

User's Manual

PEARSON

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Introduction

The *Group Mathematics Assessment and Diagnostic Evaluation* (G•MADE™) is a norm-referenced, research-based instrument for the assessment of math skills. The G•MADE is usually group administered and is intended for use with kindergarten through secondary students. It measures individual skills in math readiness and in the understanding and application of math processes.

For more information about the uses and interpretation of the G•MADE, refer to the following resources:

- ◆ G•MADE Technical Manual
- ◆ G•MADE Teacher's Administration Manual (choose from Levels R through H)
- ◆ G•MADE Teacher's Scoring & Interpretive Manual (choose from Levels R through H)

Overview of the G•MADE Scoring & Reporting Software

The G•MADE Scoring & Reporting Software can be used on a Windows® or Macintosh® platform and allows users to complete the following tasks:

- ◆ Enter item responses or raw scores for all levels and forms of the G•MADE software for conversion to normative scores
- ◆ Preview and print multiple types of individual and group reports
- ◆ Track students' progress over time from the classroom to the district level
- ◆ Create student categories for disaggregation during batch reporting
- ◆ Export the derived scores (for use in statistical analysis) into a tab- or comma-delimited text file that can be viewed or edited by the Microsoft® Excel® application

Versions of the G•MADE Software

The G•MADE software provides a scalable solution to various scoring and reporting needs. Available versions are as follows:

- ◆ The G•MADE software allows for recording and storing student responses, creating and editing groups, and producing individual and group reports. In this version, all data must be entered manually.
- ◆ The G•MADE software with scanning has all the capabilities of the nonscanning version but includes scanning functionality. Scanning is accomplished with Scantron®'s OpScan or ES Series scanners. Scanning greatly reduces the data entry time and is an ideal solution for larger implementations of the software.
- ◆ The G•MADE software with barcoding and pre-slugging adds additional functionality to the scanning version. Scan sheets can be pre-populated with student information using barcode labels that contain the student ID, or the scan sheets can be fed through a printer to fill in student demographic information.
- ◆ The G•MADE client/server software adds network capability to the functionality of the G•MADE software.
- ◆ The G•MADE client/server software with scanning offers network capability along with the functionality of the G•MADE software with scanning.
- ◆ The G•MADE client/server software with barcoding and pre-slugging offers network capability along with the functionality of the G•MADE software with scanning.

All versions of the G•MADE software allow for exporting and importing data from one version to the next.

Getting Started

Check that your personal or office computer meets the minimum system requirements for the G•MADE software. If you are not sure whether your machine meets these requirements, get help from your organization's technical support department. Once you have verified that the minimum system requirements are met, proceed to the installation instructions.

System Requirements

Platform	Operating System	Processor	RAM	Available Hard-Drive Space	Monitor Settings
Windows	2000, XP™, Vista®, or later	Pentium® II, 300 MHz or higher	128 MB available without scanning;	100 MB with Java™ virtual machine; 60 MB without Java virtual machine	24-bit
Macintosh	OS X v10.3x (Panther) or later	Power Mac G3	512 MB available with scanning*		

*Scanning software compatible with PC only.

Note: Faster configurations provide faster installation and enhance software performance.

Installing the G•MADE Software

You will need to have administrative privileges to install the software on your computer. To install the G•MADE software, follow these steps:

1. Close all applications.
2. Insert the G•MADE CD-ROM into the CD-ROM drive.
3. Follow the instructions for your operating system:

Windows Users:

Wait for the auto-launch to appear, and follow the onscreen instructions to install the G•MADE software to your desktop.

Note: If the auto-launch does not run, follow these steps:

- a. Double-click **My Computer**.
- b. Double-click your CD-ROM drive.
- c. Double-click the **Setup.exe** icon to begin installing.

After the G•MADE software is installed, another installer will launch for the Java runtime environment™. If the proper version of the Java application is already installed, you will be asked if you would like to reinstall it. Click **No** to exit the installation. If the proper Java version is not installed, a license agreement will appear. Follow the onscreen prompts to complete installation of the Java runtime environment. You may be prompted to restart your computer once installation is complete.

Macintosh Users:

- a. Double-click the CD icon that appears on your desktop.
- b. Double-click the **Setup** icon.
- c. Follow the onscreen instructions to install the G•MADE software to your desktop.

Opening the G•MADE Software

To open the G•MADE software, follow these steps:

Windows Users:

Go to your computer's **Start** menu. Select **Programs → Pearson → GMADE → GMADE**.

Macintosh Users:

Double-click the **G•MADE** icon located where you chose to install it.

–OR–

Go to **Macintosh HD → Applications → GMADE → GMADE**.

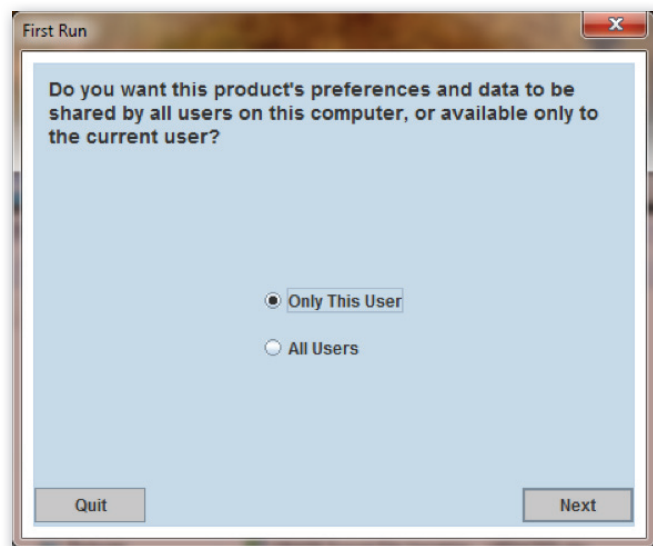


Figure 1.

The first time the G•MADE software is run, you will be prompted to set up the application for “Only This User” or “All Users.”

Please note that if you do not have administrative privileges to install software, you will want to select “Only This User.”

Note: When launching the G•MADE software, type “Admin” in the User Name field and “safety” in the Password field.

Updating the G•MADE Software

Pearson may make periodic updates to this product. After you install the G•MADE software, a window will appear prompting you to check for an update to the software and to select the frequency (*Never*, *Daily*, *Weekly*, or *Monthly*) with which the program will automatically check for updates in the future. (See Figure 2.) If an update is available, follow the onscreen instructions to complete it.

Your computer must be connected to the Internet to check for or download updates. Users will be automatically notified of updates when they log in to their software program, depending on the frequency selected. You can change this frequency at any time by opening the **Help** menu and selecting **Check for Updates**.

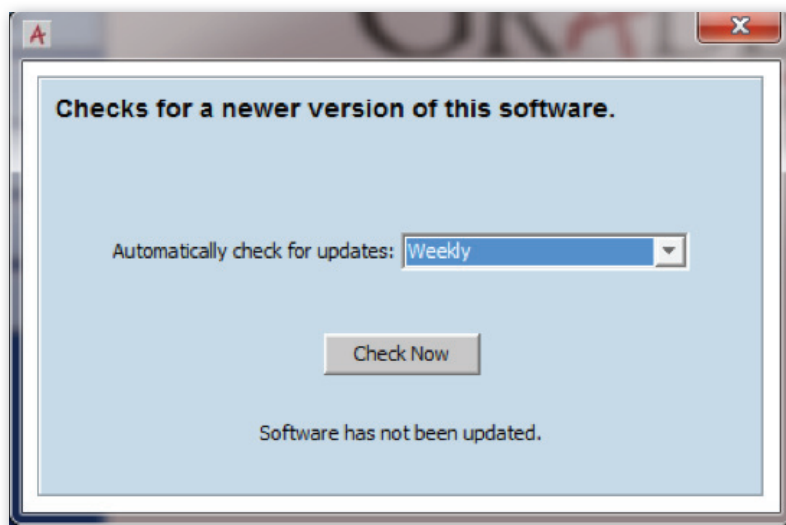


Figure 2. Software window

Uninstalling the G•MADE Software

Follow these steps to uninstall the G•MADE software:

Windows Users:

1. Click your computer’s Start button.

2. Select **Programs → Pearson → GMADE → Uninstall GMADE**. The Uninstall Wizard will appear.
3. Follow the onscreen instructions to finish uninstalling.

Macintosh Users:

1. Drag the **G•MADE** folder and desktop icon to the trash.
2. Empty the trash.

Installing the G•MADE Client/Server Software

The G•MADE client/server software uses Microsoft SQL Server as its back-end database. Your organization must have a registered copy of SQL Server in order for the software to function across a network. Although other database options are listed during database selection, only SQL Server has been tested and approved for use with the G•MADE client/server software. To install and run the program on the designated administrative computer, your system administrator must complete the following steps:

1. Create a database instance in SQL Server. For simplicity, it is best to name this database instance “GMADE.”
Note: Do not create any tables in the database. The G•MADE client/server software will do this for you later.
2. Create a database user with full database privileges but that is different from the SA user. A user name and password of “GMADE” may help simplify user configuration.
3. Install the G•MADE client/server software on the designated administrative computer.
4. On the first run of the application, you will be asked to choose “Only This User” or “All Users.”
 - ◆ If this computer is used by people other than the administrator, then “Only This User” is the recommended option.
 - ◆ If only an administrator uses this machine, then either option may be selected.
5. Next you will be asked to choose a database location.
(See [Figure 3](#).) Select **Networked Database**, and click **Next**.

Note: You may be prompted for your customer name and activation key. Locate this information on the Pearson Software Access Notification letter you received with your CD.

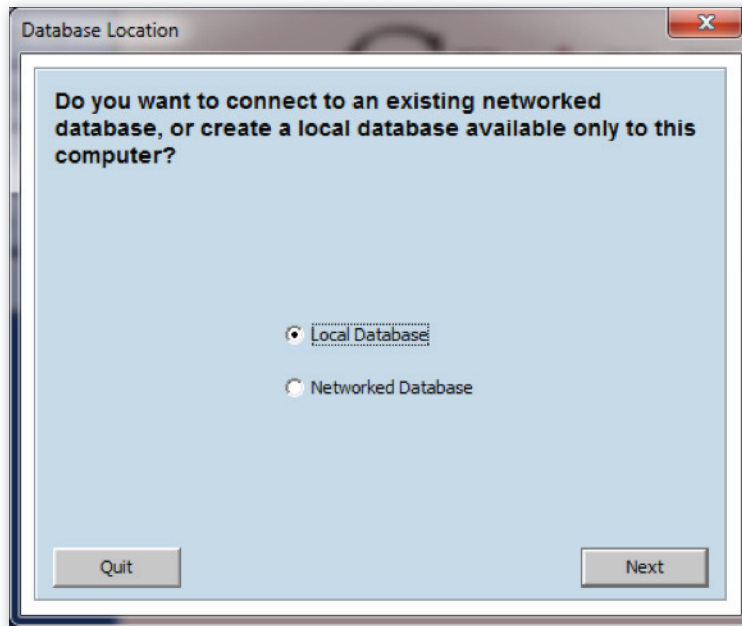


Figure 3. Database Location window

6. Next, you will be asked to select the database you want to use (see Figure 4). Click **Add** to create an initial database connection.

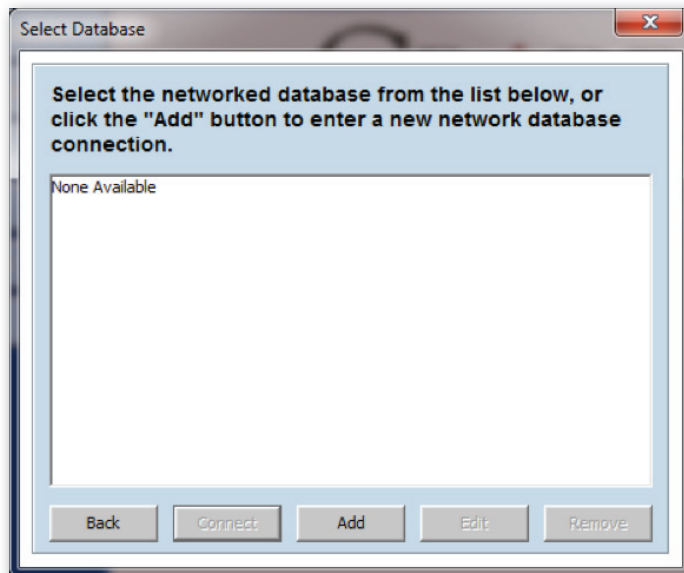


Figure 4. Select Database window

7. In the Database Connection window (see [Figure 5](#)), do the following:
 - a. In the pull-down menu for **Server Type**, select **Microsoft SQL Server**.
 - b. In the **Friendly Name** field, type the name of the database that you just created.

- c. In the **Hostname** field, type the IP address of the server where the database is stored.

Note: The value in the **Port** field is the default for Microsoft SQL Server.

- d. Enter in the applicable fields the user name, password, instance, and catalog for the database that you created.

- e. Click **Test Connect**.

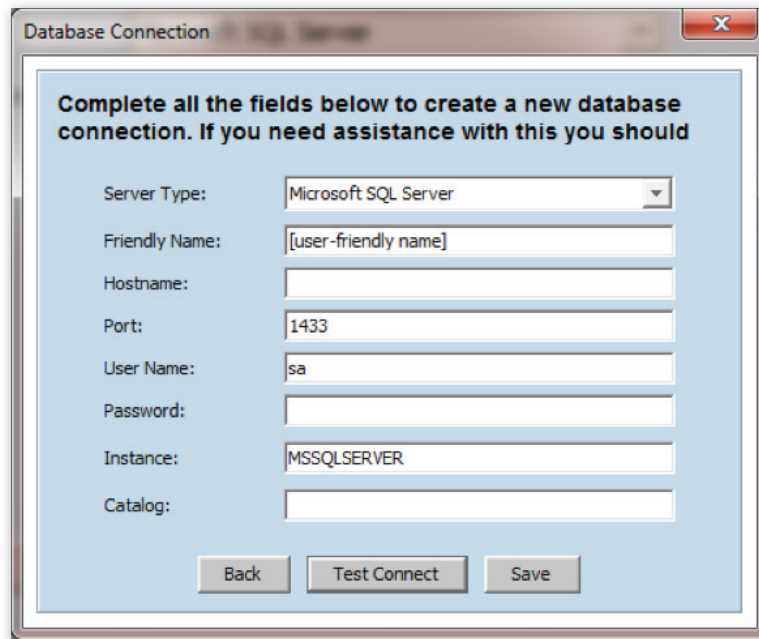


Figure 5. Database Connection window

Note: If the software is correctly directed to your SQL Server database server, the G•MADE client/server software will begin creating all of the tables needed for the application. The time this process will take depends on the speed of the machine you are using and the speed of your network and server connections.

- a. Once the tables have been created, you may receive a message that your software is not configured for your database. Click **Yes** to configure the database.
- b. When the **Activation** window appears (see [Figure 6](#)), enter your customer name and activation key, found on the Pearson Software Access Notification letter, in the applicable fields.
- c. Click **Continue**.

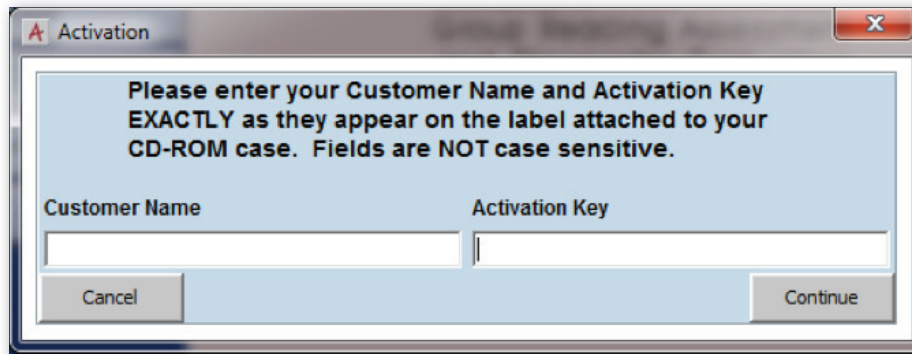


Figure 6. Activation window

8. After entering your customer name and activation key, you will be required to log in to the application. To do so, use the default found on the Pearson Software Access Notification letter.
9. Create the user names and passwords needed to log in to the system. For instructions on adding users, see the [Adding or Editing G•MADE Users](#) section of this manual.
Note: Only an administrative user can add or edit users.
10. After all users have been added to the system, you will need to install the software on each of the client machines that will use the G•MADE client/server software.
11. Follow the software installation instructions located in the CD jewel case insert or in the [Installing the G•MADE Software](#) section of this manual.
 - a. When the software is first run, the user will be asked to choose either **All Users** or **Only This User**. Have the user select **Only This User**.
 - b. Next, the user will be prompted to choose a local or networked database. Have the user select **Networked Database** and then follow step 7 of this section of the manual.

Note: If you will not be configuring the software, you may want to create a reference sheet showing your users how to do so. Once the user is connected to the database, he or she will be able to log in with the user name and password created for him or her. The next time the user logs in to the application, he or she will automatically be connected to the network database.

Updating the G•MADE Client/Server Software

For instructions on updating the administrative copy of the G•MADE client/server software, see the [Updating the G•MADE Software](#) section of this manual.

Note: Only an administrative user can update the G•MADE client/server software.

Once the administrative system has been updated, you will be prompted to restart the application. It is recommended that you check for updates at least once a month.

Note: A firewall or proxy server may disallow use of the **Check for Updates** feature. To update the administrative system while preserving network security, include a temporary exception on the proxy or firewall for the www.agssupport.com URL. The **Check for Updates** feature uses the standard http port 80.

When a user logs in after a successful update, he or she will be directed to **Check for Updates** for the most recent software version.

Note: So that other users are not locked out of the application, this is the only time that a nonadministrative user will be allowed to perform this action.

- ◆ If network security or lack of Internet access prevents the user from updating the application, he or she can update the application from a network location instead.
- ◆ All updates are made to the **Contents** folder, located as follows:
 - ◆ For Windows, go to C:\Program Files\Pearson\GMADE.
 - ◆ For Macintosh, refer to the G•MADE software package contents.

If you experience any problems when updating your software, please contact Technical Support at 877-324-2401.

GMADESupport@Pearson.com

Registering the G•MADE Software

To register the software, enter in the **Activation** window the customer name and activation key received with your G•MADE software.

(See Figure 7.) Then, click **Continue**.

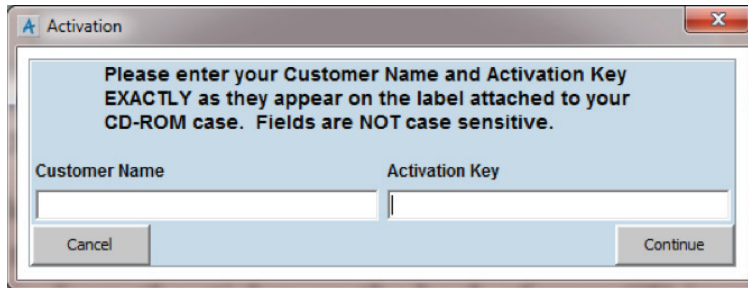
A screenshot of a software activation window titled "Activation". The window has a light blue background and a white border. At the top, there is a message: "Please enter your Customer Name and Activation Key EXACTLY as they appear on the label attached to your CD-ROM case. Fields are NOT case sensitive." Below this message, there are two input fields: "Customer Name" and "Activation Key". At the bottom of the window, there are two buttons: "Cancel" on the left and "Continue" on the right.

Figure 7. Activation window

Logging In

Enter the **User Name** and **Password** received with your GMADE software and then click the **Login** button. (See Figure 8.)

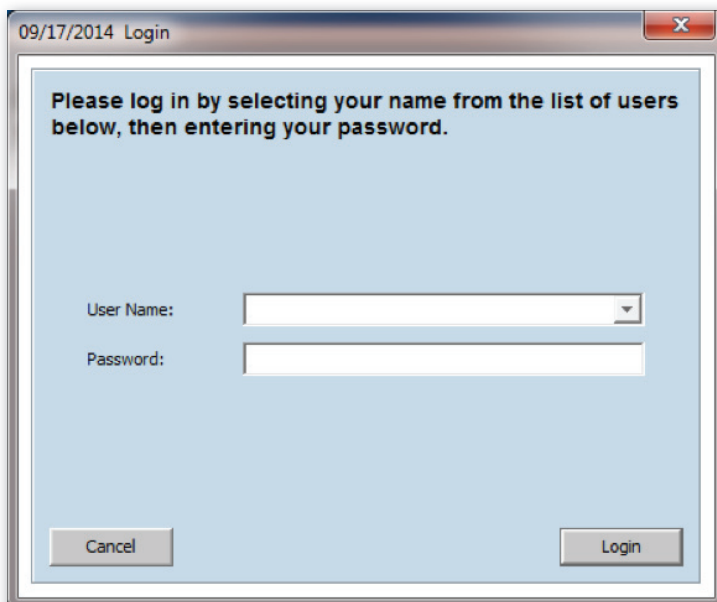
A screenshot of a software login window titled "09/17/2014 Login". The window has a light blue background and a white border. At the top, there is a message: "Please log in by selecting your name from the list of users below, then entering your password." Below this message, there are two input fields: "User Name:" which is a dropdown menu, and "Password:" which is a text box. At the bottom of the window, there are two buttons: "Cancel" on the left and "Login" on the right.

Figure 8. Login window

Setting up a District

You will be prompted to indicate your school district and the district's ID number, as well as at least one school in the district and the school's ID number. (See Figure 9.) You can also add subdistricts and subdistrict ID numbers. Or you can enter this information at a later time.

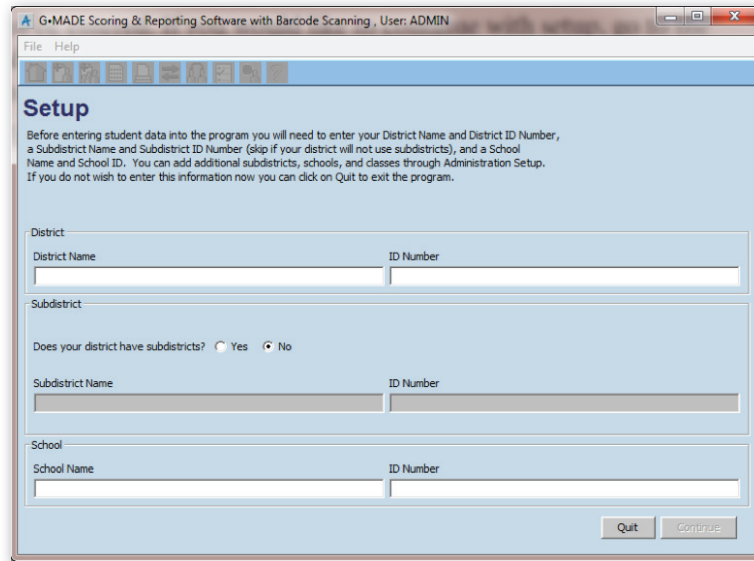


Figure 9. Setup screen

You can continue setting up the test site hierarchy by entering subdistricts, schools, and classes. Or click **Continue** to go to the **G•MADE Home** screen. Note that schools must exist in the database before test records can be entered. If you would like to continue with setup, go to the **Administration Setup** screen, where you can add subdistricts, schools, and classes.

Click **Quit** to quit the program without saving the entered data.

Note: When launching the G•MADE software, type “Admin” in the User Name field and “safety” in the Password field.

Getting Around

If you have used Windows in the past, you should have little trouble navigating the G•MADE software. Users who are unfamiliar with Windows may need some help with navigation. Resources for using Windows are available on the Internet at www.microsoft.com. Resources for using Macintosh can be found at www.apple.com. Bookstores have additional materials for using both operating systems.

Basic Navigation

Use any of these methods to move through the program:

- ◆ Click the mouse.
- ◆ Press the **Tab**, **Enter**, **Home**, **End**, or arrow keys (↑ → ↓) on your keyboard.
- ◆ Tap the **Space Bar** to select buttons, radio buttons, or check boxes.

Menu Functions

Many functions of the G•MADE software are accessed through the **File** and **Help** menus at the top of the screen. Your ability to initiate an action may depend on your user access status. On the following page are several actions that can be initiated through the **File** and **Help** menus.

G•MADE Software Menu Functions			
Menu and submenu	Action	User access type	
		Administrative	Basic
File			
Edit Users	Displays the Administration: Add/Edit Users screen	•	
Backup/ Restore	Allows the user to back up or restore a database	•	
Log Out	Logs out the user and opens the Login screen	•	•
Help			
Help	Displays the Help files in Adobe portable document format (Adobe PDF® format)	•	•
Check for Updates	Looks for newer releases of the software (when updates available, user prompted to indicate whether to download now or later)	•	
Send Log Files	Displays a Password entry dialog for entering the Customer Name and Activation Key	•	•
View Log Files	Displays the Log Viewer window with messages/errors generated by the application	•	•
Switch Databases	Displays the Database Location window that enables the user to switch databases (e.g., from a local to a networked database)	•	•
Update Activation Key	Displays the Activation window for entering Customer Name and Activation Key	•	
Release Notes	Displays the Release Notes window with release information about G•MADE and other Pearson software applications	•	•

G•MADE Software Home Screen

After all required information has been entered in the setup screens, you will be able to initiate all G•MADE software functions from the **G•MADE Home** screen. (See Figure 10.)

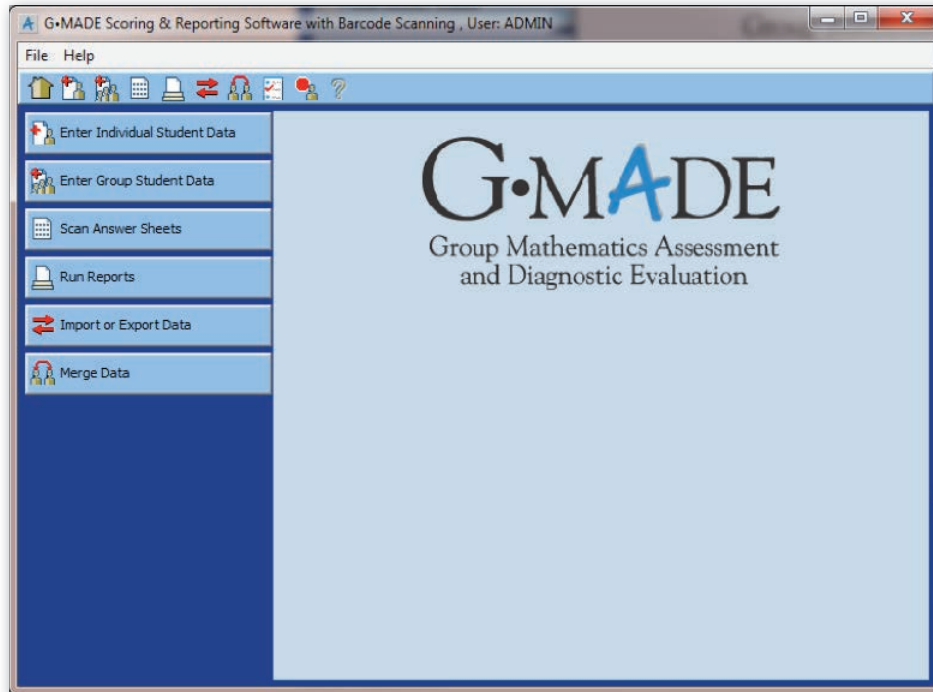


Figure 10. G•MADE Home screen

The following activities can be initiated by clicking the buttons on the left side of the **Home** screen or by clicking their associated icons at the top of the screen:

Administration Setup



- ◆ Add teachers
- ◆ Add test sites
- ◆ Add categories
- ◆ Choose options for scanning unmarked or double-marked answers (scanning version only)
- ◆ Add Rosters
- ◆ Select Scanner Type

Enter Individual Student Data



- ◆ Add new student information
- ◆ Edit existing student information

- ◆ Add new test record(s) for a student
- ◆ Edit existing test information
- ◆ Delete test record(s) (Administrative user only)
- ◆ Change test owner (Administrative user only)

Enter Group Student Data

- ◆ Enter test information for a group
- ◆ Select students to be included in a group
- ◆ Enter test information for each student in a group

Scan Answer Sheets (Scanning Version Only)

- ◆ Scan multiple groups of answer sheets
- ◆ Edit all errors or discrepancies before importing
- ◆ Import scanned data into the G•MADE database
- ◆ Create barcode labels for answer sheets (scanners with a barcode reader will be able to identify students by this label upon import)
- ◆ Pre-slug answer sheets with student demographic information

Note: The **Scan Answer Sheets** button and icon will not appear unless you have purchased G•MADE scanning capabilities. The barcode and pre-slugging capability will not be functional if you have not purchased this feature.

Run Reports

- ◆ Generate reports by student, teacher, or test site (**District, Subdistrict, School, or Class**)
- ◆ Select multiple report options
- ◆ Run individual or group reports by test or G•MADE level
- ◆ Generate reports for a selected date range

Import or Export Data

- ◆ Import student information into database
- ◆ Import teacher information into database
- ◆ Import Test Sites
- ◆ Update Student Demographics
- ◆ Export student information
- ◆ Export student information and derived scores for a selected date range

Merge Data



- ◆ Move individual students from one G•MADE database to another
- ◆ Move groups of students from one G•MADE database to another

Note: To return to the **Home** screen from any of these six program screens, click the **Home** icon.



Exit the G•MADE Software



To exit the G•MADE software application, click the **Exit** button on the toolbar. Or select **Log Out** from the **File** menu.

Additional functions can be performed using the **File** and **Help** menus at the top of the screen.

Adding or Editing G•MADE Users

To add or edit users who have access to the G•MADE software application, complete these steps:

1. Open the **File** menu, and click **Edit Users** to display the **Administration: Add/Edit Users** window. (See Figure 11.)

User Name	Password	User Type
ADMIN	safety	Admin

User Name: User Type: ☒ Basic ☐ Admin

Password: Supervisor:

Figure 11. Administration: Add/Edit Users window

2. To add a new user, do the following:
 - a. Enter the new user's name and a password in the indicated fields. Click the **Clear Fields** button to clear the **User Name** and **Password** fields.

- b. Designate Basic or Administrative user by clicking the applicable radio button in the lower right-hand corner.
 - c. If required, select a supervisor from the pull-down menu.
 - d. Click **Save** to save changes, and then click **Close**. Or just click **Close** to return to the **Home** screen without saving any changes.
3. To edit a current user, do the following:
 - a. Click the current user information you want to edit.
 - b. Change the desired information.
 - c. Click **Save** to save the changes.

Backing up a G•MADE Database

The **Backup/Restore** window allows you to back up the current database. It is also where to restore data saved on a particular date in cases where data may have been corrupted or lost.

1. Click **Backup/Restore** from the **File** menu to display the **Backup/Restore** window. (See Figure 12.)

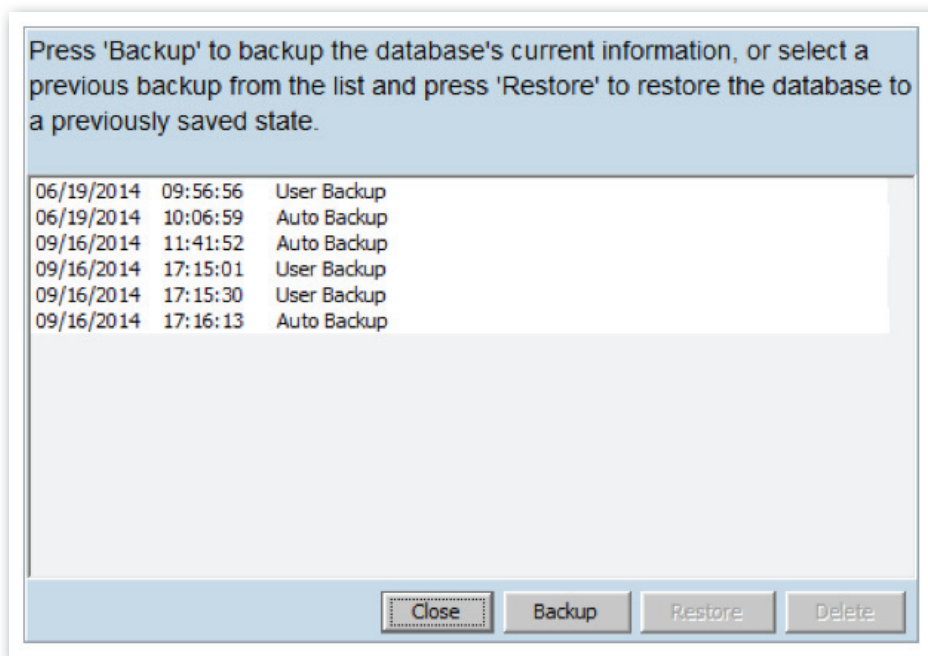


Figure 12. Backup/Restore window

2. Click the **Backup** button to back up current information in the G•MADE database.
 - a. If the application can successfully create a backup file, the **Backup Complete** dialog box will appear. (See Figure 13.)

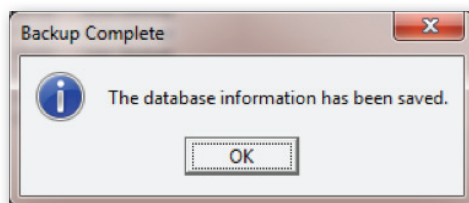


Figure 13. Backup Complete dialog box

- b. The date and time of the backup will appear in the Backup/Restore window.

Restoring a G•MADE Database

Follow these steps to restore data saved on a previous date:

1. Click **Backup/Restore** from the **File** menu to display the Backup/Restore window. (See [Figure 12.](#))
2. Select the backed-up database that you want to restore, and then click **Restore**.
3. Verify that you want to restore the selected database. (See Figure 14.)

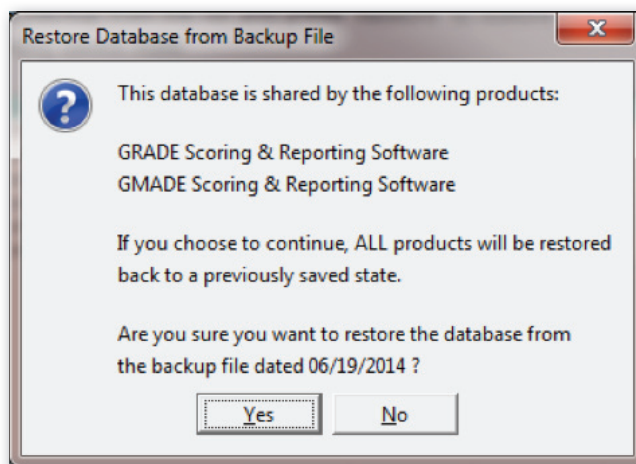


Figure 14. Restore Database from Backup File prompt

Note: If the selected database is successfully restored, the **Restore Complete** dialog box will appear. (See [Figure 15.](#))

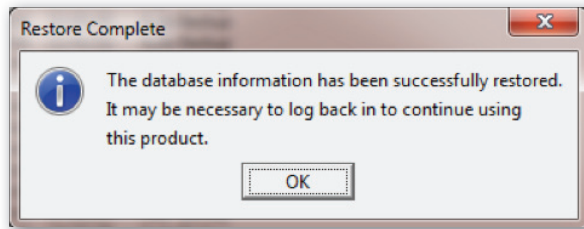


Figure 15. Restore Complete dialog box

Deleting a G•MADE Database

To delete a backed-up database, do the following:

1. Click **Backup/Restore** from the **File** menu to display the **Backup/Restore** window. (See [Figure 12.](#))
2. Click the backed-up database you want to delete.
3. Click the **Delete** button.

Note: The **Backup/Restore** function can be accessed only from the **Home** screen. If you try to access this function from another screen, the **Requires Home Screen** prompt will appear. (See [Figure 16.](#))

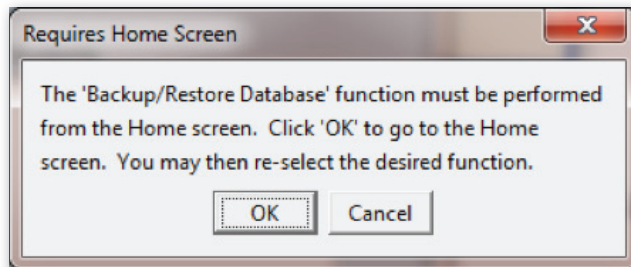


Figure 16. Requires Home Screen prompt

Note: Clicking **OK** brings you to the **Home** screen, and clicking **Cancel** keeps you at the current screen.

Logging out and Exiting

To log out of the G•MADE software application, follow these steps:

1. Click **Log Out** from the **File** menu. The **Login** window will then appear. (See [Figure 17.](#))
2. You or another user can log in from the **Login** window by entering a user name and password and then clicking the **Login** button.

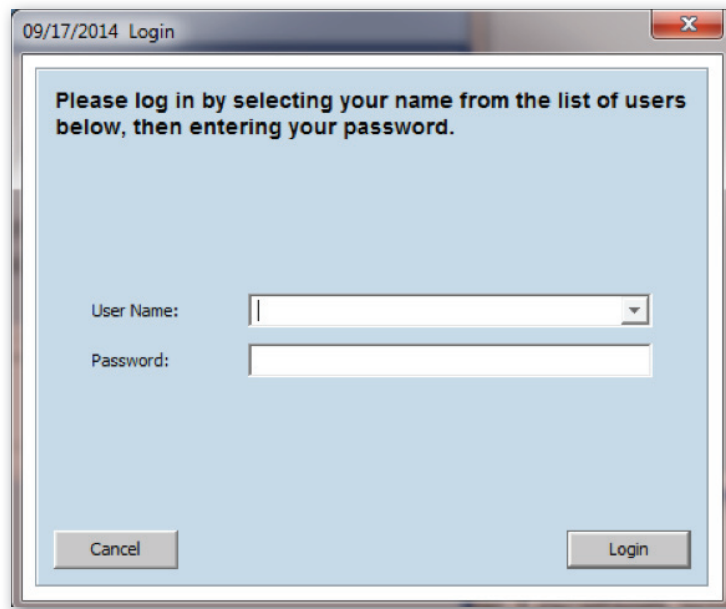


Figure 17. Login window

3. Click **Cancel** to go to the **Database Location** window.
(See Figure 18.) Click **Quit** to exit the program.

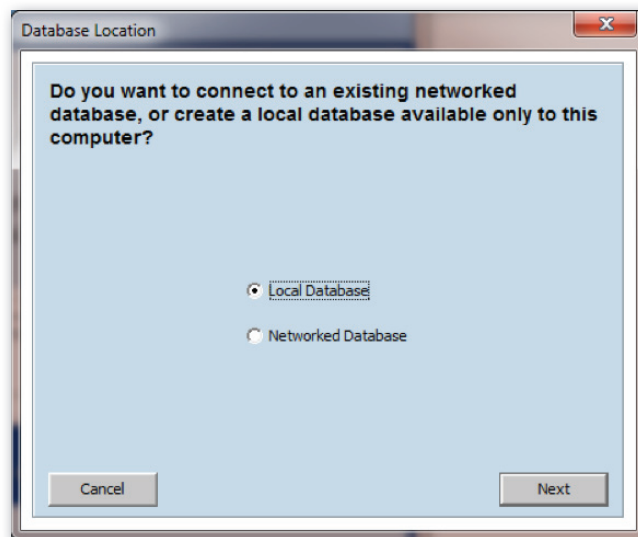


Figure 18. Database Location window

Administration Setup

The **Administration Setup** screen allows the user to add, modify, or delete information in the G•MADE software database by clicking the **Teachers**, **Test Sites**, **Categories**, or **Scanning** (scanning version only) tabs at the top of the screen.

Setting up Teacher Records

Clicking the **Teachers** tab allows you to set up and manage the teacher list. (See Figure 19.) All teachers in the database are listed (Inactive teacher records are displayed in light gray). An individual teacher can be added by clicking the **Add** button at the bottom of the screen. The **Teacher Name**, **Teacher ID**, and **Status** (Active or Inactive) can be changed by clicking the record and then clicking the **Edit** button.

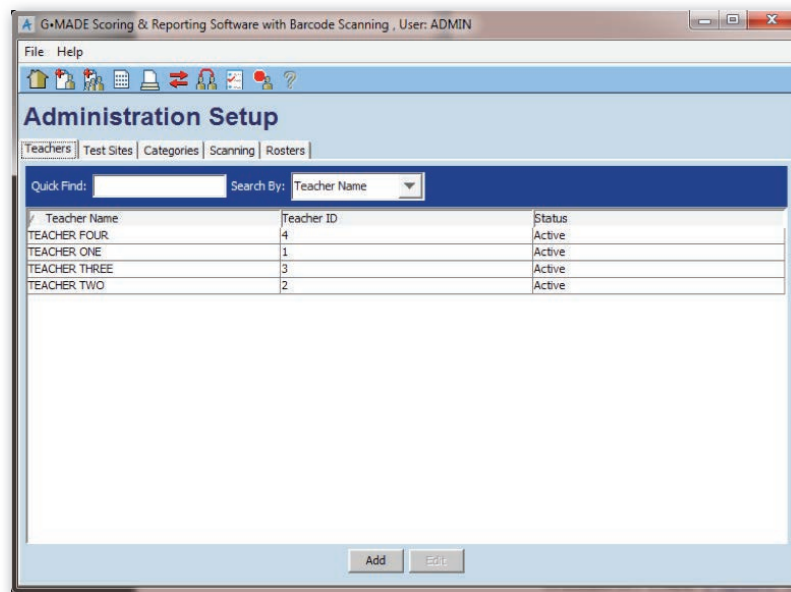


Figure 19. Administration Setup screen, Teachers tab

To Add a Teacher

Complete these steps to add teachers to the G•MADE database from the **Teachers** tab:

1. Click the **Add** button at the bottom of the screen.
2. Enter the new teacher's name and ID number in the **Add Teacher** window. (See [Figure 20](#).) Both the teacher's name and ID number must be entered in order to save the new information.
3. Click **Save** at the bottom of the window to save the record. The name and ID number of the new record will appear as **Active** in the teacher list.

4. To exit the **Add Teacher** window without saving the new information, click **Close**.

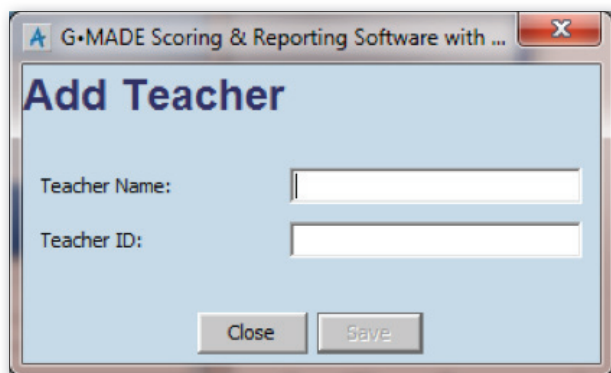


Figure 20. Add Teacher window

To Edit a Teacher

To edit teacher information from the **Teachers** tab, do the following:

1. Select the teacher record you want to edit by clicking the teacher name once and then clicking **Edit** at the bottom of the screen. This will display the teacher's name and ID number as well as his or her status (Active or Inactive). You may search for the teacher by entering the search information in the **Quick Find** field and indicating the search filter (**Teacher Name**, **Teacher ID**, or **Status**) with the **Search By** pull-down menu.
2. From the **Edit Teacher** window (see Figure 21), click the field you want to edit.
3. Click **Save** to save the change(s) and exit the **Edit Teacher** window. Or click **Close** to exit the **Edit Teacher** window without saving any change(s).

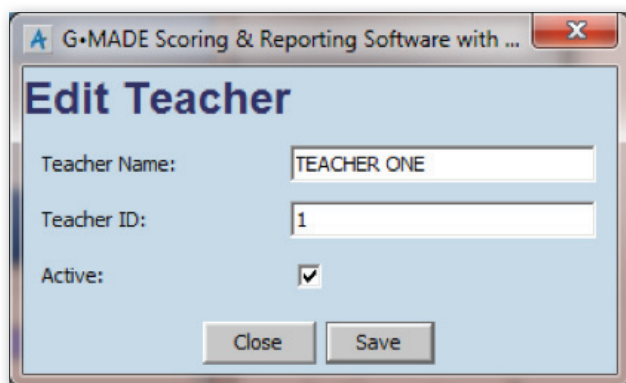


Figure 21. Edit Teacher window

Note: If you mistakenly enter an existing teacher name while adding a new teacher record or editing an existing one, you will be notified that the record already exists. (See [Figure 22.](#))

- ◆ Click **Yes** to create the record.
- ◆ Click **No** to return to the **Add Teacher** window.

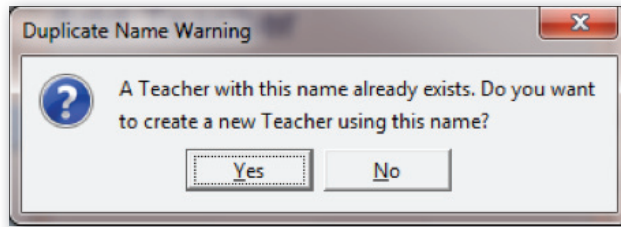


Figure 22. Duplicate Name Warning prompt

Note: If you mistakenly enter an existing teacher ID number while adding a new teacher record or editing an existing one, you will be notified that the ID number already exists. (See Figure 23.)

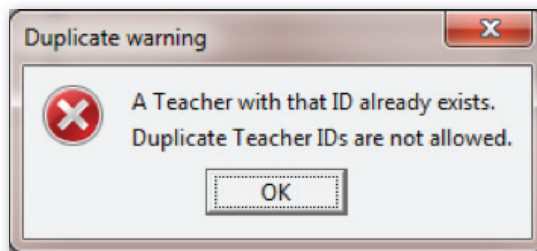


Figure 23. Duplicate Warning dialog box

Setting up a Test Site

Clicking the **Test Sites** tab allows you to set up and manage test sites. (See [Figure 24.](#)) You will start at the highest level (**District**) and then move down to the lower levels (**Subdistrict**, **School**, **Class**) by double-clicking the parent test site name. This will display a list of sites that are associated with the parent test site.

- ◆ Adding a new test site can be done at any level below the **District** level by clicking the **Add** button.
- ◆ A site name, ID number, or status can be changed by clicking a test site and then clicking **Edit**.

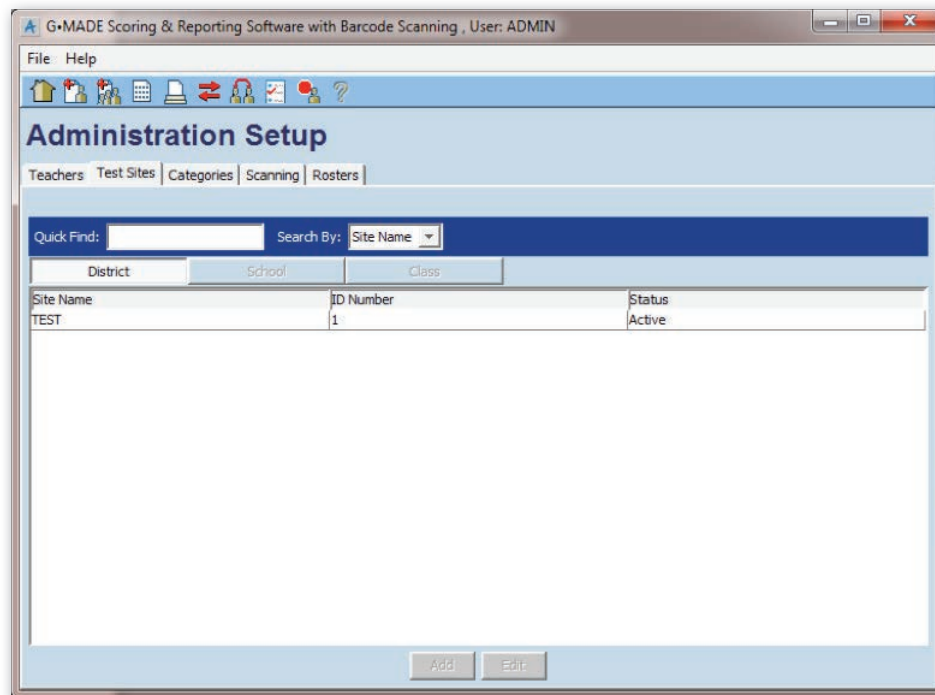


Figure 24. Administration Setup screen, Test Sites tab

To Add a Test Site

Complete these steps to add a test site to the database from the Test Sites tab:

1. Using the test site buttons (**Subdistrict**, **School**, and **Class**) at the top of the screen, display the test site list you want to add to.
Note: You cannot add a district using the **Test Sites** tab.
2. Click the **Add** button at the bottom of the screen to display the **Add Subdistrict** window, **Add School** window, or **Add Class** window (depending on which test site button you have previously selected). See [Figure 25](#).
3. Enter the test site name and ID number. An ID number must accompany the test site name in order to save the new information.
4. Click the **Save** button at the bottom of the window to save the new information. The test site name and ID number of the new record will appear as **Active** in the applicable test sites list (**Subdistrict**, **School**, or **Class**). Or, click **Close** to exit the window without saving any change(s).

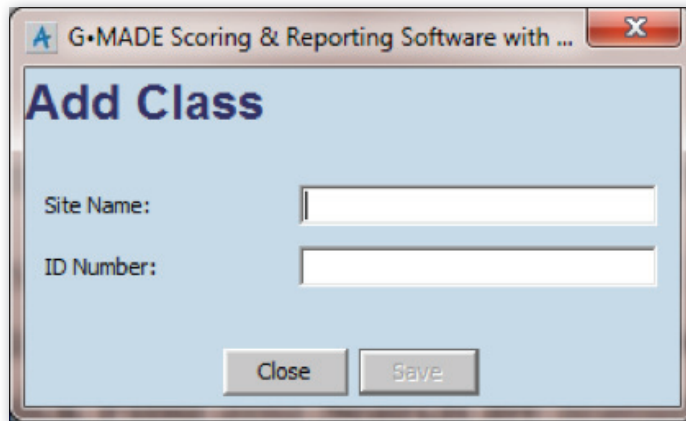


Figure 25. Add Class window

To Edit a Test Site

To edit test site information from the **Test Sites** tab, do the following:

1. Select the test site record you want to edit by clicking the test site name once and then clicking **Edit** at the bottom of the screen. (Use the **Quick Find** and **Search By** features to search for the test site record.) The test site name and ID number for a **District**, **Subdistrict**, **School**, or **Class** will appear, as well as its status (Active or Inactive). See Figure 26.
2. From the **Edit Subdistrict** window, **Edit School** window, or **Edit Class** window, click the field(s) you want to edit.
3. Click **Save** to save the change(s) and exit the **Edit** window. Or click **Close** to exit the **Edit** window without saving any change(s).

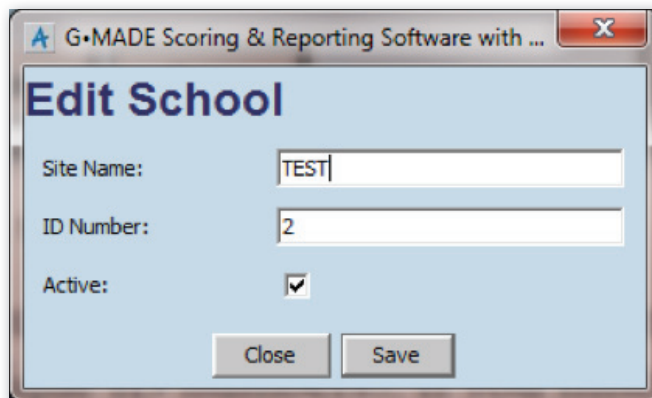


Figure 26. Edit Class window

Note: ID numbers must be unique within a level (e.g., all classes within a school must have unique ID numbers). If you mistakenly enter an existing test site ID number while adding a new test site record or editing an existing one, you will be notified that the ID number already exists.

Setting up Categories

Clicking on the **Categories** tab allows you to set up and manage categories. All categories in the database will be listed here.

(See Figure 27.)

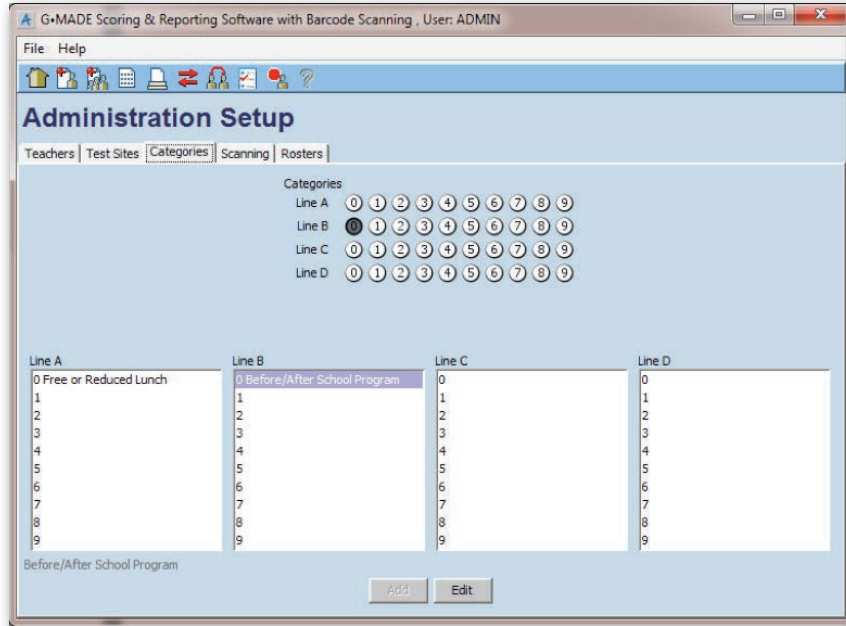


Figure 27. Administration Setup window, Categories tab

To Add a Category

1. Click the numbered button (choose from 0 through 9) in Line A, B, C, or D for which you want to assign a new category.

Note: The numbered buttons represent how the categories appear on the scannable form and can be used to access and edit a particular category.

2. Click **Add** at the bottom of the screen.
3. Add the text for the new category in the **Add Category** window. (See [Figure 28](#).)
4. Click **Save** to save the new category. Or, click **Close** to exit the **Add Category** window without saving any change(s).

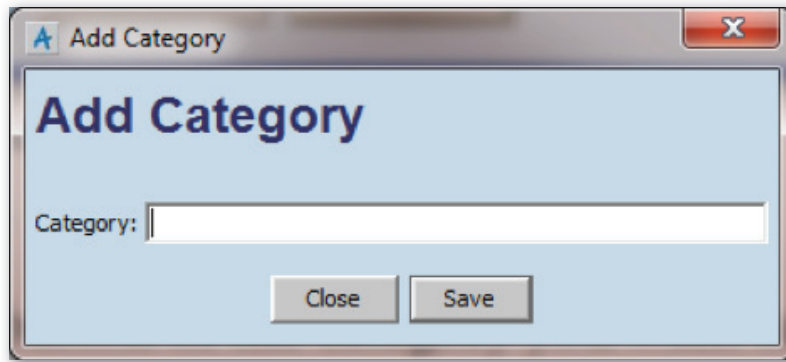


Figure 28. Add Category window

To Edit a Category

1. Click the button of the category you want to edit. Or click the category under Line A, B, C, or D at the bottom of the screen.
2. Click the **Edit** button to display the **Edit Category** window. (See Figure 29.)
3. Change the **Category** text.
4. Click **Save** to save the change(s), or click **Close** to exit the window without saving any change(s).

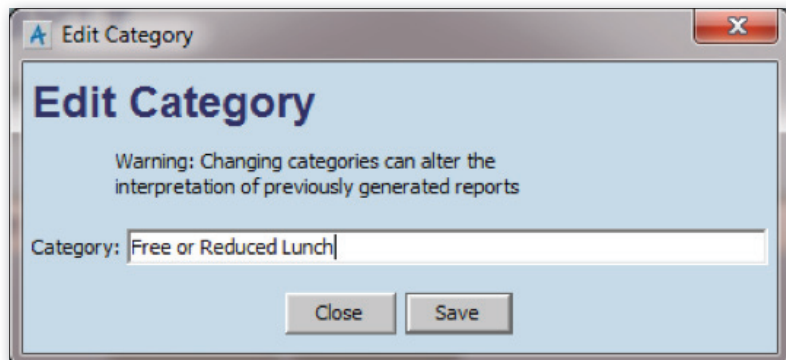


Figure 29. Edit Category window

Setting up Scanning Functionality (Scanning Version Only)

Clicking the **Scanning** tab allows you to select **Scanning Options**. (See [Figure 30.](#))

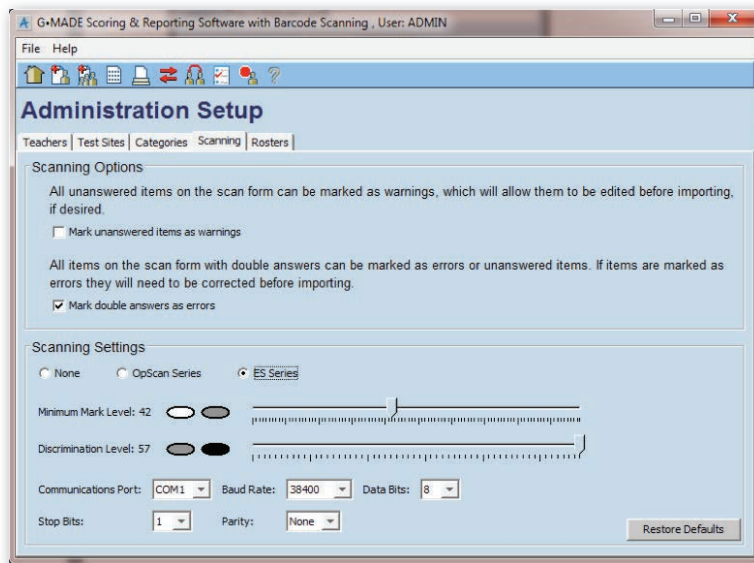


Figure 30. Administration Setup screen, Scanning tab

You can specify one or both of the following two options for scanned data:

- ◆ To mark all unanswered items on the scannable form as warnings for editing before importing
- ◆ To mark items with two or more answers as errors that must be edited before importing

You can also select the type of scanner you will be using with the G•MADE software. If you do not make a selection, the software will default to the OpScan Series scanner setting.

- ◆ Configuration for OpScan Series scanners is done automatically, so you will not need to configure the scanner setting.
- ◆ If you are using an ES Series scanner, you will need to choose the correct configuration prior to scanning. If you need assistance with these settings, consult your local technical support department before contacting Pearson Technical Support.

Setting up Rosters

Clicking on the **Rosters** tab allows you to set up and manage rosters. All rosters in the database will be listed here. (See Figure 31.)

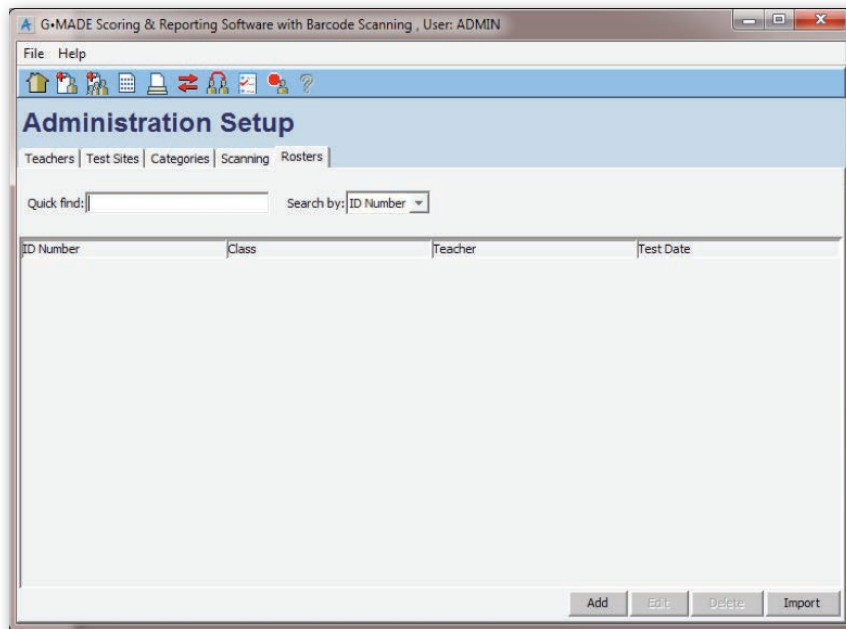


Figure 31. Administration Setup window, Rosters tab

To Add a Roster

1. Click the **Add** button at the bottom of the screen.
2. Enter the ID Number for the roster in the **Add Rosters** screen (see [Figure 32](#)).
3. Enter the Test Date for the roster.
4. Click the **Select** button next to the **Class** text field to navigate to the correct class.
5. Click the **Select** button next to the **Teacher** text field to navigate to the correct teacher.
6. Optionally, you may add categories to your roster. Clicking on the **View Categories** button will display any categories stored in the database (see [Figure 33](#)).
7. Click the **Save Roster** button at the bottom of the screen.

G•MADE Scoring & Reporting Software with Barcode Scanning, User: ADMIN

File Help

Administration Setup

Teachers Test Sites Categories Scanning **Rosters**

Required

ID Number

Test Date
 Month Day Year

Class

Teacher

Optional

Categories

Line A 0 1 2 3 4 5 6 7 8 9

Line B 0 1 2 3 4 5 6 7 8 9

Line C 0 1 2 3 4 5 6 7 8 9

Line D 0 1 2 3 4 5 6 7 8 9

Figure 32. Add Rosters screen

G•MADE Scoring & Reporting Software with Barcode Scanning, User: ADMIN

Categories

Categories

Line A 0 1 2 3 4 5 6 7 8 9

Line B 0 1 2 3 4 5 6 7 8 9

Line C 0 1 2 3 4 5 6 7 8 9

Line D 0 1 2 3 4 5 6 7 8 9

Line A	Line B	Line C	Line D
0 Free or Reduced Lunch	0 Before/After School Program	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Free or Reduced Lunch

Figure 33. View Categories window

To Add Students to a Roster

A Roster must already exist and have been saved before you are able to add students to it.

1. You may access the roster either immediately after saving it or through the **Rosters** tab by clicking on the roster and then clicking the **Edit** button.
2. Click the **Manage Students** button at the bottom of the screen.
3. In the **Update Students for Roster** window (see Figure 34) you may select the students for the roster and click the **Add** button to add them to the roster.
4. If you need to remove any or all students you may select them from the Students in Roster list and click the **Remove** button.
5. Click the **Update** button to save your changes and return to the **Add Rosters** screen.
6. Click the **Save Roster** button to save the roster with the changes made to the students.

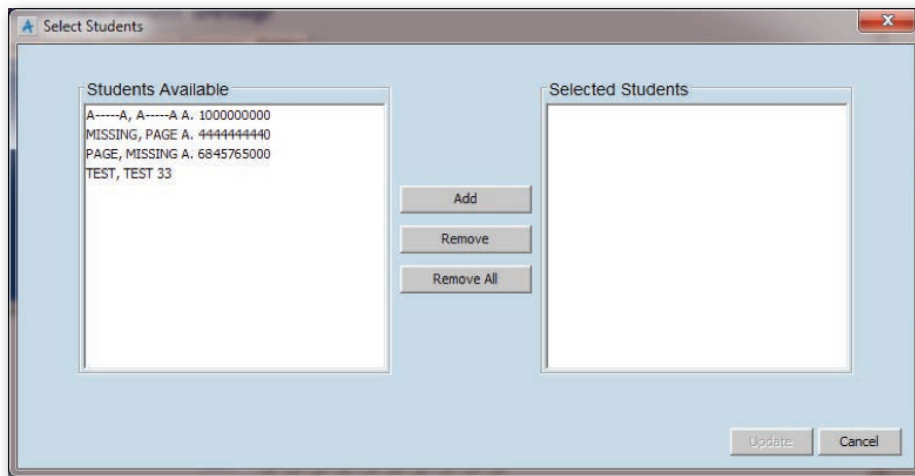


Figure 34. Update Students for Roster window

To Edit a Roster

To edit a roster, including which students reside in it, do the following:

1. On the **Rosters** tab (see [Figure 31](#)), highlight the roster you want to edit and click the **Edit** button.
2. You may change any fields you wish, including changing the students that are in your roster.
3. Click the **Save Roster** button at the bottom of the screen.

To Delete a Roster

To delete a roster, do the following:

1. On the **Rosters** tab (see [Figure 31](#)), highlight the roster you want to delete and click the **Delete** button.
2. When prompted, verify the rosters to be deleted.

To Import a Roster

To import a roster, do the following:

1. Click the **Import** button at the bottom of the screen.
2. In the Open prompt, double-click the file. Or click the filename once, and then click the **Open** button. The file will automatically import.

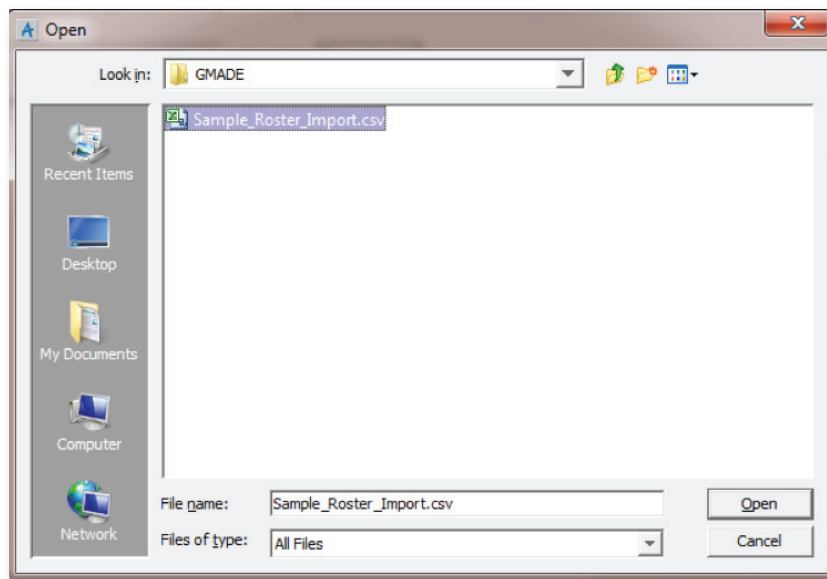


Figure 34.1. Open window for file selection.

3. The Import Results window will display.

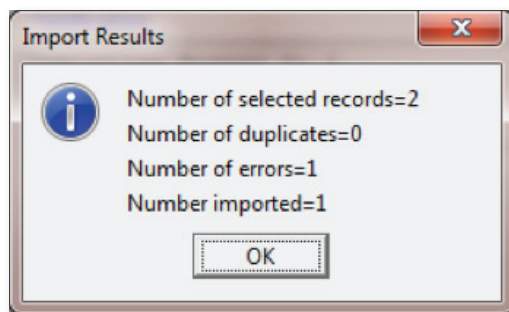


Figure 34.2. Import results window.

4. Click OK.

Entering Individual Student Data

After entering all required administrative information in the G•MADE software, you can enter student information. Click the **Enter Individual Student Data** button on the **Home** screen to access the **Select or Add Student** screen. (See Figure 35.) All student records that currently exist in the database are listed. You can add a student record or select one for editing or test administration. Student records can also be deleted from this screen.

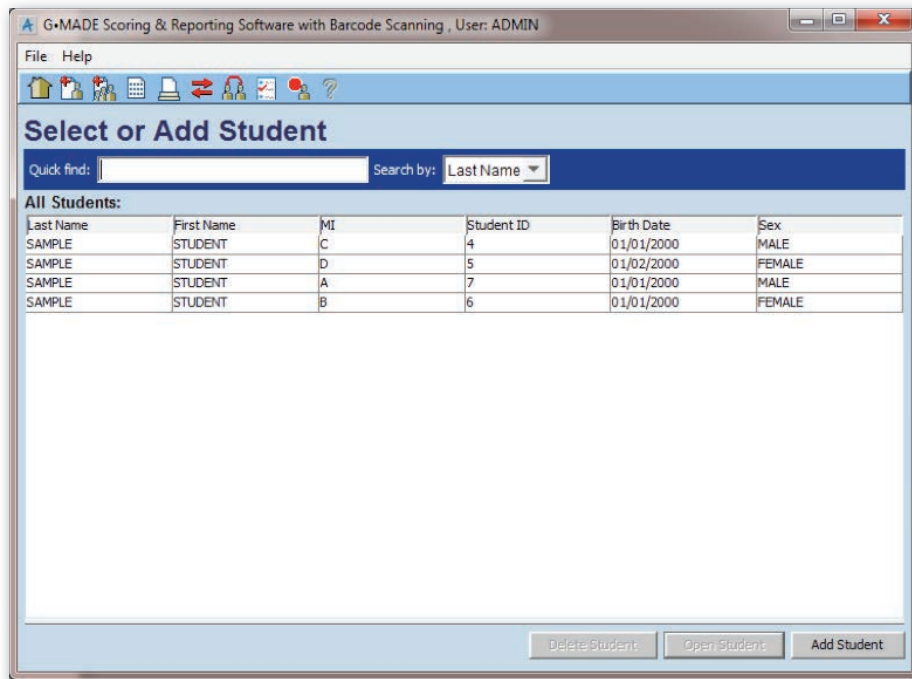


Figure 35. Select or Add Student screen

Selecting Individual Student Records for Viewing

Using the **Quick Find** and **Search By** functions, you can search for students by **Last Name**, **First Name**, **MI** (Middle Initial), **Student ID**, **Birth Date**, or **Sex**. Also, the list of students can be sorted by clicking any column heading. The list will be ordered alphabetically by last name. Clicking the column heading again will sort the list in reverse order.

You can view an individual student's test records by doing either of the following:

- ◆ Double-click the row that has the student's identifying information.
- ◆ Click the row once, and then click the **Open Student** button at the bottom of the screen.

The **Student Information** screen will appear, listing the selected student's demographic information and all of his or her current test records. (See Figure 36.)

From this screen you can do the following:

- ◆ Add a new test record
- ◆ Open an existing test record
- ◆ Delete a test record
- ◆ Change a test owner

Figure 36. Student Information screen showing Test Records

Note: Only test records owned by the current user will be available for editing or deleting. New test records can be added by any user.

Adding a Test Record

To add a new test record, click **Add Test Record** on the **Student Information** screen. You must enter information from a test administration in the **Test Record: Information** screen. (See [Figure 37](#).) Select the applicable class, teacher, and G•MADE test information for the specific test record.

- ◆ The Norms (**Fall/Spring** or **Age**) must be selected before **Grade**, **Level**, or **Form** can be selected.
- ◆ If grade-based norms are selected, the following applies:
 - ◆ The student's **Grade** must be selected before a **Level** or **Form** can be selected.
 - ◆ Values for **Level** are listed based on the **Grade** selected.

- ◆ **On Level** test form choices appear in black, **On Level** (special) test forms appear in blue, and **Out-of-Level** test forms appear in red.
- ◆ If age-based norms are selected, the student's age will determine the test levels available.

Test Record: Information STUDENT A. SAMPLE 7
TEACHER THREE-HOMEROOM CLASS-09/18/2014

Required

Test Date	9	18	2014	Norms	Fall	Grade	3
Class	HOMEROOM CLASS				Select	Level	3
Teacher	TEACHER THREE				Select	Form	A

Optional

Categories

Line A	0	1	2	3	4	5	6	7	8	9
Line B	0	1	2	3	4	5	6	7	8	9
Line C	0	1	2	3	4	5	6	7	8	9
Line D	0	1	2	3	4	5	6	7	8	9

[View Categories](#)

[Back](#) [Item Entry](#) [Raw Score Entry](#)

Figure 37. Test Record: Information screen

Selecting a Class

The **Select Class** window allows you to select or add a class for a test administration. (See [Figure 38](#).) You can locate a class using the **Quick Find** and **Search By** features, or you can sort classes by clicking the **Site Name** or **ID Number** column heading.

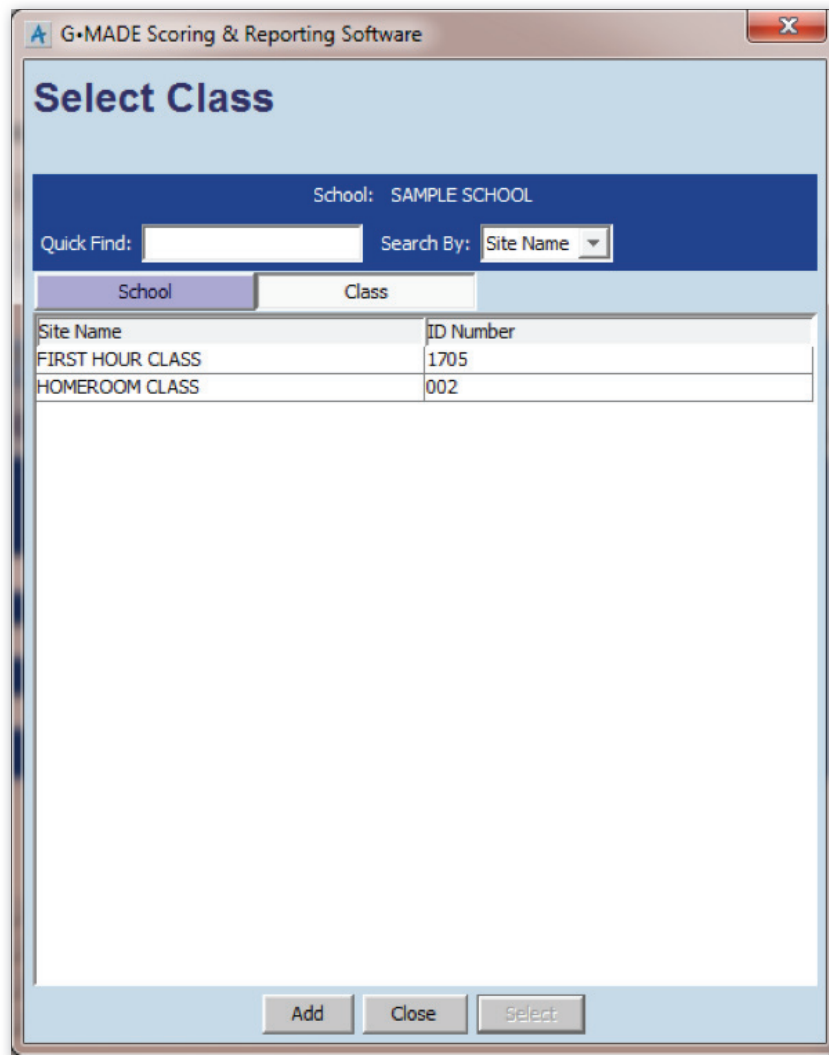


Figure 38. Select Class window

Buttons at the top of the window correspond to one of the available test site levels (**Subdistrict**, **School**, and **Class**) that were created in the **Administration Setup** screen.

- ◆ Clicking one of the buttons will list all sites in the selected sublevel that belong to the selected level.
- ◆ A level must be selected before a sublevel can be selected. For example, choosing a class involves first selecting a subdistrict (if indicated), then a school within the selected subdistrict, and finally a class within the selected school.
- ◆ Inactive classes are not shown.
- ◆ You can add a class using the **Class** option.
- ◆ You can edit classes in the **Administration Setup** screen. (See [Setting up a Test Site](#), under **Administration Setup**.)

Note: The G•MADE software will manage the current hierarchy and will present a list of current classes to choose from on subsequent test site selections.

To Add a New Class

You can add a new class by clicking the **Add** button at the bottom of the window.

- ◆ In the **Add Class** window, add a new class by entering a site name and ID number. (See Figure 39.)
- ◆ Clicking **Save** will save the new class information and automatically add the newly created class to the test record.

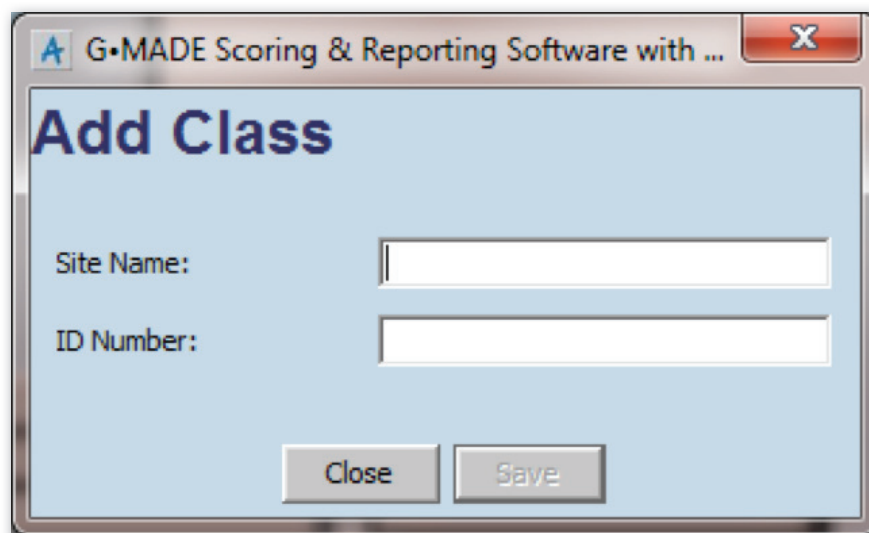


Figure 39. Add Class window

Note: If the ID number you entered already exists in the database and within the current school, you will be prompted to enter a unique ID number.

Selecting a Teacher

The teacher list in the **Select Teacher** window can be sorted by clicking column headings or by using the **Quick Find** and **Search By** features. (See [Figure 40](#).) Select a teacher by clicking the teacher name once and then clicking **Select**.

- ◆ You can sort by **Teacher Name** or **Teacher ID**.
- ◆ Inactive teacher records are not shown.

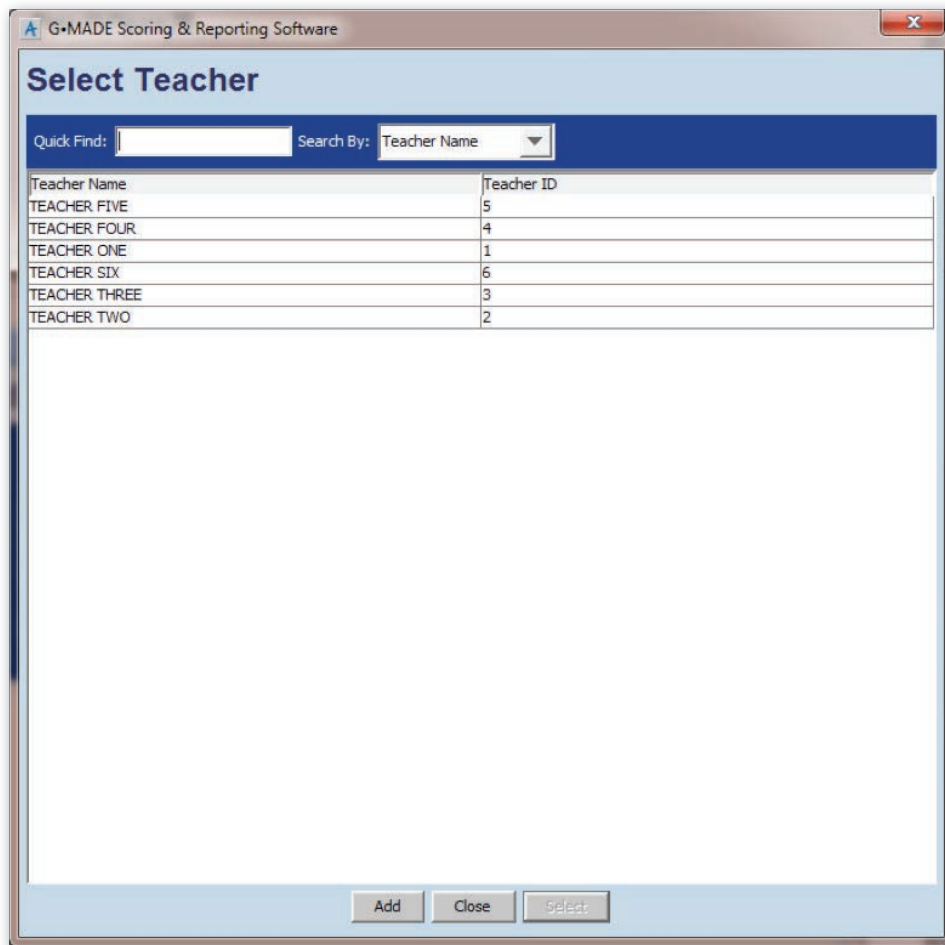


Figure 40. Select Teacher window

To Add a New Teacher

A new teacher can be added by clicking the **Add** button. In the **Add Teacher** window, enter the **Teacher Name** and **Teacher ID**. (See [Figure 41.](#))

- ◆ Clicking the **Save** button will save the new information and automatically add it to the test record.
- ◆ Clicking **Close** will return you to the teacher list without saving any new information.

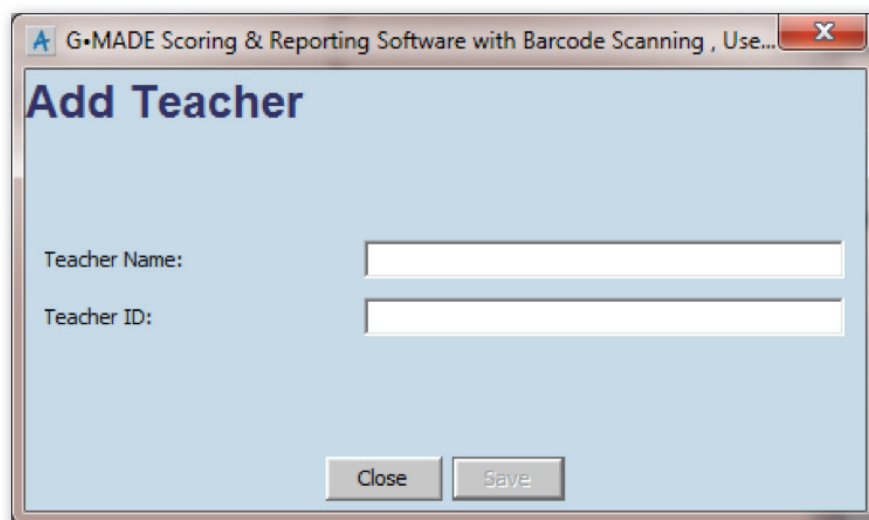


Figure 41. Add Teacher window

Note: If the **Teacher ID** you entered already exists in the database, you will be asked to enter a unique ID number. If the **Teacher Name** already exists, you will be asked if you would like to create a new teacher record using the name you entered.

- ◆ Clicking **Yes** creates a new teacher record.
- ◆ Clicking **No** returns you to the **Add Teacher** window.

Entering Category Information

In the **Test Record: Information** screen (see [Figure 37](#)), click **View Categories** to view the current list of categories. To select or deselect a category, click the applicable category line (A, B, C, or D) and number (choose from 0 through 9).

Selecting Method of Data Entry

Choose whether to enter scores by item or raw score. Click **Item Entry** or **Raw Score Entry** at the bottom of the **Test Record: Information** screen.

Entering Item Responses

If **Item Entry** is selected, the **Test Record: Item Entry** screen will appear. (See [Figure 42](#).)

- ◆ All applicable subtests for the student (based on the selected **Grade**, **Level**, and **Form**) are listed under **Subtest**, on the left-hand side of the screen.
- ◆ The subtest for which scores are to be entered is highlighted.

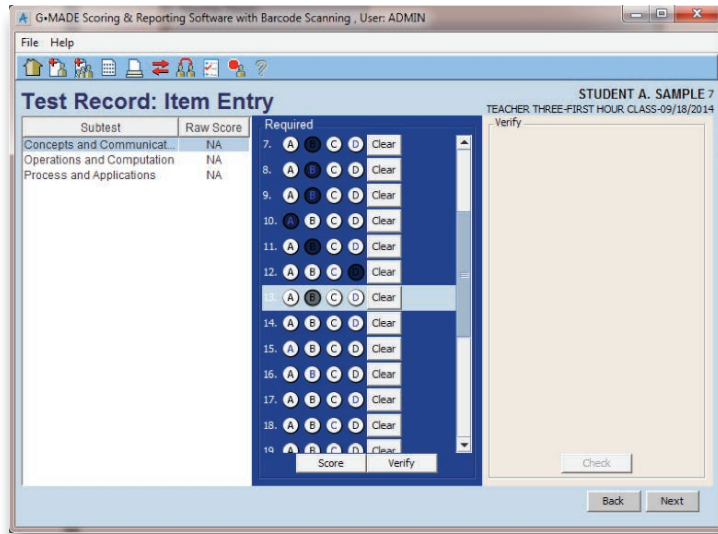


Figure 42. Test Record: Item Entry screen

- ◆ The numbered items and labeled response-choice buttons for the subtest are listed under **Required**, in the middle of the screen.
- ◆ To clear a response you entered for an item, click the corresponding **Clear** button.
- ◆ Press the **Enter** key on your keyboard to skip an item and advance to the next one.
- ◆ Once all responses have been entered, you can confirm the student's test data.
 - ◆ Click **Verify** at the bottom of the response-entry section of the screen.
 - ◆ Reenter responses under **Verify**, on the right-hand side of the screen.
 - ◆ Click **Check**.
 - ◆ Responses will be listed under **Required**, in the middle of the screen.
 - ◆ Discrepancies in keyed response options will be indicated by red tags labeled "Check."
- ◆ Select the correct response option for any miskeyed responses.
- ◆ Once all miskeyed responses have been reentered, click **Score**. The new raw score will appear in the **Raw Score** column on the left-hand side of the screen. The following scoring rules apply:

- ◆ If a subtest has no responses entered, the subtest raw score is reported as “NA.”
- ◆ The subtest stanine score is reported as “NA” if there are fewer than six item responses for the subtest.
- ◆ Composite derived scores are reported as “NA” if there are fewer than six item responses for any subtest that contributes to a composite, or fewer than six item responses in total across all subtests that do not report stanines.
- ◆ The Total Test derived scores are reported as “NA” if any derived score for a subtest is “NA.”

When a set of subtest scores has been entered and scored, the G•MADE software automatically advances to the next subtest in the list.

- ◆ You can select a different subtest for item entry by clicking the desired subtest listed in the **Subtest** section.
- ◆ Click the **Back** button to return to the **Test Record: Information** screen.

Note: If the **Back** button is selected, entered data will not be saved.

Entering Raw Scores

If **Raw Score Entry** is selected in the **Test Record: Information** screen (see [Figure 37](#)), the **Raw Score Entry** screen will appear. (See [Figure 43](#).)

- ◆ Each subtest and composite for which data entry is required (based on the selected **Norms**, **Grade**, **Level**, and **Form**) is indicated by a blank field.
- ◆ To enter a score for a subtest or composite, click the corresponding **Raw Score** field.

Score Summary

STUDENT A. SAMPLE 7
TEACHER THREE-FIRST HOUR CLASS-09/18/2014

Grade 3, Level 3 - Form A

Scores based on Fall Norms

Subtest	Raw Score	SS	%ile	NCE	Stanine	GE/AE	GSV
Concepts and Communication	11	68	2	5	1		
Operations and Computation	8	81	10	23	3		
Process and Applications	11	84	14	28	3		
Total Test	30	70	2	8	1	1.2	475

Back Save

Figure 43. Raw Score Entry screen

When the raw scores have been entered for each subtest, derived scores will be calculated.

- ◆ Click **Save** to save scores and return to the **Select or Add Student** screen. (See [Figure 35.](#))
- ◆ Click **Back** to return to the **Test Record: Information** screen (if **Raw Score Entry** was the chosen score entry format) or the **Test Record: Item Entry** screen (if **Item Entry** was the chosen score entry format).

Note: If you attempt to change the score entry format for an existing test administration, you will be warned that doing so will delete all data previously entered and scored. (See [Figure 44.](#)) Click **Yes** to proceed without retaining the entered data. Click **No** to retain the entered data.

Entry Method Changed

? You have selected a different method of score entry. If you proceed you will lose any responses from the previous method of entry. Do you want to continue?

Yes No

Figure 44. Item Entry Warning prompt

Opening a Test Record

You can open a specific test record in the **Student Information** screen (see [Figure 36](#)) by

- ◆ double-clicking the row displaying the test record or
- ◆ clicking the row once and then clicking the **Open Test Record** button.

Deleting a Test Record

To delete a student's individual test record, do the following:

1. Highlight the record you want to delete in the **Student Information** screen.
2. Click the **Delete Test Record** button and then confirm the deletion (see [Figure 45](#)).

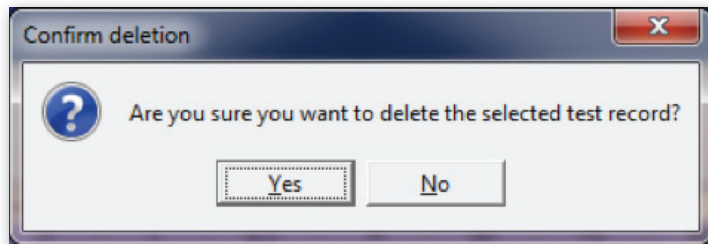


Figure 45. Confirm Deletion prompt

Note: You can delete only the test records that you own.

Changing a Test Owner

To change ownership of a test administration to a different user, complete the following steps:

1. In the **Student Information** screen (see [Figure 36](#)), click the **Change Test Owner** button.
2. Select your **User Name** from the list in the **Change Test Owner** window. (See [Figure 46](#).)
3. Click **Update**.

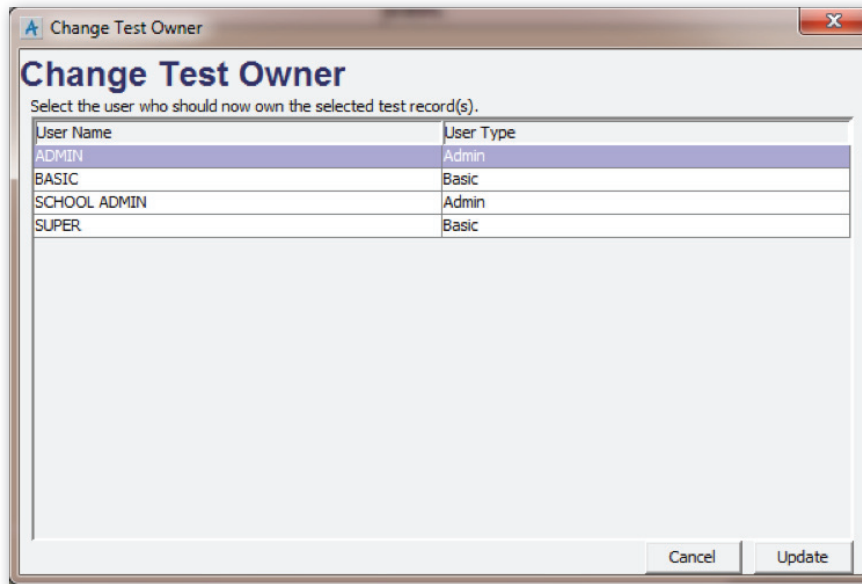


Figure 46. Change Test Owner window

Note: Only an administrative user can change ownership of test records.

Deleting Student(s)

To delete one or more students and their associated test records from the database, do the following:

1. Highlight the student record that you want to delete from the **Select or Add Student** screen. (See [Figure 35](#).) To delete more than one student at a time, press the **Ctrl** key on your keyboard while clicking the student record(s) you want to delete.
2. Click the **Delete Student** button at the bottom of the screen.
3. When prompted, verify the student record(s) selected for deletion.

Note: Only an administrative user can delete student records.

Adding a Student

To add a new student, do the following:

1. Click the **Add Student** button at the bottom of the **Select or Add Student** screen. (See [Figure 35](#).)
2. In the **Student Information** screen, enter the student's **Last Name**, **First Name**, **MI** (Middle Initial; optional), **Birth Date**, **Sex**, and **ID Number**. (See [Figure 47](#).)
3. Click **Save** to save the new information.
4. If the ID number you entered already exists in the database, you will be asked to enter a different ID number.

5. If the other new student information (**Last Name**, **First Name**, **Birth Date**, and **Sex**) already exists in the database, you will be prompted to confirm the new student information. Clicking **Yes** creates a new student record; clicking **No** returns you to the **Student Information** screen.

The screenshot shows a software window titled "G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN". The window has a menu bar with "File" and "Help", and a toolbar with various icons. The main content area is divided into two sections. The top section, titled "Student Information", contains a "Required Information" form with fields for "Last Name", "First Name", "MI", "Birth Date" (with "Month", "Day", and "Year" dropdowns), "Sex", and "ID Number". Below the form are "Cancel" and "Save" buttons. The bottom section, titled "Test Records", is currently empty and contains a message: "You must save the student's information before accessing his or her test records."

Figure 47. Student Information screen

Entering Group Student Data

This section of the G•MADE software user's manual describes the following functions for entering group test information:

- ◆ Entering test information for a selected group
- ◆ Selecting students to be included in the group
- ◆ Entering test information for each student in the group

Complete the following steps to begin entering group student data:

1. From the G•MADE **Home** screen, click the **Enter Group Student Data** button. Or click the **Enter Group Student Data** icon at the top of the screen. The **Group Test Information** window will appear. (See Figure 48.)

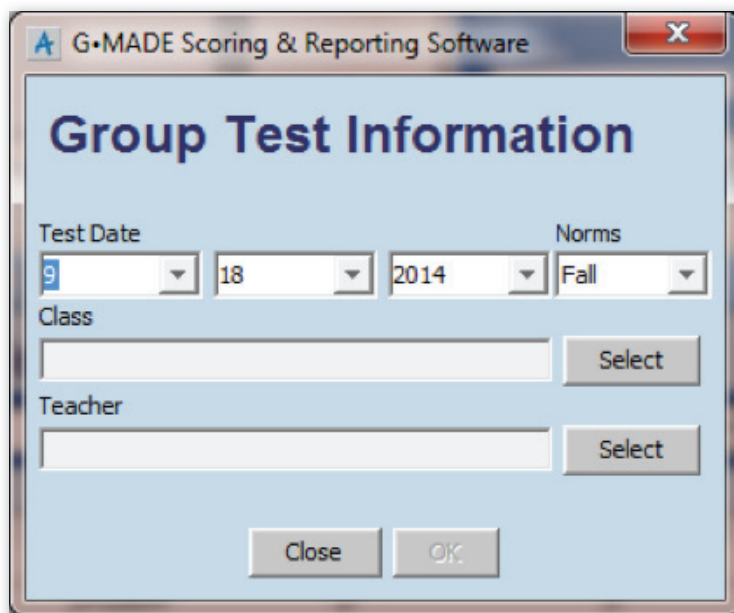


Figure 48. Group Test Information window

2. Select the **Test Date** using the pull-down menus. The **Norms** field will automatically show “Spring” or “Fall” based on the **Test Date** entry. For age-based norms, select **Age** from the **Norms** pull-down menu.
3. To select the class, click the **Select** button to the right of the **Class** field. The **Select Class** window will appear (see [Figure 49](#)), which allows you to select or add a class for a test administration.
 - ◆ Buttons at the top of the window represent each of the available test site levels (**District**, **Subdistrict**, **School**, and **Class**) that were created in **Administration Setup**.

- ◆ Clicking each button will show all sites in the selected sublevel that belong to the selected level.
- ◆ A level must be selected before a sublevel can be selected. For example, choosing a class involves first selecting a district, then a subdistrict within the selected district, then a school within the selected subdistrict, and finally a class within the selected school.
- ◆ Inactive classes are not shown.
- ◆ You can also use the **Quick Find** and **Search By** features to search for the class.
- ◆ The **Add** function is available only at the class level and only for Active classes.

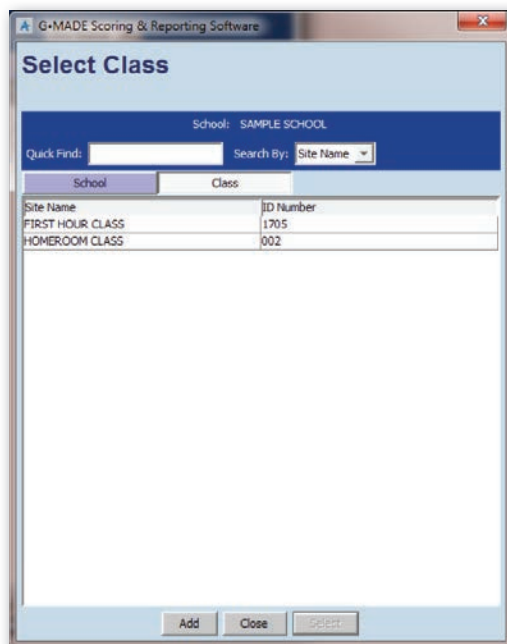


Figure 49. Select Class window

Note: The program will maintain the current hierarchy and will present a list of current classes to choose from on subsequent test site selections.

4. After selecting **Class**, click the **Add button**. In the **Add Class** window (see [Figure 25](#)), you can add a new class for a group by entering a site name and ID number.
 - ◆ Click **Save** to save class information and automatically select a newly created class for the test record.
 - ◆ Click **Close** to return to a list of classes without saving any new information.

Note: If you mistakenly enter an existing class ID number while adding a new class record, you will be required to enter a different ID number.

5. To select a teacher, click the **Select** button to the right of the **Teacher** field in the **Select Class** window.
6. From the **Select Teacher** window (see Figure 50), use the **Quick Find** and **Search By** features to search for the teacher record.
7. A teacher can be added by clicking the **Add** button.
 - ◆ You can sort the list of teachers by clicking either column heading.
 - ◆ Inactive teachers are not shown.
 - ◆ Select a teacher name by either double-clicking the name or clicking the name once and then clicking **Select**.

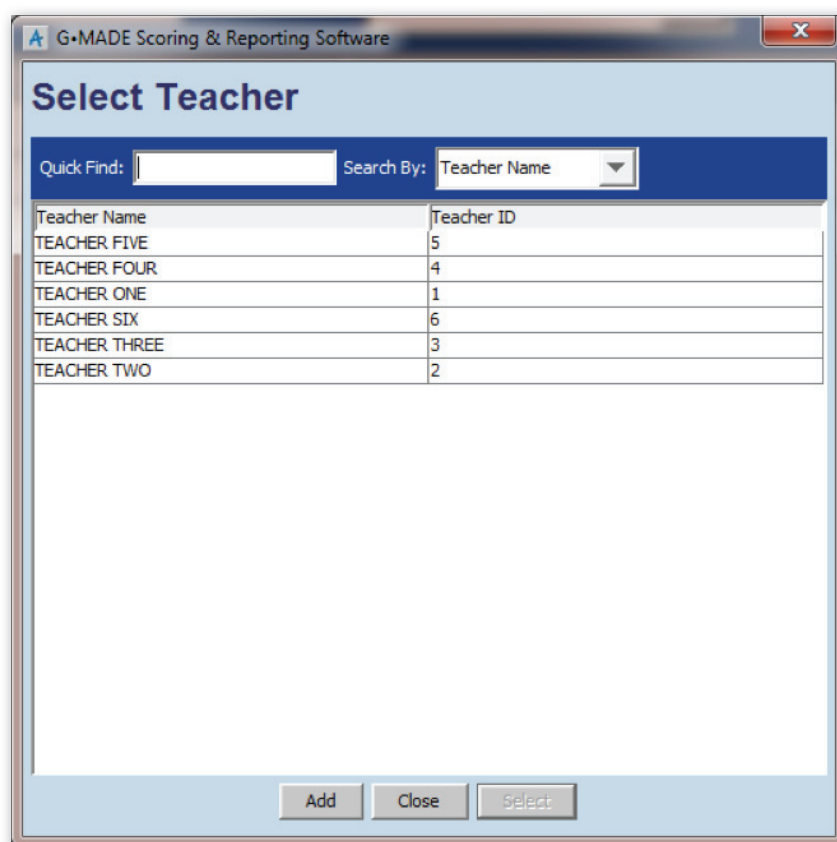


Figure 50. Select Teacher window

- ◆ To add a new teacher to a group, click the **Add** button, and then enter the teacher name and ID number in the **Add Teacher** window. (See [Figure 41](#).)
- ◆ Click **Save** to save new teacher information and automatically select the newly created teacher for the test record.

- ◆ Click **Close** to return to the list of teachers without saving any new information.

Note: If you mistakenly enter an existing teacher name while adding a new teacher record, you will be asked whether you would like to create a new teacher record with that name.

- ◆ Clicking **Yes** creates a new teacher record.
- ◆ Clicking **No** returns you to the **Add Teacher** window.

If you mistakenly enter an existing teacher ID number while adding a new teacher record, you will be asked to enter a different ID number.

Note: You cannot proceed without entering all information in the **Group Test Information** window. (See [Figure 48.](#))

Adding Students to the Group

When all required **Group Test Information** is saved, students can be added to the group in the **Group Test Select** screen. (See [Figure 51.](#))

Group Test Select

Quick find: Search by: Last Name

All Students:

Last Name	First Name	MI	Student ID	Birth Date	Sex
SAMPLE	STUDENT	C	4	01/01/2000	MALE
SAMPLE	STUDENT	D	5	01/02/2000	FEMALE
SAMPLE	STUDENT	A	7	01/01/2000	MALE
SAMPLE	STUDENT	B	6	01/01/2000	FEMALE

Group

Last Name	First Name	MI	Student ID	Birth Date	Sex
SAMPLE	STUDENT	C	4	01/01/2000	MALE
SAMPLE	STUDENT	D	5	01/02/2000	FEMALE

2 students

Add Remove

End Test Begin Test

Figure 51. Group Test Select screen

In the **All Students** list in the top half of the screen, add students to the group by either double-clicking the name or clicking the name once and then clicking **Add**.

- ◆ The student record will appear in the **Group** list in the lower portion of the screen.

- ◆ You can remove a student from a selected group by either double-clicking a highlighted name in the **Group** list or clicking the name once and then clicking **Remove** at the bottom of the screen.

Entering a Student Test Record

1. When all students have been selected, click a student name, and then click the **Begin Test** button. Test entry will begin for the student you selected.
2. Enter the required information for the selected student's test record. (See Figure 52.)

For grade-based norms, the following applies:

- ◆ The student's **Grade** must be selected before a **Level** and **Form** can be selected. You must select a **Grade** before selecting a **Level**, and you must select a **Level** before selecting a **Form**.
- ◆ Values for **Level** are listed based on the **Grade** selected.
- ◆ **On Level** test form choices appear in black, **On Level** (special) test forms appear in blue, and **Out-of-Level** test forms appear in red.

For age-based norms, the following applies:

- ◆ The **Grade**, **Level**, and **Form** must be selected.
- ◆ Values for **Level** are listed based on the student's age.

Figure 52. Test Record: Information screen

3. Click **Item Entry** at the bottom of the screen to enter and verify the student's subtest item responses in the **Test Record: Item Entry** screen. (See [Figure 42](#).) (Or, go to step 4 to enter the student's subtest raw score responses.) After you have entered the student's test scores, the **Group Test Select** screen will appear, and the record of the student whose scores you just entered will no longer appear in the **Group** list. To start score entry for the next student indicated, go to step 5.
4. Click **Raw Score Entry** at the bottom of the screen to enter the student's subtest raw score responses in the **Raw Score Entry** screen. (See [Figure 43](#).) After you have entered the student's test scores, the **Group Test Select** screen will appear, and the record of the student whose scores you just entered will no longer appear in the **Group** list.
5. To start score entry for the next student indicated, do one of the following:
 - ◆ Click **Next** in the **Group Test Select** screen.
 - ◆ Click a different student record in the group, and then click **Next**.

Scanning G•MADE Software Data

The G•MADE software allows users to scan record forms rather than enter data by hand. Scannable versions of test forms for levels 1 and up are available and are required in order to use the G•MADE scanning functionality. The scanning software is only available for Windows. The following Scantron scanners are compatible with the G•MADE software:

- ◆ **ScanMark® ES Series:** All dual-head read with 48-channel reading (Barcoding functionality not available with these scanners)
- ◆ **OpScan/Insight Series:** All dual-head read, 48-channel models supported by ScanTools® 7.0

Preparing Answer Sheets

There are three ways to fill out student information on answer sheets.

The teacher or student can fill in bubbles associated with the required information using a pencil, a barcode label can be printed and affixed to the Name area of the form, or the software can pre-slug student information on to booklets or answer sheets.

Creating Barcode Stickers With Avery® 5160 Labels

To create barcodes for answer sheets, follow these steps:

1. Click on the **Scan Answer Sheets** button to open the scanning area of the software.
2. Click on the **Preparation** tab. (See Figure 53.)

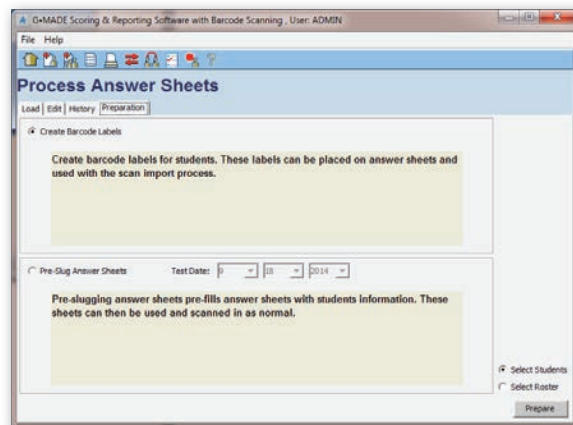


Figure 53. Process Answer Sheets, Preparation tab

3. Confirm that the **Create Barcode Labels** option is selected.

4. If printing by student, verify that the Select Students radio button is selected and click the **Prepare** button. If printing by roster, verify that the Select Roster radio button is selected and click the **Prepare** button.
5. If printing by students, select the students for whom you want labels created. Use **Shift + Click** to select a group of records in sequence or **Ctrl + Click** to select multiple random records. (See Figure 54.)

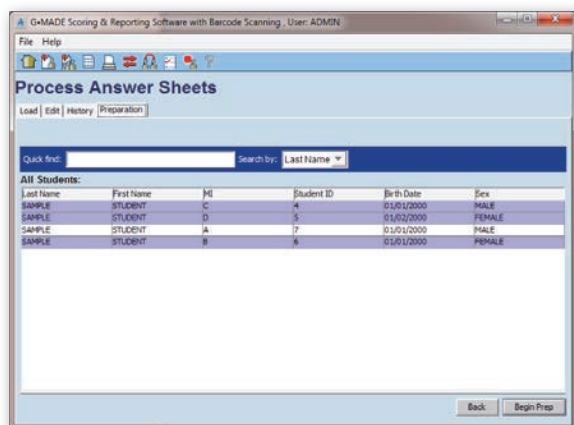


Figure 54. Process Answer Sheets, Select Students screen

6. If printing by roster, select the roster for which you want labels created. (See Figure 55.)

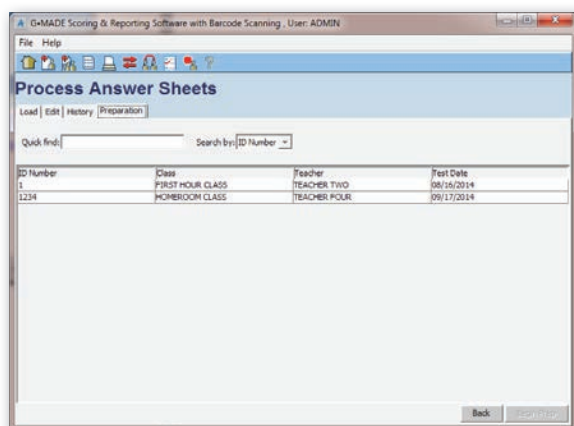


Figure 55. Process Answer Sheets, Select Roster screen

7. Click the **Begin Prep** button.

The Barcode Labels window will open. (See Figure 56.)

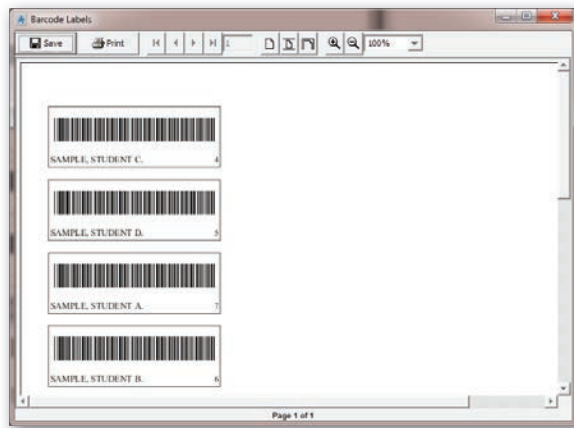


Figure 56. Barcode Labels window

8. Click the Print button.

Note: When printing for the first time it is recommended that you only print one label. Once you have confirmed that the text alignment is correct you can select all or a range of records.

The Print dialog box is displayed. (See Figure 57.)

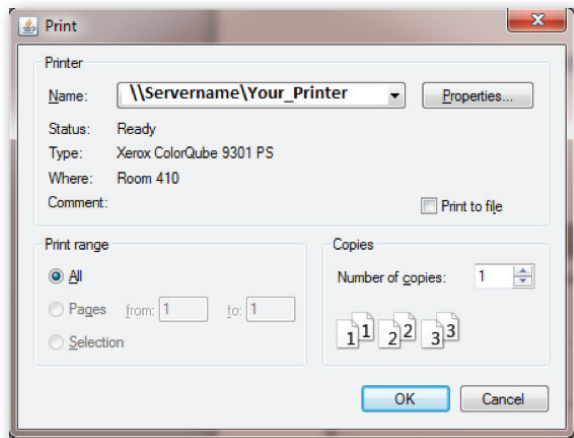


Figure 57. Print Barcode Labels window

9. Select the printer.

10. Click OK.

11. Click Cancel to close the Merge Printing With PrintFlex dialog box.

Placing the Label on the Answer Sheet

Place the label vertically in the Name area of the answer sheet. Measure the distance from the left edge of the form to the middle of the label. Adjust the barcode reader on your OpScan Series scanner to the approximate distance.

Note: It is important that the labels be placed in approximately the same location on each form so the barcode reader can retrieve the data from the label.

See [Scanning Data from Completed Answer Sheets](#) for details on how to load the completed answer sheet data into G•MADE.

Pre-slugging Answer Sheets With Student Information

Note: The pre-slugging functionality is available for G•MADE forms Level 4 through H.

1. Click on the **Scan Answer Sheets** button.
2. Click on the Preparation tab. (See [Figure 53](#).)
3. Confirm that the Pre-Slug Answer Sheets option is checked and set the test date (the default is the current date).
4. If pre-slugging by student, verify that the Select Students radio button is selected and click the **Prepare** button. If pre-slugging by roster, verify that the Select Roster radio button is selected and click the **Prepare** button.
5. If printing by students, select the students for whom you want to print answer sheets. Use **Shift + Click** to select a group of records in sequence or **Ctrl + Click** to select multiple random records. (See [Figure 54](#).)
6. If printing by roster, select the roster for which you want to print answer sheets. (See [Figure 55](#).)
7. Click the **Begin Prep** button.
8. Click the **Print** button. (See [Figure 58](#).)

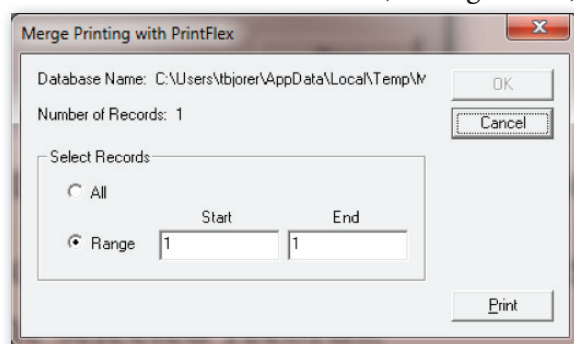


Figure 58. Merge Printing With PrintFlex window

Note: You may want to select one record to test before choosing to print answer sheets for all the selected records.

9. Select the Printer and click OK.

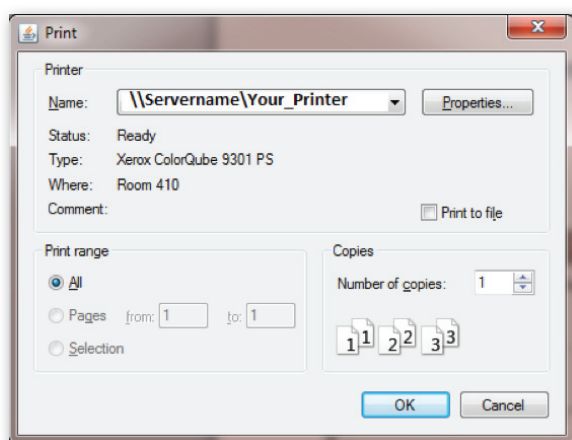


Figure 59. Print Pre-Slugged Answer Sheets window

If you see that the alignment is off, use the **Printer Alignment** button on the Print dialog box to adjust the location of the marks on the answer sheet. (See Figure 59.) The position can be adjusted up or down and the sizing can be adjusted left or right. Each increment is equal to 1/100th of an inch. (See Figure 60.)

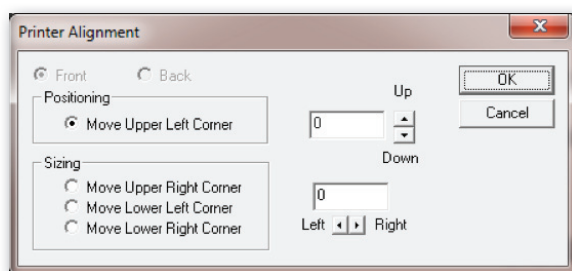


Figure 60. Printer Alignment window

Note: If you are pre-slugging by roster, the process described above will have printed the header sheet. You will need to click the **Cancel** button on the **Merge Printing with PrintFlex** window, and then begin again with step 8 to pre-slug the answer sheets.

Scanning Data from Completed Answer Sheets

To scan data using the G•MADE software, follow these instructions:

1. Ensure that the scanner is securely connected to the computer and that the power is on. If scanning answer sheets with bar-codes (OpScan scanners only), confirm that the barcode reader is in the correct location.

Note: If you are using a serial connection for your scanner, be sure to turn on the scanner before starting your computer.

2. From the **Home** screen, click the **Scan Answer Sheets** button. If you are using an ES Series scanner, be sure you have completed the scanning setup outlined in the [Setting up Scanning Functionality \(Scanning Version Only\)](#) section of this manual before attempting to scan.
3. From the **Scan** tab on the **Scan Answer Sheets** screen (see [Figure 61](#)), you can choose one of two settings for importing scanned data:

- ◆ To import data directly from the scanner, select **via scanner**.

The Barcodes check box should be selected when you are scanning answer sheets with barcode labels affixed to the front of the form.

- ◆ To import a data file generated by scanning that has been completed remotely, select **via file** and then go to the [Editing Scanned Forms](#) section for next steps.

Note: Because files are most often used for high-end scanners, leave the setting as **via scanner** if your scanner is a standard desktop model.

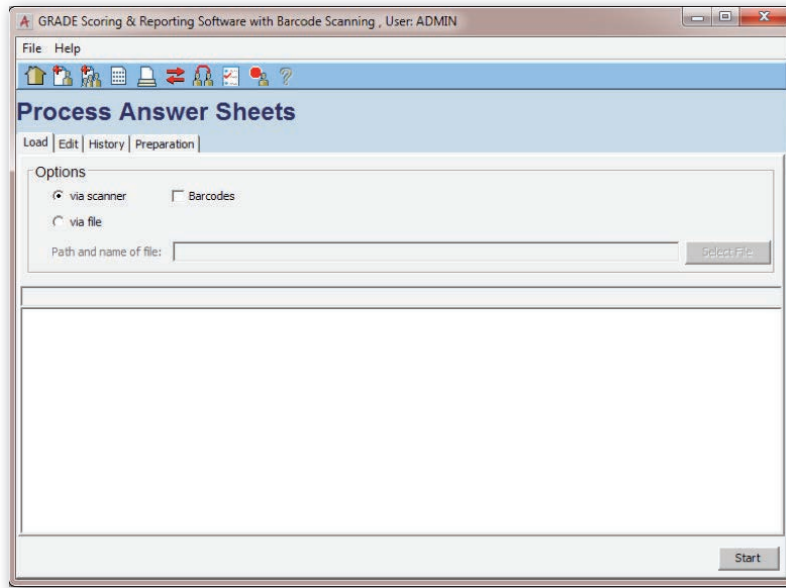


Figure 61. Scan Answer Sheets screen, Scan tab

4. Load your forms onto the scanner and click the **Start** button.
 - ◆ Current header sheet information is displayed at the top of the screen (School, Class, and Teacher); the student name, ID number, test level, and form associated with the current header sheet are listed below that. (See Figure 62.) The current booklet/answer sheet page number is displayed at the bottom.

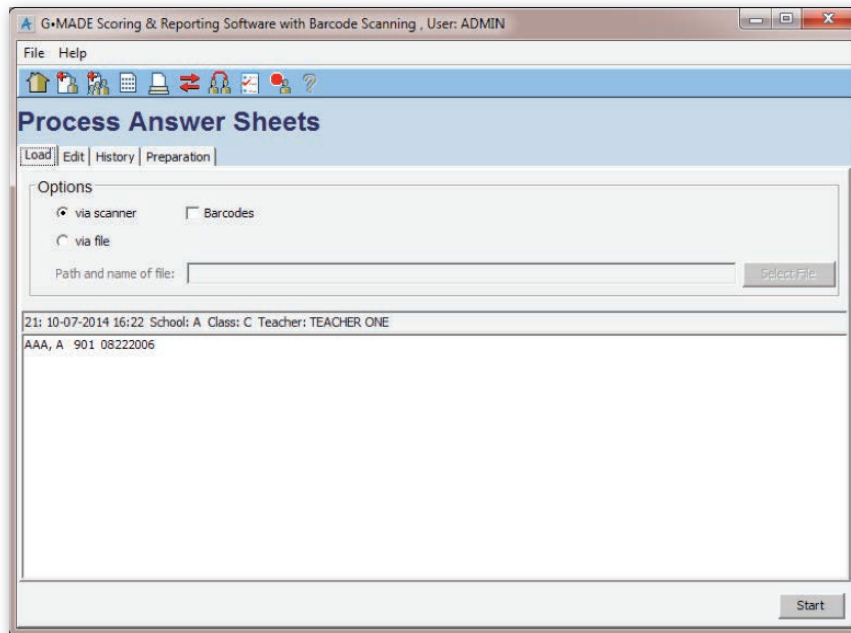


Figure 62. Scan Answer Sheets screen, Scan tab displaying test records

- ◆ When a new header sheet is scanned, the associated information will appear on the **Scan** tab, and the information from the first header sheet and corresponding forms will be moved to the **Edit** tab. The **Scan Answer Sheets** screen will display all test forms as they are scanned.
- ◆ Clicking the **Stop** button will stop the scanner, and the current data will be moved to the **Edit** tab. The following are the only other instances where scanning will stop:
 - ◆ Page missing from booklet
 - ◆ Wrong page scanned/page not recognized
 - ◆ Header sheet missing
 - ◆ Errors on header sheet
 - ◆ Booklet blank
 - ◆ Page already scanned
- ◆ When all forms have been scanned, a **Scanner Message** dialog box will appear indicating that the input hopper is empty. (See Figure 63.)

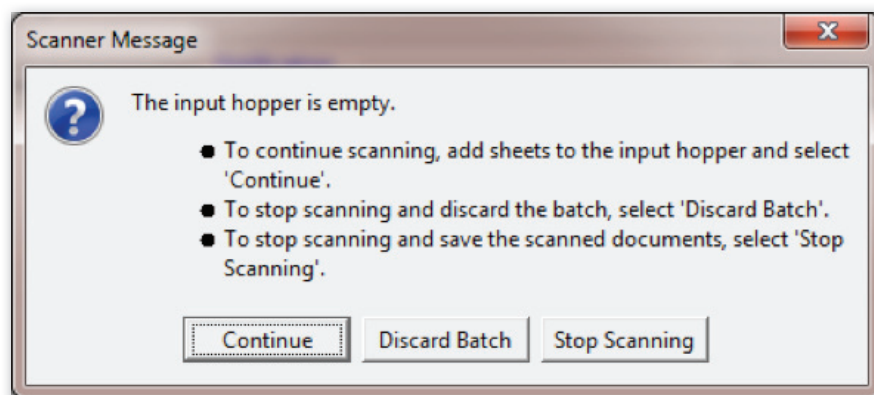


Figure 63. Scanner Message dialog box

- ◆ Next, the **End of Batch** dialog box will appear to notify you that scanning is complete. (See Figure 64.)

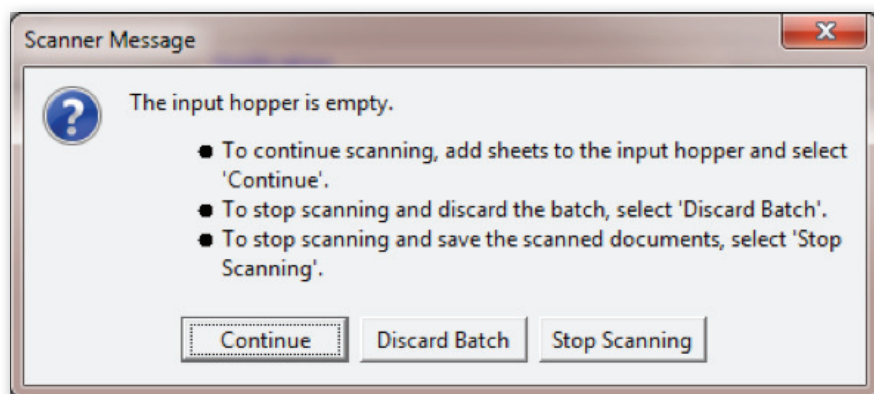


Figure 64. End of Batch dialog

Editing Scanned Forms

Clicking the **Edit** tab on the **Scan Answer Sheets** screen allows you to correct errors on scanned forms before importing data into the database. All color-coded errors and severe warnings must be corrected before the data can be imported.

Any record(s) with errors will have colored fields to indicate the error type as follows:

- ◆ Red indicates errors, including missing or incorrectly bubbled required header fields or student identification fields or incorrectly bubbled item responses (if this is set as an error in **Administration Setup**).
- ◆ Orange indicates severe warnings, including a school name and/or ID number that does not exist in the database, or a test level/student grade or age combination with no norms available.
- ◆ Yellow indicates minor warnings, including the following:
 - ◆ **School ID** exists in the database, but the **School Name** does not exist or is blank.
 - ◆ **Teacher ID** exists in the database, but the **Teacher Name** does not exist or is blank.
 - ◆ **Teacher Name** exists in the database, but the **Teacher ID** does not.
 - ◆ **Class ID** exists in the database, but the **Class Name** does not exist or is blank.
 - ◆ **Class Name** exists in the database, but the **Class ID** does not.

To Edit Scanned Forms

You can choose to display only scanned data fields with errors or all scanned data fields.

1. Click the **Display** pull-down menu to select which form information to view.
 - ◆ You can choose to view either errors and warnings or all data on the form. (See Figure 65.)
 - ◆ For a description of the color-coded errors and warnings, go to the beginning of this section ([Editing Scanned Forms](#)).

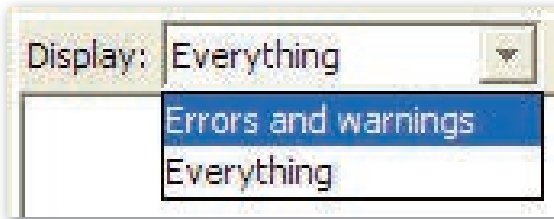


Figure 65. Display Errors and Warnings pull-down menu

2. Click **Select Scan Group ID** to view all scanned header sheets. All header sheets from the most recent scan job and those that have not been completely imported are listed here. (See [Figure 66](#).)
 - ◆ After selecting a header sheet entry, all associated test sheets will be listed just below **Display**.
 - ◆ Errors and warnings will be color-coded according to severity (as previously discussed).

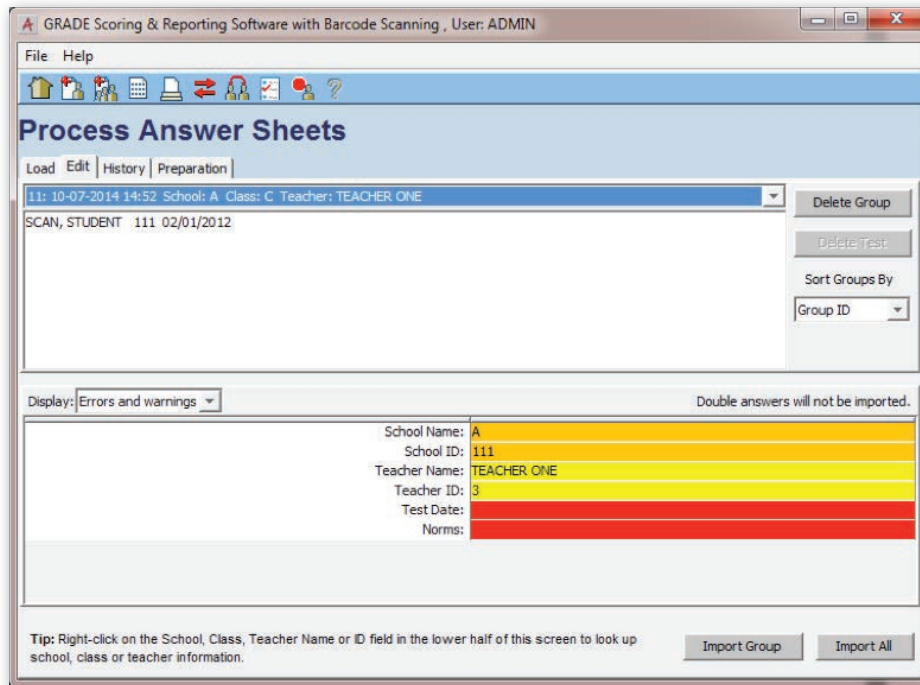


Figure 66. Scan Answer Sheets screen, Edit tab showing errors and warnings

- ◆ A header sheet can be deleted by clicking the **Delete Group** button on the right. (See [Figure 67.](#))
- ◆ If you delete a header sheet, all associated test sheets will also be deleted.

Note: A header sheet will be marked only if there is an error/warning on it. Every header sheet *must* be checked for errors/warnings in associated booklets/test sheets.

3. Edit header sheet.

Note: You can select individual records from an imported scan group to edit. To do so, follow the instructions given at the bottom of [Figure 68](#) and [Figure 69](#).

- ◆ To select group records, search by school, class, or teacher.
- ◆ To select individual student records, search by student.

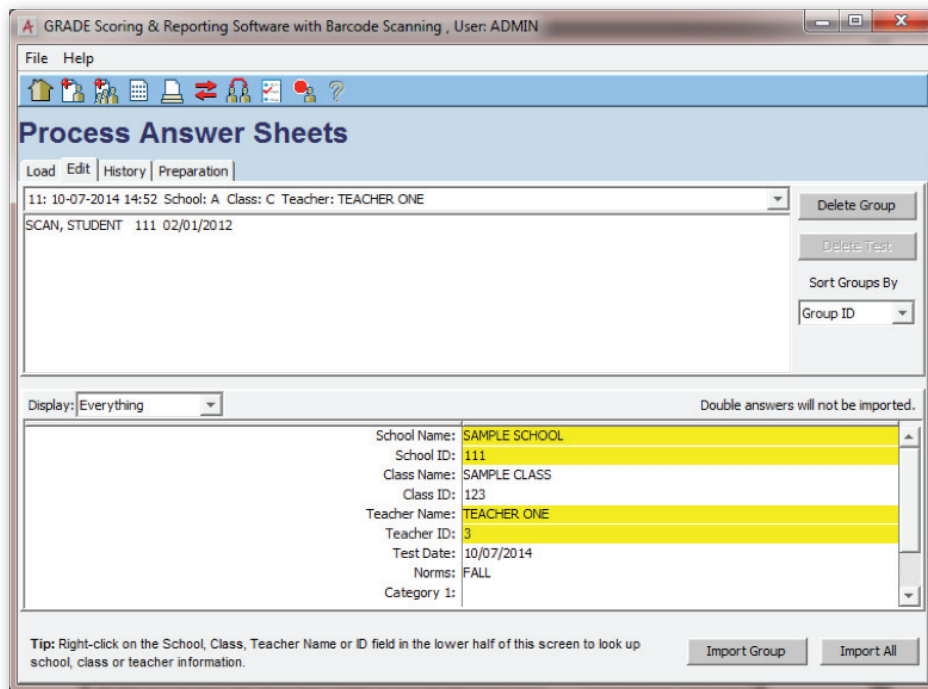


Figure 67. Scan Answer Sheets screen, Edit tab showing all scanned data

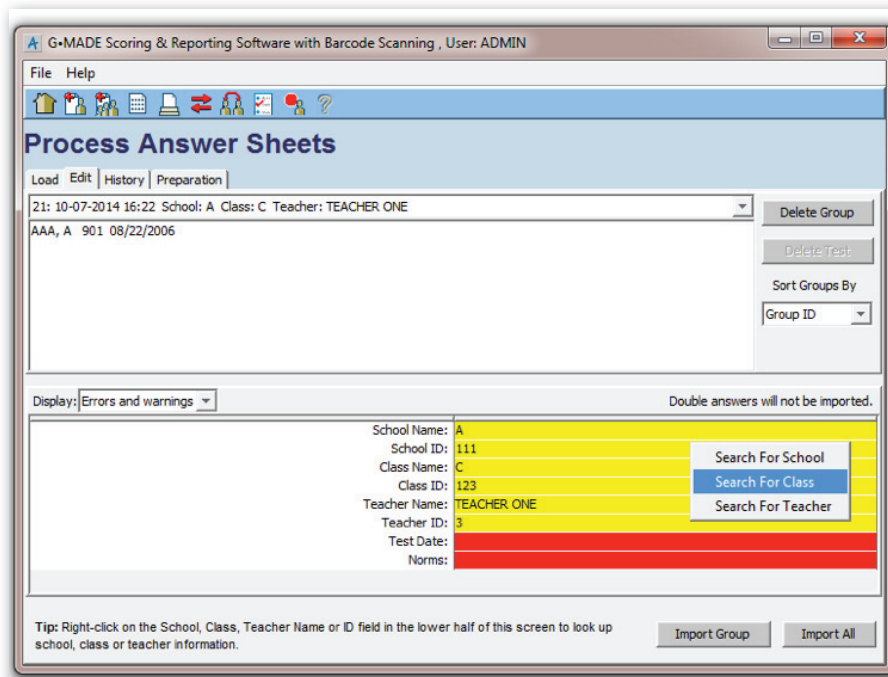


Figure 68. Scan Answer Sheets screen, Edit tab, group record search

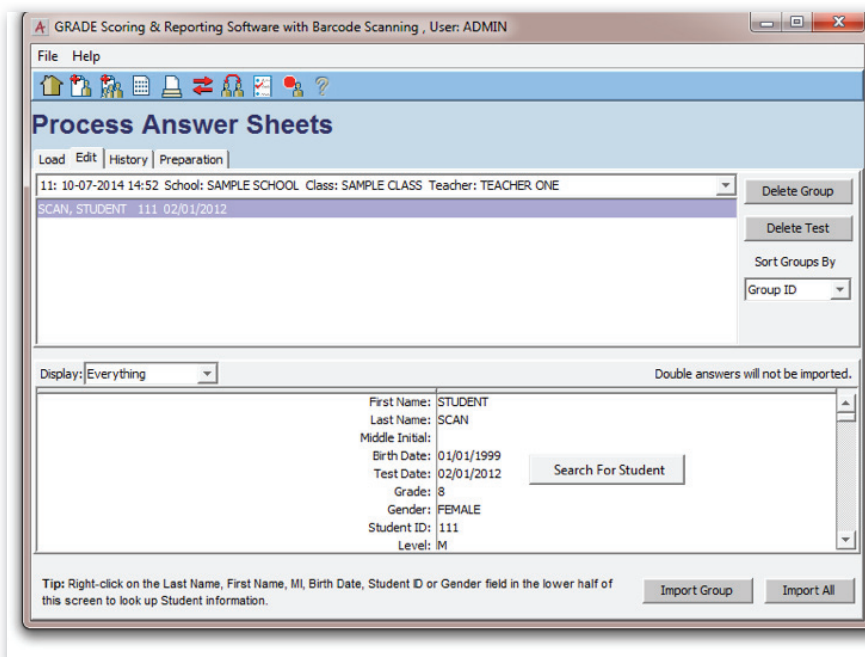


Figure 69. Scan Answer Sheets screen, Edit tab, individual student record search

- ◆ Clicking the **Select Scan Group ID** pull-down menu will list all header sheets with test sheets that have not been imported.
- ◆ Header sheets with errors or warnings will appear in red, orange, or yellow, depending on the severity of error. Click the desired field at the bottom of the screen to edit information.

Note: If the **Test Date** is changed, you will be notified that the **Test Date** and **Norms Used** for all other scanned test records in that group will also change. (See Figure 70.)

- ◆ Click **Yes** to change the **Test Date**.
- ◆ Click **No** to cancel the change.

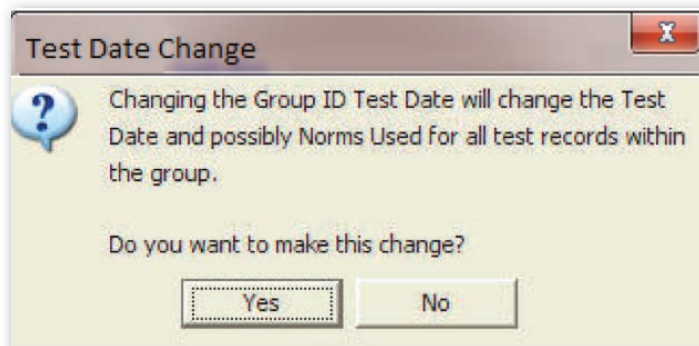


Figure 70. Test Date Change prompt

Note: If any test sheets associated with the selected header sheet have already been imported, no information for the header sheet can be edited.

4. Click the booklet/test sheet to display errors. Booklets/test sheets listed under header sheets will also appear in red, orange, or yellow if they contain an error or warning. (See Figure 71.)

- ◆ Clicking a booklet/test sheet will populate the area under **Display** with information from the selected test sheets.
- ◆ All errors/warnings will appear in the designated color (as just described).
- ◆ Test sheets can be deleted by clicking a booklet name and then clicking **Delete Test**. (See [Figure 72](#).)

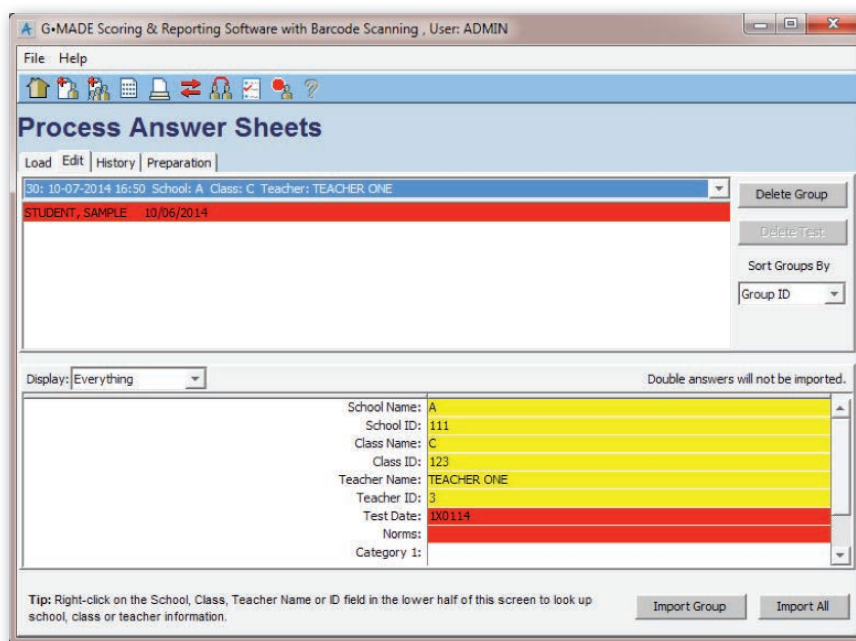


Figure 71. Scan Answer Sheets screen, Edit tab displaying header sheet errors

5. Click the field to edit. (See [Figure 72](#).)

- ◆ Item responses that are double-marked may be listed as an error, depending on the setting specified by the Administrator.
- ◆ The current setting is listed above the test sheet list.

Note: An “X” will automatically appear in any item response field that does not have a response value.

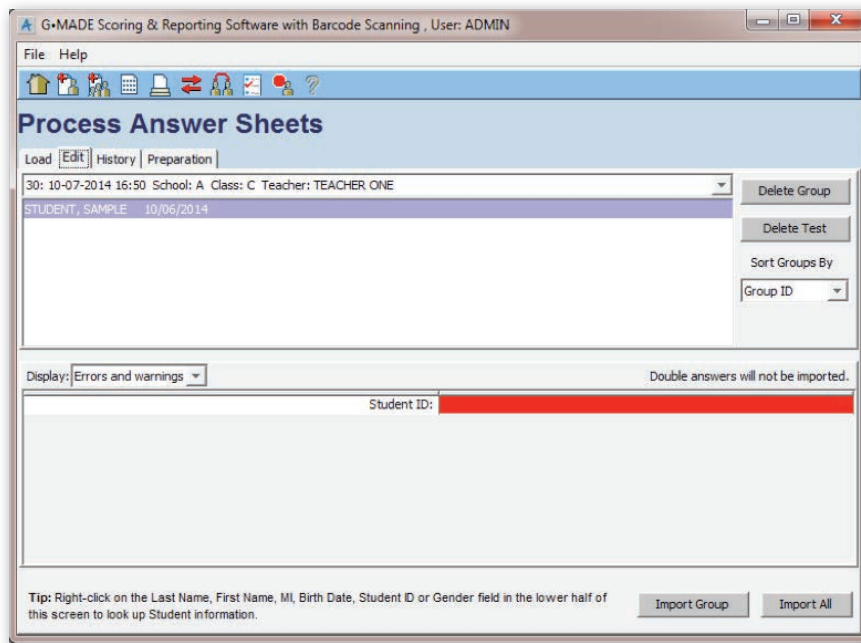


Figure 72. Scan Answer Sheets screen, Edit tab displaying student errors

6. Click the **Import** button to import scanned data. All test sheets and associated header sheets with no errors or severe warnings will be imported into the database. Test sheets with errors will not be imported but will still be listed under the associated header sheet.
 - ◆ Once a test sheet has been imported, any information on the associated header sheet can no longer be edited.
 - ◆ The **Test Date** and **Norms Used** come from the header sheet and cannot be edited on individual test sheets.
 - ◆ If a header sheet still has errors, all associated test sheets will not be imported.

As you are importing, you will be notified of the following for each test group and associated header sheet:

- ◆ **Scan Date, School, Class, and Teacher**
- ◆ Number of test sheets imported successfully
- ◆ Number of test sheets that have errors and were not imported
- ◆ Any duplicate records that were skipped

When importing is completed, you will be informed of the total number of test sheets imported successfully, the number of test sheets with errors, and any duplicate records that were skipped.

Note: You will be notified if you are entering

- ◆ a student ID number that already exists in the database,
- ◆ a new student record whose demographic data matches an existing student record but has a different ID number, or
- ◆ an existing student record (using age-based norms) for which the selected test level is not within range.

In these instances, you can avoid duplicating data by

- ◆ importing the student record using the existing student in the database,
- ◆ skipping the test record,
- ◆ stopping the process to edit the student record before importing, or
- ◆ creating a new student record using the new ID number (if the student demographic information matches that of an existing student record).

Viewing History

All imported test sheets and associated header sheets are listed in **History** for 30 days from the latest scan job. (See Figure 73.) Header sheets are listed under **Scan Groups**. Clicking a header sheet will list all imported test sheets under **Test Records**.

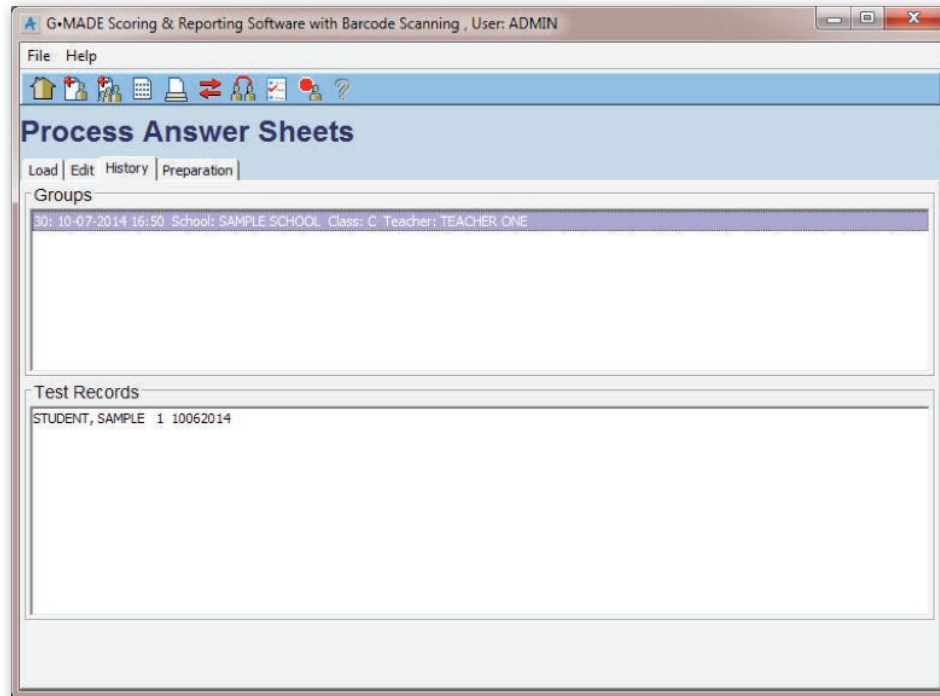


Figure 73. Scan Answer Sheets screen, History tab

Reporting

The G•MADE software allows you to create and generate a variety of reports. Only the individual reports are available when generating reports for a single student. Group reports are available when a teacher or class is chosen. All other reporting options/filters are unavailable until a student, teacher, or test site has been selected.

Creating and Generating Reports

To create and generate a report, do the following:

1. Click the **Run Reports** button on the G•MADE **Home** screen, or the icon at the top of the screen, to display the **Reporting** screen. (See Figure 74.)

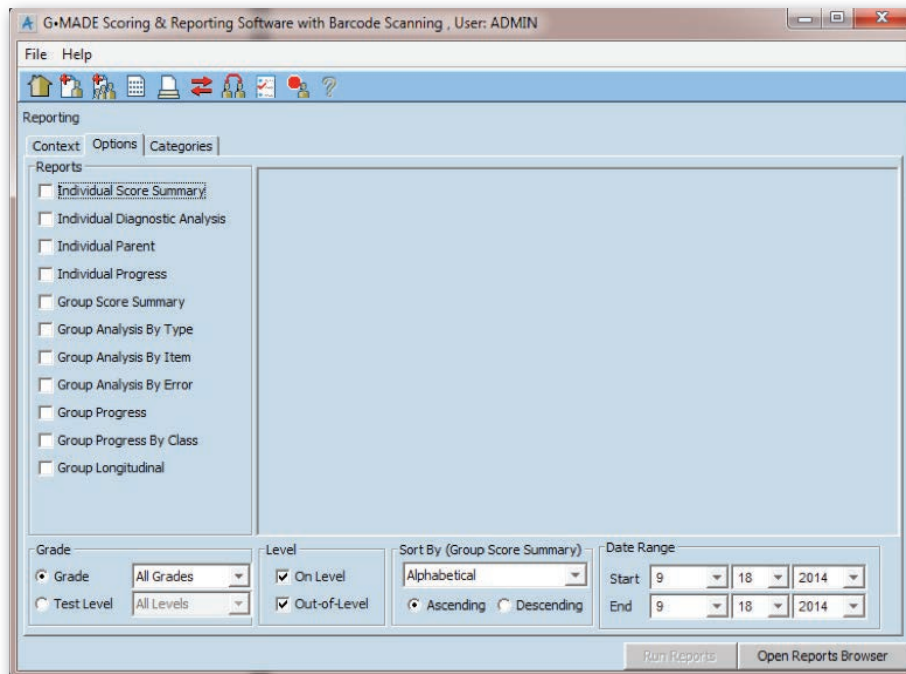


Figure 74. Reporting screen

2. Select Report Context (**Student**, **Teacher**, or **Test Site**).
 - ◆ Select the **Student(s)** radio button (if it isn't already selected) under the **Run report by** heading on the Context tab to run reports by student. (See [Figure 75](#).)
 - ◆ Select a student by clicking on the student's name to highlight it in the **Students Available** section. Press the Add button to move the student into the **Selected Students** section to add the student to the reports.
 - ◆ Remove a student by clicking on the student's name to highlight it in the **Selected Students** section. Press the Remove

button to move the student back to the **Students Available** section to remove the student from the reports. Press the Remove All button to move all students from the Selected Students section to the Students Available section.

- ◆ Users can select multiple students by holding down the Ctrl key while highlighting individual students or the Shift key in order to select a concurrent group of students.

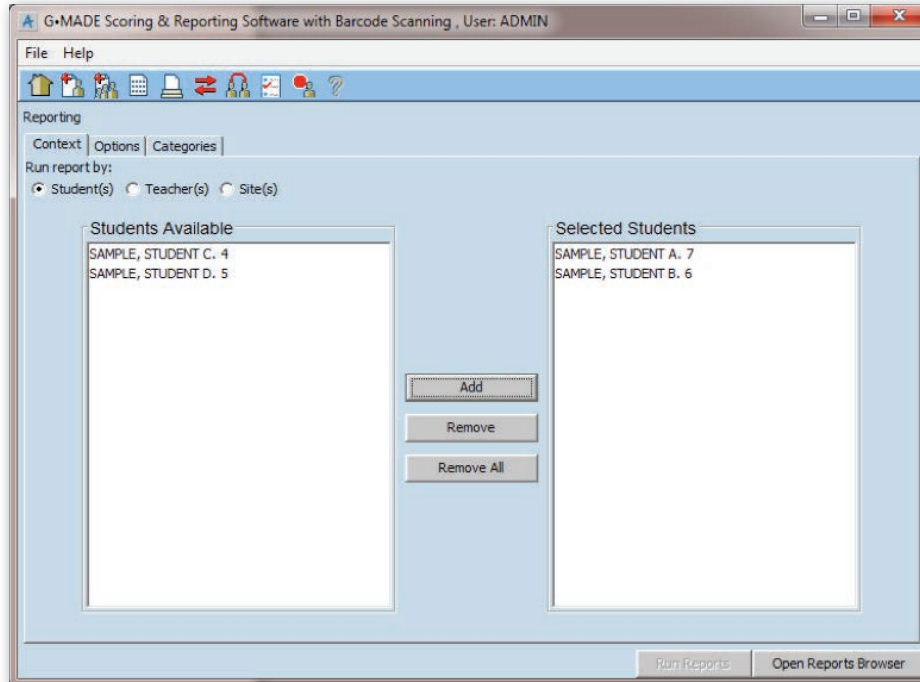


Figure 75. Select Student window

- ◆ Select the **Teacher(s)** radio button (if it isn't already selected) under the **Run report by** heading on the Context tab to run reports by teacher. (See [Figure 76.](#))
- ◆ Select a teacher by clicking on the teacher's name to highlight it in the **Teachers Available** section. Press the Add button to move the teacher into the **Selected Teachers** section to add the teacher to the reports.
- ◆ Remove a teacher by clicking on the teacher's name to highlight it in the **Selected Teachers** section. Press the Remove button to move the teacher back to the **Teachers Available** section to remove the teacher from the reports. Press the Remove All button to move all teachers from the Selected Teachers section to the Teachers Available section.

- ◆ Users can select multiple teachers by holding down the Ctrl key while highlighting individual teachers or the Shift key in order to select a concurrent group of teachers.
- ◆ Active teacher records will appear in black, and Inactive teacher records will appear in light gray. Both types of teacher records can be selected for reporting.

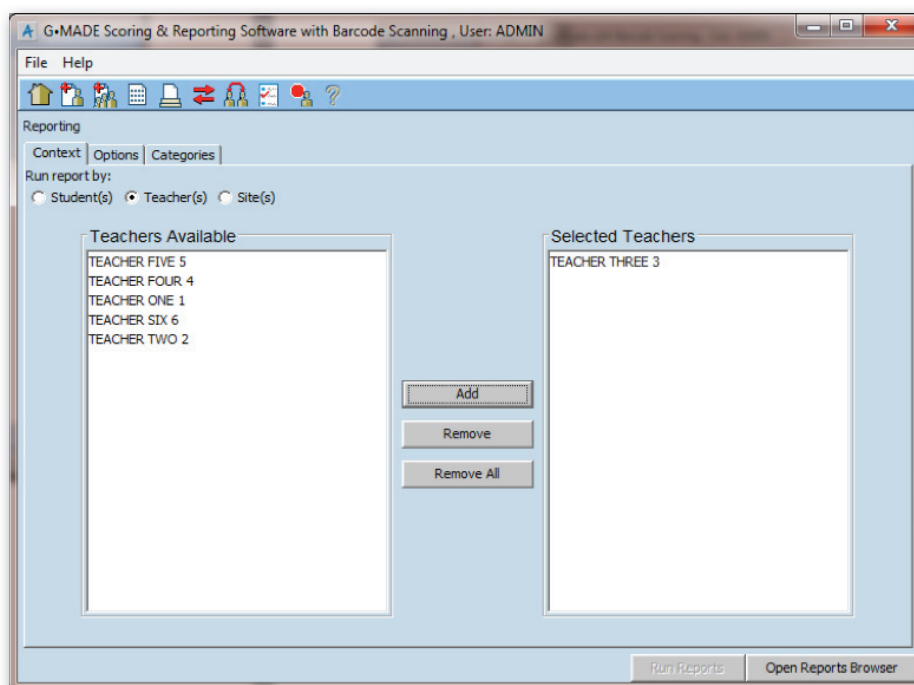


Figure 76. Select Teacher window

- ◆ Selecting the **Site(s)** radio button in the **Run report by** section will allow you to run reports on all sublevels (e.g., **Classes**). The **Test Sites Available** section represents each of the available test site levels (**District, Subdistrict, School, Class**) that were created in **Administration Setup**. (see [Figure 77](#).)
- ◆ Select a test site by clicking on the test site's name to highlight it in the **Test Sites Available** section. Press the **Add** button to move the test site into the **Selected Test Sites** section to add the test site to the reports.
- ◆ Remove a test site by clicking on the test site's name to highlight it in the **Selected Test Sites** section. Press the **Remove** button to move the test site back to the **Test Sites Available** section to remove the test site from the reports. Press the **Remove All** button to move all test sites from the **Selected Test Sites** section to the **Test Sites Available** section.

- ◆ Users can select multiple test sites by holding down the Ctrl key while highlighting individual test sites or the Shift key in order to select a concurrent group of test sites.

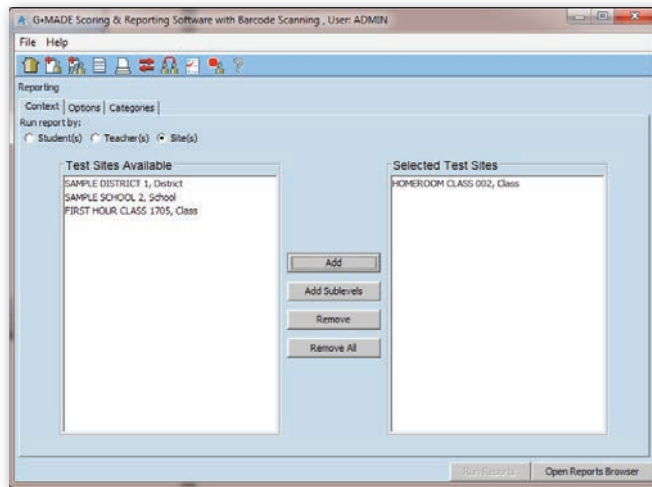


Figure 77. Select Test Site window

3. Select reporting options by clicking on the Options tab on the **Reporting** screen. (See [Figure 74](#).) Various report types will be available, depending on whether a report is being generated for a student, teacher, or test site:
 - ◆ **Individual Score Summary** is available when **Student**, **Teacher**, **Class**, or **All Sublevels** is selected.
 - ◆ **Individual Diagnostic Analysis** is available when **Student**, **Teacher**, **Class**, or **All Sublevels** is selected.
 - ◆ **Individual Parent Report** is available when **Student**, **Teacher**, **Class**, or **All Sublevels** is selected.

Note: The Individual Parent Report is available in English, Spanish, and Portuguese versions. The **Parent Report Language Options** will appear when you select this reporting option (see [Figure 78](#)).

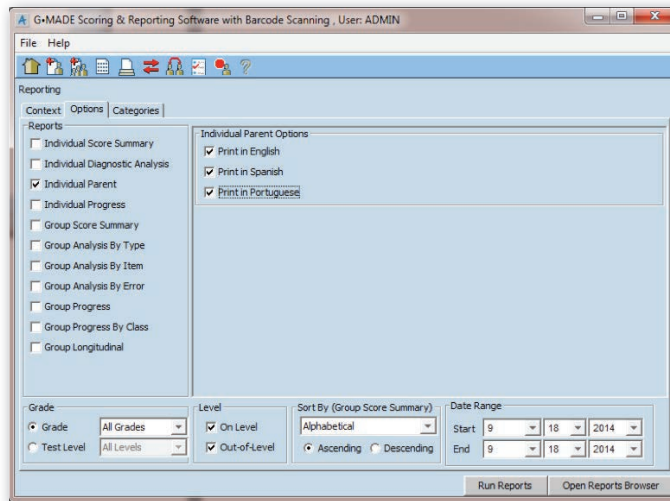


Figure 78. Parent Report Language Options

- ◆ **Individual Progress Report** is available when **Student**, **Teacher**, **Class**, or **All Sublevels** is selected. (The **Level** cannot be selected.)
- ◆ **Group Score Summary** is available when **Class** is the **Test Site** or when **Teacher** is selected.
- ◆ **Group Analysis by Item** is available when **Class** is the **Test Site** or when **Teacher** is selected.
- ◆ **Group Analysis by Type** is available when **Class** is the **Test Site** or when **Teacher** is selected.
- ◆ **Group Analysis by Error** is available when **Class** is the **Test Site** or when **Teacher** is selected.
- ◆ **Group Progress Report** is available when **Test Site** or **Teacher** is selected. (The **Level** cannot be selected.)
- ◆ **Group Class Progress Report** is available when **Test Site** or **Teacher** is selected.

Note: Report options differ depending on the record type:

- ◆ Only individual reports will be enabled when you are reporting on students.
- ◆ All report types will be enabled when you are reporting on teachers or single classes.
- ◆ When **Group Score Summary** is selected, you will be able to select which derived scores are included on the report. You can select sorting based on a score or alphabetically in ascending or descending order.

- ◆ Only the **Group Progress** report will be enabled when you are reporting on a **School** or a higher-level test site. However, if **Include Sublevels** is checked, all reports will be enabled, and the applicable report types will be generated for all sublevels of the selected test site.

Note: An example of each report is presented in [Appendix B](#) of this user's manual.

4. Select Student Grade or Test Level. Reports can be narrowed down further to only those tests administered at a certain grade or test level. The default will be All Grades or All Levels, depending on the choice of grade or level.
5. Click the On Level and/or Out-of-Level check boxes to indicate whether the report will include On Level, Out-of-Level, or All tests.
6. Select the Sort By value (only available with the Group Score Summary Report) and the order type—ascending or descending.
7. Enter Date Range for test dates. Reports generated will be based on test dates within the specified date range. The format for starting and ending test dates is month, day, and year. If a date is not selected, the program will default to the current month, day, and year.
8. Use the Category query builder (for details on how to use this feature, refer to Building a Category query section of this manual) to further define what records you want included in the report.
9. Click Run Reports at the bottom of the screen. A Report Viewer will appear for reports on individual students. Group Reports or a combination of Individual and Group Report selections will be saved in the Report Browser.

For the Individual Diagnostic Analysis report you will have the option of saving the file in .pdf, .rtf, or .csv format. You can open the CSV file using Microsoft Excel to import the report data and manipulate it. Group Diagnostic Reports by teacher or test site will be stored as PDF and CSV files in time-stamped directories. Each report type will have an icon to visually indicate PDF or CSV. All other reports will be stored as PDF only. Students not appearing in reports will be listed in a text file in a class directory.

Browsing Existing Reports

You can view existing reports by clicking the **Open Report Browser** button at the bottom of the **Reporting** screen. This will display a list of time-stamped reports that have been previously generated. (See Figure 78.) You can view a report saved in PDF format by double-clicking on the report name or icon. To view a report saved in CSV format, select the report from the Report Viewer and click the Open button or just double-click on the report name. Microsoft Excel will launch, and the data will display on the active worksheet. You can also use the **Copy to . . .** button to save a copy of the file to a different location on your computer or network.

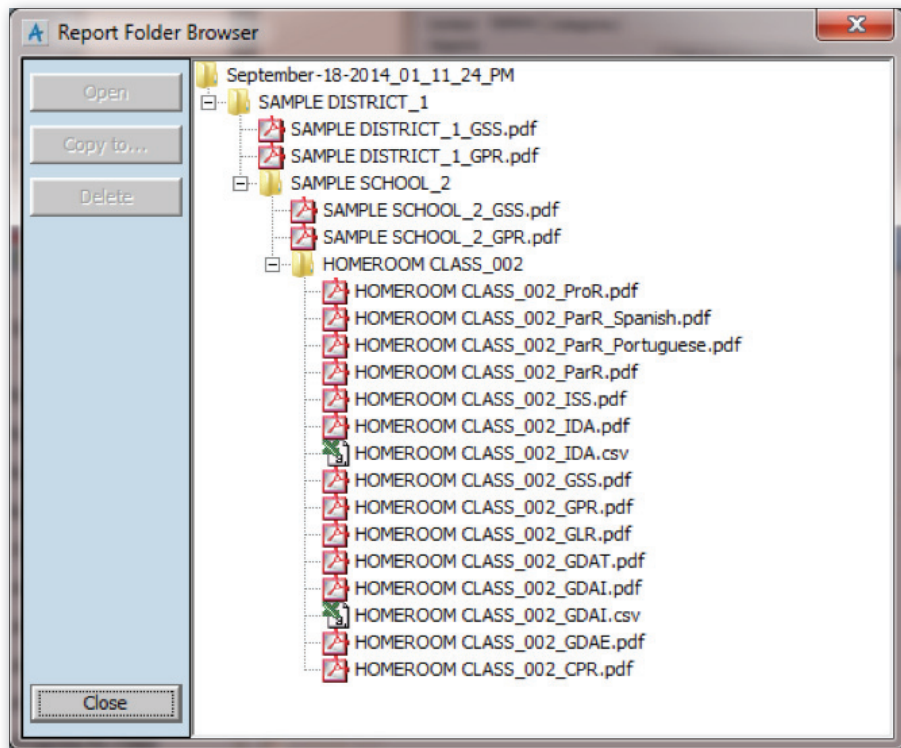


Figure 79. Report Folder Browser window

Building a Category Query

You can use the Categories section of the screen to include or exclude test records from a report.

1. Select a value from the Control pull-down menu.
2. Click the **AND** or the **OR** button.
3. Click the **Add** button.

The **AND** and **OR** buttons help you to include multiple conditions. Use **AND** if you are looking for test records that have both categories. Use **OR** if a test record has one or the other category. If you want to remove a category, click the **Delete** button. The Delete function removes the last category added. (See Figure 80.)

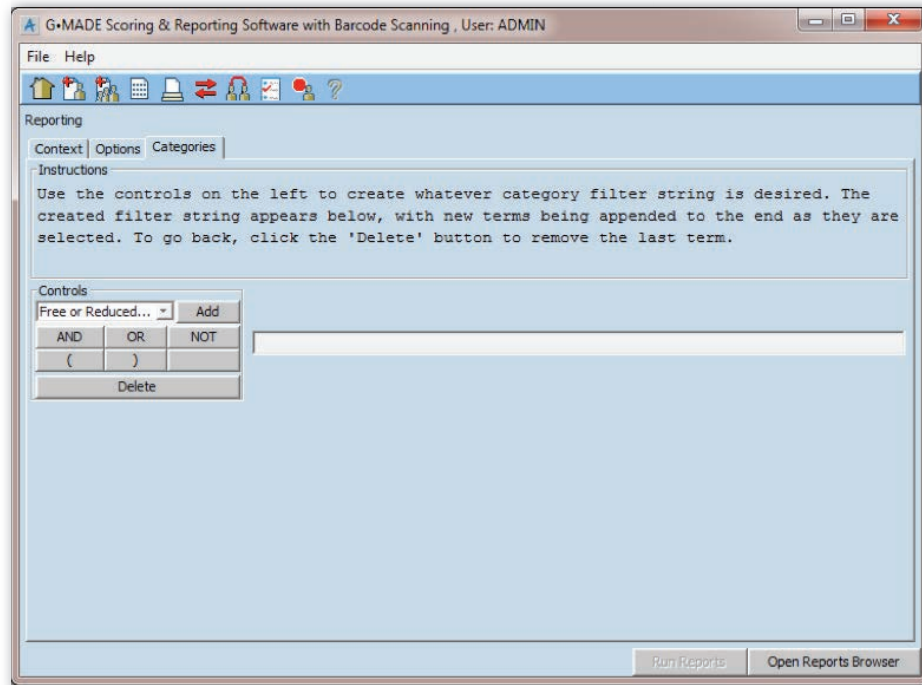


Figure 80. Query Builder window

Importing and Exporting Data

The G•MADE software provides several options for importing and exporting G•MADE data. The **Import or Export Data** screen allows you to do the following:

- ◆ Import student, teacher, and test site data
- ◆ Export a data file for use in a spreadsheet

To access the **Import or Export Data** screen, click the **Import or Export Data** icon at the top of the screen, or click the **Import or Export Data** button on the **Home** screen.

Importing Data

To import student or teacher data from the **Import or Export Data** screen, follow these steps:

1. Choose whether to import student data, teacher data, or test site data by using the pull-down menu in the **Import Students and Teachers** section at the top of the **Import or Export Data** screen. (See Figure 81.)

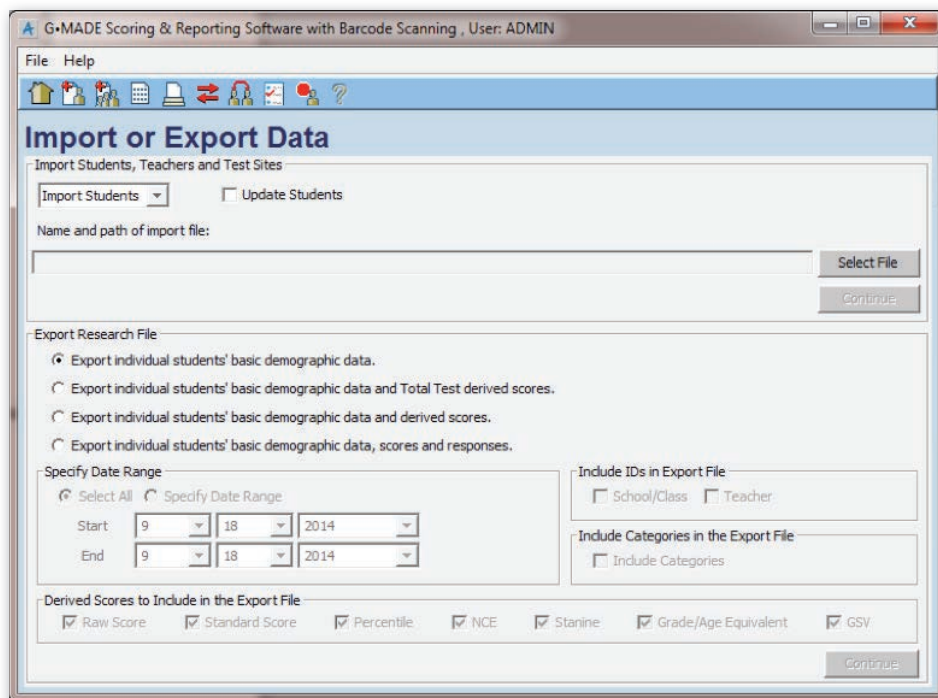


Figure 81. Import or Export Data screen

2. To replace existing student IDs when importing students, check the check box next to **Update Students**.
3. Click **Select File** to go to the **Open** window. (See [Figure 82](#).)

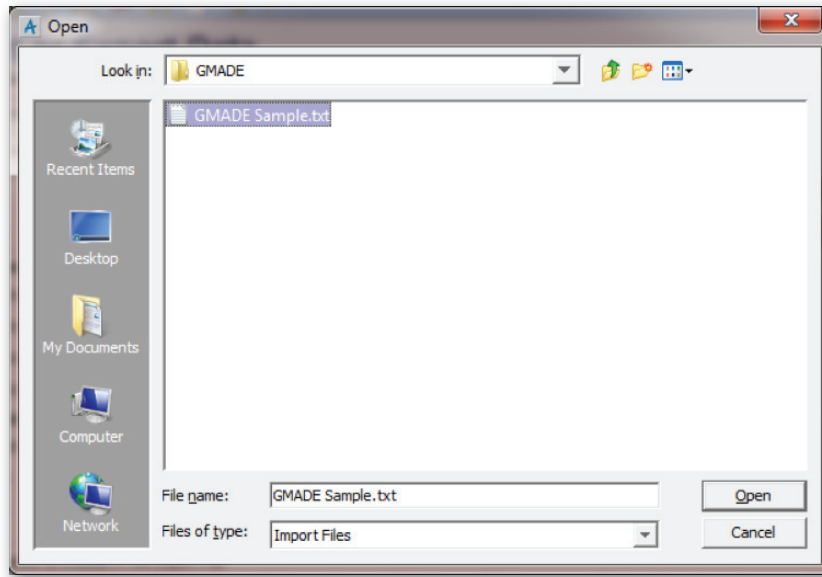


Figure 82. Open window for file selection

4. To import a file into the G•MADE database, double-click the file. Or, click the file name once, and then click the **Open** button. The file name will appear in the **Import or Export Data** screen.

Note: If you have selected **Update Duplicate Student IDs**, all imported students with matching names and birth dates in the GMADE database will have their Student IDs replaced with Student IDs from the imported file.

If **Update Duplicate Student IDs** is not selected, imported data will be checked for duplicate names and ID numbers from the GMADE database. Duplicates from the imported file will be identified once importing is completed.

5. Click **Continue** to proceed to the **Assign Labels** screen, and follow the instructions for assigning labels to imported data. (See [Figure 83.](#))

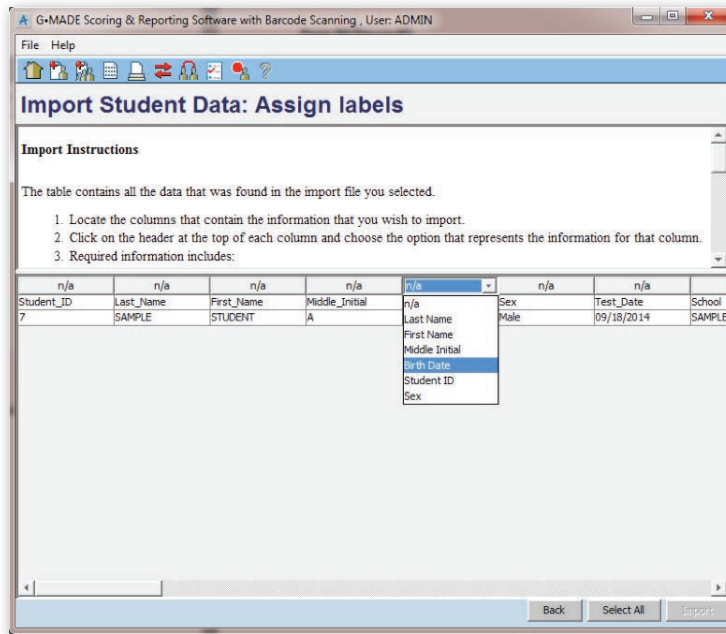


Figure 83. Import Student Data: Assign Labels screen

6. Click the data row(s) that you want to import from the file. Then click the **Import** button at the bottom of the screen. If you want to import all data, click the **Select All** button.

- ◆ A student's ID number, first and last name, sex, and birth date are required to import an individual student data set.
- ◆ A teacher's name (first, last, or middle initial) and ID number are required to import an individual teacher data set.

Note: Imported data will be checked for duplicate names and ID numbers in the G•MADE database. Duplicates from the imported file will be identified once importing is completed.

7. Click the **Back** button to return to the **Import or Export Data** screen.

Exporting Data

To export student data from the **Import or Export Data** screen, complete these steps:

1. From the **Export Research File** section of the **Import or Export Data** screen (see [Figure 81](#)), indicate the type of data you want to export:
 - ◆ Export individual students' basic demographic data (default).
 - ◆ Export individual students' basic demographic data and selected Total Test derived scores. Check the box(es) of the type(s) of Total Test derived scores to include in the export file.

- ◆ Export individual students' basic demographic data and derived scores. Check the box(es) of the type(s) of Total Test and subtest derived scores to include in the export file.
- ◆ Export individual students' basic demographic data, derived scores, and item responses. Check the box(es) of the type(s) of Total Test and subtest derived scores to include in the export file.

With the second, third, and fourth export options you have the choice of including School/Class and Teacher IDs in the file. You also have the choice to include the Category information for each test record.

2. Indicate a date range to include in the exported data file. Include all dates by clicking the **Select All** button. Or click the **Specify Date Range** button and indicate the range using the pull-down menus for **Start** and **End** test dates.
3. Click **Continue** to advance to the **Location and Name of Export File** window. (See Figure 84.)

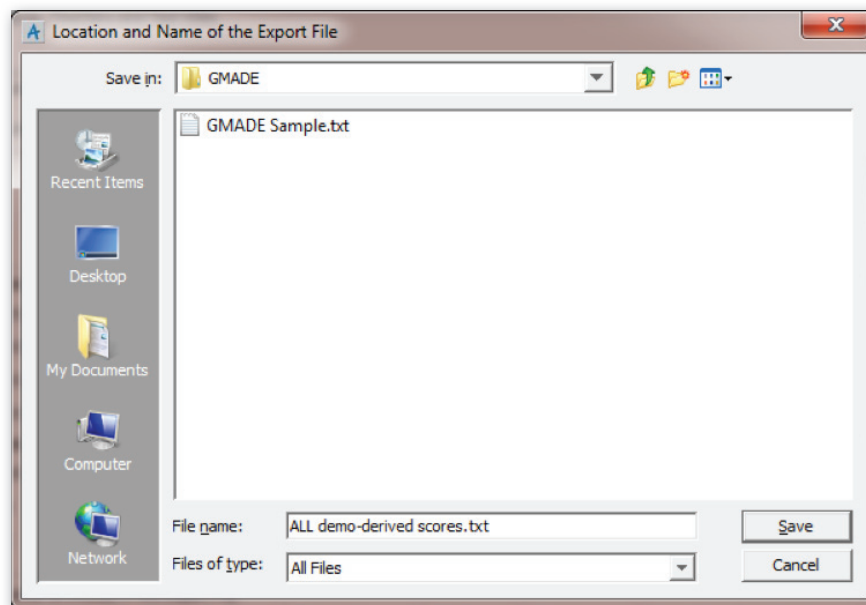


Figure 84. Location and Name of Export File window

4. Enter a file name, then click **Save**, and then click **OK** on the verification prompt.

Merging Data

To merge data from the G•MADE software, go to the **Merge Data** screen by clicking either the **Merge Data** button on the **Home** screen or the **Merge Data** icon at the top of the screen.

From the **Merge Import and Export** tab on the **Merge Data** screen (see Figure 85), select one of the following options:

- ◆ **Import Data From Another G•MADE Database.** This allows you to import into your current G•MADE database any data that were previously created in another G•MADE database.
- ◆ **Export Individual Student Data.** This allows you to export individual students and their associated tests to a file that can be imported into another G•MADE database. When imported, these tests will not be associated with any teacher or class. They will be reported on using only Individual Progress Reports.
- ◆ **Export Group Student Data.** This allows you to export groups of students and their associated tests to a file that can be imported into another G•MADE database. When imported, all tests will remain associated with the original teacher and class. If data exist in the current database, they can be modified using the **Merge Edit** tab after they have been imported.

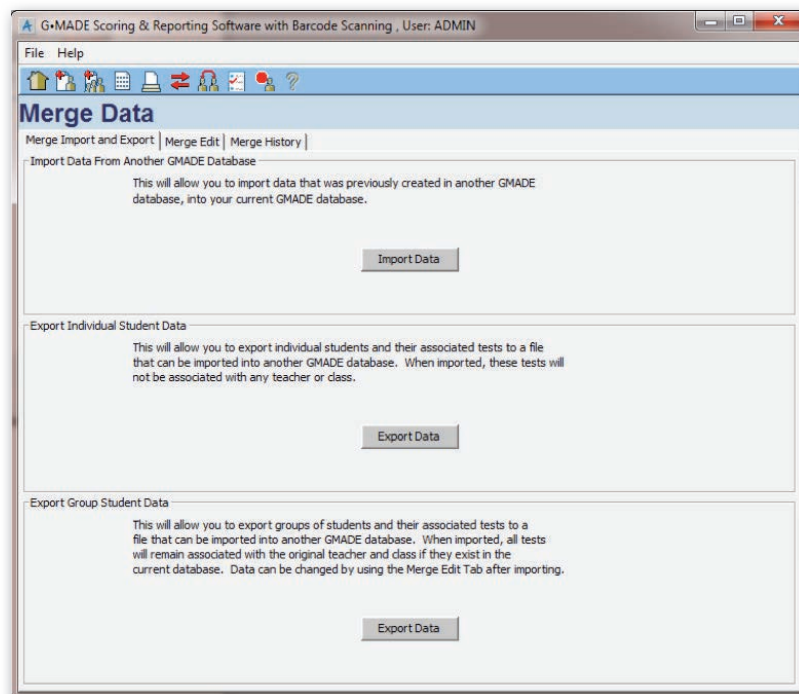
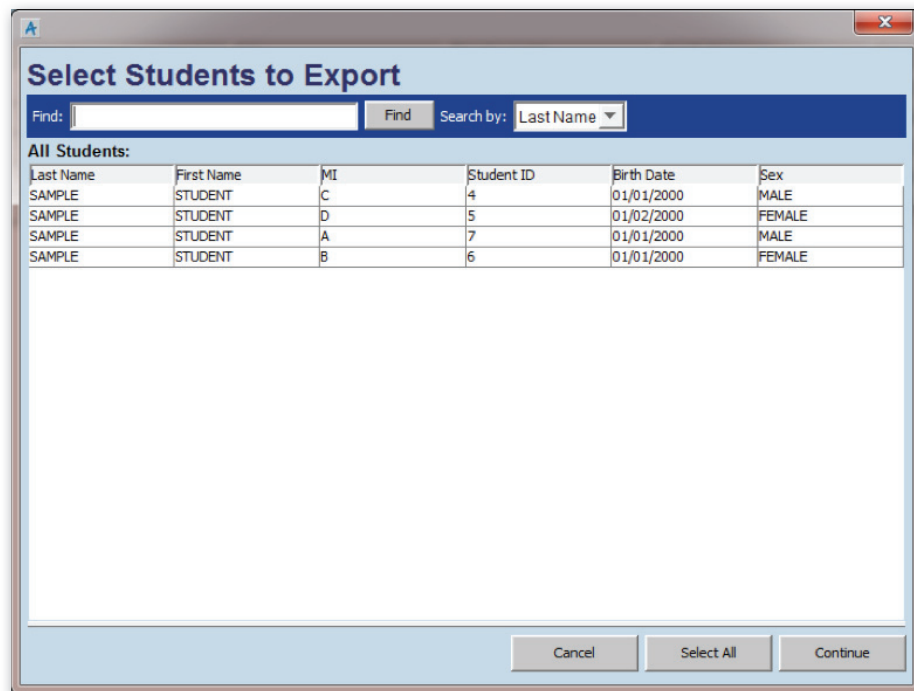


Figure 85. Merge Data screen, Merge Import and Export tab

Exporting Individual Student Data

To export individual student data, follow these steps:

1. Click the **Export Data** button.
2. From the **Select Students to Export** screen (see Figure 86), press the **Ctrl** key on your keyboard while clicking each student whose data you wish to export. Click the **Select All** button to select all students in the database.



Last Name	First Name	MI	Student ID	Birth Date	Sex
SAMPLE	STUDENT	C	4	01/01/2000	MALE
SAMPLE	STUDENT	D	5	01/02/2000	FEMALE
SAMPLE	STUDENT	A	7	01/01/2000	MALE
SAMPLE	STUDENT	B	6	01/01/2000	FEMALE

Figure 86. Select Students to Export screen

3. Click **Continue** to advance to the **Location and Name of Merge File** window. (See [Figure 87](#).) Enter a file name, and then click **Save**.

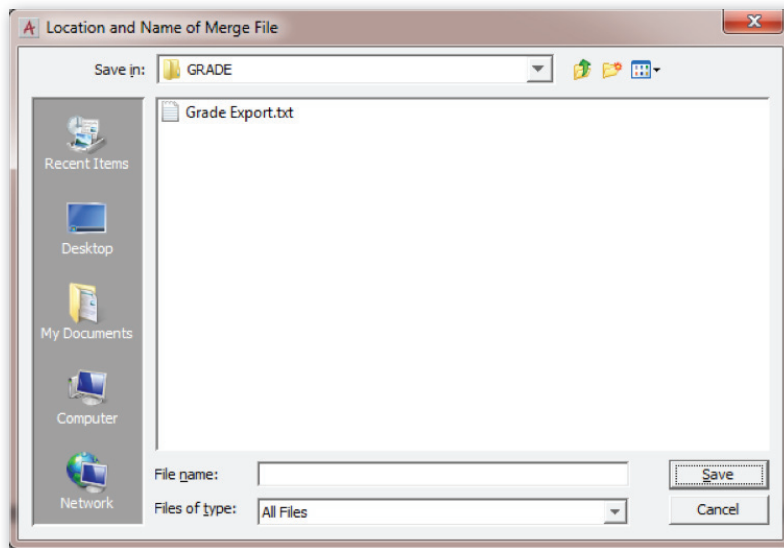


Figure 87. Location and Name of Merge File window

4. Click **OK** in the **Export Complete** dialog box (see Figure 88) to return to the Merge Data screen.



Figure 88. Export Complete dialog box

Exporting Group Student Data

To export group student data, do the following:

1. Click the **Export Data** button from the **Merge Import and Export** tab of the **Merge Data** screen. (See [Figure 85](#).)
2. From the **Select Students to Export** screen (see [Figure 86](#)), press the **Ctrl** key on your keyboard while clicking each student you want to select from the G•MADE database. Click the **Select All** button to select all students.
3. Click **Continue** to advance to the **Location and Name of Merge File** window. (See Figure 87.)
4. Enter a file name, and then click **Save**.
5. Click **OK** in the **Export Complete** dialog box (see Figure 88) to return to the **Merge Data** screen.

Importing Data From Another G•MADE Database

Complete these steps to import data from another database:

1. From the **Merge Import and Export** tab of the **Merge Data** screen (see [Figure 85](#)), click the **Import Data** button to locate the file you want to import.
2. Click the file you want to import from the **Select a Merge File** window (see [Figure 89](#)), and then click **Open**.

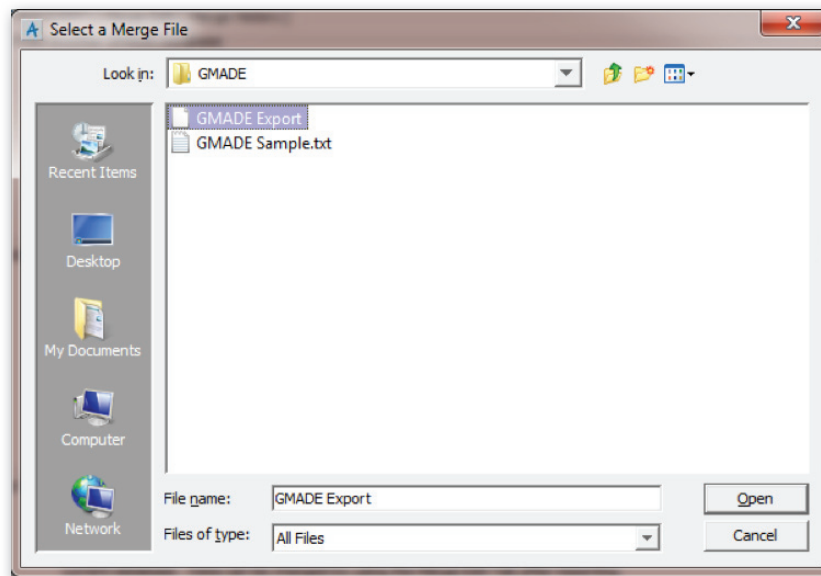


Figure 89. Select a Merge File window

3. Click **OK** in the **Import Details** dialog box (see [Figure 89](#)) to return to the **Merge Data** screen.

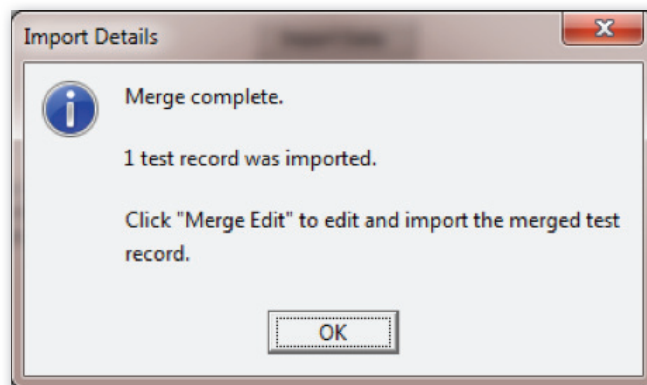


Figure 90. Import Details dialog box

4. Click the **Merge Edit** tab on the **Merge Data** screen to display the records in the selected file. (See [Figure 91](#).) These files and records can now be opened for correction.

To Import an Individual

1. Click the **Merge Edit** tab on the **Merge Data** screen to display the student records in the selected file. (See Figure 91.) Records with errors are color-coded and must be edited before importing.

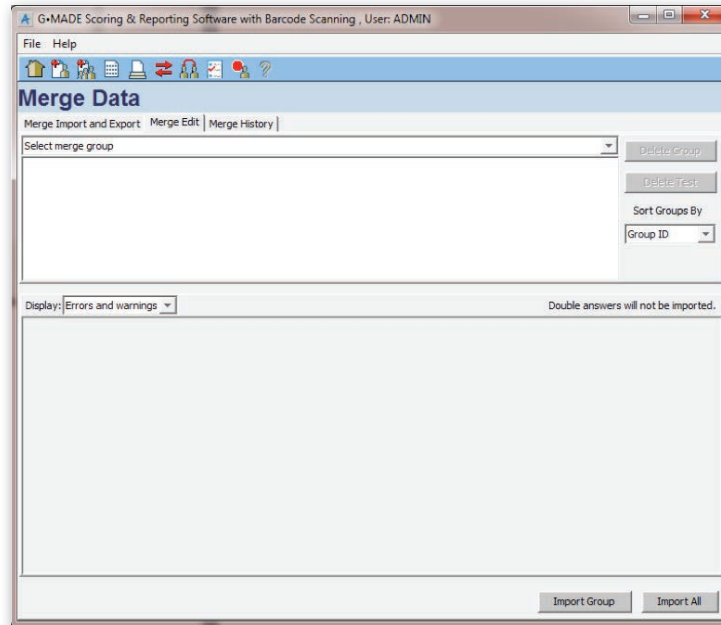


Figure 91. Merge Data screen, Merge Edit tab

2. Click the pull-down menu and select **Individual Student Merge** to view a list of all student records in the file.
3. Click a student record to edit and correct any errors.
(See [Figure 92.](#))

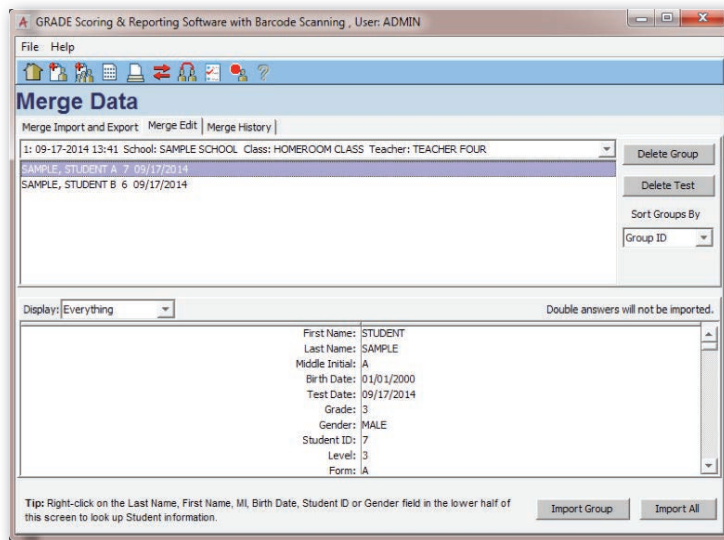


Figure 92. Merge Data screen, Merge Edit tab showing individual import records

4. After correcting any errors, click the **Import** button to display the results in the **Import Report** dialog box. (See Figure 93.)

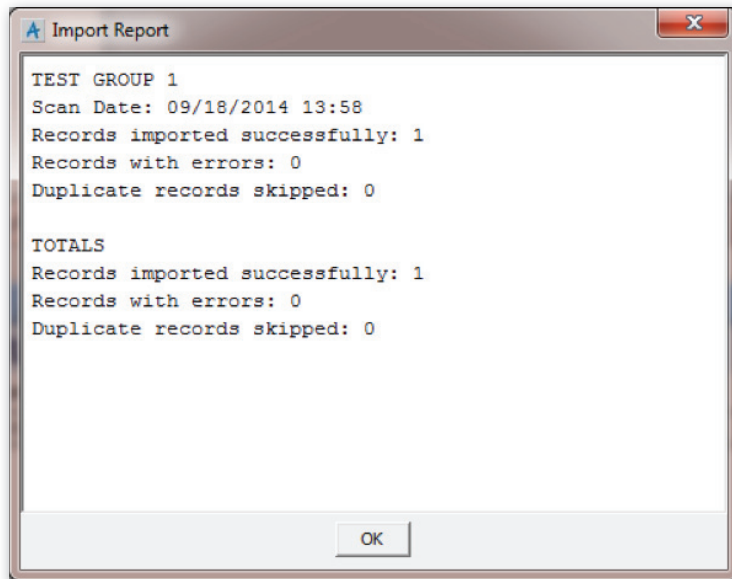


Figure 93. Import Report dialog box

To Import a Group

1. Click the **Merge Edit** tab on the **Merge Data** screen to display the test records in the selected file. (See Figure 94.) Test records will be grouped by school, class, and teacher.

Note: Records with errors are color-coded and must be edited before importing.

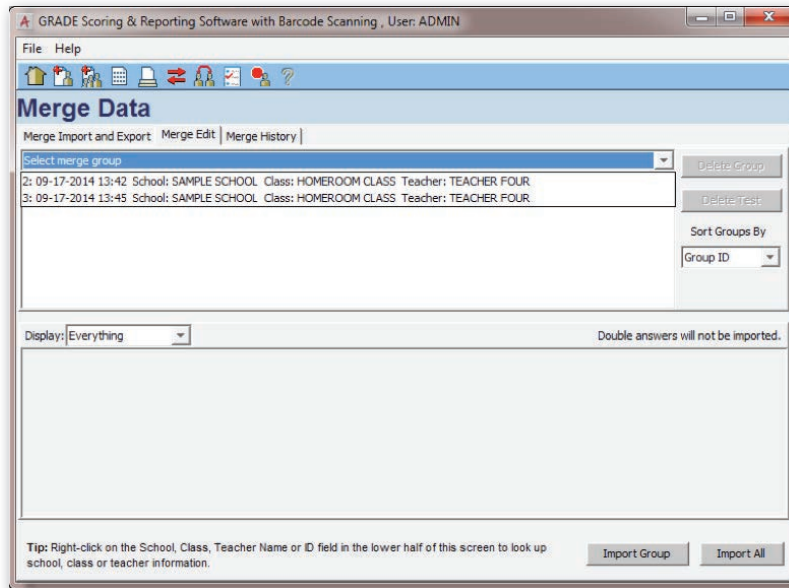


Figure 94. Merge Data screen, Merge Edit tab showing imported group test records

2. Click the pull-down menu and select the applicable group in order to view a list of all student test records in that class. Group information is displayed at the bottom of the screen and can be edited to correct any errors. (See [Figure 95.](#))

Note: You can select individual records from an imported group to edit. To do so, follow the instructions given at the bottom of [Figure 96](#) and [Figure 97](#).

- ◆ To select group records, search by school, class, or teacher.
- ◆ To select individual student records, search by student.

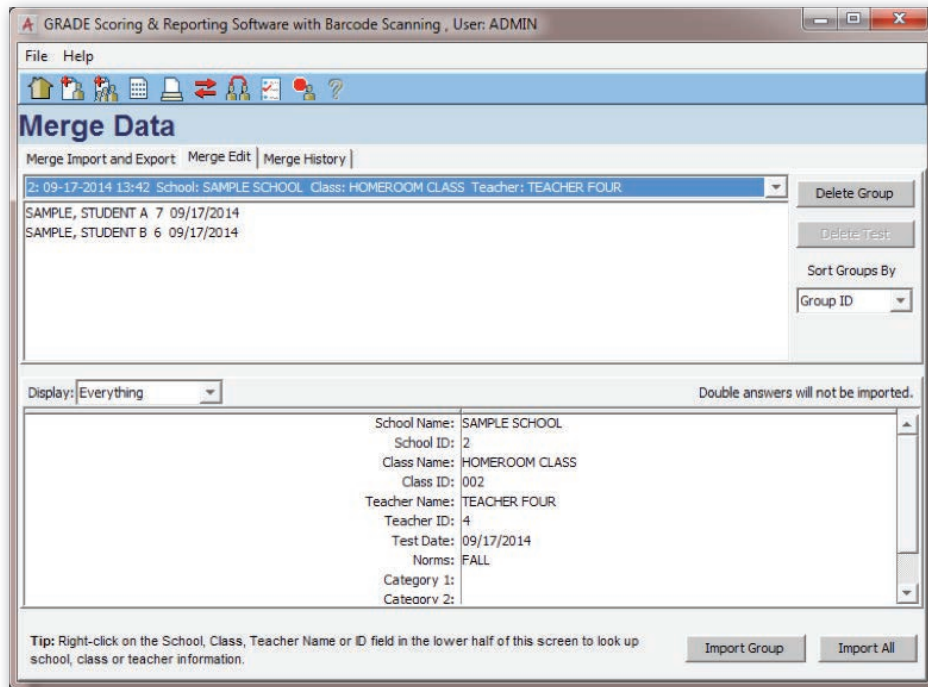


Figure 95. Merge Data screen, Merge Edit tab showing imported group student records

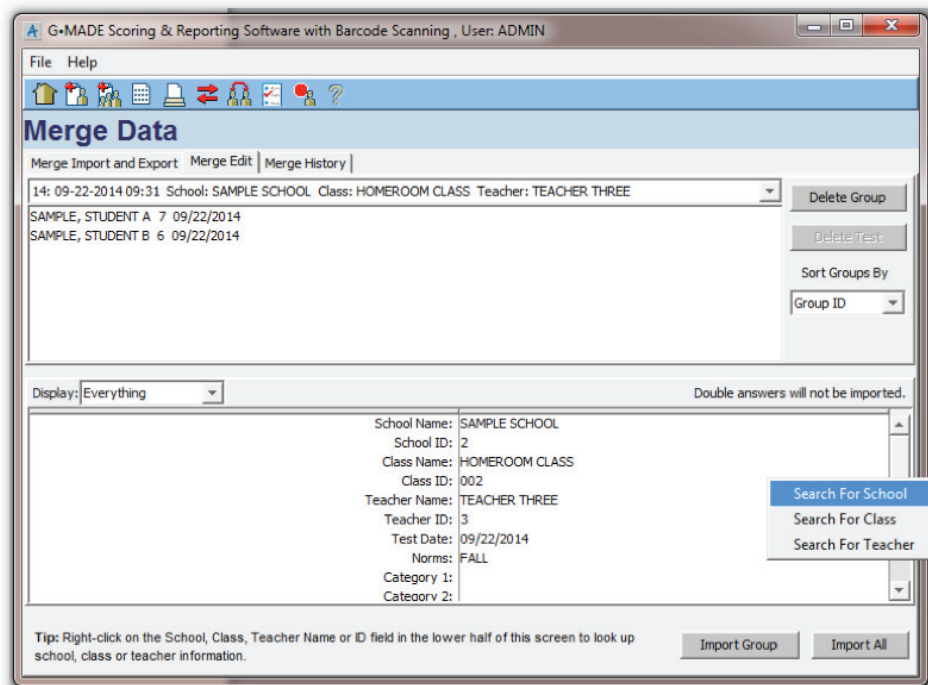


Figure 96. Merge Data screen, Merge Edit tab, group record search

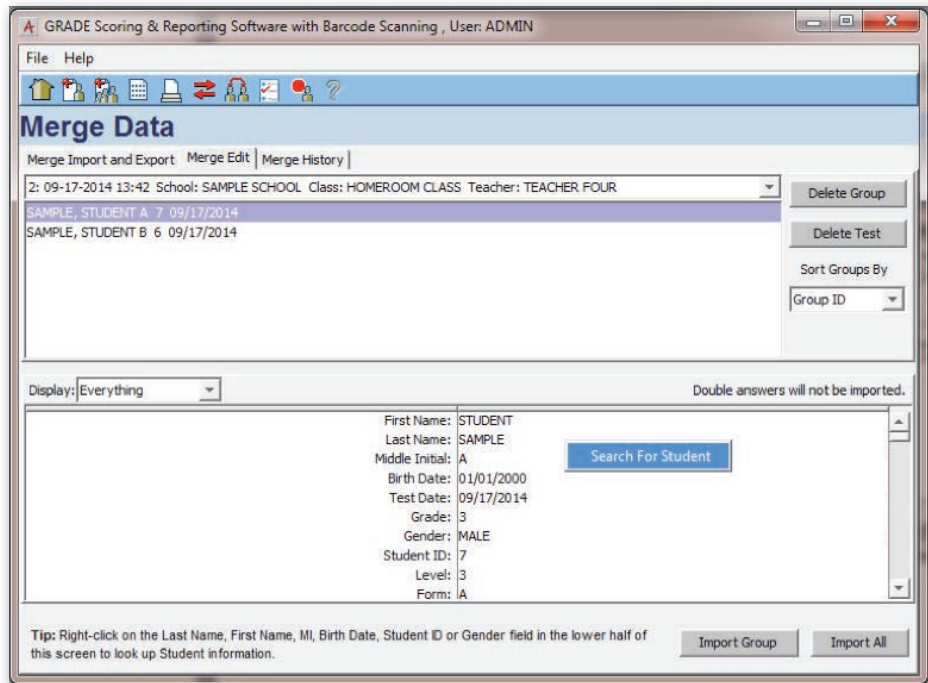


Figure 97. Merge Data screen, Merge Edit tab, individual student record search

3. Click a student test record to edit and correct any errors.
(See [Figure 98.](#))

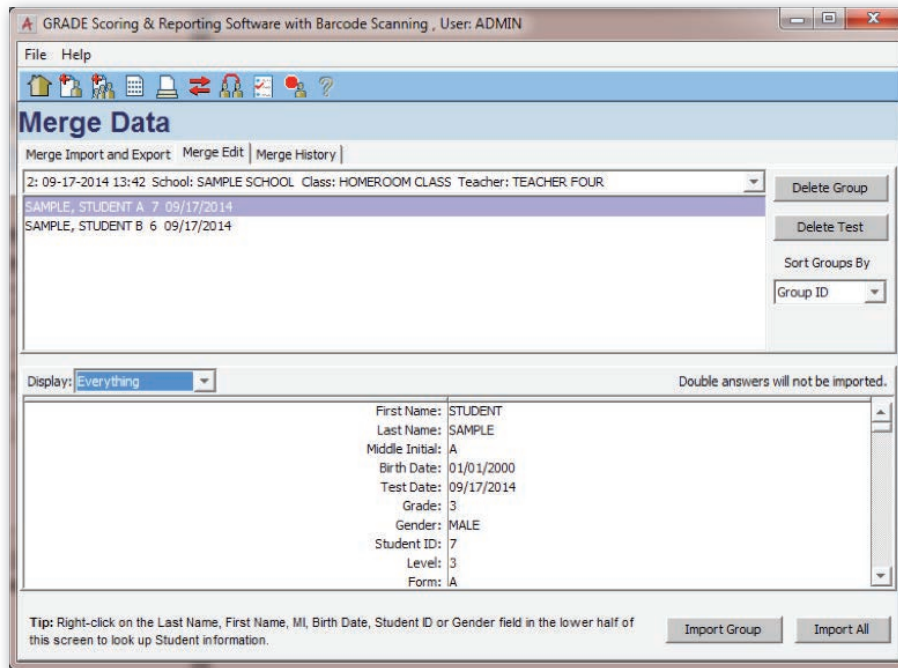


Figure 98. Merge Data screen, Merge Edit tab showing student record selected from imported student group records

4. After correcting any errors, click the **Import** button to display the results in the **Import Report** dialog box. (See [Figure 93](#).)
5. Click the “X” in the upper right-hand corner to exit the **Import Report** dialog box and return to the **Merge Data** screen. The screen will be clear of any records except those still containing errors.
 - ◆ Click the **Merge History** tab on the **Merge Data** screen to review the **Merge Data** history.
 - ◆ Click a merge data import group to review individual student records in that group.
 - ◆ Click the **Home** button at the bottom of the screen to return to the **G•MADE Home** screen.

Reference

Williams, K. T. (2004). *Group Mathematics Assessment and Diagnostic Evaluation* (G•MADE). Circle Pines, MN: AGS Publishing.

Technical Support

Technical support is available for the G•MADE software:

For Customer or Technical Support

800-328-5999

210-504-3055 International

EACustomerService@Pearson.com

<http://www.pearsonassessments.com/learningassessments>

Appendix A:

Export File Variables

GMADE Field	Levels	Export Type	Score/Option
Student ID	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Last Name	ALL	DEMO, TOT TEST, ALL, RESPONSES	
First Name	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Middle Initial	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Birth Date	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Sex	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Test Date	ALL	DEMO, TOT TEST, ALL, RESPONSES	
School	ALL	DEMO, TOT TEST, ALL, RESPONSES	
School ID	ALL	DEMO, TOT TEST, ALL, RESPONSES	SCHOOL/CLASS ID
Class	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Class ID	ALL	DEMO, TOT TEST, ALL, RESPONSES	SCHOOL/CLASS ID
Teacher	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Teacher ID	ALL	DEMO, TOT TEST, ALL, RESPONSES	TEACHER ID
Grade	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Level	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Form	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Norms	ALL	DEMO, TOT TEST, ALL, RESPONSES	
Concepts and Communication Raw Score	ALL	ALL, RESPONSES	RAW
Concepts and Communication Standard Score	ALL	ALL, RESPONSES	STANDARD SCORE
Concepts and Communication Percentile	ALL	ALL, RESPONSES	PERCENTILE
Concepts and Communication NCE	ALL	ALL, RESPONSES	NCE
Concepts and Communication Stanine	ALL	ALL, RESPONSES	STANINE
Operations and Computation Raw Score	ALL	ALL, RESPONSES	RAW
Operations and Computation Standard Score	ALL	ALL, RESPONSES	STANDARD SCORE
Operations and Computation Percentile	ALL	ALL, RESPONSES	PERCENTILE
Operations and Computation NCE	ALL	ALL, RESPONSES	NCE
Operations and Computation Stanine	ALL	ALL, RESPONSES	STANINE
Process and Applications Raw Score	ALL	ALL, RESPONSES	RAW
Process and Applications Standard Score	ALL	ALL, RESPONSES	STANDARD SCORE
Process and Applications Percentile	ALL	ALL, RESPONSES	PERCENTILE
Process and Applications NCE	ALL	ALL, RESPONSES	NCE
Process and Applications Stanine	ALL	ALL, RESPONSES	STANINE

Appendix A *continued:*

Export File Variables

GMADE Field	Levels	Export Type	Score/Option
Total Test Raw Score	ALL	TOT TEST, ALL, RESPONSES	RAW
Total Test Standard Score	ALL	TOT TEST, ALL, RESPONSES	STANDARD SCORE
Total Test Percentile	ALL	TOT TEST, ALL, RESPONSES	PERCENTILE
Total Test NCE	ALL	TOT TEST, ALL, RESPONSES	NCE
Total Test Stanine	ALL	TOT TEST, ALL, RESPONSES	STANINE
Total Test Grade Equivalent/Age Equivalent	ALL	TOT TEST, ALL, RESPONSES	GRADE EQUIVALENT
Total Test GSV	ALL	TOT TEST, ALL, RESPONSES	GSV
Concepts and Communication Items	ALL	RESPONSES	
Operations and Computation Items	ALL	RESPONSES	
Process and Applications Items	ALL	RESPONSES	
Category A0	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category A1	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category A2	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category A3	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category A4	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category A5	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category A6	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category A7	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category A9	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category B0	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category B1	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category B2	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category B3	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category B4	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category B5	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category B6	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category B7	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category B8	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category B9	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category C0	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category C1	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category C2	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category C3	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES

Appendix A *continued:*

Export File Variables

GMADE Field	Levels	Export Type	Score/Option
Category C4	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category C5	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category C6	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category C7	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category C8	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category C9	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category D0	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category D1	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category D2	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category D3	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category D4	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category D5	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category D6	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category D7	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category D8	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES
Category D9	ALL	TOT TEST, ALL, RESPONSES	CATEGORIES

DEMO – Demographics only

TOT TEST – Demographics and Total Test scores only

ALL – Demographics and all scores

RESPONSES - Demographics, all scores and item responses

SCHOOL/CLASS ID – Include School/Class ID

TEACHER ID – Include Teacher ID

CATEGORIES – Include Categories

RAW – Include Raw Scores

STANINE – Include Stanine Scores

PERCENTILE – Include Percentile Scores

GRADE EQUIVALENT – Include Grade Equivalent Values

STANDARD SCORE – Include Standard Scores

NCE – Include NCE Scores

GSV – Include GSV Scores

Appendix B: G•MADE Software Sample Reports

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Sample Individual Diagnostic Analysis Report

Individual Diagnostic Analysis - SAMPLE, STUDENT B. District: SAMPLE DISTRICT



Group Mathematics Assessment and Diagnostic Evaluation

On-Level Fall Norms Level 4, Form A

Subtest	RS	Total	SS	%	NCE	Stanine	GE	Descriptor	GSV
Concepts and Communication	6		61	0.5	<1	1		Weightless	
Operations and Computation	6		78	7	19	2		Weightless	
Process and Applications	5		73	4	12	2		Weightless	
TOTAL TEST		17	212	62	1	<1	1.3	Weightless	477

Birth Date: 01/01/2000
 Test Date: 09/22/2014
 Grade: 4
 Teacher/Examiner: TEACHER THREE
 Class/Group: HOMEROOM CLASS
 School: SAMPLE SCHOOL

Diagnostic Analysis Summary

Concepts and Communication		Operations and Computation		Process and Applications	
NC	NP	NC	NP	NC	NP
1	2	2	6	1	2
2	4	4	6	2	5
3	3	1	6	0	4
4	3	8	21	0	1
5	5	0	1	1	1
6	2	0	2	0	2
7	1	0	1	4	19
8	1	0	1	1	1
9	1	0	1	0	1
10	0	0	0	0	0
11	0	0	0	0	0
12	0	0	0	0	0
13	0	0	0	0	0
14	0	0	0	0	0
15	0	0	0	0	0
16	0	0	0	0	0
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19	0	0	0	0	0
20	0	0	0	0	0
21	0	0	0	0	0
22	0	0	0	0	0
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30	0	0	0	0	0
31	0	0	0	0	0
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74	0	0	0	0	0
75	0	0	0	0	0
76	0	0	0	0	0
77	0	0	0	0	0
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79	0	0	0	0	0
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81	0	0	0	0	0
82	0	0	0	0	0
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84	0	0	0	0	0
85	0	0	0	0	0
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94	0	0	0	0	0
95	0	0	0	0	0
96	0	0	0	0	0
97	0	0	0	0	0
98	0	0	0	0	0
99	0	0	0	0	0
100	0	0	0	0	0

NC = Number Correct NP = Number Possible

Operations and Computation Error Type Analysis

Correct Answer	Incorrect Answer	Fact Error	Operation Error	Regrouping Error	Sign Error	Decimal Error	Remaining Error	Smaller from Larger Error	Arbitrary Error	Not Answered
8	16	6	1	7	0	0	0	1	3	0

Because some items involve more than one error, the total number of errors may not equal the total number of incorrect responses.

RECOMMENDATIONS

STUDENT'S Total Test Stanine score of 1 indicates below average overall performance in mathematics at this level.

Analysis shows that she did poorly in all three of the subtests.

The following comments refer to specific skill areas that have at least five items.

In the **Concepts and Communication** subtest, she answered half or fewer of the questions correct in the areas of Numeration, Sequence, and Time.

In the **Operations and Computation** subtest, she answered half or fewer of the questions correct in the areas of Addition, Division, and Subtraction.

In the **Process and Applications** subtest, she answered half or fewer of the questions correct in the areas of Measurement and Numeration.

To improve her skills, provide additional instruction and practice at these levels of the

Building Math Success workbooks:

Concepts and Communication, Basic

Operations and Computation, Basic

Process and Applications, Basic

Report printed for: Pearson QA

Report Date: 09/22/2014

Report generated by GMADE version 3.9

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Sample Individual Score Summary Report

Individual Score Summary - SAMPLE STUDENT B. District: SAMPLE DISTRICT



Group Mathematics Assessment and Diagnostic Evaluation

On-Level Fall Norms Level 4, Form A

Subtest	RS	Total	SS	%	NCE	Stanine	GE	Descriptor	GV
Concepts and Communication	6		61	0.5	<1	1		Weak	
Operations and Computation	8		78	7	19	2		Weak	
Process and Applications	5		73	4	12	2		Weak	
TOTAL TEST			212	62	1	<1	1.3	Weak	477

Birth Date: 01/01/2000
 Test Date: 09/22/2014
 Grade: 4
 Teacher/Examiner: TEACHER THREE
 Class/Group: HOMEROOM CLASS
 School: SAMPLE SCHOOL

Diagnostic Analysis Summary

Concepts and Communication		Operations and Computation		Process and Applications	
NC	NP	NC	NP	NC	NP
1	2	1	2	1	2
2	4	2	4	2	4
3	3	3	3	3	3
4	5	4	5	4	5
5	2	5	2	5	2
6	1	6	1	6	1
7	0	7	0	7	0
8	0	8	0	8	0
9	0	9	0	9	0
10	0	10	0	10	0
11	0	11	0	11	0
12	0	12	0	12	0
13	0	13	0	13	0
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17	0	17	0	17	0
18	0	18	0	18	0
19	0	19	0	19	0
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21	0	21	0	21	0
22	0	22	0	22	0
23	0	23	0	23	0
24	0	24	0	24	0
25	0	25	0	25	0
26	0	26	0	26	0
27	0	27	0	27	0
28	0	28	0	28	0
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30	0	30	0	30	0
31	0	31	0	31	0
32	0	32	0	32	0
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36	0	36	0	36	0
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87	0	87	0	87	0
88	0	88	0	88	0
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90	0	90	0	90	0
91	0	91	0	91	0
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93	0	93	0	93	0
94	0	94	0	94	0
95	0	95	0	95	0
96	0	96	0	96	0
97	0	97	0	97	0
98	0	98	0	98	0
99	0	99	0	99	0
100	0	100	0	100	0

NC = Number Correct NP = Number Possible

Description of Results

A Stanine score converts the total number correct to a single-digit number between 1 and 9, which makes test performance easier to understand and shows how the student's performance compares with the average student performance. If the Stanine score is 1, 2, or 3, the test performance is considered below average or reflects a weak performance on the skills in the subtests. If the Stanine score is 4, 5, or 6, the test performance is considered average. If the Stanine score is 7, 8, or 9, the test performance is considered above average and reflects strong performance. Looking at Stanine scores helps readily identify mathematical strengths and/or needs.

The **Concepts and Communication** score indicates a student's performance in the five areas of NCTM standards focusing on the language, vocabulary, and representations of mathematics. STUDENT's score of 1 indicates below average performance on this subtest.

The **Operations and Computation** score indicates a student's ability to use basic operations (+, -, ×, ÷) with a variety of mathematical representations, including whole numbers, fractions, and decimals. STUDENT's score of 2 indicates below average performance on this subtest.

The **Process and Applications** score indicates a student's ability to take the language and concepts of mathematics and apply the appropriate operation(s) and computation to solve a word problem. STUDENT's score of 2 indicates below average performance on this subtest.

The **TOTAL TEST** score can be converted to multiple normative or derived scores for overall mathematics skill assessment. STUDENT's **Total Test** Stanine score of 1 indicates below average overall performance in mathematics at this level.

Stanine Chart

Stanine	1	2	3	4	5	6	7	8	9
	(4%)	(7%)	(12%)	(17%)	(20%)	(17%)	(12%)	(7%)	(4%)
Concepts and Communication	1	2	3	4	5	6	7	8	9
Operations and Computation	1	2	3	4	5	6	7	8	9
Process and Applications	1	2	3	4	5	6	7	8	9
TOTAL TEST	1	2	3	4	5	6	7	8	9

Sample Individual Progress Report

Individual Progress Report - STUDENT B. SAMPLE

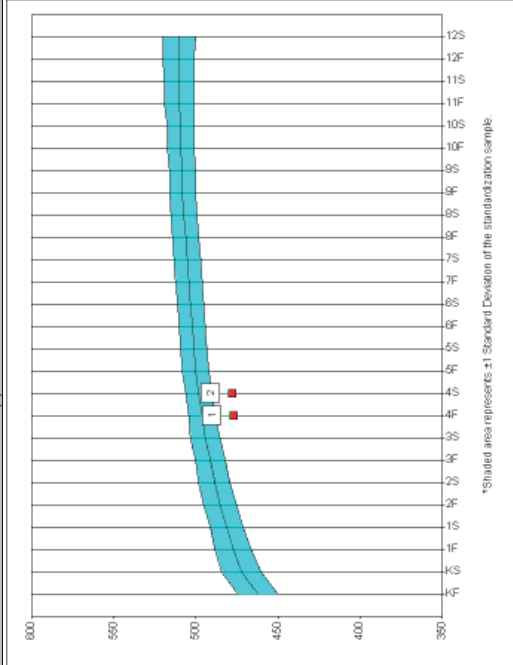


Group Mathematics Assessment and Diagnostic Evaluation

What is the Growth Scale Value (GSV)?

The **Growth Scale Value (GSV)** is a score that tracks mathematical progress over time. Much like inches are an equal interval for scale of length, the GSV is an equal-interval scale of mathematical ability. Therefore, the GSV can be used as a yardstick for measuring mathematical progress throughout the school years. It can also be used to compare a student's mathematical ability to a reference group of all the students in a particular grade. For example, a GSV score of 500 is average for fifth-grade students in the fall; a GSV of less than 492 would reflect a lower mathematical performance and a GSV greater than 508 would reflect a higher mathematical performance for beginning fifth-graders. The GSVs for students taking Levels R-H will be plotted below and are shown on the right without an asterisk.

Student GSV(s) and the Normal Growth Curve



Administrations of the GMADE

Seq.	Date	Grade	Level	GSV	National Mean	Range
1	09/22/2014	4	4(A)	477	496	488-504
2	06/22/2014	4	4(A)	478	498	490-506

Report printed for: Pearson QA
Report Date: 09/22/2014

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Report generated by GMADE version 3.9

Sample Individual Parent Report

Individual Parent Report - SAMPLE, STUDENT B. District: SAMPLE DISTRICT



Group Mathematics Assessment and Diagnostic Evaluation

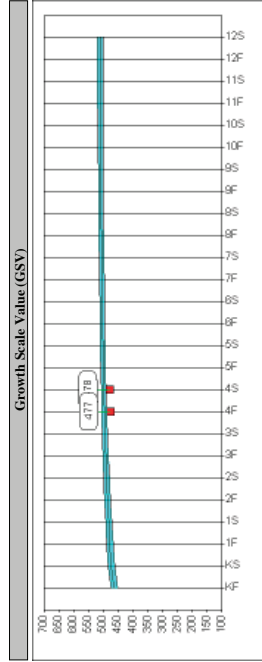
On-Level Fall Norms Level 4, Form A

STUDENT recently took the Group Mathematics Assessment and Diagnostic Evaluation (GMADE). The GMADE is a diagnostic tool designed to see what mathematics skills have been learned and what skills need to be taught. The information in the boxes below shows STUDENT's test results. The Stanine chart reflects STUDENT's most recent test administration and shows her performance on specific GMADE subtests or tasks. The Growth Scale Value (GSV) graph demonstrates STUDENT's mathematics progress over time. The data point or mark on this graph represents STUDENT's current mathematics performance. Please feel free to ask any questions about this report. You are an important part of STUDENT's mathematics success.

Birth Date: 01/01/2000
Test Date: 09/22/2014
Grade: 4
Teacher/Examiner: TEACHER THREE
Class/Group: HOMEROOM CLASS
School: SAMPLE SCHOOL

Stanine	Stanine Profile								
	1	2	3	4	5	6	7	8	9
	(4%)	(7%)	(12%)	(17%)	(20%)	(17%)	(12%)	(7%)	(4%)
Concepts and Communication	1								
Operations and Computation		2							
Process and Applications			2						
TOTAL TEST	1								

Stanine Description
A Stanine score converts the total number correct to a single-digit number between 1 and 9, which makes it easier to understand and compare. It shows how the student's performance compares to other students in the grade. The Stanine score of 1 indicates below average performance, a score of 5 is average, and a score of 9 indicates above average performance. If the Stanine score is 7, 8, or 9, the test performance is considered above average and reflects strong performance. If the Stanine score is 4, 5, or 6, the test performance is considered average. If the Stanine score is 1, 2, or 3, the test performance is considered below average and reflects weak performance. The **Concepts and Communication** score indicates a student's performance in the five areas of NCTM standards focusing on the language, vocabulary, and representations of mathematics. STUDENT's score of 1 indicates below average performance on this subtest. The **Operations and Computation** score indicates a student's ability to use basic operations and computational skills. STUDENT's score of 2 indicates below average performance on this subtest. The **Process and Applications** score indicates a student's ability to take the language and concepts of mathematics and apply the appropriate operation(s) and computation to solve a word problem. STUDENT's score of 2 indicates below average performance on this subtest. The **TOTAL TEST** score indicates a student's overall mathematics skill assessment. STUDENT's Total Test Stanine score of 1 indicates below average overall performance in mathematics at this level.



GSV Description
The **Growth Scale Value (GSV)** is a score that tracks mathematics progress over time. Much like inches are an equal-interval scale of length, the GSV is an equal-interval scale of mathematics ability. Therefore, the GSV can be used as a yardstick by which mathematics progress can be measured throughout the school years. It can also be used to compare a student's mathematics ability to a reference group of all the students in the district. The GSV of 477 indicates that STUDENT's average mathematics performance in the Fall is a GSV of less than 488 would reflect a lower mathematics performance and a GSV greater than 504 would reflect a higher mathematics performance for fourth-grade students in the Fall. On this administration of the GMADE STUDENT obtained a GSV of 477.

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Sample Group Score Summary Report

Group Score Summary																Student Count: 3								
Group Mathematics Assessment and Diagnostic Evaluation																On-Level		Fall Norms		Level 3, Form A				
G•MADE																								
Test Dates:		09/22/2014 - 09/22/2014																						
District:		SAMPLE DISTRICT																						
School:		SAMPLE SCHOOL																						
Class:		HOMEROOM CLASS																						
Student's Name		Concepts and Communication				Operations and Computation				Process and Applications				Total Test										
		RS	SS	%ile	NCE	RS	SS	%ile	NCE	RS	SS	%ile	NCE	RS	SS	%ile	NCE							
		Stanine	NCE	Stanine	NCE	Stanine	NCE	Stanine	NCE	Stanine	NCE	Stanine	NCE	Stanine	NCE	Stanine	NCE							
		Stanine	NCE	Stanine	NCE	Stanine	NCE	Stanine	NCE	Stanine	NCE	Stanine	NCE	Stanine	NCE	Stanine	NCE							
STUDENT A. SAMPLE		3	6	58	0.3	<1	1	4	67	1	4	1	6	71	3	9	1	16	52	0.1	<1	1	4	464
STUDENT C. SAMPLE		3	7	60	0.4	<1	1	6	74	4	13	2	9	79	8	21	2	22	60	0.4	<1	1	7	469
STUDENT D. SAMPLE		3	5	55	0.1	>1	1	6	74	4	13	2	5	68	2	5	1	16	52	0.1	>1	1	4	464
																Average GSV: 466								

Sample Group Diagnostic Analysis by Item Report, page 1

Student Count: 3

Group Diagnostic Analysis by Item - HOMEROOM CLASS

District: SAMPLE DISTRICT

Teacher/Examiner: TEACHER THREE

Test Dates: 09/22/2014 - 09/22/2014 Grade: 3 School: SAMPLE SCHOOL

On-Level Fall Norms Level 3, Form A

Concepts and Communication

Teacher/Examiner:		TEACHER THREE				Test Dates: 09/22/2014 - 09/22/2014										Grate: 3			SCHOOL										
Item Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
Category	C	N	N	T	S	S	M	N	T	N	N	M	N	T	N	M	N	S	M	N	T	N	N	C	G	N	G	C	
Student Name	RS																												
STUDENT A SAMPLE	6	A	B	C	A	C	B	A	C	B	A	C	B	A	C	B	A	C	B	A	C	B	A	C	B	A	C	A	B
STUDENT B SAMPLE	10	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
STUDENT C SAMPLE	7	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C

Total Incorrect	3	3	3	2	1	1	3	2	1	2	3	2	3	3	3	2	3	2	2	2	2	1	2	3	1	1	2	2	3
Total Correct	0	0	0	1	2	2	0	1	2	1	0	1	0	0	0	1	0	1	1	1	1	2	1	0	2	2	1	1	0
Local p-value	0	0	0	.33	.67	.67	0	.33	.67	.33	0	.33	0	.33	0	.33	0	.33	.33	.33	.67	.33	0	.67	.67	.33	.33	0	0
National p-value	.97	.95	.84	.85	.89	.94	.97	.86	.64	.92	.97	.85	.91	.90	.78	.84	.97	.87	.55	.55	.67	.71	.98	.96	.96	.53	.83	.97	
Difference	(.97)	(.95)	(.84)	(.52)	(.22)	(.27)	(.97)	(.53)	.03	(.59)	(.97)	(.52)	(.91)	(.90)	(.78)	(.51)	(.97)	(.54)	(.22)	(.22)	(.00)	(.38)	(.98)	(.29)	(.29)	(.20)	(.80)	(.97)	

Correct Answer	D	A	D	B	C	B	D	B	B	A	D	C	D	D	A	B	D	C	C	B	B	C	D	B	C	B	C	A
Response A	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	1	0
Response B	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	0	1
Response C	1	1	2	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	2	2	1	1
Response D	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Response E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Key

Category
C=Comparison G=Geometry M=Measurement N=Numeration S=Sequence T=Time

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Sample Group Diagnostic Analysis by Item Report, page 2

Group Diagnostic Analysis by Item - HOMEROOM CLASS
District: SAMPLE DISTRICT

Student Count: 3



Teacher/Examiner: TEACHER THREE Test Dates: 09/22/2014 - 09/22/2014 Grade: 3 School: SAMPLE SCHOOL On-Level Fall Norms Level 3, Form A

Operations and Computation

Item Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Operation	X	+	-	÷	-	X	+	+	-	+	X	-	+	X	+	-	X	-	+	-	X	+	+	-
Student Name	RS																							
STUDENT A SAMPLE	4	B	A	C	B	A	C	B	A	C	B	A	C	B	A	C	B	A	C	B	A	C	A	B
STUDENT B SAMPLE	6	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
STUDENT C SAMPLE	6	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B

Total Incorrect	3	3	2	2	2	2	3	3	3	2	3	2	2	3	1	3	1	3	2	3	2	3	1	2
Total Correct	0	0	1	1	1	1	0	0	0	1	0	1	1	0	2	0	2	0	1	0	1	0	2	1
Local p-value	0	0	.33	.33	.33	.33	0	0	.33	0	.33	0	.67	0	.67	0	.67	0	.33	0	.33	0	.67	.33
National p-value	83	75	39	47	70	72	78	31	46	70	47	50	70	59	34	48	56	27	59	57	66	69	77	76
Difference	(.83)	(.75)	(.06)	(.14)	(.37)	(.39)	(.78)	(.31)	(.13)	(.70)	(.14)	(.17)	(.70)	.08	(.34)	.19	(.56)	.06	(.59)	(.24)	(.66)	(.69)	(.10)	(.43)

Correct Answer	D	C	B	A	B	A	D	C	A	D	B	A	C	A	D	B	C	A	D	B	C	D	C	B
Response A	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	2	1	1
Response B	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1
Response C	0	0	1	0	1	0	1	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1
Response D	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Response E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Key

Operation
(+)=Addition (-)=Subtraction (X)=Multiplication (÷)=Division

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Sample Group Diagnostic Analysis by Item Report, page 3

Group Diagnostic Analysis by Item - HOMEROOM CLASS
District: SAMPLE DISTRICT
Teacher/Examiner: TEACHER THREE
Test Dates: 09/22/2014 - 09/22/2014
Grade: 3
School: SAMPLE SCHOOL
On-Level: Fall Norms
Level 3, Form A
Student Count: 3



Teacher/Examiner:		TEACHER THREE										Test Dates: 09/22/2014 - 09/22/2014										Grade: 3										School: SAMPLE SCHOOL										On-Level: Fall Norms										Level 3, Form A									
Process and Applications		Item Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																														
Category		St	S	G	N	T	N	N	Q	N	G	N	C	N	T	N	M	N	S	G	N	T	N	C	N	C	N	N	N	T																															
Type		OS	MS	OS	OS	OS	OS	OS	MS	OS	OS	MS	OS	OS	OS	OS	OS	OS	MS	OS	MS	MS	OS	OS	OS	OS	OS	MS	MS	OS																															
Student Name		RS		A		B		C		A		B		C		A		B		C		B		A		D		A		C																															
STUDENT A SAMPLE		6	A	B	C	A	B	C	B	A	C	A	B	C	A	B	C	B	A	D	A	B	D	B	A	C	B	A	C	B																															
STUDENT B SAMPLE		9	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	B	B	B	B	B	B	B	B																															
STUDENT C SAMPLE		9	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A																															

Total Incorrect	3	1	3	3	1	3	2	3	1	3	1	3	3	1	2	2	3	2	1	2	2	3	2	3	1	2	2	2
Total Correct	0	2	0	0	2	0	1	0	2	0	2	0	0	2	1	1	0	1	2	1	1	0	1	0	2	1	1	1
Local p-value	0	.67	0	0	.67	0	.33	0	.67	0	.67	0	0	.67	.33	.33	0	.33	.67	.33	.33	0	.33	0	.67	.33	.33	.33
National p-value	.95	.61	.47	.62	.82	.68	.52	.27	.39	.54	.62	.61	.66	.66	.55	.73	.49	.58	.63	.43	.41	.55	.47	.69	.46	.48	.58	.65
Difference	(.95)	.06	(.47)	(.62)	(.15)	(.68)	(.19)	(.27)	.28	(.54)	.05	(.61)	(.66)	.01	(.22)	(.40)	(.49)	(.25)	.04	(.10)	(.08)	(.55)	(.14)	(.69)	.21	(.15)	(.25)	(.32)

Correct Answer	C	A	D	C	A	D	B	C	A	D	A	B	D	A	C	B	C	B	A	A	D	C	B	B	D	B	B	A	A	
Response A	3	2	3	2	2	3	2	3	2	2	3	2	2	3	2	2	2	1	2	1	1	1	2	1	1	2	1	1	2	1
Response B	0	1	0	1	0	1	0	0	1	0	1	0	0	1	0	1	1	1	1	1	2	1	1	1	2	1	1	2	1	
Response C	0	0	1	0	1	0	0	1	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	
Response D	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	
Response E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Key	Category	Type
	C=Comparison G=Geometry M=Measurement S=Money N=Numeration Q=Quantity St=Statistics T=Time	OS=One-Step MS=Multiple-Step
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Sample Group Diagnostic Analysis by Type Report, page 1

Group Diagnostic Analysis by Type - HOMEROOM CLASS									
District SAMPLE DISTRICT									
On-Level Fall Norms Level 3, Form A									
Teacher/Examiner: TEACHER THREE									
Test Dates: 09/22/2014 - 09/22/2014									
Grade: 3									
School: SAMPLE SCHOOL									
Student Count: 2									
Student	RS	NP	%	Comparison	Geometry	Measurement	Number	Sequence	Time
SAMPLE STUDENT A.	6	28	21%	(1/3) 33%	(0/2) 0%	(0/4) 0%	(1/2) 8%	(2/3) 67%	(2/4) 50%
SAMPLE STUDENT C.	7	28	25%	(0/3) 0%	(2/2) 100%	(2/4) 50%	(1/2) 8%	(2/3) 67%	(0/4) 0%
Class Average % Correct			23%	17%	50%	25%	8%	67%	25%
Local average p-value				0.17	0.50	0.25	0.08	0.67	0.25
National average p-value				0.97	0.90	0.80	0.83	0.90	0.77
Difference				(0.80)	(0.39)	(0.55)	(0.75)	(0.23)	(0.52)

Sample Group Diagnostic Analysis by Type Report, page 2

Group Diagnostic Analysis by Type - HOMEROOM CLASS									
District: SAMPLE DISTRICT									
On-Level Fall Norms Level 3, Form A									
Teacher/Examiner: TEACHER THREE									
Test Dates: 09/22/2014 - 09/22/2014 Grade: 3 School: SAMPLE SCHOOL									
Student Count: 2									
Student	RS	NP	%	Operation			Stamline		
				Addition	Subtraction	Multiplication	Division		
SAMPLE STUDENT A.	4	24	17%	(1/7) 14%	(2/8) 25%	(1/6) 17%	(0/3) 0%		1
SAMPLE STUDENT C.	6	24	25%	(1/7) 14%	(4/8) 50%	(1/6) 17%	(0/3) 0%		2
Class Average % Correct			21%	14%	38%	17%	0%		
Local average p-value				0.14	0.38	0.17	0.00		
National average p-value				0.71	0.52	0.64	0.37		
Difference				(0.57)	(0.14)	(0.47)	(0.37)		

Student Count: 2

Group Diagnostic Analysis by Type - HOMEROOM CLASS
District: SAMPLE DISTRICT

G•MADE

Process and Applications

SAMPLE SCHOOL

3 School: SAMPLE SCHOOL

Test Dates: 09/22/2014 - 09/22/2014

TEACHER THREE

Teacher/Examiner:

Reference Exam:	EXTRACTION FINGER			%	TEST DATA:			CATEGORY			SCORING			STAINING
	Student	RS	NP		Comparison	Measurement	Money	Nomination	Quantity	Statistics	Time	Type		
SAMPLE STUDENT A	6	28	21	(02.0%)	(03.0%)	(11) 100%	(4) 14 29%	(0) 10%	(0) 10%	(320) 15%	Multiple Step	1		
	9	28	32	(02.0%)	(13) 33%	(22) 100%	(3) 14 21%	(0) 10%	(0) 10%	(520) 25%	(48) 50%	2		
	Class Average % Correct												44%	
National average p-value difference	Local average p-value												0.44	
	National average p-value												0.53	
	National average p-value difference												(0.09)	


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Sample Group Diagnostic Analysis by Error Report

<div>  <div> <div>Group Diagnostic Analysis by Error - HOMEROOM CLASS</div> <div>District: SAMPLE DISTRICT</div> <div>Teacher/Examiner: TEACHER THREE</div> </div> <div> <div>Group Mathematics Assessment and Diagnostic Evaluation</div> <div>Test Dates: 09/22/2014 - 09/22/2014</div> <div>Grade: 3</div> </div> <div> <div>On-Level</div> <div>Fall Norms</div> <div>Level 3, Form A</div> </div> </div>											
Student	Correct Answer	Incorrect Answer	Fact Error	Operation Error	Regrouping Error	Sign Error	Decimal Error	Rename Error	Smaller from Larger Error	Arbitrary Error	Not Answered
SAMPLE STUDENT A.	4	20	8	3	6	0	0	0	2	2	0
SAMPLE STUDENT B.	6	18	7	1	6	0	0	0	2	3	0
SAMPLE STUDENT C.	6	18	8	3	6	0	0	0	2	1	0
Class Average	5	19	8	2	6	0	0	0	2	2	0

Note: Because some items involve more than one error, the total number of errors may not equal the total number of incorrect answers.

Sample Group Mathematics Progress Report

Group Mathematics Progress Report - 06/22/2014 - 09/22/2014
District: SAMPLE DISTRICT

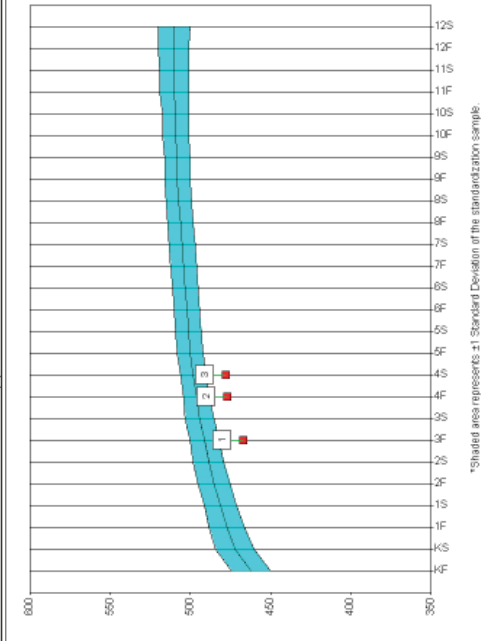


Group Mathematics Assessment and Diagnostic Evaluation

What is the Growth Scale Value (GSV)?

The Growth Scale Value (GSV) is a score that tracks mathematics progress over time. Much like inches are an equal-interval scale of length, the GSV is an equal-interval scale of mathematics ability. Therefore, the GSV can be used as a yardstick for measuring mathematics progress throughout the school year. It can also be used to compare a student's mathematics ability to a reference group of all the students in a particular grade. For example, a GSV of 300 is average for fifth-grade students in the fall; a GSV of less than 492 would reflect a lower mathematics performance and a GSV greater than 508 would reflect a higher mathematics performance for beginning fifth-graders. The GSVs for students taking Levels K-H will be plotted below and are shown on the right without an asterisk.

Student GSV(s) and the Normal Growth Curve



Administrations of the GMADE					SAMPLE SCHOOL	
Seq.	Student Grade	Norms	# of Tests	Average GSV	National Mean	Range
1	3(A)	Fall	4	467	491	482-500
2	4(A)	Fall	1	477	496	488-504
3	4(A)	Spring	1	478	498	490-506

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Sample Spanish Individual Parent Report

Informe para padres de familia -SAMPLE, STUDENT B.

District: SAMPLE DISTRICT

Evaluación grupal para la valoración y el diagnóstico de las matemáticas

En el nivel correspondiente Normas del otoño Nivel 3, forma A



Recientemente, STUDENT tomó la prueba Evaluación grupal para la valoración y el diagnóstico de las matemáticas (Group Mathematics Assessment and Diagnostic Evaluation o GMADE, por sus siglas en inglés). GMADE es una herramienta de diagnóstico diseñada para determinar qué destrezas matemáticas han aprendido los estudiantes y qué destrezas se deben enseñar. La información en los cuadros de abajo muestra los resultados de la prueba de STUDENT. Primero, el perfil de calificaciones estandarizadas muestra los resultados de la prueba más reciente que tomó STUDENT y su desempeño en cada sección o actividad específica de la prueba GMADE. Después, la gráfica del valor en la escala de desarrollo (Growth Scale Value, o GSV en inglés) muestra el progreso en matemáticas que ha tenido STUDENT con el paso del tiempo. El punto o la marca de datos en esta gráfica representa el desempeño actual de STUDENT en las matemáticas. Por favor, no dude en hacernos llegar cualquier pregunta que tenga acerca de este informe. Usad este un papel muy importante en el éxito de STUDENT en las matemáticas.

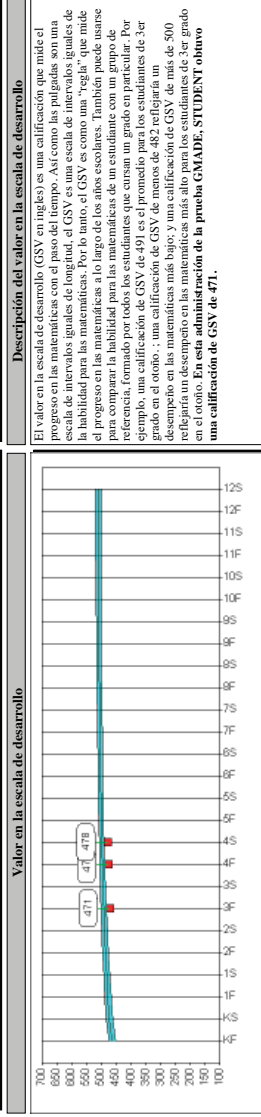
Fecha de nacimiento 01/01/2000
Fecha de prueba 09/22/2014
Grado escolar 3
Maestro/Administrador de la TEACHER THREE
Clase/Grupo HOME/ROON CLASS
Escuela SAMPLE SCHOOL

Perfil de calificaciones estandarizadas										
Strand	1	2	3	4	5	6	7	8	9	
	(4%)	(7%)	(12%)	(17%)	(28%)	(17%)	(12%)	(7%)	(4%)	
Conceptos y comunicación	1									
Operaciones y cálculo	2									
Procesos y aplicaciones	2									
Calificación total	1									

Descripción de las calificaciones estandarizadas

Una calificación estandarizada convierte el número total de respuestas correctas en un número de un solo dígito que representa el nivel de desempeño de un estudiante en comparación con el desempeño promedio de los estudiantes de su grado. Si la calificación estandarizada es de 1 a 3, se considera que el desempeño en la prueba está por debajo del promedio. Si la calificación estandarizada es de 4 a 6, se considera que el desempeño en la prueba está dentro del promedio. Si la calificación estandarizada es de 7 a 9, se considera que el desempeño en la prueba está por encima del promedio. Si la calificación estandarizada es de 10 a 12, se considera que el desempeño en la prueba está muy por encima del promedio. Las calificaciones estandarizadas se utilizan para identificar a los estudiantes que necesitan apoyo adicional en las matemáticas.

La calificación de **conceptos y comunicación** indica el desempeño del estudiante en las cinco áreas de los conceptos matemáticos: números, operaciones, relaciones, formas y medición. Las calificaciones de **operaciones y cálculo** indican la habilidad del estudiante para usar operaciones básicas (+, -, x, /) y propiedades de las operaciones. Las calificaciones de **procesos y aplicaciones** indican la habilidad del estudiante para aplicar los conceptos matemáticos y aplicar las operaciones y los cálculos apropiados para resolver un problema planteado con palabras. Las calificaciones de **calificación total** se pueden convertir a múltiples calificaciones normativas o derivadas para evaluar las destrezas generales en matemáticas. STUDENT obtuvo una calificación estandarizada total de 1, y esto indica un desempeño por debajo del promedio en las matemáticas para este nivel.



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