

Creating a New Question

1. From the Test Builder tab
2. Click on the **Create a New Question** link
3. From the dropdown list, select the specific Question bank where the item will be saved
4. Select a Question type

FOR MULTIPLE CHOICE

1. Choose the **Answer options** from the list
2. Select the radio button for the **Correct answer**
3. Add text for each of the Responses (If answer is similar to the previous answer, then click the **Copy the last answer** link)
4. Click the **Add Justification** link to add the item rational (optional)
5. Select a **Subject**
6. Select a **Grade**
7. Select the **Reading passage** if appropriate
8. Select online testing tools if applicable
9. Question taxonomy is optional
10. Click the **Create question** button if the item is not aligned to a standard
11. If you select **Create and align question**, then complete steps 12-16
12. Select the standards document from the dropdown list
13. Select a grade level from the dropdown list
14. Click on the plus sign next to the standards to expand the tree
15. Select the standards for which you want to align the test item
16. Scroll down to the bottom of the page and click the **Update alignment** button

FOR TRUE/FALSE

1. Select the **True or False** radio button
2. Enter the question text
3. Select the **Question bank**
4. Select the **Subject**
5. Select the **Grade**
6. Select **Reading passage** if appropriate
7. Select online testing tools if applicable
8. Question taxonomy is optional
9. Click the **Create question** button or the **Create and align question** button if the item is aligned to a standard
10. If you selected **Create and align question**, then complete steps 11-15
11. Select the standards document from the dropdown list
12. Select a Grade level from the dropdown list
13. Click on the plus sign next to the standards to expand the tree
14. Select the standards for which you would like to align the test item
15. Scroll down to the bottom of the page and click the **Update alignment** button

FOR CONSTRUCTED RESPONSE

1. Enter the **Question text**
2. Select the size of the response space
3. Enter a **Sample response** (optional)
4. Select the **Question bank, Subject** and **Grade range** in the Question details
5. Select the **Point value** radio dial and assign the value or select the **Grading rubric** radio dial and assign a rubric
6. Click the **Create question** button if the item is not aligned to a standard
7. If you select **Create and align question**, then complete steps 8-12

8. Select the standards document from the dropdown list
9. Select a grade level from the dropdown list
10. Click on the plus sign next to the standards to expand the tree
11. Select the standards for which you want to align the test item
12. Scroll down to the bottom of the page and click the **Update alignment** button

Creating a Passage

1. Under the Tasks list, select the **Passages** link
2. Click the **Create a Passage** link
3. Enter the Title
4. Lexile rating is optional
5. From the dropdown list, select the bank where the passage will be saved
6. Enter the **Passage text**
7. Select a **Subject**
8. Select a **Grade**
9. Click the **Create Passage** button

Creating a Rubric

1. Under the Tasks list, select the **Rubrics** link
2. Click the **Create a rubric** link
3. Enter a unique **Title** and **Description**
4. Enter the **Bank, Subject** and **Grade range**
5. Enter the **Point value** and **Description** for each tier and click the **Add a tier** link to add additional tiers
6. Click the **Create** button

Overview

Limelight is an intuitive online environment for creating, delivering and assessing practice tests. Limelight Test Builder delivers formative, standards-based practice tests for state-mandated tests in reading, mathematics, science, social studies and writing for grades 3 through 12.

Limelight Tabs

Test Builder | School Administration | Teacher Tools | Inform

Limelight Tasks Links



1. Open browser (Firefox)
2. Type URL: www.moisd.org
3. Hover over General Ed
4. Select D.A.T.A.
5. Scroll down until you see the Limelight Logo and the list of schools
6. Select your school
7. Login using the username and password provided to you

Creating a Bank

1. Under the Tasks list, select the **Banks** link
2. Click the **Create a new bank** link
3. Enter a unique **Title** and **Description**
4. Click the drop down and select either **Only me or My school**
5. Click the **Create bank** button

Creating and Saving a New Test

1. From the Test Builder tab
2. Click on **Create a New Test** link
3. Select the appropriate bank form the dropdown list
4. Select the standards document from the drop down list
5. Select the appropriate grade level from the drop down list
6. Click on the plus sign next to the standards to expand the tree
7. Select the appropriate standards for which you want to view items
8. Click **Show These Questions** button
9. Hover over the item to activate the **Preview and Add** to test links
10. Click on the **Preview** link to see the entire question (if it is tied to a passage, then you will see a **View the reading passage for this question** link)
11. Click on **Add to test** link (the **Add to test** link will become **Remove from test** once an item has been selected)
12. Note: The **Test Blueprint** located on the right will update as you add items to the test
13. Click on **Preview and Save** button when you have completed the test
14. Drag and drop test items to change the order in which they appear on the test

15. Scroll to the bottom and click **Save this test** button (click the **Add more questions** button to continue adding more items to the test)
16. Enter the **Title for the test**
17. **Select a Test Type**
18. Select a **Subject**
19. Select a **Grade**
20. The **Description** and **Instructions** are optional fields
21. Sharing is optional
22. Click the **Save** button

Accessing a Completed Test

1. Under the Tasks list, select the **Tests** link
2. Under Your Tests section, click on your test name link
3. You can Edit, Copy or Delete your test
4. The **Web version** link will take you to a printable version of the test
5. The **Answer key** link will take you to a printable version of the answer key

Sharing a Test

1. Under the Tasks list, select the **Tests** link
2. Under Your Tests section, click on the target test name link
3. To share the test, click the **Edit** link under the Sharing section
4. Click the appropriate radio button for **No sharing**, **Share with my subscription (school)** or **Share with my district**, then click the **Submit** button

Limelight Login