



# CHECK4LEARNING

# USER GUIDE

## TEACHER



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■ **Getting Around**

Introduction.....6  
 Using eDIRECT with Check4Learning .....6  
 Important—Displayed Data .....6  
 Logging on to eDIRECT.....7  
 Logging on to eDIRECT for the First Time.....8  
     Forgot Your eDIRECT Password? .....10  
 Managing Students.....11  
 Adding a Student.....13  
 Uploading Multiple Students .....16  
 Accessing the Check4Learning System .....17  
 Check4Learning Home Page .....18  
 Announcements.....19  
 Switching Profiles .....20  
 Navigating Pages .....21  
 Help Page.....22  
 Standard System Tools and Icons .....23  
 Searching For and Displaying Data .....24

■ **Student Testing**

Introduction.....26  
 Student Testing Page.....27  
 Creating Test Sessions .....28  
 Test Session Statuses.....32  
 Working with Test Sessions—Copying Sessions.....34  
     Deleting Test Sessions .....35  
     Generating Test Session Tickets .....36  
     Printing Test Session Tickets .....37  
     Editing Test Session Details and Student Groups.....38  
     Selecting Students.....39  
     Unlocking Test Sessions .....41  
     Regenerating Test Sessions.....42  
 Creating Student Groups.....43  
 Importing Student Groups.....46  
     Sample Student Group Import File Format .....48  
 Working with Student Groups.....49  
     Copying Student Groups.....50  
     Deleting Student Groups.....51  
     Inactivating and Activating Student Groups.....52  
     Editing Student Groups.....53  
     Creating Student Group Files.....54

## ■ Tests

Introduction.....	56
Tests Page.....	57
Creating Tests.....	58
Test Reference Documents .....	62
Working with Tests .....	66
Copying Tests.....	67
Deleting Tests.....	68
Inactivating and Activating Tests.....	69
Sharing Tests.....	70
Editing Test Details.....	71
Editing Test Instructions .....	72
Text Formatting Tools.....	74
Changing Text Color.....	75
Copying and Pasting Text.....	76
Working with Lists.....	77
Working with Tables .....	78
Inserting Special Characters .....	81
Inserting Images.....	82
Working with Items and Passages.....	83
Displaying Tests.....	84

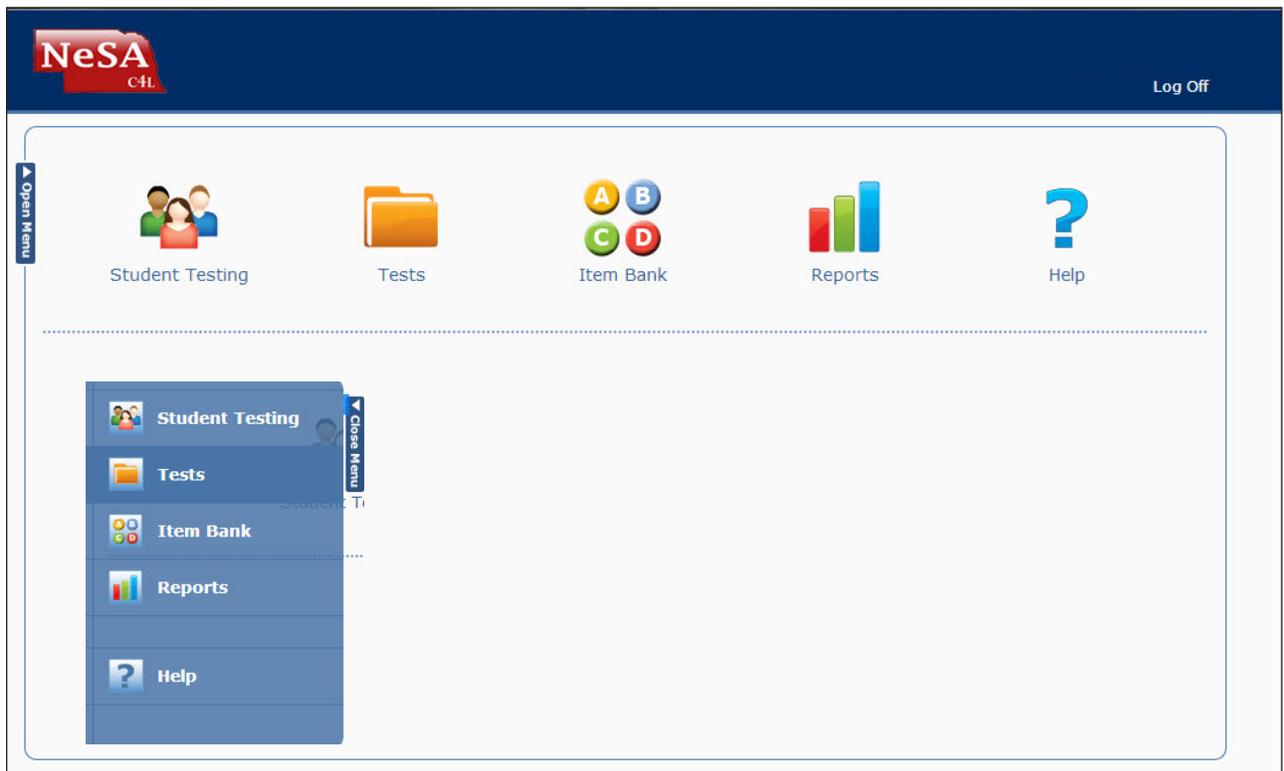
## ■ Item Bank

Introduction.....	88
Item Bank Page.....	89
Filtering, Searching For, and Viewing Items, Passages, and Images.....	90
Previewing Items and Passages in INSIGHT .....	97
Displaying Items and Passages as PDF Files.....	99

## ■ Reports

Introduction.....	102
Report Categories and Descriptions.....	103
Standard Report Features .....	104
Test Session Detailed Reporting .....	105
Alignment Performance Report .....	107
Item Performance Report.....	108
Score Report.....	110
Score Distribution Report .....	112
Student Report .....	113

# GETTING AROUND



### ■ Introduction

This section of the User Guide describes:

- How to log on to the Check4Learning system through eDIRECT
- The main system components
- How to navigate through the system
- Standard system tools and icons, and how to use them
- How to search for and display data

### ■ Using eDIRECT with Check4Learning

All Check4Learning users sign on to Check4Learning through the eDIRECT system and use the link within eDIRECT to access the different parts of the Check4Learning system: Student Testing, Tests, Item Bank, Reports, and Help.

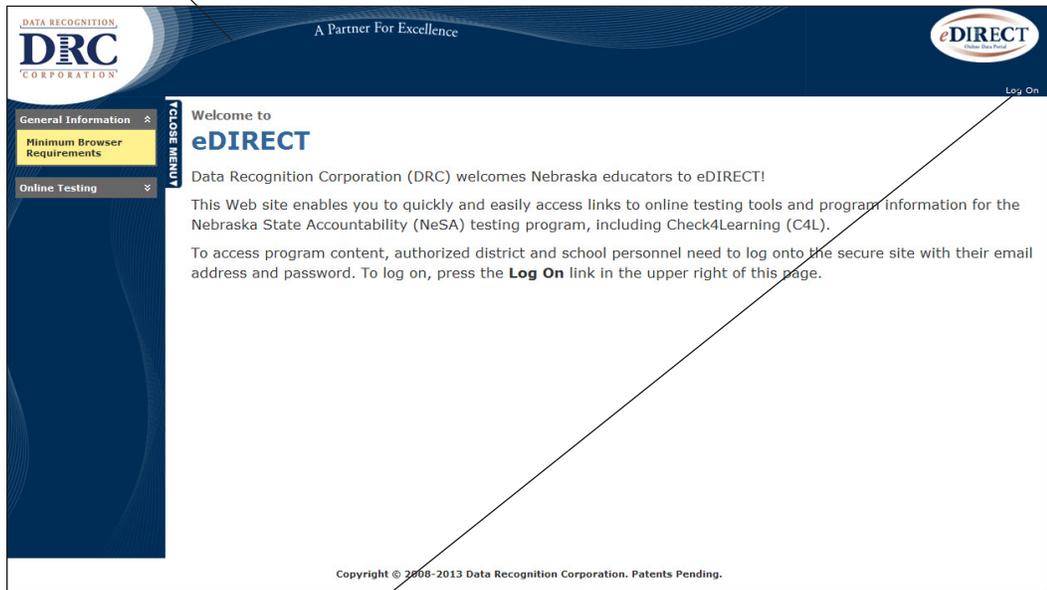
### ■ Important—Displayed Data

**Throughout this User Guide, school district, school, and student information is displayed in screenshots. Although the names of the schools and the school districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.**

## Logging on to eDIRECT

To access the Check4Learning online system, you must first log on to eDIRECT using a web browser and the Internet.

1. Use a web browser to navigate to the eDIRECT website at: <https://ne.drctdirect.com/>



2. Click the **Log On** link. When the Log On dialog box displays, enter your username and password and click **Log On** to log on or **Cancel** to cancel the process.

A screenshot of the "Log On" dialog box. It features a blue header with the text "Log On". Below the header, there is a red asterisk followed by the text "\* Indicates required fields". The form contains two input fields: "Email Address" with the value "bbalderson@datarecognitioncorp.com" and "Password" with a masked password of "\*\*\*\*\*". Both fields have a red asterisk to their right. At the bottom of the dialog, there are two buttons: "Log On" and "Cancel". A link labeled "Forgot Password?" is located at the bottom right of the dialog.

### Notes:

- If you are logging on to eDIRECT for the first time, enter your email address as your username in the Email Address field, and cut and paste the temporary password from the email you received into the Password field. You will need to change your password (see "Logging Into eDIRECT for the First Time" on page 8).
- If you forgot your password, click **Forgot Password?** A page displays you can use to request another password (see "Forgot Your eDIRECT Password?" on page 10).

## Logging on to eDIRECT for the First Time

When you log on to eDIRECT for the first time using your temporary password, you are prompted to change the password. The new password must contain nine or more characters, including both uppercase and lowercase letters and at least one number. It cannot include any part of the email address.

- If a user forgets their password, or does not log on with their temporary password within ten days, they must contact their District Assessment Contact (DAC) to reset it.
- If a DAC forgets their password, or does not log on with their temporary password within ten days, the DAC must contact DRC Nebraska Customer Service to reset it.
- When a password is reset, a notification email is sent to the user with a new temporary password.

When you log on to eDIRECT for the first time, you are prompted to change your temporary password by entering a new password in the New Password field. The new password must contain at least nine characters, with both uppercase and lowercase letters and at least one number. It cannot include any part of the email address.

**First Time Log On**

Password Policy: A minimum of 9 characters with at least 1 numeric, both upper-case and lower-case alphabetic, and does not include any part of the user account email address.

\* Indicates required fields

### Create New Password

As this is the first time you have logged in, you should select a new password. This password will replace your previously assigned password, and will be known only to yourself.

Email Address  
ehenrich@datarecognitioncorp.com

New Password  \*

(Please do not paste)

Confirm New Password  \*

(Please do not paste)

### Security Question

For your security, please choose a question and answer below before selecting continue.

Question  
(Select)  \*

Answer  \*

Select a security question from the Question drop-down menu, enter your answer in the Answer field, and click **Save**.

Re-enter the new password in the Confirm New Password field (do not cut and paste the password).

### Logging on to eDIRECT for the First Time (cont.)

The final step in the initial log on process is to read and acknowledge the Security and Confidentiality Agreement for DRC Applications. You must agree to the conditions of this agreement in order to use eDIRECT. Print the agreement if you want to retain a copy.

Read the Security and Confidentiality Agreement for DRC Applications and check the **I Agree** checkbox.  
**Note:** You cannot continue to use eDIRECT without checking this checkbox.

**Security and Confidentiality Agreement for DRC Applications**

DRC eDIRECT is designed for State, District, and School level personnel and contains confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a user name and password for access.

The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

**State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA).** Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OM/fpco/ferpa/>.

By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through DRC eDIRECT and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the system if such data is no longer being used to serve a legitimate educational purpose. I understand that to continue to access, disclose, or retain such information would be in violation of the **Family Educational Rights and Privacy Act (FERPA)**.

I shall maintain the security and confidentiality of all secure test materials and system passwords and only access the secure test materials in my authorized capacity.

**By checking the box below, I hereby acknowledge that I have read and understand the terms of this Security and Confidentiality Agreement. Further, I agree to abide by the requirements found in the Family Educational Rights and Privacy Act (FERPA).**

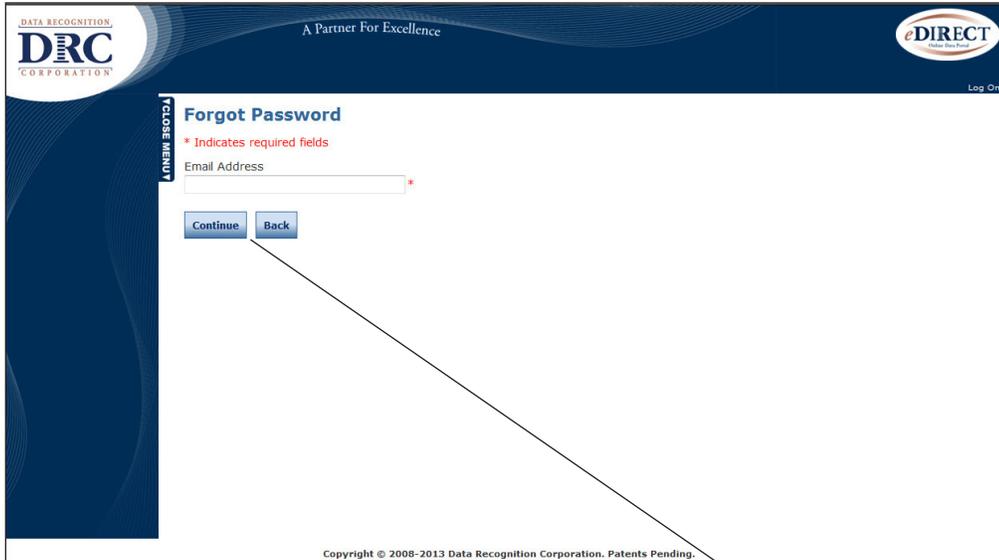
I Agree

**Continue** **Print**

After you have agreed to the Security and Confidentiality Agreement, click **Continue**. You can click **Print** to print the agreement.

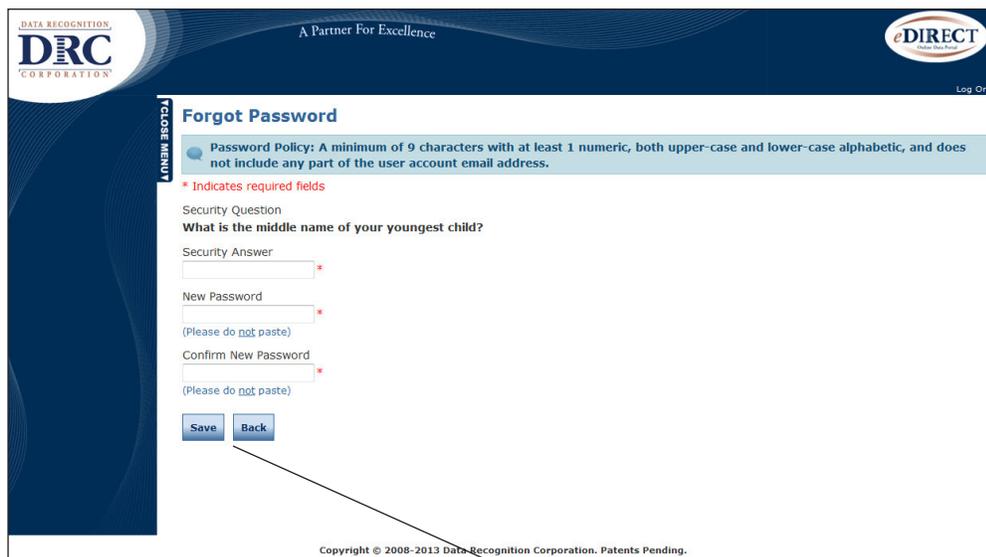
## Forgot Your eDIRECT Password?

If you forgot your eDIRECT password, you can click on the **Forgot Password?** link, enter your email address, and answer a security question to create a new password.



The screenshot shows the 'Forgot Password' page on the eDIRECT website. The page header includes the DRC logo, the tagline 'A Partner For Excellence', and the eDIRECT logo. The main content area has a title 'Forgot Password' and a sub-header '\* Indicates required fields'. Below this is a text input field for 'Email Address' with a red asterisk to its right. Underneath the field are two buttons: 'Continue' and 'Back'. A line from the 'Continue' button in this screenshot points to the first instruction box below.

1. When you click **Forgot Password?**, the Forgot Password page displays. Enter your email address in the Email Address field and click **Continue**. Or, click **Back** to cancel the process.



The screenshot shows the 'Forgot Password' page after the user has entered their email address and clicked 'Continue'. The page now displays a 'Password Policy' box with the text: 'Password Policy: A minimum of 9 characters with at least 1 numeric, both upper-case and lower-case alphabetic, and does not include any part of the user account email address.' Below this is another sub-header '\* Indicates required fields'. The form contains a 'Security Question' field with the text 'What is the middle name of your youngest child?'. Below the question are three text input fields: 'Security Answer', 'New Password', and 'Confirm New Password', each with a red asterisk to its right. Underneath the 'New Password' and 'Confirm New Password' fields are the instructions '(Please do not paste)'. At the bottom of the form are two buttons: 'Save' and 'Back'. A line from the 'Save' button in this screenshot points to the second instruction box below.

2. The Forgot Password page redisplay with the security question you specified when you created your password. Enter the answer in the Security Answer field, enter a new password in the New Password field, re-enter the password in the Confirm New Password field, and click **Save**. Or, click **Back** to cancel the process. If you click **Save** and there are no errors, the new password will replace your old password.

## Managing Students

From the Manage Students tab of the Manage Students page you can edit the administrative information about the students in the Check4Learning system.

1. To manage a student's information, from the Test Setup menu select the **Students** option and click on the **Manage Students** tab.

The screenshot shows the 'Manage Students' interface. On the left is a sidebar with a 'CLOSE MENU' button and several menu items: General Information, Manage Users, eDirect Setup, Test Setup (with 'General Information Students' highlighted), Administration Setup, Reports, and Check4Learning. The main content area has a 'Manage Students' title and a sub-tab 'Upload Multiple Students'. Below this is an 'Instructions' section with a red asterisk indicating required fields. The form contains several fields: Administration (2013-2014 Check4Learning), District (All), School (All), Last Name (Sample), First Name (Sally), NSSRS ID, Grade (js), Demographic, Online Test Status, Accommodation Content Area, Accommodation Type, Accommodation, Content Area, Session, and an 'Online Students' checkbox. At the bottom of the form are 'Find Students' and 'Clear' buttons. Below the form is a table titled 'Students' with columns for Last Name, First Name, NSSRS ID, Date Of Birth, Grade, and Action. The table contains one row for 'SAMPLE' with first name 'SALLY', NSSRS ID '554999455', and Grade '08'. A callout box points to the 'Find Students' button, and another callout box points to the 'View/Edit' icon in the Action column of the table.

2. Select an administration (required), select or enter information, such as last name and grade, in the active fields and drop-down menus to filter your search, and click **Find Students**.

3. Click the **View/Edit**  icon to display the Edit Student dialog box.

## Managing Students (cont.)

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial NSSRS ID \*  
SAMPLE \* SALLY \* 5544994455 \*

Student Detail | Accommodations | Demographics | Testing Codes | Test Sessions

Administration: 2013-2014 Check4Learning \*  
District: SAMPLE DISTRICT - 9999980 \*  
School: SAMPLE SCHOOL OTT - 99995 \*

Date of Birth: 1/4/2000 (mm/dd/yyyy)  
Grade: 08 \*  
Gender: Female \*

Save Cancel

**Note:** The other tabs—**Accommodations, Demographics, Testing Codes, and Test Sessions**—do not apply to Check4Learning.

**4.** Edit the information in the fields and drop-down menus. Click **Save** to save your changes or **Cancel** to cancel them.

Student Detail | Accommodations | Demographics | Testing Codes | Test Sessions

Accommodations are not applicable for the 2013-2014 Check4Learning administration.

**Manage Students**

Manage Students | Upload Multiple Students

Existing student 'SALLY SAMPLE' was updated successfully.

[Instructions](#)

\* Indicates required fields

Administration: 2013-2014 Check4Learning \*  
District: (All)  
School: (All)

Last Name: Sample  
First Name: Sally  
NSSRS ID:

Grade: 08  
Demographic:  
Online Test Status:

Accommodation Content Area:  
Accommodation Type:  
Accommodation:

Content Area:  
Session:  
 Online Students

Find Students Clear

Students						
Last Name	First Name	NSSRS ID	Date Of Birth	Grade	Action	
SAMPLE	SALLY	5544994455	1/4/2000	08		

**5.** When you save your changes, the Manage Students page re-displays with a message indicating that the student's record was updated successfully. You can edit another student record or exit the session.

## Adding a Student

From the Manage Students tab of the Manage Students page you can add a student to the Check4Learning system.

1. To add a student to Check4Learning, from the Test Setup menu select the **Students** option and click on the **Manage Students** tab.

\* Indicates required fields

Administration: 2013-2014 Check4Learning

District: ADAMS CENTRAL PUBLIC S

School: ADAMS CENTRAL JR-SR HI

Last Name: [ ]

First Name: [ ]

NRSRS ID: 112332211

Grade: [ ]

Demographic: [ ]

Online Test Status: [ ]

Accommodation Content Area: [ ]

Accommodation Type: [ ]

Accommodation: [ ]

Content Area: [ ]

Session: [ ]

Online Students

Find Students Clear

Last Name	First Name	NRSRS ID	Date Of Birth	Grade	Action
Choose from the above filters and click on 'Find Students' to view matching 'Students'					

Add Student Export to Excel Download Students Update Accommodations

2. Select a test administration from the **Administration** drop-down menu, a district from the **District** drop-down menu, and a school from the **School** drop-down menu, and click the **Add Student** button when it becomes active.

### Adding a Student (cont.)

3. When the Add Student page displays, use the fields and drop-down menus on the Student Detail tab to enter the student's last name, first name, middle initial, ten-digit Nebraska Student and Staff Record System ID number (in the NSSRS ID field), date of birth, grade, and gender.

The screenshot shows the 'Add Student' form with the 'Student Detail' tab selected. The form includes the following fields and controls:

- Instructions:** A link to view instructions.
- Required Fields:** A red asterisk indicates required fields.
- Name Fields:** Last Name (Sample), First Name (Ima), Middle Initial (empty), and NSSRS ID (1122332211).
- Administration:** A dropdown menu showing '2013-2014 Check4Learning'.
- District:** A dropdown menu showing 'ADAMS CENTRAL PUBLIC SCH'.
- School:** A dropdown menu showing 'ADAMS CENTRAL JR-SR HIGH'.
- Date of Birth:** A text input field with '1/1/2000' and a format hint '(mm/dd/yyyy)'. A red asterisk is present.
- Grade:** A dropdown menu showing '08'. A red asterisk is present.
- Gender:** A dropdown menu showing 'Female'.
- Buttons:** 'Save', 'Save & Add Another', and 'Cancel'.

4. When you are finished, click **Save** or **Save & Add Another** to continue or **Cancel** to cancel the process.

## Adding a Student (cont.)

**Manage Students**

Manage Students | Upload Multiple Students

[Instructions](#)

\* Indicates required fields

Administration: 2013-2014 Check4Learning

District: ADAMS CENTRAL PUBLIC S

School: ADAMS CENTRAL JR-SR HI

Last Name: Sample

First Name: Ima

NSRS ID: [Empty]

Grade: [Empty]

Demographic: [Empty]

Online Test Status: [Empty]

Accommodation Content Area: [Empty]

Accommodation Type: [Empty]

Accommodation: [Empty]

Content Area: [Empty]

Session: [Empty]

Online Students

[Find Students](#) [Clear](#)

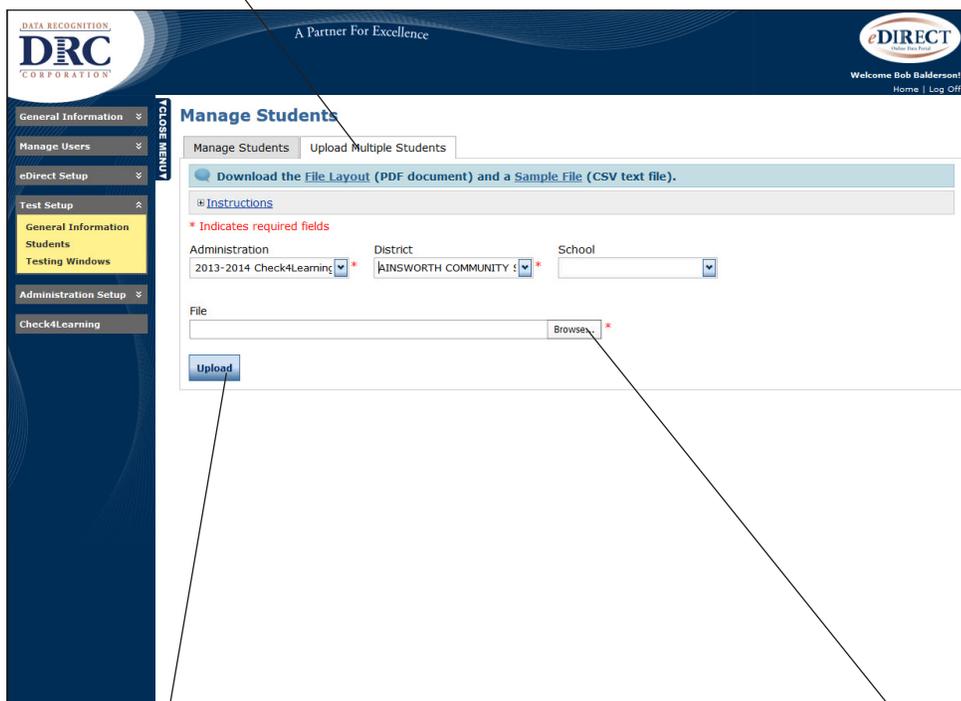
Last Name	First Name	NSRS ID	Date Of Birth	Grade	Action
Sample	Ima	1122332211	1/1/2000	08	[Edit]

5. The Manage Students tab displays with the new student added. You can edit the student's information (see "Managing Students" on page 11).

## Uploading Multiple Students

From the Upload Multiple Students tab of the Manage Students page you can add multiple students to the Check4Learning system at once. To add multiple students, you must upload a file that meets certain file layout requirements. For information about how to create the file, click the **File Layout** and **Sample File** links from the light blue bar at the top of the Upload Multiple Students tab.

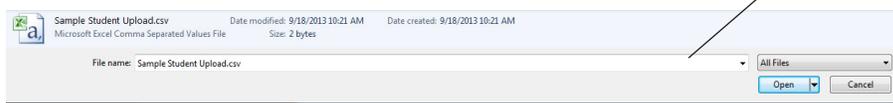
1. To add multiple students to Check4Learning, from the Test Setup menu select the **Students** option and click on the **Upload Multiple Students** tab.



3. Click **Upload** when you are ready.

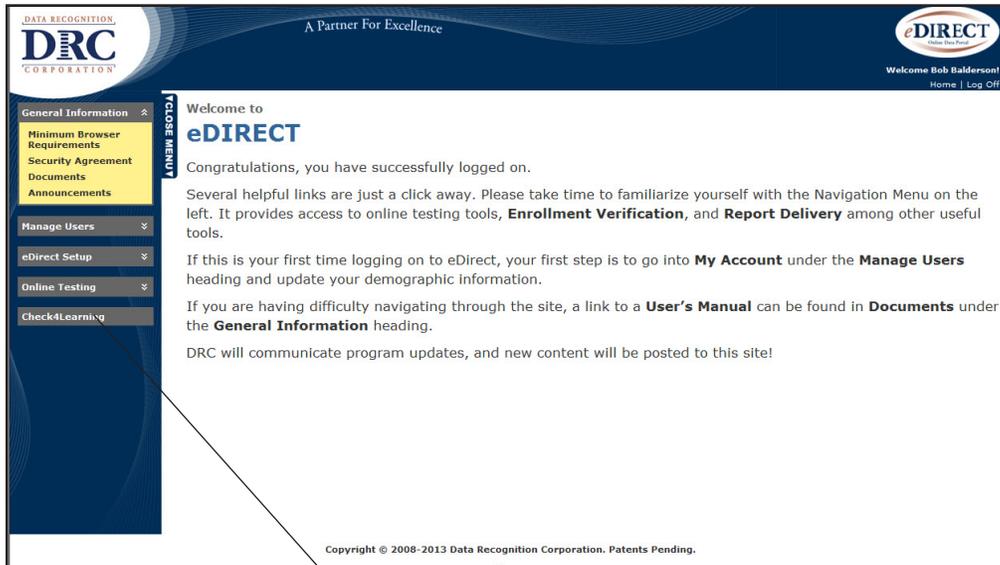
**Note:** If there are errors in the process, a message displays detailing the errors. You must resolve the errors and repeat Steps 1 and 2.

2. Select the appropriate test administration and district from the drop-down menus and click **Browse...** to select the file to upload. A window displays you can use to select a file. When you are ready, click **Open**.

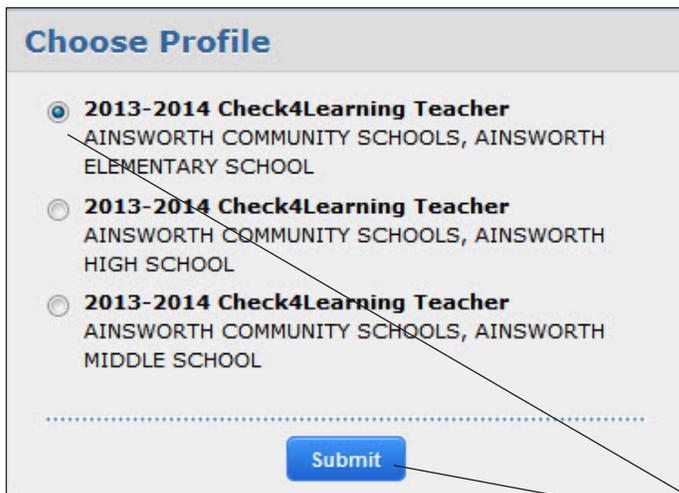


## Accessing the Check4Learning System

To access the Check4Learning online system, you must first have logged on to eDIRECT using a web browser and the Internet.



1. From the Main eDIRECT page, click the **Check4Learning** option to access the Check4Learning system.



2. If you have multiple profiles defined in the system, the Choose Profile dialog box displays. Select a profile to log on with and click **Submit**.

**Note:** Only users with multiple profiles see this dialog box.

## Check4Learning Home Page

When you access the Check4Learning, the home page displays with icons along the top of the page and in the menu on the left side of the page (the Open Menu button). Use the icons to access the various parts of the Check4Learning system: **Student Testing**, **Tests**, **Item Bank**, **Reports**, and **Help**.

The screenshot shows the Check4Learning home page interface. At the top left is the NeSA C4L logo. At the top right is a 'Log Off' link. Below the header is a row of five icons: 'Student Testing' (people icon), 'Tests' (folder icon), 'Item Bank' (A, B, C, D icons), 'Reports' (bar chart icon), and 'Help' (question mark icon). On the left side, there is an 'Open Menu' button and a 'Close Menu' button. The 'Open Menu' button is currently open, displaying a vertical list of the same five icons: 'Student Testing', 'Tests', 'Item Bank', 'Reports', and 'Help'. Below the icons is the copyright notice: 'Copyright © 2013 Data Recognition Corporation.' Several callout boxes provide instructions for each icon and the menu.

Click the **Check4Learning** logo to return to the main page from anywhere in the system.

Click the **Student Testing** icon to search for, view, create, and edit student groups and test sessions (see “Student Testing Page” on page 27).

Click the **Item Bank** icon to search for and view items and passages in the system (see “Item Bank Page” on page 89).

Click **Log Off** to exit the system.

Click the **Help** icon to display the Help page and its links to FAQs, user guides, and contact information (see “Help Page” on page 22).

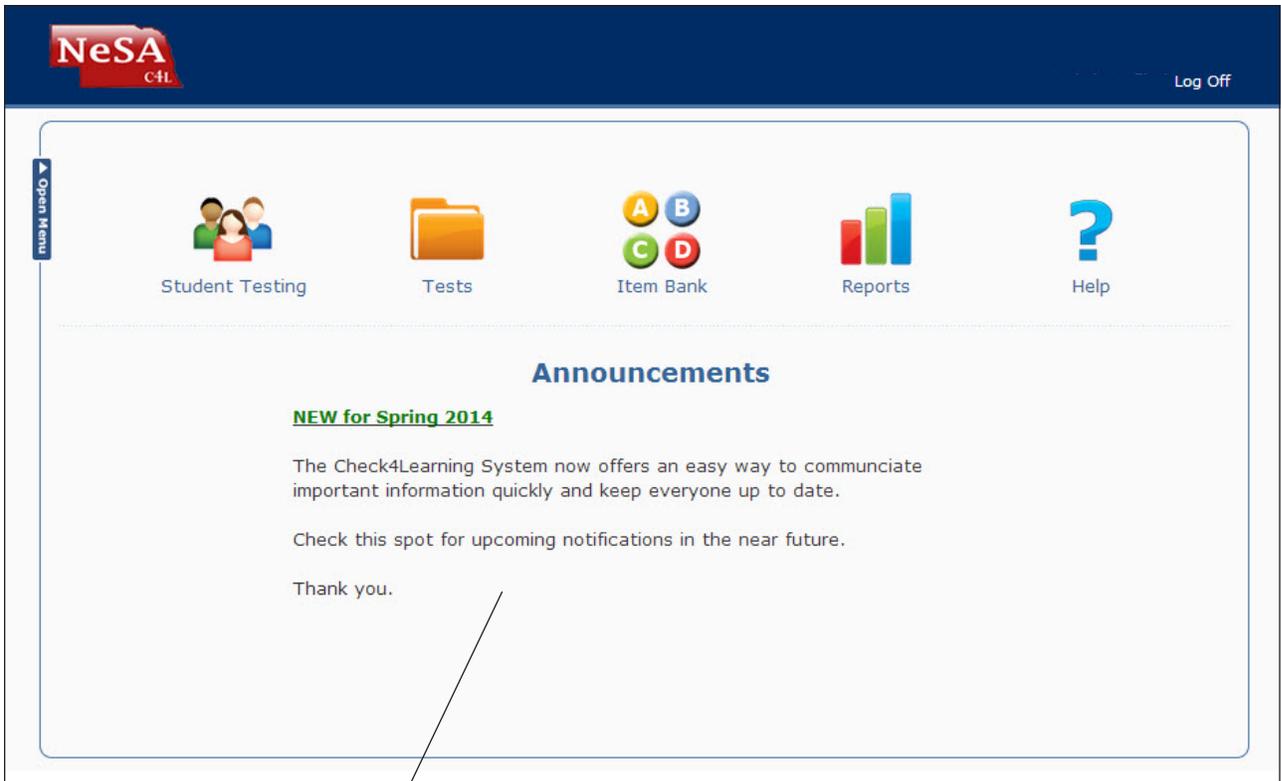
Click the **Tests** icon to display, create, edit and share tests (see “Tests Page” on page 57).

Click the **Reports** icon to view reports (see “Test Session Detailed Reporting” on page 105).

From any page in the system you can click **Open Menu** to display a navigation menu of the Check4Learning icons—**Student Testing**, **Tests**, **Item Bank**, **Reports**, and **Help**. Click on an icon to display that area of the system, or click **Close Menu** to close the menu.

## Announcements

State-level users can create announcements to display on the Check4Learning home page. These announcements discuss important system or testing issues and have a specific date range. All Check4Learning users—state, district, and teacher—can view announcements.



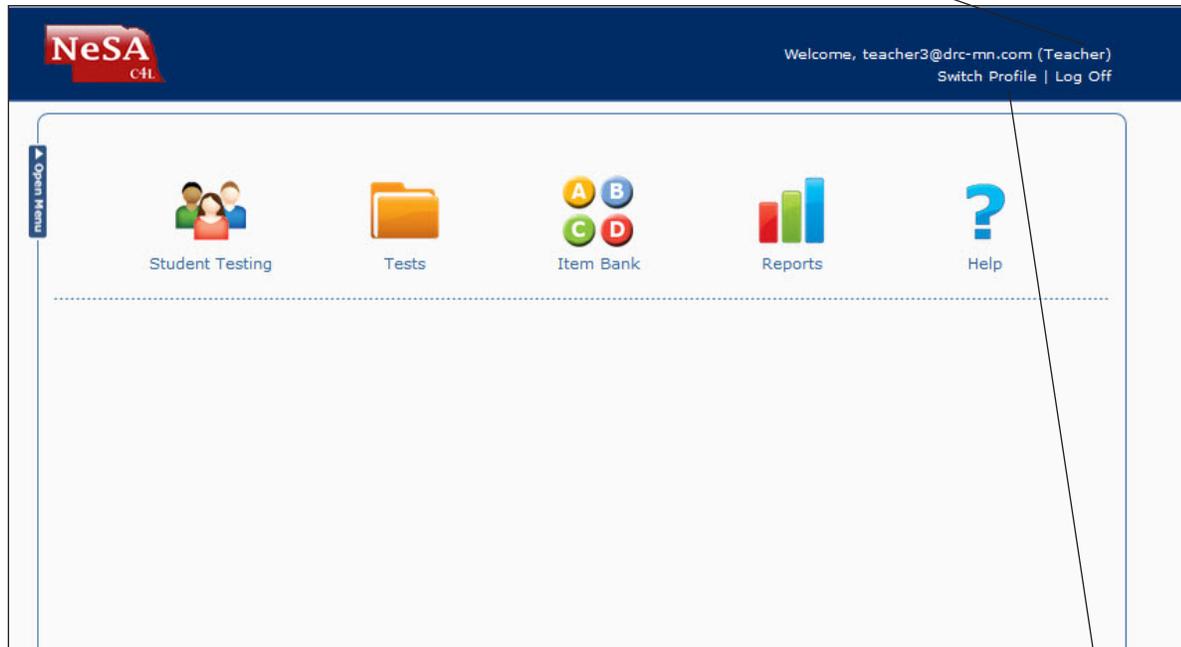
The screenshot shows the Check4Learning home page interface. At the top left is the NeSA CH logo. On the right, there is a 'Log Off' link. Below the header is a navigation bar with five icons: 'Student Testing' (people icon), 'Tests' (folder icon), 'Item Bank' (A, B, C, D icons), 'Reports' (bar chart icon), and 'Help' (question mark icon). Below the navigation bar is the 'Announcements' section, which contains a green link for 'NEW for Spring 2014', a paragraph of text, and a 'Thank you.' message. A line from the text box below points to this section.

Announcements display on the Check4Learning home page. If there are multiple announcements, the most recent (or most recently updated) announcement appears first, at the top of the list.

## Switching Profiles

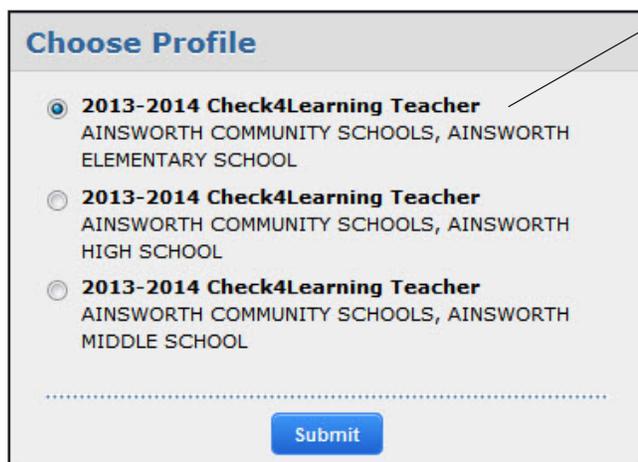
Users with multiple profiles can use the Switch Profile link to change their profile during a session without having to log on again. This link is available on every page in the system.

If you have multiple profiles, your current role displays in parentheses ( ) following your user profile name.



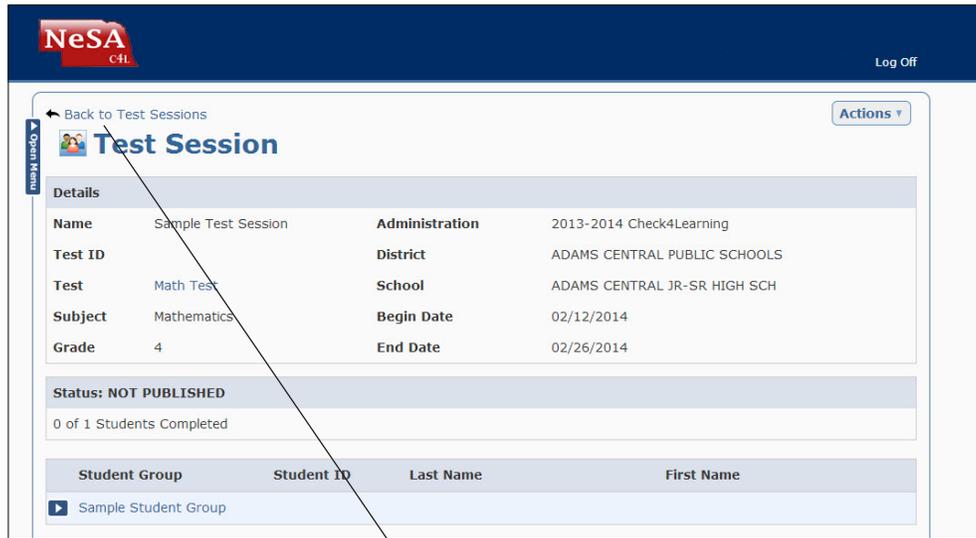
Users with multiple profiles can click the **Switch Profile** link to change roles.

The Switch Profile dialog box displays, listing all of the profiles to which the user is assigned. The user can select a different profile and click **Submit** to start using the profile.

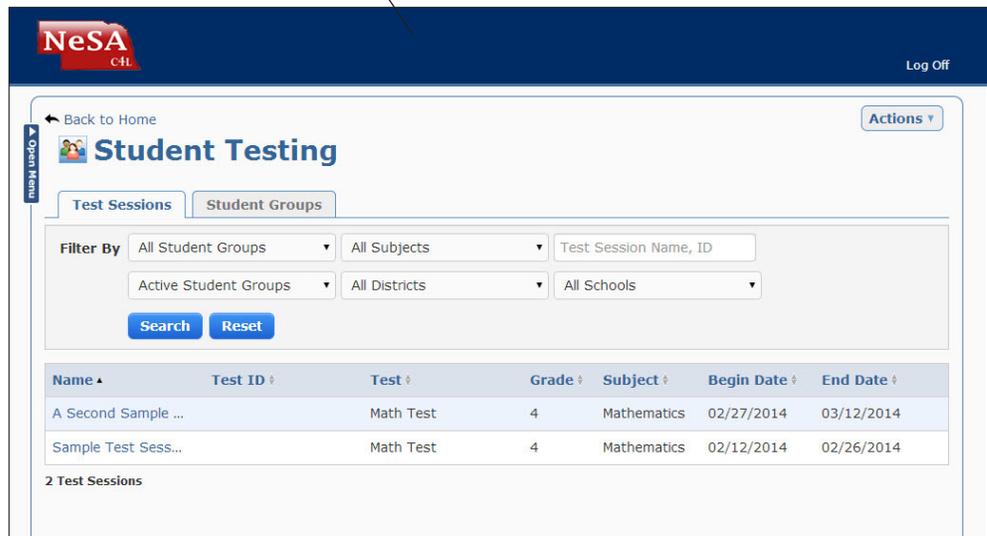


## Navigating Pages

The Check4Learning system contains five main pages: Student Testing, Tests, Item Bank, Reports, and Help. When you have navigated to a page that is linked to a main section page, you can return to the main section page by clicking on the icon in the upper-left corner of the linked page. You also can use the web browser's forward and back arrows to navigate between pages.

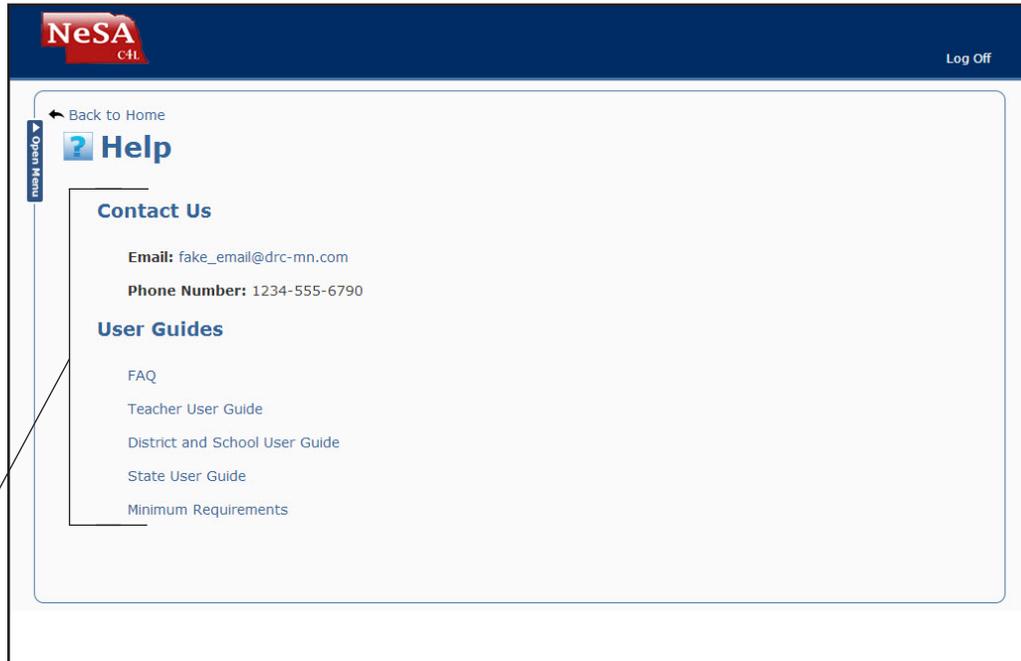


From a page that is linked to another page, you can click on the **Back to page name** icon ( [← Back to Test Sessions](#) ) in the upper-left corner to return to the previous page.



## Help Page

The Help page contains links to FAQs, user guides, and contact information.



Click a link to display information that you can view, print, or save.

<u>Link</u>	<u>Description</u>
<b>Contact Us</b>	Displays telephone and email contact information for DRC. Click on the necustomerservice@datarecognitioncorp.com link to send an email to DRC Nebraska Customer Service.
<b>FAQ</b>	Displays a PDF document of Frequently Asked Questions and their answers.
<b>Teacher User Guide</b>	Displays a PDF version of the Check4Learning User Guide for teachers.
<b>District and School User Guide</b>	Displays a PDF version of the Check4Learning User Guide for district and school administrators.
<b>State User Guide</b>	Displays a PDF version of the Check4Learning User Guide for state-level users.
<b>Minimum Requirements</b>	Displays a PDF document listing the minimum hardware and web browser requirements for the Check4Learning web portal.

## Standard System Tools and Icons

The Check4Learning system contains many helpful tools you can use to perform test tasks. The following table describes these tools and their links or icons.

**Note:** In the Check4Learning system, hover your mouse over a tool icon to display a description of the tool's function.

Link/Icon	Label	Description
PDF	PDF	Displays an item, test, or report as a PDF document.
XLS	XLS	Displays an item, test, or report in an Microsoft Excel spreadsheet in .xlsx format.
CSV	CSV	Displays an item, test, or report in an Microsoft Excel spreadsheet in .csv format.
	<b>Student Report</b>	Displays a student test report for the student who completed the test.
	<b>Delete</b>	Removes an item from a test; a shared test from a user; or a test, student group, or test session from the system.
	<b>Inactive Student</b>	Indicates that a student, or student group, is inactive.
	<b>Preview</b>	Allows you to preview an item, passage, or test.
	<b>Select</b>	Allows you to select items and passages for a test; students for a student group; and tests and student groups for a test session.
	<b>Passages</b>	Identifies a test passage and allows you display passage details (in the Item bank), or expand or contract the passage and passage items.
	<b>Right Arrow</b>	Allows you expand a student group in a test session.
	<b>Remove</b>	Allows you to remove an item or passage from a test, or a student from a student group.
	<b>Shared with Others</b>	Indicates that a test is shared with other users.
	<b>Shared with Me</b>	Indicates that another user is sharing the test with you.
	<b>Add Comment</b>	Allows you to add a comment to a test item or passage. Comments are version-specific and hide automatically when a new version of the item or passage is created.
	<b>Delete Comment</b>	Allows you to delete a comment from a test item or passage. You only can delete comments that you created.
	<b>Edit Comment</b>	Allows you to edit a comment on a test item or passage. You only can edit comments that you created.

## Searching For and Displaying Data

Throughout the Check4Learning system you can search for data such as tests, test items, students, classes, administrations, reports, and more. In addition, you can sort the results in ascending or descending order.

To refine your search results, use the category filters in the drop-down menus, such as Subject and Grade. Click **Search** to search or **Reset** to remove your filter selections.

To sort the data listed in a column in ascending or descending order by category, click the column Identifier, such as Grade or Subject.

On some pages you can click **Show Advanced Filter** to filter items based on advanced options such as frameworks, grades, standards, benchmarks, and indicators. Click **Hide Advanced Filter** to display the standard filter options only.

The screenshot shows the 'Item Bank' search interface. At the top, there are tabs for 'Items', 'Passages', and 'Images'. Below these are filter options: 'Filter By' with dropdowns for 'All Grades', 'All Subjects', 'All Frameworks', 'All Grades', 'All Standards', 'All Benchmarks', 'All Indicators', and 'All Statuses'. There are 'Search' and 'Reset' buttons. A search input field contains 'Text, Identifier, Focus, or All'. A 'Hide Advanced Filter' link is also present. Below the filters is a pagination bar with page numbers 1, 2, 3, ..., 467, and a 'Go to page: 45' field with a 'Go' button. The main content is a table with columns: Grade, Subject, Item Text, Alignment, Difficulty, DOK, Passage, and Identifier. The table contains 10 rows of item data.

Grade	Subject	Item Text	Alignment	Difficulty	DOK	Passage	Identifier
K	Mathematics	(Image: Depth.gif) Do you lik...	LA.3.1.5.a	Easy	2	✓	1077173
K	Mathematics	This is a map matching each ...	MA.3.4.1.a	Easy	1	P	1077858
K	Mathematics	s	LA.3.1.5.a	Easy	1	✓	1077901
K	Reading	(Image: 12.076SC12.2.1.C_1...	MA.3.2.2.b	Easy	2	P	1077977
K	Reading	qw	LA.3.1.5.a	Easy	1	✓	1078100
K	Reading	qwe	LA.3.1.5.a	Easy	1	✓	1078101
K	Reading	qw	LA.3.1.5.a	Easy	1	✓	1078102
K	Mathematics	Testing add and edit items	MA.7.2.3.b	Medium	3	✓	1078182
K	Reading	Testing passage item?	LA.4.1.5.a	Hard	3	P	1078183

To display a different page in a grouping of pages, click the page number you want to display. Click the greater-than symbol (>) to display the next page or the less-than symbol (<) to display the previous page.

If there are five or more pages in the grouping, you also can specify a page number in the **Go to page** field and click **Go** to display the specific page.



# Student Testing

## ■ Introduction

This section of the User Guide describes the Student Testing portion of the Check4Learning system.

You can use Student Testing to do the following:

- Search for, view, edit, create, and delete test sessions\*
- Generate tickets (rosters) for test sessions\*\*
- View test session reports
- Search for, view, edit, create, and delete student groups

\*You can only work with the test sessions and student groups that you created.

\*\*When you generate tickets, a internal student roster is created, but paper tickets are not generated. Students use the same log on information for all of the tests in the test administration (see “Generating Test Session Tickets” on page 36).

## ■ Important— Displayed Data

**Throughout this User Guide, school district, school, and student information is displayed in screenshots. Although the names of the schools and the school districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.**

## Student Testing Page

From the Student Testing page you can search for, view, create, edit, and delete student groups and test sessions.

**Note:** You should create tests and student groups before you create test sessions. Part of the process of creating test sessions is assigning tests and student groups to the test session.

Use the category filters to search for test sessions and the column headings to sort the results (see “Searching For and Displaying Data” on page 24).

Click the **Actions** drop-down menu to create a new student group or test session (see “Creating Test Sessions” on page 28 and “Creating Student Groups” on page 43).

Click the **Delete** icon (  ) to delete a test session. A dialog box will display to confirm that you want to delete the session (see “Deleting Test Sessions” on page 35).

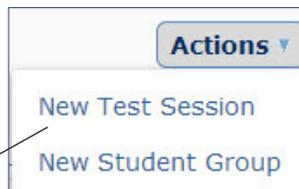
**Note:** You can only delete sessions that you created and you cannot delete sessions after they have started.

Click a test session to view, copy, edit, or delete the session or display session reports (see “Working with Test Sessions-Copying Sessions” on page 34 and “Test Session Detailed Reporting” on page 105).

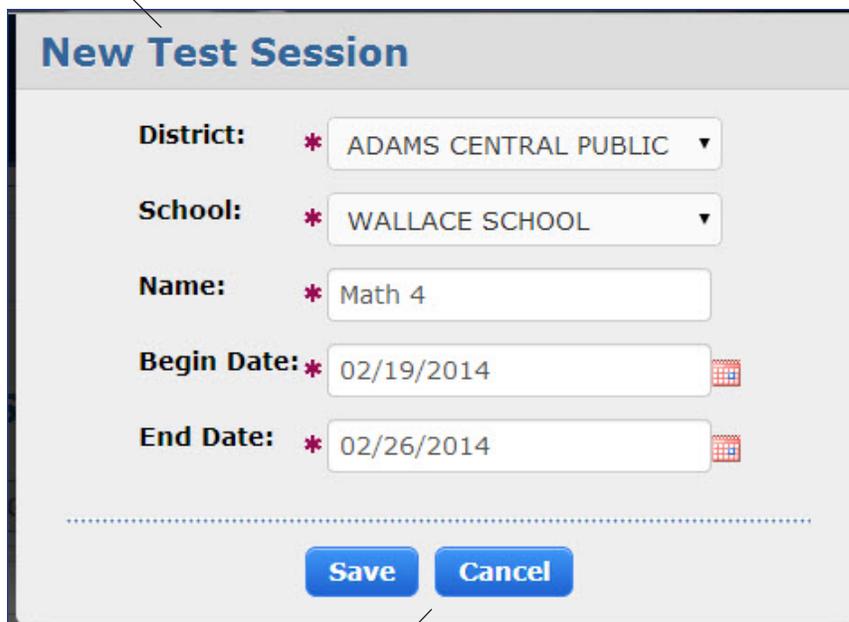
## Creating Test Sessions

You create a test session by specifying a name for the session, a date range, a test, and the student groups that will be part of the test session.

**Note:** You should create tests and student groups before you create test sessions. Part of the process of creating test sessions is assigning tests and student groups to the test session.



1. Click **New Test Session** from the Actions menu on the Student Testing page. The New Test Session dialog box displays.

A screenshot of a 'New Test Session' dialog box. The dialog has a title bar with the text 'New Test Session'. Below the title bar, there are five fields, each with a red asterisk indicating a required field: 'District' (dropdown menu showing 'ADAMS CENTRAL PUBLIC'), 'School' (dropdown menu showing 'WALLACE SCHOOL'), 'Name' (text input field containing 'Math 4'), 'Begin Date' (calendar icon and text input field containing '02/19/2014'), and 'End Date' (calendar icon and text input field containing '02/26/2014'). At the bottom of the dialog, there are two blue buttons: 'Save' and 'Cancel'.

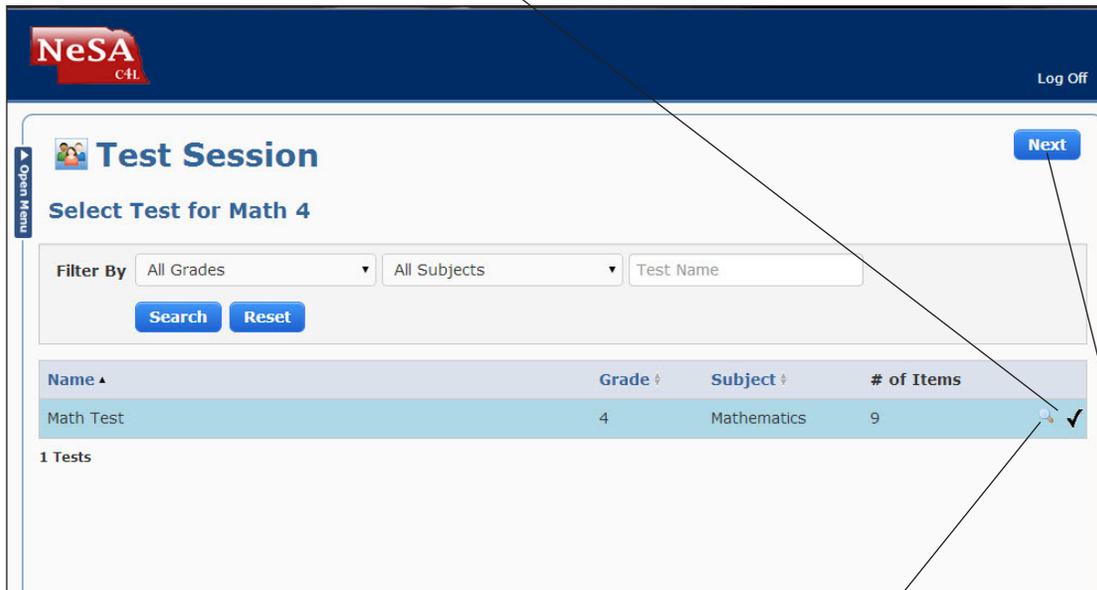
2. Select a district and school from the drop-down menus, enter a name for the session, and select a Begin Date and End Date from the drop-down calendars.

**Note:** These dates define the span of the test session—the students testing must test between the dates.

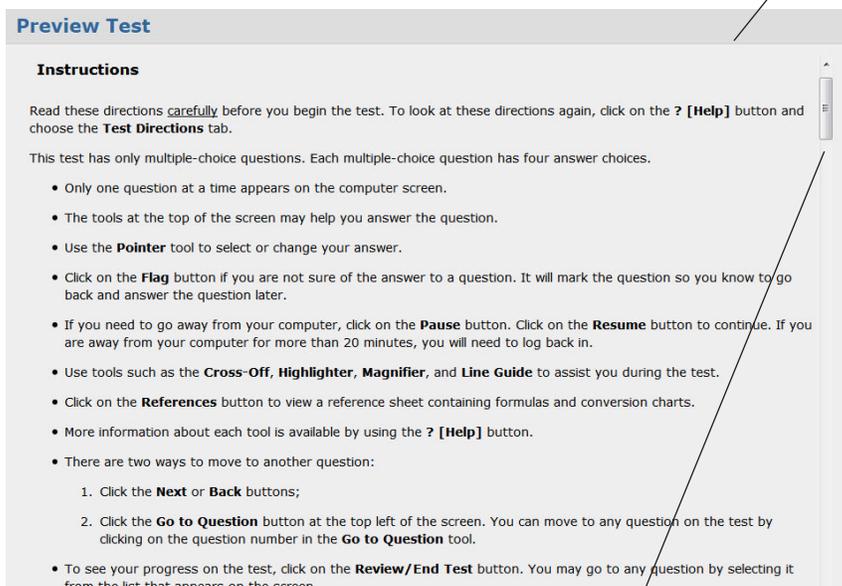
Click **Save** to save your changes or **Cancel** to cancel the process.

Creating Test Sessions (cont.)

3. The Test Session page displays a list all of the tests that are currently in the system. Highlight a test to select it for the session. A check mark displays next to the test.



4. Click the **Preview** icon (🔍) to preview the test before you select it.



5. The Preview Test page displays. You can scroll through the test. Click **Close** when you are finished.

6. Click **Next** to continue.

## Creating Test Sessions (cont.)

7. The Test Session page displays a list of the student groups in the system. Highlight one or more student groups to include in the session. A check mark displays next to each group you have selected.

8. Click **Done** when you are finished.

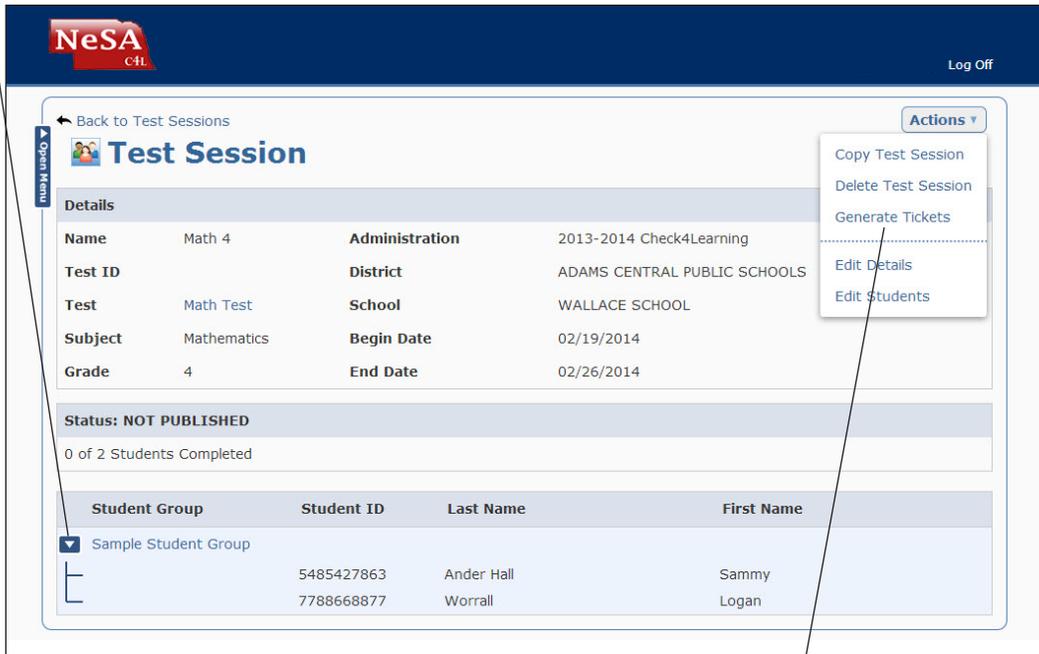
The screenshot shows the NeSA CH. Test Session interface. At the top, there is a header with the NeSA CH. logo and a 'Log Off' link. Below the header, the page title 'Test Session' is displayed with a 'Done' button. The main content area shows 'Test Session: Math 4' and 'Test: Math Test'. There are two tabs: 'Students' and 'Add Student Groups...'. Below the tabs is a table with the following data:

Student Group	Description	Grade	# of Students	
Sample Student Group	Student Group for Sample Te...	5	2	<input checked="" type="checkbox"/>

Below the table, it says '1 Student Group'.

Creating Test Sessions (cont.)

9. The Test Session page displays the details of your new test session. You can click open the right arrow icon (▶) to display a list of the students in each student group.



10. Click the **Actions** drop-down menu from the Test Session page to copy the test session (you can only copy test sessions containing active students or student groups), delete the test session, generate tickets for the session, edit the details of the session, or change the student groups that are part of the session (see “Working with Test Sessions-Copying Sessions” on page 34).

**Note:** After you generate tickets for a test session, the **Generate Tickets** option is replaced by the **Print Tickets** option (see below). If you add students to the test session and the new students need to have tickets, both options—Generate Tickets and Print Tickets—will be available for the session.



## ■ Test Session Statuses

The test session functions a user can perform vary depending on the status of the session. The following table indicates the different functions available with each status.

Test Session Status	Edit Session Properties?	Notes
<b>Not Started</b> (see Untested)	Yes, user can edit the following session properties: <ul style="list-style-type: none"> <li>• Name</li> <li>• Begin Date</li> <li>• End Date</li> <li>• Add Student Groups</li> </ul>	User can delete the test session. The system displays a confirmation message.
<b>In Progress</b> (see Incomplete)	Yes, user can edit the following session properties: <ul style="list-style-type: none"> <li>• End Date (cannot be in the past)</li> <li>• Add Student Groups</li> </ul>	User cannot delete the session.
<b>Complete</b>	Yes, user can edit the following session properties: <ul style="list-style-type: none"> <li>• End Date (cannot be in the past)</li> <li>• Add Student Groups</li> </ul>	User cannot delete the session.
<b>Incomplete</b>	No	The status changes from In Progress to Incomplete when a test session is closed and the end date occurs.

## ■ Test Session Statuses (cont.)

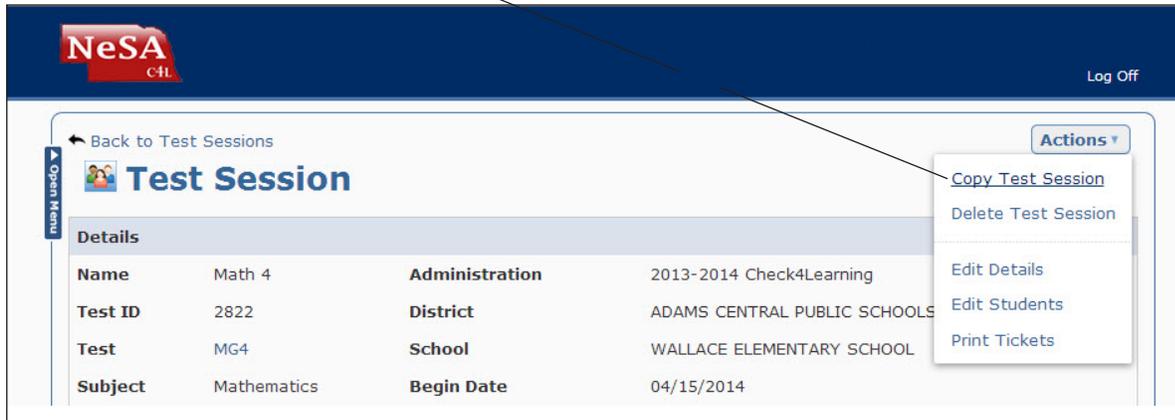
Test Session Status	Edit Session Properties?	Notes
Untested	No	<p>The status changes from Not Started to Untested when the test session is closed and the end date occurs.</p> <ul style="list-style-type: none"> <li>If a ticket has a Completed status and the session is open, the system lets the user unlock the ticket.</li> </ul> <p><b>Note:</b> If the ticket is unlocked, the results remain with the ticket and the test is re-opened for the student to continue testing.</p> <ul style="list-style-type: none"> <li>If a ticket has an In Progress or Completed status and the session is open or closed, the system lets the user regenerate the ticket.</li> </ul> <p><b>Note:</b> When a ticket is regenerated, all results are removed for the student (including reporting) and the ticket is reset to Not Tested.</p>

## Working with Test Sessions—Copying Sessions

From the Test Session page you can copy a test session to use as a template to create another session.

**Note:** Any inactive students or student groups will not be part of the copy operation.

1. Click **Copy Test Session** from the Actions menu to make a copy of the test session that you can use as a template for another tests session.

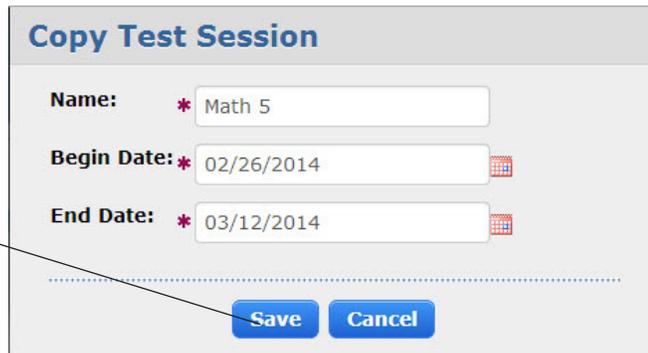


The screenshot shows the NeSA CH interface. At the top left is the NeSA CH logo. At the top right is a 'Log Off' link. Below the logo is a 'Back to Test Sessions' link. The main heading is 'Test Session'. On the left is an 'Open Menu' button. Below the heading is a 'Details' section with a table of information:

<b>Name</b>	Math 4	<b>Administration</b>	2013-2014 Check4Learning
<b>Test ID</b>	2822	<b>District</b>	ADAMS CENTRAL PUBLIC SCHOOLS
<b>Test</b>	MG4	<b>School</b>	WALLACE ELEMENTARY SCHOOL
<b>Subject</b>	Mathematics	<b>Begin Date</b>	04/15/2014

To the right of the table is an 'Actions' dropdown menu with the following options: Copy Test Session, Delete Test Session, Edit Details, Edit Students, and Print Tickets. The 'Copy Test Session' option is highlighted.

2. The Copy Test Session dialog box displays. Enter the name of the session, specify a begin date and an end date, and click **Save** to save you changes or **Cancel** to cancel them.



The 'Copy Test Session' dialog box is shown. It has a title bar 'Copy Test Session'. Below the title bar are three input fields:

- Name:** \* Math 5
- Begin Date:** \* 02/26/2014
- End Date:** \* 03/12/2014

At the bottom of the dialog box are two buttons: 'Save' and 'Cancel'.

3. The Test Session page displays the new test session.



The screenshot shows the NeSA CH interface. At the top left is the NeSA CH logo. At the top right is a 'Log Off' link. Below the logo is a 'Back to Test Sessions' link. The main heading is 'Test Session'. On the left is an 'Open Menu' button. Below the heading is a 'Details' section with a table of information:

<b>Name</b>	Math 5	<b>Administration</b>	2013-2014 Check4Learning
<b>Test ID</b>		<b>District</b>	ADAMS CENTRAL PUBLIC SCHOOLS
<b>Test</b>	Math Test	<b>School</b>	WALLACE SCHOOL
<b>Subject</b>	Mathematics	<b>Begin Date</b>	02/26/2014
<b>Grade</b>	4	<b>End Date</b>	03/12/2014

Below the table is a section with the following text:

**Status: NOT PUBLISHED**

0 of 2 Students Completed

## Deleting Test Sessions

From the Test Session page you can delete the test session.

The screenshot shows the NeSA CHL Test Session page. At the top left is the NeSA CHL logo. At the top right is a 'Log Off' link. Below the logo is a 'Back to Test Sessions' link. The main heading is 'Test Session'. On the left is an 'Open Menu' button. On the right is an 'Actions' dropdown menu with options: 'Copy Test Session', 'Delete Test Session', 'Edit Details', 'Edit Students', and 'Print Tickets'. The 'Delete Test Session' option is highlighted. Below the menu is a 'Details' section with a table of test session information.

Details			
<b>Name</b>	Math 4	<b>Administration</b>	2013-2014 Check4Learning
<b>Test ID</b>	2822	<b>District</b>	ADAMS CENTRAL PUBLIC SCHOOLS
<b>Test</b>	MG4	<b>School</b>	WALLACE ELEMENTARY SCHOOL
<b>Subject</b>	Mathematics	<b>Begin Date</b>	04/15/2014
<b>Grade</b>	4	<b>End Date</b>	04/30/2014

**Status: PUBLISHED**  
0 of 4 Students Completed

Student Group	Student ID	Last Name	First Name	Ticket#	Testing Status	Options
▶ Sample Student Group						

Click **Delete Test Session** to delete the session. The Delete Test Session dialog box displays to confirm the deletion. Click **Delete** to delete the session or **Cancel** to cancel the process.

The dialog box is titled 'Delete Test Session'. It contains the text: 'This can't be undone. Are you sure you want to delete Math 5?'. Below the text is a dotted line. At the bottom are two buttons: 'Delete' (red) and 'Cancel' (blue).

## Generating Test Session Tickets

From the Test Session page you can create log on information for the students to use for the session.

1. Click **Generate Tickets** from the Actions menu to generate user name and password log on information for the students in the test session. Each student uses this log on information to take all of the tests for the test administration. The status of the session changes to Open.

**Note:** No physical paper tickets are generated. After you generate tickets for a test session, the Generate Tickets option is replaced by the Print Tickets option.

NeSA C4L Log Off

Back to Test Sessions

### Test Session

Open Menu

Details			
Name	Math 3	Administration	2013-2014 Check4Learning
Test ID		District	ADAMS CENTRAL PUBLIC SCHOOLS
Test	Test PDF	School	WALLACE ELEMENTARY SCHOOL
Subject	Mathematics	Begin Date	03/21/2014
Grade	3	End Date	04/11/2014

Status: NOT PUBLISHED

0 of 14 Students Completed

Student Group	Student ID	Last Name	First Name
---------------	------------	-----------	------------

Actions

- Copy Test Session
- Delete Test Session
- Generate Tickets**
- Edit Details
- Edit Students

2. To display the User Name and Password log on information for the students in the group, click on the Student Group link to display the Student Group page. You can use the Actions menu options to save this information as a .pdf, .csv, or .xls file.

NeSA C4L Log Off

Back to Student Groups

### Student Group

Open Menu

Details			
Name	Math 3	Administration	2013-2014 Check4Learning
Description	Math 3	District	ADAMS CENTRAL PUBLIC SCHOOLS
Grade	3	School	WALLACE ELEMENTARY SCHOOL
Status	Active		

Student ID	Last Name	First Name	Grade	User Name	TestPW
392251936	AMAYA	SPENCER	3	User693700	TestPW49
890810746	BARGER	TAYLIN	3	User737027	TestPW37

Actions

- Copy Student Group
- Inactivate Student Group
- Edit Details
- Edit Students
- CSV
- PDF
- XLS

## Printing Test Session Tickets

From the Test Session page, after you have generated test tickets for the test session, you can create a PDF version of your test session ticket information.

1. Click **Print Tickets** from the Actions menu to create a PDF version of the test session with tickets.

<b>District:</b>	ADAMS CENTRAL PUBLIC SCHOOLS			
<b>School:</b>	WALLACE ELEMENTARY SCHOOL			
<b>Test Session Id:</b>	2822			
<b>Test Session:</b>	Math 4			
Last Name	First Name	NSSRS ID#	Username	Password
BLAKEY	ALLAYNA	655469652	User612917	TestPW97
BOLLING	NATHAN	869119811	User718377	TestPW58
KIDD	KYTO	206781595	User671034	TestPW63
MONTGOMERY	JONATHAN	338389020	User706523	TestPW83

2. You can save, print, or email the PDF file.

The first page of the PDF version of the test session contains a roster of the test session that includes the district name, school name, and test session ID and name, as well as the last name, first name, NSSRS ID number, username, and password for each student in the session.

The rest of the PDF file contains the test tickets for each student in the test session.

<p><b>School:</b> WALLACE ELEMENTARY SCHOOL</p> <p><b>Test Session Name:</b> Math 4</p> <p><b>Test Session Id:</b> 2822</p> <p><b>First Name:</b> ALLAYNA</p> <p><b>Last Name:</b> BLAKEY</p> <p><b>NSSRS ID:</b> 655469652</p> <p><b>Username:</b> User612917</p> <p><b>Password:</b> TestPW97</p>	<p><b>School:</b> WALLACE ELEMENTARY SCHOOL</p> <p><b>Test Session Name:</b> Math 4</p> <p><b>Test Session Id:</b> 2822</p> <p><b>First Name:</b> NATHAN</p> <p><b>Last Name:</b> BOLLING</p> <p><b>NSSRS ID:</b> 869119811</p> <p><b>Username:</b> User718377</p> <p><b>Password:</b> TestPW58</p>
<p><b>School:</b> WALLACE ELEMENTARY SCHOOL</p> <p><b>Test Session Name:</b> Math 4</p> <p><b>Test Session Id:</b> 2822</p> <p><b>First Name:</b> KYTO</p> <p><b>Last Name:</b> KIDD</p> <p><b>NSSRS ID:</b> 206781595</p> <p><b>Username:</b> User671034</p> <p><b>Password:</b> TestPW63</p>	<p><b>School:</b> WALLACE ELEMENTARY SCHOOL</p> <p><b>Test Session Name:</b> Math 4</p> <p><b>Test Session Id:</b> 2822</p> <p><b>First Name:</b> JONATHAN</p> <p><b>Last Name:</b> MONTGOMERY</p> <p><b>NSSRS ID:</b> 338389020</p> <p><b>Username:</b> User706523</p> <p><b>Password:</b> TestPW83</p>

## Editing Test Session Details and Student Groups

From the Test Session page you also can edit the details of the session and change the student groups that are part of the session.

Click **Edit Details** to change the name of the test session or its date range.

The screenshot shows the NeSA C4L interface for a Test Session. The page title is "Test Session" and it includes a "Back to Test Sessions" link. The details section shows the following information:

Details			
<b>Name</b>	Report Session - Math	<b>Administration</b>	2013-2014 Check4Learn
<b>Test ID</b>	1112	<b>District</b>	ADAMS CENTRAL PUBLIC SCHOOLS
<b>Test</b>	Report Test - Math	<b>School</b>	ADAMS CENTRAL JR-SR HIGH SCHOOL
<b>Subject</b>	Mathematics	<b>Begin Date</b>	02/04/2014
<b>Grade</b>	10	<b>End Date</b>	02/21/2014

The status is **CLOSED** and 8 of 25 students have completed the session. Below the details is a table for student groups:

Student Group	Student ID	Last Name	First Name	Ticket#	Testing Status	Options
▶ Report Group 1						

An "Actions" menu is open, showing options: Copy Test/Session, Edit Details, Alignment Report, Item Performance Report, Score Report, and Score Distribution Report. A callout box points to the "Edit Details" option.

After a test session has started, select a report type to see more detailed information about the session (see "Test Session Detailed Reporting" on page 105).

## Selecting Students

From the Test Session page you can select students from a student group to include in a test session when you create a test session or when you edit an existing test session.

**Note:** If you add students to a student group after a test session is created, you must select the students to add them to the existing test session (see Step 2).

The screenshot shows the NeSA CH Test Session page. At the top left is the NeSA CH logo. At the top right is a 'Log Off' link. Below the logo is a 'Back to Test Sessions' link. The main heading is 'Test Session'. To the left of the heading is a vertical sidebar with 'Open Menu'. To the right of the heading is an 'Actions' dropdown menu with the following options: Copy Test Session, Delete Test Session, Generate Tickets, Edit Details, and Edit Students. Below the heading is a 'Details' section with a table of test session information:

<b>Name</b>	Math 4	<b>Administration</b>	2013-2014 Check4Learning
<b>Test ID</b>		<b>District</b>	ADAMS CENTRAL PUBLIC SCHOOLS
<b>Test</b>	MG4	<b>School</b>	ADAMS CENTRAL JR-SR HIGH SCH
<b>Subject</b>	Mathematics	<b>Begin Date</b>	02/12/2014
<b>Grade</b>	4	<b>End Date</b>	02/19/2014

Below the details is a 'Status: NOT PUBLISHED' section with '0 of 5 Students Completed'. At the bottom is a table with columns for Student Group, Student ID, Last Name, and First Name. The table contains two rows: 'Arnold' and 'Sample Student Group', each with a play button icon to its left.

1. To add students to, or remove them from, a test session, select **Edit Students** from the Actions menu of the Test Session page.

**Note:** You cannot select students within a student group after you have generated tickets for the group.

## Selecting Students (cont.)

The screenshot shows the NeSA Test Session interface. At the top, there is a 'Log Off' link. Below the header, the page title is 'Test Session' with a 'Done' button. The session details are: 'Test Session: Math 4' and 'Test: MG4'. There are two tabs: 'Students' (selected) and 'Add Student Groups...'. A table lists students in the 'Arnold' group. The table has columns for Student Group, Student ID, Last Name, First Name, and Ticket#. The 'Arnold' group is expanded, showing a list of students. The student 'Brett Briscoe' is highlighted in yellow. Checkboxes are present in the 'Ticket#' column for each student. A 'Sample Student Group' link is at the bottom.

Student Group	Student ID	Last Name	First Name	Ticket#
▼ Arnold				
	327196187	ALVARADO	Wendy	<input checked="" type="checkbox"/>
	966766145	BRICENO-LARA	SAFFRON	<input type="checkbox"/>
	636519604	BRISCOE	BRETT	<input type="checkbox"/>
	803729205	COLE	KIRBY	<input type="checkbox"/>
	783516417	KELLER	COLBY	<input type="checkbox"/>
	831090506	LORENZ	JADEYN	<input checked="" type="checkbox"/>
	615509518	VERGITH	LANDYN	<input checked="" type="checkbox"/>
▶ Sample Student Group				

2. From the Students tab, open the group and select or de-select the students you want using the checkboxes and click **Done**.

**Note:** If you added new students to a student group, you would select them here to add them to the test session.

The screenshot shows the NeSA Test Session interface. At the top, there is a 'Log Off' link. Below the header, the page title is 'Test Session' with an 'Actions' dropdown menu. The session details are: 'Back to Test Sessions', 'Name: Math 4', 'Administration: 2013-2014 Check4Learning', 'Test ID', 'District: ADAMS CENTRAL PUBLIC SCHOOLS', 'Test: MG4', 'School: ADAMS CENTRAL JR-SR HIGH SCH', 'Subject: Mathematics', 'Begin Date: 02/12/2014', 'Grade: 4', 'End Date: 02/19/2014'. The status is 'NOT PUBLISHED' and '0 of 5 Students Completed'. A table lists students in the 'Arnold' group. The table has columns for Student Group, Student ID, Last Name, and First Name. The 'Arnold' group is expanded, showing a list of students. The student 'Brett Briscoe' is highlighted in yellow. A 'Sample Student Group' link is at the bottom.

Student Group	Student ID	Last Name	First Name
▼ Arnold			
	327196187	ALVARADO	Wendy
	831090506	LORENZ	JADEYN
	615509518	VERGITH	LANDYN
▶ Sample Student Group			

3. The Test Session page redisplay with the students you selected in the student group for that test session.

## Unlocking Test Sessions

When a student finishes a test, they are assigned a status of Completed for the session and are locked out of the session. You can unlock a test session for a student to allow them to retake all or part of a test they have completed.

NeSA C4L Log Off

Back to Test Sessions Actions

### Test Session

**Details**

Name	Math 4	Administration	2013-2014 Check4Learning
Test ID	2208	District	ADAMS CENTRAL PUBLIC SCHOOLS
Test	MG4	School	ADAMS CENTRAL JR-SR HIGH SCH
Subject	Mathematics	Begin Date	03/17/2014
Grade	4	End Date	03/28/2014

**Status: OPEN**  
6 of 6 Students Completed

Student Group	Student ID	Last Name	First Name	Ticket#	Testing Status	Options
Math 4 Afternoon Group	392251936	AMAYA	SPENCER	2855672	Completed	unlock regenerate
	890810746	BARGER	TAYLIN	2855674	Completed	
	898016099	MUELLER	ELIZABETH	2855676	Completed	
	361251687	NOOTZ	ERIC	2855678	Completed	
	214374900	SCHAEFER	BLAKELY	2855680	Completed	
Math 4 Morning Group						

1. Select a student with a test session status of Complete and click **unlock** to unlock the session.

### Confirm Unlock

Unlock will reopen this completed test.  
Are you sure you want to do this?

.....

**Unlock** **Cancel**

2. The Confirm Unlock dialog box displays. Select **Unlock** to unlock the session, or **Cancel** to cancel the process.

3. If you unlock a test session, the Test Session page redisplay with the student's status changed from Complete to In Progress.

Student Group	Student ID	Last Name	First Name	Ticket#	Testing Status	Options
Math 4 Afternoon Group	392251936	AMAYA	SPENCER	2855672	In Progress	
	890810746	BARGER	TAYLIN	2855674	Completed	
	898016099	MUELLER	ELIZABETH	2855676	Completed	
	361251687	NOOTZ	ERIC	2855678	Completed	
	214374900	SCHAEFER	BLAKELY	2855680	Completed	

## Regenerating Test Sessions

You can regenerate a test session for a student that is taking a test (In Progress) or has completed a test (Completed).

**Warning:** When you regenerate a test session, the student must start over and retake the entire test.

NeSA CH

Log Off

Back to Test Sessions

Test Session

Details

Name	Math 4	Administration	2013-2014 Check4Learning
Test ID	2208	District	ADAMS CENTRAL PUBLIC SCHOOLS
Test	MG4	School	ADAMS CENTRAL JR-SR HIGH SCH
Subject	Mathematics	Begin Date	03/17/2014
Grade	4	End Date	03/28/2014

Status: OPEN

6 of 6 Students Completed

Student Group	Student ID	Last Name	First Name	Ticket#	Testing Status	Options
Math 4 Afternoon Group	392251936	AMAYA	SPENCER	2855672	Completed	unlock regenerate
	890810746	BARGER	TAYLIN	2855674	Completed	
	898016099	MUELLER	ELIZABETH	2855676	Completed	
	361251687	NOOTZ	ERIC	2855678	Completed	
	214374900	SCHAEFER	BLAKELY	2855680	Completed	

Math 4 Morning Group

1. Select a student with a test session status of In Progress or Completed and click **regenerate** to regenerate the test session.

### Confirm Regenerate

Regenerate will discard all student responses and create a new test ticket.

Are you sure you want to do this?

Regenerate

Cancel

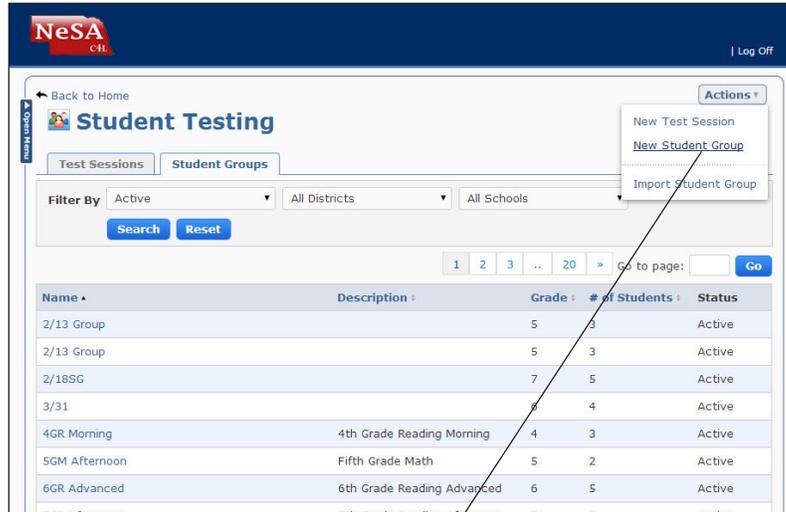
2. The Confirm Regenerate dialog box displays. Select **Regenerate** to regenerate the session, or **Cancel** to cancel the process.

3. If you regenerate a test session, the Test Session page redisplayes with the student's status changed from In Progress or Completed to Not Started.

Student Group	Student ID	Last Name	First Name	Ticket#	Testing Status
Math 4 Afternoon Group	392251936	AMAYA	SPENCER	2855684	Not Started
	890810746	BARGER	TAYLIN	2855682	Not Started
	898016099	MUELLER	ELIZABETH	2855676	Completed
	361251687	NOOTZ	ERIC	2855678	Completed
	214374900	SCHAEFER	BLAKELY	2855680	Completed

## Creating Student Groups

You create a student group by specifying a name for the group, a description of it, the grade of the students in the group, and the students who will be in the group.



1. Click **New Student Group** from the Actions menu on the Student Testing page. The New Student Group dialog box displays.

### New Student Group

**District:** \* ADAMS CENTRAL PUBLIC ▾

**School:** \* WALLACE SCHOOL ▾

**Name:** \*

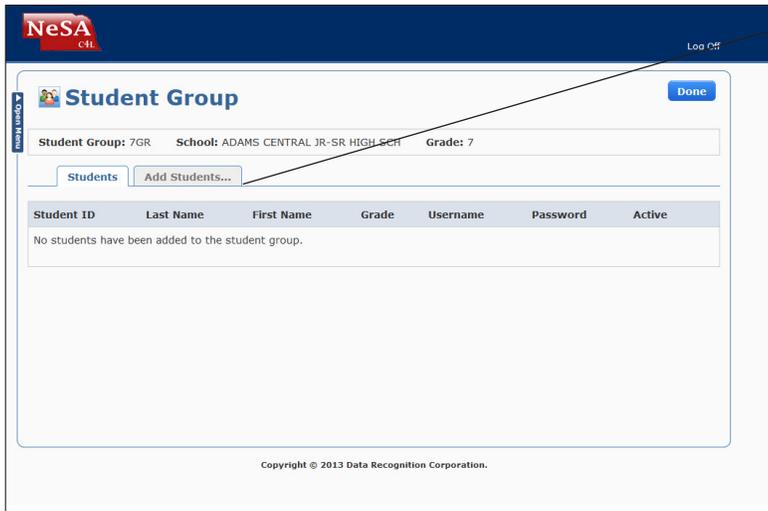
**Description:**

**Grade:** \* 7 ▾

---

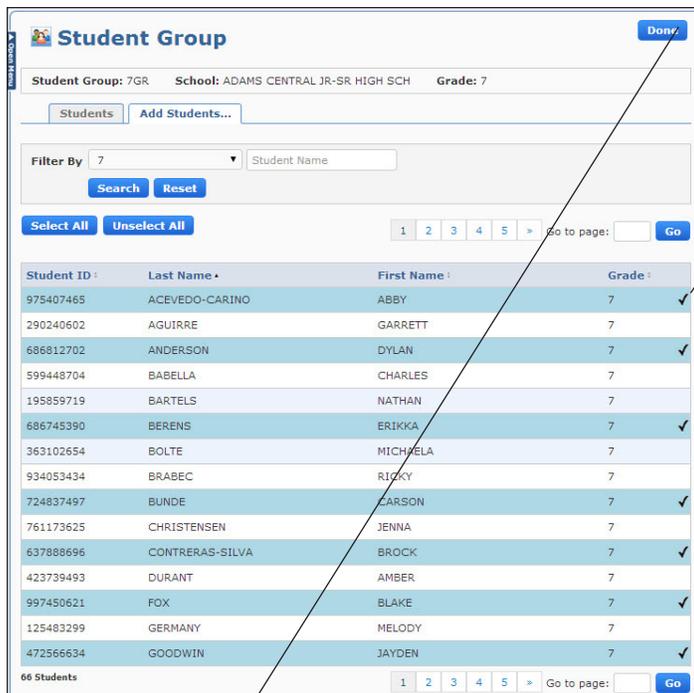
2. Enter a name for the group and a description, and select a District, School, and Grade from the drop-down menus. Click **Save** to save your changes or **Cancel** to cancel the process.

## Creating Student Groups (cont.)



3. The Student Group page displays. Click the **Add Students** tab to add students to your group.

4. Highlight each student you want to include in the group. A check mark displays next to each student you have selected.



5. Click **Done** when you are finished.

Creating Student Groups (cont.)

6. The Student Group page displays the details of your new student group. Click the **Actions** drop-down menu to copy the student group, delete the student group, inactivate the group, edit the details of the group, change the students who are part of the group, or create a file of the group (see “Working with Student Groups” on page 49).

The screenshot shows the NeSA CH interface for a 'Student Group'. At the top, there is a 'Log Off' link. Below the header, there is a 'Back to Student Groups' link and an 'Open Menu' button. The main content area is titled 'Student Group' and contains a 'Details' section with the following information:

<b>Name</b>	7GR	<b>Administration</b>	2013-2014 Check4
<b>Description</b>	Seventh Grade Reading	<b>District</b>	ADAMS CENTRAL P
<b>Grade</b>	7	<b>School</b>	ADAMS CENTRAL JR
<b>Status</b>	Active		

Below the details is a table listing students in the group:

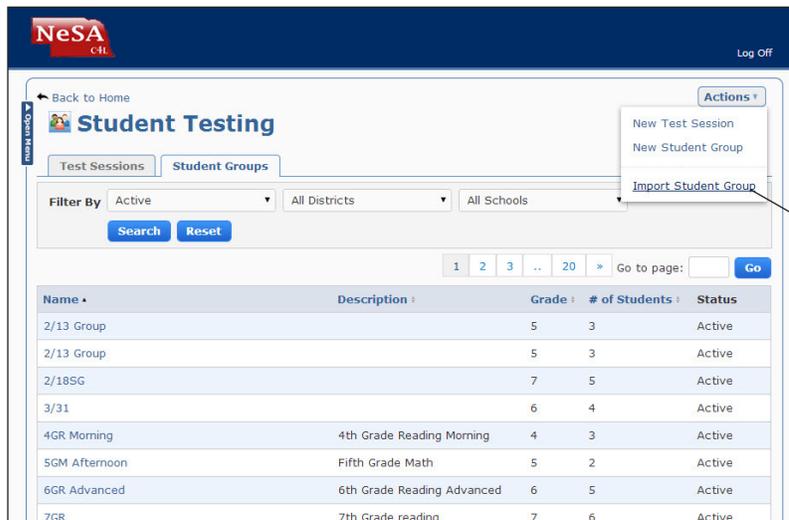
Student ID	Last Name	First Name	Grade	User Name	
975407465	ACEVEDO-CARINO	ABBY	7	User602745	
686812702	ANDERSON	DYLAN	7	User663851	TestPW9
686745390	BERENS	ERIKKA	7	User685823	TestPW86
724837497	BUNDE	CARSON	7	User910220	TestPW21
637888696	CONTRERAS-SILVA	BROCK	7	User624569	TestPW99
997450621	FOX	BLAKE	7	User620814	TestPW84
472566634	GOODWIN	JAYDEN	7	User703644	TestPW81

At the bottom, there is a 'Test Sessions' section with columns for 'Test' and 'Test Window'. The text below this section reads: 'There are no test sessions yet'.

The 'Actions' dropdown menu is open, showing the following options: Copy Student Group, Delete Student Group, Inactivate Student Group, Edit Details, Edit Students, CSV, PDF, and XLS.

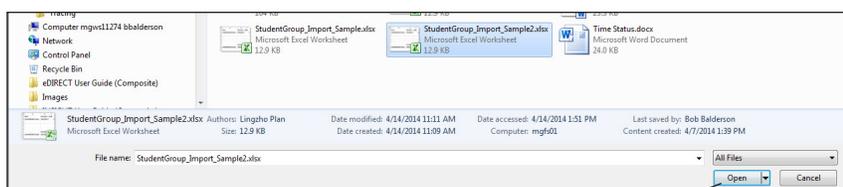
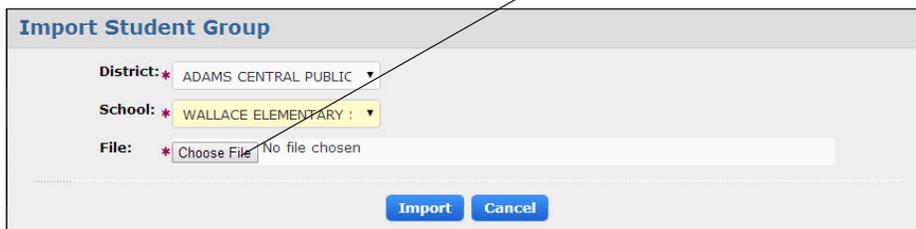
## Importing Student Groups

You import an existing student group by creating a .xls file (Microsoft Excel file) that contains the details of the group, formatted in a specific order (see “Sample Student Group Import File Format” on page 48).



1. To import a student group, select **Import Student Group** from the Actions menu.

2. The Import Student Group dialog box displays. Select the correct district and school from the drop-down menus, and enter a file name or click **Choose File** to select a student group file (Microsoft Excel) to import.



3. When your system directory structure displays, locate and highlight the student group file to import, and click **Open**. Or, click **Cancel** to cancel the process.

## Importing Student Groups (cont.)

**Import Student Group**

**District:** \* ADAMS CENTRAL PUBLIC ▼

**School:** \* WALLACE ELEMENTARY : ▼

**File:** \* Choose File StudentGroup\_Import\_Sample2.xlsx

4. The Import Student Group dialog box redisplay with your student group file selected. Click **Import** to import the group or **Cancel** to cancel the process.

Log Off

← Back to StudentGroups

### Import Results

**File** StudentGroup\_Import\_Sample2.xlsx

**Date** Apr 15, 2014 2:17:14 PM

#### Student Groups

Name	Status	Message
Imported Student Group 1	Success	
Imported Student Group 2	Success	
Imported Student Group 3	Success	
Imported Student Group 4	Success	
Imported Student Group 5	Success	
Imported Student Group 6	Success	
Imported Student Group 7	Success	
Imported Student Group 21	Failed	<ul style="list-style-type: none"> <li>Must contain at least one valid student ID</li> <li>Row 2 Student ID "523418476" not found</li> <li>Row 3 Student ID "583269059" not found</li> <li>Row 4 Student ID "738138048" not found</li> </ul>

[Import Another Student Group](#)

5. The Import Results page displays the results of the import operation. Click **Import Another Student Group** to import another group.

The Import Results page displays the results of the import operation.

- If the entire student group was imported successfully, the Status column indicates **Success**.
- If one or more students, but not all students, were imported successfully, the Status column indicates **Success** and the Message column lists the student IDs that did not import.
- If the student group did not import successfully, the Status column indicates **Failed** and the Message column lists the reason(s) for the failure.

# Student Testing

## Sample Student Group Import File Format

To import one or more student groups into the Check4Learning system, you must create a Microsoft Excel file (.xlsx) using the sample file format shown below.

The first column contains the name of the student group.

The second column contains a description of the student group.

	A	B	C	D
1	Name	Description	Grade	StudentID
2	Imported Student Group 1	Description 1	1	975407465
3				686812702
4				686745390
5				724837497
6				637888696
7	Imported Student Group 2	Description 2	2	975407465
8	Imported Student Group 3	Description 3	1	686812702
9	Imported Student Group 4	Description 4	3	686812702
10				686745390
11				724837497
12				637888696
13	Imported Student Group 5	Description 5	K	686812702
14	Imported Student Group 6	Description 6	1	686812702
15				686745390
16	Imported Student Group 7	Description 7	2	686812702

Click below to reveal a sample Excel file attachment that you can open, edit, and save to import student groups.

Display Attachment

The third column contains the grade of the student group, K-12.

The fourth column contains the valid student ID number for each student in the group. This number was created by Check4Learning when the student group was created.

Back to Home Actions

**Student Testing**

Test Sessions **Student Groups**

Filter By: Active | All Districts | All Schools

Search Reset

« 1 .. 16 17 18 .. 20 » Go to page:  Go

Name	Description	Grade	# of Students	Status
Math 4 Morning Group	morning testing	4	1	Active
Math 4 Afternoon Group	afternoon testing	4	7	Active
Long Student Name Long Student Name Long...	Description 1	1	3	Active
Imported Student Group 7	Description 7	2	1	Active
Imported Student Group 6	Description 6	1	2	Active
Imported Student Group 5	Description 5	K	1	Active
Imported Student Group 4	Description 4	3	4	Active
Imported Student Group 3	Description 3	1	1	Active
Imported Student Group 2	Description 2	2	1	Active
Imported Student Group 1	Description 1	1	5	Active

After student groups are successfully imported, they are listed on the Student Groups tab on the Student Testing page.

## Working with Student Groups

From the Student Group page you can work with the student groups you created. You can copy the group to make a template for a another group, delete a student group, edit the details of a group, change the students who are part of the group, or output the contents of the group in a CSV, PDF, or XLS file.

The screenshot displays the NeSA (California) Student Group management interface. At the top, there is a navigation bar with the NeSA logo and a 'Log Off' link. Below the navigation bar, there is a breadcrumb trail 'Back to Student Groups' and a 'Student Group' title with a group icon. An 'Open Menu' is visible on the left side. The main content area is divided into two sections: 'Details' and a table of students.

**Details Section:**

<b>Name</b>	G4M2	<b>Administration</b>	2013-2014 Check4Learning
<b>Description</b>	Grade 4 Math	<b>District</b>	ADAMS CENTRAL PUBLIC SC
<b>Grade</b>	4	<b>School</b>	WALLACE SCHOOL
<b>Status</b>	Active		

**Students Table:**

Student ID	Last Name	First Name	Grade	User Name	
655469652	BLAKEY	ALLAYNA	4	User612917	TestPW97
344483932	BOHLKE	MAGUIRE	4	User674987	TestPW21
638915223	CHICA	DYLAN	4	User662618	TestPW22
206781595	KIDD	KYTO	4	User671034	TestPW63
338389020	MONTGOMERY	JONATHAN	4	User706523	TestPW83
537083324	RUEDA-LICEA	RILEE	4	User688337	TestPW59

**Test Sessions Section:**

Test Sessions	Test	Test Window
There are no test sessions yet		

**Actions Menu:**

- Copy Student Group
- Delete Student Group
- Inactivate Student Group
- Edit Details
- Edit Students
- CSV
- PDF
- XLS

## Copying Student Groups

From the Student Group page you can copy a student group to use as a template to create another group.

**Note:** Any students within the group with a status of inactive will not be copied to the new student group.

The screenshot shows the NeSA Student Group page. The 'Actions' menu is open, showing options: Copy Student Group, Delete Student Group, Inactivate Student Group, Edit Details, Edit Students, CSV, PDF, and XLS. The 'Copy Student Group' option is highlighted.

Name	G4M	Administration	2013-2014 Check4Learning
<b>Description</b>	Grade 4 Math	<b>District</b>	ADAMS CENTRAL PUBLIC SC
<b>Grade</b>	4	<b>School</b>	WALLACE SCHOOL
<b>Status</b>	Active		

Student ID	Last Name	First Name	Grade	User Name	Password
655469652	BLAKEY	ALLAYNA	4	User612917	TestPW97
344483932	BOHLKE	MAGUIRE	4	User674987	TestPW21
638915223	CHICA	DYLAN	4	User662618	TestPW22
206781595	KIDD	KYTO	4	User671034	TestPW63
338389020	MONTGOMERY	JONATHAN	4	User706523	TestPW83
537083324	RUEDA-LICEA	RILEE	4	User688337	TestPW59

1. From the Actions menu, click **Copy Student Group** to copy the group.

The dialog box is titled 'Copy Student Group'. It has a text input field for 'Name of Copy:' with the value 'G4M2' entered. Below the input field are 'Save' and 'Cancel' buttons.

2. The Copy Student Group dialog box displays. Enter the name of the group and click **Save** to save your changes or **Cancel** to cancel them.

The screenshot shows the NeSA Student Group page for the newly created group 'G4M2'. The details and student list are identical to the previous screenshot, but the name has changed.

Name	G4M2	Administration	2013-2014 Check4Learning
<b>Description</b>	Grade 4 Math	<b>District</b>	ADAMS CENTRAL PUBLIC SCHOOLS
<b>Grade</b>	4	<b>School</b>	WALLACE SCHOOL
<b>Status</b>	Active		

Student ID	Last Name	First Name	Grade	User Name	Password
655469652	BLAKEY	ALLAYNA	4	User612917	TestPW97
344483932	BOHLKE	MAGUIRE	4	User674987	TestPW21
638915223	CHICA	DYLAN	4	User662618	TestPW22
206781595	KIDD	KYTO	4	User671034	TestPW63
338389020	MONTGOMERY	JONATHAN	4	User706523	TestPW83
537083324	RUEDA-LICEA	RILEE	4	User688337	TestPW59

3. The Student Group page displays the new student group.

## Deleting Student Groups

From the Student Group page you can delete a student group that you created if it has not been used for testing.

The screenshot shows the NeSA CH. Student Group page. The group name is G4M2. The description is Grade 4 Math. The administration is 2013-2014 Check4Learning. The district is ADAMS CENTRAL PUBLIC SC. The school is WALLACE SCHOOL. The status is Active. Below the details is a table of students:

Student ID	Last Name	First Name	Grade	User Name	Test PW
655469652	BLAKEY	ALLAYNA	4	User612917	TestPW57
344483932	BOHLKE	MAGUIRE	4	User674987	TestPW21
638915223	CHICA	DYLAN	4	User662618	TestPW22
206781595	KIDD	KYTO	4	User671034	TestPW63
338389020	MONTGOMERY	JONATHAN	4	User706523	TestPW83
537083324	RUEDA-LICEA	RILEE	4	User688337	TestPW59

The Actions menu is open, showing options: Copy Student Group, Delete Student Group, Inactivate Student Group, Edit Details, Edit Students, CSV, PDF, and XLS. The 'Delete Student Group' option is highlighted.

1. From the Actions menu, click **Delete Student Group** to delete the group. The Delete Student Group dialog box displays to confirm the deletion.

**Note:** This option is only available if you created the student group. You cannot delete a student group after it has been used for testing.

The dialog box is titled "Delete Student Group". It contains the text: "This can't be undone. Are you sure you want to delete G4M2?". Below the text are two buttons: "Delete" (red) and "Cancel" (blue).

2. Click **Delete** to delete the group or **Cancel** to cancel the process.

## Inactivating and Activating Student Groups

You can activate or inactivate a student group. When a student group is inactive, you cannot select it for test session creation or editing.

The screenshot shows the NeSA Student Group page. The 'Actions' menu is open, showing options: Copy Student Group, Delete Student Group, **Inactivate Student Group**, Edit Details, Edit Students, CSV, PDF, and XLS. The 'Inactivate Student Group' option is highlighted. The page displays details for the G4M2 group, which is currently 'Active'. Below the details is a table of students with columns for Student ID, Last Name, First Name, Grade, and User Name.

Student ID	Last Name	First Name	Grade	User Name
655469652	BLAKEY	ALLAYNA	4	User612917
344483932	BOHLKE	MAGUIRE	4	User674987
638915223	CHICA	DYLAN	4	User662618
206781595	KIDD	KYTO	4	User671034
338389020	MONTGOMERY	JONATHAN	4	User706523
537083324	RUEDA-LICEA	RILEE	4	User688337

1. From the Actions menu, click **Inactivate Student Group** to inactivate the student group.

The dialog box is titled 'Inactivate Student Group' and asks 'Are you sure you want to inactivate G4M2?'. At the bottom, there are two buttons: 'Inactivate' (red) and 'Cancel' (blue).

2. The Inactivate Student Group dialog box displays. Click **Inactivate** to make the group inactive, or **Cancel** to cancel the process.

The screenshot shows the NeSA Student Group page after the group has been inactivated. The 'Status' field now shows 'Inactive'. The 'Actions' menu is open, showing options: **Activate Student Group**, Copy Student Group, Delete Student Group, CSV, PDF, and XLS. The 'Activate Student Group' option is highlighted. The student table is the same as in the previous screenshot.

Student ID	Last Name	First Name	Grade	User Name	Password
655469652	BLAKEY	ALLAYNA	4	User612917	TestPW97
344483932	BOHLKE	MAGUIRE	4	User674987	TestPW21
638915223	CHICA	DYLAN	4	User662618	TestPW22
206781595	KIDD	KYTO	4	User671034	TestPW63
338389020	MONTGOMERY	JONATHAN	4	User706523	TestPW83
537083324	RUEDA-LICEA	RILEE	4	User688337	TestPW59

3. The Student Group page displays with the student group's status changed to Inactive. Select **Activate Student Group** from the Action menu to activate the group.

## Editing Student Groups

You can edit the details of a student group, add or remove students, and make students active or inactive.

Click **Edit Details** to change the name, description, or grade of the group.

Click **Edit Students** to add or remove students, or to make students active or inactive.

Click **Add Students** to add students to the group. You can only add students to a group that you created.

Check the **Active** checkbox to make a student active or uncheck it to make a student inactive.

**Note:** You cannot inactivate a student until the student group is associated with a test session. An inactive student is still part of the group, but will not be included in new test sessions.

Click the **Remove** icon (🗑️) to remove the student from the group.

**Note:** You can remove students from the group until the student group is associated with a test session. The student is removed immediately—there is no confirmation dialog box.

# Student Testing

## Creating Student Group Files

Click **PDF** to display the student group in a PDF file that you can print, edit, or email.

NeSA CH Log Off

Back to Student Groups

### Student Group

Details

Name	G4M2	Administration	2013-2014 Check4Learning
Description	Grade 4 Math	District	ADAMS CENTRAL PUBLIC SC
Grade	4	School	WALLACE SCHOOL
Status	Active		

Actions

- Copy Student Group
- Delete Student Group
- Inactivate Student Group
- Edit Details
- Edit Students
- CSV
- PDF**
- XLS

Student ID	Last Name	First Name	Grade	User Name	
655469652	BLAKEY	ALLAYNA	4	User612917	
344483932	BOHLKE	MAGUIRE	4	User674987	TestPW21
638915223	CHICA	DYLAN	4	User662618	TestPW22
206781595	KIDD	KYTO	4	User671034	TestPW63
338389020	MONTGOMERY	JONATHAN	4	User706523	TestPW83
537083324	RUEDA-LICEA	RILEE	4	User68337	TestPW59

Test Sessions

Test	Test Window
There are no test sessions yet	

Student ID	Last Name	First Name	Grade	Username	Password
313383291	JAMES	HALEY	8	User651853	TestPW08
748091189	MCMAULLEN	CHANIYA	8	User51801	TestPW46
218160532	OBOIRNY	SABRINA	8	User728078	TestPW12
814484574	PEERY	CHRISTOPHER	8	User640652	TestPW82
356301800	PERCHAL	FATUMA	8	User747843	TestPW81
174555249	SMITH	TERRANCE	8	User733349	TestPW6

Click **CSV** to display the student group in a Comma Separated Value file that you can import into any spreadsheet application.

Click **XLS** to display the student group in a Microsoft Excel spreadsheet file.

Student ID	Last Name	First Name	Grade	Username	Password
313383291	JAMES	HALEY	8	User651853	TestPW08
748091189	MCMAULLEN	CHANIYA	8	User51801	TestPW46
218160532	OBOIRNY	SABRINA	8	User728078	TestPW12
814484574	PEERY	CHRISTOPHER	8	User640652	TestPW82
356301800	PERCHAL	FATUMA	8	User747843	TestPW81
174555249	SMITH	TERRANCE	8	User733349	TestPW6

Student ID	Last Name	First Name	Grade	Username	Password	Active
313383291	JAMES	HALEY	8	User651853	TestPW08	Yes
748091189	MCMAULLEN	CHANIYA	8	User51801	TestPW46	Yes
218160532	OBOIRNY	SABRINA	8	User728078	TestPW12	Yes
814484574	PEERY	CHRISTOPHER	8	User640652	TestPW82	Yes
356301800	PERCHAL	FATUMA	8	User747843	TestPW81	Yes
174555249	SMITH	TERRANCE	8	User733349	TestPW6	Yes



Tests

## ■ Introduction

This section of the User Guide describes the Tests portion of the Check4Learning system.

You can use the Tests portion of the system to do the following:

- Activate and deactivate tests\*
- Search for and view tests, test items, and test passages
- Create, copy, delete, edit, and share tests\*\*
- Edit test details and instructions
- Produce a PDF of the test with or without the answer key
- Preview items, passages, and tests\*\*

\* You can only activate or deactivate tests that you created.

\*\* You can only work with tests that you created (or that were shared with you).

## ■ Important— Displayed Data

**Throughout this User Guide, school district, school, and student information is displayed in screenshots. Although the names of the schools and the school districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.**

## Tests Page

From the Tests page you can search for, copy, display, create, edit, and share tests. You also can edit test details, test instructions, and test items; preview tests; and create PDF versions of tests, with or without an answer key.

Use the category filters to search for tests and the column headings to sort the results (see “Searching For and Displaying Data” on page 24).

Click the Actions drop-down menu and select **New Test** to create a test (see “Creating Tests” on page 58).

Click on a test to view, copy, share, and edit the test (see “Working with Tests” on page 66).

Click the **Preview** icon (  ) to preview a test (see “Displaying Tests” on page 84).

Click the **Delete** icon (  ) to delete a test. A confirmation dialog box displays to confirm that you want to perform the deletion (see “Working with Tests” on page 66).

**Note:** You cannot delete a test after it has been used for testing or is shared.

## Creating Tests

When you click New Test from the Tests page, the New Test dialog box displays. You can use this dialog box to specify the details of your test. To create a test, you must specify the test details and add any test items and passages.

1. Enter a name (a maximum of 35 characters), description, and select a subject and grade from the drop-down menus.

2. Check the **Show Score Page** checkbox if you want the students to see their score when they finish the test. If you do not select this option, students do not see their results at the time they finish the test.

**New Test**

Name \* MG4

Description Math Grade 4

Subject \* Mathematics

Grade \* 4

Show Score Page

Reference Documents

- Gr4-Formula
- Gr5-Formula
- Gr5-Formula\_Key
- Gr8-Formula\_Key

Hold control (Windows) or command (Mac) while selecting to associate multiple documents.

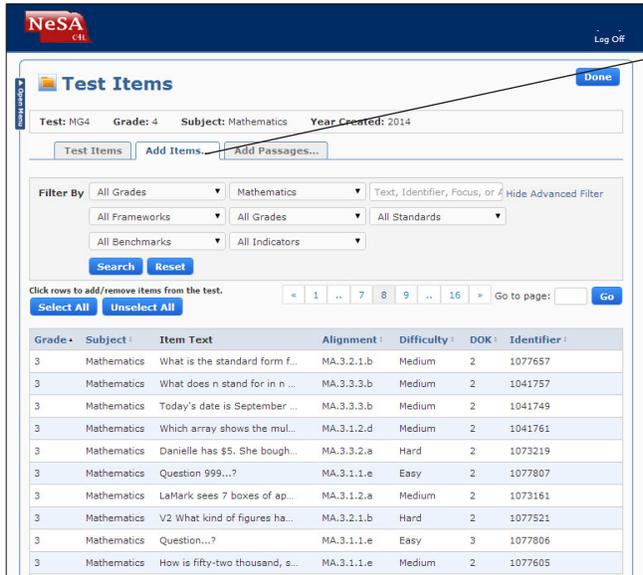
Save Cancel

3. Select one or more reference documents to associate with your test (See “Test Reference Documents” on page 62 for a visual description of the reference documents).

- To select multiple documents that are in sequence, hold down the **Shift** key while you select them.
- To select multiple documents that are not in sequence, hold down the **Ctrl** (Windows) or **Cmd** (Mac) key while you select them.

4. Click **Save** when you are finished or **Cancel** to cancel the process.

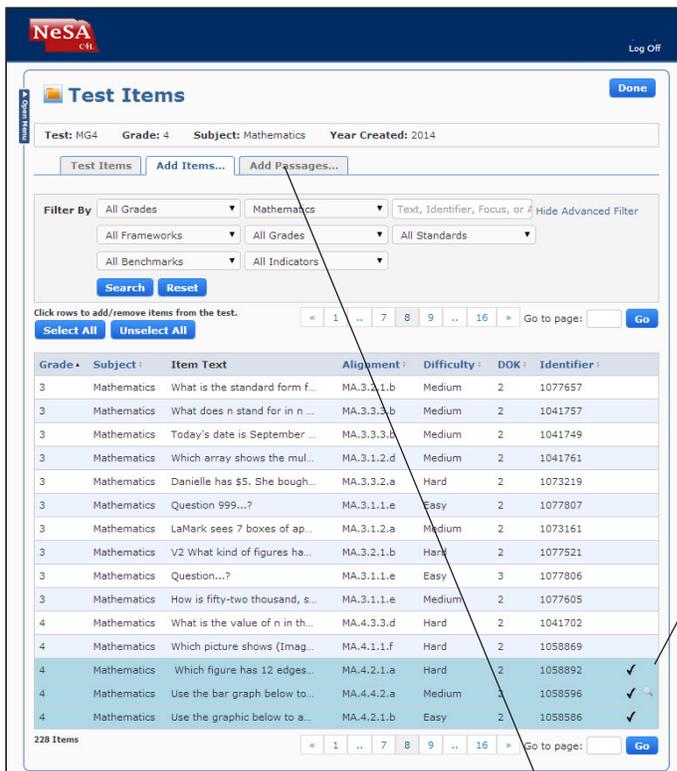
## Creating Tests (cont.)



5. The Test Items window displays. You can use this window to add items and passages to your test. Click the **Add Items...** tab to add items to the test.

6. Click on each item you want to add to the test. A check mark displays next to each item you select (to deselect an item, click the item again).

**Note:** Reading items are only associated with passages and do not display on the Add Items tab. The Item Bank displays both standalone and passage items. The Item List does not display passage items.



7. When you are finished adding items, if you need to add passages, click the **Add Passages...** tab and go to Step 6; otherwise, click **Done** and go to Step 8.

**Note:** You may want to return to the Test Items tab to sort your items before you click Done.

## Creating Tests (cont.)

8. Click on each passage you want to add to the test. A check mark displays next to each passage you select (to deselect a passage, click the passage again).

The screenshot shows the 'Test Items' interface. At the top, there are filters for 'Test: MG4', 'Grade: 4', 'Subject: Mathematics', and 'Year Created: 2014'. Below these are buttons for 'Test Items', 'Add Items...', and 'Add Passages...'. A 'Filter By' section allows searching by 'Title, Identifier, or Text' with 'Search' and 'Reset' buttons. Below the filter is a section for 'Click rows to add/remove items from the test.' with 'Select All' and 'Unselect All' buttons. The main area is a table with columns: 'Title', 'Passage Text', '# of Items', and 'Identifier'. Several rows are highlighted in light blue, and some have a checkmark in the right margin. A 'Done' button is located in the top right corner of the interface.

Title	Passage Text	# of Items	Identifier
Automation Passage	Ranching in Nebraska Nebraska produces more beef than ...	32	1077648
Grade 03-A Backyard Story	A Backyard Story Joe awoke early because he was excited ...	20	1000184
Grade 03-A Million Cans	A Million Cans The day before school started a huge storm...	16	1000433
Grade 03-The Web of Life	The Web of Life Did you know that almost all living things d...	21	1000464
Grade 05 Life Inside the Space Shuttle	Life Inside the Space Shuttle "Five, four, three, two, one. ...	10	1000221
Grade 05-A Family Business	A Family Business "101.5!" announced Mrs. Martin, holding...	16	1000481
Grade 06-Get in Gear for Camping	Get in Gear for Camping Camping is one of the best ways t...	12	1000248
Grade 06-Making Paper	Making Paper Have you ever wondered where paper comes ...	15	1000253
How to fly a kite	Pick your kite. There are quite a few varieties to choose from ...	1	1077785
Love is patient	Love is patient, love is kind. It does not envy, it does not boa...	4	1077795
Passage Import13	"Nick, have you seen Brown Bunny?" Mom asked as she fi...	1	1077912
Passage on 1/30	WINTER STORM WARNING REMAINS IN EFFECT UNTIL NOON...	1	1077843

12 Passages

9. When you are finished adding passages, click **Done**.

**Note:** When you add a passage to a test, all of the items associated with the passage are also added. You can view a list of the items for each passage and delete any items from the test that you do not want to include (see "Working with Items and Passages" on page 83).

Creating Tests (cont.)

11. You can click on the Actions menu and select **PDF** to create a PDF version of the test (see “Displaying Tests” on page 84).

The screenshot shows the NeSA CTE Test page. On the left, there is a 'Details' section with the following information:

- Test: MG4
- Description: Math Grade 4
- Grade: 4
- Subject: Mathematics
- Year Created: 2014
- Show Score Page: Yes
- Reference Documents: Gr4-Formula
- Status: Active

In the center, there is a 'Tools and Instructions' section with icons for navigation and editing, and a 'Show instructions...' button.

On the right, an 'Actions' dropdown menu is open, showing options: Copy Test, Delete Test, Inactivate Test, Share Test, Edit Details, Edit Instructions, Edit Items, PDF with Key, PDF with Key (with a PDF icon), and Preview Test.

At the bottom, there is a table of test items:

Grade	Subject	Text	Alignment	Difficulty	DOK	Identifier
4	Mathematics	Use the graphic below to ans...	MA.4.2.1.c	Hard	2	1077565
4	Mathematics	Which metric unit is used to ...	MA.4.2.5.d	Hard	2	1072907
P		Grade 05 Life Inside the Spac...				1000221
P		Grade 05-A Family Business				1000481
P		Grade 03-A Million Cans				1000433

10. The completed test displays in the Test page. You can view, work with, add, and delete the items and passages in the test (see “Working with Items and Passages” on page 83).

### Test Reference Documents

The following pages contain images displaying the contents of the various test reference formula and formula key files that are used in the Check4Learning system.

Conversions – Length	
<b>Standard Units</b>	
1 foot (ft) = 12 inches (in.)	
1 yard (yd) = 3 feet (ft) = 36 inches (in.)	
1 mile (mi) = 1,760 yards (yd) = 5,280 feet (ft)	
<b>Metric Units</b>	
1 centimeter (cm) = 10 millimeters (mm)	
1 meter (m) = 100 centimeters (cm)	
1 meter (m) = 1,000 millimeters (mm)	
1 kilometer (km) = 1,000 meters (m)	

File = Gr4–Formula

NeSA-M Grade 4 Reference Sheet

File = Gr4–Formula\_Key

Shape	Area	Perimeter
Rectangle	$A = l \times w$	$P = 2l + 2w$
Square	$A = s \times s$	$P = s + s + s + s$

Conversions – Length	
<b>Standard Units</b>	
1 foot (ft) = 12 inches (in.)	
1 yard (yd) = 3 feet (ft) = 36 inches (in.)	
1 mile (mi) = 1,760 yards (yd) = 5,280 feet (ft)	
<b>Metric Units</b>	
1 centimeter (cm) = 10 millimeters (mm)	
1 meter (m) = 100 centimeters (cm)	
1 meter (m) = 1,000 millimeters (mm)	
1 kilometer (km) = 1,000 meters (m)	

Conversions – Volume	
<b>Standard Units</b>	
1 cup = 8 fluid ounces (fl oz)	
1 pint (pt) = 2 cups	
1 quart (qt) = 2 pints (pt)	
1 gallon (gal.) = 4 quarts (qt)	
<b>Metric Units</b>	
1 liter (l) = 1,000 milliliters (ml)	
1 liter (l) = 1,000 cubic centimeters (cu. cm)	

Conversions – Weight/Mass	
<b>Standard Units</b>	
1 pound (lb) = 16 ounces (oz)	
1 ton = 2,000 pounds (lb)	
<b>Metric Units</b>	
1 gram (g) = 1,000 milligrams (mg)	
1 kilogram (kg) = 1,000 grams (g)	

File = Gr5–Formula

NeSA-M Grade 5 Reference Sheet

Key		
$l$ = length	$w$ = width	$s$ = side length

File = Gr5–Formula\_Key

Test Reference Documents (cont.)

Shape	Area	Perimeter
Triangle	$A = \frac{1}{2}bh$	
Rectangle	$A = lw$	$P = 2l + 2w$
Parallelogram	$A = bh$	
Square	$A = s \times s$	
3-Dimensional Shape		Volume
Rectangular Prism		$V = lwh = Bh$
Conversions – Length		
Standard Units		
1 yard (yd) = 3 feet (ft) = 36 inches (in.)		
1 mile (mi) = 1,760 yards (yd) = 5,280 feet (ft)		
Metric Units		
1 meter (m) = 100 centimeters (cm)		
1 meter (m) = 1,000 millimeters (mm)		
1 kilometer (km) = 1,000 meters (m)		
Conversions – Volume		
Standard Units		
1 cup = 8 fluid ounces (fl oz)		
1 pint (pt) = 2 cups		
1 quart (qt) = 2 pints (pt)		
1 gallon (gal.) = 4 quarts (qt)		
Metric Units		
1 liter (l) = 1,000 milliliters (ml)		
1 liter (l) = 1,000 cubic centimeters (cu. cm)		
Conversions – Weight/Mass		
Standard Units		
1 pound (lb) = 16 ounces (oz)		
1 ton = 2,000 pounds (lb)		
Metric Units		
1 gram (g) = 1,000 milligrams (mg)		
1 kilogram (kg) = 1,000 grams (g)		

File = Gr6–Formula

NeSA-M Grade 6 Reference Sheet		
Key		
$b$ = base	$B$ = area of base	$h$ = height
$l$ = length	$w$ = width	$s$ = side length

File = Gr6–Formula\_Key

Shape	Area	Circumference
Circle	$A = \pi r^2$	$C = \pi d = 2\pi r$
Triangle	$A = \frac{1}{2}bh$	Perimeter
Rectangle	$A = lw$	$P = 2l + 2w$
Trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$	
Parallelogram	$A = bh$	
Square	$A = s^2$	
3-Dimensional Shape		Volume
Rectangular Prism		$V = lwh = Bh$
Percent Change		
$\% \text{ change} = \frac{\text{difference in amount}}{\text{original amount}}$		
Conversions – Length		
Standard Units		
1 yard (yd) = 3 feet (ft) = 36 inches (in.)		
1 mile (mi) = 1,760 yards (yd) = 5,280 feet (ft)		
Metric Units		
1 meter (m) = 100 centimeters (cm)		
1 meter (m) = 1,000 millimeters (mm)		
1 kilometer (km) = 1,000 meters (m)		
Conversions – Volume		
Standard Units		
1 cup = 8 fluid ounces (fl oz)		
1 pint (pt) = 2 cups		
1 quart (qt) = 2 pints (pt)		
1 gallon (gal.) = 4 quarts (qt)		
Metric Units		
1 liter (l) = 1,000 milliliters (ml)		
1 liter (l) = 1,000 cubic centimeters (cu. cm)		
Conversions – Weight/Mass		
Standard Units		
1 pound (lb) = 16 ounces (oz)		
1 ton = 2,000 pounds (lb)		
Metric Units		
1 gram (g) = 1,000 milligrams (mg)		
1 kilogram (kg) = 1,000 grams (g)		

File = Gr7–Formula

NeSA-M Grade 7 Reference Sheet		
Key		
$b$ = base	$l$ = length	$r$ = radius
$B$ = area of base	$w$ = width	
$h$ = height	$d$ = diameter	
Use 3.14 for $\pi$		

File = Gr7–Formula\_Key

Test Reference Documents (cont.)

Shape	Area	Circumference
Circle	$A = \pi r^2$	$C = \pi d = 2\pi r$
Triangle	$A = \frac{1}{2}bh$	Perimeter
Rectangle	$A = lw$	$P = 2l + 2w$
Trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$	
Parallelogram	$A = bh$	
3-Dimensional Shape		Volume
Right Circular Cone		$V = \frac{1}{3}\pi r^2 h$
Pyramid		$V = \frac{1}{3}Bh$
Sphere		$V = \frac{4}{3}\pi r^3$
Right Circular Cylinder		$V = \pi r^2 h$
Right Prism		$V = Bh$
3-Dimensional Shape		Total Surface Area
Right Circular Cone		$T = \frac{1}{2}(2\pi r)\ell + \pi r^2 = \pi r\ell + \pi r^2$
Pyramid		$T = B + \frac{1}{2}Pl$
Sphere		$T = 4\pi r^2$
Right Circular Cylinder		$T = 2\pi r h + 2\pi r^2$
Right Prism		$T = 2B + Ph$
Formulas		
Distance, rate, and time formula, where $d$ = distance, $r$ = rate, $t$ = time: $d = rt$		

File = Gr8–Formula

Shape	Area	Circumference
Circle	$A = \pi r^2$	$C = \pi d = 2\pi r$
Triangle	$A = \frac{1}{2}bh$	Perimeter
Rectangle	$A = lw$	$P = 2l + 2w$
Trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$	
Parallelogram	$A = bh$	
3-Dimensional Shape		Volume
Right Circular Cone		$V = \frac{1}{3}\pi r^2 h$
Pyramid		$V = \frac{1}{3}Bh$
Sphere		$V = \frac{4}{3}\pi r^3$
Right Circular Cylinder		$V = \pi r^2 h$
Right Prism		$V = Bh$
3-Dimensional Shape		Total Surface Area
Right Circular Cone		$T = \frac{1}{2}(2\pi r)\ell + \pi r^2 = \pi r\ell + \pi r^2$
Pyramid		$T = B + \frac{1}{2}Pl$
Sphere		$T = 4\pi r^2$
Right Circular Cylinder		$T = 2\pi r h + 2\pi r^2$
Right Prism		$T = 2B + Ph$
Formulas		
Distance, rate, and time formula, where $d$ = distance, $r$ = rate, $t$ = time: $d = rt$		

File = HS–Formula

NeSA-M Grade 8 Reference Sheet		
Key		
$b$ = base	$l$ = length	$r$ = radius
$B$ = area of base	$w$ = width	
$h$ = height	$d$ = diameter	
Use 3.14 for $\pi$		

File = Gr8–Formula\_Key

NeSA-M High School Reference Sheet		
Key		
$b$ = base	$l$ = length	$r$ = radius
$B$ = area of base	$w$ = width	$\ell$ = slant
$h$ = height	$d$ = diameter	
Use 3.14 for $\pi$		

File = HS–Formula\_Key

Test Reference Documents (cont.)

<b>Pythagorean Theorem</b>	
	$c^2 = a^2 + b^2$
<b>Right-Triangle Relationships</b>	
<b>Trigonometric Ratios</b>	
	$\sin A = \frac{a}{c}$ $\cos A = \frac{b}{c}$ $\tan A = \frac{a}{b}$
<b>30°-60°-90° Triangle Relationships</b>	
<b>45°-45°-90° Triangle Relationships</b>	

File = HS-Formula (cont.)

<b>Linear Equation Forms</b>
<p><b>Point-Slope Form:</b>  <math>y - y_1 = m(x - x_1)</math></p> <p><b>Standard or General Form:</b>  <math>Ax + By = C</math></p> <p><b>Slope-Intercept Form:</b>  <math>y = mx + b</math></p>
<b>Coordinate Geometry</b>
<p>Given: Points <math>A(x_1, y_1)</math>, <math>B(x_2, y_2)</math></p> <p><b>Distance between two points:</b>  <math>AB = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}</math></p> <p><b>Midpoint between two points:</b>  Midpoint of <math>AB = \left( \frac{x_2 + x_1}{2}, \frac{y_2 + y_1}{2} \right)</math></p> <p><b>Slope of line through two points:</b> <math>m = \frac{y_2 - y_1}{x_2 - x_1}</math></p>
<b>Equation of a Circle</b>
$(x - h)^2 + (y - k)^2 = r^2$ $(h, k)$ = center $r$ = radius
<b>Quadratic Formula</b>
$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ $ax^2 + bx + c = 0$
<b>Conversions – Length</b>
<p style="text-align: center;"><b>Standard Units</b></p> <p>1 foot (ft) = 12 inches (in.)  1 yard (yd) = 3 feet (ft) = 36 inches (in.)  1 mile (mi) = 1,760 yards (yd) = 5,280 feet (ft)</p>
<p style="text-align: center;"><b>Metric Units</b></p> <p>1 centimeter (cm) = 10 millimeters (mm)  1 meter (m) = 100 centimeters (cm)  1 kilometer (km) = 1,000 meters (m)</p>

File = HS-Formula (cont.)

## Working with Tests

From the Test page, you can make a copy of the test, share the test, and delete the test. For any test that you created, you can edit the test details, such as its name, the test instructions and the items. You also can create a PDF version of the test, with or without the answer key, and you can preview the test within the browser.

From the Actions menu, select **Copy Test** to make a copy of the test, **Delete Test** to delete the test, **Inactivate Test** to make the test inactive, or **Share Test** to share the test with others.

From the Actions menu, select **Edit Details** to change the name, description, grade, or subject of the test (see “Editing Test Details” on page 71), **Edit Instructions** to change the test’s instructions (see “Editing Test Instructions” on page 72), or **Edit Items** to add, remove, or reorder the test items (see “Working with Items and Passages” on page 83).

The screenshot shows the NeSA C4L interface for a specific test. The top navigation bar includes the NeSA C4L logo and a 'Log Off' button. Below the navigation bar, there is a 'Back to Tests' link and an 'Open Menu' button. The main content area is titled 'Test' and contains a 'Details' section with the following information:

Test	MG4
Description	Math Grade 4
Grade	4
Subject	Mathematics
Year Created	2014
Show Score Page	Yes
Reference Documents	Gr4-Formula
Status	Active

To the right of the details is a 'Tools and Instructions' section with icons for navigation, editing, and viewing instructions. Below this is a table of test items:

Grade	Subject	Text	Alignment	Difficulty	DOK	Identifier
4	Mathematics	Use the graphic below to ans...	MA.4.2.1.c	Hard	2	1077565
4	Mathematics	Which metric unit is used to ...	MA.4.2.5.d	Hard	2	1072907
P		Grade 05 Life Inside the Spac...				1000221

An 'Actions' menu is open, showing the following options: Copy Test, Delete Test, Inactivate Test, Share Test, Edit Details, Edit Instructions, Edit Items, PDF with Key, PDF without Key, and Preview Test.

Click a passage or an item to view the details.

From the Actions menu, select **PDF with Key** to display a PDF file of the test with an answer key, **PDF without Key** to display a PDF file of the test with no answer key, or **Preview Test** to preview the test (see “Displaying Tests” on page 84).

## Copying Tests

You can make a copy of a test, delete the test, make it inactive or active, or share an existing test with other users.

**Note:** To share tests with users, you must have sharing permissions with them.

### Copy Test

Name of Copy \*

---

1. To copy a test, select **Copy Test** from the Actions menu on the Test page, name the copy of the test, and click **Save**. Or, click **Cancel** to cancel the process.

Log Off

Back to Tests
Actions ▾

#### Test

<b>Test</b>	MG4 Part 2
<b>Description</b>	Math Grade 4
<b>Grade</b>	4
<b>Subject</b>	Mathematics
<b>Year Created</b>	2014
<b>Show Score Page</b>	Yes
<b>Reference Documents</b>	Gr4-Formula
<b>Status</b>	Active

#### Tools and Instructions

Show instructions...

Grade	Subject	Text	Alignment	Difficulty	DOK	Identifier
4	Mathematics	Use the graphic below to ans...	MA.4.2.1.c	Hard	2	1077565
4	Mathematics	Which metric unit is used to ...	MA.4.2.5.d	Hard	2	1072907
<b>P</b>		Grade 05 Life Inside the Spac...				1000221
<b>P</b>		Grade 05-A Family Business				1000481
<b>P</b>		Grade 03-A Million Cans				1000433

2. The Test page redisplay with the copy of the test that you created. You can view, edit, delete, or use the new copy.

## Deleting Tests

You can delete a test that has not been used for testing or shared.

The screenshot shows the NeSA C4L interface. At the top left is the NeSA C4L logo, and at the top right is a 'Log Off' link. Below the logo is a 'Back to Tests' link and a 'Test' title with a folder icon. On the left is an 'Open Menu' button. The main content area is divided into two sections: 'Details' and 'Tools and Instructions'. The 'Details' section contains a table with the following information:

Test	MG4 Part 2
Description	Math Grade 4
Grade	4
Subject	Mathematics
Year Created	2014
Show Score Page	Yes
Reference Documents	Gr4-Formula
Status	Active

The 'Tools and Instructions' section contains several icons: a mouse cursor, a pencil, a 'Line Guide' icon, a magnifying glass, a crossed-out pencil, and a book with 'X+Y'. Below these icons is a 'Show instructions...' link. On the right side of the interface is an 'Actions' dropdown menu with the following options: Copy Test, Delete Test, Inactivate Test, Share Test, Edit Details, Edit Instructions, Edit Items, PDF with Key, PDF without Key, and Preview Test. The 'Delete Test' option is highlighted with a red underline.

1. To delete a test, select **Delete Test** from the Actions menu on the Test page. The Delete Test dialog box displays.

**Note:** You cannot delete a test that has been used for testing or is shared.

The screenshot shows a dialog box titled 'Delete Test'. The text inside the dialog box reads: 'This can't be undone. Are you sure you want to delete MG4 Part 2?'. Below the text is a horizontal dotted line. At the bottom of the dialog box are two buttons: a red 'Delete' button and a blue 'Cancel' button.

2. Click **Delete** to delete the test or **Cancel** to cancel the process.

## Inactivating and Activating Tests

You can activate and inactivate tests that you created. Inactive tests do not display in the list of active tests and are not available for test session creation.

1. To inactivate a test, select **Inactivate Test** from the Actions menu on the Test page. The Inactivate Test dialog box displays.



2. Click **Inactivate** to inactivate the test or **Cancel** to cancel the process.

Grade	Subject	Text	Alignment	Difficulty	DOK	Identifier
4	Mathematics	Use the graphic below to ans...	MA.4.2.1.c	Hard	2	1077565
4	Mathematics	Which metric unit is used to ...	MA.4.2.5.d	Hard	2	1072907
P		Grade 05 Life Inside the Spac...				1000221

3. The Test page displays with the test's status changed to Inactive. Select **Activate Test** from the Action menu to activate the test.

## Sharing Tests

You can share a test with other system users and remove people from the list of users who share the test.

**Share Test**

Selected Users | **Add Users...**

Role: Teacher

District: ADAMS CENTRAL PUBLIC

School: WALLACE SCHOOL

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Search Reset

Last Name	First Name	
Abresch	Megan	✓
Kiolbasa	Ann	✓
Koepke	Jackie	✓
Matthies	Janet	✓
Snell	Sarah	

Save Cancel

1. To share a test, select **Share Test** from the Actions menu on the Test page.

When the Share Test dialog box displays, select the **Add Users...** tab and use the Role, District, and School drop-down menus and the First name and Last Name fields to filter the search for users with whom to share the test.

2. Click **Search** to search or **Reset** to reset the filter options to their default settings.

3. The search returns a list of users that meet your criteria. Scroll through the list and select each user you want to share the test with. A check mark displays next to the name of each person you select. You also can click any selected user to unselect them.

When you are finished, click **Save** to share the test or **Cancel** to cancel the process.

**Note:** You can unshare a test that you have shared by repeating Steps 1–3 and deselecting people.

**Share Test**

Selected Users | Add Users...

Remove All

Last Name	First Name	Status	
Abresch	Megan	Active	✗
Kiolbasa	Ann	Active	✗
Koepke	Jackie	Active	✗
Matthies	Janet	Active	✗

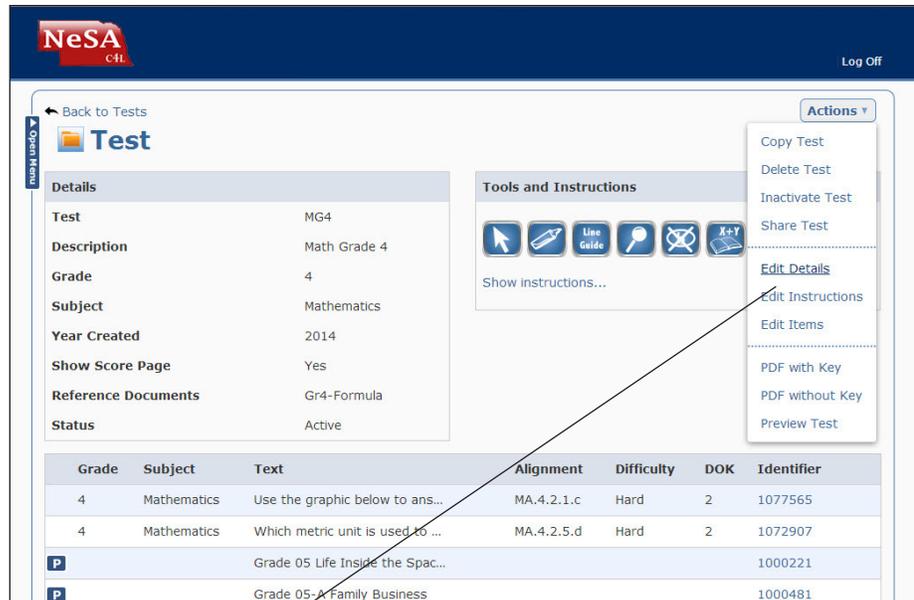
Save Cancel

4. From the Selected Users tab you can display the users who share the test.

Click the **Delete** icon (✗) to remove a user from the list. Click **Save** to save your changes; **Cancel** to cancel them.

## Editing Test Details

You can edit the details of a test that you created. To display test editing options, select the test from the Tests page and click the **Actions** drop-down menu.



1. To edit the test details—name, description, subject, grade, show score page, and reference documents—select **Edit Details** from the Actions drop-down menu.

### Edit Details

**Name** \* MG4

**Description** Math Grade 4

**Subject** \* Mathematics

**Grade** \* 4

**Show Score Page**

**Reference Documents**

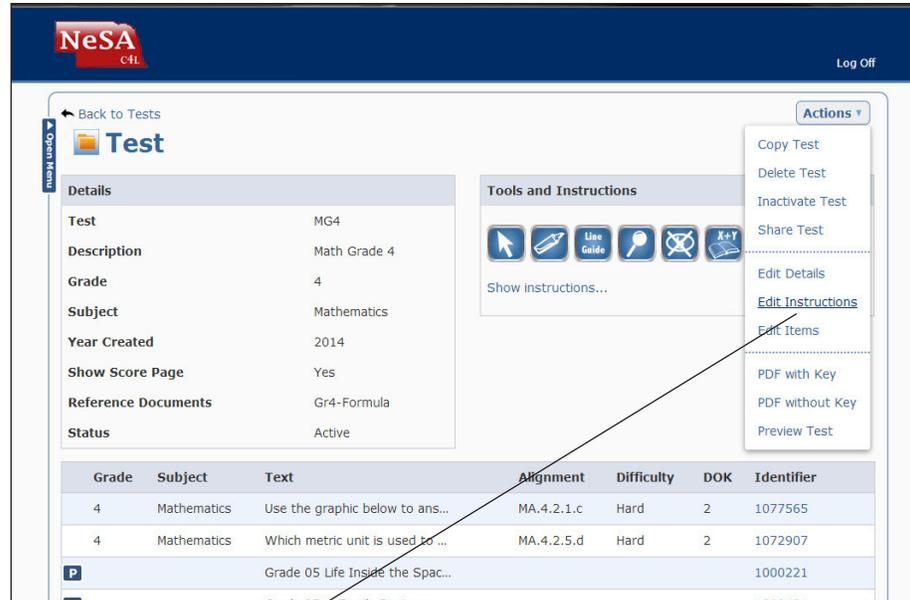
- Gr4-Formula
- Gr5-Formula
- Gr5-Formula\_Key
- Gr6-Formula

Hold control (Windows) or command (Mac) while selecting to associate multiple documents.

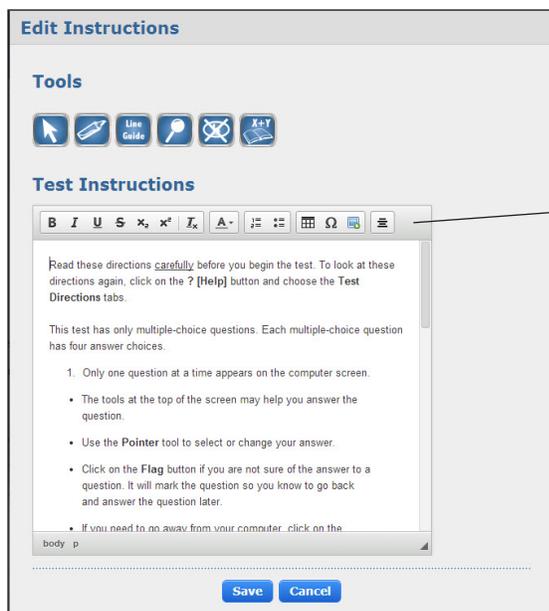
2. Update the information you need to change using the fields and drop-down menus. Click **Update** when you are finished to save your changes or **Cancel** to cancel the process.

## Editing Test Instructions

You can edit the instructions for a test that you created. There are toolbar tools available to allow you to edit and format test-instruction text; work with tables, or bulleted and numbered lists; add color and images; cut and paste text; and more.



1. To edit the test instructions, select **Edit Instructions** from the Actions drop-down menu.



2. The Edit Instructions page displays. You can edit the test instructions using the text formatting tools to format them (see "Text Formatting Tools" on page 74).

## Editing Test Instructions (cont.)

### Edit Instructions

#### Tools




Line Guide





#### Test Instructions

B I U S  $x_2$   $x^2$   $I_x$  A-
☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ Ω 📄 ☰ ☰ ☰

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the **Test Directions** tabs.

This test has only multiple-choice questions. Each multiple-choice question has four answer choices.

1. Only one question at a time appears on the computer screen.

- The tools at the top of the screen may help you answer the question.
- Use the **Pointer** tool to select or change your answer.
- Click on the **Flag** button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- If you need to go away from your computer, click on the

Save

Cancel

**3.** Click **Save** when you are finished to save your changes or **Cancel** to cancel the process.

You can change the size of the editing area by clicking and dragging the lower-right corner.

## Text Formatting Tools

Use the toolbar tools (shown below) to format text in items, passages, sets, and test instructions.



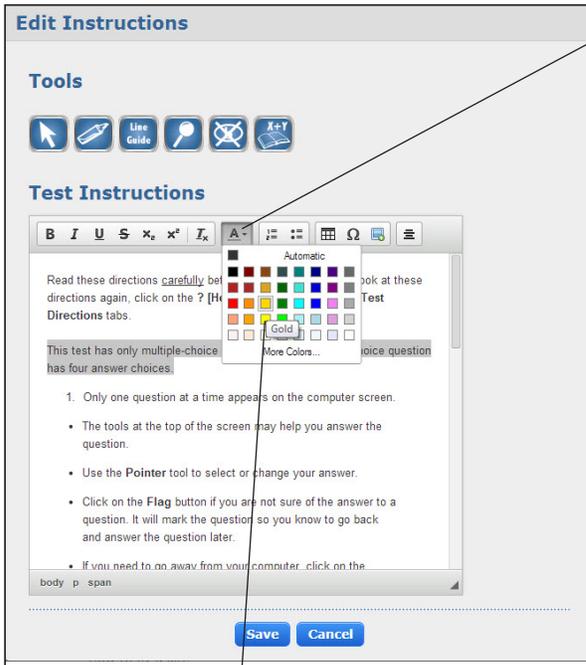
The following table provides a description of each toolbar tool and how to use it.

Tool Icon	Name	Description
	<b>Bold</b>	Highlight text and click this icon to bold the text.
	<b>Italic</b>	Highlight text and click this icon to italicize the text.
	<b>Underline</b>	Highlight text and click this icon to underline the text.
	<b>Strikethrough</b>	Highlight text and click this icon to format the text as strikethrough.
	<b>Subscript</b>	Highlight text and click this icon to format the text as subscript.
	<b>Superscript</b>	Highlight text and click this icon to format the text as superscript.
	<b>Remove Format</b>	Highlight any text you have formatted and click this icon to remove your formatting. This icon functions as a format eraser, or Undo button.
	<b>Text Color</b>	Highlight text and click this icon to display a color chart you can use to change the color of the text (see “Changing Text Color” on page 75).
	<b>Insert/Remove Numbered List</b>	Click this icon to start a numbered list. Highlight an existing numbered list and click this icon to remove the list (see “Working with Lists” on page 77).
	<b>Insert/Remove Bulleted List</b>	Click this icon to start a bulleted list. Highlight an existing bulleted list and click this icon to remove the list (see “Working with Lists” on page 77).
	<b>Table</b>	Click this icon to display a dialog box you can use to create and insert a table at the cursor location (see “Working with Tables” on page 78).
	<b>Insert Special Character</b>	Click this icon to insert special characters in your text (see “Inserting Special Characters” on page 81).
	<b>Insert Image</b>	Click this icon to locate and insert images (see “Inserting Images” on page 82).
	<b>Center</b>	Highlight text, or an image, and click this icon to center the text or image.

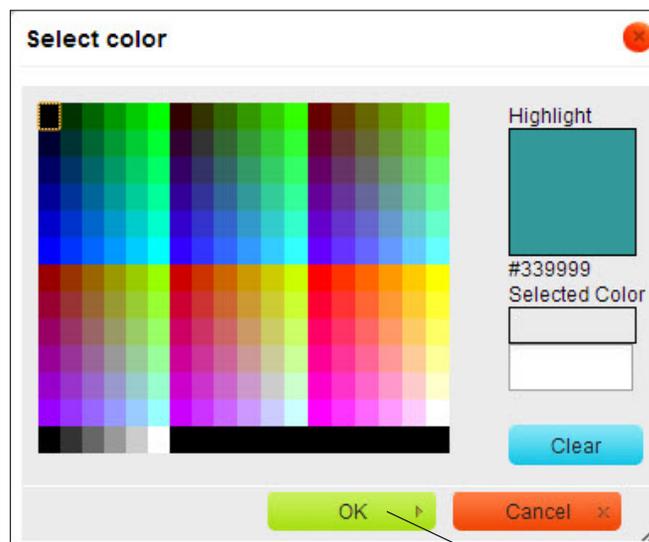
## Changing Text Color

You can change the color of some or all of a test's instruction text.

1. To change the color of text, highlight the text and click on the **Text Color** icon. You can select a color from the palette (or choose **Automatic** for the current default value).



2. You can select **More Colors** to display a color chart to create a specific color. The selected color displays in the Highlight box. Click **Clear** if you want to clear the selected color.

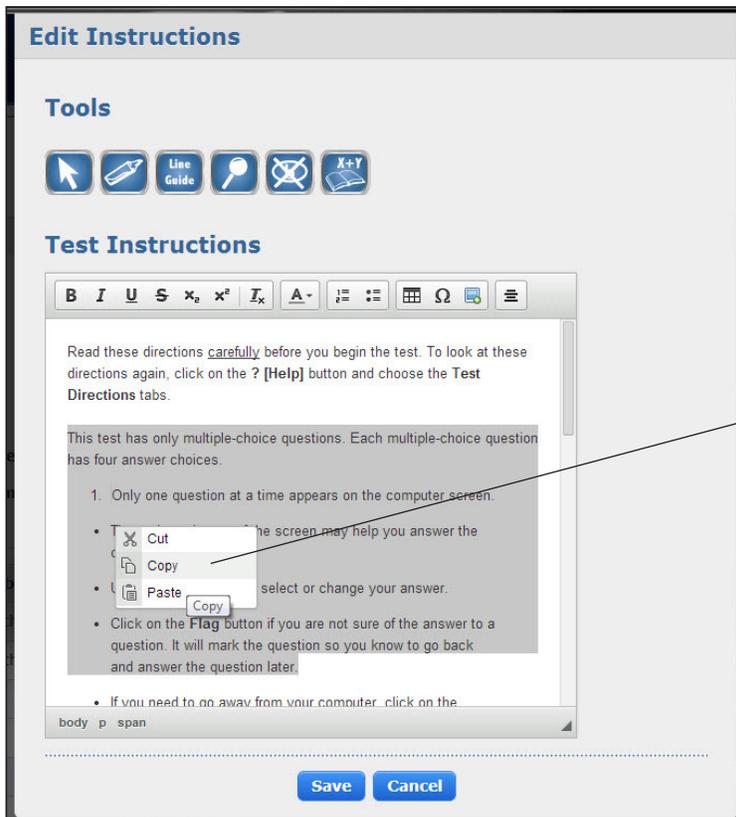


When you are finished, click **OK** to apply the color to your text.

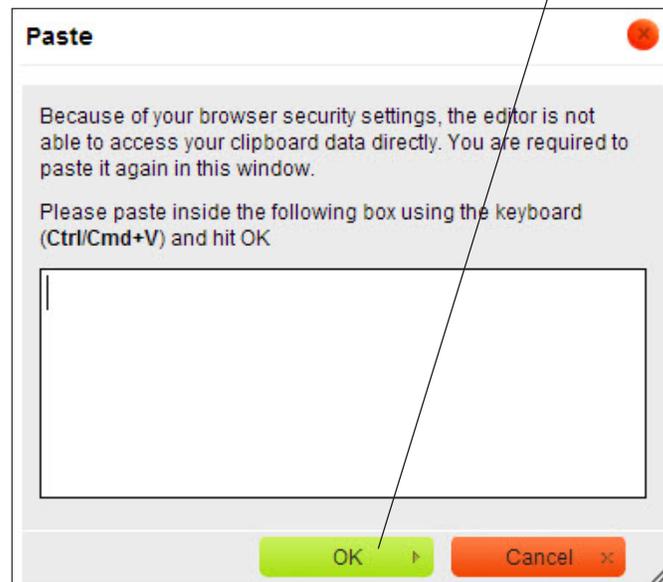
## Copying and Pasting Text

You can copy, cut, and paste text from outside sources, or within the editing area, by using the standard key sequences:

- Windows: **Ctrl-C** (copy) or **Ctrl-X** (cut) and **Ctrl-V** (paste)
- Mac (OS X): **Cmd-C** (copy) or **Cmd-X** (cut) and **Cmd-V** (paste)



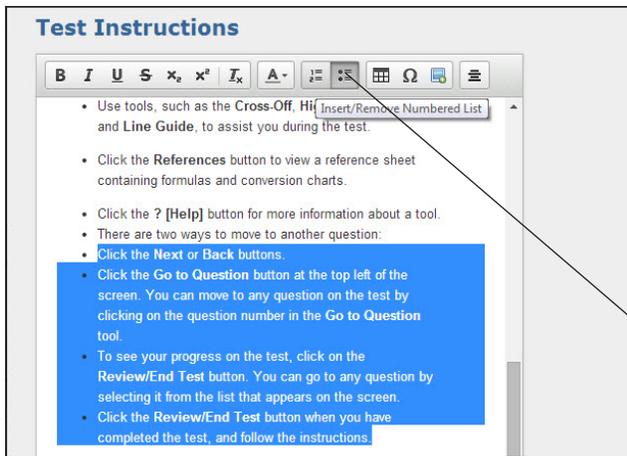
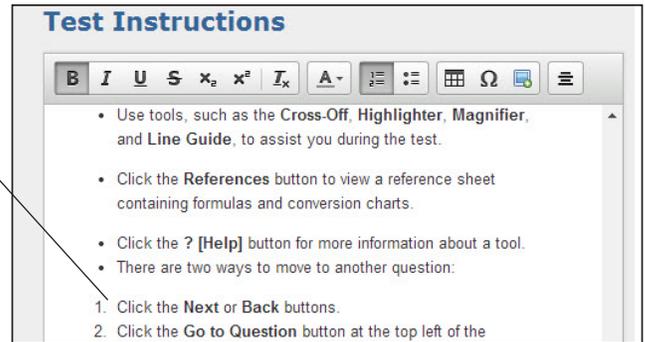
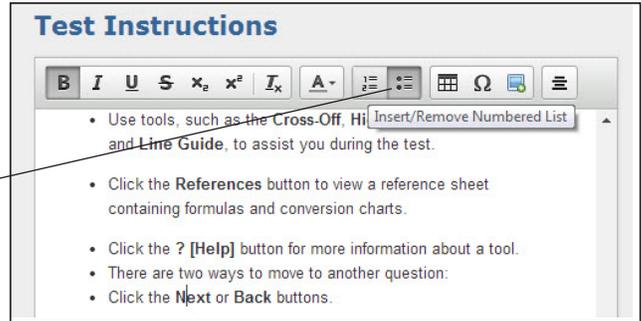
**Note:** Based on your browser settings, when you attempt to paste data, a Paste window may display. If that happens, you must repeat the paste keystrokes (**Ctrl-V** or **Cmd-V**) into the Paste window and click **OK**.



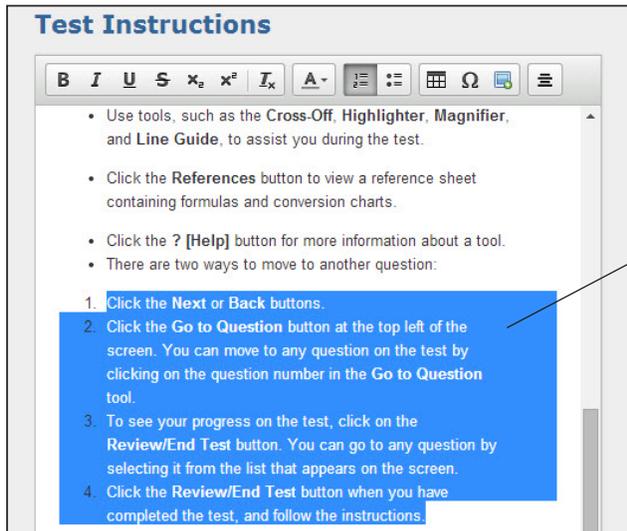
## Working with Lists

You can change all of part of a list from bulleted to numbered, or vice-versa.

1. To change a single item in a list, place your cursor on the item and click the **Insert/Remove Numbered List** or **Insert/Remove Bulleted List** icon.
2. The list item changes based on your selection.



1. To change all or part of a list from bulleted to numbered, or vice-versa, highlight the part of the list you want to change and click the **Insert/Remove Numbered List** or **Insert/Remove Bulleted List** icon.
2. The highlighted portion of the list changes based on your selection.



## Working with Tables

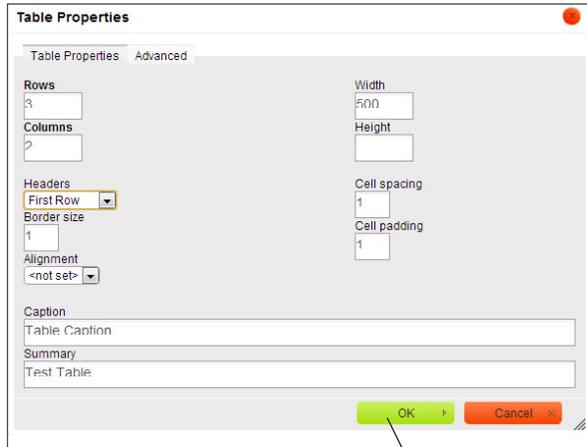
You can create tables for your test instructions.

1. Click the **Table** icon from the toolbar to display the Table Properties page. You use this page to specify the following table attributes:

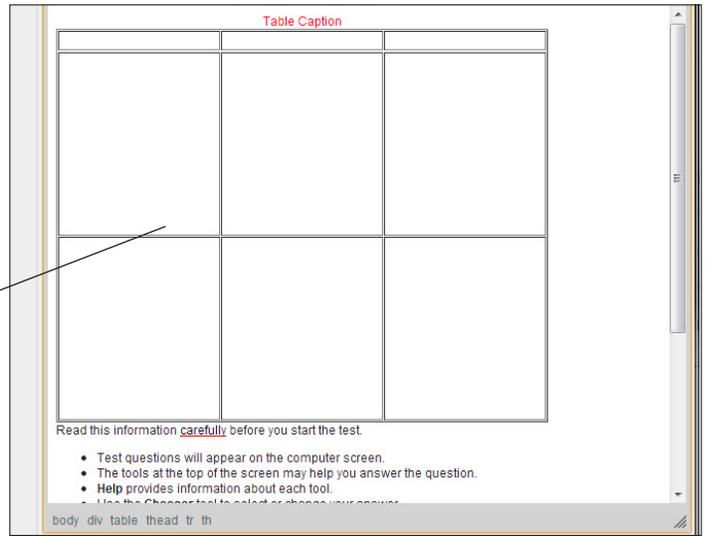
<b><u>Attribute</u></b>	<b><u>Use to specify the...</u></b>
<b>Rows</b>	number of rows
<b>Columns</b>	number of columns
<b>Width</b>	width of the table (defaults to 100%)
<b>Height</b>	height of the table
<b>Headers</b>	header types: first row, first column, both, or none
<b>Border size</b>	border around the table*
<b>Cell spacing</b>	space between cells*
<b>Cell padding</b>	distance between the cell contents and its boundaries*
<b>Alignment</b>	text alignment: left, center, right, or none (the default)
<b>Caption</b>	table caption (displays at the top of the table)
<b>Summary</b>	summary of the contents of the table (does not display)

\*The default unit of measurement for these fields is pixels. For information about other options, see “Table Measurement Options” on page 80.

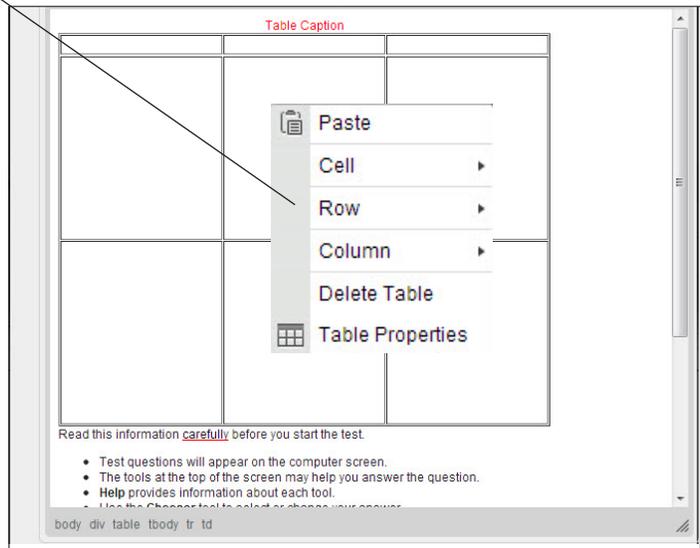
Working with Tables (cont.)



2. Click **OK** to display your table.



3. To edit your table, right-click within the cell, row, or column where you want to make changes and select your editing options from the drop-down menu that displays (see "Table Editing Options" on page 80).



## Table Measurement Options

When you work with tables, if you enter a number, it defaults to pixels. You can specify other units of measurement by entering the unit abbreviation following the number with no spaces between. For example, to specify a table with a height of 5 inches, you would enter 5in into the Height field. The following table describes the various units you can specify.

Unit Abbreviation	Specifies
em	The current font size (1em, 2em, and so forth)
ex	The current font height (1ex, 2ex, and so forth)
px	Pixels
pt	Points
pc	Picas
%	Percentage of the table area (10%, 20%, and so forth)*
in	Inches
cm	Centimeters
mm	Millimeters

\*Setting a table's height and width to a percentage helps make the table display consistently across all types of test items.

## Table Editing Options

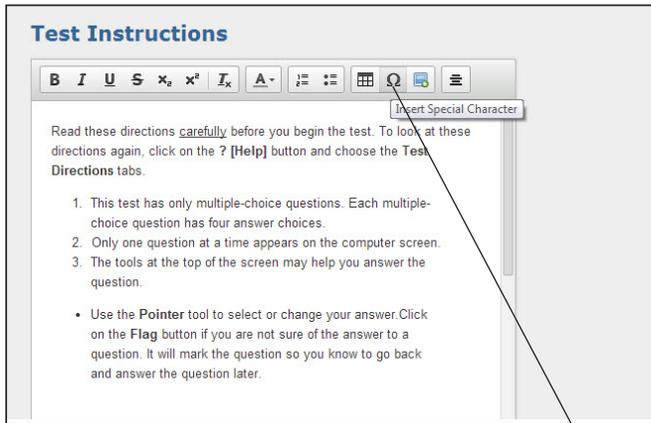
After you have created a table, you can edit it by right-clicking to display a menu of options. The following table describes these editing options.

Option	Allows you to...
Paste	Copy and paste text into your table.
Cell	Work with table cells. You can insert and delete cells, merge and split cells, and edit the cell's properties: <ul style="list-style-type: none"> <li>• Cell type: data or header</li> <li>• Width and height</li> <li>• Word wrap</li> <li>• Cell color and border color</li> <li>• Row and column span</li> <li>• Alignment</li> </ul>
Row	Insert and delete rows.
Column	Insert and delete columns.
Delete Table	Delete the table. <b>Note:</b> The deletion is immediate—there is no confirmation dialog box.
Table Properties	Edit the table's properties, such as the width and height, cell spacing, border size, and so forth.* <b>Note:</b> You cannot use this option to change the number of rows or columns.

\*To construct passages that use numbered lines or paragraphs, or images in a table, set the border size to 0 (zero) for an even, consistent display.

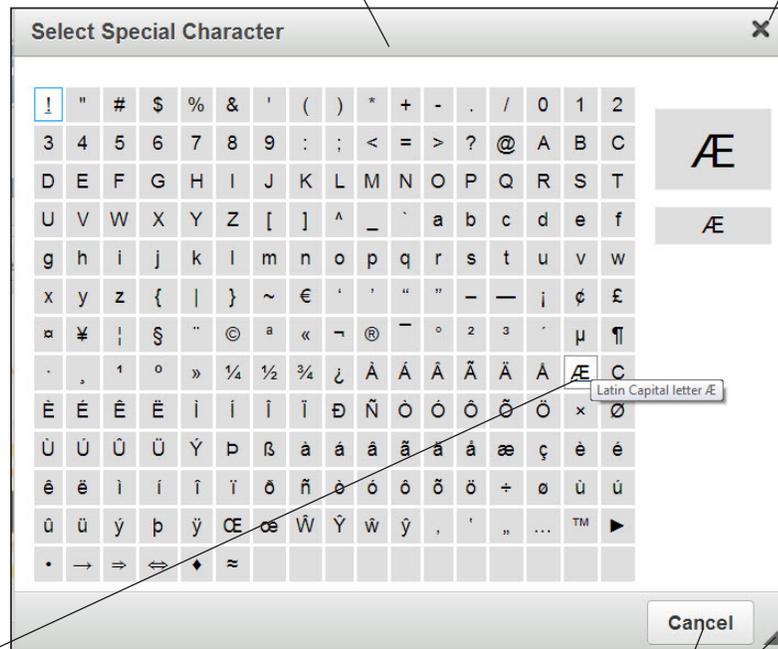
## Inserting Special Characters

You can insert special characters in your text.



1. To insert a special character, click the **Insert Special Character** icon. The Select Special Character window displays.

Click the **Close** button to close the window.



2. Click on a character to insert it. The test instructions redisplay with your character inserted at the cursor location.

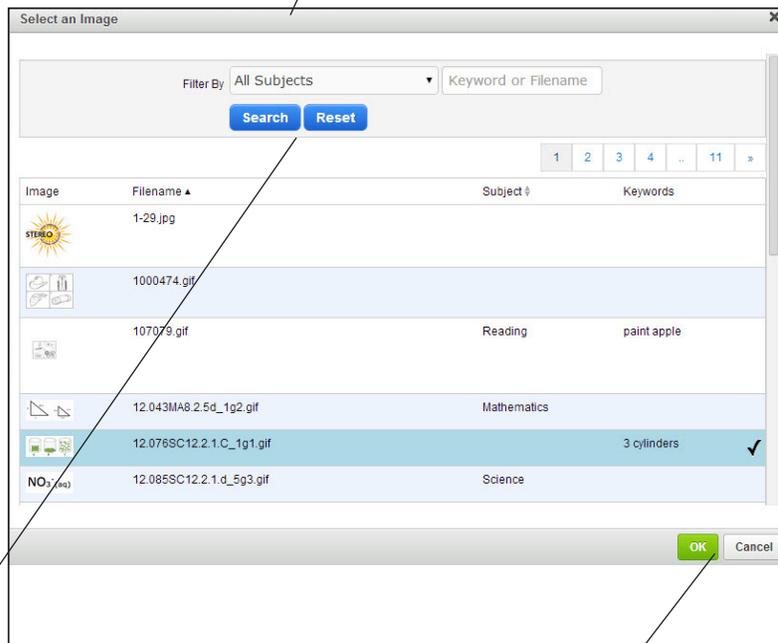
You can click and drag the **Resize** arrow to adjust the display size. Click **Cancel** to exit without inserting a character.

## Inserting Images

You can insert images in your text.

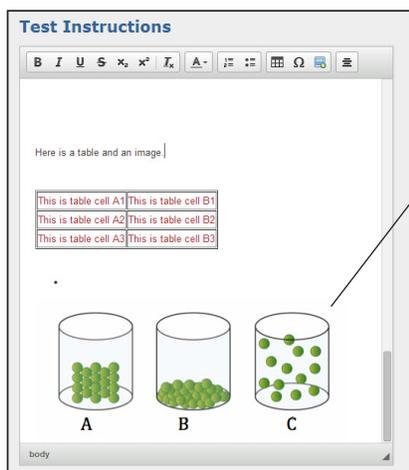


1. To insert an image, click the **Insert Image** (  ) icon. The Select an Image window displays.



You can filter the display by subject and search for images by keyword. Clicking **Reset** resets the search to its original setting.

2. Select an image by clicking on it (a checkmark displays next to the image) and click **OK** to insert it. The test instructions redisplay with your image inserted.



## Working with Items and Passages

You can edit the order of items and passages within a test, add items and passages to a test, or delete items or passages from a test. To work with items and passages, select **Edit Items** from the Actions menu.

To add one or more items, click the **Add Items...** tab. When the Test Items page displays, select each item you want to add and click **Done** (see “Creating Tests” on page 58).

To add one or more passages, click the **Add Passages...** tab. When the Test Passages page displays, select each passage you want to add and click **Done** (see “Creating Tests” on page 58).

Click **Done** when you are finished.

The screenshot shows the NeSA Test Items interface. At the top, there's a header with the NeSA logo and a user profile. Below that, there's a navigation bar with tabs for 'Test Items', 'Add Items...', and 'Add Passages...'. The main area contains a table with columns: Order, Grade, Subject, Text, Alignment, Difficulty, DOK, and Identifier. The table lists several items and passages, some with checkboxes and icons for editing. At the bottom, there are 'Reorder' and 'Shuffle' buttons.

Order	Grade	Subject	Text	Alignment	Difficulty	DOK	Identifier
1	4	Mathematics	Use the graphic below to answer ...	MA.4.2.1.c	Hard	2	1077565
2	4	Mathematics	Which metric unit is used to meas...	MA.4.2.5.d	Hard	2	1072907
P 3			Grade 05 Life Inside the Space Sh...				1000221
P 4			Grade 05-A Family Business				1000481
1	5	Reading	What kind of food do Kristi's pare...	LA.5.1.6.k	Hard	2	1067257
2	5	Reading	In paragraph 1, which word is a s...	LA.5.1.5.d	Medium	2	1067246
3	5	Reading	In paragraph 6, what inference ca...	LA.5.1.6.k	Medium	2	1067259
P 5			Grade 03-A Million Cans				1000433
P 6			How to fly a kite				1077795

To delete an item or passage, select the item or passage and click the **Remove Item/Passage** (🗑️) icon.

To remove an item from a passage, uncheck the item's checkbox.

**Note:** When you add a passage to a test, all of the items associated with the passage are also added to the test. You can use this method to select each passage from the test and decide which items to keep or remove.

To change the order of the items or passages in the test, you have three options:

- Enter new numbers in the order fields and click **Reorder** to apply your new numbering.
- Click and drag an item to a new location.
- Click **Shuffle** to order the items randomly.

To preview an item or passage, select the item or passage and click the **Preview Item** (🔍) icon.

## Displaying Tests

You can display tests as PDF files, with or without their answer key, and you can preview tests online.

**NeSA C-FL** Log Off

Back to Tests

### Test

**Details**

Test	MG4
Description	Math Grade 4
Grade	4
Subject	Mathematics
Year Created	2014
Show Score Page	Yes
Reference Documents	Gr4-Formula
Status	Active

**Tools and Instructions**

Show instructions...

**Actions**

- Copy Test
- Delete Test
- Inactivate Test
- Share Test
- Edit Details
- Edit Instructions
- Edit Items
- PDF with Key
- PDF without Key
- Preview Test

Grade	Subject	Text	Alignment	Difficulty	DOK	Identifier
4	Mathematics	Use the graphic below to ans...	MA.4.2.1.c	Hard	2	1077565
		Which metric unit is used to ...	MA.4.2.5.d	Hard	2	1072907
		Grade 05 Life Inside the Spac...				1000221
		Grade 05-A Family Business				1000481
		Grade 03-A Million Cans				1000433

To create a PDF version of the test, select **PDF with Key** (if you want the answers displayed), or **PDF without Key** from the Actions menu of the Test page.

You can view, print, and email the PDF versions of tests.

11GR Copy Subject: Reading, Grade: 11, Year Created: 2013

**Instructions**

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

This test has only multiple-choice questions. Each multiple-choice question has four answer choices.

- Only one question at a time appears on the computer screen.
- The tools at the top of the screen may help you answer the question.
- Use the Pointer tool to select or change your answer.
- Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.
- Use tools such as the Cross-Off, Highlighter, Magnifier, and Line Guide to assist you during the test.
- Click on the References button to view a reference sheet containing formulas and conversion charts.
- More information about each tool is available by using the ? [Help] button.
- There are two ways to move to another question:
  - Click the Next or Back buttons;
  - Click the Go to Question button at the top left of the screen. You can move to any question on the test by clicking on the question number in the Go to Question tool.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.

When you are ready, click the Begin the Test button to start the test.

To ensure your computer screen is set up correctly, please tell your teacher or test administrator if you cannot clearly see three circles in the picture below.

**Test**

09/05/2013 Page 1 of 4

1) How many candy bars would Bob have if he had  $\frac{1}{3}$  of 12 candy bars?  
MA.3.1.1.h; DOK=3

A) 2 candy bars

B) 3 candy bars

C) 4 candy bars

D) 6 candy bars

2) What is sixty-two thousand, two hundred seventy-eight in standard form?  
MA.3.2.1.b; DOK=1

A) 62278

B) 62078

C) 62208

D) 62278

3) What is sixty-two thousand, two hundred seventy-eight in standard form?  
MA.3.1.1.e; DOK=1

A) 60278

B) 62078

C) 62208

D) 62278

4) **A Million Cans**

The day before school started a huge storm knocked over a tree next to the playground. It landed on the swings and slide, crushing them. What a mess it made! "Does this mean we can't use the playground?" Britta asked our teacher. "We can use it after they take the tree away," Mr. Walton said. "There won't be swings or a slide, though. They cost too much to replace this year." Everyone looked sad at this news. But once the day got going, we forgot about it. Then right before recess Mr. Walton read us a book called *How Much is A Million?*

"This book gives me an idea," Roger said. "Maybe we can help buy new play equipment!" At first, everyone wondered how this could be done. "We could collect a million aluminum cans. Then we could sell them to a recycling place and give the money to the school," Roger explained.

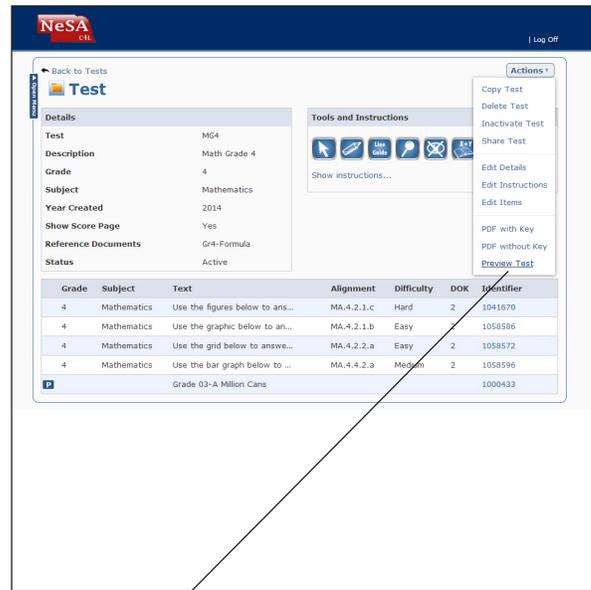
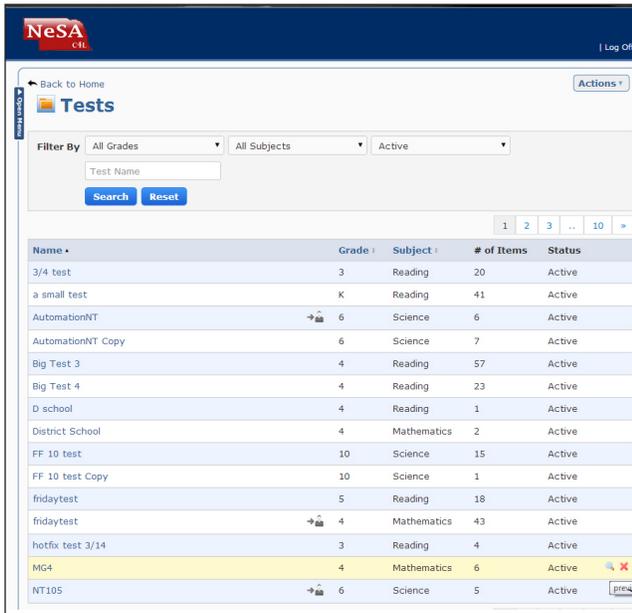
"That's a great idea!" Jose said. "The whole school can help. Maybe we can give a prize to the class that collects the most cans." Soon everyone was talking. Mr. Walton wrote our ideas on the board. He told us we would have to think of a way to store all the cans. He explained that there were about 24 cans in one pound. A trailer could hold 15,000 pounds. We all worked on the math.

"Wow! A million cans would take up almost three trailers!" Britta said. Then she added, "Maybe we could collect only a thousand cans at a time." But after she worked out the math on paper, Britta said, "Oh no, that would mean we'd have to do the whole thing a thousand times to get to a million cans! That would take forever!"

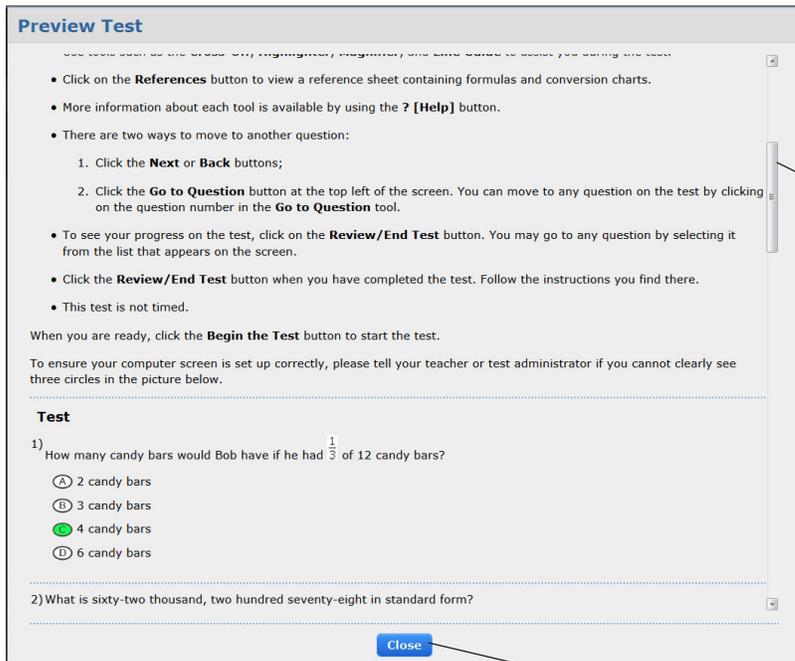
09/05/2013 Page 2 of 4

PDF File of Test with Answer Key

Displaying Tests (cont.)



1. There are two ways to preview tests. From the list of tests on the Tests page, highlight a test and click the **Preview** icon (🔍). Or, if you've already selected a test, from the Test page select **Preview Test** from the Actions menu.



2. The Preview Test page displays. Use the scroll bars to scroll through the test.

3. Click **Close** when you are finished.

**Notes:**



Item Bank

## ■ Introduction

This section of the User Guide describes the Check4Learning system's Item Bank. You can use the Item Bank to do the following:

- Use filter options, including the advanced filter options of frameworks, grades, standards, benchmarks, and indicators, to search for and view items and passages.
- Add a comment to an item or passage.
- Preview items or passages in DRC INSIGHT using a chrome browser.
- Click on an image link in the Image Associations section of the Item page or Passage page to display details about the image.
- Embed graphical images, in .gif, .png, or .svg format, in a passage.
- Display, edit, and import images.

## ■ Important— Displayed Data

**Throughout this User Guide, school district, school, and student information is displayed in screenshots. Although the names of the schools and the school districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.**

## Item Bank Page

From the Item Bank page, teachers can search for, preview, and display test items and passages.

Click an item's category filters and click **Search** to view items and passages in the Item Bank (see "Filtering, Searching For, and Viewing Items, Passages, and Images" on page 90).

The screenshot shows the NeSA Item Bank interface. At the top left is the NeSA logo. A 'Log Off' link is at the top right. Below the logo is a 'Back to Home' link. The main heading is 'Item Bank'. There are three tabs: 'Items', 'Passages', and 'Images'. Below the tabs is a 'Filter By' section with two dropdown menus: 'All Grades' and 'All Subjects'. A search input field contains the text 'Text, Identifier, Focus, or A'. To the right of the input field is a 'Show Advanced Filter' link. Below the input field are 'Search' and 'Reset' buttons. A vertical 'Open Menu' button is on the left side of the filter section. Below the filter section is a table with columns: Grade, Subject, Item Text, Alignment, Difficulty, DOK, Passage, and Identifier. The table contains 20 rows of item data. A pagination bar at the top right of the table shows '1 2 3 .. 27 >'. A callout box from the text above points to the 'All Grades' dropdown menu.

Grade	Subject	Item Text	Alignment	Difficulty	DOK	Passage	Identifier
K	Mathematics	(Image: Depth.gif) Do you li...	LA.3.1.5.a	Easy	2	✓	1077773
K	Mathematics	This is a map matching each...	MA.3.4.1.a	Easy	1	P	1077858
K	Mathematics	s	LA.3.1.5.a	Easy	1	✓	1077901
K	Reading	(Image: 12.076SC12.2.1.C_...	MA.3.2.2.b	Easy	2	P	1077977
K	Reading	qw	LA.3.1.5.a	Easy	1	✓	1078100
K	Reading	qwe	LA.3.1.5.a	Easy	1	✓	1078101
K	Reading	qw	LA.3.1.5.a	Easy	1	✓	1078102
1	Mathematics	Todays weather?	LA.4.1.6.b	Medium	2	P	1077844
1	Reading	(Image: 12.076SC12.2.1.C_...	MA.7.3.1.a	Medium	2	✓	1077893
1	Science	Test (Image: wa_1_4.gif) (I...	LA.4.1.5.a	Hard	2	P	1077910
1	Reading	what are the test ticket flags	LA.3.1.6.a	Easy	1	P	1077962
2	Reading	Which kite is best to fly in s...	LA.3.1.6.g	Easy	2	P	1077786
2	Reading	Testing on 10.6?	LA.4.1.6.b	Easy	2	✓	1077926
2	Reading	Love is patient?	LA.5.1.6.c	Easy	1	✓	1078008
2	Reading	Chrome versions? Edited.	MA.4.3.1.c	Medium	2	P	1078124

## Filtering, Searching For, and Viewing Items, Passages, and Images

From the Item Bank you can search for, preview, and display items, passages, and images.

Use the **Items**, **Passages**, and **Images** tabs to search by object type.

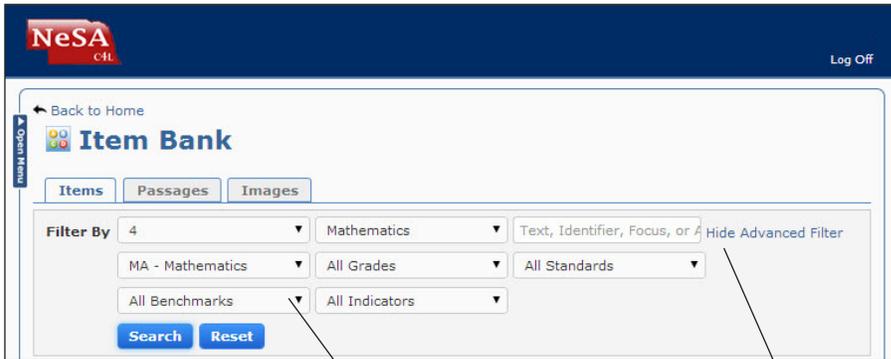
Select a criteria from the Filter By drop-down menus, Grades and Subject, or enter a keyword in the Text field, and click **Search** to refine your search. Click **Reset** to return the display to the default setting.

The screenshot shows the NeSA Item Bank interface. At the top, there is a navigation bar with the NeSA logo and a 'Log Off' link. Below the navigation bar, there is a 'Back to Home' link and an 'Open Menu' button. The main heading is 'Item Bank'. There are three tabs: 'Items', 'Passages', and 'Images'. Below the tabs, there is a 'Filter By' section with several drop-down menus: 'All Grades', 'All Frameworks', 'All Benchmarks', 'All Subjects', 'Text, Identifier, Focus, or A', and 'All Standards'. There are also 'Search' and 'Reset' buttons. Below the filters, there is a table of items with columns: Grade, Subject, Item Text, Alignment, Difficulty, DOK, Passage, and Identifier. The table contains 15 rows of data.

Grade	Subject	Item Text	Alignment	Difficulty	DOK	Passage	Identifier
K	Mathematics	(Image: Depth.gif) Do you li...	LA.3.1.5.a	Easy	2	✓	1077773
K	Mathematics	This is a map matching each...	MA.3.4.1.a	Easy	1	P	1077858
K	Mathematics	s	LA.3.1.5.a	Easy	1	✓	1077901
K	Reading	(Image: 12.076SC12.2.1.C_...	MA.3.2.2.b	Easy	2	P	1077977
K	Reading	qw	LA.3.1.5.a	Easy	1	✓	1078100
K	Reading	qwe	LA.3.1.5.a	Easy	1	✓	1078101
K	Reading	qw	LA.3.1.5.a	Easy	1	✓	1078102
1	Mathematics	Todays weather?	LA.4.1.6.b	Medium	2	P	1077844
1	Reading	(Image: 12.076SC12.2.1.C_...	MA.7.3.1.a	Medium	2	✓	1077893
1	Science	Test (Image: wa_1_4.gif) (I...	LA.4.1.5.a	Hard	2	P	1077910
1	Reading	what are the test ticket flags	LA.3.1.6.a	Easy	1	P	1077962
2	Reading	Which kite is best to fly in c...	LA.3.1.6.a	Easy	2	P	1077786

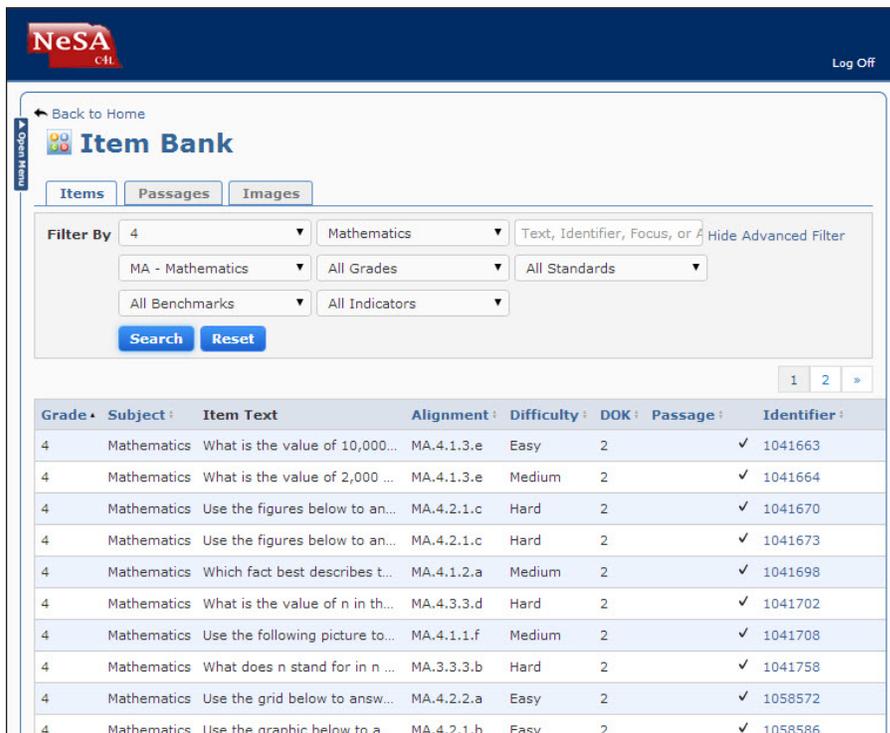
## Filtering, Searching For, and Viewing Items, Passages, and Images (cont.)

Check4Learning offers standard filters of grade and subject, as well as advanced filters. The advanced filter options—frameworks, grades, standards, benchmarks, and indicators—use each part of the alignment and are not dependent on the standard grade and subject filters.



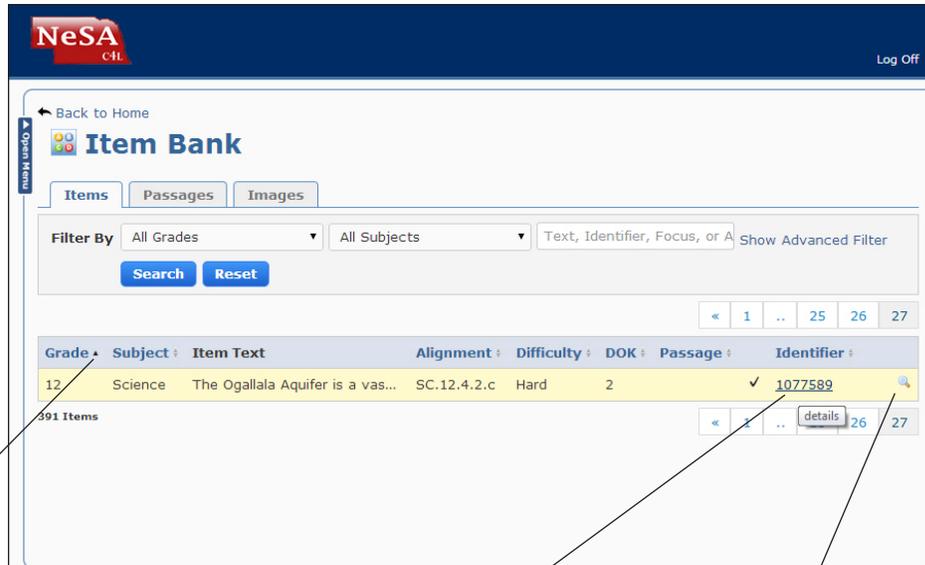
You can use the standard filters of grade and subject to refine your search.

Click **Show Advanced Filter** to filter items using the frameworks, grades, standards, benchmarks, and indicators options. Click **Hide Advanced Filter** to display the standard filter options.



## Filtering, Searching For, and Viewing Items, Passages, and Images (cont.)

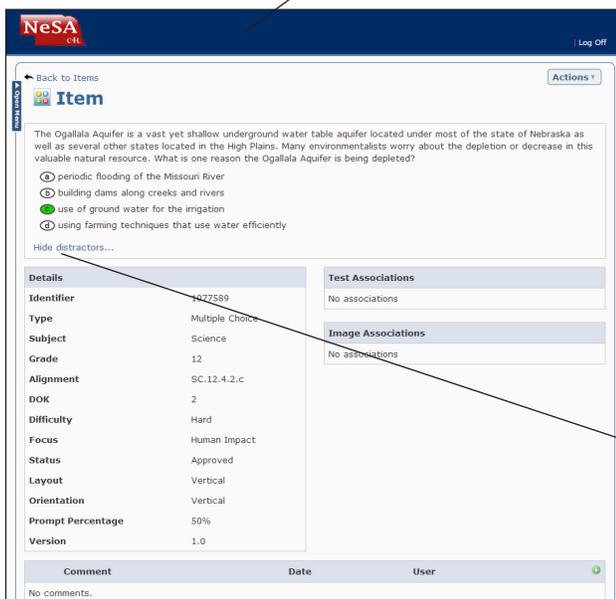
On the Item page, you can view the item properties, alignments, associations, and layout, as well as the question and responses with the correct answer highlighted.



Click on the category headings, such as **Grade** and **Subject**, to display items in ascending or descending order.

Hover your mouse over an item in the **Identifier** column and click to display the Item page with the item's details.

Hover your mouse over an item and click the **Preview** icon (🔍) that displays next to the Identifier column to display a read-only view of the item.



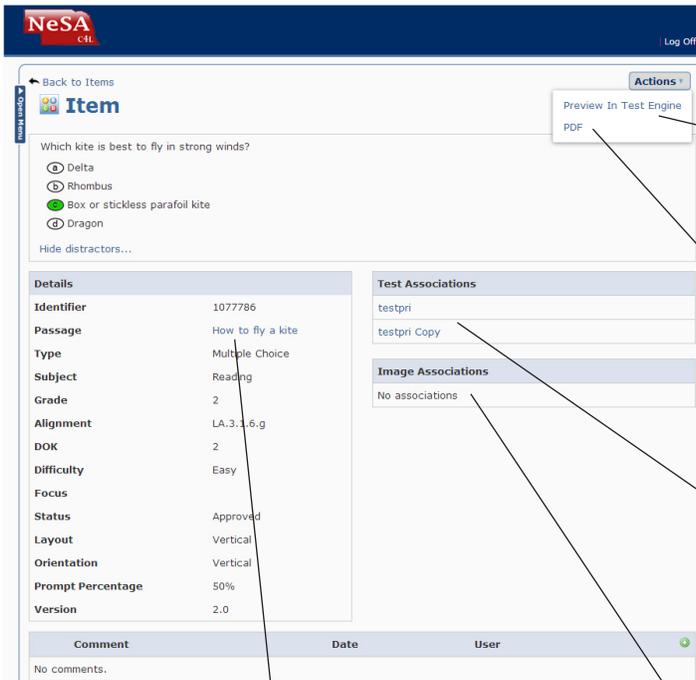
### Preview Item

The Ogallala Aquifer is a vast yet shallow underground water table aquifer located under most of the state of Nebraska as well as several other states located in the High Plains. Many environmentalists worry about the depletion or decrease in this valuable natural resource. What is one reason the Ogallala Aquifer is being depleted?

- a) periodic flooding of the Missouri River
- b) building dams along creeks and rivers
- c) use of ground water for the irrigation
- d) using farming techniques that use water efficiently

Click **Hide distractors...** and **Show distractors...** to hide and show the answers on the page.

Filtering, Searching For, and Viewing Items, Passages, and Images (cont.)

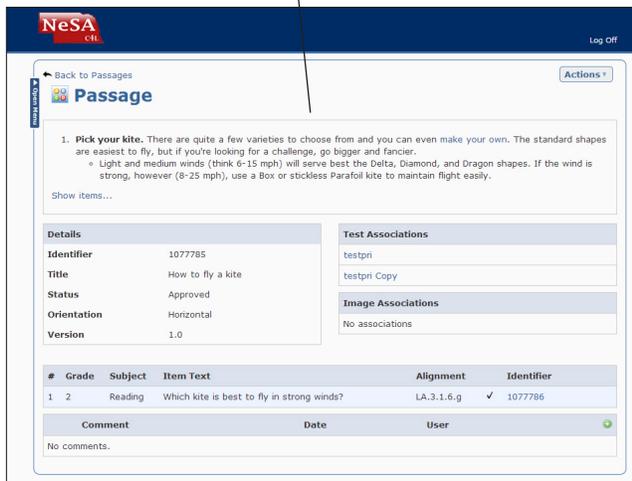


From the Actions drop-down menu, click **Preview in Test Engine** to view the item as it will display in the test engine (see “Previewing Items and Passages in INSIGHT” on page 97).

From the Actions menu, click **PDF** to view the item as a PDF file (see “Displaying Items and Passages as PDF Files” on page 99).

If no tests are associated with the item, the page displays the message **No associations**.  
If a test is associated with the item, you can click on the link within the Test Associations list box to display the Test page for the test associated with the item.

If the item has an associated passage, you can click the link to the passage to display the Passage page the passage associated with the item.



If no images are associated with the item, the page displays the message **No associations**.  
If an image is associated with the item, you can click on the link within the Image Associations list box to display the image associated with the item.

## Filtering, Searching For, and Viewing Items, Passages, and Images (cont.)

You can use the Image Associations section of the Item page to display details about the images associated with the item.

Click on an image link in the **Image Associations** section of the Item page to display details about an associated image.

## Filtering, Searching For, and Viewing Items, Passages, and Images (cont.)

On the Item page you can add, edit, or delete comments about the item.

Back to Items Actions ▾

**Item**

Which picture shows  $\frac{9}{8}$  of the figure shaded?

(a)

(b)

(c)

(d)

Hide distractors...

Details	
Identifier	1058869
Type	Multiple Choice
Subject	Mathematics
Grade	4
Alignment	MA.4.1.1.f
DOK	2
Difficulty	Hard
Focus	Fractions
Status	Approved
Layout	Z
Orientation	Vertical
Prompt Percentage	50%
Version	1.0

Test Associations	
No associations	

Image Associations	
Q_1058869_FRACTIONS/f_9_8.gif	
Q_1058869_FRACTIONS/12.500MA4.1.1.f_3g1.gif	
Q_1058869_FRACTIONS/12.500MA4.1.1.f_3g2.gif	
Q_1058869_FRACTIONS/12.500MA4.1.1.f_3g3.gif	
Q_1058869_FRACTIONS/12.500MA4.1.1.f_3g4.gif	

Comment	Date	User	
This item has many image associations.	02/07/2014 09:52 CST	Bob Balderson	

**New Comment**

Comment Text

This item has many image associations.

You can add, delete, and edit your own comments.

- You can add a comment to an item by clicking the Add Comment icon (). A dialog displays that you can use to enter your comment.
- After you have created a comment, you can use the Edit Comment icon () to edit it, or the Delete icon () to delete it. You can only edit or delete your own comments.

**Note:** Comments are version-specific and hide automatically when a new version of the item is created.

## Filtering, Searching For, and Viewing Items, Passages, and Images (cont.)

From the **Images** tab you can click the filename link to display an image and information about it.

NeSA CHL Log Off

Back to Home

**Item Bank**

Items Passages **Images**

Filter By All Subjects Keyword or Filename

Search Reset

1 2 3 4 .. 13 >

Image	Filename	Subject	Keywords
	1393428732816831.gif		
	1393429666735781.gif		
	1-29.jpg	Mathematics	test
	1000474.gif	Mathematics	
	1058840.gif		
	107079.gif	Reading	paint apple
	12.043MA8.2.5d_1g2.gif	Mathematics	
	<a href="#">12.076SC12.2.1.C_1g1.gif</a>		3 cylinders
	12.085SC12.2.1.d_5g3.gif	Science	

When you click an image link, the image and information—such as its dimensions—displays in the Image page.

NeSA CHL Log Off

Back to Images

**Image**

Image Preview

A B C

**Image Properties**

Filename 12.076SC12.2.1.C\_1g1.gif

Keywords 3 cylinders

Subject

Dimensions Width: 411px Height: 185px

Import Another Image

**Associations**

1041759

1077747

1077748

1077774

1077893

1077926

1077932

1077977

1078038

1078053

If a passage or item is associated with the image, you can click on its link in the Associations list to display the item or passage.

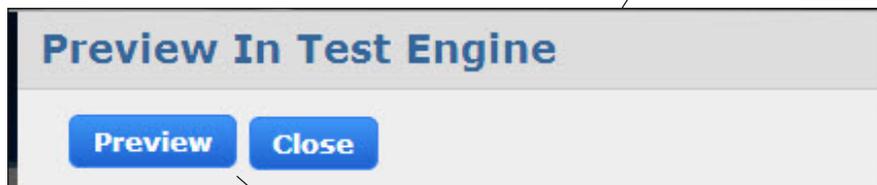
## Previewing Items and Passages in INSIGHT

You can preview both items and passages in DRC INSIGHT, the test engine, using a Chrome browser.

**Note:** If you attempt to preview an item or passage using a different type of browser, the following message displays:

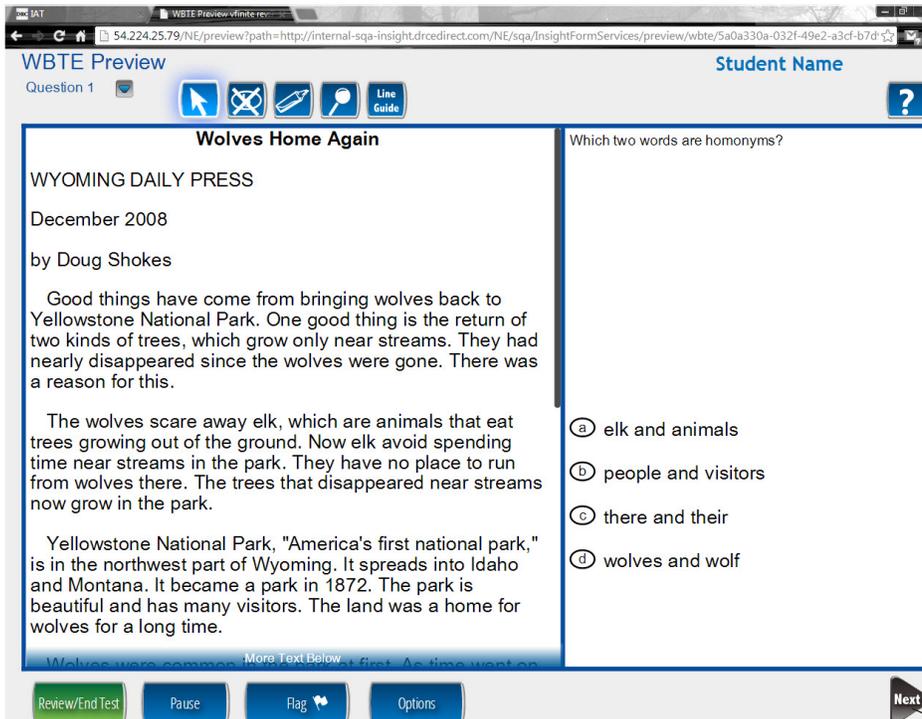


**1.** To preview a passage in INSIGHT, click **Preview in Test Engine** from the Passage page (to preview an item, click **Preview in Test Engine** from the Item page).



**2.** The **Preview in Test Engine** dialog box displays. Click **Preview** to preview the item or passage, or **Close** to close the dialog box.

*Previewing Items and Passages in INSIGHT (cont.)*



3. The passage or item displays in a new browser tab as it will appear in a test. You can use the test buttons to navigate as you preview the passage or item.

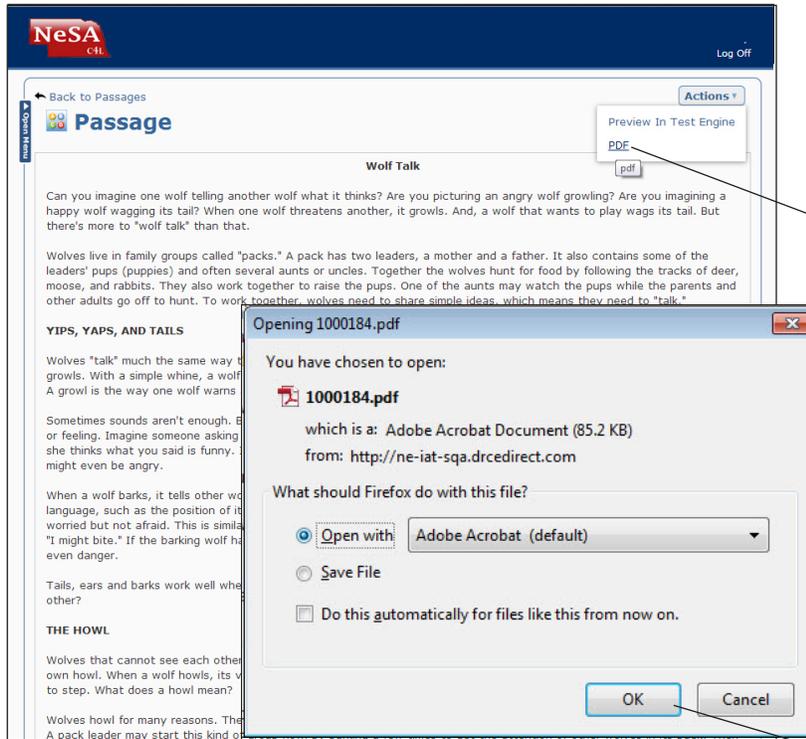


4. To end the preview, close the WBTE Preview browser tab. When the Preview In Test Engine dialog box re-displays, click **Close** to end the preview, or **Preview** to resume it.  
**Note:** Do not click **End Test** to end the preview.



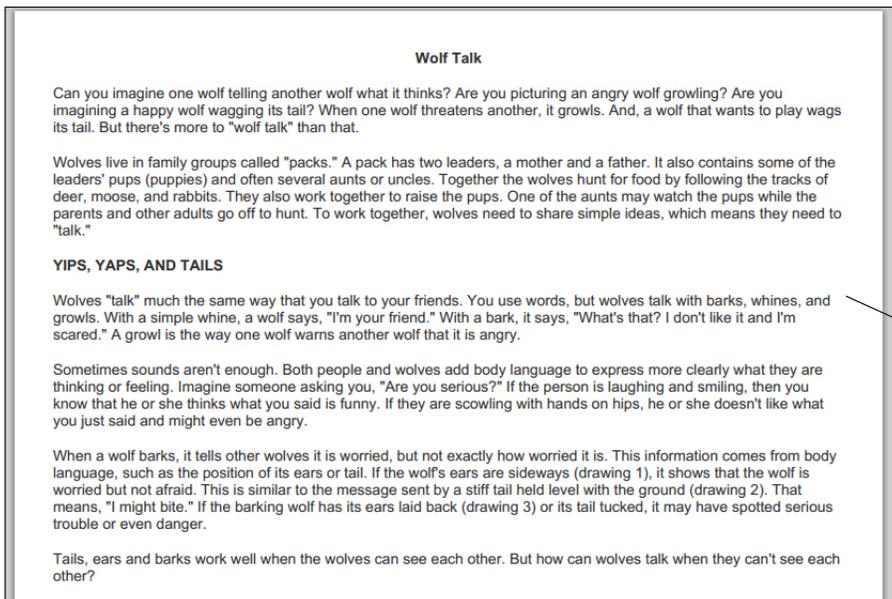
## Displaying Items and Passages as PDF Files

You can preview your items or passages as PDF files that you can save, print, or email.



1. To create a PDF version of an item or passage, select **PDF** from the Actions menu of the Item or Passage page.

2. Depending on your browser, a dialog box displays that you can use to open or save the PDF file. Make your selection and click **OK**. Or, click **Cancel** to cancel the process.



3. If you selected **Open with**, the item or passage displays as a PDF file that you can view, print, save, and email.

Passage PDF File

## Notes:



Reports

## ■ Introduction

This section of the User Guide describes the Reports component of the Check4Learning system. You can use the system's various report pages to work with the Check4Learning reports for sessions and students.

**Note:** You can only see reports for data that you can access, such as sessions, groups, or tests that you created, or student data that you have permission to see.

You can do the following tasks:

- Search for reports
- Display reports and interpret test results in reports
- Export reports to an Microsoft Excel file for editing, printing, or distribution

## ■ Important— Displayed Data

**Throughout this User Guide, school district, school, and student information is displayed in screenshots. Although the names of the schools and the school districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.**

## Report Categories and Descriptions

The following table lists the report category and describes its reports.

Category	Report	Description
<b>Test Session Detailed Reporting</b>	<i>Alignment Performance</i>	Indicates how well each test session aligned to the school and district average.
	<i>Item Performance</i>	Indicates, by percentage of test takers, the difficulty of an item, from most difficult to easiest.
	<i>Score</i>	Indicates the current high, average, and low scores, and the number of students who have completed the test.
	<i>Score Distribution</i>	Indicates the number of students who fell within the following test score percentages—0–59; 60–69; 70–79; 80–89; and 90–100—for each test.
	<i>Student</i>	Indicates how the selected student performed on each item in the test, and compares their overall results to the school and district averages.

## Standard Report Features

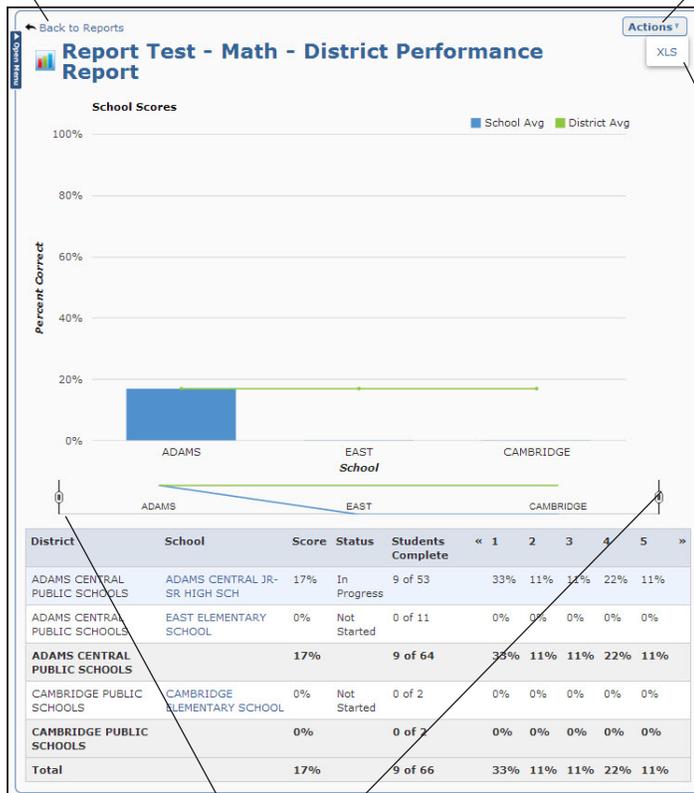
All Check4Learning reports offer standard features that you can use to work with the reports.

Click **Back to Reports** to return to the main reports page.

**Note:** On some browsers you can use the **Print** or **Print to PDF** functions to print the report or to create a PDF file.

From the Actions menu you can use the **XLS** option to download the report as an Microsoft Excel file.

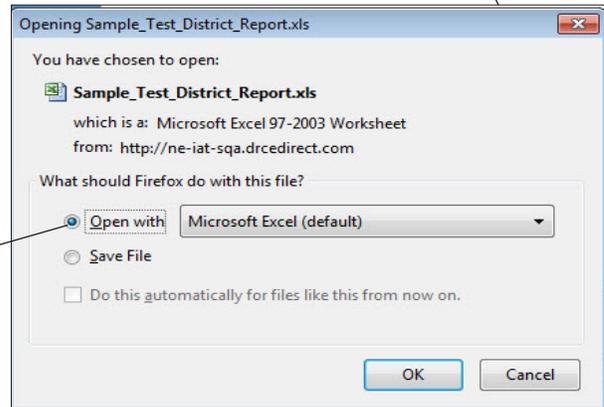
**Note:** This option is not available on the Score Distribution Report.



When you click **XLS**, some browsers display a dialog box you can use to save or display the Microsoft Excel file. Other browsers download the file directly.

For reports that contain large amounts of data, you can click on the sliders and drag them left or right to change the range of the data displayed.

If you select **Open with**, the report displays in an Microsoft Excel file format that you can view, print, save, or email.



District	School	Score	Status	Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ADAMS C WALLACE		82%	In Progress	2 of 4	100%	100%	100%	0%	50%	100%	50%	100%	100%	100%	100%	100%	100%	100%	100%
AINSWOR	AINSWOR	0%	Not Started	0 of 5	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
AINSWOR	AINSWOR	0%	Not Started	0 of 8	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
AINSWOR	AINSWOR	68%	In Progress	3 of 17	67%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	67%	67%	33%	0%

## Test Session Detailed Reporting

You can search for, display, and export the Test Session reports from the Reports page.

The screenshot shows the NeSA Reports page. At the top left is the NeSA logo. At the top right is a 'Log Off' link. Below the header is a section titled 'Reports' with a sub-link 'Test Session Detailed Reporting ...'. A callout box points to this link with the text: 'When you click the **Test Session Detailed Reporting** link, the Student Testing window displays. You can select a test session from the list of sessions.'

Copyright © 2013 Data Recognition Corporation.

The screenshot shows the NeSA Student Testing page. At the top left is the NeSA logo. At the top right is a 'Log Off' link. Below the header is a section titled 'Student Testing' with a 'Back to Home' link and an 'Actions' dropdown. There are two tabs: 'Test Sessions' (selected) and 'Student Groups'. Below the tabs are filter options: 'Filter By' with dropdowns for 'All Student Groups', 'All Subjects', 'Test Session Name, ID', 'Active Student Groups', 'All Districts', and 'All Schools'. There are 'Search' and 'Reset' buttons. Below the filters is a pagination control showing page 1 of 12, with 'Go to page:' and a 'Go' button. Below the pagination is a table of test sessions.

Name	Test ID	Test	Grade	Subject	Begin Date	End Date
7GR	2450	testtest	7	Reading	03/24/2014	04/18/2014
dawn	1876	hotfix test 3/14	3	Reading	03/14/2014	03/14/2014
Grade 7 Reading	1840	testtest	7	Reading	03/28/2014	04/30/2014

## Test Session Detailed Reporting (cont.)

State-level users, administrators, and teachers can create the following test session detail reports:

- Alignment Report (see “Alignment Performance Report” on page 107)
- Item Report (see “Item Performance Report” on page 108)
- Score Report (see “Score Report” on page 110)
- Score Distribution Report (see “Score Distribution Report” on page 112)
- Detailed Student Report (see “Student Report” on page 113)

The Test Session window displays. If some of the students have completed testing, you can generate reports about the session. Click the Actions menu to display the report options for the session.

The screenshot shows the NeSA CHL Test Session interface. At the top left is the NeSA CHL logo, and at the top right is a 'Log Off' link. Below the header is a navigation bar with 'Back to Test Sessions' and an 'Actions' dropdown menu. The main content area is titled 'Test Session' and contains a 'Details' section with a table of session information. Below this is a 'Status: OPEN' section indicating '4 of 6 Students Completed'. At the bottom is a table listing student groups.

Details	
<b>Name</b>	Math 4
<b>Test ID</b>	2208
<b>Test</b>	MG4
<b>Subject</b>	Mathematics
<b>Grade</b>	4
<b>Administration</b>	2013-2014 Check4Learning
<b>District</b>	ADAMS CENTRAL PUBLIC SCH
<b>School</b>	ADAMS CENTRAL JR-SR HIGH
<b>Begin Date</b>	03/17/2014
<b>End Date</b>	03/28/2014

**Status: OPEN**  
4 of 6 Students Completed

Student Group	Student ID	Last Name	First Name	Ticket#	Testing Status	Options
▶ Math 4 Afternoon Group						
▶ Math 4 Morning Group						

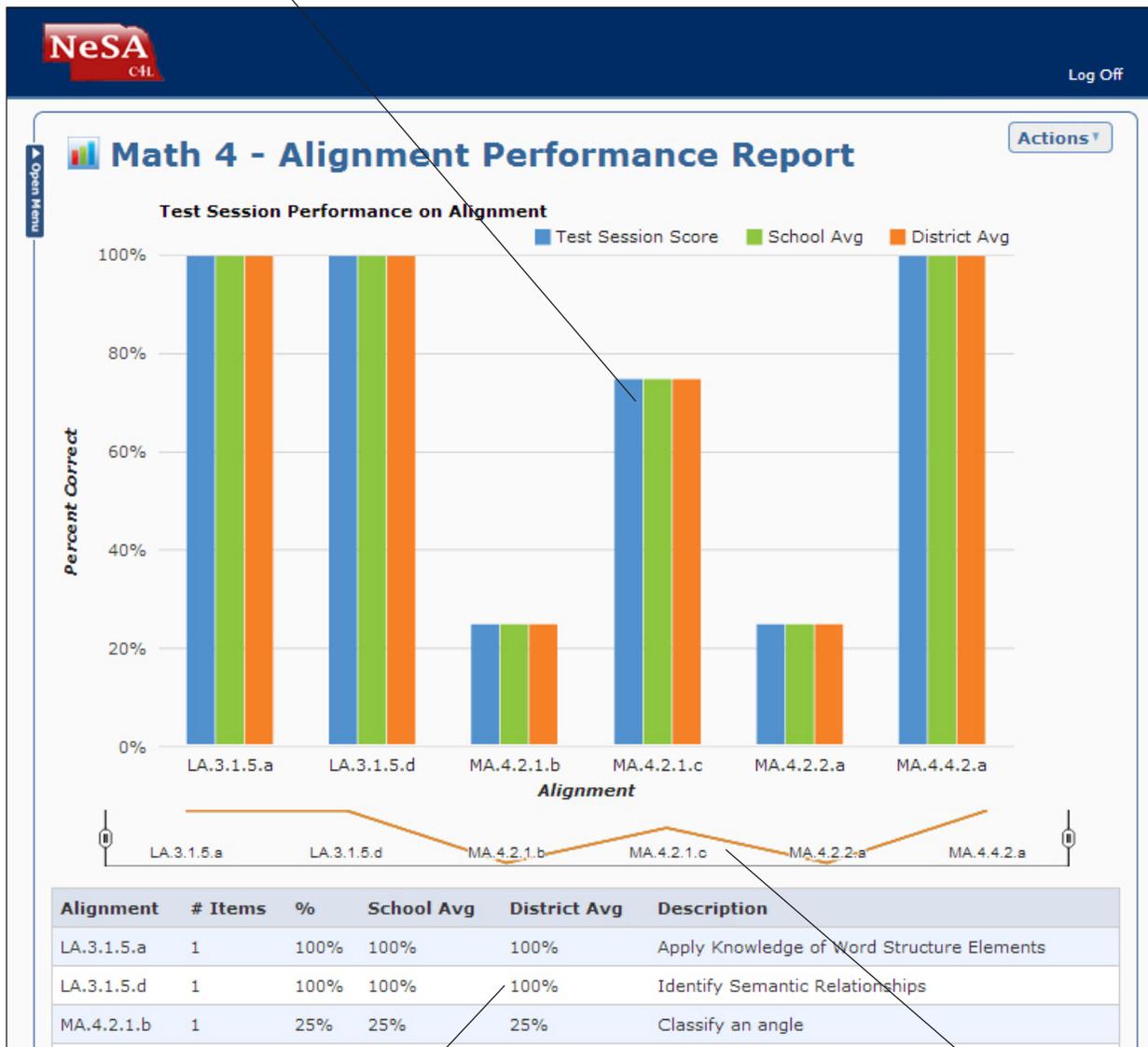
**Actions** dropdown menu options:  
Copy Test Session  
Edit Details  
Edit Students  
Alignment Report  
Item Performance Report  
Score Report  
Score Distribution Report

## Alignment Performance Report

The Alignment Performance Report displays, both graphically and numerically, the percentage correct for each item in the test by test session, school, and district.

Hover the mouse over the bar graphs in the Alignment Performance Report to view the average percentage of students who answered a test item correctly by session, school, or district.

- **Dark blue** bars indicate test session averages.
- **Green** bars indicate school averages.
- **Orange** bars indicate district averages.



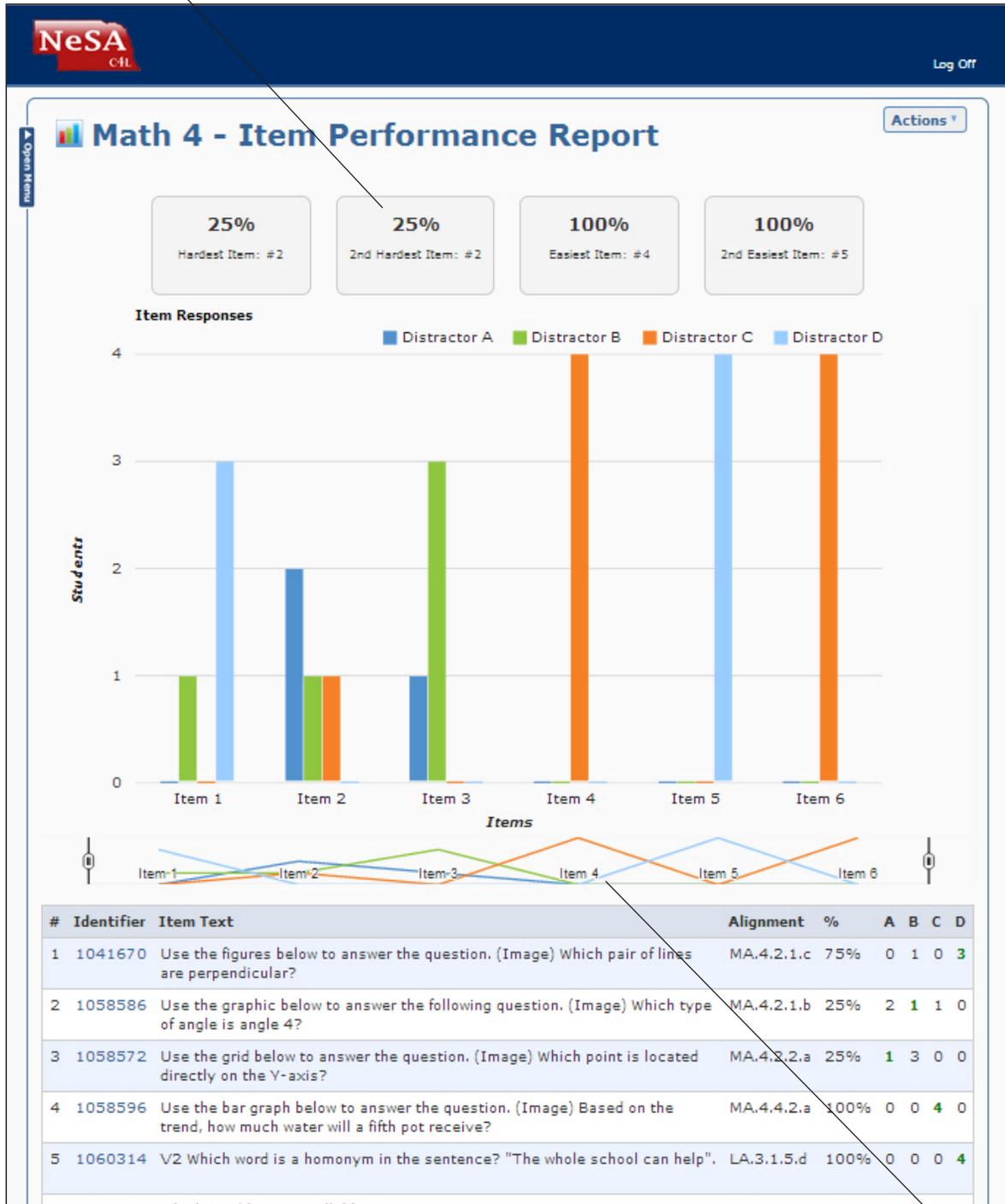
The bar graph information is also displayed numerically below the graphs.

The bar graph information is displayed graphically in a line graph underneath.

### Item Performance Report

The Item Performance Report ranks the percentage of test takers who answered an item correctly, and indicates the number of test takers who selected each distractor for each item.

Test items are ranked by difficulty and displayed based on the percentage of test takers who answered each item correctly.



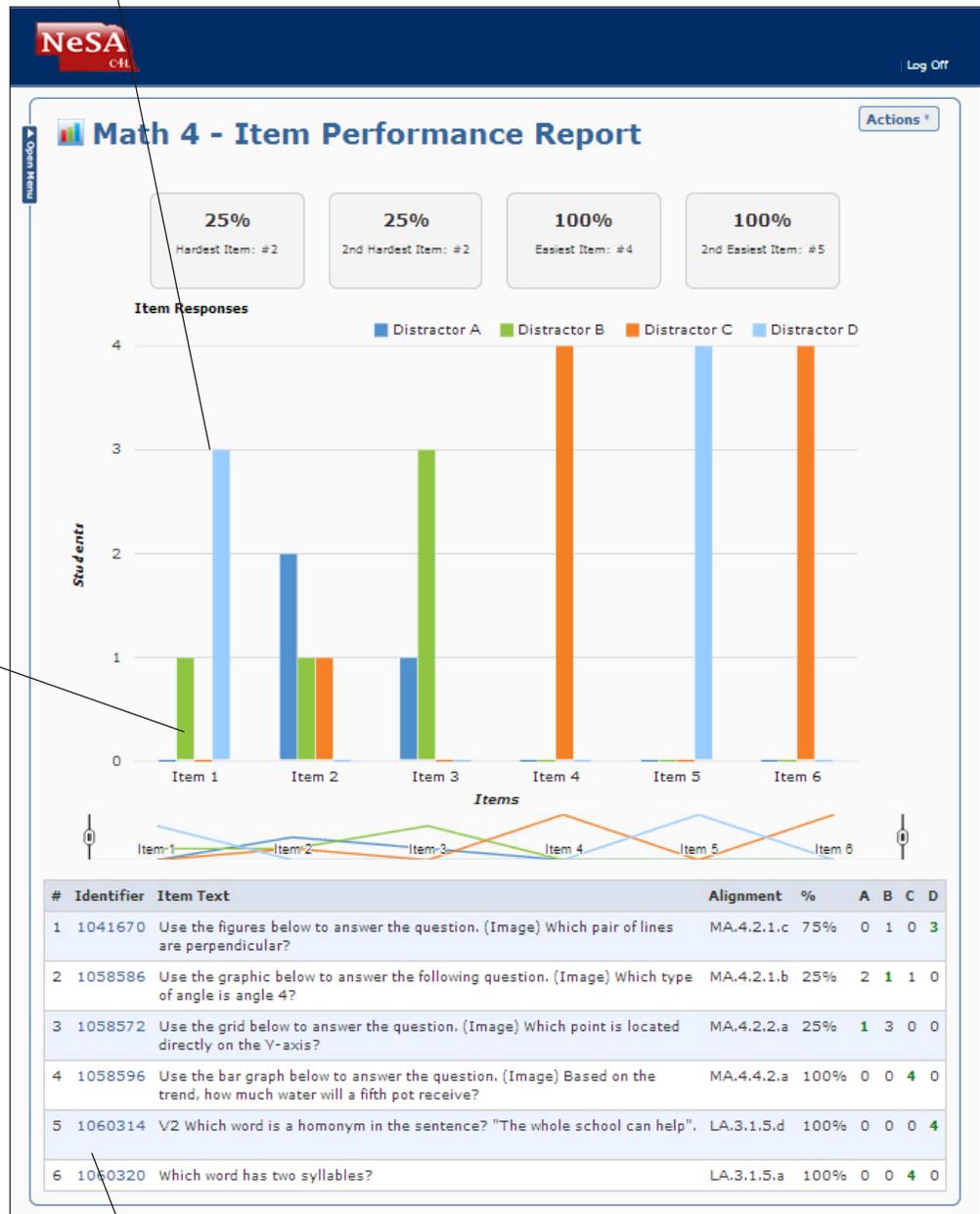
The bar graph information is displayed graphically in a line graph underneath.

Item Performance Report (cont.)

Hover the mouse over the bar graphs in the Item Performance Report to display the number of students and percentage of students who answered an item correctly or incorrectly, as well as the number who choose a particular distractor.

The results for each distractor are associated with a color— **dark blue** for A; **green** for B; **orange** for C; **light blue** for D, and so forth.

You can click on information in the bar graph to highlight corresponding information in the table below.

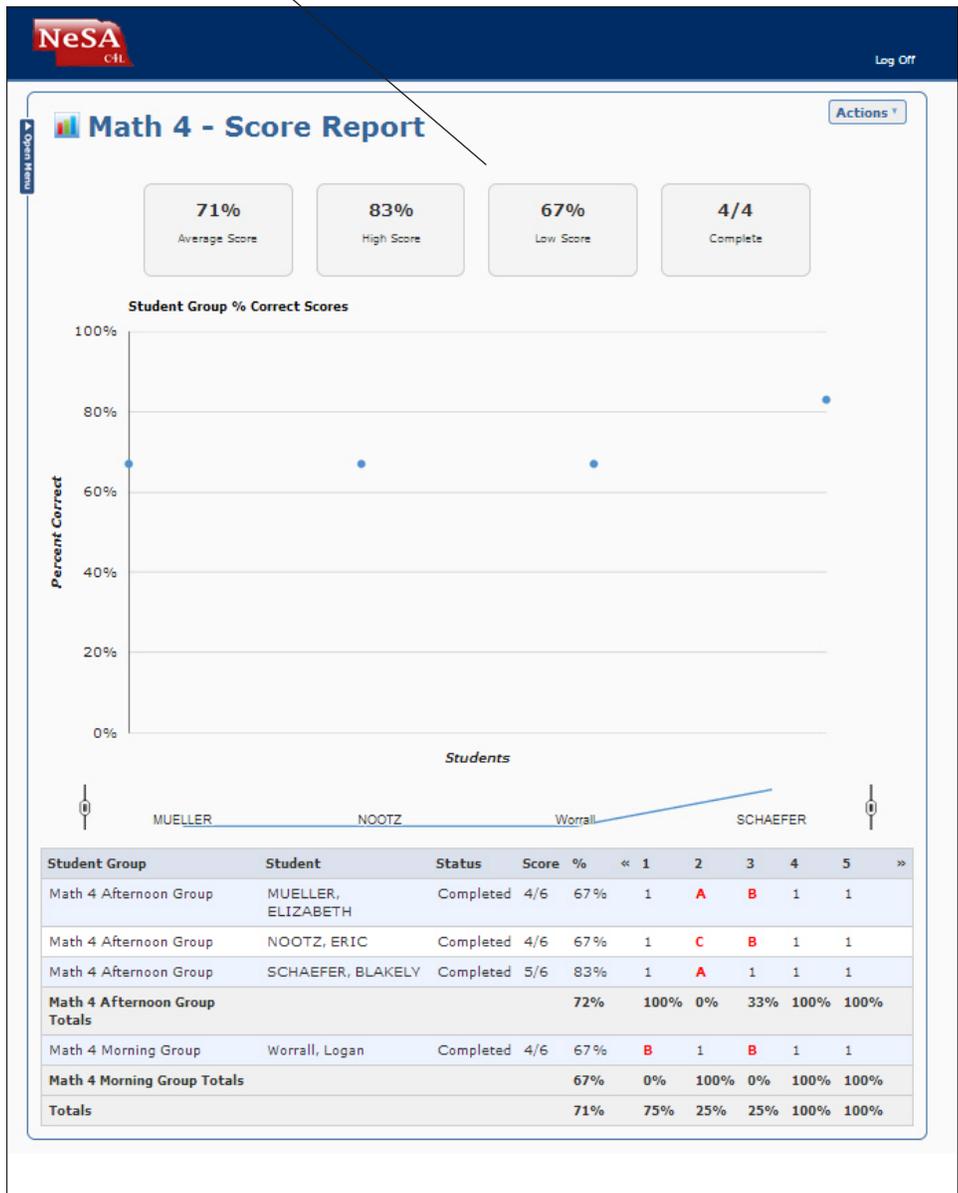


Item information is displayed below the graphs. You can click on an item identifier to display the item.

## Score Report

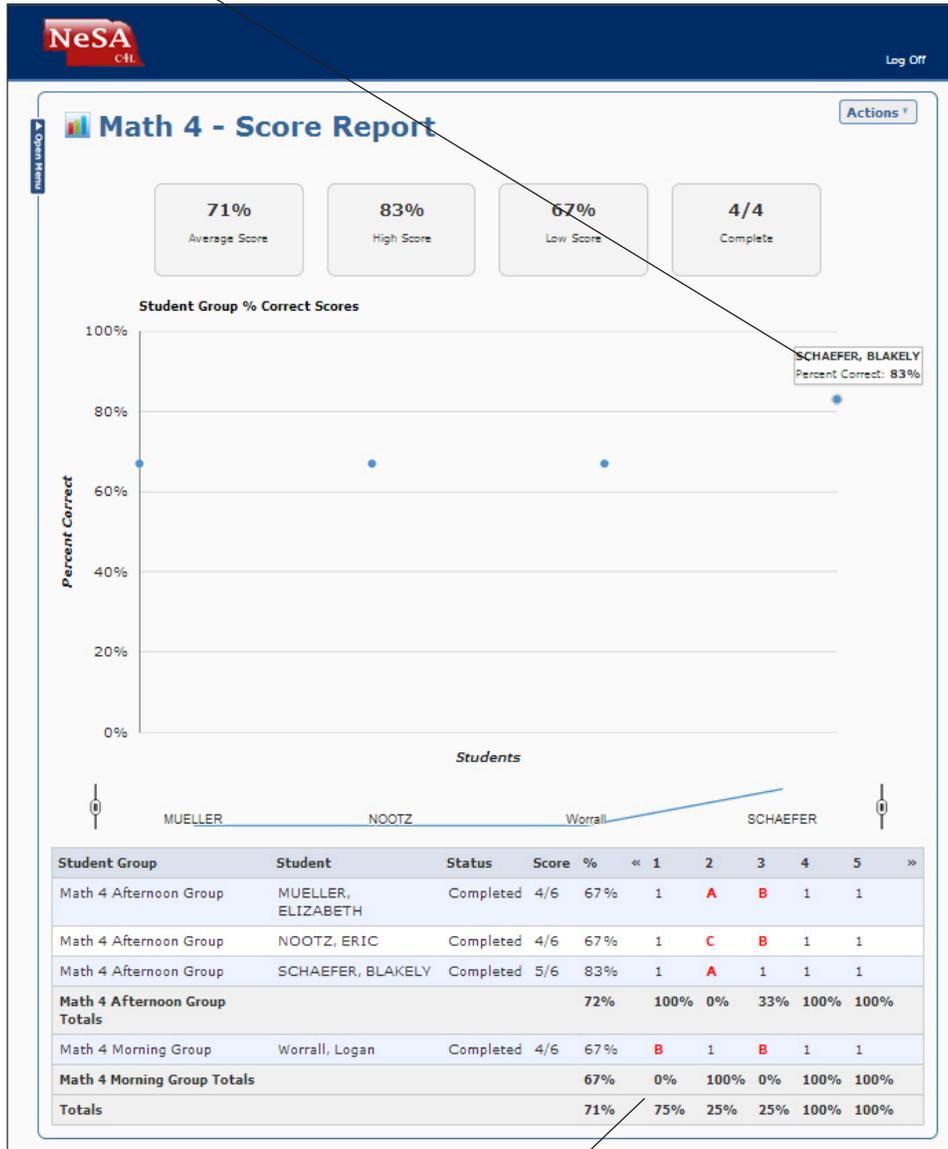
The Score Report indicates the average, high, and low scores, as well as the number of students in the testing group who have completed the test. In addition, the score results are plotted graphically by tester versus percentage correct. This same information is displayed at the bottom of the report.

The Score Report indicates the average, high, and low scores among the testing group, as well as the number of test takers in the group who have completed the test.



Score Report (cont.)

Hover the mouse over the plot points in the Score Report to display the name of the student testing and the percentage of questions they answered correctly.



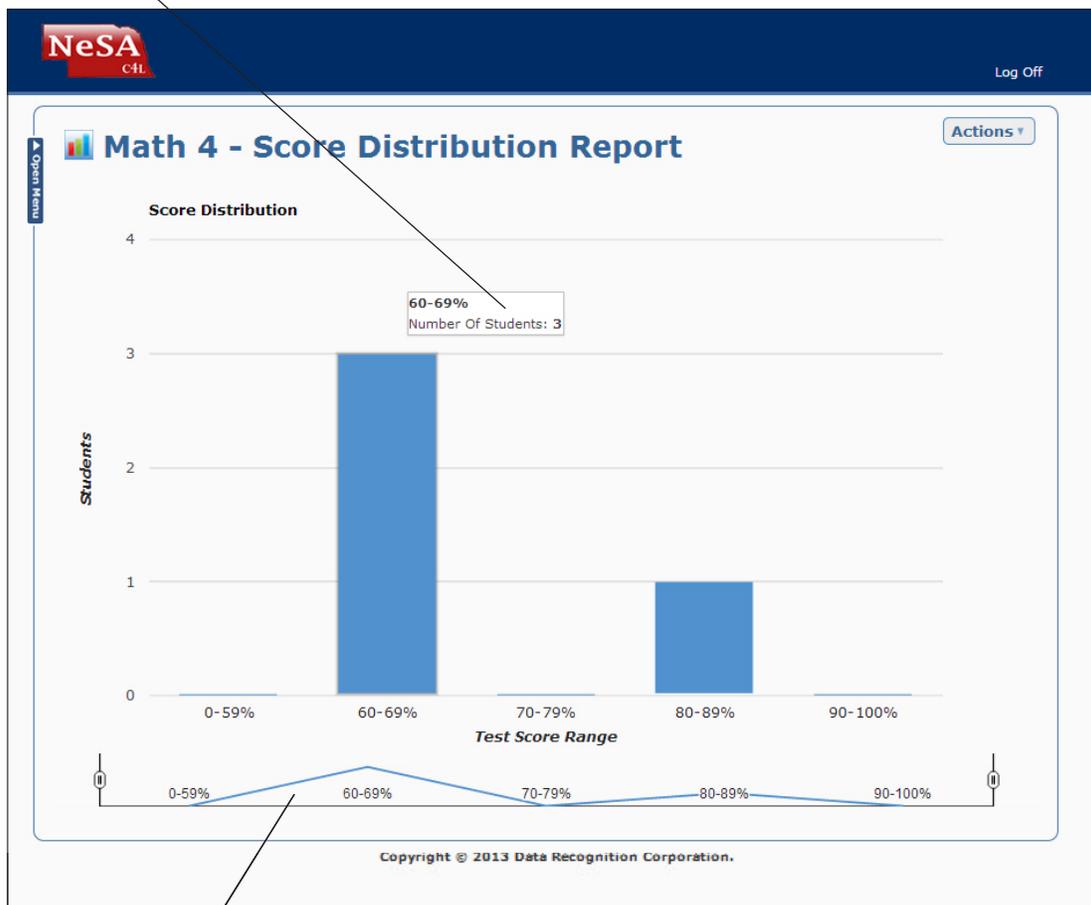
Information about the members of the testing group is listed beneath the graphical results. This information includes their testing status, the number of questions they answered correctly out of the total number of questions, the percentage they answered correctly, and how they answered each question, as well as percentage totals for each answer for the group.

## Score Distribution Report

The Score Distribution Report indicates the number of students in the student group who ended up in each of the following test score ranges:

0–59%    60–69%    70–79%    80–89%    90–100%

Hover the mouse over the bar graphs in the Score Distribution Report to display the number of students in each score distribution category.



The score distribution information is also displayed as a line graph below the bar graphs.

## Student Report

The Student Report shows how well an individual student performed on the various items in a test. The results are displayed both graphically and in text format.

**Note:** You can only display this report for a student who has completed a test.

**NeSA** CH Log Off

Back to Test Sessions Actions

### Test Session

**Details**

<b>Name</b>	Math 4	<b>Administration</b>	2013-2014 Check4Learning
<b>Test ID</b>	2208	<b>District</b>	ADAMS CENTRAL PUBLIC SCHOOLS
<b>Test</b>	MG4	<b>School</b>	ADAMS CENTRAL JR-SR HIGH SCH
<b>Subject</b>	Mathematics	<b>Begin Date</b>	03/17/2014
<b>Grade</b>	4	<b>End Date</b>	03/28/2014

**Status: OPEN**  
4 of 6 Students Completed

Student Group	Student ID	Last Name	First Name	Ticket#	Testing Status	Options
Math 4 Afternoon Group	392251936	AMAYA	SPENCER	2855684	Not Started	
	890810746	BARGER	TAYLIN	2855682	Not Started	
	898016099	MUELLER	ELIZABETH	2855676	Completed	unlock regenerate
	361251687	NOOTZ	ERIC	2855678	Completed	
	214374900	SCHAEFER	BLAKELY	2855680	Completed	
Math 4 Morning Group						

Student Report

From the Tests Session page, right-click the Test Group arrow to display the test group, hover the mouse over a student who has completed the test, and click the **Student Report** icon (📊) that displays.

The Student Report displays, indicating how well the student performed on each item in the test, as well as how well they did compared to the test session average, the school, and the district average.

**NeSA** CH Log Off

### MUELLER-Math 4 Student Report

67% Student Score    71% Test Session Average    71% School Average    71% District Average

**Student Performance on Alignment**

100%  
80%  
60%  
40%  
20%  
0%

Legend: Student Score (blue), Test Session Avg (green), School Avg (orange), District Avg (light blue)

Alignment: LA.3.1.5.a, LA.3.1.5.d, MA.4.2.1.b, MA.4.2.1.c, MA.4.2.2.a, MA.4.4.2.a

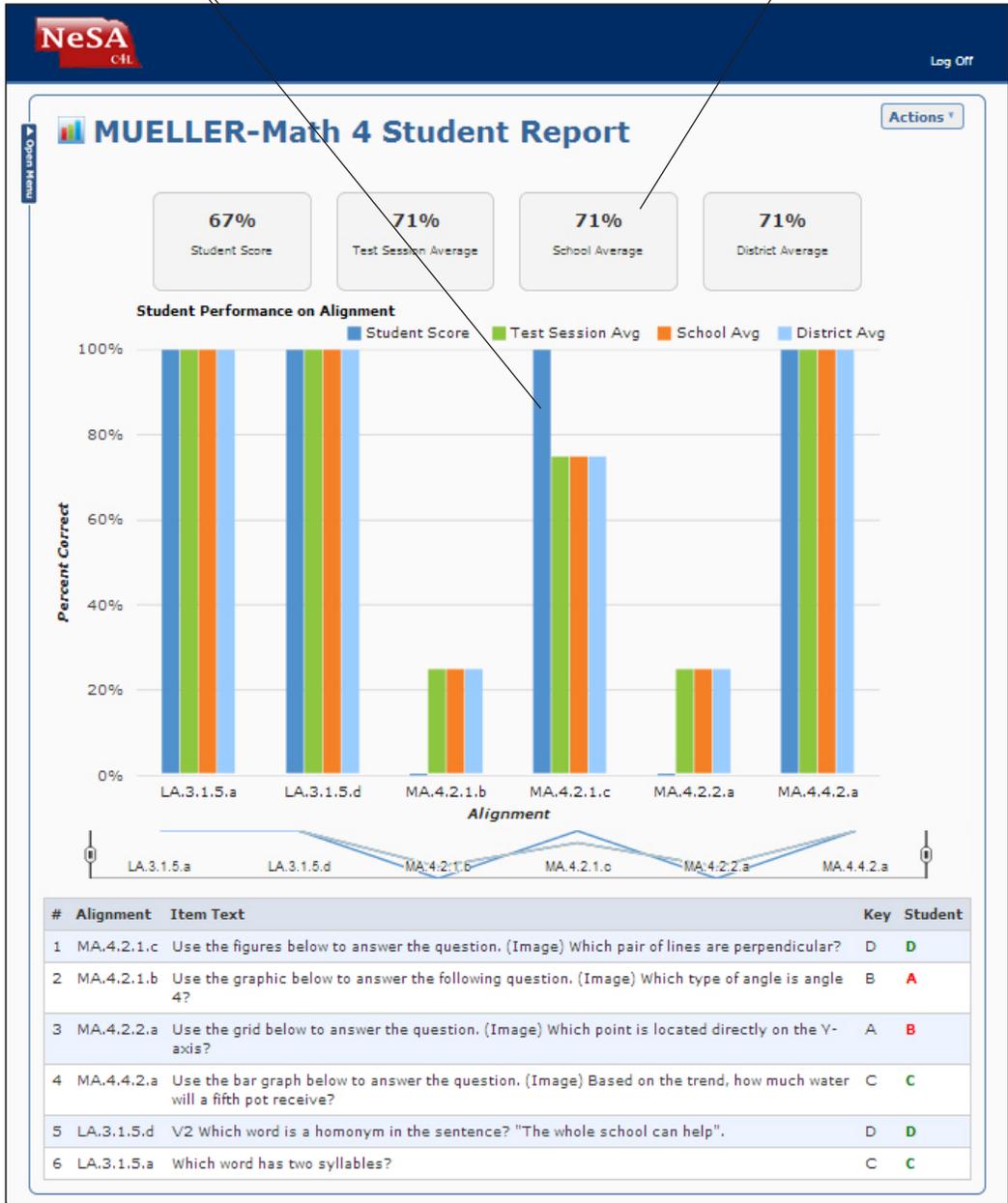
#	Alignment	Item Text	Key	Student
1	MA.4.2.1.c	Use the figures below to answer the question. (Image) Which pair of lines are perpendicular?	D	D
2	MA.4.2.1.b	Use the graphic below to answer the following question. (Image) Which type of angle is angle 4?	B	A
3	MA.4.2.2.a	Use the grid below to answer the question. (Image) Which point is located directly on the Y-axis?	A	B
4	MA.4.4.2.a	Use the bar graph below to answer the question. (Image) Based on the trend, how much water will a fifth pot receive?	C	C
5	LA.3.1.5.d	V2 Which word is a homonym in the sentence? "The whole school can help".	D	D
6	LA.3.1.5.a	Which word has two syllables?	C	C

## Student Report (cont.)

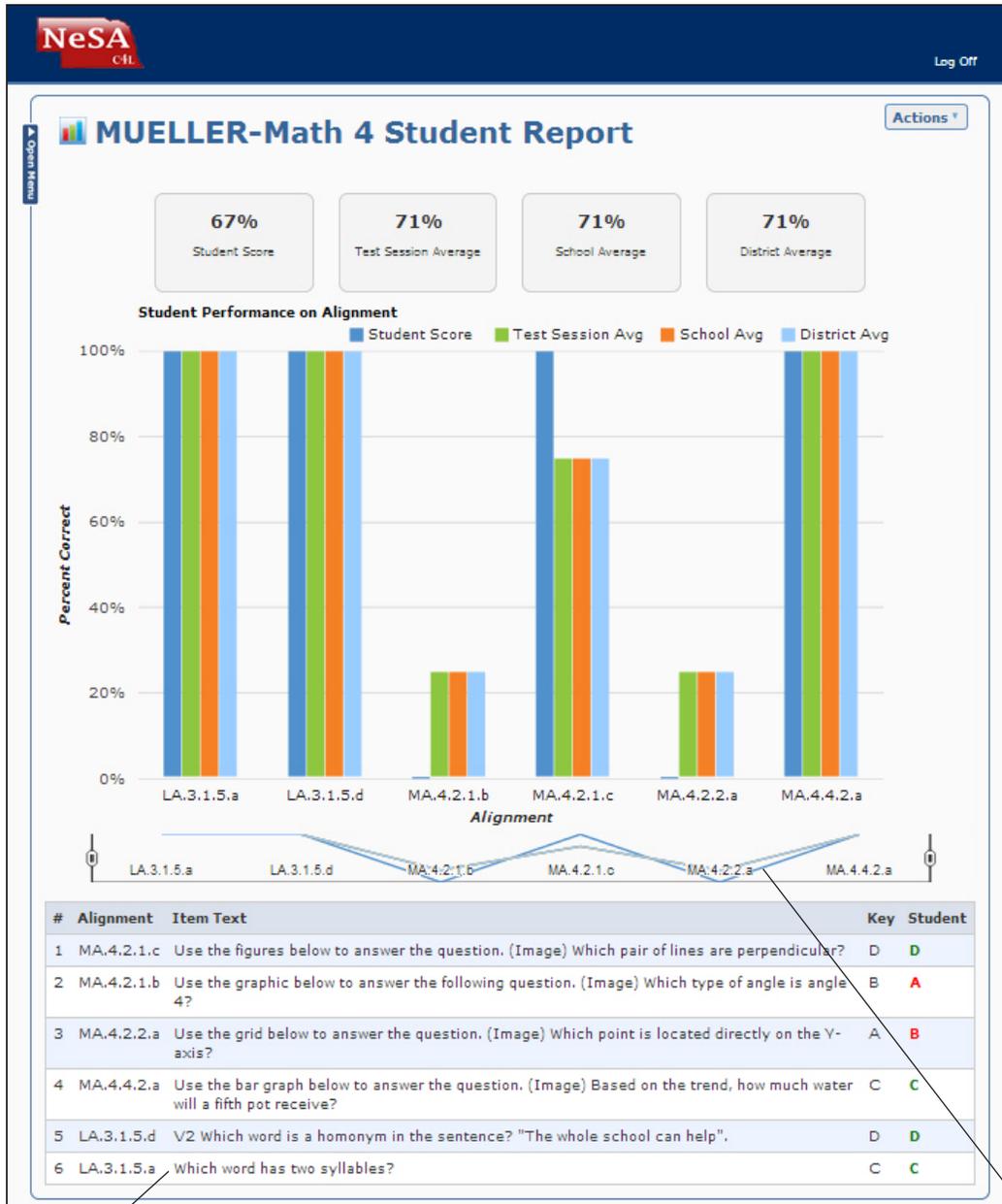
Hover the mouse over the bar graphs in the Student Report to view the student's percentage correct for an item, as well as the average percentage correct for the item for the test session, school, and district.

- **Dark blue** bars indicate the student's actual test item percentage.
- **Green** bars indicate the test session average for the item.
- **Orange** bars indicate the school average for the item.
- **Light blue** bars indicate the district average for the item.

The overall results for the student for all the test items, as well as the test session, results, and district averages, are displayed across the top of the report.



Student Report (cont.)



The following information is displayed at the bottom of the report:

<u>Column</u>	<u>Displays</u>
#	The item number
Alignment	The alignment number
Item Text	The item text without distractors
Key	The correct answer
Student	The student's answer

Underneath the bar graph, a line graph displays the information in a different format.



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