

Digital Assessments Quick-Start Guide

LOGIN

LOG IN TO DIGITAL ASSESSMENTS:

1. Go to <https://abeka.linkit.com>.
2. Enter the **username** and **password** assigned by your school administrator.
3. Select **Login**.

OVERVIEW

PROCESS FOR CREATING AN ASSESSMENT



Section I

An **item** is a question.

An **item bank** is a collection of item sets.

An **item set** is a collection of items organized into assessments.

Section II

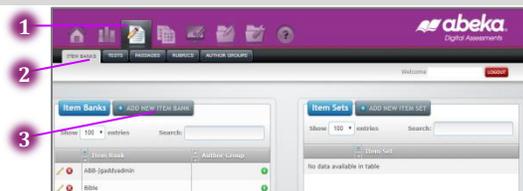
An **assessment** can be a quiz, test, review, etc.

A **test bank** is a collection of "Tests" organized by grade and subject.

A **test** is an assessment that can be used for paper assessments, bubble sheets, or online testing.

I. ITEM DESIGN

A. CREATE AN ITEM BANK



Open Test Design: Item Banks:

1. From the icon menu at the top of the page, select **Test Design**.
2. From the tab submenu under Test Design, select **Item Banks**.

Create an item bank:

3. In the **Item Banks** pane, select **Add New Item Bank**. This will open the **Create an Item Bank** box.
4. Name the **Item Bank** (e.g., School: Subject-teacher).
5. Select **Create**. The item bank will now appear in any list of existing item banks.

B. CREATE AN ITEM SET

1. Select an item bank from the **Item Banks** pane.
2. In the **Item Sets** pane, select **Add New Item Set**.
3. Name the **Item Set** (e.g., Quiz 1).
4. Select **Save**. The item set will now appear in any list of existing item sets.



C. OPEN AN ITEM SET

1. Select an item bank from the **Item Banks** pane.
2. In the **Item Sets** pane, select the folder icon (**Open Item Set**) next to the desired item set.

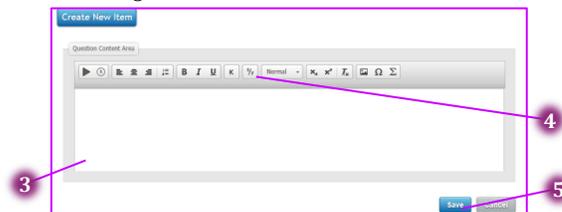
This will direct you to the **Edit Item Set** page.



D. CREATE AN ITEM



1. Select the **Create New Item** icon.
2. Select the **Question Type**. This will then open the item for editing.



3. Type within the box to enter the content of the item.
4. If necessary, use the toolbar to add item features (e.g., audio, references, fractions, images, and special characters).

I. For Multiple Choice items:

- a. Double-click anywhere in the letter choice area. This will open the **Multiple Choice Properties** box.
- b. Enter the choice content next to each letter choice.
- c. Check the box next to the correct choice to select the correct answer.
- d. Enter the point value of the item in the **Points value** box.
- e. Select **OK** to save the changes

II. For Text Entry and Inline Choice items:

- a. Double-click the gray answer box. This will open the **Properties** box.
- b. Select the green "+" icon to add an answer or choice.
- c. Select the answer or choice from the list and enter the content in the small box below the list. To add special characters, click "Character Palette."
- d. Select the green checkmark icon to save the content of the answer or choice.
- e. Assign the point value/answer options. **Note:** For inline choice answers, select the bubble in line with the correct answer.
- f. Select **OK** to save and close the box.

5. Select **Save and Close** to save the item.

Note: To create more items, repeat #1–4. To edit an existing item, select the Edit Item pencil icon beside the item in the item set.

6. **Save as Test**—Select this icon to create an assessment from the items in the item set. This will bypass Section II-A #2–5 and Section II-B.
 - a. In the **Select Bank** section, select the bubble next to either Existing Bank or New Bank to choose a test bank.
 - i. Select the **Grade, Subject, and Bank** from the respective drop-down lists.
 - ii. If the New Bank option was selected, enter the name of the new test bank in the Bank box.
 - b. In the **Test** section, enter the name of the assessment in the Test Name box.
 - c. Select **Create Test**. The test bank and the assessment will now appear in Test Design: Tests as an existing test bank and test.

II. TEST DESIGN

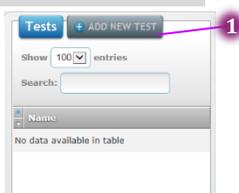
A. CREATE A TEST BANK

Open Test Design: Tests:

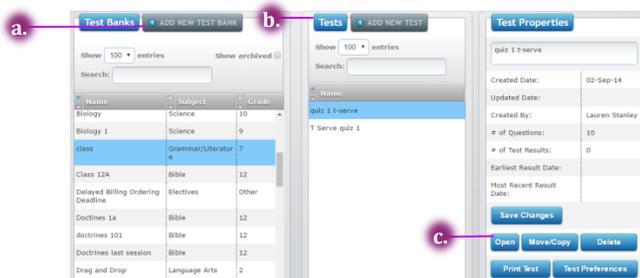
1. From the tab submenu under Test Design, select **Tests**. Create a test bank:
2. Under **Test Banks**, select the **Add New Test Bank** bubble.
3. In the pop up window choose the **grade level** and **subject**.
4. Name the **Test Bank** (e.g., School: Subject-teacher).
5. Select **Create**. The test bank will now appear in any list of existing test banks.

B. CREATE AN ASSESSMENT

1. In the right testing window select **Add a New Test**.
2. Select a test bank from the list of existing test banks.
3. Name the test. (e.g., Subject Class-assessment).
4. Select **Create**.



C. EDIT AN ASSESSMENT



1. **To add pre-made items to an assessment:**

- a. Select an item from your **item bank**. This will display its item sets.
- b. Select an **item set** to display its items.
- c. Click **open** to edit.
2. **Add Section**—Select this icon to add a section.
3. **Test Sections/Questions**—Reorder items or sections by dragging and dropping into the desired place.
4. **Test Properties**—Edit the assessment name and instructions, section name and instructions, and any item's point value.
5. **Import Item**—To import pre-authored questions from your personal library or district library
6. **Save Changes**—Select this icon to save any changes.

Note: The assessment is now ready to be generated into Paper Assessments, Bubble Sheets, or Online Assessments. At this point, rosters must have already been entered and assigned to classes by the School Administrator. It is highly recommended to use the roster upload feature to import rosters.

III. PAPER ASSESSMENTS

Paper assessments can be used alone or with bubble sheets.

1. In the Test Utilities, select the **Print Test** icon.
2. Select the Grade, Subject, Bank, and Test from the respective drop-down lists.
3. Click Print Test.
4. A window will pop up with **Paper options** include single or double columns, cover page, section headings, etc.
5. Once your paper options have been selected click **Create PDF**.

IV. BUBBLE SHEETS

Bubble sheets work best with Multiple Choice items.

A. GENERATE BUBBLE SHEETS

Open Bubble Sheets: Create Bubble Sheets:

1. From the icon menu at the top of the page, select **Bubble Sheets**.
2. From the tab submenu under Manage Bubble Sheets, select **Create Bubble Sheets**.

Create a bubble sheet assessment:

3. **Select Test**—Select **Single Class**, **Group Printing**, or **Generic Sheet**. Select the **Grade**, **Subject**, **Test Bank**, and **Test**.
Note: A Beka Book products with pre-authored tests and quizzes will appear under the test bank option. Then you can select the specific pre-authored test or quiz from the test field.
4. **Select Students**—Select the **School**, **Term**, **Class**, and **Students**.
5. **Select Options**—Select the **Style**, **Bubble Format**, **Bubble Size**, and **Pagination Option**.
6. Select **Generate** to create a bubble sheet. This will direct the user to the Print Bubble Sheet window.

B. PRINT BUBBLE SHEETS



1. **Click here to open the bubble sheet**
2. Select the print file icon. If necessary, adjust print options (number of copies).
3. Select **Print**.

C. GRADE BUBBLE SHEETS

Open Manage Bubble Sheets: Grade Bubble Sheets:

From the tab submenu under Manage Bubble Sheets, select **Grade Bubble Sheets**.

Upload bubble sheet files:

Select Files—Select the file(s) of bubble sheets to be uploaded and graded.

D. REVIEW BUBBLE SHEETS

Open Manage Bubble Sheets: Review Bubble Sheets:

From the tab submenu under Manage Bubble Sheets, select **Review Bubble Sheets**.

Open bubble sheets for review:

Select the first icon, **Details**.



Bubble Sheet Review:



1. **Students**—Student list, assessment status, items answered, and points earned. To see completed assessments, check the **Finished** box.
2. **Bubble Sheet Details**—Assessment image, advanced options, and unanswered/answered items.
3. Go to Manage Bubble Sheets: Process Errors to solve errors (such as Barcode Error).

V. ONLINE ASSESSMENTS

A. ASSIGN AN ONLINE ASSESSMENT

Open Online Testing: Assign Online Test:

1. From the icon menu at the top of the page, select **Online Testing**.
2. From the tab submenu under Online Testing, select **Assign Online Test**.

Assign an online assessment:

3. **Select a Test**—Select the **Grade**, **Subject**, **Test Bank**, and **Test**.

Note: A Beka Book products with pre-authored tests and quizzes will appear under the test bank option. Then you can select the specific pre-authored test or quiz from the test field.

4. **Select Students**—Select either **Class Assignment**, **Group Assignment**, or **Teacher Review**. For class assignments, select the **School**, **Term**, **Teacher**, and **Class**. For group assignments, select the **Group**.
5. **District Preferences In Effect**—Tailor your test preferences to a specific assignment. This will not change the Online Test Preferences permanently.
6. Select **Assign** to assign the online assessment.
7. Record the Test Code.

B. REVIEW ONLINE ASSESSMENTS

Open Online Testing: Test Review and Manual Grading:

From the tab submenu under Online Testing, select **Review/Grade Online Tests**.

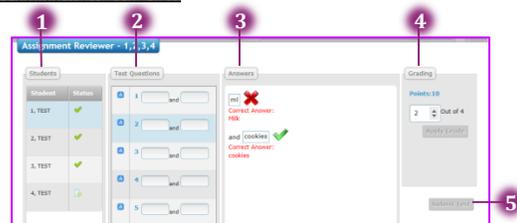
Open online assessments for review:

Select the first icon—the paper and pencil icon, **Review**.



Assigned	Test	Teacher	Class	NS	IP	PR	EM	Code	Status
01/06/14	Biology Quiz 2	Test	ABA-Testing-Class1	1	0	0	4	2256QYGF	
12/18/13	Science: Matter and Energy Quiz 8	Test	ABA-Testing-Class1	3	0	0	2	539QRQWP	

Online Assessment Review:



The screenshot shows the Assessment Review interface with the following components:

- 1. **Students**: A list of students and their assessment statuses.
- 2. **Test Questions**: A list of items and their statuses (Answered, Unanswered, Reviewable).
- 3. **Answers**: The graded item and possible answers.
- 4. **Grading**: The item score can be changed for certain types of items (i.e., Text Entry and Extended Text) when the Override preference is on. Select the blue **Apply Grade** button to update any changes in score.
- 5. **Submit Test**: A gray Submit Test button indicates a completed assessment. A blue Submit Test button indicates an item needs to be manually graded. Grade all items before submitting an assessment.

1. **Students**—List of students and assessment statuses (Not Started, In Progress, Pending Review, and Complete).
2. **Test Questions**—List of items and item statuses (Answered, Unanswered, and Reviewable).
3. **Answers**—The graded item and possible answers.
4. **Grading**—The item score can be changed for certain types of items (i.e., Text Entry and Extended Text) when the Override preference is on. Select the blue **Apply Grade** button to update any changes in score.
5. **Submit Test**—A gray Submit Test button indicates a completed assessment. A blue Submit Test button indicates an item needs to be manually graded. Grade all items before submitting an assessment.

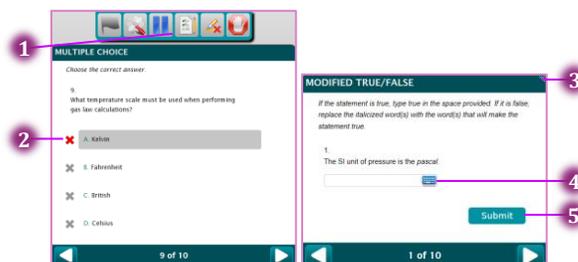
VI. ONLINE STUDENT TESTING

A. STUDENT LOGIN

1. Go to test.linkit.com.
2. Enter the **Test Code** and select **Submit**.
3. Select the **student's name** and click **Select**.
4. Select **Begin Test**.

B. ONLINE TESTING FEATURES

Online testing features can be changed in Online Testing: Online Test Preferences.



The screenshots show the online testing interface with the following components:

- 1. **Icons**: Allow the student to flag an item, customize font size, pause testing, view items (answered, unanswered, or flagged), highlight text, and submit the assessment.
- 2. **Elimination**—Select a gray "x" to eliminate a choice in a Multiple Choice item. The "x" will turn red.
- 3. **Drag the right corners or side of the question box** to change its width.
- 4. **Special Character Palette**—Select the blue keyboard icon in a Text Entry or Extended Text box to insert special characters (e.g., Spanish or math symbols).
- 5. Select **Submit** to save and submit answers. For Multiple Choice items, selecting a choice will save and submit the student's answer.

1. Icons allow the student to flag an item, customize font size, pause testing, view items (answered, unanswered, or flagged), highlight text, and submit the assessment.
2. Elimination—Select a gray "x" to eliminate a choice in a Multiple Choice item. The "x" will turn red.
3. Drag the right corners or side of the question box to change its width.
4. Special Character Palette—Select the blue keyboard icon in a Text Entry or Extended Text box to insert special characters (e.g., Spanish or math symbols).
5. Select **Submit** to save and submit answers. For Multiple Choice items, selecting a choice will save and submit the student's answer.

C. REVIEW SUBMITTED ASSESSMENT

After an assessment has been submitted, the student can Review the Test, Take Another Test, or Logout.

Select **Review Test**.

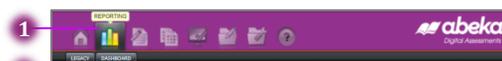
Correct—

Incorrect—

Partial Credit (misspelling)—

VII. REPORTING

A. DASHBOARD



The screenshot shows the Reporting Dashboard with the following components:

- 1. **Reporting**: Select this from the icon menu at the top of the page.
- 2. **Dashboard**: Select this from the tab submenu under Reporting.

Open Reporting: Dashboard:

1. From the icon menu at the top of the page, select **Reporting**.
2. From the tab submenu under Reporting, select **Dashboard**.

To choose a teacher/test:

3. Select the **Teacher**. This will open the Teacher Dashboard.
4. Click **Select Tests** to choose which tests to report.

To choose a report:

5. From the blue button menu at the top right of the page, choose **View Student Results**, **View Summary Results**, or **Other Reports**.
6. Other Reports includes **Item Analysis**, **Class Diagnostic**, **Custom Reports**, and **Groupings**.

B. STUDENT HISTORY

Student History tracks student performance on each assessment.



To open the Student History:

1. Choose **Student History** from the Dashboard mega-menu.
2. Choose the **Teacher, Class, and Student** that you would like to review. This will bring up the selected student's performance history on each assessment in that class.

Test Name	Date	Rank	Percent	Icon
Science Test 1	Sep 21, 2016	1st	100%	Magnifying Glass
Science Test 2	Sep 21, 2016	1st	85%	Magnifying Glass
A Beta: Biology Quiz 01	Oct 6, 2016	1st	70%	Magnifying Glass

To view more details about student performance on a certain assessment:

3. Click the blue **magnifying glass** icon.
4. This will bring up further details including: number of questions, points possible per question, correct answer, and the student's answer.

Smith, Joe (B09996397-27122)

Test Name: A Beta: Biology Quiz 01
 Result Date: Oct 6, 2016
 Test Score: 70%
 Points Earned: 70 out of 100

Items: Show item data
 Options: Hide Points Possible Hide Correct Answers Student Answers: Show student answers

Question	1	2	3	4	5	6	7	8	9	10
Points Possible	10	10	10	10	10	10	10	10	10	10
Correct Answer	*	*	*	*	B	A	A	B	E	A
Student's Answer	10	10	10	10	B	A	D	F	E	C

To print the Student History:

5. Click on the **Print** drop-down box, and select:
 - a. Print current student
 - b. Batch print class