

Schoolnet: Creating Assessment Tasks **Quick Reference Card**

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

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 item types that will be included as part of the task, such as open response or multiple choice items.

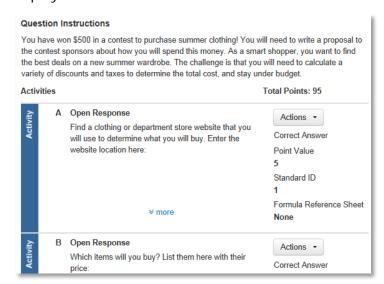
Create a Task

To create a task:

- Roll your cursor over the **Assessment Admin** header and click **Create**
- 2. On the Create page, click Create an Item
- To create a new task test item, click Task
 Under Item Properties, choose a Subject, Grade Level range, and Language, if available.
- 4. Bottom left of **I tem Properties** section, 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

- 7. Under **Question Instructions**, **Click Here To Add Content** 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 select the appropriate standard for this item and click Done
- 11. Enter the required and optional information for the item and click **Save and Return**
- 12. Scroll down and 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.



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- 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.

