

Eduphoria Aware Item Bank Training

March 24, 2017

1. Welcome
2. Assessments Tab
3. Create a New Test
4. Title, GL, Start Date, End Date, Test Type
5. Select Campuses that will be administered this test.
6. Select a Course > Grade Level > Subject
7. Click Finish
8. General > Performance Levels, Instructions, Notes, or Remove/Delete Assessment
9. Curriculum Tab > Change or Add a Course
10. Questions Tab > Add own question or Search Item Bank
11. Search Item Bank > Find a Learning Standard > Add to Assessment (Resource)
12. Searching the Title > Will bring up all questions and learning standards that pertain to that title.
13. Removing a Question/Passage > Click on the Pencil then Remove Question
14. You can review the Standards even after you add a question. > Click on Pencil and then Standards and Resources to view all resources tied to that standard.
15. Print will download it to a PDF file.
16. Naming Convention
 - a. Grade Level-Subject-Version-Language-Semester-Year

- i. **Example:** 6th-math-benchmark-eng-fall-2017
- ii. Version: Benchmark, 6wks, BOY, MOY, EOY (suggestions/changes)
- iii. Language: Eng-English; Span-Spanish
- iv. Semester: Fall or Spring
- v. Year: YYYY

17. Question: Is there a way for us to know if a question has been used already?

- Generate a report that identifies all questions that have already been used.
- Move questions to an already used list.
- Currently:** We will track questions by doing the following.

Original	Live Master	1st 6-Weeks	2nd 6-Weeks	3rd 6-Weeks
1	4	1		
2	2		2	
3	3	3		
4	4		4	
5	5	5		
6	6		6	
7	7			7
8	8			8
9	9			9
10	10			10
Copy to Live Master (This does not get edited.)	Copy to >> Delete Q's that have been used based off of each new assessment.	As each assessment is created delete the specific question on the Live Master Document.		

18. Upload to Google Drive for Distribution

19. Upload to Kurzweil 3000

20. Questions/Comments/Concerns