

Creating Assessments: PD Companion Fall, 2014

In this session, you will learn how to...

1. Create custom assessments for your district.
2. Publish assessments for schools to access.
3. Access the Item Banks (Question Bank & Passage Bank).
4. Access your test library.
5. Create technology enabled assessment items of various types.

You will be able to... create and use online tests customized for your students, school, and district.

Your Test Library

Launched Benchmark Tests
Your Test Library **D**
Teacher Suggestions

A + Create New Test
 Filter By Standard
 More Filters
C Item Banks
 View Archives

Page 1 of 1

Title	Subject	Grd.	Created	
Training Test: Fall 2014	All	5th	11/18/14	<div style="border: 1px solid #ccc; padding: 5px; font-size: 0.8em;"> Copy Test Edit Test Settings Launch Benchmark B Share Print Test Preview Test Archive Delete Test </div>
Grade 5 MATH: Units 1, 2, and 3: Fall 2014	Math	5th	11/18/14	
Grade 5 PARCC ELA demo: Fall 2014	ELA	5th	11/17/14	
Grade 1 ELA Inventory: Fall 2014	ELA	1st	10/28/14	
ACT demo: Fall 2014	ELA	Mul.	9/16/14	
ELA Inventory: Fall 2014	ELA	1st	8/21/14	

Page 1 of 1

Module Key	
A	Create Tests
B	Schedule (Launch) Tests
C	View Item Banks
D	Test Library

Key for Common Symbols	
	Save changes or create new item
	Delete selected item
	Add new item
	Print or export data
	Edit selected item's settings

A. Create Assessments

Create tests and questions.

13-14-400103-101: ENGLISH 10 - Create a Test or Quiz

- Calendar
- Students
- Tests & Quizzes
- Renaissance
- Settings

Title
The name of your test, e.g. *Mid-Century Painters*

Subject

Minimum Grade Level

Maximum Grade Level

Time Limit

Default Display Options

- Randomize question order
- Show question type instructions
- Allow students to navigate questions
- Allow students to cross out incorrect answers
- Allow students to highlight text

Default Answer Viewing

More options and tags...

1. Select the **+Create New Test** button.
 - Enter the required information.
 - Select the desired **Default Display Options**.
 - Select the desired **Default Answer Viewing**.
 - Select **More Options and Tags** to access additional options.
 - a. **Custom Introduction**: Compose a personalized message to display to students before they begin the test.

2. Select the **+Add Question** button.
 - Select **+Add New Question** from the drop-down menu.
 - a. **Question Type**: Choose from more than 12 types of questions.
 - b. **Question Text**: Select **show tools** to display the text editor.



How many underscores form *one* blank for a Fill-In-The-Blank/Cloze question type? _____

Which scoring type gives students points for partially correct answers? _____

What must be listed for each item in Bucketing questions? _____

- c. **Rubric**: For essay type questions, create a rubric for grading student responses. Once created, the rubric will be saved for later use.
- d. **Tagging Options**: Add additional tags for searching in the Test Library and Question Bank.

- Select **Add From Question Bank** from the drop-down menu to select from previously created questions.
 - a. **Filters:** Search for questions by tag.
 - b. **Customize:** Modify a question from the bank.
 - Select **Add from Passage Bank** from the drop-down menu to select questions that relate to previously created passages.
 - **Tag Standards** to a question: After questions are created, select **Tag** by the question.
 - a. In the pop-up window, click the box to the left of each standard that should be tagged to the selected question.
 - b. If the school has multiple standard sets, select the needed set from the drop-down menu at the bottom.
 - c. Search for a standard by entering a word or phrase in the text box at the bottom right.
3. **Preview:** Select **Preview** to review how students will view each question with all chosen display and answer viewing options.
 4. **Suggest to School:** Suggesting a test to the school sends the test to a school administrator for review. After a school administrator approves the submitted test, all other school users will see the test in the test library and the test's question in the question bank.



Tests published to schools cannot be modified in any way after launching.

5. **Print:** Hover over the **Options** button and select **Print** to print a paper copy of the test.

B. Publish Assessments

Make the assessment visible to schools in the district.

The screenshot shows the 'Your Test Library' interface. On the left is a navigation sidebar with options like Schools, Calendar, Administrators, Course Maps, Tests & Quizzes, Reporting, ePortfolio, Repository, Add My Student, More Resources, and Settings. The main area displays a table of tests with columns for Title, Subject, Grd., and Created. A context menu is open over the 'Options' gear icon of the first test, showing actions: Copy Test, Launch Benchmark, Print Test, Preview Test, and Archive.

Title	Subject	Grd.	Created
PE HS Heart Rate Zone: 2014	PE	Mul.	11/3/14
PE HS Heart Rate Zone: 2014	PE	Mul.	11/3/14
PE HS Flexibility Assessment: 2014	PE	Mul.	11/3/14
PE HS Heart Rate Assessment: 2014	PE	Mul.	11/3/14
PE HS Skill-Related Fitness Assessment: 2014	PE	Mul.	11/3/14
PE HS Stages of a Workout Assessment: 2014	PE	Mul.	11/3/14
PE HS Principles of Exercise Assessment: 2014	PE	Mul.	11/3/14
PE HS Injuries/R.I.C.E. Formula Assessment: 2014	PE	Mul.	11/3/14
PE HS F.I.T.T. Guidelines Assessment: 2014	PE	Mul.	11/3/14
MSDE Item Import Test: Test	All	Mul.	10/23/14
	Sci	Mul.	10/7/14

1. **Scheduling Method:** Select from the following options:
 - Let schools administrators schedule for their schools: this allows the school administrators to select the dates for the assessment window.
 - Open and close manually: this allows the curriculum/district administrator to manually open and close the test window for this assessment.
 - Schedule dates: this allows the curriculum/district administrator to sets the dates for the assessment window.

2. **Select Schools:** Select the individual schools for which you would like to publish the assessment. You can also use the **Select All** option if that is intended.

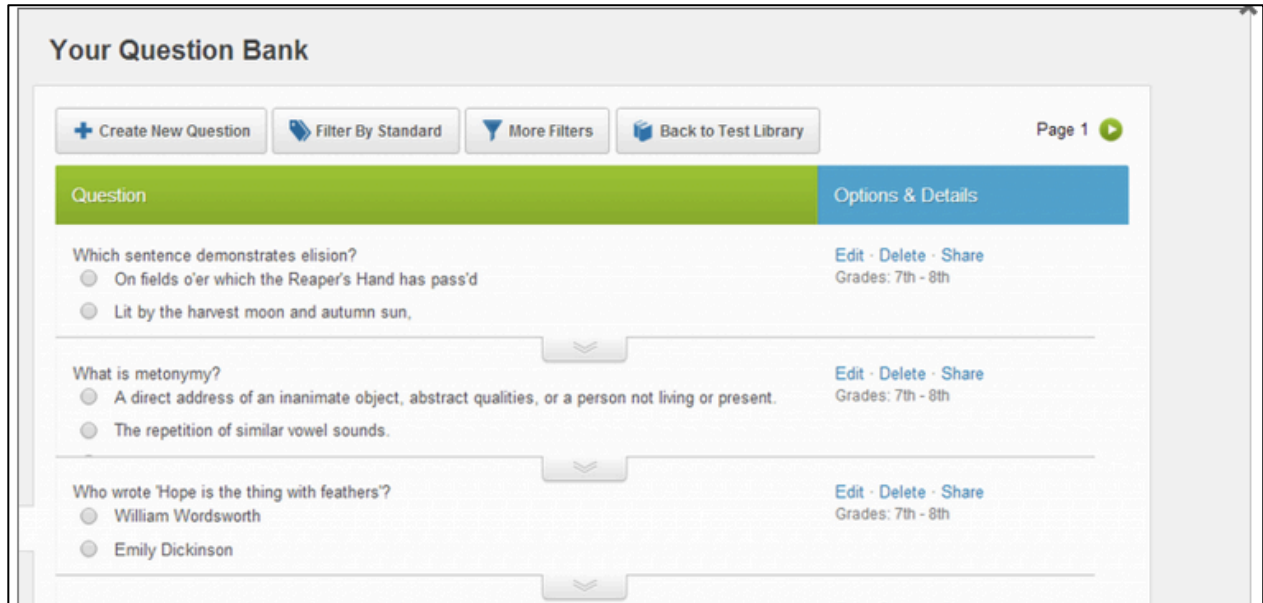
3. **Classes with Access:** Select from the following options:
 - All classes for the GP and subject/grade match: this creates a match between any classes at the school where a subject/grade match occurs with the settings for the particular assessment
 - Let schools delegate class access: this allows schools to pick specific classes for which the assessment will be assigned

4. **Teacher Access:** Select from the following options:
 - View questions and score answers: this allows the teacher to view the questions and view student answers
 - View only: this allows the teacher to view only the questions but not the student score
 - Neither view nor score: this hides both the questions and the student scores from the teacher

5. **Notifications:** please so not use any of the notification features at this time until the district makes a final decision on external messaging from BCPS One.

C. Accessing the Item Banks

The Question Bank allows you to store, edit and share questions you have created. The Passage Bank allows you to store and share passages used in test questions.



1. **Accessing the Question Bank:** Hover over the **Item Banks** button, and select **Question Bank** from the drop-down menu.
2. You can **Add Questions** directly into the Question Bank, rather than adding them to a specific test. They will be available in the bank for you to use when creating tests later on.
 - Select **Create New Question** button at the top left.
 - On the **Add Question** page, select a question type from the **Question Type** drop-down.
 - Complete the question fields.
 - You can also choose to add tags to your questions for easier searching in the test library and question bank.
 - Click the green **Save Question** button to add your question to the Question Bank.
3. You can **Edit Questions** in the Question Bank if you are the original creator of the question, or if you have been given Edit or Moderator access over the question. If you do not have sufficient permission levels or you do not wish to edit the original question, you can create a copy of the original question, which you will be able to edit and add to a test.
 - Hover over the **Item banks** button, and select **Question Bank** from the drop-down menu.
 - Select **Edit** to the right of the question you wish to edit.
 - On the **Edit Question** page, you can make any desired edits to the question.
 - **PLEASE NOTE:** Editing a question in the bank will update the question in all *unassigned* tests that contain that question. If you do not wish to edit this question for all tests and users, we recommend creating a copy, which you can also edit.
 - If you do not wish to edit the original question, you can create a copy of the question by selecting **create a copy**.

Your Passage Bank

« Back to Test Library
+ Create New Passage
Filter By Standard
Filters

Page 1

Passage	Options & Details
<p>Baseball Kobe loves baseball! He watches it on TV, he plays every day at recess, and he is on a baseball team. Kobe has five baseball posters hanging in his room. When Kobe gets home from school, the first thing he does is change into a baseball shirt and grab his ball and mitt. He is always asking his mom to play catch with him in the park.</p>	<p>Show Questions · Edit · Delete Share Subject: English / Language Arts Grade: 1st</p>
<p>from Ida B by Katherine Hannigan Read the passage from the novel titled Ida B. Then answer the questions.</p>	<p>Show Questions · Edit · Delete Share Subject: English / Language Arts Grade: 5th</p>
<p>from Moon Over Manifest Read the passage from the novel titled Moon Over Manifest. Then answer the questions. from <i>Moon Over Manifest</i> by Clare Vanderpool</p>	<p>Show Questions · Edit · Delete Share Subject: English / Language Arts Grade: 5th</p>

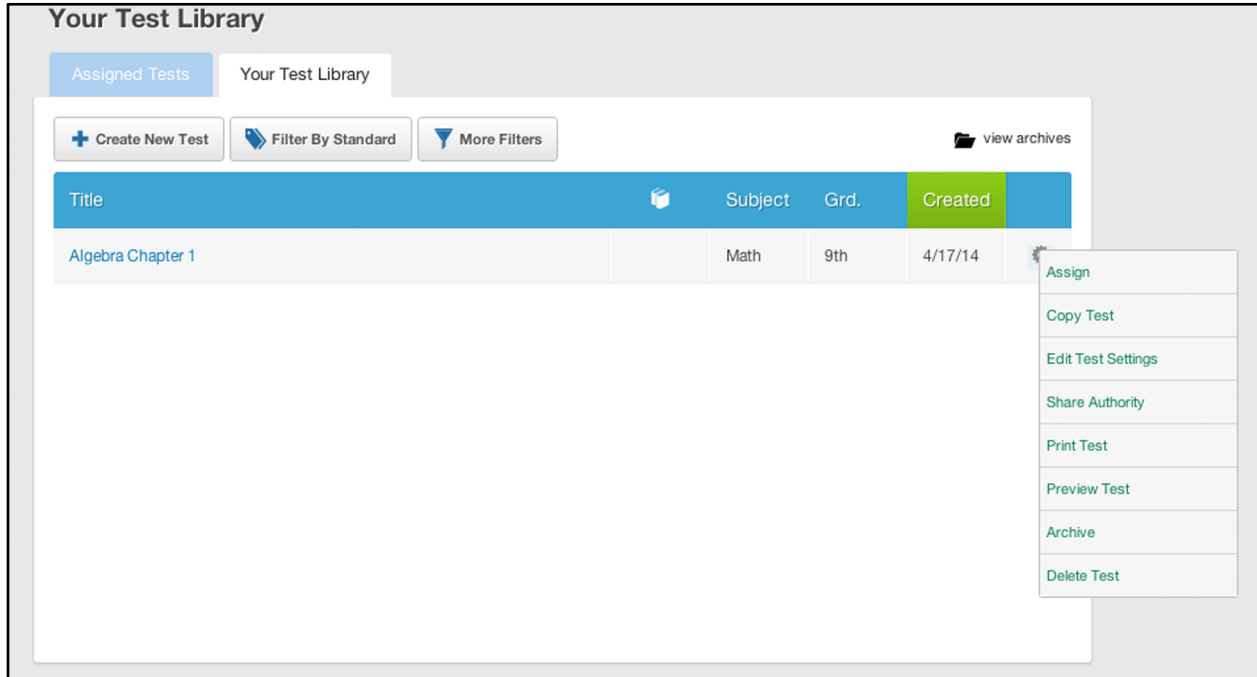
1. **Accessing the Passage Bank:** Hover over the **Item Banks** button, and select **Passage Bank** from the drop-down menu.
 - All passage that you have created, as well as passage that have been shared with you by other users, will be available in the passage bank.

2. **Create a New Passage:** Hover over the **Item Banks** button, and select **Passage Bank** from the drop-down menu.
 - Select the **Create New Passage** button at the top left.
 - Complete the Passage fields.
 - a. **Title:** Enter a title for your passage.
 - b. **Subject:** Select the appropriate subject area from the drop-down menu.
 - c. **Minimum/Maximum Grade Level:** Select the desired minimum grade levels that apply to your passage.
 - d. **Content:** Enter the test of your passage.
 - Select **Tagging option**...to reveal a menu of additional tags for your passage.
 - Select the green **Submit** button to save your passage.

3. **Share a Passage:** Hover over the **Item Banks** button, and select **Passage Bank** from the drop-down menu.
 - Select **Share** to the right of the passage you wish to share.
 - Select the user with whom you would like to share the selected passage from the drop-down menu.
 - Select a permission level from the drop-down menu under **Permissions**. There are 3 permission levels available to choose from:
 - a. **View:** The user can view the passage.
 - b. **Edit:** The user can edit the passage.
 - c. **Moderator:** The user can edit, share, and/or delete the passage.
 - Select the green **Add User** button to share the passage with the selected user.


D. Test Library

Select the **Your Test Library** tab to view all created tests and administrator-approved teacher-submitted tests.



The screenshot shows the 'Your Test Library' interface. At the top, there are two tabs: 'Assigned Tests' and 'Your Test Library'. Below the tabs are three buttons: '+ Create New Test', 'Filter By Standard', and 'More Filters'. To the right of these buttons is a 'view archives' link. The main area contains a table with the following columns: Title, Subject, Grd., and Created. A context menu is open over the first row of the table, showing options: Assign, Copy Test, Edit Test Settings, Share Authority, Print Test, Preview Test, Archive, and Delete Test.

Title	Subject	Grd.	Created
Algebra Chapter 1	Math	9th	4/17/14

1. **Filters:** Use filters to search for specific tests.
2. **View Archives:** Tests that are no longer regularly needed may be placed in the **Archive** folder to remove them from the active test list without deleting them.
3. **Published:** If the **Published** column contains a green check mark, the test has been approved for the school or district test library and is locked from editing.
4. **Test Options:** Hover over the  icon to the right of the test name to access additional options.
 - **Copy Test:** Create a duplicate of the selected test.
 - **Share Authority:** Give another user at the school full authorization over the test, including edit, add and delete privileges.

E. ASSESS Question Types Explained

The table below gives a written explanation and visual of each question type currently available when creating assessments on Engrade.

<p>Multiple Choice</p> <p>Multiple Choice questions allow you to ask your students a question and provide them with multiple possible answers but only one answer is correct.</p>	
<p>Multiple Choice, Multi-Select</p> <p>Multiple Choice, Multi-Select questions allow you to ask your students a question and provide them with multiple possible answers and multiple answers can be correct.</p>	

<p>True/False</p> <p>True/False questions allow you to ask your students a question and have them respond with either True or False.</p>	
<p>Instructions Only</p> <p>Instructions Only questions allow you to provide your students with instructions for the test, if necessary.</p> <p>NOTE: If your test has Instructions Only questions, you will want to ensure that you DO NOT have the randomize questions order setting enabled for your test.</p>	
<p>Matching</p> <p>Matching questions allow you to ask your students a question and provide them with items to match together.</p>	

Short Answer

Short Answer questions allow you to ask your students a question and have them respond with a short answer.

Question type ? Short Answer

Question text show tools
 The flavors at an ice cream shop are chocolate, vanilla, mint and strawberry. The cone choices are waffle or sugar. Describe all of the different ice cream cone options available.

Text Limit ? Characters 25 Words

Passage ? none

Points ? 1

[Show tagging options](#)

Essay

Essay questions allow you to ask your students a question and have them respond with an essay.

Question type ? Essay

Question text hide tools
 Edit Insert View Format Table Tools
 B I [bulleted list] [numbered list] [table] [link] [image] [math] [math] [math]
 Adam plans to take Math 154 next semester. Connie has heard that the *sine and cosine functions* play a large role in Math 154 and she is worried that she will not be able to understand functions fully.
 Write a letter to Adam explaining the sine and cosine functions.
 Try to include specific examples in your letter that would help Adam understand these functions better. Include graphs, tables and formulas where appropriate.

Text Limit ? Characters Words 200

Passage ? none

Rubric ? - New rubric - 3x3

YOU CAN CUSTOMIZE RUBRIC!!!

	Needs Improvement 1 points	Partial Mastery 2 points	Mastery 3 points	Advanced 4 points
Content	Content unrelated to question.	Content relates peripherally to the question; contains significant factual errors.	Answer is appropriate to the question. Content may have one or two factual errors.	Answer is appropriate to the question. Content is factually correct.
Organization	Lacks clear organizational plan. Reader is confused.	Logic of argument is minimally perceivable. Points presented in a seemingly random fashion, but all support argument.	May lack a thesis sentence, but points are presented in a logical progression.	Clear sense of order. Begins with a thesis or topic sentence. Supporting points are presented in a logical progression.
Development	Statements are unsupported by any detail or explanation. Repetitious, incoherent, illogical development.	Sparse details or evidence. Question only partially answered.	Each point supported with some details and evidence. All important points included.	Develops each point with may specific details. Answers question completely.
Use of Language	Limited vocabulary; errors impair communication.	Ordinary word choice; use of scientific terminology avoided. Some serious errors (but they don't impair communication).	Accurate word choice. No more than 2 major errors and a few minor errors.	Uses technical or scientific terminology appropriately and correctly. No major grammatical or spelling errors.

Scoring Type

Possible Points

[Show tagging options](#)

Fill-in-the-Blank

Fill-In-The-Blank questions allow you to ask your students a question and have them type in a response in the blank(s).

Use two underscores (__) to indicate where you would like a blank to appear for students.

Question type

Question text [hide tools](#)
 Use two underscores to indicate the fill in the blanks. For instance, "Jack and __ went up the __."
 Edit - Insert - View - Format - Table - Tools
 B I [text alignment icons] [list icons] [link icon] [media icon] [math icon] [math icon] [math icon]
 Apollo's horses __ and __ were too strong for the inexperienced Phaëton to control.

Scoring option Auto-Score Manually Review

Answers [+ add another correct answer](#)
 [+ add another correct answer](#)

Case-sensitive?

Passages [+ add passage](#)

Scoring type

Points each

[Show tagging options](#)

Cloze

Cloze questions allow you to ask your students a question and have them select the correct response for each blank.

Use two underscores (__) to indicate where you would like a blank to appear for students.

Question type

Question text show tools
 Use two underscores to indicate the cloze selections. For instance, "Jack and __ went up the __."
 An __ is a mathematical relationship that says one quantity is smaller than another. The inequality $6x < 18$ reads 6 times a number __ 18.

Answer Choices
 Enter choices, one per line, with the correct choice on the first line. Choices will be randomized.

inequality <input checked="" type="checkbox"/>	is less than <input checked="" type="checkbox"/>
binomial	is greater than
constant	is reciprocal to
coefficient	

Passage

Scoring Type

Points Each

[Show tagging options](#)

Grid-In

Grid-In questions are similar to Cloze questions. For each double underscore that a teacher inputs into the question field, a dropdown appears in the 'answer choices' section. For each answer choice, teachers are able to select if they was 'Numeric', 'Decimal' or 'Alpha' dropdown choices.

When a student is answering a grid-in question, they will select an answer choice from the provided dropdown field.

Question type

Question text show tools
 Use two underscores to indicate selections. For instance, "What is .30 + .32? . __ _"
 If A = 2, C=6 and E =10, then B = __ and D = __

Grid type Numeric Decimal Alpha

Correct answer

Passages [+ add passage](#)

Points

[Show tagging options](#)

STUDENT VIEW of Grid-In

0 of 1 complete

If A=2, C=6, and E=10, then B= and D:

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

File Upload

File Upload questions allow you to ask your students to attach a file to their test.

Students will either be able to 'Select an existing file' they have already uploaded into the file section of their student account or they may select 'Choose File' to attach an outside file.

Add Question to Reading Comprehension

Question type [?]

Question text show tools

Points [?]

Show tagging options

STUDENT VIEW of File Upload

1 2 3 4 5 6 7 8 9 0 of 9 complete

Attach your chapter one summary in word.doc format here.

Select an existing file:

Or upload a new one:

- Attach...
- File > 2nd gr reading passage.png
- File > 3rd gr reading passage.png
- File > 4th gr reading passage.png
- File > all mods 4.png
- File > apple.jpg
- File > austin.jpg
- File > dallas.jpg
- File > Evaluation Form.pdf
- File > houston.jpg
- File > orange.jpg
- File > shopping basket.jpg
- File > texas capital star.jpg
- > Sample Template

Image Label

Image labels questions allow you to upload an image onto which you can have students label parts.

Question type: Image Labels

Question text: Label the following image.

Background image: parabola - unlabeled.png or upload new image

Scoring Type: Additive

Points Each: 1

Show tagging options

Save Question Cancel

Bucketing

Bucketing questions are similar to matching questions in that the student can drag and drop their answers into the appropriate space or “bucket.” However, unlike matching questions, each answer can be cloned so that the student can select it an unlimited number of times.

Question type: Bucketing

Question text: Sally and her mother are shopping for groceries. Drag 5 apples into Sally's blue basket. Drag 3 oranges into her mother's yellow basket.

Image options:

- Use images for buckets
- Use images for items

Buckets & items:

- Buckets:
- Items & quantities + add:
 - 5 of
 - 0 of

Current image: or upload new image

Ordering

Ordering questions require students to place items in a specified order or list. Teachers can create labels or upload images that students can drag into the desired order. These items can also include distractors, or incorrect items, that do not belong in the student's answer.

Question type: Ordering

Question text: Place the events of the story in chronological order.

Display options:

- Use option images
- Drag in available options

Options in order:

- Apollo grants his son one wish
- Phaeton asks Apollo to drive his chariot
- Phaeton and the chariot are destroyed
- + add another option

Distractors:

- Apollo gives his son permission to drive his chariot
- + add another distractor

Passages:

- + add passage

Scoring type: Perfect Response

Points: 1

Show tagging options

Save Question Cancel

For specific directions on how to create any of the Question Types above go to:
http://support.engage.com/?s=question+types&post_type=support_article

