



Configuring Forefront for Your Assessments

A resource for clients and potential clients to successfully
configure custom assessment systems in Forefront.

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Background and Context

The Forefront Assessment Builder is powerful, flexible, and user-friendly. What helps to make that possible is the work you do as a district to prepare for the configuration of your assessments in the software. Configuring assessments well is critical for systematic and effective data collection.

Before implementing Forefront in your district, your instructional leadership team will need to make important decisions about the information that you will want to collect in the software. This will improve the quality of your implementation by providing teachers with clear, manageable data collection goals. As a data collection tool that is primarily used by teachers, this will also help you prepare to communicate and provide information they will need.

Once you have completed the checklists you might feel ready to get started, you might find that you have some more preparation to do, or you might have new questions. If you feel it would be helpful, share the checklist with your customer success specialist to get questions answered and/or prepare for your expert coaching sessions.

Thank you for taking the time to think about and discuss your assessments. Proper planning and preparation will ensure that your Forefront implementation goes smoothly and sets you on the road to success!

Preparing for the Assessment Builder Tool

This checklist is for schools/districts that will be configuring assessments that are not yet available in Forefront or systematically modifying assessments in Forefront's preconfigured solutions. Please complete this checklist for each new instructional program you wish to build into Forefront or if you are considering significantly modifying a current assessment template collection.

No.	Question	Response
1	Have you identified which assessments you will be configuring in Forefront?	<input type="checkbox"/> Yes <input type="checkbox"/> No - This is important. Decide first the assessments for which you want to support data collection.
2	Required elements for assessment configuration ¹ . Check boxes of those items that are already available for your assessments. For those that are not yet available, they will need to be prepared or created in advance of configuration.	<input type="checkbox"/> Points per item ² (question or scoring category) <input type="checkbox"/> Proficiency expectations per question <input type="checkbox"/> Standards/Learning Targets ³ alignments by item. <input type="checkbox"/> Overall or composite score proficiency bands ⁴ .
3	Optional elements for assessment configuration in Forefront. It could be that these elements exist on separate documents outside Forefront. When configured directly into Forefront the reporting and data collection functionality is enhanced.	<input type="checkbox"/> Rubric descriptors (where defined) <input type="checkbox"/> Images of assessment items. <input type="checkbox"/> Full scoring guide descriptors. <input type="checkbox"/> Accompanying documents - anchor papers, PDFs of assessments, etc.
4	Have you identified who will configure the assessments in Forefront? We recommend an individual or small team familiar with the assessment systems and the content area.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress - (Your customer success specialist can help you to understand workflow, time commitment, and the expertise needed.)
5	Have you identified when Forefront needs to be ready for teachers to input data?	<input type="checkbox"/> Yes. Date: _____ <input type="checkbox"/> No - choose a date that will meet your teachers' needs.

¹ Need help completing the *Elements of the Assessments and Scoring Guides* section? Share a sample assessment and scoring guide with your customer success representative for review.

² Some assessments are not built around the idea of “points.” These could be performance levels (Tier 1, Tier 2, etc.), letters (e.g. guided reading levels), or other ways of indicating performance.

³ Forefront defines standards/targets very loosely. Sometimes these are scoring categories of the assessment itself, such as the idea of “nonsense word fluency.” If the elements of performance that you are measuring are unclear, or not yet available in your account, check with your customer success specialist for help.

⁴ Some assessment systems have well-defined methods for calculating a composite or overall score. Some examples include weighting some questions more heavily than others by doubling their value, or multiplying by some other number. Forefront is capable of handling these situations. Contact your customer success specialist where this is the case.

Next Steps

Forefront provides on-demand videos and expert coaching sessions for districts configuring assessments. Learn more: <https://forefront.education/project-view/assessment-builder/>