

# Creating Online Tests in Achievement Series

1/6/2010

- Login to Achievement Series.
- Click on the **Classroom** tab.
- Under **Classroom Area**, select the **Classroom Tests** tab.

*Gaston Point Elementary* Logout  
School : Gaston Point Elementary

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Classroom Area Preferences Documents Help

Classroom Tests Classroom Gradebook District Gradebook Shared Tests

Math 5 Sec. 123456, Daniel, Tracy

Classroom Tests Count: 1  
• Create Test  
• Delete Test

Active	Results	Test	Items	Test Status	Test Id	Test Date
<input checked="" type="checkbox"/>	--	My Online Test	7	<input type="radio"/> 0/20	16890	1/7/10

- Choose a class from the drop down list and select the **Create Test** option.
- You will then have the option of creating a **Normal** test or a **Quick Pick** Test. Answer Key Only (AKO) tests cannot be created for web testing.

**(These instructions will use the Normal test option.)**

- After selecting **Normal**, give the test a **Test Name**. Name your test by using the school year first, followed by the subject and grade level, and then give a brief description of the test. EXAMPLE: 09 – 10 MA5 Numbers & Operations
- If you want the test to be a timed test, please select the **Test Duration** option and select the time allowed for the test.
- Be sure that **Web Testing** is selected.
- Skip the Use Alternating Answer Choices option. It is used only for scanned tests.
- Select the **Authorized Grade Range**.
- Choose a **Subject Area** for this particular test.
- Enter a **Test Date**.
- Choose the **Number of Versions** or **Randomize** the test questions and/or the answer choices.
- Click **Next**.

Test Name: My Online Test \*  
 Test Description: 09 – 10 MA5 Online Practice Test  
 Practice Test  
 Timed:  Test is not Timed  
 Test Duration is 0 hour(s) and 00 minutes.  
 Allow Retake:  Students may only take this test once within the scheduled testing window.  
 Students may take this test up to 2 times within the scheduled testing window.  
 Delivery Method:  Web Testing  
 Scanner Forms \*  
 Use Alternating Answer Choices:  Alternating answer choices on scanner test only.  
 Authorized Grade Range: 5 to 5  
 Subject Area: Mathematics  
 Keywords:   
Note: Separate Individual Keywords with commas. ie: "fractions,grade 4, game,group activity"  
 Test Date: January 6, 2010  
 Number of Versions: 1 Select the number of test versions to be created when the test is active.  
 Randomize test questions.  
 Randomize the answer choices on multiple choice and multiple response questions.

\* = required information

- Select the Show test score to student immediately following test option (optional).
- Enter a website address in the Redirect students to this website at.... (optional).
- Check your selections and **Save**.

Select Test Options and Save Test  
 Step 3 of 4

Student Display  
 Test Title: 09 – 10 MA5 Online Practice Test  
 Test Instructions:

Online Testing Options  
 Navigation:  Students may answer and review questions using both the forward and back buttons.  
 Students may only move forward in the test. Students may not review questions that they have already answered.  
 Results Display:  Show test score to student immediately following test.  
 Allow student to review all questions at the end of the test.  
 Redirect students to this website at the end of the test (not available on Restricted Mode Online Test).  
   
Example: http://www.mysite.com  
 Test Pause:  Disallow students or staff from pausing test.  
 Allow students to pause test and continue later but, must be started and finished within 10 minutes.  
 Allow students to pause test and continue later but, must be started and finished within 14 days.  
 Technical Restarts:  A test which is paused must be restarted within 10 minutes or the test is locked with a security violation.

- Choose the class that will be assigned to take the online test.

**Create a Normal Test** Help

**Specify Class Assignment**  
Step 2 of 4 Previous Cancel Next

Select	Class ^	Primary Staff	Students	Grade
<input type="radio"/>	Language Arts 2 Sec. 23456, Per./Block 2	Daniel, Tracy	0	2
<input checked="" type="radio"/>	Math 5 Sec. 123456, Per./Block 1	Daniel, Tracy	20	5

**Specify Class Assignment**  
Step 2 of 4 Previous Cancel Next

- Choose the **Automatically Find Content for My Online Test** option to select questions from the shared Item Bank to include in your test. These items will be based on the standards you select.
- Click the **Close** button.

*Gaston Point Elementary* Logout  
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**Create a Test** Help

**Select Next Activity or Close**  
Step 4 of 4 Close

▶ Your test has been created. Select an activity below:

What would you like to do now ?

- ▶ **Automatically Find Content for My Online Test**
- ▶ [Edit My Online Test Content](#)

**Select Next Activity or Close**  
Step 4 of 4 Close

- Choose the **Curriculum Framework** from where the standards should come.
- Then, choose the **standards** to be included and click **Next**. (Keywords can be included to help narrow the search.)

**Add/Remove Standards** Search Cancel Next

**Search for Standards**

Standards Document: MS State Frameworks 2007 (Mathematics)

Keywords:

Grade Level: 5 to 5

[Toggle all visible checkboxes on this page](#)

**Standards**

- [Fifth Grade](#)
  - [Number and Operations](#)
    - [1 Analyze relationships among numbers and the four basic operations, compute fluently, and make reasonable estimates.](#)
      - 1.a Compare and order integers, decimals to the nearest thousandths, like and unlike fractions, and mixed numbers using >, <, and =.
      - 1.b Compose and decompose seven-digit numbers and decimals through thousandths in word, standard, and expanded forms.
      - 1.c Identify factors and multiples of whole numbers.

- Verify the standards selected by removing or adding more. Then, select **Next**.

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Find Items Help

Select Search Standards  
Step 1 of 3 Cancel Next

Standards Select Standards

[Export XLS](#) Count: 9

Standard	Remove
▶ Mississippi State Frameworks 2007 (Mathematics) : 2.a Determine the value of variables in equations and inequalities, justifying the process.	<a href="#">Remove</a>
▶ Mississippi State Frameworks 2007 (Mathematics) : 2.b Devise a rule for an input/output function table, describing it in words and symbols.	<a href="#">Remove</a>
▶ Mississippi State Frameworks 2007 (Mathematics) : 1.a Compare and order integers, decimals to the nearest thousandths, like and unlike fractions, and mixed numbers using >, <, and =.	<a href="#">Remove</a>
▶ Mississippi State Frameworks 2007 (Mathematics) : 1.b Compose and decompose seven-digit numbers and decimals through thousandths in word, standard, and expanded forms.	<a href="#">Remove</a>
▶ Mississippi State Frameworks 2007 (Mathematics) : 1.c Identify factors and multiples of whole numbers.	<a href="#">Remove</a>
▶ Mississippi State Frameworks 2007 (Mathematics) : 1.d Model and distinguish between prime and composite numbers.	<a href="#">Remove</a>
▶ Mississippi State Frameworks 2007 (Mathematics) : 1.e Model and identify equivalent fractions including conversion of improper fractions to mixed numbers and vice versa.	<a href="#">Remove</a>
▶ Mississippi State Frameworks 2007 (Mathematics) : 1.f Add, subtract, multiply, and divide (with and without remainders) using nonnegative rational	<a href="#">Remove</a>

- Select the type(s) of questions to be included in the test and click **Next**.

Find Items Help

Select Search Criteria  
Step 2 of 3 Previous Cancel Next

**Item Types**

<input checked="" type="checkbox"/>	Include Multiple Choice questions.
<input checked="" type="checkbox"/>	Include True/False questions.
<input checked="" type="checkbox"/>	Include Multiple Response questions.
<input checked="" type="checkbox"/>	Include Gridded Response questions.
<input checked="" type="checkbox"/>	Include Short Response questions.
<i>Note: Extended Response questions cannot be used in online tests.</i>	

**Item Properties**

Keyword

Grade  to

Subject Area

**Item Banks**

[Export XLS](#) Count: 1

- Many questions that fit the standards selected will appear. Choose the questions to be included in the test and click **Save**.

Review Content and Select Output Options  
Step 3 of 3

Previous Cancel Save

Items based on previous search criteria

Export XLS Toggle all checkboxes on this page Index: Add Decimals: Hundredths Count: 2,181 Page 1 of 110 >>

Select	Item	Item Bank	Subject	Grade	Preview
<input checked="" type="checkbox"/>	Add. $3.78$ $+ 6.24$  A. 9.12  B. 10.12  C. 9.02  <input checked="" type="checkbox"/> D. 10.02	Scantron Item Bank: Mathematics	Mathematics	3	<a href="#">Preview</a>

20006/16883 - Add Decimals: Hundredths

- The option to edit test content or add more content will be available. Choose **Close** if the test is complete.

Create a Test

Select Next Activity or Close  
Step 4 of 4

Your test has been created. Select an activity below:

What would you like to do now ?

- ▶ [Automatically Find Content for My Online Test](#)
- ▶ [Edit My Online Test Content](#)

Select Next Activity or Close  
Step 4 of 4

Close

- The test will then appear in the Classroom Tests area.

Gaston Point Elementary

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Classroom Area

Preferences Documents Help

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Classroom Tests

- Create Test
- Delete Test

Export XLS

Active	Results	Test	Items	Test Status	Test Id	Test Date
<input type="checkbox"/>	--	<a href="#">My Online Test</a>	7	0/20	Inactive	1/7/10

Count: 1

- Click on the box under **Active** to activate the test.

Classroom Test Activation Cancel Activate

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**Test Properties**

Test Name	My Online Test
Planned Test Date	1/7/10
Delivery Method	Web Testing

**Test Activation Options**

Test Client	<input type="checkbox"/> Require Restricted Mode Online Test
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Classroom Test Activation Cancel Activate

- On the next screen, click the **Activate** button. (The Restricted Mode option requires a download before the student can begin the test.)
- Take note of the **Test ID**. The students will need the Test ID along with the Site ID and their Student ID in order to take the test.

Classroom Test Activation Help

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Classroom Test Activation Close

**Test Properties**

Test Name	My Online Test
Planned Test Date	1/7/10
Delivery Method	Web Testing

**Test Activation Status**

Test Status	This test has been activated. Students can now take this test online.
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**Test Versions**

Version	Test ID
A	16890

# Student Instructions

- Go to [www.achievementseries.com](http://www.achievementseries.com)

The screenshot shows the Achievement Series website homepage. At the top left is the Scantron logo. To its right is the Achievement Series logo with the tagline "WEB-BASED ASSESSMENT". In the top right corner, there are three links: "Technical Support", "Go to Performance Series", and "Download Restricted Mode Online Test". On the left side, there is a navigation menu with five items: "Student Login", "Staff Login", "Achievement Series Info", "Scantron Homepage", and "Contact Us". The main content area features a large banner with a hand holding a red apple and the text: "If you're teaching without assessment, you're just shooting in the dark..." followed by "Rick Baker, Academic Services consultant for Pendegast School District". Below the banner, there are two sections: "News & Awards" and "About Achievement Series". The "About Achievement Series" section includes the heading "Web-Based Assessment Platform" and a list of bullet points describing the platform's capabilities.

- Click on the **Student Login** tab.
- The student will have to enter the Site ID if it is not already there from a previous session, the Test ID, and Student ID.
- Then, click on **Sign-On** or press enter.
- There is no Student Password or Site Password at this time.

The screenshot shows the "Achievement Series Online Test" login form, version 6.0.10. The form is set against a background of a grid of red circles. It contains the following fields and buttons:

- Site ID:
- Test ID:
- Student ID:
- Student Password:  (Optional)
- Site Password:  (Optional)
- Buttons: "Sign-On" and "Cancel"
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