eDoctrina®

How-To Guide

"Create an Assessment Answer Key"

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 already has an assessment they would like to continue to use. In this case, all that is necessary is an answer key.

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 using the "Shift" or "Control" keys. When completed, click "Save."

4.A number of new 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 below). 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."

Add questions ✖

How Many Questions Would You Like to Add:

20

Default answer type   Letter (a,b,c) ▾

Default # Choices   4 ▾

Default points   5

Add   Cancel

6.Once the screen refreshes (see below), users can scroll back up to question one and begin entering the correct answers. Note that the option to change the question type, number of choices and point values exists here as well.

Edit assessment   ✴ - required fields   Save   Save & Close   Cancel

General | Questions | Grade Conversion Table | Attachments

➕ Add Question(s) 🖼 Questions Bank ▤ Add Passage 🖨 Print Test

2	Type	Letter (a,b,c) ▾	Empty question	4.G.02 [X] ➕ Identify points and line segments when drawing a plane figure
	# of Choices	5 ▾		
	Answer	c ▾		
	Points	2		
	Page break after ■			
	Instructions before ➕			
3	Type	Letter (a,b,c) ▾	Empty question	4.G.01 [X] ➕ Identify and name polygons, recognizing that their names are related to the number of sides and angles (triangle, quadrilateral, pentagon, hexagon, and octagon)
	# of Choices	5 ▾		
	Answer	c ▾		
	Points	2		
	Page break after ■			
	Instructions before ➕			

District/Set NY Common Core Learning Standards [SE ▾
Subject Mathematics ▾
Grade 3 ▾
Standard Math Common Core 2011 ▾
Sub-Standard NY.CC.3.MD. Measurement and Data ▾

[USE ME TO DRAG ALL STANDARDS]
NY.CC.3.MD. Measurement and Data
   Geometric measurement: understand concepts of area and relate area to multiplication and to addition.
      3.MD.5. Recognize area as an attribute of plane figures and understand concepts of area measurement.
         3.MD.5.a. A square with side length 1 unit, called "a unit square," is said to have "one square unit" of area, and can be used to measure area.
         3.MD.5.b. A plane figure which can be covered without gaps or overlaps by n unit squares is said to have an area of n square units.

Save   Save & Close   Cancel

7.Questions can be re-ordered by clicking the arrow buttons.

8.Each question should be linked to one or more learning standards. To do so, filter through the standards located at the right of the screen. Once the appropriate standards are found, simply drag-and-drop them from right to left, into the "Standards" box. Note: If the assessment was linked to a particular unit (or units), those standards found within those units show up on the screen; no filtering is required.

9.Once completed, click "Save."