



Odysseyware®

v2.35

Skills Diagnostic Guide

Released 10/2017

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Helpful resources

Technical Support

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Days/Time - Monday - Friday 7 am - 11 pm (CT) and Saturday - Sunday 1 pm - 7pm (CT)

Go to: <http://www.odysseyware.com/support>

Email: support@odysseyware.com

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Introduction

Odysseyware® Skills Diagnostic Testing and Prescriptive Remediation (known as skills diagnostic) is a combination software and courseware option that tests a student's understanding of essential concepts, or skills, in English Grammar and Math. The product is designed to indicate high school readiness in these subjects through a series of diagnostic tests covering specific skills. The program provides remedial materials targeting each skill if test results are below a specified benchmark (threshold).

The Math and English Grammar Skills Diagnostic Tests are designed to identify learning gaps tied to essential concepts, mastery of which is essential for moving on to higher-level concepts. Identifying such gaps is particularly important in math and language arts, since skill builds on skill in both of these disciplines. The tests correlate with Math or English Grammar remedial materials which may be assigned automatically by the application or manually by the teacher. These remedial materials provide concise summaries (mini-lessons), rather than a lengthy presentation of the concepts. After the student studies the remedial material in the skill unit, he/she then takes a mastery test to see if the concept has been learned.

A minimum score of 80% (recommended), achieved on all the mastery tests, is an indicator that a student should be ready to begin high school coursework. If the minimum score is not achieved, the teacher must decide the best course of action, such as additional tutoring or reworking the skills unit.

If more intensive remediation is needed, supplemental Odysseyware lessons, already located in the skill unit, can be assigned to cover the needed concept. The student may require some or all of these supplemental lessons depending on the amount of growth and progress required.

Course structure

At the beginning of each skill unit, the student is automatically assigned a diagnostic pre-test specific to that skill. If the student achieves at or above the recommended threshold (80%) on the diagnostic pre-test, the program records the score and automatically skips to the next diagnostic pre-test for the following skill. If the student scores below the threshold, the application requires the student to complete a remedial lesson and a follow-up test. If the student fails the retest, the teacher may manually assign the supplemental coursework. The student should take the entire Math and English Grammar skills diagnostic tests. Do not skip any material.

Example A shows a preview of the course structure for the English Grammar Skills Diagnostic (CRx mode) course. CRx stands for "Credit Recovery" mode. CRx mode allows students to "test out" of certain units. CRx mode is further explained in "[Automatic skills diagnostic testing with CRx mode](#)" on page 5.



Tip: To learn more about CRx mode, go to the Odysseyware Training Resources **Knowledgebase** page at: <https://www.odysseyware.com/training-resources>. The **Knowledgebase** page has a Search feature where you type a keyword to access resources containing that keyword. Or, use the navigation links to access user guides, videos, and other helpful resources related to the selected link. Search for the *CRx User Guide*.

Skills Diagnostics and Placement - English Grammar Skills Diagnostic (CRx Mode)

Published A

- ▲ **English Grammar Skills Diagnostic (CRx Mode)**
 - ▲ **(1.1)_ALPHABETICAL ORDER**
 - Pretest: Alphabetical Order
 - Understanding Alphabetical Order
 - Retest: Alphabetical Order
 - Supplemental Lesson 1
 - Supplemental Lesson 2
 - ▶ **(1.2)_SYLLABLE DIVISION**
 - ▶ **(1.3)_NOUNS**
 - ▶ **(1.4)_PRONOUNS**
 - ▶ **(1.5)_VERBS**
 - ▶ **(1.6)_HELPING VERBS AND VERB PHRASES**
 - ▶ **(1.7)_VERB TENSES**
 - ▶ **(1.8)_CONFUSING VERBS**
 - ▶ **(2.1)_ADJECTIVES**
 - ▶ **(2.2)_ADVERBS**
 - ▶ **(2.3)_PREPOSITIONS/PREPOSITIONAL PHRASES**
 - ▶ **(2.4)_CONJUNCTIONS/CONJUNCTIVE ADVERBS**
 - ▶ **(2.5)_COMPLEMENTS**
 - ▶ **(3.1)_PUNCTUATION AND CAPITALIZATION**
 - ▶ **(3.2)_COMMA RULES**
 - ▶ **(3.3)_ABBREVIATIONS, APOSTROPHES, HYPHENS**
 - ▶ **(3.4)_NOUN PLURALS AND POSSESSIVES**
 - ▶ **(3.5)_QUOTATION MARKS**
 - ▶ **(3.6)_PREFIXES AND SUFFIXES**
 - ▶ **(4.1)_THE SENTENCE**
 - ▶ **(4.2)_SUBJECT/VERB AGREEMENT**
 - ▶ **(4.3)_PRONOUN/ANTECEDENT AGREEMENT**
 - ▶ **(4.4)_SENTENCE PATTERNS**
 - ▶ **(4.5)_SENTENCE TYPES**
 - ▶ **(4.6)_SYNONYMS, ANTONYMS, HOMONYMS**
 - ▶ **(4.7)_TOPIC SENTENCE**
 - ▶ **(5.1)_PARAGRAPHS**
 - ▶ **(5.2)_LETTER WRITING**
 - ▶ **(5.3)_DICTIONARY**
 - ▶ **(5.4)_LIBRARY RESOURCES**
 - ▶ **(5.5)_USING RESOURCE BOOKS**
 - ▶ **(5.6)_REPORT WRITING**

Skills diagnostic testing options

Two options are available for skills diagnostic testing. You can use:

Automatic skills diagnostic testing with CRx mode

- Automatic diagnostic testing with CRx mode. See ["Automatic skills diagnostic testing with CRx mode"](#) below.
- Manual diagnostic testing in non-CRx mode. See ["Manual skills diagnostic testing in non-CRx mode"](#) on page 7.

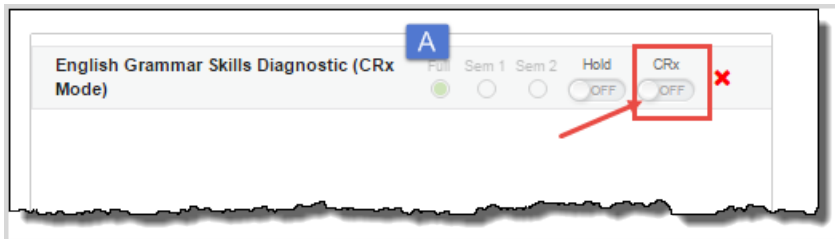
Automatic skills diagnostic testing with CRx mode

This option uses the CRx mode feature with the skills diagnostic-CRx curriculum packages to automatically assign the skills diagnostic pre-tests, evaluate the results of the pre-tests, and prescribe (assign) remedial materials. Two courses are available for the automatic skills diagnostic testing option:

- English Grammar Skills Diagnostic (CRx Mode)
- Math Skills Diagnostic (CRx Mode)

With the automatic skills diagnostic with CRx mode option, the enrollment settings you need to consider when enrolling students are:

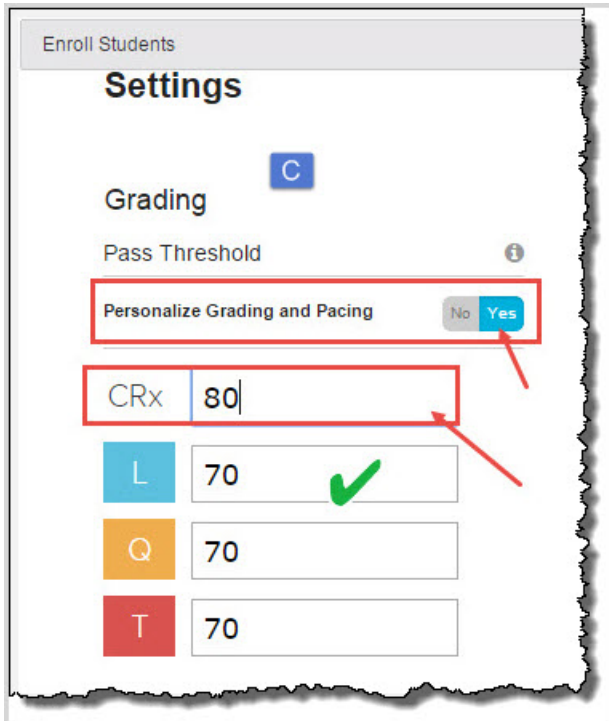
- CRx mode needs to be enabled for the selected skills diagnostic (CRx Mode) course. By default, when you select a skills diagnostic course, CRx mode is OFF as shown in example A.



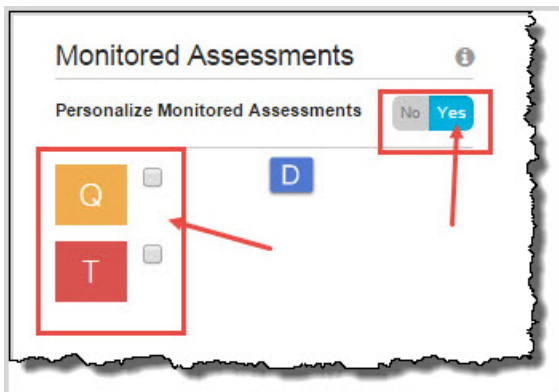
To enable CRx mode, click OFF. The mode is now turned ON for the course as shown in example B.



- The CRx Pass Threshold should be set to 80% as shown in example C. If the student is required to complete the remedial mini-lessons or supplemental materials, the Lesson Pass Threshold (in this example is shown as 70) continues to take effect.



- It is recommended that if the school has the **Monitored Assessments Test** setting enabled, and the enrollment will pick up that school setting, that you turn off (disable) the **Test** setting for the enrollment. To do this, click **Yes** for the **Personalize Monitored Assessments** option and clear the **Test** setting. Example D below shows both the Quiz and Test settings disabled for the enrollment. When these settings are enabled, the student must send a notification to unblock and you must manually remove the check mark in the Blocked column for the assignment each time the student is ready for the next pre-test.



Note: The automatic CRx mode function DOES NOT work properly if the teacher unblocks the pre-test by changing the Status to Assigned instead of manually removing the check mark in the Blocked column for the assignment.

Regardless of the previous skill diagnostic pre-test score and/or performance on the remedial materials, the student is assigned the diagnostic pre-test for each subsequent skill (this is not a placement test). The teacher may still customize (skipped/blocked/assigned) individual assignments within the skill unit as necessary.

Projected time estimates to complete automatic skills diagnostic testing

If the CRx Pass Threshold IS NOT MET on the pre-test, the CRx mode function automatically changes the Status of the completed pre-test to Skipped; consequently, the pre-test score is not included in the overall score. To review the pre-test score, you can go to the Gradebook and expand the course to see the pre-test assignment for the unit.



Note: You can reassign the pre-test to the student. However, reassigning the pre-test deletes the student's work and grade.

Projected time estimates to complete automatic skills diagnostic testing

Based on limited testing, the following time estimates have been projected for students using the automatic skills diagnostic with CRx mode function:

- Diagnostic Pre-test – 5 minutes.
- Remedial Mini-lesson – 10 minutes.
- Follow-up Mastery Retest – 5 minutes.
- Supplemental remediation lessons – 20-30 minutes per lesson.

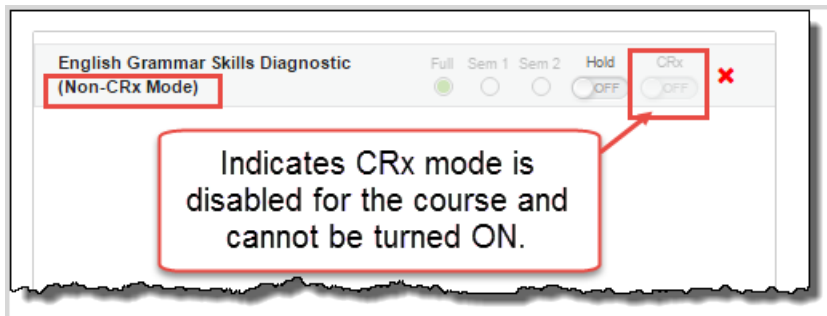
Manual skills diagnostic testing in non-CRx mode

This option does not use the CRx mode feature with the skills diagnostic course package. Diagnostics tests are automatically assigned to the student, but the teacher provides the evaluation of the tests and manually prescribes (assigns) the remedial materials. Two courses are available for the manual diagnostic testing option:

- Math Skills Diagnostic (Non-CRx Mode).
- English Grammar Skills Diagnostic (Non-CRx Mode).

With the manual skills diagnostic testing in non-CRx mode option, the enrollment settings you need to consider when enrolling students are:

- **CRx mode** is disabled and cannot be enabled for the skills diagnostic (Non-CRx mode) courses.



- The **CRx Pass Threshold** is not used in this configuration.
- The **Lesson Pass Threshold** (if enabled) continues to take effect if the student is required to complete the mini-lessons or supplemental materials.
- The **Monitored Assessments Block Test** setting can be enabled with this option. The teacher must manually change the status of the test to "Assigned" to unblock it. However, it is recommended that you DO NOT enable the Block Test setting.

Regardless of the previous diagnostic pre-test score, the student is assigned the next diagnostic pre-test for each subsequent skill. All diagnostic pre-tests are taken BEFORE remedial assignments are prescribed by the teacher. This means the student completes all the skills diagnostic tests prior to the teacher evaluating the test scores and assigning the remedial materials. The teacher may still customize (skip/block/assign) individual assignments within the skill unit as necessary.

Projected time estimates to complete manual skills diagnostic testing

Based on limited testing, the following time estimates have been projected for students using the manual (teacher controlled) skills diagnostic testing and remediation sequence:

- Diagnostic Pre-tests – Allow at least 2 hours to complete the 30 Math pre-tests and at least 2 hours to complete the 32 English Grammar pre-tests.
- Remedial Mini-lesson – 10 minutes (per lesson).
- Follow-up Mastery Retest – 5 minutes (per test).
- Supplemental remediation lessons – 20 to 30 minutes per lesson.

Enroll students in Skills Diagnostic courses

To assign a skills diagnostic course to a student, you must first decide if you want to use the automatic or manual method of testing. The following steps explain how to enroll a student for an automatic method of testing with CRx mode enabled with a CRx Pass Threshold at 80%.



Permission(s) check: Teachers and Supers Teachers must have the "Assign Courses" permission enabled for their user profile to enroll students. Also, to personalize the CRx Pass Threshold for the enrollment, Teachers and Super Teachers must have the "Change Grading, Pacing, and Assessments" permission enabled for their user profile. If you cannot enroll students or change the CRx Pass Threshold, contact your Odysseyware Administrator who handles user profile setup.

You can enroll one or more students in one or more skills diagnostic courses.

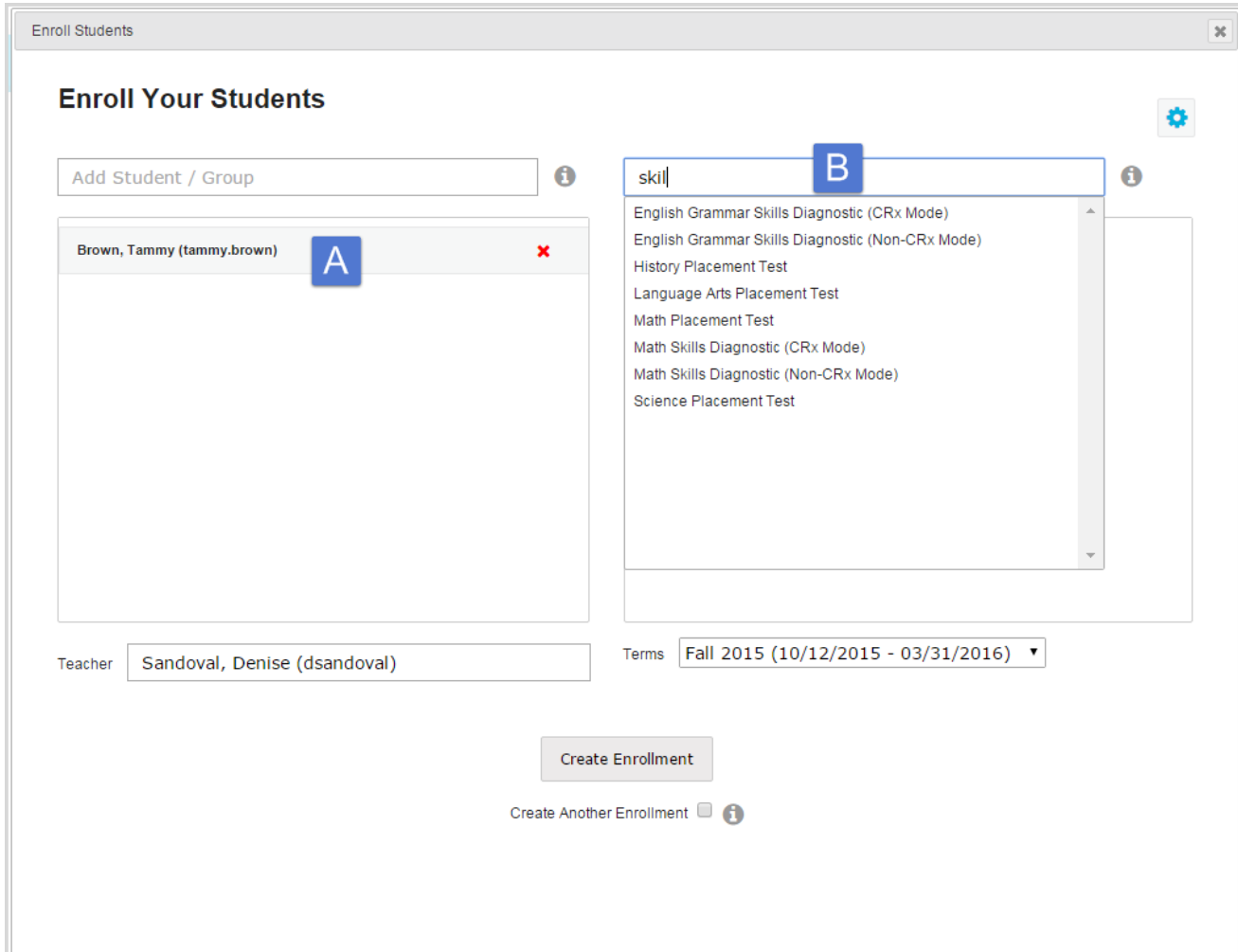
1. Click the **Course Enrollment** tab.
2. In the **Student** field, start entering the student's first or last name. Select the student from the list of matching items that appear.
3. Click **Search**.
4. Click the **Add Enrollment** button below the student's name.

The **Enroll Students** page appears with the student's name showing below the **Add Student/Group** field (example A). If desired, you can add search to add more students to the course, but for this example, we will continue with enrolling one student in one skills diagnostics course.

5. In the **Add Courses** field (example B), enter the first three characters of **skills** so that all skills diagnostic courses appear in the list.



Enroll students in Skills Diagnostic courses



6. Select either the **English Grammar Skills Diagnostic (CRx Mode)** or **Math Skills Diagnostic (CRx Mode)** course from the list. Be sure to select the one with CRx Mode as this indicates the automatic testing option.

The selected course appears below the **Add Courses** field and, by default, **CRx mode** is OFF (disabled).

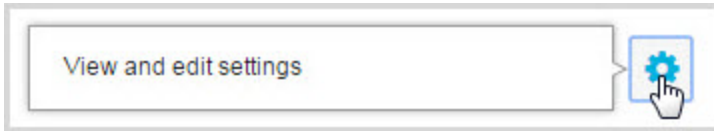
7. To enable CRx mode for the course, click the **CRx** tool to toggle it to **ON** as shown here.



8. In the **Teacher** field, your name appears, but to select another teacher for the course, click the clear X and start typing the teacher's name. Select the teacher.

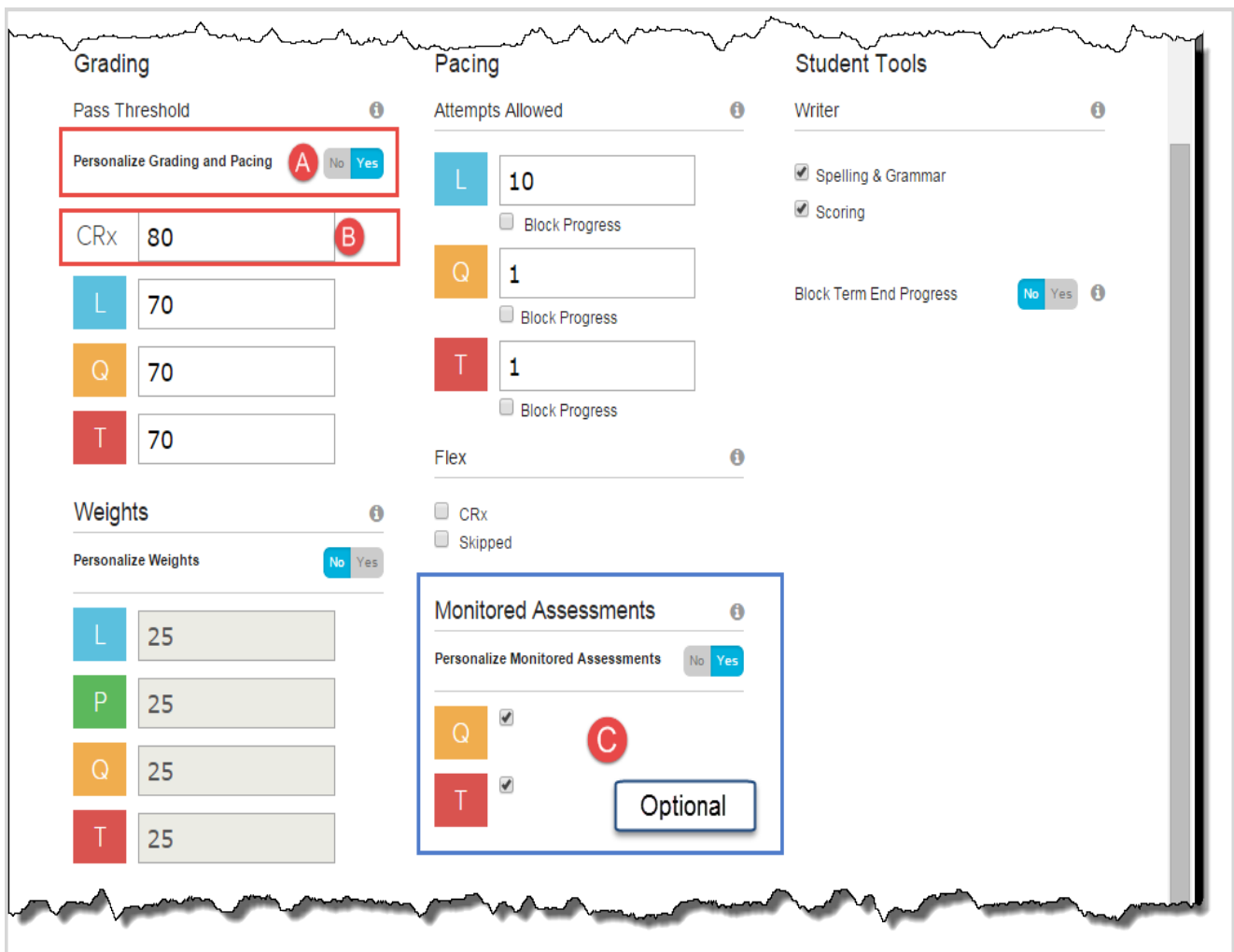
9. In the **Terms** field, the default term appears, but you can select a different term or enter a start and end dates for a custom term.

10. Next, to view and change the CRx Pass Threshold setting to 80%, click the **Settings** tool located in the upper right corner of the page.



The **Enroll Students - Settings** page appears.

11. For the **Personalize Grading and Pacing** option (example A), click **Yes**. This action activates all of the grading and pacing settings so that you can personalize those settings for the enrollment.
12. For the **CRx Pass Threshold** (example B), enter **80**.
13. If desired, make any additional enrollment settings changes. For example, as mentioned earlier in this guide, you may want to turn off (disable) the **Monitored Assessments, Test** setting (example C) if it is enabled. That way, the student does not have to wait to complete the assignment while you manually unblock each Pre-test.



14. When finished, click **Save Settings**.
15. If everything looks good for the enrollment, click **Create Enrollment**.
16. Click **OK** on the Enrollment submittal confirmation.

When the enrollment successfully processes, you (or the teacher that you assigned to the enrollment) receive a Batch Enrollment Result message. Then, the course appears below the selected student on the **Course Enrollments** page and the **Gradebook > Grading** page and the student sees the first **Pre-Test** on their **Learn > Assignments** page as shown in the example below.



View progress in skills diagnostic courses and run reports

Mathematics Skills Diagnostic (CRx Mode)					
Due	Type	Title	Score	Status	
10/18/2017	T	Pre-Test	--	Assigned	→

View progress in skills diagnostic courses and run reports

You can use the **Gradebook > Grading** tab to view progress in and run progress reports for students enrolled in skills diagnostic courses.

View progress in courses

When you see the assignment alert that the pre-test, lesson, or retest has been graded, you can view the progress for the course in the Gradebook.

1. On the main nav bar, click **Students**.
2. Locate the student in the **Registration** list, and then under **Controls**, click the **Go To > Gradebook** shortcut menu option.
3. In the courses list for the student, click the **expand +** symbol in the first column for the skills diagnostic course.
4. Click the **expand +** symbol again to expand each unit.

The example below shows:

- In item A, the student successfully completed the pre-tests in the first three units. The CRx Pass Threshold, set at 80% was met or exceeded.
- In item B, the fourth unit is expanded, and it shows:
 - For the **Pre-Test** assignment 1, the student scored 67.5% which did not meet the CRx Pass Threshold. Because the CRx Pass Threshold was not met, the first lesson in the fourth unit was automatically assigned to the student. When you look at the fourth unit, the pre-test now shows a status of **Skipped**.
 - The student completed Lesson **2. Borrow and Subtract** and got a score of 72.9% which exceeds the Lesson Pass Threshold of 70%. The Lesson Pass Threshold is now in effect.
 - Because the student achieved the Lesson Pass Threshold, assignment **3. Re-Test: Borrow and Subtract** was automatically assigned to the student. The student scored 100% which exceeds the Lesson Pass Threshold for the Re-Test.
- In item C, because the student achieved the Lesson Pass Threshold on the Retest, the remaining assignments in the fourth unit are automatically set to a **Skipped** status.
- In item D, for the course progress percent, this course has 30 units, so each unit is worth 3.333% ($100/30=3.333\%$). The first four units are complete, so progress shows as 13% ($3.333*4$ rounded down to 13).

Results: 1 to 1 of 1

Wrigley, John (Username: johnwrigley, User Status: Active)

Course Name	Enrollment	Start	End	Progress	Score	Actions
Math Skills Diagnostic (CRx Mode) (CRx)	Active	08/03/2015	11/30/2015	13%	89.88	Select


#	Unit Title	Skipped	Start	Complete	Progress	Score
+ 1	(1.1)_WHOLE NUMBERS	<input type="checkbox"/>	08/03/2015	08/03/2015		100 ✓
+ 2	(1.2)_PLACE VALUE	<input type="checkbox"/>	08/03/2015	08/03/2015		80 ✓
+ 3	(1.3)_ADD AND CARRY	<input type="checkbox"/>	08/03/2015	08/03/2015		100 ✓
- 4	(1.4)_BORROW AND SUBTRACT	<input type="checkbox"/>	08/03/2015	08/03/2015		100 ✓

Type	Title	Status	Blocked	Due	Started	Complete	Attempts	Score
AT	1. Pre-Test	Skipped	<input type="checkbox"/>	08/13/2015	08/03/2015		1	67.5 ✗
L	2. Borrow and Subtract	Graded	<input type="checkbox"/>	08/03/2015	08/03/2015	08/03/2015	1	72.9 ✓
T	3. Retest: Borrow and Subtract	Graded	<input type="checkbox"/>	08/10/2015	08/03/2015	08/03/2015	1	100 ✓
L	4. Supplemental Lesson 1	Skipped	<input type="checkbox"/>				0	0
L	5. Supplemental Lesson 2	Skipped	<input type="checkbox"/>				0	0

Run reports to monitor progress

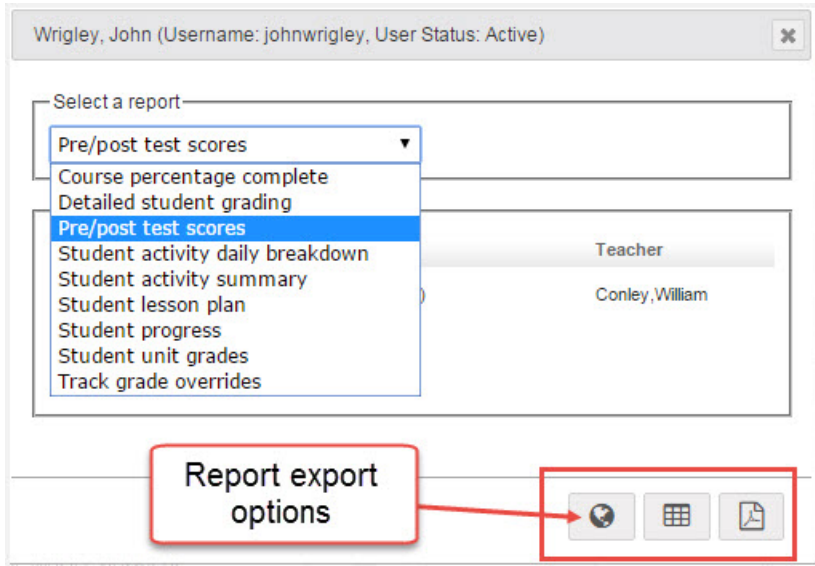
You can run a report and export the progress information to a pdf file, html browser page, or to a .csv file. You can run the report from the **Gradebook > Grading** tab while you are viewing the student's progress in the course or from the **Reports > Activity Reports** tab.

The following steps explain how to run a report while you viewing the student's progress in the Gradebook.

1. In the **Gradebook**, for the student, click the **Quick Reports**  tool.
2. From the report list, select a report. For this example, let's select the **Pre/post test scores** report. You would want to use the Pre/post test scores report to see how the student tested after completing any units where the student failed the Pre-test.
3. If the student has more than one course in CRx mode, select the skills diagnostic course to report on.
4. Select the report export format - Web page or HTML, csv file, or pdf.



Run reports to monitor progress



You can open or save the report in the format you selected and use the Print tool to print the report.

Odysseyware®		Pre/Post Test Scores Report	
		Isleta-Sandia Independent Schools	
		Date Retrieved: 08/03/2015	
Wrigley, John [johnwrigley, nwest12, 87904]		Conley, William	
Unit	Pre	Post	
1 . (1.1)__WHOLE NUMBERS	100.00	*	
2 . (1.2)__PLACE VALUE	80.00	*	
3 . (1.3)__ADD AND CARRY	93.00	*	
4 . (1.4)__BORROW AND SUBTRACT	67.50	100.00	
5 . (1.5)__ROUND WHOLE NUMBERS	--	*	
6 . (1.6)__ESTIMATE BY ROUNDING	--	*	
7 . (1.7)__MULTIPLY/DIVIDE WHOLE NUMBERS	--	*	
8 . (1.8)__SOLVE WORD PROBLEMS	--	*	
9 . (2.1)__COMMON FRACTIONS	--	*	
10 . (2.2)__ADD/SUBTRACT FRACTIONS	--	*	
11 . (2.3)__COMMON DENOMINATORS	--	*	

Math Skills Diagnostic (CRx Mode)(2015)(CRx)

Archive the enrollment when student work is complete

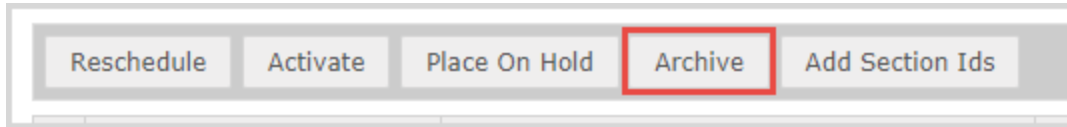
You should archive the enrollment when student work is complete or you feel the student's progress is where it should be. Before archiving, make sure you have run all progress reports.

There are several ways to archive an enrollment. The following steps describe one way.

1. On the **Students > Registration** tab, filter, search, or sort the student list to locate the student.
2. For the student, click **Go To > Course Enrollment**.
The **Course Enrollments** tab appears displaying the student's name and, by default, all of their assigned courses.
3. Select the check box in the left column next to the **Subject** title of the Skills Diagnostic course.
4. Click the **Archive** button.



Archive the enrollment when student work is complete



5. From the **Reason** list, select the **Complete** option, and then click **Archive**.
6. Click **OK** to confirm.



Note: If, for some reason, you need to unarchive the enrollment, you can until the grace period has expired. By default, the grace period is 28 days, but your school Admin may have set a different value. While in the grace period, the enrollment is in "pending archive" status.