

# How to Use Answer Entry/Verification

*The Answer Entry/Verification tool is designed to be used when entering verifying student data after scanning or entering data manually. It is easy to access on both a computer or tablet.*

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

Classes: Grade 4 Math Section 4 Jones

Help Copy / Move Data All Correct All Incorrect Scan answers via Web camera

Student	Ans	Ver	Excl	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
ANSWER	Score	Sht	✓	c	1	3	T	b	a	a	d	b	c	c	d	b	a	b	a	c	d	4	6	T	T	T	T	T	1
Average				66%	66%	72%	52%	69%	83%	86%	72%	69%	83%	83%	79%	72%	86%	76%	79%	83%	72%	71%	54%	79%	79%	66%	86%	66%	0%
Acheson Jessie	86%			c	1			b	a	a	d	b	c	c	d	b	a	b	a	c	d	3	3	T	T	T	T	T	1
Ainslie Ted	37%			c			T	a	a	a	d	b	c	c	d	c	b	a	c	d	0			T	T	T	T	T	1
Buhl Tabatha	63%				1			a	a	d	b	c	c	d	c	a	b	a	c	d	0	0		T	T	T	T	T	1
Corman Javier	67%				1	3		a	X	a	d	b	c	c	d	b	a	a	c	d	1	2		T	T	T	T	T	1

The Answer Entry tool (CHECK button) 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.

1. Get to the "Teacher Dashboard" screen (see below) by either clicking the "Reports" button on the home screen or navigating to Reports > Teacher Dashboard from the menu bar located at the top of most screens.

Teacher Dashboard

Show more filters Reset filters

Select students

School: --any-- Course: Gr 4 Math (gr4math) Class: Grade 4 Math Section 4 ... Select Student(s): All Students

Select assessments

Test Bank: Key West Central Scho... Subject: --any-- Grade: --any-- Assessments scope: Active Assessment: Gr 4 Math Unit 03 End o...

PRINT Answer sheets

ASSIGN Online Assessments

ENTER Student Responses

SCAN Web Answer Sheets

**CHECK Student Answers** ← Click here to manually enter data using the Answer Entry tool

Individual Student

Class Summary

Item Analysis

Class Comparison

Student-Standards







RTI Progress Monitoring

Multi-Assessment

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 but will automatically select all students. By manipulating the second row of filters, you are locating a particular assessment.
3. When the appropriate students and assessment have been located, click the "Check" button and the "Answer Entry" screen (see top of page) appears.
4. Here, student responses will appear a different color depending on status:
  - o **Gray:** Indicates a student has not taken the assessment yet.
  - o **Green:** A student got the question correct.
  - o **Red:** A student got the question incorrect.
  - o **Yellow:** No data was recorded for a student. There was a scanning issue.

- o **Yellow w/ Star:** A student chose multiple responses for one question and the teacher needs to review the selection.

## Help on answers

-  This represents a question with NO DATA
-  This represents a CORRECT answer
-  This represents an INCORRECT answer
- 5.  Select this to EXCLUDE this question for this student
-  This represents a question where multiple answer choices were detected.
-  This represents a question where an answer choice was not detected.





*Teacher-scored questions will not*

*display correct/incorrect responses, but, rather, the number of points earned on the question.*

*NOTE: If answers are left as blank (yellow) or multiple answers (yellow \*) these questions will count as zero points for the students.*

- To enter scores, users 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. Clicking it will display a PDF version of his/her answer sheet for

**Answer entry/verification Gr 4 Math**  
Classes: Grade 4 Math Section 4 Jones

Student	Score	Ans Sht	Ver	Excl	1	2	3	4	5
<b>ANSWER</b>	<b>Score</b>	<b>Sht</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3	T	
<b>Average</b>					66%	66%	72%	52%	65%
Acheson Jessie	86%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	4	*	
Ainslie Ted	37%		<input type="checkbox"/>	<input checked="" type="checkbox"/>	c	2	2	T	
Buhl Tabatha	63%		<input checked="" type="checkbox"/>	<input type="checkbox"/>	*	1		T	
Corman Javier	67%		<input checked="" type="checkbox"/>	<input type="checkbox"/>	a	1	3	*	

review.

Student responses can be

deleted by clicking the "trash" icon at the far right of the screen.

- When finished, click "Save & Close" at the top of the screen.