
Version 3.0

STI Assessment Curriculum Guide

Teachers

STI

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STIAssessment v3.0 Features

About STIAssessment

STIAssessment allows the user to benchmark skills throughout the school year; automatically generate both individual and group reports by class, school, and population sub-groups; and meet all NCLB goals.

STIAssessment is a powerful Web-based assessment tool that works with STIOffice to provide teachers with reports that may be used to do the following:

- Target students who are at risk, enabling remediation before they fail a benchmark assessment;
- Identify teaching and re-teaching strategies that worked and those that were unsuccessful;
- Analyze the data from assessments to develop new teaching strategies; and
- Correlate state standards with current curricula by aligning test items.

Training Objectives

The objective of the STIAssessment training is to assist teachers in the following tasks:

- Navigating through STIAssessment in order to accomplish classroom tasks.
- Gauging progress against state standards and evaluating how well a defined curriculum is being implemented.
- Provide hands-on activities to enable teachers to create tests or quizzes correlated to standards or district benchmarks.
- Obtain and view real-time assessment data in TestSCOPE® individual and group reports.

Training Content Outline

Logging In

1. Demo Web site address: <http://demo.stiassessment.com>.
2. Login Screen
 - Username and Password
3. Quick Clicks – Displays information on:
 - STI Student Information System (STIOffice or *STI InformationNOW*)
 - STI Special Ed Tracking System (STISets or STISETWeb)
 - STI Professional Development (STI PD)
 - Internal Login

Welcome Screen


1. **Home link** – Click on any screen to return to the Welcome Screen.
2. **Resources** – A list of documents to assist user in creating assessments.
3. **My STIAssessments** – Recent assessments created. Click to view.
4. **STIAssessment Version Info** – Lists features of current version.
5. **New in STIAssessment** – Newly added features.
6. **My Computer** – Displays information about your computer system.
7. **STI's website** – www.sti-k12.com
8. **Help**
9. **Logout** – Use **Log Out** button in STIAssessment to exit the program. Refrain from using Web browser buttons, such as the *Back* arrow (shown below).

Communication Center

The *Communication Center* allows the user to send or receive messages to and from other STIAssessment users in the district. Teachers may send and receive messages to and from parents; other teachers; and administrators in the district.

Teachers may also send messages to individual students or to entire classes. Students may only send and receive messages to and from their teachers.

Features of the Communication Center include:

1. **Inbox** – In the Inbox, click the  icon to open a message.
2. **Compose** – Click this button to:
 - Select the user level of the person(s) you are e-mailing (teacher, student or class).
 - Check the *To Parent* box if the parent is to receive a copy of the message.
 - Check the *Expand List* box to see the list in a large textbox.
 - Highlight users in the top table by clicking on them. Note that *Shift*, *Ctrl* and *Command* (the latter for Mac users) key functions will work here.
 - Click the **Add User to E-mail** button.
 - If you accidentally add a name to your list of recipients, highlight it and then click the **Remove User from E-mail** button to delete the name.
 - Type the subject and text of your message, then click **Send**.
3. **Sent Mail** – This button enables the user to view messages sent to other STIAssessment users.
4. **Delete** – Check the box next to any message(s) to be removed and then click the **Delete Checked** button to delete the message(s).

Management Center

Class Management

Teachers may use the *Class Management* feature to students. Six features are available here for administrators:

- **View My Classes**
 - **Class Roster**
 - **Assign Students**
1. **View My Classes** – This link enables the teacher to see a listing of classes with which he/she is associated. District Administrators and Principals often do not have classes.

ACTIVITY

- Click the **View My Classes** link.
 - Click the blue class name link to view the class roster. The roster shows student names, logins and passwords.
 - Scroll down to click **Done**.
2. **Class Roster** – This link is used to view student names, logins and passwords for a class.

ACTIVITY

- Click the **Class Roster** link.
 - Select the class *9th Grade Geniuses*. Then click **Continue** to view the roster for that class.
 - To export the roster into a Microsoft Excel spreadsheet, click the **Class Roster in Excel Format** link.
 - To export the roster into Microsoft Word, click the **Class Roster into Microsoft Word Format** link.
3. **Assign Students** Link – This link is used to assign students to classes. Teachers are advised to use caution when utilizing this feature. Students who are scheduled in a teacher’s class will already be displayed in the teacher’s roster. To assign students to a class not already created in the *InformationNOW* or *STIOffice* programs, an administrator must create the class and assign the teacher. Then the teacher is able to assign the students:

ACTIVITY:

- Click the **Assign Students** link.
- Select an applicable grade level for the students. Then select the class to which the selected students will be assigned.
- Click the **Submit** button.
- Highlight students in the left table by clicking on them.
 - Hold down the *Ctrl* key on the keyboard to select more than one student.
 - To select all students, hold down the *Shift* key and click on the first student. Scroll down to the last student in the table and click. All students should be highlighted.
- Click the **Add** button to move the highlighted students to the table on the right.
- Click the **Submit** button to assign the student to the class.

Note: Highlighting students in the right table and clicking the **Remove** button will remove students from the class, regardless of the grade level selected. The selected grade level only impacts the group of students who are listed in the left table.

Assessment Center

The *Assessment Center* is used to create assessments (tests) aligned with your state’s standards. Assessments may be created manually, by auto-generation or by using *Offline Scoring*. You may also create your own test items and align them to current standards and include them in your assessments.

The recommended method of building an assessment is to:

- Create folders.
- Add items such as questions, passages, and pictures into the folders.
- Create the assessment from the items in the folders.

Three links are available under the Assessment Center: **Create**, **Manage** and **Items**.

Items

1. **Items link:** The **Items** link is designed to create folders to manage questions, pictures, instructions and passages. With this link, the user may add custom questions (items) to the customer’s question database. These items may then be added to the user’s personal folder(s) of assessments. Additionally, downloaded pictures may be added here. You are able to create your own instructions and passages or use the ones from STI’s *Item Library*.

The first time you select this link, the *Item Library Conditions of Use* pop-up screen will appear. By accepting, you are verifying that the items were created by you and not subject to the copyright or trademark of another party. You agree to hold STI harmless against any loss, liability, damages, costs or expenses suffered or incurred at any time as a result, of any claim, action or proceeding arising out of or relating to your use of STIAssessment.

ACTIVITY

- Click the *Assessment* tab.
 - Click the **Items** link.
 - Click **Yes**, then click the **Submit** button to continue.
2. **Creating New Folders**—Create folders in which the assessments will be stored. Sub-folders may also be used to separate assessments by subject, chapter, standard, objective, etc. Labeling the files with indicator numbers is a great way to separate content and keep the filing system organized.

Note: Remember to name the assessments in a systematic manner. Create an electronic filing system that works for you, for example:

A teacher may create folders labeled according to the Unit Titles and chapters.

Ex. 3.4.2 Science.Life Science.Ecosystems

3=Science 4=Unit 4: Life Science 2=Chapter 2 Ecosystems

An assessment specialist or curriculum specialist may create folders for each tested standard and/or objective, benchmark, or indicator.

Ex. 4.5.8 4th Gr. SS 8-Processing Data

4=4th Grade 5=Social Studies 8=Content Standard Number

ACTIVITY

- Click the *Assessment* tab and select **Multiple Choice**.
 - Click the yellow folder icon to the right and then click the **Add New Folder** button.
 - Type the name for the new folder in the text-entry box, including a descriptive indicator number (recommended). See information in note above.
 - Use the drop-down list to select the core subject area and then select the grade level.
 - Click the **Save** button.
 - To retrieve a new folder, you must click on the yellow folder or on **Return to Item Management** and then click **Add New Folder**. Clicking **Add New Folder** without clicking one of the other items first will allow you to edit the last folder you created.
 - Click the **Back to Item Management** button.
3. **Editing Folders**—You can change the name of a folder or its associated grade or subject.

ACTIVITY

- Click the blue **Edit** link next to the folder's name.
 - Click the blue **Update** link when you have finished editing the folder.
4. **Deleting Folders**— Delete folders you no longer need.

ACTIVITY

- Click the blue **Delete** link that corresponds to the folder you wish to delete.

Note: It is recommended that you move any items or item components you want to keep to other folders before deleting the folder because you will lose those items permanently. You will also lose items on any tests that have been generated from those items.

5. **Accessing the Recycle Bin**— Permanently delete or restore items, pictures, etc.

ACTIVITY

- Click the gray wastepaper basket icon to access the *Recycle Bin*.
- Use the *Select Type* pull-down menu to select a category of assessment item or item element.
- Click the checkboxes next to items to select them.
- You can then use the gray buttons to either delete these items permanently, or restore them to a folder.

6. **Creating Custom Multiple Choice Items**—Users may create their own multiple-choice questions.

ACTIVITY

- Click the *Assessment* tab.
- Click the **Items** link.
- Click the down arrow on the first drop-down menu to select **Multiple Choice**. This will cause the **Select Source** drop-down menu to appear. Use this drop-down list to choose different levels of assessments, such as personal level (your name), school level, district level or STIAssessment.
- Select the teacher’s name. The drop-down menu listing the teacher’s folders will appear. Choose the appropriate folder.
- Click the **Create Multiple Choice** button.
- The multiple-choice-item entry form opens to the *Item Entry* page.
- Choose the number of answer choices for your item, using the pull-down menu on the right.
- Type your question (the item’s stem) in the first text box.
- Type each answer choice in its own text box.
- Do not type the answer-choice letter; it will be added automatically. Remember to add punctuation to your question and answer choices. You can adjust font size, color and size (most Microsoft Word functions) in each box.
- Click the *Enter Item Information (“Tags”)* tab to "tag" your item.
- Select the status. This choice is restricted to District Administrators (*DAs*) and district-level assessment-item writers (*DACurs*). Items with a *Public* status appear in the district item bank and may be seen and used by everyone in the district. *Reserved* items, on the other hand, are restricted to use by the author.
- Select the folder and grade level.
- Select the level of Bloom’s Taxonomy and Knowledge level.
- Select the Difficulty Level.

Note: Pictures, Instructions, Passages, and Stimulus (Passage/Picture) are addressed in the following activity and in the Educators Resources section of this document.

- When the question setup has been completed, click the **Save & Close** button.

Note: If you are creating a large number of related items with similar attributes, click the **Create Multiple Choice** button and continue adding items. The tags on the new item-entry form will be filled in with the attributes for the previous item (which may be changed by the user as desired).

7. **Aligning Questions to Standards**— The question can now be aligned to standards.

ACTIVITY

- You may need to click the blue **Refresh** link to see your question.
- Check the box next to the question you just created.
- Click the **Align** button. You may also click the red minus icon under the *Alignment* column.
- You have two ways to align items. A screen with two tabs appears.

Option 1: Find Alignments

- Select the *Document Type, Year, Subject, Grade* and *Standard*. The selections may be different according to the document selected. A table of standards and indicators (objectives) will appear.
- Click the box next to the indicator to align the question.
- Click the **Align Question(s)** button under the standards. Questions may be aligned to more than one standard, but remember that the item will be aligned to only one standard for reporting on any given assessment. The user determines which standard to use when the test is created.

Note: To align several items at the same time, check each item and then click the gray **Align** button.

- You may remove alignments by clicking their corresponding **Remove This Alignment** buttons.

Option 2: Align by Favorites

Note: In order to use the *Alignment Favorites* feature, a list of favorite alignments must be created first.

- Click the *Assessment* tab, then click **Items** in the navigation bar.
 - In the *Select Type* drop-down box, choose **Alignment Favorites**.
 - A control with two tabs, *My Alignment Favorites* and *Add Alignment Favorites*, appears. The first tab will show the user's favorite alignments. The second tab is where the user will choose the alignments to add to the *Favorites* list in the first tab. To add favorite alignments, click the *Add Alignment Favorites* tab.
 - Select *Document Type, Year, Subject, Grade* and *Domain*.
 - Click the **Add** button by each standard you want to include in the favorites list. The most recent standard you select will appear in red.
 - Click the *My Alignment Favorites* tab to view your favorites.
 - To filter the view by core subject, click the drop-down box.
 - Alignment favorites may be deleted or added at any time.
 - You are ready to align items! The feature may be applied wherever aligning is needed, including the aligning of offline assessments.
 - To align by favorites:
 - Check the *Align* box at the right of the standard you want to align the question to.
 - Click the *Align Question(s)* box at the bottom.
8. **Multiple Choice Question with Instructions, Pictures, Passage and/or Stimulus (Passage/Picture)** – *Educators Resources* has more information on adding pictures, passages, instructions, and stimulus (passage/picture) to multiple choice questions.

Instruction Link

ACTIVITY

- Create the new multiple choice question as detailed in the preceding section.
- When the *Item Creation: Multiple Choice* screen appears, select the *Enter Item Information* (“*Tags*”) tab.
- Click the blue **Instructions** link.
- To browse for the instruction, click the drop-down arrow and select **Browse Instructions**.
- Select the source **STI**.

- Click the **Attach** button next to the number 1 and click **Yes** to close the window.
- Click the **View** button on the *Tags* screen to see the instruction.

Picture Link

Pictures may be added to the item’s stem and/or answer choices.

ACTIVITY

- Create the new multiple choice question as detailed in the proceeding section.
- When the *Item Creation: Multiple Choice* screen appears, click the blue **Attach Picture** link.
- The *Item Creation: Pictures* screen appears.
- Click the drop-down arrow and click **Browse Pictures**.
- Select the folder in which you have stored your pictures. See the section “Pictures” on page 26 for details on using picture files in assessments.
- Click **Attach** and then click **Yes** to add your picture to your question.

Passages Link

Passages may be used to create essay questions.

ACTIVITY

- Follow the **Stimulus (Passage/Picture)** link’s activity below.
- Enter a passage only.

Stimulus (Passage/Picture) Link

A stimulus can consist of a reading passage, a picture, or a combination of the two. A stimulus is often followed with several questions on a test.

ACTIVITY

- Create the new multiple choice question as detailed in the preceding section.
- When the *Item Creation: Multiple Choice* screen appears, select the *Enter Item Information (“Tags”)* tab.
- Click the **Stimulus (Passage/Picture)** link.
- Select **Create New Passage** from the pull-down menu.
- Select *Status, Grade* and the folder to which to add the Stimulus.
- Type a title and some keywords in the fields.
- Click the blue **Add Picture** link to add a picture you uploaded in your picture folder previously.
- Type your story in the stimulus-creation form.
- Click the **Attach** button. A confirming page will appear. Click **Yes**.
- Click **Save and Close**.

9. Viewing and Manipulating Items in Folders

ACTIVITY

- Click the *Assessment* tab.
- Click the **Items** link.
- Click the down arrow on the first drop-down menu to select **Multiple Choice**.
- Select the teacher's name. The drop-down menu listing the teacher's folders will appear. Choose the appropriate folder.
- Click the checkbox in front of the *ID Number*.
- Click the **View** button to see the question.

Editing Items

- Click the **Edit** link next to the item. This calls up the same form that is used for item creation, except that the form will be filled out with the selected item's information.
- The user may edit the Bloom's taxonomy level; correct a distracter accidentally marked as the answer; or alter any part of the question.
- Pictures or passages may be added, and fonts may be changed.

Moving Items

- Select the item.
- Click the **Move** button.
- Choose the new folder from the drop-down list.
- Click the **Move MC(s)** button.

Deleting Items

- Select the item.
- Click the **Delete** button.
- The confirmation dialog box will open showing the item ID(s). Check the dialog box and click the **Delete Question** button.

Aligning Items

- Click the red or green icon that appears in the *Alignment* column of the desired question.
- A red minus sign means the question was not aligned; a green plus sign means that the item is aligned.
- Alternatively, check the box in front of an item and then click the **Align** button.
- An item copied from the STI Item Library via *Item ID* or *Passage ID* searches will always need to be aligned.
- Once the alignment has been selected, click the **Align Question(s)** button to complete the process.

Wastebasket Icon

- Click this icon next to the yellow folder icon, top right, to delete or restore items.
- Click the drop-down list to choose the type of item.

- Select the question, picture, passage or instruction from the list by checking the box and then clicking the **Delete Permanently** button.
- Choose a folder from the drop-down list and click the **Restore** button restore a deleted folder.

To create a test, go to **Assessment** and click **Create** on the assessment navigation bar.

Create

1. **Create** link – Click this link to view a menu with a set of tools to use for creating assessments. Here the user may:

Build an Assessment using the STI Item Library of Questions

ACTIVITY

As a 9th Grade math teacher at Training High School, create an assessment entitled *<your last name> 9th Grade Geometry Test 1*.

- Click the *Assessment* tab.
- Click **Create**.
- Click **Build**.
- Select **Subject**.
- Highlight *Enter Assessment Name* and type the title of your assessment: *<your last name> 9th Grade Geometry Test 1*. Then click **Create**.
- In the *Item Type* box, use the pull-down list to choose **Multiple Choice**.
- In the *Select Source* box, use the pull-down list to choose STI.
- For *Document Type*, select your state’s math document.
- Select the year and subject.
- Select **Grade 9** (or **9-12**, if applicable).
- For the course, select **Geometry**.
- For *Blooms*, choose **(Not Specified)**. Later, you may narrow your search for items by selecting a specific level of Blooms.
- For *Knowledge*, leave the field at **Selected** so you may view all standards.

Note: The **Search By Question ID** and **Search By Passage ID** buttons may be used to search for specific questions and passages.

- The *State ID* field shows the State ID to which a specific standard is aligned. *Count* shows the total number of questions currently available for that specific standard.
- Locate one of the standards under *Measurement* in the list (under the *Description* column) and click the **View Items** link in the far right column.
- Scroll down to view the questions for this standard. Each question will have a *Question ID Number*. If you would like to re-use a question on other tests, write the Question ID Number down so that you may type it in the *Search by Question ID* field when needed.

Note: The Blooms Level, Picture ID, Passage ID, and Instruction ID will display above each question.

- Choose four questions to use and check the *Select Item* box below each one.
- Scroll back up to the top of the window and verify that *4 Question(s) Selected* is displayed onscreen.
- Click **Show All Standards** and select another standard that shows a count of at least six questions.

Note: Use the navigation buttons (<<First, <Previous, >Next, >>Last) to move from page to page to view all questions for the selected standard.

- Choose six questions to include in your assessment by checking the *Select Question* box below each one.
- Scroll up to verify that *10 Question(s) Selected* is displayed onscreen.

Note: At any time during the creation of your assessment, you may select from other standards. You may also select from other courses, grade levels, courses of study, etc. You may do this by clicking the **Show All Standards** button and changing any criteria you currently have selected. For example: You could have an assessment comprised of both Language and Math questions, based on 5th and 6th grade questions, and made up of both STI questions and your own questions

- Click the **Add Item(s) to Test** button.
- Click **View Assessment** to display the test items. At the top of the screen, check the box next to *Check this Option to View Assessment with Correct Answers* and then scroll down to view the test items. Answers are marked with green circles.
- Click the **Back to Assessment Management** button at the top right of the screen. The *Management* screen will appear. This area will be discussed later in this document.

Auto Generate an Assessment by Selecting a Specific Subject, Standard and Indicator, and then Assigning a Specific Number of Questions

This enables the user to select questions for an assessment without viewing items. STIAssessment chooses questions based on the number of questions requested by the user for each standard. This is a good way to generate a quiz on one or more isolated indicators or standards.

ACTIVITY

As a 9th Grade math teacher at Training High School, auto-generate an assessment entitled <your last name> 9th Grade Geometry Test 2.

- Click the *Assessment* tab.
- Click **Create**.
- Click **Auto Generate**.
- For *Document Type*, select your state's math document.
- Select the year and subject.
- Select **Grade 9** (or **9-12**, if applicable).
- For the course, select **Geometry**.
- For *Blooms*, choose **Not Specified**.
- For *Knowledge*, leave the field at **Selected** so you may view all standards.
- Type the number of questions needed for each applicable standard in the blank space to the right. Note that this number cannot exceed the value in the *Count* column.

- Scroll down to the bottom of the screen and select the subject.
- Highlight *Enter Assessment Name*. Type the title of the new assessment and click **Create**.
- Click **View Assessment** to display the test questions.
- Click the **Back to Assessment Management** button at the top of the screen to return to the *Manage* screen.

Offline Scoring

This feature enables teachers to take advantage of basic scanning, scoring and reporting functions of STIAssessment without having to input individual test items into the system.

Note: While offline scoring allows teachers to quickly and easily utilize printed test forms they may have in their possession, it does not allow for the detailed test- and item-analysis that exists for STI Item-Library items or for user-created items that have been completely entered into the system and “tagged.” If items are not actually entered into STIAssessment, they do not exist in STIAssessment - the items’ stems, answer choices and attributes (such as difficulty or Bloom’s critical-thinking level), will not appear for an offline test. User-created custom content in STIAssessment is limited to the content entered by the user.

For offline assessments, STIAssessment contains the following information ONLY:

- Test Name
- For each item, its position on the test (question 1, 2, 3, etc.)
- STIAssessment identification number
- Number of answer choices (2-5)
- Item’s correct answer
- Item alignment (if the user chooses to align the items)

ACTIVITY

- Click the **Assessment** link in the bar at the top of the screen.
- Select **Create**. This will open the assessment-creation page.
- On the menu at the left side of the screen, select **Offline Scoring**.
- In the text-entry boxes, enter the number of questions on the assessment (1-80) and enter the name of the assessment. The assessment name is limited to 50 characters and cannot contain spaces, periods (.) or slashes (/ \). Select the subject.
- Click **Continue**.
- For each item, choose the range of answer choices. For example, a four-choice multiple-choice item would have the answer choices *A-D*.
- Click the **Continue** button.
- On the next screen, select the letter that is to correspond with the correct answer for each item. Use the radio buttons to indicate the correct answer for each item.
- Optional: Check the box beneath the answer-selection table to align the items to state standards.
- Click the **Next** button to proceed.
- If the alignment button was checked, the next screen will provide tabs for two options:

- A table that contains links to align each item with the state’s standards. These links will bring up a new window with pull-down menus onscreen. Select a standards document and choose the other applicable options.
- Alignment favorites you have already selected.
- Note that the offline item is displayed at the bottom of the screen with the words *Offline Scoring Item* in lieu of question-stem text.
- Click the checkbox next to the desired standard, then click the **Align Question** button at the bottom of the list. The standard is displayed under the list.
- Click **Close** in the top left of the page. Click **Finish Alignment**.
- Click the **Create Assessment** button to finish creating the offline test.

Note: Refer to the Job Aid entitled *Offline Scoring* on the **Resources** page of the STIAssessment Web site for further information on the differences between offline and regular tests.

Manage

Click the **Manage** link to display a menu with a set of tools provided to allow the user to work with assessments that have already been created. Options include:

- The **My Assessments** button is used to access assessments created by the user who is currently logged in to the program.
 - The **Shared Assessments** button will access assessments created by other teachers or administrators that have been shared with the user who is currently logged in.
 - The **Offline Tests** checkbox is used to access assessments created in Offline Scoring.
 - The **District Assessment** checkbox is used to access only those assessments created as district assessments.
1. The **My Assessments** features may be selected by clicking the drop-down arrow next to *Select your option*.

View/Print

View an entire assessment with all properties (Question ID, Bloom’s alignments and correct answer). The user may also print a copy of the test.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **View/Print** from the drop-down list.
- Click the blue **View/Print** link next to the selected assessment. Four options are provided at the top of the next page:
 - **View Assessment with Correct Answers checkbox**
 - **Add This Assessment To Custom List On Login Screen**
 - **Display Question Details**
- Click the **Back to Assessment Management** button at the top right of the screen to return to the *Manage* screen.

Set Levels

This feature is used to apply proficiency levels of assessments for reporting purposes.

Note: The district must create proficiency levels before this option is available to teachers.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **Set Levels** from the drop-down list.
- Click the **Set Levels** link next to the selected assessment.
- Click the radio button next to the selected standard.
- In the box provided, type the number of questions that must be answered correctly to meet each proficiency level.
- Click the **Update** button when finished entering the numbers.
- Repeat by selecting each standard and going through the same process.

Assign

This feature is used to assign assessments to one or more students, the entire class, or a group within the class.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **Assign** from the drop-down list.
- Click the **Assign** link next to the selected assessment.
- Click the radio button next to *Classes*.
- Click the **Save for Later** option. This allows the student to save the test and finish taking at a later time in the testing range.
- Click the **Set Time For Test** option for 10 minutes. This option allows the teacher to assign a time limit for test completion. A timer counts down when the student is taking the test.
- Highlight the class(es) in the left list-box by clicking on each applicable one. The *Shift* and *Ctrl* key functions may be used to select multiple students.
- Click the **Add** button to move the highlighted students or classes to the right list-box.
- Select a testing window (date range).

Note: Extending this range allows students to take this assessment at home in case of extended leave or illness.

- Click the **Assign to Classes** button.
- A confirmation with additional options will be provided.
- These steps may be followed to assign individual students.

Un-Assign

This option is used to remove an assessment from students so that it is no longer assigned or visible to students in STIAssessment.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **Un-Assign** from the drop-down list.
- Click the blue **Un-Assign** link next to the selected assessment.
- Click the blue **Class** link.
- Click the box next to the class to place a check mark in it.
- Click the **Un-Assign** button.
- These steps may be followed to **Un-Assign** individual students.

Copy or Copy & Reorder Test

This option is used to make a copy of an assessment or to make a copy of the test and reorder the copy. This is also very important for the **Sharing Test** feature.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **Copy or Copy & Reorder Test** from the drop-down list.
- Click the blue **Copy or Copy & Reorder Test** link next to the selected assessment.
- Click the checkbox to reorder the questions in the copy.
- Highlight *Enter Assessment Name* and type a new name for the copy.
- Click the **Copy** button.
- A confirmation will appear noting that the test has been copied with a new ID number.

Note: Remember to name the tests in a systematic manner. It may be helpful to create a test folder, either by subject, chapter or month. Create an electronic filing system that works for you. For additional details, see the section “Items” on page 4.

Add Questions

This feature is used to add questions to an existing assessment using questions created by the user, school, district or the program. This procedure is the same as that deployed when using the **Build** or **Create Assessment** links.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **Add Question** from the drop-down list.
- Click the blue **Add Question** link next to the selected assessment.

- Select the *Item Type* of **Multiple Choice**.
- Select source of questions:
 - The user's name will display his/her folders with questions.
 - The user's school or district will display a list of standards with the blue **View Questions** link.
 - STI will display the *Document Type, Year, Subject, Grade* and *Standard* as seen in the *Create and Build* instructions in the section "Create" on page 10.
- Select **STI** and choose the following:
 - Document Type: Select your state's Math document.
 - Year
 - Subject: Choose **Geometry**, if applicable.
 - Grade: Select **9**.
 - Standard: **Geometry**
 - Blooms: **Not Specified**.
 - Knowledge: Leave at **Select**.
- Click the **View Items** link to display the questions for a standard.
- Check the box next to *Select All* or select question by clicking the box. This adds the question to the question counter for the assessment located above the list. Remember that a new source may be selected at any time to choose questions for the assessment.
- When all questions have been selected, click the **Add Question(s) to Assessment** button. A confirmation with additional options will display.

Remove Questions

This feature may be used to delete questions from an existing assessment.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **Remove Question** from the drop-down list.
- Click the blue **Remove Question** link next to the selected assessment.
- Check the *Remove* box.
- Scroll to the bottom and click the **Remove** button.

Share

This feature is used to share an assessment with other users in the district. The same procedure may later be used to unshare your assessments.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **Share** from the drop-down list.
- Click the blue **Share** link next to the selected assessment.

- Select a school.
- Check the box next to each user by clicking in the box.
- Click the **Share** button. To unshare perform the same procedure.

Rename

This feature is used to give an existing assessment a new name.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **Rename** from the drop-down list.
- Click the blue **Rename** link next to the selected assessment.
- Highlight *Enter Assessment Name* and type a new name for the assessment.
- Click **Rename**.

Note: When the user receives a shared test, the test must be renamed before the user can add, delete or change the test in any other way. Renaming also allows for consistency within the electronic test/assessment filing system. This may also be accomplished in the *Copy or Copy and Reorder* menu in *Shared Assessments*.

Delete

This feature is used to remove assessments from the program.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **Delete** from the drop-down list.
- Click the blue **Delete** link next to the assessment created earlier.
- Check the box next to each assessment by clicking in the box.
- Click the **Delete** button.
- As a further confirmation, the user must type the word *YES* into a text box.
- Once *YES* has been entered, click the **Delete Confirm** button.

Merge

This feature is used to merge two or more assessments into a single new assessment. The original assessments are not removed during this process.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **Merge** from the drop-down list.
- Click the blue **Merge** link next to an assessment created earlier.
- Check the box next to each assessment that is to be merged.

- Enter the new assessment name in the text box.
- Click the **Merge** button.

Constructed Response Setting

This feature is discussed in the Job Aid entitled *Constructed Response Assessments*.

Score Constructed Response

This feature is discussed in the Job Aid entitled *Constructed Response Assessments*.

2. The **Shared Assessments** menu provides the user with access to assessments created by other teachers or administrators. To edit a shared assessment, select **Copy or Copy & Reorder** from this menu. After the assessment has been copied, the user may add or remove questions from this assessment under *My Assessments*.

The options available in Shared Assessments are:

- **View/Print**
 - **Copy or Copy & Reorder Test**
3. The **Offline Tests** menu provides access to assessments created in the *Offline Scoring* menu under the *Assessment* tab and the **Create, Offline Scoring** buttons. Some features found in regular assessments have been disabled for offline assessments, such as:
 - **Moving, deleting, and adding items.**
 - **Editing text for the question stem and answer choices.**
 - **Attaching instructions, passages, or pictures.**

The options available here are:

- **View/Print**
- **Set Levels**
- **Share**
- **Rename**
- **Delete**
- **Constructed Response Settings**
- **Score Constructed Response**

The *District Assessments* checkbox is used to access only those assessments created as district assessments. Checking this box limits the options available under *My Assessments*, *Shared Assessments* and *Offline Tests*.

Reports Center

The TestSCOPE® Report Center in STIAssessment provides the user with a variety of reports that may be run to track student and class performance.

Note: Many of these reports can be exported to Microsoft Excel to be saved and/or customized for presentations. Many of the reports also offer a variety of graphics representations along with the tabular data. The Report Center will be your most important tool in STIAssessment for tracking and improving student performance.

Multiple Choice Reports

Multiple choice reports are organized into three groups: *Students*, *Groups* and *Assessments*.

Analysis Reports – Students

1. **Student Performance Report:** This report provides information about the structure of the test, the test score, the performance level based on student test score, and aligned standards. The document *v3.0 New Reports*, which may be downloaded from the Resource Center, provides more information on this report and others that are new in version 3. The results for multiple-choice items are available as soon as the first student completes the test. Complete results are available as soon as constructed-response scores are submitted. This report is useful in identifying student weaknesses on an assessment.

ACTIVITY

- Click the *TestSCOPE Reports* tab on the right.
 - Click **Analysis** across from the flashing arrow on the left.
 - Click **Student Performance**.
 - Select the class, student, year and type of report. . Note that in your district’s actual site, you will not need to select the year for these reports.
 - Click the **Submit** button.
 - Click the **View Report** link for the assessment for which the report is to be run.
 - This allows the user to compare the test questions with the data on the report to determine which questions are giving the students trouble.
2. **Student Performance Growth Report:** This report allows the user to select two or more assessments to compare student performance on standards represented throughout the assessments. The report may also be used to identify student progress on standards. This report may be sorted by class or student. All measurements are given as percentages.

ACTIVITY

- Click the **Student Performance Growth** report. Select the class, student, year, and type of report.
- Make sure **Student Performance Growth** is selected in the *Select Report* pull-down list.
- Click the **Submit** button.
- Check the box next to each test to include in the report. To select all check boxes at once, click the box on the top row of the table.
- Click the **View Report** button.
- To view the standard, click on the standard number on the report.

- To view the test question for the standard, click on the percentage number. The test question may only be viewed when a single test has been chosen for the report.
 - Click the **Export to Excel** button to save the report as an Excel spreadsheet file. In Excel, the user can reformat the report, generate charts and print the report.
 - Several options are available for viewing the data in chart form. Scroll down the report to view the chart.
3. **Student Pre/Post Performance Growth Report:** This report allows the user to select two assessments to use to compare progress on standards, in order to identify student progress. The report may be sorted by class and student. The report measures results by percentage and the percentage difference in the two tests.

ACTIVITY

- On the *TestSCOPE Reports* page, click the **Student Pre/Post Performance Growth** report.
 - Select the class, student, year and type of report.
 - Make sure **Student Pre/Post Performance Growth** is selected in the *Select Report* pull-down list.
 - Click the **Submit** button.
 - Check the box next to each test to compare.
 - Click the **View Report** button.
 - The report shows the difference from the pre-test to the post-test as a percentage, either positive or negative. The user may “flip” the results to compare the tests in reverse. To view the standard in question, click on the standard number.
 - Click the **Export to Excel** button to save the report as an Excel spreadsheet file. In Excel, the user can view, print and chart the results of the report.
 - Several options are available for viewing the data in chart form. Scroll down the report to view the chart.
4. **Student Longitudinal Report:** This report provides test scores for all the assessments the student has taken in the current year and also provides information for all previous years for which there is available data.

ACTIVITY

- On the *TestSCOPE Reports* page, click the **Student Longitudinal Report** link.
 - Select class, student, year and type of report.
 - Make sure **Student Longitudinal** is selected in the *Select Report* pull-down list.
 - Click the **Submit** button
 - The report shows the tests, dates, class, scores and performance levels.
5. **Standards-Based Report Card:** This report lists all standards for which the student has been tested across all assessments..

ACTIVITY

- On the *TestSCOPE Reports* page, click the **Standards-Based Report Card** link.
- Select the teacher, class, student, year and type of report.
- Make sure **Standards-Based Report Card** is selected in the *Select Report* pull-down list.
- Click the **Submit** button.

- The report shows the standard IDs, standards, total number of items, number of items answered correctly with percentage of correct answers, as well as performance levels.
- Click a blue standards link to produce a popup with the text of the selected standard.

Information on new reports is available in **Resources** in the document *v3 New Reports*.

Analysis Reports – Groups

1. **Class Performance Report:** This is a multifunctional report that allows the user to analyze class performance by several methods, including: frequency distribution, item analysis, item analysis by standard, ranked/alphabetical student report, standards mastery, student responses, and student synopsis. Click the blue link **When can I see my reports?** at the bottom right on the *TestSCOPE Reports* screen to view when reports are available.

ACTIVITY

- On the *TestSCOPE Reports* page, under the *Analysis Reports – Group* column, click the blue **Class Performance** link.
- Select the class, year, and type of report.
- Make sure **Class Performance** is selected in the *Select Report* pull-down list.
- Click the **Submit** button.
- Click the **View Report** link next to the test for which the report is to be run.
- Select the type of report to run on the test and then click the **Submit** button. The user may choose one of the following ways to view the report:
 - **Frequency Distribution Report:** This report identifies the resultant curve for the selected test or the distribution of answers on the questions. The report may be used to identify where most students are located in the total number of questions correctly answered (score).
 - **Item Analysis Report:** This report is used to analyze a test by showing the number and percentage of students answering A, B, C, D or E on multiple choice questions. It also shows the number of students who did not answer the question (space). The correct answers are blue. To display a question, click on the question number.

A pie chart summary may be displayed for all questions or for each individual question. Select the chart explosion amount from the drop-down list to separate the sections of the pie chart.

Export the report to Excel by clicking the **Export to Excel** link. Scroll down the report to display the bar chart for the report with several options for displaying the report graphically.

There are several options for viewing the data in chart form. Scroll down the report to view the chart.

- **Item Analysis by Standard Report:** This report is used to analyze a test by standard showing the number and percentage of students answering A, B, C, D or E on multiple choice questions. It also shows the number of students who did not answer the question (space.) The correct answers are blue.

To display a question, click the question number. Each standard is followed by the items for the standard and bar charts showing the answer distribution.

- **Ranked/Alphabetical Student Report:** This report will provide a ranked list of students according to their scores on a test. The list may be sorted alphabetically or by rank in ascending or descending order. Click the student's name to view the assessment and then click the **View Report** link next to the assessment to view the results by standards/ indicators.

- **Standards Mastery Report:** This report will only be available if Set Levels have been set up by the district. The report shows the percentage of students who have mastered the standard, according to the *Set Levels* setup. Click on the blue **Test** link to display the test while checking mastery.
- **Student Responses Report:** This report shows all the student responses on a test. It indicates the student's incorrect answers by an *x*. Students are listed by name and student ID. Click the **Export to Excel** button to view, print or generate charts for the report in Excel.
- **Student Synopsis Report:** This report will only be available if Set Levels have been set up by the district.
- **Standards by Class Report:** This report indicates how students performed on each individual standard by the percentage correct.

ACTIVITY

- Select the class, year and type of report.
 - Click the **Submit** button.
 - Click the **View All** button to list all assessments. Otherwise, the first page of 10 assessments will be listed.
 - To view the following pages, click the **Next** link.
 - Click **View Report** for the selected assessment.
 - Each student will be listed along with his/her total scores for that assessment.
 - Scroll down the page to display more students, along with the bar chart and bar chart display options.
2. **Overview Report:** This report allows teachers to view student results by grade and class.

ACTIVITY

- Select grade, class, year and **Overview** report. Click the **Submit** button.
 - Click the **View Report** button next to the selected assessment.
 - For each student in a class or in a grade, this report provides scores for multiple-choice and constructed-response items, gives performance level corresponding to test score, compares student performance to district goal, and supplies basic information about the test.
3. **Class Performance by Teacher Report:** This report compares class performance on an assessment by standard compared to the overall school average.

ACTIVITY

- Click the **Class Performance by Teacher** report.
- Click the **Submit** button.
- Choose the classes and select the year, then click the **Load Tests** button.
- If there are many tests, click the **View All** button to show all the tests or page through the tests. Additionally, sorting options may be set up for the test list.
- Click the **View Report** link for the selected test.
- The selected tests will show the class average on standards listed next to the school average on the same standards. Scroll down the page to display the bar chart and bar chart display options.
- Click the **Export to Excel** button to view and save the report in Excel.

4. **Class Performance Growth Report:** This report is used to select two or more assessments to compare the class performance on the standard represented throughout the assessments.

ACTIVITY

- Select class, year and type of report. Click the **Submit** button.
 - Check the boxes of the assessments to compare.
 - Click the **View Report** button.
 - The report will indicate the standard/indicator of the assessments addressed and the percentages in each area.
 - Click the standard number to display the standard in a separate window.
 - Click the **Export to Excel** button to view and save the report to Excel. Scroll down to view the bar chart for the report, along with the bar chart options.
5. **Class Pre/Post Performance Growth Report:** This report allows the user to select two assessments to compare progress on standards.

ACTIVITY

- Select class, year and type of report. Click the **Submit** button.
 - Check the boxes of the assessments to compare. No more than two assessments may be compared a time.
 - Click the **View Report** button.
 - The report shows the percentage growth from the pre- to post-test performance. To show a standard, click on the standard number. Scroll down the page to view the bar chart and bar chart options for the report.
6. **Class Performance By Sub-population Report:** This report shows proficiency levels of students in each subgroup by standard. The report also indicates the number of students in each proficiency level. This is a very useful report for monitoring and predicting the AYP.

The list of available subgroups is limited by the import. This report is valuable for obtaining information on NCLB.

ACTIVITY

- Select class, year and type of report. Click the **Submit** button.
- Click the **View Report** button next to the selected assessment.
- Click **Available Demographics** and then click the arrow pointing to the right to add one or more items to the *Selected Demographic* box.

Analysis Reports – Assessments

The **Assessment Analysis Report** indicates the total of all correct responses compared to the total responses by showing the percentage correct for each standard.

ACTIVITY:

- Select class, student and year. Click the **Submit** button.
- Choose the assessment. It may be necessary for the user to page through to locate a specific assessment.
- Click the **View All** button if necessary. The sort order may be changed if desired.
- Click the **View Report** button.
- Scroll down the page to view the bar chart and bar chart options for the report.

Educators Resources

Click **Resources** under *STI Education Data Management Solutions* at the top of any page. **All Categories** has a drop-down arrow to allow you to limit the category of the download you wish to select:

- **Documentation**
- **Job Aid**
- **Scanning**
- **Alert**
- **Other**

Click **Download** beside a document or file to begin downloading any of the following items:

- **Documentation**
 - Constructed Response Assessments
 - STIAssessment Requirements – Hardware
 - STIAssessment Compatibility
 - STIAssessment Release Notes
 - New Reports in STIAssessment
 - STIAssessment Visual Guide
 - STIAssessment Quick Reference Guide – What Every User Should Know
- **Job Aids**
 - Job Aid Assign By Grade
 - Job Aid Item Alignment
 - Job Aid Sharing
 - Expanded Job Aid Math Equations
 - Job Aid Offline Scoring
 - Job Aid Student Help Take Test
 - Job Aid Transferring Items
 - Job Aid Using HTML in STIAssessment
- **Scanning**
 - STIAssessment Pre-Slug Utility zip file
 - Scanning Install word document
 - STIAssessment Scanning Utility zip file
 - STIAssessment Pre-Slugging word document
 - STIAssessment Scanning word document
 - Watch the STIAssessment Scanning Video
- **Other**
 - STIAssessment Curriculum Guide: Teachers

Teacher Web Site Overview

Plans for Teacher Training

- Create quality assessments.
- Assign, copy, rename and share assessments.
- Download pictures for folder.
- View and edit current passages.
- Add new passages.
- View and edit current Instructions.
- Add new Instructions.
- Create custom items.
- Align new items to state standards.

Student Web Site Overview

- Participants take student assessments.
- Past assessment results can be viewed.

Tips and Techniques

Selecting List Items

To select more than one item in a list:

- Click the first item needed.
- Press and hold down the *Ctrl* (Control) key on your keyboard.
- Select (by clicking on) other items needed.
- Release the *Ctrl* key when all items have been selected.

To select all items in a list:

- Click the first item needed.
- Press and hold down the *Shift* key on your keyboard.
- Select (by clicking on) the last item needed. All items listed between the first and last should be selected.

Web Browser Buttons

STIAssessment users are advised to refrain from using browser buttons, such as the **Back** or **Forward** arrows. Using these buttons may inadvertently cause STIAssessment to close. If clicking the **View** button opens the window for another program, such as Microsoft Excel, the user will need to click **Back** to return to STIAssessment. **DO NOT USE THE BACK KEY ON THE MENU BAR WHILE CREATING OR BUILDING AN ASSESSMENT. DATA LOSS WILL OCCUR.**

Working with Rows in Microsoft Excel

In order to print a *Login and Password Roster* with rows large enough to be cut into strips to hand out to students or teachers, it may be necessary to change row heights in the Excel document. To do this:

- Click the **Select All** button.
- Click the line under the number 1 and drag it down approximately 4 inches.
- Click **View** at the top of the Excel document and select **Page Break View** to see how the page will look.
- This should produce half-page strips to cut and distribute. To print whole sheets, make the row taller.

Printing Assessments in PDF

The Printer icon on the *Review Assessment* screen takes you to the *Test-to-PDF* page, which allows you to fine-tune and print your test. There are recommended settings (the default settings), but you may also adjust the settings and generate as many .PDF files as you wish until you obtain one that you want to use. Remember to give the final .PDF file a descriptive name and save it to your computer.

ACTIVITY

- Click the *Assessment* tab.
- Click **Manage**.
- Click **View/Print** from the drop-down list.
- Click the blue **View/Print** link next to the assessment you want to print.
- Click the printer icon at the top right of the next page.
- Type your school's name and the current date in the *Cover Page Options: Test Detail* text box.
- Click the center radio button for page justification.
- Click **Generate PDF**.
- When the screen refreshes, click **View PDF** to download your .PDF file.
- View your assessment. Note the number of pages as well as the spacing.
- Close this .PDF document.
- On the *Test-to-PDF Options* screen, change the all of the numbers under Text Size to 12 pt. Change the *Border Width* and *Line Spacings* to 0 (zero).
- Click **Generate PDF**.
- When the screen refreshes, click **View PDF**. Note the number of pages as well as the spacing.
- You may save your .PDF document or close it to delete it.

Pictures

Using Picture Files from the Internet in Assessments

Pictures that are registered trademarks should not be used without the owner's permission. It is the user's responsibility to ensure the ownership status and usage rights of picture files located on the Internet. See the section "Giving Credit for Picture Files" below for additional information.

Saving Picture Files from the Internet

The following steps are suggested for copying pictures from the Internet to a local folder for use in an assessment.

- Create a folder entitled <your last name> *Pictures* in STIAssessment.
- Go to a favorite search Web site and type a suitable subject in the *Search* bar.
- Choose an image to download.
- **IMPORTANT:** Make sure the picture file is in *.gif* or *.jpg* format and is 75K or less in size.
- Place the mouse arrow on the picture and click the right mouse button.
- With the left mouse button, select **Save Picture As**.
- The *Save Picture* window will open to the default folder *My Pictures*. Give the picture a recognizable name and click **Save**.

Giving Credit for Picture Files

It is usually acceptable to copy images off the Internet for educational purposes, provided that the source of each image is credited. A simple way to do this is to keep a list of the names of the images and the URL's of the pages from which they came. Always record the source of any picture files copied from the Web, even if the file is simply being stored for future use. This will easily allow credit to be given when necessary. To do this:

- Open a new Word document.
- Type *Pictures and Sources* for the title of the document.
- Type in the name of the first picture.
- Go to the Web page at which the picture was located.
- Highlight the URL in the address bar at the top. Right-click on the highlighted URL and select **Copy**.
- Return to the list of pictures in the Word document and click next to the name of the picture in question. Go to the *Edit* menu at the top of the Word screen and select **Paste**.
- The picture now has both a filename and a source URL. If the name of the person who took the picture is given on the page of the Web site, the user should copy or type that information as well.
- Sample record for picture file:
 - mollusk.jpg - Copied from <http://classroomclipart.com/cgi-bin/kids/imageFolio.cgi?direct=Animals/Mollusks>
- Save the Word document. This document should be used to record the source of all images copied or downloaded from the internet for use with STIAssessment.

Pictures, Passages, Instructions and Stimulus (Passage/Picture)

Create three folders titled *Pictures*, *Passages* and *Instructions* to use for storing data.

- **Pictures** – Pictures may be added to the item's stem and/or answer choices. This activity will help you upload a picture to the STIAssessment Web site.

ACTIVITY

- Click the *Assessment* tab.
- Click **Items**.
- Click the down arrow on the drop-down menu and select **Pictures**.

- Choose the source from the drop-down menu that appears. Then select the picture folder created earlier and click the **Add New Picture** button.
- The pictures upload screen appears. Click the **Browse** button to find the picture stored on the local computer. Give the picture a title and assign some keywords that will help in searching for the picture later.
- Then click the **Upload** button. Remember to make sure the picture is in *.gif* or *.jpg* format and is 75k or less in file size.
- Check the folder where the picture has been stored.
- The picture is now ready for selection on assessments.
- Click the **Attach** button to attach the picture to your item.
- Click the **Return** button to exit picture uploading if you are not ready to use the picture.

Passages

Passages may be used to create essay questions.

ACTIVITY

- Click **Assessment**.
- Click **Items**.
- Click the down arrow on the drop-down menu and select **Passages**.
- Select the source from the drop-down menu and then choose the folder created earlier to store passages.
- Click the **Add New Passage** button.
- The *Add/Edit Passage* screen will appear with the title *Item Creation: Passages*.
- Select the status and grade.
- Give the passage a title and assign some keywords for searching.
- The new passage may be typed in or copied and pasted from a Word document or from Notepad in Windows into the *Passage Content* field. Make sure the **Word Wrap** option is not selected.
- Click the **Add** button.
- The passage is now ready for selection on assessments. The passage may be selected directly by its ID Number or searched for by ID Number or keywords.
- Click **Add New Passage** to create another passage, the **Edit** button to make changes to this passage, or **Return** to return to the Passage Index.

Instructions

You may add your own instructions or use the ones available in the *STI Item Library*.

ACTIVITY

- Click **Assessment**.
- Click **Items**.
- Click the down arrow on the drop-down menu and select **Instructions**.
- Select the source from the drop-down menu. Choose your name to create your own instructions, or click **STI** to select from the STI database.
- Then choose the **Instructions** folder.

- Click the **Add New Instruction** button to create instructions. The *Add/Edit Instructions* screen will appear with the title *Item Creation: Instructions*.
- Select the *Scope (Status)*.
- The folder you selected should display.
- Type the new instruction in the *Instructions* field.
- Then click the **Add** button when ready.
- Check the *Instructions* folder in which the instruction was stored. It is now ready for selection on assessments. The instruction may be selected directly by its ID Number or searched for by ID Number or keyword.

Stimulus (Passage/Picture) link

A stimulus can consist of a reading passage, a picture, or a combination of the two. A stimulus is often followed with several questions on a test.

ACTIVITY

- Create the new multiple choice question as detailed in the proceeding section.
- When the *Item Creation: Multiple Choice* screen appears, select the Enter Item Information (“Tags”) tab.
- Click the **Stimulus (Passage/Picture)** link.
- Select **Create New Passage** from the pull-down menu.
- Select *Status, Grade* and the folder to which to add the *Stimulus*.
- Type a title and some keywords in the fields.
- Click the blue **Add Picture** link to add a picture you uploaded in your picture folder previously.
- Type your story in the stimulus-creation form.
- After you click the **Attach** button, a confirming page will appear. Click **Yes**.
- Click **Save** and **Close**.

Bloom’s Taxonomy and Depth of Knowledge

To learn more about Bloom’s Taxonomy of Educational Objectives, variants of this (i.e., “Revised” or “New Bloom’s”), and knowledge-level schemata, please consult the document *Bloom’s and Knowledge Levels in STIAssessment* posted in the **Resources Center**. This document may help answer questions about these topics and help guide customers in the processes of selecting and “tagging” assessment items in STIAssessment.

Logging Into Your District’s Actual Website

To log into your district’s actual Web site:

- Type www.stiassessment.com in the address window and press *Enter* on your keyboard.
- Select your school district from the pull-down menu.
- Enter your STI login and password and click **Login**.
- For certain school districts, you will also need to select your school from a pull-down list and then click the **Login** button again.
- You must type your login and password correctly; otherwise the login will fail.

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