

# Using AWARD Assessment Online



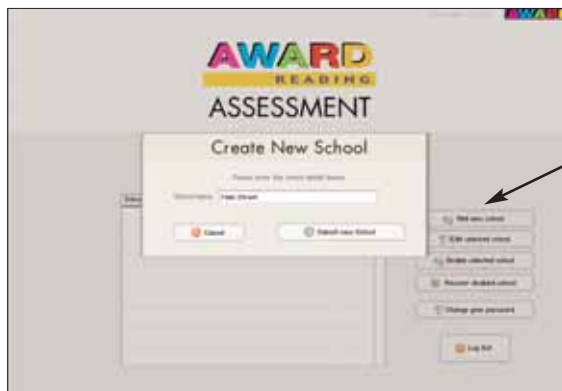
**NOTE:** If you have been using AWARD Assessment from CD-ROMs, you will not be able to transfer this data to the online assessment database. We suggest you print out results for students from past assessments. You need to enter all classes and students again to use the online program.



1 Log in to [www.awardreadingonline.com](http://www.awardreadingonline.com) and select Assessment.



2 Select Add/Manage schools to login as the District Administrator to manage the school list. The District Administrator only has access to this functionality.



3 The District Administrator enters the school name to create a new school. Once this step is complete, the District Administrator logs out to return to the school list. The School Administrator takes over from this point. The default password is the same as the [awardreadingonline](http://awardreadingonline.com) password. **We recommend that administrators change their passwords to protect the data on their school.**



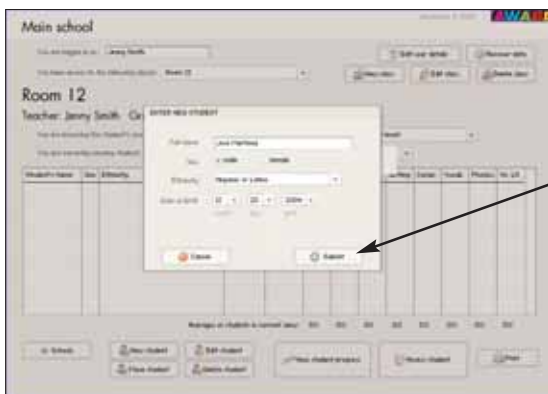
4 For teachers to enter their class details, highlight the school and click on Load School. Each teacher should login as a New User and enter their details. They give themselves a password that only they and the school administrator know. The School Administrator is already set up under the button "Existing user".



5 The teacher clicks on New Class to enter his/her class roll.



6 The class is named and the level selected.



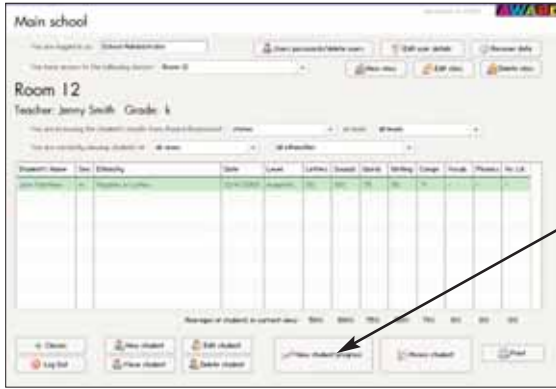
7 Teachers enter new students to this class by clicking on New student and selecting the categories and birth date.



8 Before the student does an assessment, highlight their name and click on Assess student.



9 Select the title or category for the student to be assessed. The student works on that assessment activity.



10

When the student has finished the assessment, the teacher must log in again to view the statistics. Highlight the student's name and click on View student progress.



11

Use the tabs to select from Stories, Alphabet, or Essential Words and then highlight the data you wish to see represented. This is the bar chart view.

Question	Student's Response	Score
1. Comprehension	answered	answered
2. Comprehension	That was beautiful until you finished. Turkey, Washington was the 49th state. It was the largest state that is a part of the present-day United States.	1. This is incorrect about that.
3. Comprehension	It is Washington.	1. This is incorrect about that.
4. Reading	correct	answered and it was correct from available answers
5. Reading	4 baby birds	answered and it was correct from available answers
6. Reading	weight	answered and it was correct from available answers
7. Reading	bird	answered and it was correct from available answers

12

This is the test details view.



13

This is the History view, showing the student's history against the class average.