HOUSTON Independent School District

Quick Answer Key

User Guide Version 7

EdPlan™ Instructional Management System

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PCG Education

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Introduction

The new **Quick Answer Key** screen, previously called **Quick Test Entry**, makes it easier and faster to create simplified answer keys. Quick answer keys can be created for paper assessments that are already in use and allows you to immediately start using the system to administer those assessments via scan sheets or plain paper scanning, online assessments, or clickers.

You will then be able to immediately view assessment results and evaluate student performance by standard. This instant feedback allows you to determine individualized instructional strategies for those learners needing re-teaching or tutoring that will help to ensure the academic success of all students.

The new workflow has a number of new features and improved functionality. You can now align questions to standards and other metrics, for example. You can also now reorder inserted questions to maintain the structure of your assessment in case you need to delete a question and update your test. It is also easier to align questions to standards, and to delete a standard from a question without deleing the entire question.

Action Icons

Located near the top right of each page, **action icons** can help you perform common workflow tasks.

	Home Page	Returns user to home page
	Copy	Allows user to copy the content on the screen to create another version
	Message	Opens the message creation screen (coming soon)
	Delete	Deletes content and closes the tab
	Print	Prints the screen (on print-enabled screens only)
	Favorite	Selects current page to appear on the My Favorites list in My Dashboard (coming soon)
	Publish	Publishes current screen to content collection
	Save	Saves the content screen once all required fields are populated
	Help	Launches the Solution Center

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Create an Answer Key

1. On the home page, click the **Assessment** icon at the top of the screen.
2. In the drop-down list, click **Test Manager**. The Test Manager modal displays with several options.

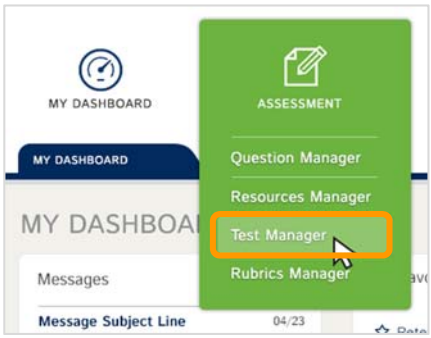

Figure 1: Assessment Drop-Down Menu

Figure 2: Test Manager Modal

3. Click the **CREATE A QUICK ANSWER KEY** button on the Test Manager modal, and the **Create a Quick Answer Key** screen displays. The **Create a Quick Answer Key** workflow is comprised of the following sections:
    - **Identification Information**
    - **Overview**
    - **Details**
    - **Questions**
    - **Additional Details**

Identification Information

In the top **Identification Information** section of the screen, enter information for identifying the test in the **Name** field.

- The **Current Status** drop-down field will display **Editing** by default, but you should change this to **Finalized** when the quick answer key is finished and you wish to release the test to students.

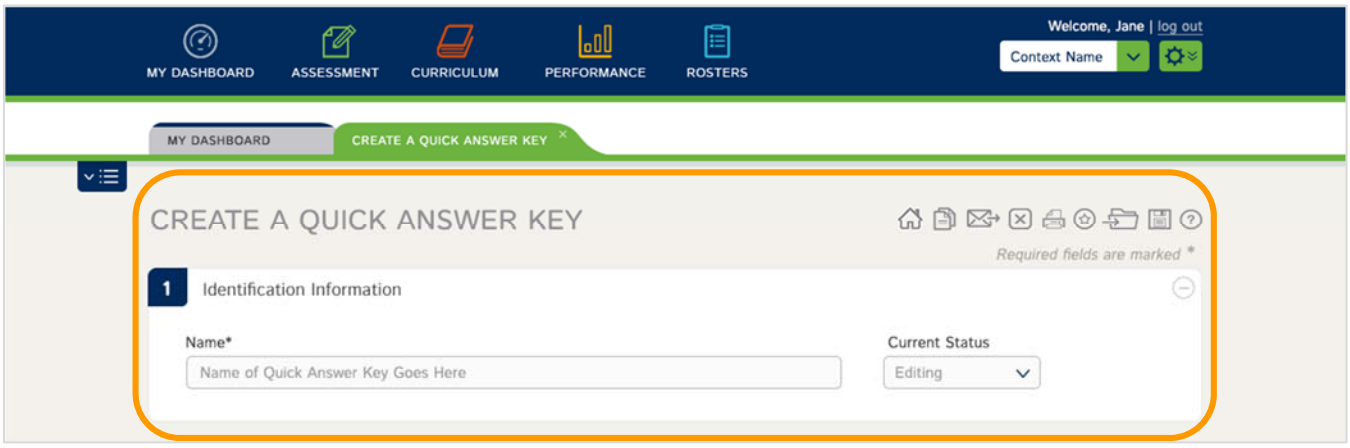

Figure 3: Identification Information Section

Overview

In the **Overview** section, enter additional details about the quick answer key, which will be helpful in distinguishing between multiple test versions or assessments with similar names.

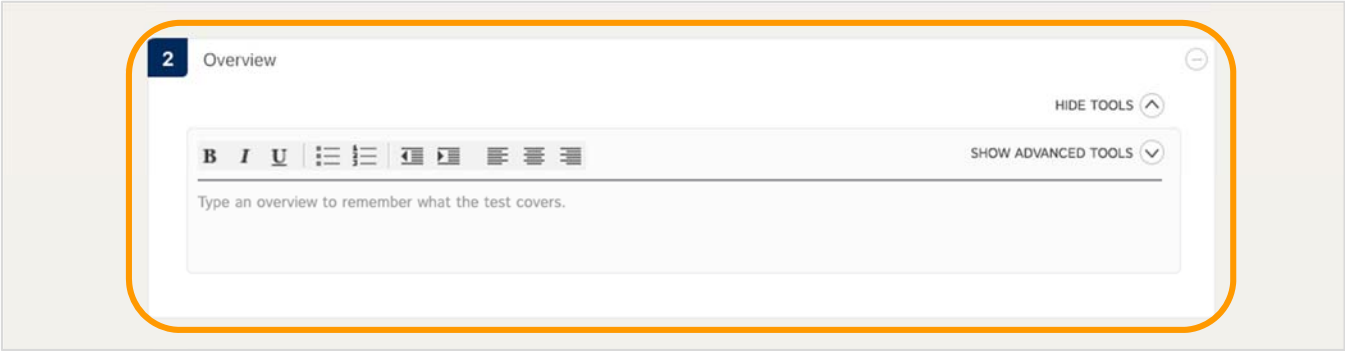

Figure 4: Overview Section

Details

In the **Details** section, use the drop-down lists in the **Test Level** and **Test Language** fields to select the language of the test and the level at which the test will be administered.

- The options that display for **Test Level** depend on your role. For example, a district administrator may make a test available at the district, campus, or classroom level, whereas a teacher can only create a classroom-level assessment.
- For the **Content Area** field, click on the icon of the binoculars and a modal will display for browsing and selecting the content areas applicable to the test.

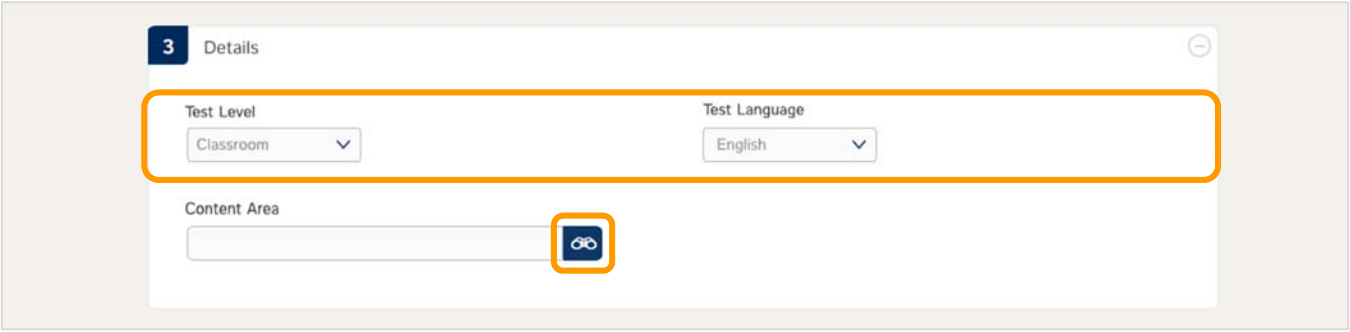

Figure 5: Details Section

4. Once you have selected your content areas in the modal, click the **Apply** button and then close the modal by clicking on the **X** in the top right corner.

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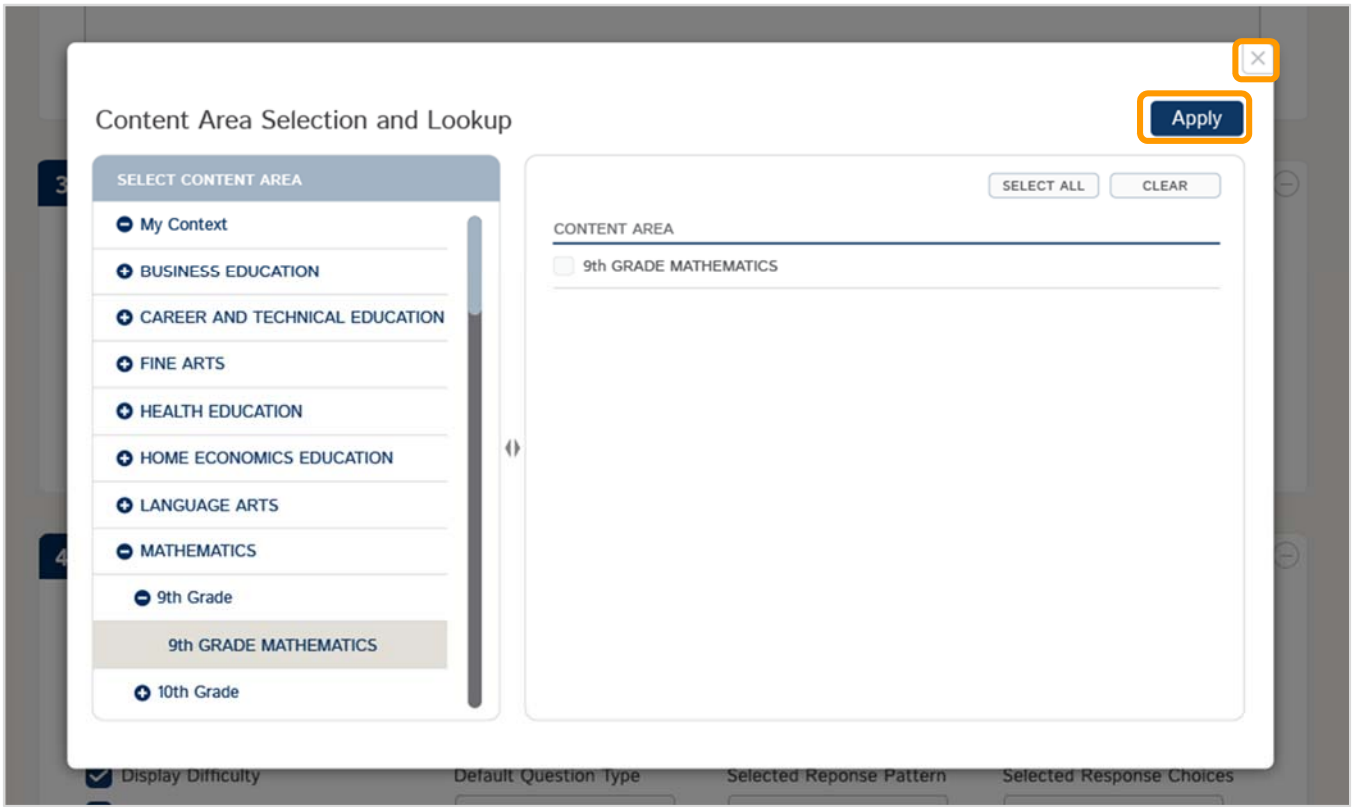

Figure 6: Content Area Selection Modal

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Questions

In the **Questions** section of the screen, enter more details about the test questions.

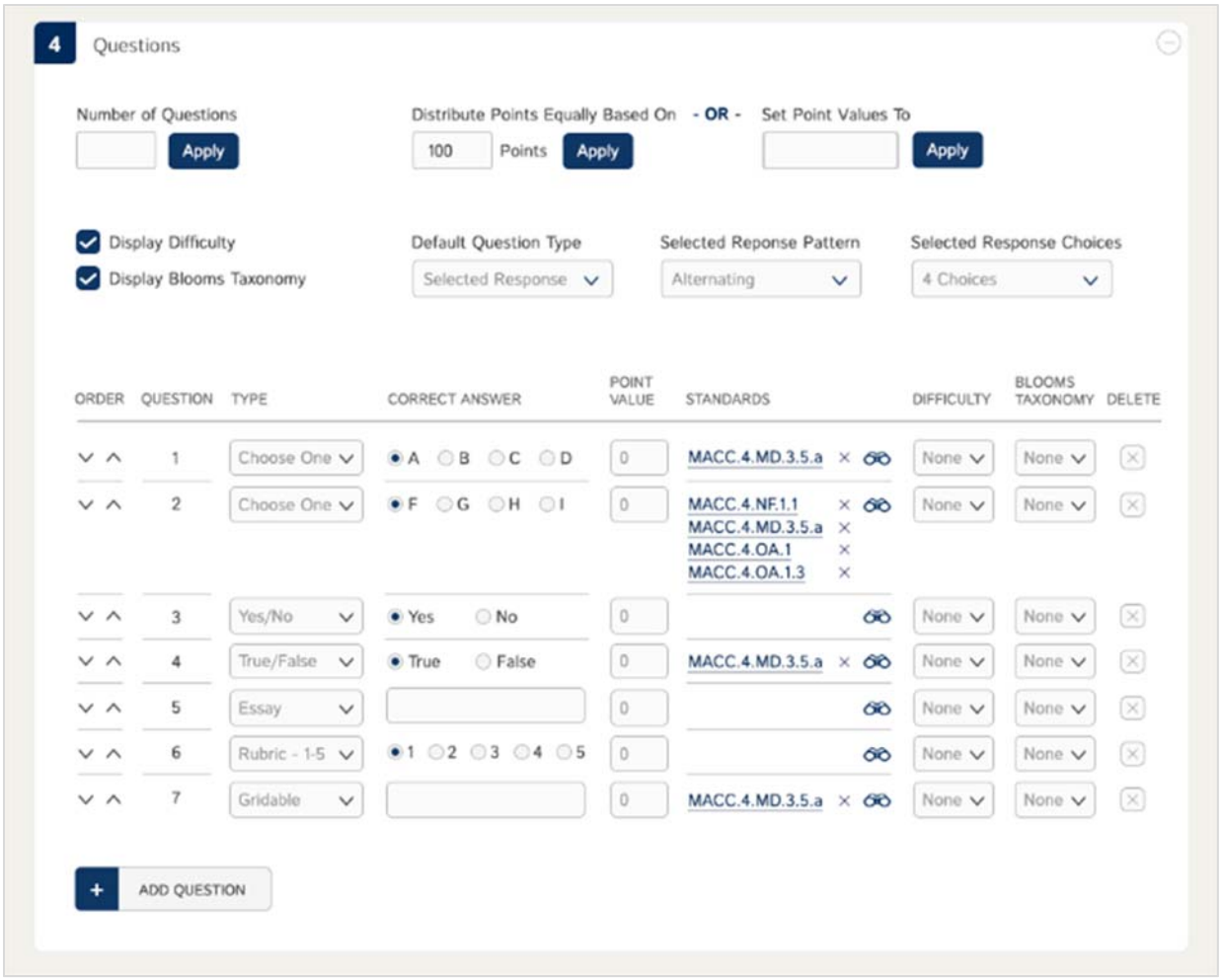

Figure 7: Questions Section

1. First, enter the number of questions on the assessment and click the **Apply** button.

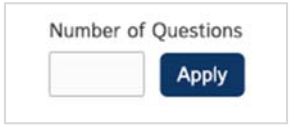

Figure 8: Number of Questions Field

2. Next, enter the point value for the test. Points may be distributed equally across the test based on 100 points, for example, or a set point value may be assigned to be applied to all questions.

Figure 9: Point Values

3. To see a larger view of question details, the **Difficulty** and **Blooms Taxonomy** columns may be hidden by unchecking the boxes above these columns. Click the check boxes again to display the columns again.

Figure 10: Display Difficulty and Blooms Taxonomy Check Boxes

4. In the **Default Question Type** field, use the drop-down list to choose the default question type for the quick answer key.

Figure 11: Default Question Type Drop-Down Menu

5. You can override this field on a question-by-question basis. For example, if the first 18 of 20 questions on a test are choose one, or multiple choice, and the last two questions are essay or rubric-scored types, you would select **Choose One** from the drop-down box, then override the Type selection for questions 19 and 20 by selecting the appropriate question type for them.

6. **Choose One** is the system default. Question types fall into the following categories:
   - Choose One
   - Yes/No
   - True/False
   - Essay
   - Rubric 1-5
   - Griddable

5. In the **Selected Response Pattern** field, use the drop-down list to select response pattern for the test. For example, if Question 1 has four answer choices labelled a, b, c, and d, this field allows you to identify how the answer choices for Question 2 will appear. If you select **Alternating**, then the answer choices for Question 2 will be labeled as e, f, g, h. Question 3 will then repeat a, b, c, d.

Figure 12: Selected Response Pattern Drop-Down Menu

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6. In the **Selected Response Choices** field, use the drop-down list to select how many answer choices will be provided for each question on the test.

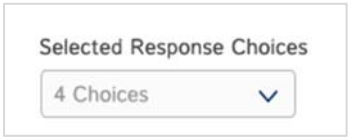

Figure 13: Selected Response Choices Drop-Down Menu

7. The questions table contains numerous details about each test question. Use the order arrows can be used to move questions up or down, and the system will automatically reorder the questions accordingly.

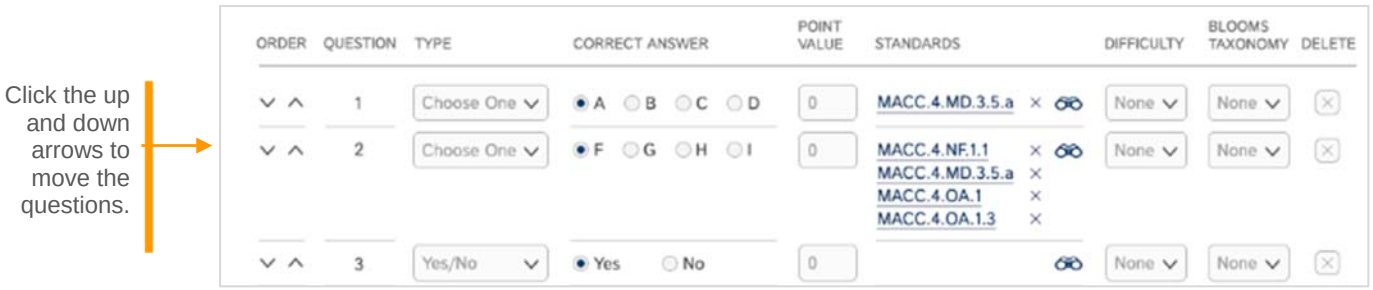

Figure 14: Questions Table

8. As previously mentioned, the answer type can be changed from the default selection by making another selection in the **Type** column using the drop-down menu.

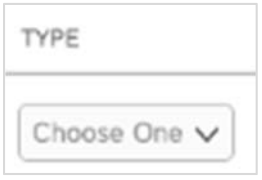

Figure 15: Type Drop-Down Menu

9. The **Correct Answer** column shows the correct answer for each question.

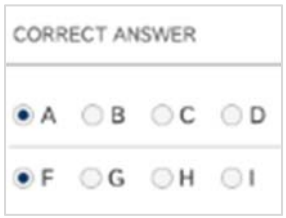

Figure 16: Correct Answer Column

10. Use the fields in the **Point Value** column to modify point values for specific questions as needed.

Figure 17: Point Value fields

11. In the **Standards** column, standards can be deleted from the question by clicking on the **X** next to the standard. Click the icon of the binoculars to launch a Standards modal.

Figure 18: Standards Column

12. Use the Standards modal to add standards to the test questions.

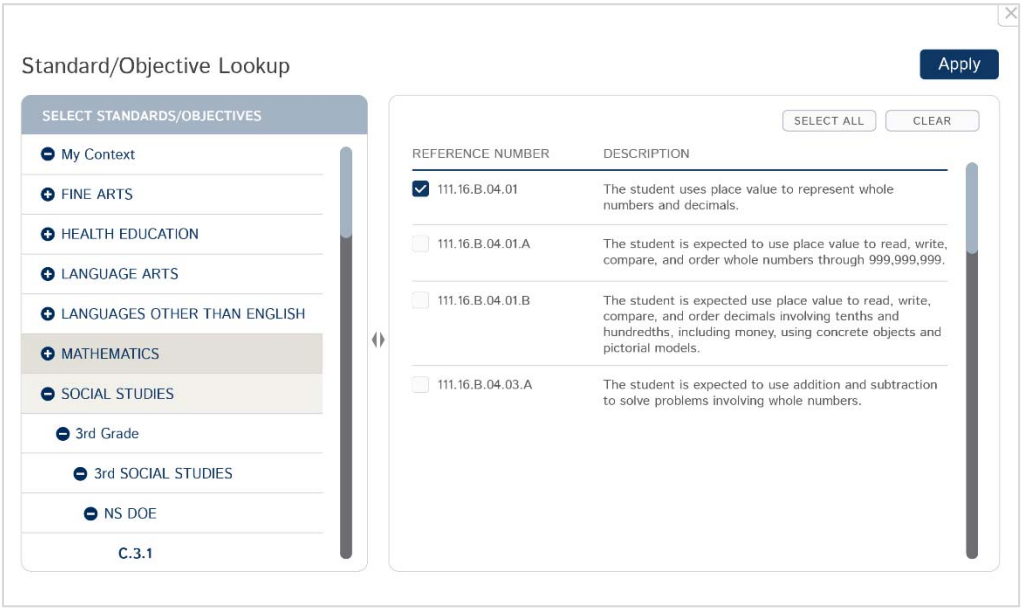

Figure 19: Standards Modal

13. Use the drop-down lists in the **Difficulty** and **Blooms Taxonomy** columns to add details about test difficulty level and Blooms Taxonomy to the test.

Figure 20: Difficulty and Blooms Taxonomy Columns

Instructions

The next section on the screen is for test **Instructions**.

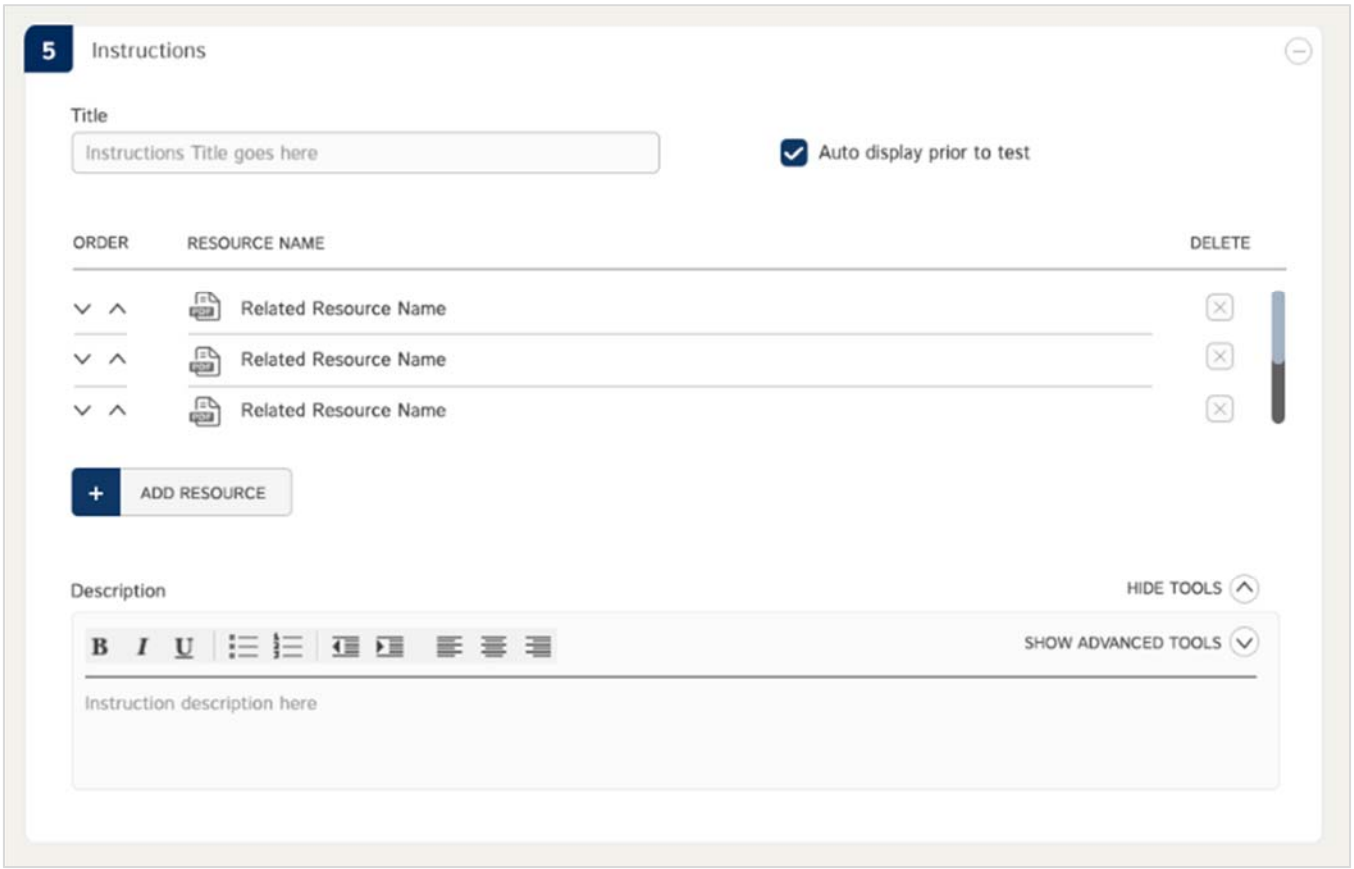

Figure 21: Instructions section

1. Use the **Title** field to enter a title for the instructions, and click the **Auto display prior to test** check box if you'd like the instructions to display before the test.

Figure 22: Title Field and Auto display prior to test check box

:

2. Next, you can use the **Add Resource** button to attach any resources to the test.

Figure 23: Add Resource Button

3. Use the up and down arrows to order the listed resources.

Figure 24: Up and down arrows for ordering resources

4. Type the actual test instructions in the **Description** text box.

Figure 25: Description Text Box

Additional Details

The last section on the screen is the **Additional Details** section. There are three tabs at the top of this section:

- **Mastery Threshold**
- **Cut Scores**
- **Tracked Changes**.

MASTERY THRESHOLD

When the **Mastery Threshold** tab is activated or clicked, a default mastery threshold is displays in the **Default** field at the top of the section. This threshold can be edited by clicking the box where the numeral appears and checking the **Apply to all** box.

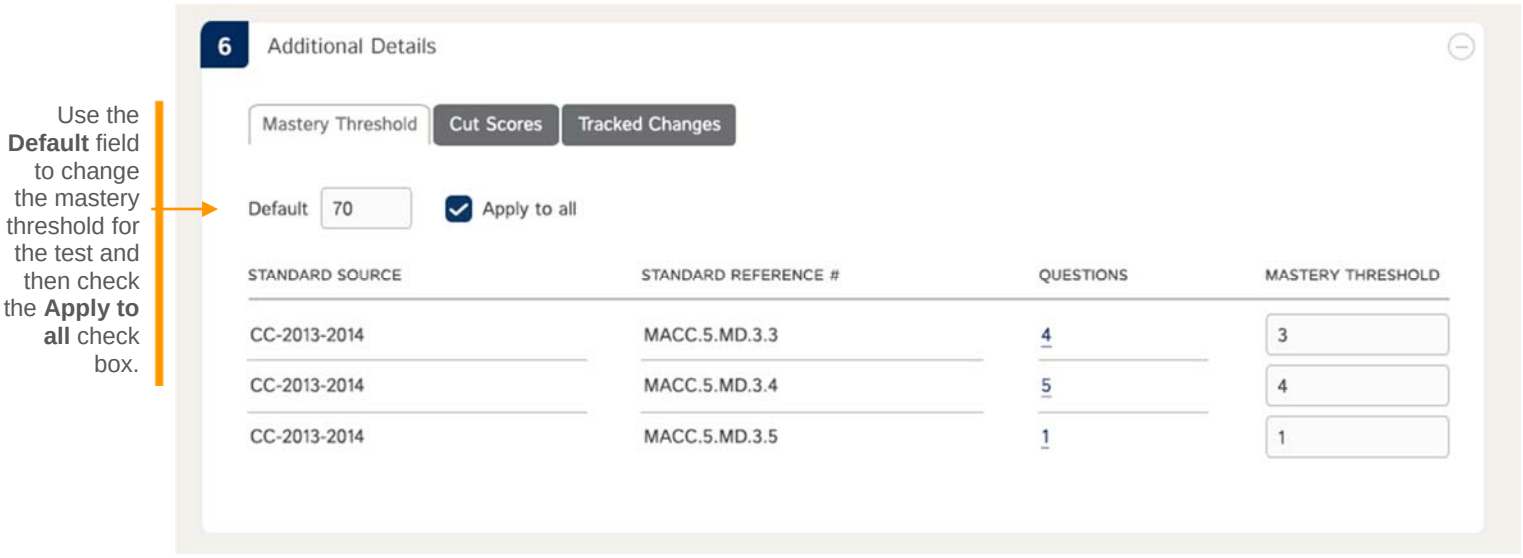

Figure 26: Additional Details Section

- The **Standard Source** column displays the source of each listed objective or standard and can have multiple possible values (e.g., TEKS, CC, AZDOE, etc.).
- The **Standard Reference Number** column identifies each objective by its reference number.
- The **Questions** column displays the total number of questions associated with each specific objective. Clicking the number, which is a hyperlink, opens a list of the specific questions.

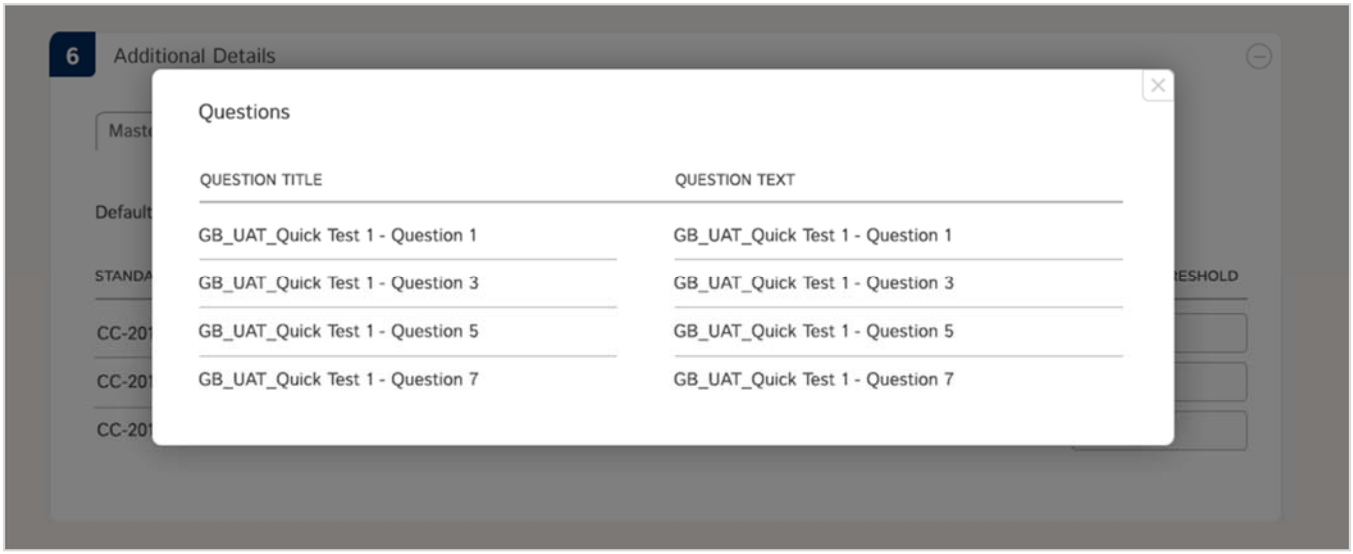

Figure 27: Pop-up modal showing specific questions

- The **Mastery Threshold** boxes display the number of questions, by objective, that need to be answered correctly to achieve mastery of the given standard. This number can be adjusted manually.

Figure 28: Mastery Threshold fields

CUT SCORES

When the **Cut Scores** tab in the **Additional Details** section is activated or clicked, this is how the section looks.

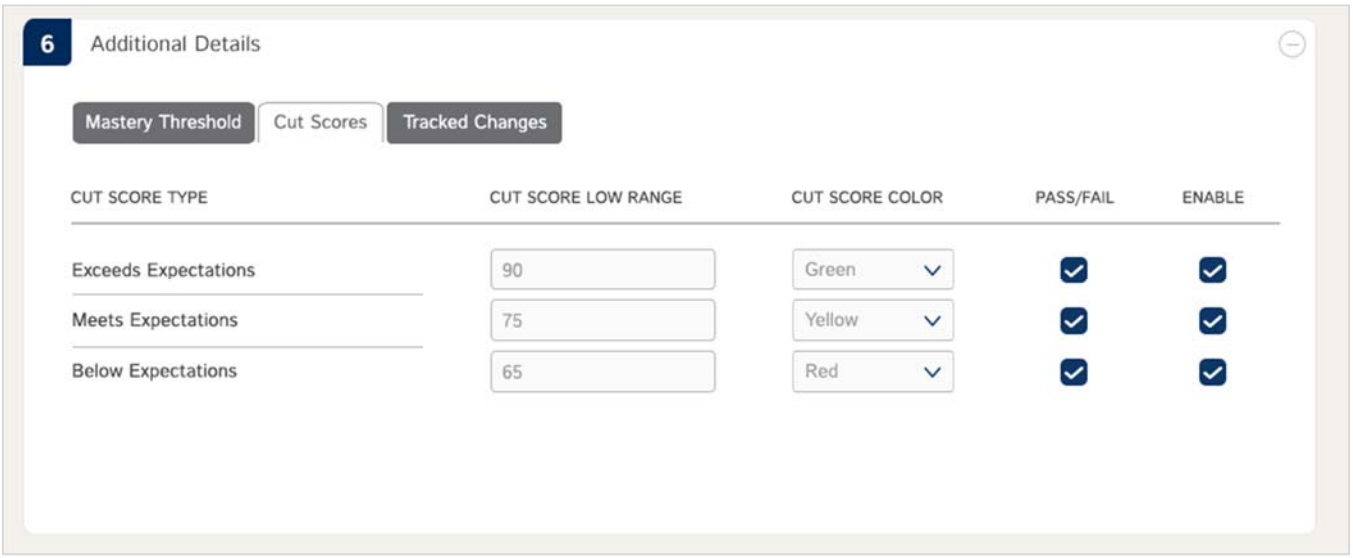

Figure 29: Cut Scores Tab

- The **Cut Score Type** column lists options such as **Exceeds Expectations**, **Meets Expectations**, and **Below Expectations**, which may vary by school district. These descriptions are user-defined and are set in conjunction with the next column of information.
- The **Cut Score Low Range** column displays the numerical value for the lowest range a student can score to fall within the category specified in the **Cut Score Type** column. For example, based on this example, the lowest score a student could receive and still be considered exceeding expectations is a 90.
- The **Cut Score Color** can be customized to correspond to a range of scores.
- The **Pass/Fail** column can be enabled at each level for the set score, and the whole row can be enabled or disabled as needed.

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TRACKED CHANGES

When the **Tracked Changes** tab in the **Additional Details** section is activated or clicked, this is how the section looks.

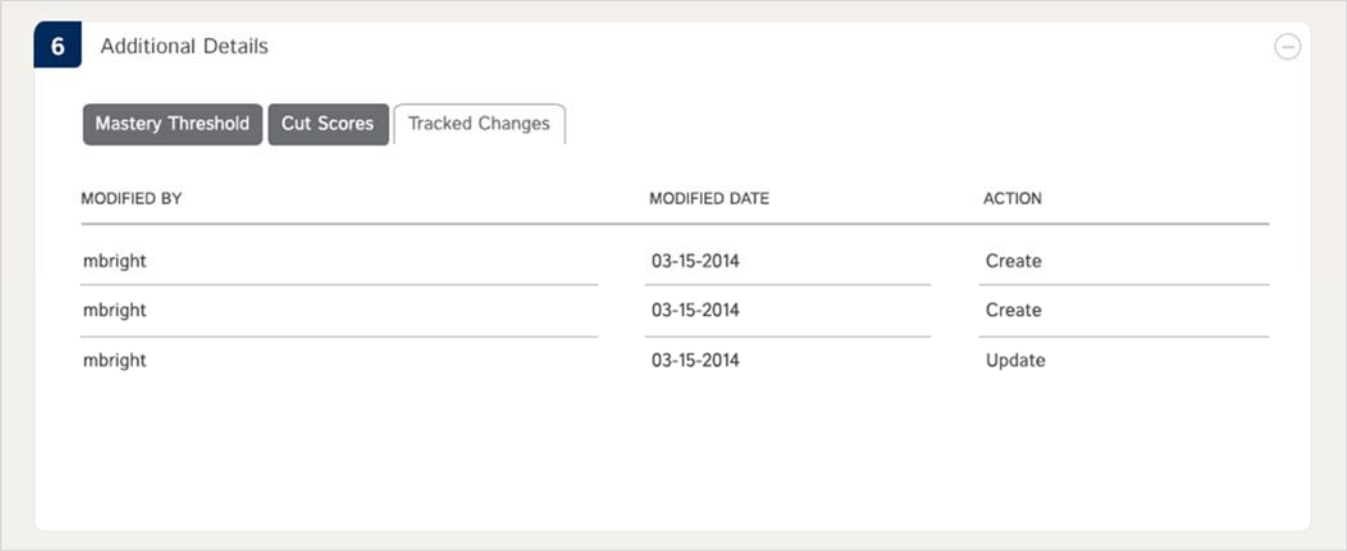

Figure 30: Tracked Changes Tab

7. This section displays system-generated information showing who made modification to the quick answer key, the date the changes were made, and the type of action. This screen is for informational purposes only, and there are no editable fields.

QUICK ANSWER KEY SHORT CUT BUTTONS

At the bottom of the **Quick Answer Key** screen, there are several group of buttons. These buttons have been included to create a quick loop for users to bypass the main navigation tree, allowing for a shortcut to common related tasks.

Figure 31: Quick Answer Key Short Cut Buttons

Preview Answer Key - Displays a preview of the Quick Answer Key.

Print Answer Key - Prints the Quick Answer Key.

Save Answer Key – Saves Quick Answer Key

Copy/Edit Answer Key - Creates another quick answer key from an existing key.

Create New Answer Key - Creates a new key.

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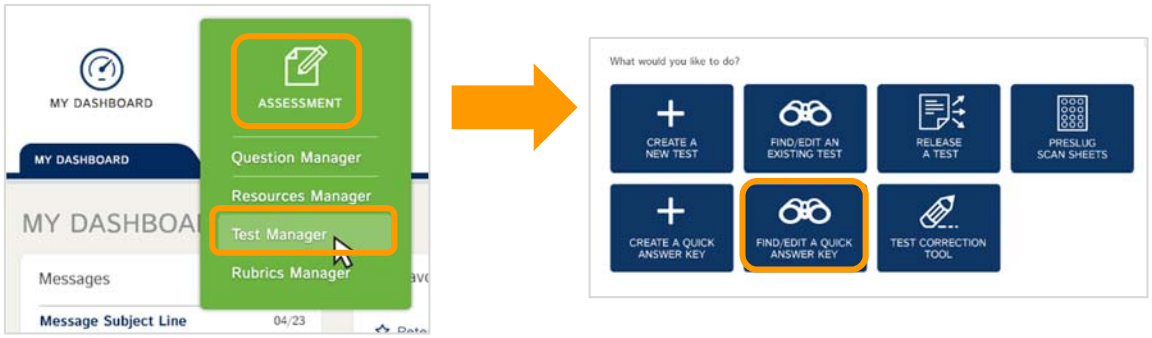
Preview or Edit an Answer Key

1. To preview or edit an existing answer key from the home page, click the **Assessment** icon.
2. Then in the drop-down list, click **Test Manager**. The Test Manager modal displays with several options.



3. Click Find/Edit A Quick Answer Key. This launches a navigation tree to use to browse to and select the quick answer key to edit

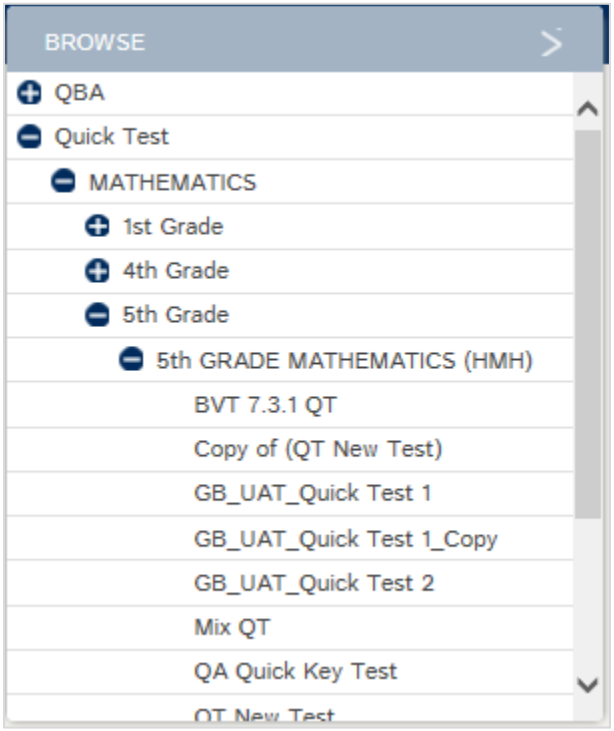


Figure 32: Quick Answer Key Navigation Tree

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4. Once the correct answer key has been selected, the **Maintain Quick Answer Key** screen displays with the Identification Information section at the top of the screen already pre-filled.

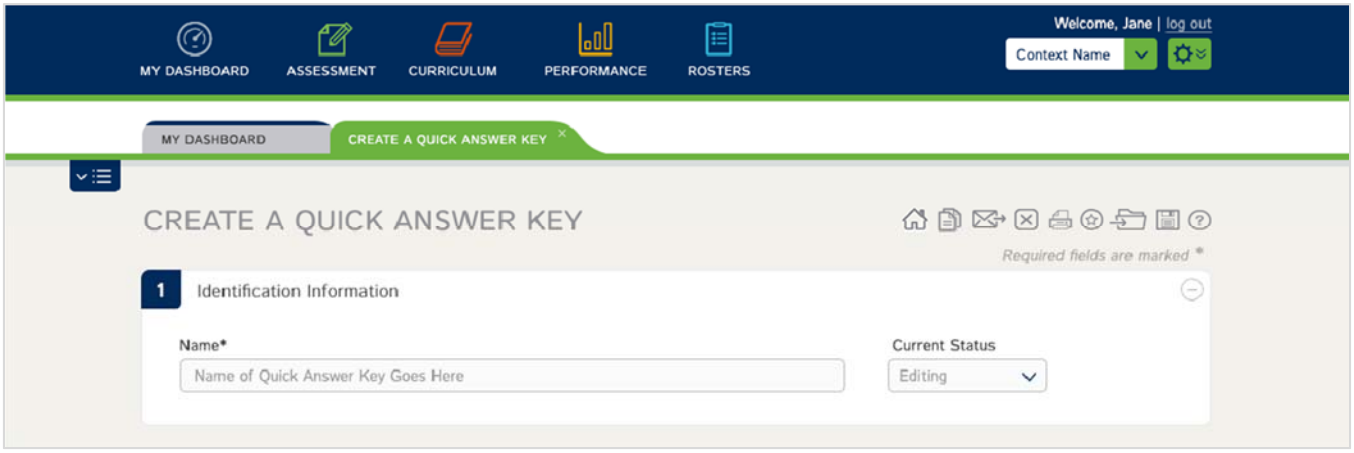

Figure 33: Maintain Quick Answer Key Screen

Note: If your quick answer key is in **In Use** status, you will need to use the **Test Correction Tool** to make any edits or updates.

5. To remove an entire question from the test, click the **X** in the **Delete** column.

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