

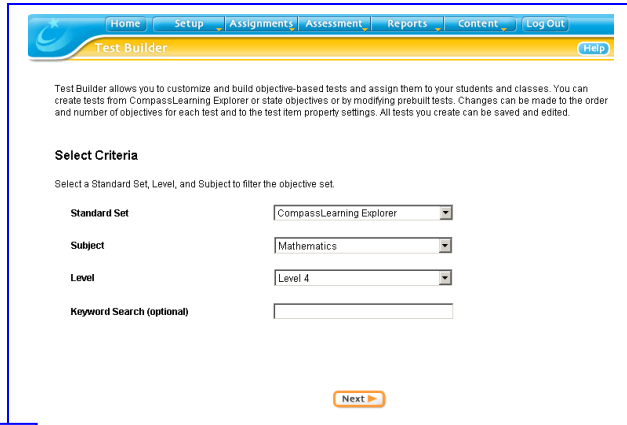
Test Builder - Step by Step

(Build a custom objective-based test using Test Builder)

1. Select **Assessment**
2. Choose **Test Builder**
3. At the Test Builder main page, select a **standard set**, a **subject**, and a **level**.

Note: Tests that will be shared across the district must be created with objectives from the district standard set.

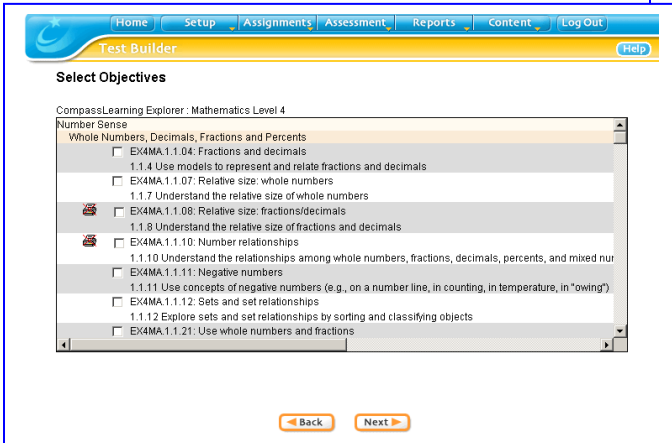
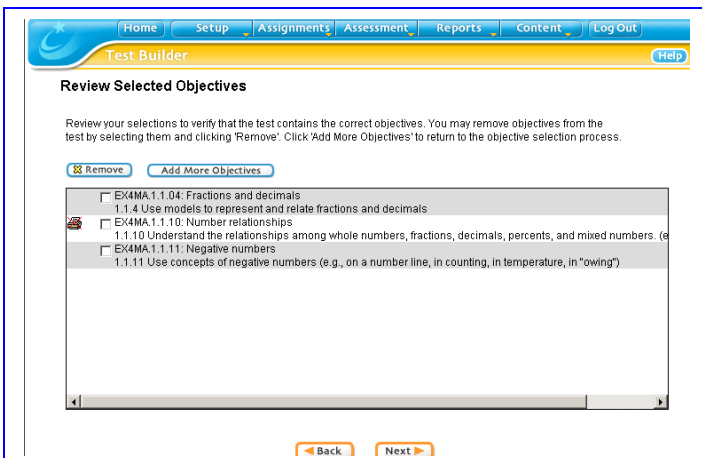
4. Click **Next**



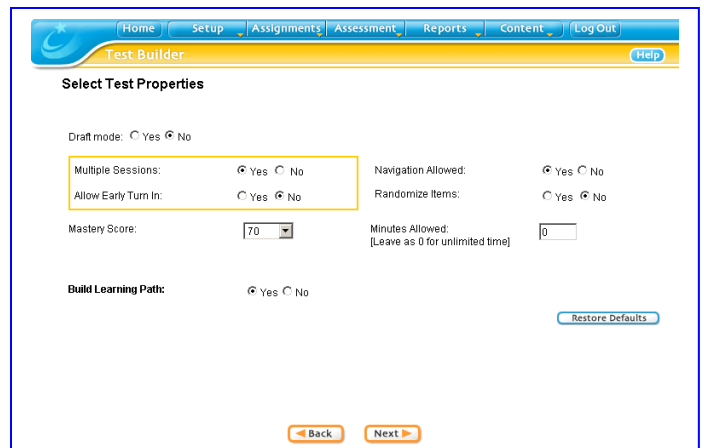
5. Scroll through the list of objectives and check the boxes to select the desired **objectives** for your test.

6. Click **Next**

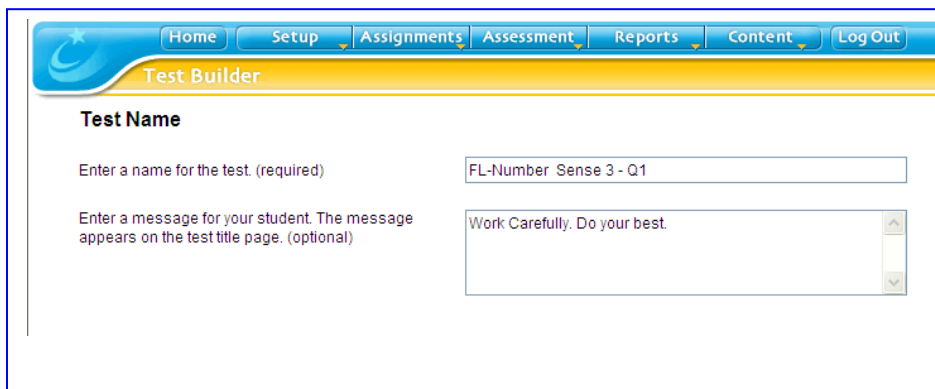
Note: Each CompassLearning objective represents at minimum 4 items. Some objectives have 6-12 items. It is recommended that you create small tests of limited objectives. Custom objectives have as many test items as you have linked to them.

7. Review your selections. Remove or add objectives if you wish.
8. Click **Next**



9. Review the default **Test Properties**
Make any changes you wish (Is the Mastery Score set to fit your needs? Do you want to include a Learning Path with this assignment?)
10. Click **Next**



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Test Builder

Test Name

Enter a name for the test. (required)

FL-Number Sense 3 - Q1

Enter a message for your student. The message appears on the test title page. (optional)

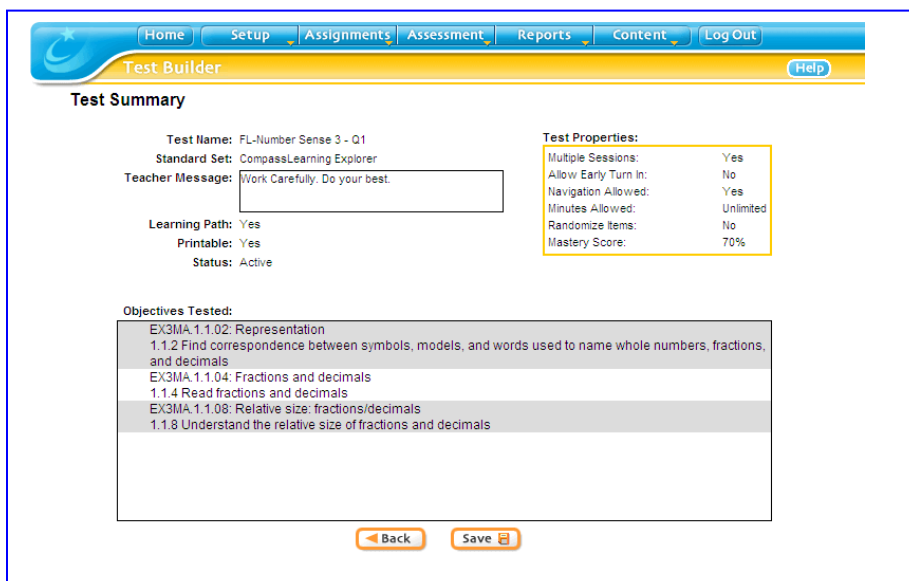
Work Carefully. Do your best.

11. Enter a **name** for your test.

(46 character limit)

*You may enter a **message** for your students.
(100 character limit)

12. Click **Next**



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Test Builder

Test Summary

Test Name: FL-Number Sense 3 - Q1

Standard Set: CompassLearning Explorer

Teacher Message: Work Carefully. Do your best.

Learning Path: Yes

Printable: Yes

Status: Active

Test Properties:

| | |
|----------------------|-----------|
| Multiple Sessions: | Yes |
| Allow Early Turn In: | No |
| Navigation Allowed: | Yes |
| Minutes Allowed: | Unlimited |
| Randomize Items: | No |
| Mastery Score: | 70% |

Objectives Tested:

EX3MA.1.1.02: Representation
1.1.2 Find correspondence between symbols, models, and words used to name whole numbers, fractions, and decimals

EX3MA.1.1.04: Fractions and decimals
1.1.4 Read fractions and decimals

EX3MA.1.1.08: Relative size: fractions/decimals
1.1.8 Understand the relative size of fractions and decimals

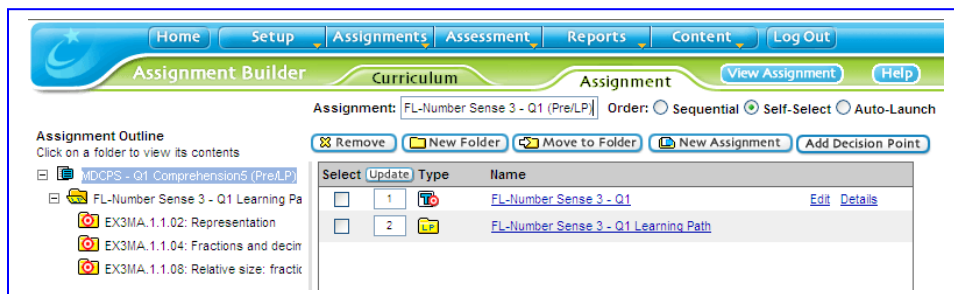
Back Save

13. Review the **test summary**, and click **Save**.

You are taken to the **Assignment Builder**, where you can assign the test you just created!

14. Give the **assignment a name** (It could be the same as the test name. Notice the trailer of (Pre/LP))

15. Choose the order (Sequential Self-Select, or Auto-Launch)



Home Setup Assignments Assessment Reports Content Log Out

Assignment Builder

Curriculum Assignment

Assignment: FL-Number Sense 3 - Q1 (Pre/LP) Order: Sequential Self-Select Auto-Launch

Remove New Folder Move to Folder New Assignment Add Decision Point

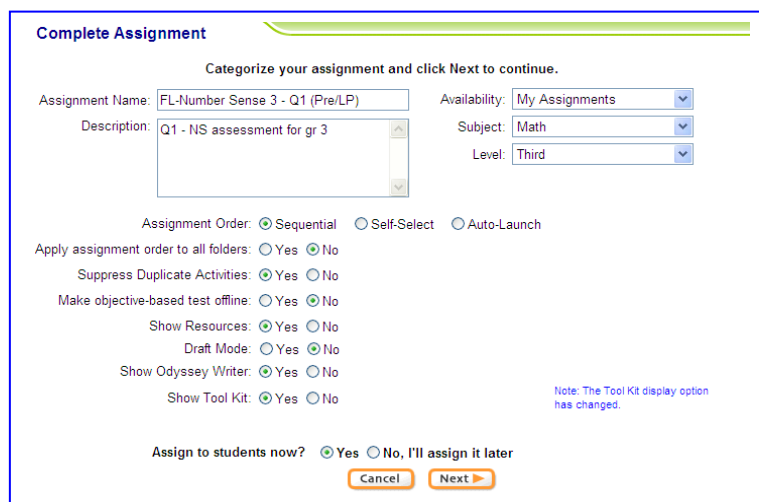
| Select | Update | Type | Name | Edit | Details |
|--------------------------|--------|--------|--------------------------------------|------|---------|
| <input type="checkbox"/> | 1 | File | FL-Number Sense 3 - Q1 | | |
| <input type="checkbox"/> | 2 | Folder | FL-Number Sense 3 - Q1 Learning Path | | |

16. On this screen, select who should have **access** to the assignment and **subject** area and **grade** level. Select whether or not to show worksheet links in the student launch pad.

17. Select whether or not to make this a draft assignment. Decide whether you want to assign it now, or later.

18. Click on the **Next** button.

19. If you assign now, select the Class (all students or individual students), click the **Finish** button.



Complete Assignment

Categorize your assignment and click Next to continue.

Assignment Name: FL-Number Sense 3 - Q1 (Pre/LP) Availability: My Assignments

Description: Q1 - NS assessment for gr 3 Subject: Math Level: Third

Assignment Order: Sequential Self-Select Auto-Launch

Apply assignment order to all folders: Yes No

Suppress Duplicate Activities: Yes No

Make objective-based test offline: Yes No

Show Resources: Yes No

Draft Mode: Yes No

Show Odyssey Writer: Yes No

Show Tool Kit: Yes No

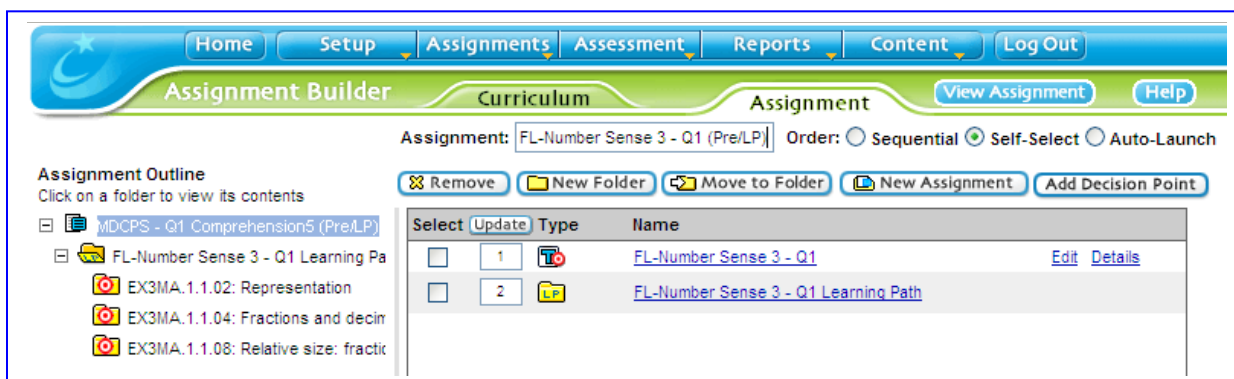
Assign to students now? Yes No, I'll assign it later

Cancel Next

Note: The Tool Kit display option has changed.

Test Builder allows for the creation of a **Pre Test and Post Test**. To be able to get comparison data, you must be sure that the Test Properties for each of the tests are identical. The following steps will help you create a Post Test.

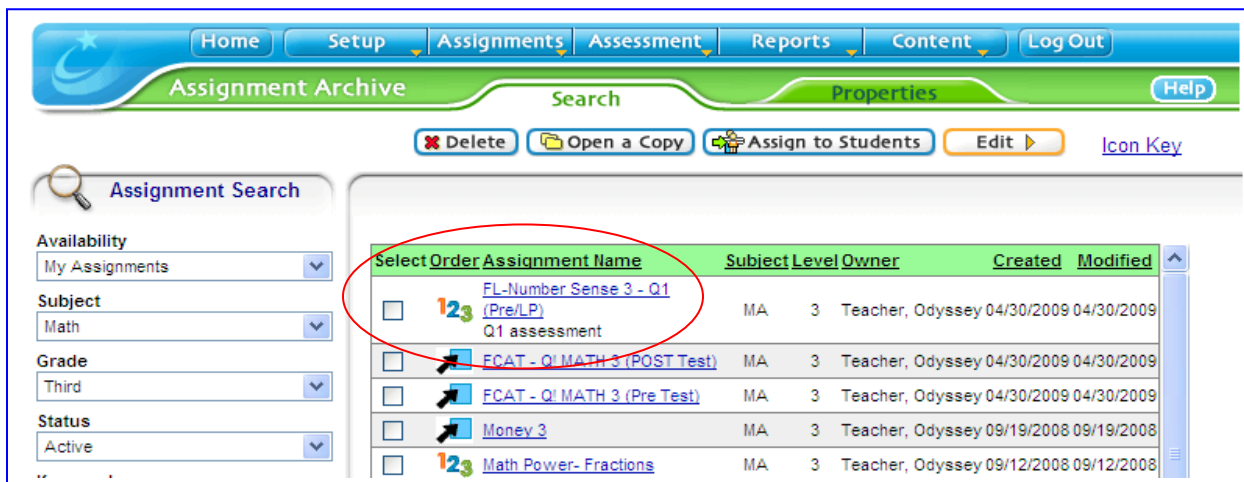
After you have followed the steps on the previous pages, you will have your Pre-Test Assessment Assignment ready for students to begin. Take note on the screen shot below that the Assignment Name can be the same or contain the same naming convention used for the Test Name. **FL-Number Sense 3 – Q1 (All that was added to the ASSIGNMENT NAME ONLY is an extension of (Pre/LP). This extension will help you distinguish the test in your Assignment Archive list.)**



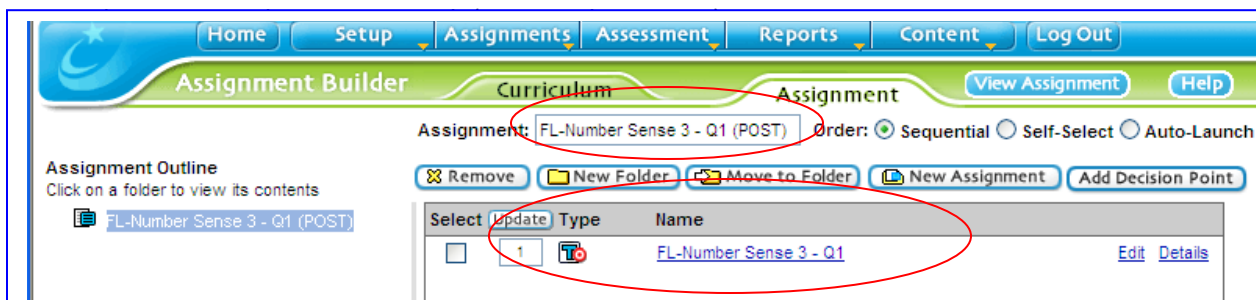
Creating a Post Test:

Pre-requisite: In order to create a post test, you MUST have the original pre test available in your assignment archive!

1. Select **Assignments**
2. Choose **Assignment Archive**
3. Search for the original pre test assignment by selecting the appropriate criteria on the left panel and click **Search**.



4. Click on the Select box next to the assessment.
5. Select **Open a Copy**
6. In **Assignment Builder**, the **only changes** you can make are
 - a. Edit the Assignment Name - change extension that was previously (Pre/LP) to (POST)



At this point, continue with steps 16-20 listed above. If you need to assign it at this point, select the students you will assign to. If you are creating this test in advance, simply select the option to assign to students later.

When you are ready to assign the Post Test:

1. Select **Assignments**
2. Choose **Assignment Archive**
3. Search for the Assignment marked POST
4. Click on the Select box next to the Assignment
5. Select **Assign to Students**

***Students will now see the post test on their assignment button on the Student Launch Pad.**

Suggestions:

1. Create the pre test (Either assign immediately to students or archive for later)
2. Create the post test (Hold off assigning to students until the pre test has been completed and learning is taking place as they work on the learning path. A discussion with the leadership team and teachers usually takes place as to when post tests will be assigned.)
3. Make sure students are aware of the purpose of the first test, that they will work on activities, and there will be a second test in the future.
4. Check for test completion by generating a report. There are several options (refer to reports module). **The Objective-Based Test Results Report** will display two columns for first try and second try.