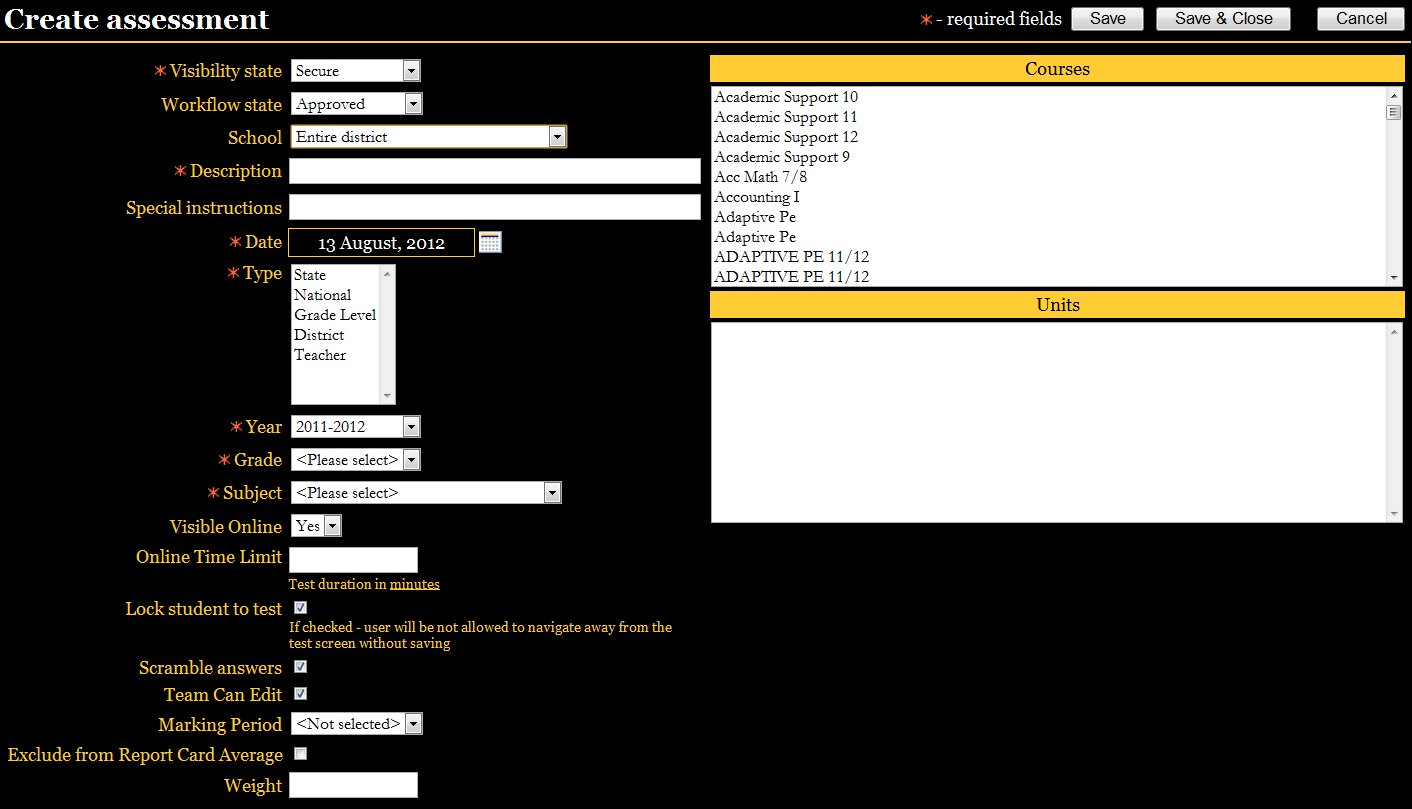
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**Creating District Assessments**

**Using your Unsecure District Question Database**

**eDoctrina: Creating District Assessments**



Creating an assessment completely in eDoctrina® — including writing new questions — is a straight-forward process.

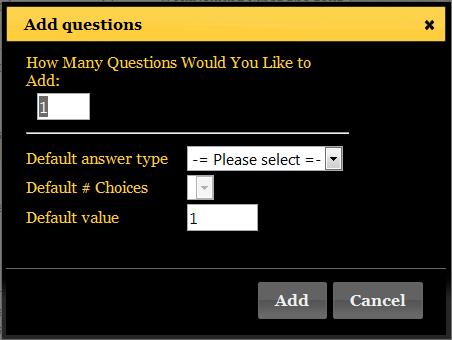
1. Click the “Insert” (plus) button from the “Assessments” screen

2. Enter the assessment’s general information on the “Create Assessment” screen *(see above)*. Mandatory fields are denoted with a red star. “Description” would be the name of the assessment. The bottom of this screen includes a number of options for those schools/districts that use eDoctrina®’s online assessments and standards-based report card tools.

3. Courses and units can be linked to a particular assessment by selecting them from

within the boxes located to the right of the screen. To choose one, simply click it. Multiple courses/units can be selected if desired. When completed, click “Save.”

4. A number of tabs are now viewable at the top of the page. Click the first, “Questions.”

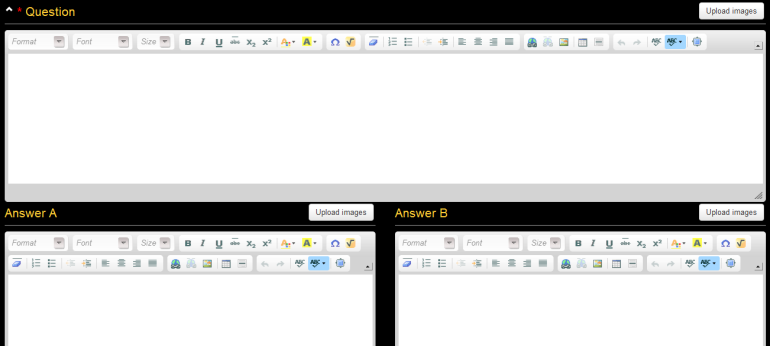
5. Click the “Add Questions” (plus) icon located at the screen’s upper left. This will produce a pop-up menu labeled “Add Questions” *(see right)*. Here, users enter the number of questions on their assessment as well as the most-commonly used question type, the most common number of choices for each question as well as the default point value of each question. Click “Add.”

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6. Once the screen refreshes, users can scroll back up to question one and start to write that question. To do so, click the gold “plus” button located to the right of the white “Standards” box. This opens the “Create Question” screen *(see right)*. At the top, fill out the fields that describe the question, including the five mandatory fields (marked with a red star) — Subject, Points (value), Type, Correct Answer and Grade(s).

7. Users have the option of linking the question to standard(s) next or can scroll down to the “Question” interface (see below) to begin writing the question before managing standards. Learning standards can be located by manipulating the filters located within the gold box and simply dragging-and-dropping them from right to left (to the white box labeled “Standards”).

**NOTE: The first (4) filters must be applied in order for standards to appear.**

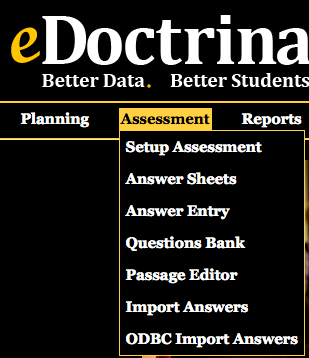
8. The “Question” interface *(see right)* offers users the flexibility to utilize different colors, font styles (bold, italics) and even import images. A powerful equation editor (“square root” icon) also exists here. Each answer (the number of interfaces corresponds to the number of responses that are needed) also uses the same interface, and, thus, can have similar properties.

9. Once done linking standards and entering the question/answers, click the “Save & Close” button. The “Create Assessment” screen will refresh and the new question — including the correct answer and any linked standards — will show up.

10. This process should be repeated until all of the questions are written.

**Reviewing Standards Prior to Assessment Creation**

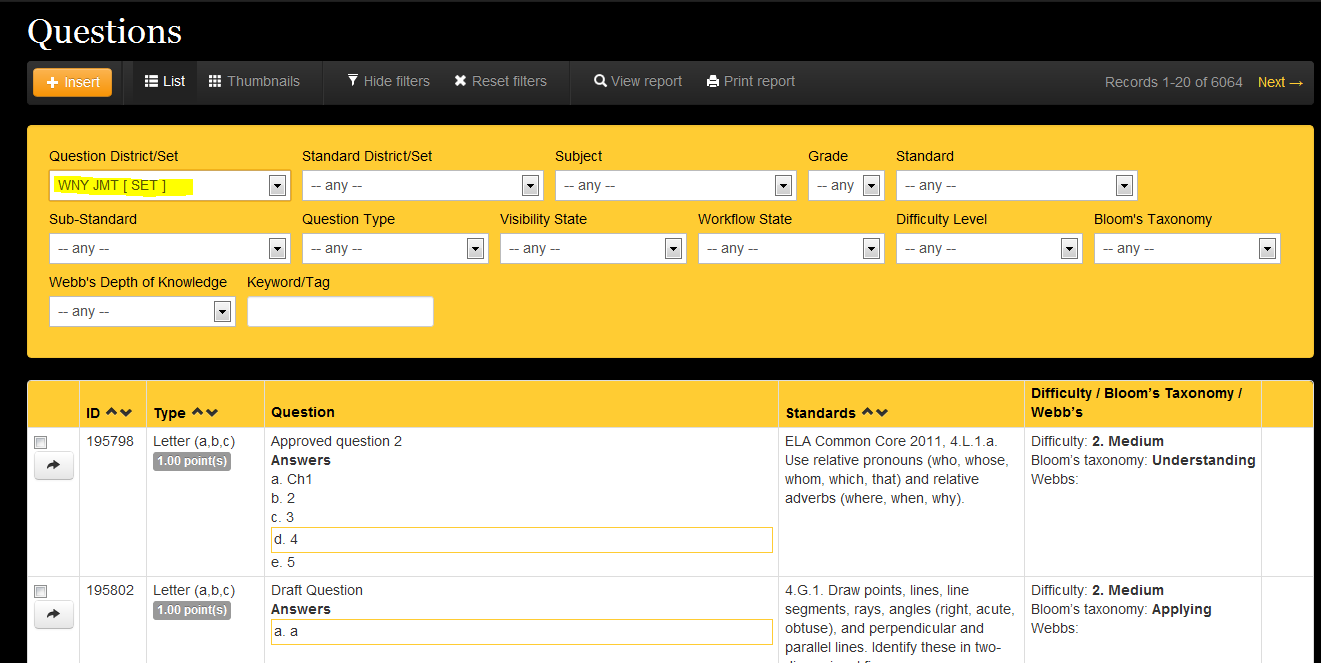
It is possible to review standards before you create an assessment. To do this, access the Question Bank by clicking on Assessment, then Questions Bank (see below).



Step 1

Step 2

Next, you will see the Questions Bank screen, which will allow you to filter to find specific questions aligned with standards. Remember, to determine which standards are represented in the WNYJMT Questions Bank, you must select WNY JMT [SET] as the Question District/Set filter.



WNY JMT [SET]

Standards

Then use the additional filters to isolate specific content areas and standards. The standards that have been aligned with each question will show up in the “Standards” column (see Standards above).