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About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- **Bold** indicates user interactions such as a button or field on the screen.
- **Italics** indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions appear in the margin to provide additional information.

### Notes
Notes provide additional information about the subject.

### Tips
Tips suggest advanced options or other ways of approaching the subject.

### References
References list another source of information, such as another manual or website.

### Cautions
Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district’s computer hardware and software meet the minimum requirements.
# Software and Document History

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<th>Software Release</th>
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Overview of Synergy Assessment

Synergy Assessment allows school administrators and teachers to build, manage, and deliver formative and summative classroom assessments online.

You can:

- Create new assessments with standards-aligned items such as True/False, multiple-choice, single answer, and essay items. Answers to short answer items can be scored automatically; however, the teacher or admin user scores constructed response items.
- Monitor assessments, schedule future assessments, and access real-time performance data from the Assessment Dashboard.
- Create breakout groups directly from the Assessment Results screen.

Because Synergy Assessment is fully integrated across the Synergy Education Platform, assessments are built directly from Grade Book, delivered to students within the StudentVUE module, and centrally stored for district-wide access.

You can view assessment scores in the Grade Book alongside assignments, quizzes, and tests, making it easier to recognize performance patterns and adjust instruction to meet your student’s needs. Assignment scores are available in ParentVUE and StudentVUE.

The main functions within Synergy Assessment are:

- Dashboard – Allows the user to view a list of scheduled assessments to be taken by students and view more details about an assessment. It also reports overall data on completion of the assessment.
- Assessments – Allows the user to view or schedule assessments available to them and to create or edit assessments.
- Items – Allows the user to view items (questions) available to them and to create new or edit items.
- Passages – Allows the user to view passages available to them and to create new passages.
- Item Banks – Allows the user to view item banks visible to them and to create new item banks.
- Item Grading – Allows the grading of Constructed Response items answered by students.
Logging in to Assessment

Administrators

To access Assessment as a district administrator:

1. Navigate to Synergy SIS > Grade Book > Grade Book Admin Login.
2. Select a school and school year.
3. Click Open Grade Book.

Assessment opens in a new window displaying the Focus Selections.

4. Choose next step:
   - To perform administrator setup tasks for the district, no focus selection is required.
   - To view class assessment information, select a focus.
Staff without TeacherVUE Access

1. Enter your Login Name and Password.
2. Click Login.

3. Navigate to Synergy SIS > Assessment > Assessments to view the Assessment screen.

Assessment Filters

Item Filters

To help manage finding items that are in the Item Bank, use filters for selecting a item in the Item Bank or an Assessment. Some screens have a different filtering look, but the method is the same. When you select filters on one screen, they remain selected on other screens.

- District Created filters are functional when users have defined District Properties for items.
- Imported filters are functional when you are using an imported item bank.

- Select a filter and drag it to a new location
- Click ❌ to hide the filter. You can still search using the hidden filters and any selections made from hidden filters show at the top of the list.
- Click ❌ to clear a filter.
• Click ⌋ to view the Hidden Filters. Click ⌉ to return the filter to the list.

![Hidden Filters](image1)

**Item Bank Screen**

### Other Filters

Assessment filters help you narrow results when viewing assessments in the Assessment Dashboard screen.

• Click ⌋ to define the filters that display by selecting the options.

![Filters](image2)

**Dashboard Screen**

• Select the filters to use and click ⌈. The list automatically updates when the filter is applied.

• Clear the field and click ⌉ to remove the search criteria.
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Synergy Setup

Synergy SIS uses different methods to limit what teachers, parents, and students see in an assessment. They are:

- PAD Security
- ParentVUE and StudentVUE Configuration

Disabling Assessment Functionality Using PAD Security

All assessment functionality is enabled by default. To disable specific features for users or user group including school and teacher level:

2. Navigate to Synergy SIS > Grade Book > Grade Book Security.
3. Select a User Name or User Group Name.
4. Click Show Detail.

5. Select Yes to grant access or No to deny access.

The default for PAD Security is Blank which grants access to an object unless Public or another User Group is set to No.

To ensure that users do not have unexpected access to Assessment information, set the Schedule Level security for Public to No.

6. Click Save.
## Assessment PAD Security

<table>
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<tr>
<th>Screen</th>
<th>PAD Location</th>
<th>Function</th>
<th>Security Node</th>
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<tbody>
<tr>
<td>Assessments (Create &amp; Schedule Assessments)</td>
<td>Synergy SIS &gt; Assessment &gt; Assessments</td>
<td>When set to Yes, users can share assessments</td>
<td>gb_AssessmentForm.aspx</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When set to Yes, users can schedule their assessments to multiple schools and view other district scheduled assessments</td>
<td>gb_ScheduleAssessmentForm.aspx</td>
</tr>
<tr>
<td>Assessments (Create &amp; Schedule Assessments)</td>
<td>Synergy SIS &gt; Assessment &gt; Assessments</td>
<td>When set to Yes, users can schedule their assessments to a single school and view other assessments schedule to their school</td>
<td>gb_ScheduleAssessmentForm.aspx</td>
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<tr>
<td>Assessments (Create &amp; Schedule Assessments)</td>
<td>Synergy SIS &gt; Assessment &gt; Assessments</td>
<td>When set to Yes, users can schedule their assessments to their assigned classes</td>
<td>gb_ScheduleAssessmentForm.aspx</td>
</tr>
<tr>
<td>Assessments (Create &amp; Schedule Assessments)</td>
<td>Synergy SIS &gt; Assessment &gt; Assessments</td>
<td>When set to No, users cannot remove items from an assessment when it has scores against it</td>
<td>gb_ScheduleAssessmentGrid.aspx</td>
</tr>
<tr>
<td>Assessments (Create &amp; Schedule Assessments), Items (Create and Edit Items), Passages (Create and Edit Items)</td>
<td>Synergy SIS &gt; Assessment &gt; Assessments</td>
<td>When set to No, the Editor Tool contains a Source Button that allows editing</td>
<td>gb_AssessmentItemForm.aspx</td>
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</table>

...Assessment Module - New Item while in Assessment Creation (Button)

...Assessment Module - Schedule District Level (Button)

...Assessment Module - Schedule Teacher Level (Button)

...Assessment Module – Allow Removing Items After Results (Button)

...Assessment Module – Disable HTML Source Edit (Button)
Enabling Assessments Tab in ParentVUE and StudentVUE

1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
2. Select Assessments in Parent Active Modules and Student Active Modules.
3. Click Save.

ParentVUE and StudentVUE Configuration Screen

StudentVUE

StudentVUE must be enabled for the students to access assessments.

See the Synergy SIS – ParentVUE and StudentVUE Administrator Guide.
## Enabling Assessments

### Enabling Menu Options

A user with administrator rights must make the assessment options available to the district and schools. The following menu options are available:

<table>
<thead>
<tr>
<th>Root Menu</th>
<th>Sub Menu Name</th>
<th>Direct Link</th>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>Item Bank (Create &amp; Edit Items)</td>
<td>~/gb_AssessmentItemBank.aspx</td>
<td>Teachers</td>
<td>Allows the user to create and edit assessment items</td>
</tr>
<tr>
<td>Assessment</td>
<td>Bank Management (Create &amp; Edit Banks)</td>
<td>~/gb_AssessmentItemBankManagement.aspx</td>
<td>Teachers</td>
<td>Allows the user to create banks that hold items, passages, and assessments</td>
</tr>
<tr>
<td>Assessment</td>
<td>Dashboard (Authorize Students &amp; View Results)</td>
<td>~/gb_AssessmentsDashboard.aspx</td>
<td>Teachers Principals District Administrators</td>
<td>Allows the user to view the Assessment Dashboard Allows the district administrators to view assessment results by assessment and school</td>
</tr>
<tr>
<td>Assessment</td>
<td>Assessments (Create &amp; Schedule Assessments)</td>
<td>~/gb_AssessmentsGrid.aspx</td>
<td>Teachers</td>
<td>Allows the user to create assessments</td>
</tr>
<tr>
<td>Assessment</td>
<td>Constructed Response Grading</td>
<td>~/gb_AssessmentItemGrading.aspx</td>
<td>Teachers District Administrators</td>
<td>Allows the user to score Constructed Response answers</td>
</tr>
<tr>
<td>Assessment</td>
<td>Passages (Create &amp; Edit Passages)</td>
<td>~/gb_AssessmentPassage.aspx</td>
<td>Teachers</td>
<td>Allows the user to create and edit passages</td>
</tr>
<tr>
<td>Assessment</td>
<td>GradeCam Bulk Processing</td>
<td>~/gb_GradeCamFolderProcessing.aspx</td>
<td>District Administrators</td>
<td>Allows the administrators to process bubble sheets scanned into PDF, JPG, or TIFF format in bulk.</td>
</tr>
<tr>
<td>Admin</td>
<td>Import Data</td>
<td>~/gb_AdminImportFromFile.aspx</td>
<td>Admin</td>
<td>Allows administrators to import purchased assessments.</td>
</tr>
<tr>
<td>Admin</td>
<td>Standards Crosswalk</td>
<td>~/gb_AcademicBenchmarkCrosswalk.aspx</td>
<td>Admin</td>
<td>Allows users to connect Synergy standards to Academic Benchmark standards.</td>
</tr>
</tbody>
</table>
Adding Menu Options

1. Navigate to Synergy SIS > Grade Book > Grade Book Admin Login.
2. Click Open Grade Book.
3. Select Menu Editor from the Admin menu.
4. Scroll to the Create a new sub menu item for all roles section.
   - Add Mode – Use Selected Role Only.
     - Edupoint suggests giving access to administrators, elementary teachers, and secondary teachers.
   - Sub Menu Name – Use the name shown in the table above.
   - Direct Link – Select from the drop-down.
   - Sequence – Enter a number that the sub menu displays in the Assessment menu.
   - Root Menu – Use the name shown in the table above.
5. Set Visible to Yes and Disabled to No.
6. Click Insert.
Editing Menu Options

1. Select a role in Select a role.

   ![Menu Editor Screen]

2. Scroll down to the Assessment section under Root menu items.
   - Click Edit to modify the settings.
   - Click Delete to remove the menu for all users.

   ![Menu Editor Screen]

3. Click Save.
Setting Config Values

The administrator can limit access using Config Values.

1. Select Config Values from the Admin menu.
2. Set the Values:

Enter a Group Name to sort the Config Values.

Only change the values on the Config Value Default Overrides tab when instructed by Edupoint Educational Systems, LLC. Default values shown for values entered in 2018.01 and later.
- `bool_AssessmentPadEnabled` – Set to `True` to allow PAD Security to change Schedule Level access:
  - This option uses PAD Security to customize Assessment options to set whether the user can:
    - Create assessments
    - Create assessment items
    - Schedule assessments for the district, school, and/or only the classes assigned to them

  The default setting is `False` and allows users to schedule based on the Grade Book Security Levels.
  - Grade Book Admin users schedule to District only.
  - Principal users schedule to their School only.
  - Teacher users schedule to their Classes only.

- `strAssessmentMediaFolder` – Set to `photos/media` to allow multi-media to display from a purchased Item Bank

- `bool_AssessmentItemBinaryScoring` – To allow partial credit scoring on INSPECT and Multi-Part items:
  - Set to `FALSE` to use PARCC scoring structure that allows you to score items with partial credit.
  - Set to `TRUE` to use SBAC scoring structure where items are scored as correct or not correct.

- `boolShowAssessmentPARCC` – To show PARCC details and filters in assessments:
  - Set to `TRUE` to see PARCC filters.
  - Set to `FALSE` to hide PARCC filters.

- `boolShowAssessmentSBAC` – To show SBAC details and filters in assessments:
  - Set to `TRUE` to see SBAC filters.
  - Set to `FALSE` to hide SBAC filters.

- `boolStudentActionLog` – Set to `True` to enable the Student Activity Log to capture nearly every action the student takes in an assessment. Setting this ensures the student's progress on the assessment is not lost in the event of a connection loss.
- `int_MaxStudentUploadSizeInKB` – Change the size of pictures, audio/video files, documents, and slide shows that students can upload on Constructed Response items. The default size is 1024kb.

  Discuss server resources before changing the size. The default value limits the load on the server resources when thousands of students upload documents.

- `boolEnableRenderPartner` – Not normally used, however it may be needed when items provided in the purchased Item Bank do not render properly.
  - Set to `TRUE` if items provided in the purchased Item Bank are not rendering properly.

- `intRenderPartnerClientID` – Not normally used, however it may be needed when items provided in the purchased Item Bank do not render properly.
  - Enter your client specific ID if using `boolEnableRenderPartner`.

- `bool_CompressStandardsSubjectAndGrade` – Set to `True` to display the Standard Tree with Subject and Grade Levels compressed into a single view.

- `bool_SupressStandardSubjectAndGrade` – Set to `True` to display the Standard Tree without Subject and Grade Level information.

3. Click Save.
Assessment Setup

Limiting Access in Assessments

The administrator can limit access to users on the various Assessment screens.

**Item Settings**

1. Select *Item Bank (Create & Edit Items)* from the Assessment menu.

   ![Assessment Menu](image)

2. Select the Settings tab.

   ![Items Screen](image)

3. Select the options to enable.

   - **Assessment Item Promotion** – Allow teachers to promote items to be approved and used in a district wide item bank.
   - **Show Alternate Items** – Display items that appear to be duplicates but have slight differences. For use with imported item banks.
   - **Teachers Can Create** – Allow teachers the ability to create their own items.
Item Bank Settings

1. Select Bank Management (Create & Edit Banks) from the Assessment menu or navigate to Synergy SIS > Assessment > Assessment Banks.

   ![Assessment Menu]

2. Set Limit Teacher Sharing.
   - Toggle to OFF to allow teachers to share Assessments and Item Banks within their school.
   - Toggle to ON to not allow teachers to share within their school.

   ![Item Banks Screen]
Assessment Settings

1. Select Assessments (Create & Schedule Assessments) from the Assessment menu or navigate to Synergy SIS > Assessment > Assessments.

Assessment Menu

2. Select the Settings tab.

Assessment Screen, Settings Tab
3. Select the options to enable.

- **Allow Promotion** – Allow teachers to nominate an Assessment for district use.
- **Limit Teacher Sharing** – Allow teachers to only share within their school.
- **User Feedback on Items** – Allows selected users advanced features in their banks to solicit feedback.
- **User Feedback on Imported Banks** – Allows administrators advanced options to send feedback and statistics to import partners.
- **Update All Item Audio/Video** – Restores imported items that are missing in audio and video filter results.
- **Update Global Student Accommodations** – Allows a CSV file upload to update global accommodations.

The CSV file must contain the Student IDs and the specific accommodations to associate with it. The spelling must match the accommodations in the system.

The changes save as soon as the file is loaded and students targeted to an assessment have the default accommodations available.

- **Allow Preferred Score Type Displays** – Allow administrators and teachers to select their preferred score type from the available Grade Book Score Types that display as an overall result for assessments.
- **Preferred Score Type** – Select the default for district-wide assessments.
- **Text-To-Speech Language Test Setting** – Allows Text-to-Speech as part of creating and scheduling assessments.
- **Text-To-Speech Language** – Sets the global default for the Text-To-Speech inflection language.

Text-to Speech Defaults are browser specific. A selection should be made for Chrome, Firefox, and Edge.

Text-to-Speech is not supported in Internet Explorer.
Assessment Settings at the Teacher Level

1. Log in as a teacher.
2. Select Assessments (Create & Schedule Assessments) from the Assessments menu.
3. Select the Settings tab.
4. Select the Preferred Score Type to use as the default from the available Grade Book Score Types to display on scheduled assessments.
Creating Custom Attributes (District Users Only)

Use the Settings tab on the Bank screen to create custom attributes users select to define and filter items.

Each attribute can have different settings such as Required, Use As Filter, and Show in Details.

1. Select Item Bank (Create & Edit Items) from the Assessment menu.
   
   ![Assessment Menu]

2. Select an item or create a new item.
3. Create custom properties.
   
   a. Click +Add New Property to create a new tile.
   
   ![Item Screen, Settings Tab]

   b. Enter a category name in New Property.
c. Make selections how this property affects an item.

- **Required** – Select to make a required field on the Item Creation screen.
- **Show in Details** – Select to display in the Item Details on the Item Bank screen.
- **Use As Filter** – Select to include in the filters search on the Item Bank screen.
d. Select the interaction.

- **Rich Text** – Make the text toolbar available for users to input the details desired for the item.

- **Text Entry** – Allow users to input one keyword for the item.
- **Text Entry Multi** – Allow users to input multiple keywords for the item.

  ![Text Entry Multi](image1)

- **Drop Down** – Allows users to make a single selection from the provided property options.

  ![Drop-Down](image2)

- **Drop Down Multi Select** – Allow users to make multiple selections from the provided property options.

  ![Multi Select Drop-Down](image3)
e. Enter the options for the interaction and click +. For example Algebra, Geometry, Pre-Calc, and Calculus display in the drop-down in the Attributes section of the Item.

Using Standards Crosswalk

For customers using Academic Benchmark standards, use the standards crosswalk to connect Synergy standards to Academic Benchmark standards. By connecting a standard to an Academic Benchmark, Assessment Items automatically calculate data on associated standards for both past and future assessments.

The standards display in Item Details and in the Standards Summary.
1. Select *Standards Crosswalk* from the Admin menu.

![Standards Crosswalk Screen](image)

2. Search the Academic Benchmark Standards and Synergy Standards using one of the methods.
   - Method 1 - Type the desired standard in the text box.
   - Method 2 - Expand the standards below the search bar.

![Standards Crosswalk Screen](image)

3. Select the desired standards.
4. **Click Apply Identifiers.** The standards have matching Academic Benchmark Identifiers and Federal Identifiers.

![Academic Benchmark Crosswalk Screen](image)

5. **Repeat these steps for each standard you would like to crosswalk.**

6. **Clear the system cache.**
   a. Navigate to **Synergy SIS > System > Setup > System Configuration.**
   b. Select the **Options** tab.
   c. Click **Clear Cache.**
User Setup

You can allow support staff access to Assessment using the Grade Book Admin Login screen and the PAD tree in Synergy SIS.

1. Navigate to **Synergy SIS > System > User > User or User Groups**. The User configuration screen displays.
2. Search for the user.
3. Select the **Security Settings** tab.
4. Select **Assessment in Grade Book Security**.

5. Click **Save**.
Secure Browser Setup

When the student uses a secure browser to access an assessment:

- Any programs that could interfere with the student assessment are closed
- No additional windows may be opened
- Internet browsing is not accessible
- The student cannot exit the testing environment until the assessment is submitted for grading

Secure Browser Setup for Browsers on a PC or MAC

Use the InstallShield silent installer to push Secure Server capability and subsequent changes to the student computers for all browsers (such as Internet Explorer, Firefox, or Chrome).

InstallShield Silent Installs (Windows)

The Windows browser uses InstallShield that supports recording and playback of response files to automate the program installation.

2. Follow the instructions at Knowledgebase: Respondus LockDown Browser.
Install Kiosk Application for Chromebooks

Once the exam is complete, the student must restart the Chromebook to fully exit the exam.

The Edupoint LockDown Browser for Chromebook is a custom browser that secures the testing environment. Edupoint LockDown Browser for Chromebooks is a Chrome Extension that runs in kiosk mode on Chromebooks centrally managed with Chrome Device Management.

Install on All Chromebooks in District

2. Click Devices from the Admin Console.
3. Select Chrome management from the DEVICE SETTINGS section.
4. Select Apps & extensions.
   a. Select the KIOSKS tab.
   b. Hover over .
   c. Click to Add Chrome app or extension by ID to open Synergy Assessment Kiosk.

5. Click Synergy Assessment Kiosk app to open settings.

Contact the Assessment CRC team at Edupoint to receive a client specific ID and the Configuration File (Step 7) to use while searching.

6. Enter the text from the Configuration text file in the Policy for extensions section.
7. Click Save.

8. Select Chrome to return to Chrome Management.

9. Click Managed guest session settings.

   The Session Display Name is a required field, all other settings can remain at the default values.

10. Select Chrome to return to Chrome Management.

11. Select the Device Settings tab.

12. Select Allow managed guest sessions in the Kiosk settings section.

13. Click Save.
Install on a Single Chromebook

1. Navigate to **Customize and control Google Chrome > More Tools > Extensions** on the Chromebook device.

2. Click **MANAGE KIOSK APPLICATIONS** on the menu header.

3. Enter the application ID in **Add kiosk application**.
   - This ID is client specific. Contact the Assessment CRC team at Edupoint to request an application ID.

4. Click Add.

5. Click **Done**.
Verifying Proxy Server Settings

Kiosk mode does not work with proxy servers unless network configuration is by device instead of by user.

Use the following steps to set up the network configuration by device.

2. Navigate to Device Management > Network under Device Settings.
3. Select WiFi or Ethernet.

   If no networks are defined, create a network.

4. Configure the proxy settings as required and select by device in the Apply Network section.
5. Validate the network settings the generic Kiosk App with App ID: afhcomalholahplbjhnmahkoekolijban.

The generic Kiosk App allows you to configure an arbitrary URL (such as http://www.edupoint.com) which displays when the App enters Kiosk mode.
Importing Prebuilt INSPECT Assessments

1. Select *Import Data* from the Admin menu.
2. Select *Inspect Assessment* from Sample Import Documents. An Excel spreadsheet downloads.

3. Open the Excel spreadsheet.
   a. Complete the spreadsheet with the desired information. All fields are required.
      - TEST_NAME
      - TEST_DESCRIPTION
      - QUESTION_NUMBER
      - ITEM_ID (INSPECT ITEM ID)

4. Select *Import Data* from the Admin menu.
5. Select *Inspect Assessment* from **Choose Upload Type**.

![Import Data Screen](image)

6. Drag and drop the files into the field. The screen indicates the maximum number of files allowed per upload. The indicator turns red when the number is reached.

![Import Data Screen](image)

7. Click **Process Files** to complete the import process.
Installing a Purchased Item Bank

These instructions apply to all purchased Item Banks that are QTI 2.1 compliant.

Before You Begin

- Verify your state specific Academic Benchmark Standards were loaded to the environment that you intend to load the purchased Item bank.

  The standards MUST be loaded BEFORE importing the bank because the purchased items map to the standards and display in the Assessment module.

- Load the Generic Conversion tool from the FTP Site that aligns with your current version of Synergy.

Downloading Item Banks

1. Download the Item Bank from your FTP site to a local drive/file location.
2. Place the files inside a folder that contains only the files you are importing.

Inspect Item Bank
Certica Navigate Item Bank

You must perform additional steps if your district uses the Certica Navigate Item Bank or other Item Banks that are delivered with multiple folders.


There are 15 folders for the initial import. Each folder contains several individual files.

3. Download all of the numbered folders to a local folder on a server that has the current version of Generic Conversion.

Only the numbered folders containing the Item Bank files should be in this local folder. Do not download the Install_Import_Instructions and Navigate_Documentation files to the local import folder.

Importing the Purchased Item Bank

1. Run Generic Conversion as an administrator.
2. Enter your User Name and Password.
3. Enter the URL in Application Path where you want to import the Item Banks.
4. Click Test Connection.
5. Verify settings are correct for import to the desired database.
6. Select *Import Assessment Itembank QTI* from the **Tools** menu.

   ![Synergy Generic Conversion Screen](image)

7. Select  to locate and select the Item Bank.
   - Inspect Item Banks – Select the .zip file.

   ![Synergy Generic Conversion Screen](image)

   - Certica Navigate Item Bank – Begin with the folder starting with 01_ and continuing in numerical order until all folders are imported.

   *The 01_Full_Base_Item_Bank folder takes the longest amount of time to import because it contains thousands of items.*
8. Click Apply.

9. View the Conversion Status at the bottom of the screen.

![Synergy Generic Conversion Screen](image)

The file being loaded is very large and it takes a long time to upload. "Process finished successfully!" displays when complete.

The Update All Item Audio/Video option on the Settings tab of the Assessment screen sends a process to the Job Queue that restores the functionality of items that have audio and video files and improves the filter functionality. Run this process each time you import a purchased item bank that contains items with audio/video files.
Update Item Bank Description

1. Log in to Grade Book as an administrator.
2. Select Item Bank Management (Create & Edit Banks) from the Assessment menu.
3. Open the purchased Item Bank from Available Item Banks.
   - Select SCIP Item Bank Package for the Certica Navigate Item Bank.
   - Select Inspect Item Bank for the Inspect Item Bank.
4. Update the Display Name to change the name that the users see on the screen.
5. Enter a Description.
   - Use Month and Year you updated this bank so you have record of how recent the import is.
6. Select the Visibility.
   - Private – Visible only to the person that created the bank.
   - Public – Visible to all users with access to Synergy Assessment.

Bank Details Screen

7. Reset IIS on all web-servers (including ParentVUE/StudentVUE) when complete to activate the audio and video items.
   - Perform the restart when most users are not using Synergy.
Verify Technology Enhanced Items

Enable Technology Enhanced Items the first time you install the purchased Item Bank.

- See Enable technology enhanced items in Setting Config Values
- See Enable Alternate Items in Assessment Setup

1. Log in to Grade Book as Admin.
2. Verify the technology enhanced items are visible:
   a. Select Item Bank (Create & Edit Items) from the Assessment menu.
   b. Use the Bank filters to select the purchased Item Bank. A list of available Item Types that are part of the purchased Item Bank display under Imported.
3. Open Internet Information Service (IIS) Manager.
   - Restart ALL web-servers (including ParentVUE) to make audio and video items available and clear the district cache.
4. Verify the technology enhanced items are visible.
   a. Select Item Bank (Create & Edit Items) from the Assessment menu.
   
   ![Assessment Menu]

   b. Select <Purchased> Item Bank in the Item Bank filter.
   c. Click Apply.
   d. Select the Audio and Video filter to verify they function properly.

   ![Items Screen]
GradeCam

GradeCam is a plug-in that uses a camera to automatically grade the assessment using bubble sheets.

GradeCam is embedded in Synergy Assessment but must be purchased through Edupoint to enable the full features.

GradeCam works with assessments using the following item types:

- Multiple Choice
- Multiple Select
- True/False
- Constructed Response has the following options:
  - Creates a form that ignores constructed response items that you grade later.
  - Creates a form with numeric fields you can use to enter point values. You grade the constructed responses on the form and scan the scores in directly.

Teachers use a camera on their computer to score the assessment and give immediate feedback to the students.

- Blank forms are identified and presented as an error.
- Confusing forms ask you for feedback, allowing you to modify a student's responses to match the form.

Installation

GradeCam is enabled through a license key authorizing its use. The district administrator should contact Edupoint to obtain the key.

To view system requirements and install the GradeCam plug-in:

1. Select Dashboard (Authorize Students and View Results) from the Assessment menu or navigate to Synergy SIS > Assessments > Assessment Dashboard.
2. Select the assessment that uses the appropriate item types in either the You Scheduled or the Scheduled for Your Classes tabs.

3. Click GradeCam.

4. Click 📌.

5. Click Install the GradeCam Plugin. The GradeCam website displays.
2. Click Download and follow the prompts to install the plug in.
3. Follow the instructions to select the camera type, verify the image is the correct orientation, and to try scanning.

**Bulk Scanning Bubble Sheets (District Users Only)**

District Administrators have the ability to score multiple bubble sheets at one time.

- Blank forms are identified and allow you the option of scoring them as empty or skipping them.
- Confusing forms ask you for feedback, allowing you to modify a student's responses to match the form.
- When a score already exists for the student, you have the option to update their result or cancel the submission.
- The image of the scanned form displays on the screen and is included with any scanning errors to identify the troubled scan.
- If a Gridded Response field for Constructed Response items scans a point value higher than the item's total points, you have the option of updating that score.
Using Bulk Scanning

1. Scan the sheets in PDF, JPG, or TIFF format using gray scale or color.
2. Navigate to Assessment > GradeCam Bulk Processing.

3. Navigate to the folder in your file manager that contain the files.
4. Drag and drop the files into the box.
5. Click Scan Now.

6. View the Assessment Results.
Advanced Assessment Response Data

You can store item and answer statistics in the database for reporting options for the technology enhanced items by enabling the Update Advanced Answer Data link on the Item Bank Management screen.

The process runs on the process server and updates the following tables with item details.

- EGB_TEST_ITEMANSWERS
- EGB_TEST_RESPONSEANSWER
- EGB_TEST_ANSWERSHAPE

Enabling Advanced Response Data

Enable the functionality for the users that generate the database statistics.

2. Navigate to Synergy SIS > Grade Book > Grade Book Security.
3. Locate the User Group that should have access.
4. Click Show Detail.
5. Navigate to GB_ASSESSMNETSGRID.ASPX > Assessment Module - Hide Advanced Options (Button).
6. Select No.

    | Tab | GB_ASSESSMNETSGRID.ASPX |
    |-----|-------------------------|
    |     | Assessment Module - Allow Removing Items After Results (Button) |
    |     | Assessment Module - Create Assessment (Button) |
    |     | **Assessment Module - Hide Advanced Options (Button)** No |
    |     | Assessment Module - Schedule Assessment (Button) |

 PAD Security Screen

7. Click Save.
Processing Advanced Response Data

1. Select Bank Management (Create & Edit Banks) from the Assessment menu or navigate to Synergy SIS > Assessment > Assessment Banks.

2. Click Update Advanced Answer Data under Settings.


4. Click Update Advanced Answer Data.
The Store Answer Data process runs on the Process Server and displays progress details in Assessment and in the Job Q Adm Viewer.
Chapter 3: Troubleshooting

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Troubleshooting Audio and Video Items

If audio and video items within the purchased Item Bank are not functioning properly, including **Unsupported errors**, verify m4v and mp4 file types are defined on each web server (including ParentVUE).

1. Open the Internet Information Systems (IIS) Manager.
2. Double-click **MIME Types**.

![Internet Information Service (IIS) Manager](image-url)
3. Verify .m4v and .mp4 are defined.

- If not defined:
  a. Select Add… from the Actions menu.
  b. Enter the File name extension and MIME type:

<table>
<thead>
<tr>
<th>Type</th>
<th>Extension</th>
<th>MIME Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>mp4</td>
<td>.mp4</td>
<td>video/mp4</td>
</tr>
<tr>
<td>m4v</td>
<td>.m4v</td>
<td>video/mp4</td>
</tr>
</tbody>
</table>

c. Click OK.
4. Click Restart on each web-server.

![Internet Information Service (IIS) Manager]

5. **Verify that the Audio/Video items work properly.**

**Trouble with Technology Enhanced Items**

Access to these sites is necessary for rendering and scoring some of the technology enhanced items in the Item Bank.

Verify that all student computers have access to the following websites when taking an online assessment:

- www.codecogs.com
- https://assess.itemlogic.com/
- https://www.google-analytics.com/
- https://d28n74cemeobyg.cloudfront.net/
- https://usage.trackjs.com/
- https://s3.amazonaws.com/itemlogic-app/