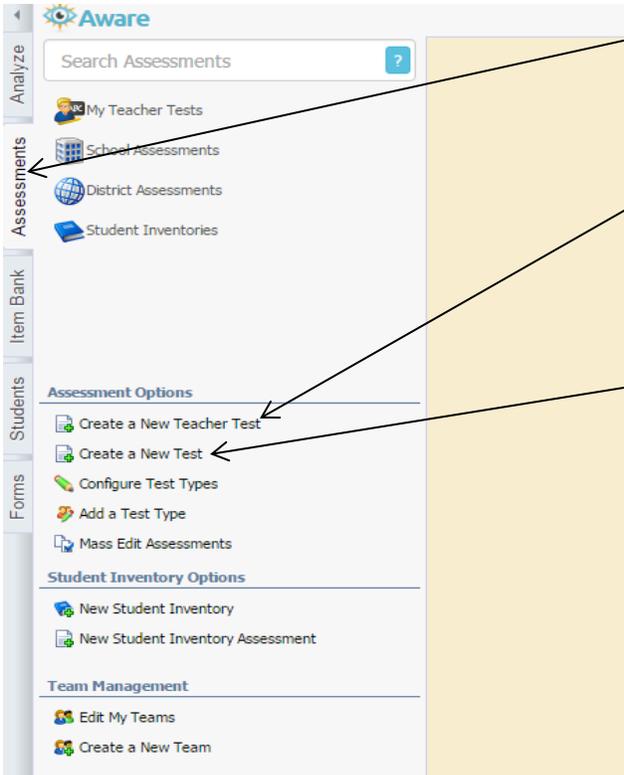# Creating a Test in AWARE (CBA)  Handout #1



Go to **Assessment Tab** on top left.  At the bottom left, you will see "**Create a New Teacher Test**" and "**Create New Test**."

**Create New Teacher Test** – click here when creating a test for your class.  I.e.  weekly test, unit test.  This data does not go into the district data bank.

**Create New Test** – click here when creating a CBA.  ***This is most likely what you will choose most of the time.  After the test is scored, your data is able to be disaggregated.

Today we will click on **Create New Test** (CBA)
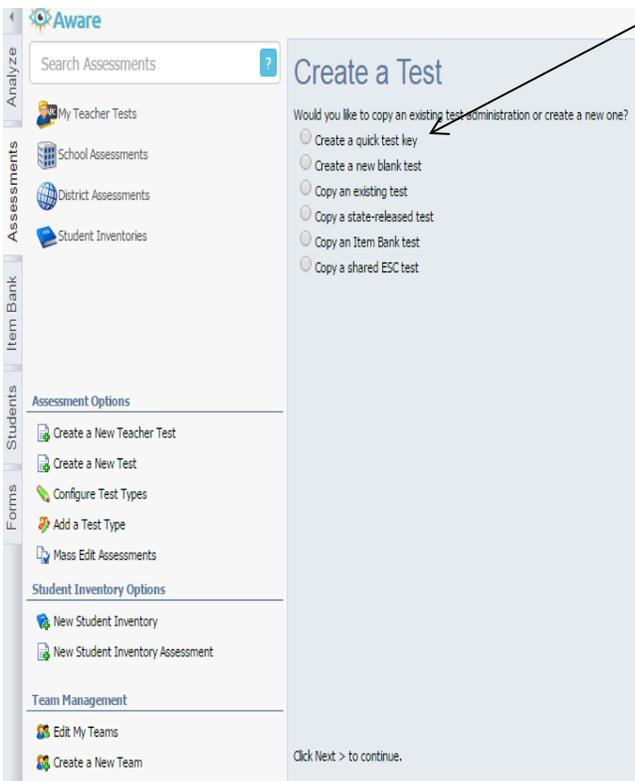


Then you are given options for the type of test you wish to give:

**Create a quick test key** – allows you to enter an answer key only with TEKS and print answer documents for students.  Your actual test will not be in the system.

**Create a new blank test** – allows you to create a test by entering your own questions or choosing test questions from an item bank.  Your test will be saved in the system, and you are able to print a test booklet and answer documents.

**Copy an existing test** – if you created a test in the past and wish to locate that test (now archived), you can copy it into a new test, make changes, print answer booklet, and answer documents.

**Copy a state-released test**- use this option to make an answer key and answer documents for a state-released test that is in the system.

**For today's demonstration, we will create a quick test key**.  Click on that and click NEXT at the bottom right hand of the screen.

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# Creating a Test in AWARE (CBA)  Handout #1



Fill in test details.

Title of Test (see handout on how to title your test), Grade level, Start Date, End Date, and Test Type – automatically defaults to CBA

Use today's date as the start date, and give about a month or more before the end date.  Once the end date passes, you can no longer print answer documents unless you go in and change



Click on your campus, and then click NEXT in the bottom right corner.

# Creating a Test in AWARE (CBA)  Handout #1



Select your course and grade level.  Click NEXT at the bottom right.



Since we chose to create a "Quick Test Key", we will now build our answer key.  Enter the number of questions you want your answer documents to have and the number of responses to each question.

# Creating a Test in AWARE (CBA)  Handout #1



Mark your answer choices here.  You will not put in your TEKS until later.  Once all of your answers are marked, click NEXT on bottom right.

**Alternating lettering is turned on** which means the answer choices will be ABCD, FGHJ.

**\*Make sure that your test booklet matches this answer choice lettering.**



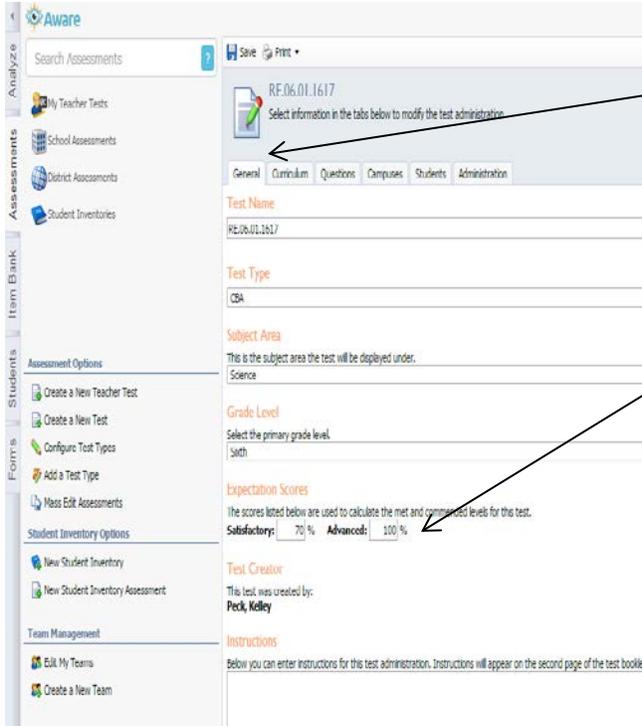When you get here, your test is set up and you will then be able to add more information, like your TEKS, and assign the test to your students. Click **NEXT** to continue.

# Creating a Test in AWARE (CBA)  Handout #1



On the **General** Tab: The test name will be shown that you assigned in the beginning of the set up.  You can enter any instructions that you want appearing on the answer document on this tab.

**Scores:**  Satisfactory and Advanced scores should be your STAAR passing and commended standard for your subject/grade level.  If you do not give a test in your particular grade level, use the standards for the next grade level higher than you that gives a STAAR test. ***Click SAVE at the top before going to the next tab.***

Note:  You can change the score standards at any time.  Be sure to click SAVE, and then go to the STUDENTS tab, and click on RESCORE.
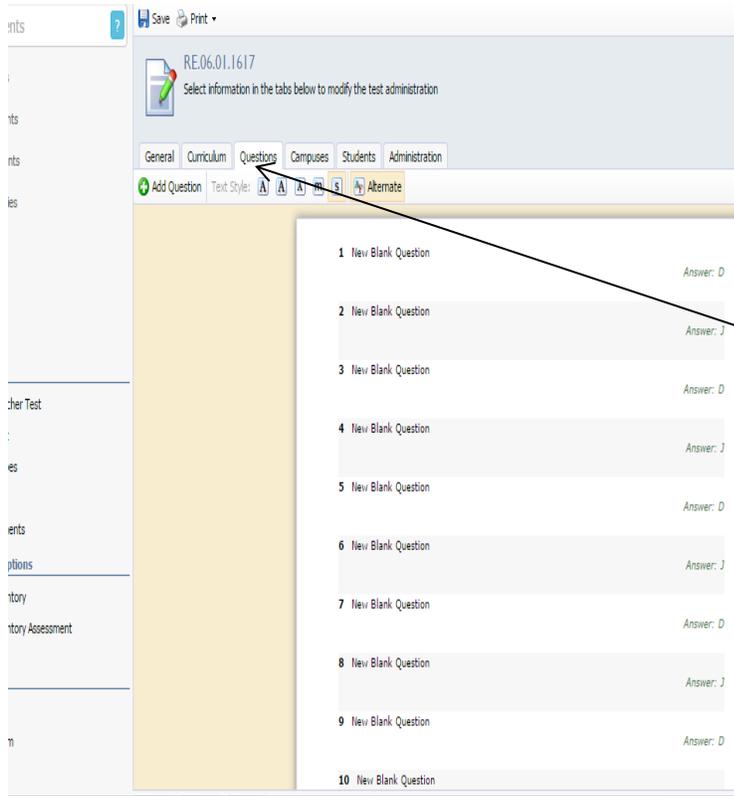


The **Curriculum** tab:  You will see the curriculum assigned when you chose your course/grade level.  You can also add an additional grade level/course here if you are going to be pulling in objectives from another course. ***Be sure to SAVE at the top if you make any changes here.***

The **Questions** tab:  This is where you attach your TEKS to your test questions/answers.  Go to where you see your answer and "hover" over.  Options will appear, click on **EDIT**.  It will allow you to make changes, add TEKS, etc. ***Be sure to SAVE at the top any changes that you make.***

Here you can choose text style, add questions, choose your question types, change formatting/layout,
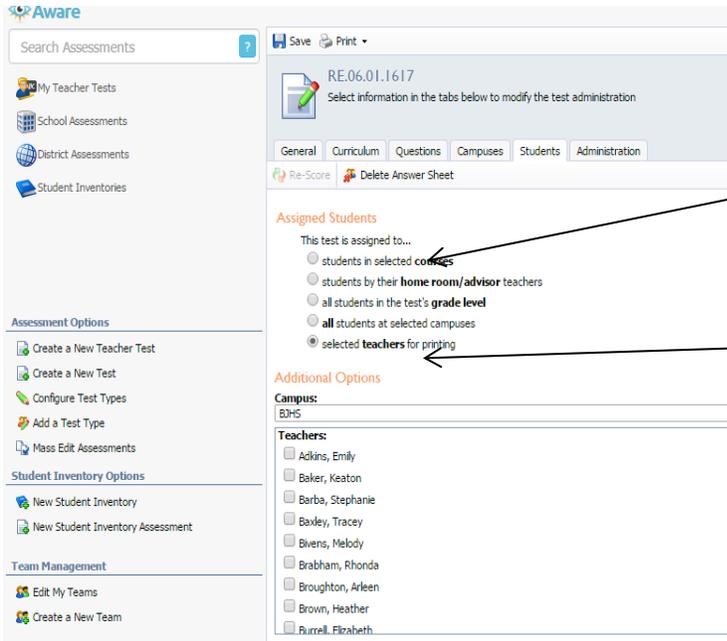
Selected Response:  Multiple Choice

Numerical Response:  Answer with a number using a griddable.

Constructed Response:  Written response/short answer or composition.

A separate handout contains more information on these options.

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# Creating a Test in AWARE (CBA)  Handout #1



In the **Students** tab:

You will see that it defaults to "Select teachers for printing" and you will need to go to the section of **Teachers** and choose your name and any other teacher who will be giving this same test that you want to be able to print answer documents for their students.   Click **SAVE** before leaving this tab.
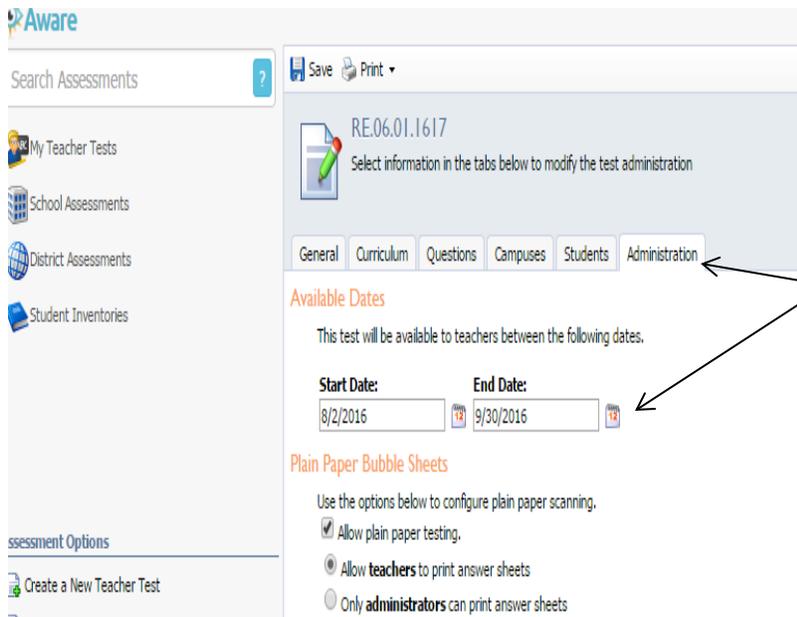


On **Administration** Tab:

At the beginning of the set up, you entered your dates.  Here you can make changes or extend the date range if needed.  You will not be able to print your answer documents or see your test before the start date or after the end date, so give yourself plenty of time.

*Be sure and click **SAVE** at the top before leaving this tab.*

# Creating a Test in AWARE (CBA)  Handout #1
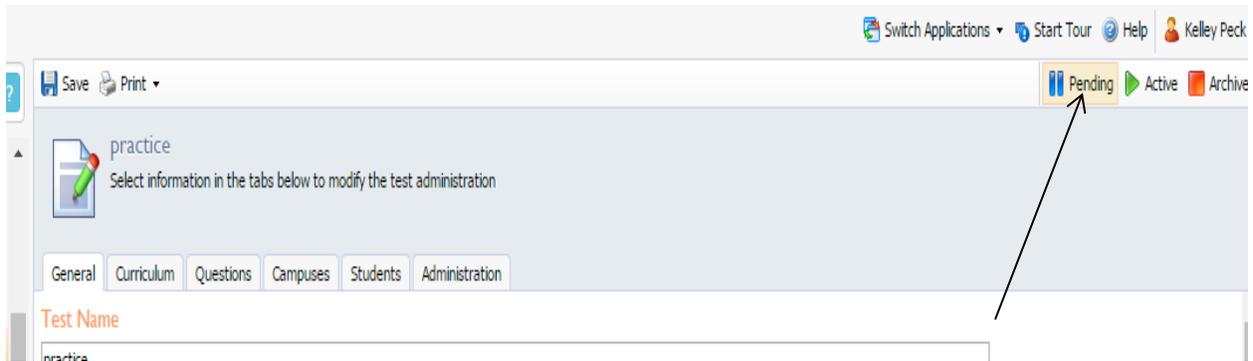
As you are working on your test, it is in **PENDING** mode.  Once you have finished, you will need to make your test active in order to be able to print it.  Click on **ACTIVE**. Now you are ready to print.
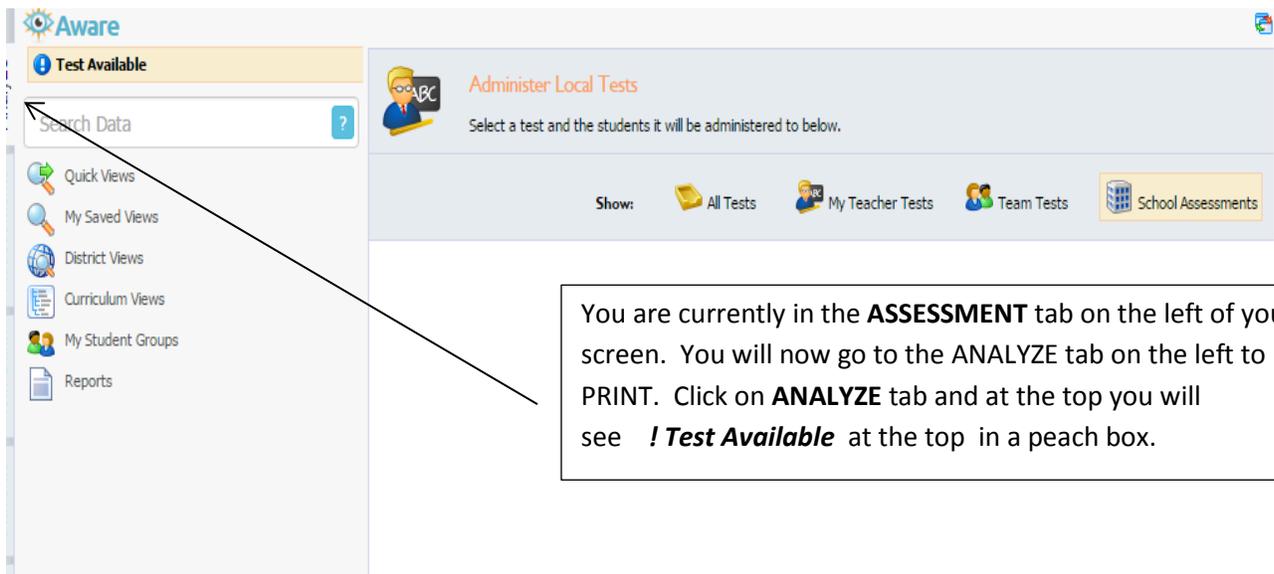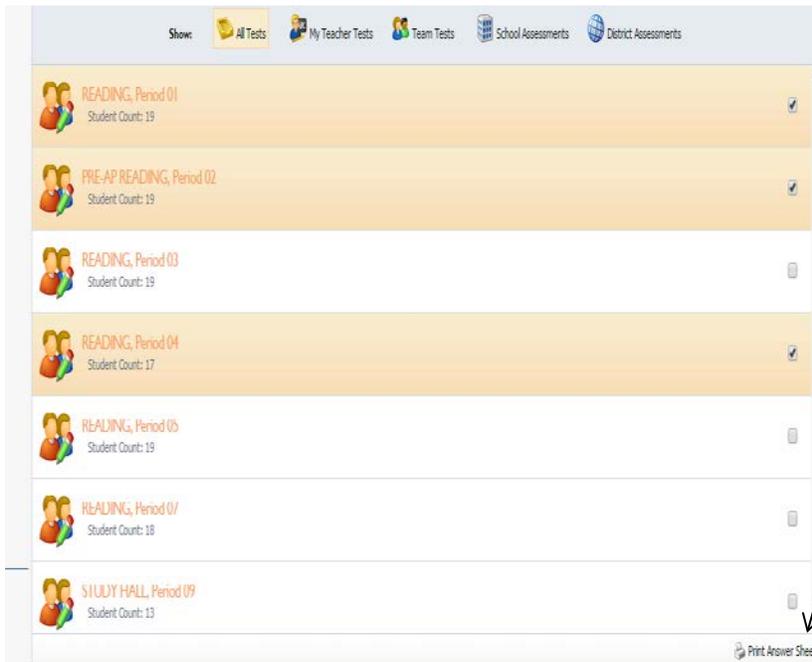
You are currently in the **ASSESSMENT** tab on the left of your screen.  You will now go to the ANALYZE tab on the left to PRINT.  Click on **ANALYZE** tab and at the top you will see   *! Test Available*  at the top  in a peach box.

# Creating a Test in AWARE (CBA)  Handout #1
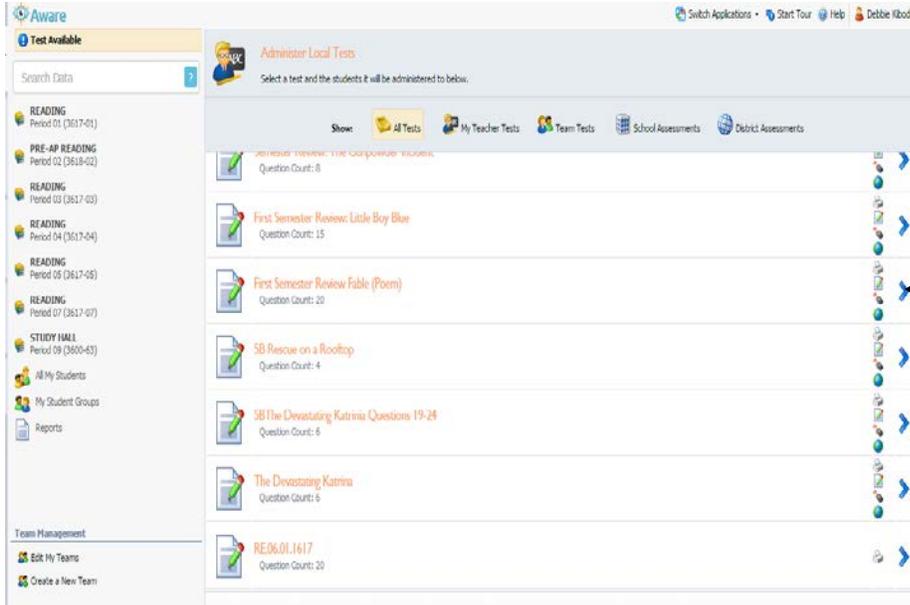


You will then see a list of available tests.  Click on blue arrow on the right of the test you need.



It will then bring up your class periods.  You will select (by clicking on the box) of the classes for which you will want answer documents printed.   Once you have clicked all that you need, click on **Print Answer Documents** on the bottom right of your screen.

# Creating a Test in AWARE (CBA)  Handout #1
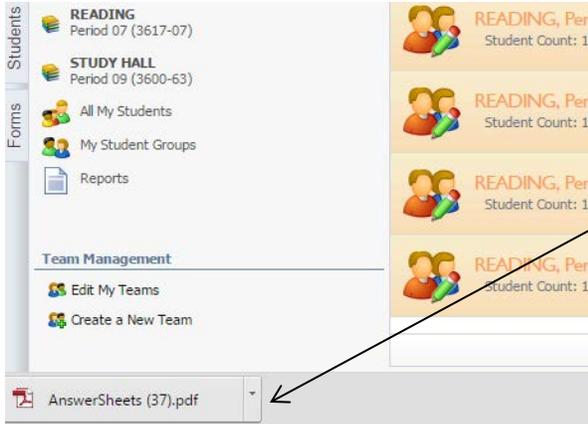


A **pdf** will appear in your bottom left corner that contains your answer documents.  You can print to any printer or copier.
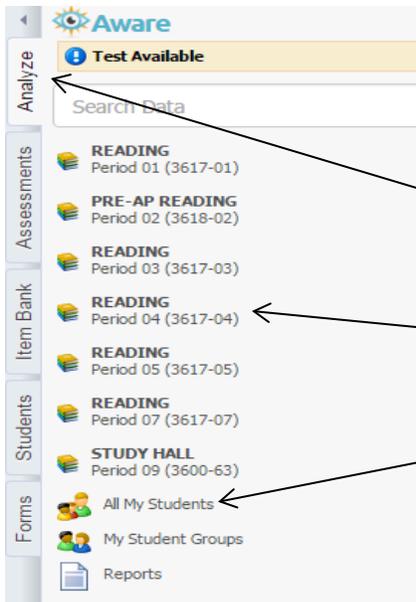


After your students have tested, you will use the scanner (usually located in the Teacher's Study on your campus) to scan.  See separate handout for instructions on that process.

Once scanned and scored, you can see your results by going into the **ANALYZE** tab and looking at your **individual class periods** or you can look at **All My Students** for whole group lists.