

# Welcome to Acuity!

## Acuity Training I Teacher Introduction

*Customer Service: (800) 282-4705*

# Training Agenda


- Teacher Login
- Viewing Class Rosters
- Student Test Experience
- Scoring Constructed Response (CR) Items
- Viewing Reports

# Teacher Login

- URL
  - [acuity.aps.k12.co.us](https://acuity.aps.k12.co.us)
- Enter Username & Password same as used to login to your computer
  - [Click Here](#) if you forgot your password

# Log into Acuity

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 ACUITY

online data-driven inspire  
customized achieve actions

Welcome to Acuity!

User Login

User Name:

Password:

My District Uses Single sign-on

Enter Site

To get started, type your User Name and Password in the fields above and click Enter Site.

→ Please [click here](#) if you do not remember your Password.

For technical assistance, please contact us at [support@acuityforschool.com](mailto:support@acuityforschool.com) or 1 (800) 282-4705.

Login Page is  
the same for  
students &  
teachers

[acuity.aps.k12.co.us](http://acuity.aps.k12.co.us)

# Main Menu

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ACUITY

(Currently Teacher in North Middle School Health Sci & Tech) Home Help Acuity Community Contact Us Logout

Welcome, LISA ACKERMAN!

- Tests
- Reports
- Instructional Resources
- Management
- My Settings
- Acuity Community

**Management**

Menu	
▸ <a href="#">Students</a>	Find and edit an existing student,
▸ <a href="#">Classes</a> ★	Find and edit an existing class, or
▸ <a href="#">Report Batches</a>	View queue and manage unexpired

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# View Class Rosters

- Main Menu
- **Management**
- **Classes**
  - Select School (if applicable)
  - Click **Show Existing Classes**
- Select Class & Click [View Roster](#)
- Click [Show All Passwords](#)
- Click **Print Roster**

## BEST PRACTICE:

Prior to your Testing Dates –  
Confirm your Class Roster(s)  
are correct.

– New students will show in  
Acuity the day after they are  
enrolled in IC if they do not  
then contact Susan Collins  
in IT via email

-Provide, your name,  
school, student's complete  
first and last name, grade  
level, and subject/course

# Answer Key

- Tests > Preview/Print > Enter Search Criteria > Search > **Print/View Answer Key**

The screenshot displays a web application interface for searching and viewing assessment materials. A modal window titled "Preview/Print" is open, showing search filters for Subject, Assessment Type, and Grade Level of Assessment, along with a "Search" button. The background shows a "Search Results" table with three rows of assessment data. The "Print/View Answer Key" column in the table is highlighted with a red circle.

Assessment Name	Online Preview	Preview/Print	Teacher rections	Print CR Answer Sheet	Print/View Answer Key
Acuity Colorado Math Grade 6 Predictive Form A	<a href="#">Show</a>	<a href="#">Show</a>	N/A	<a href="#">Show</a>	<a href="#">Show</a>
Acuity Colorado Math Grade 6 Predictive Form B	<a href="#">Show</a>	<a href="#">Show</a>	N/A	<a href="#">Show</a>	<a href="#">Show</a>
Acuity Colorado Math Grade 6 Predictive Form C	<a href="#">Show</a>	<a href="#">Show</a>	N/A	<a href="#">Show</a>	<a href="#">Show</a>

# Constructed Response

- Each Predictive Form has 2 CR Items
- Students may complete CR via paper/pencil (CR Answer Sheet) or online
- Teachers must score CRs using Rubric
- Teachers need to manually enter CR scores into Acuity
- CR Items should NOT be completed if student did NOT complete MC Items



# Manually Score Items

- After Teacher has graded the Students' CR Items, Enter the scores into Acuity
  - Tests > Scoring and Scan Processing > Manually Score Items > Enter Criteria (Step 1) > Show Assignments

**Score Items**  
Step 1 of 2: Find Assignments

Search for Assignments

District: Adams-Arapahoe 28-J

School: Aurora Frontier K-8

Class: 8th Grade 5th Block Math - HANSON

Subject: Mathematics

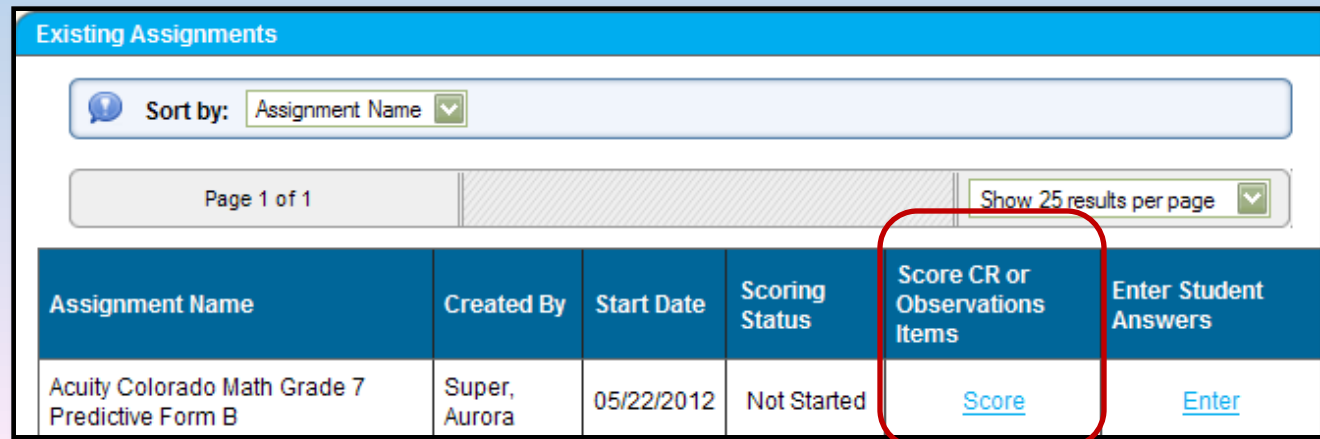
Assessment Type: Predictive

Assessment: Acuity Colorado Math Grade 7 Predictive Form B

Show Assignments

# Manually Score Items

- Click **Score CR or Observations Items**
- Select **Student(s)**
- Click **Search**
- Enter Student's **Score** by Item Number
  - No Response, 0, 1, 2, 3, etc...
- **Click Submit to save**



Existing Assignments

Sort by: Assignment Name

Page 1 of 1

Show 25 results per page

Assignment Name	Created By	Start Date	Scoring Status	Score CR or Observations Items	Enter Student Answers
Acuity Colorado Math Grade 7 Predictive Form B	Super, Aurora	05/22/2012	Not Started	<a href="#">Score</a>	<a href="#">Enter</a>

# Constructed Response

- **No Response = 0**
  - Student skipped (*did not attempt*) item, but completed other items (do not use for absent students)
  - counts as an Incorrect score (zero points)
- **ZERO Score = 0**
  - Student attempted to answer item, but answer was incorrect, zero points based on rubric
- **Leave Blank**
  - If student did not complete any multiple choice items (absent)

# Manually Score Items

**Score Items**

Click "Submit" or "Submit and Proceed to next Page" button to save your scores and proceed.

Sort by:  ▼

To return an individual student response to an unscored state, double click on the existing score.

To view Scoring Rubrics and Exemplars [click here](#)

Page 1 of 1

Student	Item Number	View Student Response/Question	Score
Joe Smith	31	<a href="#">View Response/Question</a>	<input type="radio"/> No Response <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2
	32	<a href="#">View Response/Question</a>	<input type="radio"/> No Response <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Robert Dylan	31	<a href="#">View Response/Question</a>	<input type="radio"/> No Response <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2
	32	<a href="#">View Response/Question</a>	<input type="radio"/> No Response <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Brenda Jones	31	<a href="#">View Response/Question</a>	<input type="radio"/> No Response <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2
	32	<a href="#">View Response/Question</a>	<input type="radio"/> No Response <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3

[View Response/Question](#)  No R

**Submit** **Print All Responses** **Reset Scores**

# Assignment Status

- Click Assignment Status on left
- Fill in all information on the assessment (subject, grade, etc.)
- Then you will see a list of each student showing if their test is “in progress” or not. All “in progress” tests mean that the student clicked “Save and Exit” instead of “Finish”

# Contact for Help

- Kimberly Terry
- [kkterry@aps.k12.co.us](mailto:kkterry@aps.k12.co.us)
- Ext. 28335
  
- Christina Ethier
- [ckethier@aps.k12.co.us](mailto:ckethier@aps.k12.co.us)
- Ext.28337
  
- Susan Collins
- [sacollins@aps.k12.co.us](mailto:sacollins@aps.k12.co.us)
- Ext. 28288