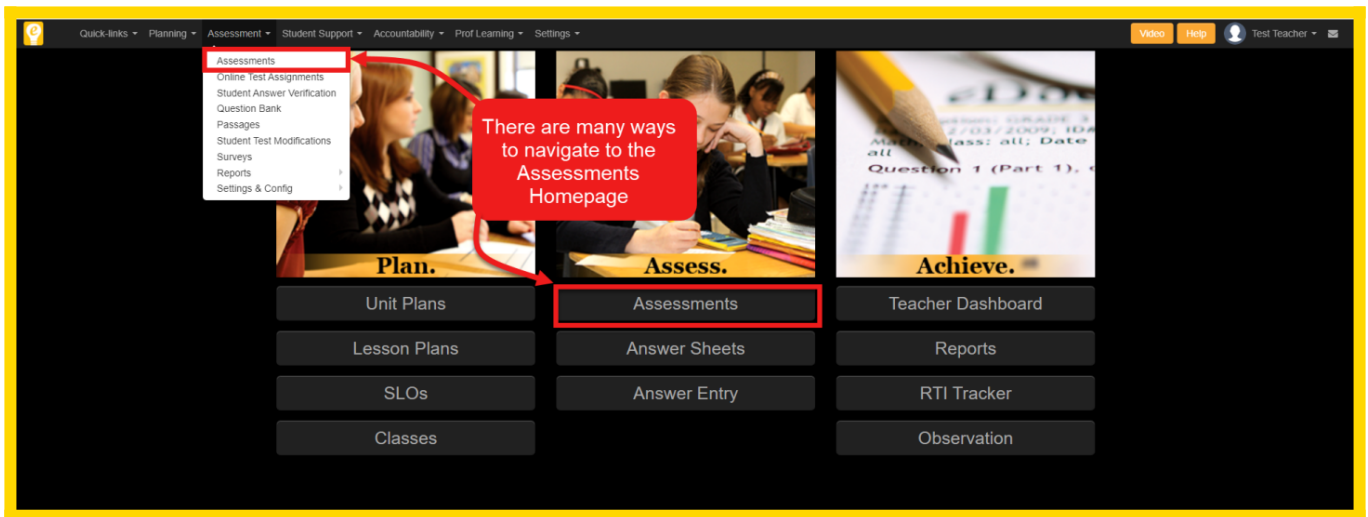


03.A. How to Create an Assessment Answer Key

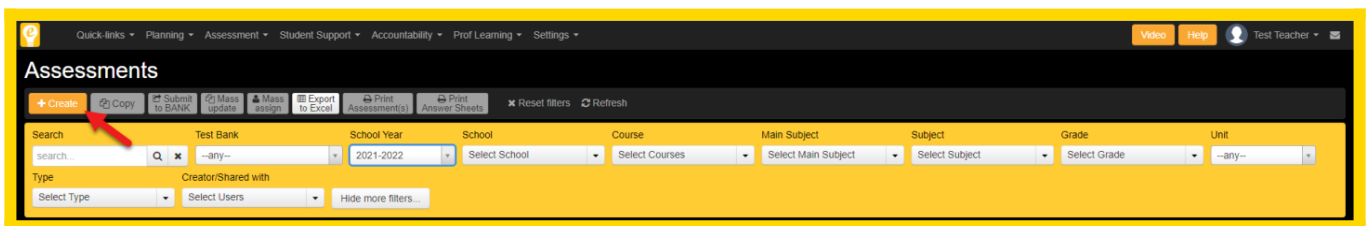
There are two main options when creating an assessment in eDoctrina. Users can build it from scratch -- that is, writing questions or selecting them from an existing question bank -- or they can create an answer key, matching up question types and choosing the correct responses. This would occur if an educator has an existing assessment they would like to continue to use. In this case, all that is necessary is an answer key.

Click [here](#) to view the [Help Video](#)

To create an **Answer Key**, begin by navigating to the [Assessments Homepage](#).



Click the  button in the top left of the Assessments screen to create a new assessment.



NOTE: If this is the first time visiting this feature in eDoctrina, a pop-up blocker may be preventing the next screens from appearing on the screen. If this occurs, check the address bar on the browser and modify the settings to allow pop-ups from eDoctrina.

A pop-up will appear prompting the creator to enter some required information about the assessment being created. Fill in the general information (indicated with red asterisk) and select "Answer Key Only".

Create assessment, step 1: General information

Please complete required fields (Designated with *)

* Name

* Date * Type

* District Courses

* Grade Units

* Subject

NOTE: You must select a course if you want to receive an email that scans have been processed.

Which type of assessment do you want to build?

Answer Key Only

Select this if you already have a test made and only want to enter the answer key so you can print answer sheets.

Build Questions

Select this if you would like to either enter the full questions into eDoctrina or select questions from one of your question banks.

Build a Rubric

Select this if you would like to build a rubric. Only use this option if the entire assessment is a rubric, otherwise choose another option.

Check this box to hide this popup in the future and go directly to the editor.

The next step allows the creator to define how eDoctrina will “Add Questions” to this assessment.

It is best practice to enter the number of questions on their assessment, select the most-commonly used question type, the most common number of choices for each question (if applicable), the default correct answer (if applicable), and the default point value of each question. Once the desired information is entered, click “Create Assessment” to enter the Assessment Editor.

The next step is verify and/or modify the options that have been selected for each question. If using Multiple Choice or True/False question types, the correct answer and number of available choices will have to be selected if they differ from what was initially created. If questions are valued differently throughout the assessment, this will need to be modified as well.

Additional questions may be added by clicking "Add Questions".

The screenshot shows the 'Add questions' dialog box in the eDoctrina interface. The dialog box is open over the 'Edit assessment' page. The dialog box contains the following fields:


- How many questions would you like to add:
- Type:
- # of choices:
- Default correct answer:
- Max points:

The 'Add' button is highlighted in orange. The background shows the assessment editor with a table of questions and a sidebar with 'Standards'.

NOTE: The option to change the question type, scoring type, number of choices and point values

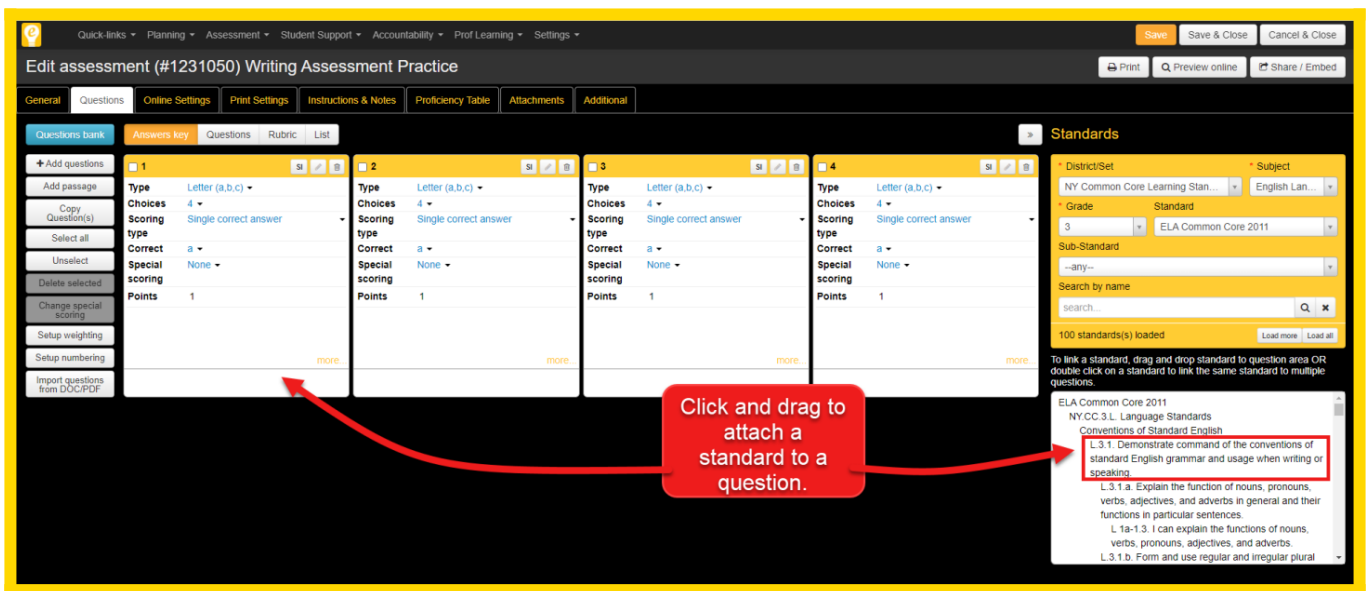
exists here also, as well as special scoring options.

Questions can be re-ordered by clicking and dragging the question boxes to the desired location.

Questions can also be removed from the assessment by selecting the  located in the top-right of each question.

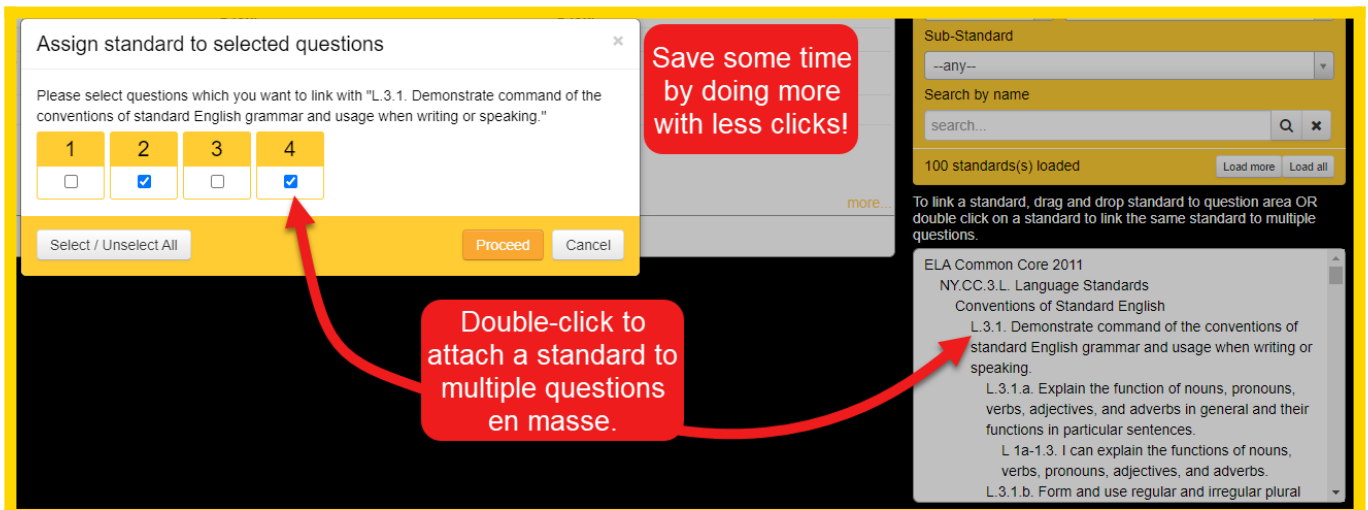
Linking Learning Standards

Each question can be linked to one or more learning standards. To link standards to questions, utilize the filters to identify the standards to be added to each question and simply drag and drop them to the bottom portion of the respective question box. For more information about how to add standards to eDoctrina, please see our help guide on [How to Add Standards](#).



The screenshot shows the 'Edit assessment (#1231050) Writing Assessment Practice' interface. It features a top navigation bar with options like 'Quick links', 'Planning', 'Assessment', 'Student Support', 'Accountability', 'Prof Learning', and 'Settings'. Below this are tabs for 'General', 'Questions', 'Online Settings', 'Print Settings', 'Instructions & Notes', 'Proficiency Table', 'Attachments', and 'Additional'. The main area displays four question boxes, each with a 'more...' link at the bottom. A red callout box with the text 'Click and drag to attach a standard to a question.' has arrows pointing to these 'more...' links and to a standard in the 'Standards' panel on the right. The 'Standards' panel shows a search bar and a list of standards, with 'L.3.1. Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.' highlighted in a red box.

If the user is linking one particular standard to multiple Assessment Questions, double click on the standard to select the question numbers it should be linked to.



The screenshot shows the 'Assign standard to selected questions' dialog box. It contains a message: 'Please select questions which you want to link with "L.3.1. Demonstrate command of the conventions of standard English grammar and usage when writing or speaking."' Below this are four question number buttons (1, 2, 3, 4) with checkboxes. Buttons 2 and 4 are checked. A red callout box with the text 'Double-click to attach a standard to multiple questions en masse.' has an arrow pointing to the checkboxes. Another red callout box with the text 'Save some time by doing more with less clicks!' has an arrow pointing to the 'Proceed' button. The 'Standards' panel on the right is also visible, showing the same standard as in the previous screenshot.

NOTE: If the assessment is linked to a unit plan, only standards from the unit will be available to link to questions.

For more information about uploading a PDF to use in an Online Assessment [Click Here](#)