

About Instructional Worksheets

Instructional worksheets are a tool you can use to help students in areas they struggled with on exams. Worksheets are based on one or more exams your students have taken and can include missed test questions, instructional resources available in your district—textbook references, lesson plans, activities, practice exercises, and teaching aids—and additional test questions that are aligned to standards covered in exams. To create worksheets, you will select the students, exams, and the standards covered, then the type of content to include.

To create instructional worksheets:

- 1 In Benchmark Exams, click the **Instructional Tool** link or icon. Or, In Teacher Tools, click Tools & Analysis, then click the **Create Instructional Tool Review** link.
- 2 Select the type of worksheets to create and click **Continue**.

Choose	To create one worksheet for
Individual students	Each individual student in the set you select
Each class or period	Each class or period you select
A group of students	All the students you select combined

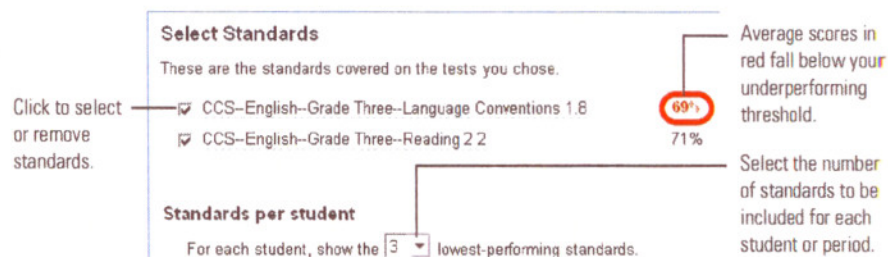
- 3 In the Select Student Set page, select the schools (if you have access to more than one) and periods that include the students you want to create worksheets for.
- 4 Under Student Selection, choose which students you want to include from the selected schools and/or periods.

If you select	Then
All students	<ul style="list-style-type: none"> ■ Click Continue.
Choose individual students	<ul style="list-style-type: none"> ■ Click Continue. ■ Select the individual students. ■ Click Continue.
Select students based on demographic options	<ul style="list-style-type: none"> ■ Select the demographic options. ■ Click Continue.

- 5 In the Select Assessments page, click check boxes to select one or more exams, and click **Continue**.

If you're a teacher, you see both benchmark exams and tests from your Teacher Tools Assessment Locker. If you're an administrator, you see **only** benchmark exams.

- 6 In the Select Standards page, click check boxes for the standards you wish to include or remove from the list. The average scores in red indicate standards where student scores were below your underperforming threshold.



Select Standards
These are the standards covered on the tests you chose.

- CCS--English--Grade Three--Language Conventions 1.8 (Average score: 69%)
- CCS--English--Grade Three--Reading 2.2 (Average score: 71%)

Standards per student: For each student, show the lowest-performing standards.

Click to select or remove standards.

Average scores in red fall below your underperforming threshold.

Select the number of standards to be included for each student or period.

- 7 Select the number of standards to be covered for each student or period. If you are creating worksheets for a group, you skip this step.
- 8 Click **Continue** to select worksheet contents.

To select worksheet contents:

- 1 In the Select Worksheet Contents page, click the check boxes for the material you want to include.
 - For missed exam questions, choose the number of items to include and whether to include the correct answers.
 - For re-assessment items, choose the number of items to include for each standard covered on the worksheet.
 - If you're creating worksheets for a group, click **List lowest-performing students** to display a list of students whose scores are below the underperforming threshold.

