

Overview: 'Offline' and 'Online' mode

With AssessPrep now schools have an option to create '**Online Assessments**' which are delivered to the students via any browser and it requires the internet and '**Offline Assessments**' which are delivered via our student's offline application, which runs in a lockdown mode on the computer and it is highly secure.

Administrators can choose to enable the Online mode of assessment from the 'School settings' as shown in the screenshot below -

Creating a Test using Offline Mode

1. Offline Mode - Test created in offline mode is secure for High Stakes via AssessPrep desktop application, which should be installed on each student's computer. Internet access not mandatory and these are Timed Assessments.

Note: By default, a teacher can create only Offline tests. Option to enable both Offline and Online tests can be turned on by administrators from permissions under settings.

Navigate to **Home** > click the red + **Icon** at the bottom-right of the page to create a new test. Complete the following fields:

1. Title
2. Duration and Schedule Date & Time
3. Choose the Year/Grade
4. Choose the subject
5. Choose classroom(s)
6. Option to collaborate with other teachers to the test
7. Choose the Marking Type
8. Choose to enable or disable the Calculator & Spell-Checker from the student's test.
9. Instructions (optional) - visible to students before the test starts

Click **Save** to complete.

Note:

- Teachers can only create tests in classes that they are teaching on ManageBac, while Admins can create tests in any classes.
- All teachers of the same class will be able to edit the test.
- Once a test is published, students in the class will be able to view the test from the offline app. Students will not be able to access & start the test, however, without the access code which is auto-generated here when creating tests.

Learn more about [Monitoring AssessPrep Tests Remotely with Zoom, Microsoft Teams, Google Hangouts](#)

Creating a Test using Online Mode

2. Online mode - Tests created in online mode is accessible via any browser and does not require to enter the access code. The students can start an online publish test, from the student's account on AssessPrep. It can be used for formative assessments and can choose no time limit for such tests.

Navigate to **Home** > click the red + **Icon** at the bottom-right of the page to create a new test. Complete the following fields:

1. Title
2. Duration and Schedule Date & Time
3. Choose the Year/Grade
4. Choose the subject
5. Choose classroom(s)
6. Option to collaborate with other teachers to the test
7. Choose the Marking Type
8. Choose to enable or disable the Calculator & Spell-Checker from the student's test.
9. Instructions (optional) - visible to students before the test starts

Adding Tasks

Click on the test title to open and build the test.

First, add a task. Tasks are like sections of the test, where each section can have multiple questions.

- Click the red **Add Task** button on the bottom-right of the page.
- To edit, click the **pencil icon** next to each task.
- To archive, click the **delete icon** next to each task.

Adding Content to Tasks

Each task can contain segments and resources in the formats below. Click the **red +** to add a new segment.

- Video
- Image
- Text
- Simulation
- Questions - Subjective, Multiple choice, Short answer, and Interactive.

Each segment can be edited, archived, or moved to another task by hovering on the segment and using the action buttons on the top-right of each segment. Click the **Rearrange** button on the top-right of the page to enable. Drag the mini-segments up/down and click the **Rearrange** button again to disable.

Refer to the [Task Segments & Question Types](#) tutorial for more details on the above options.

Uploading a Resource Sheet

Click the white **Add Resource** icon at the bottom-right of the page. You can either click to upload or drag and drop files into the window. Supported formats include jpg, png, gif, jpeg, and pdf.

Preview & Publish

Click the **ACTIONS** button on the right of the test information section.

- **Publish** - When you have completed adding all tasks and content, publishing a test will allow students to download the test from the offline application or for you to download the file (from the previous **ACTIONS** button) and distribute it to your students. Once a test is published, it can only be unpublished by an admin.
- **Preview** - See an example of the student experience.
- **Print for Teacher** - A teacher can print the test for themselves, with the explanations.
- **Print for Student** - Paper-based tests can be printed for the students
- **Archive Test** - To archive (delete)

Teachers can choose the desired students before publishing the test if required, it will show the list of all students mapped to the class, and the teacher can select and choose students.

After Publishing

Once published, teachers can track **Question Performance, Student Analytics, Submissions, and Live Invigilation**. Teachers can monitor submissions in real-time as students are taking tests to ensure all students submit successfully.

[Click here](#) for further guidance on creating and adding test questions.

Accessing & Editing Tests

Once logged in, the page defaults to **Tests**. You can also access this page from the left navigation menu, click **All Tests**.

This page will display:

- Test Title
- Who created it
- Name of class and subject

- Scheduled date and time, duration, and total marks
- Access and Invigilator codes
- Status (i.e. published, unpublished, archived) and number of submissions (if any)
- Any applicable actions (i.e. edit, duplicate, unpublish, archive, download file)

Search and/or Filter tests based on the title, status, time range, and classroom(s). Each page shows a maximum of 20 tests with pagination at the bottom of the list.

Editing Tests

On the right-end of each test are "3 dots", click on the dots to show available actions. If the test is unpublished, there will be an option to Edit Test.Note: To edit a published test, you will need to unpublish the test, edit and then make sure you publish the test again. A test cannot be unpublished if students have already taken the test and submitted answers to the test.

Note: Editing a test from Marks based to criteria based assessments - Administrators on AssessPrep can allow teachers to edit the test and change from Marks based assessments to criteria based assessments

Managing Tests

View All Tests

Admins can view all tests across the whole school. Teachers will only be able to view tests created in their classes.

To start, click **Home > All Tests**. Use the Search or apply Filters to look for specific tests.

Unpublish or Archive Tests

Under Status, the green dot indicates the test is published and is available for students to download. The red dot indicates the test has not yet been published. Only Admins can unpublish or archive tests via the **Actions** dropdown.

Creating New Tests

Admins can add new tests to any class via **My Tests > click the red + icon**.

Admins must complete the following fields & click **Save** to create tests.

1. Test Title
2. Test Duration
3. Select Year
4. Select Subject
5. Choose classroom(s)
6. Scheduled at time

[Click here](#) for further guidance on creating tests.

Question Types

There are seven task segment options:

- Audio
- Video
- [Image](#)
- [Text](#)
- [Questions](#) - Subjective, Interactive Drawing, Multiple choice, Table/Chart, Geogebra Graph, Fill in the blanks, Label, Hotspot, Matching, Sorting/Ordering and Classify.
- [Simulation](#)
- Add from Library

Video

Hover over the red 'plus' button and click the "Add Video" button.

- Step 1 - Upload a video from your computer or paste a Youtube URL. A preview of the video will appear on the left.
- Step 2 - Click **ADD CAPTION** on the right, add a caption, and click **DONE**.

Image

Image - Step 1

Hover over the red 'plus' button and click the "Add Image" button.

Upload an image from your computer or paste a URL. A preview of the image will appear on the left

Image - Step 2

Click **ADD CAPTION, SCALE, UNIT** on the right. Check the **Measurable** checkbox to enable the measuring tool on the image for students to use while taking the test. Once enabled, draw a line on the image (Length) and set the Scale and Unit on the right. Click **DONE**.

Text

Hover over the red 'plus' icon and click the "Add Text" button. Add text or copy-paste from a document. Use the "Mathematics in TeX" tools to insert complex equations and other symbols. Click **DONE**.

Question Types

Hover over the red 'plus' button and click the "Add Question" button. Select criteria for the question and assign marks, and choose question type (see below).^[1]_[SEP] Click **ADD QUESTION FIELDS**.

Subjective

1. Enter Question within the left box.
2. Enter Explanation within the right box - students see this after their submissions have been checked.

Multiple Choice (MCQ)

1. Enter Question within the left box.
2. Enter Explanation within the right box - students see this after their submissions have been checked.
3. Enter a selection of possible answers and mark the correct answer. Click on the blue + icon to add more answers.

Students can only choose one correct answer.

Interactive

1. Enter Question within the left box.
 2. Enter Explanation within the right box - students see this after their submissions have been checked.
 3. Check **With additional textbox** to provide another box for students to include a written answer.
 4. Scroll down to view the interactive canvas.
- Add different elements (ie.g. text, image, math inputs, lines, arrows, bing to font, rectangles, circles, points) to create different types of interactive questions.

- Set which elements students can drag'n drop by selecting one or more elements and checking the "Allow Drag and Drop" box in the tools.
- The view and tools of the completed canvas will be the same from the student's perspective. They will be able to manipulate the canvas to provide their answers.

Label- Drag and Drop

1. Enter Question within the left box.
2. Enter Explanation within the right box - students see this after their submissions have been checked.
3. Click on the green button "Insert Background Image" option to upload a background image from your computer or paste an online URL.
4. Add Text labels and write the correct answer.

Label - Fill in the blanks

1. Enter Question within the left box.
2. Enter Explanation within the right box - students see this after their submissions have been checked.
3. Click on the green button "Insert Background Image" option to upload a background image from your computer or paste an online URL.
4. Add Text labels and write the correct answer.

Classify

Ordering/Sorting

Matching

Hotspot

Geogebra Graph

Fill in the Blanks

1. Choose the fill in blank type question.
2. Enter the question with the blank text input.
3. Type the correct answer.
4. Choose to have an additional text box.

Table/Chart

Simulation

Hover over the **red** + icon and click the "Add Simulation" button.

- Step 1 - Upload a simulation from your computer (e.g. HTML5).
- Step 2 - Click **ADD CAPTION, SCALE, UNIT** on the right, add a caption (unit and scale are optional) and click **DONE**.

Note: [Phet](#) is a good resource of simulations.

Add From Library

Select **Add From Library** to add a resource from a previously created test of the same programme & subject. Use the Search Bar, Resource filter for questions. Tick the resource you wish to reuse and click **Insert**.

Refer to the [Creating and Editing Tests](#) tutorial for the complete process of test creation.