03.E. How to Use Answer Entry/Verification

The Answer Entry tool can be used in a variety of ways. Two of the most common are when entering assessment results directly into eDoctrina (without scanning) and when verifying/editing students scans (after scanning).

Verification after you have scanned student answer sheets allows a teacher to correct and questions where a student left an answer blank or selected more than one answer. This tool also allows a teacher to exclude questions for a student (for perhaps test modifications).

1.Get to the "Teacher Dashboard" screen (see below) by either clicking the "Reports" button or "Answer Entry" button on the home screen.

2.Once at the dashboard (see above), use the first row of filters to select the students for which you'll be verifying/editing responses. Please note that "Course" and "Class" are mandatory drop-downs. The "Select Students" option allows you to select individual students. By manipulating the second row of filters, you are locating a particular assessment. When selecting an assessment, use the easy search option to type in the name or assessment ID.

3.When the appropriate students and assessment have been located, click the "Check" button and the "Answer Entry" screen will open.

Answer entry/verification Gr 4 Math Unit 03 End of Unit Assessment

Classes: Grade 4 Math Section 4 Jones

| Student	Score	Ans Sht	Ver ☑	Excl ☑	1	2	3	4	5	6	7	8	9	10	
ANSWER	Score	Sht			c	1	3	T	b	a	a	d	b	c	🗑
Average					66%	69%	79%	55%	72%	86%	93%	76%	72%	79%	
Acheson Jessie	68%	↪	☐	☑	c	1	3	T	b	a	a	d	b	c	
Ainslie Ted	27%	↪	☐	☑		2	2	T	a	d	a	c	d	b	🗑
Buhl Tabatha	50%	↪	☑	☑	c	1	3	T	c	a	a	d	b	c	🗑
Corman Javier	26%	↪	☐	☑	a	2	3			b		c	c		🗑
Cowling Hillary	18%	↪	☑	☑	b	1	3	T	b	a	X	b	b	b	🗑
Culligan Neil	71%	↪	☑	☑	c	3	3	F	b	a	*	d	b	c	🗑
Delaughter Mathew	63%	↪	☑	☑	c	1	3	T	b	a	a/b	d	b	c	🗑
Dobles Carlene	60%	↪	☑	☑	d	1	3	T	b	a	c	d	b	c	🗑
Ewan Javier	58%	↪	☑	☑	c	1	3	T	b	a	d/e	d	c	c	🗑

4.Here, student responses will appear a different color depending on status:
- **Gray**: Indicates a student has not taken the assessment yet.
- **Green**: A student got the question correct.
- **Red**: A student got the question incorrect.
- **Yellow**: No data was recorded for a student. There was a scanning issue.
- **Yellow w/ Asterisk: A student chose multiple responses for one question and the teacher needs to review the selection.**
- ****Yellow X**: Question has been excluded for that individual student
- **White Number**: Score student earned a teacher-scored question.

The "trash" icon allows a user to delete an individual student's data. The percentage located to the right of the student's name indicates his/her overall assessment score. The percentage located under the question number shows the class average for that question. If a user clicks on Question # it will display the standard(s) that are linked to that question.

5.To enter scores manually, users can click the appropriate box and a drop-down menu will display the options available. Click the appropriate response from the drop-down and it will show in the box (which is now color-coded).

If a user needs to review a student's answer sheet and it resides within eDoctrina, an icon will display in the "Ans Sht" column to the right of the student's name (see below). Clicking it will display a PDF version of his/her answer sheet for review.
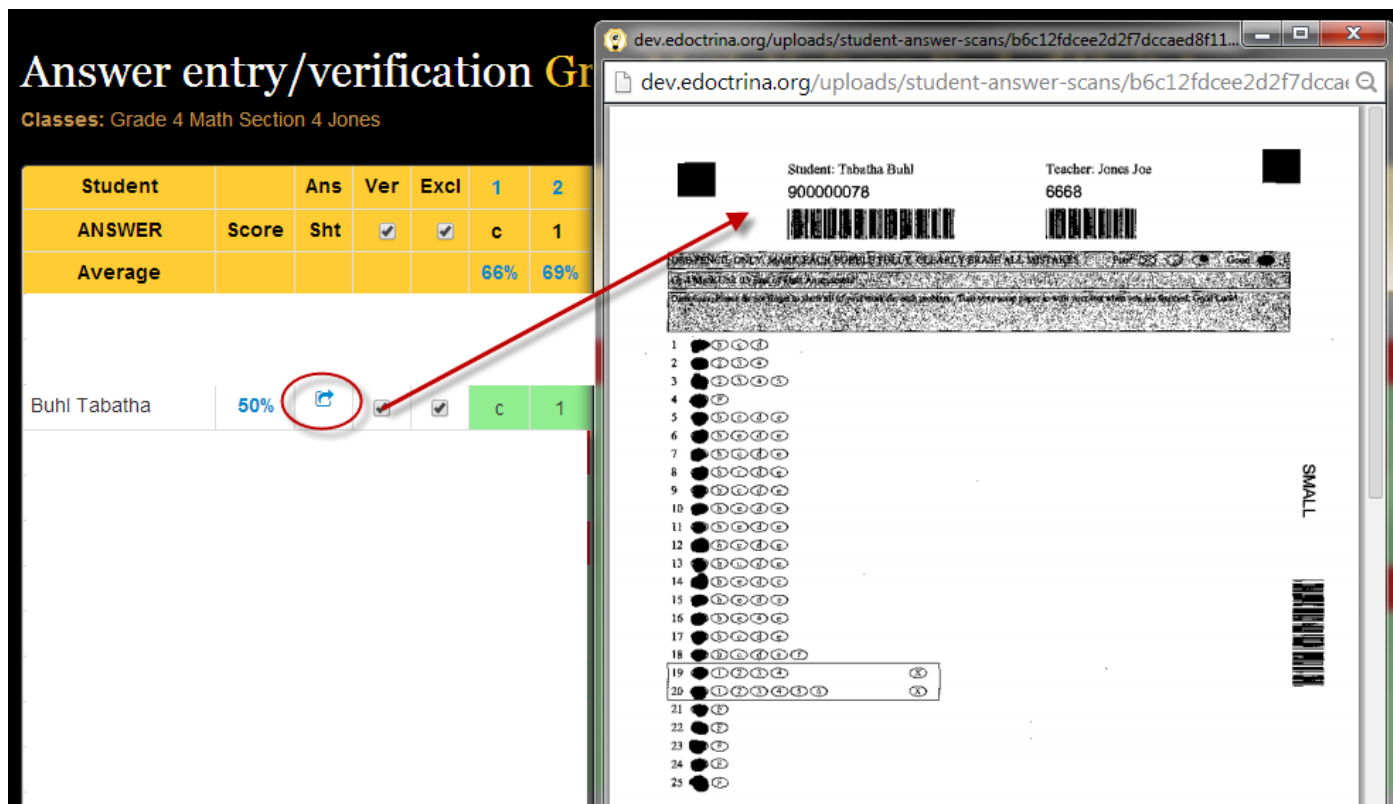
6. When finished working on the Answer Entry screen, click "Save & Close" at the top of the screen.

Verify (VER) versus Exclude (EXCL) Column on Answer Entry Screen

IMPORTANT INFORMATION

Excl Column

The *only reason* you would uncheck the "Excl" checkbox next to a student's name on the Answer Entry screen would be to indicate a student who initially had no data (gray answers), received a 100% on the test. So, instead of changing each one of the student's answers to the correct answer, you can uncheck the "Excl" checkbox and click SAVE. This will refresh your screen and show the student with a score of 100% (all answers in green).

Ver Column

The verification box will need to be checked only if a teacher verifies that he/she is leaving a yellow answer (blank or multiple answers) uncorrected for a student. For example, if Johnny left a question blank on the answer sheet it would scan in to eDoctrina as a yellow box on the Answer Entry screen. The teacher would have two options... (1) to conference with the student to get an answer and fix it in Answer Entry or (2) leave the answer as blank because it was the students error. If the teacher chooses option 1, the teacher fixes the mistake and does not worry about the "Ver" box, if the teacher chooses option 2 then he/she would click the "Ver" checkbox to verify that he/she has approved the mistakes on the answer sheet as being OK.