COGNIA

Formative Assessments

Teacher Test Creation

User Guide

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Introduction

Purpose

This document is intended for teachers who want to create their own tests to administer to students using Cognia™ Formative Assessment content in the Cognia Assessments online assessment platform.

This document covers how to create a formative assessment test, schedule a test, and view test print previews.

Support

All user guides and supporting documents are available on the <u>Formative Resources</u> tab of the Vermont Help and Support site.

Cognia Client Care representatives are available to answer any questions about the Cognia Assessments online assessment platform and student test delivery system. Please use the email and phone numbers listed below to contact Cognia Client Care for support.

Email: <u>vtservicecenter@cognia.org</u>

Phone: (800) 215-8975

Browser Requirements

Users may access the online assessment platform at any time during an administration. The online assessment platform is accessible to institutional users on desktops and laptops via the following browsers:

- Chrome™ 92 or newer
- Firefox® 89 or newer
- Safari® 14 or newer

Test Creation

Teachers can only access their own created tests. Tests cannot be shared with other teachers. Once a test is created, it can be edited but not deleted.

Creating a New Test

To create a new test:

1. Select the **My Tests** Ⓐ menu located on the left side of the page. This opens the My Tests page and displays the list of tests you have created.

2. Click the **Create New Test** Ⓑ button located on the far right of the page. This opens step 1 of the Create New Test page.
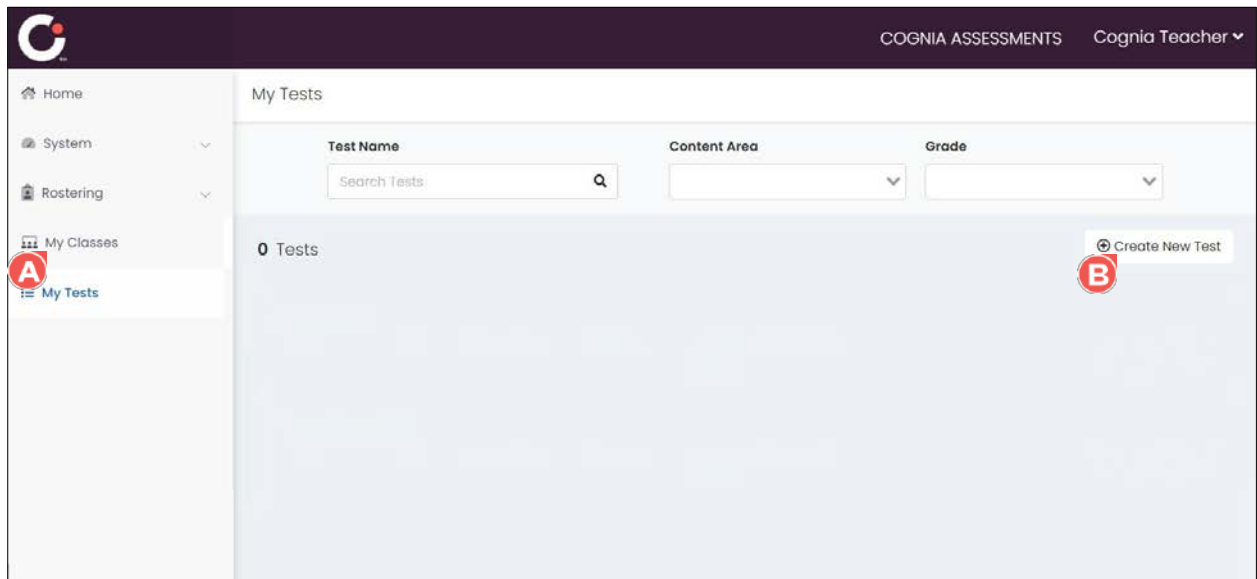
3. Enter a test name in the **Name** Ⓒ field.

4. Select a content area from the **Content Area** Ⓓ drop-down list.

5. Select a grade from the **Grade** Ⓔ drop-down list.

6. Select **Cognia Formative Assessment** from the **Item Bank** Ⓕ drop-down list. (This is the only option available.)

7. Select one or more standard sets from the **Standard Set** Ⓖ drop-down list.

   Note: To remove a selected standard set, click the **x** Ⓗ icon located beside it.

8. Click the **Selected Standards** Ⓘ button. This opens step 2.

On step 2, the following information and options are displayed:

- The standards table displays the list of **Standards** Ⓙ in a hierarchy view and the number of **Aligned Items** Ⓚ to that standard.

- Begin entering a key word or words in the **Search Standards** Ⓛ field to automatically update the list to display only those standards that match the entered criteria.

9. Click the **Add** Ⓜ button located to the right of a standard to select items for that standard. This adds the standard to the Selected Standards list located on the right side of the page.

    Note: To remove a selected standard, click the **x** Ⓝ icon located beside it in the Selected Standards list.

10. Once you've selected the standards, click the **Select Items** Ⓞ button. This opens step 3.

On step 3, the following information and options are displayed:

- A list of **items** with content and answer options/space for those items that are aligned to the selected standards.

- Begin entering a key word or words in the **Search Items by Content** field to automatically update the list to display only those items that match the entered criteria.
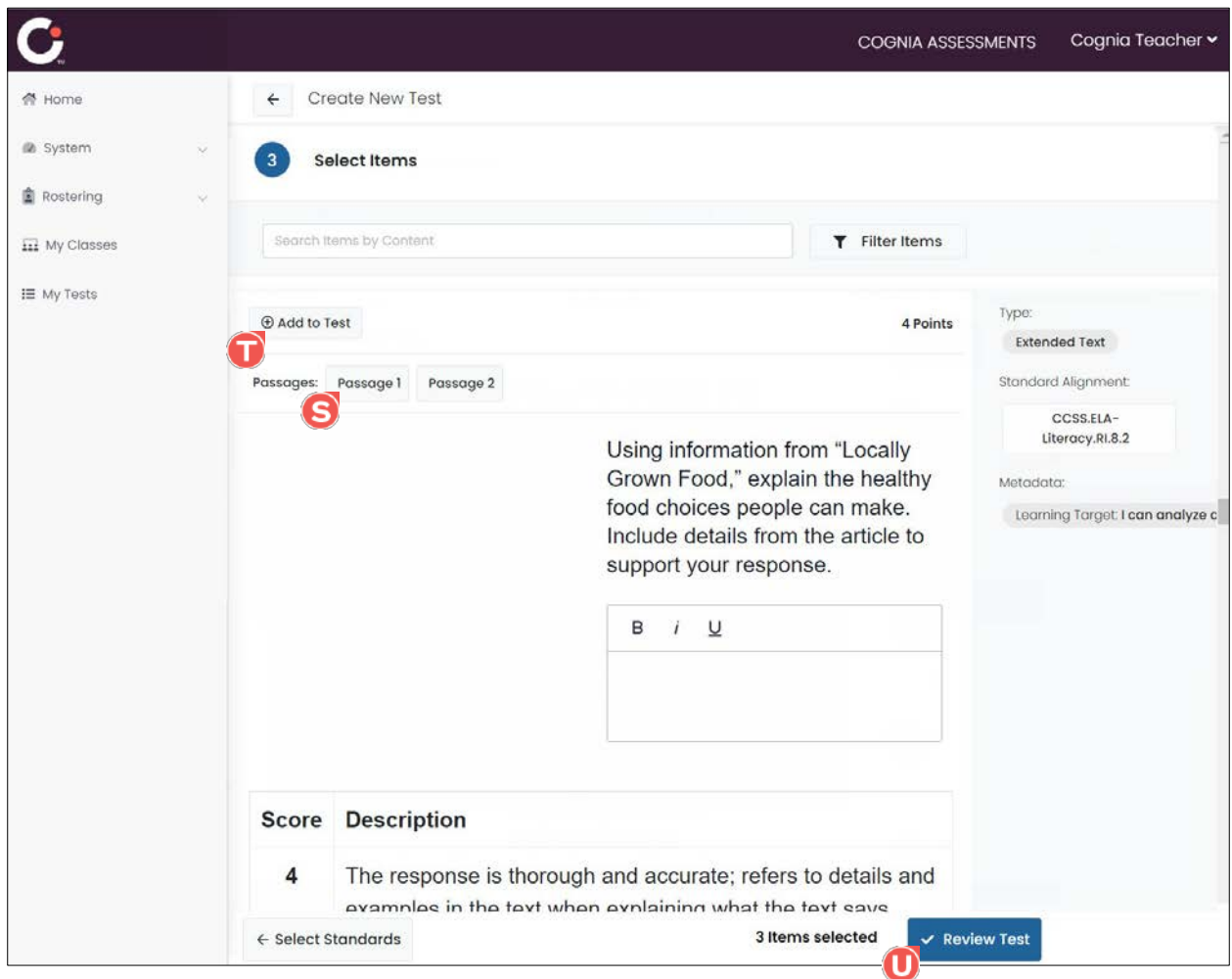
- Click the **Filter Items** button to open a popup with options to filter the list of items.

- For ELA items that contain multiple passages, select the **Passage 1** Ⓢ or **Passage 2** tab to open a preview of the item and scoring rubric.

11. Click the **Add to Test** Ⓣ button located in the upper left of the item to add that item to the test.

Note: Click the Added button to remove the item from the test.

12. Once you've completed selecting items, click the **Review Test** Ⓤ button. This opens the Review Test step.

On the Review step, the following information and options are displayed:

- **Drag and drop** Ⓥ the items to reorder them.
- Click the **Remove** Ⓦ button located to the right of an item number to remove that item from the test.

13. Once you've completing reviewing the test, click the **Save And Exit** Ⓧ button to create the test and return to the My Tests page and schedule the test later or click the **Save And Assign** Ⓨ button to create the test and schedule it now. (Click the **back arrow** Ⓩ located in the upper left of the page to exit without saving/creating the test.) [See the section Scheduling a Test for more information about scheduling the test.]

Reminder: Once a test is created, it can be edited but not deleted.
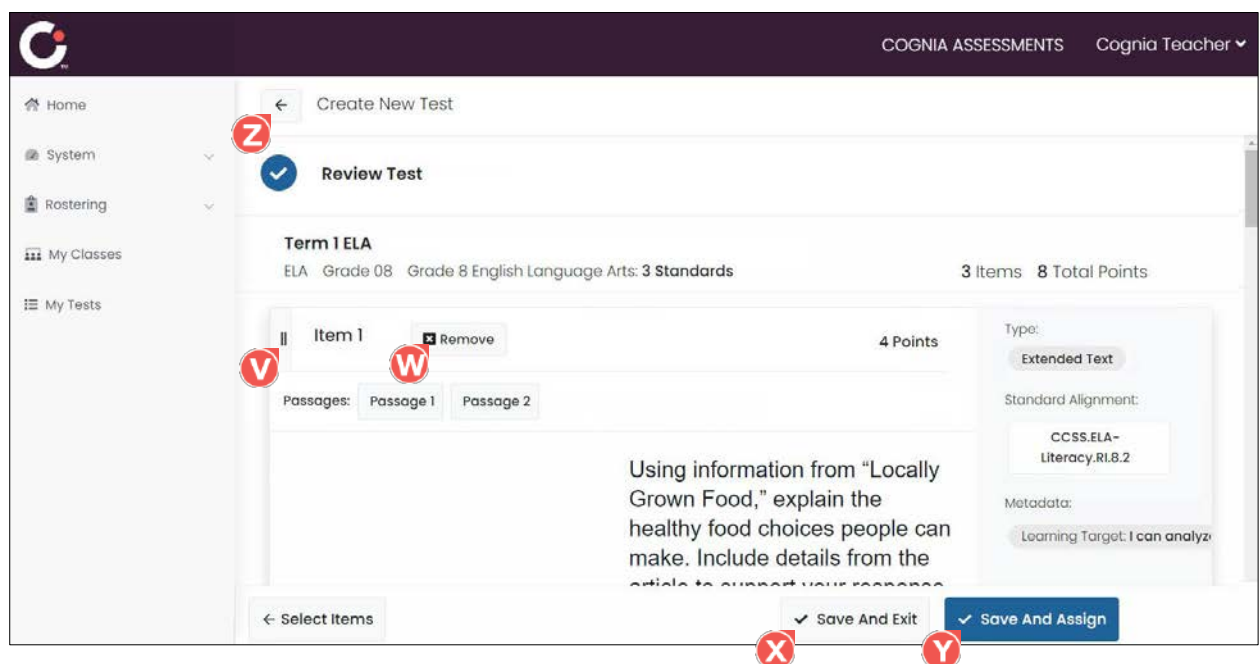
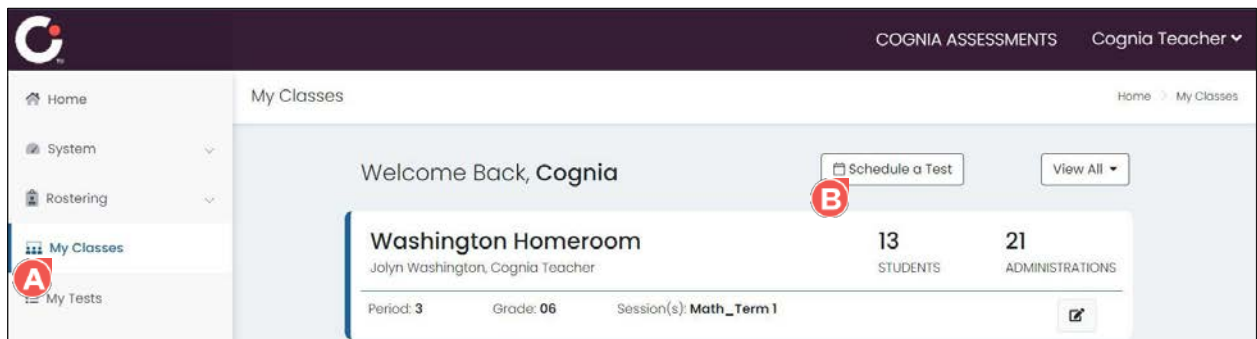# Scheduling a Test

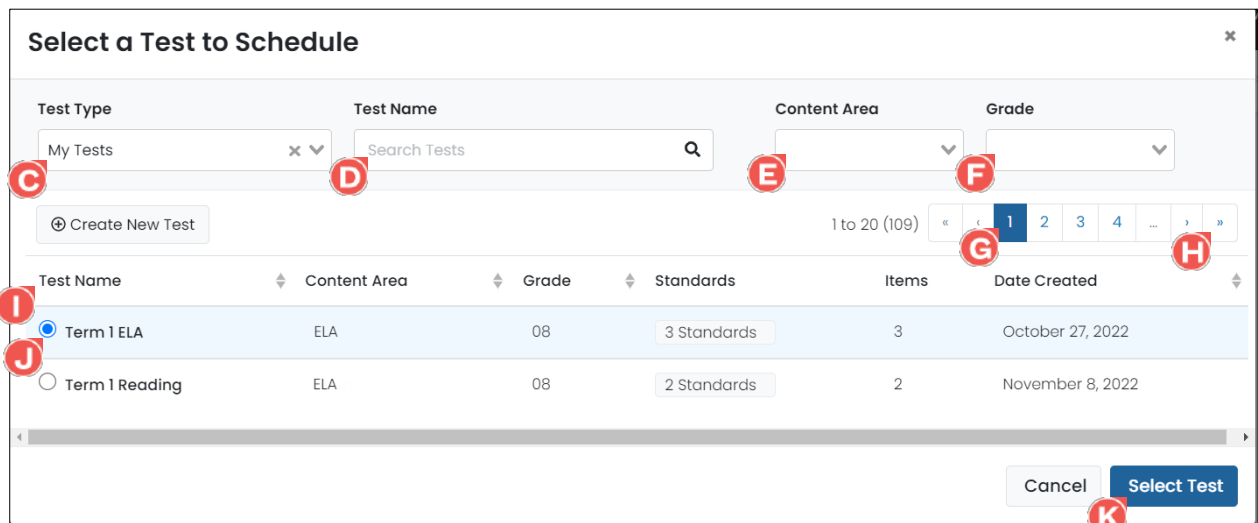Teacher created tests can be scheduled from the My Tests or My Classes page.

1. To schedule a test from the My Tests page, skip to step 2. To schedule a test from the My Classes page, select the **My Classes** Ⓐ menu located on the left side of the page.

   a. Click the **Schedule a Test** Ⓑ button. This opens the Select a Test window.

   b. By default, the shared Cognia tests that are available for scheduling displays. To view your created tests, select **My Tests** from the **Test Type** Ⓒ drop-down list.

   Tips: Use the **Search Tests** Ⓓ field, **Content Area** Ⓔ drop-down list, and/or **Grade** Ⓕ drop-down list to filter the list of tests. Use the **page numbers** Ⓖ and/or **navigation arrows** Ⓗ to navigate through the different pages of tests. Click a **column header** Ⓘ to sort the tests by that column and click the header a second time to reverse sort the list.

   c. Locate the test you want to schedule, and then click anywhere on the **test** Ⓙ to select it.

   d. Click the **Select Test** Ⓚ button located in the lower right of the window. This opens the Review Test page.

e. Click the **Schedule and Assign** Ⓛ button. This opens the Schedule and Assign window.
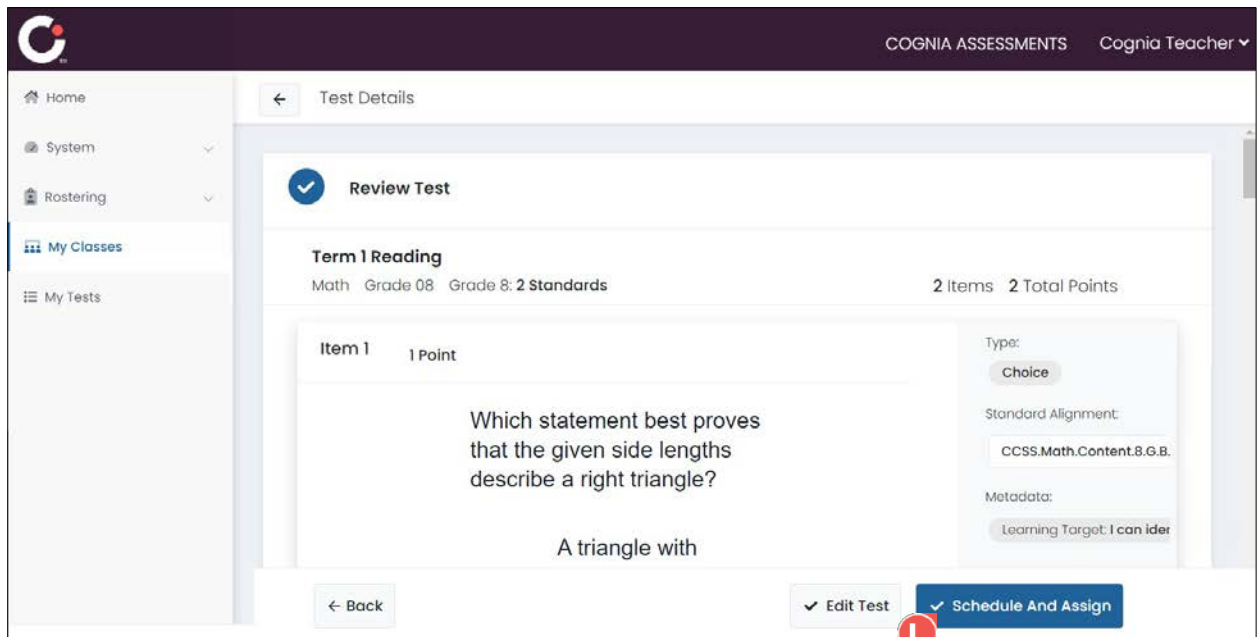
2. To schedule a teacher created test from the My Tests page, select the **My Tests** Ⓜ menu located on the left side of the page. This opens your list of created tests.

a. Click the **calendar** Ⓝ icon for the test you want to schedule. This opens the Schedule and Assign window.
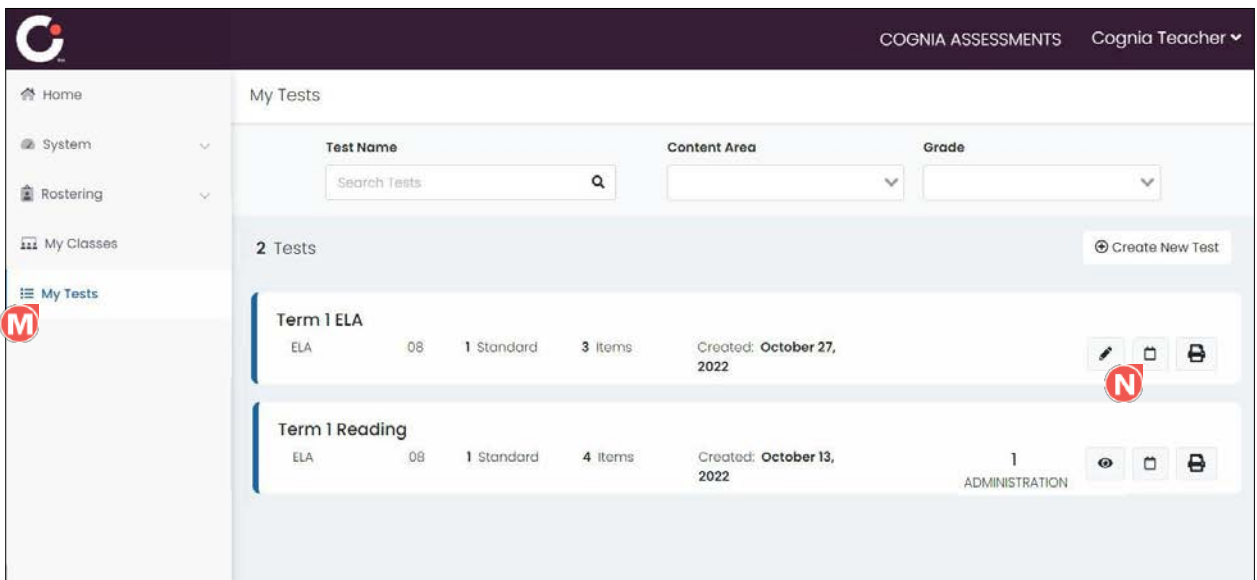
3. By default, the **Administration Name** ⓞ is the test name followed by *Administration*. Edit the name if desired.

4. Click in the **Start Date** ⓟ and **End Date** ⓠ fields to select the testing dates from the calendar.

5. (Optional) Select an **Academic Session** ⓡ from the drop-down list to filter the list of classes by the selected session.

6. Select a class from the **Assign to Classes** ⓢ drop-down list. (Multiple classes may be selected.) Upon selecting a class, the list of students within the selected class(es) displays.

   Tip: Click a **column header** ⓣ to sort the students by that column and click the header a second time to reverse sort the list.

7. Click the **Select All** ⓤ button to select all students in the list or select the **checkbox** ⓥ to the left of a student's name to select individual students in the list.

8. Once you've completed making all selections, click the **Assign Test** ⓦ button. The test is scheduled, and you are returned to the My Classes or My Tests page.

Schedule And Assign ✕

Administration Name

ⓞ Term 1 ELA Administration

Start Date   End Date

ⓟ 📅 11/01/2022   ⓠ 📅 11/18/2022

Academic Session   Assign to Classes

ⓡ [⌄]   ⓢ Washington Period 1 ✕
                                         Washington Period 2 ✕   ⌄

👤 30 students in 2 classes   Select All
                                        ⓤ

Student ⓣ	Class
☐ Santiago Gonzalez	Washington Period 1
☑ Benjamín Martinez	Washington Period 1
ⓥ ☐ Sebastian Lopez	Washington Period 1

Cancel   **Assign Test**
                    ⓦ

# Viewing Created Tests

To view the list of tests you created:

1. Select the **My Tests** Ⓐ menu located on the left side of the page. This opens the My Tests page. The page displays the following information and options:

    *   The **number of tests** Ⓑ you have created.

    *   A row for **each test** Ⓒ you created. This displays the test name, content area, grade, number of standards, number of items, and created date.

    *   Begin entering a full or partial test name in the **Search Tests** Ⓓ field to automatically update the list to display only those tests that match the entered criteria.

    *   Select a **Content Area** Ⓔ from the drop-down list to filter the list to display only tests for that content area.

    *   Select a **Grade** Ⓕ from the drop-down list to filter the list to show only tests for that grade.

    *   Click the **Create New Test** Ⓖ button located in the upper right of the page to create a new test. [See the section Creating a New Test for more information.]

    *   Click the **edit** Ⓗ (pencil) icon located to the far right of a test to make edits to that test. [See the section Editing a Test for more information.] Tests can only be edited until an administration is created. If an administration has been created, instead of an edit icon there is a **preview** Ⓘ icon. Click the **preview** Ⓘ icon to open the Test Details-Review Test page in view mode.

    *   Click the **calendar** Ⓙ icon located to the far right of a test to schedule the test for students. [See the section Scheduling the Test for more information.]

    *   Click the **print** Ⓚ icon located to the far right of a test to view a print preview. [See the section Printing a Test for more information.]
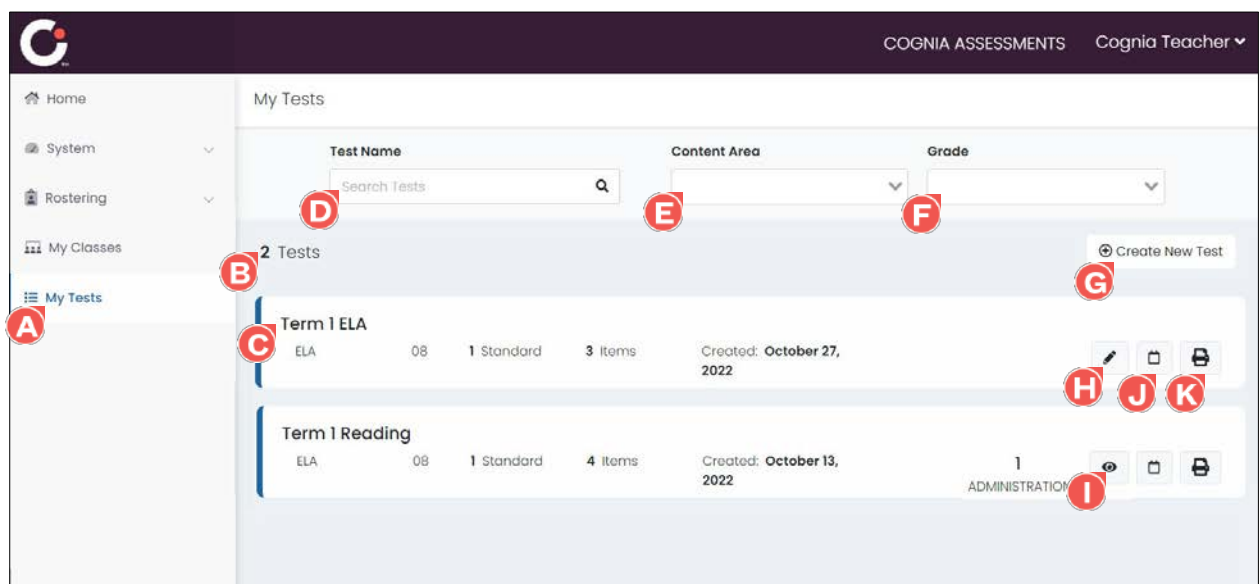
Viewing a Test Print Preview

To view a print preview of a test you created:

1. Select the **My Tests** Ⓐ menu located on the left side of the page. This opens the My Tests page and displays the list of tests you have created.

2. Locate the desired test in the list, and then click the **print** Ⓑ icon located to the far right. This opens a Print Settings popup.
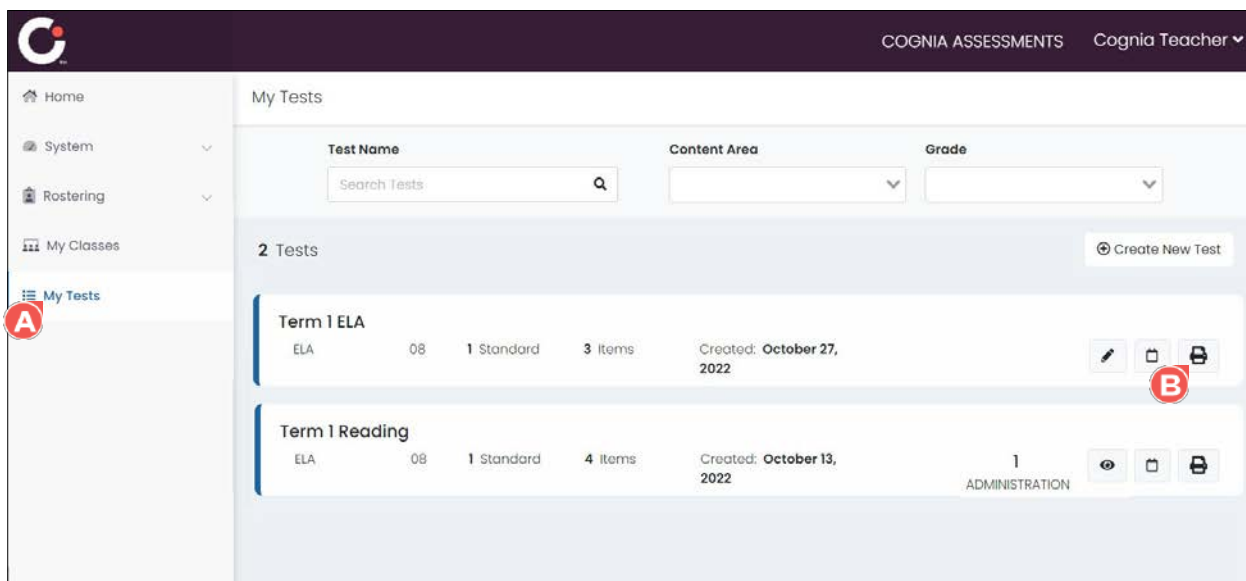

3. By default, answers, passages (ELA only), metadata, and rubrics are displayed in the preview. **Uncheck** Ⓒ any of the criteria that does not need to be displayed in the preview.

4. Once you've completed making your selections, click the **OK** Ⓓ button. (Click the **Cancel** Ⓔ button if the print preview is no longer needed.) This opens a print preview of the test in a new tab in the browser.
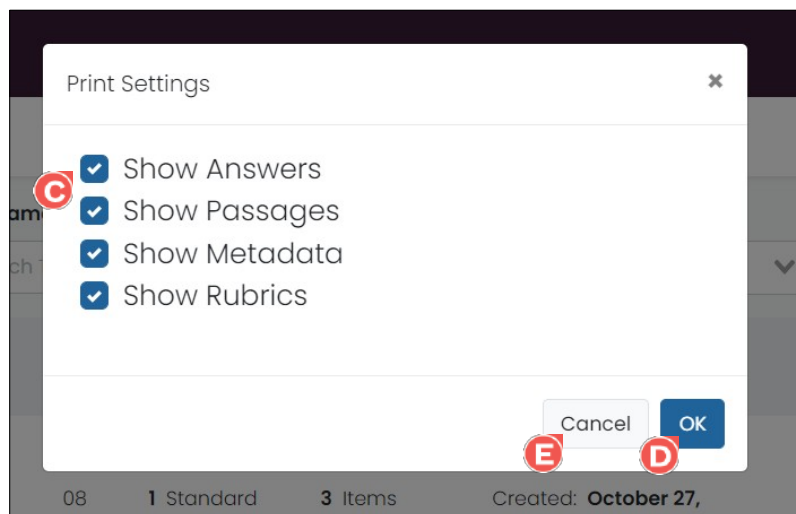
5. Proceed to print the test or save it as a PDF using the browser functionality. For example, in Chrome or Firefox:

    a. **Chrome:** Either select the **ellipsis** **F** icon located in the upper right corner of the window, and then click **Print** **G** or right click anywhere on the **page** **H**, and then click **Print** **I**. This opens a Print window.
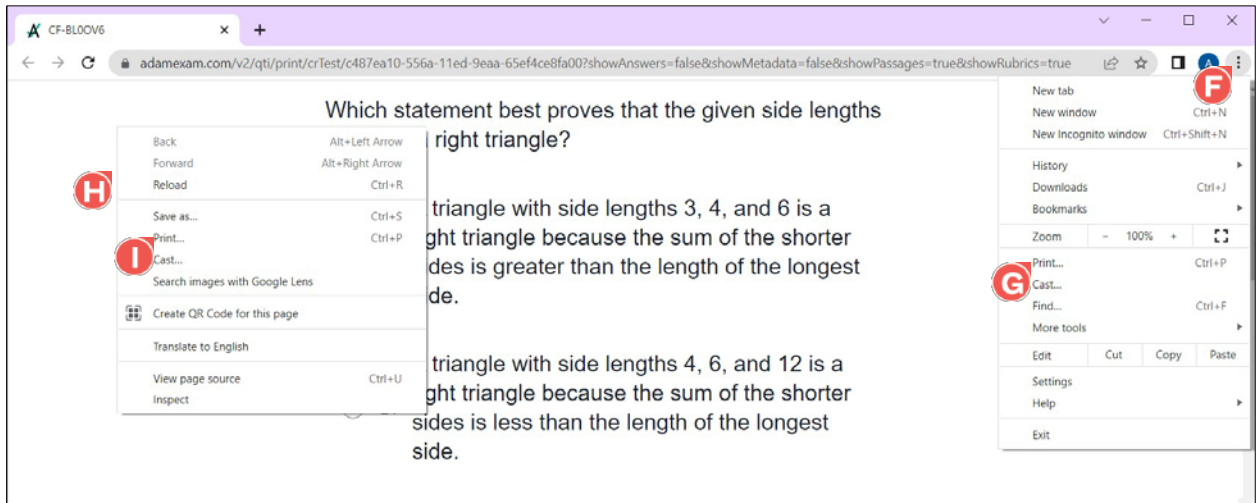

    I. Select a printer or select Save as PDF from the **Destination** **J** drop-down list, and then click the **Print** **K** button (if a printer is selected) or Save button (if PDF is selected).
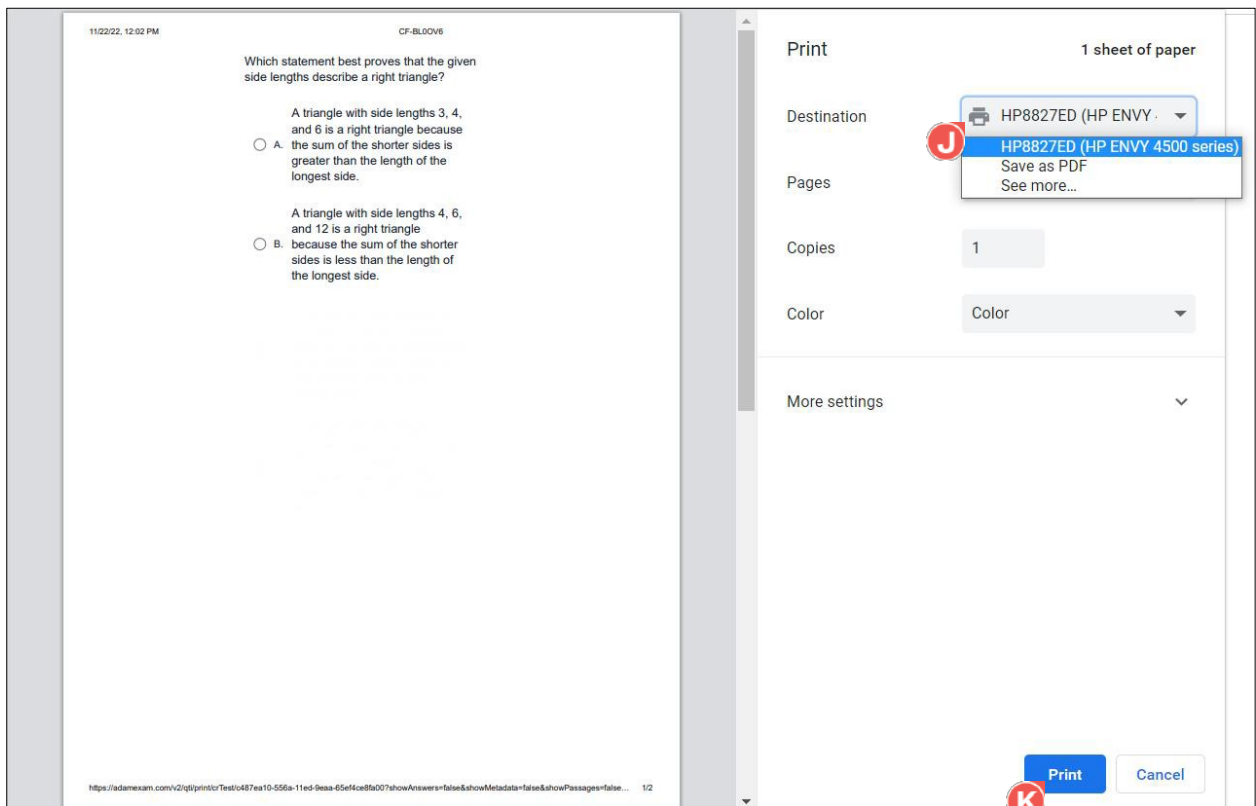
b. **Firefox:** Select the **menu** Ⓛ icon located in the upper right corner of the window, and then click **Print** Ⓜ. This opens a Print window.
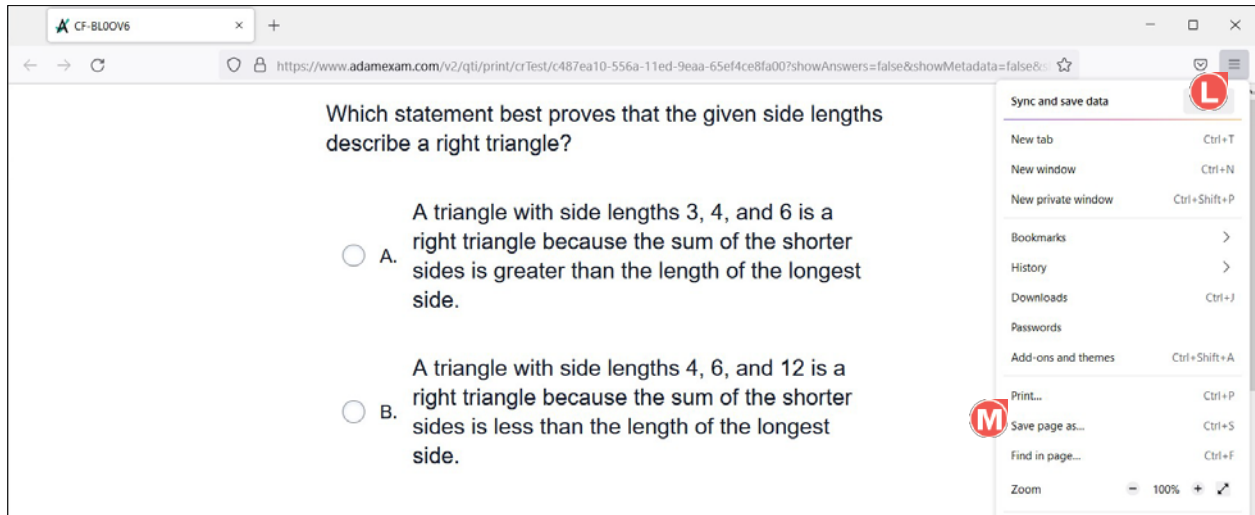
I. Select a printer or select Save as PDF from the **Destination** Ⓝ drop-down list, and then click the **Print** Ⓞ button (if a printer is selected) or Save button (if PDF is selected).
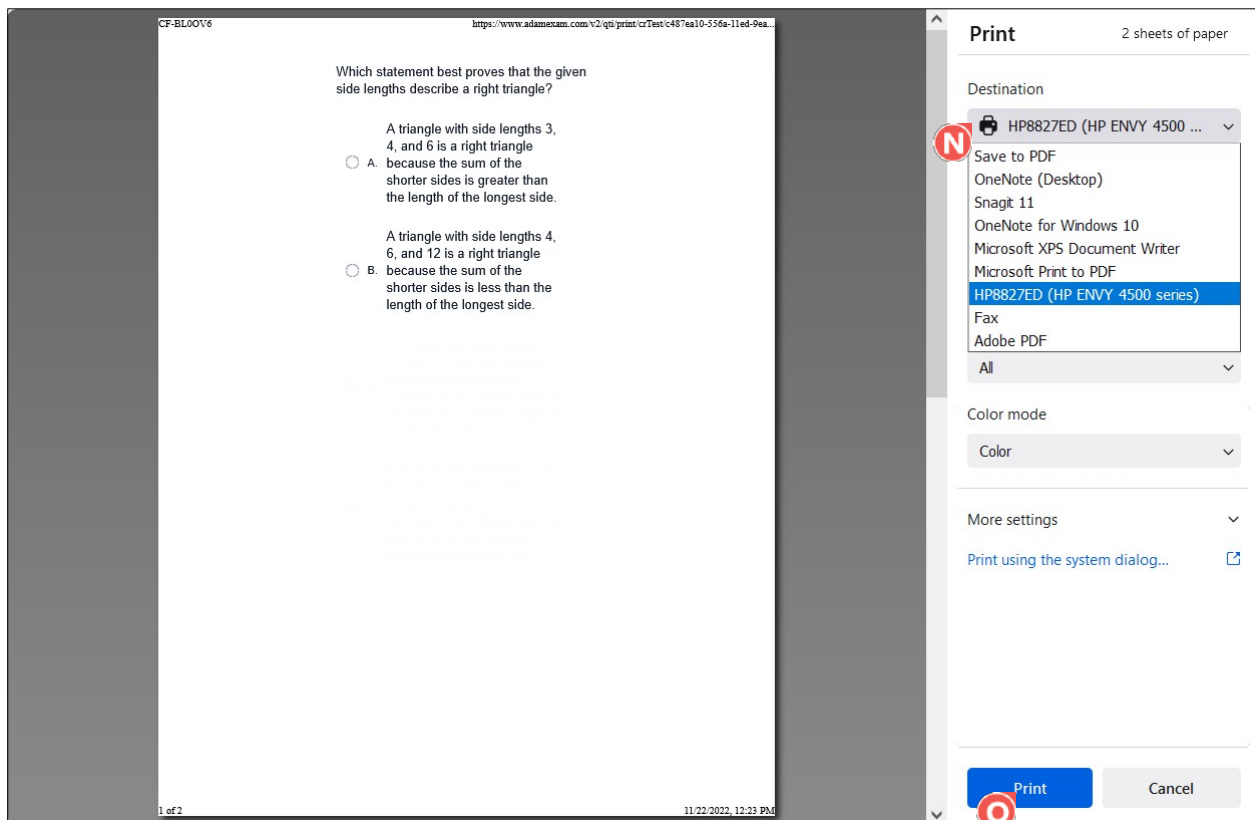
Editing a Test

Tests can only be edited until an administration is created. Once a test has been scheduled, it cannot be edited.

To edit a test you created:

1. Select the **My Tests** (A) menu located on the left side of the page. This opens the My Tests page and displays the list of tests you have created.

2. Locate the test in the list, and then click the **edit** (B) (pencil) icon located to the far right. This opens the Review Test page in edit mode.
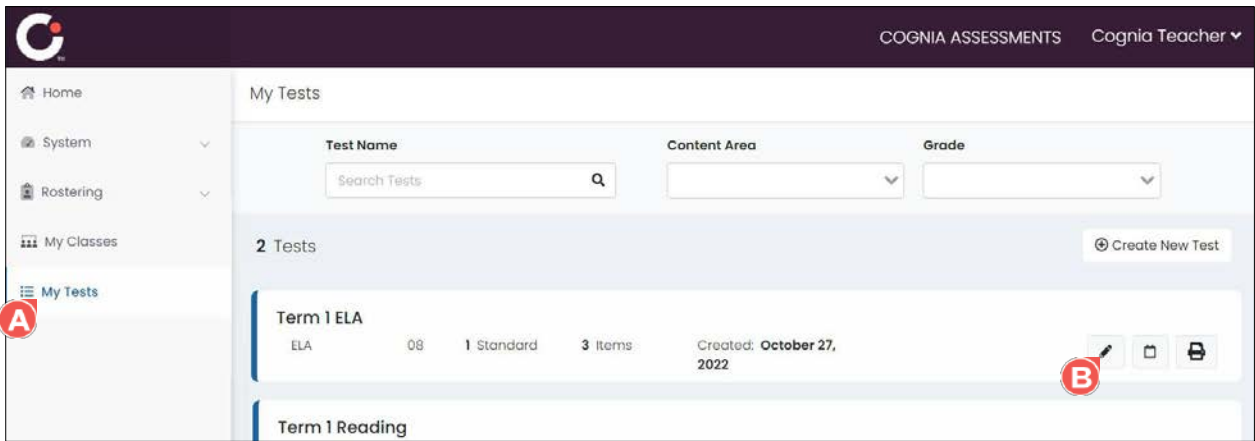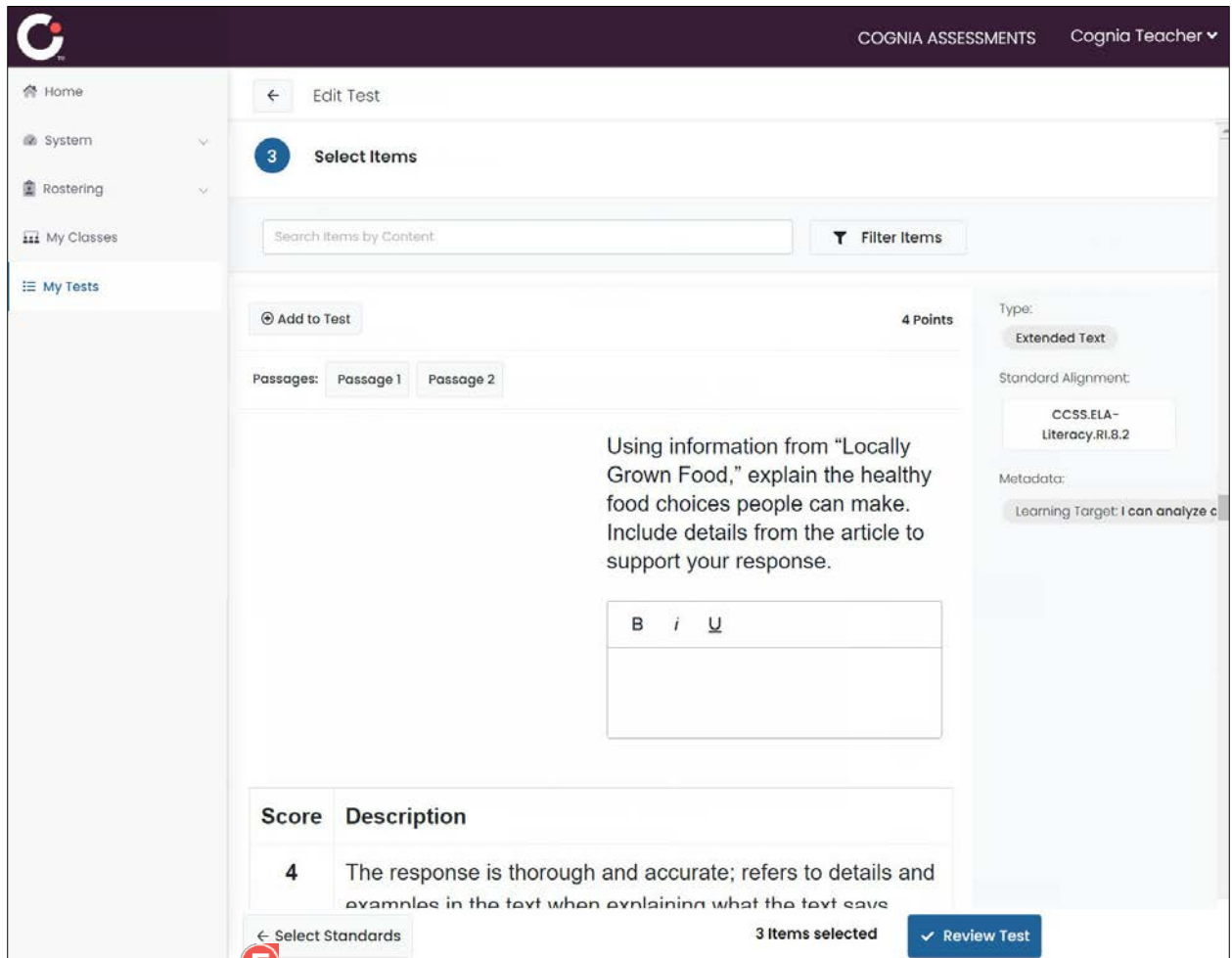

3. Make the desired changes to the test. Options include:

   - **Drag and drop** (C) the items to reorder them.

   - Click the **Remove** (D) button located to the right of an item number to remove that item from the test.

   - Click the **Select Items** (E) button located in the lower left of the page to return to step 3.
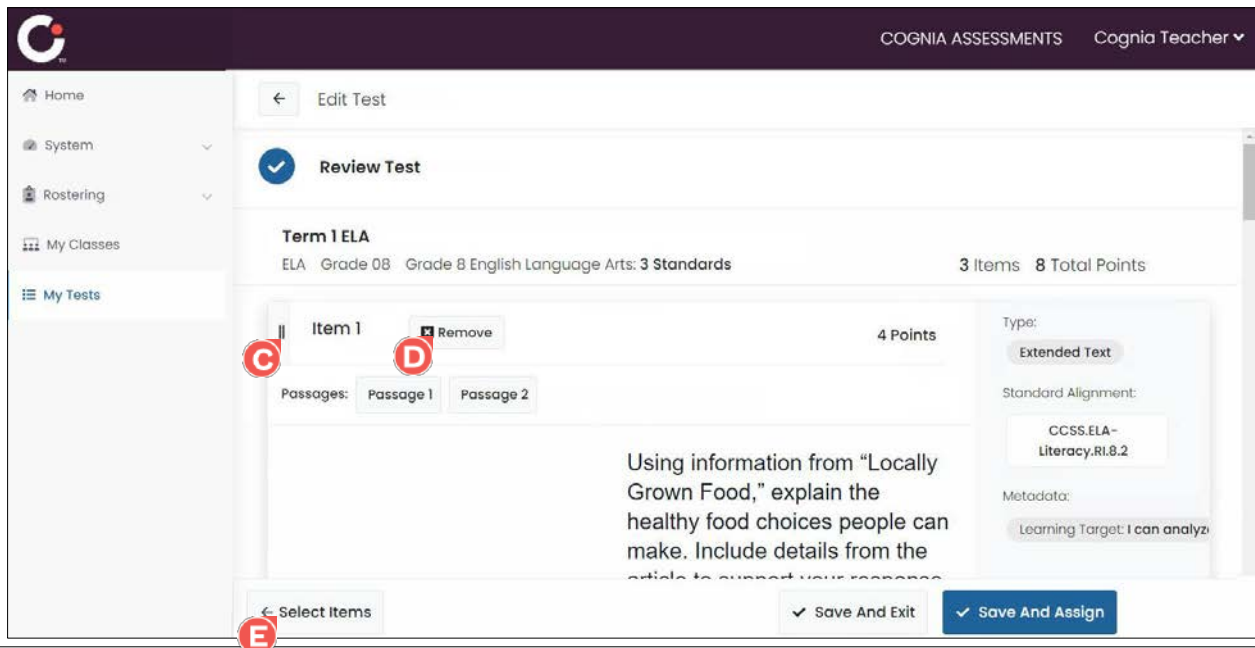
- On step 3, add and/or remove items as needed. (The items that are available are based on the selected standards). Click the **Select Standards** button located in the lower left of the page to return to step 2.

- On step 2, add and/or remove standards as needed. (The standards that are available are based on the selected standard sets). Click the **Test Information** Ⓖ button to return to step 1.
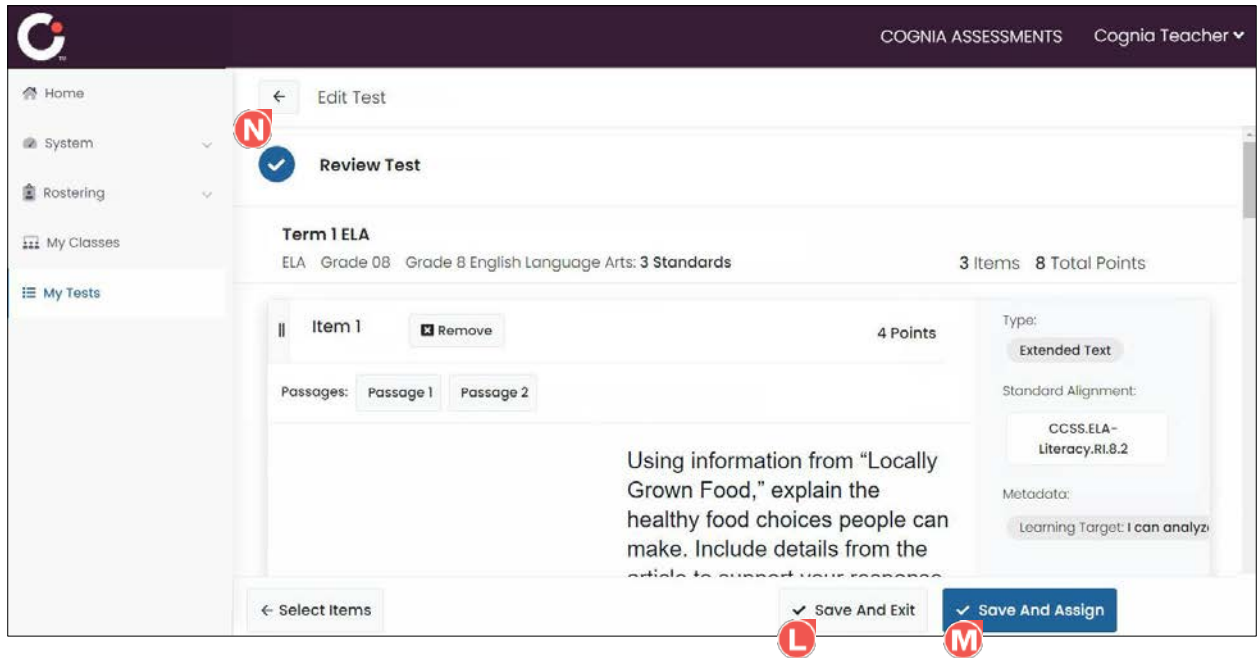

- On step 1, make any desired edits to the **test name** Ⓗ, **content area** Ⓘ, **grade** Ⓙ, and/or **standard set(s)** Ⓚ.

4. Once you've completing making any edits, return to the Review Test step, and then, click the **Save And Exit** 🅛 button to update the test and return to the My Tests and schedule the test later or click the **Save And Assign** Ⓜ button to create the test and schedule it now.

Note: Click the **back arrow** Ⓝ located in the upper left of the page for any step if changes are no longer needed/should not be saved.

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