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## USER GUIDE

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*VERSION 5.7*

*NOVEMBER 2011*

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## GETTING STARTED

Welcome, and thank you for using Pearson Limelight. This User Guide will walk you through the technical requirements for this program, user instructions for full functionality of your assessment platform, and troubleshooting techniques. Our goal at Pearson is to support you every step of the way.

## WHO SHOULD USE THIS GUIDE

This User Guide is intended for district administrators, principals, teachers, and support specialists responsible for both monitoring and executing student academic intervention plans.

## MATRIX OF ROLES

User Account Type	Account-Level Rights
District Administrator	<ul style="list-style-type: none"> <li>• View testing results for subscription (all schools' assessment statistics)</li> <li>• View testing results reports for personal classes</li> <li>• Create tests and classes</li> <li>• Publish tests to schools and district</li> </ul>
School Administrator	<ul style="list-style-type: none"> <li>• View testing results for subscription (school's assessment stats)</li> <li>• View testing results reports for personal classes</li> <li>• Create tests and classes</li> <li>• Publish tests to school and classes</li> </ul>
Teacher	<ul style="list-style-type: none"> <li>• Create tests and classes</li> <li>• Share tests with school</li> <li>• View testing results reports for personal classes</li> </ul>
Student	<ul style="list-style-type: none"> <li>• Take assigned tests</li> <li>• Take self-tests to practice assessments</li> </ul>

## ABOUT PEARSON

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Pearson, the global leader in education and education technology, reaches and engages today's digital natives with effective and personalized learning, as well as dedicated professional development for their teachers. This commitment is demonstrated in our investment in innovative print and digital education materials for Pre-K through professional learning, student information systems and learning management systems, teacher development, career certification programs and testing and assessment products that set the standard for the industry.

Pearson's comprehensive offerings help inform targeted instruction and intervention so that success is within reach of every student at every level of education.

Pearson provides products and services to deliver mission-critical information to decision-makers at all levels in the education system:

- Students
- Parents
- Teachers
- Psychologists, speech pathologists and medical professionals
- School administrators
- Local, state and federal government agencies
- National influencers on education reform and accountability
- Employers and human resources professionals






Pearson's other primary businesses include the Financial Times Group and the Penguin Group.

## OUR MISSION

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Our mission is to improve teaching and promote life-long learning. We help students, families, educators and professionals use assessment, information, research and innovation to promote learning and personal development, advance academic achievement, improve instructional productivity, and transform educational communities.

## ICON LEGEND

<i>Icon</i>	<i>Description</i>
<u><i>Blue Italicized Underlined Text</i></u>	Indicates a link or button that can be clicked or a page feature that should be noted
<b>Bold Text</b>	Indicates an action that needs to be performed
	Functionality or process applies to <b>Administrators</b>
	Functionality or process applies to <b>Teachers</b>
	Functionality or process applies to <b>Students</b>
	Indicates area of interest or direction
	Items of note

## COMPUTER REQUIREMENTS

### MINIMUM TECHNICAL REQUIREMENTS

Please check that the computer has the following minimum system requirements before logging in, to ensure the system functions properly. Please note, these are the minimum requirements and a noticed degradation in performance may be experienced as the amount of data stored and accessed increases, especially when running reports or data queries.

#### Computer Requirements

PC	Macintosh
Windows <sup>®</sup> XP or later	OS 10.4 or later
233 MHz Pentium <sup>®</sup>	PPC/G3/G4 Processor
32 MB RAM	32 MB RAM
250 MB free hard drive space	250 MB free hard drive space

#### Internet Requirements

Windows OS Browsers	MAC Browsers
Internet Explorer <sup>®</sup> 8.0 or later	Safari <sup>®</sup> 4.0 or later
FireFox <sup>®</sup> 3.5 or later	FireFox 3.5 or later

## NETWORK REQUIREMENTS

Connectivity
DSL or cable modem
Dial-up connection <i>A dial-up connection can be used. However, some applications may not run properly.</i>

## TECHNICAL SUPPORT

Hotline: 877-324-2401

Email: [lmssupport@pearson.com](mailto:lmssupport@pearson.com)

Website: <https://powersource.pearsonschoolsystems.com/home/case/main.action>



## INTRODUCTION TO LIMELIGHT

Limelight is an intuitive online system that has been designed to support local district- and classroom-level assessment and reporting requirements.

### COMMON USER INTERFACE

The Limelight Education Desktop is a portal that allows delivery and access to education software for teachers and students. Users must use an Internet-enabled computer to access the resources available on the desktop.

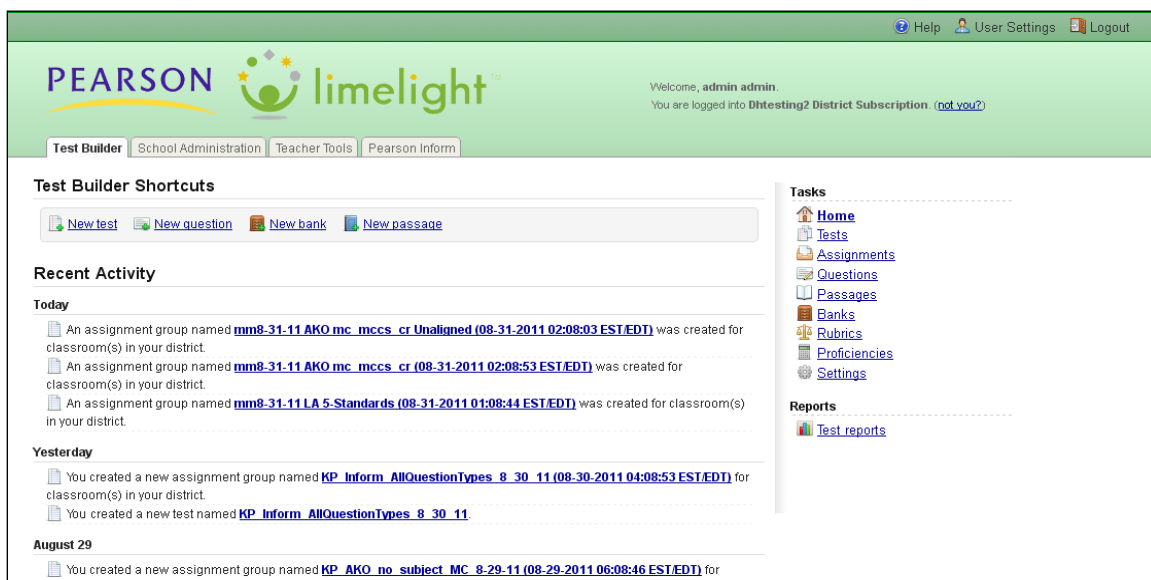


Figure 1 - Limelight Home Page

## LOG-IN INFORMATION

Each customer has a unique URL for Limelight and each end user must use his or her unique username and password to access (log in to) the system. The Subscription ID identifies the Education Desktop that will be accessed. Generally it is associated with the name of the school, district or facility, and is included as part of the URL. Only authorized users will be able to access the web portal page.

### LOG IN TO THE EDUCATION DESKTOP

1. To get to the proper login page, you will have to **Enter** the following:
2. <https://ASSIGNEDSUBSCRIPTIONID.pearsonlearnia.com>

*Example:*

Assigned Subscription ID: *LSC*  
 On the Browser Address Line enter:  
<https://LSC.pearsonlearnia.com>

3. **Bookmark** this page to make it easier to find next time you log in.
4. Once the login page opens to your Subscription ID, each administrator, teacher, vendor or student will be prompted to **Enter** log-in information. There are two fields: *Username* and *Password*.
  - The *Username* is generally the first initial and first 8 characters of the last name of the user. However, this field accepts a maximum of 64 characters.
  - The *Password* allows users to individually log in.
5. **Click** the [Login](#) button.

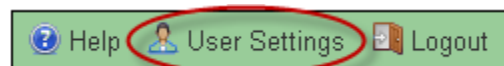
### USER SETTINGS



#### PASSWORD MANAGEMENT

The [User Settings](#) icon in the upper right corner of Limelight allows you to change your own password. For most subscriptions, only Teachers and Administrators have the ability to change their passwords, unless it was decided during subscription setup to allow Student-level accounts to change their own passwords. (The Administrator can set the application to allow students to change their own passwords.)


To change passwords click the [User Settings](#) icon on the top right of the screen. A user must

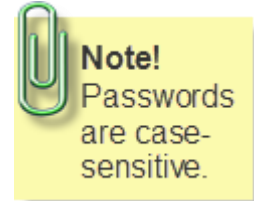



know his or her old password in order to change it. Users can change their passwords as often or as rarely as they like.

Individuals who have a Teacher-level login who do not know their passwords can request a password reset from their Administrator. Teachers can reset Student-level account passwords using the Teacher Tools, but only Administrators can reset Teacher passwords.

## CHANGE YOUR PASSWORD

- A. Click the [User Settings](#)  icon.
- B. Enter the current password in the [Current password](#) field.
- C. Enter the new password in the [New password](#) field.
- D. Enter the new password again in the [Confirm password](#) field.
- E. Click the [Submit](#) button.
- F. The screen will display a confirmation message stating the password has been updated.
- G. Click the [Test Builder](#) tab to return to the home page.



 **Your password**

**Current password**  
 Using a password with a number or that isn't a simple word will help protect your account.


**New password**

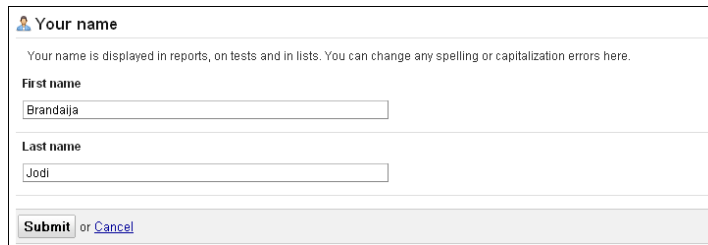
**Confirm password**

or [Cancel](#)

Figure 2: User Settings Page — Change Your Password

## EDIT YOUR NAME

- A. Click the [User Settings](#)  [Help](#) [User Settings](#) [Logout](#) Icon.
- B. Enter/change the [First name](#) field.
- C. Enter/change the [Last name](#) field.
- D. Click the [Submit](#) button.
- E. The screen will display a confirmation message stating your name has been updated.
- F. Click the [Test Builder](#) tab to return to the home page.



**Your name**

Your name is displayed in reports, on tests and in lists. You can change any spelling or capitalization errors here.

**First name**

Brandaija

**Last name**

Jodi

**Submit** or [Cancel](#)

Figure 3: User Settings Page — Edit Your Name

## GETTING HELP



[Help](#) is available via the [Help](#) icon in the top right corner of the Education Desktop.



These [Help](#) features are available:

- A. [Limelight User Guide](#)
- B. [Limelight Quick Reference Guide](#)
- C. [Limelight Directions for Administration](#)
- D. [Video Tutorials](#)
- E. [Home Link \(Provides Access to Support Tools\)](#)

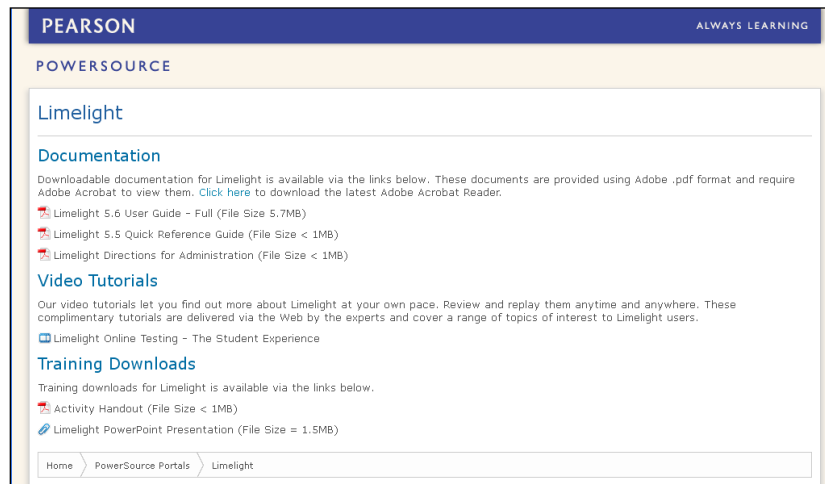
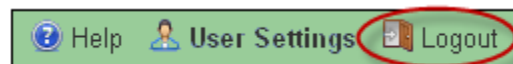


Figure 4: Help Page

## LOGGING OUT



All applications open in a new window or a tabbed window. To exit completely from the software, close the window or tabbed window. The Education Desktop will continue running behind the opened software in its original window. To completely close out of the Education Desktop, click the [Logout](#) button in the upper right corner of the screen.



The Education Desktop does time-out and automatically log-out the account after six (6) hours of non-activity. This time-out will occur even if you have launched a resource and have been working in the resource without going back to the Education Desktop. If you have been working in one resource for over 6 hours, go back to the Education Desktop and launch another window. You may get the message that you are logged out; just open another browser window and log in to the Education Desktop, which will re-launch the resource.

## TEST BUILDER HOME

[Test Builder](#) provides an intuitive online environment for creating, delivering and assessing practice tests. Delivered through the Education Desktop, [Test Builder](#) delivers formative, standards-based practice tests for state-mandated tests in reading, mathematics, science, social studies and writing for grades 3 through high school.

Once logged in to Limelight, the [Test Builder Home Page](#) is displayed. If you are logged in as an Administrator, you will see four (4) navigation tabs across the top of your page: [Test Builder](#), [School Administration](#), [Teacher Tools](#) and [Inform](#). Individuals with Teacher-level access will only see three (3) navigation tabs: [Test Builder](#), [Teacher Tools](#) and [Inform](#).

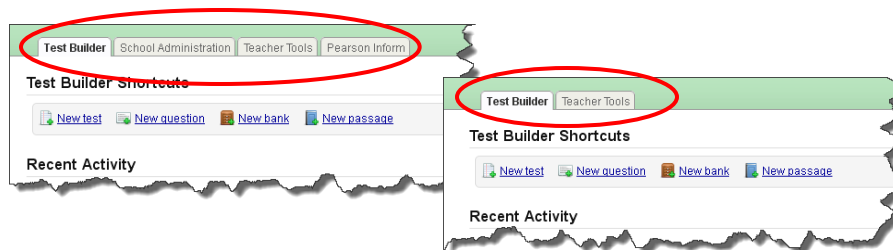


Figure 5: The Test Builder Home Pages

## SHORTCUTS

From the [Test Builder](#) home page, links to the most frequently used functions are available: [New test](#), [New question](#), [New bank](#) and [New passage](#). Clicking on either of these links will take you directly to those tasks.

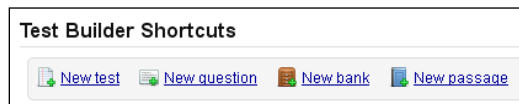


Figure 6: Test Builder Shortcuts

## RECENT ACTIVITY





A list of recent activities is also located on the [Test Builder](#) home page. This list will show tests that have been recently created, published and/or assigned.

### Recent Activity


---

**Today**

-  An assignment group named [mm8-31-11 AKO mc\\_mccs\\_cr Unaligned \(08-31-2011 02:08:03 EST/EDT\)](#) was created for classroom(s) in your district.
-  An assignment group named [mm8-31-11 AKO mc\\_mccs\\_cr \(08-31-2011 02:08:53 EST/EDT\)](#) was created for classroom(s) in your district.
-  An assignment group named [mm8-31-11 LA 5-Standards \(08-31-2011 01:08:44 EST/EDT\)](#) was created for classroom(s) in your district.

---

**Yesterday**

-  You created a new assignment group named [KP Inform AllQuestionTypes 8 30 11 \(08-30-2011 04:08:53 EST/EDT\)](#) for classroom(s) in your district.
-  You created a new test named [KP Inform AllQuestionTypes 8 30 11](#).

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**August 29**


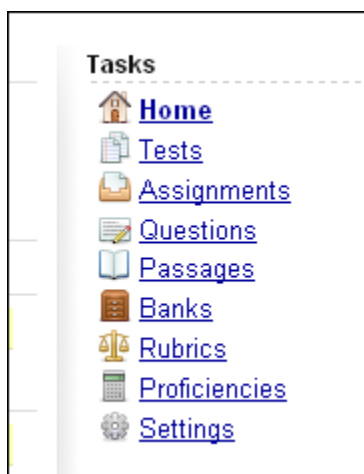
-  You created a new assignment group named [KP AKO no subject MC 8-29-11 \(08-29-2011 06:08:46 EST/EDT\)](#) for

Figure 7: Test Builder Recent Activity List

## TEST BUILDER TASKS

Located on the right side of the [Test Builder](#) home page is the [Tasks](#) menu. These menu links will access the various pages that contain the functions needed to support your assessment and reporting program. These links are:



- [Home](#)
- [Tests](#)
- [Assignments](#)
- [Questions](#)
- [Passages](#)
- [Banks](#)
- [Rubrics](#)
- [Proficiencies](#)
- [Settings](#)

Figure 8: Tasks Menu

## TESTS



- To access the [Test management](#) page, **click** on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

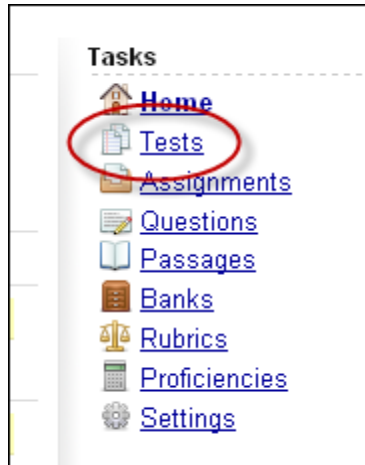


Figure 9: Tests Link in Tasks Menu

- The [Test management](#) page will then display. The [Test management](#) page contains two links and a list of tests.

The screenshot shows the "Test Management" page. At the top, there are two links: "Create a new test" and "Create an answer key only test". Below these are filter options: "Show all tests types" (dropdown), "from my tests" (dropdown), "in all banks" (dropdown), "for all subjects" (dropdown), "in grade all grades" (dropdown), and a "Go" button. A "Filter results" input field is also present. The main content is a table with the following columns: Name, Bank, Type, Grade, Subject, Date, and a status column with icons.

<input type="checkbox"/>	Name	Bank	Type	Grade	Subject	Date	
<input type="checkbox"/>	<a href="#">KP AKO no subject MC 8-29-11</a>	KP Bank	AKO	4th	—	08/29/11	✓ 📄 🗑️
	<a href="#">KP AKO no subject MC 8-29-11 (08-29-2011 06:08:46 EST/EDT) (d)</a>						
<input type="checkbox"/>	<a href="#">kp inform CR MC 8 23 11</a>	KP Bank	Standard	4th	Math	08/24/11	✓ 📄 🗑️
	<a href="#">kp inform CR MC 8 23 11 (08-24-2011 04:08:23 EST/EDT) (d)</a>						
<input type="checkbox"/>	<a href="#">KP AKO Inform 8 29 11</a>	KP Bank	AKO	4th	Math	08/29/11	✓ 📄 🗑️
	<a href="#">KP AKO Inform 8 29 11 (08-29-2011 05:08:41 EST/EDT) (d)</a>						
<input type="checkbox"/>	<a href="#">KP AKO no ungraded 8 29 11</a>	KP Bank	AKO	4th	Math	08/29/11	✓ 📄 🗑️

Figure 10: Test management page



## CREATE A NEW TEST



The first step in creating a test is identifying and gathering the questions. From there, the test will be previewed and either modified or saved.

Once the [Create a new test](#) link is selected, the [Find questions for a test](#) screen will display. This screen has three (3) navigational tabs available for finding questions: [Select by indicator](#), [Select by passage](#) or [Select by bank](#).

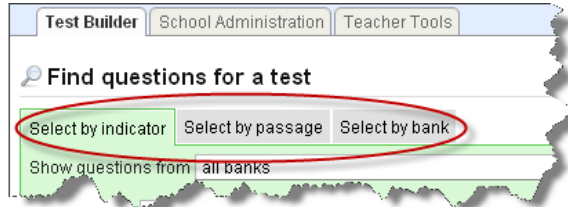


Figure 11: Find Questions for a Test — Navigational Tabs

## CREATE A NEW TEST USING SELECT BY INDICATOR



1. To access the Tests page, **click** on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. From the [Test Builder Test management](#) page, **click** on the [Create a new test](#) link.



Figure 12: Create a New Test

3. The [Find questions for a test](#) screen will display.

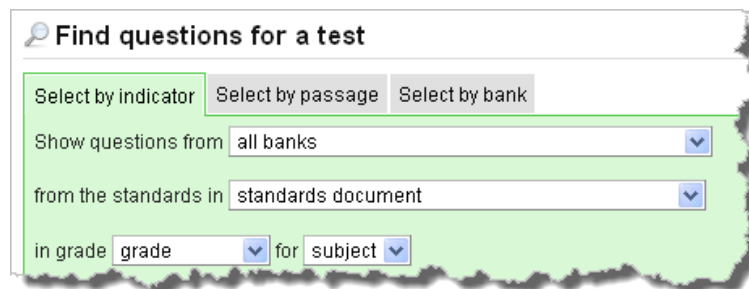






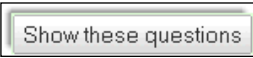


Figure 13: Find Questions for a Test — Select By Indicator Tab

4. If it isn't already selected, **click** on the [Select by indicator](#) tab.
5. **Click** on the [Show questions from](#) drop-down arrow  to view the available banks.

6. **Select** the name of the desired bank or [all banks](#).
7. **Click** on the [from the standards in](#) drop-down arrow  to view the available standards documents.
8. **Select** the name of the desired standards document.
9. **Click** on the [in grade](#) drop-down arrow  to view a list of grade choices.
10. **Select** the desired grade.
11. **Click** on the drop-down arrow  for [subject](#) to view the available subjects.
12. **Select** the desired subject.
13. The screen refreshes with a standards tree that aligns to the elements selected.
14. **Expand** the standards tree by **clicking** on the plus sign  to the left of each checkbox. The interface displays the number of items and resources available at each selection level.
15. **Click** the checkbox  next to the desired item to select it.
16. **Select** the checkbox to filter for questions with reading passages if applicable.
 

Only show questions with reading passages
17. **Select** as many as desired in the same manner.
18. **Click** the  button.
19. The available questions will display.

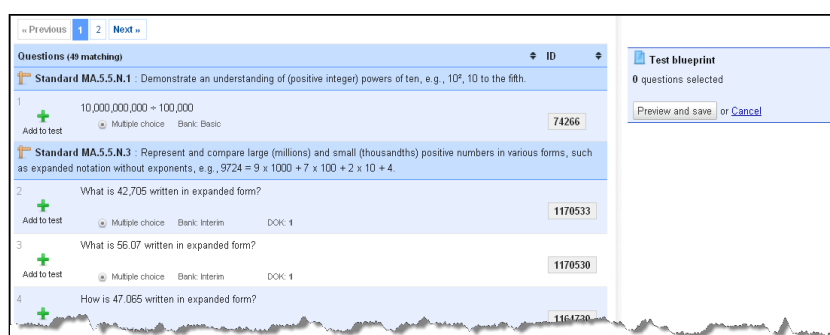
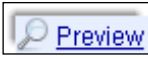
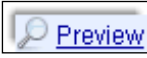




Figure 14: Available Aligned Questions

20. **Place** your cursor over a question and the  link will display.
21. **Click** on the  link to preview the question.
22. The [Question preview](#) pop-up window will display. **Scroll** down by using the scroll bar on the right to view associated metadata and alignments for this question. **Use** the [back](#) 

and [next](#)  arrows to navigate forward and backward through multiple questions.

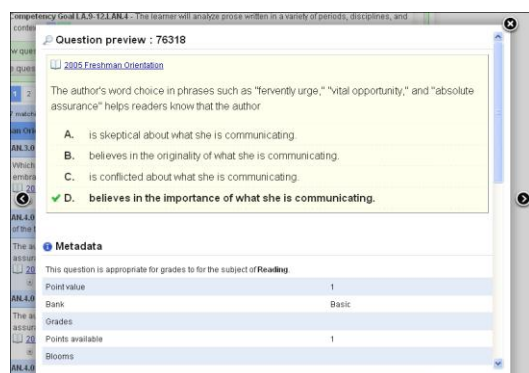


Figure 15: Question preview Pop-up Window

- a. If the question is associated with a passage, **click** on the passage link to preview it.

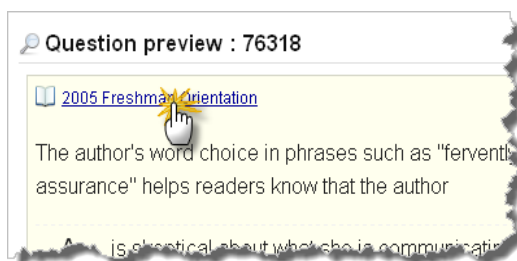



Figure 16: View the Reading Passage for this Question

23. Close the [Question preview](#) by **clicking** the  button.

24. **Click** the  link to add the question to the test.

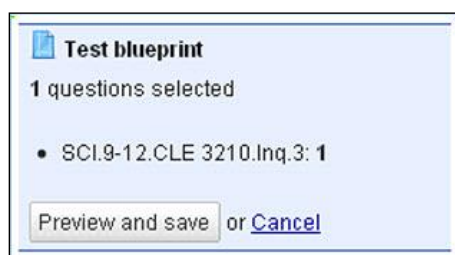
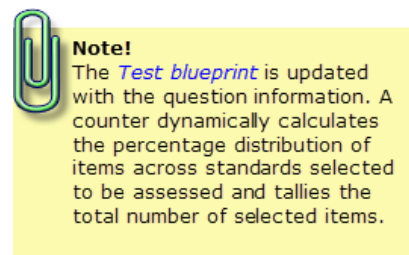
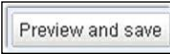


Figure 17: Test Blueprint



25. **Continue** to add questions to the test in the same manner until all desired questions have been selected.

26. In the [Test blueprint](#) section of the page, **click** the  button.

27. The [Test preview](#) page will display with [Question ordering](#) and [Testing session](#) areas.

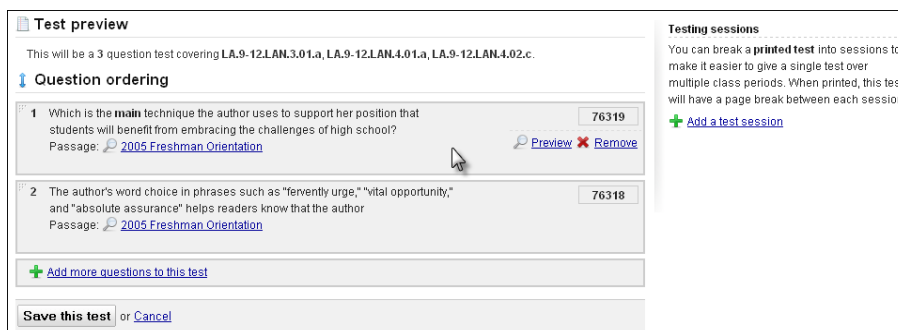




Figure 18: Test preview Page

28. Place the cursor over the first question. A red  will display. If desired, **click** the red  to delete the question from the test.

29. If desired, **click and drag** questions to reorder them.

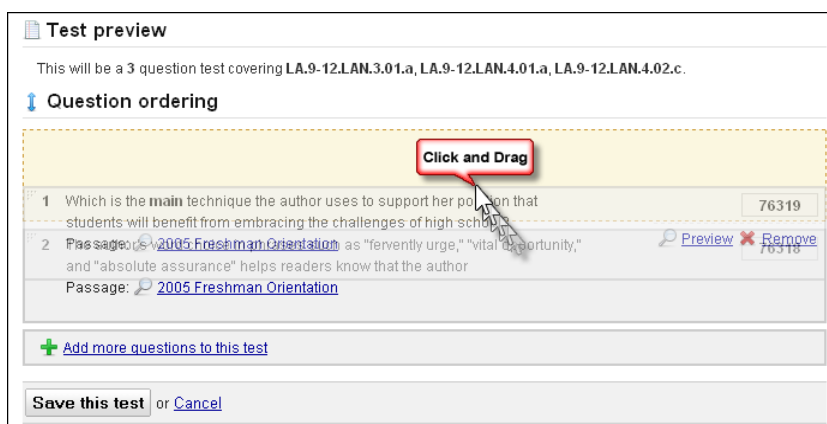






Figure 19: Click and drag to reorder test questions

30. **Clicking** on the  link will return the user to the [Find questions for a test](#) page, where more questions can be added using the same process.
31. You can break a **printed test** into sessions to make it easier to give a single test over multiple class periods. When printed, this test will have a page break between each session.
- Under Testing** sessions, **click** the  link.
  - Click** on the drop-down  arrow to select the question number on which **Session 1** will end.

- c. Click the **red** minus sign to remove the session.

Figure 20: Adding a test session to a printed test




- d. Continue to add as many test sessions as desired.


32. Clicking the  link will return the user to the [Your tests](#) page and the test will not be saved.

33. Click the  button to name and save your test.

34. The [Save this test](#) page will display.

Figure 21: Save this Test Page

35. Click in the [Title](#) field and **type** a unique name for the test.
36. Click in the [A brief description](#) field and **type** a description.
37. Click the [Test category](#) drop-down arrow  and **select** the desired test type from the list.
38. Click the [Subject](#) drop-down arrow  and **select** the desired subject from the list.
39. Click the [Grade](#) drop-down arrow  and **select** the desired grade from the list.



 **Note!**  
Symbols such as &, #, %, and quotation marks are not allowed in the [Title](#) field.

40. **Select** the appropriate [Bank](#) dial button to use an existing bank or to create a new bank.

1. **Click** the drop-down arrow  to select an existing bank.

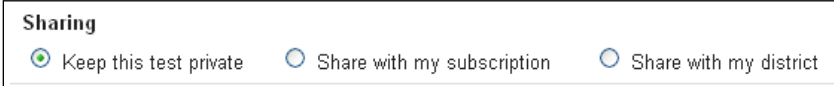
or

2. **Click** in the text field and **type** a unique name to create a new bank.

41. **Click** the [Proficiency profile](#) drop-down arrow  and **select** the desired proficiency profile from the list. **Click** on the  [Preview](#) link to preview the profile prior to selection.



42. **Click** in the [Instructions](#) field and **type** detailed instructions for this test.

43. Select the appropriate dial button to keep the test private or share the test with the subscription or district.

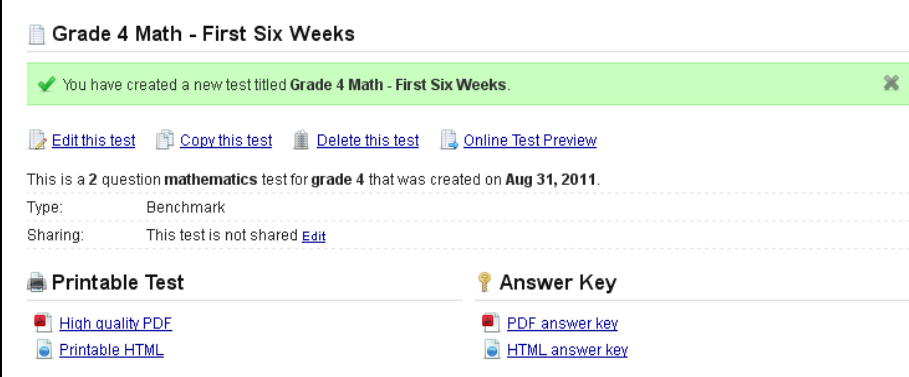


The image shows a 'Sharing' section with three radio button options: 'Keep this test private' (selected), 'Share with my subscription', and 'Share with my district'.

Figure 22: Sharing Options

45. **Click** the  button to save this test. **Clicking** the  link will return the user to the [Your tests](#) page and the test will not be saved.

46. A confirmation page will display.



The image shows a confirmation page for a new test titled 'Grade 4 Math - First Six Weeks'. It includes a success message, a list of actions (Edit, Copy, Delete, Preview), test details (2 questions, mathematics, grade 4, benchmark, created Aug 31, 2011), and options for printable test and answer key (PDF and HTML).

Figure 23: Confirmation Page for Creating a new Test

## CREATE A NEW TEST USING SELECT BY PASSAGE








1. To access the Tests page, **click** the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. From the [Test Builder Test management](#) page, **click** on the [Create a new test](#) link.



Figure 234: Create a New Test

3. The [Find questions for a test](#) screen will display.
4. **Click** on the [Select by passage](#) tab.

Figure 25: Select by Passage Page

5. **Click** the [Show passages from](#) drop-down arrow  to view the available banks.
6. **Select** the name of the desired bank or *all banks*.
7. **Click** the [for](#) drop-down arrow  to view the available subjects.
8. **Select** the name of the desired subject.
9. **Click** the [in grade](#) drop-down arrow  to view a list of grade choices.
10. **Select** the desired grade.
11. **Click** the [in classification](#) and [of type](#) drop-down arrows  to view lists of passage classification and type choices.
12. **Select** the name of the desired classification and type.
13. **Click** the  button.

14. The screen refreshes with a preview window of passages to choose from that match the elements selected.

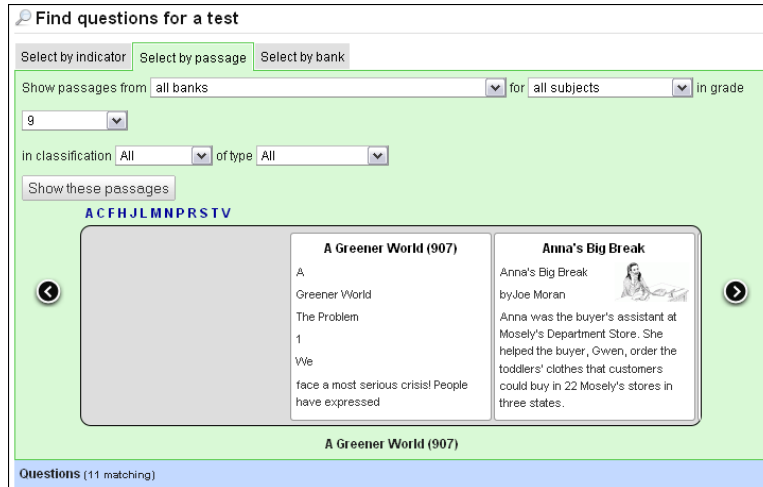





Figure 26: Available Passages

15. The passages can be searched in one of two ways.
16. Click the [Next](#)  or [Back](#)  arrows to scroll through a list of thumbnails.
17. Click on a desired letter in the alphabetical list  to locate a desired passage by the first letter in the title.
18. Click on the thumbnail of the desired passage to preview it.

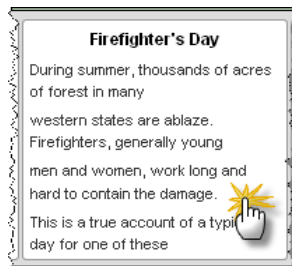




Figure 27: Click passage thumbnail to select



19. The [Passage preview](#) pop-up window will display. **Scroll** down by using the scroll bar on the right to view associated reading level information for this question. Use the   arrows to navigate forward and backward through the preview of multiple passages.

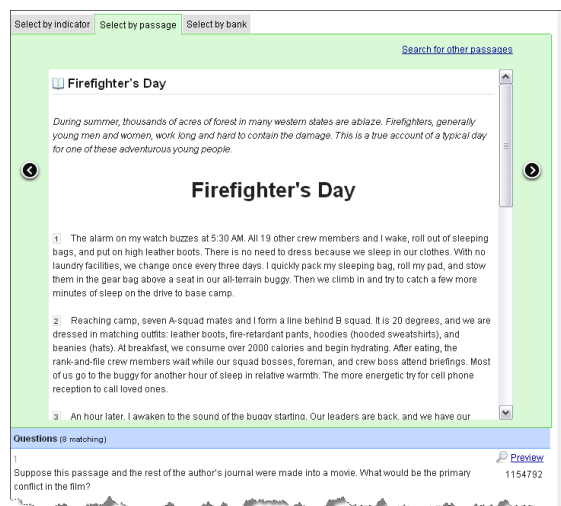







Figure 28: Passage Preview Pop-up Window

20. A list of associated questions display below the passage. Click the  link to preview a question.
21. The [Question preview](#) pop-up window will display. **Scroll** down by using the scroll bar on the right to view associated Metadata and Alignments for this question. Use the   arrows to navigate forward and backward through the preview of multiple questions.
22. If the question is associated with a passage, **click** on the [View the reading passage for this question](#) link to preview it.
23. Close the [Question Preview](#) pop-up window by **clicking** the  button.
24. **Click** the  link to add the question to the test. The [Test blueprint](#) is updated with the question information and the chosen question is highlighted in pink.

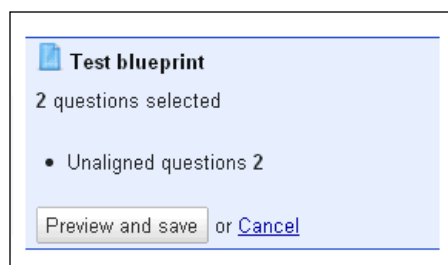


Figure 249: Test Blueprint

25. **Continue** to add questions to the test in the same manner until all desired questions have been selected.

26. If additional passages are desired, click the [Search for other passages](#) link and repeat the selection process.

27. In the [Test blueprint](#) section of the page, click the [Preview and save](#) button.

28. The [Question ordering](#) page will display.

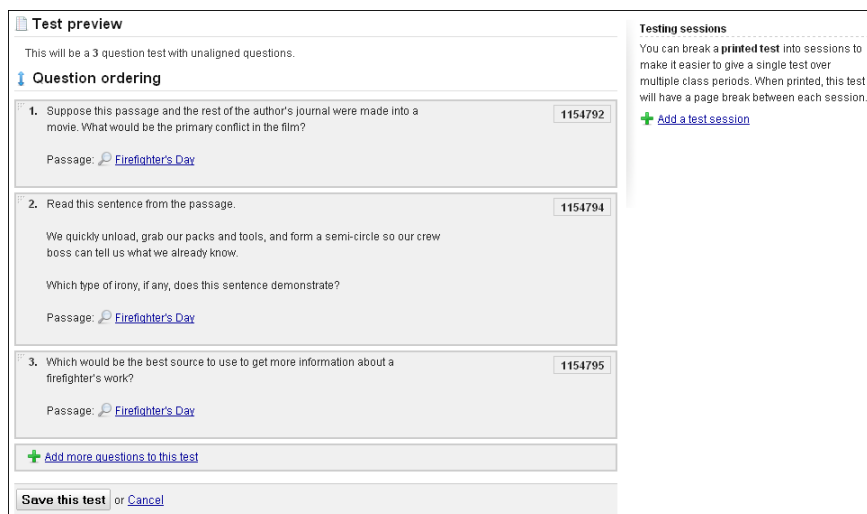




Figure 30: Question ordering Page

29. Place the cursor over the first question. A red  will display. If desired, click the red  to delete the question from the test.

30. Click and drag questions to reorder them.

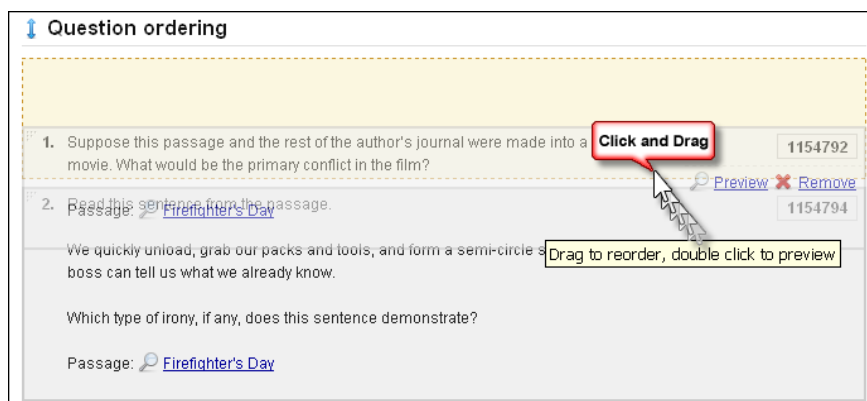



Figure 31: Click and Drag to reorder questions

31. You can break a **printed test** into sessions to make it easier to give a single test over multiple class periods. When printed, this test will have a page break between each session.

a. [Under Testing](#) sessions, click on the [+ Add a test session](#) link.

- b. Click the drop-down  arrow to select the question number on which **Session 1** will end.
- c. Click the **red** minus sign to remove the session.

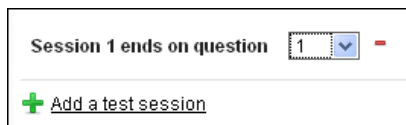


Figure 32: Adding a test session to a printed test

- d. Continue to add as many test sessions as desired.

32. The [Save this test](#) page will display.

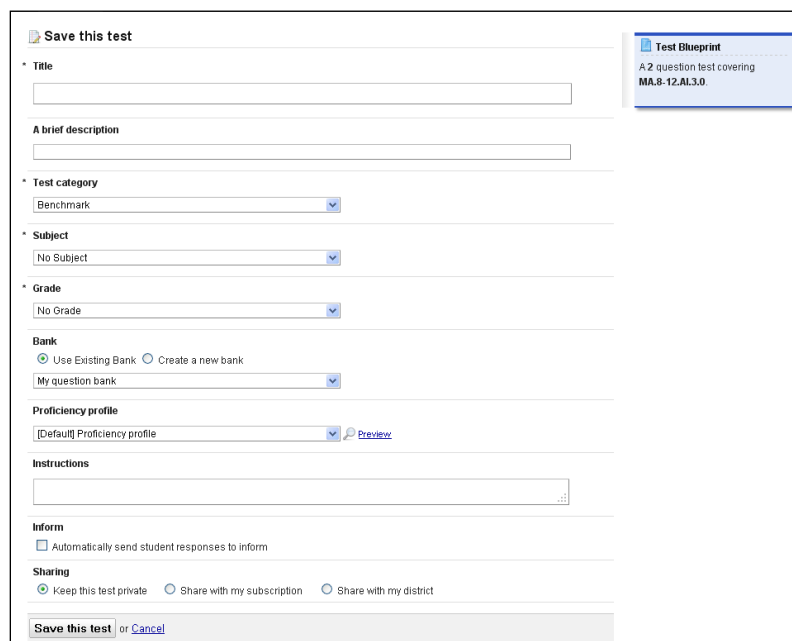







Figure 33: Save this Test Page

33. Click in the [Title](#) field and **type** a unique name for the test.
34. Click in the [A brief description](#) field and **type** a description.
35. Click the [Test category](#) drop-down arrow  and **select** the desired test type from the list.
36. Click the [Subject](#) drop-down arrow  and **select** the desired subject from the list.
37. Click the [Grade](#) drop-down arrow  and **select** the desired grade from the list.
38. **Select** the appropriate [Bank](#) dial button to use an existing bank or to create a new bank.
47. Click the drop-down arrow  to select an existing bank.

or

**Note!**  
Symbols such as &, #, %, and quotation marks are not allowed in the [Title](#) field.

48. **Click** in the text field and **type** a unique name to create a new bank.
39. **Click** in the [Instructions](#) field and **type** detailed instructions for this test.
40. **Click** the [Proficiency profile](#) drop-down arrow  and **select** the desired proficiency profile from the list. **Click** on the [Preview](#) link to preview the profile prior to selection.
41. **Click** in the [Instructions](#) field and **type** detailed instructions for this test.
42. Select the appropriate dial button to keep the test private or share the test with the subscription or district.

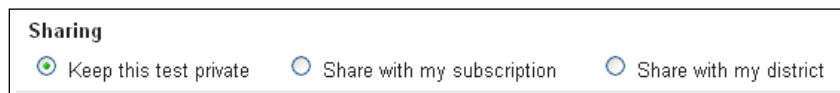


Figure 34: Sharing Options

43. **Click** the **Save this test** button to save this test. **Clicking** the [Cancel](#) link will return the user to the [Your tests](#) page and the test will not be saved.
44. A confirmation page will display.

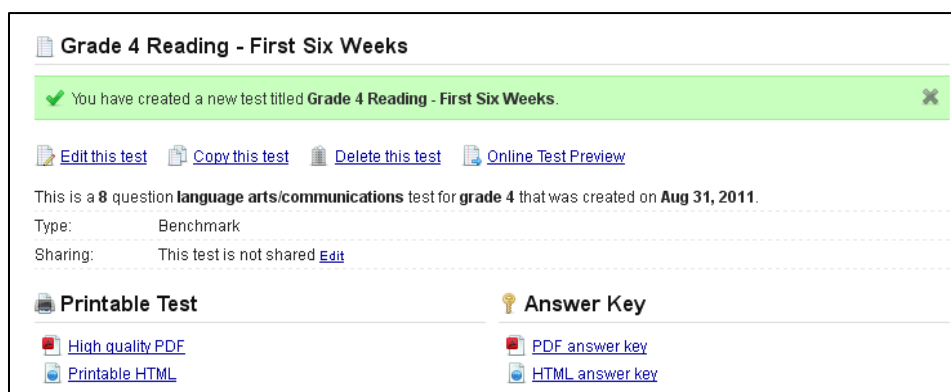


Figure 35: Confirmation Page for Creating a new test

## CREATE A NEW TEST USING EXISTING QUESTIONS IN A BANK

- To access the Tests page, **click** on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
- From the [Test Builder Test management](#) page, **click** on the [Create a new test](#) link.



Figure 36: Create a New Test

- Click on the [Select by bank](#) tab.

Find questions for a test

Select by indicator   Select by passage   **Select by bank**

Show the questions  in all banks  for




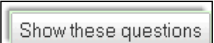
all subjects  in grade all grades

Only show questions with reading passages

Only show questions with no alignments

Show these questions

Figure 37: Select by Bank page

- The [Select by bank](#) screen will display.
- Click the [Show the questions](#) drop-down arrow  to choose from [Show the questions](#) or [Show questions with the id\(s\)](#).
- Select the name of the desired bank or *all banks*.
- Click the [for](#) drop-down arrow  to view the available subjects. Select the name of the desired subject.
- Click the [in grade](#) drop-down arrow  to view a list of grade choices. Select the desired grade.
- Click the options to show only questions with reading passages and/or only questions with no alignments.
- Click the  button and the screen refreshes with a list of questions matching the elements selected.

Test Builder   School Administration   Teacher Tools   Inform

Find questions for a test

Select by indicator   Unaligned questions   **Select by bank**

Show the questions  in Classroom  for Math  in grade

7

Only show questions with reading passages

Only show questions with no alignments

Show these questions

« Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48

49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72




73 Next »

Questions (3649 matching) ID

1

To make their peanut butter candy, Brown's Candy Company uses this equation to find  $y$ , the number of pounds of sugar to add to  $x$ , the number of pounds of peanut butter. 1166864

Figure 25: Questions from a Selected Bank

11. Click the  [Preview](#) link to preview the question.
12. The [Question preview](#) pop-up window will display. **Scroll** down by using the scroll bar on the right to view associated metadata and alignments for this question. Use the   arrows to navigate forward and backward through the preview of multiple questions.

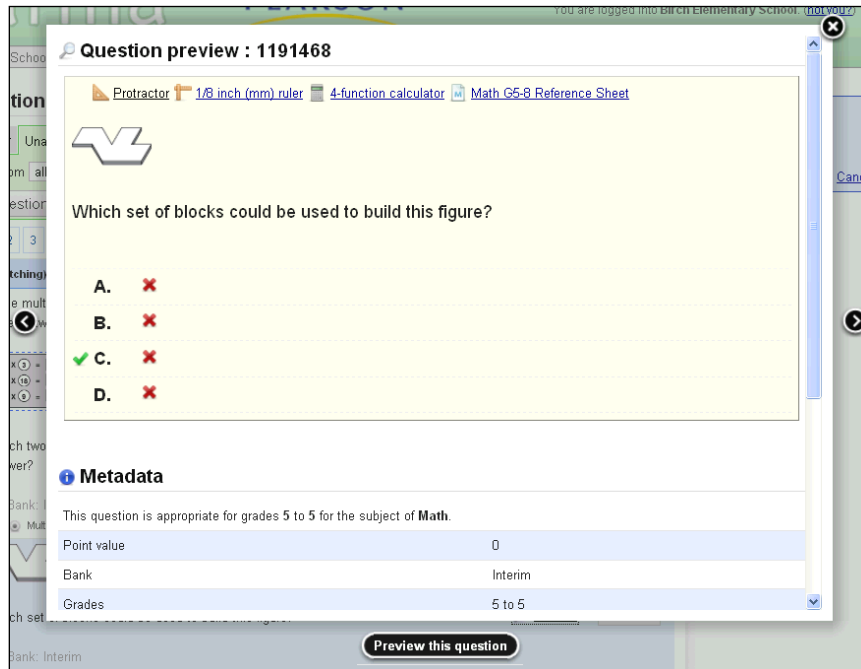




Figure 26: Question Preview Pop-up

13. If the question is associated with a passage, **click** on the [View the reading passage for this question](#) link to view the passage.
14. Close the [Question preview](#) pop-up window by **clicking** the  button.
15. **Click** the  [Add to test](#) link to add the question to the test. The [Test blueprint](#) is updated with the question information.

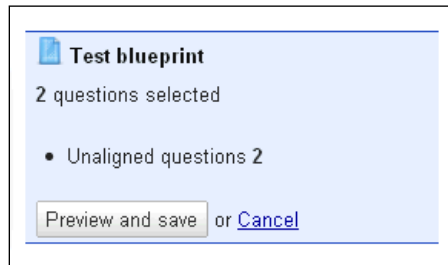





Figure 40: Test Blueprint

16. **Continue** to add questions to the test in the same manner until all desired questions have been selected.

17. In the *Test blueprint* section of the page, click the  button.

18. The *Question ordering* page will display.

Figure 41: Question ordering Page

19. Place the cursor over the first question. A red  will display. If desired, click the red  to delete the question from the test.

20. Click and drag questions to reorder them.

**Question ordering**

1. The sodium content of a real cheese and a cheese substitute are shown in the plots below. 75623  
[Preview](#) [Remove](#)

**Sodium Content of Cheeses**

Number of Milligrams

0 42 84 126 168 210 252 294 336 378 420

Cheese Substitute


Real Cheese


2. What is the slope-intercept form of the equation  $8x - y = 24$ ? 75624  
 Which statement **best** describes the sodium content of the two types of cheese?

[+ Add more questions to this test](#)

Figure 42: Click and Drag to reorder questions

21. You can break a **printed test** into sessions to make it easier to give a single test over multiple class periods. When printed, this test will have a page break between each session.

- a. [Under Testing](#) sessions, click on the [+ Add a test session](#) link.
- b. Click the drop-down  arrow to select the question number on which **Session 1** will end.
- c. Click the **red** minus sign to remove the session.

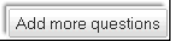

Session 1 ends on question  

[+ Add a test session](#)

Figure 43: Adding a test session to a printed test

- d. Continue to add as many test sessions as desired.







22. Click the  button.

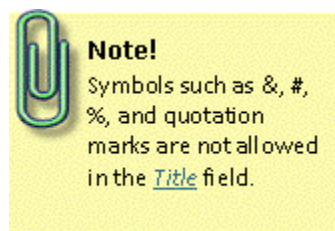
- a. Clicking the  button will return the user to the [Find questions for a test](#) page, where more questions can be added using the same process.
- b. Clicking the  link will return the user to the [Your tests](#) page and the test will not be saved.




23. The [Save this test](#) screen will display.

Figure 44: Save this Test Page

24. Click in the [Title](#) field and **type** a unique name for the test.
  - a. Note: All tests must have a unique title.
25. Click in the [A brief description](#) field and **type** a description for this test.
26. Click the [Test category](#) drop-down arrow  and **select** the desired test type from the list.
27. Click the [Subject](#) drop-down arrow  and **select** the desired subject from the list.
28. Click the [Grade](#) drop-down arrow  and **select** the desired grade from the list.
29. **Select** the appropriate [Bank](#) dial button to use an existing bank or to create a new bank.
  - a. Click the drop-down arrow  to select an existing bank.
  - or
  - b. Click in the text field and **type** a unique name to create a new bank.
30. Click the [Proficiency profile](#) drop-down arrow  and **select** the desired proficiency profile. Click the  link to preview the profile prior to selection.
31. Click in the [Instructions](#) field and **type** instructions for taking this test.



32. Click the [Proficiency profile](#) drop-down arrow  and select the desired proficiency profile from the list. Click on the [Preview](#) link to preview the profile prior to selection.
33. Click in the [Instructions](#) field and type detailed instructions for this test.
34. Select the appropriate dial button to keep the test private or share the test with the subscription or district.

**Sharing**

Keep this test private  
  Share with my subscription  
  Share with my district

Figure 45: Sharing Options

35. Click the [Save this test](#) button to save this test. Clicking the [or Cancel](#) link will return the user to the [Your tests](#) page and the test will not be saved.
36. A confirmation page will display.

**Grade 4 Math - First Six Weeks**

✔ You have created a new test titled **Grade 4 Math - First Six Weeks**. ✕

[Edit this test](#)  
 [Copy this test](#)  
 [Delete this test](#)  
 [Online Test Preview](#)

This is a 2 question **mathematics** test for **grade 4** that was created on **Aug 31, 2011**.

Type:                      Benchmark

Sharing:                  This test is not shared [Edit](#)

---

**Printable Test**

[High quality PDF](#)  
[Printable HTML](#)

**Answer Key**

[PDF answer key](#)  
[HTML answer key](#)

Figure 46: Confirmation Page for Creating a new test

## CREATE AN ANSWER KEY ONLY TEST



1. From the [Test Builder Test management](#) page, click on the [Create an answer key only test](#) link.

[Test Builder](#)  
 [School Administration](#)  
 [Teacher Tools](#)  
 [Inform](#)

**Test management**

[Create a new test](#)  
 [Create an answer key only test](#)

Show [all tests types](#) from [all collections](#) in [all banks](#)

for [all subjects](#) in grade [all grades](#) [Go](#)

[Filter results](#)

Figure 47: Create an Answer Key Only Test Link

2. The [Create an answer key only test](#) page will display.

**Create an answer key only test**

**Test title**

Select a name that will be recognized by your bank admins, tutors and teachers.

**Subject**  
 No Subject

**Grade**  
 P

**Bank**  
 My question bank

**Proficiency profile**  
 Default Proficiency profile [Preview](#)

1.  A  B  C  D SOC 3.3.02

2.  A  B  C  D SOC 3.3.01

3.  A  B  C  D SOC 3.3.01

4.  A  B  C  D SOC 3.5.02

5.  A  B  C  D SOC 3.5.02

6.  Points Available SOC 3.4

7.  Points Available SOC 3.4.01

8.  Points Available SOC 3.4.02

9.  Points Available SOC 3.4.02

10.  A  B  C  D SOC 3.5

11.  A  B  C  D SOC 3.5.01

**Add to**  **Multiple-Choice**

**Inform**  
 Automatically send student responses to inform

or


**Tools**  
[Home](#)  
[Tests](#)  
[Assignments](#)  
[Questions](#)  
[Passages](#)  
[Banks](#)  
[Rubrics](#)  
[Proficiencies](#)  
[Settings](#)

**Reports**  
[Test reports](#)

Figure 48: Create an Answer Key Only Test Page


3. Click in the [Test title](#) field and **type** a unique name for the test.

- Note: All tests must have a unique title.


4. Click the [Subject](#) drop-down arrow  and **select** the desired subject from the list.


5. Click the [Grade](#) drop-down arrow  and **select** the desired grade from the list.

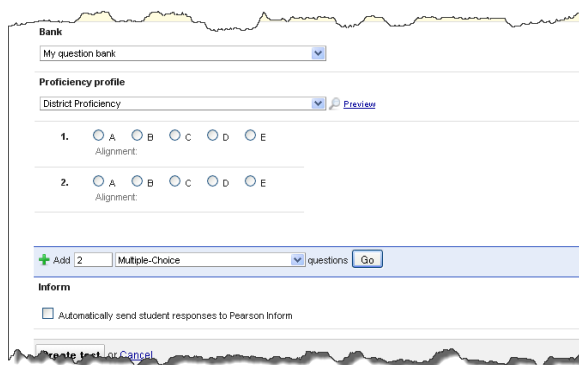
6. Click the [Bank](#) drop-down arrow  and **select** the desired grade from the list.

7. Click the [Proficiency profile](#) drop-down arrow  and **select** the desired proficiency profile. Click on the [Preview](#) link to preview the profile prior to selection.

8. Click in the [Add](#) field and **type** the number of questions needed for the test (defaults to 10).

9. Click the question type drop-down arrow  and **select** the type of question.

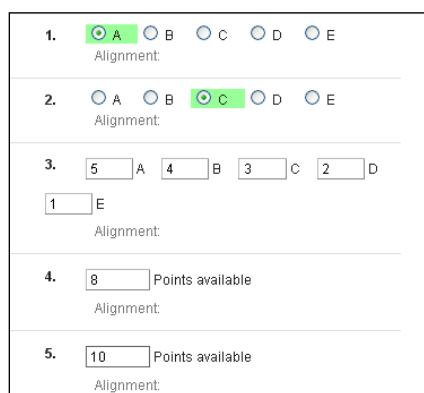
10. Click the  button and the screen will refresh with the questions added. Repeat the steps to add multiple question types and amounts.



The screenshot shows a web interface for adding questions to an AKO Test. At the top, there is a 'Bank' section with a dropdown menu set to 'My question bank'. Below that is the 'Proficiency profile' section with a dropdown menu set to 'District Proficiency' and a 'Preview' link. The main area contains two numbered questions, each with radio button options A, B, C, D, and E, and an 'Alignment:' label. At the bottom, there is a blue bar with a '+ Add' button, a dropdown menu set to 'Multiple-Choice', a 'questions' label, and a 'Go' button. Below this bar is an 'Inform' section with a checkbox for 'Automatically send student responses to Pearson Inform' and 'Create Test' and 'Cancel' buttons at the very bottom.



Figure 27: Adding a Question to an AKO Test

11. Select the appropriate answer and point(s) available specific to each question and type.



The screenshot shows a list of five questions in a table-like format. Each question has a number, a set of radio button options (A, B, C, D, E), and an 'Alignment:' label. Question 1 has 'A' selected. Question 2 has 'C' selected. Question 3 has point values in input boxes: 5 for A, 4 for B, 3 for C, and 2 for D, with '1' in a box for E. Question 4 has '8' in a box for 'Points available'. Question 5 has '10' in a box for 'Points available'.

Figure 50: AKO Questions

12. Place the cursor over a question and you can choose to  delete the question from the test.
13. To align a question to a standard, **hover** the cursor over the question and **select** the  icon. The Standards selection box will display.

Current value: None

Document: Content Standards : Mathe

Grade level: 4

Subject: Grade Four

CA : Strand MA.4.NS - Number Sense

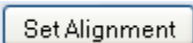


CA : Standard MA.4.NS.1.0 - Students understand the place value of whole numbers and decimals to two decimal places and how whole numbers and decimals relate to simple fractions. Students use the concepts of negative numbers: 19 1014

CA : MA.4.NS.1.1 - Read and write whole numbers in the millions. 112

CA : MA.4.NS.1.2 - Order and compare whole numbers and decimals to two decimal places. 246

Clear Alignment Set Alignment

Figure 51: Locate and select the standard to align; click Set Alignment

14. Select the standards filtering criteria, including [Document](#), [Grade level](#), and [Subject](#).
15. Expand the Standards tree to locate the standard to be aligned.
16. **Click** in the radio button next to the standard to be aligned and click the  button.
17. Repeat Steps 13–16 for each question you want to align to a standard.
18. **Click** the  button.
  - **Clicking** the  link will return the user to the [Your tests](#) page and the test will not be saved.
19. A confirmation page will display.

## TESTS LIST



This area allows you to view all tests available based on the search criteria you identify. You can view the details for tests, edit the tests, copy the tests, delete the tests, generate printable copies, generate tests keys, generate reports and assign the tests.

1. To view the tests list, **click** on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

**Test Management**

[Create a new test](#) [Create an answer key only test](#)

Show  from  in


for  in grade

<input type="checkbox"/>	Name	Bank	Type	Grade	Subject	Date	
<input type="checkbox"/>	<a href="#">kp_inform_CR_MC_8_23_11</a>	KP Bank	Standard	4th	Math	08/24/11	✓
	<a href="#">kp_inform_CR_MC_8_23_11 (08-24-2011 04:08:23 EST/EDT) (d)</a>						
<input type="checkbox"/>	<a href="#">KP_AKO_Inform_8_29_11</a>	KP Bank	AKO	4th	Math	08/29/11	✓
	<a href="#">KP_AKO_Inform_8_29_11 (08-29-2011 05:08:41 EST/EDT) (d)</a>						
<input type="checkbox"/>	<a href="#">KP_AKO_no_ungraded_8_29_11</a>	KP Bank	AKO	4th	Math	08/29/11	✓
	<a href="#">KP_AKO_no_ungraded_8_29_11 (08-29-2011 06:08:31 EST/EDT) (d)</a>						
<input type="checkbox"/>	<a href="#">KP_AKO_no_subject_MC_8-29-11</a>	KP Bank	AKO	4th	—	08/29/11	✓
	<a href="#">KP_AKO_no_subject_MC_8-29-11 (08-29-2011 06:08:48 EST/EDT) (d)</a>						
<input type="checkbox"/>	<a href="#">Copy of kp_inform_CR_MC_8_23_11</a>	KP Bank	Standard	4th	Math	08/24/11	✓
	<a href="#">Copy of kp_inform_CR_MC_8_23_11 (08-24-2011 04:08:23 EST/EDT) (d)</a>						

Figure 52: Tests list

## TEST PERFORMANCE AND COMPLETION PERCENTAGE INDICATORS

When viewing the Test List, two icons may appear next to tests.

The first icon, the Test Completion Percentage indicator icon , is a top-level overview of the completion percentage for that test.

**Placing** the cursor over this icon displays completion data.

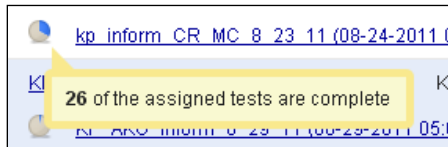


Figure 53: Test Completion Percentage data

The second, the Performance indicator icon , is a top-level overview of the students' performance results for that test.

**Placing** the cursor over this icon displays performance data.

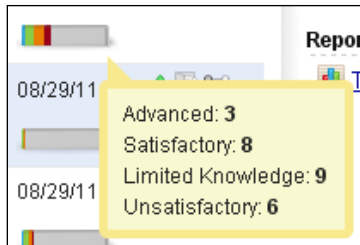
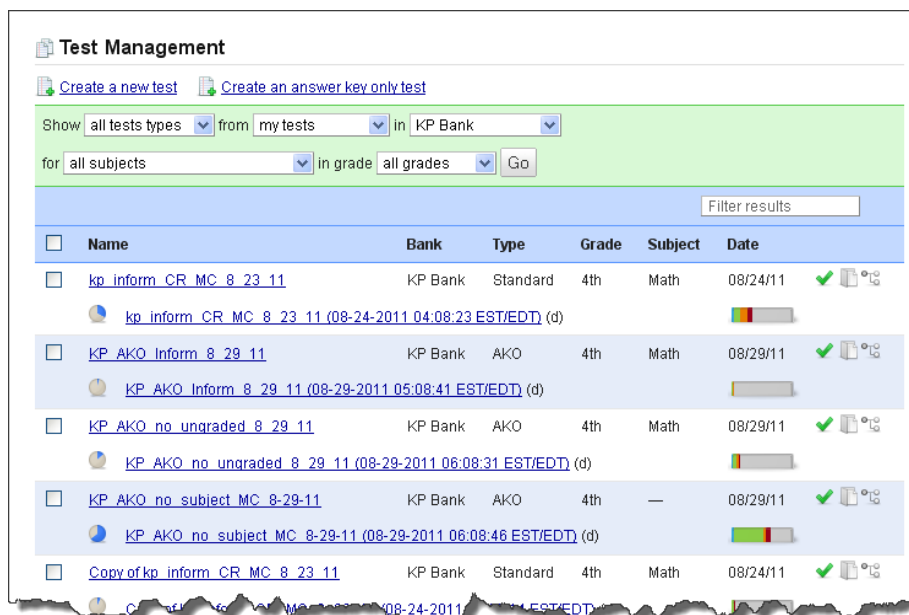


Figure 54: Performance indicator data

**Clicking** on this icon opens the [Report Dashboard](#) for that assignment.

## TO SEARCH FOR TESTS

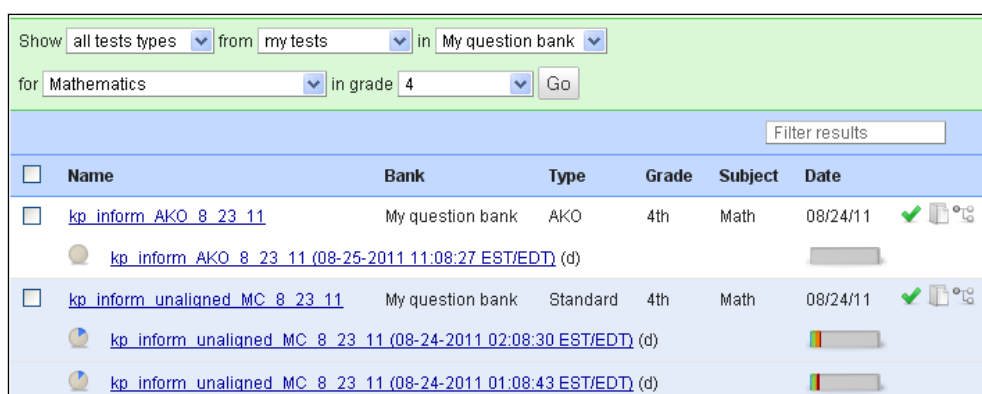
1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test Management](#) page will then display.



The screenshot shows the 'Test Management' page. At the top, there are two links: 'Create a new test' and 'Create an answer key only test'. Below these are search filters: 'Show all tests types' (dropdown), 'from my tests' (dropdown), 'in KP Bank' (dropdown), 'for all subjects' (dropdown), and 'in grade all grades' (dropdown). A 'Go' button is next to the grade dropdown. A 'Filter results' button is also present. Below the filters is a table with the following columns: Name, Bank, Type, Grade, Subject, Date, and a status column with icons. The table contains several rows of test entries, including 'kp\_inform\_CR\_MC\_8\_23\_11', 'KP\_AKO\_Inform\_8\_29\_11', 'KP\_AKO\_no\_ungraded\_8\_29\_11', and 'KP\_AKO\_no\_subject\_MC\_8-29-11'. Each row has a checkbox, a name, a bank, a type, a grade, a subject, a date, and a status icon.

Figure 55: Test Management Page

3. **Select** the Tests Type from the dropdown, the test collection, the Bank, Subject and Grade for search criteria and then **Click Go**.
4. All tests matching the search criteria will now be displayed in the Test List.



The screenshot shows the 'Test Management Test List' page. The search filters are: 'Show all tests types' (dropdown), 'from my tests' (dropdown), 'in My question bank' (dropdown), 'for Mathematics' (dropdown), and 'in grade 4' (dropdown). A 'Go' button is next to the grade dropdown. A 'Filter results' button is also present. Below the filters is a table with the following columns: Name, Bank, Type, Grade, Subject, Date, and a status column with icons. The table contains several rows of test entries, including 'kp\_inform\_AKO\_8\_23\_11', 'kp\_inform\_unaligned\_MC\_8\_23\_11', and 'kp\_inform\_unaligned\_MC\_8\_23\_11'. Each row has a checkbox, a name, a bank, a type, a grade, a subject, a date, and a status icon.

Figure 56: Test Management Test List



## FILTERING TESTS

1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. Once a Test List is displayed, it can be filtered by **typing** target text in the Filter Results text box and the tests with matching text will appear in the list.

Figure 57 shows the Test Builder interface with a filter applied. The filter results box contains the text "unaligned". The table below shows the filtered test list:

<input type="checkbox"/>	Name	Bank	Type	Grade	Subject	Date	
<input type="checkbox"/>	<a href="#">kp_inform_unaligned_MC_8_23_11</a>	My question bank	Standard	4th	Math	08/24/11	✓ 📄 🗑️
	<a href="#">kp_inform_unaligned_MC_8_23_11 (08-24-2011 02:08:30 EST/EDT)</a> (d)						📄
	<a href="#">kp_inform_unaligned_MC_8_23_11 (08-24-2011 01:08:43 EST/EDT)</a> (d)						📄

Figure 57: Filtering the Test List

## MOVING TESTS BETWEEN BANKS

1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. Once a Test List is displayed, any test or tests can be moved to a new location by first selecting the checkbox  next to the test(s).

Figure 58 shows the Test Builder interface with a test selected for moving. The checkbox next to the test "kp\_inform\_CR\_MC\_8\_23\_11" is checked. The "Move to:" dropdown menu is open, showing "My question bank" as the selected option.

<input type="checkbox"/>	Name	Bank	Type	Grade	Subject	Date	
<input type="checkbox"/>	<a href="#">Copy of kp_inform_CR_MC_8_23_11</a>	KP Bank	Standard	4th	Math	08/24/11	✓ 📄 🗑️
	<a href="#">Copy of kp_inform_CR_MC_8_23_11 (08-24-2011 05:08:14 EST/EDT)</a> (d)						📄
<input checked="" type="checkbox"/>	<a href="#">kp_inform_CR_MC_8_23_11</a>	KP Bank	Standard	4th	Math	08/24/11	✓ 📄 🗑️
	<a href="#">kp_inform_CR_MC_8_23_11 (08-24-2011 04:08:23 EST/EDT)</a> (d)						📄

Buttons: Delete, Move to: My question bank

Figure 58: Moving a Test

3. Next, **select** the location to move the test(s) from the drop-down list.
4. Finally, click the **Move to:** button to move the test(s) to the location selected in the drop-down list.

## TEST DETAILS

The test details page has (4) links available for the user to modify or preview the test: [Edit this test](#), [Copy this test](#), [Delete this test](#), and [Online Test Preview](#).

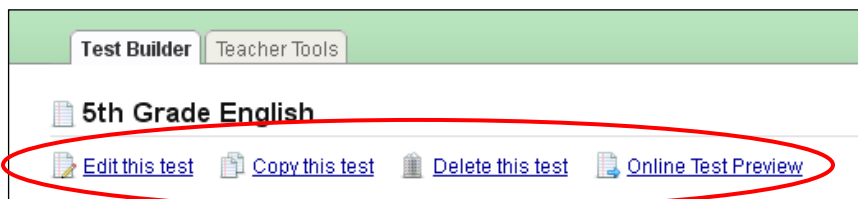


Figure 59: Test details page

**Note!** The Online Test Preview link is **not** available for an Answer Key Only Test.

1. To access the test details for any test in the tests list, simply **click** on the **blue hyperlinked** test name.

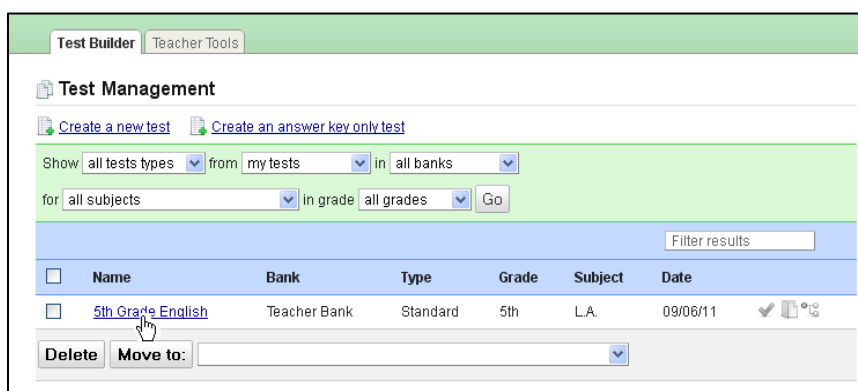


Figure 60: Accessing Test Details

2. The test details page for that test will display.

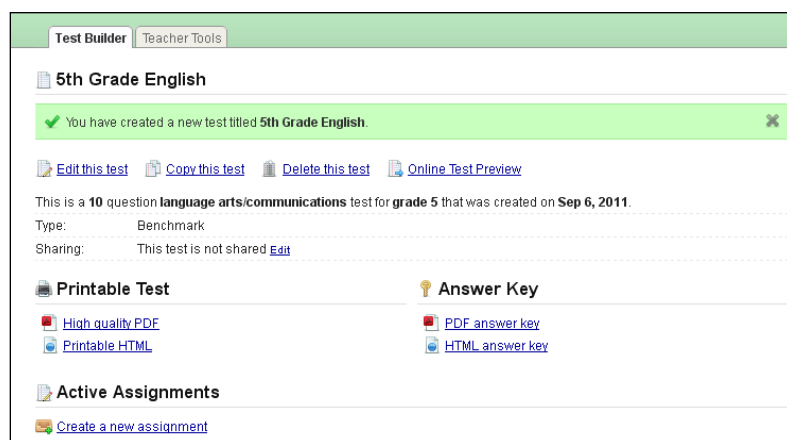

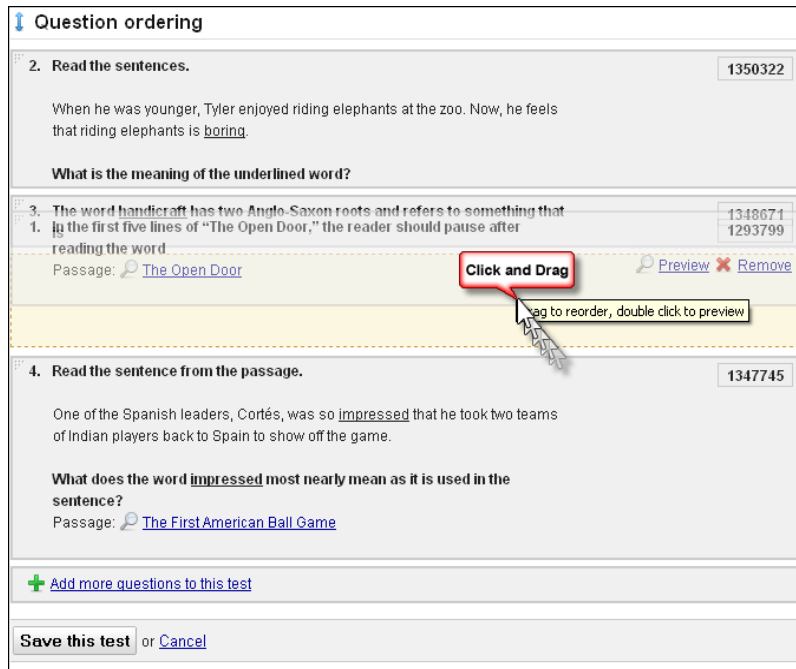


Figure 61: Test details page

## TO EDIT A TEST

1. From the test details page, **click** on the  link to make changes to the current test.



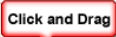
**Question ordering**

2. Read the sentences. 1350322

When he was younger, Tyler enjoyed riding elephants at the zoo. Now, he feels that riding elephants is boring.

What is the meaning of the underlined word?

3. The word handicraft has two Anglo-Saxon roots and refers to something that **1.** by the first five lines of "The Open Door," the reader should pause after reading the word 1348671  
1293799

Passage: [The Open Door](#)  [Preview](#) [Remove](#)

**Click and Drag**  
Drag to reorder, double click to preview

4. Read the sentence from the passage. 1347745

One of the Spanish leaders, Cortés, was so impressed that he took two teams of Indian players back to Spain to show off the game.



What does the word impressed most nearly mean as it is used in the sentence?

Passage: [The First American Ball Game](#)

[+ Add more questions to this test](#)

[Save this test](#) or [Cancel](#)

Figure 62: Editing Your Tests

2. **Click and drag** any questions to reorder them.
3. **Place** the cursor over a question and that individual question can be previewed or removed.
4. More questions can be added to the test by **clicking** on the [+ Add more questions to this test](#) link under the test summary area.
5. **Save** any changes to the test by selecting the  button.
6. To **cancel** any modifications to the question, select the  link.

## TO COPY A TEST

1. Click on  in the [Test Details](#) page to copy the current test.

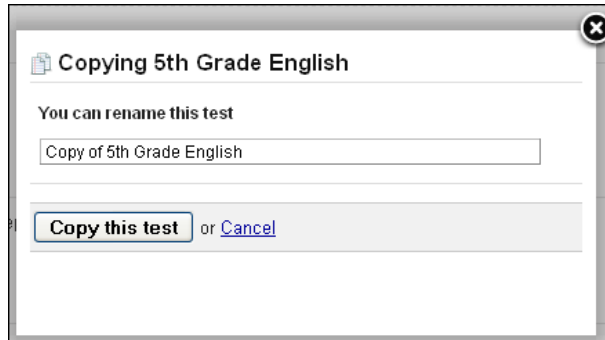


Figure 63: Copying A Test



2. Enter a new name for the copy of the test.

3. Click on the  button to copy the test.

or

4. Click on the  button or the  button to cancel the copying process.

## TO DELETE A TEST

1. Click on the  [Delete this test](#) link in the [Test Details](#) page to delete the current test.
2. Click the  button in the confirmation window to permanently delete the test from the system.

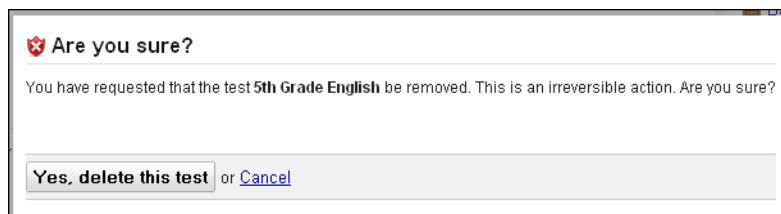


Figure 64: Delete A Test – Confirmation Window

## TO PREVIEW AN ONLINE TEST

1. Click on the [Online Test Preview](#) link in the *Test Details* page.
2. A separate browser window opens.
3. The *Online Test Preview* enables a user to see a visual online test from a student's perspective and ensure its sequence, e-tools, and questions are correct.

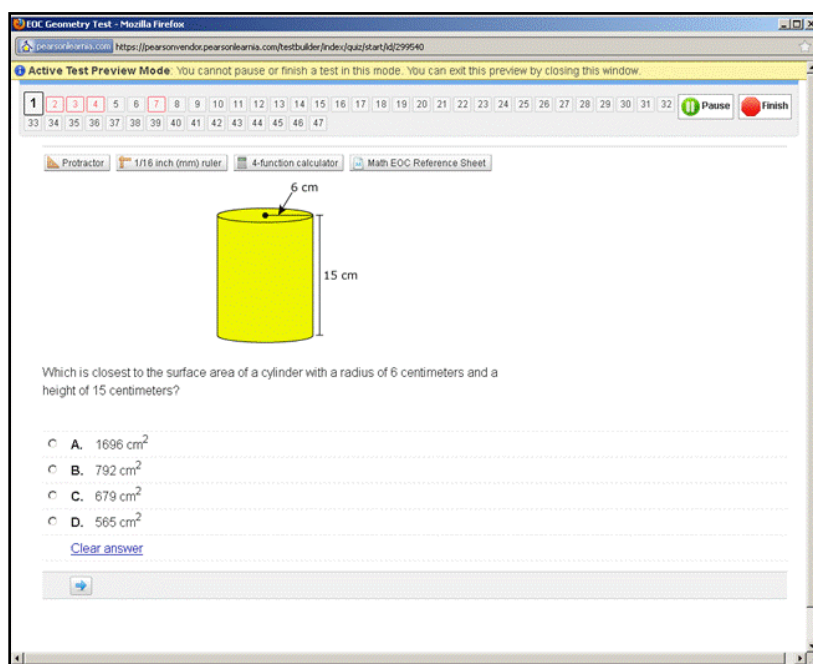
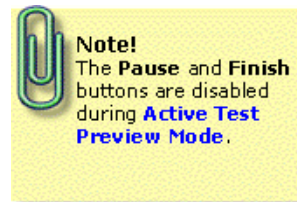


Figure 65: Online Test Preview window

4. Close the window to exit *Active Test Preview Mode*.

## PRINTABLE VERSIONS OF TESTS

Printable versions of tests and printable answer keys for those tests can be accessed from the [Test Details](#) page of each individual test.

1. Click the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

- The [Test Management](#) page and tests list will then display. Click on the blue hyperlinked test name to open it.

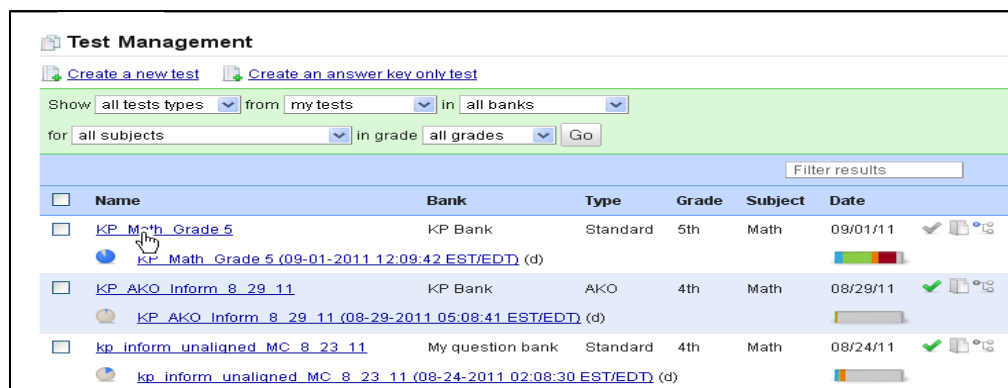


Figure 66: Tests List Page

- The [Test Details](#) page will then display.

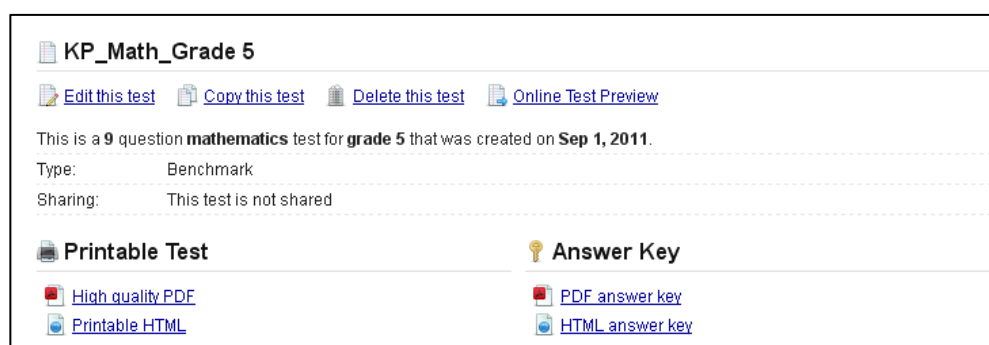


Figure 67: Test Details Page

- Under the [Printable test](#) section of the page, click on the [High quality PDF](#) link to launch a printable PDF version of the test in a new window.

or

Click on the [Printable HTML](#) link to launch a printable HTML version of the test in a new window.



## TEST ANSWER KEYS

- Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

- The [Test Management](#) page and tests list will then display. **Click** on the blue hyperlinked test name to open it.
- The [Test Details](#) page will then display.

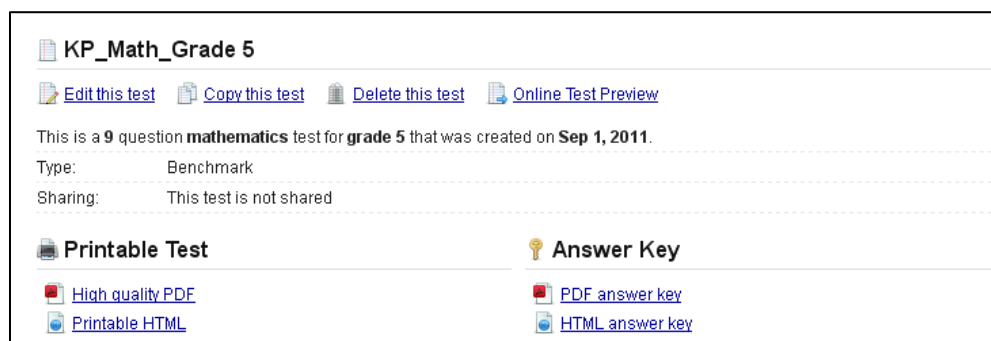


Figure 68: Test Details Page

- Under the [Test key](#) section of the page, **click** on the [PDF answer key](#) link to launch a printable PDF version of the answer key in a new window.

or

**Click** on the [HTML answer key](#) link to launch a printable HTML version of the answer key in a new window.

## ASSIGNMENTS

### CREATE A NEW ASSIGNMENT

#### CREATE A NEW ASSIGNMENT FROM THE ASSIGNMENTS DETAILS PAGE



1. Click on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

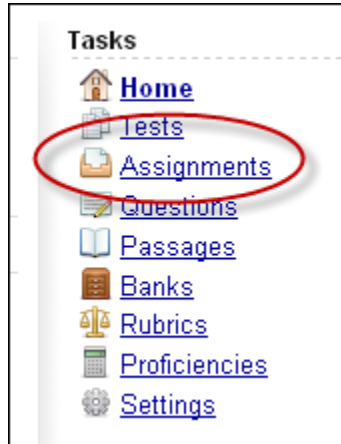


Figure 69: Assignments Link in Tasks Menu

2. The [Test assignments](#) page will display.

Active assignments for your district		See assignments for:
<a href="#">Create a new assignment</a>		All classes
Assignment	Test	Created
<a href="#">Grade 5 Math - Second Six Weeks (09-06-2011 11:09:57 EST/EDT)</a>	<a href="#">Grade 5 Math - Second Six Weeks</a>	9/7/2011 <a href="#">Edit</a>
<a href="#">mm9-6-11 AKO with MC_CS (09-06-2011 04:09:19 EST/EDT)</a>	<a href="#">mm9-6-11 AKO with MC_CS</a>	9/6/2011
<a href="#">KP Inform v2 9 6 11 (09-06-2011 12:09:07 EST/EDT)</a>	<a href="#">KP Inform v2 9 6 11</a>	9/6/2011 <a href="#">Edit</a>
<a href="#">KP Inform 9 6 11 (09-06-2011 10:09:22 EST/EDT)</a>	<a href="#">KP Inform 9 6 11</a>	9/6/2011 <a href="#">Edit</a>

Figure 70: Test Assignments Page




3. Click the  [Create a new assignment](#) link. The [Create a new assignment group](#) page will display.





Figure 71: *Create a new assignment group* page



4. Click on the auto-generated unique assignment name to populate the [Administration Group Name](#) field

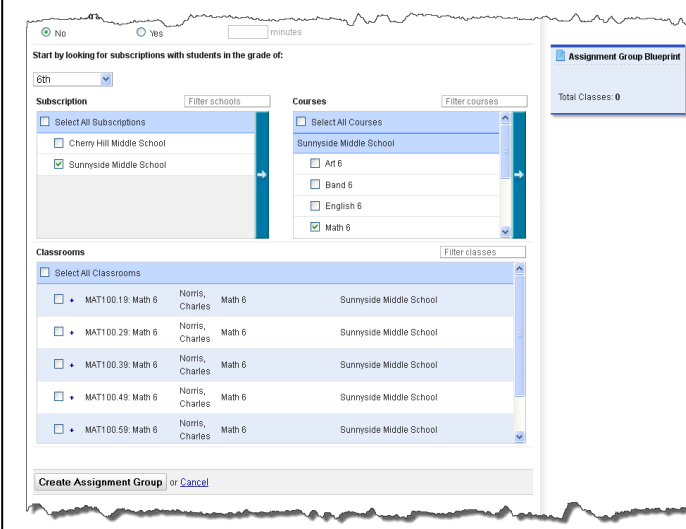
or

**Click** in the [Administration Group Name](#) text field and type a unique name for this assignment.

5. Click on the  [There is no test selected. Please choose one.](#) link.
6. Select the criteria for the desired test from the drop-down tests list.
7. Click on the desired test name.
8. Select [Yes](#) or [No](#) to allow students to review this assignment after completion.
9. Select [Yes](#) or [No](#) to require students to use the secure browser application during testing (**District Administrator Users only**).
10. Select [Yes](#) or [No](#) to establish if this assignment is timed. If [Yes](#), click in the minutes text box and **type** the number of minutes.
11. **Administrator Users** will apply a filtering process to locate the class or individual students to include in the Assignment Group.

 **Note:** Filtering in Step #11 is for Administrator Users only.

Administrator Users	
a.	Select a grade level.
b.	Place a checkmark next to <a href="#">Select All Subscriptions</a> or Place a checkmark next to one or more subscriptions.
c.	Click on the  in the Subscription field to populate the Courses field.
d.	Place a checkmark next to <a href="#">Select All Courses</a> or Place a checkmark next to one or more courses.
e.	Click on the  to populate the Classes field.



The screenshot shows the 'Assignment Group Blueprint' interface. At the top, there are radio buttons for 'No' and 'Yes' and a 'minutes' text box. Below this, a dropdown menu is set to '6th'. The interface is divided into three main sections: 'Subscriptions', 'Courses', and 'Classrooms', each with a 'Filter' button.

- Subscriptions:** Includes 'Select All Subscriptions', 'Cherry Hill Middle School', and 'Sunnyside Middle School' (checked).
- Courses:** Includes 'Select All Courses', 'Sunnyside Middle School', 'Art 6', 'Band 6', 'English 6', and 'Math 6' (checked).
- Classrooms:** Includes 'Select All Classrooms' and a list of classrooms:
 

Classroom ID	Teacher	Subject	School
MAT1.00.19: Math 6	Norris, Charles	Math 6	Sunnyside Middle School
MAT1.00.29: Math 6	Norris, Charles	Math 6	Sunnyside Middle School
MAT1.00.39: Math 6	Norris, Charles	Math 6	Sunnyside Middle School
MAT1.00.49: Math 6	Norris, Charles	Math 6	Sunnyside Middle School
MAT1.00.59: Math 6	Norris, Charles	Math 6	Sunnyside Middle School

At the bottom, there are buttons for 'Create Assignment Group' and 'Cancel'. A sidebar on the right shows 'Assignment Group Blueprint' and 'Total Classes: 0'.

Figure 72: **Administrator Users:** Drill down to class/student level to Create Assignment Group

12. Click to place a check mark next to each class assigned to this assignment group or expand a class to display a list of students and click in the box next to the students who should be included in the assignment group. The [Assignment Blueprint](#) updates automatically.

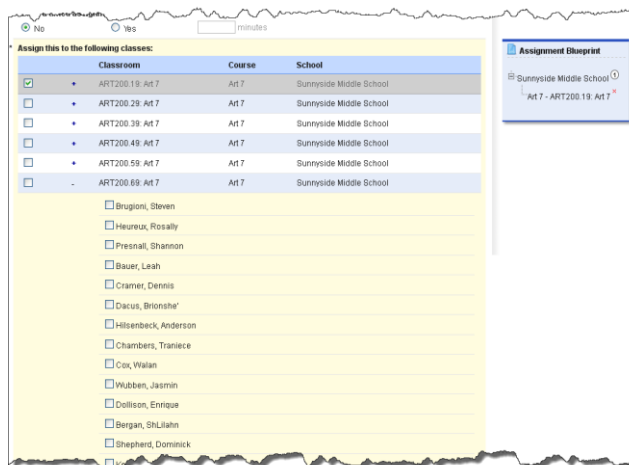


Figure 73: Select a class or expand a class to display list of students

13. Click on the **Create Assignment Group** button to complete.
14. The [Assignment details page](#) for the new assignment group will display.

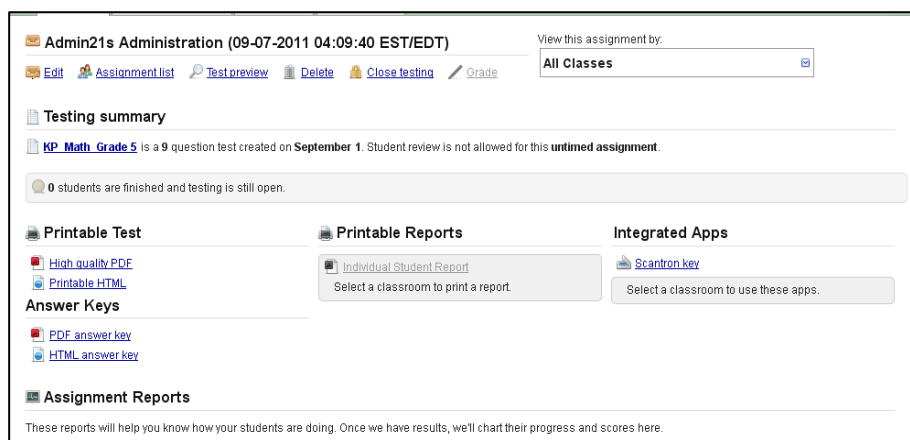
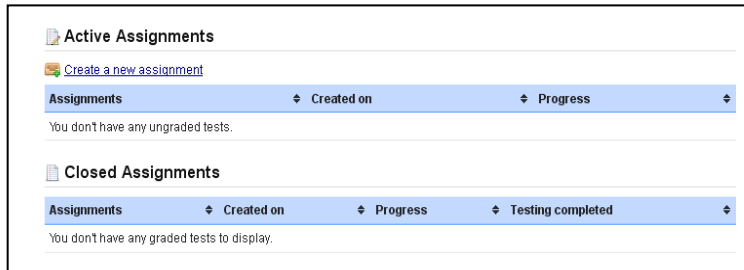


Figure 74: Assignment details page

## CREATE A NEW ASSIGNMENT FROM THE TEST DETAILS PAGE



1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test Management](#) page and tests list will display. Click on the blue hyperlinked test name to open it.
3. The Test Details page will then display.



**Note:** The layout for the Test Details page is unique to Teacher and Administrator Users.

Figure 75: **Teacher** - Create a new assignment from the Test Details page

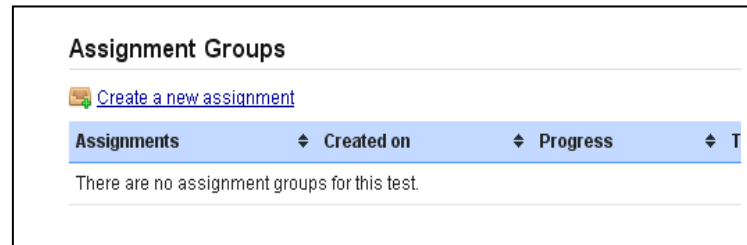


Figure 76: **Administrator** - Create a new assignment from the Test Details page

4. Click on the [Create a new assignment](#) link. The [Create a New Assignment Group](#) page will display.



Figure 77: Create a new assignment group page

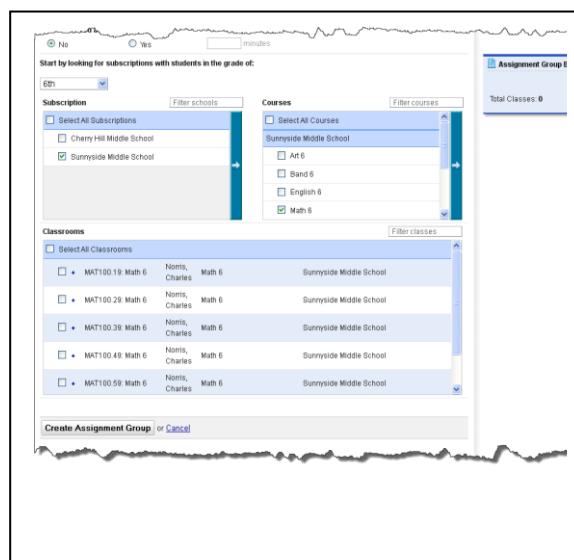
2. **Click** the auto-generated unique assignment name to populate the *Administration Group Name* field

*or*

**Click** in the *Administration Group Name* text field and type a unique name for this assignment.

5. **Select** Yes or No to allow students to review this assignment after completion.
6. **Select** Yes or No to require students to use the secure browser application during testing (**District Administrator Users only**).
7. **Select** Yes or No to establish if this assignment is timed. If Yes, **click** in the minutes text box and **type** the number of minutes.
8. **Administrator Users** will apply a filtering process to locate the class or individual students to include in the Assignment Group.

<b>Administrator Users</b>	
a.	<b>Select</b> a grade level.
b.	<p><b>Place</b> a checkmark next to <u>Select All Subscriptions</u></p> <p style="text-align: center;"><i>or</i></p> <p><b>Place</b> a checkmark next to one or more subscriptions.</p>
c.	<b>Click</b> on the  in the Subscription field to populate the Courses field.
d.	<p><b>Place</b> a checkmark next to <u>Select All Courses</u></p> <p style="text-align: center;"><i>or</i></p> <p><b>Place</b> a checkmark next to one or more courses.</p>
e.	<b>Click</b> on the  to populate the Classrooms field.




 **Note:** Filtering in Step #8 is for Administrator Users only.

Figure 78: **Administrator Users:** Drill down to class/student level to Create Assignment Group

9. **Click** to place a check mark next to each class for this assignment or assignment group. **Or**, expand a class to display the list of students and place a checkmark next to each student who should be included in the assignment or assignment group. The [Assignment Blueprint](#) or [Assignment Group Blueprint](#) updates automatically.

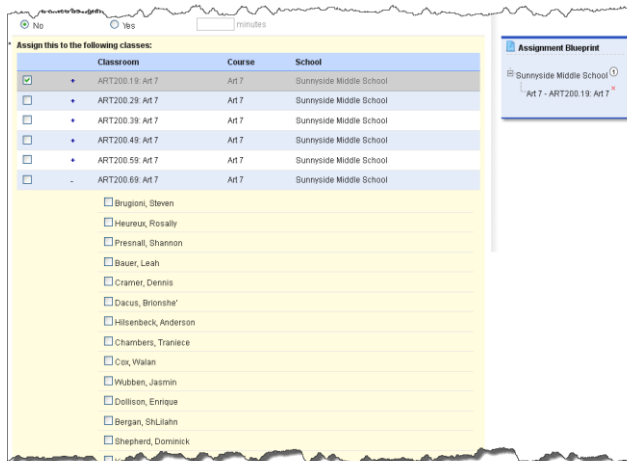


Figure 79: Select a class or expand a class to display list of students

10. **Click** on the **Create Assignment Group** button to complete the create a new assignment process.
11. The [Assignment details page](#) for the new assignment group will display.

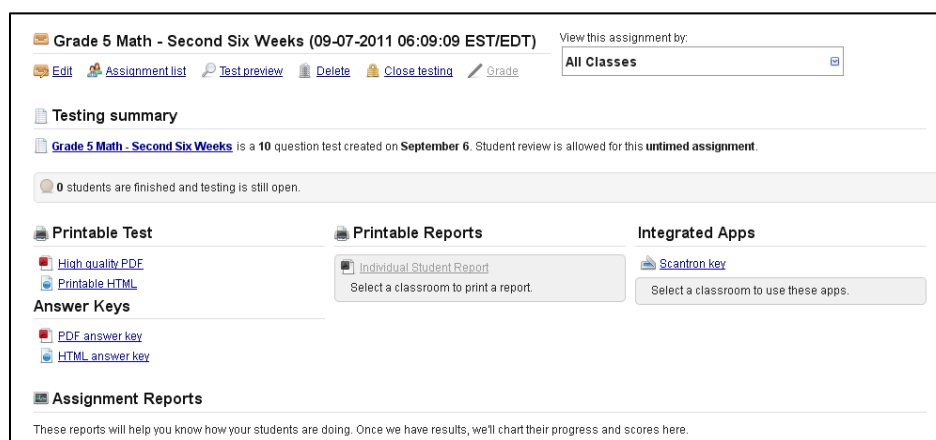


Figure 80: Assignment details page

## EDIT AN EXISTING ASSIGNMENT

1. Click on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test assignments](#) page will display.

Active assignments for your district		See assignments for:
<a href="#">Create a new assignment</a>		All classes
Assignment	Test	Created
<a href="#">Grade 5 Math - Second Six Weeks (09-06-2011 11:09:57 EST/EDT)</a>	<a href="#">Grade 5 Math - Second Six Weeks</a>	9/7/2011
<a href="#">mm9-6-11 AKO with MC_CS (09-06-2011 04:09:19 EST/EDT)</a>	<a href="#">mm9-6-11 AKO with MC_CS</a>	9/6/2011
<a href="#">KP_Inform_v2_9_6_11 (09-06-2011 12:09:07 EST/EDT)</a>	<a href="#">KP_Inform_v2_9_6_11</a>	9/6/2011
<a href="#">KP_Inform_9_6_11 (09-06-2011 10:09:22 EST/EDT)</a>	<a href="#">KP_Inform_9_6_11</a>	9/6/2011

Figure 81: Test Assignments Page

3. Click on the blue hyperlinked assignment name, you can view information and reports for that assignment.

Assignment	L	Test	Class	Type	Progress	Actions
<a href="#">5th Grade English Administration</a>	c	<a href="#">5th Grade English</a>	<a href="#">English</a>	—		<a href="#">Edit</a>
<a href="#">5th Grade Math Administration</a>	c	<a href="#">5th Grade Math</a>	<a href="#">Math</a>	—		<a href="#">Edit</a>

Figure 282: Active assignments

4. Click on the [Edit](#) link. Make any desired changes, including adding classes to that administration.
5. Click the [Update Assignment Group](#) button to complete the action.

## PUBLISH TEST

### CREATE A NEW PUBLICATION

A District administrator user can opt to [Create a New Publication](#) for a test that he/she created. The user publishes the test for a specified timeframe to the entire district or to specific teachers.

### CREATE A NEW PUBLICATION FROM THE TEST DETAILS PAGE

1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test Management](#) page and tests list will display. Click on the blue hyperlinked test name to open it.
3. The Test Details page will then display.

The screenshot shows the 'Test Details' page for a test titled 'Grade 3 Reading - First Six Weeks'. At the top, there are links for 'Edit this test', 'Copy this test', 'Delete this test', and 'Online Test Preview'. Below this, it states 'This is a 10 question language arts/communications test for grade 3 that was created on Sep 8, 2011'. The 'Type' is 'Benchmark' and 'Sharing' is 'This test is not shared'. There are two main sections: 'Printable Test' with links for 'High quality PDF', 'Printable HTML', and 'Answer Key' with links for 'PDF answer key' and 'HTML answer key'. At the bottom, there is a 'Publications' section with a 'Create a new publication' link and a table with columns for Name, Printable, Start, End, and Destination. The table currently shows 'This test is not published.'

Figure 83: Test Details page

4. Click on the Create a new publication link and the Publishing page will display.

The screenshot shows the 'Publishing' page for the test. It includes a 'Publication Name' field with a unique name generated: 'Grade 3 Reading - First Six Weeks (09-08-2011 01:09:25 EST/EDT)'. Below this is a 'Publish Dates' section with 'Start' and 'End' date pickers. The 'Assignment Group Options' section has three questions with radio button options: 'Allow students to review this assignment after completion?' (No selected), 'Should online testing require students to use the secure browser application?' (No selected), and 'Is this a timed assignment?' (No selected). The 'Distribution Options' section has three radio button options: 'Publish for my entire district' (selected), 'Publish only for District 2 District Subscription', and 'Publish to a specific set of teachers'. The 'Test Security' section has a checkbox for 'Don't allow this test to be printed and only allow online testing.' At the bottom, there are 'Create publication' and 'Cancel' buttons.

Figure 84: Publishing page

**Note:** The Create a new Publication link is **not** available for a shared test.



5. **Click** the auto-generated unique publication name to populate *the Publication Name* field  
  
*or*  
**Click** in the Publication Name text field and type a unique name for this publication.
6. **Click** in the Start field to access a calendar. **Click** on a date to select it as the Start Publication Date for this test.
7. An End Publication Date that is one month from the selected start date is auto-generated. To change the auto-generated End date, **click** in the End field to access a calendar and **click** on a date to select it.
8. **Select** Yes or No to allow students to review this assignment after completion.
9. **Select** Yes or No to require students to use the secure browser application during testing.
10. **Select** Yes or No to establish if this assignment is timed. If Yes, **click** in the minutes text box and type the number of minutes.

11. Select a [Distribution Option](#). To [Publish to a specific set of teachers](#), select a grade, a subscription(s), a course(s), and a teacher(s).




a.	Select a grade level.
b.	Place a checkmark next to <a href="#">Select All Subscriptions</a> or Place a checkmark next to one or more subscriptions.
c.	Click on the  in the Subscription field to populate the Courses field.
d.	Place a checkmark next to <a href="#">Select All Courses</a> or Place a checkmark next to one or more courses.
e.	Click on the  to populate the Teachers field.
f.	Place a checkmark next to <a href="#">Select All Teachers</a> or Place a checkmark next to one or more teachers.
g.	The <a href="#">Publishing Blueprint</a> will automatically update.

Figure 85: Publish to a specific set of teachers

12. If you **don't** want to allow this test to be printed and only allow online testing, place a checkmark in the box under [Test Security](#).

<p><b>Test Security</b></p> <p><input type="checkbox"/> Don't allow this test to be printed and only allow online testing.</p>
--

Figure 86: Test Security

13. Click on the  button to complete the action.
14. A confirmation message will automatically display on the test details page.

## PRESLUGGING AND SCANNING

Your scanner should be configured, calibrated, and ready to scan before scanning begins. Please follow the directions provided with your scanner.

### TO INSTALL THE LS SCANTRON CLIENT UTILITY:

1. Click on the [Settings](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

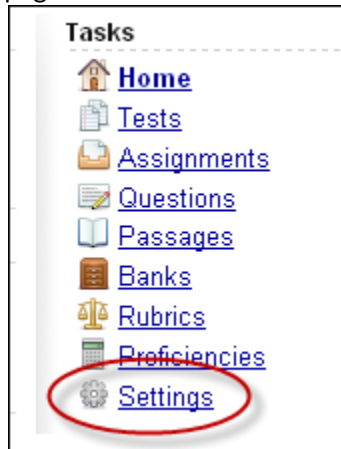


Figure 87: Settings Link in Tasks Menu



#### Note!

Any previous versions must be uninstalled before you begin to install the LS Scantron Client.

2. The [Settings](#) page will display.
3. Click the provided link (available in PC version only) to install the [LS Scantron Client](#).

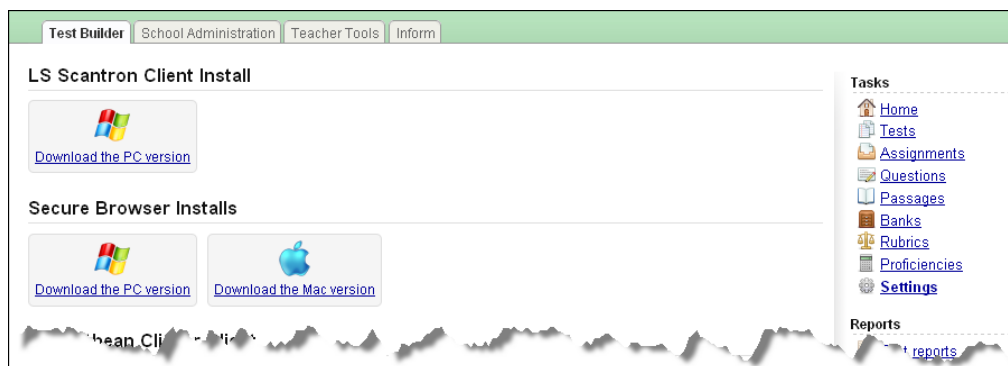


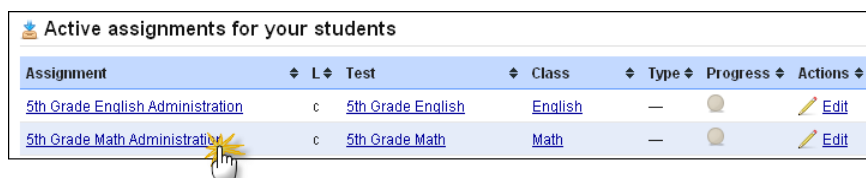
Figure 88: Settings page

4. A pop-up window will offer the option to [Save](#) the file. **Select [Save](#)**, and save the setup file to the desktop.
5. **Double-click** the file [setup.exe](#) to start the installation.
6. If Microsoft .NET framework 3.5 SP1 is **not** installed, the setup utility will download the necessary components from Microsoft and install them. This will take about 20 to 25

- minutes with a broadband connection. This step will be skipped if Microsoft .NET framework 3.5 SP1 is already installed.
7. The setup utility will download and install the Test Builder Client Setup, which includes several files. This will take about 3-7 minutes.
  8. If Microsoft .NET framework 3.5 SP1 had to be installed, the computer will then require a **Restart**. After restarting, **double-click** the [setup.exe](#) file again. If Microsoft .NET framework 3.5 SP1 was already installed, no restart is needed and the utility will proceed to the next step automatically.
  9. The utility will download and install the [LearningStation Test Builder Scantron Client](#) plug-in. This will take less than 2 minutes.
  10. The application is now ready to use for preslugging answer forms and scanning as described in the following sections.

## PRESLUGGING ANSWER FORMS

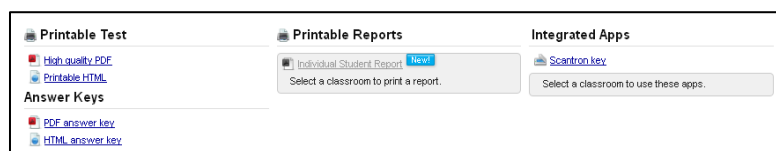
1. **Click** on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test assignments](#) page will display.
3. By **clicking** on the [blue hyperlinked](#) assignment name, you can view information and reports for that assignment.



Assignment	L	Test	Class	Type	Progress	Actions
<a href="#">5th Grade English Administration</a>	c	<a href="#">5th Grade English</a>	<a href="#">English</a>	—	●	<a href="#">Edit</a>
<a href="#">5th Grade Math Administration</a>	c	<a href="#">5th Grade Math</a>	<a href="#">Math</a>	—	●	<a href="#">Edit</a>

Figure 89: Active assignments

4. Under [Integrated apps](#), click on the [Scantron key](#) link.



Printable Test	Printable Reports	Integrated Apps
<a href="#">High quality PDF</a> <a href="#">Printable HTML</a>	<a href="#">Individual Student Report</a> <b>NEW!</b> Select a classroom to print a report.	<a href="#">Scantron key</a> Select a classroom to use these apps.
<b>Answer Keys</b> <a href="#">PDF answer key</a> <a href="#">HTML answer key</a>		

Figure 90: Scantron key link

5. When prompted, select **Open** the file. The *LearningStation Test Builder Scantron Client* utility will automatically start. This utility has multiple sliding menus on the left. When the utility starts, the *Form Options* menu will automatically display.

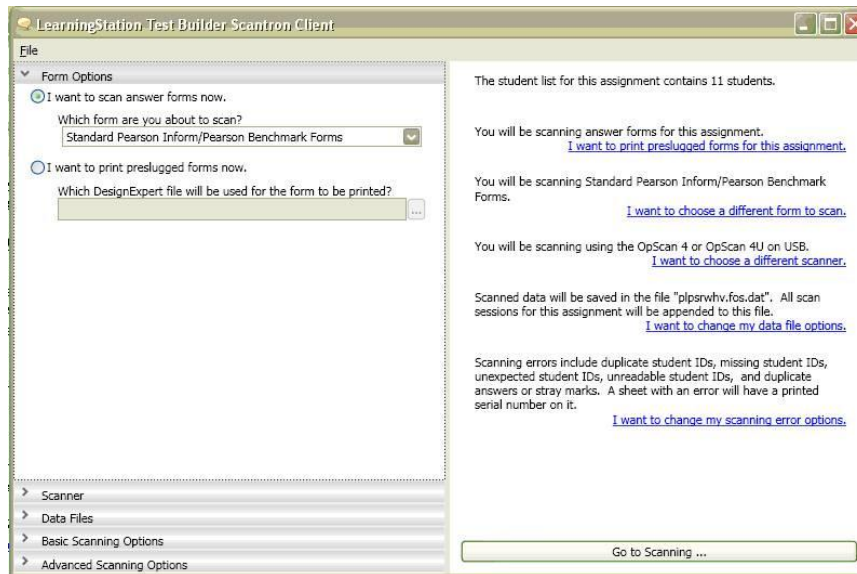


Figure 91: LS Scantron Client

6. Click the *I want to print preslugged forms now* option.
7. Click the search ellipses for *Which DesignExpert file will be used for the form to be printed?*

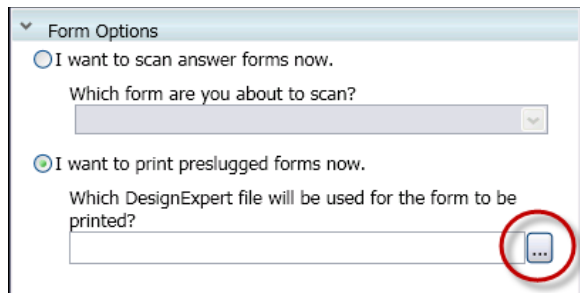


Figure 92: Preslugging option

8. Select the desired Preslug Template file. Click **Open**.

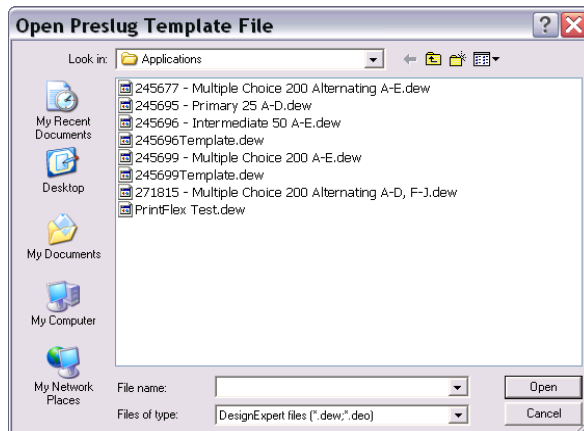


Figure 93: Open Preslug Template File dialog box

9. Click the [Go to Printing ...](#) button.
10. The [Current Batch Status](#) for that administration will display.

Current Batch Status			
Assignment Id	Student Id	Student Name	Print Preslugged Form
176533	157767	Daguerre, Rosena (Fictitious Student)	<input checked="" type="checkbox"/>
176533	157813	Cubias, Joni (Fictitious Student)	<input checked="" type="checkbox"/>
176533	138282	Czapinski, Kimberly (Fictitious Student)	<input checked="" type="checkbox"/>
176533	157774	Dalbraccio, Jonathan (Fictitious Student)	<input checked="" type="checkbox"/>
176533	157908	Donnington, Alexis (Fictitious Student)	<input checked="" type="checkbox"/>
176533	132194	Crout, Cedrick (Fictitious Student)	<input checked="" type="checkbox"/>
176533	114362	Crunk, Anthony (Fictitious Student)	<input checked="" type="checkbox"/>
176533	157948	Clippinger, Era (Fictitious Student)	<input checked="" type="checkbox"/>
176533	157934	Cofresi, Elvis (Fictitious Student)	<input checked="" type="checkbox"/>
176533	157924	Colondres, Wesley (Fictitious Student)	<input checked="" type="checkbox"/>
176533	132469	Antonetti, Ahmad (Fictitious Student)	<input checked="" type="checkbox"/>
176533	157950	Cler, Danilo (Fictitious Student)	<input checked="" type="checkbox"/>
176533	123148	Clingan, Stanton (Fictitious Student)	<input checked="" type="checkbox"/>
176533	114426	Almaquer, Chuck (Fictitious Student)	<input checked="" type="checkbox"/>
176533	123258	Alsbaugh, Jarod (Fictitious Student)	<input checked="" type="checkbox"/>
176533	134327	Alwine, Damon (Fictitious Student)	<input checked="" type="checkbox"/>
176533	136421	Abolt, Jordon (Fictitious Student)	<input checked="" type="checkbox"/>
176533	123267	Agena, Elicia (Fictitious Student)	<input checked="" type="checkbox"/>
176533	114427	Allee, Rosendo (Fictitious Student)	<input checked="" type="checkbox"/>
176534	134350	Abreo, April (Fictitious Student)	<input checked="" type="checkbox"/>
176534	132475	Andries, Spencer (Fictitious Student)	<input checked="" type="checkbox"/>
176534	129338	Baldodano, Misha (Fictitious Student)	<input checked="" type="checkbox"/>
176534	136291	Belak, Hank (Fictitious Student)	<input checked="" type="checkbox"/>
176534	136415	Ahlberg, Thanh (Fictitious Student)	<input checked="" type="checkbox"/>
176534	114135	Alatorre, Jacinto (Fictitious Student)	<input checked="" type="checkbox"/>
176534	136402	Alvarez, Ashley (Fictitious Student)	<input checked="" type="checkbox"/>
176534	112109	Able, David (Fictitious Student)	<input checked="" type="checkbox"/>
176534	123266	Agron, Myrna (Fictitious Student)	<input checked="" type="checkbox"/>

Please make sure the printer is powered and ready.

Start Printing

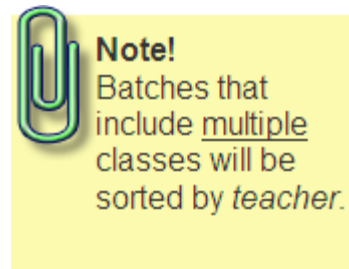
... Go To Options

Quit

Page 0 of 0

Figure 94: Preslug Current Batch Status page

11. If desired, remove students from the batch by **clicking** on the checkbox  in the [Print Preslugged Form](#) column next to the student's name.
12. If desired, change the sort order by **clicking** on the [column header](#). The sort order can be in either ascending or descending order using [Assignment ID](#), [Student ID](#), or [Student Name](#). In the case of multiple classes being printed in one batch, this is NOT recommended.
13. Click the [Start Printing](#) button.
14. If this is the first time, print one page by selecting [Range](#) and make sure 1 is in both the [Start](#) and [End](#) fields. If not, **click** the [All](#) button.
15. Ensure the appropriate forms are loaded into the printer.
16. Click the [Print](#) button.



## HOW TO SCAN

1. Click on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test assignments](#) page will display.
3. By **clicking** on the [blue hyperlinked](#) assignment name, you can view information and reports for that assignment.

Active assignments for your students						
Assignment	L	Test	Class	Type	Progress	Actions
<a href="#">5th Grade English Administration</a>	c	<a href="#">5th Grade English</a>	<a href="#">English</a>	—		<a href="#">Edit</a>
<a href="#">5th Grade Math Administration</a>	c	<a href="#">5th Grade Math</a>	<a href="#">Math</a>	—		<a href="#">Edit</a>

Figure 95: Active assignments

4. Under [Integrated apps](#), click on the [Scantron key](#) link.

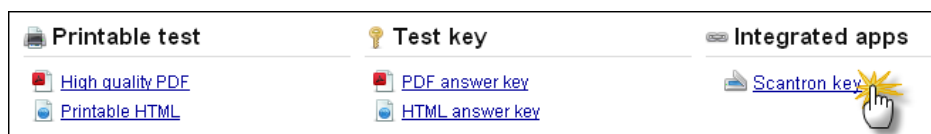


Figure 96: Scantron key link

5. When prompted, **select [Open](#)** the file. The [LearningStation Test Builder Scantron Client](#) utility will automatically start. This utility has multiple sliding menus on the left. When the utility starts, the [Form Options](#) menu will automatically display.

**Note!**  
Reference [Appendix A](#) for answer sheets currently supported by Limelight.

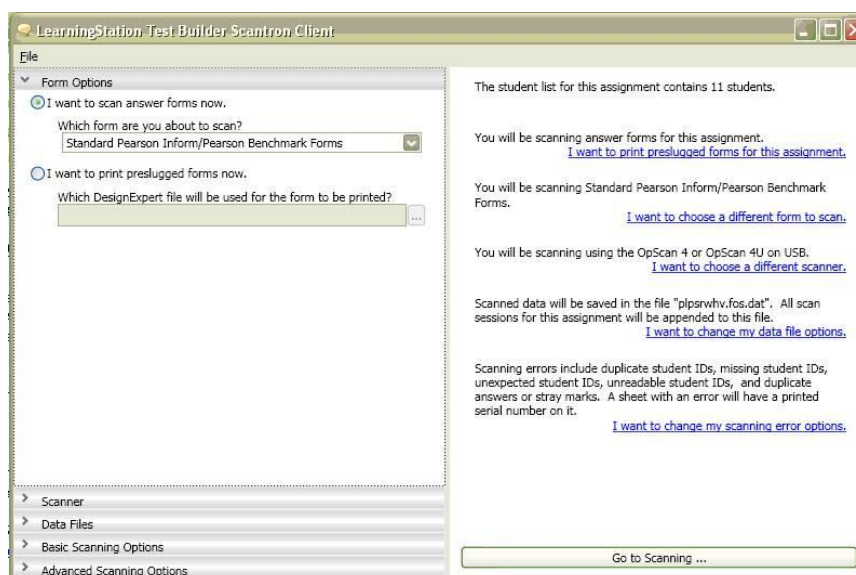




Figure 97: LS Scantron Client

6. If scanning for the first time, the scanner will need to be configured using the following steps. If not, please skip to [Step 8](#).
  - a. **Click** the [Scanner](#) menu option on the left.
  - b. With the scanner connected to the computer and power turned on, **click** the [Search for Scanners](#) button.
  - c. When scanner is found, **click** the drop-down arrow  under [Choose a scanner to use from the list below](#):
  - d. **Select** the appropriate scanner.
  - e. **Click** the [Form Options](#) menu on the left.
7. Ensure the [I want to scan answer forms now](#) option is selected.
8. **Click** the drop-down arrow  for [Which form are you about to scan?](#)
9. **Choose** the desired form option from the list.
10. **Click** the [Go to Scanning](#) button.
11. **Load** your forms into the scanner and **click** on the [Start Scanning](#) button.

## HOW TO ADJUST PRINTER ALIGNMENTS

1. **Verify** that your workstation is connected to a Laser printer.
2. On the [Merge Printing](#) screen, make sure **Range** is selected, with the number **1** in both the **Start** and **End** fields. For form alignment, this will limit the pre-slugging initially to the first student sheet and enables you to confirm that the pre-slugged marks align with the bubbles.

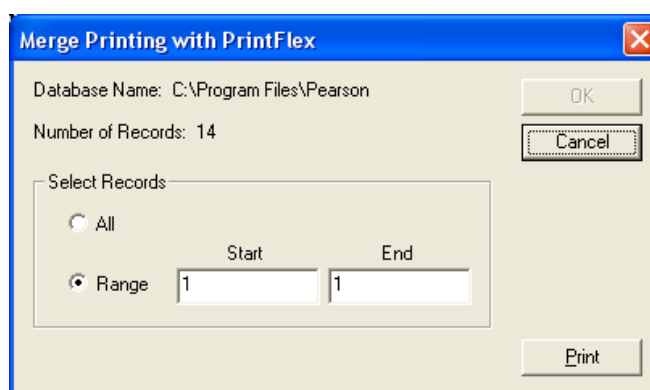


Figure 98: Merge print screen

3. **Click** [Print](#). **Hint:** Pre-slug a plain piece of paper as a sample. Examine the placement of the pre-slugged marks by putting an answer sheet on top of the pre-slugged plain sheet of paper and holding the two papers up to the light.



4. The standard Windows Print interface appears, allowing you to set sheet alignment.

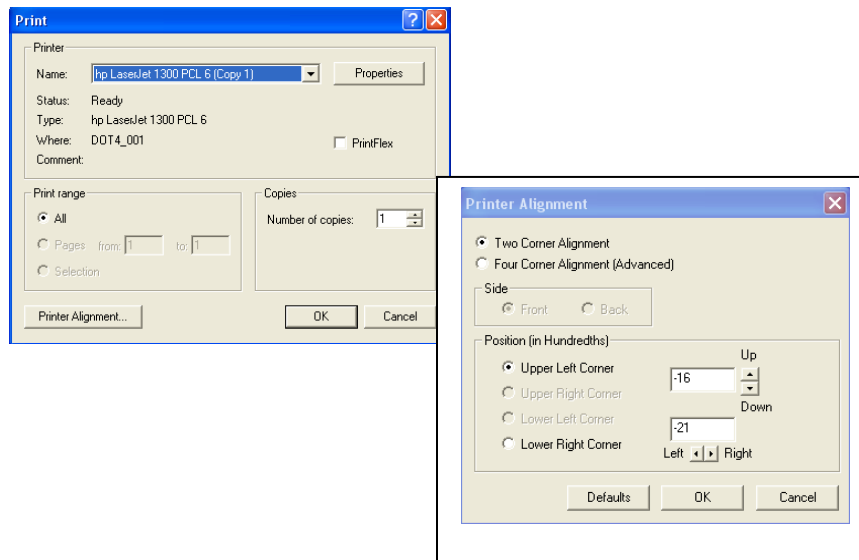


Figure 99: Print interface and Printer Alignment

5. Make sure the printer selected in the [Printer Name](#) field is correct.
6. Before you click OK, draw an arrow on the top sheet of plain paper in your printer's paper tray in the direction in which it will be fed into the printer. Then, pay close attention to how it comes out of the printer. This will tell you how to place the answer sheets in the printer tray.
7. **Click [Printer Alignment](#)** to access the *Printer Alignment* screen and make vertical and horizontal adjustments. Start with adjustments values shown in the sample above:
  - a. -16 upper left corner
  - b. -21 lower right corner
8. **Remove** the plain paper that was pre-slugged from the printer, and **place** it on top of the answer sheet. Hold both up to the light and check the position of the student ID and the marks below the ID. If the marks cover at least  $\frac{3}{4}$  of the bubble and the numbers are within the individual squares, you're ready for the next step. However, if the marks are off, then you will need to adjust the vertical and horizontal numbers. Repeat **Steps 5-7** until pre-slugged marks are lined up.
9. When the marks are lined-up satisfactorily, **insert** the answer sheets into the printer tray.
10. Print the range 1 to 1 one more time using an answer sheet.
11. If the alignment remains constant, on the [Merge Printing](#) form, change [Select Records](#) to **ALL**.
12. **Click [Print](#)** and continue printing the remainder of the answer sheets.

## SCORE ENTRY

### VIEWING STUDENT RESPONSES

There are two ways to access the grading screen that displays student responses: from the [Test Management](#) list or from the [Active Assignments](#) list.

#### FROM THE TEST MANAGEMENT LIST - FOR TESTS CREATED BY THE USER

1. Click on the [Tests](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. From the [Test Management](#) Test List, click on the name of the assignment for desired test in the list.
3. The [Assignment Details](#) page for the selected assignment will display.

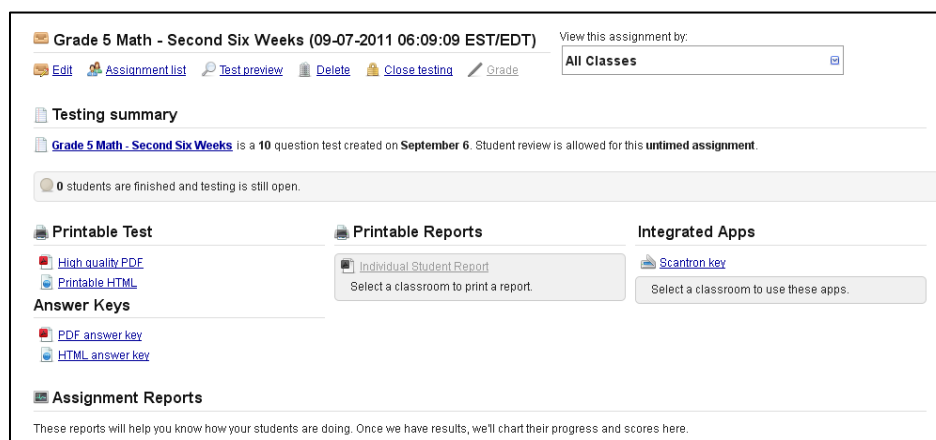


Figure 100: Assignment details page

4. In the [View this assignment by](#) field, click on the  to display a list of classes.
5. Expand the list to display individual classes.

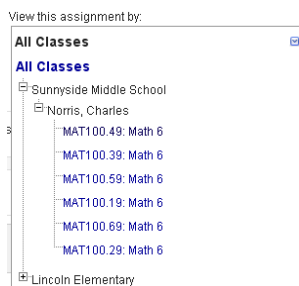


Figure 101: Individual classes displayed

6. Click on a class to select it. The [Grade](#) link to the left of the [View this assignment by](#) field will become active.
7. Click on the [Grade](#) link. Continue with #....in the section below.

## FROM ACTIVE ASSIGNMENTS - FOR TESTS ASSIGNED BY THE DISTRICT OR CREATED BY THE USER

1. Click on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Test assignments](#) page will display. Under [Active assignments for your district/students](#), click the name of the assignment in the [Assignment](#) column.
3. The [Assignment Details](#) page for that assignment will display.

The screenshot shows the 'Assignment Details' page for 'Grade 5 Math - Second Six Weeks (09-07-2011 06:09:09 EST/EDT)'. At the top, there are navigation links: Edit, Assignment list, Test preview, Delete, Close testing, and Grade. A dropdown menu for 'View this assignment by:' is set to 'All Classes'. Below this is a 'Testing summary' section stating the test is a 10-question untimed assignment created on September 6, with 0 students finished. There are three main sections: 'Printable Test' with links for 'High quality PDF' and 'Printable HTML'; 'Printable Reports' with a link for 'Individual Student Report' and a prompt to 'Select a classroom to print a report.'; and 'Integrated Apps' with a link for 'Scantron key' and a prompt to 'Select a classroom to use these apps.' There are also links for 'Answer Keys' (PDF and HTML) and 'Assignment Reports'.

Figure 102: Assignment details page

4. In the [View this assignment by](#) field, click on the to display a list of classes.
5. Expand the list to display individual classes.

The screenshot shows the expanded dropdown menu for 'View this assignment by:'. It lists 'All Classes' and shows a tree view of schools. 'Sunnyside Middle School' is expanded to show a list of classrooms: 'Norris, Charles' (with sub-items MAT100.49: Math 6, MAT100.39: Math 6, MAT100.59: Math 6, MAT100.19: Math 6, MAT100.69: Math 6, and MAT100.29: Math 6) and 'Lincoln Elementary'.

Figure 103: Individual classes displayed

6. Click a class to select it. The [Grade](#) link to the left of the [View this assignment by](#) field will become active.
7. Click on the [Grade](#) link.
8. The grading screen for students in the selected assignment will display. Students are color-coded by the status of the test (grading complete, partially graded, test in progress).

9. Multiple-choice items display the answer selected by the student, with correct responses highlighted in green. Constructed-response items show the awarded points, or if the response has not been scored, as two dashes. Any unanswered multiple-choice items also display as dashes.

KP\_Inform\_AllQuestionTypes\_8\_30\_11 (08-30-2011 04:08:53 EST/EDT) for EL301.DEVEY9: 3rd Grade Subjects

[View assignment](#) [See other assignments for this class](#)

Grading complete Partially graded Test In-progress

Student	Q-1	Q-2	Q-3	Q-4	Q-5	Q-6	Q-7	Q-8	Q-9	Q-10	Score
Whetstone, Kellie	7	C	b	5	d	d	b	b	a	d	82.61%
Vos, Kinsey	8	C	c	3	d	d	d	c	d	d	65.22%
Stillabower, Hector	9	C	b	4	d	d	b	b	c	d	91.3%
Stevens, Grant	--	C	b	--	d	d	b	b	c	d	--%
Shives, Jadownye	--	B	a	--	c	d	b	b	--	d	--%
Robertson, Alysha	--	--	--	--	--	--	--	--	--	--	--%
Reichenbacker, Aaron	--	--	--	--	--	--	--	--	--	--	--%
Oxer, Sara	--	--	--	--	--	--	--	--	--	--	--%

Figure104: Grading page

10. Click the [blue hyperlink](#) question number to preview the item and its metadata.


KP\_Inform\_AllQuestionTypes\_8\_30\_11 (08-30-2011 04:08:53 EST/EDT) for EL301.DEVEY9: 3rd Grade Subjects

[View assignment](#) [See other assignments for this class](#)

Grading complete

Student	Q-1	Q-2	Q-3	Q-4	Q-5	Q-6
Whetstone, Kellie	7	C	b	5	d	d
Vos, Kinsey	8	C	c	3	d	d
Stillabower, Hector	9	C	b	4	d	d
Stevens, Grant	--	C	b	--	d	d
Shives, Jadownye	--	B	a	--	c	d
Robertson, Alysha	--	--	--	--	--	--
Reichenbacker, Aaron	--	--	--	--	--	--

Figure105: Click to access the item preview

11. Click the  button to close the item preview.

12. Click on the dashes to see the student's response for constructed-response items that were answered online.


7th grade Reading test (id: 66f47d75) for 0-0 Super

Edit Grading complete Partially graded Test In-progress

Student	Q-1	Q-2	Q-3	Q-4	Q-5	Q-6	Q-7	Q-8	Score
Blide, Jack	a	c	d	2	c	b	a	1	50.0%
Stephenson, Dylan	b	c	d	--	d	b	c	--	--%
Reed, Teresa	b	a	d	--	d	a	c	--	--%
Pyles, Kylee	b	c	d	--	d	b	c	--	--%
Potter, Brant	a	a	d	--	d	b	c	--	--%
Fletcher, Kim	b	c	d	--	d	b	c	--	--%
DiCaprio, Rhonda	b	c	d	--	d	b	c	--	--%
Whalen, Chelsea	--	--	--	--	--	--	--	--	--%
Taylor, Kalynn	--	--	--	--	--	--	--	--	--%
Reiss, Dontrae	--	--	--	--	--	--	--	--	--%
Platt, Kassidee	--	--	--	--	--	--	--	--	--%
Nieto, Andrea	--	--	--	--	--	--	--	--	--%
Nelson, Jiansheng	--	--	--	--	--	--	--	--	--%

Student Response:  
Taking the left path lets him get some rest while the rest of the group wasted time and effort hiking in a loop from the right-hand path. He has some quiet time to think and enjoy his surroundings, and he and the group both gain confidence in him. He has the energy to keep up and a new attitude about the hike.

Figure 106: Viewing student response for a constructed-response item

13. Click on the  icon beside the question number to preview the rubric for a constructed-response item.

Dylan

Points	Description
4	Appropriate word choice which conveys the correct meaning and appeals to the audience in an interesting, precise, and natural way; the writing may be characterized by, but not limited to lively verbs, vivid nouns, imaginative adjectives, figurative language, dialogue; no vague, overused, repetitive language is used (a lot, great, very, really); words that evoke strong images such as sensory language; ordinary words used in an unusual way
3	Words generally convey the intended message; the writer uses a variety of words that are appropriate but do not necessarily energize the writing; the writing may be characterized by attempts at figurative language and dialogue, some use of lively verbs, vivid nouns, and imaginative adjectives, few vague, overused, and repetitive words are used
2	Word choice lacks precision and variety or may be inappropriate to the audience and purpose; may be simplistic and/or vague; relies on overused or vague language (a lot, great, very, really); few attempts at figurative language and dialogue; word choice is unimaginative and colorless with images that are unclear or absent
1	Word choice indicates an extremely limited or inaccurate vocabulary; no attempts at figurative language; general, vague words that fail to communicate meaning; text may be too short to demonstrate variety

Figure 107: Viewing rubric for a constructed-response item

14. Click the  button to close the rubric.

## ENTERING SCORES AND RESPONSES WITHIN THE GRADING SCREEN

The grading screen can be used to enter scores for constructed-response items administered either online or on paper, and to manually enter responses for multiple-choice items that were not answered online. It also provides the ability to change a response if necessary.

1. Access the grading screen from the [Assignment Details](#) page as described above.
2. To enter scores or responses, **click** the [Edit](#) checkbox to the left of the student name, or at the top of the page to select **all** students.


Edit	
<input type="checkbox"/>	Student
<input type="checkbox"/>	Blide, Jack
<input type="checkbox"/>	Stephenson, Dylan
<input checked="" type="checkbox"/>	Reed, Teresa
<input type="checkbox"/>	Pyles, Kylee



### Note!

If you select all students, you can tab through the entire screen. Your entries will automatically be saved if you leave a row and move to the next one this way.

Figure 29: Selecting student(s) to begin to enter scores

3. The row(s) for the selected student(s) will be highlighted, and drop-down boxes will appear beside the responses for each item.
4. **Click** the drop-down arrow  for the item that you are scoring, and **select** the point value if it is a constructed-response item, or **select** the option chosen by the student if it is a multiple-choice item.

<input checked="" type="checkbox"/> Reed, Teresa	b	a	d	3	d	a	c	--	--%	Save
<input type="checkbox"/> Pyles, Kylee	b	c	d							
<input type="checkbox"/> Potter, Brant	a	a	d							
<input type="checkbox"/> Fletcher, Kim	b	c	d							

Figure 109: Grading – Selecting the point value

5. You can use either the mouse or tab key to move between items.
6. When all desired scores and responses have been entered for a student, **click** the [Save](#) link at the far right of the row.

<input checked="" type="checkbox"/> Reed, Teresa	b	a	d	2	d	a	c	2	--%	Save
--	---	---	---	---	---	---	---	---	-----	------

Figure 110: Grading – Saving entries

7. The Score column will update, and the row will remain blue to indicate that grading is complete.

8. Click [View assignment](#) to return to the Assignment Details screen.

✍ KP\_Inform\_AllQuestionTypes\_8\_30\_11 (08-30-2011 04:08:53 EST/EDT) for EL301.DEVEY9: 3rd Grade Subjects

[View assignment](#) [See other assignments for this class](#)

Edit

Student	Q-1	Q-2	Q-3	Q-4 🏆	Grading complete		Partially graded		Test In-progress		Score
					Q-5	Q-6	Q-7	Q-8	Q-9	Q-10	
<input type="checkbox"/> Whetstone, Kellie	7	C	b	5	d	d	b	b	a	d	82.61%
<input type="checkbox"/> Vos, Kinsey	8	C	c	3	d	d	d	c	d	d	65.22%
<input type="checkbox"/> Stillabower, Hector	9	C	b	4	d	d	b	b	c	d	91.3%
<input type="checkbox"/> Stevens, Grant	--	C	b	--	d	d	b	b	c	d	--%
<input type="checkbox"/> Shives, Jadowyme	--	B	a	--	c	d	b	b	--	d	--%
<input type="checkbox"/> Robertson, Alysha	--	--	--	--	--	--	--	--	--	--	--%

Figure 110: View assignment link

## TEST ADMINISTRATION

### THE STUDENT EXPERIENCE

For detailed instructions on test administration, please consult the Limelight Directions for Administration booklet.

#### ONLINE TEST

1. Students will **log in** to the Education Desktop.
2. The [Test Builder](#) welcome page will display, showing the test(s) assigned to that student.

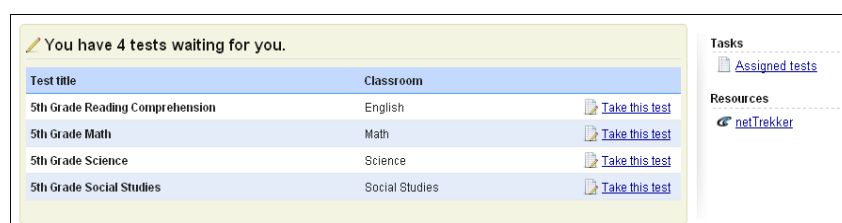



Figure 111: Test Builder Welcome Page — Student Perspective

3. The student will **click** on the  [Take this test](#) link to access the assigned test.
4. The first question will display in a separate browser window.

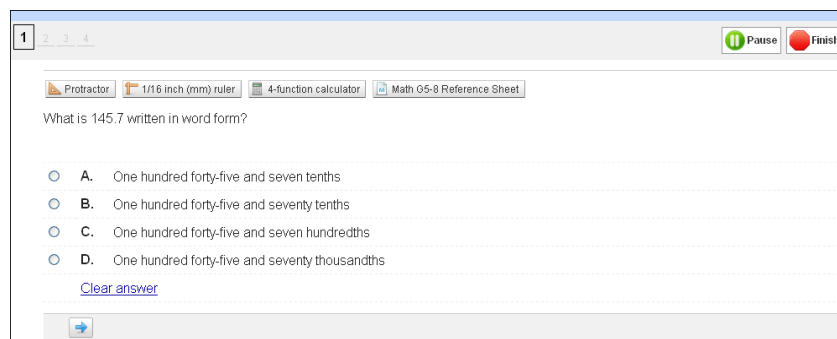







Figure 112: Test Question

5. The student will select an answer by **clicking** on the radio button  next to the desired answer.
6. Then the student will **click** the  button to advance to the next question.
7. Once the first question has been answered, a  button will display to allow the student to move back through answered questions for review.



8. The student can click  to stop and resume the test at a later time.
9. The student can click  to complete and submit the test.
10. When all questions have been answered, a completion page will display.

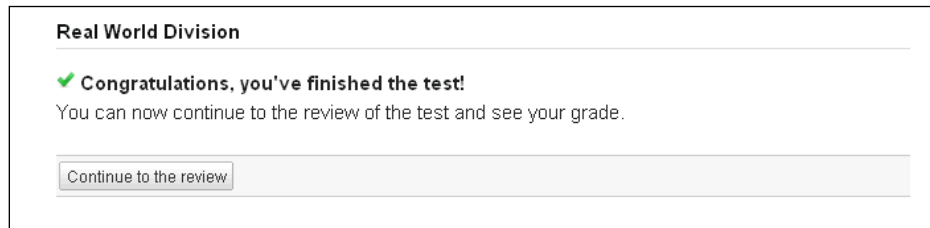
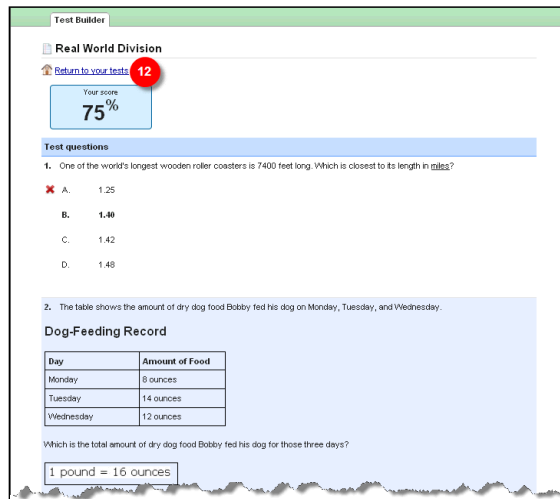


Figure 113: Completion Message

11. The student will click the  button.
12. A review page will display.



Test Builder

Real World Division

[Return to your tests](#) **12**

Your score  
**75%**

**Test questions**

1. One of the world's longest wooden roller coasters is 7400 feet long. Which is closest to its length in miles?

A. 1.25  
 B. 1.40  
 C. 1.42  
 D. 1.48

2. The table shows the amount of dry dog food Bobby fed his dog on Monday, Tuesday, and Wednesday.


**Dog-Feeding Record**

Day	Amount of Food
Monday	8 ounces
Tuesday	14 ounces
Wednesday	12 ounces

Which is the total amount of dry dog food Bobby fed his dog for those three days?

1 pound = 16 ounces

Figure 114: Test Review Page

13. The student will click on the  link to return to the [Test Builder](#) welcome page.

## SECURE BROWSER



1. Students will **double-click** the [secure\\_browser.exe](#) icon.



Figure 115: Secure Browser. Exe icon



### Note!

The secure browser application takes more than a few seconds to load. Please be patient.

2. Each student will **enter** his/her user name, the Subscription ID and his/her password. Because the secure browser isn't accessed through the web, the Subscription ID is required.

Figure 116: Secure Browser Login screen

3. The [Test Builder](#) welcome page will display, showing the test(s) assigned to that student.
4. The student will **click** on the [Take this test](#) link to access the assigned test.

You have 2 tests waiting for you.		Tasks
Test title	Classroom	<a href="#">Assigned tests</a>
mm8-12-11 CR-rubric and MC	mm8-12-11 CR-rubric and MC	<a href="#">Take this test</a>
mm8-22-11 Demo Test 1	mm8-22-11 Demo Test 1	<a href="#">Take this test</a>

Figure 117: Secure Browser home page

1. Each question will display in a separate browser window.

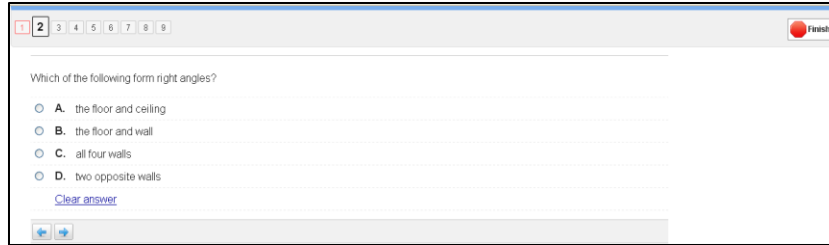







Figure 118: Test Question

2. The student will select an answer by **clicking** on the radio button  next to the desired answer.
3. Then the student will **click** the  button to advance to the next question.
4. Once the first question has been answered, a  button will display to allow the student to move back through answered questions for review.
5. The student **clicks**  to complete and submit the test.
6. In the dialog window, the student **clicks** the [I'm Finished, submit it](#) button to confirm that he/she is finished with the test. OR, the student clicks  to close the dialog window and return to the test.

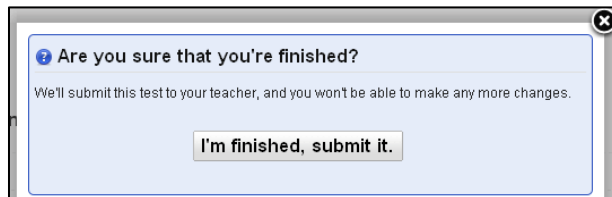


Figure 119: Student confirms he/she is finished by clicking "I'm Finished, submit it"

7. When the student submits the test, the Secure Browser will automatically close.

**Notes:** If the student uses "logout" option in the upper right during a test, responses to that point will be captured, the secure browser will close and the test will no longer be available to the student in subsequent sessions.

If the student presses Ctrl+Alt+Delete at any time during a test, responses to that point will be captured, the secure browser will close and that test will no longer be available to the student in any subsequent sessions.

If a student prematurely ends a session by accident, the instructor can print a paper copy of the test and enter the student responses by hand using the "grading screen."

## REPORTS DASHBOARD

### ACCESSING THE ASSIGNMENT REPORTS DASHBOARD



1. Click on the [Test Reports](#) link in the [Reports](#) menu on the right side of the [Test Builder](#) home page; then **click** on the [blue hyperlinked](#) assignment name on the far left column.

or

**Click** on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page; then **click** on the [blue hyperlinked](#) assignment name on the far left column.

or

**Click** on the [Tests](#) link in the [Tasks](#) menu; then **click** on the [blue hyperlinked](#) assignment name under the test name (you may need to select criteria to more easily locate the assignment).

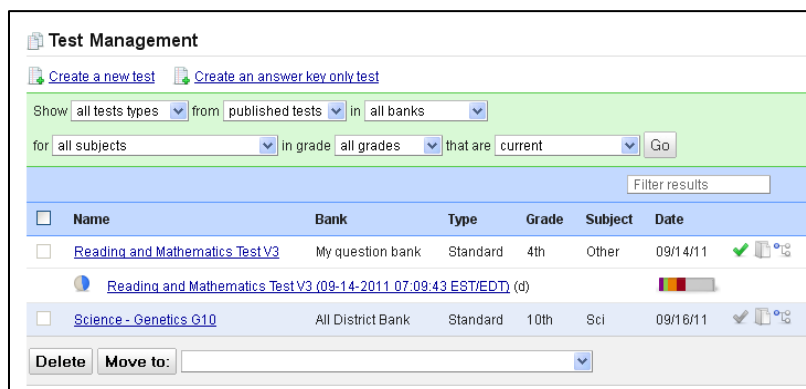


Figure 120: Accessing reports from assignment in the test management list

or

**Click** on the [Tests](#) link in the [Tasks](#) menu, and then **click** on the performance indicator icon to the right of the desired assignment.

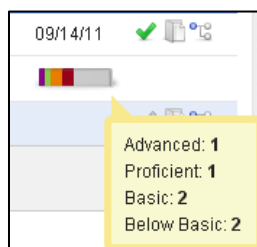


Figure 121: Performance indicator icon –click to access reports

2. The [Assignment Details](#) screen with the [Assignment Reports Dashboard](#) will then display.

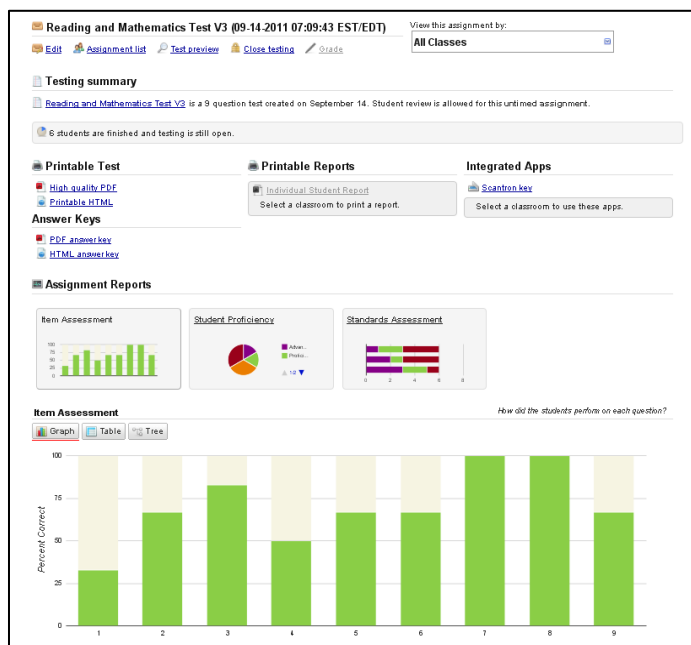





Figure 122: Assignment Details screen with the Assignment Reports Dashboard

3. An [Item Assessment](#), [Student Proficiency](#), and a [Standards assessment](#) report are generated for the test.
4. Each report can be viewed in [graph](#) , [table](#) , or [tree](#)  form.
5. **Click** on the report name in the mini-view above the main viewing area to access the detailed view of the report.

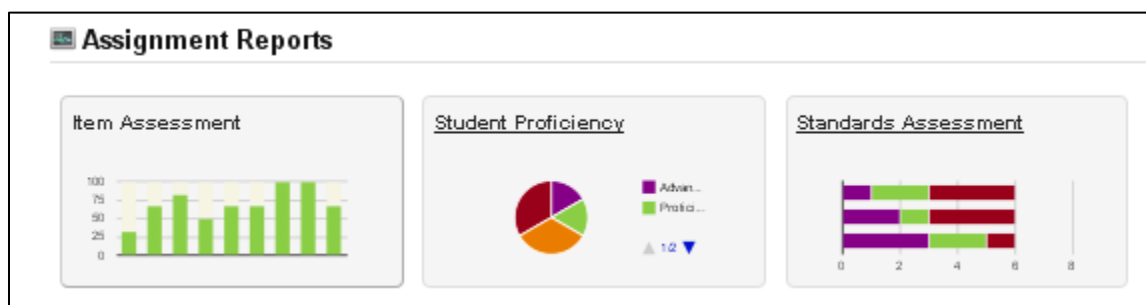



Figure 123: Report dashboard mini-view

## ITEM ASSESSMENT REPORT



The Item Assessment report displays the percentage of students that answered an item correctly.

1. With the *Item Assessment* report displayed in [graph](#)  form in the *Report Dashboard*, place the cursor over a bar to see detailed response information about the test item.

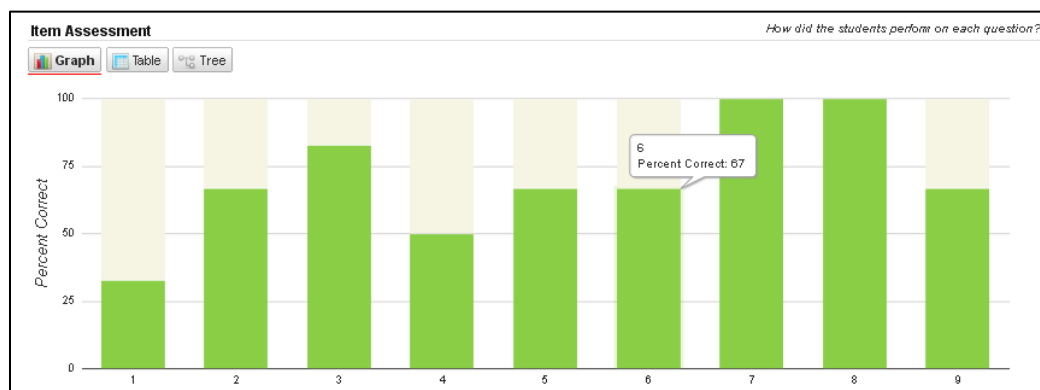


Figure 124: Item Assessment Report detail

2. Click on the bar to preview the question and the answer distribution.

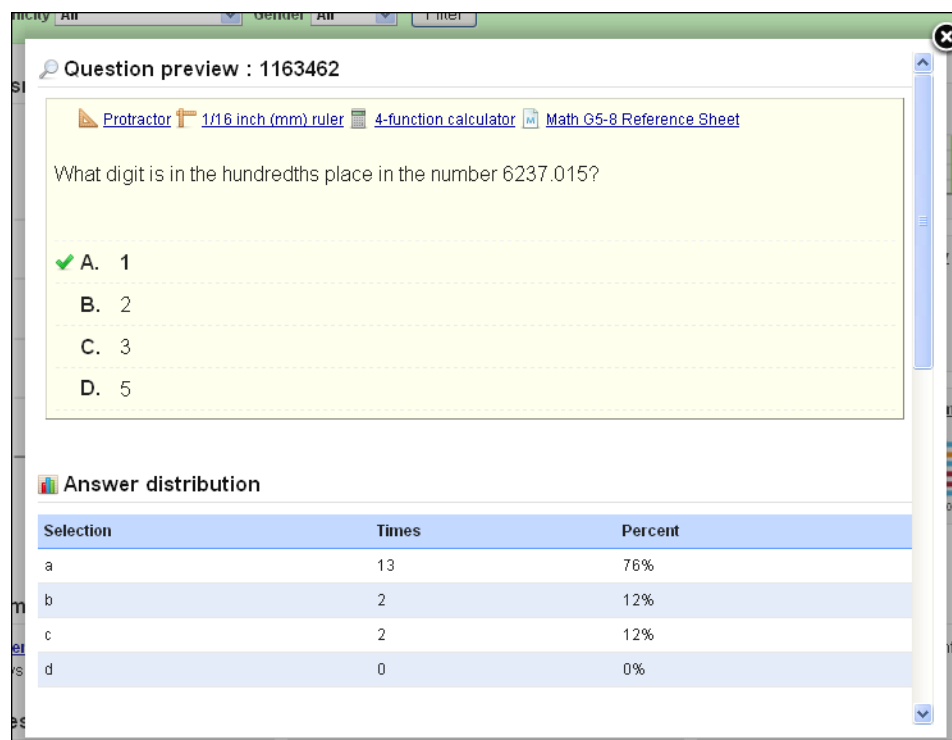






Figure 125: Question preview and answer distribution



3. Click on the  button to close the preview.
4. Click on the [table](#)  icon to view the *Item assessment* information in table form.


**Item assessment** *How did the students perform on each question?*

Graph Table Tree  

Question ID	Number Correct	Number Incorrect	Total Points Earned	Question Type	Number Not Answered	Point-biserial	P-Value
1507936	6	1	6	mc	0	0.27	0.86
1284528	6	1	6	mc	0	0.58	0.86
1161495	4	3	4	mc	0	0.39	0.57
1163462	6	1	6	mc	0	0.27	0.86
1487616	7	0	7	mc	0	—	1.0
1284364	4	3	4	mc	0	-0.03	0.57
1283951	3	4	3	mc	0	0.61	0.43
1286415	5	2	5	mc	0	0.28	0.71

Figure 126: Item Assessment Report - table view

5. Click on any column header within the table to sort the data in ascending order. Click a second time to sort in descending order.
6. Click on the Excel icon  to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.
7. Click on the Printable PDF version icon  to access and print a PDF-formatted version of the table view.

8. Click the **tree**  icon to view aggregated data at the school level or to drill down to view data by teacher, by section or by student. The availability of data is determined by the user role.

**Item Assessment** How did the students perform on each question?

Graph Table **Tree**

Grouping: School | Teacher | Section | Student

	1	2	3	4	5	6	7	8	9
District DH Testing 2	13.0	23.0	20.0	23.0	24.0	19.0	20.0	22.0	19.0
School Lincoln Elementary	5.0	9.0	8.0	9.0	9.0	7.0	8.0	8.0	7.0
School Sunnyside Middle School	8.0	14.0	12.0	14.0	15.0	12.0	12.0	14.0	12.0

Graph Table **Tree**

Grouping: School | Teacher | Section | Student

	1	2	3	4	5	6	7	8	9
District DH Testing 2	13.0	23.0	20.0	23.0	24.0	19.0	20.0	22.0	19.0
School Lincoln Elementary	5.0	9.0	8.0	9.0	9.0	7.0	8.0	8.0	7.0
Teacher Zekla, Azeta	5.0	9.0	8.0	9.0	9.0	7.0	8.0	8.0	7.0
School Sunnyside Middle School	8.0	14.0	12.0	14.0	15.0	12.0	12.0	14.0	12.0
Teacher Baker, Brett	8.0	14.0	12.0	14.0	15.0	12.0	12.0	14.0	12.0

Graph Table **Tree**

Grouping: School | Teacher | Section | Student

	1	2	3	4	5	6	7	8	9
District DH Testing 2	13.0	23.0	20.0	23.0	24.0	19.0	20.0	22.0	19.0
School Lincoln Elementary	5.0	9.0	8.0	9.0	9.0	7.0	8.0	8.0	7.0
Teacher Zekla, Azeta	5.0	9.0	8.0	9.0	9.0	7.0	8.0	8.0	7.0
Section EL301.DEVEYS: 3rd Grade Subjects	5.0	9.0	8.0	9.0	9.0	7.0	8.0	8.0	7.0
School Sunnyside Middle School	8.0	14.0	12.0	14.0	15.0	12.0	12.0	14.0	12.0
Teacher Baker, Brett	8.0	14.0	12.0	14.0	15.0	12.0	12.0	14.0	12.0
Section ART200.19: Art 7	4.0	8.0	6.0	7.0	9.0	6.0	5.0	8.0	9.0



  

Graph Table **Tree**

Grouping: School | Teacher | Section | Student

	Student ID	Student	1	2	3	4	5	6	7	8	9
District DH Testing 2			13.0	23.0	20.0	23.0	24.0	19.0	20.0	22.0	19.0
School Lincoln Elementary			5.0	9.0	8.0	9.0	9.0	7.0	8.0	8.0	7.0
Teacher Zekla, Azeta			5.0	9.0	8.0	9.0	9.0	7.0	8.0	8.0	7.0
Section EL301.DEVEYS: 3rd Grade Subjects			5.0	9.0	8.0	9.0	9.0	7.0	8.0	8.0	7.0
	209659	Broka, Tyler	0.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	0.0
	207179	Canon, Brooke	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
	209259	Coleman, Dustin	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	0.0
	290259	Den Adel, Luke D	1.0	1.0	0.0	1.0	0.0	1.0	1.0	1.0	1.0
	206069	Frazier, Leah	1.0	1.0	1.0	1.0	1.0	0.0	0.0	1.0	1.0
	204019	Jugovic, Andrew	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
	206919	Meador, Lawrence	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0
	207609	Morrison, Paul	0.0	0.0	1.0	1.0	1.0	0.0	0.0	1.0	1.0
	300769	Ozer, Sara	0.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0
	200699	Robertson, Alysha	1.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	0.0
	204449	Vheltstone, Kelle	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
School Sunnyside Middle School			8.0	14.0	12.0	14.0	15.0	12.0	12.0	14.0	12.0
Teacher Baker, Brett			8.0	14.0	12.0	14.0	15.0	12.0	12.0	14.0	12.0
Section ART200.19: Art 7			4.0	8.0	6.0	7.0	9.0	6.0	5.0	8.0	9.0
	0400016679	Bauman, Tom	0.0	1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0
	0400016429	Brink, Sean	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0
	0400016629	Moon, Lauren	0.0	0.0	1.0	0.0	1.0	0.0	0.0	1.0	1.0
	0073239	Oliver, Alexis	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
	0400016249	Olson, Brooke	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0

Figure 127: Item Assessment Report – tree view by school, teacher, section and student


9. On any Tree view, click on the Excel icon  to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.
10. On any Tree view, click on the Printable PDF version icon  to access and print a PDF-formatted version of the table view.



## STUDENT PROFICIENCY REPORT



The *Student Proficiency* report displays the percentage of students within each proficiency tier for the proficiency profile associated with the test.

1. With the *Student Proficiency* report displayed in *graph*  form on the *Report Dashboard*, **place** your cursor over a segment to see detailed result information about that proficiency tier.

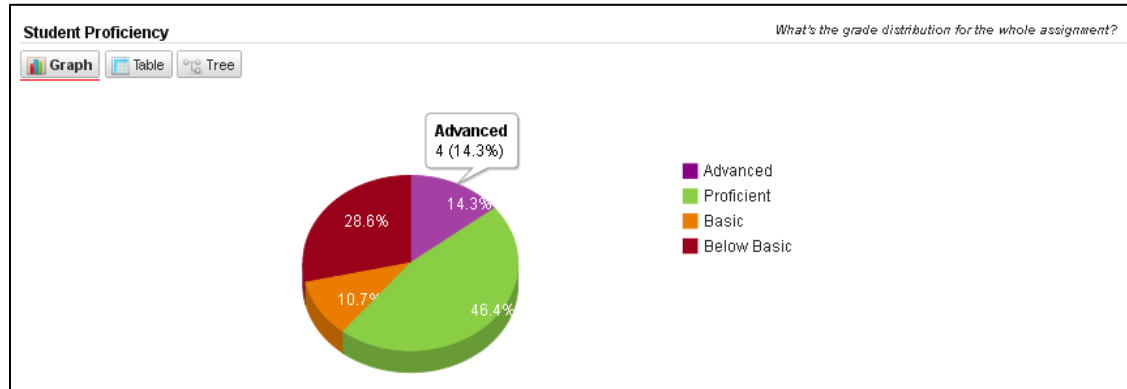




Figure 128: Student proficiency detail

2. **Click** on a segment of the pie chart to see a list of students in that particular proficiency tier. The students' percent-correct score is displayed.

Tier Advanced				
School	Teacher	Student ID	Student	Score
Sunnyside Middle School	Baker, Brett	5811479	Gonzalez, DTylerk	100.0%
Sunnyside Middle School	Baker, Brett	5873239	Oliver, Alexis	100.0%
Sunnyside Middle School	Baker, Brett	5511269	Stjernberg, Jossey	100.0%
Lincoln Elementary	Zelda, Azeta	284819	Jugovic, Andrew	100.0%

Figure 129: Students in Satisfactory proficiency tier

- Click the  button to close the view.
- Click the [table](#)  icon to view the information in table form.
- At the district level, all students are displayed with their percent-correct score, points earned out of points available, Standard Score (calculated based on students within the same assignment across the district), and color-coded proficiency tier.

Student Proficiency What's the grade distribution for the whole assignment?

Graph Table Tree

District	School	Teacher	Classroom	Student ID	Student	Score	Earned of Available	Standard Score <sup>1</sup>	Tier
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	289659	Brcka, Tyler	66.7%	6/9	-0.3	Basic
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	287179	Canon, Brooke	11.1%	1/9	-2.9	Below Basic
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	289259	Coleman, Dustin	77.8%	7/9	0.2	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	290259	Den Adel, Luke D	77.8%	7/9	0.2	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	286069	Frazer, Leah	77.8%	7/9	0.2	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	284819	Jugovic, Andrew	100.0%	9/9	1.3	Advanced
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	286919	Meador, Lawrence	77.8%	7/9	0.2	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	287609	Morrison, Paul	55.6%	5/9	-0.8	Below Basic

Figure 130: Student Proficiency Report - table view (district level)

- At the school or teacher level, the table view displays all students with their percent-correct score, points earned out of points available, Standard Score (calculated based on students within the same assignment across the district), Class Standard Score (calculated based on students within the same class) and color-coded proficiency tier.




Student Proficiency What's the grade distribution for the whole assignment?

Graph Table Tree

District	School	Teacher	Classroom	Student ID	Student	Score	Earned of Available	Standard Score <sup>1</sup>	Class Standard Score <sup>2</sup>	Tier
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	289659	Brcka, Tyler	66.7%	6/9	-0.3	-0.2	Basic
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	287179	Canon, Brooke	11.1%	1/9	-2.9	-2.6	Below Basic
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	289259	Coleman, Dustin	77.8%	7/9	0.2	0.3	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	290259	Den Adel, Luke D	77.8%	7/9	0.2	0.3	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	286069	Frazer, Leah	77.8%	7/9	0.2	0.3	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	284819	Jugovic, Andrew	100.0%	9/9	1.3	1.3	Advanced
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	286919	Meador, Lawrence	77.8%	7/9	0.2	0.3	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL301.DEVEY9: 3rd Grade Subjects	287609	Morrison, Paul	55.6%	5/9	-0.8	-0.7	Below Basic

Figure 131: Student Proficiency Report - table view (teacher level)

- Click on any column header within the table to sort the data in ascending order. Click a second time to sort in descending order.

8. **Click** on the Excel icon  to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.
9. **Click** on the Printable PDF version icon  to access and print the PDF-formatted version of the table view.
10. **Click on the tree**  icon to view aggregated data at the school level, or to drill down to view data by teacher, by section or by student. The availability of data is determined by the user role.

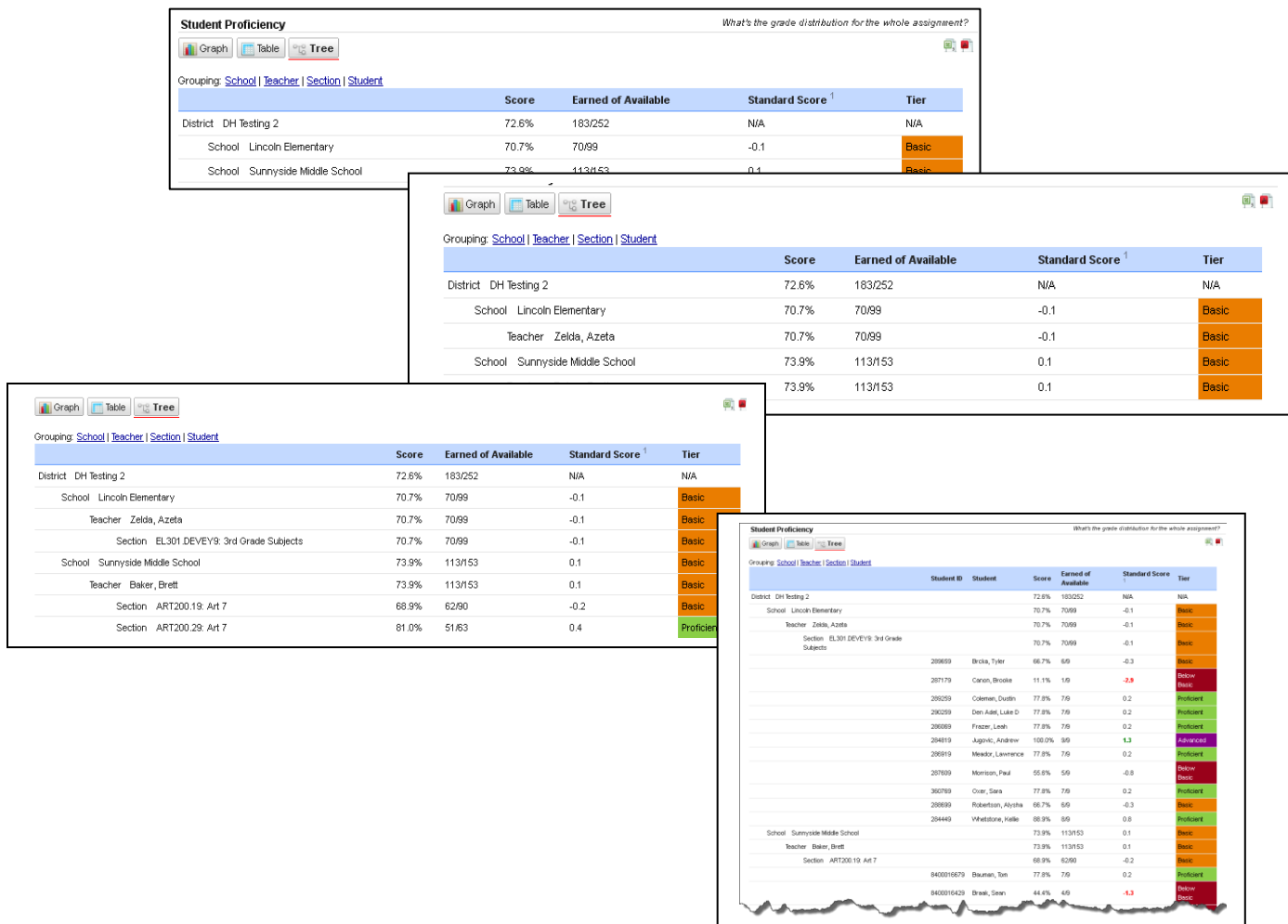





Figure 132: Student Proficiency Report – tree view by school, teacher, section and student

11. **Click** on the Excel icon  to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.
12. **Click** on the Printable PDF version icon  to access and print the PDF-formatted version of the table view.

## STANDARDS ASSESSMENT REPORT



The Standards Assessment report displays how students performed on each standard.

1. With the Standards Assessment report displayed in [graph](#)  form in the [Report Dashboard](#), **place** your cursor over a bar to see detailed information about performance on that standard.

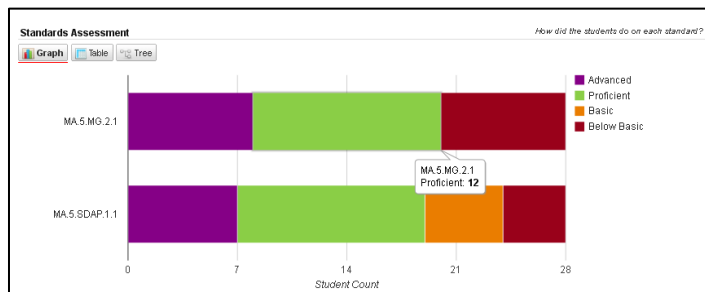



Figure 133: Standards Assessment detail

2. **Click** on a bar section to see a list of students in a specific performance tier with their percentage of mastery for a particular standard.

District	School	Teacher	Section	Student ID	Student	Score	Tier
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL.301.DEVEY9: 3rd Grade Subjects	209259	Coleman, Dustin	75.0%	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL.301.DEVEY9: 3rd Grade Subjects	284449	Whetstone, Kelle	75.0%	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL.301.DEVEY9: 3rd Grade Subjects	286919	Meador, Lawrence	75.0%	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL.301.DEVEY9: 3rd Grade Subjects	290259	Den Adel, Luke D	75.0%	Proficient
DH Testing 2	Lincoln Elementary	Zelda, Azeta	EL.301.DEVEY9: 3rd Grade Subjects	360769	Oxer, Sara	75.0%	Proficient
DH Testing 2	Sunnyside Middle School	Baker, Brett	ART200.19: Art 7	8400016319	Penner, Brian	75.0%	Proficient
DH Testing 2	Sunnyside Middle School	Baker, Brett	ART200.19: Art 7	8400016249	Olsen, Brooke	75.0%	Proficient
DH Testing 2	Sunnyside Middle School	Baker, Brett	ART200.19: Art 7	5969049	Stackhouse, Juliana	75.0%	Proficient
DH Testing 2	Sunnyside Middle School	Baker, Brett	ART200.19: Art 7	8400016679	Bouman, Tom	75.0%	Proficient
DH Testing 2	Sunnyside Middle School	Baker, Brett	ART200.28: Art 7	8400016349	Violette, Carla	75.0%	Proficient
DH Testing 2	Sunnyside Middle School	Baker, Brett	ART200.28: Art 7	8400016389	Violette, Jeremy	75.0%	Proficient
DH Testing 2	Sunnyside Middle School	Baker, Brett	ART200.28: Art 7	5274319	Perales, Terrence	75.0%	Proficient

Figure 134: Proficient performance tier for one standard

3. **Click** the  button to close the view.

4. Click the [table](#)  icon to view the information in table form. All standards are displayed with distribution of students by performance level.

Standards Assessment How did the students do on each standard?

Graph **Table** Tree

StandardCode	StandardDescription	Advanced	Proficient	Basic	Below Basic
<a href="#">MA.5.MG.2.1</a>	Measure, identify, and draw angles, perpendicular and parallel lines, rectangles, and triangles by using appropriate tools (e.g., straightedge, ruler, compass, protractor, drawing software).	8	12	0	8
<a href="#">MA.5.SDAP.1.1</a>	Know the concepts of mean, median, and mode; compute and compare simple examples to show that they may differ.	7	12	5	4

Figure 135: Standards Assessment – table view

5. **Click** on any column header within the table to sort the data in ascending order. **Click** a second time to sort in descending order.
6. **Click** on the [blue hyperlinked](#) standard code to access instructional resources aligned to that standard, **if** your subscription includes this option.

Standards Assessment

Graph **Table** Tree

StandardCode	StandardDescription
<a href="#">MA.5.MG.2.1</a>	Measure, identify, and draw angles, perpendicular and parallel lines, rectangles, and triangles by using appropriate tools (e.g., straightedge, ruler, compass, protractor, drawing software).
<a href="#">MA.5.SDAP.1.1</a>	Know the concepts of mean, median, and mode; compute and compare simple examples to show that they may differ.




Figure 136: Click on standard code to access instructional resources

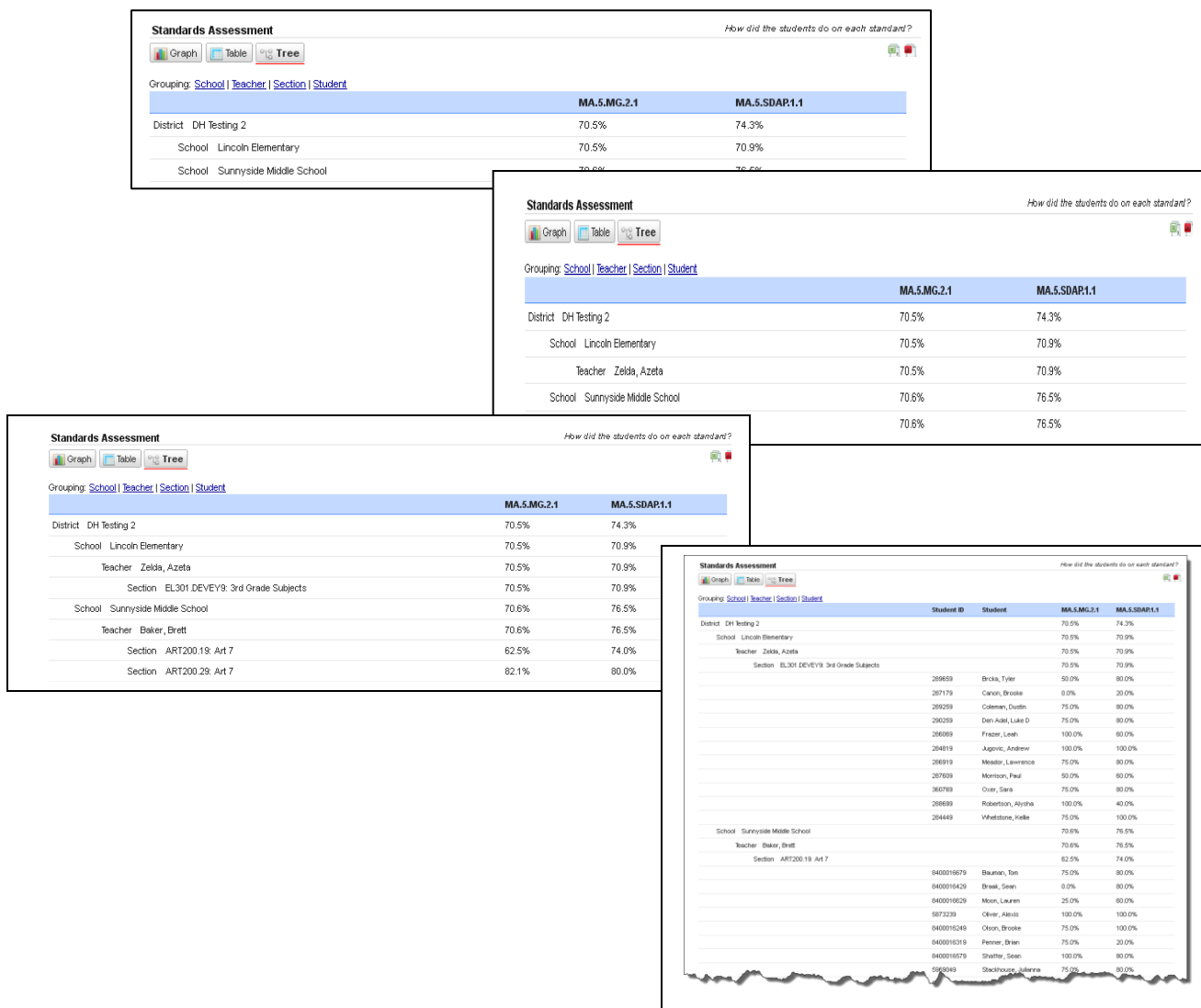
7. **If** the subscription includes an instructional resources option, these resources can also be accessed for each standard from the [Content aligned applications](#) area at the bottom of the [Reports Dashboard](#). **Click** on the [blue hyperlinked](#) standard code to access associated instructional resources.

Content aligned applications

Indicator	Indicator Description	Resources
MA.4.A.1.2	Multiply multi-digit whole numbers through four digits fluently, demonstrating understanding of the standard algorithm, and checking for reasonableness of results, including solving real-world problems.	<a href="#">netTrekker</a>
MA.4.A.2.1	Use decimals through the thousandths place to name numbers between whole numbers.	<a href="#">netTrekker</a>
MA.4.G.3.1	Describe and determine area as the number of same-sized units that cover a region in the plane, recognizing that a unit square is the standard unit for measuring area.	<a href="#">netTrekker</a>
MA.4.G.3.2	Justify the formula for the area of the rectangle "area = base x height."	<a href="#">netTrekker</a>
MA.4.G.5.1	Classify angles of two-dimensional shapes using benchmark angles (45°, 90°, 180°, and 360°).	<a href="#">netTrekker</a>
MA.4.G.5.3	Identify and build a three-dimensional object from a two-dimensional representation of that object and vice versa.	<a href="#">netTrekker</a>

Figure 137: Links to aligned content

8. Click the Excel icon  to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.
9. Click on the Printable PDF version icon  to access and print the PDF-formatted version of the table view.
10. Click the *group hierarchy*  icon to view aggregated data at the school level or to drill down to view data by teacher or by student. The availability of data is determined by the user role.



The figure displays four screenshots of the Standards Assessment Report interface, illustrating the group hierarchy view. Each screenshot shows a table with columns for 'MA.5.MG.2.1' and 'MA.5.SDAP.1.1' scores, along with navigation options like 'Graph', 'Table', and 'Tree'.

**Screenshot 1: School Level**

Grouping	MA.5.MG.2.1	MA.5.SDAP.1.1
District DH Testing 2	70.5%	74.3%
School Lincoln Elementary	70.5%	70.9%
School Sunnyside Middle School	70.6%	76.5%

**Screenshot 2: Teacher Level**

Grouping	MA.5.MG.2.1	MA.5.SDAP.1.1
District DH Testing 2	70.5%	74.3%
School Lincoln Elementary	70.5%	70.9%
Teacher Zekla, Azeta	70.5%	70.9%
School Sunnyside Middle School	70.6%	76.5%



**Screenshot 3: Section Level**

Grouping	MA.5.MG.2.1	MA.5.SDAP.1.1
District DH Testing 2	70.5%	74.3%
School Lincoln Elementary	70.5%	70.9%
Teacher Zekla, Azeta	70.5%	70.9%
Section EL301.DEVEY9: 3rd Grade Subjects	70.5%	70.9%
School Sunnyside Middle School	70.6%	76.5%
Teacher Baker, Brett	70.6%	76.5%
Section ART200.19: Art 7	62.5%	74.0%
Section ART200.28: Art 7	82.1%	80.0%

**Screenshot 4: Student Level**

Grouping	Student ID	Student	MA.5.MG.2.1	MA.5.SDAP.1.1
District DH Testing 2			70.5%	74.3%
School Lincoln Elementary			70.5%	70.9%
Teacher Zekla, Azeta			70.5%	70.9%
Section EL301.DEVEY9: 3rd Grade Subjects			70.5%	70.9%
	206659	Brick, Tyler	50.0%	80.0%
	207179	Canon, Brooke	0.0%	20.0%
	209259	Coleman, Duetta	75.0%	80.0%
	200259	Den Auld, Luke D	75.0%	80.0%
	206089	Fraser, Leah	100.0%	80.0%
	204819	Jugovic, Andrew	100.0%	100.0%
	206919	Meador, Lawrence	75.0%	80.0%
	207699	Morrison, Paul	50.0%	80.0%
	360789	Over, Sara	75.0%	80.0%
	208899	Robertson, Alysha	100.0%	40.0%
	204449	Whitstone, Kelle	75.0%	100.0%
School Sunnyside Middle School			70.6%	76.5%
Teacher Baker, Brett			70.6%	76.5%
Section ART200.19: Art 7			62.5%	74.0%
	840016079	Buamir, Tom	75.0%	80.0%
	840016429	Brink, Sean	0.0%	80.0%
	840016029	Moon, Lauren	25.0%	80.0%
	587329	Oliver, Abbie	100.0%	100.0%
	840016249	Olson, Brooke	75.0%	100.0%
	840016319	Penner, Brian	75.0%	20.0%
	840016079	Shaffer, Sean	100.0%	80.0%
	596849	Stackhouse, Shanna	75.0%	80.0%

Figure 138: Standards Assessment Report – group hierarchy view by school, teacher, section and student

11. **Click** on the Excel icon  to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.
12. **Click** on the Printable PDF version icon  to access and print the PDF-formatted version of the table view.

## PRINTABLE REPORTS

### ACCESSING THE INDIVIDUAL STUDENT REPORT



Access to the printable Individual Student Report is available on the assignment details page. District administrators can generate the report for a specific class or individual students. School administrators and teachers can generate the report for All Classes, a specific class, or individual students.

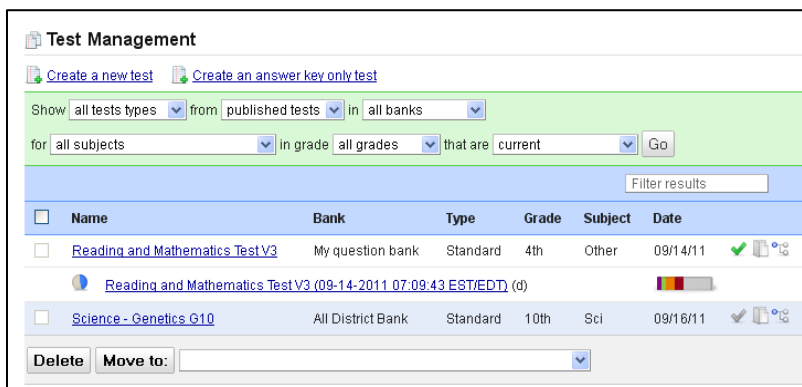
1. Click on the [Test Reports](#) link in the [Reports](#) menu on the right side of the [Test Builder](#) home page; then **click** on the [blue hyperlinked](#) assignment name on the far left column.

or

**Click** on the [Assignments](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page; then **click** on the [blue hyperlinked](#) assignment name on the far left column.

or

**Click** on the [Tests](#) link in the [Tasks](#) menu; then **click** on the [blue hyperlinked](#) assignment name under the test name (you may need to select criteria to more easily locate the assignment).








<input type="checkbox"/>	Name	Bank	Type	Grade	Subject	Date	
<input type="checkbox"/>	<a href="#">Reading and Mathematics Test V3</a>	My question bank	Standard	4th	Other	09/14/11	✓  
	<a href="#">Reading and Mathematics Test V3 (09-14-2011 07:09:43 EST/EDT)</a> (d)						
<input type="checkbox"/>	<a href="#">Science - Genetics G10</a>	All District Bank	Standard	10th	Sci	09/16/11	✓  

Figure 139: Accessing reports from assignment in the test management list

or

Click on the [Tests](#) link in the [Tasks](#) menu, and then click on the performance indicator icon to the right of the desired assignment.

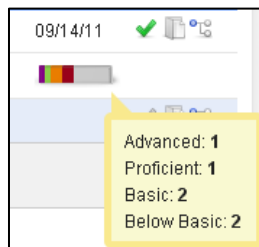


Figure 140: Performance indicator icon –click to access reports

2. The [Assignment Details](#) screen will then display with a section called [Printable Reports](#).

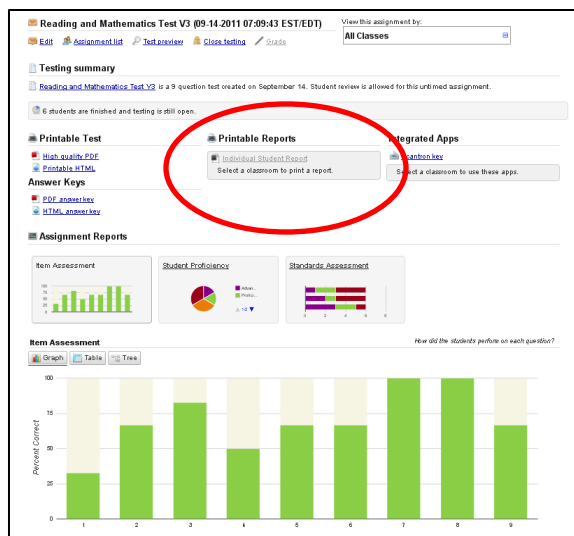


Figure 141: Assignment Details screen with the Printable Reports section



3. In the View this assignment by field **click** on the  to access the All Classes option and to be able to expand the list to display individual classes.

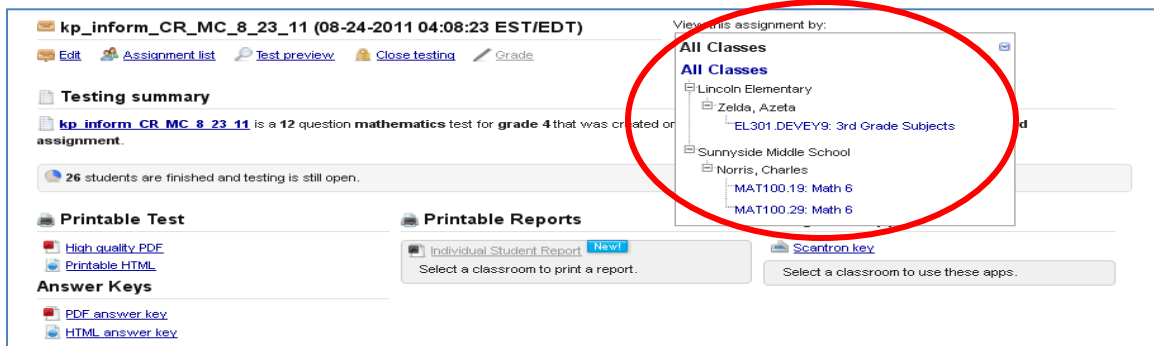


Figure 142: All Classes link and Individual class links displayed

4. **Click** the [All Classes](#) link (teachers and school administrators only) or an [individual class](#) link to select it.
5. The [Individual Student Report](#) link in the [Printable Reports](#) section is active.

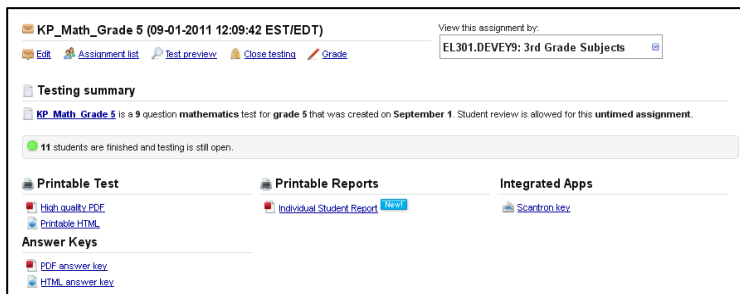


Figure 143: Individual Student Report link is active

6. **Click** on the [Individual Student Report](#) link.
7. A pop-up modal will appear. To generate the report for all students, **leave the default selections** (all students checked). To generate the report for specific students, **click** the [Unselect All Students](#) link, and **click** in the box beside the students who should be included in the report.

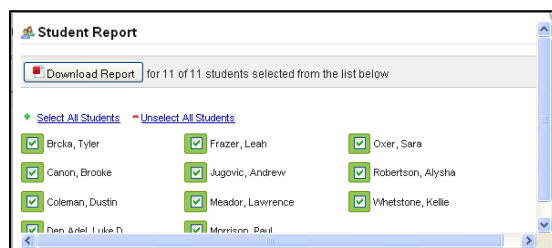


Figure 144: Pop-up modal with all students selected.

8. **Click** the [Download Report](#) button.

9. The report will start to generate and a status bar will indicate the progress.



Figure 145: The report will generate; a status bar will indicate the progress

10. Click the [Download file](#) link.
11. In the Opening modal select [Open with](#) and a program or [Save File](#) as appropriate. Click the [OK](#) button.

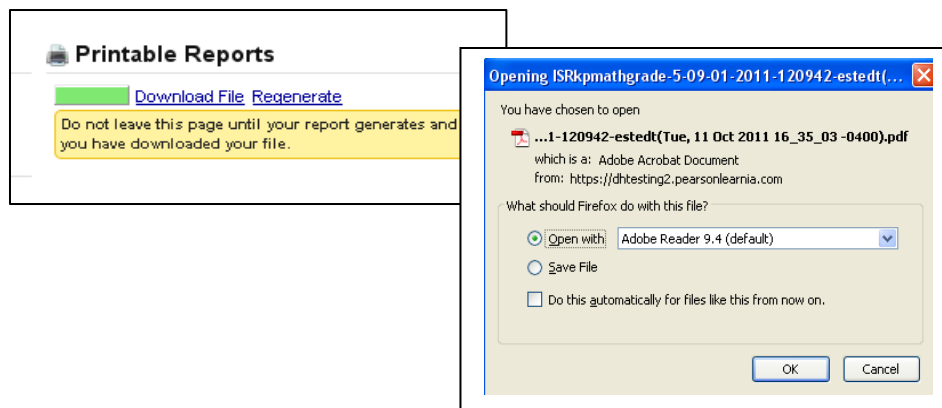


Figure 146: Download File link and Opening modal

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## INDIVIDUAL STUDENT REPORT

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1. Within the printable file, each student's report is separated by a page break, so a printed report can easily be distributed to an individual student.
2. Each student's report is color coded according to the proficiency profile associated with the test.

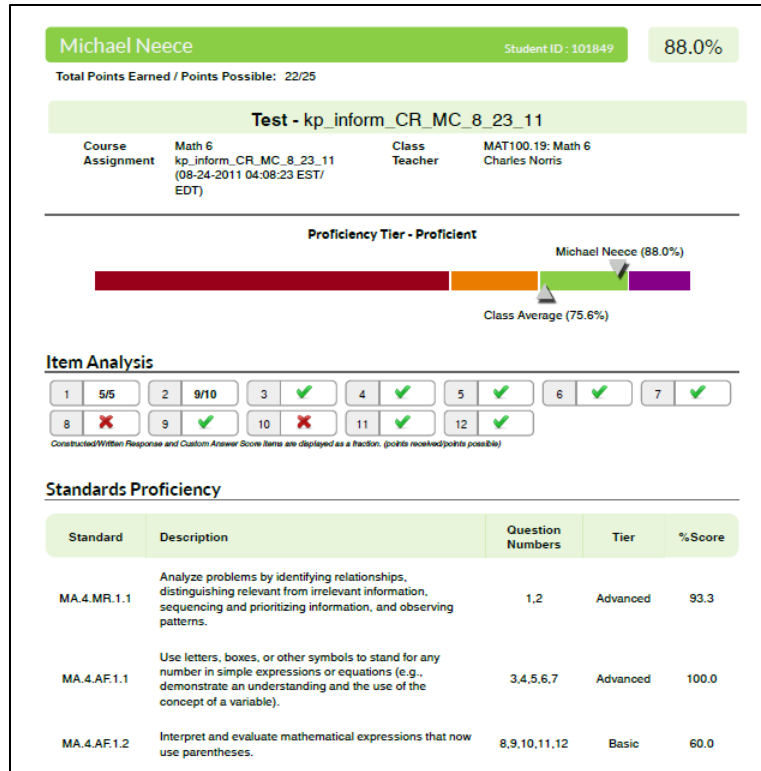


Figure 147: Individual Student Report

### 3. Individual Student Reports include the following information:

- Student name and student ID
- Total score on test assignment (in percent)
- Total points earned out of points possible on test assignment
- Test name
- Course name
- Assignment name
- Class/section name
- Teacher name
- Student's proficiency on entire test compared to the class average proficiency (according to the proficiency profile associated with the test)
- Item analysis, showing which questions the student got correct and incorrect as well as points earned for constructed response questions
- Standard code, description and item alignments
- Score the student achieved on each assessed standard (in percent)
- Proficiency level for each assessed standard (according to the proficiency profile associated with the test)

## QUESTIONS

### CREATE A NEW QUESTION



#### CREATE A MULTIPLE-CHOICE QUESTION





1. From the [Test Builder](#) home page, click on the  [New question](#) link under [Test Builder Shortcuts](#).
2. The [Create a new question](#) page will display.




Figure 148: Create a New Question Page – Multiple-choice question

3. Click the [Question type](#) drop-down  arrow and **select** [Multiple choice](#) as the question type.
4. Click the [Answer Options](#) drop-down  arrow and **select** the appropriate option.
5. Click the specific  radio button to indicate the correct answer.
6. Click in the [Question text](#) field and **type** the text for the question stem.
  - a. The [Question text](#) field and [Answer](#) field(s) contain icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.



7. Click in the [Answer A](#) field and **type** the text for the first answer choice.
8. If a justification is desired, click the [+ Add justifications to these responses](#) link. A text field for [Justification for answer A](#) will display. Click in the text field and **type** the justification.
9. Repeat steps 7 and 8 for the number of answers selected.

Figure 149: Multiple-Choice Question Details

10. For the [Question details](#), click the [Question bank](#) drop-down  arrow and **select** the desired item bank.
11. Click the [Subject](#) drop-down  arrow and **select** the subject.
12. For [Grade range](#), click the drop-down  arrows for [Lower](#) and [Upper](#) grades, respectively, and **select** the lower and upper grades in the range.
13. If the question refers to a reading passage, click on the [Search for a passage](#) link and **select** the appropriate one. If you would like to preview the selected passage, click the [Preview](#) link. The passage will open in a separate browser window.

14. If a second passage is desired, click on the [Add a second passage](#) link. A [Second Reading passage](#) selection will appear. Click on the [Search for a passage](#) link and select the appropriate one. If you would like to preview the selected passage, click on the [Preview](#) link. The passage will open in a separate browser window.
15. Under [Tools for this question](#), click the checkbox  for any tools needed.
16. Click in the [Import ID](#) number field and type the number. (Optional)
17. Under the [Question taxonomy](#) section, click the drop-down  arrow for the [Marzano number](#) field and select one of the seven choices.
18. Click the drop-down  arrow for [Bloom's number](#) and select one of the six choices.
19. Click in the [P-value](#) field and enter the appropriate information.
20. Click the [DOK value – Depth of knowledge](#) drop-down  arrow and select one of the four choices.
21. Click the [Create question](#) button if the question will not be aligned and a confirmation message will display. The new question is displayed in the list of items for the selected bank.
22. If the question will be aligned, click on the [Create and align question](#) button.
23. The [Update question alignment](#) screen will display.

**Update question alignment**

**Preview**  
What is the capital of Ukraine?

**Standard document** Standard Course of Study - Social Studies (2002)

**Grade level** 9

**Subject** Geography in Action

**Select the standard(s) for this item**

NC : Competency Goal SOC.9-12.1 - The learner will understand the growing importance of tourism to global, national, statewide, and local economic development. 0 21

NC : Competency Goal SOC.9-12.2 - The learner will identify major tourist flows in the world and locate various countries, major cities, natural attractions, and historic sites of tourist importance. 0 17






NC : Competency Goal SOC.9-12.3 - The learner will use maps and other geographic tools, such as GIS (Geographic Information Systems) to identify, describe, and interpret major international travel patterns as related to the United States. 0 28

NC : Competency Goal SOC.9-12.4 - The learner will use maps and other geographic tools such as GIS (Geographic Information Systems) to identify, describe, and interpret major intra-national travel patterns as related to North Carolina. 0 59

NC : Competency Goal SOC.9-12.5 - The learner will understand mental maps and recognize how mental maps shape people's willingness and unwillingness to travel to certain places. 0 0

Update alignment or Cancel

Figure 150: Update Question Alignment Page

24. Click the drop-down  arrow for [Standard document](#) and make a selection.
25. Click the drop-down  arrow for [Grade level](#) and select the grade.
26. Click the drop-down  arrow for [Subject](#) and make a selection.
27. Click the checkbox  next to the desired standard. This will update in the secondary window.
28. Click the  button.
29. A confirmation message will display.

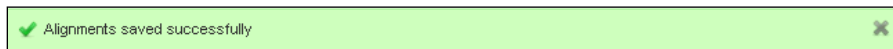




Figure 151: Confirmation Message — Alignments Saved Successfully

## CREATE A TRUE OR FALSE QUESTION



1. From the [Test Builder](#) home page, click on the  link under [Test Builder Shortcuts](#).
2. The [Create a new question](#) page will display.
3. Click the [Question type](#) drop-down  arrow and select [True or False](#).

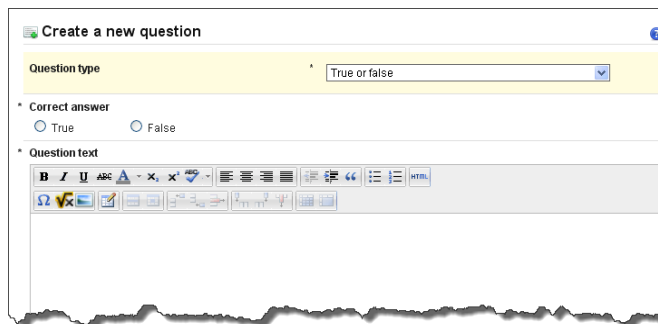
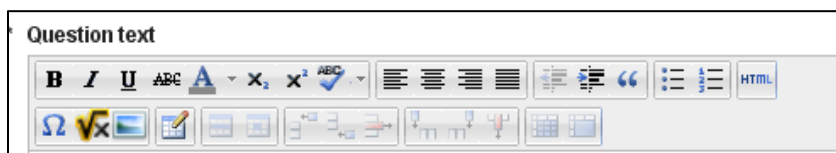


Figure 152: Create a New Question Page – True or False Question

4. Click the radio button next to either [True](#) or [False](#) in the [Correct answer](#) section.
5. Click in the [Question text](#) field and **type** the text for the question stem.
  - a. The [Question text](#) field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.












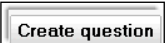
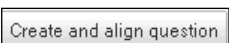
6. For the [Question details](#), click the [Question bank](#) drop-down  arrow and **select** the desired item bank.

Figure 153: True/False Question Details

7. Click the [Subject](#) drop-down  arrow and **select** the subject.
8. For [Grade range](#), click the drop-down  arrows for [Lower](#) and [Upper](#) grades, respectively, and **select** the lower and upper grades in the range.
9. If the question refers to a reading passage, click on the [Search for a passage](#) link and **select** the appropriate one. If you would like to preview the selected passage, click the  [Preview](#) link. The passage will open in a separate browser window.
10. If a second passage is desired, click on the [Add a second passage](#) link. A [Second Reading passage](#) selection will appear. Click on the [Search for a passage](#) link and **select** the appropriate one. If you would like to preview the selected passage, click on the  [Preview](#) link. The passage will open in a separate browser window.
11. Under [Tools for this question](#), click the checkbox  for any tools needed.



12. Under the [Question taxonomy](#) section, **click** the drop-down  arrow for the [Marzano number](#) field and **select** one of the seven choices.
13. **Click** the drop-down  arrow for [Bloom's number](#) and **select** one of the six choices.
14. **Click** in the [P-value](#) field and **enter** the appropriate information.
15. **Click** the [DOK value – Depth of knowledge](#) drop-down  arrow and **select** one of the four choices.
16. **Click** the  button if the question will not be aligned. A confirmation message will display and the new question is displayed in the list of items for the selected bank.
17. If the question will be aligned, **click** on the  button.
18. The [Update question alignment](#) page will display.

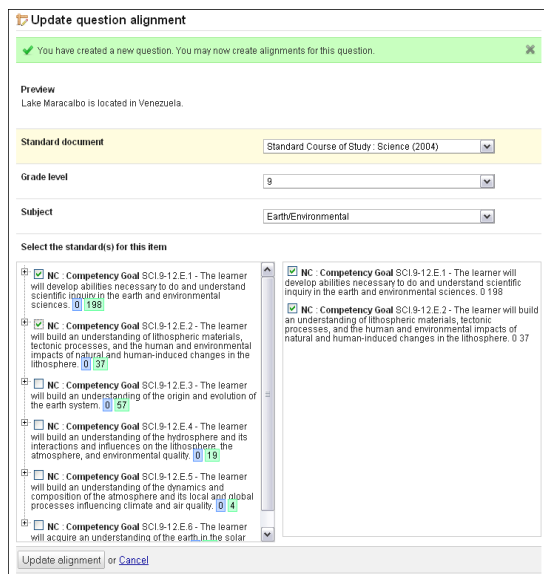







Figure 154: Update Question Alignment Page

19. **Click** the drop-down  arrow for [Standard document](#) and make a selection.
20. **Click** the drop-down  arrow for [Grade level](#) and **select** the grade.
21. **Click** the drop-down  arrow for [Subject](#) and make a selection.
22. **Click** the checkbox  next to the desired standard. This will update in the secondary window.
23. **Click** the  button.

24. A confirmation message will display in the [Question management](#) screen.

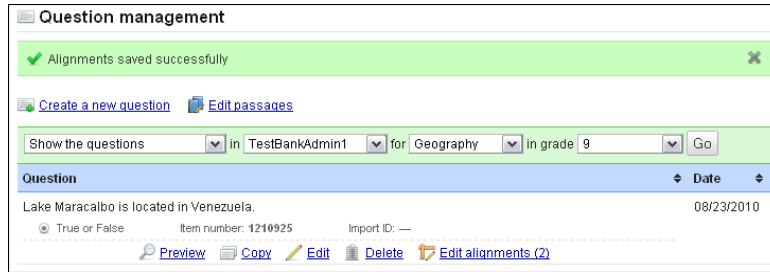


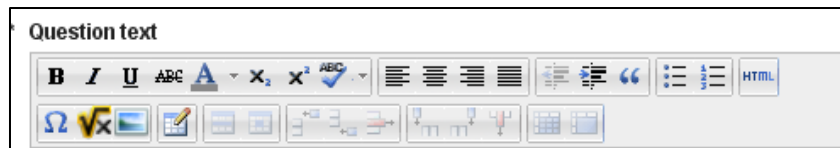


Figure 155: Confirmation Message — Alignments Saved Successfully

## CREATE A CONSTRUCTED RESPONSE QUESTION



- From the [Test Builder](#) home page, click on the  [New question](#) link under [Test Builder Shortcuts](#).
- The [Create a new question](#) page will display.
- Click the [Question type](#) drop-down  arrow and select [Constructed response](#).
- Click in the [Question text](#) field and type the text for the question stem.
  - The [Question text](#) field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.



- Select the appropriate size for the response area.



Figure 156: Constructed-Response Answer Height

- Click in the [Sample response](#) field and type the text for the question stem.
  - The [Sample response](#) field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.


- For the [Question details](#), click the [Question bank](#) drop-down  arrow and select the desired item bank.

Figure 157: Constructed-Response Question Details




- Click the [Subject](#) drop-down  arrow and select the subject.
- For [Grade range](#), click the drop-down  arrows for [Lower](#) and [Upper](#) grades, respectively, and select the lower and upper grades in the range.
- For [Point value and grading](#), if responses will be scored with a point value, leave [Point value](#) selected and insert a number from 1-99 in the field. Or, if responses will be scored using a grading rubric, click in the bubble next to [Grading rubric](#). A rubric search modal will appear. Complete the search criteria to locate the desired rubric and click on the [rubric title link](#) to select it. Click  to close the modal. A Grading rubric icon and a link to the selected rubric will display on the Create a question page.

Figure 158: Rubric search modal and link on Create a question page

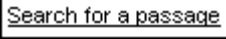


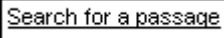





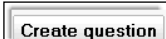






11. If the question refers to a reading passage, **click** on the  link and select the appropriate one. If you would like to preview the selected passage, **click** on the  link. The passage will open in a separate browser window.
12. If a second passage is desired, **click** on the  link. A [Second Reading passage](#) selection will appear. **Click** on the  link and **select** the appropriate one. If you would like to preview the selected passage, **click** on the  link. The passage will open in a separate browser window.
13. Under [Tools for this question](#), **click** the checkbox  for any tools needed.
14. Under the [Question taxonomy](#) section, **click** the drop-down  arrow for the [Marzano number](#) field and **select** one of the seven choices.
15. **Click** the drop-down  arrow for [Bloom's number](#) and **select** one of the six choices.
16. **Click** in the [P-value](#) field and **enter** the appropriate information.
17. **Click** the [DOK value – Depth of knowledge](#) drop-down  arrow and **select** one of the four choices.
18. **Click** the  button if the question will not be aligned. A confirmation message will display and the new question is displayed in the list of items for the selected bank.
19. If the question will be aligned, **click** on the  button.
20. The [Update question alignment](#) page will display.

Figure 159: Update Question Alignment Page

21. Click the drop-down  arrow for [Standard document](#) and make a selection.
22. Click the drop-down  arrow for [Grade level](#) and select the grade.
23. Click the drop-down  arrow for [Subject](#) and make a selection.
24. Click the checkbox  next to the desired standard. This will update in the secondary window.
25. Click the  button.
26. A confirmation message will display in the [Question management](#) screen.

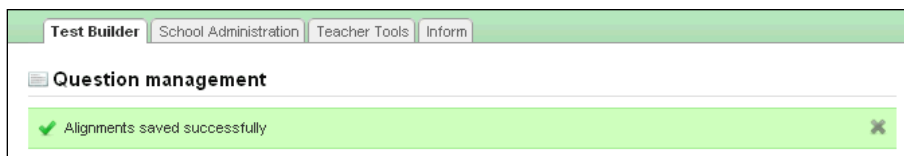




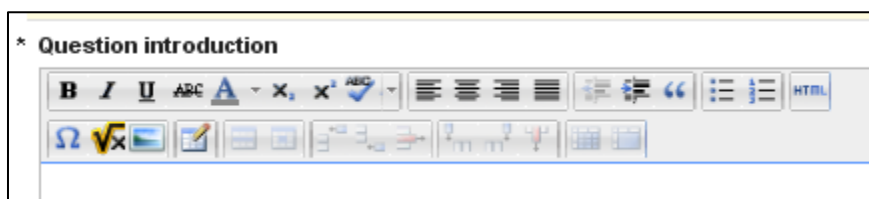
Figure 160: Confirmation Message — Alignments Saved Successfully

## CREATE A MULTIPART CONSTRUCTED RESPONSE QUESTION



1. From the [Test Builder](#) home page, click on the  [New question](#) link under [Test Builder Shortcuts](#).


2. The [Create a new question](#) page will display.
3. Click the [Question type](#) drop-down  arrow and **select** [Multipart constructed response](#).
4. Click in the [Question introduction](#) field and **type** the text for the question stem.
  - a. The [Question text](#) field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.



5. **Select** the appropriate size for the response area for each sub question.



Figure 161: Constructed-Response Answer Height

6. Click in the [Sub-question A](#) field and **type** the text for this part of the multipart question.
  - a. The [Sub-question text](#) field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.
7. Click [Add sub-question](#) to add the field for another question part.
8. Click in the [Sub-question B](#) field and type the text for this part of the multipart question.
9. Repeat Steps 7 and 8 to accommodate the appropriate number of sub- questions.
10. Click in the [Sample response](#) field and **type** the text for the question stem.
  - a. The [Sample response](#) field contains icons for basic formatting, spell-check, inserting special characters, inserting **formulas**, undo and redo, inserting and **formatting** tables and inserting images.
11. For the [Question details](#), click the [Question bank](#) drop-down  arrow and **select** the desired item bank.

**Question details**

Question bank: My question bank

Subject: No Subject

Grade range: Lower: P, Upper: P

Point value and grading:  Point value (1),  Grading rubric

Reading passage: [Add a reading passage](#)

Tools for this question:

- Protractor
- 1/4 inch (1/2 cm) ruler
- 1/8 inch (mm) ruler
- 1/16 inch (mm) ruler
- 4-function calculator
- Math EOC Reference Sheet
- Math OS-8 Reference Sheet
- Chemistry Reference Sheet
- Periodic Table




Import ID:

Question taxonomy:

- Marzano number: none
- Bloom's number: none
- P-value:
- DOK value - Depth of knowledge: none

Buttons: [Create question](#), [Create and align question](#), [Cancel](#)

Figure 162: Constructed-Response Question Details

12. Click the [Subject](#) drop-down  arrow and **select** the subject.
13. For [Grade range](#), click the drop-down  arrows for [Lower](#) and [Upper](#) grades, respectively, and **select** the lower and upper grades in the range.
14. For [Point value and grading](#), if responses will be scored with a point value, leave [Point value](#) selected and insert a number from 1-99 in the field. Or, if responses will be scored using a grading rubric, click in the bubble next to [Grading rubric](#). A rubric search modal will appear. Complete the search criteria to locate the desired rubric and click on the [rubric title link](#) to select it. Click  to close the modal. A Grading rubric icon and a link to the selected rubric will display on the Create a question page.

**Rubric search**

Show rubrics from: My question bank for: Other in grade

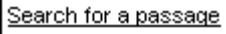


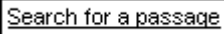





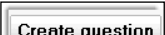

No Grade

Title	Tiers	Max value	Subject	
<a href="#">Five-Point Rubric</a>	5	5	Other	<a href="#">Preview</a>

Point value and grading:  Point value,  Grading rubric

[Five-Point Rubric](#)

Figure 163: Rubric search modal and link on Create a question page

15. If the question refers to a reading passage, **click** on the  link and select the appropriate one. If you would like to preview the selected passage, **click** on the  link. The passage will open in a separate browser window.
16. If a second passage is desired, **click** on the  link. A [Second Reading passage](#) selection will appear. **Click** on the  link and **select** the appropriate one. If you would like to preview the selected passage, **click** on the  link. The passage will open in a separate browser window.
17. Under [Tools for this question](#), **click** the checkbox  for any tools needed.
18. Under the [Question taxonomy](#) section, **click** the drop-down  arrow for the [Marzano number](#) field and **select** one of the seven choices.
19. **Click** the drop-down  arrow for [Bloom's number](#) and **select** one of the six choices.
20. **Click** in the [P-value](#) field and **enter** the appropriate information.
21. **Click** the [DOK value – Depth of knowledge](#) drop-down  arrow and **select** one of the four choices.
22. **Click** the  button if the question will not be aligned. A confirmation message will display and the new question is displayed in the list of items for the selected bank.
23. If the question will be aligned, **click** on the  button.
24. The [Update question alignment](#) page will display.



**Update question alignment**

✓ You have created a new question. You may now create alignments for this question. ✕

**Preview**  
Lake Maracaibo is located in Venezuela.

**Standard document** Standard Course of Study: Science (2004) ▾

**Grade level** 9 ▾

**Subject** Earth/Environmental ▾

Select the standard(s) for this item

NC Competency Goal SCI.9-12.E.1 - The learner will develop abilities necessary to do and understand scientific inquiry in the earth and environmental sciences. 0 198

NC Competency Goal SCI.9-12.E.2 - The learner will build an understanding of lithospheric materials, tectonic processes, and the human and environmental impacts of natural and human-induced changes in the lithosphere. 0 37

NC Competency Goal SCI.9-12.E.3 - The learner will build an understanding of the origin and evolution of the earth system. 0 57

NC Competency Goal SCI.9-12.E.4 - The learner will build an understanding of the hydrosphere and its interactions and influences on the lithosphere, the atmosphere, and environmental quality. 0 16

NC Competency Goal SCI.9-12.E.5 - The learner will build an understanding of the dynamics and composition of the atmosphere and its local and global processes influencing climate and air quality. 0 4






NC Competency Goal SCI.9-12.E.6 - The learner will acquire an understanding of the earth in the solar

NC Competency Goal SCI.9-12.E.1 - The learner will develop abilities necessary to do and understand scientific inquiry in the earth and environmental sciences. 0 198

NC Competency Goal SCI.9-12.E.2 - The learner will build an understanding of lithospheric materials, tectonic processes, and the human and environmental impacts of natural and human-induced changes in the lithosphere. 0 37

Update alignment | or Cancel

Figure 164: Update Question Alignment Page

25. Click the drop-down  arrow for *Standard document* and make a selection.
26. Click the drop-down  arrow for *Grade level* and select the grade.
27. Click the drop-down  arrow for *Subject* and make a selection.
28. Click the checkbox  next to the desired standard. This will update in the secondary window.
29. Click the  button.
30. A confirmation message will display in the *Question management* screen.

Test Builder | School Administration | Teacher Tools | Inform

**Question management**

✓ Alignments saved successfully ✕

Figure 165: Confirmation Message — Alignments Saved Successfully

## SHOW QUESTIONS FROM BANK

### PREVIEW ITEMS FROM A SINGLE BANK



1. Click the [Questions](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

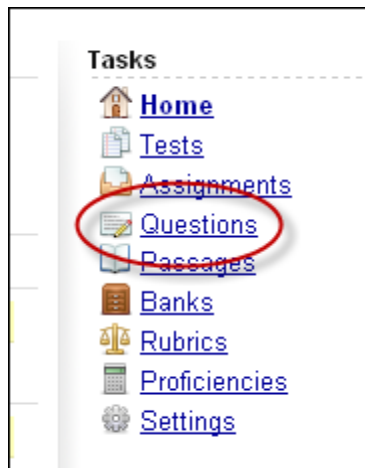


Figure 166: Questions Link in Tasks Menu

2. The [Question management](#) page will display.

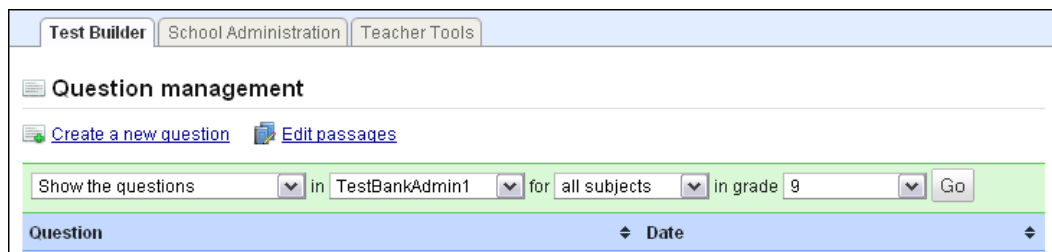








Figure 167: Question Management Page

3. Leave the default [Show the questions](#) **unless** you are looking for specific questions by ID number. To locate questions by their ID number, **click** the [Show the questions](#) drop-down arrow  and select [Show the questions with IDs of](#). Insert the appropriate ID numbers in the field, separated by commas and click the  button. Questions with the specified IDs will be listed.
4. To generate a list of questions in a particular bank (not searching by ID), leave the default [Show the questions](#) and **click** the [in](#) drop-down arrow  to view the questions in the available banks.
5. **Select** the name of the desired bank.

6. Click the [for](#) drop-down arrow  to view the available subjects.
7. Select the name of the desired subject.
8. Click the [in grade](#) drop-down arrow  to view a list of grade choices.
9. Select the desired grade.
10. Click the  button.
11. The [Question management](#) screen refreshes with a list of questions matching the elements selected.

## COPY A QUESTION FROM ONE BANK TO ANOTHER



1. Click on the [Questions](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Question management](#) page will display.

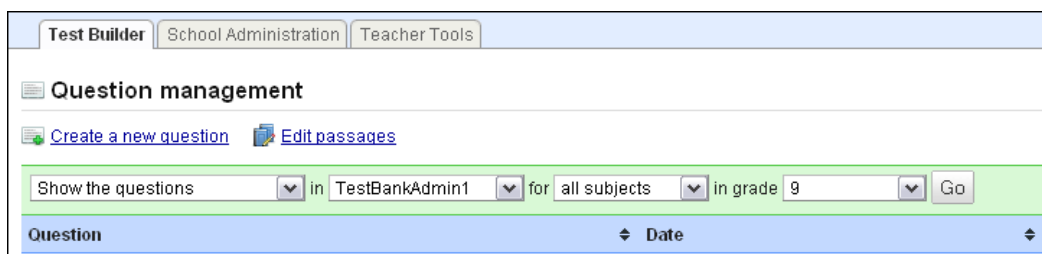









Figure 168: Question Management Page

3. Leave the default [Show the questions](#) unless you are looking for specific questions by ID number. To locate questions by their ID number, click the [Show the questions](#) drop-down arrow  and select [Show the questions with IDs of](#). Insert the appropriate ID numbers in the field, separated by commas and click the  button. Questions with the specified IDs will be listed.
4. To generate a list of questions in a particular bank (not searching by ID), leave the default [Show the questions](#) and click the [in](#) drop-down arrow  to view the questions in the available banks.
5. Click the [Show questions from](#) drop-down arrow  to view the available banks.
6. Select the name of the desired bank.
7. Click the [for](#) drop-down arrow  to view the available subjects.
8. Select the desired subject.

9. Click the [in grade](#) drop-down arrow  to view a list of grade choices.
10. Select the desired grade.
11. Click the  button.
12. The [Question management](#) screen refreshes with a list of questions matching the elements selected.

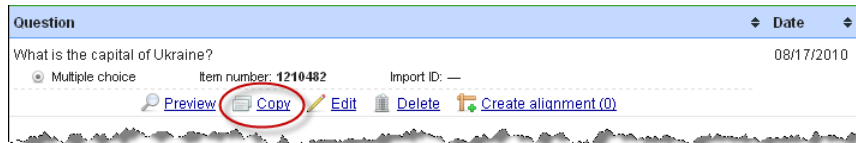


Figure 169: Copy a question



12. Click on the  link for the desired question.
  13. A copy of the item with a new item number displays along with a confirmation message.
- Click on the  link.



Figure 170: Confirmation Message — Copy a Question

14. From the [Edit this question](#) page, click the drop-down arrow for the [Question bank](#) in the [Question details](#) and select a different bank into which you will copy this question.

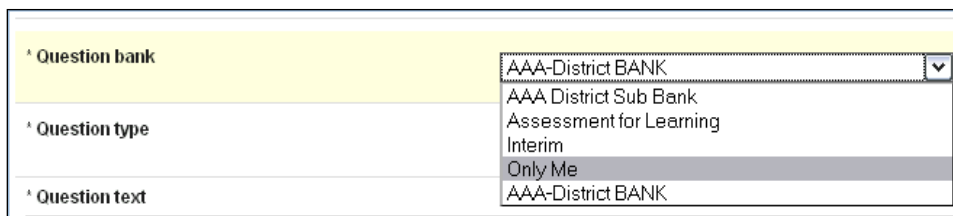



Figure 171: Question Bank Drop-down List

15. Make any other desired changes.
16. Click the  button to save the question to another bank.
17. The [Question management](#) page will display with the updated question.

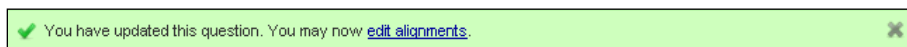



Figure 172: Confirmation Message — Update a Question

## EDIT A COPIED ITEM'S ALIGNMENTS



1. From the [Question management](#) page, **place** the cursor over the appropriate question and then **click** on the  link.
2. The [Update question alignment](#) page will display. The lower portion of the screen populates with the standards that align to the selected standard properties. The original standard selections will display.

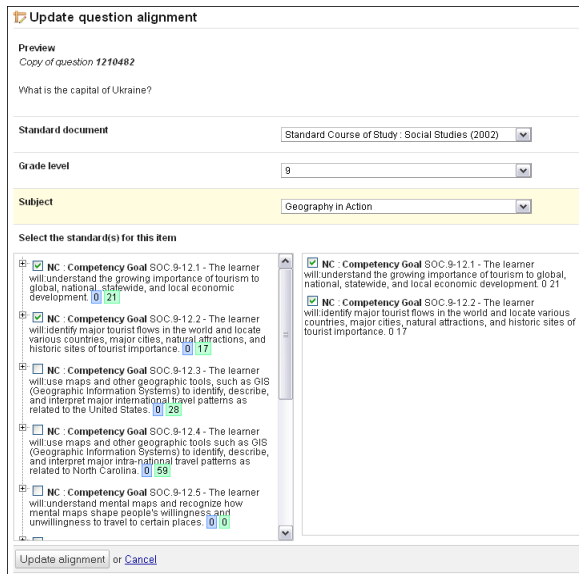







Figure 173: Update Question Alignment Page

3. **Click** the pre-populated checkboxes  for the originally aligned standards to deselect the alignment.
4. **Click** the drop-down  arrow for [Standard document](#) and **make** a new selection.
5. **Click** the drop-down  arrow for [Select a grade level](#) and **select** the new grade. The [Subject](#) will automatically fill in and the new standards will populate the [Select the standard\(s\) for this item](#) window.
6. **Click** the checkbox  next to the desired standard. This will update in the secondary window.
7. Click the  button.
8. A confirmation message will display in the [Question management](#) screen.

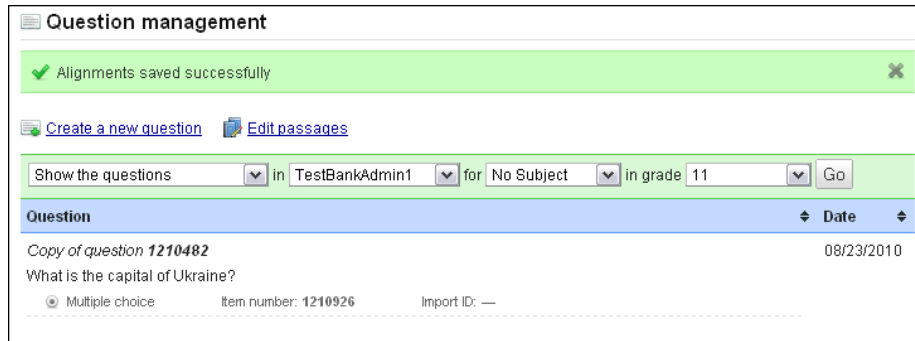


Figure 174: Confirmation Message — Alignments Saved Successfully







## MOVE ITEMS FROM ONE BANK TO ANOTHER



1. Click on the [Questions](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Question management](#) page will display.



Figure 175: Question Management Page

3. Leave the default [Show the questions](#) unless you are looking for specific questions by ID number. To locate questions by their ID number, click the [Show the questions](#) drop-down arrow  and select [Show the questions with IDs of](#). Insert the appropriate ID numbers in the field, separated by commas and click the  button. Questions with the specified IDs will be listed.
4. To generate a list of questions in a particular bank (not searching by ID), leave the default [Show the questions](#) and click the [in](#) drop-down arrow  and select an available bank.
5. Click the [for](#) drop-down arrow  and select an available subject.
6. Click the [in grade](#) drop-down arrow  to view a list of grade choices. Select the desired grade.
7. Click the  button.

8. The [Question management](#) screen refreshes with a list of questions matching the elements selected.

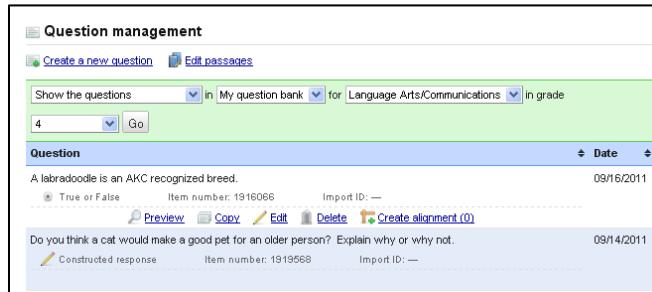



Figure 176: Question Management Page

9. Click on the  link for the desired question.
10. From the [Edit this question](#) page, click the [Question bank](#) drop-down arrow and select a different bank into which you will move this question.

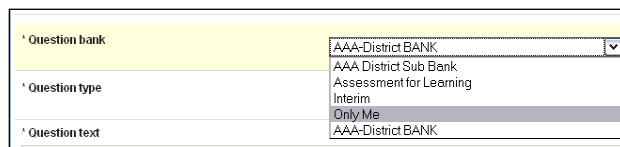



Figure 177: Question Bank Drop-down List

11. Make any other desired changes.
12. Click the  button to move the question to another bank.
13. The [Question management](#) page will display with the updated question.

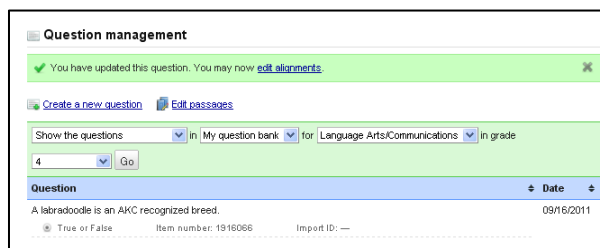


Figure 178: Confirmation Message — Update a Question

## PASSAGES

### CREATE NEW PASSAGES

#### CREATE A PASSAGE



1. Click on the [Passages](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

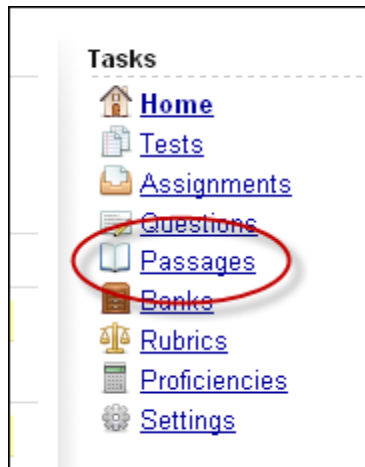



Figure 179: Passages Link in Tasks Menu

2. The [Passage management](#) screen will display.

Figure 180: Passage Management Page



3. Click on the  [Create a passage](#) link to access the passage creation editor.

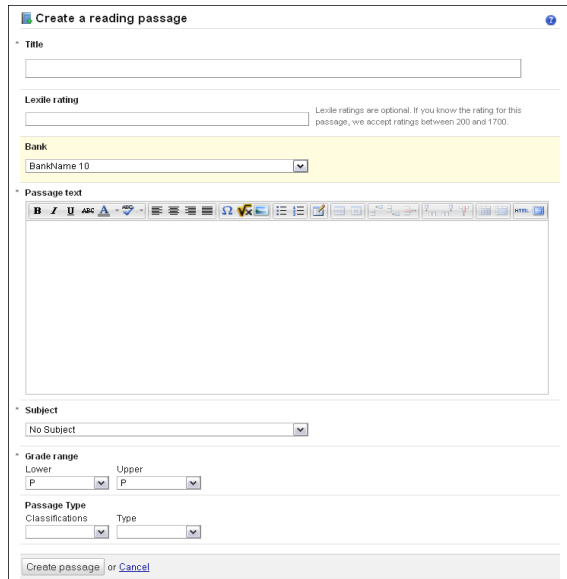



Figure 181: Create a Reading Passage Page

4. Click in the [Title](#) field and **type** a unique and easily recognizable name for the passage.
5. Click in the [Lexile rating](#) field and **type** the Lexile rating for the passage. Lexile ratings are optional.
6. Click the [Bank](#) drop-down arrow  and **select** the bank in which the passage will be stored.
7. Click in the [Passage text](#) field and **type** the passage.
  - a. The [Passage text](#) field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.

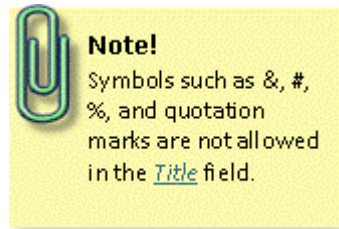




Figure 182: Passage Editor Toolbar

8. Click the [Subject](#) drop-down  arrow and **select** the subject.
9. Click the [Grade range](#) drop-down  arrows and **select** the [Lower](#) and [Upper](#) grades.



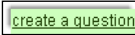

10. Click the [Passage Type](#) drop-down  arrows and select the appropriate [Classifications](#) and [Type](#).
11. Click the  button.
12. The [Passage management](#) page will display with a confirmation message.



Figure 183: Confirmation Page — Create a New Passage

13. Click on the  link to create a question with this passage.
14. To create the question, **follow** the same process outlined in the [Create a New Question](#) section. Note, however, the [Reading Passage](#) list has already been populated with the passage just created.
15. Once the question is successfully created and associated with the reading passage, from the [Question management](#) page, click on the  link under the question just created.
16. The [Question preview](#) pop-up will display.

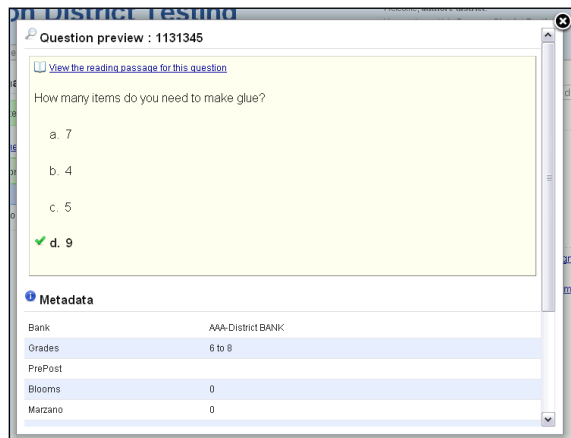









Figure 184: Question Preview Pop-up

17. Click on the  link. The [reading passage](#) will open in a separate browser window. **Verify** the formatting, special character and equations, if necessary. **Close** the additional browser window.
18. Click the  button to **close** the [Question preview](#) pop-up window.

## SHOW PASSAGES FROM A BANK

### PREVIEW A PASSAGE



1. Click on the [Passages](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Passage management](#) screen will display a list of existing passages.
3. From the [Passage management](#) screen, click the [Show passages from](#) drop-down  arrow and **select** a specific bank or [all banks](#).
4. Click the [Subjects](#) drop-down  arrow and **select** a specific subject or [all subjects](#).
5. Click the [Grade](#) drop-down  arrow and **select** a specific grade or [all grades](#).
6. Click on the drop-down  arrows for [Classifications](#) and [Types](#) and select specific classifications and types or choose all.
7. Click the  button.
8. The screen refreshes with a list of passages matching the elements selected.

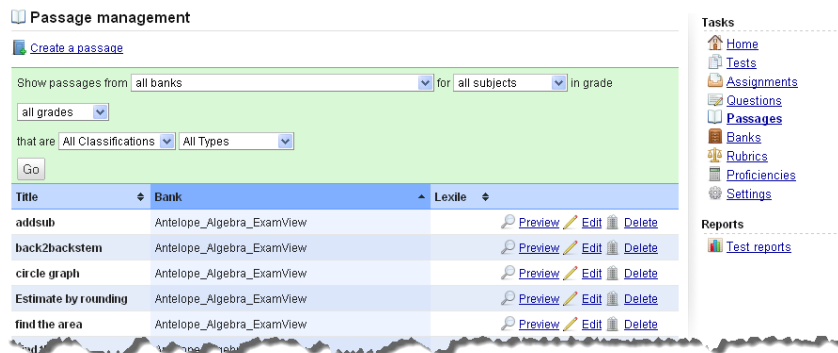









Figure 185: Passage Management Page

9. Click on the  [Preview](#) link on one of the passages to access the preview screen.
10. Click the  button to close the passage preview pop-up and return to the [Passage management](#) screen.

## EDIT A PASSAGE



1. Click on the [Passages](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Passage management](#) screen will display a list of existing passages.
3. From the [Passage management](#) screen, click the [Show passages from](#) drop-down  arrow and **select** a specific bank or [all banks](#).
4. Click the [Subjects](#) drop-down  arrow and **select** a specific subject or [all subjects](#).
5. Click the [Grade](#) drop-down  arrow and **select** a specific grade or [all grades](#).
6. **Click on** the drop-down  arrows for [Classifications](#) and [Types](#) and select specific classifications and types or choose all.
7. Click the  button.
8. The screen refreshes with a list of passages matching the elements selected.

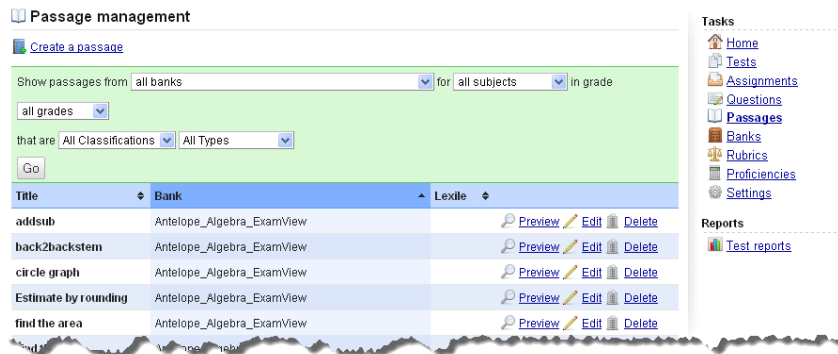



Figure 186: Passage Management Page

9. Click on the  link on one of the passages to edit the passage. The [Update Passage](#) page will display.

**Update Excerpt: Anne of Green Gables**

**Title**

**Lexile rating**  
 Lexile ratings are optional. If you know the rating for this passage, we accept ratings between 200 and 1700.

**Bank**

**Passage text**

Directions Read the following selection. Then answer the questions that follow.

In *Anne of Green Gables*, siblings Matthew and Marilla Cuthbert find that they need help on their farm. Because neither has any children, the two decide to adopt a boy from an orphanage. In this excerpt, Matthew goes to the train station to pick up their new family member. from *Anne of Green Gables* L.M. Montgomery Matthew encountered the station-master locking up the ticket-office preparatory to going home for supper, and asked him if the five-thirty train would soon be along.

"The five-thirty train has been in and gone half an hour ago," answered that brisk official. "But there was a passenger dropped off for you—a little girl. She's sitting out there on the shingles. I asked her to go into the ladies' waiting-room, but she informed me gravely that she preferred to stay outside." "There was more scope for imagination," she said. She's a case, I should say."

"I'm not expecting a girl," said Matthew blankly. "It's a boy I've come for. 10 He should be here. Mrs. Alexander Spencer was to bring him over from Nova Scotia for me."

The station-master whistled. "Guess there's some mistake," he said. "Mrs. Spencer came off the train with that girl and gave her into my charge. Said you and your sister were adopting her from an orphan asylum and that you would be along for her presently. That's all I know about it—and I haven't got any more orphans concealed hereabouts."

**Subject**


**Grade range**  
 Lower  Upper

**Passage Type**  
 Classifications  Type

or

Figure 187: *Update Passage* Page

10. Make any changes or corrections.

11. Click the  button to return to the [Passage management](#) screen. A confirmation message will display.

## BANKS

### CREATE A NEW BANK



1. Click on the [Banks](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

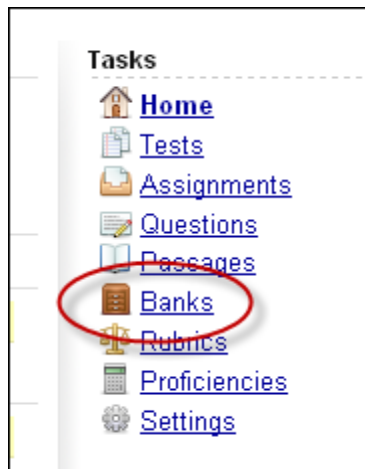


Figure 188: *Banks* Link in *Tasks* Menu

2. When the [Bank management](#) screen displays, click on the [Create a new bank](#) link to access the [Create a new item bank](#) page.

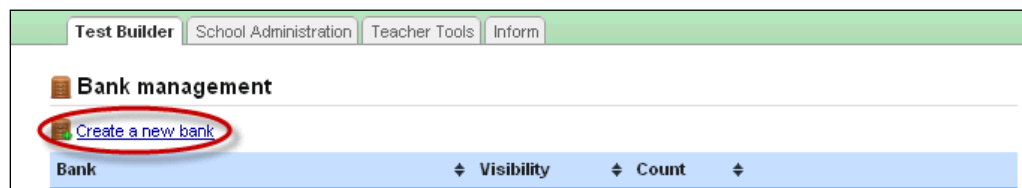


Figure 189: *Create a New Bank* Link

4. Click in the [Title](#) field and **type** a unique item bank name that will be recognized by your administrators and users.

**Create a new bank**

\* **Title**

Select a name that will be recognized by your bank administrators and users.


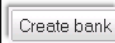
\* **A brief description**

**These items are for**

Only me This determines the visibility of the items in this question bank.

Create bank or Cancel

Figure 190: Create a New Bank Page

5. Click in the [A brief description](#) field and **type** a brief description of the bank.
6. Click the [These items are for](#) drop-down  arrow and **select** one of the following options:
  - a. [Only me](#) — this bank and the questions in it will only be visible to the user who creates it.
  - b. [My school](#) — this bank will be visible to all of the users in the school in which it was created.
  - c. [All of my district](#) — This option is only available to the *District Administrator*. This bank will be visible to all of the users in the district in which it was created.
7. Click the  button. The [Bank management](#) screen will display the new item bank and a confirmation message.

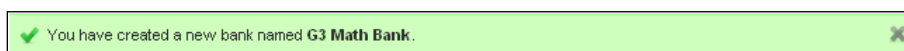


Figure 191: Confirmation Message — Create a New Bank


## VIEW/EDIT AN ITEM BANK

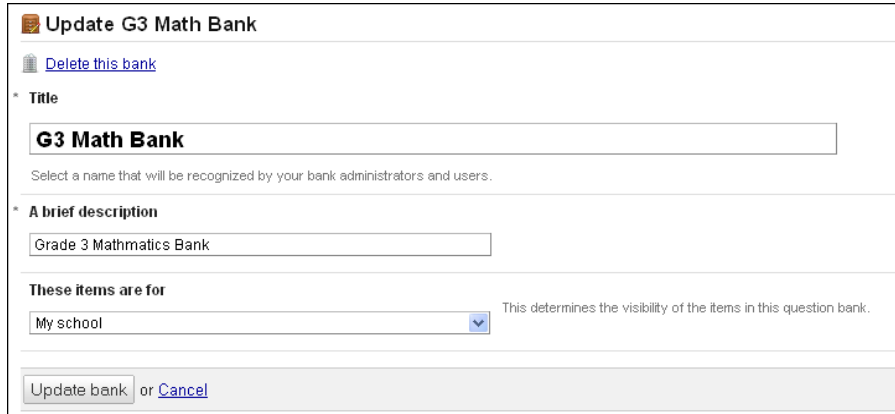


1. Click on the [Banks](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
3. The [Bank management](#) screen will display a list of available banks.

<b>G3 Math Bank</b>	School	0	Edit  Import <span style="background-color: #f0f0f0; padding: 2px;">Beta</span>
Grade 3 Mathematics Bank			

Figure 192: Bank Management Page

4. Click on the  link to access the [Update bank](#) page.



**Update G3 Math Bank**

[Delete this bank](#)

\* **Title**

**G3 Math Bank**

Select a name that will be recognized by your bank administrators and users.

\* **A brief description**

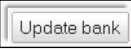
Grade 3 Mathematics Bank

**These items are for**

My school  This determines the visibility of the items in this question bank.

or [Cancel](#)

Figure 193: *Update Bank Page*

5. Make any desired changes.
6. Click the  button. The [Bank management](#) screen will display the new item bank and a confirmation message.

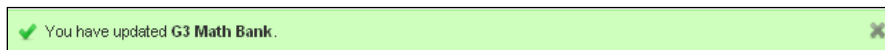


Figure 194: Confirmation Page — Update a Bank

## DELETE AN ITEM BANK




1. Click on the [Banks](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Bank management](#) screen will display a list of available banks.

<b>G3 Math Bank</b>	School	0	 <a href="#">Edit</a>  <a href="#">Import</a> <span style="background-color: #f0f0f0; padding: 2px;">Beta</span>
Grade 3 Mathematics Bank			

Figure 195: *Bank Management Page*



4. Click on the  link to access the [Update bank](#) page.

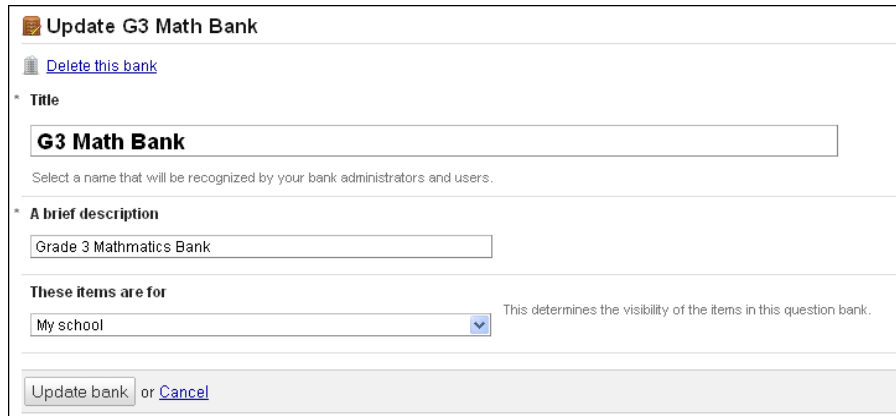



Figure 196: Update Bank Page

5. Delete the bank by **clicking** on the  link.
6. A confirmation screen will display. *Note that once a bank is deleted, it cannot be recovered.* Please ensure that this is the correct action you want to take.

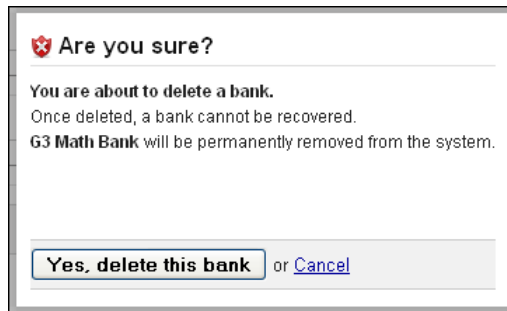



Figure 197: Confirm Delete pop-up box

7. Click the  button to delete the bank, or the [Cancel](#) link to cancel the process.

## RUBRICS

### CREATE A NEW RUBRIC



1. Click on the [Rubrics](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

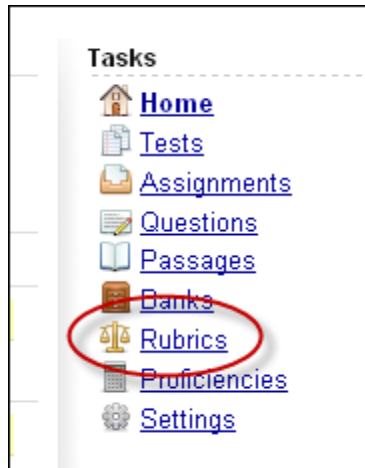








Figure 198: Rubrics Link in the Tasks Menu

2. Click on the [Create a rubric](#) link in the [Rubric management](#) page and the [Create a new rubric](#) page will display.

The screenshot shows the "Create a new rubric" form with the following fields and options:

- Title:** A text input field.
- Description:** A text input field.
- Bank:** A dropdown menu with "BankName 1" selected.
- Subject:** A dropdown menu with "No Subject" selected.
- Grade range:** Two dropdown menus for "Lower" and "Upper", both set to "P".
- Rubric tiers:** A table with columns for "Point value" and "Description". One tier is shown with a "Remove" button.
- Buttons:** "Add a tier" (with a plus icon) and "Create" or "Cancel".

Figure 199: Create a New Rubric Page

3. Click in the [Title](#) field and **enter** a unique name for the new rubric.
4. Click in the [Description](#) field and **enter** a description.
5. Click the [Bank](#) drop-down  arrow and **select** the bank where the new rubric will be saved.
6. Click the [Subject](#) drop-down  arrow and **select** the specific subject.
7. Click the [Grade range](#) drop-down  arrows and **select** the appropriate grade ranges.
8. Click in the [Point value](#) text box and the [Description](#) text box under the [Rubric tiers](#) section to **enter** the information.
9. Click the  link to remove unwanted rubric tiers.
10. Click on the  link to add multiple tiers to the new rubric.
11. Click on the  button to create the new rubric or the [Cancel](#) link to cancel the operation.

## VIEW AN EXISTING RUBRIC








1. Click on the [Rubrics](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Rubric management](#) page will display.

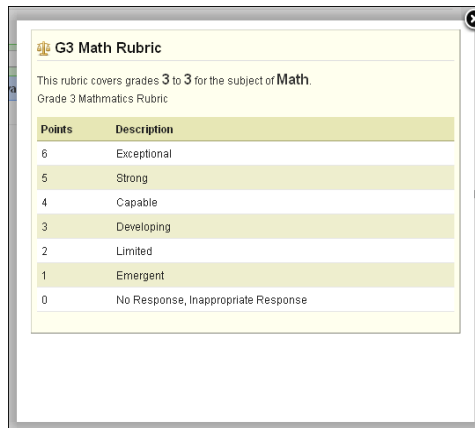


The screenshot shows the 'Rubric management' page. At the top, there is a 'Create a rubric' link. Below it, there is a search bar with the following filters: 'Show rubrics from' followed by a dropdown menu showing 'BankName 1', 'for' followed by a dropdown menu showing 'Math', and 'in grade' followed by a dropdown menu showing '3'. To the right of these filters is a 'Go' button.

Figure 200: Rubric Management Page

3. Click the [Show rubrics from](#) drop-down arrow  to view the available banks.
4. **Select** the name of the desired bank.
5. Click the [for](#) drop-down arrow  to view the available subjects.
6. **Select** the name of the desired subject.
7. Click the [in grade](#) drop-down arrow  to view a list of grade choices.
8. **Select** the desired grade.
9. Click the  button.

10. Click the  button for the rubric of interest and a preview window will display.



Points	Description
6	Exceptional
5	Strong
4	Capable
3	Developing
2	Limited
1	Emergent
0	No Response, Inappropriate Response

Figure 201: Rubric Preview Window

## EDIT AN EXISTING RUBRIC



1. Click on the [Rubrics](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Rubric management](#) page will display.

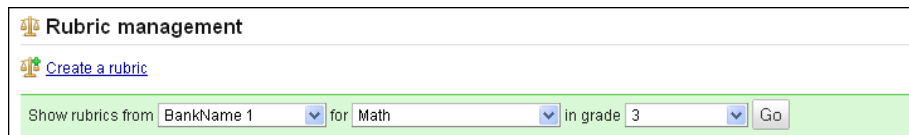










Figure 202: Rubric Management Page

3. Click the [Show rubrics from](#) drop-down arrow  to view the available banks.
4. Select the name of the desired bank.
5. Click the [for](#) drop-down arrow  to view the available subjects.
6. Select the name of the desired subject.
7. Click the [in grade](#) drop-down arrow  to view a list of grade choices.
8. Select the desired grade.
9. Click the  button.
10. Click the  button for the rubric of interest and the properties will display.
12. Click on the  link to remove unwanted rubric tiers.
11. Click on the  link to add a tier to the rubric.
12. Modify the data for the rubric and click the  button to save the changes or click the [Cancel](#) link to cancel this operation.

## DELETE AN EXISTING RUBRIC



1. Click on the [Rubrics](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Rubric management](#) page will display.

Figure 203: Rubric Management Page







3. Click the [Show rubrics from](#) drop-down arrow  to view the available banks.
4. Select the name of the desired bank.
5. Click the [for](#) drop-down arrow  to view the available subjects.
6. Select the name of the desired subject.
7. Click the [in grade](#) drop-down arrow  to view a list of grade choices.
8. Select the desired grade.
9. Click the  button.
10. Click the  link for the rubric of interest and a confirmation message will display.

Figure 204: Confirm rubric deletion

11. Click the  button to permanently remove the rubric from the system or click the [Cancel](#) link to cancel this operation.

## PROFICIENCIES

### CREATE A NEW PROFICIENCY PROFILE

1. Click on the [Proficiencies](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

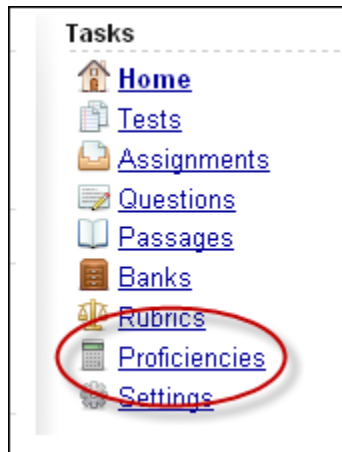


Figure 205: *Proficiencies* Link in the *Tasks* Menu

2. The [Proficiency profile management](#) page will display.

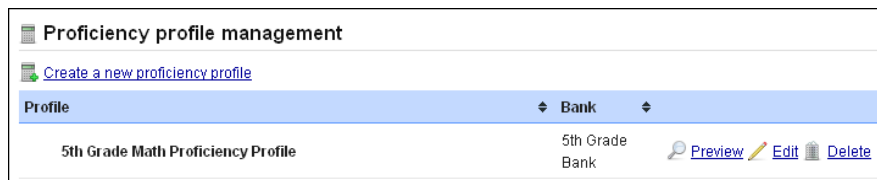


Figure 206: *Proficiency profile management* Page

3. Click the [Create a new proficiency profile](#) link. The [Create a new proficiency profile](#) page will display.

**Create a new proficiency profile**

\* **Title**

Select a name that will be recognized by your bank administrators and teachers.

**A brief description**

**Bank**

5th Grade Bank

**Profile tiers**

Maximum	Minimum	Description	Color	
<input type="text" value="100"/>	<input type="text" value="94"/>	<input type="text" value="Advanced"/>	<input type="text" value="Blue"/>	<input type="button" value="- Remove"/>
<input type="text" value="93"/>	<input type="text" value="75"/>	<input type="text" value="Satisfactory"/>	<input type="text" value="Green"/>	<input type="button" value="- Remove"/>
<input type="text" value="74"/>	<input type="text" value="65"/>	<input type="text" value="Limited"/>	<input type="text" value="Orange"/>	<input type="button" value="- Remove"/>
<input type="text" value="64"/>	<input type="text" value="0"/>	<input type="text" value="Unsatisfactory"/>	<input type="text" value="Red"/>	<input type="button" value="- Remove"/>

[+ Add a tier](#)

or [Cancel](#)

Figure 207: Create a new proficiency profile page

4. Click in the [Title](#) field and **enter** a unique name for the new profile.
5. Click in the [A brief description](#) field and **enter** a description for the profile.
6. Click the [Bank](#) drop-down  arrow and **select** the bank where the new profile will be saved.
7. Under [Profile tiers](#), click in the [Minimum](#) text box and the [Description](#) text box and **enter** the required information. When the minimum value for that tier is chosen, the maximum value for the next tier is automatically updated.
8. Click the [Color](#) drop-down  arrow and select a desired color for that tier.
9. Click on the  link to remove unwanted tiers.
10. Click on the  link to add multiple tiers to the new profile.
11. Click on the  button to create the new profile or the [Cancel](#) link to cancel the operation.

## PREVIEW A PROFICIENCY PROFILE

1. Click on the [Proficiencies](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Proficiency profile management](#) page will display.




Figure 208: Proficiency profile management Page

3. Click on the [Preview](#) link. The preview window for that proficiency profile will display.

Tier	Percentage
Advanced	100 – 94 %
Satisfactory	93 – 75 %
Limited	74 – 65 %
Unsatisfactory	64 – 0 %

Figure 209: Proficiency profile preview pop-up

4. Click the  button to close the profile preview pop-up and return to the [Proficiency profile management](#) screen.



## EDIT A PROFICIENCY PROFILE

1. Click on the [Proficiencies](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Proficiency profile management](#) page will display.



Figure 210: Proficiency profile management Page

3. Click on the [Edit](#) link. The update page for that proficiency profile will display.
4. Update the desired information.
5. Click on the  button to update the profile or the [Cancel](#) link to cancel the operation.

## DELETE A PROFICIENCY PROFILE

1. Click on the [Proficiencies](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.
2. The [Proficiency profile management](#) page will display.

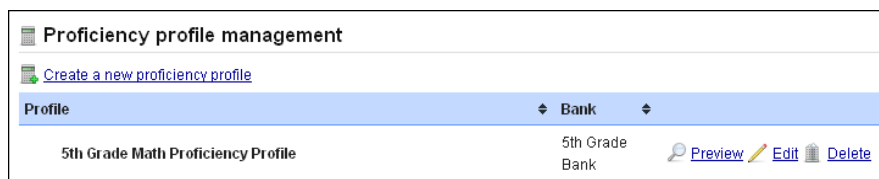


Figure 211: Proficiency profile management Page

3. Click on the [Delete](#) link for the desired profile and a confirmation message will display.

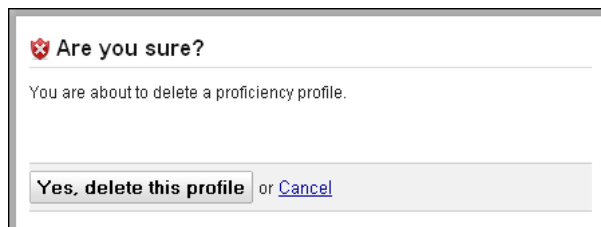


Figure 212: Delete proficiency profile confirmation

4. Click the  button to permanently remove the profile from the system or click the [Cancel](#) link to cancel this operation.

## SETTINGS

1. Click on the [Settings](#) link in the [Tasks](#) menu on the right side of the [Test Builder](#) home page.

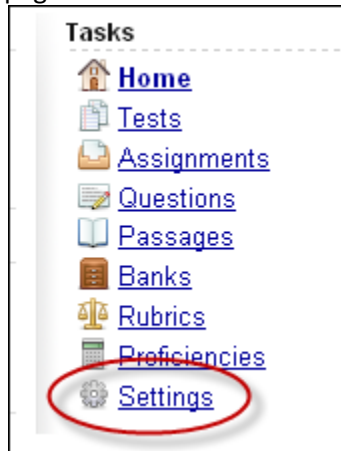


Figure 213: Settings Link in Tasks Menu

2. The [Settings](#) page will then display.
3. Click the provided link to install the [LS Scantron Client](#) for the PC.
4. Click the provided links to install either the PC or Mac version of the [Secure Browser](#) application.

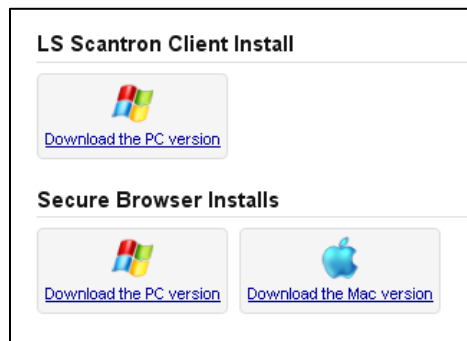


Figure 214: Settings page

5. Follow the wizard-driven instructions for installing the selected application.

## SCHOOL ADMINISTRATION

Once logged in to Limelight, the [Test Builder home page](#) is displayed. When logged in as an administrator, there will be four (4) navigation tabs across the top of the page: [Test Builder](#), [School Administration](#), [Teacher Tools](#), and [Inform](#).

Click on the [School Administration](#) tab to access the administrative functions of Limelight.

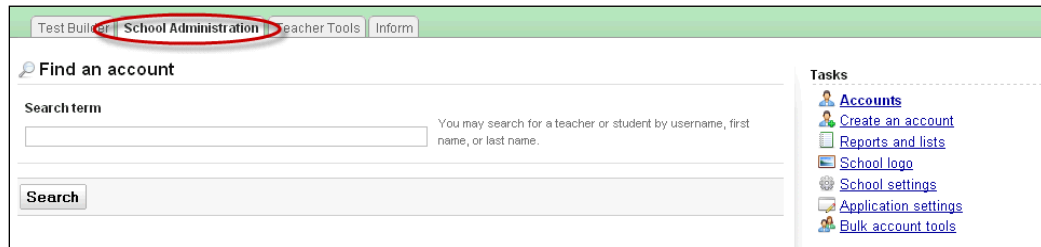


Figure 215: *School Administration* Tab

The view will default to the [Accounts](#) page, which is the first link under the [Tasks](#) menu on the right side of the page. The functions available under the [Tasks](#) menu are as follows:

1. [Accounts](#)
2. [Create an account](#)
3. [Reports and lists](#)
4. [School logo](#)
5. [School settings](#)
6. [Application settings](#)
7. [Bulk account tools](#)

## ACCOUNTS

### FIND/EDIT AN ACCOUNT

#### TO FIND A CURRENT ACCOUNT:

1. **Log in** to the Education Desktop with administrative-level rights.
2. **Click** the [School Administration](#) tab.

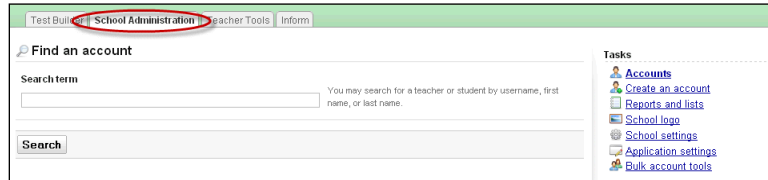



Figure 216: School Administration Tab

3. The [Find an account](#) page will display.
4. **Click** in the *Search term* text field and **type** all or part of a user's first name, last name or username.
5. **Click** the  button.
6. The [Search results](#) page will display.

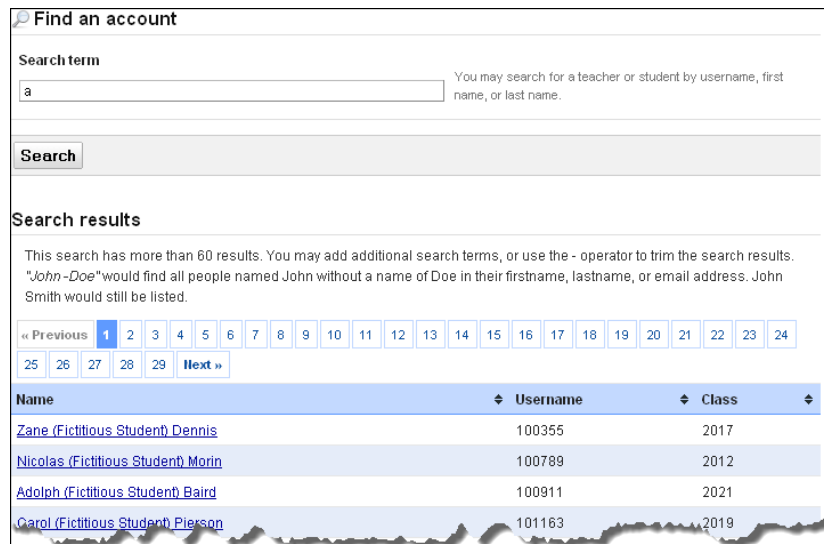


Figure 217: Search Results Page

7. **Click** on the blue hyperlinked name in the *Search results* window to access the desired account User Settings.

8. The user's account page will display. This page allows editing of the user's account settings as well as login information, under [Last login information](#), and application usage, [under Recent applications](#).

**Zane (Fictitious Student) Dennis**

[Change password](#)
[Edit this student](#)
[Print a login card](#)
[Delete this student](#)

Username :	100355
Name :	Zane (Fictitious Student) Dennis
Class of :	2017
Last Login :	08/05/10 (23 days ago)

Recent applications	Last login information
Zane (Fictitious Student) has not used any applications.	Last Login 08/05/10 03:08 PM
	Platform unknown
	Browser Mozilla 1.9
	IP not recorded

Figure 218: Sample User Account Page

## CHANGE PASSWORD

1. From the user's account page, **click** on the [Change Password](#) link.
2. The [Change password](#) page will display.

**Change password for Zane (Fictitious Student) Dennis**

**New password**

**Confirm password**


**Submit** or [Cancel](#)

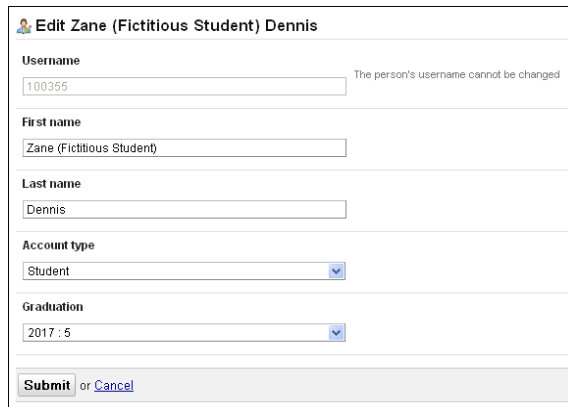
Figure 219: Change Password Page

3. **Click** in the [New password](#) text field and **type** the new password.
4. **Click** in the [Confirm password](#) text field and **re-type** the new password for confirmation.
5. **Click** the **Submit** button to save the changes. **Click** on the [Cancel](#) link to discard the changes.

## EDIT ACCOUNT



1. From the user's account page, **click** on the  [Edit this](#) link.
2. The user profile page will display.



**Edit Zane (Fictitious Student) Dennis**

**Username**  
 The person's username cannot be changed

**First name**





**Last name**

**Account type**

**Graduation**


or [Cancel](#)

Figure 220: User Profile Page


3. The username cannot be changed.
4. **Click** in the [First name](#) text field and **type** the first name.
5. **Click** in the [Last name](#) text field and **type** the last name.
6. **Click** the [Account Type](#) drop-down arrow  and **select** the desired account type from the list.
7. If the user is a student, **click** the [Graduation](#) drop-down arrow  and **select** the year of graduation for that student; otherwise, skip this step.
8. **Click** the  button to save the changes, or **click** on the  link to discard the changes.

## PRINT A LOGIN CARD



1. From the user's account page, **click** on the  [Print a login card](#) link.
2. **Save** the .pdf document containing the login card to your hard drive.
3. **Open** the .pdf document and print.

## DELETE A USER ACCOUNT

1. From the user's account page, **click** on the  [Delete this student](#) link.
2. A confirmation page will appear asking [Are You Sure?](#) **Once deleted, an account cannot be recovered.**

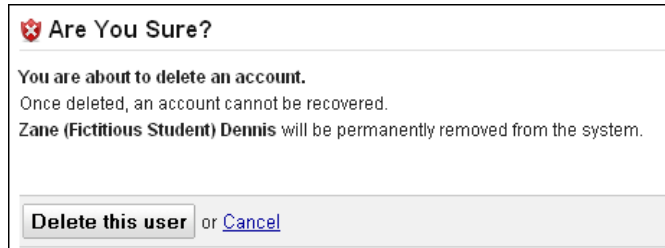




Figure 221: Delete User Account Confirmation Page

3. **Click** the  button to delete the user account, or **click** on the  link to exit this screen without deleting the user.

## CREATE AN ACCOUNT

### TO CREATE AN ACCOUNT:

1. **Log in** to the Education Desktop with administrative-level rights.
2. **Click** the [School Administration](#) tab.

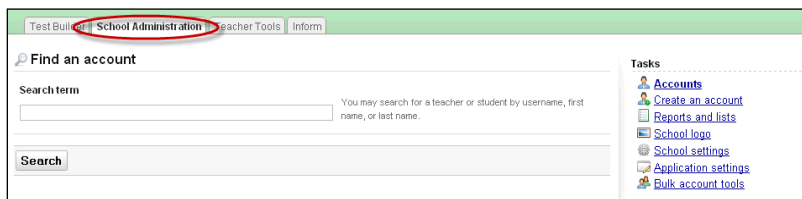


Figure 222: School Administration Tab

3. Click on the [Create an account](#) link in the [Tasks](#) menu.

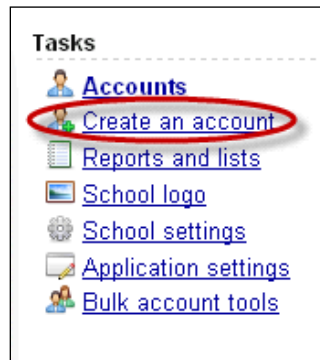



Figure 223: Create an Account Link in Tasks Menu



The [Create an account](#) page will display.

 A screenshot of the 'Create an account' form. The form has a title 'Create an account' and several input fields: 'First name', 'Last name', 'Username', and 'Password'. The 'Password' field has a suggested password 'severheld' displayed to its right with the text 'severheld is a pretty good random password.' Below the password field are two dropdown menus: 'Account Type' (set to 'Student') and 'Graduation' (set to '2010 :12'). At the bottom of the form is a 'Create account' button.

Figure 224: Create an Account Page

4. Click in the [First name](#) text field and **type** the first name.
5. Click in the [Last name](#) text field and **type** the last name.
6. Click in the [Username](#) text field and **type** the desired username.
7. Click in the [Password](#) text field and **type** the desired password. Note that a suggested password appears to the right as a [blue hyperlinked](#) word. **Clicking** the suggested password will automatically paste it into the [Password](#) text field.
8. Click the [Account Type](#) drop-down arrow  and **select** the desired account type from the list.



9. If the user is a student, **click** the [Graduation](#) drop-down arrow  and **select** the year of graduation for that student; otherwise, skip this step.
10. **Click** the  button to save the changes.

## REPORTS & LISTS

### USER LISTS

These reports list accounts from your entire subscription. CSV files are a multi-platform version of the data, and can be imported into almost any spreadsheet or database application. Excel files can be read with Microsoft Excel, or the free MS Excel file viewer that is available from Microsoft.

The [User Lists](#) section offers three functions:

1. List all accounts in this district/subscription
  - i. This will show all students, teachers, and subscription administrators.
2. List all teachers in this district/subscription
  - i. This will show only the teachers listed in alphabetical order by username.
3. Training Help: Who hasn't logged in yet?
  - i. These users haven't logged in yet, and might need some help.

To access any of these user lists:

1. **Log in** to Limelight with administrative-level rights.
2. **Click** the [School Administration](#) tab.

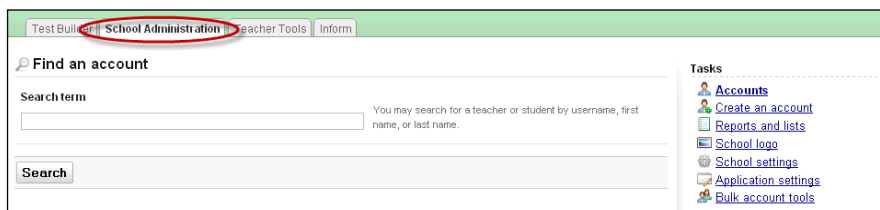


Figure 225: *School Administration* Tab

- Click on the [Reports and lists](#) link in the [Tasks](#) menu.

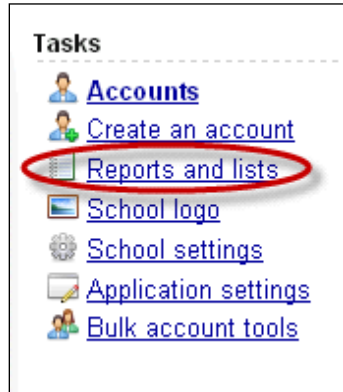


Figure 226: Reports and Lists Link in the Tasks Menu

- The [User Lists](#) page will display.

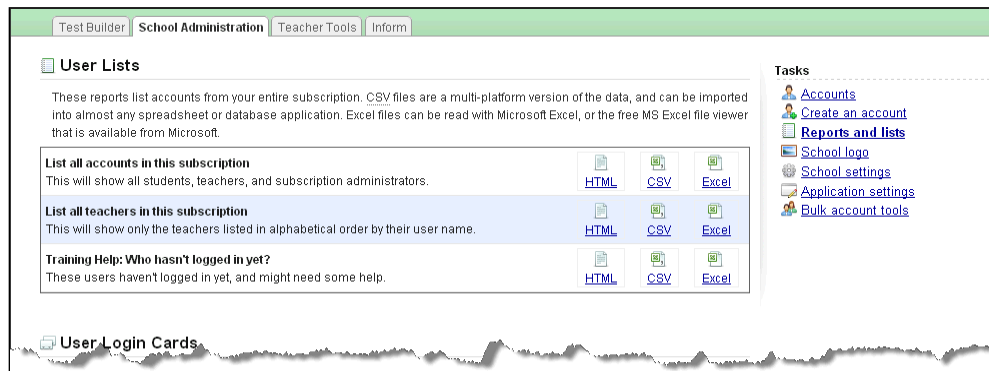





Figure 227: User Lists Page

- Click on the  link, the  link or the  link to generate printable reports in any of those formats. Each report will open in a separate browser window or in the chosen application associated with that file format.

## USER LOGIN CARDS

These files contain the usernames and passwords of the user accounts in your school. These files are available in .pdf.

### TO ACCESS ANY OF THESE USER LISTS:

- Log in** to the Education Desktop with administrative-level rights.

2. Click the [School Administration](#) tab.

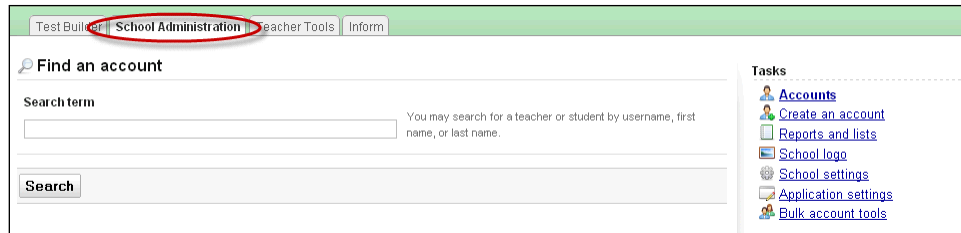


Figure 228: School Administration Tab

3. Click on the [Reports and lists](#) link in the [Tasks](#) menu.

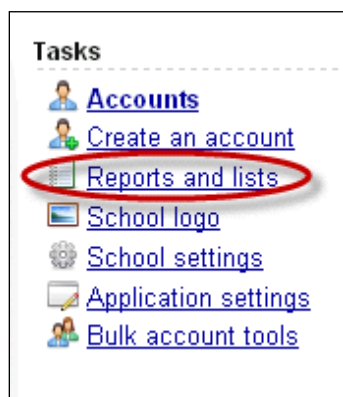


Figure 229: Reports and Lists Link in the Tasks Menu

4. The [User Login Cards](#) page will display.

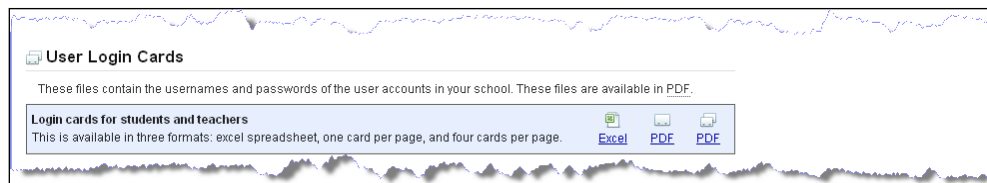
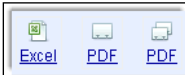


Figure 230: User Login Cards Page

5. Click any of the  file format icons to generate printable lists or cards in any of those formats.

## SCHOOL REPORTS

Two types of school reports are available under this section of the [Reports and lists](#) page. The *Application Summary* shows you how much each application has been used by all of the students and teachers in your school. The *User Activity Summary* shows you which applications each person in your subscription used. These reports require you to select a time period. Please select start and end dates, and then click the report format that you would like to download.

### TO GENERATE EITHER OF THESE REPORTS:

1. **Log in** to the Education Desktop with administrative-level rights.
2. **Click the [School Administration](#) tab.**

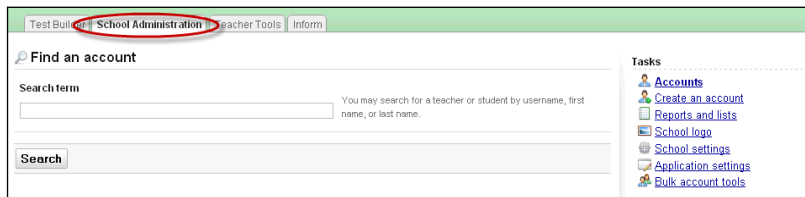


Figure 231: *School Administration* Tab

3. **Click on the [Reports and lists](#) link in the [Tasks](#) menu.**

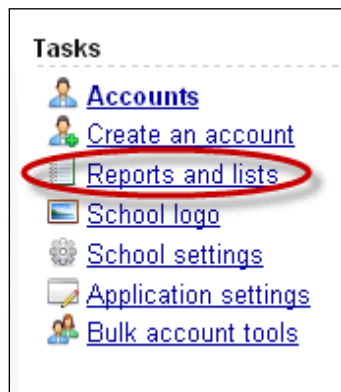





Figure 232: *Reports and Lists* Link in the *Tasks* Menu

4. The [School Reports](#) page will display.

Figure 233: School Reports Page

5. Under 1. Select a date range, click in the field for Start and either **type** the start date in MM/DD/YYYY format, or **select** the day from the dynamic calendar. Repeat this process for the End date.

6. Click the  link, the  link or the  link to generate printable reports in any of those formats. Each report will open in a separate browser window, or in the chosen application associated with that file format.

## SCHOOL LOGO



Your logo will be displayed on the top left corner of the Education Desktop. You may upload an image of any size; if the logo is very large, it will automatically be resized to a maximum of 300 x 300 pixels. **The logo must be in .gif, .png, or .jpg format.**

To upload a school logo graphic to be displayed on your Education Desktop:

1. **Log in** to the Education Desktop with administrative-level rights.
2. **Click** the [School Administration](#) tab.

Figure 30: School Administration Tab

3. Click on the [School logo](#) link in the [Tasks](#) menu.

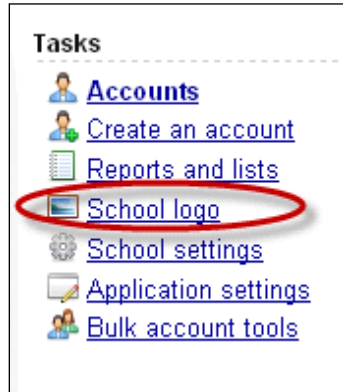


Figure 235: *School Logo* Link in the *Tasks* Menu

4. The [School logo](#) page will display.

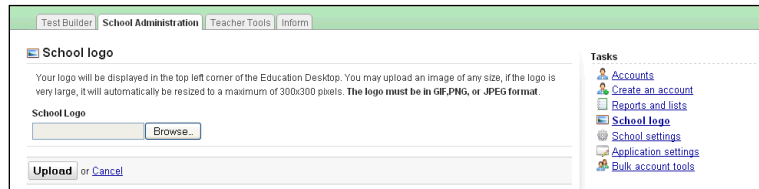

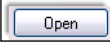



Figure 31: *School Logo* Page

5. Click the  button and **locate** the logo graphic file on your computer.
6. **Select** the file and **click** the  button.
7. Click the  button.
8. A confirmation page will display.

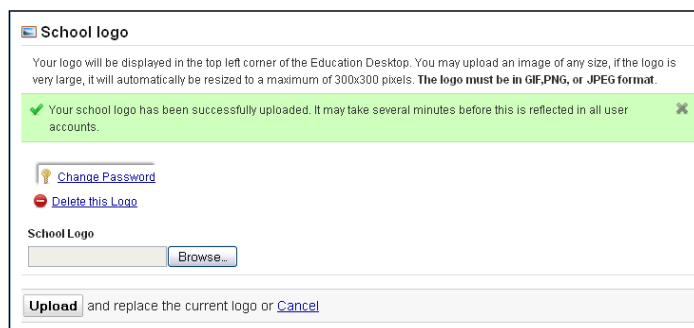


Figure 32: *School Logo Upload Confirmation* Page

- From this page, you have the option to [Change Password](#), [Delete this Logo](#), or upload another logo.

## SCHOOL SETTINGS



Some parts of the Education Desktop can be customized for your school.

### TO CHANGE YOUR SCHOOL SETTINGS:

- Log in** to the Education Desktop with administrative-level rights.
- Click** the [School Administration](#) tab.

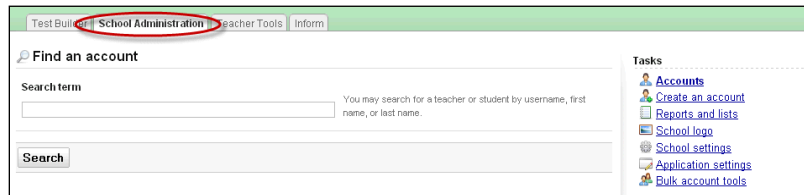


Figure 238: *School Administration* Tab

- Click** on the [School settings](#) link in the [Tasks](#) menu.

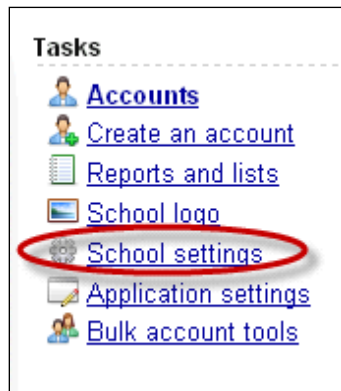


Figure 239: *School Settings* Link in the *Tasks* Menu

- The [School settings](#) page will display.

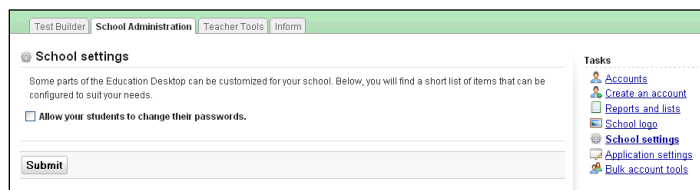


Figure 240: *School Settings* Page

5. Click the checkbox  to select the option to [Allow your students to change their passwords](#).
6. Click the  button to save these changes.

## BULK ACCOUNT TOOL

The [Bulk Account tool](#) allows you to create new accounts and delete existing accounts in bulk using .csv or .txt files.

## CREATE NEW ACCOUNTS

Creating a large batch of users is easy. You should first prepare a file with a spreadsheet program that matches one of the two file formats shown. Then save this file as a .csv file type, and then upload it here. To create accounts from a file:

1. **Log in** to the Education Desktop with administrative-level rights.
2. Click the [School Administration](#) tab.

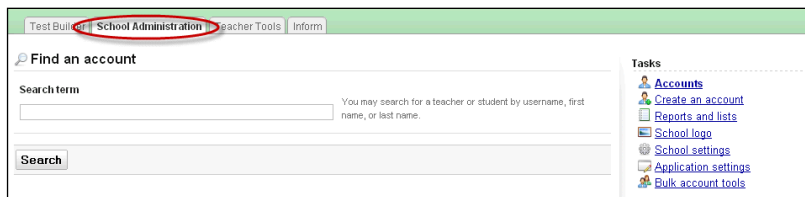


Figure 241: *School Administration* Tab



3. Click on the [Bulk account tools](#) link in the [Tasks](#) menu.

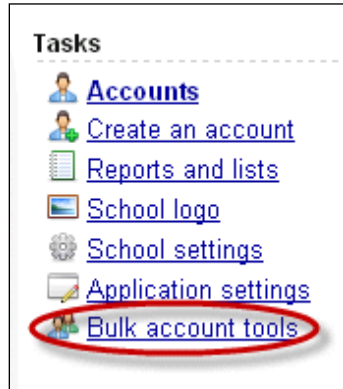


Figure 242: Bulk Account Tools Link in the Tasks Menu

4. The [Bulk account tools](#) page will display.

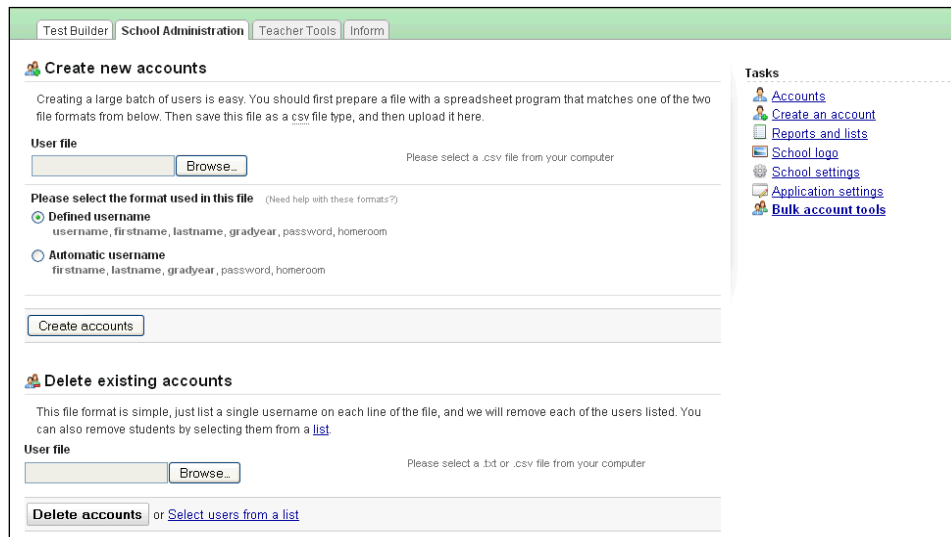

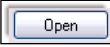
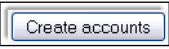


Figure 33: Bulk Account Tools Page

5. The supported file formats are as follows:

- a. Defined username
  - i. username
  - ii. firstname
  - iii. lastname
  - iv. gradyear
  - v. password (optional)
  - vi. homeroom (optional)

- b. Automatic username
  - i. firstname
  - ii. lastname
  - iii. gradyear
  - iv. password (optional)
  - v. homeroom (optional)
6. Click the  button under [User file](#) to locate the .csv file on your computer.
7. Select the file and click the  button.
8. Click the  button.
9. The [New accounts created](#) confirmation page will display.

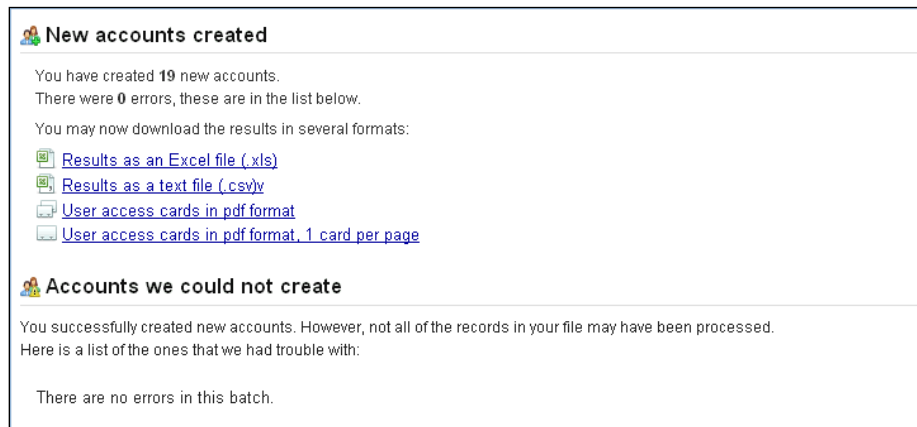


Figure 244: *New Accounts Created* Confirmation Page

10. From this page, you can print the results in either an .xls (Excel) or .csv (spreadsheet) file, or print user access cards in .pdf (Acrobat) format, one card per page.

## DELETE EXISTING ACCOUNTS:

Deleting existing accounts is simple. By creating a .txt or .csv file listing a single username on each line and uploading the file, each user in the list will be removed.

### TO DELETE EXISTING ACCOUNTS:

1. **Log in** to the Education Desktop with administrative-level rights.
2. Click the [School Administration](#) tab.

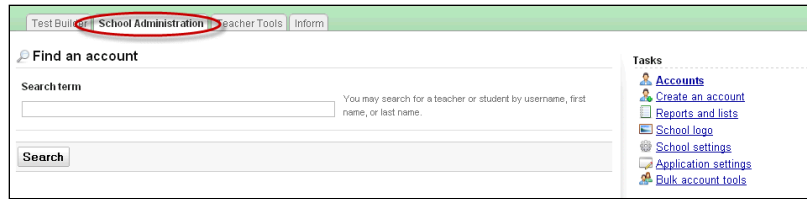


Figure 245: School Administration Tab

3. Click on the [Bulk account tools](#) link in the [Tasks](#) menu.

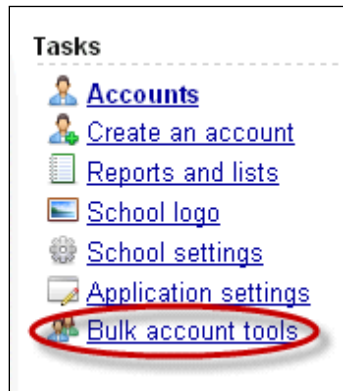


Figure 246: Bulk Account Tools Link in the Tasks Menu

4. The [Delete existing accounts](#) page will display.

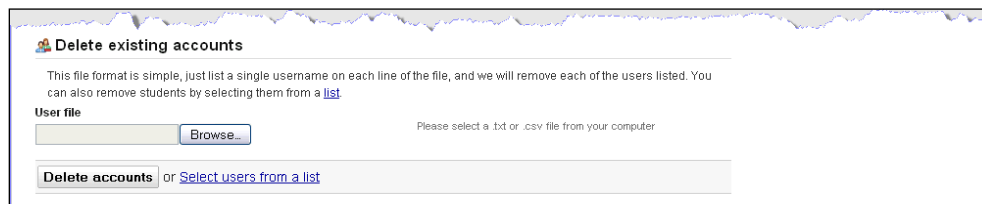

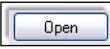



Figure 247: Delete Existing Accounts Page

5. Click the  button under [User file](#) to locate the .csv file on your computer.
6. Select the file and click the  button.
7. Click the  button.
8. A confirmation page will display.

Additionally, you can delete accounts by selecting from a list.

1. Click on the  link.

2. The [Select accounts to delete](#) page will display.

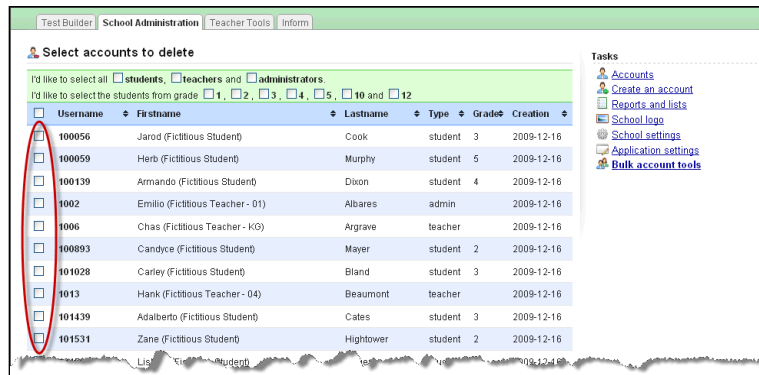


Figure 248: Select Accounts to Delete Page

3. Click the individual checkbox  next to the desired username(s), or check the *select all* boxes designed to select by students, teachers, administrators, and grade.
4. Click the  button.
5. A confirmation page will display. From here you can delete more accounts, create new accounts or return to the home page.

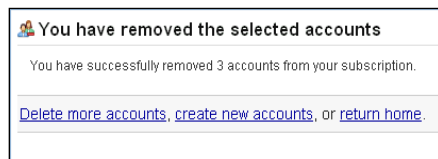


Figure 249: Delete Accounts Confirmation Page

## TEACHER TOOLS

From the [Teacher Tools](#) tab, available to both teachers and administrators, you can access student records, edit and create classes, and manage links and resources that can be made available on the Education Desktop.

Click on the [Teacher Tools](#) tab.

The screenshot shows the 'Find a student' search interface. At the top, there is a search bar with the text 'Search term' and a placeholder 'You may search by username, firstname, or lastname.' Below the search bar is a 'Search' button. To the right of the search bar is a 'Tasks' menu with four options: 'Students', 'Classes', 'Links and resources', and 'Gradebook'. Below the search bar is a 'Classrooms' section with five classroom cards, each showing the subject, period, and number of students:

- 5th Grade AP Math - 3rd period (6 students)
- 5th Grade English - 4th period (8 students)
- 5th Grade Math - 1st period (7 students)
- 5th Grade Math - 2nd period (6 students)
- 5th Grade Science - 5th period (8 students)

Figure 250: Teacher Tools Tab

The view will default to the [Find a student](#) page, which is the first link under the [Tasks](#) menu on the right side of the page. The functions available under the [Tasks](#) menu are as follows:

1. [Students](#)
2. [Classes](#)
3. [Links and resources](#)
4. [Gradebook](#) - **Note: this capability has not been implemented in Limelight.**

## STUDENTS




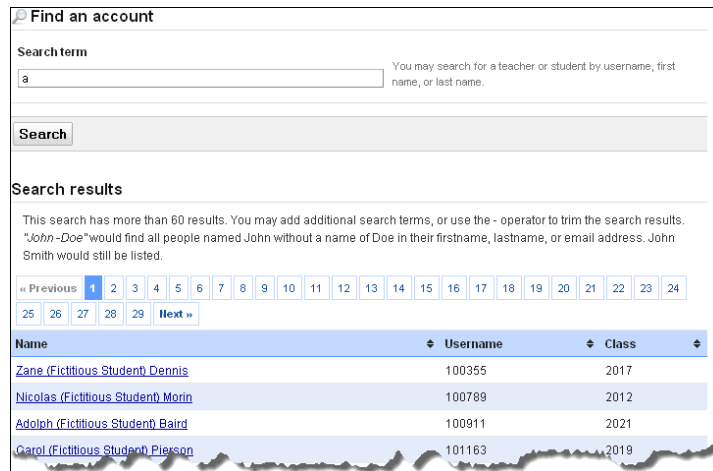
### TO FIND A STUDENT AND ACCESS ACCOUNT SETTINGS

1. Click on the [Teacher Tools](#) tab.
2. The [Find a student](#) page will display.

The screenshot shows the 'Find a student' search page. It features a search bar with the text 'Search term' and a placeholder 'You may search by username, firstname, or lastname.' Below the search bar is a 'Search' button.

Figure 251: Find a Student page

3. Click in the Search term text field and **type** all or part of a user's first name, last name or username.
4. Click the  button.
5. The Search results page will display.



**Find an account**

Search term  
 You may search for a teacher or student by username, first name, or last name.

**Search**

**Search results**

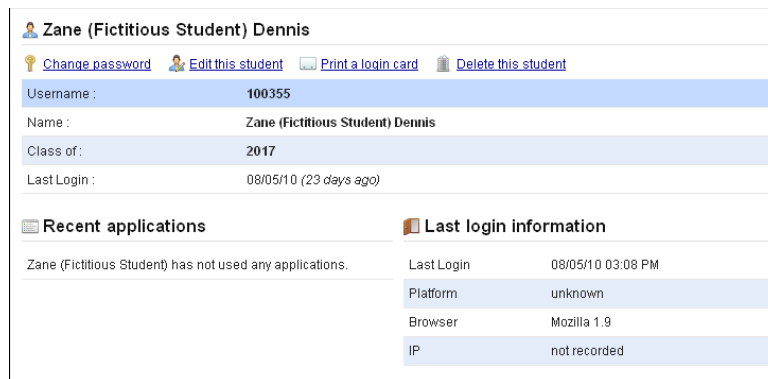
This search has more than 60 results. You may add additional search terms, or use the - operator to trim the search results. "John -Doe" would find all people named John without a name of Doe in their first name, lastname, or email address. John Smith would still be listed.

« Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24  
 25 26 27 28 29 Next »

Name	Username	Class
<a href="#">Zane (Fictitious Student) Dennis</a>	100355	2017
<a href="#">Nicolas (Fictitious Student) Morin</a>	100789	2012
<a href="#">Adolph (Fictitious Student) Baird</a>	100911	2021
<a href="#">Garol (Fictitious Student) Pierson</a>	101163	2019

Figure 252: Search Results Page

6. Click on the [blue hyperlinked](#) name in the *Search results* window to access the desired account settings.



**Zane (Fictitious Student) Dennis**

[Change password](#) [Edit this student](#) [Print a login card](#) [Delete this student](#)

Username : 100355

Name : Zane (Fictitious Student) Dennis

Class of : 2017

Last Login : 08/05/10 (23 days ago)

**Recent applications** **Last login information**

Zane (Fictitious Student) has not used any applications.

Last Login	08/05/10 03:08 PM
Platform	unknown
Browser	Mozilla 1.9
IP	not recorded

Figure 253: Student Account Settings

## CHANGING A STUDENT'S PASSWORD

1. Click the Teacher Tools tab. Click on the Change Password link in the student properties.
2. Enter and confirm the new password.

3. Click the  button.

## CLASSES



Use this tool to create and manage classes or groups of students. First, you can use the “create a new class” link to make a new class. You can then place students from your school into this class. Don't forget that you can filter the student list by grade to help find the students you are looking for.

### TO CREATE AND EDIT CLASSES:


1. Click the [Teacher Tools](#) tab.
2. Click on the [Classes](#) link in the [Tasks](#) menu.
3. The [Class management](#) page will display.

Your classes		5th Grade AP Math - 3rd period	
<a href="#">5th Grade AP Math - 3rd period</a>	<a href="#">Add students</a>	<a href="#">Edit class roster</a>	<a href="#">Delete classroom</a>
<a href="#">5th Grade English - 4th period</a>	<a href="#">Assignments</a>		
<a href="#">5th Grade Math - 1st period</a>	<b>Students</b>	<b>Username</b>	
<a href="#">5th Grade Math - 2nd period</a>	<a href="#">Rodrigo Annarummo</a>	student010	
<a href="#">5th Grade Science - 5th period</a>	<a href="#">Milissa Anthis</a>	student011	
<a href="#">New classroom</a>	<a href="#">Kareem Bagovo</a>	student012	
	<a href="#">Dara Baham</a>	student013	
	<a href="#">Freddie Balkus</a>	student014	
	<a href="#">Ariana Barbier</a>	student015	
	<a href="#">Senteo Roster</a>	<a href="#">Excel Roster</a>	

Figure 254: Class Management Page

## CREATE A NEW CLASS



1. Click on the  [New classroom](#) link.
2. Click in the *Classroom name* text field and **type** the class name.

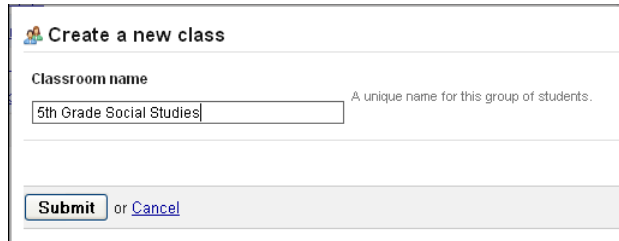


Figure 255: Name the Class

3. Click the  button.
4. The new class will appear under the *Your classes* section of the *Class management* page.

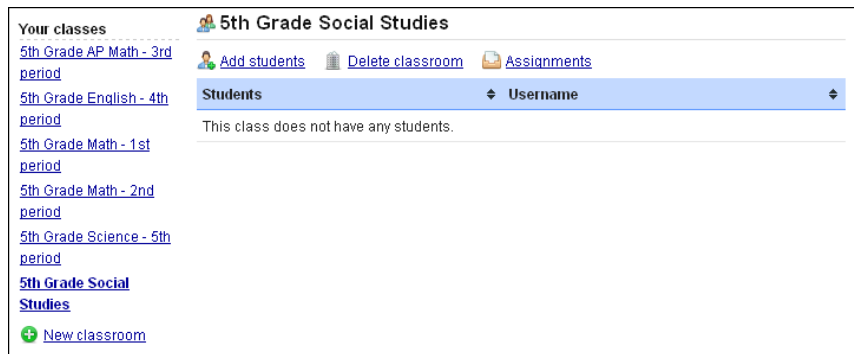





Figure 256: New Class Added

5. Click on the  [Add students](#) link to **add** students to the new class.
6. Click the *Show me students from* drop-down  arrow and select the desired grade.  
Click the  button to display the student list.



7. Click the checkbox  next to the desired student's name(s).

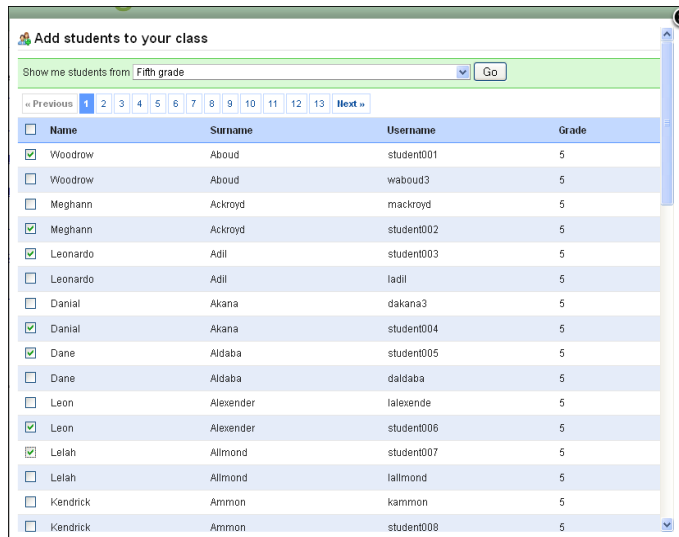


Figure 257: Add these Students

8. Click the **Add these students** button to add the selected students to the class. Click on the [Cancel](#) link to cancel the operation.
9. A confirmation message will display.

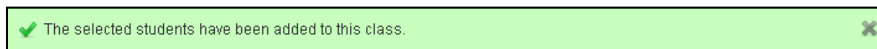


Figure 258: Confirmation message

## EDIT AN EXISTING CLASS



### TO ADD STUDENTS TO A CLASS:

1. Click the [blue hyperlinked](#) name of the desired class.

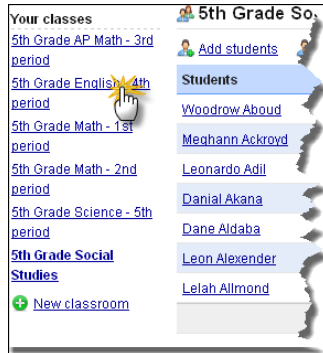



Figure 259: Edit an Existing Class

2. Click on the  [Add students](#) link to **add** students to the class.
3. Click the checkbox  next to the desired student's name(s).

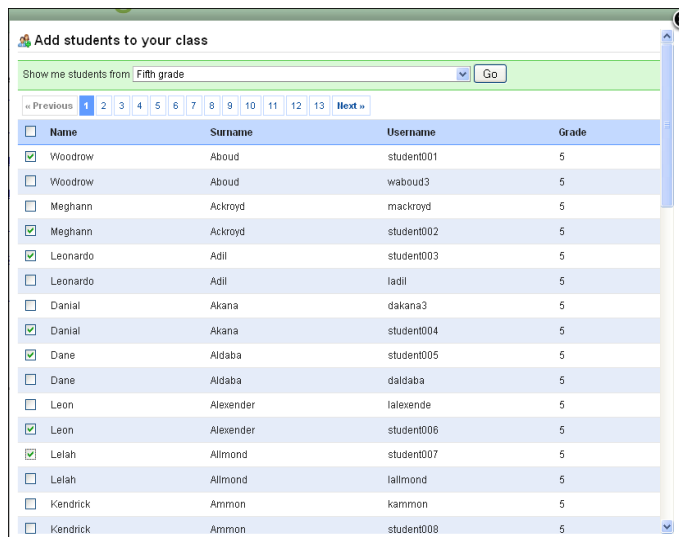



Figure 260: Add these Students

4. Click the  button.
5. A confirmation message will display.

## TO REMOVE STUDENTS FROM A CLASS:

1. Click the [blue hyperlinked](#) name of the desired class.

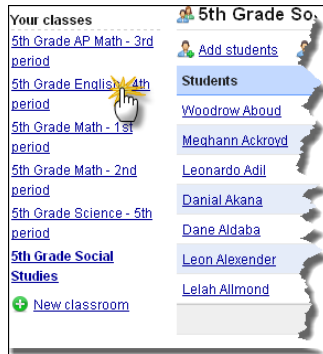


Figure 261: Edit an Existing Class

2. Click on the [Edit class roster](#) link to **remove** students from the class.
3. Click the checkbox  next to the desired student's name(s).

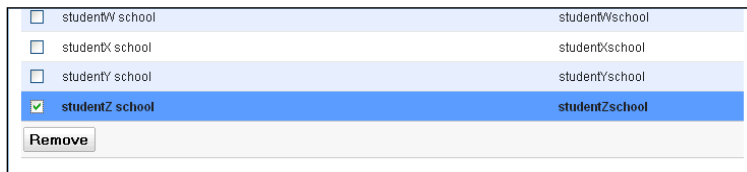


Figure 262: Add these Students

4. Click the **Remove these students** button.
5. A confirmation message will display.

## TO EDIT OR ADD ASSIGNMENTS FROM A CLASS:

1. Click the [blue hyperlinked](#) name of the desired class.

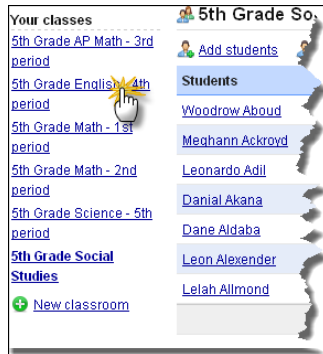


Figure 263: Edit an Existing Class

2. Click on the [Assignments](#) link.
3. The test assignments for that class will display.

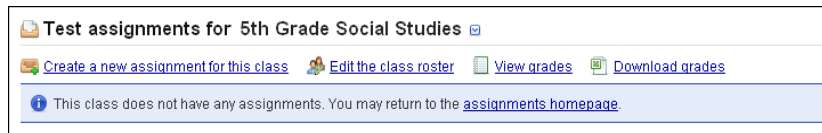


Figure 264: Class test assignments

4. Click on the [Create a new assignment for this class](#) link and follow the process for assigning a test to this class.
5. Click on the [Edit the class roster](#) link and follow the process for adding or removing students from this class.
6. Click on the [View grades](#) link to view the test grades for this class.
7. Click on the [Download grades](#) link to save an Excel spreadsheet of the class test grades to your hard drive.

## LINKS &amp; RESOURCES



1. Click the [Teacher Tools](#) tab.
2. Click on the [Links and resources](#) link in the [Tasks](#) menu.
3. The [Manage links and resources](#) page will display.

Figure 265: *Manage Links and Resources* Page



4. Click in the [Add a new link](#) text field and **type** the URL of the desired link.
5. Click in the [Title](#) text field and **type** the desired name of the link that will display on the Education Desktop.
6. Click the drop-down arrow  next to [Class](#) and **select** the desired class.
7. Click the  button.
8. The shared link will display under the [Manage links and resources](#) section.

Figure 266: *Links and resources* Page

## APPENDIX A

### SCANNING – ANSWER SHEET INFORMATION

#### PRE-PRINTED ANSWER SHEETS CURRENTLY SUPPORTED BY LIMELIGHT

Form (Item) #	Description
245695	Primary Answer Sheet
245699	Multiple Choice 200 Question Answer Sheet
245677	Multiple Choice 200 Question Alternating (5 Options), response labels “ABCDE” (odd-number test items) and “FGHJK” (even-numbered test items)
271815	Multiple Choice 200 Alternating (4 Options), response labels “ABCD” (odd-number test items) and “FGHJ” (even-numbered test items)
245696	Intermediate Answer Sheet - 50 Questions

Forms can be previewed and/or ordered at <http://store.scantron.com>.