

Schoolnet: Creating Assessment Tasks

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:

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. Bottom left of **Item 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.

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

| | | |
|-----------------|--|--|
| Activity | 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 | |
| Activity | 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.

▼ **Activity 1G: True/False (3 points)** Not Scored

▶ Show Question

T (3 points)

▼ **Activity 1H: Open Response (25 points)** Not Scored

▶ Show Question

▶ Show Response

(25 points)

Comment