

Discovery Ed

Progress Zone Probe Creator Cheat Sheet

1. Go to 'Builder Tools' on top tabs of home screen. Areas will drop down. Choose 'Progress Zone'
2. Click 'View My Probes and Reports' from the 'Progress Zone' area
3. Click 'Create New Probe' on top left side of screen
4. Design your probe:
 - a. Create a name and description, subject, grade, and skillset (Common Core Standards)
 - b. Select difficulty level, item usage and probe options (most likely you will keep the default item usage and probe options checks)
5. Click 'Next'
6. Determine how many items you want per difficulty level
7. Find the skill area you want to assess – you can pick overall area (Reading: Literature) or a subskill (RL.5.1 Explicit Details)
8. Click 'Next'
9. Discovery will give you items and you choose which ones you want to use by clicking the 'use' box to the right of the item
 - a. If you did not see enough on the first try click the 'Save Selections & Get More Items' button and more items in that subskill area will come up
10. Click 'Next'
11. Finalize the assessment – make sure it is in the order you would like, placement, etc.
12. Click 'Save and Exit'
13. That takes you back to your 'Progress Zone My Probes'
14. You will get a login code for the students to use
15. The drop down box to the right of the probe has options for you
 - a. You can 'assign' the probe to a particular group
 - b. You can 'print preview' the probe so you can print it out and use it as paper/pencil probe
 - c. You can 'share' the probe for district or school use

Finding Probes from other District/School Users

1. Go to 'Progress Zone' tab at top
2. Click on 'Probe Library'
3. You can sort by grade, subject, and who shared it (admin, teachers, yourself)
4. Click the drop box on the right to either 'print preview' or 'add to my probes'

Add a Class

1. Hover over the 'Classroom Manager' so choices drop down
2. Select 'My Classes'
3. On the top-middle of the page is a 'create class' box. Click on 'create a class'
4. Name your class (Example - Reading Group 2) and provide class description
5. Find the names of the students you want to add and click the box on the left of their name
6. A 'class roster' will show on the right side. Once everyone you want is in the class roster click 'Save'
7. You can then either 'Create Another Class' or 'Return to Previous Page'
8. If you choose to return to previous page you will go back to your 'My Classes' page. Your new class should show up on that page.