

Attainment's





Assessment Plus

User Guide

Contents



TIP:
The “back”
button

in your PDF viewer
is called “previous
view.” In Acrobat, you
can add “previous
view” and “next view”
buttons  
to the toolbar. This
will make page links
more useful.

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Make assessment a one-step process with the tools in **Assessment Plus**.®

Use **Assessment Plus** to convert printed data collection forms, PDF pages, or image files into interactive forms for the iPad. Completed assessment forms can be delivered by email, text, or directly to other iPads for review and results reporting.

In real time, track and compare the progress of a student or classroom from one day to the next, and immediately share your report. A paraprofessional in another location could send data highlighting one student's breakthrough; a teacher could share student progress with other teachers, parents, and school administrators; administrators could share their notes on an outstanding teacher's performance, all in the same day.

Simply use the **Assessment Plus** app's editing features to record or type notes, fill in data, and link related documents. Keep the team up-to-date with the latest struggles, strides, and student successes with the **Assessment Plus** app.

Assessment Plus interactive assessment features include:

- Multiple choice dots
- Audio buttons for hearing instructions
- Text boxes for notes
- Recording buttons for audio notes
- Hyperlinks and page links
- Drawing tools

1.1 INTRODUCTION TO ASSESSMENT PLUS

Follow the directions below to fill out or edit an assessment form.

1. Download samples folder.

In Home menu (assessment directory), select the gears to go into **Settings**. Under **Support**, select "Install Sample Assessments."

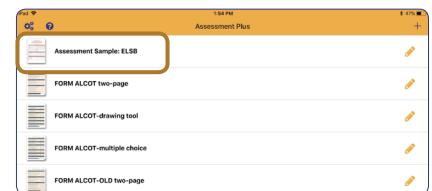



Fig. 1-1a (Above) To fill out an assessment, select its icon or name in the directory.

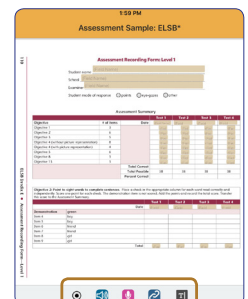
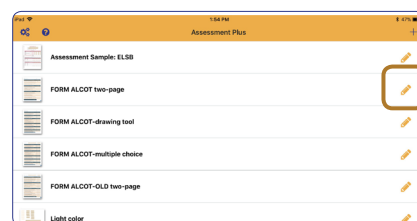
2. Open an assessment form to fill out.

Open the "A+ Practice-complete" assessment form by selecting its name in the directory. Select the speakers, and follow their directions. Exit by selecting  at top left.

3. Open an assessment form to edit.

Select the pencil  across from the "A+ Practice-create" assessment form.

Fig. 1-1b (Right) To add or edit activity objects on an assessment, select the pencil across from its name. The Assessment will open with object toolbar at bottom.



NOTE:
to create
a new
assessment form,
see Section 2.

The assessment form will open with an object toolbar at the bottom of the screen. Practice adding objects using the tools, explained below.

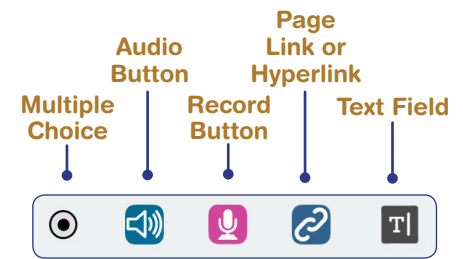


Fig. 1-2 Activity options on the toolbar.

a. MULTIPLE CHOICE—Create multiple choice question/answer activities.

Select to open a pop-up menu for adding a tap-to-select dot to the assessment. Select **Create** to add the answer dot. The dot will appear in the center of the screen. Drag it to where it should appear on the page.

NOTE: To manipulate objects on the screen, [see Section 3.1](#).
For specifics on resizing objects, [see Section 3.1.2](#).

b. AUDIO—Add audio message buttons.

Select to place a message button on the page. After typing a message with the iPad keyboard for text-to-speech, or making a recording, tap **Create** to add the message icon to the page. Drag the message icon to change its location on the page.

c. RECORD—Add record answer buttons.

Select to add a button that lets a user add a voice recording as an alternative to typed text.

d. LINK—Add hyperlink or page navigation link to screen.

Select to add a link button to view a video or access a webpage or app via URL. Press and hold this button to make page navigation links. [See Section 3.4.2](#).

e. TEXT FIELD—Create an area for typing.

Select to add text fields into the assessment form. Finger-drag the borders of the text box to adjust the height and width of the answer space. In the toolbar, select to confirm and to cancel.

4. Test the assessment form.

The button near top left toggles between **Play** and **Edit** . Select to close the toolbar. Test objects by filling in the form. Select to restore the editing tools. Select at top left to exit from either mode.

5. Send the assessment form you made to another iPad.

[See Section 6](#) for different methods for sharing assessments.

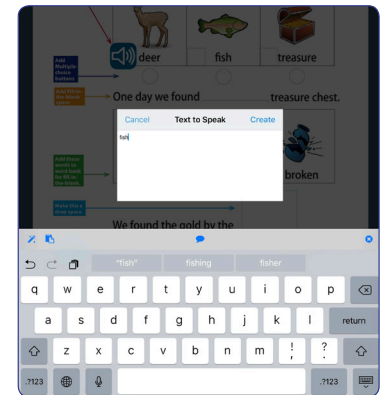




Fig. 1-3 Use the iPad keyboard to add a text-to-speech or audio message for the **audio button**. Select to preview the message before adding it to the page.

NOTE:
Objects added to a page appear in the center of the screen. Drag them to the location you want.



Start a new assessment form by importing a file ([Section 2.1](#)), or by selecting **+** from the directory and choosing from the **Create New Assessment** menu ([Section 2.2](#)). Find an existing image on your iPad or from a cloud storage drive. You can also use the iPad's camera to scan your paper document or photograph a book page.

2.1 Import PDF or Image from Email Attachment

With the email open on your iPad, select the PDF or image file attachment to download, tap to open the file, then select . Scroll on the second row to find the **Copy to Assessment Plus**  option and select it; then enter an assessment name.

If the PDF has multiple pages, a menu will come up to let you choose which page or pages you want in the assessment form. You can import multiple pages at the same time.

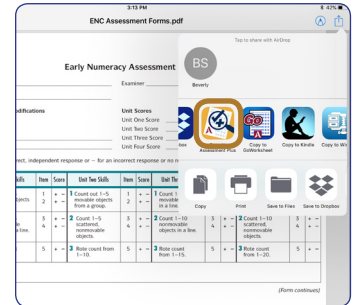



Fig. 2-1 To bring a PDF into the app from an email attachment, open the PDF in the email window, then select **Import with Assessment Plus** from the share options.

2.2 Create New Assessment Form

To create a new assessment form, go to  at the top right of the assessment directory.

A pull-down menu will show four options, described below.

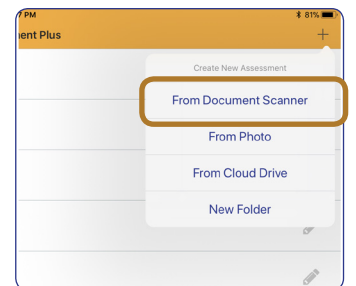


Fig. 2-2 Use the choices in the **Create New Assessment** menu to use the iPad camera, or load a file from a cloud storage location.

2.2.1 From Document Scanner

Enables the iPad camera to scan your paper data collection form. Choose a vertical or horizontal layout by rotating the iPad. The camera will adjust the view for perspective and crop the image to the page borders. When all four sides of the page are determined, the image area is shaded green and the camera automatically captures the image.

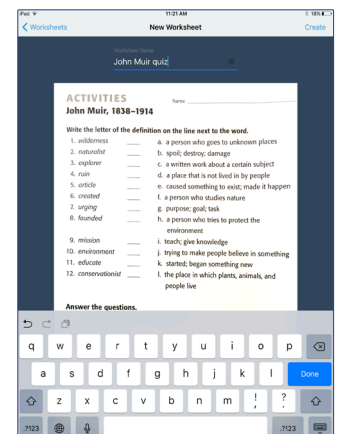
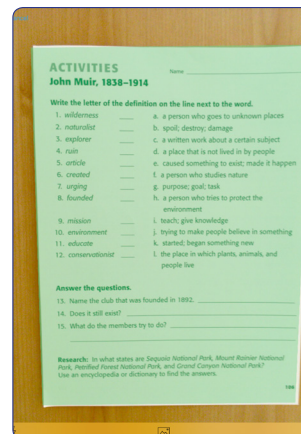


NOTE: For document scanning

to be successful, the camera needs to detect all four edges of the paper.


See [Section 8.4](#).

Fig. 2-3 The document scanner tool uses the iPad camera to detect the page edges, adjusts for border perspective, and automatically captures the image. Enter a name to save it to the assessment directory.





**RESIZING
AND
CROPPING
PAGES:**

The only time you can do this is just before you name the imported document. Tap  to crop or resize image. See [Section 2.3](#).



NOTE:

Photos you download from iCloud photo storage will take longer to load than photos taken with the iPad's camera.

Scanning settings are available at the bottom of the scanner screen. Make setting adjustments before using the camera to frame the page for scanning.

Image Types: Tap/toggle to choose the setting best for the image:



color image



continuous tone black-and-white image



text only or line drawing black-and-white image

Quality/Scanning Speed: Tap/toggle to choose one of two scan quality settings:




longer scan time for optimum image quality (use for detailed content)




shorter scan time, lower resolution image capture (use for text content)

Lighting: Tap  to turn on the iPad light. The light will turn off after the scan completes.

2.2.2 From Photo

Select  and select **From Photo** to load an image from your iPad's collection of photo images.

2.2.3 From Cloud Drive

Select  and select **From Cloud Drive**. Select Locations to show available cloud storage locations, e.g., iCloud, Dropbox, or Google Drive. Select PDF file or image. Photos downloaded from a cloud drive will load more slowly than local images.

If the PDF file has multiple pages, a pop-up menu appears to allow you to select any or all of the document's pages for your assessment form. Use the **Page Menu** to move between pages, and to add page navigation links for the user.

See [Section 3.4.1](#).

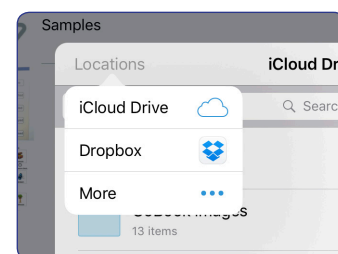
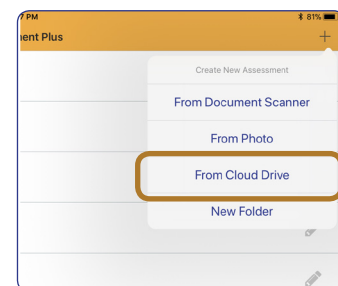



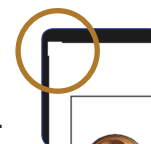
Fig. 2-4 A PDF or image file can be loaded from a cloud storage location like Dropbox, Google Drive, or iCloud Drive.



2.3 Crop / Resize New Assessment Form

During assessment creation, just before giving the new form a name, it can be cropped to cut out or emphasize a section, turned, or resized.

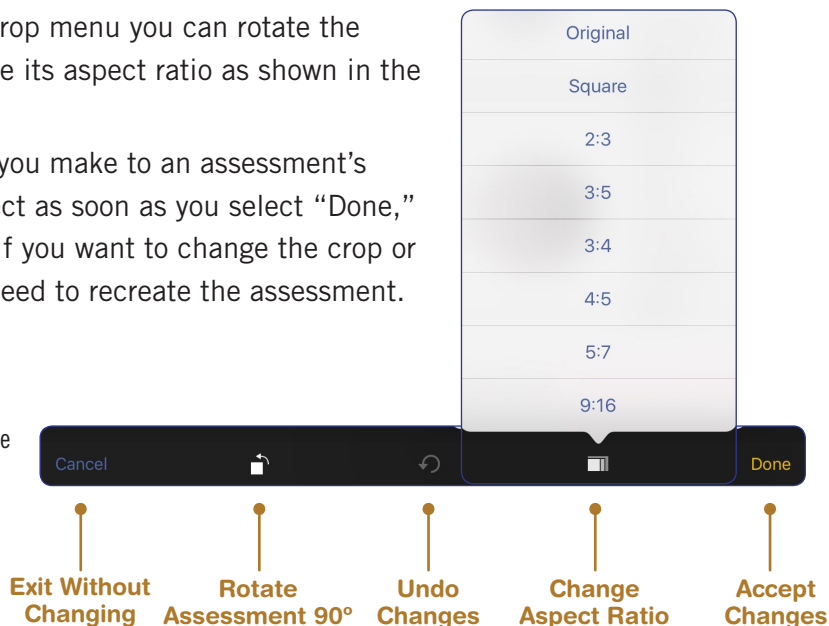
Select the  crop icon at top right to open the **Crop** menu. White corners will appear around the assessment form, and a black background behind it. Select and hold a corner, then move your finger to crop.



Additionally, in the crop menu you can rotate the assessment or change its aspect ratio as shown in the illustration below.

NOTE: The changes you make to an assessment's appearance take effect as soon as you select "Done," and are permanent. If you want to change the crop or size again, you will need to recreate the assessment.

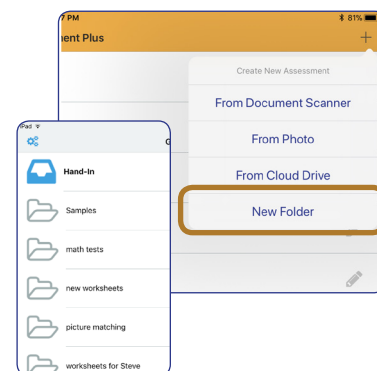
Fig. 2.5 Options available in Crop menu.



2.4 Create Directory Folders to Organize Your Assessments

Select  and select **New Folder** to create and name an assessment directory folder.

In the assessment directory, swipe left on a file name to move it to a folder.



The **Assessment Plus** app enables you to create assessment forms from scratch, or add to and edit existing ones. To edit an assessment, select the pencil across from its name.

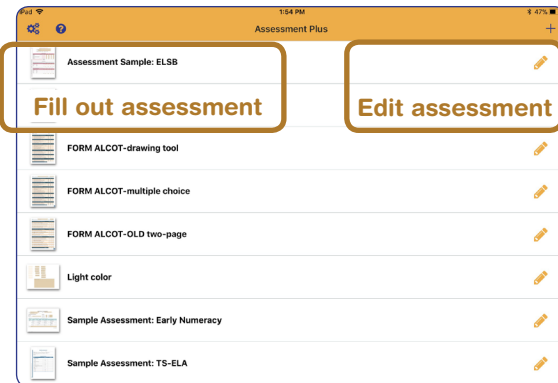


Fig. 3-1a To open an assessment for editing, select pencil. To fill out an assessment, select icon or name.

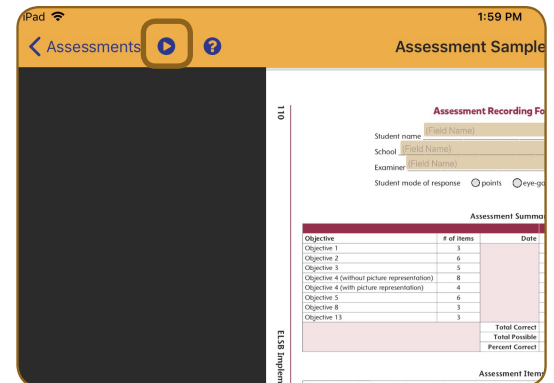


Fig. 3-1b To test your assessment, select Play icon at top left. Icon will toggle to pencil; select it to return to editing.

When editing, adding an activity from the toolbar will put an **object**, e.g., a microphone or a multiple choice button, on the page.

To check your assessment form, toggle away from the Editor mode by selecting . Select to return to editing.

3.1 Object Tools Menu

Press and hold an object, such as a text field, to open a radial menu of tools. Drag your finger to one of the available tools, then remove your finger to select that tool and make adjustments to the object. Choices are: **Edit** (change settings); **Resize**; **Send to Back** (display behind other objects); **Duplicate** (copy); or **Remove** (delete).

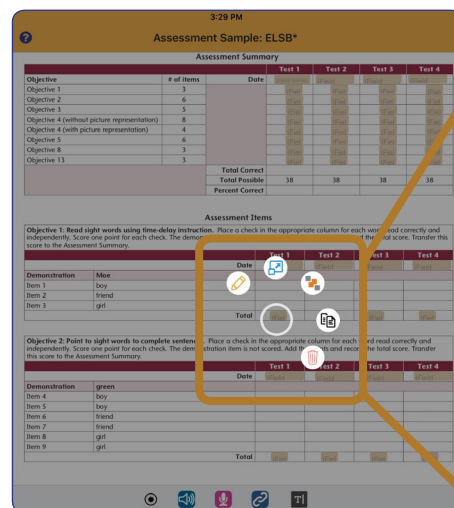
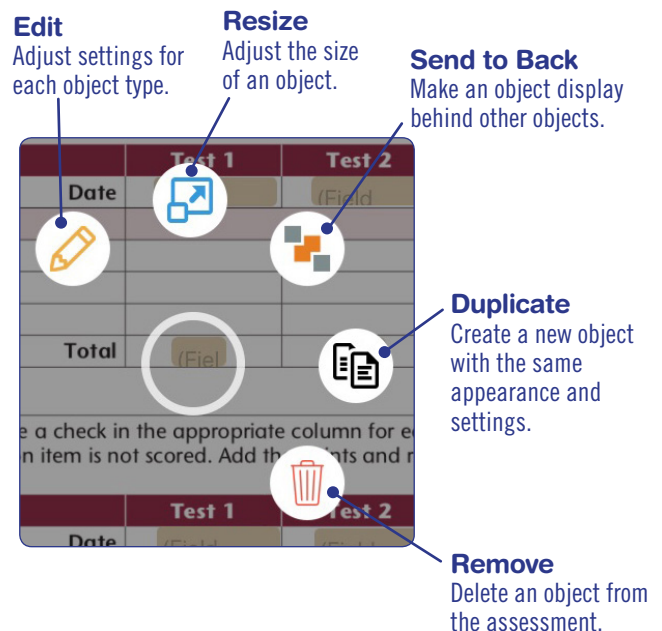



Fig. 3-2 Assessment Plus Object Editing Tools



If it is difficult to bring up the radial menu of an object or to select a tool, try making the screen bigger by spreading your thumb and finger apart.

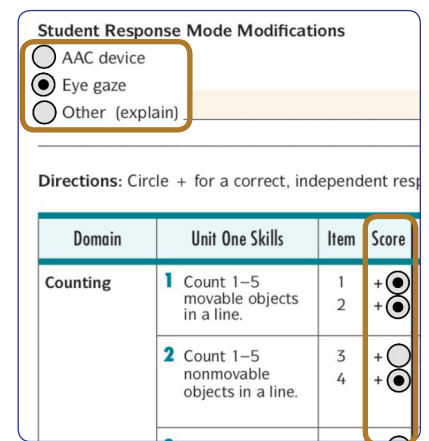
3.1.1 Edit Object Settings

Menus are available to customize each of the **Assessment Plus** object types. Use the Edit tool  from the radial menu to open a pop-up menu with settings options for the selected assessment object. Most of the settings are optional, not required.

These edit menus share features with other Attainment apps that are geared toward student use. Some of the features are not relevant to assessment, and therefore are not described here.

a. Multiple Choice Options

- **Multiple Choice Text:** If you would like any text to be spoken when the dot is chosen, for example an instruction, type it in here.
- **Recording:** As an alternative to text-to-speech, select microphone to start/end recording.
- **Group:** Assign answer to a group when only one answer should be chosen. If answers are assigned to a group, the first answer will be deselected when a different choice is made. To make a group assignment, select Group and type a name for the group, or use the generic name. NOTE: All subsequent new multiple choice buttons will have the same group name, until it is changed.
- **Possible Points:** Assign points to award for a correct answer. Point totals are sent to the results report when the assessment form is turned in.
- **Designate as Correct Answer:** Turn this setting ON to make that item the correct answer for the entry. Only correct answers will award points. You can, however, designate every answer as correct.



Student Response Mode Modifications

☐ AAC device
☒ Eye gaze
☐ Other (explain)

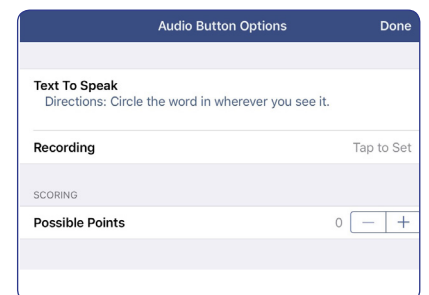
Directions: Circle + for a correct, independent resp

Domain	Unit One Skills	Item	Score
Counting	1 Count 1–5 movable objects in a line.	1	+ <input checked="" type="radio"/>
		2	+ <input checked="" type="radio"/>
	2 Count 1–5 nonmovable objects in a line.	3	+ <input type="radio"/>
		4	+ <input checked="" type="radio"/>

Fig. 3-3 Example of two multiple choice lists. The top list is assigned to a group, so only one selection can be made at a time. The bottom list is equivalent to “select all that apply.”

b. Audio Button Options

- **Text to Speak or Recording:** Add or edit the message to be played. If text-to-speech, type on keyboard. If recording, select “Clear” to remove existing recording; then select microphone to start/end recording.



Audio Button Options Done

Text To Speak
 Directions: Circle the word in wherever you see it.

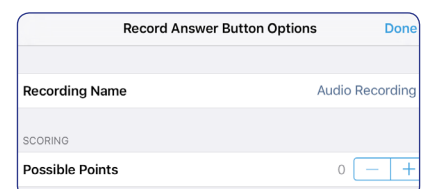
Recording Tap to Set

SCORING

Possible Points 0 - +

c. Record Answer Button Options

- **Recording Name:** Assign a file name to the recorded answer's audio file. This name will be listed in the assessment report. If nothing is entered, a generic name will be assigned.



Record Answer Button Options Done

Recording Name Audio Recording

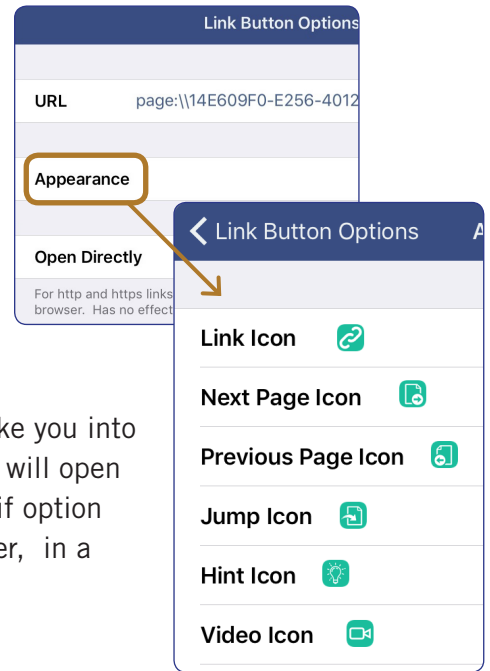
SCORING

Possible Points 0 - +

d. Link Button Options

NOTE: Also used for creating page navigation links.
[See Section 3.4.2.](#)

- **URL:** Add or change the web page. Link is often used for viewing videos, but can take you to the URL of any website or app.
- **Appearance:** The appearance menu changes only the way the link looks in your assessment form. It does not change its function.
- **Open Directly:** When switched on, the link will take you into the associated app: For example, a YouTube URL will open in the Youtube app. If the app is not installed or if option is switched off, the link will open in a web browser, in a separate window.






e. Text Field Options


- **Field Name:** Used to show a hint or prompt in the blank space. If nothing is entered here, space will remain blank.
- **Is Name:** Switch ON to use the space for student name. This name will be used to identify the saved assessment form in the results report. “Name” is automatically used as shaded prompt text. To display a different prompt word or phrase, type new text into the Field Name setting. To have a blank name line, replace the default “Field Name” text with a word space.
- **Font Size:** Adjust size of text here.
- **Auto Correct:** Turning this setting ON will correct misspelling while typing answers.
- **Number Entry:** If the answer is a numeral or numeral and symbol, e.g., \$1.50, this setting will display an iPad typing keyboard with only numbers and special characters. Turn the setting OFF to display the standard iPad keyboard, alphabet letters with access to numerals at bottom left.
- **WORD BANK Add Item:** Select “Add Item” to create a new item field; then select the new field to type in a Word Bank answer choice. For Word Bank illustration, [see Section 4.3.5.](#)




3.1.2 Resize

To adjust the size of message buttons, multiple choice buttons, and answer fields, drag your finger to the **Resize** tool  and remove your finger from the screen. A slider bar will appear at bottom of the screen for changing the size of message and multiple choice buttons. Text boxes are resized by dragging their borders. Select  to accept a size change, or select  to ignore the size change.


3.1.3 Send to Back

Each object added to an assessment displays in front of the previously placed object. To move an object to the back, drag your finger to the **Send to Back** tool  and remove your finger from the screen. The object will be moved to the back layer. All other objects will overlap it.

3.1.4 Duplicate

To make a copy of an object on the assessment form, select the **Duplicate** tool  and remove your finger from the screen. An identical object with the same attribute settings will be added to the form.

3.1.5 Remove

To remove an object that has been placed on an assessment form, press-hold the object to display the editing tool icons, drag your finger to the **Remove** tool  and remove your finger from the screen. This will permanently delete the object from the form.

3.2 Copying an Assessment

If you would like to try variations on your form without losing your work, you can copy the assessment form. From the directory, swipe left on an assessment name, select **Rename**, type a new name in the blank, and select **Duplicate As**.

3.3 Object Arrangement Menu

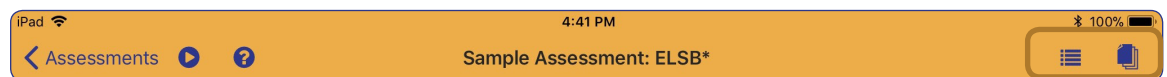

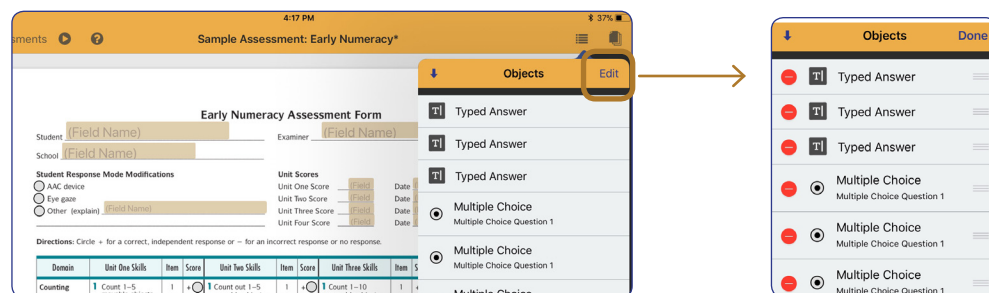


Fig. 3-4 In editing mode, icons for the Object Arrangement Menu and the Page Menu are at the top right of the screen.

In edit mode, select the **Object Arrangement** icon  to see a list of all the objects on your screen, in the order that they were made. When you select an object, a circle will be briefly drawn around it on the assessment form, and then the editing menu for that object will display.

Selecting **Edit** in the object menu will enable you to delete any object or reorder it in the list. Select red circle to delete; touch and move 3 lines to reorder.

Because objects are listed in the order they were made, not their position on the screen, you may be required to reorder the objects for anyone using the tab key to navigate them.




3.4 Page Menu and Page Links

The **Page Menu** is used to navigate between pages and to make navigation links for the user. Links can also be made with the **Add Link** button in the toolbar.

[See Section 3.4.2 below.](#)


3.4.1 Page Menu

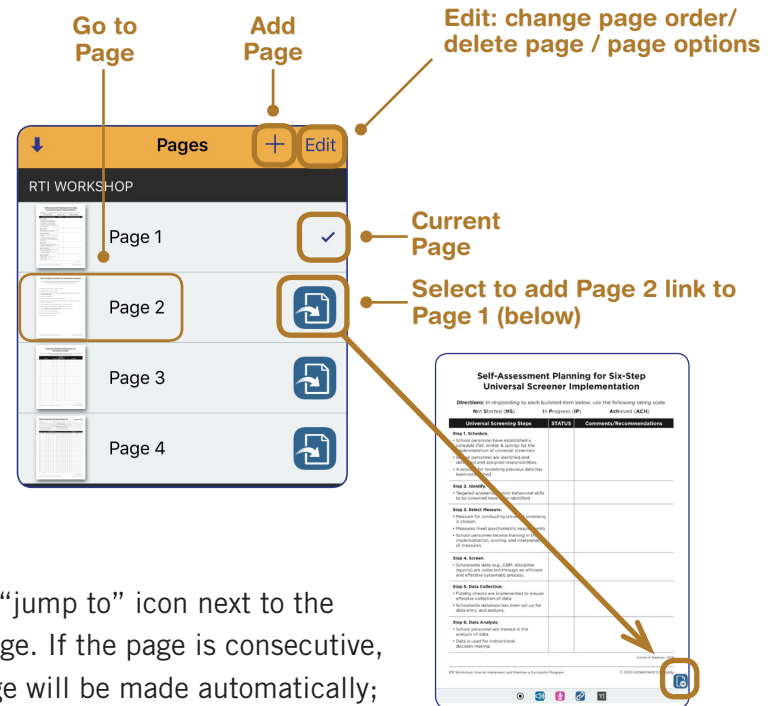
The **Page Menu** enables the creator of an assessment form to move between pages, to add pages, and to make page links.

In editing mode, select the **Page Menu** icon  to bring up a list of all the pages in the assessment.

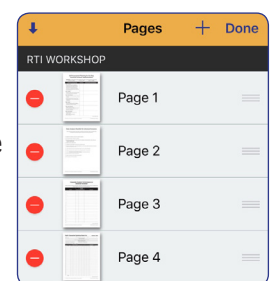
- **To go to a page for editing:**
Select icon or page number.
- **To add a page link:** Select the “jump to” icon next to the page to create a link to that page. If the page is consecutive, the link to next or previous page will be made automatically; otherwise, a “jump to” icon will appear in the center of the screen that you can drag to another spot.

NOTE: When adding a page, “next” and “previous” links will be placed automatically.

- **To add a page:** Select  and choose page source.
 - **To delete/reorder a page:** Select “Edit” at top right.
Select minus sign to delete page or bring up page options; touch and drag three lines to reorder. Select “Done” to leave edit menu.
- NOTE:** You cannot delete the current page. If you wish to delete page 1 of an assessment form, use the Page Menu to go to page 2; reopen the Page Menu; select “Edit,” then select the minus sign next to page 1.



Page Edit Menu

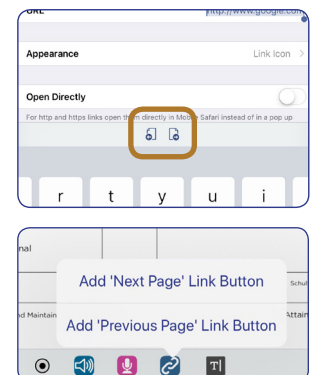


3.4.2 Add Link Button






Another way to put next page and previous page links on a page is with the **Link** button. When you select the link icon from the toolbar, the top of the keyboard displays icons for “go to previous page” and “go to next page.” Select the icon you need and then tap “Done” at top. The icon will appear at bottom left or bottom right of the page.

You can also press and hold the link icon in the toolbar to open a pop-up menu with these options. Select “Next” or “Previous” to place button. It will be placed on bottom left or right corner.



4.1 Opening an Assessment

Available assessment forms are listed in a directory on the opening screen. Some assessment forms may be organized into folders. Select an assessment's name to open it.

If the assessment has more than one page, tapping a navigation button takes you to the next page , last page , or a non-consecutive page .

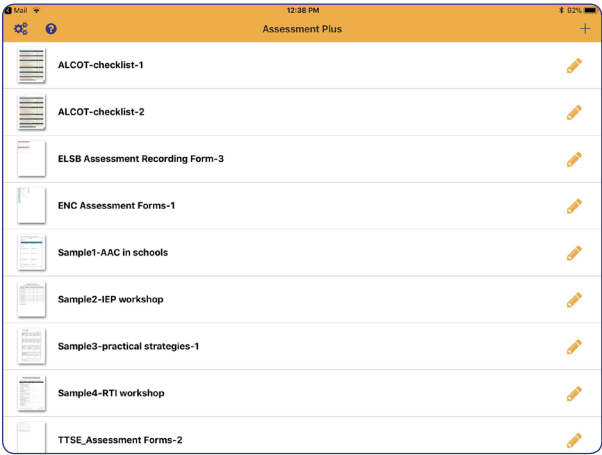





Fig. 4-1 The home page of Assessment Plus shows the assessment directory. Select an assessment's image or name to open it.

4.2 Drawing and Writing on an Assessment Form

After opening an assessment, select the **drawing tool**  at top right to use the drawing tool features. With the drawing tool selected, you can use your finger to draw anywhere on the assessment page. Tap the tool again to turn it off.

Select the **pen picker**  to adjust line width and color. Select  **undo** to undo the most recent drawing action.

Drawings and writing added to an assessment form are retained when it is emailed or turned in.

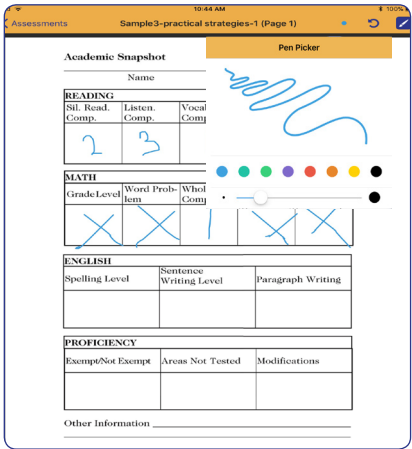


Fig. 4-2 Drawing tools let you write and draw on an assessment with your finger.

4.3 Using the Interactive Buttons


An **Assessment Plus** form may include any or all of the following: A **message** button for listening to recorded or text-to-speech audio instructions; **multiple choice** dots for quickly making selective observations; a **record** button enabling you to take notes with the iPad's microphone; a **text** button for typing notes with the iPad's keyboard; and a **link** button for hyperlinks to videos or websites.

4.3.1 Multiple Choice Answer


Select ☐ to select a multiple choice answer. Depending on the setup, the choice may correspond to a point score, and you may or may not be able to select more than one answer.

MENTAL SUPPORTS (SOURCE – DIRECT OBSERVATION, REPORT)	NOT EVIDENCED	PARTIALLY EVIDENCED	EVIDENCED
Staff can observe all areas of the classroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visual supports or tactile cues are displayed throughout the classroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The use of individualized student schedules/calendars are observed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signals clearly indicate when observed transitions are approaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students are in close proximity to their peers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The use of assistive technology or modifications is evident	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4.3.2 Audio Buttons

Select  to hear an audio message such as an instruction created for the assessment.

4.3.3 Voice Recorder Buttons

In lieu of typed text, select  to record a message that will be stored on the page. After recording the message, the microphone icon color changes to green. Recorded messages can be played as long as the assessment page stays open. If the assessment is saved, the message is also saved as an audio file.

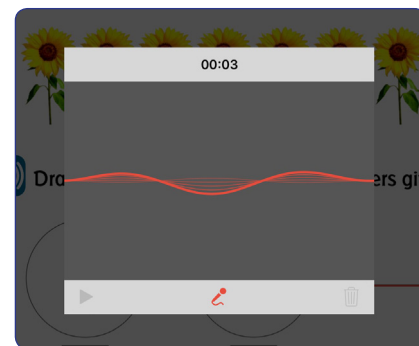




Fig. 4-3 Use the iPad microphone to record notes and save them on the assessment.

4.3.4 Links

Select  to see a video or a page on the Internet. To get back to **Assessment Plus**, select message at top left corner of screen (either **Done** or **Assessment Plus**).

4.3.5 Text Fields, Word Bank

Blank text fields are shaded on the assessment form. When the text field is filled in, the shading disappears. Select a text field to fill in a blank or write notes. Use the iPad keyboard to type or dictate an answer. If a Word Bank was created for the assessment (see WORD BANK–Add Item, [Section 3.1.1](#)), tap the **Word Bank** icon  above the keyboard. Select one of the Word Bank selections to insert it into the blank.

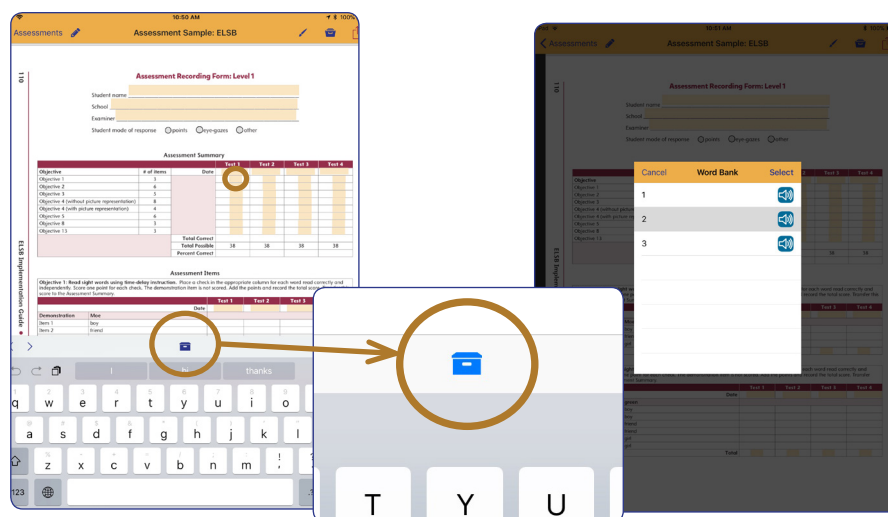




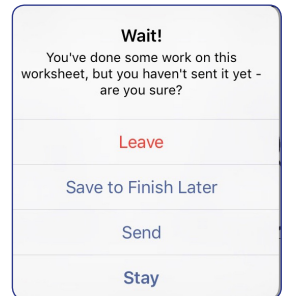
Fig. 4-4 Use the iPad keyboard (left) to type into a text field. Alternatively, select the blue icon above the keyboard to open the **Word Bank** (right). The Word Bank provides a list of possible answers for a fill-in-the-blank text field.

Saving and Sending Completed Assessment Forms


5.1 Closing an Assessment

Select the go-back arrow  at top left of the screen to return to the assessment folders. When you do, you will be provided with four choices.

1. **Leave.** The assessment will close, but none of the work already done will be retained.
2. **Save to Finish Later.** The assessment will close and the work will be retained in the saved assessment form.
3. **Send.** Hand in the assessment. This is equivalent to selecting the **Share** tool  at top right. [See 5.4 below](#) for methods.
4. **Stay.** To change your mind and continue working on the assessment form.



5.2 Saving an Assessment Form

You may select the **Save** tool  on top right of screen at any time while the form is open, or select "Save to Finish Later" when closing it. Type a name for the assessment in "Autosave" blank, then tap "Save for Later." If you don't provide a name, the form will be automatically named with the date and time.

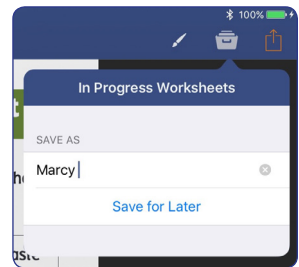

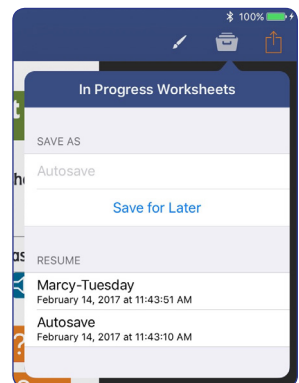


Fig. 5-1 Save an assessment while it is open by selecting the Save tool at top right.


5.3 Accessing a Saved Assessment Form

Open the assessment from the directory, then select the **Save** tool . If you have previously saved a filled-out assessment form, you may select its name to open it.

NOTE: Assessment Plus only saves the most recent version of the assessment. Once you re-open an assessment, it is considered new and must be re-saved if you want to close and keep the work.



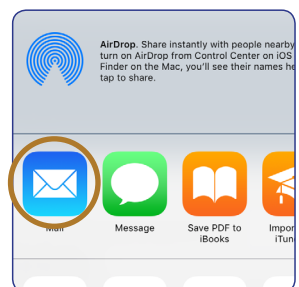
5.4 Sending an Assessment


You may select the **Share** tool  on top right of screen at any time while the assessment form is open, or select "Send" when closing it.

An assessment can be sent in four ways from the **Share** menu.

5.4.1 Email a Completed Assessment Form

If your iPad is connected to the internet, a filled-in assessment can be sent as an image attachment to an email message. Also included with the email is a text file with results information. Recorded notes will be included as an audio file.

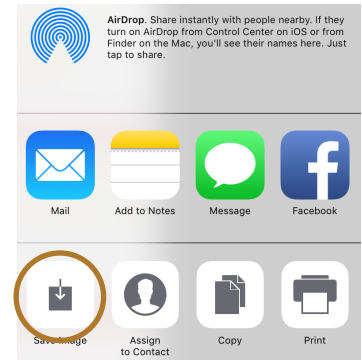


 Sending or saving an assessment does not close it, but does enable it to be closed.



5.4.2 Save to Photos

An alternative to emailing an assessment form immediately is to store it on your iPad, for later delivery. In the **Share** menu's third row, choose **Save Image** to save the assessment form as an image file. The file will be found in your iPad's Photos directory. Assessments saved as an image do not include recorded audio files or results text files.



5.4.3 Hand-In a Completed Assessment

Select the gear to open **Settings** menu, and turn on **Allow Hand-In** to add the **Hand-In** folder to the directory of assessments. When that setting is turned on, Hand-In becomes available as a new **Share** option. Nearby iPads with Bluetooth turned on will also recognize the networked sharing feature and allow an assessment form to be delivered. Once in the Hand-In folder, the completed assessment can be reviewed, shared, or deleted.

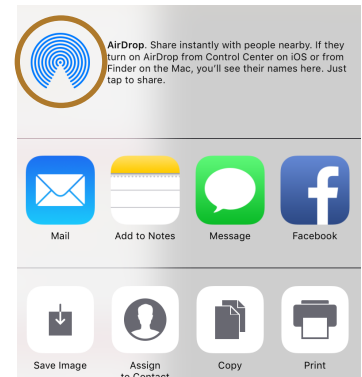
NOTE: The Hand-In icon will appear at the end of the Share menu's second row; scroll to the right in order to see it.



Fig. 5-2 Top right to bottom left: The **Hand-In** option for turning in completed assessment forms sends the form to the Hand-In folder on the same iPad or a different iPad connected by WiFi.

5.4.4 AirDrop the Completed Assessment Form

When two iPads are in close proximity, AirDrop can be used to transfer the filled-in assessment form. AirDrop must be enabled in the receiving iPad's dock. Then it will show up in the space circled at right; select the iPad's icon to send. There is a limitation with AirDrop that affects its ability to send assessment forms with scored points and audio recordings. For more information, [see Section 8.7.](#)



NOTE: If you would like to make changes to your form without losing the original, you can copy the assessment. From the directory, swipe left on an assessment name, select **Rename**, type a new name in the blank and select **Duplicate As**.

Once you have created an assessment with **Assessment Plus**, you can share it with other teachers, special education professionals, parents, or administrators.

Sharing assessments from the directory is exclusively for blank assessments. To turn in completed assessments, [see Section 5](#).

6.1 Share an Assessment to Other iPads

From the directory, swipe left on an assessment form and tap **Share** to select one of the three iPad-to-iPad sharing methods: AirDrop; Broadcast; or Email.

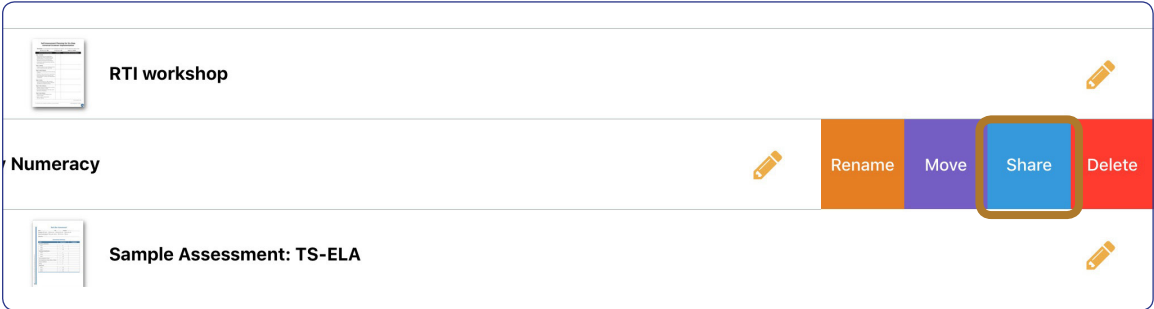


Fig. 6-1 Swipe left on an assessment in the directory to rename, move, share, or delete it.

6.1.1 Sharing an Assessment with AirDrop


Other iPads within about 30 feet from each other can use **AirDrop** for sharing. The AirDrop feature must be turned on for both the sending and receiving iPads, and a WiFi connection must be available. An assessment form sent by AirDrop will automatically appear in the receiving iPad's **Assessment Plus** directory.



Fig. 6-2 Find the recipient's iPad to share with AirDrop. AirDrop is turned on from the iPad's dock.



6.1.2 Broadcast an Assessment to Nearby iPads

The **Broadcast** sharing method makes an assessment available to any nearby iPad that also has the **Assessment Plus** app. A WiFi signal must be available for both the sending and receiving iPads. When you are being sent an assessment form, the Broadcast icon  will appear in the upper right corner of the screen; select it to receive the form being broadcasted.

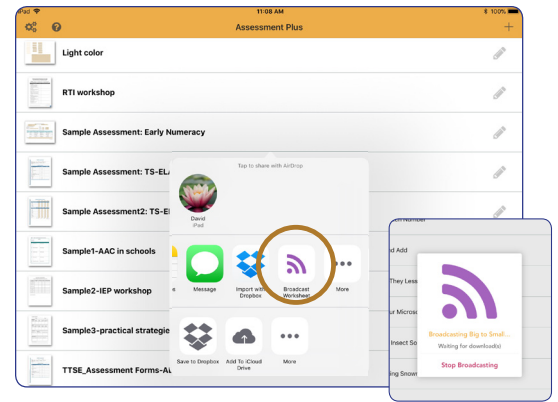
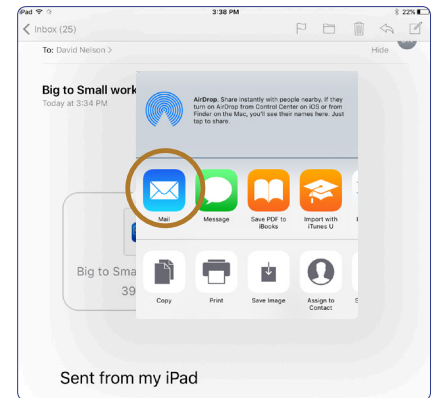


Fig. 6-3 The Broadcast sharing method is only available by swiping on the assessment name in the directory, and only if WiFi is enabled.

6.1.3 Deliver an Assessment as an Email Attachment

For iPads beyond AirDrop or Broadcast range, an assessment can be delivered as an email attachment. Most forms are words, not images, so the email attachment will not be prohibitively large. You can email only one assessment form at a time.



6.2 Backing Up Your Assessments

To save an assessment to your computer or a cloud storage folder, swipe left on an assessment form listed in the directory title and select Share. Select **Mail** to deliver the form as an email attachment to your address. You could also select **Save to Dropbox** or **Add to iCloud Drive**. If the iCloud drive icon is not visible on the second row, select **Save to Files** on the third row, then the “iCloud drive” option.

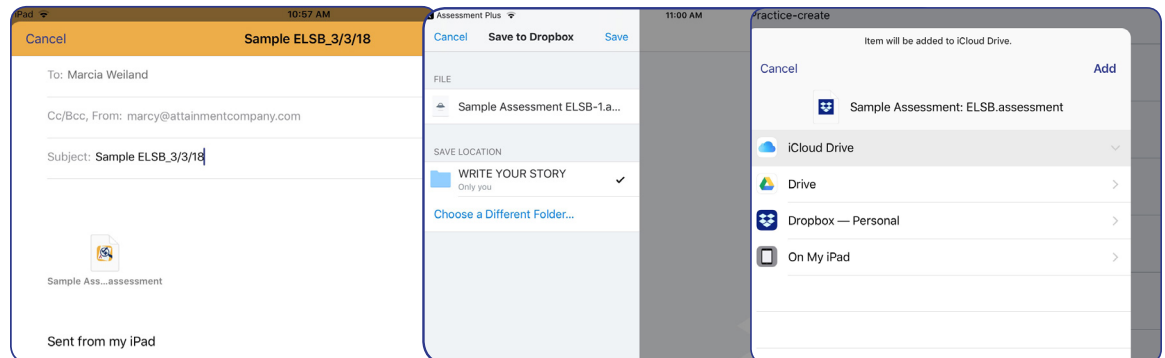



Fig. 6-4 Three ways to store assessment forms are illustrated: Email, Dropbox, and iCloud Drive.

Select  from the directory screen to reach the app settings. Bold indicates factory default.

MAKING & EDITING

Default to Edit Mode: On / Off

When turned ON, selecting the assessment name will open it in Editor mode, unless the “Play” icon is selected.

Allow Hand In: On / Off

When turned ON, the Hand-In folder appears in the assessment directory.

Hide Help Menu: On / Off

When turned ON, the “Help” icon will not be available while editing assessments.

Show Tutorial: On / Off

A tutorial pops up the first time **Assessment Plus** is launched. When turned ON, this tutorial will appear every time you launch the app.

SENDING OPTIONS

Ask To Send When Leaving Player: On / Off

When turned ON, a warning is issued that assessment will not be saved if not shared.

Always Send as Zip: On / Off

When turned ON, completed and delivered assessments will be attached as a zip folder archived. When turned OFF, files will be attached as separate image and text files.

Student Names

Create a list of student names. These become a Word Bank list for the “name” fill-in the-blank line.

OPTIONS

Text-to-Speech Speed: Slowest / Slower / **Normal** / Faster / Fastest

All assessments will speak in the selected speed until the setting is changed.

Keep Device Awake: On / Off

When turned ON and the **Assessment Plus** app is active, the iPad will not be allowed to enter sleep mode.

ADVANCED

Advanced settings are for use during technical support assistance.

Leave these settings turned OFF unless instructed by Attainment Support.

Show Debug Options: On / Off

Disable Sharing And Replace With Text Preview: On / Off

Disable Forced In Progress Actions: On / Off

Additional Logging: On / Off



8.1 Enlarging the Screen

It can be much easier both to make and fill in an assessment form if you make the screen larger. **Assessment Plus** supports Apple's pinch-to-zoom feature. Touch screen with index finger and thumb and spread them apart to zoom in (enlarge), then bring them together to zoom out (reduce).

TIP: Although the majority of assessment forms are in vertical (portrait) orientation, try turning the iPad sideways before zooming in. This enables you to see the full page width at a larger size.

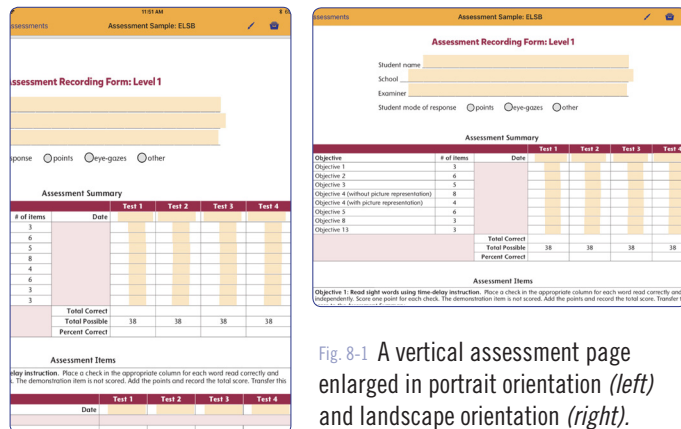


Fig. 8-1 A vertical assessment page enlarged in portrait orientation (left) and landscape orientation (right).

8.2 Awarding Points

Assessments in a multiple choice format can assign one or more points to a choice. When the assessment form is filled out and shared, a text file will be attached listing the points scored out of the possible total.

Correct answer: Points are only awarded to multiple choice dots that are designated as “correct” in the options menu. However, you can make all the choices in an entry correct, so any of them will score points.

Group: If all the dots in an entry are assigned to a group in the options menu, only one can be chosen at a time. A generic group name is provided, or you can create a name. All new dots will have the same group name until it is changed.

8.3 PDF Import

PDF pages in landscape orientation, when they are part of a multi-page document, will sometimes import with part of the page running off the screen. If this happens, you may have to import them one page at a time. If there is still a problem, open the PDF file on a desktop computer (e.g., Acrobat on PC or Preview on Mac), and export to PDF. This new PDF file should have improved formatting that will display properly when imported.





8.4 Document Scanning

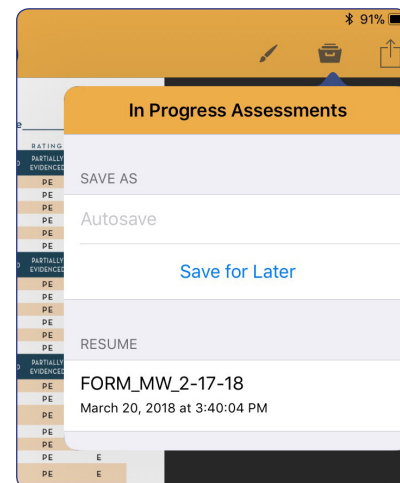
For document scanning to be successful, the camera needs to detect all four edges of the paper. In the case of pages in a book, which can't be scanned, there are two things you can do:

1. Photocopy the page, then use document scanning on the photocopy.
2. Take a photo of the page with the iPad's camera, then select "From Photo."

8.5 Save and Retrieve

After you fill out an assessment form, if you try to go back to the directory you will be asked what you want to do with the form. Select the **Save** icon at top right . (It looks like a filing cabinet.) You can type a name in the "Autosave" blank, or let the iPad name it with time and date. Then select "Save for Later."

The intuitive location for a form saved in this way is the assessment directory, but you won't find it there. The directory is only for blank assessments. The filled-in assessment that you saved is actually stored inside the blank version. To retrieve it, select the blank assessment form from the directory, then the **Save** icon .



IMPORTANT NOTE: Only one version of a filled-out assessment form will be saved at a time. When you reopen it, if you are not ready to send, you will have to re-save it.

8.6 Black Screen

If you are working on an assessment in edit mode and suddenly the screen goes completely black, don't panic! This is more likely to happen on a form you have been working on for a long time in one session. It is a working memory problem. If you restart the iPad, the **Assessment Plus** app and your form will be restored. You may lose part of the work you did, but you will not need to start over.

8.7 AirDrop

The AirDrop feature, activated from the iPad's dock, is an easy and fast way to transfer both blank and completed assessment forms between iPads. Note, however, that AirDrop can transfer only one file at a time. Assessment forms that include an audio recording or a text file with point totals will not transfer, because they are multiple files.

If you have assessments with additional text and/or audio files, you can go into **Settings** and turn on "Always Send as Zip." This way, you are just transferring one file, so AirDrop will work.



If you have a problem running the **Assessment Plus** app, please call or email
Attainment Technical Support.

Tech Support is available weekdays from 9 am–5 pm (CST)

Email: techsupport@AttainmentCompany.com

Phone:

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(800) 327-4269

International

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