

# Administering an Answer Sheet Assessment

There are three ways to administer an Answer Sheet Assessment; bubble sheets, online, and manually.

## Bubble Sheets

1. Scroll down to the bottom of the Assessment Overview page and click “With Student Names”.



2. If you have district access, choose your building and click “continue to the next step”. Otherwise, just click “continue to the next step”.



3. Select your name, term, grade, period, and course. Click “Submit”. A PDF will pop up containing the students who matched your search criteria. After students bubble in their answers, you will need to scan. For more information on scanning, see my Using DataScanner tutorial.

Specify criteria to refine the student roster.

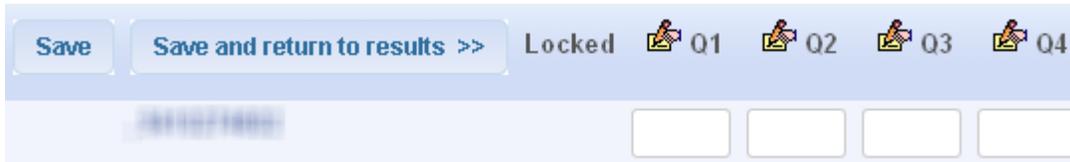
Select Teacher(s)	Select Term(s)	Select Grade(s)	Select Period(s)	Select Course(s)
	YR	1 2	1 2	1st Grade Life Skills (AM Attendance) (901E100) 2nd Grade Life Skills (AM Attendance) (901E200)

### Manual Entry

1. On the overview screen click “Data Entry”

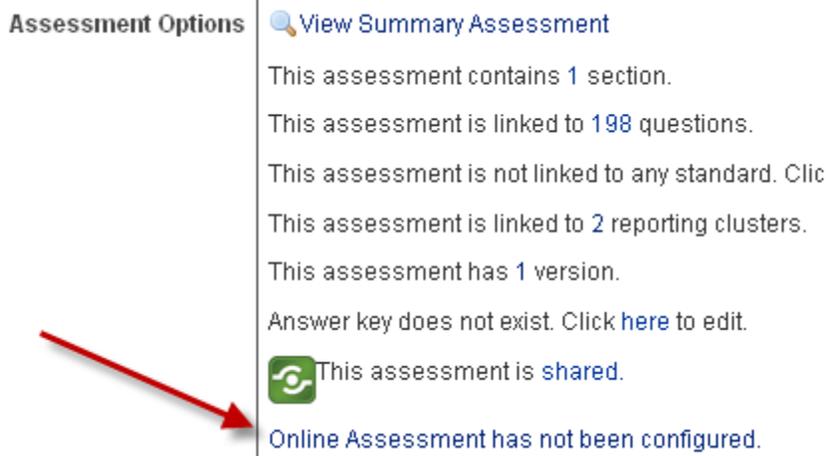
- Edit Assessment
- Sharing
- Data Entry
- Edit Reporting Clusters

2. Type in your student responses. Click Save or Save and Return to Results.



### Online Testing

1. On the Assessment Overview screen, click the “Online Assessment has not been configured” link.



- Click Yes to enable online testing. Select your start and end time (I typically set the end time as a year away so that I don't go to administer the test online and see that the window is closed). Click Save Changes.

## Online Assessment Settings

Enable Online Testing	<input checked="" type="radio"/> Yes <input type="radio"/> No
Testing Period Start Time	01 - 14 - 2012 2 : 28 PM EST
Testing Period End Time	01 - 21 - 2012 2 : 28 PM EST
Duration (in minutes or leave blank)	<input type="text"/>
Disable Student Tutorial	<input type="radio"/> Never <input checked="" type="radio"/> Always <input type="radio"/> Teacher's Choice
Display Assessment Results	<input type="radio"/> Never <input checked="" type="radio"/> Always <input type="radio"/> Teacher's Choice
Disable Pause Button	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Save Changes >>](#)

- Click Add Students.

### Online Assessment Management

- Manage Students & Keys
- Add Students
- Add Unrostered Student
- Return to Assessment
- Administration Settings

- If you have district access, choose your building and click “continue to the next step”. Otherwise, just click “continue to the next step”.

Once you select a school, you will have the option to specify the criteria to generate the answer sheets.

Select a School

[Choose this school and continue to the next step](#)

- Select your name, term, grade, period, and course. Click “Submit”.

Specify criteria to refine the student roster.

Select Teacher(s)	Select Term(s)	Select Grade(s)	Select Period(s)	Select Course(s)
<input type="text"/>	YR	1 2	1 2	1st Grade Life Skills (AM Attendance) (901E100) 2nd Grade Life Skills (AM Attendance) (901E200)

- Select the applicable options in the drop down menu and click submit.

### Online Exam - Student Management

Type

School

Grade

Teacher

Period

Course

- Your test keys are displayed. These are the codes you give to your students so that they can access the assessment online. You can click the Excel or PDF link to print them out.

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

- The final step is to have the students visit <http://www.datadirector.com/calhoun/test> to enter their key and begin their test.



Please enter your test key here: