

# Creating Assessments in EADMS

This cheat sheet will help you create a formative assessment for ELA or Math that can be administered to your students online. Creating this type of formative assessment will be easy, once you get the hang of it and will:

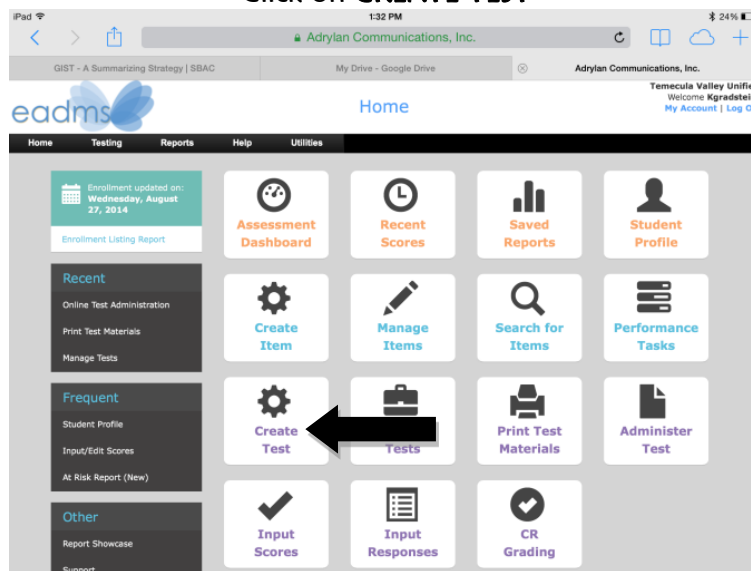
1. Provide you with concrete data about how students are performing on particular standards
2. Provide you with a tool to form intervention groups with your PLC
3. Provide students with frequent practice on computer-based testing

Here's what you need to do:

Login to **EADMS**

(first initial, last name) password (first initial, last four social sec.)

Click on **CREATE TEST**



You'll be taken to a new screen

First, check to make sure the bubble is filled in next to **SITE TEST**

Choose **CONTENT AREA**  
(CCSS ELA or CCSS Math)

Choose **TARGET TEST LEVEL**  
(Grade level)

Click on **[your description here]** and  
name your test  
(Be specific, for ex: Unit 1)

Create a **SHORT NAME**  
(Name test by content area, grade  
level & unit – For Ex: ELA 01 Unit 1)

**Create Test**

\* Required fields

Default Test Category:   
☐ District Benchmark ☒ Site Test ☐ Teacher Test

Default Content Area: CCSS ELA Default Target Test Level: Kindergarten

Test Name: \* PES CCSS ELA 00 [your description here] Short Name: (30 characters or less)\*

Detailed Notes:

Test Administration Option (does not apply to Test Keys):   
☒ Print And Online ☐ Online Only ☐ Print Only

**Advanced Options**

I will add one or more "Teacher Use Only" questions: ☐ Yes ☒ No

I will add skill areas to this test: ☐ Yes ☒ No

Create Test From Item Bank Create Test Key

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**DETAILED NOTES** are optional – you can leave this spot blank

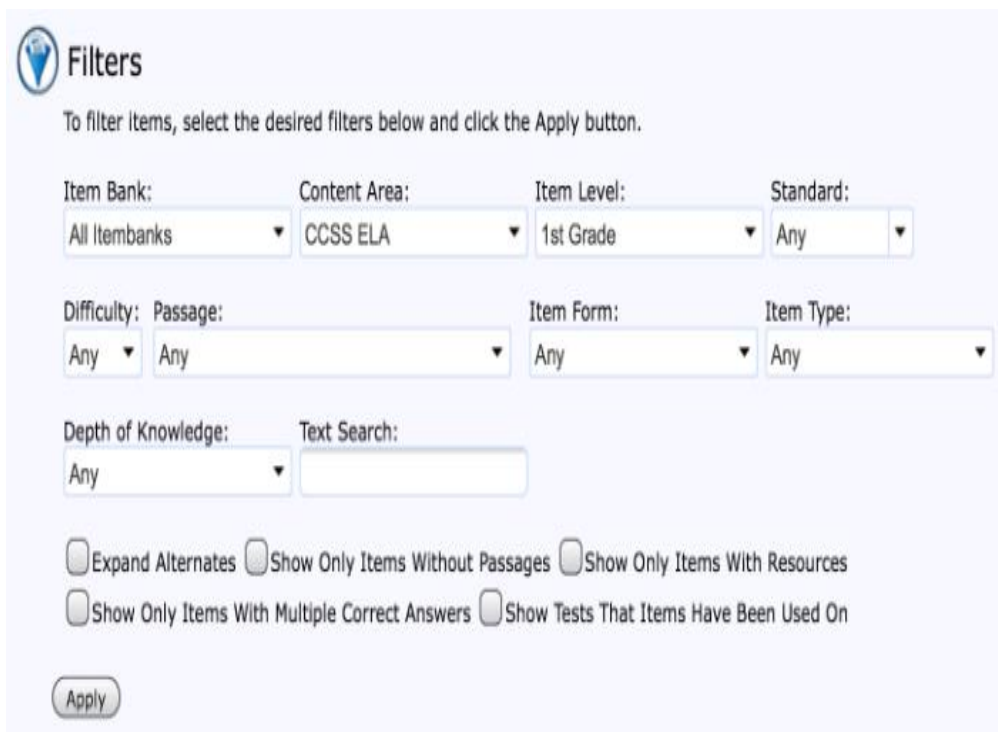
Click on **ONLINE ONLY**

(You can choose print only and your assessment can be printed. However, less test questions and question types will be available when you select questions under this option.)

Click on **CREATE TEST FROM ITEM BANK**

Now you need to select your filters. The filters will help you find test questions that match the standards you are creating the assessment for.

## FILTERS



Under **ITEM BANK**, choose **INSPECT ITEM BANK**

Choose **CONTENT AREA** (CCSS ELA or CCSS Math)

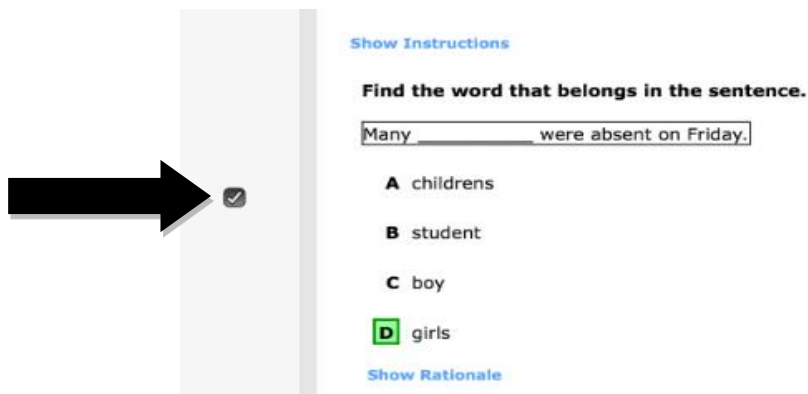
Choose **ITEM LEVEL** (Grade level)

Choose the **STANDARD** you want questions for

Click **APPLY**

Once you click apply, you have told EADMS to look for specific test questions to match your chosen Filters. To see the test questions that fall under those filters, scroll down.

Choose which test questions you want for your test  
(**CHECK THE SMALL BOX ON THE LEFT OF THE TEST QUESTION**)



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Once you have selected all of the test questions you want, scroll all the way to the bottom of the page and click on **ADD ALL CHECKED**

Add All Checked

Check All

Uncheck All

Scroll back to the top. The questions you chose are now listed on the left side of the screen.

Standard Summary

Standard	Std Level	# Items
LA.1.L.1.1.c	1st Grade	5
LA.1.L.1.1.d	1st Grade	3
WC 1.2	1st Grade	1
WC 1.3	1st Grade	3
WC 1.3	1st Grade	3
R 1.5	2nd Grade	3
WC 1.3	2nd Grade	1
WC 1.3	2nd Grade	1

Item Summary

Item	Item
1. B	4563736
2. D	4561619
3. C	4561616
4. A	4561485

At this point, you can add more test questions for a different standard.

If you would like to do that, add more questions for another standard, scroll back to the right side of the screen.

Change the standard you selected under Standard and click Apply Repeat the same process as above for selecting test questions.

After adding all the questions you want, go back to the top and click **SAVE** on the top far left.

Now you need to move on to the next step of this process, so, click on **GO TO STEP 2**

Save

Preview Scan Sheet

Go to Step 2

Step 2 is the point where you get to see a preview of the assessment you are creating. You can reorder questions or delete questions that may be duplicated. To reorder questions, drag and drop them into the order you would like.

Step 2: Sort & Preview Test Items

This step enables you to reorder questions and preview the test you are creating. To reorder test questions, simply drag the questions into their new positions. You must click **Update Order** to see the changes applied to the test preview in the right panel. Click the X to delete an item. To add a new item, click the **Go Back to Add Test Items** link. When the test is to your liking, click the **Save & Finish** button below.

Go Back to Add Test Items

Preview Test Materials

Update Order Save & Finish

Item Summary

1. B	4563736	LA.1.L.1.1.c
2. D	4561619	LA.1.L.1.1.c
3. B	1208075	LA.1.L.1.1.c
3. C	4561616	LA.1.L.1.1.c
4. A	4561485	LA.1.L.1.1.c
6. C	4580574	LA.1.L.1.1.d
7. C	4551147	LA.1.L.1.1.d

C seagullies

D seagullss

I have an itch. Scratch \_\_\_\_\_ back.

A your

6 B his

C my

D mine

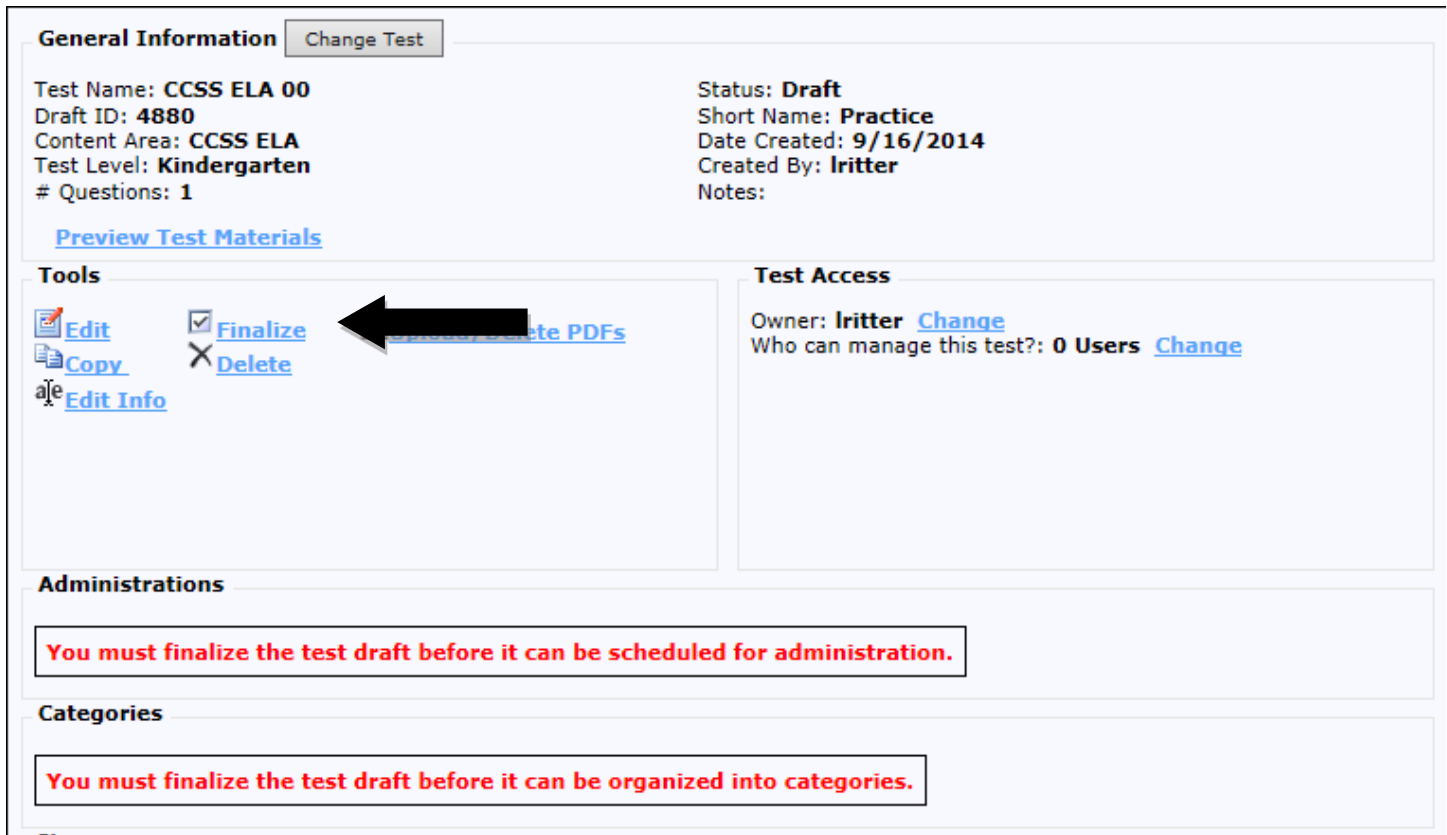
When you are done reordering, click **SAVE AND FINISH**

At this point, you can take a pause if you need to. The assessment is saved and you can come back to it later. However, in order to finish the assessment for students to take, you need to keep on going and follow the last set of steps.

# Creating Assessments in EADMS

The last few steps . . .

Click **FINALIZE** test






**General Information** [Change Test](#)


Test Name: CCSS ELA 00  
Draft ID: 4880  
Content Area: CCSS ELA  
Test Level: Kindergarten  
# Questions: 1

Status: **Draft**  
Short Name: **Practice**  
Date Created: 9/16/2014  
Created By: **lritter**  
Notes:

[Preview Test Materials](#)

**Tools**

 [Edit](#)  [Finalize](#)  [Delete](#) [Generate PDFs](#)

 [Copy](#) [Edit Info](#)

**Test Access**

Owner: **lritter** [Change](#)  
Who can manage this test?: **0 Users** [Change](#)

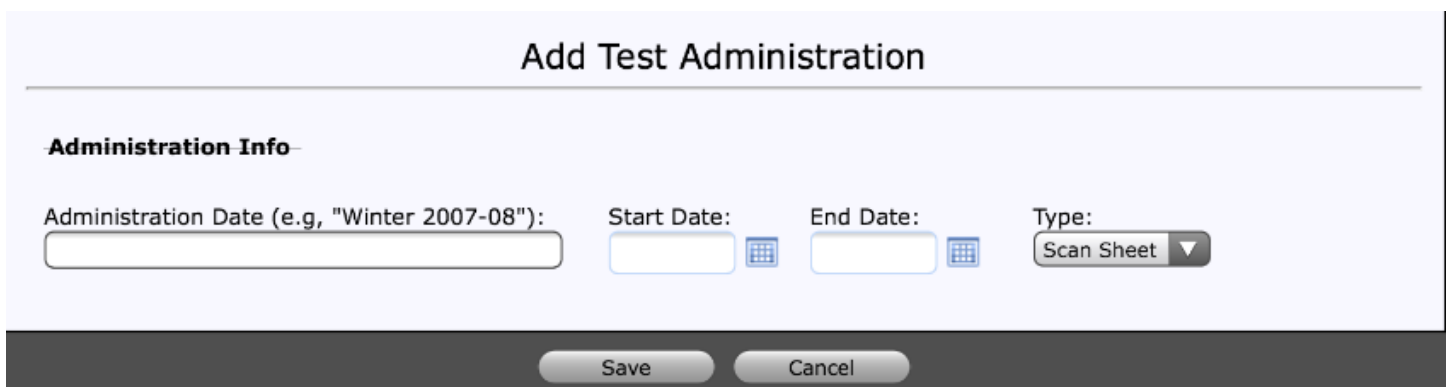
**Administrations**

**You must finalize the test draft before it can be scheduled for administration.**

**Categories**

**You must finalize the test draft before it can be organized into categories.**


Next, click **ADD ADMINISTRATION**





**Add Test Administration**

**Administration Info**

Administration Date (e.g, "Winter 2007-08"):

Start Date:  

End Date:  

Type:  

Add a **DATE**, make it a general term, it does not have to be specific (Semester 1 – Unit 1)

Choose a **START DATE** and an **END DATE** (usually a week long window)

Click **TYPE - ONLINE ONLY**

# Creating Assessments in EADMS

## Regular Options

- ☒ Wait to Start   ☒ Resumable   ☒ Shuffle Items  
☒ Hide Finish button until last question   ☒ Hide Distractor Letter  
☐ Teacher Manages Test Session

Results to show:

None ▼

## Uncommon

- ☐ Use Password   ☐ Show Teacher Instructions   ☐ Hide Passages

## Online Student Group(s)

Select Students:

Select Classroom			
School:	Grade:		
Paloma Elementary ▼	All ▼		
Course:	Period:	Teacher:	
All ▼	0 ▼	All ▼	
<div><button>View</button> <b>Select Individual Students</b></div>			
<div><button>Add Student Group</button></div>			

Keep all default items checked and click on **TEACHER MANAGES TEST SESSION**

Click on **RESULTS** to show **SUMMARY AND SCORE**

This is not a requirement. If you don't want students to see their score, don't check this box.

Select the students you want to test (Likely your whole class)

Click on **SAVE**

Your assessment is now ready to go!