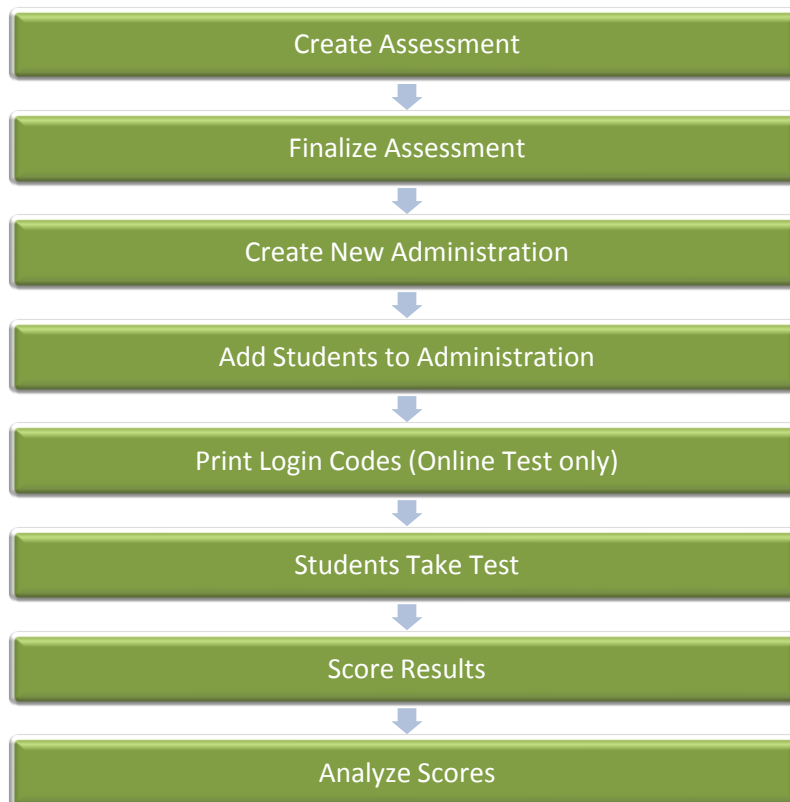# OnHand Schools

EdInsight Local Assessment Builder

The EdInsight Local Assessment Builder is a tool that can be used to write customized assessments that are aligned to state standards, grade levels, unique item tags, and subject(s). The process begins with creating new questions, referred to as items, or selecting questions (referred to as items) from a library. The items are assembled into a test and the test is given to the students (called an administration). Students can take the test online via unique login codes or via an OMR bubble answer sheet. Student results from test (if taken online) are automatically entered into EdInsight and can be analyzed by the teachers and administrators. If bubble sheets are used, an OMR scanner can scan the bubble sheet and upload data into EdInsight.

Getting Started

Have your materials ready. If you will be creating your own test items, pre-writing your test questions can be helpful. Save images, pictures, maps, and/or reading passages that are required to answer the questions in an easy to locate file on your computer in order to upload and link to the test items.
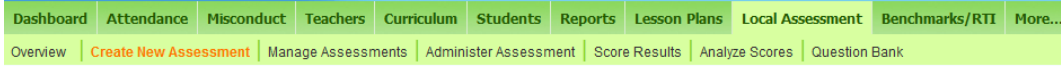
Assessment Process

Create Assessment

↓

Finalize Assessment

↓

Create New Administration

↓

Add Students to Administration

↓

Print Login Codes (Online Test only)

↓

Students Take Test

↓

Score Results

↓

Analyze Scores

The following pages are step-by-step instructions for using the Assessment Builder in EdInsight.

Version 2013.2

Table of Contents

Creating New Assessments

Click **Local Assessment Tab** and select **Create New Assessment** from the light green sub-menu.

---

1 Starting Assessment

Fill out each field in the New Assessment form to categorize your assessment, including the test description and number of default choices for multiple-choice questions. Click on the **Save Assessment** button at the bottom when all fields are completed

Information about the testing type can also be added

Local Assessment

New Assessment

Assessment Name : Reading Test
Category : Language Arts
Assessment Desc : The focus of this assessment is on reading comprehension
Default Number of Choices : 4

Save Assessment

Enter the Test Type/Edition/Grade and Testing Period

Test Type :
Test Edition :
Testing Grade :
Testing Period :

---

2 Types of Questions

There are several different types of questions that can be created, including Multiple-Choice, True/False, Fill in the Blank, and Essay.

Question Type: Multiple Choice   Points: 1

Question Text

Essay
Extended Response
Fill in the Blank
Gridded Response
Multiple Choice
Short Response
True or False

If you are creating Essay, Extended Response, Fill in the Blank, or Short Response, you may add a scoring rubric. In addition, **you will need to manually score the answers for these types of questions.**

Question Type: Essay   Points: 2   **Create Scoring Rubric**

---

3 Creating Questions

When creating a new assessment, the first screen that appears enables you to create a new question. If you want to choose questions from the item bank instead, see section on searching item bank.

First, choose the question type from the drop-down menu and add the number of points the question is worth. Select Private from the Library Type unless you need to share your assessment with others. In that case, select Item Bank. You must assign a Library Name and SubLibrary Name to the question. You may type directly into the library field or choose existing options from the drop-down menu.

Enter your test question in the text editor box on the left. Keep in mind that the editor enables you to **bold** underline *italicize* change colors etc.

For Multiple-Choice questions, enter each answer choice and select the radio button for the correct answer to the question. You can add or remove answer choices.

For True or False questions, select the radio button next to True or False for the correct answer.

Be sure to click **Save Question** button (above Question Type) to save your question.

4 Inserting Images into Question and Answers
(See Images Recommendations for more details on importing images)

Within the edit box, select the 'Image Upload' icon

You can also upload multiple images at one time by selecting 'Upload Multiple Files' icon.

Once the image manager is open select 'Upload' at the top of the screen.
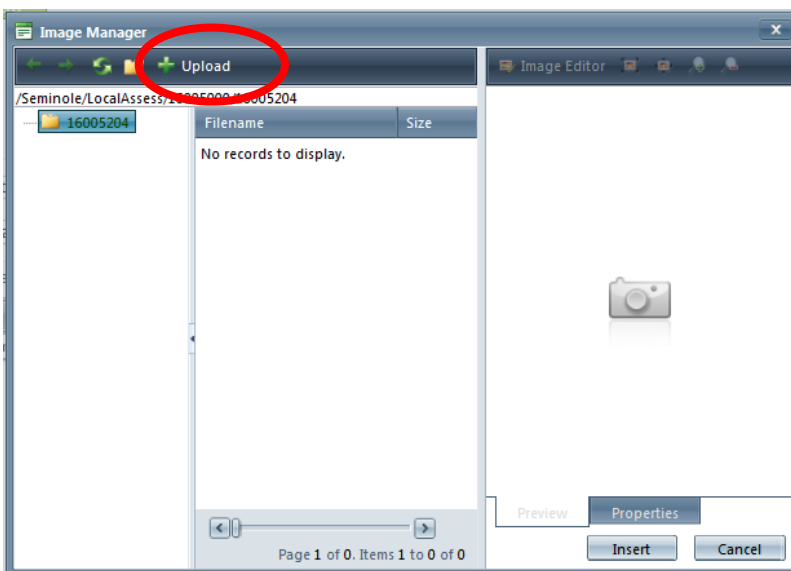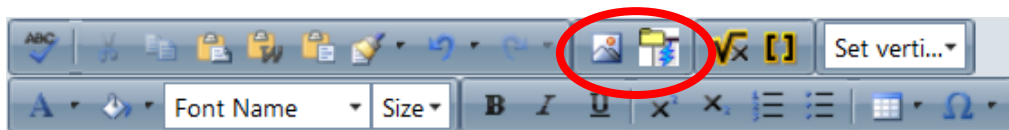
Select files from your computer to upload. Click the **Upload** button at the bottom of the screen.
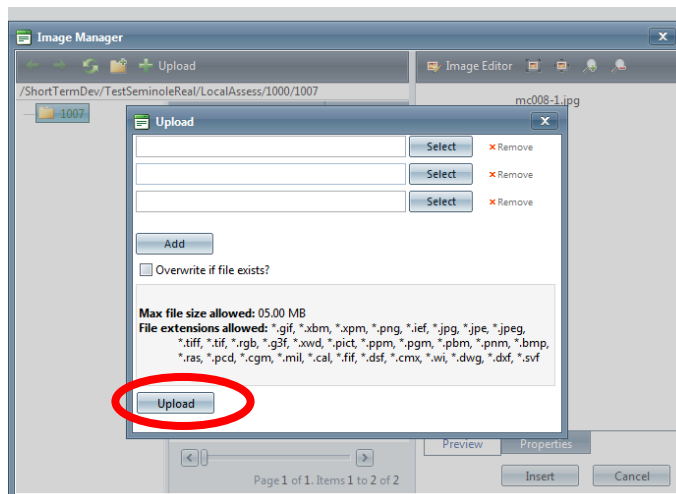
Images that have been added will appear in a filename list and are now available to insert into a question or answer.

Select the file you would like to use and click the **Insert** button at the bottom of the page. The image will appear in the question and/or answer text.
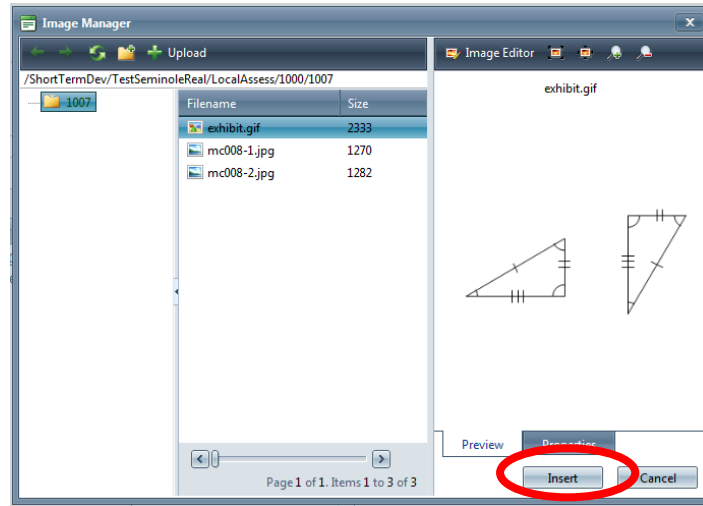
Editing Image Size

Select the Properties tab in the Image Editor box to the right of the Image Manager window.

Be sure to click the Image Adjust icon to scale the picture to a smaller size evenly.

When complete, click the **Insert** button to add image to the question or answer editor.
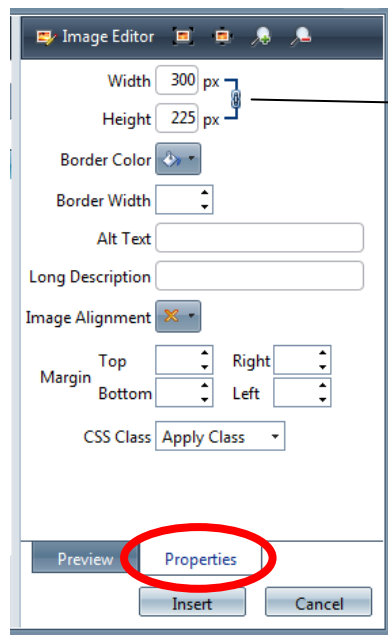
Image Adjust
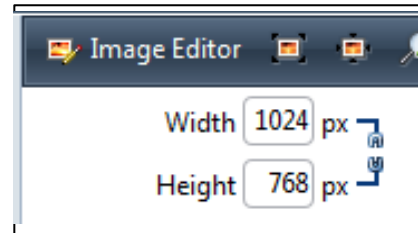
5 Using the Equation Editor

The Equation editor allows you to add various math symbols to your question or answer. Select 'Math Equation Editor' icon to use this function.

Various tabs will appear which include general symbols, operators, symbols etc. The Editor also allows you to type within the box to include numbers and other symbols as part of the equation.

Click the **Update** button to add equation to assessment.
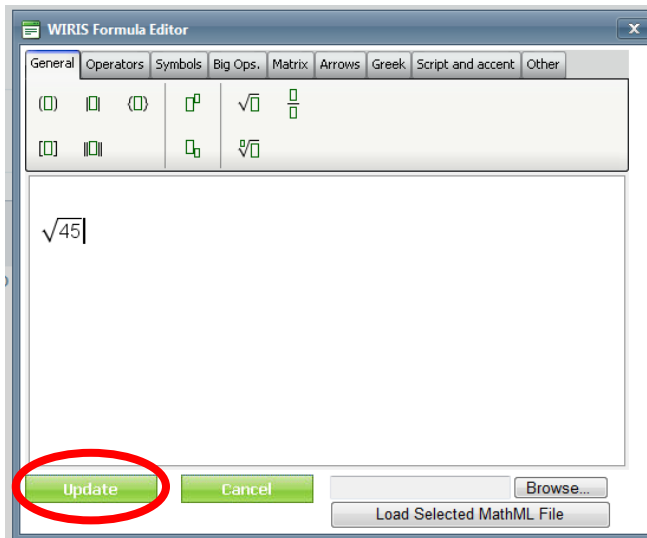
6 Adding Standards, Attributes and Exhibits

Question Standards:

To associate standards to a question in your assessment, click 'Question Standards'.

Use the drop-down menus to filter search results. Click the **Search w/Filters** button to see list of standards that meet your search criteria.

Use the checkboxes to select the standards associated with the question and click the **Add Standards** button. Standards appear in the right hand column when they have been attached to the particular question.

Adding Attributes:

Searching for a specific question becomes much easier and more efficient with question attributes. Click 'Question Attributes' near the top of the Edit Assessment screen.
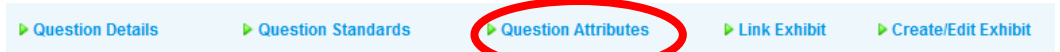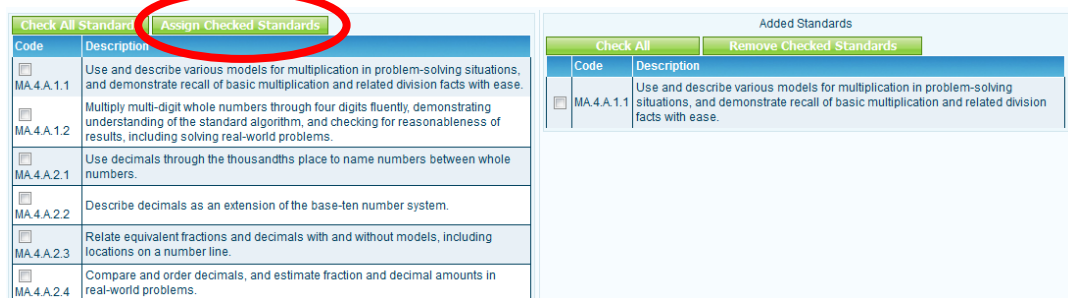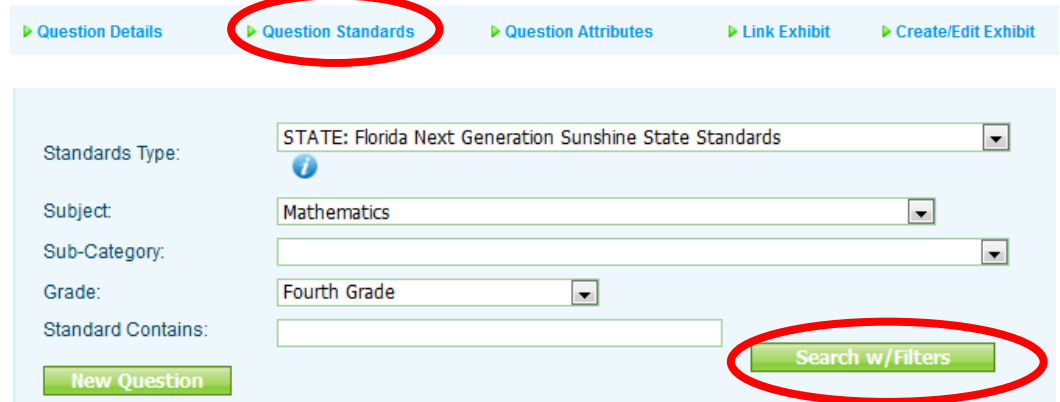
Attach grade level, subjects, and tags to the particular question. You can also attach Webb's Cognitive, Bloom's and Difficult levels to question. Click the **Save Attributes** button when finished.

Adding Tags:
Type the desired question tag into the tag box and click the **Add Tag** button. Remember to be descriptive but careful in the naming convention of tags as they can grow and lose value.

Adding Exhibits:

An exhibit is a picture, map, drawing, reading passage, etc., that are used in conjunction with a particular text question (item).
To add an exhibit to the question you are working on, click 'Create/Edit Exhibit'.

Enter an exhibit name. Select behavior from the drop-down menu (at the beginning/end of the exam, or with each question). Enter your exhibit text using any of the various capabilities of the EdInsight Editor.

Once exhibit is created, you can select 'Link Exhibits' option within the question to link exhibit.

Search for the exhibit created. Exhibits will appear in the drop-down along with a preview of the exhibit underneath.

Click the **Select Exhibit** button to link exhibit to question.

7 Search Item Bank

In addition to creating your own questions, you can search for questions that have been loaded into a Question Bank.

Select 'Search Item Bank'.

You can filter your search by selecting grade levels, specific libraries of questions, tags, and standards.

Click the **Search** button to view questions that meet your search criteria.

Once the search results are displayed, you can add questions by clicking on the box next to the question you want to add to your assessment.

You can also flag questions by clicking on the green checkmark of any question. The green checkmark will become red when it is flagged. View questions you have flagged by clicking the **Show Flagged** button.

8 Viewing Assessment

Once you have created a question and attached standards, attributes and/or exhibits, you can click the **Back to Assessment** button to view the assessment.
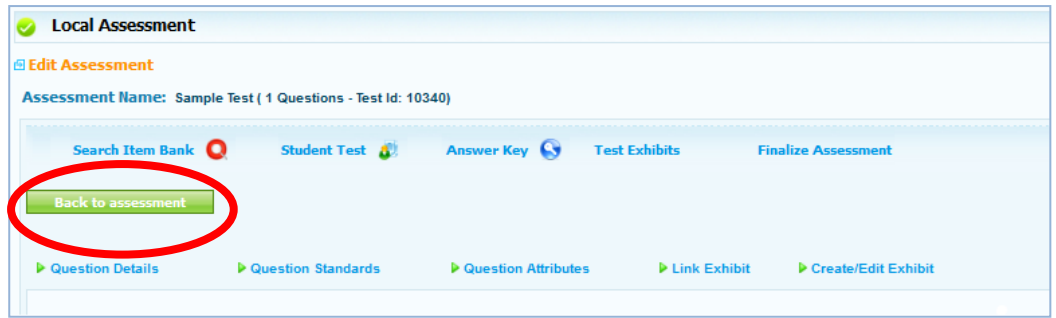
9 Print Options

You can print a copy of the student test along with the answer key from within edit assessments. These will be in a PDF or Word format to print out a paper copy.

Managing Assessments

Click **Local Assessment Tab** and select **Manage Assessments** from the light green sub-menu.

---

1 Editing Assessments

To edit an unfinalized assessment, choose the 'Edit Assessment' link for the assessment you would like to edit.

My Assessments

User Name	Assessment Name	Date Created	Administrations	
te$t$uper0nh@nd	Reading Test **Description:** The focus of this assessment is on reading comprehension _Edit Name and sharing_	06/23/2011		Finalize Assessment Edit Assessment Copy Assessment Print Test Questions Print Sample Answer Sheet Delete Assessment
te$t$uper0nh@nd	Test Toby Assessment **Description:** test _Edit Name and sharing_	06/23/2011		Finalize Assessment Edit Assessment Copy Assessment Print Test Questions Print Sample Answer Sheet Delete Assessment

To edit an item within your assessment, click on the small pencil icon next to that item. _Note_ - Original questions from vendors will not have the edit icon. You can copy the original question and add the copied question to your private library. The copied question be edited.

1. **Question ID # 16005678**

When a circuit is made up of a battery, a bulb, and a wire, how should the wire run to light up the bulb?

Answers:

A - The wire should run either from the bulb to the battery or from the battery to the bulb.

B - The wire should run from the bulb to the battery and from the battery to the bulb.

C - The wire should run from the bulb to the battery only.

D - The wire should run from the battery to the bulb only.

Applying Standards, Attributes and Exhibits to multiple questions- users can check multiple questions to add standards, attributes (grade, subject, tag etc) and link exhibits such as reading passages.

Edit Assessment

Print to PDF

Assessment Name: Christys Math (17 Questions - Test Id: 500276)

(add new question)   Search Item Bank   Student Test

Apply Standards   **Apply Attributes**   **Apply Exhibits**

2 Finalizing Assessments

When your assessment is ready to be administered, click 'Finalize Assessment'.

Once an assessment is finalized, no more changes can be made unless you unfinalize the assessment. **Note:** *Unfinalizing an assessment will delete any student scores that have been recorded. In this case, you can make a copy the assessment instead.*

My Assessments

User Name	Assessment Name	Date Created	Administrations	
te$t$uper0nh@nd	Reading Test **Description:** The focus of this assessment is on reading comprehension Edit Name and sharing	06/23/2011		Finalize Assessment Edit Assessment Copy Assessment Print Test Questions Print Sample Answer Sheet Delete Assessment
te$t$uper0nh@nd	Test Toby Assessment **Description:** test Edit Name and sharing	06/23/2011		Finalize Assessment Edit Assessment Copy Assessment Print Test Questions Print Sample Answer Sheet Delete Assessment

3 Creating New Administration

After finalizing the assessment, you can select 'Create New Administration' to choose online test options, and assign students.

Select an administration name.

Various online test options are available such as test randomization, calculators, highlighters, and exclusion tool, which allows students to cross out answers they know are incorrect.

We recommend that you enter a Test Reset Password. This password can be used if it becomes necessary for a student to continue test after exiting.

Click the **Save Administration** button.

Sample Test
Test Id: 10340
Total Questions: 5
Description:
Edit Name and Options

10/23/2011

Unfinalize Assessment
Copy Assessment
Create New Administration
Print Test Questions
Print Sample Answer Sheet

Local Assessment Name	: Test Assessment 1 (Test Id:10159)
Administration Name	:
School Year	: 2011-2012
Administration Begin Date	: ▢ Administration End Date ▢
Notes	:

Online Test Options

If the students take the test online, what should be displayed at the end of the test? : No Score Information

◉ Online tests include the open ended question(s)   ○ Online tests only display multiple choice question(s)

Test time limit (minutes):	: 0		
Allow test to be randomized :	: ○ Yes ◉ No		
Test Reset Password	:		
Allow Calculator	: None	Allow Highlighter	☐
Allow Exclusion	: ☐	Allow Straight Edge	☐
Screen Font For Test	: Times New Roman	Screen Font Size For Test	12pt
Print Font For Test	: Times New Roman	Print Font Size For Test	16pt
Strip Embedded Fonts	: ☑	Answer Label Position	TOP
Test Window Start Time	:	Test Window End Time	
Restrict Test to Time Window	: ☐		

Save Administration

4 Adding Students

Once you click the **Save Administration** button, the **Select Students for Test Administration** button should now appear in the bottom right of the administration window. Click the **Select Students for Administration** button to add students.

Adding students to a new administration is accomplished by first searching for students using any of the filter options available. Click the **Search** button to view list of students that match your criteria. Use the checkboxes to select students to add to the administration and click the **Add Students** button located just above the student list.

Note: You can also add students to an administration that has already been created. See Edit an Existing Administration in Administering Assessments section for more details.

| | Save Administration | Delete Administration | Print Test | Select Students For Test Administration |

Assessment Name: Sample Test (Test Id:10340)
Administration Name: Sample Administration (Administration Id:238)

Please select the students who will take the test. -

Last Name:		First Name:		Current Grade:	
School Type	All Schools	Current School:		
Teacher :		Course :		

Search   Special Filtering: None

Assessment Name: Sample Test (Test Id:10340)
Administration Name: Sample Administration (Administration Id:238)

Please select the students who will take the test. -

Last Name:		First Name:		Current Grade:	
School Type	All Schools	Current School:	South Seminole Middle School	
Teacher :		Course :	1205040 - M/J Mathematics 2-Section 05	

Search   Special Filtering: None

Add Selected Students   Add All Search Results

Apply Filter: ☐   Refresh
0 Total Students Selected

22 Total Students
Check All on Page: ☐

	StudentId	Last Name	First Name	Curr Grade	Course Name	Curr School
☐	8541		KENZA	7	M/J Mathematics 2	South Seminole Middle School
☐	8974		KAYLEE	7	M/J Mathematics 2	South Seminole Middle School
☐	9649		JASELLE	7	M/J Mathematics 2	South Seminole Middle School
☐	11892		MORIAH	7	M/J Mathematics 2	South Seminole Middle School

5 Login Codes

Once students have been selected for the administration, you will need to generate login codes by clicking the **Display Student Login Codes** button.

You can generate login codes by teacher or teacher and course.

| | Download Scanner Students | Display Student Login Codes |

Remove Selected Students   Remove All Students

Apply Filter: ☐   Refresh
1 Total Students Selected
Check All on Page: ☐

Selected Students

	StudentId	Last Name	First Name	Curr Grade	Curr School
☐	6559		JOSEPH	8	South Seminole Middle School

Click the **Download Student Login Codes** button to print login tickets for the selected students. Users can run by entire building, or teacher and course as well as choose how many logins will print per page.

Login tickets will appear in a PDF document, which you can print and distribute. Login tickets contain the URL address students will need to access online test and a unique login code for each student.

*Note: Student login codes are **not** case-sensitive.*

Administer Assessments

| Dashboard | Attendance | Misconduct | Teachers | Curriculum | Students | Reports | Lesson Plans | Local Assessment | Benchmarks/RTI | More... |

Overview | Create New Assessment | Manage Assessments | Administer Assessment | Score Results | Analyze Scores | Question Bank

Click **Local Assessment Tab** and select **Administer Assessments** from the light green sub-menu.

---

1 Creating Administrations

You can also create a new administration in the Administering Assessments tab.

Select the radio button next to 'Create A New Test Administration'.

Search for your test by first selecting the subject from the drop-down menu and clicking the **Search** button. Select the assessment from the drop-down menu and select the **Create** button to create a new administration.

Local Assessment Administration

- Create A New Test Administration

Filter by: Subject, Test Name
Filter by: Test Type/Edition/Grade, Testing Period
Test Id Search

Test ID Search : [   ]   [Search]

Assessment Name : [--choose an assessment-- ▼] [Create]

- Edit An Existing Administration
- Print Login Codes, Create Scanner File or Reset Timed Test

---

2 Edit an Existing Administration

You add students to an administration or change online test options for existing administrations.

Select the radio button next to 'Edit An Existing Administration'.

Search for your test by first selecting the subject from the drop-down menu and clicking the **Search** button. Select the assessment and administration from the drop-down menus and select the **Edit** button.

Local Assessment Administration

- Create A New Test Administration
- Edit An Existing Administration

Filter by: Subject, Test Name

Select Subject: [Mathematics ▼]   Test Name Contains: [   ]

Filter by: Test Type/Edition/Grade, Testing Period

Test Id Search

Assessment Name : [Finalized - Demo Test Assessment ▼]
Administration Name : [Demo Test Admin 7th grade(2011-2012) ▼] [Edit]

- Print Login Codes, Create Scanner File or Reset Timed Test

---

3 Printing Login Codes

You can also print student login codes in the Administering Assessments tab.

Select the radio button next to 'Print Login Codes, Create Scanner File or Reset Timed Test'.

Search for your test by first selecting the subject from the drop-down menu and clicking the **Search** button. Select the administration from the drop-down menus and select the **Download Login Codes** button.

In the window that appears, select school only or teacher and course/section to determine how the login codes will be printed out. Select the **Download Students Login Codes** button. Open the PDF file and print login codes.

Score Results

| Dashboard | Attendance | Misconduct | Teachers | Curriculum | Students | Reports | Lesson Plans | Local Assessment | Benchmarks/RTI | More... |

| Overview | Create New Assessment | Manage Assessments | Administer Assessment | Score Results | Analyze Scores | Question Bank |

Click **Local Assessment Tab** and select **Score Results** from the light green sub-menu.

1 Scoring Test Manually

For some types of questions, or for tests that are taken by students using the paper and pencil method, you will need to enter scores manually. Select the subject from the drop-down menu and click the **Search** button. Select the Assessment and Test Administration from the drop-down menu.

Click 'Score Results Online' under Scoring Options. Scroll down to view a list of students assigned to the assessment.

Select the Building, Teacher and Course you wish to score. You can choose which questions to display on the grid. If only scoring Open Ended, just select that option.

Enter the score each student received on the open ended response

When finished, click 'save changes'

You can click 'Calculate Score' to see the students score after entering their answers.

Score Assessment

Filter by: Subject, Test Name

Select Subject: Mathematics   Test Name Contains: _____   Search

Filter by: Test Type/Edition/Grade, Testing Period

Test Id Search

Assessment : Algebra 1 Benchmark 1 2011-Copy1
Test Administration : Algebra 1Benchmark 1 -2011(2011-2012)

Scoring Options

▶ **Score Individual Results Online** ----> continue to the student search and scoring screens.
▶ **Score Class Results Online**
▶ **Print Login Codes**
▶ **Download Scoring Spreadsheet Template**
▶ **Upload SpreadSheet**

Test Name:6th Grade Benchmark 2-Smith(Test Id:500109)
Administration Name: 6th Benchmark 2(2010-2011) (Administration Id:38)

Select School Type : All Schools
Select School : OnHand Schools MS
Select Teacher : Condle, C
Course/Section : TECH ED / Section 1
Questions to Display : ● All Questions   ○ Multiple Choice   ○ Open Ended

Cancel Edit Mode   Save Changes   Calculate Score

Enter student answers or open-ended scores below

Student Id	Last Name	First Name	Total Score	1	2	3	4	5	6
		Correct Answer		A	A	A	C	B	A
410157	BUCHANNON	DAVID	23	A	A	A	C	A	A
410230	BUCHANNON	RITA	0						
410299	DIETER	SALLY	26	A	A	A	D	A	A
410133	ORTIZ	RITA	27	A	A	A	C	B	A
410289	TORODE	KENNETH	23	A	A	A	C	B	A
410079	TORODE	RITA	23	A	A	A	A	B	A
410140	WILSON	ISAAC	19	A	D	A	A	A	A
410216	WILSON	KELLY	24	A	A	A	C	B	A

Cancel Edit Mode   Save Changes   Calculate Score

Analyze Scores

| Dashboard | Attendance | Misconduct | Teachers | Curriculum | Students | Reports | Lesson Plans | Local Assessment | Benchmarks/RTI | More... |

Overview | Create New Assessment | Manage Assessments | Administer Assessment | Score Results | Analyze Scores | Question Bank
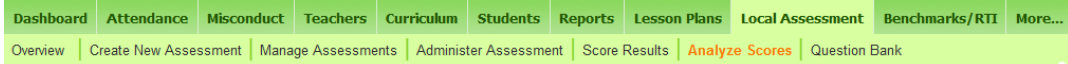
Click **Local Assessment Tab** and select **Analyze Scores** from the light green sub-menu.

---

1 Analyze Results

Once assessments have been scored, you can use the EdInsight Local Assessment Builder to analyze the results of the administration. A variety of reports is available for analyzing results.

Select the report you which to view. Search for test by selecting the subject from the drop-down menu and click the **Search** button. Select the assessment and administration from the drop-down menus and click the **Run Report** button.

You can also filter by subgroups

Analyze Assessment

Summary Reports
- Analyze By Question
- Analyze By Standard
- Analyze By Tag

Detail Reports
- Item Analysis
- Item Analysis for Benchmark Tests
- Student Assessment Administration Results by Teacher

Comparison Reports
- Single Year Analysis for Benchmark Tests
- Compare Local Assessment Administrations
- Building Comparison Report by Administration
- Teacher Comparison Report by Administration

Student Assessment Administration Report

Filter by: Subject, Test Name

Select Subject: Mathematics   Test Name Contains: _____   Search

Filter by: Test Type/Edition/Grade, Testing Period

Test Id Search

Select the assessment : Finalized - Math Grade 3 Benchmark 2
Select the administration : Math Grade 3 Benchmark 2(2010-2011)

Current Subgroup(s) :
☐ Gender ☐ Ethnicity ☐ ELL
☐ IEP ☐ Gifted ☐ Econ. Disadvantaged
☐ Title1 ☐ Title3

Show Administration Results

---

2 Analyze By Question

Choose this report to view percent correct breakdown by question.

Question	% Correct	Number Correct	% Incorrect	Number Incorrect	% Not Attempted	Number Did Not Attempt	Weighted Score
Question 1	48%	2255	50%	2344	2%	79	1
Question 2	40%	1851	59%	2743	2%	82	1
Question 3	40%	1860	58%	2695	3%	121	1
Question 4	41%	1929	57%	2643	2%	104	1
Question 5	22%	1022	77%	3593	1%	62	1
Question 6	31%	1450	67%	3146	2%	80	1
Question 7	50%	2351	49%	2277	1%	48	1
Question 8	47%	2203	51%	2363	2%	110	1
Question 9	31%	1451	66%	3106	3%	119	1
Question 10	62%	2893	36%	1671	2%	112	1
Question 11	67%	3136	31%	1459	2%	81	1
Question 12	14%	635	83%	3863	4%	179	1
Question 13	40%	1861	57%	2673	3%	143	1
Question 14	55%	2576	42%	1964	3%	136	1
Question 15	30%	1396	63%	2967	7%	313	1
Question 16	66%	3103	30%	1424	3%	149	1
Question 17	50%	2347	46%	2143	4%	186	1
Question 18	50%	2315	45%	2109	5%	252	1

3 Analyze By Standard

Choose this report to view percent correct breakdown by standards assessed.

Standard	Standard Desc	Question Numbers	% Correct	Number Correct	% Incorrect	Number Incorrect	% Not Attempted	Number Did Not Attempt	Weighted Score	Total Weighted Score
MA.6.A.1.1	Explain and justify procedures for multiplying and dividing fractions and decimals.	25 19	60% 18%	2811 822	31% 76%	1427 3572	9% 6%	438 282	1 1	2
MA.6.A.1.3	Solve real-world problems involving multiplication and division of fractions and decimals.	3 10 34	40% 62% 29%	1860 2893 1370	58% 36% 50%	2695 1671 2346	3% 2% 21%	121 112 960	1 1 1	3
MA.6.A.2.1	Use reasoning about multiplication and division to solve ratio and rate problems.	1 4	48% 41%	2255 1929	50% 57%	2344 2643	2% 2%	79 104	1 1	2
MA.6.A.2.2	Interpret and compare ratios and rates.	6 32	31% 25%	1450 1149	67% 57%	3146 2666	2% 18%	80 861	1 1	2
MA.6.A.3.1	Write and evaluate mathematical expressions that correspond to given situations.	18 21 29 36 40 43	50% 41% 47% 42% 26% 34%	2315 1934 2206 1962 1204 1601	45% 52% 39% 36% 48% 38%	2109 2420 1806 1692 2260 1764	5% 7% 14% 22% 26% 28%	252 322 664 1022 1212 1311	1 1 1 1 1 1	6
MA.6.A.3.2	Write, solve, and graph one- and two- step linear equations and inequalities.	23 26 27 37 41 42	42% 27% 24% 28% 30% 24%	1953 1254 1120 1322 1403 1135	50% 63% 63% 48% 43% 47%	2345 2925 2935 2225 2028 2207	8% 11% 13% 24% 27% 29%	378 497 621 1129 1245 1334	1 1 1 1 1 1	6

4 Item Analysis

Choose this report to view breakdown of responses for each question.

Question 1

Response	Count	Percent	
A	447	10	
B	854	18	
C (correct)	2255	48	
D	1041	22	
Missing	79	2	

Question Standards

MA.6.A.2.1 — Use reasoning about multiplication and division to solve ratio and rate problems.

5 Student Assessment Administration Results

Choose this report to view percent correct breakdown by student. This report can be run by teacher or by teacher and course.

Use the 'Exclusions' to check off a question you do not want to count in the students score. Click 'Generate Report' to update their percent score.

Summary Report - Multiple Choice Questions

Student Id	Last Name	First Name	Percent Score	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
	Standards			*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	Questions - % correct			52%	38%	42%	41%	39%	31%	48%	46%	43%	73%	74%	15%	37%	44%	30%	69%	57%	52%	15%	60%	48%	45%	50%	30%	69%	28%	30%	44%	63%
	Correct Answer			C	B	C	C	C	A	C	C	B	B	C	C	B	C	B	B	C	D	B	A	A	C	C	C	A	B	A	C	D
5770	FAITH		30%	D	C	A	A	D	B	B	B	D	B	B	B	B	A	D	B	B	A	D	C	A	B	C	A	A	D	D	B	D
6459	DANA		34%	C	B	D	C	A	A	B	C	A	B	C	B	D	C	D	B	B	B	D	A	A	D	B	B	B	C	B	D	A
6875	JADE		66%	C	B	C	C	C	A	B	C	B	B	C	D	C	C	B	B	C	D	C	A	A	C	B	C	A	B	C	C	D
7656	ISAAC		32%	D	A	A	A	A	A	C	D	A	B	B	D	A	A	A	B	C	C	C	A	B	C	A	A	D	C	C	C	D
7995	KYLIE		77%	C	B	C	C	D	C	B	C	B	B	C	A	D	C	B	B	C	D	D	C	B	C	C	C	A	B	A	C	D
8664	KRYSTAL		5%	D	C	A	D	B	D	A	A	B	D	A	B	D	C	D	A	A	B	D	C	D	B	A	B	D	C	D	C	-
8720	GABRIEL		59%	C	B	C	C	B	A	C	A	B	B	C	C	D	C	B	B	A	D	A	C	A	C	C	C	A	D	B	C	B
8981	YESENIA		36%	B	D	A	D	D	D	B	C	D	B	C	A	B	C	D	B	C	A	D	A	A	C	A	B	D	B	A	C	B
309985	IMPERIAL		23%	A	C	A	A	C	B	C	B	D	B	C	B	D	B	D	A	B	A	D	C	D	B	A	D	A	D	C	B	D
12859	MARIGRACE		70%	C	D	C	C	C	B	B	C	B	A	C	B	B	C	A	B	C	D	D	A	A	C	D	C	A	B	A	B	D
14423	JILLIAN		52%	C	B	C	C	C	A	C	C	B	B	C	D	C	C	D	A	C	D	D	A	D	C	B	A	A	A	C	C	D
15455	RICARDO		39%	C	B	B	D	D	D	C	B	D	B	C	B	D	D	A	B	A	C	D	C	B	A	C	A	A	C	A	B	D

6 Compare Local Assessment Administrations

Choose this report to view a side-by-side comparison of multiple administration results for the same assessment. This report can be filtered to compare administrations by questions, standards, or item analysis.

Question Number	Num Correct	Num Incorrect	Point Correct
Question 1	49	53	49
Question 2	52	50	52
Question 3	37	65	37
Question 4	71	30	71
Question 5	55	46	55
Question 6	38	63	38
Question 7	28	73	28
Question 8	50	51	50
Question 9	42	59	42

Question Number	Num Correct	Num Incorrect	Point Correct
Question 1	0	1	0
Question 2	0	0	0
Question 3	0	0	0
Question 4	0	0	0
Question 5	0	0	0
Question 6	0	0	0
Question 7	0	0	0
Question 8	0	0	0
Question 9	0	0	0

7 Building Comparison Report

Choose this report to view local assessment administration results by school.

Buildings	Total Students	% total correct	Min %	Max %	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	386	40%	13%	82%	46%	40%	39%	46%	26%	36%	50%	54%	30%	62%	74%	13%	42%	60%	32%	71%	51%	52%	20%	54%
...dle	285	33%	13%	69%	45%	36%	34%	38%	19%	25%	49%	39%	31%	58%	62%	13%	40%	55%	22%	64%	49%	41%	15%	55%
	2	20%	0%	100%	50%	0%	50%	0%	50%	50%	50%	0%	0%	50%	50%	0%	0%	50%	50%	0%	0%	0%	0%	0%
Indian Trails	301	36%	15%	68%	49%	42%	37%	40%	15%	36%	52%	49%	30%	68%	62%	16%	25%	52%	31%	65%	46%	51%	16%	53%
Jackson	382	39%	5%	79%	51%	40%	40%	43%	27%	34%	52%	47%	27%	66%	77%	12%	35%	59%	32%	66%	56%	61%	16%	59%
Journeys	5	32%	0%	100%	40%	20%	20%	40%	0%	40%	0%	60%	0%	40%	40%	0%	20%	20%	20%	20%	40%	20%	60%	40%
	334	32%	14%	64%	46%	35%	36%	43%	22%	25%	50%	45%	26%	53%	62%	16%	48%	49%	31%	63%	50%	39%	22%	49%
m	562	37%	12%	70%	45%	34%	39%	33%	18%	25%	50%	45%	31%	58%	70%	12%	41%	58%	33%	70%	51%	49%	21%	53%

8 Teacher Comparison Report

Choose this report to view local assessment administration results by teacher.

Teachers	Total Students	% total correct	Min %	Max %	1	2	3	4	5	6	7	8	9	10
	41	47%	10%	98%	78%	93%	37%	10%	54%	66%	46%	68%	76%	63%
	5	27%	0%	80%	20%	40%	20%	40%	40%	60%	0%	20%	40%	60%
	16	34%	6%	88%	50%	88%	56%	19%	44%	38%	19%	25%	75%	44%
	138	39%	4%	83%	78%	83%	38%	25%	41%	56%	35%	51%	64%	45%
	80	33%	5%	71%	68%	71%	38%	15%	31%	45%	22%	41%	60%	44%

Glossary of Terms

|	
Administrations	The completed exams that are assembled from the test items within EdInsight. It is entirely possible to have different administrations for the same set of questions. Remember to name each administration clearly, so that there is no confusion about what group of students will be taking that particular administration.
Big Ideas	The Big Ideas are the high level standard category. For example in eight grade math: The Big Idea s will be derived from the standard. **BIG IDEA 1: Analyze & represent linear functions & solve linear equation and systems of linear equations.**
Bloom's	Bloom's Taxonomy is a way to classify questions as to the learning level. For a detailed explanation go to this website. http://www.odu.edu/educ/roverbau/Bloom/blooms_taxonomy.htm
Completeness	Make sure that you completely catalog each assessment item during the building process. The power of the Local Assessment Builder lies in its ability to locate assessment items based upon the various categories. (Example: items cataloged by standard or grade)
Exhibits	These are the pictures, maps, drawings, reading passages, etc., that are used in conjunction with a particular text question (item) in the Assessment Builder.
Finalize Assessment	Locking down an assessment is called Finalize. After the assessment is finalized the user may create an administration. A finalized assessment cannot be edited.
Grade Level	The grade(s) aligned to the item. A question can be aligned to more than one grade.
Item	Another term for Question
Library Type and Library Name	Libraries are specialized item banks. For example the items in the Prentice Hall – Algebra 1 textbook are specific to that group. If a user would like to search for questions from that book they would select that particular library. To add a library name just type it in the library dropdown box. There are user permissions associated to various libraries. The vender library cannot be edited or changed.
Nomenclature	It is very important that you use names that are clear, concise and descriptive to avoid any possible confusion. Include the date when it is appropriate to do so.
OMR	Optical Mark Reader or Optical Mark Recognition is a special scanning process using special answer forms supported by companies like *Apperson* and *Scantron*. OHS recommends *Apperson OMR Scanners* for the collection of the student answers.

Question Tags	These are added bits of information that can be used to custom categorize a test question. For example you may wish to specifically tag a question with the context or content. Perhaps a question using NASCAR as the context could be tagged as a NASCAR question.
Question Type	There are several possible types of questions that can be created. The user can select from Multiple Choice, Essay, Fill in the Blank, Gridded Response, Short Response, Extended Response and True or False. The default is Multiple Choice. The Essay, Fill in the Blank, Gridded Response, Short Response, and Extended Response <u>are all basically the same as an open ended question</u> that requires a rubric and a user to correct. The reason for the various names is that the third party item vendors describe their items using this terminology.
Standard Type	The types of standards aligned to the item. When searching items only standards types that are available show. When creating an item the standard type list is more comprehensive. OnHand Schools can upload any set of standards.
Subject	The subject that is aligned to the item, an item can be aligned to more than one subject.
Sub Library	A specific part of an item library. To add a sub library name just type it in the library dropdown box. <u>There are user permissions associated to various libraries. The vender library cannot be edited or changed.</u>
Unfinalize Assessment	After an assessment has been finalized you may elect to change parts. To do so requires the assessment to be Unfinalized. Please proceed with caution <u>if you Unfinalize an Assessment that has been give to the students the data for that assessment will be lost.</u>
Webb Cognitive Complexity	Refers to the difficulty of the question. The categories are low complexity, moderate complexity, and high complexity. Using the FCAT rubric 70% correct are low, 40% to 69% correct are moderate, and less than 40% correct are considers high complexity. The value can be calculated as the students take the test.

<div style="border:1px solid black; text-align:center;">

Image Recommendations

</div>

Use the following tips and recommendations for best results when importing images.
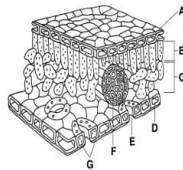
- You can use the EdInsight Control to edit images but third party tools like Paint and Photoshop are editors that are more complete.
- Importing images causes fewer issues than just copying and pasting an image into Assessment Builder.
- If you continuously copy a image its quality degrades.
- Image names cannot have a space in the filename. If there is a space, they will not show up in student hardcopy test.
- Save image as a JPEG for best quality, Image size in the question should be 300x200 pixels or less depending on the detail.

   Sample image size for question:
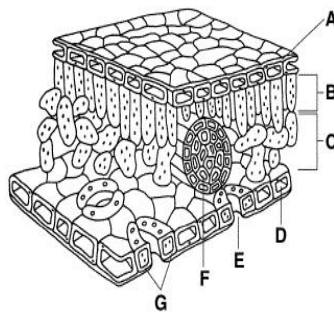
- Image size in the answer should be 150x100 pixels or less depending on the detail.

   Sample image size for answer:

Editor: Below is a copy of the question and answer editor with common tools labeled.

Modifying an image - use the EdInsight Image Editor (see screen shot) to modify the image imported. *Using the Image Editor will overwrite existing file.* If you just want to change the Size select the Properties Tab.

Hint: Click the icon next to Width and Height to keep dimensions proportional
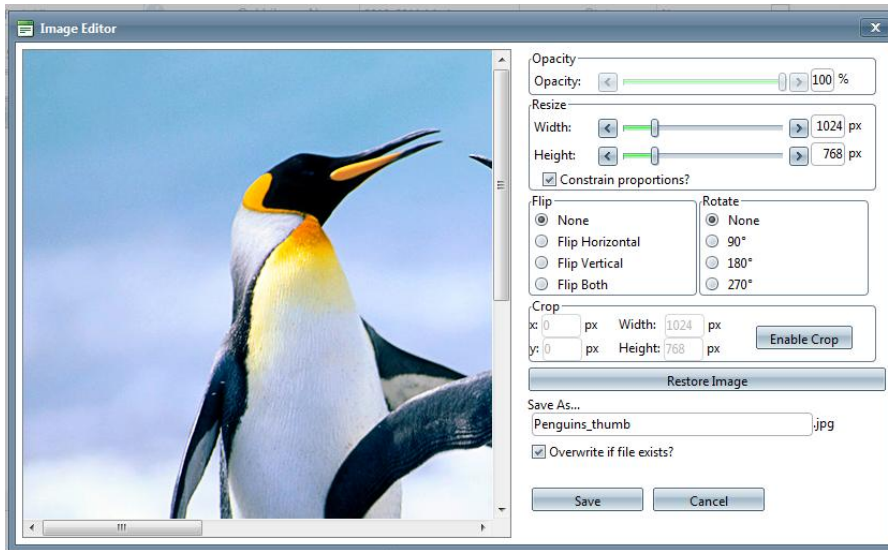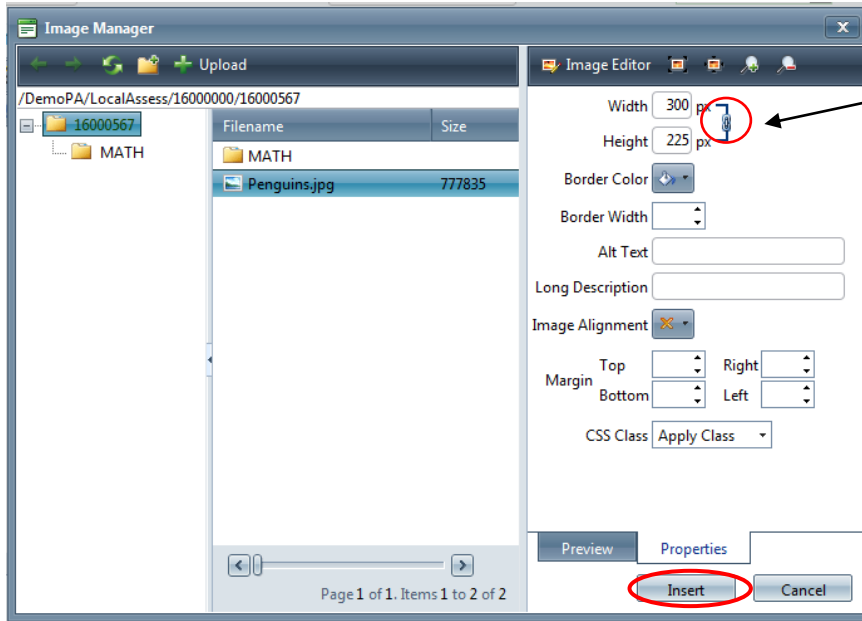
Tips

Screen Resolution: To prevent scrolling, change the computer screen resolution to a higher pixel display. For example 1920x1080

Browsers – OnHand Schools supports two internet browsers. FireFox and IE 7 and 8. At this time, the Assessment Builder has not been tested with Internet Explorer 9.

Fix IE (Internet Explorer) Popup - Try this to fix the IE "Only secure content is displayed" popup.

1. Open IE (Using IE9 with the command bar enabled) – right click on the top menu bar and check the Command Bar
2. Click "Tools"
3. Click "Internet options"
4. Click the <u>Security</u> tab
5. Click "Trusted sites" located in the "Select a zone to view or change security settings" box
6. Click the "Sites" button
7. Uncheck "Require server verification (https:) for all sites in this zone"
8. Add the following sites:
    a. http://www.wiris.net
    b. http://services.wiris.net
    c. https://www.myedinsight.com
9. Click the "Close" button
10. Click the "Custom level…" button in the trusted sites
11. Scroll until you see "Display mixed content" in the "Miscellaneous" grouping and click on the radio button next to Enable
12. Click "OK" and click "OK" again in the Internet Options box