

## Before You Begin...

- Have your pre-created test material prepared - compete with answer key and standards information for each question.

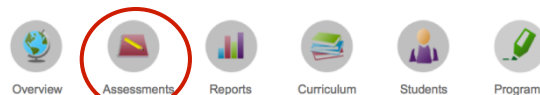
# Create an Answer Sheet Assessment

## Score, store, and report on existing test materials

Use *DataDirector* to recreate existing test materials. Simply enter the question type, the correct answer, and any aligned standards for each question to generate an answer sheet. Students will take the test using that answer sheet, and once answer data is entered, *DataDirector* can generate reports on testing data, including standards and reporting clusters.

### STEPS

1. Launch the Application Switcher and select **Assessments**.
2. From the left navigation bar, click **Create Assessment**.
3. Click the **New Answer Sheet Assessment** link.



4. Enter information in the following fields (required and marked with a \*):
  - Title
  - Grades (multiple grades can be selected)
  - Subject Area
  - Type
  - Year

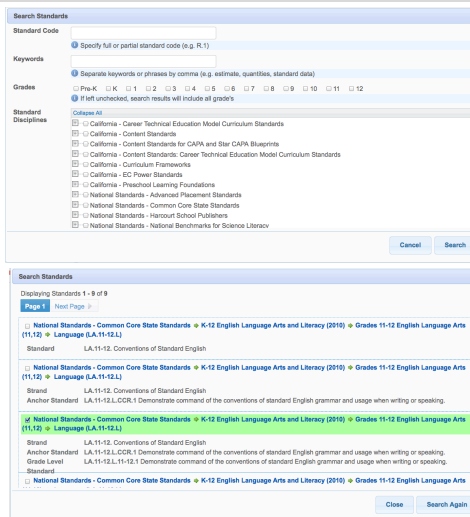
### TIP

Clicking *Show Advanced Options* allows you to evenly distribute points across all items, set continuous numbering throughout each section of the test, set up "teacher-bubbled" alerts for sections, or align multiple questions to multiple standards at once.

### 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="03-01-2012"/>
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

5. Click **Add Standards** to select the standards being tested.
6. Use the search filters to narrow results down to a specific standard set. At least one Standard Discipline must be selected to search, but you may use the "+" symbol to open up a discipline and filter even further.
7. Click **Search**.
8. Check the boxes to the left of each standard to add it to your test.
9. Click **Close** if you are finished selecting standards or **Search Again** to find more standards using different search parameters.



If you are building your assessment using a published test and do not see the publisher's name in the Type field, contact your Account Manager to request that an additional Type be added.

Click **Upload a File** to attach a PDF or Word version of the test you are using to build your Answer Sheet.

# DataDirector Training

**Multiple Choice** items allow up to 6 answer choices. More than six will cause each question to appear on a new line on the answer sheet.

**Alternating Multiple Choice** items give two different possible sets of answers- one for odd-numbered questions and another set for even-numbered questions. **Multiple Response** items require students to choose all possible correct answers for credit.

**Short Answer** items give a line with a Yes and a No bubble- the student fills their answer in on the line, then the teacher fills in the bubble before scanning. **Rubric** scores allow a teacher to score open response questions.

**Number Grid** allows students to bubble a numeric answer or a teacher to enter a multi-digit numeric score.

Use the basic editing features here to make adjustments to your assessment. Return to this page at any time by clicking Edit Assessment on the Overview page.

10. In the first section box, click **Add Question**.

11. Use the drop down box under Question Type to select the type of question the first item will be.

12. Select the correct answer for that item by clicking on the corresponding bubble, or click **edit** to change the possible answer choices.

13. Click **Add Question** or **Add Multiple Questions** to add more of that same type of question.

14. Under the column marked Points, enter the number of points each question will be worth.

15. Click the None link in the Standards column to align a question to one of the specific standards chosen in steps 5-9.

16. Check the box to the left of each standard to align it to the question. Click Done when appropriate for the question have been selected.

## TIP

Click **Show Advanced Options** in the Assessment Summary to link more than one item to more than one standard.


17. Title sections by filling in the Section Name box.

18. Click **Add Section** to create additional sections.

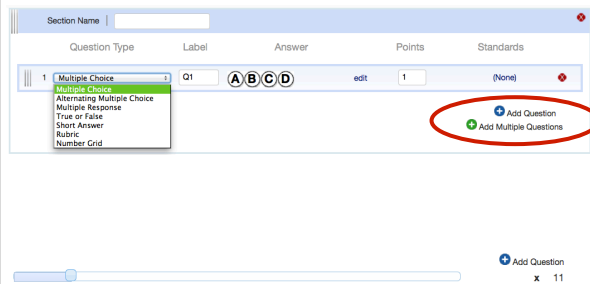
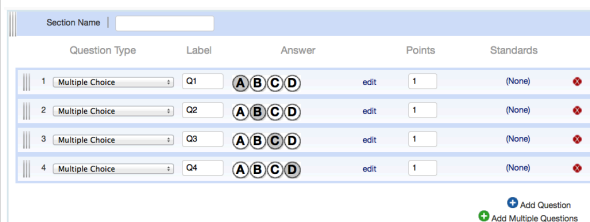
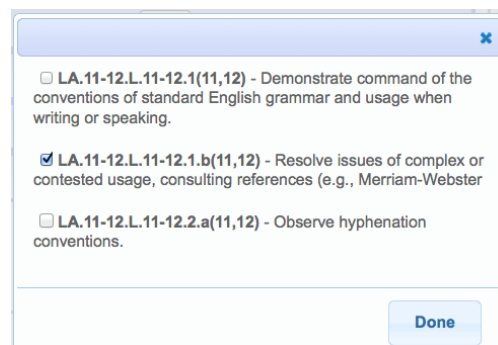
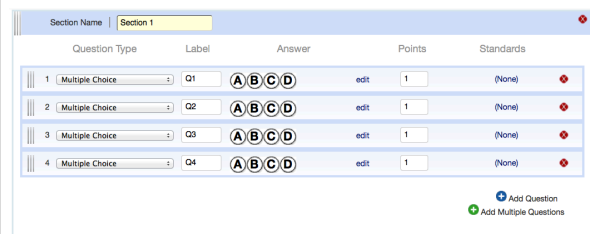
19. Use the handle tool to the left of either a section or question (noted by three vertical bars) to click and drag either one to a new location.

## TIP

Be sure to double-check and adjust the item label in the second column after altering your assessment's item order.

20. Delete an item or section by clicking the  to the right of it twice.

21. Before leaving the page, click the **Save Changes** link to keep all settings/ items for the assessment.

**Save Changes**