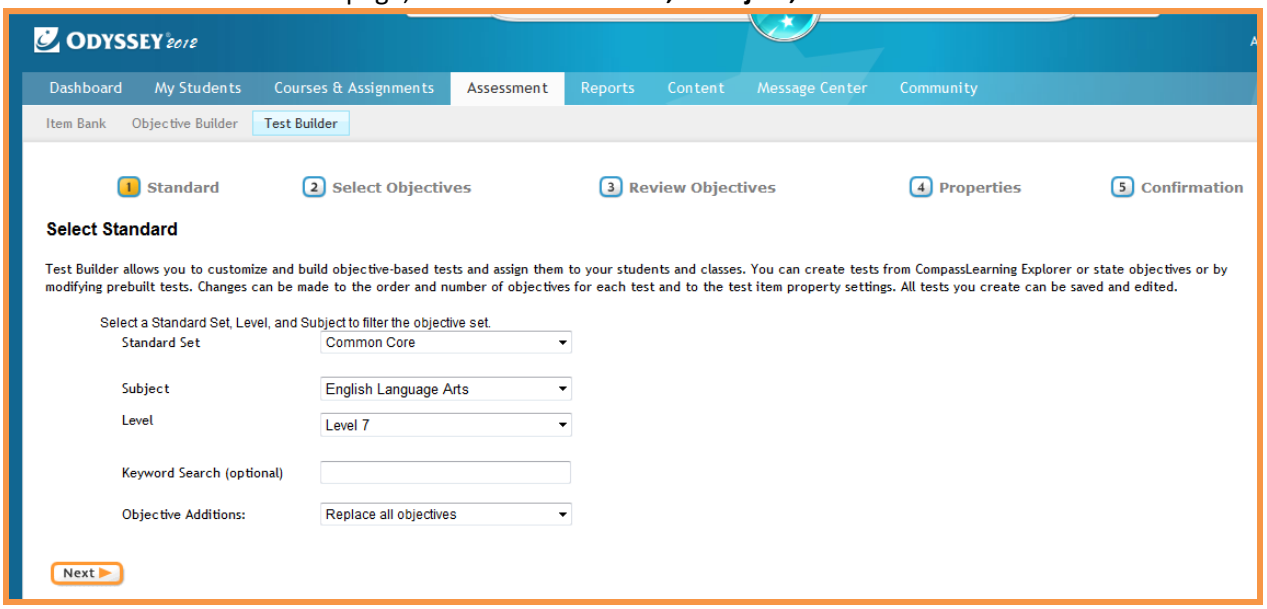
CompassLearning®
Impact Teacher Academy

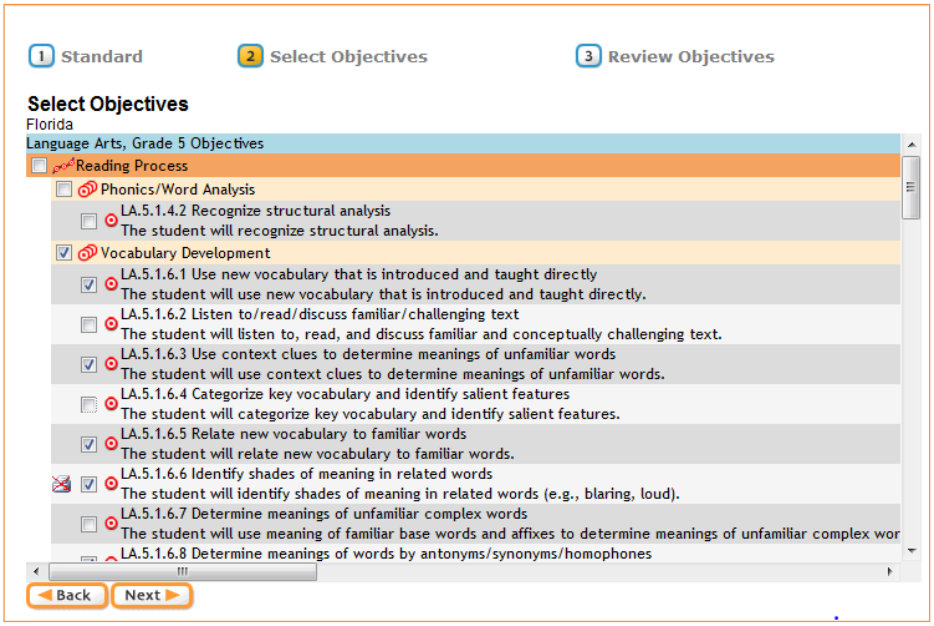
Test Builder - Step by Step

(Build a custom objective-based test using Test Builder)

1. Select **Assessment** → Choose **Test Builder**
2. At the Test Builder main page, select a **standard set, a subject, and a level**.



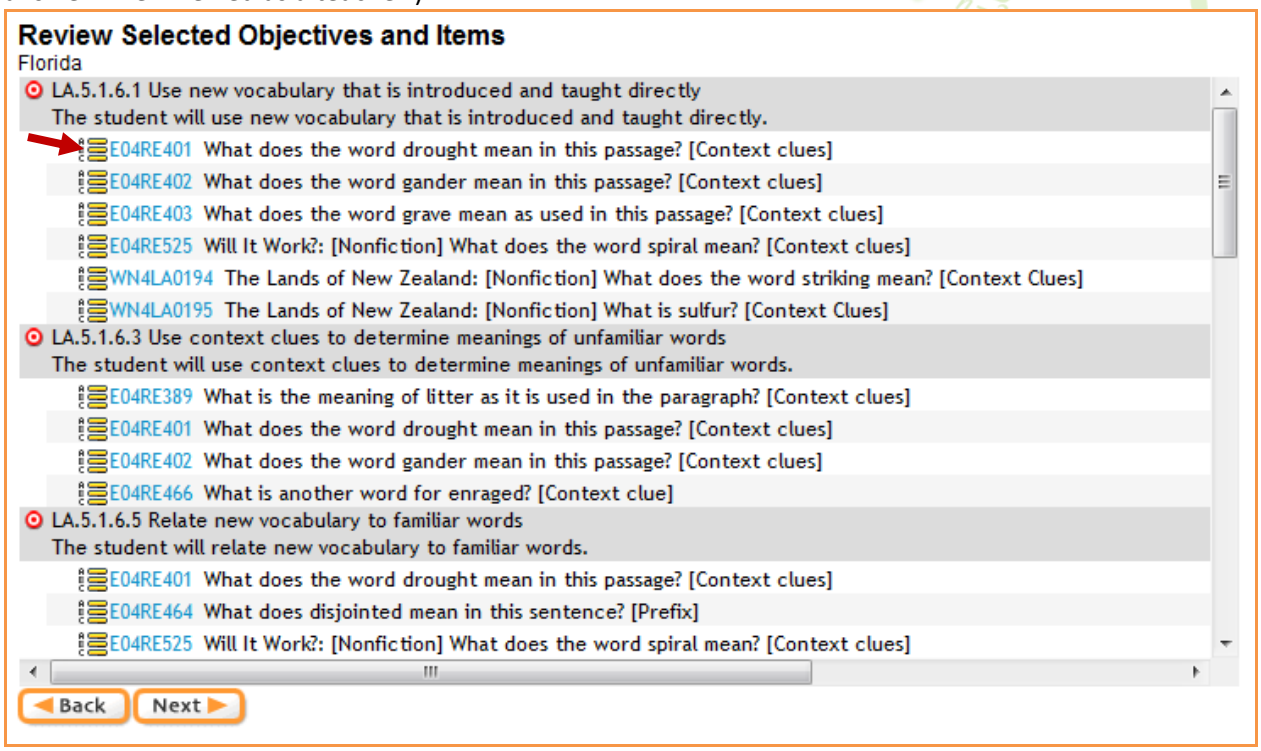
3. Click **Next**
4. Scroll through the list of objectives available objectives (based on standard set selected) and check the boxes to select the desired **objectives** for your test



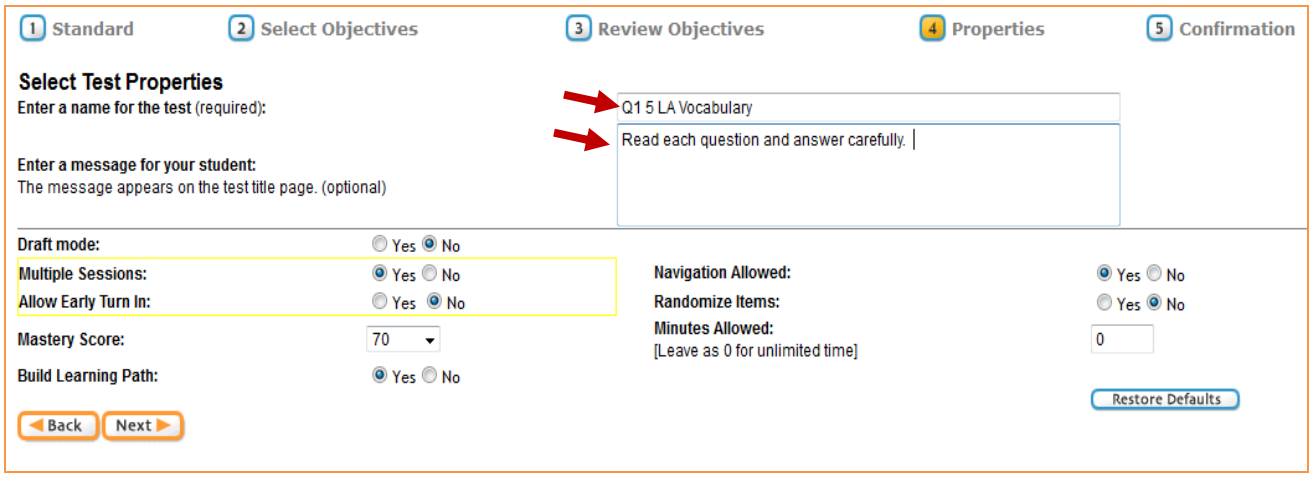
5. Click **Next**

Note: *Each CompassLearning objective represents a minimum of 4 items. Some objectives have 6-12 items. It is recommended that you narrow down your objectives so that the number of test items are reasonable for the implementation purpose. Custom objectives have as many test items as you have linked to them.*

6. Review your selections of Objectives. Remove or add objectives. (Click **Back** if needed) Click on the blue item code to reveal the item as the student will see it. (It will display the question with the answer when viewed as a teacher.)

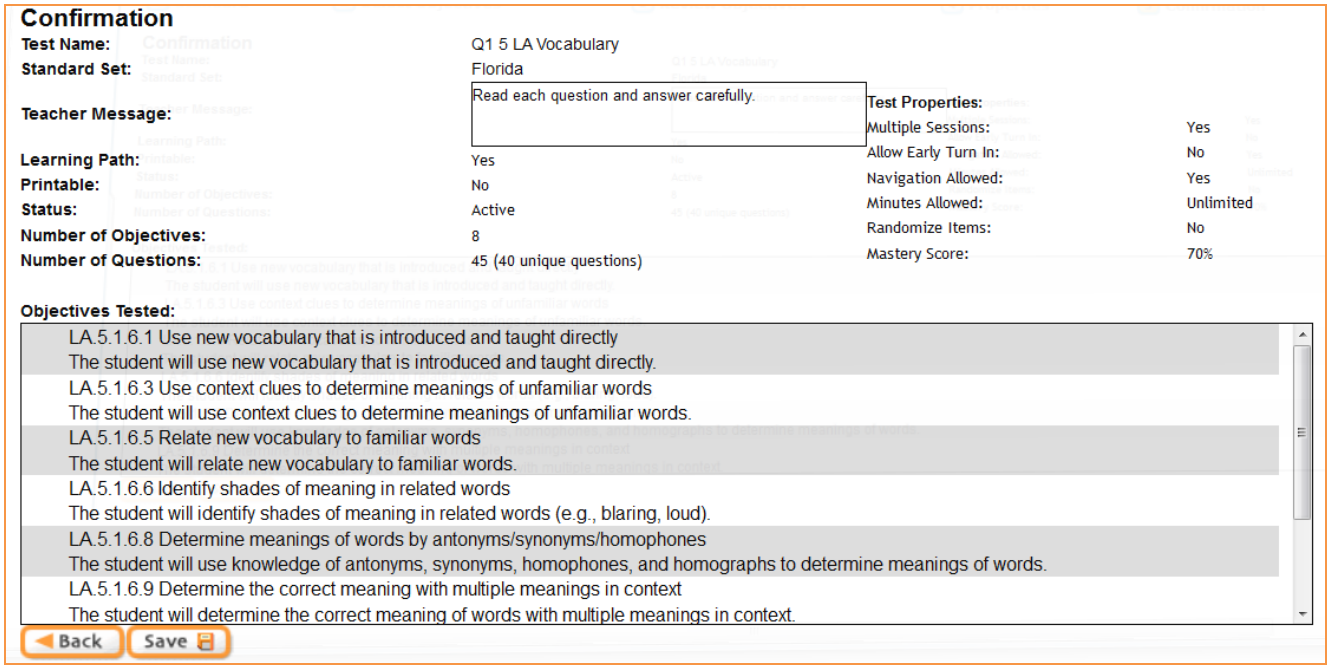


7. Click **Next**

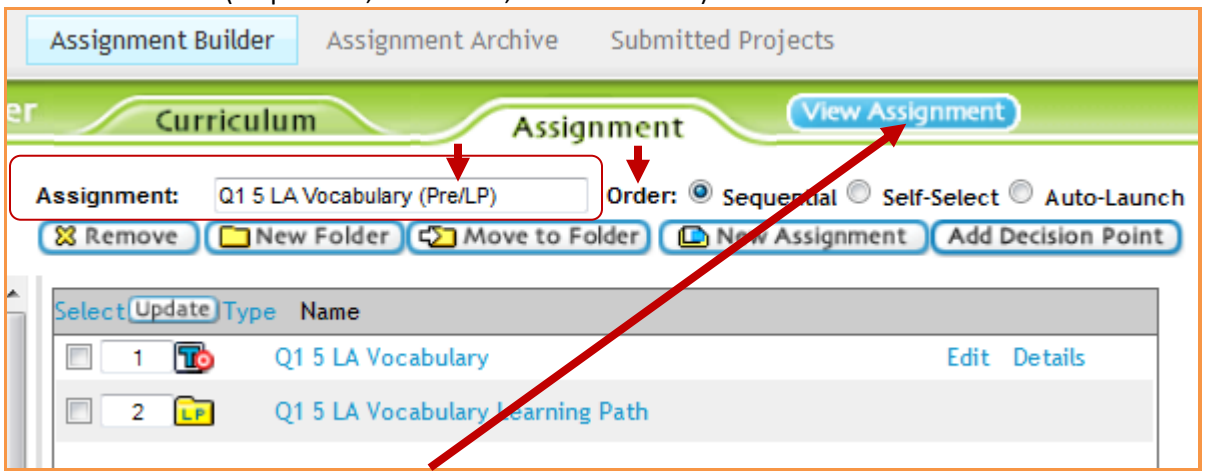


8. Enter a **name** for your test (Follow the naming convention in the district/school to remain consistent)
9. You may enter a **message** for your students (100 character limit)
10. Review the default **Test Properties**
11. Make any changes you wish (Is the Mastery Score set to fit your needs? Do you want to include a Learning Path with this assignment?)
10. Click **Next**

12. **Confirm** your test properties (go Back to edit)
    a. **Number of Objectives**
    b. **Number of Questions**



13. Click **Save**
    You are taken to the **Assignment Builder**, where you can assign the test you just created!
14. Give the **assignment a name** (It could be the same as the test name. Notice the trailer of (Pre/LP)
15. Choose the order (Sequential , Self-Select, or Auto Launch)



Recommendation! *Click on **View Assignment** button to preview the lesson plan and view some of your selections and pre-determined features:*

- *Which are the activities embedded in the learning path? Click on the activity link to launch the activity in preview mode.*
- *Are there any pre-determined decision points?*
- *Do I need a printout of the lesson plan?*

- *Are there any offline resources available within the learning path? State Standards alignment view*

16. After reviewing the Objective-basedd test and Learning Path (LP) folder, select the Complete Assignment button on the bottom of the page

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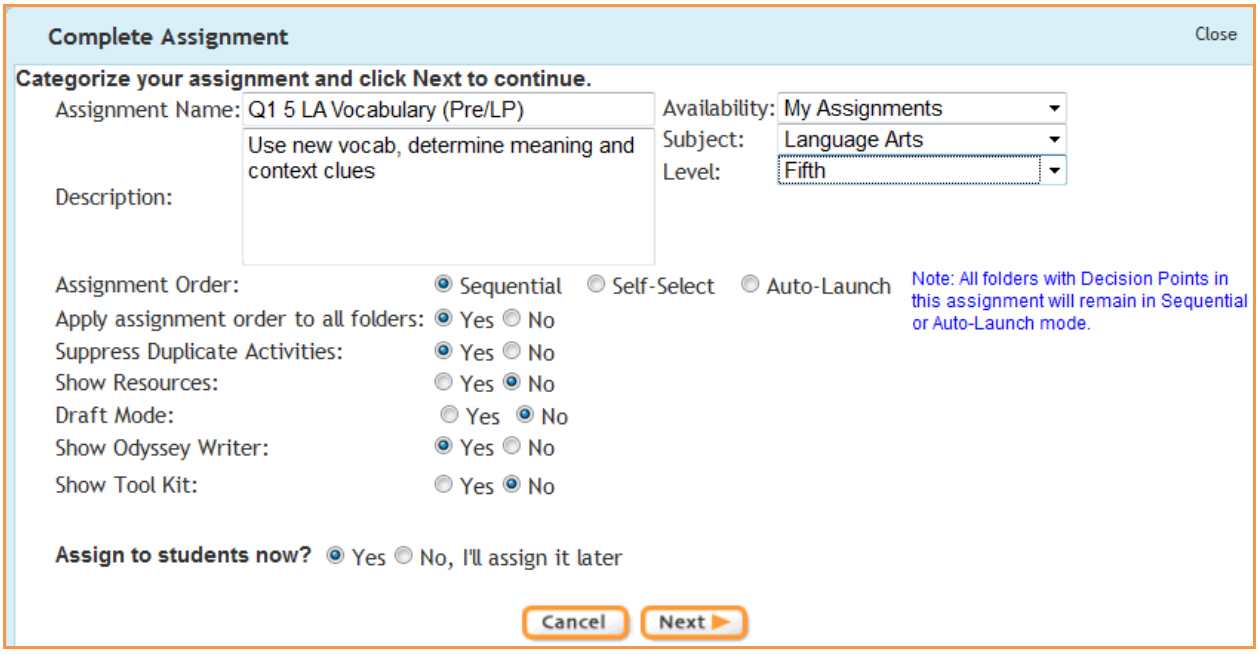
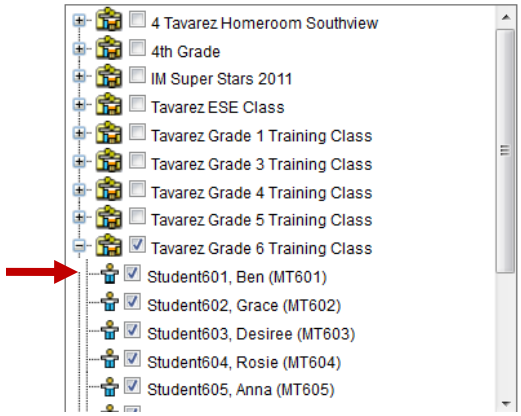
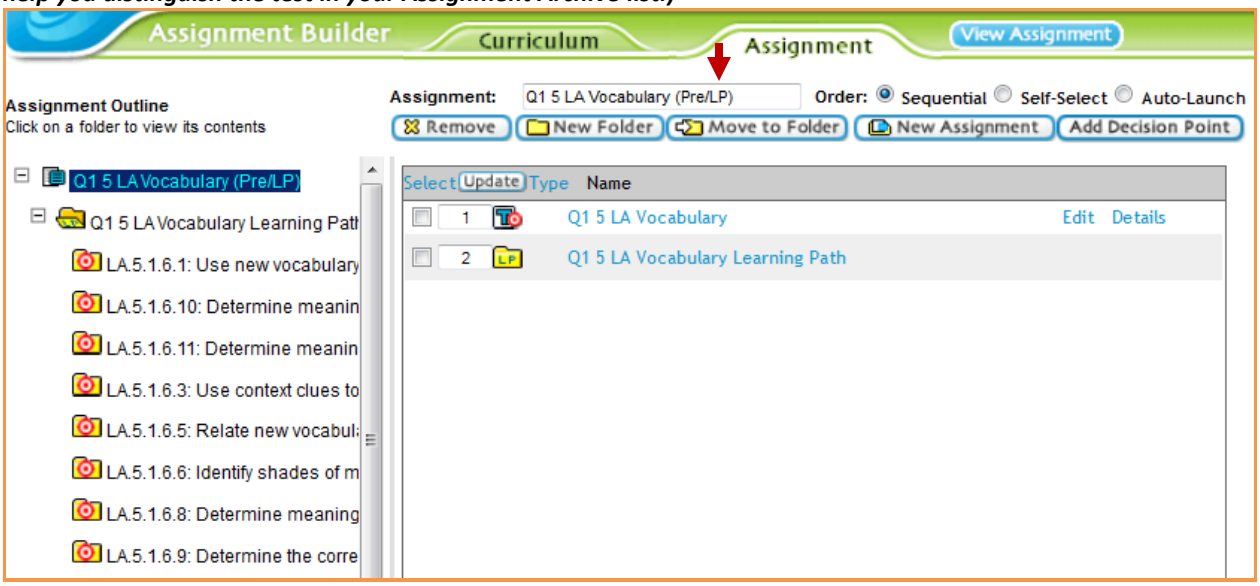


17. Check the Assignment Name for accuracy
18. Insert a Description (optional but recommended)
19. Select **Availability, *Subject*** and ***Level***.
20. Select assignment properties:
    Suppress Duplicate Activities - If an assignment appears in more than one learning path folder and Suppress duplicate Activities is marked Yes, then the student would be given credit for successfully completing the activity the first time.
    Show Resources - Default is **No.** If select **Yes**, students will be able to print offline resources pages from their assignment page.
    Odyssey Writer and Show Tool Kit – Provide resources within each of the activities in this assignment.
21. Decide whether you want to assign it now, or later.
    a. Select **Yes** to assign to students now
    b. Select **No** to archive the assignment for later use.
18. Click on the **Next** button.
19. If you want to assign now, select the Class (all students or individual students) and click the **Finish** button at the bottom.



The Test Builder tool allows for the creation of a **Pre-Test and Post-Test**. To be able to get comparison data, you must be sure that the Test Properties for each of the tests are identical. The following steps will help you create a Post-Test.

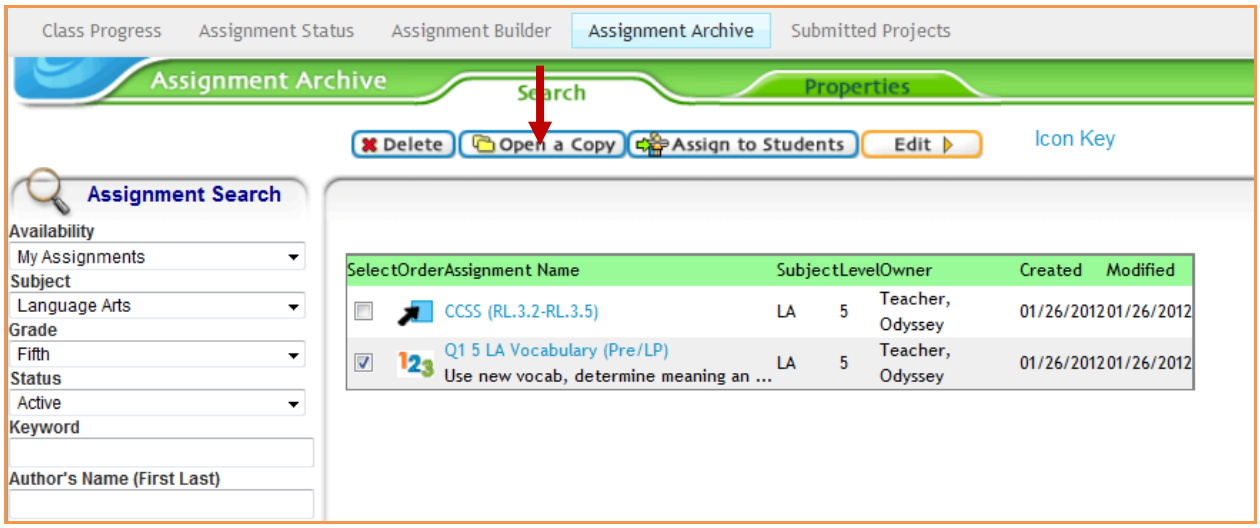
After you have followed the steps on how to create a Pre-Test (on previous pages), you will have your Pre-Test Assessment Assignment ready for students to begin. Take note on the screen shot below that the Assignment Name can be the same or contain the same naming convention used for the Test Name. **Q1 5 LA Vocabulary (Pre/LP)** ***(All that was added to the ASSIGNMENT NAME ONLY is an extension of (*Pre/LP). This extension will help you distinguish the test in your Assignment Archive list.)***



Creating a Post-Test:

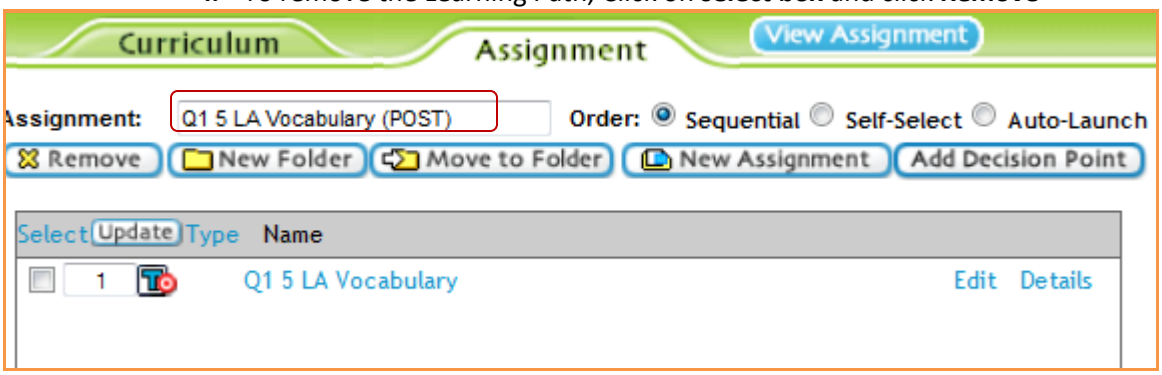
Pre-requisite: In order to create a Post-Test you MUST have the original Pre-Test available in your assignment archive!

1. Select **Assignment → Assignment Archive**
2. Search for the original Pre-Test assignment by selecting the appropriate criteria on the left panel and click **Search**.



3. Click on the Select box next to the assessment.
4. Select **Open a Copy**

5. In **Assignment Builder**, the **only changes** you can make are
    a. Edit the Assignment Name - change extension that was previously (Pre/LP) to (POST)
    b. Remove the Learning Path (you may leave it on according to your implementation discussion).
        i. To remove the Learning Path, Click on **select box** and click **Remove**



If you are creating this test in advance, select the option to **assign to students later**.

When you are ready to assign the Post-Test:

1. Select **Assignment→Assignment Archive**
2. Search for the Assignment marked **POST**
3. Click on the Select box next to the Assignment
4. Select **Assign to Students** on top

***Students will now see the Post-Test on their assignment button on the Student Launch Pad.**

<u>Suggestions:</u>

1. Create the Pre-Test (Either assign immediately to students or archive for later) with a realistic number of objectives per test.
    a. **Tip: In order to have the Pre-Test listed before the Post Test in the Assignment Archive, insert an * after the first parenthesis (*Pre/LP)**
2. Create the Post-Test (Hold off assigning to students until the Pre-Test has been completed and learning is taking place as they work on the learning path. A discussion with the leadership team and teachers usually takes place as to when Post-Tests will be assigned.)
3. Set up the testing environment. Make sure students are aware of the purpose of the Pre-Test. They should also be aware of the learning path to follow. Additionally, students should understand the purpose of a Post-Test.
4. Check for test completion by generating a report. There are several options. **The Objective-Based Test Results Report** will display a two-column comparison for first try and second try.