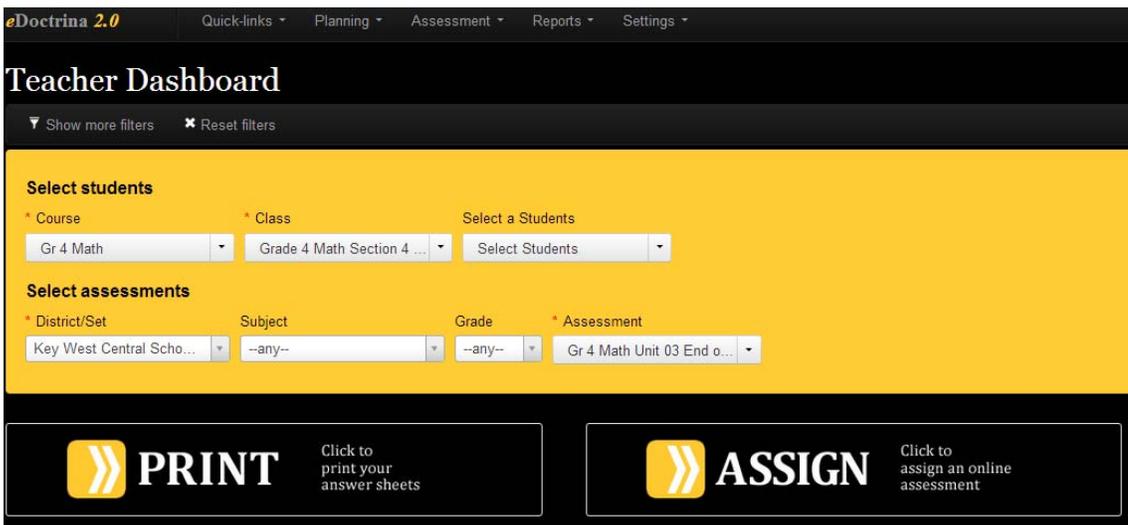


Common Periodic Assessments Assigning and Taking Online Assessments

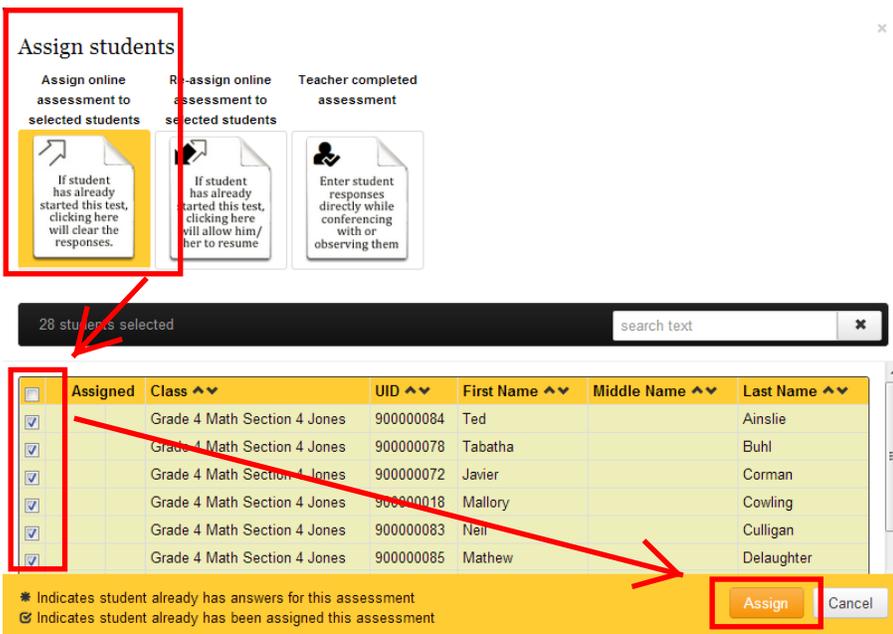
Teacher Directions

Step 1: To assign an assessment to a class (or multiple classes) so students are able to take the assessment online, navigate to the Teacher Dashboard.

Step 2: Use filters to select students (course, class, assessment #, and District/Set = NYS BOCES Benchmark) then click on the **ASSIGN** button.



Step 3: Select the Assign Online Assessments to Selected Students button. Check or uncheck students to be assigned in the left column. Select the Assign button.



Note that * indicates a student already has data. Assigning the assessment again will clear this data and the student will start the test over.

If a student has started a test but closed before finishing it, select the *Re-assign online assessment* button to allow them to open the test again and see their previous answers.

To un-assign an assessment click the UNASSIGN button located to the left of the students name.

Step 4: Teachers can view the accounts students will use to sign in with and manage password resets by clicking on the CLASSES button on the homepage. Click on the  icon to pull open the class roster and switch the “Show” filter to *Enrolled Students Only*.

Student schedule

School: Coral Reef Elementary School, Class: Grade 4 ELA Section 1 Jones

Search: UID, First or Last Name
 Grade: --any--
 Status: Active only
 Show: Enrolled Students Only

Lastname starts from: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Records 1-14 of 23 14 records per page

In Class	UID	First Name	Middle Name	Last Name	User Name	Status	Password
<input checked="" type="checkbox"/>	900000052	Neil	Z	Cadie	900000052	Active	<input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	900000032	Ted	F	Carignan	900000032	Active	<input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	900000005	Max	E	Champney	900000005	Active	<input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	900000014	Noreen	N	Curin	900000014	Active	<input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	900000011	Penelope	K	Delph	900000011	Active	<input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	900000001	Carlene	A	Dobles	900000001	Active	<input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	900000019	Edwina	S	Dostal	900000019	Active	<input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	900000004	Kurt	D	Gow	900000004	Active	<input type="button" value="Reset"/>
<input type="checkbox"/>	900000010	Erik	I	Mered	900000010	Active	<input type="button" value="Reset"/>

Step 5: Teachers will grade teacher-scored items using Answer Entry. Navigate to the Teacher Dashboard, filter the students and assessment, then click the CHECK button. Teacher scored items will appear as yellow cells with a black flag in the corner. Click on the flag to view the assessment question as well as the students answer. If a scoring guide was attached the question you can click the “Scoring Guide” button to view details.

Teacher Dashboard

Select students

School: Coral Reef Elementary ...
 School Year: 2013-2014
 Course: Gr 4 Math (g4math)
 Class: Grade 4 Math Section 4 ...
 Grade: --any--
 Student Status: Active Only
 Select Student(s): Select Students

Select assessments

District/Set: Key West Central Scho...
 Subject: --any--
 Grade: --any--
 Assessments scope: Inactive
 School Year: 2013-2014
 Start Date:
 End Date:
 Assessment: Kingston-online (51994)

Click to print your answer sheets
 Click to assign an online assessment
 Click to confirm scans via Answer Entry

Answer entry/verification Kingston-online

Classes: Grade 4 Math Section 4 Jones

Student	Ans	Ver	Excl	1	2	3	4	
ANSWER	Sht	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	c	2	F	
Cowling Hillary		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	c	2	F	

For ease of use, teachers can click the arrows to navigate to additional questions for grading. User can hover over each of the navigation arrows to learn what question it will open. For example: “Go to same question for next student.”

Online Student Answer - Cowling Hillary, question #19 ×

Question:

Explain why extending geometric patterns is sometimes tricky.

Student answer:

They are tricky because I have no clue what they are.

Max point value: 4 Answer points:

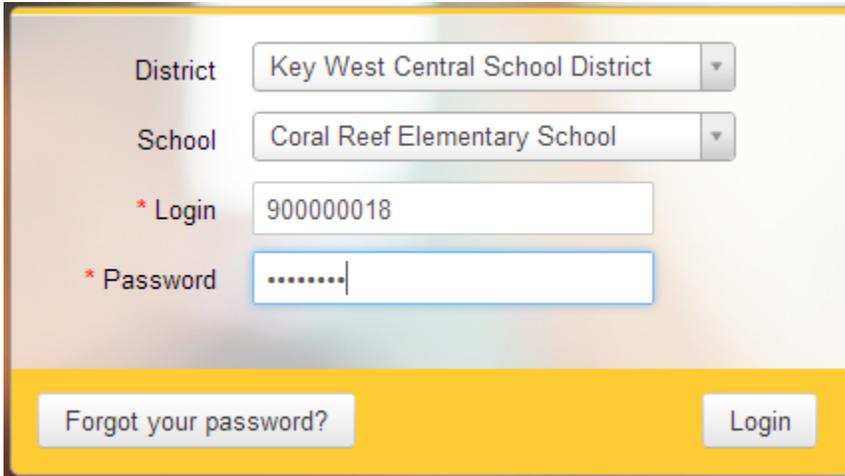
Show Scoring Guide

Cancel

Set score

Student Directions:

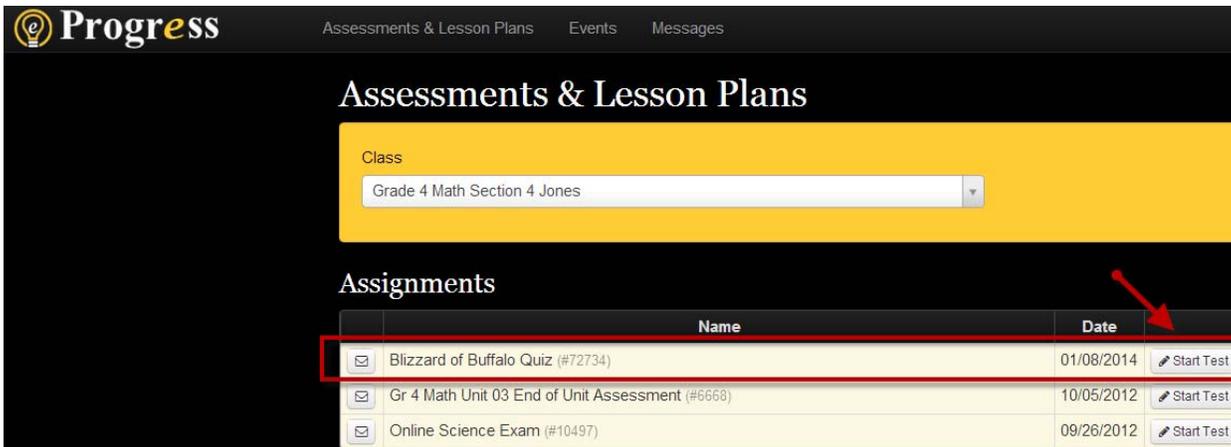
Step 1: Log into eDoctrina with their username and password.



The login form includes the following fields and buttons:

- District: Key West Central School District
- School: Coral Reef Elementary School
- * Login: 900000018
- * Password: [masked]
- Buttons: "Forgot your password?" and "Login"

Step 2: Select the assessment from the assessment list and then select Start Test.



The interface shows the "Assessments & Lesson Plans" section with the following details:

- Class: Grade 4 Math Section 4 Jones
- Assessments Table:

	Name	Date	
	Blizzard of Buffalo Quiz (#72734)	01/08/2014	 Start Test
	Gr 4 Math Unit 03 End of Unit Assessment (#6660)	10/05/2012	 Start Test
	Online Science Exam (#10497)	09/26/2012	 Start Test

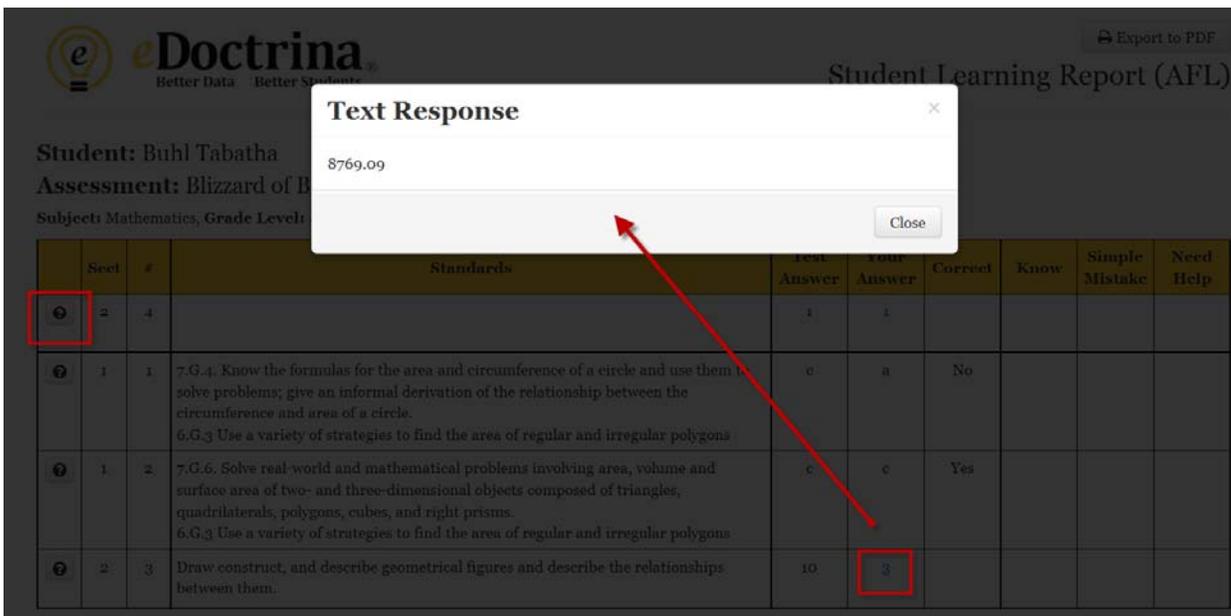
A red box highlights the first row of the table, and a red arrow points to the "Start Test" button in that row.

Once a student has taken an online assessment AND the teacher has assigned points to Teacher-Scored Questions, the student can then view the results by clicking on the “View Report” button.

Assessment Results

	Name	Score	
	Blizzard of Buffalo Quiz (#72734)	5/13 : 38.46%	View Report
	Math Unit 05 Quiz 1 (#72348)	3/32 : 9.38%	View Report

This will open an Individual Student report. Students can click on the “?” Button” to view the question and the blue hyperlinked score for teacher-scored items to view their typed responses.



Student: Buhl Tabatha
Assessment: Blizzard of B
Subject: Mathematics, Grade Level

Export to PDF

Student Learning Report (AFL)

Text Response ×

8769.09

Close

Item	Seet	#	Standards	Test Answer	Point Answer	Correct	Know	Simple Mistake	Need Help
	2	4		4	4				
	1	1	7.G.4. Know the formulas for the area and circumference of a circle and use them to solve problems; give an informal derivation of the relationship between the circumference and area of a circle. 6.G.3 Use a variety of strategies to find the area of regular and irregular polygons	c	a	No			
	1	2	7.G.6. Solve real-world and mathematical problems involving area, volume and surface area of two- and three-dimensional objects composed of triangles, quadrilaterals, polygons, cubes, and right prisms. 6.G.3 Use a variety of strategies to find the area of regular and irregular polygons	c	c	Yes			
	2	3	Draw, construct, and describe geometrical figures and describe the relationships between them.	10	3				