PERSPECTIVE™

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

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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.
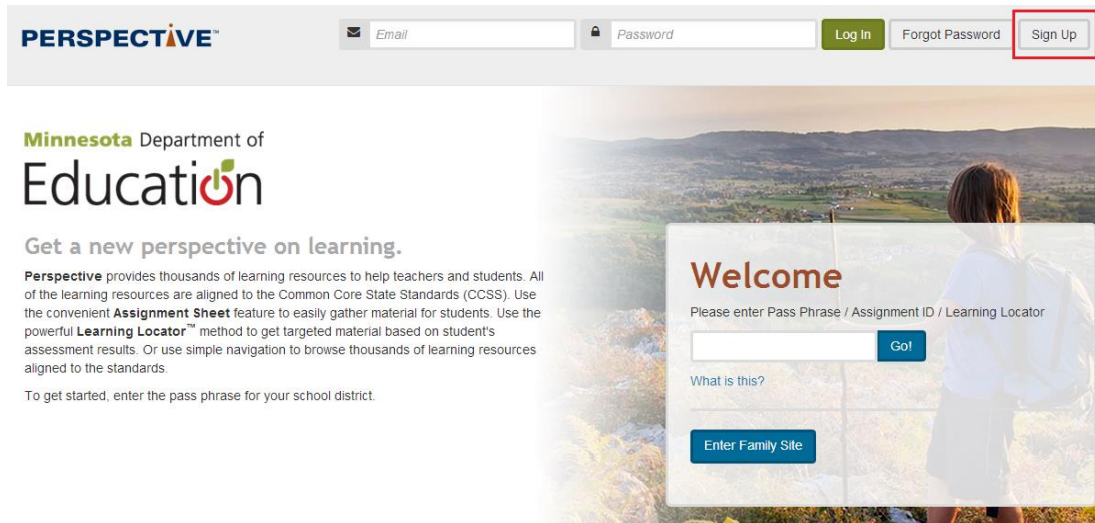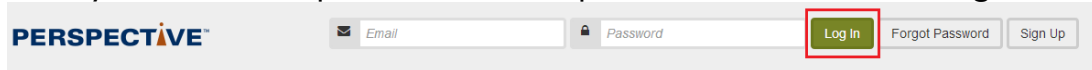
   A dialog box will pop up asking for your email address, the Pass Phrase, and a Password. Use "mn_edu" as your Pass Phrase and create a Password. After you have entered your information, click **Create Account**.
2. Once you create your account successfully, a pop-up message will confirm your account. You will receive an email confirmation with your login details.
3. Click **Proceed to Login** if you wish to access Perspective at this time.

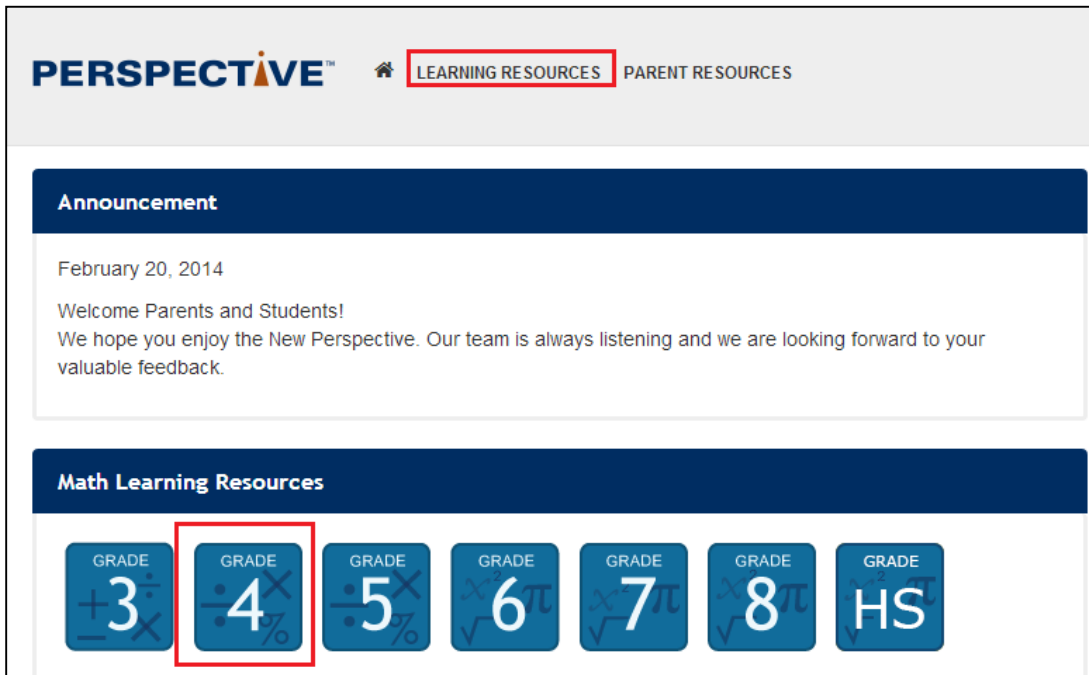## Logging In

Once you have created an account:

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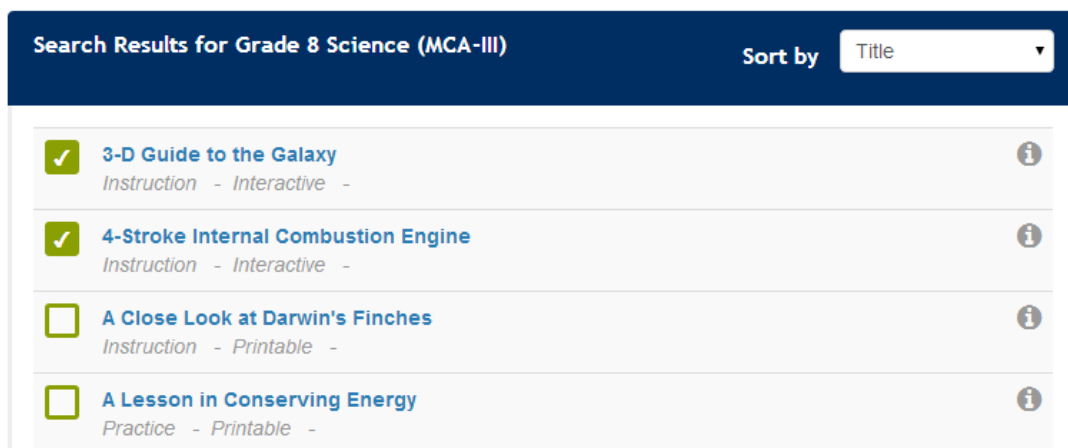2. Enter your email and password at the top of the screen and click ***Log In***.

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.

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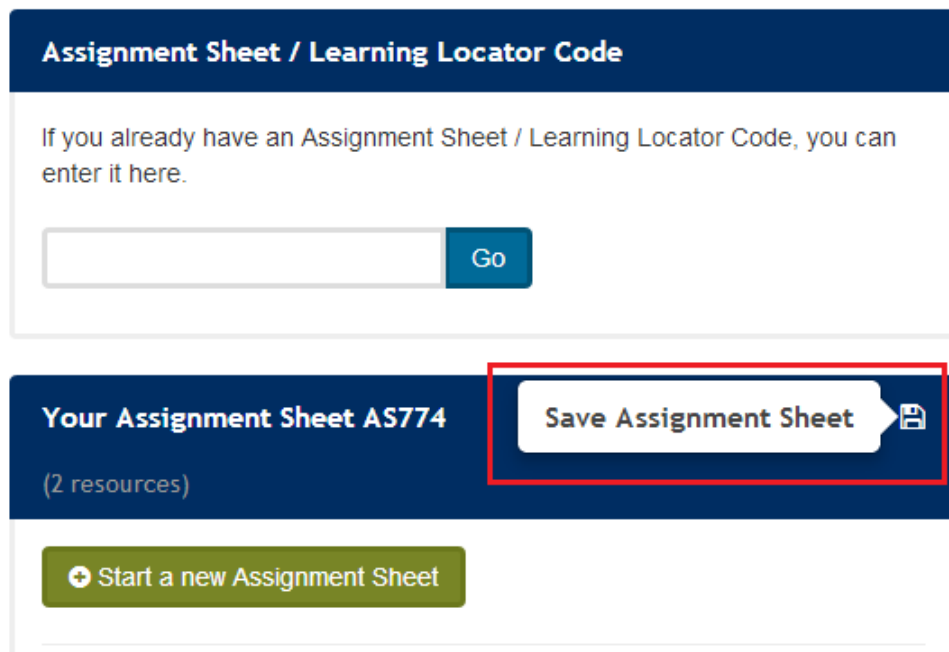

- Users may select several resources from various strands and even subjects.

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- 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.

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.

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

Grade 5 Nine Week Math Review

Note to Students

Please complete by Wednesday

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

Email address(es)

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.

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.
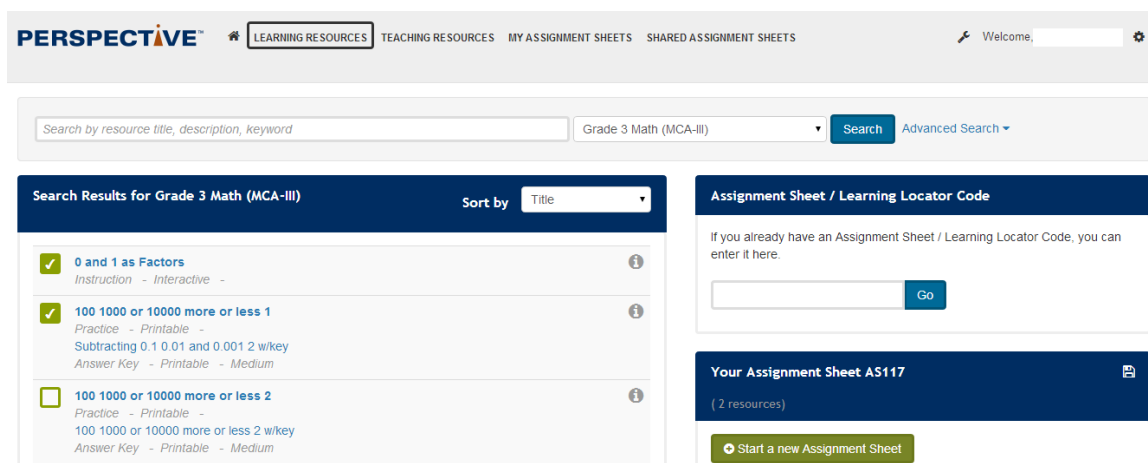
Retrieving and Using Existing Assignment Sheets

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.

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

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.

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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 [Title ▼]

☑ **Address Pattern (MAG03IT00279BX)**   ⓘ
     MC Low

☑ **Age Logic (MAG03IT00588BX)**   ⓘ
     MC Low

☑ **Angle Measures (MAG03IT00336AX)**   ⓘ
     MC Medium

☐ **Apple & Cheese Weight Comparison (MAG03IT00538BX)**   ⓘ
     MC High

☐ **Backpack Bar Graph (MAG03IT00533AX)**   ⓘ
     MC Medium

☐ **Backpack Weight (MAG03IT00181AX)**   ⓘ
     MC Low

☐ **Balancing Scales (MAG03IT00180AX)**   ⓘ
     MC Medium

- 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.

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

- 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.

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.

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

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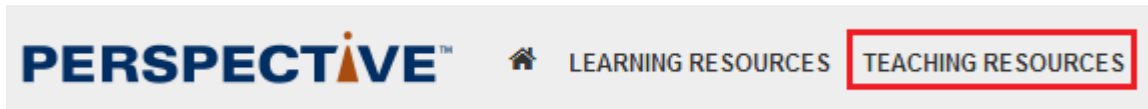
Selecting the Teacher Resource link allows educators to view a variety of resources from the Minnesota Department of Education, including:

- 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	**PC:** Internet Explorer 9 or 10 Firefox 27, 28, or 29 Chrome 33 or 34 **MAC:** 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	1280×1024

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. 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