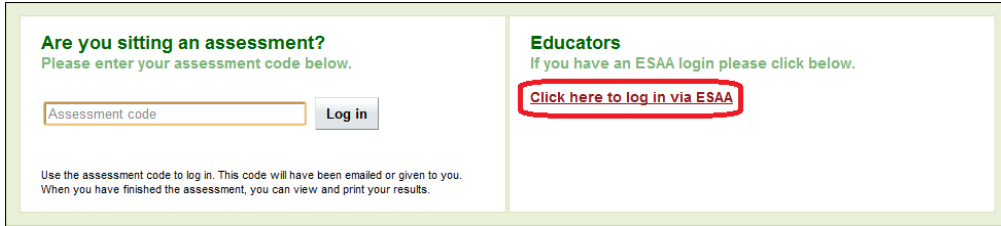


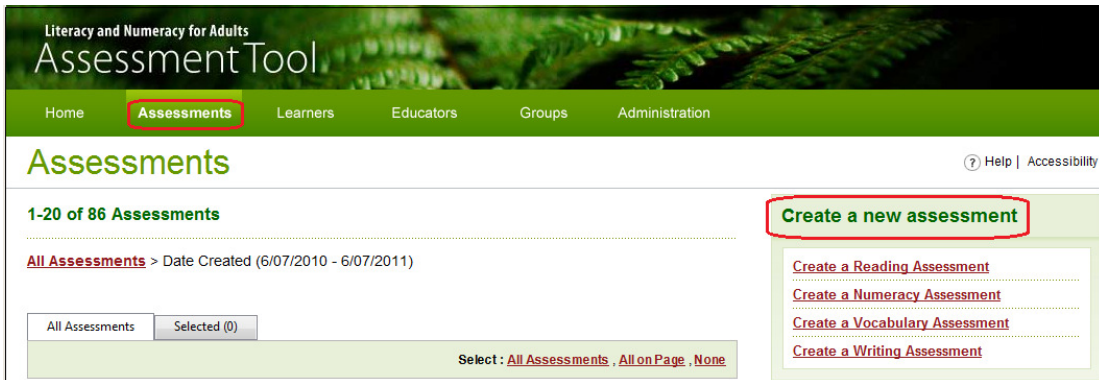
How to create an Online Non-Adaptive assessment and assign Learners

There are a number of different assessments that can be created in the Assessment Tool. This document outlines the process for creating an online non-adaptive assessment.

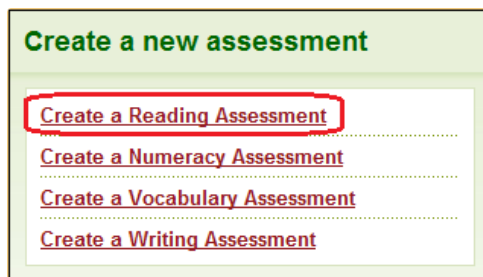
1. Log into the Assessment Tool using your ESAA username and password:



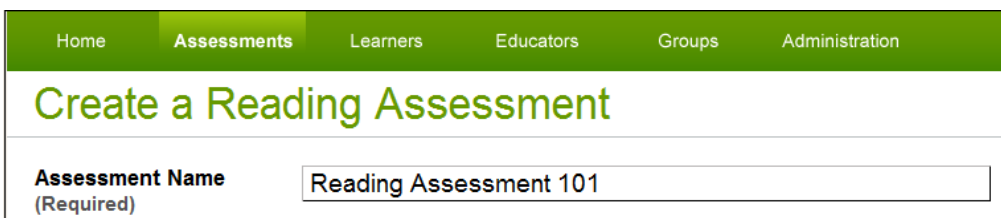
2. From the Assessments tab go to the 'Create a new assessment' panel located on the right hand side of the page:



3. Select either a Reading, Numeracy or Vocabulary assessment:



4. Type in the name of the assessment. Note that this will be seen by the Learners so choose an appropriate name:



5. Select 'Non-Adaptive' in the Assessment Type section:

Assessment Type (Required)	<input type="radio"/> Adaptive <input checked="" type="radio"/> Non-Adaptive <input type="radio"/> Non-Adaptive for Printing <input type="radio"/> Snapshot
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6. Once you choose a 'Non-Adaptive' assessment 'Reading with Understanding' will automatically be selected as the 'Assessment Strand':

Assessment Strand (Required)	<input checked="" type="radio"/> Read with Understanding
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7. Select the 'Difficulty' level you want the assessment set at (this is a mandatory field):

Difficulty (Required)	<input type="radio"/> Steps 1-3 <input checked="" type="radio"/> Steps 2-5 <input type="radio"/> Steps 4-6
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8. Add any notes that may be required for this assessment (this is optional):

Your Notes	<input type="text" value="First reading for my class."/>
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9. Click on 'Add more Learners' or 'Save Assessment' (this will allow Learners to be added at a later stage). In this example 'Add more Learners' has been selected:

Cancel	Add more Learners (You can do this later) or	Save Assessment
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10. Select the group or individual Learners you want to assign to the assessment (in this example a group has been selected):

The screenshot shows the 'Create a Reading Assessment' page for 'Trades Apprenticeship 101'. It features a green navigation bar with 'Assessments' selected. Below the title, there is a search bar for learners and a dropdown for 'View Learners in: All Groups'. A 'Cancel' link and a 'Save Assessment' button are visible. A table shows the selection of groups, with 'Introduction to Carpentry 101 2010' selected. A legend indicates 'Select: Everyone, All on Page, None'.

Home	Assessments	Learners	Educators	Groups	Administration
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Create a Reading Assessment

Trades Apprenticeship 101

1 - 16 of 16 Groups

View Learners in: All Groups

[Cancel](#) [Save Assessment](#)

All Groups (16) Selected (0)

Select: Everyone, All on Page, None

- Demonstrations group
- Intermediate Trade 201 2010
- Introduction to Carpentry 101 2010

11. As 'Save Assessment' has been clicked, Trades Apprenticeship 101 has been successfully created. Note that the Learners will not be able to access the assessment until it has been activated (click 'Activate' on the upper right side of the screen):

The screenshot displays the 'Assessment' management interface. At the top, a green navigation bar contains links for Home, Assessments, Learners, Educators, Groups, and Administration. Below this, a yellow banner with a smiley face icon states: 'The Assessment 'Reading Assessment 101' has been successfully created.' The main content area is titled 'Reading Assessment 101' and includes a search box for learners. Below the search box, it shows '1 - 20 of 20 Learners' and a table of assigned learners. The table has columns for learner names, codes, expiration dates, and assessment status. All learners listed have a status of 'Not Attempted'. On the right side, the 'Assessment Details' panel shows the assessment is 'Non-Active' with an 'Activate' button. It also lists 'Assigned Learners: 20 Learner(s)' and 'Assigned Educators: 0 Educator(s)'. The 'Area' is 'Reading', 'Strand' is 'Read with Understanding', 'Difficulty' is 'Steps 2-5', and 'Type' is 'Non-Adaptive'. The 'Expiry Date' is '31 August 2011'.

Remove Selected Learner(s)	Select: Everyone, All on Page, None				
<input type="checkbox"/>	Benfield, Andrea	Code: 88534d Expires: 31/08/2011	Assessment Not Attempted	View Details	
<input type="checkbox"/>	Bolton, Michelle	Code: sk77em Expires: 31/08/2011	Assessment Not Attempted	View Details	
<input type="checkbox"/>	Chapman, Melissa	Code: xq74pa Expires: 31/08/2011	Assessment Not Attempted	View Details	
<input type="checkbox"/>	Clark, Paul	Code: jw347c Expires: 31/08/2011	Assessment Not Attempted	View Details	
<input type="checkbox"/>	Connor, Sarah	Code: am49kg Expires: 31/08/2011	Assessment Not Attempted	View Details	

12. The assessment is now ready to be sat. The Learners will need their individual Assessment Codes to be able to access the assessment. Assessment Codes can be provided in hard copy or via email. The options for these can be found at the bottom of the page on the right hand side:

This screenshot shows two sections of the interface. The first section is titled 'Print Assessment Codes' and contains two buttons: 'Export as PDF' and 'Export as CSV'. The second section is titled 'Manage Assessment Codes' and contains two buttons: 'Email Assessment Code(s)' and 'Reset Assessment Code(s)'. All buttons are highlighted with a red border.

Important Note: once an online non-adaptive or adaptive assessment has been created (regardless of whether it is Activated or not) it will only be available for a Learner to sit, or be modified by an assessor for 26 weeks from the date it was created.