



**Getting Started with Home
Base:
Creating Assessment Items**

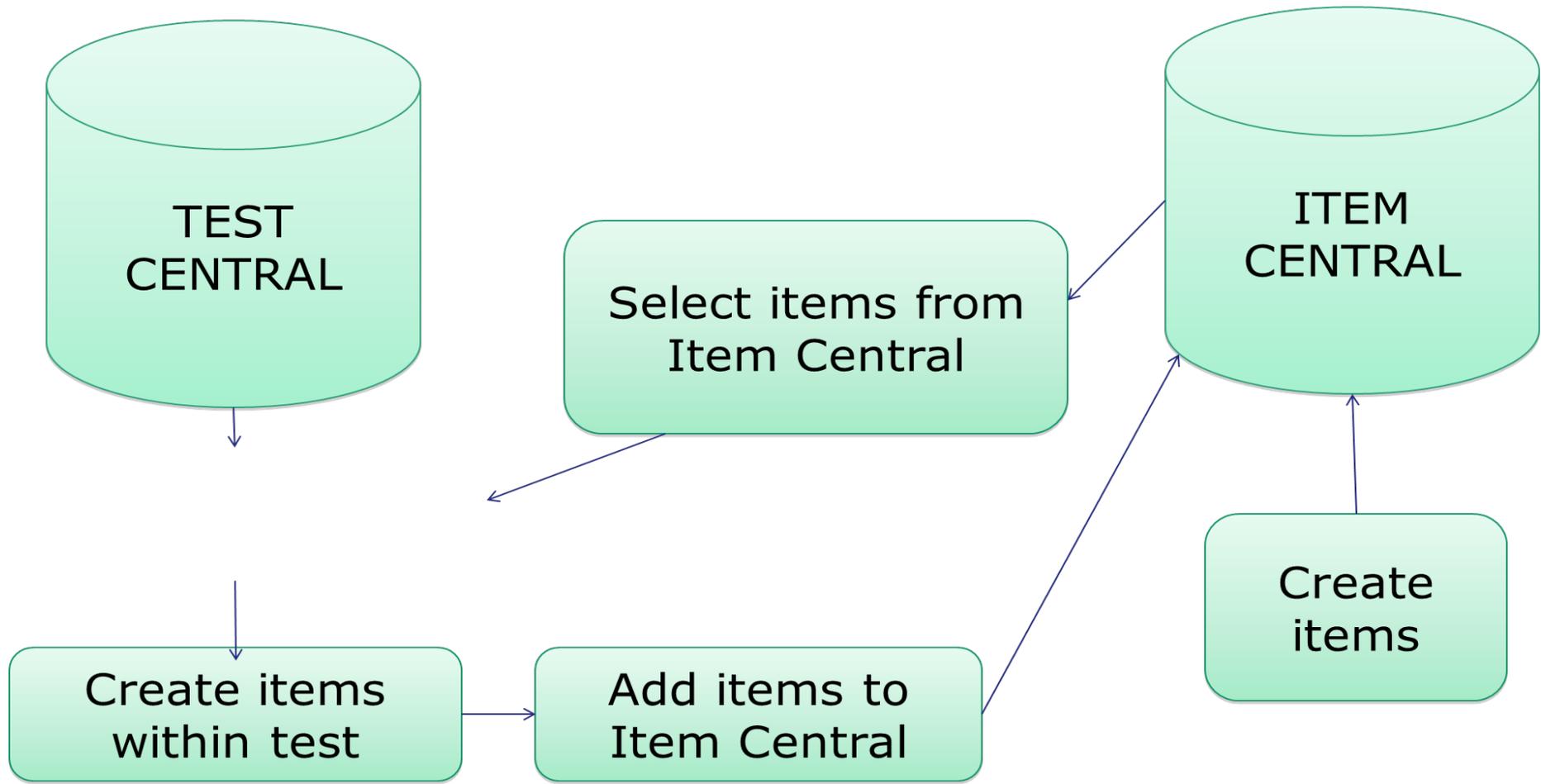
What is Assessment Admin?

- Assessment Admin is used to build tests and monitor the collection of results
- Reporting on the actual student responses is done in the Classrooms and School & District Data modules

The screenshot shows the HOME BASE Assessment Admin interface. At the top, there is a navigation bar with the HOME BASE logo, the text "NC INSTRUCTIONAL IMPROVEMENT SYSTEM", and user options: "Welcome, Teacher!", "Home Base Train...", "Sign Out", "My Account", and "Help". A search bar for "Find a Student" is also present. Below this is a main navigation bar with four tabs: "School & District Data" (Reports & Indicators), "Classrooms" (Rosters, Reports, Planners), "Assessment Admin" (Create & Monitor), and "Assessment Admin" (Create & Monitor). The main content area is divided into several sections: "Assessment Admin" (with a home icon), "Dashboard" (with a grid icon), "Create" (Tests, Items, Passages, and Rubrics), "Print" (Answer Sheets, Student Usernames, and Booklets), "Schedule, Assign, Choose Options" (Create start dates, set online options and assign tests to students), "View & Score Responses", and "Track Completion Rates" (See how many students have completed each test). On the right side, there is a "Find a Test" section with a magnifying glass icon and a "Find an Item, Passage or Rubric" section. At the bottom right, there is a "2 most recent (View All)" link.

Create Test Content

Create items separately or as part of a test



Locate Items, Passages and Rubrics



Item Central

Enter search text [Advanced Search](#)

- + Create New Item
- + Create New Passage
- + Create New Rubric
- Pending Items

Items Passages Rubrics

Subject Grade Standards Created By Course Specific Items Curriculum Curriculum 2 Passage Type

Mathematics ▶ Grade Gr 4

1197 items

- Filter by subject, grade, standard and more

Create Items – Multiple Types Available

- Multiple choice
- True/false
- Gridded
- Open response (can attach a rubric – if time)
- Inline response
- Matching

Note:

- Alerts do not refresh until page does
- Any Item type may be attached to a passage

Inserting Images

- Do not paste in image – must insert as a file
- For peak online test performance, use sizes below 250KB
- Resize images before adding
- Supported file formats: png, jpg, or gif
- Not suggested for passages of text
- Be sure to preview the item

Equation Editor



TeX-Math

$z=\frac{x}{y}$

Please select from the list of available shortcuts as most keys on your keyboard are not supported and may result in a content error.

| | | | | |
|---------------|-------|---------------|-----------|---------------|
| $\frac{x}{y}$ | e^x | $\sqrt[n]{x}$ | ' | $\sin \theta$ |
| \bar{a} | \pm | \mp | ∞ | α |
| \sim | $=$ | \neq | \approx | \cong |
| \equiv | \ll | \gg | \leq | \geq |
| \forall | $<$ | $>$ | \times | \div |

[See here for additional equations](#)

Preview

$$z = \frac{x}{y}$$

Cancel Save

Math Manipulative Options

The screenshot displays an interactive math test interface. At the top left, a green vertical bar is partially visible. The main content area is enclosed in a black border. On the left side, there is a question box with a question mark icon and the text "Question: How many centimeters is the below piece of rope?". Below the question is a blue ruler with a white rope piece placed on it. The ruler is marked from 0 to 15 centimeters. The rope piece starts at the 0 mark and ends at the 8 mark. Below the ruler, there is an answer box with a question mark icon and the text "Answer:". To the right of the question box, there is a dropdown menu with a downward arrow icon. The dropdown menu is open, showing three options: "Unit", "Inch", and "Centimeter". The "Centimeter" option is highlighted in blue. Above the dropdown menu, there are four icons: a ruler, a protractor, a compass, and a flag.

- Interactive manipulatives can be made available to students for online testing (ruler, protractor, compass)
- Manipulatives are enabled on a test by test basis
- Each manipulative has its own button which will launch the tool
- NOTE: Due to a Safari 5 defect we are unable to support manipulatives on this browser, Mac users can use Safari 6 or Google Chrome

Item Visibility Options

Add to Item Central

1 item will be added to Item Central.

Current Availability: My Items

Select who can view this in Item Central

Save for myself

My Items
Item can only be edited by you

Share with others

District Item Admins Only
 District and School Item Admins
 Everyone (District and School Item Admins, Teachers)

Item can only be edited by District Item Admins

- Users permissioned to create items for other users will see this screen when they save an item and have the option to choose who else will be able to see the item

Creating a Passage for Multiple Tests

Read and Review:

The following is a rough draft of a student's report. It contains errors.

Eva Chan
English
Mr. Rodriguez
October 18, 2003

James Baldwin

1 James Baldwin was born in 1924 in New York, New York. As a child, he read all the time. His most favorite authors were Fyodor Dostoyevsky, Charles Dickens, Marcel Proust, and Henry James (Ethridge 573-74). According to Janet Johnson, "Baldwin was a super student and received individual attention from many of his teachers. He knew early on that he wanted to be a writer, so he observed his surroundings closely" (43).

2 After graduating from high school in 1942, Baldwin secured a factory job in New Jersey. He soon left this job, however, and moved to Greenwich Village to pursue a writing career. In 1944, Baldwin met novelist Richard Wright, an author he greatly admired. Wright helped Baldwin win a fellowship that allowed himself the financial freedom to write. Although successful in getting his work published, Baldwin was dissatisfied with his writing. He felt he needed a fresh perspective. He left the United States in 1948 and moved to Paris. (Johnson 88-90)

QUESTION 1

Question:

Read the sentence from Paragraph 3 of the report.

In the 1950s, Baldwin returned to the United States, where he became an esteemed lecturer and where his works sold like mad (Ethridge 574).

How should the underlined part of the sentence be rewritten to match the overall tone of the report?

Answer:

[Hide](#) A flew off the shelves

[Hide](#) B did really well in stores

[Hide](#) C became bestsellers

[Hide](#) D made tons of money

- Create with first item, when you create additional items link the new passage to them
- Add subject and grade, type
- Save or add new item
- Passage orientation is for online testing only

Rubric for Open Response Items

Rubric Detail: KP ACT Gr. 9



English Language and Literature, Grade 06 - Grade 09

Creator: Testing, QA

Sharing: Everyone in 521 Schools

Created: 05/30/2013

Source: National School District

Publisher: Not Provided

Keywords: Not Provided

Status: [Items Using This Rubric: 2](#)

 Copy

 Edit

 Delete

 Return this Rubric

| | Point 1 Below Basic | Point 2 Basic | Point 3 Proficient | Point 4 Above Proficient |
|---|------------------------|-----------------------|-----------------------|-----------------------------|
| Writes Persuasive Essay ACT-Eng9-B.2.c: Craft first and final drafts of persuasive papers that support arguments with detailed evidence, exclude irrelevant information, and correctly cite sources | No evidence | Satisfactory evidence | Excellent evidence | Outstanding evidence |
| Organizes Writing ACT-Eng10-B.3.b: Organize writing to create a coherent | No evidence | Satisfactory evidence | Excellent evidence | Outstanding evidence |

A green decorative element consisting of a vertical bar and a horizontal dashed line.

Two Kinds of Tests

Benchmark

- Results appear in School & District Data and Classrooms
- Tests created at the district or school level for the purpose of institution-wide data collection
- Only highest level category used for KPI calculations

Classroom

- Results only appear in Classrooms
- Tests created for the purpose of classroom use
- Can be teacher-created or selected from a pool of pre-made tests
- My Classroom or Common Classroom categories available

Ways to Create a Test

- Express Test
- Manual Test



Create an Express Test

Quicker

Select the standards you want covered, and an assessment will be created for you.

You can edit the structure at any point.

Start Now



Create a Test Manually

More Flexible

Find items or write your own, and assemble an assessment with maximum flexibility.

Start Now

Express Test Method

| Standard | Available Items | Items |
|--|-----------------|---------------------------------|
| ACT-Alg1-A.1.b: Find the greatest common factor and least common multiple of a set of whole numbers  | 4 | <input type="text" value="2"/> |
| ACT-Alg1-A.1.c: Use rational numbers to demonstrate knowledge of additive and multiplicative inverses  | 6 | <input type="text" value="2"/> |
| ACT-Alg1-A.1.d: Simplify ratios  | 5 | <input type="text" value="2"/> |
| ACT-Alg1-A.1.e: Use scientific notation when working with very large or very small quantities  | 4 | <input type="text" value="2"/> |
| ACT-Alg1-A.1.f: Add, subtract, multiply, and divide rational numbers, including integers, fractions, and decimals, without calculators  | 5 | <input type="text" value="2"/> |
| | | <input type="text" value="10"/> |

[Build Express Test](#)

- Select the standards to include and the number of items for each
- Tip – request more than you need so you can pick the best options

Manual Method

Unit 8 Quiz [14526]

Ready to Schedule

Test Stage **Private Draft** Ready To Schedule Scheduled In Progress Completed

▶ Actions

▶ Schedule Information

▶ Associated Resources

▶ Test Properties

▶ Customize Test

Add New Item

ITEM 1 Inline Response from Item Central

This morning, I went to the 1 - (A) supermarket (B) moon
(C) happy (D) new and bought some milk and eggs. I knew it was
going to rain, but I forgot my 2 - (A) pencil (B) umbrella and
ended up getting 3 - (A) job (B) one (C) wet on the way

[View](#)
[Edit](#)
[Replace](#)
[Remove from Test](#)

| | |
|----------------|--|
| Correct Answer | Gap 1 - A Gap 2 - B Gap 3 - C |
| Point Value | 6 Points: Gap 1 - 1 Gap 2 - 2 Gap 3 - 3 |
| Standard ID | LA.2.R.1 |

- Add your own questions or use existing items

Where is My Test?

Two Dashboard Versions

Assessment Dashboard

Find a Test [Test Central](#)

Enter Test name or ID All subjects

Recently Viewed Tests Grade Level to

[Find an Item](#)

[Create a Test](#)

[Create an Item](#)

My Tests 10 most recent

Upcoming Test Window 5 starting

In Progress Tests 10 ending

Scheduled Tests 1 starting

Test Dashboard

All Sections

[Create](#)

[Find](#)

Active Tests [Benchmark Tests](#) [Classroom Tests](#) [Recently viewed tests](#)

My Classroom All subjects to

Results 1 - 1 of 1

| Test Name | Test Category | Online Passcode | Start Date | Subject | Grade | Collection Status | Actions |
|-----------------------------|---------------|-----------------|------------|-------------|-------|-------------------|-------------------------|
| Unit 7 Quiz | My Classroom | DEXYDY8 | 05/29/2013 | Mathematics | Gr 5 | Not Started | Actions |

- Use to locate tests
- Screen varies for teachers with no extra permissions

Test Schedule Dates

Schedule a Test: Test Settings

Unit 9 Quiz[14543] [View Details](#)

Test Stage Private Draft Ready To Schedule Scheduled In Progress Completed

SUBJECT: English Language and Literature ADMINISTRATION DATES: Not Scheduled
GRADE LEVEL: Gr 2 COLLECTION STATUS: Not Started

Test Settings

Start Date*

End Date*

Score Due Date*

Prevent the students from accessing the test results until after the end date

- The dates must be within the current school year
- You can scan paper tests any time after the start date, even beyond the end date
- Online tests can be administered any time within the window, and even after if the window restriction option is not selected
- Students can take the test when provided with the online passcode
- The score date is the recommended date for the test proctor to complete and score open response items and scan test results

Online Test Options

Note: It is highly recommended to [Preview Online Test](#) before administration to students.

Administer this test with Schoolnet Browser Test Tunnel - Standard browser settings
 Schoolnet Secure Tester - Schoolnet's built-in Secure Tester delivery system

Online Passcode is required for a student to access this test:

- Show student scores upon test submission
- Display this test on the Take a Test list on the student home page
- Prevent the students from accessing the test before the start date or after the end date
- Enforce test time
- Timed Test
- Scramble question order (will override custom question labels in student's online test)
- Scramble answer choices (applies to Multiple Choice, Inline Response, and Matching item types)
- Allow students to pause test
- Allow only assigned students to take test
- Limit student test access to approved internet addresses

- Teachers will have an option to share the test with their Gradebook.
- Scramble questions -Do not use this option if your test has multiple passages with multiple linked questions - feature could hinder students by forcing them to answer multiple questions on the same passage out of order