Schoolnet: Creating Assessment Tasks

In Assessment Admin, a "task" is a container for a collection of items that you can place into an assessment. With tasks, test creators have the ability to create reusable, multiple-part questions that test different standards. Each activity within the task can build on the previous activity.

As a prerequisite to creating tasks, you should be familiar with how to create the items types that will be included as part of the task, such as open response or multiple choice items.
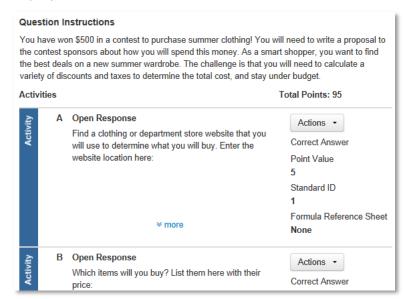
Create a Task

To create a task:

1. Roll your cursor over the Assessment Admin header and click **Create**

2. On the Create page, click **Create an Item**

3. To create a new task test item, click **Task**

   Under Item Properties, choose a subject, grade level range, and language, if available.

4. Under Task, in the left column, enter a name for the task

   The name will appear on the printed and online versions of the test, as well as in search results.

5. Below the task name, click **Show More**

6. Enter any optional information, noting the following:

   - Batch is the Batch Number and applies to Florida only

   - Hint is not functional; do not use it

7. Under Question Instructions, click the link to add instructions that apply to the entire task and then click **Save**

8. To add the first activity for this task, under the question instructions, click **Add Activity**

9. From the menu that appears, select an item type

10. On the Edit Activity page, under Activity Properties, click **Standard Lookup**

11. Enter the required and optional information for the item and click **Save and Return**

12. Click **Add Activity** to include the second item for the task; repeat as needed

    The total point value, which cannot exceed 999 points, is displayed below the instructions.

Question Instructions

You have won $500 in a contest to purchase summer clothing! You will need to write a proposal to the contest sponsors about how you will spend this money. As a smart shopper, you want to find the best deals on a new summer wardrobe. The challenge is that you will need to calculate a variety of discounts and taxes to determine the total cost, and stay under budget.

Activities   **Total Points: 95**

A Open Response
Find a clothing or department store website that you will use to determine what you will buy. Enter the website location here:

Actions ▾

Correct Answer

Point Value
5

Standard ID
1

Formula Reference Sheet
None

≫ more

B Open Response
Which items will you buy? List them here with their price:

Actions ▾

Correct Answer

13. When you've added all of the activities for this task, scroll down to the bottom of the "Item Central: Edit Item" page and click **Save and Preview** to view the task as it would appear for a student in the online test tunnel

14. Select whether or not the task uses manipulatives

15. Preview the task and then close the preview window

16. On the "Item Central: Edit Item" page, click **Save**

    Depending on your role, when you save a task, you may see options to save the test item for yourself or share it with others.

Scoring Task-based Assessments

The process for scoring assessments that include tasks is no different from the process for scoring assessments without tasks. Just be sure to score all activities and click **Save** at the bottom of the screen.