Resource**].

Note: If you attempt to import a selection of aligned and unaligned activities as a resource, only the aligned activities are imported as a resource. If you wish to align activities to a standard, you must import them to the Activity Builder and edit their alignments. You may then publish the activities as a resource. For more information on how to align standards to activities, see the Edit Details Tab section.

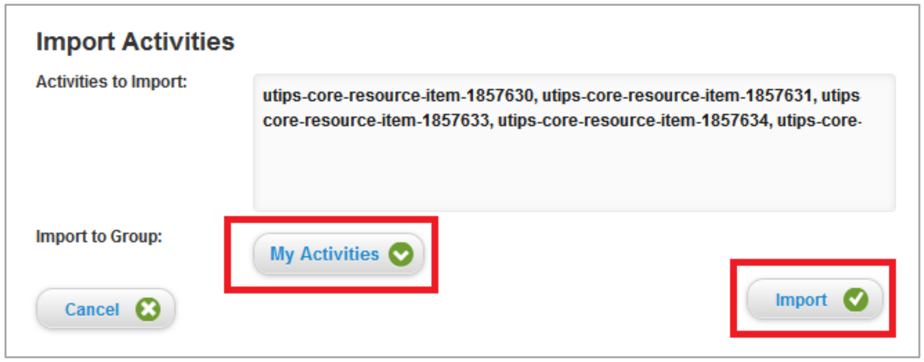
Figure 180. Unaligned Activity

Importing activities to the Activity Builder

When you click [**Import to Activity Builder**] on the ***Import Activities*** screen, a new screen opens, displaying the selected activities and the group import options.

- By default, activities are imported to My Activities. If you have editing rights for any educator groups, you can select a group from the *Import to Group* drop-down list. The activities are imported to the selected group's shared Activities table.
- To import the activities, click [**Import**]. The activities are added to the Activities table for the selected group. Attached stimuli are added to the Stimuli table for the selected group as well.

Figure 181. Importing Activities to Activity Builder



Note: If you do not have a manager or contributor role in any educator groups, the *Import to Group* drop-down list only contains "My Activities."

Importing activities as a resource

If you click [**Import as Resource**] on the ***Import Activities*** screen, the ***Create New Resource*** screen opens, displaying the selected resources.

- By default, resources are published to My Library. If you wish to publish the resource to a different library, select an option from the *Library* drop-down list. This list includes any educator group or entity libraries you have permission to edit.
- To publish the resource(s), click [**Save and Publish**].

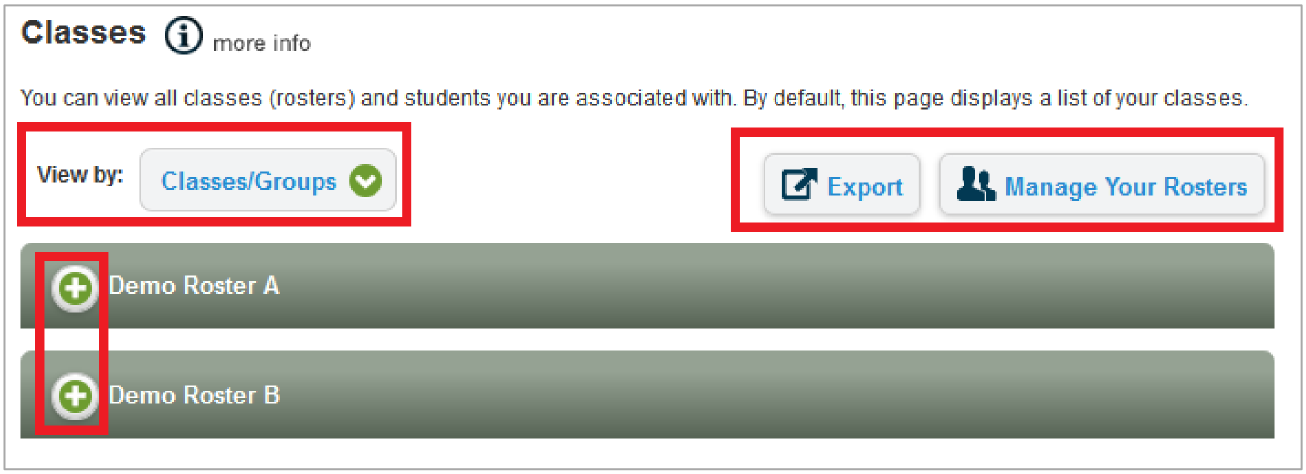
Figure 182. Importing Activities as a Resource

Classes & Students

Note: This feature is available only to School Educators. School and LEA Administrators cannot be associated with rosters.

The ***Classes & Students*** screen displays the classes/groups (rosters) and students with which you are associated. By default, this screen displays a list of all your classes. You can expand each class panel to display the students in that class. You can also view a comprehensive list of all your associated students.

Figure 183. View by Classes/Groups Screen



- To view your rosters, click [ ] next to a class/group name. The section expands to display the list of students in the roster for that class. To collapse the selected roster section, click [ ].
- To view all your students, select “Students” from the *View by* drop-down list.
- To modify your rosters, click [**Manage Your Rosters**].
- To export roster information as a CSV file, click [**Export**].

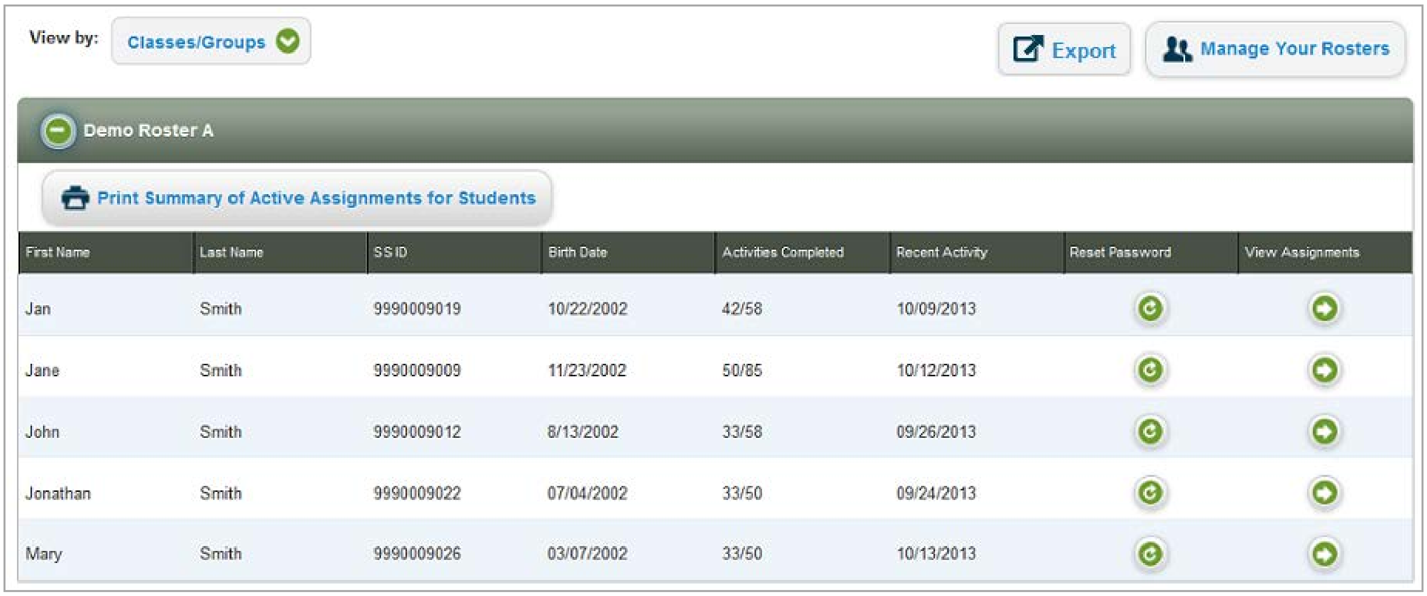
Note: If you do not see any classes or students, this means that you are not associated with any rosters. Contact your LEA or School Administrator to have your rosters created or investigate why your rosters are not appearing. **Administrative Educators cannot be associated with rosters.**

View by Classes (Rosters)

When you expand the details for a particular class, the screen displays a list of the students currently associated with that class. You can print a summary of each student's active assignments, reset students' passwords, and view students' assignment lists.

Table 6 provides descriptions of each column in the Classes/Groups table.

Figure 184. Selected Class Table



Note: Students who have not yet opened any assignments will not have a date displayed in the Recent Activity column.

Table 6. Selected Class Table Column Descriptions

Column	Column Description
First Name	Student's first name.
Last Name	Student's last name.
SSID	State student identification number.
Birth Date	Student's date of birth.
Activities Completed	Number of activities the student completed out of the total number of assigned activities. Example: If an assignment includes three resources, each with five lessons, five practice questions, and five quiz questions, then the total number of activities for all the resources is 45.
Recent Activity	Latest date that the student had assignment activity in SAGE Formative (e.g., clicking through lessons, practice questions, quiz questions).
Reset Password	Click [ ] to reset a student's password.
View Assignments	Click [ ] to view information about the student's assignments, including those the student assigned to himself/herself.

View Classes: Managing Settings

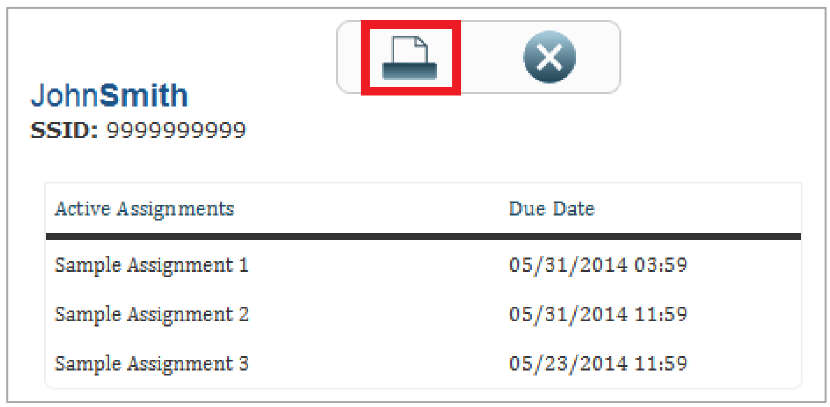
You can print a summary of each student's active assignments and reset students' passwords.

Print Summary of Active Assignments for Students

This feature allows educators to view and print a summary that shows information for all students in the selected roster. The summary includes each student's first and last name, SSID, and a list of all currently active assignments given to the student.

Note: This report does not include assignments that other educators assigned to students.

Figure 185. Summary of Active Assignments for Student



1. To print the summary, click [**Print Summary of Active Assignments for Students**]. The summary opens in a new browser tab or window. Click the printer icon at the top of the screen.
2. A Print window pops up. To print, click [**OK**].

The information for each student automatically prints on separate pages. This allows you to separate the student summaries and give them to each student.

To change a student's password:

In the event that a student forgets his or her password, you can change it.

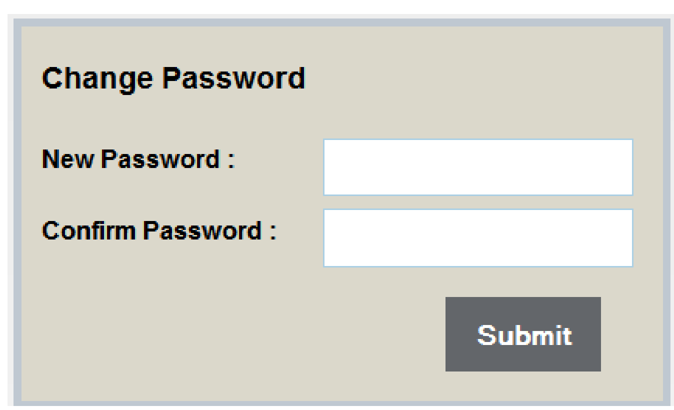
Note: When students first log in to SAGE Formative, they are required to change their password. New passwords must be at least 5 characters long.

For more information about students logging in to SAGE Formative, refer to Section III.

Figure 186. Reset Password

1. In the Reset Password column for the student, click [].
2. A pop-up window asks you to confirm the action. Click [**OK**] to verify that you want to reset the student's password.
3. You must enter a new password for the student twice. When you are finished, click [**Submit**].

Figure 187. Change Password



View by Students

The All Students table on the ***Classes & Students*** screen displays all the students who are assigned to you, regardless of their associated rosters. Students are listed alphabetically by last name.

To display the All Students table:

- From the *View by* drop-down list on the ***Classes & Students*** screen, select "Students."

Figure 188. View by Students Screen

To view a student's assignments:

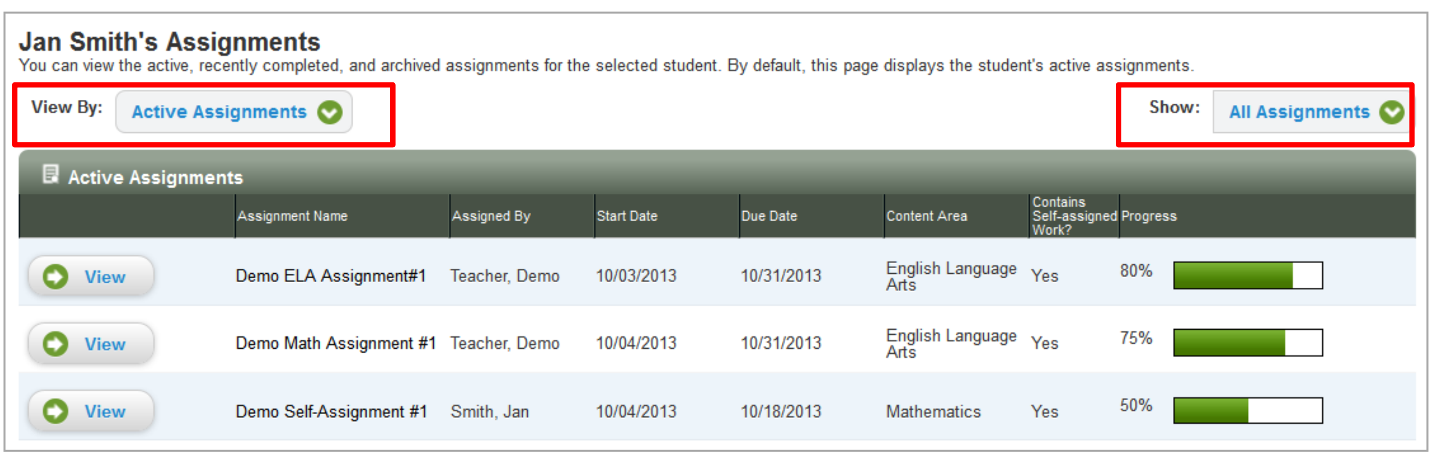
- Click [ ] in the View Assignments column for a student. The ***Student's Assignments*** screen opens.

Viewing Student Assignments

By default, the ***Student's Assignments*** screen displays the Active Assignments table for the selected student. This table includes information for each assignment, including the assignment name, the assignment's creator, start and due dates, content areas, and a flag indicating if the assignment contains self-assigned work. For active assignments, a Progress column also displays.

- To view an assignment's resources and activities, click [**View**] next to that assignment.

Figure 189. Student's Assignments Screen (Active Assignments View)



[Table 7](#) describes the columns on the ***Student's Assignments*** screen in more detail.

Note: If you do not see any assignments, then the student has not received or created any assignments that are still active.

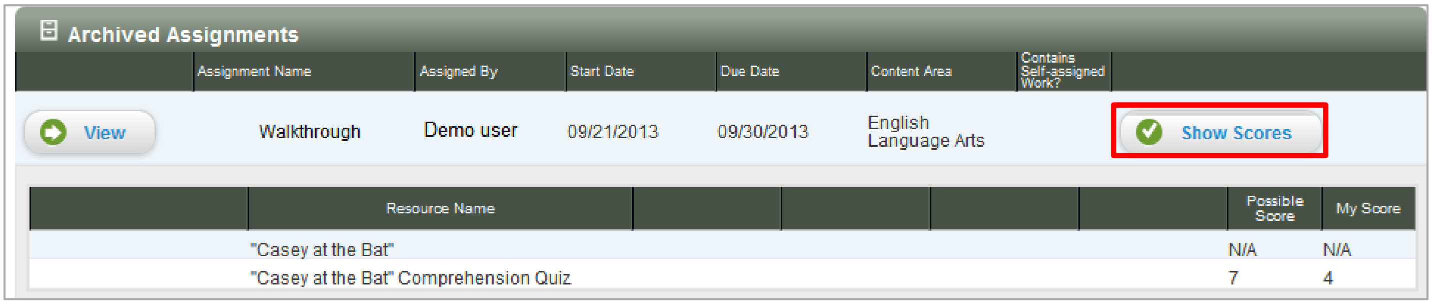
The *View By* drop-down list allows you to select the types of assignments you want to view: active, recently completed, or archived. You cannot view assignments that other educators assigned to the student.

The *Show* drop-down list allows you to view assignments you created for the student, assignments the student created, or all assignments.

Viewing assignment scores:

You can view a student's scores for recently completed and archived assignments.

Figure 190. Archived Assignment Scores



- To see a student's scores for an assignment, click [**Show Scores**]. The assignment row expands to display the resources included in the assignment, each resource's maximum score, and the student's actual score. *Note: If the student did not complete the assignment, the My Score column displays "Not Completed."*

Note: If an assignment includes hand-scored activities that have not been scored, the expandable score panel indicates that hand scores are pending.

Table 7. Student Assignments Column Descriptions

Assignment Attribute	Attribute Description
View	Click [**View**] to view the resources and activities included in the assignment.
Assignment Title	Name of the assignment.
Assigned By	Name of the educator or student who created the assignment.
Start Date	Date the assignment became active.
Due Date	Scheduled due date for the assignment.
Content Area	Content areas aligned with the assignment resources.
Contains Self-Assigned Work?*	If a student added related resources to the assignment and completed activities in the related resource(s), this column displays "Yes."
Progress (Active Assignments)	Progress the student has made in completing the assignment (the percentage of total assignment activities completed). *Note: This column only appears for active assignments.*
Score (Completed and Archived Assignments)	Student's score (displayed as a percentage) on the assignment's quizzes. *Note: This column only appears for recently completed and archived assignments.*

**Students may browse through resources and add additional resources to an assignment, but quiz responses from these activities will not count toward the assignment score. The score on the assignment is based only on what you assigned.*

Exporting Roster Information

You can export roster information from the Classes/Groups table or the Students table. SAGE Formative exports roster information as CSV files, which you can open in Microsoft Excel and other CSV compatible programs.

Figure 191. Export Roster Information

To export roster information:

1. Click [**Export**] above the Classes/Groups table or Students table. A file dialog box appears.
2. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program.

Manage Rosters

Figure 192. Manage Your Rosters

You can edit the rosters on the ***Classes & Students*** screen if you wish to change the roster name or the student membership. You can also create new roster groups.

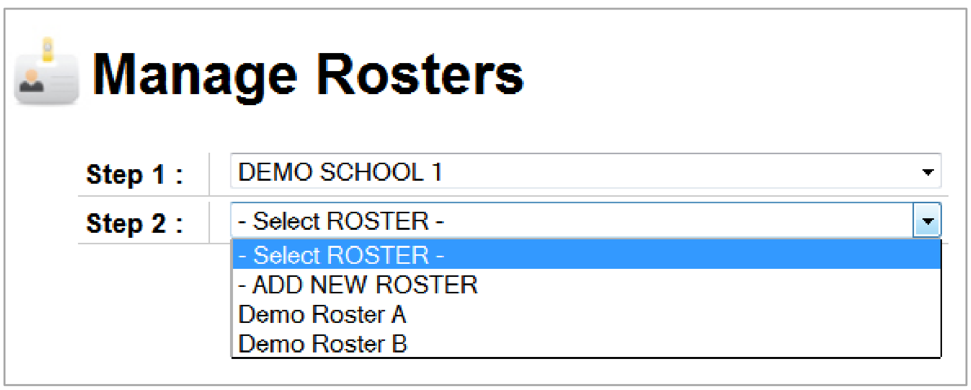
To begin, click [**Manage Your Rosters**] on the ***Classes & Students*** screen. *Note: This button is only visible when viewing rosters.*

Creating a New Roster

You can use the Manage Rosters window to create new rosters for yourself as long as you have a direct relationship to a school and students.

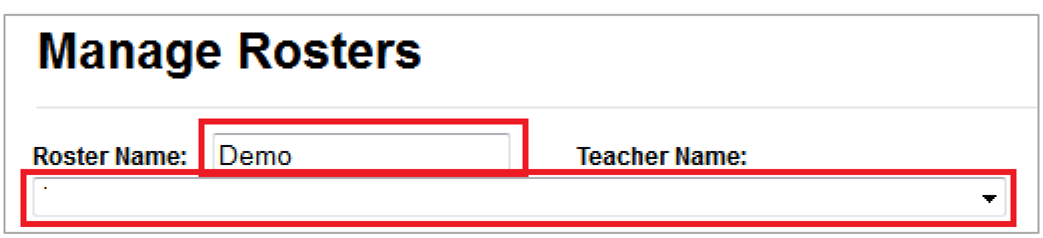
Note: You cannot add students from another school to your roster unless you are associated with that school. You cannot create rosters for other educators.

Figure 193. Manage Rosters Window



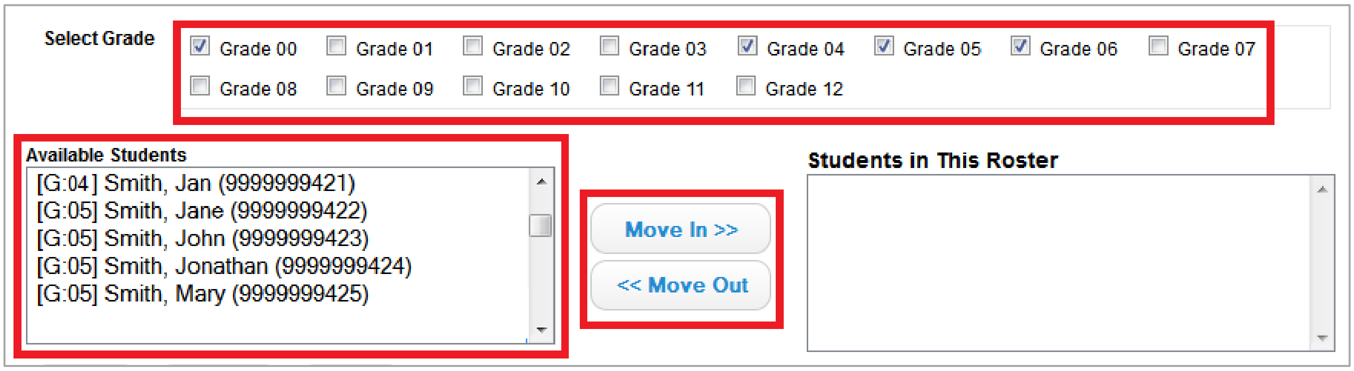
1. From the *Select Institution* drop-down list, select the appropriate school name. This drop-down list only displays your associated schools. If you are associated with multiple schools, you may only create and manage rosters for one school at a time.
2. From the *Select Roster* drop-down list, select "Add New Roster."

Figure 194. Create New Roster Window



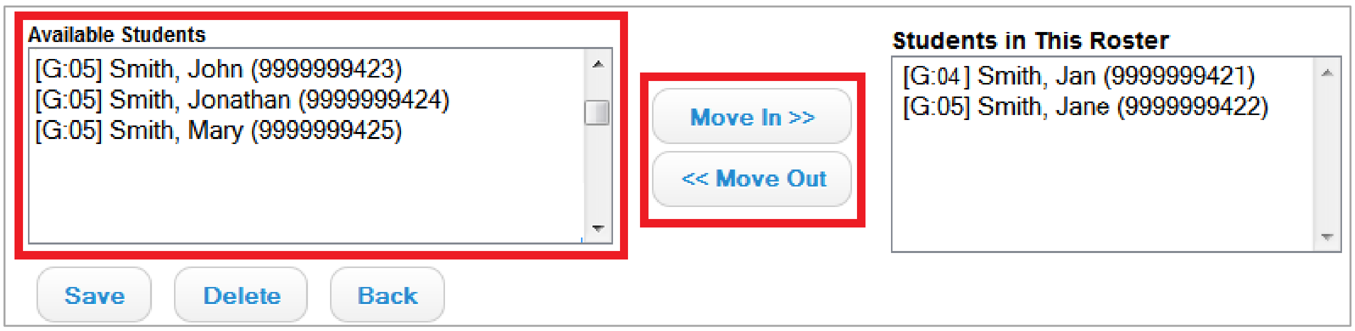
3. In the *Roster Name* field, enter a name for the group.
4. From the *Teacher Name* drop-down list, select your name.

Figure 195. Select Students



5. Mark the checkboxes for all the grades from which you wish to build the roster. The names of all the available students in the selected grades populate in the *Available Students* box.

Figure 196. Moving Students

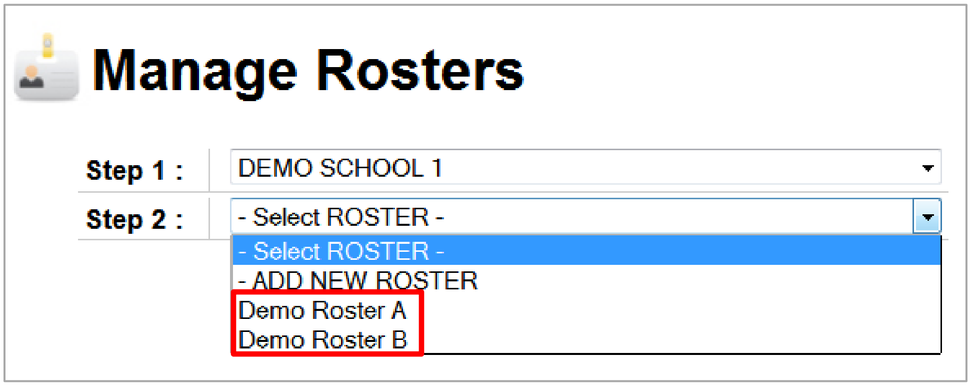


6. In the *Available Students* box, select a student, then click [**Move In >>**] to add that student to the roster. The student's name displays in the *Students in This Roster* box.
   - To select a range of students, select the first student in the range, and then select the last student in the range while holding down the [**Shift**] key on your keyboard. All students between the first and last student become highlighted.
   - To select multiple students individually, select the first student you want to move, then hold down the [**Ctrl**] button as you select more students.
7. When you are finished, click [**Save**].

Editing an Existing Roster

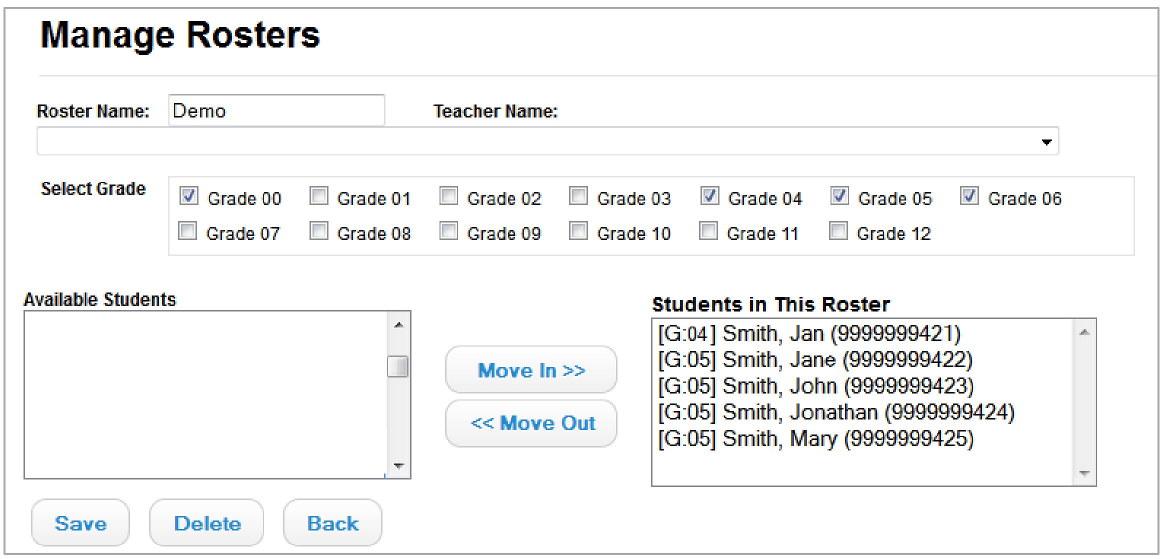
You can edit existing rosters by adding or removing students.

Figure 197. Manage Rosters Window



1. On the Manage Rosters window, select your school's name from the *Select Institution* drop-down list.
2. From the *Select Roster* drop-down list, select the roster you wish to edit.

Figure 198. Edit Roster

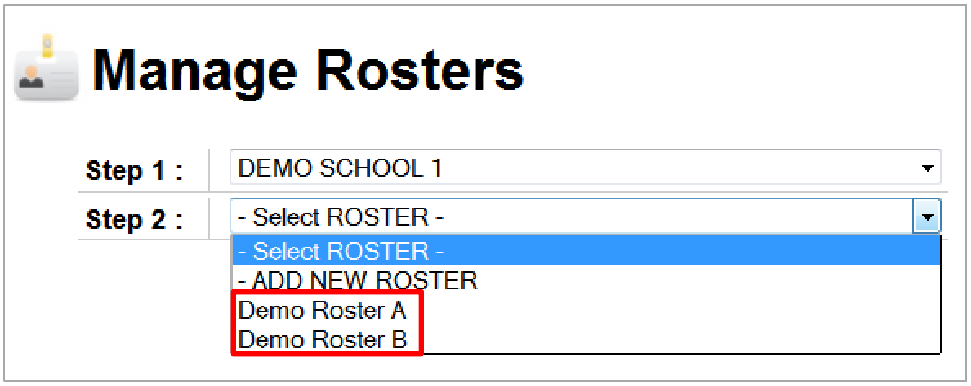


3. You can change the roster's name and modify the membership of the roster by following the same procedure used to create the roster.
4. When you are finished, click [**Save**].

Deleting a Roster

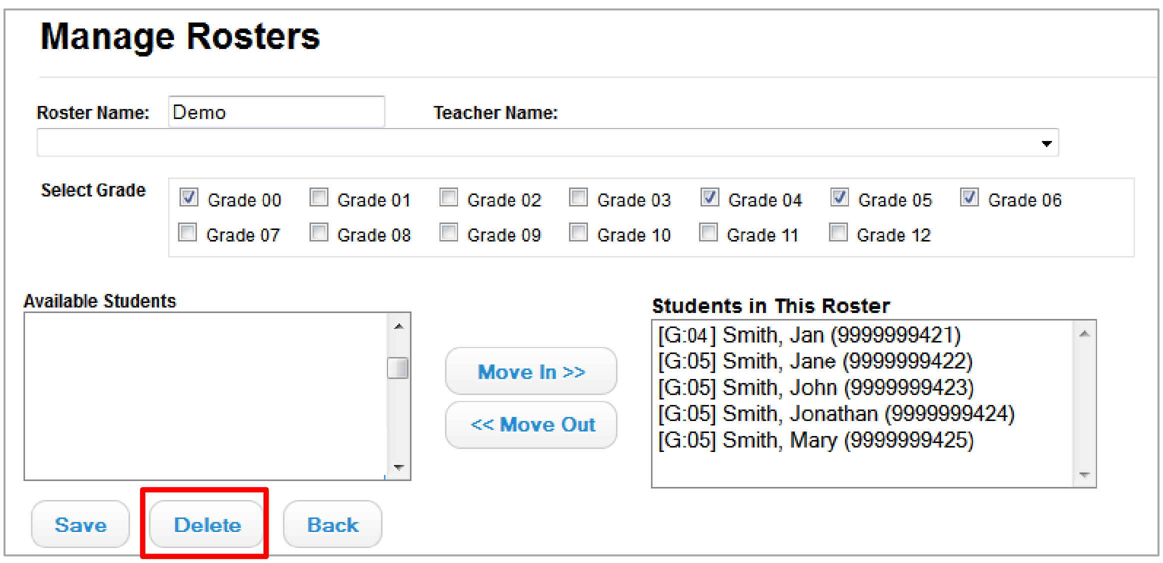
You can also delete rosters from the Manage Rosters window.

Figure 199. Manage Rosters Window



1. On the Manage Rosters window, select your school's name from the *Select Institution* drop-down list.
2. From the *Select Roster* drop-down list, select the roster you wish to edit.

Figure 200. Edit Roster



3. Click [**Delete**]. A pop-up window asks you to confirm your action.
4. Click [**OK**]. The roster is deleted. *Note: Deleting a roster does not delete the information for students in that roster, but it does delete your association with those students.*
5. When you are finished, click [**Save**].

Group Membership NEW

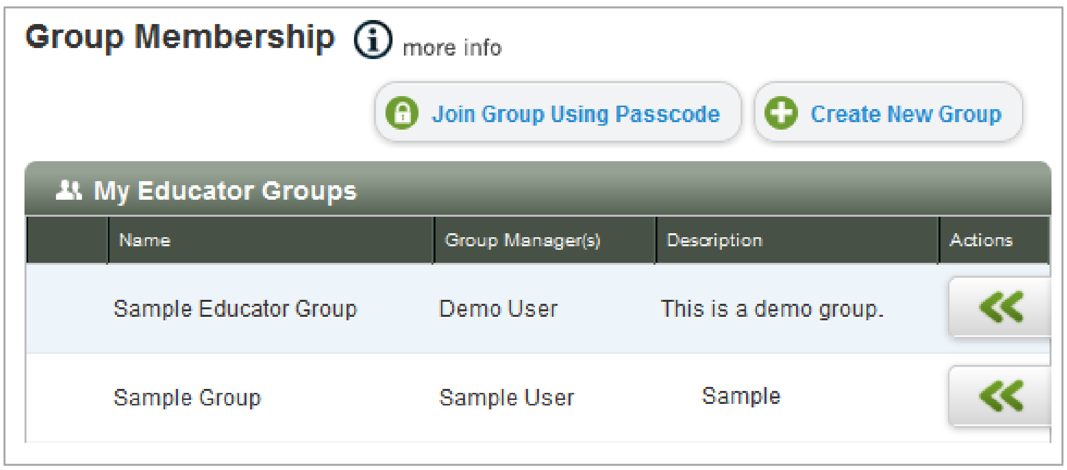
The ***Group Membership*** screen allows you to create and join groups with other educators. Educators who belong to the same educator group can collaborate on activities and share resources in the group's library. A single group can consist of School Educators and Administrative Educators from multiple schools and LEAs.

Alert: Educator groups can only share activities and resources. **They cannot share assignments.** If you add a resource from an educator group to an assignment, it will function just like a regular assignment.

There are three roles available to users in an educator group:

- **Manager**: Managers can view, create, and assign group resources and activities, as well as manage membership. You automatically become manager of groups you create, but a single group may have multiple managers.
- **Contributor**: Contributors can create and assign group resources and activities. Contributors cannot manage group membership.
- **Member**: Members can only view and assign the group's resources and activities. They cannot manage group membership.

Figure 201. Group Membership Screen



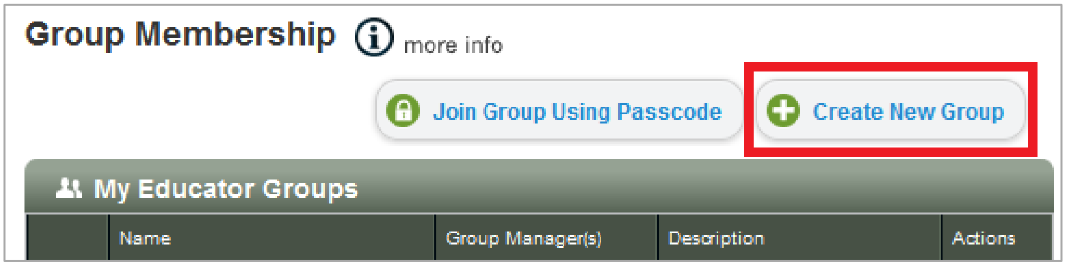
The My Educator Groups table on the ***Group Membership*** screen displays the name, manager(s), description, and Actions toolbar for each educator group you created, joined, or were invited to join.

Creating a New Group

You can create a new educator group and invite other educators to join it. You can invite educators directly by entering their email addresses, or you can enable open admission, allowing educators to join the group at their own leisure.

To create a new educator group:

Figure 202. Create New Group



1. Above the My Educator Groups table, click [**Create New Group**]. The ***Group Details*** screen opens.

---

2. In the *Group Name* field, enter a unique name for the group.
3. In the *Description* field, enter a brief description of the group.
4. Click [**Save**] in the bottom right corner of the screen. You can now manage group membership.

Figure 203. Group Details

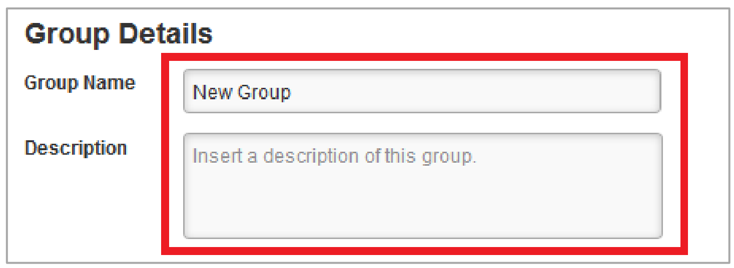
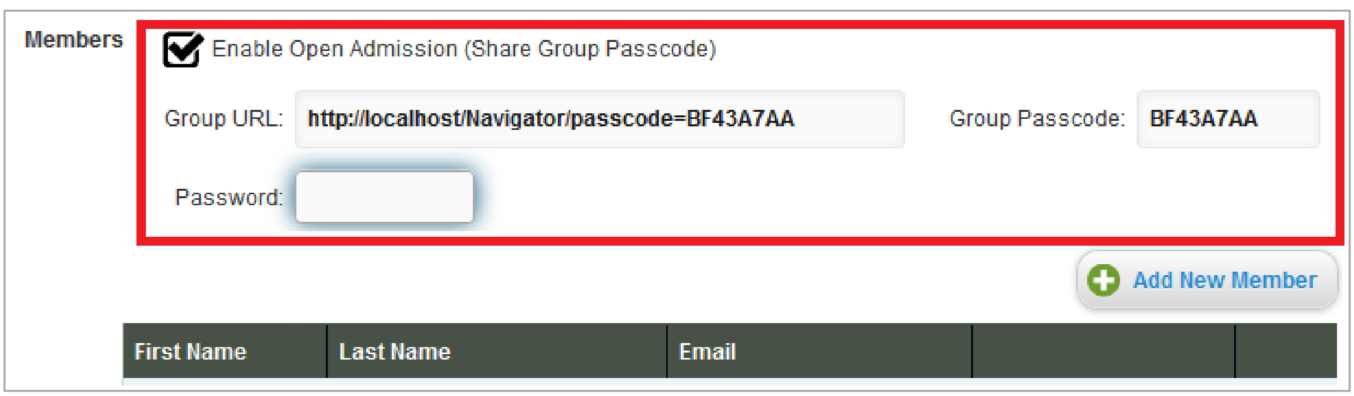


Figure 204. Enable Open Admission

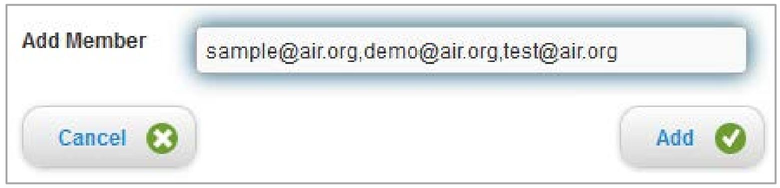


5. If you wish to enable open admission, mark the *Enable Open Admission (Share Group Passcode)* checkbox. When you enable open admission, any educator can join the group by entering the appropriate group details. For more information, see the section Joining a Group Using the Passcode.
   a. Copy the link in the *Group URL* field or the code in the *Group Passcode* field and share it with educators you wish to invite. Educators can use either of these values to join the group.
   b. *Optional*: If you wish to make the group password-protected, enter a password in the *Password* field. Be sure to share this password with the educators you wish to invite.

Figure 205. Add New Member

6. If you wish to invite educators directly, click [**Add New Member**]. The ***Add Members*** screen opens.
   a. In the *Add Member* field, enter the email address of the educator you wish to invite. To invite multiple educators, enter multiple email addresses separated by commas (see Figure 206).
   b. When you are finished, click [**Add**]. Invited educators receive an invitation notification when they access SAGE Formative. Added educators appear on the Group Details table, unless they decline the invitation.

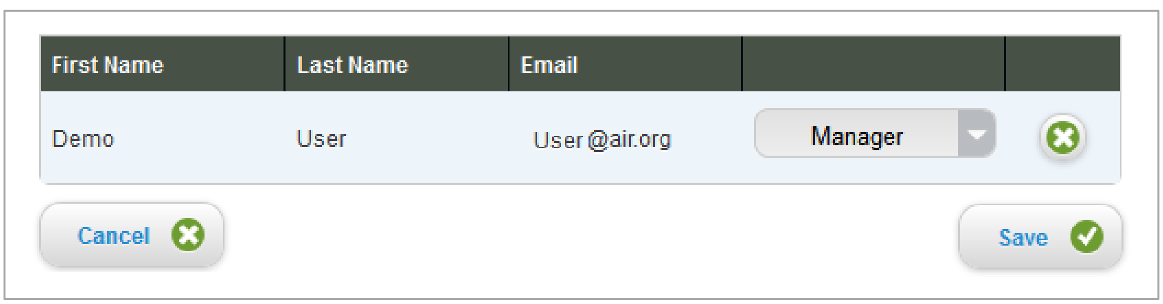
Figure 206. Add Members Screen



Notes:

- The email address you enter in the *Add Member* field must be the same email address the educator uses to log in to SAGE Formative.
- Users do not need to enter a passcode when they are added to the group via email.

Figure 207. Saving Changes



7. To save changes, click [**Save**] in the bottom right corner of the ***Group Details*** screen. To cancel without saving your changes, click [**Cancel**].

Educator Group Libraries

Figure 208. Browse Resources Screen: Educator Group Library

Each educator group has an associated library containing shared resources. When you belong to an educator group, the library for that group is available in the ***Browse Resources*** search panel. You can filter search results to display a group's shared resources. For more information on libraries, see the Library Options section.

- Managers and contributors can create activities in the group's shared Activities table on the ***Activity Builder*** screen and publish them as resources to the group's shared library. For more information on creating activities, see the Collaborating on Shared Activities and Stimuli section.
    - When creating resources, you can select the group's shared library on the ***Create New Resource*** screen. For more information on creating resources, see the Creating a New Resource section.

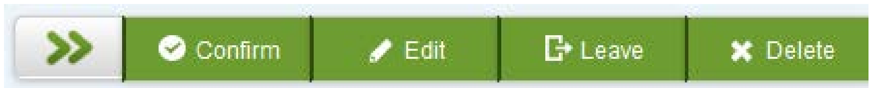
Alert: Educator groups can share activities and resources only. **They cannot share assignments.**

Note: You can also use the Group Membership screen to "back up" your original materials in case you ever have to change your email address and lose access to your account. For a checklist on how to do this, see Appendix F.

Managing Educator Groups

You can manage educator groups using the Actions toolbar in the My Educator Groups table. The actions available in this toolbar depend on your group role and invitation status.

Figure 209. Actions Toolbar

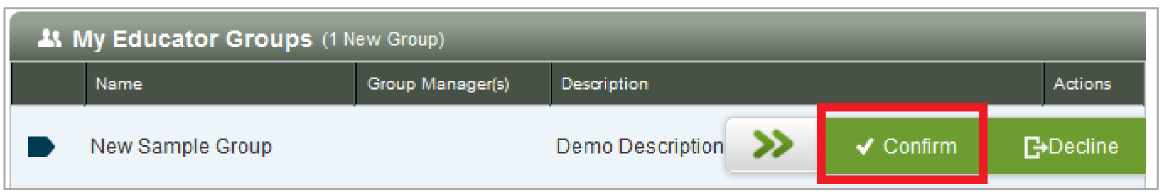


- Managers can edit, leave, and delete a group.
- Contributors and members can leave a group.
- Any educator can confirm or decline a group invitation.

Joining a Group by Invitation

When an educator adds you to a group, that group displays in the My Educator Groups table with an invitation icon next to the name. You can use the Actions toolbar to accept or decline the group invitation.

Figure 210. Confirming an Invitation

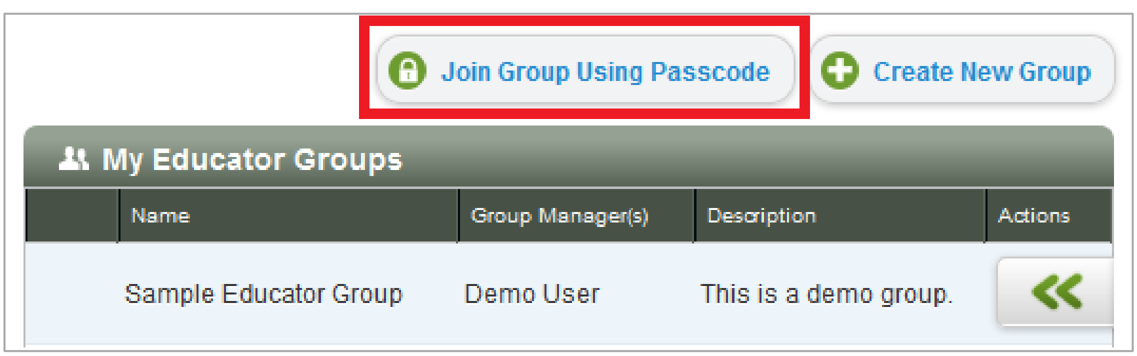


1. On the My Educator Groups table, click [] in the Actions column for a new group. The Actions toolbar expands.
   - To accept the invitation, click [**Confirm**]. The invitation icon no longer appears in the table.
   - To decline the invitation, click [**Decline**]. The group no longer appears in the table. *Note: The group manager is not notified when you decline a group invitation.*

Joining a Group Using the Passcode

When another educator creates a group with open admission enabled, you can join the group manually if you know the Group Passcode (and the password, if necessary).

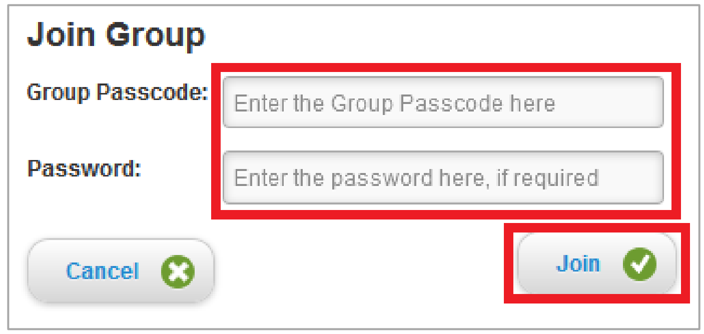
Figure 211. Join Group via URL



1. Click [**Join Group Using Passcode**] above the My Educator Groups table. The ***Join Group*** screen opens. *Note: If the group manager sent you the Group URL link, you can click the link to access this screen directly.*

2. In the *Group Passcode* field, enter the Group Passcode or the URL. *Note: If you access this screen by clicking the Group URL link, this field automatically populates with the passcode.*
    a. If the group is password-protected, enter the password in the *Password* field. You should get this information from the group's manager.
3. Click [**Join**]. The group is added to the My Educator Groups table.

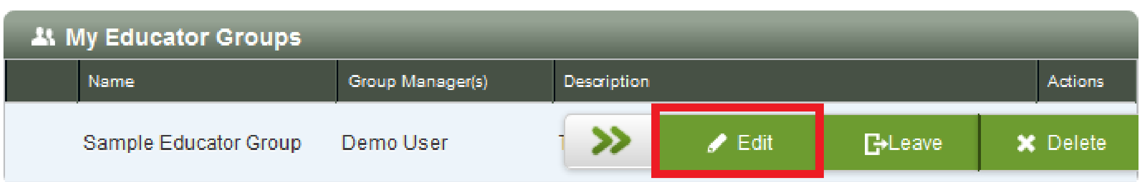
Figure 212. Join Group Screen



Editing a Group

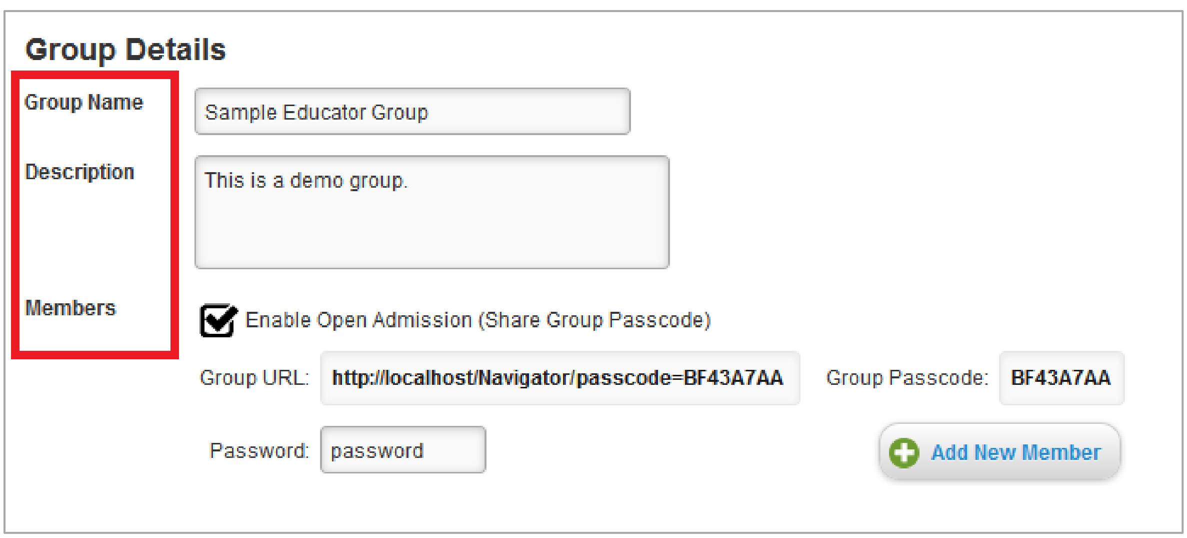
Group managers can edit a group's information.

Figure 213. Edit Group



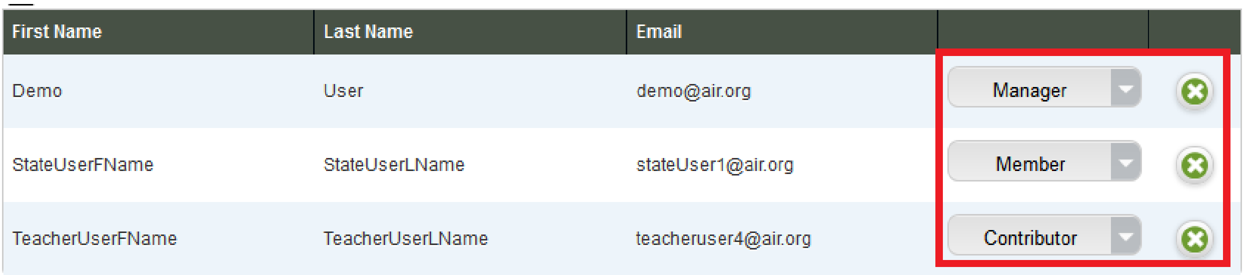
1. Expand the Actions toolbar for a group in the My Educator Groups table and click [**Edit**]. The ***Group Details*** screen opens.

Figure 214. Edit Group Details



2. On the ***Group Details*** screen, you can edit any group information, including the group name, description, and membership. You can also enable or disable open admission.

Figure 215. Edit Group Membership

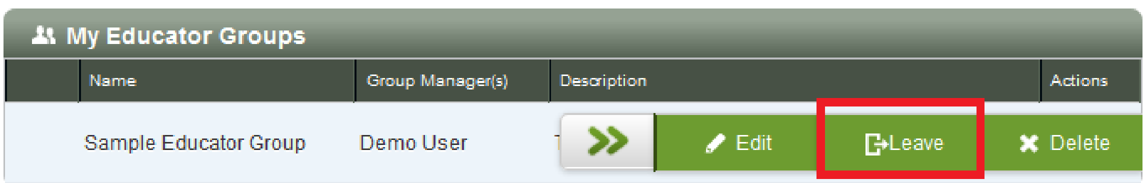


3. The table on this screen displays the group educators' names, email addresses, and roles. To change an educator's role in the group, select a different option from the drop-down list in the fourth column.
4. To remove an educator from the group, click [ ] in that educator's row. The educator no longer appears in the table and cannot use the group's shared library.
5. To save changes, click [**Save**]. To cancel without saving your changes, click [**Cancel**].

Leaving a Group

Educators with a member or contributor role in a group can leave that group whenever they wish. Educators with a manager role can only leave the group if there is another educator in the group with a manager role.

Figure 216. Leaving a Group

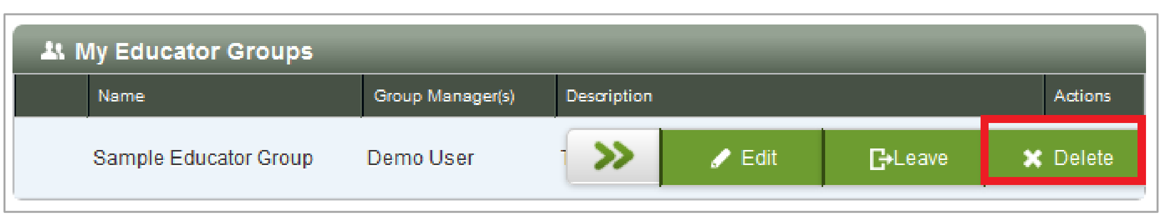


1. To leave a group, expand the Actions toolbar for a group in the My Educator Groups table and click [**Leave**]. The group is removed from the My Educator Groups table. You can no longer use the group's shared activities or resources.

Deleting a Group

Only group managers can delete a group.

Figure 217. Deleting a Group



1. To delete a group, expand the Actions toolbar for a group in the My Educator Groups table and click [**Delete**]. The group is removed from the table. Educators can no longer join this group, access its shared resources and activities, or publish to its library.

Reports

About Formative Reports

SAGE Formative reports present assignment performance data at different levels of aggregation. For a single assignment, you can view performance information for all your classes, all of your assigned students, all students in a single roster, or an individual student. You can also view performance information across multiple assignments.

Alert: SAGE Formative reports provide data that you can use to gauge students' achievement on assignments. However, you should not consider the data in this system to be indicative of how students may perform on the SAGE Summative assessments.

This section of the user guide provides information on accessing and understanding the following reports available in SAGE Formative:

Reports for Educator Assignments:

- **Assignment Summary Reports**
  Assignment Summary reports provide information on how students performed on the selected assignments. You can also view the percentage of students who have not yet started the assignment, and the percentage of students who have completed the assignment.
- **Benchmark Proficiency Reports**
  Benchmark Proficiency Reports provide information on how students performed on each benchmark associated with the selected assignments. You can also view each benchmark description and its related skills and resources.
- **Item Analysis Reports**
  Item Analysis Reports provide information on how students responded to each quiz activity (item) in the selected assignments.

Educator Assignment Reports: Getting Started

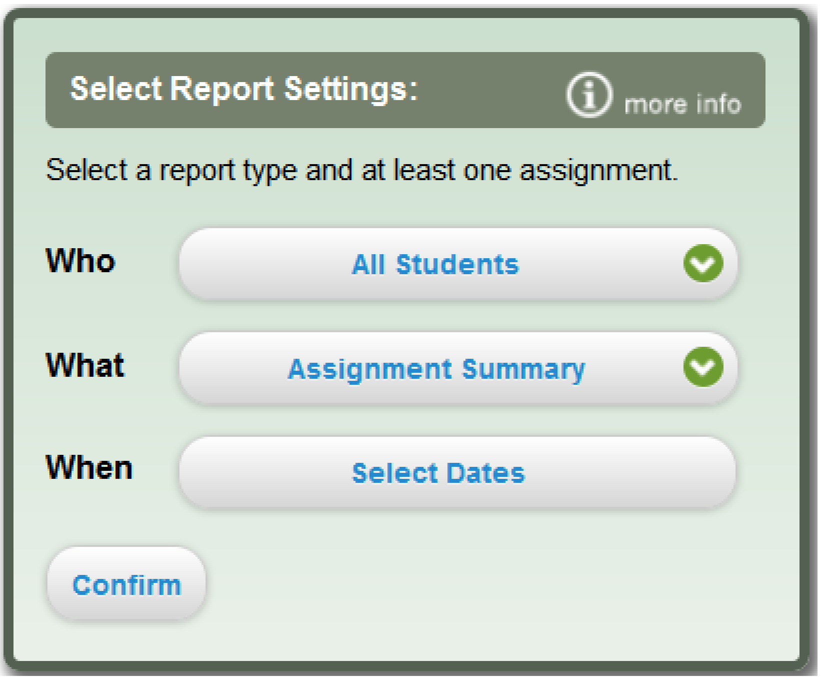
Formative reports are structured to help you answer questions you may have about how students performed on a given assignment. Navigation of the system is centered on three dimensions that ask the following:

- **Who:** Whose data do you want to see? All rosters, a single roster, assigned students, or an individual student?
- **What:** What data do you want to view? Assignment results, benchmark results, or item-specific information?
- **When:** Do you want to view performance from a specific window in time? Do you want to view performance on a single assignment? How do you want to handle incomplete activities?

When you navigate to the ***Reports*** screen, the **Report widget** appears. This widget allows you to select the parameters for each available report dimension. This widget is also accessible from within each report.

Table 8 defines each dimension and the available categories and options.

Figure 218. Report Widget (default view)



Alert: Use the Report Widget to navigate the ***Reports*** screen. You should not use your browser's back button, as this could clear the report parameters.

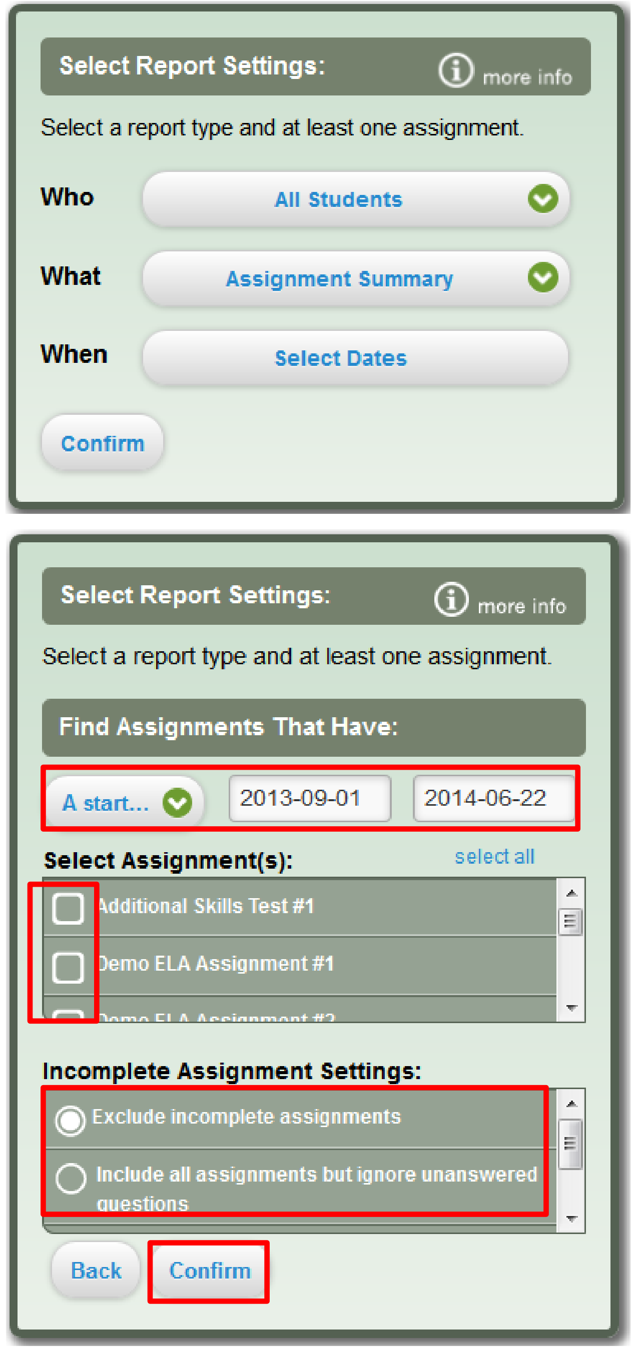
Table 8. Report Widget Dimensions (default)

Dimension	Categories/Options	Option Descriptions
Who (Students and rosters included in the report)	All Students (default)	View all students who have ever been a member of at least one of your rosters.
	Class/Group	These options are available after navigating to a report table. For more information, refer to [Navigating Between Dimensions and Report Levels]().
	Assigned Students	
	Student	
What (Type of report)	Assignment Summary *(default)*	View average and raw scores for selected assignments, as well as the percentage of students who have completed or not yet started selected assignments.
	Benchmark Proficiency Report	View proficiency for each benchmark associated with the quiz items in the assignment. You can also view a description of each benchmark and its related skills and resources.
	Item Analysis Report	View a summary for each quiz item in the selected assignment(s). You can view each item and the distribution of student responses.
When (Assignments included in the report)	**Find Assignments That Have:** • A start date in the selected date range (default) • A due date in the selected date range • Start and due dates in the selected date range	This category is used to filter the list of assignments available for selection.
	Select Assignments: (varies by educator)	Select at least one assignment. *Note: If multiple assignments are selected, the report displays each one side by side.*
	Incomplete Assignment Settings: • Exclude incomplete assignments • Include all assignments but ignore incomplete activities • Include all assignments and score incomplete activities as zero	This category tells SAGE Formative how to handle assignments that were not fully completed by students.

Generating a Report

To generate a report from the Report Widget, follow these instructions.

Figure 219. Generating Report



1. Confirm that "All Students" is selected from the *Who* drop-down list. More options will become available in this drop-down list after you generate the report.

2. From the *What* drop-down list, select a report type.

3. Click [**Select Dates**]. The assignment selection window loads.

    a. From the drop-down list, select an assignment date option.

    b. Click in each date box to select a date range. The first box is the beginning date, and the second box is the end date.

       (By default, the date range is the first and last date of the current school year.)

    c. Mark the checkbox for each assignment you want to include in the report.

       *Note: You may select multiple assignments. To do so, mark the checkbox for each assignment, or click [**Select All**].*

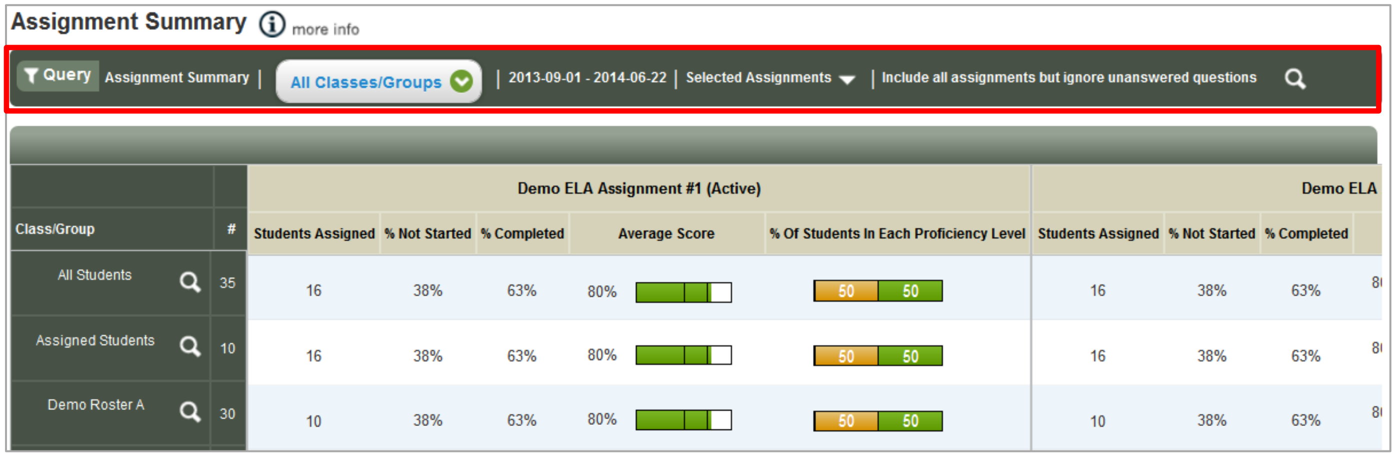
    d. Select a setting for incomplete assignments.

4. When you have finished, click [**Confirm**]. The selected report generates.

Report Layout and Features

All reports are in table format. These reports include a Query bar that displays your selected report parameters.

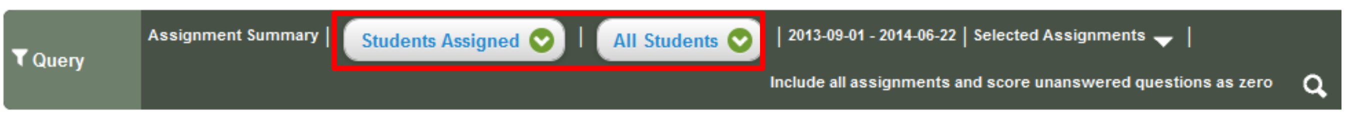
Figure 220. Query Bar



Navigating Between Dimensions and Report Levels

On any report screen, you can change the dimension settings of the selected report.

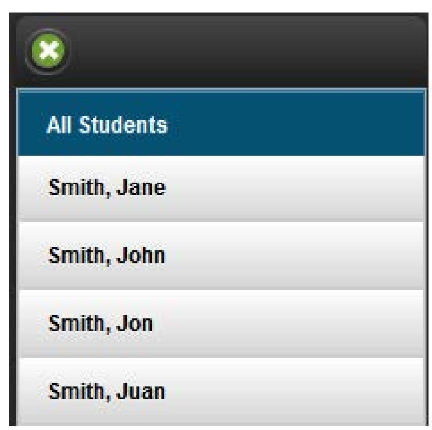
Figure 221. All Students Drop-Down List



To change only the Who dimension of the selected report:

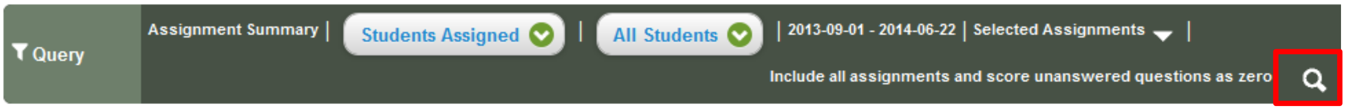
- In the Query bar, select an option from the drop-down list next to the report name. The report screen automatically updates to the selected *Who* category.
- If you select a roster, the *All Students* drop-down list appears to the right.
    - o To view an individual student's performance data, open the *All Students* drop-down list and select that student.

Figure 222. All Students List



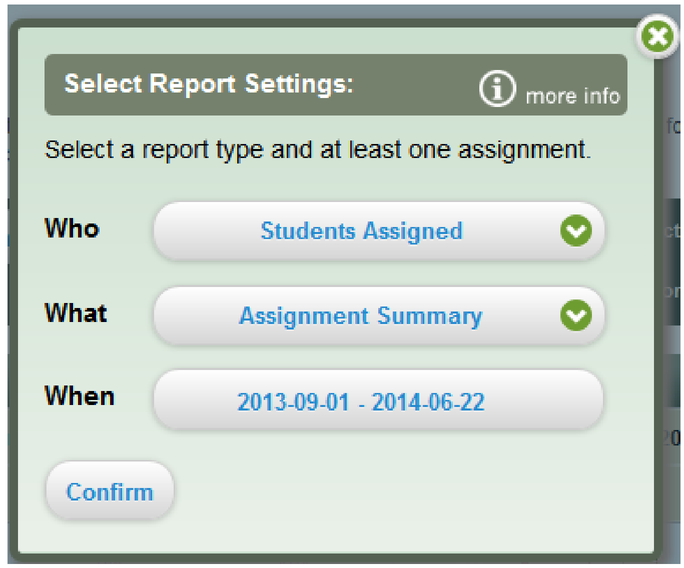
To change other report parameters:

Figure 223. Magnifying Glass



1. Click [] in the Query bar or next to a name in the first report column.

Figure 224. Report widget



2. In the Report Widget, select the parameter(s) you want to change. *Note: The* Who *dimension drop-down list now displays all available options.*

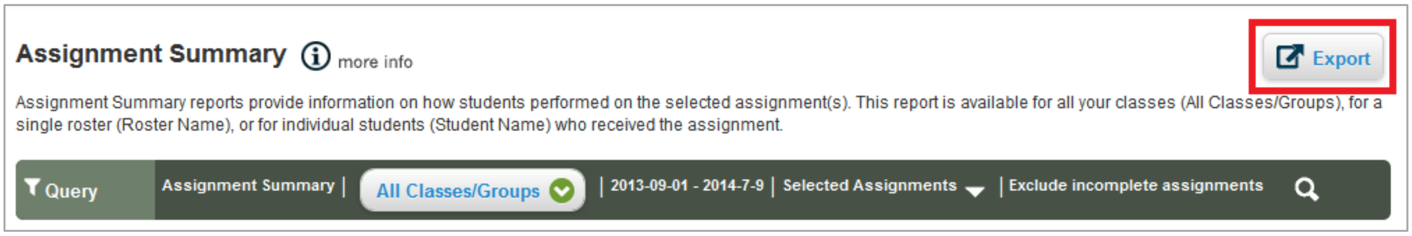
3. Click [**Confirm**]. The report updates based on the selected parameters.

Alert: Use the Report Widget to navigate back to the original report that you generated. You can access the widget by clicking the magnifying glass icon in the Query bar. You should not use your browser's back button, as this could clear the report parameters.

Exporting Reports NEW

You can now export the data in Assignment Summary, Benchmark Proficiency, and Item Analysis Reports. SAGE Formative exports reports as CSV files.

Figure 225. Export Roster Information

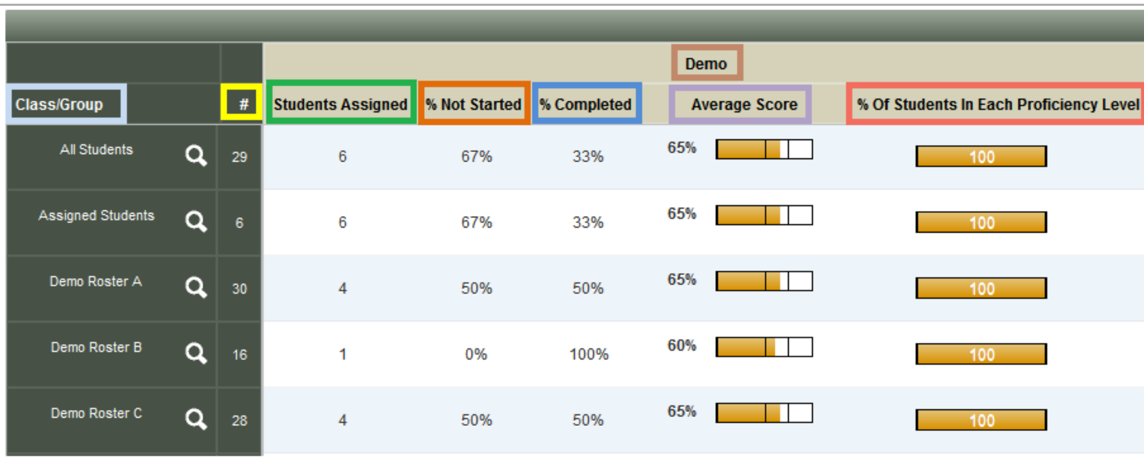


To export a report:

1. After generating a report, click [**Export**] above the report. A file dialog box appears.
2. Save the file to the desired location on your computer, and open it using Microsoft Excel or a compatible program (for CSV files).

Figure 226 below displays an Assignment Summary report and its corresponding exported report in Excel.

Figure 226. Exported Report Comparison



Assignme	Class/Group	# Of Stude	# of Stude	% of Stud	% of Students Comp	Average Score(%)	% of Students In Low	% of Students In Middle	% of Students In High Proficiency
Demo	AllStudents	29	6	67	33	65	0	100	0
Demo	AssignedStudents	6	6	67	33	65	0	100	0
Demo	Demo Roster A	30	4	50	50	65	0	100	0
Demo	Demo Roster B	16	1	0	100	60	0	100	0
Demo	Demo Roster C	28	4	50	50	65	0	100	0

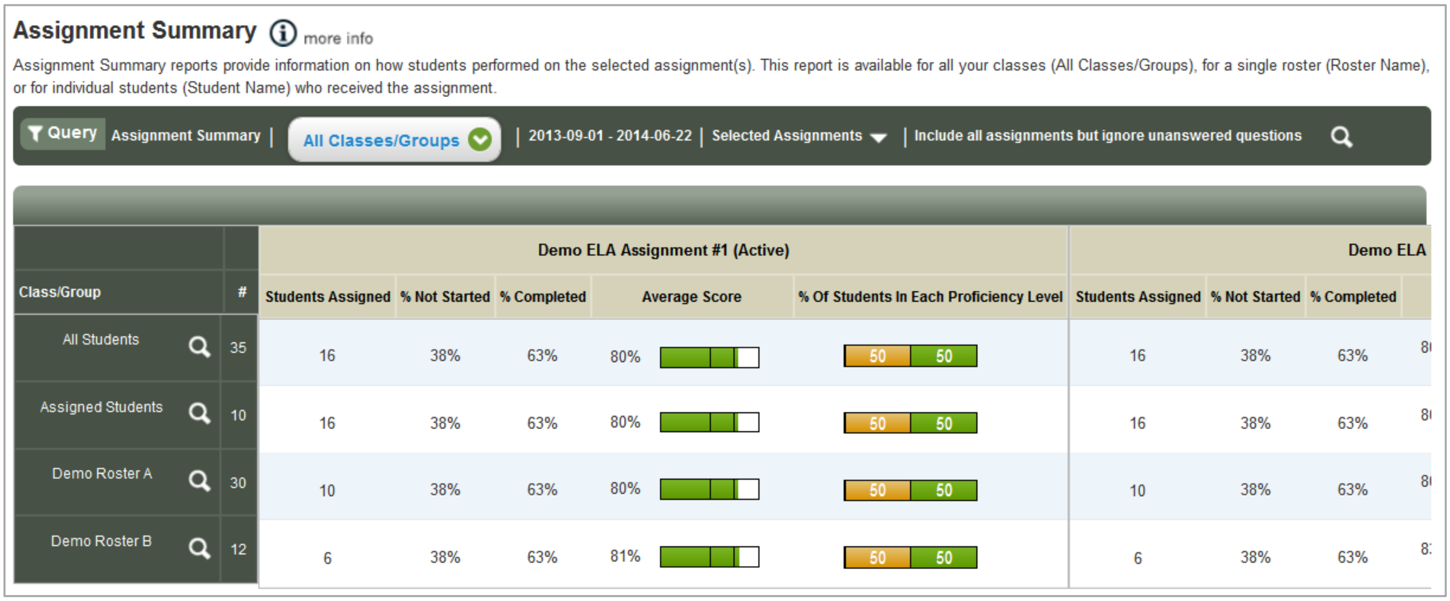
Notes:

- The column headers are not actually color-coded in the exported file. The shadings in the figure above were added to indicate the corresponding report data element for each column in the exported file.
- The % of Students in Each Proficiency Level column is converted into three columns in the exported file, one for each proficiency level.

Assignment Summary Reports

Assignment Summary reports provide overall assignment information for the selected assignments, such as average scores and completion rates.

Figure 227. Sample Assignment Summary Report (All Classes/Groups View)


Assignment Summary more info

Assignment Summary reports provide information on how students performed on the selected assignment(s). This report is available for all your classes (All Classes/Groups), for a single roster (Roster Name), or for individual students (Student Name) who received the assignment.

Query | Assignment Summary | All Classes/Groups | 2013-09-01 - 2014-06-22 | Selected Assignments | Include all assignments but ignore unanswered questions

		Demo ELA Assignment #1 (Active)					Demo ELA		
Class/Group	#	Students Assigned	% Not Started	% Completed	Average Score	% Of Students In Each Proficiency Level	Students Assigned	% Not Started	% Completed
All Students	35	16	38%	63%	80%	50 50	16	38%	63%
Assigned Students	10	16	38%	63%	80%	50 50	16	38%	63%
Demo Roster A	30	10	38%	63%	80%	50 50	10	38%	63%
Demo Roster B	12	6	38%	63%	81%	50 50	6	38%	63%

You can view Assignment Summary reports for all your rosters, a single roster, assigned students, or individual students.

The data columns that display in Assignment Summary reports depend on who the report is focused to: all students, a single roster, or a single student.

Assignment Summary Reports for All Classes/Groups

By default, the Assignment Summary Report table displays aggregated data for all students who have ever been a member of your rosters in the current school year. At least three rows of data are initially visible:

- All Students
- Assigned Students
- [Roster] *(Note: If you have more than one roster, a row for each roster appears.)*

Table 9 provides a description of each column in the default Assignment Summary report.

Table 9. Assignment Summary Report Column Descriptions (All Students/Classes/Groups)

Column	Description
Class/Group	Displays the classes/groups included in the report.
#	Displays the total number of students ever associated with the category in the Class/Group column during the current school year. For example, if Demo Roster A appears in the report, and it initially had 15 students, but was later modified to have only 10 students, then “15” still displays.
Assigned Students	Displays the number of students for each class or group who received the selected assignment. *This number does not indicate whether students completed the assignment.*
% Not Started	Displays the percentage of assigned students who have not started the assignment.
% Completed	Displays the percentage of assigned students who completed the assignment.
Average Score	Displays the average score earned on the assignment. • The percent indicates the average percent score. • The proficiency level bar displays the cut scores established when you created the assignment. The color reflects the percentage score displayed and the corresponding proficiency level category (Not Proficient, Needs Improvement, or Proficient). *Note: If you want to change the assignment cut score levels, you must edit the assignment. (For information, see the Creating Assignments section.)*
% of Students in Each Proficiency Level	Displays the percentage of students whose scores were in each of the three proficiency level ranges: Not Proficient (red), Needs Improvement (yellow), and Proficient (green).

Assignment Summary Reports for Rosters, Assigned Students, or Individual Students

If you focus the report to a roster, assigned students, or an individual student, the Assignment Summary report displays four data columns per assignment instead of six. The report also displays the students associated with the roster and assignment.

Table 10 provides an overview of the columns available for rosters, assigned students, and individual students.

Figure 228. Sample Assignment Summary Report (Roster View)

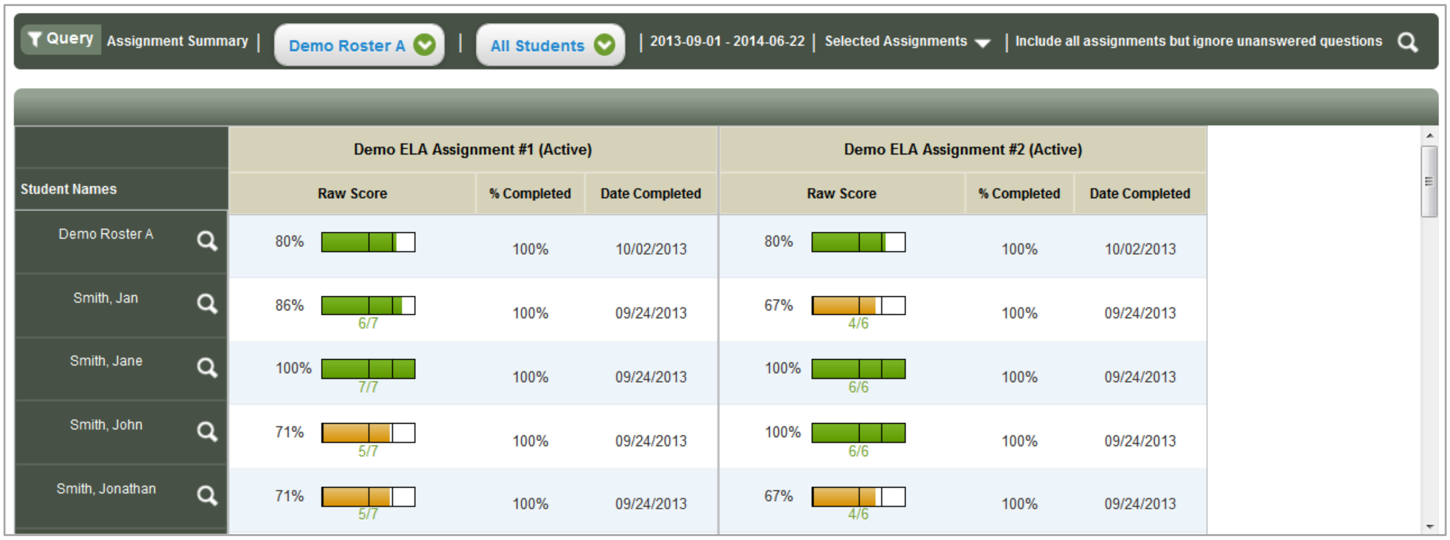


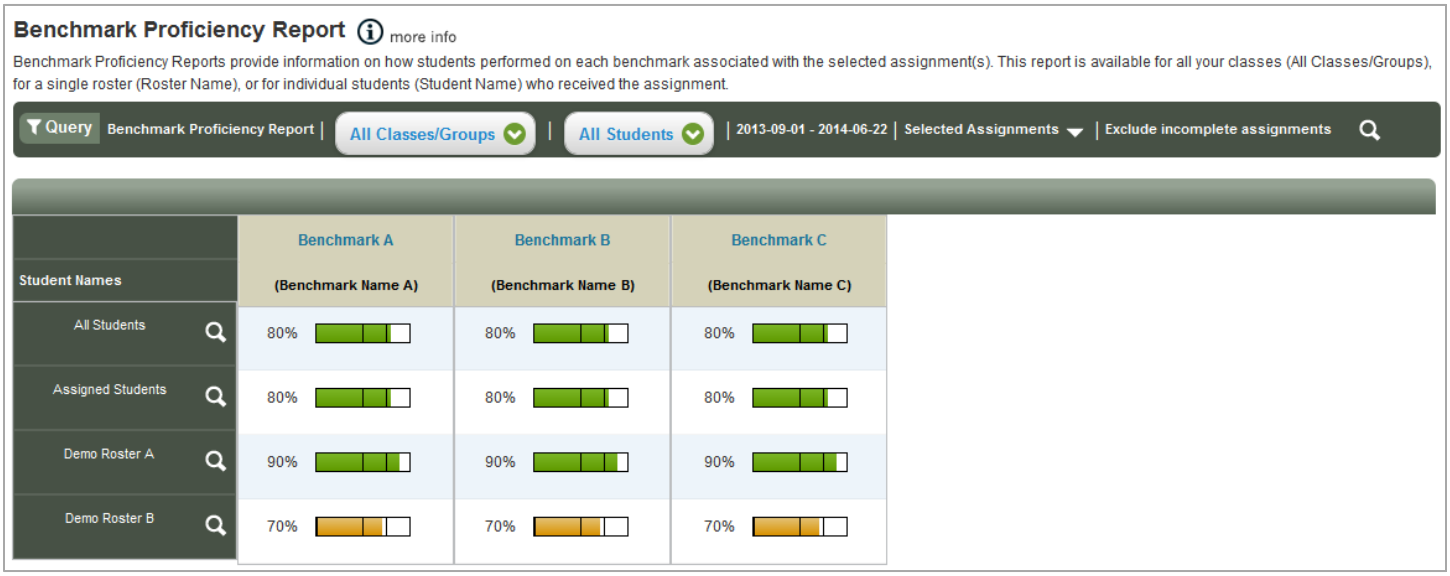
Table 10. Assignment Summary Column Descriptions (Roster/Assigned Students/Individual Students)

Column	Description
Student Names	Students included in the report.
Raw Score	Raw score data for the students and groups in the report. • For groups, this column displays the average raw score earned by the students in the group. • For each student listed, this displays the student's actual earned raw score.
% Completed	• For groups, this column displays the average percentage of assignment activities that students completed. • For individual students, this column displays how much of the assignment was completed. • If viewing by roster, "N/A" displays for any students not given the assignment.
Date Completed	Date that each student completed the assignment. For students who did not complete the assignment, "N/A" appears.

Benchmark Proficiency Reports

Benchmark Proficiency Reports provide information on students' proficiency for each benchmark associated with the activities in the selected assignments. Activities can be aligned to one or more benchmarks.

Figure 229. Sample Benchmark Proficiency Report



The proficiency level for each benchmark depends on three factors:

- The number of activities in the selected assignments associated with the benchmark.
    - If multiple assignments are selected for the report, and each assignment has activities aligned to a single benchmark, then the student's response to each activity factors into the overall proficiency level for that benchmark.
- The student's response to each activity.
- The proficiency level cut scores for the benchmarks. The default values are:
    - Low cut score: 50%
    - High cut score: 75%

Note: You can edit the cut scores for each benchmark in your report. For more information, see the [Editing Benchmark Proficiency Levels](#) section.

You can view benchmark proficiency data for all your classes, a single roster, assigned students, or individual students. You can also view information about each benchmark, including its related skills.

- By default, the Benchmark Proficiency Report table displays proficiency level data for All Classes/Groups.

Benchmark Proficiency Reports for All Classes/Groups

By default, the Benchmark Proficiency Report table displays aggregated data for all students who have ever been a member of your rosters. At least three rows of data are visible initially:

- All Students
- Assigned Students
- Roster *(Note: If you have more than one roster, a row for each roster appears.)*

Figure 230. Sample Benchmark Proficiency Report (All Classes/Groups View)

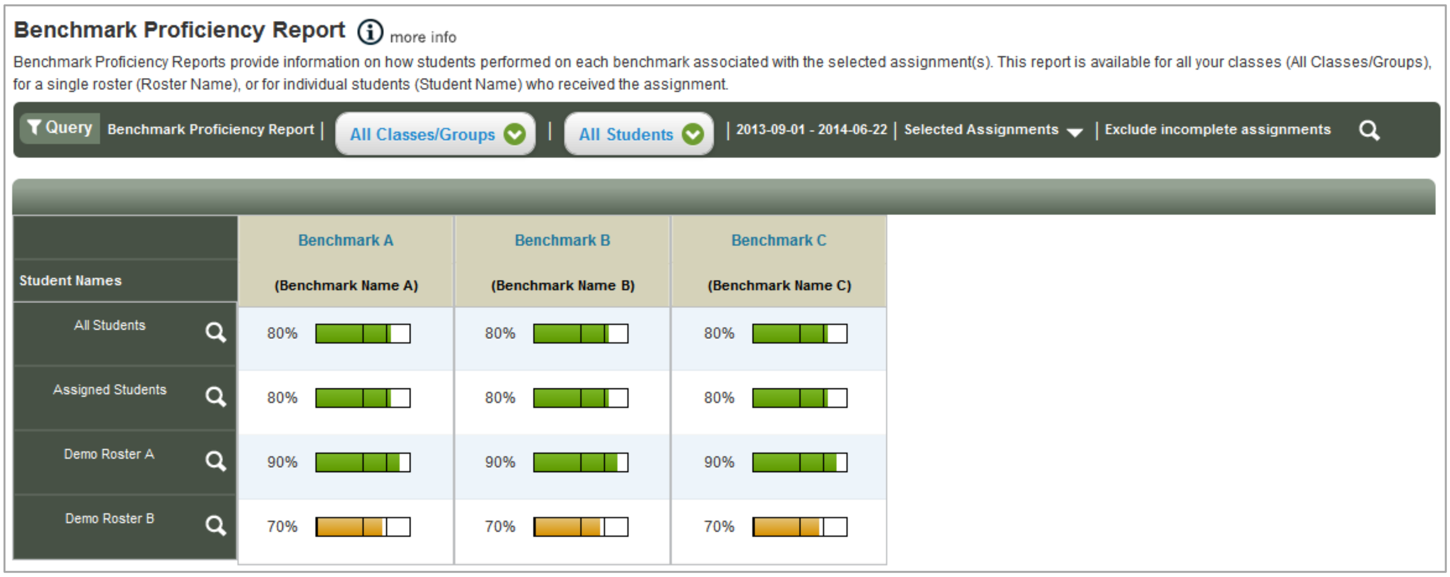


Table 11 provides a description of each column in the default Benchmark Proficiency Report.

Table 11. Benchmark Proficiency Report Column Descriptions (All Students/Classes/Groups)

Column	Description
Class/Group	Displays the groups included in the report.
Benchmark(s)	Each benchmark column header displays the benchmark code and its descriptive name. Each benchmark column displays a percentage score and the corresponding proficiency level category. • The percentage score represents the total earned points out of the total possible points on each item aligned to the benchmark for each student who started or completed the assignment. This score computation also depends on the incomplete assignment settings. • The proficiency level bar displays the cut scores selected when you created the assignment. You can change the cut scores for each benchmark (see the Editing Benchmark Proficiency Levels section). The color reflects the percentage score and the corresponding proficiency level category (Not Proficient, Needs Improvement, or Proficient).

Benchmark Proficiency Reports for Rosters, Assigned Students, or Individual Students

If you focus your report to display a roster, assigned students, or an individual student, the Benchmark Proficiency Report displays rows of information for students.

Figure 231. Sample Benchmark Proficiency Report (Roster View)

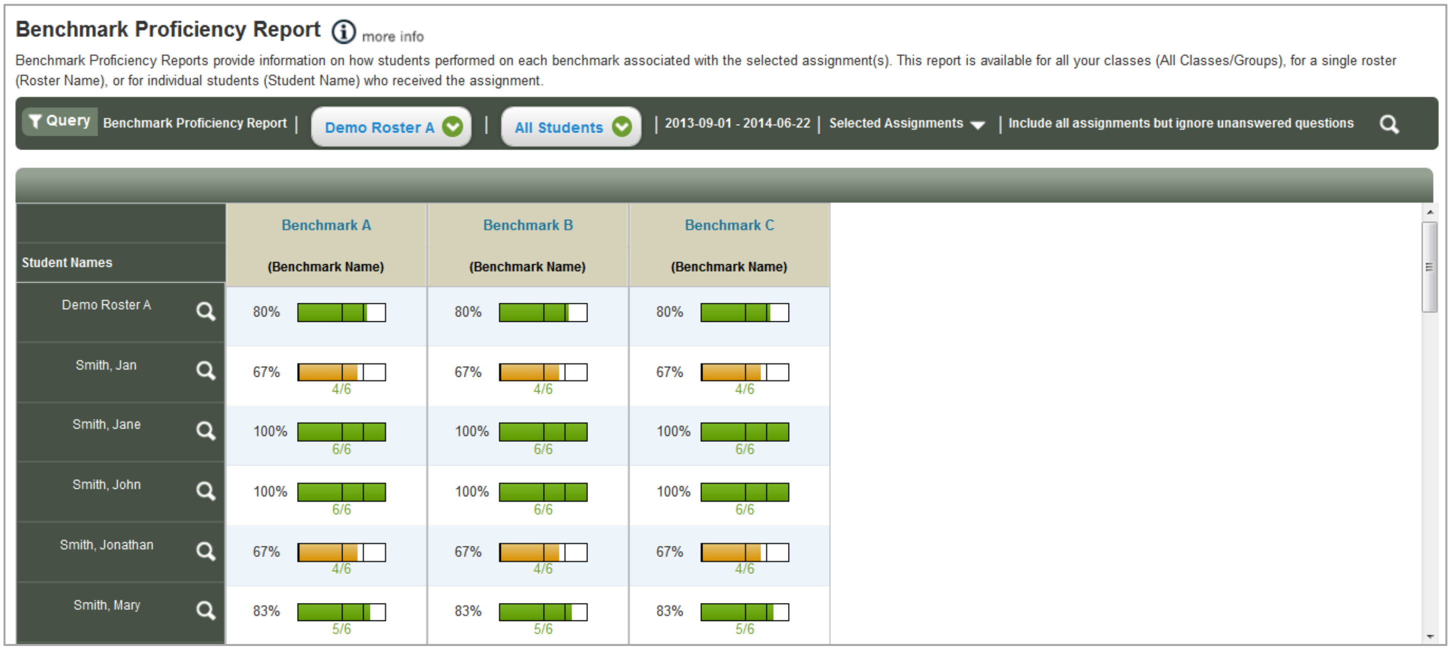


Table 12. Benchmark Proficiency Report Column Descriptions (Roster/Assigned Students/Individual Students)

Column	Description
Student Names	Displays a selected roster and its associated students.
Benchmark(s)	Each benchmark column header displays the benchmark name and its descriptive name. **For Classes/Groups (Assigned Students):** Each benchmark column displays a percentage score and the corresponding proficiency level category. • The percentage score represents the total earned points out of the total possible points on each item aligned to the benchmark for each assigned student. This score computation also depends on the incomplete assignments settings. • The proficiency level bar displays the cut scores selected when you created the assignment. You can change the cut scores for each benchmark (see the Editing Benchmark Proficiency Levels section). The color reflects the percentage score and the corresponding proficiency level category (Not Proficient, Needs Improvement, or Proficient). **For Individual Students:** Each benchmark column displays a percentage score and the corresponding proficiency level category, as well as a raw score. The raw score displays the total points earned out of the total possible points for all assignment activities that were aligned to the benchmark. *Note: This raw score also depends on the selected incomplete assignment settings.*

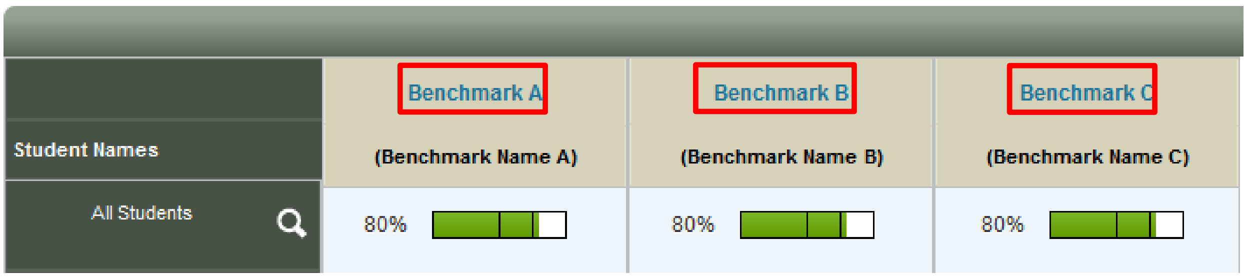
Viewing Benchmark Information and Editing Proficiency Levels

You can also view information about each benchmark and edit the proficiency levels.

Viewing Benchmark Information and Related Standards

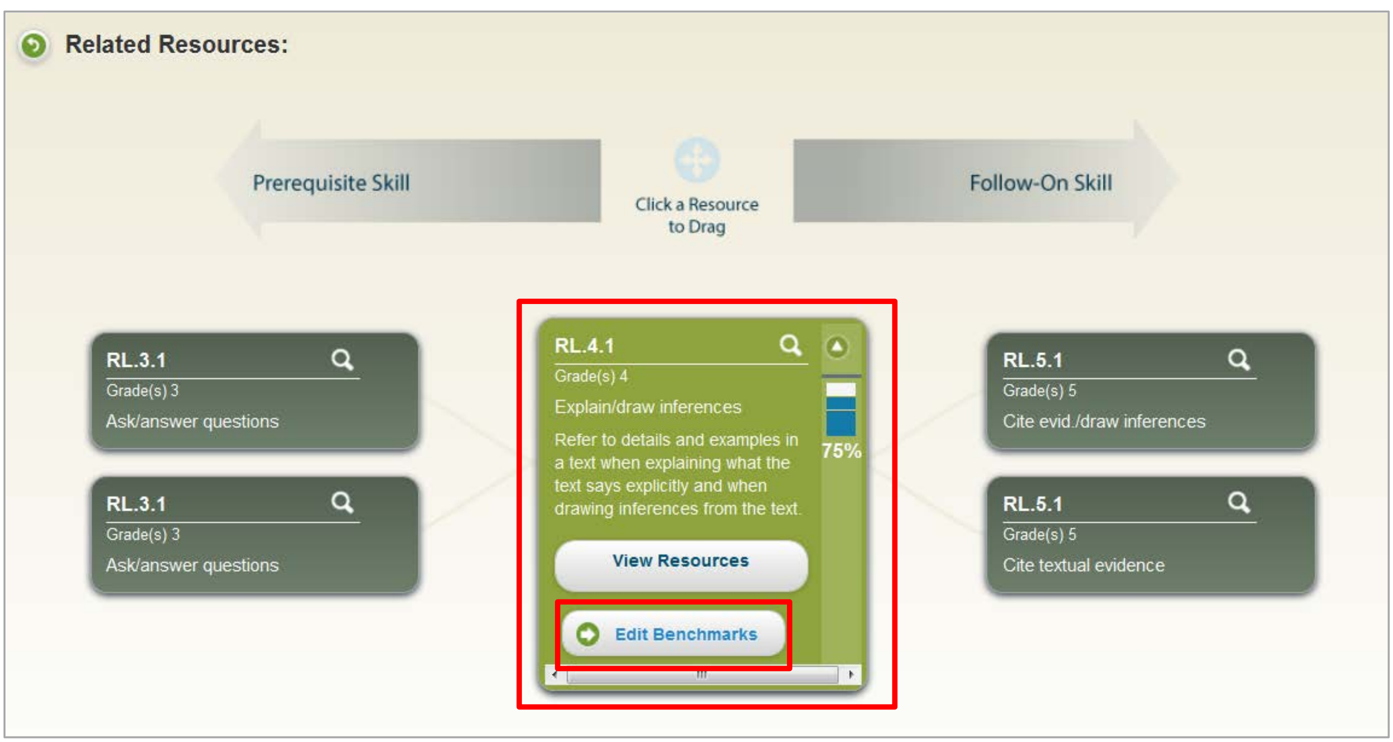
The ***Related Standards*** screen displays the description of the selected benchmark and its related skills. You can also view resources aligned with the benchmark. This screen's functionality is similar to that which is accessed from the ***Browse Resources*** screen. However, this screen also allows you to edit the proficiency level cut scores for the selected benchmark.

Figure 232. Sample Benchmark Proficiency Report (Header Row)



- On the ***Benchmark Proficiency Report*** screen, click a Benchmark name. The ***Related Standards*** screen loads.
  - o The selected benchmark appears in the center in red, green, or yellow depending on the average proficiency level (based on the report filter you were viewing). The average proficiency percentage also displays as a graph in the corner of the benchmark.

Figure 233. Related Standards Screen

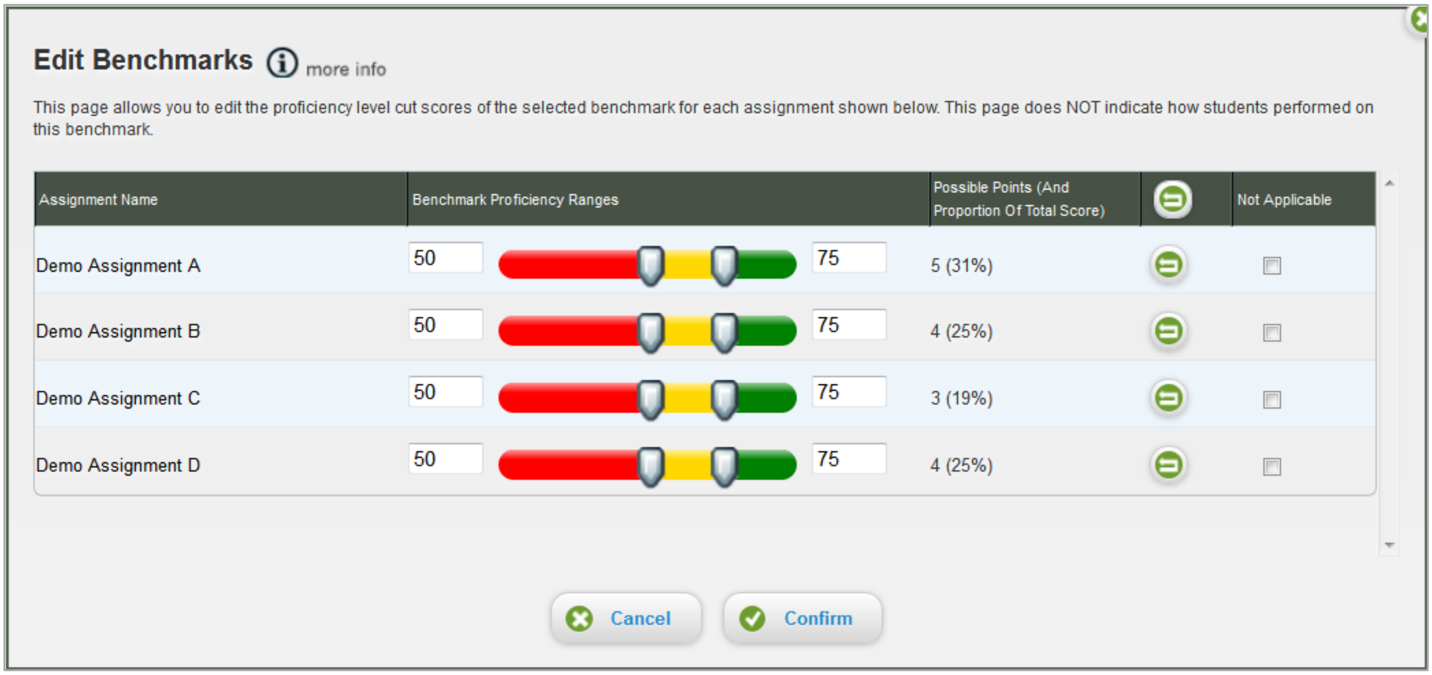


Editing Benchmark Proficiency Levels

You can edit the selected benchmark's proficiency level cut scores without affecting the cut scores used to score the assignment.

- On the ***Related Standards*** screen, click [**Edit Benchmarks**]. The Edit Benchmarks window opens.

Figure 234. Edit Benchmark Proficiency Levels Window



Understanding the Edit Benchmarks Window

The Edit Benchmarks window displays each assignment included in the Benchmark Report that has at least one activity aligned to the selected benchmark. This window also displays the proficiency level range for each assignment, the total points possible, and the proportion of each assignment's contribution to the overall benchmark total. Table 13 explains how the Possible Points (Proportion of Total Score) column is calculated based on the example below.

Example:
You have four assignments with a total of 13 items aligned to the selected benchmark. The total number of points possible across those items is 16 points.

Table 13. Calculating the Possible Points (Proportion of Total Score) Column in the Edit Benchmarks Window

Assignment	# of Items and Weight	Total Possible Points	Proportion of Total Score
Assignment A	5 items (1 point each)	5	31% (5/16)
Assignment B	2 items (2 points each)	4	25% (4/16)
Assignment C	3 items (1 point each)	3	19% (3/16)
Assignment D	3 items (two 1 point each and one 2 points)	4	25% (4/16)
Total	**13 items**	**16 points**	**100%**

To edit the benchmark proficiency levels:

Figure 235. Proficiency Levels

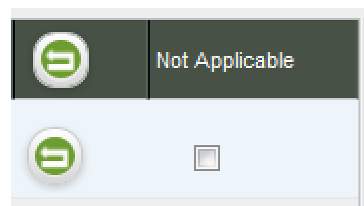
- Click and drag the sliders up and down the scale. The numbers in the left (low cut) and right (high cut) text boxes updates automatically. You can also edit the numbers directly in the text boxes.

To reset the benchmark proficiency levels to the default settings:

- For an individual assignment, click [ ] (in the fourth column) in that row.
- For all assignments, click [ ] in the column header.

To exclude an assignment from the calculation of the overall benchmark proficiency:

Figure 236. Not Applicable Checkbox



1. Mark the checkbox in the Not Applicable column for that assignment.
2. Click [ ] for that assignment. The Total Points (Proportion of Total Score) column updates to exclude the selected assignment.

Notes:

- You can edit the benchmark proficiency levels independently for each assignment displayed in this window.
- The changes you make in this window do NOT affect the overall assignment proficiency level cut scores.
- Changes made on this window are reflected on the Benchmark Proficiency Report.

Item Analysis Reports

Item Analysis Reports provide information on how students responded to each quiz item (scored activity) included in the selected assignment.

As with the Assignment Summary and Benchmark Proficiency Reports, you can view item analysis data for all your classes, a single roster, assigned students, or an individual student.

Item Analysis Reports for All Classes/Groups, Assigned Students, and Individual Rosters

By default, the Item Analysis Report displays each selected assignment in a row. Table 14 below defines each column in the default view.

Figure 237. Sample Item Analysis Report (Default)

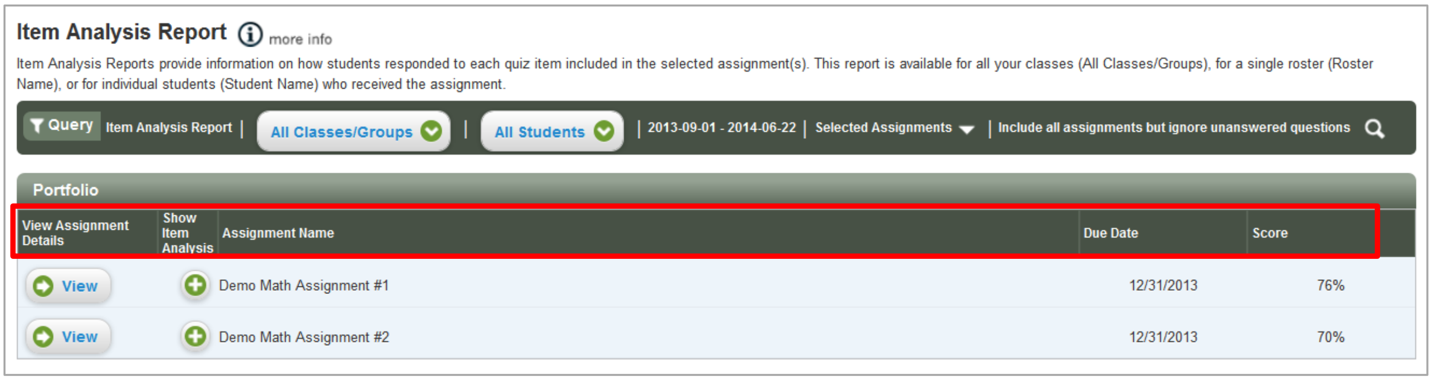


Table 14. Default Item Analysis Report Table (Classes/Groups, Assigned Students, Roster View)

Column	Description
View Assignment Details	Displays a [**View**] button for each assignment included in the report. To view the assignment and item information, click [**View**].
View Item Analysis	Displays a plus [ ] button for each assignment included in the report. This button expands the assignment section to display the Item Analysis breakdown, which provides additional information for the assignment.
Assignment Title	Name of the assignment.
Due Date	Scheduled due date for the assignment.
Score	Average percentage score for the group or the individual student's raw score for the assignment, depending on the selected *Who* dimension.

Table 15 below defines each column in the selected assignment's Item Analysis breakdown.

Figure 238. Sample Item Analysis Report (Showing Item Analysis)

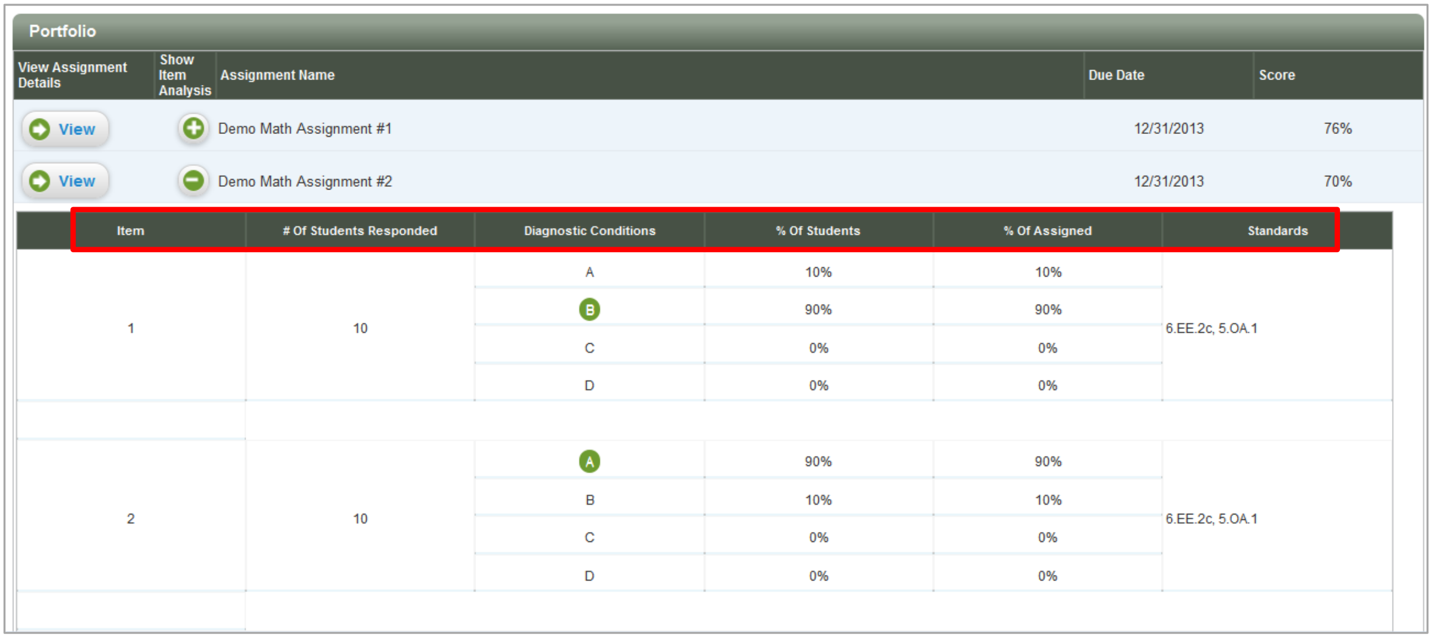


Table 15. View Item Analysis Column Descriptions

Column	Description
Item	Item number in the assignment.
# of Students Responded	Number of students in the group who responded to the item.
Diagnostic Conditions	For Multiple-Choice items, this column displays the response options (A, B, C, or D). The highlighted response option is the correct answer. For technology-enhanced items (e.g., hot spot, equation, matching), this column displays the criteria required for a correct answer.
% of Students	Percentage of students in the group who selected each response option or met each diagnostic criterion for an item.
% of Assigned	Percentage of all students within the state who selected each response option or met each diagnostic criterion for an item. This column allows you to compare your students' averages against the averages of all students who completed this item.
Standards	Benchmark code(s) associated with the item.

View Assignment Details for All Classes/Groups, Individual Rosters, or Assigned Students

The ***Assignment Details*** screen in the Item Analysis Report allows you to view all the assignment items, the analysis of each item, and the raw item score analysis.

Figure 239. View Assignment Details Screen

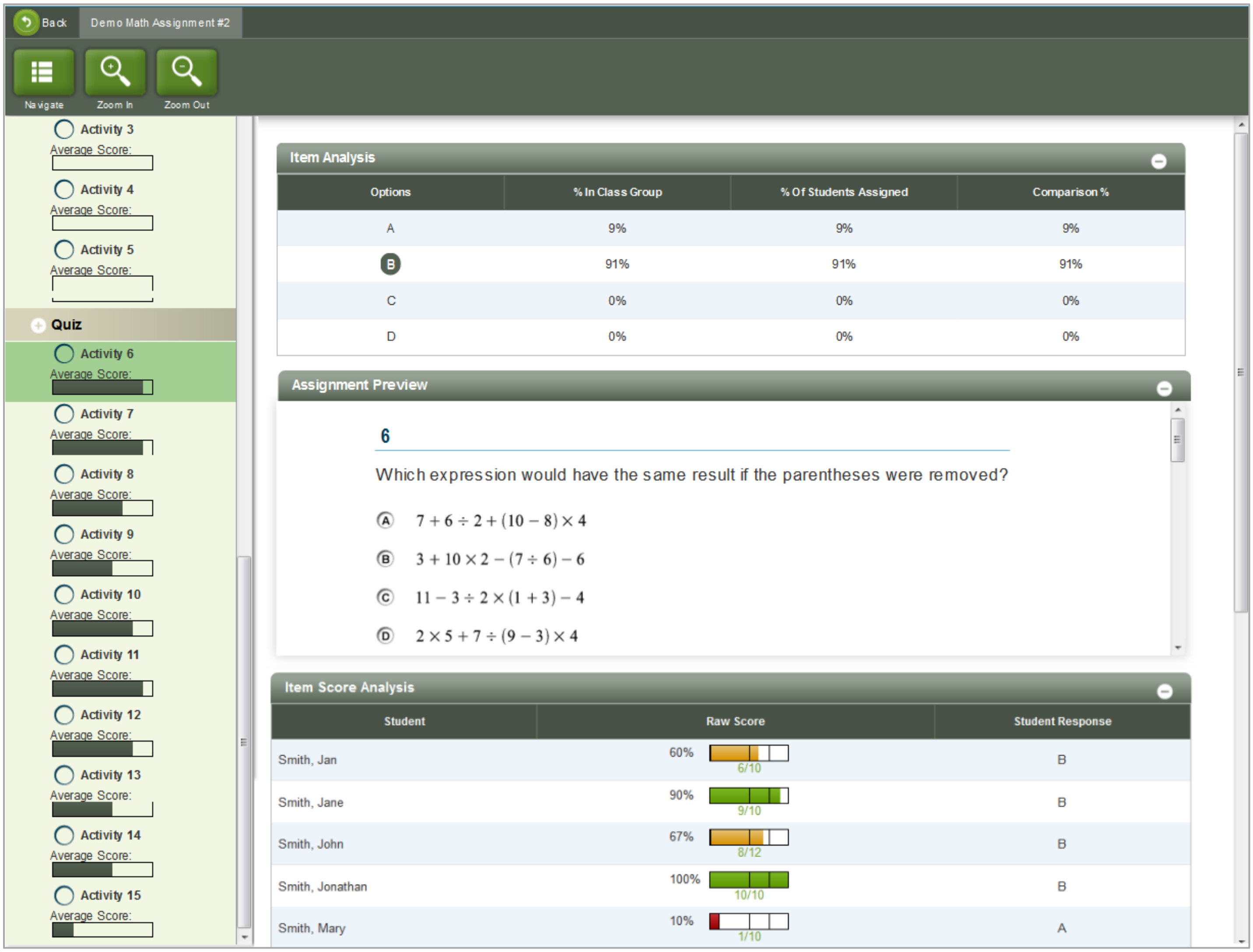


Figure 240. Item Analysis Table

Item Analysis

Options	% In Class Group	% Of Students Assigned	Comparison %
A	9%	9%	9%
B	91%	91%	91%
C	0%	0%	0%
D	0%	0%	0%

Table 16. Item Analysis Table (All Classes/Groups, Individual Roster, or Assigned Students)

Column	Description

Column	Description
Options	For Multiple-Choice items, this column displays the response options (A, B, C, or D). The highlighted response option is the correct answer. For technology-enhanced items (e.g., hot spot, equation, grid), this column displays the criteria required for a correct answer.
% in Class Group	Percentage of students in the group who chose each response option or met diagnostic criteria.
% of Students Assigned	Percentage of all your assigned students who chose each response option or met the diagnostic criteria.
Comparison %	Percentage of all students in the state who chose each response option or met the diagnostic criteria.

Figure 241. Item Score Analysis

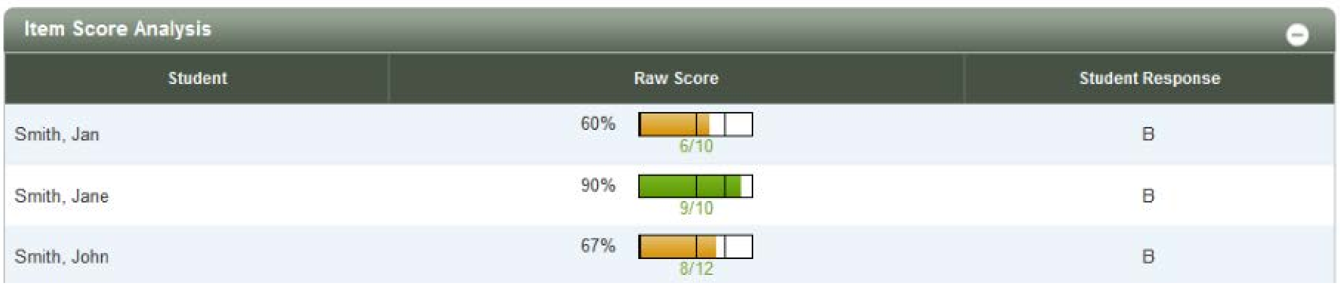


Table 17. Item Score Analysis Table (All Classes/Groups, Individual Roster, or Assigned Students)

Column	Description
Student	Name of each student in the report who received the assignment and completed the activity.
Raw Score	Student's overall raw score for the assignment.
Student Response	Student's response to the selected item.

View Assignment Details for Individual Student

The ***Assignment Details*** screen in a student's Item Analysis Report allows you to view all the assignment items, the overall analysis for each item, and the raw item score analysis.

Figure 242. Sample Item Analysis Report: View Assignment Details Screen for Selected Student

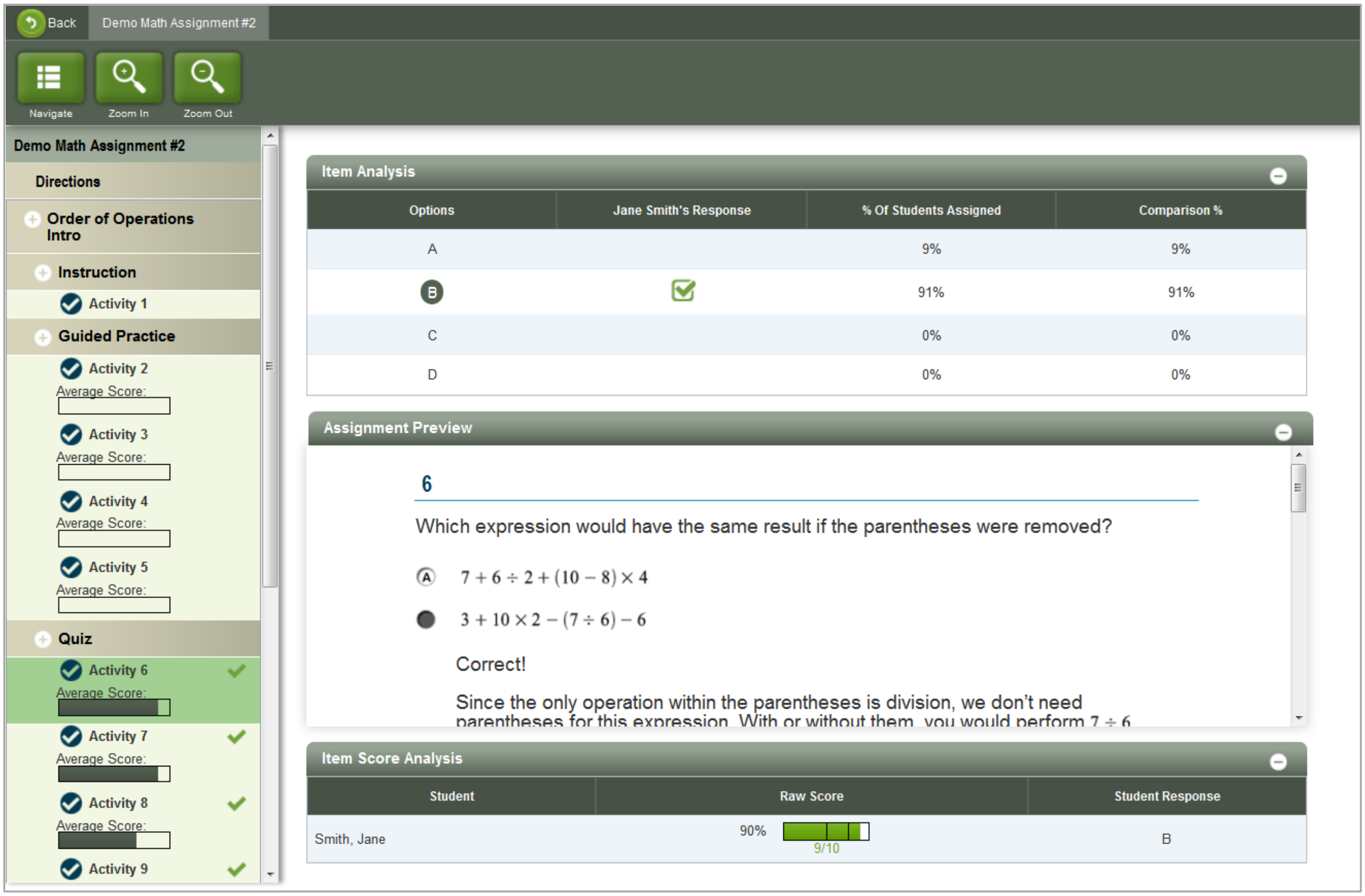
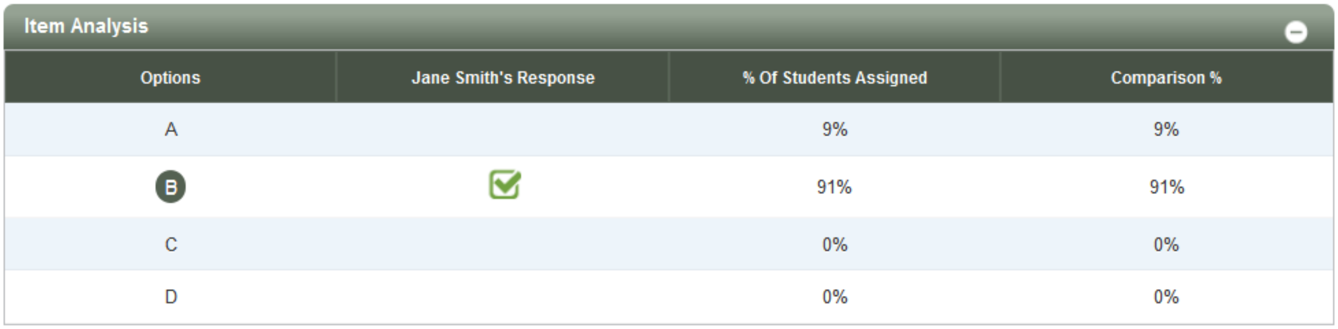


Figure 243. Item Analysis



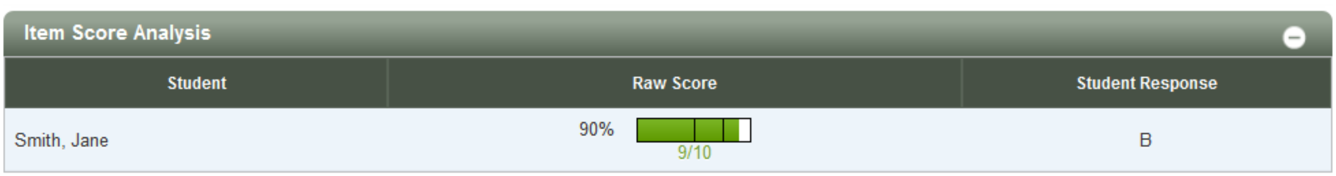
Item Analysis

Options	Jane Smith's Response	% Of Students Assigned	Comparison %
A		9%	9%
B	✓	91%	91%
C		0%	0%
D		0%	0%

Table 18. Item Analysis Table (Individual Student)

Column	Description
Options	For Multiple-Choice items, this column displays the response options (A, B, C, or D). The highlighted response option is the correct answer. For technology-enhanced items (e.g., hot spot, equation, grid), this column displays the criteria required for a correct answer.
Student's Response	Student's response to the activity.
% of Students Assigned	Percentage of your assigned students who chose each response option or met the diagnostic criteria.
Comparison %	Percentage of all students in the state who chose each response option or met the diagnostic criteria.

Figure 244. Item Score Analysis



Item Score Analysis

Student	Raw Score	Student Response
Smith, Jane	90% 9/10	B

Table 19. Item Score Analysis Table (Individual Student)

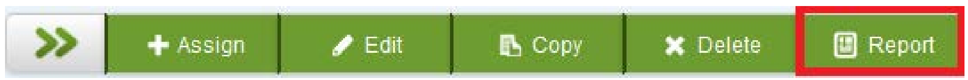
Column	Description
Student	Name of the student.
Raw Score	Student's overall raw score for the assignment.
Student Response	Student's response to the selected item.

Reports for Common Assignments

The instructions in this section apply only to Administrative Educators.

Assignment Summary and Item Analysis Reports are available for common assignments. Common assignment reports display data only for the selected assignment at the selected library level.

Figure 245. Actions Toolbar



- To access common assignment reports, click [**Report**] in the Actions toolbar for a common assignment on the ***Assignments*** screen. The generated report displays data at the selected library level.

Note: Benchmark Proficiency Reports are not available for common assignments.

Assignment Summary Reports for Common Assignments

Common Assignment Summary reports provide overall assignment information for the selected common assignment at the selected level. These reports are available at the state, LEA, and school level.

Figure 246. Common Assignment Summary Report Column Headers

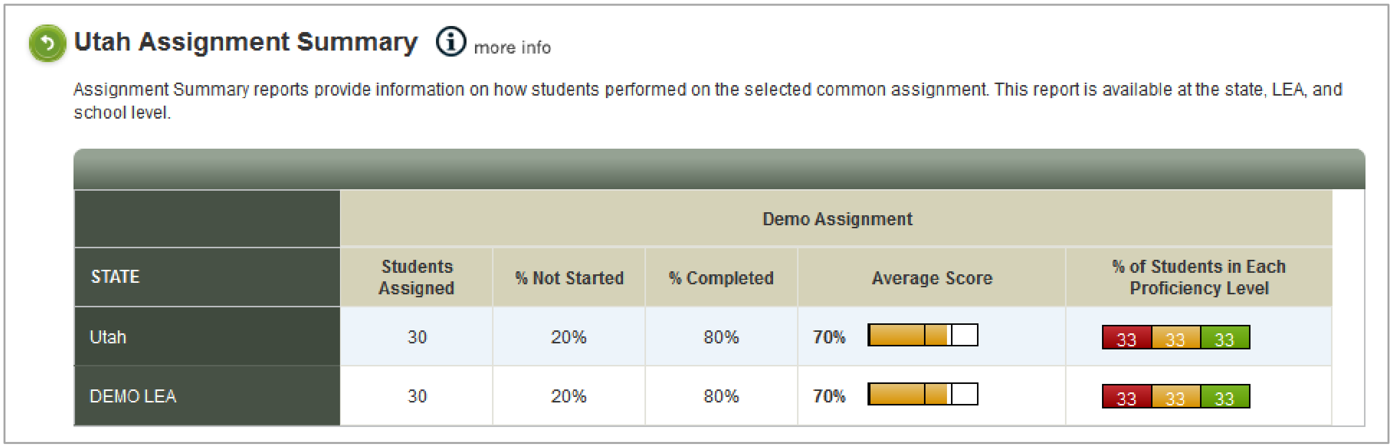
	Demo Assignment				
STATE	Students Assigned	% Not Started	% Completed	Average Score	% of Students in Each Proficiency Level
Utah	30	20%	80%	70%	33 33 33

Common Assignment Summary reports display five data columns. For each entity group, the report displays the number of assigned students, the percentage of students who have not started, the percentage of students who finished, the average score, and the percentage of students in each proficiency level for the selected assignment.

For a description of the columns on a Common Assignment Summary report, see [Table 9] in the [Assignment Summary Reports] section.

- **State-Level Assignment Summary Reports:** The top row in this report displays the average assignment score and completion percentages for all assigned students in Utah.
    - o The subsequent rows display the average scores and completion percentages for each LEA in which one or more students received the assignment. If no students in an LEA received the assignment, that LEA is not included in the report.

Figure 247. State-Level Assignment Summary Report

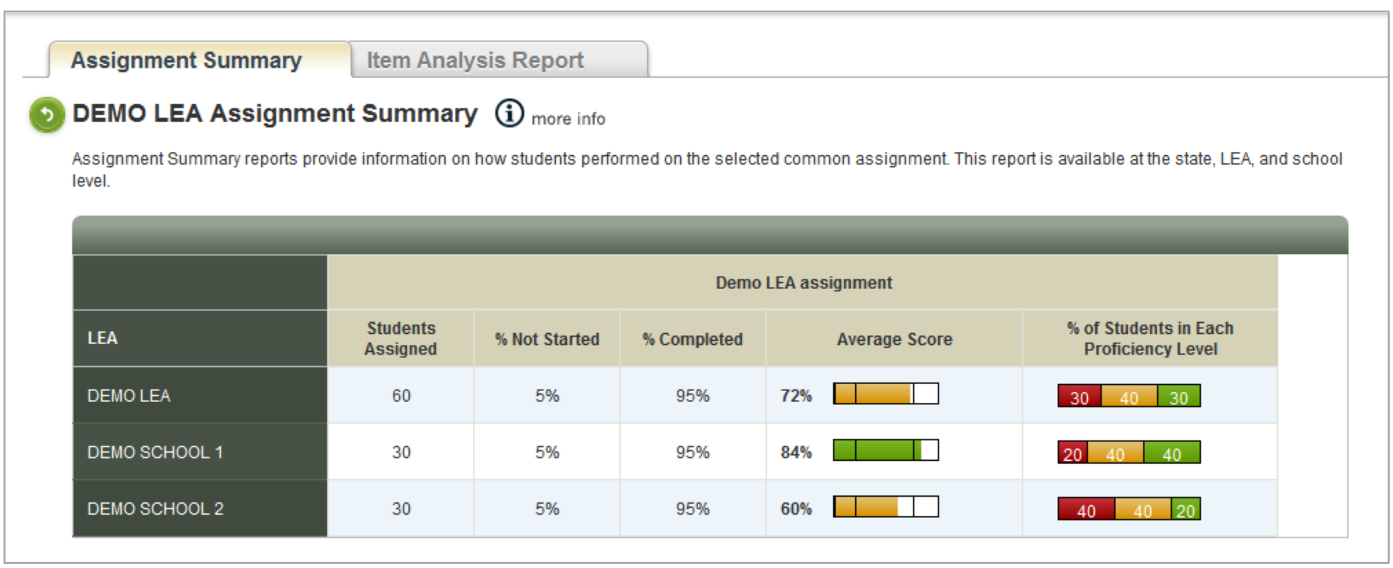

Utah Assignment Summary more info

Assignment Summary reports provide information on how students performed on the selected common assignment. This report is available at the state, LEA, and school level.

	Demo Assignment				
STATE	Students Assigned	% Not Started	% Completed	Average Score	% of Students in Each Proficiency Level
Utah	30	20%	80%	70%	33 33 33
DEMO LEA	30	20%	80%	70%	33 33 33

- **LEA-Level Assignment Summary Reports:** The top row in this report displays the average assignment score and completion percentages for all assigned students in the selected LEA.
    - o The subsequent rows display the average scores and completion percentages for each school in which one or more students received the assignment. If no students in a school received the assignment, that school is not included in the report.

Figure 248. LEA-Level Assignment Summary Report


Assignment Summary | Item Analysis Report

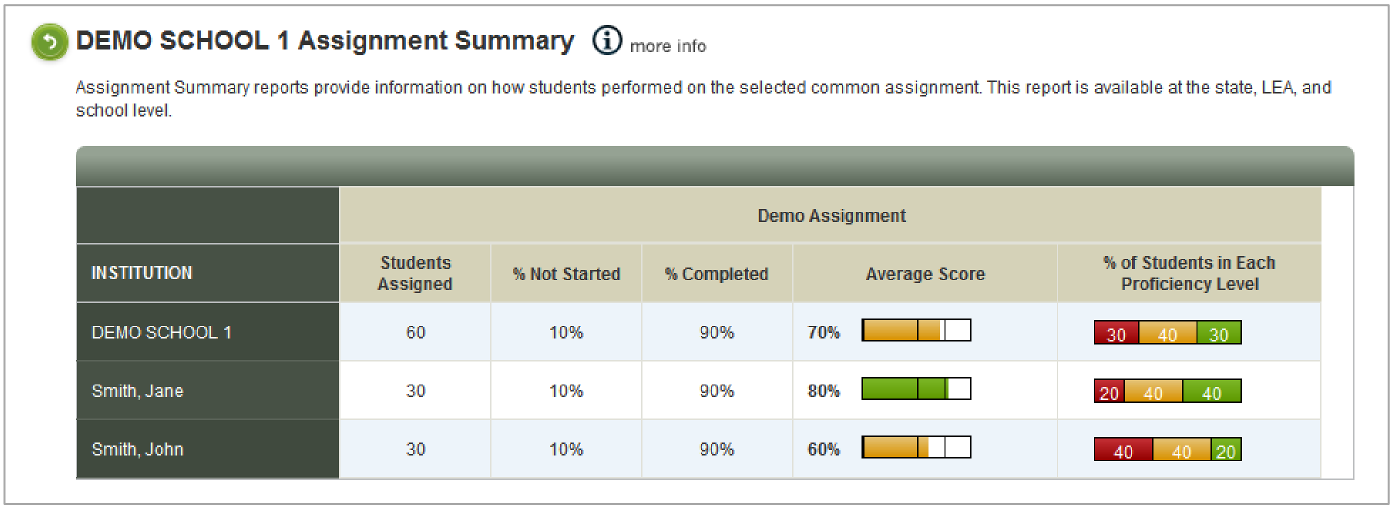
DEMO LEA Assignment Summary more info

Assignment Summary reports provide information on how students performed on the selected common assignment. This report is available at the state, LEA, and school level.

	Demo LEA assignment				
LEA	Students Assigned	% Not Started	% Completed	Average Score	% of Students in Each Proficiency Level
DEMO LEA	60	5%	95%	72%	30 40 30
DEMO SCHOOL 1	30	5%	95%	84%	20 40 40
DEMO SCHOOL 2	30	5%	95%	60%	40 40 20

- **School-Level Assignment Summary Reports:** The top row in this report displays the average assignment score and completion percentages for all assigned students in the selected school.
  - The subsequent rows display the average scores and completion percentages for each educator who assigned the school-level assignment to at least one student. If no students associated with a particular educator received the school-level assignment, that educator is not included in the report.

Figure 249. School-Level Assignment Summary Report



DEMO SCHOOL 1 Assignment Summary more info

Assignment Summary reports provide information on how students performed on the selected common assignment. This report is available at the state, LEA, and school level.

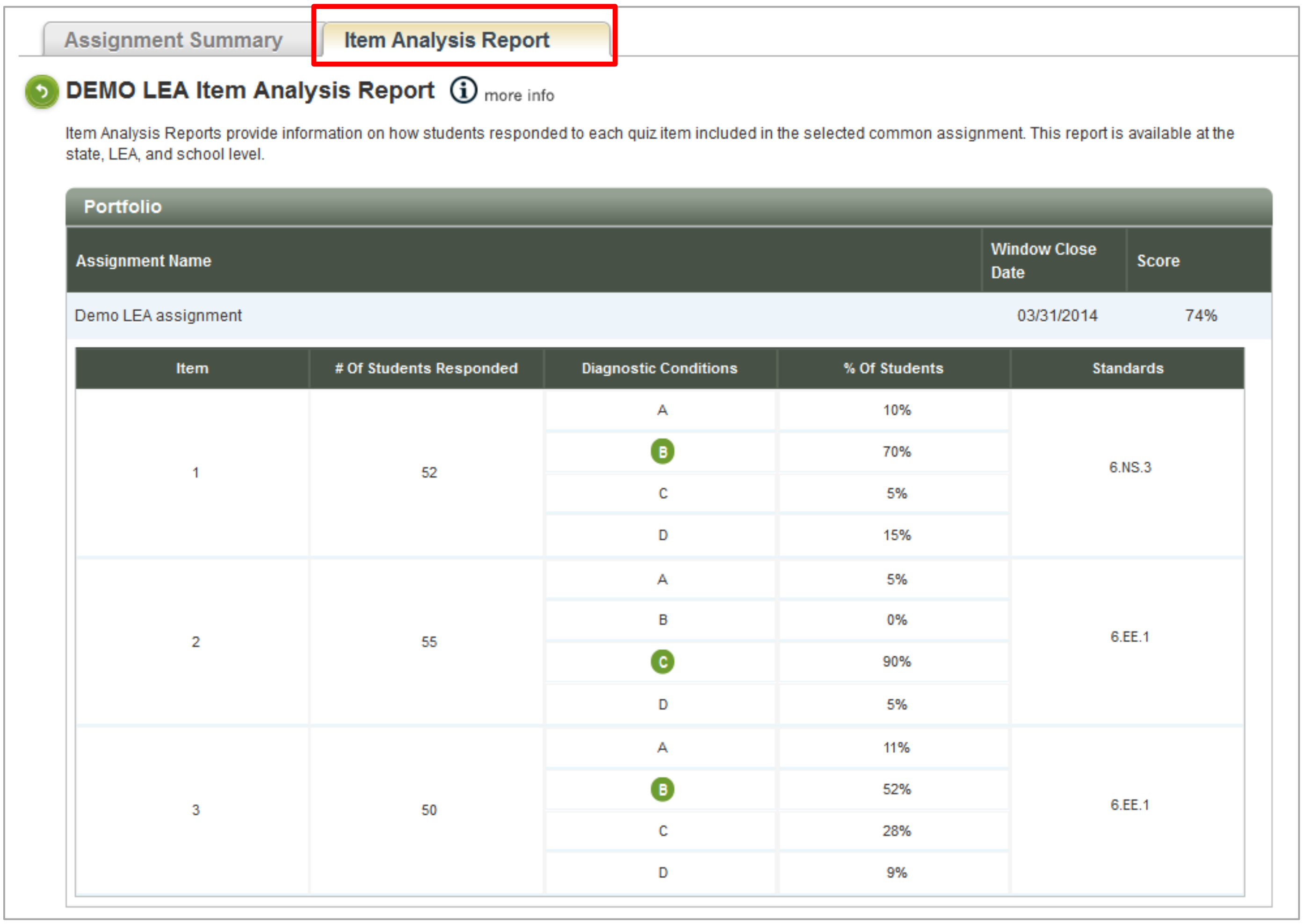
	Demo Assignment				
INSTITUTION	Students Assigned	% Not Started	% Completed	Average Score	% of Students in Each Proficiency Level
DEMO SCHOOL 1	60	10%	90%	70%	30 40 30
Smith, Jane	30	10%	90%	80%	20 40 40
Smith, John	30	10%	90%	60%	40 40 20

Item Analysis Reports for Common Assignments

Item Analysis Reports are also available for common assignments at various library levels. These reports provide information on how students responded to each quiz item (scored activity) included in the selected common assignment.

- When an educator accesses a common assignment report from the ***Assignments*** screen, the Assignment Summary report displays by default. To access the Item Analysis Report for the selected common assignment, click the [**Item Analysis Report**] tab above the report.

Figure 250. LEA-Level Item Analysis Report


Assignment Summary | Item Analysis Report

DEMO LEA Item Analysis Report more info

Item Analysis Reports provide information on how students responded to each quiz item included in the selected common assignment. This report is available at the state, LEA, and school level.

Portfolio

Assignment Name	Window Close Date	Score
Demo LEA assignment	03/31/2014	74%

Item	# Of Students Responded	Diagnostic Conditions	% Of Students	Standards
1	52	A	10%	6.NS.3
		B	70%	
		C	5%	
		D	15%	
2	55	A	5%	6.EE.1
		B	0%	
		C	90%	
		D	5%	
3	50	A	11%	6.EE.1
		B	52%	
		C	28%	
		D	9%	

Item Analysis Reports for common assignments are available at the state, LEA, and school level. The top row of the report displays the assignment's name, window close date, and average score for the selected library level.

Note: Item Analysis Reports for common assignments do not include a [**View**] button for viewing assignment details.

The item analysis breakdown automatically displays below the top row of the common assignment report. For each item in the report, the item analysis breakdown displays additional performance data at the selected library level.

For a description of each of the columns in this table, see *Table 15 in the Item Analysis Reports section.*

Section III. Logging in to SAGE Formative: Student Site

Students can access SAGE Formative through the SAGE portal (http://sageportal.org/).

Student Login

1. Open your web browser and navigate to the SAGE portal (http://sageportal.org/).
2. Click [**Students and Families**].

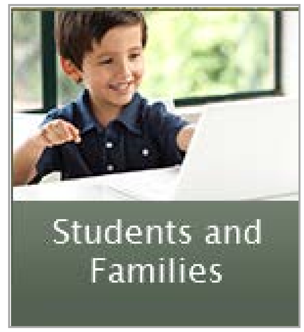


Figure 251. Students and Families Portal Button

3. Click [**SAGE Formative**]. The ***Login*** screen opens.

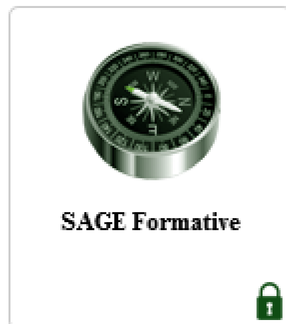


Figure 252. SAGE Formative Button

4. Students must log in using their SAGE login (SSID).

   Note: Students who log in for the first time must also enter their SSID into the Password *field. (No leading zeros are required.) Upon logging in, they must change their password. The new password must be at least five characters in length.*

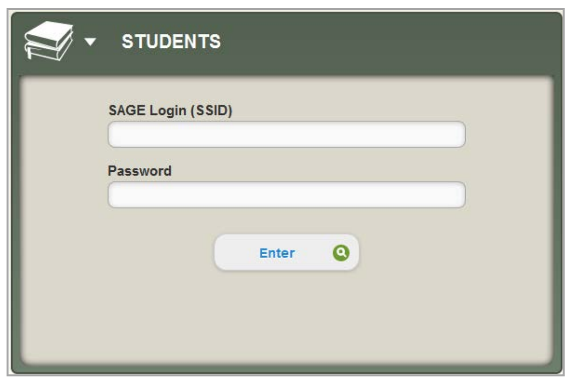


Figure 253. Student Login Screen

Notes: Educators can also view students' SSID numbers on the ***Classes & Students*** screen.

In order to log in, students' records must exist in TIDE. USOE provides a file to AIR that populates TIDE with student data. If a student cannot log in, check TIDE to ensure that this student exists in the system, and that the student entered his or her information as displayed.

If a student does not exist in TIDE, the school's staff member responsible for inputting student information into Utah's Student Information System must enter this information using the school's normal procedures. The student will be able to log in after TIDE is updated.

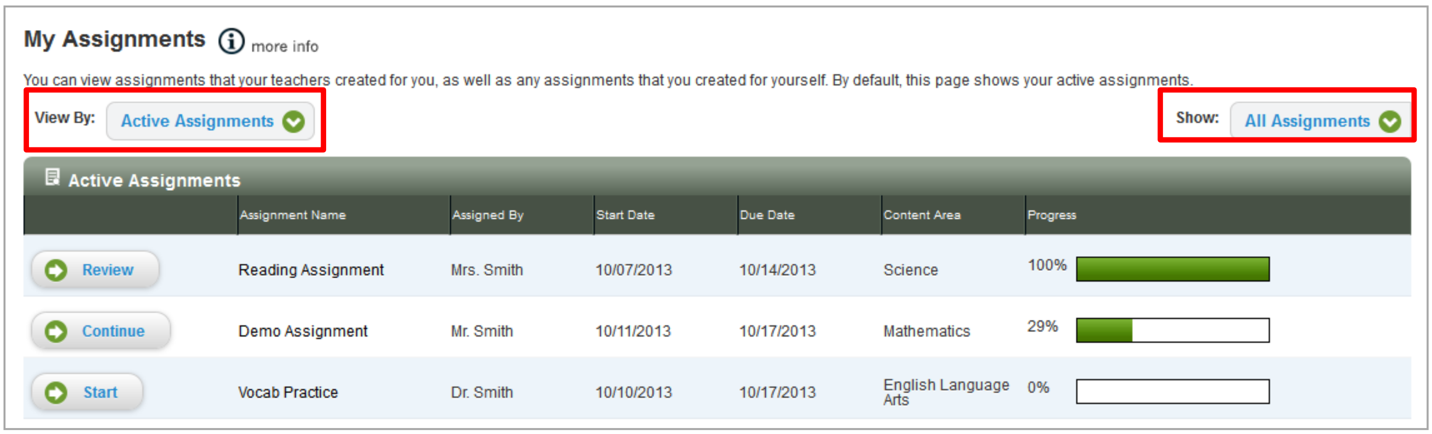
Section IV. SAGE Formative: Student Site

SAGE Formative allows students to access and complete their assignments. Students can start and finish assignments at any time, as long as they complete them by their due dates. Students can view their scores for completed assignments and create their own assignments.

Student Site My Assignments Screen

When students log in, the ***My Assignments*** screen displays. By default, this screen displays students' active assignments. Students can also view their recently completed and archived assignments on this screen.

Figure 254. My Assignments Screen



- To view recently completed or archived assignments, students can select the appropriate option from the *View By* drop-down list.
- Students can also filter their assignments view using the *Show* drop-down list. This list includes the following options:
  - Assignments created by their educator(s)
  - Assignments they created for themselves
  - All assignments

Returning to the My Assignments screen:

There are multiple ways a student can return to the ***My Assignments*** screen.

- When students view an assignment, they can click [**Back**] at the top left corner of the screen.
- When students browse resources, they can click the [**Assignments**] tab at the top of the screen.

Note: If a student returns to the home screen before completing an assignment, that assignment pauses. The student can resume the assignment at any time before it is due. Any selected answers are automatically saved.

Alert: Do not use the web browser's navigation buttons to return to the home screen, as this could result in a loss of information or accidental sign out.

Active Assignments

The Active Assignments table includes all assignments that have not been submitted and not yet reached their due date. This table displays the following information for each assignment:

- Assignment name
- Name of the person who assigned it
- Start date
- Due date
- Content area(s)
- Progress bar displaying the assignment completion status

Once an assignment is submitted, it automatically transfers to the Recently Completed Assignments table.

To open assignments:

The button in the left column of the Assignments table varies depending on whether the student has started or completed any assignment activities.

- To begin a new assignment, click [**Start**].
- To continue a started assignment, click [**Continue**].
- To review an assignment that is completed but not submitted, click [**Review**].

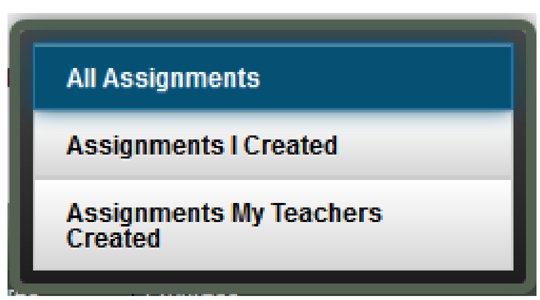
Figure 255. Assignment Buttons

To filter the Assignments table:

Students can also filter the Assignments table to show only those assignments created by their teacher(s) or only self-created assignments. The *Show* drop-down list appears above the table in the right corner.

- To view only assignments created by teachers, select "Assignments My Teachers Created."
- To view only self-created assignments, select "Assignments I Created."
- To return to the default view and display all assignments, select "All Assignments."

Figure 256. Show Drop-down List Options



Recently Completed Assignments and Archived Assignments

Students can use the Assignments table to view recently completed assignments or archived assignments.

- The **Recently Completed Assignments** table displays the following assignments:
  - o Assignments that are completed and have not yet reached the due date
  - o Assignments that are within 14 days past the due date
- The **Archived Assignments** table displays the following assignments:
  - o All assignments that are more than 14 days past the due date

For each recently completed or archived assignment, the table displays the assignment name, assignment creator, start date, due date, and content area.

Figure 257. Recently Completed Assignments

- To display the Recently Completed Assignments or Archived Assignments table, select the desired option from the *View By* drop-down list.
- To view an assignment, click [**View**] for that assignment. The assignment opens, displaying the resources and activities. Some completed activities provide feedback about the student's response.
- To exit the assignment and return to ***My Assignments***, click [**Back**] in the upper left corner.

Figure 258. Viewing Assignments

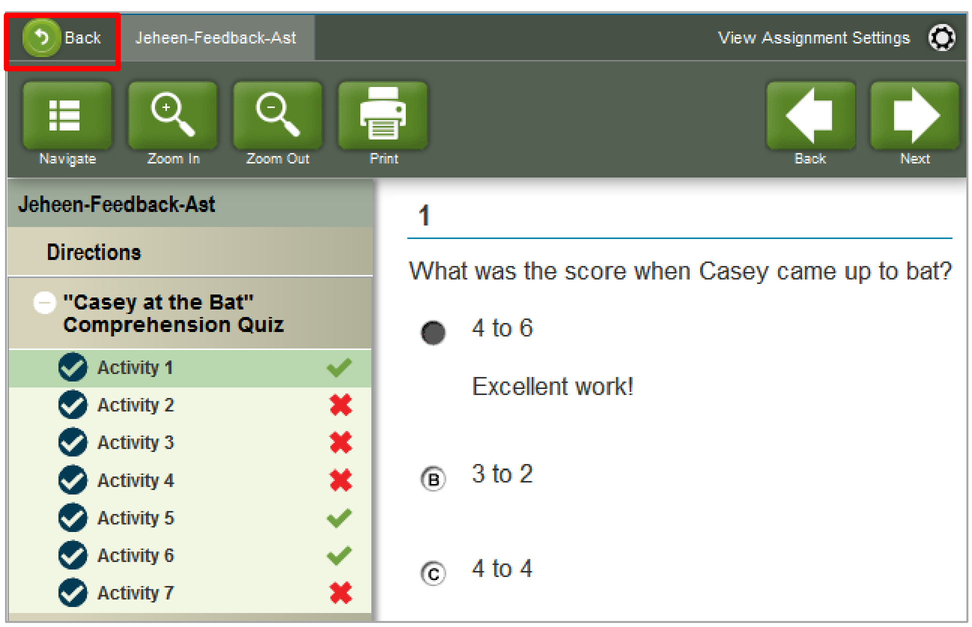
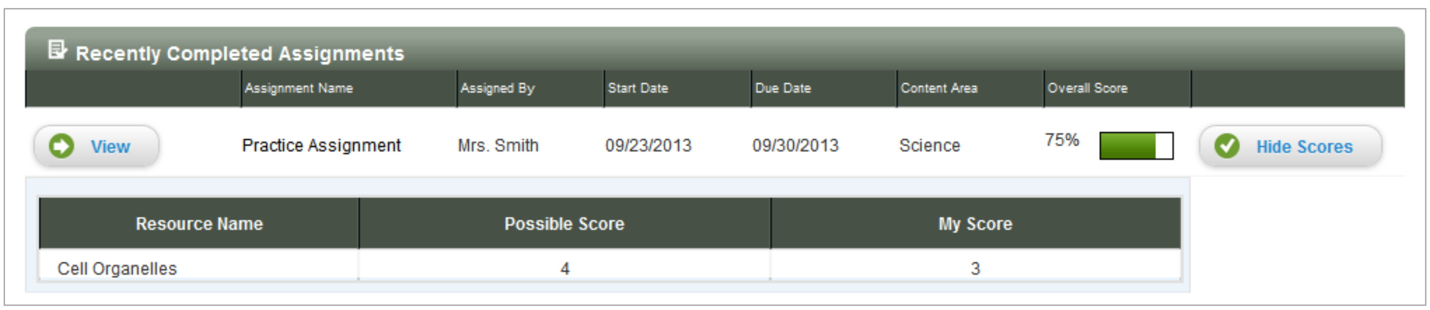


Figure 259. Show Scores Button

- To view the breakdown of scores for each assignment, click [**Show Scores**]. The assignment panel expands to show how many quiz activities the student answered correctly and what the maximum possible score was for each resource (see Figure 260).

Note: Students cannot change their answers to any activities in completed or archived assignments.

Figure 260. Assignment Score Panel



The Assignment Score panel displays the student's score and the maximum possible score for each resource included in the assignment. Any activities that the student did not complete are scored as zero. If an assignment included hand-scored activities, the score panel indicates that the score is pending until the educator enters scores.

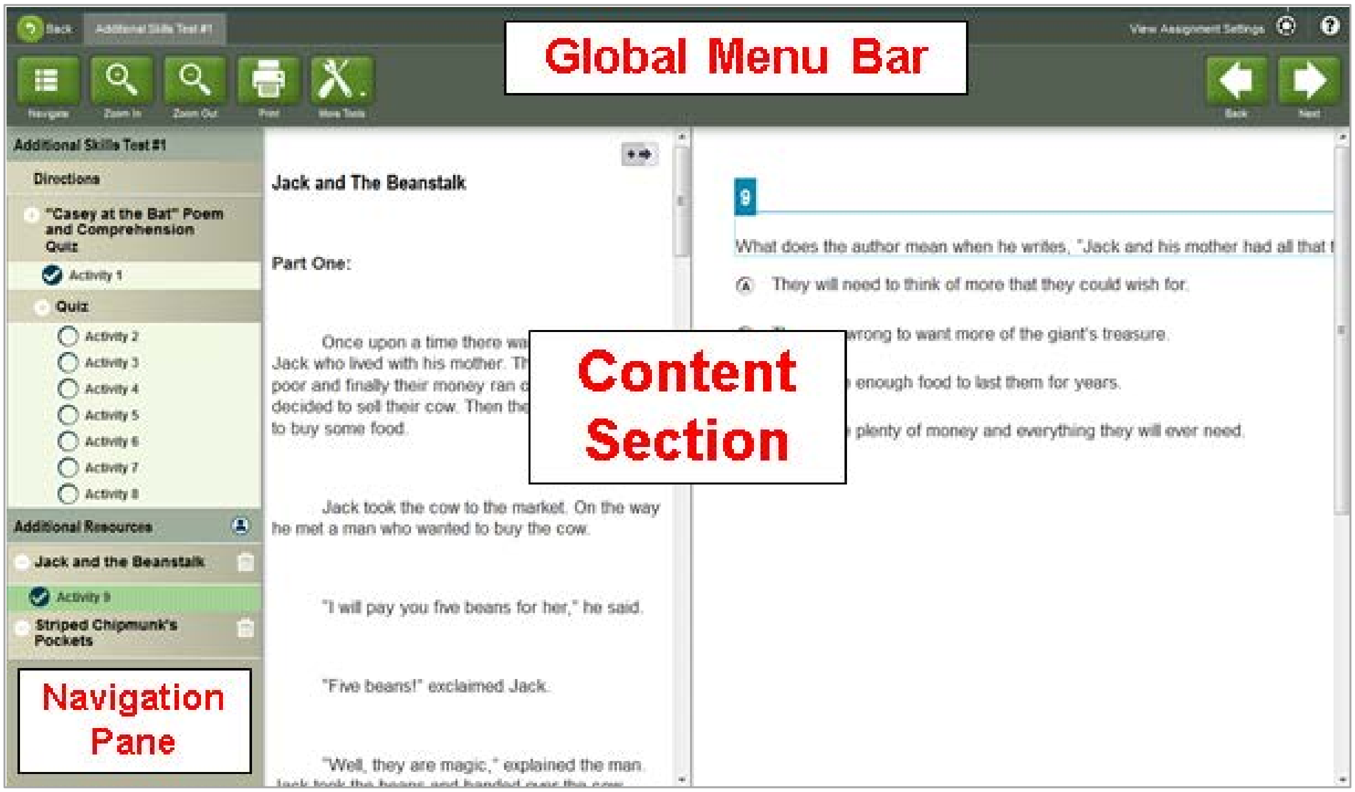
Understanding the Assignment Layout and Available Tools

This section is designed to familiarize users with the appearance of assignments. It describes what students see and the tools they can access when completing an assignment.

Assignment Layout

This sample image from an assignment shows the primary features and tools available to students.

Figure 261. Sample Assignment View



There are three main sections of an Assignment's layout:

- The **global menu bar** contains navigation buttons and provides access to assignment tools, settings, and related resources.
- The **navigation pane** displays a list of all resources and activities in the assignment.
- The **content section** displays resource content, such as passages, videos, examples, and quiz activities.

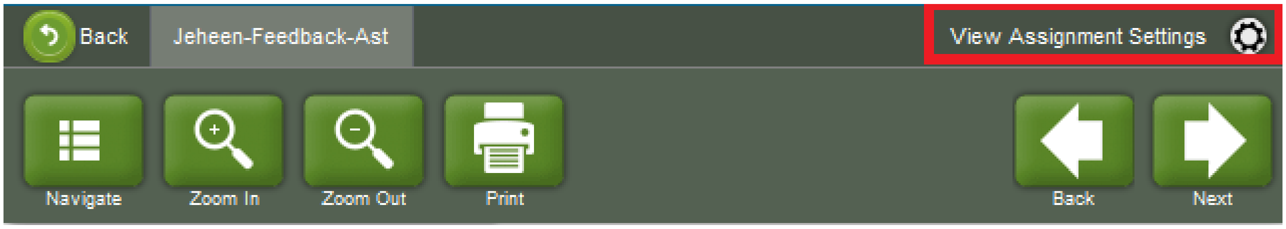
Assignment Settings

Students can also change the color and font type the assignment uses. Please note that these settings apply only to the content section and not to the global menu bar or navigation pane.

To modify assignment settings:

1. Click [] in the upper right corner of the screen. The Choose Settings window opens.

Figure 262. View Assignment Settings



2. To change the color setting, select an option from the *Color Choices* drop-down list. (Available options are listed in Table 20.)
3. To change the font style, select from the *Font Type* drop-down list. Options include the following:
   - Sans-Serif (Arial), Serif (Times), and Verdana
4. To enable the masking tool, select “Masking Available” from the *Masking* drop-down list.
5. Click [**Save**] to apply the changes or click [**Cancel**] to return to the assignment without saving the changes.

Figure 263. Modify Settings Window

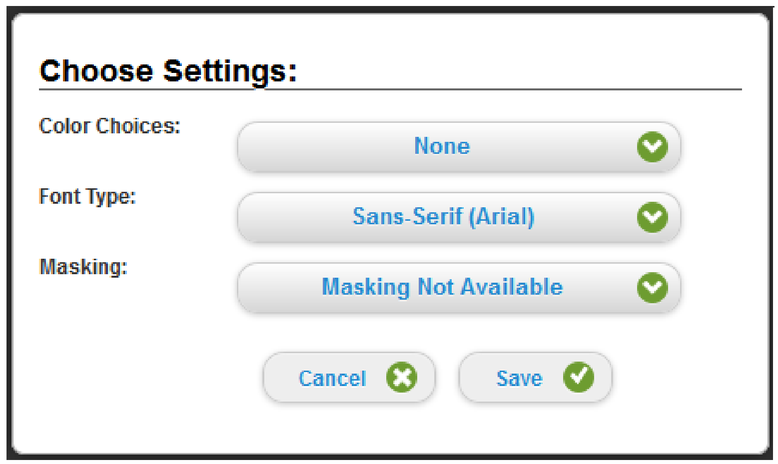


Table 20. Color Choice Options

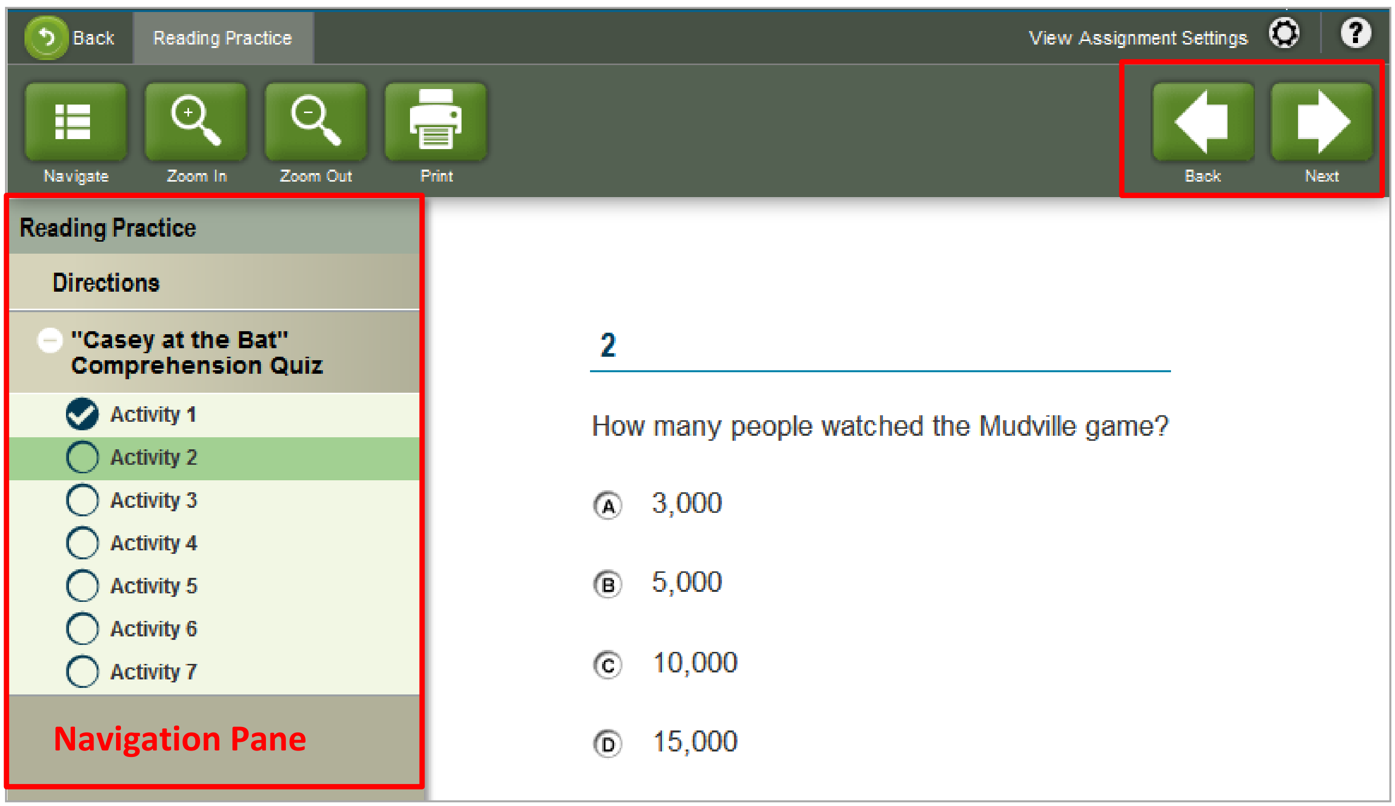
Color Choice Option	Description
None (default)	Black text on white background
Yellow	Black text on yellow background
Blue	Black text on blue (aqua) background
Light Yellow	Black text on light yellow background
Light Blue	Black text on light blue (pale aqua) background
Magenta	Black text on pink background
Light Magenta	Black text on light pink background
Gray	Black text on gray background
Light Gray	Black text on light gray background
Green	Black text on green background

Color Choice Option	Description
Light Green	Black text on light green background
Yellow on Blue	Bright yellow text on royal blue background
Inverted (White on Black)	Reverse contrast (white text on black background)
White on Navy	White text on navy blue background
Medium Gray on Light Gray	Medium gray text on light gray background

Progressing Through an Assignment

Each assignment includes at least one resource. Students must progress through all resource activities in order to complete the assignment successfully. Student can use the [**Next**] and [**Back**] buttons or the navigation pane to progress through activities.

Figure 264. Sample Assignment Screen



Navigating through an assignment:

- To proceed to the next screen in the assignment, click the [**Next**] arrow button in the top right corner of the screen.
- To return to a previous screen, click the [**Back**] arrow button in the top right corner of the screen. Students can change answers to questions in active assignments that are not yet submitted.
- Students can also navigate through the assignment using the navigation pane on the left. Clicking on a resource name or section expands it. Clicking on an activity number jumps directly to that activity.

Assignment Tools

This section provides information about the assignment tools available to all students.

Global Menu Tools

Global tools are available via buttons in the global menu bar.

Global Tool	Description
Navigate button (Navigation pane)	The [**Navigate**] button allows students to open and close the navigation pane. By default, the navigation pane is open.
Zoom buttons	Click the [**Zoom In**] and [**Zoom Out**] buttons in the top row to enlarge or shrink the font and images.
Print	If a resource is printable in accordance with copyright laws, a [**Print**] button is available.
More Tools (Calculator)	This button opens an expanded section that allows students to access multiple additional tools, such as a calculator. The following calculators are available: • Basic, Standard, StandardMem, Graphing, Scientific, Matrices, Regression *Note: This button appears only if additional tools were added to the assignment.*
Masking	This tool allows students to place a translucent black rectangle on the screen to cover up any part of the activity that could be distracting.
[?]	Students may add additional skills to the assignment at any time. These additional skills do not impact the assignment score or the resources assigned to the student by the educator.

Figure 265. Global Tools

Closing the navigation pane:

- Click [**Navigate**] to close the navigation pane. Click [**Navigate**] again to open the navigation pane.

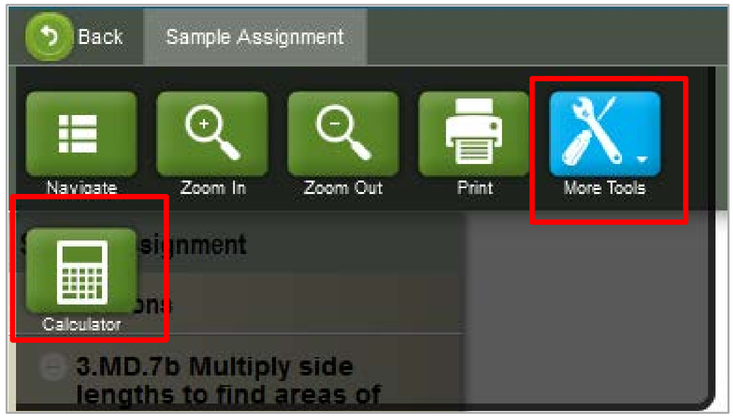
Zooming

- To zoom in and out, click the [**Zoom In**] and [**Zoom Out**] buttons, respectively.

Printing resource activities:

1. To print a resource activity, click [**Print**]. A preview window opens and displays the first page of the activity. *Do NOT use your web browser's print button.*
2. Click the printer icon in the preview window. The computer's print settings window opens.
3. Print as desired.

Figure 266. More Tools

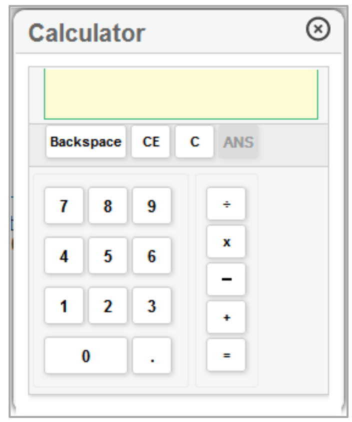


Opening the calculator:

If an assignment includes a calculator, the [**More Tools**] button appears.

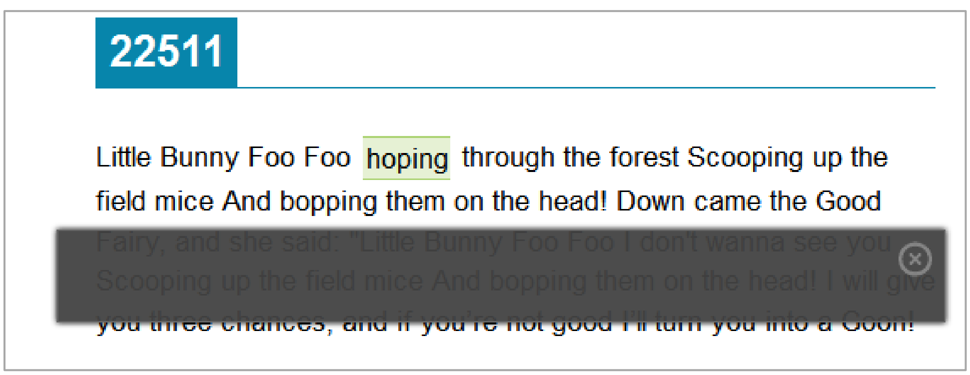
- Click [**More Tools**] in the global menu. The menu expands to display a [**Calculator**] button.
- Click [**Calculator**]. The calculator window opens in front of the activity.
- To perform calculations, click the buttons available on the tool.
- You can move the calculator around the screen. To do so, click the top part (where it says “Calculator”) and drag it.

Figure 267. Calculator Tool



Using the Masking Tool

Figure 268. Masking Tool



Note: In order to access the [**Masking**] button in the global menu, you must first enable the masking tool from the Modify Settings window. For more information see the Assignment Settings section.

1. To apply the Masking tool to an activity, click [**Masking**] in the global menu.
2. Click and drag the mouse across the portion of the activity that you wish to mask.
3. A translucent black rectangle covers up the selected portion of the activity.
4. To remove the rectangle, click [**X**] in the upper right corner of the rectangle.

Context Menu Tools

Context menu tools are available when right-clicking an assignment passage or item.
*(On tablets, these tools are accessed via a [**Menu**] button in the upper left corner, next to [**Navigate**].)*

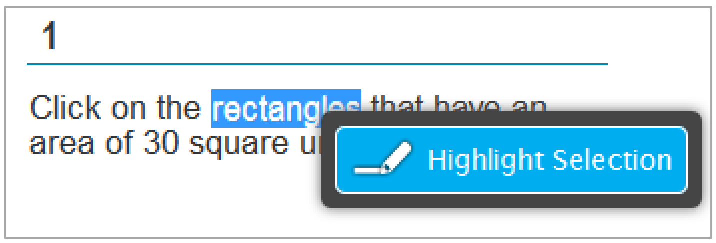
Context Tool	Description
Highlighter	Highlight a section of text in a passage or item. *Note: Text in images cannot be highlighted.*
Strikethrough	Cross out answer options for multiple-choice questions.

Highlighting text:

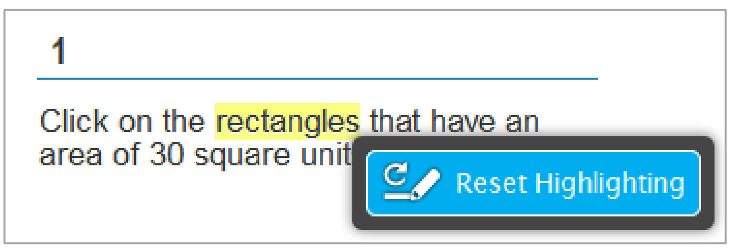
Highlight Text (with a mouse)

- To highlight text that appears in an assignment, select the text to highlight by clicking and dragging the cursor across the appropriate text. Right-click the selected text and click [**Highlight Selection**].

Figure 269. Highlight Selected Text



  - To remove highlights, right-click the text again and click [**Reset Highlighting**].



Highlight Text (on a tablet)

Figure 270. Tablet Menu

1. Press the text that you want to highlight.
2. Tap [**Menu**] in the upper left corner.
3. Tap [**Highlight Selection**]. The selected text is highlighted yellow.

*Note: To remove the highlight, press the text again, then tap [**Menu**] and tap [**Reset Highlighting**].*

Strike through answer options:

Strike Through Response Options (with a mouse)

- To strike through response options in an activity, right-click the option and click [**Strikethrough**]. A thick gray line covers the response option.
    - To undo a strikethrough, right-click the option again and click [**Undo Strikethrough**].

Figure 271. Strikethrough

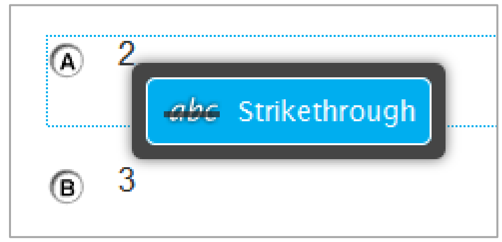


Figure 272. Undo Strikethrough

Strike Through Response Options (on a tablet)

1. Tap on a response option.
2. Tap the [**Menu**] button in the upper left corner.
3. Tap [**Strikethrough**]. A thick gray line covers the response option.

*Note: To remove the strikethrough, tap the response option, then tap the [**Menu**] button and tap [**Undo Strikethrough**].*

Figure 273. Tablet Menu

Additional Tools

In addition to the above tools, students may also be able to play audio, expand passages, and download files, such as videos or documents.

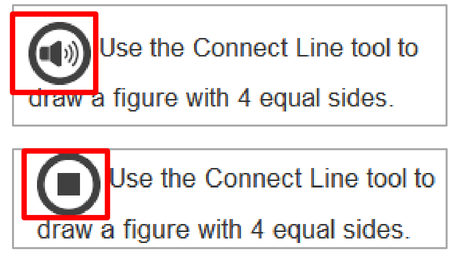
Additional Tools	Description
Audio	Some activities may contain audio. A speaker  icon appears on such activities.
Files	Educators may add files to an assignment. Students can download the files from the ***Directions*** screen.
Passage Expansion Tool	Some activities include a passage that is associated with at least one activity. Students can expand these passages so that they can focus on the passage. Students can also collapse the expanded passage. For more information, see the Passage Expansion Tool section.

Listening to audio:

If an activity includes audio, the speaker [] button appears.

- To listen to the audio, click [].
- To end the audio, click [].

Figure 274. Audio Buttons

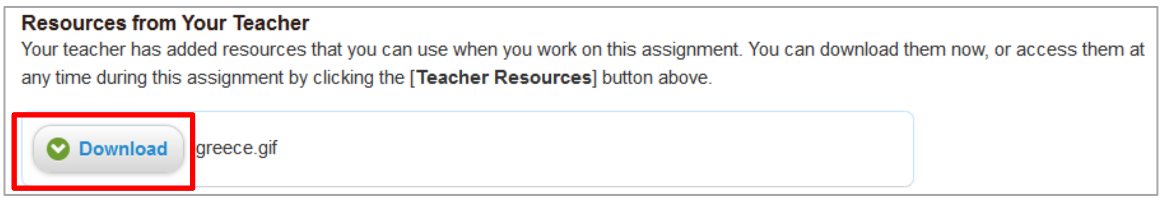


Opening files:

If an assignment includes at least one file provided by the educator, a [**Download**] button appears on the ***Directions*** screen.

- On the ***Directions*** screen, click [**Download**]. The file opens.

Figure 275. Download Files

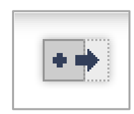


Note: You may save the file to your computer by right-clicking and selecting the desired option(s).

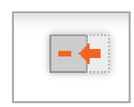
Expanding passages:

Some activities are associated with a stimulus that appears in the middle of the screen. Such activities display an icon that shows a plus sign and a blue right arrow in the middle pane. Students can use this icon to expand the stimulus section so that it takes up a larger portion of the screen.

- To expand the passage, click the blue arrow icon. The pane expands to the right and covers the items.



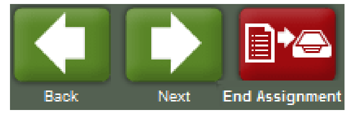
- To collapse the passage, click the same button, which is now orange and shows a minus sign and a left arrow. The pane collapses to its original size, and the activities are now visible.



Completing an Assignment

Some assignments may include multiple activities, including instructions, a practice section, and quiz items. Other assignments may only have instructions or a quiz. Students must follow the instructions on each screen to complete the assignment.

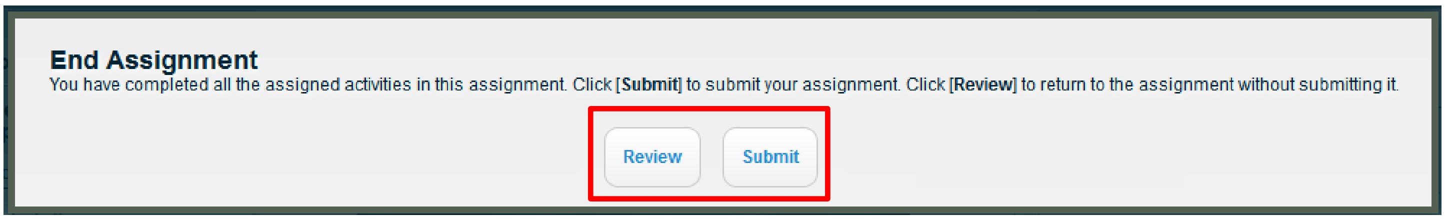
Figure 276. Assignment Navigation



- For assignments that include a quiz section, students must proceed through the entire quiz. When all quiz activities are complete, an [**End Assignment**] button appears. Students must click this button to submit the assignment for scoring.

- After the student clicks [**End Assignment**], a pop-up window asks the student to confirm that he or she wants to submit the assignment for scoring.

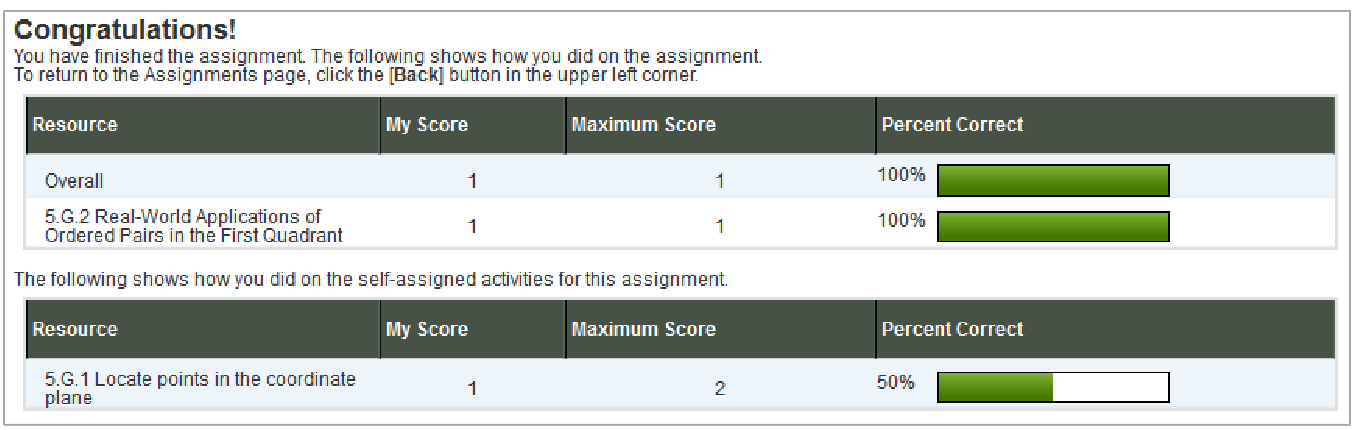
Figure 277. End Assignment



- To review answers, the student can click [**Review**] and return to the quiz. To permanently submit the assignment, the student must click [**Submit**]. The score is not calculated until the student clicks [**Submit**].

After students submit their answers, the screen shows a performance summary for the assignment.

Figure 278. Assignment Performance Summary



Congratulations!

You have finished the assignment. The following shows how you did on the assignment.
To return to the Assignments page, click the [**Back**] button in the upper left corner.

Resource	My Score	Maximum Score	Percent Correct
Overall	1	1	100%
5.G.2 Real-World Applications of Ordered Pairs in the First Quadrant	1	1	100%

The following shows how you did on the self-assigned activities for this assignment.

Resource	My Score	Maximum Score	Percent Correct
5.G.1 Locate points in the coordinate plane	1	2	50%

A student can view his or her raw score, the maximum score possible, and the percentage of items answered correctly for each resource in the assignment. If a student assigned additional resources and completed the extra activities, a separate score section displays.

Note: Students who did not complete the assignment will see their scores *after* the due date passes. Incomplete activities are scored as zero. If an assignment includes hand-scored activities, the performance summary indicates that the final score is pending until the educator enters scores for all hand-scored activities.

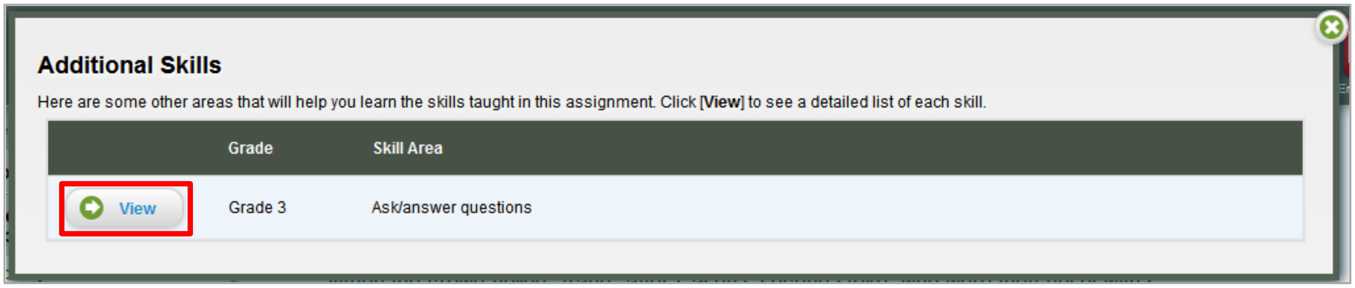
Adding Related Materials to an Assignment

While working on an assignment, students have the option of viewing related resources and adding them to the assignment, even if an educator created the assignment. Self-assigned materials do not contribute to the score of an assignment assigned by an educator.

To add related resources to an assignment:

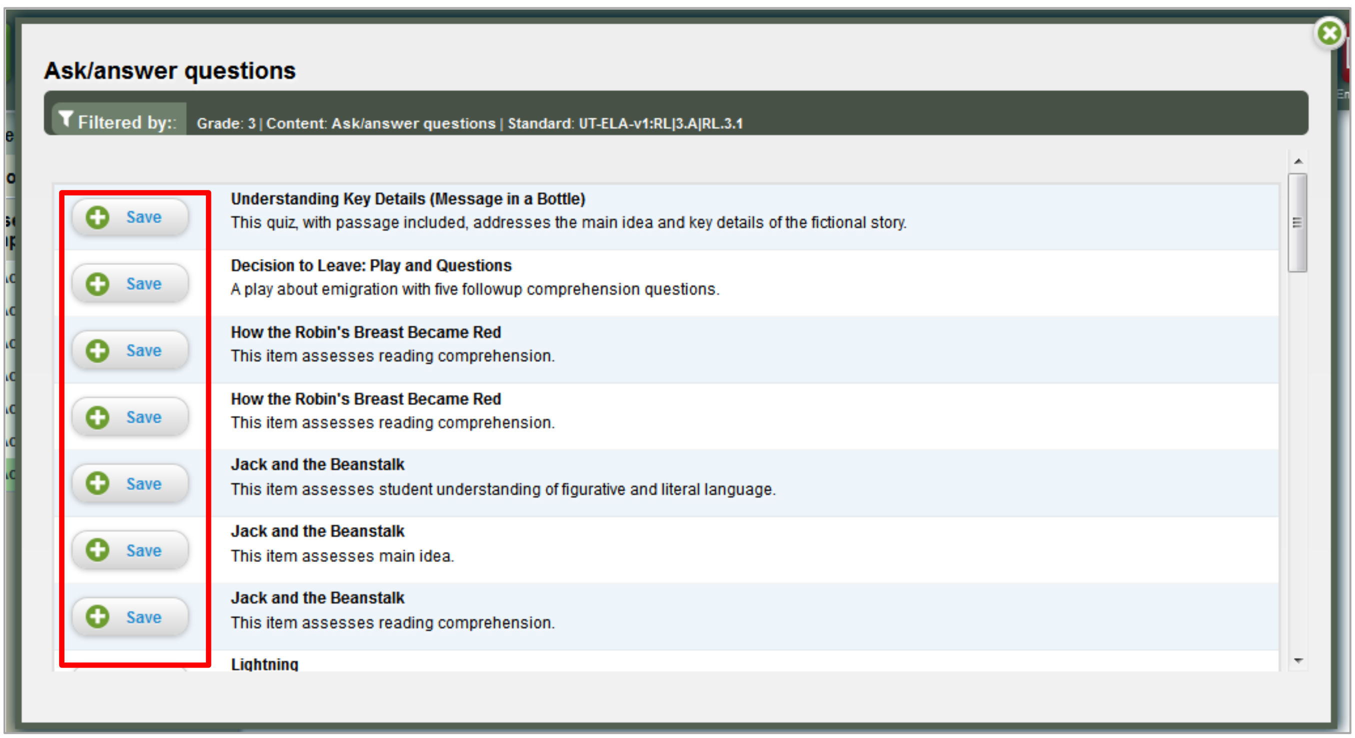
1. To view additional materials related to the assignment, click [**?**] in the upper right corner of the assignment screen. The Additional Skills window pops up.

Figure 279. Additional Skills Window



2. To view the materials related to a skill area, click [**View**] next to that skill. A list of resources appears in the window.

Figure 280. Additional Skills



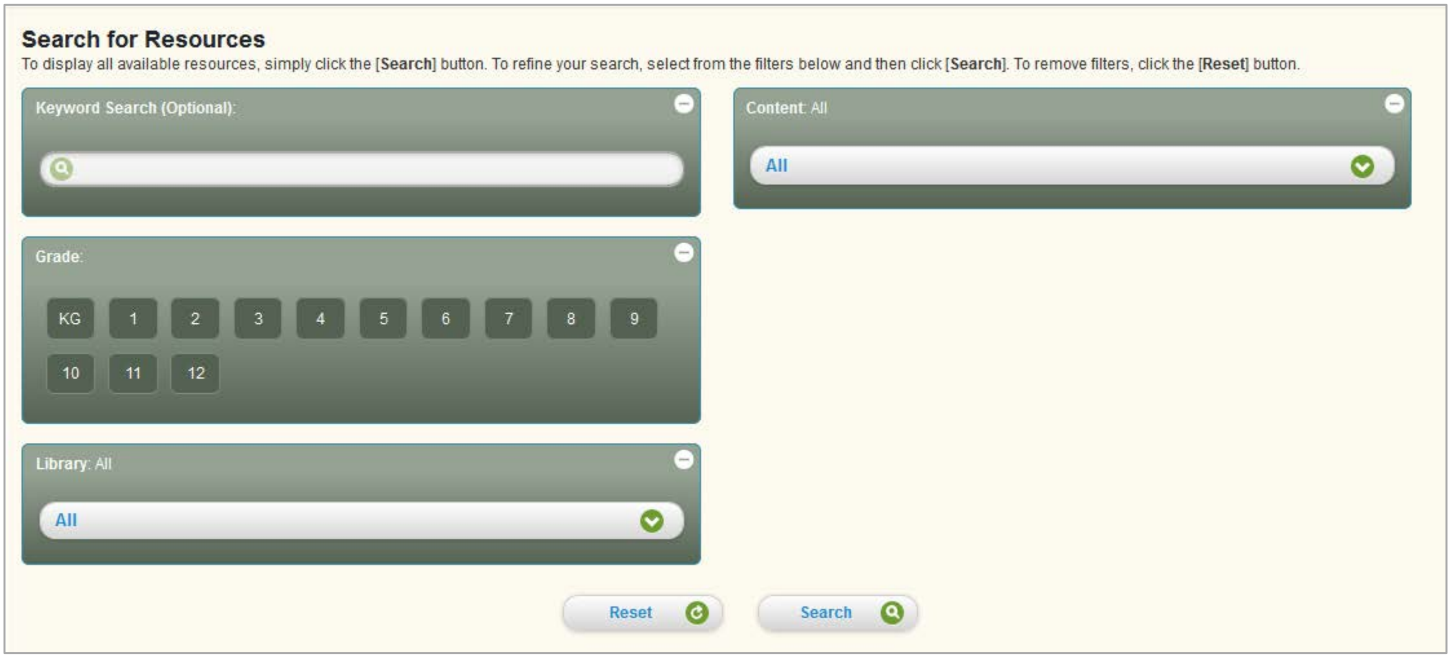
3. To add a resource to the assignment, click [**Save**] next to that resource.
4. The selected resource appears in the navigation pane on the assignment screen.
5. Students can view the new material and complete any activities associated with it.

Browsing and Self-Assigning Resources

Students can search for resources and create their own assignments on the ***Browse Resources*** screen.

Note: Unlike the Educator site, the Student site does not allow users to preview resources, mark resources as favorites, read reviews, or submit their own reviews for resources.

Figure 281. Resources Search Panel



- To access the ***Browse Resources*** screen, click [**Browse Resources**] at the top of the screen.
- To browse through a complete list of resources, click [**Search**] without entering a keyword or using the other filter categories.
- To refine the search, enter a keyword and select options in the other filter categories in the search panel. Only resources that meet all the search conditions display in the search results.

Note: Fewer filter categories are available to students. Students can only filter results by keyword, grade, library, and content area.

Adding Resources to a New Assignment

Students can create their own assignments. When a student creates an assignment, it appears in the student's Active Assignments table.

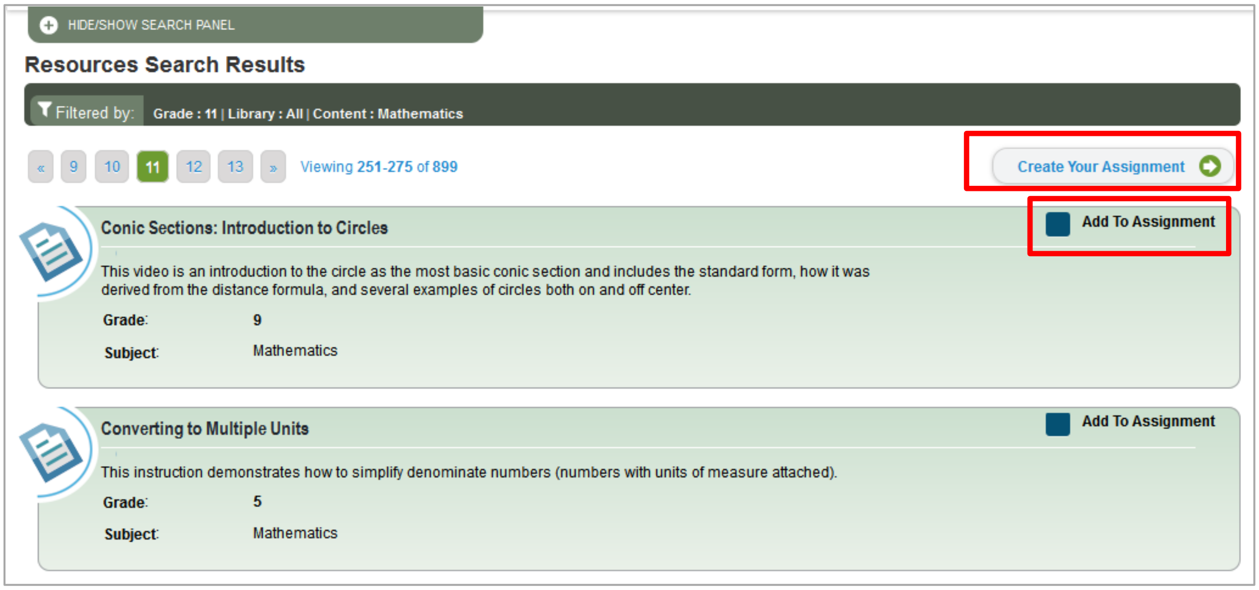
Students can complete a self-created assignment just as if an educator created it. When the student completes the assignment, it moves to the Recently Completed Assignments section. Students can view scores for self-created assignments.

Notes:

- Students cannot edit the start and due dates for self-created assignments. These assignments are automatically due 14 days from the date they are created.
- If the student does not complete the assignment within 14 days of its creation, it is sent to the Recently Completed Assignments table automatically.

Creating a New Assignment

Figure 282. Student Resources Search Panel



1. Mark the *Add to Assignment* checkbox in the upper right corner of a resource box. Students can select multiple resources simultaneously.
2. Click [**Create Your Assignment**]. This opens a new window.

Figure 283. Assign to Yourself Screen

3. To create the assignment, enter an assignment name in the text field and click [**Submit**]. The assignment is added to the Active Assignments table on the ***My Assignments*** screen.

Appendix A: SAGE Formative System Requirements

SAGE Formative, as with other applications AIR provides, functions best when you use it with supported operating systems and browsers.

For complete information about supported operating systems, web browsers, and tablets, refer to the *System Requirements* document on the SAGE portal (http://sageportal.org/).

Operating Systems

SAGE Formative supports the following operating systems and devices:

Supported Operating System	Supported Devices
Windows XP (Service Pack 3), Vista, 7, 8.0,8.1	Desktops and laptops
Mac OS X 10.5, 10.6, 10.7, 10.8, 10.9	
Linux Fedora 16–20, openSUSE 13.1, Red Hat Enterprise 6.5, Ubuntu 10.04, 12.04, 14.04	
iOS 6.0–7.0	10” class iPad tablets: • iPad 2, 3, and Retina Display (fourth generation)
Android 4.0.4–4.4	10” class Android Tablets: • Google Nexus 10, Motorola Xoom, Motorola Xyboard, Samsung Note 10.1, Samsung Tab 2 (10.1)
Google ChromeOS 31–35	Chromebooks
Windows 8.0 Pro, 8.0 RT	Microsoft Surface tablet

Supported Web Browsers

The following browsers are supported: Google Chrome 31–35, Internet Explorer 10–11, Mozilla Firefox 10–30, and Safari 5+.

Alert: SAGE Formative does not support Internet Explorer 6, 7, 8, or 9.

If you are using an older Windows computer (e.g., Windows XP), we recommend using Firefox.

Downloadable File Requirements

Some lesson plans for educators contain links to documents that can be downloaded. These document files are in PDF or rich-text format type (RTF). Adobe Acrobat Reader will be needed to view PDF files. A word processing program, such as Microsoft Word, will be needed to view the RTF files.

Audio Requirements

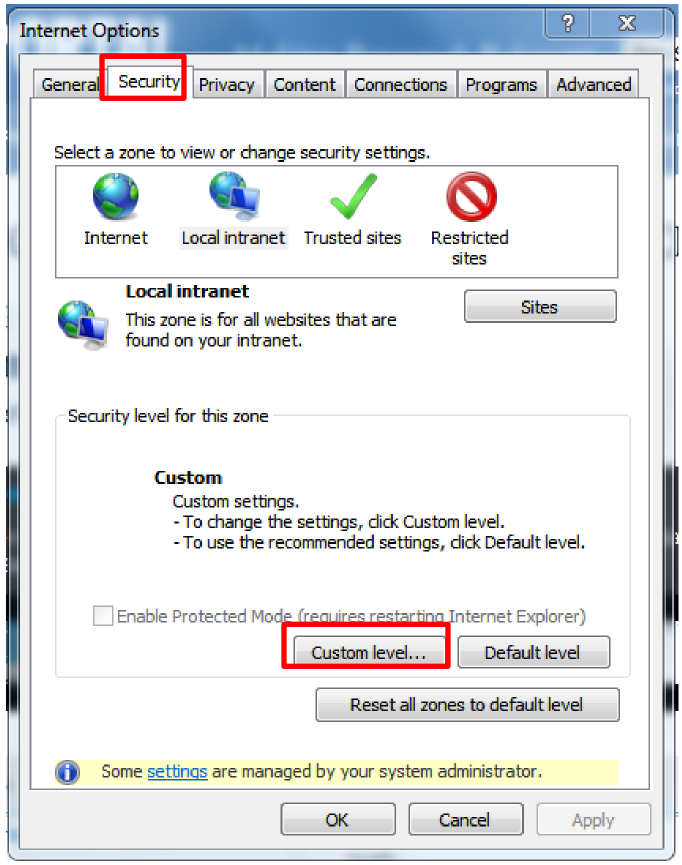
Many of the learning resources available in SAGE Formative include an audio feature. Computers that will be using SAGE Formative should have a default audio player installed. This audio software needs to be able to play .mp3 files. Possible audio software includes Apple QuickTime, RealPlayer, or Windows Media Player.

Enabling Web Fonts in Internet Explorer

If you are using Internet Explorer to access SAGE Formative, you will need to enable web fonts in order for some activity types to display properly.

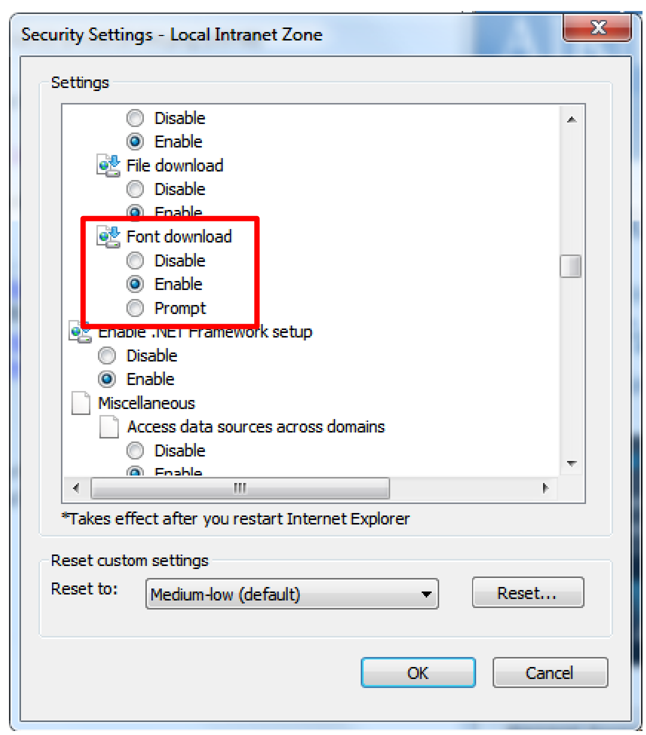
1. Open the [**Tools**] menu in Internet Explorer and click [**Internet Options**]. The Internet Options window opens.
2. Click the [**Security**] tab.
3. Click [**Custom level...**]. The Security Settings window opens.

Figure 284. Internet Options Window



4. Scroll to "Font download" in the Settings list and click the *Enable* radio button.
5. Click [**OK**]. The Security Settings window closes.
6. Click [**OK**]. The Internet Options window closes.

Figure 285. Security Settings Window



Appendix B: Glossary

- **Actions Toolbar:** An expandable toolbar included in tables on the ***Assignments***, ***Activity Builder***, and ***Educator Groups*** screens. The Actions toolbar contains a menu of actions that are available to educators for the corresponding table.
- **Activity:** An **individual** component of a resource, such as a lesson, a practice question, or a quiz item. **Activities are contained in resources**, **which can be added to assignments**. Educators can also create activities in the Activity Builder and publish them as new resources.
- **Activity Builder:** A feature in SAGE Formative that allows educators to create their own activities and stimuli, which can be associated together and published as resources. Educators may also edit and publish activities that they copied from resources on the ***Browse Resources*** screen.
- **Activity Canvas**: The section of the All-in-One Content Editor that allows educators to organize and manage the activity's elements. You can click inside the Activity Canvas and then select elements to add to the activity from the Elements Pane.
- **All-in-One Content Editor:** A tool available on the ***Activity Builder*** screen that allows educators to create the content for Multiple-Choice, Multi-Select, and Text Response activities.
- **Assignment/Educator Assignment:** School Educators create these assignments and assign them directly to students. Only students associated with the educator who created the Educator Assignment can receive it. **Assignments consist of one or more student activity resources**.
- **Assignment Summary Reports:** These reports provide information on how students performed on the selected assignment(s).
- **Benchmark Proficiency Reports:** These reports provide information on how students performed on each benchmark associated with the selected assignment(s).
- **Common Assignment:** Administrative Educators create common assignments and publish them to their corresponding library level. Creators of common assignments cannot assign them to students directly. Educators associated with rosters can select a common assignment from the appropriate library on the ***Assignments*** screen and then assign it to their students. **Common Assignments consist of one or more student activity resources**.
- **Content Editor Text Box:** A tool available within the Content Editors that allows educators to enter the content for stems, response options, feedback, rubrics, associable choices, and stimuli.
- **Educator:** There are two types of educators in SAGE Formative. **School Educators** are school-level users, such as teachers, who may be associated with class rosters. **Administrative Educators** are administrative state-, LEA-, or school-level users who can create common assignments and edit entity-level libraries.
- **Educator Group:** A customizable group of educators who can collaborate on activities and resources with each other in the group's shared library.
- **Elements Pane:** This section of the All-in-One Content Editor tool allows users to select activity elements and add them to the Activity Canvas.
- **Entity:** An entity is a school, LEA, or state to which an educator belongs. Authorized users can publish resources and assignments to a specific entity's library.
- **Form-Based Content Editor**: These specialized Content Editor tools on the ***Activity Builder*** screen allow educators to create the content for a particular activity type. Form-Based Content Editor tools are available for Multiple-Choice, Multi-Select, Text Response, and Match activities.
- **Human Rubric**: A rubric option available in the Content Editor tool for an item that requires hand scoring.

- **Item:** Any assignment activity that requires a student response. Items can be scored automatically or manually. Items are contained in resources on the ***Browse Resources*** screen. Educators can also create items in the Activity Builder and publish them in resources.
- **Item Analysis Reports:** These reports provide information on how students responded to each quiz item included in the selected assignment(s).
- **Library:** Libraries on the ***Browse Resources*** screen contain resources, while libraries on the ***Assignments*** screen contain assignments. There are three library types in SAGE Formative. **My Library** is a personal library available to all educators. **Entity libraries** correspond with a particular entity level (i.e., Utah, an LEA, or a school). Any member of an entity can access that entity's library, but only Administrative Educators may modify it. **Educator Group** libraries are shared by educators in an educator group.
- **Multiple-Choice Rubric:** A rubric option in the Content Editor tool that automatically scores items.
- **QTI**: Question and Test Interoperability is a specification defining a standard model for activity and item content to aid the exchange of activities and items between applications.
- **Resource:** Educational materials and instructional aids available on the ***Browse Resources*** screen in SAGE Formative, such as Student Activities, Lesson Plans, and Professional Development materials. **Resources must contain at least one activity and may also include a stimulus and items. You can add resources to assignments**, which you can then assign to students.
- **Resource Cart:** A tool on the ***Browse Resources*** screen that stores resources temporarily. Resources in the Resource Cart can be added to assignments or combined into a new resource.
- **Response Choices:** The section of the activity that contains the Response Options.
- **Response Feedback:** The feedback provided for a response option in a Multi-Choice or Multi-Select activity.
- **Response Option:** The answer choices in a Multi-Choice or Multi-Select activity.
- **Report Widget:** A tool on the ***Reports*** screen used to construct reports. The Report Widget allows educators to select the focus, type, assignments, and settings for a report.
- **Roster:** A group of students that is associated with a School Educator in SAGE Formative and other SAGE systems. An educator's available rosters are displayed on the ***Classes & Students*** screen, where they can also be created, edited, and deleted.
- **Standard:** A skill or area of knowledge that is required of a student in order to successfully complete a resource activity. Standards are associated with benchmarks, which are the specific goals used to demonstrate a student's achievement of that standard.
- **Stem:** The question, instructions, or prompt in an activity that students must respond to.
- **Stimulus:** The component in a resource that provides the context for the associated activities. A stimulus can be a reading passage, image, graph, table, video clip, or audio recording. Stimuli can be created by educators in the Activity Builder. *Note: Video clips cannot be added to stimuli created on the* **Activity Builder** *screen*.
- **Text Response Area:** The text entry area in a Text Response item where students can type their answer to the stem.

Appendix C: Using the Content Editor Text Box

On the ***Activity Builder*** screen, you can use the Content Editor text box to create and edit the content for stems, response options, and stimuli. The menu buttons in this tool allow you to apply styling to text, use standard word-processing features, and insert images and other graphic elements.

Table 21 below describes the functions of the buttons available in the toolbar of the Content Editor text box.

Notes: You may need to adjust your browser's security settings to use some of these tools.

The Content Editor text box is not supported for iPads.

Figure 286. Content Editor Text Box

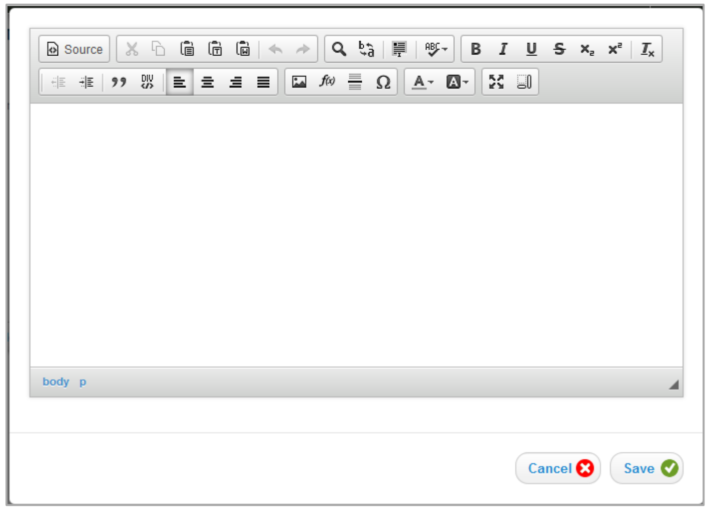


Table 21. Content Editor Text Box Buttons

Button	Description of Function
Source	Display the **HTML** code for the content.
	Open a Content **TEMPLATE** window. You can select a template and apply it to the content.
	CUT and **COPY** selected content.
	PASTE copied or cut content, **PASTE** content as **PLAIN TEXT**, **PASTE** content from Microsoft **WORD**. *Note: If you copy and paste tables from Microsoft Word, the table borders will not display in SAGE Formative.*
	UNDO and **REDO** changes.
	FIND and **REPLACE** text content.
	SELECT ALL content.
	Use **SPELL CHECK** to identify misspelled words in content.
	BOLD, **ITALICIZE**, **UNDERLINE**, or **STRIKE THROUGH** selected text.
	Enter text as a **SUBSCRIPT** or **SUPERSCRIPT**.
	REMOVE FORMATTING applied to selected text.
	INDENT a line of text or **OUTDENT** a line of indented text.
	Insert a **BLOCK QUOTE**.
	Create **DIV CONTAINER** to add **HTML** directly to the activity or stimulus.
	ALIGN text **LEFT**, **CENTER** text, **ALIGN** text **RIGHT**, and **JUSTIFY** text.

	Set text direction from **LEFT TO RIGHT** or **RIGHT TO LEFT**.
	Insert an **IMAGE**. *Note: Any images you upload must be in png, jpeg, or gif format.*
	Insert a **MATH FORMULA**.
	Insert a **HORIZONTAL LINE**.
	Insert a **SPECIAL CHARACTER**.
	Select **TEXT COLOR** and **BACKGROUND COLOR**.
	MAXIMIZE the window.
	Display the **BLOCKS** that the content is organized in.

To insert an image in the Content Editor text box:

1. In the menu of the Content Editor text box (see Figure 286), click [ ]. The *Image Properties* window opens.
2. Click the [**Upload**] tab.
3. Click [**Browse**].
4. Select the required image file from your computer. *Note: Images must be in png, jpeg, or gif format.*
5. Click [**Send it to the Server**]. A preview of the image displays.
6. To insert the image, click [**OK**].

Figure 287. Image Properties Screen

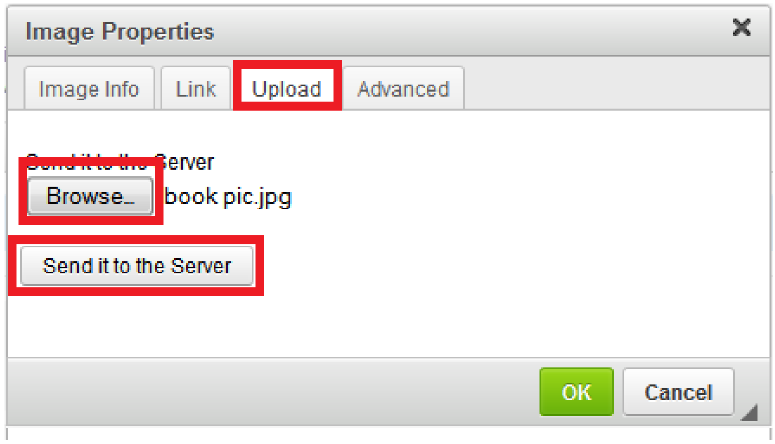
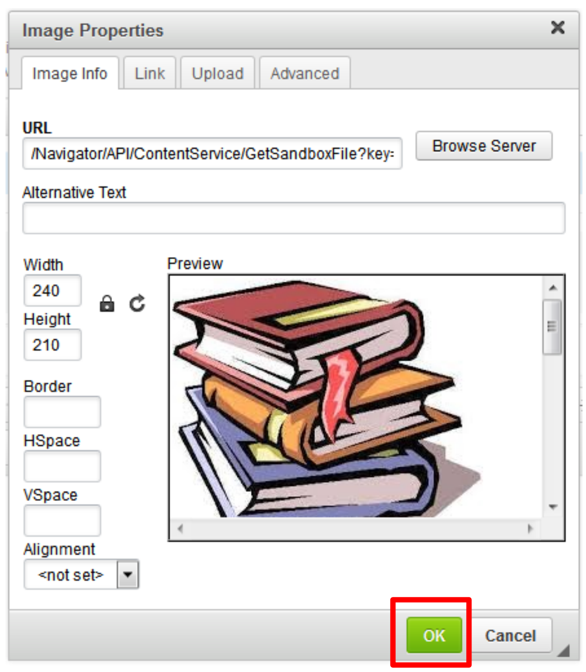


Figure 288. Image Preview



Appendix D. Common Activity Import Errors

The ***Import Activities*** screen in SAGE Formative allows you to import activities created in other applications, such as UTIPS Core. Various errors and warnings can prevent files from being properly imported.

Figure 289. Activities with Errors and Warnings

Activities with errors display in red text on the ***Import Activities*** screen. You cannot import these activities. Activities with warnings display orange warning messages. You can import these activities to the Activity Builder, but you cannot import them as resources until they are aligned to standards.

Warnings:

- **Unaligned Activities:** Warnings occur when imported activities are not aligned to a standard. You should import such activities to the Activity Builder, where you can align them to standards before publishing them as a resource.

Errors related to QTI format:

The files you upload to SAGE Formative must be in QTI 2.1 format. QTI is a specification defining a standard model for assessment content. Errors often occur when an uploaded file does not follow the QTI standard. For more information on the QTI format, visit http://www.imsglobal.org/question/qtiv2p1/imsqti_implv2p1.html.

- **Invalid XML**: If the XML data in the uploaded file does not conform to the QTI 2.1 format, you will not be able to import that file. Please review the examples of proper XML formatting provided in the IMS Global site linked above.
- **Unsupported Interactions**: Interactions are the elements in an activity that students use to respond to the activity, such as the text response area in a Text Response activity.
    - Currently, SAGE Formative only supports the interaction types used in Multiple-Choice, Multi-Select, Match, and Text Response activities. If you upload a file containing activities with any other interaction types, you will not be able to import those activities.

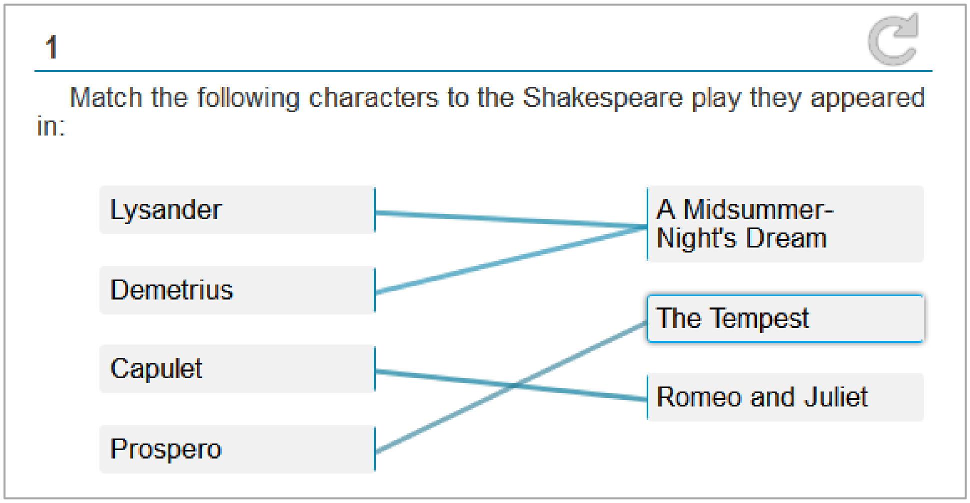
Other common errors:

- **Prohibited Dependencies:** Activities may include content that is not supported or not allowed, such as:
    - Unsupported HTML tags
    - Unsupported media, such as MP3s or YouTube videos
    - Copyrighted material that cannot be legally reproduced
- **Large Files:** If the selected file is too large, you will not be able to upload it to SAGE Formative.

Appendix E: Checklist for Match Activities

Match activities present students with two sets of associable options and require them to match the options in the first set with the corresponding options in the second set. You can create your own Match activities using the Match Activity Content Editor on the ***Activity Builder*** screen.

Figure 290. Sample Table Match Activity



The following checklist provides a summary of the steps involved in creating a Match activity. For more information, see the section To edit content for a Match activity.

Step	Task	Completion Status
1.	Open the Match Activity Content Editor in the ***Activity Builder***.	☐
2.	Complete the Edit Details tab by entering a name for the activity, aligning it to a standard, and selecting a group to save it to.	☐
3.	On the Edit Content tab, enter a question in the *Stem* field, replacing the placeholder content already in the field.	☐
4.	Enter response options for the first match set in the left column of *Response* Option fields, replacing the placeholder content already in these fields. Add additional response options if necessary.	☐
5.	Enter response options for the second match set in the right column of *Response* Option fields, replacing the placeholder content already in these fields. Add additional response options if necessary.	☐
6.	Mark the checkboxes for the correct answers in the table rubric at the top of the screen.	☐
7.	Preview the activity on the Preview tab.	☐
8.	Save the activity and close the Content Editor tool.	☐

Appendix F: Checklist for "Backing Up" Materials NEW

If your username (email address) changes for any reason, you will no longer be able to access your previous account in SAGE Formative. This means that any original activities or resources you created with that account will be lost. However, you can "back up" copies of your original materials using the new ***Group Membership*** feature.

Alert: Backing up material is not the intended purpose for the ***Group Membership*** feature. This is simply an additional function that educators can use as a temporary workaround to access original materials when they change their email address. Thus, this should not be regarded as a definite solution for backing up materials and preserving account information.

Step	Task	Completion Status
	Before changing your username:	
1.	Create a new group on the ***Group Membership*** screen.	☐
2.	Enable open admission for the new group. Write down the group passcode so you can access it later.	☐
3. *Optional*	Add another educator member to the group and give them a "Manager" role. This will allow the educator to manage the group when your original account is deactivated. *Note: This educator will be able to access your original materials.*	☐
4.	Whenever you create an original activity in the ***Activity Builder***, use the Actions toolbar to create a copy of the activity and save it to the educator group created in Step 1.	☐
5.	Whenever you create an original resource, add that resource to the Resource Cart on the ***Browse Resources*** screen and save it as a new resource. The new resource should be saved to the library for the educator group created in Step 1.	☐
6.	You should also copy any previously created activities and resources to the educator group created in step 1.	☐
	After changing your username:	
7.	On the ***Group Membership*** screen, click [**Join Group Using Passcode**] and enter the passcode you saved in Step 2. If you experience any difficulty joining the group, ask the educator added in Step 3 to add you to the group via email.	☐
8.	You can now access any activities and resources you saved to the group before changing your username.	☐
9. *Optional*	If you added another educator to the group in Step 3, ask that educator to change your role to "Manager." You will then be able to remove that educator from the group and modify the group materials, if necessary.	☐

Alert: Although this feature allows you to save your original activities and resources, you will not be able to access any assignments you created if your username changes.

User Support

The SAGE Help Desk will be open during the following hours:

- Regular Hours: Monday–Friday from **8:00 a.m. to 5:00 p.m. MT** (except holidays)
- Summative Testing Window: Monday–Friday from **7:00 a.m. to 7:00 p.m. MT** (except federal holidays)

SAGE Help Desk

Toll-Free Phone Support: **1-855-570-7239**

Email Support: **SAGEHelpDesk@air.org**

Emails to the Help Desk will be automatically logged and answered within one working day (typically sooner). Urgent requests will be given priority.

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered. These details may include the following:

- Any error messages that appeared
- Operating system and browser information
- Information about your network configuration
- The steps that you took before the issue occurred