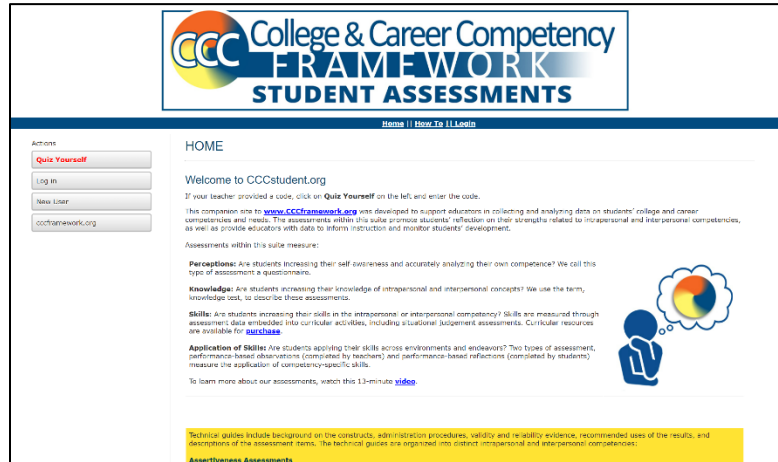


College & Career Competency Framework: Student Assessments How-To Guide

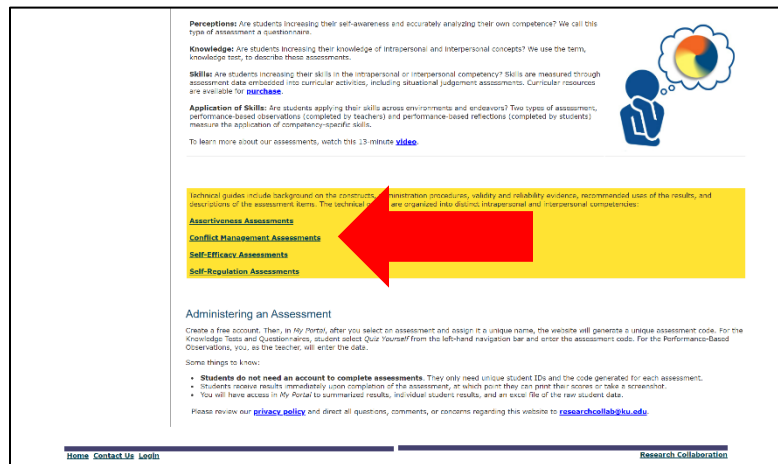
Welcome to CCCstudent.org. This companion site to CCCframework.org was developed to support educators in collecting and analyzing data on students' social-emotional skills and needs. The assessments in this suite promote students' reflection on their strengths and areas for improvement related to intrapersonal and interpersonal competencies, as well as provide educators with data to inform instruction and monitor students' development. This guide provides information on the following:

- [Logging In](#)
- [Launching an Assessment](#)
- [Administering an Assessment](#)
- [Viewing Results](#)
- [Performance-Based Observations](#)

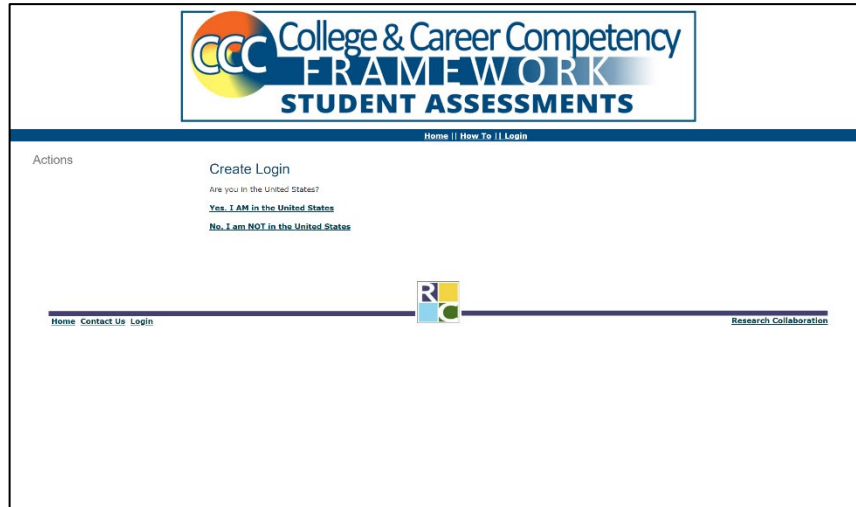
The homepage lists the types of assessments provided, along with a link to a video describing the assessments in greater detail...



...as well as links to the technical guides for our main assessment suites: Assertiveness, Conflict Management, Self-Efficacy, and Self-Regulation. Within each of these documents, you can view the assessments items, the research behind the assessments, and instructions on how to administer the assessments and use the results.

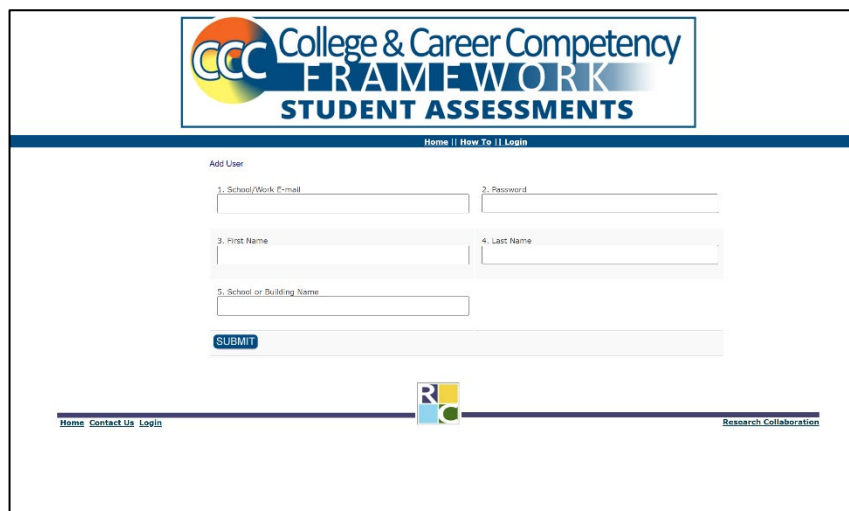


Logging In: If this is your first time using the CCC Framework assessments, you will need to create a login. Click on the “New User” button on the left-hand side of the page. On the next page, click the appropriate link depending on whether you are or are not in the United States (U.S.). From there, select state (inside the U.S.) or country (outside the U.S.), affiliation, and district (inside the U.S. only) from succeeding dropdown menus.



The screenshot shows the 'Create Login' page of the CCC Framework Student Assessments. At the top, there is a logo for 'College & Career Competency FRAMEWORK STUDENT ASSESSMENTS'. Below the logo, there is a navigation bar with links for 'Home', 'How To', and 'Login'. The main content area is titled 'Actions' and contains a 'Create Login' section. This section asks 'Are you in the United States?' and provides two links: 'Yes, I AM in the United States' and 'No, I am NOT in the United States'. At the bottom of the page, there is a footer with links for 'Home', 'Contact Us', 'Login', and 'Research Collaboration', along with a small logo.

On the next page, fill in each field, then click “SUBMIT.”



The screenshot shows the 'Add User' page of the CCC Framework Student Assessments. At the top, there is a logo for 'College & Career Competency FRAMEWORK STUDENT ASSESSMENTS'. Below the logo, there is a navigation bar with links for 'Home', 'How To', and 'Login'. The main content area is titled 'Add User' and contains five input fields: '1. School/Work E-mail', '2. Password', '3. First Name', '4. Last Name', and '5. School or Building Name'. Below the input fields, there is a 'SUBMIT' button. At the bottom of the page, there is a footer with links for 'Home', 'Contact Us', 'Login', and 'Research Collaboration', along with a small logo.

If you are a returning user, click on the “Log in” button on the left-hand side of the page. On the next page, enter your username (school/work email) and password. Then click “SUBMIT.” If you have forgotten your password, enter your email address in the “Forget Password?” field on the left-hand side of the page and then click “submit.” You will be sent instructions on how to reset your password. (If the password reset email doesn’t show up within a few minutes, be sure to check your Junk/Spam folder.)

Launching an Assessment:

Once you've logged in, you'll automatically be taken to the **My Portal** page. Here you can see your user info (and edit it if you move or change schools) and your assessments. To create an assessment, click the "Create Assessment" button on the left-hand side of the page.

The screenshot shows the 'My Portal' page for a user. At the top is the CCC Framework Student Assessments logo. Below the logo is a navigation bar with 'Home', 'How To', 'My Portal', and 'Logout'. The main content area is titled 'Account, Test' and displays user information: Country: United States of America, State: Not Applicable, District: Kansas Test District, School: Test School, Affiliation: 1. Public School District, Role: user, E-mail: test@ku.edu, Member Since: 05/03/22, and Edit My Info. Below this is a 'My Assessments' section with a note: 'Note: Use button to left to see/hide surveys'. A table lists various assessments with columns for Assessment Code, Students, Results, Ungraded, and Edit Title. The table includes entries like 'Self-Regulation Example', 'Assertiveness Example', 'Conflict Management Example', etc.

Assessment Code	Students	Results	Ungraded	Edit Title
109-141	2	Results	0	Edit
109-143	2	Results	0	Edit
109-144	2	Results	0	Edit
109-2071	0	Results	0	Edit
109-2072	152	Results	0	Edit
109-2073	40	Results	0	Edit
109-2074	0	Results	0	Edit
109-2075	0	Results	0	Edit
109-2076	0	Results	0	Edit
109-2077	15	Results	0	Edit
109-2078	87	Results	0	Edit
109-2321	0	Results	0	Edit
109-2352	0	Results	0	Edit
109-2528	0	Results	0	Edit
109-2805	1	Results	0	Edit

On the webpage, you will be able to name the assessment and choose the assessment type from a dropdown menu. It is important to give each assessment a unique name (assessment type, and semester + year is best) especially if you give the assessments to different groups within your school or if you wish to compare results from beginning to end of year administrations. Once you've made your selections, click "SUBMIT."

The screenshot shows the 'Add Assessment' page. It has a navigation bar with 'Home', 'How To', 'My Portal', and 'Logout'. The main content area is titled 'Add Assessment' and contains three steps: 1. Name your assessment (this is what you will see in your assessment list). 2. Choose the assessment (with a dropdown menu). 3. Review the example email (window) Example Email. There is a 'SUBMIT' button at the bottom. An important note states: 'IMPORTANT! After submitting, the quiz ID will be in a list on your portal. Your students will use this number to take your quiz.' Below the note is a small preview of the 'STUDENT ASSESSMENTS' page showing a table with columns for Assessment Code, Students, Results, and Ungraded.

If you need to change the title of your assessment, click on the edit link in the "Edit Title" column on the **My Portal** page, enter the new title, and click "SUBMIT." While you cannot delete assessments, you can choose to hide them using this same page by selecting "Hide" from a dropdown menu and clicking "SUBMIT."

Administering an Assessment to Students: To take the assessment, students will go to CCCstudent.org, click the “Quiz Yourself” button on the left-hand side of the page, and enter the appropriate assessment code.

The screenshot shows the homepage of the CCC Framework Student Assessments. On the left, there is a navigation menu with buttons for 'submit', 'Quiz Yourself', 'Log in', 'New User', and 'cccframework.org'. A red arrow points to the 'Quiz Yourself' button. The main content area includes a 'HOME' header, a 'Youself' section with a text input field, and several informational sections: 'Perceptions', 'Knowledge', 'Skills', and 'Application of Skills'. A yellow banner at the bottom contains technical guides and assessment information.

On the assessment page, students will select their grade and gender from dropdown menus and enter their Student ID/Number. It is important that they use a number rather than their real name (for privacy reasons) and that they use the same number if they take the test more than once (as a pre-/post-test) so you can directly compare their results. School-issued student IDs are perfect for these purposes, but you can also assign them numbers on your own. Once the student clicks “SUBMIT,” they will immediately be able to see their results.

The screenshot shows the assessment page titled "SR Knowledge Test Demo Part 1: Assessment". It includes a form with dropdown menus for "What grade are you in?" and "What gender are you?", and a text input field for "What is your Student ID/Number?". Below the form is a table of five questions with radio button response options. The table has columns for "Question", "VERY like me (5)", and "NOT very like me (1)".

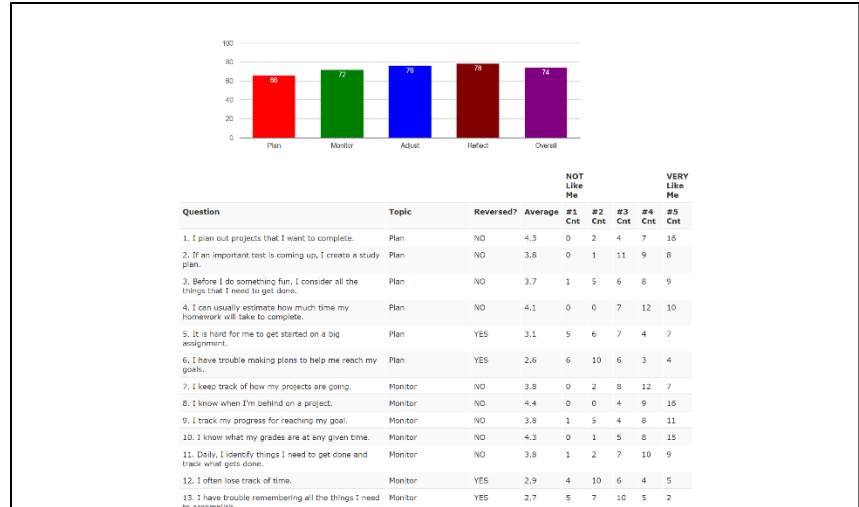
Question	VERY like me (5)	NOT very like me (1)
1. I plan out projects that I want to complete.	<input type="radio"/>	<input type="radio"/>
2. If an important test is coming up, I create a study plan.	<input type="radio"/>	<input type="radio"/>
3. Before I do something fun, I consider all the things that I need to get done.	<input type="radio"/>	<input type="radio"/>
4. I can usually estimate how much time my homework will take to complete.	<input type="radio"/>	<input type="radio"/>
5. It is hard for me to get started on a big assignment.	<input type="radio"/>	<input type="radio"/>

The screenshot shows the "Viewing Results" page. It includes a bar chart with five bars representing different assessment components. The values are 68, 72, 70, 70, and 74. The chart is titled "SR Knowledge Test Demo" and includes a table of results.

Component	Value
1. Planning	68
2. Monitoring	72
3. Adjusting	70
4. Reflecting	70
5. Self-regulation	74

Viewing Results: To view group results, click on that assessment link in the “Results” column on the My Portal page. From here, you can print the results and view a graph with composite results from the reflection portion of the assessment.

Scroll down a bit to view the reflection results item by item, including whether the item was reverse scored, the average score, and how many students answered *Not Like Me* all the way up to *Very Like Me*. These results can be used to help you identify specific items or components that you might want to focus on during instruction.



Home || How To || My Portal || Logout

Actions: Quiz Yourself, Logout, Create Assessment, My Portal, Create Observation, Show Hidden Assessments, cccframework.org

SR Knowledge Test Demo
Instance of: Self-Regulation Knowledge Test 7-12
By: Account Test
To print this page: [Click Here](#)
To export to Excel: [Click Here](#)

Wish to view all student answers, instead of just 1-5? yes

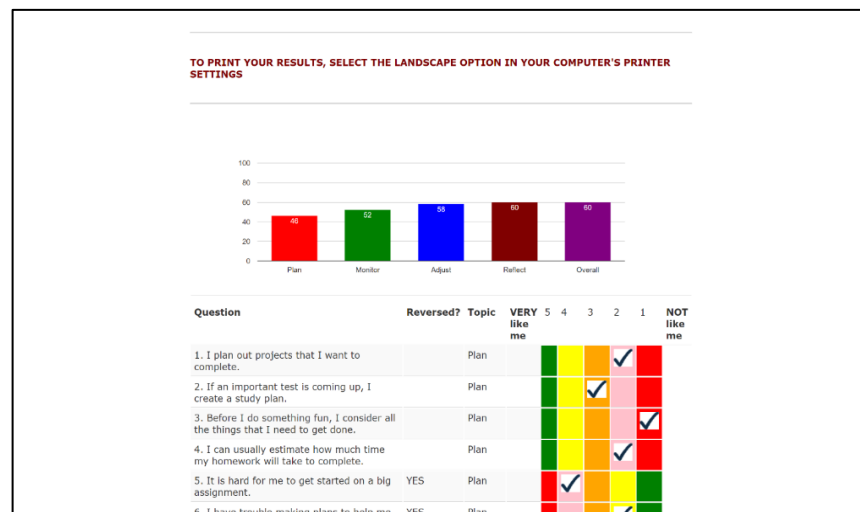
Std ID	Grd	M/F	Q1	Q2	Q3	Q4	Q5	Multiple Choice	Essay	Total %	Actions
1963	7	female	5	3	4	5	1	90%(18/20)	Ungraded	N/A	View Delete Score Essay
13	7	female	5	5	4	3	3	25%(5/20)	Ungraded	N/A	View Delete Score Essay
777777	13	female	5	5	5	4	2	95%(19/20)	Ungraded	N/A	View Delete Score Essay
7	13	male	4	4	2	3	4	75%(15/20)	Ungraded	N/A	View Delete Score Essay
122854	8	male	4	4	2	4	4	85%(17/20)	Ungraded	N/A	View Delete Score Essay
1234556	7	female	4	4	2	4	3	80%(16/20)	Ungraded	N/A	View Delete Score Essay
010	7	female	3	3	3	3	3	99%(19/20)	Ungraded	N/A	View Delete Score Essay
2065	7	female	3	4	3	4	5	55%(11/20)	Ungraded	N/A	View Delete Score Essay
5555555555	7	female	5	5	5	5	5	45%(9/20)	Ungraded	N/A	View Delete Score Essay
2021	9	N/A	4	3	3	3	3	30%(6/20)	Ungraded	N/A	View Delete Score Essay
957854	8	female	4	3	2	4	3	50%(10/20)	Ungraded	N/A	View Delete Score Essay
44	13	female	3	3	3	3	3	50%(10/20)	Ungraded	N/A	View Delete Score Essay
5880	13	female	2	3	5	3	4	30%(6/20)	Ungraded	N/A	View Delete Score Essay
39	12	female	4	3	4	5	4	45%(9/20)	Ungraded	N/A	View Delete Score Essay
BETH 35850	8	female	5	3	1	4	1	75%(15/20)	Ungraded	N/A	View Delete Score Essay

Scroll down a bit more to view the knowledge results item by item, including the percentage of students who answered each item correctly. Again, you can use these results to guide your instruction and see where your students need the most support.

To view individual student results, click on the assessment name on the **My Portal** page. From here, you can export to Excel and view the full results

for each student by clicking on the “View” button associated with their student ID/number.

You can see the exact summary report that is provided to the student upon completion of the assessment, and you can print each student’s results. Scroll down to view their reflection results...



...and scroll even further to view their knowledge results, including their overall percentage correct at the very bottom of the page.

CCC College & Career Competency FRAMEWORK STUDENT ASSESSMENTS

Home | How To | My Portal | Logout

Account, Test

Country: United States of America State: Not Applicable District: Kansas Test District
 School: Test School Affiliation: 1: Public School District Role: user
 E-mail: test@ku.edu Member Since: 05/03/22 Edit My Info

My Assessments

Note: Use button to left to see/hide surveys

Assessments (click to view individual results)	Assessment Code	Students	Results	Ungraded	Edit Title
Self-Regulation Example	109-141	2	Results	0	Edit
Assertiveness Example	109-143	2	Results	0	Edit
Conflict Management Example	109-144	2	Results	0	Edit
Self-Efficacy Example	109-2071	0	Results	0	Edit
Assertiveness Example - NEW	109-2072	152	Results	0	Edit
Conflict Management Example - NEW	109-2073	40	Results	0	Edit
Empathy Example - NEW	109-2074	0	Results	0	Edit
Goal Setting Example - NEW	109-2075	0	Results	0	Edit
Networking Example - NEW	109-2076	0	Results	0	Edit
Self-Efficacy Example - NEW	109-2077	15	Results	0	Edit
Self-Regulation Example - NEW	109-2078	87	Results	0	Edit
Self-Regulation June 25	109-2321	0	Results	0	Edit
Assertiveness Example July 17	109-2352	0	Results	0	Edit
August 14	109-2528	0	Results	0	Edit
pn	109-2805	1	Results	0	Edit

Performance-Based Observations: You can also create Performance-Based Observations (see the relevant Technical Guide for more information) from the **My Portal** page by clicking the “Create Observation” button on the left-hand side of the page or by clicking the link under the “My Observations” heading. The Performance-Based Observations are designed for any grade level, and you, as the educator, will complete the observation for every student.

CCC College & Career Competency FRAMEWORK STUDENT ASSESSMENTS

Home | How To | My Portal | Logout

Actions

My Portal
Create Assessment

Add Observation

1. Name your observation (this is what you will see in your observation list).

Please Note: Each observation that you create will include three administration periods so that you can track students' development over time. You will be filling this same form out three times for each student, for example in Fall, Winter, and Spring. The database will keep track of how many observations you have completed for each student and display results across time.

2. Choose the assessment

IMPORTANT! After submitting, the observation will be in a list on your portal. You will use this link to fill out each student's observation.

SUBMIT

Home Contact Us Login Research Collaboration

Select the competency you wish to observe and give your observation an appropriate title. Once you click the “SUBMIT” button, the assessment will be added to the “My Observations” section.

From here, you can see how many observations you have completed for students, view the results, and edit the title. To complete an observation, click the “Add/View” link in the second column to the right of your observation.

Self-Regulation Questionnaire 7-12	2479-4316	6	Results	0	Edit
Self-Regulation Knowledge Test 7-12	2479-4317	298	Results	Count:4	Edit
Self-Efficacy Knowledge Test 7-12	2479-6038	20	Results	0	Edit
Self-Efficacy Questionnaire 7-12	2479-6176	8	Results	0	Edit
Conflict Management Knowledge Test 7-12	2479-6590	8	Results	Count:1	Edit
Self-Regulation Knowledge Test 3-6	2479-9937	4	Results	0	Edit
Self-Efficacy Knowledge Test 3-6	2479-9950	5	Results	Count:2	Edit

My Observations

[Create Observation]	Measurements For	Add/View Ind. Observations	# Completed	Results	Edit Title
1. Self-Regulation Observation	Self-Regulation	[Add/View]	9	Results	Edit
2. Assertiveness Observation	Assertiveness	[Add/View]	3	Results	Edit
3. Conflict Management Observation	Conflict Management	[Add/View]	3	Results	Edit
4. Self-Efficacy Observation	Self-Efficacy	[Add/View]	1	Results	Edit

[Home](#) [Contact Us](#) [Login](#)

[Research Collaboration](#)

First, enter your student’s ID number, gender, and grade. This will add your student to the table. The Performance-Based Observation is designed to be administered thrice a year, typically in the fall, winter, and spring.

To complete the observation, create opportunities to observe the student demonstrating the given items. Then rate them on each item on a scale from *Beginning to Advanced*, or *Not Observed* if you were unable to find an opportunity to observe that particular behavior. Finally, click the “SUBMIT” button when you are finished. If you need to make changes after the fact, click on the “Edit” link for the observation in question.

Click on a student's ID number to view their individual results. Each item has its own graph comparing the first, second, and third observations of the item against each other. You can print this page and use it in conversations with the students' parents or the students themselves.

[Home](#) | [How To](#) | [My Portal](#) | [Logout](#)

Self-Regulation Observation

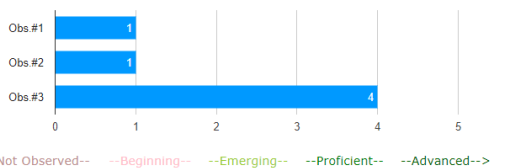
By: Framework,CCC
 For: 08132022-5
 Instance of: Self-Regulation Performance-Based Observation
 To Print this page: [Click Here](#)

For help with printing (margins, paper size, etc): [Click Here](#)

Self-regulation is a proactive, self-directed process for attaining goals, learning skills, and accomplishing tasks.

These data are based on observations across time or in specific situations, as described in the following scale:
 Beginning: Not yet able to demonstrate without scaffolding.
 Emerging: Minimal or superficial demonstration; prompting likely required.
 Proficient: Sufficient demonstration including self-appraisal and detailed, personalized application.
 Advanced: Independent and consistent demonstration; teaches/prompts others.
 Not observed is documented if there has not been the opportunity to observe the behavior performed by an individual student.

1. Demonstrates the ability to create a plan to accomplish a task or set of tasks.



2. Identifies potential barriers to plan completion using if/then statements.

To view group results, click on that observation link in the “Results” column on the **My Portal** page.

This is a companion website to CCCframework.org, which has numerous resources for educators, including videos, guidance for families, posters, and a link to purchase competency lessons for the four foundational competencies (Assertiveness, Conflict Management, Self-Efficacy, and Self-Regulation). These lessons are \$16 for schools, and the other resources are free for educators and parents/guardians alike. We also provide ongoing professional development, so please [reach out to us](#) if you would like professional development on any of the foundational competencies.