







Test Keys

LIST

- Search for existing Test Keys
-  Enable Online Responses

NEW


- **Header** – Complete information
- **Content** – Select Subject/Course(s)/AP Course(s); Save
- **Key** – Select number of items or Import Key to copy a key from STAAR, TAG or TEKScore
 - * Enter responses - multiple choice, "R" for rubric and numeric values for griddables
 - * Select SE, Dual Coding, Rpt Cat, ELPS and AP from drop down; Save
- **Scoring** – adjust item weight and rubric value and mastery
-  Approve for Plain Paper
- **History** – Audit trail
- **Editors** –  Select Editors;  Options
- **Online** – for Online Student Responses
 - * Show scoring results
 - * Schedule sessions

Responses

ONLINE SESSIONS

- Manage Online Student Responses

MANUAL

- Select Test > Select Students  Class Search information > Enter Responses > Click Score

RUBRIC

- Select Teacher, Test and Class > Enter Rubric Score > Click Save




***DMAC Administrators:** contact DMAC to access Plain Paper, or allow Teachers to web edit or create test keys.




Test Forms/Scanning

- **Test Forms** – precode answer documents
 - * Run Printer Test (Plain Paper)
- **Scanning** – Scantron/Plain Paper/Scan History


Search

- Select Test, Location, Teacher, Student, Results or Scoring
- Select Demographics for additional options
-  View or  print student results
- Reports/Search can be accessed using 

Reports

- Instructional, Teacher, Student, Trend or Comparison
- Select tab (District, Campus, Teacher, etc.)
- Select test(s); use filter 
- Select teacher or students
- Select report(s)
- Identify report options
- Click View Report

Dashboard

- Map – click to drill down for Student Expectation level
-  One-Click Instructional Reports (Teacher)
- View data by reports/scores/students