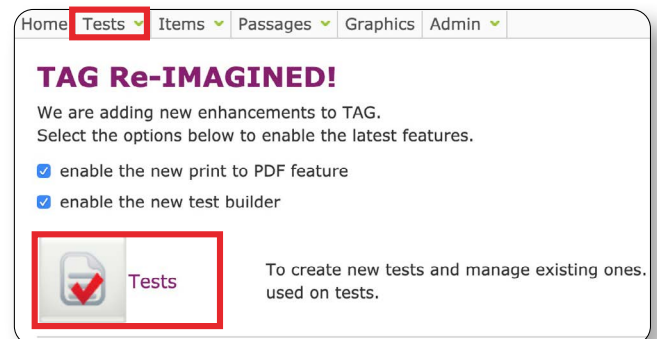
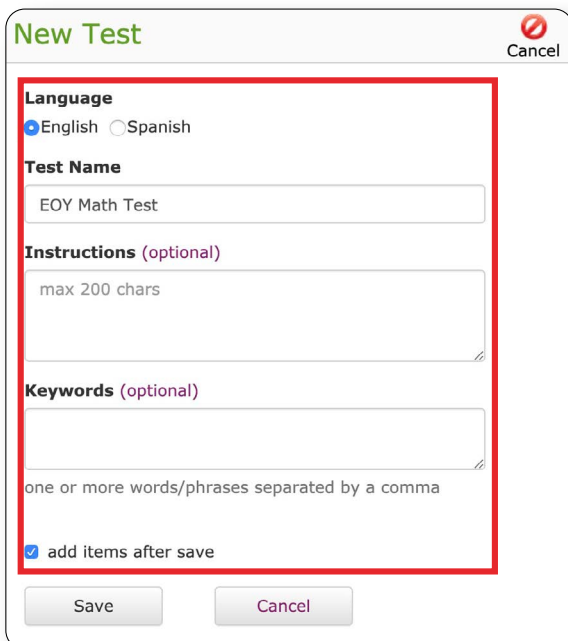


Administering Online Assignments:

TAG and TEKScore

Creating a Test in TAG

- > Click **enable the new print to PDF feature** and/or **enable the new test builder** to print or create tests with the newest updates.
- > Click **Tests** from TAG home Screen or white navigation bar
- > Click **New** +

- > The test **Name** is the only required field. **Keyword(s)** and **Directions** are optional. If the user enters keywords, separate the words or phrases by commas.
- > Click **add items after save** to add items
- > Click **Save** or **Cancel**

Add Items to Test

Test Items SE New

Items **7** Test Name **EOY 6th Grade Exam**

Language
☒ English ☐ Spanish

Content Area
 English Language Art: ▾

Course
 ELA-Gr6 ▾

TEKS Year
 2017 ▾

















Source optional
☐ User
☐ Shared
☐ TAG
☐ TEA
☐ TEKS-RS


SE optional
 e.g. 1A, 5, 2Bii
☐ exact ☒ starts with
 Search

Advanced Search On Off

Total 597 **User** 9 **Shared** 0 **TAG** 919 **TEA** 588 **TEKS-RS** 232

View Grid List **Pages** 1 2 3 4 5 ... 12

<input type="checkbox"/>	Date	Source	SE ▲	DOK	Question	
<input type="checkbox"/>	2020 Feb 17	User	2A		Read the dictionary entry. Which definition most closely matches the way the word captur... A Picture of Peace dictionary vocabulary word meaning	   
<input type="checkbox"/>	2019 Aug 13	User	2A		Read the dictionary entry for the word violate. Which definition most closely matches th... 2017 STAAR For Deanna's Eyes Only!	   
<input type="checkbox"/>	2019 Aug 13	User	2A		Read the dictionary entry for the word violate. Which definition most closely matches th... 2017 STAAR For Deanna's Eyes Only!	   
<input checked="" type="checkbox"/>	2019 May	TEA STAAR	2A	1	Read the dictionary entry. Which definition most closely matches the way the word captur... A Picture of Peace dictionary vocabulary word meaning	   

- Select the **Language, Content Area, Course, TEKS Year, Source**, and/or **SE**
- Click **Search**. All of the items in the application for the selected filters will appear in the window.
- Click item box to add to test (items will automatically save, and the number will update at the top as you add). Click top box to add all items in your search.
- Click on  beside passage to see a preview. To filter for all items attached to a particular passage, click on Passage title.
- Click on a keyword in the yellow box to filter by keyword

Filtering Items using Advanced Search

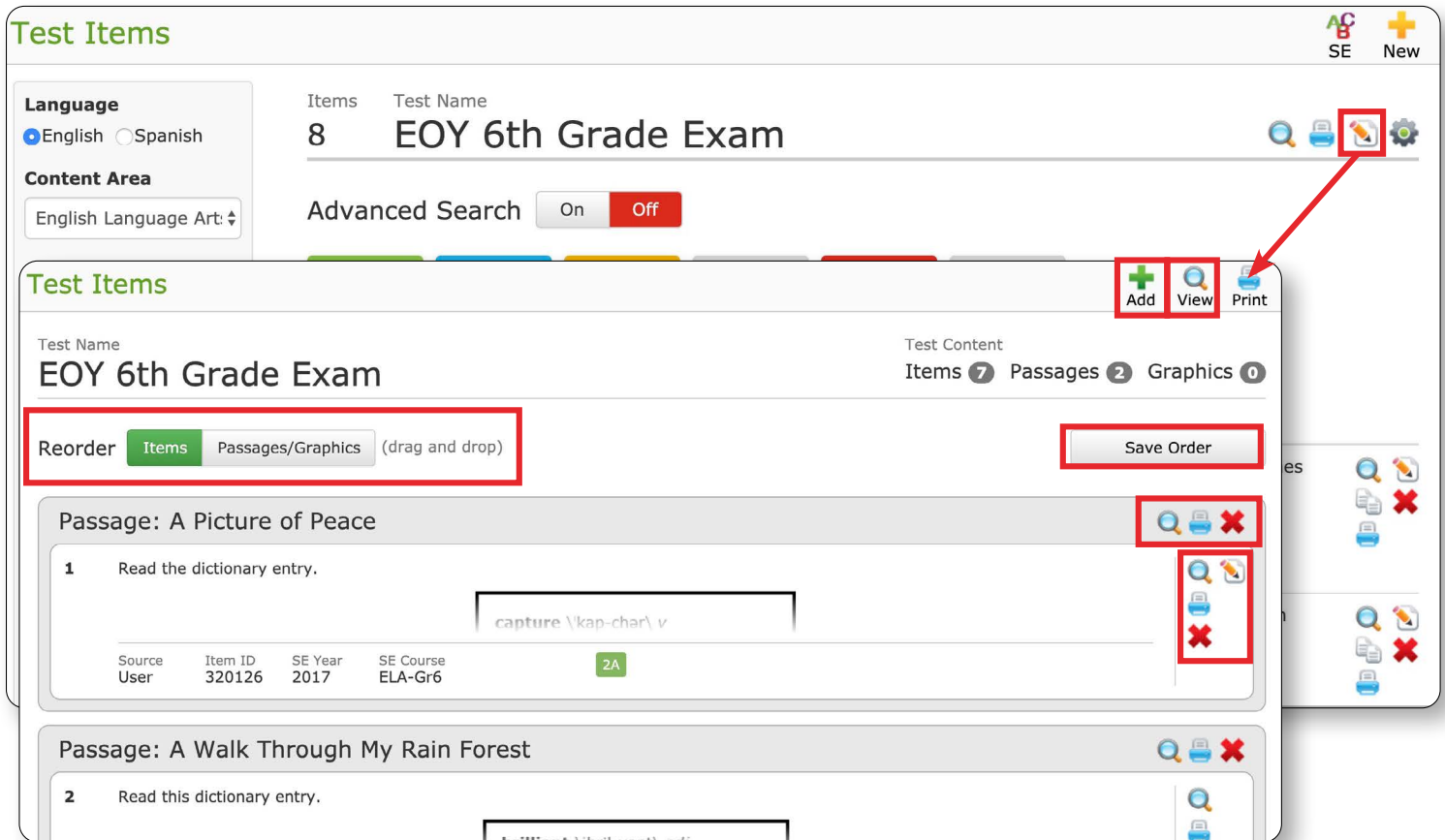
The screenshot shows the 'Test Items' interface for the 'EOY 6th Grade Exam'. The 'Advanced Search' toggle is highlighted with a red box and an arrow pointing to the 'Advanced Search' modal. The modal contains the following filters:

- Year:** 4-digit year
- TEKS-RS Unit:** e.g. 1, 2A, 3C
- Response Type:** Multiple Choice, True/False, Griddable, Rubric
- Dual SE:** e.g. 1A, 5, 2Bii; show items that have dual SE
- Depth of Knowledge (DOK):** 1, 2, 3, Undefined
- Passage Genre:** Fiction, Poetry, Drama, Literary Nonfiction, Expository/Informational, Persuasive/Argumentative, Multimodal
- Passage Title:** word or phrase in title; show items that have passages
- Question:** word or phrase in question
- Keywords:** keywords separated by comma

- Click **On** by **Advanced Search** to filter by more criteria including **TEKS-RS Units**
- After completing selections, click **Apply**

Edit Test Items (Saved to Test)

➤ Click  to re-order test **Items**, **Passages** or **Graphics**



Test Items

Language: ☒ English ☐ Spanish

Content Area: English Language Art

Items: 8 Test Name: EOY 6th Grade Exam

Advanced Search:

Test Name: EOY 6th Grade Exam

Test Content: Items 7 Passages 2 Graphics 0

Reorder **Items** Passages/Graphics (drag and drop) Save Order

Passage: A Picture of Peace



1 Read the dictionary entry.

capture \ˈkɑp-cher\ v

Source User	Item ID	SE Year	SE Course	2A
	320126	2017	ELA-Gr6	

Passage: A Walk Through My Rain Forest

2 Read this dictionary entry.

- Drag and drop items to re-order
- Click **Save Order**
- Click  **Add** to return to **Test Items** screen
- Click  **View** at the top to preview test

Downloading a Test to PDF

The screenshot shows the 'Print Test' interface. At the top, the 'Test Items' section displays 'Test Name: EOY 6th Grade Exam' and 'Test Content: Items 7, Passages 2, Graphics 0'. The 'Print Test' section is active, showing an 'Outline' with 7 items and a 'PDF Document' with 6 pages. The 'Outline' section lists two items: 'A Picture of Peace' and 'A Walk Through My ...'. The 'PDF Document' section shows the first page of the test, which includes the title 'EOY 6th Grade Exam', the subtitle 'End of year', and instructions: 'Read the selection and choose the best answer to each question. Then fill in the answer on your answer document.' The first selection is 'A Picture of Peace', which is a passage about Michelle's experience with photography. The 'Print' button is highlighted in the top right corner. The 'Print' icon in the 'Outline' section is highlighted. The download icon in the PDF viewer is highlighted.

➤ Click **Print** 

➤ Drag and Drop numbers under **Outline** to re-order. Click page break icon to add page breaks. Click **Save**

➤ Click  to download PDF

Exporting Test Key to TEKScore

The image displays two overlapping screenshots of the TEKScore interface. The left screenshot shows the 'New Test Key' form with fields for TAG Test, Subject, Grade, Version, Language, Date, Description, Passing Standard, and STAAR Standards. The right screenshot shows the 'MA.05.452.E Math EOY Exam' form with tabs for Header, Content, Key, Scoring, History, Editors, and Online. A red arrow points from the 'Save' button in the left form to the 'Header' tab in the right form.

➤ From the **Test Key list** > Click  to export to Test Key TEKScore

- Enter **Grade & Version**. **STAAR Standards**, **Answer choices** and **Editors** are Optional.
- **Content** and **Key** tab will populate with the TAG test Key
- Click **Scoring** tab to adjust weight of items, **Save**

There are two ways to activate a test key for the Online Student Response System:

- Create Test Key and use the **Schedule** feature to schedule online sessions. Multiple sessions may be created. The test ID# is generated when sessions are scheduled.


- From Test Key (list page), **activate a test** for Online Student Responses by clicking on

- A pop-up box will appear to enable the test key for Online Responses
- Once the Test Key has been “turned on” - the software generates the **Test ID** number.
- To deactivate a test for Student Responses, click the
- The teacher or test administrator will need to provide The Test ID number to the student(s) in order for them to sign in.

Subject	Grade	Language	Status	Test Keys
Mathematics	05	[all]	Online	MA.05.678.E 05/19/16 5th Six Weeks Exam Administrator, Dmac
			Online	MA.05.062.E 09/07/15 1st Six Weeks Mcallen, Mcallen
			Online	MA.05.060.E 09/01/15 Math 1st six weeks 15-16 Administrator, Dmac

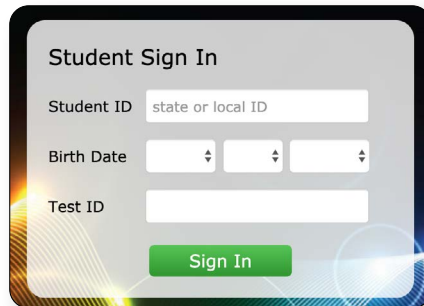
Information Needed for Students to Enter Responses

Students will sign in to the Student Response System online >>
apps.www.dmac-solutions.net/student/

Or www.dmac-solutions.net and click on  **Students**

Prior to logging in, the student will need the following information:

- > State or Local ID number
- > Date of Birth
- > Test ID number



Student Sign In

Student ID

Birth Date

Test ID

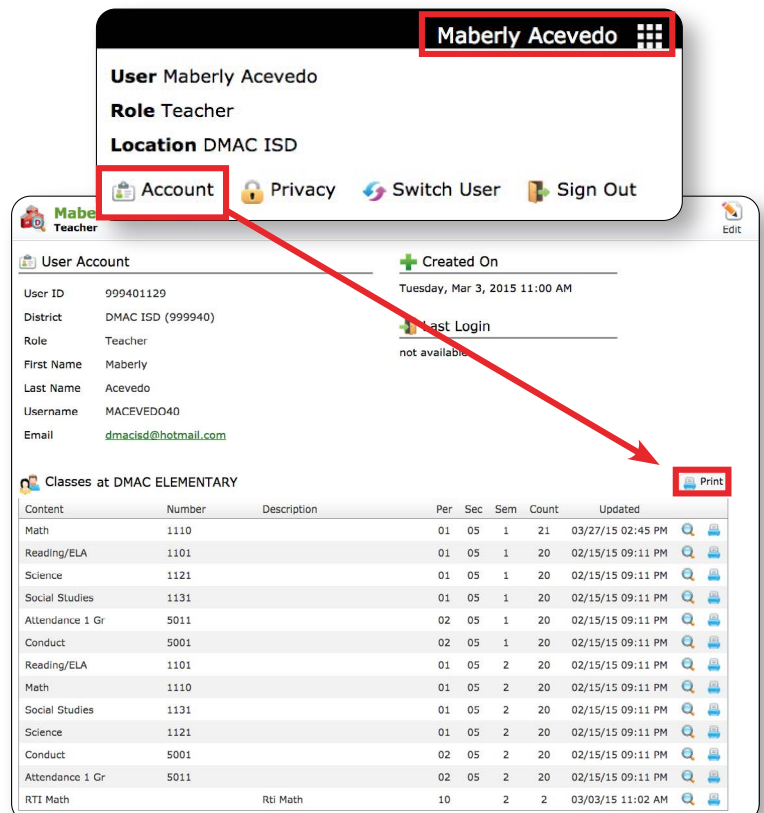
Sign In

USER TIP:

Users logged in as Teachers in DMAC can quickly print a list of their students' Local and State ID numbers

- > Click on your name in the upper right hand corner
- > Click **My Account**
- > Click Print above the list of classes for **ALL** classes or choose Print for individual classes - (use EITHER state or local ID number).

IMPORTANT: To avoid FERPA Violation, please only send a student's individual ID and not entire class list.



User Maberly Acevedo

Role Teacher

Location DMAC ISD

Account Privacy Switch User Sign Out

User Account

Created On: Tuesday, Mar 3, 2015 11:00 AM

Last Login: not available

First Name: Maberly

Last Name: Acevedo

Username: MACEVEDO40

Email: dmacisd@hotmail.com

Classes at DMAC ELEMENTARY

Content	Number	Description	Per	Sec	Sem	Count	Updated
Math	1110		01	05	1	21	03/27/15 02:45 PM
Reading/ELA	1101		01	05	1	20	02/15/15 09:11 PM
Science	1121		01	05	1	20	02/15/15 09:11 PM
Social Studies	1131		01	05	1	20	02/15/15 09:11 PM
Attendance 1 Gr	5011		02	05	1	20	02/15/15 09:11 PM
Conduct	5001		02	05	1	20	02/15/15 09:11 PM
Reading/ELA	1101		01	05	2	20	02/15/15 09:11 PM
Math	1110		01	05	2	20	02/15/15 09:11 PM
Social Studies	1131		01	05	2	20	02/15/15 09:11 PM
Science	1121		01	05	2	20	02/15/15 09:11 PM
Conduct	5001		02	05	2	20	02/15/15 09:11 PM
Attendance 1 Gr	5011		02	05	2	20	02/15/15 09:11 PM
RTI Math		RTI Math	10		2	2	03/03/15 11:02 AM

Print

Students Sign in Online and Submit Responses:

Students will complete the following screens in order to submit their responses to an assessment:

- Enter **Student ID**, **Birth Date** and **Test ID**, click **Login**

Note: If a student has already completed the test, they cannot login again and will see the following error message.



 A form titled "Student Sign In" with three input fields: "Student ID" (2467), "Birth Date" (May 6, 2005), and "Test ID" (749455). A green "Login" button is at the bottom.

 A form titled "Select Class" with three dropdown menus: "Select Campus" (DMAC ELEMENTARY), "Select Teacher" (Franclemont, Brittany), and "Select Semester" (1, 2). Below is a table with columns: Course, Number, Period, Section, Semester. The first row shows "MATH 5", "0501", "01", "03", "2" with a green checkmark in the Course column. A green "Continue" button is at the bottom.

- Select **Campus**, **Teacher**, **Semester** and **Class**. A green ✓ appears next to the selected class.

Note: If a student selects the wrong class, this can be corrected by a teacher/administrator and it will not affect the scoring of their test.

- Click **Continue**

- Students will have a chance to review the session information selected. They can click **Back** to make changes or click **Start** to enter responses to their assessment online. **IMPORTANT NOTE: Do NOT** click the browser back arrow; this will lock the test session for the student.

 A form titled "Review Session" showing student information (First Name: Bianey, Last Name: Alvarado, Birthdate: 11/8/2006, Age: 11) and test information (Name: Math EOY Exam, Subject: Mathematics, Language: English). Below is a table with columns: Campus, Teacher, Course, Number, Period, Section, Semester. The first row shows "DMAC ELEMENTARY", "Brittany Franclemont", "MATH 5", "0501", "01", "03", "2". A blue information box at the bottom states: "By clicking Start, you confirm that the information above is correct and you are ready to enter your test responses." There are green "Start" and blue "Back" buttons at the bottom.

- Enter Test Responses and click **Review** to continue
- A warning message will appear if the student has not entered an answer for any of the questions. Click **Edit** to return to the previous screen and modify answers.
- Click **Score** when all answers are entered.
- Click **Sign Out** to return to the Online Student Response System login screen.

DMAC ISD
Math EOY Exam

Blaney Alvarado [Sign Out](#)

Test Responses

- 1) ☒ A ☐ B ☐ C ☐ D ☐ E [\[clear\]](#)
- 2) ☒ F ☐ G ☐ H ☐ J ☐ K [\[clear\]](#)
- 3) ☐ A ☐ B ☐ C ☐ D ☐ E [\[clear\]](#)
- 4) ☐ F ☒ G ☐ H ☐ J ☐ K [\[clear\]](#)
- 5) ☐ A ☐ B ☒ C ☐ D ☐ E [\[clear\]](#)
- 6) ☐ F ☐ G ☒ H ☐ J ☐ K [\[clear\]](#)
- 7) ☐ A ☒ B ☐ C ☐ D ☐ E [\[clear\]](#)
- 8) ☐ F ☐ G ☐ H ☐ J ☐ K [\[clear\]](#)
- 9)
- 10) teacher scored

[Review](#)

DMAC ISD
Math EOY Exam

Blaney Alvarado [Sign Out](#)

Review Responses

Warning
2 item(s) do not have a response

- 1) A
- 2) F
- 3) no response
- 4) G
- 5) C
- 6) H
- 7) B
- 8) no response
- 9) 225
- 10) teacher scored

[Score](#) [Edit](#)

DMAC ISD
1st six weeks pb

Hannah Cook [Sign Out](#)

Test Complete

1 out of 10 responses were correct

Your test has been scored and results are available through your test administrator.

Click the Sign Out button to complete your test session.

NOTE: If a student clicks the **Sign Out** button before clicking **Score**, they will see the following warning message:

Confirm Sign Out

Warning
If you sign out, you will not be able to complete this test without administrator approval.


Are you sure you want to sign out?

[No, Return](#) [Yes, Sign Out](#)

Managing Sessions

The screenshot shows the TEKS Score interface. A red box highlights the 'Responses' menu in the top navigation bar, with a red arrow pointing to the 'Sessions' option. Below this, the 'Sessions for MA.05.078.E (19 students)' table is displayed. The table has columns for Test, Student, Teacher, Status, and icons. The 'Status' column includes a legend: Active (blue signal icon), Canceled (red circle with slash), Reset (blue circular arrow), Scored (green checkmark), and Deleted (red X).

Tests	Sessions for MA.05.078.E (19 students)				Refresh	Status
MA.09.001.E	✓ Student: Bell, Matthew	Teacher: Dishmon, Morgan	Status: Score 40%	[Icons]	<input checked="" type="checkbox"/> All <input type="checkbox"/> Active <input type="checkbox"/> Canceled <input type="checkbox"/> Reset <input type="checkbox"/> Scored <input type="checkbox"/> Deleted	
MA.03.401.E	✓ Student: Benavidez, Ramon	Teacher: Menges, Zoey	Status: Score 40%	[Icons]		
MA.04.685.E	📶 Student: Blystone, Taylor	Teacher: Ramirez, Chantel	Status: Progress 0%	[Icons]		
MA.06.057.E	📶 Student: Blystone, Taylor	Teacher: Ramirez, Chantel	Status: Progress 0%	[Icons]		
MA.06.700.E	✗ Student: Dirsä, Robert	Teacher: Dishmon, Morgan	Status: Progress 100%	[Icons]		

- Once students have logged in, Teachers or Administrators can manage sessions in TEKS Score by clicking **Responses > Sessions** from the top navigation bar.
- Identify the test on the left of the screen and then utilize the icons, to reset access to a test, view the results, etc.
- Refresh  browser often during session

The following operations occur automatically:

- All online test keys will be disabled for testing after five days from the last date the test key was enabled. The key may still be activated manually or by scheduling.

Scoring Rubrics

Online Sessions for DMAC ISD

Tests ☒ Off

Sessions for MA.05.658.E (9 students)

Rubrics Refresh

Status ☒ All

Student	Teacher	Status
Alvarado, Bianey	Franclemont, Brittany	Score 46%
Ambrose, Brian	Franclemont, Brittany	Progress 90%
Bazaldua, Katelyn	Franclemont, Brittany	

Online Session Rubrics for Math EOY Exam

Student	Score	#10
Max Score		4
Alvarado, Bianey	46	4
Bettiel, Christopher	54	2
Bettis, Timothy	69	3

All sessions are immediately rescored when the rubrics are saved.

Save Cancel

- Click on **Rubrics** to manually enter a score for a Rubric based question.
- Click **Save**.
- Reports are available once students have submitted their responses and/or rubric scores have been entered
- **NOTE:** If the test key did not contain a rubric - you will not have this button