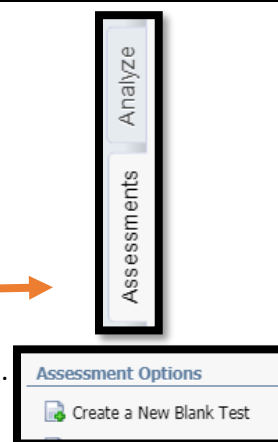


Creating a Teacher Test in Aware

Step 1: Log in to Eduphoria and select the **Aware** tool.

Step 2: Select the **Assessments** tab on the far left. 


Step 3: Select **Create a New Blank Test** under the Assessment Options (bottom left).



Step 4: Move through the Create a New Test Wizard:

- Select **Standard Assessment**
- Be your to do the following to activate the **Generate Test** tab at the bottom of your screen:
 - Give your Test a **Title**
 - Select your **Subject**
 - Select your **Grade Level**
 - **Add a Course**
 - You may also set your passing percentages for Approaches, Meets, and Masters (this is optional, but recommended.)

Step 5: Click **Generate Test**

Step 6: Add questions by clicking on  the button on the right.

Step 7: Select the type of question you want to add (**Selected Response**, **Constructed Response**, **Numerical Response**, **Interactive Response**, or a **Resource**). Below are directions for each type of question type.

Selected Response:

- This question type is the default when adding a new question.
- Click **Primary Standard** and select the TEK to which you would like the question to be tagged. You can add another TEK by selecting **Secondary Standard**. (Optional)
- Choose if this question will be **Multiple Choice** (one answer) or **Multiple Selection** (more than one answer)
- **Choose Complexity** (Webb's Depth of Knowledge) (optional)
- **Assign Item Weight** if you would like this question to be weighted more than others in your test.

- Add your question in the box when it states **Enter Question Text**. You can copy and paste straight from word or the internet, including images. You can also format the question with the “Word” tools at the top of the box.
- Enter a possible answer choice in the Response 1 box. (You may add a rationale, but it is not required.)
- **Add Response** as many times as you want.
- Be sure to click the radial button next to the correct answer(s).
- Click **Create** in the lower left-hand corner.

Constructed Response:

The screenshot shows the 'Create New Question' interface for a Constructed Response question type. The interface includes the following elements:

- Question Type:** Constructed Response
- Standards:** Primary Standard and Secondary Standard (both highlighted with a yellow box)
- Complexity/DOK:** (Not Set) (highlighted with a yellow box)
- Item Weight:** 1
- Min Score:** 0
- Max Score:** 4
- Teacher Graded:**
- Response Rows:** 1
- Text Width:** (Not Set)
- Add Lines:**
- Response Limit Type:** No Limit (highlighted with a yellow box)
- Word Limit:** N/A (highlighted with a yellow box)
- Enter Question Text:** A large text area for entering the question text.
- Enter Scoring Guide:** A text area for entering the scoring guide.
- Font and Size:** A toolbar with various text formatting options.
- Buttons:** CANCEL and CREATE at the bottom right.

- Can be used for short answers or essays.
- Click **Primary Standard** and select the TEK to which you would like the question to be tagged. You can add another TEK by selecting **Secondary Standard**. (Optional)
- **Choose Complexity** (Webb’s Depth of Knowledge) (optional)
- **Assign Item Weight** if you would like this question to be weighted more than others in your test.
- Set **Scoring Ranges**. Minimum Score and Maximum Score...the default is always 0 min and 4 max.
- Unless your answer is one word, or an exact quote...then most teachers will want to select **Teacher Graded**. If you would like the system to grade the student’s work, then you will enter the answer in the **Enter Scoring Guide** box. The students will have to type their answer exactly as you entered it into this box to be counted correctly.
- **Response Limit Type** allows student to only allow a specific number of words or characters to be entered in the response box. No Limit will always be the default.

Numeric Response:

The screenshot shows the 'Create New Question' interface for a 'Numerical Response' question type. Key elements include:

- Question Type:** Numerical Response
- Standards:** + Primary Standard, + Secondary Standard
- Complexity/DOK:** (Not Set)
- Item Weight:** 1
- Decimal Point:** Fixed
- Digits Before:** 4
- Digits After:** 3
- Allow Negative Values:**
- Text Editor:** Enter Question Text (with a note: Must include one decimal.)
- Buttons:** CANCEL, CREATE

- Click **Primary Standard** and select the TEK to which you would like the question to be tagged. You can add another TEK by selecting **Secondary Standard**. (Optional)
- **Choose Complexity** (Webb's Depth of Knowledge) (optional)
- **Assign Item Weight** if you would like this question to be weighted more than others in your test.
- Set **Decimal Point** options based on your grade level.
 - **Fixed:** has a set number of digits before and after the decimal
 - **Floating:** sets the number of digit columns in total.
- Check the box to **Allow Negative Values** when applicable.

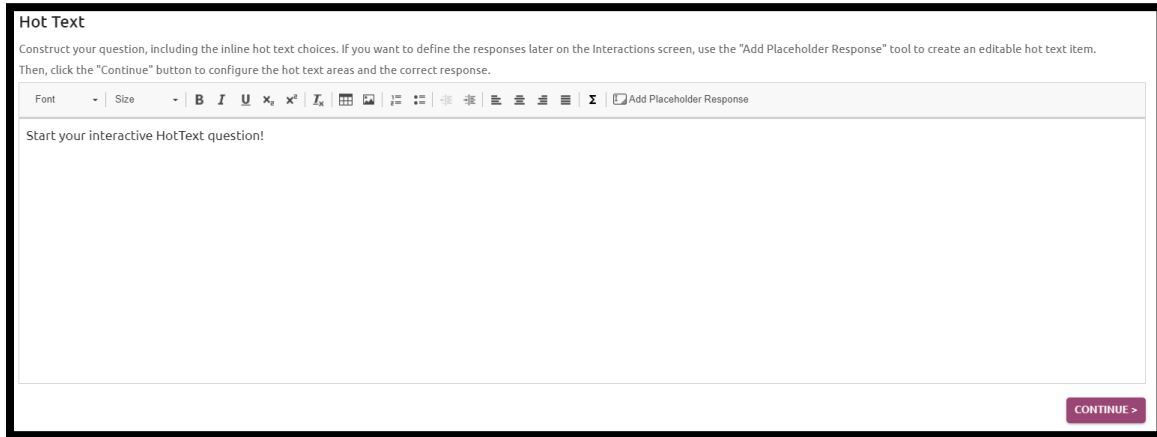
Resource & Linked Questions:

- Enter a **Resource Title**
- Enter the Resource (passage, image, etc.)
- Click **Create**.
- When you return to Questions, you will see a + under your resource. You will use this + to add questions to this specific resource. You can add any of the above or below question types to this resource.

Interactive Response (Only Available for Online Testing):

- Click **Primary Standard** and select the TEK to which you would like the question to be tagged. You can add another TEK by selecting **Secondary Standard**. (Optional)
- **Choose Complexity** (Webb's Depth of Knowledge) (optional)
- **Assign Item Weight** if you would like this question to be weighted more than others in your test.
- Choose your interaction type from the three options available:

Hot Text:



The screenshot shows the 'Hot Text' creation screen. At the top, it says 'Hot Text' and provides instructions: 'Construct your question, including the inline hot text choices. If you want to define the responses later on the Interactions screen, use the "Add Placeholder Response" tool to create an editable hot text item. Then, click the "Continue" button to configure the hot text areas and the correct response.' Below this is a rich text editor toolbar with options for Font, Size, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, and an 'Add Placeholder Response' button. The main text area contains the prompt 'Start your interactive HotText question!'. A 'CONTINUE >' button is located in the bottom right corner.

- Construct the Hot Text question.

Example:

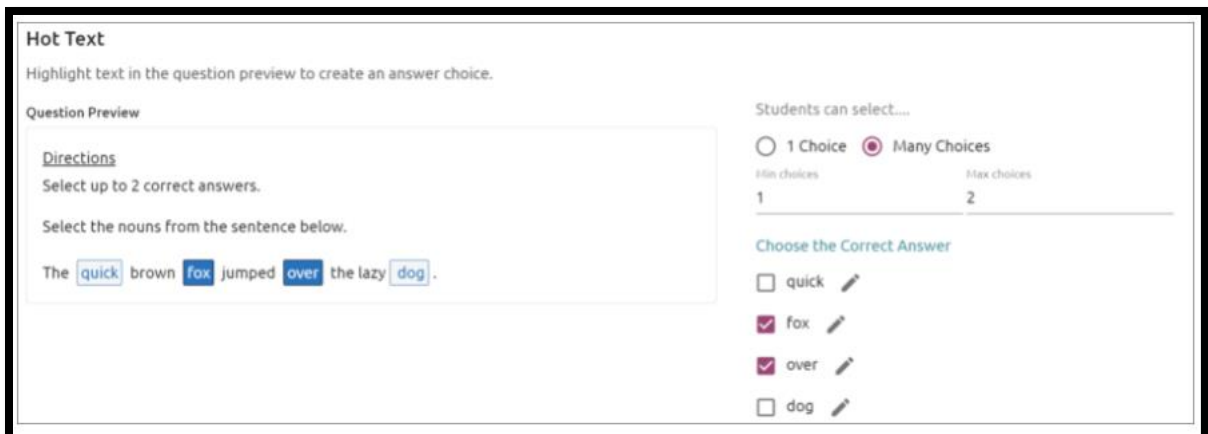
Directions:

Select up to 2 correct answers.

Select the nouns from the sentence below.

The quick brown fox jumped over the lazy dog.

- Select the correct response(s) and some that are not correct and click **Add Placeholder Response**. This will turn the word or phrase blue and put a box around it. Then select the **Continue** button to move forward.
- On the right hand side of the screen, you can choose the number of correct answers available, then click **Create**.



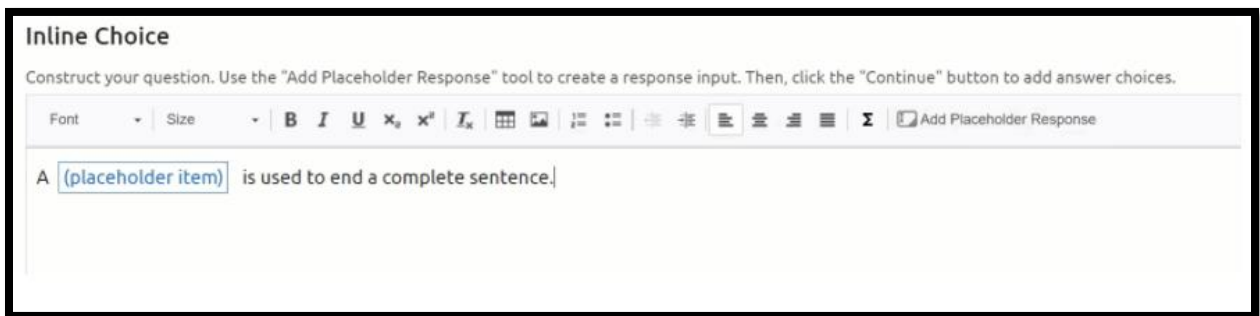
The screenshot shows the 'Hot Text' configuration screen. It has a 'Question Preview' section on the left and a configuration section on the right. The preview shows the directions and the sentence 'The quick brown fox jumped over the lazy dog.' with the words 'quick', 'fox', 'over', and 'dog' highlighted in blue boxes. The configuration section on the right is titled 'Students can select...' and has two radio buttons: '1 Choice' (unselected) and 'Many Choices' (selected). Below this are two input fields for 'Min choices' (set to 1) and 'Max choices' (set to 2). Underneath is a section titled 'Choose the Correct Answer' with a list of items: 'quick' (unselected), 'fox' (checked), 'over' (checked), and 'dog' (unselected). Each item has a pencil icon next to it for editing.

Text Entry:



- Construct your question and click **Add Placeholder Response** where you would like students to type their answers. Then select the **Continue** button to move forward.
- On the next screen, click on each **Text Entry Field** you created in the previous window, and set the correct answer. Then select **Create**.

Inline Choice:



- Construct the Inline Choice question. Use the **Add Placeholder Response** button to indicate where the selection box should be placed within the question. Select **Continue** button to move forward.
- On the next screen, click on the drop-down box and add the choices that students can make. Be sure to identify with correct answer by clicking the radial button. Then select **Create**.

Drag-and-Drop:

- Will be released in September of 2021.

Hot Spot:

- Will be released Early 2022.

Highlight Answer:

- Will be released Early 2022.

Sliders:

- Will be released Early 2022.

Graphing:

- Will be released Early 2022.

Administering Your Test Online:

Preview:

- Click on the **Online** link from the top navigation bar.
- Select **Enable online testing**
- Select **Preview Online Testing** to see what the students will see.
- Adjust as needed under the **Questions** link and preview again.

Set Test Parameters:

- Click on the Online link on the top navigation bar.
- Enable the calculator, spelling assistance, students to view submitted responses and/or randomize questions.

Activate Test:

- Once the test is finished, make your test active by switching the Status from Pending to **Active** under the Status drop-down in the upper left-hand corner of the screen.
- Once your test is active. Go back to the Analyze tab and you will see **Test Available**.
- Click **Test Available**.
- **My Teacher Tests** will be displayed, and you can turn on your test for you students.

