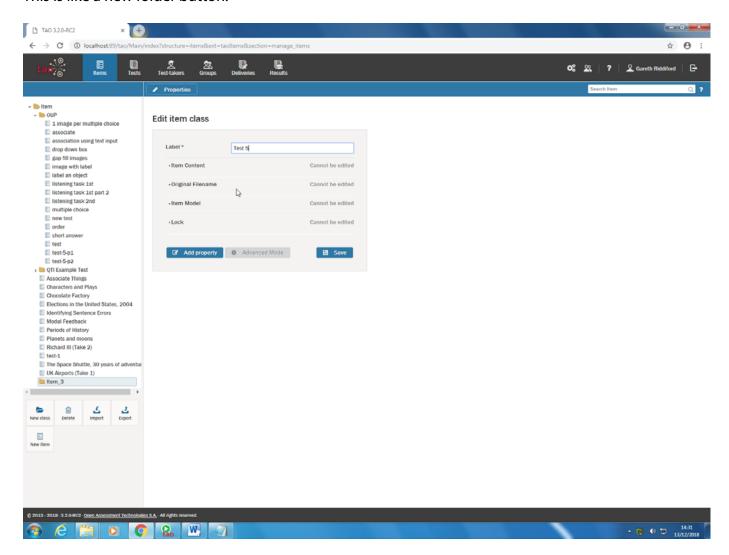
TAO guide

Create a folder to store your tests in.

Click on the "Item" folder onnthe left of the screen then click on the "New Class" icon on the bottom left. This is like a new folder button.



In the dialogue box give the folder a name to show which test you are creating items for and then save.

Make a new test item

Each page of the manuscript will become a test item. To make a test item just click on the "New item" button. Give the test item a name, I would suggest something like "test-5-p01" so when you come to assembling the test you know what it is. It will be created in the selected folder, if it goes in the wrong folder you can just drag it to the correct one.

Authoring

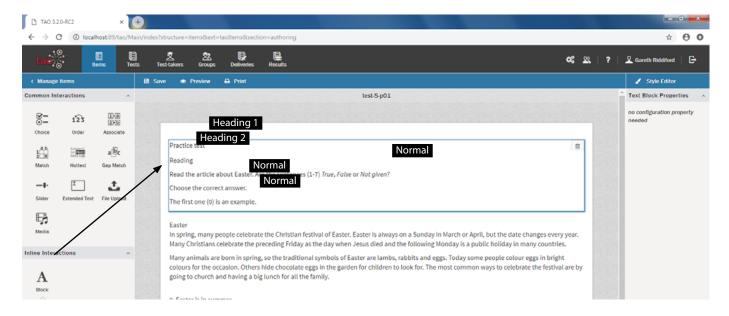
With the test open click on the "Authoring" button in the top blue menu bar.

Add a text block to the top of the test item by dragging the A into the central area.

Add the title and rubric into this block. I found that I couldn't paste directly into TAO so I copied the text from the word document into NotePad and from there into TAO. This seems to remove all the bolds and italics and returns seem to become soft returns so I then put these back.

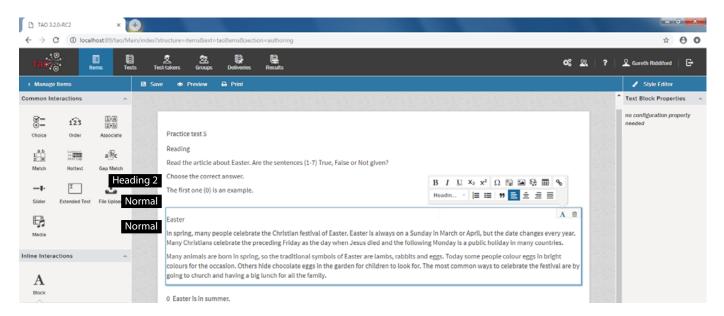
I then add a Heading 1 style to the "Practice test 5" heading if present, Heading 2 to the skill heading and then reapply Normal to the rest of the paragraphs as they seem to take on the style of the first paragraph style that was applied to the text block. The only difference in appearance I can see is some extra spacing

below the headings but as long as they have the correct style tag applied I am hoping I can add some extra styling with CSS.



Text based Fax

If there is a text based facsimile add a new text block to put this in. Apply a Heading 2 to the heading and Normal to the other paragraphs unless you require a subheading in which case use Heading 3, Heading 4 etc.



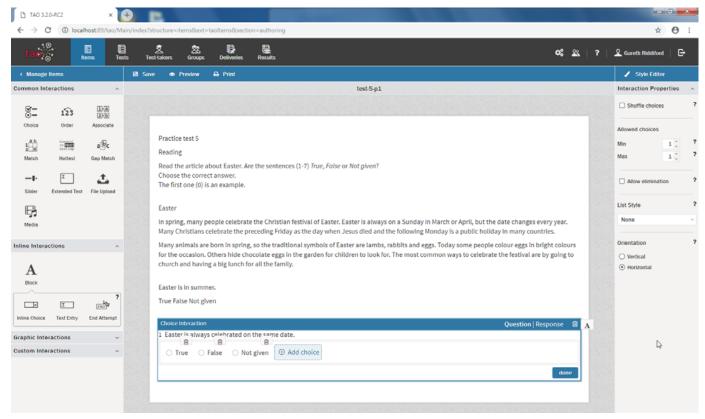
Example

I cannot find any way of having examples in TAO so the best we can currently do is put the example in a separate text block. I numbered the examples and the questions by just typing in the number followed by two spaces at the start.



Check boxes

For each question drag the "choice" interaction onto the page. Add the question text and number into the top bit then add each of the options below it.



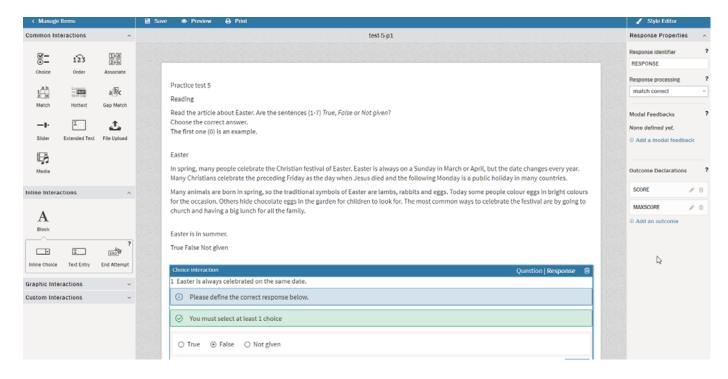
I set the Interaction Properties to the ones on the right.

Allowed choices

Min: 1; (so they have to try to answer each question, if they can skip questions this should be 0.) Max: 1 (This is to stop them ticking all three options.)

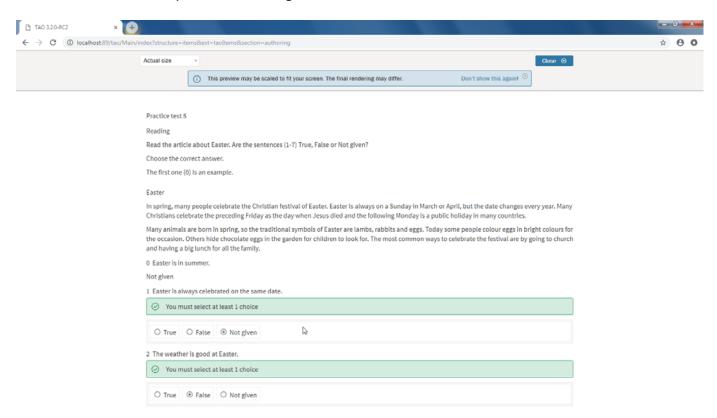
List Style: None (so we don't get bullets anything else next to the answers) Orientation: horizontal; (So it is horizontal)

Set the correct answer by clicking on the word "Response" in the blue bar and clicking on the right answer. I didn't change any of the Response options.



Repeat for all of the questions.

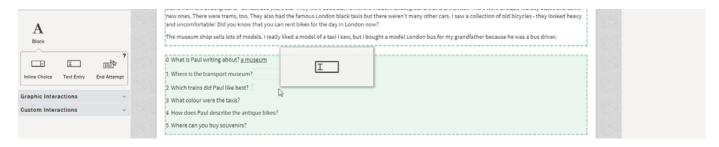
You can preview the item by clicking "Save" and then clicking "Preview" in the top blue band or just "Preview" and then accept the save dialogue which feels a bit riskier to me.



When you have finished, exit the preview with the close button and exit the text item by clicking the "Manage Items" button in the top left of the blue nav bar which will take you back to the list of test items.

Text gap

As for check-box but all the questions and the example can go in one text-block. To add in the answer space for each question drag "Text Entry" onto the text block and drag it around until the blue i-bar appears where you want it to go.



Once it is placed you need to click on the "Response" part of the dialogue and add the answer. When you click "Question" part of the dialogue you can set some length options but the only one I found that made much difference was the Constraints: Max length; which shows a pop-up of the maximum allowed characters when the student selects the input.

The museum shop sells lots of models. I really liked a model of a taxi I saw, but I bought a model London bus for my grandfather because he was a bus driver.	
0 What is Paul writing about? a 4 cheracters allowed	П
1 Where is the transport museum?	П
2 Which trains did Paul like best?	

Inserting AW

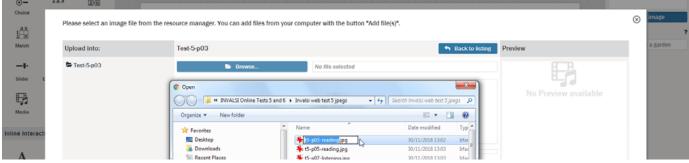
All the aw is stored here.

ELT-Pub1/SECONDARY DES WIP/ITALY/INVALSI 2018/INVALSI Online Tests 5 and 6/ Invalsi web test 5 jpegs ELT-Pub1/SECONDARY DES WIP/ITALY/INVALSI 2018/INVALSI Online Tests 5 and 6/ Invalsi web test 6 jpegs each one is named according to the test the page and the skill.

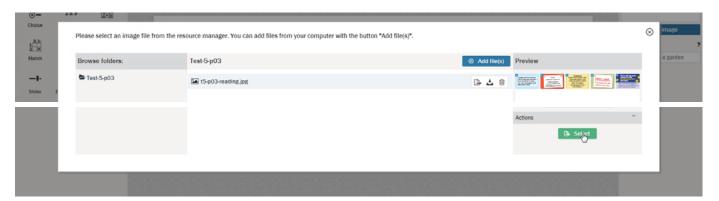
Images are inserted into text-blocks and interactions. Click on the "A" button in the text-block to ge the formatting bar and then click on the image icon.

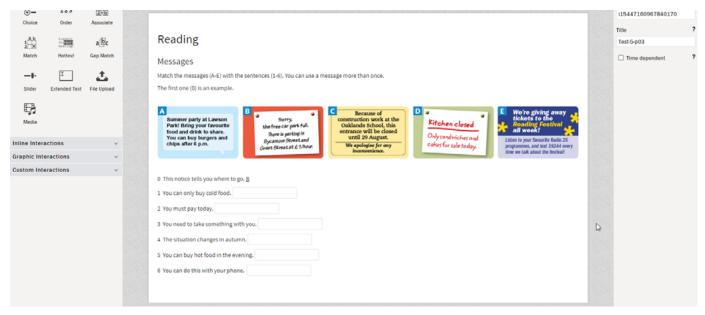


In the new dialogue click add Files(s) then Browse, then select the files you want to use in the test-item.



Finally click upload, now you can select the image you want to use and then the "select" button.





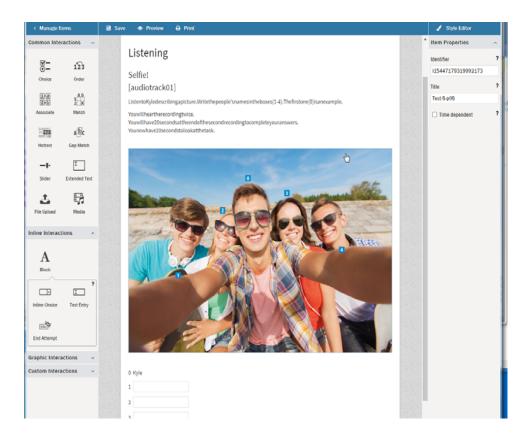
The images have been sized to either fill the screen width or to fit inside the interactives. The above example is just one image with all 5 items in it.

Audio

I don't know who is providing the audio or where it is. If no one can tell you then I would just leave the text in the test-item eg "[audio track 01]" and someone else can go through later and add them. If you do have them then it is the same procedure as inserting an image.

Label an image

There is no label an image interactive in TOA so we are going to have to do it with text Entry. Test 5 page 7 requires this. Having seen this I think I might need to make the image smaller so the user does not need to scroll.



Multiple choice images

This uses the choice interaction with 1 image in each option.

