Training

DATA DIRECTOR™

Configuring an Online Assessment

Before You Begin…

- Verify you have appropriate permissions to set up an online test.
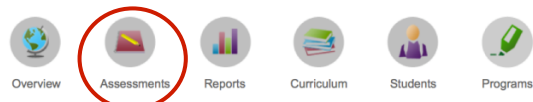- Have a test for which you would like to configure test keys ready.

Allow students to take an item bank or answer sheet assessment online

Set up the testing time frame and test keys for students to take a test online.

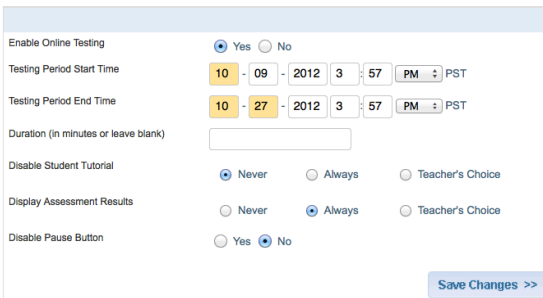| STEPS	
1. Launch the application switcher and select **Assessments**. 2. Locate the assessment you wish to set up as an online test and click on the title.	
3. In the Assessment Options box, click the **Online Assessment has not been configured** link.	Online Assessment has not been configured.
4. Click the **Yes** button to enable online testing for the assessment. 5. Set the start and end time for the testing window for all students. 6. Set a duration, marking how long each student has to take the test. If left blank, students can leave the test open until the end of the testing window. 7. Decide whether students taking the test will view the tutorial before beginning. 8. Display Assessment Results will show students their raw and percent score at the end of the test. If a test has open-ended questions, this option will be unavailable. 9. Choose whether or not students can pause their test. This is more important in tests where a Duration has been set. 10. Click **Save Changes**.	**Online Assessment Settings** Preview Online Test
11. Click **Add Students** in the left navigation bar. 12. Use the drop-down menus to select a school (if applicable) or Program. 13. Click **Choose this school/ program and continue to the next step**.	Exam Answer Sheets Creation
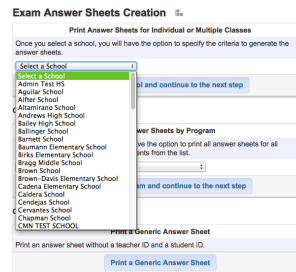
*The **Teacher's Choice** option can be used for an assessment that is administered by multiple teachers. Leave it up to them to determine these options for the students in their classes.*

*Once **Save Changes** has been clicked, the **Preview Online Test** option becomes available in the upper right corner. Use this to preview what the students will see.*

14. Use the selection fields to choose a class. The options are dependent upon the school's roster information. Click **Student Selection**.

> ### TIP
> *Check the box next to the "I want to pick the students individually" option to hand-select students. This option is helpful if you are administering a test to only a few students.*

Students will be taken from the following program			
Title	Summary	Description	Number of Students
2009-2010 AYP Girls			12

☐ I want to pick the students individually

Student Selection

15. Click the **Manage Students and Keys** link in the left navigation bar to set up student test keys. If you have just completed step 14, you will automatically be transferred to this page.

16. Use the filters at the top of the page to find the group of students for whom to assign test keys. For a teacher this might be a particular period. An administrator might set them for an entire grade level.

17. Click **Submit**.

18. Check the boxes to the left of the students to assign keys. Use the **All** link at the top of the list to check all students with just one click.

Setting a login window allows students to log in at specified times during the day. Students in a period 1 class would be able to log into the test at an earlier time than students in period 6.

19. Use the Assessment Key Options box to set the login window for those students. Set the login start time, and the optinal duration (in minutes). If left blank, students will be able to log in through the end of the assessment window set in step 5.

20. Click **Save**.

21. Click the **Excel** or **PDF** icon to print out the test keys for student distribution

22. To add a student not yet loaded into *DataDirector*, click **Add Unrostered Student** in the left navigation bar.

23. Type in the student's name and click **Save**.

24. Add a test key for the student using steps 15-21. In this case, the "Type" would be Unrostered Students.

25. Unrostered students will not appear in *DataDirector* reporting until they have been linked to a rostered student ID number. Once the student has been rostered, go back into Manage Students and Keys, filter for the student, and click the icon to the left of the student's name. Hand-enter the student's ID number (twice) and click **Save**.

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Questions? Please contact your Account Manager or call *DataDirector* Customer Support at (877) 993-2633.

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ADDITIONAL TOOLS

26. To access additional test key tools, click the **Manage Students and Keys** link.

   - *Reset or Generate Test Key:* Change a test key for one or more students.

   - *Delete Key and Test Information*: Remove the key and completion information for one or more students.

   - *Force Close Assessment:* Submit data over to *DataDirector* for students who did not click **Exit Section** at the end of the test.

   - *Clear Completion Time:* Clear out the Test Completion Time field for one or more students.

   - *Retake Assessment:* Clear out all student records, including submitted answers and completion time, to allow the student to take the assessment over.

27. Use the drop-down menu to make the appropriate setting selection, check the boxes next to the students to whom the changes will apply, and click **Save** to complete the process.

Assessment Key Options

Set Login Window & Duration

Save

Set Login Window & Duration
Reset or Generate Test Key
Delete Key & Test Information
Force Close Assessment
Clear Completion Time
Retake Assessment

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