



Creating Customized Instructionally Targeted Assessments (CITAs) in Acuity

Agenda

- Today you will learn how to:
 - > **Create** a Customized Instructionally Targeted Assessment (CITA)
 - > **Print** the finished product to review or distribute to students
 - > **Assign** the finished product to students so that:
 - Students can complete the assessment online
 - You can view reports on their performance
 - > **Complete** the order form to have CITA materials printed and delivered to your school before the assessment window

What is a CITA?

- CITAs are Customized Instructionally Targeted Assessments
- Measures student mastery of skills recently taught in English or math classes
- Tailored to meet the specific needs of classroom teachers
 - > Alignment to curriculum and pacing
 - > Length of assessment
 - > Breadth and depth of skill coverage
 - > Item type (multiple choice, fill-in-the-blank, constructed response)
- There are two ways to customize an ITA to accomplish these goals:
 - > Edit a pre-designed ITA
 - > Create an ITA from scratch using Acuity's Item Banks

Sources for Customizing ITAs

- Pre-designed ELA and Math ITAs
 - > Copy a completed pre-designed assessment and add or remove items to fit your school's scope and sequence
- Acuity Item Banks
 - > Diagnostic Item Bank
 - Items from revised pre-designed ITAs (multiple-choice only)
 - All items reviewed and approved by NYCDOE content experts
 - Distractor Analysis available
 - > Acuity Custom Item Bank
 - Approximately 25,000 grades 3-8 items aligned to NYS Standards (multiple-choice and fill-in-the-blank only)
 - No Distractor Analysis
 - > NYC Custom Item Bank
 - High school items written for NYC educators
 - Constructed-response 3-8 items written for NYC educators
 - Distractor Analysis available for high school multiple-choice items
 - > Educator-Authored Item Bank
 - All items authored by NYC educators using the Item Authoring feature of Acuity

Prepare to Edit a Pre-Designed ITA

- Preview the pre-designed ITAs for each relevant grade level and subject area
 - > View the blueprints available in the Additional Help section of Acuity and on the Periodic Assessment Web site
 - > View the actual assessments available in the Custom Tests section of Acuity
- Decide which items/skills you would like to add, remove, or supplement

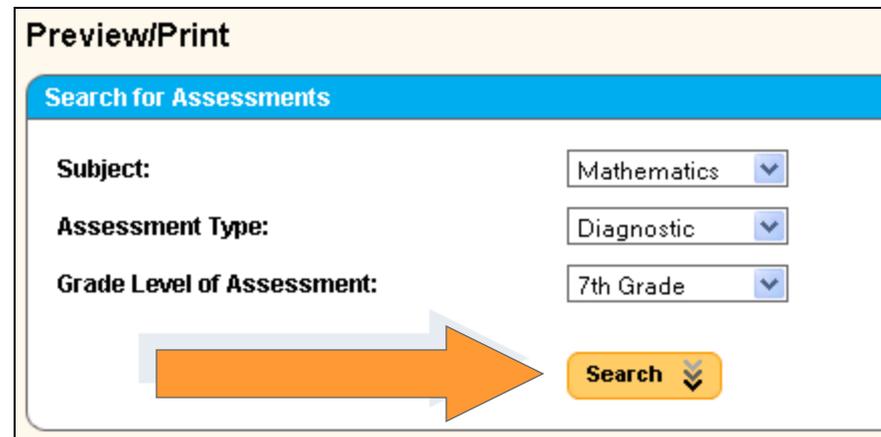
Creating a Customized ITA

Creating a customized ITA or any custom assessment in Acuity consists of five steps

Step	Using the Diagnostic or Custom Item Bank
1.	Find an existing assessment (to edit) OR Create a new test (to start from scratch)
2.	Select the skills for the assessment
3.	Assemble the assessment
4.	Order the items and preview the assessment
5.	Provide assessment administration options

Step 1: Find an Existing Test

- Click **TESTS** on the left-hand navigation menu
- Click **PREVIEW/PRINT**
- From the drop-down menus, select
 - > **Subject** (ELA or Math)
 - > **Assessment Type** (Diagnostic)
 - > **Grade Level of Assessment**
- Click **SEARCH**



The screenshot shows a web interface titled "Preview/Print" with a blue header bar that says "Search for Assessments". Below the header, there are three rows of search criteria, each with a label on the left and a dropdown menu on the right. The first row is "Subject:" with a dropdown menu showing "Mathematics". The second row is "Assessment Type:" with a dropdown menu showing "Diagnostic". The third row is "Grade Level of Assessment:" with a dropdown menu showing "7th Grade". Below these fields is a large orange arrow pointing to the right, which points towards a yellow "Search" button with a downward arrow icon.

Step 1: Find an Existing Test (Continued)

- Locate the ITA you want to view and click **SHOW** in the **Print/View Test Booklet** column
- Once you've decided which ITA you want to customize click **COPY** in the **Copy to Make Custom Test** column

Search Results

Page 1 of 1 Show 25 results per page

Assessment Name	Online Preview	Print/View Test Booklet	Print/View Reference Sheet	View Test Instructions	Print CR Answer Sheet	Print/View Answer Key	Copy to Make Custom Test
Math Grade 7 CMP Fall ITA	Show	Show	Show	Show	No CR Items	Show	Copy
Math Grade 7 CMP Fall ITA (Spanish)	Show	Show	Show	Show	No CR Items	Show	Copy
Math Grade 7 CMP	Show	Show	Show	Show	No CR Items	Show	Copy
Math Grade 7 CMP Spring ITA (Spanish)	Show	Show	Show	Show	No CR Items	Show	Copy
Math Grade 7 Impact Math - Fall ITA	Show	Show	Show	Show	No CR Items	Show	Copy
Math Grade 7 Impact Math - Spring ITA	Show	Show	Show	Show	No CR Items	Show	Copy
Math Grade 7 Impact Math - Spring ITA (Spanish)	Show	Show	Show	Show	No CR Items	Show	Copy

Step 2: Select Skills

- The skills included on the pre-designed ITA are displayed in the **Skills Selected** column
- Remove any skills you don't want to include in your customized version of the ITA
 - > Check the box in the **Remove** column for each skill you want to remove
 - > Click **REMOVE SELECTED**

Skills Available to Select	Assign All <input type="checkbox"/>	Skills Selected	Remove All <input type="checkbox"/>
Assign Selected >>		Evaluate the expression by substituting whole numbers for the variables. - 37271	<input type="checkbox"/>
		Select the misleading quality of a given graph and the answer is y-axis does not start at zero - 36727	<input type="checkbox"/>
		Simplify an expression with variables $A * a + -B * a$ - 12379	<input type="checkbox"/>
		Find the probability of a favorable outcome by using the results of an empirical probability experiment, A = successful outcomes. B = outcome failures. $A + B = C$. Total number of outcomes in the experiment - 25910	<input type="checkbox"/>
		Convert between the circumference and the diameter or radius of a circle, application - 64385	<input type="checkbox"/>
		Describe in order the operations necessary to solve a given one-step inequality, all numbers positive. - 65895	<input type="checkbox"/>

Step 2: Select Skills (Continued)

- To add skills to your Customized ITA, select your Item Types, Nature of Items
- Select **Diagnostic Item Bank**
- Search for skills by NY State Standards, Skill Groups, Passages, or Item Number
- Select:
 - > Standards
 - > Grade
 - > Standard
 - > Performance Indicator
- Click **SEARCH**
- Note that this process may be repeated for additional skills

Search For Skills, Passages or Item Numbers

Item Types: Multiple Choice Constructed Response Fill in the blank Grid-in

Nature Of Items: Printable Online-only Interactive
Online-only and Interactive items are suitable only for online testing.

Custom Item Banks: Acuity Custom Item Bank
 DEMO - Educator-Authored Item Bank - NOTE - Items will be available to all NYC schools
 NYC Custom Item Bank - Warning - Items cannot be published to this bank
 Diagnostic Item Bank

Save

Search For: Standards

Standard: Acuity NYC Math (CURRENT)

Grade: Grade 7

Subject: Math

Standard: 7.C.N Number Sense and Operations Strand

Content Strand/Band: Operations

Band: Operations

Grade Level Expectation: 7.C.N.OP.OS.2 Add, subtract multiply, and divide integers

Search

Step 2: Select Skills (Continued)

- Search for specific skills within the Standards
 - > Check the box for each skill you want to select
 - > Click **ASSIGN SELECTED**
 - > Click **PROCEED TO NEXT STEP** or repeat search and select process for additional skills

Skills Available to Select	Assign All <input type="checkbox"/>
Add negative integer to positive integer - 1602	<input checked="" type="checkbox"/>
Division of a negative one digit number by a positive one digit number. - 7437	<input checked="" type="checkbox"/>
Multiply a one digit number by a one digit number, both negative numbers. - 16147	<input checked="" type="checkbox"/>
Simplify an expression with two operators, including exponents - 77383	<input checked="" type="checkbox"/>
Subtraction of a negative one digit number from a positive one digit number, answer is greater than nine. - 41559	<input checked="" type="checkbox"/>
Understand order of operations $A - B + C * E / D$ - 66210	<input checked="" type="checkbox"/>
Understand order of operations with parentheses $A * (B + C) / D * E$ - 58058	<input type="checkbox"/>
Understand order of operations with parentheses $A * D / (B + C)$ - 46195	<input type="checkbox"/>
Understand order of operations with parentheses, include addition, multiplication, and division - 2268	<input type="checkbox"/>



Assign Selected >>>

Step 3: Select Items

- Item Selection

- > Click **Select Items Manually** (Default)

Item Selection

Item Selection:

Select Items Manually
(You will individually select each item for the test)

Allow Computer To Select Items
(You will provide the number of items you would like on the test for each selected skill and the computer will select the items for you)

- Select Items

- > View the standards/skills from search results

Skill	Assessment Type	Sample Item	Item Type	Item Bank	Has Passage	# of Items Available	# of Items Selected	Select Items	
						Total Items:	44	16	
Simplify an expression with variables $A * a - B * a + C - 8868$									
	Simplify an expression with variables $A * a - B * a +$	View Sample	Multiple Choice					Select Items	
	Simplify an expression with variables $A * a - B * a + C - 8868 - SP$	View Sample	Multiple Choice	Diagnostic	No	1	0	Select Items	
Multiply a one digit number by a one digit number, both negative numbers. - 16147									
	Multiply a one digit number by a one digit number, both negative numbers. - 16147 - MC - 02	View Sample	Multiple Choice	Diagnostic	No	1	1	Select Items	
	Multiply a one digit number by a one digit number, both negative numbers. - 16147 - SP	View Sample	Multiple Choice	Diagnostic	No	1	0	Select Items	
Find volume of cylinder given radius and height - 56255									
	Find volume of cylinder given radius and height Level 7 - 01B	View Sample	Multiple Choice	Diagnostic	No	1	1	Select Items	

Step 3: Select Items (Continued)

- Note that some items have already been selected
- You may choose to add and/or remove items
- Click **ADD**
- Click **PROCEED TO NEXT STEP**

Available Items

Select the items for the assessment.

Skill: Subtraction of a negative one digit number from a positive one digit number, answer is greater than nine. - 41559

Acuity NYC Math (CURRENT): 7.C.N.OP.OS.2 Add, subtract, multiply, and divide integers

Assessment Type: Subtraction of a negative one digit number from a positive one digit number, answer is greater than nine. - 41559 - MC - 02

Item Type: Multiple Choice

[Preview](#)

Question Text	Item Bank	Preview Item	View Statistics	Select All <input type="checkbox"/>
Simplify. $9 - (-7)$		Preview	View	<input type="checkbox"/>
Solve. $3 - (-6)$	Diagnostic	Preview	View	<input checked="" type="checkbox"/>

[Save](#)

Step 4: Order Items and Preview Test

- You may re-order the sequence of items on the assignment at this time
- You may delete any items you no longer want to include
- Once you are satisfied with the assignment, you may preview it (online version)
- Click **PROCEED TO NEXT STEP**

Step 5: Provide Test Options

- Enter a name for your Customized ITA
- Click **SAVE AS FINAL**
 - > You may choose to share the assessment with other educators
 - > You must check the **Allow data...** box to create school-level reports from your CITA
- Click **SAVE TEST**

Test Options

Enter a name for this test:

Custom test names may not contain the following characters: less than (<), greater than (>), ampersand (&), period (.), double quote ("), pound (#), forward slash (/)

Total number of questions for this test: 17

Do you want to set a time limit?: No Yes minutes

Select a reference sheet: None Selected
[Select a new reference sheet](#)

Select test Tools: CALCULATOR

Performance tiers: Tier 1 (0-25%), Tier 2 (26-50%), Tier 3 (51-75%), Tier 4 (76-100%)

 This test may **only** be updated if it is Saved as Draft.
To assign this test, it **must** be Saved as Final.

Publishing Option: Save as Draft Save as Final >>

Allow test to be shared with other Acuity users in your district
 Allow data from test results to be extracted for school and district wide administration and reporting

Preview Test

Save Test

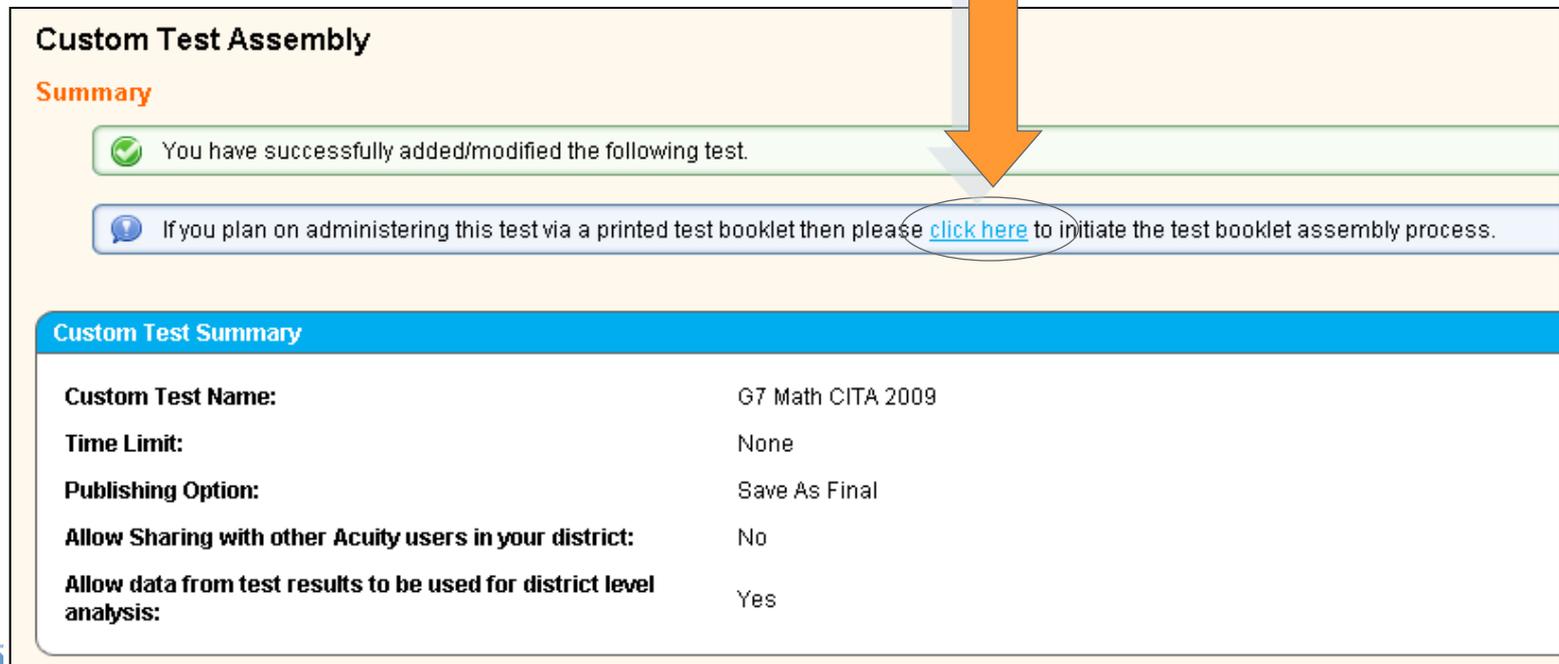


Additional Tips: Creating CITAs

- Check math tests to ensure you did not unintentionally include Spanish items
- If you are copying and editing a CITA you created previously, check to make sure that all of your items are still available
 - > If you would like to use an item that has been removed, consider creating your own version using the Item Authoring Tool
 - > Include items with no more than four answer choices
- Be thoughtful in choosing your passages to ensure there are at least several questions tied to each and that the questions address the skill-areas you want to assess
- Review your custom ITA (either print it out or preview it) before submitting it to ensure you've created a sound assessment that satisfies all of the applicable criteria above

Next Steps: Print Your Assignment

- Once you click **SAVE AS FINAL**, the next screen tells you that you have successfully created a customized ITA
- Create a booklet for printing by clicking **CLICK HERE**



Custom Test Assembly

Summary

 You have successfully added/modified the following test.

 If you plan on administering this test via a printed test booklet then please [click here](#) to initiate the test booklet assembly process.

Custom Test Summary

Custom Test Name:	G7 Math CITA 2009
Time Limit:	None
Publishing Option:	Save As Final
Allow Sharing with other Acuity users in your district:	No
Allow data from test results to be used for district level analysis:	Yes

Next Steps: View Skill Summary

- Scroll down to view your Skill Summary
- The Skill Summary serves as a blueprint indicating the number of items per skill:

Skill Summary		
Skill Name	Item Bank	Number of Items
Convert ounces to pounds - 45548	Diagnostic	1
Find range of a set of data - 68147	Diagnostic	1
Simplify an expression with variables $A * a - B * a + C$ - 8868	Diagnostic	1
Comparing two very large numbers written in scientific notation - 6151	Diagnostic	1
Find range of a set of data, decimal or money notation - 91781	Diagnostic	1
Convert milliliters to liters - 4927	Diagnostic	1
Selects the rectangular prism with given volume - 75776	Diagnostic	2
Convert grams to kilograms - 99416	Diagnostic	1

Next Steps: Printing (Continued)

- Click **TESTS** in the left-hand navigation menu
- Click **PREVIEW/PRINT**
 - Select **Subject**
 - Select **Assessment Type** (Custom)
- You will see your completed customized ITA booklet with its corresponding answer key
- Click **SHOW** under Print/View Test Booklet, then print the PDF file to share with students

Search Results						
Page 1 of 2					Show 25 results per page	
Assessment Name	Online Preview	Print/View Test Booklet	Print/View Reference Sheet	View Test Instructions	Print CR Answer Sheet	Print/View Answer Key
G7 Math CITA 2009	Show	Show 	N/A	Show	No CR Items	Show

Next Steps: Assign the CITA to Students

- If you want your students to complete the Customized ITA online, you must create a **Test Assignment**
- In Acuity, there are four steps to creating a customized test assignment:
 - > Step 1: Select Custom Test
 - > Step 2: Find Existing or Create New Assignment
 - > Step 3: Assignment Name and Testing Window
 - > Step 4: Select Students

Step 1: Select Custom Test

- Click **TESTS**
- Click **CUSTOM TESTS**
- Click **ASSIGN**

The screenshot displays the 'Custom Tests' interface. On the left is a vertical navigation menu with the following items: Tests (marked with a red '1'), Assignments, Assignment Status, Preview/Print, Scoring and Scan Processing, Custom Tests (marked with a red '2' and a right-pointing arrow), Reports, Instructional Resources, Management, My Settings, and Additional Help. The main content area is titled 'Custom Tests' and contains a table with the following data:

Custom Test Options	
▶▶ Create/Manage	Find existing custom t
▶▶ Assign 3	Manage custom test a
▶▶ Share	Share custom tests w

Step 1 (Continued): Select Custom Test

- Select the **Subject** and click **SHOW EXISTING TESTS** to locate your custom assignment
- Click **VIEW/ASSIGN**

Search Results

Sort by: Test Name

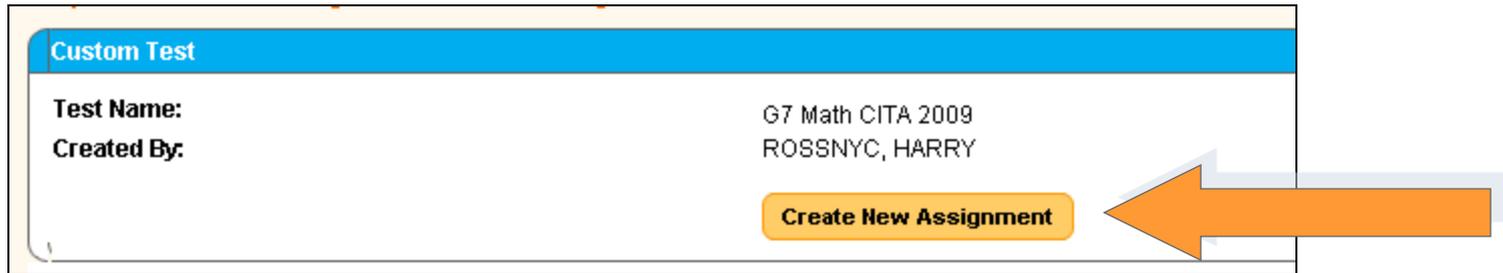
Page 1 of 2

Show 25 results per page

Test Name	Created By	Date Created	View Assignments
G7 Math CITA 2009	ROSSNYC, HARRY	06/08/2009	View/Assign

Step 2: Create New Assignment

- Click **CREATE NEW ASSIGNMENT**



The screenshot shows a form titled "Custom Test" with a blue header. Below the header, the form contains the following text:

Test Name:	G7 Math CITA 2009
Created By:	ROSSNYC, HARRY

At the bottom right of the form, there is a yellow button labeled "Create New Assignment". A large orange arrow points from the right side of the image towards this button.

Step 3: Assignment Name and Window

- Fill in all the information about the assignment
 - > Enter an **Assignment Name** (Required)
 - > Choose an **Assignment Start** and **End Time** (Required)
 - > Click **SAVE AND PROCEED TO NEXT STEP**

Test Assignment	
Assessment:	G7 Math CITA 2009
Assignment Name:	<input type="text" value="G7 Math CITA 2009"/> <small>Assignment names may not contain the following characters: less than (<), greater than (>), ampersand (&), period (.), double quote ("), pound (#), forward slash (/)</small>
Assigned By:	ROSSNYC, HARRY
Time Limit:	None
Assessment Calculator Availability:	No
Override and Enable Calculator:	<input type="checkbox"/>
Disable any Audio	<input type="checkbox"/>
<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> A student can log in and start the test any time between the Start Time and End Time.</div>	
Assignment Start Time:	<input type="text" value="12/07/2009"/> <input type="text" value="12"/> <input type="text" value="00"/> <input type="text" value="AM"/>
Assignment End Time:	<input type="text" value="12/11/2009"/> <input type="text" value="11"/> <input type="text" value="59"/> <input type="text" value="PM"/>

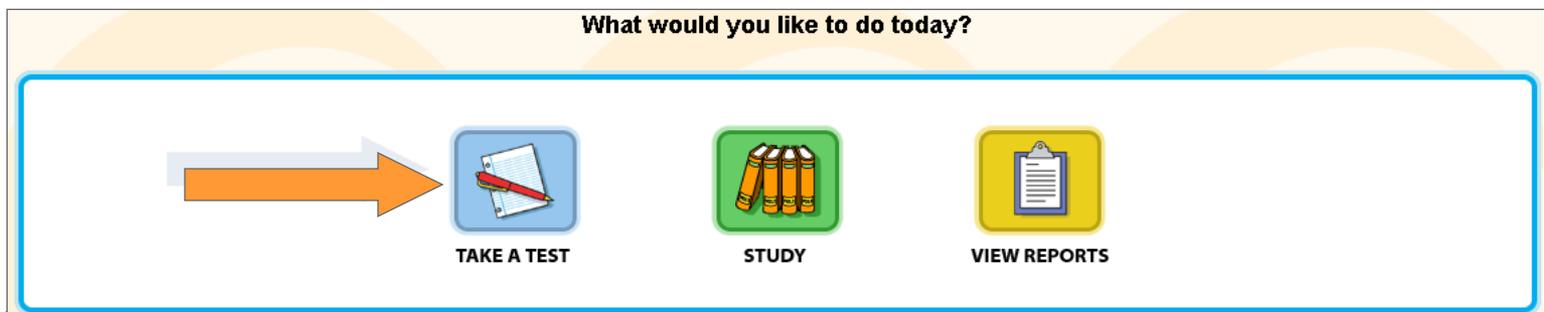
Step 4: Select Students

- Assign to all relevant students
 - > Click the plus [+] sign to drill down to particular grades, classes, and/or students
 - > Check the relevant boxes
 - > Click **ASSIGN SELECTED**
 - > Click **VIEW SUMMARY**

The screenshot shows a web interface titled "Students". At the top, there is a blue header bar. Below it, a light blue box contains a message: "Please remember to click Assign Selected in order to move students from Search Results to Assigned Students. User needs to hit the '+' sign to scroll down and after selecting students click on assign selected button to assign students." Below this message are two columns: "Search Results" and "Assigned Students". The "Search Results" column has a blue header and contains a list of items with checkboxes: "district" (checked), "ANYC Training School 1" (checked), "7th Grade" (checked), and "Ms Brooks" (checked). The "Assigned Students" column is currently empty. At the bottom of the "Search Results" column, there is a yellow button labeled "Assign Selected" with a dropdown arrow. A large orange arrow points from this button towards the right. In the bottom left corner, there is a logo for "Depart Educa" and the name "Joel I. Kle".

Student Access to Acuity

- Students can log into Acuity using their own user names & passwords
- Educators can view/print student login information:
 - > Click **MANAGEMENT**
 - > Click **CLASSES**
 - > Click **VIEW ROSTER**
 - > Click **SHOW ALL PASSWORDS** to print student login information OR click **LOGIN** to log in as a particular student
- Students click **TAKE A TEST** to complete online CITA

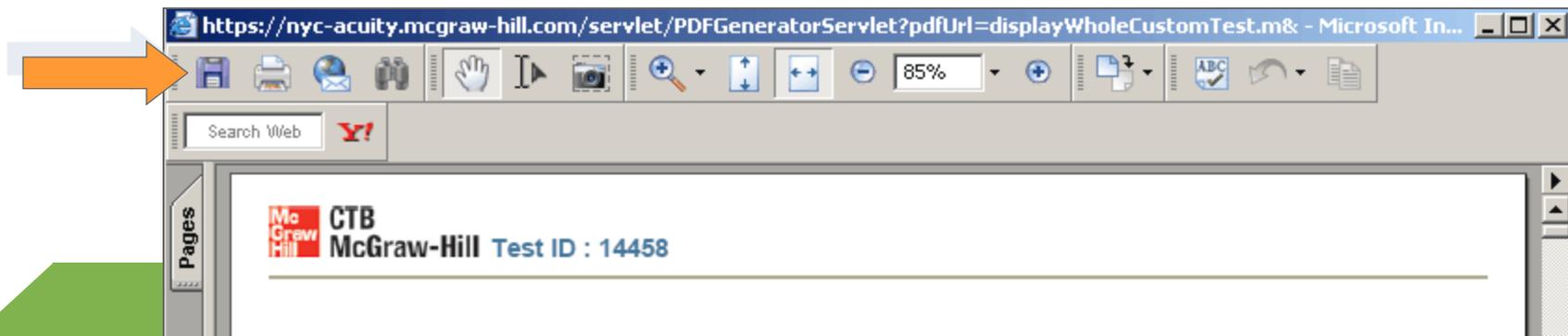


Order CITA Materials: Overview

- An order form will be emailed to you once you select CITA as your ITA choice
- Save the order form to your computer using the following naming convention:
DBN_CITA_W1.xls
(Example: **34M112_CITA_W1.xls**)
- Access your CITA PDFs in Acuity and save each CITA PDF to your computer with the following naming convention:
DBN_Test ID_Grade Level_Subject_CITA.pdf
(Example: **34M112_5033_Gr3_Math_CITA.pdf**)
- Complete each section of the order form:
 - > School Contact Information
 - > Administration Mode
 - > Assessment Order Information
 - English Version
 - Spanish Math Version
 - > Number of Blank Answer Sheets
 - > Test IDs Only (for Online Testing)
- Attach the completed order form and PDFs of the assessments and email them to nycacuity_cita@ctb.com by the deadline

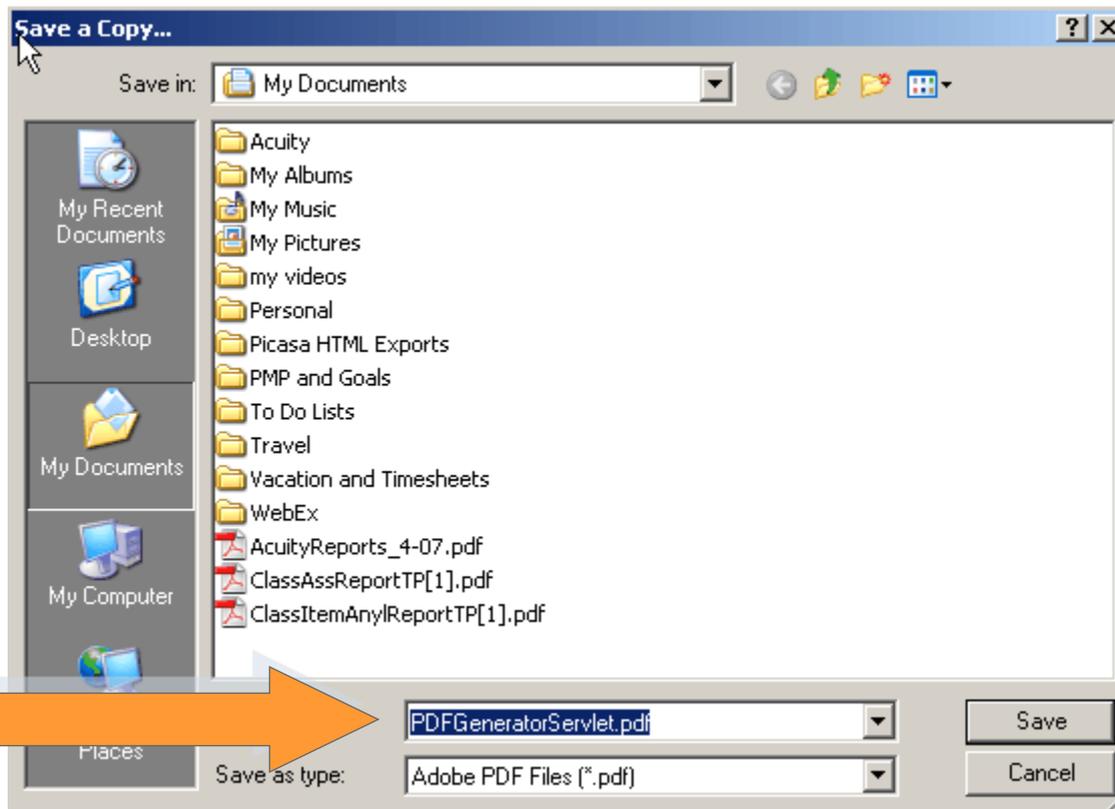
Save Your CITA

- Click **TESTS** in the left-hand navigation menu
- Click **PREVIEW/PRINT**
 - > Select **Subject**
 - > Select **Assessment Type** (Custom)
- Click **SHOW** under Print/View Test Booklet next to the PDF icon  for your CITA
- When the PDF file opens, click the **SAVE** icon in the upper left-hand corner of the screen



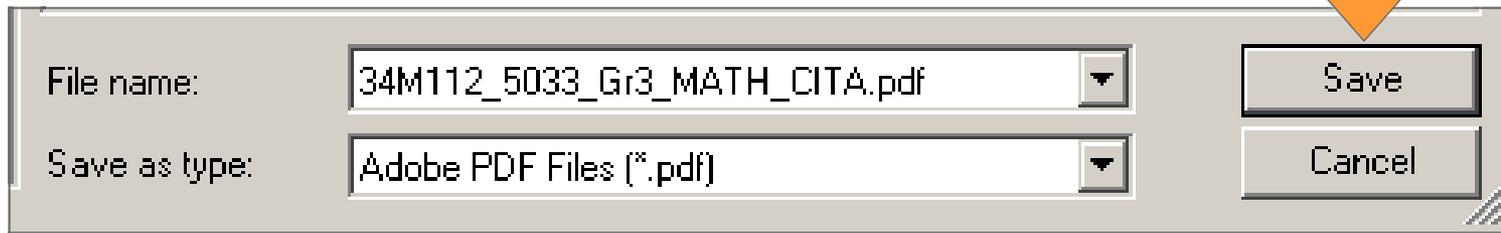
Save Your CITA (Continued)

- A window will open with **PDFGeneratorServlet.pdf** highlighted in the **File Name** textbox



Save Your CITA (Continued)

- Replace the highlighted text with the following naming convention:
DBN_Test ID_Grade Level_Subject_CITA.pdf
(Example: **34M112_5033_Gr3_Math_CITA.pdf**)
- Decide where you will save the document (Desktop, My Documents, or flash drive)
- Click **SAVE**



CITA Order Form: Instructions

Customized Instructionally Targeted Assessments (CITA)

DBN:

Order Form for Grades 3-8 ITA Window 2 (Administration Dates: 3/30 - 4/6/09)

Date Submitted:

*****Order Form Submission Dates: Mon. Feb 2nd thru Fri. Feb 27th****

Follow the steps outlined below in order to ensure efficient processing of your order:

1. **Create your CITA(s).** Save pdf(s) with the following naming convention: "DBN_Test ID_Grade "x"_Subject "x"_CITA.pdf"
Example: "22K052_1234567_Grade 3_ELA_CITA.pdf"
2. **Fill out the highlighted sections of this order form completely.** Save excel file with the following naming convention: "DBN_3-8 ITA 2_Order Form_Date". Example: "22K052_3-8 ITA 2_Order Form_2-6-09.xls"
3. **Email both the completed order form and all CITA pdfs to nycacuity_cita@ctb.com.** Once your order has been received, CTB will send you a confirmation email. If your order is incomplete, CTB will contact you for additional information.

***PLEASE NOTE:** If your school has chosen to customize ITAs, but you do not require any materials and/or services from CTB, you are still required to provide the test IDs of each customized assessment you are administering for Math and ELA. Please indicate these test IDs on Page 4 of this form.



Department of
Education

Joel I. Klein, Chancellor

CITA Order Form: Contact and Administration

SCHOOL CONTACT INFORMATION

Enter in your school's address below. Materials will be shipped to the attention of the contact name listed.

DBN	School Name	Address	City	State	Zip	Contact Name ("Ship To")	Contact's Email	Contact's Phone

ADMINISTRATION MODE

Mark an "X" next to your chosen administration mode. Please note specifics regarding materials/services that you can expect to receive from CTB.

Choose one mode only.

ELA and English Versions of Math Assessments	Test Booklets	Pre-coded Answer Sheets	Blank Answer Sheets	Test Assignments	Material Pickup (ADS)	Scanning & Scoring
Paper and Pencil	Yes	Yes*	Yes**	Yes	Yes	Yes
Online	No	No	No	Yes	No	No
Local Scanning - Optical Mark Reader (OMR)	Yes	Yes*	Yes**	Yes	No	No
Local Scanning - Image Based Scanner	Yes	No	No	Yes	No	No

*Students who are in "Official" classes in Acuity will receive pre-coded answer sheets

**CTB will provide a small number of blank answer sheets to be used with any student who does not receive a precoded answer sheet

If your school is submitting **customized Spanish Math Assessments**:

CTB will provide test booklets and blank answer sheets for these assessments, however, schools are responsible for making their own test assignments.



CITA Order Form: Booklet Order Information

- Each field is available for English, math, and Spanish math
- If you are not customizing an assessment in a particular subject area or grade, please leave those fields blank

TEST ORDER INFORMATION

Enter in the # of test booklets requested (25 minimum), the test ID of each CITA (test IDs can be found on the front cover of each pdf) and test names.

****Doublecheck each test ID to ensure accuracy.****

ELA

Grade 3			Grade 4			Grade 5		
# Test Booklets	Test ID	Test Name	# Test Booklets	Test ID	Test Name	# Test Booklets	Test ID	Test Name

Grade 6			Grade 7			Grade 8		
# Test Booklets	Test ID	Test Name	# Test Booklets	Test ID	Test Name	# Test Booklets	Test ID	Test Name

CITA Order Form: Blank Answer Sheets and Additional Test IDs

- If your school is assessing online and using more than one version of a CITA per subject and grade, please list those test IDs in the fields provided. This information is necessary for ensuring that all your data will be available in ARIS.

BLANK ANSWER SHEETS (ADDITIONAL) (optional)

Please send me an additional quantity of blank answer sheets for off grade level testing (minimum 25)

TEST IDs ONLY (no materials/services required from CTB)

If your school has chosen to customize ITAs, but you do not require any materials and/or services from CTB, you are still required to provide the test IDs of each customized assessment you are administering for Math and ELA. Please indicate test IDs as appropriate below:

Test ID	Grade	Subject
	3	Math
	4	Math
	5	Math
	6	Math
	7	Math
	8	Math

Test ID	Grade	Subject
	3	ELA
	4	ELA
	5	ELA
	6	ELA
	7	ELA
	8	ELA

List any additional test IDs below:

Test ID	Grade	Subject

Submit Your CITA Order Form

- Attach the completed order form and ALL of your saved CITA PDF files to an email
- Send the email to nycacuity_cita@ctb.com
- You will receive 2 confirmation emails:
 - > One within 24 hours acknowledging receipt of your email
 - > Another within a few days asking follow-up questions about your order OR confirming that the order is complete

Summary

- Today you learned how to:
 - > View a pre-designed ITA in Acuity and edit it to create a Customized ITA
 - > Print a Customized ITA for students, and where to find the answer key
 - > Administer a Customized ITA online by assigning it to specific classes or students
 - > Complete and submit an order form to have CITA materials printed and delivered to your school

Acuity Educator Support

- Visit <http://schools.nyc.gov/Accountability/ResourcesforEducators> and click “Periodic Assessments”:
 - > Details on professional development opportunities and registration links
 - > Recorded videos and presentations
 - > Program updates
 - > Information about assessment administrations
- Contact the NYC Acuity Helpdesk for technical support:
 - > Phone: 866- NYC-6550
 - Hours of operation – 7am to 7pm
 - > Email: nycacuity@ctb.com
 - 24-hour response time for all questions submitted
- Contact the DOE’s Periodic Assessment Team with policy questions or suggestions:
 - > 212-374-5162
 - > periodicassessment@schools.nyc.gov

