

Ways to Assess

Downloading and Importing State-Specific Files

Occasionally, new state-specific content will be made available for use in *Ways to Assess*. This content may include prepared tests as well as correlations to state standards. You will be notified if such material has been prepared for your state. You will then be able to download the new files from Education Place, the Houghton Mifflin School Division Web site.

Follow these steps to download files and to import them into *Ways to Assess*:

A. Download the files.

1. Using a browser on the computer on which you have installed *Ways to Assess*, or on a workstation on which you can log into *Ways to Assess*, go to the Education Place *Ways to Assess* Download Page: <http://www.eduplace.com/waystoassess/>
2. Select your state in the pull-down menu. Then click **Submit**. Your state's download page will appear.
3. If content is available for your state, it will be listed as grade-level files. Select a grade that matches *Ways to Assess* content already installed on your computer. You may see two files for each grade. If you do, download both of them.
NOTE: If you do not know which grade(s) of *Ways to Assess* content you have installed onto your computer, see the next page.
4. When you click on a grade's file name, the file will download onto your computer. Make a note of the location into which the file is saved.
NOTE: The downloaded files are compressed as "zip" files. *Ways to Assess* can import them in their compressed format or in an uncompressed format. If a file expansion program such as Stuffit Expander automatically launches to uncompress the file, you can allow it to run.
5. Repeat steps 3 and 4 for each grade whose files you wish to download. When you have downloaded all the files you need, you are ready to import them into *Ways to Assess*.

B. Insert PDF files into the proper location.

If you have downloaded a file with "pdf" in the file name, you must move the contents of that file into the *Ways to Assess* directory on your computer.

1. Unzip the file using a file expansion program such as Stuffit Expander.
2. For Windows®, open Program Files. For Macintosh®, open Applications. Then open:
 > WaystoAssess > tomcat > webapps > WtoA > pdf
3. Leave the directory open, and locate the unzipped folder you have downloaded. Open the folder and select all of its contents. You must select the pdf files—you must not select the folder itself.
4. Move all of the pdf files into the "pdf" folder at the directory described in step 2.

C. Import the remaining (not PDF) downloaded files.

If you are using *Ways to Assess: Basic Package*:

1. Log into *Ways to Assess*. The Tests and Spiral Review Available screen will appear.
2. Click **Import**. The Import State Data screen will appear.
3. Click **Browse**. A File Open window will appear.
4. Browse to the location on your computer where you saved the file. If the zip file was unzipped automatically, browse either to the downloaded zip file or to the folder that contains the unzipped files. Do not import the individual files.
5. Click **Choose** or **Open** in the File Open window to select the file. The File Open window will close.
6. Click **Import Selected File**. The import status will be displayed at the top of the page. When the import is complete, click **Back** to return to the Tests and Spiral Review Available screen.

If you are using *Ways to Assess: Enhanced Package*:

1. Log into *Ways to Assess*. The Welcome screen will appear.
2. Click **Administration Center**. The Teacher/Administration Options screen will appear.
3. Click **Import**. The Import State Data screen will appear.
4. Click **Browse**. A File Open window will appear.
5. Browse to the location on your computer where you saved the file. If the zip file was unzipped automatically, browse either to the zip file you downloaded or to the folder that holds the unzipped files. Do not import the individual files.
6. Click **Choose** or **Open** in the File Open window to select the file. The File Open window will close.
7. Click **Import Selected File**. The import status will be displayed at the top of the page. When the import is complete, click **Home** to return to the Welcome screen.

How to Determine Which *Ways to Assess* Grade(s) You Have Installed

If you are using *Ways to Assess: Basic Package*:

1. Log into *Ways to Assess*. The Tests and Spiral Review Available screen will appear.
2. Scroll through the list of available tests. You will see Chapter Tests, Unit Tests, and Progress Tests for each grade that you have installed.

If you are using *Ways to Assess: Enhanced Package*:

1. Log into *Ways to Assess*. The Welcome screen will appear.
2. Click **Test Design Center**. The Test Design Center screen will appear.
3. Click **Tests and Spiral Reviews**. The Tests and Spiral Review Available screen will appear.
4. Scroll through the list of available tests. You will see Chapter Tests, Unit Tests, and Progress Tests for each grade that you have installed.