**Exclude**

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).

**Verify**

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.

Teachers can reference the scanned image answer sheet for a student when verifying/correcting bubble sheet mistakes simply by clicking on the image below, which will be found under the “Ans Sht” column on Answer Entry screen:



Here are two questions from a training assessment that may help give a visual explanation:

