

Digital Assessments Comprehensive User Guide



A Beka Digital Assessments

TABLE OF CONTENTS

OVERVIEW	1-7
LOGIN	1-2
SETTINGS	2-3
HELP	4-5
MENU	6-7
USER MANAGEMENT	
TEST UTILITIES	
ONLINE TESTING	
BUBBLE SHEETS	
TEST DESIGN	
REPORTING	
HOME	
SET-UP	8-22
USERS, CLASSES, AND STUDENTS	8-16
ASSIGNING STUDENTS TO A CLASS	17-19
DEFAULT TEST PREFERENCES	20-22
ASSESSMENT DESIGN	23-57
PROCESS FOR CREATING AN ASSESSMENT	23
ITEM BANKING	24-27
EDIT ITEM SET	28-53
Overview	28-33
Item Set Options	34-36
Create Items	36-48
Multiple Choice	
Multi Select	
True/False	
Inline Choice	
Fill in the Blank	
Extended Text	
Drawing Response	
Drag and Drop	
Table Hotspot	
Number Line Hotspot	
Item Enhancements	48-53
Audio	

Passages	
Fractions	
Images	
Rubrics	
ASSESSMENTS	54-57
Create a New Test Bank and a New Assessment	
Create a New Assessment from an Existing Test Bank	
Existing Test Banks and “Tests”	
Test Editor	
Edit an Assessment	
ASSESSMENT DELIVERY	58-70
PAPER ASSESSMENTS	58-60
ACCESSING AND PRINTING PRE-AUTHORED TESTS	61
BUBBLE SHEETS	61-64
Generate Bubble Sheet Assessment	
Grade Bubble Sheet	
Review Bubble Sheet	
ONLINE ASSESSMENTS	64-68
Assign an Online Assessment	
Review an Online Assessment	
Deactivate/Reactivate an Online Assessment	
TESTING ERRORS	69-70
Test Results Remover	
Test Regrader	
Purge Test	
Print Test	
REPORTING	71-77
DASHBOARD	71
EXPLORER	72-76
STUDENT HISTORY	76-77

OVERVIEW


This section will involve a quick overview of each section of the *A Beka* Digital Assessments online portal including a discussion on each of the tabs found on the website and how to access this service.

LOGIN

To access the Digital Assessments online portal, go online to <https://abeka.com> and log into your A Beka Book account. Click on the “Customer Service” tab then click “Digital Products Downloads.”

Under the “Digital Product Downloads,” go to the section titled “Digital Assessments” and select the item title. Clicking the link automatically logs you into the A Beka Book Digital Assessment Portal.



Item Title	Help Link	Qty.	Item No.	Available	Expires
 Grades 7-12 Digital Assessments Subscription	Assessments	1	202819	8/1/2014	8/1/2015

If you have dual roles in LinkIt! (e.g. both teacher *and* administrator), choose the correct log-in so that you have the correct options available to you. Administrators have more functions available to them in LinkIt! than teachers have. Throughout the rest of this user guide, images are taken from the perspective of the administrator. Therefore, teachers may not see as many menu choices as are displayed in the document.

Username

School administrators will provide a username which will be used to log in-to the online portal. Input the username in the username box to login. For more information about creating users, see Set-Up: Users, Classes, and Students.

Note: The username is already assigned to the default School Administrator account. We highly recommended that the prefix (the letter “B” and the ABB account #-name) be used with all other usernames that are created. User accounts **must** be unique within LinkIt!, and using this prefix will prevent confusion with other users.

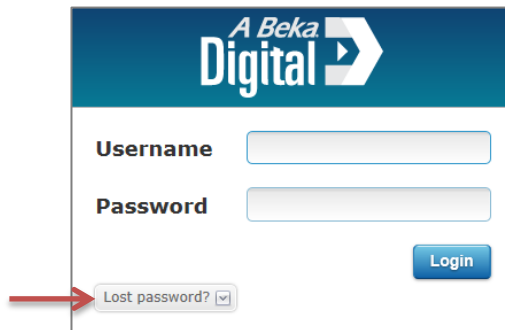
Password/Temporary Password

The first time you are log into the online testing portal, use the temporary password provided by your School Administrator.

Once logged in, you will immediately be taken to a new screen to change the temporary password. This new password will be used to login from that time forward. (A security question will also need to be created in case you have lost or forgotten your password.)

Lost Password

If you lose your password, click the arrow next to “Lost password?” to expand that box, and input your user name and click “Submit.”



The next screen will display two choices to recover the lost or forgotten password. The created security question will be presented; here it will be listed as a “Password Question.”

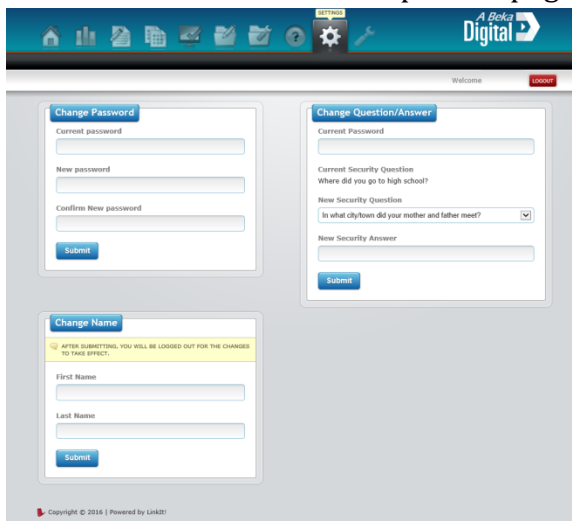
If you do not remember your account’s password, you are able to have an email sent to you containing a temporary password. To do this, click “Send Email.” The email will be sent to the email address associated with your *A Beka* Digital Assessments account.

SETTINGS

Settings is the center for adjusting your *A Beka* Digital Assessments account.

Open Settings

From the icon menu at the top of the page, select “Settings.”



Change Password

1. Enter your current password.
2. Enter a new password and enter it again to confirm it.
3. Click the “Submit” button.

From this point forward, you will use the “New Password” to log into the A Beka Digital Assessment online testing portal.

Changing the Security Question/Answer

1. Enter your current password.
2. Select a new security question from the drop-down list.
3. Enter the new security answer that corresponds to the new question you have selected.
4. Click the “Submit” button.

This will change the security question the user is asked if they should lose or forget their password.

Changing the Name on the Account

1. Enter your first name.
2. Enter your last name.
3. Click the Submit button.

This will alter the name that appears for the user throughout the *A Beka* Digital Assessment online testing portal.

Note: After changing the name on your account you will be logged out for this change to take effect.

HELP

Help is the location to find additional copies of this guide, online video tutorials, and general aids for the *A Beka* Digital Assessments system.

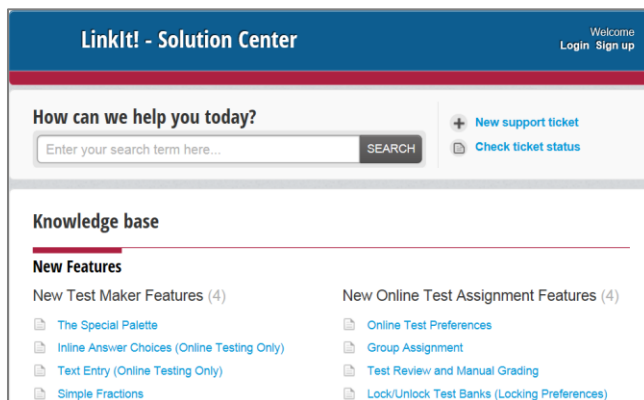
User Guide

The User Guide is the simplest location to find information on the newest updates to the online testing portal. It has a simple search feature allowing you to quickly find the information you need on any subject.

1. To open the user guide, select “Help” from the icon menu at the top of the page.
2. From the tab submenu under Help, select “User Guide.”



3. Once you have selected “User Guide,” LinkIt! will send an email with a security password to your email. Enter this password, and the “LinkIt! – Solution Center” page will open in a new tab. Here you can read articles concerning new features and find a simple user guide online.



Note: The user guide found on the “LinkIt! – Solution Center” page is managed and overseen by LinkIt!. Thus, A Beka Digital Assessments does not oversee how often this information is updated. However, it will have insights to brand new features being added to the online testing portal as they are released.

Video Tutorials

This section has helpful video tutorials for beginners to learn about different aspects of the *A Beka* Digital Assessments online testing portal. These videos cover various basic functions and are narrated by a LinkIt! staff member. *A Beka* is not involved with the production of these tutorials and cannot guarantee that they are updated with the current LinkIt! website. *A Beka* video tutorials are available under “Custom Help.”

Note: These videos are hosted on a different website and, depending on each school’s internet filter system, may not be accessible.

1. To open the tutorials, select “Video Tutorials” from the submenu tabs under “Help.”
2. From this area, you are able to watch video tutorials showcasing various functions and features related to digital assessments.

To watch a video tutorial, select a video tutorial. Once selected, the video will enlarge and begin to load. After it has loaded, it will begin to play.

Custom Help

Custom Help is designed by the *A Beka* team to address common issues faced by customers. Selecting “Custom Help” will redirect you to the *A Beka* website where you can watch video tutorials designed by *A Beka* or download the quick start guide, comprehensive user guide, and roster template.

MENU

User Management



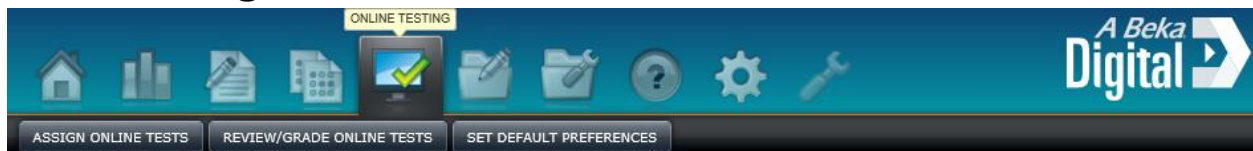
User Management is the core of the *A Beka Digital Assessments* system for setting up staff accounts, classes, students, and rosters. More about this tab will be discussed under the Set-Up section of this guide. Teachers will have access to “Manage Classes” and “Manage Students.”

Test Utilities



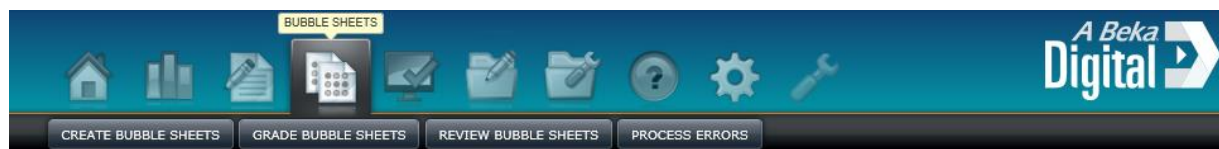
Test Utilities offers more complex testing options to change the results of any given assessment. It allows you to regrade an assessment, purge an assessment, or print a copy of an assessment. More concerning these tabs will be discussed under the Grading/Review section of this guide.

Online Testing



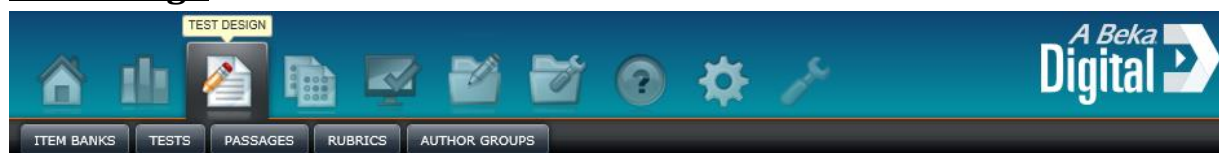
Online Testing contains the tabs you will use to assign assessments online, review assessments once students have taken them, and set the preferences for online testing. More information concerning these tabs can be found under the “Set-up,” “Assessment Delivery,” and “Grading/Review” sections of this guide.

Bubble Sheets



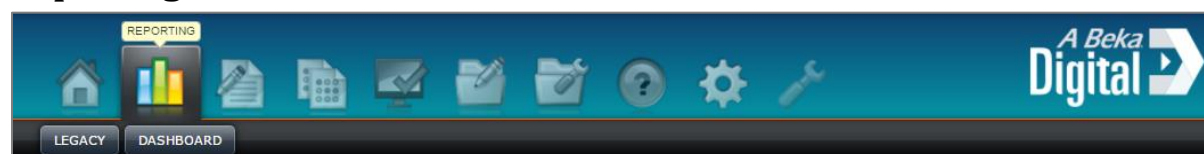
Bubble Sheets is where you will create and print out bubble sheets, scan them in to be graded, review them after they have been auto-graded, and process any errors that may have occurred during the auto-grading process. More information concerning these tabs can be found under the “Assessment Delivery” and “Grading/Review” sections of this guide.

Test Design



Test Design contains the tabs used to create item banks, tests, passages, and rubrics for grading different item types. “Test Design” is also used to create/edit author groups. More information concerning these tabs can be found under the “Assessment Design” section of this guide.

Reporting



Reporting contains the tabs that are used to present specialized and detailed information on the entire school’s performance, classroom’s performance, or an individual student’s performance. Legacy is the classic reporting tab that LinkIt! is updating to Dashboard. As of January 2017, only Dashboard will be available for reporting. More information concerning these tabs can be found under the Reporting section of this guide.

SET-UP

This section of the guide will explain the process of the initial set-up of a school using the *A Beka* Digital Assessments online testing portal.

USERS, CLASSES, STUDENTS

In this section of Set-Up the most basic elements of the online testing system will be examined and explained as a school is being set up.

Within the online testing portal there are two roles or positions that you can have—School Administrator or Teacher. Your School Administrator will have the ability to affect and oversee the progress of all students in the school and is able to see all Item and Test banks produced by you and the other teachers in your school. Your School Administrator will be able to create the users within your school. You will be able to create Items (Questions) and Assessments (Test, Quizzes) and assign your classes.

Roster Upload

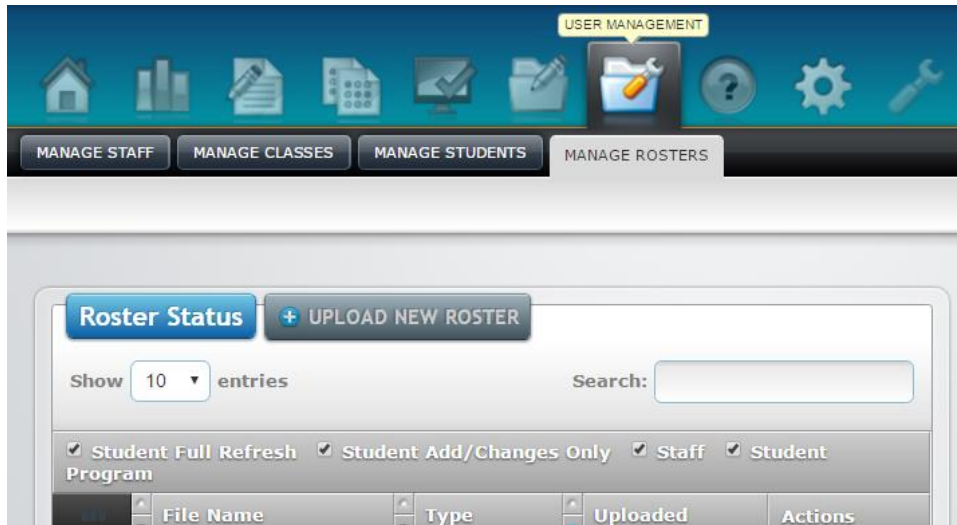
Using the Roster Upload system is the fastest way to input all Users, Classes, and Students into the *A Beka* Digital Assessment online testing portal.

To properly upload a school roster you will need to complete the school roster:

1. On your Digital Products Downloads page click the Help link.
2. At the bottom of the page you will find a link to Download Roster Template.
3. Fill out the Staff Roster Template and the Student Roster Template tabs.
(Instructions on how to fill out these tabs are listed under the tabs marked Sample – Staff Roster and Sample – Student Roster)
4. Save each tab as a tab delimited (*.txt) file.

To upload the file into the online testing portal:

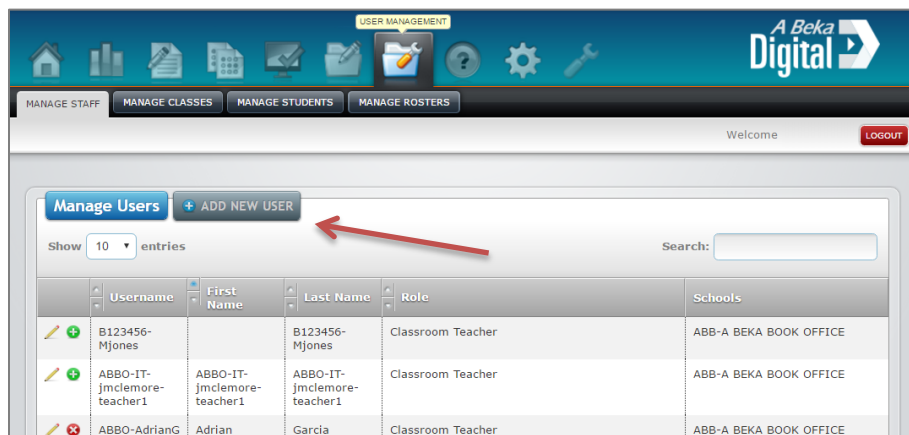
1. From the icon menu at the top of the page, select “User Management.”
2. From the tab submenu under “User Management,” select “Manage Rosters.”



3. On the Manage Rosters tab, click “Upload New Roster.”
4. A side menu will appear.
 - a. From the drop down menu select the type of roster to be uploaded into the system.
 - i. Student Full Refresh– this type of upload is done when a school is brand new to the system or each year as the school has a complete change in its student body.
 - ii. Student Add/Changes Only– Upload this type of roster when students add or depart from your school throughout the year, or when classes are added or dropped by students. Uploading this type of roster will quickly move multiple students around to different classes when needed.
 - iii. Staff Roster – This upload will quickly input all your teachers and school administrators into the *A Beka* Digital Assessment online testing portal. As well as assigning them temporary passwords.
 - b. Click “Select File(s)” to browse files in your computer or school database for the roster file to upload. Once selected, the file will upload automatically.
 - c. Click “Cancel” to cancel the roster upload.

Adding Users

Adding administrators or teachers outside of the roster upload system is ideal when a new role or a new staff member joins a school.



1. To add an administrator or teacher, select “Data Admin” from the icon menu at the top of the page.
2. From the submenu under “User Management,” select “Manage Staff.”
3. On the “Manage Staff” screen, click “Add New User.”
4. After being taken to the “Create User” Screen:
 - a. Select a Role
 - i. Choose School Administrator if the user will function in the school in positions similar to a principal or overseer.
 - ii. Choose Teacher if the user will function in the school in only a teaching capacity and will not need administrative abilities.
 - b. The District and School information will auto-fill based on your *A Beka* Digital Assessments account.
 - c. Enter in the account information.
 - i. The selected username will be administrator or teachers username they will uses to login.

Note: It is highly recommended that the prefix (the letter B and the ABB account #-name) be used with all other usernames that are created.
 - ii. The password you input here can be changed by the administrator or teacher after their initial login.
 - d. Enter the administrator’s or teachers’ personal information. This information will be seen throughout the online testing portal by other administrator or teachers as a way to identify them.
5. Click “Submit” to create the user or “Cancel” to stop the user creation process.

Adding Classes

Adding a class without using the roster upload system (only available to your school administrator) is possible, although we *highly recommend* using the roster upload feature whenever possible to reduce clerical errors.



To create classes:

1. From the icon menu at the top of the page, select “User Management.”
2. From the tab submenu under “User Management,” select “Manage Classes.”
3. On the “Manage Classes” screen:
 - a. Select your school from the school drop-down list.
 - b. Select your name from the teacher drop down list.
4. Once the school and teacher have been selected, specifics on that teacher’s classes will appear. Select “Add New Class” to create a new class.

Classes					
+ ADD NEW CLASS					
Show		10	entries		Search: <input type="text"/>
<input type="checkbox"/>	Manage Class	Name	Term	Manage Students	School
<input type="checkbox"/>		ABA-Testing-class1	Testing-2013		A Beka Proofing and Testing School

5. Once selected, you will be brought to the Add Class screen.

- a. Enter the new class’s name in the “Course Name” text box.
- b. Enter the section information if this class has multiple sections taught by different teachers or if you teach multiple sections of the same class.
- c. From the drop-down list below “Term,” select the term during which this class will be taught.
- d. Select the class type from the drop-down list below Class Type.
- e. Click “Create Class” to create the class or click “Cancel” to stop creating a new class.

Add Class

Class Detail

Course Name

Section

Term
2012-2013 FY

Class Type
Regular

Managing Classes

Under the “Manage Classes” tab there are more options available to edit and alter existing classes whether they were generated through the roster upload system or created manually.

Under “Manage Classes” you have various options to alter the specifics of your classes.

The screenshot shows a table with columns: Manage Class, Name, Term, Manage Students, and School. A single row is visible for 'Science 1' in the '2016-2017' term at 'ABB-A BEKA BOOK OFFICE'. Three callout boxes point to icons in the 'Manage Class' column: a trash can for 'Delete', a pencil for 'Edit', and a plus sign for 'Assign Teacher'.

Delete
Select this icon to permanently delete the class.

Edit
Select this icon to edit the class detail and assigned teachers.

Assign Teacher
Select this icon to assign a teacher and the level of engagement to the class.

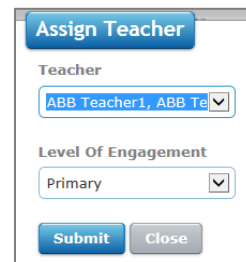
Edit

1. Enter a new course name to change the course’s name.
2. Enter a new section name to change the course’s section.
3. From the drop down select a new term for the class.
4. To assign a teacher to the class:
 - a. Click “Assign Teacher.”
 - b. Select a Teacher to assign.
 - c. Select the new Teacher’s level of engagement.
 - d. Click “Submit” to add the teacher or “Close” to stop adding a teacher.
5. To remove a current teacher, click on the “Remove from class” button.
6. Click “Submit” to update the class’s details or click “Cancel” to stop updating the class’s details.

The 'Assign Teacher' dialog box contains a 'Teacher' dropdown menu with the selected value 'ABB Teacher1, ABB Teacher1 (ABB-Teacher1)'. Below it is a 'Level Of Engagement' dropdown menu with the selected value 'Primary'. At the bottom are 'Submit' and 'Close' buttons.

Assigning a Teacher

1. To assign an additional teacher quickly to an already established class click the “Assign Teacher” icon.
2. A small Assign Teacher pop-up box will appear.
 - a. Select a teacher from the Teacher drop-down list.
 - b. Select a level of engagement from the Level Of Engagement drop-down box.
3. Click “Submit” to assign the new teacher or click “Close” to stop assigning a new teacher.



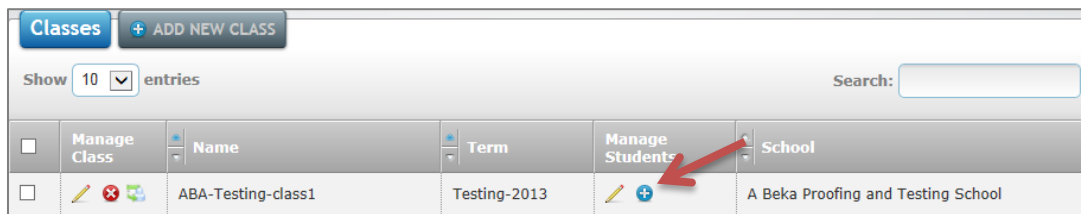
The image shows a small pop-up window titled "Assign Teacher". It contains a "Teacher" dropdown menu with the text "ABB Teacher1, ABB Te" and a downward arrow. Below that is a "Level Of Engagement" dropdown menu with the text "Primary" and a downward arrow. At the bottom of the window are two buttons: "Submit" and "Close".

Adding Students



Adding students without using a roster upload is an available option. However, it is **highly suggested** that your School Administrator use the roster upload feature to add students or add/remove them from classes or to transfer them from one class to another.

Follow these steps to create students:

1. From the icon menu at the top of the page, select “User Management.”
2. From the tab submenu under “User Management,” select “Manage Classes.”
3. Select a school from the drop-down list.
4. Select the teacher of the class from the drop down list.
5. Once the school and teacher have been selected, specifics on that teacher’s classes will appear.
6. Select “Assign New Student” to see a list of all students currently on the school’s roster. From here, you can create an additional student.

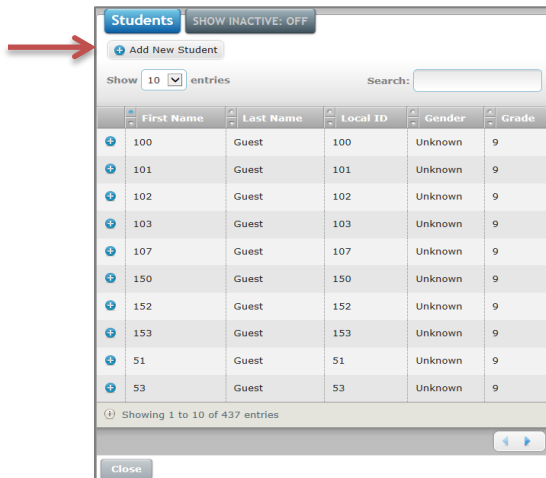


The image shows a screenshot of a web interface for managing classes. At the top, there is a "Classes" header with a "+ ADD NEW CLASS" button. Below the header, there is a "Show 10 entries" dropdown and a "Search:" input field. The main content is a table with the following columns: "Manage Class", "Name", "Term", "Manage Students", and "School". The table contains one row with the following data: "ABA-Testing-class1", "Testing-2013", and "A Beka Proofing and Testing School". A red arrow points to the "Manage Students" column, which contains a pencil icon and a plus sign icon.

Manage Class	Name	Term	Manage Students	School
<input type="checkbox"/>	ABA-Testing-class1	Testing-2013	 	A Beka Proofing and Testing School

7. Once selected, the Students pane will appear.
 - a. This pane lists all students who are active on the school’s roster. If the student was already on the roster but was made inactive, that student can be seen by clicking “Show Inactive.”

- b. On the Students pane, select “Add New Student” to bring up the “Add New Student” screen and to create a brand new student.



8. On the New Student screen:
- Select your school from the “AdminSchool” drop-down.
 - Input the student’s first, middle, and last names in the corresponding text boxes.
 - Input the student’s local ID in the “Student Local ID” text box.
 - For the correct local ID for students, be sure to input the ID in the proper format. The local student ID needs to be the school’s ABB Account Number followed by the school’s assigned ID for the student.
 - Example: ABB Account Number is 12345678 and the Student’s ID at the school is 5612. Therefore, the Local ID for the student on the *A Beka* Digital Assessments online testing portal would be 12345678-5612.
 - Select the student’s gender from the “Gender” drop-down. Note: You must select female, male, or unknown.
 - Select the student’s race from the “Race” drop-down.
 - Select the student’s grade from the “Grade” drop-down.
 - Input the student’s state ID in the “Student State ID” text box.
 - Input the student’s password in the “Password” text box and re-enter it in the “Confirm Password” text box to add a password to the student’s account.

Note: Fields with a red asterisk are required.
 - Click “Create Student” to add the student to the online testing system.

Managing Current Students

Managing current students is the means by which specific student information can be updated or changed.

To manage current students:

1. From the icon menu at the top of the page, select “User Management.”
2. From the tab submenu under “User Management,” select “Manage Classes.”
3. On the Manage classes screen:
 - a. Select your school from the drop-down list.
 - b. Select your name from the drop down list.
4. Once the school and teacher have been selected, specifics on that teacher’s classes will appear.
5. Select the “Manage Current Students” button.

Classes		+ ADD NEW CLASS			
Show	10	entries	Search: <input type="text"/>		
<input type="checkbox"/>	Manage Class	Name	Term	Manage Students	School
<input type="checkbox"/>		ABA-Testing-class1	Testing-2013		A Beka Proofing and Testing School

6. Once selected, the “Students” screen for the class will display all the students currently enrolled in the class.
7. From this screen you have two options to manage current students:
 - a. You can edit information about the students in the class.
 - b. You can remove students from the class.

Edit Student
Select to change information about a single student.

Students		+ ASSIGN STUDENT					
Show	10	entries	Search: <input type="text"/>				
<input type="checkbox"/>	Actions	Last Name	First Name	Middle Name	Local ID	Gender	Grade
<input type="checkbox"/>		TEST	1	TEST	TEST46	Female	8
<input type="checkbox"/>		TEST	2	TEST	TEST47	Female	8

Remove
Select to remove a student from the class.

Edit Student

1. To edit the student, select the “Edit Student” button from the “Students” screen.
2. Once selected the “Edit Student” screen will appear. To change the school in which the student is currently enrolled, select a new school from the drop down list.
3. You may change the student’s personal information under Student Details.
4. To assign the student to a new program:
 - a. Click “Assign New Program.”
 - b. Click the “Add to Student” button next to the programs in which the student is enrolled.
 - c. Click “Close” to cancel adding the student to a new program.

Note: The programs listed as options to add the student to will directly relate to the options made available when the school’s roster was uploaded by your School Administrator. Each school can have up to twenty different programs.

5. Click “Submit” to add the changes to the student, or click “Cancel” to cancel any changes made to the student.

ASSIGNING STUDENTS TO A CLASS

Students can be added to a class through various means. The fastest and most reliable way to add a student to a class is via roster upload. This will add all students to their correct classes and will save a large amount of time. The other two ways are through the “Manage Classes” screen and the “Edit Student” screen.

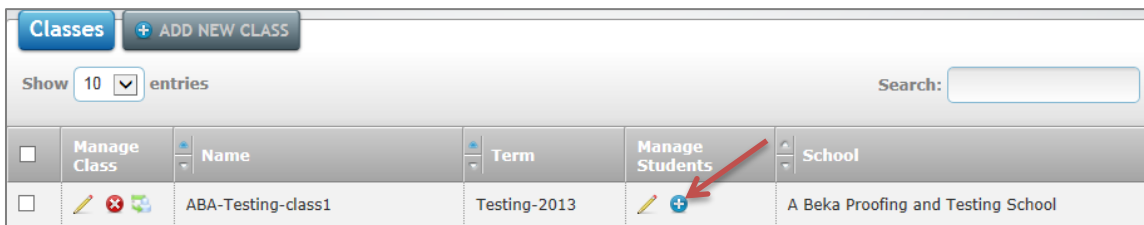
“Manage Classes” Method

Assigning a student using this method is most effective when adding multiple students to a single class, since this method uses the same screens that edit classes directly. This is easy if adding an additional class to a school’s set-up and not trying to set-up every class at the beginning of the school year.

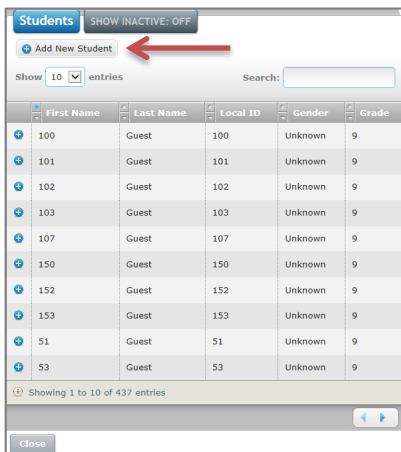
To assign students to a class:

1. From the icon menu at the top of the page, select “User Management.”
2. From the tab submenu under “User Management,” select “Manage Classes.”
3. On the Manage classes screen:
 - a. Select a school from the drop-down list.
 - b. Select the teacher of the class from the drop down list.

- On the teacher's "Classes" page, choose "Assign New Students."



- Once selected, the "Students" screen will appear. Click the "Add New Student" button to add the student to the currently selected class.

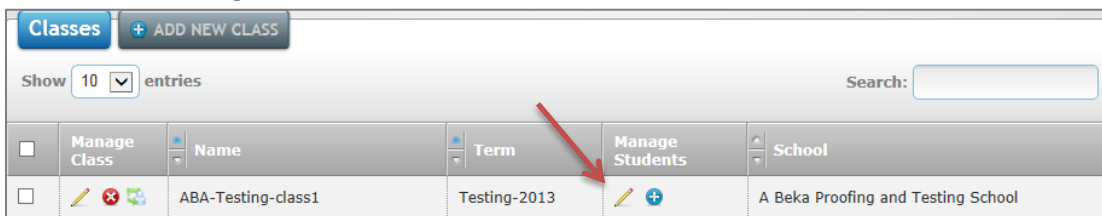


"Edit Student" Method

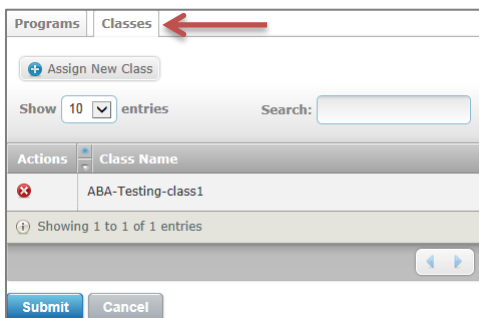
Assigning a student using this method is most effective when adding one student to multiple classes, since this method uses the screen that edits individual student's information.

To manage current students:

- From the icon menu at the top of the page, select "User Management."
- From the tab submenu under "User Management," select "Manage Classes."
- On the Manage classes screen:
 - Select a school from the drop-down list.
 - Select the teacher of the class from the drop down list.
- Once the school and teacher have been selected, specifics on that teacher's classes will appear.
- Select the "Manage Current Students" button.



6. Once selected, the “Students” screen for the class will display all the students currently enrolled in the class.
7. Select the “Edit Student” button from the “Students” screen. Once selected, the “Edit Student” screen will appear.
8. Click the “Classes” tab at the bottom of the “Edit Student” screen.



9. On this tab click the “Assign New Class” button.
10. Once clicked, the “Available Classes” pane will appear.
 - a. To add the student to a class, click the “Add to Student” button under the Actions column.
 - b. The student can be added to as many classes as desired.
 - c. Once the student has been added to the desired classes, click the “Close” button to return to the “Edit Student” screen.

Transfer Student

Within the *A Beka* Digital Assessments Online testing portal, you can transfer a student from one class to another. By doing so, you will automatically add the student to the new class while removing them from the previous one. This is useful if a student switches between sections of the same class or if the student changes their schedule, but keeps the same number of classes. While a roster upload is the fastest way to switch classes around for a large number of students, using the transfer student option is quick and easy for switching an individual student between single classes.

To transfer a student to another school, term, or class:

1. From the icon menu at the top of the page, select “User Management.”
2. From the tab submenu under “User Management,” select “Manage Classes.”
3. On the “Manage Classes” screen:
 - a. Select your school from the school drop-down list.
 - b. Select the teacher of the class from teacher the drop down list.
4. Once the school and teacher have been selected, specifics on that teacher’s classes will appear.

5. Select the “Manage Current Students” button.

The screenshot shows a table with columns: Manage Class, Name, Term, Manage Students, and School. The row for 'ABA-Testing-class1' has a red arrow pointing to the 'Manage Students' button, which is represented by a pencil and a plus sign icon.

Manage Class	Name	Term	Manage Students	School
<input type="checkbox"/>	ABA-Testing-class1	Testing-2013		A Beka Proofing and Testing School

6. Once selected, the “Students” screen for the class will display all the students currently enrolled in the class.
7. Click “Transfer.”

The screenshot shows a table with columns: Actions, Last Name, First Name, Middle Name, Local ID, Gender, and Grade. The row for 'TEST' has a red arrow pointing to the 'Transfer' button, which is represented by a green arrow icon.

Actions	Last Name	First Name	Middle Name	Local ID	Gender	Grade
<input type="checkbox"/>	TEST	1	TEST	TEST46	Female	8

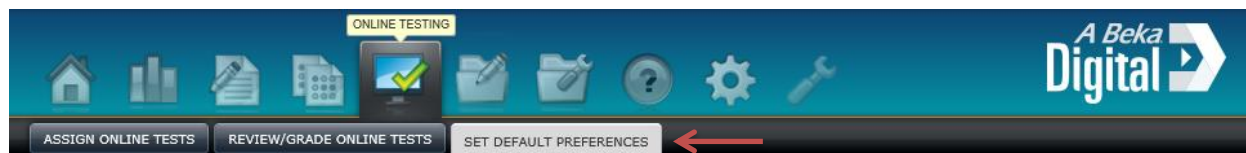
8. In the Transfer Student pane:
- Select your school from the drop down list.
 - Select a term from the drop down list.
 - Select a teacher from the drop down list.
 - Select a class from the drop down list.
 - Click “Submit” to transfer the student or “Cancel” to stop transferring a student.

The screenshot shows a form titled 'Transfer Student' with the following elements:

- A 'Select Class' label above a dropdown menu.
- Four dropdown menus with labels: 'Please select a school', 'Please select a term', 'Please select a teacher', and 'Please select a class'.
- A checkbox labeled 'Transfer Tests'.
- 'Submit' and 'Cancel' buttons at the bottom.

DEFAULT TEST PREFERENCES

Set-up the default testing preferences for online student testing in Online Testing: Set Default Preferences. Changes will only affect the online assessments that are created after the changes have been made. Once an online assessment has been assigned, the preferences for that assessment cannot be changed.



The Online Test Preferences include the following options:

1. Verify Student (“Security”)

Verify a student’s identity by requiring a password before the student can take the online assessment. The password is the student’s local ID number—ABB account number-Student ID number.

Example: If the school’s ABB number is 12568741 and the student’s ID number is 71401, then the student’s local ID number would be 12568741-71401.

 A screenshot of a 'Student Verification' dialog box. The title bar is dark green with the text 'Student Verification'. The main content area is white and contains the word 'TEST' in bold. Below it, the text 'Please enter your password' is displayed. There is a text input field labeled 'Password'. At the bottom of the dialog, there are two buttons: a red button with a white 'x' and the text 'Cancel', and a green button with a white checkmark and the text 'Verify'.

2. Shuffle Questions (“Security”)

Randomly shuffle the items in an online assessment. This would be useful if the item order in the assessment is not important.

3. Auto Advance (“Navigation/Display”)

Automatically advance to the next item once an item has been answered. For example, selecting an answer choice in a multiple choice item will automatically move the student to the next item.

4. Must Answer All Questions (“Navigation/Display”)

The student cannot submit the assessment until all items have been answered.

5. Can Review Test (“Other”)

Once the assessment has been submitted, the student can select “Review Test” to review graded items.

6. Can Pause Test (“Navigation/Display”)

Saves the student’s progress and allows the student to log back in to the online assessment at a later time to finish the assessment.

7. Display Answer Labels (“Navigation/Display”)

Display the label for answer choices. For example: In a multiple choice item, the choices would be displayed with the labels *A*, *B*, and *C*.

8. Answer Label Format (“Navigation/Display”)

The label format for answer choices can be letters (A, B, C) or numbers (1, 2, 3) for multiple choice items.

9. Override Auto Graded Text Entry (“Security”)

For all text entry items, the teacher can manually override the graded answer(s) in the Assignment Reviewer.

10. Passage Position in Test Taker (“Navigation/Display”)

The passage can appear to the left or right side of an item.

11. Support Highlight Text (“Tools”)

The student can highlight any text in an item or passage. To undo any highlighting, simply click in the highlighted text. There are two options for highlighting:

a. “On”

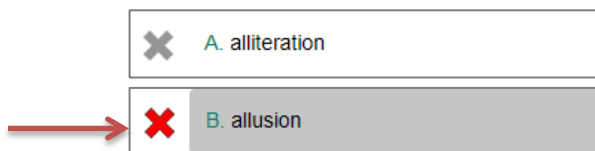
Highlighted text is attached to the assessment and displayed for the teacher. This option is useful for items that may require the student to highlight text as part of the answer.

b. “On (Only Student)”

Highlighting is used only as an online testing tool and will not be displayed once the test has been submitted.

12. Eliminate Choice Tool (“Tools”)

For all multiple choice item types, the student can eliminate choices by selecting the gray “x” icon next to each choice. This is a convenient tool to help students separate unwanted choices from possible answer choices. Eliminated choices will have a red “x” next to each choice. To undo elimination, simply select the red “x.”



Note: Do not confuse an eliminated choice with a selected choice. Clicking anywhere within the choice will designate the choice as the answer—even if the choice has already been “eliminated.”

13. Flag Item Tool (“Tools”)

The Flag Item tool allows a student to flag an item within an assessment so that the student remembers to return to it later on during the assessment. A small red flag would appear next to the item once the student chooses to flag the item.

14. Time Limit (“Accommodations”)

A time limit can be set so that when the limit has expired, the assessment will stop accepting answers and be automatically submitted to be graded.

15. Multiple Choice Click Method (“Accommodations”)

This option allows you to choose whether the student will answer multiple choice questions by clicking a button next to the correct answer or by clicking the answer itself.

16. Math/Science Palette (“Tools”)

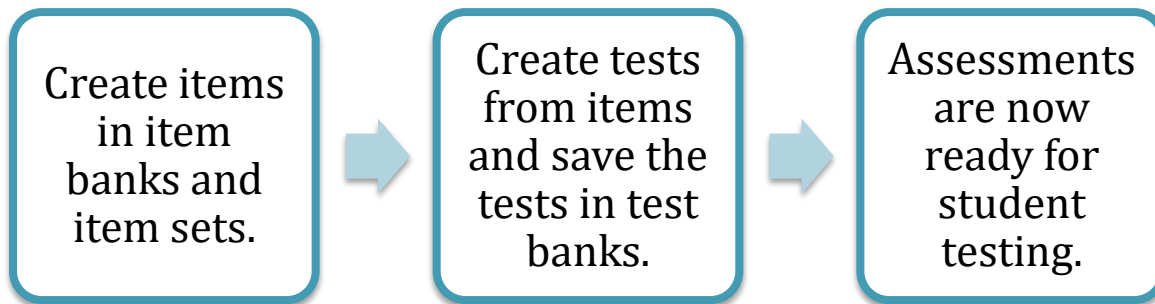
The Math/Science Palette contains symbols pertaining to math/science and can add superscript and subscript within a text entry item. This increases the number of different types of questions that can be asked within these subjects. A small blue keyboard button will be next to the text entry box, clicking on this button will open the Math/Science Palette.

17. Spanish Palette (“Tools”)

The Spanish Palette contains Spanish language symbols and letters with accents to correctly form Spanish words. This improves testing accuracy to ensure the student studies and follows proper accenting of Spanish words. A small blue keyboard button will be next to the text entry box, clicking on this button will open the Spanish Palette.

ASSESSMENT DESIGN

PROCESS FOR CREATING AN ASSESSMENT



Terminology

An *item* is a question. Items are contained and organized into Item Banks and Item Sets which are managed in Test Design. An *Item Bank* is a collection of items organized into item sets; and an *Item Set* is a collection of items that can be organized into assessments. *Assessments* can be quizzes, tests, reviews, etc. “

For example, an item bank and its item sets could be named the following:

Item Bank—PCA: History 8-jbix or, more generally, History 8; and

Item Sets—Quiz 1, Test 1, Mid-Semester Review, etc.

Test Banks and Tests are managed in Test Design: Tests. A *Test Bank* is a collection of tests assigned to a grade and subject. A *Test* is an assessment that can be used for paper assessments, bubble sheets, or online testing.

ITEM BANKING

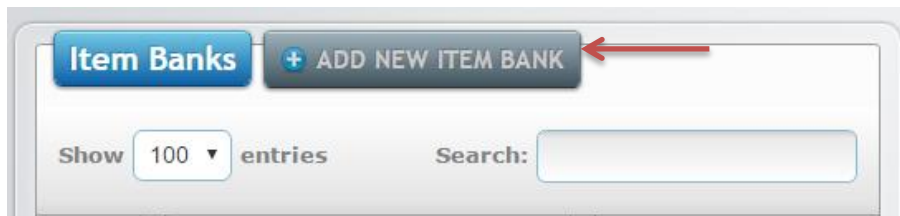
You can use Test Design: Item Banks to create and manage item banks, item sets, items, and author groups. All item banks and the item sets within each item bank, that you created will be displayed.

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 a New Item Bank

1. In the “Item Banks” box, select “Add New Item Bank.” This will open the “Create an Item Bank” box.



2. Enter the name of the new item bank (e.g. PCA: History 8-jbirx) and select “Create.”
Note: The item bank will now appear in any list of existing item banks.

Create a New Item Set

1. Select an item bank from the “Item Banks” box.
2. In the “Item Sets” box, select “Add New Item Set.” This will open the “Create an Item Set” box.



3. Enter the name of the new item set (e.g., Quiz 1, Test 1, Mid-Semester Review, etc.) and select “Save.”

Rename an Item Bank or Item Set

1. Select the pencil icon (“Item Bank Properties” or “Item Set Properties”) next to an item bank or item set. This will open an editing box.
2. Edit the name of the item bank or item set and select “Save.”

Move/Copy an Item Set

1. Select an item bank from the “Item Banks” box.
2. Select the green arrow icon (“Move/Copy Item Set”) next to the desired item set.
This will open the “Move Item Set” box.



Move Item Set

Create a Copy

Show 10 entries Search:

	Item Bank
+	A Beka
+	A Beka: Bible: Bible Doctrines for Today: 101222
+	A Beka: Bible: Book of Acts: Curr. 98337
+	A Beka: Bible: Book of the Revelation - Church History: 112801
+	A Beka: Bible: Exodus: Curr. 98310
+	A Beka: Bible: Genesis - First Things: 174734*
+	A Beka: Bible: Genesis - First Things: 59358 - Old
+	A Beka: Bible: Jesus and His Followers: 172324
+	A Beka: Bible: Joshua and Judges: Curr. 98361
+	A Beka: Bible: Kings of Israel: 107514

3. Move or Copy the Item Set:
 - a. To move the item set to another item bank, select the green arrow icon next to the desired item bank.
 - b. To create a copy of the item set in another item bank, check the box next to “Create a Copy” before clicking the green arrow icon next to the desired item bank.
 - c. The “New Item Set Name” box will open. If necessary, rename the item set.
4. Click “Ok.”

Author Groups

Author groups allow you to give other teachers access and editing abilities to item banks and/or item sets that those teachers did not create themselves.

To add an author group to an item bank:

1. Under the Author Group column, select the green “+” icon (“Assign Author Group”).
This will open the “Author Group” box.
2. Select the green “+” icon (“Add Author Group”) to assign an author group.

Note: Only one author group can be added to an Item Bank.

	Item Bank	Author Group
✎ ✖	PCA: Bible 8-jsmith	+
✎ ✖	PCA: History 8-jbrown	PCA: History 8 -

To remove an author group:

1. Under the Author Group column, select the red “-” icon (“Deassign Author Group”).
2. Select “OK” to remove the author group.

To create a new author group:

1. From the icon menu at the top of the page, select “Test Design.”
2. From the tab submenu under “Test Design,” select “Author Groups.”
3. Enter the name of the author group.
4. Select “Create.” This will open the “Edit Author Group” page.
5. To add a user:
 - a. Select “Add User.” This will open the “Add User to Author Group” box.

The screenshot shows a web interface for managing users. At the top left is a tab labeled 'Users'. Below the tab is a blue button with a plus sign and the text '+ Add User'. Underneath the button is a 'Show 10 entries' dropdown menu and a search box labeled 'Search:'. Below these elements is a table with three columns: 'First Name', 'Last Name', and 'User Name'. The first row of the table has a red 'x' icon in the first column. At the bottom of the table area, there is a status bar that says 'Showing 1 to 1 of 1 entries' and navigation arrows.

- b. Select the blue “+” icon (“Add School to Group”) next to the desired school.
6. To add a school:
 - a. Select “Add School.” This will open the “Add School to Author Group” box.

The screenshot shows a web interface for managing schools. At the top left is a tab labeled 'Schools'. Below the tab is a blue button with a plus sign and the text '+ Add School'. Underneath the button is a 'Show 10 entries' dropdown menu and a search box labeled 'Search:'. Below these elements is a table with one column: 'Name'. The table is empty, and the text 'No data available in table' is displayed below the table header.

- b. Select the blue “+” icon (“Add School to Group”) next to the desired school.
7. To remove users or schools from the author group, select the red “-” icon next to each user or school.
8. Select “Submit” to update the Author Group.

Edit an Existing Author Group

In the Test Design: Manage Author Groups screen, multiple buttons are present to quickly edit an existing Author Group's information.







The screenshot shows the 'Author Groups' management interface. At the top, there is a header with the title 'Author Groups' and a '+ CREATE AUTHOR GROUP' button. Below the header, there is a 'Show 10 entries' dropdown and a search box. The main content is a table with three columns: 'Name of Author Group', 'Users in the Group', and 'Schools in the Group'. Two rows are visible: 'MA10-sec. 1' and 'PCA: History 8'. Each row has a delete icon (red X) and a rename icon (pencil) in the first column, and edit icons (pencil) in the other two columns. Four callout boxes provide instructions for these icons: 'Delete Author Group' (top left), 'Manage Users' (top right), 'Rename Author Group' (bottom left), and 'Manage Schools' (bottom right).

Delete Author Group
Select this icon to delete an author group.

Manage Users
Select this icon to add or remove users from an author group.


Rename Author Group
Select this icon to rename an author group.

Manage Schools
Select this icon to add or remove schools from an author group.

	Name of Author Group	Users in the Group	Schools in the Group
 	MA10-sec. 1		
 	PCA: History 8		

EDIT ITEM SET

To open an item set:

1. On the Test Design: Item Banks page, select an item bank from the list of item banks. This will display all existing item sets within the item bank.
2. Select the folder icon (“Open Item Set”) next to the desired item set. This will direct the user to the “Edit Item Set” page. 

Overview

Quiz 1

Copy/Move Item Duplicate Item Delete Item Add Passage Assign Standard Assign Tag

Show 100 entries

Select	Question Order	Content
<input type="checkbox"/>	1	What new class arose as a result of the Crusades?
<input type="checkbox"/>	2	What movement in the 1300s emphasized the abilities of mankind?
<input checked="" type="checkbox"/>	3	What movement in the 1500s influenced those who colonized North America?
<input type="checkbox"/>	4	What country sponsored Christopher Columbus's voyage to the New World?
<input type="checkbox"/>	5	Who was the first to realize that Columbus had discovered a new continent?
<input checked="" type="checkbox"/>	6	Viking who landed on the eastern coast of North America?

Item Properties
Hold the mouse over the item to view the properties (e.g. point value).

Item Viewer
Click on an item to open the item viewer box.

Change Item Order
Select an item and drag-and-drop the item into the desired place.

Close Item Set
To close the item set and return to the “Item Bank/Item Set” page, select “Cancel.” All actions are automatically

Options
Select an item to activate the inactive gray option buttons. Click the desired option.

Edit Item
Select the pencil icon (“Edit Item”). This will open the “Edit Item” page.

Item Set Icons

Create New Item

Select this icon to create an item in the assessment. All created questions will appear in a list below the Item Set toolbar.

Add Items from Library

Select this icon to add pre-existing items to an item set. Items from the user's personal library, district library, and NWEA library can be used.



View Answer Key

Select this icon to view the answer key for the assessment. For certain questions, the correct answer, number of choices, and point values of each item will be displayed.

Save as Test

Select this icon to create a Test from the questions in the assessment. A prompt will require the grade, subject, and name of the test.

Create PDF

Select this icon to create a PDF of the assessment. This shortcut will automatically create a PDF copy of the assessment with a cover page.

Add Items from Library "Filter Item From Library"



Filter Item From Library

Personal Item Library
 District Item Library
 Third Party Libraries

Standards and Tags
Item Criteria
Passage Criteria

State
All

Subject

Grade

District Tag Category
All

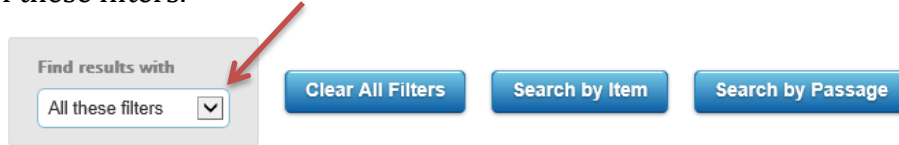
District Tag

Topics ?

Skills ?

Other ?

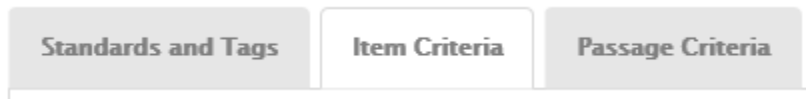
1. From the “Find results with” drop-down list, select either “All these filters” or “Any of these filters.”



2. Select an item library under the drop-down list.
 - a. Personal Item Library—this includes all items that you have created.
 - b. District Item Library— this library includes all of the items in the district associated with *A Beka*.
 - c. Navigate Item Bank— this library includes all of the items formerly associated with the Northwest Evaluation Association (NWEA).

Personal Item Library District Item Library Third Party Libraries

3. In the “Standards and Tags” tab, filter with state standards by clicking “State Standards” and selecting the state, subject, and grade.
4. In the “Item Criteria” tab, filter items by using keywords, item banks, item sets, district tag category, district tags, topics, skills, and/or other labels.



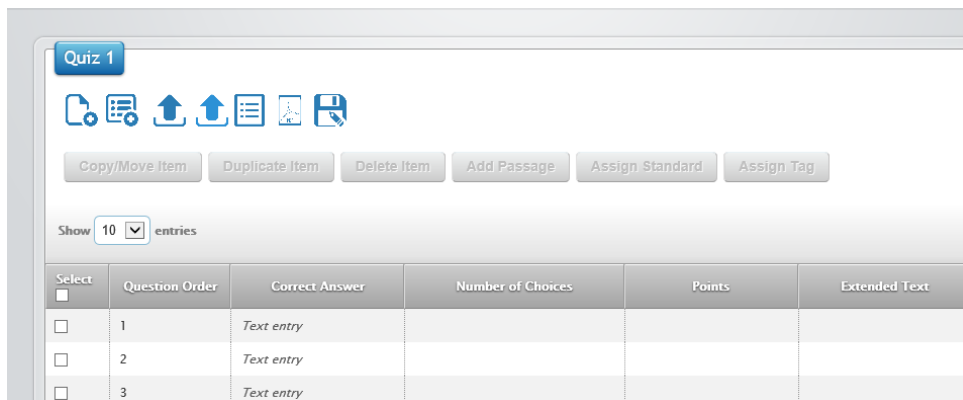
5. Select “Apply Filters.” The items will appear in the “Filter Items” table at the bottom of the page.
 - a. To view the current filters, select “Current Filter.”
 - b. To delete the filters, select “Clear Filters.”

“Filtered Items”

The screenshot shows two side-by-side tables. The left table, titled "Filtered Items", has a "Content" column with five rows. The first three rows have checkboxes checked, and the last two have checkboxes unchecked. A blue button "Add Items to Item Set" is positioned above the table. The right table, titled "Item Set", has a "Question Order" column and a "Content" column. It contains three rows, each with a red "x" icon in the first column. A gray button "Add Items to Item Set" is positioned above this table. Both tables have a "Show 10 entries" dropdown at the top.

1. In the “Filtered Items” table, check the boxes next to the item(s) to add the item to the item set.
 - Note:** Once a box has been checked, the inactive gray “Add Items to Item Set” button will turn to an active blue button.
 - a. To select all of the items listed, check the box in the table heading.
 - b. To view an item, click on the item to open the item viewer.
 - c. To view the item’s information (e.g. item bank, item set, tags, etc.), hover the mouse pointer over the item.
2. Select “Add Items to Item Set.”
 - a. The items will be added to the item set and are displayed in the adjacent table.
 - b. To view an item’s properties (e.g. point value) within the item set, hover the mouse over the item.
 - c. To change the order of an item in the item set, click on the item and drag-and-drop the item into the desired place.
 - d. To remove an item from the item set, select the red “x” icon.
3. To delete items from the item set, select the red “x” icon next to the item in the item set table that you want to delete.

View Answer Key



Quiz 1

Copy/Move Item Duplicate Item Delete Item Add Passage Assign Standard Assign Tag

Show 10 entries

Select	Question Order	Correct Answer	Number of Choices	Points	Extended Text
<input type="checkbox"/>	1	Text entry			
<input type="checkbox"/>	2	Text entry			
<input type="checkbox"/>	3	Text entry			

Note: When “View Answer Key” is turned on, the icon will change into the “View Items” icon.

1. Correct Answer: This column displays the correct answers for Multiple Choice items only. Other item types will be labeled respectively.

Note: Extended text items are labeled “O” (open-ended).

2. Number of Choices: This column displays the number of choices in a Multiple Choice item.
3. Points: This column displays the point values for most item types.
4. Extended Text: This column further emphasizes the items that are Extended Text.
5. To return to the item view, select the “View Items” icon.



Create PDF



The screenshot shows a two-page PDF document. The left page is a cover page with the title "Item Set" centered in a box. The right page contains six questions:

- Question 1:** Who was the first American to fly in space?
A. Alan B. Shepard, Jr.
B. Jackie Robinson
C. Martin Luther King, Jr.
D. James Meredith
- Question 2:** What minister began his campaign for civil rights by helping to organize a boycott of the city bus system?
A. Alan B. Shepard, Jr.
B. Jackie Robinson
C. Martin Luther King, Jr.
D. James Meredith
- Question 3:** Sigmund Freud began the first Sunday school program in New York City.
A. true
B. false
- Question 4:** _____ gave 18-year-old Americans the right to vote.
- Question 5:** What German general was known as the Desert Fox?

- Question 6:** Explain the original meaning of the separation of church and state. Why is it important that Christianity not be banned from American law and government?

1. The PDF will include a cover page and all of the items in the item set.
2. Use the PDF toolbar to save and/or print the PDF. This method can be used as a quick-link for creating paper assessments.

Note: Specific options (e.g., test and section instructions, etc.) will not be displayed.

Save as Test



The screenshot shows the "Create Test" form. It has two main sections:

- Select Bank:** Includes radio buttons for "Existing Bank" (selected) and "New Bank". Below are three drop-down menus for "Grade", "Subject", and "Bank".
- Test:** Includes a text input field for "Test Name".

A "Create Test" button is located at the bottom right of the form.

1. In the Select Bank section, select the bubble next to either "Existing Bank" or "New Bank" to choose a test bank. "New Bank" would be used when the test bank has not been created yet (e.g., you want to save the new assessment in a new test bank).
2. Select the Grade, Subject, and Bank from their respective drop-down lists. If the "New Bank" option was selected, enter the name of the new test bank in the "Bank" box.
3. In the Test section, enter the name of the assessment in the "Test Name" box.
4. Select "Create Test."

Item Set Options:



1. Duplicate Item: Use this option to create duplicates of the selected items. All duplicated items will appear at the bottom of the item set.
2. Delete Item: Use this option to delete items.
3. Add Passage: Use this option to add passages (i.e. diagrams, figures, reading passages, etc.).
4. Assign Standard: Use this option to view and assign State and/or Common Core State Standards.

Assign Standard

State

Common Core State Standards

Mathematics

1

Associated Standards

Show entries

Search:

	Number	Description	
-	MP.1	Make sense of problems and persevere in solving them.	>

Showing 1 to 1 of 1 entries

Show entries

Search:

	Number	Description	
-	MP.1	Make sense of problems and persevere in solving them.	>
+	MP.2	Reason abstractly and quantitatively.	>

- a. From the drop-down lists, select the state, subject, and grade level. The list of standards will appear in the left pane below the drop-down lists.
- b. To assign a standard, select the blue “+” icon (“Assign Standard”). The assigned standard will appear in the “Associated Standards” pane.
- c. To remove an Associated Standard, select the red “-” icon (“Remove Standard”) next to the standard in either the left pane or the “Associated Standards” pane.

5. Assign Tag

Use this option to assign tags (e.g. Blooms learning levels, level of difficulty, chapter, section, etc.) in the LinkIt! Default Category or District Category.

a. LinkIt! Default Category

- i. The bubble next to LinkIt! Default Category is the default category for the “Add Tag” box.

The screenshot shows the 'Add Tag' interface. At the top, there is a blue 'Add Tag' button. Below it, a grey bar contains two radio buttons: 'Linkit Default Category' (which is selected) and 'District Category'. Underneath, there is a section titled 'Associated Tags' containing three columns: 'Topics', 'Skills', and 'Other'. Each column has a 'No Tag' header and a sub-header 'Showing 0 to 0 of 0 entries'. At the bottom of each column is an 'Add' button.

- ii. To assign a tag, type the name of the tag in the text box beneath the desired section (Topics, Skills, or Other) and then click “Add.”
- iii. To remove a tag, select the red “-” icon (“Remove”).

b. District Category

- i. Select the bubble next to District Category.

The screenshot shows the 'Add Tag' interface with 'District Category' selected. At the top, there is a blue 'Add Tag' button. Below it, a grey bar contains two radio buttons: 'Linkit Default Category' and 'District Category' (which is selected). Underneath, there is a 'Category' dropdown menu with 'Select Category' and a 'Tag/Description' text input field. Below these are 'Clear Filters' and 'Apply Filters' buttons. At the bottom, there are two table sections: 'Filtered Tag(s)' and 'Associated Tags'. Both tables have a 'Show 10 entries' dropdown and currently display 'No data available in table'.

- ii. If necessary, filter the available tags by selecting “Blooms,” “Section,” or “Reading” from the Category drop-down list and/or by entering the name or description of the tag in the “Tag/Description” box.

Note: Once a filter has been selected or entered, the inactive gray “Apply Filters” button will turn into an active blue button.

- 1) To apply filters, select “Apply Filters.” The tags will appear in the “Filtered Tag(s)” pane in the bottom left.
 - 2) To remove filters, select “Clear Filters.”
- iii. To assign a tag, select the blue “+” icon (“Assign Tag”). The tag will appear in the “Associated Tags” pane in the bottom right.
 - iv. To remove a tag, select the red “-” icon (“Remove Tag”) next to the tag in either the “Filtered Tag(s)” pane or the “Associated Tags” pane.

Create Items

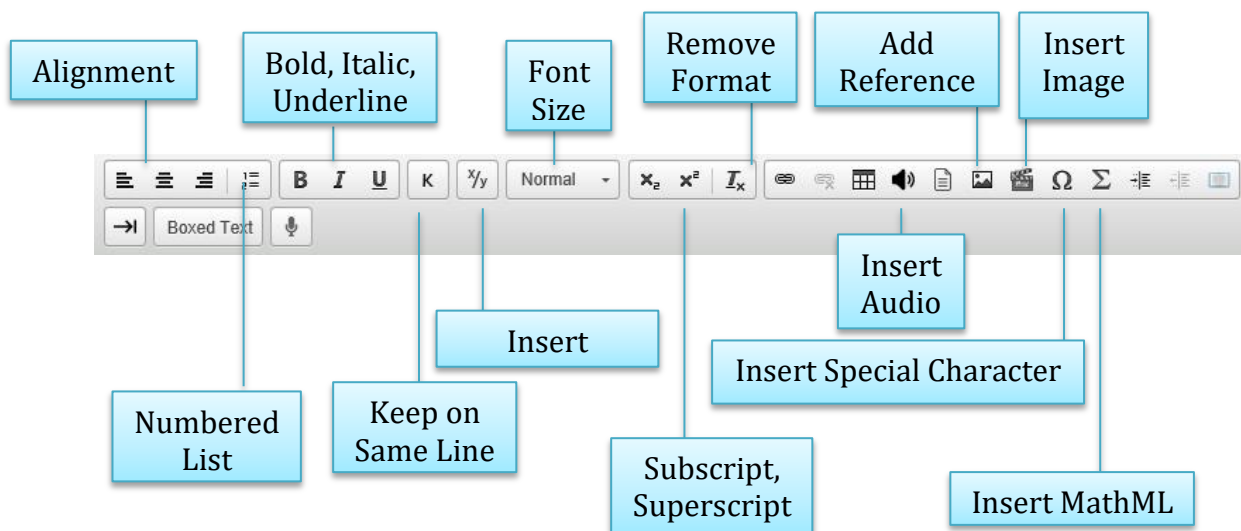


1. In the Edit Item Set page, select the “Create Item” icon.
2. This will open the “Create New Item” page.
Most popular items—Multiple Choice, Multiple Choice Variable, True/False, Inline Choice, Fill in the Blank, Extended Text, Drawing Interaction, and Drag and Drop.
3. Select the desired item type.

Create New Item - chemistry 1

Question Content Area

Change Item Type: Multiple Choice



Multiple Choice

1. Select “Multiple Choice.” This will open the “Create New Item” page.
2. Enter the question content above the choices. (To insert a special character, select “Ω” in the toolbar and then select the special character.)
3. Double click anywhere in the letter choice area to bring up the “Multiple Choice Properties” box.

- a. Enter the choice content next to each letter choice.
 - b. Check the box next to the correct answer to select the correct answer choice.
 - i. To change the choice order, use the up or down arrows to move the choice higher or lower.
 - ii. To delete a choice, click the red “x” icon.
 - iii. To add additional choices, click “Add Choice.”
 - c. Enter the point value of the item in the Points value box by typing directly in the box or using the up and down arrows.
 - d. Select “OK” to save the changes.
4. Select “Save” to save and add the item to the item set.

Multi-Select

1. Select “Multi Select.” This will open the “Create New Item” page.
2. Enter the question content above the choice. (To insert a special character, select “Ω” in the tool bar and then select the special character.)
3. Double click anywhere in the letter choice area to bring up the “Multi-Select Properties” box.

- a. Enter the choice contents next to each letter choice.
 - i. Check the box next to the correct answer to select the correct answer choice.
 - ii. To change the choice order, use the up or down arrows to move the choice higher or lower.
 - iii. To delete a choice, click the red “x” icon.
 - iv. To add additional choices, click “Add Choice.”
 - b. Enter the point value of the item in the Points value box by typing directly in the box or using the up and down arrows.
 - c. Select “OK” to save the changes.
5. Select “Save” to save and add the item to the item set.

True/False

1. Select “Create New Item.” This will open the “Create New Item” page.
2. Enter the question content. (To insert special characters, select “Ω” in the toolbar and then select the special character.)
3. Double click anywhere in the choice area to edit answer properties.
4. Select “Save” to save and add the item to the item set.

Inline Choice

1. Select “Create New Item.” This will open the “Create New Item” page.
2. Enter the question content. To insert special characters, select “Ω” in the toolbar and then select the special character.

3. Double click the gray inline choice box. This will open the “Inline Choice Properties” box.

- a. Edit the choice content:
 - i. Select a choice.
 - ii. Enter the content of the choice in the small box below the “Choice” box. (To add special characters, click “Character Palette.”)
 - iii. Select the green checkmark icon to save the choice content.
 - b. To add another choice, select the green “+” icon. The choice will appear in the “Choice” box.
 - c. To delete a choice, select the red “-” icon.
 - d. Choose the correct answer by selecting the bubble in line with the choice.
 - e. Enter the point value of the item in the Points value box by typing directly in the box or using the up and down arrows.
 - f. Select “OK” to save the changes.
4. Select “Save” to save and add the item to the item set.

Fill in the Blank

1. Select “Fill in the Blank.” This will open the “Create New Item” page.
2. Enter the question content. (To insert special characters, select “Ω” in the toolbar and then select the special character.)

3. Double click the gray text entry box. This will open the “Text Entry Properties” box.

- a. To add a correct answer choice:
 - i. Enter the content of the answer choice in the small box below the “Correct Answers” box.
 - ii. Select “OK” to save the answer content.

Note: For online assessments, teachers can view all possible correct answers in the teacher review. In the review available for students after an online assessment has been submitted, only the first correct answer would be displayed.
- b. To delete an answer choice, select the red “x” icon.
- c. Enter the point value of the item in the Points value box by typing directly in the box or using the up and down arrows.
- d. Case sensitive check

Check this box to only accept answers that exactly match the case of the answer content.

 - i. For example:

If the correct answer can be “America” or “United States” and the students’ answers are “america” and “United states,” then the students would receive no credit for those answers because the case for each answer does not match the correct answers.
 - ii. **Note:** If “Case sensitive check” is not checked, then students would receive full credit for correctly spelled answers that do not have the same case as the correct answers.

For example: The students who answered with “america” and “United states” in the example above would receive full credit.

e. Misspelling check

Check this box to give partial credit for misspelled answers. Answers qualify for partial credit when the answer differs from any correct answer choice by one character (e.g., letter, period, space, symbol, etc.).

i. For example:

If the correct answer is “Lincoln” and a student’s answer is “Lincon,” then the student would receive partial credit because there is only one misspelling error. If another student’s answer is “Lincin,” then no credit would be given because there are two misspelling errors. If a third student’s answer is “lincon,” then partial credit would be given because there is only one misspelling error.

ii. Correct case usage *will not* affect partial credit.

iii. To change the number of points deducted, use the Misspelling deduction box. (The default setting is a deduction of one point from the item’s point value).

f. Grade manually

Check this box to require the teacher to manually grade the student’s answer.



g. Expected length (Characters)

















Use this box to change the size of the answer box in the item.

h. Select “OK” to save the changes.

4. Select “Save” to save and add the item to the item set.

Text Entry Grading Summary Table:

Grading Key:Correct/Full Credit: Incorrect/No Credit: Partial Credit: 

Student Answers (e.g., correct answer: Lincoln)	<u>No</u> Case sensitive or Misspelling checks	Case sensitive check only	Misspelling check only	<u>Both</u> Case sensitive and Misspelling checks
No errors (e.g. Lincoln)				
1 case error (e.g. lincoln)				
1 misspelling error (e.g. Lincon)				
1 case error and 1 misspelling error (e.g. lincon)				

Extended Text

1. Select “Extended Text.” This will open the “Create New Item” page.
2. Enter the question content. To insert special characters, select “Ω” in the toolbar and then select the special character.
3. Double click the text box. This will open the “Extended Text Properties” box.

- a. Select the number of characters allowed in the “Expected Length” field.
 - b. Select the number of points the question is worth in the “Points Value” field.
 - c. Select “OK” to save changes.
4. Select “Save” to save and add the item to the item set.

Drawing Response

1. Select “Drawing Response.” This will open the “Create New Item” page.
2. Enter the question content. (To insert special characters, select “Ω” in the toolbar and then select the special character.)
3. Double click the “Draw Area” box. This will open the “Drawing Interaction Properties” box.

- a. Select the Width and Height of the box in which your student will be drawing.
- b. Select the number of points the question is work in the “Points Value” field.

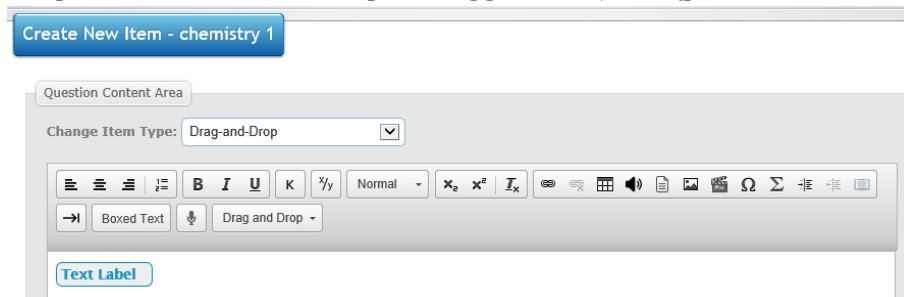
- c. Select "OK" to save changes
4. Select "Save" to save and add the item to the item set.

Drag and Drop

1. **Drag and Drop questions should only be used in tests that will be administered online.** These question types will not work for printed tests.
2. Select "Drag and Drop." This will open the "Create New Item" page.
3. Select the box that labeled Drag and Drop.
 - a. Select either a Text Label or Image as the Draggable Object.
 - b. Select either a Text Field or Image as the Destination Object.
 - c. Choose Properties: Grading preference and point value.
4. A Draggable Object is the possible answer to the "Drag and Drop" question. These text or images will be dragged to the "Destination Object" field.
5. The Destination Object is the Text Field or Image that comprise the question. This Text Fields or Images will have specific areas to which the Source Objects should be dragged.

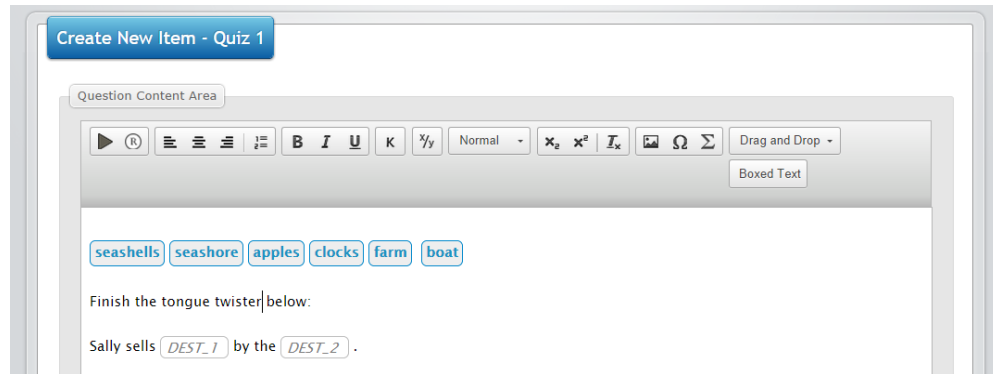


6. To create a Text Label Draggable Object with a Text Field Destination Object.
 - a. Select Text Label under the "Drag and Drop" box. You will want to repeat this process to create multiple Draggable Objects (possible answers).

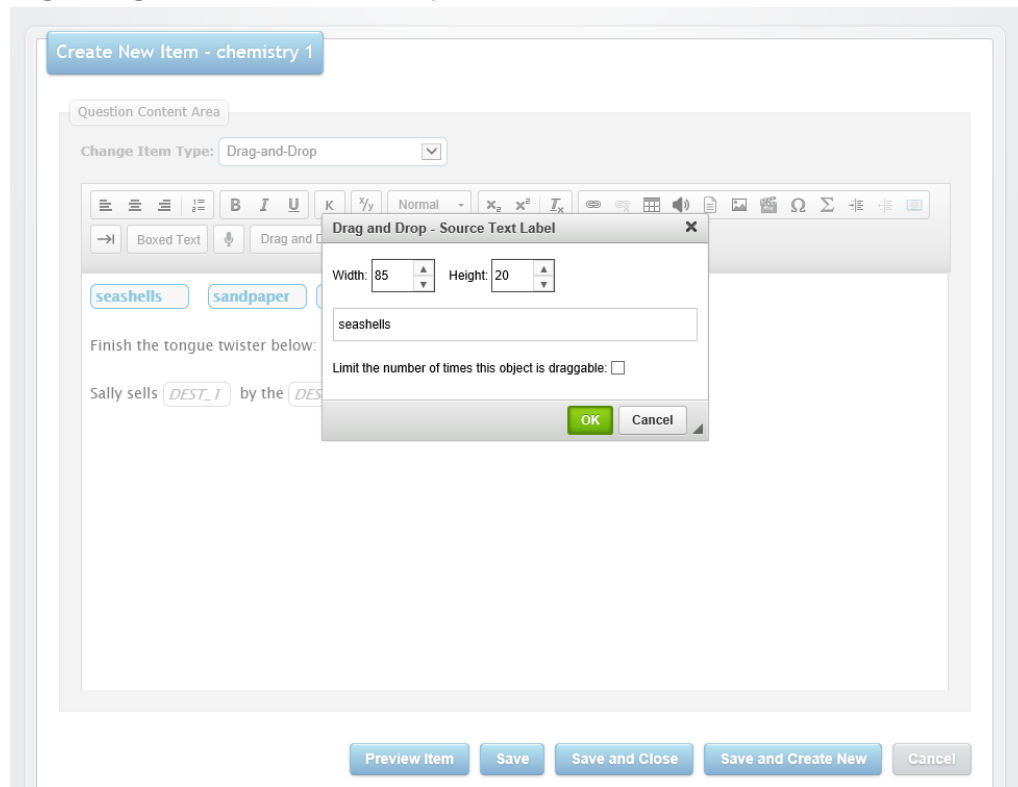


- b. Double click on each Text Label and a box will appear for you to rename the Text Label. Repeat this process for each Text Label.

- c. Next, type the sentence or text you want and insert a Text Field Destination Object in the sentence where you want the student to drag the Source Objects.
- d. To insert a Text Field Destination Object click the “Drag and Drop” box and select Text Field under Destination Object.
- e. A box will appear that says “Dest_#”. The number will change depending on how many Destination Objects you create.

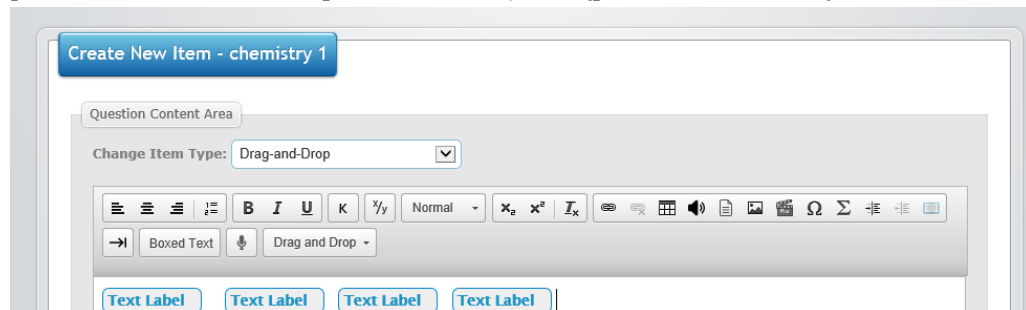


- f. Double click on the “Dest_#” field. A box will appear that will allow you to change the height, width, and name of the field, and will allow you to select the correct answer for the field. **Note:** Make sure that the “Destination Object” fields are big enough to fit the Source Objects.

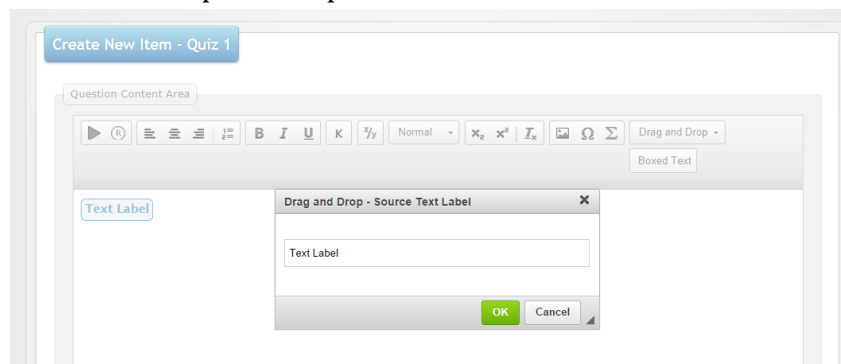


- g. Select “Save” to save and add the item to the item set.
7. To create a Text Label Source Object, with an Image Destination Object

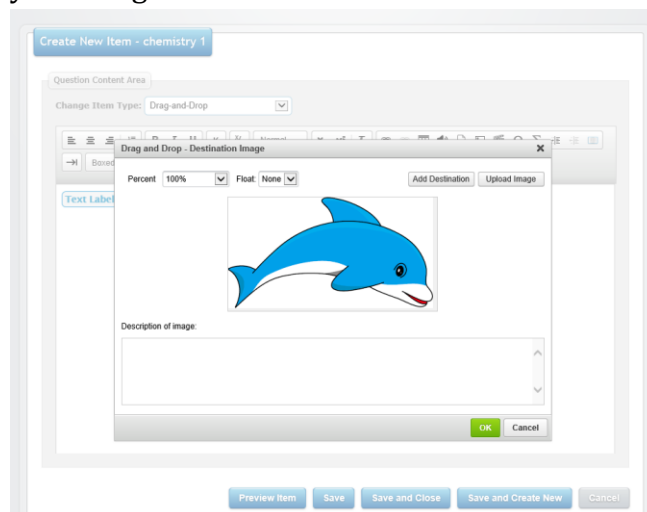
- a. Select Text Label under the “Drag and Drop” box. You will want to repeat this process to create multiple Source Objects (possible answers).



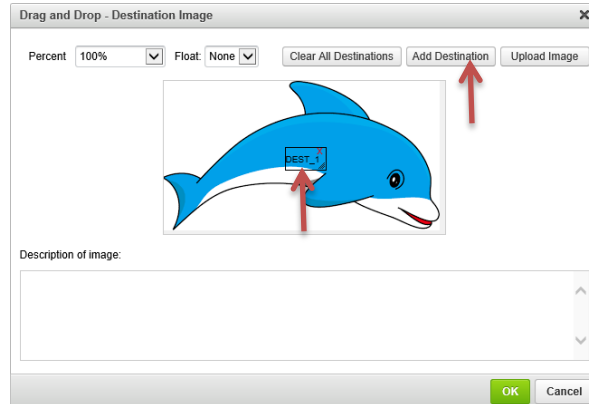
- b. Double click on each Text Label and a box will appear for you to rename the Text Label. Repeat this process for each Text Label.



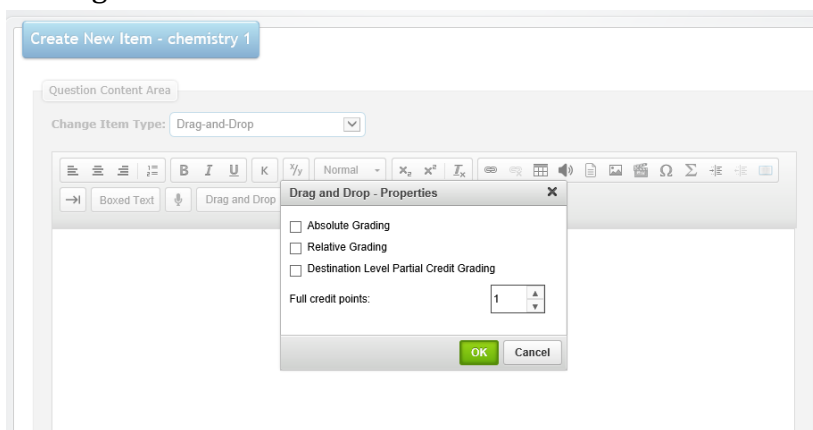
- c. Next, type the sentence or text you want and insert a Text Field Destination Object in the sentence where you want the student to drag the Source Objects.
- d. To insert a Text Field Destination Object click the “Drag and Drop” box and select Image under Destination Object.
- e. A box will appear to upload the picture and enter the width and height of an image. **Note:** Be sure the width and height match the width and height of your image.



- f. Next click “Add Destination.” The destination is the area where the Source Object must be dragged to answer the question. Once the hot spot is added you will be able to select the correct answer to the question by double clicking the “DEST_#” box.



- g. Select “Save” to save and add the item to the item set.
8. “Drag and Drop” questions can be graded using absolute grading, relative grading, or destination level partial credit grading.
- Absolute grading is used when you want to put the source object in only one spot.
 - Relative grading is used when you want to put the source objects in sequential order.
 - Destination level partial credit grading is used if you want the student to receive partial credit for close placement of source objects to destination objects.
 - When you are on a “Drag and Drop” question, select Properties under the “Drag and Drop” box.
 - A box will pop up that will allow you to select Absolute, Relative, or Partial Credit Grading.



9. Select “Save” to save and add the item to the item set.

Table Hot Spot

1. Select "Table Hot Spot." This will open the "Create New Item" page.
2. Insert a table into the question by clicking the table icon and choosing how many cells you need.
3. Once you have inserted the table you will be able to create hot spots by clicking "Create Hot Spot." Then, you will be asked what style (check box or circle).
4. You will need to insert answers and choose which answers are correct. This is done by clicking Set Points and by selecting which answers are correct.

Table Hot Spot Properties

All or Nothing Grading Full Points Credit: 1

Partial Credit Grading Maximum hot spots that can be selected: 1

Table Hot Spot List

Hot Spot	Correct	Delete
1	<input checked="" type="checkbox"/>	delete
2	<input type="checkbox"/>	delete

OK Cancel

5. You can also choose which answer is correct by double clicking the hot spot.
6. Select "Save" to save and add the item to the item set.

Number Line Hot Spot

1. Select "Number Line Hot Spot." This will open the "Create New Item" page.
2. Enter your question.
3. Double click the Number Line Hot Spot and select the Desired Values.
4. The number line tool will give you a line according to the values you have chosen. Click it on the number line to insert hot spots.

Embed Number Line Hot Spot

NUMBER LINE TOOL Clear Hot Spot

Customize the number line by changing the values below.

Width: 300 Number of Hash Marks: 5

Starting Number: -5 Ending Number: 5

All or Nothing Grading Full Points Credit: 1

Partial Credit Grading Maximum hot spots that can be selected: 1

Click on the number line below to add hot spots.

OK Cancel

5. To make a hot spot the correct answer, click on it a second time, check correct, and then click on.
6. Select “Save” to finish.

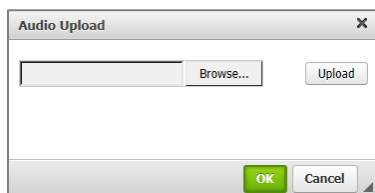
Item Enhancements

Audio

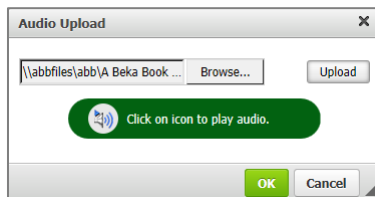
1. Select “Insert Audio” from the editing toolbar in an item. This will open the “Audio Upload” box.



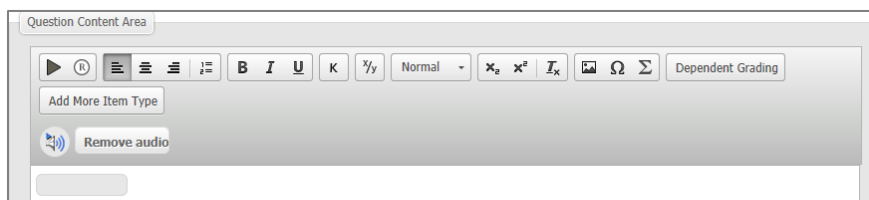
2. Select “Browse” to open the “Choose File to Upload” box; then select the audio file to be added to the item and click “Open.”



3. Select “Upload.” The audio filepath will appear in the box. To play to the audio before it is added to the item, click the speaker icon.



4. Select “OK” to add the audio to the item.



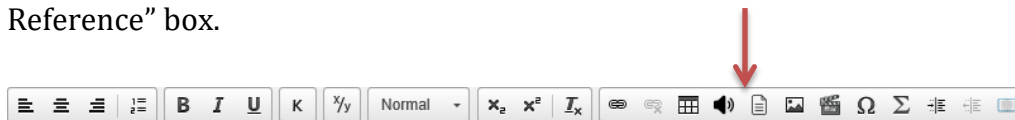
- a. To remove audio from an item, select “Remove audio.”
- b. To play audio, click the speaker icon.
5. Select “Save” to save the item.

References/Passages

Passages or references can enhance the effectiveness of an item with charts, literary works, diagrams, fill-in-the-blank paragraphs, etc. There are two ways to assign a passage or reference—individually or through multiple items.

Assign a passage to an item:

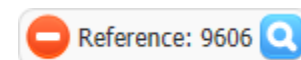
1. Select “Insert Reference” from the editing toolbar in an item. This will open the “Add Reference” box.



2. If necessary, filter the references by choosing filter options from the top pane.

 A screenshot of the 'Add Reference' dialog box. The top pane contains filter options: Name (text input), Text Type (dropdown), Grade (dropdown), Text Sub Type (dropdown), Subject (dropdown), and Flesch Kincaid (dropdown). Below these are 'Clear Filters' and 'Apply Filters' buttons. The bottom pane, titled 'Filtered References', shows 'Show 10 entries' and a table with one reference: '*Grammar and Comp I: Q14: q10'.

- a. Type within the “Name” box or select from the drop-down lists to filter the passages. The filters available are the following: Name, Grade, Subject, Text Type, Text Sub Type, and Flesch Kincaid.
 - b. To apply filters, select “Apply Filters.”
 - c. To clear applied filters, select “Clear Filters.”
3. Preview and/or add a reference:
 - a. To preview a reference, select the paper icon (“View Reference”) or click the reference.
 - b. To add a reference, select the blue “+” icon (“Add Reference”) beside the reference in the “Filtered References” pane. The assigned reference will disappear from the list and will appear with the item.
 4. Attached references:
 - a. To remove the reference from the item, select the large red “-” icon in the item.
 - b. To view the reference, select the blue viewing icon.
 5. Select “Save” to save the item.



Assign a passage to an item or multiple items:

1. Check the box next to the item(s) and select “Add Passage.” This will open the “Add Passage” box.

chemistry 1

Copy/Move Item Duplicate Item Delete Item Add Passage Assign Standard Assign Tag

Show 100 entries

Select	Question Order	Content
<input checked="" type="checkbox"/>	1	Which SI prefix means "one million" or 10^6 ?
<input type="checkbox"/>	2	Which SI prefix means "one billionth" or 10^{-9} ?

2. If necessary, filter the passages by choosing filter options from the top pane.

Filter + ADD NEW

Name:

Grade:

Subject:

Passage Number:

Text Type:

Text Sub Type:

Flesch Kincaid:

Clear Filters Apply Filters

Passage/Reference List

Show 10 entries Search:

Name	Passage Number	Grade	Subject	Text Type	Text Sub Type	Flesch Kincaid
Charlie's Passage	16753	12	Art	Charts/Tables	Charts/Tables/Diagrams	7 to 7.9

3. To assign a passage, select the blue “+” icon (“Assign Passage”) beside the passage in the “Filtered Passages” pane. The assigned passage will appear in the “Associated Passages” pane (or “Mutual Associated Passages” pane for multiple items).
4. To remove a passage from the item, select the red “-” icon (“Remove Passage”) in either the “Filtered Passages” pane or the “Associated Passages” pane (or “Mutual Associated Passages” pane).

Create a new passage:

1. Open Test Design: Passages
2. Select “Add New” in the “Filter Passage” pane. This will open the “Add New Passage” page.

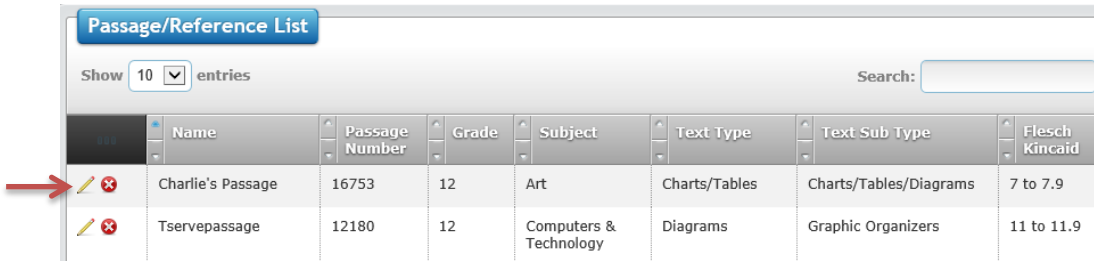
3. In the “Add New Passage” page:
 - a. Enter the name of the passage.
 - b. From the respective drop-down lists, select the appropriate grade level, subject, text type, text sub type, and Flesch Kincaid label.
4. Select “Create.” This will open the “Passage Properties and Content” box.



5. Once the passage has been entered, select “Save” to save the passage. A “Passage Successfully Updated” notification will appear at the top when the passage has been saved.

Edit an existing passage:

1. Choose a passage from the Passage List pane in Test Design: Passages. If necessary, use the “Filter Passage” pane to apply filters (Name, Grade, Subject, Text Type, Text Sub Type, and/or Flesch Kincaid).

2. Select the “Edit Passage” pencil icon. This will open the “Passage Properties and Content” page.

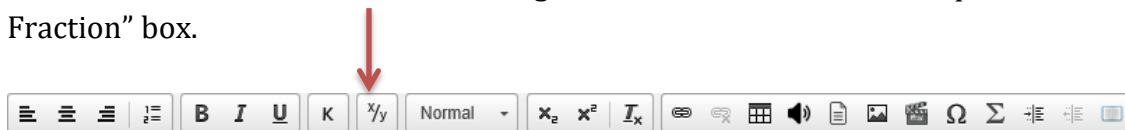


Passage/Reference List							
Show	10	entries	Search: <input type="text"/>				
	Name	Passage Number	Grade	Subject	Text Type	Text Sub Type	Flesch Kincaid
	Charlie's Passage	16753	12	Art	Charts/Tables	Charts/Tables/Diagrams	7 to 7.9
	Tservepassage	12180	12	Computers & Technology	Diagrams	Graphic Organizers	11 to 11.9

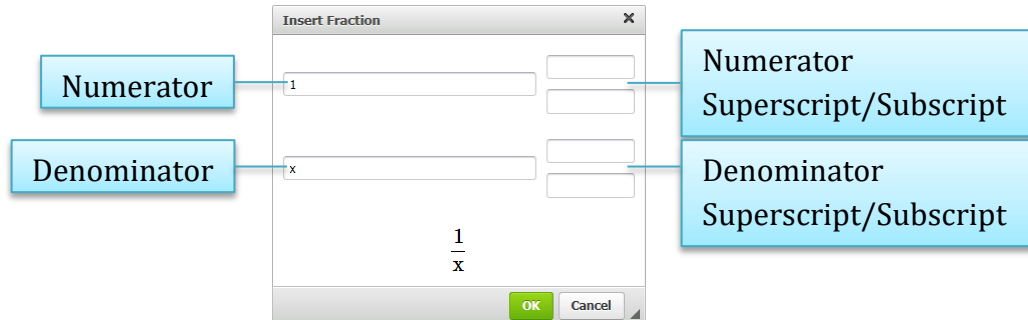
3. Make the necessary changes/alterations to the passage.
4. Select “Save” to update the passage or “Cancel” to leave it unchanged. A “Passage Successfully Updated” notification will appear when the passage has been saved.

Fractions

1. Select “Insert Fraction” from the editing toolbar in an item. This will open the “Insert Fraction” box.



2. Enter the contents of the fractions. If necessary, use a character palette to copy and paste special characters (e.g., symbols, signs, etc.) into the fraction.



Insert Fraction

Numerator: 1

Denominator: x

Preview: $\frac{1}{x}$

Buttons: OK, Cancel

3. Select “OK” to add the fraction to the item.

Note: To edit an existing fraction, double-click the fraction.

Images

1. Select “Insert Image” from the editing toolbar in an item. This will open the “Image Upload” box.



2. Select “Browse” to open the “Choose File to Upload” box; select the file to be added to the item and click “Open.”



3. Select “Upload.” The image will appear in the box.
4. If necessary, edit the image.
 - a. To change the size of the image, use the Percent drop-down list.
 - b. To float the image to the left or right, use the Float drop-down list.
5. To make the image drawable, check the box next to “Drawable.”

Note: Students will now be able to draw on the image as part of the answer to the item or to help answer an item.
6. Select “OK” to insert the image into the item.

Note: To edit an existing image, double-click the image.

Rubrics

Rubrics are the answer key to an online assessment’s essay or extended text items. To add a rubric to an assessment, the assessment must be saved as a “Test” in a “Test Bank.” All “Tests” will appear in Test Design: Rubrics.

1. Open Test Design: Rubrics.
2. To add a rubric to an assessment:
 - a. Select the blue plus sign next to the assessment or “Test.”
 - b. In the “Select file to upload” window, choose the rubric file and select “Open.”
 - c. The rubric will appear in the “Rubric” column with a red “-” sign. Click this red “-” sign to remove the rubric.

Subject	Grade	Test Bank	Author	Test	Rubrics
AP	9-12	RESEARCH	Garcia, Adrian	Hah GOT him	
Bible	10	Bible Doctrines for Today	Publishing, REP	Bible Doctrines Test 01 (Nine-Weeks Content Exam)	Bible Doctrines for To...

ASSESSMENTS

- From the tab submenu under Test Design, select “Tests.”

Create a New Test Bank and a New Assessment

To create a new test bank:

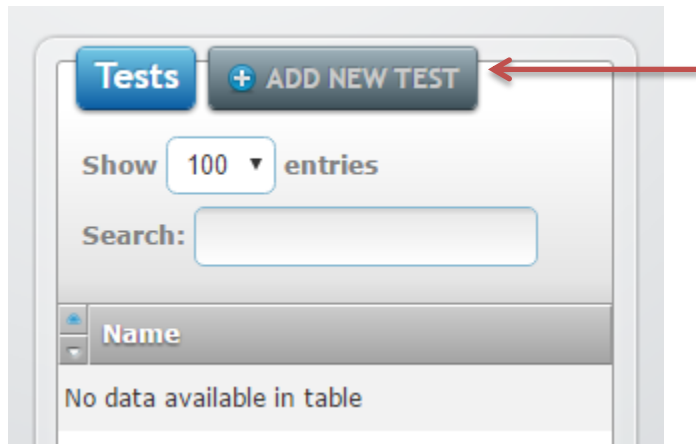
1. On the left side of the page under “Test Banks,” select the “Add New Test Bank” button.
2. Choose the grade level and subject.
3. Name the Test Bank (e.g. PCA: History 8-jbirx).
4. Select “Create Bank.”

Note: The test bank will now appear in any list of existing test banks.

Create a New Assessment from an Existing Test Bank

1. Select a Test Bank from the “Test Banks” list.
2. On the right side of the page under “Tests,” select the “Add New Test” button.
3. Enter “New Test Name,” and name the assessment (e.g., Quiz 1).
4. Select “Create.” This will open the assessment for editing in the test editor.

Note: The assessment will now appear in any list of existing “tests.”



Existing Test Banks and “Tests”

Your test banks will be listed on the left hand side. Once a test bank has been selected, a list of all existing “tests” or assessments within that test bank will appear in the column under “Tests.”

- To open an existing assessment, select “Open” to open the assessment for editing.

Test Editor

The Test Editor has six main options:

1. Import Items: You can import item from you personal library, the district item library, or 3rd party libraries.
2. Create Item: You can create new items directly
3. Add Section: You can add a new section to the test
4. Preview Online: You can see how the online test will appear
5. Print Tests: You can print copies of the test
6. Answer Key: You can view question order, correct answer, number of choices, points, and extended text

The screenshot displays the Test Editor interface. At the top, there is a navigation bar with icons for Home, Tests, Passages, Rubrics, and Author Groups. Below this, there are buttons for 'Import Item', 'Create Item', 'Add Section', 'Assign Standard', 'Assign Tag', 'Preview Online', 'Print Test', 'Answer Key', and 'Close'. The 'Test Properties' panel is open, showing the following options:

- Test Name:** test 1
- Test Instructions:** A rich text editor with formatting options (B, I, U, K, Normal, x_2 , x^2 , I_x).
- Scoring Method:** Default
- Branching Test:**
- Interview-Style Assessment:**
- Save Changes** button

Edit an Assessment

1. Import Items

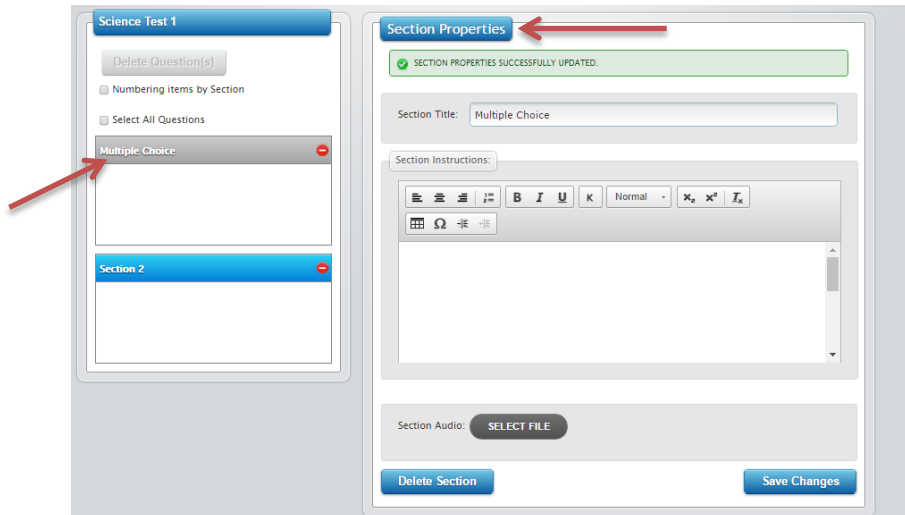
- Select “Import Item” button.
- Select items from “Your Personal Item Library” or the “District Item Library” to add items to an assessment.
- Choose filters and apply filters.
- From the Filtered Items, select the item(s).
- Once items have been selected, the “Add Items to Test” box will turn blue. Select this box to add the items to your test.
- Select which section of the test you wish to add the items too.
- Select the close button at the bottom of the pop-up box.

2. Add Section

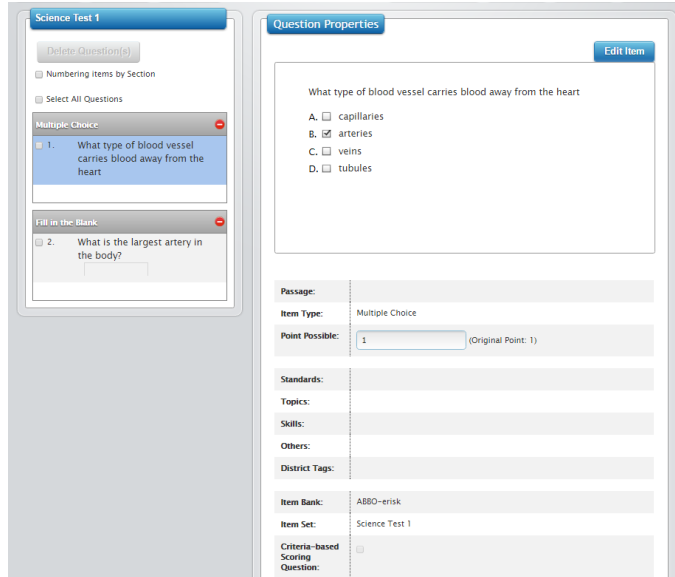
- Select the “Add Section” button to add a section to the assessment.
- Test Sections/Questions—Select an item to view the item in the Question Viewer. Reorder items or sections by dragging and dropping into the desired place. To move an entire section with its items, select the section heading to select the entire section.

3. Test Properties – When the title of the test is selected, you will be able see the test properties.

4. **Section Properties**—Select a section to edit the title of the section (e.g. Multiple Choice) and add section instructions (e.g., Choose the correct answer). The section title will also simultaneously change in the Test Sections/Questions Section as it is being edited.



5. **Question Properties**—Select an item to view question properties and to edit the item's point value within the assessment. Question Properties will display the item's original score, the item's current score within the assessment being edited, and the item bank and item set the item originated from.



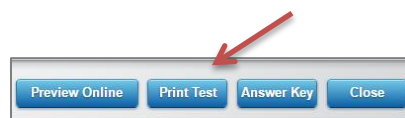
6. **Moving Question** —Move questions to the desired section by checking the box beside a question and dragging the question into the desired section. You can select multiple questions and drag them over all at once.

ASSESSMENT DELIVERY

Once a “test” has been created and/or edited, the assessment is ready to be generated into paper assessments, bubble sheets, and online assessments.

PAPER ASSESSMENTS

To create a paper assessment, select the “Print Test” icon above the “Test Properties” section. This will open the PDF Test options for the assessment.



Test	Answer Key
<p>Columns</p> <p><input type="radio"/> Single Column <input checked="" type="radio"/> Two Columns</p>	<p>Question Prefix:</p> <p>Question <input type="text"/> Question # <input type="text"/></p>
<p>Options</p> <p><input checked="" type="checkbox"/> Include Cover Page</p> <p><input type="checkbox"/> Show Section headings</p> <p><input checked="" type="checkbox"/> Show Border Around Questions</p> <p><input checked="" type="checkbox"/> Shade reference Background</p>	<p>Open Ended Items:</p> <p><input type="checkbox"/> Answer on Separate Sheet</p> <p>Number of Lines: <input type="text" value="8"/></p> <p><input type="checkbox"/> Show Line</p>
<p>Test Title: <input type="text" value="Science Test 1"/></p> <p>Test Instructions: <div style="border: 1px solid gray; padding: 5px;"> <p>B I U</p> <p>K Normal x₂ x² I_x</p> <p></p> </div></p> <p>Teacher's Name: <input type="text"/></p> <p>Class Name: <input type="text"/></p>	<p>Answer Label Format:</p> <p><input checked="" type="radio"/> Uppercase Alpha (A,B,C,D)</p> <p><input type="radio"/> Numeric (1,2,3,4)</p>
	<p>Page Numbering:</p> <p><input checked="" type="checkbox"/> Include page Numbers</p> <p><input checked="" type="checkbox"/> Start Counting On Cover</p>

[Create PDF](#) [Close](#)

The PDF Test options are as follows:

- Columns

Items are automatically displayed in two columns. To change the display to a single column, select the “Single Column” bubble.

2. Options

To display the section titles in a paper assessment, check the “Show Section Headings” box. The “Include Cover Page,” “Show Border around Questions,” and “Shade Reference Background” options are set on default.

3. Test Title and Test Instructions

The title of the assessment and the assessment instructions can be modified for each individual paper assessment. This option allows an assessment to be given with a different title and/or assessment instructions while preserving the assessment’s original title and instructions.

4. Teacher and Class

The name of the teacher and the class can be added to the assessment.

5. Question Prefix

The question prefix default is “Question.” This setting displays items with the “Question #” format (e.g. Question 1). To change the prefix, type within the box. For example: To show just the item number in a paper assessment, the “Question Prefix” box must be blank.

6. Open-Ended Questions

Open-ended questions are items that usually require an extended response and manual grading (e.g. extended text items or essays). By default the answer box is eight lines long and one column wide, but can be adjusted to fit one to twelve lines. To show lines in the answer box, select the “Show lines” bubble. To require answers to be shown on a separate piece of paper, check the “Answer on Separate Sheet” box.

The image shows three examples of question boxes for 'Question 11' with the text: 'What must you do if you remove parentheses preceded by a minus sign?'.

- The first box shows a single large empty rectangular area for the answer.
- The second box shows a vertical stack of four horizontal lines for the answer.
- The third box shows a small button labeled 'Answer on a separate sheet' at the bottom of the answer area.

7. Answer Label Format

To change the letter choice answer format to the number format, select the “Numeric (1, 2, 3, 4)” bubble.

The image shows two examples of question boxes for 'Question 9' with the text: 'What temperature scale must be used when performing gas law calculations?'.

- The first box shows letter choice answers: A. Kelvin, B. Fahrenheit, C. British, D. Celsius.
- The second box shows numeric choice answers: 1. Kelvin, 2. Fahrenheit, 3. British, 4. Celsius.

8. Page Numbering

- a. To remove page numbers from the assessment, uncheck the default setting, the “Include Page Numbers” box.
- b. To start the page numbers on the first page of the assessment, uncheck the “Start Counting on Cover” box.
- c. If there is no cover page, then the page numbers will begin on the first page of the assessment.

To print an answer key:

1. Select “Answer Key” to open the PDF Answer Key Options.

The screenshot shows a user interface with two tabs: 'Test' and 'Answer Key'. The 'Answer Key' tab is active and highlighted in blue. Below the tabs is a section titled 'Options' with four checkboxes, all of which are unchecked:

- Include Standards
- Include Tags
- Include Teacher Rationale
- Include Student Guidance

At the bottom right of the options section, there are two buttons: 'Create PDF' and 'Close'.

2. To include standards or tags in the answer key, check the “Include Standards” box or the “Include Tags” box.
3. Select “Create PDF” to print the answer key to the assessment.
 - a. The answer key will display the correct answers for multiple choice and inline choice items.
 - b. Extended text items will display an “O” in the place of the correct answer to indicate that the item is an open-ended item and must be graded manually.

Note: Changes made to the PDF options will be temporarily saved during a user’s login. Once the user logs out or exits the browser, the PDF options will revert back to the default settings.

ACCESSING AND PRINTING PRE-AUTHORED TESTS

In order to access and print Pre-Authored test:

1. Select “Test Design” then “Tests.”
2. Then select the desired Test Bank and choose the Test.
3. Click “Print Test.”
 - a. Select the preferred layout of the test and then choose “Create PDF.”
 - b. Once the PDF is created click OK. The PDF should pop up with the options to print.

BUBBLE SHEETS

Bubble sheet assessments are best used with multiple choice (including multi-select) and inline choice.

Generate Bubble Sheet Assessments

1. From the icon menu at the top, select “Bubble Sheets.”
2. From the tab submenu under Manage Bubble Sheets, select “Create Bubble Sheets.”

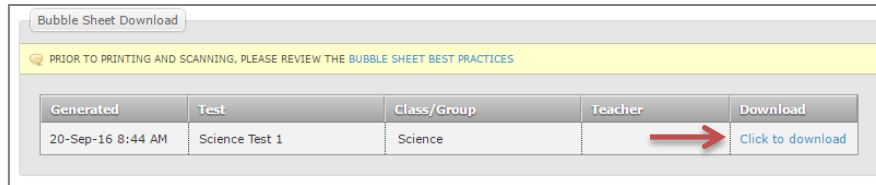
To create a bubble sheet assessment:

1. Under Select Test:
 - a. Select either “Single Class,” “Group Printing,” or “Generic Sheet.”
 - b. Select the Grade, Subject, Test Bank, and Test.
2. Under Select Students, select the School, Term, Class, and Students.
 - a. Make sure that the current school term is chosen.
 - b. Once the School, Term, and Class have been chosen the list of students in that class will appear.
 - i. All of the students will be automatically selected.
 - ii. To deselect students, click on the student name; or, use the selecting options—Select All, Select None, or Invert Selection.
4. Under Select Options, select the Style, Bubble Format, and Bubble Size.
 - a. The Personal (Pre-slugged) style pre-assigns a bubble sheet for each student.
 - b. The Roster style creates one bubble sheet with a bubble list of students.
 - c. Increase the number of copies to print the desired number of bubble sheets.
 - d. The Manual Entry style does not create a bubble sheet and requires student answers to be entered manually.
5. Select “Generate” to create a bubble sheet.
 - a. For Personal- and Roster-styled bubble sheets, this will direct the user to the “Print Bubble Sheet” window.

- b. For Manual Entry-styled bubble sheets, this will direct the user to the Bubble Sheets: “Review Bubble Sheets” page.

Print Bubble Sheet:

1. Select the link “Click to download” to open a PDF of the bubble sheet(s) in another tab or window.

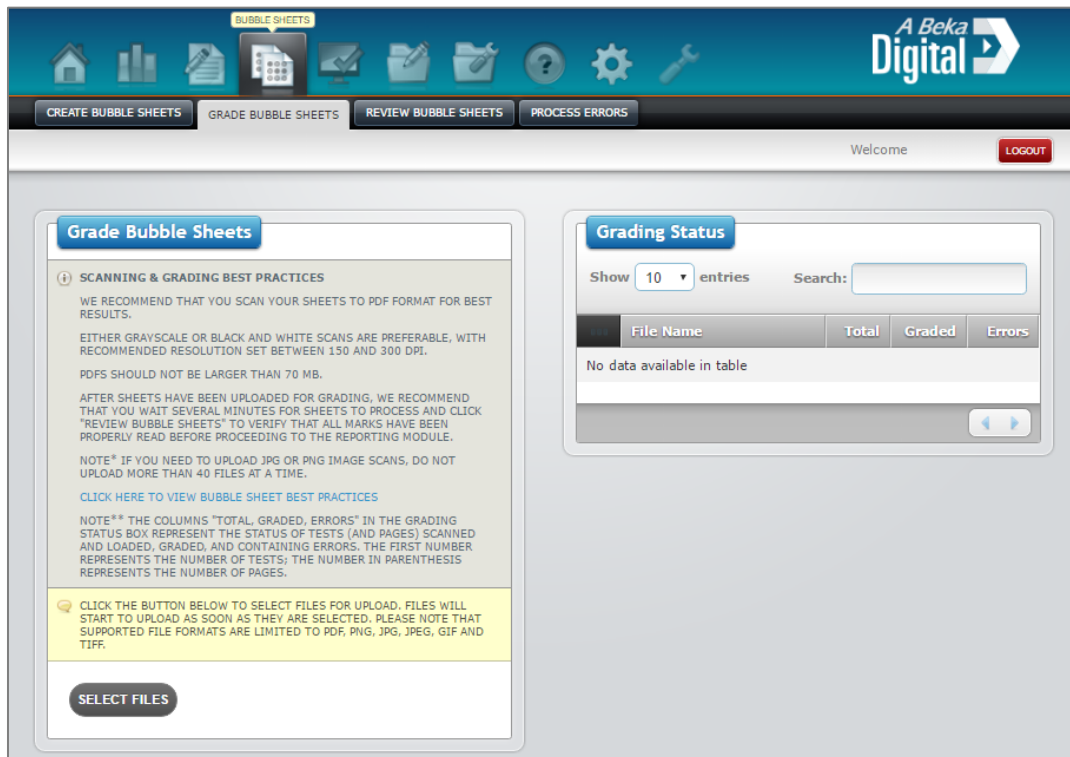


Generated	Test	Class/Group	Teacher	Download
20-Sep-16 8:44 AM	Science Test 1	Science		Click to download

2. Select the print file icon. If necessary, adjust print options (number of copies).
3. Select “Print.”

Grade Bubble Sheets

1. Open Bubble Sheets: Grade Bubble Sheets.
2. From the tab submenu under “Manage Bubble Sheets,” select “Grade Bubble Sheets.”



Grade Bubble Sheets

SCANNING & GRADING BEST PRACTICES

WE RECOMMEND THAT YOU SCAN YOUR SHEETS TO PDF FORMAT FOR BEST RESULTS.

EITHER GRAYSCALE OR BLACK AND WHITE SCANS ARE PREFERABLE, WITH RECOMMENDED RESOLUTION SET BETWEEN 150 AND 300 DPI.

PDFS SHOULD NOT BE LARGER THAN 70 MB.

AFTER SHEETS HAVE BEEN UPLOADED FOR GRADING, WE RECOMMEND THAT YOU WAIT SEVERAL MINUTES FOR SHEETS TO PROCESS AND CLICK "REVIEW BUBBLE SHEETS" TO VERIFY THAT ALL MARKS HAVE BEEN PROPERLY READ BEFORE PROCEEDING TO THE REPORTING MODULE.

NOTE* IF YOU NEED TO UPLOAD JPG OR PNG IMAGE SCANS, DO NOT UPLOAD MORE THAN 40 FILES AT A TIME.

[CLICK HERE TO VIEW BUBBLE SHEET BEST PRACTICES](#)

NOTE** THE COLUMNS "TOTAL, GRADED, ERRORS" IN THE GRADING STATUS BOX REPRESENT THE STATUS OF TESTS (AND PAGES) SCANNED AND LOADED, GRADED, AND CONTAINING ERRORS. THE FIRST NUMBER REPRESENTS THE NUMBER OF TESTS; THE NUMBER IN PARENTHESES REPRESENTS THE NUMBER OF PAGES.

CLICK THE BUTTON BELOW TO SELECT FILES FOR UPLOAD. FILES WILL START TO UPLOAD AS SOON AS THEY ARE SELECTED. PLEASE NOTE THAT SUPPORTED FILE FORMATS ARE LIMITED TO PDF, PNG, JPG, JPEG, GIF AND TIFF.

SELECT FILES

Grading Status

Show entries Search:

File Name	Total	Graded	Errors
No data available in table			

3. Click “Select Files” to upload and automatically grade any bubble sheets.
4. The grading status for uploaded bubble sheets will be displayed in the Grading Status table.

Review Bubble Sheets

1. Open Bubble Sheets: Review Bubble Sheets. From the tab submenu under “Manage Bubble Sheets,” select “Review Bubble Sheets.”
2. Select the “Details” icon—the first icon—next to the bubble sheet desired for review. This will open the Bubble Sheet Review page.



Bubble Sheet Review:

The screenshot shows the 'Review Bubble Sheets' interface. At the top, there's a navigation bar with icons for home, reports, documents, and settings. Below that, a 'MANAGE BUBBLE SHEETS' tab is active, with sub-tabs for 'CREATE NEW BUBBLE SHEETS', 'GRADE BUBBLE SHEETS', 'REVIEW BUBBLE SHEETS', and 'PROCESS ERRORS'. The main area is split into two columns. The left column, titled 'Students', includes a 'Refresh Student Details' link, a 'Show' dropdown set to 25, a search box, and three checkboxes for 'Finished', 'Review', and 'Not Graded'. Below these is a table with columns for 'Student', 'Status', 'Items Answered', and 'Points Earned'. The right column, titled 'Bubble Sheet Details', has a 'Details' tab, fields for 'Student:', 'Teacher:', 'Class:', and 'School:', a 'Mark as Absent' button, and an 'Unanswered Questions' section with a table of questions and their answer choices (A, B, C, D). A 'Submit' button is at the bottom right.

1. Students

This section will display the list of students, status of each assessment, items answered, and points earned.

- a. To view completed assessments, check the “Finished” box.
- b. To view assessments that require review, check the “Review” box.
- c. To view assessments that are not graded (or have not been taken/uploaded), check the “Not Graded” box.

2. Bubble Sheet Details

This section will display the Assessment image, advanced options, all answered and unanswered items, and the dates of submissions (e.g. when the bubble sheets were uploaded).

- a. To submit and save the answers to unanswered questions, select the answer choice(s); then select “Submit.”
 - b. To change the answers to answered questions, select the answer choice(s); then select “Submit.”
3. Any errors or issues that occur—usually alerted by yellow (“Review”) or red font (“Not Graded”) in the “Students” section—can be resolved in Manage Bubble Sheets: Process Errors to solve errors. (An example of an error would be barcode errors).

ONLINE ASSESSMENTS

Online testing enables you to give an online assessment to your students. In the assessment, the students can use certain tools to complete each item and you can tailor each assessment with specific online features.

Assign an Online Assessment

1. Open Online Testing: Assign Online Tests. From the icon menu at the top of the page, select “Online Testing” and then select “Assign Online Test.”

The screenshot shows the 'Assign Online Test' interface. At the top, there is a navigation bar with icons for home, reports, documents, online testing, and settings. Below the navigation bar are three tabs: 'ASSIGN ONLINE TESTS', 'REVIEW/GRADE ONLINE TESTS', and 'SET DEFAULT PREFERENCES'. The main content area is titled 'Assign Online Test' and contains two sections: 'Select Test' and 'Select Students'. The 'Select Test' section has dropdown menus for Grade, Subject, Bank, and Test. The 'Select Students' section has radio buttons for 'Class Assignment', 'Group Assignment', and 'Teacher Preview', and dropdown menus for School, Term, Teacher, and Class. There are also checkboxes for 'Use Roster at Time of Test Taking' and 'Tutorial mode'. An 'Assign' button is located at the bottom right of the form.

To assign an online assessment:

1. In the “Select Test” section, choose the grade, subject, test bank, and test from each drop-down list.

2. To preview the online test before assigning it, click “Teacher Preview.” And then click “Preview.”

3. In the “Select Student” section, choose the school, teacher, term, and class from each drop-down list. For the term, select the current school year. Once a class has been chosen, a list of students in that class will appear.

4. To change the online user preferences for the online assessment that is being assigned, select “District Preferences In Effect.” This will open the district preferences section for the assessment.
 - a. To change the district preferences for the assessment being assigned, select “Change.”
 - b. Select the preferences.
 - c. Select “Set” to save the district preferences for this assignment.
5. Select “Assign.” The assessment has now been assigned as an online assessment. The “Test Assignment Codes” section will appear at the bottom of the page. This section will display all of the online assessments assigned during a user’s session. The information displayed includes the following: the date and time the assessment was assigned, test name, teacher, class, and a test code that contains both letters and numbers.

Test Assignment Codes				
Assigned	Test	Teacher	Class	Test Code
03/05/2014 12:06:02 PM	Test	Test	ABA-Testing-class1	6976UEUX

[Print](#)

6. Record the Test Code. Your students will use this to take the online assessment.

Test Code
6976UEUX

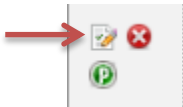
Note: Test codes for online assessments are also found in the “Review Test Assignments” table in Online Testing: Review/Grade Online Tests.

Review an Online Assessment

Open Online Testing: Test Review and Manual Grading. From the icon menu at the top of the page, select “Online Testing” then select “Test Review and Manual Grading.”

To review an online assessment:

1. Under the “Review Test Assignments” section, locate the desired assessment and select the first icon, “Review.” This will open the Assignment Reviewer.



2. There are three main sections in the Assignment Reviewer:
 - a. Test Info
This section will display the test name, grade, teacher, and class.
 - b. Question List
This section will display each item on the assessment.
 - c. Question Detail and Answers
This section will display details of each item as well as the correct answer.

Assignment Reviewer Back to Assignment List

Test Info

Test name: A Beka: Grammar & Composition III Quiz 01 Teacher: Garcia Adrian - Class: Yeet studies YT-101

Grade by: Student Item Manually Graded Only

Filter Student By: Completed (1) Select Student to Review: Select Student

Question List (10) **Question Detail and Answers**

Correct Partial No Credit

1
2
3
4
5
6

View Reference(s):

A. Dwight Reid, Jr.

B. Dwight Reid Jr.

3. 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.

Deactivate/Reactivate an Online Assessment

Open Online Testing: Review/Grade Online Tests

1. From the icon menu at the top of the page, select “Online Testing.”
2. From the tab submenu under “Online Testing,” select “Review/Grade Online Tests.”

To deactivate an online assessment:

1. Under the “Review Test Assignments” section, locate the desired assessment and select the second icon—the red “x” icon, “Deactivate”—and then select “OK” to confirm.
2. The online assessment is now deactivated, and the Test Code will no longer be valid.

	Assigned	Test	Teacher	Class	NS	IP	PR	Fin	Code	Students
	03/14/14	Genesis Quiz 1	Test	ABA-Testing-class1	4	0	0	1	9565YBYG	
	03/14/14	Genesis Quiz 3	Test	ABA-Testing-class1	4	0	0	1	5716AAID	

To reactivate an online assessment:

1. Under the “Review Test Assignments” section, locate the desired assessment and select the second icon—the green “+” icon, “Activate”—and then select “OK” to confirm.
2. If the inactive assessments are not visible, click “Show Deactivated: Off” to make them visible.



TESTING ERRORS

Test Results Remover

This section allows the user to remove the results of an assessment.

Open Test Utilities: Remove Test Results:

1. From the icon menu at the top of the page, select “Test Utilities.”
2. From the tab submenu under “Test Utilities,” select “Test Results Remover.”



To remove assessment results:

1. Select Test, Teacher, Class, or Student to remove results associated with that option.
2. From the drop-down list, select the assessment, teacher, class, or student. If necessary, filter the results further under the “Filter by” section.

 A screenshot of the 'Test Results Remover' web interface. At the top, there are four radio buttons labeled 'Test', 'Teacher', 'Class', and 'Student', with 'Test' selected. To the right is a dropdown menu showing 'American Literature Quiz 1 (Language Arts, Gr. 11)'. Below this is a 'Filter by' section with four dropdown menus: 'School' (Select School), 'Class' (Select Class), 'Teacher' (Select Teacher), and 'Student' (Select Student). At the bottom of the filter section are three buttons: 'Clear Filter', 'Preview Results', and 'Remove Selected Results'.

3. Select “Preview Results” to view the list of assessments.
4. Check the box next to each assessment to select that assessment’s results for removal.

Select	Test	School	Teacher	Class	Student
<input type="checkbox"/>	American Literature Quiz 1 (Language Arts, Gr. 11)	A Beka Proofing and Testing School	Test (ABA-Testing)	ABA-Testing-class1 (Testing-2013)	TEST(TEST46)

5. Select “Remove Selected Results,” and then select “OK” to confirm.

Test Regrader

Open Test Utilities: Test Regrader

1. From the icon menu at the top of the page, select “Test Utilities.”
2. From the tab submenu under “Test Management,” select “Regrade Tests.”

To regrade assessment results:

1. Select Test, Teacher, Class, or Student to regrade results associated with that option.
2. From the drop-down list, select the assessment, teacher, class, or student. If necessary, filter the results further under the “Filter by” section.
3. Select “Preview Results” to view the list of assessments.
4. Check the box next to each assessment to select that assessment’s results for regrading.
5. Select “Regrade Selected Results,” and then select “OK” to confirm.

Purge Test

Open Test Management: Purge Tests:

1. From the icon menu at the top of the page, select “Test Utilities.”
2. From the tab submenu under “Test Utilities,” select “Purge Tests.”

To purge an assessment:

1. If necessary, select the Teacher.
2. Select the assessment from the Test drop-down list.
3. Select “Submit;” then select “OK” to confirm.

Print Test

Open Test Utilities: Print Test:

1. From the icon menu at the top of the page, select “Test Utilities.”
2. From the tab submenu under “Test Utilities,” select “Print Test.”

To print a paper assessment or an answer key:

1. Select the Grade, Subject, Test Bank, and Test.
2. Select “Print Test.” This will open “PDF Test” options for the assessment.
3. To print a paper assessment, select/modify the Test options for the assessment.
4. To print an answer key, select “Answer Key.” To include standards and/or tags, select “Include Standards” and/or “Include Tags.”

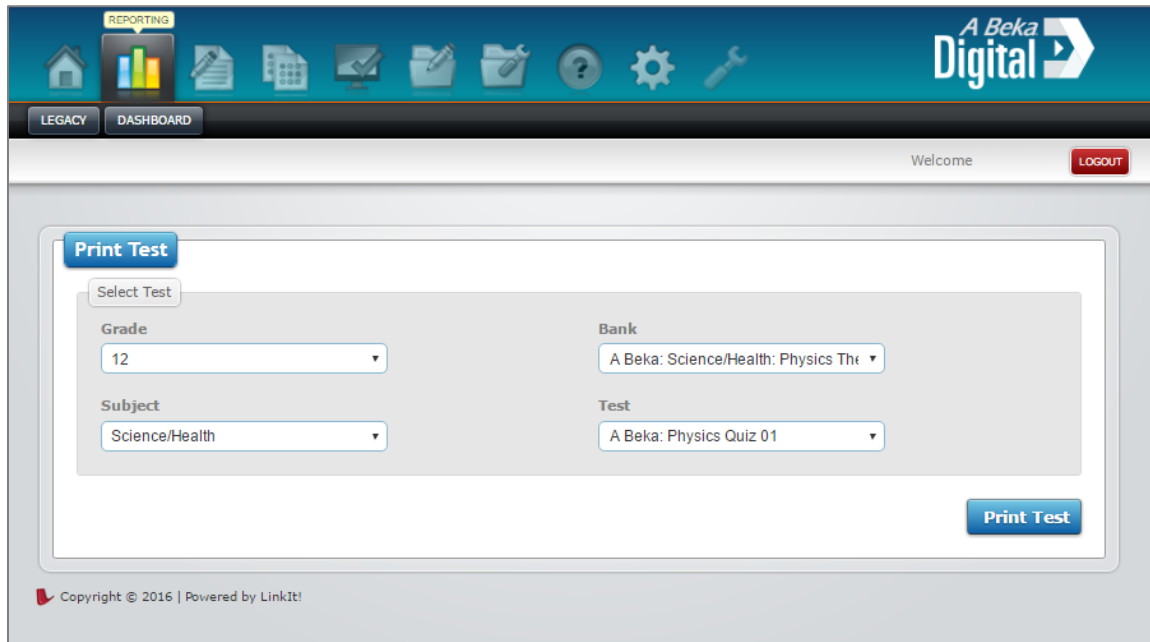
5. Select “Create PDF.”

REPORTING

DASHBOARD

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.”



The screenshot shows the Reporting Dashboard interface. At the top, there is a navigation bar with a 'REPORTING' tab highlighted. Below the navigation bar, there are several icons representing different reporting functions. The main content area is titled 'Dashboard' and contains a 'Print Test' section. This section includes a 'Select Test' dropdown menu, a 'Grade' dropdown menu (set to '12'), a 'Subject' dropdown menu (set to 'Science/Health'), a 'Bank' dropdown menu (set to 'A Beka: Science/Health: Physics Th'), and a 'Test' dropdown menu (set to 'A Beka: Physics Quiz 01'). A 'Print Test' button is located at the bottom right of the 'Print Test' section. The footer of the page includes the text 'Copyright © 2016 | Powered by LinkIt!'.

Note: “Legacy” is the old reporting tool. It will be phased out and replaced with “Dashboard.” The new Dashboard is an HTML-based module that is more intuitive than the former flash-based module. All reporting information given in this guide will be from the “Dashboard.”

Explorer

To open a report:

1. Once you have opened the Dashboard, you will automatically be redirected to the Dashboard's "Explorer" page. This is where you will choose which teacher, class, or student to report.
2. Choose Type, Subject, Grade, and Teacher, and click "Select Tests."

3. Choose your desired test from those available in the "Tests" panel.

Test	Type	Subject	Grade	Result Count	Earliest Date	Latest Date
<input type="checkbox"/> A Beka: Grammar & Composition III Quiz 01	LinkIt	Grammar/Literature	9	1	Sep 6 2016	Sep 6 2016
<input checked="" type="checkbox"/> A Beka: World Geography Quiz 01	LinkIt	History/Geography	9	1	Aug 9 2016	Aug 9 2016

4. Choose report type:
 - a. Once you are in the Dashboard and you have selected which assessment to report, choose your report type.

- b. For quick review, choose "View Student Results" or "View Summary Results."
- c. For more detailed reports, click "Other Reports" and choose the desired report from the drop-down list that will appear.

Student Results:

This report gives you a quick view of how each student performed on the assessment.

1. Click “View Student Results” on the Dashboard home page.
2. This will bring you to the report page showing Student Name, ID, Result Date, Percent, and Raw.
3. Choose “Options” to customize the view.
4. From this page, you can print the list by clicking the “Print” button in the upper right corner.

School Explorer / Student Results

Selected tests: Science Test 2
Period: From Aug 1, 2016

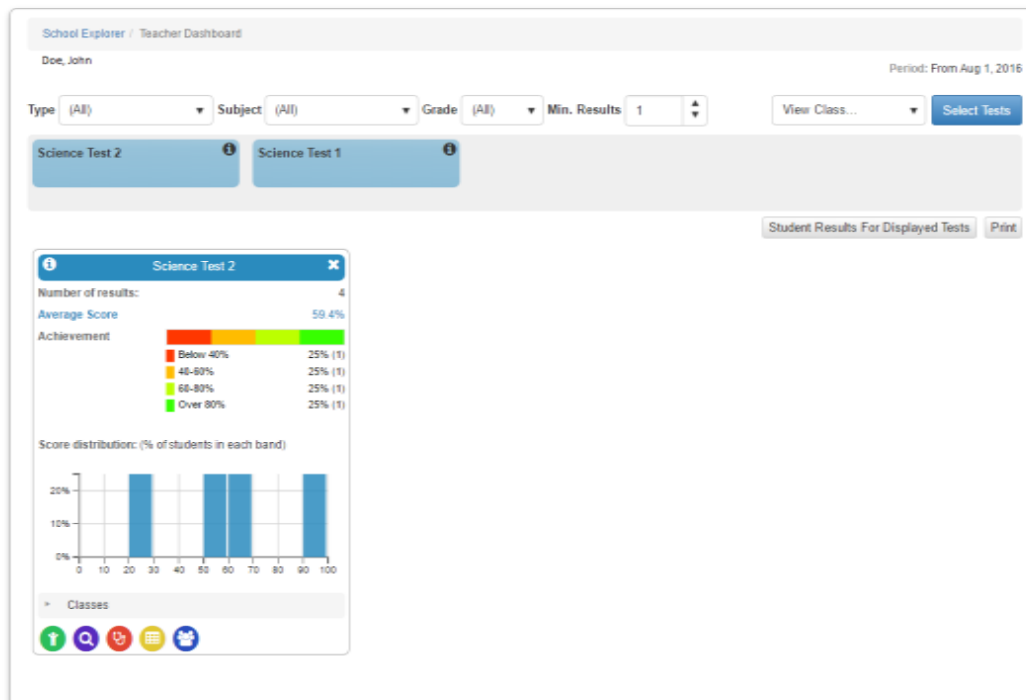
Options Print

#	Student	ID	Result Date	Percent	Raw
1	Smith, Bob	27124	Sep 21, 2016	100	8
2	Smith, Jane	27123	Sep 21, 2016	25	2
3	Smith, Joe	27122	Sep 21, 2016	63	5
4	Smith, Sarah	27125	Sep 21, 2016	50	4
Average:				60	5

Summary Results:






This report gives you a summary of how the class did as whole.

1. Click “View Summary Results” on the Dashboard home page.
2. This will open the report page showing charts of the class results.



3. At the bottom of this report are quick links to various reports.



- a. Student Results 
This report provides basic results for each student.
 - b. Item Analysis 
This report provides detailed statistics for each item on the assessment.
 - c. Class Diagnostic 
This report provides the detailed information of students that answered each question correctly.
 - d. Custom Reports 
This report allows you to choose which values to report.
 - e. Grouping 
This report uses associated tag to group results.
4. Click “Print” to print a copy of this report.

Other Reports:

1. Item Analysis

- Click "Other Reports" on the Dashboard.
- Choose "Item Analysis" from the drop-down menu that will appear.

School Explorer / Teacher Dashboard / Item Analysis

Test Name: Science Test 2
 Teacher Name: Doe, John
 No. of results: 4 No. of school results: 4 No. of district results: 4

Show district results Show school results Answer Labels: Letters (A, B, C...)

Show question types [Student Reports](#) [Print](#)

#	Correct Answer	Points Possible	Points	A	B	C	D	u/a
1	B	1	0.3	0%	25%	25%	50%	0%
2	.	2	2.0
3	C	1	0.3	50%	25%	25%	0%	0%
4	D	1	0.5	25%	25%	0%	50%	0%
5	D	1	0.5	25%	0%	0%	50%	25%
6	D	1	0.8	0%	25%	0%	75%	0%
7	C	1	0.5	25%	0%	50%	25%	0%

- If you would like to see question details, click the question number on the table

#	Correct Answer	Points Possible	Points	A	B	C	D	u/a
1	B	1	0.3	0%	25%	25%	50%	0%

- You can also view question type and district results by checking the appropriate boxes.
- If desired, the report can be printed by clicking "Print" in the upper right corner of the screen.

2. Class Diagnostic

- Click "Other Reports" on the Dashboard.
- Choose "Class Diagnostic" from the drop-down menu that will appear.


School Explorer / Teacher Dashboard / Class Diagnostic

Class: Science 1 (2016-2017)

Test Name: Science Test 2
 Class Name: Science 1 (2016-2017) (Risk) Teacher Name: _____
 No. of results: 4 Class average score: 59%

View: Questions Restrict results to tests taken in this class [Print](#)

Question #	Average
1	25%
2	100%
3	25%
4	50%
5	50%
6	75%
7	50%

- c. If you would like to see which students missed the question, click anywhere in the report table.
 - d. Question details; click the small blue arrow icon. 
 - e. If desired, the report can be printed by clicking “Print” in the upper right corner of the screen.
3. Custom Reports
 - a. Click “Other Reports” on the Dashboard.
 - b. Choose “Item Analysis” from the drop-down menu that will appear.

School Explorer / Teacher Dashboard / Custom Reports

Primary grouping

Class ▼

Secondary grouping

(None) ▼

Show grid
 Show chart
 Show values

Selected tests Science Test 2

Period From Aug 1, 2016

- c. Choose your desired Primary and Secondary Groups.
- d. Choose Standard or “Mastery View.”
- e. Choose what formatting you would like to appear on your report (grid, chart, values or averages).
- f. Click “Create Report” to view custom report.

Student History


Student History is another tool available in Dashboard. In Student History, you can see a student’s complete assessment history in one location.

1. Once you have opened the Dashboard, choose Student History from the top main menu.




2. Choose the teacher from the menu that appears.
3. Once you have selected the teacher, choose which class you like to review.

4. After you have chosen the class, you will see a list of students for that class. Select one. This will bring up the student's results for all assessments completed online.

 Science 1

Students

- Smith, Bob
- Smith, Jane
- Smith, Joe
- Smith, Sarah

5. Change the view options to view results by subject, test type, or year.
6. Click the Magnifying Glass icon to see details about a student's performance on a particular assessment. 

Smith, Bob (27124)

Test Name Science Test 2
 Result Date Sep 21, 2016
 Test Score 100%
 Points Earned 8 out of 8

Items Show item data

Options Hide Points Possible Hide Correct Answers Student Answers ▼

Question	1	2	3	4	5	6	7
Points Possible	1	2	1	1	1	1	1
Correct Answer	B	•	C	D	D	D	C
Student's Answer	B	2	C	D	D	D	C

7. Click "Print" to print student history reports.