

## Civics Assessment: UTIPS Access

### Overview

The American Civics Education Initiative, S.B. 60, was passed in the Utah legislative session of 2015. Information about this initiative can be found at: <http://www.uen.org/american-civics-education/>.

A sample Civics Assessment is available to teachers through the UTIPS Core system ([www.utips.org](http://www.utips.org)). Teachers must have a UTIPS Core account and students must be members of the teacher's class before teachers will see the assessment and students can take it. For assistance in using the UTIPS Core system, please contact the UTIPS Core helpdesk ([utipshelp@schools.utah.gov](mailto:utipshelp@schools.utah.gov)).

### Enrollment Codes

The table below provides the enrollment code necessary to access the test. Educators may join the group for testing, using the enrollment code.

Sharing Group	Enrollment Code
UTIPS Civics Assessment	cost25

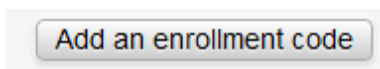
### Joining the Appropriate Statewide Organization

If an educator already has a UTIPS Core account:

- Log in
- Select "Settings" from the "Navigation – Configuration" pane



- Select "Add an enrollment code"



- Enter the enrollment code “cost25” and select “Apply enrollment code.” The teacher must then log out of UTIPS Core, and log back in.

If an educator does not have a UTIPS Core account:

- Go to <http://utips.org>
- Click on “Create a new account”

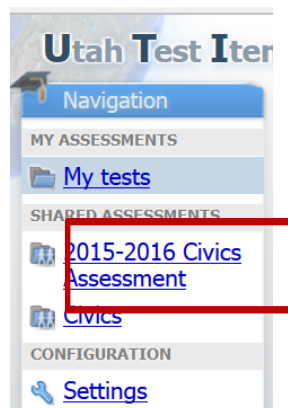


- Enter the appropriate enrollment code and select “Continue.”

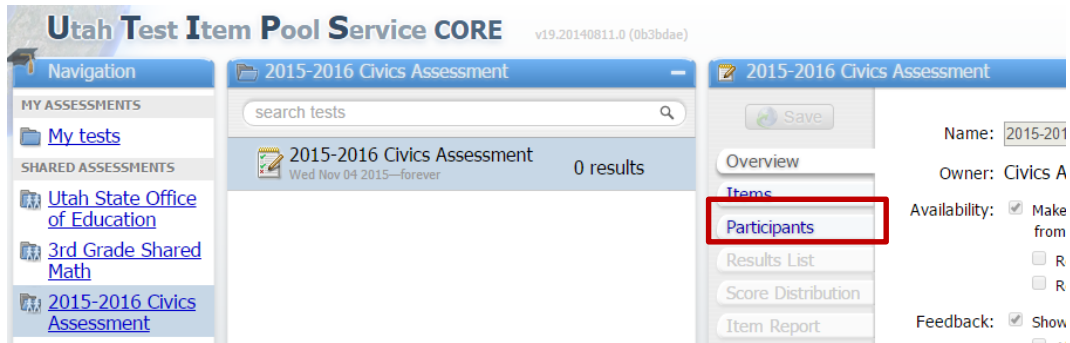
- Follow the “if an educator already has a UTIPS Core account” steps if additional enrollment codes will be used to add the teacher to their local school/district.
- Contact the UTIPS helpdesk ([utipshelp@schools.utah.gov](mailto:utipshelp@schools.utah.gov)) to receive an additional enrollment code for your Utah public school. Note: Accounts which are not affiliated with a UTIPS public school within four months of creation may be deleted.

### Accessing Tests

Once the appropriate enrollment code has been applied, a “Shared Assessments” menu will be added to the Navigation pane within your UTIPS Core account.



- Select the appropriate test and assign students as participants.



Note: Students must first be added to your “Organizations” before they can be assigned to any UTIPS Core test. For assistance in using UTIPS Core, please contact the UTIPS Core helpdesk ([utiphelp@schools.utah.gov](mailto:utiphelp@schools.utah.gov)).

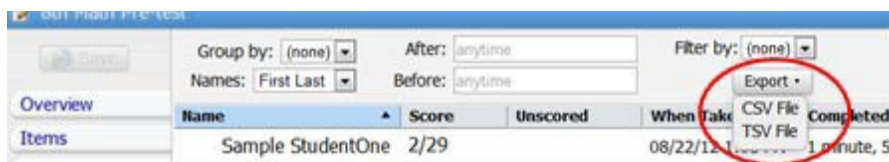
### Test Administration, Scoring and Reporting

Students interact with these tests in the same manner they interact with other UTIPS Core assessments. Teachers access student results in the same manner they access other UTIPS Core assessment results.

### Student Data Management

UTIPS Core is not a long-term student data system. Student results are purged each year and class changes during the year (e.g., semester courses) may impact an educator’s ability to view results appropriately (e.g., groups, filters). Educators may export UTIPS Core results.

- Select the assessment, select “Results List” and “Export.”



### Questions and Support

Questions concerning the test’s purpose or content should be directed to Robert Austin [Robert.Austin@schools.utah.gov](mailto:Robert.Austin@schools.utah.gov). For assistance in using the UTIPS Core system, please contact the UTIPS Core helpdesk ([utiphelp@schools.utah.gov](mailto:utiphelp@schools.utah.gov)).