

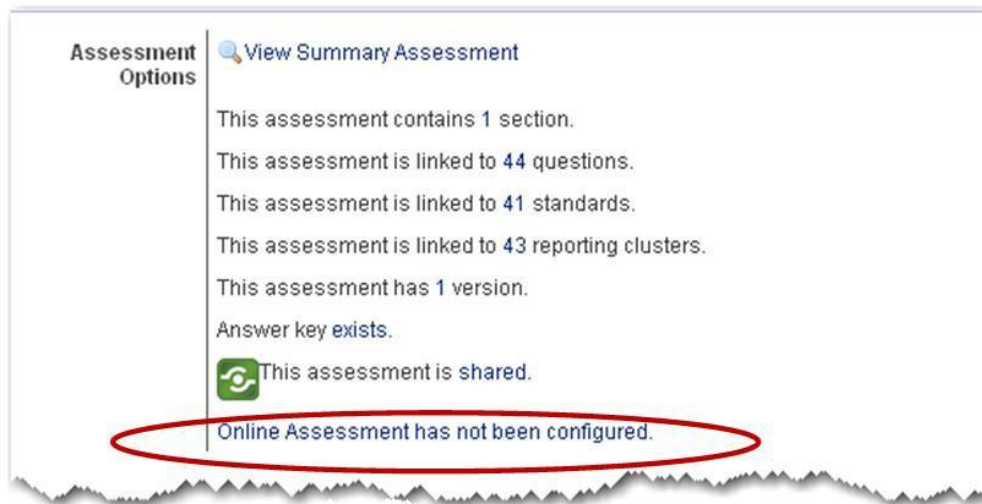
## About Online Assessment

The Online Assessment feature allows Answer Sheet and Item Bank assessments to be administered online. Assessments containing only multiple-choice, true/false, or yes/no answer choices are scored immediately making all scoring data instantaneously accessible for analysis. Assessments containing other question types can be administered online, however, answers for those questions will have to be hand-entered by the teacher after the student has completed the online portion of the test. Scores for assessments containing other question types will be available after the teacher has entered the answers.

See Online Question Types to determine which question types must be entered by hand.

## Configuring an Assessment for Online Administration

Online settings are configured from a link in the Assessment Options section on the Assessment Overview page. The link reads, "Online Assessment has not been configured" before the assessment is set up. Click the link to begin the online setup process.



See Configuring Online Assessment Settings for instructions on setting up an assessment to be administered online.


## Online Assessment Locking

After a student begins taking an assessment online the assessment is locked and changes cannot be made to the structure of that assessment- deletions or changes to an item, cluster, or sort order in their assessment are not allowed. You may not delete a question or an item. These fields will be grayed out and not editable.


Once a student begins taking an assessment online, no changes such as duration, can be made to the online set-up. If students have not begun taking the assessment online, changes can still be made.

Changes to the answer key are allowed, however, if changes are made to the answer key while a student is taking a test, the changes will not be reflected in student test results displayed at the end of a test. All changes to the answer key will be accurately reflected in *DataDirector*.

## Configuring Online Assessment Settings

 The ability to enable online testing requires special permissions. See your District Administrator for further details on turning on this functionality.

### Step One. Configure Online Assessment Settings

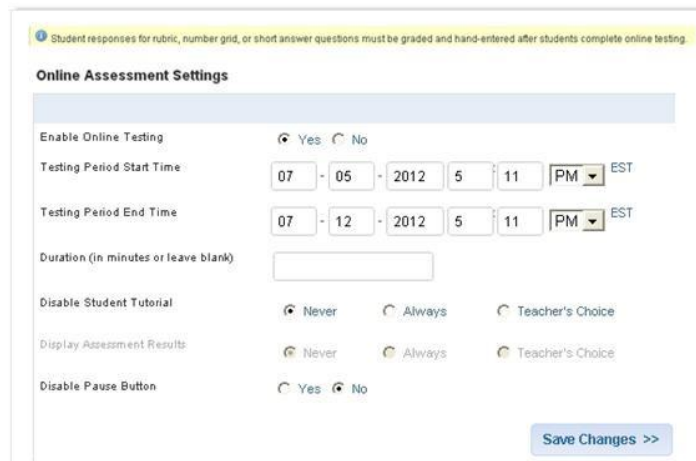
 **Note:** If your assessment contains question types that must be answered offline, the Online Assessment Settings page will contain a note: “Student responses for rubric, number grid, or short answer questions must be graded and hand entered after students complete online testing.” This message will not appear if your assessment only contains question types that can be answered online.

#### Follow these steps to configure online assessment settings:

1. Configure Online Settings --

#### Definition of Online Setting Options

Option	Setting
<input type="checkbox"/> Enable Online Testing	Yes
<input type="checkbox"/> Testing Period Start Time	Enter the time the test period begins
<input type="checkbox"/> Testing Period End Time	Enter the time the test period ends.
<input type="checkbox"/> Duration	Enter only if the test is time-limited. Leaving this blank provides an unlimited amount of time to complete the assessment.
<input type="checkbox"/> Disable Student Tutorial	If the tutorial is enabled, a prompt to complete an introductory tutorial will be displayed. The introductory tutorial will teach students to use features such as the highlighter, strike through, and notes.
<input type="checkbox"/> Display Exam Results	Select whether students will be allowed to view their test results at the end of the assessment. These options are not available if the assessment contains questions types that cannot be answered online.
<input type="checkbox"/> Disable Pause Button	Set whether or not an exam can be paused after it is started.



Student responses for rubric, number grid, or short answer questions must be graded and hand-entered after students complete online testing.

#### Online Assessment Settings

Enable Online Testing  Yes  No

Testing Period Start Time: 07 - 05 - 2012 5 : 11 PM EST

Testing Period End Time: 07 - 12 - 2012 5 : 11 PM EST

Duration (in minutes or leave blank):

Disable Student Tutorial  Never  Always  Teacher's Choice

Display Assessment Results  Never  Always  Teacher's Choice

Disable Pause Button  Yes  No

[Save Changes >>](#)

2. Click **Save Changes**

*You will receive a message confirming that test settings have been successfully saved.*

## Step Two. Manage Students and Keys

You must add students and generate Test Keys for each student that will be taking the assessment online. The Test Key is a randomly generated unique identifier that the student will use to login to the assessment.

**Follow these steps to select students and generate or reset keys for an online assessment:**

1. Select Manage Students & Keys
2. Select Students--

### Option A: Select Students by Class

- a. Choose a school from the drop-down
- b. Click Choose this school and continue to the next step
- c. Select student criteria: Teacher(s), Term(s), Grade(s), Period(s), Course(s)
- d. (Optional) Check I want to pick students individually
- e. Click Student Selection

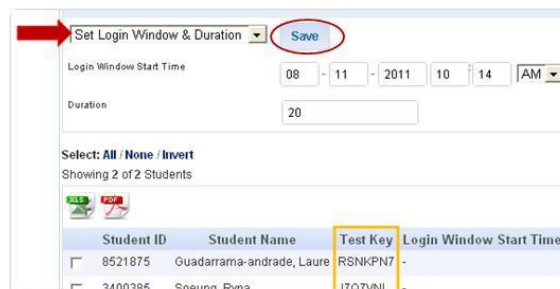
### Option B: Select Students by Program

- a. Select a program from the drop-down
- b. Click Choose this program and continue to the next step
- c. (Optional) Check I want to pick students individually
  - o Click Student Selection
  - o Check boxes next to students to include
  - o Click Student Selection

### Option C: Add unrostered students


- a. Select Add Unrostered Students
  - b. Enter student name
  - c. Click Save
3. Set Assessment Key Options:
    - a. Choose Set Login Window & Duration from the drop-down.
    - b. Set Login Window Start Time
    - c. Update Duration (Optional)
    - d. Click Save

*The student list with Test Keys is displayed. You may also download the list in Excel or PDF format.*



Student ID	Student Name	Test Key	Login Window Start Time
<input type="checkbox"/> 8521875	Guadarrama-andrade, Laure	RSNKPN7	-
<input type="checkbox"/> 3400385	Soeung, Rma	JZQ7YNL	-

## Reset or Generate Test Keys

 **Note:** Login Window & Duration settings must already be set and saved before you can reset or generate test keys.

Follow these steps to reset test keys or generate keys for students:

1. Select Manage Students & Keys
2. Select Reset or Generate Test Keys from the drop-down
3. Click Save

*The student list with Test Keys is displayed. You may also download the list in Excel or PDF format.*

## Delete Key and Test Information


Follow these steps to delete a test key and test information:

1. Select Manage Students & Keys
2. Select Delete Key & Test Information from the drop-down
3. Select student(s) in list
4. Click Save

*The list is regenerated. The Test Key is removed for the selected students.*

## 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:**

1. Ask students to log in to their online assessment. During the testing window time period, students will login to: `www.datadirector/hobbsschool/test`
2. Students must enter their test key and click Go.
3. Students will confirm their name and the assessment they are taking and select Ok.
4. If the tutorial is enabled, a prompt to complete an introductory tutorial will be displayed. Click Next after answering each question in the tutorial.
5. Complete the tutorial and click Exit Section and begin their test.
6. 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.
7. 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.

Student test results will then appear on the next screen. Students will be able to view their score and percentage correct.

Once a student has taken an assessment online, specific fields in the assessment will lock and changes will not be able to be made to the assessment.

**See "Online Assessment Locking"**

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## Monitoring Student Progress During an Online Test

During the test, an educator may monitor student progress. Open the assessment and select Proctor Monitoring from the side menu bar.

You may then view student progress.

Lastname	Firstname	Status	Current Item	Start Time	Complete Time	Minutes Remaining
christen	tommy	Completed	End:	7/28/2010 4:07:40 PM	7/28/2010 4:08:39 PM	
lima	adri	Completed	Complete	7/28/2010 4:11:29 PM	7/28/2010 7:48:43 PM	
culver	iae	Completed	Complete	7/28/2010 4:29:12 PM	7/28/2010 4:29:52 PM	


## Pausing an Online Assessment

The Pause button allows a student to temporarily pause the time on an online assessment. When an assessment is paused, the student is temporarily logged out. Upon returning to the assessment, the student must reenter their exam key to resume the assessment where they left off. The Pause button must be enabled in the Online Assessment Settings for a student to have this option.

When a student clicks the Pause button, they will receive a message notifying them that their answers will be saved. They must click OK to be logged out of the assessment. After clicking OK they will be redirected to the login screen where they can enter their test key to log back in to the assessment. They will be return to the question they left off on when they paused.

## Retaking an Online Assessment

Students may retake an online assessment they have already completed. You can remove a students 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

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 ataDirector 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*.

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