

Assignment Alignment with CTESTAR[®]

By Task



Enter Assignments into Grade Book



Create a New Course in CTESTAR[®]



Import Task List from Task List, Course, or Internet



Configure Student and Curriculum Source Course(s)



Import Grade Book Curriculum



Select a Measurement Criteria or Performance Element, and Insure the item is Graded



Select the aligned Assignment(s), and Enter the Weight(s)



Repeat Step ⑦ for all Assignments Aligned to this Measurement Criteria or Performance Element



Repeat Steps ⑥, ⑦, and ⑧ for remaining Measurement Criteria and/or Performance Elements



Generate the *Assignment Crosswalk* report to verify entry

Assignment Alignment with CTESTAR[®], By Task

- ① Log In to Grade Book Program
Enter Assignments
Pay attention to entered bracket codes
- ② Select *New Course* Item on Left-Hand Side
Enter Data in Right-Hand Side, especially Course Number
(Course Number from Student Accounting System)
Click *Add New Course* button on Right-Hand Side
Select Course on Left-Hand-Side
- ③ Select Course on Left-Hand Side
Menu Item: *File\Import\Tasks from Task List*,
Menu Item: *File\Import\Tasks from Internet*, or
Menu Item: *File\Import\Tasks from Course*
- ④ Expand *Student Sets* on Left-Hand Side
Select *New Student Set ...* on Left-Hand Side
Select Academic Year for course in *Acad Year* on Right-Hand side
Select Course and Section in *Course Id* drop-down on Right-Hand side
Leave *Year* set to *Any* on Right-Hand Side
Click *Add New Student Set* button on Right-Hand side
- ⑤ Execute the *File\Update\Curriculum* menu command
- ⑥ Select parent *Performance Element* on Left-Hand side
Insure *Assess Performance Element* is **not** checked
Select child *Measurement Criteria* on Left-Hand side
Insure the *Edit Meas. Criteria* tab at top on Right-Hand side is selected
Insure that *Graded* check-box is checked
- ⑦ Insure the *Only List Cross-Walked Assignments* check-box is not checked
Optionally, enter a keyword in Right-Hand side and click the *Filter* button
Click on the Assignment in the Right-Hand side
Enter the *Weight* in the Right-Hand side
- ⑧ Find the next aligned assignment on Right-Hand side
Repeat Step ⑦
- ⑨ Find the next Measurement Criteria on Left-Hand side
Repeat Steps ⑥, ⑦, and ⑧
- ⑩ Expand *Reports* on Left-Hand side
Select *Assignment Cross Walk* on Left-Hand side
Click *Generate Report to Screen* button
Select Printer: Printer with Yellow Wrench
Print Report: Printer with Green LED