How to Use Acuity Online Instructional Resources

Acuity's Instructional Resources are online-only tools that educators can assign to students to provide guided practice and instruction on particular skills. These resources, which include an optional audio component, can be used to supplement classroom instruction or to provide targeted remediation or review. Instructional Resources can be assigned directly from Acuity reports, or they can be assigned from the main menu.

STEP ONE: PREVIEW INSTRUCTIONAL RESOURCES

Acuity Instructional Resources are guided tutorials which have three components: a series of screens that introduce and explain a skill, guided practice that gives students feedback based on their responses to questions, and a mini-assessment to evaluate progress on the skill. Before assigning one of these resources to your students, you may wish to preview the actual tools.

- Click Instructional Resources on the Main Menu.
- Click Preview.
- Select whether to search by Skill or NY State standard, then choose the Subject, Grade and other search criteria from the drop-down menus.
- NOTE: Instructional Resources on skills at any grade level may be assigned to students at any grade level—not just the student’s enrolled grade level.
- Click Search.
- From the list of Instructional Resources displayed, click Preview under Set 1 or Set 2. (NOTE: When an educator assigns an Instructional Resource to a student, Acuity automatically assigns Set 1 unless the student has already completed Set 1 for that skill, in which case Acuity assigns Set 2. There are only 2 Sets of Instructional Resources available per skill. Sets 1 and 2 in a particular skill area have the same tutorial section as each other.)
- Click Play to start the audio (optional; must have speakers or headphones).
- Click through the Instructional Resource using the Back and Next buttons at the top of the screen (see below).
STEP TWO: ASSIGN INSTRUCTIONAL RESOURCES TO STUDENTS

Option 1: Assign Instructional Resources directly from an Assessment Report

This option allows educators to assign Instructional Resources to individual students, small groups, or a whole class based on areas of need as demonstrated by an Acuity assessment.

- Click Reports on the Main Menu.
- Click Assessment Reports, then choose the desired report (Student or Class).
- Select Subject, Assessment Type, and other information (as relevant) from the drop-down menus.
- Click Get Report.

- Scroll down to see the Test Performance section of the report. You will notice that the right-most column is titled “Assign Instruction.” Click the Assign link in the desired area of instruction (see above).
From the “Assign to Class” screen (see above), choose the desired area of instruction down to the Skill level using the drop-down menu/s. NOTE: Instructional Resources exist for many, but not all skills. The skills available to select from the drop-down menu are the skills for which Instructional Resources currently exist in Acuity.

Click Show current assignments.

If applicable, check the boxes next to the names of the students to whom you would like to assign an Instructional Resource in the selected skill area. You will see that the left-hand column, which indicates how well each student did in this area of instruction on the assessment. (NOTE: Tiers do NOT equal Performance Levels on the state test. Tiers simply indicate which of 4 performance buckets the student fell into: whether s/he scored between 0%-25% correct (Tier 1), 26%-50% correct (Tier 2), 51%-75% correct (Tier 3), or 76%-100% correct (Tier 4).

When you check a box next to a student’s name, the student’s name shows up on the right side of the screen under “Students Assigned.” When you have selected all of the students to whom you wish to assign the Instructional Resource, click Assign these Students.

A confirmation screen will pop up with the message, “The selected Instructional Resources have been successfully assigned to the selected students,” and a list of the assigned students.
• When a student from that list logs into Acuity using his/her username and password, and clicks Study, the assigned Instructional Resource will appear.

Option 2: Assign Instructional Resources from the main menu by Skill/Standard
This option allows educators to choose Instructional Resources by skill group or by NY State standard to assign to students in a particular class. (NOTE: “by Skill” and “by Standard” are two ways of searching for the same set of Instructional Resources.)

• Click Instructional Resources on the Main Menu.
• Click Assign by Skill/Standard.
• Enter Search Criteria:
  o Select a Class.
  o Select Search for Skills by either Skill Group or NY State standards.
    - By Skill Group: select desired subject, grade, skill group, and skill
    - By NY State standards: select desired subject, grade, standard, objective, and skill
• Click Search to view a list of students who meet the search criteria.
• Click the corresponding checkboxes of students to whom you wish to assign the resource.
• Click Assign These Students to assign the exercise and to view an online confirmation.

### Assign By Skill

#### Search for Students and Skills

<table>
<thead>
<tr>
<th>School:</th>
<th>Acuity New York School 001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class:</td>
<td>BERGER RUBY</td>
</tr>
<tr>
<td>Search for Skills By:</td>
<td>Skill Group</td>
</tr>
<tr>
<td>Subject:</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Grade:</td>
<td>4th Grade</td>
</tr>
<tr>
<td>Skill Group:</td>
<td>Addition with Regrouping</td>
</tr>
<tr>
<td>Skill:</td>
<td>Add four-digit numbers with regrouping</td>
</tr>
</tbody>
</table>

#### Search Results

<table>
<thead>
<tr>
<th>Student</th>
<th>Assign</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRENDA CATRON</td>
<td></td>
</tr>
<tr>
<td>CHARLES MENDO</td>
<td></td>
</tr>
<tr>
<td>GLORIA BUFFINGTON</td>
<td></td>
</tr>
<tr>
<td>JAMES DELGADO</td>
<td></td>
</tr>
<tr>
<td>JAMES HERNANDEZ</td>
<td></td>
</tr>
<tr>
<td>JEREMY CLEVELAND</td>
<td></td>
</tr>
</tbody>
</table>
Option 3: Assign Instructional Resources by Student
This option allows the educator to assign Instructional Resources to an individual student.

- Click Instructional Resources on the Main Menu.
- Click Assign by Student.
- Enter Search Criteria:
  - Select a Class
  - Select a Student
  - Choose whether to select skills by Skill Group or NY standards
- By Skill Group: select desired subject, grade, skill group, and skill
- By New York State standards: select desired subject, grade, standard, objective, and skill
- Click Search to view a list of available Instructional Resources that meet the search criteria.
- Click the corresponding checkboxes of resources you wish to assign to the student.
- Click Assign These Resources to assign the instructional exercise and to view an online confirmation.

STEP THREE: STUDENTS COMPLETE INSTRUCTIONAL RESOURCES
Students complete Instructional Resources online in their Acuity accounts. To find students’ login information for Acuity:

- Log into Acuity as a Test Coordinator or School Administrator.
- Click Management, then Classes.
- Click Show Existing Classes.
- Click View Roster for the desired class.
- Students’ usernames appear in the “Username” column. Students’ usernames are firstnamelastname, sometimes followed by a number.
- Click show all passwords in the “Password” column to view student passwords. Students’ passwords are their 9-digit OSIS numbers. (Note that an educator can log in a student directly from this screen by clicking Login.)

Once students have their login information:

- Students log into Acuity the same way as educators: from http://schools.nyc.gov/beta, click the Acuity link (from a home or school computer), then log in with username and password.
- Students click the Study icon, then click the icon for Mathematics or Language Arts.
- All assigned Instructional Resources will appear under “Study Materials” in the “Pick a topic to study” section. Once the Instructional Resource is completed, it will disappear from this list, and the educator will be able to see the student’s results (see Step Four below for details).

STEP FOUR: SEE HOW YOUR STUDENTS PERFORMED
The View Status feature allows educators to view their students’ Instructional Resources completion status, scores, and results by individual student or by skill group.

- Click Instructional Resources on the Main Menu.
- Click Status by Student or Status by Skill Group, as desired.
- Enter search criteria to find relevant Instructional Resources reports.
• Click **Search** to view a list of Instructional Resources that meet the Search Criteria.

• Fields displayed include Instructional Resource Name, Student (if applicable), Last Score, Date of Completion, and Number of Attempts. Click the corresponding **Last Score** link to view a summary of the mini-assessment results for the student or group of students (as applicable).

• Click the corresponding **Result** link to view the actual question from the mini-assessment at the end of the Instructional Resource.

• Click **Close Window** to close the window and return to the summary results page.

*NOTE: If a student’s results are not available in the View Status area, it means that the student has not completed the Instructional Resource. There is no way in Acuity to tell whether a student has started but not completed the Instructional Resource.*

**Notes on Instructional Resources**

• There are about 800 total online Instructional Resources available in Acuity, in both ELA and Math, across grades 1-8 only.

• Instructional Resources are available for many skills, but not all skills. The Item Bank can be used to create customized assignments for students in skill areas not available as Instructional Resources.

• Acuity’s Instructional Resources are available **online only**. Item Bank assignments, by contrast, may either be administered online or saved as PDFs, printed, and administered using paper/pencil.

• Educators may assign Instructional Resources at any grade level to students at any grade level (for example, an educator may choose to assign lower-grade-level Instructional Resources to a student in a foundation skill with which that student struggles.)