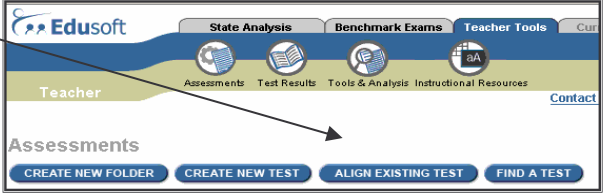


# QuickGuide ..... EduSoft -- The Basics

## Log In & Align any Existing Test for EduSoft Use:

1. Before starting, gather an existing standards-based test or create questions/answers for a new standards-based test.
  2. Log into *EduSoft* at [www.edusoft.com](http://www.edusoft.com) , then choose the **Benchmark Exams** tab (to create/post common or shared assessments with a ‘group admin’ account type) or the **Teacher Tools** tab (for personal exams – they can later be shared out).
  3. Click the **Assessments** link, and then click the **Align Existing Test** button. (**Note:** You only choose “*Create new test*” if you want to format and create the question sheet in Edusoft, too. This may not be the easiest way to create the test questions, but you can either “add new questions” or use some very generic Edusoft questions for each Standards area)
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4. Click on the folder where the test/alignment will be stored (only choose “My Tests” if you will not shared this exam at all), then click **Continue**.
  5. Give the exam a *name*, a *description*, (*Admin Date*, if needed) and choose *California Content Standards* (or other), then click **Continue**.
  6. Choose the Standards content area and grade level, and then click **Continue**.
  7. Choose all of the strands of any Standards that are covered throughout the entire scope of the exam by clicking on the checkboxes for each individual strand, then click **Continue**.
  8. Click **Continue** again, unless you’d like to add more standards.
  9. For each section of the test (either by types of question formats or by sub-categories of content covered), complete the section set-up information. Fill in the *section name* (e.g., “Multiple Choice,” “Section 1,” or “Basic Skills,” etc.), the *number of questions*, the *type of questions* (multiple choice can be used for T/F formats), and the *number of default points* for each question (this can be edited for each question later). Then click **Continue**.
  10. In the “Align Questions” window, click on the correct answer choice (if multiple choice) and (if needed) type in the number of points for each question number as it correlates to your current question sheet/sequence. Also, select the standard that this question addresses in the drop-down window (unless you’ve only chosen one standard for the whole exam), or you can choose ‘select multiple standards’ if appropriate. When finished for all question numbers in this section:
    - a. If you would like to add more sections/parts to the test, click the **Start New Section** button, and then repeat all of steps 9 & 10 until completed for all sections.
    - b. If you are finished aligning your test, click the **Save and Finish** button.
  11. In the “Question Details” area, verify that the test alignment is accurate. If changes are needed, click the **Edit Test** button to change any desired sections. If accurate, click the **Back** link toward the top-left.
  12. In the “Test Details” area:
    - a. (*Optional*) If you have either a digital version or scanned version of the actual “question document” for the test, click the **Upload Test** button, browse your drive for the document, and then click the **Upload** button to load the question document with the answer alignment you’ve completed.
    - b. You can immediately click **Print Answer Sheets** to prepare to print the master answer sheet(s) format that can be copied for all students to use. (To continue, see #15 below)

## Print Answer Sheets and Administer the Exam:

13. After logging in to Edusoft with your *regular* teacher account, select the location of the aligned test (either **Benchmark Exams** tab for common assessments or **Teacher Tools** tab for personal exams), click the **Assessments** link, and then click on the folder containing the desired test.

14. Click on the test name in the “Assessments in Selected Folder” pane on the right, and then click the **Print Answer Sheets** button to directly print for any desired classes (Note: If you’d like to edit or check other test details, you may click the **View Details** button instead. Then, click **Print Answer Sheets** when ready.)
15. To print blank answer sheets, either....:
  - a. For the **Benchmark Exams** area, in the “Print Answer Sheets” area, select the Per Period radio button and check the “Include generic answer sheets for each period.” Place a check in the box for the courses and periods for which you’d like the answer sheets, then click **Continue**.
  - or
  - b. For the **Teacher Tools** area, select the course/period and then click the **View** button. (Repeat using the drop-down listing of periods after doing step #16 as needed)
16. If asked to open or save, choose to **Save** to disk; if the PDF document appears instead, click **File>Save** in the program menu to save a copy of the master blank answer sheet.
17. **\*\*Open up the PDF file (if not already open) and print 1 master copy on a good quality (laser) printer, check the print job for clarity and no printing anomalies, then copy as many of the roster-listing version or the generic version as needed for each class.**

### Scan Answer Sheets:

18. After having each student take the test (students need to be directed to only mark in appropriate areas, write name on top line, and either bubble in their name on the roster-listing version of the answer sheet or bubble in their student i.d. number on the generic answer sheet), place packets of completed answer sheets (max. of 50 at a time) facing upwards in the top tray of the Edusoft (Brother) scanner. The scanner must be connected via USB cable to a computer with an internet connection and with the EduGrader software already loaded to upload the tests.
19. On computer connected to scanner, double-click the **EduGrader** program icon on the desktop, then log in with your regular ‘Edusoft’ teacher username and password. When ready, click the “**Scan sheets**” button. For each set, this usually takes a few short minutes.
20. After sheets have scanned through and the pre-report indicates how many sheets were sensed, click the **Upload** button to upload all results to the EduSoft system. Without this step, the scores will not be saved.

### Resolve Scans and Check All Scores:

21. Once answer sheets have been scanned and uploaded, log back into EduSoft ([www.edusoft.com](http://www.edusoft.com)) on any computer, then click the **Admin** tab.
22. To verify successful scans and uploads: Click on the **Grading** link, then in the “Show Sessions By” area, choose **Period-specific answer sheets**. View the report for number processed and number unresolved.

Show Sessions By:	Period-specific answer sheets	School(s):	- All Schools -
Time Period:	Last Month	Custom Group(s):	- All Custom Groups -
Site(s):	- All Sites -	<input type="checkbox"/> View unresolved only <a href="#">view</a>	

Session Date/Time	Teacher	School/Custom Group	Test(s)	# of Pages Processed	# of Unresolved
<a href="#">Sep 18, 2008 4:40 PM</a>	Teacher	El Cajon Valley High	kqSampleFrenchRev (TT)	4	<a href="#">1</a>

- a. If any sheets show as ‘unresolved,’ click on the number-link for those unresolved links.
  - b. If students didn’t mark their names correctly, you can assign the test to a student by viewing the test.
  - c. If students marked in inappropriate areas, you can verify visually – then have the student refill in a new generic answer sheet properly.
  - d. Click the **Back** button once finished resolving any answer sheets.
23. **To view test results for individuals and student groups:**
- a. If a **Benchmark Exam**, click **Benchmark Exams** tab and then the **Reports** link or **Reports Locker**.
  - b. If a **Teacher Tools** exam, click **Teacher Tools** tab and then **Test Results** link to choose by period.