Online Assessment Implementation Checklist

Thank you for choosing Houghton Mifflin.

We're very excited to be working with your district to implement our **Houghton Mifflin Online Assessment System**. In order to successfully implement this program, we've created this "checklist" to get your users ready for training.

School/District Information

District Name:

Houghton Mifflin Online Assessment System Administrator Name:

Houghton Mifflin Online Assessment System Administrator E-mail:

Houghton Mifflin Online Assessment System Administrator Phone #:

How will you be implementing the **Houghton Mifflin Online Assessment System?**	☐ At an individual school site	☐	At different school sites throughout the district

What Houghton Mifflin textbook programs are you using with **Houghton Mifflin Online Assessment System?** _____

What are the start and end dates for your school year? _____

How does your school or district organize the school year?	☐ Semester
	☐ Quarter
	☐ Trimester
	☐ Year-Round
	☐ Other _____

Do all the schools in your district use the same school year calendar?	☐ Yes	☐	No
Do you have access to database files with **Student Information** (name, ID#, etc.)?	☐ Yes	☐	No
Do you have access to database files with **Faculty and Staff Information** (name, ID#, etc.)?	☐ Yes	☐	No
Do you have access to database files with **Class Information** (name, subject, teacher, etc.)?	☐ Yes	☐	No

Houghton Mifflin Online Assessment Implementation Checklist

1. Activating your Houghton Mifflin Online Assessment System licenses

The **Houghton Mifflin Online Assessment System** Administrator is responsible for activating your **Houghton Mifflin Online Assessment System** licenses for the school or district.

Have you received an e-mail with your activation code?	☐ Yes	☐ No
Have you registered and set up a username and password?	☐ Yes	☐ No
Have you activated your **Houghton Mifflin Online Assessment System** licenses?	☐ Yes	☐ No
Have you set up your district or school year and terms?	☐ Yes	☐ No
Have you set up your district performance bands?	☐ Yes	☐ No

2. Scanner Implementation

The **Houghton Mifflin Online Assessment System** allows users to scan plain paper answer sheets and upload student responses for evaluation.

A single scanner can be used to scan answer sheets for an entire school. The scanner must be connected to a computer that runs Windows and is connected to the Internet.

Not all scanners can be used with **Houghton Mifflin Online Assessment System**. The following scanners are supported as being compatible:

Supported scanners:
Brother DCP-8045D
Brother DCP-8060
Brother MFC-8440
Brother MFC-8460N

Will you be using scanners with the **Houghton Mifflin Online Assessment System**?	☐ Yes	☐ No
Have you connected your scanners to the appropriate computers?	☐ Yes	☐ No
Have you installed the scanner software to the appropriate computers?	☐ Yes	☐ No
Have you downloaded and installed the **Houghton Mifflin Online Assessment System** scanning software (**Houghton Mifflin Online Assessment System** Grader) to the appropriate computers?	☐ Yes	☐ No

3. Additional Administrators Setup

Although the **Houghton Mifflin Online Assessment System** requires a single **Houghton Mifflin Online Assessment System** Administrator, he or she can also create additional administrators to assist with enrolling faculty and staff users, student users, and class rosters.

School level administrators can also modify the performance bands and modify their own school year calendar.

Note: The term "administrator" does not refer to the school-based job description. It relates to the specific functions that a person is able to perform within **Houghton Mifflin Online Assessment System**. The chart below shows some of the functions performed by each of the **Houghton Mifflin Online Assessment System** user roles.

	Teacher	**Houghton Mifflin Online Assessment System** Administrator	Student
Create classes	**Yes**	**Yes**	**No**
Import users and classes	**No**	**Yes**	**No**
Run reports on personal classes	**Yes**	**Yes**	**No**
Run reports on others' classes	**No**	**Yes**	**No**

Will your district be establishing school level administrators for the **Houghton Mifflin Online Assessment System?**	☐ Yes	☐ No

If so, please list the school administrator names and e-mail addresses by school.

Name	**E-mail address**

Will school-based administrators be setting up users and classes?	☐ Yes	☐ No

If so, each school-based administrator should familiarize themselves with steps 4–7.

Have the school-level administrators been contacted by the **Houghton Mifflin Online Assessment System** Administrator?	☐ Yes	☐ No

4. Faculty and Staff Set Up

The first step in implementing the **Houghton Mifflin Online Assessment System** in your school or district is to establish faculty and staff members who will be using the system in their classes.

There are two methods for setting up faculty and staff users. The recommended method for establishing faculty and staff users is to import the data from your school information system. The **Houghton Mifflin Online Assessment System** can import data directly from a spreadsheet. Spreadsheet templates, as well as detailed instructions for importing, are available in the **User Management** section of your **Houghton Mifflin Online Assessment System** homepage. Even if your school does not have a school information system, you can use the templates to create a list to import into **Houghton Mifflin Online Assessment System**.

Do you have access to database files with **faculty and staff information** (name, ID#, e-mail address)?	☐ Yes	☐ No
Have you formatted the files to match the **Houghton Mifflin Online Assessment System** templates?	☐ Yes	☐ No
Have you imported the file successfully into **Houghton Mifflin Online Assessment System?**	☐ Yes	☐ No
Can you see your faculty/staff usernames and temporary passwords?	☐ Yes	☐ No

You can also manually set up individual faculty and staff users. This method requires the **Houghton Mifflin Online Assessment System** Administrator to input faculty and staff data individually for each user.

Do you have a list of all **faculty and staff** users including name, e-mail address, and subjects taught?	☐ Yes	☐ No
Have you input all **faculty and staff** users?	☐ Yes	☐ No
Can you see your **faculty and staff** usernames and temporary passwords?	☐ Yes	☐ No

5. Student Set Up

The next step in implementing the **Houghton Mifflin Online Assessment System** in your school or district is to enroll students who will be using the system.

There are two methods for enrolling student users. The recommended method for enrolling student users is to import the data from your school information system. The **Houghton Mifflin Online Assessment System** can import data directly from a spreadsheet. Spreadsheet templates, as well as detailed instructions for importing, are available in the **User Management** section of your **Houghton Mifflin Online Assessment System** homepage. Even if your school does not have a school information system, you can use the templates to create a list to import into **Houghton Mifflin Online Assessment System**.

Do you have access to database files with **student** (name, ID#, birth date, gender, grade)?	☐ Yes	☐ No
Have you formatted the files to match the **Houghton Mifflin Online Assessment System** templates?	☐ Yes	☐ No
Have you imported the file successfully into **Houghton Mifflin Online Assessment System?**	☐ Yes	☐ No
Can you see your student usernames and temporary passwords?	☐ Yes	☐ No

You can also manually set up individual student users. This method requires the **Houghton Mifflin Online Assessment System** Administrator to input student data individually for each user. Please go to step 6a if you plan to manually set up student users.

6. Creating Class Rosters

Now that your faculty and staff and students are enrolled in the system, you need to build classes to "join" the faculty to the students.

Similar to adding faculty and students, there are two methods for creating classes in the **Houghton Mifflin Online Assessment System**. The easiest and quickest way is to import the data from your school information system. The **Houghton Mifflin Online Assessment System** can import data directly from a spreadsheet. Spreadsheet templates, as well as detailed instructions for importing, are available in the **Class Management** section of your **Houghton Mifflin Online Assessment System** homepage.

The **Houghton Mifflin Online Assessment System** can automatically enroll students in specific classes if that information is available during the implementation period. If that information is not available, teachers can manually add students to their classes from the school roster (created in step 5).

Do you have access to database files with **class** information (name, grade, school year, term, teacher ID#)?	☐ Yes	☐ No
Does this database include students enrolled in each class?	☐ Yes	☐ No (*If no, skip to 6b*)
Have you formatted the files to match the **Houghton Mifflin Online Assessment System** templates?	☐ Yes	☐ No
Have you imported the file successfully into the **Houghton Mifflin Online Assessment System?**	☐ Yes	☐ No
Can you see the list of classes and students in each class?	☐ Yes	☐ No

You can also manually set up class rosters. This method requires the **Houghton Mifflin Online Assessment System** Administrator to input faculty and staff data individually for each user.

Do you have a list of all **classes** using **Houghton Mifflin Online Assessment System** including name, grade, school year, term, and classroom teacher?	☐ Yes	☐ No
Have you input all **classes** using **Houghton Mifflin Online Assessment System**?	☐ Yes	☐ No
Can you see the list of classes and students in each class?	☐ Yes	☐ No

6a. Manually Inputting Student Information

If you have chosen to manually enroll your students in the **Houghton Mifflin Online Assessment System**, you need to create class rosters and manually build the roster from that point.

Do you have a list of all **student** users including name, student ID#, birth date, gender, and grade?	☐ Yes	☐ No
Have you input all **student** users?	☐ Yes	☐ No
Can you see your **student** usernames and temporary passwords?	☐ Yes	☐ No

6b. Manually Adding Students to Classes

After enrolling faculty and students and creating classes, you may wish to have classroom teachers add students to classes manually from the roster created. In that case, once the roster has been created, users can simply add students by choosing them from the list created in either step 5 or step 6a.

7. Assigning Product to Classes

After creating class profiles and adding students to those classes (either by using the import templates or by creating them manually) you need to assign product to each of the classes in order for the correct content to be visible.

Do you have a list of all **classes** using **Houghton Mifflin Online Assessment System** including the product they will use?	☐ Yes	☐ No
Have you assigned **product** to all **classes** in **Houghton Mifflin Online Assessment System**?	☐ Yes	☐ No

8. Installing the Houghton Mifflin ExamView® Test Generator (optional)

The **Houghton Mifflin Online Assessment System** allows users to create their own tests from the Houghton Mifflin ExamView Test Generator. In order for the systems to communicate, version 5.0 or greater must be installed.

Have you installed version 5.X of the Test Generator?	☐ Yes	☐ No

Need Additional Help?

One of the best places to find additional help is in the Online Help Guide. You can access this by clicking the links located in the **Houghton Mifflin Online Assessment System**, or by going to www.eduplace.com/assessment/resource. If you would like more training for your teachers, please contact your Sales Representative to set up an in-service.

If you have questions about your order or to add or renew licenses, please contact either your Sales Representative or Customer Service.

Houghton Mifflin School Division Customer Service
800-733-2828
Hours: M–F 7:00 am–6:00 pm CT

If you have technical questions, please contact the Technical Support Group.

Houghton Mifflin Technical Support
800-758-6762
Hours: M–F 9:00 am–5:00 pm ET

If you have questions about your scanner, please refer to the help manual that was included in the packaging or contact the manufacturer.