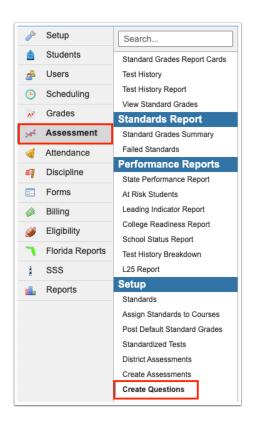
Create Questions

The Create Questions screen is used to create questions that can be included on assessments students will complete in Focus, printed assessments, or assessments with bubble sheets. Standards can be attached to questions, and questions can be tagged for cognitive complexity, difficulty, and depth of knowledge. Features, such as calculators, reading passages, and video players, can be added to questions. Questions can also be shared with other administrators and teachers, depending on profile permissions.

Overview of Creating a New Item

This section provides an overview of creating a new item, including adding a question and feature to the item. An item is a container for a question and any added features, such as a calculator or reading passage. There is a broad range of question types to choose from, from multiple choice to math formula.

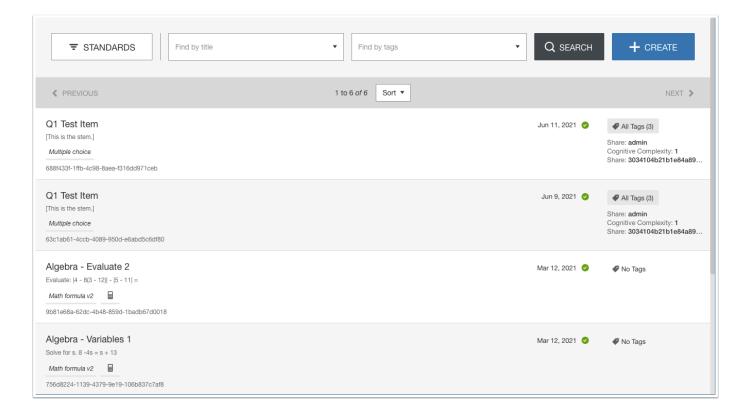
1. In the Assessment menu, click Create Questions.



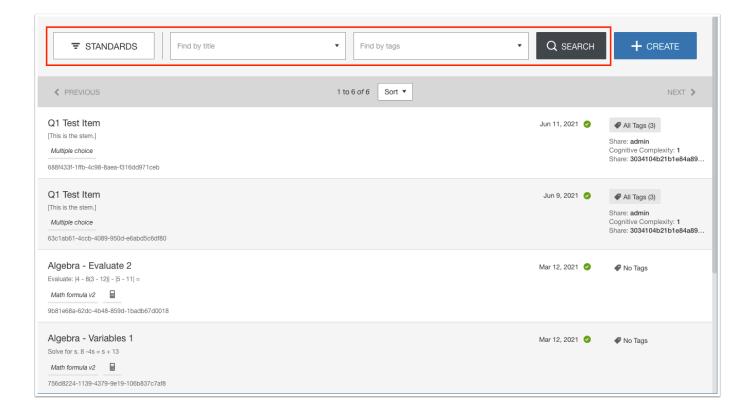
This screen will be blank if you have not yet created any items and no items have been shared with you by other administrators and teachers.



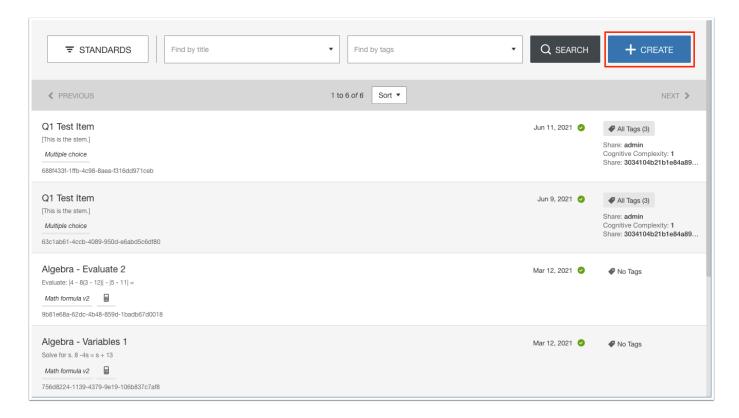
If you have previously created items or items have been shared with you, the items will be listed on this screen.



The search options along the top of the screen allow you to search for items by standard, title, reference number, content, question/feature type, status, and tags. See Searching for more information.



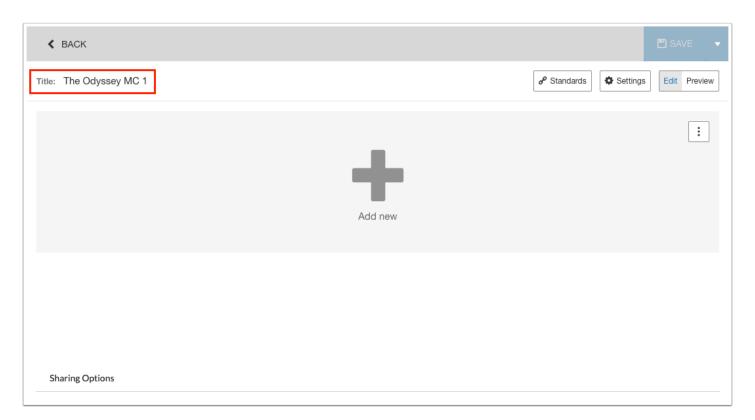
2. To create a new item, click **Create**.



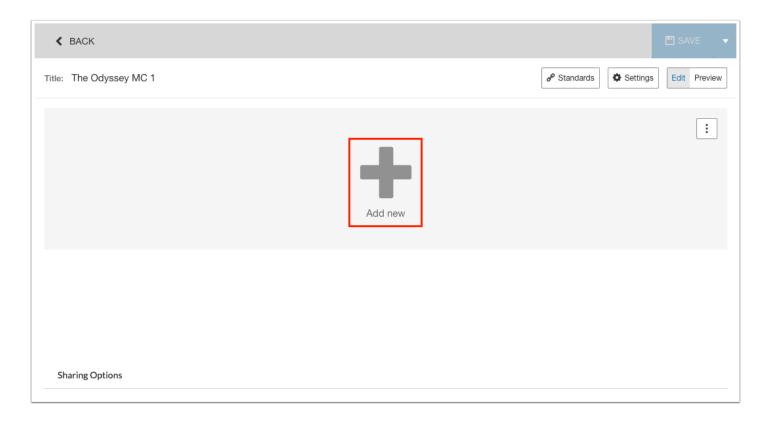
On this screen, the item will be set up. The item will be given a title, the question and any additional features will be added, the item can be attached to standards, item settings can be configured, the item can be previewed, and the item can be shared with other administrators and teachers.



3. To start, enter a **Title** for the item.

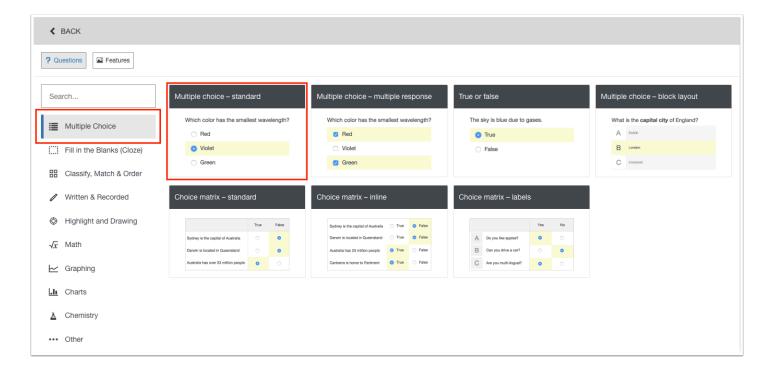


4. To add the question to the item, click **Add new**.

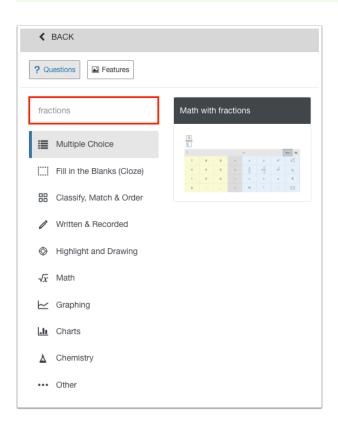


- **5.** Along the left side of the screen, select the question type, such as Multiple Choice, Fill in the Blanks (Cloze), Classify, Match & Order, etc.
- **6.** Next, click the sub-type.

For example, the Multiple Choice question type has the sub-types Multiple choice - standard, Multiple choice - multiple response, True or false, and Multiple choice - block layout, etc.

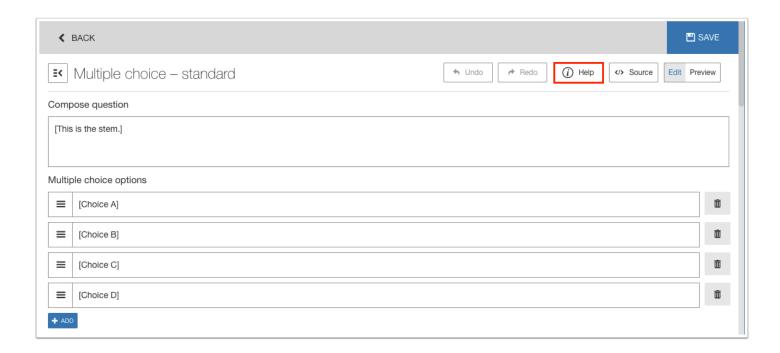


Use the search bar to quickly find a specific question sub-type. As you enter the search term, the matches are displayed.



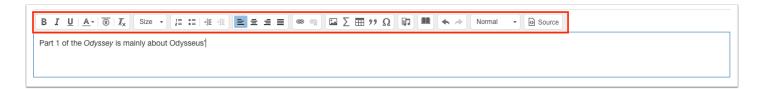
The setup options that are displayed on the next screen differ based on the specific question sub-type. For guidance on setting up the specific question type, click the (*i*) **Help** button at the top of the screen.

For this example, a multiple choice - standard question is being set up.

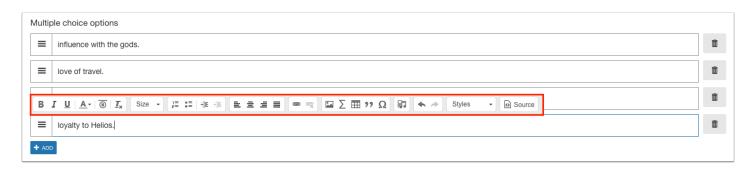


7. In the first text box, enter the question.

Clicking in the text box displays formatting options that can be used.



8. In the **Multiple choice options** section of the screen, replace the Choice A, Choice B, Choice C, and Choice D text with each answer option. These text boxes also provide formatting options once you click in them.



9. To add an additional answer option beyond the standard 4 options, click ADD.



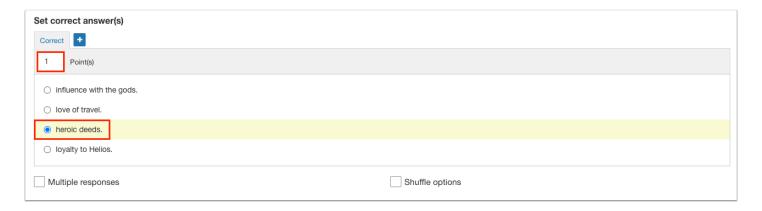
10. To delete an answer option, click the trash can icon next to the option.



11. To rearrange answer options, click and drag an option using the icon to the left.



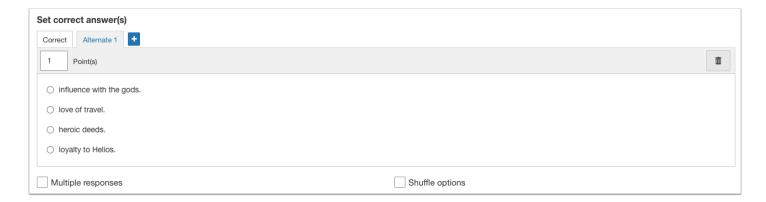
12. In the **Set correct answer(s) section** at the bottom of the screen, enter the **Point(s)** earned by the correct answer(s) and select the correct answer(s) to the question.



13. If there is an alternate answer that will earn points, click the plus tab.



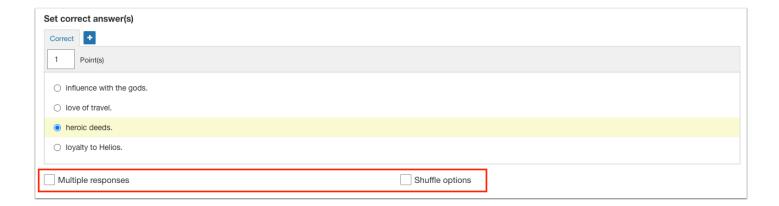
14. Enter the Point(s) earned by the alternate answer and select the correct alternate answer.



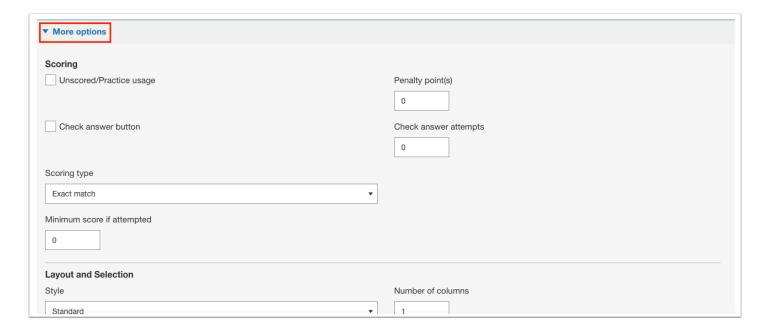
15. To delete the alternate answer, click the trash icon.



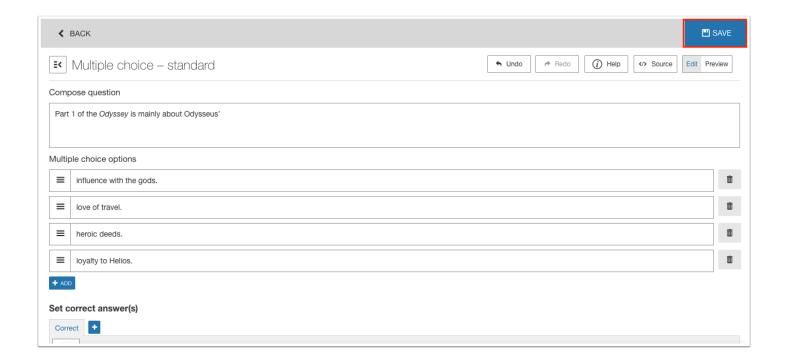
16. Select **Multiple Responses** to allow students to select more than one option. Select **Shuffle options** to display the options in a different order each time the question is rendered.



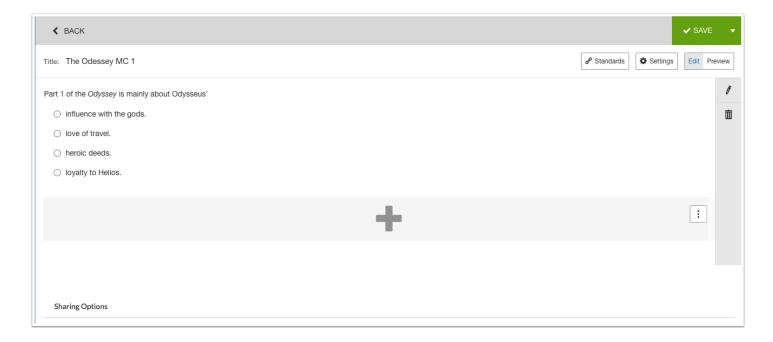
17. Click **More options** at the bottom of the screen to set additional options for scoring, layout and selection, and extras. These options may differ based on question type.



18. When finished setting up the question, click **Save** at the top of the screen.



After saving, the Save button turns green, and the item is displayed with the question that was added.

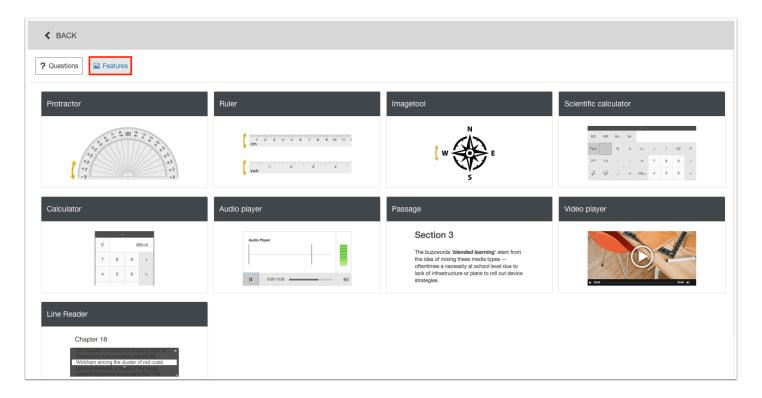


19. To add a feature, click the plus sign.

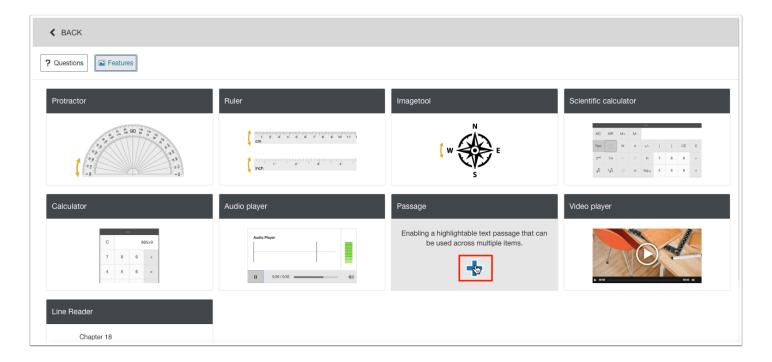


20. Click **Features** at the top of the screen.

The available features are displayed.



21. Click the feature to add to the item.



The setup options that are displayed differ based on the specific feature. For guidance on setting up the feature, click the (i) Help button at the top of the screen.

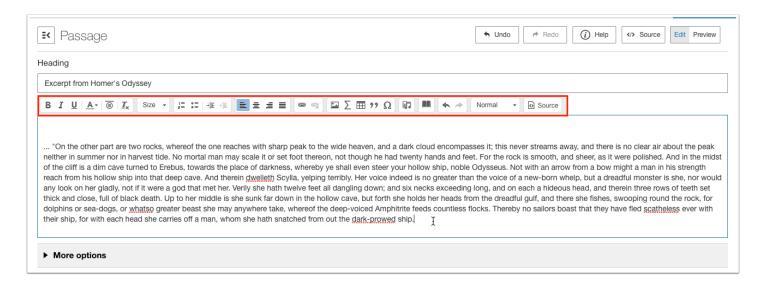
In this example, a passage will be set up.



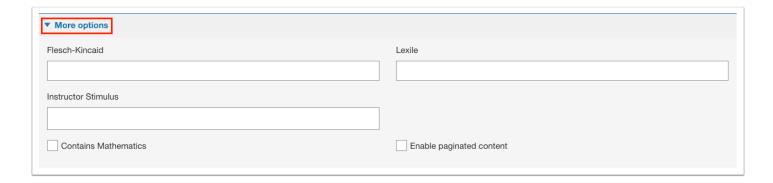
22. Enter a **Heading** for the passage.



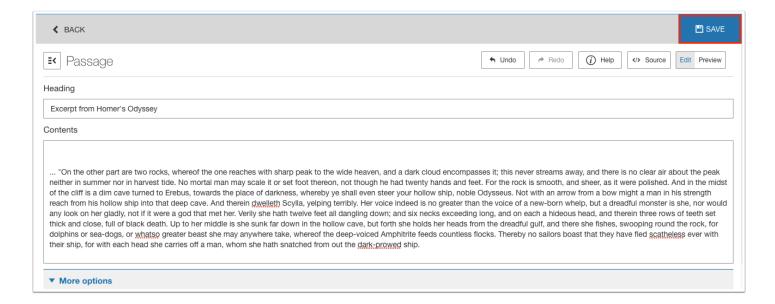
23. Enter the contents of the passage. Clicking the text box displays formatting options that are available.



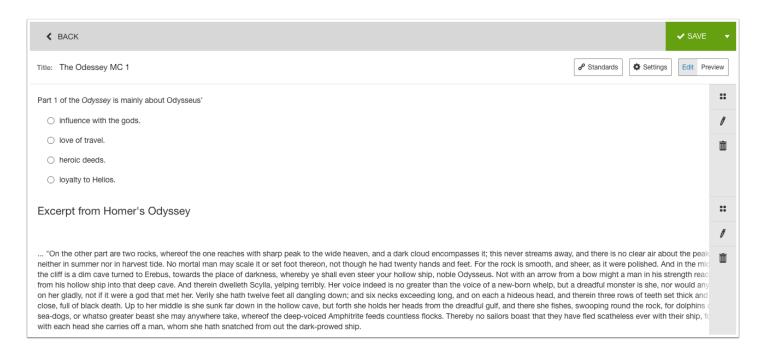
24. At the bottom of the screen, click **More options** to set additional options. These may differ based on the feature type.



25. Click Save at the top of the screen.



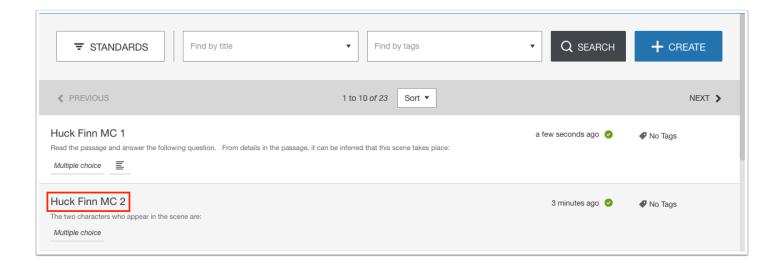
The Save button turns green after clicking Save. The item is displayed again, including the question and feature.



Adding an Existing Passage to an Item

An existing passage that was added to an item can be used again for a different item.

1. On the Create Questions screen, click the item title if the item is not already opened.



2. Click the three dot icon and click **Find existing passage**.

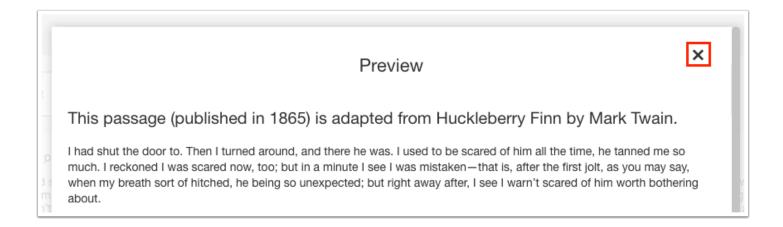


The passages from items you have created as well as from items shared with you are listed. If needed, use the search feature to search for passages by content.

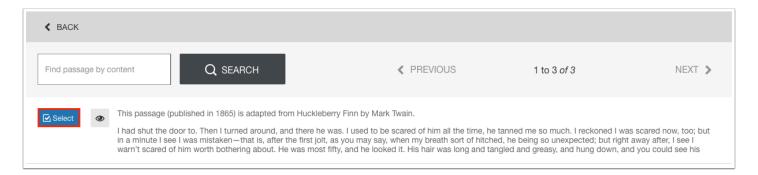
3. To preview the passage, click the **Preview** icon.



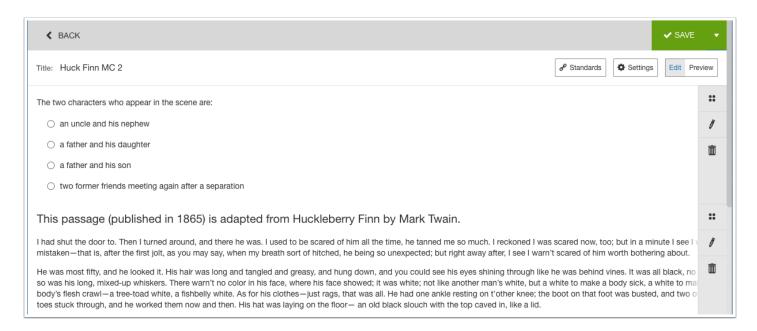
4. Click the **X** to close the preview window.



5. Click **Select** next to the passage to add it to the item.



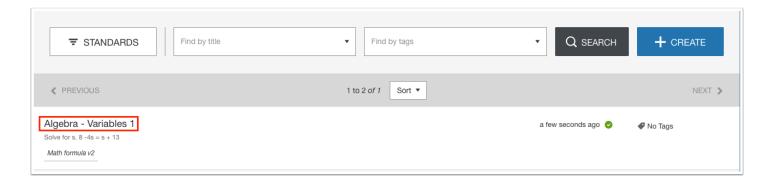
The passage is added to the item.



Attaching Standards to a Item

You can attach standards to an item. The standards for all courses at your school are available for selection.

1. On the Create Questions screen, click the item title if the item is not already opened.



2. Click the Standards button.

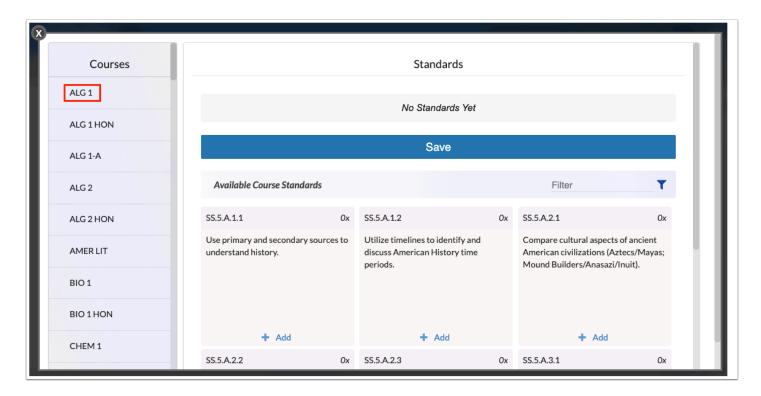


In the pop-up window, the standards for all courses at all schools are listed.

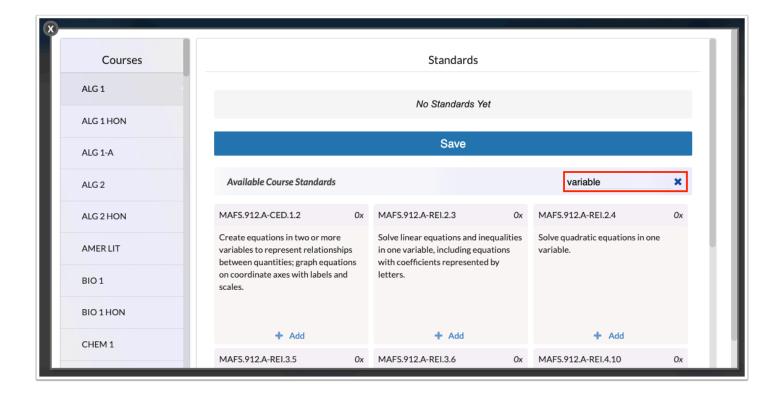
The number displayed next to the standard title indicates the number of items in the item bank that have been attached to this standard this school year.



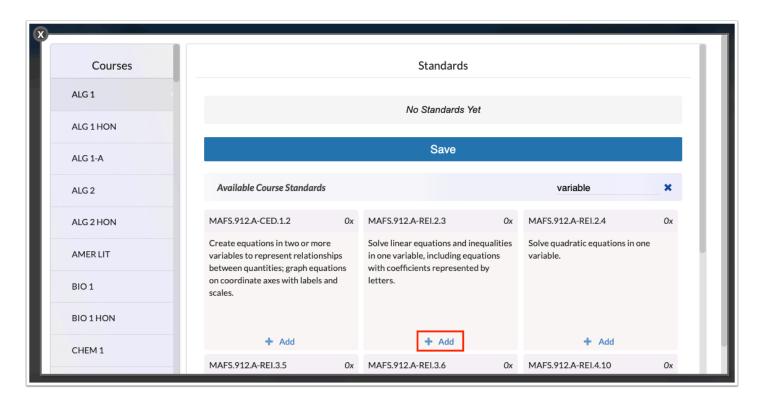
3. On the left side of the window, click the course.



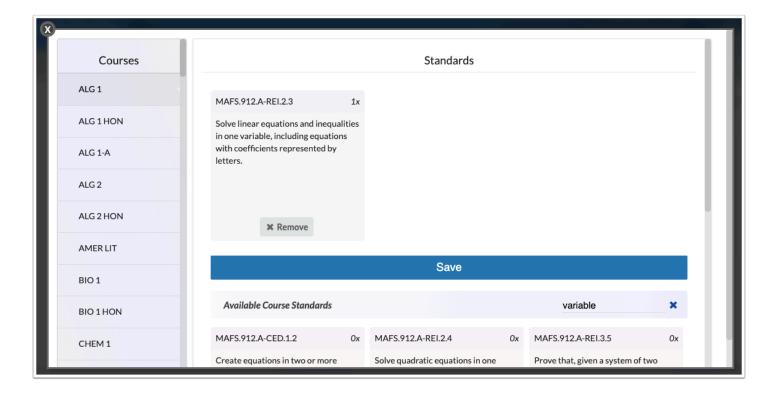
4. Begin entering the standard title or description in the **Filter** box to filter the list standards.



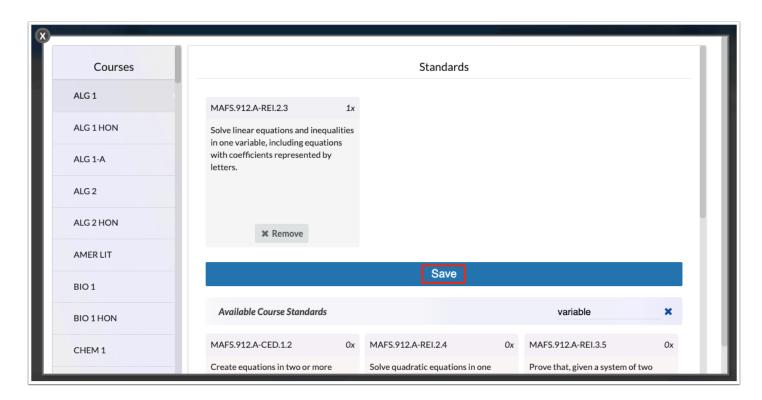
5. Click + Add beneath the standard to attach to the item.



The standard is displayed at the top of the window.

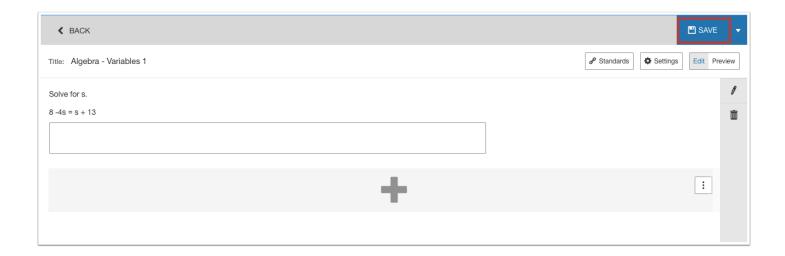


- 6. Continue adding standards as needed.
- 7. Click Save.



The standards are saved and the pop-up window is closed.

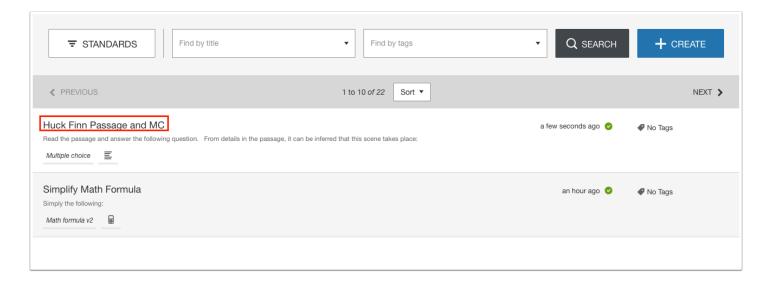
8. Click **Save** at the top-right corner of the screen to save the item.



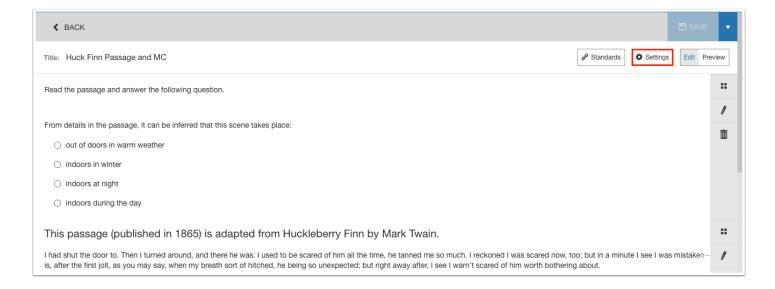
Changing the Layout

In the Settings, the Layout tab allows you to change the layout of the question and features.

1. On the Create Questions screen, click the item title if the item is not already opened.

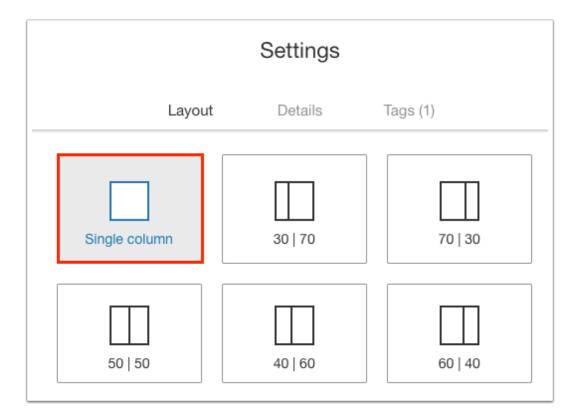


2. At the top of the question, click **Settings**.



The Layout tab is opened by default.

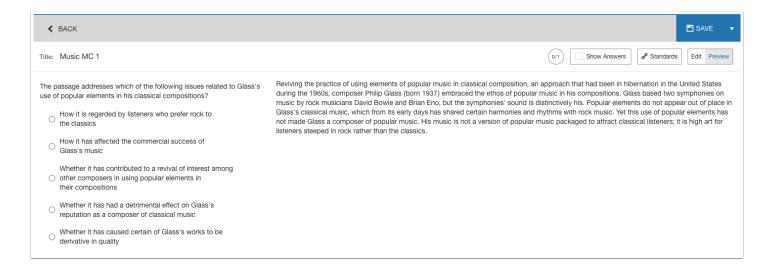
3. Click the desired layout.



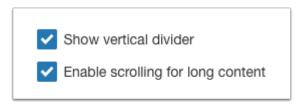
Example of a multiple choice question and passage in a single column layout:

∢ BACK	■ SAVE ▼
Title: Music MC 1	0/1 Show Answers of Standards Edit Preview
The passage addresses which of the following issues related to Glass's use of popular elements in his classical compositions?	
O How it is regarded by listeners who prefer rock to the classics	
O How it has affected the commercial success of Glass's music	
 Whether it has contributed to a revival of interest among other composers in using popular elements in their compositions 	
Whether it has had a detrimental effect on Glass's reputation as a composer of classical music	
Whether it has caused certain of Glass's works to be derivative in quality	
Reviving the practice of using elements of popular music in classical composition, an approach that had been in hibernation in the United States during the 1960s, composer Philip Glass (born 1937) embraced the ethos of popular music in his compositions. Glass based two symphonies on music by rock musicians David Bowle and Brian Eno, but the symphonies' sound is distinctively his. Popular elements do not appear out of place in Glass's classical music, which from its early days has shared certain harmonies and rhythms with rock music. Yet this use of popular elements has not made Glass a composer of popular music. His music is not a version of popular music packaged to attract classical listeners; it is high art for listeners steeped in rock rather than the classics.	

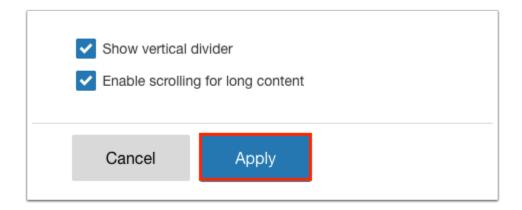
Example of a multiple choice question and passage in a 30/70 layout:



- **4.** Select **Show Vertical Divider** if you would like to display a vertical line between the columns in the layout.
- **5.** Select **Enable scrolling for long content** to include a scroll bar for each column of the layout. This allows scrolling one column independently of another, which helps if one column has long content.



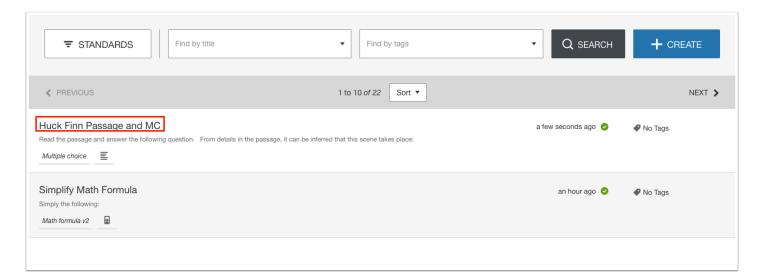
6. Scroll down and click Apply.



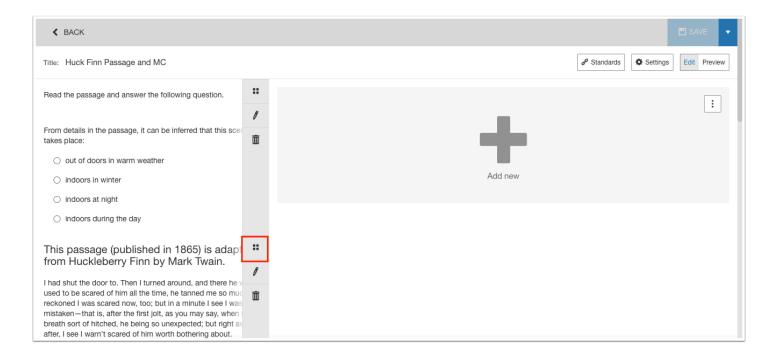
Moving Question and Features within a Layout

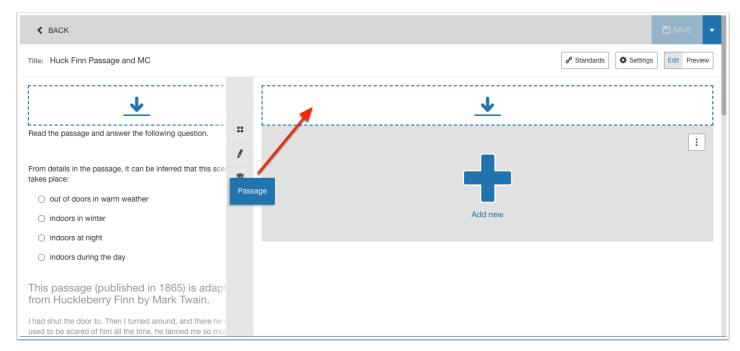
The question and the added features in an item can be rearranged in the layout.

1. On the Create Questions screen, click the item title if the item is not already opened.



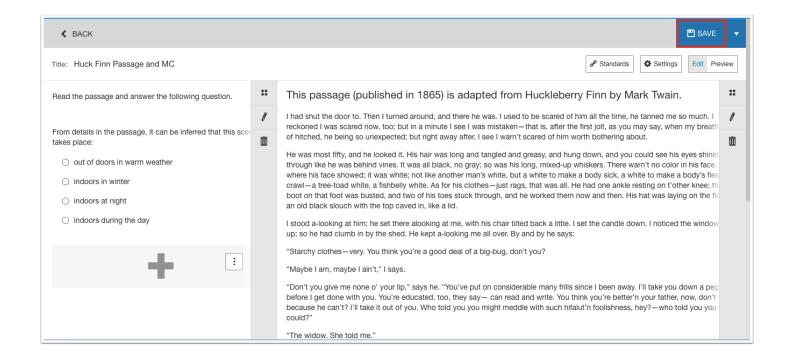
2. Click the **Move** icon next to the question or feature and click and drag it into the desired place in the layout.





The layout is updated.

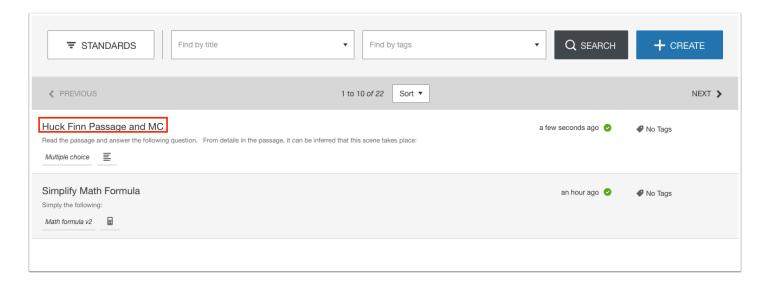
3. Click Save.



Setting Details Options

The Details tab in the Settings allows you to change the item title, set the question status (published, unpublished, archived), set the scoring type, and enter a description and difficulty level.

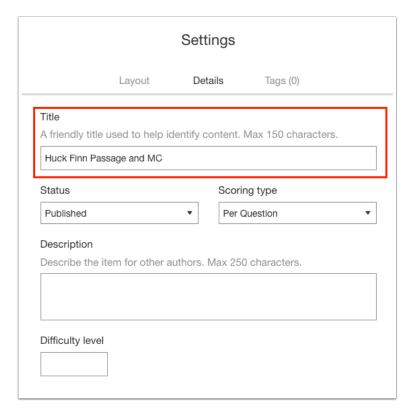
1. On the Create Questions screen, click the item title if the item is not already opened.



2. At the top of the question, click **Settings**.

∢ BACK	٠
Title: Huck Finn Passage and MC	eview
Read the passage and answer the following question.	**
From details in the passage, it can be inferred that this scene takes place:	1
out of doors in warm weather	
O indoors in winter	
○ indoors at night	
○ indoors during the day	
This passage (published in 1865) is adapted from Huckleberry Finn by Mark Twain.	::
I had shut the door to. Then I turned around, and there he was. I used to be scared of him all the time, he tanned me so much. I reckoned I was scared now, too; but in a minute I see I was mistakenis, after the first jolt, as you may say, when my breath sort of hitched, he being so unexpected; but right away after, I see I warn't scared of him worth bothering about.	Ø

3. Edit the item Title.



4. Select the **Status** for the item.

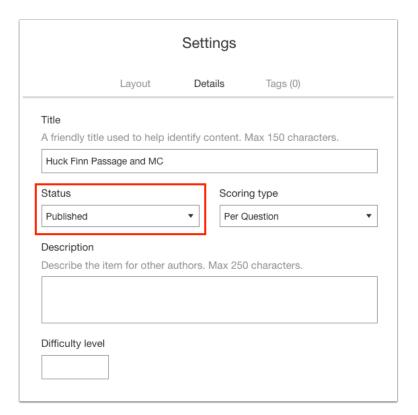
Published means the item can be used in an assessment.

Unpublished items cannot be used on assessments.

Archived means a soft delete. The item will still exist but will no longer be present in the item list or in any searches unless archived items have been searched for. There is no way to remove an item completely.



Archiving a shared item will archive the item for all users who have access to it.

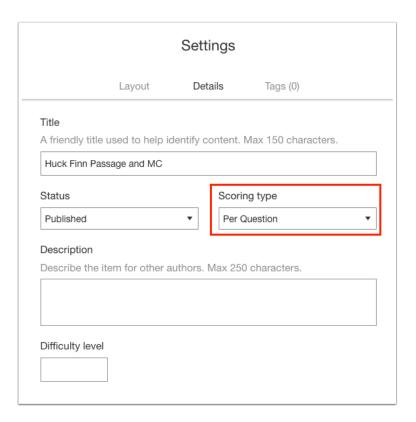


5. Select the **Scoring Type** for the item.

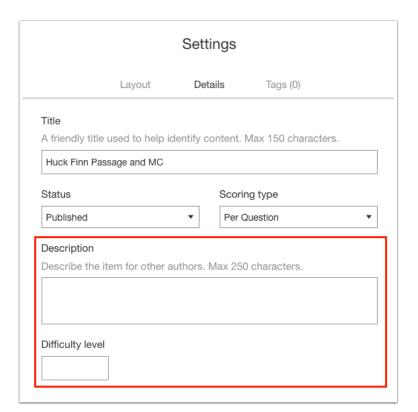
Per Question is the default scoring type. The score for the item is calculated by adding the score from each question in the item.

Dichotomously scored items have only two possible outcomes: fully correct or fully incorrect. If the user's score for every question on the item is fully correct, the score for the item is calculated by adding the max scores from each question. If any question on the item is not fully correct, the score is zero.

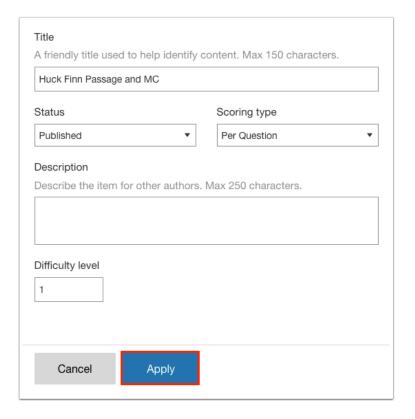
In Dependence (EBSR) scoring, the score taken from each question depends on the scores of previous questions on the Item. The rule is that if a question on the item is not fully correct, the user is not awarded a score for any subsequent questions on the item. Such scoring can be applied when there are two or more questions dependent on each other. For instance, the first question has to be answered correctly because the following one is based on how the student got to the right solution. This scoring type can be used to emulate an Evidence-Based Selected Response (EBSR) item type.



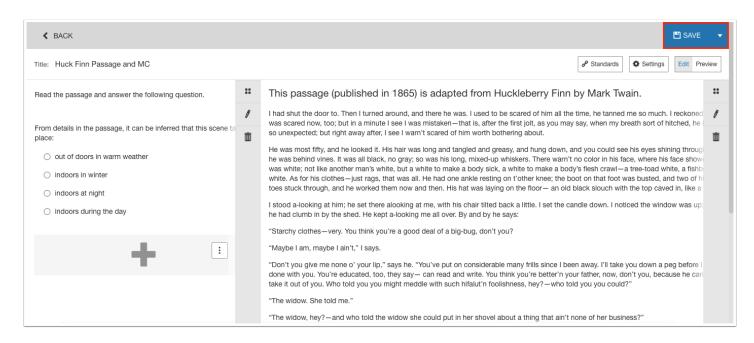
- **6.** (Optional) Enter a brief **Description** of the item.
- 7. (Optional) Set the numeric **Difficulty level**.



8. Scroll down and click **Apply** to save the settings.



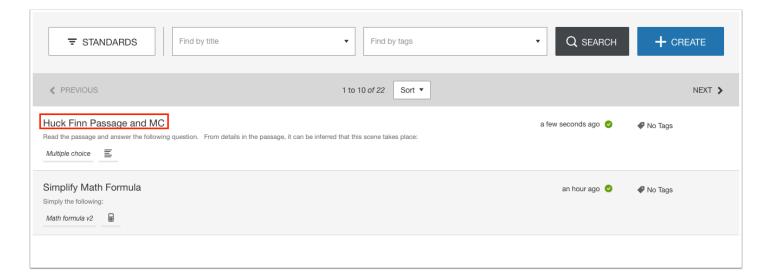
9. Click **Save** at the top of the screen.



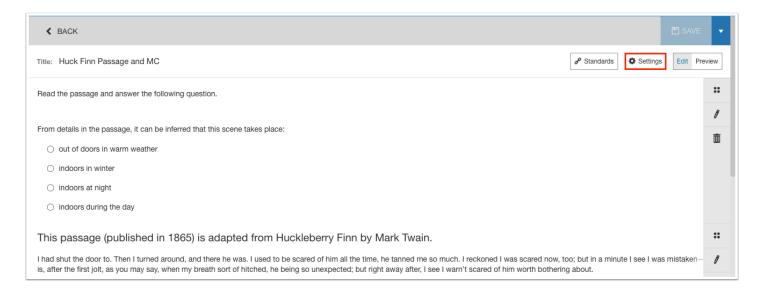
Tagging an Item

The Tags tab in the Settings allows you to tag the question for cognitive complexity, difficulty, and depth of knowledge. This helps when searching for questions to add to assessments.

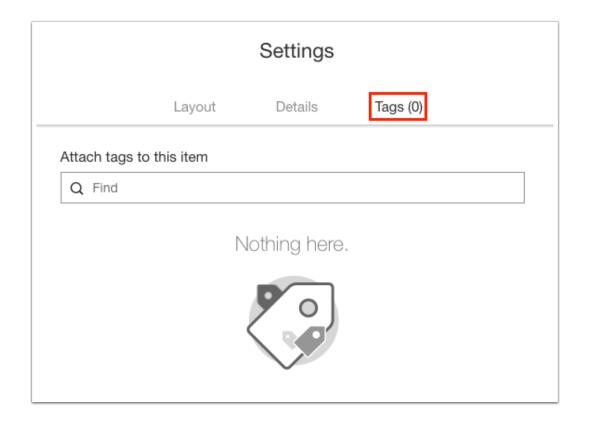
1. On the Create Questions screen, click the item title if the item is not already opened.



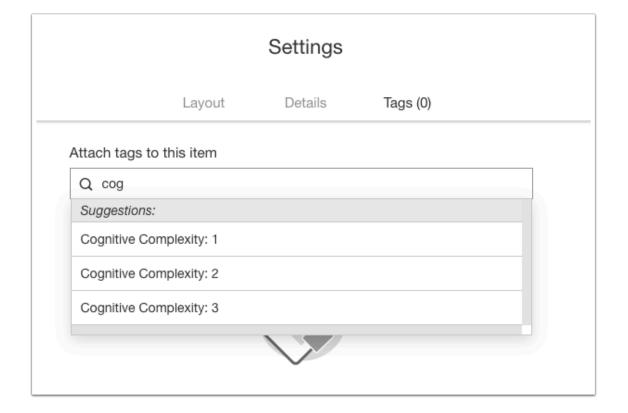
2. At the top of the question, click **Settings**.



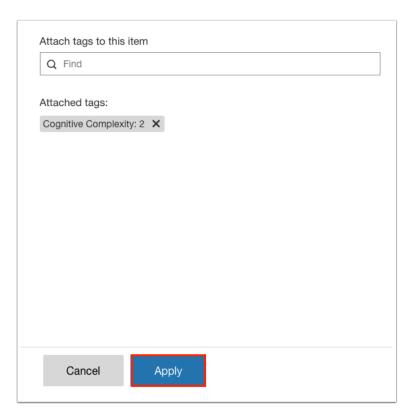
3. Click the **Tags** tab.



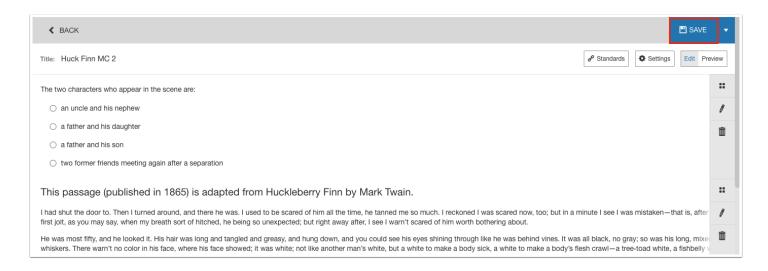
4. In the search bar, begin entering the tag title and click on the tag. Currently, available tag options are Cognitive Complexity, Difficulty, and Depth of Knowledge.



- **5.** Continue adding tags as needed.
- **6.** Scroll down and click **Apply** to save the tags.



7. Click **Save** at the top of the screen.



Previewing an Item

You can preview an item to view how it will appear to students taking the assessment. This includes the ability to select an answer, show the correct answer(s), and view/use the features added to the item.

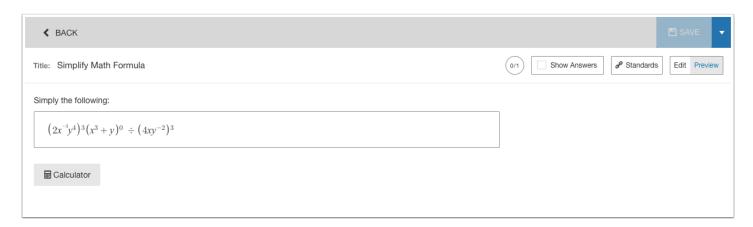
1. On the Create Questions screen, click the item title if the item is not already opened.



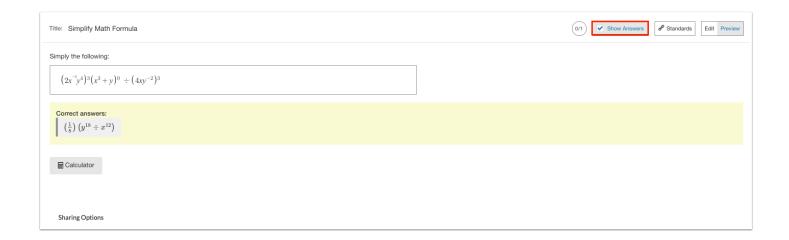
2. Click **Preview** at the top-right of the screen.



The item is displayed as it would appear to students taking the assessment.

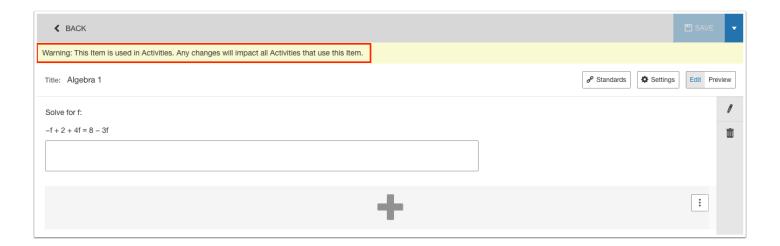


3. Select **Show Answers** at the top-right of the screen to display the correct answer.

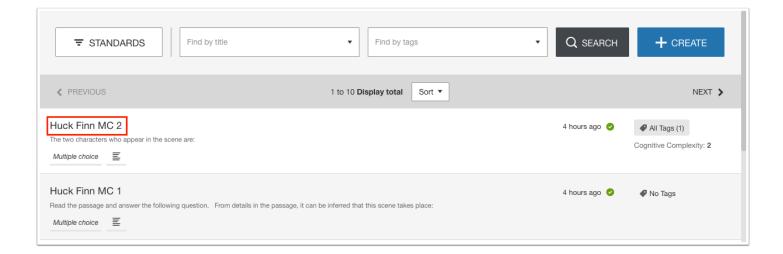


Editing an Item

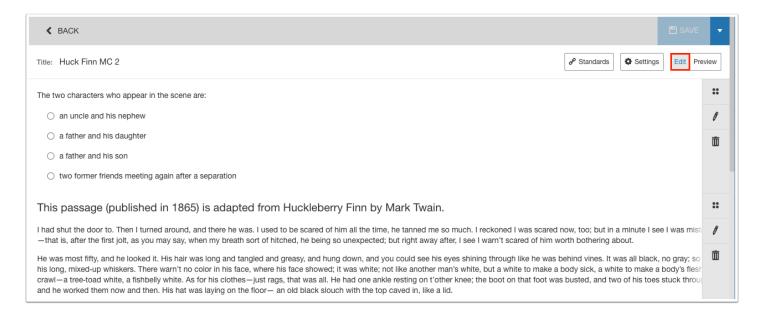
A warning message will display when viewing an item that is included on an activity. Editing an item will impact all activities it is included on.



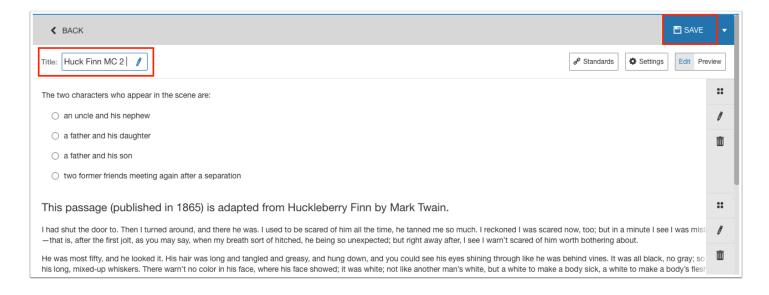
1. On the Create Questions screen, click the item title if the item is not already opened.



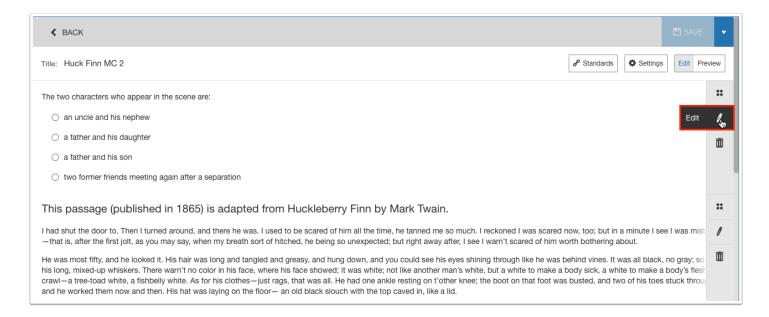
Edit mode is automatically selected when opening an item.



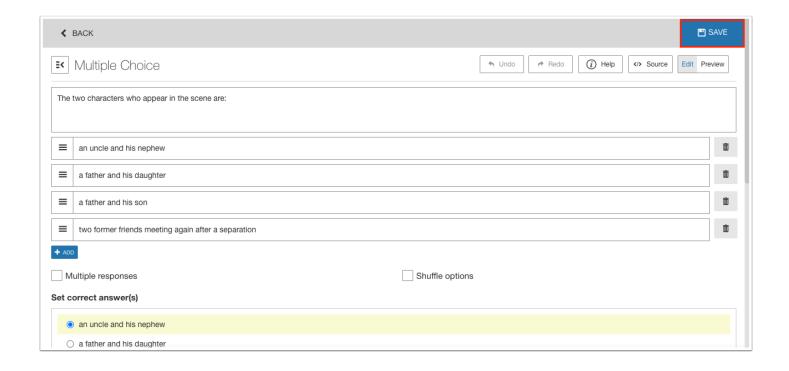
- **2.** To change the title of the item, click the **Title** field and make the desired change.
- 3. Click Save.



4. To edit a question or feature, click the **Edit** icon next to it.



5. Make the desired changes to the question or feature and click **Save**.



Deleting a Question or Feature in an Item

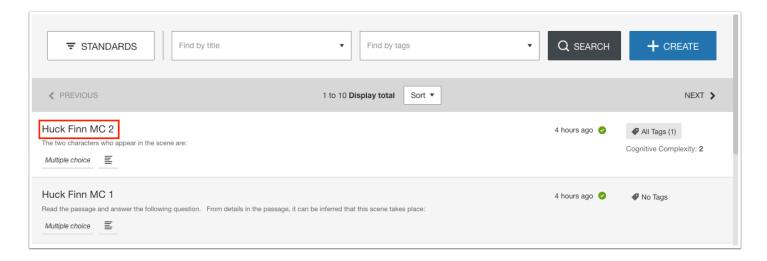
Questions and features can be deleted from an item as needed.

An item itself cannot be deleted. In the <u>Details tab of the Settings</u>, set the status of the item to "Archived." Archived means a soft delete. The item will still exist but will no longer be present in the item list or in any searches unless archived items have been searched for.

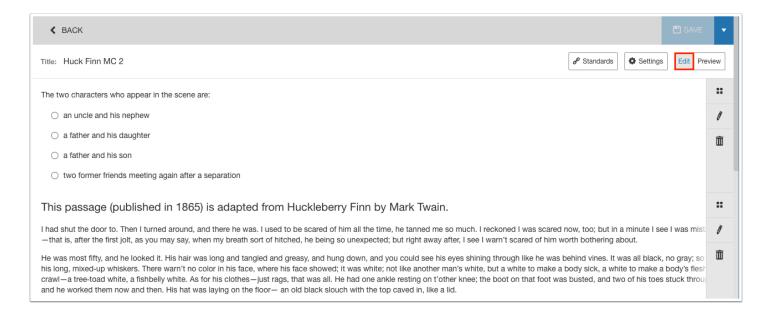
A warning message will display when viewing an item that is included on an activity. Deleting a question will impact all activities it is included on.



1. On the Create Questions screen, click the item title if the item is not already opened.

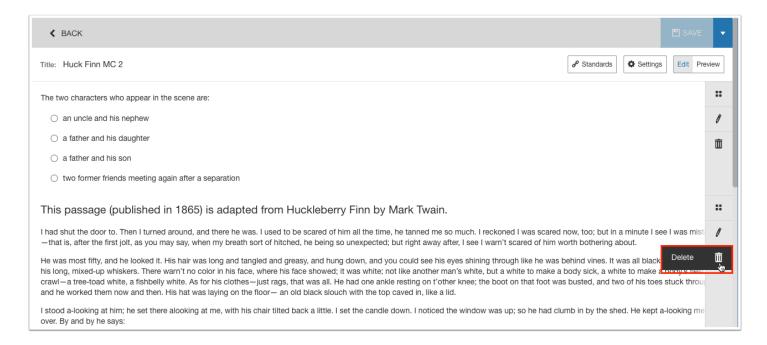


Edit mode is automatically selected when opening an item.

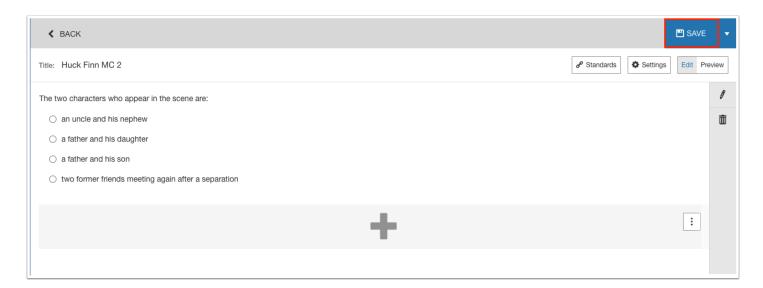


2. To delete a question or feature, click the **Delete** icon next to it.

The icon will turn red and say "Confirm?" Click the icon again to confirm deletion.



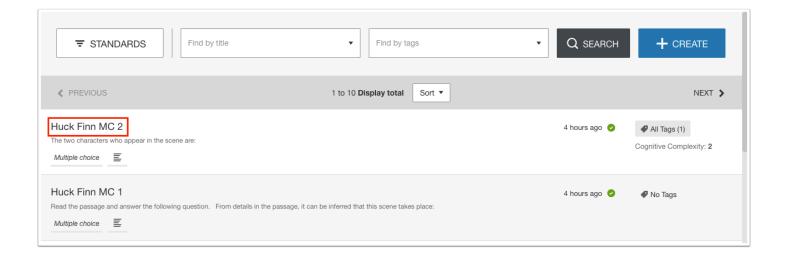
3. Click **Save** at the top of the screen.



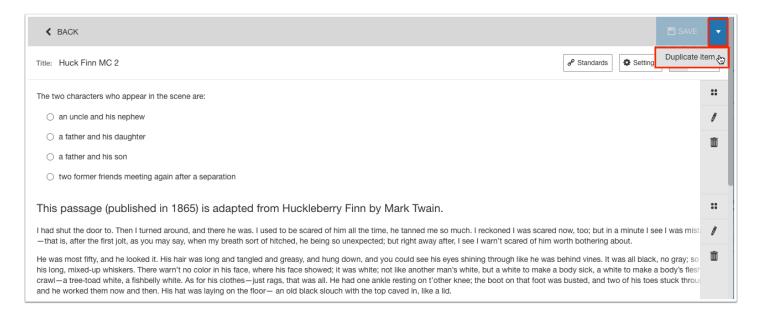
Duplicating an Item

An item can be duplicated. The new item can then be edited as needed.

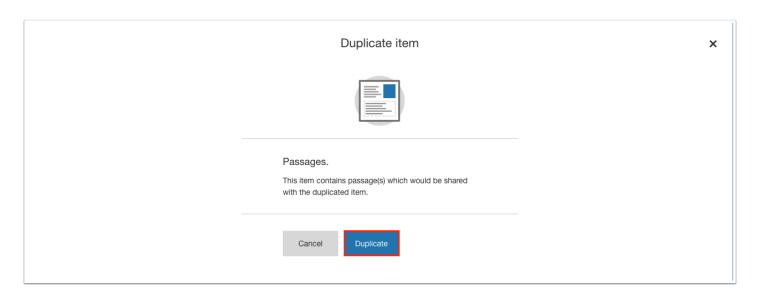
1. On the Create Questions screen, click the item title if the item is not already opened.



2. Click the down arrow at the top-right corner of the screen and click **Duplicate Item**.

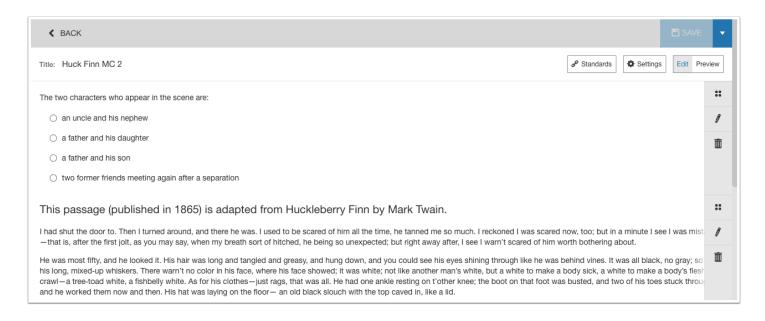


3. Click **Duplicate**.



The duplicate item is now displayed with the same title, content, and settings.

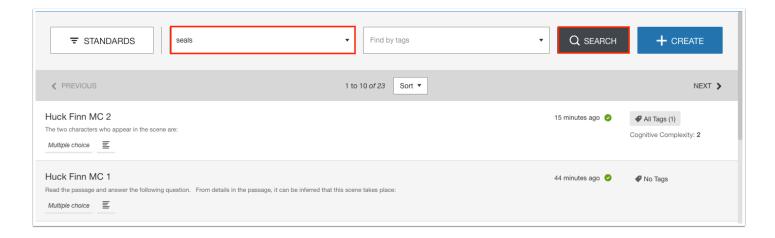
4. Make changes to the item as needed and click Save.



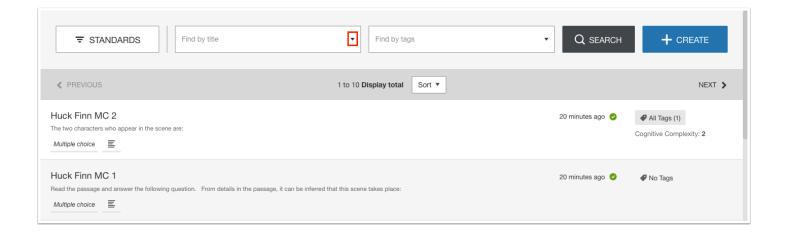
Searching for an Item

You can search for items created by you or items created by other users that were shared with you. You can search for items by title, content, question/feature type, status, tags, or standards.

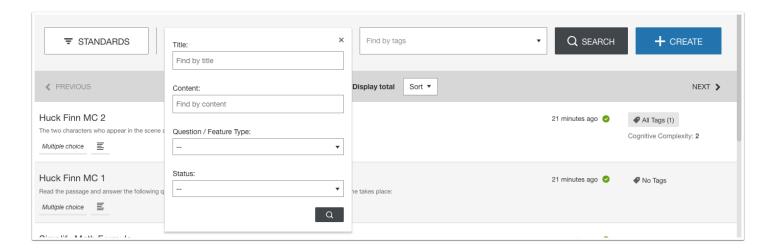
1. To search by item title, enter the full or partial item title in the **Find by title** box and click **Search**.



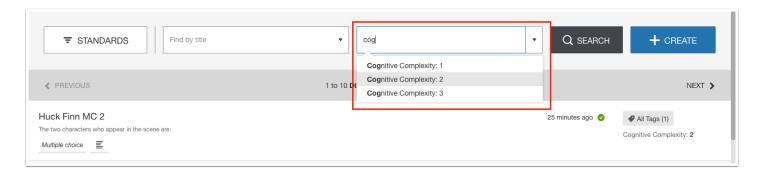
2. To search by content, question/feature type, or item status, click the down arrow on the **Find by title** search box.



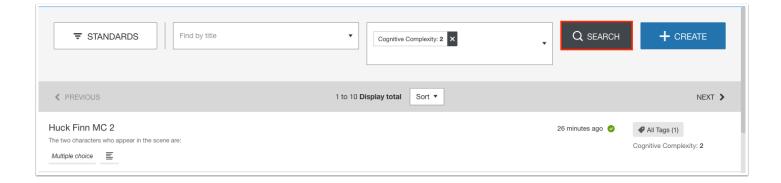
- 3. Enter search criteria in the Content field, or select the Question/Feature Type or Status.
- 4. Click the Search icon.



5. To search by tags, enter the full or partial tag title in the **Find by tags** search box. Tag suggestions will pop-up.



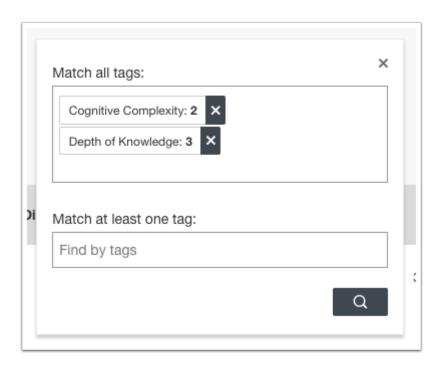
6. Click the tag and click **Search**.



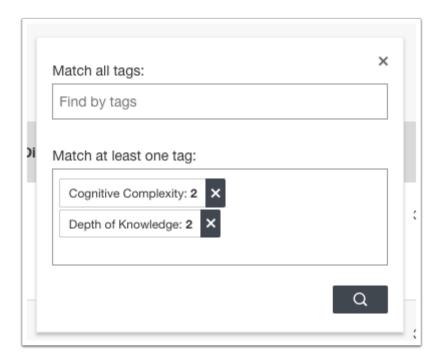
7. Click the down arrow on the **Find by tags** search box for more tag search options.



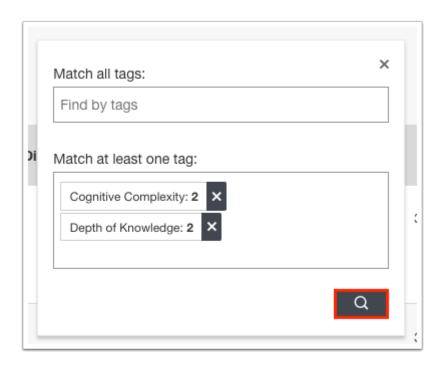
8. To find items that match all tags entered, select multiple tags in the **Match all tags** search box.



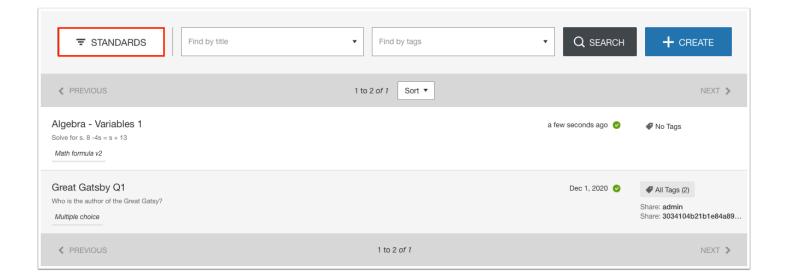
9. To find items that match at least one tag, select one or multiple tags in the **Match at least one tag** search box.



10. Click the **Search** icon.

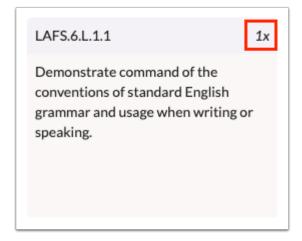


11. To search by standards attached to an item, click **Standards**.

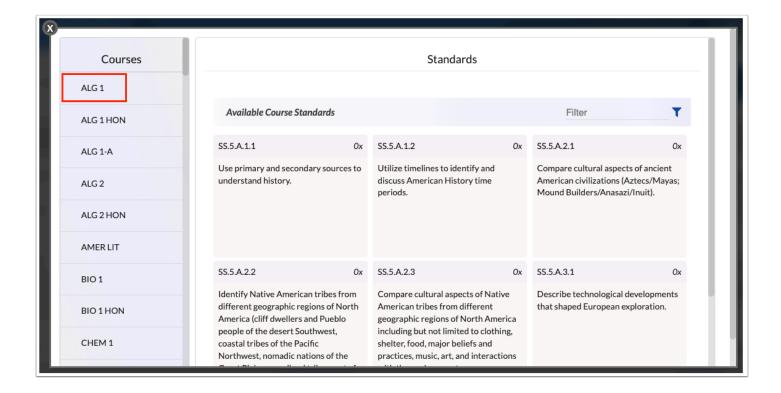


In the pop-up window, the standards for all courses at all schools are listed.

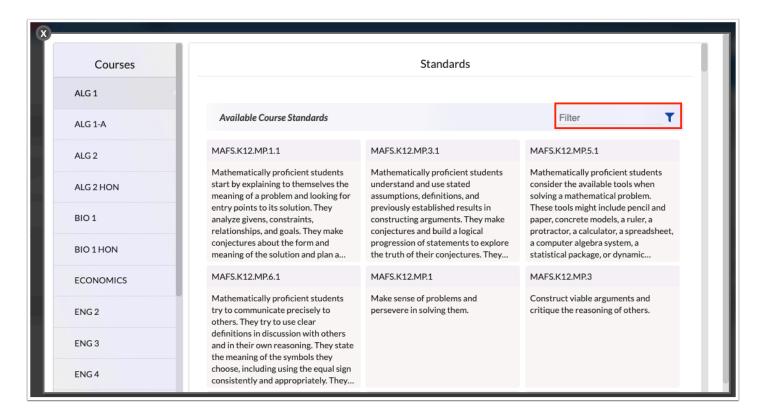
The number displayed next to the standard title indicates the number of items in the item bank that have been attached to this standard this school year.



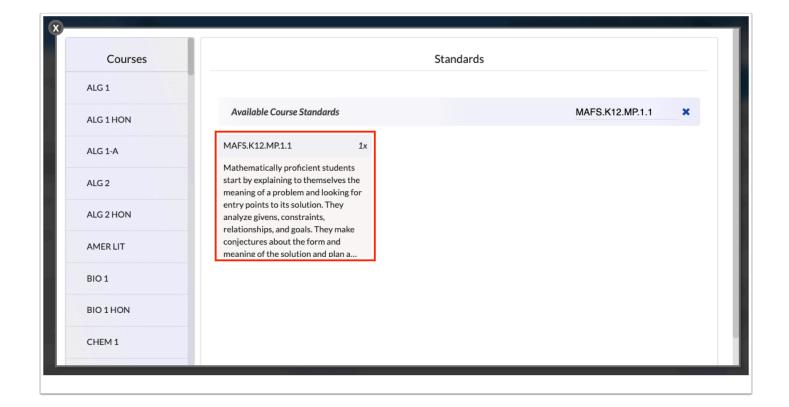
12. If desired, click a course on the left side of the window to narrow down the list of standards.



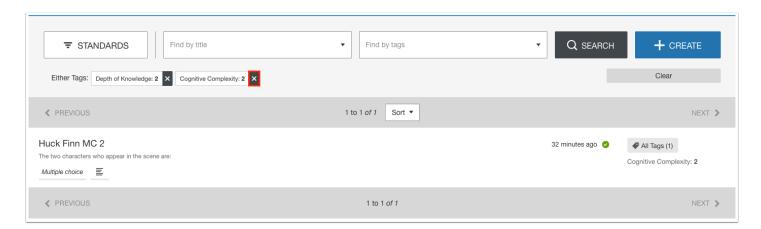
13. Begin entering the standard title or description in the **Filter** box to filter the list standards.



14. Click the standard to search by.



15. To remove a search criterion, click the **X** to the criterion.



16. To clear all the search criteria and return to the full list of items, click **Clear**.



When a search is conducted, items matching the search criteria are listed. Click the desired item to view the item.

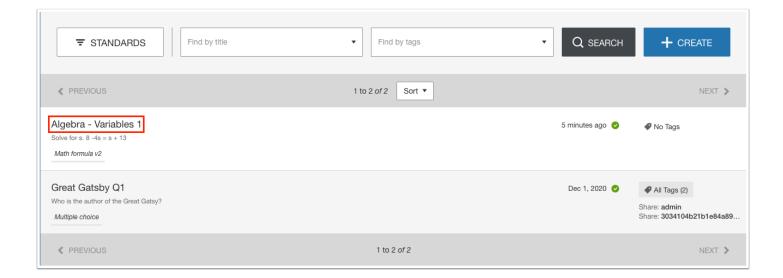
Sharing an Item

If your profile has the "Share Question" permission enabled for the Create Questions screen, you can share an item you have created with other administrators, teachers, and specific users at your school.

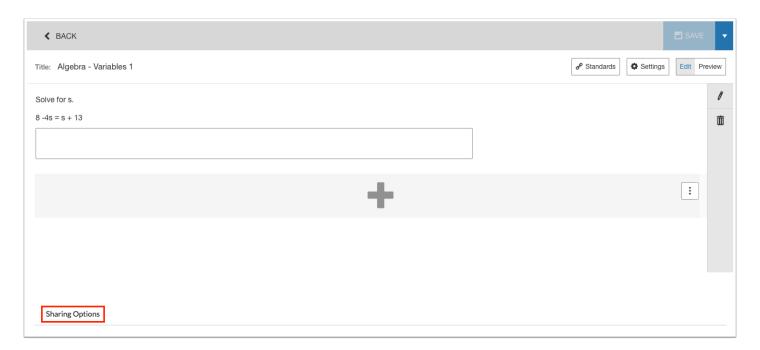


When an item is shared, any user who has access to the item can make changes to that item. These changes will affect the item for all users.

- If you are planning to <u>share the assessment</u> with other users, the items on the assessment must also be shared in order for the items to be viewed. Each item can be shared individually by following the procedure below. Alternatively, all the items within an assessment can be shared using the <u>"Mass Assign Items" button in the Sharing Options on the Create Assessments screen.</u>
- **1.** On the Create Questions screen, click the item title if the item is not already opened.



2. At the bottom of the screen, click **Sharing Options**.

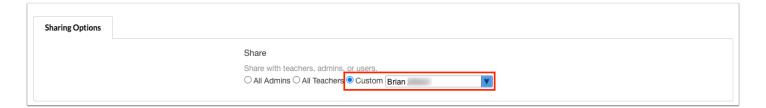


3. Scroll down to view the sharing options.



- **4.** Select **All Admins** to share the item with all administrators at your school. Select **All Teachers** to share the item with all teachers at your school.
- **5.** To only share the item with specific users, select **Custom.**

6. In the pull-down, select the user(s).



7. Click **Save** at the top of the screen.

