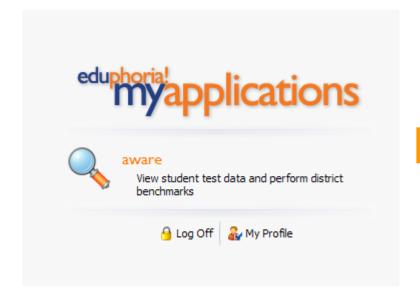


Step One: Go to Curriculum page on GISD Website and find eduphoria! under the links section. Log on using your email and the password is buckeyes.



Step Two: Click in the magnifying glass.



Step Three: Click on Create New Test

Create a Test

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

- Create a new blank test
- Copy an existing test
- Copy an Item Bank test

<u>Step Four</u>-Click on Create New Blank Test. Click next in the in bottom right hand corner.

Test Details Enter the title and dates for the benchmark administration: Title: Formative Assessment #2 Grade Level Fourth

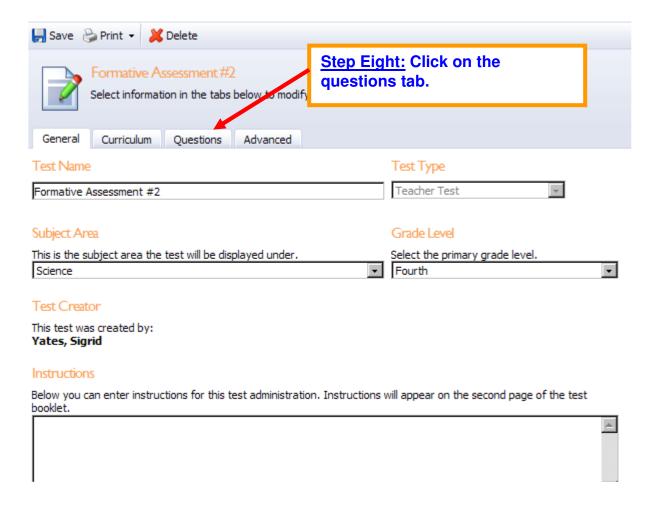
<u>Step Five-</u> Enter a title and grade level. Click next in the in bottom right hand corner.

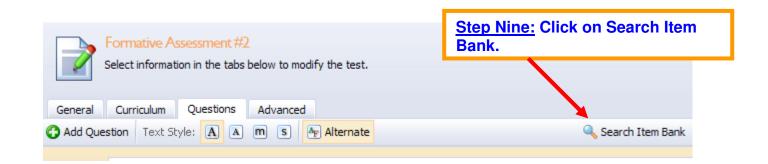




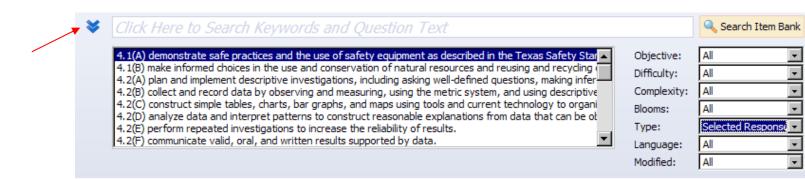
Click finish to create the new test administration.

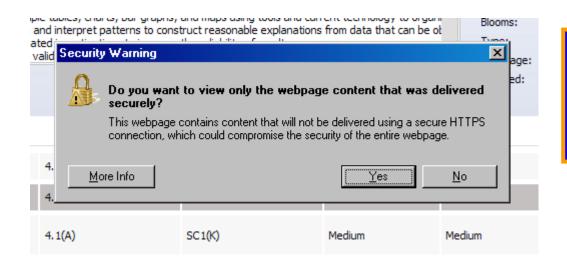
Step Seven: Click finish in the bottom right hand corner.





<u>Step Ten:</u> Click on the blue arrows on the left. High light the TEK you are searching for. You can only high light one TEK at a time. On the right hand side, you can select the difficulty and complexity of the questions. I recommend you only set the filter for Type on Selected Response (multiple choice). You might consider language and modified. "All" <u>Language</u> will pull questions in Spanish and "All" next to <u>Modified</u> will pull in questions with three answer choices. Once you have selected your filters, click search item bank.

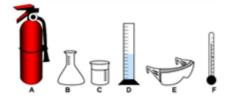




If you get this security warning, select No. This should pull in all images with the questions.

Step Eleven: The questions associated with the TEK you selected will be pulled up here. The Blue check mark means you can preview the question. Check the Green plus symbol to add the question(s) to your test. The levels of complexity are listed where you see "hard" "low" or "easy" "medium." This should guide you in developing the rigor of your test.

| WebCCAT Item Bank | | | | | |
|-------------------|----------|---------|--------|--------|------------|
| Selected Response | 4.10(A) | SC10(K) | Hard | Low | v 😯 |
| Selected Response | 4.10(A) | SC10(K) | Easy | Low | v 0 |
| Selected Response | 4.10(A) | SC10(K) | Medium | Medium | ∨ © |
| Selected Response | 4. 10(A) | SC10(K) | Medium | Medium | ∨ © |
| | | | | | _ |



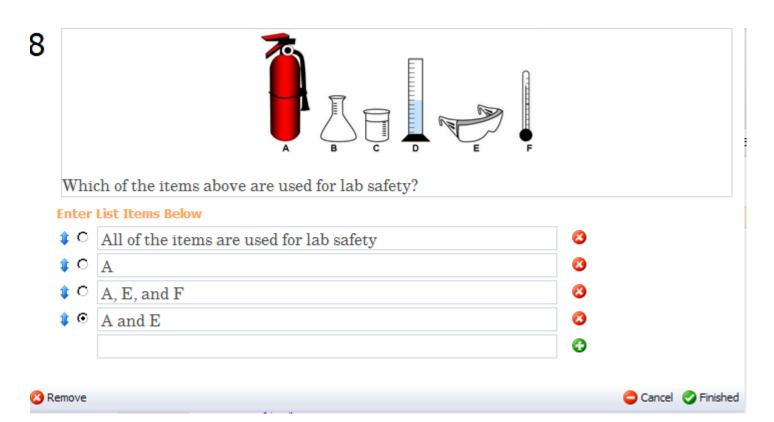
Which of the items above are used for lab safety?

- F All of the items are used for lab safety
- G A
- H A, E, and F
- J A and E

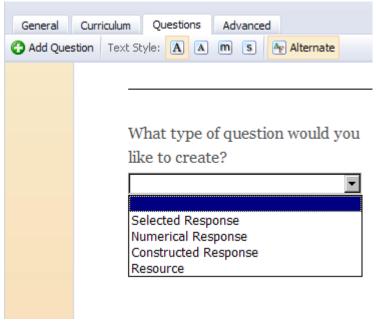


Step Twelve (optional): The blue arrows allow you to move the question up or down in your test. Maybe you want this to be the first question. You would keep clicking the blue up arrow. The down arrow moves it lower in the test. The green pencil allows you to edit the question. The answer and SE will not show up on the test.

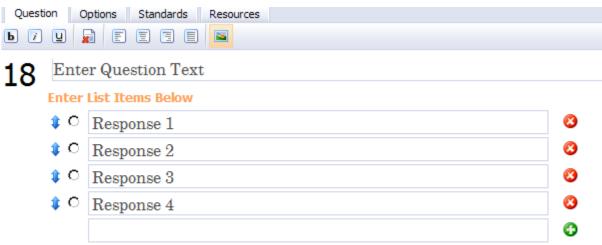
Answer: J SE: 4.1(A) TAKS: SC1(K)

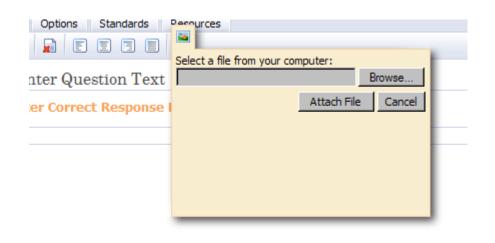


<u>Step Thirteen (Optional Editing the Question/Removing a Question)</u>: You can change the question or the answer choices. Just click in the cell and make the necessary changes. After you have made the changes, you hit finish and it takes you back to the test. You can also remove a question from your test from this screen. Click on the red remove button in the lower right hand corner, and the question will be removed from the test.

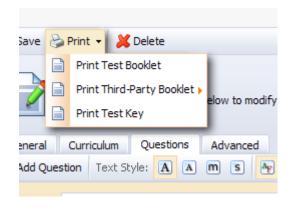


Step Fourteen (Optional Adding Your Own Questions): Click on the green + sign on the left hand corner. The screen will appear and ask what type of question you want to add to your test. Selected response is a multiple choice question, numerical response is a griddable, constructed response is an open ended, and resource allows you to copy passages or documents you have saved on your computer. Below, I chose a selected response question. It allows me to type my question and add my choices. Remember to click on the circle by the correct answer choice.





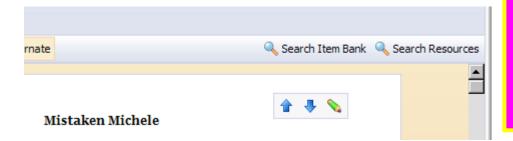
Step Fifteen (Optional): If you want to write a question that has an image, you can click on the picture and attach it from your computer. While this is a handy feature, it often does not pull the file to the test. That is my disclaimer for this feature. It could be a little frustrating.



Step 16: Printing your answer booklet is the last thing you need to do, but you have options. You can change the size of the print from larger to smaller by clicking on the squares with an "A" in them. The square with the "M" in it allows to make a modified booklet that would look like a STAAR M test. The font is larger and the question goes across the entire page. After you have selected the format, click on print and hit Print Test Booklet. You also need to click on Print Test Key so you will have a key to your test.



Mistaken Michele



Step Seventeen: FOR LANGUAGE ARTS TEACHERS ONLY

High light a TEK of the content you are testing. If the question is attached to a passage, it will have a piece of paper next to it. Click on the question and close to go back to your test. Once the question is pulled up, so is the passage. Copy the title of the passage and click on search item bank. Paste the title in box. The test bank will search for all questions related to the title of the passage. From there, you can edit and paste to fit your needs.

