

# ADDING A COMMON ASSESSMENT TO YOUR CLASS

## STEPS to add a Common Assessment Product to your Class

1. Once you are logged into your Easybridge account:

If you have not yet added the textbook product to your class, start with **step 2** below. Otherwise, you may skip to **step 3**.

2. Adding Textbook Products to a class: (Action needed by teachers who have NOT yet used the online enVision component and NOT yet added the enVision textbook product to classes)

Click [here](#) to find instructions on '[Adding Products to your Classes in EasyBridge](#)'.

Click [here](#) to find instructions on '[How to Hide and Unhide Class](#)' to hide semester 1 classes.

3. Adding an enVision FCPS Common Assessment Product to a Class. (Action needed by ALL)

Once the textbook product has been added to the class, in the EasyBridge platform, to the right of the class, click on **Manage Products** to access and add the FCPS Common Assessment for that class.

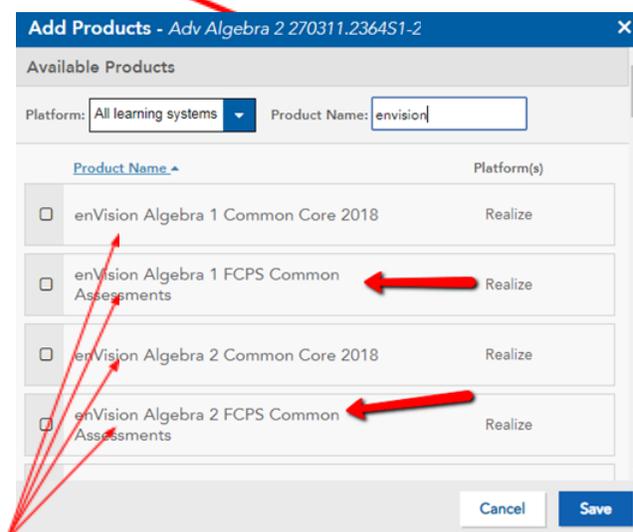


Product Names of the assessment products you will add (for the course you teach) include:

- enVision Algebra 1 FCPS **Common Assessments**
- enVision Geometry FCPS **Common Assessments**
- enVision Algebra 2 FCPS **Common Assessments**

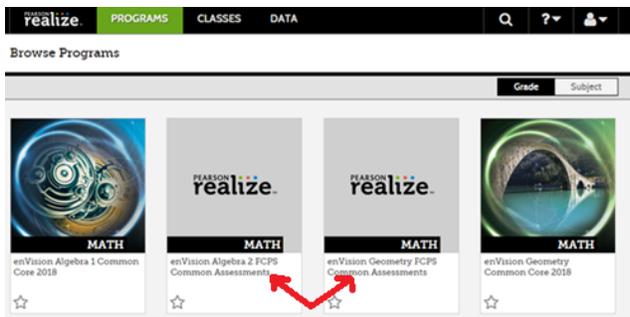
Teachers will see a screen similar to this one in the dashboard.

● Type in the 'Product Name' to quickly filter out and find the assessment product to add.

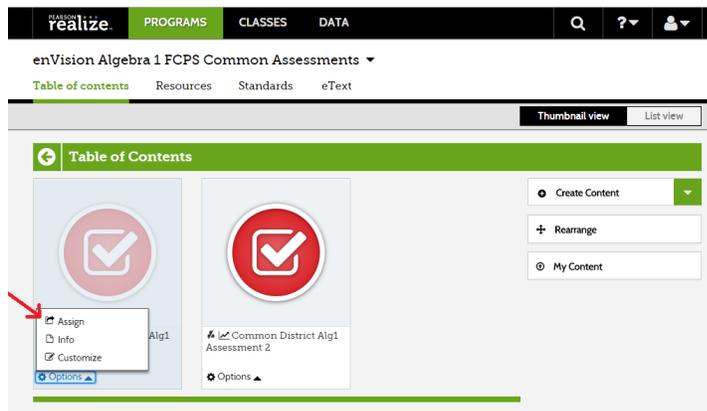


- Turn on the checkbox to the left of the assessment product to add
- Click Save.

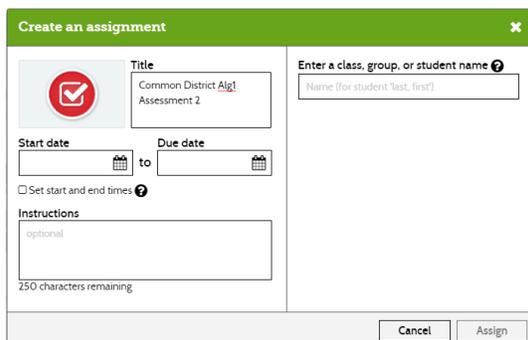
- Once the Common Assessment Product has been added for each class, do the following:
  - Go to your Savvas Realize Dashboard
  - Click on 'Programs' at the top and here you will see each Common Assessment that has been added.



- Click on the Common Assessment Product Icon for the assessment to be assigned.
- You will see the Assessments that have been loaded in the Table of Contents. (Note: Assessment 2 is the December assessment.)
  - Open the 'Options' menu under Common Assessment 1
  - Click on 'Assign'.



- Choose which classes to assign the test to and specify the date range with a start date and due date.



- Click Assign

### **Troubleshooting First Steps – Be sure to Self Check the following:**

- ✓ **Clear your Browser Cache (if the content is not loading properly or icon isn't loading in Google Drive).**
  - Note 1:** Content is any part of the program/data. Eg. menus, options, classes, rosters, assignments, etc.
  - Note 2:** Clearing cache is always good practice to keep ANY online content loading and working smoothly.
    - <Ctrl+Shift+Del> or for Chromebooks hit <Ctrl+Shift+backspace>
    - SIGN OUT of your FCPS Google Account**
    - Close your browser
- ✓ **Reboot your computer**