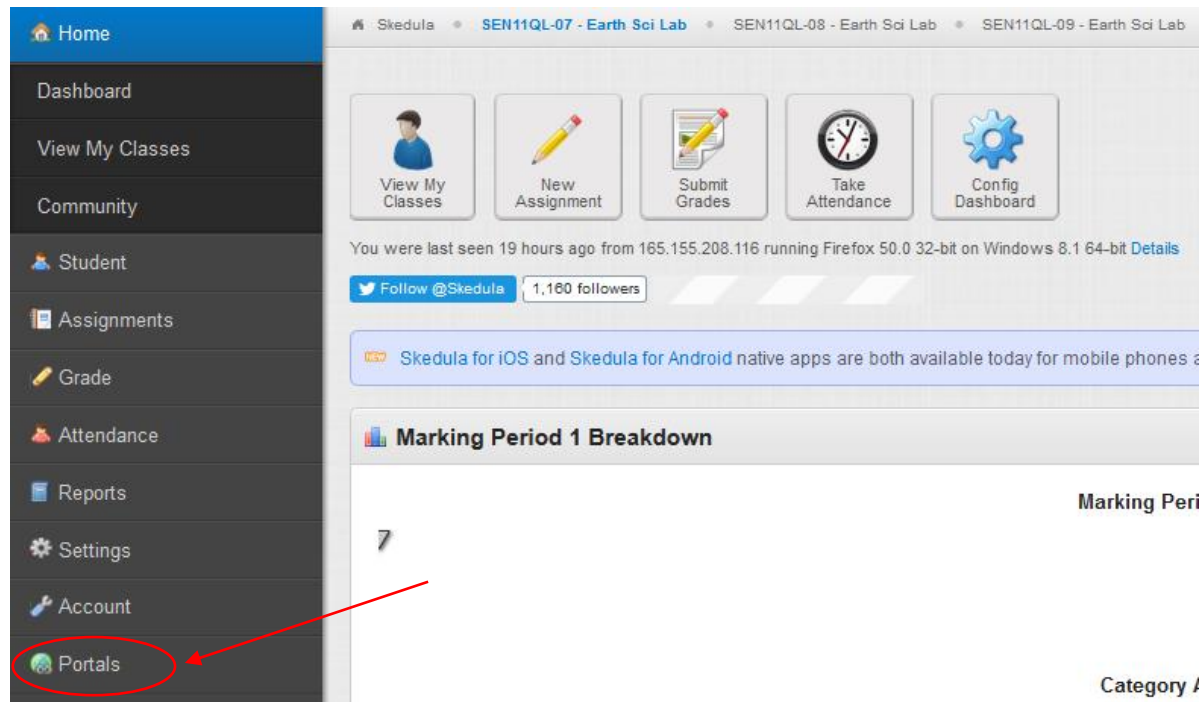
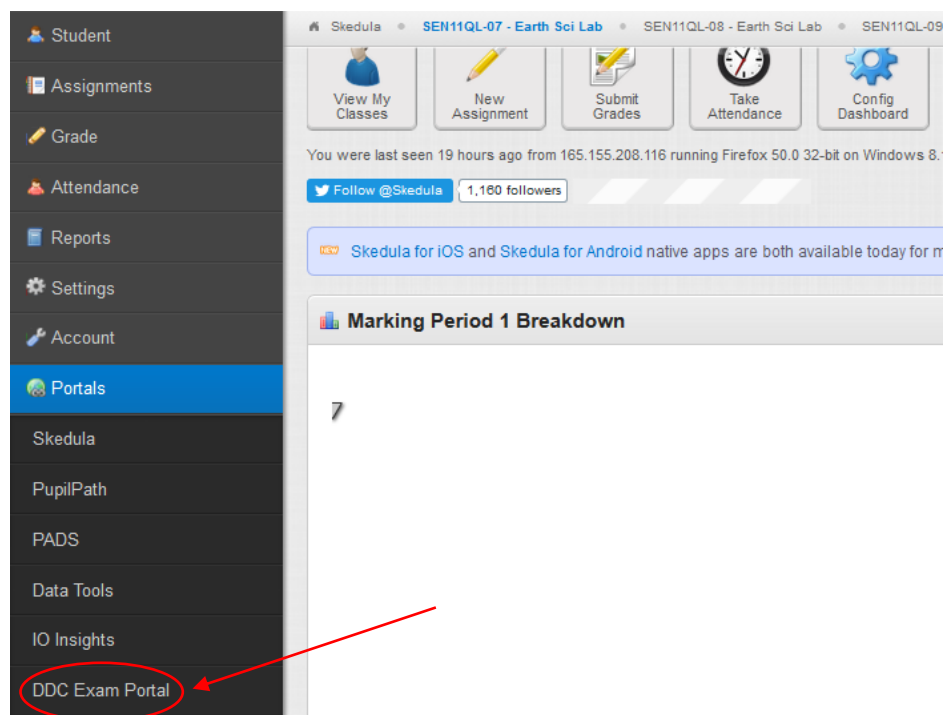


## Instruction for how to use Skedula to grade students' test and analyze their test results.

1. Log into [www.skedula.com](http://www.skedula.com)
2. Click on "Portals"



3. Click on "DDC Exam Portal"



4. Click on “Exams”



**Standard Reports**  
[Student Snapshot](#)

## Announcements

## Documents

NEW! - Low Confidence Functionality Document

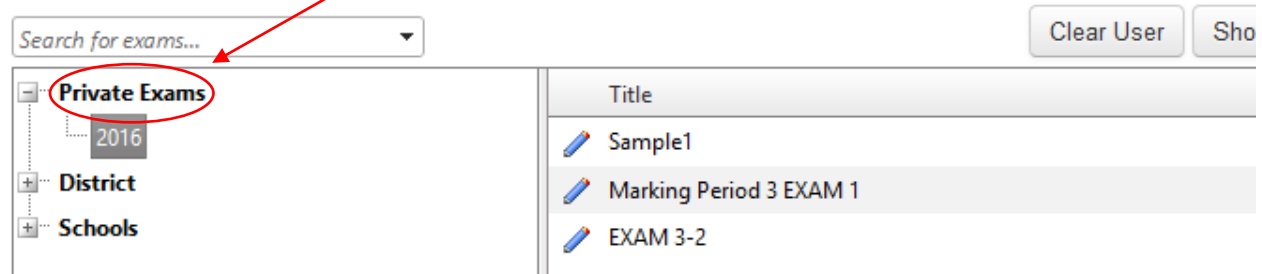
**Links**

5. Right-click on “Private Exams”



## Exams

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

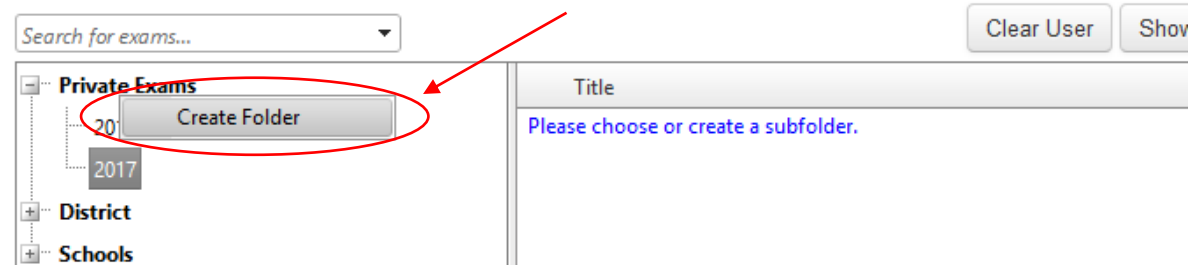


6. Click on “Create Folder”, and give the folder a name (ex: 2017)



## Exams

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



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. Set the correct answers and appropriate points for each question by clicking on “Set”

### Create Exam

 Step 3: Add question point values and answers [Return To...](#)**Set Values for ALL Questions:**  
Value:   
Answer: ☐ ☐ ☐ ☐ ☐  
**Set**  
☐ Obscure answers in reports  
☐ Lock down editing student answers  
☐ Do not allow other users to clone this exam

Cancel Preview

Previous Next

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.

Cancel

Previous Finish

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... Clear User Show

**Private Exams**

- 2016
- 2017
- District
- Schools

Title
EXAM 1 HTML

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](mailto: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)

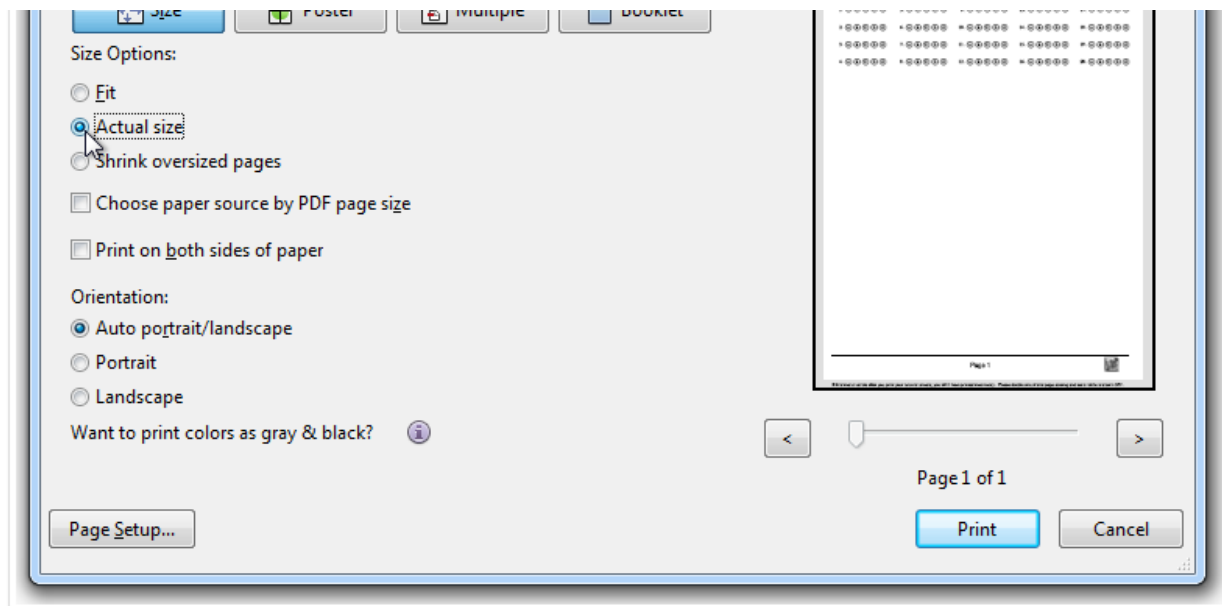
School: Newtown High School	Yr/Term: 2016-2017 All	Student: Last, First OR ID
Grade: All	Teacher: Tsun, Peter	Period: None
Subject: All		Course: SEN11QQA-01-Earth Sci

Ethnicity: All	Gifted: All	Gender: All
Lang Flu: All	Migrant: All	Programs: None Available
Sp Ed: All	Econ Dis: All	Inactive: <input type="checkbox"/>

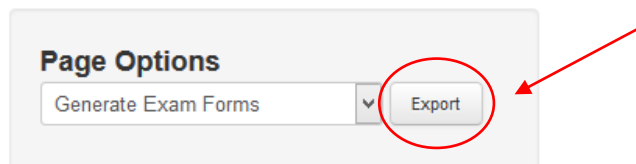
Exam: EXAM 1 HTML Student ID: ☒ District ☐ State Show: ☒ Student Name

**Apply Filter**

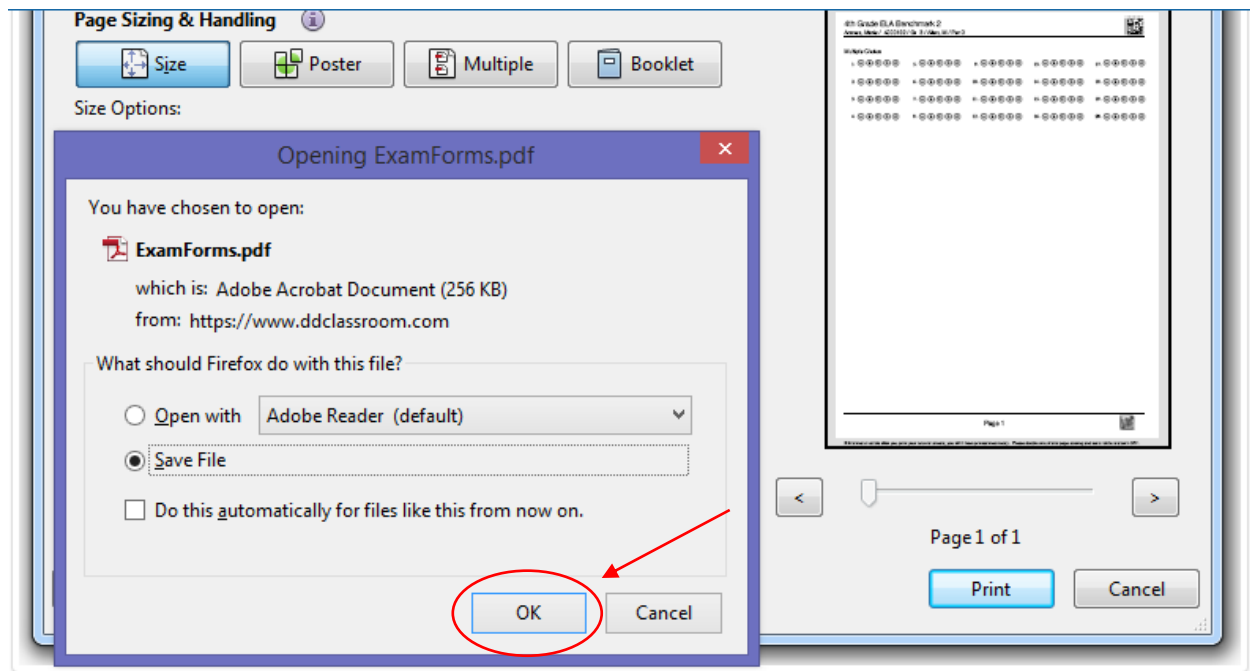
15. Save the test scan forms as pdf files by clicking on “export”



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

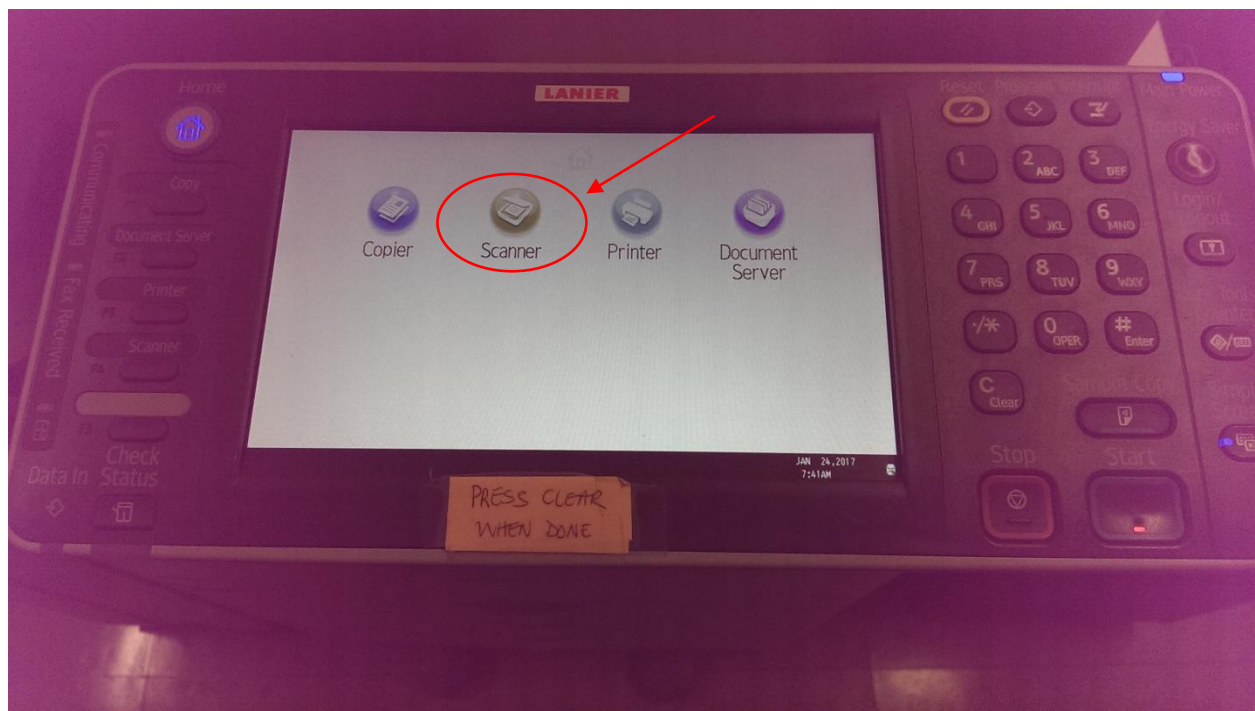


16. Save the pdf ; now you can print the pdf files on a printer



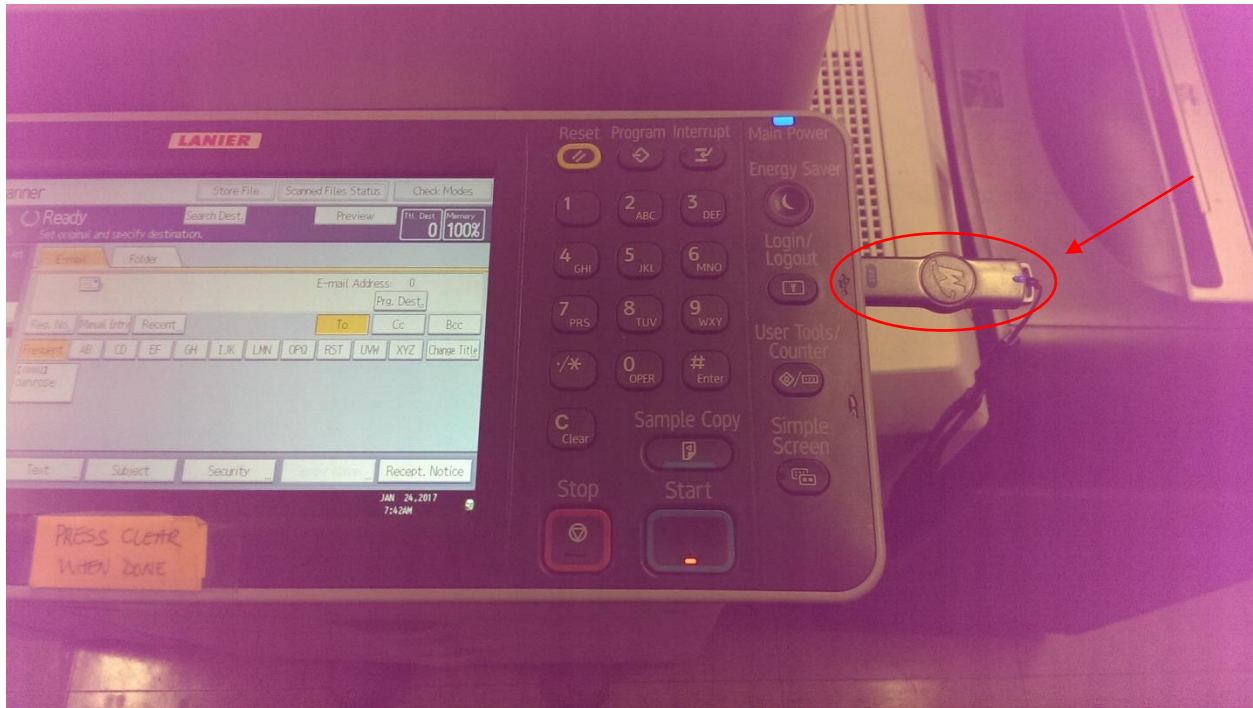
17. Administer the tests to students. Collect tests. Scan tests into a pdf file.

18. Press on "Scanner"

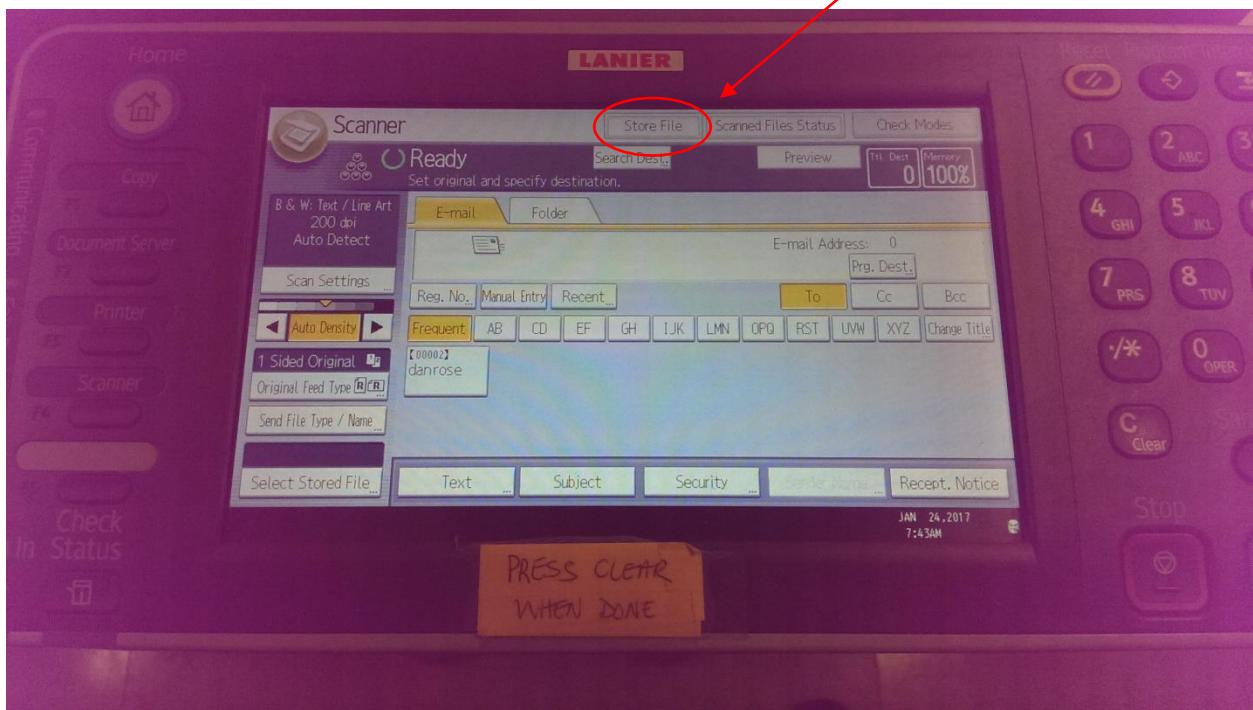




19. Insert usb drive into the copy machine (with scanner feature)

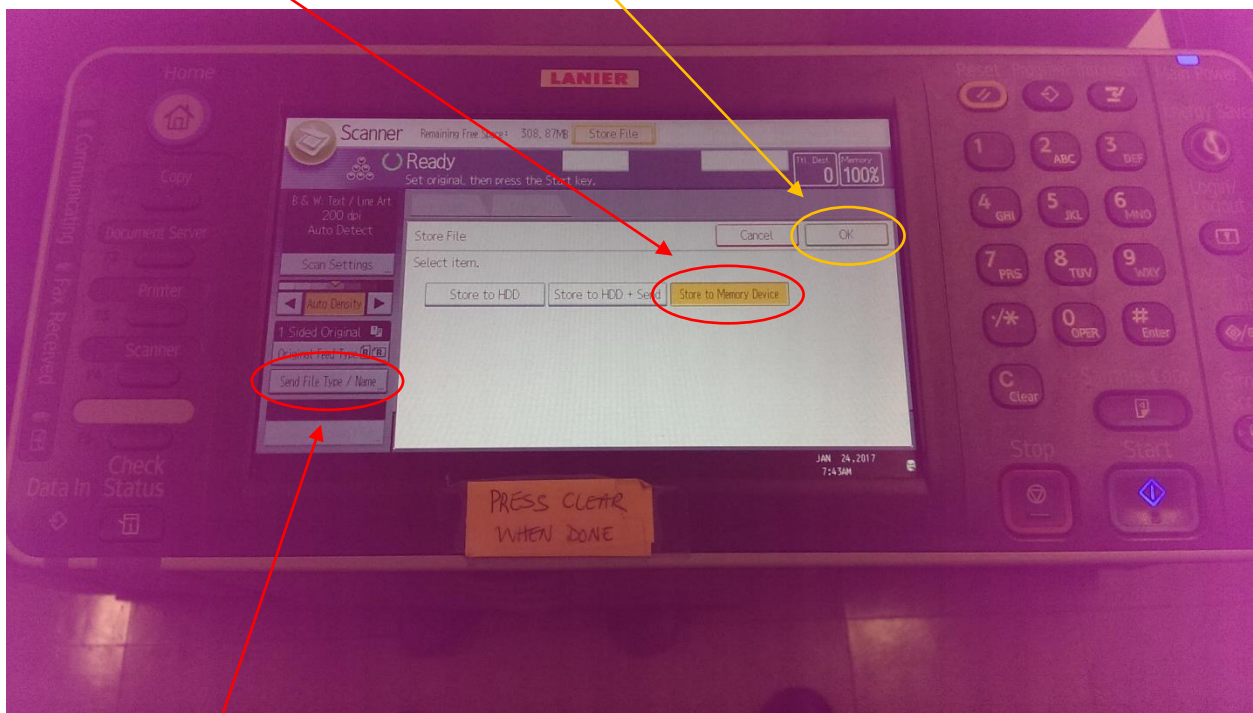


20. Press "Store File"

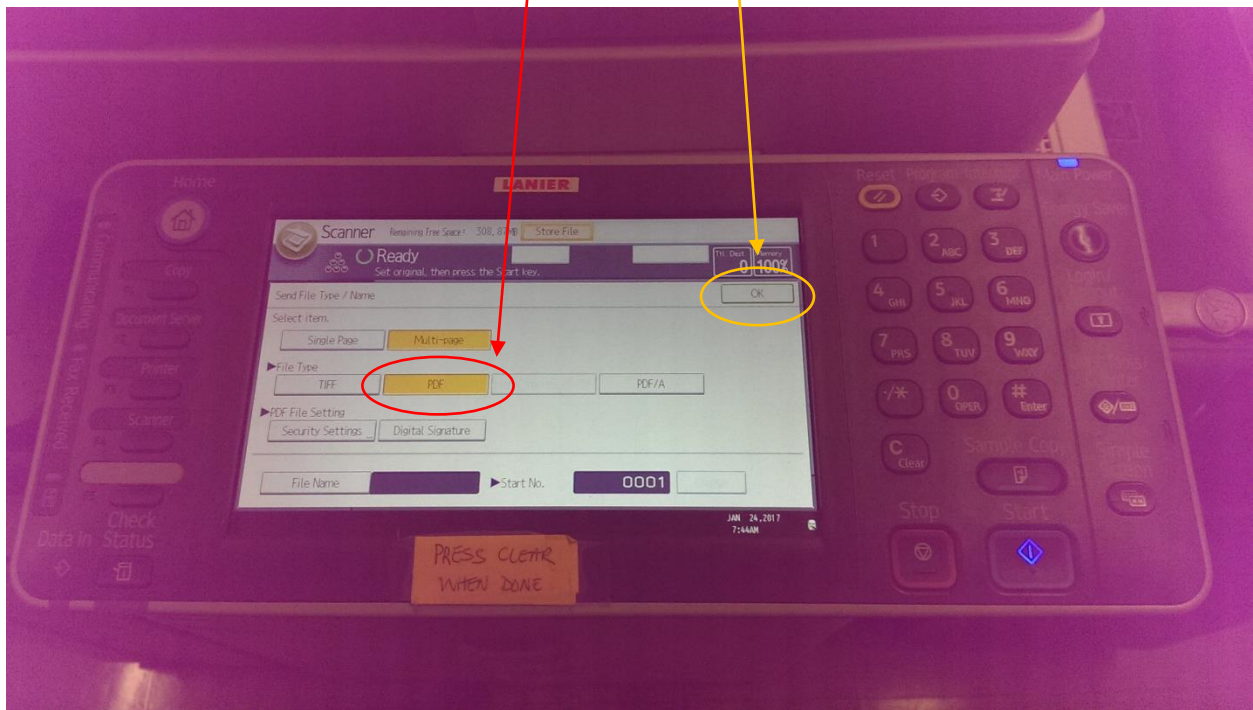




21. Press “Store to Memory Device”, and press “OK”



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

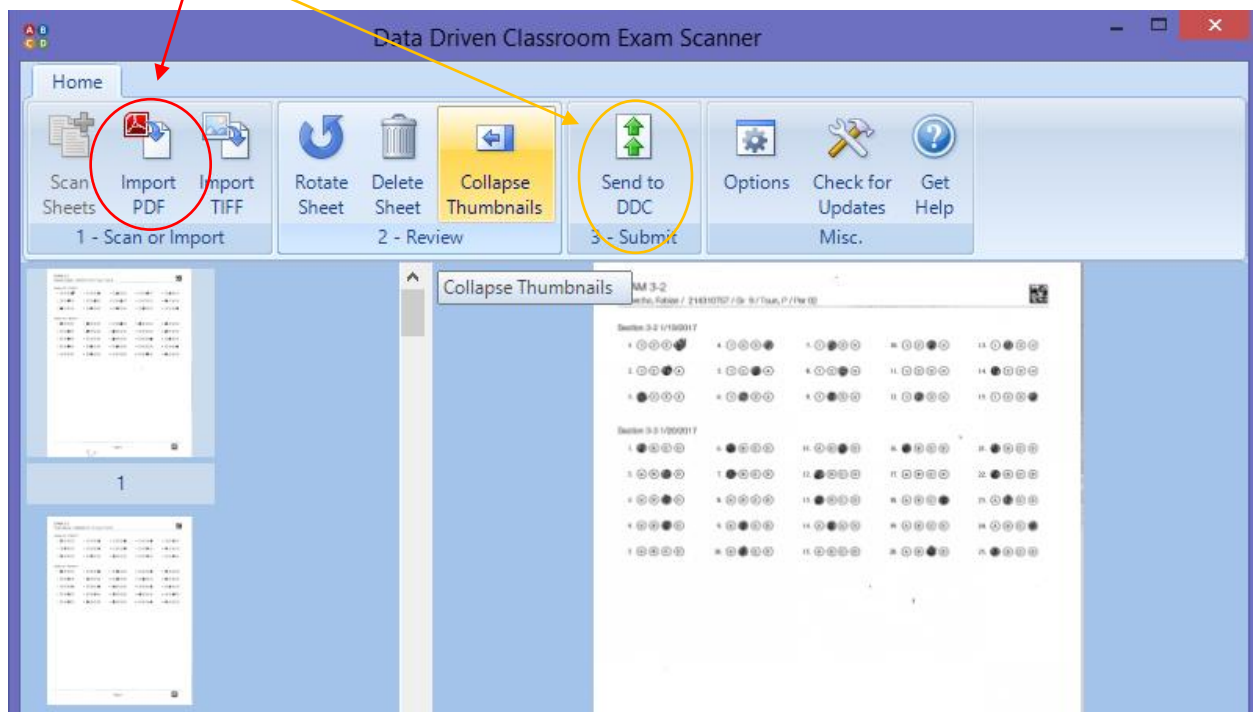
27. Run the program to install the DDC Exam Scanner on your computer

28. After installation, open the DDC Exam Scanner

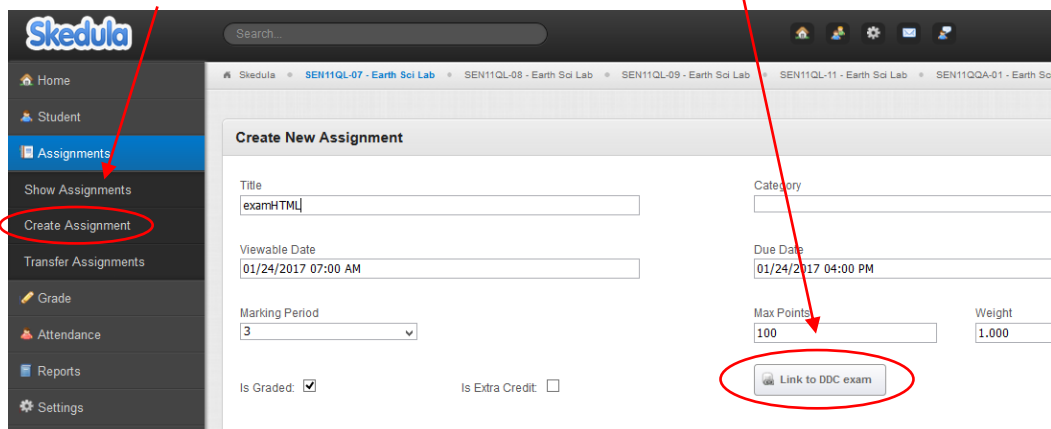
29. Log in with your user name and password

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

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

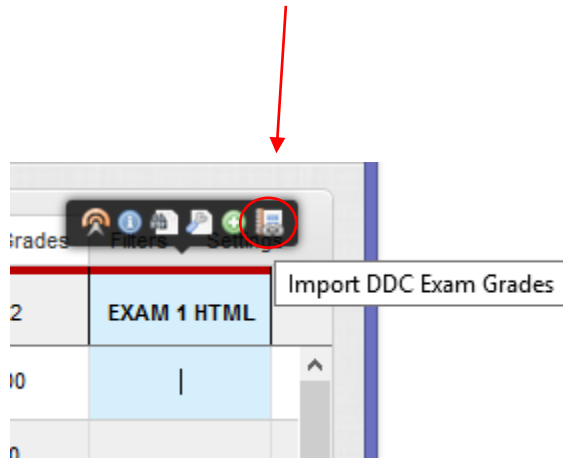


32. Create Assignment. Set the category to Exams. Link to the DDC exam. Then open the assignment



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

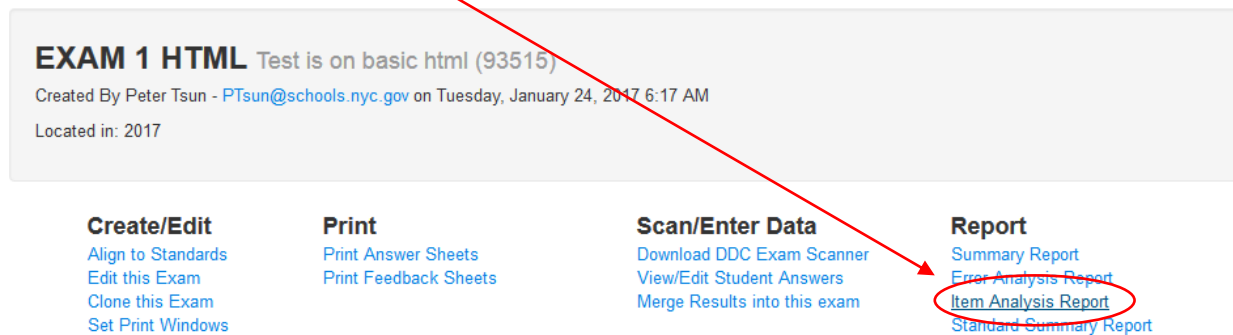
Click on the last icon  to import DDC Exam Grades into the gradebook.



### LAST THING: ITEM ANALYSIS

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

## Exam Options

A screenshot of the 'Exam Options' page for 'EXAM 1 HTML'. The page header includes the text 'Return To...'. Below the header, there is a section for 'EXAM 1 HTML' with the subtitle 'Test is on basic html (93515)'. It also lists the creator 'Peter Tsun - PTsun@schools.nyc.gov' and the creation date 'Tuesday, January 24, 2017 6:17 AM'. The page is divided into four main columns: 'Create/Edit', 'Print', 'Scan/Enter Data', and 'Report'. The 'Report' column contains three links: 'Summary Report', 'Error Analysis Report', and 'Item Analysis Report'. The 'Item Analysis Report' link is circled in red. A red arrow points from the 'LAST THING: ITEM ANALYSIS' section above to this circled link.

\* 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.