

# UTIPS Training

## General Information and Taking A Test

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### What is UTIPS?

UTIPS (Utah Test Item Pool Server) is an online assessment tool. It includes practice questions aligned with Utah state core standards and objectives. It allows teachers to create their own tests and is a great way to assess ongoing student learning as well as prepare for CRT Testing.

Questions are grouped by subject (K-6 Mathematics, 7-12 Mathematics, Science, Language Arts, UBSCT) and leveled by grade or course. Students can take tests *without* logging in or teachers can create an account and have students log in to take a test (recommended). Logging in records student progress, completion, and scores. It then creates reports for the teacher to view and print. Tests can also be printed and taken on paper or Scantron cards.

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### Important Things To Know Before Using UTIPS

- UTIPS is web-based and accessed via the Internet. The only software requirement for using UTIPS is a DOM enabled web browser. For the Macs, that means you will need to use Firefox, Safari or Netscape. Internet Explorer does not work.
- UTIPS was designed to be used as a **formative assessment**. The reports help teachers identify gaps in student learning. Teachers should then use that information as a guide for reteaching. Using UTIPS as a site for students to go to practice skills invalidates testing.
- Students must click Submit if they need to leave a test before they're finished and NOT just quit the web browser. If they quit early without clicking Submit, no scores will be recorded. (Note: Clicking the answer to the last question or the next arrow on the last question may also submit the test.)
- It is important to choose wisely when setting up your UTIPS account because whatever name you choose will become part of the URL students use to access the tests you create. UTIPS is encouraging usernames such as tkelly, ted.kelly, t\_kelly or tedk. Using your Novell/GroupWise or My.UEN login would work great! Usernames should include:
  - Only lower case letters and numbers – no spaces or symbols
  - An underscore ( \_ ) or period are okay if they are within the username and not at the end or the beginning

### UTIPS Access

Teacher Access Page for the Utah County UTIPS Sever:

<http://www.myutips.org>

Student Access/Public Page for Utah County UTIPS:

[http://www.myutips.org/~\\_\\_\\_\\_\\_](http://www.myutips.org/~_____) (your teacher username goes in the space)

## Let's Take Some Tests!

- 1) Open a web browser (Firefox, Safari, Netscape 7.x, etc.)
- 2) Go to <http://mshirley.myutips.org/> or <http://www.myutips.org/~mshirley/>
- 3) Click the on one of the tests
- 4) Click on Simple Login
- 5) Type your first and last name
- 6) Click Login & Start
- 7) Read and answer the questions by clicking the circle next to the answer you choose
- 8) Click the arrow next to the question number (top of the page) to move on to the next question
- 9) At the end of the test, you should see your final score

Note: This is a timed, forced response, open book test. This means you have 3 chances to choose the correct answer before moving on to the next question. However, your score goes down with each wrong answer chosen. Do not move on to the next question until you see a green check.

- 10) Click View Full Report to review the questions missed
- 11) If there's time click Math Sampler or Language Arts Sampler on the left and take one or both of those tests

## Choices, Choices, Choices

There are many different choices when creating tests

- Open book is an option that lets students choose an answer multiple times but docks their score each time they miss
- There are multiple question formats; forced response (multiple-choice), matching, short answer, essay, etc.
- You can set up tests to scramble the questions and/or the answers to prevent cheating
- Select Detailed Login (Profile – My Page) if you want to be sure that students select a district, school and teacher before logging in to take a test
- You can set a Timer on a test or allow students an unlimited amount of time
- The Submit button lets you submit incomplete tests, so students with a limited amount of time still have a record of what they completed