

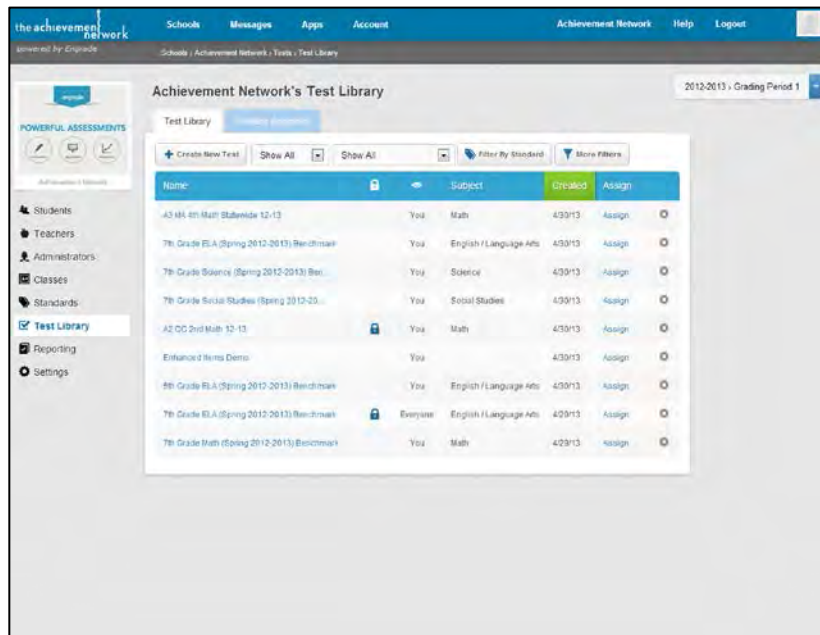
## Engrade Assessments Guide for Administrators

Please click the title of the section to which you would like to navigate.

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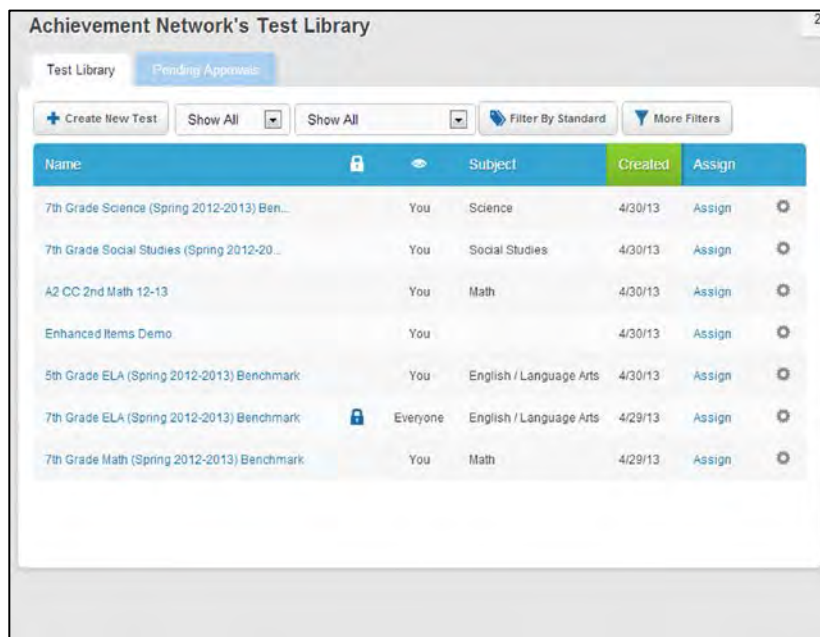
## Authoring Assessments

As an administrator, you can create assessments for your teachers to use in their classes.



### Accessing Tests

Click **Test Library** on the left sidebar to access tests you have created or create a new test.



### Creating Tests

Click the **Create New Test** button to create a new test.

Achievement Network - Create New Test 2012-4

Title:  The name of your test, e.g. Mid-Century Painters

Type:

Subject:

Minimum Grade Level:

Maximum Grade Level:

Time Limit:

Default Display Options:  Randomize question order  
 Show question type instructions  
 Allow students to navigate questions

Default Answer Viewing:

[More options and tags](#)

## Creating Tests

On the [Create New Test](#) page, enter the following options for your test:

- **Title.** Enter the title of your test.
- **Type.** Select either a “Benchmark Test” for creating benchmark tests or a “General Test” for creating other types of tests.
- **Subject.** Select the appropriate subject area, or select “All Subjects.”
- **Minimum/Maximum Grade Level.** Select the desired minimum and maximum grade levels that can access the tests.
- **Time Limit.** Select the desired time limit or select “None.”
- **Default Display Options.** Click the checkbox next to each option you would like to enable:
  - Randomize question order allows you to randomize the order of questions on your test.
  - Show question type instructions displays instructions on how to answer each type of question to students.
  - Allow students to navigate questions allows students to skip or go back to questions via a navigation bar at the top of the test.
- **Default Answer Viewing.** Choose the option that best describes how you would like your students to be able to view their answers: students can never view answers, students can view answers after completing a test or students can view answers after the test is closed.

Achievement Network - Create New Test

2012-2013 | Grading Period 1

Title: 7th Grade Science (Spring 2012-2013) Ben  
The name of your test. e.g. Mid-Century Planner

Type: Official Benchmark Test

Subject: Science

Minimum Grade Level: 7th Grade

Maximum Grade Level: 7th Grade

Time Limit: 45 minutes

Default Display Options:  
 Randomize question order  
 Show question type instructions  
 Allow students to navigate questions

Default Answer Viewing: Students may view answers after the test is closed

More options and tags...

Description:

Student Populations:  
 For English Language Learners (ELL)  
 For Gifted Students

Language: English

Submit Cancel

## Creating Tests

To tag your test with searchable parameters, click **More options and tags...**

- **Description.** Enter a description of your test, if desired.
- **Student Populations.** Check the box next to English Language Learners (ELL) or Gifted Students to tag the test appropriately.
- **Language.** Select a language from the drop-down menu.

Click the green **Submit** button to create your test.

7th Grade Science (Spring 2012-2013) Benchmark

20

+ Add Question Preview Assign to Classes Publish Options Back to Library

+ Add New Question Standards

+ Add From Question Bank

## Adding Questions to Tests

Hover over the **Add Question** button and select either **Add New Question** to create your own question or **Add From Bank** to select an existing question from the **Test Library**.

Add Question to 7th Grade Science (Spring 2012-2013) Benchmark

Question type True/False

Question text show tools

Answer True

Passage none

Points   
[Show tagging options](#)

For specific details about each question type, please view the [Quiz Type Reference Section](#).

## Creating a New Question

Click [Add New Question](#) to create a new question for your test. On the [Add Question](#) page, enter the following information for your test question (options may vary by question type):

- **Question Type.** From the drop-down menu, select the desired question type.
- **Question Text.** Enter the text of your question in this text box.
- **Answer Choices.** Enter the appropriate answer(s).
- **Scoring Type.** Select how you would like your question to be scored.
  - Perfect Response. Students must select all correct responses to earn credit for the question.
  - Additive. Students earn partial credit for each correct response.
  - Additive with Negation. Students earn partial credit for each correct response and lose partial credit for each incorrect response.
- **Points.** Enter the total number of points you would like the question to be worth.

**Edit 7th Grade Science (Spring 2012-2013) Benchmark Question** 2012-2013 > Gr

Question type: True/False

Question text:  show tools

Answer: True

Passage: none

Points: 1

Hide tagging options

Subject: Science

Grade Level: 7th to 7th

Learning Style:  Linguistic  Logical  Visual

Taxonomies: Bloom's (1-6):  Marzano's (1-4):  Lenth (0-2000):  Quantile (0-1900):

Keywords:

## Creating a New Question

You can also choose to add tags to your questions for easier searching in the [Test Library](#).

Click [Show tagging options](#) to display additional options:

- **Subject.** Select a subject from the drop-down menu.
- **Grade Level.** Choose the grade level range from the drop-down menus.
- **Learning Style.** Check the boxes next to Linguistic, Logical and/or Visual.
- **Taxonomies.** Enter the appropriate number in the text box(es).
- **Keywords.** Enter any keywords that you would like to associate with your question, ensuring that each keyword is separated by a comma.

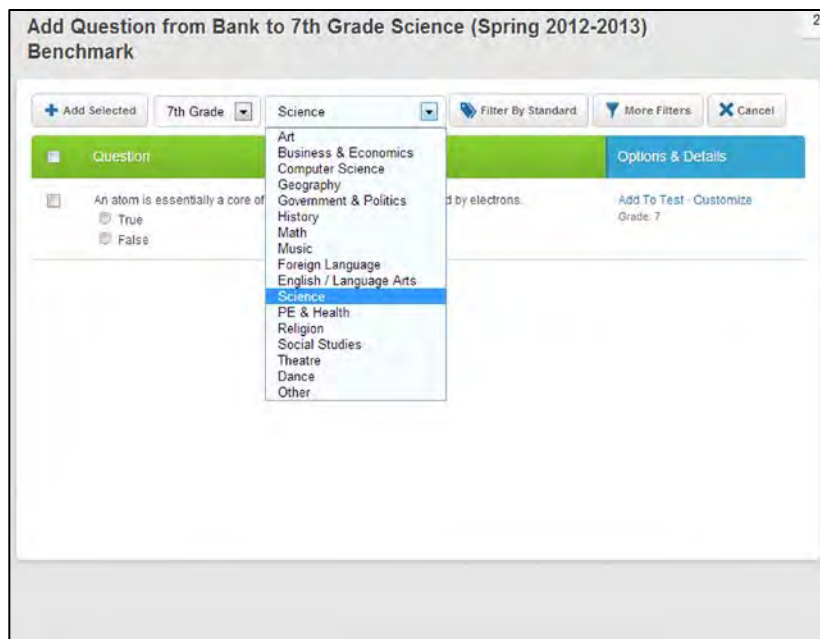
Click the green [Save Question](#) button to add your question to the test.

**7th Grade Science (Spring 2012-2013) Benchmark** 20

## Adding a Question from the Test Library

To add a question from the [Test Library](#), hover over the [Add Question](#) button and click [Add From Question Bank](#).

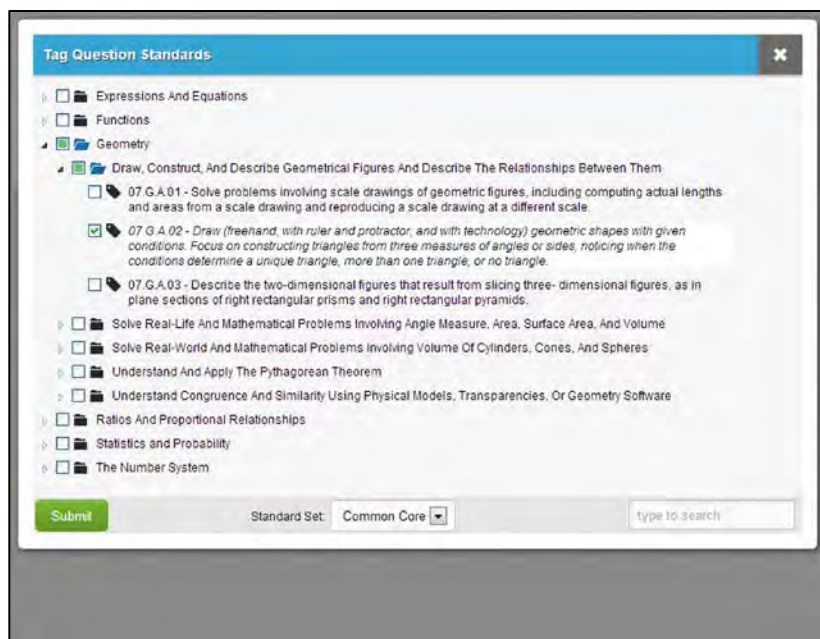




## Adding a Question from the Test Library

At the top, you can filter question by grade level, subject, standards, and other advanced options.

Click the drop-down menus at the top to select the desired grade level and subject area.



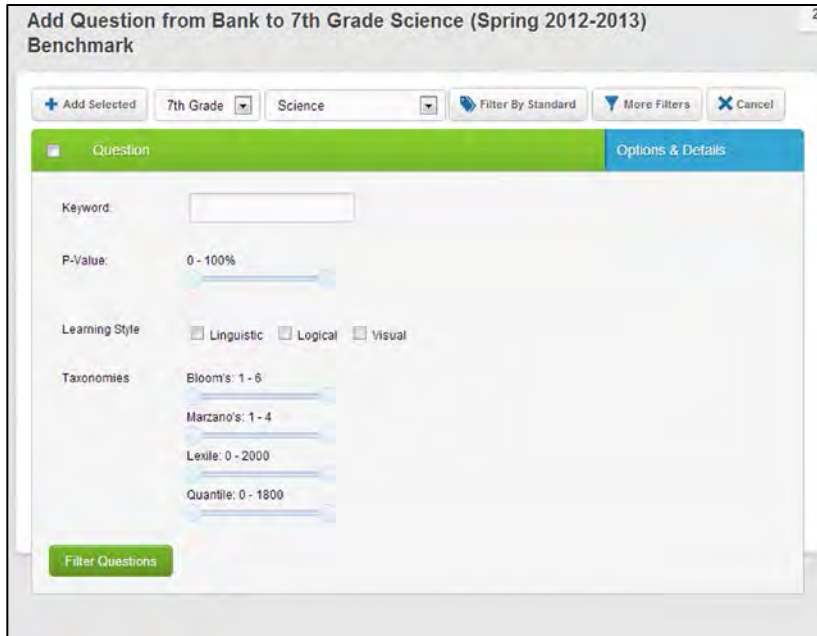
## Adding a Question from the Test Library

Click the **Filter by Standard** button to open a pop-up window with the test's selected grade level and subject area set.

If your school has multiple standard sets, you can select a standard set at the bottom. Additionally, you can type a keyword in the bottom right to find a specific standard.

Click the checkboxes to the left of standard(s) for which you would like to search test questions.

Click the green **Submit** button to view any questions that match your criteria.

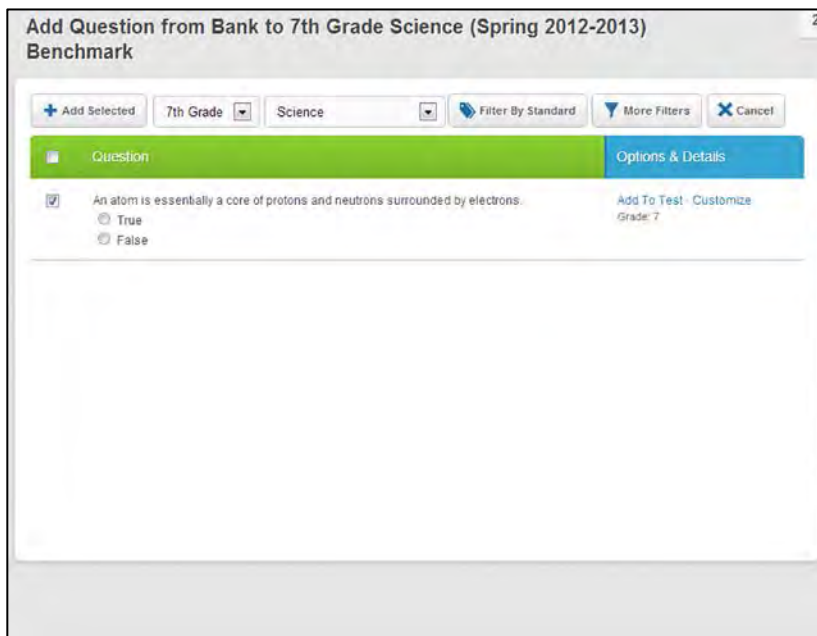


## Adding a Question from the Test Library

Click the **More Filters** button to open a drop-down window with advanced filtering options:

- **Keyword.** Enter a keyword or keywords separated by commas in the box.
- **P-Value.** Move the sliders to determine the percentage range.
- **Learning Style.** Check the boxes next to Linguistic, Logical and/or Visual.
- **Taxonomies.** Move the sliders to determine the range for each set of taxonomies.

Click the green **Filter Questions** button to filter questions in your **Test Library** by your selected criteria.



## Adding a Question from the Test Library

Once you have filtered your question options as desired, find the question(s) you would like to add to your test and mark the checkbox to the left of each question.

Under the **Options & Details** column, you can choose to **Add to Test** which adds the individual question to your test as is, or **Customize** which allows you to modify the question before adding it to your test.

If you would like to add multiple questions, click the **Add Selected** button at the top left.

Additionally, if you decide you would not like to add any questions from the **Test Library**, click the **Cancel** button in the top right.



7th Grade Science (Spring 2012-2013) Benchmark

+ Add Question    🔍 Preview    📄 Assign to Classes    ✓ Publish    ⚙️ Options    📚 Back to Library

#	Question	Standards
1	An atom is essentially a core of protons and neutrons surrounded by electrons.	Tag

## Tagging Standards

To tag a standard to your question, click the **Tag** button under the **Standards** column.

Tag Question Standards

- Expressions And Equations
- Functions
- Geometry
  - Draw, Construct, And Describe Geometrical Figures And Describe The Relationships Between Them
    - 07.G.A.01 - Solve problems involving scale drawings of geometric figures, including computing actual lengths and areas from a scale drawing and reproducing a scale drawing at a different scale.
    - 07.G.A.02 - Draw (freehand, with ruler and protractor, and with technology) geometric shapes with given conditions. Focus on constructing triangles from three measures of angles or sides, noticing when the conditions determine a unique triangle, more than one triangle, or no triangle.
    - 07.G.A.03 - Describe the two-dimensional figures that result from slicing three-dimensional figures, as in plane sections of right rectangular prisms and right rectangular pyramids.
  - Solve Real-Life And Mathematical Problems Involving Angle Measure, Area, Surface Area, And Volume
  - Solve Real-World And Mathematical Problems Involving Volume Of Cylinders, Cones, And Spheres
  - Understand And Apply The Pythagorean Theorem
  - Understand Congruence And Similarity Using Physical Models, Transparencies, Or Geometry Software
  - Ratios And Proportional Relationships
  - Statistics and Probability
  - The Number System

Submit    Standard Set: Common Core    type to search

## Tagging Standards

In the pop-up window, click the box to the left of each standard you would like to tag.

If your school has multiple standard sets, select the one you would like to tag to your question from the drop-down menu at the bottom.

You can also search for a standard by keyword by entering a keyword in the text box at the bottom right.

Click the green **Submit** button to tag your standard(s).

Please note: For the most granular results and reporting, we recommend that you only tag one standard per question.



Achievement Network's Test Library

Test Library Pending Approvals 1

+ Create New Test Show All Show All Filter By Standard More Filters

Name	Subject	Created	Assign
8th Grade ELA (Spring 2012-2013) Benchmark	English / Language Arts	4/30/13	Assign
7th Grade Science (Spring 2012-2013) Ben...	Science	4/30/13	Assign
7th Grade Social Studies (Spring 2012-20...	Social Studies	4/30/13	Assign
A2 CC 2nd Math 12-13	Math	4/30/13	Assign
Enhanced Items Demo		4/30/13	Assign
5th Grade ELA (Spring 2012-2013) Benchmark	English / Language Arts	4/30/13	Assign
7th Grade ELA (Spring 2012-2013) Benchmark	English / Language Arts	4/29/13	Assign
7th Grade Math (Spring 2012-2013) Benchmark	Math	4/29/13	Assign

## Approving a Test

Your teachers can also submit tests they have created to administrators for approval before being added to the [Test Library](#) and [Question Bank](#).

From your [Test Library](#) click the [Pending Approvals](#) tab to view any tests that are awaiting your approval.

Achievement Network's Pending Approvals

Test Library Pending Approvals 1

2012-2013 Grading

Name	Subject	Created
Reading Comprehension	English / Language Arts	4/30/13

- Approve Test
- Deny Test
- View Test
- Preview Test

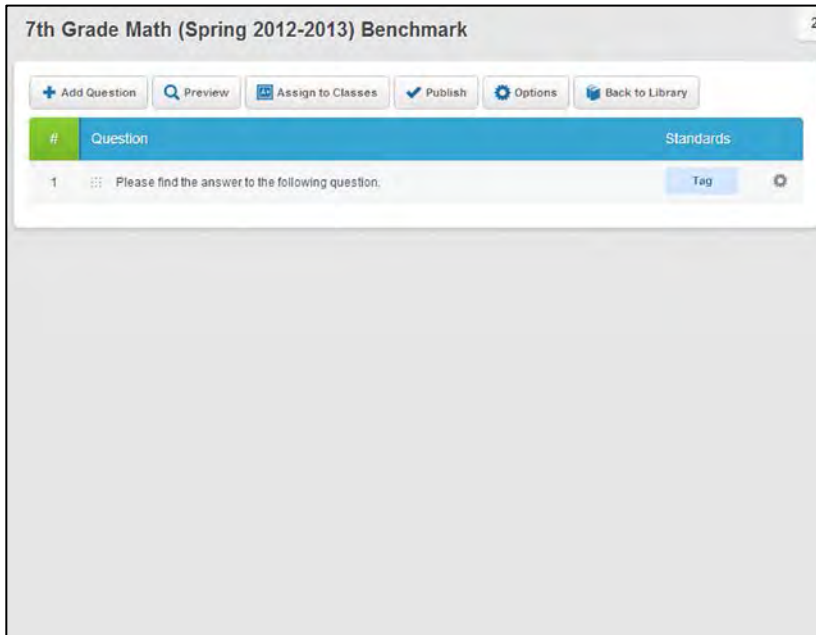
## Approving a Test

On this page, you will see a list of tests pending administrator approval. Hover over the gear icon to the right of any test to access the following options:

- **Approve Test.** This option allows the test to be publically available in the [Test Library](#) and [Question Bank](#).
- **Deny Test.** This option allows you to refuse making the test publically available in the [Test Library](#) and [Question Bank](#).
- **View Test.** This view allows you to review questions and test settings, including the ability to make changes to the test.
- **Preview Test.** This view allows you to preview the test as students would see it when taking the test.

## Delivering Assessments

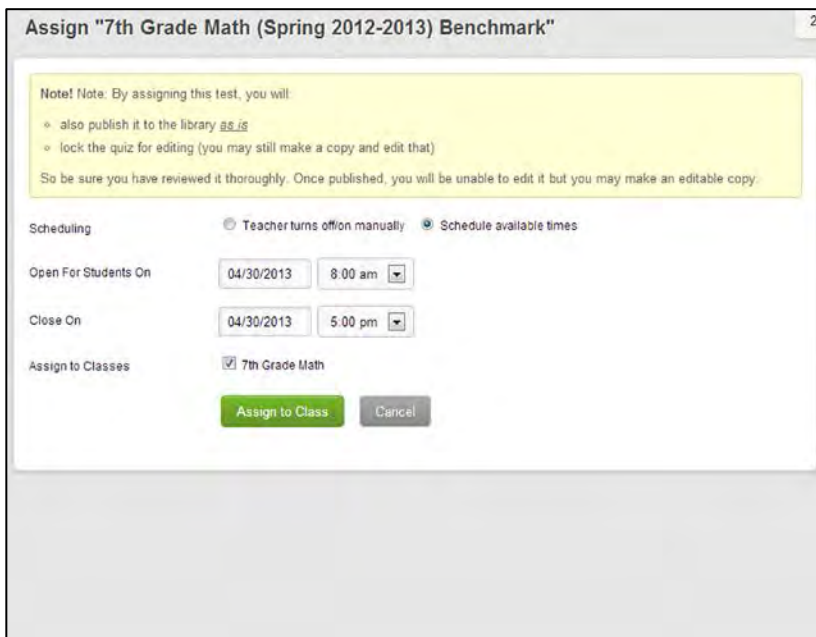
Once your assessments have been created, you can assign them to classes or publish them to the **Test Library**.



### Assigning a Test to Classes

When you have finished your test, you can assign it to your teacher's classes by clicking the **Assign to Classes** button.

Before assigning a test to a class, be sure that you have finalized your test as you will no longer be able to edit your test once assigned. Additionally, your test will be added to the **Test Library** once assigned to a class.



### Assigning a Test to Classes

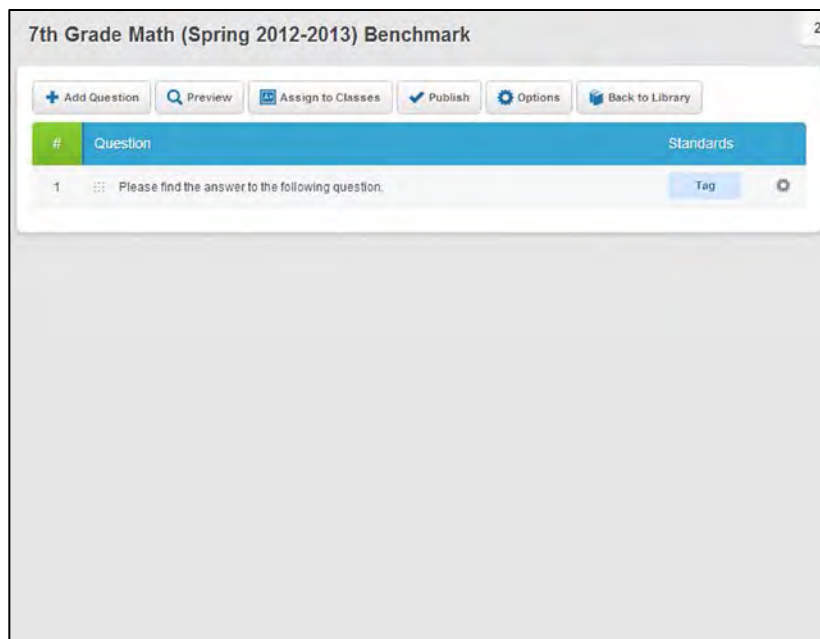
When you have confirmed that your test is finalized, you can assign it to classes. Select the scheduling of the quiz:

- **Teacher turns off/on manually.** With this option, the teacher will need to manually open and close the test.
- **Schedule available times.** With this option, the test will only be available to take during the date and time ranges you set.

Please note: A scheduled test can be opened before the scheduled time or reopened after the scheduled time, if necessary.



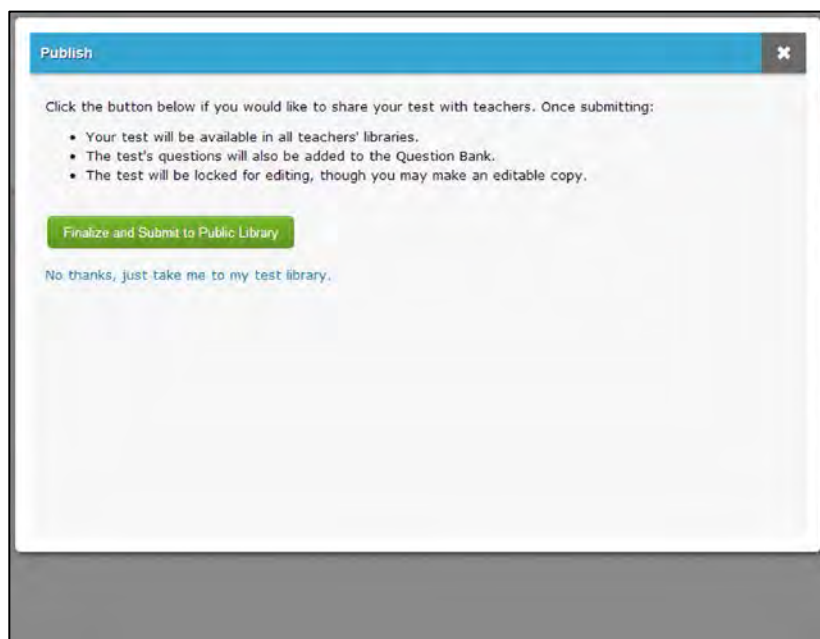
Click the green **Assign to Class** button to assign your test to a class and add it to the **Test Library**.



## Publishing a Test

Alternatively, instead of assigning a test to a class, you can submit your finalized test to the **Test Library**.

Click the **Publish** button to initiate publishing your test to the **Test Library**.



## Publishing a Test

In the pop-up window, confirm that your test has been finalized, as publishing your test will lock it to future edits.

Additionally, your test and all of its questions will be added to the **Test Library** and **Question Bank** for all of your teachers to view/use.

Click the green **Finalize and Submit to Public Library** button to publish your test. If you are not ready to publish your test, click the **No thanks, just take me to my test library** link.

Achievement Network's Test Library 2012-2013 | Grading

Test Library Pending Approvals

[+ Create New Test](#)
Show All
Show All
Filter By Standard
More Filters

Name	Subject	Created	Assign
8th Grade ELA (Spring 2012-2013) Benchmark	English / Language Arts	4/30/13	Assign
7th Grade Science (Spring 2012-2013) Ben...	Science	4/30/13	Assign
7th Grade Social Studies (Spring 2012-20...	Social Studies	4/30/13	Assign
A2 CC 2nd Math 12-13	Math	4/30/13	Assign
Enhanced Items Demo		4/30/13	Assign
5th Grade ELA (Spring 2012-2013) Benchmark	English / Language Arts	4/30/13	Assign
7th Grade ELA (Spring 2012-2013) Benchmark	English / Language Arts	4/29/13	Assign
7th Grade Math (Spring 2012-2013) Benchmark	Math	4/29/13	Assign

- Export QTI File
- Copy Test
- Print Test**
- View Test
- Preview Test

## Printing a Test

If you would like to print a test for students to take on paper, you can do so from the [Test Library](#).

Hover over the gear icon to the right of the test that you would like to print and click [Print Test](#).

the achievement network 7th Grade ELA (Spring 2012-2013) Benchmark

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_

Please read the following passage and answer the questions that follow.

**Phaethon Gets His Wish**

Phaethon stood impatiently at the heavy gilded doors. He ordered the guards, Month and Year, to let him approach his father's throne. As the doors creaked open, the sun's rays almost blinded him. Phaethon shielded his eyes and groped his way toward Apollo's throne. "Come here, my son. Follow my voice," Apollo's voice echoed. "What is so urgent that you have my guards scrambling to do your bidding?"

"Father, I have a problem. All of my friends have been teasing me. They don't believe that you're my father or that you make the sun rise and set," complained Phaethon.

Apollo replied, "Oh—that problem again? Well, just to prove it to your friends once and for all, I will grant you any wish you desire."

"Really? Then I have only one wish," answered Phaethon. "I'd like to drive your chariot and make the sun rise tomorrow morning!"

Apollo was horrified. "No—not that! No one but me can drive the chariot. The horses are too powerful!"

"You said I could have anything," whined Phaethon.

The sun bounced along behind the chariot like a basketball. It grazed the stars and skidded along mountaintops, leaving charred remains behind.

**Charred** means

- burnt.
- stangerous.
- bitly.
- colorful.

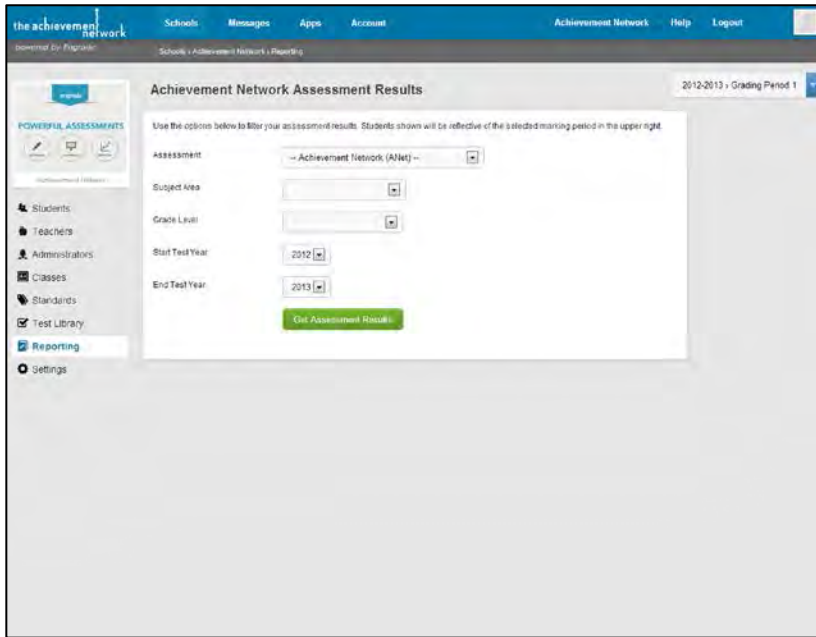
## Printing a Test

Your test will open in a new window or tab for you to print.



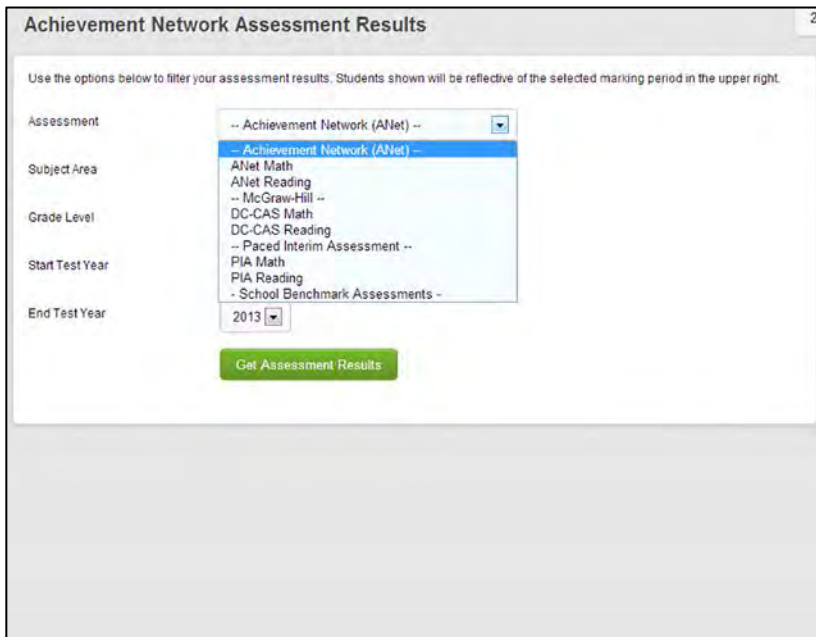
## Reporting for Assessments

After your tests have been created and students have taken them, you can view detailed results of your assessments.



### Viewing Assessment Results

Click **Reporting** on the left sidebar to view the results of your school's assessments.



### Viewing Assessment Results

On the **Assessment Results** page, you can filter the type of assessments you would like to view.

- **Assessment.** Click this drop-down menu to choose which type of assessments you would like to view.
- **Subject Area.** Click this drop-down menu to choose which subject assessments you would like to view or you can leave it blank to view all subjects.
- **Grade Level.** Click this drop-down menu to choose the grade level assessments you would like to view or you can leave it blank to view all grade levels.
- **Start Test Year.** Select the desired start year.
- **End Test Year.** Select the desired end year.

Click the green **Get Assessment Results** button to search for assessments.



Achievement Network Benchmark Assessments Results 2012-2013, Grade

Print Export page 1 of 1

Student	Class Avg.	* 7th Grade ELA (Spring 2012-2013) Benchmark	* 7th Grade ELA (Winter 2012-2013) Benchmark			
Ann Student	-	70%	78%	-	-	-
Arnold Student	-	44%	74%	-	-	-
Chris Student	-	-	100%	-	-	-
Daniel Student	-	-	56%	-	-	-
Haile Student	-	-	70%	-	-	-
Harris Student	-	-	63%	-	-	-
Hector Student	-	-	81%	-	-	-
Jeremy Student	-	-	85%	-	-	-
Joel Student	-	-	81%	-	-	-
Kyle Student	-	-	67%	-	-	-
Average	0%	57%	76%			

## Viewing Assessment Results

On this page, you will see the assessments that meet the parameters you set on the previous page.

You can **Export** or **Print** this page by clicking the corresponding button at the top left.

Achievement Network Benchmark Assessments Results 2012-2013, Grade

Print Export page 1 of 1

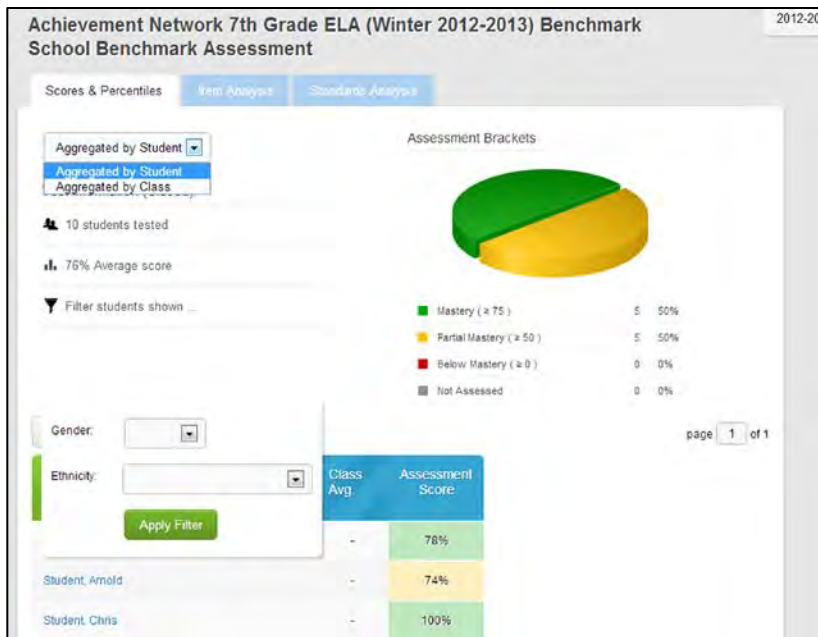
Student	Class Avg.	* 7th Grade ELA (Spring 2012-2013) Benchmark	* 7th Grade ELA (Winter 2012-2013) Benchmark			
Ann Student	-	70%	78%	-	-	-
Arnold Student	-	44%	74%	-	-	-
Chris Student	-	-	100%	-	-	-
Daniel Student	-	-	56%	-	-	-
Haile Student	-	-	70%	-	-	-
Harris Student	-	-	63%	-	-	-
Hector Student	-	-	81%	-	-	-
Jeremy Student	-	-	85%	-	-	-
Joel Student	-	-	81%	-	-	-
Kyle Student	-	-	67%	-	-	-
Average	0%	57%	76%			

color key: Below Mastery > 0, Partial Mastery > 50, Mastery > 75

## Viewing Assessment Results

An asterisk \* before a test name indicates that the test is still in progress, and the data you are viewing is the most current progress for those students.

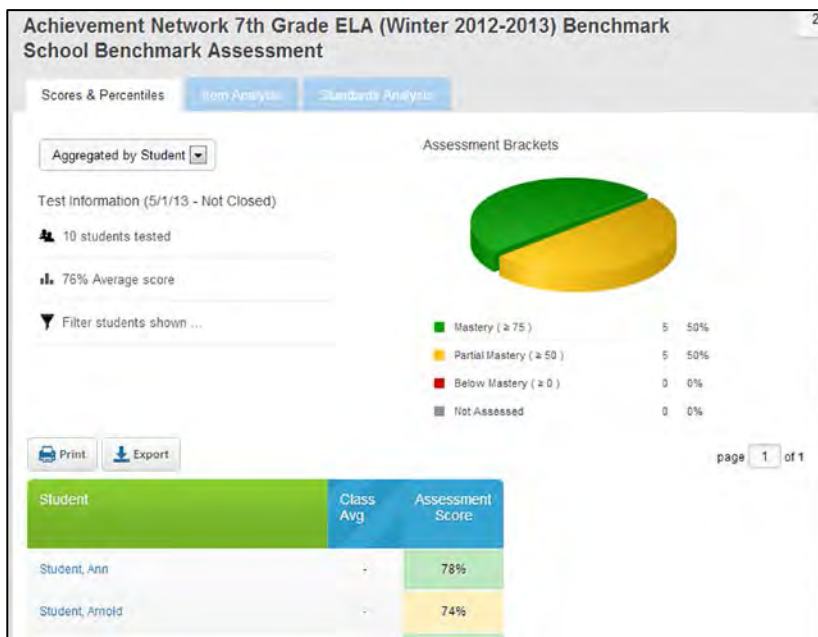
If you would like to view detailed information for a test, click directly on the test's name on the blue bar.



## Scores and Percentiles

On the [Scores & Percentiles](#) page, you can view detailed test information for your selected test.

- **Aggregate by Student or Class.** You can select from the drop-down menu whether you would like to aggregate assessment data by student or by class.
- **Test Information.** This will show you how many students were tested and what the average score on the test was.
- **Filter Students Shown.** Click this link to open a window that will allow you to filter data by gender or ethnicity.
- **Assessment Brackets.** This will show you a pie chart of how many students achieved mastery, partial mastery, below mastery or were not assessed.



## Scores and Percentiles

At the bottom, you can view a list of all students along with their score on the test.

You can [Export](#) or [Print](#) this page by clicking the corresponding button.

Achievement Network 7th Grade ELA (Winter 2012-2013) Benchmark  
Item Analysis

2012-2013 | Grading Period 1

Scores & Percentiles | **Item Analysis** | Standards Analysis

Sort Questions | Print | Export

page 1 of 1

Student	School Percentile	Q2 (86% Correct)	Q3 (82% Correct)	Q4 (79% Correct)	Q5 (79% Correct)	Q6 (80% Correct)	Q7 (74% Correct)	Q8 (82% Correct)
Student, Ann	78%	1/1	2/2	0/1	1/2	1/1	3/5	5/5
Student, Arnold	74%	0/1	1/2	1/1	1/2	0/1	5/5	5/5
Student, Chris	100%	1/1	2/2	1/1	2/2	1/1	5/5	5/5
Student, Daniel	56%	1/1	0/2	1/1	2/2	0/1	2/5	3/5
Student, Halle	70%	1/1	2/2	0/1	1/2	1/1	3/5	4/5
Student, Harris	63%	1/1	0/2	0/1	2/2	1/1	5/5	3/5
Student, Hector	81%	1/1	2/2	1/1	1/2	1/1	3/5	4/5
Student, Jeremy	85%	0/1	1/2	1/1	2/2	1/1	3/5	5/5
Student, Joel	81%	1/1	2/2	1/1	2/2	1/1	5/5	3/5
Student, Kyle	67%	1/1	0/2	1/1	0/2	1/1	3/5	4/5

## Item Analysis

If you would like to see how each student did on each question, click the **Item Analysis** tab.

This will allow you to view how each student performed on each question. On the top blue bar, you can click on each question to view the full-length question in a pop-up window.

You can also choose to sort your questions sequentially or by performance by hovering over the **Sort Questions** icon and clicking the desired option.

You can **Export** or **Print** this page by clicking the corresponding button in the top left.

Achievement Network 7th Grade ELA (Winter 2012-2013) Benchmark  
Standards Analysis

2012-2013 | Grading Period 1

Scores & Percentiles | Item Analysis | **Standards Analysis**

Sort Standards | Print | Export

page 1 of 1

Student	School Percentile	RL 07.04 (88% Avg.)	RL 07.03 (80% Avg.)	RL 07.01 (70% Avg.)	RL 07.06 (70% Avg.)	RL 07.07 (74% Avg.)	W 07.04 (82% Avg.)	RL 07 (77% Avg.)
Student, Ann	78%	100%	100%	0%	50%	80%	100%	80%
Student, Arnold	74%	0%	50%	100%	50%	100%	100%	70%
Student, Chris	100%	100%	100%	100%	100%	100%	100%	100%
Student, Daniel	56%	50%	0%	100%	100%	40%	50%	50%
Student, Halle	70%	100%	100%	0%	50%	80%	80%	70%
Student, Harris	63%	100%	0%	0%	100%	100%	60%	50%
Student, Hector	81%	100%	100%	100%	50%	80%	80%	80%
Student, Jeremy	85%	50%	50%	100%	100%	80%	100%	100%
Student, Joel	81%	100%	100%	100%	100%	100%	50%	70%
Student, Kyle	67%	100%	0%	100%	0%	80%	80%	80%

## Standards Analysis

If you would like to see how each student performed on each standard (if standards were tagged to questions), click the **Standards Analysis** tab.

On the top blue bar, you can click on each standard code to view the full-length standard description in a pop-up window.

You can also choose to sort your standards alphabetically or by performance by hovering over the **Sort Questions** icon and clicking the desired option.

You can **Export** or **Print** this page by clicking the corresponding button in the top left.

## Reference

Additional information about assessments.

## Question Types

The available types of questions for tests are:

- **Multiple Choice.**
- **Multiple Choice, Multi-Select.**
- **True/False.**
- **Instructions Only.**
- **Matching.**
- **Short Answer.**
- **Essay.**
- **Fill-In-The-Blank.**
- **Cloze.**

## Multiple Choice

Multiple Choice questions allow you to ask your students a question and provide them with multiple possible answers but only one answer is correct.

- **Question Text.** Enter your question here.
- **Answer Options.** Choose to Use Images as your answer choices and/or Randomize your answers.
- **Answer Choices.** Enter up to five possible answers. Be sure to click the image to the right of the correct answer so a green check mark displays.
- **Passage.** Select None, New Passage or a passage from a previous question from the drop-down menu. If you choose New Passage, enter the desired passage in the test box.
- **Points.** Enter the number of points the question is worth in the box.

Edit 7th Grade ELA (Spring 2012-2013) Benchmark Question 2012-2013 | Grading Period 1

Question type: Multiple Choice, Multi-Select

Question text: **B I U** What was the result of Phaethon driving Apollo's chariot?

Answer Options:  Use Images  Randomize

Answer Choices:

- He was eaten by the Snake.
- He created the Earth's deserts.
- His friends no longer wanted his friendship.
- He was made a part of the constellations.
- He was banished to the Underworld by his father.

Passage: none

Layout:

Scoring Type: Additive with Negation

Points Each: 1

Show tagging options

## Multiple Choice, Multi-Select

Multiple Choice, Multi-Select questions allow you to ask your students a question and provide them with multiple possible answers and multiple answers can be correct.

- **Question Text.** Enter your question here.
- **Answer Options.** Choose to Use Images as your answer choices and/or Randomize your answers.
- **Answer Choices.** Enter up to five possible answers. Be sure to click the image to the right of the correct answer(s) so a green check mark displays.
- **Passage.** Select None, New Passage or a passage from a previous question from the drop-down menu. If you choose New Passage, enter the desired passage in the test box.
- **Scoring Type.** Perfect Response requires the student to select each correct answer. Additive with Negation gives the student points for correct answer selections and deducts points for incorrect answer selections.
- **Points.** Enter the number of points the question is worth in the box.



The screenshot shows the 'Edit 7th Grade ELA (Spring 2012-2013) Benchmark Question' interface. The 'Question type' is set to 'True/False'. The 'Question text' field contains the text 'Dawn is Phaethon's mother.' Below the text field is a rich text editor toolbar. The 'Answer' field is set to 'False'. The 'Passage' field is set to 'none'. The 'Layout' field has three radio buttons, with the first one selected. The 'Points' field is set to '1'. There are 'Save Question' and 'Cancel' buttons at the bottom.

## True/False

True/False questions allow you to ask your students a question and have them respond with either True or False.

- **Question Text.** Enter your question here.
- **Answer.** Select either True or False.
- **Passage.** Select None, New Passage or a passage from a previous question from the drop-down menu. If you choose New Passage, enter the desired passage in the test box.
- **Points.** Enter the number of points the question is worth in the box.

The screenshot shows the 'Edit 7th Grade ELA (Spring 2012-2013) Benchmark Question' interface. The 'Question type' is set to 'Instructions Only'. The 'Question text' field contains the text 'Please read the following passage and answer the questions that follow.' Below the text field is a rich text editor toolbar. There are 'Save Question' and 'Cancel' buttons at the bottom.

## Instructions Only

Instructions Only allow you to provide your student's instructions for the test, if necessary.

- **Instructions.** Enter your instructions here.



2012-2013 - Grading Period 1

Edit 7th Grade ELA (Spring 2012-2013) Benchmark Question

Question type  Matching

Question text hide tools  
 Match the image of the Greek god to his/her name.

Match Images

Matching Items

Aphrodite	↔	Goddess of love, beauty, desire.
Apollo	↔	God of light, music, arts.
Hera	↔	Queen of the heavens and goddess
Hermes	↔	God of boundaries, travel.
Zeus	↔	King of the gods, the ruler of Mount

Order will be randomized

Scoring Type  Additive

Points Each  1

[Show tagging options](#)

## Matching

Matching questions allow you to ask your students a question and provide them with items to match together.

- **Question Text.** Enter your question here.
- **Match Images.** Check this box if you would like to use images as your answer choices.
- **Scoring Type.** Perfect Response requires the student to select each correct answer. Additive gives the student points for each correct answer selection.
- **Points.** Enter the number of points the question is worth in the box.

2012-2013 - Grading Period 1

Edit 7th Grade ELA (Spring 2012-2013) Benchmark Question

Question type  Short Answer

Question text hide tools  
 Describe the role of Apollo in Greek mythology.

Max Characters  250

Points  5

[Show tagging options](#)

## Short Answer

Short Answer questions allow you to ask your students a question and have them respond with a short answer.

- **Question Text.** Enter your question here.
- **Max Characters.** Enter the maximum amount of characters you would like your student's to be able to use in their responses.
- **Points.** Enter the number of points the question is worth in the box.

Edit 7th Grade ELA (Spring 2012-2013) Benchmark Question 20

Question type

Question text  
hide tools

Analyze the thematic topic of the passage. Use examples from the text to support your analysis.

Word Limit

Points

[Show tagging options](#)

## Essay

Essay questions allow you to ask your students a question and have them respond with an essay.

- **Question Text.** Enter your question here.
- **Word Limit.** Enter the maximum amount of words you would like your student's to be able to use in their responses.
- **Points.** Enter the number of points the question is worth in the box.

Edit 7th Grade ELA (Spring 2012-2013) Benchmark Question 2012-2013 | Grading Period 1

Question type

Question text  
hide tools

Use two underscores to indicate the fill in the blanks. For instance, "Jack and \_\_\_ went up the \_\_\_"  
The word \_\_\_ in paragraph 14 comes from the Latin root meaning look or watch?

Scoring Option  Auto-Score  Manually Review

Answers

Case-Sensitive?

Passage

Layout

Scoring Type

Points

[Show tagging options](#)

## Fill-In-The-Blank

Fill-In-The-Blank questions allow you to ask your students a question and have them type in a response in the blank.

- **Question Text.** Enter your question here.
- **Scoring Options.** Choose to Auto-Score to have Engrade automatically score your student's response against the answers you supply or Manually Review your student's answers.
- **Answer.** Enter the correct answers for the blanks you have provided in your question.
- **Case-Sensitive.** Check this to indicate case-sensitive answers.
- **Passage.** Select None, New Passage or a passage from a previous question from the drop-down menu. If you choose New Passage, enter the desired passage in the test box.
- **Scoring Type.** Perfect Response requires the student to select each correct answer. Additive gives the student points for each correct answer selection.
- **Points.** Enter the number of points the question is worth in the box.

**Edit 7th Grade ELA (Spring 2012-2013) Benchmark Question**

Question type: Cloze

Question text: This passage is narrated from the \_\_\_ point of view.

Answer Choices:

third person ✓	limited ✓
second person	Dawn
first person	omniscient
	Apollo

Passage: none

Layout: [Icons]

Scoring Type: Additive

Points Each: 1

Show tagging options

Save Question Cancel

## Cloze

Cloze questions allow you to ask your students a question and have them select the correct response for each blank.

- **Question Text.** Enter your question here.
- **Answer Choices.** Enter the correct answer on the first row of each box (next to the green check mark) for the blanks you have provided in your question. Hit the Enter/Return key to enter other possible answers on the rows below.
- **Passage.** Select None, New Passage or a passage from a previous question from the drop-down menu. If you choose New Passage, enter the desired passage in the test box.
- **Scoring Type.** Perfect Response requires the student to select each correct answer. Additive gives the student points for each correct answer selection.
- **Points.** Enter the number of points the question is worth in the box.

Answer Choices:

burnt.

dangerous.

filthy.

colorful.

Passage: this passage

Phaëthon Gets His Wish

1 Phaëthon stood impatiently at the heavy gilded doors. He ordered the guards, Month and Year, to let him approach his father's throne. As the doors creaked open, the sun's rays almost blinded him. Phaëthon shielded his eyes and groped his way toward Apollo's throne. "Come here, my son. Follow my voice," Apollo's voice echoed. "What is so urgent that you have my guards scrambling to do your bidding?"

Layout: [Icons]

Points: 1

Show tagging options

Save Question Cancel

## Passage

Passages can be used to add excerpts to most questions. In the **Passage** section, you have the following options:

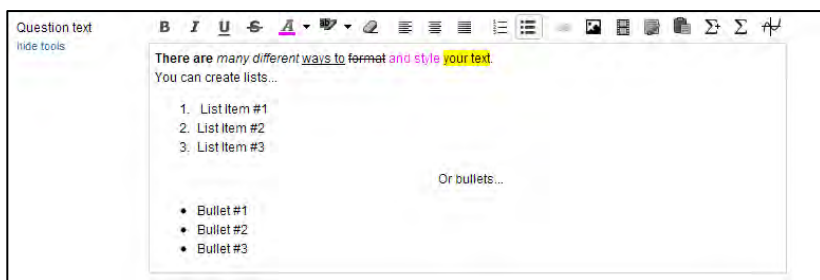
- **None.** This indicates you do not want to use a passage.
- **New Passage.** This indicates you want to add a new passage.
- **This Passage.** This indicates you want to use the currently selected passage.
- **Previous Question's Passage.** This indicates that you want to use a passage entered on another question within your test.

You also can select if you want your passage run down the left side of your test vertically or across the top of your test horizontally by selecting the appropriate layout icon under the passage text box.



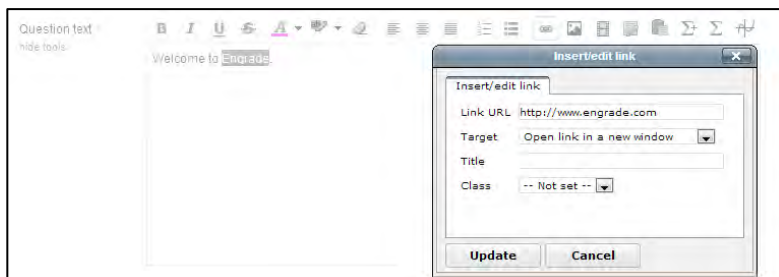
## Text Editor

The formatting bar at the top of the question text or passage sections allows you to adjust your entered text.



## Text Editing

Use the text buttons to modify the text emphases, text and background colors, create lists, add bullets, and highlight text.

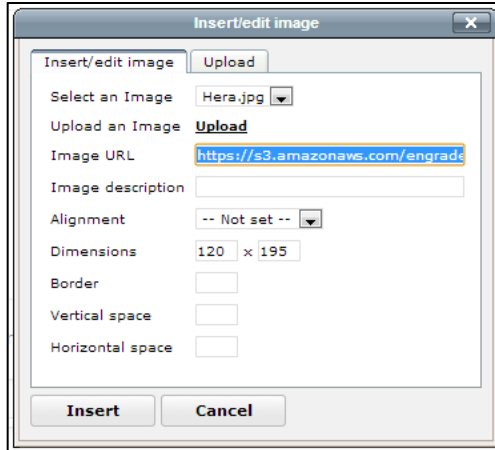


## Insert Hyperlink

You can insert links to websites directly into your question or passage. Highlight the text that you would like to become your hyperlink and click the **Insert/Edit Link** button.

In the pop-up window, enter the URL of your website in the **Link URL** box. Adjust the settings for the target, title and class options as desired. Click the **Insert** button to create your hyperlink.

To unlink a word or phrase, highlight the section that you would like to remove the link from and click the **Unlink** button.



## Insert Image

Click the **Insert/Edit Image** button to insert an image into your question or passage.

In the pop-up window, select a previously uploaded image, upload a new image from your computer or enter the URL of an image that you would like to insert.

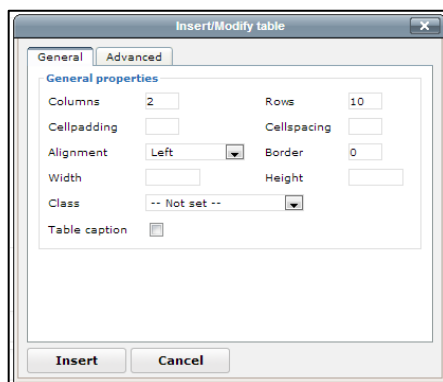
Adjust the settings for the image description, alignment, dimensions, border, and vertical/horizontal space as desired. Click the **Insert** button to insert your image.



## Insert Video

Click the **Insert/Edit Embedded Media** button to insert a video into your question or passage.

In the pop-up window, select the type of video from the drop-down menu, enter the URL of the video you would like to insert and set the dimensions. Click the **Insert** button to insert your video.

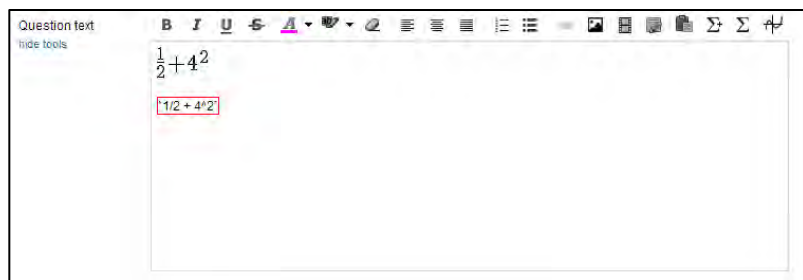


## Insert Table

Click the **Insert New Table** button to insert a table into your question or passage.

In the pop-up window, select the number of columns and rows you would like your table to have.

Adjust the settings for the cell padding, cell spacing, alignment, border, width, height, class, and table caption as desired. Click the **Insert** button to insert your table.



## Create Equation

Click the **Add New Math** button to insert an equation into your question or passage.

In the red box, type the desired equation. Click outside of the red box to generate your equation.

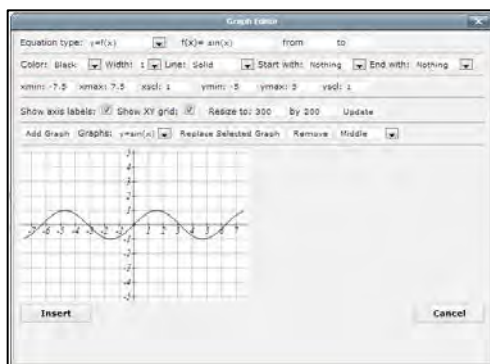


## Insert Equation

Click the **Math Symbols** button to insert an equation into your question or passage.

In the pop-up window, select the equation or symbol you would like to use.

If you chose an equation, add the appropriate numbers to the equation in the red box. Click outside of the red box to generate your equation.



## Insert Graph

Click the **Add/Edit Graph** button to insert a graph into your question or passage.

In the pop-up window, select the appropriate settings for the graph you would like to create. Click the **Insert** button to insert your graph.