

Mastery Manager Item Bank 2 with Certica Training Agenda

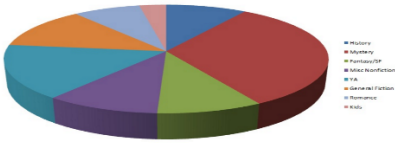
Mastery Manager training is conducted will consist of the following:

A. Hands-on Training

- Examlogin.com examples
- Exploring My Contents/Workgroups/Library
- Adding items
 - Questions
 - Reference Materials
 - Adding a rubric within a performance event question
 - Aligning items to standards
 - Adding attributes to items
- Creating an item bank assessment
 - Mass Selection via Item Bank Main Screen
 - From the Assessments Tab
 - Properties
 - Layout/Querying for questions
 - Weights
 - Standards
- Certica's Navigate Item Bank
- Administering item bank assessment online
 - Student access to online assessment
 - Status page
- Inputting performance events scores online
 - Student review of online assessment

Online Item Bank Assessments

The Chicago Public Library wanted to see what types of books were borrowed most often.



According to the circle graph shown above-

☐ A More children's books were borrowed than Science Fiction and History & Biographies combined.


☐ B More than half of the books borrowed were Children's, Mysteries, and Art combined.

☐ C More Mysteries were borrowed than Art and Science Fiction combined.

☐ D More than half of the books borrowed were History & Biographies, Mysteries, and Science Fiction combined.

Question 2 of 8

Watch the short video on animal intelligence. What animal on the list was most surprising to you? What main attribute do these animals all share?



Back

Next

Item Bank Question Types

Single-Bubble

Multiple-Bubble

True-False

Gridded

Matching

Ordering

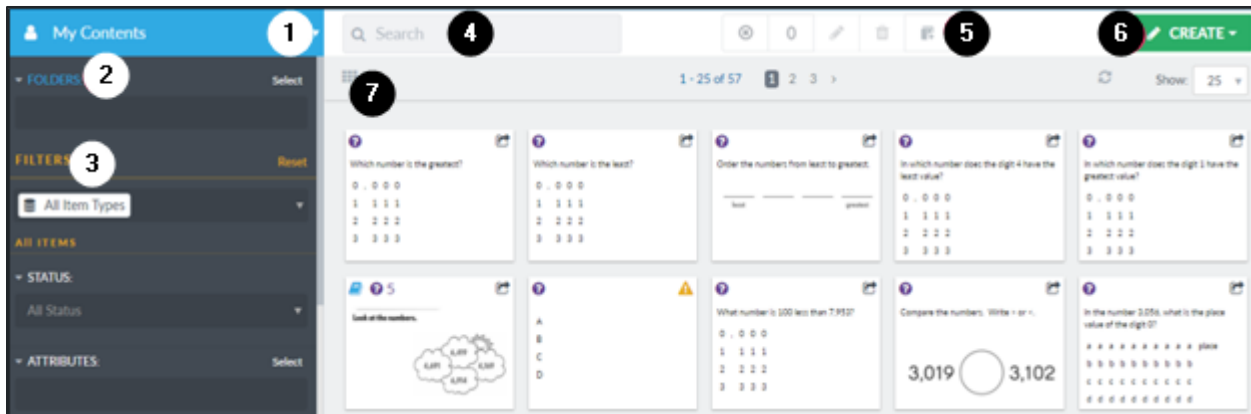
Essay

Fill-In-The-Blank

Drawing

Score-Only

Item Bank 2 Home



1. Use the drop-down to toggle between the three areas of the Item Bank
My Contents- items are not visible to other users.
Workgroups – shared item banks which allow multiple users to contribute and/or edit items within the bank
Library- public repository of questions available to all users in the district.
2. Create **folders** to organize your items within My Contents.
3. Search for items within a given area using the various **filter** options.
4. **Search** for items within a given area using keywords or text from a question.
5. Select multiple items to perform **mass operations** such as preview, edit, delete or create an assessment.
6. Use the **create button** to create an item.
7. Use the **grid view** to change the tile size.



Creating Sample Item Bank Questions

1. Identify all of the materials that lead to ozone depletion.

- A. Aerosol Hairsprays
- B. Inhalers
- C. Fire Extinguishers
- D. None of the above

Type: Multiple Choice (Multiple Bubble)
Answer: ABC
Item Name: Ozone
Publish: Everyone

2. Identify the three branches of the United States Government. Compare and contrast the branches, giving at two specific examples.

Type: Essay
Configure: 1/4 Page
Scoring: Find any Rubric
Item Name: Supply and Demand
Attribute: Difficulty Level Medium

This question will be graded using the rubric below:

GSL Written Response

	4 <i>Exceeds Standards</i>	3 <i>Meets Standards</i>	2 <i>Approaching Standards</i>	1 <i>Below Standards</i>
Ideas	Exceptionally clear	Evident main idea	Too general	Unclear
Organization	Effectively organized	Conventional	Attempted	Disorganized

3. A rectangle has an area of 21 meters. The width is 3 meters. What is the length?

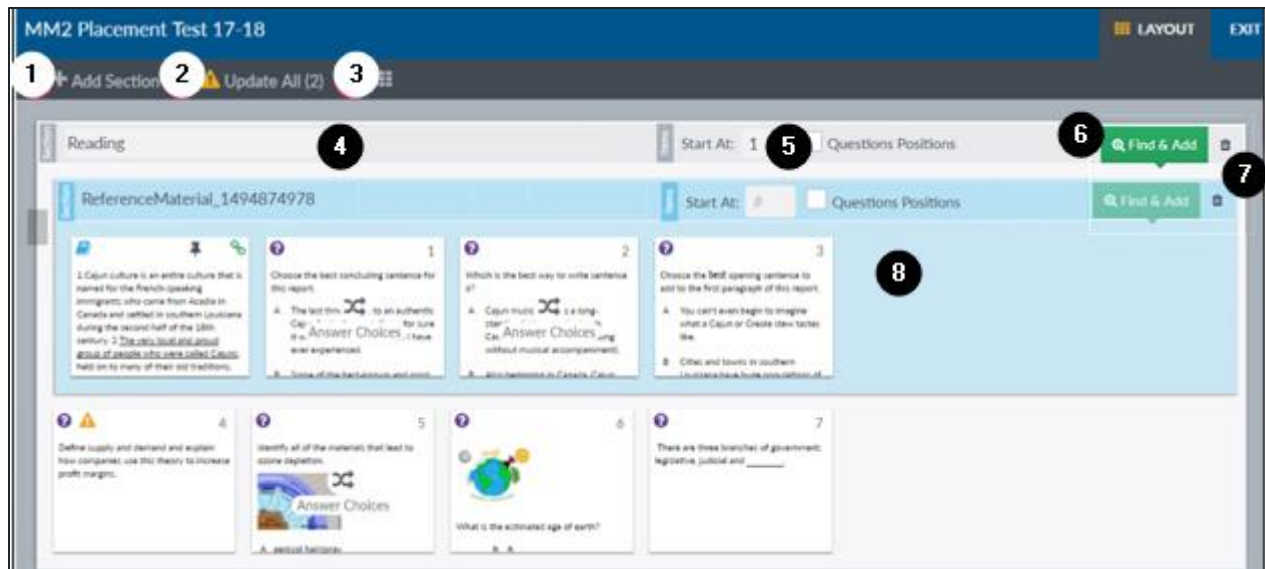
Type: Gridded
Answer: 7m
Columns: 2
Item Name: Area
Keywords: rectangle

4. Graph the number of people who speak each language below:

- 1. Chinese: 1.39b
- 2. Hindi-Urdu: 588m
- 3. English: 527m

Type: Drawing
Paper Type: Graph
Item Name: No name required
Standard: Your choice

Item Bank 2 Assessment Layout



1. **Add a section** to the assessment layout. Sections are displayed in grey; to move questions between sections simply drag and drop.
2. Indicates a new version of questions exists in the item bank; click to **update questions to the latest version**.
3. Use the **grid view** to change the size of the tiles.
4. **Section Properties**: Give sections a name to make them visible to students during assessment administration.
5. If **Question Positions** are pinned, questions will remain in that order within that section. To allow for randomization of question order, remove the pin in this box.
6. Use the **Find and Add** button to return to the Item Bank and add more questions to the test.
7. Click the **trashcan** to delete a section; this will also delete all questions within that section.
8. **Blue** indicates a reference material. All questions within the blue are tied to that reference material.





Navigate Item Bank

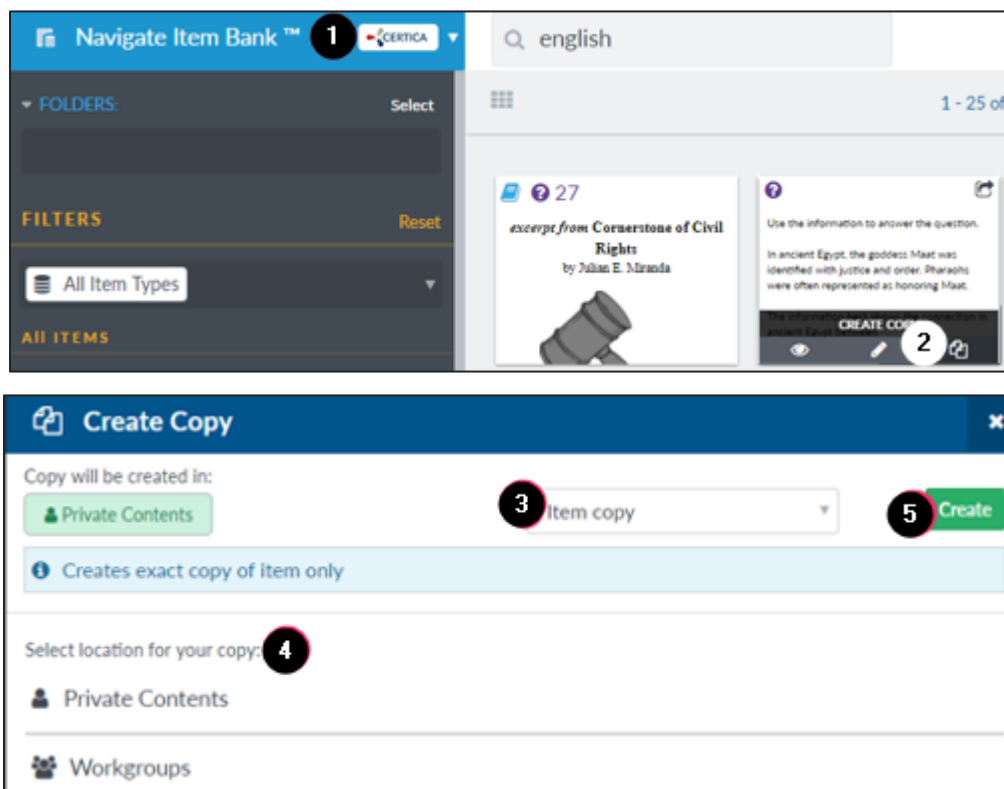
The Navigate Item Bank is a repository of over 87,500 high quality, standards-based items for the following:

- **Mathematics:** Over 36,100* items for grades K-12
- **English Language Arts:** Over 36,000* items for grades K-12
- **Science:** Over 11,000* items for grades 3-12
- **Social Studies:** Over 4,000* for grades 6-12

* The exact number of items that align to any given state or set up standards will vary

Duplicate questions from the Navigate Item Bank to make new questions.

1. Find the question you wish to duplicate in the Navigate Item Bank area of Item Bank 2
2. Hover over the bottom of the question until the preview and copy icons appear- Click the icon to Create Copy
3. Select Item copy from the drop down
4. Select the location for your copy
5. Click Create
6. Navigate to the selected location to view the copy and edit the question if desired.



Activating an Online Test with Virtual Bubble Sheet

1. Login to Mastery Manager, www.masterymanager.com
2. Click **Login** button
3. Enter **Username** and **Password**
4. Click **Login** button

Choose the Specific Assessment to be Administered

1. Select the **Assessments Tab**
2. Use the **Show Assessment Finder** to search and select a specific **Assessment**
3. Select the **Online Tab**
4. Click on the **Activate** button for the selected class (**take note of the Online code**)
5. Click **Save** button

Taking an Online Test

1. Once the Assessment is activated students can take the test online
2. Students need the **Online Code**, and their **Student ID**
3. Have students log-on to www.examlogin.com and enter the **Online Code** and **Student ID**
4. Students now can take the test utilizing Mastery Manager's **Virtual Bubble** feature
5. Students select their answers, select **Finished** and **Logout**

Activating an Online Test with Virtual Bubble Sheet and Virtual Test Upload

Login

1. Login to Mastery Manager, www.masterymanager.com
2. Click **Login** button
3. Enter **Username** and **Password**
4. Click **Login** button

Choosing Assessment and Activating the Online Assessment Feature

1. Select the **Assessment Tab**
2. Use the **Show Assessment Finder** to search for the specific **Assessment**
3. Select the **Online Tab** and click on the **Activate button (take note of the Online code)**
4. Scroll down to the **Document Section**, select **Choose File** and upload the desired test
5. Click **Save** button
6. Students can utilize the **Online Code** and their **Student ID** to access the test online via www.examlogin.com
7. Students select their answers, select **Finished** and **Logout** completing the paperless test

Setting up an Assessment in Mastery Manager: Quick Reference Sheet

Login

1. Login to Mastery Manager, www.masterymanager.com
2. Click **Login** button
3. Enter **Username** and **Password**
4. Click **Login** button

Create Assessment (Properties)

1. Click **Assessments** tab
2. Click **Create Assessment** link
3. Enter **Assessment name**
4. Enter **Number of multiple choice**
5. Enter **Number of performance events**
6. Select **Courses and section**
7. Click **Save** button

Enter Answer Key/Design Multiple Choice Questions (Answer Key/Layout)

1. Click **Answer Key/Layout** link
2. For each multiple choice question select: **Type, # of Bubbles, Style and Labels**
3. Enter answer key in the **Answer** column
4. Click **Save** button

Enter Weights/Design Performance Event Questions (Weights)

1. Click **Weights** link
2. Enter point values for all questions
3. For each performance event question enter optional information for:
short description, long description, bubble descriptors and cut score
4. Click **Save** button

Align Questions to Learning Skills/Standards (Standards)

1. Click **Standards** link
2. Click **Add standards** tab
3. Select **Standard category**
4. Select **Grade levels** filter
5. Click **View standards** button
6. Scroll list and click in the box next to the Standard to be aligned
7. Scroll to the bottom of the page and click the question box to be aligned to the Standard previously selected
8. Click **Save** button

Print Student Answer Forms (Forms)

1. Click **Forms** link
2. Click in various boxes to select specific forms printing options
3. Click **Generate Forms** button
4. Click **Download PDF** button
5. Click **Open** button to download PDF file
6. Print forms