



Core Growth Handbook

2021



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How to Login

1. Log in to www.coregrowth.org
2. From the 'Login' dropdown, select your county



3. Enter Username and Password to go to the Welcome Page:



4. Click on the blocks, "Enter Teacher's Assessment System":

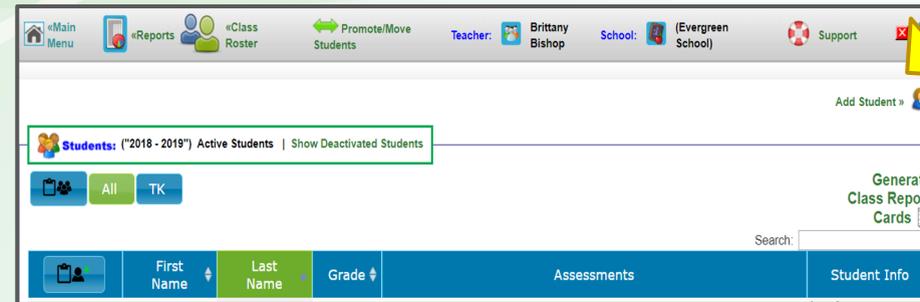


5. Underneath your name, click your school:

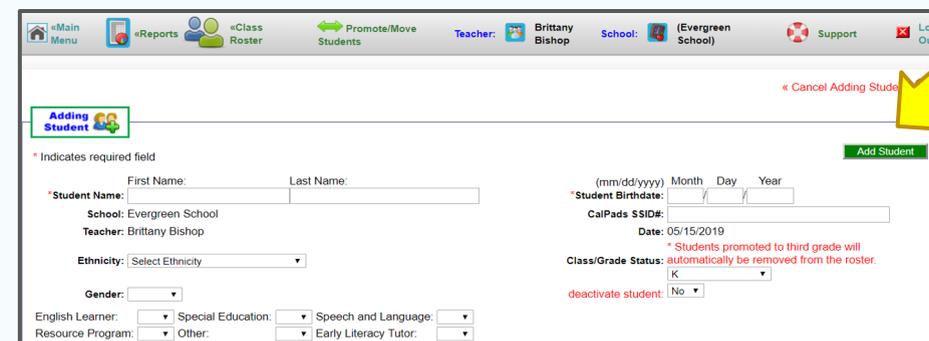


How to Add a Student

1. Once logged in, click on the link to “Add Student” at the top right:

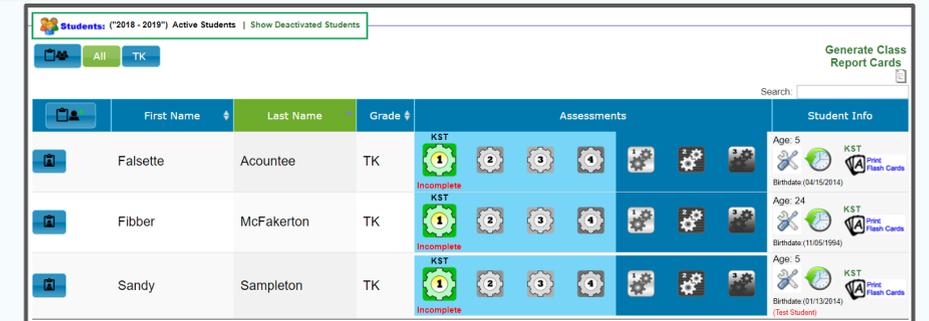


2. Enter the student First Name, Last Name, Gender, Student Birthdate and CalPads SSID (10-digit State Student ID#) and Class/Grade Status.
3. Click on the green “Add Student” button:



The screenshot shows the 'Adding Student' form with fields for Student Name (First and Last Name), School, Teacher, Ethnicity, Gender, English Learner, Special Education, Speech and Language, Resource Program, Other, and Early Literacy Tutor. It also includes fields for Student Birthdate (mm/dd/yyyy), CalPads SSID#, Date, and Class/Grade Status. A red note states: '* Students promoted to third grade will automatically be removed from the roster.' A yellow arrow points to the 'Add Student' button.

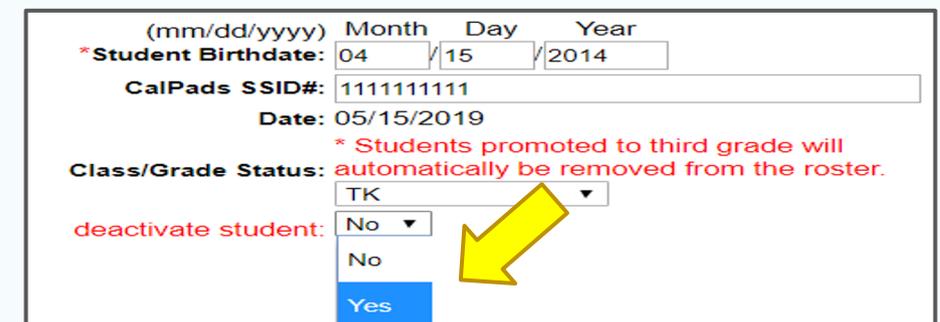
4. Student roster will display in alphabetical order:



First Name	Last Name	Grade	Assessments	Student Info
Falsette	Accountee	TK	KST	Age: 5 Birthdate (04/15/2014)
Fibber	McFakerton	TK	Incomplete	Age: 24 Birthdate (11/05/1994)
Sandy	Sampleton	TK	KST	Age: 5 Birthdate (01/13/2014)

5. **To edit:** click on the tool icon to edit the student name, birthdate or 10 digit State Student ID#,

To Deactivate:* To deactivate the student, click the tool icon . Then locate “deactivate student” and select “yes”.



The screenshot shows the 'deactivate student' dropdown menu with options: TK, No, and Yes. A yellow arrow points to the 'Yes' option. A red note above the dropdown states: '* Students promoted to third grade will automatically be removed from the roster.'

*The student will still be in the system but will no longer show up on your class list and the data will not be used. If the student returns, choose the “All” button at the top of your class list and you will see all of your students, even those that are deactivated. Go into that student’s tools button and select “No” to reactivate.



Core Growth Parent Survey

Use the Core Growth parent survey during Bridging or send home to families during the first week of school to find out more information about your Transitional Kindergarten and Kindergarten students. You can print them from the Core Growth home page.

Kindergarten/Transitional Kindergarten Parent Survey

Welcome to school! We are very happy to have your child attend our school. To assist us in getting to know your child better, please complete this survey and return.

Student Name _____

1. What first name does your child like to be called? _____

2. How does your child feel about school? Does he/she look forward to school?

3. Has your child attended any of the following? (Please circle all that apply)

childcare organized playgroup preschool transitional kindergarten kindergarten

If so, please list the name and location.

4. Please list three of your child's strengths/accomplishments (ie. knows ABC's, artistic, helpful, athletic):

- 1)
- 2)
- 3)

5. Please describe your child's personality (ie. shy, outgoing, cautious, playful):

6. Please list three of your child's current challenges (ie. separation from parents, toileting issues):

- 1)
- 2)
- 3)

7. Do you have any concerns we should be aware of? (i.e. allergies, health, behavior, speech, custody)

8. Where will your child be going when school is dismissed? (Please circle)

I will pick them up ride school bus home after school program other: _____

9. Would you be willing to volunteer in the classroom? (Please circle)

One hour a week special activities (field trips/parties) at home preparation of materials unable

Thank you in advance for your cooperation. We are looking forward to a wonderful year.

My hopes and dreams for my child in kindergarten are:

My hopes and dreams for my child's K-12 education are:

Please tell us about your family situation (siblings, custody, step parents):

Is there anything else you would like to share?





KST Introduction

The Kindergarten Screening Tool, or KST, is an 18 item screening tool, designed to provide a snapshot of a child's skills as they enter Transitional Kindergarten or Kindergarten. Areas assessed are:

- social emotional development
- language and literacy
- mathematics
- self-portrait

This tool was developed by a comprehensive team of kindergarten teachers with the support of the Humboldt County Office of Education and the Decade of Difference: 2020 Initiative. This tool is evidence informed and is based on readiness skills outlined in the California Preschool Learning Foundations, California's State Standards, and best practices for Transitional Kindergarten and Kindergarten entry level assessments.

This online assessment can be easily and quickly completed on a traditional computer, iPad or other tablet. Data can be printed or viewed as an Excel file where multiple features can be selected to examine variables such as language and literacy performance by gender groups or how students who attended preschool compare with those who did not. Teachers can also view their class data and quickly establish quartiles helpful for grouping and differentiated instruction.

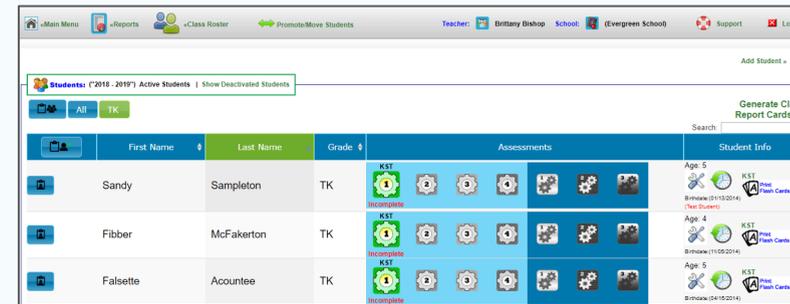
The KST also provides the opportunity for parents/guardians to share additional Kindergarten Readiness indicators and data with their child's teacher, such as gender, historic participation in playgroups and/or preschool, primary language, etc.

Kindergarten Screening Tool (KST) should be entered for each child by the end of September.

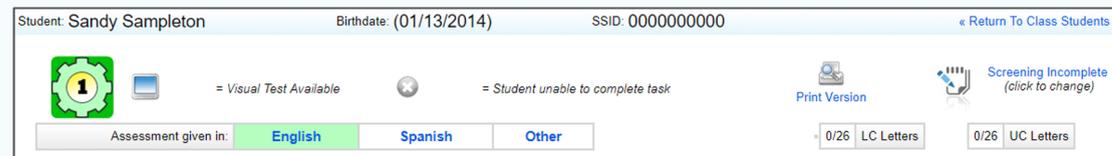
How To Administer the Kindergarten Screening Tool (KST)

How to enter data

- Once logged in, your class roster page will appear. Select the student's KST icon to begin recording information.



- Select the language the assessment will be administered with (English, Spanish, or Other).



- Complete the Social Emotional/Self section by clicking on the score for each measure. Selected scores will be highlighted in green. Click on the blue question mark to review the rubric for each measure.

Social Emotional/Self			Never (0pts)	Emerging (1pts)	Usually (3pts)	Always (5pts)	
1	0-5 pts	Cooperative/Responsible	0	1	3	5	1/5
2	0-5 pts	Respectful	0	1	3	5	3/5
3	0-5 pts	Self Regulates	0	1	3	5	5/5
4	0-5 pts	Independent	0	1	3	5	5/5
5	0-5 pts	Attentive Listener	0	1	3	5	3/5
6	0-5 pts	Transitions away from parents smoothly	0	1	3	5	1/5
Subscore:							18/30

4. Complete the mathematics section by clicking on the skill level. Note that the monitor icon denotes an area where the assessment will pop up for the teacher to use with the student. The grey X denotes an area in which the student is unable to perform at any level.

Mathematics										
7	2 pts each	Rote Counting	+	Counts to 5	Counts to 10	Counts to 15	Counts 20 or more	2/8		
8	1 pt each	Number Naming	☒	Names "0"	Names "1"	Names "2"	Names "3"	Names "4"	Names "5"	0/6
9	1 pt each	1-1 Correspondence	☒	Counts 1	Counts 2	Counts 3	Counts 4	Counts 5	3/5	
10	1 pt each	Shape Recognition	☒	Names Circle	Names Square	Names Triangle	Names Rectangle	1/4		
11	2 pts	Patterning	☒	Extends Pattern 1 step		Extends Pattern 2 steps		2/4		
								Subscore: 8/27		

5. Complete the Language and Literacy section by clicking on the skill level for each item. Please note items 12 & 13 have three options for access (choose one method):

1. Click on the range of letters (you will not be able to use flash card feature)

Names 3-5	Names 6-8	Names 9-11	Names 12 or More	0/8
-----------	-----------	------------	------------------	-----

2. Use the letter chart at the bottom of the screen (allows for flash cards).

Total Number of Letters Recognized:													
Lowercase: Select All												Total:	
m	a	s	w	e	t	c	f	l	n	o	b	u	6
d	g	i	x	h	j	k	p	r	v	z	q	y	
Uppercase: Select All												Total:	
M	A	S	W	E	T	C	F	L	N	O	B	U	0
D	G	I	X	H	J	K	P	R	V	Z	Q	Y	

3. Click on the monitor (☒) to the left of the gray X (☒) and use the screen option (allows for flash cards).

Language and Literacy								
12	2 pts each	Lowercase Letter Recognition	☒	Names 3-5	Names 6-8	Names 9-11	Names 12 or More	4/8
13	2 pts each	Uppercase Letter Recognition	☒	Names 3-5	Names 6-8	Names 9-11	Names 12 or More	4/8
14	2 pts each	Concepts of Print	☒	Finds Front of Book	Points to first word	Knows print carries meaning	Predicts what story is about	6/8
15	5 pts	Name Recognition	☒	Child recognizes name				5/5
16	2 pts each	Name Writing	☒	Writes a few letters	Writes most letters	Writes full first name	0/6	
17	2 pts each	Speech is understandable	☒	50 - 75% is intelligible		At least 75% intelligible		2/2
								Subscore: 21/37

- Complete the self portrait to determine the total student score. Then complete the additional information about the student.

Self-Portrait

18 2 pts each Self-Portrait Draws self with 3-5 parts Draws self with 6-8 parts Draws self with 9 or more parts 4/6

Subscore: 4/6

Total Score

Total: 51/100

Additional Information

Gender:	Male	Female	
English Learner:	Yes	No	
Attended Preschool:	Yes	No	
Attended Playgroup:	Yes	No	
Has an IEP:	Yes	No	
Pencil Grip:	Fisted	Tripod	
Handedness:	Right	Left	Undecided

- A comment section is available for the teacher to use. This data will not be available for administrator view.

Comments / Notes

Sandy is excited about learning and regularly practices respectful and cooperative behavior with her peers.



- Finally, click on “Screening Incomplete” at the top right of screen to signify that the Screening is now complete.

Student: Sandy Sampleton Birthdate: (01/13/2014) SSID: 0000000000 [Return To Class Students](#)

 = Visual Test Available
  = Student unable to complete task
 [Print Version](#)
  **Screening Incomplete**
(click to change)

Assessment given in: English Spanish Other
 0/26 LC Letters 0/26 UC Letters

Screening Complete

(NOTE Scores are locked
click to unlock)

- Click “Class Roster”  ; note the KST icon is dated with completion , KST 2 is available, and the first TK or K assessment is now available for future testing of Full Year Inventory (FYI).

	First Name	Last Name	Grade	Assessments						Student Info	
	Sandy	Sampleton	TK	KST 1 5/20/2019	KST 2 Not Started	3	4	TK 1 Not Started	2	3	Age: 5 Birthdate: (01/13/2014) (Test Student)
	Fibber	McFakerton	TK	KST 1 Incomplete	2	3	4	TK 1	2	3	Age: 4 Birthdate: (11/05/2014)

Kindergarten Screening Tool- Social Emotional/Self

Descriptors/Rubrics:

1. **Cooperative/Responsible: Takes turns, shares materials and takes part in class responsibilities.**
 0: Rarely takes turns or engages/shares with other children
 1: Occasionally takes turns or engages/shares with other children
 3: Usually takes turns or engages/shares with other children
 5: Always takes turns or engages/shares with other children
2. **Respectful: Uses appropriate words and actions, respectful to adults and peers.**
 0: Rarely uses appropriate words, demonstrates no respect for adults and peers
 1: Occasionally uses appropriate words, demonstrates little respect for adults and peers
 3: Usually uses appropriate words, demonstrates some respect for adults and peers
 5: Always uses appropriate words, demonstrates respect for adults and peers
3. **Self Regulates: Exhibits impulse control**
 0: Unable to delay having wants and needs met
 1: Distracted by getting needs met, able to be redirected by adults
 3: Distracted by getting own needs met but redirects self
 5: Able to delay own wants and needs
4. **Independent: Self directed, completes a task and self with little assistance, resourceful. Taking all the following skills into consideration (washes hands, wipes own nose, puts away backpack, uses restroom independently) choose:**
 0: if the child never takes care of own needs or completes tasks by self
 1: if the child's skills are emerging, demonstrating limited ability
 3: if the child usually takes care of their own needs or completes task by self
 5: if the child always takes care of their needs and completes tasks
5. **Attentive Listener: Follows multi-step directions, comprehends and participates in class discussions**
 0: Does not sustain attention to directions
 1: Occasionally follows directions and participates in class discussions
 3: Usually follows directions and participates in class discussions
 5: Always follows directions and participates in class discussions
6. **Transitions away from parents smoothly: Separates from parents without crying**
 0: Never 1: Emerging 3: Usually 5: Always

Social Emotional/Self Subtests 1-6

Tips:

- Take time during center/choice time and recess as students move freely to notice their interactions and record observations.
- Take into account all the different learning scenarios during the school day (transitions, centers, recess, rug time, etc.) when observing and describing social emotional learning.
- View student behaviors from a growth model.



Kindergarten Screening Tool - Mathematics

Subtest	Direction	Ranges	Tips
7. Rote Counting	Ask child to count as high a they can go. You may need to help them get started by saying 1...2...	Counts to 5 Counts to 10 Counts to 15 Counts 20 or more	This can be observed during recess, centers, or in a more formal testing setting.
8. Number Naming	Using a number card or the numbers on the screen, point toward a number and ask, "What number is this?".	Identifies specific numbers, in random order, 0-5	This item can be assessed with observation of naming numbers or using the computer screen.
9. 1 to 1 Correspondence	Using 5 similar real objects (such as unifix cubes) or the balls on the screen, point toward the objects and say "Touch each object (or ball, etc.) while you count them aloud." Students must touch each object while saying the correct number in sequence.	Counts 1 Counts 2 Counts 3 Counts 4 Counts 5	This item can be assessed by observing during center time or in a one-on-one testing scenario.
10. Shape Recognition	Using a shape card or the images on the screen, point toward each shape and ask, "What is the name of this shape?"	Names Circle Names Square Names Triangle Names Rectangle	This item can be assessed by observing during center time or in a one-on-one testing scenario.
11. Patterning	Point to the items and say "flower, cow, flower, cow, flower, cow." When you come to the first blank line say, "What comes next?" Then point to the second blank line and say, "And then what?" Alternatively, you may use two colored real objects such as red and green bear counters arranged in an AB pattern, to pose the same question.	Extends Pattern 1 Step Extends Pattern 2 Steps	This item can be assessed by observing during center time during calendar, or in a one-on-one testing scenario.

Kindergarten Screening Tool - Language and Literacy

Subtests	Directions	Ranges	Tips
12. Lowercase Letter Recognition	<p>You will only be awarding points for up to 12 letters <i>for each subtest</i>, but ask the child to name all the letters. Select correct range to indicate the total number of letters the child named. Options for assessment with cards:</p> <ul style="list-style-type: none"> Show child the full list of letters and ask child to name the letters. Use randomly arranged flash cards to assess one letter at a time. Ask the child to name the letters one line at a time. 	<p>Names 3-5 Names 6-8 Names 9-11 Names 12 or More</p>	<p>You may want to record this on paper for progress monitoring, use flash cards, or the chart at the bottom of the KST screen</p> <p>The order of the letters will change every time this is assessed.</p>
13. Uppercase Letter Recognition			
14. Concepts of Print	<p>Hand the child a book and ask: "Where is the front of the book?" Turn to the first page and ask: "Point to the first word." "What are these words for?" "What do you think this story is about?"</p>	<p>Finds front of book Points to first word Knows print carries meaning Predicts what story is about</p>	<p>Consider assessing during library time or small group time with book play</p> <p>Click on each range the child performs accurately.</p>
15. Name Recognition	<p>Using the screen icon, (or alternatively have the child's name written on paper along with two classmate's names), ask the child, "Will you point to your name?"</p>	<p>Child recognizes name</p>	<p>This can be assessed as they use their name in a pocket chart or the computer.</p>
16. Name Writing	<p>Give the child a writing instrument and ask the child to write their name. Notice whether the child writes a few letters, most of their letters, or their full name and select the corresponding score on the screen. Most children will write some letters backwards, out of order or upside down, that is ok, give them credit for the letters attempted.</p>	<p>Writes a few letters Writes most letters Writes full first name</p>	<p>Most children will write some letters backwards, out of order or upside down, that is ok, give them credit for the letters attempted.</p>
17. Speech is Understandable	<p>.....tip...articulation errors in primary language as well</p>	<p>50-75% is intelligible At least 75% intelligible</p>	<p>This can be observed with peers as well as teacher</p>

Kindergarten Screening Tool - Self Portrait

Subtests	Directions	Ranges	Tips
18. Self-Portrait	Ask the child "please draw a picture of yourself". Scoring for this measure is based on the number of body parts. Each body part is worth one point (eye, ear, belly button, toe)	Draws self with 3-5 parts Draws self with 6-8 parts Draws self with 9 or more parts	Teacher can informally observe and determine scoring based on drawings of self the child attempts during play or centers. Can be based on multiple attempts.

KST/FYI Reports

Click on the Reports Button on the top of the screen



Click on the KST button, on the left side of the screen

Choose the year you want to analyze (current year is the default)



Choose the Assessment data (summary for the total KST, summary for a section or by individual assessment) you'd like to examine from the menu and the Report.



Report options include:



- Summary - number of tests completed/started, average score and average percentage for the KST summaries or individual lines
- Populace -number of schools, teachers and students with hyperlinks to drill down farther
- Database -table of students and scores. By clicking on the student's name you will see a more detailed student report
- Demographic- number and percentage of students in each ethnicity with hyperlinks to drill down into assessment scores by student
- Attributes -number of students with attributes such as preschool and playgroup attendance, EL, speech and language services, etc. with hyperlinks to drill down into assessment scores by student
- Download - download a csv file of the report data.

You can drill down into the data by choosing a different assessment, Or clicking on the drill down icon for a domain.





EST Introduction

The Entry Screening Tool, or EST, is a screening tool, designed to provide a snapshot of a child's skills as they enter 1st - 6th grade. Areas assessed are:

- social emotional development
- language and literacy
- mathematics

This tool was developed by a comprehensive team of 1st - 6th grade teachers with the support of the Humboldt County Office of Education. This tool is evidence informed and is based on readiness skills outlined in the previous year's California's State Standards.

These online assessments can be easily and quickly completed on a traditional computer, iPad or other tablet. Data can be printed or viewed as an Excel file where multiple features can be selected to examine variables such as language and literacy performance by gender groups or summer loss of learning. Teachers can also view their class data and quickly establish quartiles helpful for grouping and differentiated instruction.

The EST is an optional tool to help teachers determine the additional support some kids may need on prior year standards before beginning the current year's state curriculum standards.

Entry Screening Tool (EST) should be entered for each child by the end of September.

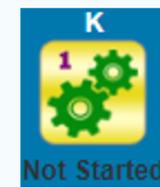
How To Administer the Full Year Inventory (FYI)

The Full Year Inventory (FYI) is designed to offer TK-6 teachers the opportunity to assess their students over the course of the school year utilizing a computer or tablet. The data collected through these assessments is integrated into a progress report card three times per year.

In Transitional Kindergarten and Kindergarten, a Kindergarten Screening Tool (KST) must first be administered to “unlock” the Full Year Inventory. If you receive a student mid-year you will need to quickly complete the KST to then access the FYI.



To access the FYI click on the first gear to discover all the measures in the full year inventory. As you can see, this list includes everything that you will assess over the school year. Each measure reflects California standards and expectations for mastery at the end of that grade.



Features

You will see screenshots to use with the students on the left side.   The apple screenshots are for teacher reference and the child icon represents the screenshots that can be administered with the student

In the screenshots you will see the California standard reference ,
(Language & Literacy) CCSS Reading Standards: Foundational skills, 1d

a scramble button if you are assessing children repeatedly over consecutive days 

a green button that will light all the fields if the student knows them all, 

a box to indicate that the student doesn't know any, 

the blue question mark for further information, 

a script icon for suggested teacher language and direction (1st/2nd grade), 

a notepad for notes you want to make for yourself, for future reference, 

forward and back buttons to maneuver between screenshots and the button to return to the main page. 

If you use the screenshot to enter data for the first trimester be sure you return to the screenshot when entering data second trimester. If you try to change the data on the main page you will get a message that your data is inconsistent.

Directions for Using the Clipboard Feature

The clipboard was set up so a teacher could assess a group of students at one time by selecting the students and then the items to be assessed. As you enter data on the clipboard, the data for each student will then transfer to their file. For example you could assess all of your students at one time on rote counting without having to open each student file. This way you can assess a group all at one time and cut down on your overall assessment time.

Follow these steps to assess multiple students on one or more measures at a time:

If you want to include all of your students on the clipboard click the button on the upper left side of the student roster.



To assess a small group of students click on the clipboard icon next to each student's name.



Click on the "group clipboard" icon in the upper left hand corner.



Select the grade level questions you want to assess.

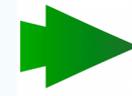
Select TK-FYI Questions

You will see those measures you want to assess appear below each student's name. Enter in your data for each student. That data will automatically transfer to each student's file.

Additional Information

Sometimes multiple measures are combined to compile a score for one line item on the report card. For example, on the first grade tool there are 3 items listed under phonemic awareness that are combined and entered into one line item on the report card.

8	 1 pts each	 Blends onset / rime
9	 1 pts each	 Segments
10	 1 pts each	 Short and Long Vowels



FOUNDATION LANGUAGE SKILLS
Demonstrates phonemic awareness

If there are skills you don't assess first trimester, just press not rated or NR for that item.

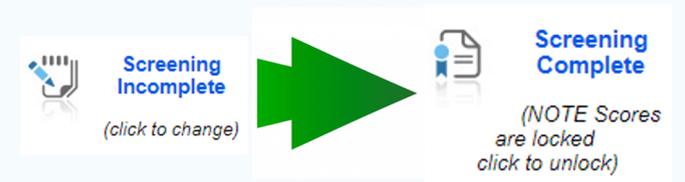


Some districts decide not to assess certain measures in the first and second trimesters because they are skills/subject that have not been taught. This is a local decision but should be consistent throughout the district. If your district is looking for recommended lists from other districts contact Cindi @ ckaup@hcoe.org Those items not assessed should be given an NR for not rated.

Finishing up first trimester

You have the ability to have 5 people logged into your account at one time. This will enable you to use classroom assistants to help you gather data on your students at the same time.

Once you've entered in all of your student data, press complete and all the data will automatically transfer to the student's report card.



At this point you can print out your FYI results



or go back to the class roster to work on report cards, go into the tools button  to enter your comments for that trimester, how many days they were absent and tardy and click on the grey box to have the report card appear as a pdf file, in either English or Spanish. Once you open the pdf document/report card be sure to save it to a file on your desktop.

English Report Card	Spanish Report Card
---------------------------	---------------------------

For TK/K you will notice that most of the KST measures are in the first column. Teachers have said it's nice to share with parents where their child was when they entered school and the progress they've made in the first few months.

KST	1st	2nd	3rd
-----	-----	-----	-----

Second Trimester

Once the “screening incomplete” button is hit at the top of your FYI assessment, the light for second trimester lights up on the main page.



When you go into second trimester you will find all of your data from first trimester. As you enter new data, each of the fields will change to a new color. If the child is at the same level as the first trimester click on the field twice and it will change the color, indicating that the item has been reassessed.

If a student moves into your class mid year, from a school not using Core Growth, you will need to go into first trimester and enter NR ALL at the top of the assessment for all measures, to then activate the second trimester Full Year Inventory and allow you to begin entering in data for second or third trimester.

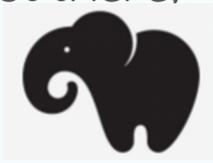




Report card

REPORT SCALE	Assessment	1st	2nd	3rd	Support Services Received	Transitional Kindergarten Progress Report	STANDARD SCALE
1. Overall	Days Today				Special Education	Student: Addi Ben	1. Overall
2. Literacy	Days Absent				Other	Date of Birth: 2014.05.05	2. Progress report in progress
3. Numeracy							3. Complete report in progress
4. Science							4. Complete report in progress
5. Social & Emotional							5. Complete report in progress
6. Language & Reading							6. Complete report in progress
7. Writing							7. Complete report in progress
8. Math							8. Complete report in progress
9. Physical Development							9. Complete report in progress
10. Arts & Sciences							10. Complete report in progress

The report card is 2 pages, intended to be the front and back of either letter or legal size paper. Your school logo should appear on the front of the report cards. If it is not there, please talk with your district Core Growth Coordinator or school administrator. Administrators can upload school logos.



You may need to adjust your printer settings to get the proper alignment of the report card.

We suggest you save each report card into a folder on your desktop after printing it for parent conferences.

If you would like to print report cards for the entire class at one time, there's a special link for that on the top right side of your class roster.



FYI Reports

Click on the Reports Button on the top of the screen



Choose the year you want to analyze (current year is the default)



Click on the KST or FYI button for the grade level you want to look on, on the left side of the screen



Choose the **Assessment** data (summary for the total FYI, summary for a section or by individual assessment) you'd like to examine from the drop down menu and the **Report**. Report options include:

- a. Population -number of schools, teachers and students with hyperlinks to drill down farther
- b. Demographic- number and percentage of students in each ethnicity with hyperlinks to drill down into assessment scores by student
- c. Attributes -number of students with attributes such as preschool and playgroup attendance, EL, speech and language services, etc. with hyperlinks to drill down into assessment scores by student
- d. Summary - number of tests completed/started, average score and average percentage for the KST summaries or individual lines
- e. Breakdown - data and charts at the summary level to show students in Concern, Progressing, Emerging and Mastery levels

You can drill down into the data by choosing a different assessment, you will then see a blue box on the left with your report. When you click on the live link for students you can rank your data from lowest to highest or highest to lowest by pressing on these arrows. By clicking on the student's name you will see a more detailed student report - *this feature not active yet.*



Sending a Google Quiz to your students:

Click on Google Form link in the same page you get your PDFs:

 Solves two-step word problems involving the four operations (+, -, X, /); represents these problems with an equation using a letter for unknown quantities

Concern area	Emerging	Progressing	Meets the Standard
1-6	7-8	9-10	11-12
Unable			

Note: A red arrow points from the 'Meets the Standard' column to the 'Google Form' icon, which is circled in red.

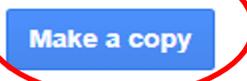
The following screen should appear in your browser, click on “Make a copy”:



Copy document

Would you like to make a copy of **Understanding Fractions**?



 *Note: A red arrow points to the 'Make a copy' button.*



Send Form: via Email

Send form
✕

Collect email addresses

↓ ↓
 ↓ ↓

Send via

Email

To

Subject

Message

 Include form in email

To send the google form, either send the link via email to your students by clicking on the envelope icon and completing the email addresses, subject and message

- OR -

clicking on the link icon and copying the link to your other form of communication with your students.

When your students complete the assessment, you will need to enter the results in CoreGrowth.

Some Google Quiz Tips

The Google Quizzes have been automatically set up for:

- Collect email addresses and Response receipts
- Limit to 1 response

These features have been disabled::

- Edit after submit
- See the summary chart and text responses (in case students are not taking quiz at the same time)
- Show link to submit another response

You can try one out for yourself by sending the link to the quiz to your own email!

Transferring Students

Sometimes students need to be moved into a new class. Teachers have the ability to do this within their school site, otherwise it requires admin approval.

Once you know the student's new class assignment, transfer your students to their new teacher by clicking on the transfer button.



Enter the student's name in the search box, click on the transfer box to the left of the student's name, wait a brief moment while the computer finds the student's data, click on "move selected student", find the teacher the student will move to in the drop down list, click on "move students to selected teacher/school."

If you receive a new student mid year from a neighboring school, you will want to check to see if the student has a Core Growth account before setting them up in the system. Ask your local Core Growth Coordinator if the student has an account and if they can be transferred to your classlist. Permission from the student's previous administrator will need to be granted before confidential information is shared. Submit a "help ticket" to request a student transfer.



End of Year Promoting/Beginning of the Year Procedures

At the end of each school year your student data is “rolled over” to the new year. To access past report cards click on the  button on the “welcome page.” You will see a record of report cards that have been printed.



Once you know the student’s new class assignment, transfer your students to their new teacher by clicking on the transfer button  Select students to be transferred and their new teacher. 

Teachers can also “pull students up” from the previous grade to their classlists. For example a kindergarten teacher can “pull up” students from TK.

To promote a student to the next grade, the student must be on the teacher’s roster.

Frequently Asked Questions

“I can’t get it to print correctly”

Every printer has different settings. Be sure to test out the print options a few days before you need a report card printed. You may need to refer to the printer manual to get the front/back of the report card printing correctly.

“I can’t remember my password”

If your password isn’t working correctly then you should reset your password. You will find the button under the log-in boxes. Once you are logged in with your new password you can change your password in the “User Settings.”

“How do I change my name on the report card?”

To change your name on the report card go to your user settings on the welcome page. There you will find a tab to change your display name.

“Our school logo isn’t correct”

Your site administrator or Core Growth Coordinator can change/add the logo on your report card.

FAQs continued....

“I got a new student mid year, what do I do with first trimester?”

When a teacher receives a child mid-year it takes a bit to get the child's file set up. Yes, the teacher needs to enter KST data (real quick estimate) to then open the FYI. Once into the first trimester FYI click on the “Select all” feature at the top so that each measure will show a NR for first trimester. Do the same for second trimester which will then open up the third trimester. Takes about 5-10 min.



Support...HELP!!

Whenever you have a question or if something isn't working correctly for you, please ask your district Coregrowth Coordinator or submit a support ticket. Support tickets begin with a click on the life preserver to submit a help ticket if you have a question, if you are having difficulty with the tools or have suggestions for improving the Coregrowth assessment system. When you click on the life preserver, a ticket will open. Please add as much detail to the description as possible, this will help us solve the problem. The issue will be looked into right away and someone will let you know when the question or problem has been resolved. At any time, you can check on the status of your ticket for notes from the staff or programmers. Once a ticket has been submitted, a technician will get back to you as soon as possible.

When you are finished, be sure to log out. Your data will automatically be saved.