


Create Test

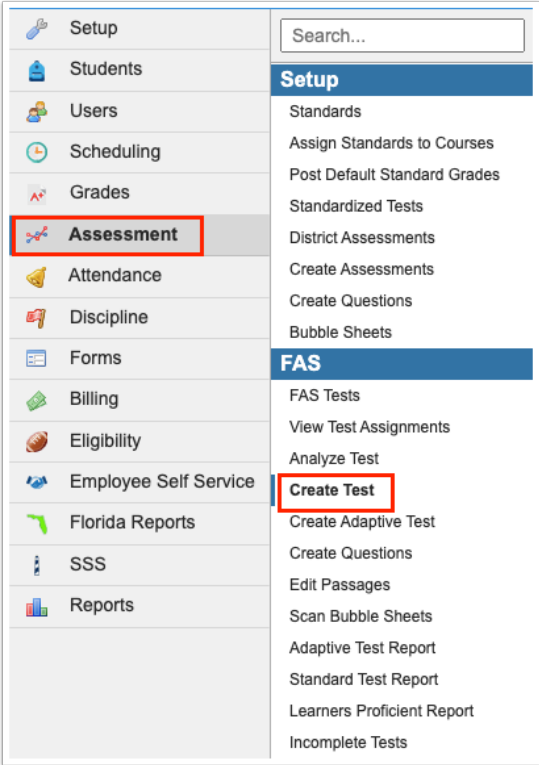
 This article describes the Create Test screen as part of the built-in Focus Assessment System. If your district has purchased the add-on Learnosity assessment module and you are looking for help on creating assessments, click [here](#).

Focus allows users to create and customize online or paper-based tests. Tests can be created using your own questions or questions shared with you by other users.

Creating a New Test

Tests can be created using your own questions, questions set up by the district, and questions shared with you by other users. You can also [add new questions](#) to the test directly from this screen.

1. In the **Assessment** menu, click **Create Test**.



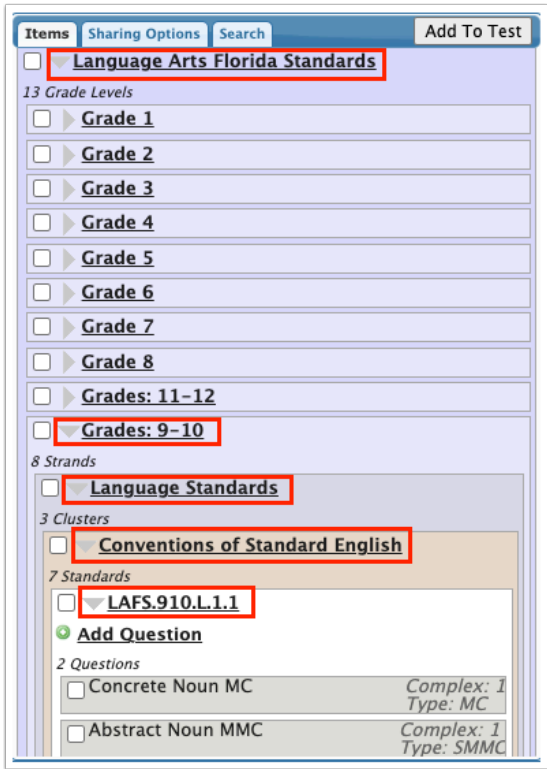
The Items tab is automatically displayed at the left side of the screen. The District Items, My Items, and Shared Items check boxes are selected by default. District Items are questions created by the district that are shared with you. My Items are questions you have created. Shared Items are questions created by other users that are shared with you. You are able to add district questions, your questions, or shared questions to the test.

The screenshot shows the 'Items' tab interface. At the top, there are three tabs: 'Items' (highlighted with a red box), 'Sharing Options', and 'Search'. To the right of these tabs is a button labeled 'Add To Test'. Below the tabs, there are three checkboxes: 'District Items' (checked), 'My Items' (checked), and 'Shared Items' (checked). Below these checkboxes, there is a section titled '9 Subject Areas'. This section contains a list of subject areas, each with a checkbox and a right-pointing arrow. The subject areas are: 'Non Standard', 'Citizenship Indicators', 'Arts: Visual Arts', 'Health Education', 'Language Arts', 'Language Arts Florida Standards', 'Mathematics', 'Mathematics Florida Standards', 'Science', and 'Social Studies'. The 'Non Standard' item has a small icon to its right.

2. Deselect the **District Items**, **My Items**, or **Shared Items** check boxes to hide those questions, if desired.

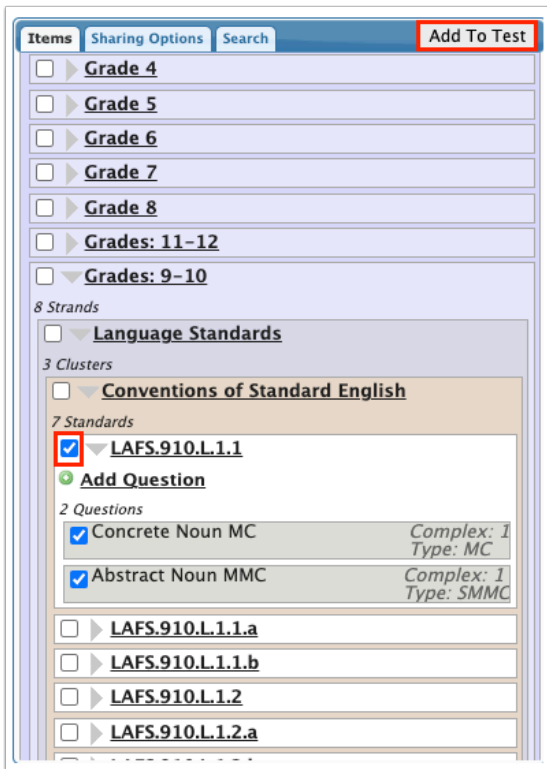
This screenshot is identical to the one above, showing the 'Items' tab interface. However, a red box highlights the three checkboxes: 'District Items' (checked), 'My Items' (checked), and 'Shared Items' (checked). The rest of the interface, including the '9 Subject Areas' list, remains the same.

3. Click the subject area, grade level, strand, cluster, and standard that houses the question you want to add to the test, or click **Non Standard** to view questions not linked to a standard.



4. Select the check box next to each question to add to the test, or click the check box next to the subject area, grade level, strand, cluster, or standard to select all questions within that level.

5. Click **Add to Test**.




The selected questions display in the center of the screen in the test layout.

The screenshot shows the test layout interface. On the left, there is a sidebar with 'Items' and 'Add To Test' buttons. Below 'Items', there are grade levels (Grade 4 to Grade 12) and standards (Language Standards, Conventions of Standard English, LAFS.910.L.1.1). On the right, there are 'Test Options' and 'Section 1 Options' sections. The central area displays a list of questions for 'Mansfield Park'.

Question	Complexity	Type
1) Address MC	1	MC
2) Concrete Noun MC	1	MC
3) Abstract Noun MMC	1	MMC
4) Vocabulary 1 MC	1	MC
5) Simile SR	1	SR
6) Metaphor T/F	1	T/F
7) Simile FITB	1	FITB
8) Ambiguous ER	1	ER

6. To edit the cognitive complexity of a question, click the field and make the change as needed.



Changing the cognitive complexity of a question in the test layout only changes it on this particular test. The question will still have its original cognitive complexity when used on future tests.

This close-up screenshot shows the question editor for 'Mansfield Park'. The complexity field for question 2, 'Concrete Noun MC', is highlighted with a red box. The complexity is currently set to 1.

Question	Complexity	Type
1) Address MC	1	MC
2) Concrete Noun MC	1	MC
3) Abstract Noun MMC	1	MMC
4) Vocabulary 1 MC	1	MC
5) Simile SR	1	SR
6) Metaphor T/F	1	T/F
7) Simile FITB	1	FITB
8) Ambiguous ER	1	ER

7. To edit a question, click the edit icon.

Section 1

Add Section

Page Break

Remove Section

Passage: *Mansfield Park*

1) Address MC

1

2) Concrete Noun MC

2

3) Abstract Noun MMC

1

4) Vocabulary 1 MC

1

5) Simile SR

1

6) Metaphor T/F

1

7) Simile FITB

1

8) Ambiguous ER

1

The question information is displayed in a pop-up window.

8. Make any edits as needed and click **Add**.

- i** Editing the question within the test layout does edit the question itself. The edits will be maintained when using the question on future tests, and when viewing the question on the [Create Questions](#) screen.

Create Question

Question Text:

What is a concrete noun?

Question Type:

Multiple Choice

Answer Count:

4

1. Incorrect Answer:

Any noun that describes a person, place, thing, or idea.

2. Incorrect Answer:

Any noun that describes something harder than concrete.

3. Correct Answer:

Any noun that can be recognized through any of the five senses.

4. Incorrect Answer:

Any noun that describes a type of building material.

Question Options:

Name:

Concrete Noun MC

Cognitive Complex:

1

Link to passage:

Question Group:

Grammar

Add New Group

Rename Group

Delete Group

Search Screen

Simple List

Item Analytics

-1

0

1

Tests That Include Question:

Cancel

Add

9. Click the red **X** next to a question to remove it from the test.

Section 1

Add Section

Page Break

Remove Section

Passage: *Mansfield Park*

1) Address MC

1

2) Concrete Noun MC

2

3) Abstract Noun MMC

1

4) Vocabulary 1 MC

1

5) Simile SR

1

6) Metaphor T/F

1

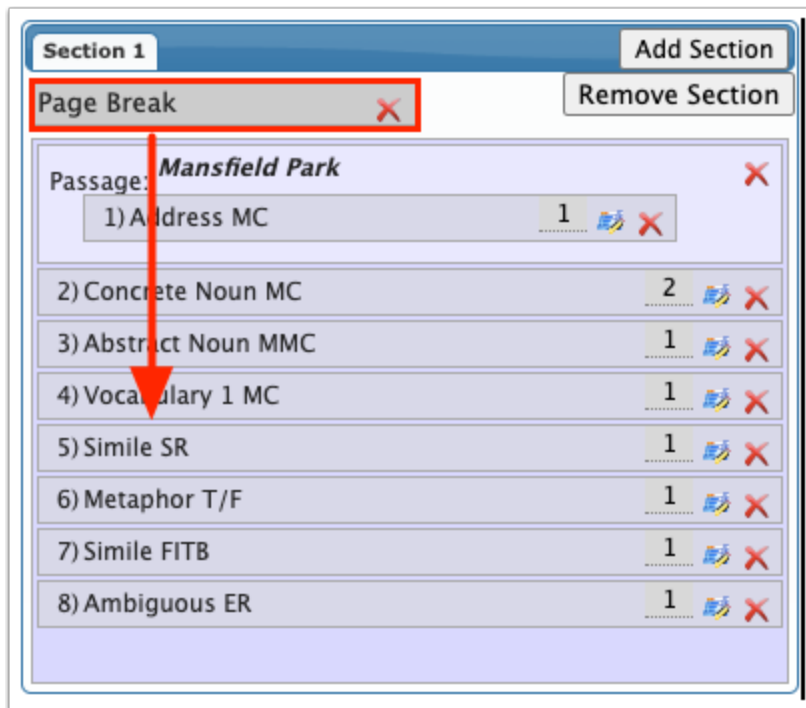
7) Simile FITB

1

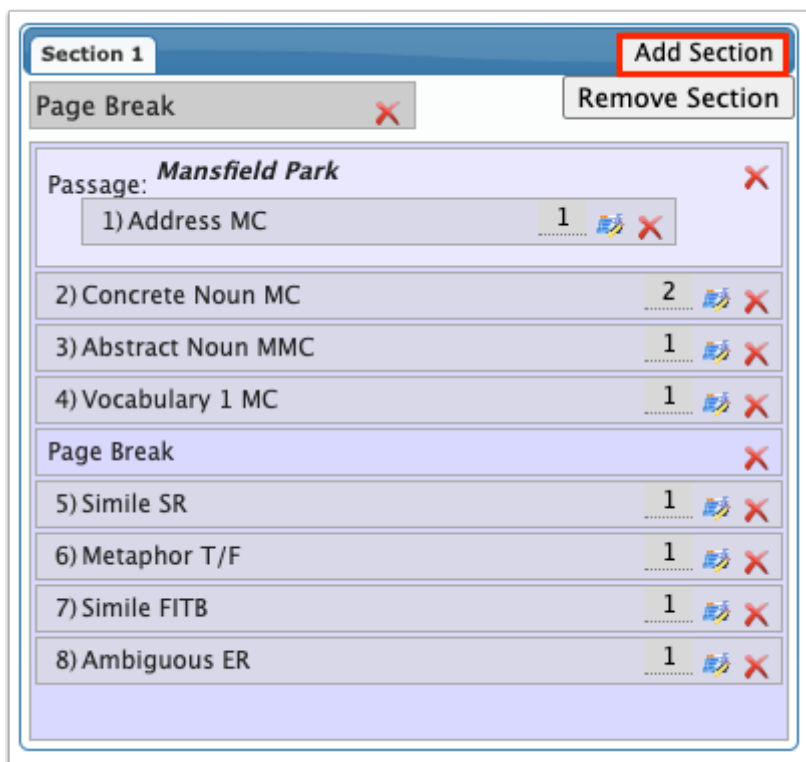
8) Ambiguous ER

1

10. To add a page break to the test, click and drag **Page Break** bar to the desired area.



11. To add an additional section to the test, click **Add Section**.



Having multiple sections allows you to assign different test options, like calculators or scratch pads, to each section of the test.

After adding the section, the section is displayed in its own tab. Questions and page breaks can be added to the new section.

12. To remove a section, click **Remove Section**.

13. On the right side of the screen, select the **Test Options**.

Option	Description
Name	Enter the name of the test.
District Test	This option allows the test to be shared with all district administrators.
Open to students online	This option is selected by default. This allows students to take the test online in Focus.

Option	Description
Open in new window	Select this option so that the test opens a new browser window when the student accesses the test.
Open Test in Security Browser	Select this option to restrict students from moving outside of the test window when taking the test.
Hide questions from teachers	Select this option to prevent teachers from viewing the questions on the test.
Allow teachers to view test	Select this option to allow teachers to view the test in the FAS Tests screen.
Large Print Font	Select this option to allow students to change the font size within the online test.
Alternate Multiple Choice lettering between odd and even questions	Select this option to give odd numbered questions different letter choices than even numbered questions. (e.g. even numbered questions use A, B, C, D and odd numbered questions use E, F, G, H).
Allow retakes of the test	Select this option to allow students to retake the test. When this check box is selected, the options "Insert Hightest Test Score into Gradebook," "Average Test Scores into Gradebook," and "Retake Refresh Time" display.
Insert Highest Test Score into Gradebook	This option displays when "Allow retakes of the test" is selected. Select this option to insert the highest test score of the student's retakes into the Gradebook.
Average Test Scores into Gradebook	This option displays when "Allow retakes of the test" is selected. Select this option to average the test scores for all of the student's retakes into the Gradebook.
Retake Refresh Time	This option displays when "Allow retakes of the test" is selected. Enter the number of minutes that must pass before students can retake the test.
Autograde Test (Questions that cannot be autograded will be excluded from score)	This option is selected by default. When this option is selected, Focus will automatically

Option	Description
	grade the test questions that can be auto-graded, such as multiple choice, true/false, etc. Any questions that cannot be auto-graded, such as short response and extended response, will remain ungraded until you manually grade them.
Login Pin	To require students to enter a login pin to access the test, enter the pin. If left blank, no pin is required.

14. For each section of the test, select the **Section Options**.

Section 1 Options:
Name:

☐ Strikeout
☐ Calculator
☐ Scientific Calculator

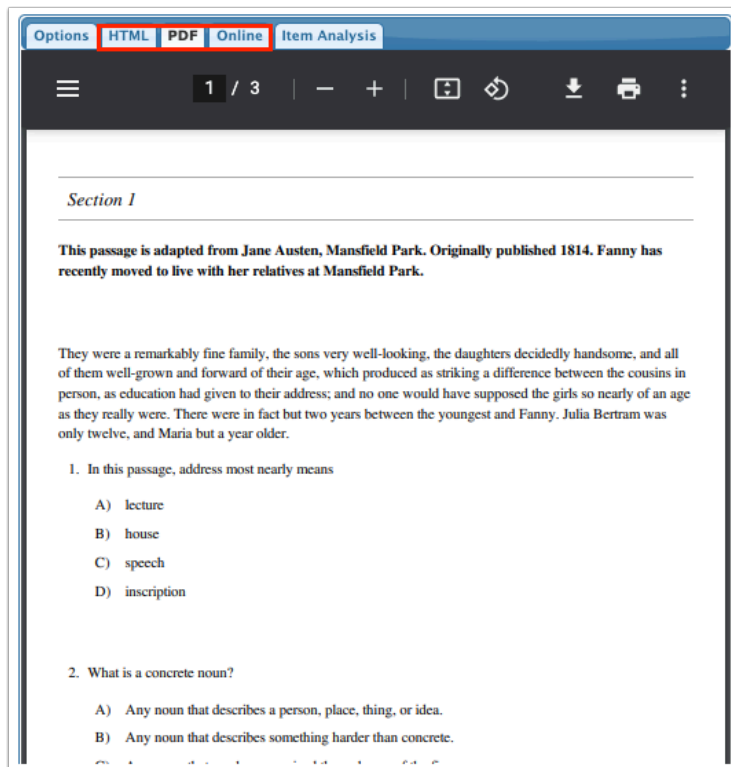
☐ Scratchpad
☐ Clock
☐ Two Column Printing

☐ Shuffle Questions
☐ Shuffle Multiple Choice Answers

Option	Description
Name	If desired, enter a name for the section.
Strikout	Select this option to allow students to strike out text on this section of the test.
Calculator	Select this option to provide a calculator on this section of the test.
Scientific Calculator	Select this option to provide a scientific calculator on this section of the test.
Scratchpad	Select this option to provide a scratchpad on this section of the test.
Clock	Select this option to provide a countdown clock for the test due date/time on this section of the test.
Two Column Printing	Select this option to display test questions in two columns on this section of the test.
Shuffle Questions	Select this option to shuffle questions for each student on this section of the test.

Option	Description
Shuffle Multiple Choice Answers	Select this option to shuffle multiple choice answers for each student on this section of the test.

15. To view a preview of test, click the **HTML** tab. To view the print format of the test, click the **PDF** tab. The PDF can be downloaded to your computer or printed for print-based tests. To walk through the test online as a student would, click the **Online** tab.



16. Click the **Item Analysis** tab to view analytics for the questions used on the test.

If a test question was used on a previous test, a graph will display for each question that indicates the number of students who selected each answer, and the tests that used this question.

Options HTML PDF Online **Item Analysis**

Test Options:
 Name:

☐ District Test
☐ Open in new window
☒ Hide questions from teachers
☐ Large Print Font
☒ Allow retakes of the test

☒ Open to students online
☐ Open Test in Security Browser
☐ Allow teachers to view test
☐ Alternate Multiple Choice lettering between odd and even questions
☒ Autograde Test (Questions that cannot be autograded will be excluded from score)

☒ Insert Highest Test Score into Gradebook
☐ Average Test Scores into Gradebook

Retake Refresh Time: (mins)

Login Pin

17. To save the test as a draft, click **Save Draft**.

The test will save and will be available in the pull-down for viewing and editing at a later time.

English Exam Load Previous Test Questions Exam View Test Answer Key Only Test **Save Draft** **Publish Test**

Items Sharing Options Search Add To Test

☐ Grade 4
☐ Grade 5
☐ Grade 6
☐ Grade 7
☐ Grade 8
☐ Grades: 11-12
☐ Grades: 9-10

8 Strands

☐ Language Standards
 3 Clusters
☐ Conventions of Standard English
 7 Standards
☐ LAFS.910.L.1.1
☒ Add Question
 2 Questions
☐ Concrete Noun MC Complex: 1 Type: MC
☐ Abstract Noun MMC Complex: 1 Type: SMMC

Section 1 Add Section Remove Section

Page Break

Passage: *Mansfield Park*

1) Address MC 1
 2) Concrete Noun MC 2
 3) Abstract Noun MMC 1
 4) Vocabulary 1 MC 1
 Page Break
 5) Simile SR 1
 6) Metaphor T/F 1
 7) Simile FITB 1
 8) Ambiguous ER 1

Options HTML PDF Online **Item Analysis**

Test Options:
 Name: English Exam

☐ District Test
☐ Open in new window
☒ Hide questions from teachers
☐ Large Print Font
☐ Allow retakes of the test

☒ Open to students online
☐ Open Test in Security Browser
☐ Allow teachers to view test
☐ Alternate Multiple Choice lettering between odd and even questions
☒ Autograde Test (Questions that cannot be autograded will be excluded from score)

Login Pin

Section 1 Options:
 Name:

☐ Strikeout
☐ Scratchpad
☐ Shuffle Questions

☐ Calculator
☐ Clock
☐ Shuffle Multiple Choice Answers

☐ Scientific Calculator
☐ Two Column Printing

18. To save and publish the test, click **Publish Test**.

English Exam

Load Previous Test Questions Exam View Test Answer Key Only Test Save Draft **Publish Test**

Items Sharing Options Search Add To Test

Section 1 Add Section Remove Section

Page Break

Passage: **Mansfield Park**

1) Address MC 1

2) Concrete Noun MC 2

3) Abstract Noun MMC 1

4) Vocabulary 1 MC 1

Page Break

5) Simile SR 1

6) Metaphor T/F 1

7) Simile FITB 1

8) Ambiguous ER 1

Options HTML PDF Online Item Analysis

Test Options:
Name: English Exam

☐ District Test ☒ Open to students online

☐ Open in new window ☐ Open Test in Security Browser

☒ Hide questions from teachers ☐ Allow teachers to view test

☐ Large Print Font ☐ Alternate Multiple Choice lettering between odd and even questions

☐ Allow retakes of the test ☒ Autograde Test (Questions that cannot be autograded will be excluded from score)

Login Pin

Section 1 Options:
Name:

☐ Strikeout ☐ Calculator ☐ Scientific Calculator

☐ Scratchpad ☐ Clock ☐ Two Column Printing

☐ Shuffle Questions ☐ Shuffle Multiple Choice Answers

19. Click **OK** in the confirmation window.

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This will finalize the test, you will not be able to continue making changes after this. If you wish to continue making changes to this test, cancel and click Save Draft

Cancel OK

The test will be saved and published. The [FAS Tests](#) screen will display, where the test can be assigned to students.

Find A Test Info Assign Modify Assignments Student Test Options View Student Answers Print Bubble Sheets Print Test Preview Online Test Analyze Test Incomplete Tests District Report School Report

Learners Proficient Report Test Report

Active Test: English Exam Delete Test Save

Test Name English Exam

Test Options Open to students online, Hide questions from teachers, Autograde Test (Questions that cannot be autograded will be excluded from score)

Test Standard Subjects

Retake Refresh Time 0 (mins)

Login Pin

of Sections 1

Section Number #1

Section Title

Question Count 8

Section Tools

Questions

Question 1
Standards: LAFS.910.L.3.5
SS.912.W.7.7
Cognitive Complexity: 1
Grade Level:
Type: Passage

Standards: LAFS.910.L.1.1
LAFS.910.L.3.5
Cognitive Complexity: 1
Grade Level:
Type: MC
Point Value: 1

Question 2
Standards: LAFS.910.L.1.1
SS.912.W.7.1
Cognitive Complexity: 1
Grade Level:
Type: MC
Point Value: 2

Question 3
Standards: LAFS.910.L.1.1
SS.912.W.7.1
Cognitive Complexity: 1
Grade Level:
Type: SMMC
Point Value: 1

Question 4
Standards: LAFS.910.L.3.4
SS.912.W.7.1
Cognitive Complexity: 1
Grade Level:
Type: MC
Point Value: 1

Question 5
Standards: LAFS.910.L.3.5
SS.912.G.2.2
Cognitive Complexity: 1
Grade Level:
Type: SR
Point Value: 1

Question 6
Standards: LAFS.910.L.3.5
SS.912.W.7.7
Cognitive Complexity: 1
Grade Level:
Type: TF
Point Value: 1

Question 7

Question 8

Creating a New Answer Key Only Test

Users can create answer key only tests to be used in conjunction with paper tests or test documents uploaded into Focus. This is useful if you already have a paper test or test document that contains the test questions. Students will refer to the paper test or document for the test questions, and they will enter their answers in the answer sheet within Focus. When you upload a PDF document, the file will open directly in the student's screen for the student to refer to. When you upload a Word document, the document will automatically download to the student's computer for the student to view when answering the test questions.

1. At the top of the screen, click **Answer Key Only Test**.

The screenshot displays the 'Focus' LMS interface for creating a new test. At the top, there are tabs for 'Load Previous Test Questions', 'Exam View Test', 'Answer Key Only Test' (which is highlighted with a red box), 'Save Draft', and 'Publish Test'. Below these tabs, the interface is divided into three main sections. On the left, the 'Items' tab is active, showing a list of subject areas: 'Non Standard', 'Citizenship Indicators', 'Arts: Visual Arts', 'Health Education', 'Language Arts', 'Language Arts Florida Standards', 'Mathematics', 'Mathematics Florida Standards', 'Science', and 'Social Studies'. The 'Section 1' tab is also active, showing a 'Page Break' button and a 'Remove Section' button. On the right, the 'Options' tab is active, displaying various test options. Under 'Test Options', there are checkboxes for 'District Test', 'Open in new window', 'Hide questions from teachers', 'Large Print Font', 'Allow retakes of the test', 'Open to students online', 'Open Test in Security Browser', 'Allow teachers to view test', 'Alternate Multiple Choice lettering between odd and even questions', and 'Autograde Test (Questions that cannot be autograded will be excluded from score)'. The 'Section 1 Options' section includes checkboxes for 'Strikeout', 'Scratchpad', 'Shuffle Questions', 'Calculator', 'Clock', 'Shuffle Multiple Choice Answers', 'Scientific Calculator', and 'Two Column Printing'. A 'Login Pin' field is also visible.

The New Test tab is opened by default.

2. To link questions to a standard, select the **Standard Category**.

New Test Previous Templates Cancel

Standard Category: Social Studies ▼

Of Questions:

Answer Range: A-E ▼

Online PDF:

(Drag files to upload) Select

3. Enter the **# of Questions**.

A corresponding number of answer fields will populate onto the screen.

New Test Previous Templates Cancel

Standard Category: Social Studies ▼

Of Questions: 10

Answer Range: A-E ▼

Online PDF:

(Drag files to upload) Select

1) Correct Answer ▼	Standard ▼
2) Correct Answer ▼	Standard ▼
3) Correct Answer ▼	Standard ▼
4) Correct Answer ▼	Standard ▼
5) Correct Answer ▼	Standard ▼
6) Correct Answer ▼	Standard ▼
7) Correct Answer ▼	Standard ▼
8) Correct Answer ▼	Standard ▼
9) Correct Answer ▼	Standard ▼
10) Correct Answer ▼	Standard ▼

4. Select the **Answer Range**. You can select A - E, A - D, or A - C.

5. In the Files box, optionally attach a file containing the test questions.

If you upload a PDF, the PDF will open directly in the student's screen for the student to refer to as they enter the answers in Focus. If you upload a Word document, the document will automatically download to the student's computer when they access the test. The student can refer to the Word document as they enter their answers in Focus.

6. For each question, select the correct answer and, if desired, the applicable standard.


New Test Previous Templates Cancel

Standard Category: Social Studies ▼

Of Questions: 10

Answer Range: A-D ▼

Online PDF:

(Drag files to upload) Select 

1)	A	▼	SS.912.G.1.2	▼
2)	C	▼	SS.912.G.2.2	▼
3)	D	▼	SS.912.G.1.2	▼
4)	B	▼	SS.912.W.2.12	▼
5)	A	▼	SS.912.G.1.1	▼
6)	B	▼	SS.912.G.2.2	▼
7)	D	▼	SS.912.G.2.2	▼
8)	D	▼	SS.912.G.2.3	▼
9)	B	▼	SS.912.G.4.1	▼
10)	C	▼	SS.912.G.1.2	▼

7. Select the **Test Options**.

For a description of test options, see [Creating a New Test](#).

Publish Test

Options

Test Options:

Name:

<input type="checkbox"/> District Test	<input checked="" type="checkbox"/> Open to students online
<input type="checkbox"/> Open in new window	<input type="checkbox"/> Open Test in Security Browser
<input type="checkbox"/> Allow teachers to view test	<input type="checkbox"/> Large Print Font
<input type="checkbox"/> Alternate Multiple Choice lettering between odd and even questions	<input checked="" type="checkbox"/> Autograde Test (Questions that cannot be autograded will be excluded from score)
<input type="checkbox"/> Allow retakes of the test	

Login Pin

8. When finished, click **Publish Test**.

Publish Test

Options

Test Options:

Name:

☐ District Test

☐ Open in new window

☐ Allow teachers to view test

☐ Alternate Multiple Choice lettering between odd and even questions

☐ Allow retakes of the test

☒ Open to students online

☐ Open Test in Security Browser

☐ Large Print Font

☒ Autograde Test (Questions that cannot be autograded will be excluded from score)

Login Pin

9. In the confirmation window, click **OK**.

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This will finalize the test, you will not be able to continue making changes after this. If you wish to continue making changes to this test, cancel and click Save Draft

The test will be saved and published. The [FAS Tests](#) screen will display, where the test can be assigned to students.

Find A Test | Info | Assign | Modify Assignments | Student Test Options | View Student Answers | Print Bubble Sheets | Print Test | Preview Online Test | Analyze Test | Incomplete Tests | District Report | School Report

Learners Proficient Report | Test Report

Active Test: American History Exam Delete Test Save

Test Name American History Exam

Test Options Open to students online, Autograde Test (Questions that cannot be autograded will be excluded from score)

Test Standard Subjects -

Retake Refresh Time 0 (mins)

Login Pin

of Sections 1

Section Number #1

Section Title

Question Count 20

Section Tools -

Questions	Question 1	Question 2	Question 3	Question 4	Question 5	Question 6
Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1
Question 7	Question 8	Question 9	Question 10	Question 11	Question 12	
Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	Standards: No Standard Cognitive Complexity: 1 Grade Level: Type: AO_MC Point Value: 1	
Question 13	Question 14	Question 15	Question 16	Question 17	Question 18	

Creating an Answer Key Only Test Using a Previous Template

An answer key only test can be created based upon a previously created answer key only test.

1. At the top of the screen, click **Answer Key Only Test**.

Load Previous Test Questions | Exam View Test | **Answer Key Only Test** | Save Draft | Publish Test

Items | Sharing Options | Search | Add To Test

☒ District Items ☒ My Items ☒ Shared Items

9 Subject Areas

- ☐ Non Standard
- ☐ Citizenship Indicators
- ☐ Arts: Visual Arts
- ☐ Health Education
- ☐ Language Arts
- ☐ Language Arts Florida Standards
- ☐ Mathematics
- ☐ Mathematics Florida Standards
- ☐ Science
- ☐ Social Studies

No Standards

Section 1 | Add Section | Remove Section

Page Break ×

Options | HTML | PDF | Online | Item Analysis

Test Options:

Name:

☐ District Test ☒ Open to students online

☐ Open in new window ☐ Open Test in Security Browser

☒ Hide questions from teachers ☐ Allow teachers to view test

☐ Large Print Font ☐ Alternate Multiple Choice lettering between odd and even questions

☐ Allow retakes of the test ☒ Autograde Test (Questions that cannot be autograded will be excluded from score)

Login Pin:

Section 1 Options:

Name:

☐ Strikeout ☐ Calculator ☐ Scientific Calculator

☐ Scratchpad ☐ Clock ☐ Two Column Printing

☐ Shuffle Questions ☐ Shuffle Multiple Choice Answers

2. Click the **Previous Templates** tab.

Any previous answer key only tests you have created are listed.

New Test Previous Templates Cancel

American History Exam

3. Click the test to use as a template.

New Test Previous Templates Cancel

American History Exam

The settings for the selected test are displayed.

4. Adjust the settings as needed.

New Test Previous Templates Cancel

Standard Category: Social Studies

Of Questions: 20

Answer Range: A-E

Online PDF: (Drag files to upload) Select

1) A	▼		▼
2) B	▼		▼
3) D	▼		▼
4) B	▼		▼
5) B	▼		▼
6) C	▼		▼
7) A	▼		▼
8) D	▼		▼
9) B	▼		▼
10) C	▼		▼
11) A	▼		▼
12) A	▼		▼
13) C	▼		▼

5. Select the **Test Options**.

For a description of test options, see [Creating a New Test](#).

Publish Test

Options

Test Options:

Name:

<input type="checkbox"/> District Test <input type="checkbox"/> Open in new window <input type="checkbox"/> Allow teachers to view test <input type="checkbox"/> Alternate Multiple Choice lettering between odd and even questions <input type="checkbox"/> Allow retakes of the test <input style="width: 100px;" type="text"/> <small>Login Pin</small>	<input checked="" type="checkbox"/> Open to students online <input type="checkbox"/> Open Test in Security Browser <input type="checkbox"/> Large Print Font <input checked="" type="checkbox"/> Autograde Test (Questions that cannot be autograded will be excluded from score)
--	--

6. When finished, click **Publish Test**.

Publish Test

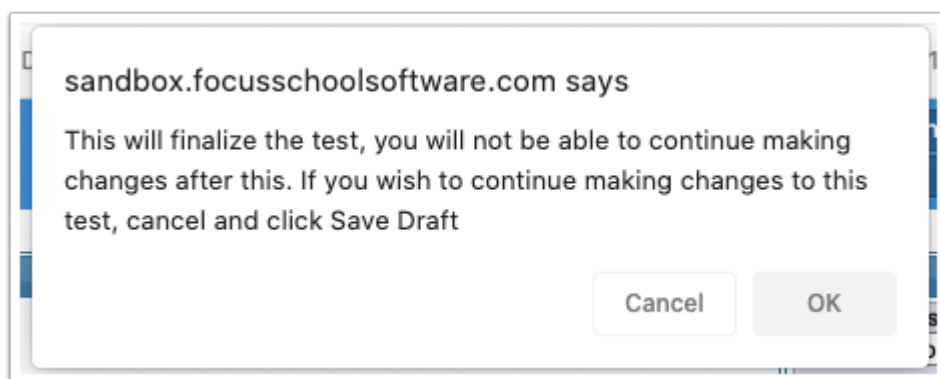
Options

Test Options:

Name:

<input type="checkbox"/> District Test <input type="checkbox"/> Open in new window <input type="checkbox"/> Allow teachers to view test <input type="checkbox"/> Alternate Multiple Choice lettering between odd and even questions <input type="checkbox"/> Allow retakes of the test <input style="width: 100px;" type="text"/> <small>Login Pin</small>	<input checked="" type="checkbox"/> Open to students online <input type="checkbox"/> Open Test in Security Browser <input type="checkbox"/> Large Print Font <input checked="" type="checkbox"/> Autograde Test (Questions that cannot be autograded will be excluded from score)
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7. In the confirmation window, click **OK**.



The test will be saved and published. The [FAS Tests](#) screen will display, where the test can be assigned to students.

Find A Test	Info	Assign	Modify Assignments	Student Test Options	View Student Answers	Print Bubble Sheets	Print Test	Preview Online Test	Analyze Test	Incomplete Tests	District Report	School Report																	
Learners Proficient Report																													
Test Report																													
<div> <div>Active Test: World History Exam</div> <div> <div>Delete Test</div> <div>Save</div> </div> </div>																													
<div> <div>Test Name</div> <div>World History Exam</div> </div>																													
<div> <div>Test Options</div> <div>Open to students online, Autograde Test (Questions that cannot be autograded will be excluded from score)</div> </div>																													
<div> <div>Test Standard</div> <div>Subjects</div> </div>																													
<div> <div>Retake Refresh</div> <div>Time</div> <div>0 (mins)</div> </div>																													
<div> <div>Login Pin</div> <div></div> </div>																													
<div> <div># of Sections</div> <div>1</div> </div>																													
<div> <div>Section Number</div> <div>#1</div> </div>																													
<div> <div>Section Title</div> <div></div> </div>																													
<div> <div>Question Count</div> <div>20</div> </div>																													
<div> <div>Section Tools</div> <div></div> </div>																													
<div> <div>Questions</div> <table border="1"> <tbody> <tr> <td> <div>Question 1</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> <td> <div>Question 2</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> <td> <div>Question 3</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> <td> <div>Question 4</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> <td> <div>Question 5</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> <td> <div>Question 6</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> </tr> <tr> <td> <div>Question 7</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> <td> <div>Question 8</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> <td> <div>Question 9</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> <td> <div>Question 10</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> <td> <div>Question 11</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> <td> <div>Question 12</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div> </td> </tr> <tr> <td> <div>Question 13</div> </td> <td> <div>Question 14</div> </td> <td> <div>Question 15</div> </td> <td> <div>Question 16</div> </td> <td> <div>Question 17</div> </td> <td> <div>Question 18</div> </td> </tr> </tbody> </table> </div>												<div>Question 1</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 2</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 3</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 4</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 5</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 6</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 7</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 8</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 9</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 10</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 11</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 12</div> <div>Standards: No Standard</div> <div>Cognitive Complexity: 1</div> <div>Grade Level:</div> <div>Type: AO_MC</div> <div>Point Value: 1</div>	<div>Question 13</div>	<div>Question 14</div>	<div>Question 15</div>	<div>Question 16</div>	<div>Question 17</div>	<div>Question 18</div>
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Searching for Questions to Add to a Test

You can search for questions to add to a test by subject area, grade level, strand, cluster, standard, question ID, or user. The search will include your questions and questions shared with you by other users.

1. On the left side of the screen, click the **Search** tab.

The screenshot shows a search interface with the following fields and a highlighted 'Search' button:

- Search** (highlighted in red)
- Subject Area
- Grade Level
- Strand
- Cluster
- Standard
- Question ID
- User
- Search** (button)

2. Enter search criteria in the **Subject Area, Grade Level, Strand, Cluster, Standard, Question ID, and/or User** fields.

3. Click **Search**.

The screenshot shows the search interface with the following fields and a highlighted 'Search' button:

- Search** (highlighted in red)
- Subject Area
- Grade Level
- Strand: world history
- Cluster
- Standard
- Question ID
- User
- Search** (button)

The pop-up window displays any questions that match the search criteria.

4. Select the check box for each question to add to the test, and click **Add to Test**.

The screenshot shows a table of search results with the following columns: Name, Type, Passage, Subject Area, Grade Level, Strand, and Cluster. The 'Add To Test' button is highlighted in the top right corner.

Name	Type	Passage	Subject Area	Grade Level	Strand	Cluster
<input checked="" type="checkbox"/> Limited Government MC	MC		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
<input type="checkbox"/> John Locke MC	MC	Declaration of Independence	Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
<input type="checkbox"/> Montesquieu FITB	FB		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
<input checked="" type="checkbox"/> French Revolution Audio	AR		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
<input type="checkbox"/> Enlightenment Grid	GR		Language Arts	11th Grade	Communication	Communicating Through Writing
<input checked="" type="checkbox"/> Individualism TF	TF		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
<input type="checkbox"/> Philosopher SR	SR		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
<input type="checkbox"/> Philosophers ER	ER		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the

The selected questions are added to the test layout.

Adding a New Question

New questions can be set up directly on the Create Tests screen. Once added, the new question will also be available on the [Create Questions](#) screen for later viewing and editing, and will be available for use on future tests.

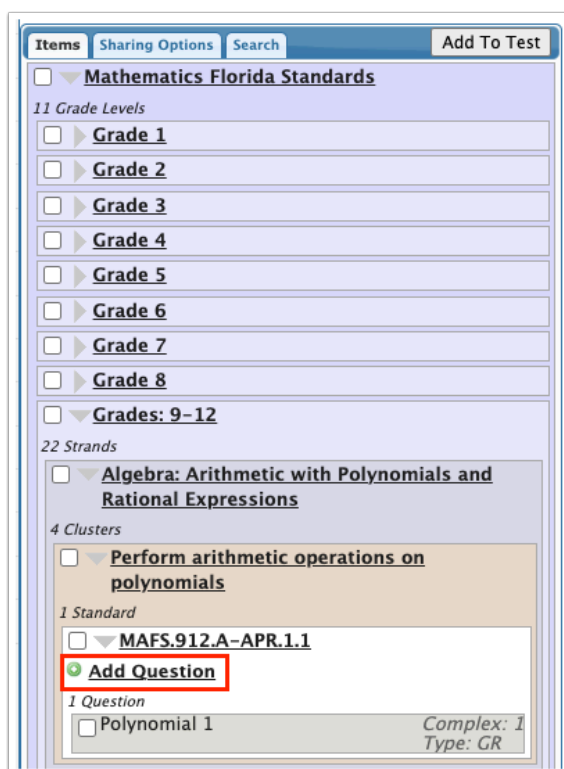
1. In the Items tab, click the subject area, grade level, strand, cluster, and standard where the question will be added, or click **Non Standard** to add a question not linked to a standard.

The screenshot shows the 'Items' tab in the 'Create Tests' interface. It features a hierarchical selection process for adding a question. The following elements are highlighted with red boxes:

- Mathematics Florida Standards** (Subject Area)
- Grades: 9-12** (Grade Level)
- Algebra: Arithmetic with Polynomials and Rational Expressions** (Strand)
- Perform arithmetic operations on polynomials** (Cluster)
- MAFS.912.A-APR.1.1** (Standard)

Below the standard selection, there is an **Add Question** button and a list of questions. The first question, **Polynomial 1**, is selected. Additional details for this question are shown: **Complex: 1** and **Type: GR**.

2. Click **Add Question**.



3. In the pop-up window, set up the question. See [Adding a New Question](#) for detailed instructions.

4. When finished, click **Add**.

The 'Create Question' window contains the following elements:

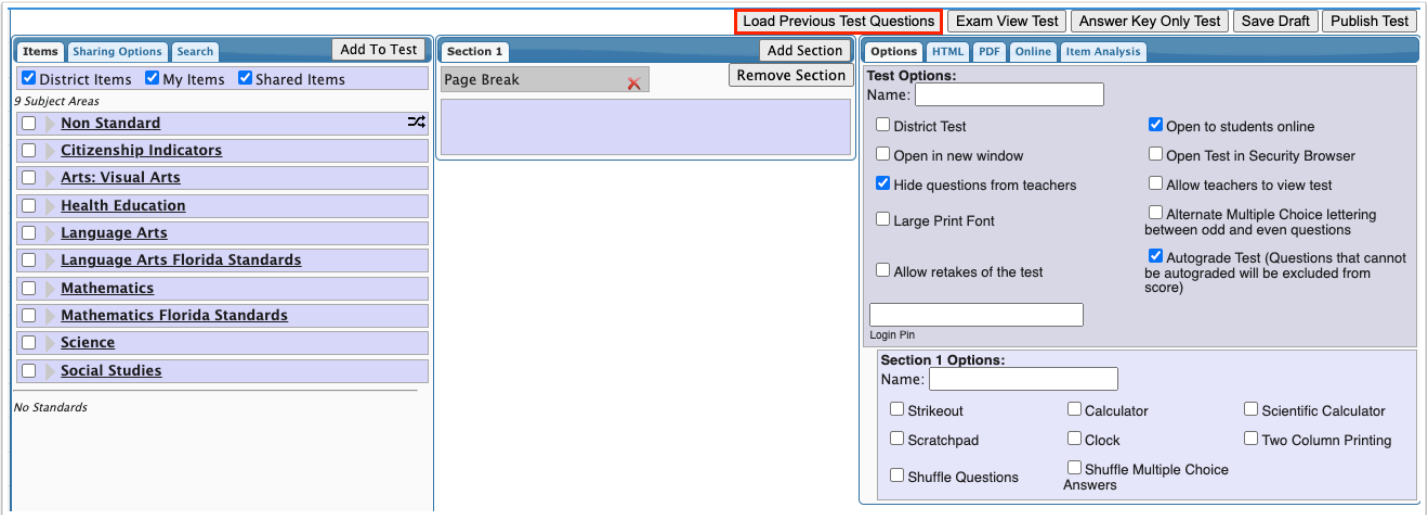
- Question Text:** A large text input field.
- Question Type:** A dropdown menu.
- Question Options:**
 - Name:** A text input field.
 - Cognitive Complex:** A dropdown menu.
 - Link to passage:** A dropdown menu.
 - Question Group:** A dropdown menu.
- Buttons:** 'Add New Group' (green), 'Rename Group' (blue), 'Delete Group' (red), 'Cancel' (blue), and 'Add' (red, highlighted).

The question is added to the test layout.

Loading Previous Test Questions into a Test

The Load Previous Test Questions button allows you to select a previously created test and load those test questions into the new test you are creating.

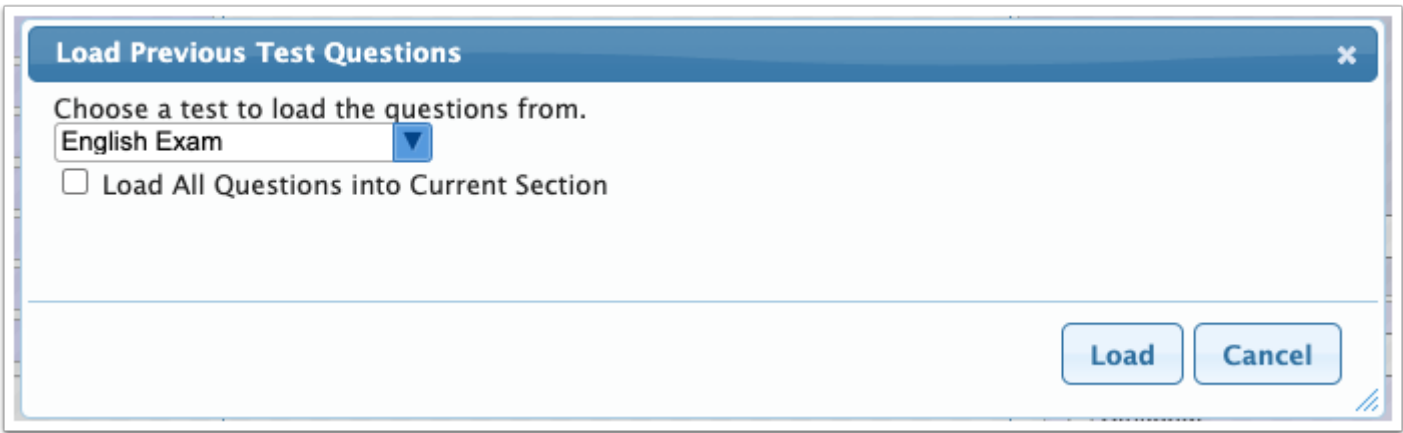
1. At the top of the screen, click **Load Previous Test Questions**.



2. In the pop-up window, select the test to load questions from.

3. Select **Load All Questions into Current Section** to load all of the test's questions into the section of the new test you have currently open.

4. Click **Load**.



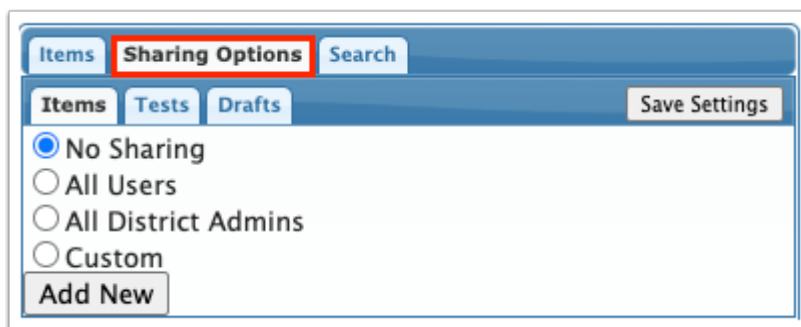
The questions from the selected test are added to the test layout.

5. Continue setting up the new test as needed.

Sharing Questions

Questions can be shared with all users, district administrators, or specific users. When sharing with specific users, you can choose to share all of your questions or only specific question groups.

1. Click the **Sharing Options** tab on the left side of the screen.



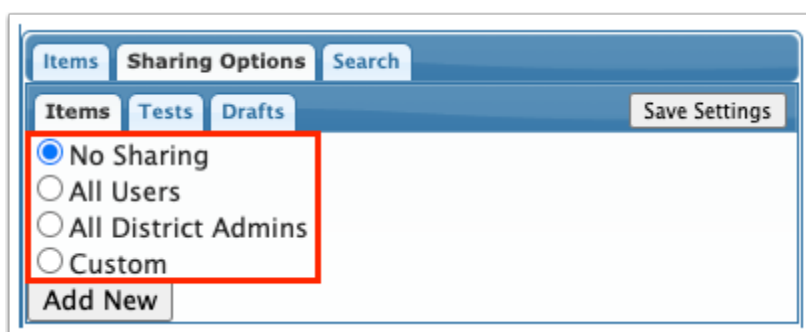
2. In the **Items** tab, select a sharing option.

No Sharing - None of your questions are shared.

All Users - All of your questions are shared with administrator and teacher users.

All District Admins - All of your questions are shared with district administrators.

Custom - Only share some or all of your questions with specific users.



3. When **Custom** is selected, click **Add New** to select a user to share with.

Items | **Sharing Options** | Search

Items | Tests | Drafts | Save Settings

☐ No Sharing
☐ All Users
☐ All District Admins
☒ Custom

☐ Share All Questions
☒ Grammar
☐ Vocabulary

Groups

Add New

6. To add an additional user to share with, click **Add New** and repeat steps 4 and 5.

7. Click **Save Settings** when finished.

Items | **Sharing Options** | Search

Items | Tests | Drafts | **Save Settings**

☐ No Sharing
☐ All Users
☐ All District Admins
☒ Custom

☐ Share All Questions
☒ Grammar
☐ Vocabulary

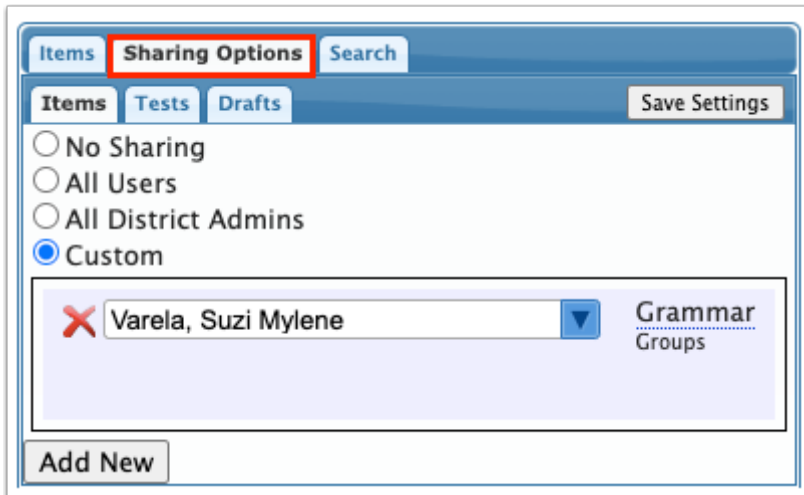
Groups

Add New

Sharing a Test Draft

Draft tests that you have created can be shared with teachers and staff.

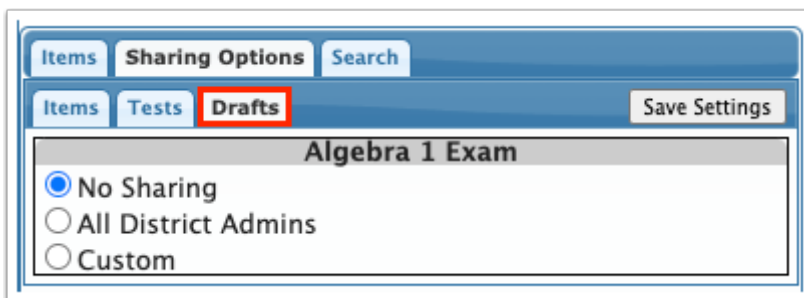
1. Click the **Sharing Options** tab.



The screenshot shows a software interface with a top navigation bar containing 'Items', 'Sharing Options' (highlighted with a red box), and 'Search'. Below this is a sub-navigation bar with 'Items', 'Tests', and 'Drafts' tabs, and a 'Save Settings' button. The main content area has four radio button options: 'No Sharing', 'All Users', 'All District Admins', and 'Custom' (which is selected). Below these options is a text input field containing 'Varela, Suzi Mylene' with a red 'X' icon to its left and a blue dropdown arrow to its right. To the right of the input field is a link labeled 'Grammar Groups'. At the bottom left of the main content area is an 'Add New' button.

2. Click the **Drafts** tab.

Any tests you have saved as a draft are listed.



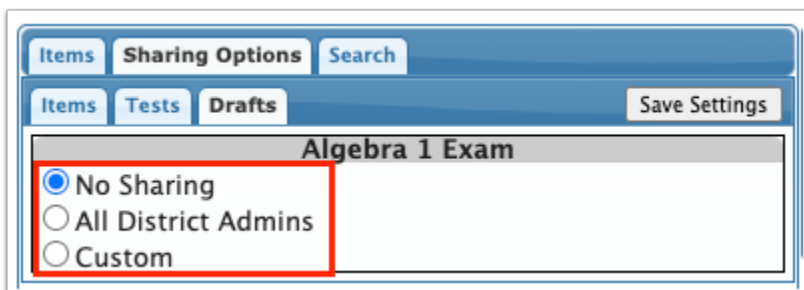
The screenshot shows the same software interface as before, but the 'Drafts' tab in the sub-navigation bar is now selected and highlighted with a red box. The main content area displays a test draft titled 'Algebra 1 Exam'. Below the title are three radio button options: 'No Sharing' (selected), 'All District Admins', and 'Custom'. The 'Save Settings' button is still present in the top right of the sub-navigation bar.

3. Select a sharing option under the desired test.

No Sharing - The test draft is not shared with any user.

All District Admins - The test draft is shared with district administrators.

Custom - Only share the test draft with specific users.



This screenshot is a closer view of the 'Algebra 1 Exam' draft in the 'Drafts' tab. A red box highlights the three radio button options: 'No Sharing' (selected), 'All District Admins', and 'Custom'. The 'Save Settings' button is visible in the top right corner of the sub-navigation bar.

4. When Custom is selected, click **Add New** to select a user to share with.

Items | **Sharing Options** | Search

Items | Tests | Drafts | Save Settings

Algebra 1 Exam

☐ No Sharing
☐ All District Admins
☒ Custom

Add New

5. In the pull-down, select the user to share with.

💡 You can begin typing the user's name in the Filter box to locate the user in the list.

Items | **Sharing Options** | Search

Items | Tests | Drafts | Save Settings

Algebra 1 Exam

☐ No Sharing
☐ All District Admins
☒ Custom

☒ Abernathy, Nora Robin
☐ Varela, Suzi Mylene

Filter: varela

Varela, Suzi Mylene

6. To add an additional user to share with, click **Add New** and repeat step 5.

7. Click **Save Settings** when finished.

Items **Sharing Options** Search

Items Tests Drafts **Save Settings**

Algebra 1 Exam

☐ No Sharing
☐ All District Admins
☒ Custom

Add New

Sharing a Test

Published tests that you have created can be shared with teachers and staff.

1. Click the **Sharing Options** tab.

Items **Sharing Options** Search Add To Test

Items Tests Drafts Save Settings

☐ No Sharing
☐ All Users
☐ All District Admins
☒ Custom

Add New

Grammar Groups

2. Click the **Tests** tab.

Any tests you have published are listed.

Items **Sharing Options** Search

Items **Tests** Drafts Save Settings

World History Exam

☒ No Sharing
☐ All District Admins
☐ Custom

American History Exam

☒ No Sharing
☐ All District Admins
☐ Custom

English Exam

☒ No Sharing
☐ All District Admins
☐ Custom

3. Select a sharing option under the desired test.

No Sharing - The test is not shared with any user.

All District Admins - The test is shared with district administrators.

Custom - Only share the test with specific users.

Items **Sharing Options** Search

Items **Tests** Drafts Save Settings

World History Exam

☒ No Sharing
☐ All District Admins
☐ Custom

American History Exam

☒ No Sharing
☐ All District Admins
☐ Custom

English Exam

☒ No Sharing
☐ All District Admins
☐ Custom

4. When Custom is selected, click **Add New** to select a user to share with.

The screenshot shows the 'Sharing Options' tab in a software interface. It contains three sections for different exams:

- World History Exam:** Radio buttons for 'No Sharing', 'All District Admins', and 'Custom' (selected). Below is a text box with an 'Add New' button highlighted in red.
- American History Exam:** Radio buttons for 'No Sharing' (selected), 'All District Admins', and 'Custom'.
- English Exam:** Radio buttons for 'No Sharing' (selected), 'All District Admins', and 'Custom'.

At the top, there are tabs for 'Items', 'Sharing Options', and 'Search'. Below the exam sections are tabs for 'Items', 'Tests', and 'Drafts', along with a 'Save Settings' button.

5. In the pull-down, select the user to share with.

 You can begin typing the user's name in the Filter box to locate the user in the list.

This screenshot shows the same 'Sharing Options' interface, but with the 'Add New' button clicked. A dropdown menu is open, showing a list of users. The filter box at the top of the dropdown contains the text 'varela'. The user 'Varela, Suzi Mylene' is highlighted in blue. The background shows the 'World History Exam' with 'Custom' still selected.

6. To add an additional user to share with, click **Add New** and repeat step 5.

7. Click **Save Settings** when finished.

ItemsSharing OptionsSearch

ItemsTestsDrafts

Save Settings

World History Exam

☐ No Sharing

☐ All District Admins

☒ Custom

✖

Abernathy, Nora Robin

▼

Add New

American History Exam

☒ No Sharing

☐ All District Admins

☐ Custom

English Exam

☒ No Sharing

☐ All District Admins

☐ Custom