Scoring the District's Writing Assessments in Thinkgate

Login to the Thinkgate testing platform at https://thinkgate.net/FLMiamiDade/ with the M-DCPS credentials (employee number and password) (**Firefox browser should be used only**)

Directions are provided for grade 3 writing; however grades 4-11 should follow the same procedures with the exception of selecting the appropriate grade level.

- Click on the **Assessment** link on the front splash screen.
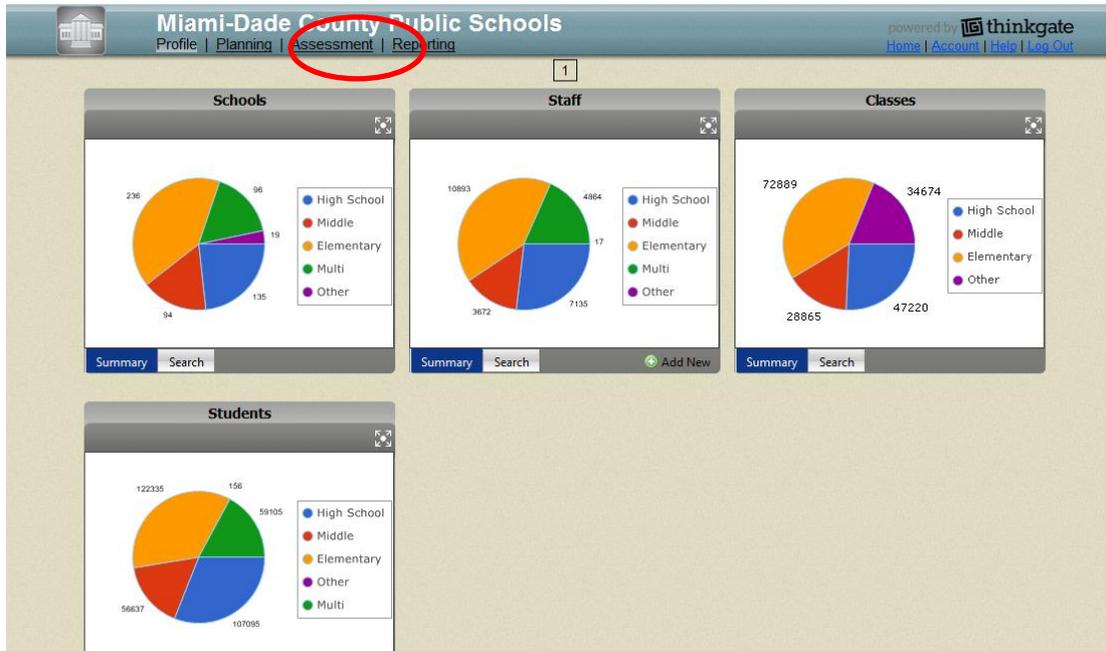
The assessments are stored on the Classroom Assessment tile.
Filter the tile for the grade level and subject area for the assessment that is being administered.
For example, for the grade 3 writing assessment for **Grade** select **3**, **Subject** select **LA.**
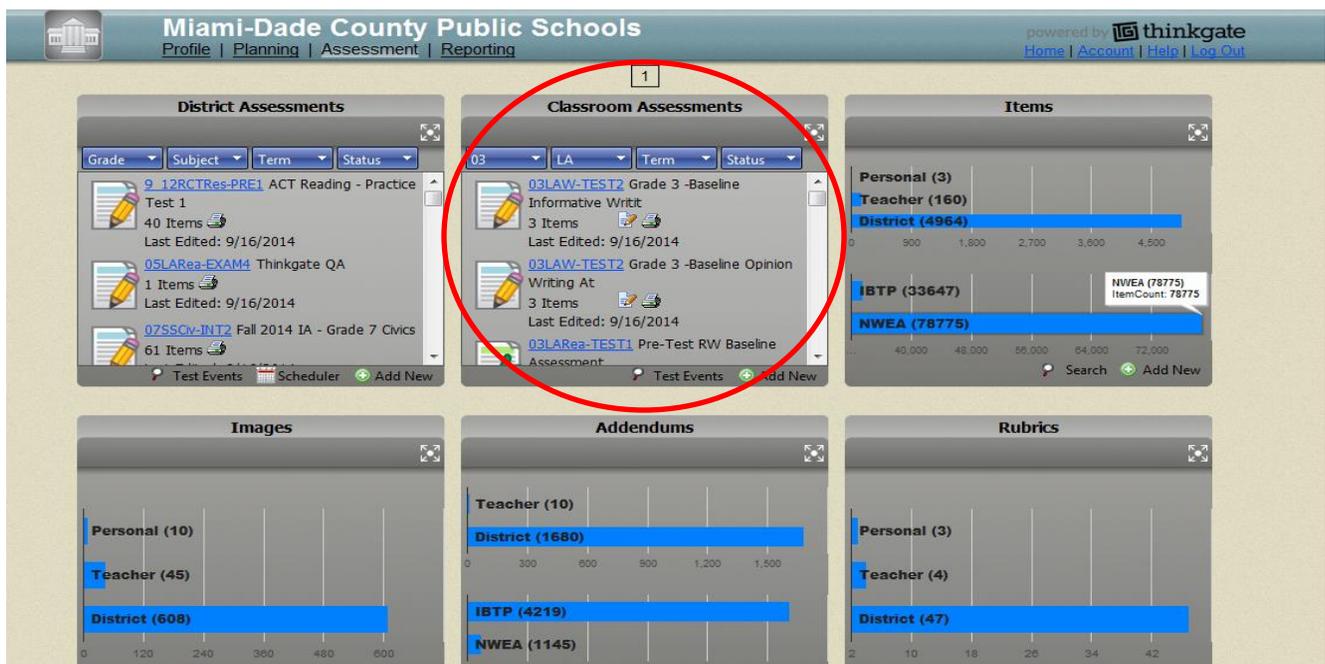
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Two writing prompts are displayed on the tile for each grade level, for example:

Grade 3 – Baseline Opinion Writing Assessment

Grade 3 – Baseline Informative Writing Assessment
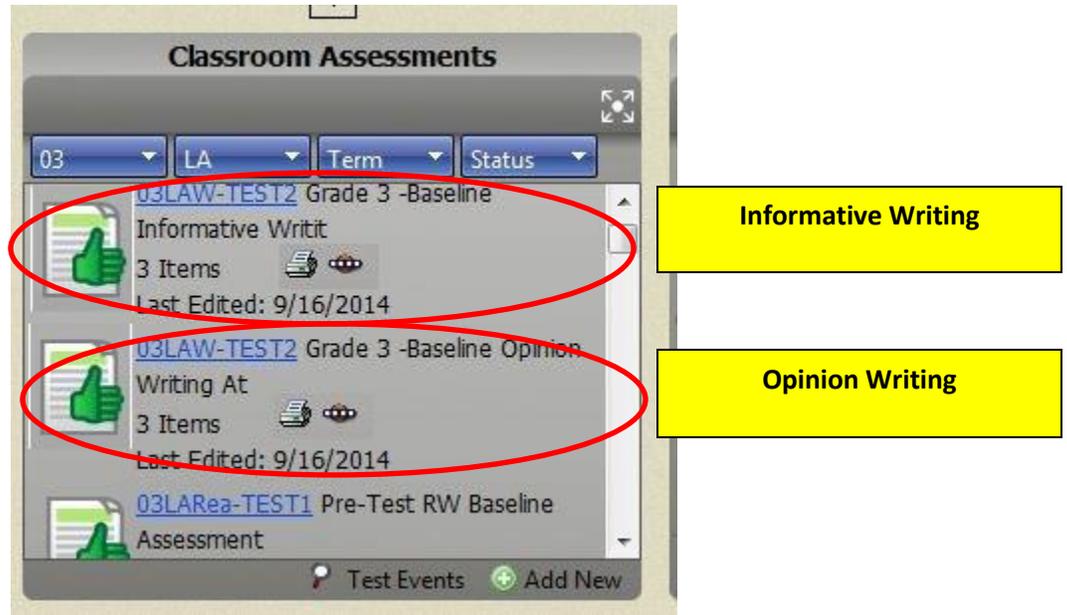
Click on the **Assessment icon** [icon] on the **Classroom Assessment** tile

Scroll for the class or section on the **Assessment Assignment** screen to begin manually entering writing scores.
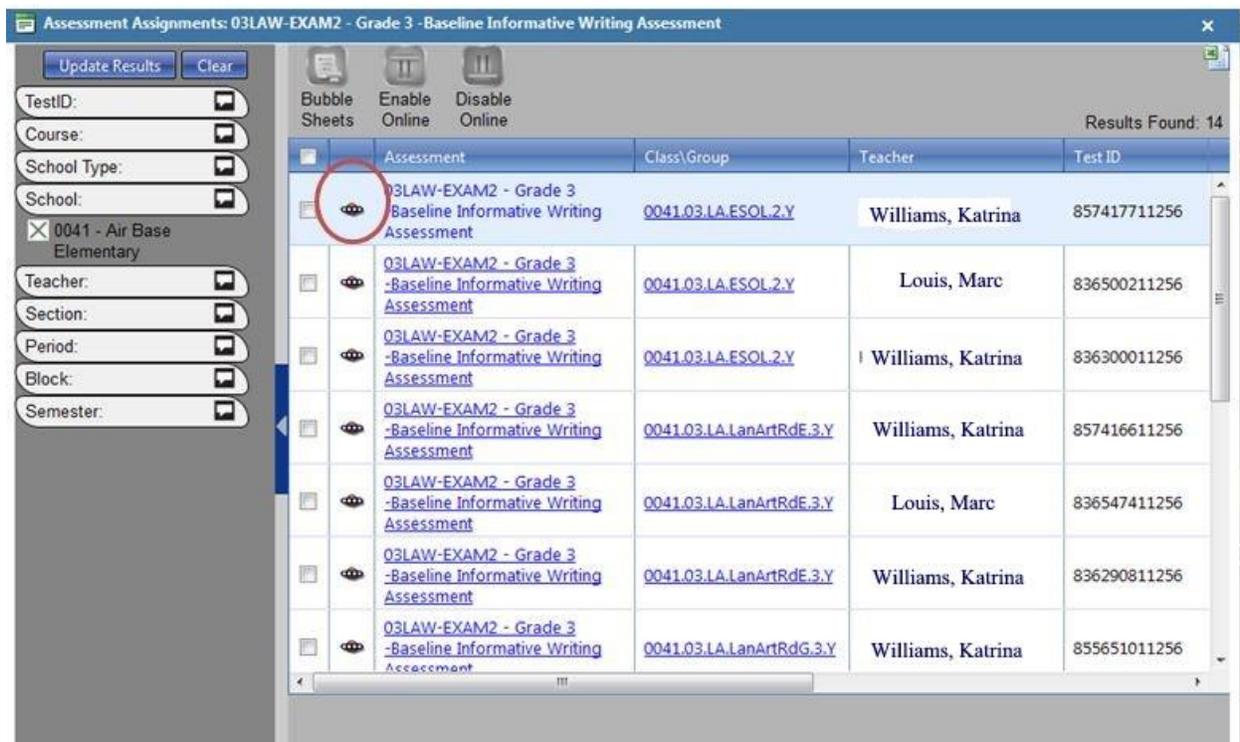
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Click on the square next to Student Name (this selects all of the students in the class)

Click the Manual icon

Click the link to **Enter Scores by Student**

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The first student's name appears on the right hand side of screen. Note under the Item Preview on the left hand side of the screen, the item is not shown because the assessment was administered paper-pencil.

Under the student's name are the three domains to be scored:

Domain 1 – Purpose, Focus, and Organization: 4 point rubric

Domain 2 – Evidence and Elaboration: 4 point rubric

Domain 3 – Conventions of Standard English: 2 point rubric

Click the radio box for the score you have assigned for each of the three domains for the first student.

The Florida Standard and possible rubric points appear on the left as you select each of domain on the right.

Enter all three domain scores for the first student, then click the **Save and Continue** button located in the right bottom corner.

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The screen advances to the next student. Continue entering scores.

Once the last student's score has been entered, the following prompt appears: "***Please refresh the Assessment Administration window after you close this window***."

Click **OK**
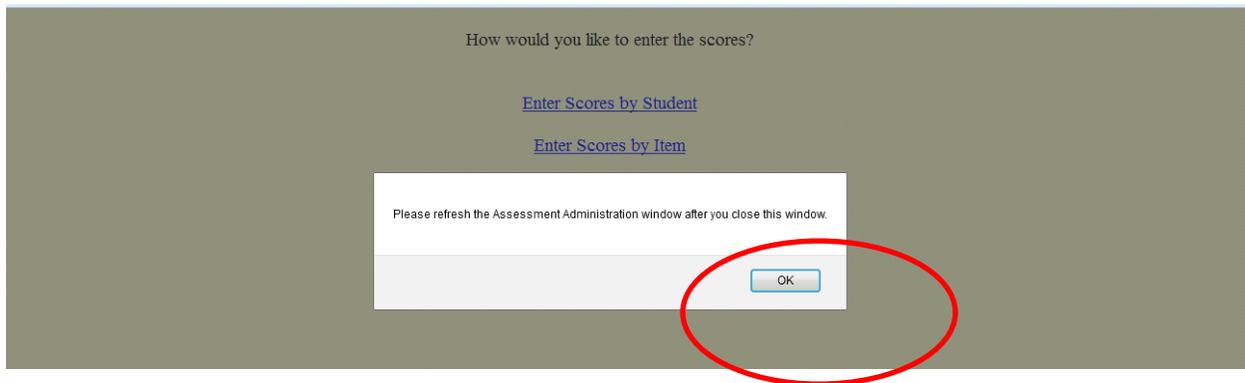
Close the tab for the previous screen by clicking the X on the tab as shown below.
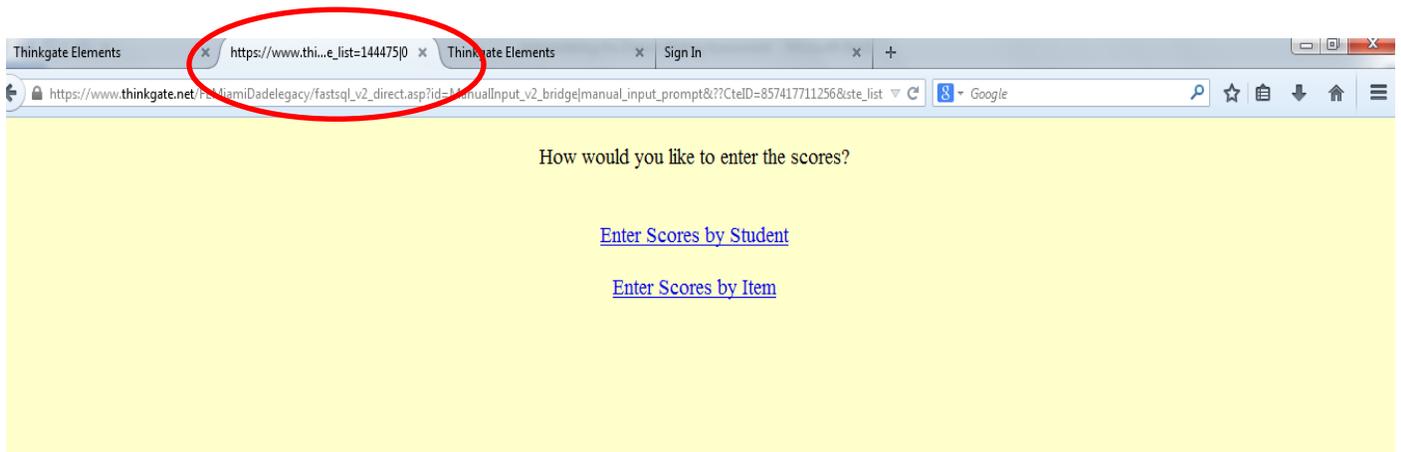
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The **Assessment Administration** screen appears. (If student scores don't appear automatically click the Refresh icon.)
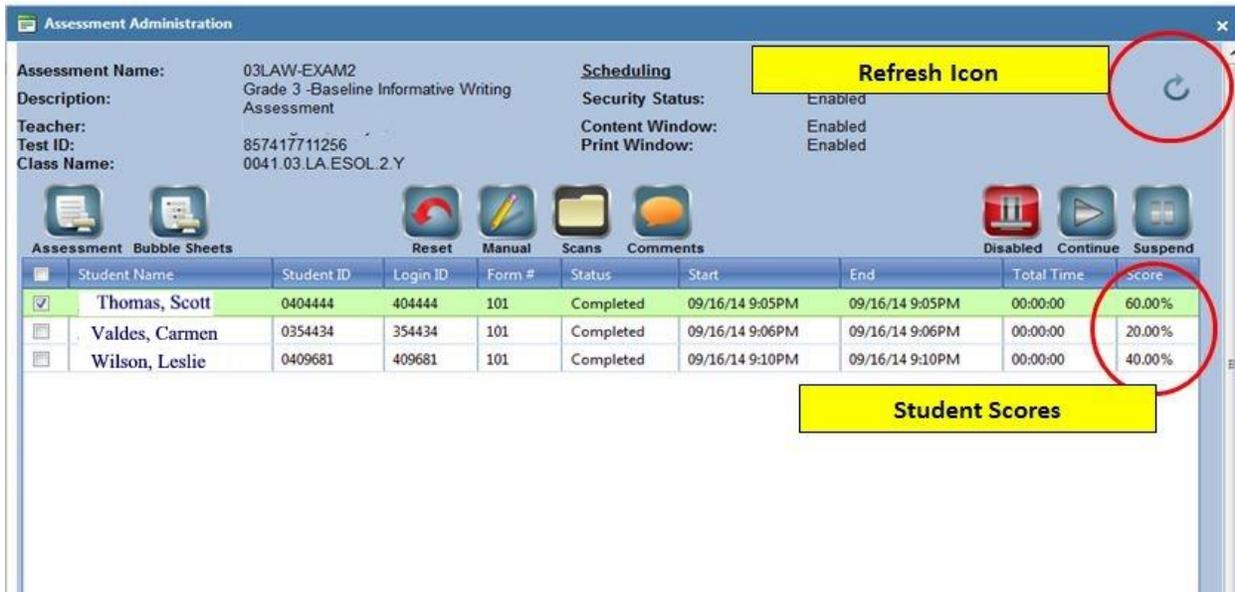
Student scores currently only appear as percentages of the total possible points, not raw scores. However, the 3-domain rubric scores have a total possible point value of 10 points. As such:

Percentage Shown	Total Points Earned
100%	10
90%	9
80%	8
70%	7
60%	6
50%	5
40%	4
30%	3
20%	2
10%	1
0%	0