

Leon Writes Basic Technology Guidance

General Information:

The Leon Writes items listed in the chart below will only be available for student use during the administration window of **October 20 – November 7**.

Navigating in Unify is easiest when using the Test ID #s.

Teachers can utilize the SAMPLE Leon Writes to practice assigning, unassigning, and resuming student tests if needed.

The SAMPLE Leon Writes can also be assigned to students and used in a mini-practice session before the actual testing date in order to make sure all students can access Unify with their Chromebooks and can become familiar with the platform tools. The tools work differently on the left side of the panel (Sources) because these are in a pdf format.

This SAMPLE is NOT designed to be a test or used for scoring, only as practice with the platform.

The SAMPLE should be unassigned to students BEFORE the actual day of the assessment, and the appropriate grade level Leon Writes must be assigned.

Type	ID Number
SAMPLE Test - SAMPLE Leon Writes Display Only 2025	3738762
Test - Grade 4 Leon Writes Expository Oct. 2025	3726878
Test - Grade 5 Leon Writes Expository Oct. 2025	3726956

****Students should always have the opportunity to practice on the state platform using the resources available in the FAST portal. [Students and Families Portal](#)**

Unify Short Support Videos: (specific areas with screenshots begin on page 2):

[Online Assessments](#) (4:38)

[Online Testing for Students](#) (1:24)

[Online Student Status](#) (2:44)

[Online Scoring](#) (2:33)

Assigning an Assessment in Unify:

Click the Unify tile in your Classlink dashboard:



From the menu on the left side, click Tests, then Assessment Manager:



Type the appropriate ID Number of the assessment:

Assessment Manager

Assessments available for assignment and scoring

+

☒ Limit to Open Assessment Window

Course Type

Assessment Category

Find the test you want to administer; click the 3 dots on the right side under Actions, then "assign online/paper based":

ID	Assessment Title	Course Type	Students Scored	Actions
3726878	Grade 4 Leon Writes Expository Oct. 2025	ELA	0	...
3726956	Grade 5 Leon Writes Expository Oct. 2025	ELA	0	...
3738762	SAMPLE Leon Writes Display Only 2025	ELA	0	...

This Action will open a pop-up window listing your students. Click the students that you want to assign the assessment to (or the option at the top to select all) and then click the Assign button at the bottom:

District SC5 Baseline 2023-2024

Filter
Search

☐	Student ID	Name	Status
☒			Unassigned
☒			Unassigned
☐			Unassigned
☐			Unassigned
☐			Unassigned
☐			Unassigned
☐			Unassigned
☐			Unassigned
☐			Unassigned
☐			Unassigned

Selected: 2
60 Unassigned | 0 Assigned

Close
Pre-Populated Sheets
Unassign
Assign

Student names and ID numbers are covered here, but will be visible on your screen.



The assessment is ready for students who have 'Assigned' with a star by their name.

☐			Assigned 
☐			Assigned 
☐			Unassigned

Student names and ID numbers are covered here, but will be visible on your screen.

When students log in to Unify on their Chromebooks, the test will be there waiting for them:

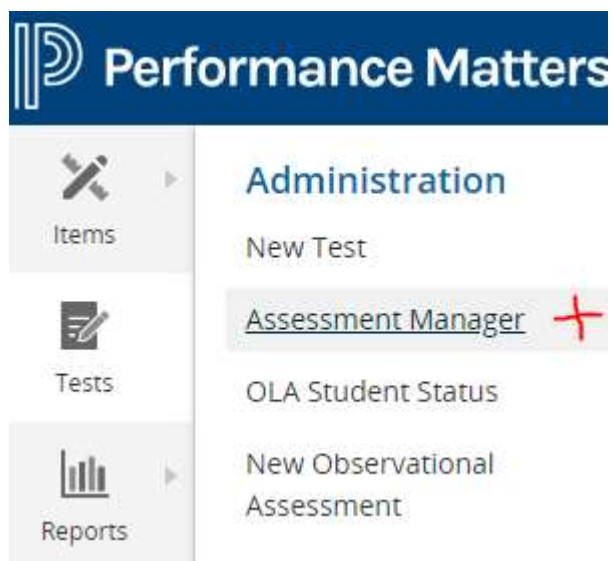
Test List						Search:
Course	Test	Status	Questions	Time Remaining (MM:SS)	Action	
ELA	Grade 4 Leon Writes Expository Oct. 2025	 Available	1	-	 Start	

Monitoring the Assessment:

Click the Unify tile in your Classlink dashboard:



Utilize the menu on the left side. Click Tests, then Assessment Manager:



Type the appropriate ID Number of the assessment:

Assessment Manager

Assessments available for assignment and scoring

☒ Limit to Open Assessment Window

Course Type

Assessment Category

Find the test you want; click the 3 dots on the right side under Actions, then "OLA Student Status":

ID	Assessment Title	Course Type	Students Scored	Actions
3726878	Grade 4 Leon Writes Expository Oct. 2025	ELA	0	...
3726956	Grade 5 Leon Writes Expository Oct. 2025	ELA	0	...
3738762	SAMPLE Leon Writes Display Only 2025	ELA	0	...

Make sure you have clicked Live Updates, and Apply Filters.



Utilize the dashboard to track student progress. Students who have clicked Pause will show 'In Progress' until their test is submitted. (The Lock function is not set for Leon Writes.)

We do not have a secure browser so it is important for Test Administrators to closely monitor the session (e.g., circulating, GoGuardian).

Students who select "Pause" should be able to resume their test when they log into the assessment at a later time. Their work is automatically saved.

Unassigned	Assigned	Locked	In Progress	Submitted	Finished
285	106	1	3	0	1

Scoring the Student Submissions:

Click the Unify tile in your Classlink dashboard:



Utilize the menu on the left side. Click Tests, then Assessment Manager:



Type the appropriate ID Number of the assessment:

Assessment Manager

Assessments available for assignment and scoring

+

☒ Limit to Open Assessment Window

Course Type

Assessment Category

Find the test you want; click the 3 dots on the right side under Actions, then "Online Scoring":

ID	Assessment Title	Course Type	Students Scored	Actions
3726878	Grade 4 Leon Writes Expository Oct. 2025	ELA	0	...
3726956	Grade 5 Leon Writes Expository Oct. 2025	ELA	0	...
3738762	SAMPLE Leon Writes Display Only 2025	ELA	0	...

Utilize the Score by Student dashboard to review student responses on the right side of the screen. On the left side of the dashboard, click the dropdown menu under Response to select rubric scores.

Score by Student
Score by Item
Show Only Finished Students ☒

Select a Student

Aabram, Sara - 10805

Item	Score	Response
1-1	3	4 Point Writing Rubric(59114) 3 Meets Expectation Student is able to dev...

Showing 1 to 1 of 1 items