

UTIPS Training Three

Creating Custom Tests

March 2010

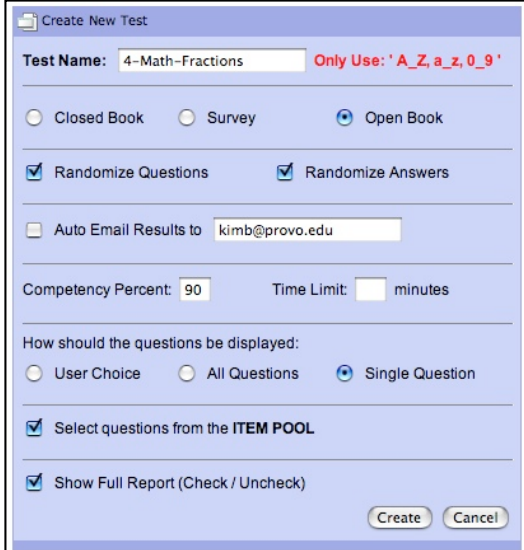
Logging In To Your Account

- 1) Open a web browser (Firefox, Safari, Netscape, etc.)
- 2) Go to <http://www.myutips.org/>
- 3) Type your Username and Password
- 4) Click Login



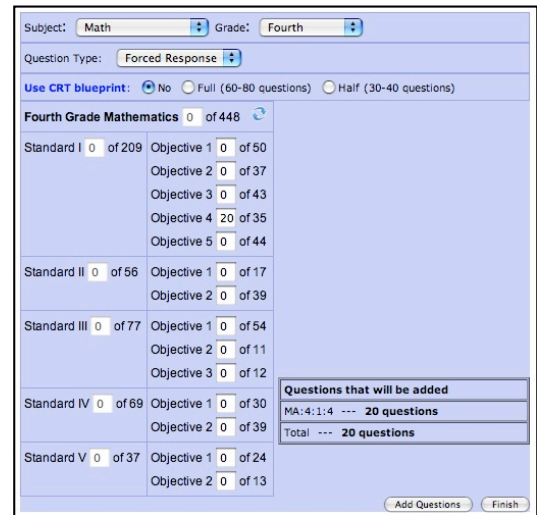
Creating A Custom Test With Item Pool Questions

- 1) Click the folder you want the test stored in
- 2) Go to Test and choose New
- 3) Next to Test Name, type the name for your test (remember to be descriptive)
- 4) Choose the type of test you want
 - a) Closed Book = 1 attempt to answer
 - b) Open Book = multiple attempts to answer but docks the score for wrong answers
 - c) Survey = no correct or incorrect answers
- 5) Choose how you want the questions and answers to appear
 - a) Randomize Questions = questions appear in random order every time the test is taken
 - b) Randomize Answers = multiple choice answers appear in random order
 - c) If no box is checked, questions for all students will come up in the same order with the same ordered answers each time
- 6) Check the box next to Auto Email Results To *only* if you want an email message sent for each student that takes the test
- 7) Set the Competency Percent
- 8) Set a Time Limit if you choose
- 9) Choose how questions will be displayed
 - a) Single Question = one at a time
 - b) All Questions = all questions at once in a scrollable format
 - c) User Choice = the student chooses their desired format
- 10) Leave the check in the box next to Select questions from the ITEM POOL to have the questions generated from the database at the Utah State Office of Education (if the box is unchecked, you will need to create your own questions)
- 11) Click Create



12) To select questions from the Item Pool:

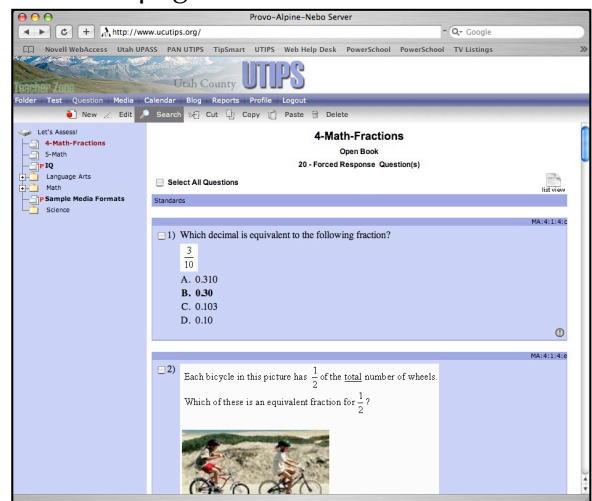
- a) Pull down the Subject and Grade menus to choose the pool you want questions pulled from (for now, choose Math and your grade)
- b) Pull down the Question Type menu and select Forced Response (multiple-choice questions)
- c) Next to Use CRT Blueprint select No (this allows you to choose the number of questions per standard/objective you want to assess)
- d) Type the number of questions you want next to the objective(s) or standard(s) you will be assessing
 - Click your mouse on a standard or objective to see what it is
 - It is a good idea to start out with more questions than what you ultimately want – doing so allows you to keep the best and delete the rest
- e) Click Add Questions and then Finish at the bottom of the page



You are now viewing the questions included in your test. List view shows the text only version of questions. Click the test name in the left margin to return to Full view. **Read through the questions carefully** to make sure they are asking what you want!

- 13) If you see a question you don't like, check the box next to it, go to Question and choose Delete
- 14) When you have eliminated any undesirable questions, Publish the test to make it visible to all who visit your site.

- a) Go to Test and choose Publish (a red **P** will now show up next to the test name in the left margin indicating the test is available on your testing web site)



Adding Your Own Questions

- 1) Click the name of the test you want to add a question to
- 2) Go to Question and choose New
- 3) Select the type of question you want add
- 4) Type the question in the box at the top and answers in the boxes below
- 5) Put a check in the small box to the left of the answer that is correct
- 6) Click Add
- 7) You may add pictures, sounds, or video to a question also
 - a) Click Media – New
 - b) Click Select under File Upload
 - c) Click Choose File and locate the file you want to upload
 - d) Click Upload and you should see the file added to your question