

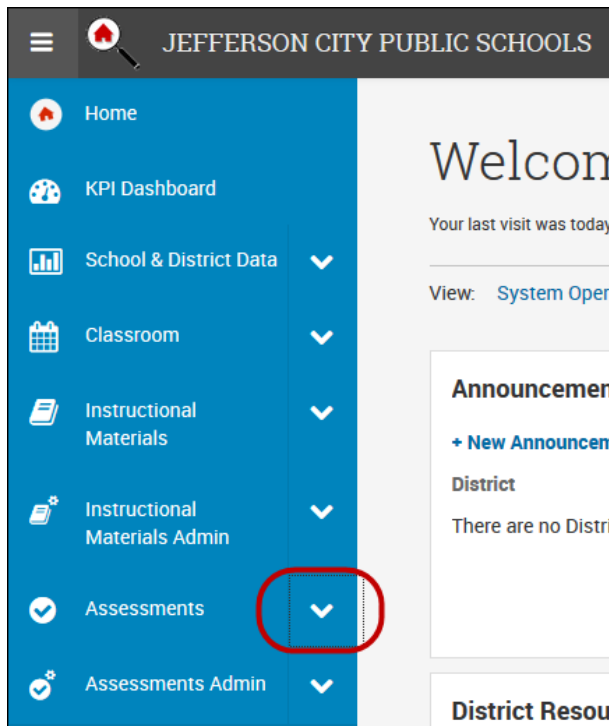
Schoolnet gives teachers twelve different item types to choose from when creating items. Depending on the grade level and content area taught, some item types may be more beneficial than others.

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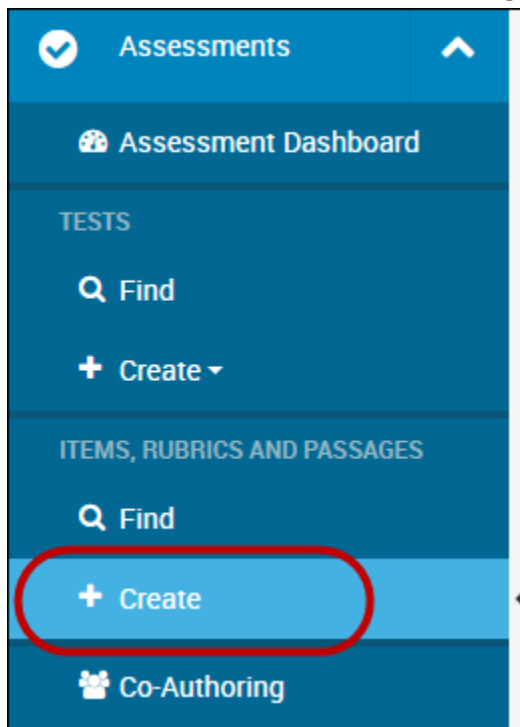
How to Create a Multiple Choice Item

Navigation

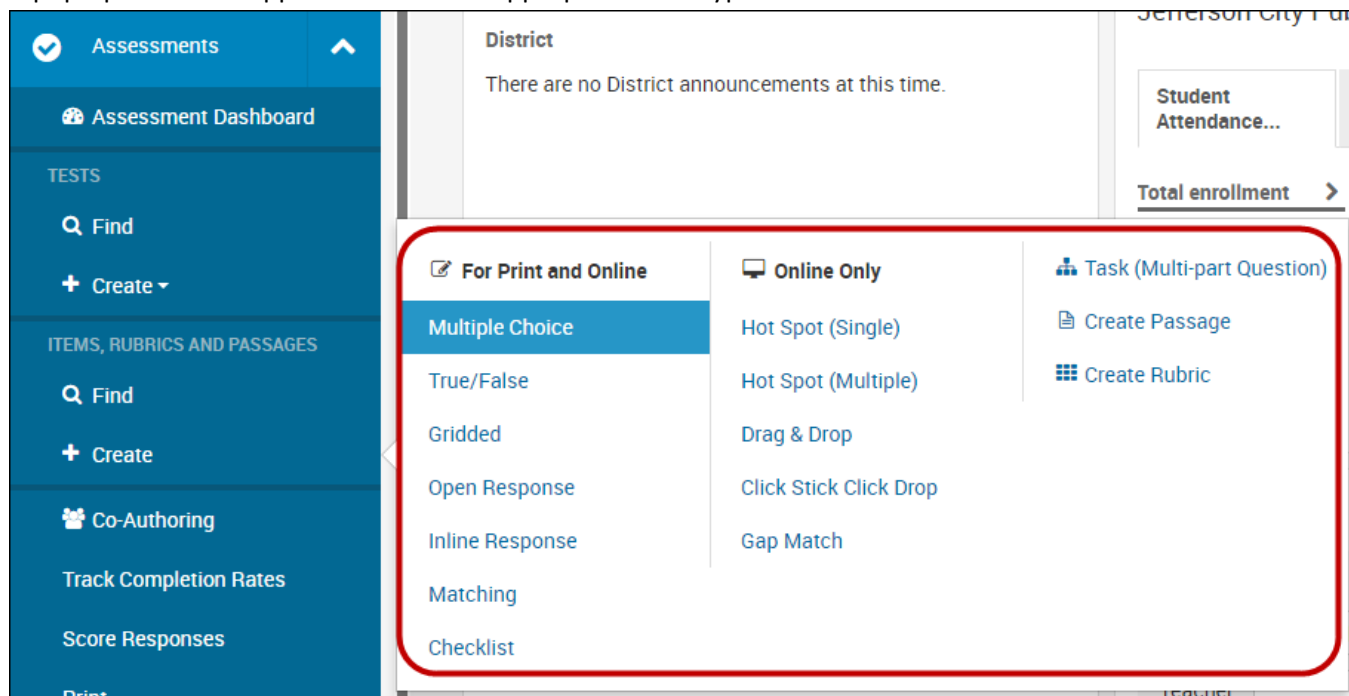
1. On the left-hand side of the screen, click the **arrow** next to **Assessments**.



2. Underneath the **Items, Rubrics and Passages** heading, click **Create**.



3. A pop-up menu will appear - choose the appropriate item type.



Subject, Grade Level, and Standard Alignment for All Item Types

1. Choose the appropriate subject for the item from the drop-down menu.

The screenshot shows a web form with two main sections: '1 Select Subject' and '2 Select Grade Range'. Under '1 Select Subject', there is a dropdown menu labeled 'Select Subject'. The dropdown is open, displaying a list of subjects: Agriculture and Renewable Natural Resources, Business, Computer and Information Sciences, Construction Trades, Consumer and Homemaking Education, Elective Activities, English Language and Literature, Fine and Performing Arts, Foreign Language and Literature, Health and Safety Education, and Health Care Sciences. To the right of the dropdown, the text 'Low Grade - High Grade' is visible.

2. Choose the Low Grade and High Grade for the item from the drop-down menus.

The screenshot shows a web form with two main sections: '1 Select Subject' and '2 Select Grade Range'. Under '2 Select Grade Range', there is a dropdown menu labeled 'Low Grade - High Grade'. The dropdown is open, displaying a list of grade levels: PK, KG, and 01. The dropdown menu is highlighted with a red oval.

3. Click the Select Standard Alignment hyperlink.

The screenshot shows a web form with three main sections: '1 Select Subject', '2 Select Grade Range', and '3 Select Standard Alignment'. Under '3 Select Standard Alignment', there is a button labeled 'Select Standard Alignment' with a document icon. The button is highlighted with a red oval.

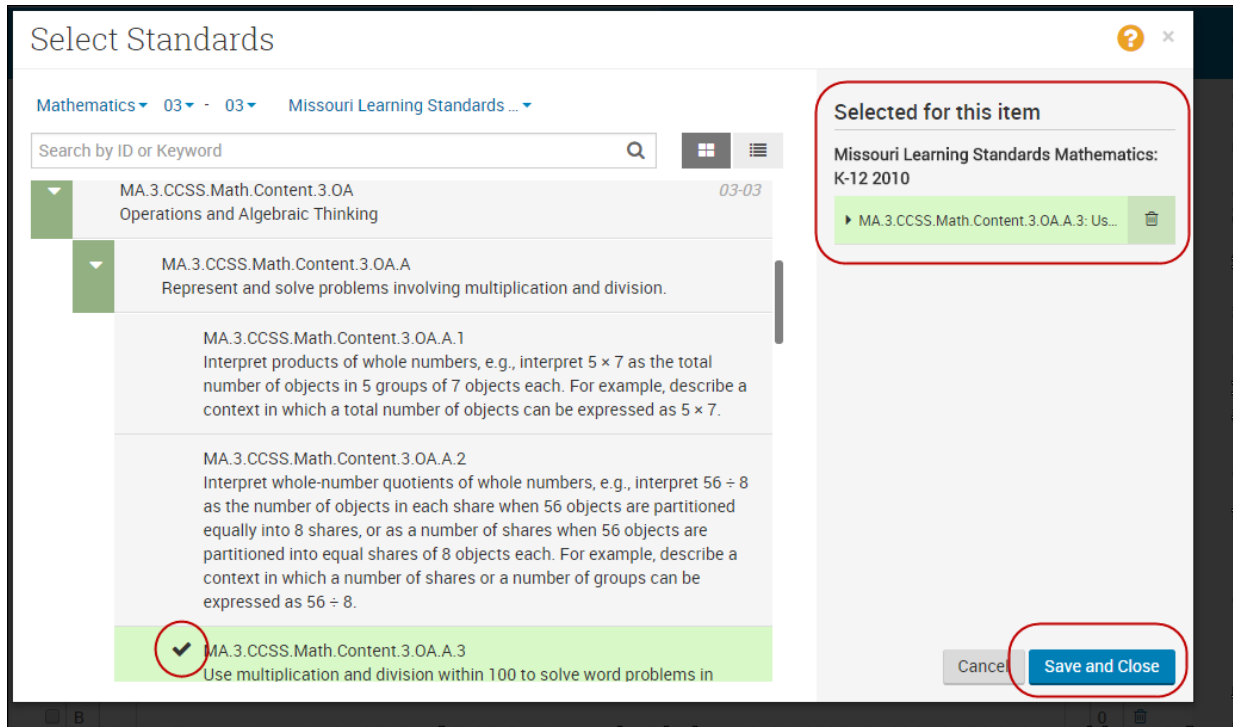
The “Select Standards” box will appear. The subject and grade level criteria will already be set to what was chosen on the previous screen. All standard sets for those criteria will be listed on this page. Search and select appropriate standards either by searching for text or by expanding each standard.

The screenshot shows the 'Select Standards' window. At the top, the breadcrumb trail is 'Mathematics > 03 > 03 > Missouri Learning Standards ...'. A search bar contains the text 'array'. Below the search bar, two standard entries are visible. The first entry is 'MA.3.3' with the title 'Missouri Learning Standards Mathematics: K-12 2010' and the code '03-03'. The description states: 'In Grade 3, instructional time should focus on four critical areas: (1) developing understanding of multiplication and division and strategies for multiplication and division within 100; (2) developing understanding of fractions, especially unit fractions (fractions with numerator 1); (3) developing understanding of the structure of rectangular arrays and of area; and (4) describing and analyzing two-dimensional shapes.' The word 'arrays' is circled in red. The second entry is 'MA.3.3.1' with the same title and code. The description states: 'Students develop an understanding of the meanings of multiplication and division of whole numbers through activities and problems involving equal-sized groups, arrays, and area models; multiplication is finding an unknown product, and division is finding an unknown factor in these situations. For equal-sized group situations, division can require finding the unknown number of groups or the unknown group size. Students use properties of operations to calculate products of whole numbers, using increasingly sophisticated strategies based on these properties to solve multiplication and division problems involving single-digit factors. By comparing a variety of solution strategies, students learn the relationship between multiplication and division.' The word 'arrays' is circled in red. On the right side of the window, there is a section titled 'Selected for this item' which is currently empty. At the bottom right, there are two buttons: 'Cancel' and 'Save and Close'.

OR

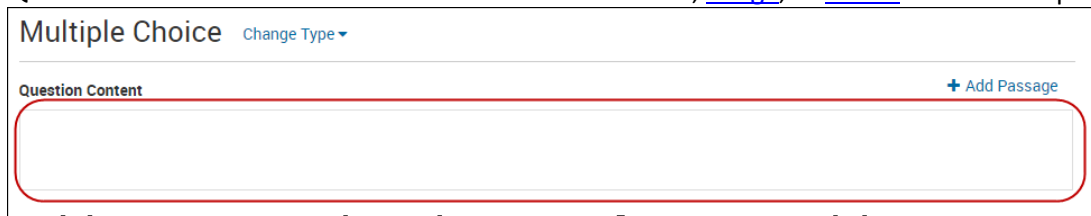
The screenshot shows the 'Select Standards' window. At the top, the breadcrumb trail is 'Mathematics > 03 > 03 > Missouri Learning Standards ...'. Below the breadcrumb trail, there is a search bar with the placeholder text 'Search by ID or Keyword'. Below the search bar, a list of standards is displayed. The first standard is 'MA.3.CCSS.Math.Content.3.OA' with the title 'Operations and Algebraic Thinking' and the code '03-03'. A green dropdown arrow is circled in red next to it. The second standard is 'MA.3.CCSS.Math.Content.3.OA.A' with the title 'Represent and solve problems involving multiplication and division.' A green dropdown arrow is circled in red next to it. Below this, two more standards are listed: 'MA.3.CCSS.Math.Content.3.OA.A.1' with the title 'Interpret products of whole numbers, e.g., interpret 5×7 as the total number of objects in 5 groups of 7 objects each. For example, describe a context in which a total number of objects can be expressed as 5×7 .' and 'MA.3.CCSS.Math.Content.3.OA.A.2' with the title 'Interpret whole-number quotients of whole numbers, e.g., interpret $56 \div 8$ as the number of objects in each share when 56 objects are partitioned equally into 8 shares, or as a number of shares when 56 objects are partitioned into equal shares of 8 objects each. For example, describe a context in which a number of shares or a number of groups can be expressed as $56 \div 8$.'

Choose the appropriate standard or standards by clicking on the actual standard. The standards that are chosen will show up on the right-hand side of the window. Once you have chosen all of them, click **Save and Close**.

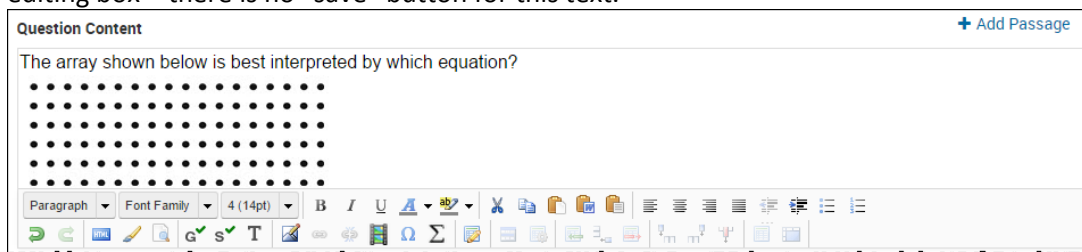


Multiple Choice

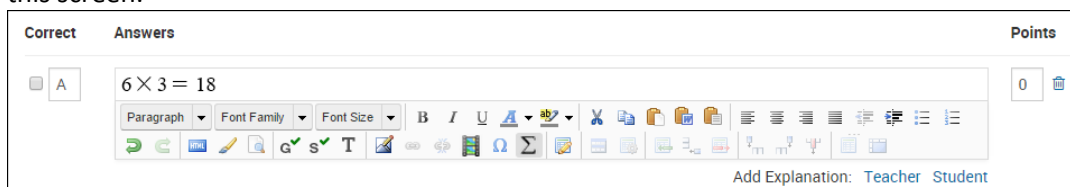
1. **QUESTION CONTENT:** Click in the text box to add the text, [image](#), or [media](#) for the multiple choice question.



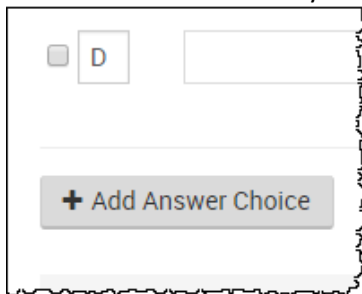
The textbox will turn into a text editor where font, font size and formatting can be changed, and symbols, equations, audio, and images can be added. Once all question content has been entered, click out of the text editing box – there is no “save” button for this text.



2. **ANSWER CHOICES:** Enter each answer into the designated answer content areas. Add text, [images](#), or [media](#) in this screen.



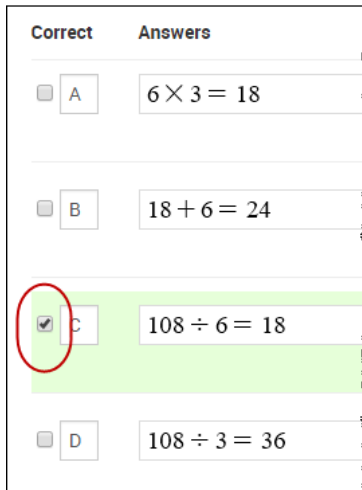
Add additional answers by clicking **Add Answer Choice**.



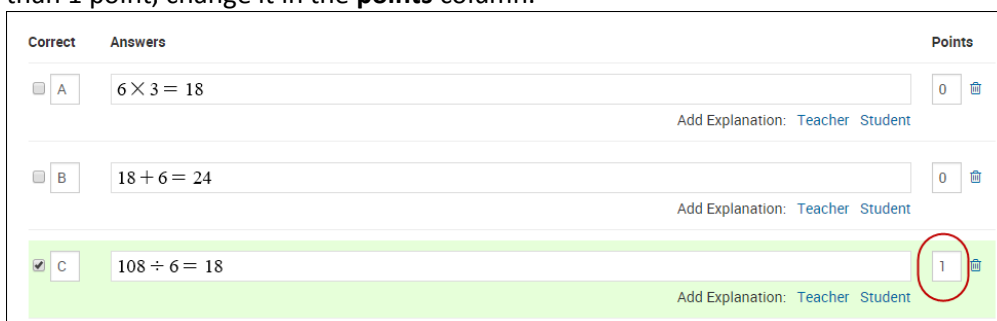
Remove an answer slot by clicking the trashcan to the right of the answer.



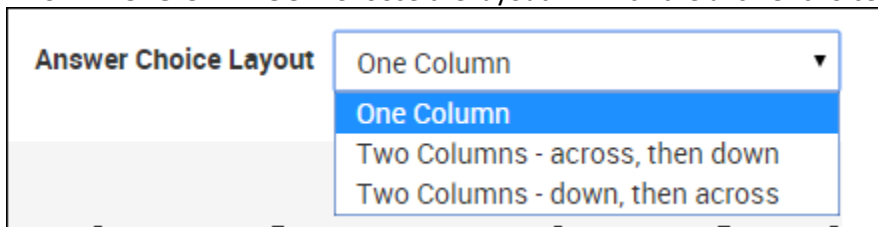
Indicate which answer is the correct response by clicking the appropriate checkbox.



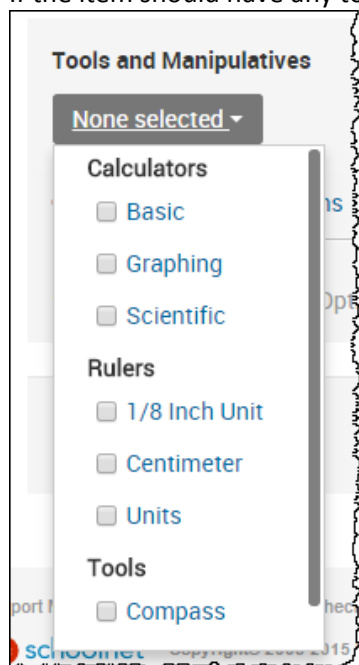
By default, the correct answer will change to show that it is worth 1 point. If the answer should be worth more than 1 point, change it in the **points** column.



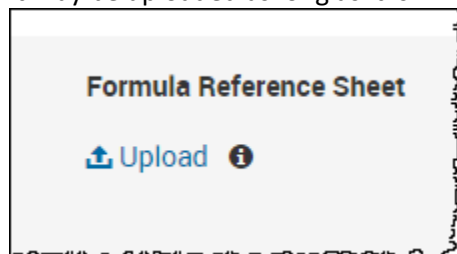
3. **ANSWER CHOICE LAYOUT:** Choose the layout in which the answer choices should display.



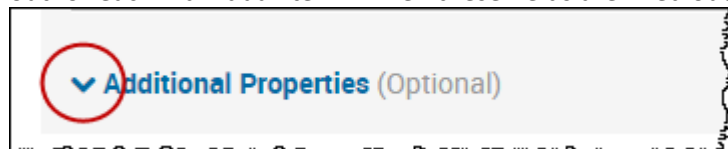
4. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.



5. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.



6. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.



Name: may be helpful to distinguish between items that belong to different units of study

Author: pre-populated with the teacher's name who is signed into Schoolnet

Publisher: if the item has been taken from a published source, list the publisher here

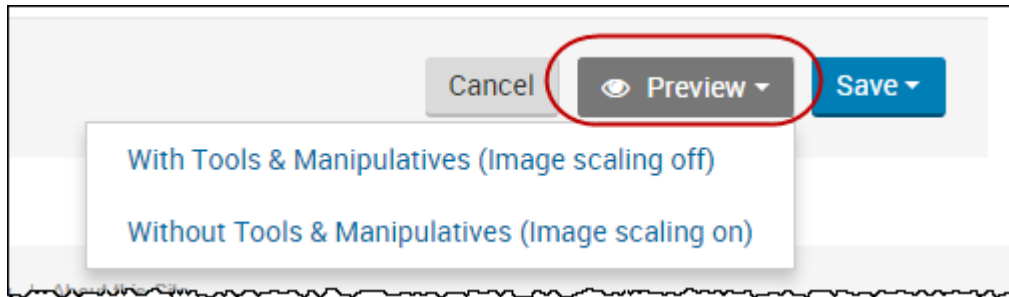
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

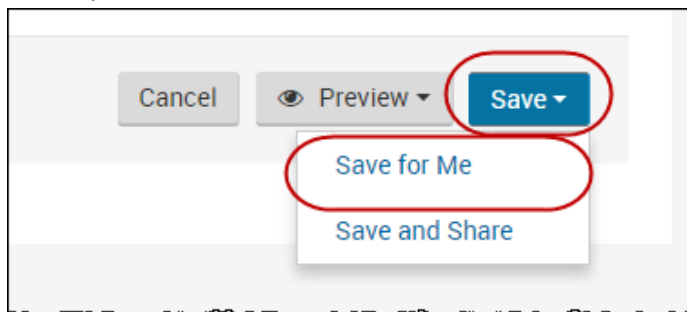
Year: enter the year this item was created

7. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

8. **SAVE:** After previewing, click the blue **Save** button in the bottom right-hand of the screen. Choose the option that says **SAVE FOR ME**.




9. Once the **Item Detail** screen appears, the item is fully saved.

Item Detail

Multiple Choice Version 1

The array shown below is best interpreted by which equation?



A 6x3 grid of dots, representing a multiplication array.

A $6 \times 3 = 18$

B $18 + 6 = 24$

✓ C $108 \div 6 = 18$

D $108 \div 3 = 36$

Item Test History

This item has never been used on a scheduled test.

- Edit
- Copy
- Preview
- + Add to Test
- Change Status
- Delete

View Status	My Items
Edit Status	Editable by you only
Source	Myself
Creator Name	Training, JCPS
Date Created	10/05/2015
Subject	Mathematics
Grade Level	03
Standard	MA.3.CCSS.Math.Content.3.OA.A.3
Exposures	0

► Properties

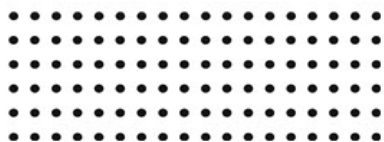
► Item Statistics

Multiple Choice Item Example

Training, JCPS

Question

The array shown below is best interpreted by which equation?



Answer

[Hide](#) **(A)** $6 \times 3 = 18$

[Hide](#) **(B)** $18 + 6 = 24$

[Hide](#) **(C)** $108 \div 6 = 18$

[Hide](#) **(D)** $108 \div 3 = 36$

True/False

1. **QUESTION CONTENT:** Click in the text box to add the text, [image](#), or [media](#) for the true/false question.

True/False [Change Type](#) ▼

Question Content [+ Add Passage](#)

The textbox will turn into a text editor where font, font size and formatting can be changed, and symbols, equations, audio, and images can be added. Once all question content has been entered, click out of the text editing box – there is no “save” button for this text.

True/False [Change Type](#) ▼

Question Content [+ Add Passage](#)

The purpose of the article "The Dream That Grows" is to explain how the Japanese Cherry Trees came to Washington, D.C.

2. **ANSWER CHOICES:** Answer choices are automatically filled out with True and False.

Correct	Answers
<input type="checkbox"/> T	True
<input type="checkbox"/> F	False

Indicate which answer is the correct response by clicking the appropriate checkbox.

Correct	Answers
<input type="checkbox"/> T	True
<input checked="" type="checkbox"/> F	False

By default, the correct answer will change to show that it is worth 1 point. If the answer should be worth more than 1 point, change it in the **points** column.

Correct	Answers	Points
<input type="checkbox"/> T	True	0
<input checked="" type="checkbox"/> F	False	1

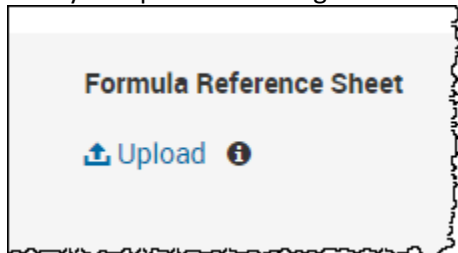
3. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.

Tools and Manipulatives

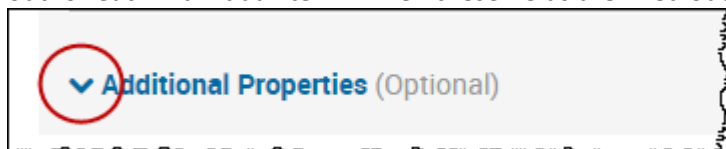
None selected ▾

- Calculators
 - ☐ Basic
 - ☐ Graphing
 - ☐ Scientific
- Rulers
 - ☐ 1/8 Inch Unit
 - ☐ Centimeter
 - ☐ Units
- Tools
 - ☐ Compass

4. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.



5. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.



Name: may be helpful to distinguish between items that belong to different units of study

Author: pre-populated with the teacher's name who is signed into Schoolnet

Publisher: if the item has been taken from a published source, list the publisher here

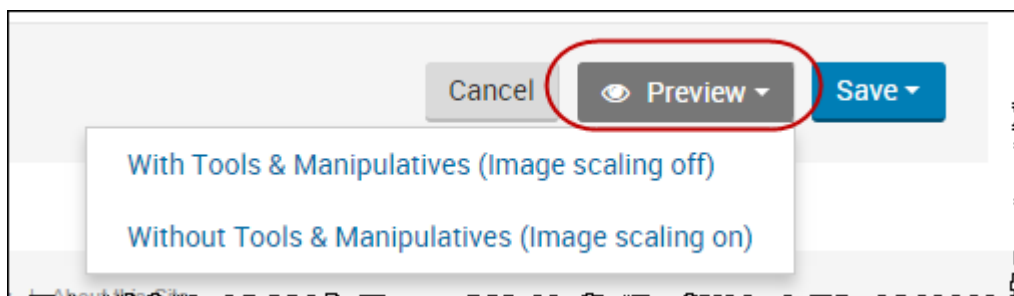
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

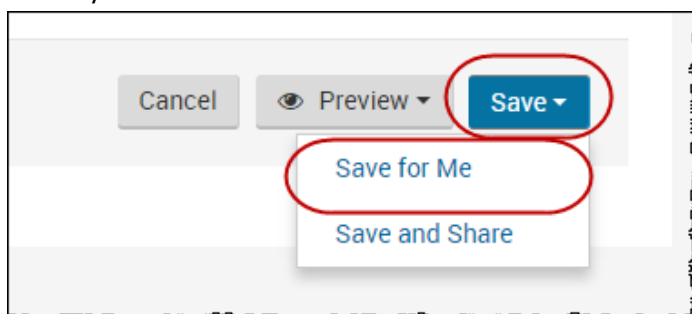
Year: enter the year this item was created

6. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

7. **SAVE:** After previewing, click the blue Save button in the bottom-right hand of the screen. Choose the option that says **SAVE FOR ME**.



8. Once the **Item Detail** screen appears, the item is fully saved.

The screenshot shows the 'Item Detail' interface. At the top, it says 'Item Detail' with a version number 'Version 1'. The question type is 'True/False'. The question text is 'The purpose of the article "The Dream That Grows" is to explain how the Japanese Cherry Trees came to Washington, D.C.'. Below the question, there are two radio button options: 'T True' and 'F False', with the 'F False' option selected and marked with a green checkmark. To the right of the question, there is a sidebar with a menu containing 'Edit', 'Copy', 'Preview', 'Add to Test', 'Change Status', and 'Delete'. Below the menu, there is a table of item properties: View Status (My Items), Edit Status (Editable by you only), Source (Myself), Creator Name (Training, JCPS), Date Created (11/04/2015), Subject (English Language and Literature), Grade Level (05), Standard (LA.5.RI.CCR.2), and Exposures (0). At the bottom of the sidebar, there are links for 'Properties' and 'Item Statistics'. Below the question, there is a section for 'Item Test History' which states 'This item has never been used on a scheduled test.'

True/False Item Example

The screenshot shows a test interface with a header bar containing 'Training, JCPS' and 'Test Name'. The question type is 'Question'. The question text is 'The purpose of the article "The Dream That Grows" is to explain how the Japanese Cherry Trees came to Washington, D.C.'. Below the question, there is a section for 'Answer' with two radio button options: 'T True' and 'F False'.

Gridded

Answers to gridded items must be numbers.

1. **QUESTION CONTENT:** Click in the text box to add the text, [image](#), or [media](#) for the gridded question.

The screenshot shows the 'Gridded' question type interface. At the top, it says 'Gridded' with a 'Change Type' dropdown. Below this, there is a section for 'Question Content' with a large text input box. To the right of the input box, there is a '+ Add Passage' button.

The textbox will turn into a text editor where font, font size and formatting can be changed, and symbols, equations, audio, and images can be added. Once all question content has been entered, click out of the text editing box – there is no “save” button for this text.

The screenshot shows the 'Gridded' question type interface after editing. The 'Question Content' section now contains the text 'Look at the letters below.' followed by the word 'COIVHTME' in a large, bold, black font. Below the word, there is a question: 'How many letters have a horizontal line of symmetry?'. To the right of the input box, there is a '+ Add Passage' button.

2. **ANSWER CHOICES:** Enter the answer in whole number, decimal, or fraction form.

COLUMNS: Choose the number of columns you want to be available for students to enter answers into.

POINTS: Enter the point value (point value will default to 1, this can be changed if desired).

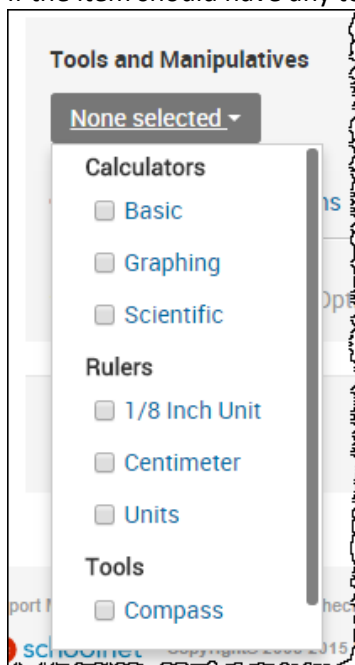
ANSWER GRID PREVIEW: Schoolnet will show a preview of the number of columns available and what the correct answer is expected to be.

ANSWER MUST BE ENTERED WITH EACH DIGIT IN THE COLUMN CORRESPONDING TO ITS MATHEMATICAL PLACE CHECKBOX: Check this box if students must enter the answer using correct place value.

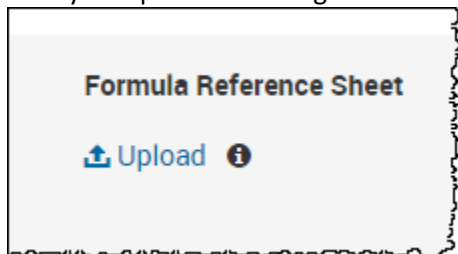
GRID RESPONSE OPTIONS: Place a checkmark next to “Show Negative Sign,” “Show Fraction (/)” and/or “Show Decimal Point” if any of those options should be made available to students.

The screenshot shows the 'ANSWER CHOICES' section of the Schoolnet interface. It includes input fields for 'Answer' (containing '5'), 'Columns' (a dropdown menu set to '1'), and 'Points' (a dropdown menu set to '1'). To the right is an 'Answer Grid Preview' showing a single column with the number '5'. Below these fields is a checkbox labeled 'Answer must be entered with each digit in the column corresponding to its mathematical place'. Further down is a section titled 'GRID RESPONSE OPTIONS' with three checkboxes: 'Show Negative Sign', 'Show Fraction (/)', and 'Show Decimal Point', all of which are checked.

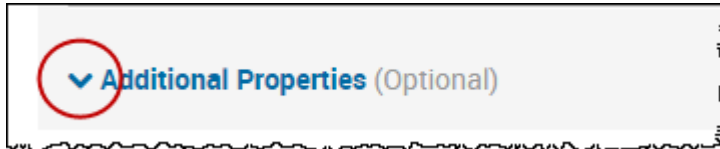
3. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.



4. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.



5. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.



Name: may be helpful to distinguish between items that belong to different units of study

Author: pre-populated with the teacher's name who is signed into Schoolnet

Publisher: if the item has been taken from a published source, list the publisher here

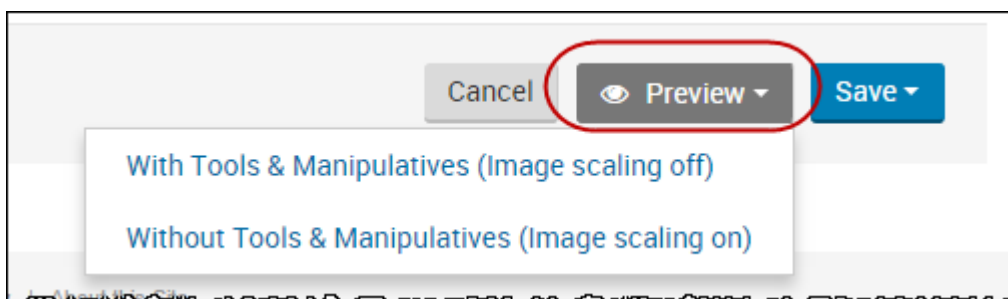
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

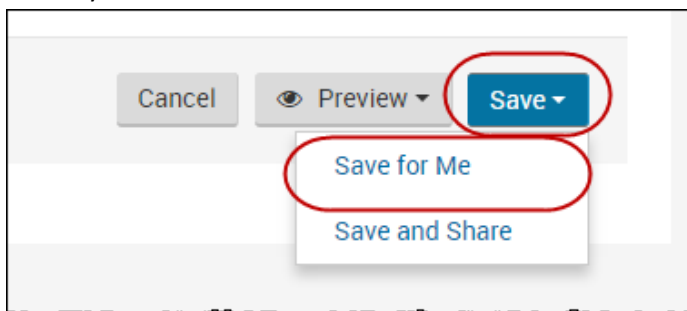
Year: enter the year this item was created

6. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

7. **SAVE:** After previewing, click the blue Save button in the bottom-right hand of the screen. Choose the option that says **SAVE FOR ME**.



8. Once the **Item Detail** screen appears, the item is fully saved.

Item Detail

Gridded

Version 1

Look at the letters below.

COIVHTME

How many letters have a horizontal line of symmetry?

✓ 5

Item Preferences:

Answer grid - 1 column(s)

Negative option on grid - Yes

Fraction (/) option on grid - Yes

Decimal option on grid - Yes

Item Test History

This item has never been used on a scheduled test.

Edit

Copy

Preview

Add to Test

Change Status

Delete

View Status

Edit Status

Source

Creator Name

Date Created

Subject

Grade Level

Standard

Exposures

My Items

Editable by you only

Myself

Training, JCPS

01/04/2016

Mathematics

08

MA.6-8.

0

Properties

Item Statistics

Gridded Item Example

Question

Look at the letters below.

COIVHTME

How many letters have a horizontal line of symmetry?

Answer

-	0
	1
	2
	3
	4
	5
	6
	7
	8
	9
	.
	/

Open Response

1. **QUESTION CONTENT:** Click in the text box to add the text, [image](#), or [media](#) for the multiple choice question.

The screenshot shows the 'Open Response' question type interface. At the top, it says 'Open Response' with a 'Change Type' dropdown. Below this is a 'Question Content' section with a large, empty text box. To the right of the text box is a '+ Add Passage' link. The text box is highlighted with a red border.

The textbox will turn into a text editor where font, font size and formatting can be changed, and symbols, equations, audio, and images can be added. Once all question content has been entered, click out of the text editing box – there is no “save” button for this text.

This screenshot shows the 'Open Response' question type interface with sample text and a rich text toolbar. The 'Question Content' section contains the text: 'Imagine that one of your friends never wants to try anything new. Whether it is a question of what to eat, what to wear, what to do, what to read, or what to watch, your friend always chooses what is familiar - "the same old thing." Write a letter to your friend convincing him or her to try something new. Be sure to describe what your friend should try and explain why your friend would like it.' Below the text is a rich text toolbar with various formatting options like Paragraph, Font Family, Font Size, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, and links to Spell Check, Grammar Check, and Equation Editor. A '+ Add Passage' link is also visible.

2. ONLINE STUDENT RESPONSE OPTIONS

RESPONSE TYPE: Choose “Written” if the student should type his or her response directly into a text box.

Choose “Uploaded File” if the student should upload a file to Schoolnet.

RESPONSE LANGUAGE: The only option available for this drop-down menu is “English,” so nothing needs to be changed.

TEXT EDITOR: Choose between “Simple” or “Rich text formatting toolbar.” The Rich text formatting toolbar allows students to bold, italicize, underline, strike through, subscript, superscript, and change the font size. It also gives students the opportunity to use Spell Check, Grammar Check, and the Equation Editor if the appropriate checkboxes are chosen.

The screenshot shows the 'ONLINE STUDENT RESPONSE OPTIONS' section. It includes three main settings: 'Response Type' (set to 'Written'), 'Response Language' (set to 'English'), and 'Text Editor' (set to 'Rich text formatting toolbar'). Under 'Text Editor', there are checkboxes for 'Spell Check' (checked), 'Grammar Check' (checked), and 'Equation Editor' (unchecked).

3. **SCORING:** Enter the Maximum Points (0-999) in the text box. Check the “Allow decimal scoring on answer sheets” checkbox if you wish to allow decimal scoring.

SELECT RUBRIC: Click the “Select Rubric” link if you wish to utilize a rubric that has already been created in Schoolnet to score this question rather than just entering a point value.

ADD SCORING INSTRUCTIONS: Click the “Add Scoring Instructions” link if you wish to type in criteria for scoring the question. These instructions will not be seen by students, but rather are a resource for teachers to utilize when scoring.

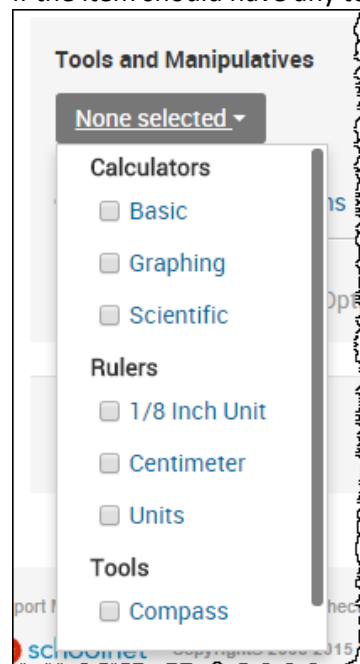
The screenshot shows the 'SCORING' section. It includes a 'Maximum Points (0-999)' text box with the value '5' entered. To the right of the text box is a checkbox for 'Allow decimal scoring on answer sheets'. Below the text box is a '+ Add Scoring Instructions' link. To the right of the section is a 'Select Rubric' link.

4. **EXEMPLARS:** Click the “Add Text” or “Add Files” hyperlink to add an exemplar to the question. Again, students will not see this information, but the exemplar will serve as an example answer that teachers may want to look

for when grading responses.

A screenshot of a software interface showing a header bar. On the left, it says "EXEMPLARS" with a small information icon. On the right, there are two links: "+ Add Text" and "+ Add Files" with an information icon.

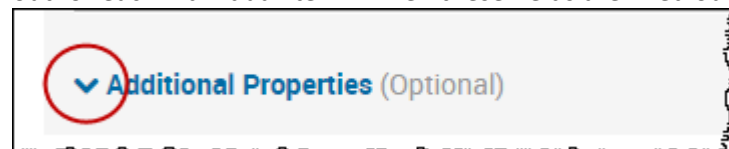
5. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.

A screenshot of a "Tools and Manipulatives" selection menu. At the top is a dropdown menu currently set to "None selected". Below it are three categories: "Calculators" with checkboxes for "Basic", "Graphing", and "Scientific"; "Rulers" with checkboxes for "1/8 Inch Unit", "Centimeter", and "Units"; and "Tools" with a checkbox for "Compass".

6. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.

A screenshot of a "Formula Reference Sheet" section. It features the title "Formula Reference Sheet" and a blue "Upload" button with an upward arrow icon and an information icon.

7. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.

A screenshot of a section header "Additional Properties (Optional)". A red circle is drawn around a downward-pointing arrow icon to the left of the text, indicating it should be clicked to expand the section.

Name: may be helpful to distinguish between items that belong to different units of study

Author: pre-populated with the teacher's name who is signed into Schoolnet

Publisher: if the item has been taken from a published source, list the publisher here

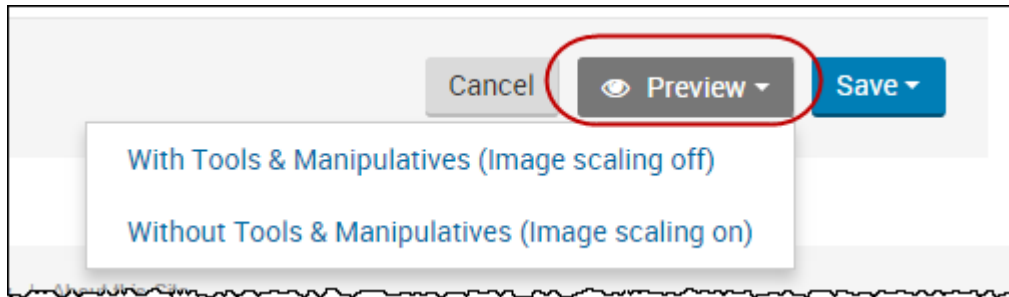
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

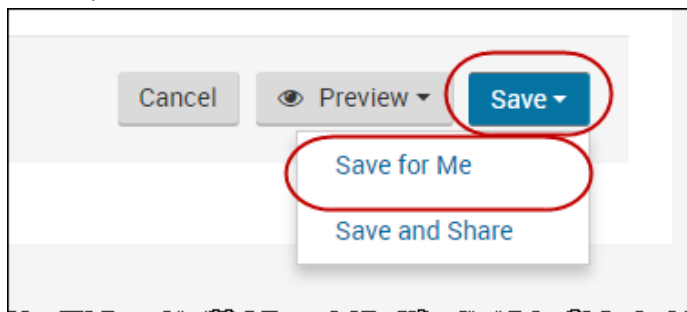
Year: enter the year this item was created

8. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

9. **SAVE:** After previewing, click the blue **Save** button in the bottom right-hand of the screen. Choose the option that says **SAVE FOR ME**.



10. Once the **Item Detail** screen appears, the item is fully saved.

Item Detail

Open Response

Imagine that one of your friends never wants to try anything new. Whether it is a question of what to eat, what to wear, what to do, what to read, or what to watch, your friend always chooses what is familiar - "the same old thing." Write a letter to your friend convincing him or her to try something new. Be sure to describe what your friend should try and explain why your friend would like it.

Item Test History

This item has never been used on a scheduled test.

Version 1

- Edit
- Copy
- Preview
- + Add to Test
- Change Status
- Delete

View Status	My Items
Edit Status	Editable by you only
Source	Myself
Creator Name	Training, JCPS
Date Created	01/04/2016
Subject	English Language and Literature
Grade Level	08
Standard	LA.K-12.R
Exposures	0

Properties

Item Statistics

Question

Imagine that one of your friends never wants to try anything new. Whether it is a question of what to eat, what to wear, what to do, what to read, or what to watch, your friend always chooses what is familiar - "the same old thing." Write a letter to your friend convincing him or her to try something new. Be sure to describe what your friend should try and explain why your friend would like it.

Answer

B

I

U

S

X₂

X²

Font Size

G✓

S✓

Word Count: 0

Answers to inline response items are chosen from a drop-down list within the question.

- Inline Response

Change Type

Question Content

+ Add Passage

Inline Response

Change Type ▾

Question Content

+ Add Passage

Choose the vocabulary word from each drop-down list that best completes each sentence.

+ Insert New Gap

Paragraph ▾Font Family ▾4 (14pt) ▾**B***I*UA▾ab▾

- Question Content
- [+ Add Passage](#)
- Choose the vocabulary word from each drop-down list that best completes each sentence.
- How could you be enough to believe that you could buy a computer for \$29.00?
- It's amazing how fast the wind can the sailboat over the lake.
- I cheered when our neighbor was on the television game show.
- [+ Insert New Gap](#)
- Paragraph Font Family 4 (14pt) B I U A

3. **CREATE ANSWER CHOICES FOR EACH GAP:** Depending on how many gaps/inline responses are in the question, tabbed response pages will appear. Enter possible answer choices on the corresponding tab by clicking in the designated area.

Create Answer Choices for Each Gap Select at least one correct answer for each gap

Gap 1 Gap 2 Gap 3

Correct Answers Points

☐ A Enter Answer Content 0

Add Explanation: Teacher Student

☐ B Enter Answer Content 0

Add Explanation: Teacher Student

Select the correct answer by clicking the appropriate checkbox.

Create Answer Choices for Each Gap Select at least one correct answer for each gap

Gap 1 Gap 2 Gap 3

Correct Answers Points

☐ A trivial 0

Add Explanation: Teacher Student

☒ B naive 1

Add Explanation: Teacher Student

☐ C erratic 0

Add Explanation: Teacher Student

☐ D Enter Answer Content 0

Add Explanation: Teacher Student

By default, the **Points** column will populate with 1 point for the correct answer. Click in the points text box to change the point value if needed.

Add a new answer choice by clicking the appropriate link.

☐ D Enter Answer Content 0

Add Explanation: Teacher Student

+ Add Answer Choice

Remove an answer slot by clicking the trashcan to the right of the answer slot.

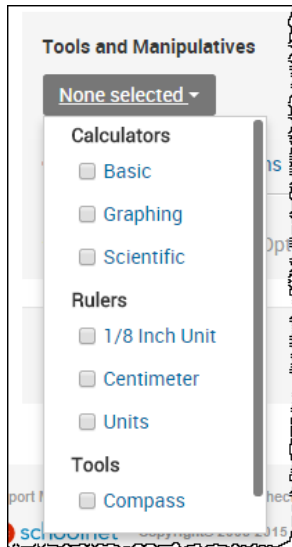
☐ D Enter Answer Content 0

Add Explanation: Teacher Student

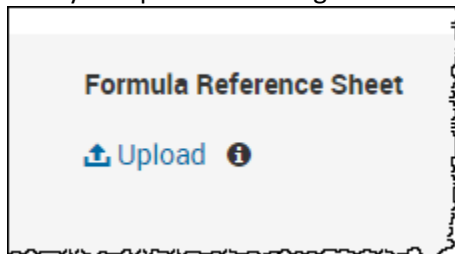
+ Add Answer Choice

Repeat steps to assign possible answers, correct choices, and points possible for each gap/inline response.

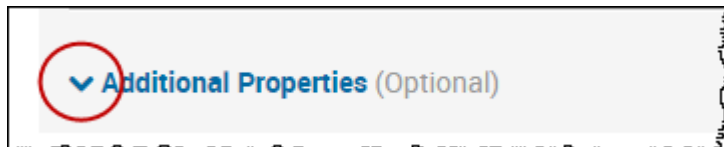
4. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.



5. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.



6. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.



Name: may be helpful to distinguish between items that belong to different units of study

Author: pre-populated with the teacher's name who is signed into Schoolnet

Publisher: if the item has been taken from a published source, list the publisher here

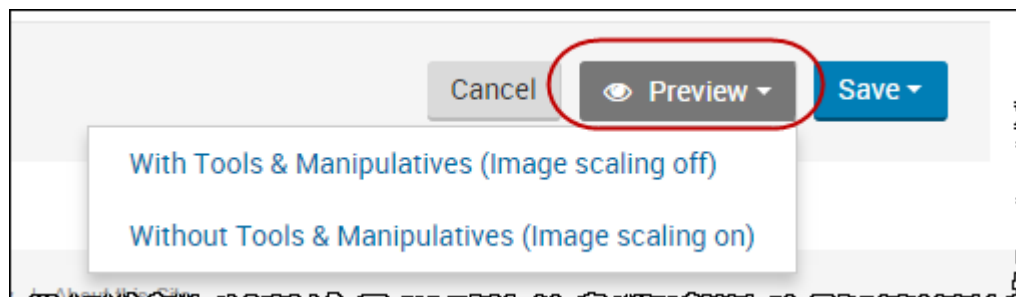
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

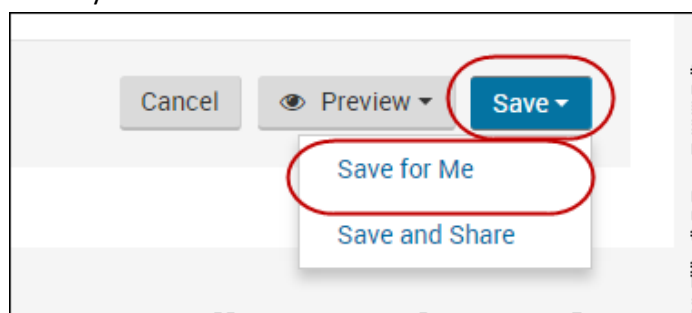
Year: enter the year this item was created

7. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

8. **SAVE:** After previewing, click the blue **Save** button in the bottom right-hand of the screen. Choose the option that says **SAVE FOR ME**.



9. Once the **Item Detail** screen appears, the item is fully saved.

Item Detail

Inline Response

Version 1

Choose the vocabulary word from each drop-down list that best completes each sentence.

How could you be 1 - (A) trivial (B) naive (C) erratic enough to believe that you could buy a computer for \$29.00?

It's amazing how fast the wind can 2 - (A) power (B) answer choice 2 (C) answer choice 3 the sailboat over the lake.

I cheered 3 - (A) answer choice 1 (B) answer choice 2 (C) enthusiastically when our neighbor was on the television game show.

Item Test History

This item has never been used on a scheduled test.

Edit

Copy

Preview

+ Add to Test

= Change Status

Delete

View Status

Edit Status

Source

Creator Name

Date Created

Subject

My Items

Editable by you only

Myself

Training, JCPS

01/15/2016

English Language and Literature

Question

Choose the vocabulary word from each drop-down list that best completes each sentence.

How could you be enough to believe that you could buy a computer for \$29.00?

It's amazing how fast the wind can the sailboat over the lake.

I cheered when our neighbor was on the television game show.

1. **QUESTION CONTENT:** Click in the text box to add the text, [image](#), or [media](#) for the multiple choice question.

The textbox will turn into a text editor where font, font size and formatting can be changed, and symbols, equations, audio, and images can be added. Once all question content has been entered, click out of the text editing box – there is no “save” button for this text.

2. **TARGET QUESTIONS:** Enter target questions in the designated areas. Add target questions by clicking the appropriate link. Remove target questions by clicking the trashcan to the right of the target question.

3. **ANSWER CHOICES:** Enter the answer choices in the designated areas. Add answer choices by clicking the appropriate link. Remove answer choices by clicking the trashcan to the right of the answer choice.

Create Target Questions and Matching Answer Choices

Target Questions

1 Step 1

2

3

4

+ Add Target Question

Answer Choices

A Analyze your data and draw a conclusion

B

C

D

+ Add Answer Choice

4. **MATCH TARGET QUESTIONS WITH ANSWER CHOICES:** Tabs will appear for each target question that was created. The matching area allows you to match the target question with the correct answer choice. Place a checkmark next to the correct answer for Target Question 1, and then move to the subsequent tabs. When a checkmark is placed next to a correct answer, the point value will automatically change to 1. If the point value should be different, click in the points textbox to make the change.

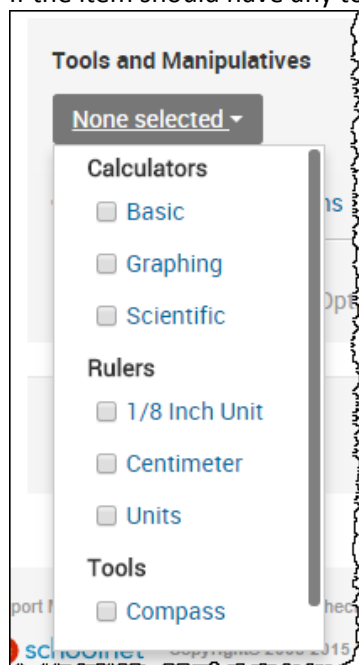
Match Target Questions with Answer Choices Select at least 1 correct answer in each tab

1 2 3 4 5 6

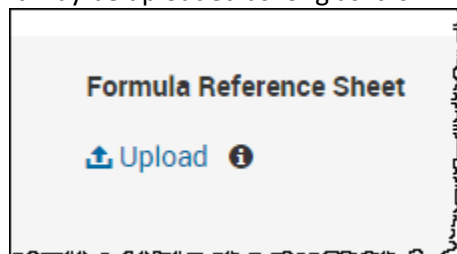
Step 1

Correct	Answers	Points
<input type="checkbox"/> A	Analyze your data and draw a conclusion	0
<input type="checkbox"/> B	Construct a hypothesis	0
<input checked="" type="checkbox"/> C	Ask a question	1
<input type="checkbox"/> D	Report your results (was your hypothesis correct?)	0
<input type="checkbox"/> E	Do background research	0
<input type="checkbox"/> F	Test your hypothesis by doing an experiment	0

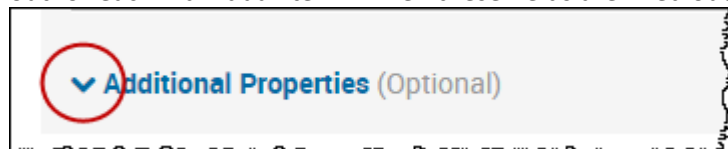
5. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.



6. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.



7. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.



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Publisher: if the item has been taken from a published source, list the publisher here

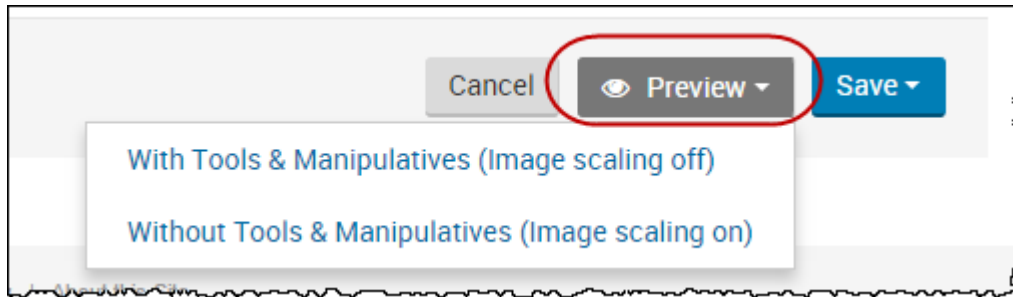
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

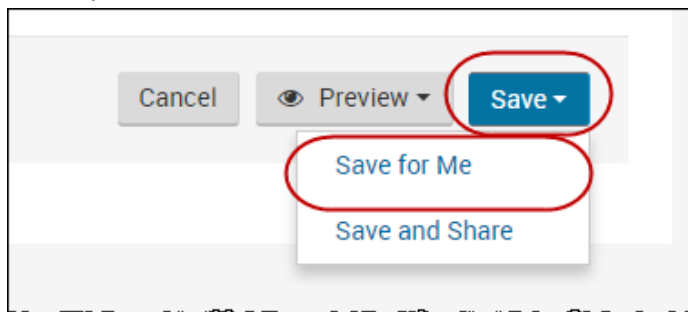
Year: enter the year this item was created

8. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

9. **SAVE:** After previewing, click the blue **Save** button in the bottom right-hand of the screen. Choose the option that says **SAVE FOR ME**.



10. Once the **Item Detail** screen appears, the item is fully saved.

Item Detail

Matching

Version 1

Put the steps of the Scientific Method in order by matching steps listed on the right with the step number on the left.

Questions	Answer Choices
C 1. Step 1	A. Analyze your data and draw a conclusion
E 2. Step 2	B. Construct a hypothesis
B 3. Step 3	C. Ask a question
F 4. Step 4	D. Report your results (was your hypothesis correct?)
A 5. Step 5	E. Do background research
D 6. Step 6	F. Test your hypothesis by doing an experiment

Edit

Copy

Preview

+ Add to Test

Change Status

Delete

View Status

Edit Status

Source

Creator Name

Date Created

Subject

My Items

Editable by you only

Myself

Training, JCPS

01/15/2016

Life and Physical Sciences

Matching Item Example

Question

Put the steps of the Scientific Method in order by matching steps listed on the right with the step number on the left.

Question Parts

▼ Step 1
▼ Step 2
▼ Step 3
▼ Step 4
▼ Step 5
▼ Step 6
A
B
C
D
E
F

Answer Choices

- [Hide](#) **A** Analyze your data and draw a conclusion
[Hide](#) **B** Construct a hypothesis
[Hide](#) **C** Ask a question
[Hide](#) **D** Report your results (was your hypothesis correct?)
[Hide](#) **E** Do background research
[Hide](#) **F** Test your hypothesis by doing an experiment

Checklist

A checklist item is similar to a multiple choice item, except it allows students to choose more than one correct answer when answering the question.

1. **QUESTION CONTENT:** Click in the text box to add the text, [image](#), or [media](#) for the multiple choice question.

Checklist [Change Type](#) ▼

Question Content [+ Add Passage](#)

The textbox will turn into a text editor where font, font size and formatting can be changed, and symbols, equations, audio, and images can be added. Once all question content has been entered, click out of the text editing box – there is no “save” button for this text.

Checklist [Change Type](#) ▼

Question Content [+ Add Passage](#)

Choose all of the equations that equal the number 10.

Paragraph ▼ Font Family ▼ 5 (18pt) ▼ B I U A ▼ ▼ X Copy Paste Undo Redo Bulleted List Numbered List Indent Left Indent Right Decrease Indent Increase Indent Link Unlink Insert Image Insert Video Insert Audio Insert Table Insert Formulas Insert Math Equations Insert Math Symbols Insert Math Functions Insert Math Operators Insert Math Relations Insert Math Sets Insert Math Logic Insert Math Constants Insert Math Units Insert Math Variables Insert Math Operators Insert Math Relations Insert Math Sets Insert Math Logic Insert Math Constants Insert Math Units Insert Math Variables

2. **SCORING MODEL:** The **Default Scoring** option allows you to assign points to each answer. To calculate a student's score, Schoolnet will add up the points for all answers the student selects. Partial credit for the question is possible. The **All or None Scoring** option assigns points to the question. To calculate a student's score, Schoolnet will award points only if the student selects every correct answer and selects no incorrect answer. Partial credit for the question is not possible.

Scoring Model ⓘ

☒ **Default scoring:** Assign points to each answer. ☐ **All or none scoring:** Assign points to the question.

3. **ANSWER CHOICES:** Enter each answer into the designated answer content areas. Add text, [images](#), or [media](#) in this screen. Add additional answers by clicking the **Add Answer Choice** button. Remove an answer slot by clicking the trashcan to the right of the answer. Indicate which answers are correct by clicking the appropriate checkboxes. By default, the correct answer will change to show that it is worth 1 point. If the answer should be worth more than 1 point, change it in the **points** column.

Correct	Answers	Points
<input checked="" type="checkbox"/> A	5 + 5	1
<input checked="" type="checkbox"/> B	15 - 5	1
<input type="checkbox"/> C	12 + 2	0
<input type="checkbox"/> D		0

+ Add Answer Choice

Answer Choice Layout: One Column

4. **ANSWER CHOICE LAYOUT:** Choose the layout in which the answer choices should display.

Answer Choice Layout

- One Column
- One Column
- Two Columns - across, then down
- Two Columns - down, then across

5. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.

Tools and Manipulatives

None selected

Calculators

- ☐ Basic
- ☐ Graphing
- ☐ Scientific

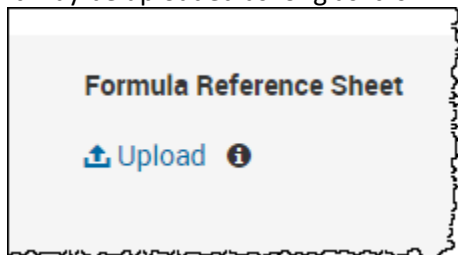
Rulers

- ☐ 1/8 Inch Unit
- ☐ Centimeter
- ☐ Units

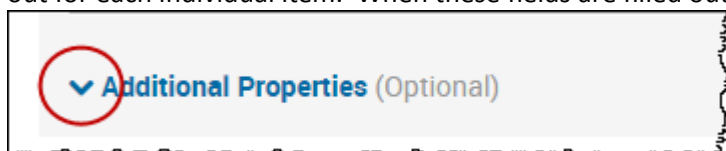
Tools

- ☐ Compass

6. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.



7. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.



Name: may be helpful to distinguish between items that belong to different units of study

Author: pre-populated with the teacher's name who is signed into Schoolnet

Publisher: if the item has been taken from a published source, list the publisher here

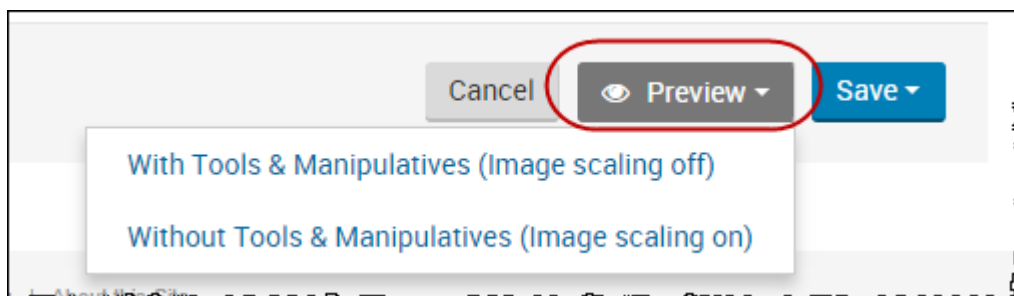
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

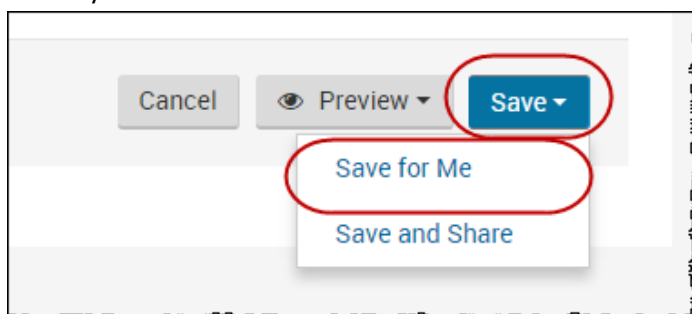
Year: enter the year this item was created

8. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

9. **SAVE:** After previewing, click the blue **Save** button in the bottom right-hand of the screen. Choose the option that says **SAVE FOR ME**.



10. Once the **Item Detail** screen appears, the item is fully saved.

Item Detail

Checklist

Version 1

Choose all of the equations that equal the number 10.

✓ A

5 + 5

✓ B

15 - 5

C

12 + 2

Scoring model = Default scoring

Item Test History

This item has never been used on a scheduled test.

?

Edit

Copy

Preview

+ Add to Test

Change Status

Delete

View Status

My Items

Edit Status

Editable by you only

Source

Myself

Creator Name

Training, JCPS

Date Created

01/15/2016

Subject

Mathematics

Checklist Item Example

Question

Choose all of the equations that equal the number 10.

☒

5 + 5

☒

15 - 5

☐

C 12 + 2

[Hide](#)

Hot Spot (Single)

Hot Spot (Single) items allow students to click on a part of a picture to select the answer.

1. **QUESTION CONTENT:** Click in the text box to add the text, [image](#), or [media](#) for the multiple choice question.

Hot Spot (Single) [Change Type](#)

Question Content

+ Add Passage

The textbox will turn into a text editor where font, font size and formatting can be changed, and symbols, equations, audio, and images can be added. Once all question content has been entered, click out of the text editing box – there is no “save” button for this text.

Hot Spot (Single) [Change Type](#)

Question Content [+ Add Passage](#)

Locate the continent of Africa by clicking on the map.

Paragraph Font Family 5 (18pt) B I U A ab X Copy Paste Undo Redo G S T Ω Σ

2. **SET UP CANVAS:** The canvas area is where the image is uploaded. Click **Attach Canvas Image**. Images must be in PNG, GIF, or JPG format. Images must be no larger than 8 MB. Choose the file from your computer that you'd like to use.

Set Up Canvas

[Attach Canvas Image](#)

Create Hot Spots

Correct	Label	Points
<input type="checkbox"/> A		0

[Draw Hot Spot](#) [Add Explanation: Teacher Student](#)

1. **CREATE HOT SPOTS:** Words that are typed into the textbox areas will NOT show up when the student views and answers the question.

Create Hot Spots

Correct	Label	Points
<input type="checkbox"/> A	North America	0

[B I Expanded Editor](#)

[Draw Hot Spot](#) [Add Explanation: Teacher Student](#)

Click **Draw Hotspot** to select the portion of the image that corresponds to the answer choice.

Create Hot Spots

Correct	Label	Points
<input type="checkbox"/> A	North America	0

[B I Expanded Editor](#)

[Draw Hot Spot](#) [Add Explanation: Teacher Student](#)

Use the tools in the Canvas area to draw the shape.

[Reset Image and Hot Spots](#)

Correct	Label	Points
<input type="checkbox"/> A	North America	0

[Draw Hot Spot](#) [Add Explanation: Teacher Student](#)

Letters associated with the Hotspot will NOT show up when the student views and answers the question.

Correct	Label	Points
<input type="checkbox"/>	A North America	0
<input type="checkbox"/>	B	0

Add hotspots for all answer choices.

Indicate the correct answer by checking the appropriate checkbox.

Indicate the points possible for each answer choice by typing in the appropriate boxes.

Add available choices by clicking the appropriate link.

Remove available choices by clicking trashcan to the right of the answer choice.

Correct	Label	Points
<input type="checkbox"/>	A North America	0
<input type="checkbox"/>	B	0
<input type="checkbox"/>	C Europe	0
<input type="checkbox"/>	D Asia	0
<input type="checkbox"/>	E Australia	0
<input checked="" type="checkbox"/>	F Africa	1
<input type="checkbox"/>	G Antarctica	0

3. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.

Tools and Manipulatives

None selected

Calculators

- ☐ Basic
- ☐ Graphing
- ☐ Scientific

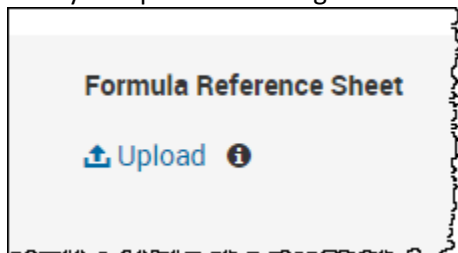
Rulers

- ☐ 1/8 Inch Unit
- ☐ Centimeter
- ☐ Units

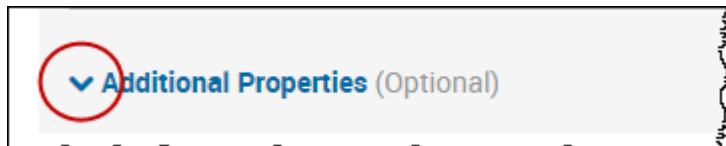
Tools

- ☐ Compass

4. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.



5. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.



Name: may be helpful to distinguish between items that belong to different units of study

Author: pre-populated with the teacher's name who is signed into Schoolnet

Publisher: if the item has been taken from a published source, list the publisher here

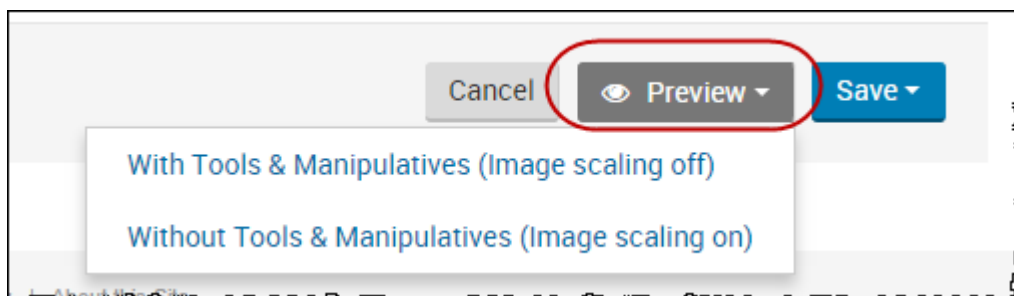
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

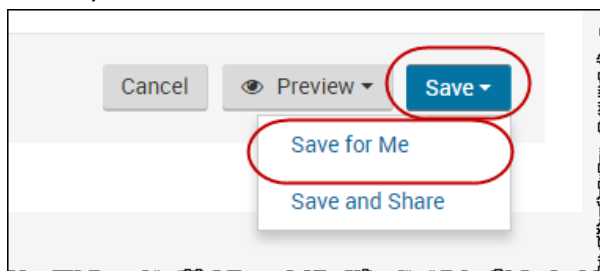
Year: enter the year this item was created

6. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

7. **SAVE:** After previewing, click the blue **Save** button in the bottom right-hand of the screen. Choose the option that says **SAVE FOR ME**.

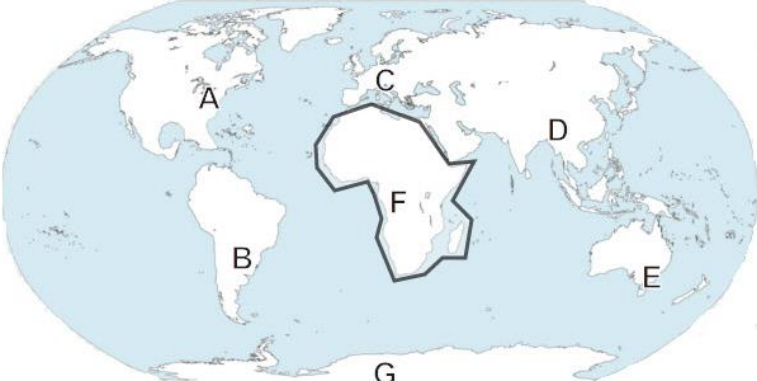


8. Once the **Item Detail** screen appears, the item is fully saved.

Item Detail

Hot Spot - Single Selection Version 1

Locate the continent of Africa by clicking on the map.



A North America
B South America
C Europe
D Asia
E Australia
✓ F Africa
G Antarctica

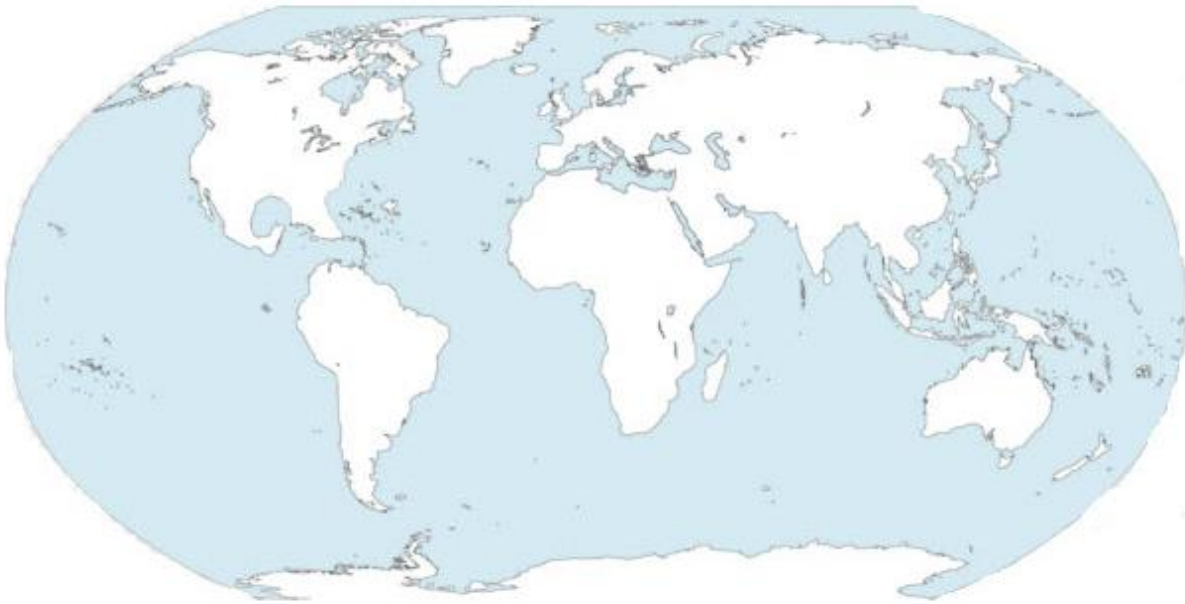
[Edit](#)
[Copy](#)
[Preview](#) ▾
[+ Add to Test](#)
[≡ Change Status](#)
[Delete](#)

View Status	My Items
Edit Status	Editable by you only
Source	Myself
Creator Name	Training, JCPS
Date Created	01/15/2016
Subject	Social Sciences and History
Grade Level	06
Standard	JC.6.6400.K
Exposures	0

Hot Spot (Single) Item Example

Question

Locate the continent of Africa by clicking on the map.



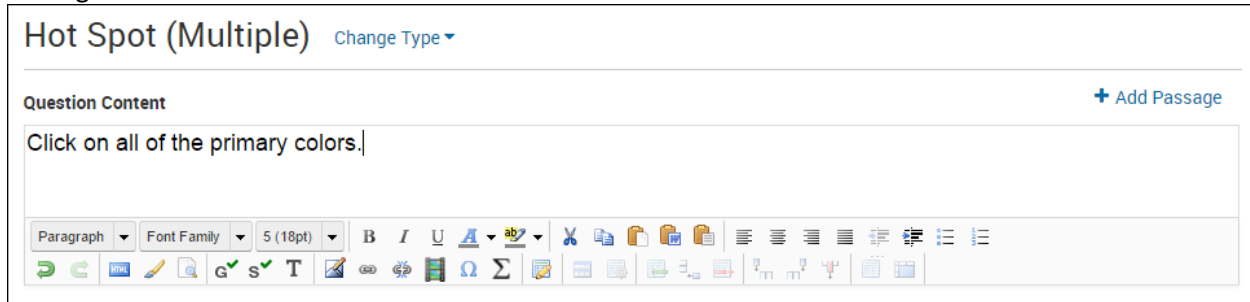
Hot Spot (Multiple)

Hot Spot (Multiple) items allow students to click on multiple parts of a picture to select the answers.

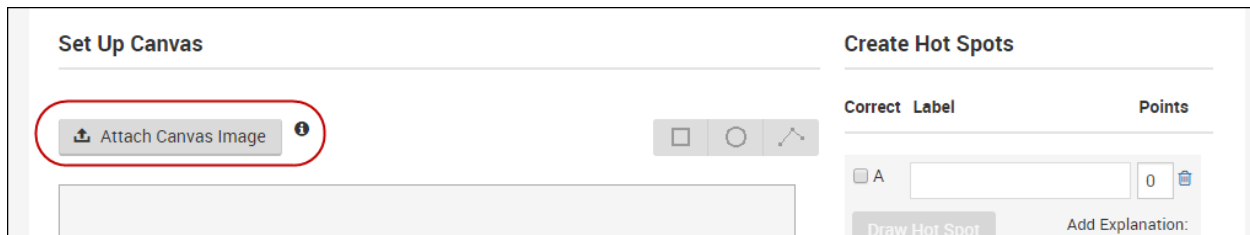
1. **QUESTION CONTENT:** Click in the text box to add the text, [image](#), or [media](#) for the multiple choice question.



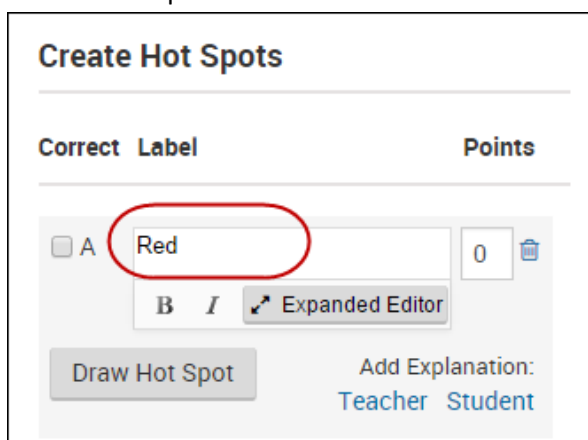
The textbox will turn into a text editor where font, font size and formatting can be changed, and symbols, equations, audio, and images can be added. Once all question content has been entered, click out of the text editing box – there is no “save” button for this text.



2. **SET UP CANVAS:** The canvas area is where the image is uploaded. Click **Attach Canvas Image**. Images must be in PNG, GIF, or JPG format. Images must be no larger than 8 MB. Choose the file from your computer that you'd like to use.



3. **CREATE HOT SPOTS:** Words that are typed into the textbox areas will NOT show up when the student views and answers the question.



Click **Draw Hotspot** to select the portion of the image that corresponds to the answer choice.

Correct	Label	Points
<input type="checkbox"/>	A Red	0

Draw Hot Spot Add Explanation: [Teacher](#) [Student](#)

Use the tools in the Canvas area to draw the shape.

Set Up Canvas **Create Hot Spots**

Reset Image and Hot Spots

Correct	Label	Points
<input type="checkbox"/>	A Red	0

Draw Hot Spot Add Explanation: [Teacher](#) [Student](#)

Letters associated with the Hotspot will NOT show up when the student views and answers the question.

Set Up Canvas **Create Hot Spots**

Reset Image and Hot Spots

Correct	Label	Points
<input type="checkbox"/>	A Red	0
<input type="checkbox"/>	B	0
<input type="checkbox"/>	C	0
<input type="checkbox"/>	D	0

Edit Hot Spot Add Explanation: [Teacher](#) [Student](#)

Draw Hot Spot Add Explanation: [Teacher](#) [Student](#)

Draw Hot Spot Add Explanation: [Teacher](#) [Student](#)

Add hotspots for all answer choices.

Indicate the correct answer by checking the appropriate checkbox.

Indicate the points possible for each answer choice by typing in the appropriate boxes.

Add available choices by clicking the appropriate link.

Remove available choices by clicking trashcan to the right of the answer choice.

Set Up Canvas

Reset Image and Hot Spots

Create Hot Spots

Correct	Label	Points
<input checked="" type="checkbox"/> A	Red	1
<div>Edit Hot Spot</div>		
<div>Add Explanation: Teacher Student</div>		
<input checked="" type="checkbox"/> B	Blue	1
<div>Edit Hot Spot</div>		
<div>Add Explanation: Teacher Student</div>		
<input checked="" type="checkbox"/> C	Yellow	1
<div>Edit Hot Spot</div>		
<div>Add Explanation: Teacher Student</div>		
<input type="checkbox"/> D	Purple	0
<div>Edit Hot Spot</div>		
<div>Add Explanation: Teacher Student</div>		

9. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.

Tools and Manipulatives

None selected ▾

Calculators

☐ Basic
 ☐ Graphing
 ☐ Scientific

Rulers

☐ 1/8 Inch Unit
 ☐ Centimeter
 ☐ Units

Tools

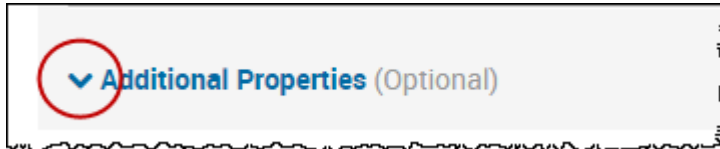
☐ Compass

10. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.

Formula Reference Sheet

Upload

11. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.



Name: may be helpful to distinguish between items that belong to different units of study

Author: pre-populated with the teacher's name who is signed into Schoolnet

Publisher: if the item has been taken from a published source, list the publisher here

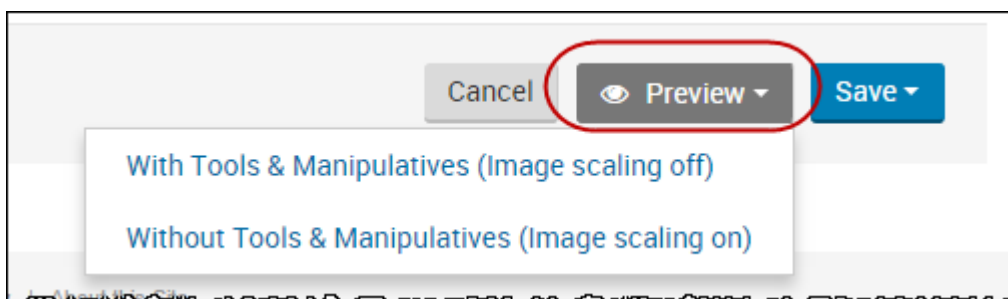
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

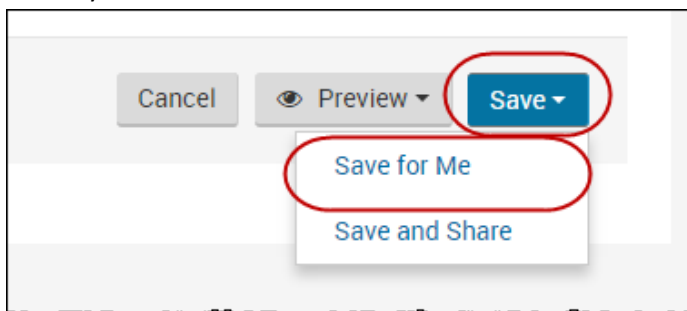
Year: enter the year this item was created

12. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

13. **SAVE:** After previewing, click the blue **Save** button in the bottom right-hand of the screen. Choose the option that says **SAVE FOR ME**.



14. Once the **Item Detail** screen appears, the item is fully saved.

Item Detail

Hot Spot - Multiple Selection

Version 1

Click on all of the primary colors.

- ✓ A Red
- ✓ B Blue
- ✓ C Yellow
- D Purple
- E Green
- F Orange

Edit

Copy

Preview

+ Add to Test

Change Status

Delete

View Status

Edit Status

Source

Creator Name

Date Created

Subject

Grade Level

Standard

Exposures

My Items

Editable by you only

Myself

Training, JCPS

01/15/2016

Fine and Performing Arts

03

VIS.3.II.EP.1.E.1

0

Properties

Item Statistics

Hot Spot (Multiple) Item Example

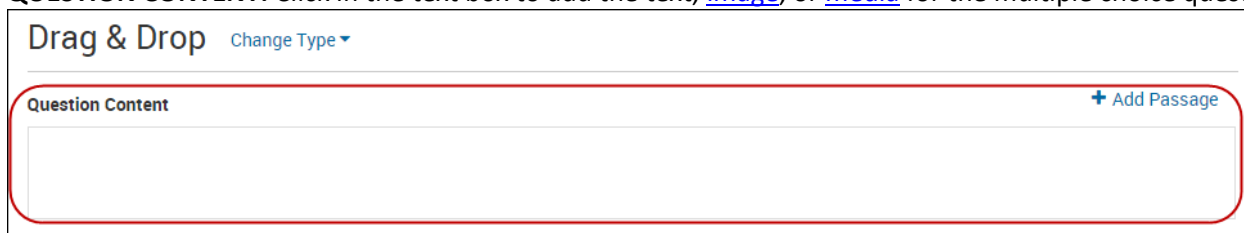
Question

Click on all of the primary colors.

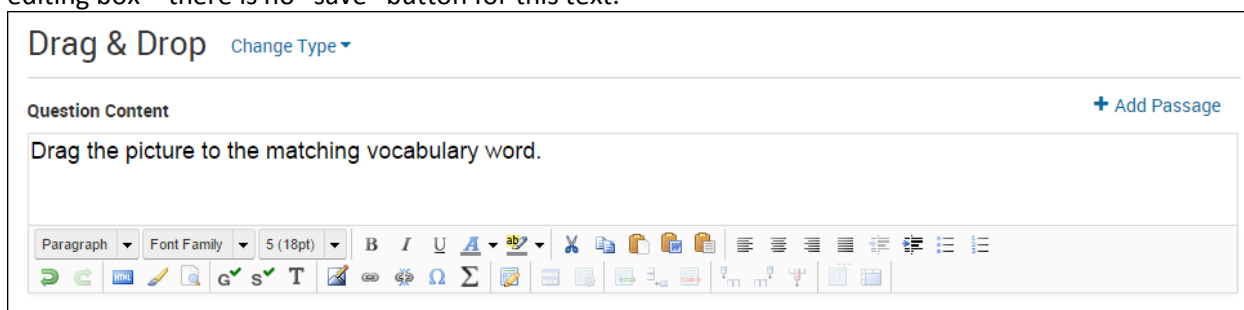
Drag & Drop

Drag and Drop items allow students to drag answers into appropriate “containers”.

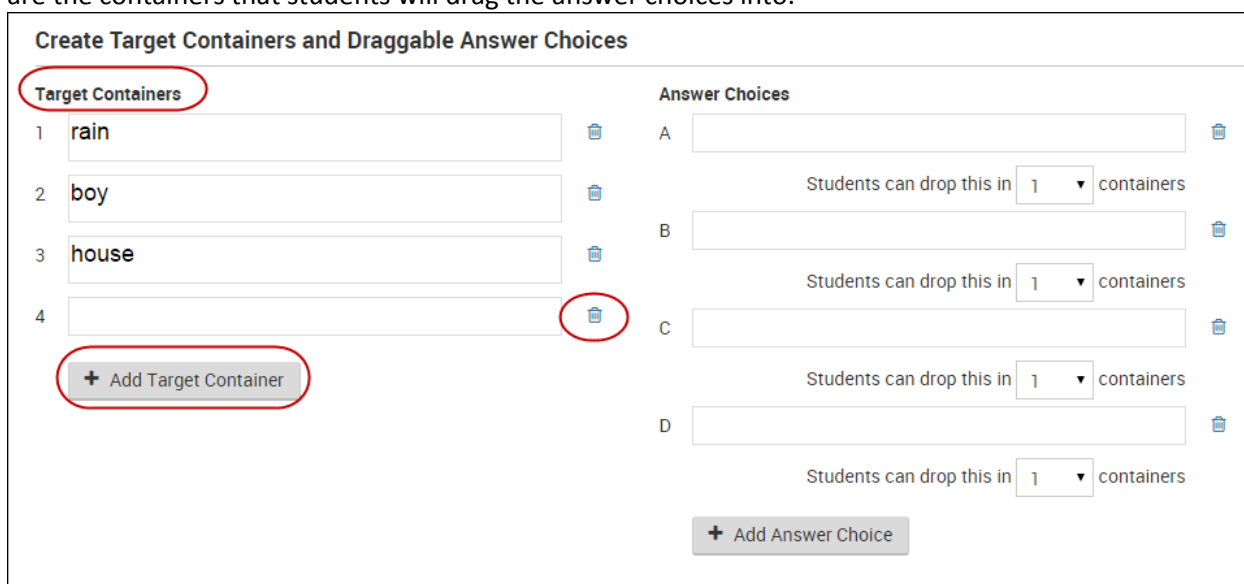
1. **QUESTION CONTENT:** Click in the text box to add the text, [image](#), or [media](#) for the multiple choice question.



The textbox will turn into a text editor where font, font size and formatting can be changed, and symbols, equations, audio, and images can be added. Once all question content has been entered, click out of the text editing box – there is no “save” button for this text.



2. **TARGET CONTAINERS:** Enter target containers in the designated areas. Add target containers by clicking the appropriate link. Remove target containers by clicking the trashcan to the right of the target container. These are the containers that students will drag the answer choices into.



3. **ANSWER CHOICES:** Enter the answer choices in the designated areas. Add answer choices by clicking the appropriate link. Remove answer choices by clicking the trashcan to the right of the answer choice.

Create Target Containers and Draggable Answer Choices


Target Containers

- rain
- boy
- house

+ Add Target Container


Answer Choices

A




Students can drop this in 1 containers

B



Students can drop this in 1 containers

C



+ Add Answer Choice

4. **MATCH TARGET CONTAINERS WITH ANSWER CHOICES:** Tabs will appear for each target container that was created. The matching area allows you to match the target container with the correct answer choice. Place a checkmark next to the correct answer for Target Container 1, and then move to the subsequent tabs. When a checkmark is placed next to a correct answer, the point value will automatically change to 1. If the point value should be different, click in the points textbox to make the change.




Match Target Containers with Answer Choices

Select at least 1 correct answer in each tab

1 2 3

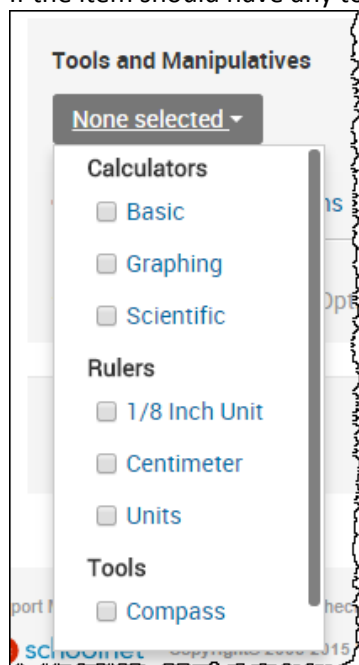
rain

☐ Limit students from dropping more than 1 answer choices in this target container

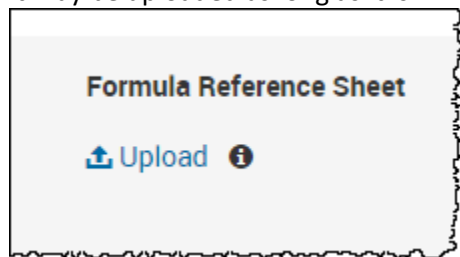
Correct	Answers	Points
<input type="checkbox"/>	A 	0
<input checked="" type="checkbox"/>	B 	1
<input type="checkbox"/>	C 	0

Add Explanation: [Teacher](#) [Student](#)

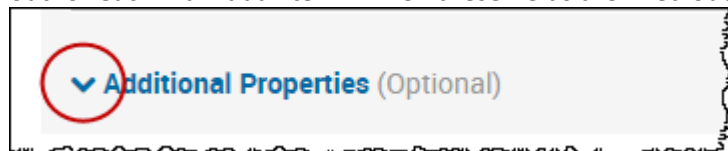
5. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.



6. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.



7. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.



Name: may be helpful to distinguish between items that belong to different units of study

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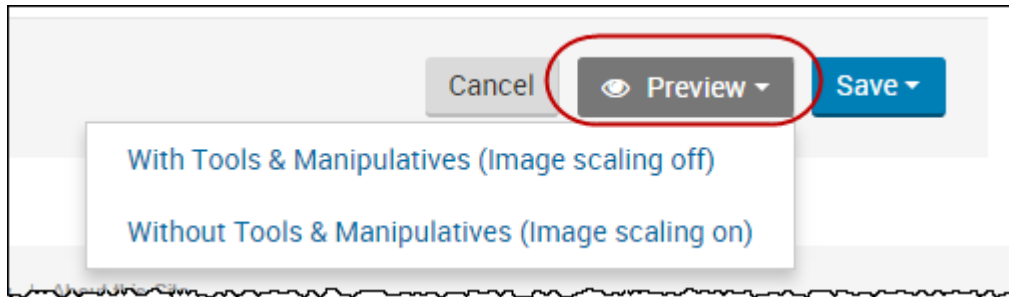
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

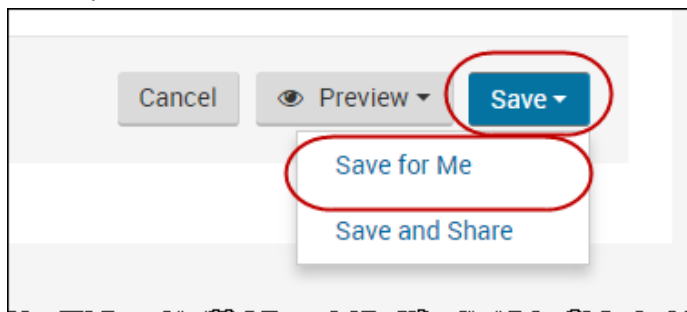
Year: enter the year this item was created

8. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

9. **SAVE:** After previewing, click the blue **Save** button in the bottom right-hand of the screen. Choose the option that says **SAVE FOR ME**.






10. Once the **Item Detail** screen appears, the item is fully saved.

A screenshot of the 'Item Detail' screen. The title 'Item Detail' is at the top left. Below it is a section titled 'Drag and Drop' with the instruction 'Drag the picture to the matching vocabulary word.' There are three 'Question Containers' listed: 1. 'rain' (Container Capacity: 3), 2. 'boy' (Container Capacity: 3), and 3. 'house' (Container Capacity: 3). Below these are 'Answer choices' with 'A.' and a small image of a house. On the right side, there is a sidebar with a list of actions: Edit, Copy, Preview, Add to Test, Change Status, and Delete. Below this is a table of item properties: View Status (My Items), Edit Status (Editable by you only), Source (Myself), Creator Name (Training, JCPS), Date Created (01/15/2016), Subject (English Language and Literature), Grade Level (01), Standard (LA.1.RF.1.3), and Exposures (0). At the bottom of the sidebar are links for 'Properties' and 'Item Statistics'.

Drag and Drop Item Example

Question

Drag the picture to the matching vocabulary word.



Place your answer(s) **inside** the containers below

rain

boy

house

Click Stick Click Drop

Click Stick Click Drop items allow students to click an answer choice, then click the appropriate “container” that it falls into. The item type is extremely similar to a Drag and Drop item, except instead of dragging, the students click.

1. **QUESTION CONTENT:** Click in the text box to add the text, [image](#), or [media](#) for the multiple choice question.

Click Stick Click Drop [Change Type](#)

Question Content [+ Add Passage](#)

The textbox will turn into a text editor where font, font size and formatting can be changed, and symbols, equations, audio, and images can be added. Once all question content has been entered, click out of the text editing box – there is no “save” button for this text.

Click Stick Click Drop [Change Type](#)

Question Content [+ Add Passage](#)

For each picture, click on the picture, then click on the matching vocabulary word.

Paragraph Font Family 5 (18pt) B I U A ab X Copy Paste Undo Redo G s T

2. **TARGET CONTAINERS:** Enter target containers in the designated areas. Add target containers by clicking the appropriate link. Remove target containers by clicking the trashcan to the right of the target container. These are the containers that students will click to match their answer with.

Create Target Containers and Draggable Answer Choices

Target Containers

1 rain

2 boy

3 house

4

+ Add Target Container

Answer Choices

A

Students can drop this in 1 containers

B

Students can drop this in 1 containers

C

Students can drop this in 1 containers

D

Students can drop this in 1 containers

+ Add Answer Choice

3. **ANSWER CHOICES:** Enter the answer choices in the designated areas. Add answer choices by clicking the appropriate link. Remove answer choices by clicking the trashcan to the right of the answer choice.

Create Target Containers and Draggable Answer Choices

Target Containers

1 rain


2 boy

3 house

+ Add Target Container


Answer Choices

A




Students can drop this in 1 containers

B



Students can drop this in 1 containers

C



+ Add Answer Choice

4. **MATCH TARGET CONTAINERS WITH ANSWER CHOICES:** Tabs will appear for each target container that was created. The matching area allows you to match the target container with the correct answer choice. Place a checkmark next to the correct answer for Target Container 1, and then move to the subsequent tabs. When a checkmark is placed next to a correct answer, the point value will automatically change to 1. If the point value




should be different, click in the points textbox to make the change.

Match Target Containers with Answer Choices Select at least 1 correct answer in each tab

1 2 3

rain

☐ Limit students from dropping more than answer choices in this target container

Correct	Answers	Points
<input type="checkbox"/> A		<input type="text" value="0"/>
<input checked="" type="checkbox"/> B		<input type="text" value="1"/>
<input type="checkbox"/> C		<input type="text" value="0"/>

Add Explanation: [Teacher](#) [Student](#)

5. **TOOLS AND MANIPULATIVES:** Each individual item may have specific tools or manipulatives associated with it. If the item should have any tools or manipulatives, click the appropriate boxes to add them to the item.

Tools and Manipulatives

None selected ▾

Calculators

- ☐ Basic
- ☐ Graphing
- ☐ Scientific

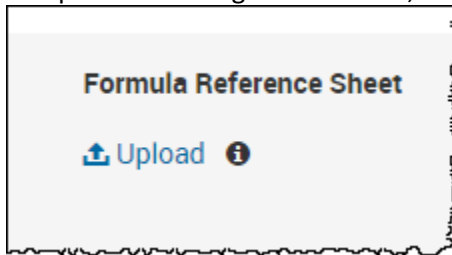
Rulers

- ☐ 1/8 Inch Unit
- ☐ Centimeter
- ☐ Units

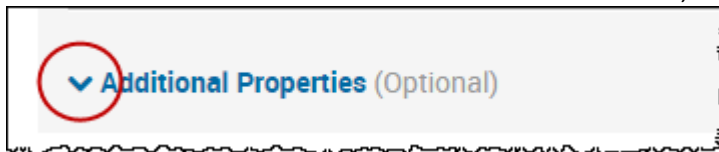
Tools

- ☐ Compass

6. **FORMULA REFERENCE SHEET:** Each individual item may have a formula reference sheet attached to it. If there is a formula or some other type of reference that should be available to students when answering this question, it may be uploaded as long as it is in PDF, PNG, GIF, or JPG file format, and is no greater than 1 MB in size.



7. **ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.



Name: may be helpful to distinguish between items that belong to different units of study

Author: pre-populated with the teacher's name who is signed into Schoolnet

Publisher: if the item has been taken from a published source, list the publisher here

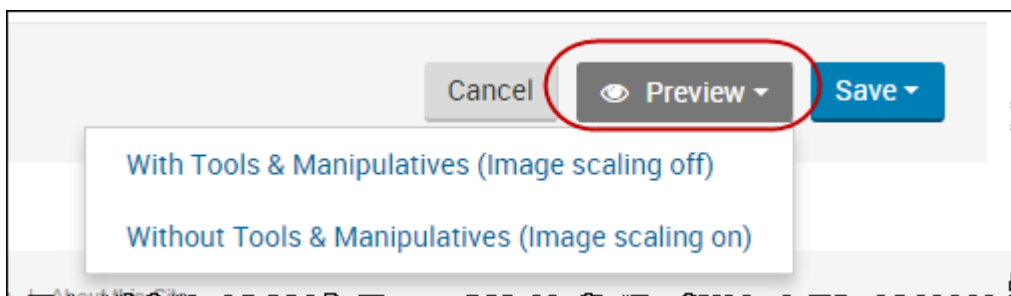
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

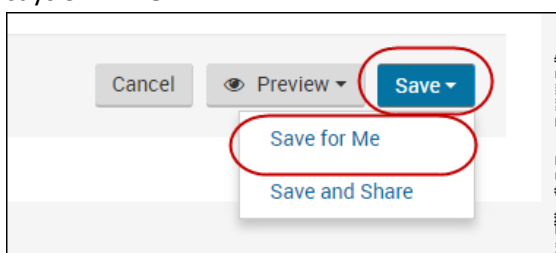
Year: enter the year this item was created

8. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

9. **SAVE:** After previewing, click the blue **Save** button in the bottom right-hand of the screen. Choose the option that says **SAVE FOR ME**.



10. Once the **Item Detail** screen appears, the item is fully saved.

Item Detail

Click Stick Click Drop

Version 1

For each picture, click on the picture, then click on the matching vocabulary word.

Question Containers

- rain

Container Capacity: 3

B
- boy

Container Capacity: 3

C
- house

Container Capacity: 3

A

Answer choices

A.

Edit

Copy

Preview

+ Add to Test

Change Status

Delete

View Status **My Items**

Edit Status **Editable by you only**

Source **Myself**

Creator Name **Training, JCPS**

Date Created **01/15/2016**

Subject **English Language and Literature**

Grade Level **01**

Standard **LA.1.RF.1.3**

Exposures **0**

Properties

Item Statistics

Click Stick Click Drop Item Example

Question

For each picture, click on the picture, then click on the matching vocabulary word.

Click inside a container to place a selected answer

rain

boy

house

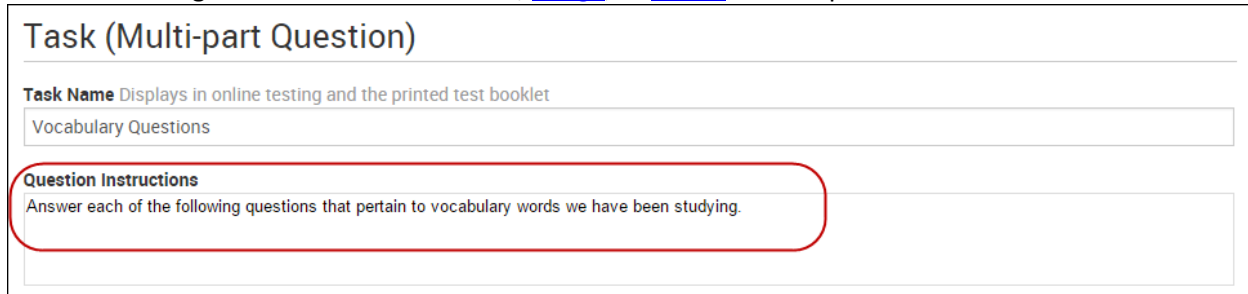
Task (Multi-part Question)

Task items are several “activities” grouped together that share a common theme.

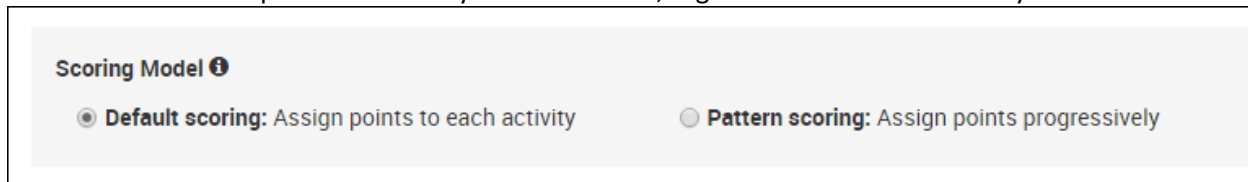
1. **TASK NAME:** Each task that is created has to have a name. It displays in online testing.



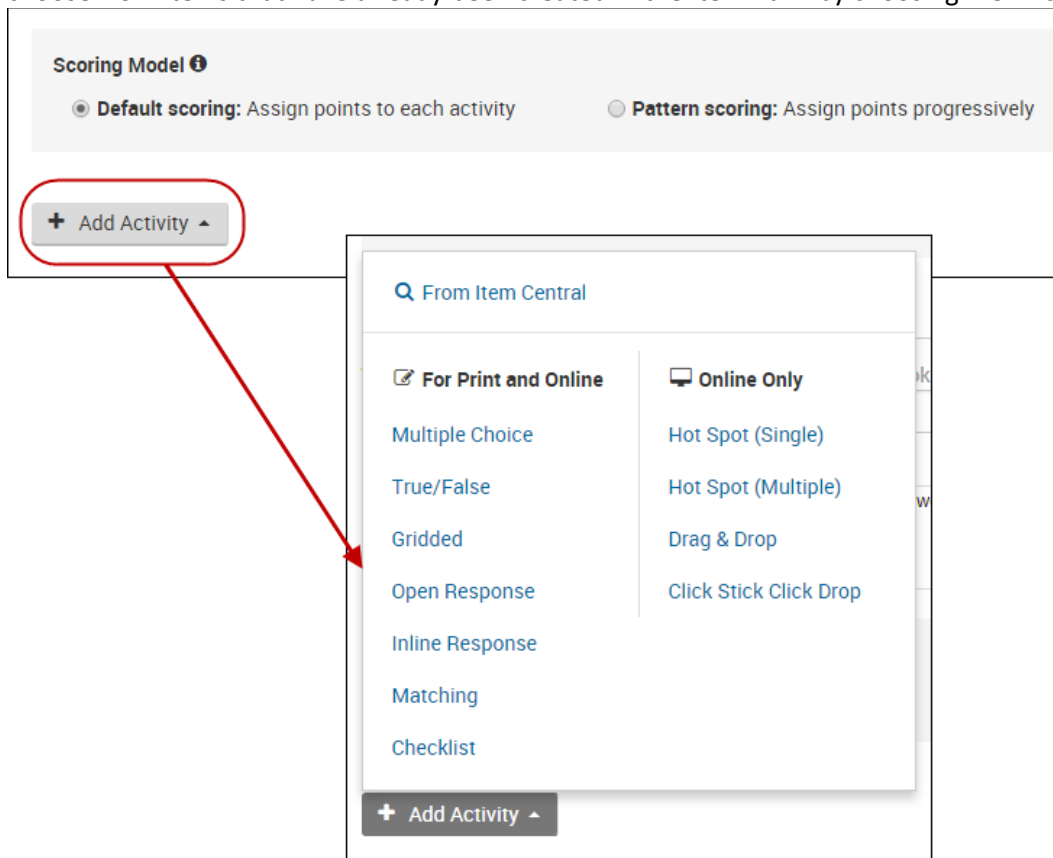
2. **QUESTION INSTRUCTIONS:** Question Instructions are instructions for the set of tasks, or activities, as a whole. Click in the designated area to add the text, [image](#), or [media](#) for the question instructions.



3. **SCORING MODEL:** The **Default Scoring** option allows students to receive points for each activity they get correct. The **Pattern Scoring** option allows students to receive points for activity B if they get activity A correct. Students will receive points for Activity A if it is correct, regardless of whether Activity B is correct.



4. **ADD ACTIVITY:** Activities are *separate test items* that pertain to a common theme. Click **Add Activity** and choose from the drop-down list of item types. You can create activities directly within the task, OR you can choose from items that have already been created in the Item Bank by choosing **From Item Central**.



- After choosing the activity, proceed with instructions for that particular item type (if you are creating one from scratch). When the activity is complete, click **Save** and then click **Return to Edit Task**.

- If you are choosing from Item Central, browse by Subject, Grade, and Standards OR by Created By to find the item that you are looking for. Place a checkmark next to the item you wish to add and then click **Import Items as Activities**.

- ADDITIONAL PROPERTIES:** Expand the Additional Properties section to view metadata fields that may be filled out for each individual item. When these fields are filled out, it makes searching for items easier.

Name: may be helpful to distinguish between items that belong to different units of study

Author: pre-populated with the teacher's name who is signed into Schoolnet

Publisher: if the item has been taken from a published source, list the publisher here

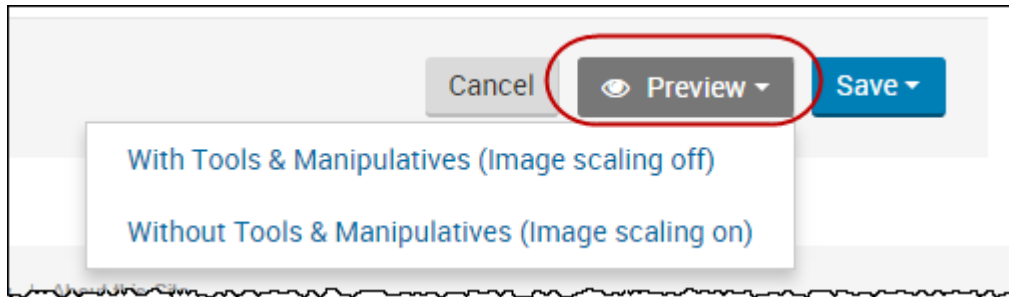
Keywords: may be helpful to distinguish between items that belong to different units of study

Course ID: list the course ID that the item is associated with

Webb: choose which Depth of Knowledge level this item falls into

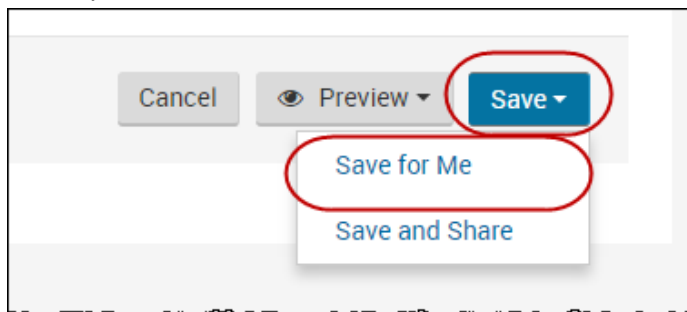
Year: enter the year this item was created

8. **PREVIEW:** Click the Preview button and then choose with or without tools and manipulatives, depending on whether or not those were added to this item.



On a computer, the preview window opens up in a brand new internet browser window – make sure when you close out of the preview that you are only closing out of the preview and not the Schoolnet site as well. On an iPad, the preview opens up in a new tab – make sure when you close out of the preview that you are only closing out of the preview tab and not the whole browser window.

9. **SAVE:** After previewing, click the blue **Save** button in the bottom right-hand of the screen. Choose the option that says **SAVE FOR ME**.



10. Once the **Item Detail** screen appears, the item is fully saved.

Item Detail

Task

Version 1

Answer each of the following questions that pertain to vocabulary words we have been studying.

Scoring model = Default scoring

Activities

Total Points: 4

[Edit](#)


[Copy](#)

[Preview](#)

[Add to Test](#)

[Change Status](#)

[Delete](#)

Activity	Question	Correct Answer	Point Value	Standard ID
A	<p>True/False</p> <p>Question</p> <p>✓ T True</p> <p>F False</p>	T	1	LA.2.
more				
B	<p>Click Stick Click Drop from Item Central</p> <p>For each picture, click on the picture, then click on the matching vocabulary word.</p> <p>Question Containers</p> <p>1. </p>	<p>Correct Answer</p> <p>1 - B</p> <p>2 - C</p> <p>3 - A</p>	<p>Point Value</p> <p>3 Points:</p> <p>1 - 1</p> <p>2 - 1</p> <p>3 - 1</p>	<p>Standard ID</p>

View Status My Items

Edit Status Editable by you only

Source Myself

Creator Name Training, JCPS

Date Created 01/15/2016

Subject English Language and Literature

Grade Level 02

Standard LA.1.RF.1.3
LA.2.

Exposures 0

[Properties](#)

[Item Statistics](#)

Task Item Example

Question

Question Instructions

Answer each of the following questions that pertain to vocabulary words we have been studying.

Complete each of the 2 activities (A - B) for Question . Click "**Next**" to begin the first activity.

Question Activity A (1 of 2)

[Question Instructions](#)

Question

Answer

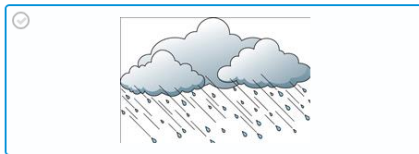
☐ True

☐ False

Question Activity B (2 of 2)

[Question Instructions](#)

For each picture, click on the picture, then click on the matching vocabulary word.




Click inside a container to place a selected answer

rain

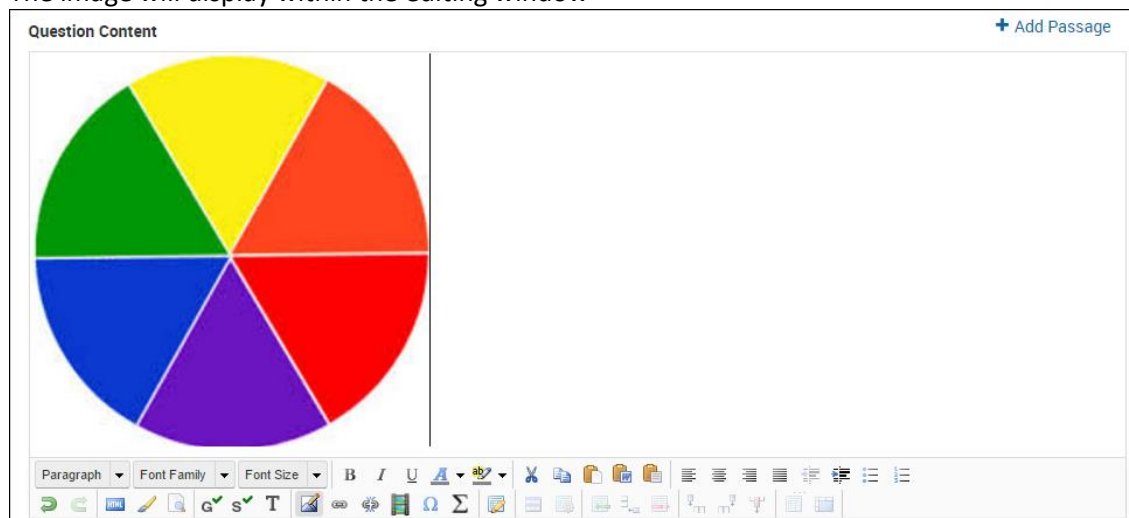
boy

house

How to Add Images

Places within Schoolnet where an image may be added will be designated with an icon: 

1. Click on the icon
2. Choose an image file that has been saved on the computer and click Open. The image file must be saved in one of these file formats: PNG, JPG, GIF
3. The image will display within the editing window



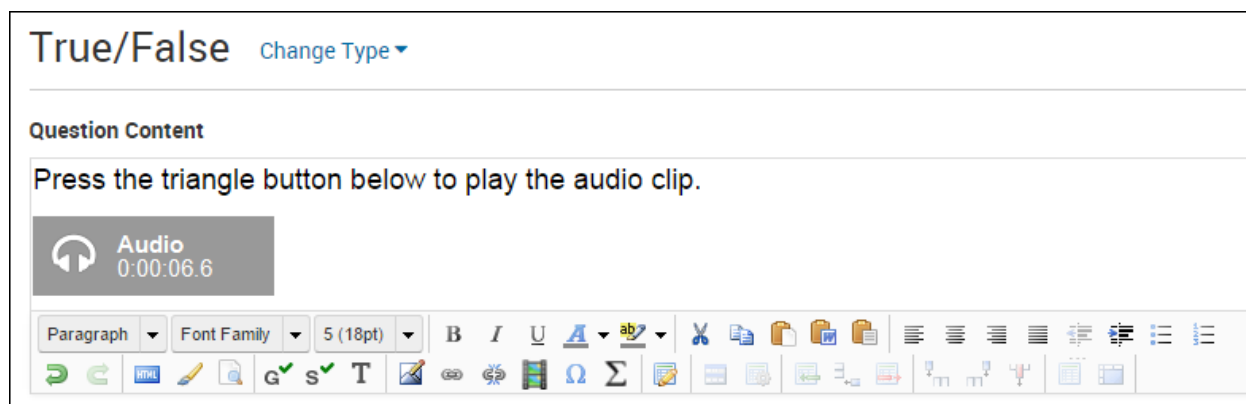
If an iPad is being utilized, or if the desired image is not a saved file, the copy/paste function may be utilized. Please note, however, that Schoolnet cautions against the copy/paste method because at times the images may appear distorted when an assessment is administered.

1. Copy an image on the iPad by double-tapping the image and selecting **copy**
 2. Paste an image on the iPad by double-tapping in the desired area and selecting **paste**
-
1. Copy an image on a desktop computer or laptop by right-clicking the image and selecting **copy**
 2. Paste an image on a desktop computer or laptop by right-clicking in the desired area and selecting **paste**

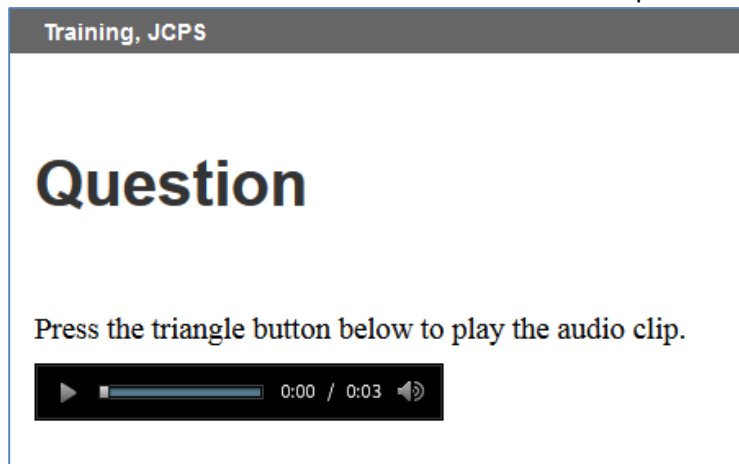
How to Add Media (audio only)

Places within Schoolnet where media (audio) may be added will be designated with an icon: 

1. Click on the icon
2. Click **Choose**
3. Choose a media file that has been saved on the computer and click **Open**. The media file must be saved in MP3 format
4. Click **Upload**
5. Once the file has successfully uploaded, click **Insert**
6. The media file will appear in the text editing window. TIP: Add text to instruct the students to press play. Click **Save**



7. When students view a test item that has media incorporated into it, they will see the following:



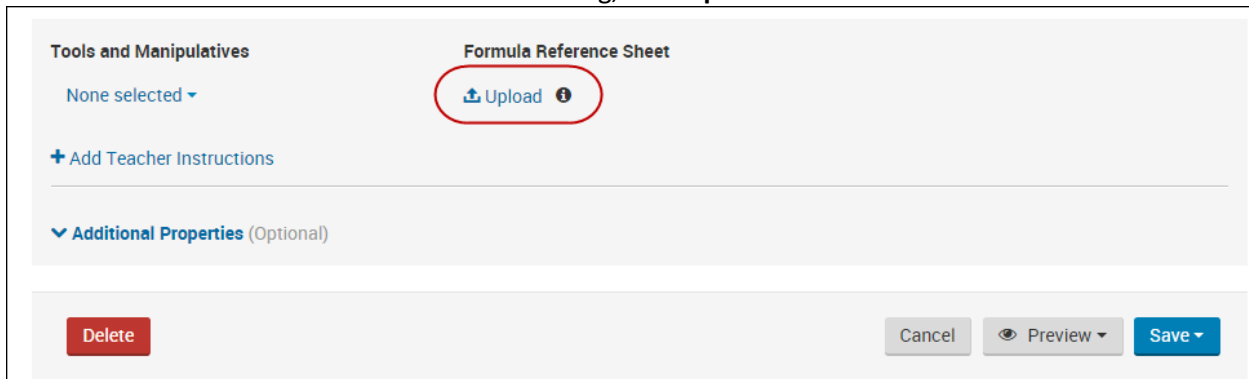
8. Students are allowed to press play multiple times to repeat the media.

How to Add Formula Reference Sheets

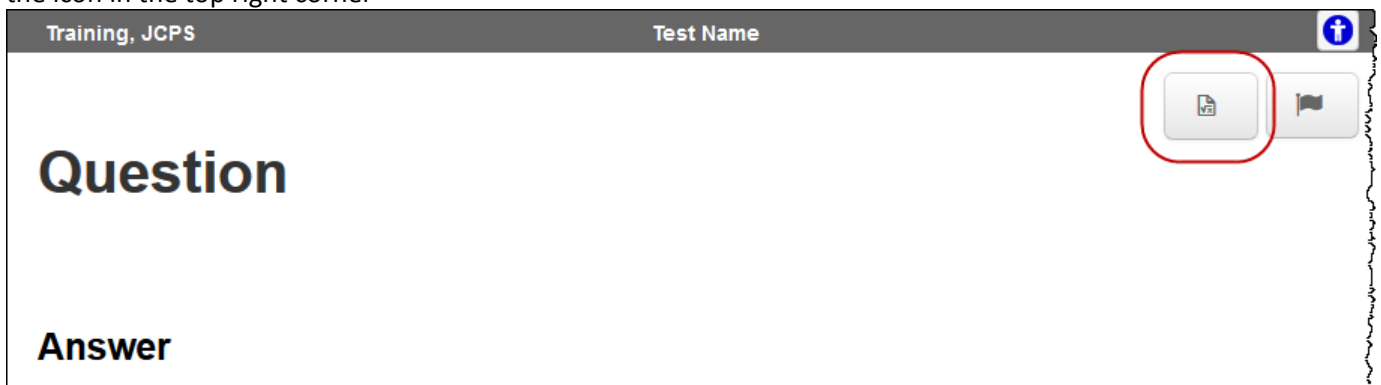
A Formula Reference Sheet may be added for individual test items. When students view the particular test item, they will be notified that a Formula Reference Sheet is available by the following icon:



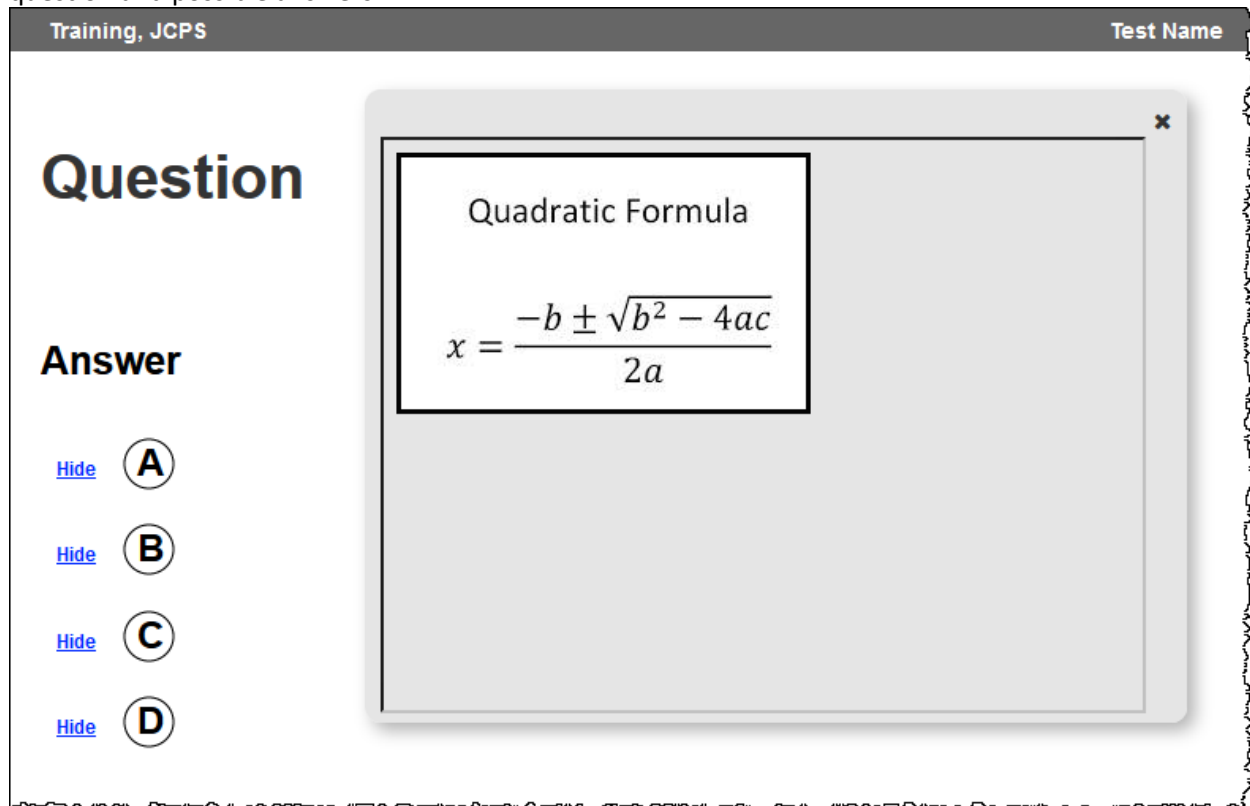
1. Underneath the **Formula Reference Sheet** heading, click **Upload**



2. Note that Formula Reference Sheets can only be uploaded in the following file formats: PDF, PNG, GIF, and JPG
3. Select the Formula Reference Sheet that has been saved on the computer and click **Open**
4. When a student takes the assessment online, the question will notify them of the Formula Reference Sheet by the icon in the top right corner



5. When the student clicks on the icon, the Formula Reference Sheet will appear. The window with the Formula Reference Sheet in it may be moved around the student's computer screen so that he/she is still able to see the question and possible answers.

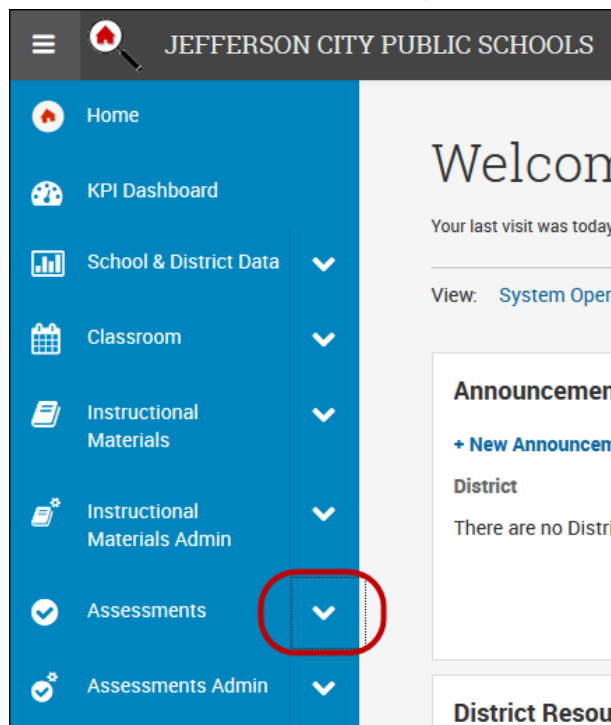


How to Add Passages

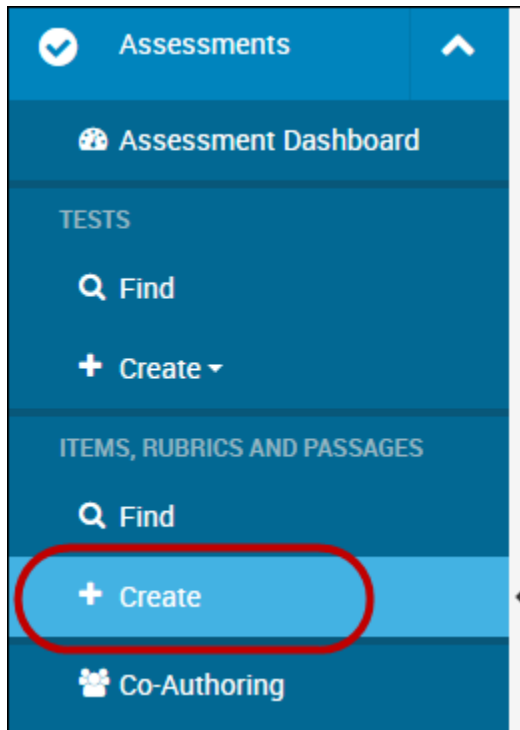
Passages can be paragraphs of texts, poems, maps, diagrams, images, etc.

Create a New Passage

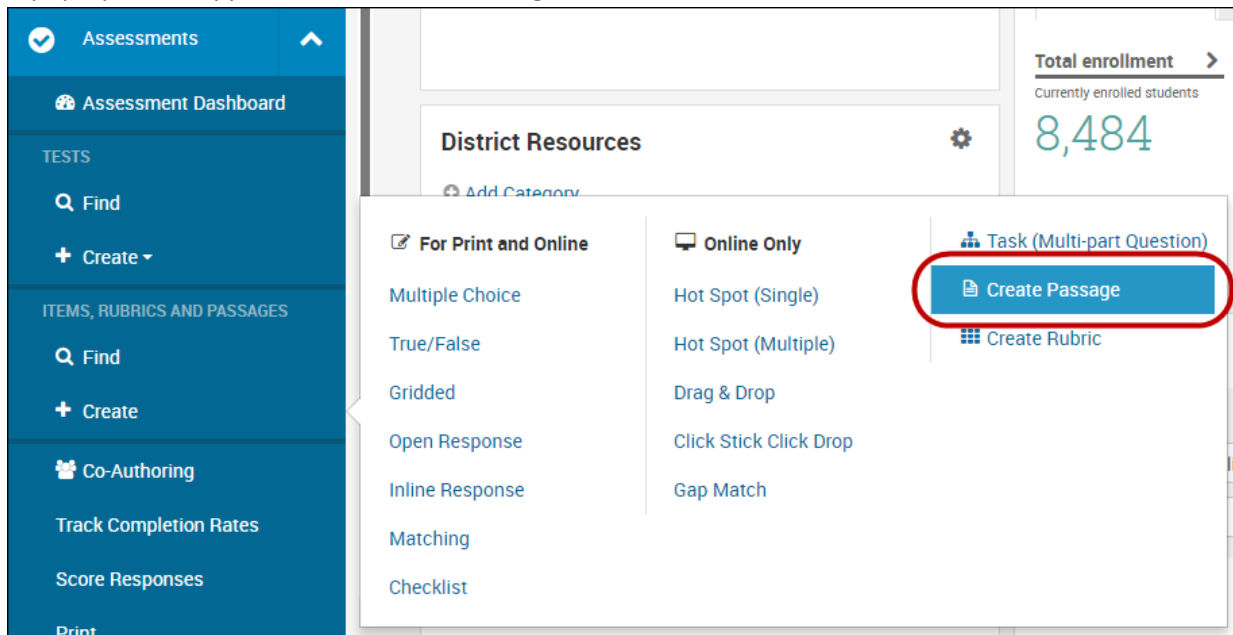
1. On the left-hand side of the screen, click the **arrow** next to **Assessments**.



- Underneath the **Items, Rubrics and Passages** heading, click **Create**.




- A pop-up menu appears. Click **Create Passage**.



Passage Fields

Title	Enter the title of the text that is being utilized for the passage.
Subject	Choose the appropriate subject.
Grade Level	Choose the grade level. This may be one grade level or it can be a grade range.
Passage Content	<ol style="list-style-type: none"> Enter the passage content into this field by: <ol style="list-style-type: none"> Typing the passage Copying and pasting the passage

	<ol style="list-style-type: none"> At times, copying and pasting may not keep all of the desired formatting intact. If problems arise with formatting, copy and paste the passage into a Word editor, first. After the passage has been copied and pasted into a Word editor, copy the passage again, from the Word editor. In the Passage Content area of Schoolnet, click on the Paste from Word icon:  Click Save
--	--

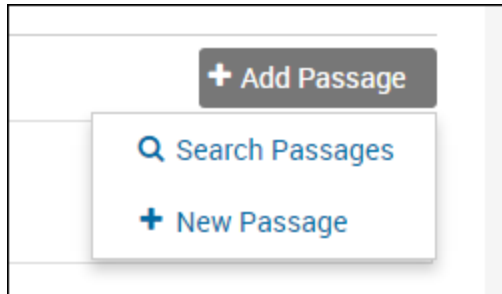
Add a Passage to an Item

- Click the **Add Passage** button at the top of the Question Content area



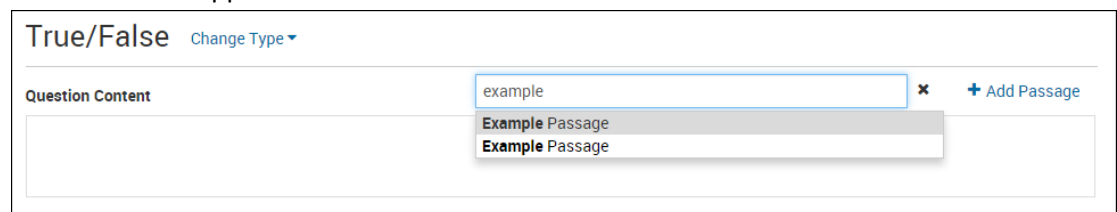
The screenshot shows a question editor interface. At the top, it says 'True/False' with a 'Change Type' dropdown. Below this is a 'Question Content' section with a large empty text box. In the top right corner of the 'Question Content' section, there is a '+ Add Passage' button.

- A menu appears that gives the option to **Search Passages** or to create a **New Passage**




The screenshot shows a dropdown menu that appears after clicking the '+ Add Passage' button. The menu has three options: '+ Add Passage' (the button that was clicked), 'Search Passages' (with a magnifying glass icon), and 'New Passage' (with a plus icon).

- If a passage needs to be created, click **New Passage** and follow the steps above
- If the desired passage is already created, click **Search Passages**
 - Enter the passage title
 - If the full passage title is unknown, enter a partial title and available passages that meet the criteria will appear



The screenshot shows the search results interface. A search box contains the text 'example'. Below the search box, a list of results is shown, with 'Example Passage' appearing twice. To the right of the search box is a '+ Add Passage' button.

- Choose the desired passage by clicking on the title
- The page will refresh and the passage will appear (it will, however, be collapsed)



The screenshot shows the question editor after a passage has been selected. A section titled 'Passages' is highlighted with a red box. It contains a single entry 'Example Passage' which is collapsed. To the right of the 'Passages' section is a '+ Add Passage' button. Below the 'Passages' section is the 'Question Content' area.

- Use the icons to expand, delete, or edit the passage

True/False [Change Type](#)

Passages [+ Add Passage](#)

▶ Example Passage [✎](#) [🗑](#)

Question Content

- When you are finished creating the full item, click **Save** and then **Save for Me**

Cancel [Preview](#) [Save](#)

[Save for Me](#)

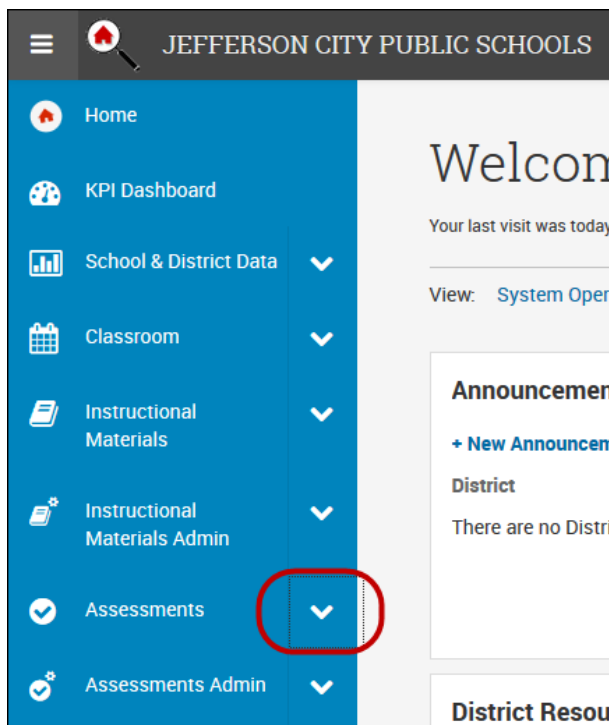
[Save and Share](#)

How to Add Rubrics

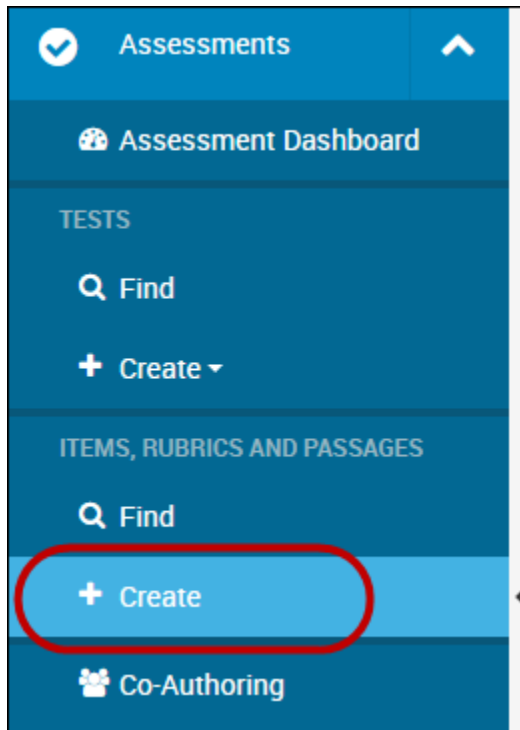
In order to add a rubric to an item, it must first be created. Schoolnet does not give the option to create the rubric while also creating the item.

Create a New Rubric

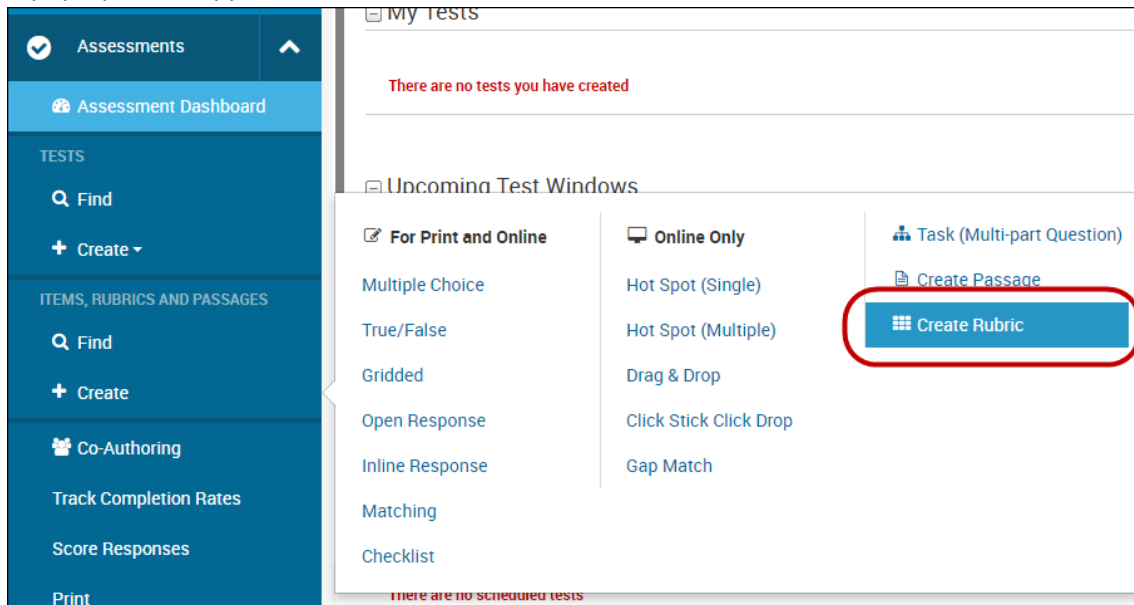
- On the left-hand side of the screen, click the **arrow** next to **Assessments**.



2. Underneath the **Items, Rubrics and Passages** heading, click **Create**.



3. A pop-up menu appears. Click **Create Rubric**.



4. A pop-up box will appear to choose to either disable or enable grouping
- Select different options to see the various ways the rubric may be formatted
 - For this example, **Disabled** will be chosen
 - Click **Choose**

Choose Grouping

Grouping
☒ Disabled
☐ Enabled

EXAMPLE	Level 1 Below	Level 2 Proficient
Clear thesis LA.9.23.B: provides an analysis for the audience that reflects a logical progression of ideas and a clearly stated point of view;	Lacks a thesis	Thesis is presented but confused or poorly presented
Presentation LA.9.25: Listening and Speaking/Speaking.: Students speak clearly and	Flaws in volume, enunciation, gestures, and conventions of language seriously hinder	Several flaws in volume enunciation, gestures conventions of language that may hinder

Cancel
Choose

Rubric Fields

Name	Enter the name of the rubric.
Subject	Select the appropriate subject.
Grade Level	Choose the appropriate grade level. This can be one grade level or a range of grade levels.
Scale	Choose whether the scale should be a Level Scale or a Point Scale.

Rubric Levels Section

The Rubric Levels section is composed of a grid-like structure. There are options to add additional columns as well as additional rows to account for the magnitude of the rubric.

Rubric Levels

	1	2	3	
<div> <div>Quality, Trait or Skill</div> <div>Select Standard</div> </div>	Description	Description	Description	<div>+ Add Column</div>
<div> <div>Quality, Trait or Skill</div> <div>Select Standard</div> </div>	Description	Description	Description	

+ Add Row

1. Enter the rubric “categories” in the left hand column. EX) Organization, Sentence Structure, Spelling & Grammar, etc.
2. Click on **Select Standard** under each category to align each part of the rubric to a standard.
3. Enter the Skill Levels in the columns across the top and associate a point value to them. EX) Below Basic, Basic, Proficient, Advanced, etc.

4. *****NOTE***** The numbers in the columns across the top **MUST** go from lowest to highest. You can change them to begin with 0, and then be sequenced 0, 1, 2, etc., or leave them sequenced 1, 2, 3, etc. Numbers should **NOT** be entered from highest to lowest.
5. Enter the specific rubric details within the **description** boxes.
6. Click **Save**
7. Click **Only to Me**
8. Click **Save**

Rubric Example

Create Rubric

Rubric Properties

Name *

Subject *

Grade Level * to

Scale *

Rubric Language * English

View optional fields

Grouping
Disabled
Change

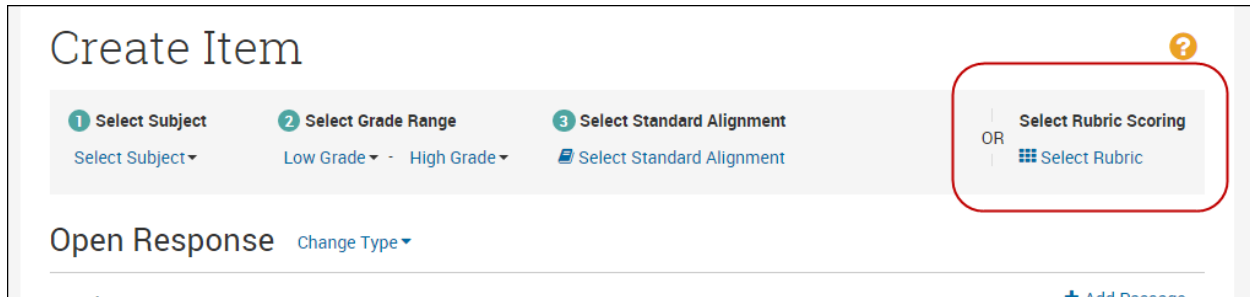
Rubric Levels

	1	Below Basic	2	Basic	3	Proficient	4	Advanced	
<div> Organization </div> <div> LA.5.W.CCR.4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. </div> <div> Change Standard </div>	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Add Column
<div> Sentence Structure </div> <div> LA.5.W.5.5: With guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach. </div> <div> Change Standard </div>	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Example Rubric Text - describe the Quality, Trait, or Skill as it relates to the level	Add Row

Cancel
Save

Add a Rubric to an Item

1. Create a new Open Response item by following item creation instructions
2. Under **Select Rubric Scoring** click **Select Rubric**



Create Item

1 Select Subject 2 Select Grade Range 3 Select Standard Alignment

Select Subject ▼ Low Grade ▼ - High Grade ▼ Select Standard Alignment

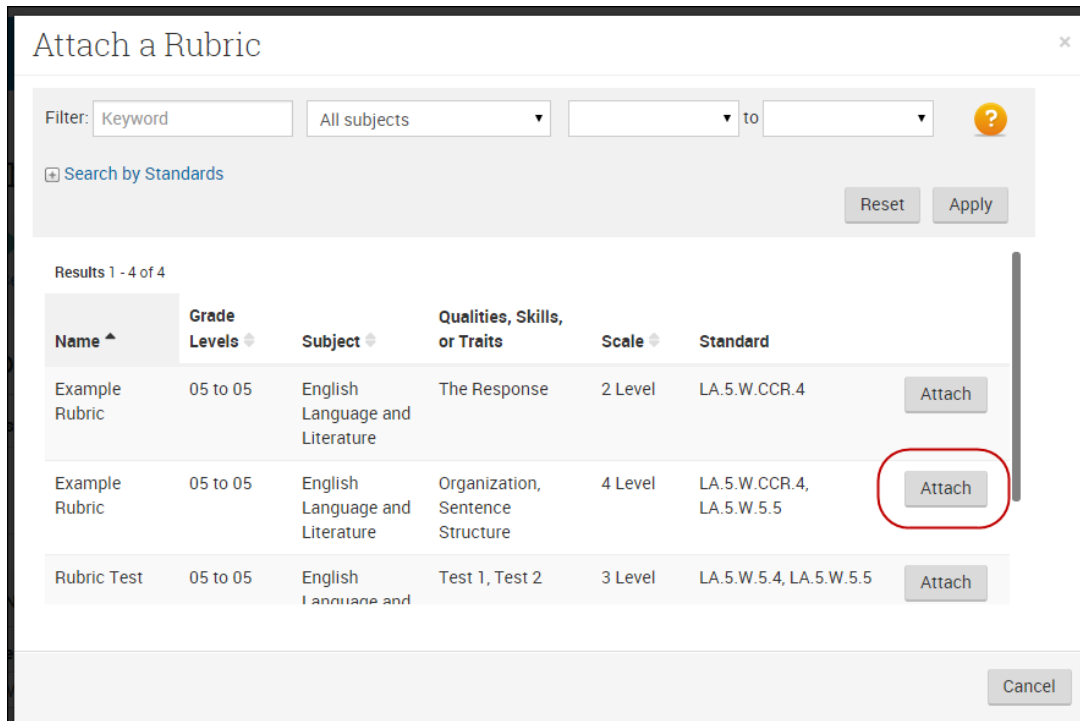
OR

Select Rubric Scoring

Select Rubric

Open Response Change Type ▼

3. Find the appropriate rubric by filtering or choose from the list of available rubrics and click **Attach**



Attach a Rubric

Filter: Keyword All subjects ▼ to ▼ ?

Search by Standards

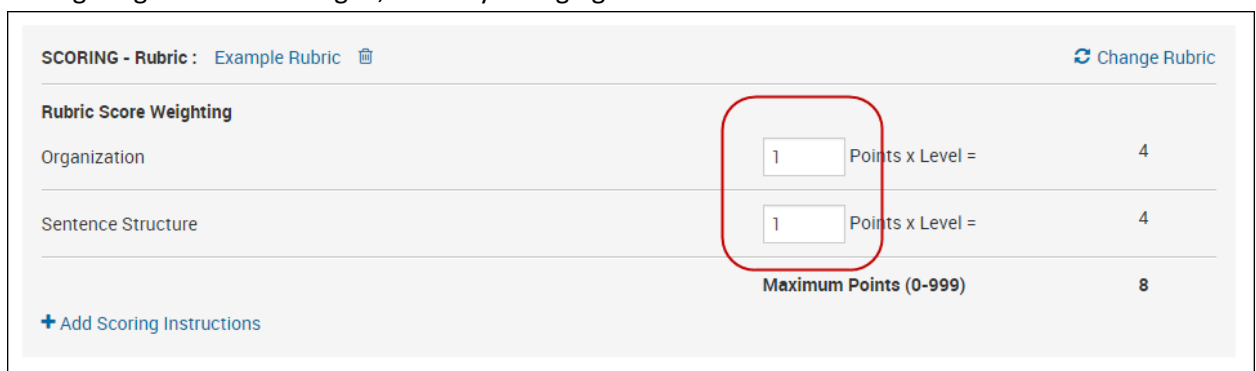
Reset Apply

Results 1 - 4 of 4

Name ^	Grade Levels	Subject	Qualities, Skills, or Traits	Scale	Standard	
Example Rubric	05 to 05	English Language and Literature	The Response	2 Level	LA.5.W.CCR.4	Attach
Example Rubric	05 to 05	English Language and Literature	Organization, Sentence Structure	4 Level	LA.5.W.CCR.4, LA.5.W.5.5	Attach
Rubric Test	05 to 05	English Language and Literature	Test 1, Test 2	3 Level	LA.5.W.5.4, LA.5.W.5.5	Attach

Cancel

4. Once the rubric has been attached, the **Rubric Score Weighting** grid appears
 - a. If weighting should be changed, do so by changing the numbers that are defaulted to "1".



SCORING - Rubric: Example Rubric Change Rubric

Rubric Score Weighting

Organization	1	Points x Level =	4
Sentence Structure	1	Points x Level =	4
Maximum Points (0-999)			8

+ Add Scoring Instructions

5. Finish creating the test item and then click **Save**, **Save for Me**

