# Insight assessment platform

User Guide: Step-by-step guidance on using the Fractions and Decimals Online Interview (FDOI)

## Logging in

1. Navigate to the Insight Assessment Platform on the Victorian Curriculum and Assessment Authority (VCAA) website: <https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx>
2. Read the privacy statement and click the ***DET*** button at the bottom of the page***.***
3. Use your Department User ID (TO number) and password to log in.

## Assigning an assessment to your students

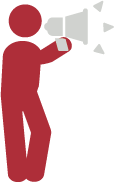
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Description automatically generatedTo assign an FDOI assessment to some, or all, of your students:

1. Go to ***Online Testing*** > ***Assign Online Tests***.
2. In the ***Select Test*** section, complete:
   1. ***Setting***: F–10
   2. ***Subject***: Maths
   3. ***Bank***: Fractions and Decimals Online Interview (FDOI).
   4. ***Test***: Fractions and Decimals Online Interview (FDOI)
3. In the ***Select Students*** section:
   1. Select **Class Assignment**.
   2. Select a ***Class*** if you have more than one. Your students are automatically brought into Insight and attached to you via CASES21. If you are attached to more than one class, each student list will appear when you select the corresponding class.
4. You can deselect students if you would like only some of them to undertake the assessment. Selected students are blue, deselected students are grey.
5. ***Options***: You do not have to choose an option.
   1. ***Student Level Assignment*** creates an individual test code for each student (this is used for student-led assessments and is not recommended for FDOI).
   2. ***Use Class List at Time of Test Taking*** assigns the entire class to the assessment, including students joining the class at a later date. The student list will disappear if you select ***Use Class List***.
6. A picture containing text, clipart

   Description automatically generatedClick ***Assign***. This will create a single test code for the students you selected.

***Important***: **You do NOT need to assign a different test code to each student in your class.** You can assign FDOI to multiple students from a class at the same time and when you click on the test code you created, all the students you selected will appear in the *Test Taker*.



## About the test code

When you assign an assessment, a unique test code is automatically generated and will appear at the bottom of the window. This is a temporary location; the test code will disappear from here when you log out.

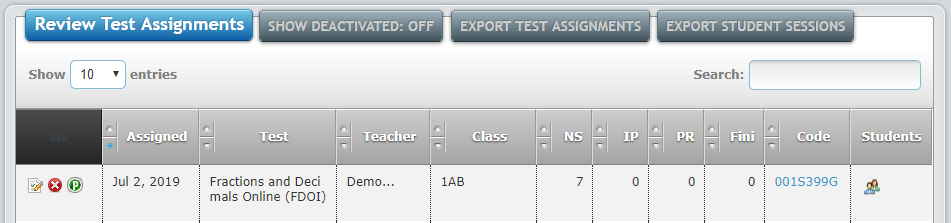
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It will also appear in ***Test Review and Manual Grading*** under the ***Online Testing*** tab. All of your test codes are stored here

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***Tip***: If you assigned your assessment a while ago, you may need to adjust the **Date Time** filter for it to appear in the list.

## Conducting the Interview

FDOI uses a kit when undertaking the assessment, which should be prepared in advance (See *Resources* p.8 for link)

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Description automatically generatedTo undertake an FDOI assessment:

1. Log in to Insight and click on the test code (it is hyperlinked), OR, go to [https://test.linkitau.com](https://test.linkitau.com/) and enter the test code.
2. Icon

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3. Once the interview has been completed, click the Submit icon .

**Test Taker navigation**

**Arrows**: Click the forward arrow to save the responses and move to the next page, or the back arrow return to previous questions. If the arrow background is grey, there are still questions on the page requiring a response.



**Flag**: Marks the question for later reference

**Questions**: Shows a list of the questions and whether they have been answered. A green Q is unanswered and a blue A is answered

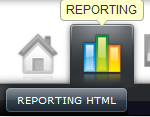
***Submit***:Finalises the assessment. The student’s data for the assessment will not appear in ***Reporting*** until ***Submit*** is clicked.

Speech bubble: Indicates instructions to be read to the student.



Instruction: Provides instructions on an action the teacher needs to perform.

**FDOI reports**

To access FDOI data analytics and reporting, click: ***Reporting*** tab > ***Reporting HTML***. The ***Teacher Dashboard*** will open, and your students’ FDOI data analytics and reporting can be accessed from here. You can also view your students’ FDOI assessment histories by clicking on ***Student History***.

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Browsers are not always set up to print background colours and images. If you notice that there are no data graphics in a report when you print it or save it as a PDF, your browser settings may need changing.

In **Chrome**, the ***Background graphics*** checkbox appears in the print window:

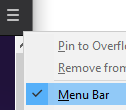
1. Once you click on ***Print***, the print window will open, click on ***More settings***.
2. Tick the ***Background graphics*** checkbox.

In **Edge**, the Background graphics checkbox appears in the print window:

1. Once you click on Print, the print window will open, click on More settings.
2. Tick the Background graphics checkbox.

In **Firefox**, background printing can be set up as a default setting in the browser:

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   Description automatically generatedClick ***File*** > ***Page Setup***.
2. ***Format & Options*** > Tick the ***Print Background (colours & images)*** checkbox.

\* If you can’t see ***File***, you might have the browser menu hidden. Right-click on the hamburger in the browser’s top right corner and select ***Menu bar***.

In **Safari**, the ***Background graphics*** checkbox appears in the print window:

1. Once you click on ***Print***, the print window will open, click on ***More settings***.
2. Tick the ***Background graphics*** checkbox.

In **Internet** **Explorer**, background printing can be set up as a default setting in the browser:

1. Click ***File***\* > ***Page Setup***.
2. Closeup of the Internet Explorer cog icon with the Menu bar selected.Tick the ***Print Background Colours and Images*** checkbox.

\*If you can’t see ***File***, you might have the browser menu hidden. Right-click on the cog in the browser’s top right corner and select ***Menu bar***.

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| **FDOI: Summary** | |
| **What it shows** | * Number of student assessments and percentage distribution across overarching ideas and misconceptions/alerts for your students within a given timeframe. |
| **How to access** | * A picture containing text    Description automatically generatedOn the ***Teacher Dashboard***, drag and drop the FDOI data cube into the viewing area below to see summary data. |
| **Tip** | * Filter your data by clicking:   + ***View Class*** to select a particular class if you have more than one attached to you in Insight.   + ***Select Classes*** to choose one or more classes you are currently attached to in Insight, as well as classes your current students have been attached to historically in Insight (you will only see your current students’ data, not data from other students from those classes).   + The ***Calendar*** icon to change the time period for the data displayed. |

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| **FDOI: Student Results** | |
| **What it shows** | * Students’ raw FDOI scores and result dates. |
| **How to access** | * On the ***Teacher Dashboard***, click ***Select Data*** > select ***FDOI*** > click ***View Student Results***  to view summary data. |
| **Tip** | * In ***Single Result Per Row*** view, click on a column heading, e.g. Student, to sort by that column. * Click ***Select columns*** to select further data fields to view. * In ***Single Result Per Row*** view, click on ***Options*** to export data |

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| **FDOI: Class Profile** | |
| **What it shows** | Overarching ideas (green) and misconceptions/alerts (orange) demonstrated by each student. Also shows overarching ideas and misconceptions that have not been identified during the assessment (grey). |
| **How to access** | * A picture containing text    Description automatically generatedOn the ***Teacher Dashboard***, drag and drop the FDOI assessment into the viewing area below to see summary data. * D:\Users\08797102\Desktop\insight images\class profile icon.JPGClick on the ***Class Profile*** icon . * Select a class. |
| **Tip** | * Select the ***Show dates*** checkbox to display when the overarching idea or misconception/alert was achieved. |

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| **FDOI: Student Profile** | |
| --- | --- |
| **What it shows** | Overarching ideas and misconceptions/alerts achieved for each student and the date(s) they were achieved. |
| **How to access** | * A picture containing text    Description automatically generatedOn the ***Teacher Dashboard***, drag and drop the FDOI assessment into the viewing area below to see summary data. * D:\Users\08797102\Desktop\insight images\class profile icon.JPGClick the ***Class Profile*** icon . * Select a class. * Click ***Student Profiles*** and select a student. |

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| **Student History** | |
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| **What it shows** | Individual student assessment history for your current students. |
| **How to access** | * Click ***Reporting*** > ***Reporting HTML*** > ***Student History*** * You can search by a student’s name or choose a class and select a student from the class list. |
| **Tips** | * Click ***Select Tests*** to filter results to FDOI only. * PDF icon on green backgroundClick ***Print*** to print/create a PDF of the history. You can ***Print Current Student*** or ***Batch Print Class***. If you ***Batch Print Class***, a PDF icon will appear and turn green when the PDF is ready. Click the PDF icon, select the report and click ***Open*** to view it. * The ***Print*** button also provides data export options when you select a class to view. |

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## Further support

Resources

* VCAA Insight Assessment Platform: [www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx](http://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx)
* DE FDOI information and resources (scroll down webpage): <https://www.education.vic.gov.au/school/teachers/teachingresources/discipline/maths/assessment/Pages/mathsassess.aspx>
* Insight support on FUSE: <https://fuse.education.vic.gov.au/pages/insight>
* Insight workshops and training: <https://arc.educationapps.vic.gov.au/eventhub/providers/AssessmentImpl>

For technical assistance

If you have a technical issue you cannot resolve, escalate it to your School Assessment Administrator. By default, your school’s Administrator is your principal. Principals can nominate other people in your school to have the Administrator role as well. If the Administrator cannot resolve the issue, contact the Service Desk:

* **Services Portal**: [services.educationapps.vic.gov.au/dp](https://services.educationapps.vic.gov.au/dp)
* **Email**: servicedesk@education.vic.gov.au
* **Phone**: 1800 641 943.

For training and professional learning queries

* **Student Learning Email:** [studentlearning@education.vic.gov.au](mailto:assessment.implementation@education.vic.gov.au)