



Create and Administer a Test

Eduphoria Aware for Teachers

All teachers can create, grade, and analyze their own tests using Eduphoria Aware.

It is also possible to create a campus-level test that can be used as a common unit assessment. The differences between Teacher tests and Campus tests are described below.

Please Note: If you would like to be able to create Campus Tests, you must receive permission from your principal, and the Technology Department must give you additional rights in Eduphoria Aware.

	Teacher Test	Campus Test
Access rights in Aware	Requires no additional access rights. Can be created by any teacher.	To create a Campus Test, you must have special access rights in Aware. Teacher must have principal approval to receive additional access.
Assign tests	Teachers can only assign Teacher Tests to their own students.	A Campus Test can be assigned to any student: by course, by teacher, or by student characteristics/programs served.
Sharing a test	A teacher can share his/her Teacher Tests with other teachers so that they don't have to create the test from scratch.	A Campus Test is shared with other teachers by default. A Campus Test can be shared with other campuses, if requested.
Test availability	A Teacher Test can be administered to students as soon as it is marked active. It remains available until the teacher marks it archived.	A Campus Test has a testing window and must be marked active. It can only be administered to students during the testing window.
Analysis	A Teacher Test is only viewable by the teacher, and only the teacher can analyze the results.	A Campus Test can be analyzed campus-wide, must like a TAKS test.

CREATE A TEACHER TEST: QUICK TEST KEY

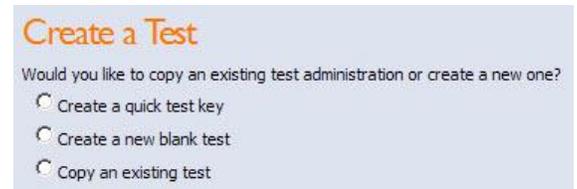
1. Log in to **Eduphoria**.
2. Click on **Aware**.
3. On the far left side of the screen, click the **Tests** tab.



4. At the bottom left side of the screen, click **Create New Test**.



5. Under **Create a Test**, you have three options:
 - **Create a quick test key** – just enter the answers and TEKS that align
 - **Create a new blank test** – create questions, answers, and TEKS alignment
 - **Copy an existing test** – copy a test you created previously as a starting point for this test.



Select **Create a quick test key**. Click **Next**.

6. Under **Title**: enter the title of your test.
7. Select a **Grade Level**.
8. Click **Next**.

9. Click the **plus sign (+)** next to the level you teach (Elementary, Middle School, High School).
10. Click the **plus sign (+)** next to the subject area you teach.
11. Click the **title of the course** this test will be given in. *This will allow you to attach the TEKS for the course you selected to your test.*
12. Click **Next**.

13. Under **Build Test Key**, enter the **number of questions** on the test.
14. Enter the **number of responses** (answer choices) each question should have. You can modify these choices later, if necessary.
15. Click **Next**.

16. Under **Enter Test Key**, click the **circles** to indicate the correct answers for each question.
17. Click **Next**.
18. Click **Finish**.

GENERAL INFORMATION

- The general information about your test is located on the **General** tab. You can view and modify the:
 - Test Name**
 - Subject Area** the test will be displayed under.
 - Primary **Grade Level** the test is associated with. If students in your course are in multiple grade levels, (Example: Grades 9, 10, and 11) just choose one of the grade levels.
 - Expectation Scores:**
 - Met** is the percentage required to pass the test
 - Commended** is the percentage required to receive commended performance. (This may not apply to tests you create.)
 - Instructions** will appear on the second page of your test booklet, if you choose to create test questions and print them out for students.
 - Notes** are teacher notes about the test administration and are not visible to students.

Algebra I Unit 1 Test
Select information in the tabs below to modify the test administration

General Curriculum Questions Advanced

Test Name Algebra I Unit 1 Test **Test Type** Teacher Test

Subject Area Mathematics **Grade Level** Ninth

Expectation Scores
The scores listed below are used to calculate the met and commended levels for this test.
Met: 70 % **Commended:** 100 %

Test Creator
This test was created by:
Teacher, Eduphoria6

Instructions
Below you can enter instructions for this test administration. Instructions will appear on the second page of the test booklet.

Notes
Below you can enter notes for this test administration.

- If you make any changes to the general information, click the **Save** button at the top of the screen.

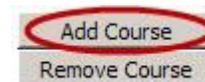


ATTACH ANOTHER COURSE'S TEKS TO THIS TEST

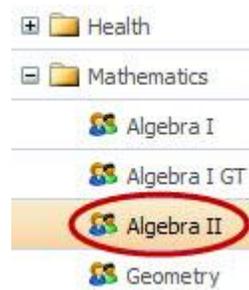
1. While your test is open on your screen, click the **Curriculum** tab.



2. Click the **Add Course** button.



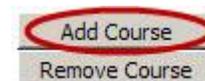
3. Click the **plus sign (+)** next to the level you teach (Elementary, Middle School, High School).



4. Click the **plus sign (+)** next to the subject area you teach.

5. Click the **title of the course** you want to add.

6. Click the **Add Course** button again.



EDIT EACH TEST QUESTION

1. While your test is open on your screen, click the **Questions** tab.



2. **Hover your mouse** over the first question (on the left) or the first answer (on the right). A menu appears. Click the **green pencil** icon.



3. The question screen appears. Notice that the **Question** tab is selected.



Question Text and Answer Choices

- You are not required to enter question text or answer choices. However, if you plan to print this test for students, you should type the **question** in the **New Blank Question** text box. You can type the answer choices in the **Response 1**, etc. text boxes.
- To add more answer choices, **type an answer in the last blank text box**. Click the **green plus (+)** icon to the right of the new answer choice.
- To remove answer choices, click the **red X** icon to the right of the answer choice.

4. Click the **Options** tab at the top of the question screen.

Test Options

- **You are not required to modify the test options.** However, if you plan to print this test for students, you may want to look at this screen.
- **You can modify:**
 - **Question Format:** **Multiple Choice** (choose one), **Multiple Selection** (choose one or more)
 - **Layout:** **Half-Width** or **Full-Width**
 - **Page Break:** **None**, **Before**, **After**, **Both**
 - **Spacing Below:** how many line spaces should be inserted below the question
 - **Language:** **English** or **Spanish**
- **You can specify:**
 - **Modified:** **Yes** or **No**
 - **Difficulty** level
 - **Complexity** level
 - **Bloom's** level
 - **Question Weight:** number of times the question should count

Question Options Standards Resources

Additional Options

Question Format: Multiple Choice

Layout: Half-Width Full-Width

Page Break: None

Spacing Below: 6 lines

Language: Not Set

Modified: Not Set

Difficulty: Easy

Complexity: Low

Bloom's: Not Set

Question Weight: 1 times

Remove Cancel Finished

5. Click the **Standards** tab at the top of the question screen.

Add TEKS SE, Process SE, & TAKS/STAAR Objective

- **Assigning standards to each test question allows you to analyze student performance.**
- If you attached the TEKS for more than one course, under **Course**, click the drop-down menu to select the course you want to use first.
- Click on one of the **TEKS** you want to assign to this test question.
- Click the **Select Standard** button.

Question Options Standards Resources

Select a Standard

Course: Algebra I

Student Expectations

A.1(A) [S] - describe independent and dependent quantities in a situation;

A.1(B) [S] - gather and record data and use data sets to describe the data;

A.1(C) [S] - describe functional relationships for given situations;

A.1(D) [R] - represent relationships among quantities in a situation with graphs, verbal descriptions, equations, and inequalities;

A.1(E) [R] - interpret and make decisions, predictions, and conclusions based on relationships;

A.2(A) [S] - identify and sketch the general forms of linear, quadratic, and exponential functions;

A.2(B) [R] - identify mathematical domains and ranges for functions;

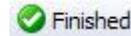
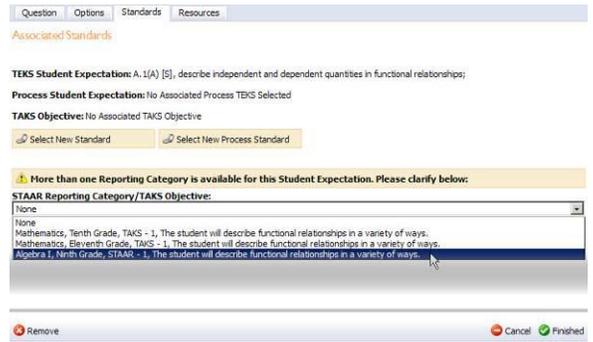
A.2(C) [R] - find specific function values, such as function values, maximum and minimum values, and intercepts;

Select Standard

Remove Cancel Finished

- If the standard you selected is aligned with a TAKS Objective and a STAAR Reporting Category, you will have to choose which it should align with. On the next screen, click the drop-down menu and select the appropriate Objective or Reporting Category.
- Click the **Select** button.
- To change the Standard, click the **Select New Standard** button, and repeat the process.
- To add or change the Process Standard, click **Select New Process Standard**, and repeat the process.
- **You are only allowed to select one Standard and one Process Standard for each question.**

6. When you are finished editing the question, click **Finished**.
7. Your question will refresh, and the standards are now listed on the right next to the correct answer.
8. Click the **Save** button at the top of the screen.
9. Repeat this process for each question on your test.



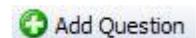
REMOVE A QUESTION FROM YOUR TEST

1. To remove a question from your test, while your test is open on your screen, click the **Questions** tab.
2. **Hover your mouse** over the question you want to remove. A menu appears. Click the **green pencil** icon.
3. In the bottom left corner of the question screen, click the **Remove** button.



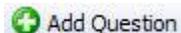
ADD MORE TYPES OF QUESTIONS

1. When you click the **Add Question** button, you can also add other types of questions:
 - **Selected Response** is a multiple choice/multiple response question, like you saw earlier.
 - **Numerical Response** is a gridable question which allows students to write in a grid a numeric response.
 - **Constructed Response** allows students to hand write a response. You must grade these questions by hand.
 - **Resource** is a reading passage, graphic, or other item. If you have multiple questions that reference the same visual item, you can add it as a resource.



ADD A NUMERIC RESPONSE (GRIDABLE) QUESTION

1. To add a numeric response (gridable) question, click the **Add Question** button.
2. Your question is added at the bottom of your test. Click the drop-down menu and select **Numerical Response**.



What type of quest

Selected Response
Numerical Response
Constructed Response
Resource

3. The question editing screen appears. Type in the **correct numerical answer**.

Question Options Standards Resourc
b / U ✖

11 Enter Question Text

Enter Correct Response Below

108.7

4. Click the **Options** tab to specify the number of places before or after the decimal and other options:

Question Options Standards Resources

Additional Options

Use floating decimal point: Fixed decimal point

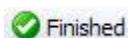
Decimal places before: 4

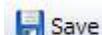
Decimal places after: 3

Allow negative values:

- Use floating decimal point: Fixed decimal point or Floating decimal point
- Decimal places before
- Decimal places after
- Allow negative values

5. Click the **Standards** tab to add a TEKS SE, Process SE, or TAKS/STAAR Objective.
6. When you are finished editing the question, click **Finished**.
7. Click the **Save** button at the top of the screen.





REARRANGE QUESTIONS

1. To rearrange the questions on your test, **hover your mouse** over the question you want to move. A menu appears. Click the **up blue arrow** or the **down blue arrow** icon until the question is in the position you want it.
2. Click the **Save** button at the top of the screen.





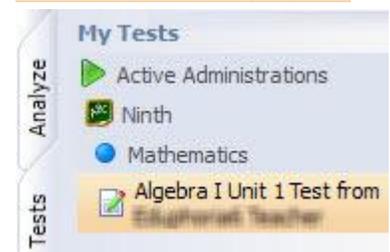
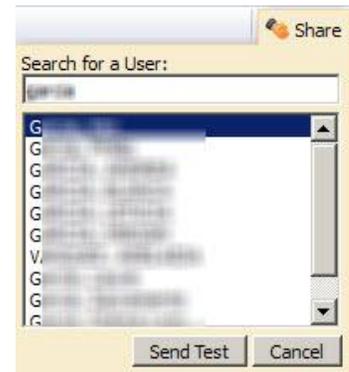
SHARE YOUR TEST WITH OTHER TEACHERS

1. You can share your test with other teachers so they can use the same test and answer key. To share the test, click the **Share** button at the top right corner of the screen.



Please note:

- Because this is a **Teacher Test** (which is what you just created), each teacher can analyze his/her own students' performance. Sharing this test is helpful if each teacher wants to modify the test for his/her class.
 - However, after sharing, your campus CANNOT analyze the performance of ALL students who took the test. If your goal is to have all students taking Algebra I (for example) at your campus take the same test so that you can analyze campus-wide results, you should create this as a **Campus Test**. You must have additional rights to create a Campus Test.
2. In the **Search for a User:** box, enter the last name of the teacher you want to share this test with.
 3. Click the **Search** button.
 4. Click the name of the teacher you want to share the test with.
 5. Click the **Send Test** button.
 6. A message tells you **Your test has been sent**. Click the **OK** button.
7. The other teacher should log into Eduphoria, click on Aware, click the Test tab, and then he/she will see the test you shared.
 - The **title** of the test will be listed, followed by **from Your Name**.
 8. If the other teacher does not want to keep the test you shared with him/her, the teacher can click on the **test title** to open it. At the top of the screen, he/she should click the **red X** icon to delete the test. Then click the **OK** button.

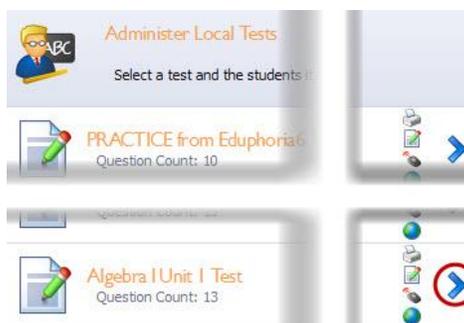


ADMINISTER TEST: PRINT ANSWER SHEETS, ENTER ANSWERS, OR USE RESPONSE PADS

1. In the top right corner of the screen, be sure that the **Active** button is selected. If it is selected, it will have an orange background.
2. Click the **Analyze** tab on the far left side of the screen.



3. Click the **Test Available** button.
4. A list of your Teacher Tests will appear.
5. For this test, click the **blue arrow** on the far right side of the page.



6. A list of your classes will appear. **Check the box** to the far right of each class for which you want to print answer documents.



7. In the bottom right corner of the screen, you have multiple options for administering this test:

- **Print Answer Sheets**
- **Enter Answers**
- **Use Response Pads**
- **Start Online Testing**



Print Answer Sheets, Scan Answer Sheets

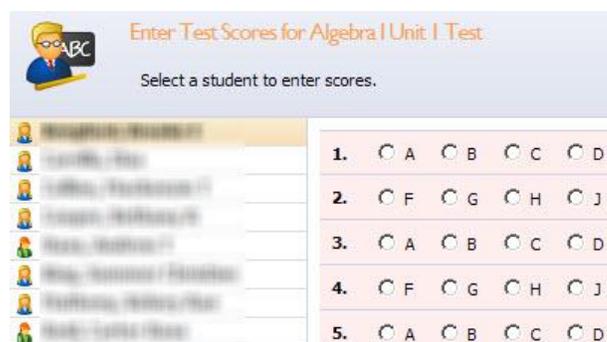
1. To print answer sheets for students, click **Print Answer Sheets** 
2. The File Download window appears. Click **Open** to open the PDF file that contains all of your students' answer sheets.
3. Print the answer sheets to the CopyStar (high capacity copier/printer), as this is the least expensive method of printing.
4. If you need to print an answer sheet for just one student, scroll through the answer documents until you find the correct page. When you print, select **Current page**.

Please note: Each answer sheet is coded specifically for this test and for this student. Be sure each student has the correct answer sheet.

5. After students complete the test, scan their answer sheets into Eduphoria Aware by following the instructions in the Eduphoria Aware **How to Print & Scan Benchmark Tests Video**, which is posted at <http://www.georgetownisd.org/aware>.
 - You must login to SchoolWires using your computer username and password to see this video.

Enter Answers

1. To enter answers directly into Eduphoria Aware for students, click **Enter Answers**.
2. Click the **student's name** on the left side of the page. Enter the answers the student selected.



Student Name	1.	2.	3.	4.	5.
[Student Name]	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

3. Click the **Save** button in the bottom right corner of the screen.
4. Click another student's name and repeat the process.



Use Response Pads

1. Your students can use eInstruction CPS student response pads ("clickers") to enter their answers. This requires some additional software to be installed on your teacher computer.
2. **If your campus has an eInstruction CPS student response system, and you would like to use it for an Eduphoria Aware test:**
 - Enter an Eduphoria HelpDesk request so that the correct software can be installed on your computer
 - Check out the eInstruction CPS student response system using your campus' checkout procedure.
 - We will assist you with instructions for using the eInstruction CPS to administer the test.

