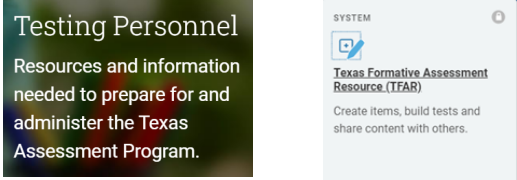
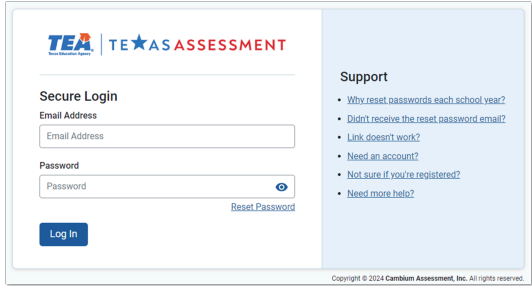
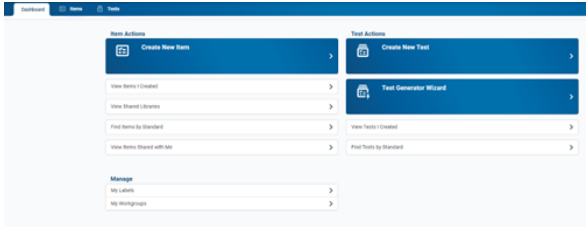
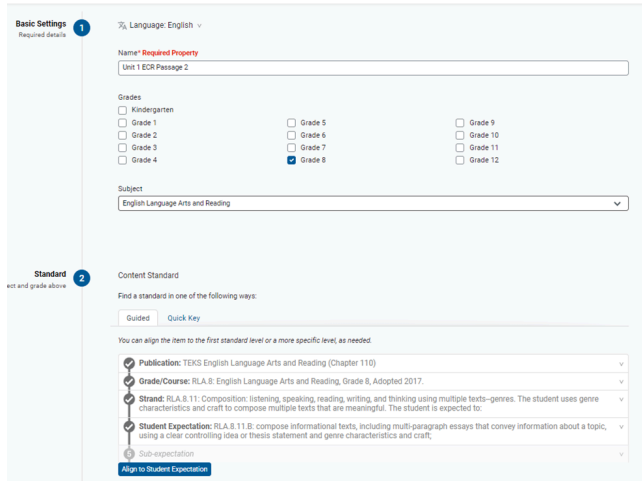



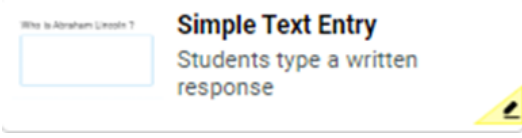
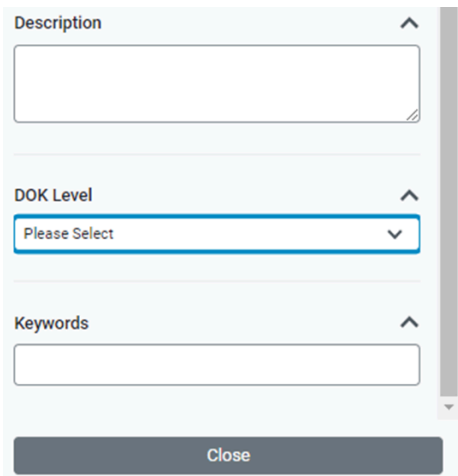
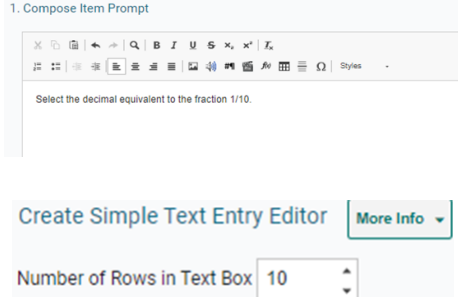
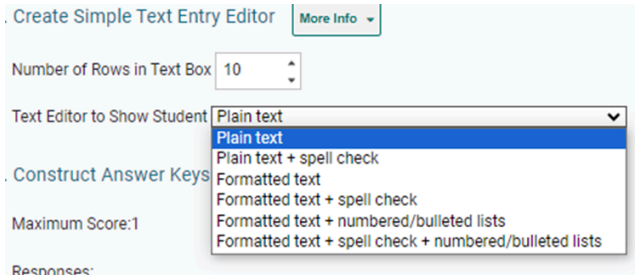
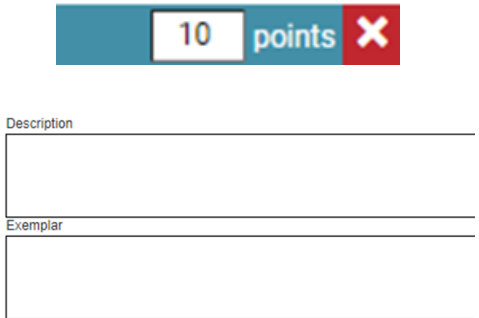





Authoring Simple Text Entry Items

1	<p>Go to https://texasassessment.gov and select Testing Personnel.</p> <p>Scroll down the page and select the Texas Formative Assessment Resources (TFAR) tile.</p>	
2	<p>You will be prompted to log in to access CAI Online Systems</p> <p>Input your District email address and password.</p> <p>Select Log In.</p>	
3	<p>From the Authoring Dashboard:</p> <p>Select "Create New Item."</p>	
4	<p>Enter the Item title.</p> <ul style="list-style-type: none">Using an Item Name that gives insight into the items use or content is beneficial. Items are stored in the users item bank and using a descriptive name makes finding items for particular content much easier when searching for items in future school years. <ul style="list-style-type: none">Select the Grade Level.Select the Subject Area.Select the Content Standard.Select Align to Student Expectation.	

<p>5</p>	<p>Select the Item Template for “Simple Text Entry.”</p> <p>It is significant to note that template icons displaying the yellow pencil icon  in the lower right corner are teacher graded/scored items.</p> <p>When the Item Template is displayed:</p> <p>Select the  Item Properties icon in the upper right of the screen.</p> <p>Next, complete the Item Description, Depth of Knowledge and Keywords fields. These fields are optional, however they provide valuable information to administrators, teachers, workgroup members and students.</p> <p>Description: In the <i>Description</i> field, enter a user-friendly description for the item.</p> <p>DOK: To select a Depth of Knowledge level for the item, select an option from the DOK drop-down.</p> <p>Keywords: Keywords allow you to search for items on the Items tab. To add a new keyword, enter it in the <i>Keywords</i> field and click Add. To remove a keyword, click  beside that keyword.</p> <p>After entering the desired information, select “Close.”</p>	 
<p>6</p>	<p>In step 1, the Compose Item Prompt section, replace the sample text with the content for the item's question. You can use the toolbar in this box to format text and insert media elements.</p> <p>In Step 2, the “Create Edit Task Elements” section, enter a value for the number of rows available to student to enter their responses. The default value is 10 rows, however that can be changed to specify the height of the students text entry box.</p>	

<p>7</p>	<p>Next, specify the type of text box that will be available to students, select an option from the Text Editor to Show Student drop-down list. The following options are available:</p> <p>Plain text: <i>Students will not be able to format their entered text or use spell check.</i></p> <p>Plain text + spell check: <i>Students will not be able to format their entered text, but they will be able to use spell check.</i></p> <p>Formatted text: <i>Students will be able to format their entered text, but they will not be able to use spell check.</i></p> <p>Formatted text + spell check: <i>Students will be able to format their entered text and use spell check.</i></p> <p>Formatted text + numbered/bulleted lists: <i>Students will be able to format their entered text and create lists, but they will not be able to use spell check.</i></p> <p>Formatted text + spell check + numbered/bulleted lists: <i>Students will be able to format their entered text, create lists, and use spell check.</i></p>	
<p>8</p>	<p>To fill out the rubric for the correct, full-credit response for the item, do the following:</p> <ol style="list-style-type: none"> Specify the maximum score possible for the text entry item, and enter the value in the Points field in the upper right corner of the rubric In the <i>Description</i> field, describe how a student must respond to the item to earn full credit. In the <i>Exemplar</i> field, enter an example of a response that would earn full credit. <p>Optional: The template automatically creates a rubric tab for each possible score a student could earn, based on the value you entered for the maximum score. To fill out any additional rubrics for the item, do the following for each available rubric:</p>	



	<div><div><div>a. Click the tab for the required rubric.</div><div>b. Enter a description and exemplar for that rubric’s score.</div><div>c. Repeat these steps for each rubric and exemplar you wish to create.</div></div><div>To save the item, click Save above the template.</div></div>	<div><div><div>10 points</div><div>9 points</div><div>8 points</div><div>7 points</div><div>6 points</div><div>5 points</div><div>4 points</div><div>3 points</div><div>2 points</div><div>1 point</div><div>0 points</div></div><div><div>Description</div><div></div><div>Exemplar</div><div></div></div></div>
9	<div>If you need additional information or get “stuck” at any point, each Item template contains a brief video tutorial with step-by-step instructions. Simply select the “Watch Tutorial” Icon for additional assistance.</div>	<div><div> Watch Tutorial</div></div>