

## Classroom Assessment Quick Start Guide

Use this guide to get started with creating and administering classroom assessments in CIITS.

### Create a Test

There are a few ways to create a test:

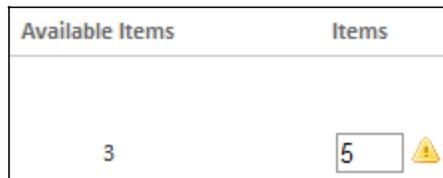
- Express Test option based on the standard(s) in a deconstructed standard or a lesson
- Express Test option in Assessment Admin section with standards you chose
- Manual option in Assessment Admin section (use this for tests with reading passages)

### Create an Express Test

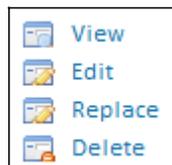
1. From within a lesson, resource or deconstructed standard, click Build an Express Test.



2. The number of available items is indicated for each standard. Choose how many items you want on the assessment item. If you select fewer than the available number it will randomly pick (although you can swap out as desired); if you choose more, you will get placeholders to enter your own items.



3. Click Build Express Test.
4. Replace items and add new items as desired.

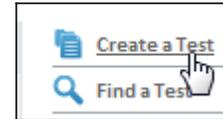


### Create a Manual Test

1. Click the Assessment Admin tab.

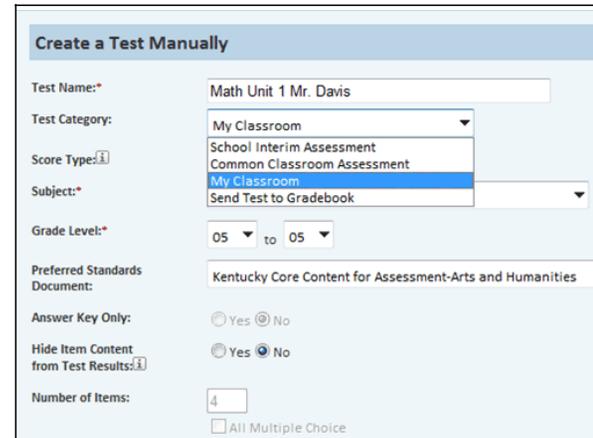


2. Click Create a Test.



3. Under Option 2: Create a Test Manually, click Start Now.

4. Give the test a name. Tag to one subject and grade level. Items with an asterisk are required.



**Create a Test Manually**

Test Name\*: Math Unit 1 Mr. Davis

Test Category: My Classroom

Score Type: School Interim Assessment  
Common Classroom Assessment

Subject\*: My Classroom  
Send Test to Gradebook

Grade Level\*: 05 to 05

Preferred Standards Document: Kentucky Core Content for Assessment-Arts and Humanities

Answer Key Only:  Yes  No

Hide Item Content from Test Results:  Yes  No

Number of Items: 4  
 All Multiple Choice

5. Pick the item type and use the item line to navigate between questions.



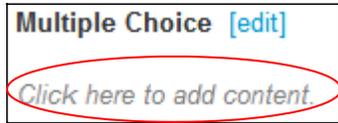
### Add Items to a Test

Although you can individually add items to a bank, you will usually create them in the context of building a test. Depending on whether you are building an express test or a manual test and whether you are adding or replacing items, once you get to the Create Item screen the procedure for adding the content is the same. There are four types:

- Multiple Choice – one correct answer only supported
- True/False
- Gridded – students must bubble in the correct answer
- Open Response – teacher scores items online

### Add a Multiple Choice Item

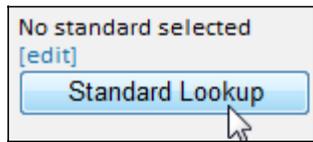
1. In the Create Item screen, click on the gray text to open the HTML Editor and add your question content in the new window that appears. Click Save when you are finished entering content.



2. Repeat the process above for each of the responses associated with this question. Check the box for the correct response. By default the correct response will be worth one point, but you can change this value in order to weight questions.



3. In addition to entering question content and selecting a correct answer, you must align each question to a standard. Click Standard Lookup, pick a standard and click Done.



### Note About Including Images

In the HTML Editor that opens when you add item content, there is an icon to insert an image.



Although it may appear to be supported, note that you can NOT copy and paste an image from Word: you must import an actual jpg or png file in order for the image to appear to students taking the test online.

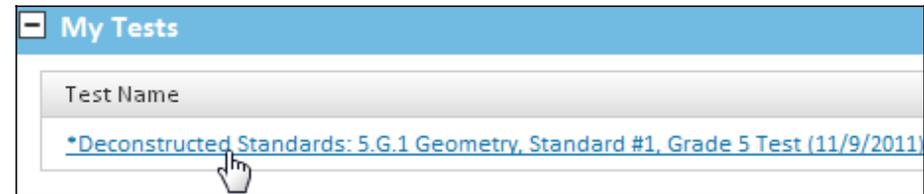
### Locate a Test

If you need to edit or schedule a test, go to the test detail page.

1. Click the Assessment Admin tab.



2. Click the test title.



### Schedule a Test

1. Locate a test as described above.

2. Click **Ready to Schedule**, then click **Schedule**.

3. Enter in the start, end and score dates for the test.

4. Select desired online test options.

5. By default, the test is assigned to all students in all of the sections you teach. Click Edit Assignment to change this. Check the selected sections or students.



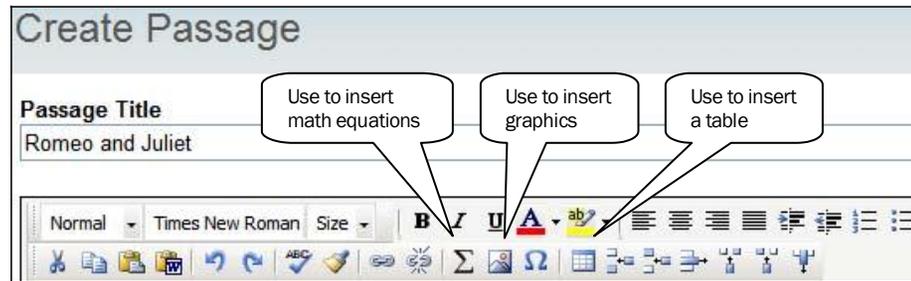
6. Finally, click **Save**.

## Add a Passage to a Question

Any question type can be associated with a passage. A passage can be a reading passage, math equation, graphic, or image. Once created, you can link multiple questions to the same passage. To add a passage to any question, scroll to the bottom of the screen and click on the down arrow next to Add Passage. You can create a new passage or search for passages that have already been created.



If you choose to create a new passage, the HTML Editor window opens. Type or paste in the content of your passage. You can also choose to align your passage to a subject, grade level and genre.

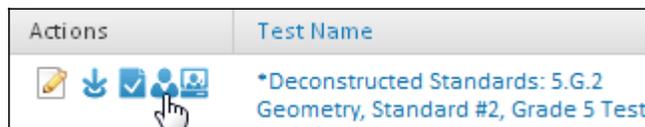


## Add a Rubric to an Open Response Questions

Once a Rubric has been created it may be associated to an Open Response Question. The Standard associated to the Rubric will become the Primary Standard ID on the item.

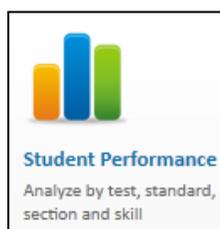
## Print Student Usernames and Passwords (for Testing)

1. Click the Assessment Admin tab.
2. Click the Username icon to access a list of student usernames and password by section.

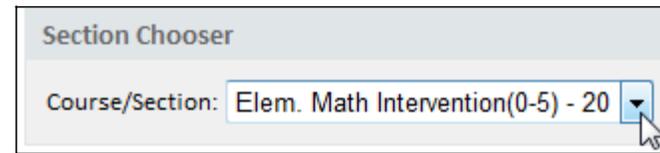


## Access Test Results

Results can be found in the Classrooms Student Performance/Analyze Sections page.



1. First choose a section.



2. Click the Classroom Test Dashboard tab. Results for the tests you have administered are listed.



3. To view the Item Analysis, Skills Analysis and Standards Mastery reports for Classroom tests, make sure you change to the Classroom Test Data view at the top of each tab.



4. To print any of these reports, click on the  icon on the top right.