

Data Director

Create a New Answer Sheet

DataDirector allows you to create answer sheets for assessments. Your answer sheet may contain multiple question types.

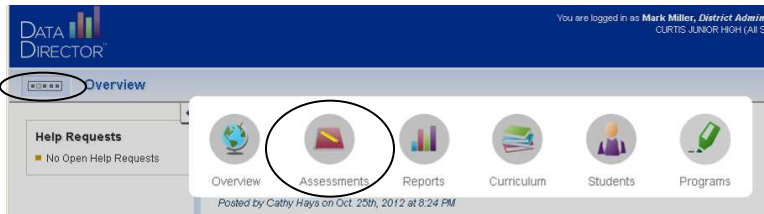
Once the Answer Sheet is created and saved, a Summary Assessment for the answer sheet will automatically be created. Results for the assessment are automatically exported to the Summary Assessment when results are entered.

Follow these steps to build an answer sheet for an assessment:

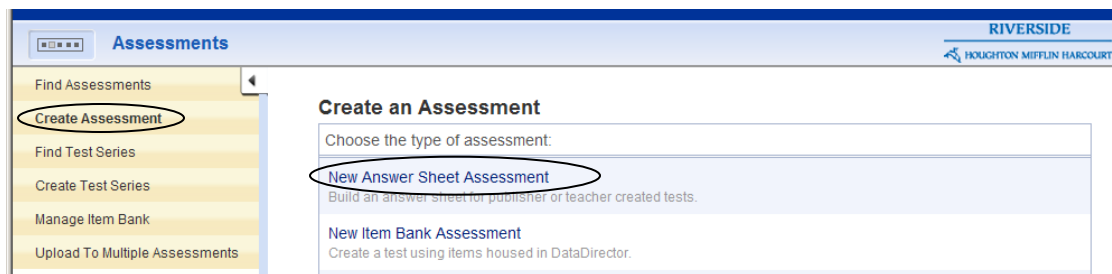
⚠ Important Note: Assessments are limited to 125 questions. Answer sheets cannot exceed the length of a sheet of legal size paper (11 1/2 x 14). Adding more than 125 questions will cause the answer document to exceed the maximum page length.

STEP 1: Complete the Assessment Summary

1. Select the **Assessments** icon from the Switcher



2. Select **Create Assessment** from the side menu
3. Select **New Answer Sheet** as the assessment type



4. Enter Assessment Summary information

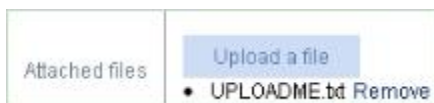
The screenshot shows the 'Create Answer Sheet Assessment' form. The 'Assessment Summary' section includes fields for Title, Local ID, Grades, Subject Area, Type, Description, Term, Year, Exam date option, Exam date, Attached files, Currently Aligned Standards, and Advanced Options. A callout box on the right provides detailed instructions for each field:

- Title (Required)** - Enter a title for the assessment. **Best Practice:** Begin the title with the academic year ex. 2012-2013, followed by a descriptive name for the assessment
- Local ID** - Optional entry used to enter a local identifier.
- Grades (Required)** - Click (None) and select grade(s) from pop-up
- Subject Area (Required)** - Click (None) and select from pop-up
- Type (Required)** - Click (None) and select from pop-up
- Term** - You can leave at None
- Year** - Click (None) and select academic year from pop-up
- Exam date option** - Set to Single Date by default, select Date Range to add a date range.
- Exam date (Required)** - Enter date or if date range option selected, enter dates

Attach Files Option (For example if you wanted to attach a copy of your test, but not required) You have the option to upload files during **answer** sheet creation.

- Click **Upload a file**.
- Select a file to upload

The file name of the attachment(s) appear listed under the Upload a file button.



Align to Standards Option (Skip at this time)

Advanced Options – The three things this allows include teachers completing bubbles based on student answers, numbering of question / answer sections, and assigning total points.

Note: The points per question is not adjusted as you add additional questions to the **answer** sheet. You must click **Apply** after all the questions have been added to evenly distribute the **Total Points** amongst all of the questions on the **answer** sheet.

- Check the **Show advanced options** box to enter a **Total Points** value.
- Skip **Apply** at this time.

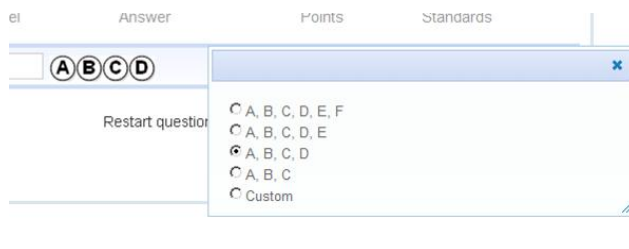
STEP 2: Add Questions

Note: You can name each section of questions if desired.

1. Click **Add Question** 
2. Select Question Type from the drop-down



3. Select the **Answer** or click edit and change the default **answer** options prior to selecting the correct **answer**.



4. Align the question to a standard – Leave at none.


Repeat above for each additional question.

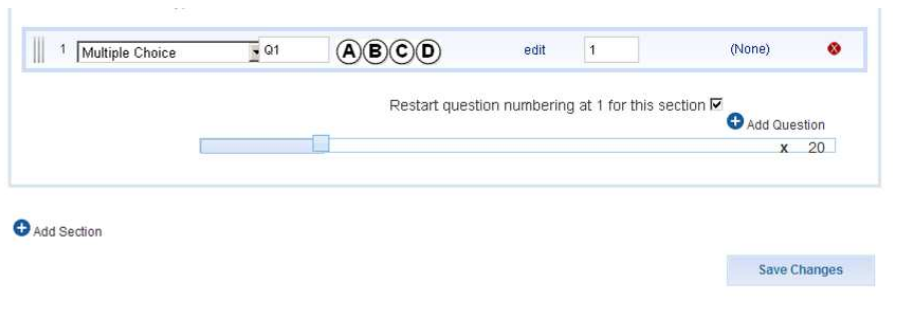
Note: If you are using Short Answer questions that the teacher fills in you can weight them with a higher point value if desired.

Add Multiple Questions

The **Add Multiple Questions** feature allows you to add multiple question fields at the same time. Use the slider to adjust the number of fields to add. Although you have the ability to add from 1 to 100 questions at a time, it is recommended that you do not add more than 40 questions at a time.

To use this feature:

1. Click  Add Multiple Questions
2. Slide the bar until the desired number of questions appears after the X
3. Click Add Question and questions will appear



Tip: The added questions will have the same question type as the last question type in the list.


Question Type	Label	Answer	Points	Standards
1 Multiple Choice	Q1	A B C D	edit 1	(None)
2 Multiple Choice	Q2	A B C D	edit 1	(None)
3 Multiple Choice	Q3	A B C D	edit 1	(None)
4 Multiple Choice	Q4	A B C D	edit 1	(None)
5 Multiple Choice	Q5	A B C D	edit 1	(None)
6 Multiple Choice	Q6	A B C D	edit 1	(None)
7 Multiple Choice	Q7	A B C D	edit 1	(None)
8 Multiple Choice	Q8	A B C D	edit 1	(None)
9 Multiple Choice	Q9	A B C D	edit 1	(None)

At this stage you can select the answer by clicking on the appropriate bubble.

Reordering questions - You can reorder questions by clicking and holding the hash marks next to the question and dragging it to the new location.

Adding Sections

You have the option to divide the **answer** sheet into named or unnamed sections. Section names will appear on the printed **answer** sheet.

- To **add a section** - Click  Add Section
- To **name a section**- type the name in the **Section Name** field
- To **delete** a section - Click the red **X** in the section header
- To **rearrange** sections - Click and hold the section bar of the hash marks at the end of the sections and drag and drop it into the new location.

STEP 3: Save Changes

Click **Save Changes** (Note: wait for it to completely save)

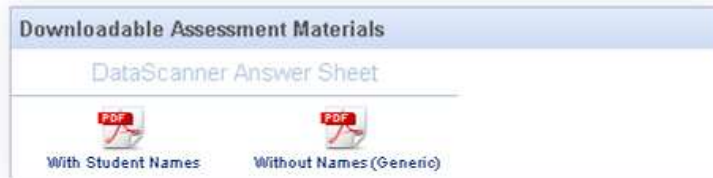
Your **answer** sheet will be assigned a unique Assessment ID. This ID can be used to locate your **answer** sheet in the future for editing, printing, or scanning.

How to Print Data Director Answer Sheets.

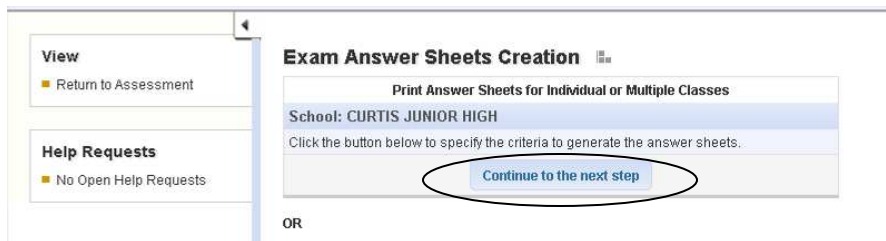


Find Assessment on the left side of the screen and select overview.

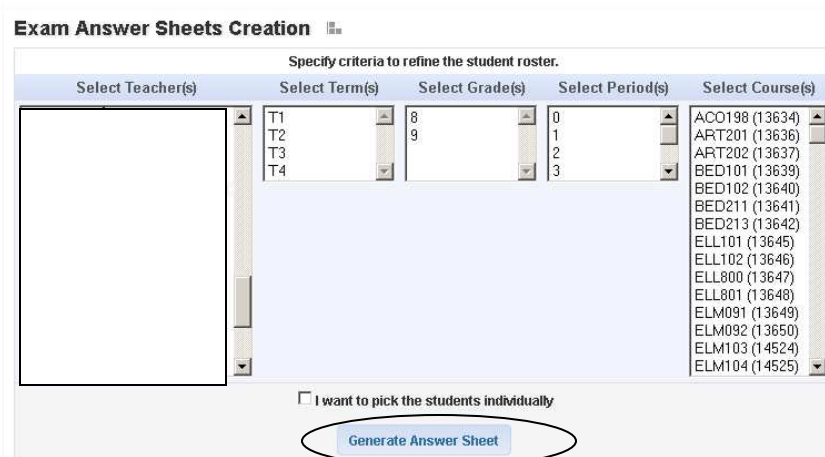
Scroll down in the page to “Downloadable Assessment Materials” and select With Student Names or Without Names (Generic)



In the Exam Answer Sheet Creation window click on Continue to the next step.



Make the appropriate selections and then Generate the Answer Sheet.

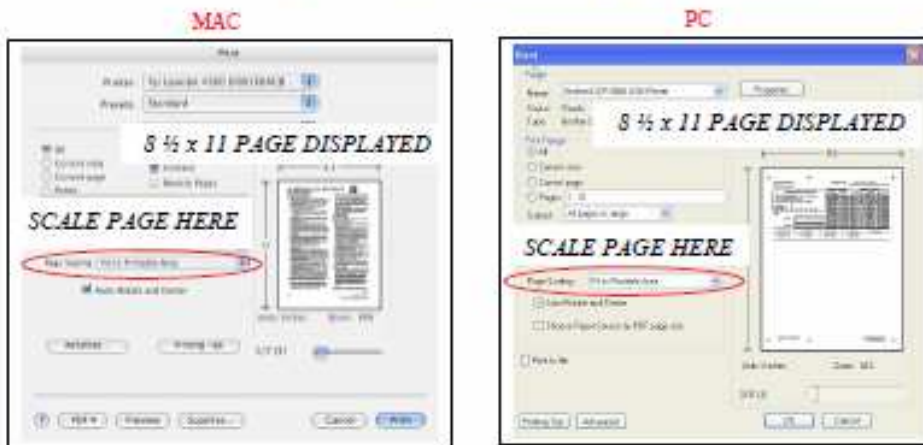


The answer sheet will be created in a PDF file, follow the prompts and open the file.

The first page will give important directions on how to print.

ATTENTION: PLEASE FOLLOW ALL DIRECTIONS

- 1) **Letter Paper** - Print on white, 8 ½ x 11 paper only.
- 2) **Laser Printer** - Use a laser printer only. Do NOT make photocopies of answer sheets.
- 3) **T's** - All 6 Registration Marks (T's) must be clearly printed on the top and bottom of the paper. The T's must sit approximately ½" from the top and bottom and ¼" from the sides.
- 4) **Adobe Reader (PC or MAC)**
 - Use Adobe Reader 7 or later.
 - From Page Scaling in the Print screen, select 'Fit to Printable Area/Margins' or 'Reduce to Printable Area/Margins'.
 - If a Letter sized image (8 ½ x 11) is not displaying on the Print screen, STOP printing.
 - Go to File -> Page Setup (Mac) or Print Setup (PC) and select Letter paper. Now print.



Important Notes:

- **Leave Adobe Reader Open** - Do NOT close Adobe Reader until the ENTIRE job has finished printing. Ensure that Reader is NOT UPDATING while printing. For best printing results, save the PDF to your computer, open the file and then print.
- **Preview on MAC** - Do NOT use Preview on a Mac. It is recommended that you print with Adobe Acrobat or Acrobat Reader.
- **DataScanner 1.3.0** - Scan using DataScanner 1.3.0 only.

IMPORTANT: Before printing actual student answer sheets, TEST ALL SCANNERS AND PRINTERS. To do this, print a sample set of test sheets, fill in the responses and scan the results. Ensure the tests scan as expected. For additional help, please call us at (877) 993-2833.

The following pages will be individual answer sheets.

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<p>Important Marking Instructions</p> <ul style="list-style-type: none"> * Use a No. 2 pencil only. * Mark dark, heavy marks that fill ovals completely. * Erase unwanted marks cleanly. * Make no stray marks on this answer sheet. <p>CORRECT: ●</p> <p>INCORRECT: ● ◐ ◑ ◒ ◓ ◔ ◕</p>	<table border="1"> <thead> <tr> <th colspan="8">Teacher ID Number</th> <th colspan="10">Student ID Number</th> </tr> <tr> <td>1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>4</td><td>0</td><td>6</td> <td>6</td><td>5</td><td>8</td><td>6</td><td>8</td><td>2</td><td></td><td></td><td></td><td></td> </tr> </thead> <tbody> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </tbody> </table>	Teacher ID Number								Student ID Number										1	0	0	0	0	4	0	6	6	5	8	6	8	2					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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Custom Performance Bands

Performance bands are used in graphs when viewing test information. You can edit performance bands if desired.

The steps to do this are as follows: Select Assessment / Edit Reporting Clusters / Overall Exam : DataDirector Default.

Training Sheet 2

Reporting Clusters

The following reporting clusters have been predefined for this assessment. Predefined clusters may be disabled but cannot be deleted. Additional reporting clusters may be created according to criteria selected by the user.

Reporting Clusters	Performance Bands
Overall:	
Overall Exam	DataDirector Default
Sections:	
Bubble in the best answer	(None)
No section title	(None)
Short Answer - Write in the space provided below (Do not fill in bubbles)	(None)
True False	(None)
National standards:	

Editing cluster: Overall Exam

Performance band: DataDirector Default

Select New Performance Band and give it a title. Make necessary adjustments and save.

Title*

Inclusive

Cluster: Overall Exam Maximum Score: 12

Minimum Score Points	Percentage	Name
9.6	80 greater than 80%	Advanced
7.2	60 greater than 60% and less than or equal to 80%	Proficient
4.8	40 greater than 40% and less than or equal to 60%	Basic
2.4	20 greater than 20% and less than or equal to 40%	Below Basic
0	0 greater than 0% and less than or equal to 20%	Far Below Basic

+ Add another band

Save Cancel