This document was created to help schools utilize the web-based applications offered by DMAC Solutions.

Click on the sections below or scroll to the next page to see step-by-step instructions. As always, please contact us if you have any questions!
TEKScore

Log in to DMAC Solutions* at https://www.dmac-solutions.net

*Teacher passwords are automatically generated based on class roster uploads sent to DMAC. The DMAC District/Campus Administrators can create logins for other user roles.

Click on TEKScore

Test Keys

Select Test Keys from the drop-down menu at the top, or from the Main Menu

You have two options: List and New

• New to create a new Test Key
• List to find a test key using the filters along the left of the page
List Page

The Test List page contains the following features:

- **Search Criteria** - Choose Subject, Grade or Language to filter the list of test keys that display in the Test Key Column in the middle of the page. Test keys may also be filtered by Status, Administration or Description.

- The number of test keys displayed is listed in parentheses next to the Heading.

- Order the way the list is viewed by choosing from the drop-down menu on the right. (Date, Code, Description)

- **Individual Test Key Options** - Utilize the icons (see below) on the right of the test key name to view or make changes to individual tests.
  
  **NOTE** - Tests that have scored documents attached to them cannot be deleted.

- **Online Student Responses** - Once a test key has been activated for Student Responses, an ID number will appear.

- Select New Key to create a new test key.

### Icon Description

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="edit-icon.png" alt="Edit" /></td>
<td><strong>Edit</strong> - make changes to a test.</td>
</tr>
<tr>
<td><img src="print-icon.png" alt="Print" /></td>
<td><strong>Print</strong> - print a test key.</td>
</tr>
<tr>
<td><img src="delete-icon.png" alt="Delete" /></td>
<td><strong>Delete</strong> - delete any tests with a red “x” as long as they do not have documents scored and attached to that test.</td>
</tr>
<tr>
<td><img src="reports-icon.png" alt="Reports" /></td>
<td><strong>Reports</strong> - View results associated with a test. This icon shows that answer documents have been scanned against this key.</td>
</tr>
<tr>
<td><img src="plain-paper-icon.png" alt="Plain Paper" /></td>
<td><strong>Plain Paper</strong> - Print Plain Paper answer documents. Icon must have a green check in order to print.</td>
</tr>
<tr>
<td><img src="archive-icon.png" alt="Archive Icon" /></td>
<td><strong>Archive Icon</strong> - Choose to archive/unarchive a test. Archiving a test will remove it from the list of test keys displayed in Documents. Unarchive a key by clicking the icon and checking yes to restore.</td>
</tr>
<tr>
<td><img src="online-responses-icon.png" alt="Online Responses" /></td>
<td><strong>Online Responses</strong> - Select to activate the Test Key for Online Responses for Students. To turn off the Online Response Test, click the ✗.</td>
</tr>
</tbody>
</table>
Creating a New Test Key

- Select New Key
- Complete the requested information - Subject/Grade/Version/Language/Date/Description
- Click the Save button to continue
- This will automatically populate the Header tab
- Approaching Standard and/or Mastered Standard may be added
- Editor or Editor groups can be added

Header Tab

- The Header tab displays the fields that will be pre-coded to the answer document. These fields may be edited at any time; even after the test key has been used to score student documents.

**Note:** Changing the value of the passing standard, will prompt the following message:

- Clicking Yes will prompt TEKScore to immediately re-score all documents that have been previously scored with this test key.
Content Tab

> The Content tab lists all subjects that can be assessed using TEKScore. These include all content areas for which Texas Essential Knowledge and Skills exist.

> Choose a Subject to display a list of Courses (including AP courses) for which Student Expectations will be made available when answer choices are entered on the test key.

> Click Save to make the Student Expectations and Reporting Categories available in the Key tab.

  **NOTE:** Multiple courses from a single content area may be chosen for a test key.

> Selections are displayed at the bottom of your screen for reference.

Key Tab

> Use the Key to enter the correct responses of your test key along with the Reporting Categories, Student Expectations, Dual Coding, ELPS and Rubric ranges for each item.

> First, enter the number of Items (questions) that will be on the key/form, and click Apply.
Setting up a Test Key

> Enter all the multiple choice correct responses by clicking the mouse in the first box in the **Response** column. The software will automatically advance to the next box as responses are entered.
> • **NOTE:** Enter an ‘R’ for Rubric answers and enter a numeric value for griddables. Do not skip lines. Enter the response where the question will appear on the test. These choices do not advance automatically.

> To access Student Expectations, click **TEKS** from the drop-down menu
  > - Click on the boxes next to the responses to select Student Expectations. A pop-up window will appear to make the selection.
  > - Readiness Standard SEs will be **green**
  > - Supporting Standard SEs will be **blue**
  > - Process Skills will be **purple**
  > - An **Expectation** can be removed by clicking ✗

> Narrow the list by standard type by clicking the **Type** box on the drop down in the pop-up window.

> Click **Save**

> Choose **TEKS (dual coding)** from the drop-down menu
  > - Click on the boxes next to the response to enter dual coding. The pop-up window will appear to make the selection

> Click **Save**
Choose **Reporting Categories** from the drop-down menu

- Click on the boxes next to the response. Click **Auto Assign** in the pop-up window to automatically assign reporting categories based on current TEKS.
- Note: Reporting Categories may be selected manually.

Click **Save**

Choose **ELPS** from the drop-down menu

- Click on the boxes next to the response
- **Note:** ELPS can be filtered by Type (Beg, Int, Adv, High)

Click **Save**

Choose **AP** from the drop-down menu

- Click on the boxes next to the response
- **Note:** Select AP standard(s)

Click **Save**
Scoring Tab
Check the Scoring box to change the range or the weight (factor) of a question. Click Save.

- For rubric-based questions, enter range in the first column (e.g., ‘2’ would have the choice of 0 = no credit; 1 = partial credit; 2 = full credit)
- Change the weight of questions by changing the number in the second column (factor)
- Field test questions without counting against the student’s grade by placing a ‘0’ in the factor or second column
- After entering a rubric, note that the total value of the question changes. To have all questions of equal value, adjust the factor.

History Tab

- The History tab displays information about how and when the test key has been modified.
Scoring Guide

TEKScore scores items based on the type, range, factor and total points defined in the test key.

**Item Type**

The item **type** classifies an item as multiple choice, true/false, numeric/griddable or rubric. The type is determined by the response entered in the test key.

<table>
<thead>
<tr>
<th>Type</th>
<th>Correct Response</th>
<th>Range</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Choice</td>
<td>A,B,C,D,E or F,G,H,J,K</td>
<td>1</td>
<td>0-9</td>
</tr>
<tr>
<td>True/False</td>
<td>A,B or F,G</td>
<td>1</td>
<td>0-9</td>
</tr>
<tr>
<td>Numeric (griddable)</td>
<td>Numeric value</td>
<td>1</td>
<td>0-9</td>
</tr>
<tr>
<td>Rubric</td>
<td>R</td>
<td>See Clarification Below</td>
<td>0-9</td>
</tr>
</tbody>
</table>

**Item Range**

The item **range** relates specifically to the rubric items. An “R” is entered in the response column. The maximum number of the rubric is entered in the range column. The range for other type of items is fixed at 0 to 1.

The range is determined by the builder of the assessment item. The acceptable range begins with 0 and ends with the value assigned representing the maximum points for that question.

- If scantron forms or if Online Student Responses are being used for testing - a rubric range must not exceed 4. (There are only 5 bubbles for each answer on a scantron form - 0,1,2,3,4)
- If plain paper forms are being used for testing - a rubric range must not exceed 9. (The answer box is pre-printed on the form and will only accommodate a maximum ten bubbles - 0,1,2,3,4,5,6,7,8,9)

**Example:**

For a question assigned a rubric of 0-4 enter R for the response and 4 for the range. The test administrator will record the result based on the score of the written portion of the test.

Teacher would bubble responses as follows:

**Scantron forms:**

1. A B C D E

   A = 0 | B = 1 | C = 2 | D = 3 | E = 4

**Plain Paper Forms:**

   teacher scored

   0 1 2 3 ●
Item Factor

The item factor is used to adjust the weight (value) of an item in relation to the entire test. The factor is multiplied by the range to calculate the total points for an item.

Example:
Items over a certain SE or content area could be weighted with a factor of “2” to be given twice the value of any other item.

To field test items, or test over content not yet covered, a factor of “0” can be assigned so as NOT to include that question in the student’s final score but still have the data available for reports.

Item Points

The item points represents the total credit available for an item. This number will be affected by using the range for rubrics and/or the factor for weighted items.

Example:
To equalize a test, change the factor to balance the total points. For example, if one item is a field test question (factor = 0) and one item that is a rubric (range = 4 / see #10), to make all the questions equal the rubric question, change the factor to 4 for all other questions. This will balance the total points of the test (except for the field test item).
Editors Tab

- The Editors tab in TEKScore allows the user creating the key to grant other users access to edit the key.
- Choosing a Role and/or campus from the drop-down list at the top right will narrow or expand the list of users.
- Check the box to the left of the user and click to Add Editors.
- Options allows Editor groups to be created.

Schedule Tab

- Use the Schedule tab to create testing sessions for the Student Online Response System.
- Select date, start and end times (multiple sessions may be added).
- The Test ID number appears above the list of scheduled sessions.
Copying a Test Key

Existing test keys from STAAR, TAG or TEKScore can be copied for a new test:

> Create a header and select the content
> Select the Key tab
> Select Copy to copy an existing key

> **STAAR** - Choose release year and subject. From the list, check the box next to the grade level and language. Number of items on each test is displayed.
  - Choose Alternating or non-alternating
  - Click Copy

> **TAG** - use this option if test was created in the DMAC Solutions TAG software.
  - Identify Content Area, Course and Language
  - Choose the TAG test key to copy, choose alternating or non-alternating answer choices, and then click the Copy button.

> **TEKScore** - use this option to make a copy of an existing TEKScore test key. Use this to use an existing test key from a previous year or the same test for two different groups of students (ex. general education and special education) but would prefer to report the results separately.
  - Choosing the School Year, Subject and Grade level. Check the box on the left. Choose alternating or non-alternating and then click the Copy button.
Approving Test Keys (Plain Paper)

**NOTE:** Contact the DMAC Help Desk at 1.866.988.6777 to have plain paper enabled.

In order to print Plain Paper answer documents instead of using a Scantron form, the **Test Key must be ‘Approved’ for Plain Paper printing**. Click **Plain Paper** on the top-right of the test key screen.

- Verify that all information is correct and that the body of the answer document lies within the registration marks at each corner. Click **Approve**. Once approved, you will not be able to make certain changes to your test key such as adding/removing items; changing the item type; changing the rubric’s range, etc. (See pop-up box)
- After reviewing the pop-up box. Click **Continue**.

Test keys that have been approved for plain paper printing **can be used for plain paper answer documents, Scantron forms and Online Student Responses**. Once approved, the Plain Paper icon will change to show a green check.

The green check will also appear on the list page if test keys have been approved.
Test Forms

To precode test forms for plain paper or scantrons, select **Test Forms** from the main menu or from the toolbar.

Test Forms: Search

- Select **Campus**
- Identify **Teachers, Grade, Semesters**, or **Course Information** (not necessary to select in each area)
- Click **Search**
Test Forms: Search Results

- Select **Entire Classes** by checking box next to Teacher’s Name(s), or select **Individual Students** by clicking on the number under the Student Column, then checking box by student's name.

- Choose **Precode Scantron Forms** or **Print Plain Paper Forms**

Precode: Scantron Forms

- Ensure the latest versions **latest version of Adobe Flash is installed** to Precode Scantron Forms. If the latest version is not installed, a message will appear instead of the TEKSscore forms. Follow the prompt to download Flash and refresh the browser after installation.

- Precoding of Scantron Forms in TEKSscore utilizes Adobe Flash -- which is compatible with all browser types and operating systems -- for computers and laptops (both PC and MAC).

- This allows the bubbles/dots on the screen to align and print accurately on the form.
Select the **Test Key** from the left-hand column. Use 🟢 to narrow the search

Choose **Form** (STAAR or TAKS)

View alignment of dots on answer document

Use the **Shift** under alignment to move the dot to align with the form. The **scale** arrows changes the size of the dot.

- **NOTE:** The computer will remember these selections for future use as long as the same computer and printer are being used.

Choose print order from drop-down or

Choose printing options and print
Scanning & Scoring

Scantron Forms

First Time Scanner Installation and Set-Up

- Software for the scanner must be installed on the computer that is connected to the scanner.
- Ensure the web cam is disabled. Scanners and web cams are both imaging devices and will cause the scanner to not work properly if web cam is not disabled.
- Internet Explorer and Active X must be installed (required)
- Check with your school’s technology department for administrative privileges to install scanning software.

DMAC offers four ways to collect data for local assessments:

- OMR scanning with precoded Scantron forms/scanners
- Plain Paper scanning by printing and uploading answer documents
- Manual entry of answer documents through Documents/New
- Online via the Online Student Response System

Select Scanning from the menu at the top, or from the Main Menu.
Scanning: ActiveX

> Select **install software**

> Select **Drivers**

> Follow the link to the Scantron website. Scroll down and choose iNSIGHT/OPSCAN Scanners. Follow the installation instructions as provided by Scantron.

**NOTE:** iNSIGHT 20, 20+ and 30 will require calibration after installation. Please follow manufacturer’s instructions. Windows 10 is not supported by Scantron for these scanners.

> Choose link to **ScanTools Plus Link Runtime**
  - Save the software to the desktop

> Click **Run** (this may take a few minutes)

> Choose **Install TEKScore ActiveX Control**
  - Click **Install**
  - Click **Retry**

> Click **Install**

> When the **Status** reads "Installed", it is ready to scan

> Click **Scan** at the top right to go straight to online scanning
> Click the **Scanner** tab and **Auto Detect**
to establish communication between
the scanner and the computer

**Scanning Scantron Forms**

> Place scantron documents in the scanner tray.

> Choose **Form Type** (**STAAR, STAAR 2014** and/or **TAKS**)  
  > **NOTE:** For alternating forms, answer choices are **A-E** and  
  > **F-K**, non-alternating forms, all answer choices are **A-E**.

> Click **Scan** to begin the scanning process

> As documents feed through the scanner, the records will appear in the pop-up scanning window. The **Test Key Code**, **Campus ID**, **Class Record ID** (the same for every student in the class), the **Student ID** and the **Responses** will appear.

> If one of the responses is an asterisk (*), the scanner could not determine the student’s answer. Either the item was left blank, or more than one response was chosen

> When the batch of forms is finished, this pop-up message will appear. Click **Stop** to close the **Scanner Error** window. If there are any more documents to scan, place them int he scanner tray and click **Resume**

> When finished, click **Score** in the pop-up scanning window.
Scoring Documents

View and modify all the documents scanned before they are imported into the database and scored.

The following features are available on the scoring page:

> **Student Document List** - the field on the left side of the screen contains a list of all documents that were scanned in the current batch. A + indicates that the document is valid and will be scored. An 'unknown' indicates there is an error on that record. It will not be scored or imported into TEKScore.

> **Edit Wizard** - edit an entire batch of documents at once.

> **Session** - includes the total documents scanned, the number scored, the number of valid documents, as well as the number of errors.

> **Results** - view student results after they have been scored

> **History** - provides access to Scanning History.

> **Header Information** - the field on the right side of the screen includes all the information necessary to identify the Test Key, the Campus, the Student, and the Class. Both the Test and Campus fields are drop down lists. The Student ID and Class ID fields can be typed directly into the box or click the magnifying glass link to open up a search window. **NOTE:** the Class ID is the same for every student in that class, and can be copied to another student’s scanned form.

> **Save Changes** - allows you to save any changes made to the student document and update the record to make it valid.

> **Score Document** - allows this document only to be scored

> **Score** - click to score all the documents scanned in this batch.

An advantage to the feature allowing you to preview then score is the recognition of duplicate records. This software will not allow a batch of documents that have been scanned and scored to be imported again. They are marked with a strike-through font and the Score Documents icon is disabled.
Plain Paper Answer Documents

> Make sure Test Key has been approved for Plain Paper Scanning (see Test Keys)

> Ensure the latest version of Adobe Reader is installed

> A printer test must be run for whatever printer will be used to print answer documents
  - Follow Steps 1-3 on the left of the screen.

After completing the test, the software will display PASSED or FAILED directly below the upload button. If the printer test FAILED, please contact the DMAC help desk for further assistance at 1-866-988-6777.

After selecting the class periods to pre-code answer documents, choose Print Plain Paper Forms at the bottom of the screen.

A reminder to Run Printer Test will display. If the printer test has already been run and passed, click in the gray area to remove. If the Printer Test has not been run, follow the steps above.
Select the test key from the list on the left. Use filter.

View alignment of the corner registration marks. The content of the test form must fit within the four corner registration marks.

Choose grid format for math/science test.

Choose font size. Default is 9 point.

Choose print order and print.

• **NOTE:** from the print screen:
  - Do not select fit to page or shrink to fit
  - Print only on one side
  - Print black and white; not gray scale
  - 300 dpi

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**Scanning and Scoring: Plain Paper**

- Load Plain Paper forms in the tray of the scanner **document facing down** with the **student’s name entering first**—(**NOTE**: different printers, scanners and copiers can be configured to scan plain paper documents). Please contact the DMAC Help Desk at 1.866.988.6777 with any questions.

Click [HERE](#) for Insight 20/30 Scanner setup

Click [HERE](#) for Brother Scanner setup

- **Left click** the scanner icon in the bottom right toolbar of the desktop
- The icon resembles a picture of the iNSIGHT20

- **Left click** on Number 9 titled **TEKScore Scan**

- **WAIT** - Scanning will begin (Scanner may need to warm up)
Uploading Test Forms

Once scanning is completed, open TEKScore in DMAC and choose **Plain Paper** from the Scanning drop-down on the navigation bar at the top.

Choose **Browse** to find the scanned document file that you saved.

Click **Upload** to upload the document to be scored.

After uploading the file, score documents by clicking **Score All**.

Scan History

**DMAC Solutions** is committed to the concept of "never having to re-scan". Therefore, **TEKScore** includes the **Scanning History** component. Every time a batch of documents is scanned, a copy of the file is saved on our servers. In the event that the scored documents need to be deleted and re-imported, click on **Scan History** and find the date the document were originally scanned. A list of files will be displayed on the right. The file information will include the time the documents were scanned was well as the number scanned and the number scored. Click **view** to send this file to the **Scoring Documents** page.
Student Response System

The Student Response System in TEKScore gives students the ability to sign in and enter their responses to a test that has been activated by a teacher or administrator. This feature in TEKScore is not online testing – students will need access to view test questions (e.g., displayed via a printed test or on a SMART board). For questions, please call the Help Desk at 1.866.988.6777.

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

- Create Test Key and use the schedule feature to schedule on-line sessions. Multiple sessions may be created. The test ID# is shown by the scheduled sessions.
- From Test Key (list page), activate a test for 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 icon
- The teacher or test administrator will need to provide The Test ID number to the student(s) in order for them to sign in.
Information Needed for Students to Enter Responses

Students will sign in to the Student Response System online using the following URL address:

Link >> https://www.dmac-solutions.net/student/

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

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

**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 **Account** icon
- Click Print above the list of classes for **ALL** classes or choose Print for individual classes - (use EITHER state or local ID number)

**NOTE:** Users logged in at the District or Campus level will need to identify the teacher after clicking **Account** from the Teacher portion of the top navigation bar in **Utilities** in order to print IDs for a specified class.
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.

> 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.
> 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.

**NOTE:** Student will get immediate feedback with a message that they got ‘XX out of XX’ items correct. Once an assessment has been scored, they cannot go back and make changes to their answers or login to the test from another screen or device.

> Click **Sign Out** to return to the Student Response System login screen.

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

> Once students have logged in, Teachers or Administrators can manage sessions in TEKScore by clicking Documents > 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 sessions with a status of “Active” will be updated to a status of “Canceled” at the end of the day.
- All online test keys will be disabled after five days from the last date the test key was enabled.
- All sessions with a status of ‘Deleted’, ‘Reset’, or ‘Canceled’ will be permanently deleted after 30 days.

**Session Icons:**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📝</td>
<td><strong>Session Details</strong> - to see when a student signed in and what activity they have had related to that assessment in real-time.</td>
</tr>
<tr>
<td>🔍</td>
<td><strong>Review Results</strong> - see the results from a test that has been scored.</td>
</tr>
<tr>
<td>✖️</td>
<td><strong>Delete</strong> - remove the session details and answers tied to that particular student.</td>
</tr>
<tr>
<td>⌚️</td>
<td><strong>Reset</strong> - reset a student so they can once again login and access the test to complete their answers.</td>
</tr>
<tr>
<td>🚫</td>
<td><strong>Canceled</strong> - indicates that a student signed out before scoring their test. Click <strong>Cancel</strong> on online students to terminate their session.</td>
</tr>
<tr>
<td>🔁</td>
<td><strong>Online</strong> - indicates that a student is in the process of completing the test currently online but has not clicked the score or sign out button.</td>
</tr>
</tbody>
</table>
### Scoring Rubrics

- 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.

### Role User Access

<table>
<thead>
<tr>
<th><strong>Role</strong></th>
<th><strong>User</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District Roles</strong></td>
<td>A district administrator or district manager can view and edit student sessions for the entire district. A district user cannot access any student session unless the user is the test key author or an assigned editor.</td>
</tr>
<tr>
<td><strong>Author/Editor</strong></td>
<td>A user can edit any student session for a test key if the user</td>
</tr>
<tr>
<td></td>
<td>• created the test key (author)</td>
</tr>
<tr>
<td></td>
<td>• has been granted access to edit the test key (editor)</td>
</tr>
<tr>
<td><strong>Campus Roles</strong></td>
<td>A campus administrator or manager can edit a student sessions if:</td>
</tr>
<tr>
<td></td>
<td>• the student has selected a teacher/class at the same campus as the user OR;</td>
</tr>
<tr>
<td></td>
<td>• the student has not selected a teacher/class but the student is currently enrolled at the same campus</td>
</tr>
<tr>
<td></td>
<td>A campus user cannot access any student session unless the user is the test key author or an assigned editor.</td>
</tr>
<tr>
<td><strong>Teacher Role</strong></td>
<td>A teacher can edit a student session if:</td>
</tr>
<tr>
<td></td>
<td>• the student has selected the teacher/class for the session (coded teacher) OR;</td>
</tr>
<tr>
<td></td>
<td>• the student has not selected a teacher/class for the session and the student is currently enrolled in at least one of the teacher’s classes (class roster) OR;</td>
</tr>
<tr>
<td></td>
<td>• the teacher is the author or assigned editor of the test key</td>
</tr>
</tbody>
</table>
Documents New

> From the TEKScore application menu or navigation bar - click on Documents - New

Manual Entry of Answer Documents

An alternative to scanning is entering/grading a student answer document manually. This option is particularly useful for primary grades where assessments are short and students do not bubble for themselves. However, all grade levels may utilize this feature to grade tests manually and still have access to all of the reports for analyzation.

Select test

> Using the filter icon, select the subject and Grade.

> Select test key from list of tests.
Select Student

- Click to select students
- In pop-up window select campus, teacher, semester and class
- The campus will populate automatically based on the login to DMAC. A district user will have to choose a campus

Enter Student Responses

- Manually enter the student’s responses. Numeric responses will not automatically advance to the next space
- Select Score to score/grade the responses
- Choose the next student to continue entering responses

Click on a student’s name to enter answer choices. As answer documents are entered and scored, the student’s name will be marked through on the list

Responses for MA.05.678.E

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>3</td>
<td>B</td>
<td>5</td>
<td>C</td>
</tr>
<tr>
<td>2</td>
<td>F</td>
<td>4</td>
<td>G</td>
<td>6</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>H</td>
<td>8</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td>210</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Select Score
**View Results**

- Click **View** to view the student’s Test Results

**Example Student Results**

- **Joshua Hahn**
  - MA.05.678.E
  - **Class**: DMAC ELEMENTARY
  - **Teacher**: Nicole Blanchard
  - **Course**: MATH 5, 0501
  - **Period**: 01
  - **Section**: 10
  - **Semester**: 1

- **Test**
  - **Subject**: Mathematics
  - **Grade**: 65
  - **Language**: English
  - **Standard**: 70%

- **Result**
  - **Passed**: Yes
  - **Score**: 85%
  - **Points**: 11/13
  - **Scored on**: 6/8/2016 4:13 PM
  - **Scored by**: DMAC Administrator

- **Responses**
  - | # | Response | Correct | Credit |
  - |---|---------|--------|-------|
  - | 1 | A       | A      | 3 / 1 |
  - | 2 | F       | F      | 3 / 1 |
  - | 3 | B       | B      | 3 / 1 |
  - | 4 | G       | G      | 3 / 1 |
  - | 5 | C       | C      | 3 / 1 |
  - | 6 | H       | H      | 3 / 1 |
  - | 7 | D       | D      | 3 / 1 |
  - | 8 | J       | J      | 3 / 1 |
  - | 9 | 225     | 225    | 3 / 1 |
  - |10 | 2       | K      | 2 / 4 |
Documents: Search

When using the Document Search component of TEKScore, always remember that “less is more”. The less used for the search, the more documents displayed in the list.

- The Document Search feature in TEKScore provides a variety of options for creating custom queries. The following fields are available for searching:

  - **Test Year** - choose a school year from the drop down list. The Year automatically displays the current school year.

  - **Test Key Code** - select a test from the drop down list. Filter the list of Test Keys by clicking the filter icon.

  - **Teacher** - select any of the following:
    - **Coded Teacher** - select documents based on the teacher pre-coded to the scan form.
    - **Current Teacher** - select documents based on teachers listed in Utilities.
    - **Teacher Name** - choose documents for a specific teacher. Notice the * at the bottom of the page. Enter a partial name for a wildcard. (Ex. “Ma” would select documents for Marshall, Martin, etc).

  - **Result** - choose a range of scores or **Met Standard** (Y/N).

  - **Location** - the list of campuses displayed in the drop down box will depend on the user profile. For a district account, all campuses should appear in the list. Otherwise, only the campus will be listed.

  - **Student** - choose from the following options:
    - **ID** - enter a valid state **Student ID** (the partial feature works for this as well) **Grade** - choose the **grade** in which the student is enrolled in Utilities.
    - **First Name/Last Name** - Use the partial name for a wildcard.

  - **Scoring** - search for documents based on attributes of the document itself.
    - **First Name/Last Name** - select documents based on the DMAC user who either scanned and scored or manually entered the documents (partial name wildcard applies)
    - **Dates** - enter beginning and ending dates (for the time frame in which the documents were scored) in the text boxes or select dates by clicking on the calendar icons to choose dates.

  - **Demographics** - expand/collapse the list of demographic fields to use for search criteria. Choose either **Coded Demographics** (the values at the time the form was pre-coded) or **Current Demographics** (may be different if the Class Roster has been updated).

  - **Select Search**
Documents - Search Results

Click on Results to see the documents. The features on this page include:

> **Check Boxes** - use to specify documents.

> **Column Headings** - describe each column heading in the list. These are sortable. Click once to sort in ascending order. Click twice to sort in descending order.

> **Document Options** - includes a wide variety of tasks that can be completed for one or many documents.

• Print - choose to print the list of documents seen on the screen or batch print student documents for the selected students in the list.

• Report - use this option to go directly to the Reports section of TEKScore.

• Export - select Export to pull records out of TEKScore to use in other programs such as Microsoft Excel.

• New - manually create a document by choosing New.

• Edit - make changes to a batch of documents at once by selecting the Edit option. (more information in the Edit Docs section)

• Delete - choose to delete selected documents.

• Search - create custom queries for specific groups of students on the Search page.

> **Individual Documents** - use these functions to work with individual documents.

• view the details of the document.

• converts the individual document to a pdf for printing.

• deletes the document (NOTE: a user can only delete documents they personally either scanned or entered manually).

> **Document Count** - the number of documents in the appearing in the list.
Data Export

The Export feature allows the data to be saved as a text file to be used in a format outside the scope of TEKScore and provides the following options:

- **Format** - Tab Delimited (.txt) or Comma Delimited (.csv).

- **Fields** - All the fields in the individual record are listed and categorized by type. Choose specific fields or click the all fields box to choose all of them. View the different types of fields by clicking on the tabs across the top.

- **Options** - Choose to add Column Headers and Text Qualifier. The Text Qualifier will add quotation marks around each value in the record. This is especially important in commas are used as a delimiter and a comma appears within the text of one field; in which case the data will export incorrectly.
Edit Documents

TEKScore’s Edit Wizard allows editing of multiple documents in one batch operation:

➢ From the Search Results screen choose Edit in the upper right of the screen.

➢ Select the test Key to edit by choosing the Test Key Code.

➢ Select the specific documents by selecting the check boxes on the left of each record. Choose all documents by selecting the check box at the top left.

➢ Select the type of change to make to the documents.

➢ Click the Save button to save changes or click Cancel to exit back to the Document List.
Individual Student Document

The individual Student Document in TEKScore provides a detailed account of the results of this assessment for this student. Many parts of the document are editable and include additional links for more information. Each section is described below.

From the Document Search Results window, click on magnifying glass on far right.

> **Student** - The Student section of the Document displays the student’s Name, Grade, and Gender. Click on the View Tests link at the top to see a complete history.

> **Demographics** - The demographics shown on the Student Document will be a snapshot of the information in the student record in Utilities at the time of the test. Select update demographics. Click the Update button at the bottom left of the pop-up window.

> **Test** - The Test portion of the Individual Student Document is the same as the header information on the test key itself. Replace (or re-score) the test with a different test key and Print the test. Clicking Print will produce a PDF of the Individual Student Document. Click the Replace Test link at the top to display the pop-up window. Choose the new test key from the drop down list and click the Select button.

> **Class** - The Class information displayed is that pre-coded to the answer document. The option for this section is Replace Class. Choose this option to move the student’s results from one class to another. Click the Replace Class link at the top to display the pop-up window. Choose the new class from the list and click the Select Class button. NOTE: The student MUST already be enrolled in that class for it to show up in the list.

> **Results** - The Results section contains the student’s performance on the assessment as well as the scoring date and time stamp and the account information of the scorer. This is important because the student’s document can only be edited or deleted by person who scanned and scored that document.

> **Responses** - Click Edit Responses at the top right of the Responses portion of the Individual Student Document. Change the response and click the Save button.
Reports

Choose the **type of report** needed from the top navigation bar:

![Main Menu](image)

<table>
<thead>
<tr>
<th>Instructional</th>
<th>Teachers</th>
<th>Students</th>
<th>Trend</th>
<th>Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Generate reports by District, Campus, Teacher, Student or with a custom search group (Note: Use Document &gt; Search to identify a group before clicking on the Search Results tab)</td>
<td>&gt; Generate reports for a specific teacher by selecting the desired tests, classes or students</td>
<td>&gt; Generate specific student level progress reports for one or more students at a time</td>
<td>&gt; Generate reports comparing assessment data from multiple local assessments</td>
<td>&gt; Generate reports comparing TEKS and SE performance from multiple assessments</td>
</tr>
</tbody>
</table>
Instructional Reports

> Select how to view data:

**Criterion Tabs** reflect the scope or group of students for which reports will be available. The DMAC Log-in credentials will determine what tabs can be accessed to generate reports.

- **District** - data for the district
- **Campus** - data by specific campus
- **Teacher** - data for a teacher/or selected teachers (teacher logins only permit access to their data for current students based on class roster upload)
- **Class** - data for a specific class/period of students (available only in teachers reports)
- **Student** - data for students specific to user login
- **Search** - data by student(s) level information

**NOTE:** not available until a custom search from Documents > Search is created

Select the test(s) to generate reports

**NOTE:** Use the filter to further narrow the list of tests available
Select desired Reports using the available tabs and checkboxes.

Choose Options and Format.

Click View Report.

**NOTE:** additional reports will show under the teacher, class, and student tabs because it will also include individual student response data.

Reports will open in a new window in PDF format. Close window to return to original selection.

**Additional Notes**

**Teacher Tab**

Teachers will only see their name and student test data are accessible.

Click current teachers to see teachers that are currently assigned to students who took the selected test based on the Class Roster data file uploaded to DMAC. (District or Campus logins may select a teacher or multiple teachers for reports).
Example Reports: Instructional Reports (not all reports shown)

**TEKSscore Student Responses**
- **Subject:** Mathematics  
- **Description:** Sample DHAAC Math Test

<table>
<thead>
<tr>
<th>Student</th>
<th>Passed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaya, Xereny</td>
<td>Yes</td>
<td>100</td>
</tr>
<tr>
<td>As皇帝, Alanea</td>
<td>No</td>
<td>69</td>
</tr>
<tr>
<td>Avila, Andrew</td>
<td>Yes</td>
<td>92</td>
</tr>
<tr>
<td>Brown, Kristen</td>
<td>No</td>
<td>54</td>
</tr>
<tr>
<td>Gondang, Emily</td>
<td>Yes</td>
<td>100</td>
</tr>
<tr>
<td>Hafez, Alana</td>
<td>No</td>
<td>71</td>
</tr>
</tbody>
</table>

**TEKSscore Item Analysis**
- **Subject:** Language  
- **Description:** Sample DHAAC Test

<table>
<thead>
<tr>
<th>Item</th>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>D</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>C</td>
</tr>
</tbody>
</table>

**TEKSscore Reporting Category Performance**
- **Subject:** Science  
- **Description:** Sample DHAAC Test

<table>
<thead>
<tr>
<th>Category</th>
<th>Pass Rate</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A</td>
<td>80%</td>
<td>50%</td>
</tr>
</tbody>
</table>

**SE Tutorial**
- **Teacher/Student/Search Tabs**
- **Select Test and Teacher(s)**
- **Check SE Tutorial**
- **Click View Report**

**Note:** To view all students in tutorials, change the Report Flag under Options to 100%
Teacher Reports

> The Teacher reports section will generate the same type of reports as Instructional.

Class tab

> Choose teacher from drop-down list by clicking select. (If a teacher is logged in - their name will be populated).
> Select tests and class(es) for viewing reports by specific class(es).
> Class(es) displayed in the window are based on the Class Roster data file.
> To combine multiple classes on one report click in the boxes beside the content name.

**NOTE:** You may run reports by class from the Instruction Reports; however, you cannot choose the class(es).
Student Tab (Note: Same reports are available under the Student tab for both Instruction and Teacher reports)

- Choose Student(s) from window.
- Students displayed in the window are students who took the selected test based on the Class Roster data file uploaded to DMAC.
  
  **NOTE:** When logging in as a teacher, only current students' test data is accessible.
- To print individual student reports, check print individual reports check-box.

Student Reports

- Select Year, Campus and Grade (may auto populate based on login)
- Select Student(s) or select All
- Click the Refresh Tests button to view tests related to the students selected
- Expand/collapse the available tests for each subject area by using the (+/-) on the tree. Choose tests.
- Check report(s) to generate
- Click View Report
Example Reports: Student Reports (not all reports shown)

**Expectation Progress**
- Select Year, Campus and Grade
- Select Students and Tests
- Check Expectation Progress
- Click View Report

**Expectation Analysis**
- Select Year, Campus and Grade
- Select Students and Tests
- Check Expectation Analysis
- Click View Report

**Student Progress**
- Select Year, Campus and Grade
- Select Students and Tests
- Check Student Progress
- Click View Report

**Reporting Category Progress**
- Select Year, Campus and Grade
- Select Students and Tests
- Check Reporting Category Progress
- Click View Report
Trend Reports

- Select tab
  - District, Campus or Teacher.

- Select up to 6 Tests (filter available tests by selecting the filter icon and specify report criteria.

- Check report(s) to generate.

- Click View Report.

Example Report: Trend Reports (not all reports shown)

Expectation Progress

- District/Campus/Teacher tabs
- Select up to 6 Tests
- Check Expectation Progress
- Click View Report
Comparison Reports

- Select tab
  - District, Campus or Teacher
  - Year
- Select Content Area, Course and Test Key(s)
- Check report(s) to generate
- Click View Report

Example Reports: Comparison Reports (not all reports shown)

<table>
<thead>
<tr>
<th>Example Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEKS Performance by Campus</td>
<td>District/Campus/Teacher tabs, Select up Tests, Check TEKS Performance by Campus, Click View Report</td>
</tr>
<tr>
<td>SE Performance by Campus</td>
<td>District/Campus/Teacher tabs, Select up Tests, Check SE Performance by Campus, Click View Report</td>
</tr>
</tbody>
</table>
Teacher Dashboard

The Dashboard feature allows teachers to see scored tests, a TEKS performance map and favorite reports with the One-Click Reports feature (Settings).

TEKS Performance Map

Take a quick look at the TEKS tied to the teacher’s classes

- Click on the name of the course to narrow down to the TEKS and then further filter to the Student Expectations (SEs) tied to the test
- Hover over the name to see a break down of each course, TEKS and SE
- The percentage correct is color coded High (green) to Low (red)
Scored Tests

- Click on test name to see TEKS map for that test
  - Click Reports to access one-click reports
  - Click Scores to see list of students scored with drill down feature for individual students to access the test document and Student Portfolio
- Click on Student(s) to see list of all students with drill down features

Settings - One-Click Reports

- Click 🌟
- Select and customize your favorite reports
- Each teacher login has the ability to select and customize their most used or favorite reports
- Select multiple reports.
- Click reports under test name in the scored tests column to view reports
- Click Save

Save | Cancel