

Create a New Answer Sheet

 Assessments are limited to 125 questions. Answer sheets cannot exceed the length of a sheet of legal size paper (11 1/2 x 14). Adding more than 125 questions will cause the answer document to exceed the maximum page length.

Once the Answer Sheet is created and saved, a Summary Assessment for the answer sheet will automatically be created. Results for the assessment are automatically exported to the Summary Assessment when results are entered.

Follow these steps to build an answer sheet for an assessment:

STEP 1: Complete the Assessment Summary

1. Select the **Assessments** icon
2. Select **Create Assessment** from the side menu
3. Select **New Answer Sheet** as the assessment type
4. Enter Assessment Summary - Required fields
 - A. **Title**
Begin the title with the academic year ex. 2010-2011, followed by a descriptive name for the assessment
 - B. **Grade** - Click (None) and select grade(s) from pop-up
 - C. **Subject Area** - Click (None) and select from pop-up
 - D. **Type** - Click (None) and select from pop-up
 - E. **Year** - Click (None) and select academic year from pop-up
 - F. **Exam date** - Enter date or if date range option selected, enter dates



-  **Attach Files Option**
-  **Align to Standards Option**
-  **Assigning and Distributing Points**

STEP 2: Add Questions

1. Click **Add Question** 
2. Select **Question Type** from the drop-down

 You may alter the question **Label**, however in most cases it is not necessary or recommended to change the label.

3. Select the **Answer** or click edit and change the default answer options prior to selecting the correct answer.

 You are not required to choose an Answer if you will be manually scoring the test and do not intend to print an answer key.

4. Align the question to a standard (OPTIONAL) -
 - Click (None), if you selected standards in Assessment Summary, they will appear in a pop-up box
 - Check box next to standard
 - Click **Done**

Repeat 1-5 for each additional question.

Add Multiple Questions

The **Add Multiple Questions** feature allows you to add multiple question fields at the same time. Use the slider to adjust the number of fields to add. Although you have the ability to add from 1 to 100 questions at a time, it is recommended that you do not add more than 40 questions at a time.

To use this feature:

1. Click  Add Multiple Questions
2. Slide the bar until the desired number of questions appears after the X

 **Tip:** The added questions will have the same question type as the last question type in the list. If you are adding a large number of questions of a different type, you may want to add a question, change the question type, and then use Add Multiple Questions to add the next set of questions.

Reordering questions -You can reorder questions by clicking and holding the hash marks next to the question and dragging it to the new location.

If you entered Total Points in the Assessment Summary section, the total points for your questions will automatically be adjusted to equal the total points value.

Adding Sections

STEP 3: Save Changes

Click **Save Changes**

Related Topics

- What is a Rubric?
- What is Multiple Choice
- What is Multiple Response?
- What is Number Grid
- What is Short Answer?
- What is the True or False Question Type

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