Quiz Builder automatically generates up to a 5-item online test for each designated objective. Quiz Builder is accessed from the Aggregate Multi-test with Risk Levels, Instruction Performance Tracker and Intervention Alert reports and from the Group Benchmark Profile page.

Aggregate Multi-test with Risk Levels, Group Benchmark Profile, and Instruction Performance Tracker lists all the standards assessed on the district-wide assessment(s) and organizes the objectives into Intervention Planning strategies and steps. At each strategy step, you have access to the Quiz Builder tool. The Intervention Alert and Instruction Performance Tracker reports allow you to select the standards.

The Intervention Alert report can also be accessed from the Reports menu, under Standards Mastery.

1. Click the Dashboard icon or tile.
2. In the Dashboard Group Filter widget, hover over the Dashboard menu and select Teacher.

3. In the Dashboard Group Filter widget, select either Class or Intervention Group filter mode.

4. If selected the
   a. Class radio button filter mode:
      i. If you are a District- or School-level user or a user with access to multiple schools, use the School drop-down field to select the school.
      ii. Verify the Class.
   b. Intervention Group radio button filter mode, select the Intervention Group Library and the Intervention Group.

5. Click the Reports view link.
6. Click the Intervention Alert link under Recent Events.

7. Select the standard(s) for which you’d like to generate the quiz(izes).

(Image on next page.)
8. Click the Quiz Builder button.
9. Proceed to the Quiz Builder Page section.

ACCESS GROUP BENCHMARK PROFILE

1. Click the Dashboard icon or tile.

2. In the Dashboard Group Filter widget, hover over the Dashboard menu and select Teacher.

3. In the Dashboard Group Filter widget, select either Class or Intervention Group filter mode.

4. If selected the
   a. Class radio button filter mode:
      i. If you are a District- or School-level user or a user with access to multiple schools, use the School drop-down field to select the school.
      ii. Verify the Class.
   b. Intervention Group radio button filter mode, select the Intervention Group Library and the Intervention Group.

5. Click the Reports view link.

6. Click either the:
   a. Benchmark Results link in the Recent Events widget.

   b. In the Risk Level Summary widget, select the Subject.
      - Click the View Benchmark Results for Student Risk Levels link.

7. You are now on the Benchmark Results page.

8. Under Reports, click or unclick the test you wish to view/not view and click the Refresh button.
9. Click the Risk Level # for which you want to view.

10. Click the Quiz Builder button for the intervention strategy step you wish to generate quizzes.

11. Proceed to the Quiz Builder Page section.

**ACCESS INSTRUCTION PERFORMANCE TRACKER**

The Instruction Performance Tracker report provides a way for you to track students learning of the standards included on benchmark assessments and displays the mastery probabilities by risk level.

1. Click the Dashboard icon or tile.

2. In the Dashboard Group Filter widget, hover over the Dashboard menu and select Teacher.

3. In the Dashboard Group Filter widget, select either Class or Intervention Group filter mode.

4. If selected the
   a. **Class** radio button filter mode:
      i. If you are a District- or School-level user or a user with access to multiple schools, use the School drop-down field to select the school.
      ii. Verify the **Class**.
   b. **Intervention Group** radio button filter mode, select the Intervention Group Library and the Intervention Group.

5. Click the Reports view link.

6. In the Risk Level Summary widget, select the **Subject**.

7. Click the View Instruction Performance Tracker for all Risk Levels link or click the desired Risk column.
8. The Instruction Performance Tracker report opens in a new window.

9. (optional) Uncheck the standard(s) you want to exclude from the Quiz Builder tool.

10. Click the Quiz Builder button.

11. Proceed to the Quiz Builder Page section.

ACCESS AGGREGATE MULTI-TEST WITH RISK LEVELS

1. Click Reports>Test Sets>Aggregate Multi-Test or the Aggregate Multi-Test title.

2. Select the Filter Mode -- Default or Intervention Group.

3. If you selected:
   a. Default mode and:
      i. are a District- or School-level user with access to more than one school, select the School radio button and then the School(s).
      ii. are a District- or School-level user and want to run the report at the class level, select the Class radio button and then the Class(es).
      iii. have access to multiple classes, select the Class(es) for which you wish to generate a report.
   b. Intervention Group mode, select the Intervention Group library and the Intervention Group.

4. Select the test Library.

5. Select the desired test(s). Arrange the tests in order – first administered to last administered.

6. To have a more restrictive date range, use the Test taken on or After and Test taken before fields.

7. Determine if you will include only students who have taken all selected tests.

8. (optional) Select any Student Information Filters.

9. Select the Display Risk Levels radio button under Display Options.

10. Click the Run Report button.

11. Proceed to the Quiz Builder Page section.

ACCESS QUIZ BUILDER

1. Click Assessment>Test Construction> Quiz Builder or the Quiz Builder tile.

2. Click the Click here to create quiz(zes) link.

3. Select the Subject and Concept.

4. Place a checkmark for the desired standard(s).

5. Click the Select Standards button. The selected objective(s) moved to the box on the left.

6. Click the Add Standards to Quiz button.

7. Proceed to the Quiz Builder Page section.

QUIZ BUILDER PAGE

1. Access the Quiz Builder page using one of the directions described in this
2. Verify the **standard(s)** for which you’d like to generate a quiz.

3. Uncheck the **standard(s)** for which you don’t want to generate quiz.

4. *(optional)* Click the **Standards** tab to create a quiz for objectives not assessed on the assessment.

5. Select the quiz **library**.

6. Select the **Content Subject**.

7. *(optional)* Place a checkmark in the **Include technology enhanced items** field.

8. Select the **dates** and **times** for which you would like to have students take the quiz(zes).

9. Click the **Generate Quizzes** button.

10. One quiz is created per objective. ATI recommends you change the quiz name from this default name.

11. Click the **View/Edit Quiz** icon to preview the quiz and/or edit the quiz.

**Replace a Question (optional)**

12. Click the **Replace…** link by the question.

13. The current question displays along with the item’s Depth of Knowledge (DOK). Underneath you will see all of the questions in the bank that can replace the current question.

14. Click the **Select** button beside the question you would like to appear on the quiz. This question will replace the current question.

15. Click the **Finished** button.

16. You are brought back to the **Quiz Builder** page.

**Select Students**

17. Click the radio button to schedule the quiz(zes) for a(n):

   a. **Class** – Select the class from the drop-down field.

   b. **New intervention group** – Select the desired **Library** and name the **Intervention Group**.

   c. **Existing intervention group** – Select the desired Intervention Group **Library** and **Intervention Group**.

**Schedule**

18. Place a checkmark and define the **date/time** to post the student’s score in the **K-12 Student-Parent Center**.

19. Place a checkmark in the **Post Student Responses** field. Student will be able to view the test items and their responses in the **K-12 Student-Parent Center**.

20. Click the **Schedule Quizzes** button.

Students are now ready to take the online quiz. If you want students to take quiz(zes) offline you must print the quiz(zes) materials through traditional means.

**Edit a Quiz Schedule**

1. Click the **Dashboard** icon or tile.
2. In the Dashboard Group Filter widget, hover over the Dashboard menu and select Teacher.

3. In the Dashboard Group Filter widget, select either Class or Intervention Group filter mode.

4. If selected the
   c. Class radio button filter mode:
      iii. If you are a District- or School-level user or a user with access to multiple schools, use the School drop-down field to select the school.
   iv. Verify the Class.
   d. Intervention Group radio button filter mode, select the Intervention Group Library and the Intervention Group.

5. Click the Calendar view link.

6. Click the desired quiz on the calendar.

7. On the pop-up, click the View/Edit Schedule button.

8. Make the necessary changes to the quiz schedule. Changes can occur prior to students taking a quiz. Don’t forget to save any changes!

**Quiz Builder Page**
1. Access the Quiz Builder page.
2. Select the Intervention Group Library and Intervention Group.
3. Changes to the schedule must be done on the Calendar page.

**Students Take a Quiz Online**
Students take a quiz through the Galileo K-12 Student-Parent Center on ATI’s web site, www.ati-online.com.