


## ANet Online ELA Quiz Tool Teacher Cheat Sheet - (Page 1)

### **Accessing the Online Quiz Tool:**

1. First, log-in to myANet at [www.myanet.org](http://www.myanet.org).
2. From the Assessments & Quizzes section of the dashboard page, click on "Create an Online Quiz".
3. Click on the "Tests & Quizzes" link on the left navigation bar.
4. Click on the "Your Quiz Library" tab. This is where you can view quizzes that have been shared with you and quizzes you are working on. Once you launch a quiz to your students, you will view that launched copy on the "Launched Quizzes" tab. Launching a quiz makes a locked copy of that quiz that your students will take.
5. If you delete the version in the "Launched Quizzes" section, it will not delete the version you have in "Your Quiz Library". If you delete the version in "Your Quiz Library" it will not delete the version you have in your "Launched Quizzes" section.


### **Create an ELA quiz with Traditional ANet Items & Passages:**

1. Rollover the "Add new...." button and click on "Test"
2. Fill out the key information to create your empty test (you will add questions later).
  - a. Type a name for your test in the "Title" field.
  - b. Instance - type the current year (e.g. 2015).
  - c. Subject - select "ELA".
  - d. Min/max grade level - select your grade(s).
  - e. Time limit - teacher discretion.
  - f. ANet recommends checking off the boxes for the following universal PARCC supports:
    - i. Default Display Options = Allow students to cross out answers (answer eliminator).
    - ii. Tools = Highlighter, Notepad, Magnifier and Line Reader.
  - g. Select desired setting for students to view their score and answers after they take the quiz/test.
  - h. Click on "More options and tags" if you would like to update the custom introduction to the quiz / test for your students.
  - i. Click on "Submit" to create your empty test (you will add questions later).
3. Add questions to your test.
  - a. Rollover the "Add new...." button and then select "Add new....Question from Passage Bank".
    - i. Any passages that are in your passage bank (that you created yourself) will display on this page.
  - b. In order to use ANet items, rollover the "My Passages" button and select "ANet Quiz Tool Item Bank".
  - c. There may be more than one page of passages. Check the page listing next to the "ANet Quiz Tool Item Bank" button at the top right of the page. Click the green arrow to navigate to the next page.
  - d. Passages are defaulted to filter for the grade level(s) and subject of the test.
    - i. Click on "Filters" to filter on different grade levels, or to filter for specific lexile ranges or keywords (genres, sources, or text in the title or body of the passage).
  - e. Here is a list of genres you can search for by typing them in the keyword filter:
    - i. Informational, Historical, Nonfiction, Scientific/Technical, Literature, Drama, Poetry, Story, Traditional
  - f. Here is a list of sources you can search for using the keyword filter from the last step:
    - i. SAP, PARCC, SBAC, DC CAS, MCAS, TCAP, LEAP/iLEAP, OAA, and ANet Common Core.
  - g. Once you have narrowed the passages down using these filters, click on the down arrow  for any passage to view a preview of the full passage and associated questions.
  - h. Check the checkbox next to each question you would like to add, then click "add selected questions to test". You may select questions from multiple passages at one time.
  - i. You may reorder any question in your test by first hovering over the "box" image to the left of the question and then dragging it.

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### Using a “Pre-Made” ELA quiz with items from PARCC, SAP or SBAC:

#### **Background Info & Previewing Pre-Made ANet Quizzes:**

1. From the “Your Quiz Library” tab, you will see a number of pre-made quizzes whose title start with “ANet Quiz:” - each of these contain passages and items, including “Evidence-Based Selected Response” (EBSRs) and “Technology Enhanced Items” (TEIs), authored by Student Achievement Partners (SAP), SBAC and PARCC.
2. Click on “More Filters”, select the grade level you are looking for, then click “Filter Tests”. You may also type either: SAP, SBAC or PARCC into the “Title Filter” in order to narrow the list even further.
3. We recommend starting by previewing each of the questions on the pre-made quizzes to get a sense for what is in each one. To do this, roll your mouse over the round “gear” image to the right of the quiz / test you want to preview. It looks like this . Select “Preview Test”.

#### **Launching Pre-Made ANet Quizzes to Your Students:**

1. To launch one of the pre-made quizzes to your students, simply roll your mouse over the “gear” image and select “Launch Assessment”. For more details about launching assessments, see page 3 below.

### Copy & Customize a “Pre-Made” ELA quiz with items from PARCC, SAP or SBAC:

While the PARCC, SAP and SBAC sample assessments were created as holistic item sets, there may be cases where it makes sense for you to give your students shortened versions, or to add your own items. In order to customize the quiz, you must first make a copy.

#### **Making a Copy:**

1. To make a copy of a pre-made ANet quiz, roll your mouse over the round “gear” image to the right of the quiz / test you want to copy. Select “Copy Test”.
2. You will come to a screen where you can change the title of the quiz.
3. Name the new copy something different that you and your students will recognize and then click on the green “Create Copy” button.
4. **The new copy will not show up immediately.** After about 1 minute, refresh your browser window, and then the new copy should appear at the top of “Your Quiz Library”.


#### **Customizing Your Quiz:**

1. Now that you have made your own copy of the quiz, you can customize it by removing items you don’t want, and adding your own items, or items from the ANet Quiz Tool Item bank.
2. Click on your newly copied assessment to view the list of items.
3. Roll over the gear to the right of any item you would like to Edit, Preview or Remove and select the desired action.
4. Follow the instructions from the first page to “Add Questions to Your Test” if you would like to add ANet items from the ANet Quiz Tool Item bank.
5. Once you have customized your quiz and are ready for your students to take it, go to page 3 of this cheat sheet and follow the instructions to “Launch Your Quiz / Test to your Students”.

## ANet Online ELA Quiz Tool Teacher Cheat Sheet - (Page 3)

### Launching Your Quiz / Test to your Students

**NOTE:** When you launch a quiz, any students in grades that match the grades of the quiz selected above will be able to take the quiz. You can edit the test settings to change the grades for the test if necessary.

1. If you are still in the quiz / test you want to launch, click on the “Launch Assessment” button.
2. If you are not already there, go to “Your Quiz Library” by clicking on the “Tests & Quizzes” link on the left navigation bar, and then clicking on the “Your Quiz Library” tab.
3. Look for the quiz / test you want to launch to your students in your list. Roll your mouse over the round “gear” image to the right of the quiz / test you want to launch. It looks like this .
4. Select the “Launch Assessment” option.
5. Select your scheduling method.
  - a. We recommend “Open & Close Manually” as the simplest option. It just means that as soon as you launch it, it defaults to “Open” and students will have access, and then you should manually close it when students are done testing.
  - b. You can also schedule by date for the whole grade by selecting the “Schedule Dates” option
  - c. Lastly, you can schedule each of your classes separately by selecting the “Scheduled in class” option. This option allows you to set different dates for each class or open and close at different times for each class. This option is not recommended, as it requires you to then click into each class separately to access the test at that level to schedule it.
6. Click on “Launch Test” and you are done!

### Printing / Exporting Student Usernames & Passwords

Typically, the easiest way to do this is one class at a time because students are already grouped by class. Usernames and passwords stay the same for the entire school year. Here are the steps:

1. Click on the “Class Groups” link on the left navigation bar.
2. Click on one class that you would like to print / export usernames and passwords for.
3. Rollover the “Options” button and then select either “Print Student Flyers” or “Export Student Flyers”. The export option will download an Excel compatible “csv” file with all your student usernames and passwords.
4. To get back to your list of classes so you can export the next list, rollover the “All Schools” link in the blue bar at the top of the screen. Click on your school.
5. Repeat steps 1-4 until you have all of the classes exported.
6. **TIP:** Once you get to the classes page, instead of left clicking on a class, right click on each class and select “Open link in new tab”. This way, you can open all of the classes you need at once without having to go back and forth.

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### Students access the assessment:

1. Go to student.myanet.org.
2. Login with username and password.
3. Click on “Take Now” next to the appropriate assessment.

### Students navigate the assessment:

1. Three ways to navigate:
  1. Click on the left or right navigation arrows in the upper left hand part of the screen
  2. Use the “Save & Continue” button at the bottom to move forward.
  1. Click on the question drop-down to select any question

### Additional Notes:

- Student work is auto-saved every thirty seconds on open response questions.
- Do not navigate using the back button. This may cause a page requiring a refresh. Refreshing should fix most of these problems, but typing may be lost since the last autosave.
- Do not hit backspace unless in the Constructed Response box. This will cause a page requiring refresh.

### Tips to tell students while testing:

1. Announce to students that the “words remaining” number on constructed response questions does not mean they must write that many words. It is just an upper limit.
2. The highlighter tool is also available in the upper right hand corner, and is defaulted to “off”. To select the highlighter, the student clicks on the button in the top right corner and selects a color. Anything students select on the screen will then be automatically highlighted.
3. Students can copy and paste text from the passage or question directly into their typewritten response if the highlighter tool is turned off. To do this, select the text and either press Ctrl-C or right click and select “Copy”. Then click the cursor into the answer field, and press Ctrl-V (right clicking does not offer the Paste option).

### Online question types to teach students

(using sample assessments):

1. Traditional selected response and multiple correct
2. Evidence based selected response (two part)
3. Drag & drop – ordering
4. Drag & drop – bucketing (makes copies of each answer and drag them into “bucket” categories)
5. Drag & drop – matching
6. Fill-in-the-blank dropdown menu
7. Select text
8. Constructed response (students type answers)

### Online tools to teach the students:

1. Highlighter
2. Note taking tool
3. Mark for review tool
4. Answer eliminator (for selected response questions)
5. Magnifier tool
6. Line reader
7. Constructed response formatting toolbar

### Important skills for students to know:

1. Scrolling the passage and the page using two fingers on the touchpad, the scroll bar or the arrow keys.
2. Dragging items using the touchpad.

## ANet Online ELA Quiz Tool Teacher Cheat Sheet – (page 5)

### Teacher logs-in to the ANet Online Quiz Tool:

1. First, log-in to MyANet at [www.myanet.org](http://www.myanet.org)
2. From the dashboard page, click on “Create an Online Quiz”
3. Click on the “Tests & Quizzes” left navigation
4. Click on the “Launched Quizzes” or “Your Quiz Library” tabs

### Teacher monitors student progress on an assessment, views student progress, or grades student responses:

1. Log-in to ANet online assessment
2. To monitor progress for the **entire grade** on an assessment, simply click on the appropriate assessment from the “Launched Quizzes” tab.
3. You will be sent to the “Progress & Scores” tab, where you can view the current score for each student, as well as the time they started the test, and the time it took them to complete the test. If they have not yet submitted, the timer will say “in progress”.
4. From here, click on the “Item Analysis” tab to access student score for each question on the test, student scores, and question score averages.
5. Click on the student name to see their answers and score for each question. You may grade the constructed response question from this page.
6. Click on the question number at the top to see responses to that question for all students. This is an easy way to grade all student responses for a single question (i.e. for the constructed response question).

### To view the above screens for your class only:

- After logging in, click on the “Class Groups” link
- Find your class group and click on it.
- Click on the “Tests & Quizzes” link on the left
- Click on the appropriate assessment. Follow the instructions from step 3 above.

### Link to Quiz Tool Screencast Training Clips

<https://drive.google.com/file/d/0ByZtoABYKT2PSV1aUFyUzRxSjg/view?usp=sharing>

### Demo Login Account

<http://myanet.org>

Username: testteacher@acese.com

Password: acese1

### Public Preview Link for ANet Sample ELA Practice Assessment:

<https://www.myanetonline.org/preview/?qk=36725ace1b7e7fc11fe33554efd324e6&section=1>

### Public Preview Link for PARCC 3rd Grade ELA Practice Assessment:

<https://www.myanetonline.org/preview/?qk=431a5d3ff0566f66ed32e4bb04fe2387&section=1>