

# WEBCCAT INSTRUCTIONS – ELA Teachers

For questions about using, call Jackie Deluna at 720-3211 or email at [jdeluna@wfnisd.net](mailto:jdeluna@wfnisd.net)

## Logging In

1. Go to [www.webccat.com](http://www.webccat.com)
2. Enter **USERNAME** and **PASSWORD**.  
(Contact [jdeluna@wfnisd.net](mailto:jdeluna@wfnisd.net) if forget your username/password)
3. Click **SIGN IN**.

## Managing Assessments

1. Select **MANAGE YOUR ASSESSMENTS** from the main menu.
2. Refer to the following chart for further instruction.

Click **ADD** to add items to a test.

Click **PRINT** to print a published test. The test will open in Adobe Acrobat. Click **PRINT** on the Internet browser toolbar to print the test.

Click **LOAD** to view the test as an item list. When the item list displays, select **PREVIEW** to view any item.

Click **REMOVE** to remove a test.

Click **SAVE AS** to save a copy of any test as your own, under a different test name.

## Helpful Hints:

Click on the **REFERENCE MATERIALS** link in the upper right hand corner for helpful documents including your TAKS/TEKS Correlation Guide, the ELA Stimulus List (all the reading passages), and more!

## Report Menu

1. Click on **REPORT MENU**.
2. Click on the report you prefer to view.
3. **TEKS/TAKS OMITTED**.  
(Produces a report listing the TEKS/TAKS skills you have NOT use in an assessment.)
4. **TEKS/TAKS ADDRESSED**.  
(Produces a report listing the TEKS/TAKS skills you HAVE use in an assessment.)
5. **DIFFICULTY/THINKING RATIO**.  
(Produces a report that will reveal the percentage of low/medium/high as well as the easy/medium/hard questions you have used. This will tell you if you are selecting questions that are consistently too difficult, too easy, or balanced.)
6. **ITEMS USED DETAIL**.  
(Produces a report listing the questions you HAVE used in your assessments. Keep in mind that as you create a test, all the questions associated with your search parameters will pop up, even the questions you have previously used in a test. However, the questions you have used will appear in **BOLD** to let you know that you have selected that test question on another assessment sometime in the past.)



### Creating an Assessment

#### TEST INFORMATION Tab

1. Select **CREATE AN ASSESSMENT**.
2. Type in a **NAME** for the new test.
3. Use the drop down menu to select the **SUBJECT** for your test.
4. Then highlight the **GRADE LEVEL(S)** you prefer. (To select more than one item on a drop down menu, hold the CONTROL KEY).
5. Type in the **DIRECTIONS** the students will see.
6. Type in the **DESCRIPTION** of the test (Only your eyes see this information.)  
*\*Type in this box the exact Stimulus Code (the number and letter) for your quiz or you will not be able to retrieve it later!*
7. Click **CONTINUE**.

#### SELECT ITEMS Tab

8. The highest grade level you selected will appear in the "grade level" box automatically.
9. **DO NOT SELECT** any TEKS/TAKS skills from the drop down menu! Skip this box.
10. Consult a hard copy of your **STIMULUS LIST** to determine which ELA passage (and its corresponding code number) is best suited to the TEKS you have been covering.

You may print the Stimulus List for your grade level by following these instructions: Click on the **REFERENCE MATERIALS** link in the upper right hand corner of your screen. Click on the **WebCCAT English Language Arts Stimulus List** link. Click on the **BOOKMARKS** Tab. Click on your **GRADE LEVEL**. Print only the **PAGE NUMBERS** associated with your grade level.

10. Select the **STIMULUS CODE** for the Passage(s) you prefer.

The next items in #11 - #15 are optional search items. Keep in mind that with each option you select, you are **LIMITING** your search. It may be best to leave these options blank at this point so that your search yields more questions from which you can choose. You will be able to eliminate/choose questions according to the criteria in #11 - #15 at a later point in the test creation process.

11. Use the **ITEM ID** search if you know the item number associated with the WebCCAT question you want.

### Creating an Assessment (continued)

12. Select the **TYPE** of question(s) you prefer: multiple choice, open-ended response, short answer, performance task.)
13. Select the **LEVEL OF THINKING**.  
Low = knowledge & comprehension  
Medium = application & analysis  
High = synthesis & evaluation
14. Select the **LEVEL OF DIFFICULTY**. (easy, medium, hard)
15. Select **KEYWORDS**. (Use this search ONLY if you do NOT search by TEKS/TAKS skill!)
16. Click **CONTINUE**.

#### ITEM SEARCH RESULTS Tab

17. The list of questions associated with The passage(s) you selected will be displayed. To see each question, click **PREVIEW**.
18. Under the "Add to the test" column, place a **CHECKMARK** in the box beside each item you would like to add to your test.

(Note that this table reveals the type of question, the level of difficulty, & the level of thinking, so you may select questions based on this criteria as you add items to your test.)

19. When you have finished checking boxes beside test items, click the **ADD ITEMS TO THE TEST** button at the bottom of the screen.
20. At this point you may move on or conduct another search by clicking **SEARCH AGAIN**.
21. Click **CONTINUE**.

#### SEQUENCE & SETTINGS Tab

22. To change the sequence/order of the questions, hit the **CLEAR ORDER** button. (You may choose to start with easier, less difficult questions and then move to the more difficult items.)
23. Type the number you would like each question to be under the **ORDER** column.
24. Click **SAVE**.

### Creating an Assessment (continued)

25. To view your test, click **PDF PREVIEW**.
26. Your test will appear with the following components:
  - cover sheet with your directions
  - test questions
  - answer key (rubrics & sample responses are provided for open-ended, short answer, and performance based tasks.)You may print your test from this screen by clicking on the **PRINT** icon on the Internet Browser toolbar.
27. You may save your test to your personal computer by clicking on the **SAVE** icon on the Internet Browser 7 toolbar. (Keep in mind that WebCCAT automatically saves each test you create in their system.)
28. To exit the PDF Preview, simply click on the **RED X** in the upper right corner.
29. You will come back to the screen with a list of your test items. Click **SAVE & CLOSE**.

#### Helpful Hints

The system will automatically "log you out" if there is inactivity for several minutes. If you need to research while you are creating a test, be sure to click **SAVE & CLOSE** so you will not have to start over.

To return to a previous screen, click the **BACK** button at the bottom of your **WebCCAT** screen. **DO NOT click the back arrow on the Internet Browser Toolbar** (top left of your screen), or you will be exited from WebCCAT completely!

Print out your grade level/subject **TAKS/TEKS correlations** from the **REFERENCE MATERIALS** link at the top of your screen.