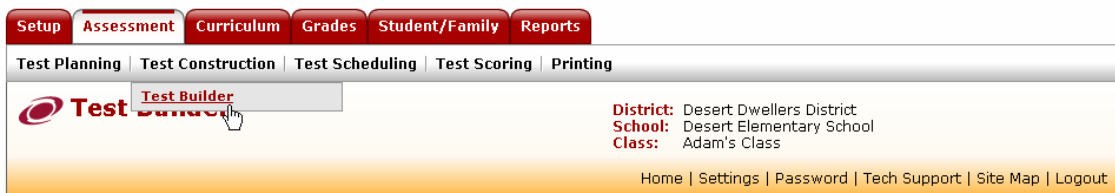


## Build a Test

1. When you first log in, click on the **Assessment** link in the Galileo Welcome page. On each succeeding page, click on the **Assessment** tab in the red menu bar at the top of the page.
2. Click on **Test Construction** in the gray menu bar at the top of your screen.
3. Click on the Test Builder link.



4. Use the down arrow on the **Class** drop-down menu to select the class for which you would like to build a test.
5. Use the down arrow on the **Library** drop-down menu to select the library that will store the test you wish to build.

**Class** 4th Grade

**Test Library** 4th Grade Assignment

- ▶ [Click here to add a new test](#)
- ▶ [Click here to copy an existing test](#)

6. Click on Click here to add a new test. You will be brought to a new page.
7. Enter in your test title, and the instructions for the test. Please note, you may use the word processing tools to format these instructions. Information about Galileo's word processing tools may be found in the at the end of this document.

[Test Title](#)   [Question Objective](#)   [Edit Questions](#)   [Search Item Bank](#)   [Generate Questions](#)   [Test Status](#)

Test Title

[Preview: Science Test 5th Grade](#)

Select the library and enter the test title and any test instructions.

Library:

Title:

Test Instructions: Times New Roman | Size | Color | Symbols

**B**   *I*   U   [List Icons]   [Image Icon]   [Checkmark Icon]   [Eraser Icon]   [Undo Icon]   [Redo Icon]   [ABC Icon]

If you have a printable version of the test and want it used as the test booklet, you can attach it here.

Test Filename:

User-defined ID (optional):   Auto-generate a unique ID when saving

8. (optional) If you have a test already constructed in another format, and wish to use this rather than a test constructed in Galileo, you may attach it here. If using Test Builder in this way you will then need to create a question for each number on the test and select the correct answer.
9. (optional) Those districts that are using propriety answer sheets offered by Pearson NCS should enter in a user defined ID or check to have one auto-generated. Please note, this ID will then be entered on the scannable answer sheets by teachers in the space for Test ID Number. This Test ID number combined with the Galileo student ID number entered on the scanned answer sheet links the test results to the Galileo database.
10. Click on the **Save >** button.

Allow Test Builder to automatically generate test questions

With Test Builder you can have Galileo generate test questions automatically based on the objectives specified and number of items requested.

11. Click on **Generate Questions**.



12. Determine if you would like to generate questions from your assignment library (i.e., select items you or someone in your district has created) or generate questions from Galileo's item bank. Check the *Show Assignment Libraries* checkbox to generate a question from your libraries or leave it unchecked to generate questions from ATI's libraries.
13. Double click to select the library from which you wish to borrow items by selecting a library from the box titled "**Double click to select test Library**"
14. Use the down arrow on the **Subject** drop-down menu to select the subject for which you wish to borrow items.
15. Use the down arrow on the **Standard** drop-down menu to select the standard for which you wish to borrow items.

<u>Test Title</u>	<u>Question Objective</u>	<u>Edit Questions</u>	<u>Search Item Bank</u>	<u>Generate Questions</u>	<u>Test Status</u>
Generate Questions					
<a href="#">Preview--&gt; Unit 1 Test</a>					
<input type="checkbox"/> Show Assignment Libraries (as opposed to item bank libraries)					
<b>Step 1:</b> Select which test libraries to use for generating test questions. All questions will be selected only from the chosen libraries.					
<b>Double click to select test library</b>			<b>Selected Test Libraries (double click to remove)</b>		
04th Grade Formative Library 05th Grade Formative Library					
<b>Step 2:</b> Select the subject, standard, and objective you wish to assess and the number of test questions wanted for each objective.					
<b>Subject</b>		<input type="text" value="[Select a subject]"/>			
<b>Standard</b>		<input type="text" value="[Select a standard]"/>			

16. A list of the goals will appear at the bottom of the screen, as will the number of test items available for that goal. Using the drop-down menu under the **Number of Questions** heading, select the number of test items you would like for the goal. Note: the total number of questions will appear in the column titled "Total Questions."
17. Click on the **Generate Test Question** button.

Subject: 4th Grade: 2004-05 4th Grade Reading & Literature  
Standard: S1 C6 EMPLOY STRATEGIES TO COMPREHEND TEXT

Total Questions	Number of Questions	Objectives
10	<input type="text" value="1"/>	R04-S1C6-01. Predict text content using prior knowledge and text features (e.g., illustrations, titles, topic sentences, key words.)
10	<input type="text" value="0"/>	R04-S1C6-02. Confirm predictions about text for accuracy.
10	<input type="text" value="0"/>	R04-S1C6-03. Generate clarifying questions in order to comprehend text.
10	<input type="text" value="0"/>	R04-S1C6-04. Use graphic organizers in order to clarify the meaning of the text.
6	<input type="text" value="0"/>	R04-S1C6-05. Connect information and events in a text to experience and to related text and sources.
5	<input type="text" value="0"/>	R04-S1C6-06. Use reading strategies (e.g., drawing conclusions, determine cause and effect, making inferences, sequencing) to comprehend text.

18. Repeat the steps 10-15 to generate additional questions. Questions can be included from other subjects, standards or goals.

To view the test that you are creating at anytime during the test building process simply click on the Preview link. This link appears in all Test Builder screens.

### Search Item Banks for Test Items

With Galileo Online Test Builder you may search the item bank to find test items that articulate directly to the objectives you have selected.

19. Click on **Search Item Bank**.



20. Determine if you would like to search items in your assignment library (i.e., select items you or someone in your district has created) or search items from Galileo's item bank. Check the *Show Assignment Libraries* checkbox to generate a question from your libraries or leave it unchecked to generate questions from ATI's libraries.

21. Double click to select the library from which you wish to borrow items by selecting a library from the box titled "**Double click to select test Library**"

22. Determine if you would like to select by standard or select by keyword search.

Select by standard       Select by keyword search

If you choose to "Select by Standard" option:

23. Use the down arrow on the **Standard** drop-down menu to select the standard for which you wish to borrow items.
24. Use the down arrow on the **Subject** drop-down menu to select the Subject for which you wish to borrow items.

The screenshot shows the 'Search Item Bank' interface. At the top, there are navigation tabs: 'Test Title', 'Question Objective', 'Edit Questions', 'Search Item Bank' (which is highlighted), 'Generate Questions', and 'Test Status'. Below the tabs is a header 'Search Item Bank' and a 'Preview--> Test 2' link. The main content area is divided into two steps. Step 1 is titled 'Step 1: Select the libraries to search in.' It includes a checkbox for 'Show Assignment Libraries (as opposed to item bank libraries)'. Below this are two boxes: 'Double click to select library' containing '05th Grade Formative Library' and 'Selected Libraries (double click to remove)' containing '04th Grade Formative Library'. Step 2 is titled 'Step 2b: Performance Objective Search' and includes instructions: 'Select the performance objective. Only questions whose objective meets any of the selected objectives will be displayed.' It features two dropdown menus: 'Subject' set to '4th Grade: 4th Grade Reading & Literature' and 'Standard' set to 'S2 C1 IDENTIFY, ANALYZE AND APPLY KNOWLEI'.

25. A list of objectives will appear. Click in the checkbox of the objective you would like to select.
26. Click on the **Find Questions** button at the bottom of the screen.

The screenshot shows the 'Available Objectives (Check to select.)' section. It features two dropdown menus: 'Subject' set to '4th Grade: 2004-05 4th Grade Reading & Literat' and 'Standard' set to 'S1 C6 EMPLOY STRATEGIES TO COMPREHEND T'. Below the dropdowns is a list of six objectives, each with a checkbox. The first objective, 'R04-S1C6-01. Predict text content using prior knowledge and text features (e.g., illustrations, titles, topic sentences, key words.)', is selected. The other five objectives are not selected. At the bottom of the section is a 'Find Questions' button.

27. A list of test items that articulate to that objective will appear. Click in the checkbox of the test item(s) you would like to include on your test.

**Subject:** 4th Grade: 2004-05 4th Grade Reading & Literature  
**Standard:** S1 C6 EMPLOY STRATEGIES TO COMPREHEND TEXT  
**Objective:** R04-S1C6-01. Predict text content using prior knowledge and text features (e.g., illustrations, titles, topic sentences, key words.)

You see a book titled The Wet, Wonderful Water. What would this book most likely be about?

A  skating rinks  
 B  lakes and oceans  
 C  desert flowers  
 D  volleyball

28. Click on the **Add Questions to Test**.

*If you choose the "Select by keyword search" option:*

The keyword search option will search all of the subjects that have been assigned to you for goals that contain the word or words.

Tips:

a. If you type in two or more words for example:

**Grade Level Filter** **Keyword/Phrase**

Any

**Available Objectives (Check to select.)**

M04-S2C1-01. Formulate questions to collect data in contextual situations.

M04-S2C1-06. Formulate predictions from a given set of data.

M04-S2C2-05. Compare the outcome of an experiment to predictions made prior to performing the experiment.

M04-S2C2-06. Make predictions from the results of student-generated experiments using objects (e.g., coins, spinners and number cubes).

M04-S3C4-02. Make simple predictions based on a variable (e.g., increase homework time as you progress through the grades).

R04-S1C6-02. Confirm predictions about text for accuracy.

S04-S1C1-02 Formulate a relevant question through observations that can be tested by an investigation.(See M04-S2C1-01)

S04-S1C1-03 Formulate predictions in the realm of science based on observed cause and effect relationships.

S04-S1C3-02 Formulate conclusions based upon identified trends in data. (See M04-S2C1-03)

S04-S1C3-03 Determine that data collected is consistent with the formulated question.

S04-S1C3-05 Develop new questions and predictions based upon the data collected in the investigation.

Galileo will provide you with all goals that contain any combination of those words.

b. If you type in two or more words in quotes, for example:

**Grade Level Filter**      **Keyword/Phrase**

Any      "formulate predictions"

Get Performance Objectives

**Available Objectives (Check to select.)**

M04-S2C1-06. Formulate predictions from a given set of data.

S04-S1C1-03 Formulate predictions in the realm of science based on observed cause and effect relationships.

Find Questions

Galileo will provide you with only the goals that match precisely those words and that order.

27. (Optional) Select a particular grade you would like to filter on.
28. Type in the keyword.
29. Select the objective for which you would like to search.
30. A list of test items that articulate to that objective will appear. Click in the checkbox of the test item(s) you would like to include on your test.
31. Click on the **Add Questions to Test** button.

### Construct your own Test Items

With Galileo Online Test Builder, you may also build your own test items. You may build the following types of test items:

- Multiple Choice
- True/False
- Yes/No Questions
- Short Answer
- Work Sample
- Essay

32. Click on **Question Objective**.



33. Click on the Click here to create a new question link. Please note, if you do not see this link you may proceed to the next step, you are ready to begin creating a new question.

<u>Test Title</u>	<u>Question Objective</u>	<u>Edit Questions</u>	<u>Search Item Bank</u>	<u>Generate Questions</u>	<u>Test Status</u>
Question Objective					
Currently editing question number: <b>1 of 1</b>					<a href="#">Preview--&gt; Test</a>
<a href="#">Click here to create a new question</a>					
<b>Subject:</b> 4th Grade: 2004-05 4th Grade Reading & Literature <b>Standard:</b> S1 C4 ACQUIRE AND USE NEW VOCABULARY IN RELEVANT CONTEXTS <b>Objective:</b> R04-S1C4-01. Use knowledge of root words and affixes to determine the meaning of unknown words.					
<p align="center"><b>Before creating a question you must select the objective the question is going to assess.</b></p> <p align="center"> <b>Subject</b> <input type="text" value="4th Grade: 2004-05 4th Grade Reading &amp; Literat"/> </p> <p align="center"> <b>Standard</b> <input type="text" value="S1 C4 ACQUIRE AND USE NEW VOCABULARY IN"/> </p>					

34. Select the subject, standard, and objective to which this question is linked.

R04-S1C4-04. Identify figurative language, including similes, personification, and idioms.  
 R04-S1C4-05. Determine the meanings, pronunciations, syllabication, synonyms, antonyms, and parts of speech of words, by using a variety of reference aids, including dictionaries and thesauri, glossaries, and CD-ROM and internet when available.  
 R04-S1C4-06. Identify antonyms, synonyms, and homonyms for given words within text.

35. Click on the **Save Objective** button to continue.

36. Select the type of test question you wish to construct. You may construct multiple choice, true/false, yes/no, short answer and essay. You may also create instructions for a work sample, which you may attach as a document to the test.

**Step 1:**  
 Select the type of question and enter the point total. You may optionally add any notes about the question. Notes are not shown to the student. They are just for informational purposes on this screen.

**Question Type**

**Points question is worth**

**Notes**

37. Enter in the number of points this test item is worth.

38. Enter in any notes you would like to include. These notes will be not be seen by students taking the tests. They are for you to reference anytime you pull up this question in Test Builder.

39. Enter in any special directions, stories, poems or other text in the top memo-box.

**Step 2:**  
 Use the editor below to write out any directions, stories, poems, etc. Then choose whether to display the text above the question or just as a hyperlink to the text.

Paragraph Font Size Color

**B** *I* U [List Icons] [Link Icon] [Image Icon] [Undo/Redo]

Display directions for student  above the question  as a hyperlink above the question

40. Select either the "above the question" or the "as a hyperlink above the question" option.

Above the Question

Quote: "If you **reelect** me for student council, you will be making the best decision of the year."



Identify the root word in *reelect*.

- A)  re
- B)  elect
- C)  reelect
- D)  none of the above

Save My Answer

As Hyperlink

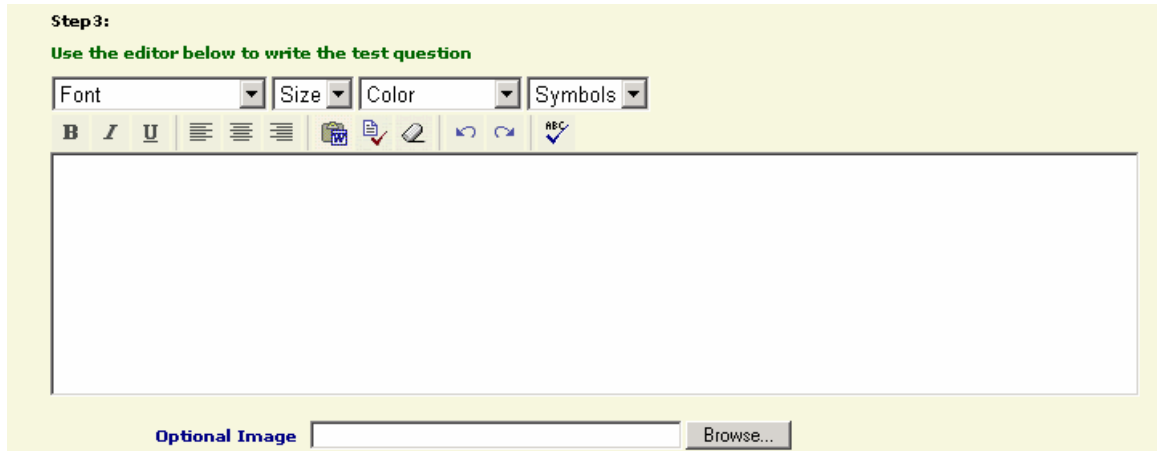
[Click here to read the text for this question.](#)  
 Click on letter of the correct answer.

What was the Frog's motivation for getting the Princess her ball?

- A)  Anger
- B)  Kindness
- C)  Envy
- D)  All of the above.

Save My Answer

41. Then type the test question in the bottom "Step 3" memo-box. For example, you may need to enter instructions for an equation you will create or an image you will attach, such as "Which of the following shows the graph of this line?" You may use both the question box and attach an image simultaneously.



42. (optional) Enter an image. Please note, Macintosh users can enter images by Option 1. PC users may enter images by Options 1 and 2.

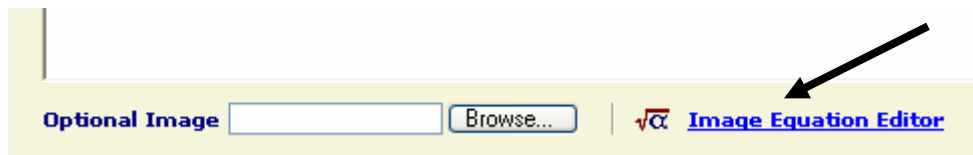
*Option 1:* You may browse to an existing image on your computer by clicking on the **Browse** button. Navigate to the place on your computer where the image is saved.

Image tips:

- resize images in Paint as needed.
- Attach images as a *.gif*

*Option 2:* Or you may create a math image using Image Equation Editor, which will automatically create and attach a *.gif*, and mark the space "Equation attached." To do this:

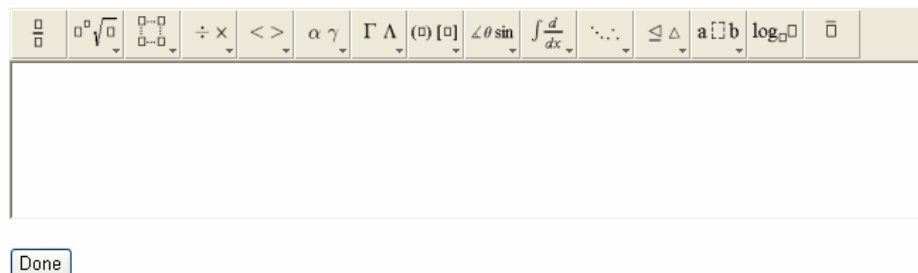
- Click the Image Equation Editor link under the question text box, or the answer text box.



- The Equation Editor will open in a new window.

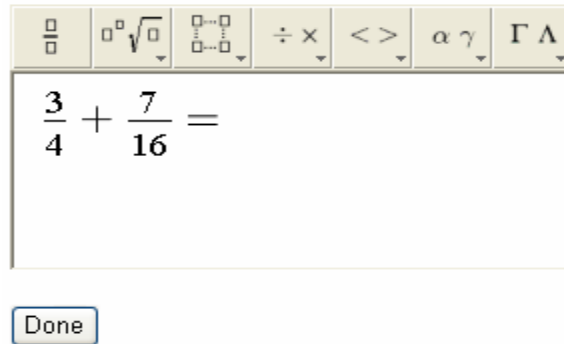
Use the equation editor below to make an equation and then press the "Done" button to save your changes.

Question 1



- c. Enter your equation in the memo-box, using the templates and menu buttons. (Please see the document "Test Builder Word Processing and Math Tools" for specific explanations of each template/button.)

**Question 1**



- d. When you've completed your equation, click the **Done** button. The image box will confirm the equation is attached.



43. Enter any additional information required due to the question type you have selected. Enter correct answers, answer choices, or scoring rules as needed based on the question type. In the case of multiple choice answers, the Browse Image and Image Equation Editor can be used for answers as well as in creating the question.
44. Click on the **Save** or **Save and add another question** button at the bottom of the screen. Clicking **Save** will take you to the **Edit Questions** screen. Clicking **Save and add another question** will take you to the **Question Objective** screen to continue adding questions.

To view the test that you are creating at anytime during the test building process simply click on the Preview link. This link appears in all Test Builder screens.

### Edit Test Questions

Please note, you may edit a test question the following ways:

- a. To change the order of the test questions, highlight the question you would like to move and click on the Move up or Move Down button until the question is where you would like it. Then click the **Save Changes** button.

- b. To edit a question double-click on the question or highlight the question and click on the edit link. Make your edit and click on the save button.

### Test Status

There are three phases to test construction.

Construction phase is the beginning (default) step and allows the user to generate test questions, search the item bank, and create test questions.

Tryout phase is the second step and allows users to schedule tests, print tests, print answer sheets and administer practice tests. Edit may still be made in this phase. *Note: In the tryout phase users will not be able to run reports on the test.*

Publish phase is the final step and allows complete access to the test and all reports can be run. *Note: Once a test is published it cannot be edited.*

45. Click on Test Status.

46. Select the desired phase by clicking on the radio button.

47. To save your selection, click on **Save Test Status**.