

eDoctrina “In-a-nut-shell”

This document contains both basic-use and extended info on the tools in eDoctrina.

Overview of eDoctrina:

Home screen Dashboard:

When log in there is a top row: Quick-Links, Planning, Assessment, Reports, Settings, Help & Guide

Also three columns: Plan, Assess, Achieve

- (repeats what is along top row)

Planning:

We will start with the Planning: Standards View and look at the filtering system.

- Notice there are several Standards Sets
- This is for looking through standards without the other distractions....

Assessment:

- How to use the filter system to find a specific assessment
 - Wellsville CSD will be place to go find Assessments (Test Bank)
 - All assessments we make will automatically be placed in Wellsville CSD
 - You can view additional Assessments that have been created and viewable to you.
 - eDoctrina FREE: these include AIMSweb, Fountas & Pinnell and Regents Exams (Test questions and answers are attached as well as scan of actual exam and rating guide; questions are not aligned to standards)
 - ExamGen: available for content areas in grades 7-12
 - NYS BOCES Benchmarks: BOCES Consortium Assessments for Modules (grades 3-8 ELA and Math)

Symbols/Icons: on a row along a specific assessment.

- Pencil= edit
- Copy Icon= copy that assessment from another creator to "me"
 - Can also use assessment without copying it.
 - Can also use the assessment, pull into my bank and then adjust it as well.
- Print= option allows to print the assessment and item chart
- Import= Can import but need to import a CSV file with correct headings. (not something going to do) this allows the teacher to gather the data and record it. So "make" the assessment, give it a label and then import the actual data from the outside assessment (Study Island and Castle)

Creating an assessment:

- When click on INSERT, you are actually creating an assessment
- School: select the school you are in

General Tab:

- In order to begin creating a new assessment, you will need to complete each of the red asterisks prior to saving for the first time.
- Once complete each field, then additional tabs will appear.

When naming a new assessment

- Be specific with it and systematic. This will allow us to find assessments easier... “Testing Test” does not really work. The conventions we will use to name assessments. We will use:
 - Grade Level
 - Content Area
 - Unit Name
 - Type of Assessment

So: 3rd Math Unit 2 Measurement Summative

Other required areas.

- Some areas already pre-populated....
- Description: is the specific info about the assessment (This is where you actually name the test) see above about naming an assessment.
Naming conventions: Grade Level, Content Area, Unit Name, Assessment Type
- Special Instructions: These are very specific, what ever is put here will print on the top of the test.
- Date: This should be representative of when the actual assessment is being taken.
- Type: most of them will be Teacher
- Year:
- Grade:
- Subject:

- Online Assessment Setting: Only for Online
 - Results Viewable: this would allow the student to see results right after test. Default is no, bc able to print out after test.
- Duration: Can lock the test to specific minutes for that test
- Scramble Questions: changes the order of the questions, but not options,

You can print out other versions of a test, but would have to copy that assessment and scramble manually.

- Courses: Shows the courses that you teach.

Once filled out this criteria, click SAVE

Then presented with more options along the top.

Questions Tab: (creating questions)

Have three options.

Option 1: Can Add Questions and takes you through a Wizard...

Option 2: Can go to Item Bank and pull questions.

Option 3: Can go to Assessment (on top row), pull down to Questions Bank and then add a question.

For Option 1: Use this if you already have a test and want to create the construct of the assessment so you can print answer sheets and scan them to get data.

- This then adds containers, spaces for the questions.
- I may use this if I already have a paper-based assessment and just need to set up the assessment, but do not want to input the actual test into the system, right now.
- Just look at that test, and set the # of Questions, etc.
 - If I want the actual test part of this, create a digital copy (scan) or save it. What I can do is upload a digital copy of this and attach it to this test. You can do this in the Attachments Tab.

Once this is done, now can toggle each question container.

If you want, add the MC Type questions first, then you can go back and add the Teacher scored or other versions...

Aligning each question to standards

If you do not add any standards to this, then all you get are scores....

The power if good data comes from questions aligned with standards...

If you are just creating the construct of the assessment, you can get the answer sheets. (You can come back and add standards later) but you eventually want those standards there!!!!

- Using the filter, find the Set of Standards first
 - Then use the sub-filters, sometimes, less filtering will give you more.
- So to add the standards, filter to the standards you are looking for, hover over the option, and then hover over, click and drag.
- Can you have more than one standard and type? Yes, you have to change the subject and filter to the next set of standards you need.

Grade Conversion Table Tab

Next, grade conversion table, the default has already been set.

- It defies conventional default. Must keep it whole numbers and they are redundant. so 1 = 0-55, 2= 55-65, 3= 65-85, 4= 85-100
- We can make a Wellsville Default Conversion.
- For now leave this.....

This also allows us to see the colors based on score as well as font style.

Attachments Tab

Then click on Attachments, this is where you can pull in an existing rubric, existing exam, reference tables, pictures. this can serve as a repository for items needed for the test.

Mass Course Assign

Leave Mass Course Assign alone; no reason to use this!

Then click Save & Close

Now let's look at what was created.

Let's look at the Icons again.

- Pencil= Copy Assessment
 - If want to use assessment next year, find assessment from prior year, copy it and change its date.
- Print= If want to just view it and do not have the Edit Pencil, go to third option, Print and now can view it (PDF or Word Doc)
 - If do it in Word, because of the coding of formatting, etc. Math is brutal, it does not always take over the formatting. Would have to use symbols...
 - But this is good if need to enlarge, change text, etc. This allows you to refine it.
 - PDF: One column vs Two (2 column questions and answer side by side)
 - Can adjust the Font Size, this impacts the PDF, not Word Doc

What you can view:

- Assessment Questions: actual assessment
- Assessment Map: gives the info about the test including Standards, plus key and lists attachments and other info you have added.

- Multiple Choice Format: use this when pulling questions in from an Item Bank.

Then click Print: You will then be directed to accept and then it will "Print Out"

Printing Answer Sheets

Getting Answer Sheets once Assessment has been set up

Go to: Assessments → Answer Sheets

OR

Quick Links → Teacher Dashboard

(This gets you the same place)

- Use Filter to select the test you want along with class, students, etc.
 - Go through the Filter System, left to right
 - When get to students, you can see that you can select individual students, or select them all.
 - You can print single answer sheets. (Which means you can also develop assessments for single and smaller groups of students.)
- On Second Row, Select Test Bank, Subject, Grade and Assessment (those that are available to me).
- Once complete, click the Print Answer Sheets.
 - There are now options,
 - Bubble Size: Click on Small Bubbles,
 - Selection of students: ensure that the students are selected (you can deselect them),
 - Then click on Print. Just like before, it will create a pop-up
 - (if not showing, select on pop up blocker and allow).
 - This prints out sheets per selected students.
 - When printing, select “Properties” to fine-tune the printing
 - Under properties, select the “Image Quality” tab and then make sure *Smoothing* and *Distinguish Thin Lines* are selected.
- What you will see here are the amount of bubbles available per question. Plus, a box is drawn around those questions that are teacher scored.
- If a student writes on this area, you can always go in and change that answer....manually.

Scanning

Each copier/scanner has been set up to receive Answer Sheets and send to eDoctrina

- To scan:
 1. Walk up and select "template"
 2. Then choose eDoctrina
 3. Then choose SCAN TO eDoctrina
 4. Place document and choose scan
- When scanning, the document holder may hold up to 50-75 sheets. Recommend doing one class at a time. If there is an error or jam while scanning, will need to rescan.
- If there was an error and information goes to eDoctrina, the system will take the latest scan as the "official". So any re-scanned answer sheet will become the "latest, up-to-date" version.

Here are the copiers ready:

ES primary, ES intermediate, ES office, HS office, HS workroom, MsS office and MS workroom

How long until answer sheets are ready? Depends on time of day and how many you have scanned. It can be 20-30 minutes after scanning. eDoctrina asks for 4-6 hours expected.

Verifying Answer Sheets and Scanning

Now after giving the test and scanning, go to the Answer Entry/Verification= CHECK

- This will give you areas of concern based on completion of sheet.
- You can click on the upper-right corner to see the answer for that student.
- You have the option to change the answer.
 - Use the student's answer sheet and then set the score and it will recalibrate.

If you See Yellow and they are empty= they did not answer. An * means there could be an answer, but did not scan well.

You can go over the Yellow and using their answers, can choose them for the student.

You can EXCL and exclude the student, not having him on the class summary will not impact the summary nor that student.

Reports

Now since we scanned it and checked it. We can leave the filter and go look at Reports, that's what the buttons at the bottom of the dashboard are for.

- Individual Student= questions by question report on the student (for all your students)
 - Intended to be given to the student. By clicking on the ?, you can see the question.
 - Cannot format this print out,
 - There are some print options, Condensed is really condensed....this is the same as writing this score on test.
- Learning AFL- intended to be a reflective piece for student use. At the bottom, there is space for the student to write a narrative.
- Class Summary: most of the time spent.
 - Grade Table Score would also be in color.
 - When run this report, it will also tell you errors, just like the CHECK portion.
 - But clicking here, will give just students with answer sheet issues.
 - At bottom of the Summary there are lots of other data.
 - Summary for all teachers, it will take my results and apply to the building as a comparison. But teachers will be able to if they select the other classes.
 - Must select the all the classes you want to compare in the filter for this to work.
- Item Analysis: This gives a color coded comparison by question. Use this as a quick overview.
 - This is not a grade conversion table. This is really just a frequency chart.
 - The highlighted answer is the correct answer as indicated in the answer key.
 - When comparing answers students gave in a particular question, if %'s are similar, I need to look at why based on how question constructed.
 - The "?" symbol allows me to click and view the questions.

If you do see errors as you go through reports, by going in and changing the error and reload the reports, it will recalibrate and fix and then the data will automatically adjust.

- Class Comparison: I can select this and it will show sections side by side...
 - You can toggle between options on how data is presented.
 - Summary for all teachers, it will take my results and apply to the building as a comparison. But teachers will be able to if they select the other classes.
 - Must select the all the classes you want to compare in the filter for this to work.

How to use the comparison data, these are conversation starters. I can ask based on results how something was done as to why a group of students did better vs another group. This is great for data and team meetings or when comparing sections for classes I teach...

Now time to make an Assessment:

Assessments --> Set Up Assessments

How to create questions

Option 1: Questions Bank and then select "Insert"

Option 2: If use assessment, click on EDIT Pencil, or can create new one by clicking INSERT, you will then add questions through the test.

To create a question, double click on the container (where is says "empty question")

- Set the Grade level- can select multiple grades
- Visibility: set as "Visible" so question can be shared
- Then complete the other required options along left-side
- On the right side, it is optional, but more powerful is used. Difficulty, Bloom's, Webb's.
- Tagging, by tagging, comma separated, this will help when looking for questions later on. So when filtering, it helps find specific questions.

Assigning Standards:

- If set defaults in initial set up of assessment, it is already populated.
- Just like before, you will hover over, click and drag to the Standards Container.
- Writing the Question. In the container you will put the question. You can also copy and paste. Notice that there is a formatting row. You will see symbols which will bring you to special characters and formats (math equations and symbols, etc).
- Copy and pasting from existing assessments, but have it digitally.... If on Windows 7 machine, can split the screen. You can select the text, and then drop and drag to the container. Make sure, when you are coming from your assessment, turn off the bulleting and numbering format, it will help. Then, select the BLUE eraser in the formatting row and highlight the text you just dragged.
 - By reducing the formatting, pasting goes better.

Using the Snipping Tool

- Windows 7 Snipping Tool: If have info in Word or another document (website, etc.).
 - Go to Snipping Tool in the Start Menu,
 - Select then area you want and this will allow you to snip the area you want (it creates an image), drag box around the area you want and then let go. Then go to the container and while holding CTRL press V and this will paste.
- Also with Snipping Tool, you can annotate the info and then press CTRL and V and it will paste.
- You can also save this captured image.
 - If you want to add an image, insert it, but do so on another line.
 - Make the width of about up to 300 pixels is good. Beyond this size and takes up too much space.
 - When "Print" the assessment, if print in Word Doc format, you can adjust the size of images.
 - When "Print" and select PDF, cannot adjust.

Add Answer Options

Scoring Guide: This is where you can articulate anything about scoring. Anything put here, will also appear on the Scoring Guide/Map.

Once completed with Question, click Save & Close

Pulling Assessment Questions in from the Bank:

While in Assessment, you can also add questions that have already been made

Click on Questions Bank Tab

- You will see on the left-side questions that are already there plus any empty containers. You cannot drag an existing question into empty slots.

Filtering for Questions: Make sure you work from left to right

- Question Bank: You can select the source bank of questions based on the filtering you apply
- Sometimes, less is more in filtering to find questions. Pick, Subject area, Grade Level,
- When dragging a question over and want it to go to bottom, drag it above the top question and then unclick, it will then place the question in the last slot.
 - You can reorder questions in this view as well as the assessment view. This view is quicker.

There is no SAVE button on this screen, just close the pop-up window (red X in the top-right corner), do not click on anything else, you will see it working and then when done working, click SAVE.

If I want to edit a particular question, click on the PENCIL and then go about editing using the formatting you did when creating a question.

Using Passage Editor:

If you want to create questions that are linked because they use the same passage, image, information, etc. you will use PASSAGE EDITOR.

Go to: Assessment → Passage Editor

- Click on Insert to create a new Passage with linked questions
- Complete the top portion per required and aligned information
 - You will notice you can choose more than one grade level
- You can past (Ctrl-V) an image, a passage or upload an image that will make up the majority of the Passage.
 - You can even add additional information (directions, etc.)
 - The program will automatically state to the student that the passage is used for specific questions when you go to print the assessment.
- Then scroll down to the Linked Questions area.
 - Click Insert to add your first question (refer to creating questions portion of this help guide)
- BEFORE YOU SAVE AND CLOSE the new Passage, copy down the Question ID's as this will help you search for them when adding them to an Assessment
- When you go back to the Assessment you are creating, click on Question Bank (Questions Tab → Questions Bank) and then search for the linked questions by entering the Question IDs you copied down.
 - Then click and drag them over to the Question List on the left.