



North Carolina Home Base Guidelines for Building Benchmark Assessments

Primary Audience: District or school testing coordinators responsible for creating benchmark assessments.

Purpose of Document: To provide Testing Coordinators with guidelines and instructions for building benchmark assessments in Home Base. Benchmark assessments items are secure at the district level. Testing Coordinators at the district level have access to both benchmark and classroom assessment items, so it is important to take extra care to ensure that the items used for benchmark assessments are intended for benchmark use and not classroom use.

Roles Required

Testing Coordinators, or any staff at the district level responsible for building benchmark assessments, need to have additional member roles in order to access the benchmark assessment items within the system. The additional member roles required are:

Test Item Administrator

Access to Assessment Management

You can find more information about the roles and permissions at <http://www.ncpublicschools.org/docs/homebase/getting-ready/implementation/roles-permissions.doc>. Please work with your data manager to make sure that you have the appropriate roles.

Accessing the Assessment Tools of Home Base

The assessments tools of Home Base are in the Instructional Improvement System (the product is Schoolnet). These tools are accessed through your initial Home Base log-in (into PowerSchool).

HOME BASE™

Teacher Sign In

Select Language
Demo - Canada

Username

Password

Sign In

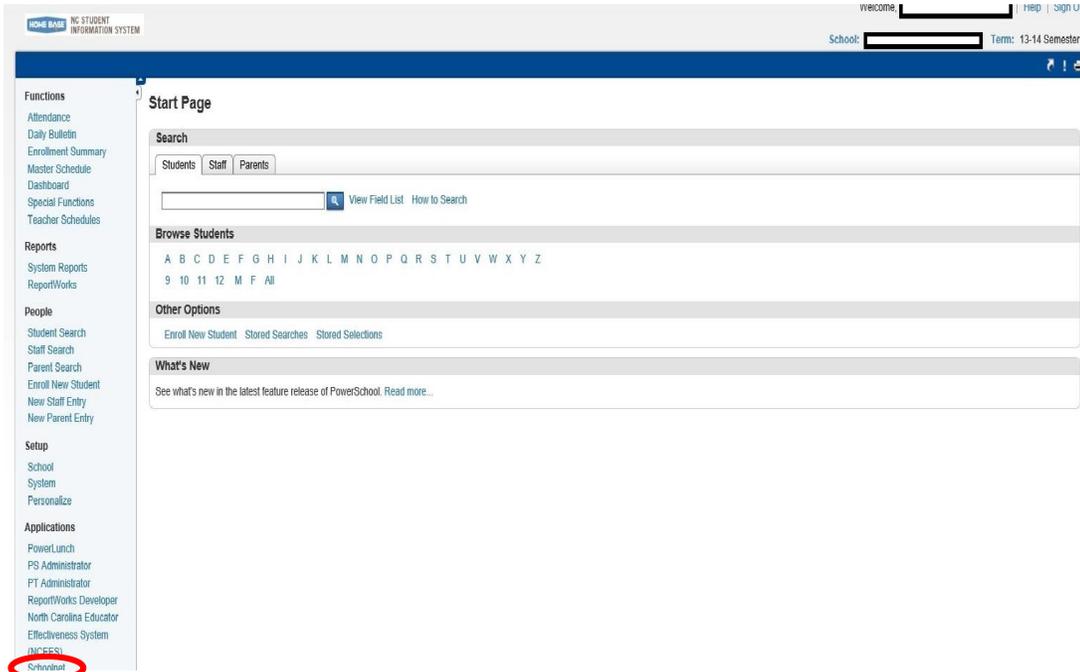
PowerSchool

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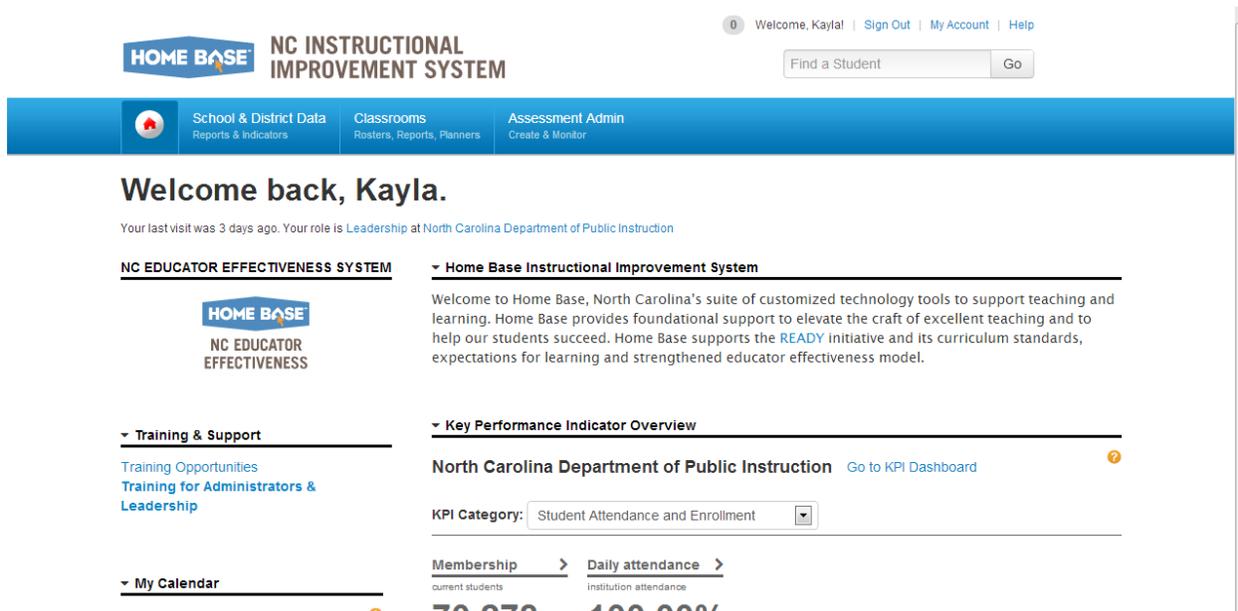


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After initial log-in (you will be in the Student Information System), select Schoolnet at the bottom of the left navigation panel to move over to the Instructional Improvement System components (as shown in the screen shot below).



You are now in the Instructional Improvement System of Home Base and should see a home page similar to the screen shot below.





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Here you can 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. Do not click on Assessment Admin, just hover over the text and a drop down menu will appear (as in the screen shot below).

The screenshot shows the HOME BASE NC INSTRUCTIONAL IMPROVEMENT SYSTEM interface. At the top, there is a navigation bar with 'HOME BASE' and 'NC INSTRUCTIONAL IMPROVEMENT SYSTEM' logos. Below this is a blue tool bar with 'Assessment Admin' highlighted. A dropdown menu is open under 'Assessment Admin', showing several options: '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', 'Track Completion Rates' (See how many students have completed each test), and 'Manage Test Windows'. The 'Create' option is circled in red. The background shows a dashboard with a '3,734' and '100.00%' display.

When you hover over Assessment Admin, there are 3 main options: dashboard, create, and find. At the top of the center column is the “Create” option that is used to create tests, items, passages, and rubrics to use in the system.

To create a benchmark assessment, you will hover over Assessment Admin (in the blue bar) and then select “Create” from the top middle column. You will then be taken to the create screen.



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For Benchmark Assessments it is important to always select the option to “Create a Test Manually.” Once you click on the “start now” button under “Create a Test Manually,” you will begin setting up your assessment.

Create a Test Manually

Steps 1-7 below are all required to fill in form to create a test manually (screen shot provided to the right).

1. On the Create: Manual Test page, enter a test name following any established naming conventions
2. 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 – Test can be shared institution-wide and results appear in the Classrooms module only
 - My Classroom - Results appear in the Classrooms module only



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3. Choose the score type to display for this test:

- Total Score – 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)

4. Select the subject, grade level, and standards document that align to the items

5. Answer Key Only (AKO) should be set to No if you are creating a new assessment (for more information on the Answer Key Only option, please go to the Classrooms module and select instructional Materials. From the dropdown for subject select Home Base Training and in the keyword field enter AKO.

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

7. If students or parents have access to test results, hide item content, if needed (Item Content should always be hidden (click Yes)for benchmark assessments so that the items are not available to the students along with their results)

After you have completed all the fields in steps 1-7, click the **Generate Test** button in the bottom right corner of the screen.

8. After you click Generate Test, you will land on the Test Detail page for editing the first item.

The screenshot shows the 'Create: Manual Test' interface in the NC Instructional Improvement System. The form is titled 'Create: Manual Test' and includes the following fields and options:

- Test Name***: Text input field.
- Institution Source**: Dropdown menu with 'Cumberland County Schools' selected.
- Test Category**: Dropdown menu with 'District Benchmark' selected.
- Score Type**: Dropdown menu with 'Total Score' selected.
- Subject***: Dropdown menu with 'All subjects' selected.
- Grade Level***: Two dropdown menus for selecting a range.
- Preferred Standards Document**: Dropdown menu with 'Common Core State Standr' selected.
- Answer Key Only**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Uses Manipulatives**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Hide Item Content from Test Results**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Number of Items**: Input field with '40' and a checkbox for 'All Multiple Choice'.
- Optional**: A section with a 'Description' text area.

At the bottom right of the form, there are three buttons: 'Cancel', 'Clear', and 'Generate Test'.



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9. You first need to select an item type for the item (if you are going to manually type in a new item) or you need to select “Lookup in Item Central” if you want to search through existing items in the system to add to your test (for example if you wanted to search for the same items that were used on a ClassScape assessment previously). For more information on manually creating individual items, please reference the quick reference guides located under Classrooms/Instructional Materials and select Home Base Training in the drop down subject list).

10. Once in Item Central, it is very important to first filter the items for Benchmark items only (as noted earlier in the document a district user has access to both classroom and benchmark items). To filter for benchmark items only:

- a. Select “Advanced Search” from the search bar (circled in red in the screen shot to the right)



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- b. On the advanced search screen, go to Publisher (third text box under Advanced Item Search) and enter NCDPI_Benchmark (this is the publisher for all state created benchmark items). Scroll down and click on search items in the bottom right corner of the screen.

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Item Central

[Create New Item](#)
[Create New Passage](#)
[Create New Rubric](#)

Advanced Search Options

Text Search

Enter search text

Standard Quickfind

No standard selected
[\[edit\]](#)
Standard Lookup

Advanced Item Search

Show only items linked to passages Include Deleted Items/Passages Show only items linked to rubrics

Keyword:

Subject:

Grade Level: to

Author:

Created By:

P-Value: to

Publisher:

None Selected

No. of Exposures: to

Name:

Cognitive Demand Level:

Estimated Item Difficulty:

Authored Difficulty:

Item Discrimination:

- c. On the advanced search screen you can also narrow the search by adding subject, grade level, keywords, etc.

****If you are looking for an item that you used in ClassScape, just type the item number in the search bar or in the field for item name and search (you can then add the item to a test and re-build the same benchmark that you had previously used in the ClassScape system).**

- d. The search results will display the items that meet the search criteria you provided on the advanced search screen. To select an item to add to the test simply check the box next to the item, then scroll down to the bottom of the screen to select “add items to test.”

****NOTE** – you must click “add items to test” before moving on to the next screen. The system will not store your selections from one screen to the next.



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Item Central

Results exceed 500 items. Please refine your search to view additional items.

Item Search Results (500) [Open Filters](#)

Sort by

Results 1 - 25 of 500

« First | < Prev | Next 25 > | Last »

Multiple Choice

Which is an accurate description of independent assortment in sexual reproduction?

When sister chromatids separate

Subs homologous chromosomes randomly separate

[View](#)
[Edit](#)
[Preview](#)

Subject: Life and Physical Sciences
Grade Level: 09
Standard: Bio.3.2.1
Keyword:
Publisher: NCDPI_Benchmark
P-Value: -
Exposures: 0
Estimated Difficulty Level:
Discrimination Level:

Multiple Choice

What is the process that occurs during meiosis that causes genetic variation?

Acytokinesis

Prophase I

[View](#)
[Edit](#)
[Preview](#)

Subject: Life and Physical Sciences
Grade Level: 09
Standard: Bio.3.2.1
Keyword:
Publisher: NCDPI_Benchmark
P-value: -
Exposures: 0
Estimated Difficulty Level:
Discrimination Level:

RESULTS PER PAGE

[Add Items to Test](#)

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11. After you add items to the test, you will go back to the Test Detail page, where you will have options to add items and edit your assessment.

Unit 10 Quiz [8047]

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

Actions

- Copy Test
- Delete this Test
- Download Test (pdf)
- Download Test (Word)
- Download Answer Key
- Cover sheet
- Preview Online Test

Add New Item

ITEM 1 **Multiple Choice from Item Central**

Tina used $\frac{7}{8}$ of the stamps in a book. Which two fractions are equivalent to $\frac{7}{8}$?

A $\frac{1}{7}, \frac{1}{8}$

B $\frac{14}{16}, \frac{14}{21}$

✓ C $\frac{21}{24}, \frac{35}{40}$



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12. As you add or edit an item, use the Test Items bar on the item detail page to view which items are incomplete; click a number to navigate to that item



13. From an item detail, click Return to Test Detail to view all items and test options
14. After you address any item alerts, click Preview Online Test to view how students will see the test online
15. Close the preview window and click Public Draft, if available, and then Ready to Schedule

Your Benchmark Assessment is now ready to schedule.