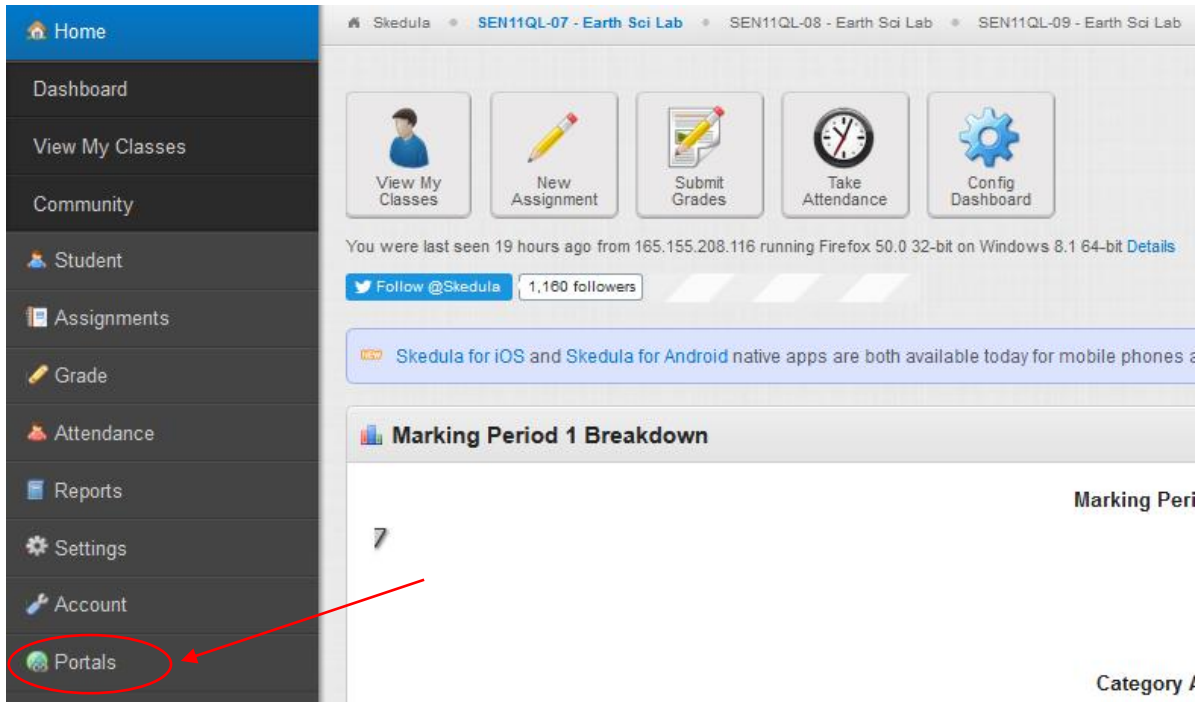


Instruction for how to use Skedula to grade students' test and analyze their test results.

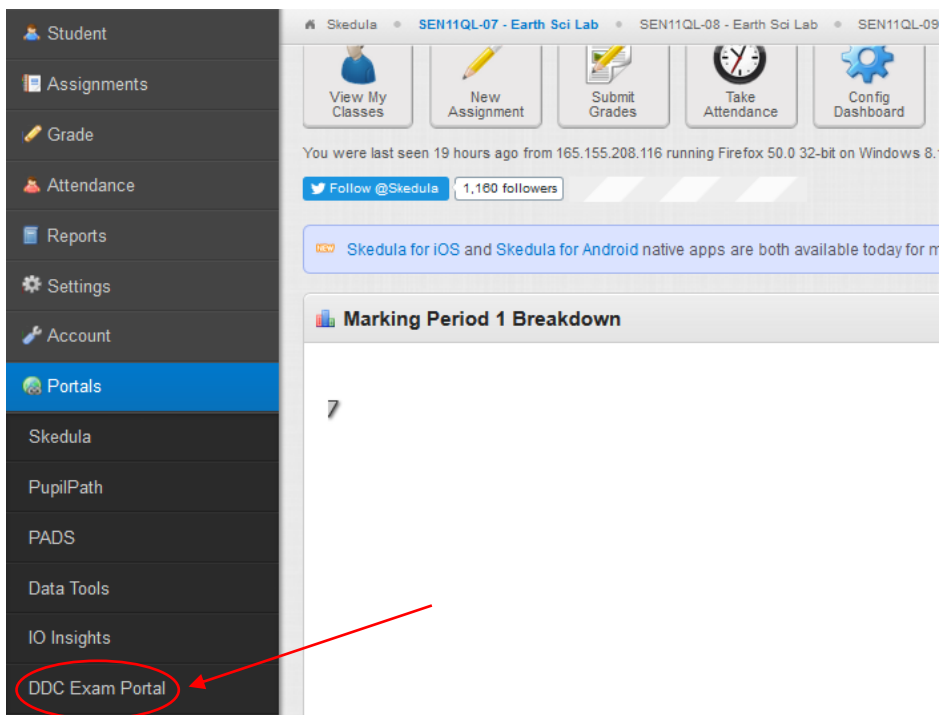
1. Log into www.skedula.com

2. Click on "Portals"



The screenshot shows the Skedula dashboard interface. On the left is a dark sidebar menu with various options. The 'Portals' option at the bottom of the sidebar is circled in red, with a red arrow pointing to it. The main content area on the right features a top navigation bar with class identifiers, a row of five action buttons (View My Classes, New Assignment, Submit Grades, Take Attendance, Config Dashboard), a user status message, a social media follow button for @Skedula, and a 'Marking Period 1 Breakdown' section.

3. Click on "DDC Exam Portal"



This screenshot shows the same Skedula dashboard, but the 'Portals' menu item in the sidebar is highlighted in blue. Below it, a sub-menu is expanded, listing several options: Skedula, PupilPath, PADS, Data Tools, IO Insights, and 'DDC Exam Portal'. The 'DDC Exam Portal' option is circled in red, with a red arrow pointing to it.

4. Click on "Exams"



Standard Reports
[Student Snapshot](#)

Announcements

Links

Documents

NEW! - Low Confidence Functionality Document

5. Right-click on "Private Exams"



Exams

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

Search for exams... Clear User Show

- Private Exams**
 - 2016
- District
- Schools

Title
Sample1
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 Show

- Private Exams**
 - 2017
 - Create Folder**
- District
- Schools

Title
Please choose or create a subfolder.

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

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

Search for exams...

Clear User Show Archive Review Batches **Create New**

Private Exams

- 2016
- 2017

District

Schools

Title	Date
Please choose or create a subfolder.	

8. Enter the information about your test.

Create Exam Step 1: Enter basic information for this exam

[Return To...](#)

Enter a title:
EXAM 1 HTML

Enter a brief description:
Test is on basic html

Select a question numbering option:

Numbers will be continuous, regardless of section.
 Numbers will restart with each section.

Select a direction for question numbering:

Numbers will print vertically
 Numbers will print horizontally

Cancel **Next**

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

Create Exam Step 2: Add/Edit/Reorder/Delete Sections

[Return To...](#)

Section Type: Multiple Choice

Enter a header for this section:
Choose only one choice per question

121 characters left

Number of questions for this section:
5

Number of bubbles per question:
4

Select a multiple-choice sequence:
ABCDE

Add Section -->

Type	Section Header	Misc Info	Edit	Del
No sections have been added. Use the panel on the left to add sections to this exam.				

Cancel Preview Previous Next

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

Create Exam Step 3: Add question point values and answers Return To... ▾

Sec.	#	Value	Correct Answer (if applicable)
1	1	<input type="text" value="1.00"/>	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D
1	2	<input type="text" value="1.00"/>	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> D
1	3	<input type="text" value="1.00"/>	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D
1	4	<input type="text" value="1.00"/>	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D
1	5	<input type="text" value="1.00"/>	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> D

Set Values for ALL Questions:

Value:

Answer:

Obscure answers in reports

Lock down editing student answers

Do not allow other users to clone this exam

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 regular users: False

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.

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

Data Driven CLASSROOM Home Reports **Exams** Batches Need Help?

Exams

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

Search for exams...

Private Exams		Title
2016		
2017		EXAM 1 HTML

... 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

[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](#)
[Error Analysis Report](#)
[Item Analysis Report](#)
[Standard Summary Report](#)

Related Exam Resources

Description	Date/Time	Download
No resources have been added.		

Description:

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

Print Answer Sheets

[Return To...](#)

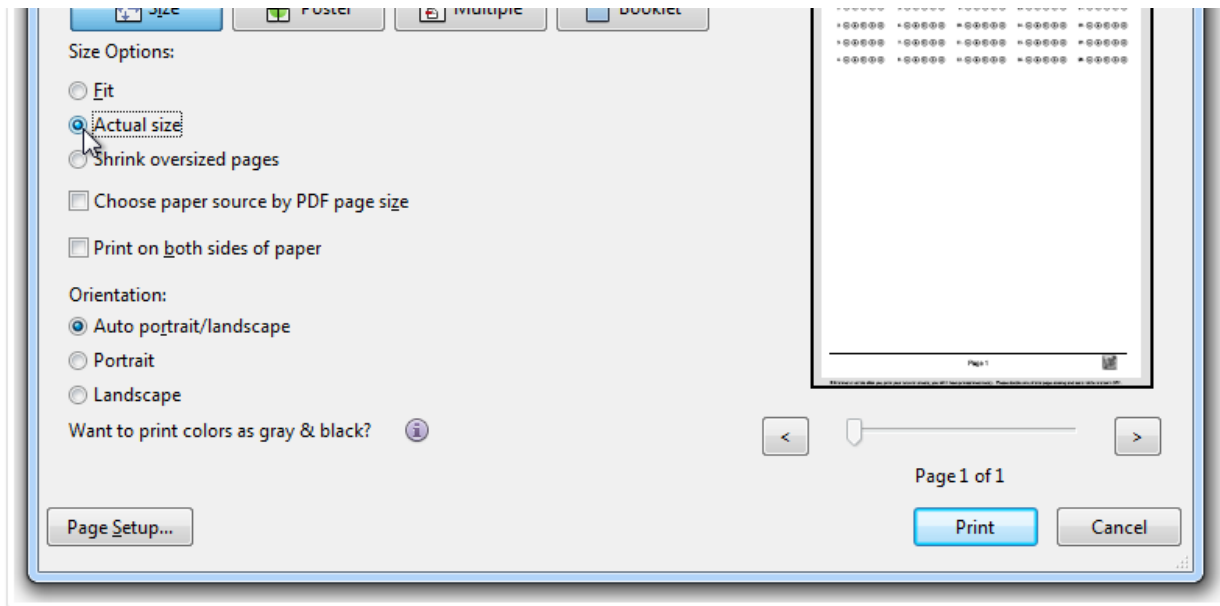
Standard Filter (Custom Filter is OFF)

School: Newtown High School	Yr/Term: 2016-2017 All	Student: Last, First OR ID
Grade: All	Teacher: Tsun, Peter	Period: None
Subject: All		Course: 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: <input type="checkbox"/>

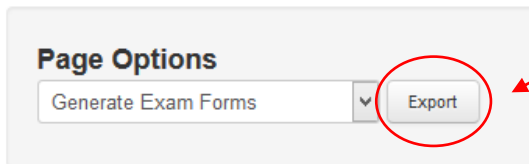
Exam: EXAM 1 HTML Student ID: District State
Show: Student Name

Apply Filter

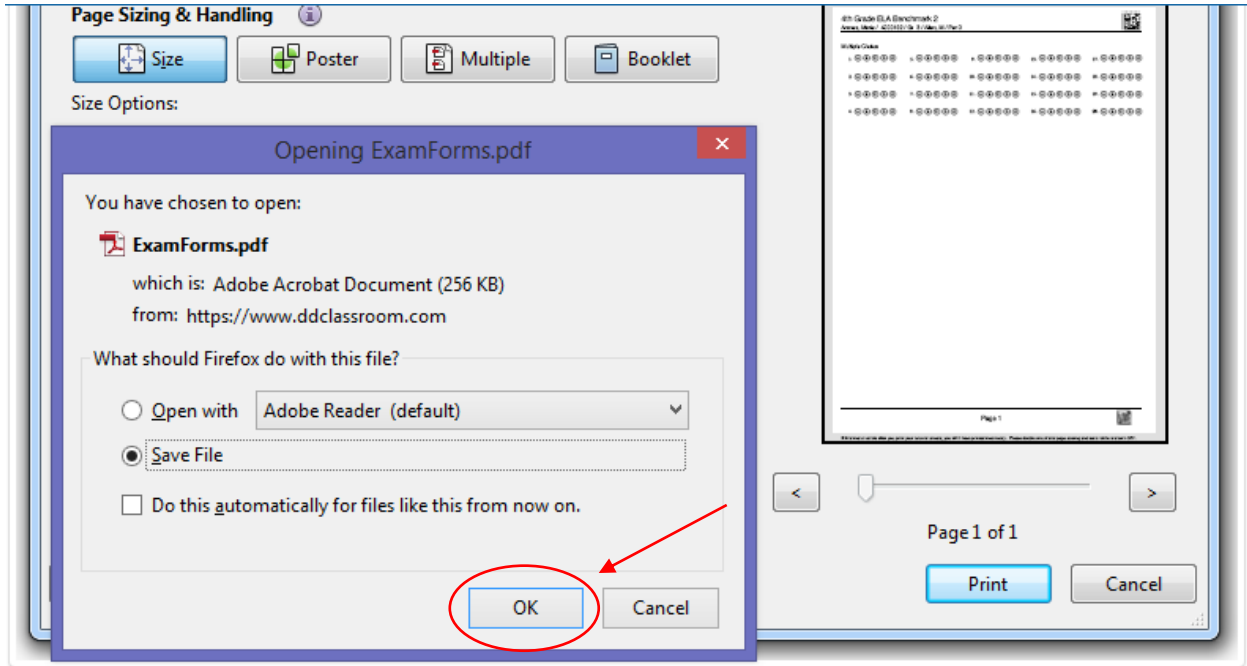
15. Save the test scan forms as pdf files by clicking on “export”



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

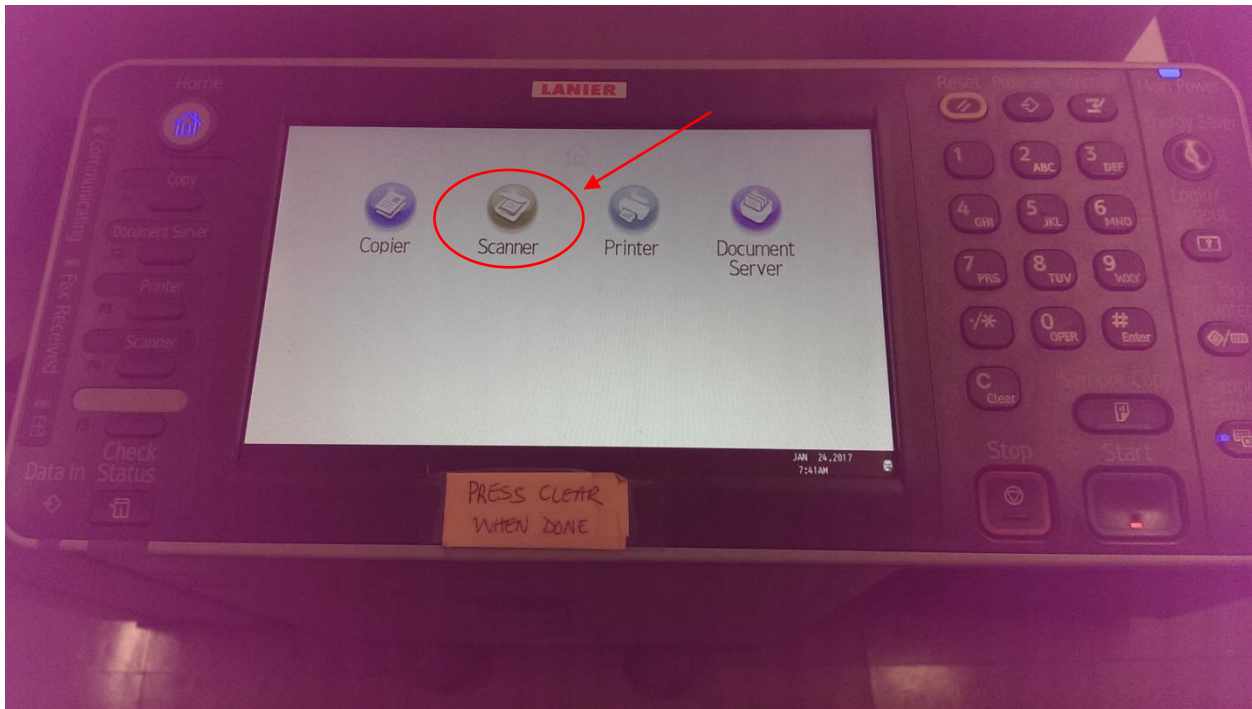


16. Save the pdf ; now you can print the pdf files on a printer

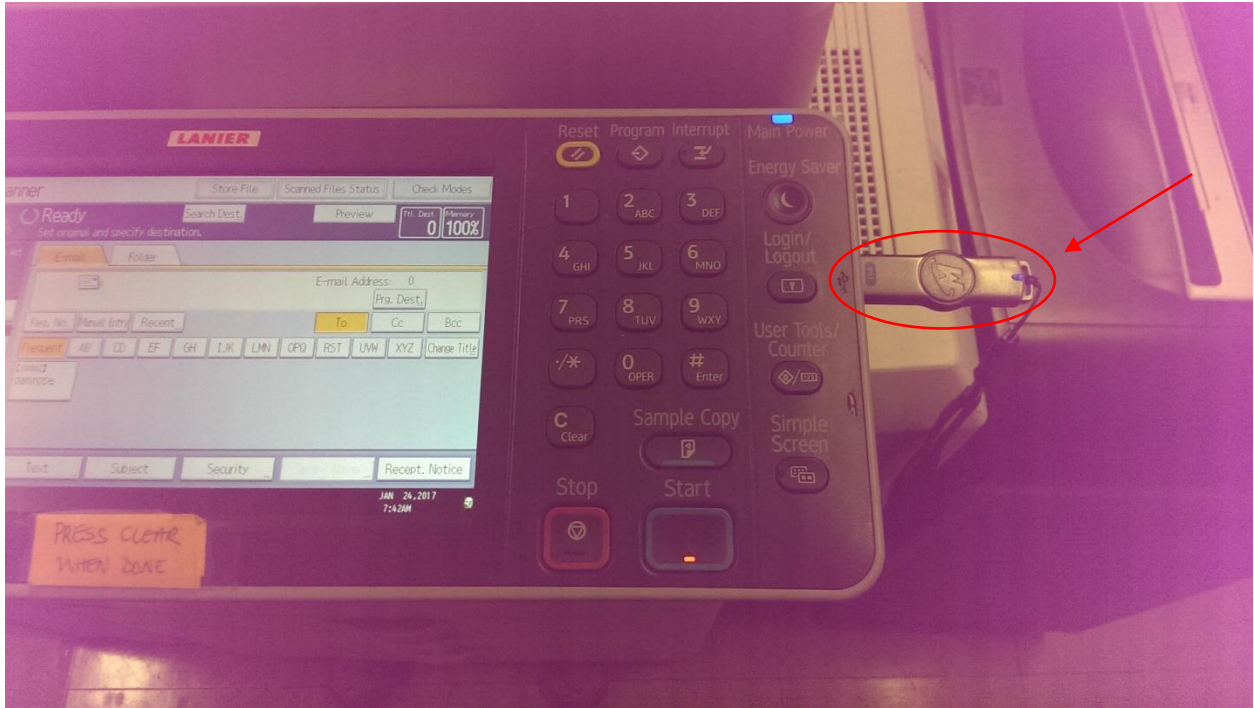


17. Administer the tests to students. Collect tests. Scan tests into a pdf file.

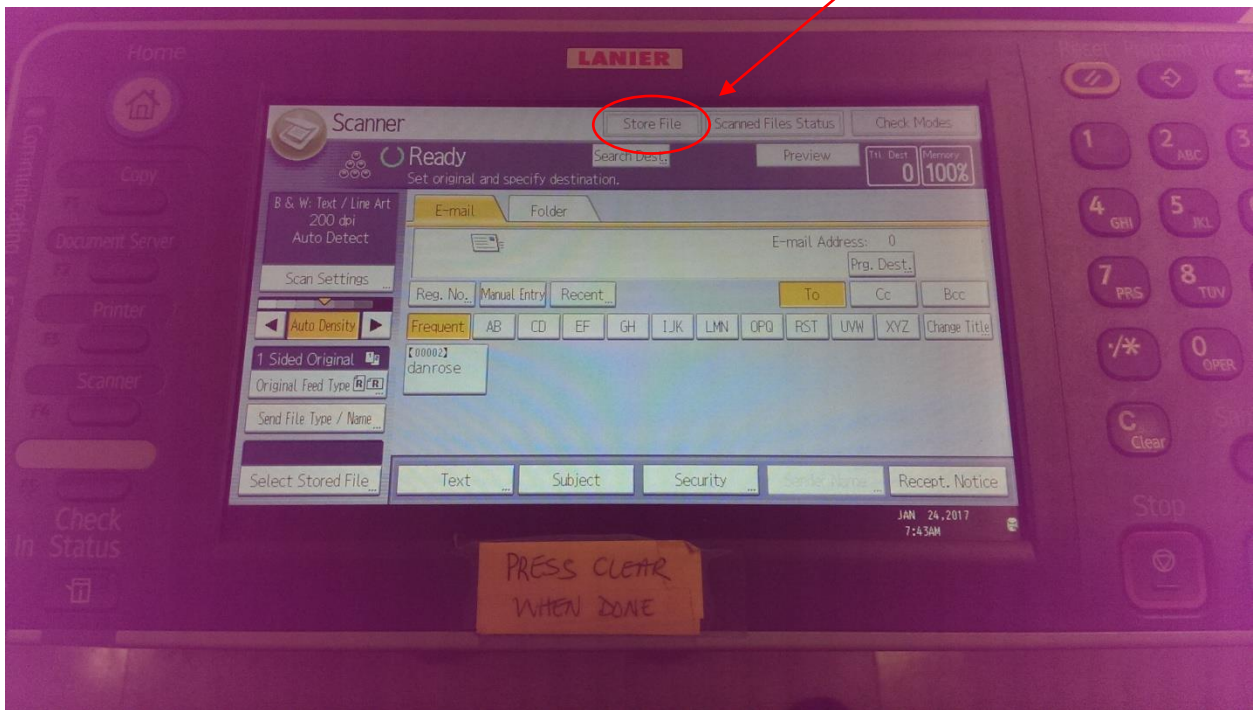
18. Press on "Scanner"



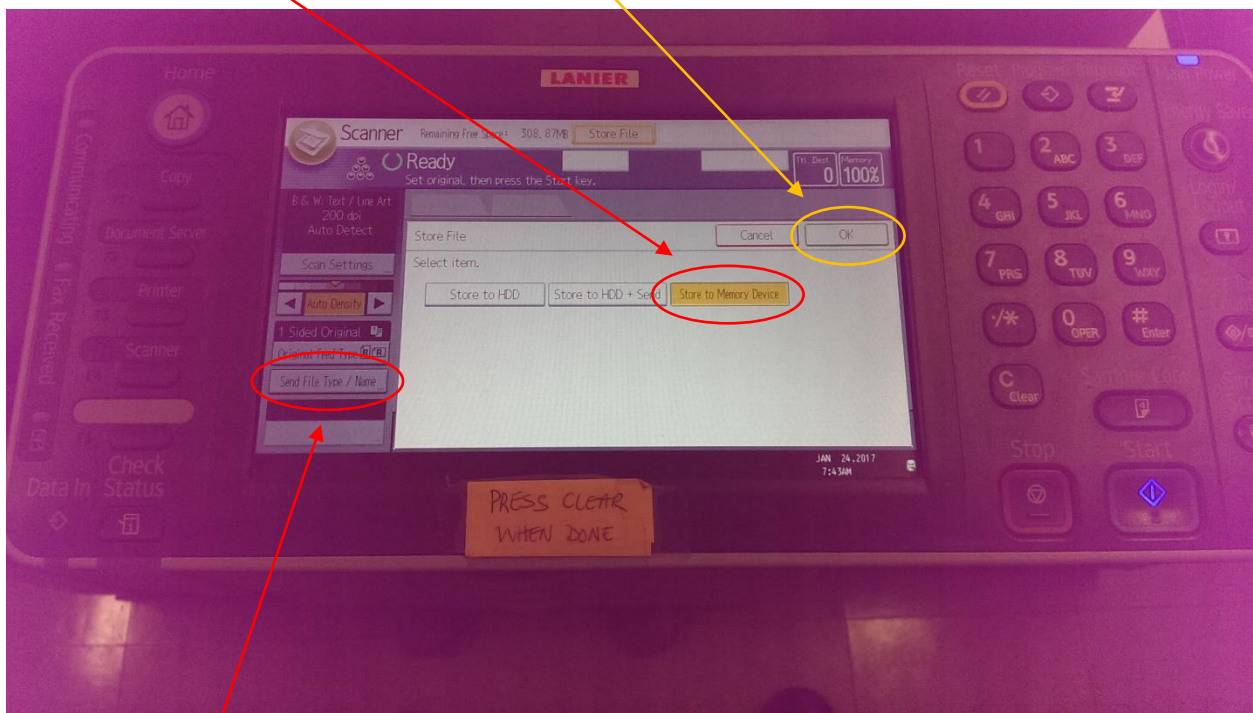
19. Insert usb drive into the copy machine (with scanner feature)



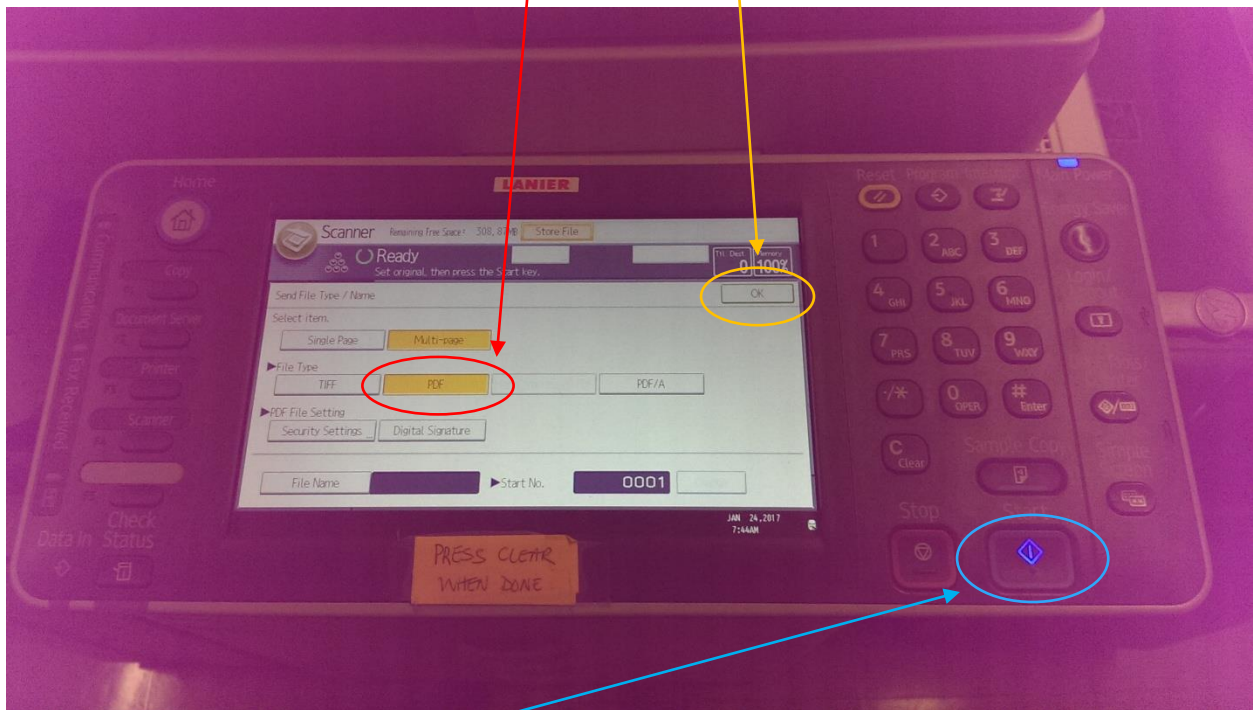
20. Press "Store File"



21. Press “Store to Memory Device”, and press “OK”



22. Click on “Send File Type” Then Press “PDF”, and press “OK”



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

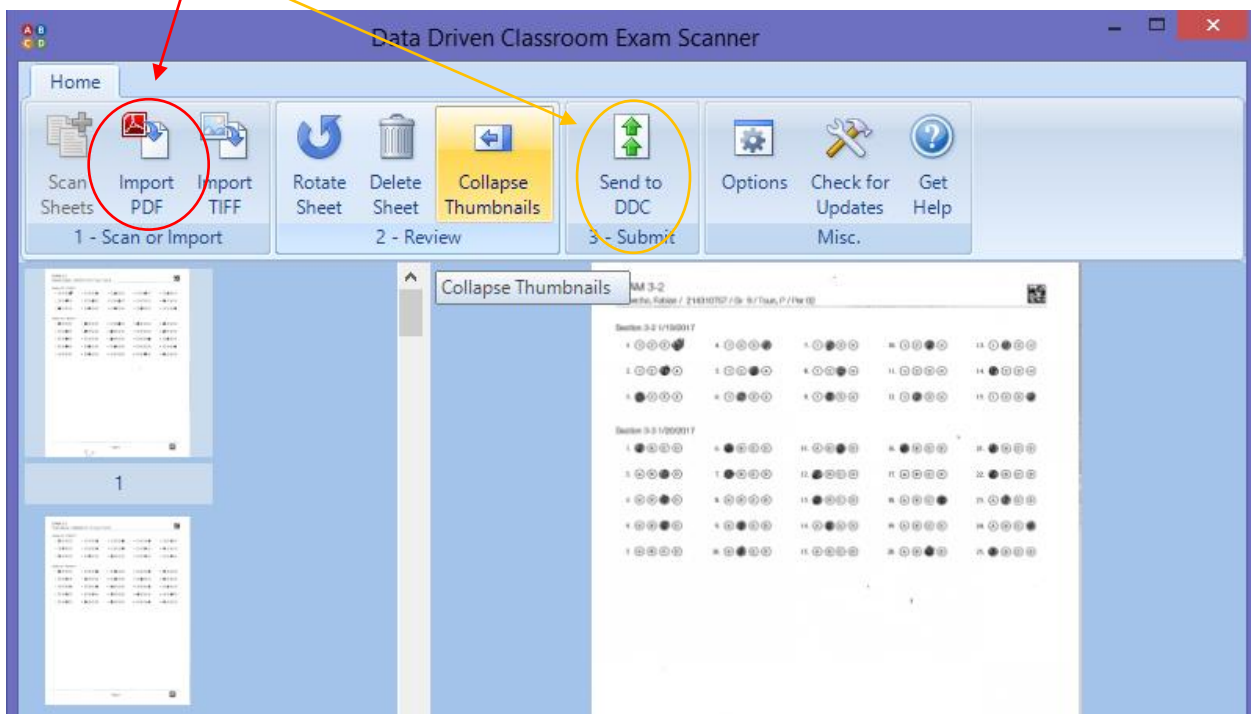
27. Run the program to install the DDC Exam Scanner on your computer

28. After installation, open the DDC Exam Scanner

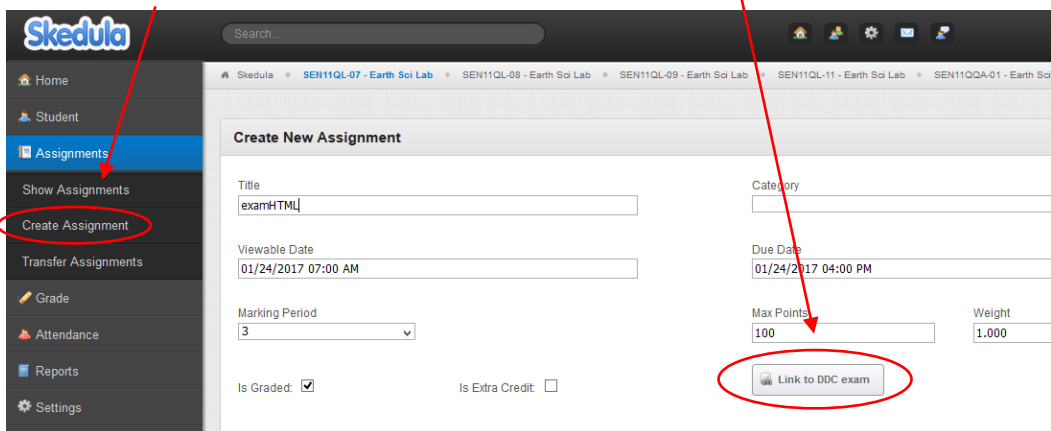
29. Log in with your user name and password

30. Click on “Import PDF” to import your scanned pdf files


31. Click “Send to DDC” to store the data results in Skedula website.

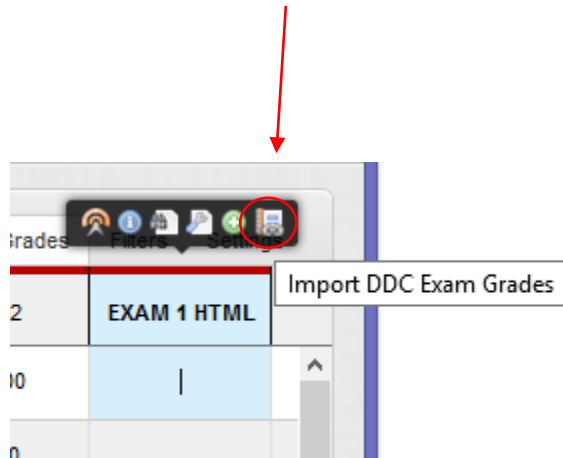


32. Create Assignment. Set the category to Exams. Link to the DDC exam. Then open the assignment



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

Click on the last icon  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...](#)

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

[Align to Standards](#)
[Edit this Exam](#)
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[Merge Results into this exam](#)

Report

[Summary Report](#)
[Error 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.