

# eDoctrina Online Assessments – Providing Extended Time for IEP and 504 Students

**STEP 1:** Assign All Students to Assessment (★ see filters below )

The screenshot shows the 'Teacher Dashboard' interface. At the top, there are filter options: 'Hide more filters' and 'Reset filters'. Below this, the 'Select students' section includes dropdowns for 'School Year' (2016-2017), 'Course' (Mathematics Grade 4 (41...)), 'Class' (4 selected), and 'Select Student(s)' (All Students). There is also a checkbox for 'Show students with data only' and a 'Show Values As' dropdown (Include %). The 'Select assessments' section includes dropdowns for 'Test Bank' (--any--), 'Subject' (--any--), 'Grade' (--any--), 'Assessments scope' (Active), 'School Year' (2016-2017), 'Start Date', and 'End Date'. Below this are 'Creator' and 'Assessment' dropdowns. At the bottom, there are five action buttons: 'PRINT Answer sheets', 'ASSIGN Online Assessments', 'ENTER Student Responses', 'SCAN Web Answer Sheets', and 'CHECK Student Answers'.

**Step 3**

Assign students Assign

**Assign online assessment to selected students**

If student has already started this test, clicking here will clear the responses.

**Re-assign online assessment to selected students**

If student has already started this test, clicking here will allow him/her to resume

Search Scope 72 students(s) total

UID, First or Last Name    All

72 students(s) selected

<input checked="" type="checkbox"/>	Assigned	School <input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="a"/> 1	Course <input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="a"/> 2	Class <input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="a"/> 3	UID <input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="a"/> 1	Last Name <input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="a"/> 4	First Name <input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="a"/> 5	Allow audio <input type="checkbox"/>
<input checked="" type="checkbox"/>		Charlie Brown School	Mathematics Grade 4	Mathematics Brown	50301949740755	Beninne	Vincent	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Charlie Brown School	Mathematics Grade 4	Mathematics Brown	50301959669886	Bonaith	Timothy	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Charlie Brown School	Mathematics Grade 4	Mathematics Brown	50301959669480	Carayne	Shella	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Charlie Brown School	Mathematics Grade 4	Mathematics Brown	50301944671781	Cordley	Ryan	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Charlie Brown School	Mathematics Grade 4	Mathematics Brown	50301962862284	DauVon	Rebecca	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Charlie Brown School	Mathematics Grade 4	Mathematics Brown	50301964766876	DomFord	Parker	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Charlie Brown School	Mathematics Grade 4	Mathematics Brown	50301944674868	Hemrace	Lillian	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Charlie Brown School	Mathematics Grade 4	Mathematics Brown	50301962349124	Higrace	Kenneth	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Charlie Brown School	Mathematics Grade 4	Mathematics Brown	50301958698092	HubSeth	Kaleb	<input type="checkbox"/>

**STEP 2:** At end of the session testing period, ALL students should select FINISH TEST

**STEP 3:** To resume testing for students requiring extended time, go to the Teacher Dashboard, filter to select specific students and then select the RE-ASSIGN ONLINE ASSESSMENT TO SELECTED STUDENTS (the students' prior responses will be retained); repeat as necessary.