

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"
5. Right-click on "Private Exams"
6. Click on "Create Folder", and give the folder a name (ex: 2017)
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"
10. Set the correct answers and appropriate points for each question by clicking on "Set"
11. Click "Finish" to save the work you had just done
12. Click on "Exams" and then the name of the exam link
13. Click on "Print Answer Sheets"
14. Select the classes that you will administer the test to and Click "Apply Filter"
15. Save the test scan forms as pdf files by clicking on "export"
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.