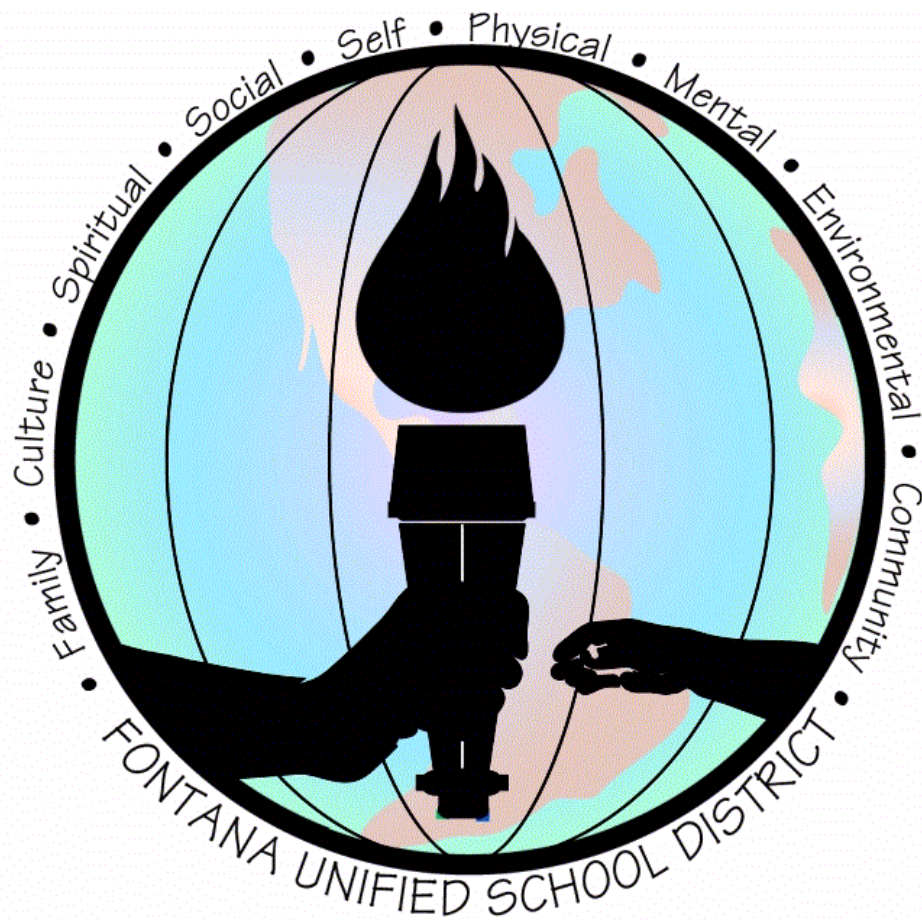


2011

Truman Middle School

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[OARS TRAINING MODULE]

Customizing Tests and Publishing Assessments Online

From this training, you will learn two things:

1. Create a custom test, using the OARS Item Editor

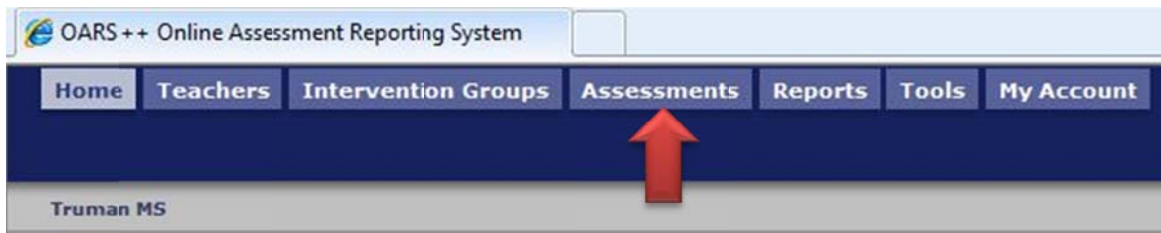
Sometimes OARS falls short in providing items that closely approximate the CST test. To prepare students for CST-like questions it may be necessary to use the Item Editor. We will create a test with a custom item that more closely simulates what students can expect on the CST test. CST samples can be found at:
<http://starsamplequestions.org/starRTQ/search.jsp>

2. Publish your assessment online

For some, it's more efficient (and less costly) for students to take their assessments online. So we'll create an online assessment.

Creating a Customized Test:

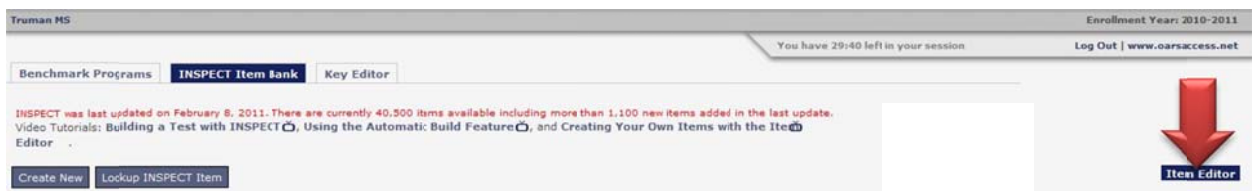
1. Click on assessments



2. Click on INSPECT Item Bank



3. Click on Item Editor



Click on "Create New Item"



4. Navigate through each of the tabs
 a) **Standard** – subject – grade – strand – standard.

← Back to Item Editor Home

Standard Passage Instructions Stem A B C D Preview and Save

Select a standard by making selections in the pulldown menus.

Math

Algebra I

Quadratics & Polynomials: 21.0 Students graph quadratic functions and know that their roots are the x- intercepts.

A1 21.0 Students graph quadratic functions and know that their roots are the x- intercepts.

To save this item, **preview it first.**

- b) **Passage** – contextual text for students to read, often used in Language Arts.
 c) **Instructions** – for teacher use. And not shown on student tests, including online assessments.
 d) **Stem** – this is where you place your question.

Standard Passage Instructions **Stem** A B C D Preview and Save

Enter the stem (or question text) for this item.

B *I* U ABC | | x_1 x^2 | Ω | ABC | \sqrt{x}

| $\frac{\square}{\square}$ $\frac{\square}{\square}$ $\frac{\square}{\square}$ | $\frac{\square}{\square}$ $\frac{\square}{\square}$ $\frac{\square}{\square}$ | $\frac{\square}{\square}$ $\frac{\square}{\square}$ $\frac{\square}{\square}$ | $\frac{\square}{\square}$ $\frac{\square}{\square}$ $\frac{\square}{\square}$

Simplify the following expression:

$$\frac{7z^2 + 7z}{4z + 8} \cdot \frac{z^2 - 4}{z^3 + 2z^2 + z} =$$

Path: p

To save this item, **preview it first.**

CAUTION: WHEN USING THE MATH EDITOR, YOU MUST SELECT “NO”, OTHERWISE YOU’LL GET AN IMAGE PLACEHOLDER!

The diagram illustrates the security warning dialog box that appears when using the math editor. The dialog asks: "Do you want to view only the webpage content that was delivered securely?" with options for "More Info", "Yes", and "No".

Two scenarios are shown below the dialog:

- On the left, the "Yes" button is selected. The math editor shows the expression $\frac{5(x^2-4x-5)}{(x+1)(x-5)}$ rendered as a small image placeholder.
- On the right, the "No" button is selected. The math editor shows the expression $\frac{5(x^2-4x-5)}{(x+1)(x-5)}$ rendered correctly as a mathematical formula.

- e) **Image Manager** – Upload custom images (.gif, .jpg, or .png). Be aware that images are rescaled to fit (236x304 dpi max.).

TIP: The easiest way to create a custom image for upload is to produce it on the computer screen and use the “snipping tool” in Accessories (Windows 7).

The screenshot shows the Windows 7 Start menu with the "Snipping Tool" highlighted in the Accessories list. A red arrow points from the Snipping Tool to the Image Manager dialog box.

The Image Manager dialog box (labeled "e) Image Manager") shows the file path "C:\Users\VAIO\Desktop" and "Browse..." and "Upload" buttons. The main area displays a math expression: $\frac{7z^2 + 7z}{4z + 8} \cdot \frac{z^2 - 4}{z^3 + 2z^2 + z} =$. Below the expression, there is a list of items: "CST Sample", "Parabola", and "Q1". At the bottom, there are buttons for "Insert Selected Image", "Rename", and "Delete".

5. Preview your question, set the share, and then save.

The screenshot shows the 'Item Editor' interface. On the left, there's a rich text editor for the stem. The stem text is 'Simplify the following expression:' followed by the equation $\frac{7z^2 + 7z}{4z + 8} \cdot \frac{z^2 - 4}{z^3 + 2z^2 + z} =$. Below the stem, there's a 'Responses' section with four options: A: $\frac{7(z-2)}{4(z+1)}$, B: $\frac{7(z+2)}{4(z-1)}$, C: $\frac{7z(z+1)}{4(z+2)}$, and D: $\frac{7z(z-1)}{4(z+2)}$. A red arrow points from the text 'Results with' to the response options. Below the responses, there's a 'Correct Answer' section with a radio button selected for 'Correct Answer'. A red arrow points from the text '1.' to the 'Correct Answer' section. On the right, there's a 'Properties' section with a 'Response Layout' section showing a grid of response options. A red arrow points from the text '2.' to the 'Response Layout' section. Below that, there's a 'Share this item?' checkbox which is checked. A red arrow points from the text '3.' to the 'Save Item' button.

6. Return to Inspect

The screenshot shows the 'INSPECT' dashboard. At the top left, there's a 'Back to INSPECT' button with a left-pointing arrow. Below it are two buttons: 'Create New Item' and 'Create New Passage'. The main section is titled 'Manage Items' and contains a table with the following data:

Nickname	Subject	Course	Grade	Standard	Share
ALGI-CST-4	Math	Algebra I	A1	A1 12.0	Yes
Parabola 1	Math	Algebra I	A1	A1 21.0	No

Below the table is a section titled 'Manage Passages'.

7. Click on Create New

The screenshot shows the 'INSPECT Item bank' page. At the top, there's a navigation bar with 'Benchmark Programs', 'INSPECT Item bank', and 'Key Editor'. Below the navigation bar, there's a message: 'INSPECT was last updated on February 8, 2011. There are currently 40,500 items available including more than 1,100 new items added in the last update. Video Tutorials: Building a Test with INSPECT, Using the Automatic Build Feature, and Creating Your Own Items with the Item Editor'. At the bottom left, there's a 'Create New' button highlighted by a red arrow. To its right is a 'Lookup INSPECT Item' button. At the bottom right, there's an 'Item Editor' button.

- Select a subject and enter a description. Details are optional. To select from custom items we create, we'll **Choose Individual Items**.

Benchmark Programs **INSPECT Item Bank** Key Editor

Test Information:

Subject:	Math	Items On Test:	0
Description:	Algebra I Example		
Details:	This is a CBM test. Test time ~ 10 min. <input type="button" value="Check Spelling"/>		
	Algebra I	<input type="button" value="Automatic Build"/>	<input type="button" value="Choose Individual Items"/>

You'll see the number of user created items listed for this standard, and will appear at the end of the list. **BE SURE TO SELECT "NO" AGAIN IF PROMPTED.**



View Test > Add Items

Course:	Algebra I
Strand:	Functions and Rational Expressions: 12.0 Students simplify fractions with polynomials in the numerator and denominato...
Standard:	12.0: Students simplify fractions with polynomials in the numerator and denominator by factoring both and reducing th...

There are a total of **30 items** for this standard.
There is a total of **1 user created item** for this standard.

- Select the items for this test, including any user created items found at the bottom of the list, and then click Add Checked Items



- Save your test

Test Information:

Subject:	Math	Items On Test:	5
Description:	Algebra I Example [Edit]		
Details:	This is a CBM test. Test time ~ 10 min.		

Set the share if necessary.

Manage Tests:

All Subjects ▾ All Courses ▾ INSPECT Library Tests District Official Shared Tests Tests I Created **Go**

Subject Lock	Description (Items)	Created By Date	Action					Share Level	Test Booklet	
			Edit	Copy	Delete	View	Share		Draft	Print/Lock
Math	Algebra I Example (5)	Wood, Travis February 12, 2011	Edit	Copy	Delete	View	Share	Not Shared	Draft	Print/Lock
Math	Algebra I Sample CBM (4)	Wood, Travis February 12, 2011	Edit	Copy	Delete	View	Share	Not Shared	Draft	Print/Lock
Math	Sample Alg I Test (8)	Wood, Travis January 28, 2011	Edit	Copy	Delete	View	Share	Not Shared	Draft	Print/Lock

< prev page 1 ▾ of 1 next > [Showing 1 - 3 of 3 tests found]

Once you share this test and some other user prints it, you will no longer be able to modify it.

Share Schedule:	<input type="checkbox"/>
Copy:	<input checked="" type="checkbox"/> Allow other users to copy this test after you share it?
Draft Only:	<input type="checkbox"/> Prevent other users from locking this test? They won't be able to print answer sheets.
Share Level:	Truman MS ▾ Set Share Cancel

Publishing Assessments Online

1. Select Online Assessment

Home Students Intervention Groups Enter Scores Assessments Reports Report Card **Online Assessment**

Tools My Account

Truman MS > Travis Wood (Section 2)

2. Add the assessment to the queue.

1. Create an Assessment Queue

The assessments listed below are currently open to students.

Add an assessment to the queue

3. Fill out the online assessment conditions
 - a. select INSPECT Item Bank from the drop-down menu,
 - b. Click Update,
 - c. If necessary, check “Shared Tests”,
 - d. select “Filter”,
 - e. select INSPECT Item Bank from the drop-down menu,
 - f. select the test to publish,
 - g. select the sections to add,
 - h. select a closing date,
 - i. check “allow student to save and continue” if applicable,
 - j. Click “Add Assessment(s)”

The screenshot shows the assessment configuration interface with the following elements highlighted by red arrows and labels:

- a.** Points to the "Program:" dropdown menu, which is currently set to "INSPECT Item Bank".
- b.** Points to the "Update" button.
- c.** Points to the "Shared Tests" checkbox, which is checked.
- d.** Points to the "Filter" button.
- e.** Points to the "Assessment(s):" section, specifically to the "Algebra I Sample CBM" checkbox, which is checked.
- f.** Points to the "Section(s):" section, specifically to the "Travis Wood - Section 2 - Grade: 8 - Enrollment: 20" checkbox, which is checked.
- g.** Points to the "Closing Date:" section, specifically to the date "Mar. 15, 2011".
- h.** Points to the "Allow Interrupt:" section, specifically to the "Allow student to save and continue testing" checkbox, which is checked.
- i.** Points to the "Add Assessment(s)" button.

Additional text in the "Allow Interrupt:" section reads: **Make sure your queue is open long enough for multiple test administrations. Once the queue closes, any tests in progress are lost and cannot be brought back.**

4. Print student Username and Passwords

2. Review and Distribute Student User Accounts

Each student will need to know his or her username and password to access the Online Assessment Module. To protect the integrity of student assessment data, please keep the information below confidential.

Create a printer-friendly list of usernames and passwords

5. Launch the online Assessment Module.

3. Launch the Online Assessment Module

Before proceeding, make sure that at least one assessment is in the queue (see Step #1) and that students have their usernames and passwords (see Step #2).


If you want to create a window during which your students can log into the Online Assessment Module **from any computer**, click [here](#).

If you want to limit students to taking assessments on **this computer only**, click [here](#).

6. Create the testing window and click “Create Window”.

Create a Testing Window

Please fill out the form below to create a testing window for your students. This will allow them to access the Online Assessment Module from any computer during the testing window. **Please note: any existing testing windows will be replaced by a new submission here.**

Assessment(s):	<input checked="" type="checkbox"/> Algebra I Example
Section/Period:	Travis Wood - Section/Period 2 - Grade: 8 - Enrollment: 20
Date:	Feb. 16 2011
Start Time:	7:30 a.m.
Duration:	7 days
<input type="button" value="Create Window"/> 	

Student Entry Point

1. www.trumanmiddle.com



The screenshot shows the Truman Middle School website. The header features a wolf logo and the school name. The navigation menu includes Home, Parents, Students, Teachers, FTA, Video Archive, The Parking Lot, and Contact. A dropdown menu is open under 'Students', listing links like Study Island, Student Email, Student Blogs, Holt Online, Student FUSD Email, Student Grades, Login to your BLOG, Coor. Plane Generator, History Day Links, and Online Assessment. A red arrow points to the 'Online Assessment' link. The main content area includes a search bar, a login form, and two article teasers: 'it for Superman!' and 'Mind Mapping'.

2. <http://www.fusdweb.com/sites/middle/truman/default.aspx>

Test the assessment

Just to be sure that OARS formats your online assessment correctly; it's always a good idea to test it, particularly math assessments. Use the login information given to you earlier to tryout the demonstrated assessment.