
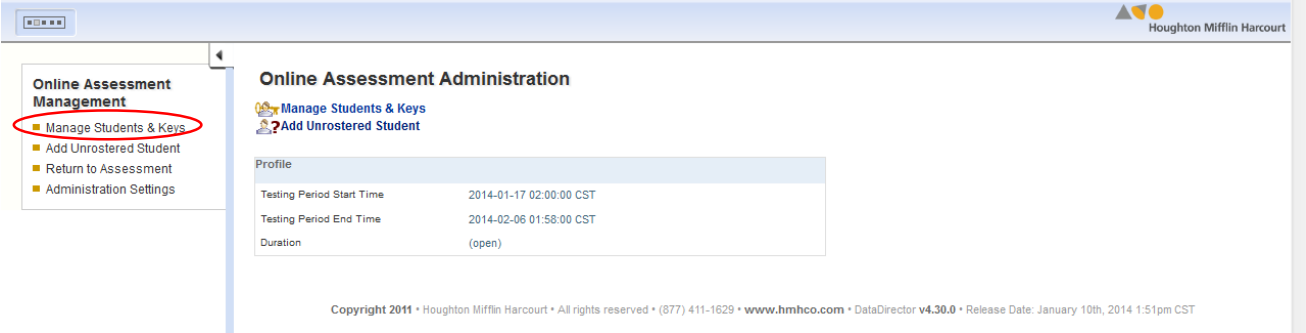


# Modifying Online Assessment Keys for Students

## Before you begin...

- Make sure that you have the assessment ID that you need to modify
- The student information that you need to reset

## Follow these steps to modify keys:

Step	Action				
1.	Launch the Application Switcher and select Assessments module.  <div style="text-align: right;">Assessments</div>				
3.	Click on the blue link called: <a href="#">Online Assessment has been configured</a> in the middle of the assessment overview page. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table border="0"> <tr> <td style="vertical-align: top; padding-right: 10px;">Assessment Options</td> <td> <a href="#">View Summary Assessment</a>            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.  <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Online Assessment has been configured</span> </td> </tr> <tr> <td style="vertical-align: top; padding-right: 10px;">Data Management</td> <td> <a href="#">Data Entry - Multiple</a>  <a href="#">Data Entry - Single</a>  <a href="#">Upload Student Response Data</a>  <a href="#">Clear Responses (My Students)</a>  <a href="#">Manage Student Responses</a>  <a href="#">Proctor Monitoring</a> </td> </tr> </table> </div>	Assessment Options	<a href="#">View Summary Assessment</a> 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. <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Online Assessment has been configured</span>	Data Management	<a href="#">Data Entry - Multiple</a> <a href="#">Data Entry - Single</a> <a href="#">Upload Student Response Data</a> <a href="#">Clear Responses (My Students)</a> <a href="#">Manage Student Responses</a> <a href="#">Proctor Monitoring</a>
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4.	After clicking on the link you will be brought to the Online Assessment Administration Page. On the left hand side, select <b>Mange Students and Keys</b> . <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>				

**Step**

**Action**

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

- After you click Submit, scroll down, and you will find a list of your students and their current status with the assessment.

Student ID	Student Name	Test Key	Login Window Start Time	Test Completion Time	Duration	Generated By
220745	ADAMS, LOGAN	8PQALQA	2014-01-20 14:03:39	2014-01-20 14:40:48	-	KUCIK, LAURA
220708	ALLOWAY, BREANNA	8PQALQA	2014-01-20 14:03:43	2014-01-20 14:36:57	-	KUCIK, LAURA
220517	CHAVEZ, LAURA	8PQALQA	-	-	-	KUCIK, LAURA
220958	FAIT, KATLIN	8PQALQA	2014-01-20 14:03:38	2014-01-20 14:31:26	-	KUCIK, LAURA
220273	GURROLA, JESUS	8PQALQA	-	-	-	KUCIK, LAURA
220536	HIATT, SPENCER	8PQALQA	2014-01-20 14:03:39	2014-01-20 14:37:24	-	KUCIK, LAURA
221108	LEWIS, JESSIRIS	8PQALQA	-	-	-	KUCIK, LAURA
221057	LUEVANO GALLEGOS, CITLALI	8PQALQA	-	-	-	KUCIK, LAURA
220720	MARTINEZ, EMILLIO	8PQALQA	2014-01-20 14:01:22	-	-	KUCIK, LAURA
220325	MILLER, DAYTON	8PQALQA	2014-01-20 14:03:38	2014-01-20 14:35:07	-	KUCIK, LAURA
220438	MUELLER, RYAN	8PQALQA	2014-01-20 14:03:41	-	-	KUCIK, LAURA
220853	NEUENDORF, BRAEDEN	8PQALQA	2014-01-20 14:03:39	2014-01-20 14:38:36	-	KUCIK, LAURA
220120	PRINZ, MONTANA	8PQALQA	2014-01-20 14:03:47	2014-01-20 14:37:10	-	KUCIK, LAURA
221043	PULFORD, LUIS	8PQALQA	-	-	-	KUCIK, LAURA
221061	RYALS, KYLEE	8PQALQA	2014-01-20 14:03:40	2014-01-20 14:34:29	-	KUCIK, LAURA
221076	SNYDER, STEPHANIE	8PQALQA	2014-01-20 14:03:45	2014-01-20 14:32:41	-	KUCIK, LAURA
220782	STANCZYK, AUSTIN	8PQALQA	2014-01-20 14:03:40	2014-01-20 14:34:42	-	KUCIK, LAURA
220157	THOMSON, SHAY	8PQALQA	2014-01-20 14:03:43	2014-01-20 14:42:11	-	KUCIK, LAURA
220800	TISAI, DANIEL	8PQALQA	2014-01-20 14:03:38	2014-01-20 14:32:27	-	KUCIK, LAURA
220150	WICKUS, CAMDEN	8PQALQA	2014-01-20 14:03:39	2014-01-20 14:46:59	-	KUCIK, LAURA

**Step****Action**

7. To modify the status of the student's test you need to place a check in the box next to their name.

Assessment Key Options

Set Login Window & Duration

Login Window Start Time  -  -   :

Duration

Select: All / None / Invert  
Showing 20 of 20 Students

<input type="checkbox"/>	Student ID	Student Name	Test Key	Login Window Start Time	Test Completion Time	Duration	Generated By
<input type="checkbox"/>	220745	ADAMS, LOGAN	8PQALQA	2014-01-20 14:03:39	2014-01-20 14:40:48	-	KUCIK, LAURA
<input type="checkbox"/>	220708	ALLOWAY, BREANNA	8PQALQA	2014-01-20 14:03:43	2014-01-20 14:36:57	-	KUCIK, LAURA
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<input type="checkbox"/>	221057	LUEVANO GALLEGOS, CITLALI	8PQALQA	-	-	-	KUCIK, LAURA
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<input type="checkbox"/>	221061	RYALS, KYLEE	8PQALQA	2014-01-20 14:03:40	2014-01-20 14:34:29	-	KUCIK, LAURA
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<input type="checkbox"/>	220150	WICKUS, CAMDEN	8PQALQA	2014-01-20 14:03:39	2014-01-20 14:46:59	-	KUCIK, LAURA

8. Once you have placed a check in their name, you can select one of the options and click save.

Assessment Key Options

Set Login Window & Duration


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

Select: All / None / Invert

-  -   :

### **Retaking an Online Assessment (Retake Assessment)**

Students may retake an online assessment they have already completed. You can remove a student's previous responses and allow them to retake the assessment from the beginning.


 **Important Note: Taking this action removes all responses for the online assessment and they cannot be recovered.**

Follow these steps to remove a student's responses and allow them to retake an assessment online:

1. Locate and open the assessment
2. Select Online Assessment has been configured from the Assessment Overview page
3. Select Manage Students & Keys
4. Use the filters to locate students and click Submit
5. Check boxes next to students in the list that will be retaking the assessment
6. Select Retake Assessment from the Assessment Key Options drop-down
7. Click Save
8. Click Yes to the warning box

### **Force Close an Assessment (Force Close Assessment)**

The Force Close function give you the ability to close online assessments that have not been completed. Online assessments that are partially completed or are unable to be completed by the student may be closed at any time by the administrator of the assessment. Force closing an exam will push all online testing results into DataDirector for reporting and prevent students from completing their online assessment.

 **Note:** There may be students who have begun the assessment, but may not have completed it for a variety of reasons. These students will show a test start time, but will not show a test completion time. Please ensure that all students have exited the online testing system before force closing all assessments. Once assessments are closed, students will be unable to complete them.

Follow these steps to force close an assessment after it has been administered:

1. Select Online Assessment Settings.
2. Click Manage Students and Keys.
3. Use the Type drop-down filters to find your students and click Submit.
4. Check the box next to the student(s) whose assessment you would like to force close.
5. Select Force Close Assessment from the Assessment Key Options drop-down.
6. Click Save

The selected students now appear listed with a completion time. In addition, all student results will be displayed in DataDirector.

### **Clear Completion Time**

The Clear Completion Time function give you the ability to reopen online assessments that have been completed. Use this function in the event that an assessment is closed out by accident.

Follow these steps to force close an assessment after it has been administered:

1. Select Online Assessment Settings.
2. Click Manage Students and Keys.
3. Use the Type drop-down filters to find your students and click Submit.
4. Check the box next to the student(s) whose assessment you would like to force close.
5. Select Clear Completion Time from the Assessment Key Options drop-down.
6. Click Save