



Limelight/Pearson Inform Synchronization, Version 2 (Inform 2)

User Instructions

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Overview of Pearson Inform Version 2 (Inform 2)

Inform 2, which is the synchronization between Limelight and Pearson Inform includes the following features:

- Automate sending results to Pearson Inform by selecting the option to do so when creating a test
- Stream results live, as they post, instead of in bulk when the administration is complete
- Access event logs that will help the support team troubleshoot errors.

Overview of Process Steps

District Administrator users will initiate the option to [Automatically send student responses to Pearson Inform](#) as part of the [Create a new test](#) or the [Create an answer key only test](#) process.

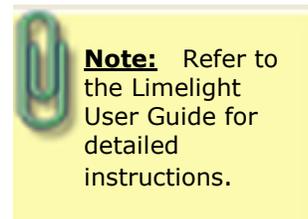
1. The District Administrator creates a test or an answer key only test in Limelight
 - a. Select the "Automatically send student responses to Pearson Inform" check-box option on the create/edit test form.
2. The District Administrator assigns or publishes the test (teacher users assign a published test)
 - a. Assignment displays on the Test details page/Inform reporting
 - b. Under the [Inform reporting](#) section, a screen message indicates that "Enhanced reporting results have **not** been sent"
3. The first student's test results are recorded in Limelight
 - a. The test is automatically set up in Pearson Inform and the results are sent
4. Users access Pearson Inform to view results

Detailed User Instructions

Step 1 – Create a New Test or an Answer Key Only

[Create a new test](#)

1. On the [Home](#) screen or the [Tests](#) screen, **click** the [Create a new test link](#).
2. **Click** on one of the navigational tabs to select a process for finding questions: [Select by indicator](#), [Select by passage](#) or [Select by bank](#).



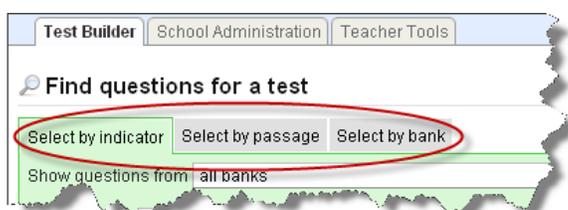


Figure 1: Find Questions for a Test — Navigational Tabs

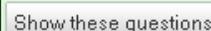
3. Select filtering criteria for locating questions and **click** the  button.
4. **Click** the  icon next to each [question](#) you want to add to the test.
5. In the Test blueprint section of the page, **click** the  button. The [Question Ordering](#) page will display where you can opt to remove a question(s), reorder the questions, or return to the selection screen and add more questions to the test.
6. When you are satisfied with your test, **click** the  button on the Question Ordering page. The [Save this test](#) screen will display.

Figure 2: Save this test screen

7. **Type** or **select** the attributes for this test, including the [Test title](#), a [brief description](#), a [Test category](#), the [Subject](#), the [Grade](#), the [Bank](#), the [Proficiency profile](#), and [Instructions](#).

Note: Complete the next step to indicate that you want to automatically send student responses to Pearson Inform.

8. **Click** in the selection box beside [Automatically send student responses to Pearson Inform](#).



Figure 3: Inform: Automatically send student responses to Pearson Inform

9. **Sharing:** Leave the default radio button next to [Keep this test private](#) selected.
10. **Click** the **Save this test** button. The [Test Details](#) page will display.

Create an Answer Key Only Test

1. On the [Home](#) page, **click** on the [Tests](#) link. The [Test Management](#) page will display.
2. From the [Test Management](#) page, **click** on the [Create an answer key only test](#) link. The [Create an answer key only test](#) page will display.

Figure 4: Create an Answer Key Only Test Template

3. **Type** or **select** the attributes for this test, including the [Test title](#), the [Subject](#), the Grade, the [Bank](#), and the [Proficiency profile](#).
4. **Click** in the [Add](#) field and type the number of questions of a specific type. **Click** the question type drop-down arrow  and select the type of question. **Click** the  button. **Repeat** as needed to build the Answer Key Only (AKO) test template.
5. **Select** the [answer](#) or type the [point\(s\) available](#) specific to each question.
6. To align a question, hover the cursor over the question and select the  icon. From the [standards selection box](#), **locate** and **select** the standard to be aligned. **Click** the  button. Repeat for each question you want to align to a standard.

Note: Complete the next step to indicate that you want to automatically send student responses to Pearson Inform.

- Click in the selection box beside [Automatically send student responses to Pearson Inform](#).



Figure 5: Automatically send student responses to Pearson Inform.

- Click the  button. The [Test details](#) page will display.

Step 2 – Create an Assignment

From the Test Details page, the District administrator user will assign the test to a classroom(s), or he/she will [Create a New Publication](#) for the test. For the published test, teachers included in the publication will assign the test to their classes or to individual students as appropriate.

The assignment or publication name displays on the Test Details page under [Inform reporting](#) and the screen message indicates that [Enhanced Reporting results have not been sent](#).

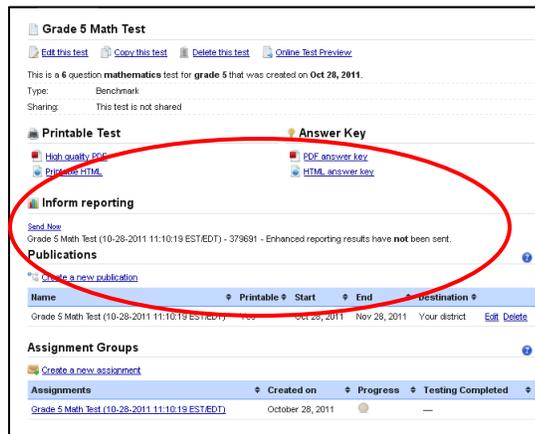


Figure 6: Test Details page/Inform Reporting status message

Step 3 - Record Results in Limelight

When the first student's results are recorded in Limelight, the test is automatically set up in Pearson Inform and the results are sent to Pearson Inform.

- Use one of the following processes to **record results** in Limelight

- a. Deliver the test online to the student, and/or
 - b. Scan student responses recorded on a scan sheet into the system, and/or
 - c. Log into Limelight and record results on the grade screen.
2. The [Inform reporting](#) on the [Test Details](#) page **updates** to indicate that [Enhanced reporting results have been sent](#).
 3. For this assignment, **newly recorded results will continue to be automatically sent to Pearson Inform**.
 4. **Changes to reporting results will be automatically sent to Pearson Inform**, e.g., rescanned results and/or results changed on the grade screen. The most recently entered result will always be the one visible in Pearson Inform.

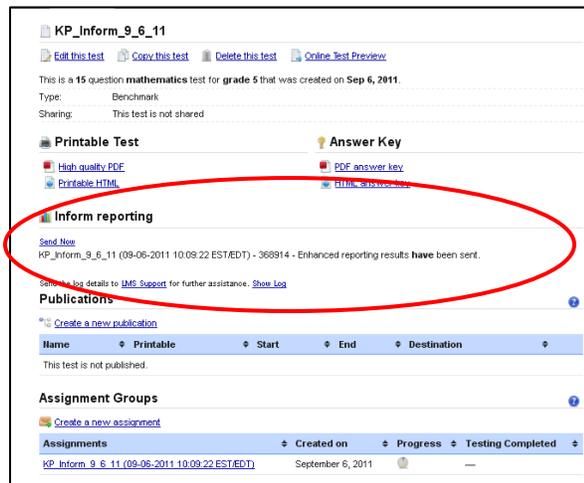


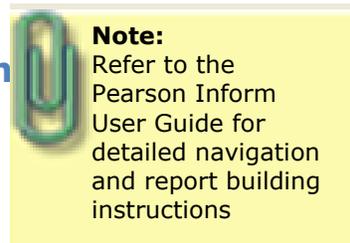
Figure 7: Test Details page: Reporting results have been sent

Step 4 – Access reporting results in Pearson Inform

1. **Access** [Pearson Inform](#).
2. **Click** on the [Assessment Dashboard](#) tab.
3. **Locate** the [name of the assignment](#) in list of tests.

Note: Each assignment for a particular test will be listed as a separate test in Pearson Inform.

4. **Click** in the box next to the [assignment name](#) to select it.
5. **Click** on a [report](#) icon. The report will display in the main viewing area.



6. **Drill down** to *detailed data*, **change** the *context*, and/or **change** the *display* as appropriate.
7. **Repeat** Steps 5 and 6 to access other report views.

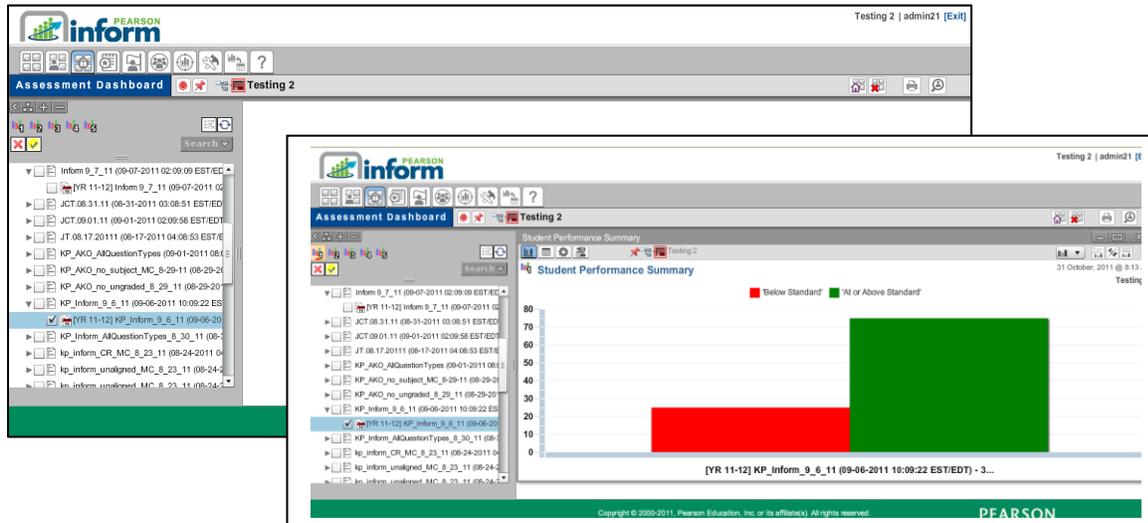


Figure 8: Pearson Inform Assessment Dashboard

FAQs

Impact on tests previously sent to Inform

Will this functionality impact completed tests that have already been transferred to Inform?

Completed tests that have already been transferred to Inform will not be affected. It is important to note that in order for the results of **any** administration of a test to be sent automatically to Inform, the [Automatically send student responses to Pearson Inform](#) check box must be selected for the test. This applies to tests created before your migration to Inform 2 as well as those you create after you migrate. If you would like the results of future administrations of a test to be automatically sent to Inform, you will need to edit the test and select this option.

Time it takes for results to display in Inform

How quickly will results display in Inform?

The time it takes for results to display in Inform may vary, depending on how many results have been submitted and are waiting to process. However, on average results should display in Inform within one hour of posting in Limelight.

Sending the test structure to Inform

Can the test structure be sent over prior to the student scores being sent?

Yes. If you want to have the test structure sent to Inform before student scores are posted, you can select the [Send Now](#) option that appears above the Assignment name in the Inform reporting section of the Test Details screen.



Figure 9: Test Details page, Send Now link

This will send the test structure. Once scores begin to post in Limelight, the scores will then automatically be sent as well.

Note: The [Send Now](#) option should only be used in cases such as this, when the test needs to be sent in advance, before scores are posted. **It is not necessary** to select this option every time. If you have selected the [Automatically send student responses to Pearson Inform](#) check box on the test, scores will **automatically** send to Inform.

Activating Inform 2 for a test

How do I exercise the [Automatically send student responses to Pearson Inform](#) option after a test has been saved? Can the option be exercised even if scores have already been posted for the test?

Any existing test, regardless whether an assignment exists for it already and regardless whether scores have already been posted, can have the option to [Automatically send student responses to Pearson Inform](#) activated for future scores. Simply navigate to the Test details screen of the test, select the Edit this test link near the top of the screen, and select the [Automatically send student responses to Pearson Inform](#) check box as indicated in Step 1 of the Detailed Instructions. Save the change by selecting the Save this test button at the bottom of the form.

After you've made the edit, any new scores that are posted to Limelight will automatically be sent to Inform.

Note: Only new scores that post after you've edited the test and checked the [Automatically send student responses to Pearson Inform](#) box will automatically be

sent to Inform. If previously entered scores were not already sent, you will need to select the [Send Now](#) option to send them. Also, selecting the [Send Now](#) option for tests that were already sent to Inform using Inform Version 1 will result in the creation of a new and separate test assignment in Inform. All the results will be the same for scores that were already posted, but they will appear in a separate entry. You can delete the original test from Inform and proceed using only the new version.

Tests administered multiple times

Will this new integration support tests that are administered multiple times (i.e. Pre, Post) and how will they be listed in Pearson Inform?

The new integration does support tests that are administered multiple times. Each assignment or administration of the test will be sent to and displayed in Inform as a separate test. The names of the tests will be differentiated by the addition of the assignment name applied in Limelight. The scores for multiple test administrations will no longer be combined into the same test in Inform.

Automatically transferred scores for teacher and school administrator users

Will teachers or school administrators need to do anything different for their scores to automatically transfer to Pearson Inform?

No. Teachers and school administrators will continue to assign and administer tests the same way they always have. If the district administrator chose the [Automatically send student responses to Pearson Inform](#) option for the test, the scores that are posted will automatically send to Inform with no action required by the teacher or school administrator.