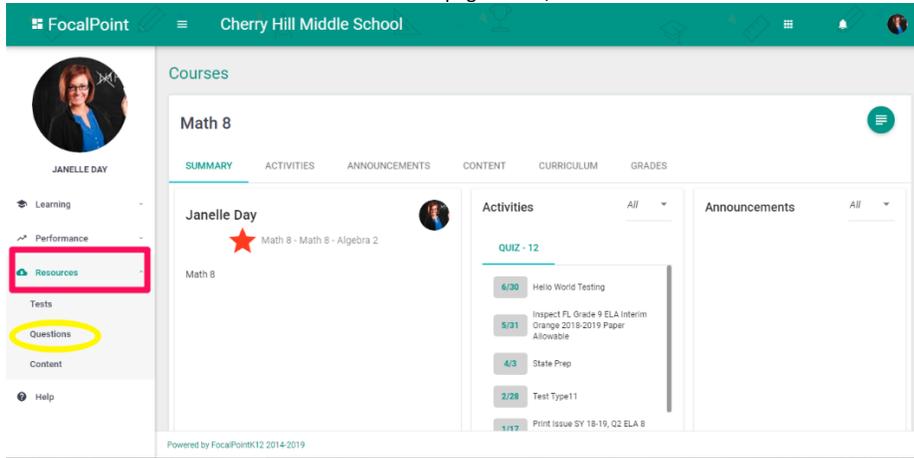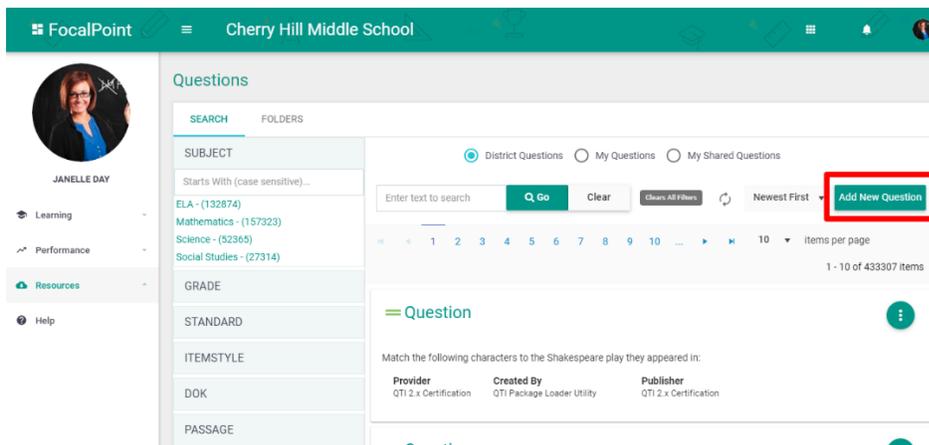# ASSESSCLOUD™ QUICK START GUIDE

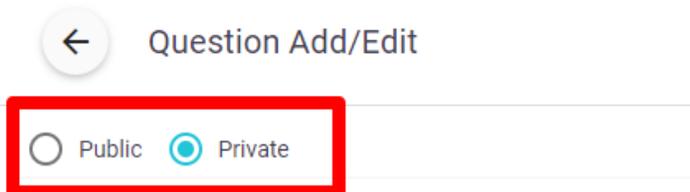## Essential Question: How do I create my own questions?

- ☐ Select the 'Assessments' tab on the left side of the page. Then, select the 'Questions' tab.

- ☐ This takes you into the Item Bank. To add/create a new question, select the '+Add New Question' Tab located at the top right side of the page.

- ☐ You are now at the screen that will allow you to create your question(s). You can choose to make this question accessible to others in your district by tagging the question as 'Public" or you can choose to keep it "Private" so only you have access. You also provide your question with a title, select the interaction type (multiple choice, extended text, evidence-based-selective response/EBSR), and tag/align the question to standards, DOK, grade, subject, etc.

Title *

Type   Choice   ▼   Allow Calculator ☐   Points *
1

Save

☐ Tag/Align the question to curriculum standards & other appropriate fields (It is critical that you tag the question to the appropriate standard (s) so that accurate standard mastery reports are made available for analysis).

STANDARDS

ELA   ▼   Grade 1   ▼

Standard Filter text

1.FL.F.5 - Read with sufficient accuracy and fluency to support comprehension.

1.FL.F.5 - Read with sufficient accuracy and fluency to support comprehension.

1.FL.PA.2 - Demonstrate understanding of spoken words, syllables, and sounds (phonemes).

1.FL.PA.2 - Demonstrate understanding of spoken words, syllables, and sounds

DOK

DOK-1

DOK-2

DOK-3

DOK-4

ITEM_STYLE

ITEM_STYLE

LANGUAGE

English

Spanish

To create a multiple-choice question?

☐ Select the 'Interaction Type' as 'Choice'

Title *

Type   Choice   ▼   Allow Calculator ☐   Points *
1

     Choice

     Extended Text   **Save**

     EBSR

     Fill in the blank

☐ Use the drop-down to select the number of answers possible in the multiple-choice question. Use the text box to write the question. Feel free to take advantage of the tool bar to add images, tables, symbols, and other functions to build out your question.

□ After creating your question, you are now ready to fill in the answer choices available to the students. Be sure to check the answer/response that is correct.

□ Check to confirm that the information is correct, then select 'Save' and the question is now available for use. The question will show in the item bank and can now be used to create assessments.

How do I use mathematical symbols to build out my questions?

□ Select the gear icon on the toolbar to create mathematical equations. Once complete, select 'Ok' and the equation will show in the text box for your question or answer.

Question

Number of correct answers: 1

$$5x + \sqrt{8} \geq 10x - \frac{32}{4}$$

OK   Cancel

How do I create an extended response question?

☐ Using the drop-down box, select 'Extended Text' as the interaction type.

Question Add/Edit

○ Public   ● Private

Title *

| Type | Extended Text ▼ | Allow Calculator ☐ | 1 |

Choice
Extended Text
EBSR
Fill in the blank

Save

☐ Like a multiple-choice question, you can choose to make the question private or public, give the question a title, and write the description of the question in the text field provided. For this question type, you likely will want to add a rubric to the question. You can copy/paste a rubric into the text box or use the tool bar to create the rubric inside of FocalPointK12. Once complete, enter save.

Question Add/Edit

○ Public   ● Private

Title *
The Rock Cycle

Type: Extended Text   Allow Calculator ☐   Points *: 1

Save

Question

Describe the 4 steps of the Rock Cycle

Rubric

Enter Rubric here....

How do I create a Fill in The Blank Question?

- ☐ Using the drop-down box, select 'Fill in the Blank' as the interaction type.
- ☐ Like a multiple-choice question, you can choose to make the question private or public, give the question a title, and write the description of the question in the text field provided. For this question type, you will likely want to add the question along with the correct answer in the box as shown in the figure below. Once complete, enter save.

How do I create an Evidence-Based Selected Response Question (EBSR)?

- ☐ Like multiple choice and extended text, select the Interaction Type 'EBSR' in the dropdown box, give the question a title, and choose if you want the question to be Public or Private. An EBSR question includes an associated narrative or passage for students to read. You will add this narrative/passage in the designated text box.

- ☐ Once complete, enter the 'Accuracy' question and the 'Evidence' Question using the corresponding tabs.

☐ Record the Question, the various answer choices, and select the correct response for both the Accuracy and Evidence question. Once complete, select 'Save' and the EBSR question is now available in the item bank.