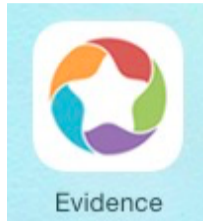


# APP "CHEAT SHEET" FOR THE K-3 FORMATIVE ASSESSMENT PROCESS

## To download the app to your iPad:

Go to the App Store and download the "NC K-3 Formative Assessment" app:



Once downloaded, tap the "Evidence" icon and enter your username and password to log in

## To enter evidence:

Choose which type of evidence you want to enter:

- **Camera icon** - upload a picture of your evidence
- Choose this icon. Mode is in the bottom left corner. This allows you to choose camera, video, or audio recording.
- CAMERA - On middle, right side of the screen, press camera icon to take a picture.
- On bottom right, tap the picture you've just taken and it will take you to the evidence screen.
- Tap the picture again (top left).
- You'll have 2 choices: notes and children. Tap "Notes" and the keyboard will appear to type a note about the picture evidence. Tap "Done."
- Tap a child's name and the class title will appear.
- Tap "Class." Select the children for whom the evidence applies. Once you've selected students, tap "Done."
- Tap "Constructs" and a list will appear. Choose the construct that matches the evidence (#3 or #10 are the ones we are focusing on this year). For #3, select and tap "Done." For #10, select and then choose A or B and tap "Done."
- In the top right, tap the upload button. Your evidence will disappear from your iPad when it has uploaded to the platform. You'll be able to see your evidence when you log in to your Teaching Strategies online.

\*When a piece of evidence matches more than one construct, you can record more than one construct for a single piece of evidence.

- **Pencil/paper icon** - \*Immediately after login\*, tap the note icon on bottom right corner of screen.
- On the main evidence screen, choose pencil/paper icon on left side of screen.
- On right side of screen, tap "Notes" and type in your comments. Tap "Done" to save your notes.
- Tap "Children" and select the students for whom the note applies. Tap "Done."
- Tap "Constructs" and select the construct(s) that matches the evidence. Tap "Done."
- Tap the upload button in the top right corner to upload your evidence.





