

Creating an Answer Sheet Assessment in DataDirector 4.0

The answer sheet assessment creation process has been streamlined in DataDirector 4.0. An answer sheet assessment is a way to quickly collect information from students via online testing, bubble sheets, or hand data entry. In addition, users will also receive color-coded reports for quick disaggregation. Here's a quick look at how to create an assessment.

1. Navigate to the Assessment section.

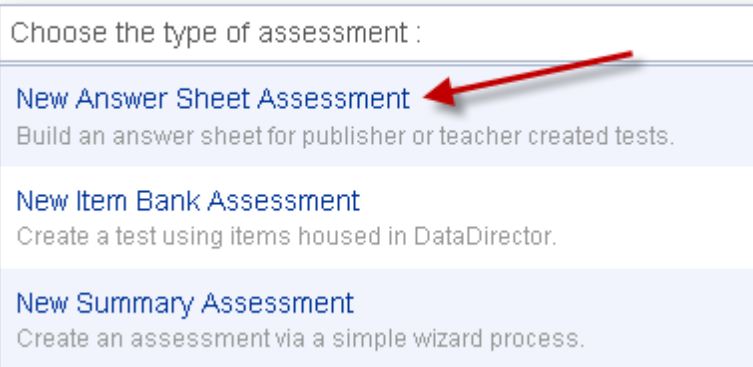


2. Click on Create Assessment.



3. Click on New Answer Sheet Assessment.

Create an Assessment



- The top box will contain all of the basic information. Fill in the boxes with the red asterisk. All other boxes are optional. As a reminder, most users will choose “User-Created” in the “Type” section.

Create Answer Sheet Assessment

Assessment Summary

*Title	<input type="text"/>
Local ID	<input type="text"/>
*Grades	(None)
*Subject Area	(None)
*Type	(None)
Description	<input type="text"/>
Term	(None)
*Year	(None)
Exam date option	<input checked="" type="radio"/> Single Date <input type="radio"/> Date Range
*Exam date	<input type="text" value="01-13-2012"/>
Attached files	<input type="button" value="Upload a file"/>
Currently Aligned Standards	<input type="button" value="Add Standards"/>
Advanced Options	<input type="checkbox"/> Show advanced options

Other points of interest on this screen include:

Attached files: Choose Upload a file to add any pertinent documents such as a scoring guide or the test itself. This is great for grade levels or departments with common assessments.

Currently Aligned Standards: Choose Add Standards to select relevant standards that will be assessed throughout the unit. For more information on adding standards, please see my Adding Standards to an Answer Sheet Assessment Tutorial.

- Next, you will begin to build your assessment. You can add multiple sections for various question types or use one large section. To give your section a name, type in the Section Name box:

Section Name |

- Next, you will add questions. You can add one question or several at once. To add one at a time, click Add Question. To add several, click Add Multiple Questions.



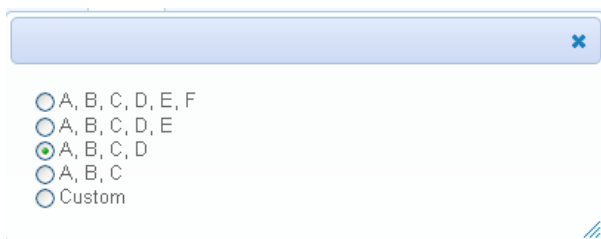
When you select Add Multiple Questions, you will see a slider. Slide the box to the right to indicate the number of questions you would like to add in bulk. Once your desired number is visible, click Add Question.



- After adding a question, you have several options for question types. Selecting the dropdown menu will display various question types. To add your answer, simply click on a button in the Answer column. You can also select the point value for each question as well as align any standards you've identified.



DataDirector 4.0 also allows users to customize any question type. To do this click the “edit” button in the Answer columns. Depending on the question type, you will see pre built options. If these don't meet your need, choose “Custom” to create your own.



- When you have finished creating your assessment, scroll to the bottom and click “Save Changes”. You should see a green confirmation ribbon at the bottom of the screen.

