

# Using Naiku

(“Naiku” means “Teacher” in Lao)

## 1) Logging into your Naiku account

- <https://a.naiku.net> > Enter your username and password > Login
- If you cannot login to Naiku the first time (username@wdbqschools.org): Enter your email address > Forgot password > check your Outlook email > it’s possible the message may be in your “Junk” email > re-set your password from the link shared with you > login to your account using [username@wdbqschools.org](mailto:username@wdbqschools.org) and your newly created password.

## 2) Assessments

- Create > New Assessment
  - This option will give you the tools to build the following types of assessments: True/False, Multiple Response, Multiple Choice, Multiple Yes/No, Constructed Response, Passage, Multi-part with Sub-items, Ordered, Matching, Essay, Algorithmic
- Create > Quick Key
  - This option will give you the tools to build an assessment that uses a document to base assessment questions from: Multiple Choice, Multiple Response, Yes/No, True/False, Constructed Response
- Filter > Select options to evaluate assessment data
- Tags > Edit your profile and choose assessment defaults
- Search > Search for assessments from a global library (*gives you the ability to share assessments or edit already created assessments*)
- Import > Assessments can be imported from specific formats (*do not use at the current time*)
- Folders > Create folders to organize assessments

## 3) Classes

- Your Campus-synced courses will appear in this tab
- It is possible to create a class for collaboration, learning opportunities, etc.
- You can click on your class and create assessments for that class
- To the right of the class is an Actions drop-down menu
  - Edit: Do not use this option. Campus syncs all students and co-teachers
  - Quick Question: If a student has access to a device, they can respond to a question you ask them. Types of responses can be Yes/No, True/False, ABCDE, Text, Exit Tag
  - Class Performance: Check student proficiency results
- To see participants in Class: Classes > select Class > Actions > View Class

#### 4) Curriculum Maps

- Curriculum maps are useful tools that allow teachers to see the "big picture" of their curriculum, instruction, and assessment process. Your state standards or learning targets serve as the foundation of the curriculum map.

#### 5) Forum

- Enter a question for people to respond to
- New Question > Be Specific (your question) > Add Tag(s) > More information... (details about question) > Post in classroom > Choose which class will respond > Select who can read your question > Create Question
- My Questions
  - Where your questions are stored

#### 6) Teams

- Create teams with colleagues
- New Team > Name the Team > Create Team > Add Member (type in teacher name you would like to add) > You have the option to remove the Team member at any time
- Ask a Question > Be Specific (your question) > Add Tag(s) > More information... (details about question) > Post in classroom > Choose which class will respond > Select who can read your question > Create Question

#### 7) Reports

- Generate reports of assessment data
- External Test Report
  - This report allows you to see the results from your state or district benchmark assessments.
- Common Assessment Report
  - This report shows the mean percent scores for each standard on a common assessment by class, teacher, school, and district. If external (e.g., state) test scores exist, you can choose to correlate the scores between the common and external test to see the strength of relationship.
- Common Assessment Report by Item
  - This report shows the count and percent correct on each item. It shows it by class and also overall (across all classes).
- Common Assessment Report by Demographics
  - This report shows the mean percent scores for each standard on a common assessment by student demographics. Choose to view results by IEP, LEP, Gender, and/or Ethnicity.
- Standards Performance by Student

- This report shows the percent correct score by standard for each student. This report is great for intervention or special education teachers looking to get scores on any test for any student.

8) **Activity: Practice creating assessments.** You can delete any assessment that you create. Select your courses, try the different tabs, and view the students assigned to your class.