



Edulastic Quick Start Guide

Module 3: Create a Test

In Edulastic, You have three ways to create an assignment (e.g. assessment, assignment, test):

1. Use an Existing Assessment from the Test Library.
2. Create a new test with pre-built questions and/or authoring your own.
3. Use “SnapQuiz” to upload a worksheet in PDF format and “overlay” digital questions.

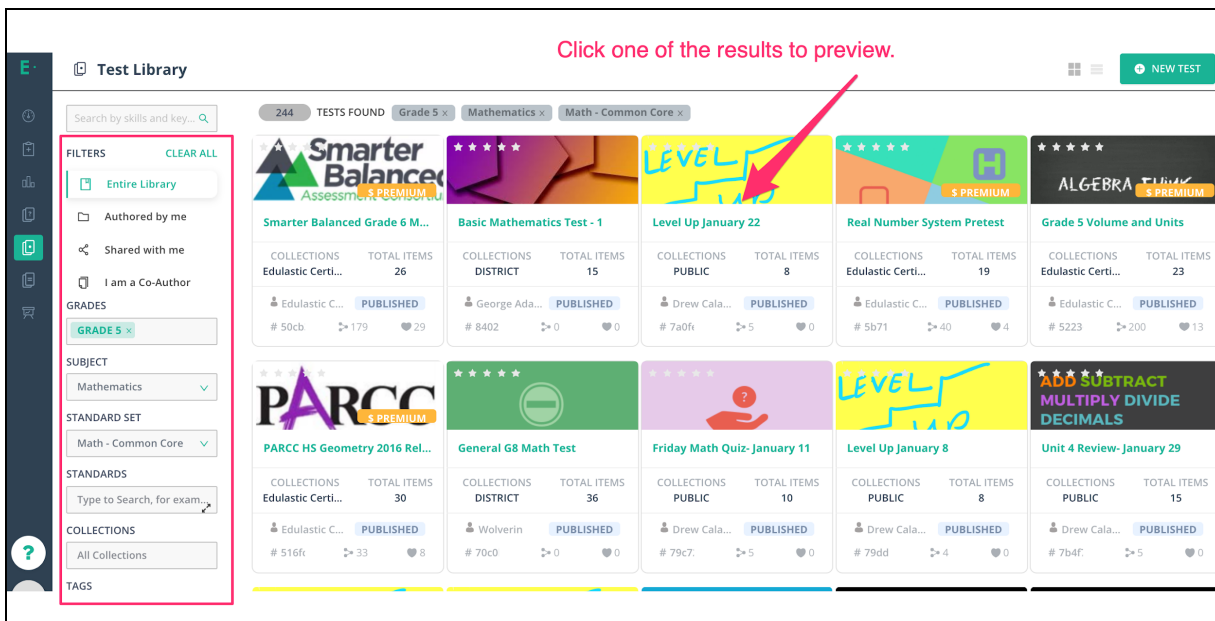
#1 Use a Pre-Built Assessment from the Test Library

This is the simplest approach. When you, and/or your colleagues, have created and used assessments in the past, you simply need to search in the library and assign them. Here’s how:

- Click on the Test Library from the left side navigation options.
- Set the filters on the left side.
- Preview the results. You can click on any “card” to see the questions.
- Select “Assign” to your class.

A Note about the filters: Search by keyword, filter by grade, standard, question type, item bank, difficulty, etc. You can type in a keyword at the top like “fractions” or “Shakespeare”. You can search on multiple grade levels and standards. To choose a standard click in the box.

The “Collections” include Private (questions you have created in the past and not shared), School/District, and Public. Edulastic Certified are questions we have validated.



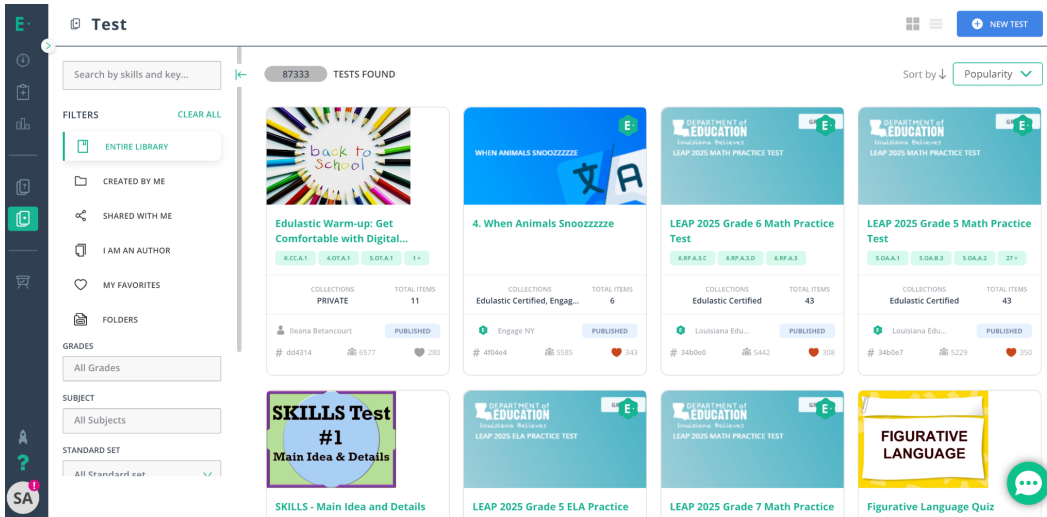


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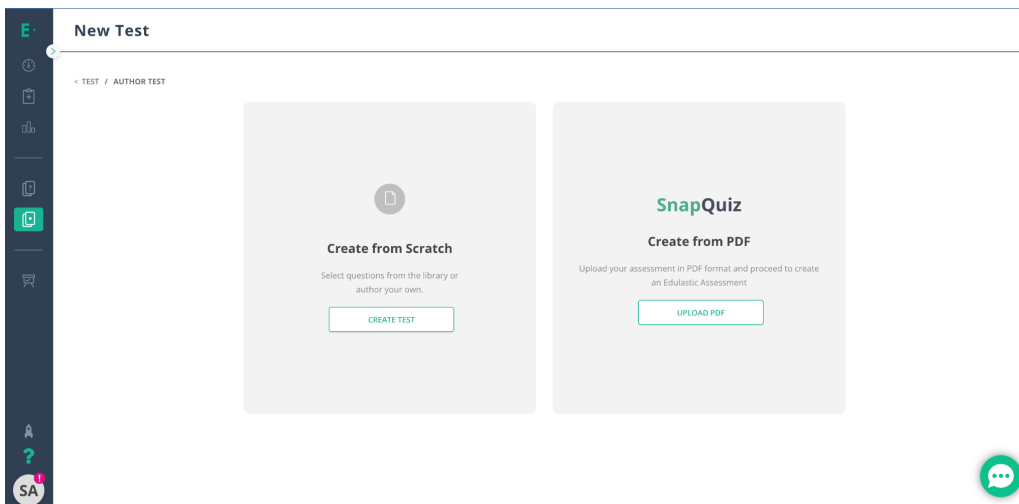
#2 To Build a Test from Scratch

Building a test from scratch means you can a combination of existing questions in the Question Bank and original questions authored by you. Here's how to do this:

Start at the Test Library and select **"New Test"** (top right corner of the page).



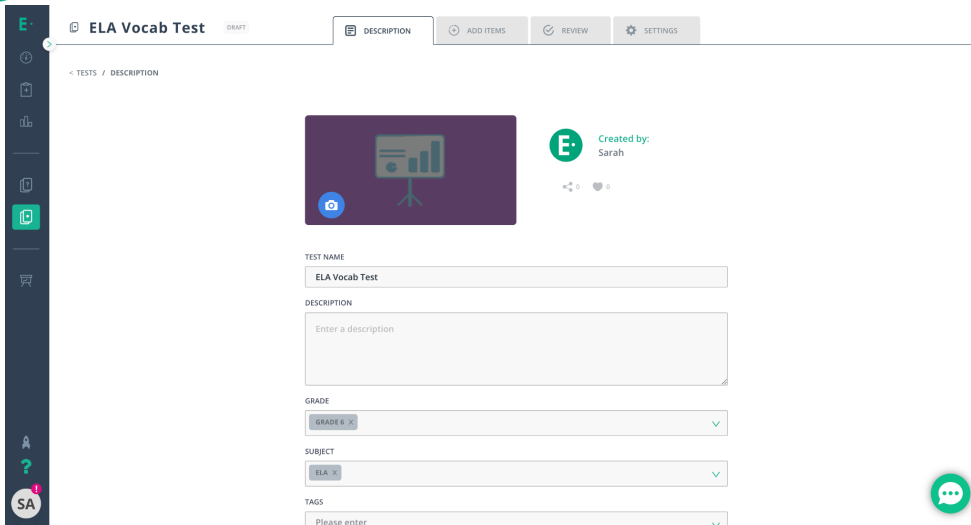
Select **"Create from Scratch"**



Add the Description. Name the assessment, provide a brief description, subject, grade, and tags (like Distance Learning, Revolutionary War, Dividing Fractions, etc). Tags help you search and identify assessments by topic.



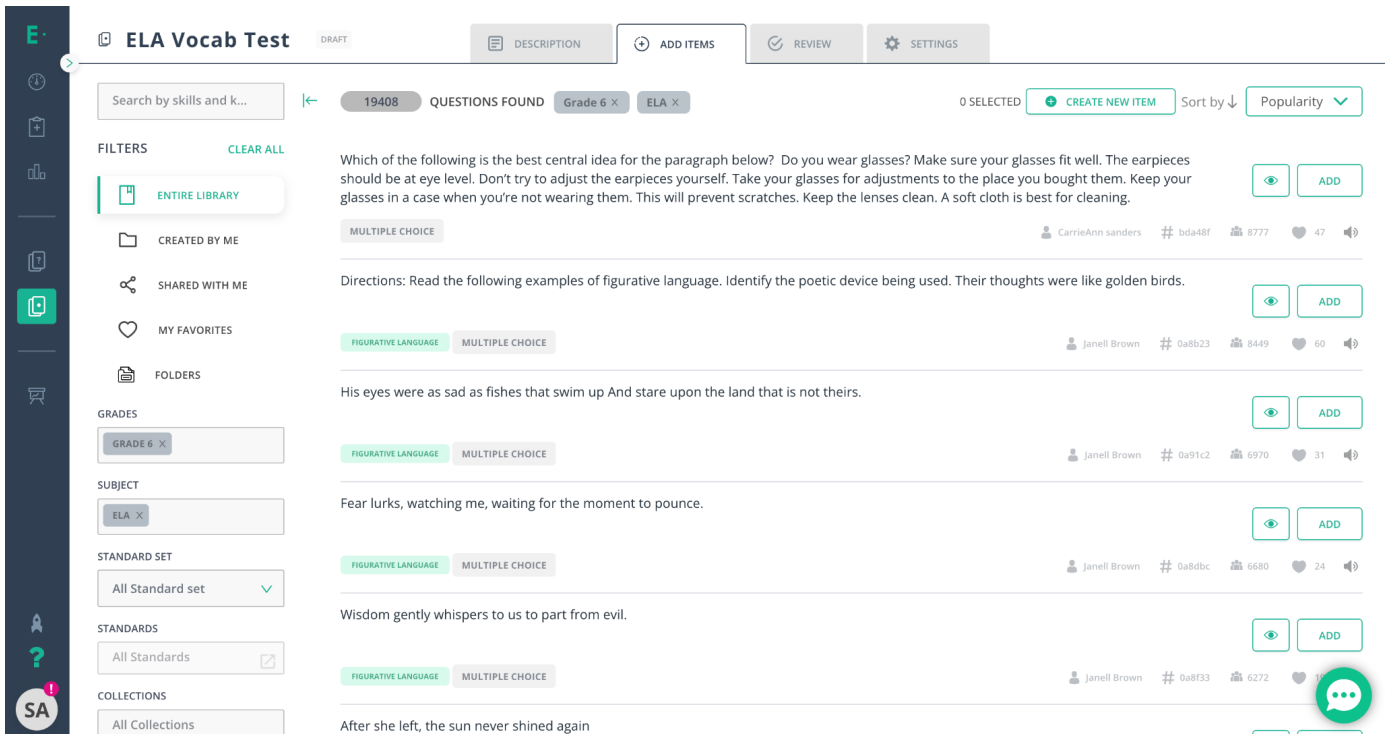
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Next, go to the **Add Items** tab to the right of the Description tab.

Here you can search the Item Bank for existing questions or Create New Items (author your own).

When you find a question you want to use, select “Add” on the right side of the question. You will receive an alert that the item has been added to your “cart” (i.e. test). You can also remove questions by selecting “Remove.”

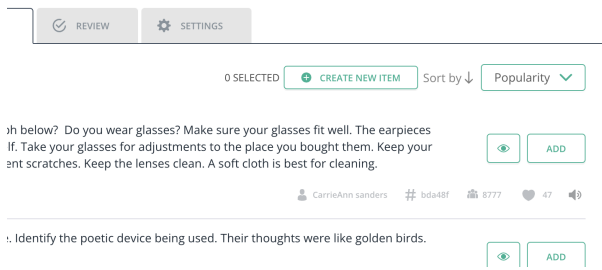


When you have finished adding questions, you can toggle back and forth between Reviewing the assessment and adding more questions.

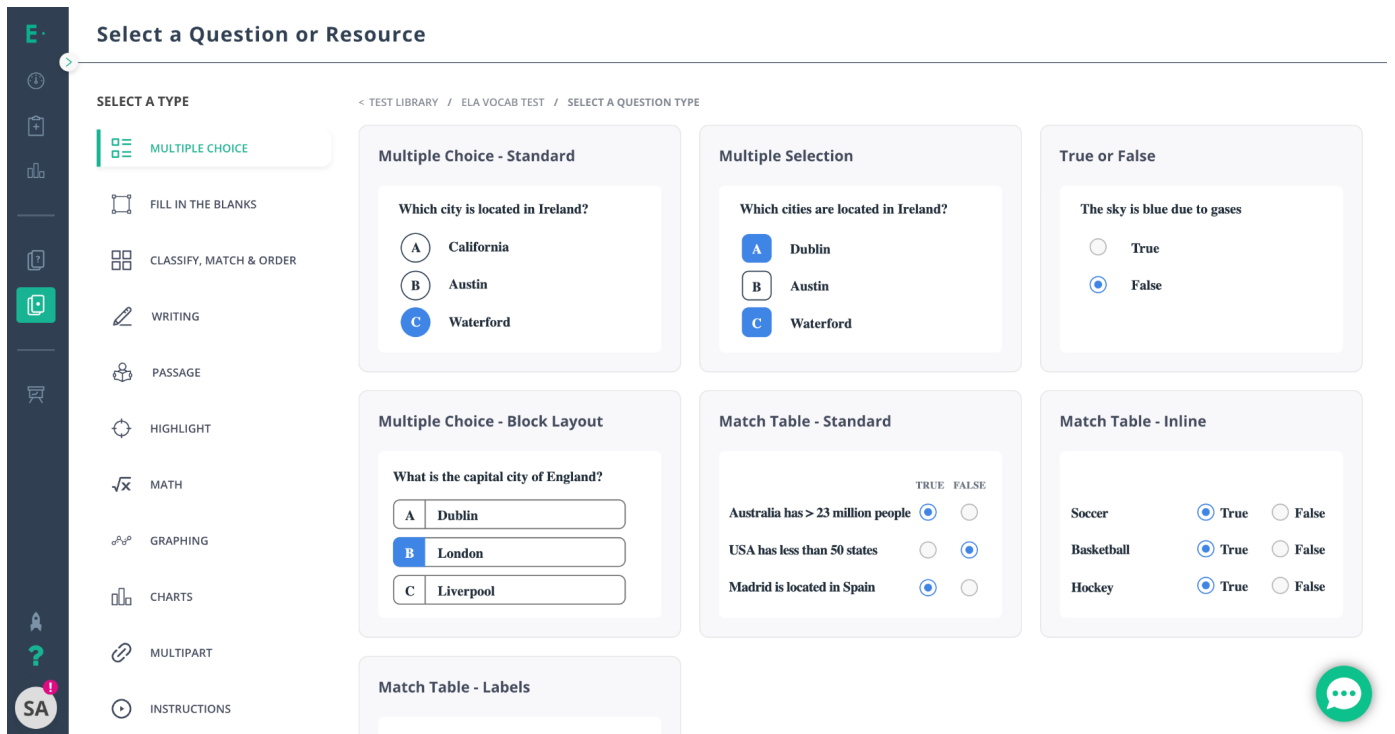


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Author your own: In addition to choosing from the item bank, you can author your own questions. Choose the **“Create New Item”** box in the top right corner.



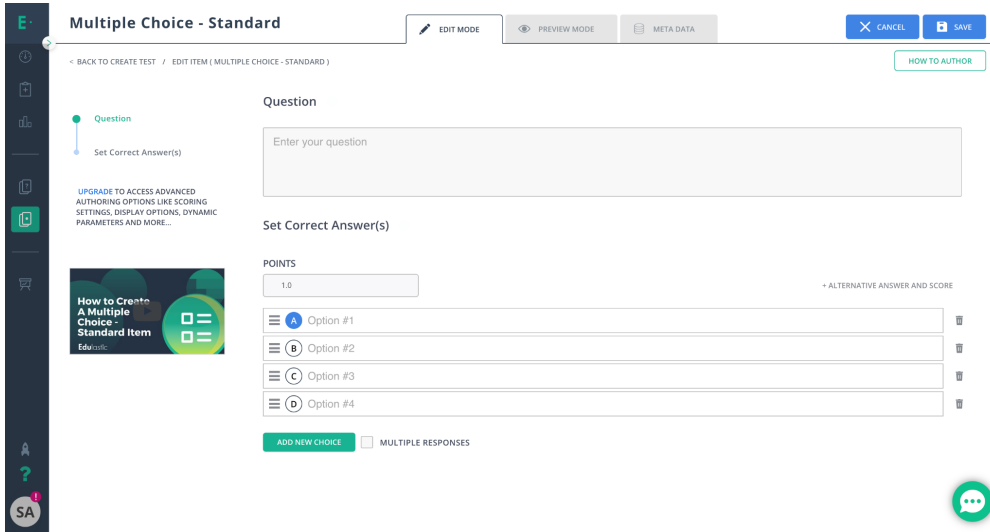
Next, select the question type. Edulastic has more than 30 question types. Options for Classic and Tech Enhanced question types are on the left side. Click on the one you want.



This will take you to Edit Mode, where you build the questions. To find out how to create any of the question types, simply click on the video box in the bottom left corner for a short video tutorial.

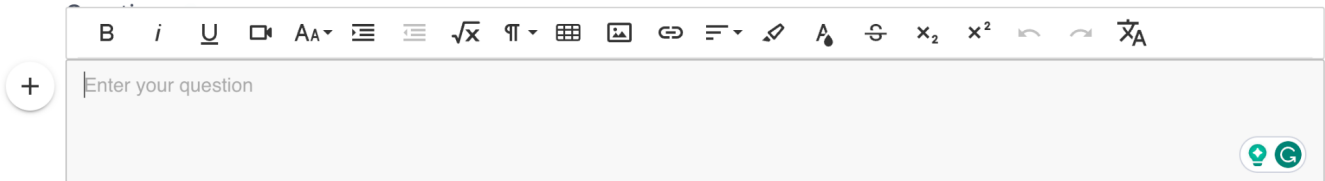


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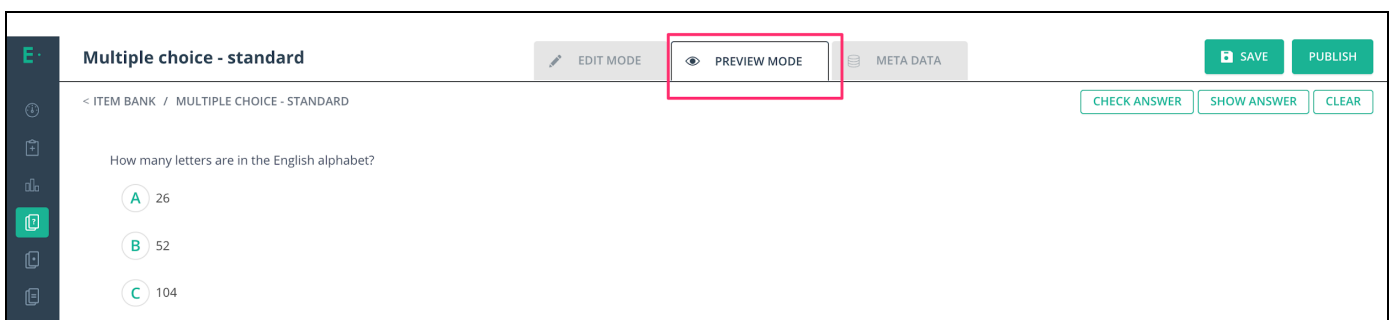
For every question type, you will manually enter, or copy/paste, the question text and enter the answer choice options. Set the correct answer in the appropriate box.

When you click in a text field, you'll see a Text Editor toolbar pop up. This allows you to format (bold, underline, bullets, etc.), as well as enter math symbols (square root icon), embed video, or insert an image into any question that you create.



As an advanced option, you will see the Solution Box and Hint Options. The Solution is an explanation of how to answer the question for the student, NOT the answer itself. The Hint is optional. If you add one, the student can click on Hint when taking the assessment.

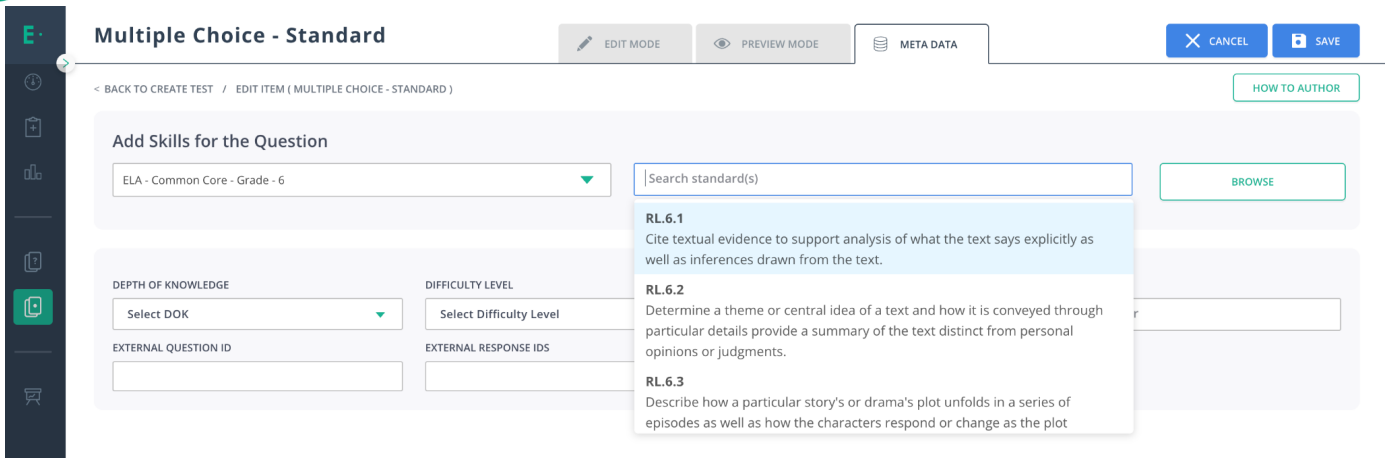
When you're finished, select Save, then click Preview Mode to see your question as a student would see it.



Next go to the Meta Data tab to add standards, Depth of Knowledge and Difficulty level.



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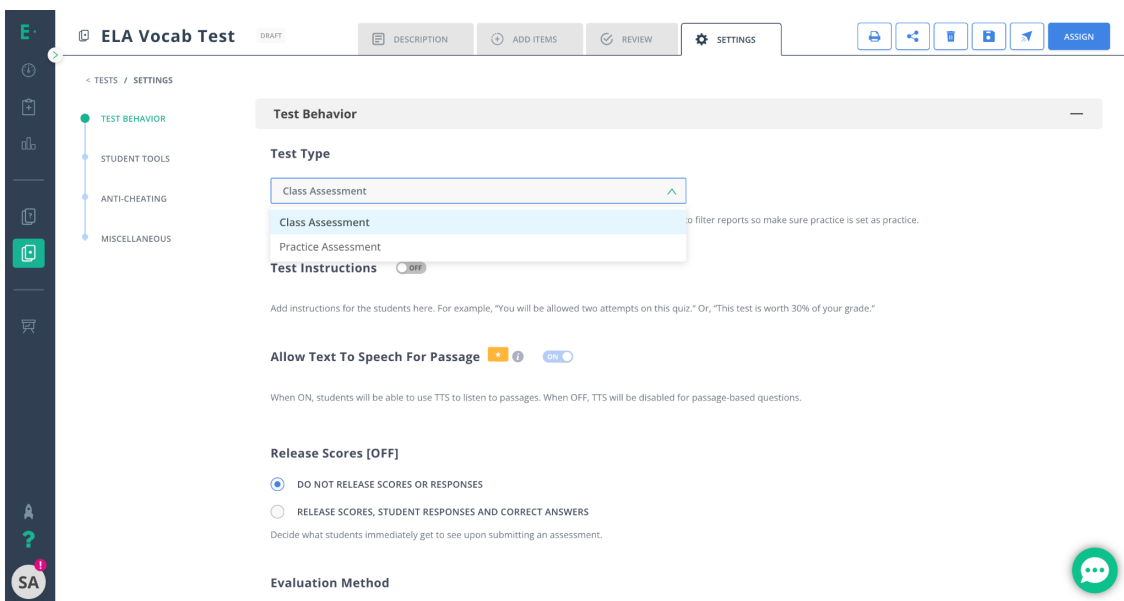


Select Save to save your question to the assessment.

Continue to add items in the same way. When you finish adding items, Review your assessment.

Next, move to the Settings.

The Settings tab allows you to set the parameters for this assignment.



The options are:

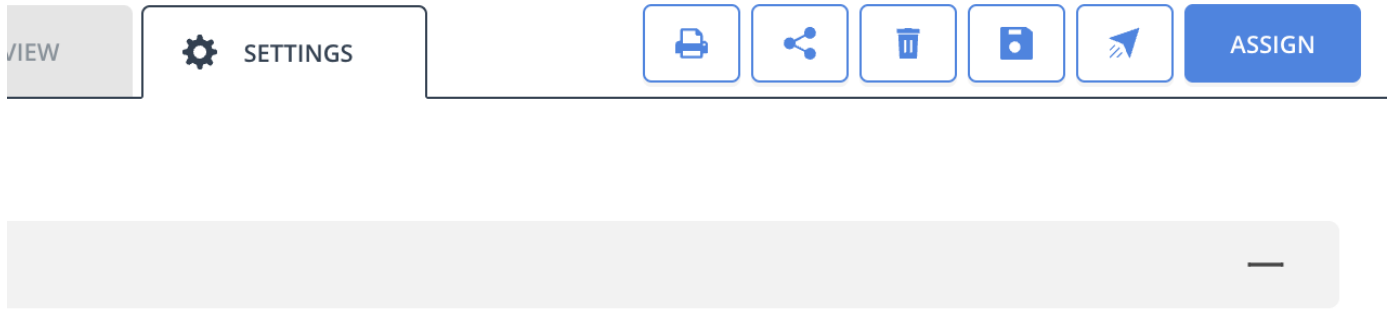
- 1) Test Type: make this a Class Assessment or Practice (ungraded, formative)
- 2) Maximum Attempts: lets you set an automatic redirect. You can determine how many times the student will automatically have the assessment reset.
- 3) Mark as Done

When the settings are determined, you can Share with colleagues or co-authors, Save it as a draft, Publish it to the library, or Assign it immediately.



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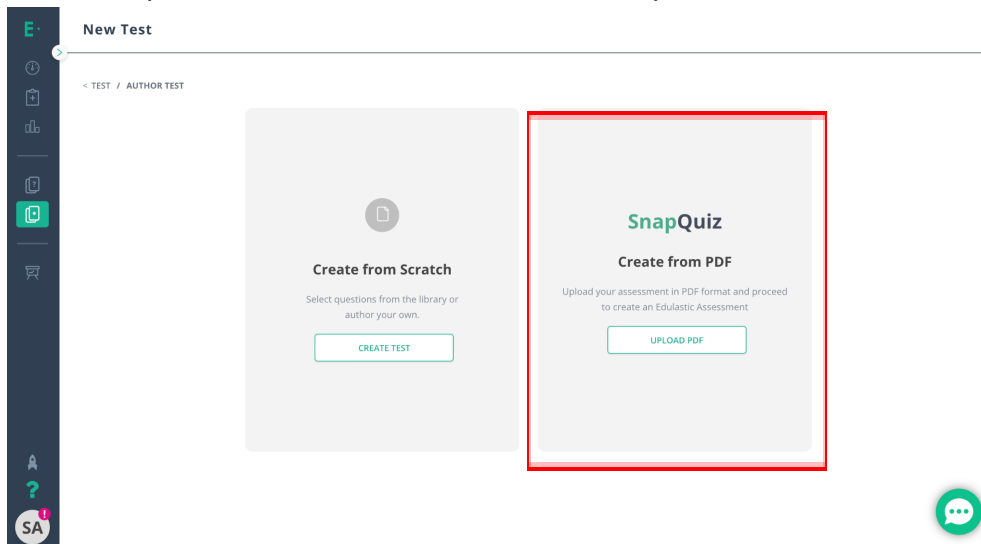
Notice your options in the upper right corner: Print, Share, Delete, Save, Send, Assign



#3 Create Using SnapQuiz

Alternatively, you can create an assignment using SnapQuiz. SnapQuiz is like a bridge between your paper and pencil assessments and digital assessments. It allows you to upload an assessment in PDF form into Edulastic and “add” Edulastic digital questions on top of the picture of your assignments.

To use SnapQuiz, select Create New Test as in Step 2 above.



Select SnapQuiz and upload a **PDF version of your assignment** from your computer or Google Drive.

You'll see a picture of your assessment when you proceed to the “Worksheet” tab. To view and navigate through all pages of the PDF, you may need to open up the pages of the PDF using the button on the far left of the top menu (see button on blue below) To begin, go to the bottom left menu and click on the question type (e.g. Multiple Choice) and then click the spot on your document where you want to place the answer box. The question number will appear along with an editor box.



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The screenshot shows the Edulastic interface for a science quiz. The title is "NYC Regents Scienc... DRAFT". The interface includes a top navigation bar with "DESCRIPTION", "WORKSHEET", "REVIEW", and "SETTINGS" tabs, along with an "ASSIGN" button. A left sidebar shows a list of questions, with question 9 highlighted. The main content area displays question 16: "The diagram below shows the appearance of an object in the sky that was observed from Earth during the month of September." Below the text are four images of the moon's phases: a crescent moon (September 1), a waxing gibbous moon (September 6), a full moon (September 10), and a waning gibbous moon (September 23). The question asks for the most likely object being observed, with options: A the Sun, B the Moon, C a star, and D a planet. Question 17 is partially visible below, showing a map of the United States with weather conditions: Rain, Snow, and Cloudy. The bottom right of the interface has a toolbar with icons for adding bulk questions and sections.

Mark the correct answer by clicking on the letter of the correct answer, adjust point value, then “Accept” the answer. You can modify the letter choices (e.g. ABCD or EFGH, etc) if necessary.

This screenshot shows the Edulastic interface with a configuration dialog box open for a multiple choice question. The dialog is titled "1 Multiple Choice" and has a close button (X). It contains the following fields: "Options" with a text input containing "A B C D"; "Correct Answers" with radio buttons for A, B, C, and D, where B is selected and checked, and a point value input set to "1"; "POINTS" with a text input; "STANDARDS (OPTIONAL)" with a dropdown menu set to "Grade - 6" and a "Search standard(s)" button; "DOK" with a dropdown menu set to "Select DOK"; and "DIFFICULTY" with a dropdown menu set to "Select Difficulty Level". At the bottom of the dialog are "PREVIOUS" and "DONE" buttons. The background shows the same science quiz question as the previous screenshot, but it is dimmed.

As you add questions to match the PDF quiz, the questions will appear in order on the right side of your screen. You can adjust the order if necessary.

Next, review your assessment. Once you have selected your questions, you can finalize your assessment by changing the name, changing the question order, deleting questions (click on the X next to the question).



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NYC Regents Scienc... DRAFT

DESCRIPTION WORKSHEET REVIEW SETTINGS

4

4 When the food supply in an area **decreases**, many of the deer living there will

A move to a new habitat
B change their color
C hibernate
D reproduce

5 The diagram below shows the growth and development of an oak tree.

Acorn (Seed) Seedling Sapling (Young tree) Adult tree

5 1 A B C D

2 Sunrise

3 6.5

4 Essay type

5 The Moon

ADD BULK ADD SECTION

When you have added all of the questions, preview the assessment from the students' perspective. Notice as the student answers the question, the document will automatically jump to the next question.

NYC Regents Scienc... DRAFT

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2 Sunrise

3 5

4

5

CHECK ANSWER SHOW ANSWER CLEAR

When you are finished, select Review, and populate the standards associated with each question. Once you have finalized your questions, you can change the name of the assessment, delete questions, change the point value, add difficulty level, and DOK type (optional). Select Publish or Assign.

This will save the assessment to your private library, or your school/district library until you are ready to assign.