Welcome to Itematica!

We are committed to offering you a customized and comprehensive online K-12 assessment solution providing over 100,000 test bank items* formatted to match state testing. This document will guide you as you navigate through the Itematica online interface.

*Item counts vary by state.

Contents

1 | Creating an Assessment Using Recommended Questions ................................................................. 2
2 | Creating an Assessment Using Self-Chosen Questions ........................................................................ 7
3 | Viewing an Assessment ....................................................................................................................... 12
4 | Assigning an Assessment to Your Students ...................................................................................... 14
5 | Sharing an Assessment with Your Colleagues .................................................................................. 15
6 | Printing an Assessment ..................................................................................................................... 16

Mentoring Minds

Student Report  |  Class  |  Ms. Harper's Math Class

Student Responses (Holly Golightly)

Item 1

Mr. Bill places plates of fruit pie on the table. Which set of plates shown is 5 x 3?

A

B

C

D

Item 2

Three boxes with 6 eggs in each carton makes a total of 18 eggs.

A

B

C

D

Three cartons of 6 eggs make a total of 18 eggs.
Creating an Assessment Using Recommended Questions

When you have logged in, click Add and choose Online Assessment. Then click Next.

Choose: Assessment - I want the system to recommend questions for me radial button. Then click Next.
1. Test Type
Create a **Test Name** and add a **Description** to help you recall the contents of the assessment.

Choose the appropriate **Item Bank** based on your state. Then click **Next**.
2. Test Topics

Choose the **Authority**, **Publication**, and **Subject** using the drop-down menus.

Using the drop-down arrows, choose which **Standards** to include in your assessment, clicking **Use** after each selection. The chosen standards will populate on the right sidebar. Then click **Next**.

**Note:** In order to select a standard, the individual unit must be selected. For example, *all student expectations in the strand 4.2A must be selected individually (i-vi).*
3. Item Types

Choose the types of questions by selecting the **All Topics** or **By Topic** radial button. Input the desired quantity for each question type under the **Include** column. Then click **Next**.

4. Test Items

Review your assessment items. Click **Expand** to see the student question, **Details** to check the student expectation tested, or **Replace** to choose a different question. Then click **Next**.
5. Test Settings

Choose behavior settings by using the toggle switches next to each option. Mouse over each toggle switch to view the setting descriptions. At any time during the process, you can click on the View icon to see the assessment from the student testing experience. Then click Finish.

Note: Assessments cannot be edited once they are created.
Creating an Assessment Using Self-Chosen Questions

When you have logged in, click **Add** and choose **Online Assessment**. Then click **Next**.

Choose the **Assessment - I want to choose the questions** radial button. Then click **Next**.
1. Test Type

Create a **Test Name** and add a **Description** to help you recall the contents of the assessment. Then click **Next**.

2. Item Chooser

Under **Find Items for Test**, select an **Item Bank** from the drop-down menu. Then click the **Choose Standard** button to pick a standard.
Choose the **Authority**, **Publication**, and **Subject** using the drop-down menus.

Choose which **Standards** to include in your assessment, clicking **OK** after each selection. The chosen standards will populate on the right sidebar.

*Note: In order to select a standard, the individual unit must be selected. For example, all student expectations in the strand 4.2A must be selected individually (i-vi).*
To add filters to your search, click into the drop-down menu to select **Depth of Knowledge**, **Cognitive Demand**, **Language**, and/or **Passage Lexile** level. All filters are optional. Then click the **Search** icon.

**Available Items** from the item bank, and click **Add to Test**. Then click **Next**.

Based on your choices, these items have been added to the test.
3. Test Settings

Choose behavior settings by using the **toggle switches** next to each option. Mouse over each toggle switch to view the setting descriptions. Then click **Finish**.

**Note:** Assessments cannot be edited once they are created.
3 Viewing an Assessment

Once an assessment has been created, you have the option to preview the assessment as your students will see it. Select the **Assessment** and then click the **View** tab.

A new window will open for you to view the student testing experience. Click **Next** to advance to the next item. Close the viewing window to exit.
Based on your setting decisions during assessment creation, students may have additional tools available in their right sidebar, including: a **Timer**, the option to **Flag** a question for later, **Review** to revisit skipped items, a **Calculator**, and additional **Accessibility** tools.

**Accessibility Options** include: varied color schemes, font sizes, and the ability to zoom.
Once an assessment has been created, you can now assign it to students. Choose the **Assessment** and then click the **Assign** tab.

Choose behavior options regarding **Who** should be assigned the assessment, **When** the assessment should become available, and any **Notes** or directions to add for students before they begin. Select the **Confirm** tab to review the options and click **Assign Test** when finished.
Once an assessment has been created, you have the option to share it with your colleagues. Select the Assessment you would like to view and then click the Share tab.

**Note:** Shared assessments can be accessed using the Shared Resources tab in the left sidebar.

Click OK to confirm your decision to share the assessment.
Printing an Assessment

To print an assessment, return to the Mentoring Minds home screen. Click Assignments in the top menu bar. The Assessment you created will be listed under Assignments.

Select the Assessment to print. The Print button will be located on the right panel under the Assignment Details heading. Click to Print.