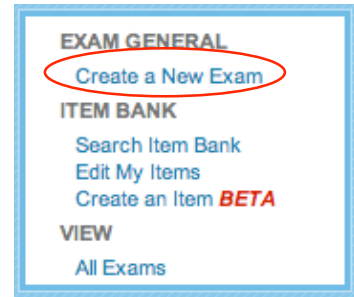


Create an Online Test

STEP 1: CREATE AN EXAM

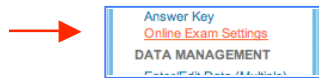
- Starting from the **Exams** tab, click **Create a New Exam** from the left navigation. Follow the steps to build your test.

Note: Refer to the help documents, *Create an Exam Using the Item Bank* or *Create an Exam to Store, Score and Report* for additional help on building an exam.

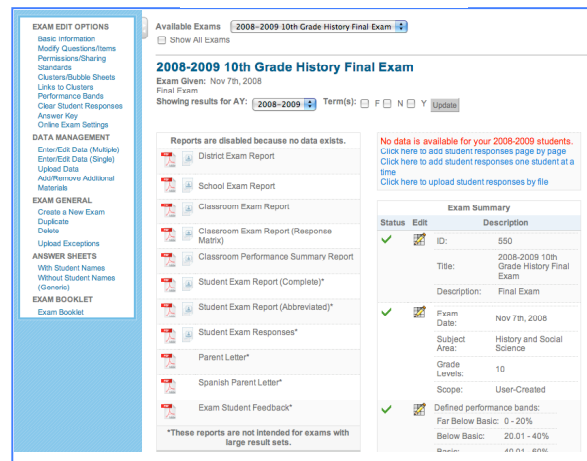


STEP 2: ADDING ONLINE TESTING FUNCTIONALITY

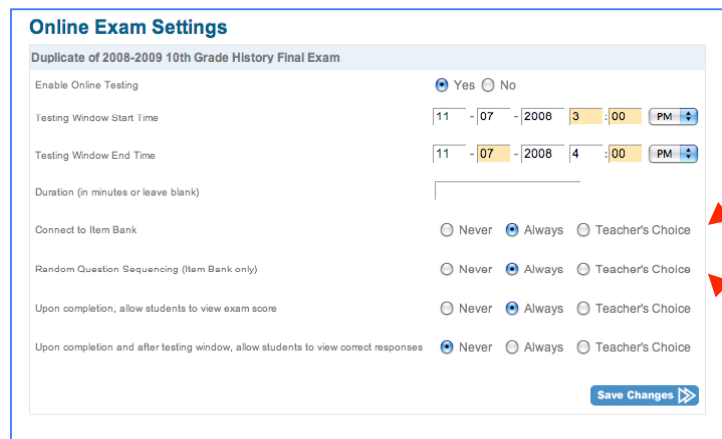
- Access the exam from DataDirector and go to the Exam Summary page.
- Click **Online Exam Settings** from the left navigation.



Exam Summary Page



- Configure your exam settings on the Online Exam Settings screen.



Connect to Item Bank (if an Item Bank exam only):

Always: this will allow students to always view the test questions on-screen.
Teacher's Choice: For teachers you share this exam with, this option will give a teacher the choice to allow for students to view questions on –screen or not.

Random Question Sequencing (if an Item Bank exam only): This enables the feature for questions to be randomized when students take the test.

STEP 3: CREATE STUDENT KEYS

1. Click **Manage Students & Keys** in the left navigation.
2. Choose the class from the *Students Selection* drop-down menu.
3. Enter the *Window Opening Time* and *Window Duration*. This sets the time that students may log into the testing site.
4. Click **Save**.

ONLINE EXAM
MANAGEMENT
ADMINISTRATION
SETTINGS
Manage Students & Keys
Add Students
Add Unrostered Student
Return to Exam

Online Exam - Student Management

Add Rostered Students
 Add Unrostered Student

Open Login Window & Generate Keys for '2008-2009 10th Grade History Final Exam'

Students Selection:

Window Opening Time: - - :

Window Duration (minutes):

Save

5. The next screen will display the students you have created keys for. You can download the list in Excel or as a PDF.
 - a. If you need to add additional students to the list, click **Add Rostered Students** for students who are rostered to you in DataDirector.
 - b. If you need a key created for students not yet rostered to you in DataDirector, you can create a key by clicking **Add Unrostered Student** and entering their full name.

Online Exam - Student Management

Add Rostered Students
 Add Unrostered Student

Filter By Rostering

Exam Key Options

Set Login Window & Duration

Window Start Time: - - :

Duration:

Select: All / None / Invert
Showing 13 Students

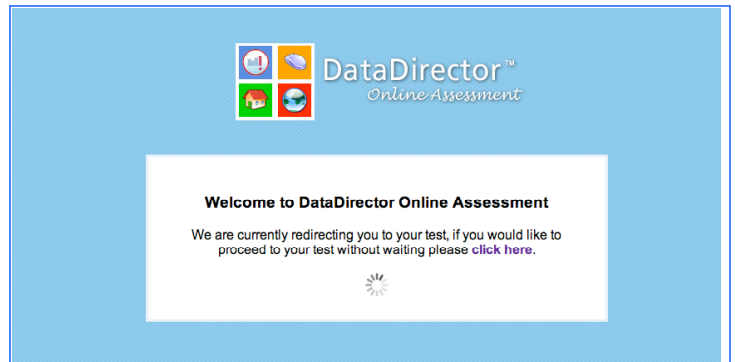
Student ID	Student Name	Test Key	Window Start Time	Test Completion Time	Duration	Generated By
<input type="checkbox"/> 138221	Aleman, Cody A	2S83QFZ	2008-11-07 16:00:00	-	15	Romero, Archybaldo
<input type="checkbox"/> 98868	Anderson, Raul A	JZT4AZ7	2008-11-07 16:00:00	-	15	Romero, Archybaldo
<input type="checkbox"/> 134038	Fajardo, Gloria	UJFD4FF	2008-11-07 16:00:00	-	15	Romero, Archybaldo
<input type="checkbox"/> 93522	Flores, Thela	47DFATK	2008-11-07 16:00:00	-	15	Romero, Archybaldo
<input type="checkbox"/> 144038	Garcia, Daniela	N6RYF8V	2008-11-07 16:00:00	-	15	Romero, Archybaldo
<input type="checkbox"/> 139512	Gonzalez, Anthony	TTACS7H	2008-11-07 16:00:00	-	15	Romero, Archybaldo
<input type="checkbox"/> 85105	Hernandez, Michael	V8GXS59	2008-11-07 16:00:00	-	15	Romero, Archybaldo
<input type="checkbox"/> 137601	Marron, Yesendi	HTN8SKM	2008-11-07 16:00:00	-	15	Romero, Archybaldo

Online Exam - Student Management

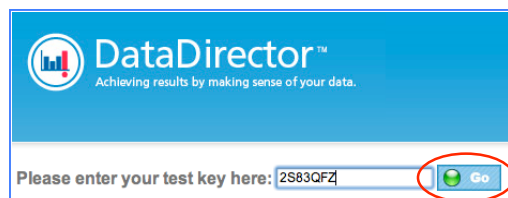
Add Rostered Students
 Add Unrostered Student

STEP 4: ADMINSTERING THE TEST

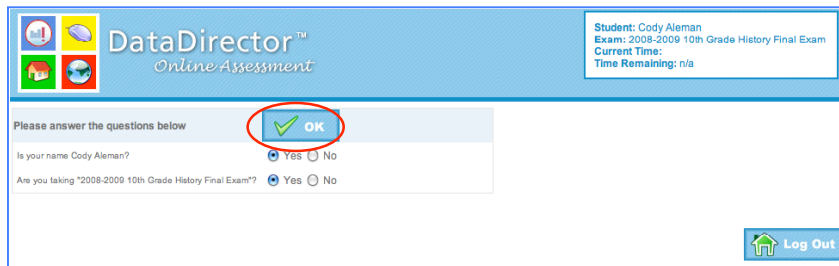
1. During the testing window opening time, have students login to:
www.achievedata.com/yourdistrict/test.
 The beginning of the web address should be the same as the address used when logging into DataDirector.



2. Have students enter their test key and click **Go**.



3. The next screen prompts the students to confirm their name and the test they are taking. After choosing **Yes**, they should click the **OK** button.



4. Students may begin taking the test during the testing time allowed.

Students may jump from question to question.

Choosing the Star button allows students to "flag" a question.

Note: If this is an exam that does not use the Item Bank or the test administrator chose not to allow questions to appear on-screen, the question text will **not** appear. Students will need to refer to hard copies of the actual test.

The Review button lets students view the question numbers and answers selected.

Question Review

★	Question No.	Your Answer
	1	C
	2	B
	3	A
	4	A
	5	A
	6	A
	7	B
	8	B
	9	B
★	10	Not answered!
	11	C
	12	C
	13	A
	14	A
	15	A

When Reviewing answers. Students may click on the question number to go back to the question and make changes.

DataDirector™ Online Assessment
 Student: Cody Aleman
 Exam: 2008-2009 10th Grade History Final Exam
 Current Time:
 Time Remaining: n/a

Jump To Question... Smaller Text Larger Text

• Question 1 of 27 •

Why did many immigrants settle in places such as New York City, Boston, and Chicago in the late nineteenth and early twentieth centuries?

A These places were rural areas that provided a variety of farming jobs.

B These places were flatlands, which made them easy to travel across.

C These places were located along major waterways, which helped to make them industrial centers.

D These places were sparsely populated, making it easier for immigrants to set up homesteads.

★ Star Review Next

Any question that was “Starred” will appear in the Question Review screen with a Star icon.

- When students arrive at the last question. They may choose the **Done** button if they are finished. Otherwise, the students may jump to another question.



DataDirector™ Online Assessment
 Student: Cody Aleman
 Exam: 2008-2009 10th Grade History Final Exam
 Current Time:
 Time Remaining: n/a

Are you sure you want to submit your answers? Upon submission, you will no longer be able to modify your answers.

Do not submit your answers if you are not finished taking this test

Yes, submit my answers No, I am not finished

- When finished, students click **Yes, submit my answers**. The student’s scored result will appear on the next screen if the teacher chose to show the exam score from Step 2 in the *Exam Settings* page.

Question Review

Score: 17 of 27, 63% correct

★	Question No.	Your Answer
	1	C
	2	B
	3	A
	4	A
	5	A
	6	A
	7	B