# UNIT COORDINATOR USER GUIDE

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Logging In to WebCCAT

In order to successfully login to WebCCAT, you must have an existing username and password. If you do not have this information, go to “Obtaining a WebCCAT Account” on the previous page.


2. Click Log In to enter the WebCCAT system.

Forgot Your Password?

1. If you do not remember your password, click Forgot your password? Click here.

2. In the new window, enter your email address and click Send My Password to receive an email that will provide your password automatically.
WebCCAT News and Information Links

WebCCAT users have the ability to view valuable product news and information, training information, and planned features for the upcoming year. In addition, users can find information about obtaining customer support and even provide feedback!

To access the WebCCAT News and Information links, click the Click here for WebCCAT News and Information link from the login screen. The window shown below will appear.

For a listing of all informational topics found within the WebCCAT News and Information link, click Site Index. The screen below will appear, allowing you to navigate directly to the topic of your choice.
About WebCCAT

The circled image indicates where you can find each particular topic. These topics are also available from the Site Index, which is available from every page within WebCCAT News and Information.

What is WebCCAT?

Provides an overview of the WebCCAT application, including information for effective use and applicable grade levels and subject areas.

Future WebCCAT Features

Displays the new features that will be added to the WebCCAT application next year.

Accessing the WebCCAT Application

Provides contact information for district and region administrators that can provide implementation and training schedules for districts inside and outside of Region 10.
WebCCAT News and Release Notes

The circled image indicates where you can find each particular topic. These topics are also available from the Site Index, which is available from every page within WebCCAT News and Information.

### WebCCAT News

Provides information about updates that have been incorporated into the WebCCAT application.

### Planned Features

Displays the new features that will be added to WebCCAT next year.

### Prior WebCCAT News

Displays prior news and updates for the WebCCAT application.
WebCCAT Support

The circled image indicates where you can find each particular topic. These topics are also available from the Site Index, which is available from every page within WebCCAT News and Information.

**Application (Technical) Support**

- Provides several ways for a user to obtain customer and technical support.
- Allows a user to provide feedback about the application or other comments and questions related to WebCCAT.
- Allows a user to find and contact a specific region coordinator or district administrator.

**Technical Specifications**

Displays the Network Specifications, Minimum/Recommended Requirements, and Common Configurations for the WebCCAT application.

**User Guide for Educators**

Displays a printable User Guide that helps educators use the WebCCAT application effectively.
WebCCAT Support (Cont’d)

The circled image indicates where you can find each particular topic. These topics are also available from the Site Index, which is available from every page within WebCCAT News and Information.

Training Support

Provides information on who to contact to schedule WebCCAT training, as well as the ESC Region 10 Calendar of Events.

WebCCAT Support “Tips and Tricks”

Print/Copy Tips and Tricks – offers suggestions and tips for users to get the most out of their printers and copiers using the WebCCAT application.

1. Click Print/Copy from the WebCCAT Support Tips and Tricks Page

2. A new screen will appear which provides useful information about printing/copying in WebCCAT and troubleshooting issues.

<table>
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<tr>
<th>Print Quality</th>
<th>When possible, we recommend that users print using highest quality resolution possible. Reference your printer manual or local technical support for more information on your local printer settings.</th>
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| Copier Quality | COPY HIGH PRINTED MASTER
Because copier quality and resolution differ from model to model, it is best to make reproductions using a high quality printer when possible. If a copier is used, we recommend making reproductions using a printed master copy, rather than a facsimile of the master.
WATCH FOR COPPER DISTORTION
Some copiers slightly distort images, which may affect solving problems that rely on precise graphic images (for example, measurement problems in mathematics or science). Be sure to review a test copy before making additional copies from the master. |
Passage/Stimuli Tips and Tricks – allows a user the ability to search through different Subjects, Grade Levels, Passages, and Items to view the specific information for each item associated with a single passage.

- Click Passage/Stimuli from the WebCCAT Support Tips and Tricks Page. You will have two options from the Passage/Stimulus screen: Look Up Items For A Single Passage or Download The Complete WebCCAT Passage List.

Look Up Items for a Single Passage

1. Click the Click here to look up items for a single passage link from the passage/stimulus screen.
2. Click on the arrow next to the subject of the item(s) for which you would like to view information.
3. Click the arrow next to the desired grade level.
4. Click the arrow next to the desired passage ID.
5. Finally, click the desired Item ID in the list to display the TEKS, Level of Difficulty, Level of Thinking, Key, and Question Type.
6. To begin a new search, click Collapse at the top or bottom of the screen and restart.
7. Use the Search button at the top or bottom of the screen to search for a particular item using keywords and more specific search filters.

Download the Complete WebCCAT Passage List

1. Click or click here to download the complete WebCCAT Passage List to your desktop!
2. A downloadable and printable spreadsheet will appear showing the specific information for all items associated with a particular passage.
WebCCAT Training

The circled image indicates where you can find each particular topic. These topics are also available from the Site Index, which is available from every page within WebCCAT News and Information.

General Training Information

Provides contact information to schedule training, user training options, and assessment/benchmark workshop options.

To view a printable version of the materials used in WebCCAT training, click the Training Materials link in the first paragraph of the WebCCAT Training page.

Training Dates

Provides information about scheduled training dates, common training location(s), and contact information for scheduling your own training date.

Also included is the ESC Region 10 Calendar of Events.

WebCCAT Training Support

Provides information on who to contact to schedule WebCCAT training, as well as the ESC Region 10 Calendar of Events.
TEKS/TAKS Correlation Guide

The TEKS/TAKS Correlation Guide includes all objectives and corresponding student expectations for English Language Arts, Mathematics, Science, and Social Studies. This document is available within the Reference Materials link from the login screen and all screens within the WebCCAT system.

1. Click **Reference Materials**.

2. Click **TEKS/TAKS Correlation Guide** to open the PDF document in a new window.

3. To save the document to your desktop, click **Save a Copy** and choose to save the document to your desktop.

4. To print the document, select File, then Print, or simply click the printer icon on the screen.

Send Feedback

District Level users have the ability to send feedback about content, application look and feel, recommended enhancements, or other topic directly to Vantage Learning with a few clicks of the mouse! The feedback link is available from the login screen, as well as every screen within the WebCCAT application.

1. Click the **Send Feedback** link in the upper right-hand corner of the screen.
2. Enter your email address in the From field.
3. Type your feedback into the bottom white box.
4. When you have finished typing your feedback, click **Send** to send the message or **Cancel** to exit.
Assessment Menu

Under the Assessment Menu, users may Create Assessments, Manage Assessments and Search for Assessments.

Create an Assessment

The WebCCAT application allows an Educator to create an assessment using the items that you would like to be included. Creating an Assessment can be separated into four steps: 1) Test Information, 2) Select Items, 3) Item Search Result, and 4) Sequence and Settings. While customizing the assessment, you can click on the titled links for any of these steps at any time to add/modify specific settings related to each step.

- From the Main Menu, click Assessment Menu.
- Next, click Create an Assessment from the Assessment Menu. A new window will appear allowing you to customize the Assessment.

1) Test Information
- Enter the Name, Subject, and Grade Level(s) for the assessment.
- Optional. If you would like to include Directions or a Description for the Assessment, type the Directions or Description text in the boxes provided. When you have finished customizing the Test Profile, click Continue.

2) Select Items
- To Find Items by Alignment, use the selection boxes provided to choose the Grade Level(s), TEKS?TAKS Objective(s), and Stimulus/Stimuli (Passage) which to search for items.
- To Find Items by Other Criteria, you can enter the Item ID and/or select the Item Type, Thinking Level, Difficulty Level, District Code, or Keyword.
When you are satisfied with the search criteria you have selected, click **Continue**.

### 3) Item Search Result

After customizing your item search and clicking **Continue**, a list of items will be displayed that match your search criteria.

**Note:** You can filter the items by any of the column headers by clicking on the particular column header.

- To preview an item in a new window, click **Preview** under the Options column next to the corresponding item.
- To return to Step 2 and change your search criteria, click **Search Again**.
- To add an item or items to the assessment, place a checkmark in the box to the left of the item(s). To remove item(s) from the assessment, simply click inside the box again and the checkmark will be removed.
- After placing checkmarks in the appropriate boxes, click **Add Item(s) to Test**.
- When you have selected the items that you would like to include in the assessment and would like to proceed, click **Continue**.

### 4) Sequence & Settings

- The screen will refresh in a slightly different format as the previous screen. This screen allows you to change the order that the items will appear in the assessment.
Managing Your Assessments

Once you have created one or more assessments, you can view them in the Test Management Page, which allows you to customize and transfer assessments.

1. From the Main Menu, click Assessment Menu.

2. Next, click Manage Assessments from the Assessment Menu to access the Test Management screen. The assessments that you have created will be displayed.

3. If you have more than 10 assessments available, you can use the page numbers at the top of the screen to view the assessments that are not currently displayed.

4. To sort the assessment list by a particular column, click the column (field) name at the top of the assessment list. The fields available for sorting are: Name, Subject, Grade, Date Created, Last Used, Number of Items, Owner, and Status.

To change the order of the items, simply change the number under the Order column. Be sure to change the number of the item that was replaced as well! When you change the item sequence, click Save Order after each change.

To preview the entire assessment using the current sequence, click PDF Preview.

When you are satisfied with the items and sequence of the assessment, click Save and Close and the Test Management screen will be displayed.

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5. To publish an assessment and make it available to Educators within your school, place a checkmark in the box next to assessment name and click **Publish** at the bottom of the screen. To unpublish the assessment, simply click **Unpublish**.

6. To protect an assessment from changes being made by Educators within your school, click **Protect**. To unprotected the assessment, simply click **Unprotect**.

7. To copy an assessment to a specific user within your school, click **Copy To**: at the bottom of the screen. A new screen will appear allowing you to select the user:
- Select the User Role from the drop-down box.
- Select the School of the user.
- Select the user to whom you would like to transfer the assessment.
- Click **Submit**. The user will now have this assessment available in his/her portfolio.

8. Click **Edit** next to the assessment to edit any of the customized settings for the assessment, including name, description, directions, items included, and sequence. When you have finished editing the assessment, click **Save and Close**.

9. Click **Save As** to modify the settings for an existing assessment and save the new settings as a new assessment. When you have finished editing the assessment, click **Save and Close**.

10. Click **Print Preview** to view and print the assessment in PDF format.
11. To save the test key for an assessment, place a checkmark next to the appropriate assessment and click **Export Test Key**.
   - A new screen will appear allowing you to choose the grade level for the export file. Use the drop-down box to select the grade level and click **Save**.
   - To save the export file from the new confirmation screen, right-click on the filename, select “Save Target As” and save the file to your desktop.

12. To remove (delete) an assessment, place a checkmark in the box for the assessment you would like to delete and click **Remove**.

13. To create a new assessment, click **Create an Assessment** and follow the instructions provided in the “Creating an Assessment” section of this document.
Search for Assessments

With this feature, you have the ability to search for assessments created by other WebCCAT users at the State, Region, District, and School levels.

1. From the Main Menu, click Assessment Menu.

2. Select Search for Assessments.

3. The Search for Assessment Criteria screen will be displayed, allowing you to customize your search based on the following criteria:
   - Subject – select from English Language Arts, Mathematics, Social Studies, and Science
   - Grade – select from Grades 3 through 8, as well as English I, II, and III.
   - Location – select the level at which the assessment was created (Client, State, Region, District, School, and Personal).
   - Publish Status – select from Published or Unpublished.
   - Date Created – select a beginning and end date for the assessment creation.

   Note: To view a list of all available assessments, leave all of the search fields blank.

4. Click Search to view the list of assessments that match your criteria.

5. To preview and print an assessment, click Print Preview next to the Assessment name.

6. To edit an assessment, click Edit.

7. To create a copy of an assessment, click Save As.

8. To change search criteria, click New Search.

Note: To view a list of all available assessments, leave all of the search fields blank.
View Items

Unit Coordinator's can view items within the WebCCAT system.

1. Click **View Items** from the Main Menu.

2. Select the Subject, Grade(s), and TEKS/SE-TAKS using the drop-down menus provided.

3. You may further limit the amount of items listed in the search results by entering/selecting additional search criteria, as provided.

4. Click **Search Items** to view your search results.

5. To view an item, place a checkmark in the box next to the item name and click **Preview**.

6. To modify your search criteria to produce different search results, click **Search Again**.
Modifying Your Account

To modify personal account information such as First and Last Name, Username, Password, Email Address, and Phone Number, follow the instructions below.

1. From the Main Menu, click **Modify My Account**.

2. The Edit User screen will appear, allowing you to change the following information:
   - First Name
   - Middle Name
   - Last Name
   - Email Address
   - Phone Number
   - Username
   - Password

   **Note:** If you change your password, you will be required to re-enter the new password in the space provided.

3. When have finished making changes to your account information, click **Save** to remain in the Edit User screen or **Save and Exit** to return to the Main Menu.
Viewing Reports

There are 8 reports available at the Unit Coordinator level in WebCCAT, each of which provides a unique illustration of the performance of the educators and students in your school.

1. **Items Used Detail**
   - Displays the items that have been used, including the TEKS/TAKS, Assessment, and Assessment Owner.

2. **TEKS/TAKS Omitted**
   - Displays the TEKS/TAKS that have not yet been used in one or more, including a description of each objective.

3. **TEKS/TAKS Addressed**
   - Displays the TEKS/TAKS that have in fact been used in one or more assessments, including a description of each objective.

4. **Difficulty/Thinking Ratio**
   - Displays the percentages for each level of difficulty (easy, medium, hard) and thinking (low, medium, high) for each assessment administered to date.

5. **System Usage Detail**
   - Displays usage information for users within a school, including Last Login Date, Login Count, and Number of Tests.

6. **Test Usage Detail**
   - Displays information on each assessment created within a school, including Creator, Subject, Grade, Date Last Accessed, and Number of Times Accessed.

7. **System Usage Summary**
   - Displays the number of users, logins, and tests completed by school or group.

8. **Items Used Summary**
   - Displays the items used for a particular subject and grade level, including the Item Type and Number of Times Used.
To view the available reports, follow the instructions below.

1. From the Main Menu, click **Report Menu**, and select the type of report you would like to produce.

2. A new screen will appear allowing you to customize the report. When you have finished customizing the search criteria, click **Create Report**. The screen will refresh and display the report with the desired reporting criteria.

3. To make changes to your search criteria, click **Modify Search Criteria**.

4. To return to the list of Reports, click **Return to Report Menu**.