



# Using CIITS to Create Classroom Assessments Training Manual



## About this Document

This manual focuses on processes and best practices for creating, scheduling and administering online classroom assessments using the Assessment Admin module. This manual covers how to:

- Create multiple types of items, including multiple choice, open response and gridded response
- Understand the different stages of building a test in Assessment Admin
- Create, modify and delete tests
- Administer tests online

The term ‘benchmark’ is used throughout this manual as a generic term for a short term assessment that is administered via Schoolnet Assessment Admin. ‘Classroom’ tests denote assessments that are available for classroom level reporting only and do not ‘roll up’ to school or district reports: this is the focus of this document.

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## Navigate in Assessment Admin

Most tools can be found by clicking the Assessment Admin tab, which can also be accessed by rolling over the link and clicking Dashboard. The availability of other links in the sub menu will vary according to your user permissions. All clicks in Schoolnet are single clicks.

Data Tools	Classrooms Standards and Instructional Materials	Assessment Admin Create & Monitor	Educator Development Goals, Performance, PD
 <p><b>Dashboard</b> Quickly view the tests most relevant to you or search for a specific test</p>		<p><b>Create</b> Tests, Items, Passages, and Rubrics</p> <p><b>Print</b> Answer Sheets, Student Usernames, and Booklets</p> <p><b>Schedule, Assign, Choose Options</b> Create start dates, set online options and assign tests to students</p>	 <p><b>Find a Test</b> <b>Find an Item, Passage or Rubric</b></p>
		<p><b>View &amp; Score Responses</b></p> <p><b>Track Completion Rates</b> See how many students have completed a test</p> <p><b>Manage Test Windows</b></p>	

## Choose a Test Creation Method

Teachers often have a test blueprint in hand or know which standards they intend to cover with the assessment. The method of test creation you will want to choose depends on whether or not you know in advance which specific questions you want to include.

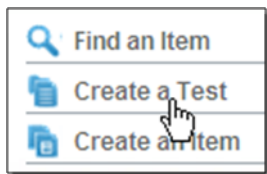
Option 1: Express Test		Option 2: Manual Test Creation <i>Use for tests with passages</i>	
Option 1A: Select standards first and use those standards as scaffolding for the test. (See below)	Option 1B: Create a test from within Classrooms using the standards from a deconstructed standard, other resource or lesson plan.	Option 2A: Pull from existing items in the Item Bank.	Option 2B: If you know exactly which questions to include, set up a test with the desired number of questions and add them in as part of the test creation process.
<p><b>Option 1: Create an Express Test</b></p>  <p>Select your standards      Define your test map      Auto-generate your test</p>		<p><b>Option 2: Create a Test Manually</b></p>  <p>Set up test      Create or add items &amp; passages      Review your test</p>	


## Option 1A: Create an Express Test in Assessment Admin

Materials with aligned standards are used to create the blueprint for a new assessment.

To create a test:

1. On the Assessment Admin home page, click Create a Test.



2. Under Express Test, click .

3. Enter the Test Properties as described (\* required).

This field...	Requires this information...
Test Name*	A unique name for the test.
Test Category*	This defaults to the category(ies) associated with the highest level institution you are permissioned to create tests for; e.g., district, school or classroom.
Subject*	Pick one subject.
Grade Level*	Indicate the grade range of the test.
Preferred Standards Document*	The standard document selected for reporting.
Answer Key Only	Does not apply for online tests.
Hide Item Content from Test Results	Test content for items or passages are hidden from students and parents when reviewing test results. This option is useful for tests that will be reused.

Test Name:\* Unit 1 Pre-test  
 Institution Source: Kentucky Department of Education  
 Test Category: My Classroom  
 Score Type: Total Score  
 Subject:\* Mathematics  
 Grade Level:\* 05 to 05  
 Preferred Standards Document: Kentucky Core Academic Standards 2010 - Math  
 Answer Key Only: ☐ Yes ☒ No  
 Hide Item Content from Test Results: ☐ Yes ☒ No

4. Click

Select Standards

5. Check the standards you'd like to include on the test. If you don't like the items generated, you will have the opportunity to replace them. Even if there are no items available for a standard, you can still pick it to serve as a placeholder. This 'pre-selection' of standards will make the item entry faster.

Available Items	Standard
Expand All	Collapse All
14	<input type="checkbox"/> MA.6.: Computation and Estimation
27	<input type="checkbox"/> MA.6.: Geometry
47	<input type="checkbox"/> MA.6.: Measurement
30	<input checked="" type="checkbox"/> MA.6.6.9: The student will compare and convert units of measure within the Customary system and the metric system and estimate conversions.
11	<input checked="" type="checkbox"/> MA.6.6.10: The student will estimate and then determine length, area, or volume in nonstandard units of measure.
2	<input type="checkbox"/> MA.6.6.11: The student will determine if a problem situation involves perimeter or area and apply the appropriate formula.
3	<input type="checkbox"/> MA.6.6.12: The student will
2	<input checked="" type="checkbox"/> MA.6.6.12.a: solve problems involving the circumference of circles.
1	<input checked="" type="checkbox"/> MA.6.6.12.b: derive approximations for pi from measurements of circles and computer models.

6. Click

Add to Test Map

7. If desired, use the Advanced Options to:
- Exclude items that already appear on tests that have been scheduled for this school year
  - Exclude items with passages
  - Search for items meeting specific criteria
8. Be sure to click Apply.

Advanced Options

☒ Exclude items on current year tests  
☐ Exclude items with Passages  
☐ Search Item Central for items matching the selected standards in your Test Map

Item Type:   
 Bloom's Taxonomy:   
 P-Value:  to   
 Passage Type:   
 Estimated Item Difficulty:   
 Item Discrimination:

Apply

9. The standards you selected appear with the number of available items indicated. Use the trash can item to remove an item, or the Select Standards options at the top to add more.

Select Standards		
Define Test Map		
Advanced Options		
Standard	Available Items	Items
MA.6.: Measurement	12	6
MA.6.6.9: The student will compare and convert units of measure for length, area, weight/mass, and volume within the U.S. Customary system and the metric system and estimate conversions between units in each system:	0	2
MA.6.6.10: The student will estimate and then determine length, weight/mass, area, and liquid volume/capacity, using standard and nonstandard units of measure.	11	6
MA.6.6.11: The student will determine if a problem situation involving polygons of four or fewer sides represents the application of perimeter or area and apply the appropriate formula.	1	1
MA.6.6.12: The student will	0	
		15

10. Click

**Build Express Test**

11. You can:

- View item detail
- Add additional items
- Replace items
- Remove items

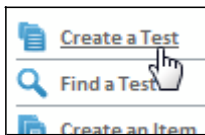
ITEM	1	<p>Multiple Choice from Item Central</p> <p>The Washington Monument was completed December 6, 1888, when the 3300-pound marble capstone was put in place. What is the weight, in tons, of the capstone?</p> <p>A 0.606 tons</p> <p>B 1.3 tons</p> <p>✓ C 1.65 tons</p>	<p><b>+ Add New Item</b></p>	<p>View</p> <p>Edit</p> <p>Replace</p> <p>Remove from Test</p>		
		Correct Answer	C			
		Point Value	1			
		Standard ID	MA.6.6.9.b			

## Option 2A: Create a Test Manually

This section explains how to create a test from within Test Central.

To create a test:

1. On the Assessment Admin home page, click Create a Test.



2. Under Option 2: Create a Test Manually, click

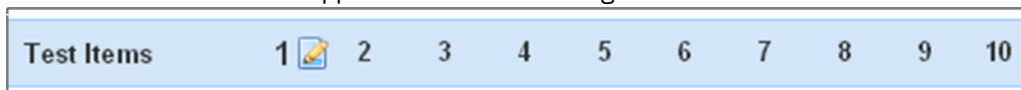
**Start Now**

3. Enter the Test Properties as described (\* required).

This field...	Requires this information...
Test Name*	A unique name for the test.
Test Category*	This defaults to the category(ies) associated with the highest level institution you are permissioned to create tests for; e.g., district, school or classroom.
Subject*	Pick one subject.
Grade Level*	Indicate the grade range of the test.
Preferred Standards Document*	The standard document selected for reporting.
Answer Key Only	Does not apply for online tests.
Hide Item Content from Test Results	Test content for items or passages are hidden from students and parents when reviewing test results. This option is useful for tests that will be reused.

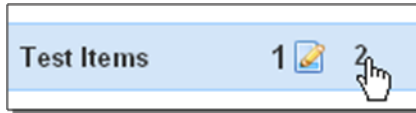
4. Click **Generate Test**. Note that your test stage is now Private Draft.

5. The test item numbers will appear in a band according to the number selected.

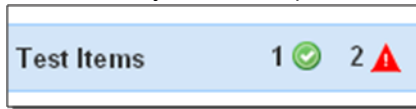


6. For each question, choose the item type or Lookup Item from Item Central.

7. To continue adding questions, click on the question numbers. You do not have to complete all required information before moving on. Note the options to delete an item or add additional ones if you wish to change the number of items on the test.



8. When all questions are complete, review the Test Items for any alerts. These item(s) require additional detail before you can complete the test.

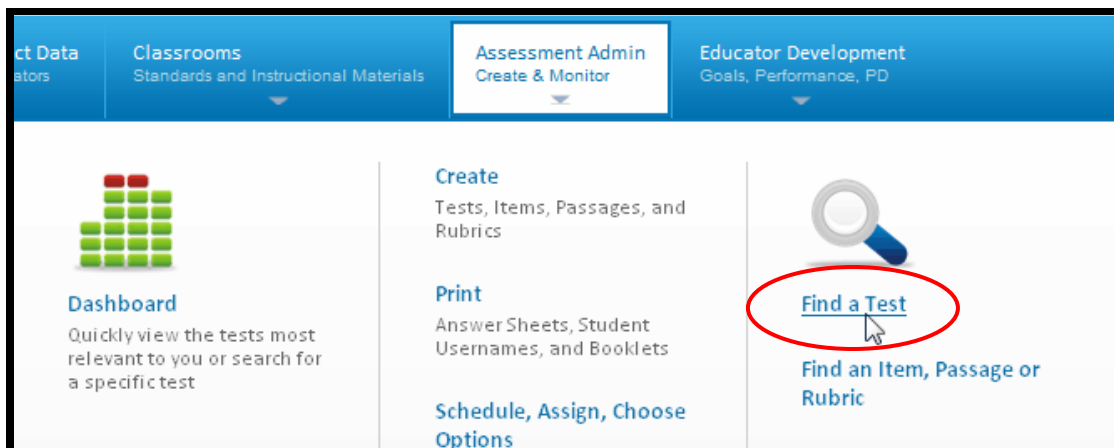


9. Once all questions are added and no errors are left, click

**Ready to Schedule**

## Locate a Test and Access Test Detail Page

You don't have to create and schedule a test all at once. To locate tests of all stages, use the filters available in Find a Test.



Click the test name to access the Test Detail screen.





## Customizing Scoring, Question Answer Choices, Numbering and Order

In the Customize Test section of the Test Detail, depending on the test source, you may be able to:

- Override the default score group cut scores. You cannot modify the number of score groups.
- Delete multiple questions simultaneously
- Reorder questions by typing in the new place order for each question
- Start the first question with a number other than one and automatically re-increment the remaining items
- Create custom numbering, such as 1a, 1b, etc. Include up to three characters per item.
- Alter the answer choices pattern by selecting a different set of letter choices for even and odd questions

### Attach Supplemental Materials

In the Associated Resources section of the Test Detail you can attach files containing ancillary documents such as math formulas, grading rubrics, existing formatted test booklets, etc.

### Rename Tests

Although you can't rename a test at any stage, you can copy a test from the test Detail page and rename your copy however you'd like.

### Edit Draft Tests

On the Test Detail page, there are links to make the following changes:

- Reorder items
- Add/delete item(s)
- Edit a question – If you substantially change the content of a question pulled from a shared item bank, you should choose the option to 'Unlink from Item Central Statistics' so that so that the modified version is treated as a separate item for tracking purposes.

### Edit Ready to Schedule and Scheduled Tests

You can also edit tests once you pass the Draft stage. You can change point value, which item is correct and realign standards. When modifying a test, test items cannot be added or removed. Test item types cannot be changed.



In the Test Detail, click Modify to make edits.

### Delete a Test

On occasion, you may need to delete a test. The test author and system operators can delete a test at any stage as long as there are no student results associated with the test. If there are student results associated with the test, the results need to be removed before the test can be deleted. Once the results have been deleted, the Delete this Test link will become available on the Test Detail page.

## Enter Test Questions

You can enter test questions ahead of time to an item bank, create them “on the fly” as you create a test or replace randomly generate Express Test questions with your own.

## Available Question Types

You can create any combination of the following types of questions:

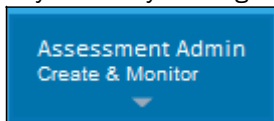
- Multiple Choice: Each question has multiple answers
- True/False: Each question has a “True” or “False” answer
- Gridded: This question requires a numeric answer; the student must fill the appropriate grid numbers with the correct answer
- Open Response: A typed in response to the proposed question
- Inline Response: Allows for the creation of fill-in- the-blank questions. The question will be limited to a total of 9 blanks or gaps.
- Matching: Matching items test a student’s ability to identify associations between related items. This item type allows for up to 18 question stems and available choices to be defined.

## Create a Multiple Choice Test Item

It is easy to create a multiple choice item.

To create a new item:

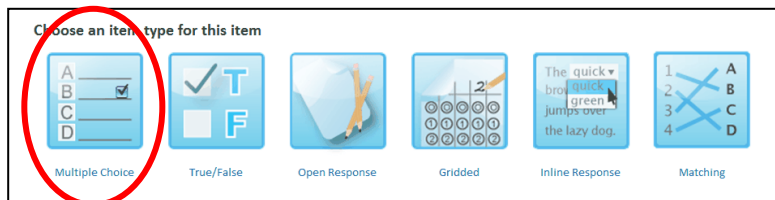
1. Go to My Profile by clicking Assessment Admin.



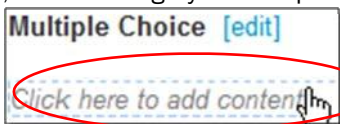
2. Click Create an Item.



3. Select Multiple Choice.



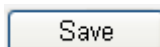
4. First, click on the gray text to open the Text Editor where you will add the question.



5. In the HTML Editor, enter the question.



6. Click



7. Next, enter the answer choices.

**A** [Click here to add content](#)  
 Answer is worth 0 points and ☐ is the correct response. [\[delete\]](#)

8. For each answer choice, indicate how many point(s) it is worth. Check one correct response. For reporting purposes, only one correct answer is supported. For teachers, you may wish to include an explanation of why each wrong answer may have been selected. Results will display in the Item Analysis reports. If students have access to their results online, include an explanation for students of why each item is correct or incorrect.

**A** 57  
 Answer is worth 1 points and ☒ is the correct response. [\[delete\]](#)  
 Teacher Explanation  
[Click here to add a teacher explanation](#)  
 Student Explanation  
[Click here to add a student explanation](#)

9. Enter all the answer choices. Add or delete answer choices as appropriate (2-10 are supported).

**D** [Click here to add content](#)  
 Answer is worth 0 points and ☐ is the correct response. [\[delete\]](#)  
[\[click\]](#) to add a new answer choice

10. Tag the question to a subject and grade range. You must include both in order to properly support reporting.

**ITEM PROPERTIES**  
 Subject:  
 Mathematics  
 Grade Level:  
 1 to 1

11. Click

[Standard Lookup...](#)

**Tip: Standards Shortcut**

If you know the Standard ID, start typing it under the correct standards set. Once you enter three characters, a drop-down of choices will appear. Highlight the desired standard to select it.

CT Mathematics  
 ma.1  
 MA.1.1 : Algebraic Reasoning: Pattern  
 MA.1.2 : Numerical and Proportional R  
 MA.1.3 : Geometry and Measurement:

12. Select the appropriate standards set, subject and grade.

Standard Search

Standard Document:	Subject:	Grade Level:
Kentucky Core Academic Standards 2010 - Math	Mathematics	09

13. Check the applicable standard.

Standard Search

Standard Document:	Subject:	Grade Level:
Kentucky Core Academic Standards 2010 - Math	Mathematics	09

[Expand All](#) [Collapse All](#)

- ☐ High School - Conceptual Category - Introductions
- ☐ High School - Conceptual Category 1 - Number & Quantity Introduction
  - ☐ 1NQ-Intro.A: Numbers and Number Systems.
    - ☒ 1NQ-Intro.A.1: During the years from kindergarten to eighth grade, students must repeatedly extend their conception of number. At first, "number" means "counting number": 1, 2, 3... Soon after that, 0 is used to represent "none" and the whole numbers are formed by the counting numbers together with zero. The next extension is fractions. At first, fractions are barely numbers and tied strongly to pictorial representations. Yet by the time students understand division of fractions, they have a strong concept of fractions as numbers and have connected them, via their decimal representations, with the base-ten system used to represent the whole numbers. During middle school, fractions are augmented by negative fractions to form the rational numbers. In Grade 8, students extend this system once more, augmenting the rational numbers with the irrational numbers to form the real numbers. In high school, students will be exposed to yet another extension of number, when the real numbers are augmented by the imaginary numbers to form the complex numbers.

Use the +/- signed to expand and collapse

14. Click



15. If desired, tag the question with additional metadata.

These fields are searchable using the Advanced Search feature in Item Central. Your options may vary.

**OPTIONAL INFORMATION**

Bloom's Taxonomy:

Webb:

Cognitive Demand Level:

Authored Difficulty:

Hint:

[Fewer Options](#)

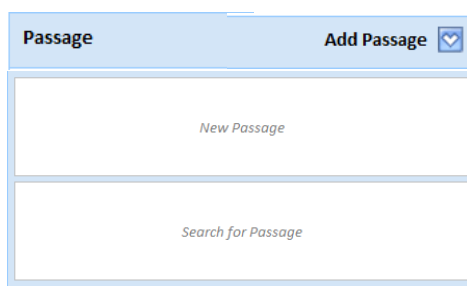
16. When the Alerts indicates 'No Alerts,' the question is complete. (Note: You have the option of saving a partially completed item and returning later.)

17. Click

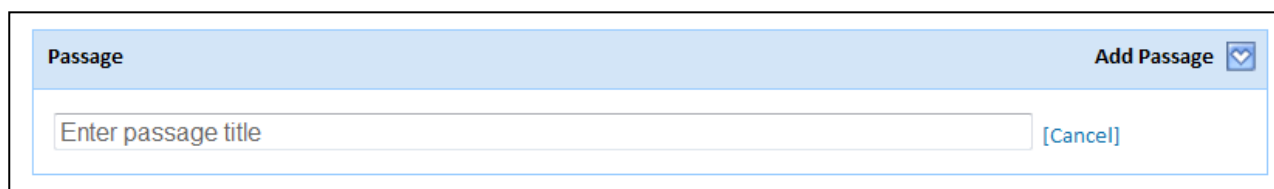
## Considerations for Reading Passages

Any question type can be associated with a reading passage. In fact, the reading passage doesn't have to be a text excerpt at all – use it to include content that applies to multiple items, such as a diagram or picture. Here are some important points about including passages:

- The 'Express Test' method of creating a test is not recommended for tests with passages.
- Tests that have reading passages shouldn't use the option to scramble question order.
- If you are trying to include line numbering there are a few options:
  - Paste in the reading passage as an image
  - If it is ok for the numbers to be imbedded in the text, just insert numbers in parenthesis as needed
  - Insert line breaks (CTRL+ENTER) at end of each reading line to create a 'soft return,' and precede each line of text with a line number
  - To link a passage to an item, click 'New Passage' or 'Search for Passage.' When searching, slowly type the title in the field and select the correct passage in the 'type ahead' field.



The screenshot shows a dialog box titled 'Passage' with a blue header bar. In the top right corner of the header is an 'Add Passage' button with a dropdown arrow. Below the header, there are two large, empty rectangular boxes. The top box is labeled 'New Passage' and the bottom box is labeled 'Search for Passage'.



The screenshot shows a dialog box titled 'Passage' with a blue header bar. In the top right corner of the header is an 'Add Passage' button with a dropdown arrow. Below the header, there is a text input field with the placeholder text 'Enter passage title'. To the right of the input field is a '[Cancel]' button.

## Creating a Rubric

Rubrics provide a scale of measurement for how a student performs on an open response item. They provide descriptions of the criteria by which students will be measured for each level.

- Rubrics can be created and managed by test administrators. In addition, teachers can create rubrics that can be used on their classroom tests. In other words, the ability to create rubrics follows the same logic as for creating items and passages
- Rubrics can be attached or associated to an existing open response item at any time. Alternatively, the rubric can be associated when an open response item is created
- Once a rubric is added to an item, the Subject, Grade and Standard of the rubric will **REPLACE** the Subject, Grade and Standard of the item. Since the rubric contains the measurement of the item, the properties of the rubric will overwrite that of the item. These properties will be used for reporting purposes as well
- Rubrics can be created and reused on multiple items and multiple assessments
- To use multiple rubrics, use multiple open response questions on an assessment and attach a different rubric to each

## Rubric Detail: Earth Science



[← Back to Previous Page](#)

Life and Physical Sciences, Grade 06

Creator: KARRICK, DEONTREY  
Created: 01/23/2013  
Source: Myself  
Status: Not used on an item

Sharing: My Items  
Publisher: Not Provided  
Keywords: Not Provided

Copy  
 Edit  
 Delete

	Level 1 Novice	Level 2 Apprentice	Level 3 Proficient	Level 4 Distinguished
<b>Earth Science</b> SC-06-2.3.2: Students will explain cause and effect relationships in the Rock cycle. Materials found in the lithosphere and mantle are changed in a continuous process called the rock cycle, which can be investigated using a variety of models.	Attempted to answer the question	Answered 1 part of question	Answered all parts of question	Answered all parts of question with additional support from reading passage

To create a rubric:

1. Roll your cursor over the Assessment Admin header and click **Create**
2. Click **Create a Rubric**
3. Next to Name, enter a name for your rubric
4. Next to Subject, enter the appropriate subject
5. Next to Grade Level, enter the appropriate grade level or levels
6. Select how the rubric will be graded – Points or Levels
7. Click **Standard Lookup** and align the rubric to a standard
8. Under Levels, enter the number of the first level
9. Enter the name of the level
10. Enter a description of the level in the text box
11. Click **+ Add Level**
12. Repeat the steps as needed
13. Click **Save**
14. If you have permission to create items for multiple access levels, select who else should be able to use the rubric
15. Click **Save**

## Attaching a Rubric to a Question

To attach a rubric to an open response question, follow these steps.

1. Create an open response question
2. Click **Rubric Lookup** (shown below)
3. Next to the rubric you want, click **Add**

## Item Central: Create New Item ?

<b>ITEM PROPERTIES</b> Subject: English Language and Liter <span>⌵</span> Grade Level: 08 <span>⌵</span> to 08 <span>⌵</span> <b>Add Standard</b> Common Core Language Arts <span>⌵</span> Enter standard ID Standard Lookup Common Core Language Arts LA.6-8.: Range of Writing <a href="#">[delete]</a>	Open Response <span>⌵</span> Is the main character a sympathetic character in this story? Why or why not? Maximum Points (0-999): 25 Scoring Instructions (Item rubrics, exemplars, etc.): Click here to add content. Student Instructions: See test booklet <i>All open response questions will display these instructions</i> <b>Rubric</b> Select a rubric Rubric Lookup	<b>ALERTS</b> No content Not worth any points <b>OPTIONAL INFORMATION</b> District Items Publisher Items State Released Items Name: Keywords:
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Including Open Response Questions

Use open response questions for student responses in written form, such as an essay. Students can write responses directly on their test booklet, or if it is an online test, type the response in a text box. Refer to the following points when creating an open response question:

- From the Maximum Points menu, choose a value
- Optionally, add scoring instructions, such as exemplars. Scoring instructions are used to add other instructions that will be visible to test graders. Adding Scoring Instruction content opens a built-in text editor that accepts tables, graphics, and other content to provide additional scoring details
- Optionally, associate the item with a rubric

## Considerations for Open Response Items



Open response items are designed for student responses in written form, such as an essay. Student type responses into a text box and teachers score them in Assessment Admin.

**Item #: 1** Open Response [\[edit item type\]](#)

[Click here to add content.](#)

Maximum Points (0-999):

Number of Answer Sheet Pages:

Scoring Instructions (Item rubrics, exemplars, etc.):  
[Click here to add content.](#)

Student Instructions:  
  
All open response questions will display these instructions

**Rubric**  
[Select a rubric](#)

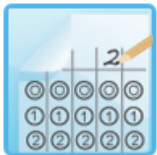
Up to 999 points can be awarded

These options do not apply in KDE

Provide a rubric or other directions for the teacher instruction sheet

Attach a Pre-Defined Rubric directly to an Open Response Questions, from Rubric Central

## Considerations for Gridded Response Items



The gridded response item type allows users to create constructed response items that have numeric answers, such as math and science questions. In gridded response questions, students are required to enter a numeric answer. Up to eight columns are supported.

**Gridded** [\[edit\]](#)

What is  $3.5 + 4.7$ ?

Number of Columns for Answer: \*

Correct Answer: \*

Points: \*

Gridded response item form



## Considerations for Inline Response Items



Inline Response

Inline Response allows for the creation of fill-in-the-blank questions. The content for this question type is unlimited and can consist of a single sentence, phrase, or several paragraphs. Each blank or gap can contain up to 9 answer choices. The answer choices can be up to 50 characters in length.

This item type is **not** available for use with clicker devices, item import, scores import, and School and District data reporting.

Inline Response [edit]

Water is a chemical compound with the chemical formula . A water molecule contains one  and two  atoms connected by covalent bonds.

1 2 3

A.  [delete]  
Answer is worth  points and ☐ is the correct response.  
Teacher Explanation | Student Explanation

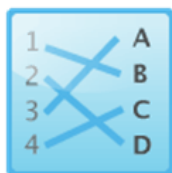
B.  [delete]  
Answer is worth  points and ☐ is the correct response.  
Teacher Explanation | Student Explanation

C.  [delete]  
Answer is worth  points and ☒ is the correct response.  
Teacher Explanation | Student Explanation

D.  [delete]  
Answer is worth  points and ☐ is the correct response.  
Teacher Explanation | Student Explanation

[add new answer choice]

## Considerations for Matching Items



This item type allows for up to 18 question stems and available choices to be defined. The author can define a greater number of available choices to provide the student with additional distractor choices. Stem and Choices are defined via the Text Editor allowing for images, math formulas, and text to be added for both stems and choices.

This new item type is **not** available for use with clicker devices, item import, scores import, and School and District data reporting.

Matching [edit]

Student Instructions

Match the state to its capital.

Question Stems

1 Alaska [x]  
2 Colorado [x]  
3 Idaho [x]  
4 Maine [x]

Available Choices

A Augusta [x]  
B Boise [x]  
C Denver [x]  
D Juneau [x]

[add a question stem] [add an answer choice]

Matching Pairs

1 [x] → D [x] Match is worth  point(s) and ☒ is correct  
Teacher Explanation | Student Explanation

2 [x] → C [x] Match is worth  point(s) and ☒ is correct  
Teacher Explanation | Student Explanation

3 [x] → B [x] Match is worth  point(s) and ☒ is correct  
Teacher Explanation | Student Explanation

4 [x] → A [x] Match is worth  point(s) and ☒ is correct  
Teacher Explanation | Student Explanation

[add a match]

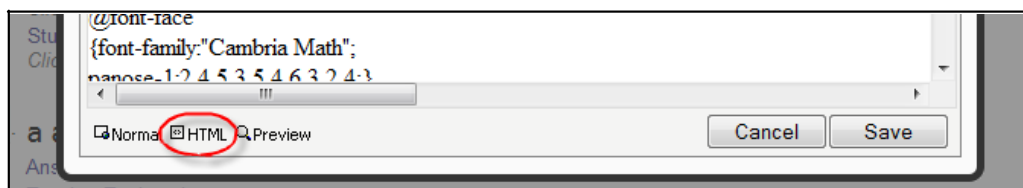
## Best Practices for Items for Online Tests

When creating an online test, utilize the following best practices to minimize errors.

- Use Paste from Word ( ). When you are creating items based on an existing Microsoft Word document, it's best to use Paste from Word to minimize formatting errors. Once you have opened the item editor lightbox, click the Paste from Word icon. Then, paste the text you want to include into the special Paste from Word box. When you are finished, click Insert.
- Preview your test. Once you have placed items on a test, you should preview the test as it will appear to students in the online testing tunnel. To preview a test, go to the test's Test Detail page by clicking the name of the test anywhere in Assessment Admin. Open the Actions panel on the left, and click Preview Online Test.  
You should now examine every question that appears on the test. Look for bad formatting that may confuse students, broken images, and other errors or oversights.

If you encounter any issues or errors with your test items, locate the problematic item on the Test Details page and click Edit. Perform the following checks to the question stem or answer choices that are showing the issue:

- If your problem is a broken image, try reinserting the image. See the next section of this document for tips and instructions for inserting images.
- Check for junk HTML. You do not have to understand HTML to perform this check. Open the item editor for the problematic question or answer choice, and click the HTML button at the bottom of the editor (pictured below).



Depending on how you inserted your information, you may have inadvertently included HTML code that is unnecessary and possibly even harmful to displaying your item properly. If you are having problems with an item and you see a large amount of HTML code in this window, try deleting all HTML code that looks unfamiliar. When you are finished, click back to the Normal view. Use the tools in this view to restore any formatting that was lost when deleting HTML code.

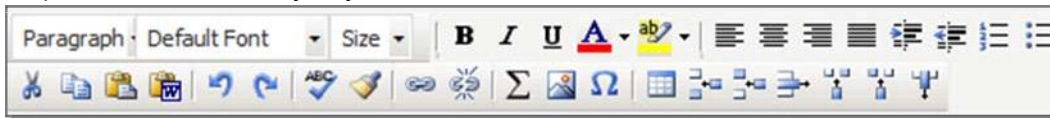


*Example of an item with unnecessary HTML detail*

- Retype your information directly into the item editor. If you have performed all of the steps in this section and are still encountering problems, you should delete all information in the problematic question stem or answer choice, then retype your information directly into the item editor, without copying and pasting from another source.

## Text Editor

The Text Editor is the toolbar that provides formatting options. It appears with some rich content fields in select module types, although in some fields only a subset of the options shown here are available. The design of the drop-downs and icons may vary.



## Basic Editing Options

Icon	Description
	Choose a style, such as Heading 1, Normal, etc.
	Choose a font type, such as Times New Roman, Arial, etc.
	Choose a font size, such as 10, 12, etc.
	Make your text bold.
	Italicize your text.
	Make your text underlined. Be judicious in underlining text—most users recognize it as a hyperlink.
	Choose a font color if the default (black) is not desired.
	Choose a color for highlighting your text, if desired, for emphasis.
	Align your text to the left, center, right, or make it justified.
	Indent your text in or move it out.
	Add numerals or bullets in front of your text.





## Using Editing Shortcut Tools

The following tools are useful shortcuts for editing your work.

Icon	Purpose
	Use to undo your most recent edit or to redo/repeat your most recent edit.
	Check the spelling of selected text or all text.
	Clean up your HTML work. Applies only if you use the HTML view (link is at bottom of window).







## Cutting, Copying and Pasting Content

You can copy and paste content to/from your editing window. You can also paste information directly from a Word document.

Icon	Purpose
	Cut copy from your editing window.
	Copy text within your editing window.
	Paste copy into your editing window.
	Paste copy from a Word document into your editing window.

## Inserting Hyperlinks, Graphics and Special Characters

Place the cursor where the graphic or special character should display and click the corresponding icon from the toolbar.

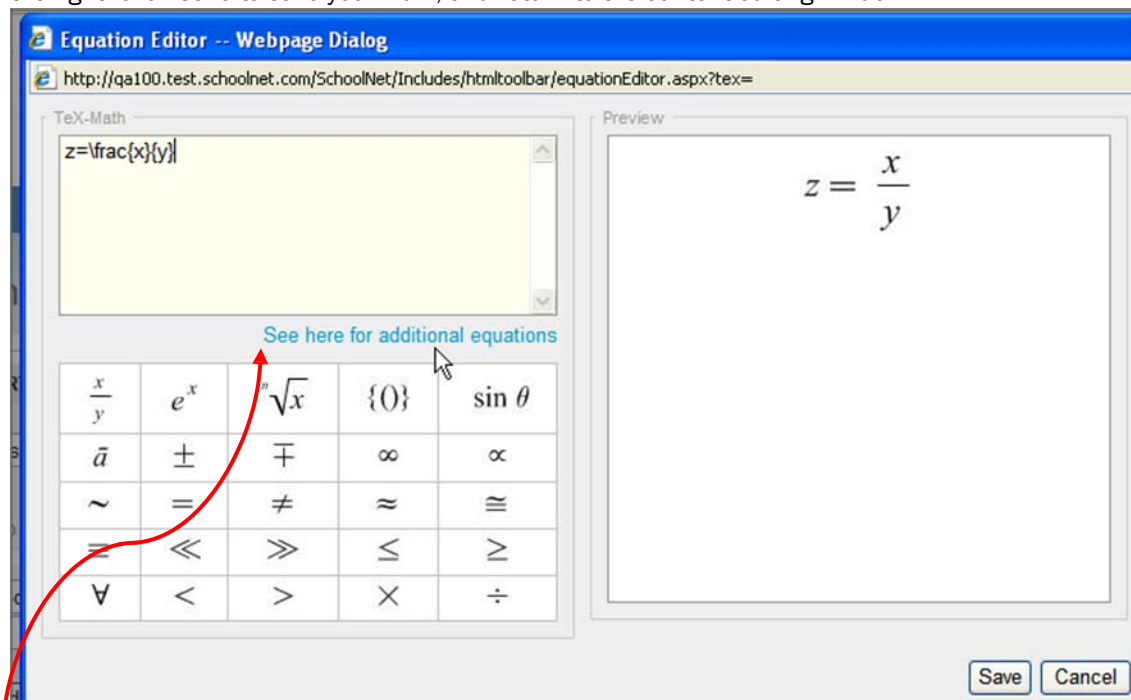
Icon	Purpose
	Enter the text that should be linked, highlight it, and click the link icon. Enter the url and save.
	Click to remove a hypertext link.
	Insert a math equation.
	Insert a graphic. Note that you must import the image, not just copy and paste it.
	Insert special character, such as for math or a foreign language.
	Insert a table.

## Adding Math Equations

You can add math equations to test items in Assessment Admin. The equation editor is part of the content editing window. To enter a math equation, place your cursor at the desired insertion point and click on the Sigma ( $\Sigma$ ) icon in the content editing window.



A math equation window pops up. Select the appropriate math equation elements from the samples in input area on the left, and input your equation. Clicking on the equation type images populates the code window above, and the preview window with your equation in real-time. A preview of your equation is displayed in the preview area on the right. Click Save to save your work, and return to the content editing window.



This link provides more mathematical functions and symbols to use when building equations for test questions. You can copy and paste any of the listed syntax into the equation editor to use as a starting point for your own equations.

## Add Images to Test Questions

Test questions and answers can contain images. This section explains how to capture and insert images. You must have graphics available in an accessible file location. You may wish to create a numbering and filing scheme to make it easier to locate the images that go with particular questions.

To add a graphic:

1. Create an item. Insert your cursor where you want to add the graphic. Then click the Image icon.




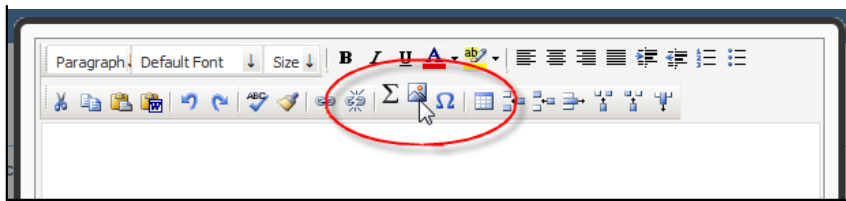
2. Browse to and open the desired image. Png, jpg and gif files are supported.



## Best Practices for Adding Images for Online Testing

Images can be inserted into test items, answer choices, and passages. For best results:

- Image size may not exceed 2MB. For peak performance, size images below 250kB.
- You must import the image file, not just copy and paste it.
- Save images you want to include to your computer, then insert the image by clicking the image icon () , pictured below.



### Submitting an Item for Approval

Since great items, passages, and rubrics are created at every level throughout a school system, users can submit items to the next level for approval. A teacher can also submit an item to the school for approval.

To submit an item for approval, click **Submit to [institution]** on one of these pages:

- Item Central page
- Create New Item page
- Edit Item page

Note: Depending on your site configuration, users with the 'Create and edit items' may not see the option to submit items on either the create or edit page

Upon approval, the item is available to everyone at the approver's institution.

To submit an item for approval, create a new item or search for an item, then click **Submit to [Institution]** as shown below.

<input type="checkbox"/> <b>+ Gridded</b> How many girls are in Mr. Brown's class? ✓ 6	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Submit to District</a> Subject: Special/Exceptional Education Grade Level: 05 Standard: Keyword: Publisher: P-Value: - Exposures: 0 Estimated Difficulty Level: Discrimination Level:
----------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Item Central: Edit Item

**ITEM PROPERTIES**  
 Subject:  
 Life and Physical Sciences  
 Grade Level:  
 04 to 05  
 Add Standard  
 \*Science State Assessment Stanc  
 Enter standard ID  
 Standard Lookup  
 \*Science State Assessment Standards  
 SCI.4.: Living Systems [\[delete\]](#)

**True/False [edit]**  
 The water cycle has four distinct stages.  
**T** True  
 Answer is worth 1 points and ☒ is the correct response.  
 Teacher Explanation  
 Click here to add a teacher explanation.  
 Student Explanation  
 Click here to add a student explanation.  
**F** False  
 Answer is worth 0 points and ☐ is the correct response.  
 Teacher Explanation  
 Click here to add a teacher explanation.  
 Student Explanation  
 Click here to add a student explanation.

**ALERTS**  
 No Alerts  
**OPTIONAL INFORMATION**  
 Marzano's Instructional Strategies  
 Publisher Content  
 Released State Test Items  
 Name:  
 Keywords:  
 More Options

**Passage** Add Passage ☒

[Submit to District](#) [Delete](#) [Cancel](#) [Save](#)

To submit an item, passage, or rubric for approval:

1. From one of the pages noted above, click **Submit to [institution]**
2. Confirm that you want to submit the item by clicking **OK**
3. If you change your mind, click **Withdraw from [institution]**

## Locate Test Items

Item Central contains any items that you create and those that have been provided for your use. Once items are created/made available you can search for them in order to edit, review statistics or build a test.

To locate a test item:


1. Go to Item Central.

ct Data  
ators

Classrooms  
Standards and Instructional Materials

Assessment Admin  
Create & Monitor

Educator Development  
Goals, Performance, PD



**Dashboard**

Quickly view the tests most relevant to you or search for a specific test


**Create**

Tests, Items, Passages, and Rubrics

**Print**

Answer Sheets, Student Usernames, and Booklets

**Schedule, Assign, Choose Options**



**Find a Test**

[Find an Item, Passage or Rubric](#)


2. Enter a keyword and click Search. Note that only keywords are searchable (not the item content). For more search options, use Advanced Search.

Search

Go

Advanced Search

3. Your results are returned. To view item details, click View.



**Multiple Choice**

What is the next number in the pattern below?  
11, 15, 19, 23, ?

A 4

[View](#)

Subject Mathematics

Grade Level 3

Standard 2.1.3.A.1

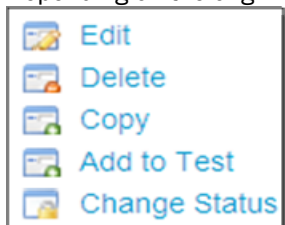
Publisher

P-Value -

Exposures 0



4. Depending on the origin of the item and your permissioning, you will have a variety of options.



You can 'layer' criteria in Item Central to locate items.

