

# NAEP Questions Tool

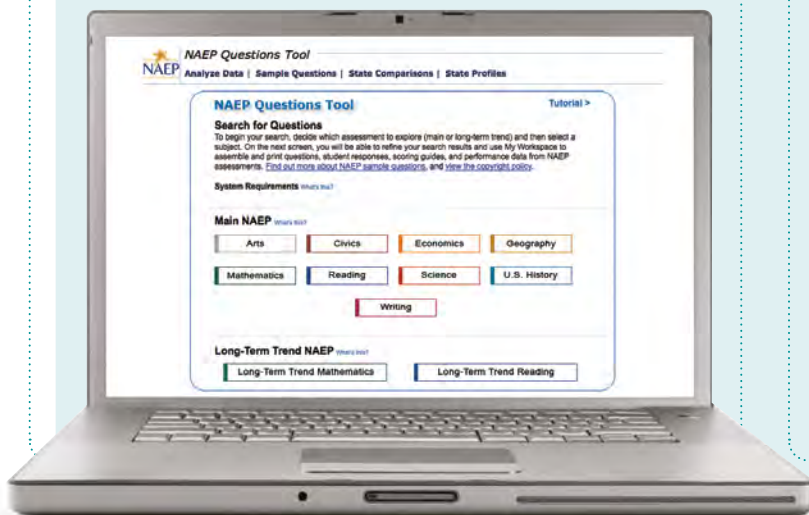
## WHAT IS THE NAEP QUESTIONS TOOL?

The NAEP Questions Tool (NQT) is a database of more than 2,000 questions, in nine subject areas, from past assessments that have been released to the public and will not be used again on NAEP assessments. The NQT allows you to search for questions by subject, grade, difficulty, and other characteristics; view student responses; create customized reports, and more. You can also view scoring guides and performance data, such as the percentage of students nationwide and in your state who answered a question correctly, for most questions.

### How Do I Access the NQT?

There are two ways to access the NQT:

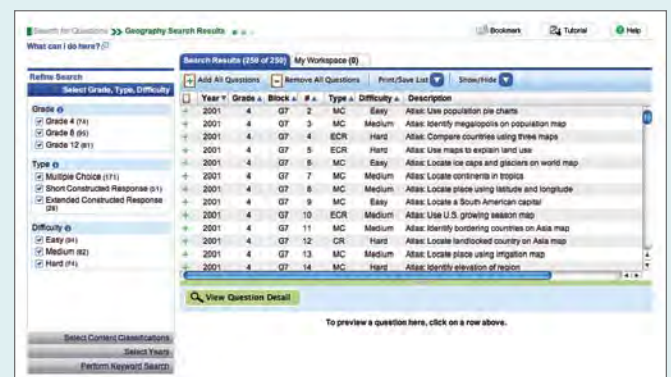
- You can access the NQT directly by visiting <http://nces.ed.gov/nationsreportcard/itmrlsx>.
- Or, from the NAEP home page (<http://nces.ed.gov/nationsreportcard>) by clicking **Sample Questions** and then selecting **Questions Tool**.



### Searching for Questions

Select a subject to begin your search.

You will then be directed to the **Search Results** window:



The window is separated into two panes (**Refine Search** and **Search Results**) to allow you to refine your search results while still viewing some question details. You can learn more about how to refine search results on the next page.

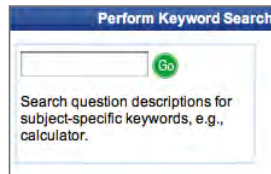
## Refine Search

- The left panel allows you to refine your search options by **grade** (age if you are viewing **Long-Term Trend** data), **type**, and **difficulty**. You can do this by selecting, or deselecting, the boxes next to the options.

You can also choose to refine your search by **Content Classifications** and **Years**. To do so, click **Select Content Classifications** or **Select Years** in the **Refine Search** panel.

**Note:** The numbers in parenthesis represent the number of questions available for that specific search option.

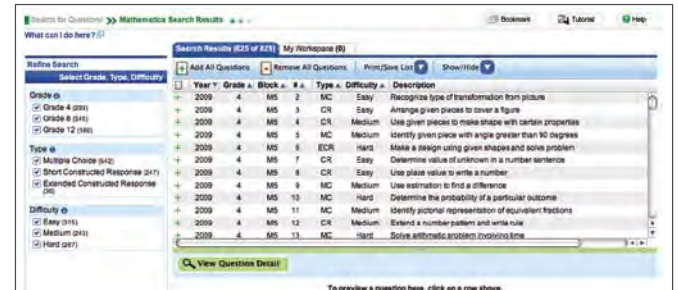
- You can also refine your **Search Results** by conducting a keyword search.
  - Expand the **Perform Keyword Search** option from the **Refine Search** area.
  - Type the keyword in the text box, and click **Go**.



The **Search Results** will be filtered to show only those questions that have the word you searched for in their description.

## Search Results

The right panel houses the questions that meet your search requirements and provides a space for previewing questions. From the **Search Results** panel you can also **Print** and/or **Save** your search results by clicking **Print/Save List** and selecting your preferred format (HTML, Word, or Excel).



## View Question Details

You can view any question in your **Search Results** list by clicking on the question. You will see the question appear in the space below your **Search Results** list or in a new window (depending on your screen resolution).

To view question details, which include a key/scoring guide, sample responses, and national, or jurisdiction data (when available), click **View Question Detail** under the list of search results.

## My Workspace

**My Workspace** allows you to store questions that you wish to use in a document or report.

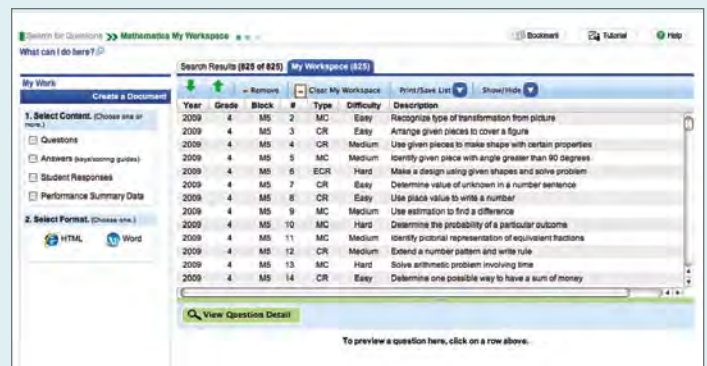
- One at a time, by clicking on the **+**, or
- As a group, by clicking **+ Add All Questions** at the top of the **Search Results** list.

## Arranging Questions

The questions you select will appear in the order in which you selected them.

You can rearrange the order of the questions by selecting the question you wish to move, and clicking on **↓** or **↑**.

**TIP:** To remove questions from **My Workspace**, highlight the question and click **Remove** or **Clear My Workspace**.



## Customizing Your Search Results

### Adding & Removing Columns

You can customize your **Search Results** by clicking on the **Show/Hide** drop-down menu to add and remove columns.

In the **Show/Hide** drop-down menu, the  signifies that a column is currently included in your **Search Results**.

- Add a column by selecting the column name in the **Show/Hide** drop-down menu so that a  appears next to it.
- Remove a column by clicking on the  next to the column name in the **Show/Hide** drop-down menu.

### Rearranging Columns and Sorting Search Results

Your search results are sorted by the criteria of the left-most column. **Note** that the default view has **Year** in the left-most column.

Rearrange the order of the columns by clicking a column heading and dragging it to your desired location.

You can change the order of the column contents by clicking on the blue arrow in the column header.

**TIP:** You can always restore your search results list back to its original form by clicking **Reset Column Settings** in the **Show/Hide** drop-down menu.



## Creating Documents

You can create documents using the questions in **My Workspace**. **Documents** may include the sample questions, student responses, and scoring guides, and more.

To create your sample questions document, select the content you wish to be included in the **Document** from the **1. Select Content.** menu. Then click on the  next to the type of content you wish to be included in your **Document** (Questions, Answers, Students Responses, and/or Performance Summary Data).

The screenshot shows a web interface titled "My Work" with a sub-header "Create a Document". Under "1. Select Content. (Choose one or more.)", there are four items with checkboxes: "Questions", "Answers (keys/scoring guides)", "Student Responses", and "Performance Summary Data", all of which are checked. Under "2. Select Format. (Choose one.)", there are two options: "HTML" with a globe icon and "Word" with a document icon.

Now you are ready to generate your **Document!**

Choose the format for your **Document** by clicking on either  **HTML** OR  **Word** in the **2. Select Format.** menu.

## Generating Data Reports

You can also create **Data Reports** using the questions in **My Workspace**. **Data Reports** include detailed performance data for each question.

Click **Get Data** to begin generating your **Data Report**.

You can only select one type of data to include in your report—**National Totals**, **National by student groups**, or **Totals** for a specific jurisdiction.

To select the type of data you want to generate, click on the  next to it.

**Note** that **National Totals** data can be generated as either a table or graph, while **National by student group** and **Totals for [Select jurisdiction]** can only be generated as tables.

Finally, select the format for your report by clicking on the **HTML**, **Word**, or **Excel** icons. **Note:** Word is only available for displaying graphs of National Totals.

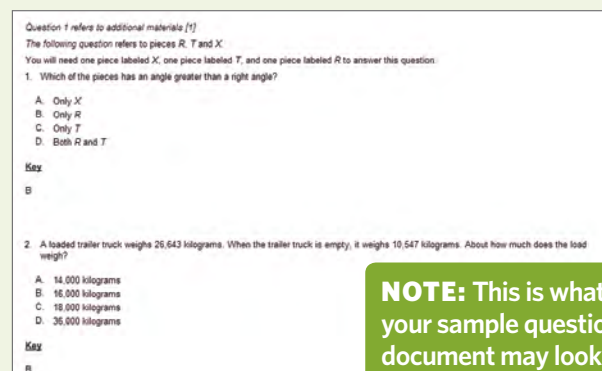
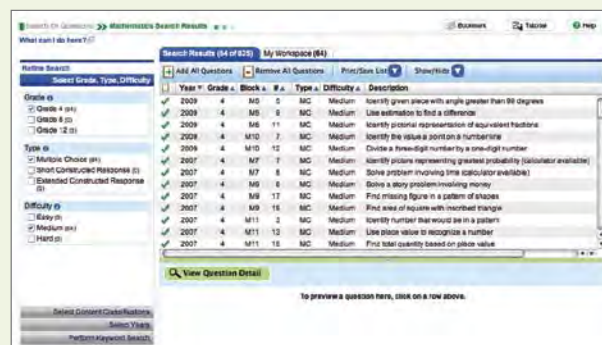
**TIP:** You can compare jurisdiction data to the nation by selecting the **include nation box**.



## Run a Sample Search

**Task:** Search and generate a document containing multiple choice, fourth-grade Mathematics questions of Medium-level difficulty.

- 1 Select **Mathematics** from the NQT home screen.
- 2 Under **Grade** in the **Search Results** window, deselect **Grade 8** and **Grade 12** by clicking on the .
- 3 Under **Type**, deselect **Short Constructed Response** and **Extended Constructed Response**.
- 4 Under **Difficulty**, deselect **Easy** and **Hard**.
- 5 View any question in your **Search Results** by clicking on it.
- 6 To create a sample questions **Document** using all the questions in your **Search Results**, click .
- 7 In **My Workspace**, select the  next to **Questions**.
- 8 Your document will be ready to save and print once you click on your preferred format (**HTML** or **Word**).



**NOTE:** This is what your sample questions document may look like in HTML.

## Helpful Hints

- » The **What Can I Do Here?** link at the top of each page explains the features and options available to you.
- » The **i** button allows you to learn more about the item beside which the icon appears.
- » A **Help** button is available on all pages.
- » Click on the **Tutorial** button on any page for more detailed instructions.

## Technical Requirements

- » NQT is best viewed with a screen resolution of **1024 x 768**.
- » NQT will work best with **Internet Explorer (IE) version 6 or higher** (IE7 is recommended). If using Firefox, Firefox 3.0 or higher is recommended.
- » **JavaScript** must be enabled and pop-ups must be allowed.
- » **Flash version 9.0.115** or higher is recommended.
- » If exporting files to Microsoft Word, **Office 2003** or later must be used.
- » Exports of files to PDF can be read with **Adobe Acrobat Reader**.
- » When using the accessible version of the NQT, use **Jaws 8.0 or higher**.

