

WebXam User's Workshop

Starting Soon

WebXam User's Workshop

WELCOME

INTRODUCTIONS

Presenting Today



Richard Huggins
WebXam Service
Delivery Lead



Sean Hickey
Assessment
Program Deputy
Director



Brock Hertzfeld
WebXam Service
Delivery

INTRODUCTIONS

WebXam is



an online testing portal used by Career Technical Education (CTE) and FCS programs throughout the state of Ohio

students participate in end-of-course testing needed for graduation

administers Ohio's Career-Technical Education statewide assessments to Ohio students in qualifying career-technical programs

tests align with Ohio's Career-Field Technical content standards as established by the Ohio Department of Education

educators throughout the state, as well as industry professionals, collaborate to create the tests for this platform

INTRODUCTIONS

Today's Agenda

WebXam Calendar

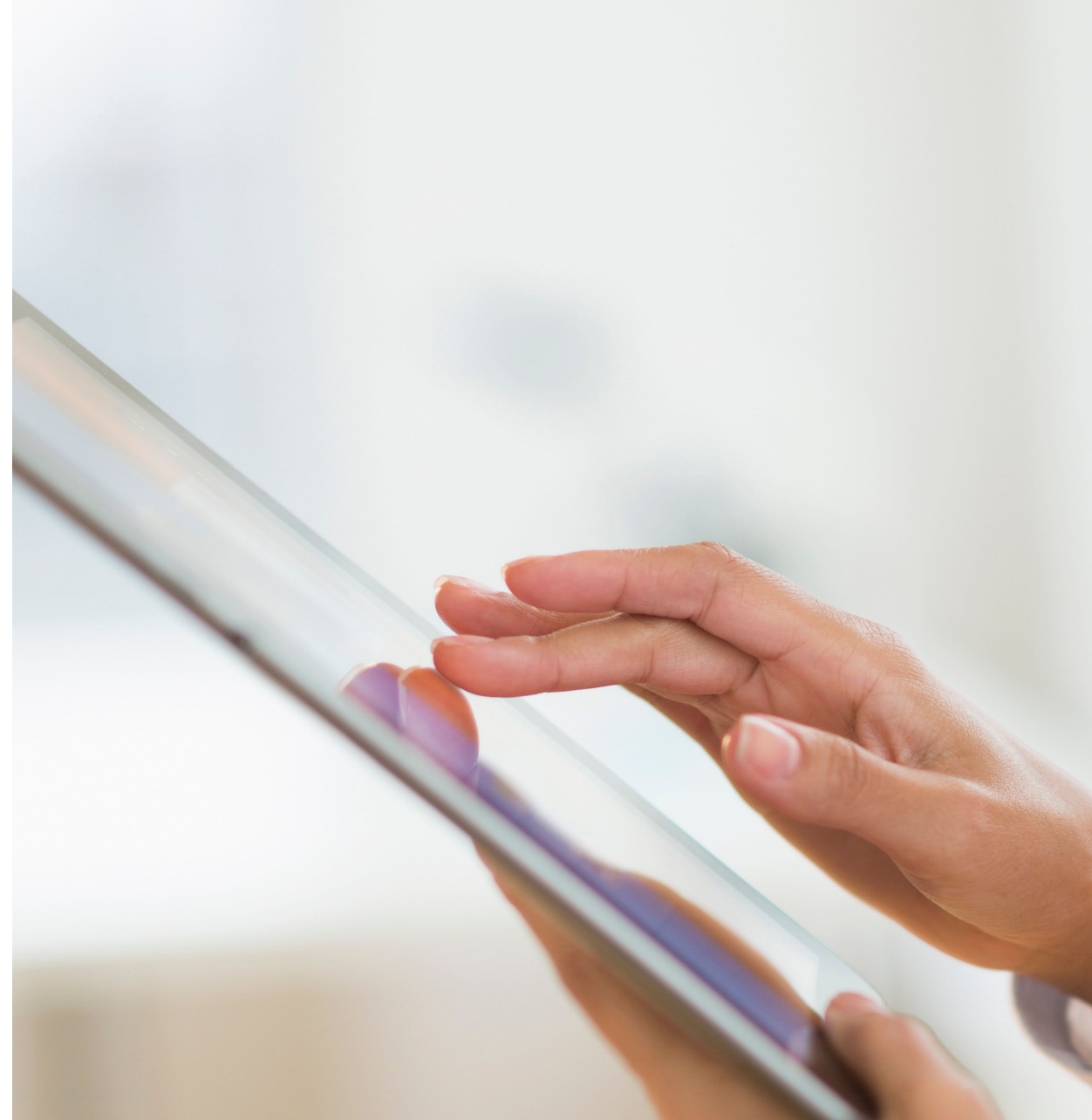
WebXam Updates for 2024–2025

Field Testing and Item Writing for 2024–2025

Walkthroughs

2024–2025 Blueprint Survey

Highlights





WebXam Calendar

DATES ARE TENTATIVE



WebXam Calendar

- 8/14/24 → Fall Pretesting Opens
- 10/4/24 → Fall Pretesting Closes
- 10/14/24 → Field Testing Opens
- 10/14/24 → Post Testing Opens
- 1/2/25 → Winter Pretesting Opens
- 1/31/25 → Winter Pretesting Closes
- 4/18/25 → Field Testing Closes
- 5/5/25 → Field-Test Finalization*
- 5/30/25 → Post Testing Closes

Other Important Dates

5/5/2024 | Target for Field Test Finalization
6/13/2024 | Target for End-of-Year Reports Release

Test Review Workshops

Visit review.webxam.org
to register

We can also coordinate
district-hosted reviews.
Contact
support@webxam.org
for more information

Hosted at CETE

10/16/2024

11/11/2024

12/9/2024

1/15/2025

2/13/2025

3/14/2025



WebXam Updates

Changes to WebXam

- **Make sure to follow the current testing policy**
 - The latest retake policy is available on ODE's website here:
<https://education.ohio.gov/Topics/Career-Tech/Career-Technical-Education-Assessment-System>
 - Policy allows for additional retake opportunities for graduating seniors
- **Students and teachers must be added to programs in WebXam to**
 - be uploaded
 - be entered
 - to test

Changes to WebXam

- **Question translations now available**
 - Currently available in Spanish only
 - Available to all students, no accommodation needed
 - Will show how this works during walkthrough

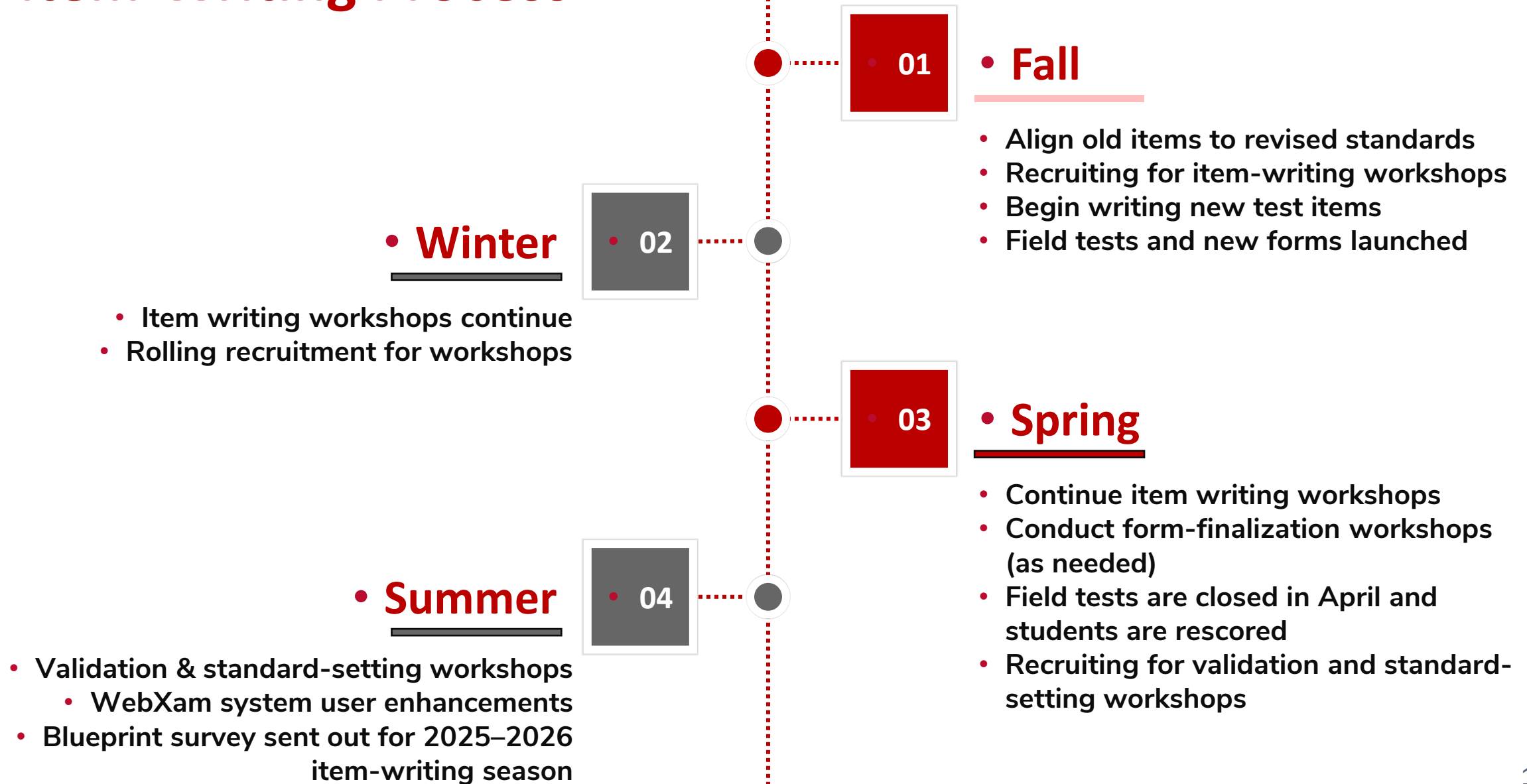
Changes to WebXam

- **Baking and Pastry Arts**
 - Performance Assessment change to recipe and Checklist
 - <https://education.ohio.gov/Topics/Career-Tech/Career-Fields/Hospitality-and-Tourism>
 - <https://www.webxam.org/Public/baking>

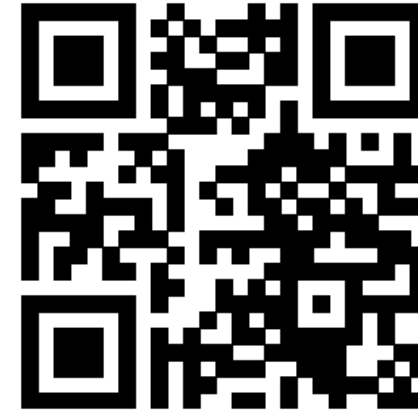


WebXam Item-Writing & Field Testing

Item-Writing Process



Item-Writing Workshops



<https://news.webxam.org/item-writing/calendars>

Blueprint
Review &
Approval



Small-Group
Item-Writing



Large-Group
Review

Item-Writing Recruiting

Information Technology and Arts & Communication

- Receive payments for virtual workshops and reimbursements for travel and substitutes for in-person workshops
- Learn how to write high-quality multiple-choice assessments
- Network with other instructors around the state
- Earn Professional Development credentials
- Opportunity for college credit

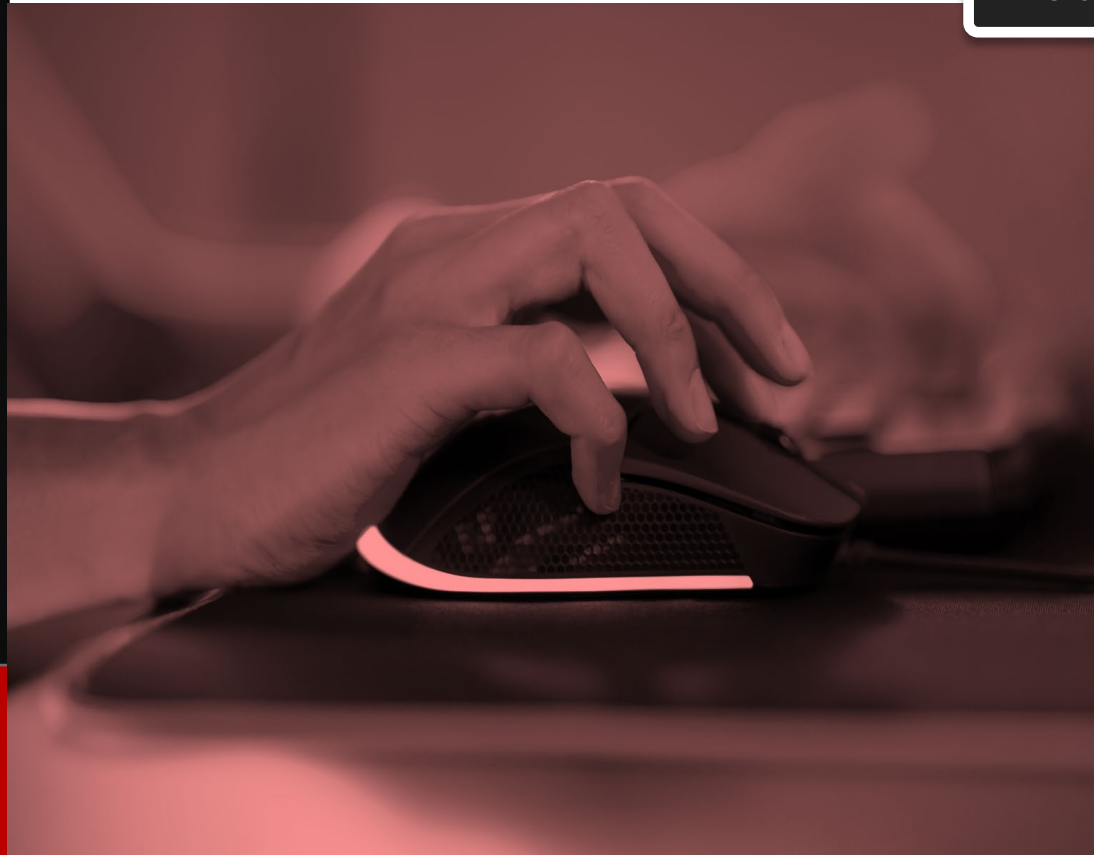


go.osu.edu/ttp2025



WebXam Walkthroughs

About the Tests



WebXam About the Tests Page Walkthrough covering

What is available for each test

How to filter by Field Tests

How to download the information on this page

Standards and Blueprints

Creating Additional Programs

- How newly approved CTE-26 applications are imported into WebXam
- Using the Copy Programs Feature
- Editing Programs with Teachers and Tests
- Moving Students between programs



Translation Demonstration

How students experience the Demo Test and Translations

- Home
- User Search
- Order Tests
- District Testing Coordinators
- Programs
- Locations
- CTPD Account
- Administrator
- Teacher
- Assessor
- Adult Student
- Secondary Student
- List
- New
- Upload
- Upload History

Home

Users Guide

New to WebXam? Here is where you can find what you need to know.

[More Info](#)

About the Tests

Learn all about the pathways and tests offered in WebXam.

[More Info](#)

News & Dates

WebXam news and dates and deadlines.

[More Info](#)

Support

Need help? Learn how to get support to solve your issues.

[More Info](#)



Welcome to WebXam for School Year 2023-2024

This year WebXam launches support for your Career-Tech and FCS Programs.

[Learn more about Program Support in WebXam here.](#)

Recent News and Announcements

To see a full list of news and announcements please go to [WebXam News](#).

WebXam Updates – Ohio ACTE 2023

Thank you Career-Technical teachers, administrators and stakeholders that attended to WebXam Updates session at Ohio ACTE on July 26. We appreciate the opportunity to talk with you about the changes coming to WebXam for the coming year as well as to look back at last year. The presentation slides may be downloaded here.

[Read More](#)



Student Uploads

WebXam Home Documentation Quick Start Support Demo BUCKEYE

Home / Roster Upload

Roster Uploads to WebXam

Schools, districts or teachers may upload roster files to Webxam to create student accounts and assign tests for testing throughout the year. This is strongly recommended over entering students manually.

[Get the roster upload template and definition](#)

Upload Form

No file chosen
Valid upload file formats: .xlsx, .csv

[➔ ODE Program and Assessment Matrix](#)
[↓ Download the template](#)
[↑ Upload Form](#)
[? Documentation](#)

New for SY2023-2024

- The "Additional Tests" field is no longer processed, but should still be included as a blank column
- There must be a matching CTE/FCE Program based on the Teacher, Building and Pathway

Field	Required	Description	Possible Values	Example	Example
SSID	Yes	2 letters and 7 numbers, uniquely identifies students	AA#####	AB1234567	AB1234567
EMIS ID	No				
First Name	Yes	The Student's First Name		Pat	Pat
Last Name	Yes	The Student's Last Name		Smith	Smith
Building IRN	Yes	The 6 digit IRN of the student's school building./td>	Any building	000000	000000
Grade Level	Yes	The student's grade level at the time the test was taken	5-12/Other	10	11
Graduation Year	Yes	The student's expected graduation year	2022,2023...,NA.	2022	2023
Race	No	The student's race	A, I, B, P, M, H, W, NS	M	A
Gender	No	The student's gender	M, F, NS	M	F
Accommodation	No	Accommodation the student should have when testing	R, T, D, U	U	

Student Uploads

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat Tell me

Comments Share

Paste Paste & Styles Arial 10 Bold Italic Underline Alignment Number

Conditional Formatting Format as Table Cell Style Cells Editing Sensitivity Analyze Data Create and Share Adobe PDF

Student Uploads

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SSID	EMIS	Student First	Student Last	Building IRN	Grade Level	Expected Graduation Year	Race	Gender	Accommodation	Reported Pathway	Additional Tests	Teacher ID	Teacher Name	Tags
2	AE1234567		JOHN	PUBLIC	051722	12	2022	B	M		A0		55555555	Teacher, Roberta	
3	OH8888888		JANE	PUBLIC	051722	12	2023	H	F	R	P1		77777777	Instructor Jr., Bob	MyClassTag
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															

Accommodation
R - Reader is required
T - Time and a half
D - Double Time
U - Unlimited Time

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat Tell me Comments Share

Paste Font: Arial, Size: 10 Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing Sensitivity Analyze Data Create and Share Adobe PDF

J4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	SSID	EMIS	Student First	Student Last	Building IRN	Grade Level	Expected Graduation Year	Race	Gender	Accommodation	Reported Pathway	Additional Tests	Teacher ID	Teacher Name	Tags
1															
2	AE1234567		JOHN	PUBLIC	051722	12	2022	B	M		A0		55555555	Teacher, Roberta	
3	OH8888888		JANE	PUBLIC	051722	12	2023	H	F	R	P1		77777777	Instructor Jr., Bob	MyClassTag
4															
5															
6															
7															
8															
9															
10															
11															

Accommodation
 R - Reader is required
 T - Time and a half
 D - Double Time
 U - Unlimited Time

Student Uploads

Home Insert Draw Page Layout Formulas Data Review View Automate

Paste Paste & Styles

Arial 11 A⁺ A⁻

B I U

Alignment

Number

Conditional Formatting

Format as Table

Cell Styles

Comments

Share

Analyze Data

Create and Share Adobe PDF



A6 fx ND5637289

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SSID	EMIS	Student First	Student Last	Building IRN	Grade Level	Expected Graduation Year	Race	Gender	Accommodation	Reported Pathway	Additional Tests	Teacher ID	Teacher Name	Tags
2	XA7328491		John	Smith	150834	9	2027	B	F		A0		OH715711	ADAMS, Kasen	
3	PQ1283764		Sarah	Johnson	150834	9	2027	H	M		A0		OH715711	ADAMS, Kasen	
4	ZB4598372		Michael	Williams	150834	9	2027	M	M		A0		OH715711	ADAMS, Kasen	
5	YT9837461		Emily	Davis	150834	9	2027	W	M		A0		OH715711	ADAMS, Kasen	
6	ND5637289		Christopher	Jones	150834	9	2027	W	F		A0		OH715711	ADAMS, Kasen	
7	JH8274659		Jessica	Brown	150834	9	2027	W	M		A0		OH715711	ADAMS, Kasen	
8	RG3498712		David	Taylor	150834	9	2027	W	F		A0		OH715711	ADAMS, Kasen	
9	VK1982743		Amanda	Wilson	150834	9	2027	W	M		A0		OH715711	ADAMS, Kasen	
10	LM9248637		James	Anderson	150834	9	2027	W	F		A0		OH715711	ADAMS, Kasen	
11	CF8746521		Jennifer	Martinez	150834	9	2027	W	M		A0		OH715711	ADAMS, Kasen	
12	WQ7321984		Robert	Garcia	150834	9	2027	H	M		A0		OH715711	ADAMS, Kasen	
13	OB2193847		Mary	Rodriguez	150834	9	2027	W	F		A0		OH715711	ADAMS, Kasen	
14	HR8392174		William	Hernandez	150834	9	2027	W	M		A0		OH715711	ADAMS, Kasen	
15	XN7129348		Elizabeth	Lopez	150834	9	2027	W	F		A0		OH715711	ADAMS, Kasen	
16	EA4982371		Matthew	Gonzalez	150834	9	2027	A	M		A0		OH715711	ADAMS, Kasen	
17	YS7329841		Patricia	Perez	150834	9	2027	W	M		A0		OH715711	ADAMS, Kasen	
18	TR1982473		Daniel	Moore	150834	9	2027	W	F		A0		OH715711	ADAMS, Kasen	
19	GJ2198746		Laura	Lewis	150834	9	2027	W	F		A0		OH715711	ADAMS, Kasen	
20	ZV8723649		Joseph	Hall	150834	9	2027	W	M		A0		OH715711	ADAMS, Kasen	
21	KL9274381		Kimberly	Walker	150834	9	2027	M	F		A0		OH715711	ADAMS, Kasen	

OCTCA Upload +

Upload Preview

Error Summary

- 1 row(s): First Name is blank
- 1 row(s): Last Name is blank
- 1 row(s): Location is not valid
- 3 row(s): No matching program in building with teacher
- 1 row(s): Grade is not valid
- 1 row(s): Graduation Year is not valid
- 1 row(s): No Pathway or Additional Tests Specified
- 1 row(s): Teacher State License ID not found. Correct the License ID, add an account for this teacher, or update the teacher's License ID in WebXam

- View Errors Only
- View Warnings Only

Show 10 entries

Search:

SSID	EMIS	First Name	Last Name	IRN	Grade	Grad Year	Race	Gender	Accomm.	Pathway	Subj. Code	Teacher Id	Teacher Name	Tags	Info	Warnings	Errors
PQ1283764			Johnson	150834	9	2027	H	M		A0		OH715711	ADAMS, Kasen				First Name is blank
ZB4598372		Michael		150834	9	2027	M	M		A0		OH715711	ADAMS, Kasen				Last Name is blank
YT9837461		Emily	Davis		9	2027	W	M		A0		OH715711	ADAMS, Kasen				Location is not valid, No matching program in building with teacher
ND5637289		Christopher	Jones	150834		2027	W	F		A0		OH715711	ADAMS, Kasen				Grade is not valid
JH8274659		Jessica	Brown	150834	9		W	M		A0		OH715711	ADAMS, Kasen				Graduation Year is not valid
LM9248637		James	Anderson	150834	9	2027	W	F				OH715711	ADAMS, Kasen				No Pathway or

Student Uploads

Student Uploads

WebXam Home Documentation Quick Start Support Demo BUCKEYE

Home / Roster Upload

Roster Uploads to WebXam

Schools, districts or teachers may upload roster files to Webxam to create student accounts and assign tests for testing throughout the year. This is strongly recommended over entering students manually.

Get the roster upload template and definition

Upload Form

Choose File No file chosen

Valid upload file formats: .xlsx, .csv

Upload

Upload Preview

View Errors Only
 View Warnings Only

Show 10 entries Search:

SSID	EMIS	First Name	Last Name	IRN	Grade	Year	Race	Gender	Accomm.	Pathway	Subj. Code	Teacher Id	Teacher Name	Tags	Info	Warnings	Errors
XA7328491		John	Smith	150834	9	2027	B	F		A0		OH715711	ADAMS, Kasen				
PQ1283764		Sarah	Johnson	150834	9	2027	H	M		A0		OH715711	ADAMS, Kasen				
ZB4598372		Michael	Williams	150834	9	2027	M	M		A0		OH715711	ADAMS, Kasen				
YT9837461		Emily	Davis	150834	9	2027	W	M		A0		OH715711	ADAMS, Kasen				
ND5637289		Christopher	Jones	150834	9	2027	W	F		A0		OH715711	ADAMS, Kasen				
IH8274659		Jessica	Brown	150834	9	2027	W	M		A0		OH715711	ADAMS, Kasen				



Home

Documentation

Quick Start

Support

Demo BUCKEYE

JH8274659	Jessica	Brown	150834	9	2027	W	M	A0	OH715711	ADAMS, Kasen
RG3498712	David	Taylor	150834	9	2027	W	F	A0	OH715711	ADAMS, Kasen
VK1562743	Amanda	Wilson	150834		2027	W	M	A0	OH715711	ADAMS, Kasen
LM9218637	James	Anderson	150834		2027	W	F	A0	OH715711	ADAMS, Kasen
CF8746521	Jennifer	Martinez	150834		2027	W	M	A0	OH715711	ADAMS, Kasen

Student Uploads

Showing 1 to 10 of 49 entries

Previous 1 2 3 4 5 Next

Process Upload

Upload Progress

Generated Final Report

100%

Upload Results

Copy Results to Clipboard

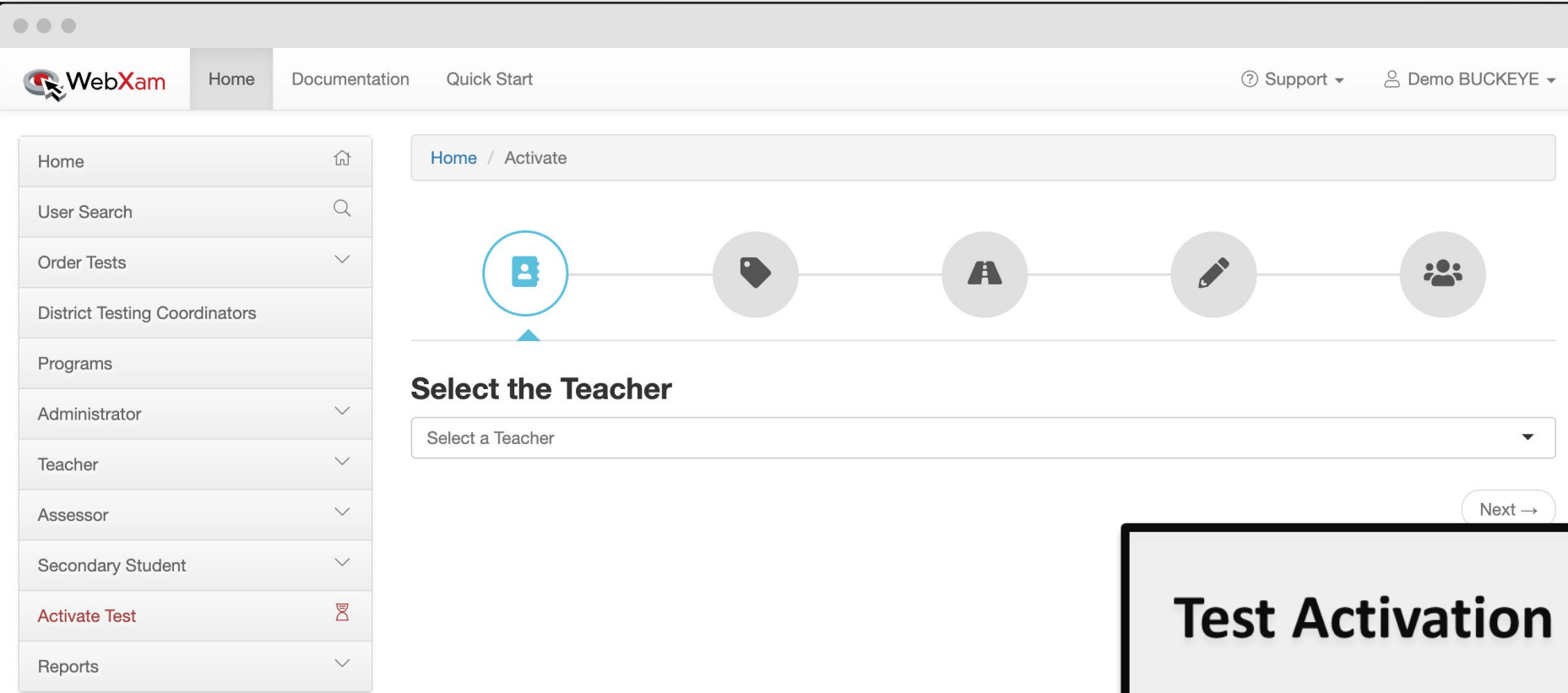
Your upload file, new student upload.xlsx, was successfully processed:

Results

49 students uploaded into: Demo 84 SD A0 Program

Test Activation Demonstration

There's some changes to Test Activation. Let's see how the process has changed!



WebXam Home Documentation Quick Start Support Demo BUCKEYE

Home / Activate

Select the Teacher

Select a Teacher

Next →

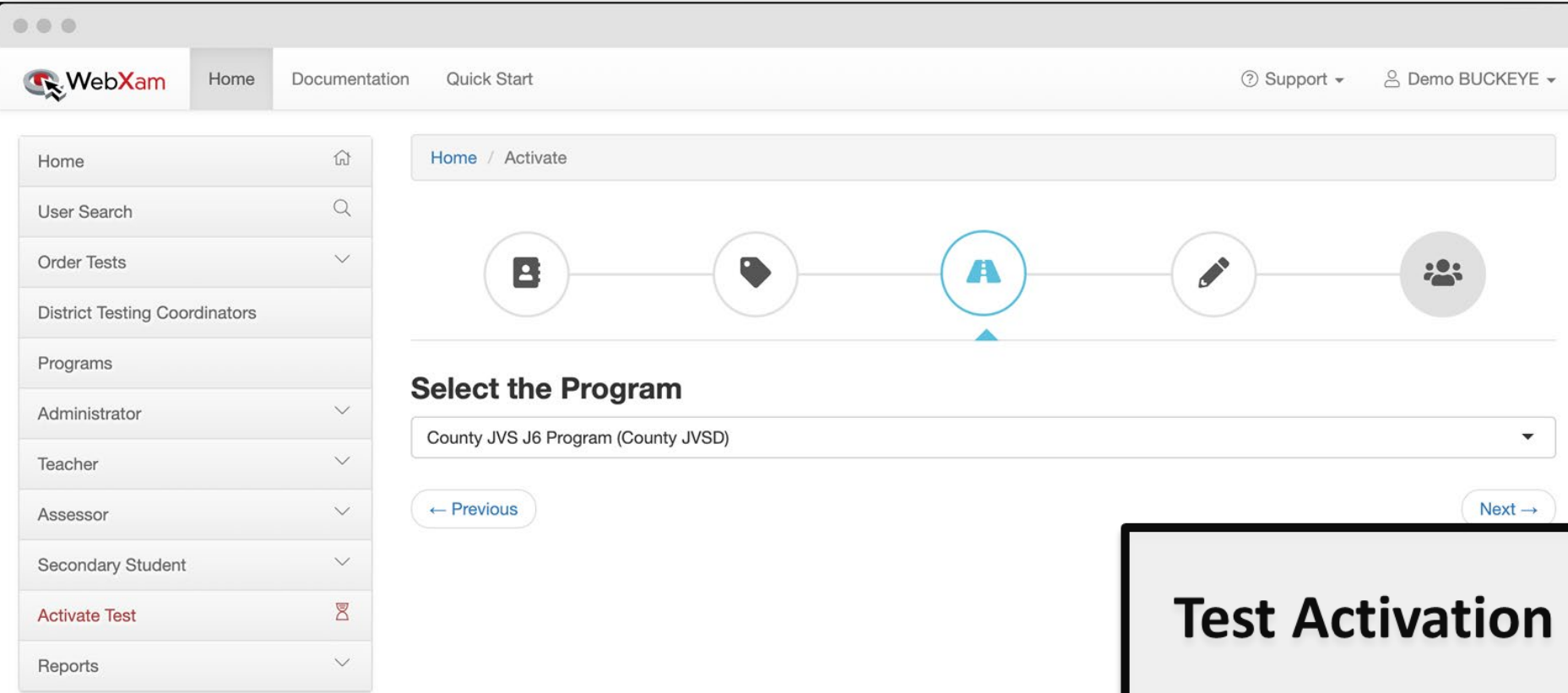
Test Activation

The screenshot shows the WebXam interface. At the top left is the WebXam logo and navigation links for Home, Documentation, and Quick Start. On the top right, there are links for Support and a user profile for Demo BUCKEYE. A left-hand sidebar contains a list of menu items: Home, User Search, Order Tests, District Testing Coordinators, Programs, Administrator, Teacher, Assessor, Secondary Student, Activate Test (highlighted in red), and Reports. The main content area has a breadcrumb trail 'Home / Activate' and a progress bar with five steps: 1. Select the Teacher (highlighted with a blue circle and arrow), 2. Assign Test, 3. Review Test, 4. Assign Test, and 5. Review Test. Below the progress bar, the heading 'Select the Teacher' is followed by a dropdown menu showing 'ADAMS, Kasen'. A 'Next →' button is located at the bottom right of the dropdown.

Test Activation

The screenshot shows the WebXam application interface. At the top left is the WebXam logo and navigation links for Home, Documentation, and Quick Start. On the top right, there are links for Support and a user profile for Demo BUCKEYE. A left-hand sidebar contains a menu with items like Home, User Search, Order Tests, District Testing Coordinators, Programs, Administrator, Teacher, Assessor, Secondary Student, Activate Test (highlighted in red), and Reports. The main content area has a breadcrumb trail 'Home / Activate' and a progress bar with five icons: a person, a shield, a building, a pencil, and a group of people. The second icon (shield) is highlighted with a blue circle and a blue arrow pointing to it. Below the progress bar, the text 'Select the test type' is displayed. A 'Posttest' button is visible in the center. Navigation buttons for '← Previous' and 'Next →' are located at the bottom of the main content area.

Test Activation



The screenshot shows the WebXam application interface. At the top left is the WebXam logo and navigation tabs for Home, Documentation, and Quick Start. On the right, there are links for Support and a user profile for Demo BUCKEYE. A left-hand sidebar contains a list of menu items: Home, User Search, Order Tests, District Testing Coordinators, Programs, Administrator, Teacher, Assessor, Secondary Student, Activate Test (highlighted in red), and Reports. The main content area displays a breadcrumb trail 'Home / Activate' and a five-step process flow. The third step, 'Select the Program', is highlighted with a blue circle and an upward-pointing arrow. Below this step is a dropdown menu showing 'County JVS J6 Program (County JVSD)'. Navigation buttons for 'Previous' and 'Next' are located at the bottom of the flow.

Test Activation

The screenshot shows the WebXam application interface. At the top left is the WebXam logo. The navigation menu includes Home, Documentation, and Quick Start. On the right, there are links for Support and a user profile for Demo BUCKEYE. A left-hand sidebar lists various roles: Home, User Search, Order Tests, District Testing Coordinators, Programs, Administrator, Teacher, Assessor, Secondary Student, Activate Test (highlighted in red), and Reports. The main content area shows a breadcrumb trail 'Home / Activate' and a five-step process flow. The third step, 'Select the Course', is highlighted with a blue circle and a blue arrow pointing to it. Below this step is a dropdown menu with '072015 Nutrition and Wellness' selected. Navigation buttons for 'Previous' and 'Next' are visible at the bottom of the process flow.

Test Activation

WebXam Home Documentation Quick Start Support Demo BUCKEYE

Home / Activate

Teacher/Admin: Caeseric, April Test: 072015 Nutrition and Wellness

Select the test takers who will be taking the test during this session below, and press the [Activate](#) button below to complete the process. Please be sure to check the appropriate accommodations are set before activating the test. If you do not see a test taker you expect to see, check the following:

- Verify the test taker's account is enabled
- Check that the test is on the test taker's account
- Make sure the test taker has not already taken the test this year

The window when test takers can begin will start immediately. Use the [Activation Start Time](#) below to schedule a test session in the future.

Activation Start Time

The activation window for this session will begin when you click the activate button below. You can schedule your activation windows to open at a later date/time by using the options below. You can schedule the activation window to start up to 7 days in advance. Your activation window is the time frame during which students must begin testing.

Start Time 10/10/23 1:59 AM End Time 10/10/23 2:59 AM

Select the Students

Show entries tagged All

Show All entries Search:

Legend: ■ Extended Time ■ A Reader is Required

<input type="checkbox"/>	Last Name	First Name	Grade	Username	Access Code/Password	Activation Window
<input type="checkbox"/>	Compton	Bob	Grade 11	compton.29		🕒
<input checked="" type="checkbox"/>	Roth	Ian	Grade 11	roth.1		🕒
<input checked="" type="checkbox"/>	Amblin	Shyanne	Grade 11	Amblin.2		🕒
<input type="checkbox"/>	Locum	Steve	Grade 11	locum.3		🕒
<input checked="" type="checkbox"/>	■ Thompson	Liz	Grade 11	thompson.64		🕒
<input type="checkbox"/>	■ Walters	Tim	Grade 11	walters.35		🕒

Test Activation



- Home
- User Search
- Order Tests
- District Testing Coordinators
- Programs
- Administrator
- Teacher
- Assessor
- Secondary Student
- Activate Test
- Reports

Home / Activate



Success! You have activated 3 students for test "072015 Nutrition and Wellness" to start between 1:59 AM and 2:59 AM.

Teacher/Admin: Calesaric, April Test: 072015 Nutrition and Wellness

Select the test takers who will be taking the test during this session below, and press the **Activate** button below to complete the process. Please be sure to check the appropriate accommodations are set before activating the test. If you do not see a test taker you expect to see, check the following:

- Verify the test taker's account is enabled
- Check that the test is on the test taker's account
- Make sure the test taker has not already taken the test this year

The window when test takers can begin will start immediately. Use the **Activation Start Time** below to schedule a test session in the future.

Activation Start Time

The activation window for this session will begin when you click the activate button below. You can schedule your activation windows to open at a later date/time by using the options below. You can schedule the activation window to start up to 7 days in advance. Your activation window is the time frame during which students must begin testing.

Start Time: 10/10/23 2:13 AM End Time: 10/10/23 3:13 AM

Select the Students

Show All entries

Legend: ■ Extended Time
■ A Reader is Required

<input type="checkbox"/>	Last Name	First Name	Grade	Username	Access Code/Password	Activation Window
<input type="checkbox"/>	Compton	Bob	Grade 11	compton.29	YT94H4	1:59am - 2:59am EDT
<input type="checkbox"/>	Roth	Ian	Grade 11	roth.1	AU8ANJ	1:59am - 2:59am EDT
<input type="checkbox"/>	Amblin	Shyanne	Grade 11	amblin.2		🔒
<input type="checkbox"/>	Locum	Steve	Grade 11	locum.3		🔒
<input type="checkbox"/>	■ Thompson	Liz	Grade 11	thompson.6459	RHUMWC	1:59am - 2:59am EDT
<input type="checkbox"/>	■ Walters	Tim	Grade 11	walters.35		🔒

Showing 1 to 44 of 44 entries

Download Activated

- CSV
- PDF - 1 column
- PDF - 2 columns

Test Activation

Previous 1 Next

Activate -->

Troubleshoot Activations

Student can't login to test

Check activation report to verify when the test was scheduled for

Student login access codes only valid for the scheduled test activation window

Student account not showing?

Check Student account status. Disabled or Archived?

Are your students rostered?

Check program assigned teachers, courses, and student's program

Did the student already take the test? 30 day wait for retests.

Reports

- **Let's look at the most commonly used WebXam Reports**
 - Summary Report
 - Testing Report
 - Pathway Report
 - CTAG Report
 - Outcome Report

Get Involved: Test Blueprints

Designing the Blueprint

Blueprint tells us how many items to write to each outcome

Based on importance and amount of content

Importance and easiness based on ratings

IT and/or Arts & Communication courses this year

Email Bridget McHugh (mchugh.159@osu.edu) to receive survey

Blueprint Survey

Why You Should Take the Blueprint Survey

We know there are outcomes that aren't super vital to the course

We don't write questions to outcomes with low importance ratings

Strand ratings can de-emphasize Strand 1

Same method used for certification and certificate organizations

This is the easiest way to impact content without writing questions

The more participants we have, the more precise the blueprint is



SURVEY IS LIVE

The survey is live for existing IT and Arts & Communication courses. A second survey will collect ratings for new courses in the career fields.

Instructors should receive an email invitation soon. Anyone who needs an invitation can email Bridget McHugh: mchugh.159@osu.edu.

CONTACT US TO TAKE THE SURVEY

Take the Survey

Associate
Psychometrician

Email:
berenbon.1@osu.edu

Program Director
of Assessment

Email:
mchugh.159@osu.edu



Highlights

Field Testing

- Business, Finance, and Marketing courses are in field testing
- Field testing window closed 4/19
- Make sure you test students early enough
- Tests will be longer because all items will be tested
- Finalizing and rescoring will occur in late April

CLOSING

This Workshop

- This meeting will be posted to YouTube
- Be sure to check the WebXam Calendar
- Participate in Item-writing

Contact Us

WebXam
Support

Phone:
614-292-4988

Email:
support@webxam.org

SME
Recruiting

Email:
cete-recruiting@osu.edu

Program
Director of
Assessment

Email:
mchugh.159@osu.edu

THANK YOU