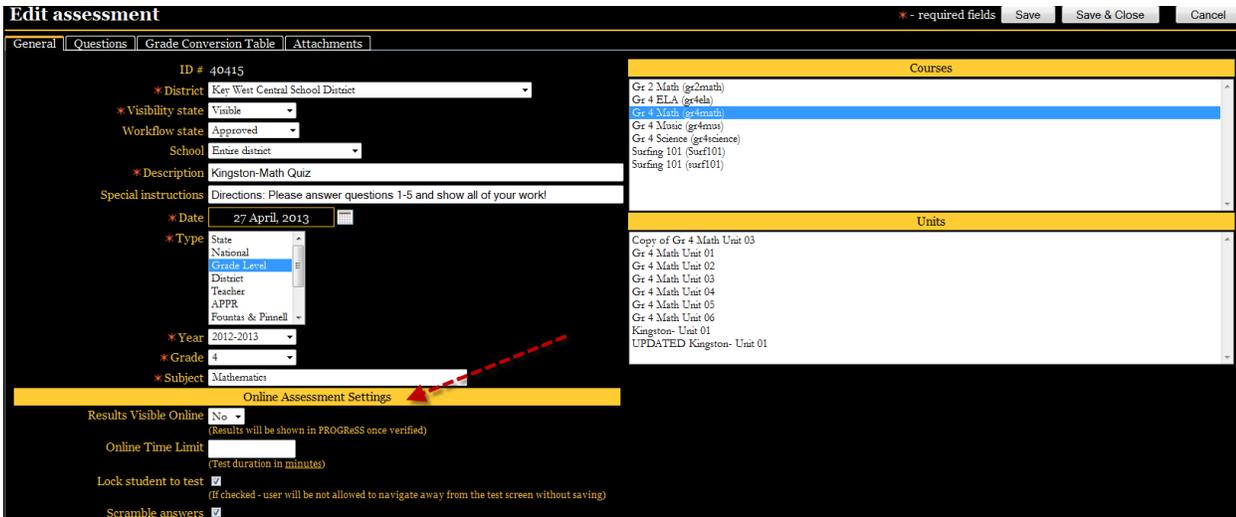


## Assigning and Taking Online Assessments

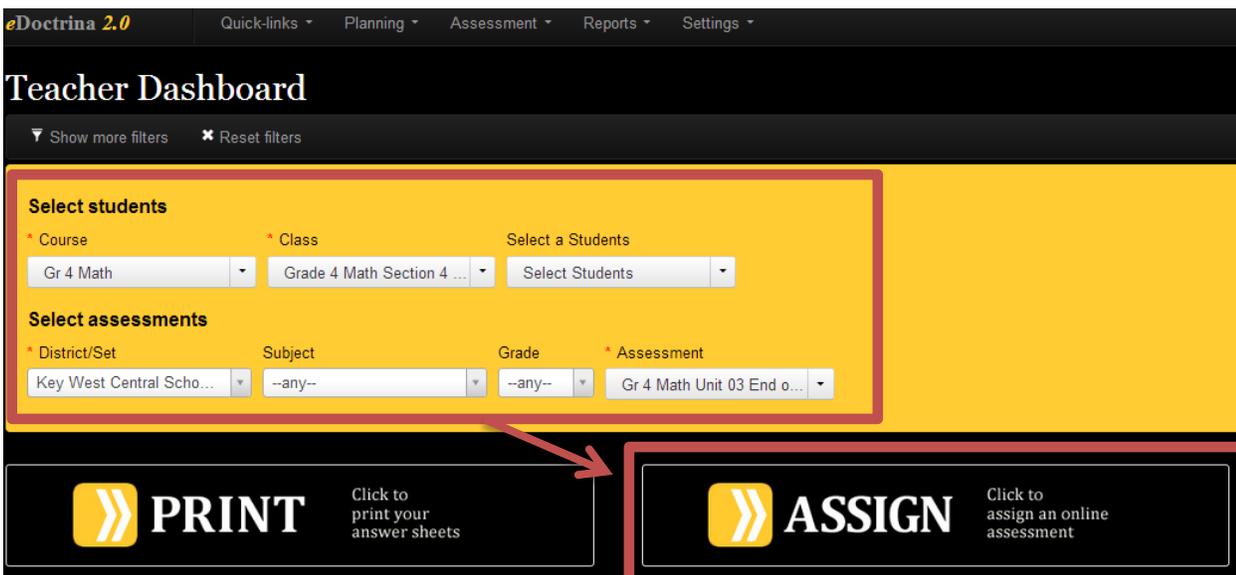
**Step 1:** Create the online assessment within eDoctrina, including all questions and scoring information. When a teacher creates a new assessment the online specifications will appear on the “General” tab.



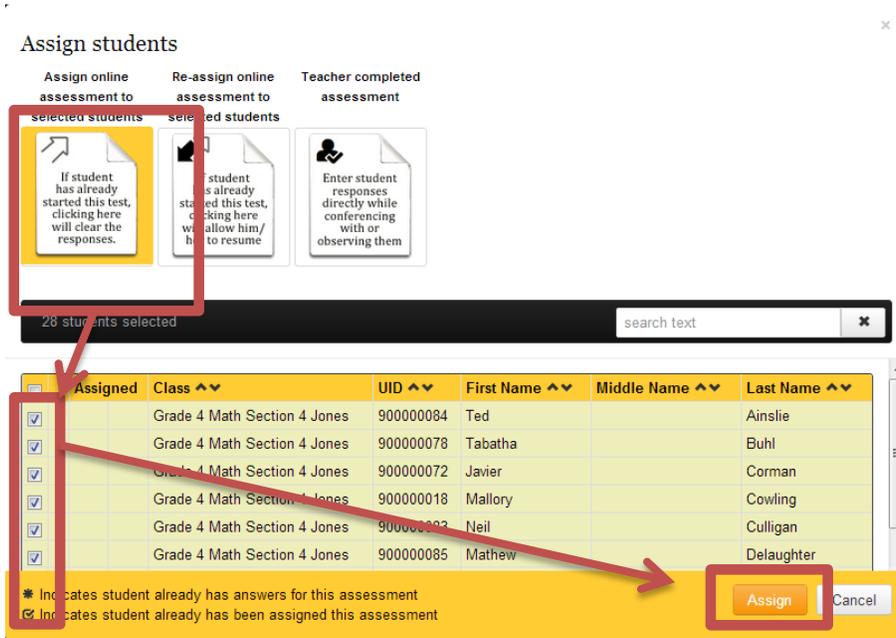
Online Assessment Settings- “Results Visible Online” will automatically post the students results online immediately after student saves the assessment. We recommend setting this filter to NO until all teacher-scored questions have been graded for the assessment and/or all classes have completed the online assessment. The teacher can always edit the assessment to change this filter to YES at a later time.

To assign this assessment to a class (or multiple classes) so students are able to take the assessment online, navigate to the **Teacher Dashboard**.

**Step 2:** Use filters to select the students and the assessment and then click on the **ASSIGN** button.



**Step 3:** Select the *Assign Online Assessments to Selected Students* button. Check or uncheck students to be assigned in the left column. Select the *Assign* button.



Assign students

Assign online assessment to selected students

Re-assign online assessment to selected students

Teacher completed assessment

28 students selected

| Assigned                            | Class                        | UID       | First Name | Middle Name | Last Name  |
|-------------------------------------|------------------------------|-----------|------------|-------------|------------|
| <input checked="" type="checkbox"/> | Grade 4 Math Section 4 Jones | 900000084 | Ted        |             | Ainslie    |
| <input checked="" type="checkbox"/> | Grade 4 Math Section 4 Jones | 900000078 | Tabatha    |             | Buhl       |
| <input checked="" type="checkbox"/> | Grade 4 Math Section 4 Jones | 900000072 | Javier     |             | Corman     |
| <input checked="" type="checkbox"/> | Grade 4 Math Section 4 Jones | 900000018 | Mallory    |             | Cowling    |
| <input checked="" type="checkbox"/> | Grade 4 Math Section 4 Jones | 900000083 | Neil       |             | Culligan   |
| <input checked="" type="checkbox"/> | Grade 4 Math Section 4 Jones | 900000085 | Mathew     |             | Delaughter |

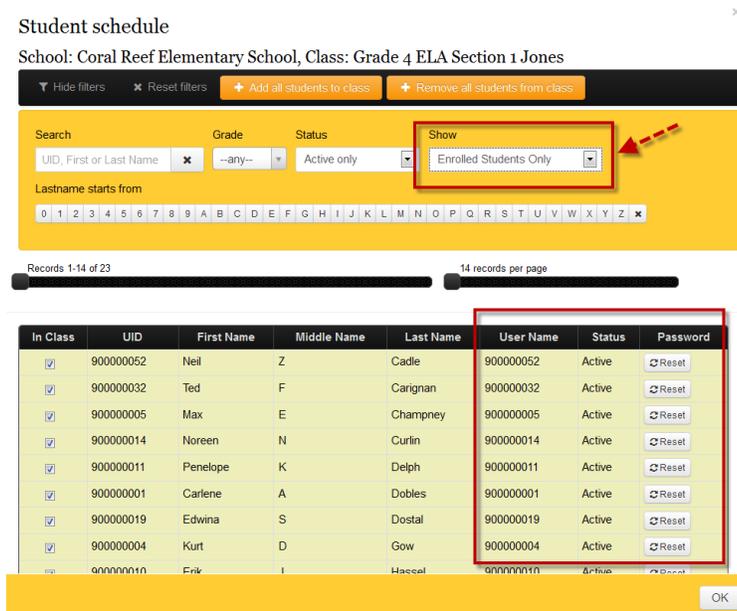
\* Indicates student already has answers for this assessment  
 Indicates student already has been assigned this assessment

Assign Cancel

Note that \* indicates a student already has data. Assigning the assessment again will clear this data and the student will start the test over.

If a student has started a test but closed before finishing it, select the *Re-assign online assessment* button to allow them to open the test again and see their previous answers.

**Step 4:** Teachers can view the accounts students will use to sign in with and manage password resets by going to Settings> SIS Data> Classes. Click on the  icon to pull open the class roster and switch the "Show" filter to *Enrolled Students Only*.



Student schedule

School: Coral Reef Elementary School, Class: Grade 4 ELA Section 1 Jones

Hide filters Reset filters Add all students to class Remove all students from class

Search UID, First or Last Name x Grade --any-- Status Active only Show Enrolled Students Only

Lastname starts from 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z x

Records 1-14 of 23 14 records per page

| In Class                            | UID       | First Name | Middle Name | Last Name | User Name | Status | Password |
|-------------------------------------|-----------|------------|-------------|-----------|-----------|--------|----------|
| <input checked="" type="checkbox"/> | 900000052 | Neil       | Z           | Cadle     | 900000052 | Active | Reset    |
| <input checked="" type="checkbox"/> | 900000032 | Ted        | F           | Carignan  | 900000032 | Active | Reset    |
| <input checked="" type="checkbox"/> | 900000005 | Max        | E           | Champney  | 900000005 | Active | Reset    |
| <input checked="" type="checkbox"/> | 900000014 | Noreen     | N           | Curlin    | 900000014 | Active | Reset    |
| <input checked="" type="checkbox"/> | 900000011 | Penelope   | K           | Delph     | 900000011 | Active | Reset    |
| <input checked="" type="checkbox"/> | 900000001 | Carlene    | A           | Dobles    | 900000001 | Active | Reset    |
| <input checked="" type="checkbox"/> | 900000019 | Edwina     | S           | Dostal    | 900000019 | Active | Reset    |
| <input checked="" type="checkbox"/> | 900000004 | Kurt       | D           | Gow       | 900000004 | Active | Reset    |
| <input checked="" type="checkbox"/> | 900000010 | Erk        | I           | Hassel    | 900000010 | Active | Reset    |

OK

**Step 5:** Teachers will grade teacher-scored items using Answer Entry. Navigate to the Teacher Dashboard, filter the students and assessment, then click the CHECK button. Teacher scored items will appear as yellow cells with a black flag in the corner. Click on the flag to view the assessment question as well as the student's answer. If a scoring guide was attached to the question you can click the "Scoring Guide" button to view details.

**Teacher Dashboard**

▼ Hide more filters    ✕ Reset filters

Select students

School: Coral Reef Elementary ...    School Year: 2013-2014    Course: Gr 4 Math (gr4math)    Class: Grade 4 Math Section 4 ...    Grade: --any--    Student Status: Active Only    Select Student(s): Select Students

Select assessments

District/Set: Key West Central Scho...    Subject: --any--    Grade: --any--    Assessments scope: Inactive    School Year: 2013-2014    Start Date:    End Date:    Assessment: Kingston-online (51994)

**PRINT**    Click to print your answer sheets

**ASSIGN**    Click to assign an online assessment

**CHECK**    Click to confirm scans via Answer Entry

Save    Save & Close    Cancel    Reset

**Answer entry/verification**    Kingston-online

All Correct    All Incorrect

Help    Copy / Move Data

Classes: Grade 4 Math Section 4 Jones

| Student         | Ans | Ver                                 | Excl                                | 1 | 2 | 3 | 4 |  |
|-----------------|-----|-------------------------------------|-------------------------------------|---|---|---|---|--|
| ANSWER          | Sht | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | c | c | 2 | F |  |
| Cowling Hillary |     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | c | c |   | F |  |

**Online Student Answer**    ✕

Question:

**Write 2 paragraphs about your favorite holiday. Include details.**

Max point value: 2

Student answer:

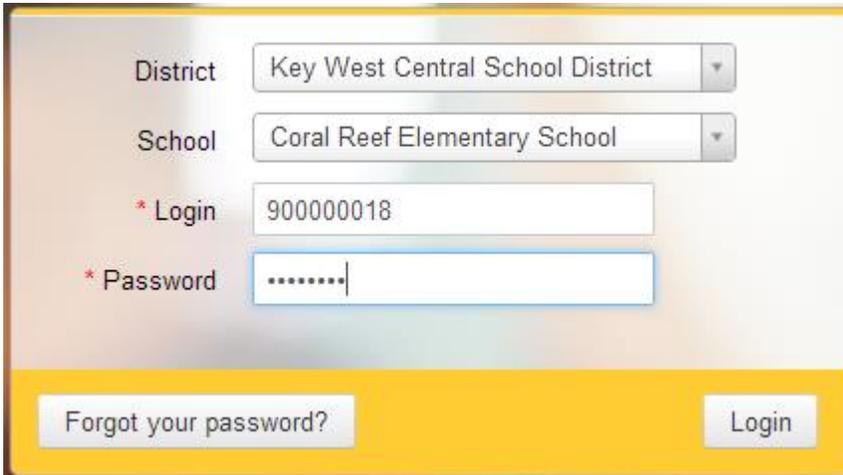
I love Halloween because I like starburst candy.

Answer points: 0

**Show Scoring Guide**    Cancel    Set score

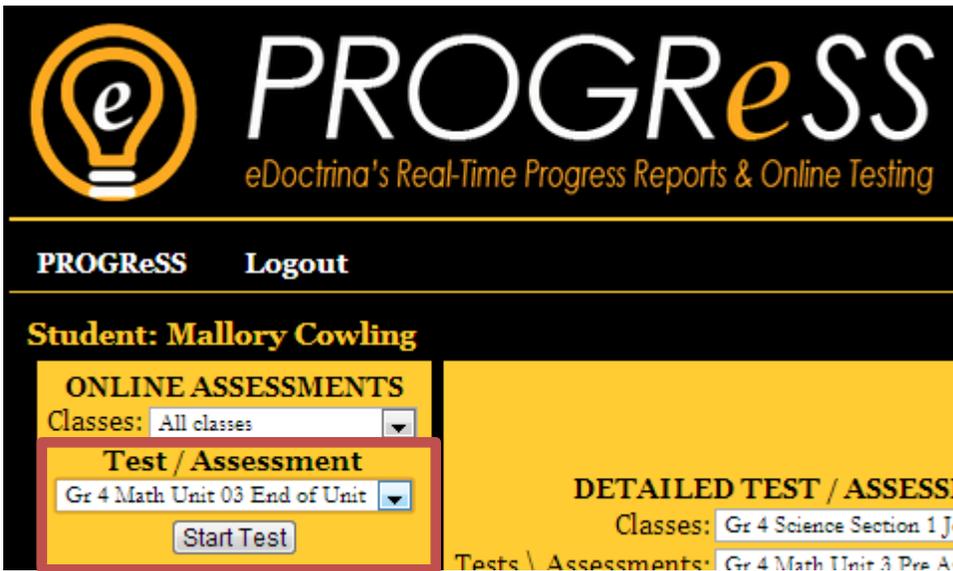
## Student Directions

**Step 1:** Log into eDoctrina with their username and password.



A login form with a yellow header and footer. It contains four input fields: 'District' (Key West Central School District), 'School' (Coral Reef Elementary School), '\* Login' (900000018), and '\* Password' (masked with dots). Below the fields are two buttons: 'Forgot your password?' and 'Login'.

**Step 2:** Select the assessment from the assessment list and then select Start Test.



The dashboard features the PROGRESS logo (a lightbulb with an 'e') and the text 'PROGRESS eDoctrina's Real-Time Progress Reports & Online Testing'. Below the logo is a navigation bar with 'PROGRESS' and 'Logout'. The main content area shows 'Student: Mallory Cowling' and 'ONLINE ASSESSMENTS'. Under 'ONLINE ASSESSMENTS', there is a 'Classes:' dropdown menu set to 'All classes' and a 'Test / Assessment' dropdown menu set to 'Gr 4 Math Unit 03 End of Unit'. A 'Start Test' button is located below the 'Test / Assessment' dropdown. To the right, there is a 'DETAILED TEST / ASSESSMENT' section with 'Classes:' set to 'Gr 4 Science Section 1 J' and 'Tests / Assessments:' set to 'Gr 4 Math Unit 3 Pre A'.