







Test Keys

LIST

- Search for existing Test Keys
-  Enable Online Testing and Responses

NEW


- **Header** – Complete information
- **Content** – Select Subject/Course(s)/AP Course(s); Save
- **Key** – Select number of items or Import Key to copy a key from STAAR/TAG/TEKScore/CRIMSI
 - * Enter responses - multiple choice, "R" for rubric and numeric values for griddables
 - * Select SE, Dual Coding, Rpt Cat, ELPS and AP from drop down; Save
- **Scoring** – adjust item weight and rubric value and mastery to change how items are scored
-  – click icon to **Approve for Plain Paper**
- **History** – Audit trail (no changes can be made)
- **Editors** –  Select Editors;  Options
- **Online** – for Online Testing and Responses
 - * Session Settings; select to show results
 - * Enable supports
 - * Schedule sessions

Responses

ONLINE TESTING

- Manage Online Testing and Responses

MANUAL

- Select Test > Select Students  Class Search information > Enter Responses > Click Score

RUBRIC

- Select Teacher, Test and Class > Enter Rubric Score > Click Save




**DMAC Administrators: contact DMAC to access Plain Paper, or allow Teachers to web edit or create test keys.*

TEKScore


click-n-go



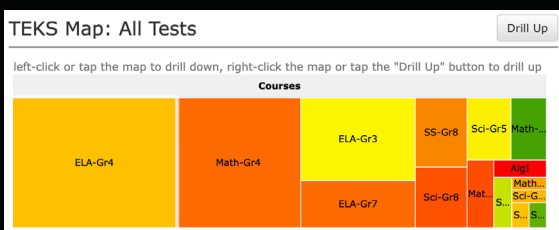
Search


- Select Test, Location, Teacher, Student, Results or Scoring
- Select Demographics for additional options
-  View or  print student results
- Reports/Search can be accessed using 

Reports

- Instructional, Teacher, Students, Trend or Comparison
- Select tab (District, Campus, Teacher, Student, Search or Group)
- Select test(s); use filter 
- Select teacher or students
- Select report(s)
- Identify report options
- Click View Report

Dashboard



- Click boxes to drill down for Student Expectation level; the bigger the box, the more it was tested
-  One-Click Instructional Reports (Teacher only); click icon to establish preferred reports/settings
- View data by reports/scores/students



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