How to Create a Test with CASE Item Bank
Powered by MasteryConnect

Getting started:

- Prior to getting started you should have received an activation email from MasteryConnect. This will allow you to set your grade, subject and private password. If you did not receive this email, please contact your district technology department to make sure that your name was submitted to MasteryConnect. You can also refer to our “Adding Teachers to CASE Item Bank and Reset Passwords” document located on the TE21 website.
- Google Chrome is the preferred browser, Firefox is the second option.
- Type [www.masteryconnect.com](http://www.masteryconnect.com) into the address bar.
How to Access the Test Bank to Print a Hard Copy Test:

- Click the Assessment Tab in the Green Toolbar

- Click the Orange “Add Assessment” button

- Choose the Following:
  - Assessment Type
  - Subject
  - Core
  - Class
  - Standard(s)
  - Name Your Test
  - Add a Description if you would like
  - Assessment Source: CASE Item Bank
- The CASE Item Bank will appear.
- Using the filtering options you can have the Test Bank randomly add “x” number of questions to your test. Choose this option for random selection.

- To be able to print a hard copy of the test, you will have to select the item type of “Multiple Choice-Single Response”. You will see a □ next to any items that are able to be printed.
- You will have the option to filter questions by DOK level as well.
- To view an item you will click on the item number.
- To add a question to your test, you can either click the plus sign to the right of the item description or click the orange Add Item button when you are viewing the question.
- Once you have added your questions, you now have to set the Mastery Level.
  - Total Points- number of question on the test
  - Mastery- score that a student must earn in order to show mastery of the content
  - Near Mastery- score that a student must earn to show near mastery on content
- Click the Orange Create Assessment button

<table>
<thead>
<tr>
<th>Item Type</th>
<th>DOK</th>
<th>Item ID</th>
<th>Standard</th>
<th>Points</th>
<th>DOK Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple</td>
<td>All</td>
<td>Item 1</td>
<td>4.OAA.1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Multiple</td>
<td>All</td>
<td>Item 2</td>
<td>4.OAA.1</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Multiple</td>
<td>All</td>
<td>Item 3</td>
<td>4.OAA.1</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

SCORING:
- Total Points Possible*
- Mastery*
- Near Mastery*
Locating and Printing Your Assessment

- Under the Assessment Button in the Green Toolbar, Locate the Created Button in the Gray Toolbar
- You will see your test listed

- Click on the Test Name to view your test
- You can also print your test from this view.

- To create an answer key, we suggest that you print a hard copy of your test. Then go back into the test and fill in the answers for your answer key. Your answers will be found below each Test Bank Question when you are viewing your test.