

Online Assessment Creation in 4.0

Both Answer Sheet Assessments and Item Bank Assessments can use the Online testing feature provided by Data Director. However, any assessment you wish to give Online – MUST – contain ONLY Multiple Choice Questions (True/False questions are actually Multiple Choice questions with only two distracters). To activate the Online feature follow the steps below.

1. Under the Assessment Icon find the assessment you wish to use Online.
2. Scroll down to about the middle of the page (in the center) to where it says "Online Exam has not been configured"
 - NOTE: If your exam is not eligible for online testing the following message will appear instead: Assessment containing non-multiple choice questions are currently not supported for online testing
3. Click on "Online Exam has not been configured"
4. Online Assessment Settings Page

Online Assessment Settings

Enable Online Testing:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Testing Period Start Time:	01 - 26 - 2012 11 : 24 AM EST
Testing Period End Time:	02 - 02 - 2012 11 : 24 AM EST
Duration (in minutes or leave blank):	<input type="text"/>
Disable Student Tutorial:	<input checked="" type="radio"/> Never <input type="radio"/> Always <input type="radio"/> Teacher's Choice
Display Assessment Results:	<input type="radio"/> Never <input checked="" type="radio"/> Always <input type="radio"/> Teacher's Choice
Disable Pause Button:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Save Changes >>

- a) **Enable Online Testing – YES** (very important)
- b) **Testing Period Start Time – Testing Period End Time**
 - i. Set the Date and Time you want the students to be able to start logging in and taking the test. No testing can begin before this date and time.
 - ii. Set the Date and Time to end all logins. No testing can take place after this date and time.



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- c) **Duration** (in minutes or leave blank)
 - i. If you enter a time, the students will see a graphic representation of the remaining time, as they take the test.
 - ii. If you leave it blank, they have unlimited time.

- d) **Disable Student Tutorial:** Data Director provides a tutorial on how to take the exam.
 - i. Never - The student will see the tutorial every time they take a test.
 - ii. Always - Disable that feature and the student will NOT see the tutorial.
 - iii. Teacher Choice -

- e) **Disable Assessment Results** - Upon Completion do you want to allow student to view their score.
 - i. Never – they will see no score
 - ii. Always – they will always see their score.
 - iii. Teachers choice -
 - NOTE: This only allows student to see their number correct and percent – NOT – which questions were right or wrong.

- f) **Disable Pause Button** – do you want the student to be able to “Pause” the test while in progress? Essentially this stops the timer which determines how long a student has to take the test.

- g) Save Changes

- h) A **GREEN** bar at the top will notify you that your setting have been saved

Online Assessment Management

5. In the left navigation bar select: “Add Students”
6. Under “Select Students by Class” Click on Continue to the Next Step
 - If you have previously created a Program you can select it in the box below.
7. Make the necessary choices in the filters to select the appropriate students.

Online Assessment - Student Selection ▢

Specify criteria to refine the student roster.

Select Teacher(s)	Select Term(s)	Select Grade(s)	Select Period(s)	Select Course(s)
<div style="border: 1px solid gray; padding: 2px;">Tom Juett</div>	YR:	K 1 2 3	1 2 3 4	All Day Kindergarten (918003) Elementary Art (918080) Elementary Music (918085) Elementary PE (918090) Fifth Grade (918050) First Grade (918010) Fourth Grade (918040) Second Grade (918020) Self Contained (918060) Third Grade (918030)

I want to pick the students individually

Student Selection

- NOTE: You DO NOT need to make a choice in each box. Only make as many choices as necessary to narrow your student selection. More is NOT better at this point.
- If the only name in the teacher box is yours, and you make NO selections, not even clicking on your name. You will get an alphabetical list of all the students rostered to you for this year. If you want a shorter list – use the other filters.

8. Click the “Student Selection” box
9. The Online Student Management screen will appear

Online Assessment - Student Management

Type Select Filter ▼

Add Rostered Students

Add Unrostered Student

Assessment Key Options

Set Login Window & Duration ▼ Save

Login Window Start Time 02 - 07 - 2012 11 : 12 AM ▼ EST

Duration

Select: All / None / Invert

Showing 0 of 27 Students

10. Notice you are informed as to the number of students who have been selected – at this point you do not see their names (see next step)
11. First thing to do is “Click Save”

27000

Select: All / None / Invert

Showing 27 of 27 Students.

	Student ID	Student Name	Test Key	Login Window Start Time	Test Completion Time	Duration	Generated By
<input type="checkbox"/>	9358	ini	B36RWCU	-	-	-	juett, tom
<input type="checkbox"/>	3514	new	MAFZ34H	-	-	-	juett, tom
<input type="checkbox"/>	4618	Cecelia	CBMB5MY	-	-	-	juett, tom
<input type="checkbox"/>	9692	ri	2FQG8PL	-	-	-	juett, tom
<input type="checkbox"/>	9748	MeiNa	3TY5MUL	-	-	-	juett, tom
<input type="checkbox"/>	3886	Jaine	9X7MYCD	-	-	-	juett, tom
<input type="checkbox"/>	2915	Leonard	R7LT8XV	-	-	-	juett, tom
<input type="checkbox"/>	3077	berine	4ALUG32	-	-	-	juett, tom
<input type="checkbox"/>	4982	ae	FGD9244	-	-	-	juett, tom
<input type="checkbox"/>	5700	ole	DPEDCCQ	-	-	-	juett, tom
<input type="checkbox"/>	2344	n	3ETKB55	-	-	-	juett, tom
<input type="checkbox"/>	3490	iam	9SQ3T2N	-	-	-	juett, tom

The Test Key for each student is generated.

This list can be printed in either PDF or Excel format.

12. The Test Key is used when the student logs in to take the test. (See Step 17)

13. At this point you have NOT set a specific LOGIN Start Time or Duration.

a. If you do not set any specific times the student can log in at ANY time during the testing period. (See Step #4)

b. You can specify a time that LOGINS can begin and how long (duration) the students have to log in from that time.

➤ NOTE: These settings deal only with LOGIN times and duration NOT Testing dates and Testing duration (how long the student has to take the test)

14. In this example we only wanted the first three students to begin after 1:00 p.m. To do this we:

a) Put a check in the box next to those students

b) Changed the time to 1:00 p.m.

c) Set the Duration to 10 minutes

d) Clicked the SAVE Box.

The screenshot shows the 'Assessment Key Options' window. At the top, there is a dropdown menu set to 'Set Login Window & Duration' and a 'Save' button. Below this, the 'Login Window Start Time' is set to 02 - 07 - 2012 1 :00 PM EST, and the 'Duration' is set to 10. A text box explains that the first three students cannot login until 1:00 p.m. and have only 10 minutes to login. The student list below shows the first three students with their checkboxes checked and their login window start times set to 2012-02-07 13:00:00.

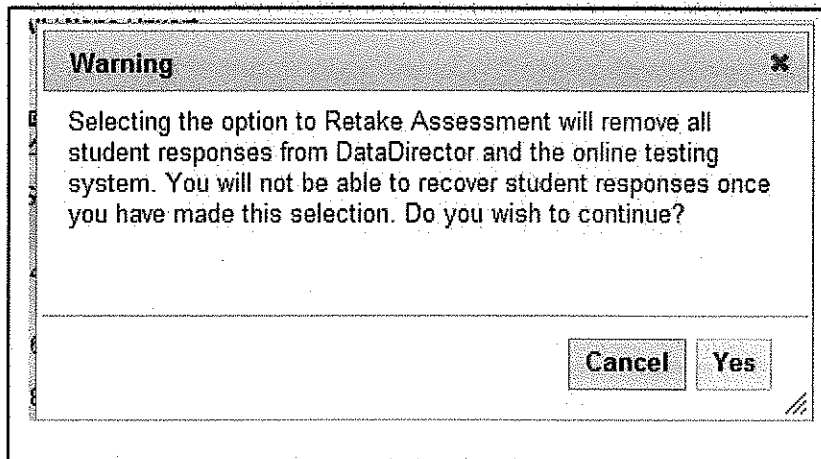
Student ID	Student Name	Test Key	Login Window Start Time	Test Completion Time	Duration	Generated By
<input checked="" type="checkbox"/> 93583	These students cannot login until 1:00 p.m. AND have only 10 minutes to login.	B36RWCU	2012-02-07 13:00:00	-	10	juett, tom
<input checked="" type="checkbox"/> 35144		MAFZ34H	2012-02-07 13:00:00	-	10	juett, tom
<input checked="" type="checkbox"/> 46188		CBMB5MY	2012-02-07 13:00:00	-	10	juett, tom
<input type="checkbox"/> 96921		2FQG8PL	-	-	-	juett, tom
<input type="checkbox"/> 97482		3TY5MUL	-	-	-	juett, tom
<input type="checkbox"/> 38867		9X7MYCD	-	-	-	juett, tom

15. You can also change these settings. If a student was late and missed the LOGIN window you can edit the settings for that one student, allowing them to take the test.

16. You have additional options at this point. They include:

The screenshot shows the 'Assessment Key Options' window with a list of options on the left: 'Set Login Window & Duration', 'Reset or Generate Test Key', 'Delete Key & Test Information', 'Force Close Assessment', 'Clear Completion Time', and 'Retake Assessment'. The 'Save' button is highlighted. The login window settings are the same as in the previous screenshot: 02 - 07 - 2012 1 :00 PM EST and a duration of 10 minutes.

- a) Set Login Window & Duration: Sets the date and time the logins can begin as well as the login duration
- b) Reset or Generate Test Key: Allows you to generate a new set of test key codes
- c) Delete Key & Test Information: Delete any or all Test Key information.
- d) Force Close Assessment: When the student completes the Assessment they are told to SUBMIT their results (click a Submit button). If any students forgot, by selecting Force Close Assessments all results are submitted.
- e) Clear Completion Time: Clears the completion time for any student that has taken the assessment.
- f) Retake Assessment: Erases all scores for this Assessment for the student(s) selected.



17. Once your online Assessment is configured the student need to login at:
www.achievedata.com/Macomb/test

A form with the text "Please enter your test key here:" followed by a text input field and a "Go" button.

18. The student enters their UNIQUE test key.

A form with a header "Please answer the questions below" and an "OK" button with a checkmark. Below are two questions with radio button options: "Is your name Nicholas [redacted] Yes No" and "Are you taking '2011-2012 Cosmetology Test'? Yes No".

19. The student needs to verify who they are and that they are about to take the correct assessment.

20. Their Assessment will now begin.



