

Creating an Exam Using the Item Bank

Step One

On the DataDirector homepage:

Click on the *Exams* tab.

Click *Create a New Exam* in the left navigation bar.

DataDirector™
Achieving results by making sense of your data.

Eric Smith, Teacher [my information] [admin tools]
Canyon Crest Academy (My Students) [change site]

Assessments **Exams** Reports Standards Communication Students Programs Data

EXAM GENERAL
Create a New Exam
ITEM BANK
Search Item Bank
Edit My Items
Create an Item **BETA**
VIEW
All Exams

Exams List

Subject Area	Academic Year	Grade	Scope
<input type="checkbox"/> English Language Arts	<input checked="" type="checkbox"/> 2009-2010	<input type="checkbox"/> 7 <input type="checkbox"/> 9	<input type="checkbox"/> District Benchmark
<input type="checkbox"/> History and Social Science		<input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11	<input type="checkbox"/> School
<input type="checkbox"/> Mathematics		<input checked="" type="checkbox"/> 12	<input type="checkbox"/> User-Created
<input checked="" type="checkbox"/> Science			

Filter: Search by Exam ID:

Found 11 Exams | Quick Search:

Status	Title	ID	Author	Exam Date	Share	Hide	Duplicate	Delete
	Chemical Bonding Covalent and Ionic Bonding	517	Eric Smith	11/15/2009				
	Covalent Bonding	518	Eric Smith	11/15/2009				
	Covalent Bonding	519	Eric Smith	11/15/2009				
	Covalent Bonding Quiz on Covalent Bonding for CP Chemistry	520	Eric Smith	11/15/2009				
	Covalent Bonding This exam is for College Prep Chemistry	521	Eric Smith	11/15/2009				

Step Two

Fill out the Exam Summary:
Give the exam a title and description that will help to remember what it contains.

Filters:
Click the grades you are addressing, the subject area and what the test is created for.

Click *Next Step*.

Exam Summary

Title:

Examid: (optional) *Note: Numbers Only*

Description:

Date Type: Use a single date Use a date range

Test Date: -2009

Academic Year:

Term:

Filters

Grades: Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

Subject Area:

Type:

Step Three

Using the ItemBank:
Check **Yes**.

Performance Bands:
Choose “No” to keep the bands consistent with CST.
Choose “Yes” if you want to modify performance bands (if No, skip Step 4).

Sharing: Choose “Yes” if you want to share this exam with other users (if No, skip Step 5).

Click **Next Step**.

The screenshot shows the DataDirector interface. At the top, there is a blue header with the DataDirector logo and tagline 'Achieving results by making sense of your data.' To the right of the header are five circular profile pictures of diverse students. Below the header, the main content area is white. It features a 'Previous Step' button on the left and a 'Next Step' button on the right. The central form contains three questions with radio button options:

- Will you be using the ItemBank to create this exam? Yes No
- Would you like to modify your performance bands from the standard 0-20, 20.01-40, 40.01-60, 60.01-80, 80.01-100? Yes No
- Would you like to share this exam with other users or schools? Yes No

Step Four

As you can see, the performance bands are set to correlate with CST scores and titles but they are modifiable.

You may reset your performance band ranges and titles if needed.

Click **Next Step**.

The screenshot shows the 'Sample Exam' configuration screen in DataDirector. At the top right, there is a breadcrumb trail: 'Exam Summary - Performance Bands - Send to Itembank - Done'. Below this, there are navigation links: 'remove exam and leave the wizard | finish exam creation | start over'. The main content area is white and contains the following information:

- Academic Year: 2009-2010
- Subject: English Language Arts
- Step: Performance Bands [help]

Below this information is a table titled 'Exam Performance Bands' with a 'Reset' button below it:

Band Title	Percentage	Score
Far Below Basic	0%	20
Below Basic	21%	40
Basic	41%	60
Proficient	61%	80
Advanced	81%	100

Step Five

To share the exam, select any of the following:

Choose a permission set and click Apply to share exam with a pre-defined set of users.

Manually create permissions for all users (Global), a single user or to a site.

Set permissions by grade and academic year.

Click **Next Step**.

Permissions for Sample Exam

Use an existing permission set

My Permission Set:
Select a Permission Set

Add to existing permission(s) for users in the selected Permission Set
 Replace existing permission(s) for users in the selected Permission Set

Apply

[Click here to manage permission sets for my Exams.](#)

OR

Manually create the permissions

Global permissions have not been defined for this exam. [Click here](#) to create global permissions for this exam.

User-Level Permissions:

User Name	Permissions	Options
No user-level permissions have been defined yet.		
Add Permissions for a Single User		

Site-Level Permissions:

Site Name	Permissions	Options
No site-level permissions have been defined yet.		
Add Permissions for a Site		

Set Permissions By Affiliation:

Grades	Academic Year	Sites
Pre-K K 1 2 3	2009-2010 2008-2009 2007-2008 2006-2007	Canyon Crest Academy
Add Permissions to Affiliated Users		

Previous Step

Next Step

Step Six

Select the item search criteria that is wanted.

Publisher and *Category* can be chosen with what items to be pulled from.

Show Results By:
Choose **Standard** to choose items based on the standards (recommended)

Item Selection:
Preview and Select Items allows you to select the individual standards first, then preview and manually choose items from those standards. **Standards-based Randomization** allows system to choose items based on the specific standards you select.

Grade/Disciplines:
Choose grade(s) and discipline(s).

Click **Search**.

ITEM BANK
Create an Item
Search Item Bank

Search for Items

Search

Publishers: DataDirector Items

Category: My Items

If left unchecked, search results will include all categories and publishers.

Item Keywords: Questions Answers Passages

If left unchecked, search engine will search through everything.

Standard Keywords:

Show Results By: Standard Item

Show matching items or show matching standards.

Item Selection: Preview & Select Items Standard based Randomization

Select each item manually, or randomly by standard.

Question Type: Multiple Choice Constructed Response

Grade:

<input type="checkbox"/> Pre-K	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input checked="" type="checkbox"/> 9	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	

If left unchecked, search results will include all grade:s.

Disciplines:

- California Agriculture and Natural Resources Industry Sector Content Standards
- California Career Technical Education Model Curriculum Standards (2005)
- California English-Language Arts Content Standards
 - Listening and Speaking
 - Reading
 - Writing
 - Written and Oral English Language Conventions
- California English-Language Development Standards
- California History-Social Science Content Standards
- California Mathematics Content Standards
- California Physical Education Model Content Standards K12 (2005)
- California Science Content Standards
- California Visual and Performing Arts Content Standards

If left unchecked, search results will include all disciplines and strands.

Search

Step Seven

Select the standards you want to address by checking the box. If you want to select all, scroll to the bottom of the page and click the box next to “Select All”.

Click *Next Step*.

The screenshot shows the DataDirector web application interface. The top navigation bar includes 'Assessments', 'Exams', 'Reports', 'Standards', 'Communication', 'Students', 'Programs', and 'Data'. The user is logged in as Eric Smith, Teacher at Canyon Crest Academy. The main content area is titled 'Standards Matching Your Search' and displays a list of standards. The first standard is selected, with a checked box next to 'Include items from this Standard'. The details for this standard are: # of Items: 5, Grade: 8, Discipline: California English-Language Arts Content Standards, Sub-Discipline: Reading, Strand: Strand 1.0 Word Analysis, Fluency, and Systematic Vocabulary Development, Sub-Strand: Vocabulary and Concept Development, Standard-Code: R.1.3, and Text: Use word meanings within the appropriate context and show ability to verify those meanings by definition, restatement, example, comparison, or contrast. The second standard is also selected, with a checked box next to 'Include items from this Standard'. The details for this standard are: # of Items: 7, Grade: 9, 10, and Discipline: California English-Language Arts Content Standards. A 'Next Step >>' button is visible at the top of the standards list.

DataDirector™
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Eric Smith, *Teacher* [my information] [admin tools]
Canyon Crest Academy (My Students) [change site]

Assessments Exams Reports Standards Communication Students Programs Data

Standards Matching Your Search

Displaying 1 - 9 of 9 standards Show 10 standards per page

[Next Step >>](#)

Include items from this Standard.

of Items: 5
Grade: 8
Discipline: California English-Language Arts Content Standards
Sub-Discipline: Reading
Strand: Strand 1.0 Word Analysis, Fluency, and Systematic Vocabulary Development
Sub-Strand: Vocabulary and Concept Development
Standard-Code: R.1.3
Text: Use word meanings within the appropriate context and show ability to verify those meanings by definition, restatement, example, comparison, or contrast.



















Include items from this Standard.

of Items: 7
Grade: 9, 10
Discipline: California English-Language Arts Content Standards

Step Eight

Select items for your exam by using the check boxes. If you want to select all of them, scroll to the bottom of the page and check the box next to, "Select All".

Click **Next Step**. (This option appears only if you chose to show results by Item or Preview and Select Items).

<p>EXAM GENERAL Modify Questions/Items ITEM BANK Create an Item BETA Search For More Items VIEW Return to Exam</p>	<h3>Item Search Results</h3> <p>Displaying 1 - 30 of 58 items Show 30 items per page</p> <p>Next Step >></p> <table border="1"><tr><td data-bbox="751 284 1619 529"><input checked="" type="checkbox"/> Item: 1002652 - (DataDirector Items - Classroom) Item Since Beth is writing the article for young readers of a children's magazine, she should A. <input checked="" type="checkbox"/> simplify the vocabulary. B. <input type="checkbox"/> include a joke about puppets. C. <input type="checkbox"/> tell readers how to make a puppet. D. <input type="checkbox"/> give the names of famous puppeteers. Passage: (Show/Hide) - View All Related Items</td><td data-bbox="1619 284 1908 529"> Standard(s): W.1.9 (9,10) Author: DataDirector Items - Classroom Question Type: Multiple Choice</td></tr><tr><td data-bbox="751 529 1619 821"><input checked="" type="checkbox"/> Item: 1028034 - (DataDirector Items - HOLT Contributed Classroom) Item Vocabulary Development <i>On the line provided, write the letter of the choice that is the best synonym for the Vocabulary word.</i> balmy A. <input checked="" type="checkbox"/> mild B. <input type="checkbox"/> round C. <input type="checkbox"/> rough D. <input type="checkbox"/> bent</td><td data-bbox="1619 529 1908 821"> Standard(s): R.1.1 (9,10) Author: DataDirector Items - HOLT Contributed Classroom Question Type: Multiple Choice</td></tr><tr><td data-bbox="751 821 1619 893"><input checked="" type="checkbox"/> Item: 1028035 - (DataDirector Items - HOLT Contributed Classroom) Item intangible</td><td data-bbox="1619 821 1908 893"> Standard(s):</td></tr></table>	<input checked="" type="checkbox"/> Item: 1002652 - (DataDirector Items - Classroom) Item Since Beth is writing the article for young readers of a children's magazine, she should A. <input checked="" type="checkbox"/> simplify the vocabulary. B. <input type="checkbox"/> include a joke about puppets. C. <input type="checkbox"/> tell readers how to make a puppet. D. <input type="checkbox"/> give the names of famous puppeteers. Passage: (Show/Hide) - View All Related Items	  Standard(s): W.1.9 (9,10) Author: DataDirector Items - Classroom Question Type: Multiple Choice	<input checked="" type="checkbox"/> Item: 1028034 - (DataDirector Items - HOLT Contributed Classroom) Item Vocabulary Development <i>On the line provided, write the letter of the choice that is the best synonym for the Vocabulary word.</i> balmy A. <input checked="" type="checkbox"/> mild B. <input type="checkbox"/> round C. <input type="checkbox"/> rough D. <input type="checkbox"/> bent	  Standard(s): R.1.1 (9,10) Author: DataDirector Items - HOLT Contributed Classroom Question Type: Multiple Choice	<input checked="" type="checkbox"/> Item: 1028035 - (DataDirector Items - HOLT Contributed Classroom) Item intangible	  Standard(s):
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<input checked="" type="checkbox"/> Item: 1028035 - (DataDirector Items - HOLT Contributed Classroom) Item intangible	  Standard(s):						

Step Nine

In the Edit the Exam Structure, you can:

Delete Items: Use the checkbox on the right and choose Delete at the bottom of the page.

Change Item Order: Use the Sort Order fields to type in the ordering number.

Change Point Value: Use the Points field to change the point value of each individual test item if wanted.

Add Items: Click the **Click Here** to add a new item link at the bottom of the page. Click Save and Return to Results.

Assessments Exams Reports Standards Communication Students Programs Data

EXAM EDIT OPTIONS
Clusters/Bubble Sheets
EXAM GENERAL
Create a New Exam
EXAM BOOKLET
Student Version
Teacher Version
VIEW
Return to Exam
ITEM BANK
Search For More Items
Show Item Details

This exam contains some items that refer to the same passage. As a result, DataDirector will automatically keep those items grouped together if you make changes to the sort order values below.

Modify Columns

Sample Exam


Field Name	Sort Order	Max. Value	Points	
Beth's Decision	1		1	<input type="checkbox"/>
Item: 1002652 - (DataDirector Items - Classroom) Item				
Since Beth is writing the article for young readers of a children's magazine, she should				
A. <input checked="" type="checkbox"/> simplify the vocabulary.				
B. include a joke about puppets.				
C. tell readers how to make a puppet.				
D. give the names of famous puppeteers.				
Passage: (Show/Hide) - View All Related Items				
Standard(s): W.1.9 (9,10)				
Author: DataDirector Items - Classroom				
Question Type: Multiple Choice				
Item2	2		1	<input type="checkbox"/>
Item: 1028034 - (DataDirector Items - HOLT Contributed Classroom) Item				
Vocabulary Development				
On the line provided, write the letter of the choice that is the best synonym for the Vocabulary word.				
balmy				
A. <input checked="" type="checkbox"/> mild				
B. round				
C. rough				
D. bent				
Standard(s): R.1.1 (9,10)				
Author: DataDirector Items - HOLT Contributed Classroom				
Question Type: Multiple Choice				


Step Ten


Scroll to the bottom of the screen and click either the teacher or student booklets. This is where you also print the bubble sheets if you are a Data Scanner user.


Grading Summaries and Statistical Analysis


- Data Entry Status Report
- Test Statistics
- Respondent Statistics
- Frequency Distribution
- Item Statistics
- Item Analysis
- All Statistics Reports (Excel download)

✓  Exam contains 30 ItemBank generated questions.


✓  Answer key exists.

BETA  Exam consists of 1 version (form).





?  Exam DOES NOT contain any cluster.

 Linked standard(s):

- R.1.1 (9,10)
- R.1.2 (9,10)
- R.2.4 (9,10)
- R.3.1 (9,10)
- R.3.11 (9,10)
- R.3.9 (9,10)
- W.1.9 (9,10)

 This exam IS NOT shared.

Exam Materials Download

-  Answer Sheets With Student Names
-  Answer Sheets Without Student Names (Generic)
-  Exam Booklet (Student Version)
-  Exam Booklet (Teacher Version)

Achieve! Data Solutions, LLC. • (877)993-2633 • www.AchieveData.com • DataDirector v2.5.190 • Release Date: November