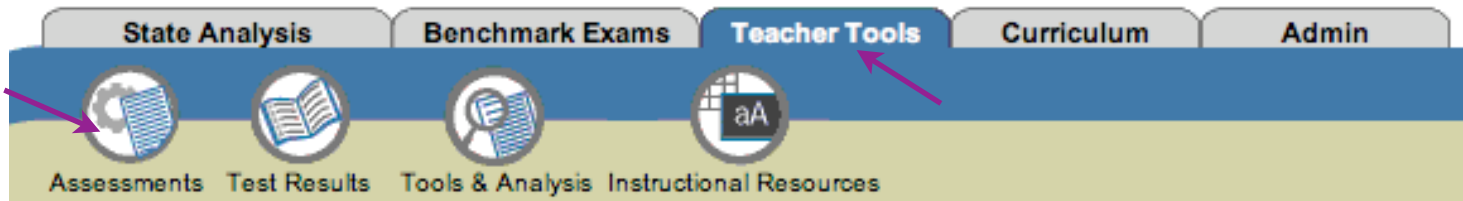


# Create & Score Test Answer Sheets Using EduSoft

Benefit: If you find there was an error in answers if you entered for the multiple choice section, you can change answers and point values before or after scanning. If answers/point values are changed after the scanning, the system automatically re-grades and re-scores each student's test. (Once you print answer sheets, you CANNOT change the order of the sections, number of questions per section, nor question order.)

1. Set up test using Exam View which can include these types of questions.... see back for table listing useful question types & which type they'd match up in EduSoft.
2. Select "Teacher Tools" tab, "Assessments" after opening web browser and signing into EduSoft (password is case sensitive; username is usually first initial, and last name).



3. Select "Align Existing Test"

## Assessments

CREATE NEW FOLDER

CREATE NEW TEST

ALIGN EXISTING TEST

FIND A TEST

4. Select the "My Tests" folder, and click "Continue" (note: when you place a test into the "Shared Test" it will not allow you to create answer sheets for your classes until the test has been moved or copied into your "My Tests" folder.
5. Enter general test info, by typing into boxes, select standards group: <California Content Standards> from drop down menu, click "Continue".
6. Select subject area <Science>, and the grade level, click "Continue".
7. Click on the standards that are applicable (note: after you make the test, you can add more standards; I'd suggest just selecting one standard which is used the most throughout the test to make it easier. Click "Continue". The next screen will summarize the standards you selects, and will give you the option of adding more standards or "Continue".

Align a Test - sample

Start a section:

Section name: Section 1 - Multiple Choice

# of questions:

Question type:  Multiple Choice - with  possible choices per question  
 Short Answer  
 Long Answer - graded  point scale  
Questions for which partial  allowed.  
 Show the zero boxes on answer sheets

Default value per question:  points  
Note: You can change the point values for individual questions later.

Answer sheet layout:  Include this section on the student answer sheet  
 Create a separate score sheet for this section

CONTINUE >

8. Name the section, and identify how many questions in the section, the type of questions, default point value per question (you can change the default point value later. Note: long answer can be graded with a rubric or a point scale.

***This is a draft.***

***Please email Jill Fischer @ BHMS with corrections or if additional details are needed.***

9. At this point you can..... add more questions in a particular section, start the next section of the test, select section answers, change the point value of individual questions.

**Align Questions - sample**

The screenshot shows a user interface for aligning questions. It features a table with the following columns: Question, Standard, Answer, and Points. Two questions are listed, both with the standard 'CCS--Science (1998)--Grade Six--Plate Tectonics 1'. The first question has answer 'b' selected and a point value of 1. The second question has answer 'a' selected and a point value of 1. At the bottom, there are four buttons: 'ADD MORE QUESTIONS', 'SAVE', 'START NEXT SECTION', and 'SAVE & FINISH'. There are also links for 'Add More Standards' and 'Set Up Question/Answer Labels' at the top right.

10. Finish setting up sections, and number of questions per section and answers.

Question Type	Exam View Q type / Uses	Special Hints
<b>Multiple Choice</b> (no need for teacher to check individually)	- true/false (select 2 possible choices), - multiple choice answers for up to 5 answer choices, - matching for up to 5 answer choices,	only gives up to 5 answer choices; cannot select multiple answers here; can change the answer after the tests have been scanned and it will regrade and recalculate all of the tests associated with that set of answers.
<b>Short Answer</b> (teacher or students must mark if incorrect)	-true/false (can do modified true/false also) -fill in the blanks -matching	gives a short line for an answer; teacher marks answer sheet only if answer is incorrect
<b>Long Answer - graded on point scale</b> (must mark score)	-short answer questions, - essay questions	-can use to set up a binder / notebook check
<b>Long Answer - graded on rubric</b> (must mark rubric value)	-short answer questions, - essay questions	avoid teacher score sheet - a lot of pages; have to play with rubric to get it to work; only takes a few letters/ numbers in "rubric score"

11. To correct/grade: sign into EduSoft grader, follow prompts and scan tests.  
12. To see test results....select "Teacher Tools" tab, select, "Test Results", and find the specific test / period that was scanned in your folder.

The screenshot shows the navigation bar of the EduSoft grader. It has five main tabs: 'State Analysis', 'Benchmark Exams', 'Teacher Tools', 'Curriculum', and 'Admin'. Below these tabs are four icons: 'Assessments' (a gear), 'Test Results' (an open book), 'Tools & Analysis' (a magnifying glass over a document), and 'Instructional Resources' (a document with 'aA' on it). Arrows point to the 'Test Results' icon and the 'Teacher Tools' tab.

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