


QUESTION SETS

1. From Teacher Center, click **Personal Content/Assessment Sets**.
OR
From the Administrator Center, click **Assessment Sets**.
2. Click on down arrow next to **Question Sets**.
3. Click on **Add Question Set** and type in a **name** of the set and click **OK**.
OR
Click on an existing set to edit and then click on arrow across from Questions.

A. Create Own Questions or Copy/Paste

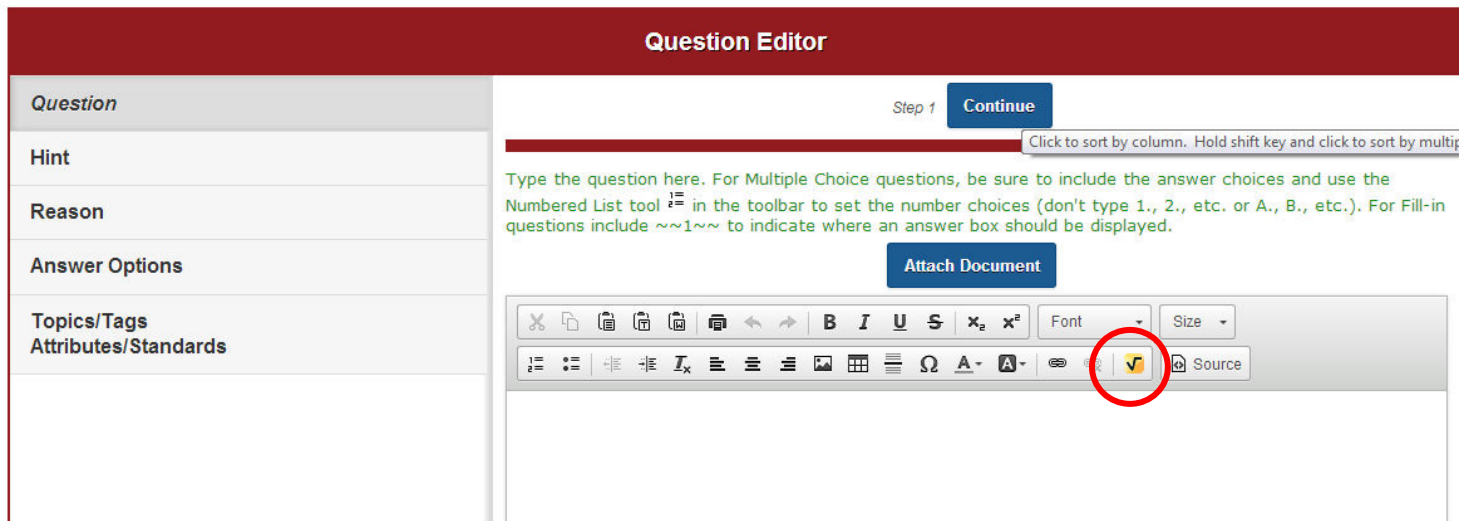
Multiple-Choice & True/False

1. Select **Add Short Answer Question**.
2. In the question editor box to the right, type the question or copy/paste from another source – do not number the question.
3. Use Enter key at least once after the question.
4. Click the **Insert/Remove Numbered List** button.  Do not type your own numbers.
5. Type answer choices using Enter after each choice except the last choice.
6. On the left, you may click on **Hint** or **Reason**. These are **OPTIONAL** and not required.
7. On the left, click **Answer Options**, click circle next to **Multiple Choice**. Set the Number of choices and Correct Answer number.
8. On the left, click **Topics/Tags/Attributes/Standards** and add any of these **OPTIONAL** features if desired by clicking on the **+** to expand each level then clicking the check box(es) next to the desired option(s).
9. Click on **Save**.

Fill-in-the-Blank

1. Select **Add Short Answer Question**.
2. In the question editor box to the right, type the question or copy/paste from another source – do not number the question.
3. Use ~1~ where you want the answer box to appear to the student.
EXAMPLE: The ~1~ river is found on the northern most border of New York State.
NOTE: The ~ symbol (tilde) is found just above the tab key.
4. At left, you may click on **Hint** or **Reason**. These are **OPTIONAL** and not required.
5. At left, click **Answer Options**, click circle next to **Fill-In**, enter the answer, indicate the width in characters – make sure enough or even more so students don't guess based on number of characters, then choose the font size.
6. At left, click the **Topics/Tags/Attributes/Standards** and add any of these **OPTIONAL** features if desired by clicking on the **+** to expand each level then clicking the check box(es) next to the desired option(s).
7. Click on **Save**.

Equation Editor



The screenshot shows the 'Question Editor' interface. On the left is a sidebar with sections: Question, Hint, Reason, Answer Options, and Topics/Tags Attributes/Standards. The main area contains a 'Continue' button, a text input field with instructions, an 'Attach Document' button, and a WIRIS Editor toolbar. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, subscript, and superscript. The 'OK' button (a yellow checkmark in a circle) is highlighted with a red circle.

1. When writing a question, hint or reason, you have an equation editor (WIRIS Editor) that you can use to create mathematical equations.
2. Click on the WIRIS Editor icon.
3. Use the various symbols available and your keyboard to create the equation.
4. When done, click on OK in the lower left corner.

Constructed Response

5. Select **Add CR Question**.
6. In the question editor box to the right, type the question – do not number the question.
7. At left, click on **Sample Answer**, type in the model answer students can view when using Open mode. This is **OPTIONAL** and not required.
8. At left, click on **Options** and select appropriate choices:
 - a. **Number of lines for the answer** allowed for students to type out their answer.
 - b. **Maximum Points** to be used when scoring.
 - c. **Answer Type** depends on if the student will write out their answer (Standard) or use pre-typed text to make corrections (Edit Paragraph).
9. At left, click **Topics/Tags/Attributes/Standards** and add any of these **OPTIONAL** features if desired by clicking on the + to expand each level then clicking the check box(es) next to the desired option(s).
10. Click on **Save**.

B. Modify Castle Learning's Questions

(MC, Fill-in and CR questions can be edited with some exceptions. You **CAN'T** edit the special MC questions such as drag-drop, multi-checked, etc. Only standard MC questions can be edited. Fill in questions can also be edited, but only ones with a single answer field.)

1. Select **Add Castle Questions**.
2. Select the criteria for course, question type, filter, standards or levels/topic, etc.
3. Select Save Choices & Show me questions.
4. Check off the question(s) to use and then click **Done**.
5. The question number will remain a green color until you edit the question. Once edited and saved, it will be in yellow to indicate it was edited by you.
6. To edit the question, click on the Question number.
7. At top right of the question screen, click on **Duplicate and Edit**.
8. Make changes to wording, answers, etc. If the question contains an image, table, graph, etc., these items cannot be edited.
9. Review the choices at left (Hint, Reason, Answer Options, Topics/Tags/Attributes/Standards) for any necessary changes based on your edits and then click **Save** on the last screen.

NOTE: You can also edit public assignments and reading sets by selecting **Add Public Assignment Questions** and **Add Reading Set Questions**

FLASH CARD SETS

1. From Teacher Center, click **Personal Content/Assessment Sets**.
OR
From the Administrator Center, click **Assessment Sets**.
2. Click on down arrow next to **Flash Card Sets**.
3. Click on **Add Flash Card Set** and type in a name of the set and click **OK** then click on **Add Flash Card**.
OR
Click on an existing set to edit and then click on arrow across from **Flash Cards**.
4. In the **Vocabulary Term** box replace **new vocabulary** with a word you want to use.
5. In the **Definition** section type in the definition of the vocabulary word.
6. Scroll back to the top then click on **Save**.

HINT: If you would like the student to see definition first, type the definition in the vocabulary term box and the term in the definition box. Reverse it.

DOCUMENT SETS

Text, Web Link, Diagram/Chart, PDF, PowerPoint, MP3

1. From Teacher Center, click **Personal Content/Assessment Sets**.
OR
From the Administrator Center, click **Assessment Sets**.
2. Click on down arrow to select **Document Sets**.
3. Click on **Add Document Set** and type in a **name** of the set and click **OK**
OR
Click on an existing set to edit and then click on arrow across from Documents.
4. Choose **Add Document**, **Add URL** or **Upload File**.
 - a. Add Document – type in description, click Add. Click Edit and type in document or copy/paste. Save Changes.
 - b. Add URL – type in description and URL after the http:// then click Add.
 - c. Upload File – type in description, Browse for a File, and then click Upload File. **NOTE:** PDF, PowerPoint, Word or MP3 or MP4 file that is less than 20 megabytes in size.
5. To add these documents to an assignment or question:
 - a. To a PCS Question - Within Personal Content/Assessment Sets, while creating a question, notice above the editor window a blue link Attach document. Click on that and then check all the document(s) to attach to this question and click **Attach**.
OR
 - b. To an entire Assignment – Go Home, Click on Assignments, click on the pencil to edit. Within the assignment editor window, select in the upper right the blue link **Attach Document**. Multiple documents can be added to any assignment. You can also select what questions go with what document.

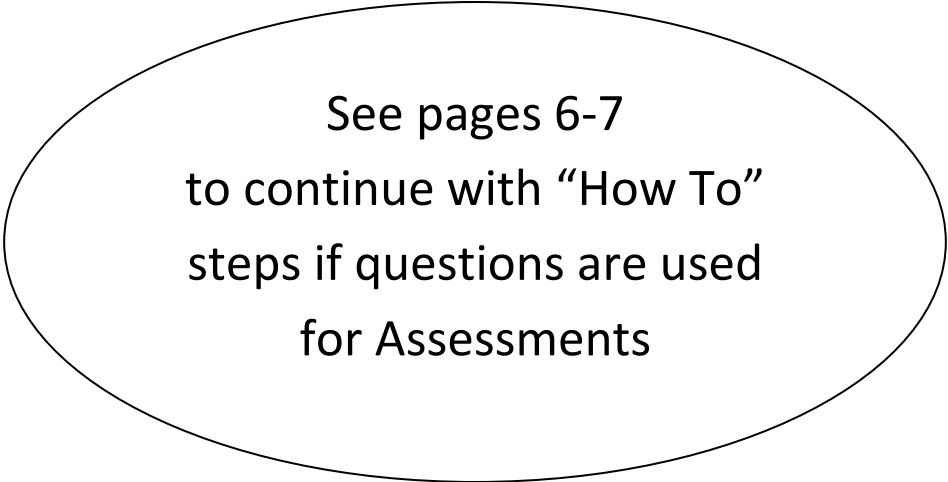
ADDING AN IMAGE TO A QUESTION, HINT or ANSWER

1. Within the question editor window click where you want the image to be inserted.
2. Click on the Image icon found on the toolbar then click **Browse Server** in the upper right corner.
3. Click Your Images in upper left corner.
4. Scroll to the bottom left and click on **Choose a File** next to File1, File2, etc. to upload - these must be previously saved png, gif or jpg images no larger than 1mb.
5. Once files are selected, click on **Upload Image Files**.
6. Scroll up to see the image(s) you have uploaded. To select, click on the blue link next to the image then **OK** at the bottom of the Image Properties window.
7. Click on the image. It will have square handles on all sides - grab the square handles and drag to size. If the image does not have the sizing handles, right click, image properties and change the Width. The Height will automatically adjust.



ADDING QUESTIONS TO AN ASSIGNMENT

1. From Teacher Center, click **Assignments**.
2. Create a new assignment
OR edit existing assignment and use Add More Questions.
3. To select the questions you created, at top select the tab **Personal Content Sets**.
4. Click on the blue + next to the content set you want to use then click the check boxes next to each desired question(s). When finished selecting, click **Done**.

A large, empty oval shape with a thin black border, centered on the page. Inside the oval, there is text providing a reference to other pages.

See pages 6-7
to continue with “How To”
steps if questions are used
for Assessments

TRANSFER ASSESSMENT QUESTION SETS TO ADMIN OR TEACHER

VERY IMPORTANT NOTE: Once the set is transferred you **lose ownership** of the set and all its contents. This feature is used for assessments in schools where once created, it needs to be kept securely in the account of an administrator or lead teacher.

1. From Teacher Center, click **Personal Content/Assessment Sets**.
OR
2. From the Administrator Center, click **Assessment Sets**.
3. Click on down arrow to select either: **Question Sets, Flash Card Sets, or Document Sets**
4. Click on the set name.
5. Click on **Transfer to Administrator** or **Transfer to Teacher**. **NOTE:** Flash Card Sets can only be transferred to another teacher.
6. Start to type the Admin or Teachers name or click on the down arrow and then select the correct name. Click on OK.
7. You will be prompted who it was transferred to. Verify the name is correct. Click OK.
8. Notice the set is no longer in your list.

NOTE: Admin will find the set transferred to them on their Castle Learning Administrator Center under **Assessments**. Teachers will find the set transferred to them in their Castle Learning **Personal Content/Assessment Sets** on their Teacher Center.

ADMIN FINDING TRANSFERRED ASSESSMENTS

1. From Administrator Center, click **Assessment Sets**.
2. Click on down arrow to select either: **Question Sets** or **Document Sets**.
3. Notice the set name that was transferred to you, who transferred the set and on what date.
4. These will be used to create an assessment assignment in the next step –Admin Making Assessments from Transfer.

ADMIN MAKING ASSESSMENTS FROM TRANSFER

1. From Administrator Center, click **Manage Assessments**.
2. Add an assessment name to your listing. Click on **+ Add** (upper right corner). Name the assessment, course and folder to store the assessment. Click on OK.
3. There are no questions in the assessment yet. You will need to browse questions to add to this assessment. Click on **+ Add**.
4. Click the check box(es) needed from the list of questions transferred to you.
5. Click Browse.
6. Check off the questions to use for the assessment.
7. Click **Done**.

ADMIN ASSIGNING ASSESSMENTS

1. From Administrator Center, click **Manage Assessments**.
2. Click down arrow next to Assessment name.
3. Click **Assign to Students**.
4. Select the appropriate filter based on school, teacher or all teachers, class, grade or specific students.
5. Check off student names, classes or grade.
6. Scroll to the bottom and indicate the mode – Quiz Mode does NOT give them any feedback – ideal for assessments.
7. Select the availability options and additional options.
8. If unsure of options, click on the ? next to any features.
9. Click **Assign**.
10. Continue until all are assigned that need to be assigned. When finished click **Done**.

ADMIN ASSIGNING GRADERS TO CR QUESTIONS

1. From Administrator Center, click **Manage Assessments**.
2. Click on the down arrow next to the Assessment name.
3. Click on **Grading (CR Questions)**
4. Click on **Graders**
5. Click on **Edit Graders**
6. Start to type the grader's name and select from list. Repeat until all graders selected. Click on **Submit Changes**.
7. Be sure to set under the section Grading (CR Questions) the **Grading Availability** to **Available**
8. The graders will now see Assessment Grading on the home page upon logging in

ADMIN REVIEWING RESULTS FROM ASSESSMENTS

1. From Administrator Center, click **Manage Assessments**.
2. Click on the down arrow next to the Assessment name.
3. Click on **Results**.

ADMIN PUBLISHING RESULTS TO TEACHERS

Once the assessment is complete, the release of results is controlled by the Admin by selecting Publish Reports. The teacher can then click Reports on their Teacher Center page, Assessment and Course Usage Reports, then Administrator Assessments.

1. To publish the results, from Administrator Center, click **Manage Assessments**.
2. Click on the down arrow next to the Assessment name.
3. To the right of Reports, slide the bar to the left to Locked and to the right to Published.

NOTE: Only Admins have the option to grade the CR questions from the results section.



TEACHER'S VIEWING ADMIN CONTROLLED ASSESSMENT RESULTS

Once the assessment is complete, the release of results is controlled by the Admin by selecting Publish Reports. The teacher can then find the results under Reports on the Teacher Center page.

1. From Teacher Center, click **Reports**.
2. Click on [Assessment and Course Usage Reports](#).
3. Click on **Administrator Assessments**.