


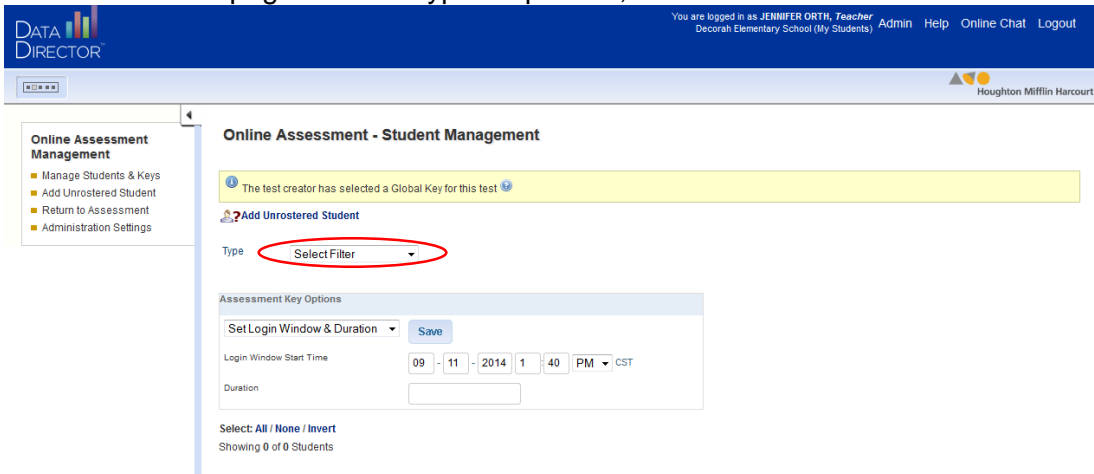
Creating Online Global Assessment Keys for Students

Before you begin...

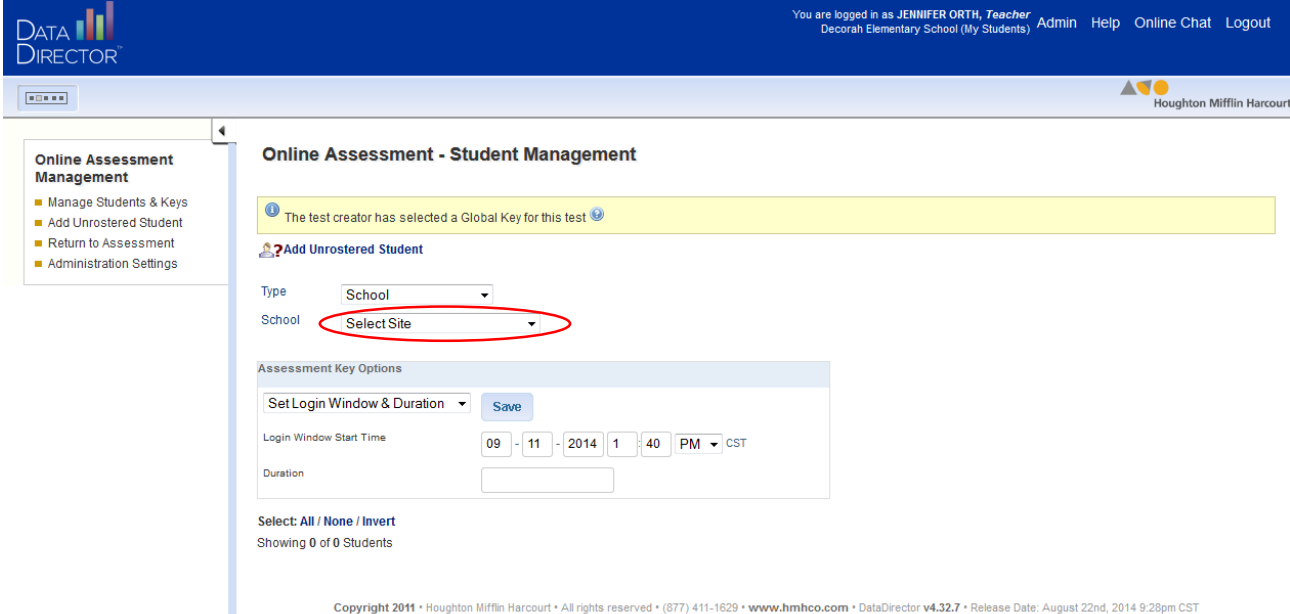
- Make sure that you have the assessment ID to administer

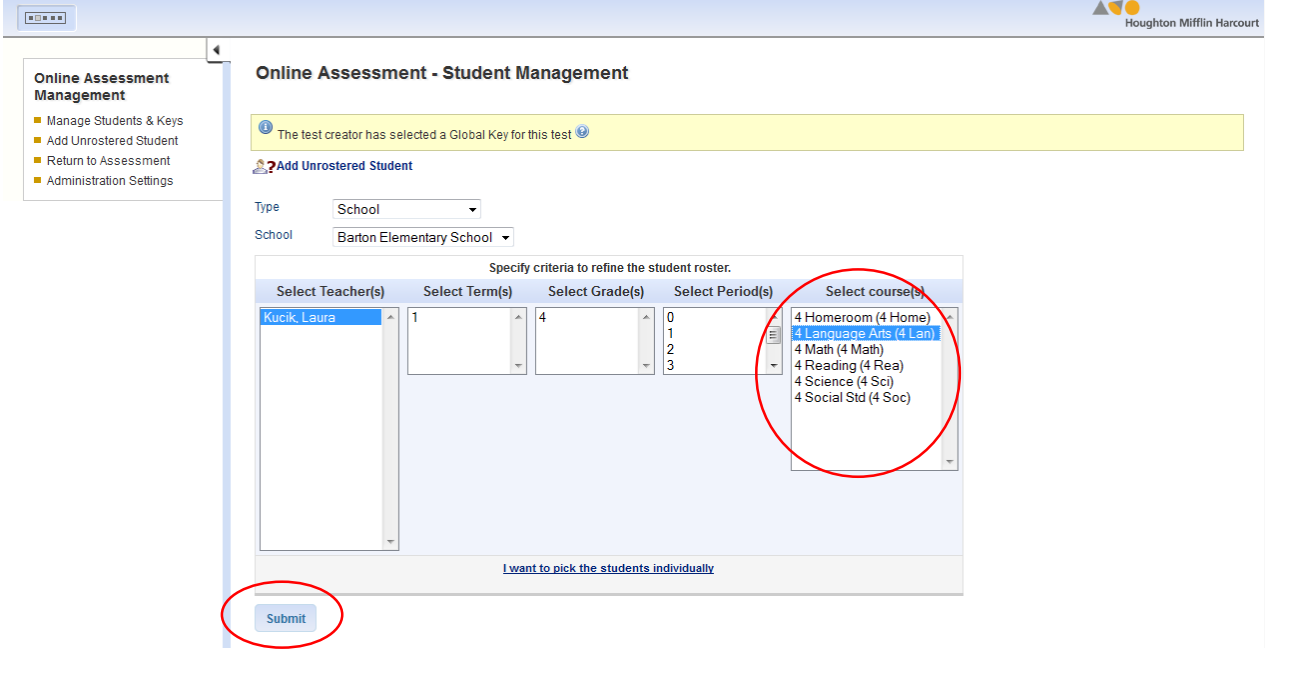
Follow these steps to modify keys:

| Step | Action |
|------|--|
| 1. | Launch the Application Switcher and select Assessments module.  <div style="text-align: right;">Assessments</div> |
| 2. | Use filters and/or folders to locate the appropriate assessment. |
| 3. | Click on the blue link called: Online Assessment has been configured in the middle of the assessment overview page. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Assessment Options</p> <ul style="list-style-type: none"> View Summary Assessment This assessment contains 3 sections. This assessment is linked to 21 questions. This assessment is linked to 27 standards. This assessment is linked to 18 reporting clusters. This assessment has 1 version. Answer key exists. Online Assessment has been configured <p>Data Management</p> <ul style="list-style-type: none"> Data Entry - Multiple Data Entry - Single Upload Student Response Data Clear Responses (My Students) Manage Student Responses Proctor Monitoring </div> |
| 4. | Select Manage Students & Keys <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Online Assessment Management</p> <ul style="list-style-type: none"> Manage Students & Keys Add Unrostered Student Return to Assessment Administration Settings </div> |
| 5. | After clicking on the link you will be brought to the Online Assessment Administration Page. On the the middle of the page from the type drop down, select SCHOOL |



The screenshot shows the 'Online Assessment - Student Management' page. At the top, it indicates the user is logged in as JENNIFER ORTH, Teacher at Decora Elementary School. The page has a navigation menu on the left with 'Online Assessment Management' selected. The main content area shows a message: 'The test creator has selected a Global Key for this test'. Below this is a section for 'Add Unrostered Student' with a 'Type' dropdown menu set to 'Select Filter'. Further down, there are 'Assessment Key Options' including 'Set Login Window & Duration' with a 'Save' button, and 'Login Window Start Time' set to 09:11:2014 1:40 PM CST. At the bottom, it shows 'Select: All / None / Invert' and 'Showing 0 of 0 Students'.

| Step | Action |
|------|---|
| 6. | <p>From the school drop down box select your school.</p>  |

| | |
|----|--|
| 7. | <p>Use the selection fields to choose a class. The options are dependent upon the school's roster information. Click Submit. <i>If you are administering a math assessment you would select the course Math, if you were giving the literacy assessment you would select reading.</i></p>  |
|----|--|

| Step | Action |
|------|--------|
|------|--------|

8. After you click Submit, scroll down, and you will find a list of your students and their test key. The list also includes the student ID that they need to gain access to the assessment.

The recommendation would be to print the PDF version of list and have it accessible when administering the assessment.

Select: All / None / Invert

Showing 23 of 23 Students

| OnlineTestAdminKeys | | | | | | | |
|---------------------------------|----------------------|----------|--------------|------------|----------------------|----------|----------------|
| Student ID | Student Name | Test Key | Login Window | Start Time | Test Completion Time | Duration | Generated By |
| <input type="checkbox"/> 250963 | BEANE, LILLY | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250275 | BOWEN, SOPHIA | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250104 | CROMB, EMILY | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250822 | DENSOW, ALBERT | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250916 | ESPERES, CAESAR | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250915 | ESPERES, DOMINICK | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250965 | HOFFMAN, DAVID | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250964 | HOFFMAN, ETHAN | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250762 | JANICEK, CHRISTOPHER | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250338 | KLETZINE, KAMBELL | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250343 | KUECHLER, JAYDN | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250994 | MAYS, JAYLA | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250365 | MCCOY, JADE | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 260797 | MORRIS, AEDAN | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250378 | ORTH, OLIVIA | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250453 | PEPLINSKI, ANASTASIA | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250652 | SABEC, AARON | EFY4JLX | - | - | - | - | ORTH, JENNIFER |
| <input type="checkbox"/> 250968 | SHELLINGER, HAYDEN | EFY4JLX | - | - | - | - | ORTH, JENNIFER |