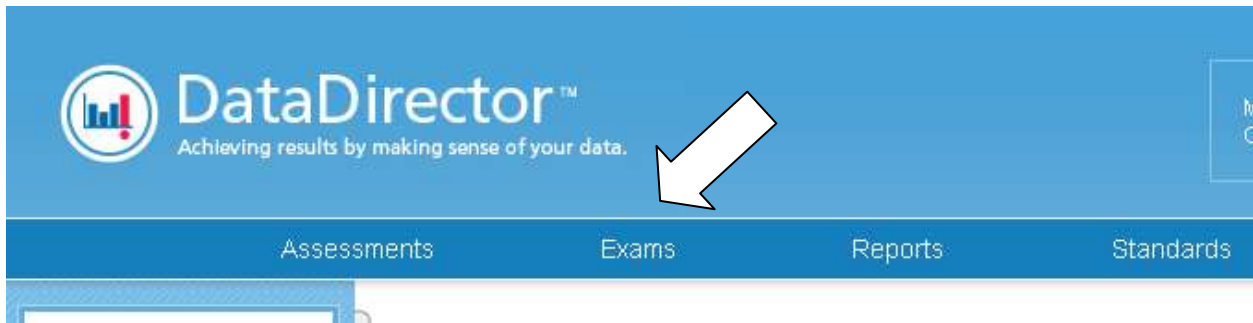


## Creating an Exam in DataDirector

1. Click on the "Exam" tab.



2. Click "Create New Exam".



3. Complete the Exam Summary box. You will need to complete the Title and Academic Year boxes. For the filters, select your grade, subject area, and in the “Type” select “User-Created”. Click “Next Step” when you’re done.

### Exam Summary

Title:

Examid:  (optional) *Note: Numbers Only*

Description:

Date Type:  Use a single date  Use a date range

Test Date:  -  -

Academic Year:

Term:

### Filters

\*Grades:  Pre-K  K  1  2  
 3  4  5  6  
 7  8  9  10  
 11  12

\*Subject Area:

\*Type:

*\*Indicates required information*

4. The next screen asks you to set to pick some settings for your questions. For this exam, you will NOT be using the item bank.

Will you be using the ItemBank to create this exam?  Yes  No

5. Most will not need to use clusters. For more information on these choices, click the “Click Here” link in this box.

Will you be using clusters (also known as strands or question groups) on this exam?  Yes, order sequentially by item.  Yes, order sequentially by cluster.  Yes, order by cluster.  No

[Click Here for more information on how clusters are used in Data Director](#)

6. Enter the number of questions in your exam.

How many questions will be in this exam?

7. If you have one type of question, select it below. However, if you have more than one type of question (like a rubric and multiple choice), you will want to go back and select clusters from step 5.

What type of questions will you have on this exam?

Multiple Choice  **Maximum 5 Response Choices**

Alternating Multiple Choice: Odd:  Even:  **Maximum 5 Response Choices**

True/False True:  False:

Rubric: Score

Short Answer:

Number Grid # of Digits:  Values:

*Please note: Non-itembank online exams are only able to support multiple choice, alternating multiple choice, and true false question types at this time.*

8. If you know the standards on your exam, click “Yes” here. If not, click “No”.

Will you align your questions to standards?  Yes  No

9. Most will not need to modify the performance bands.

Would you like to modify your performance bands from the standard 0-20, 20.01-40, 40.01-60, 60.01-80, 80.01-100?  Yes  No

10. This is up to you. If you want to share it, click yes. There is another tutorial that is available on sharing.

Would you like to share this exam with other users or schools?  Yes  No

11. On this screen you can edit how the question names appear on the test. Most keep them the same and just click “Next Step”.

Question 1:

Question 2:

Question 3:

12. This next screen asks you to search for standards to add to questions on your exam. To do this, select your standards, content area, and grade. At the bottom of the page, click "Search" to return your standards.

**Search**

---

**Standard Code**   
*i* Specify full or partial standard code (e.g. R.1)

**Keywords**   
*i* Separate keywords by comma (e.g. estimate, quantities) Or use quotes (e.g. "estimate")

**Grades** Select: [Preschool](#) | [Elementary](#) | [Middle](#) | [High](#) | [None](#)  
 Pre-K  K  1  2  3  4  5  6  7  8  9  10  11  12  
*i* If left unchecked, search results will include all grade's

**Standard Disciplines** [Expand All](#) | [Collapse All](#)

- Michigan - Vocational Technical Standards by Segment
- Michigan - Content Standards
- Michigan - Curriculum Framework
- Michigan - Early Childhood Standards of Quality for Preschool
- Michigan - Extended Grade Level and High School Content Expectations
- Michigan - Grade Level and High School Content Expectations
  - English Language Arts (2005,2006)
  - Health Education (2007)
  - Mathematics (2005,2006)
    - Kindergarten (K) (2005)
    - First Grade (1) (2005)
      - MA.1.N Number and Operations
      - MA.1.M Measurement
      - MA.1.G Geometry
      - MA.1.D Data and Probability
- National Standards - NETS for Learning Technology
- National Standards - Standards for Mathematical Practices
- National Standards - Standards for Mathematical Practices
- National Standards - States' Content Standards

*i* If left unchecked, search results will include all disciplines

**Search** ➤

13. To align questions to standards, check the question number on the left and check the standards that match on the right and click “link”. You can match multiple questions to multiple standards too!



14. This screen is your answer key. Drop down the menu and select the correct answers. Then click “Next Step”.

[Light blue bar]

Question 1:

Question 2:

Question 3:

Question 4:

15. The next page is your exam overview page. Now it’s time to collect your data!

