Creating a Summary Assessment

Some users are not interested in creating an Answer Sheet Assessment. Instead, they are looking to quickly collect data into a data table format. A Summary Assessment is a great way to do this.

1. After navigating to the Assessment section, select Create Assessment.

Create Assessment

2. Choose New Summary Assessment.

New Summary Assessment
Create an assessment via a simple wizard process.

3. Fill in the fields on the Summary Assessment creation screen. Most defaults can be used. Most users select "User-Created" for the Scope/Test Type.

Create Summary Assessment

Assessment Name:	
Description:	
Date Type:	⦿ Use a single date ◯ Use a date range
Multiple Rows:	⦿ Only allow 1 row of data per student ◯ Allow multiple rows of data per student
Date Given:	01 ▾ - 22 ▾ - 2012 ▾
Academic Year:	2011-2012 ▾
Grades:	Pre-K / K / 1 / 2
Subject Area:	Subject Area ▾
Scope / Test Type:	Scope / Test Type ▾
Number of fields:	
Assessment Target:	⦿ Students ◯ Teachers
Make Publishable:	☐ Publishable

<< Go Back   Next Step >>

The Number of Fields is the number of data points you are going to collect. For example, if I wanted to collect the following data for my PE class I would enter "7" in the Number of Fields.

- Date Observed
- Dressed
- Participation
- Number of Sit Ups for Week 1
- Number of Sit Ups for Week 2
- Total Number of Sit Ups
- Comments

4. After clicking Next Step, you will be asked to describe the fields you want to use. One nice feature of Summary Assessments is that wide range of Field Types a user can choose.

Field Name	Field Type	M
	Numeric - Integer	
	Numeric - Integer	
	Numeric - Decimal	
	Text - Character (1)	
	Text - Word (15)	
	Text - Sentence (100)	
	Text - Paragraph (255)	
	Check Box	
	Y/N	
	Date	
	Year	
	Calculation	
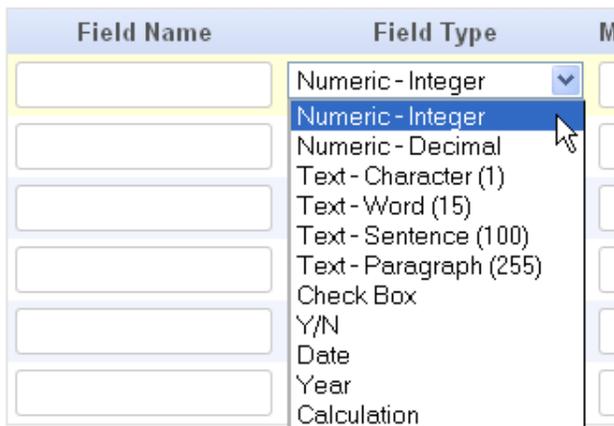
My completed Field Name descriptions are below.

Field Name	Field Type
Date Observed	Date
Dressed	Check Box
Participated	Y/N
Number of Sit Ups Week 1	Numeric - Integer
Number of Sit Ups Week 2	Numeric - Integer
Total Sit Ups	Calculation
Comments	Text - Sentence (100)

5. Once my Summary Assessment is created, you will see the following screen. Since I added a calculation as one of my Fields, I need to set up the calculation. I can do that by clicking Modify Columns.

Assessment Edit Options

- Basic Information
- Modify Columns
- Permissions/Sharing
- Clear Student Responses

Data Management

- Enter/Edit Data (Multiple)
- Import Data
- Add/Remove Additional Materials

Available Assessments   Sample Summary Assessmer

Sample Summary Assessment
Assessment Given: Jan 22nd, 2012
No data is available for your 2011-2012 students.

To edit data for your 2011-2012 students:
- Click here to edit by page (multiple)
- Click here to edit by student (single)

6. Next, click the Edit link next to the calculation. You will see the screen below. Since I wanted DataDirector to add up the sit ups in week 1 and week 2, I selected SUM as my operation and both of the weeks as my Operand. Click Save and Go Back.

Edit Calculation for overall score

Current Calculation: 655400

Calculation			
Operation	◉ SUM	○ AVERAGE	○ DIFFERENCE
	○ PERCENT	○ MULTIPLIER	

Columns	
Operands	Number of Sit Ups Week 1
	Number of Sit Ups Week 2

Save & Go Back

7. To add data, click Enter/Edit Data Multiple.

Data Management
- Enter/Edit Data (Multiple)
- Import Data
- Add/Remove Additional Materials

8. Enter the student data in the available fields.

📝 Date Observed	📝 Dressed	📝 Participated	📝 Number of Sit Ups Week 1	📝 Number of Sit Ups Week 2	📝 Comments
01/23/2012	☑	Y	23	33	Working hard to

9. Once you click Save and Return to Results, you will see your student data.

Date Observed	Dressed	Participated	Number of Sit Ups Week 1	Number of Sit Ups Week 2	Total Sit Ups	Comments
01-23-2012	✓	Y	23	33	56	Working hard towards goal!