

Assessment Editor

eDoctrina's Assessment Editor provides the assessment creator with many useful tools to help educators configure their assessments for the optimal test taking experience. This guide includes a basic description of the tools. If you want to learn more, click on the links to get more information.

Navigation

- **Print:**

The Print Test button will generate a preview of the assessment, which can then be converted to a PDF and printed. [More Info...](#)

- **Preview Online:**

The Preview online button allows the user to generate a basic view of how the assessment will look from a student's point of view in their PROGRess accounts. It is a good practice to preview the assessment before assigning it to students online so any formatting mistakes can be addressed before the date of test administration. [More Info...](#)

- **Share/Embed:**

This tool provides a hyperlink for easy sharing and a way to embed a button in a third party software so students can easily access an assessment. This is a great resource for sending so student an assessment link to direct them to a currently assigned assessment or embedding assessment access within another electronic resource. [More Info...](#)

- **Save:**

Click Save to update the assessment with the most recent changes and stay on the same webpage. [More Info...](#)

- **Save & Close:**

Click Save & Close to update the assessment with the most recent changes and close the current browsing window. [More Info...](#)

- **Cancel & Close:** Click Cancel & Close to ignore the most recent changes and close the current browsing window. Please note that some features

of the assessment editor save automatically and this button applies to features that are directly related to the assessment. Changes within questions, proficiency tables, and attachments are saved separately. [More Info...](#)

- **Questions Bank:**

The Question Bank is a great tool for users to add existing questions to an assessment. Many districts subscribe to other third party question banks and this is where it is possible to grab those questions and include them in any assessment. For more information on how to use this tool, please view our [Question Bank](#) help guide.

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Assessment Editor formats:

Answers key

Questions

Rubric

List

- **Answer Key:**

The answer key view provides the most basic information about the questions within the assessment and presents the questions in a very manageable tile format. If the goal is to solely create printable answer sheets for an assessment, this view is optimal. If assessment data does not exist for the assessment, this is probably the best way to rearrange the question order. [More Info...](#)

- **Questions:**

The questions view is the most frequently used view of the assessment editor because it offers all of the available tools and configuration options. This view is used to create your own questions and design an amazing assessment. [More Info...](#)

- **Rubric**

Assessments can be configured as a rubric within eDoctrina. In most cases in rubric design, a description needs to be entered for each possible point value that can be earned for each question. Rubric categories must be created as unique teacher scored questions and the Rubric view is the best way to configure the best rubric possible. [More Info...](#)

- **List:**

The list view displays a few more attributes about each of the questions in an organized list format. This view is great for making quick changes and for seeing the details of the question metadata so it is possible to put more thought into the assessment design. [More](#)

General

- **Name:**
The Name of the assessment will appear as the description of the assessment and can help to find the assessment at a future date. The Name will also display on the students' answer sheets, their PROGRess accounts, and many other modules in eDoctrina. [More Info...](#)
- **School:**
The school pull-down will be available to any user who has access to more than one school within the district. The school selection is important because only users linked to the same school will have access to the assessment. District Admin profiles will have the option to choose "--any--" school if they would like to make an assessment available across the entire district. [More Info...](#)
- **Administration Date:**
The Administration Date should be populated with the date the test will be administered as there are many reports that can be generated with a date filter. If there exists more than one Administration Date, select the most appropriate date. [More Info...](#)
- **Year:**
Selection of the appropriate year within an assessment is important so that the assessment can be easily found in the assessment database. If assessments are being offered year-after-year, it is recommended to copy the assessment so the assessment data is reported in the correct time period/year.
- **Grade:**
Selection of the grade for an assessment is important to properly categorize assessments in regards to assessment data and being able to locate the assessment at a later date. One or many grades can be selected for an assessment.

- **Subject:**

Selection of the subject for an assessment is important to properly categorize assessments in regards to assessment data and being able to locate the assessment at a later date. Only one subject can be selected for an assessment.

- **Type:** Selection of the type for an assessment is important to properly categorize assessments in regards to assessment data and being able to locate the assessment at a later date. one or many assessment types can be selected for an assessment. Assessment Types are customized to district preferences and can be very helpful for categorizing assessment data.

- **Visibility State:**

The visibility state is the main access control for assessment visibility in eDoctrina. There exists three different visibility states: Secure, Invisible, and Visible. If the assessment is Visible, all users will be able to see the assessment throughout eDoctrina. If the assessment is Invisible, the assessment will be hidden from all teacher users on screens such as the assessments homepage and the teacher dashboard. If an assessment is secure, it usually mean that the assessment is invisible, but there are some conditions that are dependent on district preferences that define the scope of what secure actually means. [More Info...](#)

- **Teacher Verification:**

This option only shows to the user is the assessment is selected as a Secure assessment. If the assessment is secure, it is possible to control what teachers can do in regards to grading the assessment as you can open up the entire assessment for teacher grading or only questions on the assessment with Teacher Scored question type. [More Info...](#)

- **Workflow State:**

Workflow states are custom for the district and can modify the visibility state as an assessment moves through the district-defined workflow states. [More Info...](#)

- **Active:**

An assessment can be made inactive within eDoctrina, which is equivalent to "deleting" the assessment. If an assessment is made inactive, it will only be viewable if filtering to see inactive assessments. Inactive assessments will be hidden and any assessment data linked to it will also be hidden throughout eDoctrina.

- **Department Code(s):**

- **Tags:**

Enter Tags as an extra identifier for the assessment. Tags can be used when searching for an assessment. If you have a consistent naming convention that you use that is not the assessment title, this is a great place to add an extra identifier that can be searched upon to find the assessment.

- **Report Card Settings:**

- **Marking Period:**
- **Weight:**
- **Exclude from Report Card Average:**

- **Linking Courses to Assessments:**

Linking a course to an assessment is an essential component for categorizing assessments. The first advantage of linking courses is that it helps to find the assessment after it has been created. There are many screens where this is important, one of the most important being the student view because the an assessment will not show up for a specific class without a course linked to it. The course also defines some access rights as the eDoctrina collaborative environment uses the course indication to define a team. In example, if another teacher instructs the same course that is linked to an assessment and the "Team Can Edit" option is enabled, that user will have access to edit the assessment. There are also some other features directly linked to the course. In other words, although a course is not required to be linked to an assessment, it is a best practice to do so.

- **Linking Units to Assessments:**

Linking a unit is a great option if and only if the time has been taken to create unit plans. Assessments can also be found by filtering for specific Unit Plans, but the real value is added when ensuring that standards are being consistently selected because linking a Unit will then modify the standards selector to only show the standards for linked unit plans (this includes any unwrapped/unpacked language).

Questions

- **Side buttons:**

- **Add Questions**

It is always possible to add more questions to an assessment by clicking this button. Please note that if questions are added after an assessment has been administered that the overall percentage scores for students will change.

- **Questions Bank**

The Question Bank is a great tool for users to add existing questions to an assessment. Many districts subscribe to other third party question banks and this is where it is possible to grab those questions and include them in any assessment. For more information on how to use this tool, please view our [Question Bank](#) help guide.

- **Add Passage**

The Add Passage button will navigate the user to the Passage Editor. It is important to select the questions that need to be attached to the passage before clicking this button. Otherwise, questions can only be added to the passage from within the Passage Editor. For more information about Passages, please view our [Passages](#) help guide.[More Info...](#)

- **Copy Question(s)**

If a question or questions within an assessment need to be copied, simply select checkbox for the question(s) to be copied then select this button.[More Info...](#)

- **Select All**

The Select all button will select all questions in the assessment. This button should be used if an action should be performed on more than one question in the assessment, such as adding a Passage.[More Info...](#)

- **Unselect**

This button will Unselect the checkbox for all questions in the assessment.[More Info...](#)

- **Delete Selected**

This button allows the user to mass Delete selected questions.[More Info...](#)

- **Change Special Scoring**

This button allows the user to mass update the Special Scoring for all selected questions.[More Info...](#)

- **Setup Weighting**

There are many occasions where an assessment needs to have special weighting applied to questions in an assessment. For example, there can be two "Teacher Scored" questions on an assessment worth the same amount of points, but one question is worth 75% of the assessment. Special Weighting can be used to accomplish this grading scheme.

- **Setup Numbering**

There are many occasions where an assessment needs to have special weighting applied to questions in an assessment. For example, there can be two "Teacher Scored" questions on an assessment worth the same amount of points, but one question is worth 75% of the assessment. Special Weighting can be used to accomplish this grading scheme.

- **Import questions from DOC/PDF**

This tool is the quickest way to take an existing assessment that is either in a .DOC or .PDF format and get all of the questions added to an eDoctrina assessment. All that needs to be done is copy the assessment from the existing resource, paste it into this tool, and let eDoctrina do all of the work. It should be noted that this tool is highly dependent on formatting and relies on some built-in logic to determine question formats. Although the tool is very useful for some assessments, there does exist some assessments/questions that will not convert properly and should be manually created.

- **Show/Hide Standards**

This option allows the user to hide the standards selection tool and increase the viewable region for question building. If standards are to be linked to questions, the user will have to show the standards selection tool.

- **Question Tools:**

◦ **Print Question**

The Print button for an individual question is available on the questions view of the assessment editor allowing users to view/print how a question would be presented with a one- or two-column layout. [More Info...](#)

◦ **Print Settings**

The Manage Print Settings button allows users to add lines or spaces to the end of a question providing an area for students to enter responses. [More Info...](#)

◦ **General Information**

The Manage metadata button allows the user to add extra descriptive details to a question, such as Difficulty Level, Bloom's Taxonomy, Webb's Depth of Knowledge, questions tags, error codes, and/or extra grade levels. Adding extra information to questions can only help with organization and to develop more informative data reports. [More Info...](#)

◦ **Online Tools** **Online tools**

The Online Tools is where a user will add features to an individual question that will enhance how the question is offered through student PROGRess accounts. Tools like a calculator, a graphing tool, protractor, and ruler can be enabled for any question. This is also where you can modify the answer tool and choose for a text editor, equation editor, a sketchpad tool (that can include a background image), and a simple upload to question tool. It is also possible to configure a question to include a work area or change the nature of the question to be for scoring only. [More Info...](#)

◦ **Parse Answers**



The Parse Answer Choices option is available for multiple choice questions allowing users to distribute answer choices existing in the question body to the answer choice entry fields below. Although a great tool, there are some formatting limitations.[More Info...](#)

◦ **Record Audio**



The Record Audio button allows users to record an audio note, using your own voice or the Text-to-Speech options, that can be made available to students through the PROGRESS accounts. For this audio option, it is important to assign the online assessment with audio allowed within the online assessment settings or upon assignment so the student has access to these recorded audio clips.[More Info...](#)

◦ **Upload Attachments**



The Upload Attachments button allows the user to include an attached file to a question so it can be accessed through student PROGRESS accounts while taking the assessment online.[More Info...](#)

◦ **Edit Question**



The Edit Question button navigates users to a separate window where all details of an individual question can be viewed and customized. As there are many options available for question design right on the assessment editor, there exists a few more options within the question editor that can help do design a great question.

◦ **Special Instructions**

The **Special Instructions** button allows users to add directions that will appear above the question. These instructions appear in both electronic and hard copy formats above the question to help describe the nature of the question. Online test environments will offer the student the opportunity to show or hide these instructions. [More Info...](#)

◦ **Scoring Guide**

The **Scoring Guide** allows users to attach any information relative to scoring and/or enter **Teacher Instructions** about the question. The scoring guide (if entered) will appear for teachers when entering answers manually within eDoctrina and there is also the option to print these with a hard copy of the assessment. **Teacher Instructions** can be included to show above each question they are entered for if this option is chosen upon printing. [More Info...](#)

◦ **Delete Question**

The **Delete Question** button allows the user to remove the question from the assessment. Please that that it is not possible to delete a question that already has student assessment data recorded for it.

• **Question Design/Configuration:**

◦ **Type:**

• **Multiple Choice (letters or numbers):**

Questions of this type need to be configured with possible answer choices and can be set for single correct answer, multiple correct answer, and partial scoring.

· True/False:

This type of question offers the student with the option to choose whether the entered statement is true or false.

· Fill-in-the-Blank:

Questions of this type are best used in the online test taking environment and can be used in many different ways. When choosing this question type, it is important that the appropriate scoring type is selected as it is possible to have one entry field or many. For single correct answer, simply type all of the acceptable responses with each acceptable response on its own line. For multiple entry fields, you will need to explore or [embedded response](#) input tools.

· Teacher Scored:

Questions that are Teacher-Scored are much more flexible than the other question types because the nature of them is that the teacher will have to visit the student response after it has been provided and score it accordingly. For example, developing a rubric assessment entails that all of the questions should be of this scoring type.

◦ Special Scoring:

This is where scoring methodology can be modified for any question as the special scoring can be changed to make the question excluded, count as full credit, or be considered as extra credit. Excluded questions will not be considered into the students overall score, full credit will give the student credit without considering their answer choice.

◦ Standards:

Linking standards to questions is an extremely valuable to assessment configuration because mostly all of the assessment data

reports in eDoctrina show statistics related to the linked standards within the assessment. Use the standards selection tool to find the learning standards that are applicable to the question and link them by clicking-and-dragging to the question or double-click to link them to more than one question. It is also possible to link Report Card standards and/or skills/proficiencies, but these require a some setup. Please contact the eDoctrina team about standard sets or skillsets as we have an extensive library of standards, but only link them to a district by request.

◦ **Print Settings:**

- **Put page break after this question when printing assessment:**
This option applies to printed assessments only and will force any following questions to be printed on the next page if this option is selected for any question.
- **Put line after question:**
This option applies to printed assessments only. Some assessments are designed to separate each question with a solid line as a formatting option. Selecting this option will add a solid black line after each question it is selected for.

Online Settings

• Layout/View:

◦ **Default View:**

There are numerous online test taking views that can be used for eDoctrina and the selection of the default view determines how an assessment will be presented to students when the assessment is

being administered. Selecting if questions should be one the same or different pages is just one option that can be explored. It is important that the assessment creator checks the online assessment preview before administering the assessment to ensure that the view provides the optimal test taking experience.[More Info...](#)

- **Scramble Questions:**

Scramble Questions allows an assessment to be offered to many students with a random question order. It is also possible to only scramble a small subset of question by selecting the "Customize" button.[More Info...](#)

- **Scramble Answer Choices:**

Scramble Answer Choices allows an assessment with multiple choice questions to be offered to many students with the answer choices offered in a randomized order. For example, one student may see an answer choice as option A and another as option D.[More Info...](#)

- **Online Assessment PDF:**

The online assessment PDF is a great tool if the goal is to simply upload a resource and have it available throughout the entire assessment. Many users will attach a PDF copy of an assessment if they choose to create an Answer Key ONLY assessment. Others may use this a reference sheet. Once the PDF is uploaded, the options to place the PDF on the right or left of the online test taking window will become available, as well as a checkbox to determine whether a student should be able to see this uploaded PDF when reviewing their online assessment results.

- **Controls:**

Online Time Limit:

The online time limit is measured in minutes and can be applied to any online assessment within eDoctrina. The timer will begin counting down as soon as the student starts the assessment and will automatically finish the assessment as soon as the entered time elapses. The time will still continue to run even if the student exits the assessment. This field should be left blank for assessments that are not timed.

◦ Password

A password can be entered for each assessment created in eDoctrina. If entered, all students will be required to enter this password to gain access to the online assessment. The password is not restricted by special characters, but it is case sensitive. It can be changed as needed, but the most recent or current password will be the ONLY password that will provide student access to the assessment.

◦ Enable Answer Masking:

This online assessment tool will initially present multiple choice questions as covered options. Any answer choice can be revealed by the student if they actively click to reveal the choice.

◦ Disable paste:

The security option will ensure that students cannot paste any text into the assessment.

◦ Disable copy passage text to clipboard:

This security option will disable the student's ability to copy text from any passages within the assessment.

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- **Allow notes:**

Enabling the utility option will provide the student with a place to within each question to keep notes.

- **Change Background/Foreground Color:**

This option will allow for modification of the online test taking color scheme that students see when taking online assessments.

- **Allow reopen:**

Allow reopen will allow students to return to an incomplete assessment within the assigned testing window by selecting "Save and finish later" within the assessment. If this option is left unchecked, a student will only be able to access the assessment once within each assigned testing window. [More Info...](#)

- **Lock student to test:**

Lock Student to test can be enabled hand-in-hand with either the Google Chrome Extension "eDoctrina Locker" or the Safe Exam Browser. eDoctrina Locker is an extension districts can download and push to student devices that will not allow students to open new tabs in Chrome, or maneuver to other websites they may have already had open. PLEASE NOTE that this extension only works with Chrome and does not prevent students from opening additional tabs in other browsers. [Safe Exam Browser](#) is a browser that can be downloaded onto student devices and when in use, students will be locked into the browser while testing. They will be unable to maneuver out of the browser until the exam is finished, and attempting to do so will lock them out of the test. [More Info...](#)

- **Results visible online:**

If the results visible online checkbox is selected, students will have access to an individual student report. The traditional way that results can be published requires that the student click the "Submit"

button upon completion of their assessment and there must be no unverified answer selections. In essence, the student has to indicate they are finished and the teacher must provide all a scores for Teacher Scored questions or question that were unanswered altogether. The results will be displayed as an individual student report and will follow the selected format in the customized report below. It is also possible to choose what values display to the student, such as the points earned, the percent score and their proficiency level. Choosing the RTI Summary will allow this assessment to be included in the RTI Summary report so the student can compare their results to district averages.

- **Allow manually post results online:**

In many cases, assessment results should not be posted online until all students are complete with the assessment to protect the integrity of the assessment and the results. If this is the desired option, allowing for manual post of assessment results is likely preferred. [More Info...](#)

- **Use customized options for individual student report:**

When results are visible online, students will have access to their individual student report about the assessment results. This report is highly customizable and can be catered to specific preferences. It is important to configure the report with options that help the student receive the most valuable feedback.

- **eMail Teachers when done:**

If this option is enabled, any student that finishes an assigned assessment will prompt an email notification about this action and all teachers who are teach a class in the linked course for the assessment will be notified.

- **Enable Raise Hand:**

The raise hand feature is an online assessment add on that can be used in a true test proctoring scenario. By enabling this feature, students will have the ability to click a "Raise Hand" button. The test proctor should have the Answer entry/verification screen loaded as they are proctoring and will see an icon appear next to the student that has clicked the raise hand button so assistance can be provided to that student without causing distracting to other test takers in the same room.

- **Student Tools:**

- **Show Calculator:**

Both of the scientific and basic calculator can be made available to students for each question or the entire assessment. If the selection is "Default" the assessment will look to the specific questions to determine which calculator to use. If either "Basic" or "Scientific" is selected, then this calculator will be assigned to the online assessment as selected for the entire assessment.

- **Show graphing tool:**

The graphing tool is a simple coordinate plane plugin tool that allows students to plot points and line as well as graph basic linear functions.

- **Show protractor:**

The protractor is an accessory that can help for questions that are designed to have students measure specific angles on the screen.

- **Show ruler:**

The ruler is an accessory that can help for questions that are designed to have students measure specific lines segments or other

attributes.

- **Disable "Handwritten Mode" in WIRIS (Equation) Editor:**

By default, the equation editor that is provided to students has the option to access what is called the "handwritten" mode, which allows students to write their equations on a touchscreen or trackpad. Selecting this option will disable this alternative.

- **Dictionary:**

It is possible to offer Merriam-Webster's Elementary level or Intermediate level dictionary on the side tool bar for students when they are taking an online assessment. Simply select which dictionary that should be available and this will be applied to the online assignment.

- **Enable spell checking:**

Enable spell checking allows students to utilize the spell check feature within any questions that use the Text Editor as an answer tool. [More Info...](#)

- **Allow Audio**

The allow audio checkbox is the main control in regards to whether or not audio can be enabled for an assessment if it exists. This setting designates the default setting when assigning an online assessment, but this can be modified for specific students.

- **Google Translate**

Enabling Google Translate provides the student the opportunity to change the language of the entered text of an assessment. The option will display on their online test taking window and will use the Google translate engine to best translate the text within the

assessment. [More Info...](#)

- **Allow text-to-speech**

Enabling this option will provide students with the text-to-speech engine throughout the assessment so they can have on-screen text read to them. When enabled, it is possible for students to modify the play speed of the TTS voice to have the words read faster or slower.

- **TTS Voice**

When the text-to-speech engine is enabled, there are a variety of different voices that can be used to read the on-screen text. It is best to use the online preview to sample the voices to ensure that the best possible voice is selected for the assessment.

- **X out option on online assessments**

Enabling the X out option on online assessments gives the student the opportunity to eliminate answer choices as a test taking skill. [More Info...](#)

Access Controls

- **Team Can Edit:**

The Team Can Edit option allows other users with the district to edit the assessment. The team is defined as any user who teaches the same Course that has been linked to the assessment. If there is no Course linked to the assessment in the General section of the assessment, this

option will not apply.

• Do Not Share - Exclude From List:

The Do Not Share - Exclude From List option allows users to create an assessment in eDoctrina without sharing it with any other teachers within the district. By selecting this option, the assessment will only appear in the assessment listing for the creator of the assessment.

NOTE: District and School Admin profile types will still be able to see the assessment when viewing from their profiles.

• Do Not Allow Copy:

Enabling this checkbox will prevent any users from copying this assessment. This is a great option to ensure there is only one version of the test in the database.

• Hide from teachers not teaching linked courses:

For this permission to function properly, there must be a course linked to the assessment. If a course is not linked, this option will hide the assessment from all users. This is a great option to keep an assessment private to teachers that are on the same team and instruct the same courses.

Shared with:

The option to share an assessment with specific users in eDoctrina is available by adding the user's name in the "Shared With" option. This is a great option to open up an assessment to be edited by a specific subset of users. Simply add their name to the list.

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Print Settings

◦ **Do Not Print Bubble Sheets:**

Enabling this feature will ensure that answer sheets cannot be printed for this assessment. Users will receive an error message when trying to print answer sheets.

◦ **Always use following print settings:**

Some assessments have require specific formatting to ensure that the assessment prints a certain way. If this option is enabled, the set print settings will always apply when printing the assessment as users will not be presented with printing options upon printing the assessment.

◦ **Output Format:**

- PDF
- HTML
- DOC

◦ **Columns:**

Choosing the number of columns that an assessment should be printed on depends on the questions included on the assessment. Many assessments that are printed in portait orientation may be formatted to print in two columns, while the landscape orientation may offer the opportunity to print an assessment with four columns to condense the number of questions that fit on one page.

◦ **Orientation:**

The two options for printing orientation are portrait and landscape.

◦ **Mark-up Settings:**

- **Do not keep responses in same column/page with question:**
By default, eDoctrina will print assessments by keeping each of the questions on the same page so any question is not placed on two different pages. If this is not the preference, enable this option and the assessment will print in a fashion that fills the entire page without considering that each question should be on the same page..
- **Answers appear in 2 columns:**

By default, eDoctrina will print answer choices for multiple choice questions in one column. If this option is enabled, the assessment will print multiple choice answer options in two evenly distributed columns.

- **Do not print blank questions:**

Depending on the configuration of the assessment, there may be some questions that are used as placeholders for one of many different reasons. These questions may not have any question text entered and probably have no reason to be printed. If this is the case, enable this option and eDoctrina will not print questions of this type.

- **Sections to Include (at least one selection must be made when printing):**

- **Assessment Questions:**

This is the default selection when printing an assessment as this determines whether or not questions should be printed.

- **Answer Key with Standards:**

This section lists the number of each of the question on the assessment accompanied by the correct answer(if applicable), the maximum points, and any linked standards for each question, respectively. The special instructions and scoring guide are part of the answer key.

- **Answer Key Only:**

This section lists the number of each of the question on the assessment accompanied by the correct answer(if applicable) and the maximum points. The special instructions and scoring guide are part of the answer key.

- **Standards Only:**

This section lists all of the linked standards only on the assessment.

- **Grade Table:**

This section will display the proficiency table (if applicable) as it has been entered on the assessment to explain how the student grade has been determined.

- **Teacher instructions:**

- **Sketchpad Images/Attachments**

If there are images attached or attachments linked using the sketchpad tool, this option will include these items below the question.

- **Always print row-wide:**

- **Teacher Scored Questions:**

This print option will ensure that Teacher Scored questions will print with the full-width of the page disregarding other formatting options.

- **Passages:**

This print option will ensure that linked passages will print with the full-width of the page disregarding other formatting options.

General Instructions & Notes (Special Instructions)

- **General Instructions:**

This section is best utilized to present general instructions to the entire assessment. When printing the assessment hard copy, these instructions will display at the top of the assessment print out. If this assessment is offered online, the general instructions will display at the top of the assessment and the students will have the option to show or hide them throughout their test taking experience.

- **Notes:**

This section is best used to provide any special notes that may need to be included when administering this assessment. Many districts also use this as a place to log lessons learned about the administration of this assessment. Take note of the checkbox to "Print on answer sheet cover

page" as these notes can be included when printing out answer sheets for different classes if this checkbox is selected..

Proficiency Table

◦ **Proficiency Table Type**

- **Standard, percent based**

The traditional style of proficiency table in eDoctrina is based off of the percentage score earned by the individual student. The standard option will map each student's earned percentage with a corresponding proficiency level.

- **2-dimensional, points based**

The 2-dimensional proficiency table is a points-based table that allows users to define questions in a vertical and horizontal category. The proficiency level earned by any student is determined by the values within the table that correspond to the points earned for horizontal questions and vertical questions, respectively.

◦ **Add Row**

When building proficiency tables manually, the add row option allows users to create individual rows of the proficiency table.

◦ **Copy Proficiency Table from**

There are many ways that proficiency tables can be linked to assessments. Some districts will choose to build standardized proficiency tables using the Proficiency Tables option in the Assessments section of Database Setup in the Settings menu. If they are already built using this tool, users will be able to quickly link those tables to assessments by using this option.

◦ **Generate Proficiency Table**

This option allows for end users to quickly generate a proficiency table by entering the number of possible levels. This tool will automatically add the entered number of proficiency levels and evenly distribute the cut scores in accordance with the number of levels entered.

Attachments

It is possible to link supporting documentation to an assessment by uploading a file or entering an external link in this section of the assessment editor. These resources will display for quick access within the assessment listing on the assessments homepage. Many times, test creators will upload or link the original assessment here and solely build an answer key to collect student data. Sometimes, relevant test procting information or historical data reports are placed here. There are very few file type limitations, so use this as a tool to best support the administration of this assessment. These attachments are not student facing and should be used as a repository for relevant documentation for this specific assessment.

Mass Course Assign

The Mass Course Assign tool works in concert with the Master Course concept. Each course in eDoctrina can be linked to a master course to group or categorize a subset of courses that are similar by nature. This is a great feature for quickly linking groups of courses to an assessment. Courses must be linked to Master courses by district users and this must be done to make this feature have full functionality.

Additional Settings

◦ **Master Assessment**

The Master Assessment tool is a way to group key assessments that can be used as baseline evidence for student learning objectives in the district. Many times, baseline scores are determined from a series of assessments offered throughout the district for individual students and this tool is designed to make this process easier. These Master Assessments must be configured before this tool is used. Once a master assessment is created, it will display as an option in this pull-down menu. Master Assessments can also be linked using the Assessments Import tool so this grouping can happen automatically.

◦ **Average question scores for final score**

This is a unique assessment tool that changes the way that the final score of an assessment is calculated. If enabled, eDoctrina will take the total points earned for each student and divide this by the total number of questions. This option is best used when questions are valued equally, but can be used in other ways as long as the assessment is designed with intent.

◦ **Assessment Dates**

As a stand alone feature, assigning assessment dates and/or times here will restrict any users from assigning this assessment outside of these date ranges. If used in concert with the "Auto Assign to Linked Courses" feature, the date indication here will automatically make the assessment available online to all students that are enrolled within the linked courses for the date/time(s) indicated here.

◦ **Auto Assign to Linked Courses**

This feature is turned on within the district settings and allows district admin user types to configure an assessment to be automatically assigned to students if they enrolled in a course that is linked to this

assessment. Assessment Dates will need to be configured for so eDoctrina knows when to make this assessment available to students online.

◦ **Include in Nightly Export**

Assessment data can be sent to a secure site if this option is enabled. This feature is designed to match a specific export format, so if modifications are needed, please contact the eDoctrina team for any customizations that may be needed.

◦ **Quiz**

The quiz feature could be the answer to offering multiple choice assessments without having to make an online assignment. If enabled, students will be able to sign into their eDoctrina accounts to take a multiple choice assessment. A password must be entered for this tool to work as designed as students will need the assessment ID# and the password to get access to enter their student responses.

◦ **Allow Revision Snapshot**

This feature allows a user to capture multiple revisions of student work for a constructed response in an online assessment. These responses can be pulled into the Individual Student report and will be automatically date and time stamped. [More Info...](#)