03.D.1. Uploading a PDF to use in an Online Assessment

IMPORTANT: Please see Help Guide <u>03.A. Answer Key Only Assessments</u> if you are unfamilar with creating an Answer Key Only assessment. The following steps assume the Answer Key Only Assessment has already been created.

Click here to view the <u>Help Video</u>

An Answer Key Only assessment is not limited to utilizing a pencil and paper. This guide covers how a teacher or administrator can upload a PDF file to enable students to take any assessment online.

From the Assessment Editor, users can click on the "Online Settings" tab, then click on the Upload File button to select a PDF to attach to the Online Assessment tool:



The PDF to be used should be selected from the user's files:

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NOTE: The file MUST be a PDF file.

The name of the file will appear in the Assessment Editor. Additionally, the option to delete the file, whether to display the PDF, and where to display the PDF will be displayed. Users should select the options that best apply to the assessment being built:

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Once this is complete, students will now be able to scroll through the uploaded PDF and answer the questions accordingly.

Please see below to preview what the assessment will look like from the student perspective, in online view:

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ı	4. Who was the first person to walk on the moon? 9. When did the first human being land on the moon? a. Edwin Aldrin moon? b. Neil Armstrong a. 1967 c. Sally Ride b. 1968 d. Yuri Gagarin c. 1969	Brown line 5. X a. X b.

If you need additional assistance with anything found in this help guide please e-mail $\underline{help@edoctrina.org}$