# Getting Started with Imagine Galileo Checklist

**Welcome Educators!**
**This getting started checklist will help prepare you for the first day of school and beyond.**

☐ First, log in to Imagine Galileo using your educator credentials to make sure your login credentials work and you can access the platform. Contact your administrator if you need assistance.

## GOALS AND USES

☐ Review your district's assessment plan.

☐ Identify district, school, and/or classroom goals:

☐ Determine the ways you plan to use Imagine Galileo

    ☐ Benchmark Assessments      ☐ Assignments

    ☐ Formative Assessments      ☐ Interim Assessments

☐ Before students' first session:

    ☐ Share basic overview information, such as estimated assessment time (1-2 sessions)

    ☐ Establish a conducive assessment environment (use of headphones encouraged)

    ☐ Enable translation and text-to-speech under scheduling settings, if needed.

*TIP: Share goals with stakeholders (students, families, paraprofessionals, etc).*

## SET-UP TASKS

**Student Management**

☐ Ensure students have Imagine Galileo accounts:

- If your district/school automatically pulls students from your Student Information System (SIS), check that your classes are correct.
- If you are responsible for creating students individually, select the Users & Classes/Groups button from the product portal (this action is done before selecting the Imagine Galileo tile). Once on the Users & Classes/Groups page, click Add button to create a student.

☐ Manage students to update existing student accounts and/or update student settings as needed.

- Select Users & Classes/Groups button from product portal > Students tab and action.

*Notes:*

*If you have any questions or need assistance, visit the Help Center.*

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## SET-UP TASKS, cont'd

### Classroom Management

☐ Ensure classes have been created.
  - If your district/school automatically pulls students from your Student Information System (SIS), check that your classes are correct.
  - If you are responsible for creating classes/groups, select the Users & Classes/Groups button from the product portal (this action is done before selecting the Imagine Galileo tile). Once on the Users & Classes/Groups page, click Add button to create a class/group.

☐ Manage classes/groups to update existing classes and/or update settings as needed.
  - Select users & Classes/Groups button from product portal > Classes/Groups tab and action.

*Notes:*

## MONITORING PROGRESS

Establish a basic beginning reporting routine and determine how often you will perform progress and mastery checks and group-based and individual reports to use.

| **Engagement** | **Progress** | **Achievement** | **Growth** |
|---|---|---|---|
| Are my students active in their learning? | Are my students making progress? | Are my students demonstrating mastery? | Are my students demonstrating growth? |

*TIP: For more information on Imagine Galileo reports, go to the Reports page of the Help Center.*

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## ADMINISTER BENCHMARKS

☐ Ensure benchmarks have been scheduled:
- If your administrators are scheduling the benchmarks, check your calendar to verify that dates and benchmark settings are correct.
- If you are responsible for scheduling benchmarks, use the test scheduling tool.
- Verify that student testing tools are enabled, as needed.

☐ Test Monitoring Report - Monitor student progress on an assessment by viewing student responses in real-time, previewing items assessed, reviewing time spent on the assessment, and more. Moreover, it provides the ability to lock or unlock tests, ensuring a smooth and controlled assessment experience for both students and educators.

*TIP: Schedule a practice benchmark assessment to familiarize students with the platform.*

## BEST PRACTICES

☐ Assess between benchmarks:
- Formatives - Assign pre-built formatives or create your own to monitor student progress on target standards.
- Interims - Consider administering midway between benchmarks to track progress toward grade-level mastery and to validate impact of interventions. *(Note: Not all districts use the interim assessments. Check with your school leaders to determine if this is applicable to your site.)*



☐ Inform Instruction: Identify students' strengths and areas for improvement. Tailor instruction to meet students' needs and enhance learning outcomes, focusing on specific standards where students may require additional support.

☐ Conference with students: Set and monitor goals, review data, and increase accountability, fostering their engagement and active participation in their own learning process.
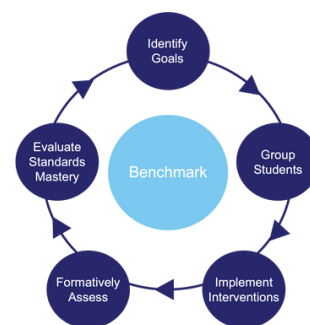
## DATA AND REPORTS

☐ Benchmark Performance Report - Offers insights into student progress on benchmark assessments, showcasing their Developmental Level (DL) scores and performance levels. The Standards View provides a detailed look at students' mastery of specific standards on selected tests, helping educators analyze and address learning gaps.

☐ Individual Development Profile - Displays assessed standards, percentage correct, and performance levels for each selected assessment, offering valuable insights into the student's learning progress and mastery of specific standards.

*TIP: Schedule a "Best Practices with Reports and Data" professional development workshop to explore more reporting options and enhance your skills in analyzing student data effectively.*

*If you have any questions or need assistance, visit the Help Center.*