Using Certica to Create an Assessment in MasteryConnect

1. Log into your MasteryConnect account.
2. Select the “Assessment” tab.

3. Select “+ Add Assessment”.

4. Complete the appropriate fields for Subject, Core, Class, and Standard. Select “Multi-Standard” in the standards field if you want to create an assessment that will target more than one standard.

5. Complete the title field. Providing a description is optional.

6. Select “Certica Formative Assessment Item Bank” for Assessment Source and set the Privacy field to “Make This Material Private To My District”.

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**Create Assessment**

- **Subject**: Math
- **Core**: SC: College and Career Ready Standards
- **Class**: Algebra 1
- **Standard**: A1.ACE.1

**Title**: Creating Equations

**Description**: Five practice questions for a formative assessment on creating equations.
7. View and add questions to your assessment. In the box that appears, click on the green six-digit number to preview a question. Select the green plus sign in the upper right hand corner of a question box to add the item to your assessment.

8. Select the Mastery and Near Mastery levels, and then click “Create Assessment”.

9. Select “+ Add to Tracker” to place the assessment in one of your trackers.
10. Administer the assessment by hovering your mouse over the targeted standard (or one of the standards on a multi-standard assessment) and then selecting “Assess”.

**ELA Teachers**

The information boxes for ELA items have a passage number for questions paired with specific texts. You can use the passage number to make sure you have questions that use the same passage. This is particularly useful when constructing an assessment that targets multiple standards.