03.D.2a. Online Assessment Settings (Per Question)

Online Tools

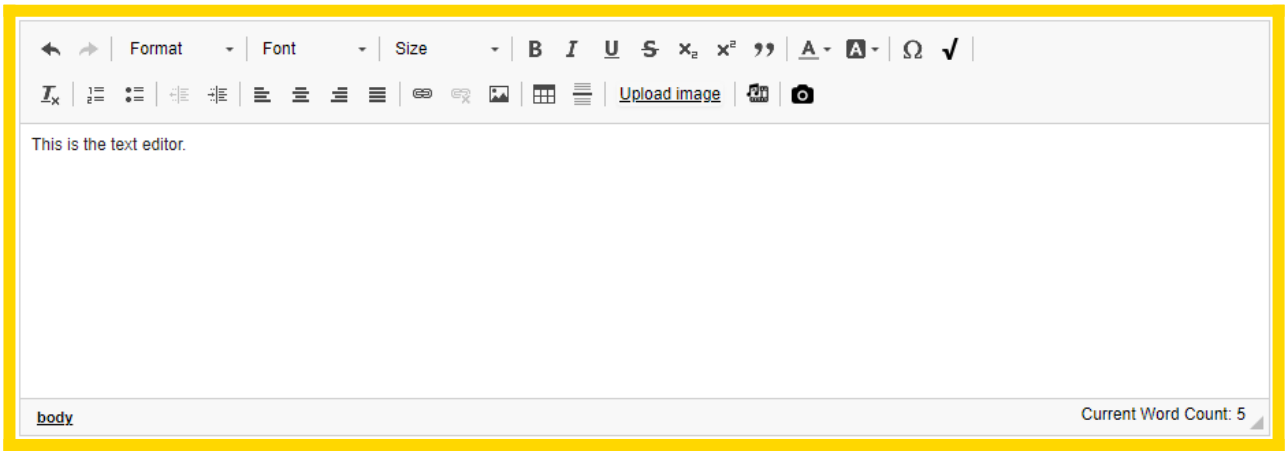
There are several tools that can be added to an online assessment for the student to use when answering questions: calculator, protractor, ruler, and sketch pad. Most of these can be accessed by clicking on the 'Online Tools' button on an assessment question.

If the question type is multiple choice, true/false, or fill in the blank; the option to include the calculator, graphing calculator, protractor, ruler and a work area is available.

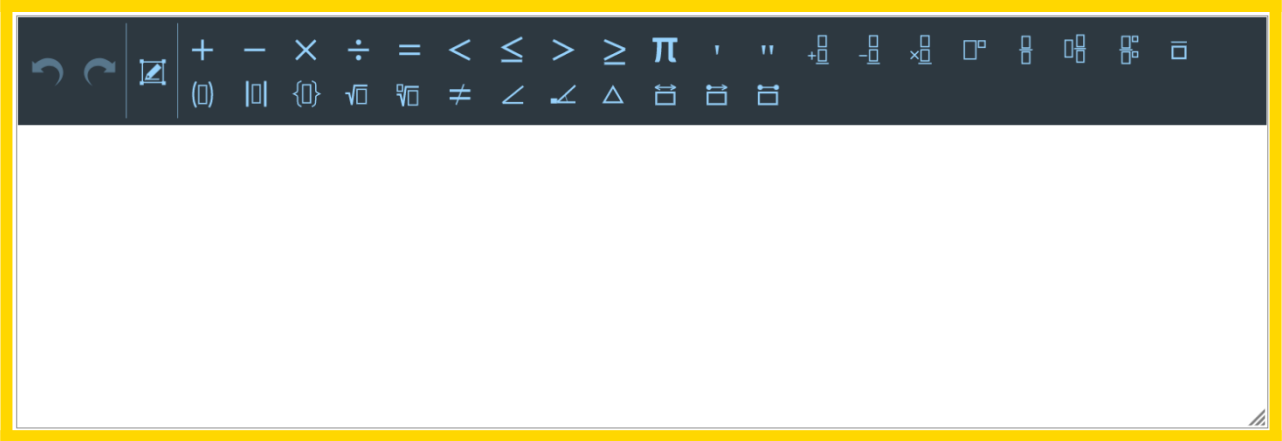
If the question type is Teacher Scored, there will be more options available. With these options, the teacher will still need to review the student responses. For more information, please visit our help guide on Grading Online Assessments.

These options are:

- **Text editor**: The Text editor option will provide students with the WYSIWYG text editor that is common throughout eDoctrina. This will allow students to enter basically any text or images in the same manner as they would with any other word processor. If this option is selected, it is possible to restrict student responses to a maximum number of characters.



- **Equation Editors:** eDoctrina has released three equation editors to be linked to questions that directly mock the equation editors seen on the NYS CBTs. The three editors are "Gr. 3-4", "Gr. 5-6", and "Gr. 7-8". Each editor contains the necessary mathematical tools students of the corresponding grade level would see on the NYS CBTs.

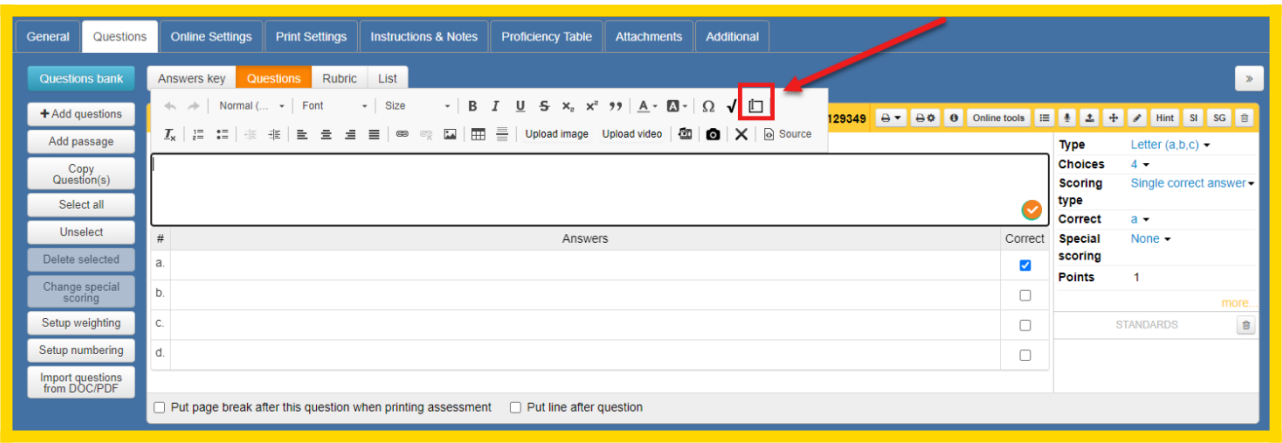


For more information on these tools, click HERE for the Equation Editor Functionality sheet

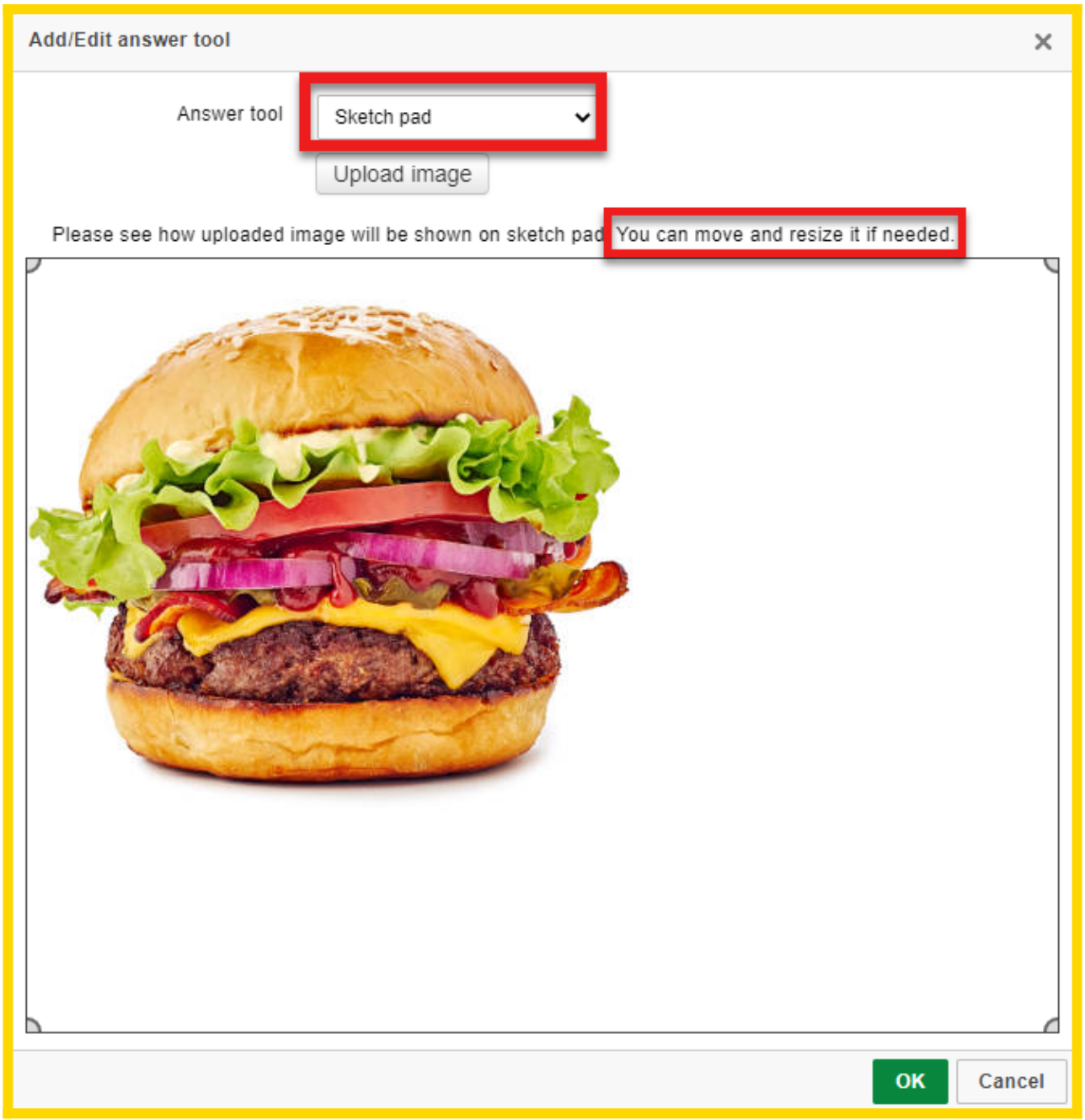
- **Sketchpad**: The Sketchpad is eDoctrina's tool that allows students to draw on a previously uploaded image. Upon selecting the Sketchpad option, upload the image that will be displayed in the background. Once the image has been uploaded, it can be re-sized and manipulated to fit in the space.

  NOTE: Images can be deleted and new images can be uploaded, but eDoctrina will ONLY allow one image to go in the background (of each sketchpad). This image should not be modified if there are any student responses recorded.

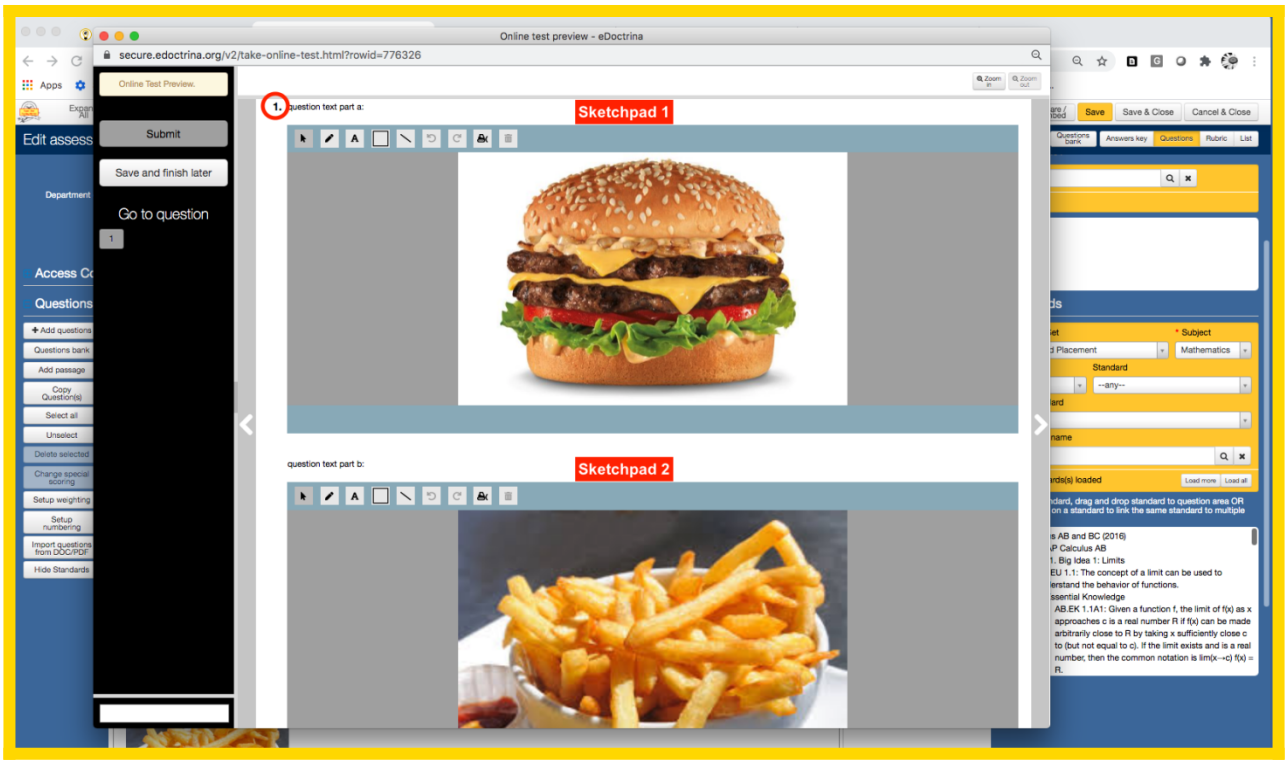
  Users also have the ability to upload multiple sketchpads, with different images, to the same question. To achieve this result, first click on the question box to have the WYSIWYG editor appear:



Next, select the option for Sketchpad from the dropdown menu (users are able to move the image and re-size):



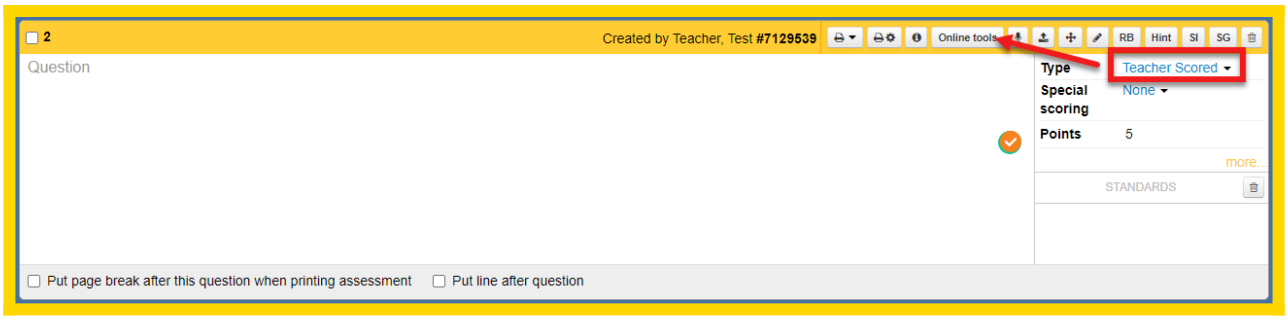
Repeat this process to add another sketchpad to the question. Here is an example of how this question looks to the student:

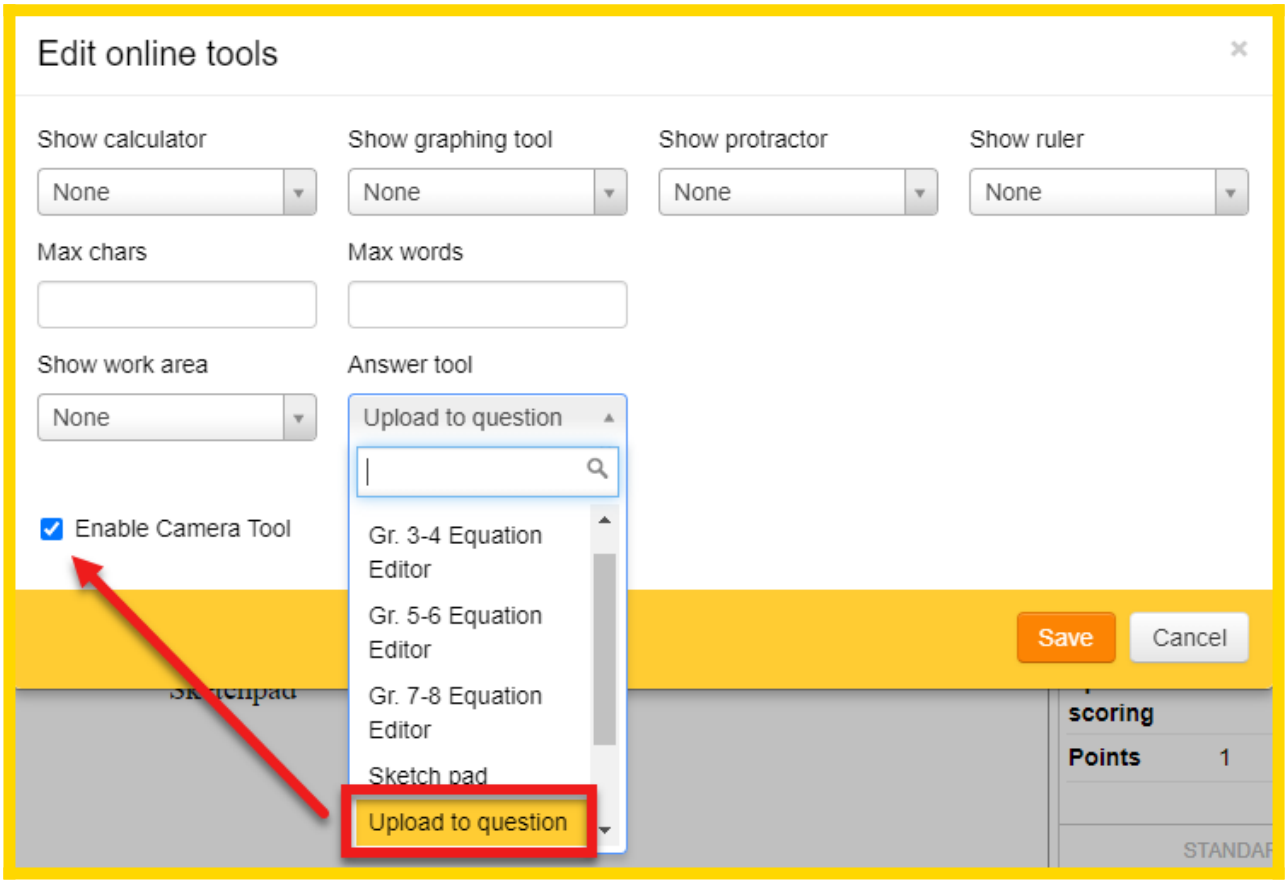


If no image is uploaded into the background of the tool, the Sketchpad Tool will provide a blank space for students to draw in (see the image below).

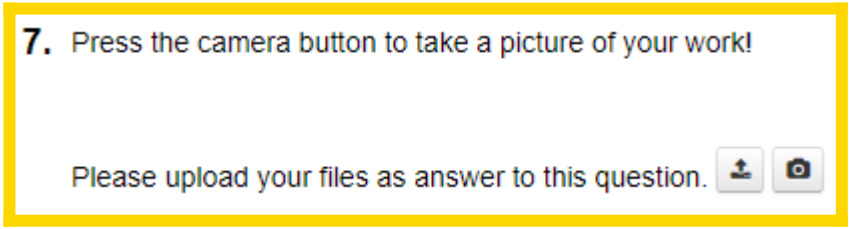
- **Upload to question**: The Upload to Question option allows students to upload any file to eDoctrina from within the online assessment. If this option is selected, students will see a button. If they click this button, they can upload any file(s) from their computer. More than one file can be uploaded here and can be accessed by the teacher when they decide to score this assessment.

To activate this option, the question first needs to be marked as a *Teacher Scored* question. Next, select the Online Tools button on the question header -> click on the Answer Tool dropdown menu -> and choose Upload to Question:



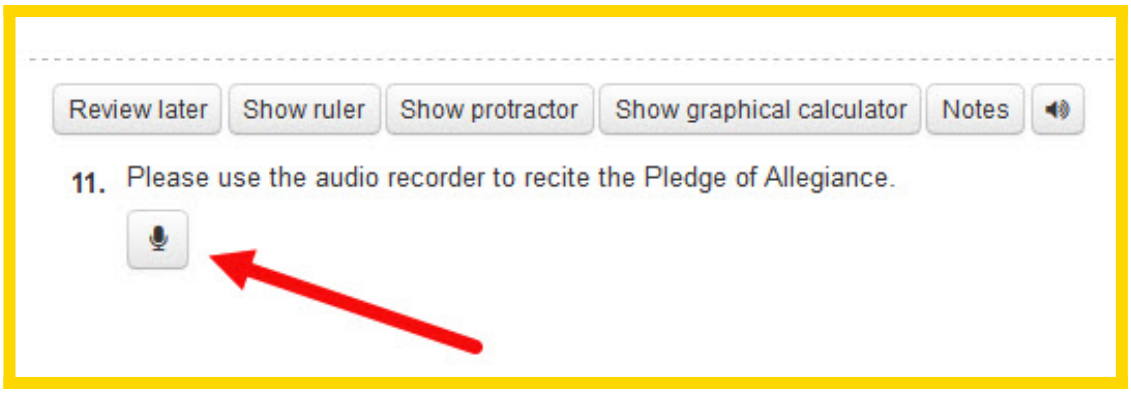


Additonally, a checkbox labeled "Enable Camera Tool" can be selected, which will allow students to use the button. This button allows the student to take a picture using their default camera device and attach it to the question:



NOTE: For more information on how to retrieve student responses, please visit the help guide on Grading Online Assessments.

- **Audio Recorder**: The audio recorder tool gives students the ability to record their response.



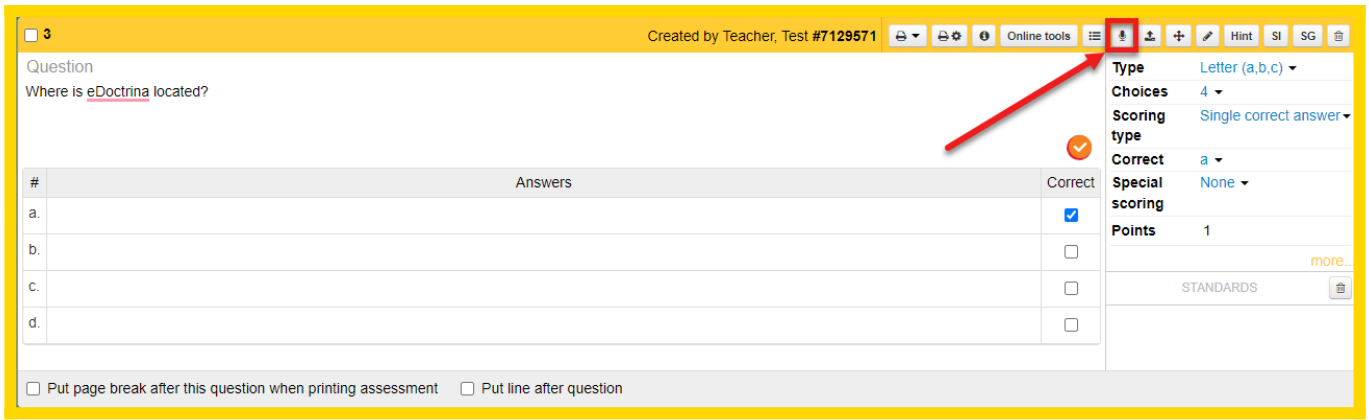
NOTE: For more information on the functionality of this feature, please click HERE to see the help video

- **None - for scoring only**: This option exists if a question needs to be scored for grading purposes, but does not require a response from the student through eDoctrina. Students will not see this question in online assessment view.

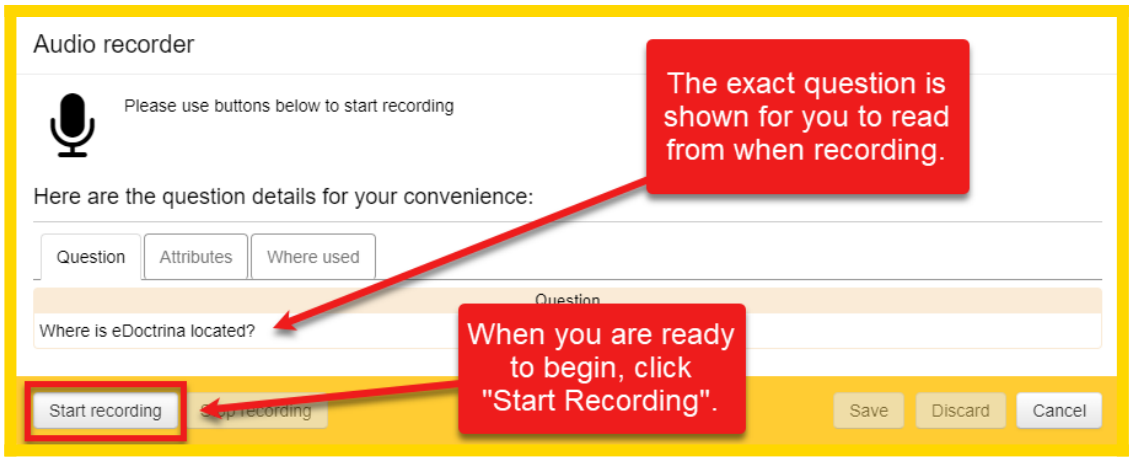
Recording Audio

Adding audio to questions in an online assessment can often increase the value of an assessment.

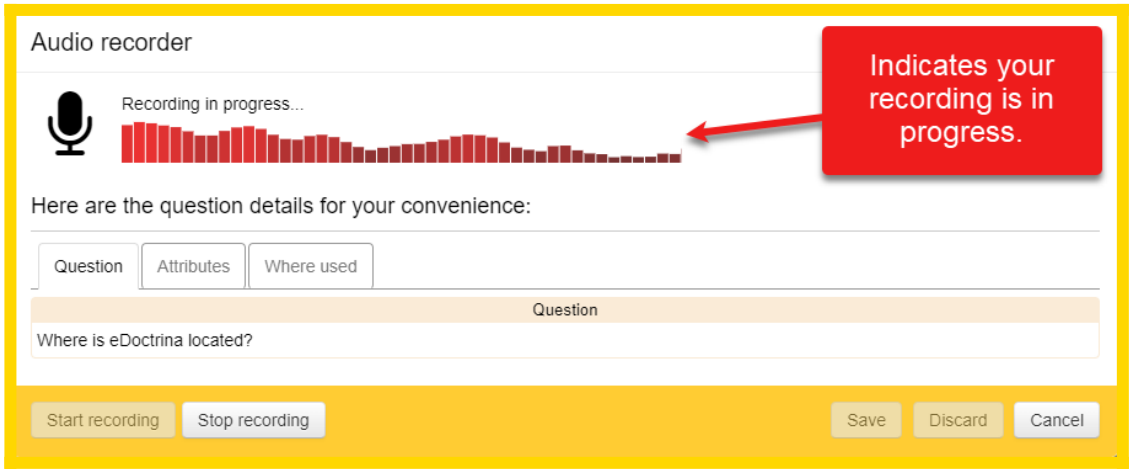
To record audio within an assessment, simply find the desired question to link audio to and locate the button in the question tools:



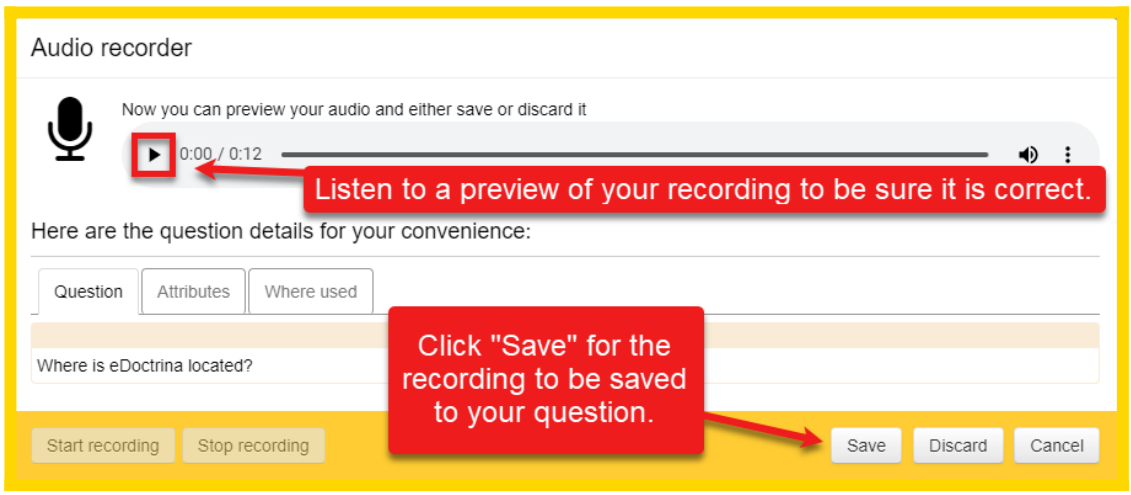
A pop-up window will appear, prompting the user to start recording. The question is shown to read from when recording.



When users start recording, they will see an image indicating a recording is in progress. When the user is finished recording audio, simply wait 2-3 seconds in silence and click "Stop recording" to end the audio clip.



After recording, the user can preview their audio choosing to either save, or discard their work and record again. Once the user is satisfied with their audio recording, click "Save" to save this audio to the question.



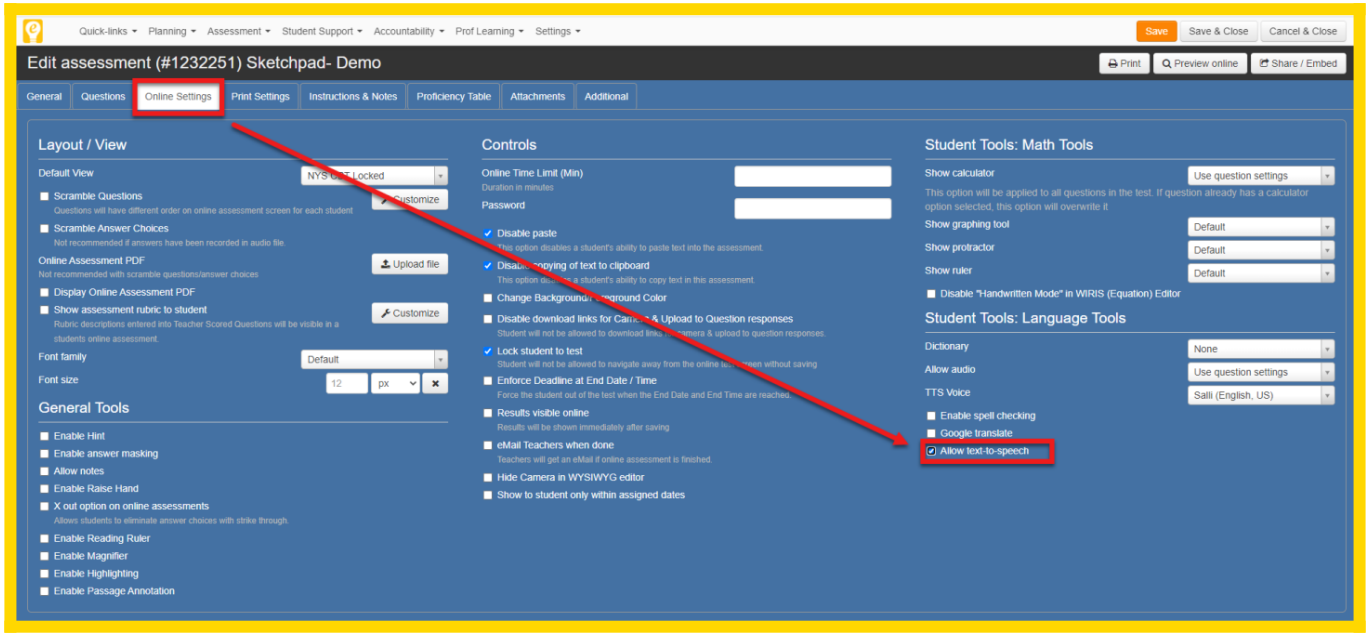
After clicking on the "Save" button, the audio note will automatically be saved in the question shell. Once it appears, it is a good practice to playback the audio recording at least once to ensure quality.

Audio recording tips:

1. Always ensure that the recording area is as quiet as possible.
2. Allow approximately 2-3 seconds before talking into the microphone.
3. Speak slowly and clearly.
4. Allow approximately 2-3 seconds after the recording before clicking on the "Stop & Save" button.

Text-to-Speech

eDoctrina is proud to have updated the Text-To-Speech feature. This tool no longer needs to be customized per question. Checking a single box when creating an assessment enables the Text-To-Speech feature and automatically applies this option for all questions on the given assessment.



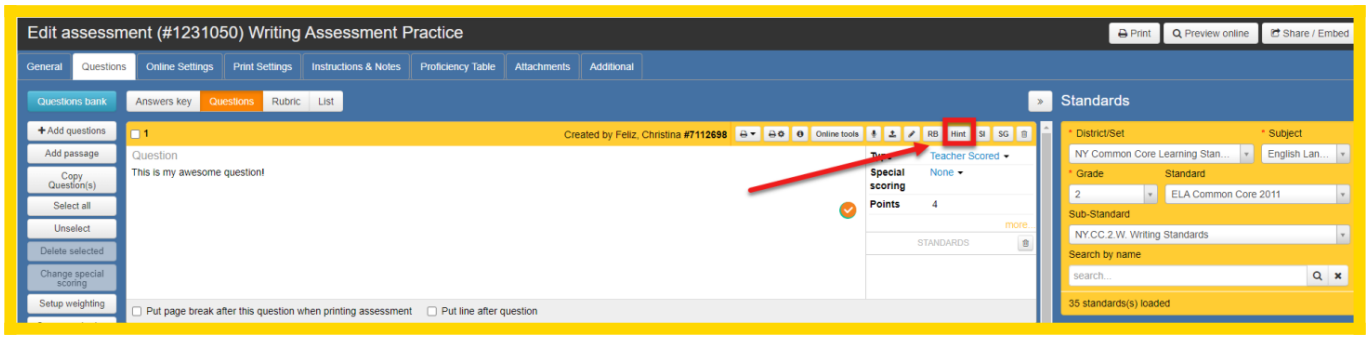
To learn more about the Text-To-Speech feature, visit this link [Text-To-Speech Highlighting Tool](#).

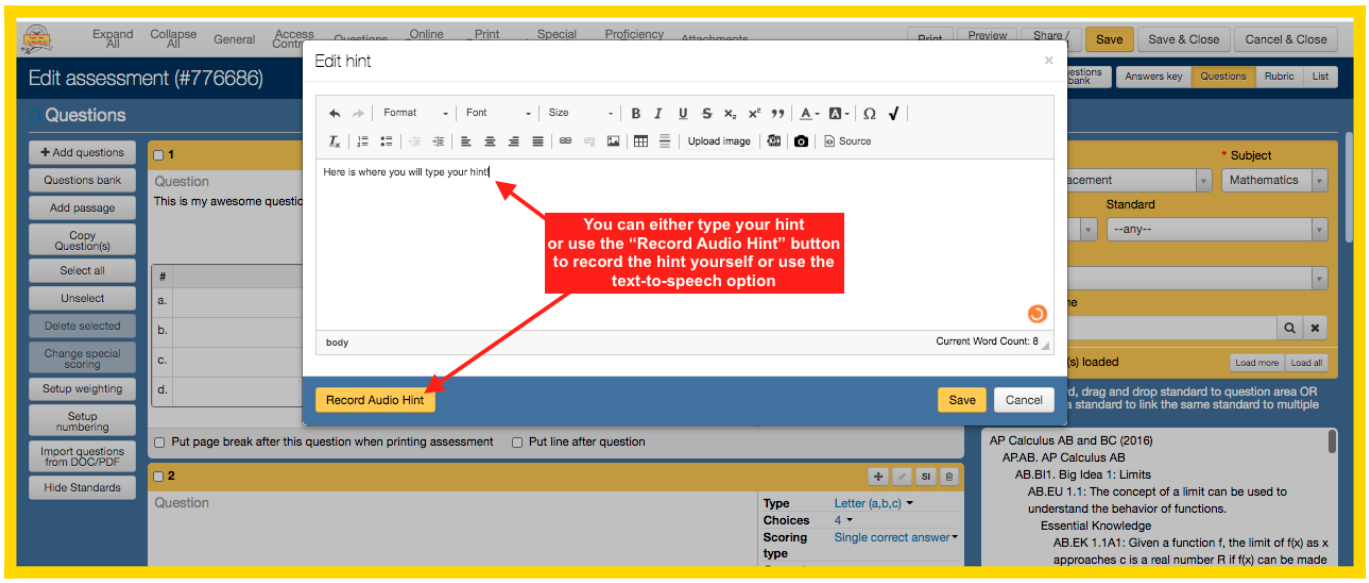
Including Attachments

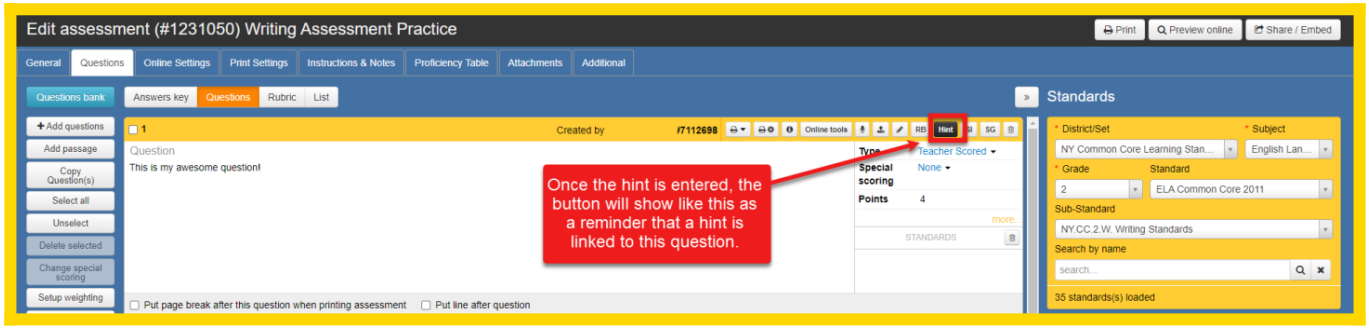
Some questions offered online can be enhanced by including supplementary information. It is possible to include an attached file with every question, if necessary. There is no current restriction on the file types that can be uploaded, which allows for ultimate flexibility in how questions are offered and the content that can be viewed.

To upload an attachment to a question, simply click on the button in the question tools.
After the file has been uploaded, all students who have been assigned to this online assessment will be able to access the included attachment(s) for each question.

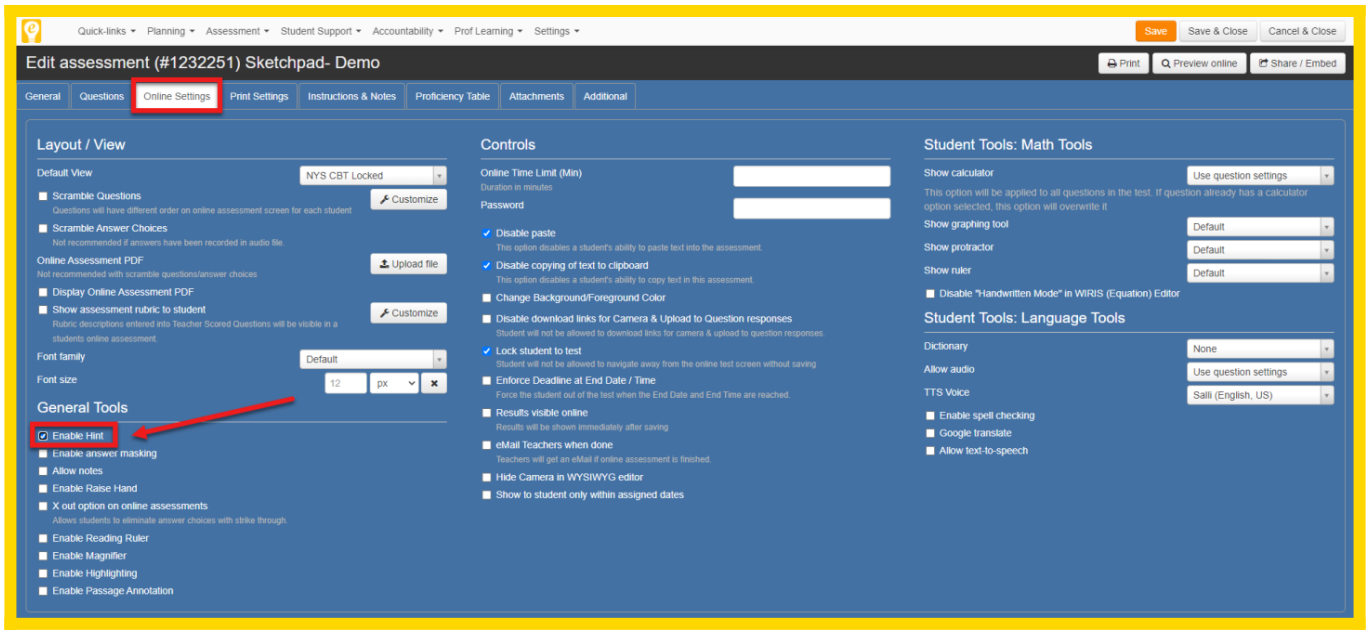
1. **Adding a Hint**: The user can add a hint to any Teacher Scored question, which can then be seen by the student as long as the assessment is being taken online.







To enable the hint, the user will need to check the box in the 'Online Settings' section of the assessment editor:


Quick-links
Planning
Assessment
Student Support
Accountability
Prof Learning
Settings
Save
Save & Close
Cancel & Close
Edit assessment (#1232251) Sketchpad- Demo
Print
Preview online
Share / Embed
General
Questions
Online Settings
Print Settings
Instructions & Notes
Proficiency Table
Attachments
Additional
Layout / View
Default View
NYS CBT Locked
Scramble Questions
Questions will have different order on online assessment screen for each student
Customize
Scramble Answer Choices
Not recommended if answers have been recorded in audio file.
Online Assessment PDF
Not recommended with scramble questions/answer choices
Upload file
Display Online Assessment PDF
Show assessment rubric to student
Rubric descriptions entered into Teacher Scored Questions will be visible in a students online assessment.
Customize
Font family
Default
Font size
12
px
General Tools
Enable Hint
Enable answer masking
Allow notes
Enable Raise Hand
X out option on online assessments
Allows students to eliminate answer choices with strike through.
Enable Reading Ruler
Enable Magnifier
Enable Highlighting
Enable Passage Annotation
Controls
Online Time Limit (Min)
Duration in minutes
Password
Disable paste
This option disables a student's ability to paste text into the assessment.
Disable copying of text to clipboard
This option disables a student's ability to copy text in this assessment.
Change Background/Foreground Color
Disable download links for Camera & Upload to Question responses
Student will not be allowed to download links for camera & upload to question responses.
Lock student to test
Student will not be allowed to navigate away from the online test screen without saving
Enforce Deadline at End Date / Time
Force the student out of the test when the End Date and End Time are reached.
Results visible online
Results will be shown immediately after saving
eMail Teachers when done
Teachers will get an eMail if online assessment is finished.
Hide Camera in WYSIWYG editor
Show to student only within assigned dates
Student Tools: Math Tools
Show calculator
Use question settings
This option will be applied to all questions in the test. If question already has a calculator option selected, this option will overwrite it
Show graphing tool
Default
Show protractor
Default
Show ruler
Default
Disable "Handwritten Mode" in WIRIS (Equation) Editor
Student Tools: Language Tools
Dictionary
None
Allow audio
Use question settings
TTS Voice
Salli (English, US)
Enable spell checking
Google translate
Allow text-to-speech