



## Quick Start Guide for Educators

Minnesota's Perspective™ system has individually targeted instructional resources based on each student's test results. It uses student responses to provide feedback and learning resources that target the student's specific areas for remediation and enrichment.

Perspective also enables Minnesota teachers to create assignments for individual students and learning groups. Perspective gives Minnesota educators instructional options that fit the student. Thousands of media-rich learning activities are linked to Minnesota standards. Video, interactive, or printable instructional and practice activities provide more ways to reach and engage students with the concepts they most need to learn.

In August, each student's individual Learning Locator™ code will be provided to districts and schools, and then each year when statewide assessment results are reported. The Learning Locator code leads directly to appropriate instructional resources linked to individual online content. Students and families can directly access the resources by entering the Learning Locator code or teachers can use each student's Learning Locator code to create specific assignments as needed.

In this guide, you will find the following information:

- Accessing Perspective
- Creating an Assignment Sheet
- Retrieving and Using Existing Assignment Sheets
- Test Builder in Perspective
- Additional Resources
- Browser Security Settings
- Technical Requirements
- Support for Questions

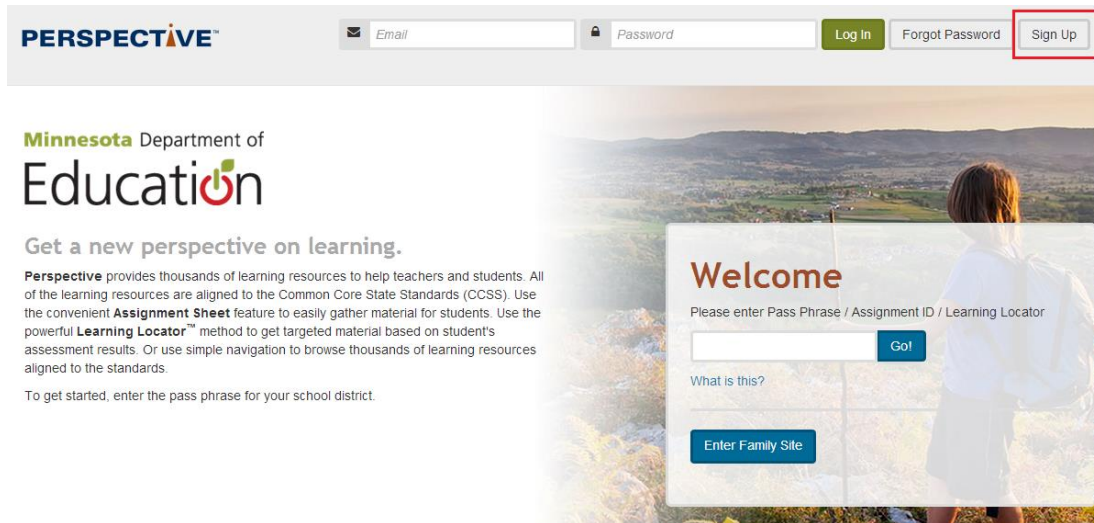
# Accessing Perspective

Educators have the ability to access the Perspective content by using the statewide Pass Phrase (mn\_edu) or creating an account. Keep this Pass Phrase confidential because it provides access to test items, and answer keys to tests and learning resources.

## Creating an Account

Creating an account gives educators the flexibility to save assignments, edit and also share with students and colleagues. Note: this account is specific to the Perspective website and is not a user account for other Pearson systems that will be used.

1. Go to <https://mn.pearsonperspective.com/perspective> and click on the **Sign Up** button.



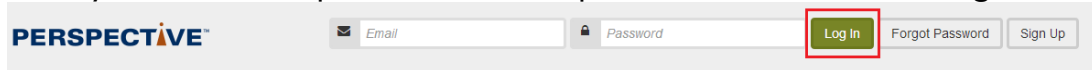
A dialog box will pop up asking for your email address, the Pass Phrase, and a Password. Use “mn\_edu” as your Pass Phrase and create a Password. After you have entered your information, click **Create Account**.

2. Once you create your account successfully, a pop-up message will confirm your account. You will receive an email confirmation with your login details.
3. Click **Proceed to Login** if you wish to access Perspective at this time.

## Logging In

Once you have created an account:

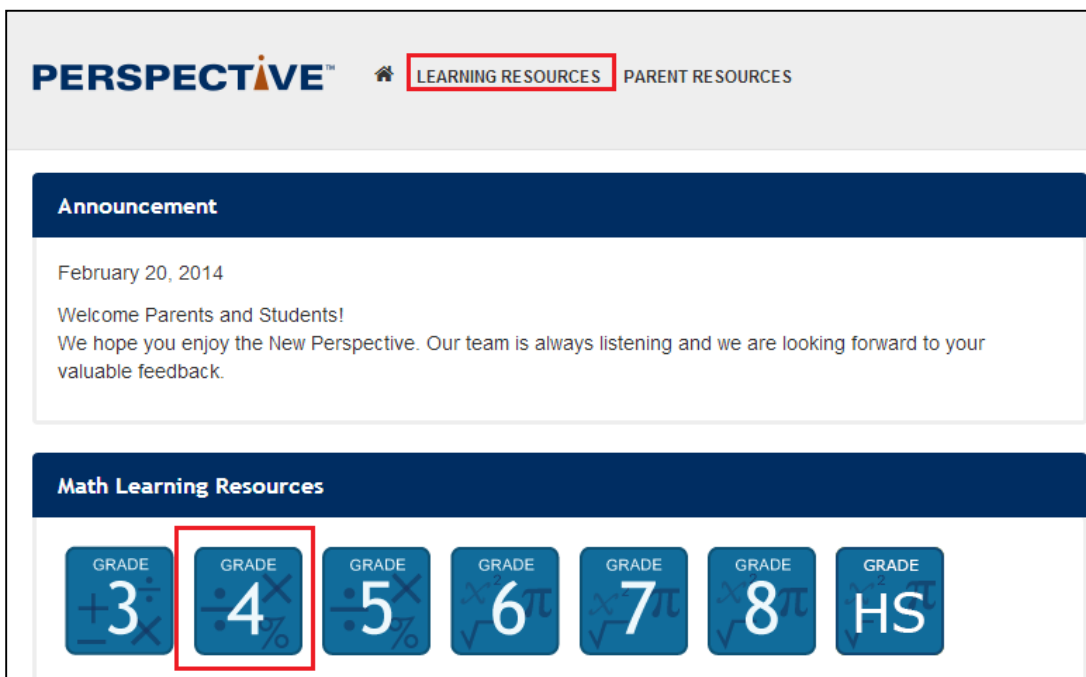
1. Go to <https://mn.pearsonperspective.com/perspective>.
2. Enter your email and password at the top of the screen and click **Log In**.



The screenshot shows the login interface for the Pearson Perspective website. On the left is the 'PERSPECTIVE' logo. To its right are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. A green 'Log In' button is highlighted with a red box. To the right of the 'Log In' button are two smaller buttons: 'Forgot Password' and 'Sign Up'.

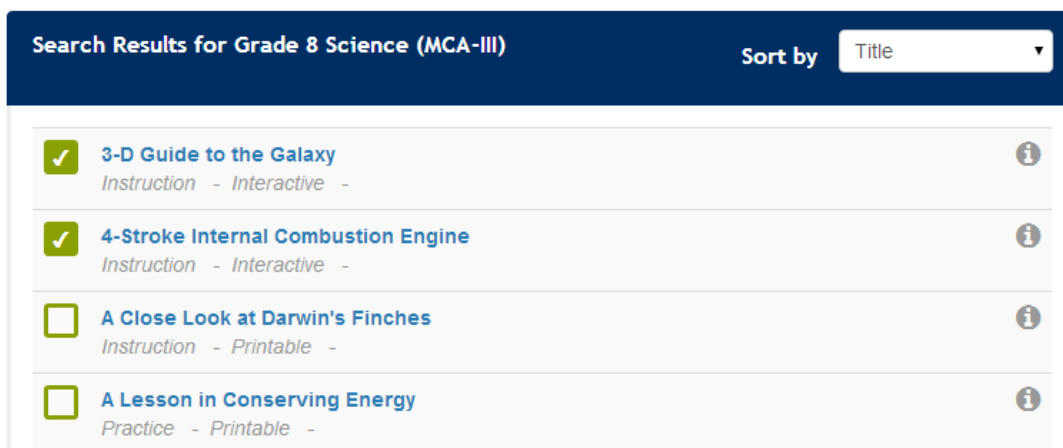
## Creating an Assignment Sheet

1. Log in to Perspective. Users who log in with a previously created account, have the ability to access previously created assignment sheets, save, edit, and share future work.
2. On the Learning Resources home page, click on a Grade icon under the Math, Language Arts, or Science sections.



The screenshot shows the Perspective Learning Resources home page. At the top, the 'LEARNING RESOURCES' link is highlighted with a red box. Below this, there is an 'Announcement' section with a date of February 20, 2014, and a message welcoming parents and students. Underneath, the 'Math Learning Resources' section features a row of grade-level icons: 3, 4, 5, 6, 7, 8, and HS. The '4' icon is highlighted with a red box.

3. On the next Learning Resources page, click the checkbox to the left of a resource name to select a resource.



The screenshot shows the search results for 'Grade 8 Science (MCA-III)'. The search results are sorted by Title. The first two results, '3-D Guide to the Galaxy' and '4-Stroke Internal Combustion Engine', have their checkboxes checked. The last two results, 'A Close Look at Darwin's Finches' and 'A Lesson in Conserving Energy', have their checkboxes unchecked.

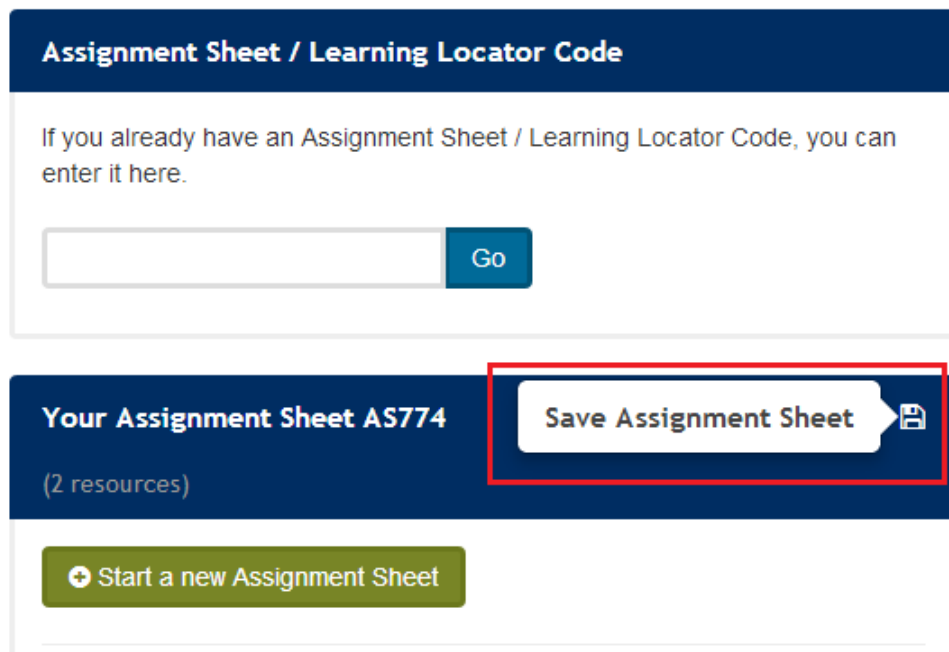
- Users may select several resources from various strands and even subjects.

- To remove a resource from selection, click on the checkbox again to remove the checkmark.
- Alternately, you may use the Grade/Subject drop down list to change your grade and/or subject. Then click **Search** to retrieve the list of learning resources.
- A third option is to use the Advanced Search feature to narrow your selection by strand, resource type, and resource format, then click **Search** to retrieve a list of learning resources.



Grade 5 Math ▼ Search Advanced Search ▼


4. Once all desired resources are selected, scroll up to view the right-hand column of the page: Your Assignment Sheet. Select the *Save Assignment Sheet* icon.



**Assignment Sheet / Learning Locator Code**

If you already have an Assignment Sheet / Learning Locator Code, you can enter it here.

Go

**Your Assignment Sheet AS774** Save Assignment Sheet 

(2 resources)

Start a new Assignment Sheet

5. On the *Save and Print Assignment Sheet* screen, complete the *Heading for Assignment Sheet* and *Note to Students* (optional) fields.

## Save and Print Assignment Sheet ✕

**Heading for Assignment Sheet**

**Note to Students**

6. Scrolling on this screen gives users the option to directly create a PDF for the Assignment Sheet.

**Assignment Sheet ID:** AS117

**Assignment Sheet URL:**

*Assignment sheet url will be displayed once Assignment sheet saved*

[Download Teacher Assignment Sheet](#)

[Download Student Assignment Sheet](#)

7. Scroll down for the option to email the *Assignment Sheet* to students. Enter one or more student's email address into the *Email to Send Assignment Sheet* field. Email communications can be sent at the time the Assignment Sheet is created or at a later time, assuming the user logged in with his or her personal account.

**Email to Send Assignment Sheet**

Separate multiple addresses with colons (;)

8. Scroll to the bottom and select the **Save Assignment Sheet** button. Your screen will refresh and the message 'Assignment Sheet saved successfully' will appear above the **Save Assignment Sheet** button.

Assignment Sheet saved successfully.

 Save Assignment Sheet

Note: An email will be sent to the student email entered with a URL and an Assignment Sheet ID that they can use to access the assignment sheet. The user who created the assignment will also receive a confirmation email for reference.

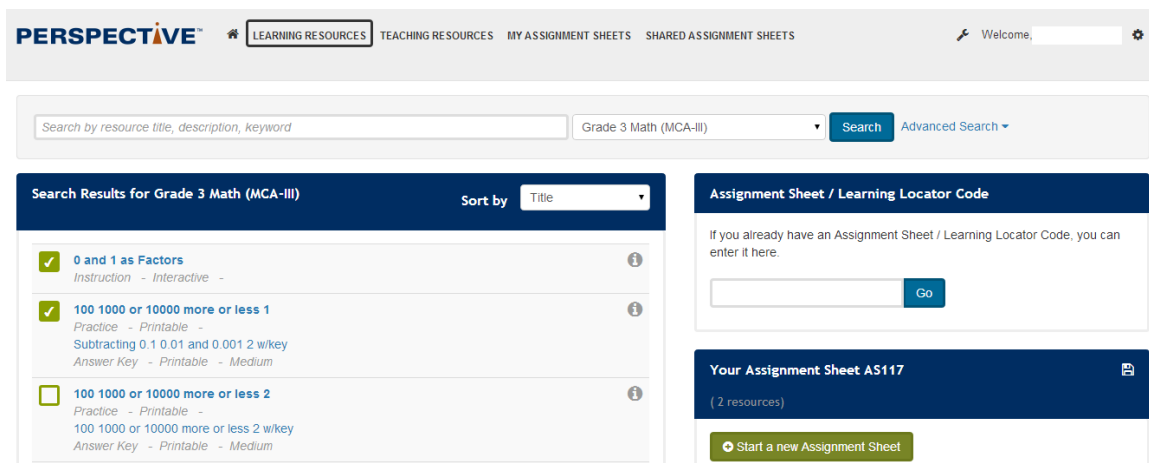
## Retrieving and Using Existing Assignment Sheets

1. After logging in, enter the Assignment Sheet ID in the Assignment Sheet/Learning Locator Code box on the Educator home page. This may be an assignment sheet you created or an assignment sheet someone has shared with you.

### Assignment Sheet / Learning Locator Code

If you already have an Assignment Sheet / Learning Locator Code, you can enter it here.

2. Click the **Go!** button. The Learning Resource page will display a list of the learning resources and “Your Assignment Sheet [Name].”



The screenshot shows the PERSPECTIVE Learning Resources interface. At the top, there are navigation tabs: LEARNING RESOURCES (selected), TEACHING RESOURCES, MY ASSIGNMENT SHEETS, and SHARED ASSIGNMENT SHEETS. A search bar is present with the text "Search by resource title, description, keyword" and a dropdown menu set to "Grade 3 Math (MCA-III)". A "Search" button and an "Advanced Search" link are also visible. Below the search bar, the main content area is titled "Search Results for Grade 3 Math (MCA-III)" and includes a "Sort by" dropdown set to "Title". The search results list three items:

- 0 and 1 as Factors (Instruction - Interactive)
- 100 1000 or 10000 more or less 1 (Practice - Printable) with sub-items: Subtracting 0.1 0.01 and 0.001 2 w/key, Answer Key - Printable - Medium
- 100 1000 or 10000 more or less 2 (Practice - Printable) with sub-items: 100 1000 or 10000 more or less 2 w/key, Answer Key - Printable - Medium

On the right side, there is a sidebar titled "Assignment Sheet / Learning Locator Code" with the same instruction and input field as shown in the previous image. Below this sidebar, there is a section titled "Your Assignment Sheet AS117" with "( 2 resources)" and a "Start a new Assignment Sheet" button.

3. Click on a learning resource name to view the resource.
4. In the Your Assignment Sheet [Name] box, you may view, add or remove learning resources from this assignment sheet.
5. To resave the assignment sheet, click the **Save** button. If this is an assignment sheet you created, you will be prompted to “Update Assignment Sheet.” If this is an assignment sheet shared with you, you will be prompted to “Save Assignment Sheet,” which will create your own version of this assignment sheet.

Note: at this time there is no scoring or tracking of student work for Assignment Sheets created in Perspective.

## Test Builder in Perspective

1. Log in to Perspective with your email and password.
2. Select the Test Builder Menu from the dropdown in the home page.
3. On the Test Builder home page, click on a Grade icon under the Math, Reading or Science sections.

**PERSPECTIVE™** TEST BUILDER MY TESTS SHARED TESTS Welcome, sharmila.raju

Test Builder Menu

### Test Builder

September 24, 2014

The first phase of **Math and Science assessment items** are available now. The first phase of reading items will be available next week. Check back for additional math and reading items in coming weeks.

Test Builder will help you create quizzes and tests for your students. There are thousands of test items in grades 3-8 and some high school in Mathematics, Reading, and Science. ALL of these items are aligned to the Minnesota academic standards and cataloged with keywords, difficulty, and item type. It is easy and fast to create a paper-based PDF test. You may print it, save it, and share it with your colleagues.

#### Math Assessment Items

GRADE 3 GRADE 4 GRADE 5 GRADE 6 GRADE 7 GRADE 8 GRADE HS

#### Reading Assessment Items

GRADE 3 GRADE 4 GRADE 5 GRADE 6 GRADE 7 GRADE 8 GRADE 10

#### Science Assessment Items








GRADE 5 GRADE 8 GRADE HS



4. On the Test Builder page, click the test item name view the item. You may click the checkbox to the left of a test item name to select an item for inclusion on your test.

**Search Results for Grade 3 Math**

Sort by

<input checked="" type="checkbox"/>	<b>Address Pattern (MAG03IT00279BX)</b> <i>MC Low</i>	
<input checked="" type="checkbox"/>	<b>Age Logic (MAG03IT00588BX)</b> <i>MC Low</i>	
<input checked="" type="checkbox"/>	<b>Angle Measures (MAG03IT00336AX)</b> <i>MC Medium</i>	
<input type="checkbox"/>	<b>Apple &amp; Cheese Weight Comparison (MAG03IT00538BX)</b> <i>MC High</i>	
<input type="checkbox"/>	<b>Backpack Bar Graph (MAG03IT00533AX)</b> <i>MC Medium</i>	
<input type="checkbox"/>	<b>Backpack Weight (MAG03IT00181AX)</b> <i>MC Low</i>	
<input type="checkbox"/>	<b>Balancing Scales (MAG03IT00180AX)</b> <i>MC Medium</i>	

- Users may select several items from various strands and grades and even subjects.

- To remove an item from selection, click on the checkbox again to remove the checkmark.
- Alternately, you may use the Grade/Subject drop down list to change your grade and/or subject. Then click **Search** to retrieve the list of test items.
- A third option is to use the Advanced Search feature to narrow your selection by strand, resource type, and resource format, then click **Search** to retrieve a list of test items.

The image shows a search interface with a dropdown menu containing 'Grade 5 Math', a blue 'Search' button, and a red-bordered 'Advanced Search' button with a dropdown arrow.

5. Once all desired items are selected, scroll up to view the right-hand column of the page: Click the Save Test button.

The screenshot shows the 'Test Items' section with a dark blue header containing the text 'Test Items' and '(3 resources)'. Below the header are two green buttons: 'New Test' and 'Save Test'. The 'Save Test' button is highlighted with a red box. Below the buttons is a list of three items, each with a red 'X' icon, a title, a resource ID, and a difficulty level:

- Age Logic (MAG03IT00588BX) MC Low
- Angle Measures (MAG03IT00336AX) MC Medium
- Adaptations of duck to its environment (MN5SC481) Circle the answer High

- Click the red “X” to remove the item from the test.
  - Click & drag the Up/Down arrow to rearrange the order of the items.
6. On the *Test Details* screen, provide a *Title for the test* and *Note to Students* (optional). Click Save Test to save your test on the Perspective server. You may also click the Print link.
  7. Print Test will download a PDF version of your test with the questions and an answer key.

**Test Details**
✕

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**Title**(optional)

**Notes to Students**(optional)

Test for this Friday

**Test Preview** Print Test

✕ Angle Measures (MAG03IT00336AX)
↕

✕ Adaptations of duck to its environment (MN5SC481)
↕

Close
Save Test

8. Once the test has been saved successfully, your test will be appear in “My Tests” screen. Users are able to edit, share, copy, print or delete tests they have created.

TEST BUILDER
MY TESTS
SHARED TESTS

Welcome, sharmila.raju
⚙️

**My Tests**

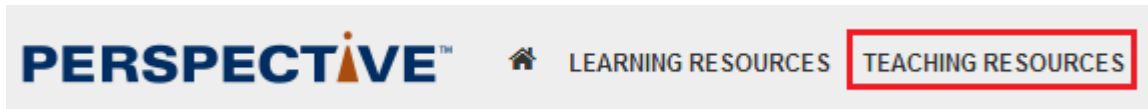
Test ID	Test Title	Created Date	Edit	Share	Copy	Print	Delete
T1	Grade 3 Test (2 Items)	Sep 23, 2014					

← Prev
Next →

Displaying 1-1 of 1 Tests

9. Tests which other teachers share with you can be accessed by clicking “Shared Test”.

## Additional Resources



Selecting the Teacher Resource link allows educators to view a variety of resources from the Minnesota Department of Education, including:

- Minnesota Academic Standards
- Math and Science Frameworks
- English Language Arts Standards Implementation Toolkit

## Browser Security Settings

The assignment sheet is downloaded to each user’s personal computer as a PDF file. Depending on the browser security settings, downloading this file may be blocked on a personal computer. If this occurs, visit the Perspective Support page and view the Technical FAQ.

## Technical Requirements

Features	Recommended
Platform (operating system)	Windows XP SP2 Windows 7 Windows 8 Mac OS X v10.7
Browser type and versions	<b>PC:</b> Internet Explorer 9 or 10 Firefox 27, 28, or 29 Chrome 33 or 34 <b>MAC:</b> Safari 6
Device	iPad 3 – 7.0 – Safari 7 iPad Mini – Safari 7
Adobe Flash	Adobe Flash 10.0+
Adobe Acrobat Reader	Adobe Acrobat Reader 6.0+
Pop-up blockers	Pop-ups are not blocked
Screen resolution	1280x1024

**Note:** If Learning Resources comprising video and sound are to be used, then sound card and headphones with in-line volume control are required.

## Support for Questions

For additional help, you may contact the Pearson Help Desk at 888-817-8659 or [MNHelp@support.pearson.com](mailto:MNHelp@support.pearson.com). For email requests, please be sure to include as much of the following information as possible:

- Name
- Email address
- Computer operating system
- Browser
- School name
- School district
- City
- State
- Your question