

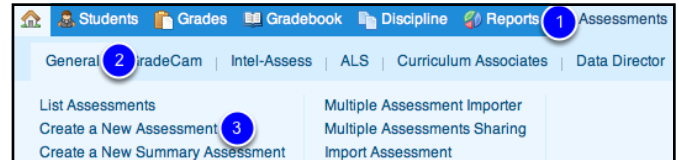
Create a Manual Assessment

This lesson covers the creation of a manual assessment. For more information on an assessment's nature, see the "[Assessment Overview](#)" lesson.

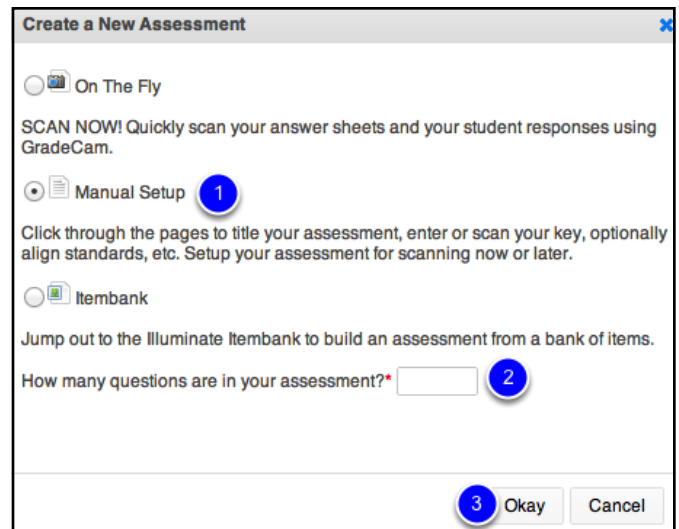
Note that creating an assessment manually (i.e., without "scanning" an answer key in GradeCam via a web camera or document camera) will not limit what you do with the assessment *after* it's created. For example, you can create an assessment manually at home and then scan student answer sheets for the same assessment the next day.

Where to Start

Click **Assessments (1)**, then **General (2)**, click **Create a New Assessment (3)**.



1. Select **Manual (1)**, enter the **number of questions (2)**, that will be on your assessment. Click **Okay (3)**.

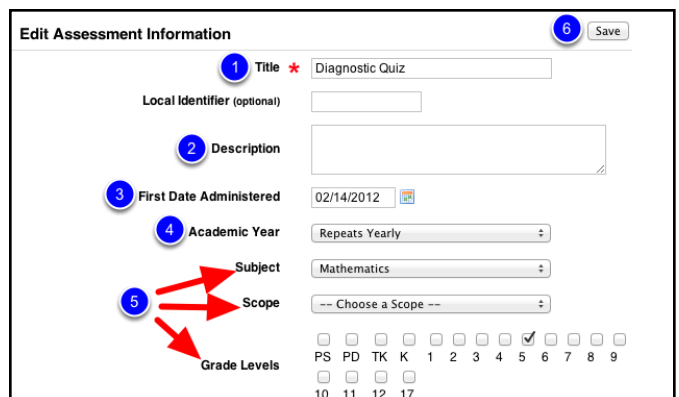


Enter Assessment Information

The more specific you get in this area, the easier it will be to find your assessment later using filters.

Enter a **Title (1)**. It is optional to enter a **description (2)** or **First Date Administered**. The description will not tie to filters but can contain any information you find helpful. It also helps others search for an assessment easily.

To associate your assessment to a particular year, select the year from the **Academic Year** drop down menu. If you want your assessment to be used again each year, select **Repeats Yearly**. This means there is no need to duplicate your assessment for each academic year.



To help with filtering, select **Subject**, **Scopes**, and **Grade Levels (5)**. Click **Save (6)**.

Enter Assessment Standards

1. Select the **subject** and the **grade level** for the standards to which you will be tying your assessment items/questions. Click **Search**.

2. You can click any plus (+) symbol to expand the strand or sub-strand and see the standards housed within.

3. Here you can see an expanded selection.

4. Select standards for your assessment by **checking** them. Note that you can come back to this step numerous times.

After selecting all of your desired standards, click **Add Selected Standards**.

You can continue to select more standards and click on the **Alignment** tab when you are ready.

Align Questions to Standards

On each question's row, click on the standard with which you want it to align. Note that you may opt to link a question to more than one standard.

Align Questions to Standards			
	Recognize and use knowledge of spelling patterns (e.g., diphthongs, special...	Students read and understand grade-level-appropriate material. They draw upon a...	Students read and respond to a wide variety of significant...
	CS.LA.2.RW.1.1	CS.LA.2.RC.2.0	CS.LA.2.RL.3.0
Q1	<input checked="" type="checkbox"/> CS.LA.2.RW.1.1 (Q1)	<input type="checkbox"/> CS.LA.2.RC.2.0 (Q1)	<input type="checkbox"/> CS.LA.2.RL.3.0 (Q1)
Q2	<input type="checkbox"/> CS.LA.2.RW.1.1 (Q2)	<input checked="" type="checkbox"/> CS.LA.2.RC.2.0 (Q2)	<input type="checkbox"/> CS.LA.2.RL.3.0 (Q2)
Q3	<input type="checkbox"/> CS.LA.2.RW.1.1 (Q3)	<input checked="" type="checkbox"/> CS.LA.2.RC.2.0 (Q3)	<input type="checkbox"/> CS.LA.2.RL.3.0 (Q3)
Q4	<input type="checkbox"/> CS.LA.2.RW.1.1 (Q4)	<input type="checkbox"/> CS.LA.2.RC.2.0 (Q4)	<input checked="" type="checkbox"/> CS.LA.2.RL.3.0 (Q4)
Q5	<input type="checkbox"/> CS.LA.2.RW.1.1 (Q5)	<input type="checkbox"/> CS.LA.2.RC.2.0 (Q5)	<input checked="" type="checkbox"/> CS.LA.2.RL.3.0 (Q5)

Click **Flip (1)** if you would like to view and select standards by column rather than row. However, **if you have already selected some standards**, be sure to click **Save** first. When you are finished selecting standards for questions, click **Save (2)**.

Align Questions to Standards					
	Q1	Q2	Q3	Q4	Q5
LA.2.RW.1.1	<input checked="" type="checkbox"/> Q1 (CS.LA.2.RW.1.1)	<input type="checkbox"/> Q2 (CS.LA.2.RW.1.1)	<input type="checkbox"/> Q3 (CS.LA.2.RW.1.1)	<input type="checkbox"/> Q4 (CS.LA.2.RW.1.1)	<input type="checkbox"/> Q5 (CS.LA.2.RW.1.1)
LA.2.RC.2.0	<input type="checkbox"/> Q1 (CS.LA.2.RC.2.0)	<input checked="" type="checkbox"/> Q2 (CS.LA.2.RC.2.0)	<input type="checkbox"/> Q3 (CS.LA.2.RC.2.0)	<input type="checkbox"/> Q4 (CS.LA.2.RC.2.0)	<input type="checkbox"/> Q5 (CS.LA.2.RC.2.0)
LA.2.RL.3.0	<input type="checkbox"/> Q1 (CS.LA.2.RL.3.0)	<input type="checkbox"/> Q2 (CS.LA.2.RL.3.0)	<input checked="" type="checkbox"/> Q3 (CS.LA.2.RL.3.0)	<input checked="" type="checkbox"/> Q4 (CS.LA.2.RL.3.0)	<input type="checkbox"/> Q5 (CS.LA.2.RL.3.0)

Edit Assessment Questions

You can enter the correct answer by scanning, **Scan with GradeCam (1)** or by entering the answer to each of your questions in the **Correct (2)** column. You may opt to use the **tab** key on your keyboard to advance your cursor. After all your answers are entered, click **Save (3)**.

	Rubric	Correct	Points	Extra Credit	Standards
Q1	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None
Q2	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None
Q3	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None
Q4	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None
Q5	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None

Multiple Answers

You *may* opt to require up to 5 answers for any question(s) on your assessment.

Follow these guidelines:

- Enter all answers the student will be required to bubble in order to get the question correct.
- Enter the answers in alphabetical order (for example, type "AB" and not "BA").
- Enter the answers with no spaces or characters between letters (BCE' not 'B C E') if all answers are correct.
- Enter the answers with commas between the letters, no spaces, ('D,E' not 'D, E') if either answer is correct.

	Rubric	Correct	Points	Standards
Q1	<input type="checkbox"/>	A	1	LA.2.RW.1.1
Q2	<input type="checkbox"/>	BC	1	LA.2.RC.2.0
Q3	<input type="checkbox"/>	C	1	LA.2.RL.3.0
Q4	<input type="checkbox"/>	D,E	1	LA.2.RL.3.0
Q5	<input type="checkbox"/>	E	1	LA.2.RC.2.0

Next Steps

You may advance to the **Share** tab. See the **Share with Others** lesson for more details. Also note that you can attach **a copy of the test or assessment materials (e.g., uniform study guides, PLC notes, pre-test lesson plans, data-proven review activities, etc.)** by clicking **Upload** at the bottom of the **Overview** tab. See the "**Add an Attachment to an Assessment**" lesson for more details.

