Administering an Assessment Online

The following steps explain the process students must follow to take an assessment online. Prior to beginning the test, students must be given their test key. See "Configuring Online Assessment Settings"

ⓘImportant Note: Assessments containing questions that cannot be answered online will contain a message directing students to follow their teacher's instructions, such as, "Write your answers(s) on the paper your teacher gives you." when answering the question. The student should click Next when ready to proceed to the next question.

Students must follow these steps to take an assessment online:

Ask students to log in to their online assessment. During the testing window time period, students will login to: www.datadirector.com/wbsd/test.

Students must enter their GLOBAL TEST KEY and click Go.

Students will confirm their name and the assessment they are taking and select Ok.

Once the assessment is completed, students may review their results (if the assessment contains questions that can be answered online only and this feature was turned on when the test was configured) and click Exit Section.

Verify that assessment is completed and check OK.

They will receive a status message confirming that the test is completed.

If the option to allow students to view their test results was enabled, students must click the Next button at the top-right corner of the screen.