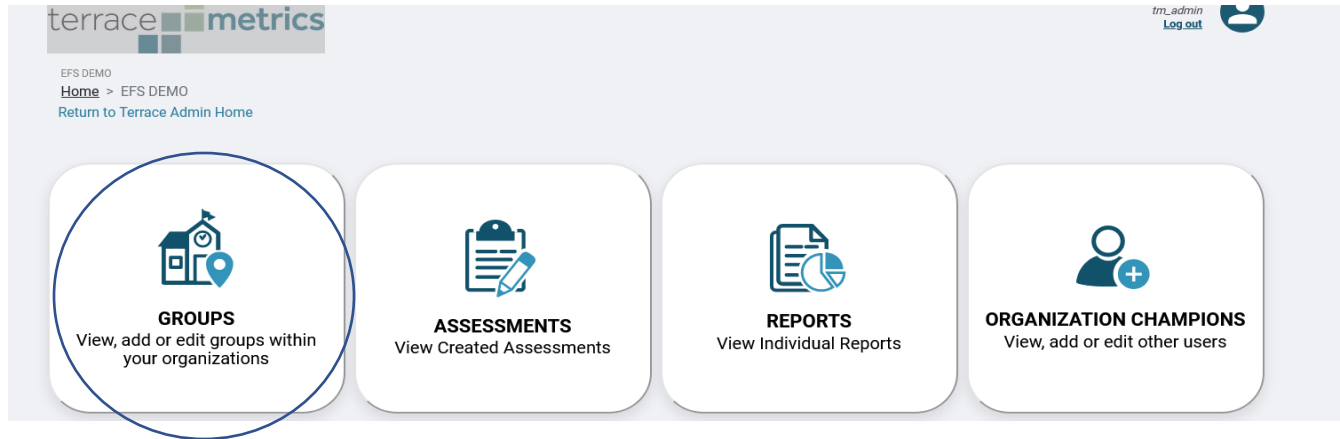


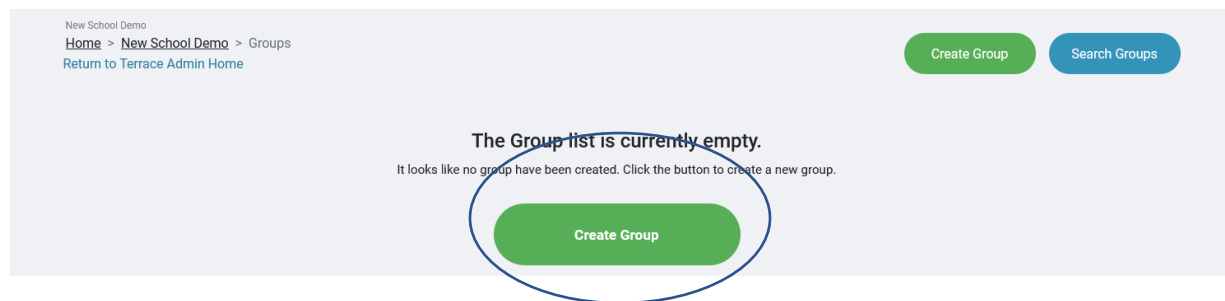
# CREATING ASSESSMENTS FOR EACH SCHOOL IN 7 EASY STEPS (pp. 20-31)

(Red numbers indicate order of sequence; blue circles denote buttons to click)

1



2



3

The screenshot shows the 'Create new Group' form. It has a title bar with a house icon and a close button. The form contains several input fields:
 

- Group Name**: School A
- Group Address**: 123 Any
- Group City**: Anytown
- Group Phone**: (555) 555-5555
- Champion Name**: MB
- Champion Email**: mbbn@any.com.edu
- Champion Phone**: (555) 555-5555

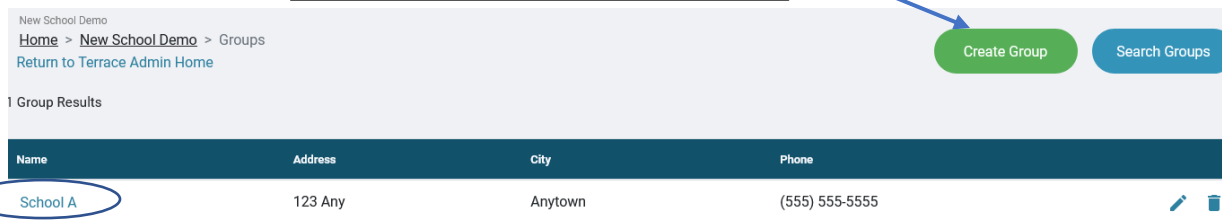
 Below the fields is a green '+ Add Group Champion' button. At the bottom right are two buttons: a green 'Add Group' button and a white 'Cancel' button.
   
 Annotations:
 

- A blue box with an arrow pointing to the '+ Add Group Champion' button contains the text: 'Note: select on "Add Group Champion" to enter the first school champion (optional)'.
- A blue box with an arrow pointing to the green 'Add Group' button contains the text: 'Click on green "Add Group" button to create the school'.

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4

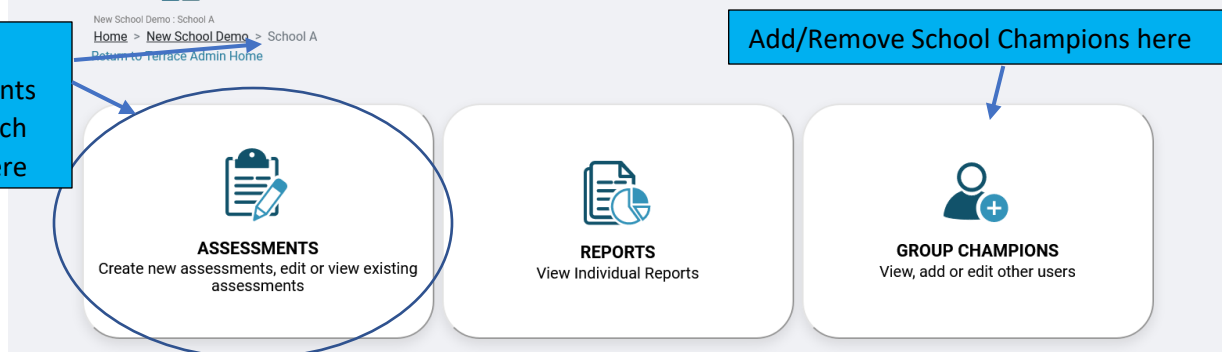
Continue to use the "Create Group" button to create additional schools



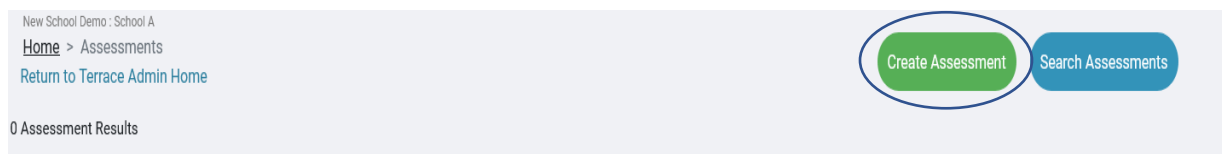
5

Create Assessments Within Each School Here

Add/Remove School Champions here

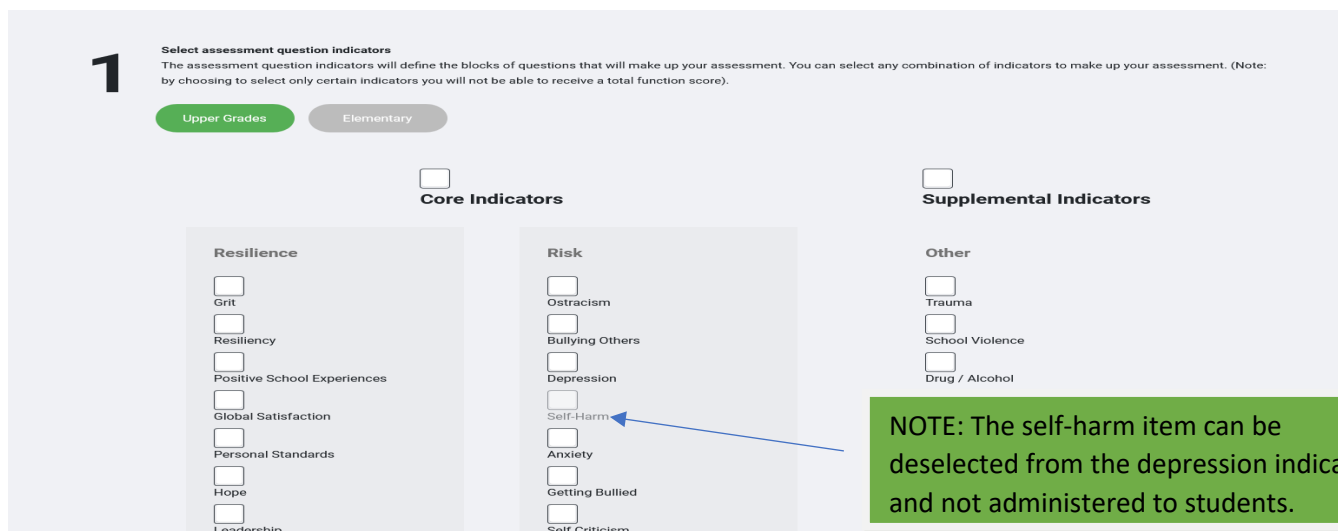


6



6a

(Upper Grades)



## 6a (Elementary Grades)

**1** **Select survey question indicators**  
The survey question indicators will define the blocks of questions that will make up your survey. You can select any combination of indicators to make up your survey. (Note: by selecting only certain indicators you will not be able to receive a total function score).

Upper Grades Elementary

Core Indicators

**Resilience**

- Positive School Experiences
- Global Satisfaction
- Hope

**Risk**

- Bullying Others
- Ostracism
- Getting Bullied

**Note:** Indicators are determined by district and/or school.

**Elementary schools can add indicators from upper grades (acknowledging that the indicators are out of norms). Rather than selecting the elementary button, the upper grades button can be selected and the indicators appropriate for younger students (as well as any other indicator) can be chosen (see p. 26 of manual).**

## 6b

**2** **Set the survey date**  
Set the date for the survey. This, along with the categories above, will define the survey name.

Period Year

Fall 2019

## 6c

**3** **Set the assessment name**  
Set the name for the assessment. This, along with the categories above, will define the assessment name.

School C Grade 6 Fall 2022

6d

**4 Upload your participant list**  
 The participant list must follow the [example participant list template](#) format. Save participant list as .csv file.  
**For more information on how to create an assessment using a participant list, watch this video**

Upload  Browse

**Add participants manually**  
 If needed, you may add participants manually via the button below.

+ Add Participant

Note: Use the template to enter and upload large numbers of students. **Do not change column order or headings**

| firstName | middleName | lastName | birthDate | gender | grade | studentId | groupName | notifyEmail | notifyMobile | participantEmail  |
|-----------|------------|----------|-----------|--------|-------|-----------|-----------|-------------|--------------|-------------------|
| Logan     | P          | Sotelo   | #####     | m      | 5     | 234234    | Spellings |             | 1.56E+10     | lsotelo@gmail.com |
| Jim       | Q          | Diddadog | #####     | m      | 6     | 433242    | Coro      |             | 1.23E+10     | jimdiddadog@gmail |

-OR-

Use the “Add Participant” option to enter students individually (e.g., new students, or to generate a new keycode). If you click on this option, you must enter all information in all boxes in bold (including the student ID)

**Add participants manually**  
 If needed, you may add participants manually via the button below.

**Participant Name**  
 Marco  Polo  8

**Student Id**  
 DEMO1002 **Date of Birth**  
 Feb 06 2007

**Notification Email (optional)**  
 parent email here **Notification Mobile (optional)**  
 +1 **Group Name(optional)**  
 Group name

**Participant Email(optional)**  
 student email here **Sex**  
 Male

+ Add Participant

### Summary of Data Needed to Upload Student Rosters

| Field             | Required or Optional | What Needs to Be Entered   |
|-------------------|----------------------|--|
| First Name        | <b>Required</b>      | At least one letter  |
| Middle Name       | Optional             | Can Leave blank  |
| Last Name         | <b>Required</b>      | At least one letter (no spaces around quotes [should be “O’Bryan”] or dashes [should be “Allen-Smith”]. No periods (should be Jr, not Jr.) |
| DOB               | <b>Required</b>      | Select from date fields  |
| Gender            | <b>Required</b>      | M or F   |
| Grade             | Optional             | Select from field  |
| Student ID        | <b>Required</b>      | At least one letter or number  |
| Group Name        | Optional             | Determined by Response Team (teacher name, year, etc.)   |
| notifyEmail       | Optional             | Parent email must be valid and current   |
| notifyMobile      | Optional             | Parent text must be current  |
| Participant Email | Optional             | Student’s school email   |

### 6e

5

**Enter designated email recipients for priority reports**

The email recipients will be notified whenever there is an assessment participant that is considered high priority or at risk.

Enter designated email recipients (Optional)

This option allows the system to contact a response team member should a student be flagged as high priority

### 6f

6

**Save your assessment**

Once you are satisfied with your assessment, save your results. You will be taken to a page which will allow you to review and edit your assessment values as needed.

Save Assessment

7

New School Demo - School A  
[Home](#) > [Assessments](#) > School A Grade 9 Fall 2022  
[Return to Terrace Admin Home](#)

[Delete Assessment](#)
[Validate & Close](#)

**Assessment Name**                      **Assessment Status**  
 School A Grade 9 Fall 2022              Created

**Assessment Questions**

- Trauma
- Ostracism
- Grit
- Hope
- Self Criticism
- Personal Standards
- Leadership
- Getting Bullied
- Bullying Others
- Depression
- Global Satisfaction
- Anxiety
- Positive School Experiences
- Resiliency
- Drug / Alcohol
- School Violence

Participant List Size - 1 Participants [Options](#) ▾

Not Started: 1   Not Completed: 0   Completed: 0

| PARTICIPANT      | DATE OF BIRTH | LOGIN               | STATUS      | RESULT | INVITATION | NOTIFICATIONS |
|------------------|---------------|---------------------|-------------|--------|------------|---------------|
| ed, df<br>Grade: | Mar-07-2018   | AODA-JSBW-DVYV-FDUF | Not Started | -      | -          | -             |

- System automatically assigns a unique key code for each student
  - Can be sent to students' email by clicking on either the "Bulk Invite Participants" under the Options button, or clicking on the "Send Invite" option, which is located in the Edit function for each student (the 3 horizontal buttons)
  - For students without email, please refer to page 32 of the manual
- Participants can be added manually by clicking on "Add Participant", under the Options button
- Students can be sorted by groups (if they were entered as groups) by clicking on the "Download Participant List" under the Options button
- If schools wish to remove students (to generate their school report, or due to their moving out of the district), click on the "Bulk Delete Participant" under the Options button and select the students.