

Schoolnet: Searching for Items and Creating Manual Tests

Audience Roles: Teacher, Leadership, Staff with Test Item Administrator

Learn how to search for items to include on a test. Then create a manual test in the Assessment Admin module.

A typical workflow would be to search for items to include on a test, create a manual test with those items and then add additional items using the item lookup feature from within the new test.

Search for Items and Passages

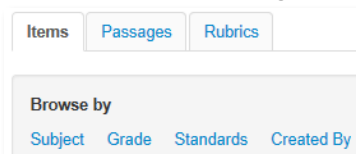
Search for items to build a new test, or if you are working on an existing test draft, navigate to the same search options described in this section by clicking **Add New Item** and then **Lookup in Item Central**.

Browse by Subject, Grade, and Standard

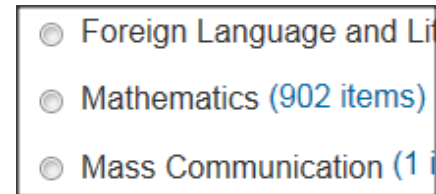
To browse available items:

1. Roll your cursor over **Assessment Admin** and click **Find an Item, Passage or Rubric**
2. In the Items tab, click a filter, such as **Subject**

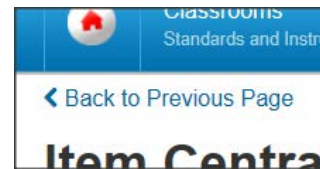
Note that browsing in the **Passages** or **Rubrics** tabs works the same as browsing in the **Items** tab.



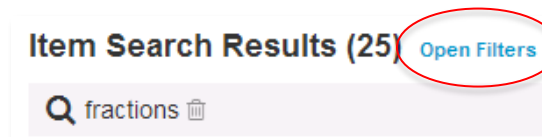
3. Within the **Subject** filter, select one of the available subjects, such as **Mathematics**, and note the number of available items in blue text and parenthesis



4. Add other filters, such as a **Grade**, to narrow your search
5. Click **View Results** to view the items that meet your criteria
6. To see item details, including test use history, click **View** on the right side of the item
7. Click **Back to Previous Page** at the top left of the page to return to the search results



8. To revise your search from within the **Item Browsing Results**, click **Open Filters** to add or modify the search criteria



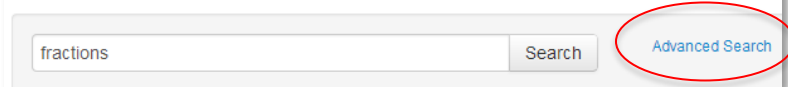
Search by Keyword

Instead of adding filters in the **Items** tab, enter a keyword in the **Search** field above the **Items**, **Passages** and **Rubrics** tabs, and then click **Search**. Refine the search further by clicking **Open Filters** and adding additional criteria.

Advanced Search

To search by task, passage, item type, number of exposures, source, or other criteria, click **Advanced Search**.

Item Central



Select Items for a Test

Select items from your item search results to add to a new or in-progress test.

To create a new test:

1. Search for items in **Item Central** as described in the previous section
2. In the results, check the box next to the items you want to include on a test
3. Scroll up or down and click **Add Items to Test**
4. Click **Create new Test with these items** (top right)
5. Continue to build the test by following the instructions for creating a test manually below

Alternatively, under **Available Tests**, click **Select** next to a test name to add the selected items to an existing test.

Create a Test Manually

You can create a test with or without selected items to start. Once you get to the **Create: Manual Test** page, however, the test setup process is the same as described here for tests with pre-selected items.

To create a new test with selected items:

1. Select initial test items as described in the previous section
2. On the **Create: Manual Test** page, enter a **Test Name** following any established naming conventions
3. Select the **Subject** and **Grade Level** range
4. Choose a **Test Category** from the options available to you:
 - **District Benchmark** – Results appear in the School & District Data and Classrooms modules and are used for KPI calculations
 - **School Benchmark** – Results appear in the School & District Data and Classrooms modules
 - **Common Classroom** – Test can be shared institution-wide and results appear in the Classrooms module only
 - **My Classroom** – Results appear in the Classrooms module only
5. Optionally, choose to exclude **Unanswered Questions** from the score
6. Choose the **Score Type** to display for this test:
 - **Total Score** – Percent correct
 - **Raw Score** – Displays in some reports as a fraction (points achieved / points possible)
 - **Proficiency** – Displays in some reports as a number (points achieved)
7. Select the **Preferred Standards Document**

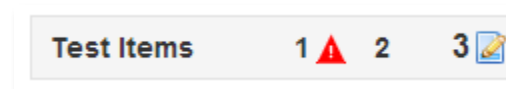
8. You may wish to consider modifying the following test item settings, which can be found under **Initial Item Settings** or **Test Item Settings**:

Setting	Description
Enable text formatting	Text formatting for open response items can be enabled or disabled at the test level, or take on individual item settings. If enabled, select whether to include the special character palette, spell checker and grammar checker.
Multiple Choice Answer Choice Layout	To override item settings, select from the one and two column options.
Enable Tools & Manipulatives	If applicable, choose Yes or No to override item settings. If Yes, select which tools to make available to students for online testing, such as a ruler or calculator.
Student Comments	These options provide students the ability to enter feedback about the test and each question when testing online; these comments appear on the Score page.
Capture teacher comments on answer sheets	Choose Yes to add space on the printed answer sheets for teacher comments. You may only update this option before scheduling a test.
Enable student self-assessment	Add a student self-assessment option to this test.
Hide item content from test results	Hide test content from students and parents when reviewing test results. This option is useful for tests that will be reused.

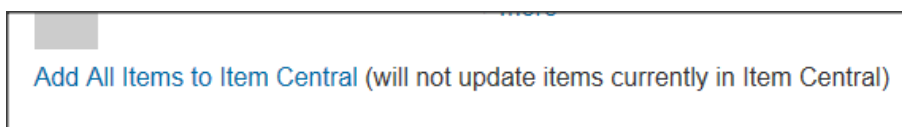
9. Click **Generate Test**

Depending on your settings, you will land on the page for either selecting the first item type, completing the first multiple choice item or reviewing the first selected item.

10. Complete the first item if needed, scroll down, and click **Return to Test Detail**
11. On the **Test Detail** page, under the **Instructions** section optionally click **Add Instructions**; text appears on both the online test and printed booklet
12. Under the **Test Content** section click **Add Item** to add additional items
13. As you add or edit an item, use the **Test Items** bar on the **Item Detail** page to view which items have a warning or are incomplete; click a number to navigate to that item



14. From an item detail, click **Return to Test Detail** at any time to view all items and test options
15. After you address any item alerts, click **Preview Online Test** to view how students will see the test online
16. Close the preview window and click the blue button, **Public Draft** (if available), and then click **Ready to Schedule**
17. If you added new items that you want to make available for other tests, scroll to the bottom and click **Add All Items to Item Central**



Refer to the Quick Reference Card on scheduling tests to learn how to schedule your test

Find a Test

The easiest way to locate a test is to click the **Assessment Admin** header to view the **Test Dashboard**, which contains a list of your tests. If someone else created the test, locate it by opening the **Find** menu on the **Test Dashboard** page and selecting **Find a Test**. Enter search criteria in the **Find a Test** section and then click **Go**.

Copy or Delete a Test

Although you can't rename a test once it has been created, you can copy a test by clicking **Copy Test** under the **Actions** heading on the **Test Detail** page and rename the copy. This option may not be available for some tests created externally.

The test author or a system operator can delete a test at any stage, as long as there are no student results associated with the test.