# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Scheduling the Test</td>
<td>1</td>
</tr>
<tr>
<td>Getting Started</td>
<td>1</td>
</tr>
<tr>
<td>Finding the Test</td>
<td>2</td>
</tr>
<tr>
<td>Adding a New Administration</td>
<td>2</td>
</tr>
<tr>
<td>Setting Up Online Testing</td>
<td>2</td>
</tr>
<tr>
<td>Online Testing Options Reference Table</td>
<td>3</td>
</tr>
<tr>
<td>Creating Multiple Versions of the Same Test</td>
<td>6</td>
</tr>
<tr>
<td>Adding Versions to Item Bank Tests</td>
<td>6</td>
</tr>
<tr>
<td>Viewing Alternate Configurations</td>
<td>6</td>
</tr>
<tr>
<td>Printing Versioned Test Materials</td>
<td>6</td>
</tr>
<tr>
<td>Adding Versions to Custom Test Keys</td>
<td>7</td>
</tr>
<tr>
<td>Scheduling Input/Edit Responses &amp; Input/Edit Scores Windows</td>
<td>8</td>
</tr>
<tr>
<td>Printing Test Materials</td>
<td>9</td>
</tr>
<tr>
<td>Getting Started</td>
<td>9</td>
</tr>
<tr>
<td>Printing Booklets</td>
<td>9</td>
</tr>
<tr>
<td>Printing Scan Sheets</td>
<td>10</td>
</tr>
<tr>
<td>Online Testing</td>
<td>11</td>
</tr>
</tbody>
</table>

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# Testing Part 3

# Test Administration

**EADMS Tutorials**

Learn the process of scheduling an administration window, printing test materials, and preparing for online testing.

Adrylan Communications, Inc.
8/2014
Introduction
Welcome to EADMS Test Administration! All tests created in EADMS can be administered using scan sheets and booklets printed from EADMS. You can administer a test online if it was created using one of the item banks in EADMS.

In this tutorial, we will schedule an item bank test to be administered in the near future. We will set up the administration to include both scan sheet testing and online testing. Then, we will print out the test materials needed to administer the test.

To follow along directly with this tutorial, please complete the Testing Part 1 – Creating Item Bank Tests tutorial first. The techniques that you learn in this tutorial will be useful for scheduling or printing any tests.

Let’s get started!

Scheduling the Test

Getting Started
» To begin, click on the tile labeled “Manage Tests”

OR if you prefer to use the menu based system
» To begin, hover over the Testing menu on the menu bar.

The menu will drop down below your mouse.
» Click on Manage Tests to navigate to the Manage Tests page.
Finding the Test
To help you find the test, you can use any of the filters to narrow down the list. We want to find the test that we created in the first part of this tutorial series.

» Click inside the textbox labeled Test Search and type: Tutorial
and then click Go.

This will narrow down the list so that it only shows tests that contain the word “Tutorial.”

Find the test in the list. Make sure that the Test Type is Item Based.

» Click Manage.

Adding a New Administration
You should now see the Manage Tests – Control Panel. This page has a lot of tools and information on it that can be very useful. For scheduling test administrations, we need only be concerned with the Administrations section.

» Click Add Administration.

» Click inside the textbox labeled Admin Name and type: Fall 2014-2015

» Click inside the textbox labeled Start Date and type today’s date or the date you want to start testing.

» Click on the calendar icon next to the textbox labeled End Date and select a date that is one or two weeks from today.

Setting Up Online Testing
» Select Both from the dropdown list labeled Type.

This will allow you to administer this test online and/or using printed scan sheets.

Many more options will now appear. These options are specifically for online testing.
We will leave the following options at their default setting. Use the chart below to familiarize yourself with the options so that you may decide if you need them in your own online testing.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wait to Start</td>
<td>Leave this checkbox checked to prevent students from beginning the test until the teacher indicates that it is time to do so. This gives the teacher a chance to make sure that everyone has selected the correct test.</td>
</tr>
<tr>
<td>Resumable</td>
<td>Leave this checkbox checked to allow a student to save the test to be resumed later. This option is recommended if students will not have time to finish a test in one session. Please note that even if this option is not selected, as much progress will be saved as possible in case there are computer or internet failures during testing.</td>
</tr>
<tr>
<td>Shuffle Items</td>
<td>Leave this checkbox checked to randomly shuffle the items on the test for each student in order to prevent cheating. Please note that this does not affect reporting or scoring.</td>
</tr>
<tr>
<td>Hide Finish button until last question</td>
<td>Check this checkbox to force the student to go through all of the questions before being able to click Finish. Keep in mind that if the student jumps back to an item to review it, he/she will have to go back to the last question to finish the test or to save it for later.</td>
</tr>
<tr>
<td>Hide Distractor Letter</td>
<td>Check this checkbox to display distractors (answer choices) without the corresponding letter (A, B, C, D). This is useful for lower grade levels (K-1) that may be confused by the letters (for example, if the question asks the student to select the letter A).</td>
</tr>
<tr>
<td>Teacher Manages Test Session</td>
<td>Check this checkbox if you want to manage this test yourself instead of adding a student group.</td>
</tr>
<tr>
<td>Show CR Items</td>
<td>Check this checkbox to show options for the CR Input Method, either the Student Enters Response or the Teacher Enters Score:</td>
</tr>
<tr>
<td>CR Grading – Hide Student Info</td>
<td>Choosing a group here will hide any student information from the group selected and any group below that when grading the CR items.</td>
</tr>
<tr>
<td>Results to show</td>
<td>Select the type of results (i.e., percent correct or the correct answers to the questions) that you would like shown to the students after they complete the test online.</td>
</tr>
<tr>
<td>Use Password</td>
<td>Check this checkbox to display a textbox where you will enter a password for the online test. A teacher will need to enter this password before the student can take the test. This will ensure that students do not take online tests unsupervised.</td>
</tr>
<tr>
<td>Show Teacher Instructions</td>
<td>Check this checkbox to display the Teacher Instructions to all items on the test. Typically used for K-1.</td>
</tr>
<tr>
<td>Hide Passages</td>
<td>Check this checkbox to hide all Passages on the test.</td>
</tr>
</tbody>
</table>
There are two ways to administer online tests, "Selecting Student Groups" or "Teacher Manages Test Session".

### Selecting Student Groups

If you have access to more than one classroom, you can add them all to the same administration. You can even select entire schools if you have access.

You can do this in two ways: 1.) Select individual students, or 2.) Select a classroom that will update with your enrollment to include new students. You may use a combination of both individual students and dynamic student groups.

First, we'll add a dynamic student group.

Use the dropdown lists to find a single classroom. If you’re a teacher, your classroom(s) should be selected for you.

» **Click Add Student Group.**

Now, you should see your classroom in the Students in this Administration section. If you made a mistake, you can click the red circle (setVisibility) to remove it and try again.

Let’s add some individual students.

» **Click on View Select Individual Students.**

For this demonstration, we’ll use the same student group, even though all of these students are already added using the dynamic student group.

» **Select the students you want to add.**

» **Click Add Student Group.**

Now, you will see the individual students from that selected classroom in the Students in this Administration section.

» **Click the red circle (setVisibility) next to a few of the students to remove them from the list.**

If you do not use dynamic student groups, you will need to come back to this page to add any new students if your enrollment changes.

» **Click Save.**

You should now see the administration you just created in the Administrations section.
“Teacher Manages Test Session”

In your administration window under the Online Options check the checkbox for “Teacher Manages Test Session”.

You will no longer have the option to add a student group.

» Click Save.

To set up your session and receive a session ID for this test go to “Testing” in the menu and then choose “Online Test Administration”.

Select your test from the list.

» Click Administer Test.

» Click Start Session.

This will generate a Session ID. The student will have 30 minutes to login.

When the student logs-in to Online Testing they will need to enter their Student ID, as well as the Session ID, and this will take them directly to this test.
By default, when you create a new administration, all users at your district with at least teacher-level access will be able to print test materials from the Print Test Materials page. It’s a good idea to limit this, especially if the test is only for your classroom, because any results that are scanned in using your administration will show up in your reports.

» Click Change in the Who Can Print Materials column.

Let’s make this administration private, so that only you can print test materials.

» Select No Sharing.

» Click Save.

Now look at the Who Can Print Materials column. It should say Only me.

Perhaps you co-teach this classroom with another teacher, though, and you want to share the ability to print materials with him.

» Click Change again, and this time, check the checkbox labeled Select Users...

» Find a teacher in the Select User(s) section using the dropdown menus.

» Click Add.

Note that if you click Add All, all of the users in the dropdown list labeled User will be selected. If you change your mind, you can remove the user by clicking the red circle (○) next to his or her name.

» Click Save.

Your test is now set up to be administered online and/or with scan sheets.
Creating Multiple Versions of the Same Test

If you are worried about cheating in your classroom, you may want to create an alternate version of the same test with the items in a different order. You can create up to four different versions of the same test. EADMS will automatically shuffle the items on the student booklet in a random order while keeping items that belong to passages next to each other. The best part is that all of your students will appear on the same report.

Adding Versions to Item Bank Tests

In the Tools section, you will see whether or not this test has multiple versions already. This test does not yet have multiple versions.

» Click Change to add versions.

A window will pop up on your screen. If the test already has versions, you will be able to add more versions up to a total of 4 different versions.

» Select the total number of versions that you want (including the original) from the dropdown list labeled Number of Versions. For example, if we want to have two total versions of this test, we would select 2 from the dropdown list.

» Click Save.

Please remember that versions are permanent. Once you have changed the number of versions, you may not remove alternate versions. You may add more versions (up to a total of four) at any time.

Automatically or Manually Configuring Versions

You have the option of either Automatically or Manually configuring versions. The default is set to Automatically Create the Versions, but if you want to change the order of the items, click “Manually Configure Versions.”
Viewing Alternate Configurations

The **Items** section at the bottom of the screen will show the different configurations for each version. You can switch between each version by selecting the version from the **Test Version** options.

Printing Versioned Test Materials

You will follow the same process to print test materials as described in the **Print Test Materials** section later in this document. The only difference will be the **Answer Key**, **Test Booklet**, and **Teacher Edition**. For these documents, you will select the version that you want to print from the popup window.

You will not select a specific version when printing the scan sheets. The students will be responsible for bubbling in which version of the test booklet they are using. Please indicate to your students that they must fill out the **Version** section next to the barcode on the scan sheet.

Adding Versions to Custom Test Keys

The version of the test that you originally entered (i.e., the test definition that is in EADMS now) will be Version A.

A window will pop up on your screen. If the test already has versions, you will be able to add more versions up to a total of 4 different versions.

» Select the total number of versions that you want (including the original) from the dropdown list labeled **Number of Versions**. For example, if we want to have two total versions of this test, we would select 2 from the dropdown list.

A table will appear with the list of questions that are on the test. There will be a column of textboxes for each version you want.

» Enter the question number on that version that corresponds to the question on version A. For example, question 1 on Version A appeared as question 6 on Version B and question 11 on Version C.

Please remember that this versioning feature does not support shuffled answer choices. If your custom test key uses skill areas, you will only be able to shuffle items within their skill areas.

Once you've created this “map,” hit the **Save** button at the bottom of the window.

You may now print and/or view the versions as described above.
Scheduling Input/Edit Responses & Input/Edit Scores Windows

Now that we have an administration set up, we can also open an Input/Edit Responses or Input/Edit Scores window for this administration. This is an OPTIONAL step, and most users will not need this function. The main purpose of Input/Edit windows is to enter scores for students that are unable to fill in scan sheets or use online testing.

This function is only available to Admin level users, so if you are not an EADMS Admin, you may skip over this section.

» Click Add Input/Edit Window.

» Select the administration that we just created (Fall 2014-2015) from the dropdown list labeled Existing Administration.

» Type in or select a Start Date and an End Date. This may be different from the start and end date for the administration.

» If you would like to have your users enter student responses for each item on the test, select Responses from the dropdown list labeled Type. If you only want overall scores for the test entered, select Scores from the dropdown list instead.

» Click Save.

Keep in mind that all data entered using the Input/Edit Scores or Input/Edit Responses utilities will overwrite any data from online or scan sheet testing and vice versa. We do not recommend opening one of these windows unless it is absolutely necessary.

Your next step is to print the test materials. You can do that here from this page by clicking Print Materials, but let’s use the Print Test Materials page, instead.

Note: The administration window must be open in order to print test materials. However, as the administration owner, you may click on Window Closed on the Manage Tests page to print the test materials before the administration is open.
Printing Test Materials

Getting Started

» To begin, click on the tile labeled “Print Test Materials”

OR if you prefer to use the menu based system

» To begin, hover over the Testing menu on the menu bar.
The menu will drop down below your mouse.

» Click on Print Test Materials to navigate to the print page.

You may need to use the search filters to find your test (see Finding the Test on page 3).
**Printing Booklets**

» Click **Print**.

A window will pop up asking which document you want to print. Depending on your test and the test administration type, some of the documents won’t be available. Let’s print a booklet for the students.

Make sure that **Test Booklet** is selected and since this test has versions you must choose which version you want to print.

This will open up more booklet options, you can “Show Lines Between Items,” “Show Box Around Question Number,” “Students Bubble in Booklets,” and “Use Modified Format.”

» Once you have made your choices, click **Print**.

» Click **Open**. The test booklet will open in your PDF viewing software, and you can print it from there. To properly print your booklet, you must make sure your PDF software is **NOT** set to reduce your file.

**Printing Scan Sheets**

» Click **Print**.

» Select **Scan Sheets**, and click **Print**.

Usually, you will want to print Pre-ID sheets, which have names and ID numbers for each of the students in your group already filled out on the sheet. This allows you to scan the sheets in bulk without keying in the student ID number for each sheet.

If you are testing a student that is not yet in the enrollment system (i.e., you can’t find the student on the site), then you will need to print a **Generic** sheet.

» Make sure that **Pre-ID Sheets** is selected, and click **Next**.

» Use the dropdown menus to select a classroom. If you are a teacher, your classroom should be selected already. Click **Generate**.

» Click **Open**. The scan sheets will open in your PDF viewing software, and you can print them from there.

You **MUST use a laser printer to print scan sheets**.

To scan these scan sheets after the students have taken the test, you will need to use a computer connected to a scanner that has the **Adrylan LSO** software installed on it. To learn more about how to scan using the LSO, please see the **LSO and Scanner** tutorial.
Online Testing

Students do not need booklets or scan sheets for online testing, but they will need to know their student ID numbers in order to log in to the Online Testing home page.

To help inform your students of their ID numbers and to help you organize the students that will take the test online, you can print a **Student Roster** from the **Print Test Materials** page.

» Use the menu to navigate to the **Print Test Materials** page, and find your test. **Click Print Materials**.

» Select **Student Roster**. Click **Print**.

» Click **Open**.

The **Student Roster** will open in your PDF viewing software, and you can print it from there.

Only students listed on this roster will be able to take the test online.

Additionally, online tests may only be administered from a computer inside your school district’s network, which means that students may not take tests from home. If you require the ability for students to take online tests from outside the district, please have your EADMS Administrator contact us to enable this option.

Let’s take a look at what the students will see on their online test.

Students will log in by entering their student ID. Students will then be shown a list of tests available to be taken online. They will click on **Begin Test** to continue. In the online administration we just set up, we selected **Wait to Start**. This means that the students will need to click another **Begin Test** button before they get to the test, giving you an opportunity to make sure that every student is in the right place.

Once the test has begun, the students will be shown one item at a time, except for items with a passage, these will be shown together on one page to the right of the passage. Students will click on their answer choices, and then click the **Next** button to move on until the last item. After answering the last item, students will need to click **Finish**. This takes them to a review screen where they can see the answer they selected for every item on the test. This gives them a way to quickly change any answers that they accidentally marked incorrectly. When the students are ready, they will click **Submit Test**. Please note that clicking **Finish** does not score the test. Students must click **Submit Test**.
In the online administration you can choose to show summary and score results, which shows the number correct, as well as the correct answer, for each item if it is different from the students’ selected answers. You may choose not to show the summary of correct answers if you plan to administer the test again, or you may choose not to show any results at all if the test is a benchmark that does not affect the students’ grades.

Congratulations! You have successfully scheduled a test for online and scan sheet administration, printed test materials, and familiarized yourself with the online testing module. The next step is to scan the completed scan sheets using the Adryan LSO software. For more information about scanning, please join us for the next tutorial, LSO and Scanner. Also see Reports 101 and Using Reports to Drive Instruction to learn how to gain useful information from the results of your test.

Thank you for taking the time to go through this tutorial with us!