## Create a Multiple Choice Test Item

**Purpose:** This guide includes important terminology and the steps needed to successfully create a multiple choice test item in Schoolnet.

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To access Teacher Portal from the DPS homepage, click on Employees and then click on Teacher Portal. (Hint: For quick access to the Teacher Portal, bookmark this link: [https://teacher.dpsk12.org/](https://teacher.dpsk12.org/))
Create a Multiple Choice Test Item

Multiple Choice Test Item
Overview

1. The Read and Review section is the location for an optional passage. See the *Add a Passage Section* of this guide for more details.

2. The Respond section is the location for the item stem. This is what students will specifically answer using the answer choices.

3. The Answer section is the location of the answer choices for students to select.

Question
1. Read and Review

   Using the image on the left, identify the triangle that is *equiangular*.

2. Respond

   - A Triangle A
   - B Triangle B
   - C Triangle C
   - D Triangle D

3. Answer
Create a Multiple Choice Test Item

1. From the Teacher Portal, click Assessments.

2. Click Create an Item.

3. Click Multiple Choice.
Create a Multiple Choice Test Item (continued)

4. Select Subject (4a.) and Grade Level range (4b.) from the Item Properties drop-down menus, then click Standard Lookup (4c.)

Users may utilize the [edit] link if the standard ID is known.

5. Click Expand All to see all standards (5a.), then select the applicable and most specific standard(s) by clicking the check box next to each standard (5b.) and click Done (5c.).

If the standard(s) needed doesn’t appear in the list, utilize the Standard Document, Subject, and Grade Level dropdown menus.

6. Optional: Click Add to add Teacher Instructions for the item.

See the Using the Text Formatting Box section of this guide for additional help.
Create a Multiple Choice Test Item (continued)

7. Click *Show More* and complete as many fields as possible.

- Completing fields like Keywords, Name (of item), and Webb are important to identify items for test creation. For more information on these fields, see the *Item Attributes* section of this guide.

8. Click *Click Here to Add Content* to insert the item’s question stem. This is the specific instruction to answer with the answer choices provided.

9. A formatting box will open. Enter content *(9a.)* and then click *Save* *(9b.)*.

See the *Using the Text Formatting Box* section of this guide for additional help.
Create a Multiple Choice Test Item (continued)

10. Select the Answer Choice Layout.

11. Click Click Here to Add Content to insert item content for each answer choice.

Content must be answered for all answer choices.

12. A formatting box will open. Enter content (12a.) and then click Save (12b.).

See the Using the Text Formatting Box section of this guide for additional help.

13. Designate the correct answer by adding a point value (13a.) and by marking the check box (13b.).
Create a Multiple Choice Test Item (continued)

14. *Optional:* Choose to enable Tools and Manipulatives by clicking the checkbox next to Enabled.

Please see the *Manipulatives* section for further details.

15. *Optional:* Choose to upload a Formula Reference Sheet for students to review while taking an online test.
   15a. Click *Select*
   15b. Click *Choose*
   15c. Select a file to upload
   15d. Click *Upload*
   15e. Click *Attach*

16. *Optional:* Add a passage to the item, by clicking *Add* under Passage. Please see the *Add a Passage* section of this guide for further details.
Create a Multiple Choice Test Item (continued)

17. Click **Save and Preview** (17a.) then click either **With Manipulatives (Image Scaling Off)** or **Without Manipulatives (Image Scaling On)** (17b.)

18. Browser will open a new, separate window with the item for review. Review all components for item appearance. This is how it will display when students take an online test.

19. Click **Save**.

---

Alerts in Steps to Complete must be resolved in order to complete the item. Review all areas of the creation page for other features:
- Answer Choice Layout
- Tools and Manipulatives
- Formula Reference Sheet
- Passage
Create a Drag and Drop Test Item (continued)

23. The Item Status screen will appear. Select the save option for Item Central in order find the item being created (23a.) and optional Co-Authoring settings (23b.), then click Save (23c.)
Create a Multiple Choice Test Item

Using the Text Formatting Box

1. HTML style formatting is available
2. Font Family selects the font
3. Font Size selects the type point
4. **Bold**, *italics*, *underline*
5. Select the font color and highlight color
6. Alignment: left, center, right, justified
7. Indentation
8. Number list or bullet lists
9. Opens an HTML editor
10. Preview the formatted text
11. Check grammar
12. Cut, copy, paste (general), paste (word)
13. Undo, redo
14. Check spelling
15. Cleanup messy HTML code
16. Insert link, remove link
17. Insert math equation using TeX-Math equation editor
18. Insert image
19. Insert special character/symbol
20. Table functions: insert, delete, merge, split
21. Add media
22. Thesaurus function
23. Cancel button
24. Save button
Create a Multiple Choice Test Item

Add a Passage

1. From the Item Central: Create New Item page, click Add under Passage, then click New Passage.

Users may search for an already existing passage by clicking Search for Passage.

2. Complete the Passage Information fields.

3. Optional: Click Show Optional Properties and complete as many fields as possible.

For more information on these fields, see the Passage Attributes section of this guide.

4. Enter the content for the passage using the Text Formatting Box.

See the Using the Text Formatting Box section of this guide for additional help.
Add a Passage (continued)

5. Select the Online Layout for the passage by choosing portrait (5a.) or landscape (5b.)

6. Optional: A Word Count indicator informs the user the number of words in the passage content entered. Users may override this by using the Manually Enter Number feature.

7. Click Save.
Create a Multiple Choice Test Item

All fields are optional, but some fields are highly recommended to complete. These fields are designated with *

**Item Attributes**

1. Name the item for easy location.*
2. Add an additional item identifier.
3. Select an authored difficulty.
4. Select a cognitive demand level.
5. Select a district restriction category.
6. Select a vetted level.*
7. Publisher defaults to SchoolNet.
8. Select if item is an anchor item.
9. Assign a batch.
10. Enter a course ID.
11. Select if the item relates to a hard to measure content area.
12. Select the Webb level.*
13. Enter keywords for the item.*
14. The author defaults to the user.
15. Select the Bloom’s Taxonomy level.
16. Select a course if the item is course specific.
17. Enter an item category.
18. Enter a year.
## Create a Multiple Choice Test Item

### Passage Attributes

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Passage ID</td>
<td>An additional identifier may be entered for the passage.</td>
<td>1.</td>
</tr>
<tr>
<td>Course ID</td>
<td>A course ID may be entered for the passage.</td>
<td>2.</td>
</tr>
<tr>
<td>Question Language</td>
<td>Question language is defaulted to English.</td>
<td>English</td>
</tr>
<tr>
<td>Reading Maturity Metric (RMM)</td>
<td>Enter the Reading Maturity Metric (RMM).</td>
<td>4.</td>
</tr>
<tr>
<td>Year</td>
<td>A year may be entered for the passage.</td>
<td>5.</td>
</tr>
<tr>
<td>Asset Type</td>
<td>Enter an asset type.</td>
<td>7.</td>
</tr>
<tr>
<td>Flesch-Kincaid</td>
<td>Enter a Flesch-Kincaid.</td>
<td>8.</td>
</tr>
<tr>
<td>Lexile</td>
<td>Enter a Lexile from the dropdown.</td>
<td>9.</td>
</tr>
<tr>
<td>Topic</td>
<td>Enter a topic.</td>
<td>11.</td>
</tr>
<tr>
<td>Type</td>
<td>Enter a Type from the dropdown.</td>
<td>16.</td>
</tr>
<tr>
<td>Author</td>
<td>Author defaults to the user.</td>
<td>YOUNG, DEREK</td>
</tr>
<tr>
<td>Publisher</td>
<td>Publisher defaults to Schoolnet.</td>
<td>SchoolNet</td>
</tr>
<tr>
<td>Batch</td>
<td>Enter a batch identifier.</td>
<td>12.</td>
</tr>
</tbody>
</table>

### Instructions

1. An additional identifier may be entered for the passage.
2. A course ID may be entered for the passage.
3. Question language is defaulted to English.
4. Enter the Reading Maturity Metric (RMM).
5. A year may be entered for the passage.
6. Click **Add Teacher Instructions**.*
7. Enter an asset type.
8. Enter a Flesch-Kincaid.
9. Enter a Lexile from the dropdown.
10. Enter a value for the Lexile.
11. Enter a topic.
12. Enter a batch identifier.
13. Author defaults to the user.
14. Enter a genre.
15. Publisher defaults to Schoolnet.
16. Select a Type from the dropdown.

See the Using the Text Formatting Box section of this guide for additional help.
Create a Multiple Choice Test Item

Manipulatives

1. **Online Test Button Bar**
   Students may utilize: calculators (1a.), rulers (1b.), protractor (1c.), and compass (1d).

2. **Enabling Test Button Bar**
   Please see the *Create a Multiple Choice Test Item* section of this guide, step 14 of page 7.

3. **Manipulatives: Calculators**
   - **Basic**
   - **Scientific**
   - **Graphing**

4. **Manipulatives: Rulers and Others**
   Rotate using ○ indicated.
   - **Centimeters**
   - **Inches**
   - **Units**
   - **Protractor**
   - **Compass**