

Creating an Instruction Schedule	Creating an Instruction Planner
<ol style="list-style-type: none"> <li>1. From MAIN click <b>Instruction Schedule</b></li> <li>2. Click <b>New Instruction Schedule</b></li> <li>3. Complete Dialog Box               <ol style="list-style-type: none"> <li>a. Enter Instruction Schedule Name</li> <li>b. Enter Start Date</li> <li>c. Enter End Date</li> <li>d. Select Number of Marking Periods</li> </ol> </li> <li>4. Click <b>Design Marking Period</b></li> <li>5. To change Marking Period Dates               <ol style="list-style-type: none"> <li>a. Click on marking period name</li> <li>b. Enter new dates for quarter</li> <li>c. Click Update</li> </ol> </li> <li>6. Click <b>Create Instruction Schedule</b></li> </ol>	<ol style="list-style-type: none"> <li>1. From MAIN click <b>Instruction Planners</b></li> <li>2. Click <b>New Instruction Planner</b></li> <li>3. Complete Dialog Box               <ol style="list-style-type: none"> <li>a. Enter Planner Name</li> <li>b. Select Instruction Schedule</li> <li>c. Select Curriculum Standards</li> </ol> </li> <li>4. Click <b>Associate Standards</b></li> <li>5. Select All Standards</li> <li>6. Select Standards from All Standards Selection list</li> <li>7. Check Standards to include (click in box)</li> <li>8. Click <b>Update</b></li> <li>9. Click to check the box for each Marking Period the standard is taught</li> <li>10. Click <b>Create Instruction Planner</b></li> </ol>
Setting Advanced Menu Options for Teachers Only	Creating a Test Folder
<ol style="list-style-type: none"> <li>1. From MAIN click <b>Change Display</b></li> <li>2. In the Site Display dialog box, change “Advanced Menu Options” to <b>Yes</b></li> <li>3. Click <b>Update Options</b></li> </ol>	<ol style="list-style-type: none"> <li>1. From MAIN click <b>Manage Test Folders</b></li> <li>2. Click <b>New Test Folder</b></li> <li>3. Complete “Test Folder Information” Dialog Box               <ol style="list-style-type: none"> <li>a. Enter Test Folder Name (i.e., Math)</li> <li>b. Enter Number of Levels (This cannot be changed once you begin editing the folder, so map out your plan before creating these. The number of levels designates how many tiers of folders you need; i.e., Math (test folder name)/Grade 5/Quarter1 would be 3 levels. You can only save in bottom level folders)</li> </ol> </li> <li>4. Complete “Permit Users To” Dialog Box – Assign users appropriate permissions by checking boxes beneath each function.</li> <li>5. Complete “Test Folder Contents” Dialog Box – Create and/or edit test folders               <ol style="list-style-type: none"> <li>a. Learnia folders are created with default names. Click on the folder and change the name in the “Modify Level One” dialog box to the right to the name you choose.</li> <li>b. To add another folder at any level, complete the “Add New Level” dialog box.</li> </ol> </li> <li>6. Click <b>Create Test Folder</b> to save</li> </ol>

**Building a Test with Instruction Planners**

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| <ol style="list-style-type: none"> <li>1. From MAIN click <b>Instruction Planners</b></li> <li>2. Click Edit Icon next to selected Instruction Plan</li> <li>3. Click on Associate Tests (bottom of page)</li> <li>4. Click on Create Test</li> </ol> | <b>OR</b> | <ol style="list-style-type: none"> <li>1. From MAIN click <b>Build Test</b></li> <li>2. Click <b>New Test</b>, Click <b>No</b></li> <li>3. Choose Instruction Planner and select the planner to be used</li> <li>4. Click <b>Continue</b> on bottom of pop-up</li> </ol> |
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5. Select a Marking Period by clicking its name
6. Optional: Click **Set** next to "Item Selection Criteria"
  - a. Under Item Type select Grade Level or another area desired
  - b. In next box select "equal to" or "not equal to"
  - c. In 3rd box select criteria
  - d. Click **Add Criteria**
  - e. Click **Save**
7. For the first Standard/CPI, click on page icon (in the Available Items column) to view items
8. Click **View** to display item
9. Review items by clicking **Previous** and **Next**; select **Yes** to include
10. Click **Close** when review is complete
11. Review selection in Select Items dialog box – selected items appear in list with "include" next to them
  - a. For reading tests, if multiple items for a passage are desired, click icon in Group Items Audio column
  - b. Review questions the same as above; select standards to include by clicking the check box
  - c. When all items are selected, click **Done**
12. Do the same for the next standard

*To have Learnia randomly select items, following the following steps:*

13. Select desired Standard
14. Click in Selected Items column
15. Select number of items to include (items meeting criterion randomly selected)
16. Do the same for the next standard

*When all items are selected, follow these steps to save the test:*

17. Click **Preview Test** to review the test created
18. Click **Continue** to include all items selected
19. Complete Dialog Box
  - a. Name Test
  - b. Time Limit (Click YES to set a time limit for an Item Bank test. Input the number of minutes.)
  - c. Randomize Items (This randomizes the order of the questions as they appear the test.)
  - d. Manually Order Items (You can choose the order in which the questions will appear on the test.)
20. Click **Continue**
21. If you started from Build Test, select the folder to store the test and click **Save Test**
22. Test is now displayed; click **Print Test** if desired (this can also be done later)
23. Click **Done** to close window

*If you started from the Instruction Planner:*

24. Test now in assigned test folder

25. Click check box to include in Assessment Folder
26. Click **Update**
27. Place check mark on Assessment Calendar in appropriate Marking Period
28. Click **Associate Tests** to associate other tests or create additional tests for each marking period
29. When finished and to save, click **Update Instruction Planner**

### Building a Test with Curriculum Standards

1. From MAIN click **Build Test**
2. Click **New Test**
3. Click **Yes**
4. Select your folder path
5. Name your test: **Note for Math Tests:** All math Item Bank test must have “Math” (initial capped) in the title so that the header will be labeled “Mathematics” and not “Reading Comprehension” which is the system default test label.
6. Select Curriculum Standard
7. Select item bank from Curriculum Standards
8. Click **Next**
8. Select criteria for item type and grade
9. Drag and drop standards from Available Standards into my Selected Standards  
**Note:** the number of items per standard will appear in my selected standards; any standard with zero items can be dragged and dropped into the trash bin. **Note for Reading Tests:** When selecting standards for a reading test, it is suggested that you drag and drop all standards from a given grade level to find standards that share the same reading passage. This is helpful in limiting the number of reading passages per test and finding a passage that best matches your need.
10. Click **Next**

#### Explanation of icons:

Red D = Item contains a direction

Blue P = Item is associated with a passage

Blue i = Item attributes

Green Check = Select item

Red X = Delete item

Random Select = user chooses to randomly select items

\*\*\*Please note when an item is selected the paper highlights yellow. If there is another item that is associated with the same reading passage it will highlight yellow as well.

11. Select items by clicking on the green check mark. Preview the selected items by scrolling down to the bottom of the page
12. Once you have selected all your items, click **Next**.
13. Review details
14. If you would like to re-order your items, drag and drop to their new position. Preview the test by scrolling down to the bottom of the page
15. To save test click **Save** or **Finish**

Creating and Editing Test Items/Questions	Assigning a Test
<ol style="list-style-type: none"> <li>1. Under <b>Functions</b>, Click <b>Curriculum Standard</b></li> <li>2. Select Instructional Item Bank</li> <li>3. Select Standard and then CPI</li> <li>4. Click on the paper icon with a plus sign on it (when you roll over this icon with your mouse it says “ add new item to this standard.”)</li> <li>5. Follow the Question Wizard by selecting from the options displayed on each screen and click next to progress through the Wizard.               <ol style="list-style-type: none"> <li>a. Select Question Type</li> <li>b. Click Next</li> <li>c. Complete Multiple Choice Question Setup window</li> <li>d. Click Next</li> <li>e. Select or create Directions</li> <li>f. Select or create Group Material (passage/graphic)</li> <li>g. Type or cut &amp; paste Question (or to edit an existing test item – edit the text as needed)</li> <li>h. Type or cut &amp; paste Answer Selections</li> <li>i. Click Next</li> <li>j. Select correct answer</li> <li>k. Click <b>Finish</b></li> </ol> </li> <li>6. Write down Question ID to find the question later</li> <li>7. Verify Question exists at proper standard location and double-click to include on test</li> <li>8. Repeat as necessary</li> </ol>	<ol style="list-style-type: none"> <li>1. From MAIN click <b>Manage Assignments</b></li> <li>2. Click <b>Assign Test</b></li> <li>3. In the “Assign Test” box, click on test name to select test to be assigned</li> <li>4. In the “To” box, select the group(s)/student(s) for assignment</li> <li>5. In the “Options” box, enter start date, end date, enforce data/time if desired, and student view test results</li> <li>6. Click <b>Assign Test</b></li> <li>7. Screen refreshes and tells you that you have assigned test.</li> <li>8. Click <b>Done</b> and go back to assignment summary.</li> <li>9. Click <b>Main</b></li> </ol> <p><b>Note:</b> You cannot assign the same test to a student within the school year. If you attempt to do so, the system will remind you by giving an error message.</p> <p>In addition, if the test is assigned by a teacher, only s/he will be able to view the results.</p>
Exporting and Importing Learnia Tests	Accessing the Item Bank Answer Rational Report (available only for item bank tests)
<ol style="list-style-type: none"> <li>1. Click on the name of the test/folder to be copied</li> <li>2. Click <b>Export</b> (only available for the creator)</li> <li>3. Follow the instructions in the dialogue box for saving the test</li> <li>4. Send that file to another user and/or have that user log in to their access</li> <li>5. In the other person’s access, from MAIN click <b>Manage Folders</b></li> <li>6. Click <b>Edit</b> for the folder where the test will be imported to</li> <li>7. Click on the folder/level to add the test to</li> <li>8. On the right in the “Add Test” dialog box, click <b>Import</b></li> <li>9. Locate the test by clicking <b>Browse</b> Click <b>Import Test</b></li> </ol>	<ol style="list-style-type: none"> <li>1) Click <b>Reports Results</b></li> <li>2) Select type of report</li> </ol> <p><b>Reports to review;</b></p> <ul style="list-style-type: none"> <li>▪ Group Reports             <ul style="list-style-type: none"> <li>○ Item Rationale</li> </ul> </li> </ul> <p>All other reports are available for Item Bank tests as they are for ClassViews. Just select the appropriate folder, test(s), and the Instructional Item Bank standards for the respective subject.</p>