



**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.**

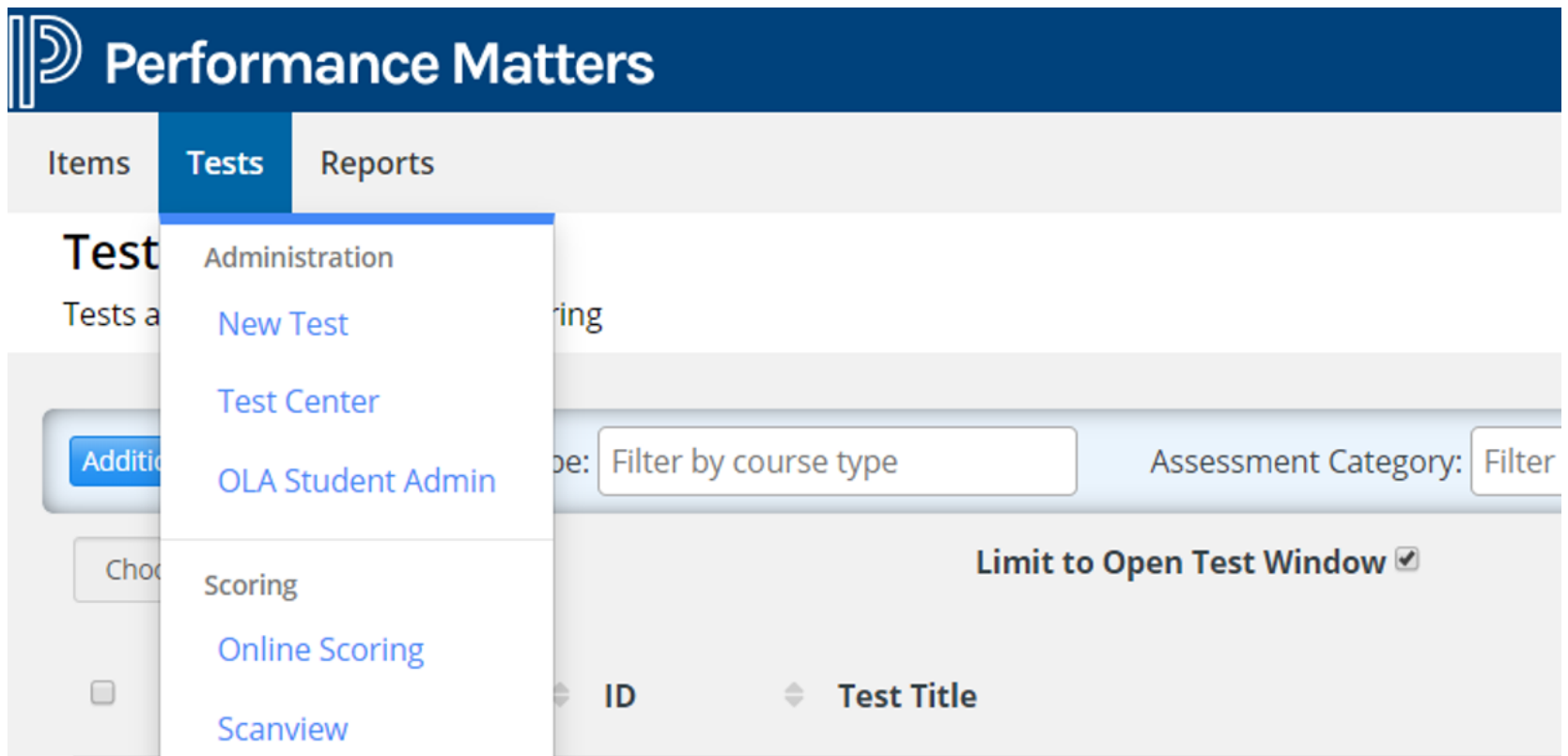


# Online Test Administration

# Online Test Administration

## ADMINISTER AN ONLINE TEST ON PERFORMANCE MATTERS?

Click on the Tests tab and select Test Center



The screenshot displays the Performance Matters web application interface. At the top, there is a dark blue header with the Performance Matters logo and the text "Performance Matters". Below the header is a navigation bar with three tabs: "Items", "Tests", and "Reports". The "Tests" tab is currently selected and highlighted in blue. A dropdown menu is open under the "Tests" tab, listing several options: "Administration", "New Test", "Test Center", "OLA Student Admin", "Scoring", "Online Scoring", and "Scanview". The "Test Center" option is highlighted in blue. In the background, there is a search bar with the text "Filter by course type" and "Assessment Category: Filter". Below the search bar, there is a checkbox labeled "Limit to Open Test Window" which is checked. At the bottom of the screenshot, there are two columns of data: "ID" and "Test Title".

# Online Test Administration

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

**Test Center**  
Tests available for release and scoring

Additional Filters ▾ Course Type: Filter by course type Assessment Category: Filter by assessment category  
Test Grade Level: Filter by grade level

Choose an action ▾ Limit to Open Test Window  Search: Filter by title or ID

<input type="checkbox"/>	Course Type	ID	Test Title	Edited Date	Scored Students	Administer
<input type="checkbox"/>	Elementary	1369429	ITBS Survey Level 13 Math	Feb 25, 2020 9:50:01 PM	0	Select ▾
<input type="checkbox"/>	Math	1369486	ITBS Survey Level 14 Math	Feb 25, 2020 9:50:01 PM	0	Select ▾
<input type="checkbox"/>	Reading	1369476	ITBS Survey Level 14 Reading	Feb 25, 2020 9:50:01 PM	0	Select ▾
<input type="checkbox"/>	Language Arts	1369593	ITED Core Level 15 Reading Comprehension	Feb 25, 2020 9:50:01 PM	0	Select ▾

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.

2019-2020 T-Math-Gr7Adv-T8-CBT

Select a section to release: Section1. Students may NOT use a calculator. ▾

Add Student Filter

Unassigned	Assigned	In Progress	Finished
64903	760	22	355

Showing 1 to 10 of 66120 students Selected: 1

<input type="checkbox"/>	Student ID	Name	Status
<input checked="" type="checkbox"/>	#####	A#####, A####	Unassigned
<input type="checkbox"/>	#####	A#####, A####	Unassigned
<input type="checkbox"/>	#####	A#####, A####	Unassigned
<input type="checkbox"/>	#####	A#####, A####	Unassigned
<input type="checkbox"/>	#####	A#####, A####	Unassigned
<input type="checkbox"/>	#####	A#####, B####	Unassigned

All Classes ▾ Search:

Release Unrelease Close

# Creating an Answer Key Only (AKO) Test

# Creating an AKO Test

## WHAT IS AN ANSWER KEY ONLY TEST?

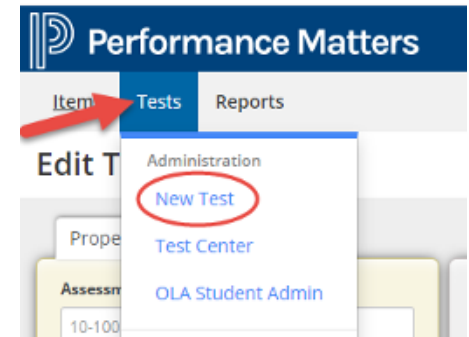
Answer Key Only (AKO) tests allows students to provide their answers to tests that already exist on paper, and the teachers/administrator uses the platform for test administration through scan sheets or Online Assessment (OLA). This allows the user to utilize the platform's scoring and reporting features.

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.

Choose the OLA test options from the Administration tab; Click on O

## 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**.

Select Answer Set

Number of Items

1

Cancel OK

# 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			Delete
1-4		1	Choice	EFGH			Delete
1-5		1	Choice	ABCD			Delete
1-6		1	Choice	EFGH		ACT.EIII	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.

# Video Tutorials

# Video Tutorials

Click to view our video tutorial links that fit your learning needs

- [Performance Matters Overview](#)
- [MyDashboard for Teachers](#)
- [Create an Answer Key Only Test](#)
- [Define Test Properties](#)
- [Set Test Administration Option: Online Testing](#)
- [Manage Tests in Test Center: Release Test](#)
- [Student Video About Online Testing](#)
- [Use the OLA Testing Tools](#)
- [Manage Online Testing with OLA Student Admin](#)
- [Unlock Student Tests](#)
- [Introduction to Baseball Card](#)
- [Swatch and Sort Results in Baseball Card](#)

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