Navvy+ Essential Standards Progress Checks (ESPC)

QUICK GUIDE

Assign students • Get administration support • Choose the right report

At a glance

ESPCs are Arizona Essential standards-aligned Progress Checks for ELA and Math in grades 3-8. Students may complete each assigned ESPC once during the open administration window. Teachers can review student responses after submission.

Use this guide to

- Assign an ESPC to the correct subject, grade, class, and students.
- Know who to contact when an issue occurs during administration.
- Select the report that best answers your instructional or implementation question.

Before you assign

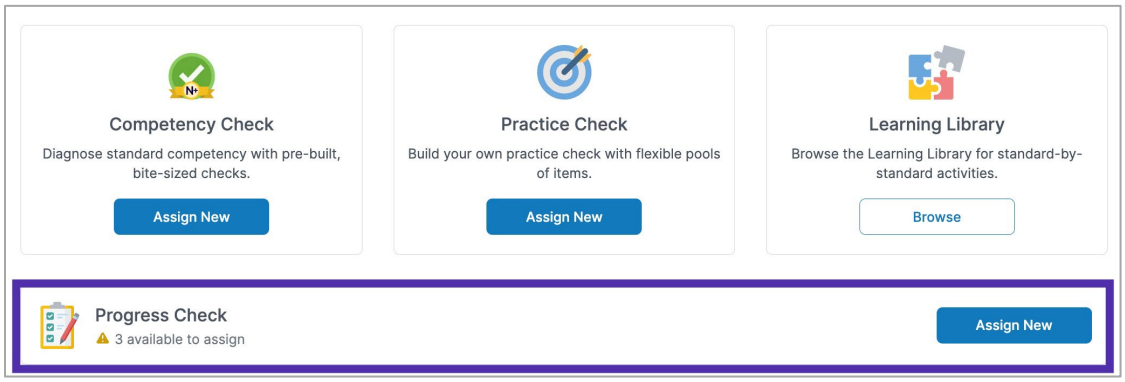
Confirm the Progress Check is open for assignment by viewing your homepage where you should see Progress Checks available to assign; verify classes, rosters, students, subjects, and grade levels; identify who will assign, check accessibility settings, monitor completion, and review reports; and follow local assessment-window expectations.

1. Assign a Student to an ESPC

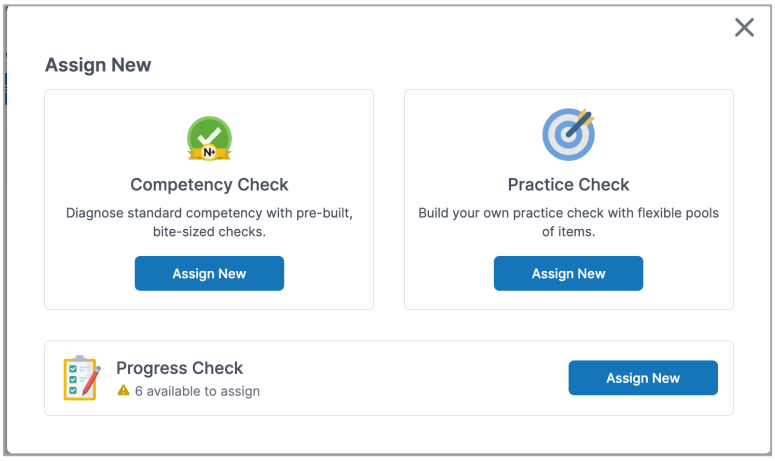
1

Start a new assignment

From Home, select Progress Check > Assign New. Or go to Assignments and select + Add Assignment, then confirm the assignment type is Progress Check.



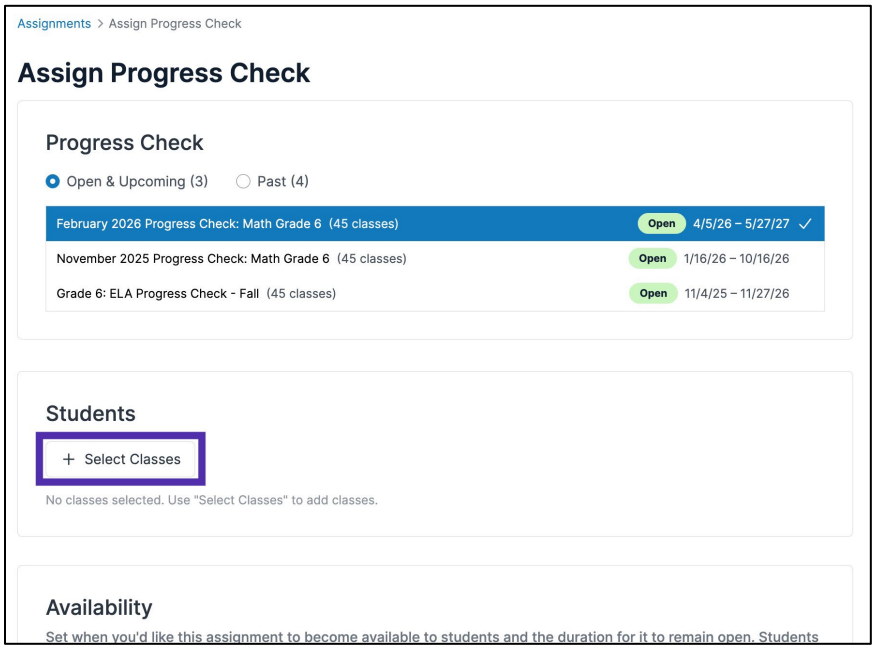
Home-page entry point: Progress Check > Assign New



Assignments entry point: Assignment > Progress Check > Assign New

2 Select the ESPC

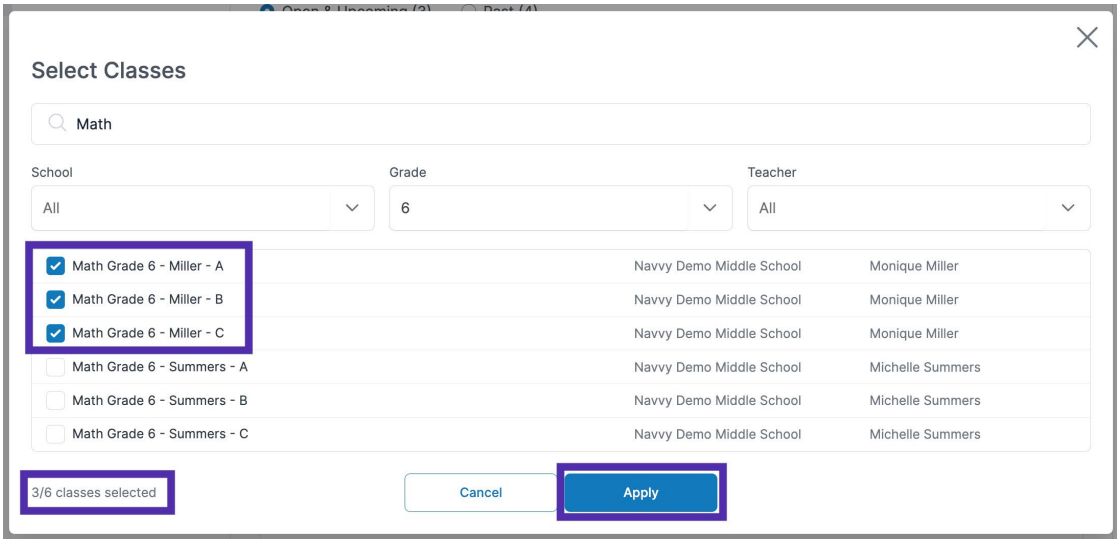
Choose the Progress Check that matches the intended subject, grade level, and administration window.



Select the open or upcoming Progress Check before choosing students.

3 Select classes

In the Students section, choose + Select Classes. Search or filter by school, grade, and teacher. Select the applicable class or classes, then choose Apply.



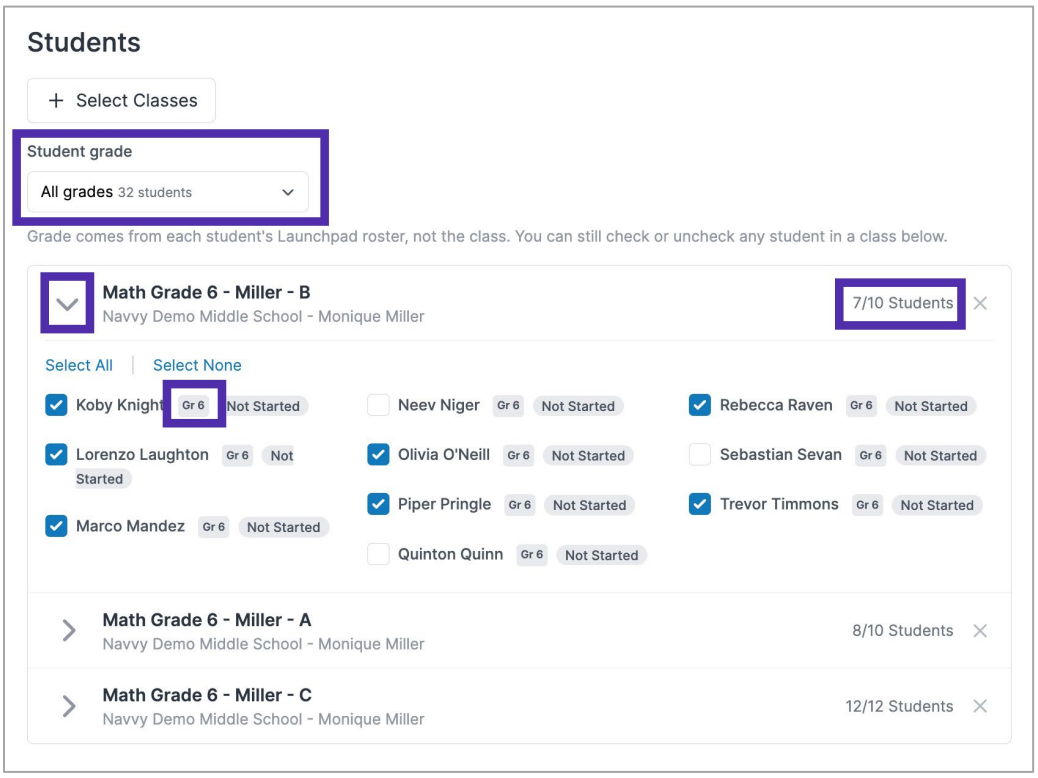
Use filters to locate the correct classes, then select Apply.

Assign a Student to an ESPC (continued)

4

Review and select students

Students from the selected classes appear in the Students section. Check or uncheck individual students and review the final selection before continuing. Student grade comes from the student's LaunchPad user record, not the class.



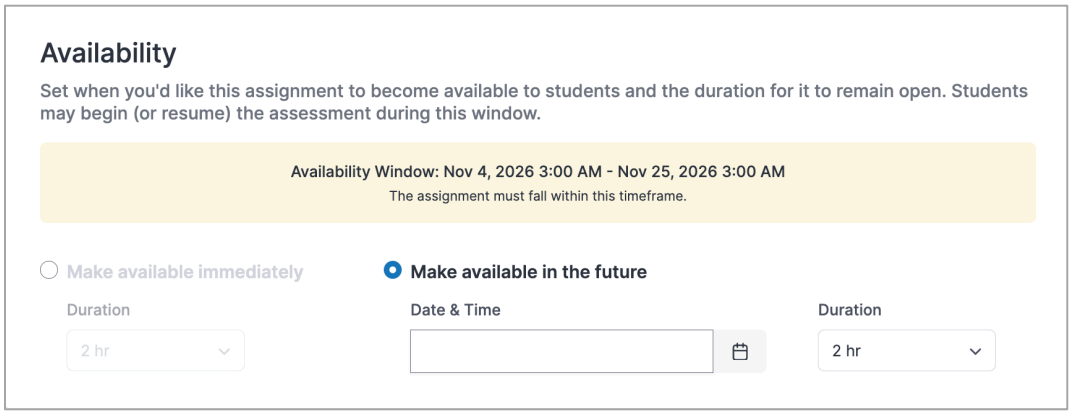
Select only the students who should receive this grade-level ESPC.

Multi-grade classes

A School or District Administrator must assign an ESPC to a multi-grade class. Select only students in the target grade, assign that grade's ESPC, and repeat for each additional grade. Separate rosters by grade and subject are recommended when possible.

5 Set availability

Review the overall availability window. Choose whether the assignment is available immediately or at a future date and time, then set the duration students have to complete it. Confirm the settings fall within the allowed testing window (e.g., the “Availability Window” shown in the yellow box below).



Set when the assignment opens and how long it remains available.

6 Create the assignment

Select Assign. Use the Assignments page to review the assignment, status, availability, and completion count.

2. Support During ESPC Administration

Primary contact: Navvy Customer Support

Call 1-800-662-0727 for login questions, password help, administration questions, report access, and error-message resolution. This is the first point of contact for teachers and school or district administrators.

If a student cannot test

- State clearly on the support call that the issue is preventing the student from testing.
- The ticket will be escalated. Issues that cannot be resolved by Level 1 support are escalated to the Arizona Program Delivery Team or Level 2 technical support.

Helpful details to have ready

- Student, school, class, grade, subject, and ESPC title.
- The exact error message and the step where it occurred.
- Whether the student is unable to begin, resume, or submit the check.
- Whether other students are experiencing the same issue.

Self-service and ongoing implementation support

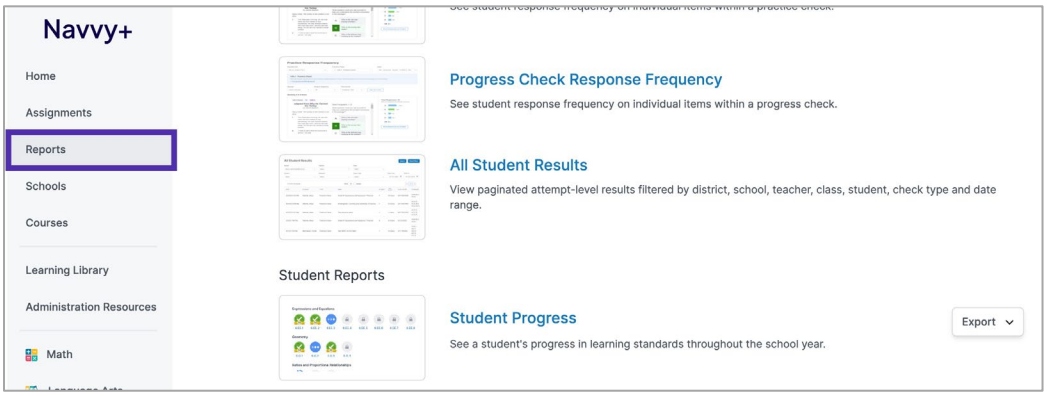
The AZ Navvy Portal contains blueprints, guides, how-to videos, training resources, and office-hours links. Portal: https://az-support.mypearsonsupport.com/navvy/

Before calling support, verify

Assignment	The correct Progress Check is assigned and currently available.
Student selection	The student was included in the assigned class/student list.
Student access	The student is accessing Navvy+ through the approved LaunchPad/SSO path.
Accessibility settings	Required student accessibility options were reviewed before administration.

3. ESPC Reports Available

After students submit an ESPC, reports are available from Reports in the Navvy+ navigation pane. Choose the report based on the question you need to answer.



Progress Check reports are accessed from the Reports page.

Report	Primary users	Use it to...
All Student Results - Standards	District administrators, school administrators, educators	Review completed results by student, including accuracy by standard, time spent, etc. Expand a student row for component and DOK details. Export data as .csv file.
Progress Check Response Frequency	District administrators, school administrators, educators	Review response patterns by item, identify common incorrect responses, and examine performance by component or DOK.
Student Progress	Educators	Review one student's performance across standards.
Roster by Progress Check	School administrators, educators	Review class- or school-level results by domain, standard, or DOK and compare with available school, district, or state averages.
Progress Check Distribution	District administrators, school administrators	Compare the percentage of students within accuracy ranges across schools, districts, the state, etc.

Which Report Should I Use?

I need each student's score, time spent, and standard accuracy.	**All Student Results - Standards**
I need to see which wrong answers students selected.	**Progress Check Response Frequency**
I need to review one student's progress across all standards.	**Student Progress**
I need class-level results and available comparison averages.	**Roster by Progress Check**
I need school/district/state performance-range distributions.	**Progress Check Distribution**

Important interpretation notes

- Use ESPC results alongside classwork, teacher observations, and other applicable evidence. ESPC results represent one useful data point, among many.
- Student and class results may be available in real time, while some aggregate data refreshes nightly.
- Comparison bars may appear only after the relevant school, district, or state administration window closes.
- Check completion counts and assessed-student percentages before making decisions from aggregate results.