

03.D.3. Assigning Online Assessments

When an online assessment has been created and configured, the next step is to assign the assessment to the student(s) who will be taking the assessment.

There are many options to explore when offering online assessments, so the process of assigning begins when the assessment is being created. Please visit our help guide on [Online Assessment Features](#) for more information on the features available within eDoctrina.

There are currently two ways that online assessments can be assigned to students. The first way is from the *Teacher Dashboard*, which can be found under **Quick Links** in the eDoctrina menu bar.

Assign Students from the Teacher Dashboard

Within the Teacher Dashboard, use filters to select the students and assessment to be assigned.

NOTE: Only one assessment can be assigned at a time.

The "Assign students" pop-up window will appear upon clicking the ASSIGN button. Select the checkbox next to the student names that the assessment will be assigned to. Then, click "Proceed".

Create Test Assignment ✕

Dates

Test Options

Questions

Start

July 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today

End

July 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today

Available Daily Between the Times

07

▼

00

▼

AM

▼

Now

05

▼

00

▼

PM

▼

Available any time of day

Reset to defaults

Save

Cancel

NOTE: If students will need access to the assessment for multiple days, at the same time, the test assignment will need to be made for each day and time period.

Additional Online Settings

- Test Options:** Additional online settings can be set up in this window, for an entire class, or for selected students, rather than within an assessment. Access these setting in the "Test Options" tab in the popup window.

Create Test Assignment

Dates **Test Options** Questions

Lock student to test: Default

Allow reopen: Default

X out option: Default

Password: Default

Default view: Default

Scramble questions: Default

Scramble answer choices: Default

Allow audio: Default

Online time limit (min): Default

Time limit multiplier: 1.0

Font family: Default

Font size: 12 px

Allow text-to-speech: Default

TTS voice: Default

Enable spell checking: Default

Google translate: Default

Disable "Handwritten mode" in equation editor: Default

Disable copying of text to clipboard: Default

Disable paste: Default

Background/foreground contrast setting: Default

Enable magnifier: Default

Enable answer masking: Default

Enable highlighting: Default

Enable reading ruler: Default

Show ruler: Default

Show calculator: Default

Show protractor: Default

Show graphing tool: Default

Enable hint: Default

Passage Annotations: Default

Dictionary: Default

Raise hand: Default

Show audio recorder for all teacher scored questions: Default

Reduce MC choices: %

Lenient End Time: Default

Reset to defaults Save Cancel

NOTE: Except for the font family and font size options, these features are the same that are available within the assessment, they can just be selected for a specific assignment or students, on this screen.

In the above image, notice that a lot of these additional settings say "Default". The default setting is what has been set in the assessment. For example, if the "Scramble Questions" option has been enabled in the assessment, the test is defaulted to scramble questions for all students. If there are certain students that the teacher does not want the questions scrambled for, clicking here and selecting "No" will turn it off for those students only.

2. **Questions:** In the "Questions" tab the user can select a range of question numbers, or manually select questions to assign to students. These settings will apply to the date and time range selected after choosing assignment settings.

Create Test Assignment ×

Dates

Test Options

Questions

Question range
 *Enter question numbers and ranges separated by commas (eg. 2, 5-8)
 *Question range field does not recognize custom renumbering

Allow access to selected questions only

1	2	3 (3)	4	5	6	7	8	9	10	11	12	13
<input type="checkbox"/>												
14	15	16	17	18	19	20	21	22	23	24	25	26
<input type="checkbox"/>												

Reset to defaults

Save

Cancel

3. **Assign & Un-Assign:** If you are assigning a test to students for the very first time, you would select to **Assign** the assessment. If a students have already started an assessment and data exists for some questions, selecting Assign again, will give you the option to "Clear Responses for students who have already eentered responses on this test." If you assign an assessment to a student (or students) accidentally, selecting **Unassign** will remove the test from their dashboard (Please note that if they have started the assessment, their data will still live in the system).

*NOTE: If a student has already started an assessment and the test is **ASSIGNED** to them a second time, all pre-existing data will continue to exist unless you select "Clear Responses" before re-assigning the assessment.*

4. **Search:** The search filter will allow teachers to search the list of students by the student UID, First name, or Last Name. This search query will only search the list of students in this pop-up, which is based off the filters selected on the *Teacher Dashboard*.
5. **Scope:** The scope filter allows the teacher to reduce the list of students displayed to show **All** students, only students who have already been **Assigned**, students who have been **Assigned and Completed**, only students who have **Completed** the assessment, or just students who are **Unassigned**.
6. **Checkbox:** Select the student(s) to be assigned the online assessment. Select all students by clicking the checkbox in the column header, but remember this list is initially populated based off of the filters selected in the Teacher Dashboard.

7. **Assigned:** The icons that exist in the *Assigned* column carry important information that is integral to understanding the status of students taking the online assessment.



- : If a student has this icon next to their name, it means that the student has already started the assessment and may have some answers already entered. If the student(s) already has answers and needs to revisit the assessment, it is best to "re-assign" the student to preserve the student responses.



- : If the student has this icon next to their name, it means that the student has already been assigned the assessment. If this icon appears and the student claims they could not access the assessment, look to the calendar icon to identify the assigned test window.
- The status column will display whether the student is **In progress** or **Completed**. This column will also provide the teacher the opportunity to **Unassign** the online assessment if needed.

8. **Email Students When Available:** Checking this box will send each student an email notifying the student of their newly created assignment, when the testing window opens. These emails will only be sent to students with a valid email address entered into their User Account.

9. **Proceed:** Select *Proceed* once you have selected all of the appropriate settings and are ready to assign or un-assign, an assessment.

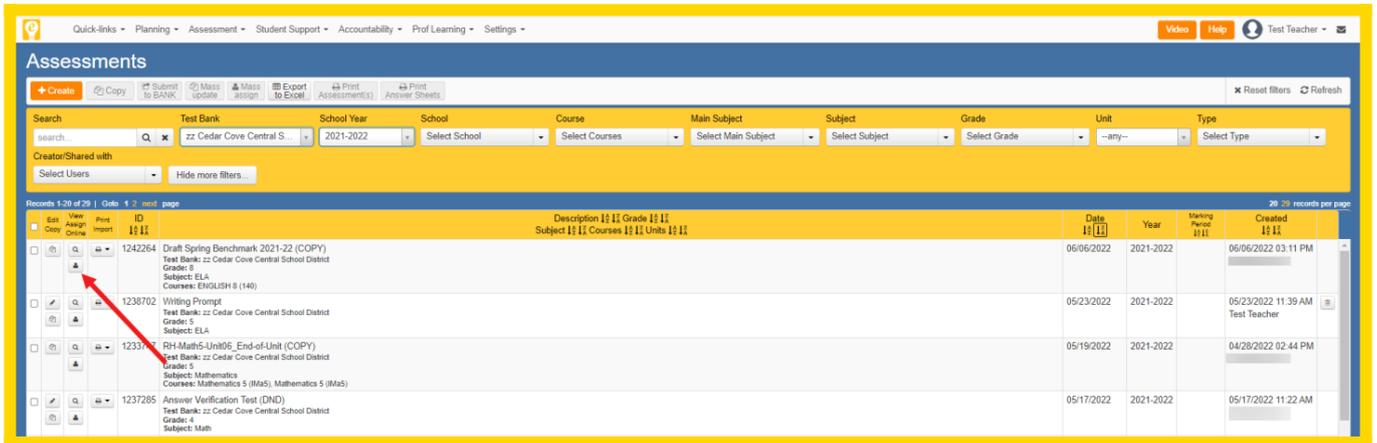
Assign Students from the Assessment Homepage

The second way to assign an online assessment is from the *Assessments* homepage, which can be accessed by selecting "Setup Assessments" in the Assessments menu in the eDoctrina menu bar.

Within the Assessments Homepage, use the filters to locate the online assessment in the eDoctrina



database, then click the button to navigate to the Teacher Dashboard screen with the assessment pre-selected.

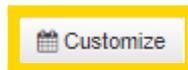


Auto-Assign an Assessment to Linked Courses (for District Administrators)

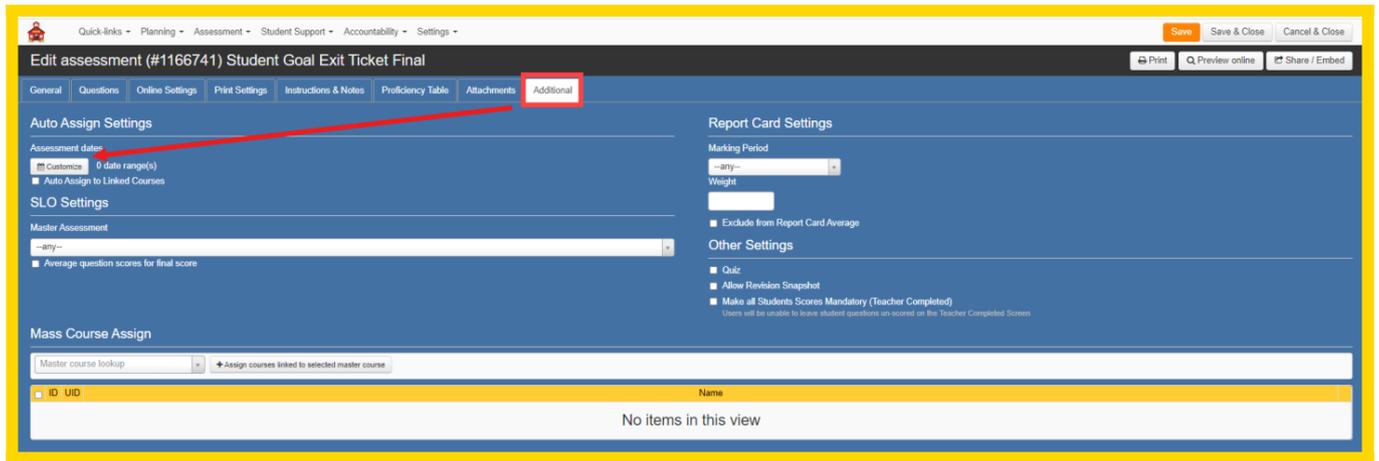
The final way to assign an online assessment is to utilize the "Auto Assign to Linked Courses" checkbox. However, it is important to note that this functionality is intended to assign large numbers of students, en masse, for a common assessment during a common assignment window. The assessment **must** be linked to the same course(s) as the class(es) that the students are scheduled under for this functionality to operate as intended. Additionally, **all** students in these classes will be assigned the assessment during the selected testing window(s).

For example, if Mr. Jones and Ms. Smith both teach classes linked to the same Global Studies I course, then **both** Mr. Jones' and Ms. Smith's students will be assigned the assessment during the same testing window(s). If this result is not desired then it is recommended to use one of the methods detailed above to assign the assessment to the intended students for the intended assignment window(s).

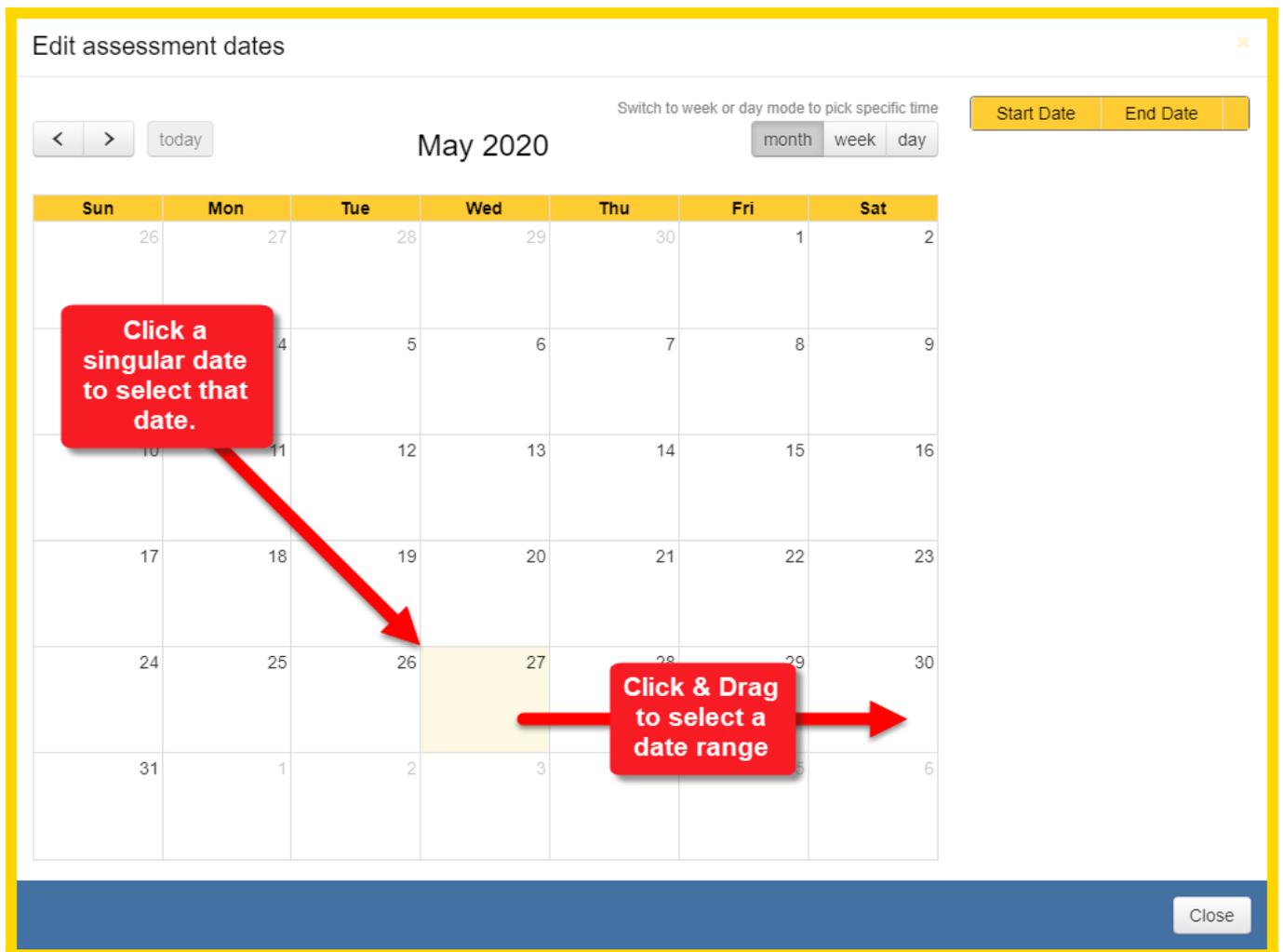
The "Auto Assign to Linked Courses" checkbox can be found under "Additional Settings" in the Assessment Editor.



Once this option is selected the user can use the button to choose the desired date range(s) for the automatic assignment:



A popup will appear prompting the user to select a date range. A singular date can be selected by clicking on the specific day, or a range of dates can be selected by clicking on the first day and "dragging" to the desired end date:



After a date or date range is selected another popup will appear prompting the user to select whether the assignment should have a specified access window for students.

1. Select Yes if you wish to specify a timeframe for the selected date or date range. A selection of "No" will allow access during the selected date(s) from 12:00AM-11:59PM for the selected date(s).

2. A Start/End time will need to be selected here if "Yes" was selected for specification of a timeframe.

After the timeframe has been set the Calendar view will display the dates and times of the assignment:

The screenshot shows the 'Edit assessment dates' interface. At the top, there are navigation arrows, a 'today' button, and the text 'May 2020'. To the right, there are tabs for 'month', 'week', and 'day', and a link to 'Switch to week or day mode to pick specific time'. The main area is a calendar grid for May 2020. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. On the right side, there is a table with columns 'Start Date' and 'End Date', and a trash icon in the third column. The table lists four dates: 05/27/2020, 05/28/2020, 05/29/2020, and 05/30/2020, each with a start time of 08:00 AM and an end time of 12:00 PM. Below the calendar, there is a blue bar with a 'Close' button.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 8am - 12pm	28 8am - 12pm	29 8am - 12pm	30 8am - 12pm
31	1	2	3	4	5	6

Start Date	End Date	
05/27/2020 08:00 AM	05/27/2020 12:00 PM	
05/28/2020 08:00 AM	05/28/2020 12:00 PM	
05/29/2020 08:00 AM	05/29/2020 12:00 PM	
05/30/2020 08:00 AM	05/30/2020 12:00 PM	

NOTE: If you wish to alter any existing timeframes you will need to clear them using the  icon and redefine the desired date/time ranges.

If any assistance is needed after reviewing this guide please feel free to email help@edocrina.org