



**Performance  
Matters Online  
Testing Platform  
Teacher Tutorial**

2020



**This notebook provides access to resources to support the transition to an online assessment environment.**

**This tutorial is intended to support Teachers who have never logged into the platform, are transitioning to online Answer Key Only Tests, and Teachers who would like to create and administer online assessments.**

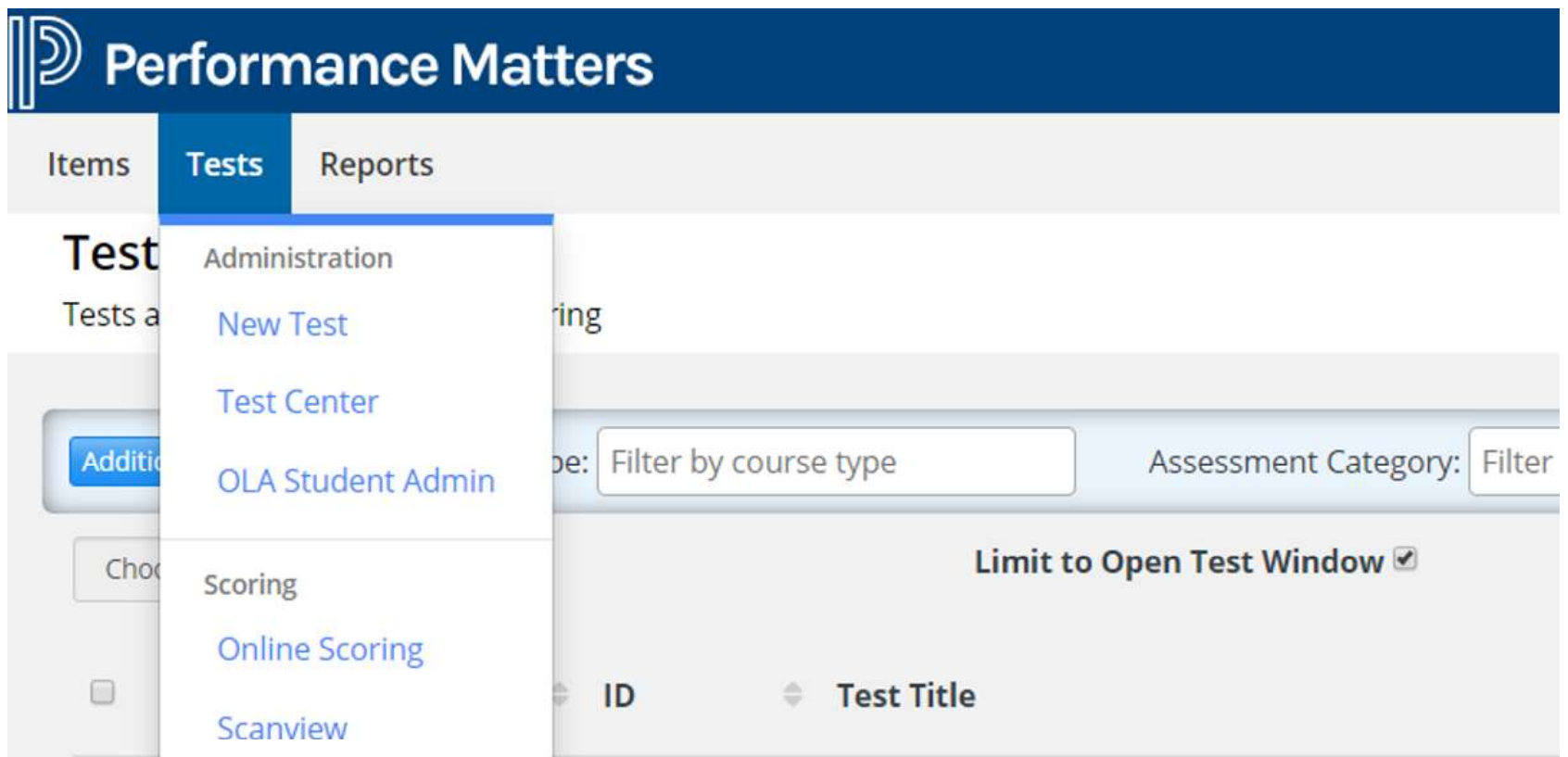


# Online Test Administration

# Online Test Administration

## ADMINISTER AN ONLINE TEST ON PERFORMANCE MATTERS?

Click on the Tests tab and select Test Center



# Online Test Administration

Click on the **Select** button in the Administer column.  
Click on **Release: Online / Paper Based**.

The screenshot shows the 'Test Center' interface with the following elements:

- Filters: Course Type (Filter by course type), Assessment Category (Filter by assessment category), Test Grade Level (Filter by grade level).
- Table columns: Course Type, ID, Test Title, Edited Date, Scored Students, Administer.
- Table rows:
  - Elementary (ID: 1309423) - ITBS Survey Level 13 Math
  - Math (ID: 1309488) - ITBS Survey Level 14 Math
  - Reading (ID: 1309476) - ITBS Survey Level 14 Reading
  - Language Arts (ID: 1309593) - ITED Core Level 15 Reading Comprehension
- Dropdown menu for the 'Select' button:
  - Release: Online / Paper Based
  - Download Answer Key

On this next screen, select the student(s) by name or by class. Then click the **Release** button at the bottom right corner.

This action releases the tests to the selected students.

The screenshot shows the student selection screen for the 2019-2020 T-Math-Gr7Adv-T8-CBT test. It includes the following elements:

- Section selection: Section 1. Students may NOT use a calculator.
- Student status summary:

Unassigned	Assigned	In Progress	Finished
64903	760	22	355
- Table of students (Showing 1 to 10 of 66120 students):

Student ID	Name	Status
#####	##### A####	Unassigned
#####	##### A####	Unassigned
#####	##### A####	Unassigned
#####	##### A####	Unassigned
#####	##### A####	Unassigned
#####	##### B####	Unassigned
- Buttons at the bottom right: Release, Unrelease, Close.

# Creating an Answer Key Only (AKO) Test

# Creating an AKO Test

## WHAT IS AN ANSWER KEY ONLY TEST?

Answer Key Only (AKO) tests allows students to provide their answers to tests that already exist on paper, and the teachers/administrator uses the platform for test administration through scan sheets or Online Assessment (OLA). This allows the user to utilize the platform's scoring and reporting features.

1	<b>A scannable, paper-based AKO</b> STUDENT USES A PAPER TEST BOOKLET AND A BUBBLE SHEET
2	<b>A paper-based AKO with Online response</b> STUDENT USES A PAPER TEST BOOKLET AND ANSWERS ONLINE
3	<b>On online AKO with an Online test booklet</b> STUDENT VIEWS QUESTIONS AND ANSWERS ONLINE  This session will help the user develop AKO for Online administration for answers only and AKO for Online Administration with an Online test booklet if available.

# Creating an AKO Test

## STEPS TO SET UP PROPERTIES AND ADMINISTRATION FOR ANSWER KEY ONLY TEST TO ADMINISTER ONLINE

**STEP 1:** Click on **Tests** from the Dashboard Menu, then select **New Test**



**STEP 2:** Complete the **Test Properties Tab**.

This tab determines who will be able to access the test.

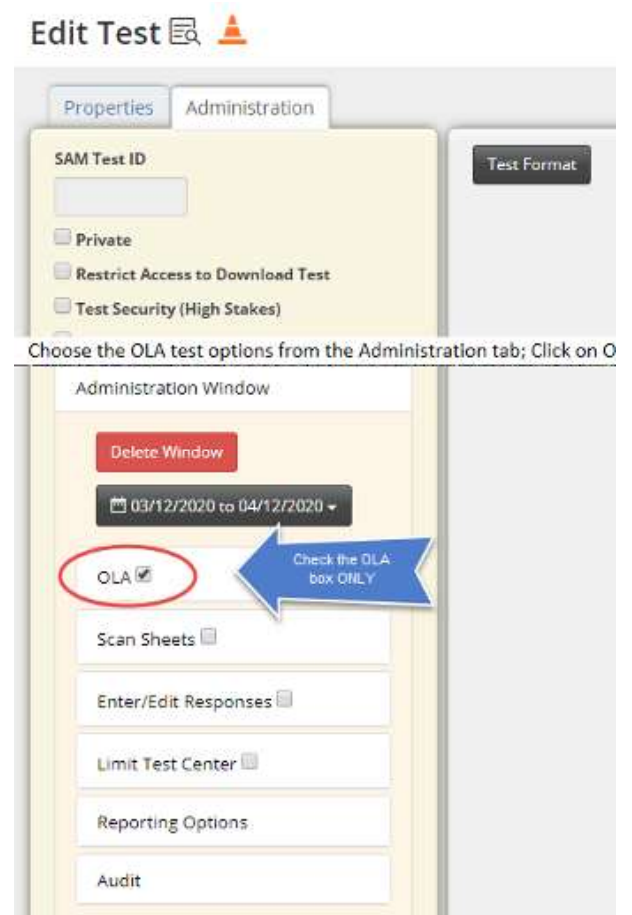
1. **Title of Test:** Must be at least 10 characters
2. **Assessment Category:** MUST select Teacher Created from drop down
3. **Course Type:** Select your course
4. **Grade Levels:** Select grade level(s) of students who should access the test
5. **Performance Band:** Select District Default if you have another grading scale, scroll through and select or create.



# Creating an AKO Test

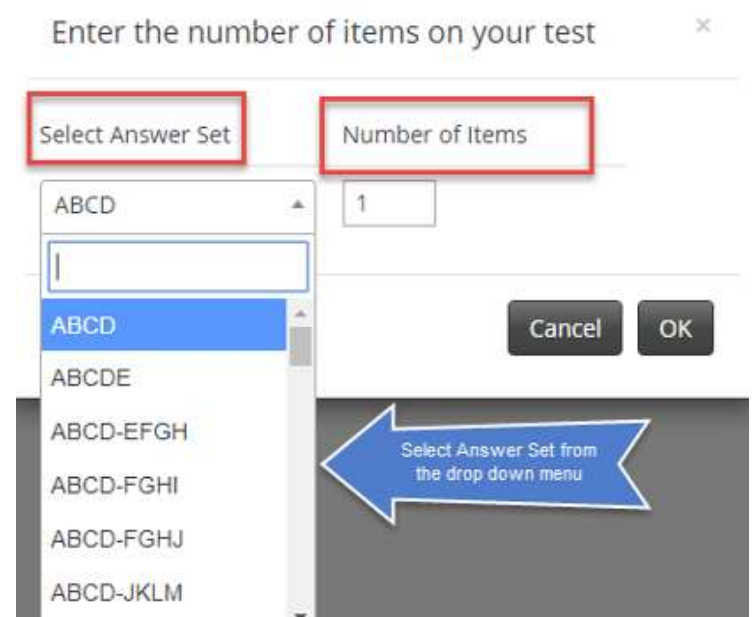
**STEP 3:** Complete the **Test Administration Tab**. This tab determines when and how the test will be administered.

The OLA Setting dictates how the students will experience the test.



## STEPS TO SET UP THE TEST FORMAT FOR AKO TEST TO ADMINISTER ONLINE

**STEP 4:** Select the **number of items** desired and the **answer set**.



# Creating an AKO Test

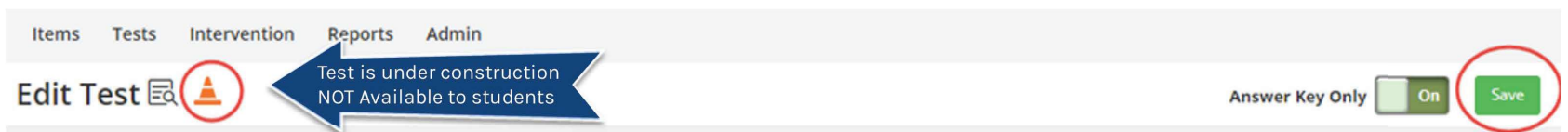
Item #	Label	Item Weight	Item Type	Answer Set	Correct Answer / Rubric	Standard Alignment	Delete
1-1		1	Choice	ABCD	B	FL,MA.8.A.1.1	Delete
1-2		1	Choice	ABCD	B, C	FL,MA.8.A.6	Delete
1-3		1	Choice	EFGH	E		Delete
1-4		1	Choice	EFGH			Delete
1-5		1	Choice	ABCD			Delete
1-6		1	Choice	EFGH		ACT.E, III	Delete

**STEP 5:** Select the number of items desired and the answer set.

1. The Answer Set is identified
2. The question type is identified as multiple choice which includes multi-select items.
3. The Answer Set can change to accommodate the correct answer.
4. Select the Correct Answers
5. The Standard can be added by typing any component of the standard: MA -Math, LAFS-ELA, SC - Science, SS -Social Studies, etc.
6. The Standards field will begin with ACT.E, but begin typing the standard aligned to the test
7. Additional questions may be adding by clicking Add Item
8. Click the Delete to delete an item

# Creating an AKO Test

## STEP 6: Save Test and Document Test ID Number



A Test successfully saved will have the white check mark with a green circle and a Test ID number.

