Quick Teacher Test Instructions

• Open Eduphoria and Enter Aware
• Click on the Assessments tab on the left
• Here you will Create A New Teacher Test, Click on Create a New Teacher Test (unless you have admin rights you will only have teacher test available, admin can create campus built on their own.)

• Now you will choose what type of Test you would like to create
   • Create a quick test key - use this option when a test booklet will not be created
   • Create a new blank test - use this option when a test booklet will be printed and answer documents generated
   • Copy an existing test - use this option to copy an existing test (Note: If a teacher is also a local assessment creator, the teacher could copy a teacher test that they had created and escalate the test to a campus assessment.)
   • Copy a state-released test - use this option to copy a state-released test key

• Click next.
• Enter test information by naming and assigning a main grade level (multiple can be added later)
• Click Next
• Select the main course associated with test. (multiple can be added later)
• Click Next
• You’re Done will appear, click Finish at bottom right
• Now you will edit the test you created by adding question types, standards, curriculum and which students and when they will take the test

General Tab

• Here you will fill out info regarding the test – Subject area, grade level, the Performance levels, Instructions to appear on test booklet and any notes for test admin

If student results have been collected for this assessment, adding, removing, or changing performance level thresholds will require you to RESCORE.
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Curriculum

• Here you will enter the course curriculum that will allow standards to be assigned to questions.
• Multiple courses can be added so that teachers can scaffold questions from future courses or past courses in curriculum.
• For example a 4th grade teacher can insert not only 4th grade TEKS standards to questions but also include 3rd for review and 5th for enrichment.

Questions

• You can add questions to the test, and will be prompted as to what type of question you would like to add:

Selected response - Multiple choice, Numerical Response – griddable, Constructed Response – Enter text, sentences in text box, Resource – Like a picture or text for a question or reference

• Once a question type is chosen you need to edit the question by choosing to enter the question in its entirety to print out or simply labeling the answer by clicking on the correct answer.

• Under the options tab you can choose preference setting of how you would like the question to read or look and also levels of difficulty like Blooms.
• The Standards tab will allow you to add standards to the question. You may add up to two standards per question: One primary and one secondary standard.
• Select a standard by either scrolling down the page or by searching in the text box at the top.
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- Click on the standard to highlight it and CLICK on SELECT STANDARD to add it to the question

- You may also search the Item Bank and Resources to help you construct a test, the curriculum set for the test will control what questions based on standards are available

Advanced Tab

- The advanced tab allows you to Re-Score documents if answers are edited, or the test is changed in any way that may affect scores
- You may also delete answer sheets of individual or multiple students – this must be done if students are retaking an online test
- You may also select clear all answer documents if all data needs to be removed

Make sure you click save to keep progress periodically

Once test is edited and ready to use make sure you click Active to allow access to answer documents or online testing

Teachers can also create teams in Aware and then Share with the Team to make a collaborative test for all to have access to edit and build the test as well as the data

If you share the test it is locked to any changes and must be used as is. To avoid this Share with team is highly encouraged

Team test instructions are available on the help button or see the Quickstart to Create Teams like this one

Once built the test will appear under the blue Test Available icon on the Aware page