ARK

The First Comprehensive Assessment of Catholic Religious Education

ADMINISTRATOR GUIDE
2022 - 2023

This document covers:

Key Terms

Your Home Screen

Importing Teachers

Adding Proctors

Importing Students

Creating Classrooms

Creating Testing Sections

ARK Key Terms

Students
Students are Catholic school or parish students in grades 2–12 who will take the ARK test.

Teachers
Teachers are all faculty in the school or parish whom you wish to participate in the ARK test. These are religion teachers but also any teacher who will take the Teacher Assessment. A Teacher may also be a Proctor. For Teachers to view Student Results, they must be assigned as a Teacher for the Class.

Classes
A Class section is a group of Students taught by the same Teacher at the same time, who may or may not take the ARK test together. Class information is used by ARK for reporting information to you and your teachers on how students performed by class.

Testing Sections
Testing sections are groups of same-grade-level Students who will test at the same time, with a Proctor. Since ARK is designed to be taken in religion/theology classes, please define the Testing Sections by the Religion Teacher and Religion Class. If you wish students to take the test in other groupings (for example, all 10th-grade classes at once with a single Proctor), you can adjust the testing sections from your dashboard.

Proctors
Proctors are school/parish staff who will administer the ARK test to Students in a Testing Section, but who do not have access to the results for the Classes they proctor. However, a Class Teacher can be a Proctor. If you wish to designate another person as Proctor for any Testing Section, you can adjust this easily from your dashboard.

Center Administrator
The Center Administrator is the person at your school or parish who will be in charge of data management—for example, uploading Student and Teacher information to ARK and creating Testing Sections. The Center Administrator will also receive full access to all reporting dashboards for the school or parish.
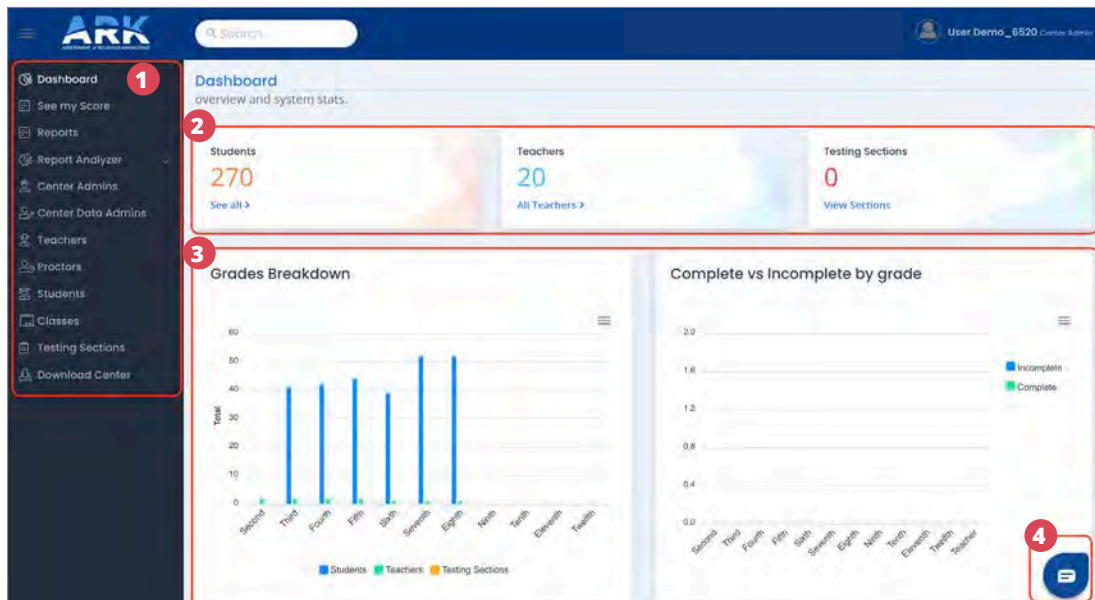
Center Data Administrator
A Center Data Administrator is a person designated to manage all data in the tool for your school or parish, but who will not have access to the results dashboards.

Your Home Screen

When you log in, you will land on your ARK Dashboard (see screenshot below). The key features of your dashboard include:

1 **The Navigation Menu,** which gives you easy access to the data needed to manage your testing center.

2 **The Summary Tiles,** which show the currently registered data for your system.

3 **The charts,** which give you a visual overview of the registered data in the tool for Students, Teachers, and Testing Sections, organized first by grade and then by the number of assigned vs. completed tests.

4 **The "chat" button,** which will open a live chat window with the ARK team ready to help you address any questions or concerns. The help desk is staffed 8AM to 5PM Eastern Time, M–F *(times subject to change).*

Need help after hours or have a non-urgent question? Email us at **help@arktest.org**.

Using Your Navigation Menu
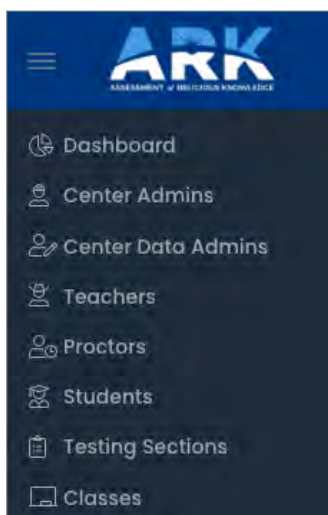
As either a Center Administrator or a Center Data Administrator for your institution, you have the ability to view all other Administrators and to view, create, and modify the data for Teachers, Proctors, Students, Classes, and Testing Sections.

Selecting a menu heading will display the data relevant to that element along with that element's administrative functions.

When you are a new user, only your account and perhaps an additional Administrator account will be active. You will begin setting up your institution by importing Teachers.

Updating Your Institution

There are 5 main steps to setting up your institution:

Returning users:

Confirm all non-returning Teachers and Students have been Released

Note: *ARK automatically releases Students that have advanced out of your school.*

1 Add New Teachers

2 Edit existing and add new Classes

3 Add New Students

4 Add Students to Classes

5 Create Testing Sections

Prepare your data for import

- To start importing data, please ensure that your data is in a **.csv** file format.

- Each column should contain header information to identify the data in the column.

- **NOTE!** Please use one file for Teachers and a **separate file** for Students. For sample files, see **ARKTest.org/help/AdminGuide/PrepareData**.

For **Teachers**, we need:

✔ First Name   ✔ Last Name   ✔ Email   ✔ Proctor (Y/N)   ✔ Sex

For **Classes**, we need:

✔ Religion Textbook Publisher   ✔ Textbook Edition

✔ Textbook Series Name   ✔ Religion Teacher Added to ARK tool

For **Students**, we need:

✔ First Name   ✔ Sex   ✔ Gaps in Catholic Education (Y/N)

✔ Last Name   ✔ Grade   ✔ English as a Second Language (Y/N)

✔ Date of Birth   ✔ Catholic (Y/N)   ✔ Accommodation (Y/N)

✔ Student Information System (SIS) School ID - optional
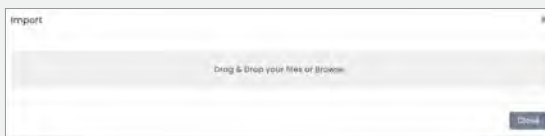
1 Importing Teachers

NOTE: Teachers can also be assigned as **Proctors** in this step. Ensure that any Teacher who is also a Proctor is marked as **"Y"** in the **"Proctor"** column in your .csv import.
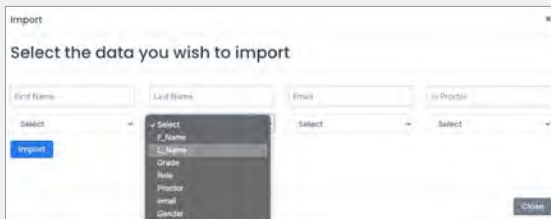
1   Select the **Teachers** menu heading.

2   Uploading:

For Bulk Upload

1   In the upper right corner of the Users table, select `Import` .

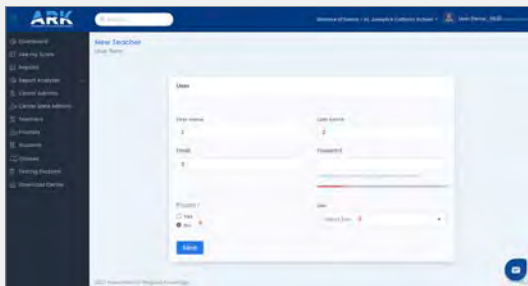**2**   Drag your .csv file or click **"Browse"** and select it from your file navigator.

3   Once the data is identified, you will be given a field picker to match your data set with the tool's fields. After confirming that all fields are matched, select **"Import."**

To add a single Teacher

1   Enter the information on the **New Teacher** screen.

2   Enter the Teacher's **First** and **Last Name**.

3   Leave the **password** field blank. ARK will generate a password and email the teacher a link.

4   Select **"Yes"** if the **Teacher** will also serve as a **Proctor** for **Testing Sections**.

**5**   Enter the proper **Sex**.

6   Click **"Save."**

3   ARK will process the data you enter.

3.1   Import Status and messaging is displayed. If an error is reported, note the issue, correct your file, and resubmit. If it reoccurs, please let us know at **help@arktest.org** or by using the chat feature.

3.2   When complete, the Import will show Success, and if applicable Possible duplicate Teachers. Review the matches list to assign any pre-existing teachers to your school.
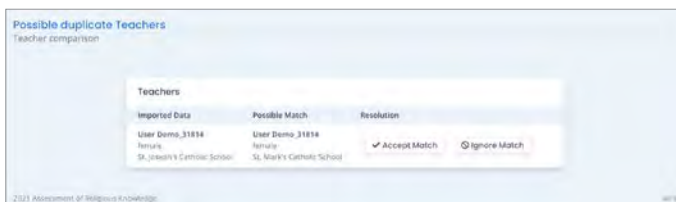
4   Upon completing the single-teacher or bulk-upload, the ARK system will email each teacher with their login credentials.

IMPORTANT: The Teacher must click on the button on the email to initiate their account. They will be prompted to change their password during the initial login.

1b   **Adding Proctors**

NOTE: This step is to add any Proctors who have not already been imported under the "Import Teachers" step.

1   Any proctors who were not enrolled during the **Import Teachers** set up will need their accounts created individually. Navigate to the **Proctors** menu selection and select the ⊞ New button in the upper-right corner of your screen.

2   Enter the Proctor's First and Last Name and their valid Email address. The system will auto-generate a password if you leave the password field blank.

3   Select **"Yes"** under **"Proctor?"** at the bottom of the User tile.

Adding Proctors *(continued)*

4 Hit the **"Save"** button, and you will return to the list of designated Proctors. Repeat steps **1-4** for as many Proctors as you need.
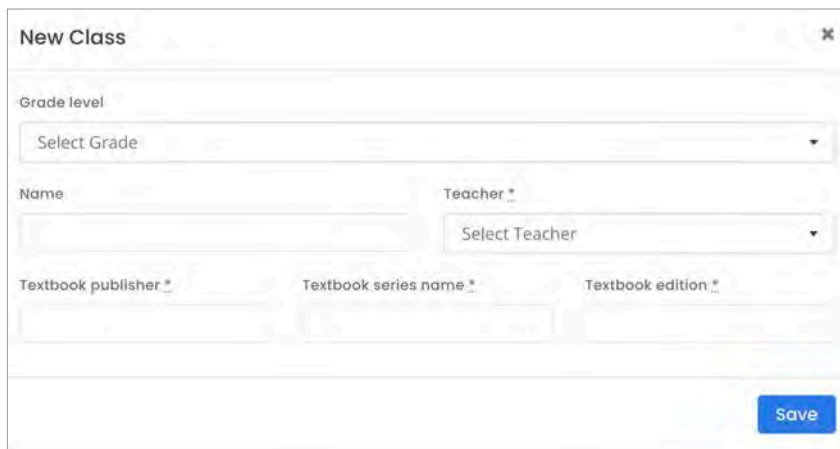
NOTE: The ARK tool will email each Proctor you add at the Email address provided. This email will include a temporary password and a link to the tool.

NOTE: Teachers selected/assigned as Proctors during the Import Teachers step do not need to be entered again. However, check the Teacher registration data to ensure that the **"Proctor?"** field is selected as **"Y"** for those Teachers.

2 Creating & Editing Classes

Watch a short video on Class creation and assignment at
ArkTest.org/help/AdminGuide/CreateClasses

1 To create Classes for your institution, please navigate to the **Classes** menu selection.

2 Select the [+ New] button in the upper-right corner of your screen. A window will open to prompt you for the relevant information. This includes the Religion Textbook Publisher, Series, and Edition used in the Class.

**Your view may differ slightly, provided for reference only.**

3 Select the **"Grade Level"** for the Class.

4 Enter an identifiable name for the Class. **NOTE:** These Class names will be displayed on your and the Teacher's reporting dashboard, so use something descriptive so you will know what it is.

5 Select the Religion Teacher for this class. (As you have already created your Teachers in the **Teacher Import** step, this field will present a picklist of Teachers.)

6 Enter the Religion Textbook information from the drop-down picklists.

7 Click **"Save"** and repeat steps **2–6** for as many Classes as you need to create.

3 Importing Students

NOTE: As an existing ARK user, you only need to import NEW students to your school. Releasing non-returning students allows other schools to claim them as they move to new schools.

1 To enter Students for your institution, please navigate to the **Students** menu selection.

2 You can add Students individually using the `+ New` button. Enter the required information and click **"Save."**

3 For batch import, select `Import` in the upper-right corner of the Users table.

4 Drag your .csv file or click **"Browse"** and select it from your file navigator.
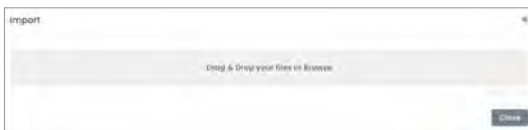
5 Once the data is identified, you will be given a field picker to match your data set with those required by ARK. After confirming that all fields are matched, select **"Import."**
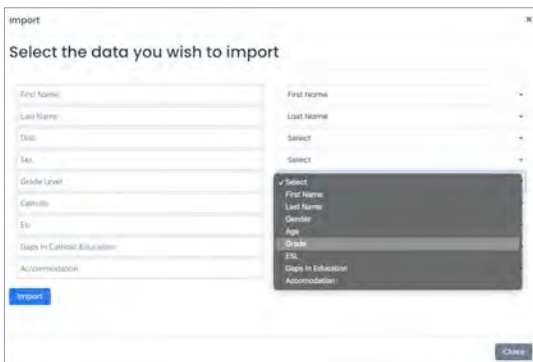

6 ARK will process the data you enter.

6.1 Import Status and messaging is displayed. If an error is reported, note the issue, correct your file, and resubmit. If it reoccurs, please let us know at **help@arktest.org** or by using the chat feature.

6.2 When complete, the Import will show successes and if applicable, potential matches. Review the matches list by clicking `Verify Students` to assign any pre-existing students (transfers, etc) to your school.
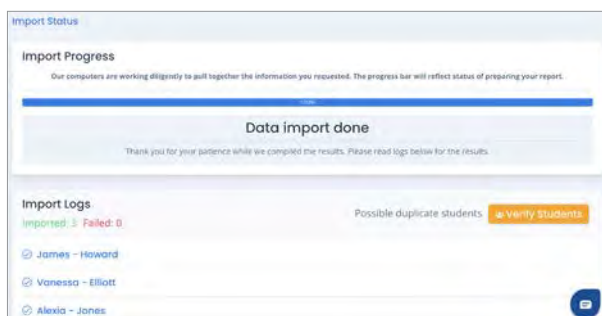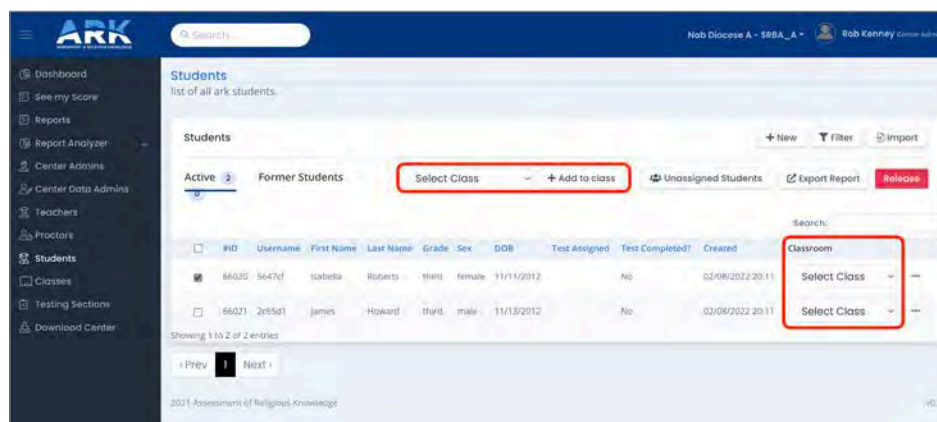
4 Adding Students to Classes

NOTE: The Class rostering process is improved over the 2021 approach.

1 From the **Students** menu list...

2 Select the 🟰 Filter button.
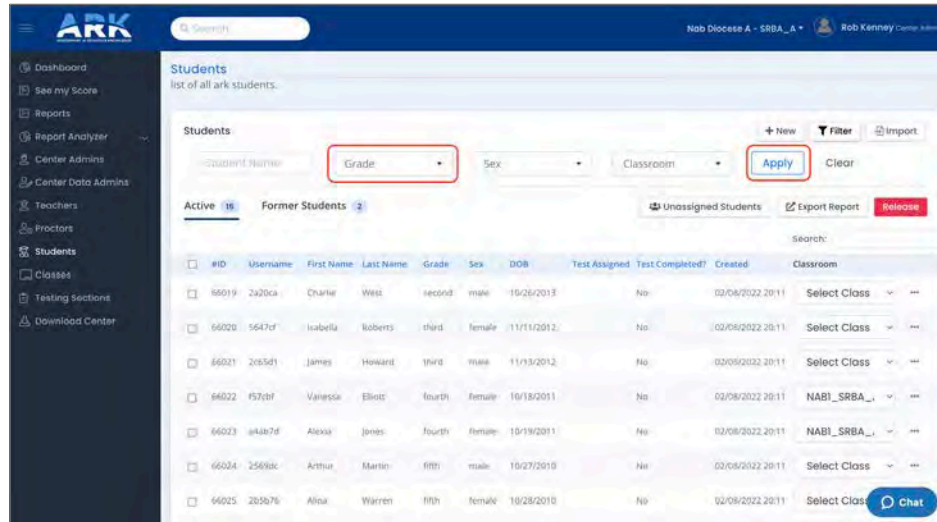
3 Select the Grade you wish to assign.

4 Click Apply .

5 In the resulting display, you can select all or individual names using the checkboxes in the list. Select the names for the class you wish to assign.

6 As you select names, the screen shows **"Select Class"** and + Add to class at the top of the list. Use the drop-down menu to select the class for the single or group of students you have chosen.

7 Repeat **Steps 2-6** as needed to assign groups to classes.

8 Individual students can be assigned in the main student list by using the drop-down in the **"Classroom"** column.

5 Adding Testing Sections
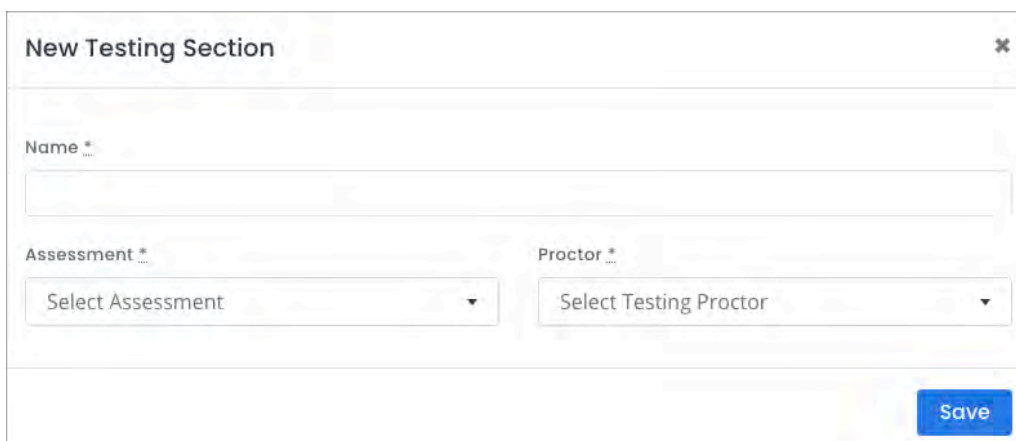
For Testing Sections that mirror your classes:

1 Navigate to your **Classes** List.

2 Select `Duplicate Class as Testing Section`

3 Repeat for all classes that will be 1-for-1 matched testing sections.

For custom Testing Sections:

1 Navigate to the **Testing Sections** menu selection and select the `+ New` button in the upper-right corner of your screen.

2 Enter the Testing Section Name. This should be a uniquely identifiable name so that your reporting dashboard is easy to read.

New Testing Section ✖

Name *

Assessment *   Proctor *

Select Assessment ▼   Select Testing Proctor ▼
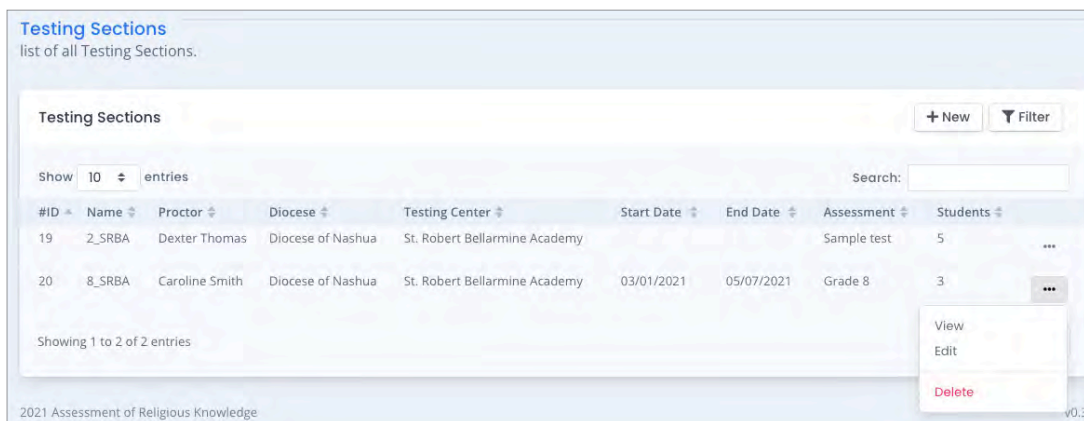
Save

3 Select the proper Assessment for the grade level of the Students in the section.

4 Select the Proctor from the drop-down menu.

5 Hit the **"Save"** button, and you will return to the list of Testing Sections. Repeat steps **1** to **5** for as many Testing Sections as you need.

To add Students to a Testing Section:

6 To add Students to a Testing Section, from the Testing Sections list, select the ⋯ button at the far-right side of the Testing Section you want to manage. Select **"View"** from the pop-up menu.

7 In the next screen, select the + New button in the upper-right corner of your screen.

8 A New Student window will open, and you can select your Students from the drop-down menu. If you are adding multiple Students at one time, select the blue **"Save & add more"** Save & add more button. When finished, select the gray **"Save & close"** Save & close button.

9 Repeat Steps **6-8** for as many Students you need to add and/or Testing Sections you need to create.

Congratulations!

You have now completed the data setup for your institution. Teachers and Proctors can log in and verify their Classes and Testing Sections. A separate **"ARK TEACHER & PROCTOR GUIDE"** is available for information on initiating the testing during the assigned testing window.

Additional Student and Teacher Data Tips

- **Student #** is an ARK-generated unique identifier. Please leave this blank. This data is not required in your import file fields.

- Students' **names** are required in order to report back to Administrators and related Teachers on how each individual Student performed.

- Students' **grades** allow the system to know which grade Students are in and allows users to filter results by grade level.

- Students' **sexes** allow filtering of results to see how girls are doing compared to boys, and vice versa.

- Students' **dates of birth** allow the ARK system to distinguish between Students with the same name and allow the reporting of knowledge growth over time.

- **Catholic/Non-Catholic** is indicated by Y/N. This allows filtering of results and comparing the scores of Catholic and non-Catholic Students.

- **Accommodation** is indicated by Y/N. If a Student has a "Y," they will be given access to the Text-To-Speech (TTS) feature to have questions and answers read to them via the computer *(TTS feature pending)*.

- **ESL status** is indicated by Y/N. This allows filtering of results and comparing the scores of native speakers with the scores of Students for whom English is a second language.

- **Gaps in Catholic education** is indicated by Y/N. This allows filtering of results and comparing the scores of Students who have had continuous Catholic education with those of Students who have not.

- **Teacher's emails** are required because their email address will become their usernames for the ARK system. **Please use a real email address.** Upon import, ARK will send each Teacher an email with a temporary password.

- **Classroom Teacher** is the **religion teacher for that grade and Class.** This facilitates the association of Teacher knowledge scores with Student scores. Other Teachers can and should be added to enable access to the Teacher Test. Institute and diocesan Administrators will then see the score reporting. Compiled Teacher scores are used in the creation of the institute's Catholic Identity Score and for individual reporting and professional development suggestions.

- **Testing Sections** can be assigned to a single Proctor. While most Testing Sections will be run at different times, it is possible for the Proctor to initiate and monitor more than one Testing Section simultaneously. This facilitates mixed-grade classrooms and allows Students to take their proper grade-level tests.

ARK

Login at **Test.ARKTest.org**

Call us
(888) 985-1324

Email us
help@arktest.org