



**District Local Assessments
Updated Summer 2012**

**Local Assessments
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Item Bank

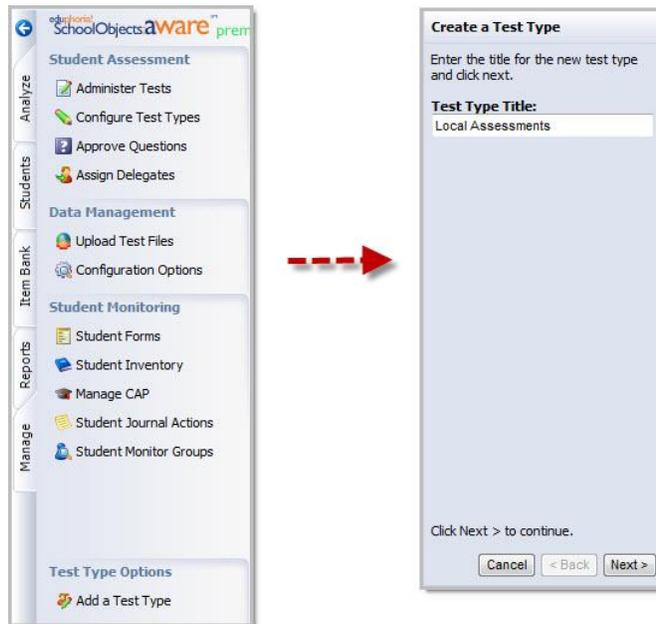
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Local Assessments

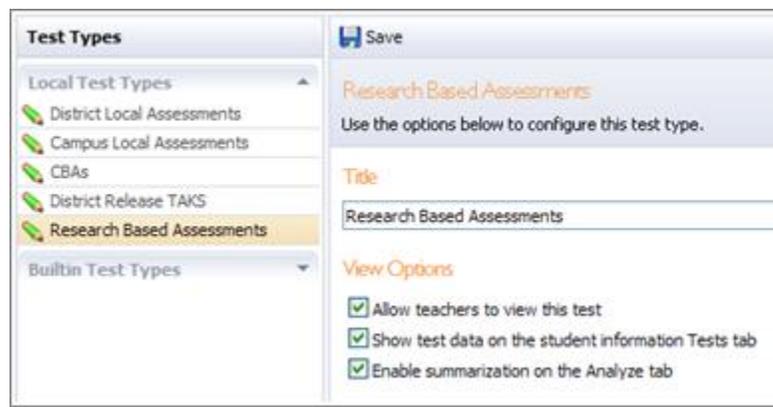
Staff members with the Data Administrator role can create assessments for the district, while staff members with the Campus Administrator role can create assessments for their campus.

CONFIGURING TEST TYPES Test types can be created to help organize tests on the *Analyze* Tab.

- From the *Manage* Tab, select *Configure Test Types*
- Choose *Add a Test Type* in the lower-left corner
- Enter a name for the test type, click **Next** and **Finish**



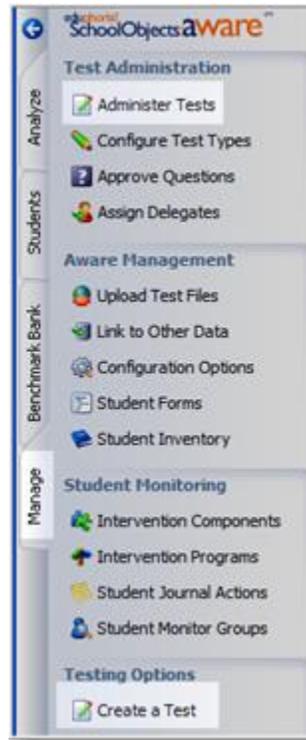
- Select the appropriate view options for the test type:
 - ✓ Allow teachers to view the test – teacher will be able to view and analyze the test
 - ✓ Show test data on the student information Tests tab – the test will be listed on the *Tests and Scores* Tab on the student's profile
 - ✓ Enable summarization on the Analyze tab – the test will be able to be analyzed on the *Analyze* Tab



CREATING A TEST

Assessment Wizard

1. From the *Manage* Tab in Aware, choose *Administer Tests* and select *Create a Test*



2. In the New Local Assessment Wizard, select from the following options:
 - Create a quick test key – use this option when a test booklet will not be created
 - Create a new blank test – use this option when a test booklet will be printed and answer documents generated
 - Copy an existing test – use this option to copy an existing test
 - Copy a state-released test – use this option to copy a TEA state-released test key

Create a Test

Would you like to copy an existing test administration or create a new one?

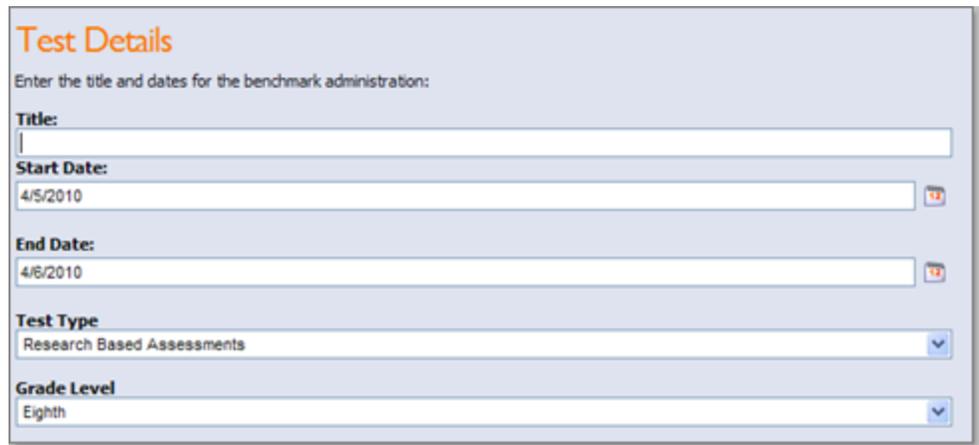
- Create a quick test key
- Create a new blank test
- Copy an existing test
- Copy a state-released test

3. Click **Next**

4. Enter and select the following:
 - Title
 - Start Date – the first day teachers can begin printing answer documents
 - End Date – the last day teachers can print answer documents
 - Test Type
 - Grade Level

Note: The start and end dates only affect a teacher's ability to print answer documents. The dates do not affect scanning.

5. Click **Next**



Test Details

Enter the title and dates for the benchmark administration:

Title:
|

Start Date:
4/5/2010

End Date:
4/6/2010

Test Type
Research Based Assessments

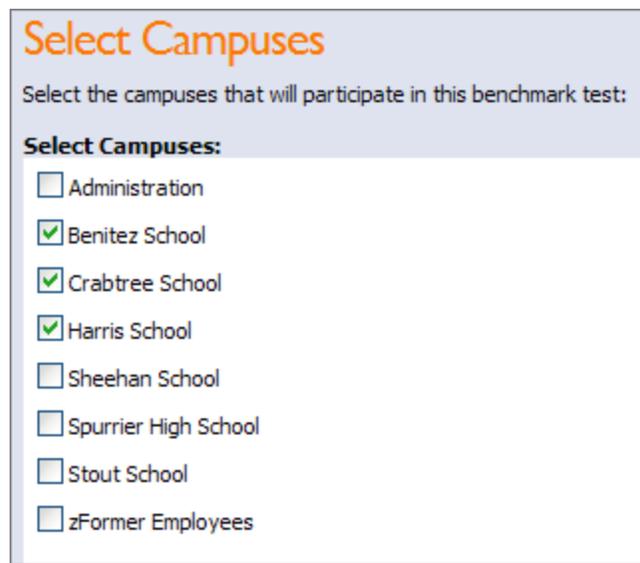
Grade Level
Eighth

6. Select the campuses that will participate in the test

Note: All the campuses do not need to be selected on this step. Once the test is created, the grade level can be filtered and only the campuses associated with that grade level will be listed. Then, all the campuses that meet that filter criteria can be selected at once by clicking the **Select All** button.

Note: Campus Administrators will not see this step and will be taken directly to step 7.

7. Click **Next**



Select Campuses

Select the campuses that will participate in this benchmark test:

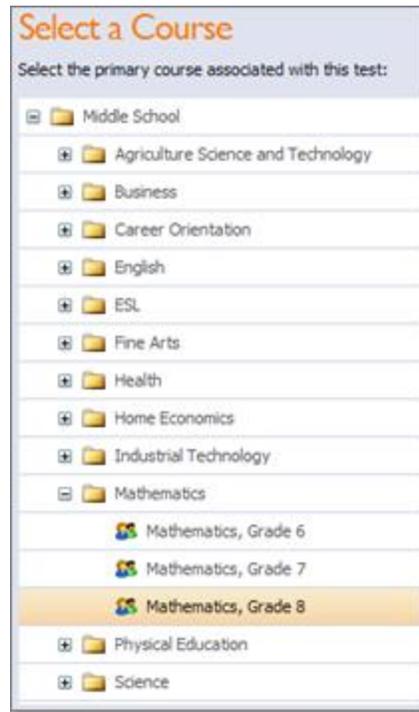
Select Campuses:

- Administration
- Benitez School
- Crabtree School
- Harris School
- Sheehan School
- Spurrier High School
- Stout School
- zFormer Employees

8. Select the primary course associated with the test

Note: If multiple courses need to be associated with the test, additional courses can be selected in a later step.

9. Click **Next** and **Finish**



Local Test Administration Controls

Save icon

Click this icon when changes are made to the test.

Print icon

- Print Test Booklet – if the actual test questions are entered, the test can be printed.
- Print Test Key – once the key is created and associated with the correct SEs, the key can be printed along with the scoring guide (if applicable).

Delete Test icon

This option should only be used if the test needs to be completely deleted. All results associated with the test will be deleted as well.

Pending

When a test key is created, the status is **Pending**. The test should remain pending until all the questions are associated with TEKS and the campus and students are selected for the test. The teachers will not be able to print answer documents while a test is pending; however anyone with Data Administrator, Campus Administrator, or the Benchmark Printer role will be able to print at any time.

Active

Once the key is entered, associated with SEs, and campuses and students selected, the test should be made **Active**. Teachers will only be able to print answer documents when the test is active, the current date falls within the start and end date, and their campus and students have been selected.

Archived

Once the test is completed and ALL documents have been scanned, the test should be archived. Archiving does not prevent the test from being analyzed, but no other answer documents can be scanned in for this test. It is recommended that all tests be archived before the next school year. If a test is ever reused, it should be copied from the archive so that it can be associated with new students for the current year.

Note: Once a test is archived, it can be unarchived by selecting it from the archived section and selecting **Pending** or **Active**.



General Tab

The *General* Tab contains general information for the assessment.

Test Name

The test name can be changed before, during, or after the test administration.

Test Type

The test will be organized by test type on the *Analyze* Tab.

Subject Area

The subject area should already be selected based on the primary course chosen when the key was created.

Grade Level

The grade level will reflect the appropriate grade level that was chosen in the wizard. (A state-released test should have correct grade level already selected.)

Met Expectation Score

Enter the percentage of correct questions for the met expectations value of the assessment.

Commended Score

Enter the percentage of correct questions for the commended level of the assessment.

Instructions

Instructions for the test can be entered here. The instructions will appear on the second page of the test booklet.

Notes

Any notes for the test can be entered here. Notes are only viewed by assessment administrators.

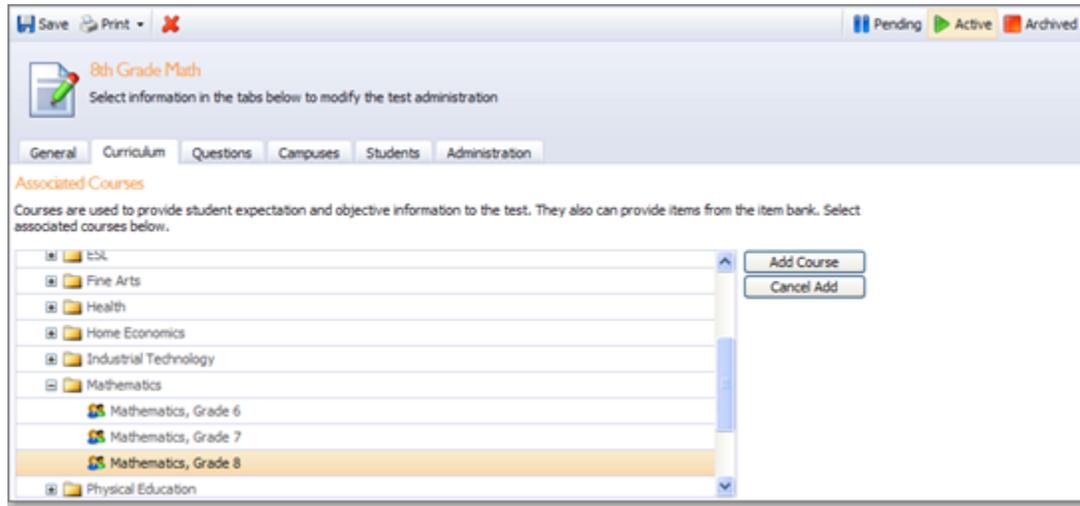
The screenshot shows a software window titled "8th Grade Math" with a subtitle "Select information in the tabs below to modify the test administration". The window has a menu bar with "Save", "Print", and a close button. On the right, there are status indicators for "Pending", "Active", and "Archived". Below the title bar, there are tabs for "General", "Curriculum", "Questions", "Campuses", "Students", and "Administration". The "General" tab is active and contains the following fields:

- Test Name:** A text box containing "8th Grade Math".
- Test Type:** A dropdown menu showing "Research Based Assessments".
- Subject Area:** A dropdown menu showing "Mathematics".
- Grade Level:** A dropdown menu showing "Eighth".
- Expectation Scores:** Two input fields. "Met:" is set to "70 %" and "Commended:" is set to "100 %".
- Test Creator:** A text box showing "This test was created by: Administrator, William".
- Instructions:** A large text area with a placeholder text: "Below you can enter instructions for this test administration. Instructions will appear on the second page of the test booklet."

Curriculum Tab The *Curriculum* Tab is used only when more than one course is associated with a test.

- Click **Add Course**
- Select an additional course to associate with the test
- Click **Add Course**

The additional courses will be available to choose from when associating SEs to questions on the *Questions* Tab.



Questions Tab This tab allows the testing administrator to create and format questions for the test builder. This also includes TEK SE alignment..

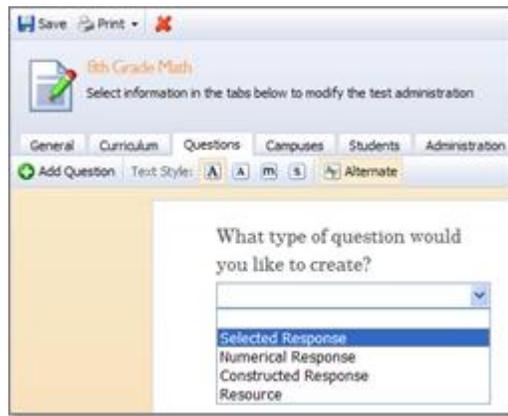
Choose the Text Style of the Test Booklet

- **A** – Elementary Booklet
- **A** – Secondary Booklet
- **m** – Modified Booklet
- **s** – Simple Booklet (Answer Key Only)



Add Questions or Resources

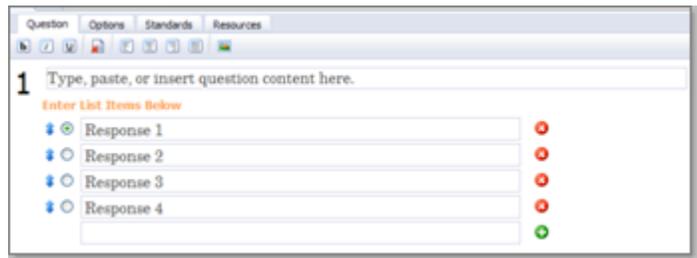
- Click **Add Question**
- Choose the type of question to add



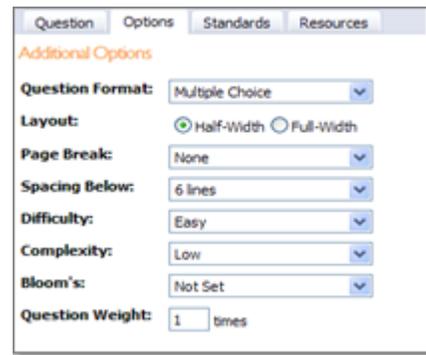
Question Types

- **Selected Response** – multiple choice or multiple selection
 - The *Question* Tab is used to enter the content of the question and the answer choices as well as select the correct response. The answer choices can also be added, deleted, or reordered.
 - The *Options* Tab is used to select the format, layout, and other options for the question including question weight. Question weight also can be used to omit a question.

Note: If the multiple selection option is chosen, the student's answer must match the multiple answers exactly. For example, if the answer is a and c, then the student must bubble in a and c to get the answer correct.



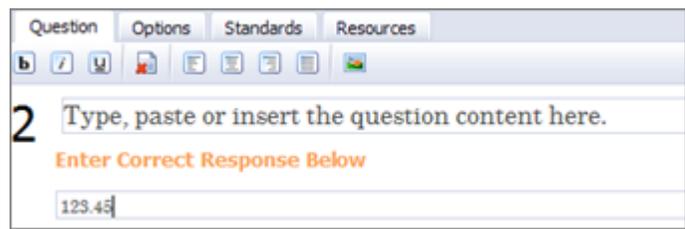
The screenshot shows the 'Question' tab of a software interface. At the top, there are tabs for 'Question', 'Options', 'Standards', and 'Resources'. Below the tabs, there is a text area for entering question content. Underneath, there is a section titled 'Enter List Items Below' with four response options: 'Response 1', 'Response 2', 'Response 3', and 'Response 4'. Each response option has a radio button to its left and a small red circle with a white dot to its right. The first response option has a blue arrow pointing to its radio button, and the last response option has a green circle with a white dot to its right.



The screenshot shows the 'Options' tab of the software interface. At the top, there are tabs for 'Question', 'Options', 'Standards', and 'Resources'. Below the tabs, there is a section titled 'Additional Options'. It contains several settings: 'Question Format' is set to 'Multiple Choice'; 'Layout' has 'Half-Width' selected; 'Page Break' is set to 'None'; 'Spacing Below' is set to '6 lines'; 'Difficulty' is set to 'Easy'; 'Complexity' is set to 'Low'; 'Bloom's' is set to 'Not Set'; and 'Question Weight' is set to '1 times'.

The *Standards* and *Resources* Tabs are consistent for all question types and will be explained in a different section

- **Numerical Response** – griddable
 - The *Question* Tab is used to enter the content of the question and correct numerical response.
- Note:* The number limit for fixed decimal numerical responses is 9999.999 – (-)9999.999.



The screenshot shows the 'Question' tab of the software interface. At the top, there are tabs for 'Question', 'Options', 'Standards', and 'Resources'. Below the tabs, there is a text area for entering question content. Underneath, there is a section titled 'Enter Correct Response Below' with a text input field containing the number '123.45'.

- The *Options* Tab allows the test administrator to select floating or fixed decimal point and the number of decimal places for the numerical response, along with other question options.

Question Options Standards Resources

Additional Options

Use floating decimal point: Fixed decimal point

Decimal places before: Fixed decimal point

Decimal places after: 3

Allow negative values:

Layout: Half-Width Full-Width

Page Break: None

Spacing Below: 6 lines

Language: Not Set

Modified: Not Set

Difficulty: Easy

Complexity: Low

Bloom's: Not Set

Question Weight: 1 times

- **Constructed Response** - open-ended items that the teacher scores using a score range

- The *Question* Tab is used to enter the content of the question and the scoring guide.

Question Options Standards Resources

4 Enter Question Text

Enter Scoring Guide

- The *Options* Tab allows the test administrator to select the score range, the auto fail score, and other formatting options.

Question Options Standards Resources

Additional Options

Score Range: 1 to 4

Auto Fail: below 0

Number Of Rows: 1

Lines: Draw lines on answer document

Text Width: 25%

Layout: Half-Width Full-Width

Page Break: None

Spacing Below: 6 lines

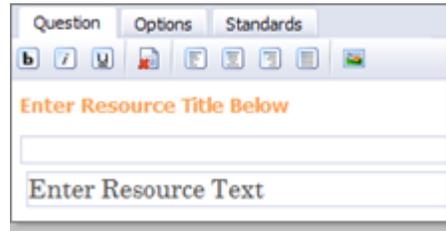
Difficulty: Easy

Complexity: Low

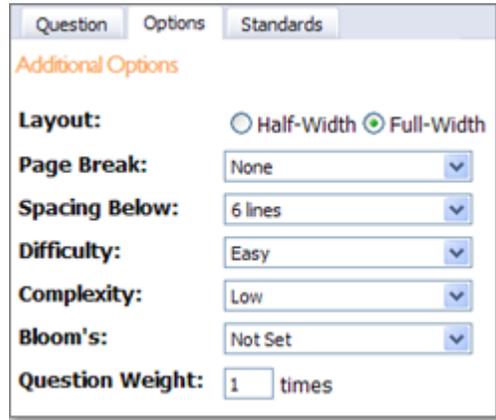
Bloom's: Not Set

Question Weight: 1 times

- **Resource** – A resource can be a reading passage or graphic that has multiple questions referencing the passage or graphic



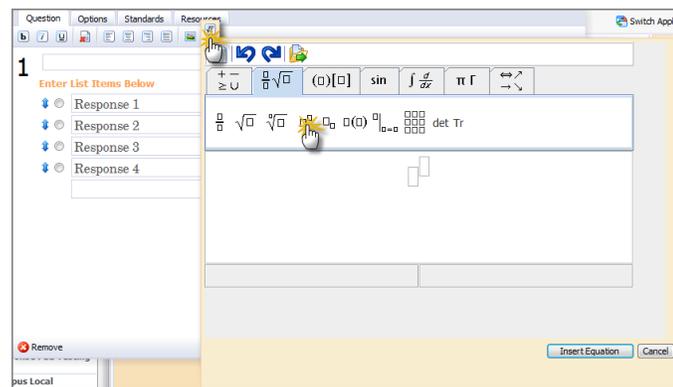
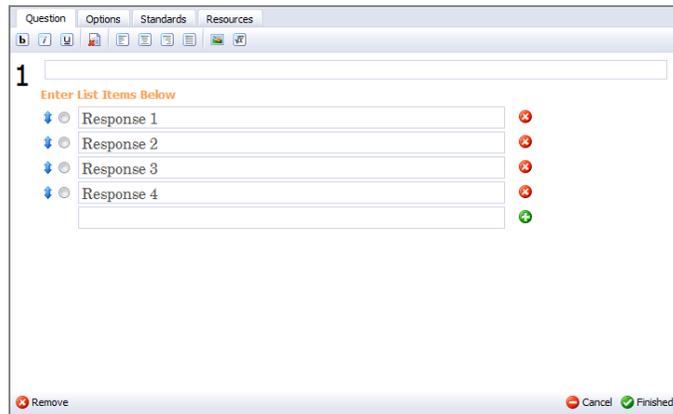
- The *Question* Tab is used to enter the title of the resource and the resource text and/or attach image(s).



- The *Options* Tab allows the test administrator to format the layout of the resource.

Equation Editor

- To insert an equation into either the question text or responses, click that field to activate where you would like the equation inserted. (The cursor will actively blink when you have clicked the cell.)
- Click the  insert equation button to open the equation editor.
- Choose the tab for the equation type and then choose the individual item to place it in the workspace.
- Fill in the characters that need to be in the equation.
- Click insert equation to place the equation into the place where the cursor was blinking in the question editor.
- You can use a combination of multiple equation types within the equation editor.
- Once the equation is in the question editor you can resize it as you would an image.

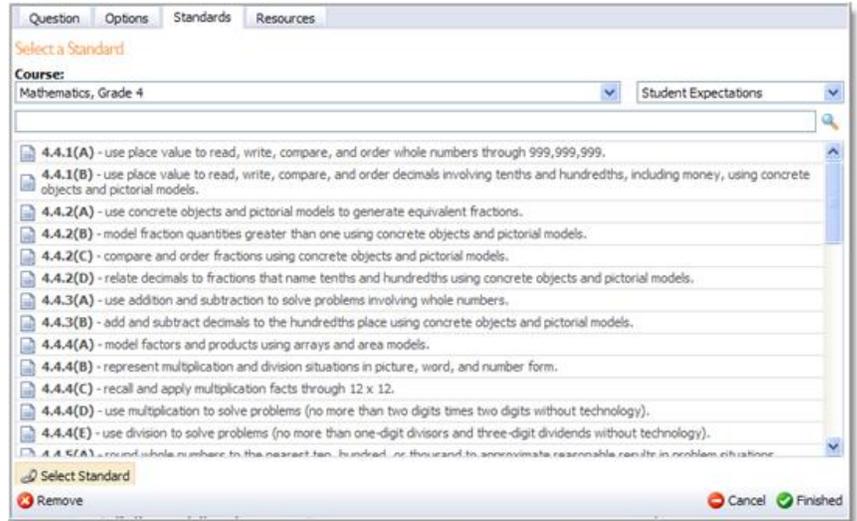


Associate TEKS

- Within the question editor, select the Standards Tab
- If the test is associated with multiple courses, select the correct course from the drop-down menu
- Choose the correct SE in the list and either double click to add the standard or click the **Select Standard** button

OR

Search for the SE by typing a keyword into the text box, clicking the magnifying glass on the right, and choosing the SE. Then, either double click to add the standard or click the **Select Standard** button



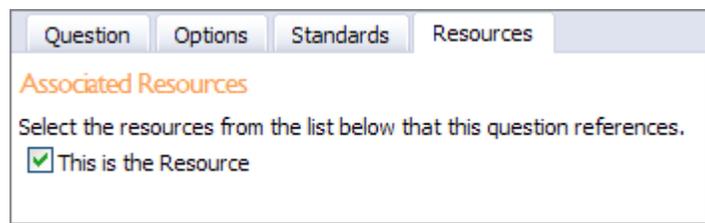
Associate Process Standards

- To further analyze a question, a process standard can be chosen by clicking the **Select New Process Standard** button



Associate a Question to a Resource

- To associate a question to a resource, click the *Resources* Tab and select the check box next to the correct resource

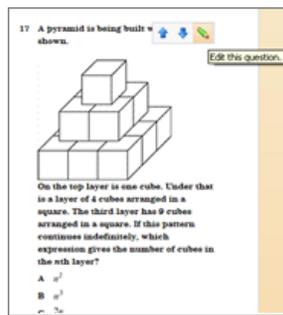


Edit a Question

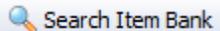
- To edit the entire question, click the  button

You can also use the blue arrows

  to reorder questions



Add a Question by Searching the Item Bank(s)

- On the Questions Tab, click  to activate the search item bank interface.
- There are many search options for finding item bank questions. Click the  to show all of the searching options. Fill out your criteria and click Search Item Bank.
- While searching, you will see  in the bottom left of the window.
- Once items appear, you can click  to preview the item and  to add the item to your test.
- Once the item is added to the test, it can be edited like any other item.

Selected Response	Item ID	Score	Difficulty	Level	Actions
4.1(A) [S]	use place value to read, write, compare, and order whole numbers through 999,999,999.	0	Easy	Low	
4.1(B) [R]	use place value to read, write, compare, and order decimals involving tenths and hundredths.	0	Medium	Low	
4.2(A) [S]	use concrete objects and pictorial models to generate equivalent fractions.	0	Medium	Low	
4.2(B) [S]	model fraction quantities greater than one using concrete objects and pictorial models.	0	Medium	Low	
4.2(C) [S]	compare and order fractions using concrete objects and pictorial models.	0	Medium	Low	
4.2(D) [R]	relate decimals to fractions that name tenths and hundredths using concrete objects and pictorial models.	0	Medium	Low	
4.3(A) [S]	use addition and subtraction to solve problems involving whole numbers.	0	Easy	Low	
4.3(B) [S]	add and subtract decimals to the hundredths place using concrete objects and pictorial models.	0	Medium	Low	

Add a Resource by Searching the Item Bank(s)

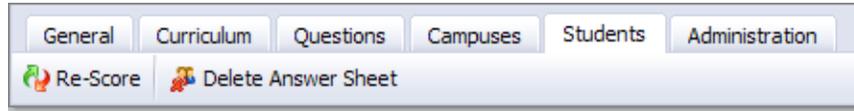
- On the Questions Tab, click  to activate the search resources interface.
- There are many search options for finding resources. Click the  to show all of the searching options. Fill out your criteria and click Search Resources.
- While searching, you will see  in the bottom left of the window.
- Once resources appear you can preview the resources and related question items by clicking the corresponding  to preview.
- If a question is added, the associated resource will automatically be added to the assessment.

Item ID	Score	Difficulty	Level	Actions
4.1(A) [S]	0	Easy	Low	
4.1(B) [R]	0	Easy	Low	
4.2(A) [S]	0	Easy	Low	
4.2(B) [S]	0	Easy	Low	
4.2(C) [S]	0	Easy	Low	
4.2(D) [R]	0	Easy	Low	
4.3(A) [S]	0	Easy	Low	
4.3(B) [S]	0	Easy	Low	

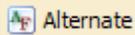
* Item Bank availability and amount of items depends on subscription and rights. Also, not all banks have metadata that allow for all of the advanced searching options. If no items result from your search, try minimizing your options.

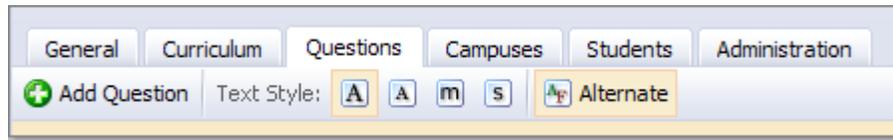
Make Corrections to a Key

- Choose a different radio button next to the correct response
- Click **Finished**
- Repeat this process for each question
- If any answer documents have already been scored, click the **Rescore** button on the *Students* Tab



Alternating Lettering

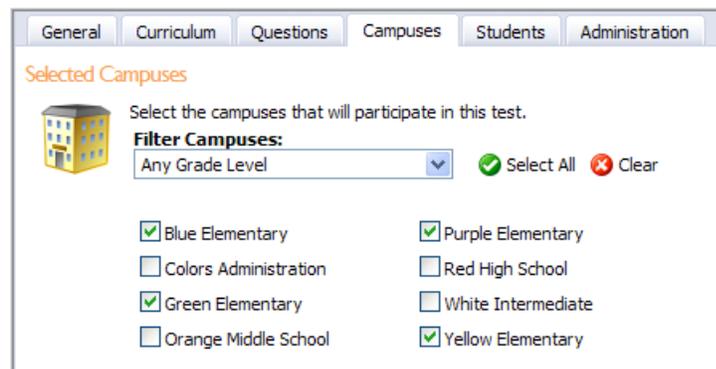
By default, alternating lettering is turned on which means that the answer choices will be ABCD, FGHIJ. To change the answer choices on a test to ABCD, ABCD, click the  **Alternate** button.



Campuses Tab The *Campuses* Tab is used to select the campuses that are associated with the test.

All campuses that are associated with the test need to be checked.

Either select all campuses from the list, or filter by grade level to see a list of only those campuses that teach that grade level and click **Select All**.



Students Tab The *Students* Tab is used to associate students to a test.

Assign students to a test – there are four ways a student can be assigned to a test:

1. Students in selected **courses** – select the appropriate roster courses for the test
2. Students by their **homeroom/advisor** teachers – for each campus, select the homeroom/advisor teachers for the test
3. All students in the test's **grade level** – if all students for an entire grade will be taking the test and answer documents do not need to be organized by courses or teachers, this option can be used. This option is generally used for a “mock” TAKS test situation.

Note: Only the test administrator can print answer documents by grade level.

4. Selected **teachers** for printing – for each campus, select the teacher associated with the test. If this option is selected, benchmark printers and administrators will not be able to print answer documents for the teacher. Only the teacher will be able to print the answer documents.

Save Print X

8th Grade Math
Select information in the tabs below to modify the test administration

General Curriculum Questions Campuses **Students** Administration

Re-Score Delete Answer Sheet

Assigned Students

This test is assigned to...

- students in selected **courses**
- students by their **home room/advisor** teachers
- all students in the test's **grade level**
- all** students at selected campuses
- selected **teachers** for printing

Additional Options

Subject Area:
Mathematics

Roster Courses:

- (GR2_MTH) Math Grade 2
- (GR3_MTH) Math Grade 3
- (GR4_MTH) Math Grade 4
- (GR5_MTH) Math Grade 5

Student Filtering

Student filtering limits printing of answer documents by program status, form, grade level, or monitor group. If multiple filters are applied across the same filtering category, students can meet either criterion selected. For example, if At Risk and Section 504 are selected, any students who are At Risk OR Section 504 will be included. However, if Third grade is also selected, only Third grade At Risk OR Third grade Section 504 students will be included.

Rescore a Test

Rescoring can be used if:

- The met or commended level needs to be changed
- The key needs to be corrected
- Question weighting needs to be changed
- The question needs to be associated with a different SE or process standard

Clear Answer Documents

There are two ways that answer documents can be cleared/deleted:

- **By student** – If a student’s answer document was accidentally scanned and the score needs to be removed, click the **Delete Answer Sheet** icon and select the student from the list and choose **Remove**. If a student’s answer document is removed, the document cannot be rescanned because the code at the bottom of the answer document becomes invalid. Please use this feature with caution!
- **All answer documents** – If the test needs to be changed (i.e. a question needs to be added or removed), all answer documents can be cleared so that the test can be changed. By clearing answer documents, all student scores associated with the test are deleted. Any answer documents printed prior to clearing the answer documents need to be reprinted because all answer documents previously printed become invalid. Use caution when clearing all answer documents!

Administration Tab The *Administration* Tab is used to determine how the test will be administered and how the data can be collected.

Available Dates

The start and end dates determine when the teachers can print answer documents. The dates do not affect the actual scanning.

Plain Paper Bubble Sheets

The benchmark administrator can control who can print the answer documents:

- *Allow **teachers** to print answer sheets* will allow the teachers to print answer documents from the *Analyze* Tab in *Aware*
- *Only **administrators** can print answer sheets* will only allow administrators to print answer documents

Note: Benchmark administrators are able to print answer documents for teachers even if *allow teachers to print answer sheets* is selected.

The screenshot shows the '8th Grade Math' test administration interface. The 'Administration' tab is selected, showing the 'Available Dates' section with 'Start Date' set to 4/5/2010 and 'End Date' set to 4/30/2010. Below this, the 'Plain Paper Bubble Sheets' section is visible, with three radio button options: 'Allow plain paper testing.' (checked), 'Allow **teachers** to print answer sheets' (selected), and 'Only **administrators** can print answer sheets'. A 'Print Answer Sheets' button is located below these options. On the right side, the 'Print Answer Keys' section is visible, showing a list of courses and users with checkboxes. The 'Courses' list includes 'Benitez School', '(GR4_MTH) Math Grade 4', 'Bolen, Laura', 'Busbey, Taryne', 'Chupe, Jan', 'Hodges, Brenda', 'Miller, Chelsea', and 'Teacher, Sarah'. At the bottom right, there is a 'Print students alphabetically.' checkbox and a 'Finish' button.

Print Answer Documents

To print the answer documents as a benchmark administrator, click the **Print Answer Sheets** button. The wizard on the right will display the campuses, teachers, courses, and sections that will print. Deselect any of these to narrow down which answer documents are to be printed. By default, answer documents will be sorted alphabetically by teacher and course and section. To print all students alphabetically, select the option *Print students alphabetically*.

Note: If the test status is **Pending**, administrators will be able to click **Print a Sample** as a preview of the plain paper answer document. The test must be **Active** in order for the student answer documents to be printed. This is the case for both administrators and teachers.

Teacher Submission - Teacher Submission controls how teachers can submit answers for their students on assessments.

There are three options that the test administrator can choose from when administering a test:

- *Teachers may answer only teacher-graded questions* – once an answer document is scanned, this option will allow the teacher to enter the answers for the constructed response questions ONLY for each student. All the objective answers will be grayed out for the teacher. If the student wrote a short answer response on the answer document, the teacher will be able to view a digital image of the student's answer on the test entry screen as they score the document. If a scoring guide has been included on the test, the teacher can also view the scoring guide while scoring the test.
- *Teachers may answer teacher-graded questions and blank student answer questions* – once answer documents are scanned, this option will not only allow teachers to enter the answers for the constructed response questions, but also any answers the student left blank when the answer document was scanned.
- *Teachers may answer all questions* – this option will allow teachers to answer all questions at any time, prior to, or after scanning.

Teacher Submission

Use the options below to configure teacher submission.

Teachers may answer only teacher-graded questions

Teacher may answer teacher-graded questions and blank student-answered questions

Teacher may answer all questions

Scantron Answer Sheets – This option allows for Scantron preprinted form testing. Click the **Export Slug File** button and the wizard on the right will display the campuses, teachers, and sections that will print. Deselect any of these to narrow down which scantron answer sheets will be printed. By default, scantrons will be sorted alphabetically by teacher and course and section. To print students alphabetically, select the option *Print students alphabetically*.

Scantron Answer Sheets

Use the options below to configure Scantron testing.

Allow Scantron preprinted form testing.

[Export Slug File](#)

Scantron restrictions:

- No more than 60 multiple choice questions on a test
- Multiple selection answers are not supported
- Selected response questions has a limit of 5 answer choices, fewer is OK
- Numerical responses (griddables):
 - No more than 12 numerical responses
 - Must be at the end of the test
 - Total length of the response cannot be greater than 9 characters, including all numbers, the decimal, and the minus symbol if required
- On the *Students* Tab, the option *selected teachers for printing* cannot be selected

****Note:** If any of these conditions is not met, the scantron checkbox and slug button will be disabled.

Online – Select this option if students will take a test online. Students will enter the *district's eduphoria address* and add **/aware/OnlineTesting** to the address (see the **Online Testing Path** in the screenshot below). They will log in with their student ID number and password.

There are three ways a student password can be set:

- The *General* Tab in the student's profile
 - They can be imported via a csv file from the *Roster* Tab in ShoolObjects:management
 - By the eduphoria System Administrator in System Management under *Manage Schools* and clicking **Set Default Password**; This will give all students for that school the same password
- To enable online testing, select **Allow online testing**
 - Select one of the following options:
 - *Allow teachers to enable online testing for their classes* – the teacher will need to **Start** online testing once the students are ready to begin taking a test. The teacher will also need to **Stop** online testing once students are finished testing.
 - *Only administrators can enable online testing* – the test administrator will need to **Start** online testing once the students are ready to begin taking a test. The administrator will also need to **Stop** online testing once students are finished testing.

Online

Use the options below to enable online testing.

Allow online testing.

Allow **teachers to enable** online testing for their classes

Only **administrators** can enable online testing

Online Testing Path:

Start **Stop**

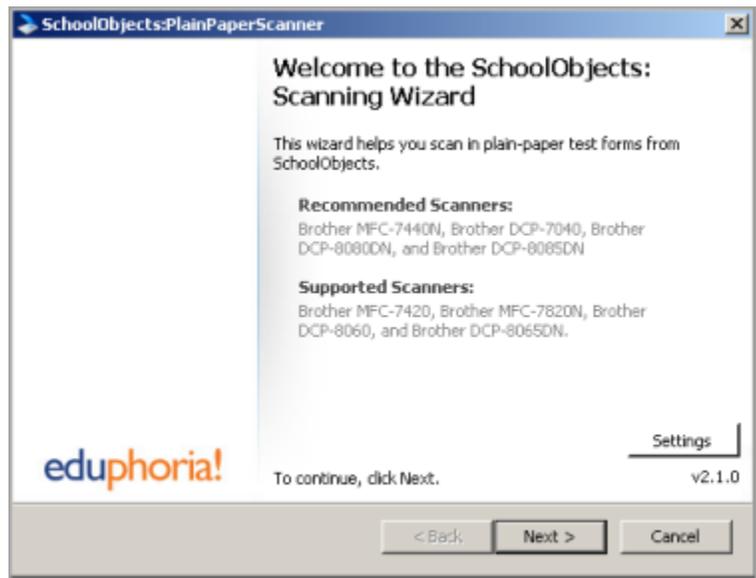
SCANNING

Before answer documents can be scanned, the scanning application needs to be installed on the computer connected to the scanner. Download and install the Brother scanning application at www.schoolobjects.com/scannersetup.zip.

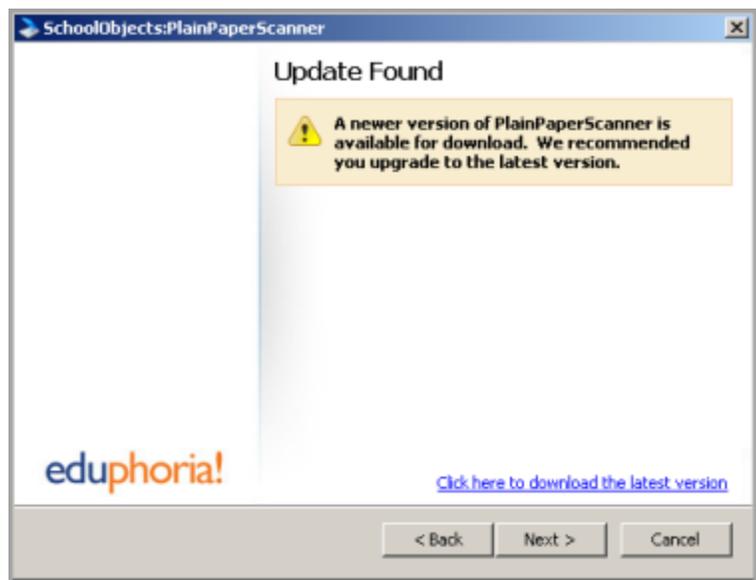
- Double click on the **SchoolObjects** scanner icon on the desktop



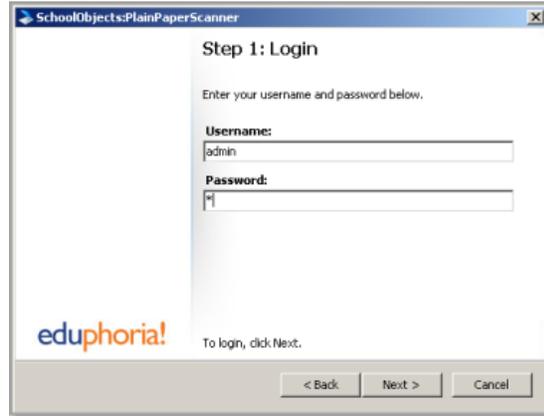
- Click **Next**



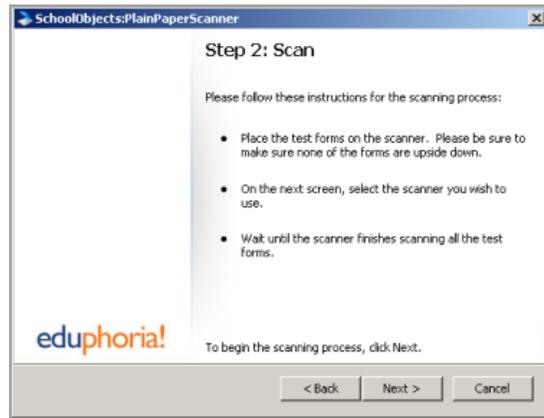
** If the *Update Found* screen appears, download the latest version of the scanner before moving to the next step.



- Enter an email or username and password
- Click **Next**

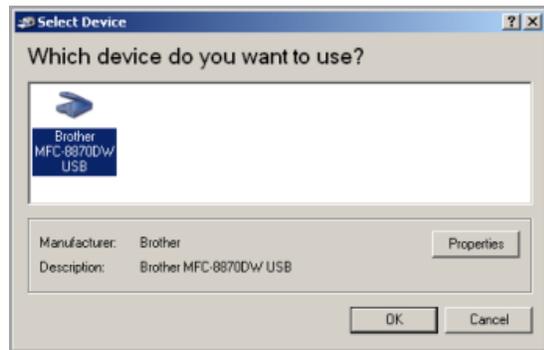


- Place the test forms on the scanner
- Click **Next**



- Make sure the correct scanner is selected and click **OK**

Clicking **OK** will begin the scanning process. A status bar will complete for each document.

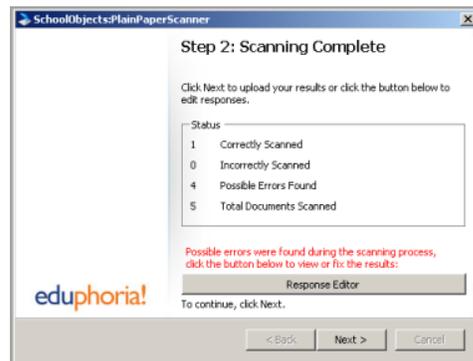


The scanning status will display the number of documents scanned, incorrectly scanned, possible errors found, and total documents scanned.

- To view or fix possible errors, click the **Response Editor** button

OR

Click **Next** to upload results



On the *Response Editor* screen, a scanned image of the answer documents will be visible. They can be examined and answer responses fixed prior to uploading the results into Aware.

A list of scanned documents will appear on the right. All correct, incorrect, and possible errors will appear in this list.

Documents with Possible Errors Found have been recognized correctly as potential answer documents, but they have mistakes. There could be double-bubbled responses or questions with no response at all. But the student and test has been properly recognized.

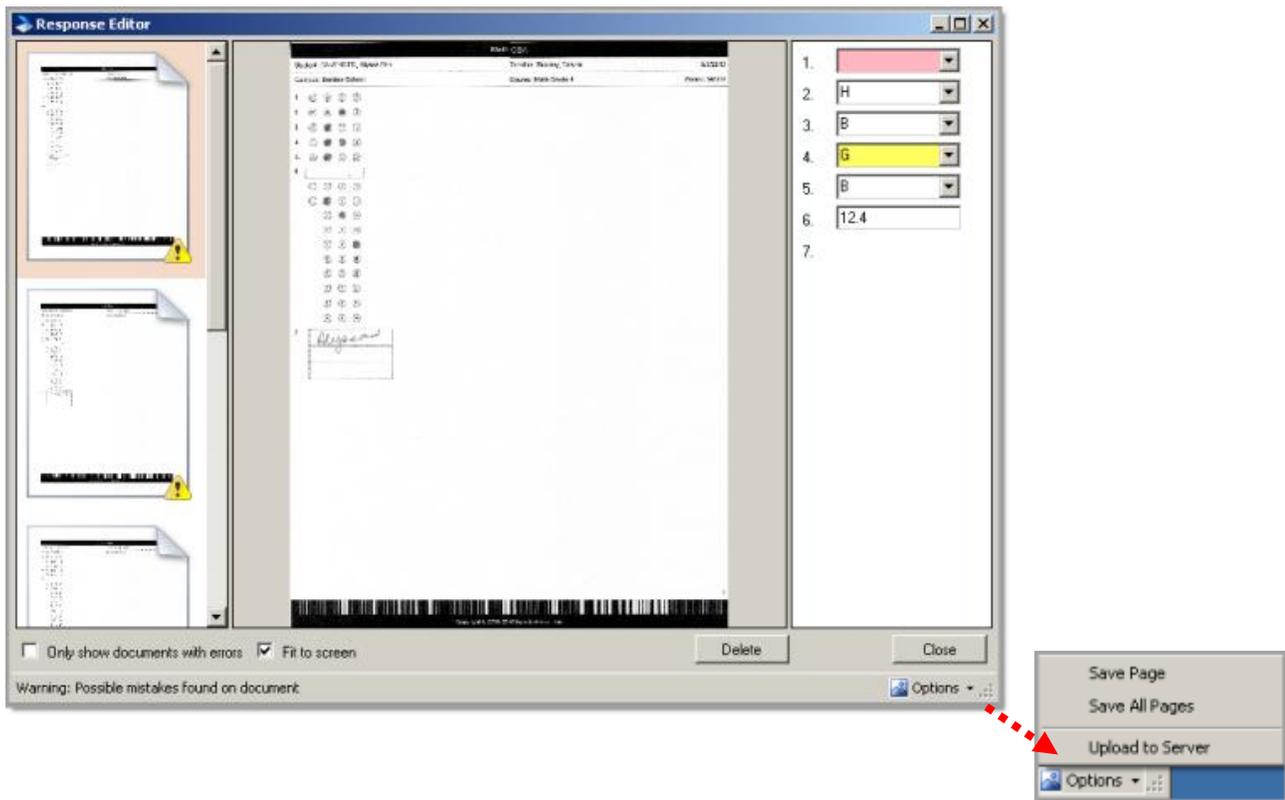
Incorrectly Scanned documents have not been recognized as potential answer sheets by the scanner application. These documents are either damaged physically or have marks on the bottom code bars that prevent proper recognition.

To see only the answer documents with errors, select the option *Only show documents with errors*, located in the lower left corner of the window. Select the option *Fit to screen* to see the full answer document.

If an answer choice is color coded red, the student did not select an answer, or the answer choice was not bubbled dark enough. Upon viewing the answer document, an answer can be chosen for the student by selecting the answer from the drop-down menu for that question. If the answer choice is color coded yellow, the student bubbled in two answers. The system however will automatically select the largest and darkest bubble. This answer choice can also be changed prior to uploading. If an open-ended response is included on the test, the teacher can fill in the answer online after scanning. Those should NOT be scored in this process.

To delete an answer document, click the **Delete** button. This will clear a document from this scan. However it will need to be corrected and re-scanned in order to be included in the final data set.

- Once all errors are fixed, click the **Close** button to return to the scanning wizard
- Click **Next** then **Finish** to upload answer documents



****Note:** Clicking on the **Options** button will list other options available when viewing the answer documents. A single answer document image or all the answer document images can be saved to a specific location.

Enter Answers

- In order for a teacher to enter answers on a district or campus level test, the test administrator must enable this administration type, otherwise the option will be available on any teacher created test
- Click **Enter Answers** located on the bottom of the screen
- Select the student to enter the answers
- Click the radio buttons to select the correct answers
- The teacher must click **Save** before going to the next student

Student	1	2	3	4	5	6
BIRD, Madison Grace	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	<input type="radio"/> F <input checked="" type="radio"/> G <input type="radio"/> H <input type="radio"/> J	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	<input checked="" type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input checked="" type="radio"/> J

Note: If a constructed response question is added to a test and the student's written response on the answer document is scanned in, the teacher will be able to view the response online (as well as the scoring guide) before entering a score.

Enter Scores for a Student Inventory Assessment

When entering student inventory scores, make sure and set the overall status. The ranges will be displayed next to each task and whether or not the task is required. Make sure and click **Save** before moving to the next student or the scores will not be saved! Once the overall status is selected, the required scores are entered, and the **Save** button is selected, a green check mark  will appear next to the student's name. Student results can be viewed on the student's profile on the *Tests and Scores* Tab or from the *Analyze* Tab.

Student	Overall	Date	DRA2 Text Reading Level	DRA2 Comprehension/Printed Language Concepts
BIRD, Madison Grace	Advanced	4/27/2010	4 (0 - 6) Required	7 (0 - 28) Required

Online Testing

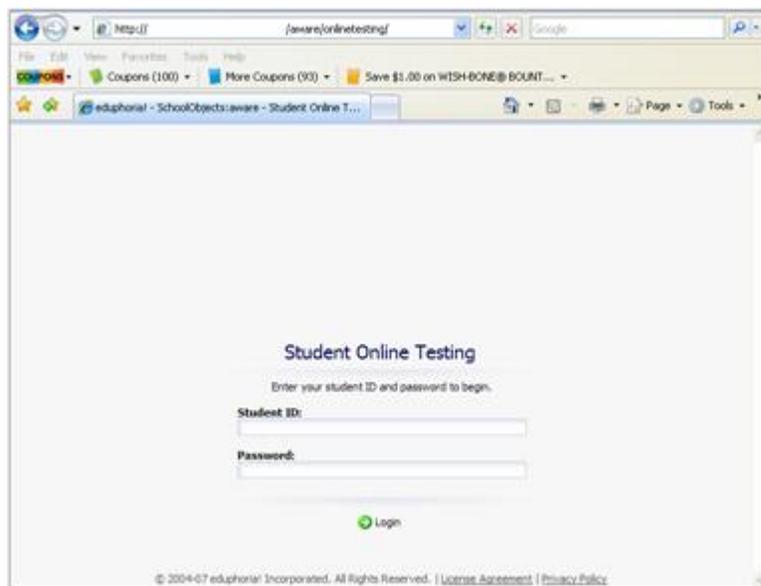
- In order for a teacher to administer a district or campus level test online, the test administrator must enable online testing and choose whether the *administrator* or the *teacher* can **Start** and **End** testing. Check with the test administrator to see which options were selected. Online testing is always available for teacher tests. The student's password can be set by the system administrator so that each student has the same password, by the teacher for each individual student from the *General* Tab in the Student's profile, or each student's password may be imported by the system administrator. Check with your district's system administrator for student password information.
- Click **Start Online Testing** at the bottom right of the screen
- Click to **Start** or **Stop** online testing



STUDENT DIRECTION

The students will need to login to eduphoria to take the test:

- Open Internet Explorer and enter the district's eduphoria address and add [/aware/onlinetesting](#) to the address
- Login with Student ID number and password (the password is set by the system administrator or the teacher)

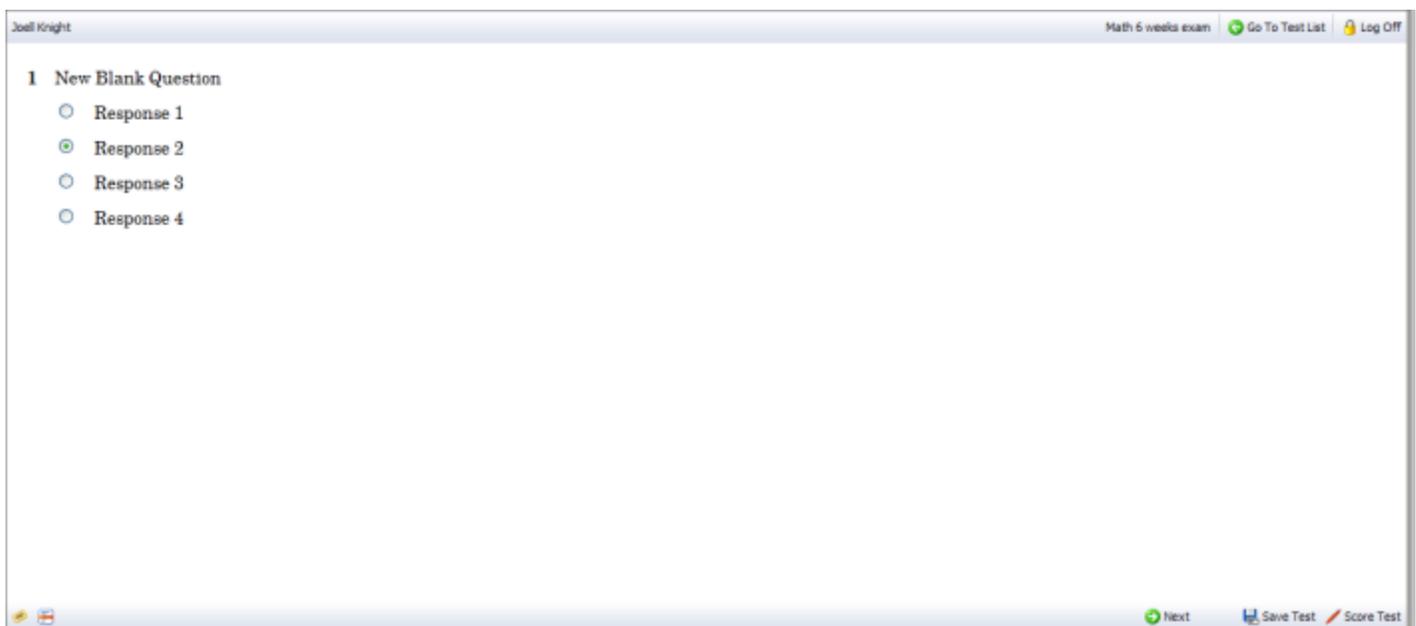


STUDENT DIRECTION

- Select the online test available and click **Next**

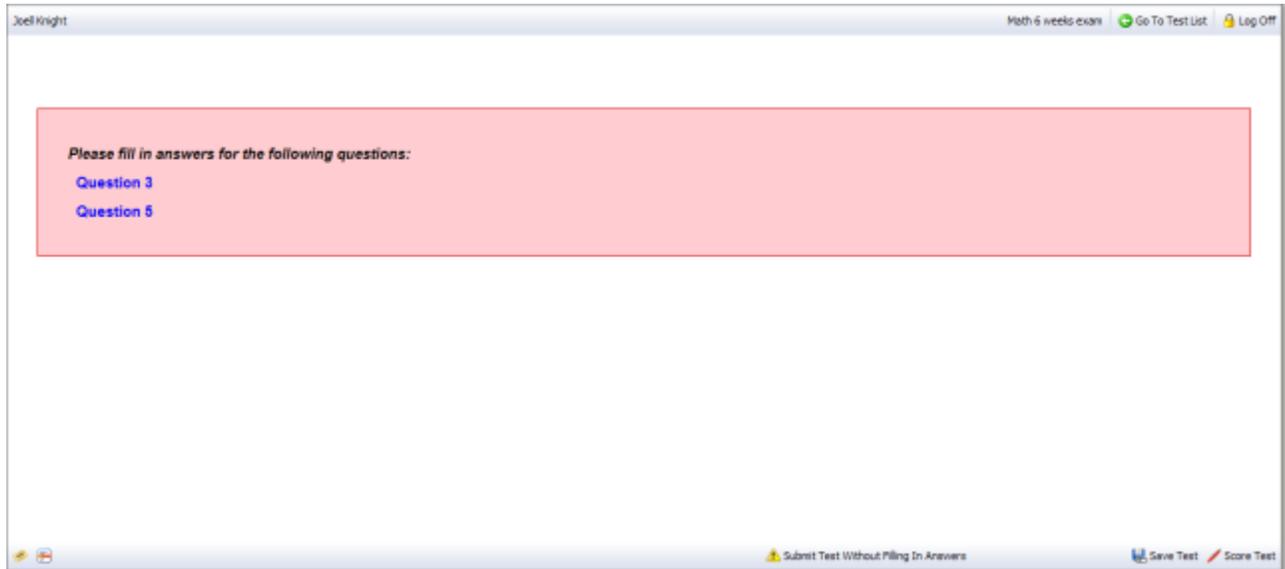


- Answer each question by selecting the correct answer and then clicking **Next**
- To navigate between questions, either click the **Previous** and **Next** buttons at the bottom of the screen
- Once all questions are answered click **Score Test**



Notes:

- Once the test has been scored, the student will not be able to access the test again.
- If the student needs to finish the test at a later time, the student can click **Save Test** and log back in as long as the teacher has **Started** online testing again.
- If the student clicks **Score Test** without answering all of the questions, the student will be prompted to answer the questions that were left blank or to **Submit Test Without Filling In Answers**.



Once all tests are submitted, choose the test under **Test Available**, select **Start Online Testing**, and click **Stop**. Students will no longer be able to take the test online unless the teacher **Starts** the test again. Results can be viewed on the *Analyze* Tab.

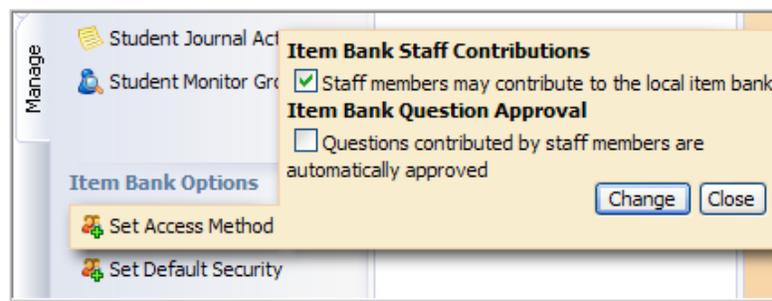
Item Bank

Aware has the ability to store locally created assessment questions in a district wide bank, as well as any other bank questions that your district has purchased. These questions are connected to particular TEKS and are therefore sorted by course. Depending on how Aware is configured, questions can be submitted by teachers and staff or created directly by administrators only.

The item bank is managed by staff members with the Data Administrator or Item Bank Administrator role. Staff members can also be added as a course delegate for a course which will allow them full editing rights for a course's item bank.

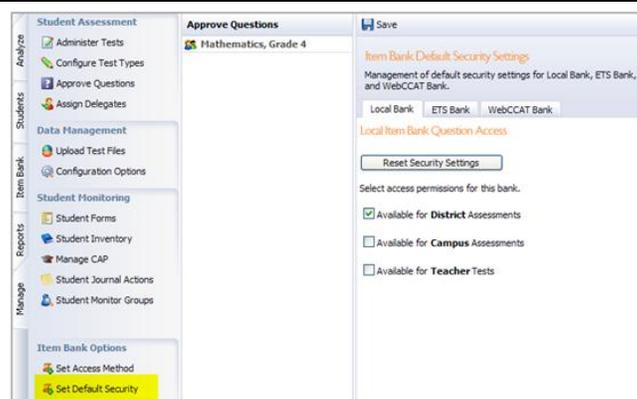
Access Method

From the *Manage* Tab, the access method can be changed by selecting *Approve Questions*. In the bottom left of the interface, click *Set Access Method*. This option will allow item bank contributions and item bank question approval to be changed. Decide whether or not staff members can contribute to the item bank and if those submissions should be automatically approved by placing a check mark next to those options. The example below is the default which means that staff will not be allowed to submit item bank questions unless manually approved. This section will assume that staff can submit questions, and that they require approval.



Set Default Security

From the *Manage* Tab, question security can be managed for all test banks by selecting *Approve Questions*. In the bottom left of the interface, click *Set Default Security*. This option allows security to be reset for an entire bank at a time. Access permissions can be set so that test questions are available for district assessments, campus assessments, and teacher tests. To reset security for any new questions added to the bank, select an access permission and click **Save**. Security on questions already in the bank will not be changed. To reset security for ALL questions in the bank, select an access permission, click **Reset Security Settings**, and click **Save**. Use caution when clicking the **Reset Security Settings** button, as this will reset security for all questions in the item bank.



Course Delegates

Course delegate rights enable staff members to manage item bank questions by course. Delegates are controlled from the *Manage* Tab, under *Assign Delegates*. Giving staff members the *Manage Item Bank* right will allow them full editing rights to the courses added.

To create a new delegate:

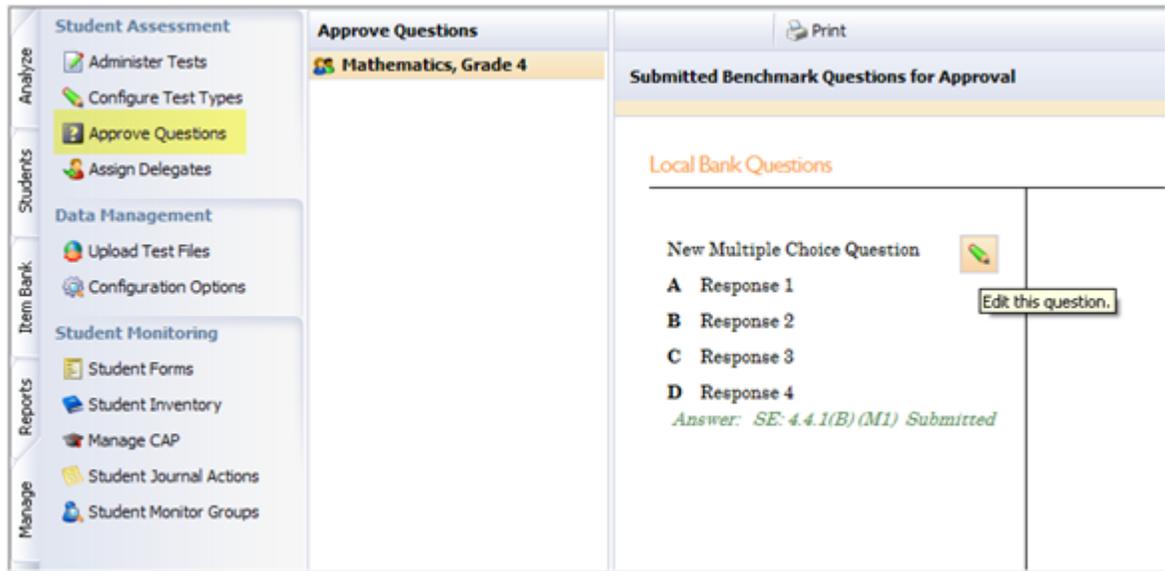
- Select *Assign Delegates*
- Choose *Create New Delegate*
- Follow the Add Course Delegate wizard to add the staff member
- Once the staff member is added, select their name from the delegates list
- To add the course, select the **Add Courses** button on the right
- Expanding the course tree, select the course (or courses) and click the **Add Courses** button
- Select the course (or courses) in the list by placing a checkmark in the check box
- Click the **Set Rights** button
- Select *Manage Item Bank*

The screenshot displays the 'Course Delegates' management interface. On the left is a navigation sidebar with categories: Analyze (Administer Tests, Configure Test Types), Students (Approve Questions, Assign Delegates), Data Management (Upload Test Files, Configuration Options), Item Bank, Student Monitoring (Student Forms, Student Inventory, Manage CAP), Reports (Student Journal Actions, Student Monitor Groups), and Manage (Delegate Options, Create New Delegate). The main content area is divided into three panels. The top panel, 'Course Delegates', lists two delegates: 'Martinez, Michelle' and 'Neimann, Shannon', with 'Neimann, Shannon' selected. The middle panel, 'Remove Delegate', contains a description: 'Delegate rights enables staff members to modify elements of the curriculum per course, based on the selected rights below.' The bottom panel, 'Manage Delegate Courses', includes a section 'Add or remove delegate courses:' with a table listing 'Mathematics, Grade 6' and 'Mathematics, Grade 7', both with checked boxes. To the right of this table are buttons for 'Add Courses', 'Remove Courses', and 'Set Rights'. Below the table is a section 'Enter the appropriate actions for this delegate to perform on the selected courses:' with four checkboxes: 'Publish learning standards' (unchecked), 'Approve activities for this course' (unchecked), 'Create standard clarifications' (unchecked), and 'Manage item bank' (checked).

Approve Questions

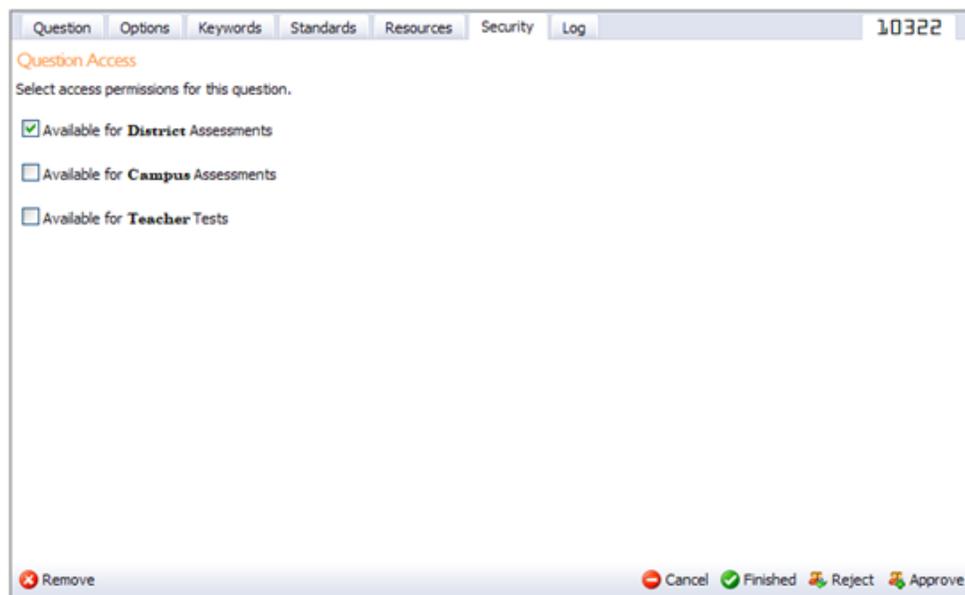
Item bank questions use the same editing options as the test editor. As staff create and submit questions, they can be viewed in the *Approve Questions* section of the *Manage* Tab. The questions will be divided by course.

- Click *Approve Questions*
- Select the course
- To approve or deny the question, hover the mouse within the upper right section of question until the edit button appears
- Click the **Edit** button to open the question editor



The question editor allows any of the general question options to be edited before approving. The security question can also be reset on the *Security* Tab to allow the question to be used on local campus assessments and other teacher created tests. The *Log* Tab will display the staff member's name who created and submitted the question, as well as any other actions taken on the question.

To approve the question, click **Approve** in the lower right corner of the question editor. To reject the question, click **Reject**.



Creating Questions

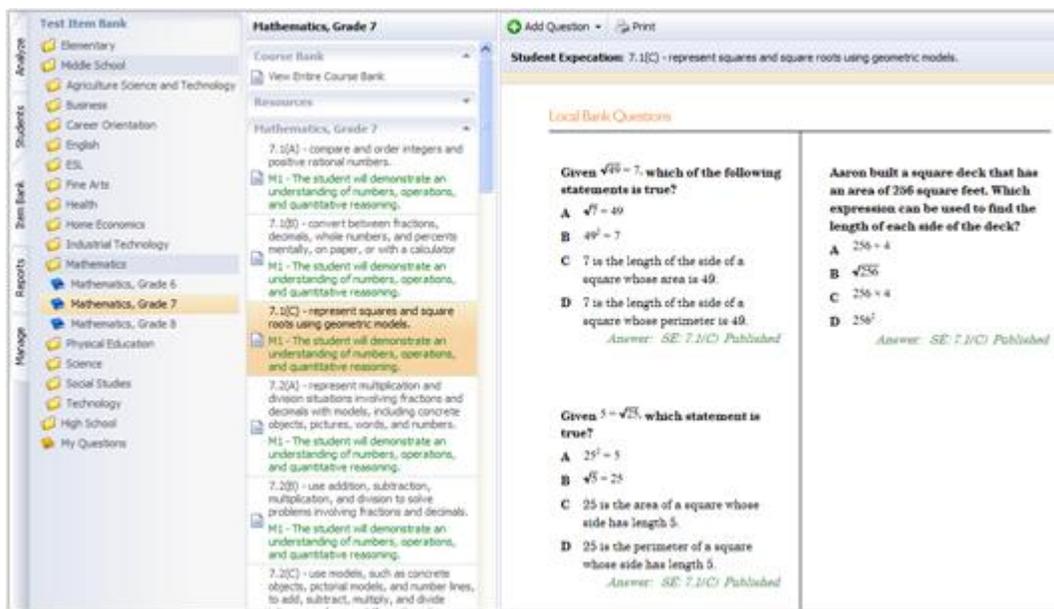
Questions are accessed and added to the item bank on the *Item Bank* Tab. Any purchased item bank questions can also be viewed in the item bank, and the security can be changed so that questions are available for district, campus level, or teacher tests. To edit purchased item bank question text, they will first need to be added to a test, and then changes can be made for that test.

The item bank is organized by course and sub divided by student expectations. When selecting a course, the TAKS objectives show up in green text below the student expectations. This allows tested objectives to be easily viewed when creating questions.

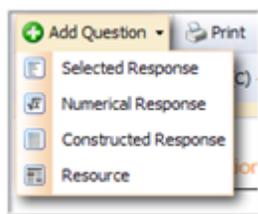
To create a question:

- Select the course and student expectation

The item bank will be divided into the following categories: My Questions (the questions you create), Local Bank Questions (the questions published to the local bank), and purchased item banks.



- Click the **Add Question** button and select the type of question to add



- Enter the question text and answer choices on the *Question* Tab
- Choose the desired question options on the *Options* Tab
- Add any keyword search text on the *Keywords* Tab
- The *Standards* Tab displays the associated TEKS Student Expectation and TAKS Objective if it applies; select a new process standard if applicable
- Associate question to a Resource if applicable on the *Resources* Tab
- Select the access permissions on the *Security* Tab
- Click **Finished** to save changes to your personal bank or **Publish** to add this question to the Local bank

Note: If a question's security status is set to 'available for District Assessments', but not published, only the creator will be able to add the question to a test. The question must be published in order for other staff members to use on an assessment.

