

# quick guide Assigning Online Assessments

## About assigning online exams to students

When you administer an assessment online, students read and answer questions on a computer instead of on a paper answer sheet. Edusoft scores multiple choice questions immediately, and alerts teachers when their students have entered short or long answers that require grading by a teacher. You can administer any Benchmark or Teacher Tools assessment online if it was created in Edusoft using any available item banks.

### To assign an exam for online delivery:

- 1 Select an assessment in your Assessment Locker and click **View Details**.
- 2 In the Test Details page, click **Assign Online**.
- 3 Enter a description for the test assignment, and start and end dates and times.

Enter notes or a description for this assignment.

Assignment Notes:

**Testing window**

Testing begins: 08/07/2006 (mm/dd/yyyy) at 12:00 AM Pacific Standard

Testing ends: 08/21/2006 (mm/dd/yyyy) at 12:00 AM Pacific Standard

**Test-taking experience**

Student's time limit:  None  30 minutes

Students must have a ticket to take this test

Students can pause this test

Students can jump between questions

Students can see their selected answers after completing this test

Students can see correct answers

- 4 In the Test-taking experience section, specify whether there is a time limit, select the options you want to include, and click **Continue**.

Select this setting	To enable students to
Students must have a ticket to take this test	Log in to Edusoft without having a user name and password
Students can pause this test	Pause the test and resume later (or end the test)
Students can jump between questions	Use a navigation list to view and answer questions out of order

Select this setting	To enable students to
Students can see their selected answers after completing this test	View their answers after they complete the test
Students can see correct answers	See the correct answers for multiple choice questions after finishing the test

- 5 Choose whether to select students by periods or course, or by custom group. Click **Continue**.
- 6 Select the groups, periods, and/or individual students. Click **Continue**.

This is the Select Periods page. It's similar to the Select Custom Groups page.

School Group: All

School Types: All

Schools: Multiple View selected Select...

Courses: Grade 7

Teachers: All

Roster: 2005-2006 Fall, School Year

Grade: All

Ethnicity: All

Ed Program: All

Custom Group: All

Gender: All

select all clear all | select across all pages clear all pages

Use this dashboard to select schools, courses, teachers, or student demographics...

...then choose specific periods here. If you're selecting custom groups, they are listed here instead.

**Cherry Tree Middle School**

Alston, Barbara

Grade 7 / Period 1

Andersen, Carley

Grade 7 / Period 1

- If you're selecting by custom group, you will see a list of custom groups to choose from. Select the ones you want to include.
  - If you're selecting by periods or courses, select the ones you want to include, or use any of the demographic options to select students.
  - To select specific students, click the **Choose individual students** box.
  - To assign the test to more than one school group, school type, or school, choose **Multiple** and then click **Select**. Select the schools and click **Continue**.
  - To assign the test to one school group, school type, or school, select **One** and choose the school.
- 7 If you're selecting individual students, select the specific students, and click **Continue**. Click **Finish**.

# quick guide → Grading Online Assessments

## About grading online assessments

When students take online assessments, Edusoft automatically grades multiple choice questions immediately. If the test contains short answer or long answer questions, those questions must be graded by a teacher or administrator. Edusoft automatically assigns teachers to grade tests for students they teach, and alerts teachers if there are outstanding grading assignments when they log in. Administrators can grade tests for students in their school or district.

### To grade online assessments:

- 1 In the Grading area of the **Admin** tab, click **Manually Grade**.

Click to view online tests that need grading.

- View status of scanned answer sheets by session
- Find and fix scanning failures
- Select test view to identify any students still missing scores
- Download, install, and configure the Edusoft Grader
- Manually grade** free-response questions for online tests.

If you're a teacher and you have tests to grade, you can also go directly to grading by clicking the **Grade Tests** link when you log in.

You have online tests that need to be graded. **Grade Tests** — Click to view online tests that need grading.

Welcome back, Barbara Alston  
You are logged in as BarbaraAlston37

- 2 On the Grading page, click the **Grade** link for a test to start grading it.

Click to view the tests that you've already graded.

Click to begin grading.

The following tests contain free-response questions that need to be graded.

Test Name	# of students need grading	# of questions need grading
Math Grade 7 - Algebra 1	4	40

**Grade**

The Grading page displays all student responses for the first ungraded question.

- 3 Grade student answers question by question, or student by student.

- To enter scores by question, read each student's answer and enter the score in the Score area. To score another question, choose the question in the **Question list**.

**Selected Test:** Math Grade 7 - Algebra 1 - Fall — This is the test you're grading.

**Last Scored By:** Barbara Alston, August 15, 2006 — You can see all student responses for one question, or one student's responses for all questions.

**View By Question** | View By Student

Question: 1. What is in simplest form? Answer: [dropdown]

Question: #26 — This is the text of the question. — Choose the question you want to grade.

What is  $125^4$  in simplest form? — expand

**Student Responses**

View: Ungraded Responses — Choose to see all, or only ungraded, responses. — If the entire question doesn't appear, click to see the rest of the question.

Student Name and Response	Score (0-3 pts)
Hatter, Ashley ava 5 — This is the student's name and response.	Type the student's score here. [input]
Haynes Jr, Asia j 5	[input]

- To enter scores by student, click **View by Student**. Click **Select Student** and choose the student whose answers you want to grade.

**View By Question** | **View By Student**

**Current Student:** Harton, Temotte — Select Student

**Choose a Student**

Cherry Tree Middle School  
Barbara Alston  
Grade 7 / Period 1

Choose the student you want to grade.

Tecumseh Harding - Lamb
  Ashaki Harker  
 Ashley ava Hatter
  Asia j Haynes Jr

You can use the **Next Question** and **Previous Question** buttons, or the **Next Student** and **Previous Student** buttons, to move between questions or students.

**Tip:** When you finish grading a question or student, it's a good idea to click **Save Scores**.

- 4 When you have finished entering scores, click **Save and Exit Grading**.