

Administering an Answer Sheet Assessment Online

Online Testing

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

Assessment Options

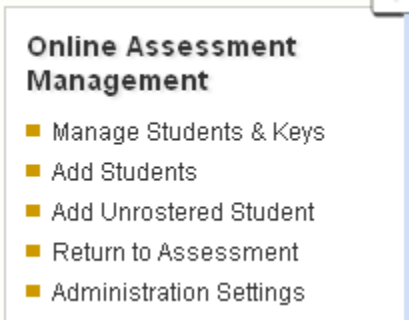
- [View Summary Assessment](#)
- This assessment contains **1** section.
- This assessment is linked to **198** questions.
- This assessment is not linked to any standard. [Click](#)
- This assessment is linked to **2** reporting clusters.
- This assessment has **1** version.
- Answer key does not exist. [Click here](#) to edit.
- This assessment is [shared](#).
- [Online Assessment has not been configured.](#)

2. 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.

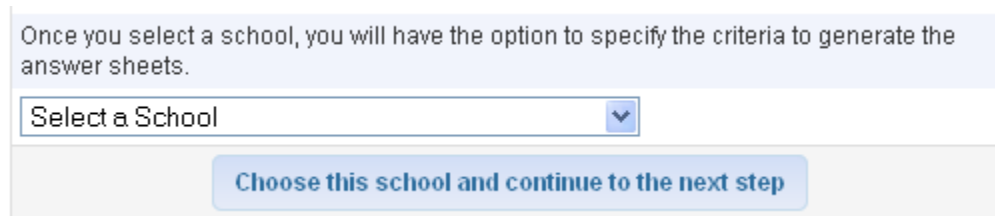
Online Assessment Settings

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 >>	

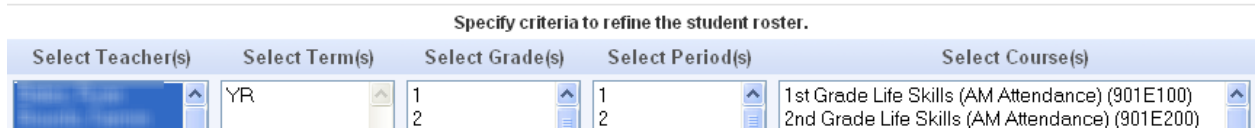
3. Click Add Students.



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



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



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

Online Exam - Student Management

Type

School

Grade

Teacher

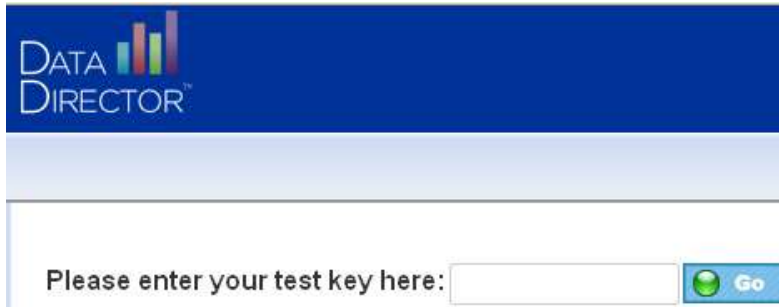
Period

Course

7. 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

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



The screenshot shows the Data Director logo at the top left. Below it is a light blue header bar. The main content area has a white background with the text "Please enter your test key here:" followed by a text input field and a blue "Go" button with a green globe icon.