



PCGEducation™
EdPlan™: Assessment I
User Guide

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v1.2

EdPlan™: Assessment I

Table of Contents

Creating Quick Test Keys	1
Creating and Editing Test Items	7
Creating a Question Based Assessment	13
Open the Test Wizard	13
Select Questions	15
Apply Points.....	17
Change Mastery Threshold	17
Create a Printable Assessment.....	18
Preslugging an Answer Document.....	21
Campus Administrator – Release/Assign Assessment.....	25
Activating Student Accounts.....	29

Creating Quick Test Keys



EdPlan™ Terms

Quick Test – An answer key that can be entered quickly and aligned to standards

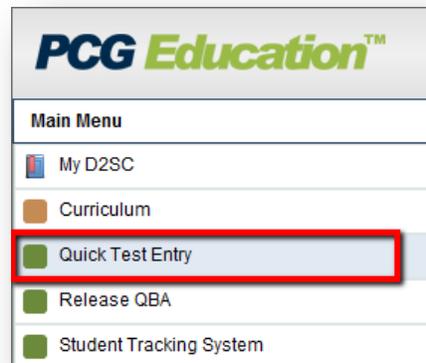
Question type – Kind of question that will be used such as ‘choose one answer’ (multiple choice), essay, or griddable

Mastery Threshold – The percent correct required for mastery for each objective

Cut Score – The lower limit for passing grades

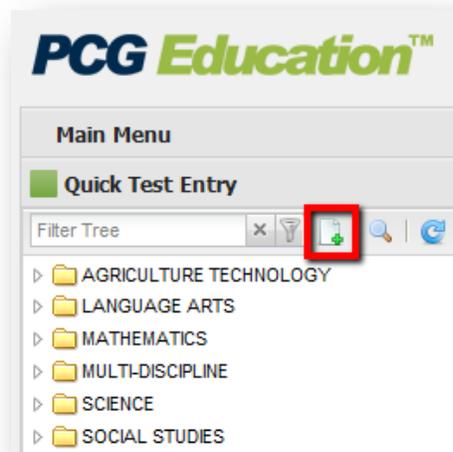
Quick Test Entry can be used for creating an answer key in EdPlan™ for use with scanned answer sheets, response pads, or students using online answer entry.

1. Log in to **EdPlan™**.
2. Click on the button for **Quick Test Entry**



3. Click the **New** button.

This will guarantee that there are no remnants from any other test previously created.

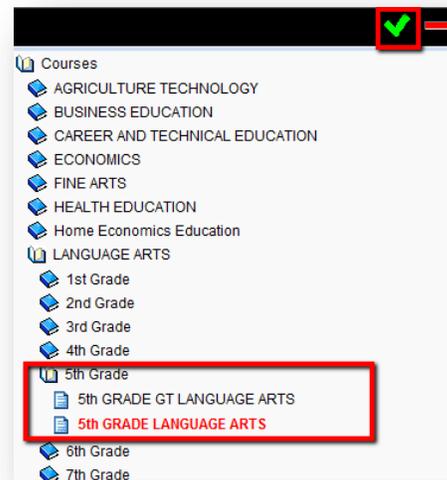
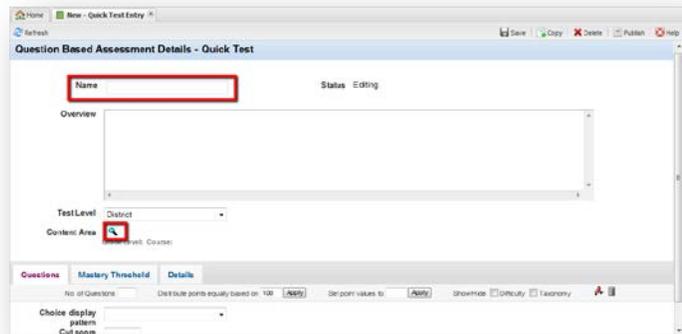


4. **Name** the test.

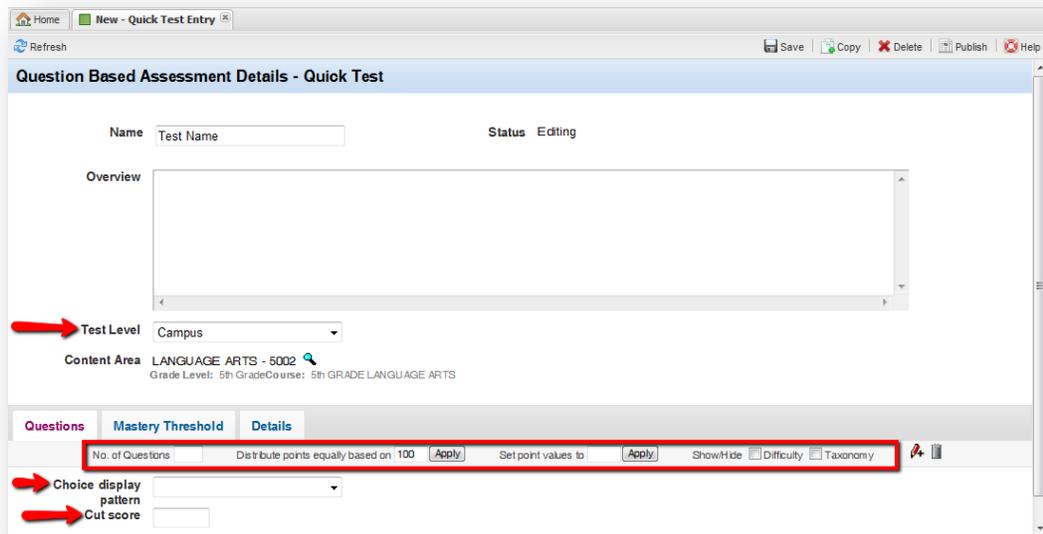
Keep in mind that the title of the test will determine how it is sorted in a list, so you may want to always start with content area or grade level, etc.

5. To select the **Content Area**:

- a. **Click** on the look up icon [] beside the word **Course**.
- b. When the dialog box opens, navigate to the correct course by starting with the **subject**, then going to the correct **grade level**.
- c. Click on the name of the course to select it. The text will turn red.
- d. Scroll up to the top of the dialog box and click on the **green check mark** to save your selection.

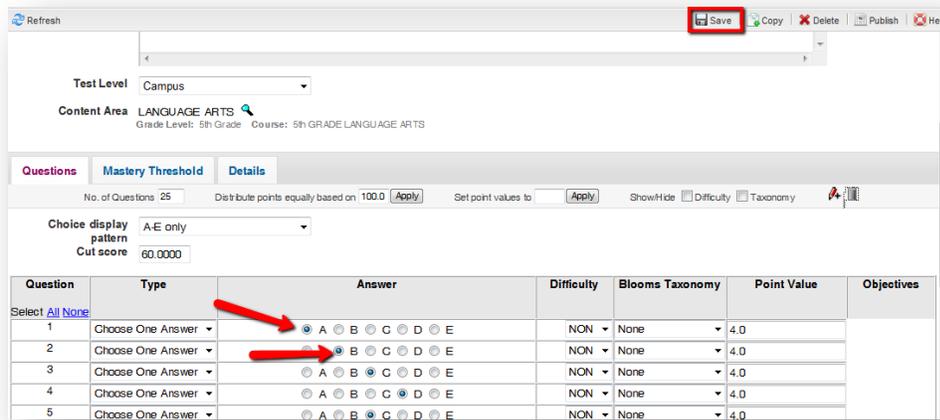


You are returned to the **Question Based Assessment Details – Quick Test** Screen.



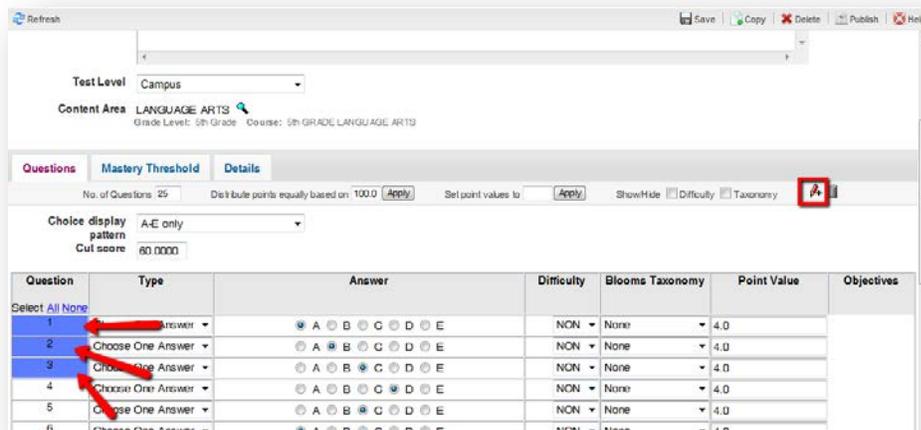
6. Select the **Test Level** for this assessment.
7. On the **Questions** tab, you may enter the assessment settings and defaults.
 - a. Enter the number of questions
 - b. For point options, select either:
 - **Distribute points** equally based on a grade (usually 100), and click **Apply**
OR (*choose between these two*)
 - **Set point values** for each question regardless of the number of questions, and click **Apply**.
 - c. Under **Choice display pattern**, choose how you wish your answer choices to be shown.
 - d. Enter a **Cut Score** for the test. It is used to set a passing rate on an exam. If the cut score is set at 70, then on the pass/fail reports students scoring a 70 or higher to be identified as 'Passing' the test.
 - e. If the box is checked for **Hide Difficulty** or **Hide Taxonomy** (or both), it simply hides those columns in the screen below.

- f. Under the **Type** column, choose what type of answer will be required for each question:
- **Choose One Answer** – a multiple choice question where there is only one correct answer
 - **Essay** – any performance piece question
 - **Gridable** – numeric answers that are gridded on the answer document
 - **Rubric** – performance piece questions graded and then bubbled on answer document by teacher. Based on number of points assigned to question, the student receives the number of points based on what is bubbled on the document (A = 25%, B = 50%, C = 75%, D = 100%, E = 0%)
- g. The **Answer** column will then populate based on information provided under the **Type** column. Under the **Answer** column, click on the correct answer for each question, using your answer key, and save your test data by clicking on the **Save** icon  in the upper right corner of the screen.

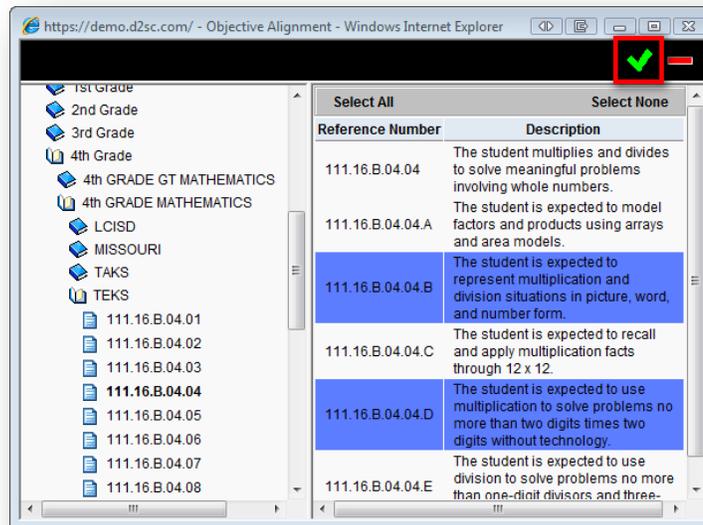


- h. Select the **Objectives/Skills** for each question by clicking on the question number to select it, and click the  icon to the right of the **Point Value** column.

Note: You may select multiple questions that have the same objective.



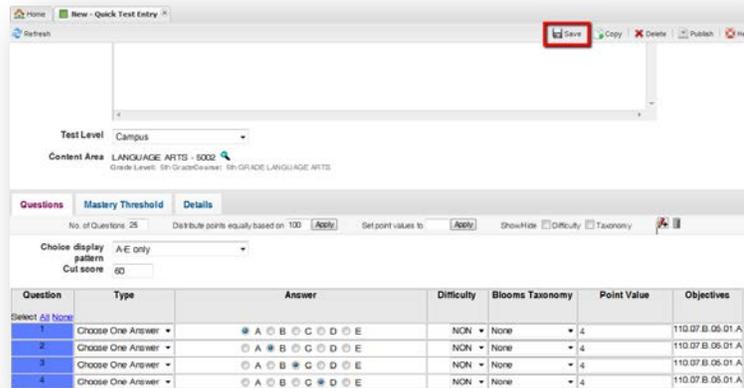
Clicking the  icon opens an **Objective Alignment** dialog box.



- Navigate to the correct subject and grade, then open the folder for the set of objectives you need.
- On the right side of the box, you will see a list of the objectives for that subject and grade level. Click on the student expectation for the question. It will highlight in blue.
- Click the green check at the top of the window. It will appear on the far right side of the test item.
- Click the question number to “deselect” it, or click on **Select None** at the top of the Question numbers.
- Repeat the process with the remaining questions. There is no limit to the number of objectives you may associate with a question.

IMPORTANT: *If you need to remove an objective you have added to a question, be **SURE** that the question number is **NOT** selected before you click the trash can! Only the objective to be removed should be highlighted blue. If the question number is highlighted, then the question will also be removed!*

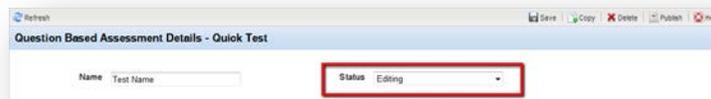
8. Click the **Mastery Threshold** tab and set values for each objective as a percent (without the % sign). For example, if a student must show mastery by answering 70% of the questions for each objective correctly, then the mastery threshold would be **70**.
9. Click the **Save** icon in the upper right corner of the screen.



Question	Type	Answer	Difficulty	Blooms Taxonomy	Point Value	Objectives
1	Choose One Answer	A B C D E	NON	None	4	110.07.B.05.D1.A
2	Choose One Answer	A B C D E	NON	None	4	110.07.B.05.D1.A
3	Choose One Answer	A B C D E	NON	None	4	110.07.B.05.D1.A
4	Choose One Answer	A B C D E	NON	None	4	110.07.B.05.D1.A

The test is still in **Editing** mode, so look over it to be sure you have entered all of the answers correctly and associated the proper objectives.

10. If you are satisfied that the test is correct, change the drop down box beside **Status** to **Finalized**, then **Save** again.

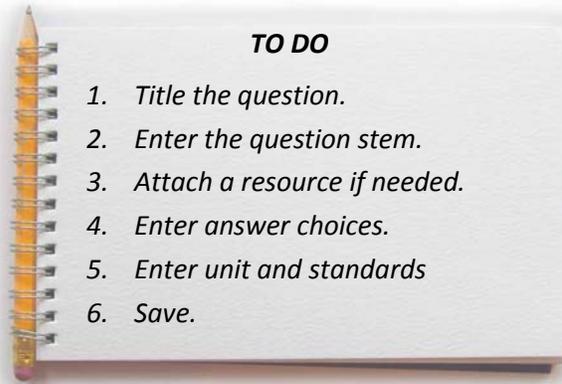


That is it! You are finished.

Note the following:

- The key may be released for scanning answer documents, as an online bubble form, or for use with eInstruction response pads (“Clickers”).
- Should you need to edit this key before it is released to students, change the status back to **Editing**, then **Save**. You will be able to edit the test.
- The status will change to “in use” when the test has been administered to students. You can no longer edit the key when it is “in use.”
- If the test is to be shared with others, it will need to be published before anyone else can see it. To **Publish** a test, click on the **Publish** button at the upper right. Check the **Add** box for the collection you need to publish the test into, then click the **Save** button.

Creating and Editing Test Items



EdPlan™ Terms

Question type – This is the kind of question you want to enter, such as select one (multiple choice), essay, etc.

Resource – a shared picture, graph, passage, etc for multiple questions

Additional Resource – Resource to follow entire question on printed version of test ONLY, such as a set of lines for a writing sample.

1. From the **Main Menu**, click **Maintain Questions**.
2. To create a new question item, select **New**  icon on the **Maintain Questions** button.

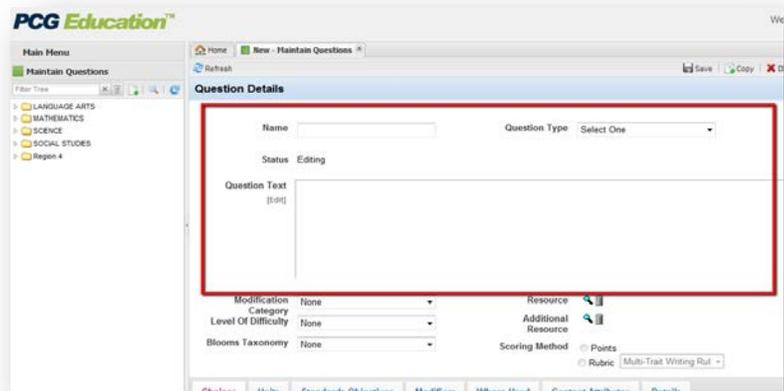


The **Question Details** screen will display in the viewing area.

3. Enter the **Name** of the question.
4. To enter the question stem, click on the **Edit** link to open the text editor.

Note: It may take a moment if opening the text editor for the first time. A message about trusting content from this source may appear. Click the “Always” button.

The text editor opens in a new screen.

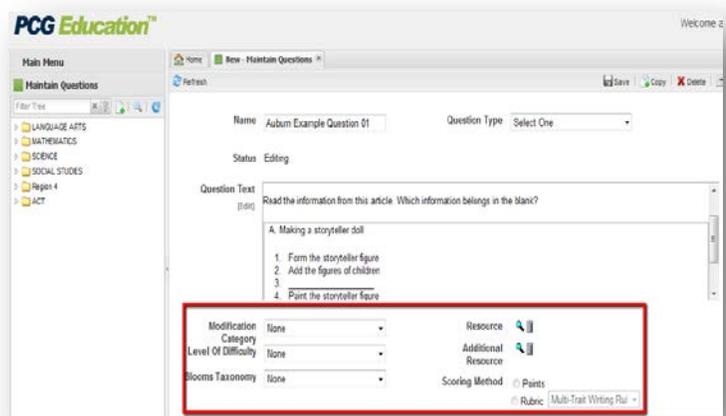
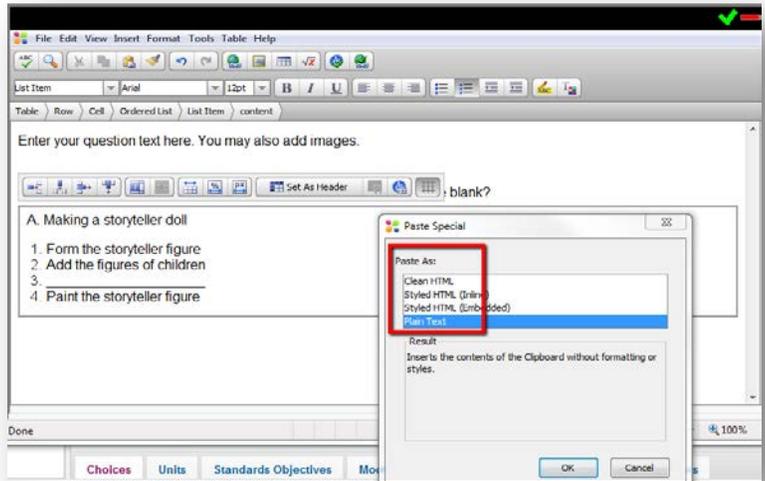


- a. Questions may be formatted using the formatting tools and the equation editor. Images may also be inserted.
- b. If 'copying and pasting' from other word processing documents, a dialogue box appears. Choose Plain Text.

This will avoid problems caused by embedded formatting from other programs. Some re-formatting may be needed.

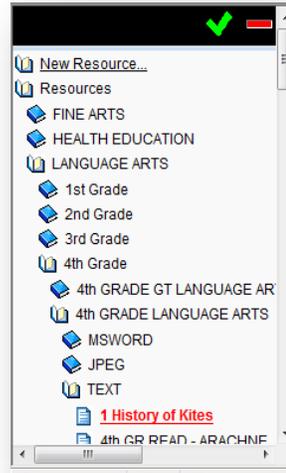
- c. If images are being copied, you need to choose **Clean HTML**.
- d. Click the green check  in the text editor to add the question stem to the **Question Details** screen.

- 5. Select the **Question Type** from the drop down list.
- 6. A **Modification Category**, **Level of Difficulty**, and **Bloom's Taxonomy Level** may also be selected if desired.
- 7. To add a **Resource**, click the lookup icon  .



A *Resource Selection* screen will open.

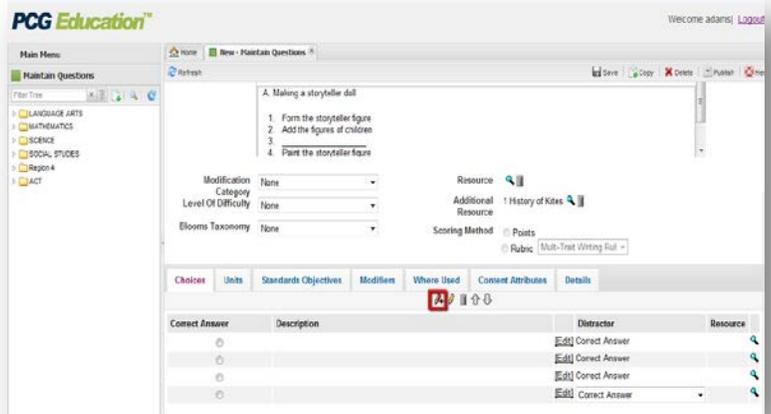
- a. Drill down to the resource and click the paper icon. The title of the resource will turn red to show that it is selected.
- b. To preview the resource, click the title.
- c. Click the **green check** to add the resource.
- d. Use the **Trash** icon to delete.



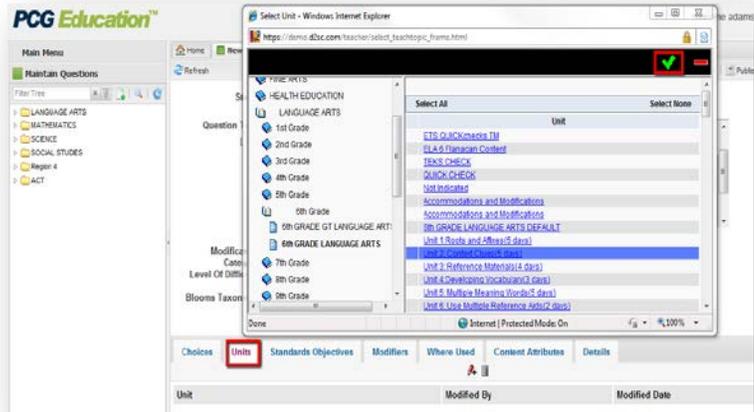
Note: An additional resource may be added. It will print on the page following the question on the *PRINTABLE VERSION ONLY*.

8. Click the **Add**  icon to add answer choices. To add 4 answer options, click the icon 4 times.

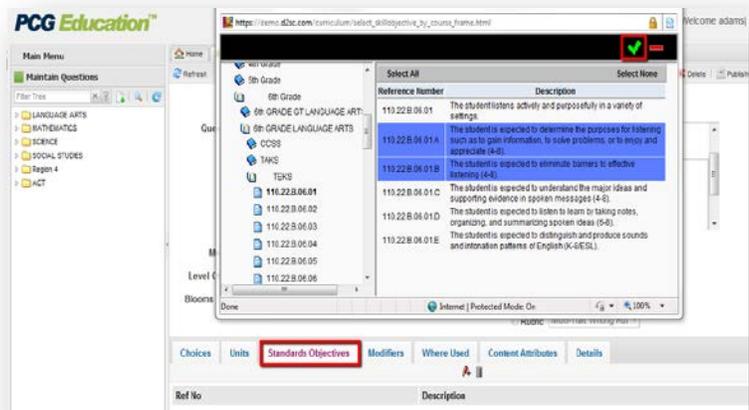
- a. Click the **Edit** link to enter the text for each of the question choices, using the text editor as with the question stem above.
- b. Click the **green check** to add the text to the answer choice.
- c. Select the correct answer choice.



9. Click on the **Units** tab.
 - a. Click the **Add** icon to open the *Select Unit* screen.
 - b. Use the navigation tree to open the appropriate course, and then choose the correct unit from the right side of the screen by clicking beside the unit title link. The unit will highlight in blue.
 - c. Click the **green check** to associate it to the question.



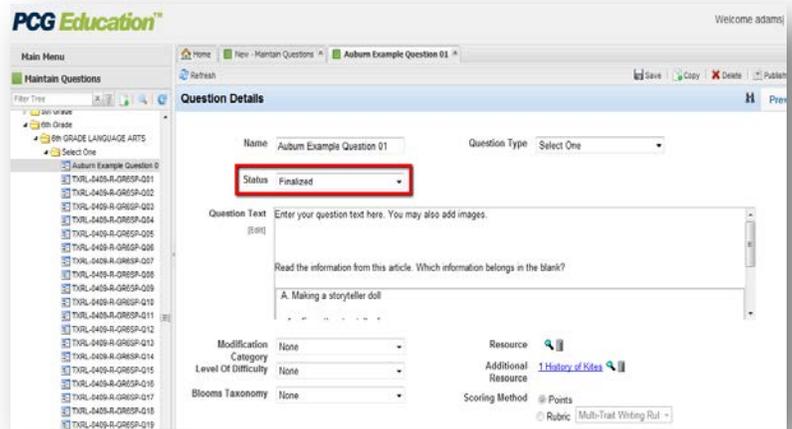
10. Click the **Standards Objectives** tab.
 - a. Click the **Add** icon to open the *Objective Alignment* screen.
 - b. Open the appropriate objective folder.
 - c. Select the correct objective, then select the desired one on the right side of the window. It will highlight in blue.
 - d. Repeat as many times as needed.
 - e. Click the **green check** to associate the objective to the question.



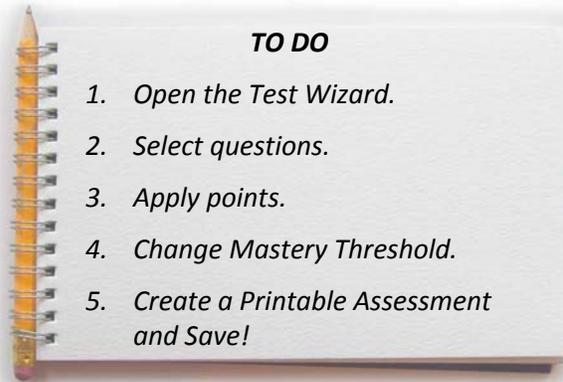
11. Click the **Save** button on the top right of the screen.
 - a. To prevent accidental changes to the question, change the **Status** from **Editing** to **Finalized** and **Save** again.
 - b. To edit a finalized question, change the status back to **Editing**, then **Save**.
12. To create a new question, click the **New** icon on the **Main Menu**. This will clear the viewing screen for a new question.

Note: Another option is to **Copy** questions that use the same question type, unit and standard objectives, and edit the title and other parts that are different.

Click on the tabs to make changes in those areas as needed.



Creating a Question Based Assessment



EdPlan™ Terms

QBA- Question Based Assessment

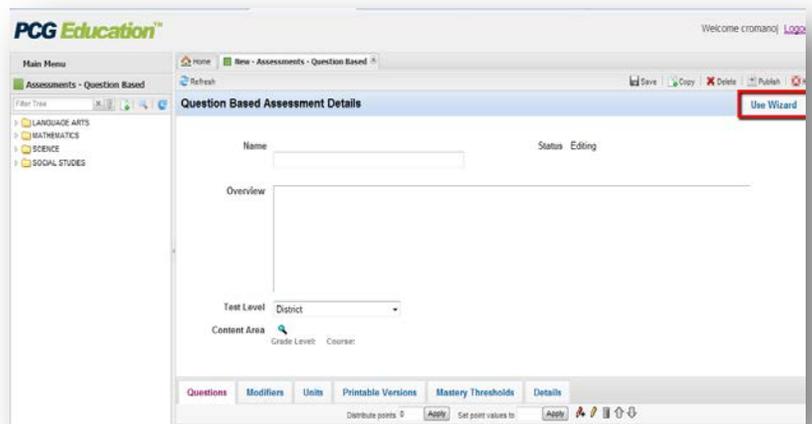
Mastery Threshold – The percent of correct answers PER OBJECTIVE required to achieve mastery

Printable – A printable version of the online test rendered as a PDF document.

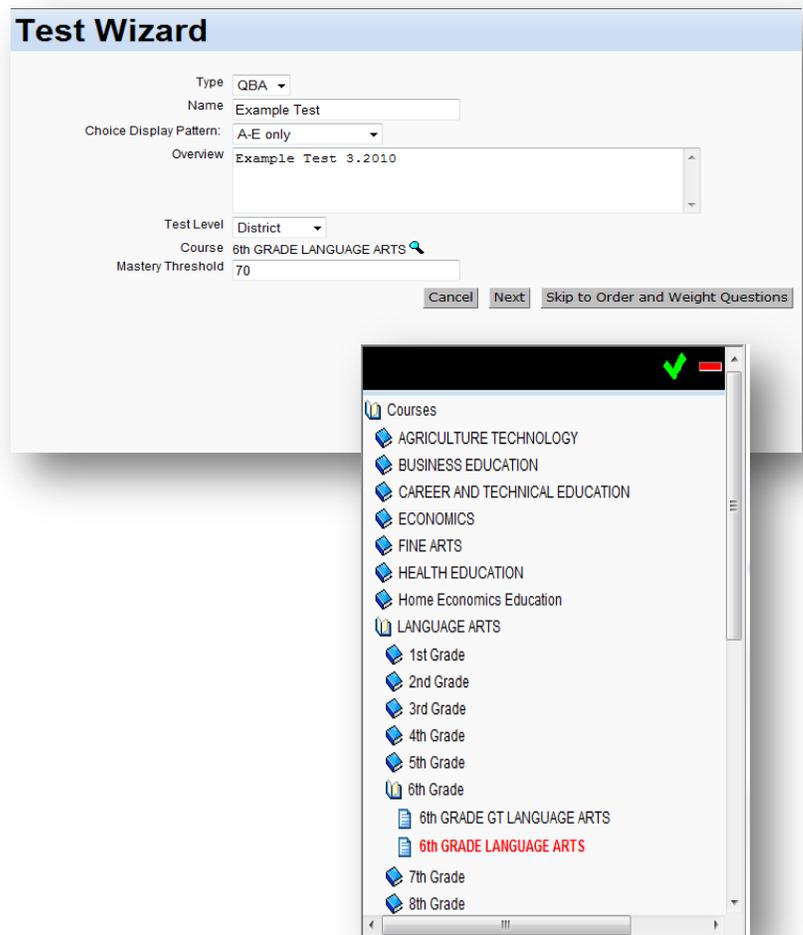
Open the Test Wizard

To create a test from questions that are in the item bank, using the **Test Wizard**:

13. On the **Main Menu**, click the **Assessments – Question Based** button.
14. Click the **New** icon.
15. Click the test **Wizard** link in the *Question Based Assessment Details* screen.



16. Enter the test **Name** using the district's preferred naming convention.
17. Select a **Choice Display Pattern**.
18. Enter additional information in the **Overview**, if desired.
19. Associate a **Course Name** to this test by clicking the **Search** icon. A list of courses will appear in a new screen.
 - Drill down to the correct content area and grade level.
 - Click the paper icon to select the appropriate course.
 - Click the **green check** to add this course to the test. The course screen will close.
20. Click **Next** to select questions. Go to the next section for steps to select questions.



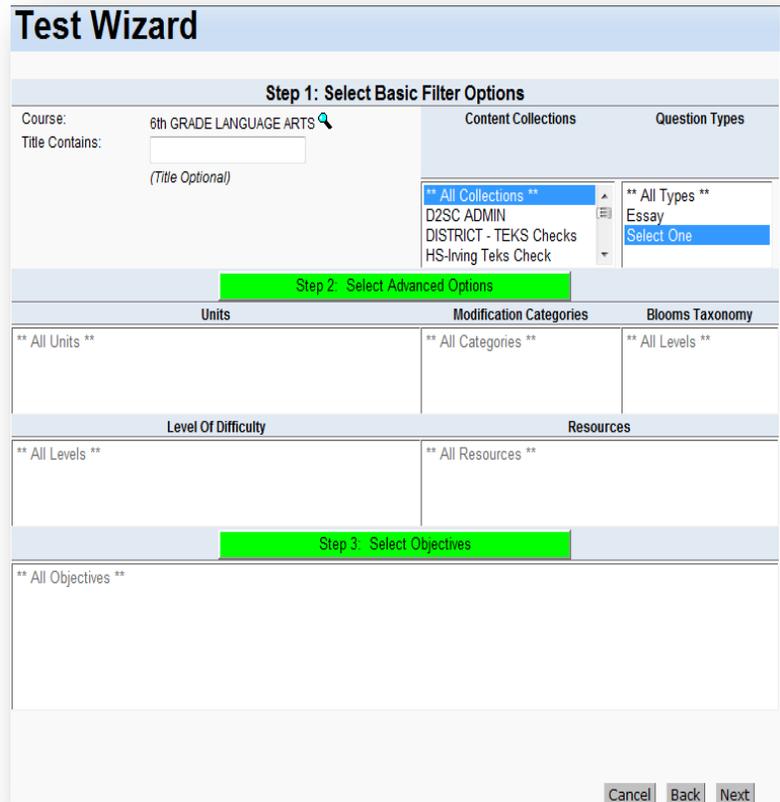
Select Questions

1. Select the desired **Content Collection** and **Question Type** in the *Step 1: Basic Filter Options* filter sections.

The *Step 2* and *Step 3* filter buttons have turned green indicating information is now available for the options selected in *Step 1*

2. Click the *Step 2: Select Advanced Options* button. Select any desired **Units**, **Modification Categories**, **Blooms Taxonomy**, **Level of Difficulty**, or **Resources**.

Note: *Step 2* selections are optional. You can use one or more of the fields to filter for questions. You do not have to select something in each of the fields.



Test Wizard

Step 1: Select Basic Filter Options

Course: 8th GRADE LANGUAGE ARTS

Title Contains: (Title Optional)

Content Collections:

- ** All Collections **
- D2SC ADMIN
- DISTRICT - TEKS Checks
- HS-Inving Tekes Check

Question Types:

- ** All Types **
- Essay
- Select One

Step 2: Select Advanced Options

Units: ** All Units **

Modification Categories: ** All Categories **

Blooms Taxonomy: ** All Levels **

Level Of Difficulty: ** All Levels **

Resources: ** All Resources **

Step 3: Select Objectives

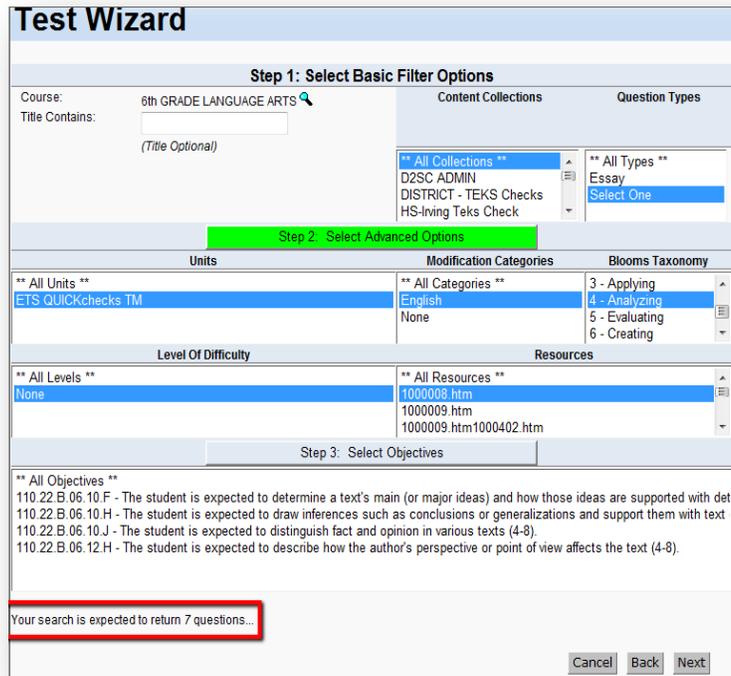
** All Objectives **

Cancel Back Next

3. Click the *Step 3: Select Objectives* button. The filter screen will display any related objectives that meet the filtered criteria.

- a. Click on the appropriate objectives desired for the assessment.

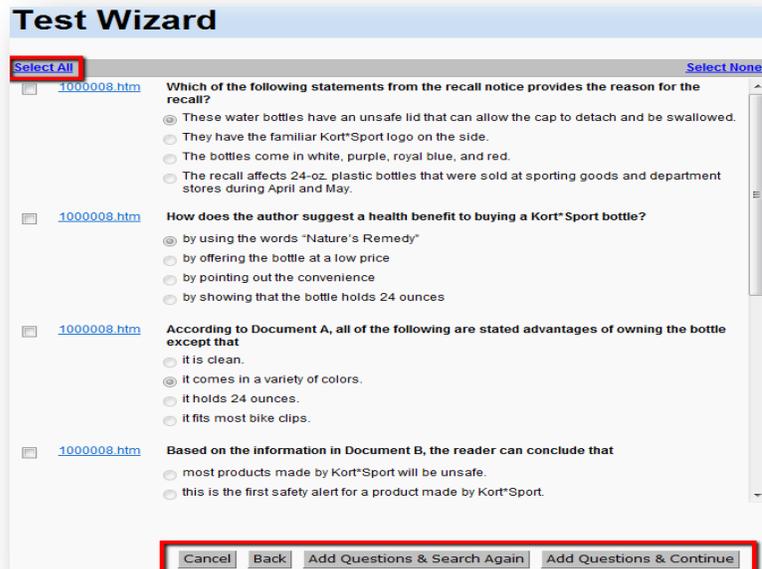
The system will display how many questions fit the selected criteria.
 - b. Change filter criteria as needed by clicking in any of the previous fields.
4. Click **Next** to continue.



This screen displays all questions that meet the criteria selected in the previous screen.

5. Select questions to include on the assessment individually by checking the box in front of the question, or select all by clicking **Select All**.

Note: You will see a resource hyperlink if the question is associated to a resource.
6. To add questions that assess a different objective or student expectation, click the **Add Questions & Search Again** button.
7. To continue without adding more questions, click the **Add Questions & Continue** button.

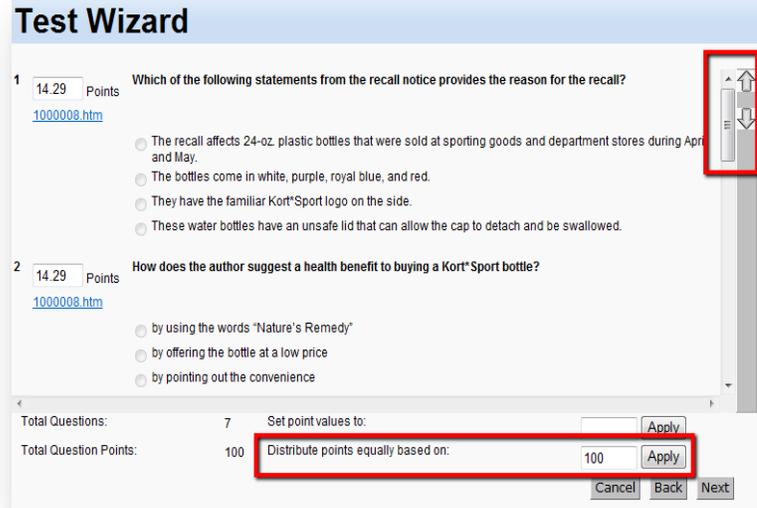


Apply Points

1. To distribute points evenly, enter a value in the **Distribute points equally** field.
2. To assign point values to each question, enter a value in the **Points** field beside each question.

Note: You can only use one of these options.

3. Click **Apply**.



Test Wizard

1 14.29 Points Which of the following statements from the recall notice provides the reason for the recall?
[1000008.htm](#)

The recall affects 24-oz. plastic bottles that were sold at sporting goods and department stores during April and May.

The bottles come in white, purple, royal blue, and red.

They have the familiar Kort® Sport logo on the side.

These water bottles have an unsafe lid that can allow the cap to detach and be swallowed.

2 14.29 Points How does the author suggest a health benefit to buying a Kort® Sport bottle?
[1000008.htm](#)

by using the words "Nature's Remedy"

by offering the bottle at a low price

by pointing out the convenience

Total Questions: 7 Set point values to: [] Apply

Total Question Points: 100 Distribute points equally based on: 100 Apply

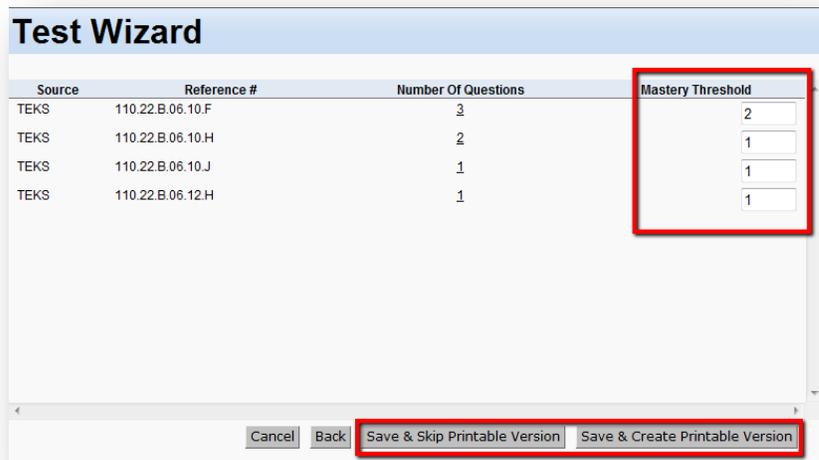
Cancel Back Next

4. To re-order the questions, click on a question and use the **up/down arrows** to move it.
5. Click the **Next** button.

Change Mastery Threshold

The mastery threshold is the number of questions per objective required to be correct in order to be reported as mastered.

1. To change the Mastery Threshold set for each objective on the assessment, enter a new value in the **Mastery Threshold** field.
2. Select **Save & Skip Printable Version** if the test will be only administered online.
3. Select **Save & Create Printable Version** if you will need a hard copy of the test.



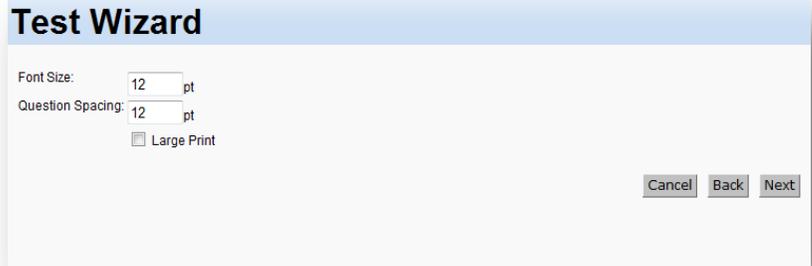
Test Wizard

Source	Reference #	Number Of Questions	Mastery Threshold
TEKS	110.22.B.06.10.F	3	2
TEKS	110.22.B.06.10.H	2	1
TEKS	110.22.B.06.10.J	1	1
TEKS	110.22.B.06.12.H	1	1

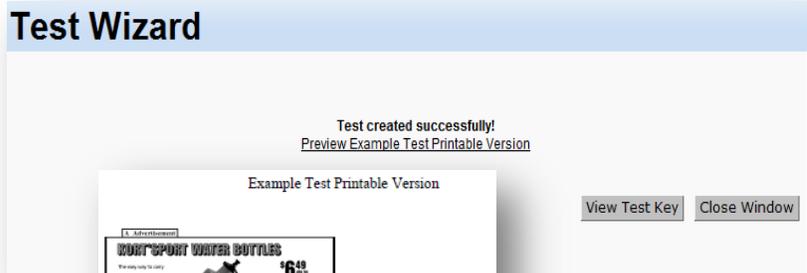
Cancel Back Save & Skip Printable Version Save & Create Printable Version

Create a Printable Assessment

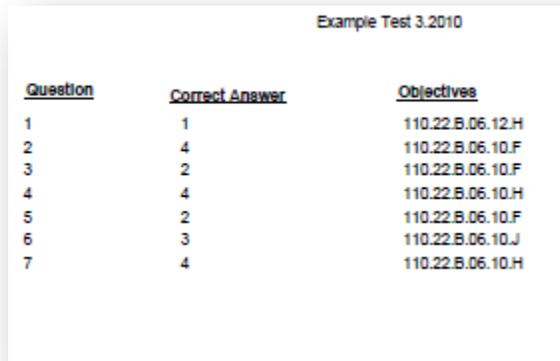
1. Set the font size and spacing for the Printable Version, or select Large Print, if needed.
2. When finished, click the **Next** button.



3. Click the **Preview Test Printable Version** link for a PDF preview of the test.
4. Click **View Test Key** to view the test answer key and objectives.



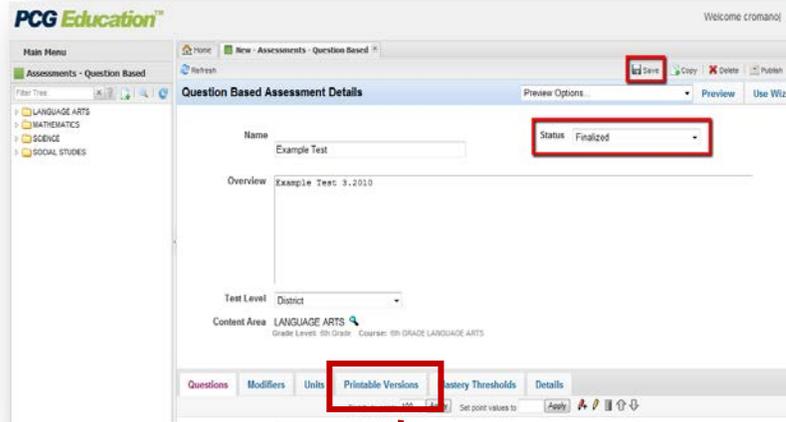
5. Click **Close Window** button when finished. The *Question Based Assessment Details* screen now displays the information from the created test.



Question	Correct Answer	Objectives
1	1	110.22.B.06.12.H
2	4	110.22.B.06.10.F
3	2	110.22.B.06.10.F
4	4	110.22.B.06.10.H
5	2	110.22.B.06.10.F
6	3	110.22.B.06.10.J
7	4	110.22.B.06.10.H

- Click the **Save** icon at the top to save this assessment.

To avoid any accidental changes to the test, change the status to **Finalized**, and then click **Save**.



To print or copy the **printable version** of the test, be sure the test is completed, saved, and finalized.

- Click on the **Printable Versions** tab.
- Click on the name of the printable version to select it.



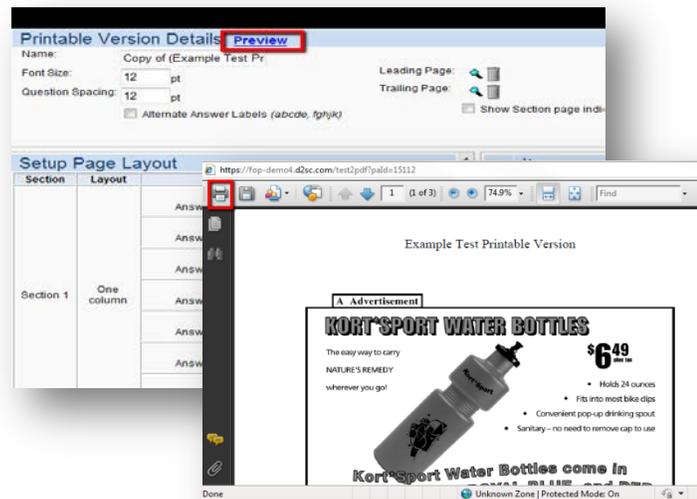
Note:

- To preview, click **Preview** icon .
- To copy, click **Copy** icon .
- To print, click **Yellow Pencil** icon .

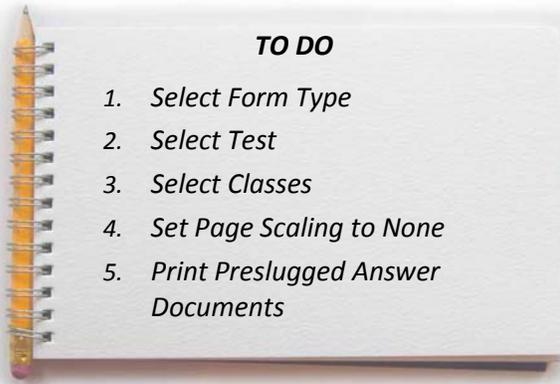
- Click the **Preview** icon (paper with magnifying lens).

A PDF window will open, displaying the printable version of the online assessment.

- Click on the **Printer** icon to print.
- Close the PDF and **Printable Version Details** screen to return to the main viewing screen.



Preslugging an Answer Document



EdPlan™ Terms

Preslug – The process of pre-bubbling the student’s information on an answer document

Form Type – The scan sheet number

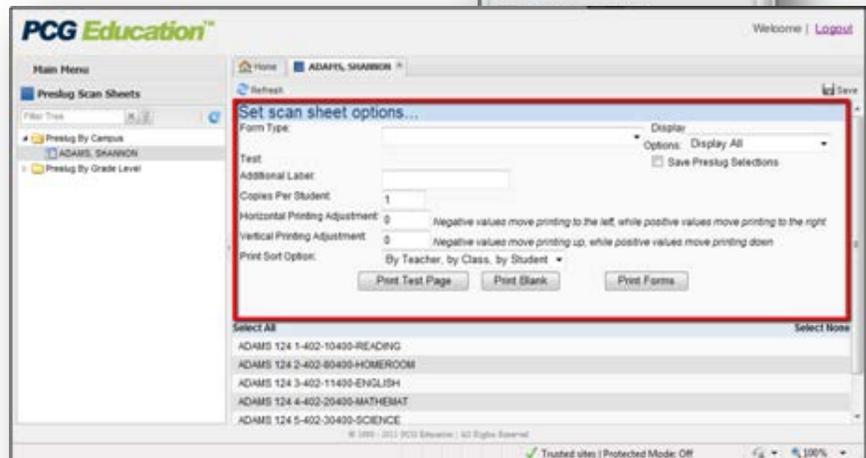
QBA – Question Based Assessment (QBA) contains actual test questions and responses in EdPlan™

Quick Tests – Only the answer keys are entered into the EdPlan™, but the tests reside outside of the application

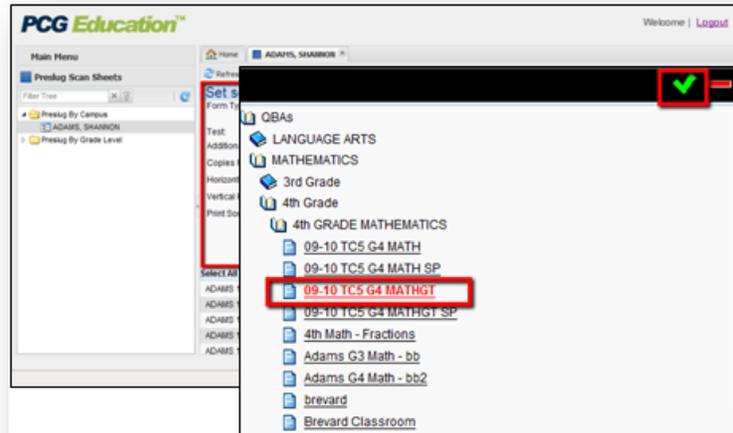
1. From the **Main Menu**, select **Preslug Scan Sheets**.
2. In the navigation tree, drill down to the desired teacher’s folder. The viewing screen will display scan sheet options.
3. Click the **Form type** drop box and select the appropriate scan form for the test.

Note:

- **Forms beginning with “D2SC F” are plain paper forms.**
- *When preslugging Scantron forms, you may need to use horizontal and vertical printing alignment options to move the student ID bubbles on the page.*



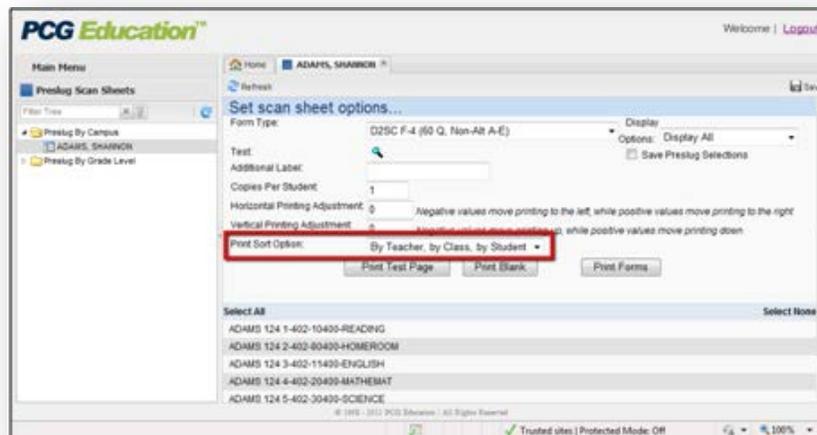
4. Click the **Lookup** icon to select the test. A test selection screen will open with folders for **QBAs** and **Quick Tests**.



5. Drill down to the appropriate test and click the paper icon to select the test. The title of the test will turn red to show that it is selected. To preview the test, click the title of the test.

6. Click the **green check** mark to add the selected test to the scan sheet options. The window will close and the test will be displayed on the screen.

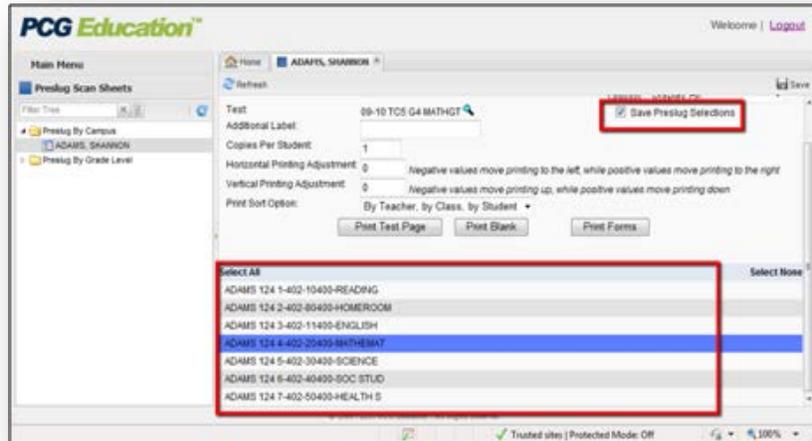
7. In the Print Sort Option field, you can select how you want the preslugged documents sorted:



- **By Teacher, by Class, by Student** – This is the default sorting option. All of a teacher’s answer documents are alphabetized by student name within each class.

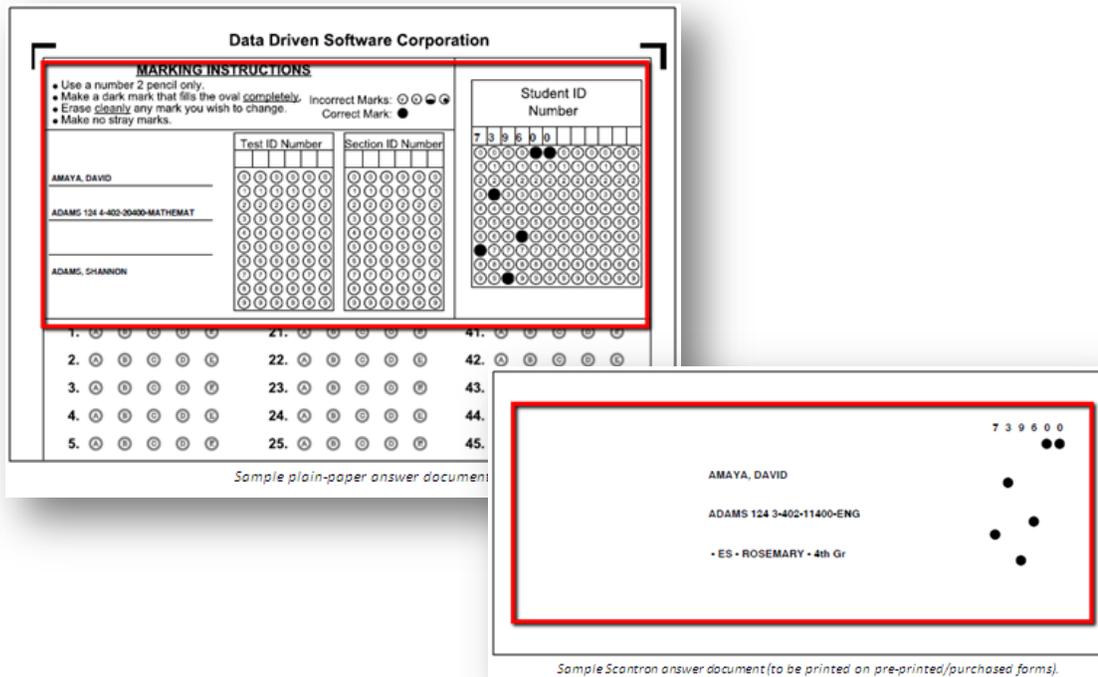
- **By Teacher, by Student** - Answer documents would be preslugged by teacher and alphabetized by student name regardless of which class the student is in.
- **By Student** – Answer documents would be preslugged in alphabetical order by student name regardless of teacher or class selected.
- **By Gender, by Student** – Answer documents would be preslugged by females in alphabetical order followed by males in alphabetical order.
- **By Grade level, by Student** – Similar to “By Student” option except that the grade level is included.

8. Select the classes to preslug.
9. To save this group for future preslugging, click the Save Preslug Selections. Click Save.

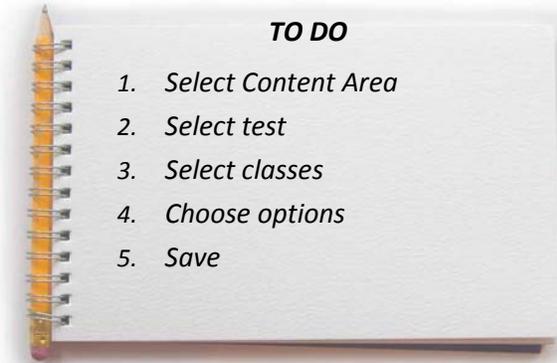


Note:

- **Saving your preslug selections will save the classes selected for the Release QBA utility.**
- To preview the test form, select **Print Test Page**.
- To print student's test forms, select **Print Forms**.
- **Page scaling should be set to "none". Errors may occur during scanning if the printed scan sheets are not aligned correctly.**
- **Do not photocopy scan sheets for student use.**



Campus Administrator – Release/Assign Assessment



TO DO

1. Select Content Area
2. Select test
3. Select classes
4. Choose options
5. Save

EdPlan™ Terms

Release- Makes a test available for use by students via online testing or to be scanned. This also provides a place for the score to be displayed in the Student Tracking or Gradebook screen.

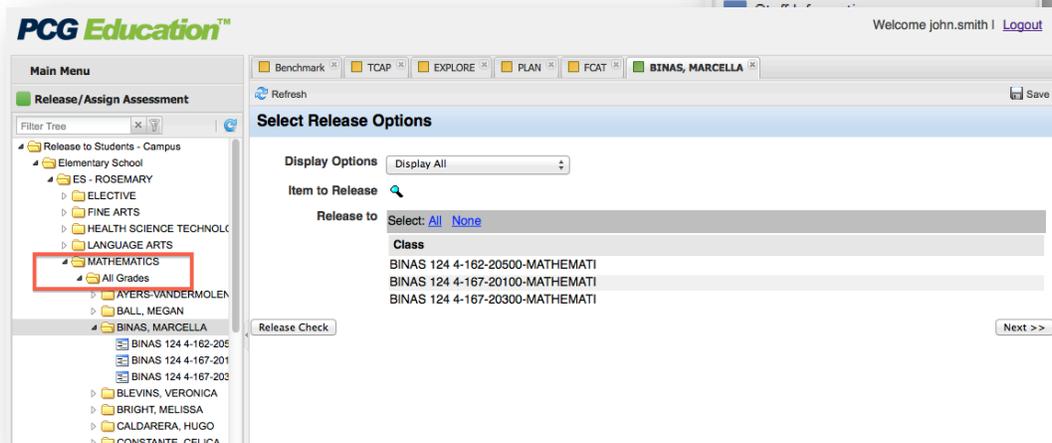
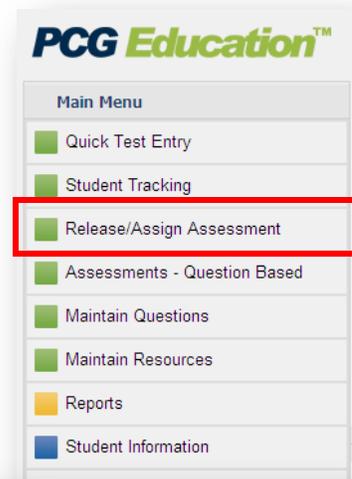
QBA- Question Based Assessment

Display Options- Options created and saved when Preslugging documents that also display when releasing a test.

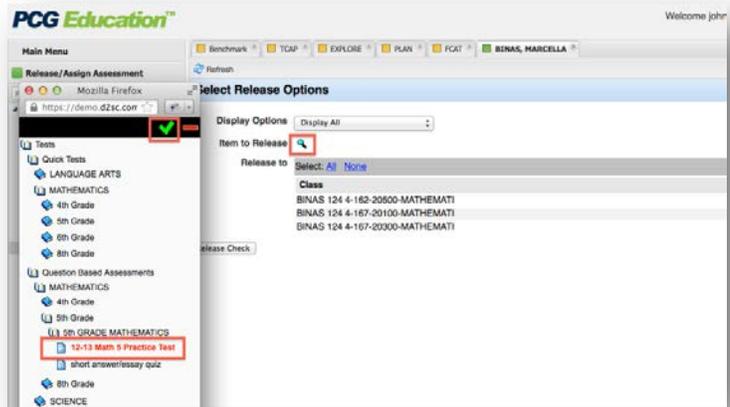
1. From the **Main Menu**, select **Release/Assign Assessment**.
2. Open a content area folder in the navigation tree to see the grade level folders.
3. Click on the desired grade level. The “Select Release Options” information will display classes in the subject area and grade level selected.

Note:

- **You can also click a teacher’s name in the navigation tree to show only that teacher’s classes.**

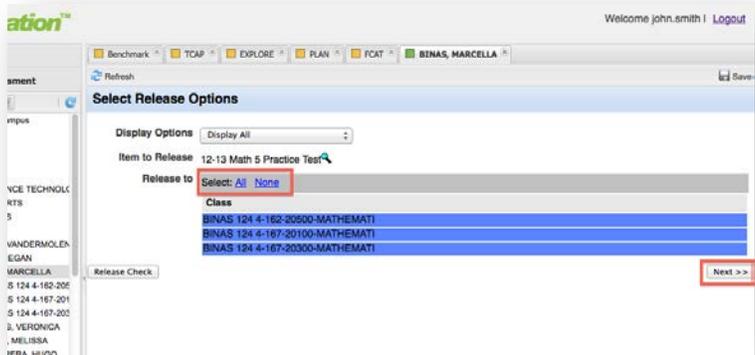


- a. Click the **Lookup** icon to select the test you wish to release.
- b. When the test selection window opens, open either the group of **Quick Tests** or **Question Based Assessments**.
- c. Click on the test title. The title of the test will turn red to show that it is selected.

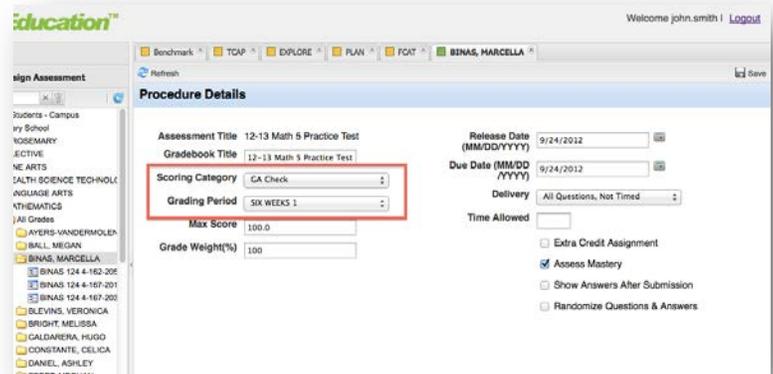


- d. Click the **green check** mark. The window will close and the test title will show on the Release QBA screen.

4. Click **Select All** to select all classes shown, or click on the classes you wish to select individually.
5. Click the **Next** button.



6. Select the **Scoring Category** and **Grading Period** from the drop down lists. You can leave everything else as is.

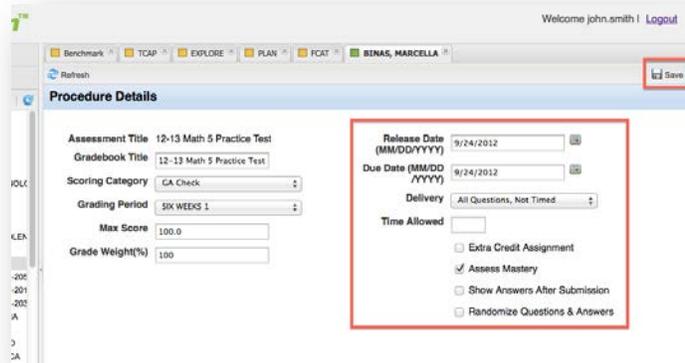


There are additional selections that must be made for districts doing online testing, as follows:

1. In the **Release Date** field, enter the date in which the students can first begin taking the test

2. In the Delivery field, select how you want the test delivered online:

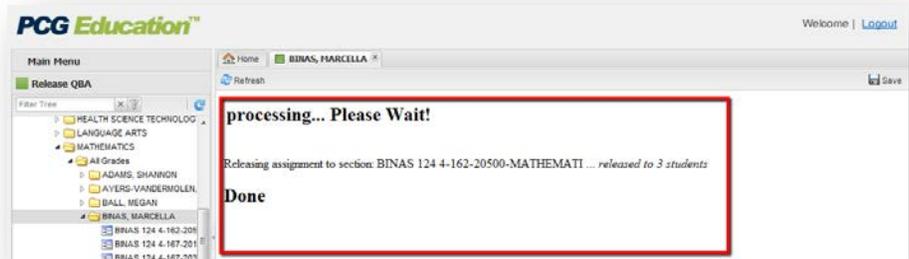
- **All Questions, Not Timed** – displays the full test on one screen. There is no time limit.



- **All Questions, Timed** - displays the full test on one screen and is a timed test. A clock will appear indicating how much time is left for the **test**.
- **Single Question, Not Timed** – displays one question on the screen. The student answers the question and presses next to continue. There is no time limit.
- **Single Question, Timed** - displays one question on the screen. The student answers the question and presses next to continue. This is a timed test. A clock will appear indicating how much time is left for the **question**.
- **All Questions, Bubble Sheet Form** – no questions are displayed. Students take the test on paper and then transcribe their answers onto an electronic bubble form.

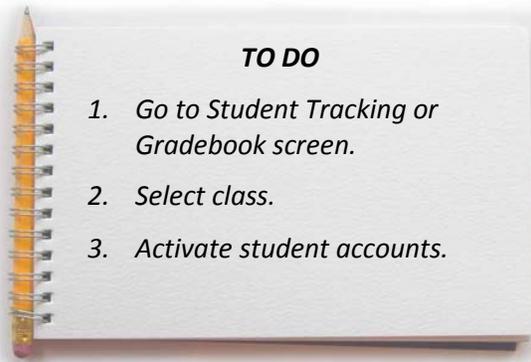
3. In the **Time Allowed** field, enter the amount of time (in minutes) allowed for the delivery method selected. **Please note this applies to timed tests only!*
4. Check the **Randomize Questions & Answers** box if you would like to scramble the test questions and answer choices. Test questions using the same resource (i.e.-reading passage) will be kept together. Upon submission of the test, the system will automatically shuffle the student's responses in the original question order for reporting purposes.

5. When you are sure you have the correct selections made, click the **Save** icon at the upper right.



- You will see a message as each class has the test released and see **Done** when the process is finished.
- The system will also display the number of students for whom the test was released in each class.
- **A test may only be release to a student one time. If you see the test is released to 0 students, the test has already been released to the students in another class.**

Activating Student Accounts



EdPlan™ Terms

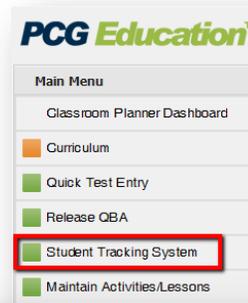
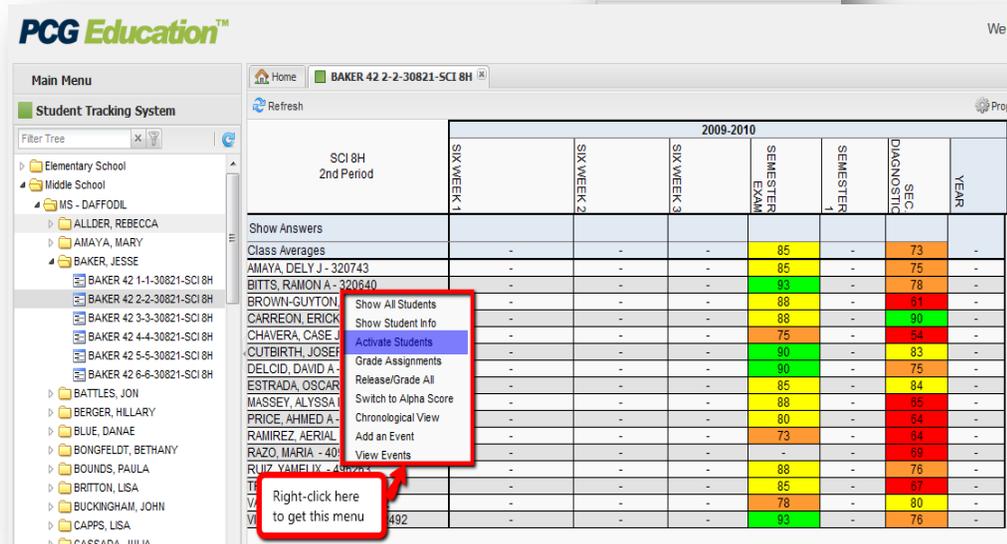
Student Accounts – Used by students to log in to EdPlan™ for online testing or the student portal.

Disabled Account – an account will be disabled when the login is attempted with an incorrect password three times.

Activate Account – Set account status back to Active.

Teachers have the ability to reset student account status from the **Student Tracking** screen.

1. From the **Main Menu**, select **Student Tracking**.
2. Select a class from the list of classes, and “right click” over the roster list. Select **Activate Students** from the menu.

SCI 8H 2nd Period	2009-2010						YEAR
	SIX WEEK 1	SIX WEEK 2	SIX WEEK 3	SEMESTER EXAM	SEMESTER 1	SEC DIAGNOSTIC	
Show Answers							
Class Averages	-	-	-	85	-	73	-
AMAYA, DELY J - 320743	-	-	-	85	-	75	-
BITTS, RAMON A - 320640	-	-	-	93	-	78	-
BROWN-GUYTON, ERICK	-	-	-	88	-	61	-
CARREON, ERICK	-	-	-	75	-	90	-
CHAVEIRA, CASE J	-	-	-	88	-	54	-
CUTBIRTH, JOSEF	-	-	-	90	-	83	-
DELCID, DAVID A.	-	-	-	90	-	75	-
ESTRADA, OSCAR	-	-	-	85	-	84	-
MASSEY, ALYSSA	-	-	-	88	-	95	-
PRICE, AHMED A.	-	-	-	80	-	64	-
RAMIREZ, AERIAL	-	-	-	73	-	64	-
RAZO, MARIA - 40	-	-	-	-	-	69	-
RUIZ, YAMELY - 40	-	-	-	88	-	76	-
T...	-	-	-	85	-	67	-
V...	-	-	-	78	-	80	-
V...	-	-	-	93	-	76	-

3. A window will open to display the list of students, their logins and passwords. If the student account is disabled, use the drop down box to change it to Active.
4. Click the disk icon to Save.



Student Name	Login	Password	Status
320743 - AMAYA, DELY J	320743	320743	Active
320640 - BITTS, RAMON A	320640	320640	Active
541251 - BROWN-GUYTON, JAMARYA D	541251	541251	Active
211711 - CARREON, ERICK D	211711	211711	Active
474750 - CHAVERA, CASE J	474750	474750	Active

Note: Activate all student accounts at one time by using the drop down box at the top of the list.