Insight Assessment Platform

Catholic School Teacher Assessment Delivery User Guide

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Introduction

About the Insight Assessment Platform

The Insight Assessment Platform (Insight) is an online assessment platform. It assists teachers to assess student progress and apply more targeted teaching practices through its powerful data analytics and reporting capabilities. Teachers can review student assessment data for diagnostic, formative and summative purposes.

Currently the Platform has six instruments, with more under development:

* English Online Interview (EOI), targeting Years F–2
* Mathematics Online Interview (MOI), targeting Years F–2
* Fractions and Decimals Online Interview (FDOI), targeting Years 5–10
* Transition Learning and Development Statement (TLDS), targeting Kindergarten–Year F
* Reading and Vocabulary Assessment for English as an Additional Language students (RVEAL)
* Diagnostic Assessment Tools in English (DATE), targeting Years F–4
* Intercultural Capabilities, targeting Years F–10.

For more information about these instruments, see the [Assessment Tools](https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/assessment-tools.aspx) section of the Insight webpage.

About this user guide

This guide provides teachers in Government schools with information and support to use Insight, including:

* Setting up assessments for delivery to students.
* Assessment delivery.
* Reporting on assessments.

Additional user guides

The following user guides are available for Government schools to learn more about using Insight:

* *Technical Support Staff User Guide.*
* *School Admin – Administrator User Guide.*
* *Insight Platform Reporting Guide.*

For more information see the Non-[government](https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/non-govt-schools.aspx) section of the Insight webpage.

Section 1: Setting up your school

Before you are able to log in and use Insight, your school must be registered, and staff, students and classes set up.

If your school uses ICON, it will be automatically registered on Insight, and your teachers, students and classes will be automatically set up. The accuracy of data on Insight will be determined by the accuracy of the data entered into ICON.

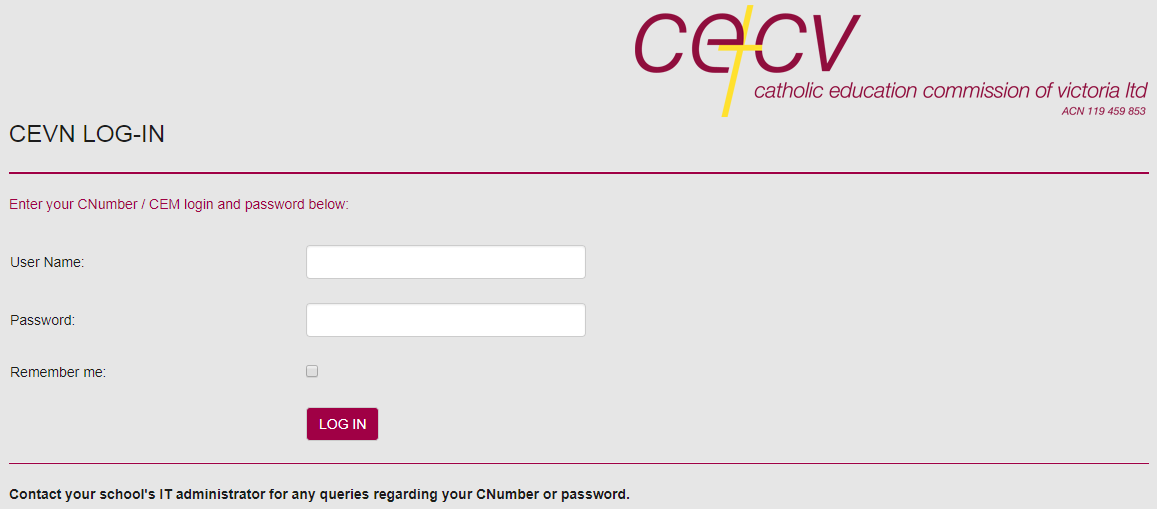
Catholic schools that do not use the Integrated Catholic Online Network (ICON), you must contact [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au) and request your school to be registered. You will then receive instructions about how to set up your staff, students and classes for using Insight.

Section 2: Log in

Chrome or Firefox are the recommended internet browsers to access Insight.

To log in:

1. Open your internet browser.
2. Copy and paste <https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx> or [click here](https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx). The **Insight Log In** screen will appear.
3. Select the **Catholic Schools** button. The **CECV Log In** screen will appear (see Figure 2.0).
4. Enter your current CNumber/CVEN credentials login and password. The **Insight Home** screen will appear (see Figure 2.1).



**Figure 2.0: CECV Log In screen**



**Figure 2.1: Insight Home screen**

Once you have logged into Insight, your name will appear on the top right corner of the **Insight Home** screen. If this is not the case, contact [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au) or your Insight School Administrator.

Section 3: Functionality

Insight allows a teacher to:

* assign students to test sessions
* display past and existing assignment codes, and modify existing ones as required
* conduct assessments
* produce reports on students’ submitted assessments
* print assessments
* access help.

Access to this functionality is via the five active icons at the top of the **Insight Home** screen (see Figure 2.1), as follows:

1. **Home** – returns the user to the home screen.
2. **Reporting** – allows the user to access the reporting function of Insight.
3. **Online Testing** – allows the user to assign assessments to students, monitor assignment codes and conduct assessments.
4. **Test Management** – allows the user to print assessments.
5. **Help** – allows the user to access help on using Insight and the assessments it houses.

Once an icon is selected, the corresponding options will appear. To move between functions, select the required icon.

Section 4: Setting up an assessment session

In order to effectively conduct an assessment:

* your school must be registered on Insight
* teachers, classes and students must have been set up
* students must have been assigned to the assessment.

Refer to **Section 1**.

Assigning students to an assessment

In order for a student, or group of students, to complete an assessment, they must be assigned to it. Assigning a student or group to an assessment creates an assignment code, which must be selected or entered into the system in order to commence an assessment session.

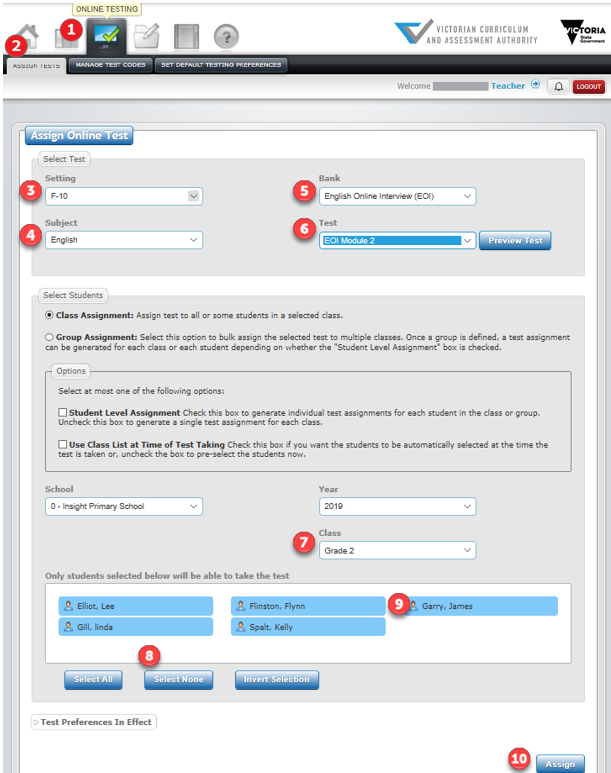
Students can be assigned to an assessment:

* individually.
* as a sub-set of a class
* by entire class
* by group, consisting of more than one class or selected students from more than one class. A group must be created by the user before an assignment code can be created.

When assigning students to an assessment, the following options are available for selection:

* **Student Level Assignment** – allocate a unique assignment code to each student within a class or group.
* **Use Class List at Time of Test Taking** – automatically add students to an assignment code if they are added to the class after the assignment code was created. To assign an individual student to an assessment:

1. On the **Insight Home** screen, select the **Online Testing** icon. The **Online Testing** options will appear.
2. Select **Assign Tests**. The **Assign Online Test** screen will appear (see Figure 4.0).



**Figure 4.0 Assign Online Tests Screen**

1. Select the required setting from the **Setting** drop-down box.
2. Select the required subject from the **Subject** drop-down box.
3. Select the required test bank from the **Bank** drop-down box.
4. Select the required test from the **Test** drop-down box.
5. Select the class the student is in from the **Class** drop-down box. The records of all current students within the selected class will be highlighted to indicate that they are to be assigned to the test (Figure 4.0 number 8-10).

Assigning selected students within a class to an assessment

To assign selected students within a class to an assessment, follow the above steps 1–7 and then:

1. Click on the **Select None** button. All student records will be deselected, indicating that none of them will be assigned to the test.
2. Click on one or more student to be assigned to the test. It will become highlighted.
3. Click on the **Assign** button. An assignment code will be created for the student, and will appear in the **Test Assignment Codes** box at the base of the screen.

Assigning a class to an assessment

To assign a class to an assessment, follow the above steps 1–7 and then:

1. Select the student’s class from the **Class** drop-down box. The records of all students within the selected class will appear, highlighted to indicate that they are to be assigned to the test.
2. Click on the **Assign** button. An assignment code will be created for the students within the class, and will appear in the **Test Assignment Codes** box at the base of the screen.

Assigning a group to an assessment

A group consists of more than one class, and must be created by the user before an assignment code can be created for it.

To create a group, follow the above steps 1–6 and then:

1. In the **Select Students** section of the screen, select **Group Assignment**. The **Add New Group** button will appear.
2. Click on the **Add New Group** button. The **Add New Group** pop-up box will appear.
3. Enter a group name in the **Name** box.
4. Click on the school record in the **Schools** column.
5. Click on the year in the **Terms** column.
6. Click on the teacher record in the **Teachers** column.
7. Click in the box to the left of the classes required in the group in the **Classes** column.
8. Click on the **Add Classes** button.
9. Click on the **Continue** button. The group will be created.

Reviewing assessment codes

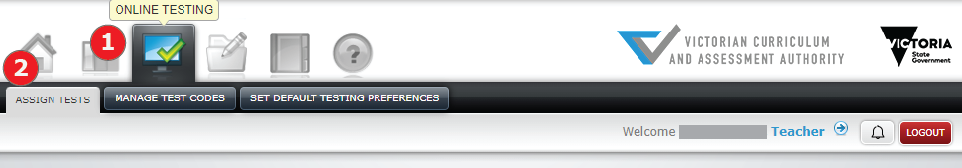
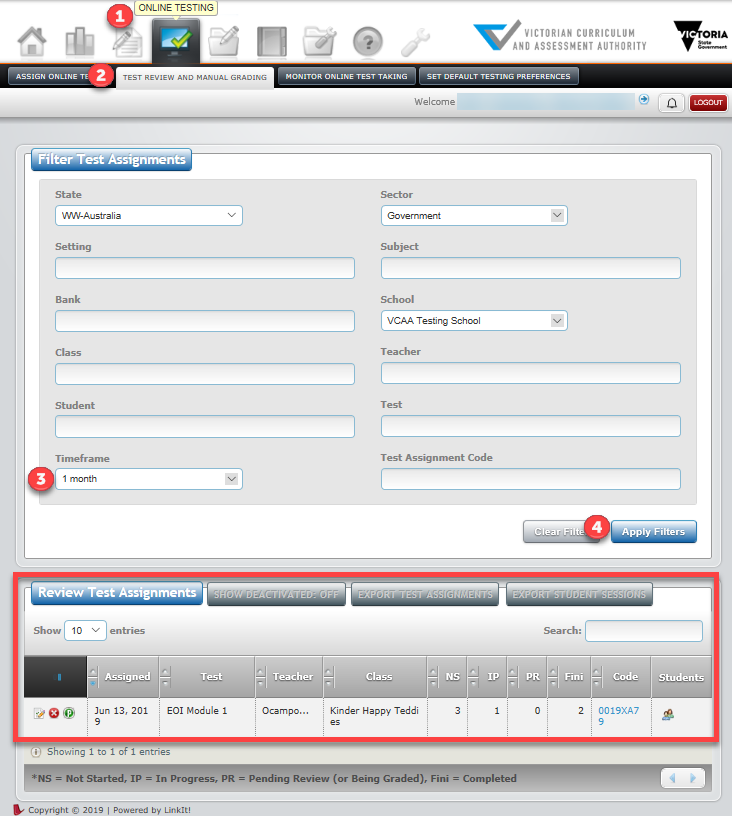
You can review existing assessment codes for a school for selected periods of time. Details of each assessment code that can be viewed include:

* date of assignment
* assessment name
* teacher
* assigned class
* status of assessment completion by student, i.e. not started, in progress, pending review or completed.

To view a list of assignments:

1. On the **Insight Home** screen, select the **Online Testing** icon. The **Online Testing** options will appear.

2. Select **Manage Test Codes**. The **Filter Test Assignments** screen will appear.



**Figure 4.1: Filter Test Assignments screen**

1. Select the required length of time to be reported on using the **Timeframe** drop-down box.
2. Click on the **Apply Filters** button. The test assignments created within the period of time entered will appear.

The **Review Test Assignments** icons:

Review test responsesDeactivate and hide test code from viewThe first icon is used to review test responses. When you select this icon, **the Assignment Reviewer** screen will appear.

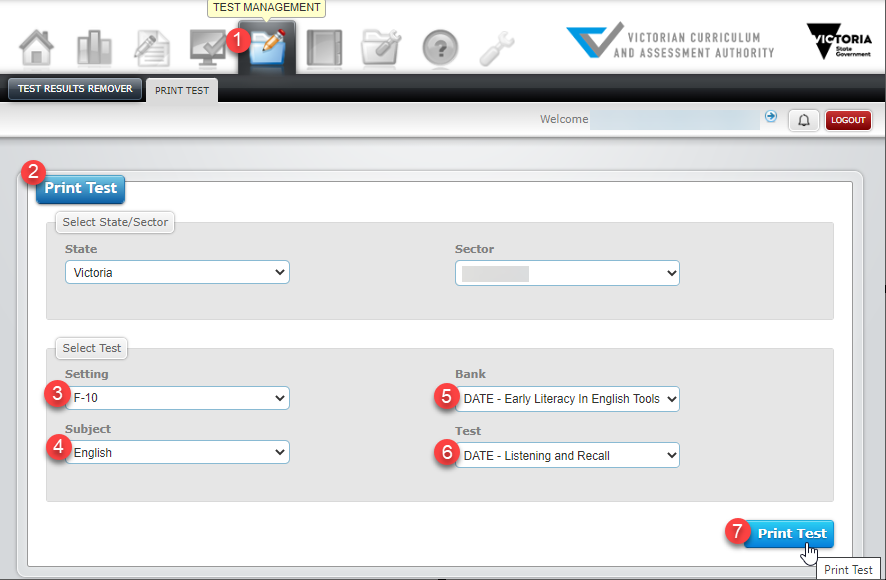
Adjust test settingThe second icon is used to deactivate and hide test codes from view, to eliminate any confusion with old and current codes. When you select this icon, a prompt screen will appear, asking if you want to change the status of the assessment to inactive.

The third icon is used to adjust test settings (only for this test code), such as auto advance to next question, time limits and calculators. When you click on this icon, the Test Setting screen will appear.

Section 5: Printing and reviewing assessments

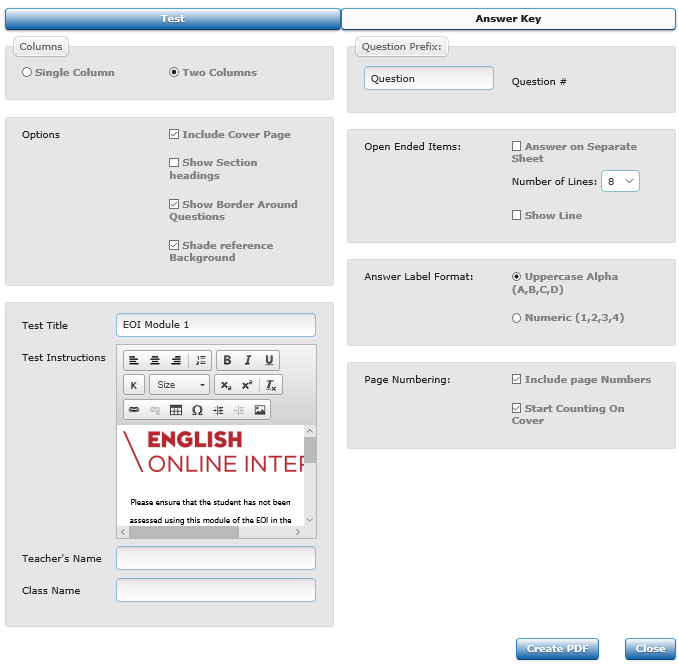
To view and print an assessment:

1. On the **Insight Home** screen, select the **Test Management** icon. The **Print Test** option will appear.
2. Click on the **Print Test** button. The **Print Test** screen will appear (see Figure 5.0).



**Figure 5.0: Print Test screen**

1. Select the required setting from the **Setting** drop-down box.
2. Select the required subject from the **Subject** drop-down box.
3. Select the required bank from the **Bank** drop-down box.
4. Select the required test from the **Test** drop-down box.
5. Click on the **Print Test** button. The **Test Print** screen will appear (see Figure 5.1).

****

**Figure 5.1: Test Print screen**

1. Make changes to the print settings, as required.
2. Click on the **Create PDF** button. The PDF of the assessment will be generated and the **Create PDF** pop-up box will appear.
3. Click on the **OK** button. The PDF of the assessment will appear on screen, which you can print to paper if required.

Section 6: Conducting an assessment

In order to effectively conduct an assessment:

* your school must have been registered on Insight
* teachers, classes and students must have been set up
* students must have been assigned to the assessment.

Refer to **Section 1** regarding steps 1 and 2 and to **Section 4** regarding step 3.

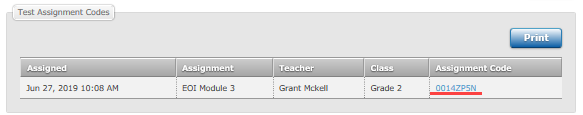
Accessing the Test Taker

Teachers and students complete assessments using the **Test Taker** function. There are three ways to access the **Test Taker**:

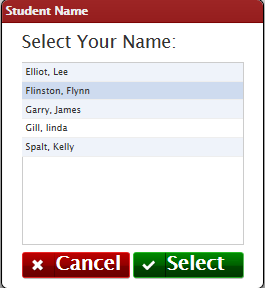
1. From the **Assign Tests** screen (see Section 4 Figure 4.0) using the Assignment code hyperlink. This method is generally used to commence assessing immediately after students have been assigned to an assessment.
2. From the **Filter Test Assignments** screen (see Figure 6.0).
3. From the URL http:/test.linkitau.com. If this method is used, the appropriate assignment code must be entered.

To access the **Test Taker** via the **Assign Online Test** screen:

1. On the **Insight Home** screen, select the **Online Testing** icon. The **Online Testing** options will appear.
2. Select **Assign Tests**. The **Assign Online Test** screen will appear (see Figure 4.0).
3. Create an assignment code for the required students and assessment, as outlined in Section 4. The assignment code will appear in the **Test Assignment Codes** box at the base of the screen.
4. If available, click on the Assignment Code hyperlink (see Figure 6.0). The **Student Name** screen, including the list of students assigned to that assignment code, will appear (see Figure 6.1). If the Assignment Code is not able to be selected, follow the instructions below to access the test via the URL.



**Figure 6.0: Test Assignment Codes**

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**Figure 6.1 Student Name screen**

To access the **Test Taker** via the **Filter Test Assignments** screen:

1. On the **Insight Home** screen, select the **Online Testing** icon. The **Online Testing** options will appear.
2. Select **Manage Test Codes**. The **Filter Test Assignments** screen will appear (see Figure 4.1).
3. If available, click on the required Assignment code. The **Student Name** screen, including the list of students assigned to that assignment code, will appear (see Figure 6.1).

To access the **Test Taker** via the URL:

1. Open your internet browser.
2. Copy and paste or click on http:/test.linkitau.com. The **Test Taker** **Login** screen will appear. Manually enter the relevant Assignment code and select submit (see Figure 6.2).



**Figure 6.2 Test Taker Login screen**

1. The **Student Name** screen, including the list of students assigned to that assignment code, will appear (see Figure 6.1).

Completing an assessment

To complete an assessment when accessing the **Test Taker** via the **Assign Online Test** or the **Filter** **Test Assignment** screen:

1. Access the **Test Taker**, using one of the screens. The **Student Name** screen, which includes the list of students assigned to the assignment code, will appear (see Figure 6.1).
2. Select the name of the student to be assessed, then click the **Select** button. The **Begin/Continue** **Assessment** screen will appear (see Figure 6.3).



**Figure 6.3 Begin Assessment screen**

1. Click on the **Begin/Continue** button. The assessment will begin.

To complete an assessment when accessing the **Test Taker** via the URL:

1. Access the Test Taker as outlined above. The **Test Taker Login** screen will appear (see Figure 6.2).
2. Enter the assignment code in the **Assignment Code** box and click on the **Submit** button. The **Student Name** screen, including the list of students assigned to the assignment code, will appear (see Figure 6.1).
3. Select the name of the student to be assessed, then click on the **Select** button. The **Begin/Continue** **Assessment** screen will appear (see Figure 6.3).
4. Click on the **Begin**/**Continue** button. The assessment will begin.
5. The icons at the top of the assessment screen are numbered within Figure 6.4. Available icons vary between assessments. They are as follows:

Figure 6.4 Icons at the top of the assessment screen

**Figure 6.4 Icons at the top of the assessment screen**

1. **Instruction** icon. Clicking on this icon causes a pop-up box to appear, which contains any instructional information that has been entered for the assessment.
2. **Flags** icon. Clicking on this icon will flag the current question as one that requires revisiting. Clicking on the icon when a question has already been flagged will ‘unflag’ it.
3. **Tools** icon. Clicking on this icon makes ‘zoom in’ and ‘zoom out’ functions available, i.e. the content of the question can be made to appear larger or smaller.
4. **Pause** icon. Clicking on this icon will allow the user to pause the assessment, with a view to revisiting it later.
5. **Questions/Section** icon. Clicking on this icon will do different things, depending on the type of assessment being completed, as follows:

* For an assessment that does not include sections, a list of questions within the assessment will appear. Those questions that have been flagged will appear with a flag against them.
* For an assessment that does include sections, a list of those sections will appear and which questions have a response and any that have not been attempted yet..

1. **Submit** icon. Clicking on this icon, when allowed, causes that assessment session to be flagged as completed and submitted.

Section 7: Accessing an assessment for marking

In order to effectively manually mark a student assessment, the following must have occurred:

1. Your school must have been registered on Insight.
2. Teachers, classes and students must have been set up.
3. Students must have completed an assessment that includes at least one question that requires manual marking.

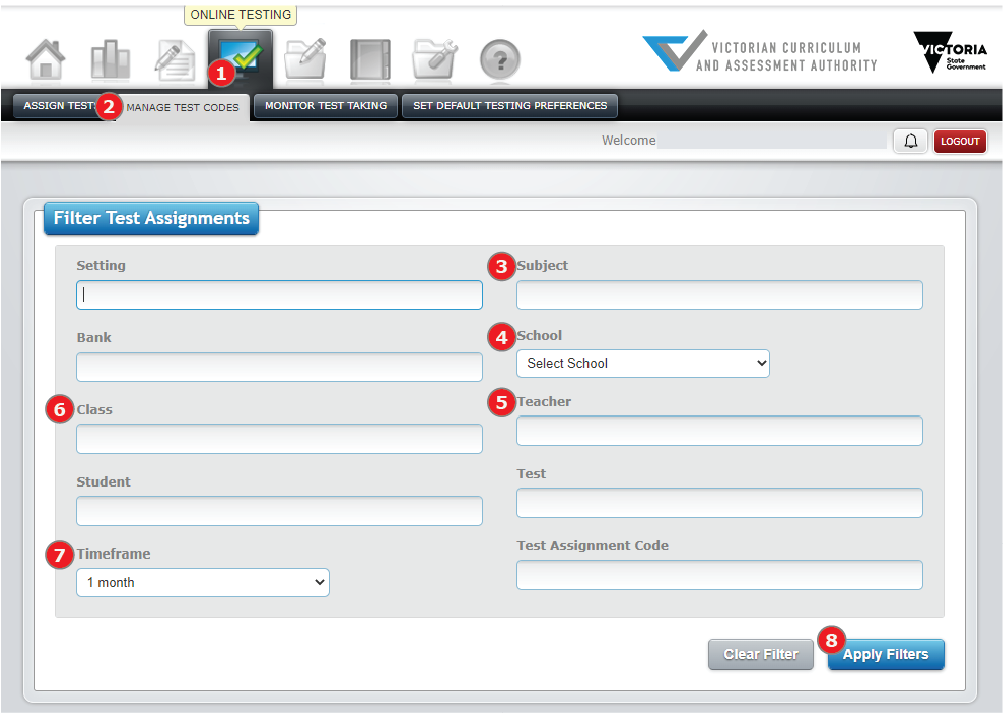
Certain question types, such as multiple-choice, are automatically marked by Insight. Any question that can be automatically marked is marked when the student assessment is submitted. There is no need to access the Manual Grading function for an assessment that contains only automatically marked questions.

Other question types, such as extended response, must be manually marked in order for a student to obtain a complete result set for an assessment that contains at least one question of these types. The Manual Marking function must be used to mark these questions.

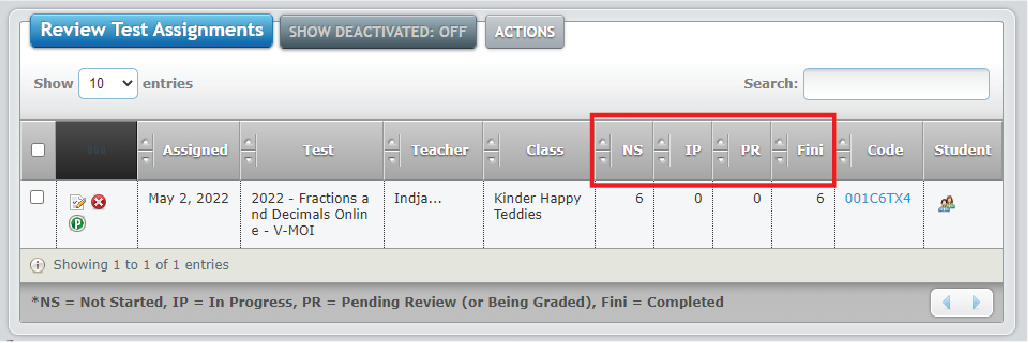
Reports for submitted assessments cannot be generated until all required manual grading has been completed.

To access an assessment for marking:

1. On the **Insight Home** screen, select the **Online Testing** icon. The **Online Testing** options will appear.
2. Select **Manage Test Codes**. The **Filter Test Assignments** screen will appear (see Figure 2.0).

**Figure 2.0 Filter Test Assignments screen**

1. Select the required school (if required) from the **School** drop-down box.
2. Select the required timeframe from the **Timeframe** drop-down box.
3. Fill in the field from 3 – 7 in Figure 2.0. Click on the **Apply Filters** button. Tests that have been completed by students will appear on the **Review Test Assignments** table of the screen (see Figure 2.1). The **Review** button will appear against assessments that require manual marking.

 **Figure 2.1 Review Test Assignments table**

1. Click on the **Review** button in the PR (Pending Review) column for the required assessment. The **Assignment Review** screen will appear.

Section 8: Marking assessments

The Manual Grading function of Insight allows a teacher to input scores against student assessments, where manual marking is required. Teachers are able to allocate marks for any item within an assessment that requires manual grading. Students can be allocated full, partial or no marks for an item, depending on the strength of their response.

Points to note before commencing marking are:

* Manual marking is done by test session, that is all students who completed items that require manual marking within a test session will need their assessments fully marked before marking is considered complete.
* Markers are strongly advised to moderate marks allocated with any other markers at their or other schools before considering marking complete.
* Once all marking within a test session is complete, in order for the results to be complete the marking must be submitted. However, once submitted marks entered cannot be changed. **Do not** submit a test until you are sure the marks you have entered will not change.
* Rubrics (marking guides) for each assessment are accessible within this section and should be referred to by teachers when marking student work.

To access the rubric for an assessment:

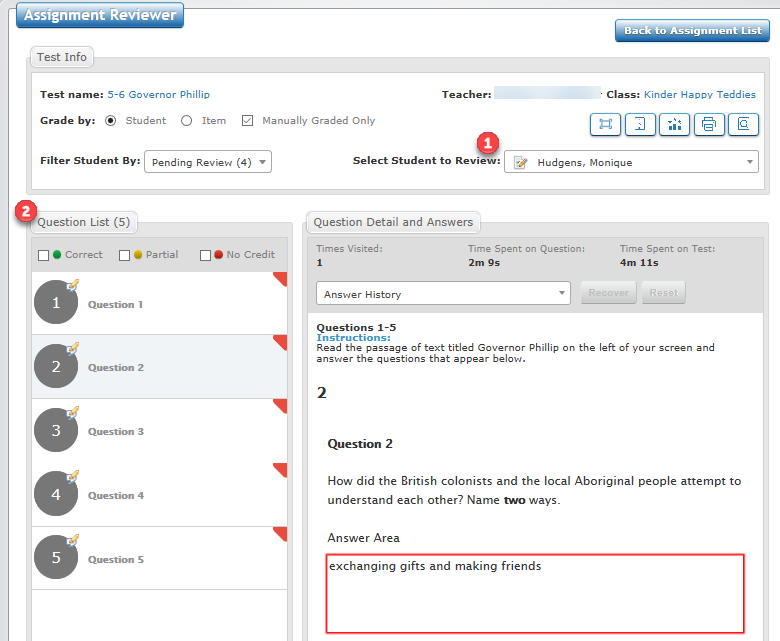
1. On the **Assignment Reviewer** screen, click on the **View Rubric** button.
2. Click on the **Open** tab. The rubric will appear.

In the **Assignment Reviewer** screen, you can choose to mark assessments either by student (the default) or by item. If choosing to mark by student, each of the questions requiring marking pertaining to each student will appear (see Figure 3.0), allowing you to mark each student’s work separately. If choosing to mark by item, each student’s response to that item will appear consecutively for marking (see Figure 3.1).

While entering marks, it is possible to annotate a mark using the **Save Feedback** function.

If marking by student you can:

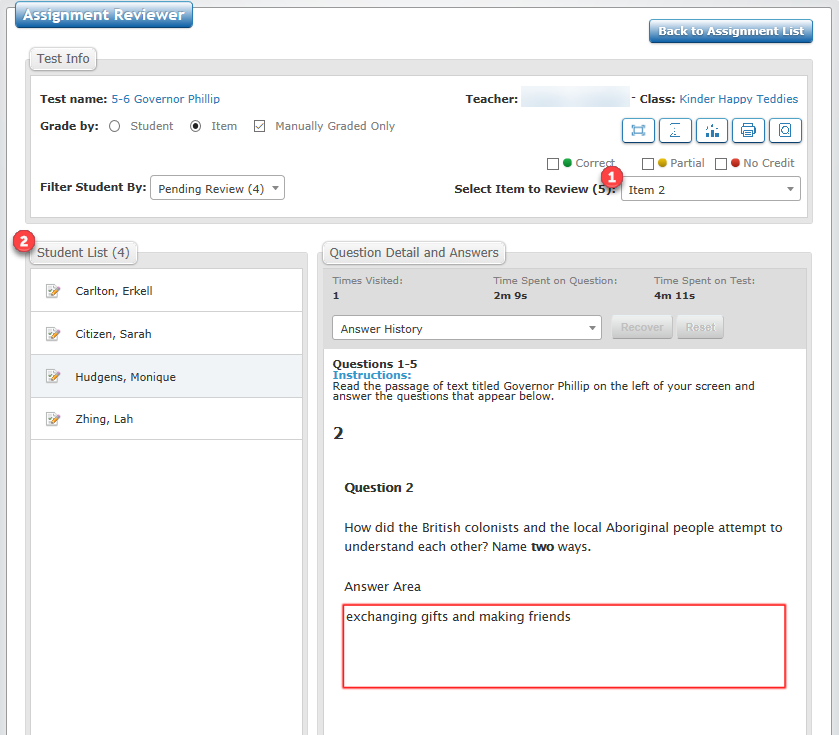
1. Select the required student to review from the **Select Student to Review** drop-down box.
2. Select the required question to mark from the **Question List**. (See Figure 3.0).

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**Figure 3.0 Assignment Reviewer screen by Student**

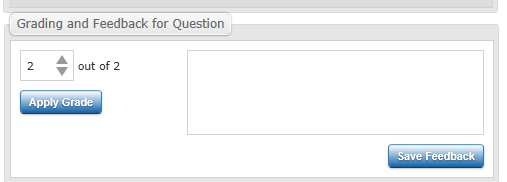
To mark an item:

1. On the **Assignment Reviewer** screen, accept the default of marking by student, or click on the **Item** radio button.
2. Select the student and/or item to review.



**Figure 3.1 Assignment Reviewer screen by Item**

1. In the **Grading and Feedback for Question** box, accept the default mark or use the up arrow to select an alternative mark.
2. If required, enter feedback in the feedback box and click on the **Save Feedback** button.
3. Click on the **Apply Grade** button. The mark will be saved, and the next item to be marked will appear.



**Figure 3.2 Grading and Feedback for Question**

Once all required marks have been entered for the students within the selected test session, a pop-up box will appear at the bottom of the **Assignment Reviewer** screen. Tests must be submitted for the student assessments to become finalised and reportable. Once marks within a test session are submitted, they cannot be modified.

To submit a test:

1. On the **Assignment Reviewer** screen, click on the Yes button within the **Submit Test** pop-up box. The marks will be submitted and will be reportable.

Section 9: Printing marked assessments

If required, it is possible print marked assessments. To print a marked assessment:

1. On the Assignment Reviewer screen, select the **print** icon (Figure 3.0). The **Print Options** screen will appear.
2. Select from the available options.
3. Click on the **Create PDF** button. The PDF of the assessment will be generated and the Create PDF pop-up box will appear.
4. Click on the **OK** button. The PDF of the assessment will appear on screen, which can be printed to paper, if required.

Section 10: System help

It is possible to get on-screen help for Insight. This help consists of being directed to the **Insight Assessment** Platform webpage, where information about Insight and the assessments it houses can be accessed.

To access help about Insight:

1. On the **Insight Home** screen, select the **Help** icon. Click on the **Help Resources** tab. The **Insight Assessment Platform** Web page will appear.

For technical issues related to the Insight Assessment Platform, contact the School Assessment Administrator at your school in the first instance. If the issue cannot be resolved, contact the Department's Service Desk: [servicedesk@education.vic.gov.au](mailto:servicedesk@education.vic.gov.au) or contact 1800 641 943

Service Portal: <https://services.educationapps.vic.gov.au/dp>