

Educator Getting Started Checklist

*This Getting Started Checklist will help you successfully implement **Imagine+ Assessment** in your classroom. Use the information from the **Reports & Data Summary** document to support your data analysis and inform instruction and intervention.*

First, log in to Imagine+ Assessment using your educator credentials to make sure your login credentials work and you can access the platform. Contact your administrator if you need assistance.

Goals and Uses



- ☐ **Review your district or school implementation plan.**
- ☐ **Identify district, school, and/or classroom goals:**

Determine the ways you plan to use Imagine+ Assessment:

- | | | | | |
|--|--------------------------------|---------------------------------|----------------------------------|------------------------------------|
| ☐ Imagine+ Diagnostic | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 |
| ☐ Imagine+ Formatives | ☐ Daily | ☐ Weekly | ☐ Monthly | ☐ Quarterly |
| ☐ Imagine+ Benchmark | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 |

Before students' first assessment...

- ☐ Share basic overview information (ie: login process, estimated time, etc)
- ☐ Establish a conducive assessment environment
- ☐ Use of headphones/earbuds for Screener, Diagnostic, and K-1 Formatives

Set-up Tasks



Student Management

- ☐ **Ensure students have Imagine+ Assessment accounts:**
 - If your district/school automatically pulls students from your Student Information System (SIS), check that all expected student accounts have synced.
 - If you are responsible for creating students individually, select the Users & Classes/Groups button from the product portal (this action is done before selecting the Imagine+ Assessment tile). Once on the Users & Classes/Groups page, click Add button to create a student.
- ☐ **Manage students to update existing student accounts and/or update student settings as needed.**
 - Select Users & Classes/Groups button from product portal > Students tab and action.

Classroom Management



- ☐ **Ensure classes have been created:**
 - If your district/school automatically pulls classes from your Student Information System (SIS), check that your classes are correct.
 - If you are responsible for creating classes/groups, select the Users & Classes/Groups button from the product portal (this action is done before selecting the Imagine+ Assessment tile). Once on the Users & Classes/Groups page, click Add button to create a class/group.
- ☐ **Manage classes/groups to update existing classes and/or update settings as needed.**
 - Select Users & Classes/Groups button from product portal > Classes/Groups tab.

Monitor Progress

Establish a reporting routine and determine how often you will perform progress and mastery checks, and group-based and individual-based reports review if applicable.



Administer Assessments

- ☐ **Ensure assessments have been scheduled:**
 - Review your **Scheduling tab** to verify that assessment dates and settings are correct.
 - Verify testing tools are enabled in your **Rostering Tools**, if applicable.

Best Practices

- ☐ **Assess between Diagnostic assessments if applicable:**
 - Assign pre-built formatives to monitor student progress on targeted skills/standards.
- ☐ **Inform instruction:**
 - Identify students' strengths and areas for improvement. Tailor instruction to meet students' needs and enhance learning outcomes, focusing on specific **domains, standards, and skills** where students may require additional support.
- ☐ **Conference with students:**
 - Review student level reports, set and monitor goals, and review data to encourage accountability and active participation in their own learning.