

Creating an Express Test Quick Reference Card

Creating an Express Test

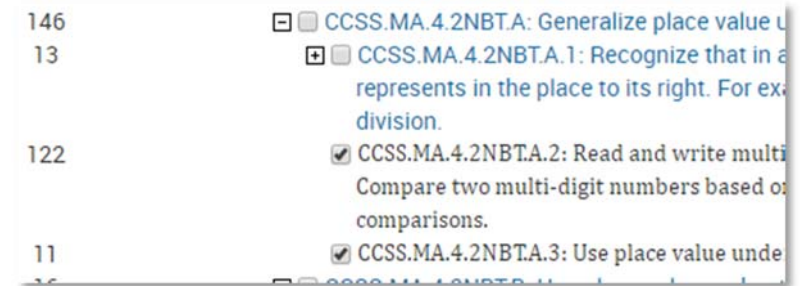
In Schoolnet, build an assessment one of two ways: either create an express test or create a test manually. Choose the express test option when there is a bank of items available for the standards you wish to cover. An express test is a quick way to build a short pre- or post-instruction classroom quiz

For an express test, specify how many items per standard to include, and the system will build a test to your specifications by taking items that match your criteria from the item bank. You can then replace, delete or add items as needed.

To create an express test:

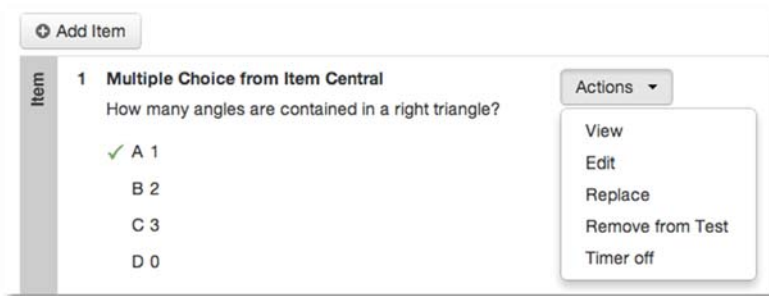
1. In the Assessments menu under the Tests header, select **Create > Express**
2. Enter a test name
The test name will appear in a student's profile along with those created by other teachers, so create a test name that will be easy to distinguish.
3. Select a subject and grade range
4. Select a test category if more than one is available to you
5. Select the preferred standards document
6. Optionally, open the Initial Item Settings and Test Item Settings menu and modify any settings as needed
7. Click **Select Standards**
8. Select the standards to include

Blue text indicates that more detailed standards exist and you can click the plus sign to expand.



9. Click **Add to Test Map**
10. Enter the number of items to include for each standard
Tip: Include more items than you need so you can choose from the results. It's okay to include standards that don't have available items; the test will include placeholders for you to add the items later.
11. Open the Advanced Options menu and select 'Exclude items with Passages'
You can add in passages with items once the test is generated.
12. For My Classroom tests, consider selecting 'Exclude items on tests I have scheduled this year' to avoid repeat exposure
13. Click **Build Express Test**

14. Replace items, remove items, or add new items as needed



15. Under Test Actions, preview the test

16. Review the content and format, close the preview window, and correct any errors

17. Click **Ready to Schedule**

If this is not a My Classroom Test, first click **Make Public**.

See also: *Scheduling Assessments Quick Reference Card*

Create an Express Test from a Lesson Plan

When you have a lesson that is aligned to standards for which items are available, you can quickly build an express test. From the lesson plan detail page, click **Build Express Test** and indicate the number of items to include per standard.

