

### Home Base IIS: Creating Assessments

Learn to create two types of classroom tests in Home Base IIS: express tests and manual tests. Navigate through the first three stages of the test creation process. Locate saved assessments, test items, and passages.

#### Assessment Admin

Use the Assessment Admin tool to create and administer assessments, to select items from an item bank, to create your own items, to tie questions to standards, and to report on assessment results.

#### Create an Express Test

Choose the express test option when you want to select a small number of questions tied to specific standards. After you select the standards you want to cover on the test, choose questions from a bank of previously created test questions connected to those standards.

1. Roll your cursor over the Assessment Admin header and click **Create**
2. Under Option 1, click **Start Now**
3. Enter test information
4. Choose a preferred standards set
5. Click **Select Standards**
6. Choose your standards and click **Add to Test Map**
7. Enter the number of questions you want on the test
8. Click **Build Express Test**

#### Create a Test Manually

To include your own questions or passages, create a test manually.

1. Roll your cursor over the Assessment Admin header and click **Create**
2. Under Option 2, click **Start Now**
3. Enter the test information
4. Enter the number of test questions you want
5. Click **Generate Test**
6. Choose the type of question you want for the first test item
7. Add the question by clicking **Click here to add content**
8. Add the possible answers by clicking **Click here to add content**
9. Mark the correct answer and give it a point value
10. Click **Standard Lookup** to align the question to a standard
11. Select a standard and click **Done**
12. Click a test item number to move on to the next question
13. Finish by clicking **Return to Test Detail**

Check the ALERTS box to see if you're missing information.

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## Find a Saved Test

1. Roll your cursor over Assessment Admin and click **Find a Test**
2. Enter the test name or other criteria and click **Go**

## Find an Item or Passage

1. Roll your cursor over Assessment Admin and click **Find an Item or Passage**
2. Enter search criteria and search for a specific item, or select a category to refine the search
3. Click **View Results**

## The Test Stages

As you build a test, the test stages at the top of the page will display your progress. Start in the Private Draft stage and work your way through the test stages. You'll work in the Private Draft stage when you enter or select test items.

Test Stage Private Draft Public Draft Ready To Schedule Scheduled In Progress Completed

Add your questions and responses until you have no alerts in the Alerts box. When you've aligned all your questions to standards, move on to the Ready to Schedule stage by clicking **Ready to Schedule**.

Keep in mind that once you schedule the test, you cannot make changes to it. You can, however, copy the test under ACTIONS and then modify the copy.

To confirm that you want to schedule the test, click **Schedule**.  
Next:

1. On the Test Settings page, choose a start and end date when students will take the test
2. Decide when you want to score the test

3. Decide if you will use Schoolnet Secure Tester

The Schoolnet Secure Tester is installed on the testing computers and prevents students from accessing the Internet while taking a test.

4. Give students the passcode to access the test online
5. Decide which of your sections will take the test
6. Click **Save**
7. Distribute usernames and passwords so students can access the test

Where will you find usernames and passwords? Once you schedule a test, the option to view usernames and passwords will appear under ACTIONS.

Click **View Usernames** and choose a section. The User Names page displays a list of usernames and passwords for the students in that section.

8. Preview the test by clicking **Preview Online Test**

Your test is now at the Scheduled stage.