



## **UTIPS: Utah Test Item Pool Service Manual** in collaboration with UEN & SESC

UTIPS is an online program created by the Utah State Office of Education as a formative and summative assessment tool with the following purposes:

- Provide quality test items aligned to the Core Curriculum in Math, Science and Language Arts (other subjects may be added in the future).
- Act as an online tool to inform classroom instruction for improving student achievement.
- Encourage instruction that includes multiple and varied assessments.
- Allows teachers to create diagnostic tools that will lead to improved and more individualized classroom instruction.
- Provides immediate feedback to educators in several graphic formats that can guide instructional strategies and programs in ways that will result in greater student achievement.

UTIPS should be used:

- to inform instruction throughout a course
- as a supplement to ongoing classroom activities.

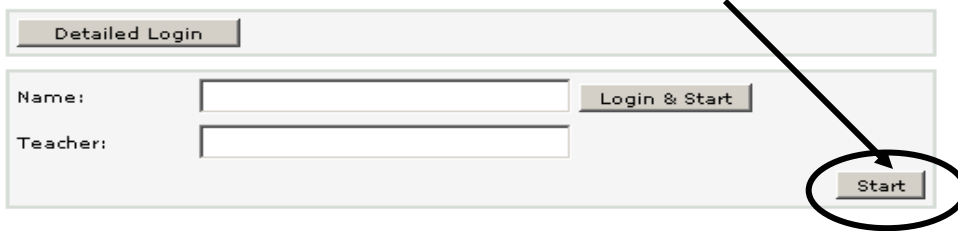
In conclusion, UTIPS is a powerful assessment tool because each item is aligned to the core curriculum and level of student proficiency on aspects of the curriculum (standards and objectives) that can be assessed. When used properly, UTIPS should enhance instruction by allowing teachers to focus on the Core Curriculum, resulting in increased student achievement.

<b>Table of Contents</b>	<b>Page</b>
Section 1: Take a test .....	3
Section 2: Using UTIPS Without Logging In .....	4
Section 3: Register (One Time) and Logging In.....	5
Section 4: Your UTIPS Account Area .....	6
• Add a folder .....	6
• Suggestions for Organization .....	6
Section 5: Create a Test .....	7
• Add a test .....	7
• Add questions from the state pool .....	8
• Create original questions.....	9
• Add media to questions .....	11
Section 6: Edit a Test and Questions.....	13
• Weigh question types and add optional password .....	13
Section 7: Student Access .....	14
• Publish your test.....	14
• Your profile .....	15
• Print a test .....	17
Section 8: View Test Results .....	18
• Grade an Essay or Performance question.....	19
Section 9: Convert old TIPS tests to new UTIPS system.....	21

## Section 1: Take a Test

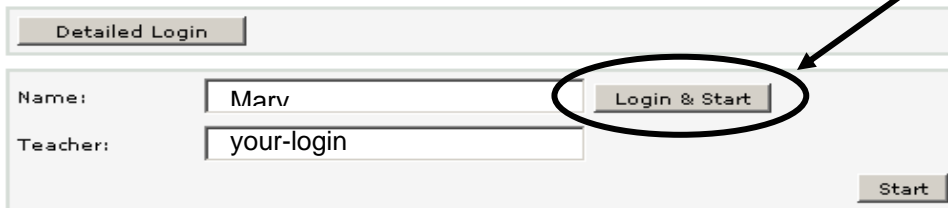
To best understand how UTIPS works, it is helpful to take an online test as an example. Your trainer has a sample test available for you try.

- 1) Go to the UTIPS training account test area. This is: <http://training.utips.org>.
- 2) Locate the test title your instructor has directed you to take. You may look in the lower area of the main frame for a direct link (My Tests box), or you may choose the test title from the list of items in the left frame.
- 3) When you click on the link or the test title, you are asked to login. At this time, you or your students have a choice to take the test online and NOT RECORD the score. To do this, leave both fields blank and click the Start button.



The screenshot shows a web form titled "Detailed Login". It contains two input fields: "Name:" and "Teacher:". To the right of the "Name:" field is a button labeled "Login & Start". Below the "Teacher:" field is a button labeled "Start". A black arrow points from the top right towards the "Start" button, which is circled in black.

- 4) When students finish a test, their score displays on the screen but is not recorded anywhere. Use this option if you wish to manually note students' scores as you walk around the room, or if students just want to practice repeatedly and it doesn't matter what score they receive.
- 5) If you wish to RECORD THE SCORE in your UTIPS account, the student must login. To login, in the **Name:** field the students enter their name. In the **Teacher:** field the students enter their teacher's LOGIN ID (not the teacher's name). This is how the computer knows which account to put the students' test results into.
- 6) After entering their own name and their teacher's Login ID, students click the **Login & Start** button.



The screenshot shows the same "Detailed Login" form. The "Name:" field now contains the text "Marv" and the "Teacher:" field contains "your-login". The "Login & Start" button is circled in black, and a black arrow points from the top right towards it.

- 7) For today's class, enter the login "training" in the **Teacher:** field, or enter your instructor's login as directed.
  - ☞ Regardless of the URL where students take the test (math.utips.org), the results will be sent to the account entered in the **Teacher:** field. Thus, a test may reside in a single central location (ogdenschooldistrict.utips.org), but many students may still use the test and have the results sent to their individual teacher's account area.
- 8) **Detailed Login** may be used after students have already taken a test on the system, which allows them to select their name from a drop down box.

## Section 2: Using UTIPS Without Logging In

To access UTIPS without logging in, go directly to the UTIPS main page:  
<http://www.utips.org>

When viewing the main UTIPS screen, note the three file folders available.



To access questions and “*sample*” tests, students can click one of the subject icons to view examples of test items for these three curriculum areas; questions in these tests are currently organized by core standard and objective. Some standards may have only one or two questions, while other standards will have more.

There are also a few “*blueprint*” tests. These tests are proportionally representative of an end-of-level test for that subject and grade level. In other words, if the end of level CRT test has 3 questions for that standard and objective, the blue print test will have the same number of questions (in this case 3) from that standard and objective.

After clicking the folder for a subject area, you can:

- View questions by expanding the folders in the left frame and clicking on a test.
- Click one of the links to a blue print test found in the **My Tests** box in the main frame.

After selecting a test, the login dialog box appears. Click the start button to see the questions or take the test for practice (the score is not recorded anywhere).

To return to the main UTIPS page where you can login, click the UTIPS banner/logo at the top of the screen.



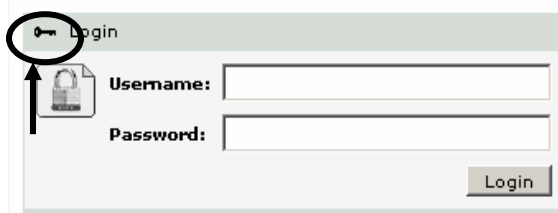
Once logged in, a user can use this icon to “toggle” between their private account and public page (xxxxx.utips.org).

### Section 3: Register (One Time) and Logging In

Registration should be done only once. The registration process creates a **NEW** UTIPS account. Eventually, UTIPS accounts will be integrated with UEN's "my.uen" account portal page available at: <http://my.uen.org>. Anticipating this, users may want to use the same **Login** and **Password** as they are currently using at UEN. Your instructor can help direct you as to the appropriate method for obtaining a UTIPS account at this time.

#### To Create a NEW UTIPS Account

- 1) Go to: <http://www.utips.org>
- 2) Locate the login area.



- 3) Click the **key symbol** to the left of the word login.
- 4) Enter your instructor's username in the field for "referrer".
- 5) Complete the remaining fields.

#### IMPORTANT!

☞ Do NOT use "cute" logins. Remember that when you want students to access your test, they will need to enter your login ID. (xxxxx.utips.org)

☞ It may be best to make your login ID and password consistent with your my.uen login ID and password... less to remember. (However, if your my.uen login includes your Social Security number, this is not suggested)

After creating your new login ID, login to your UTIPS account area at the screen above.

#### To Use My.UEN to Access UTIPS

To access UTIPS using your my.uen account, go to: <http://my.uen.org>

If you do not remember your login ID or password, you may contact UEN or ask your instructor. (Some instructors can look up my.uen logins and passwords).

If you do not have a my.uen account, you may create one by clicking the **register link**.

- 1) Login to your UEN account.
- 2) In the lower right area of your my.uen page, in the list of links under **Direct Access to your Tools**, locate the **Link to UTIPS** and click on it.

#### IMPORTANT!

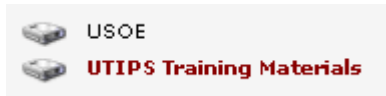
To change your my.uen login ID:

- 1) When viewing your private my.uen page, click the **Edit** button above your name at the top of the page.
- 2) In the screen that appears, locate the **Login ID** field. Delete what is there and type in the new ID you want.  
*Note: This ability to change your login may be discontinued in 2005.*

## Section 4: Your UTIPS Account Area

There are three primary components to the screen that appear after you login.

- 1) Across the top of the screen is a menu bar. As you mouse over the items, menu selections appear.
- 2) Down the left side of the screen is your storage and navigation area.
- 3) In the mainframe, whatever you currently have selected from the storage area and/or menu bar on the left is displayed.

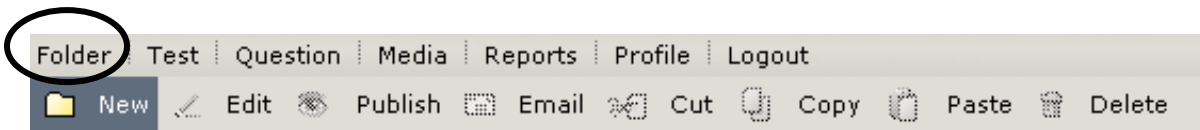


At the first access, you see only a hard disk icon with your account title. Under your account title you can add two types of items: folders or tests.

We strongly recommend that you add a folder before creating a test.

### A. Add a Folder:

- 1) Go to the menu bar and click the word **Folder**.
- 2) In the “mouse over” menu that appears, click **New**.
- 3) Enter a name for your folder and click the **Submit** button.



You can put four types of items in a folder: more sub-folders, tests, questions, and/or media. It is VERY IMPORTANT to note what, if any, folder or test is selected when you add these items. Otherwise, you may have questions “loose” in a folder, or add questions into the wrong test.

### B. Suggestions for Organization

Consider making a separate folder for media/images, and a separate folder for Web links. You might have one folder at the top level for all of your media, or a sub-folder with each test that contains media for that test.

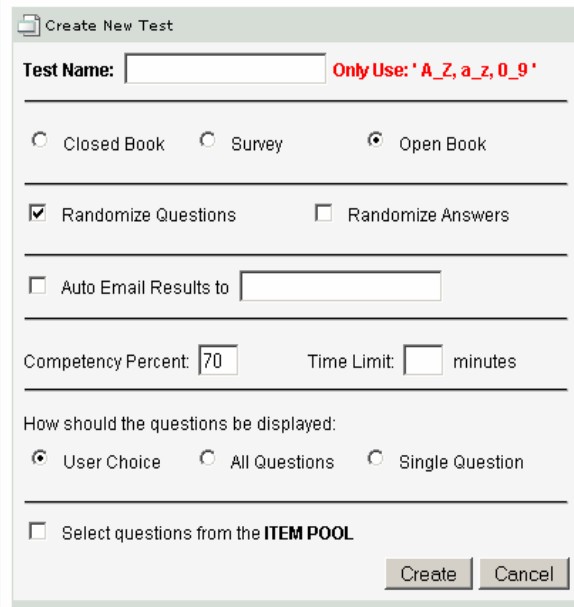
As an elementary teacher, you could make a folder for each subject area, then have multiple tests within the subject area folder.

Secondary teachers might have a separate folder for each subject taught or class period, with multiple tests for that subject or class period located in the same folder.

## Section 5: Create a Test

### A. Add a Test

- 1) Select the folder (if any) in which you want to place the test. Click the folder name in the left frame so that it appears bold/burgundy.
- 2) Go to the menu bar and click the word **Test**.
- 3) In the “mouse over” menu that appears, click **New**.
- 4) The test creation dialog box appears in the main frame, and you should complete the fields available.



Description of the fields:

Test Name: Enter the test name as you wish it to appear to students.

Closed Book: Students have one chance to answer a question.

Survey: Allows you to have questions that do not have correct answers (ungraded).

Open Book: Allows students multiple chances to answer a question.

Randomize Questions: Presents questions to students in random and different orders.

Randomize Answers: Mixes answers on a forced response test so the correct choice is in a random location for each student that takes the test online.

Auto Email Results to: Enter an email address to which you wish test results sent. Note you must also check the box to activate it.

Competency Percent: Allows user to specify the percent score a student must achieve to be considered “competent”.

Time Limit: Limit the number of minutes a student has in which to complete the test. When the time is up, the test submits regardless of how many questions a student has completed. Leave field blank if you do not want a time limit.

How should the questions be displayed: You can choose to have questions delivered one at a time with a “next question” arrow or to have all the questions displayed at once,

which requires students to scroll up and down within the test. You can also allow the student to choose how the questions will be displayed.

Select Questions from the **Item Pool**: This allows you to choose questions from the official state test pool.

**IMPORTANT NOTE:** If you do not select **Item Pool**, you cannot come back later to this test and add official items from the pool. **At the time of test creation is the ONLY time you can choose to add test items from the core pool.**

## B. Add Questions from the State Pool

If you clicked in the check box for “Select Questions from the Item Pool, when you click the create button you will see this:



The screenshot shows a form with the following fields and options:

- Subject: [Dropdown menu]
- Grade: [Dropdown menu]
- Question Type: [Dropdown menu with 'Forced Response' selected]
- Blueprint Counts: None:  All:  Half:

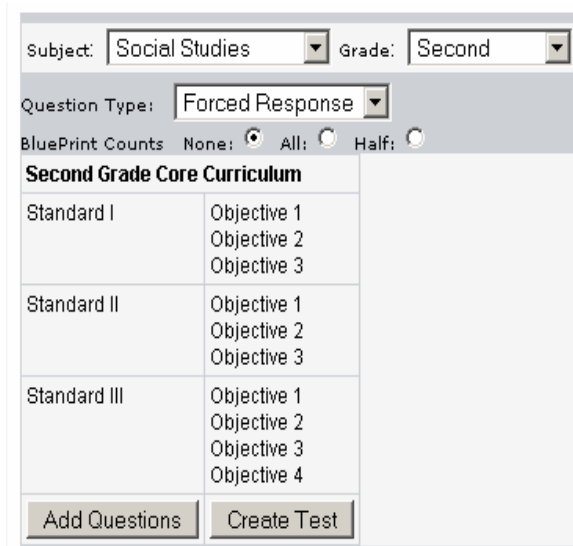
- 1) Click the drop down arrow for **Subject** and select Math, Language Arts or Science.
- 2) Click the drop down arrow for **Grade** and select a grade level.  
☞ Not all subject areas or all grade levels have questions available.
- 3) Click the drop down arrow for **Question Type**. Forced Response is the same as multiple choice.  
☞ Not all question types are available in the state test item pool.
- 4) For Blueprint Counts, select None, All or Half. If you select all, you will see the correct number of items offered for each standard and objective on an official end-of-level test. If you select half, you will see those numbers reduced in half with the proportion retained – most teachers do not wish their students to practice on full tests with over 50 questions, so it might be beneficial to do a half-sized test.

If, after you choose a subject and grade level, you see something like this: ☞

Then there are **no questions available** for this subject and grade level at this time.

Or, there are no questions of the type you specified available (Forced Response)

**IF** this happened, disregard the **Add Questions** and **Create Test** buttons.



The screenshot shows the test creation interface with the following settings:

- Subject: Social Studies
- Grade: Second
- Question Type: Forced Response
- Blueprint Counts: None:  All:  Half:

Below the settings is a table titled "Second Grade Core Curriculum":

Standard I	Objective 1 Objective 2 Objective 3
Standard II	Objective 1 Objective 2 Objective 3
Standard III	Objective 1 Objective 2 Objective 3 Objective 4

At the bottom of the table are two buttons: "Add Questions" and "Create Test".

Subject:  Grade:

Question Type:

BluePrint Counts None:  All:  Half:

<b>Eighth Grade Integrated Science</b> <input type="text" value="0"/> of 278	
Standard I <input type="text" value="0"/> of 52	Objective 1 <input type="text" value="0"/> of 20
	Objective 2 <input type="text" value="0"/> of 13
	Objective 3 <input type="text" value="0"/> of 10
	Objective 4 <input type="text" value="0"/> of 9
Standard II <input type="text" value="0"/> of 69	Objective 1 <input type="text" value="0"/> of 22
	Objective 2 <input type="text" value="0"/> of 41
	Objective 3 <input type="text" value="0"/> of 6
Standard III <input type="text" value="0"/> of 53	Objective 1 <input type="text" value="0"/> of 13
	Objective 2 <input type="text" value="0"/> of 9
	Objective 3 <input type="text" value="0"/> of 24
	Objective 4 <input type="text" value="0"/> of 7
Standard IV <input type="text" value="0"/> of 104	Objective 1 <input type="text" value="0"/> of 22
	Objective 2 <input type="text" value="0"/> of 18
	Objective 3 <input type="text" value="0"/> of 32
	Objective 4 <input type="text" value="0"/> of 32

If your dialog box looks like this instead, you can enter the number of questions you want from each part of the pool.

- Draw from the entire subject/grade pool
- Draw only from this standard
- Specify the number to take from each of several standards
- Choose a number of questions to draw from this objective
- Use the Add Questions button if you wish to select questions from an additional curriculum area.
- If you are finished, click the Create Test button.

☞ Although the questions are drawn randomly from the pool at the level you specify (subject/grade, standard and/or objective), this is a one-time event. Once a test is created, the questions do not change.

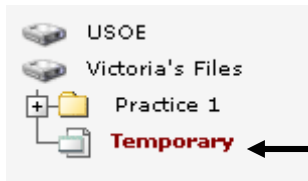
After clicking **Create Test**, your test appears in the main frame so that you can view the questions. The correct answer for each question is shown in **bold**.

In the upper right corner of this screen is a **list view** icon. Click this icon to see the questions listed as abbreviated titles.

Note the checkbox next to each question. After clicking in a check box, you can mouse over the **Question menu** and choose to **Edit**, **Cut**, **Copy** or **Delete** the selected question(s).

### C. Create Original Questions

You may add original questions to a test you have already created, add them “loose” into a folder, or, when creating a new test leave the **Select Questions** from the Item Pool check box empty and immediately begin adding original questions.



To add original questions to an existing test, you must first be sure the test is highlighted in the navigation frame on the left.

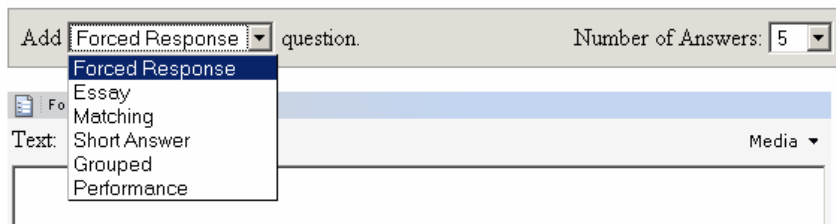
The test called "Temporary" is highlighted in bold and is colored burgundy to indicate it is selected.

When the test is highlighted, any questions already entered in the test are visible in the main frame. To add more questions:

- 1) In the menu bar, mouse over **Questions** and click **New**.



- 2) Six question types are available, each with unique options. Use the drop down menu at the top left of the screen to select a question type. Media may be added to virtually any field where text can be entered – associated with a question and/or an answer.



- 3) When Forced Response (multiple choice) is selected, you can specify the number of answers, enter question text, answer text, and click in the check box to indicate the correct answer.
- 4) When Essay is selected you can enter the text for the question and a "rubric" or outline of what constitutes a correct answer. Essay questions are not graded automatically. When viewing the results of each test, the teacher enters a score for each essay question, which is then added to the student's total score.
- 5) When Matching is selected, enter a text prompt, the list of items to match in one column and their matching pair in a second column.
- 6) Grouped questions are for a situation where one piece of reading, one diagram or one prompt may have several questions associated with it. For example: many end-of-level tests have questions that say "Read the following passage, and answer the next 5 questions"... grouped questions will not be separated when the questions in a test are randomized.

- 7) For Short Answer you can ask a question with a short (one or two word) answer, or you can use the underscore character to create a “blank” that students would type an answer for. Short Answer questions are graded automatically, so the student’s answer must match your answer exactly. There is a check box to indicate case sensitive.

The “blank” was inserted by typing the underscore key 5 – 10 times.

Note that several possible acceptable answers were entered separated by a comma, and the case sensitive box was not checked.

The screenshot shows the 'Add Short Answer question' interface. The 'Text' field contains the question: '\_\_\_\_\_ is a small domestic pet that purrs.' The 'Correct ANSWER' field contains 'cat, feline, furry friend'. The 'Case Sensitive' checkbox is unchecked. The 'Add' and 'Advanced' buttons are visible at the bottom right.

- 8) Performance questions allow you to enter requirements and a “rubric” or description of the correct response. Performance questions are NOT delivered through the UTIPS online system. Students see these at the bottom of their results page as an additional task to be completed under the supervision of the teacher. After completion, the teacher can enter a score for that section of the assessment which will be factored in to the student’s total score.

When you are finished creating a question, click the **Add** button in the lower right corner. You may then add another question of the same type or select a different question type. When you finish adding all the questions, simply **click the test in the left frame** to see the completed question list in the main frame.

☞ The teacher’s view of the test includes a checkbox next to each question. The questions and answers are NOT in random order. The correct answer is **bold**. However, when the students take the test, the correct answer does not appear in **bold**, and the questions and/or answers will be randomized.

#### D. Add Media to Questions

In all question types, both by questions and by answers, you can add media. Media can be images, sounds, video or Web links. IF the media you wish to use is on your personal computer, the file must be first “uploaded” into your UTIPS account area.

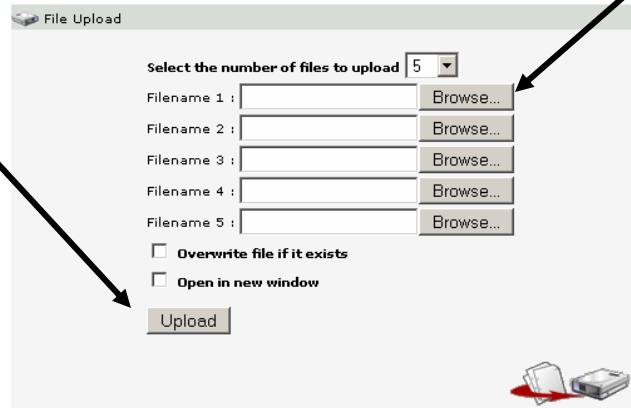
This can be accomplished from two different locations:



The first option is to select a folder in which to store your media, then choose **Media** on the menu bar and click **New**.

IF the media is located on a website, choose web **link** and fill in the appropriate URL information...

IF the media is on your own computer choose **upload a file** and the **Browse** button to locate files one at a time. Once you have selected all the files you wish to upload, click the **Upload** button.



The media is now available for use with multiple new questions you create by using the **Media** and **Browse** option next to each field in the question creation dialog box by following these steps:

- 1) In the left navigation frame, select the folder where your previously uploaded media is located.
- 2) Click on the folder to open it.
- 3) Media stored in that folder appear in the main frame with a check box next to each one. Check the box next to the media item you wish to include in your test question.
- 4) Go to the **Menu** bar, mouse over **Media** and click **Copy**.
- 5) The logical step is “copy-n-paste”, but since UTIPS knows you were trying to add media, it automatically pastes the media into the field.



The second option is used IF the user only intends to use the media in a single question; all previous steps can be bypassed. The media can be directly uploaded to that question field by simply using the **Media** >> **New** >> **Upload a File** option.

## Section 6: Edit a Test and Questions

### Edit Test Properties

To change the test “properties” you set in the initial Create New Test dialog box follow these steps:

- 1) Select the test in the left navigation frame.
- 2) Choose **Test** from the menu bar and then click **Edit** on the Test menu.
- 3) This displays the Test Edit dialog box in the main frame. You can modify any item in this dialog box – for example, change the time limit, or add an email address to which results will be sent.

☞ **IMPORTANT:** Once you have created a test, you no longer have the option to add questions from the state item pool although you can add / edit your own.

There are two new options in the Test Edit dialog box that were not available in the Create New Test dialog box. The new sections, shown below, are at the bottom of the dialog box.

The screenshot shows a dialog box with two main sections. The first section is titled "Test Section Weighting:" and contains five input fields with percentage signs: "Forced Response: [0] %", "Short Answer: [0] %", "Matching: [0] %", "Essay: [0] %", and "Performance: [0] %". The second section is titled "Password Required to Take Test:" and contains a text input field labeled "Password:" followed by the text "(Leave blank for none)". At the bottom right of the dialog box are two buttons: "Update" and "Cancel".

**Weighting:** Indicate which section of the test should be weighted more heavily when the computer grades the test.

**Student Password:** Provide a password to restrict access to the test. Only those students who know the password can take the test.

### Editing a Question

- 1) Select the test or folder in which questions are located in the left frame.
- 2) From the list of questions displayed in the main frame, locate the question you wish to edit and click in the check box for that question.
- 3) Mouse over **Question** on the menu bar and select **Edit** from the menu.
- 4) Begin editing the question in the main frame and click the **Update** button when finished.

### Deleting a Question

- 1) Select the test so that all of the test questions display in the main frame.
- 2) Click the check box next to the question(s) you wish to delete.
- 3) Mouse over **Question** on the menu bar and select **Delete** from the menu.
- 4) Pay attention to the prompt asking if you are sure you want to delete the indicated questions. Once they are gone, you cannot retrieve them!

## Section 7: Student Access

### A. Publish your test

At any time you are working on a test, it is available only to you because you are logged in to your account area. When you have finished developing the test and want students to view it and be able to take the test, you must **Publish** the test. Folders, Tests or Media may be published to your personal **My Page** (xxxxx.utips.org) website.

☞ **IMPORTANT:** When you have published a folder, ALL tests, folders, images, links, etc. in that folder are also published and visible at your public **My Page** web site. If you do not publish a folder, but DO publish a test within a folder, only the test is displayed at your UTIPS **My Page** public web site.

To publish a test:

- 1) Select the name of the test in the left navigation frame.
- 2) Mouse over **Test** on the **Menu** bar and click **Publish**.
- 3) A bright red **"P"** appears next to the published test.

To Un-publish a folder, test or media - repeat the same steps. This is a "toggle".

Once a test has been published, students may access that test by going to your public UTIPS page (xxxxx.utips.org). For example, when you took the test at the beginning you went to: <http://training.utips.org>. The login for this training account area is the word "training", and that also becomes the Web address your students use.

☞ The URL for your personal **My Page** at UTIPS does **NOT** include "www."

All Published folders, tests and media appear listed in the navigation frame at the left of the public page.

☞ Clicking the **Title** will alternately show or hide the left frame menu... this is also a "Toggle"



## B. Your profile

Editing your profile is how you customize the appearance of the public UTIPS **My Page** (where students go to take your tests).



Return to your account area, by clicking the UTIPS logo on the left. If you are still logged in, you see your own navigation frame on the left.

Or, if it is necessary to login again, you will see the main UTIPS screen with the login fields in the center, and you should login again from there.

Once you are back in to your personal account, mouse over **Profile** on the **Menu** bar and select one of the three options: **Configure**, **Edit** or **My Page**.

### Configure

Account Configuration

Username: training

First Name: UTIPS

Last Name: Trainer

Email: info@utips.org

Menu Type: Images And Text

Title: UTIPS Training Materials

New Password:

Confirm:

Update Cancel

In the **Profile** Account Configuration dialog box, you can change your username, first or last name, email address and display title.

**Title** is the official title that shows at the top of the left navigation frame for your **My Page** and also in any **Email** that is sent from this account

You can also change passwords.

### Edit

Select a **district/college** from the drop down menu, and again from the list of schools in the **school/department** menu.

This activates the **Detailed Login** feature of the test taking.

Profile Configuration

District / College: Kane

School / Department: Kanab High

Phone: (123) 456 - 7890 x 123

City:

State:

Other Interests:

Update Cancel

## My Page

MyPage Configuration

Photo: None

Message 1

Under **My Page**, you can select an image by clicking the drop down menu. The image must have been uploaded previously using the **Media** menu, **New**.

There are two fields in which you can enter text. These two **message** fields appear on your public page to the left of the image and above links to any tests you have published.

MyPage Configuration

Photo: 184/racer.jpg

Message 1: `<div style="text-align:center;"><big style="c(102, 0, 204);"><big>W the <a href="http://www.utips`

Message 2

Test Form: Simple Form

AutoFill Teacher User Name:  Yes  No

Update Cancel

Preview: SESC info@utips.org Welcome to the UTIPS training page! Here you *should* find the handouts and sample tests you need to do a successful UTIPS training.

My Tests: tech, tlc, Sample Media Formats, Question Formats Test, Amigo Felix, Beginning UTIPers test

My Links: New UTIPS, Admin\_Tect, UTIPS\_train

Detailed Login

Just Print Test

Name:

Teacher Username:

Login & Start

Start

There is also a choice to have all tests taken from your **My Page** default to the simple **login**...

or to the **detailed login**...

and/or to have UTIPS **auto-fill** in your **username** in the **Teacher:** field when a student takes a test from your public **My Page**.

Simple Login

Just Print Test

District:

School:

Teacher:

Name:

Bob the Builder  
Bob the Duck  
Bowen, Anne  
Bush, George W.

Login & Start

Start

### C. Print a test

There are two very different methods for printing a test: students can print paper copies of any tests posted to your public **My Page**, and teachers can print copies of tests ...with an answer key.

#### Print a Test: Student

- 1) Enter the address for the public area where the test you wish to print resides. [math.utips.org](http://math.utips.org), [science.utips.org](http://science.utips.org), [languagearts.utips.org](http://languagearts.utips.org)... [xxxxx.utips.org](http://xxxxx.utips.org)
- 2) Select the test you wish to print by clicking on it in the left navigation frame. The test questions appear in the main frame. If done correctly, something like this should display on your screen:

The screenshot shows a web interface with two main sections. The top section has two buttons: 'Detailed Login' on the left and 'Just Print Test' on the right. Below this is a form with two input fields: 'Name:' and 'Teacher Username:'. The 'Teacher Username:' field contains the text 'training'. To the right of the 'Name:' field is a 'Login & Start' button. At the bottom right of the form is a 'Start' button.

- 3) Simply click the **Just Print Test** option in the upper right hand corner  
☞ Your computer must have the free Adobe Acrobat reader installed in order to run the print feature... and you must be patient, this takes 1 - 3 minutes.
- 4) Use your **browser print** command, or the **Adobe Print** button on the Acrobat toolbar to send these formatted pages to your printer.

#### Print a Test: Teacher

Because the printable versions of tests include the answer key, the ability to print a test must be restricted. In order to print a test, follow these directions.

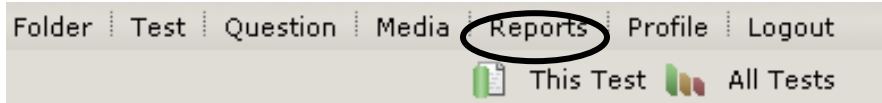
- 1) Login to your UTIPS account area.
- 2) Enter the address for the public area where the test you wish to print resides, HOWEVER, the web address must be entered in a different format. The format is: <http://www.utips.org/~loginID>. For example, [www.utips.org/~math](http://www.utips.org/~math), [www.utips.org/~science](http://www.utips.org/~science) and [www.utips.org/~languagearts](http://www.utips.org/~languagearts).
- 3) Simply click the Just Print Test option on in the upper right hand corner  
☞ Your computer must have the free Adobe Acrobat reader installed in order to run the print feature... and you must be patient, this takes 1 - 3 minutes.  
☞ The printable answer key on the last few page(s). Don't hand out the answer key to your students by mistake!
- 4) Use your **browser print** command, or the **Adobe Print** button on the Acrobat toolbar to send these formatted pages to your printer.

## Section 8: View Test Results

One of the most powerful features of UTIPS is the ability to analyze student test results and view graphic displays of students' performance.

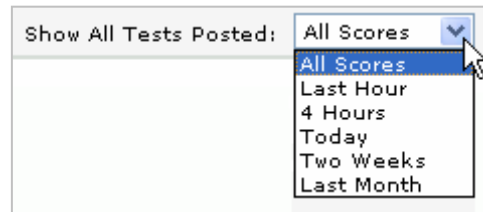
To access the test results area you must first be logged in to your account:

- 1) On the **menu bar**, mouse over **Reports** and choose **All Tests**.



☞ **This Test** is only available if you have a test selected in the left navigation frame

- 2) the **Test Results** screen contains a drop down menu:
- 3) From the drop down menu choose the time period for which to show scores. IF you choose **Today** you will see only the tests that were taken today. If you choose **All Scores** you will see all tests from the last 6 months.



☞ UTIPS allows you to keep scores for a maximum of 6 months... plan accordingly!

- 4) After filtering the test time frame, click the name of the test to display, and the results will appear in the main frame in the default Student List view.



☞ If you don't see test results listed, and you are certain students have taken the test, it is most likely you need to change the setting in the drop down menu above.

“Rouge” scores are deleted with the check box and the **Delete** button:

Name	Forced Response	Short Answer	Matching	Essay	Performance	Total Score	Taken
<input type="checkbox"/> bob_amigo	86% (43/50)	0% (0/20)	80% (4/5)	50% (5/10)	N/S	55%	Sep 22, 2004 11:46 AM
<input type="checkbox"/> Larsen, Cathy	82% (41/50)	0% (0/20)	100% (5/5)	N/S	N/S	48%	Sep 22, 2004 11:46 AM
<input type="checkbox"/> matthews, dan	76% (38/50)	0% (0/20)	40% (2/5)	N/S	N/S	42%	Sep 22, 2004 11:46 AM
<input type="checkbox"/> Prisbrey, Brent	100% (50/50)	0% (0/20)	80% (4/5)	50% (5/10)	N/S	62%	Sep 17, 2004 11:11 AM
<input type="checkbox"/> Peterson, Byron	72% (36/50)	25% (5/20)	100% (5/5)	100% (10/10)	80% (8/10)	67%	Sep 17, 2004 11:10 AM

Test Results have column headings that are “sortable” if you click on them: For example **Name**, **Total Score** or time **Taken** will resort the list of students in first ascending and then, if clicked again, descending order.

☞ **IMPORTANT:** To view or print an individual student's test, in the student list view, click the student's name. This displays a "copy of their test". You can review which questions that individual answered correctly or missed. Use your browser print button if you want a hard copy to discuss with the student.

☞ **N/S** in the Essay and Performance question type columns indicate that those questions have not yet been graded. The computer automatically grades most questions, however essay and performance questions still require human evaluation.

### Grade an Essay or Performance Question

To grade students' essays and performance questions follow these steps:

- 1) Click the blue underlined "**N/S**" link under the Essay column.
- 2) A new box displays showing the original question in black, the student's answer in green & the grading "rubric" entered at the time the question was created ...

<u>Essay</u>	<u>Performance</u>	<u>Total Score</u>	
<u>50% (5/10)</u>	<u>N/S</u>	55%	S
<u>N/S</u>	<u>N/S</u>	48%	S

Done

What is the BEST reason to attend todays meeting? 0 of 10

Because we are learning about UTIPS

Rubric: The food.

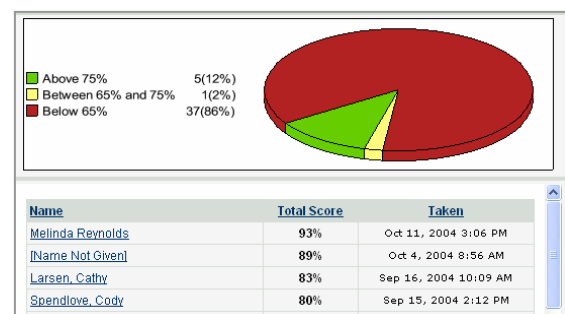
- 3) Compare the student's answer with the "rubric."
- 4) Use the two fields: \_\_\_ out of \_\_\_ to enter the student's score and the total points possible for the question in these fields.
- 5) Click the **Done** button in the upper left corner of the box.

You should see the student now has a score in the Essay column, and their total score has been recalculated and updated.

### Additional Reports



The pie chart shows how many students achieved the cut score, how many were within 5% +/- of the cut score, and how many



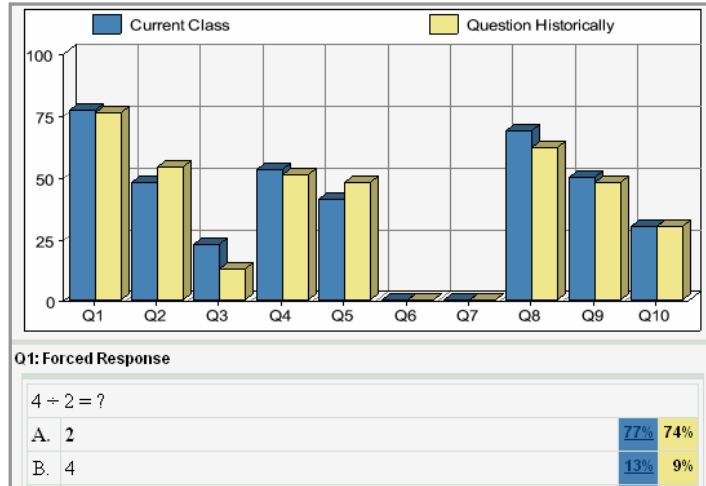
did not achieve the cut score. Clicking a section of the pie will display the names of students who are represented in that area.



The single column chart (blue) only shows how many students answered each question correctly.



The two-column chart (blue and yellow) compares the number of students in this group with the answers of other students who took this same question.



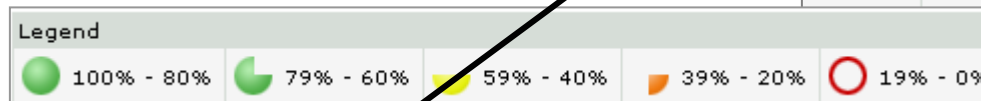
Clicking the percentage shows the names of students who selected that response. If no one selected one of your distractors, chances are it's not a good distraction!

This is most useful when using questions from the state test pool – your students compared to any other students that have answered this question.



The core icon represents a view that shows students' results based on the Core standard. For example, if you have a test with 20 questions, but it only assesses 3 standards, this report shows how students performed *by each standard and objective*:

The dot/circle representation breaks down student performance in 20% increments:



Name	S1	S2	S3	S4
3 Kevin	○	○	○	○
Cody	◐	○	○	○
Homer	◐	●	○	●
Ralph	●	○	○	◐
	●	●	●	●

Clicking the column heading will display the actual core standard that the question(s) measured.

**S1 - There were 2 question(s) associated with this standard on this test.**

**First Grade Mathematics**

**Standard 1**  
Students will acquire number sense and perform simple operations with whole numbers.

**Objective 1**  
Represent whole numbers in a variety of ways.

## Section 9: Convert old TIPS tests to new UTIPS system

Many teachers have created numerous tests in the old TIPS system. This work is NOT lost. There is a simple process that allows you to move those old tests into the new UTIPS system. In order to do this, you should first:

- 1) Know your **login ID** and **password** for the old TIPS system. (UEN ID / password)
- 2) Please remove outdated material from your old TIPS area such as experimental questions, practice tests, and other items that you do not plan to use in the future, because it wastes valuable resources.

☞ **IMPORTANT:** This operation will create a **ONE-to-ONE** association between your old TIPS account and your new UTIPS account. This means that users can NOT transfer their old TIPS tests into multiple UTIPS accounts. You cannot transfer your TIPS tests to your UTIPS account... and to a colleague's UTIPS account.

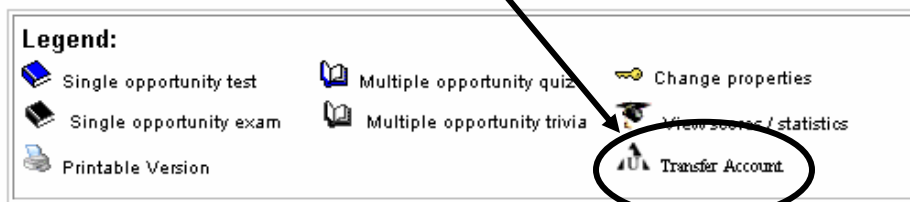
To move items from one system to the other:

- 1) Login to the old TIPS system by going to [www.uen.org](http://www.uen.org)
- 2) Login into UEN...
- 3) From your personal portal page, click the link in the bottom section titled "**USOE Test Item Pool Service (TIPS)**".

- 4) At the TIPS screen, click the **My Tests** button on the navigation bar near the top of the screen.



- 5) After having **My Tests** selected, at the very bottom of the screen, in the lower right corner of the **Legend** box, click the icon for **Transfer Account**.



☞ If you do not yet have a UTIPS account, the screen that appears allows you to create one. If you already have a UTIPS account, enter your existing UTIPS login ID and password. (This is may be different from your TIPS login/password )

- 6) Click the **Submit** button after completing the dialog box... the transfer process can take as long as 15 minutes... do NOT use your computer for anything else.

After the transfer is complete, you may view your transferred tests in folders by logging into <http://www.utips.org> with your new UTIPS login ID and password.