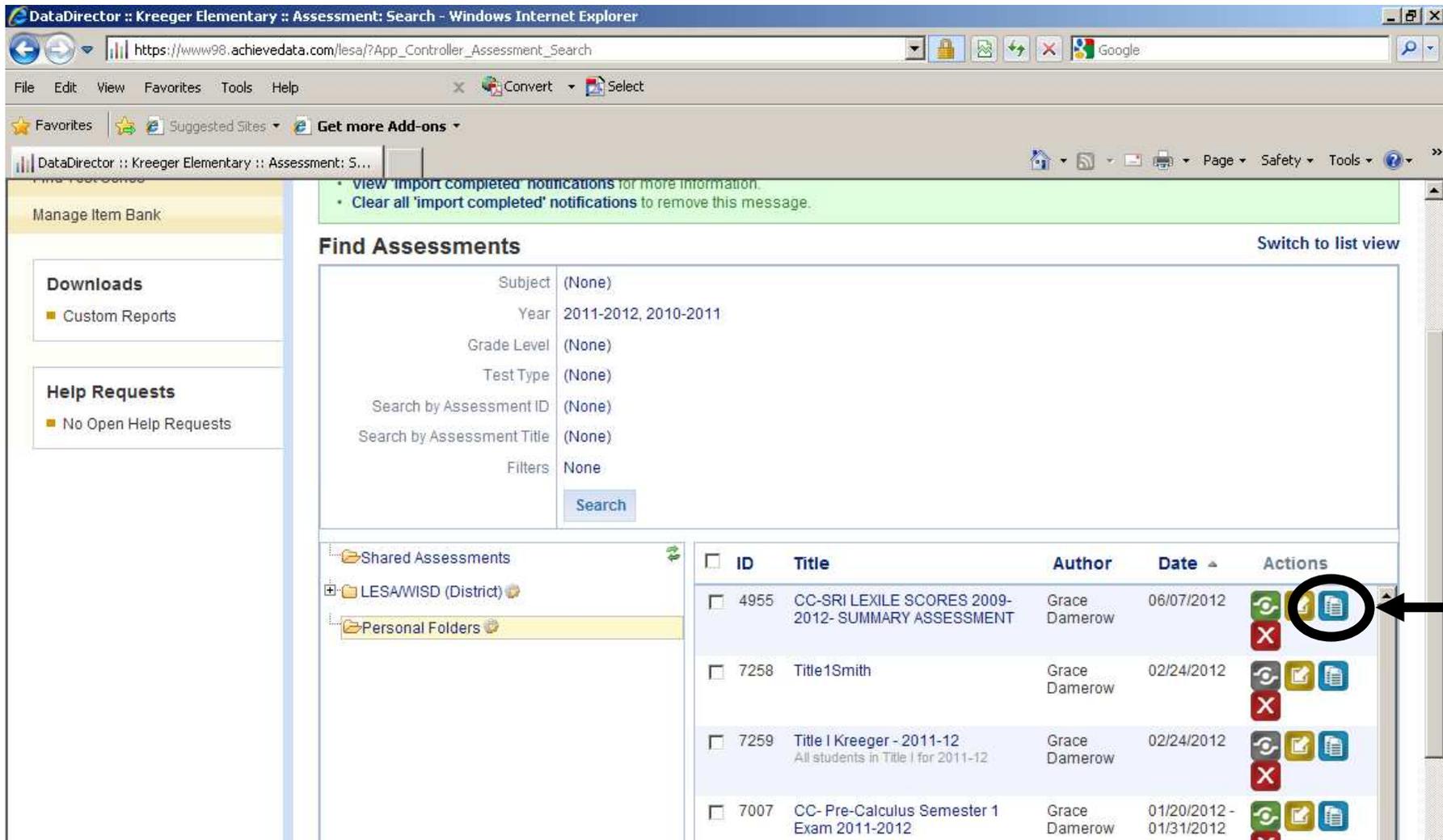


Duplicating Exams (as of 3/23/12)

1. Log in
2. Click on **Assessments**
3. Select filters
4. Click **Search**
5. Find exam and click **Duplicate icon next to the name**



The screenshot shows the 'Find Assessments' page in the DataDirector application. The search filters are set to: Subject (None), Year (2011-2012, 2010-2011), Grade Level (None), Test Type (None), Search by Assessment ID (None), Search by Assessment Title (None), and Filters (None). The search results table is as follows:

ID	Title	Author	Date	Actions
4955	CC-SRI LEXILE SCORES 2009-2012- SUMMARY ASSESSMENT	Grace Damerow	06/07/2012	[Duplicate] [Close]
7258	Title1Smith	Grace Damerow	02/24/2012	[Duplicate] [Close] [Print]
7259	Title I Kreeger - 2011-12 All students in Title I for 2011-12	Grace Damerow	02/24/2012	[Duplicate] [Close] [Print]
7007	CC- Pre-Calculus Semester 1 Exam 2011-2012	Grace Damerow	01/20/2012 - 01/31/2012	[Duplicate] [Close] [Print]

6. Click **Duplicate** and then **CLOSE**

7. Click **SEARCH** again to refresh the list of exams.
8. Locate the new exam in the list. It, by default will be named **Duplicate of...** Click on the new duplicated exam name.

<input type="checkbox"/>	7563	Duplicate of CC- Pre-Calculus Semester 1 Exam 2011-2012	Grace Damerow	01/20/2012 - 01/31/2012
<input type="checkbox"/>	7009	CC- Algebra I Midterm Exam 2011-2012	Grace Damerow	01/16/2012 - 01/24/2012

9. You will now see the exam dashboard. Click **Edit Assessment**

DATA DIRECTOR

You are logged in as **Grace Damerow, District Administrator**
Kreeger Elementary (All Students) Admin Help Logout

RIVERSIDE
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Assessments

- Find Assessments
- Create Assessment
- Find Test Series
- Manage Item Bank

Assessment

- Edit Assessment**
- Data Entry
- Edit Reporting Clusters
- Alternate Versions
- Summary Assessment

Help Requests

One or more of your background import processes have completed.
• View **'import completed' notifications** for more information.
• Clear all **'import completed' notifications** to remove this message.

Assessment Overview

Available Assessments: Duplicate of CC- Pre-Calculus Semester 1 Exam 2011-2012

Assessment ID	7563
Subject Area	Mathematics
Type	User-Created
Grade Levels	12,11,10
Exam Date	Jan 20, 2012 - Jan 31, 2012 (S1, 2011-2012)



10. Change name --- IF YOU ARE MAKING ANY CHANGES TO THE EXAM... I.E. CHANGING A QUESTION or changing the links to standards, YOU NEED TO RENAME THE EXAM and include a new version number . For example CC-4th Grade Math 3rd Qtr 2010-11 would become CC-4th Grade Math 3rd Qtr Ver.2 2011-12. The version should be added AFTER the exam name, but before the year. If the exam is EXACTLY the same as the previous year, the only change in name is the academic year.
11. Change Academic Year
12. Change Date Given



FROM----->**TO**

The image displays two side-by-side screenshots of the 'Edit Answer Sheet Assessment' web interface, illustrating the changes made to an exam. The left screenshot shows the 'FROM' state, and the right screenshot shows the 'TO' state. Arrows and numbered boxes (10, 11, 12) indicate the specific changes:

- 10:** The title field is updated from 'Duplicate of CC- Pre-Calculus Semester 1 Exam 2011-2012' to 'CC- Pre-Calculus Semester 1 Exam 2012-13'.
- 11:** The 'Grades' field remains '12,11,10'.
- 12:** The 'Exam date option' field is updated from '01-20-2012 to 01-31-2012' to '01-20-2013 to 01-31-2013'.

Below the screenshots, the text reads: **CLICK SAVE CHANGES** at the bottom of screen

Sharing the Exam This is a TWO STEP PROCESS

The screenshot shows the DataDirector interface in a Windows Internet Explorer browser. The page title is "DataDirector :: Kreeger Elementary :: Assessment: Exam Editor - 7563". The URL is "https://www98.achievedata.com/lesa?id=7563&page=App_Controller_Assessment_ExamEditor&saved=saved". The user is logged in as "Grace Damerow, District Admin" for "Kreeger Elementary (All)".

The "Assessments" sidebar on the left includes "Find Assessments", "Create Assessment", "Find Test Series", and "Manage Item Bank". Below this is the "Assessment" section with options: "Overview", "Edit Assessment", "Sharing" (highlighted with a black circle and a box containing the number "13"), "Delete Entry", "Edit Reporting Clusters", "Alternate Versions", and "Summary Assessment". At the bottom of the sidebar is "Help Requests" with "No Open Help Requests".

The main content area is titled "Edit Answer Sheet Assessment" and shows a "summary" section with the following details:

- *Title: TEST EXAM CC- Pre-Calculus Semester 1 Exam 2012-13 DELTE
- ID: 7563
- Local ID: [Empty field]
- *Grades: 12,11,10
- *Subject Area: Mathematics
- *Type: User-Created
- Description: [Empty field]
- Term: S1
- *Year: 2013
- Exam date option: Single Date Date Range
- *Exam date: 01-20-2013 to 01-31-2013
- Attached files: [Upload a file button]

13. Click Sharing ~ PLEASE FOLLOW ALL INSTRUCTIONS ~ You have to share it two different ways.

14. There are 3 levels of sharing. You will be adding the two bottom types. Start at the bottom **Site Level Sharing Rules**. Click **ADD NEW SHARING RULE**.

Get more Add-ons

Manually create permissions | Use an existing permission set

Damerow Grace [author]

Global permissions have not been defined for this assessment. Click here to create global permissions for this assessment.

Displaying User Level Sharing Rules 0 - 0 of 0

Page 1 | Next Page ▶

No sharing rules are available

Show All | Add new sharing rule | Remove selected

Displaying User Type - Site Level Sharing Rules 0 - 0 of 0

Page 1 | Next Page ▶

No sharing rules are available

Show All | Add new sharing rule | Remove selected

Displaying Site Level Sharing Rules 0 - 0 of 0

Page 1 | Next Page ▶

No sharing rules are available

Show All | Add new sharing rule | Remove selected

14

15. Click on your **SITE/Building**

16. Next set the following permissions for your site:

Specify		
May View	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Edit Basic Information	<input type="radio"/> Yes	<input checked="" type="radio"/> No
May Edit Permissions	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Download		
May Download Assessment Reports (Answersheet & Itembank Assessment Only)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Download Answer Documents	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Download Other Material	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Data Management		
May Duplicate	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Edit Student Responses	<input type="radio"/> Yes	<input checked="" type="radio"/> No
May Edit Questions/Items	<input type="radio"/> Yes	<input checked="" type="radio"/> No
May Upload	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Specify
Site Level Sharing Settings
Select Site
LES/WISD (District)
Fowlerville Community Schools (District)
Choices Alternative Education
Fowlerville High
Fowlerville Jr. High
Kreeger Elementary
Smith Elementary
Set Rules

15

16 – CLICK
ADD at bottom

17. Now you are going to add **USER TYPE - Site Level Sharing Rules**. Click **ADD NEW SHARING RULE**.

Manually create permissions | Use an existing permission set

Damerow Grace [author]

Global permissions have not been defined for this assessment. Click here to create global permissions for this assessment.

Displaying User Level Sharing Rules 0 - 0 of 0

Page 1 | Next Page ▶

No sharing rules are available

Show All | Add new sharing rule | Remove selected

Displaying User Type - Site Level Sharing Rules 0 - 0 of 0

Page 1 | Next Page ▶

No sharing rules are available

Show All | Add new sharing rule | Remove selected

Displaying Site Level Sharing Rules 0 - 0 of 0

Page 1 | Next Page ▶

No sharing rules are available

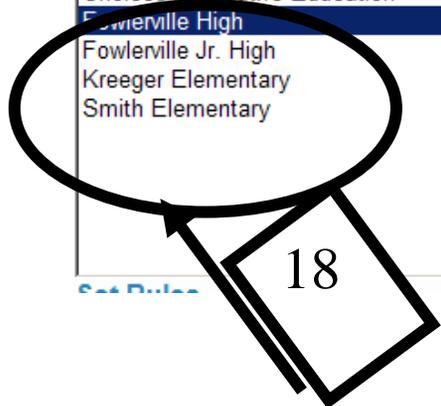
Show All | Add new sharing rule | Remove selected

17

18. Click on your **SITE/Building** then Hold the **CTRL** key and select **District Administrator & School Administrator**

Select Site and User Type

LES/WISD (District)	Data Export User
Fowlerville Community Schools (District)	District Administrator
Choices Alternative Education	Scanning Administrator
Fowlerville High	School Administrator
Fowlerville Jr. High	School Group Administrator
Kreeger Elementary	School Program User
Smith Elementary	Teacher



19. Next set the following permissions for your site: **ALL YES**

Specify		
May View	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Edit Basic Information	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Edit Permissions	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Download		
May Download Assessment Reports (Answersheet & Itembank Assessment Only)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Download Answer Documents	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Download Other Material	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Data Management		
May Duplicate	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Edit Student Responses	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Edit Questions/Items	<input checked="" type="radio"/> Yes	<input type="radio"/> No
May Upload	<input checked="" type="radio"/> Yes	<input type="radio"/> No

19 – CLICK **ADD** at bottom

