




Educator Quick Reference

Logging In

1. Type the following URL:
<http://www.webccat.com>
2. Enter Username and Password.
3. Click 
4. Check the information, then choose [YES, this information is CORRECT.](#)

Managing your User Account

1. Select **Modify My Account**, from the Main Menu.
2. Update your username, password, first name, last name, work phone, home phone, and e-mail address.
3. Click Save and Exit

Managing Assessments

1. Select **Manage Your Assessments** from the main menu.
2. Previously created tests can be sorted by using the arrows in each heading column.
3. Other features are available for each test:

Edit – opens the test to be changed.

Save As – creates a copy of the test, and opens it where the copy can be edited.

Print Preview – displays options to set-up columns, and borders. Test then opens in Adobe Reader where it can be printed.

Remove – deletes a test

TAKS / TAKS M ITEMS

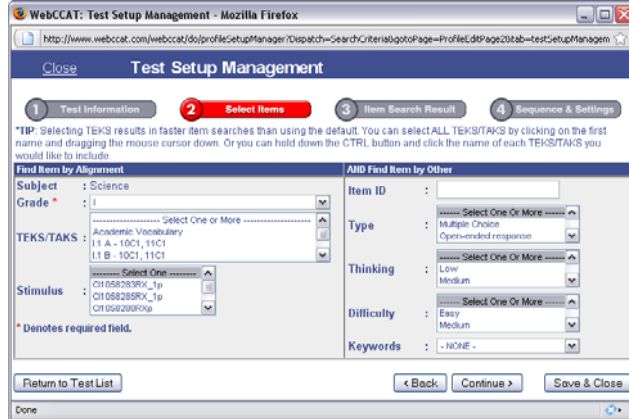
When developing tests, TAKS-M tests can now be created. The TAKS-M item bank is currently under development and should be completed in December 2008. When choosing test type, select TAKS-M, and when selecting subject, choose one designated with an "M" following its name.

Help? sschlueter@esc14.net
(325) 675-7018.

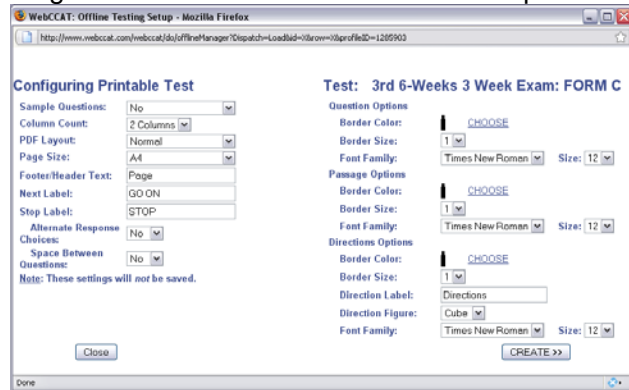
WebCCATSupport@vantage.com

Creating an Assessment

1. Select **Assessment Menu** from the main Menu
2. Select **Create an Assessment**. A new window will appear.
3. Enter a name for a new Assessment, directions, and description.
4. Click **Continue**.
5. Use the drop down menu to select the subject for your test. The grade levels will display for that subject.



6. Highlight a grade level to display a list of TEKS/SEs
7. Highlight an expectation or multiple expectations (holding down the CTRL key as you select) to include them in your assessment.
8. Optional: Select the Level of Difficulty, Level of Thinking, and Item Type for your assessment. Select Keywords to narrow the item search for your assessment.
9. Click **Search**.
10. Select **Preview** to view an Item.
11. Place a checkmark under **"Add to test"** for an item to add it to your assessment. (Or click the **Select** button while previewing an item.)
12. When you have finished selecting the items, choose **View Your Selections**.
13. Click **Save** to save your new assessment. Click **PDF Print** to view the print settings screen: Click **Generate** to create a printable test.



Viewing Reports

1. From the Main Menu select **Report Menu**.
2. Select the type of report:

TEKS/TAKS Omitted – view SE that have not been tested.
TEKS/TAKS Addressed – view the SE that have been tested.
Difficulty/Thinking Ratio – look at the percentage of Easy/Medium/High and Low/Medium/High Items on tests.
Items Used Detail – lists each question and the test it was used on.

3. Enter search parameters. Choose **Create Report**

