

Assessment Creation in Schoolnet

Learn how create a standards-aligned assessment in Schoolnet.

Which Test Creation Method Should I Use?

There are three ways to add a test to Schoolnet. Choose from one of the following options:

Manual – Use when you want to create your own items, paste content in from an existing document or select from Schoolnet item banks (covered in this document).

Express – Use when you have a collection of standards in mind and want to auto-generate a test from available items with the option to modify as needed. Not recommended for reading passages. For details, refer to the *Creating an Express Test Quick Reference Card*.

Answer Key Only – There are two uses for an ‘AKO’ test:

- You have an existing test booklet created outside of Schoolnet and want to generate a scannable answer sheet without rebuilding items
- You have an existing test booklet created outside of Schoolnet and you do not want to enter the content in Schoolnet, but do want students to take the test online and be able to look at standards aligned results. In most cases the teacher would pass out test booklet or display/project the questions on a screen.

Create a My Classroom Test Using the Manual Method

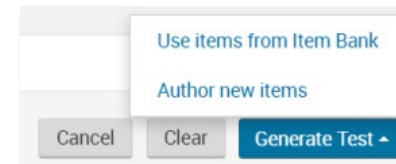
Optional fields are described on the next page.

To create a new test:

1. In the navigation sidebar Assessments menu under the Tests header, click **Create** and then **Manual**
2. Enter a test name following any established conventions
3. Select the subject and grade range
4. For ‘Number of Items,’ choose how many blank item placeholders to include; one or a low number of items is suggested to start: it is faster to add new items on the test as needed than to remove extra placeholders
5. Select the preferred standards document
6. For Standards Template, click **Select Standards** and choose the standards to include

Although you can add additional standards later, selecting them here will speed up the process. For details, see the *Adding a Standards Template* section on the next page.

7. Optionally, modify settings (see *Optional Settings* on page 3)
8. Click **Generate Test** and then choose whether to start by using Items from the Item Bank or authoring new ones



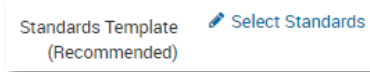
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Adding a Standards Template

To speed up test creation, create a Standards Template. This way, as you build the test you can quickly pull from a pre-selected menu of standards rather than navigating to the standard picker for each item. If needed, you can still add additional ones during test creation process.

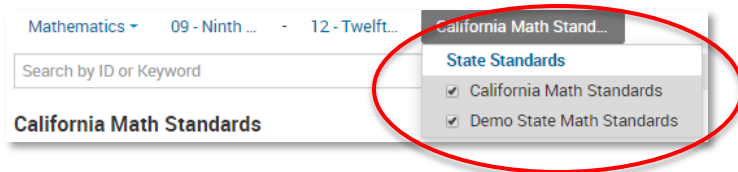
To set up the template as part of creating the test details:

1. Click **Select Standards** (this is Step 6 on the previous page)



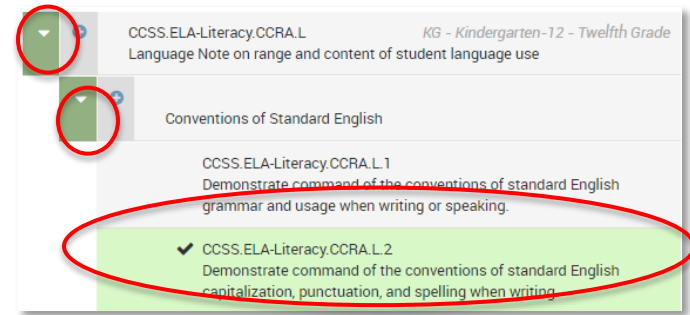
2. If a subject has multiple sets of standards, additional standards set(s) aligned to the selected subject and grade beyond the preferred standards set selected at the test level, you can include them in the template in the provided menu

Please see the *Texas Essential Knowledge and Skills (TEKS) in Schoolnet* reference document for an overview of how the TEKS are structured in Schoolnet.

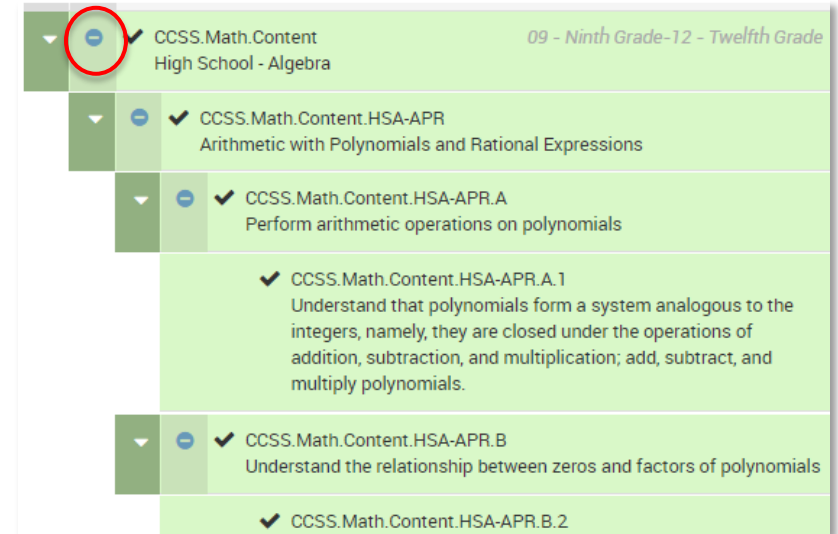


3. Choose if you want to include items aligned to specific standards only, or any aligned to 'child standards'

The number of aligned items available to you is indicated to the right of each standard.



Use the arrows to open the standards 'tree' if you want to select from only specific standard(s) in that 'branch'.



Click the round blue icon if you want to select a standard along with all 'child' standards in the same 'branch' at once.

4. Standards you click turn green and are displayed in the right column; click **Save and Close** after making your selection(s) to return to the test setup page. As a best practice always align to the lowest, skill level for an item (you can see examples in the item bank).

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Optional Settings

When creating a test, leave the following options at default value if unsure what to use.

Default Fonts	
Any changes made in Default Fonts will override site settings (Verdana, 12 pt), but not on items or passage content that have a custom font or size applied, whether created in the test or pulled from the item bank.	
Test Item Defaults	
For each option, select whether to Use Item Settings defined at the item level or to override at the test level.	
Test Settings	
Student Comments	Allows students to enter feedback about the test and each question when testing online; these comments appear on the Score page.
Hide Teacher Names and Section Information on Answer Sheets	Not Applicable for My Classroom tests. This is a District setting.
Capture teacher comments on answer sheets	Not Applicable for Document Camera answer sheets.
Enable Assessment Notes	Allows a teacher to add notes on the use and effectiveness of an assessment once in the scheduled stage. When enabled, the Assessment Notes area is available on the Test Detail.
Enable student self-assessment	Add a student self-assessment option to this test. Students can record how they think they performed.
Description	Add a description for reference if desired.

Accommodations	For online tests, you can enable a line reader and magnifier for all test takers. Text to Speech options require an additional assignment per student. See also: <i>Assessment Accommodations Setup for TestNav Quick Reference Card</i> .
Enable Printing	Not applicable for My Classroom tests: leave as is.
Test Restrictions	
All test creators see options for parents and students. They are progressively more restrictive. Choose one: each option includes the prior restrictions as well. You can always come back and adjust restrictions even once a test is in progress or complete.	
Co-Authoring Settings	
Enable Co-Authoring	You can enable other users to help author the test. See also: <i>Co-authoring Assessments Quick Reference Card</i> .

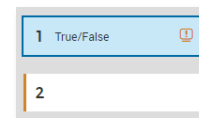
Overview of Building Out Your New Test

Once you have created a test as described above, start adding items.

- If you chose the option to start with items from the Item Bank, you will be taken directly to the search filters. For details, refer to *Searching for Items* on page 4.
- If you chose the option to author items, select an item

To add more items and complete the test:

1. For the next item, click the next placeholder in the left column



If there are no more placeholders, click **Add Item** in the bottom left.

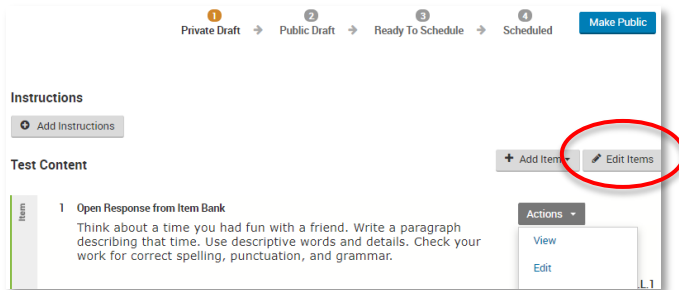
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- At any time, click **Return to Test Details** at any time to view all items and test options and make needed adjustments
- After you address any item alerts, click **Preview Test as Student** to see how the test will appear to students online
Machine scorable items will have a **Calculate** button to allow verification for scoring, which can be especially useful for checking various answers to multi-part or gridded items. This will not display for students taking a test.
- If you plan on printing answer sheets, now is the time to click **Preview Answer Sheet** under Test Actions to see how many pages will be needed per student and adjust test if desired
- Close the preview window and click the blue button, **Public Draft** (if applicable), and then click **Ready to Schedule**
Refer to the *Scheduling Assessments Quick Reference Card* for details on scheduling and assigning your test.

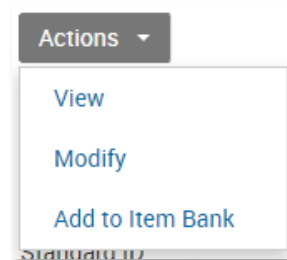
Switching Between Test Detail and Item Editing View



When in the editing view, click **Return to Test Details** to access test settings and actions. When in Test Details, return to the edit view to access the standards template or reorder items.

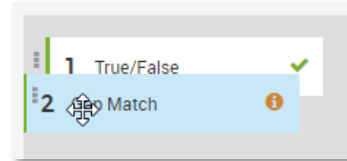


Saving New Items for Later Reuse



If you created new items as part of a test that you want to make available for other tests, you can add them to any item bank you have permission to. The option is available once the test has moved to the "Ready to Schedule" stage. You can add individual items with the Actions menu or use the link at the bottom to add all new items.

Reordering Items



You can drag and drop items to reorder as necessary in the Test Detail view. If you have custom numbering, you can modify the numbers under the Customize Test section.

Searching for Items

There are a variety of filters available for locating items and passages

- You'll see the item as it appears to the student,
- Results appear in a popup window so your page focus remains on test editing

To browse available items:

- If you have a placeholder set up for an item, click **From Item Bank** (otherwise first click **Add Item**)
- Matching items appear with a count of the number available



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3. Some of the options for filtering include:

Keyword: Enter any keyword and click the magnifying glass to search item content, answer choices, and keywords; use the dropdown menu to select 'All Words' or 'Any Words'

Item Banks: By default you will see all banks available to you. Select specific ones to narrow the search.

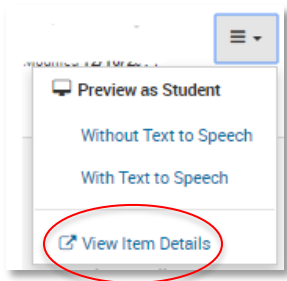
Subject and Grade Level: These default to the selection for the test, but you can change to search for other items at lower or higher grade level.

Standards: Any standards set up as part of the test standards template appear. You search on additional standards by clicking **Select Standards**.

All Filters: Access filters for item language (English or Spanish for grades 3-5), item type, and other properties.

4. In the results, to see item details, Select **View Item Details** from the menu

The detail appears in a new tab. Either click **Add to Test** or close the tab to return to the search results.



Refer to the last page for an annotated view of the search results.

Searching Items Attached to a Passage

213 Items [Clear All Filters](#) Find and group items by passage

Select **Find and group items by passage** to view items grouped by the passage they use. Only items with passages will appear in the search results. Click **Hide Linked Items** to collapse the list of items beneath passages. When viewing items by passage, only the View Passage Details action is available for the passage, but all the standard actions are available.

Find an Existing Test

Click **Assessments** in the navigation sidebar. Administrators and teachers with enhanced test creation rights will see the Assessment Dashboard.

Unless user permissions are configured otherwise, teachers will see the teacher-specific Test Dashboard instead.

Active Tests [Benchmark Tests](#) [Classroom Tests](#) [Recently viewed tests](#)

If the test is not visible under the available tabs, select **Assessments** in the navigation sidebar and under the Tests header click **Find**.

To use, select here, then click **Item Actions > Add to Test**

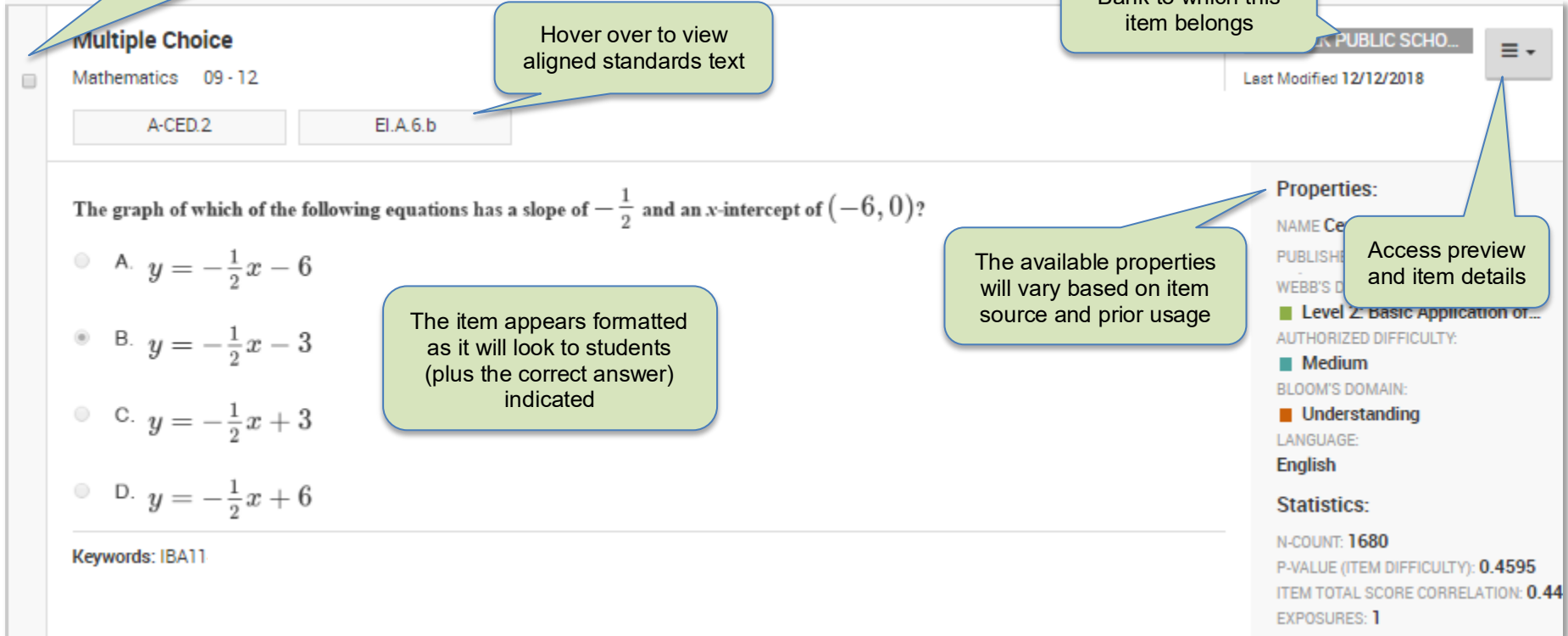
Hover over to view aligned standards text

Bank to which this item belongs

Access preview and item details

The available properties will vary based on item source and prior usage

The item appears formatted as it will look to students (plus the correct answer) indicated



Multiple Choice

Mathematics 09 · 12

A-CED.2 E1.A.6.b

Bank to which this item belongs: ... PUBLIC SCHO... Last Modified 12/12/2018

The graph of which of the following equations has a slope of $-\frac{1}{2}$ and an x -intercept of $(-6, 0)$?

- A. $y = -\frac{1}{2}x - 6$
- B. $y = -\frac{1}{2}x - 3$
- C. $y = -\frac{1}{2}x + 3$
- D. $y = -\frac{1}{2}x + 6$

Keywords: IBA11

Properties:

NAME Ce
PUBLISHE
WEBB'S D
■ Level 2: Basic Application of...
AUTHORIZED DIFFICULTY:
■ Medium
BLOOM'S DOMAIN:
■ Understanding
LANGUAGE:
English

Statistics:

N-COUNT: 1680
P-VALUE (ITEM DIFFICULTY): 0.4595
ITEM TOTAL SCORE CORRELATION: 0.44
EXPOSURES: 1