

Literacy and Numeracy for Adults Assessment Tool Release 4.57.2

The following changes were released within the Assessment Tool Production and Training environments on 8th July 2012.

Overview

The purpose of this document is to outline the changes and enhancements recently released to the Literacy and Numeracy for Adults Assessment Tool. This helps Organisation Administrators and Educators become aware of system modifications that will affect usage of both Assessment Tool environments.

New Enhancement for Organisation Administrators and Educators:

Changes to Reports and Learner's past assessment history:

- Previously a learner's past assessment history was only displayed in the **Gain Report** and **Learner Progress reports** if the *Show History flag* was checked (indicating you have permission to access this data). In the latest release past assessment history will also be included in **data engine extracts**.
- Note:** Data will only be included if the *Show History flag* has been checked and your reporting/data extract date ranges include the date when the assessment(s) were sat.

Data Engine Extracts:

- If the *Show History flag* is set for a learner, **Data Engine Assessment Extracts** from the Learners Tab will now include past assessment history data from other organisations. This is in the same way as assessment data that has been completed internally:

Data Engine Extracts

All Learner Assessment Results

This report will generate a file containing all assessment results in Reading, Writing, Numeracy and Vocabulary for the selected learners or assessments. By default, it includes all results from all assessments that were active between the dates. To include only results from assessments actually sat between these dates, select the **Include assessments sat within date range only** checkbox.

Select a date range:

4/07/2011 - 4/07/2012

Include assessments sat within date range only.

Include assessments sat at other Organisations.

[Get Extract](#)

- The CSV file will omit certain information, both to protect the privacy of the learner and to help identify that the record is from a different organisation:

EmailAddress	Learner Still At Org	AssessmentName	AssessmentArea	AssessmentStrand	AssessmentType	Difficulty	Threshold	Educator	CreatedDate	ExpiryDate	ModifiedDate	AssessmentSt
EAP@here.com	Yes	Writing 4.0.42	Writing	Write to Communicate	Non-Adaptive for Printing				2/12/2011 15:27	27/01/2012	2/12/2011 15:27	Retired
EAP@here.com		Numeracy Assessment	Numeracy	General Numeracy	Snapshot		No Threshold	Other Organisation				
EAP@here.com	Yes	4.0.48 Numeracy	Numeracy	Number Knowledge	Non-Adaptive	Steps 2-5			12/03/2012 11:36	12/03/2012	12/03/2012 14:13	Retired
EAP@here.com	Yes	Release testing July	Numeracy	General Numeracy	Snapshot		No Threshold		3/07/2012 10:27	1/01/2013	3/07/2012 10:27	Active

A blank field in The 'Learner Still At Org' column identifies that the assessment was sat elsewhere. This field can be Sorted by blank field.

Any assessment sat at another organisation will be given a generic name based on the assessment area.

Assigned Educator names will be replaced with 'Other Organisation'.

Assessment creation, expiration and modification, etc, dates will be left blank if the assessment was sat at another organisation.

Filters applied to the Assessment Tab now saved for session duration

- Once a filter has been applied to the Assessment Tab, it will remain filtered during the Assessment Tool session that the tab is accessed in. The filtering will be removed once the session is ended or if the 'Reset Filter' button is clicked. This is to avoid needing to reapply filters when attempting to view a large number of assessment lists:

The screenshot shows the 'Assessments' page with a table of assessment lists and a sidebar for filtering. The table has columns for Assessment Name, Learners Completed (Set), Area, Assessment Type, and Assessment Status. The filter sidebar is highlighted with a red box and includes sections for Status, Areas, Type, and Date Created.

Assessment Name	Learners Completed (Set)	Area	Assessment Type	Assessment Status
<input type="checkbox"/> Testing July	0 (24)	Numeracy	Snapshot	Retired 3/07/2012
<input type="checkbox"/> Release testing July	0 (23)	Numeracy	Snapshot	Active Expires: 1/01/2013
<input type="checkbox"/> 4.5/7.2 release test	0 (0)	Numeracy	Snapshot	Active Expires: 1/01/2013
<input type="checkbox"/> 4.0.48 Numeracy (adaptive)	0 (7)	Numeracy	Adaptive	Active Expires: 11/09/2012

Filter assessments by

Status

Active
 Non-Active
 Retired

Areas

Numeracy
 Reading
 Vocabulary
 Writing

Type

Adaptive
 Non-Adaptive
 Non-Adaptive for Printing
 Snapshot

Date Created

From: 1/02/2012 To: 3/07/2012

[Show More Options](#)

New field added to Non-adaptive for Print assessments front page

- The field named 'Course' has been added after the 'Organisation' field on the front page of non-adaptive for print assessments.
- This is to help organisations avoid having to edit the PDF after the assessment has been created, reducing second handling/editing work for organisations.

The screenshot shows the 'Reading' assessment form. The 'Course' field is highlighted with a red box. The form includes fields for Today's date, Own's name, Family name, Organisation, Course, Gender, Date at birth, and a section for 'What ethnic groups do you belong to?'. There are also optional fields for Learner Identification (Learner ID and SAM ID).

Libraries and Numeracy for Adults Assessment Tool

Reading

Sample Print Assessment

Today's date:

Own's name:

Family name:

Organisation:

Course:

Gender: Female Male

Date at birth:

Is English your first language? Yes No

If 'No', what is your first language?

What ethnic groups do you belong to?
 (For example: New Zealand European, Māori, Samoan, Tongan)

Learner Identification (optional):

Learner ID:

SAM ID:

Developed by NZCER and Kōwhiri

Latest Learner Scale Score Report

- If the *Show History flag* is set for a learner, the **Latest Learner Scale Score** report from the Learners tab will now include past assessment history data from other organisations in the same way as assessment data has been completed internally:

Latest Learner Scale Scores

Include assessments sat at other Organisations.

[Get Extract](#)

Add assessment status change function in the Assessment Tab

- You can now make bulk status changes to Assessments from the Assessment tab. This is designed to make it easier to manage assessments:

Bulk Change Assessment Status

Activate	... All selected, non-active assessments
Deactivate	... All selected, active assessments
Retire	... All selected, non-retired assessments

Gain Report now available from the Groups Tab

- Already available in the Learners Tab, the **Gain Report** is now available in the Groups Tab. Reporting in this way can be made on the progress of Learners in a Group made over time. To locate, click on the relevant group and scroll down the screen beneath the Latest Learner Results Reports:

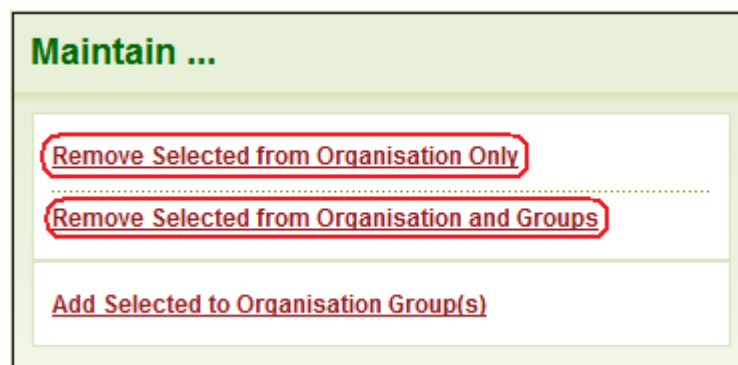
The screenshot displays a user interface for the Groups Tab. On the left, there is a list of learners with their names and group details, each accompanied by a 'View Details' link. The learners listed are: Reacher, Jack; Rivers, Paul; Roach, Murray; Street, Bram; Swart, Emma; Swift, Jonathan; and Taylor, Jane. At the bottom of this list, there are navigation icons and the text 'Page 1 of 2'. On the right side, there is a panel for the 'Writing' assessment area, with a 'View Learner Results' link. Below this, the 'Gain Report' section is highlighted with a red box. It contains a description of the report, a dropdown menu for 'Select an assessment area' (currently set to 'Numeracy'), and a date range selector for 'Select a date range' (set to 6/07/2011 to 6/07/2012). A 'View Report' link is located at the bottom of the Gain Report section.

Summary of changes to Learners and Groups

- Two new features have been introduced to assist organisations in managing learners and groups within the Assessment Tool. These changes are intended to give organisations more flexibility around the administration of the Assessment Tool and to make accessing historic data easier.
- It is now possible to hide groups and have learners retain membership to groups, even if they have been removed from your organisation. Previously any learner who was removed from an organisation was also removed from any groups they were a member of.
- These changes will enable organisations to maintain groups and their learner membership(s) from past semesters, courses, or academic years. Organisations will be able to generate reports for learners that have left the organisation through this new functionality.

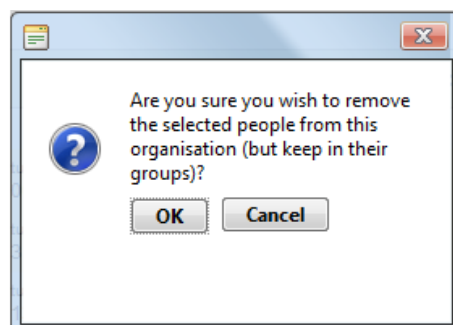
Removing Learners from the Assessment Tool

- There are now two options for managing learners within the Assessment Tool. In the **Learners Tab** you will see these options under the **Maintain** section.
 1. Remove selected from Organisation Only – This will remove the selected learner(s) from your organisation but retain their group membership(s).
 2. Remove learners from Organisation and Groups – This will remove selected learner(s) from both your organisation **and** any groups they are a member of:

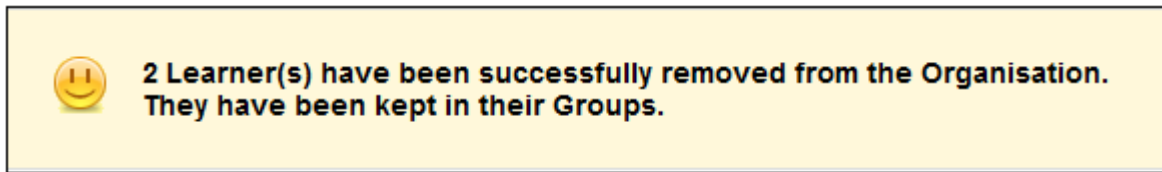


Example 1: Remove selected from Organisation Only

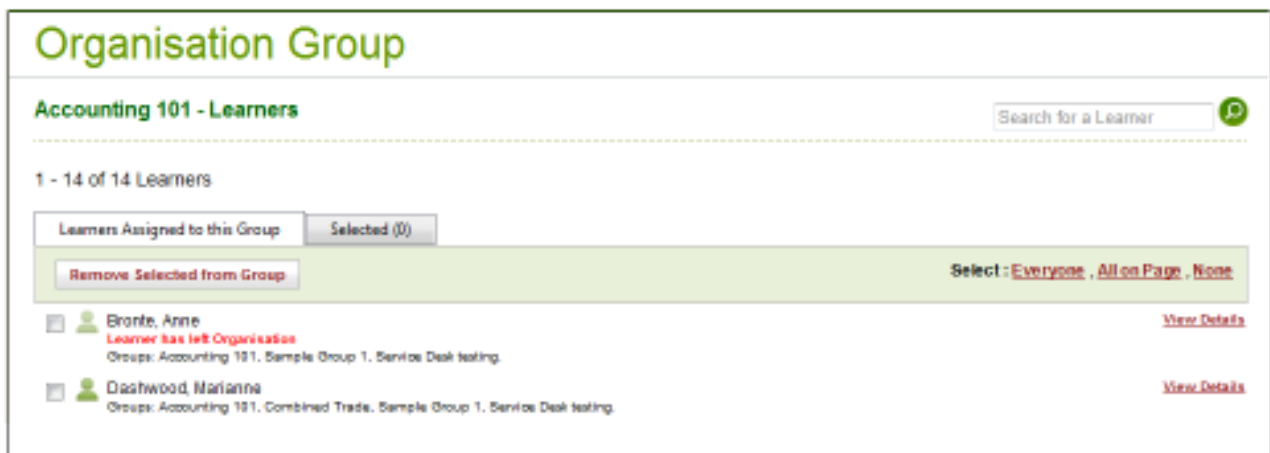
1. In the **Learners tab** select the learners you wish to remove from your organisation.
2. Click the link Remove selected from Organisation Only.
3. You will then be asked to confirm this action (note the text in the pop-up):



4. Once you have selected **OK** you will see a confirmation of the learners that have been removed from the organisation but kept in their groups:

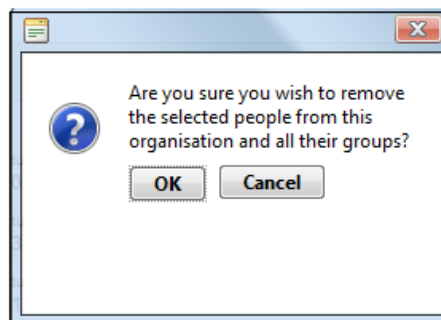


5. Learners who have been removed from your organisation but left in groups will be tagged with "Learner has left Organisation" under their name. They can be included in any group reports you might generate:

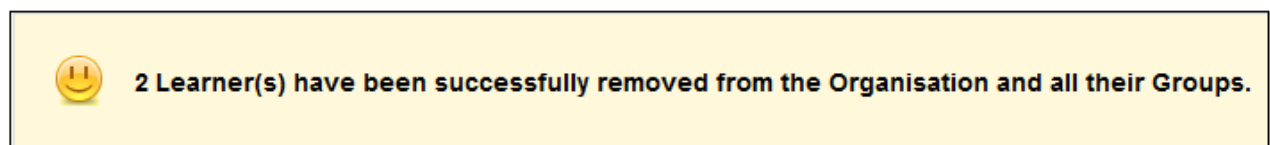


Example 2: Remove selected from Organisation and Groups

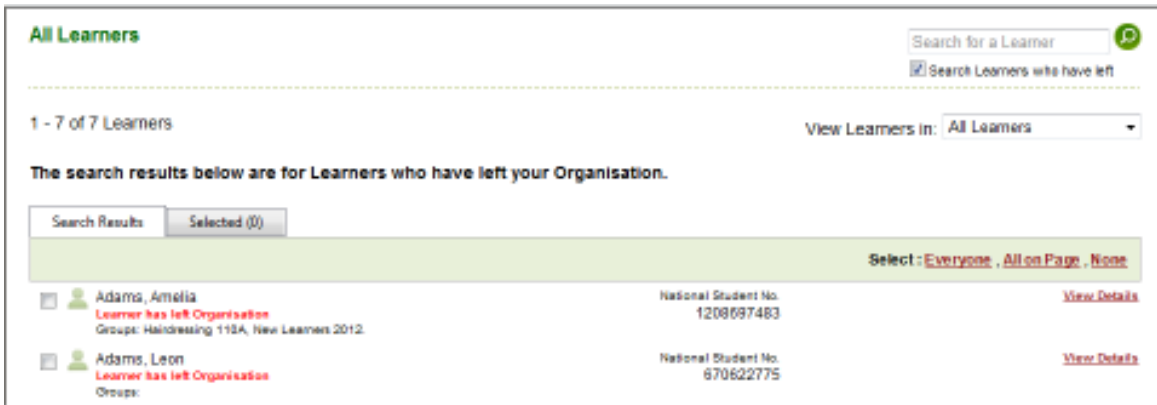
1. In the **Learners tab** select the learners you wish to remove from your organisation and groups.
2. Click the link Remove selected from Organisation and Groups.
3. You will then be asked to confirm this action (note the text in the pop-up):



4. Once you have selected **OK** you will see a confirmation of the learners that have been removed from the organisation and any groups they belonged to:

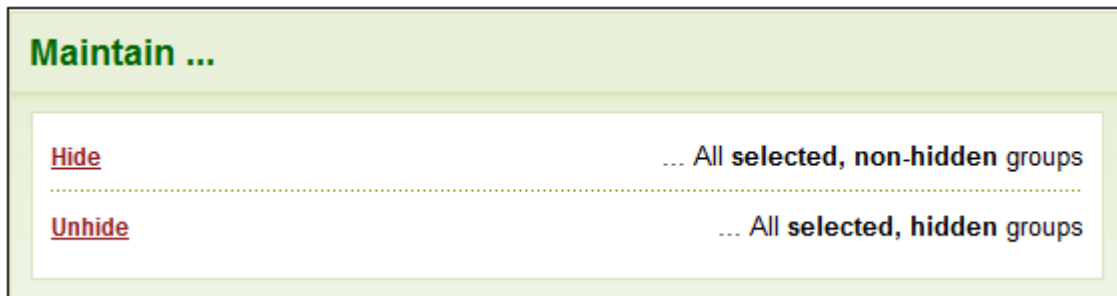


5. Learners who have been removed from your organisation can be searched for in the **Learners tab** using the Search for Learners who have left function. These learners will have “**Learner has left Organisation**” listed under their name:



Summary of changes to Learners and Groups

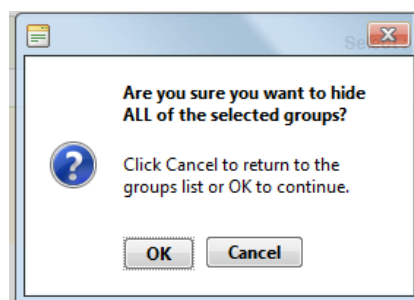
- **Organisation Administrators** now have the ability to hide and to unhide Organisation *and* Educator groups. This feature is accessed via **Maintain** section in the **Groups Tab**:



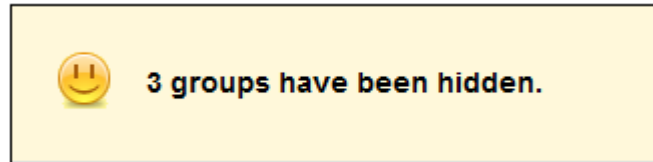
- If a group is still being used for reporting purposes, but is not frequently used, an **Organisation Administrator** can hide the group so that it is no longer visible in the **Group Tab** or the Group dropdown box in the **Learners Tab**.
- **Important:** How are Hidden Groups different to Unhidden Groups?
 1. While Hidden Groups can still be used for reporting purposes they **cannot** have users added to them. You will need to unhide any hidden group you want to make membership changes for learners or educators.
 2. Hidden Groups **cannot** be updated using the Bulk Upload functionality.
 3. Hidden Groups **cannot** be used to assign learners to an assessment.

Hiding a Group

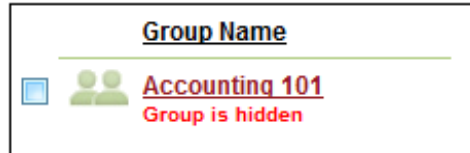
1. In the **Groups Tab** select the groups you wish to hide.
2. Click the link Hide (All selected, non-hidden groups):



- Once you have selected **OK** you will see a confirmation of the groups that have been hidden:



- Hidden groups will be tagged with "Group is hidden" under their name:



- When browsing in a hidden group any learner included in the group will be tagged with "Hidden group(s)" under their name:



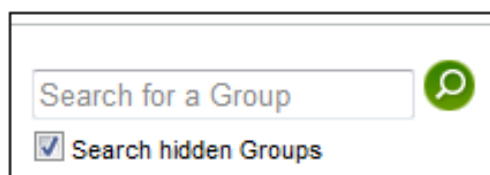
- Click **View details** for a learner to see more information about the hidden groups they belong to. Under the **Assigned Groups** section you will see the names of the hidden groups they are a member of:

Assigned Groups

Group Name	Group Type
<u>Sample Group 1</u>	Organisation
<u>Service Desk testing</u>	Educator
<u>Accounting 101</u> Group is hidden	Organisation
<u>Combined Trade</u> Group is hidden	Organisation




Unhiding a Group

- In the **Groups Tab** search for the group(s) you wish to un-hide. This search function is identical to the Search for Learners who have left feature in the **Learners Tab**.
- As an **Organisation Administrator**, ticking the Search hidden Groups and clicking the magnifying glass without entering any search text will display a list of *all* hidden groups at your organisation:



1 - 3 of 3 Groups

All Groups Selected (0)

	<u>Group Name</u>	<u>Group Type</u>
<input type="checkbox"/>	 Accounting 101 Group is hidden	Organisation
<input type="checkbox"/>	 Combined Trade Group is hidden	Organisation
<input type="checkbox"/>	 Educator Group Testing Group is hidden	Educator


- Or you can search for a specific group by entering the group name. Note you still need to tick the Search hidden Groups checkbox:

1 - 1 of 1 Groups

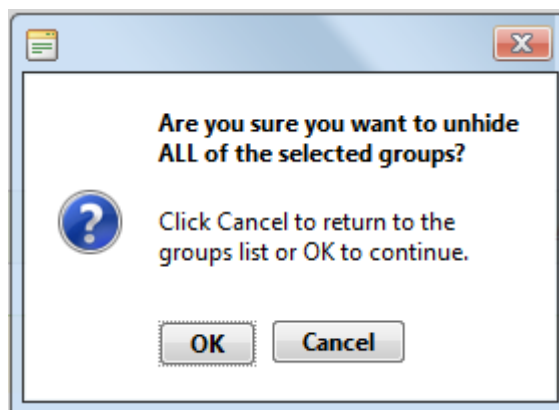
All Groups > Search Results for 'Accounting'

The search results below are for hidden Groups.

Search Results Selected (0)

	<u>Group Name</u>	<u>Group Type</u>
<input type="checkbox"/>	 Accounting 101 Group is hidden	Organisation

- Select the groups you wish to unhide.
- Click the link Unhide (All selected, hidden groups).



- Once you have selected OK you will see a confirmation of the groups that have been hidden.



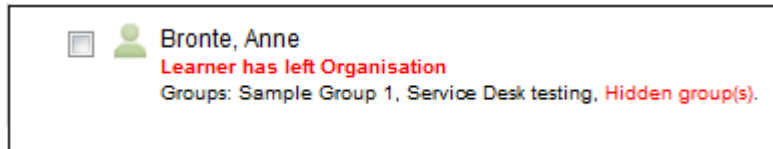
- Unhidden groups will now be visible in the **Groups Tab**.

Hidden Groups and Educators

- Educators can search for and view any hidden groups that they are assigned to. They are able to access these groups as they would an un-hidden group. This includes generating **Group Progress Reports** and **Gain Reports** for learners from within the **Group details** screen.

Hidden Groups and Learners who have left the organisation

- There will be instances where learners have been removed from the organisation (only) and belong to a hidden group(s). In this scenario the learner's profile would have tags indicating that the "**Learner has left Organisation**" and that they belong to one or more "**Hidden group(s)**":



Learner Registration Login

- New to the 'Welcome' login page of the Assessment Tool is the introduction of the Learner login link. This development will enable learners to view their own assessment history and schedule. It is a process on which the Service Desk will be working with organisations in the coming months to provide access:



Keep updated with Assessment Tool news by visiting our News and Updates page within the Assessment for Learning website <http://literacyandnumeracyforadults.com/Assessment-Tool-Support/Assessment-Tool-News-and-Updates>.

If you have any questions regarding any of these updates or enhancements, please contact the Assessment Tool Service Desk by sending an email to assessforadults@nzcer.org.nz.