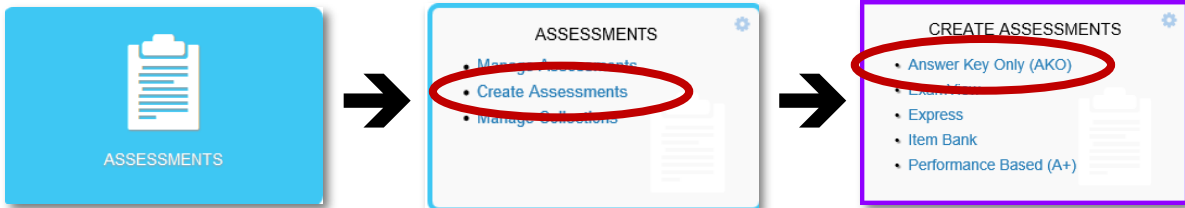


Creating an Answer Key Only Assessment

► Create Assessments

1. Click the “Assessments” tile.
2. Select the “Create Assessments” option.
3. Select the “Answer Key Only (AKO)” option.



► Assessment Info

Provide general details about the assessment.

Tip: Notice the type of assessment appears on the top left corner of the window.

- 1 Assessment Level:** Select the “School” option if the test is intended to be used as a common assessment for the school or grade level.
- 2 Assessment Name:** The name should describe the assessment as well as include the school year (i.e. 20–21). Including the school year is helpful when copying a test from one year to the next.
- 3 Subject:** Select the subject area for the test. Additional subject areas may be added on the next screen.
- 4 Existing Collection (Optional):** A collection is a means to organize assessments by subject or other criteria. Select or create a new collection, if desired.
- 5 Student Selection:** There are three options for scheduling students. For elementary schools, schedule all students or select a grade level if creating a common assessment. For secondary schools, schedule students by course or grade level, depending on your purpose for the assessment.

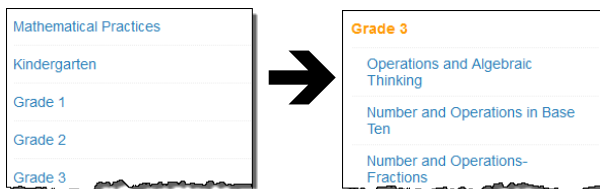
► Standards

Select standards planned to be used in the assessment.

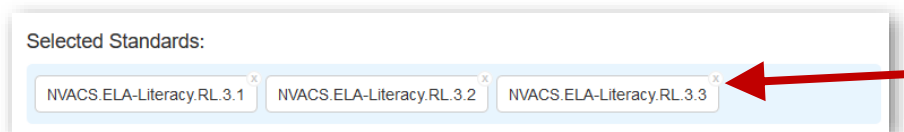
1. **ELA:** Select the strand, then the grade level.



Math: Select the grade level, then the strand.

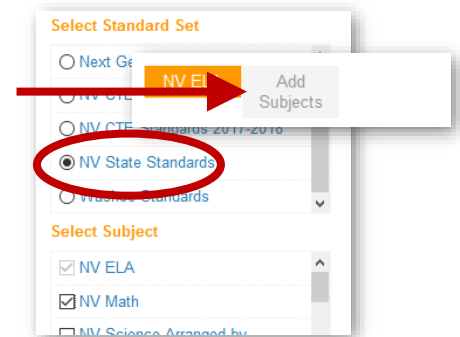


2. Select one or more standards, as desired, for the assessment.
3. The selected standards are shown above the standards list. Standards may be removed by clicking on the “x” on the top right corner of the listed standard or by removing the checked standard within the list.



TIP: Assessments may be made that incorporate items from multiple subject areas.

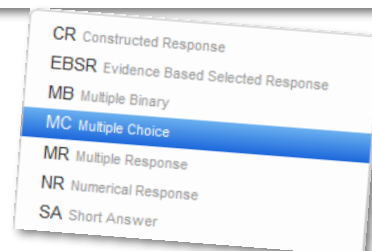
- a. Click the “Add Subjects” button to add additional standards.
- b. Select the “NV State Standards” option and then the desired subject area.



► Answer Key

Select items types and enter answer details for the assessment.

1. Enter the number of assessment items and click the “**Update**” button.
2. For each assessment item, select the item type and enter the corresponding item specific details needed for the correct answer(s).
3. Select one or more standard that aligns to the item.

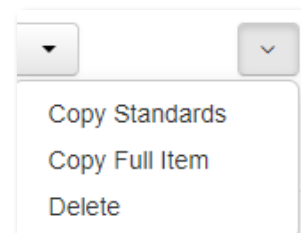
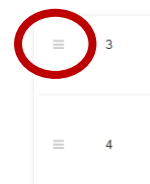


Item Type Summary

Item Type	Item Details												
<p>CR Constructed Response</p>	<ul style="list-style-type: none"> ➤ Enter a point value for the written response. ➤ An item may be weighted on the assessment using a multiplier. For example, you might want to score the item with 0, 1, 2, or 3. Add 3 as a multiplier. The assessment is scored in multiples of 3 (0, 3 6, 9). If the item is not weighted, enter 1. ➤ (Online) Click the dropdown menu at the end of the column to add a character limit to the constructed response. <div data-bbox="630 464 1341 814" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Character Limit Settings ⓘ</p> <p>Character Count: <input type="radio"/> No Character Limit ⓘ <input checked="" type="radio"/> Characters Remaining ⓘ <input type="radio"/> Characters Used ⓘ</p> <p>Example: Characters: 100 Characters: 100/100 Characters: 0/100</p> <p>Character Limit Value: <input type="text"/></p> <p>– Suggested Character Limits</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="3">STAAR Online Typed Character Limits</th> </tr> <tr> <th>Subject</th> <th>Written Composition</th> <th>Short Answer</th> </tr> </thead> <tbody> <tr> <td>English II</td> <td>1,750 characters</td> <td>675 characters</td> </tr> <tr> <td>English I</td> <td>1,750 characters</td> <td>675 characters</td> </tr> </tbody> </table> </div>	STAAR Online Typed Character Limits			Subject	Written Composition	Short Answer	English II	1,750 characters	675 characters	English I	1,750 characters	675 characters
STAAR Online Typed Character Limits													
Subject	Written Composition	Short Answer											
English II	1,750 characters	675 characters											
English I	1,750 characters	675 characters											
<p>ESBR Evidence Based Selected Response</p>	<ul style="list-style-type: none"> ➤ This item includes two related questions. Each question may be either MC or MR with up to nine answer choices. ➤ Select the letter or number sequence that is shown on the assessment. 												
<p>MB Multiple Binary</p>	<ul style="list-style-type: none"> ➤ Up to six related questions may be scored as one item. The scoring is based on all answers being correct. <i>Use the multiple-choice item type with two answer choices if you want to score each question individually.</i> ➤ Select True/False (T,F); Yes/No (Y,N); or Correct/Incorrect (C,I). 												
<p>MC Multiple Choice</p>	<ul style="list-style-type: none"> ➤ Up to nine answer choices may be used. ➤ Select the letter or number sequence that is shown on the assessment. 												
<p>MR Multiple Response</p>	<ul style="list-style-type: none"> ➤ Up to nine answer choices may be used. ➤ Select the letter or number sequence that is shown on the assessment 												
<p>NR Numeric Response</p>	<ul style="list-style-type: none"> ➤ Click the template button to select a premade griddable template. ➤ Type or click the grid to enter the numerical answer. The optional “Tolerance (T+)” button allows a range of answers. For example, if the answer is 100 and you would allow a response between 95 and 105, the tolerance would be entered as 5. 												
<p>SA Short Answer</p>	<ul style="list-style-type: none"> ➤ Enter the number of points assigned for a correct answer. This response is hand scored, either on the answer sheet or online. The score is based on the point value assigned to the question. 												




Tips When Working with Answer Keys

1. **Need more items?** Type the new number of items and click the **Update** button. New items will be added at the bottom of the list.
2. **Items need to be re-ordered?** Point to the three lines to the left of the numbered items, hold down the mouse button, and drag the item to its new location.
3. **Need to copy an item or standards?** Items or standards may be copied from the selected item down. Choose **“Copy Standards”** or **“Copy Full Item”** in the dropdown menu. You have the option to copy this item or standard to the rest of the questions or to any selected item.
4. **Need to remove an item?** Click the menu at the end of the item’s row and select **Delete**.
5. **Need additional standards or remove ones not used?** Click the previous button or **“Standards”** on the Process ribbon at the top of the screen to return to the Standards page.



► Performance Level

Adding a performance level is optional, but helps to identify students performing within specified ranges.

1. **Premade Performance Levels.** Click the  button to add performance levels set by the district.
2. **Custom Performance Levels.** Click the  to create your own performance levels. These will only be available for the current assesment. (*Contact Assessment Support to add performance levels that are often used and not on the current template list.*)
3. **No Performance Levels.** Click the  button to skip these for your current assessment.

► Setup and Publish

Select options that you will be available when administering the assessment.

The screenshot shows a configuration window for an assessment. It includes the following elements:

- 1 Administration Window:** A date range selector set to 09/02/2020 - 04/02/2021.
- 2 Method of Delivery:** Three checked checkboxes for Scanning, GradeCam, and Online Answer Sheet.
- 3 Intended User:** Radio buttons for Student (checked) and Teacher.
- 4 Online Preview:** A button to preview the assessment online.
- 5 Upload Student Assessment:** A folder icon and an information icon for uploading files.
- Add Rubric(s):** A Show button.
- 6 Enable Browser Lock Down:** A toggle switch set to Off.
- 7 Online Settings:** A Show button.
- Answer Sheet Template:** Radio buttons for Individual Student and Class Roster (checked).
- Bubble Size:** Radio buttons for Normal (checked) and Large.
- Answer Sheet Printing Start Date:** A date selector set to 09/02/2020.
- Scoring End Date:** A date selector set to 04/02/2021.
- Personalized Review Assignment:** A PRA button with an information icon.

Featured Options

- 1. Administration Window.** The window may be set for the entire school year or a shorter period. Once the window closes, no tests may be administered or scored.
- 2. Method of Delivery.** Remove any checkbox if you do not intend to score using the selected method. Scanning is not an option for elementary schools, so this check should be removed.
- 3. Intended user.** When “Teacher” is selected, the teacher enters the answers on the computer, not the student.
- 4. Online Preview.** Allows for viewing the assessment as it will appear online for students.
- 5. Upload student assessment.** Click the folder to add your pdf file. The file may be dragged and dropped in the space provided or click the space to navigate to your assessment file. Students will be able to view the test online.
- 6. Enable Browser Lockdown:** Toggle this option on to prevent students from navigating to other webpages during an online assessment. (Not advised at this time due to variance in student devices.)
- 7. Online settings:** See “Online Settings” handout for more details.

When your assessment is complete, the last step is to click the **Publish** button! Make sure all the flags in the process chart show a checkmark. If not, return to that section and complete the missing element.

