

Configuring Online Testing and Generating Test Keys

1. On the Exam Overview screen scroll down to the bottom, look to the right and click on the pencil next to “Online Exam has not been configured”.

The screenshot displays the Exam Overview interface. On the left, there are two report sections: 'Spanish Parent Letter*' and 'Exam Student Feedback*', both with PDF icons. Below them is a warning: '*These reports are not intended for exams with large result sets.' A 'Grading Summaries and Statistical Analysis' section lists several reports: Data Entry Status Report, Test Statistics, Respondent Statistics, Frequency Distribution, Item Statistics, Item Analysis, and All Statistics Reports (Excel download). On the right, a configuration table shows the exam's status. The 'Scope' is 'User-Created'. Performance bands are defined: Far Below Basic (0-60%), Below Basic (60.01-70%), Basic (70.01-80%), Proficient (80.01-90%), and Advanced (90.01-100%). Other settings include: Exam contains 64 questions, Answer key exists, Exam consists of 1 version (form), Exam contains cluster(s): Questions (64 points), Questions ARE NOT linked to any standard, This exam IS NOT shared, and Online Exam has not been configured (indicated by a red X and a pencil icon). A large white arrow points from the 'Questions ARE NOT linked to any standard' row down to the 'Online Exam has not been configured' row.

Scope:	User-Created
Defined performance bands:	
Far Below Basic:	0 - 60%
Below Basic:	60.01 - 70%
Basic:	70.01 - 80%
Proficient:	80.01 - 90%
Advanced:	90.01 - 100%
Exam contains 64 questions.	
Answer key exists.	
Exam consists of 1 version (form).	
Exam contains cluster(s):	Questions (64 points)
Questions ARE NOT linked to any standard.	
This exam IS NOT shared.	
Online Exam has not been configured	

2. Next, you will need to configure the Online Exam settings. I recommend enabling online testing and leaving the rest. Click “Save Changes”.

Online Exam Settings

GLCA TEST #1 Post Test

Enable Online Testing Yes No

Testing Period Start Time 09 - 27 - 2011 6 : 50 AM EST

Testing Period End Time 10 - 04 - 2011 6 : 50 AM EST

Duration (in minutes or leave blank)

Disable Student Tutorial Never Always Teacher's Choice

Display Exam Results Never Always Teacher's Choice

Disable Pause Button Yes No

[Save Changes](#)

- Once your settings are saved, click “Add Students”.

- Select “Continue to the next step”.

- Identify the grade and course of the students who will be taking the online test and click “Student Selection”.

- After selecting your students you will be taken to the screen below. Drop down the menu in the Type section and select "School".

Online Exam - Student Management

Type

 [Add Rostered Students](#)

 [Add Unrostered Student](#)

Exam Key Options

Login Window Start Time

- - :

Duration

Select: [All](#) / [None](#) / [Invert](#)

Showing 0 of 129 Students

- Once you've made all of the menu choices, your screen should look like this... click "submit".

Online Exam - Student Management

Type

School

Grade

Teacher

Period

Course

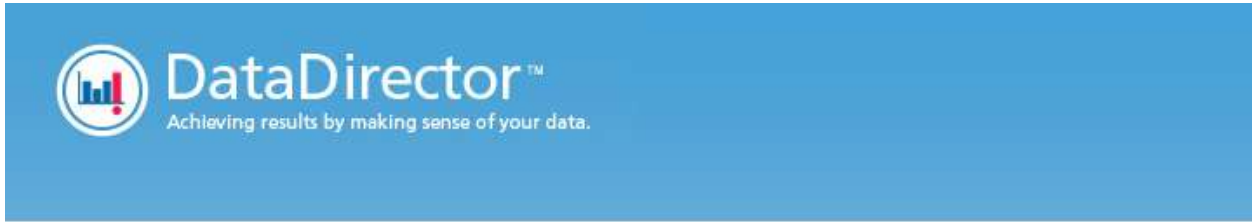
 [Add Rostered Students](#)

 [Add Unrostered Student](#)

8. You should now have the test keys for the students you selected. The screen looks like this...

Student ID	Student Name	Test Key	Login Window Start Time	Test Completion Time	Duration	Generated By
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M
<input type="checkbox"/>	[blurred]	[blurred]	-	-	-	BENDER, M

- Open the file up in Excel (click on the green Excel icon). I recommend adding borders to the cells, enlarging the font, printing it out and putting it under a document camera so that students can write their code down. Other teachers would cut them out for each student.
- The final step is to have the students visit <https://www98.achievedata.com/calhour/?OnlineTestStudentLogin> to enter their key and begin their test.



Please enter your test key here: