

Using Unified Classroom Assessment Quick Reference Card

Using Unified Classroom Assessment

In this course, use Unified Classroom's Assessment tool to manage assessments and get the information you need to adjust your instruction and improve learning outcomes. Start with a standard or standards that students are struggling with. Then create an assessment item or use existing items that are tied to those learning goals. Learn how to use the new technology enhanced items that come with the product. Then create an assessment and add those items to the assessment. Last, use the proctoring tool to manage and administer the assessment, and view assessment results.

Start with the Relevant Standards

To address learning outcomes, start with a standard or standards that your students are struggling with. You will see those on the Home page. Then create assessment items that are associated with those learning goals.

Work with Assessment Items

Use the Filter Tool

Use the filter tool to find certain assessment items in the item bank.

1. On the Home page, click **Library**
2. Click **Assessment Items**
3. Click **Filter** to access the search options

4. Open the first menu to filter by grade level, question type, subject, or taxonomy

For example, choose **Grade Level** and then open the next menu and choose a grade level.

5. In the filter area, click the **+** sign to add additional filter criteria
6. Click the name of the item to see the number of questions within the item, the number of standards attached to the item, the number of features the item is associated with, the item itself, and the answer choices that accompany the item
7. Click **Item Detail** to see additional information related to the item

Create a New Item

Unified Classroom's Assessment tool comes with more than 60 item types, and many are technology enhanced item types. Keep in mind that you must associate a standard with the item to save it.

To create a new assessment item:

1. On the Home page, click **Library**
2. Click **Assessment Items**
3. On the Assessment Items page, click **Create**
4. Enter a name for the item
5. Enter a minimum and a maximum grade level
6. Open the Subject menu and choose a subject
7. Click **Create New**
8. Select an item category from the list on the left

Using Unified Classroom Assessment

9. Select an item type on the right
10. Under Compose a question, enter the content of the question using the formatting tools

The type of information that you enter next will depend on the type of item that you are building. Instructions for several item types are included in this document.

11. Scroll to the Taxonomies section and select the appropriate taxonomies
12. Scroll to the Standards section
13. Click **Add**
14. Select standards by clicking the circle next to the standard

Use the filter at the top of the page to filter standards or use the navigation arrows at the bottom. Be aware that each question must have at least one standard aligned to it.

15. Click **Add to Question** at the bottom right of the page
16. Click **Save** to save your item
17. Click **Save** again

Edit an Assessment Item

1. Click **Library** from the left-side menu and then click **Assessment Items**
2. Hover over an assessment item to see the Pencil icon, or Edit icon, on the far right
3. Click this icon to see the details for this item
4. Make any needed changes to this item
5. When you're finished, click **Save**

Create a Multiple Choice Question

Using multiple choice items, students select one or more correct answers from several options. Various layout options are available for this item type, and for most of the item types.

1. On the Assessment Items page, click **Create**
2. Enter a name for the item, such as **George Washington question**
3. Choose a minimum and a maximum grade level for the item, such as **6th Grade**
4. Choose a subject, such as **History**
5. Click **Create New**
6. From the list on the left, choose **Multiple Choice**
7. Choose the first option on the right
8. In the Compose question field, enter the stem for the question, such as **George Washington was often called the:**
9. Enter the possible response options in the fields below, such as **Father of our Country, Chief Governor, Father of Virginia**
10. To add another response option, click **+ ADD**
11. To remove a response option, click the Trash icon on the same line as the response option
12. Use the 3-line icon to the left of the response option to re-order the responses; click and drag the responses as needed
13. Set a value for the item using the Points field, such as 5 points

Using Unified Classroom Assessment

14. Select the correct response from the list of options, in this case, **Father of our Country**

To allow students to select more than one response, select the Multiple Response option. Choose to shuffle the responses by using the Shuffle options feature.

15. Choose the taxonomy levels as you did earlier, in this case, the first option for each category
16. Associate a standard or standards as you did earlier
17. Click **Add to Question**
18. Click **Save**
19. Click **Save** again

Create a Drag and Drop Question

Students use this item type to drag their responses from a list of options into empty response boxes.

1. On the Assessment Items page, click **Create**
2. Enter a name for the item, such as **Latin root question**
3. Enter a minimum and maximum grade level, such as **11th Grade**
4. Choose a subject, such as **English**
5. Click **Create New**
6. For the item category, choose **Fill in the Blanks (Cloze)**
7. Choose the first option on the right
8. In the Compose question field, enter the question stem, such as **Match the meaning with its Latin root**
9. Click inside the Template markup field
10. Delete the sample content and add your own question content

For example, **The Latin root in microscope means**

_____, the Latin root in hydrated means **_____**, the Latin root in technique means **_____**.

11. Click the Insert Response icon to insert response boxes where students will put their answers; in the toolbar, this icon looks like an r within a square
 12. Click and drag the new response boxes where you want them
 13. In the Possible responses section, enter the responses that the students can choose from; click **+ ADD** to add additional options
- For the responses, type **small**, **water**, and **skill**.
14. Use the Points field to enter what the item is worth, such as 5 points
 15. Then drag and drop the correct responses into their respective boxes

Microscope goes with small, hydrated goes with water, and technique goes with skill.

16. Choose the Taxonomy levels as you did earlier
17. Associate a standard or standards with this item
18. Click **Add to Question**
19. Click **Save**
20. Click **Save** again

Create a Match List Question

This question type has students pair associated items using one static list and one dynamic list.

1. On the Assessment Items page, click **Create**
2. Enter a name for the item, such as **Monarchs question**
3. Enter a minimum and maximum grade level, such as **10th Grade**

Using Unified Classroom Assessment

4. Choose a subject, such as **History**
5. Click **Create New**
6. For the item category, choose **Classify, Match & Order**
7. Choose the second option on the right, **Match list**
8. Add the question to the Compose question area, such as **Match the monarch with the country**
9. Enter the static information in the Stimulus list area; this information will not change

Enter **Isabella of Castile, Louis XIV, and Henry VII.**

10. In the Possible responses area, add the list of possible responses, such as **Spain, France, and England**

Use the **+ ADD** button as needed.

11. Use the Points field to set the number of points that the item is worth, such as 5 points
12. Next, match each stem with the correct response by dragging and dropping them into the appropriate response boxes

Isabella goes with Spain, Louis goes with France, and Henry goes with England.

13. Choose Taxonomy levels as you did earlier
14. Associate a standard or standards with this item
15. Click **Add to Question**
16. Click **Save**
17. Click **Save** again

Create a Hotspot Question

Using this item, students can choose an area on an image as their response.

1. On the Assessment Items page, click **Create**

2. Enter a name for the item, such as **WWII start question**
3. Enter a minimum and maximum grade level, such as **11th Grade**
4. Choose a subject, such as **History**
5. Click **Create New**
6. Choose **Highlight** on the left as the category
7. Choose **Hotspot** on the right as the type
8. In the Compose question field, enter the question stem, such as **Where did WWII start?**
9. Click the Edit icon under Add image
10. Now either drag and drop an image into the box or click the **+** sign to insert a file from your computer, such as an image of a map of Europe
11. Click **OK**
12. Define the image width and height in pixels or use the default values

The uploaded image will be visible in the Areas section. There, you can create as many outlined areas as needed using Draw mode. Click around the object that you want outlined. To remove an area, switch from Draw to Delete mode and click the area once. You can also use the Undo and Redo options in the toolbar above the image.

13. Use the Points field to set the number of points, such as 5 points
14. On the Correct tab, a copy of the question will appear, along with the drop zones
15. Select the correct hotspot area or areas, in this case, Poland
16. Choose Taxonomy levels as you did earlier
17. Associate a standard or standards with this item
18. Click **Add to Question**

Using Unified Classroom Assessment

19. Click **Save**

20. Click **Save** again

Create an Essay Question

When responding to essay questions, students can give long, detailed responses, up to a maximum of 10,000 words. Keep in mind that this type of question cannot be automatically scored because the responses are subjective.

Choose from three types of essay questions: Essay with plain text (basic formatting), Essay with rich text (has additional text formatting options), or Short text (a shorter answer).

For this example, use Essay with rich text.

1. On the Assessment Items page, click **Create**
2. Enter a name for the item, such as **Settlers and climate**
3. Enter a minimum and maximum grade level, such as **8th Grade**
4. Choose a subject, such as **History**
5. Click **Create New**
6. Choose **Written & Spoken** on the left
7. On the right, choose **Essay with rich text**
8. In the Compose question field, enter the question stem, such as **What climate conditions were favorable for settlers in the 19th century in America?**
9. In the Text formatting options area, select the formatting options that will be available to students as they write their responses, such as **Bold, Italics, Underline**
10. Click **+ ADD** to add additional formatting options
11. Specify the maximum length of the response, such as 500 words; the word count will show in the question toolbar
12. Choose Taxonomy levels as you did earlier

13. Associate a standard or standards with this item

14. Click **Add to Question**

15. Click **Save**

16. Click **Save** again

Create a Math Formula Question

Use this item type when students must enter complex math formulas as a response.

1. On the Assessment Items page, click **Create**
2. Enter a name for the item, such as **Unit 2 review**
3. Enter a minimum and maximum grade level, such as **8th Grade**
4. Choose a subject, in this case, **Math**
5. Click **Create New**
6. Choose **Math** from the left menu
7. Choose **Math formula** from the right menu
8. In the Compose question field, enter the question stem using the formatting options in the tool bar

Example: **What is x when a=2, b=5, and c=7?**

9. Click in the Template field and use the pop-up keypad to build a math expression, such as $a^2 + bc = x$
10. Add empty response boxes within the equation, as needed, so that students must fill in those boxes

To insert a response box, use the Insert Response icon in the lower-right corner of the keypad. This will indicate the position of an empty response box. Click and drag it as needed.

11. Designate a point value, such as 8 points

Using Unified Classroom Assessment

- Using the Method menu, select a scoring method suitable for the question

For example, the equivSymbolic scoring method validates anything that is symbolically equivalent to the expression given.
- Enter the correct response in the Value field; only one solution can be entered in this field; for this example, enter **39**
- Enter the number of decimal places as needed, in this case, **0**
- Choose Taxonomy levels as you did earlier
- Associate a standard or standards with this item
- Click **Add to Question**
- Click **Save**
- Click **Save** again

Create a Written and Spoken Audio Question

Use this item type when you want to use an audio recorder with a question. The embedded audio recorder can record, save, and play back a student's response. Keep in mind that audio questions are not automatically scored.

- On the Assessment Items page, click **Create**
- Enter a name for the item, such as **Translation item**
- Enter a minimum and maximum grade level, such as **10th Grade**
- Choose a subject, such as **Language**
- Click **Create New**
- For the question category, choose **Written & Spoken**
- Choose **Audio recorder** from the right side options

- In the Compose question area, enter the question stem, such as **Repeat this sentence using the future tense; "Je vais au cinema"**
- Open the Player type menu and choose the appropriate type, such as **Button**
- Set the maximum length of the audio response, or the number of seconds allowed for the response, such as **10**
- Open the More Options menu and review the following:

Silence Stop Duration – enter the number of seconds you want after the recording has stopped, such as **5**

Overwrite warning – gives students a warning that their previous recording will be replaced if they re-record (check that option)

Recording Cue – Students here a beep before the recording starts (check that option)
- Choose Taxonomy levels as you did earlier
- Associate a standard or standards with this item
- Click **Add to Question**
- Click **Save**
- Click **Save** again

Create a Multi-Part Question

Now create an item that is made up of more than one part. Choose a simple multiple choice item to see how this works.

- On the Assessment Items page, click **Create**
- Enter a name for the item, such as **Henry VIII question**
- Enter a minimum and a maximum grade level, such as **10th Grade**
- Choose a subject, such as **History**
- Click **Create New**

Using Unified Classroom Assessment

6. Select an item category from the list on the left, such as **Multiple Choice**
7. Select an item type from the right, such as **Multiple choice - standard**
8. Enter the content of the question using the formatting tools, such as **Who was the first wife of Henry VIII?**
9. Enter the answer options, the number of points, and the correct answer

Enter **Katherine Howard, Anne of Cleves, Katherine of Aragon**. The correct answer is Katherine of Aragon.

10. Scroll to the Taxonomies section and choose the appropriate taxonomies
11. Scroll to the Standards section
12. Click **Add**
13. Select the appropriate standards; filter them as needed
14. Click **Add to Question**
15. Click **Save**
16. Now to make it a multi-part question, click **Create New** again
17. Select a question category once more
18. On the right side of the page, choose a question type, such as **Multiple Choice**
19. Select **Multiple choice - standard**
20. Repeat the process to add the second part of the question, such as, **Who was the daughter of these two monarchs?**
21. Enter the answer options, the number of points, and the correct answer

Enter **Mary, Elizabeth, Eleanor**. The correct answer is Mary.

22. Scroll to the Taxonomies section and choose the appropriate taxonomies
23. Scroll to the Standards section
24. Click **Add**
25. Select the appropriate standards; filter them as needed
26. Click **Add to Question**
27. Click **Save**
28. Click **Save** again

Work with Features

Features are typically passages, audio files, or video files that you can add to an assessment item. Add a feature when you create an item, or use the Features bank to find the feature that you want to add to an item.

To view existing features, follow these steps.

1. Click **Library** from the main menu
2. Click **Assessment Features**
3. To filter the features, click **Filter**
4. Open the menu and choose a category by which to filter the features
5. Make a selection from the next menu
6. Click the **+** sign to add additional filters
7. When you find the feature you want, select the name of the feature
8. To view the feature details, click **Shared Feature Detail**
9. To modify any of the feature details, click **Edit Shared Feature**

You can also roll your cursor over the feature name and two icons will appear on the right side that you will use to view or edit the feature details.

Using Unified Classroom Assessment

To add a feature to an item, follow these steps.

1. Click **Library** from the main menu
2. Click **Assessment Items**
3. Choose an item
4. Click the Edit icon
5. Click **+ From Bank**
6. On the Feature Bank page, make a selection by clicking the **+** sign on the same line; notice that the feature appears under Questions & Features
7. Click **Save**
8. Choose the item again to see the attached feature

Work with Assessments

It is important to find the right existing assessments when you need them. Start with the Assessment bank on the Assessments page to see what assessments are available.

Find an Existing Assessment

To view existing assessments, follow these steps:

1. Click **Library** from the left-side menu
2. Click **Assessments** to view existing assessments
3. Select an assessment to view additional details

Click the Quick View icon at the far right, which shows the number of questions, the answer choices, the actual items, and any related features.

4. Choose **Edit Assessment** to see additional details and to make changes to the assessment

Create a New Assessment and Add an Item

Create a new assessment and then add an existing item to that assessment.

1. On the Home page, click **Library**
2. Click **Assessments**
3. Click **Create**
4. Give the assessment a name, such as **Unit 3 Review**
5. Enter a description in the Description field, such as **Review of concepts in Unit 3**
6. Choose a minimum and maximum grade level, such as **11th Grade**
7. Open the Subject menu and make a selection, such as **History**
8. Open the Exam Type menu and choose from the options, such as **Formative**
9. Add any additional instructions in the Instructions field
10. Now to add existing assessment items, click **+ From Bank**
11. Click the **+** sign next to the item that you want
12. Click **Add to Assessment** in the lower-right corner
13. Click **Save**

Create a New Assignment for this Assessment

To administer an assessment, it must be listed as an assignment in the Recent Assignments section of the Home page.

To create a new assignment and attach an existing assessment, follow these steps.

1. On the Home page, click the global Create symbol, the **+** sign (you will find this symbol on most pages)
2. Give the assignment a name, such as **Unit 3 Review**
3. Enter a description in the text box, such as **Review of concepts in Unit 3**
4. Open the Gradebook Category menu and choose a category; in this case, **Test**

Using Unified Classroom Assessment

5. Open the Student Work Type menu and choose **Assessment - Online**
6. In the Assessment area, click **Choose** to select the appropriate assessment for this assignment

Use the search field or the filters as needed to find the assessment.
7. Click the **+** sign next to an assessment to attach it to the assignment
8. Choose whether or not to randomize items
9. Enter a time limit for this test
10. Decide whether or not students will be able to pause the test while taking it online
11. Choose a font size; open the menu and make a selection
12. Decide whether or not students will be able to control the font size, the color scheme, or the zoom level while taking the online test
13. Decide whether or not students can use a calculator for this test
14. Decide whether or not to use an answer eliminator
15. Will students have access to a previous item button, a progress bar, or a table of contents?
16. Decide when to make this test available to students
17. Open the Score Type menu and make a selection
18. Enter how many points the test is worth
19. Make selections from the next section regarding weighting, extra points, and whether the score will count in the final grade
20. Choose a due date for this test
21. Verify which section will take this test under Class/Students

22. The associated standards will be listed in the Standards area when that functionality is available
23. Click **Save**

Administer an Assessment/Use the Proctoring Tool

Now find this assignment on the Home page in the Recent Assignments area in the upper-right corner.

Hover your cursor over the assignment and click the Play icon to access the proctoring tool.

1. On the Assessment Proctor page, notice the four columns:

The first column shows the students' names.

The Status column will show one of four colors: gray means not started, orange means in progress, the Pause icon means the assessment has been paused, and green means complete.

In the Active column, a check mark indicates that a student is active within the session. An X indicates that the student is not active.

The Current Item # column shows the item that the student is currently working on.

Now open the Actions menu to see the options listed there.

When the functionality is available, you will be able to select all or certain students while they are taking the assessment, start or pause an assessment, or discard or submit an assessment.

After selecting the appropriate students, you can do the following:

Pause – Saves answers for the student, but does not let the student continue testing until you resume the test

Using Unified Classroom Assessment

Resume – Allows the student to continue the test

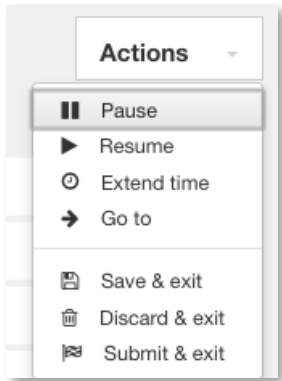
Extend time – Enter values in the Hour(s) or Minute(s) fields to add to the assessment time

Go to – Enter an item number in the field to direct the student to that item

Save & exit – Saves answers for the student(s) and closes the test

Discard & exit – Discards answers for the student(s) and exits the test

Submit & exit – Submits the assessment for the student(s) and exits the test



2. Select the middle icon, or the Results icon

A matrix of assessment results will appear. Review how students performed, question by question.

3. To see how a student answered a particular item, click the check mark or the X to see additional details

4. To see how one student performed overall, select the student's name

5. Use your arrows to move from one student to another

6. Select an item in the list as another way to see how the student responded

7. Select the Standards icon in the toolbar, which looks like a target, to see how students performed on the standards associated with that item

8. To see results by taxonomy, use the other three icons, which are Bloom's, Bloom's Revised, and Webb's Depth of Knowledge (DOK)

Review Assessment Results

Once you've administered an assessment, you want to see how your students performed.

1. In the Recent Assignments section on the Home page, hover your cursor over the assessment assignment