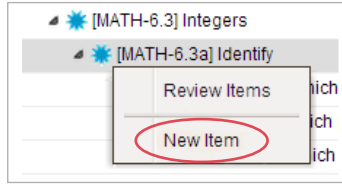


Creating Constructed Response Item

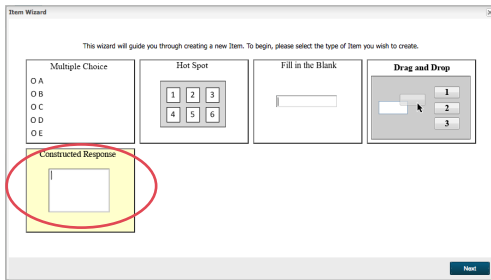
To create a constructed response item in **Assessment Library**:

- 1 Select the subject from the **Subject** drop-down menu.



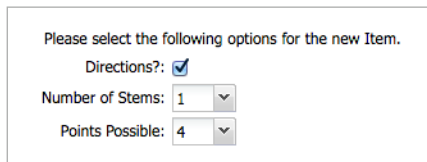
- 2 Right click on the appropriate SOL and select **New Item**.

- 3 The **Item Wizard** will appear. Select **Constructed Response** and click **Next**.



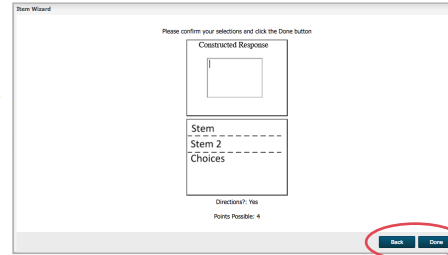
- 4 The next page allows for the inclusion of **"directions"**, number of **"stems"**, and **"points possible"**.

Tip: *Points possible refers to the points the item will be worth when administered in iTest.*

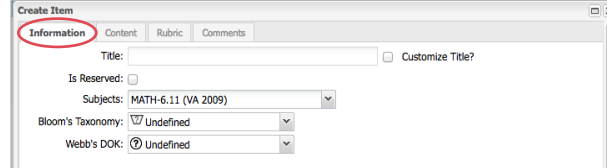


- 5 The **Item Wizard** will provide a summary of selections made.

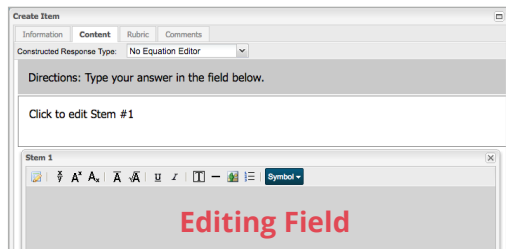
Tip: *Changes can be made to the top two choices on the summary screen by selecting "Back". Directions and number of points can be changed after selecting "Next".*



- 6 The **Create Item** window is divided into four tabs. The **Information** tab allows users to customize a title, confirm SOL, and select one of six levels of Bloom's taxonomy.

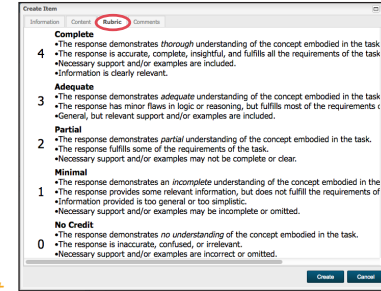


- 7 Click on the **Content** tab to create the Constructed Response item. Click inside any field to edit the information. As information is entered in the grey editing field, it can also be viewed in the area above the editing field.

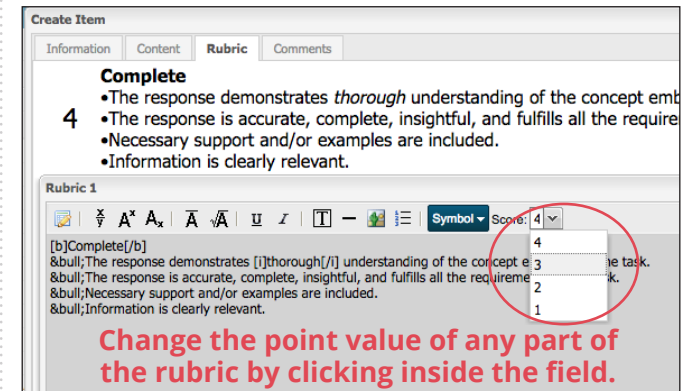


- 8 Select the **Rubric** tab to preview the default criteria to satisfy each point value.

Tip: *The default rubric can be customized by clicking inside of any field to edit the information. Right click on any part of the rubric to add or remove it.*

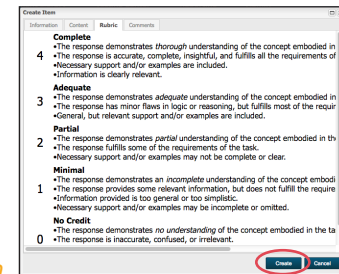


- 9 Select any part of the rubric to adjust the point value.



- 10 Once all point values have been assigned, select **Create** to complete the item creation process.

Tip: *Don't forget to submit and approve your item before placing it on a test.*



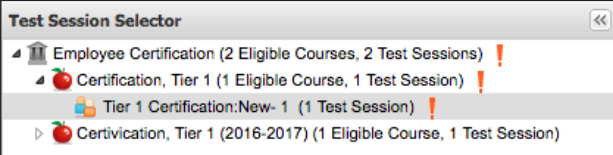


Constructed Response Tip Sheet

Scoring Constructed Response Items

Constructed Response allows students to manually enter a response to a question. These items are manually scored in the Testing Center.

- To score Constructed Response items, navigate to Testing Center.
- Select the Subject and Exam from the respective drop-down menus.
- Select the staff member and course from the list on the left side of the screen.



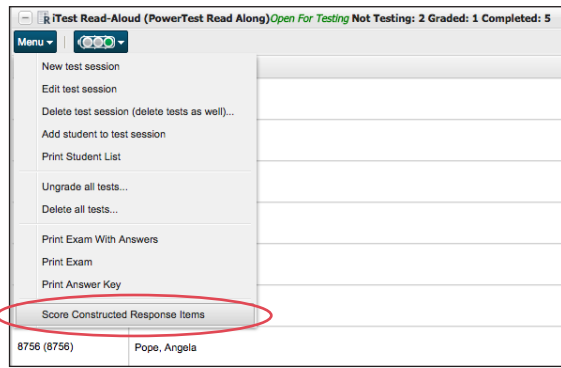
Tip: The exclamation point alerts teachers to the courses that have constructed response items to be scored.

- The test session will open on the right. Students' exams will appear as "Completed" status until the Constructed Response items on the exam have been manually scored.

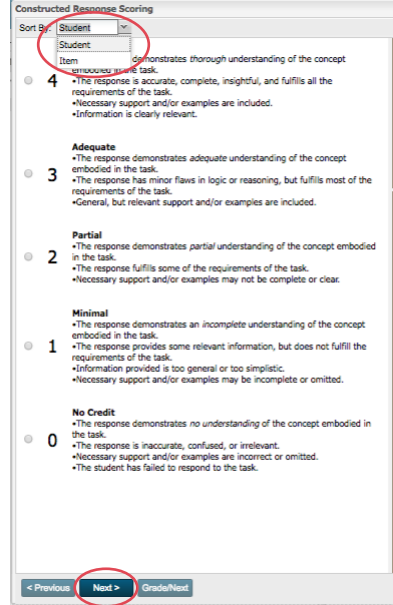
State ID (Student ID)	Student	Answered	Status	
91315 (91315)	Basham, Brent	12 of 25	Not Testing	
5204 (5204)	Gatzke, Glenn	23 of 25	Graded	
2602 (2602)	Gess, Kevin	25 of 25	Completed	
600 (600)	Holmes, Zachary	25 of 25	Completed	

Tip: The exclamation point icon will appear next to the names of students whose responses are ready to be scored and can be selected to score constructed response items for individual students.

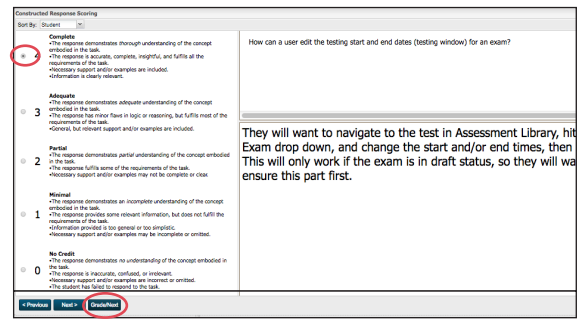
- Constructed Response items may be sorted by "Student" or by "Item" to be graded. Click on the Menu drop down and select Score Constructed Response Items.



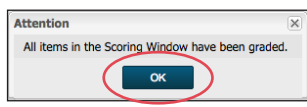
- Sorting by "Item" allows for all responses to be scored at once (student names will not be displayed). Select Next to proceed to the next response.



- To score a Constructed Response item, select the button to the left of the objective- score. Click Grade/Next to confirm marked score.



- Once all student's Constructed Response item has been scored, a pop-up window will appear.



Click "OK," and the student's status will change- from "Completed" to "Graded".

2602 (2602)	Gess, Kevin	25 of 25	Graded
600 (600)	Holmes, Zachary	25 of 25	Completed

- Help resources include user guides, video tutorials, online trainings, archived webinars, and more!
- REAL-TIME HELP available M-F 7:00am – 5:00pm through screen sharing and chat by clicking



- Don't forget: You can always call or email Phone: (855) 423-2223 or (540) 206-3649 aasupport@powerschool.com