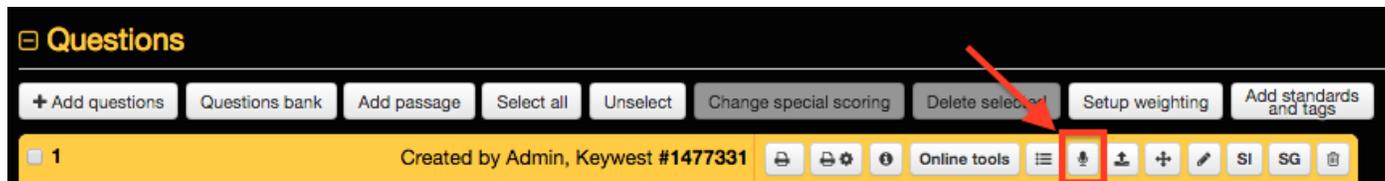


05.A. Online Assessment Features

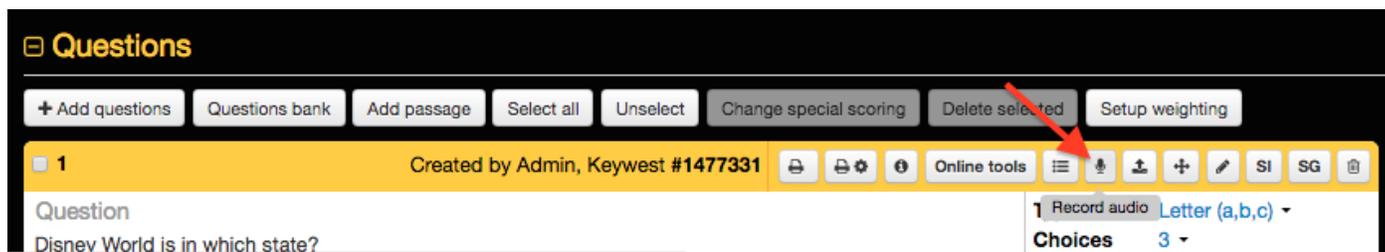
Recording Audio

There are times where adding audio to questions in an assessment is necessary. The process to add audio is simple. You can record yourself reading a question, a passage, or even include the answers. Recording audio is helpful for both younger students and students with special needs.

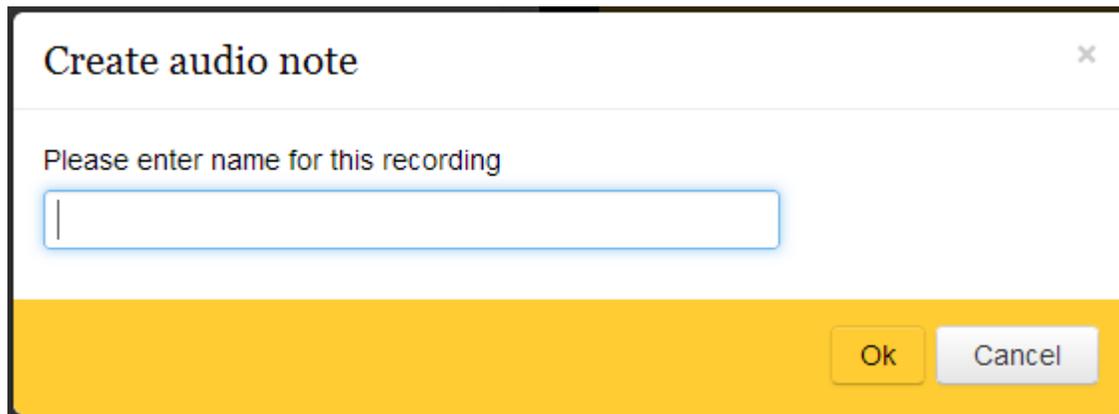
To record audio within an assessment, simply find the question that you would like to link audio to and locate the microphone button on the question number line:



After your question text has been entered, click on the "Record Audio" (microphone) button:



You will then be prompted to name your audio note:



Once you have named the audio note, click on the "Ok" button to begin your recording.

While recording, the popup below will appear on your screen:

Create audio note

Microphone activated. Please start talking.

Stop & Save

Cancel

Please note some audio recording tips:

1. Always ensure that the area you are recording in is as quiet as possible.
2. Wait approximately 2-3 seconds before you begin talking into your microphone.
3. Speak slowly and clearly.
4. Wait approximately 2-3 seconds after you finish speaking before clicking on the "Stop & Save" button.

After you click on the "Stop & Save" button, your audio note will automatically save in your question shell:

The screenshot shows the 'Questions' interface. At the top, there are navigation buttons: '+ Add questions', 'Questions bank', 'Add passage', 'Select all', 'Unselect', 'Change special scoring', 'Delete selected', and 'Setup weighting'. Below this is a yellow header bar with '1' and 'Created by Admin, Keywest #1477331'. The main content area is divided into two columns. The left column contains the question 'Disney World is in which state?' and three answer choices: 'a. New York', 'b. California', and 'c. Florida'. The right column contains metadata for the question: 'Type: Letter (a,b,c)', 'Choices: 3', 'Correct: c', 'Special scoring: None', and 'Points: 2'. Below the question is an 'Audio Notes' section, which is highlighted with a red box. It shows a play button, a progress bar at 0:04, a volume icon, and a trash icon. To the right of the audio player, it says 'Available to: Everyone' and 'Added by: Keywest Admin, 06/02/2016 12:05 pm'. At the bottom of the interface, there are two checkboxes: 'Put page break after this question when printing assessment' and 'Put line after question'.

1. Always play the file to ensure it has recorded correctly.
2. Assign who can hear the audio file. We recommend leaving the default as "assigned students only"
3. If recording did not turn out as expected delete the file and rerecord.

Linking students to your audio note

If the availability of your audio note is set to "Assigned students only" then you will need to assign students as necessary. Audio recordings can be accessed by students when they sign in to Progress to take an online assessment.

Navigate to the Assessments main screen, locate your test, then click on the 'Assign Online' button:

| | Edit | Copy | View Online | Print | Import | Assign Online | ID | Date | Description |
|--|------|------|-------------|-------|--------|---------------|--------|------------|-------------|
| | | | | | | | 203941 | 05/31/2016 | Quick Quiz |

A pop up will appear that allows you to select your students:

Assign students

1 Assign online assessment to selected students

2 Re-assign online assessment to selected students

Students filter

Search: School: School Year: Course:

Class: Show assigned students only

Records 1-20 of 369 | Goto [1](#) [2](#) [3](#) [4](#) [5](#) ... [15](#) [16](#) [17](#) [18](#) [19](#) next page 20 80 180 320 500 records per page

| <input type="checkbox"/> | Assigned | ID | UID | Course | Class | First Name | Last Name | Allow audio |
|--------------------------|----------|--------|-----------|-----------------------|---------------------------------------|------------|------------|--------------------------|
| <input type="checkbox"/> | | 46336 | 900000118 | Gr 4 ELA | After School Math | Colleen | Aaron | <input type="checkbox"/> |
| <input type="checkbox"/> | | 33718 | 900000046 | Gr 4 ELA | After School Math | Jessie | Acheson | <input type="checkbox"/> |
| <input type="checkbox"/> | | 46336 | 900000118 | eDoctrina Information | eDoctrina Information Section 1 Jones | Colleen | Aaron | <input type="checkbox"/> |
| <input type="checkbox"/> | | 732600 | Trainee 1 | eDoctrina Training | eDoctrina Training Class | eDoctrina | Trainee 01 | <input type="checkbox"/> |
| <input type="checkbox"/> | | 732601 | Trainee 2 | eDoctrina Training | eDoctrina Training Class | eDoctrina | Trainee 02 | <input type="checkbox"/> |
| <input type="checkbox"/> | | 732602 | Trainee 3 | eDoctrina Training | eDoctrina Training Class | eDoctrina | Trainee 03 | <input type="checkbox"/> |
| <input type="checkbox"/> | | 732603 | Trainee 4 | eDoctrina Training | eDoctrina Training Class | eDoctrina | Trainee 04 | <input type="checkbox"/> |

* Indicates student already has answers for this assessment

☑ Indicates student already has been assigned this assessment

5

1. Click the "Assign Online Assessment to" button.
2. Select the course and class that you want to assign this test to.
3. Make sure all students are selected that need access to the online assessment. Students can be selected or deselected using the checkboxes.
4. Click the "Allow Audio" checkbox to enable audio for all students or just a few students.
5. Click "Assign".

Below is a preview of what a student will see online:

Reading ruler Highlight mode Zoom in Zoom out

Quick Quiz

Has answer Review later Hide audio

1. Disney World is in which state?

Audio notes
00:00 / 00:00 Disney

- a. New York
- b. California
- c. Florida

Online Tools

There are several tools that can be added to an online assessment for the student to use when answering questions: calculator, protractor, ruler, and sketch pad. Most of these can be accessed by clicking on the 'Online Tools' button on an assessment question:

4 Created by Admin, Keywest #1477339 Online tools

a. The calculator is displayed below. When a student clicks the 'Show calculator' button above the question number, the calculator appears at the bottom of the screen and they are able to move it.

Quick Quiz

Has answer Review later Hide calculator Show ruler Show protractor

4. $\frac{2}{4} + \frac{2}{4} =$

- a. 1.5
- b. $\frac{4}{4}$
- c. 2

Calculator

0

C ← % +

7 8 9 -

4 5 6 *

1 2 3 ÷

0 ± . =

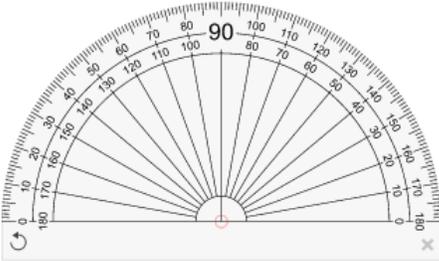
b. The protractor also appears at the bottom of the screen. Students are able to move it as well as rotate it:

Quick Quiz

Has answer Review later Show calculator Show ruler Show protractor

4. $\frac{2}{4} + \frac{2}{4} =$

- a. 1.5
- b. $\frac{4}{4}$
- c. 2



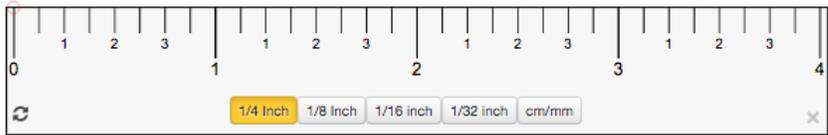
c. The ruler can be moved, rotated, and students can also select different units of measure:

Quick Quiz

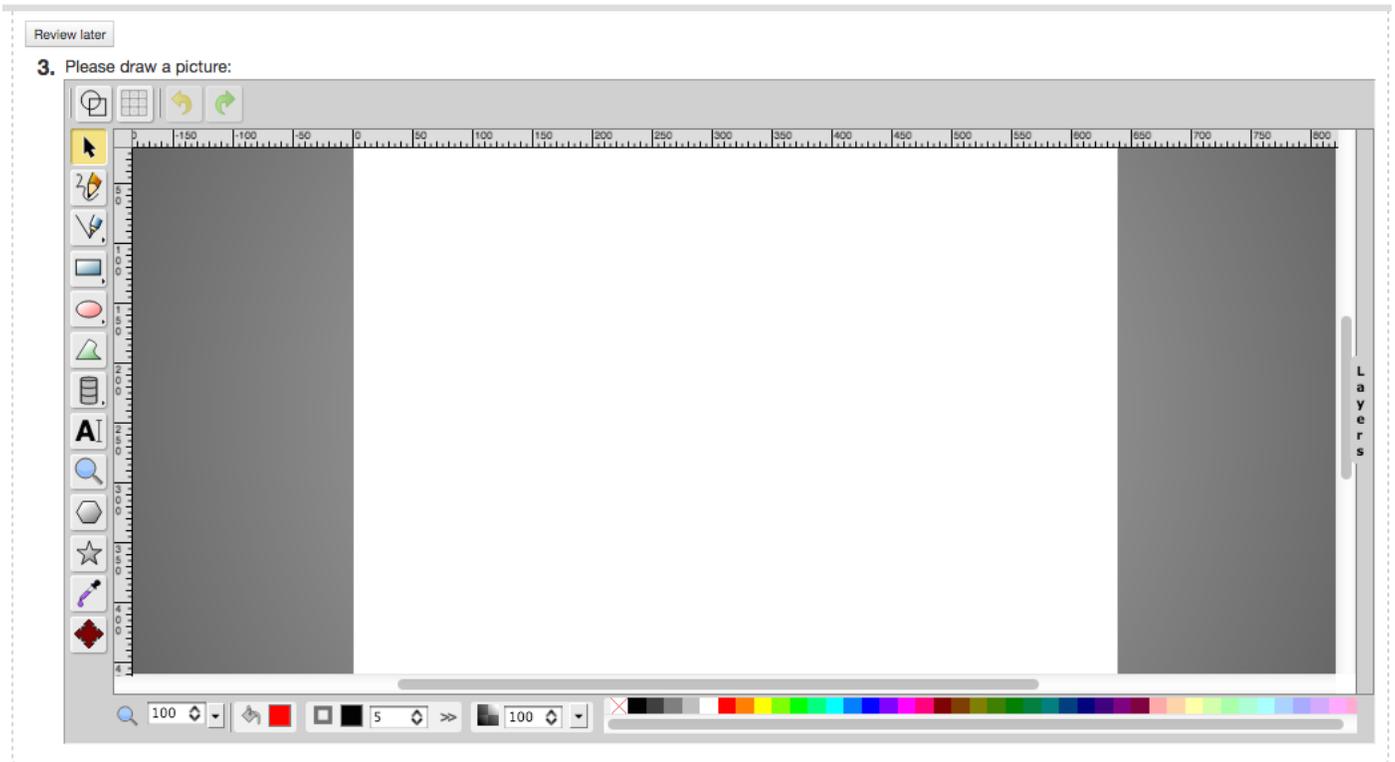
Has answer Review later Show calculator Show ruler Show protractor

4. $\frac{2}{4} + \frac{2}{4} =$

- a. 1.5
- b. $\frac{4}{4}$
- c. 2



d. You also have the ability to link a sketch pad to a question:



Another feature available for online assessments is the ability to enable a Chrome extension to block students from navigating away from the test. You can click [HERE](#) for more information.