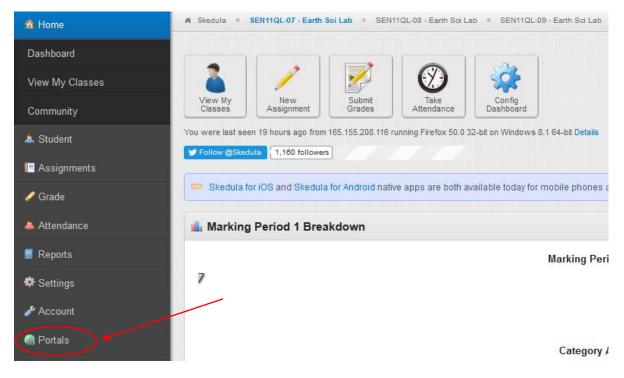
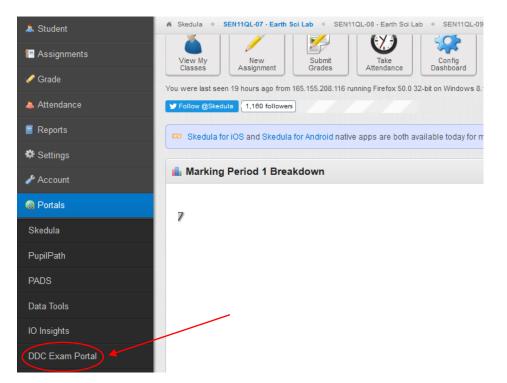
Instruction for how to use Skedula to grade students' test and analyze their test results.

1. Log into www.skedula.com

2. Click on "Portals"



3. Click on "DDC Exam Portal"



- 4. Click on "Exams"

 More

 Reports

 Standard Reports

 Student Snapshot

 Links

 NEWI Low Confidence Functionality Document
- 5. Right-click on "Private Exams"

Home Reports Exams Batches Need He

Exams Create an exam, edit one, print answer sheets, pretty much anything!

Search for exams		Clear User Sho
Private Exams	Title	
2016	🧪 Sample1	
District	🧪 Marking Period 3 EXAM 1	
	🧪 EXAM 3-2	

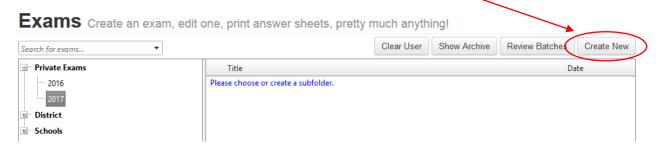
6. Click on "Create Folder", and give the folder a name (ex: 2017)



Exams Create an exam, edit one, print answer sheets, pretty much anything!

Search for exams		Clear User Shov
Private Exams 20 Create Folder 2017	Title Please choose or create a subfolder.	

7. Click on the folder where the test is to be stored, and Click "Create New"



8. Enter the information about your test.

9. Specify the number of question and other features, and click "Add Section" before clicking "Next"

Create Exam Step 2: Add/Edit/Reo	rder/Dele	ete Sections		Return To	•
Section Type:	Туре	Section Header	Misc Info	Edit	Del
Multiple Choice 🗸	No section	s have been added. Use the panel or	the left to add sections to this exam.		
Enter a header for this section:					
Choose only one choice per question					
121 characters left Number of questions for this section: 5 • • • •					
4 •					
Select a multiple-choice sequence:					
ABCDE					
Add Section>					
Cancel Preview			Previous	Next	

Cre	ate	e Exa	am st	ep 3:	Add o	luestion	point	values and answers Return To
Sec. 1 1 1 1 1 1 1 1 1	# 1 2 3 4 5	Value 1.0(1.0(1.0(1.0(1.0(Correct A		Оc	Dele) D D D D D O D O D O D	•	Set Values for ALL Questions: Value: 20 Answer: 0 0 0 Set Obscure answers in reports Lock down editing student answers Do not allow other users to clone this exam
	Cance		Preview					Previous Next

10. First, **specify** the number of points for all questions by clicking on "Set". Then, **set** the answer keys

11. Click "Finish" to save the work you had just done

Create Exam Step 4: Confirm the details of the exam Return To... -

Exam Title:	EXAM 1 HTML
Description:	Test is on basic html
Folder:	Private Exams/2017
Exam Numbering:	
# of Questions:	5
Total Points:	100
Answers obscured:	False
Editing answers disabled:	False
Exam cloning disabled for	False
regular users:	

After clicking the "Finish" button, you will be taken back to the Exam Menu. You can click on the exam name to view options (like printing answer sheets) for this exam. You can always edit this exam by clicking on the small pencil to the left of the exam name.

	Cancel	Previous	Finish
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00 Data Driven 00 CLASSROOM Home Reports Exams Batches Need Help? Exams Create an exam, edit one, print answer sheets, pretty much anything! Clear User Shc Ŧ Search for exams... Private Exams Title 2016 EXAM 1 HTML 1 District Schools 13. Click on "Print Answer Sheets" **Exam Options** Return To... -EXAM 1 HTML Test is on basic html (93515) Created By Peter Tsun - PTsun@schools.nyc.gov on Tuesday, January 24, 2017 6:17 AM Located in: 2017 Create/Edit Print Scan/Enter Data Report Align to Standards Download DDC Exam Scanner Summary Report Print Answer Sheets Edit this Exam View/Edit Student Answers Error Analysis Report Print Feedback Sheets Clone this Exam Merge Results into this exam Item Analysis Report Set Print Windows Standard Summary Report

Related Exam Resources

	Description	Date/Time	Download	Description:
No resources ha	ve been added.			

12. Click on "Exams" and then the name of the exam link

14. Select the classes that you will administer the test to and Click "Apply Filter".

Print Answer Sheets

School: Grade:	Newtown High School		2016-2017 All	Student: Period:	Last, First OR ID
Subject:			Isun, recei		SEN11QQA-01-Earth Sci 🔻
Ethnicity:	All	Gifted:	All	Gender:	All
Lang Flu:	All	Migrant:	All	Programs:	None Available
Sp Ed:	All	Econ Dis:	All	Inactive:	
Exam:	EXAM 1 HTML	Student ID:	Oistrict O State		

Return To... 👻

15. Save the test scan forms as pdf files by clicking on "export"

 <u>Fit</u> <u>Actual size</u> Shrink oversized pages Choose paper source by PDF page size Print on <u>b</u>oth sides of paper 	
Shrink oversized pages	
Print on <u>b</u> oth sides of paper	
Orientation:	
Auto po <u>r</u> trait/landscape Auto po <u>r</u> trait/landscape	
© Portrait	Page 1
🔘 Landscape	
Want to print colors as gray & black?	
	Page 1 of 1
Page <u>S</u> etup	Print Cancel

IMPORTANT: Set "Page Scaling" to "None" and uncheck "Auto Rotate and Center" when printing in Adobe PDF Reader!

Page Options	
Generate Exam Forms	Export

16. Save the pdf ; now you can print the pdf files on a printer

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Size Options:	+60508 +60508 +60508 +60508 +60508
	·60508 ·60508 ·60508 •60508 •60508
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🔁 ExamForms.pdf	
which is: Adobe Acrobat Document (256 KB)	
from: https://www.ddclassroom.com	
What should Firefox do with this file?	
○ <u>O</u> pen with Adobe Reader (default) ✓	
	Page 1
Save File	
Do this automatically for files like this from now on.	< · · · ·
	Page 1 of 1
OK Cancel	Print Cancel

- **17**. Administer the tests to students. Collect tests. Scan tests into a pdf file.
- 18. Press on "Scanner"

Horne		
Cony Divament Soner Printer Scanner	Copier Scanner Printer Ocument Server	1 2 ABC 3 DEF 4 CHI 5 JR 6 MINO 7 FRS 8 TUV 9 WOX 1/* 0 OPER # Enter C CLEET
Data In Status	PRESS CLEHR WHEN DONE	Stop Start
A		

19. Insert usb drive into the copy machine (with scanner feature)

Terrer Store File Scarred Files Status Creck Modes Pready Sector Status Creck Modes Preview Creater Preview Creater Previ	Reset Program Interrupt Main Power I Image:	

20. Press "Store File"

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Select Stored File	Recept. Notice
	JAN 24,2017
PRESS CLETTR	

 Press "Store to Memory Device", and press "OK 	21.	Press	"Store	to Mer	mory Dev	vice", and	press	"OK"
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22. Click on "Send File Type" Then Press "PDF", and press "OK"

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Check Data in Status	File Nome >Start No. 0001	

- **23**. Place scan form exams into the copier's feeder.
- 24. Press "Start" button to scan, and Wait for the machine to save the scanned file into your usb drive

- 25. Click on "Download DDC Exam Scanner" (image is shown on step 13)
- 26. Click on "Download Now", and save the installation file
- 27. Run the program to install the DDC Exam Scanner on your computer
- 28. After installation, open the DDC Exam Scanner
- **29**. Log in with your user name and password
- 30. Click on "Import PDF" to import your scanned pdf files
- **31**. Click "Send to DDC" to store the data results in Skedula website.

8 1	Data	Driven Classro	om Exam Sc	anner					×
Home									
Scan Import Imp Sheets PDF TIF		Collapse Thumbnails	Send to DDC	Options	Check fo Updates				
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32. Create Assignment. Set the category to Exams. Link to the DDC exam. Then open the assignment

Skedula	Search	*****
🔝 Home	Skedula SEN11QL-07 - Earth Sci Lab SEN11QL-08 - Earth Sci Lab SEN11QL	-09 - Earth Sci Lab 🔹 SEN11QL-11 - Earth Sci Lab 🌸 SEN11QQA-01 - Earth Sci
▲ Student I Assignments	Create New Assignment	
Show Assignments	Title examHTML	Category
Transfer Assignments	Viewable Date 01/24/2017 07:00 AM	Due Date 01/24/2017 04:00 PM
 Grade Attendance 	Marking Period	Max Points Weight 100 1.000
Reports Settings	Is Graded: 🗹 Is Extra Credit 🗌	Link to DDC exam

33. Click on the first entry in the column of the exam inside the gradebook.

Prades PROFILING Import DDC Exam Grades EXAM 1 HTML

Click on the last icon with to import DDC Exam Grades into the gradebook.

LAST THING: ITEM ANALYSIS

Click on "Item Analysis Report". Apply appropriate filter to show the analysis results.

Exam Options			Return To 👻
	est is on basic html (93515) @schools.nyc.gov on Tuesday, January	24, 2047 6:17 AM	
Create/Edit Align to Standards Edit this Exam Clone this Exam Set Print Windows	Print Print Answer Sheets Print Feedback Sheets	Scan/Enter Data Download DDC Exam Scanner View/Edit Student Answers Merge Results into this exam	Report Summary Report Errer Analysis Report Item Analysis Report Standard Summary Report

* A little about the author who wrote this tutorial...

Peter Tsun collected bits and pieces from different people to publish a concise methodology on using Skedula to print out fill-in bubble sheets, to collect data and to analyze the students' test results.

* A little on the background of this detailed tutorial ...

In 2015 or 2016, Ms. J. Patron gave a workshop on using Skedula to make and analyze exams. In 2016, Ms. J. Thompson gave a powerpoint presentation on DDC – data driven classroom instruction. In January 2017, Ms. V. Hernandez explained to the author how to use an office copy machine to scan a large quantity of fill-in bubble sheets.

Also in late January 2017, Mr. M. Caban showed the author how to import pdf file into Skedula.