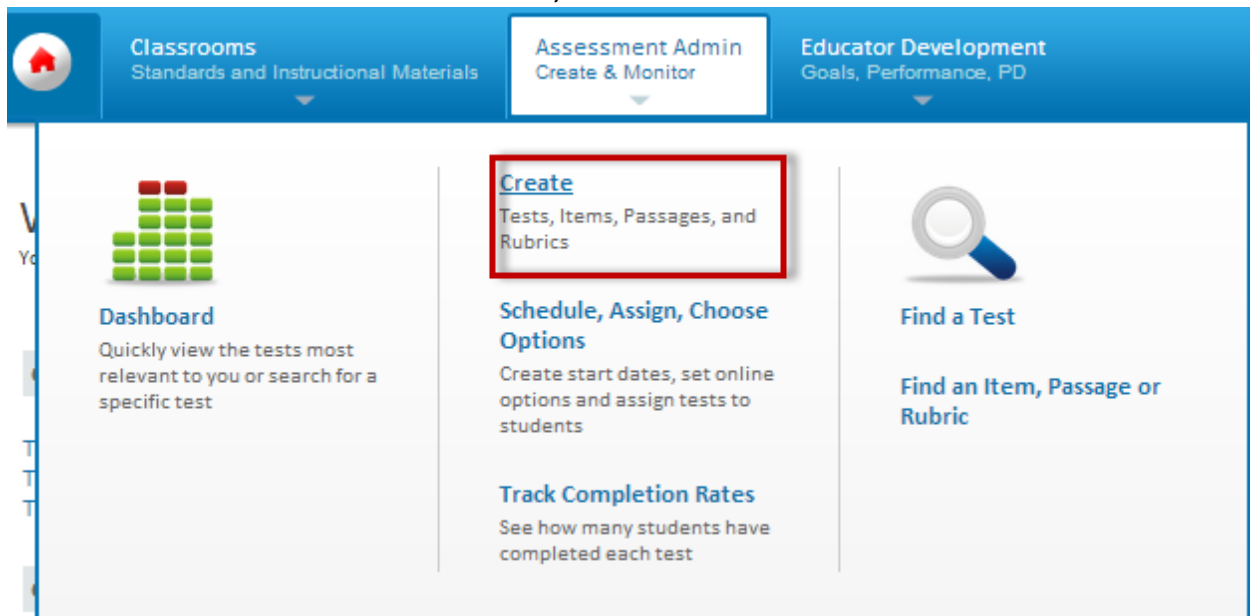


## Common Classroom Tests in CIITS

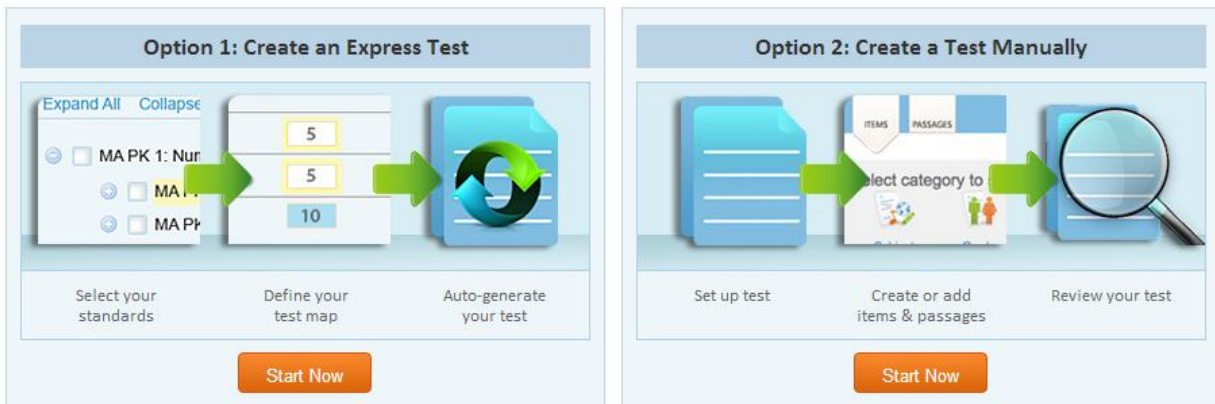
Note: In order to share a test within your school, the test should be created as a Common Classroom Assessment. Common Classroom tests cannot be scheduled or assigned to a section until the test is copied by the teacher and saved as a My Classroom assessment.

### How to create a Common Classroom test in CIITS

**Step 1:** Hover over Assessment Admin Tab, then click Create.



**Step 2:** Next, select which type of test you would like to create: Option 1 – Express Test or Option 2 – Manual Test



**Step 3:** Create Test and select “Common Classroom” as the test category.

**Create an Express Test**

Test Name:\* 5th Grade Math Quiz

Test Category: **Common Classroom Assessment**

Score Type: Total Score

Subject: Mathematics

Grade Level: 05 to 05

Preferred Standards Document: Kentucky Core Academic Standards 2010 - Math

Answer Key Only:  Yes  No

Hide Item Content from Test Results:  Yes  No

(\*) indicates a required field

Cancel Select Standards

**Step 4:** After your test is built, you must “Make Public” in order for your peers to view your test.

**5th Grade Math Quiz [42636]** **Make Public**

TEST STAGE: Private Draft Public Draft Ready To Schedule Scheduled In Progress Completed

**ACTIONS**

- Copy Test
- Delete this Test
- Download Test (pdf)
- Download Test (Word)
- Download Answer Key
- Cover sheet
- Preview Online Test

**SCHEDULE INFORMATION**

**ASSOCIATED RESOURCES**

**TEST PROPERTIES**

**CUSTOMIZE TEST**

**ITEM 1** + Add New Item

Multiple Choice from Item Central

Jason solved the following expression.

$$\frac{3}{8} \div \frac{1}{7}$$

He calculated the value of the expression to be  $\frac{56}{8}$ . Which of the

View Edit Replace Remove from Test

Correct Answer B  
Point Value 1  
Standard ID 5.OA.2

**ITEM 2** + Add New Item

Multiple Choice from Item Central

The farmers' market sold these amounts of fruits and vegetables in two days.

- On the first day: 45 pounds of apples, 30 pounds of oranges, and 38 pounds of watermelons
- On the second day: 100 pounds of potatoes, 27 pounds of onions, and 13 pounds of peppers

View Edit Replace Remove from Test

Correct Answer B  
Point Value 1  
Standard ID 5.OA.2



## How to copy a shared test in CIITS

Note: In order to share a test within your school, the test should be created as a Common Classroom Assessment. Common Classroom tests cannot be scheduled or assigned to a section until the test is copied by the teacher and saved as a My Classroom assessment.

**Step 1:** Hover over Assessment Admin Tab, then click Find a Test.

Welcome, Nicholas! | [Sign Out](#) | [My Account](#)

**Step 2:** Next, click the name of the test that you would like to copy.

Test Name	Test Category	Subject	Grade Level	Test Stage	Start Date	End Date
sample common classroom test	Common Classroom Assessment	Mathematics	06	In Progress	09/19/2012	09/28/2012

### Step 3: Under Actions, click Copy Test.

#### Test Detail

[← Back to Previous Page](#)

sample common classroom test [42603]  
Online Passcode: DENYDETA1

TEST STAGE Private Draft Public Draft Ready To Schedule Scheduled In Progress Completed

**ACTIONS**

- Copy Test**
- Delete this Test
- Answer Sheets
- Score Test
- View Usernames

---

- Download Test (pdf)
- Download Test (Word)
- Download Answer Key
- Cover sheet

---

- Preview Online Test

---

- Proctor Dashboard

**ITEM 1** True/False

Teachers in Kentucky want to create common assessments.

T True  
 F False

[View](#)  
[Add to Item Central](#)

Correct Answer	T
Point Value	1
Standard ID	6

[Add All Items to Item Central](#) (will not update items currently in Item Central)

[DATA COLLECTION STATUS](#)

[SCHEDULE INFORMATION](#)

[ASSOCIATED RESOURCES](#)

[TEST PROPERTIES](#)

[CUSTOMIZE TEST](#)

### Step 4: Next, rename the assessment. Choose a test category: My Classroom. Create: Manual Test

#### Create a Test Manually

Test Name:\*

Test Category:

Score Type:

Subject:\*

Grade Level:\*  to

Preferred Standards Document:

Answer Key Only:  Yes  No

Hide Item Content from Test Results:  Yes  No

Number of Items:   
 All Multiple Choice

Optional

Description:

(\*) indicates a required field

From the next screen, if you would like to customize the test you can edit existing questions, add new items, or schedule the assessment.

### Test Detail

sample common classroom test (COPY) [42604] Ready to Schedule

TEST STAGE Private Draft Ready To Schedule Scheduled In Progress Completed

**ACTIONS**

- Copy Test
- Delete this Test
- Download Test (pdf)
- Download Test (Word)
- Download Answer Key
- Cover sheet
- Preview Online Test

**SCHEDULE INFORMATION**

**ASSOCIATED RESOURCES**

**TEST PROPERTIES**

**CUSTOMIZE TEST**

**ITEM 1** True/False

Teachers in Kentucky want to create common assessments.

✓ T True  
F False

**View**  
**Edit**  
**Replace**

Correct Answer	T
Point Value	1
Standard ID	6