

## Assessment Creation in Schoolnet

Learn how create a standards-aligned assessment in Schoolnet. Only tests scheduled during the current school year can be administered. During the summer, you can create new tests, but wait until the new school year to schedule them.

**Note:** On some sites, the term 'Tests' has been replaced by 'Assessments' or another word configured throughout the application.

## Which Test Creation Method Should I Use?

There are three ways to add a test to Schoolnet. Choose from one of the following options:

**Manual** – Use when you want to create your own items, paste content in from an existing document or select from Schoolnet item banks (covered in this document).

**Express** – Use when you have a collection of standards in mind and want to auto-generate a test from available items with the option to modify as needed. Not recommended for reading passages. For details, refer to the *Creating an Express Test Quick Reference Card*.

**Answer Key Only** – There are two uses for an 'AKO' test:

- You have an existing test booklet created outside of Schoolnet and want to generate a scannable answer sheet without rebuilding items
- Students took an assessment with item level results on a different platform, but you want to upload the results in a spreadsheet into Schoolnet for reporting.

For details, refer to the *Using Externally Created Tests in Schoolnet Quick Reference Card*.

## Create a Test Using the Manual Method

Optional settings are described on page 3.

To create a new test:

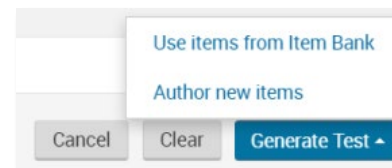
1. In the navigation sidebar Assessments menu under the Tests header, click **Create** and then **Manual**
2. Enter a test name following any established conventions
3. Select the subject and grade range
4. For 'Number of Items,' choose how many placeholders to include; one is suggested to start: it is faster to add new items on the test as needed than to remove extra placeholders
5. Select the preferred standards document; e.g., the set to which the majority of items are associated
6. For Standards Template, optionally click **Select Standards** and to pre-select standards to include

Although you can add additional standards later, selecting them here will speed up the process. For details, see the *Adding a Standards Template* section on page 3.

7. If more than one test category is available to you, ask a test administrator if you are unsure what to use

To learn more about test categories, refer to *Security Options for Schoolnet Tests Quick Reference Card*.

8. Optionally, modify settings (see *Optional Settings* on page 3)



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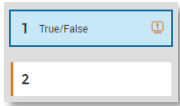
## Overview of Building Out Your New Test

Once you have created a test, start adding items.

- If you chose the option to start with items from the Item Bank, you will be taken directly to the search filters. For details, refer to *Searching for Items* on page 5.
- If you chose the option to author items, select an item type and refer to the collection of quick reference cards on building various types

To add more items and complete the test:

1. For the next item, click the next placeholder in the left column

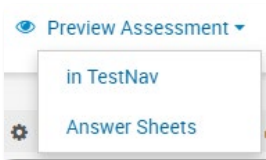


If there are no more placeholders, click **+** **Add Item** in the bottom left.

2. At any time, click **Return to Test Details** (upper right) at any time to view all items and test options and make needed adjustments
3. After you address any item alerts, **Preview** the test to see how it will appear to students

The preview link is available in both test and edit item view. In TestNav, machine scorable items will have a **Calculate** button to allow verification for scoring, which can be especially useful for checking various answers to multi-part or gridded items. This will not display for students taking a test.

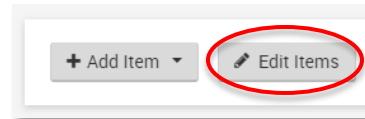
4. If you plan on printing answer sheets, now is the time to preview answer sheets to see how many pages will be needed per student and adjust test if desired



5. Close the preview window and click the blue button, **Public Draft** (if applicable), and then click **Ready to Schedule**

Refer to the *Scheduling Assessments Quick Reference Card* for details on scheduling and assigning your test.

## Switching Between Test Detail and Item Editing View



When in the editing view, click **Return to Test Details** to access test settings and actions. When in Test Details, return to the edit view to access the standards template or reorder items.

## Adding a Standards Template

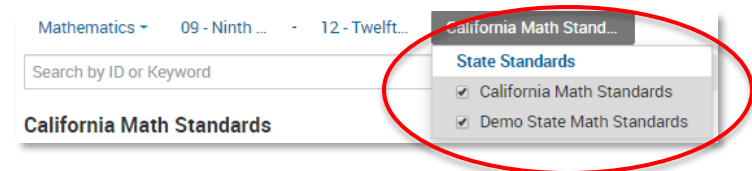
To speed up test creation, create a Standards Template. This way, as you build the test you can quickly pull from a pre-selected menu of standards rather than navigating to the standard picker for each item. If needed, you can still add additional ones.

To set up the template as part of creating the test details:

1. Click **Select Standards** (this is Step 6 on page 1)



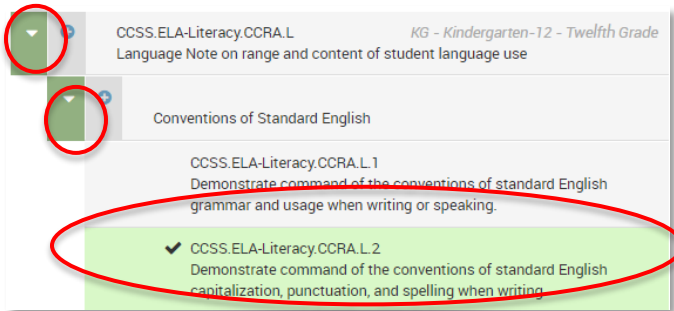
2. If your district has additional standards set(s) aligned to the selected subject and grade beyond the preferred standards set selected at the test level, you can include them in the template in the provided menu



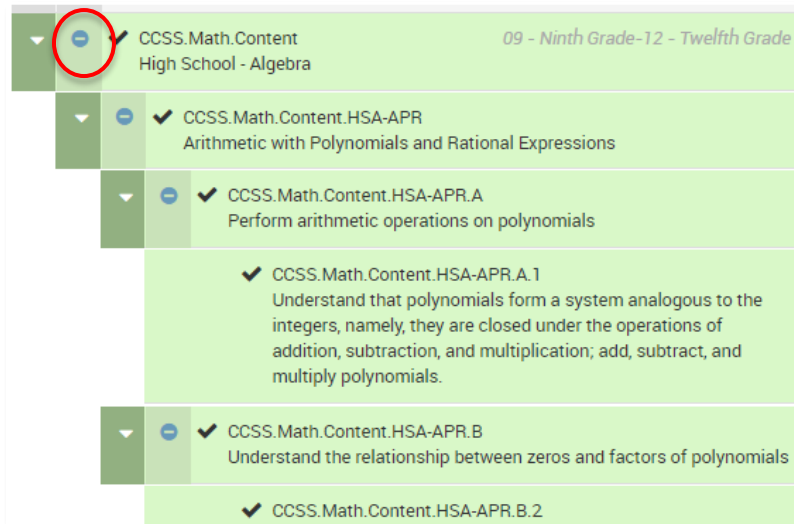
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- Choose if you want to include items aligned to specific standards only, or any aligned to 'child standards'

The number of aligned items available to you is indicated to the right of each standard.



Use the arrows to open the standards 'tree' if you want to select from only specific standard(s) in that 'branch'.



Click the round blue icon if you want to select a standard along with all 'child' standards in the same 'branch' at once.

- Standards you click turn green and are displayed in the right column; click **Save and Close** after making your selection(s) to return to the test setup page

## Optional Settings

When creating a test, leave the following options at their default value if unsure what to use.

### Score Type

Leave at default for scores to display as a percent. Also available for some reports:

- Raw score: Display as a fraction (points achieved / possible)
- Proficiency score: Display as a number (points achieved)

### Default Fonts

Any changes made in Default Fonts will override site settings, but not on items or passage content that have a custom font or size applied, whether created in the test or pulled from the item bank.

### Test Item Defaults

For each option, select whether to **Use Item Settings** defined at the item level or to override at the test level.

Some items may have a formula reference sheet available. To provide a file available across all items, upload a default sheet. If any items need different sheets, add at the item level.

Formula Reference Sheet  Use Item Settings  Upload a default sheet for all items

Choose File No file chosen

### Test Settings

Student Comments	Allows students to enter feedback about the test and each question when testing online; these comments appear on the Score page.
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Hide Teacher Names ... on Answer Sheets	For district- or school-wide paper tests that will be scored centrally directly on answer sheets, it may be desire able to hide teacher names.
Capture teacher comments on answer sheets	Select 'Yes' to add space on printed answer sheets for comments. Choose this option before scheduling a test.
Enable Assessment Notes	Allows teachers and administrators to add notes on the use and effectiveness of an assessment once in the scheduled stage. When enabled, the Assessment Notes area is available on the Test Detail.
Enable student self-assessment	Add a student self-assessment option to this test. Students can record how they think they performed. See also: <i>Student Self Assessments Quick Reference Card.</i>
Description	Add a description for reference if desired.
Accommodations	For online tests, you can enable a line reader and magnifier for all test takers. Text to Speech options require an additional assignment per student. See also: <i>Assessment Accommodations Setup for TestNav Quick Reference Card.</i>
Enable Printing	Unselect any options to disable printing that component from users.
Answer Sheet Scanning	If enabled on your site, select to allow scanning answer sheets with a document camera. See also: <i>Answer Sheet Scanning: Document Camera</i>
<b>Test Restrictions</b> The options for educator restrictions are visible to select users. For details, refer to <i>Security Options for Schoolnet Tests.</i>	

All test creators see options for parents and students. They are progressively more restrictive. Choose one: each option includes the prior restrictions as well.	
<b>Co-Authoring Settings</b>	
Enable Co-Authoring	You can enable other users to help author the test. See also: <i>Co-authoring Assessments Quick Reference Card.</i>

## Searching for Items

There are a variety of filters available for locating items and passages. You'll see the item as it appears to the student. Results appear in a popup window so your page focus remains on test editing.

To browse available items:

1. If you have a placeholder set up for an item, click **From Item Bank** (otherwise first click **Add Item**)
2. Matching items appear with a count of the number available



3. Some of the options for filtering include:

**Keyword:** Enter any keyword and click the magnifying glass to search item content, answer choices, and keywords; use the dropdown menu to select 'All Words' or 'Any Words.'

**Item Banks:** By default you will see all banks available to you. Select specific ones to narrow the search.

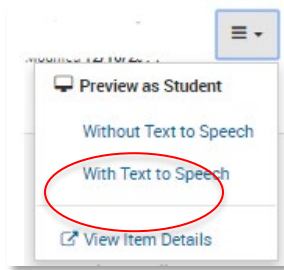
**Subject and Grade Level:** These default to the selection for the test, but you can change to search for other items.

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**Standards:** Any standards set up as part of the test standards template appear. You search on additional standards by clicking **Select Standards**. When searching on multiple standards in an item bank, you can click a single standard to focus the search on that standard. Click the standard again to remove the focus.

**All Filters:** Access filters for item language, item type, difficulty level, last modified date, export eligibility and other properties.

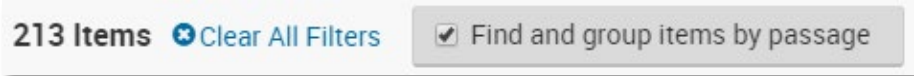
4. In the results, to see item details, including test use history, Select **View Item Details** from the menu



The detail appears in a new tab. Either click **Add to Test** or close the tab to return to the search results.

Refer to the last page for an annotated view of the search results.

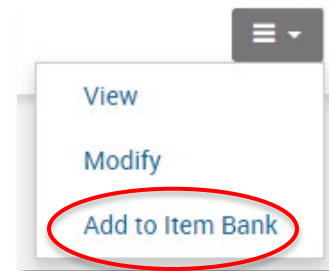
## Searching Items Attached to a Passage



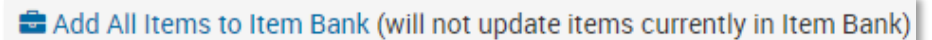
Select **Find and group items by passage** to view items grouped by the passage they use. Only items with passages will appear in the search results. Click **Hide Linked Items** to collapse the list of items beneath passages. When viewing items by passage, only the View Passage Details action is available for the passage, but all the standard actions are available.

See also: *Using the Same Passage or Exhibit for Multiple Test Items Quick Reference Card*.

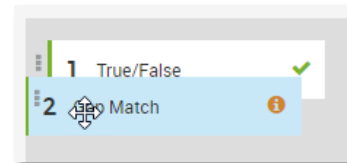
## Saving New Items for Later Reuse



If you created new items as part of a test that you want to make available for other tests, you can add them to any item bank you have permission to. The option is available once the test has moved to the Finalized stage. You can add individual items with the Actions menu or use the link at the bottom to add all new items.



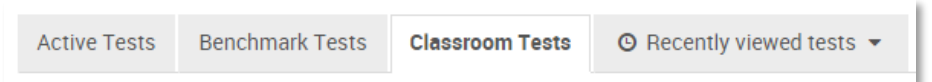
## Reordering Items

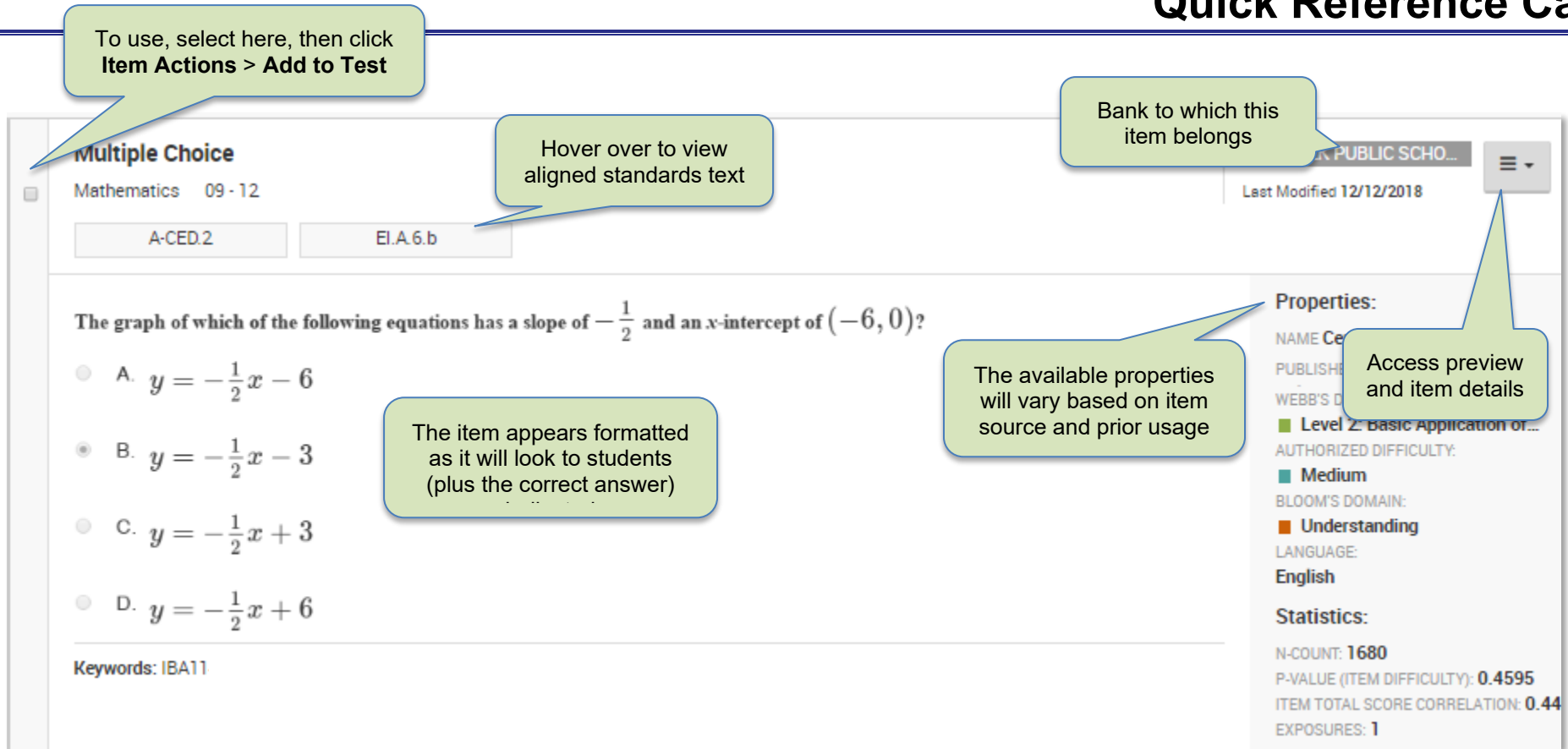


You can drag and drop items to reorder as necessary in the Test Detail view. If you have custom numbering, you can modify the numbers under the Customize Test section.

## Find an Existing Test

Click **Assessments** in the navigation sidebar. Administrators and teachers with enhanced test creation rights will see the Assessment Dashboard. Unless user permissions are configured otherwise, teachers will see the teacher-specific Test Dashboard instead.





**To use, select here, then click **Item Actions > Add to Test****

**Multiple Choice**

Mathematics 09 · 12

A-CED.2 E.I.A.6.b

Bank to which this item belongs

Hover over to view aligned standards text

Last Modified 12/12/2018

The graph of which of the following equations has a slope of  $-\frac{1}{2}$  and an  $x$ -intercept of  $(-6, 0)$ ?

- A.  $y = -\frac{1}{2}x - 6$
- B.  $y = -\frac{1}{2}x - 3$
- C.  $y = -\frac{1}{2}x + 3$
- D.  $y = -\frac{1}{2}x + 6$

The item appears formatted as it will look to students (plus the correct answer)

The available properties will vary based on item source and prior usage

Access preview and item details

**Properties:**

NAME Ce  
PUBLISHE  
WEBB'S D  
■ Level 2: Basic Application of...  
AUTHORIZED DIFFICULTY:  
■ Medium  
BLOOM'S DOMAIN:  
■ Understanding  
LANGUAGE:  
English

**Statistics:**

N-COUNT: 1680  
P-VALUE (ITEM DIFFICULTY): 0.4595  
ITEM TOTAL SCORE CORRELATION: 0.44  
EXPOSURES: 1

Keywords: IBA11