

## BUILDING ASSESSMENTS IN HOME BASE – TRANSCRIPT

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This tutorial will show you step-by-step how to export test information from ClassScape and use that information to build the same assessments in Home Base, using the Instructional Improvement System -SchoolNet

Before you begin assembling an assessment in Home Base, you'll need to Export an Assessment Blueprint from ClassScape.

When you log into ClassScape as a Teacher or Test Administrator you'll have access to the assessments you've created. Please note: Test Administrators **DO NOT** have access to any assessments other than the ones they created. To export an assessment blueprint, you'll need to complete the following steps:

1. First, log in to ClassScape as a teacher or Test Administrator.
2. On the homepage, go to the "Assessments" tab and select "Manage Custom Assessments."
3. Select the relevant Subject, and then click Get Assessments. A list of available assessments appears at the bottom of the screen.
4. Decide which assessment you want to use and select "Export Item List."

This will generate a spreadsheet (or CSV file) including the following details: item order, ClassScape item ID number, and the objective.

This file is your blueprint for your ClassScape assessment. This blueprint will serve as your guide as you search in Home Base for the items to build the same assessments. You can print this file or save it to your computer.

To build this assessment in Home Base, log in and click on the Schoolnet application button to move over to the instructional improvement tools. If you need assistance accessing or navigating to SchoolNet please contact your Home Base administrator.

Use the Assessment Admin Module to create assessments and items or to find assessments or items that are already in the system. The Assessment Admin Module is located in the blue tool bar near the top of your screen. You don't need to click on it; just hover over the text and a drop down menu appears. To create an assessment, hover over Assessment Admin, and then select "Create" from the top middle column. This takes you to the create screen.

Since you'll be rebuilding an assessment, you must choose the "Create a Test Manually" option.

Click the "Start Now" button to begin setting up your assessment.

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On the “Create: Manual Test” page, enter a test name following any established naming conventions. Test names have to be unique and should follow a naming convention that makes it easier to find them later.

Select the subject and then the grade level.

Choose a test category from the options available.

Choose the score type to display for this test:

- Total Score – is the default selection.
- Raw Score – Displays in some reports as a fraction (points achieved / points possible).
- Proficiency - Displays in some reports as a number (points achieved).

Select the standards document that aligns with the test items.

Answer Key Only (AKO) should be set to No when creating your ClassScape assessments in Home Base.

You have the option to enable student comments.

If students or parents have access to test results, hide item content, if needed. You may wish to hide item content (by clicking Yes) for assessments you plan to reuse. This way the items are not available to the students along with their results.

If the test includes math items for which students testing online can use built-in rulers and other tools, select **Yes** for “Uses Manipulatives.”

Number of items – This field defaults to 40 items. This will create 40 placeholder items in your assessment, but if you don’t edit all 40, you’ll have to delete the ones you don’t use or your test will contain multiple empty items and will result in an error. For the purposes of this guide, you are going to be looking up the items that you want to add to the test. As a best practice, change the number of items to 1, and then when you get to the test details you can add as many as you like. This means you will only have 1 item to delete or edit and you can add as many as you want.

The description field is optional if you want to enter a description or any specific information related to your assessment, you can do that here. Or you can leave this blank.

After you have completed these steps, click the **Generate Test** button in the bottom right corner of the screen.

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After you click Generate Test, you'll land on the Test Detail page where you'll begin editing the first item.

To find the items you previously used in ClassScape, you will want to click on "Lookup in Item Central."

Once in Item Central, you can use the item number from the spreadsheet you exported from ClassScape to search for the items. The item number appears in the name field, so it's best to use the advanced search feature and search by name.

On the Advanced Search screen, enter the item number in the name field and click Search Items.

The search results will display the item associated with the item number you entered.

To add the item to a test, check the box next to the item and then click Add Items to Test.

After you add items to the test, you'll go back to the Test Detail page, where you can continue to search and add items to your test. Just click **Add Item** and then follow the same steps to search for your next item and add it to the test.

Remember to delete or replace any items that are blank or noted as unspecified that may have been created as placeholder items in the system.

When you've added all of the items that you want to include for the test your assessment is complete.

You can also Preview the Online Test (found in the left hand navigation of the Test Detail page) to make sure the items appear as you intended for your students.

Now you know how to recreate your ClassScape assessments in Home Base. Be sure to check this site for additional training topics.