

ExperTrack Assessment System

FAQ - Frequently Asked Questions About Assignments

What should I put for the first date? ("Start")

The first date is when students can begin to access the assignment. It defaults to the moment you make the assignment, allowing immediate access. That's typically fine. If you want to create assignments in advance but not allow students to begin until a certain day and time, just enter that day and time in place of the default.

What should I put for the second date? ("Due")

The second date is the due date (and time) of the assignment. You will usually want to use a realistic date and time for when the class should complete the assignment, particularly for the first-take evaluations. For example, if you are giving a test on Thursday, November 5, it would likely make sense to set the due date for that day at 5:00 pm, or set it for November 6 with the default time of 00:00:00. If you want to leave it open for an extra day so any students absent Thursday can take the assessment Friday, that's fine as long as your other students do not go in and redo the test.

Once you record the original grades and open the test up for retakes, you will likely set an extended date. That date might be two weeks out to reduce student procrastination, or in May to encourage continued practice throughout the whole school year. You can edit the date any number of times.

What should I put for the third date? ("Available until")

We recommend you stick with the default to begin.

The third date determines how long students can view the assignment in their old assignments menu. This date defaults to one year from when you make the assignment. Your students probably will not have access for that long, because school licenses run on a school-year cycle. But, a one-year default ensures access lasts through the end of the current school year, regardless of when you make an assignment. The default is usually fine as is.

(You might prefer to put an earlier date to keep the list of old assignments that students see short.

Just remember, when assignments disappear from the student view, they are not really gone; it's just that the third date has passed. At any time throughout the year, you can edit assignments to change the date to a day in the past to make assignments "disappear" or to a future date to make them "reappear" for students.)

Should assignments be made for the whole class or individual students?

It's best to make your assignments for your class as a whole—not to individual students.

In fact, we advise you to avoid assignments to individual students (at least until you have used the system long enough to be sure that really is what you want to do).

Why: You see assignments to the whole class in the "My Groups" statistics pages.

Assignments to individual students are only seen on their individual statistics pages.

For this same reason, it's better to edit an assessment to reopen it for make-up testing by students who were absent than to make separate assignments for those students.

Is it better to make a different assignment for each class or one assignment for all my classes combined?

If you keep your classes on a very similar pace, one assignment for all your classes can save you time. *But*, if the pace varies between classes, you may need the ability to manage each class's assignments independently, which requires separate assignments.

Recommendation: If in doubt (or to begin), make separate assignments for each class.

(You do not have to stick with one method for the whole year. When classes are on the same pace, you can do a combined assignment, and if a class gets off pace, assign separately until they are back on the same schedule.)

How can students who are absent during an assessment make it up later?

Students cannot do an assignment if the due date has passed. Therefore, you will need to edit the assignment due date to allow late testing if the due date has passed. However, as a class assignment, it will temporarily show back up in all students' active assignment list, if they happen to be looking. Adding a temporary note to the description (or to the start of the assignment name) and setting some class rules about assignments are the keys to helping things work smoothly and easily for you.

When might I want to delete an assignment?

Other than assignments made in error, you probably do not want to delete assignments.

BUT, if you made assignments in error or that you do not need, you should delete them.

For example, if you assigned an ExperTrack twice by mistake, delete the duplicate assignment as soon as you realize it's a duplicate...assuming students have not taken the duplicate assessment. Anything you assign in error can and should be deleted, as long as no test results have been created that you do not want to lose.

What if I think I've found an error on a test?

Please let us know by email as soon as possible. We will check the content, make any needed correction or revision to the test immediately, and notify you of what action we took. Currently, an update to a question does not result in updated student scores on assessments already taken, but it will update the question for future attempts.

You can contact us at editorial@gallopade.com

What is "Distributed Content," and when is the distribution method used?

Distributed content describes any resource available to students in their "Library" tab.

No assignment is necessary for resources provided to students through the distribution method.

Distribution is usually handled by Gallopade as part of the set-up process.

(Distributed resources are typically available throughout the whole school year. The distribution method is used to add the "Welcome to ExperTrack" introduction and sample test to the student library for schools that use the ExperTrack Assessment System. The distribution method is also used for Gallopade's new interactive Clickbook curriculum resources. The distribution method is also used for providing students with a digital copy of the State Experience Student Workbooks, for those customers who purchase digital access rather than printed book.)

ExperTrack Assessment System

FREQUENTLY ASKED QUESTIONS

!!!WARNINGS!!!

What happens if I delete an assignment?

The assignment permanently disappears for you and for your students.

Sometimes that is what you want, such as when you made the assignment by accident.

However, be sure you really want the assignment to be deleted, not just closed. If students have already taken the assignment, their scores will be gone once the assignment is deleted.