



North Carolina Home Base Building Assessments with One Passage and Multiple Questions

Primary Audience: District, school, or teacher users creating ELA assessments with passages in Home Base.

Purpose of Document: To provide users with a quick guide for how to quickly build an assessment with one passage and multiple questions (this functionality is not available when using the Create Express Test feature).

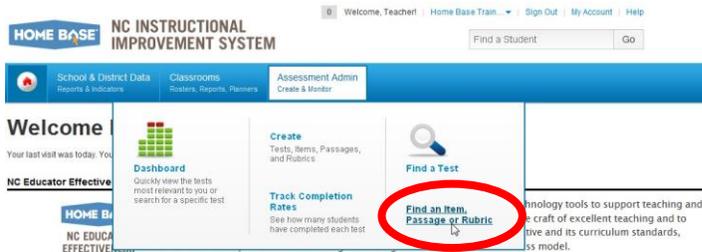
Roles Required

There are no specific roles required. Any users with leadership, staff, and teacher roles that can create and build items and assessments have the access to search passages and create assessments.

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.

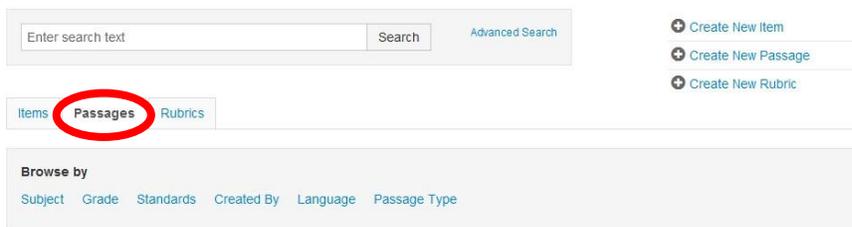
Creating an Assessment with one Passage and Multiple Questions

1. Log into Home Base and click on **Schoolnet** in the left hand navigation.
2. Go to **Assessment Admin**, then click on **Find an Item, Passage or Rubric**



3. Click on the Passages Tab

Item Central





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- Filter for the specific subject, grade and standard (as appropriate) using the options under **Browse by**, and then click on **View Results**.

The screenshot shows a navigation bar with tabs for 'Items', 'Passages', and 'Rubrics'. Below this is a filter section with categories: Subject, Grade, Standards, Created By, Language, and Passage Type. The selected filters are 'English Language and Literature', 'Grade 07', and 'CCSS.ELA-Literacy.RI.7.5'. On the right, it indicates '5 passages' and has buttons for 'Clear Selection' and 'View Results' (which is circled in red).

- All of the Passages (based on your filters and your permissions) will display. Use the + to see the passage.
- On the right hand side of the screen, you can see the number of items associated with a passage. Click **View** to view the passage and all the associate items.

The screenshot shows a passage card for 'Windshield Wipers' by Mary Anderson, by Catherine Thimmesh. The card includes an illustration of a car's windshield. On the right side, there is a 'View' link with a red arrow pointing to it, and a box containing '60 Items'. Below the passage card, there is another card for 'Together' with an illustration of hands. To the right of the 'Together' card, there is another 'View' link and a box containing '56 Items'.

- Now your passage shows on the page and below that you can select which questions you want to add to the assessment by putting a check mark in the box next it. You can click on the + to see the question. When you have made your selections, click on **Add Passage and Selected Items to Test**.

The screenshot shows a list of questions with checkboxes and 'View' links. At the top, it says '26 Items Linked to Passage'. Below this is a table with columns for 'Add New Item', 'Expand All Collapse All', and 'Add Passage and Selected Items to Test'. The first row is 'Open Response' with a checkbox. The second row is 'Multiple Choice' with a checked checkbox and a red box around it. The third row is 'Open Response' with a checked checkbox. The fourth row is 'Multiple Choice' with a checked checkbox. The fifth row is 'Open Response' with a checkbox. The sixth row is 'Multiple Choice' with a checked checkbox. A red arrow points to the 'Add Passage and Selected Items to Test' button.



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8. Use the **Find a Test** option or click on **Select** if you see your test listed under Available Tests.

Find a Test

Test Name/ID

Subject

Grade Level to

[Advanced Search](#)

Available Tests

Results 1 - 1 of 1

| Test Name | Subject | Grade Level | Test Stage |
|--|-----------------------------|-------------|---------------|
| Select 20131015-edit-publisher-items | Social Sciences and History | 10 | Private Draft |

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If you do not want to add the items to an existing test, you can click on the button to **Create new Test with these items.**

9. Click on **OK** when you are prompted to verify you want to add these items to your test.

You are adding 1 passage and 6 items to Grade 5 - Week 12 - Readng. Are you sure you want to do this?

*If you selected to **Create new Test with these items**, you will complete the steps to create a new test.

10. In the test details screen, you can see the specific standard to the right of each question. You also have the option to delete (Click on **Actions** and select **Remove from Test** in the dropdown) any questions you don't want on the right hand side. You can also add items if necessary.



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Item 1 Multiple Choice from Item Central

How does the author use the first sentence of the selection to develop her ideas?

- ✓ A to introduce the topic and engage the reader
- B to persuade the reader about a point of view
- C to entertain the reader with a humorous anecdote
- D to inform the reader about background information

Actions

Correct Answer
A

Point Value
1

Standard ID
CCSS.ELA-Literacy.RI.8.5

Associated Passage(s)
John Gutenberg
Invents the Printing
Press

Formula Reference Sheet
None

Actions

- View
- Edit
- Replace
- Remove from Test
- Timer off

Literacy.RI.8.5

11. **Preview Online Test** to make sure the passage and questions display as you intend for them to on the students' online assessment.

▼ Test Actions

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

12. Once you have added all the questions for your test, you are finished and can move on to **Ready to Schedule**.

Test Stage

- Private Draft
- Public Draft
- Ready To Schedule**
- Scheduled
- In Progress
- Completed