Quick Start Guide for Achieve Diagnostics and Study Plans

Achieve combines the ability to assign comprehensive diagnostics on reading and writing skills and generate informed study plans for students that structure opportunities to study, practice, and improve those skills. Four sets of diagnostics are included in every Achieve course: one track for Sentence Grammar; one for Punctuation, Style and Mechanics; one for Reading Skills, and one for Reading Strategies. Instructors can choose to assign one or more of these diagnostic tracks to students. You can find all Diagnostic assignments in your course by selecting the Resources side menu and filtering for Resource Type "Diagnostics."

1. Decide which areas you want students to study, and assign a Practice Test.

- ✓ For each diagnostic area you want to assign, open the relevant **Practice Test** assignment.
- ✓ Select a **grading type**.
  - ○ *Performance*: Students will receive the grade they earn on the test.
  - ○ *Completion*: Students will receive full credit for completing the test.
- ✓ Apply **late penalty** settings.
  - ○ Determine the % penalty for students who submit their tests after the due date.
  - ○ Determine the length of time after the due date you want students to be able to access the test (you can leave the field blank to leave the assignment open for a maximum of 125 days after the due date; however, *you must set a late penalty in order to leave the test open after the due date.*)
- ✓ Close the test and **assign** the Practice Test assignment in Achieve. (Note: Do not assign exceptions for Diagnostic assignments in Achieve. Adjust your late penalty settings to accommodate students who need exceptions.)

2. Do you want to require completion of the study plan for credit?

If **yes**, follow the steps below. (Note: Students cannot access a study plan without taking a Practice Test.)

- ✓ Assign the **study plan** assignment and set the completion target. As students work through the study plan resources, they accumulate credit in the gradebook toward the total point value of the assignment.
- ✓ Once students have begun work on the study plan, you won't be able to change the completion target. By default, the completion target is 100%

If **no**, do not assign the study plan assignments.
- ✓ You **must** leave the Study Plan assignment in the course in order for students to access their study plan.

3. Do you want students to complete a Final Test in order to receive a comparison report of student progress?

✓ If **yes**, Repeat the setup steps for the Practice Test.
✓ **Recommendation:** Keep the Final Test **hidden** from students until you are ready for them to take it to ensure they complete the activities in sequence. If the Final Test is set as visible, students will be able to complete it, regardless of whether they've completed their work on the study plan.