

## Searching for Items and Creating Manual Tests in Schoolnet

Learn how create a manual test in the Assessment Admin module and add test items to it.

### Create a Test Manually

Only tests scheduled during the current school year can be administered. During the summer, keep any test created prior to the year rollover in draft status until the new year. Fields not described here can be left at their default value.

*To create a new test:*

1. Roll your cursor over the Assessment Admin header and click **Create**
2. Under Create a Test Manually, click **Start Now**
3. Enter a test name following any established naming convention
4. Select the subject and grade range
5. For Number of Items, typically set the number lower than anticipated length of the test as it is faster to add new items than delete blank placeholders.  
  
If you will build all new multiple choice items, choose that option to speed setup.
6. Choose a test category from the options available to you:
  - District Benchmark – Results appear in the School & District Data and Classrooms modules and are used for KPI calculations
  - School Benchmark – Results appear in the School & District Data and Classrooms modules

- Common Classroom – The test can be shared at the institution and results appear in the Classrooms module only
  - My Classroom – Results appear in the Classrooms module only
7. Choose the score type to show for this test:
    - Total Score – Percentage correct
    - Raw Score – Appears in some reports as a fraction (points achieved / points possible)
    - Proficiency – Appears in some reports as a number (points achieved)
  8. Select the preferred standards document
  9. You may wish to consider modifying the following settings:

Setting	Description
<b>Test Item Defaults</b>	
Open Response text formatting	Text formatting for open response items can be enabled at the test level or at the item level. If Rich Text Formatting is enabled, you can enable the equation editor. If students will use the Schoolnet test tunnel (not TestNav), decide whether to include the special character palette, spell checker and grammar checker.
Answer Choice Layout	To overwrite item settings, select from the column options for multiple choice and checklist items.  Note that in TestNav, 'down, then across' is not available and will be replaced with 'across, then down'.
Gridded Answer	For TestNav use only you can opt for a text

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Entry	box instead of the bubble grid for all items.
Enable Tools & Manipulatives	Choose Yes or No to overwrite item settings. If Yes, select which tools to make available to students for online testing, such as a ruler or calculator.  Note that some options apply to TestNav or the Schoolnet Test Tunnel only.
<b>Test Settings</b>	
Student Comments	Students can enter feedback about the test and each question when testing online; these comments appear on the Score page.
Capture teacher comments on answer sheets	Select Yes to add space on the printed answer sheets for teacher comments. Choose this option before scheduling a test.
Enable student self-assessment	Add a student self-assessment option to this test. Students can record how they think they performed.
Description	Optional
Link to a Test Window	Only if instructed to do so, link the test to a predetermined test window.
Accommodations	For TestNav use only, you can enable a line reader and magnifier for all test takers.
Enable Printing	You can disable the ability for users to print the test booklet and other support material.
<b>Test Restrictions</b>	
Only visible to some users. Refer to the document <i>Test and Item Security Options</i> for details.	
<b>Co-Authoring Settings</b>	

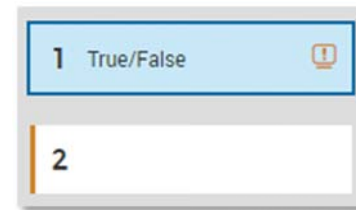
Enable Co-Authoring	You can enable other users to help author the test. Refer to the document <i>Co-authoring Tests</i> for details.
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10. Click **Generate Test**

11. For item 1, choose one of the following:

- Search for an existing item or items in Item Central: refer to *Search for Items* below
- Create and save a new item: click an item type and refer to one of several documents on building various item types

12. 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.

13. At any time, click **Return to Test Detail** at any time to view all items and test options

14. After you address any item alerts, click **Preview Online Test** to see how the test will appear to students online

15. Close the preview window and click the blue button, **Public Draft** (if available), and then click **Ready to Schedule**

16. If you added new items that you want to make available for other tests, scroll to the bottom and click **Add All Items to Item Central**

Refer to the document *Scheduling Tests* to learn how to schedule and assign your test.

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## Search for Items

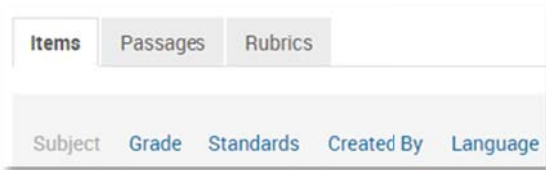
Search for some initial items to build a new test, or if you are working on an existing test draft, navigate to the same search options described in this section by clicking **Add Item** and then **From Item Central**.

### Option 1: Browse by Subject, Grade, and Standard

To browse available items:

1. Roll your cursor over Assessment Admin and click **Find an Item, Passage or Rubric**
2. In the Items tab, click a filter, such as **Subject**

Note that browsing in the Passages or Rubrics tabs works the same as browsing in the Items tab.



3. Within the Subject filter, select a subject, and note the number of available items
4. Add other filters, such as a grade, to narrow your search
5. To see item details, including test use history, click **View** to the right of the item
6. To revise your search from within the results view, click **Open Filters** to modify the search criteria

### Option 2: Search by Keyword

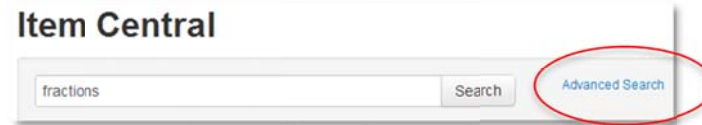
Instead of adding filters on the Items tab, enter a keyword in the Search field above the Items, Passages, and Rubrics tabs and then

click **Search**. Refine the search further by clicking **Open Filters** and adding additional criteria.



### Option 3: Use the Advanced Search Feature

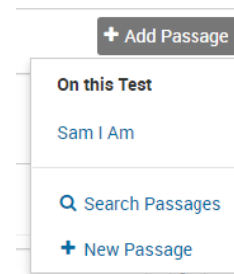
To search by task, passage, item type, language, source, or other criteria, click **Advanced Search**.



## Including Passages on a Test

If you are creating a new passage with new items, use this workflow:

1. Add the first item that will be associated with the passage
2. Within the new item, click Add Passage and then New Passage
3. Save the new passage
4. Build the second item and link the new passage to the item



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To add an existing passage with items, the best way is to leave the test, find a passage with items and add them to the test.

For additional details, refer to the *Working With Passages Quick Reference Card*.

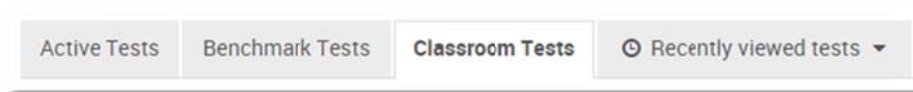
## Find a Test as a Test Administrator

Click the Assessment Admin header to view the Assessment Dashboard, which contains a list of your tests.

If someone else created the test, test administrators can use the filters in the Find a Test box to locate it.

## Find a Test as a Teacher

Click the Assessment Admin header to view the Test Dashboard. If the test is not visible under the available tabs, roll your cursor over Assessment Admin and click **Find a Test**.



Note that teachers with enhanced test creation rights will see the Test Administrator version of the dashboard instead.