

Creating an Exam

ZOOM! allows you create all types of exams, including benchmark exams, surveys, custom quizzes, and custom tests.

1. To create an exam, click on the “Exams” tab at the top of the page.

The screenshot shows the ZOOM! Data Source interface. At the top, there is a navigation bar with tabs: Assessments, Exams (highlighted with a red circle), Reports, Standards, Communication, Students, Programs, and Data. A red arrow points from the 'Exams' tab to the 'Create a New Exam' option in the left sidebar. The main content area displays the 'Exams List' with a table of filters and a list of exams.

Exams List

Subject Area	Academic Year	Grade	Scope
<input type="checkbox"/> English Language Arts	<input type="checkbox"/> 2010-2011	<input type="checkbox"/> Pre-K <input type="checkbox"/> K	<input type="checkbox"/> ALS Benchmark <input type="checkbox"/> District
<input type="checkbox"/> English Language Development	<input type="checkbox"/> 2009-2010	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> District Benchmark <input type="checkbox"/> HM Summative
<input type="checkbox"/> Foreign Language	<input type="checkbox"/> 2008-2009	<input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> HM Theme Skills <input type="checkbox"/> Language!
<input type="checkbox"/> History and Social Science	<input type="checkbox"/> 2007-2008	<input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> McDougal Littell <input type="checkbox"/> Open Court Reading
<input type="checkbox"/> Mathematics		<input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> Prentice Hall <input type="checkbox"/> School
<input type="checkbox"/> Other		<input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> User-Created
<input type="checkbox"/> Science		<input type="checkbox"/> 11 <input type="checkbox"/> 12	
<input type="checkbox"/> Visual and Performing Arts			

Filter: Search by Exam ID:

Found 66 Exams | Quick Search:

Status	Title	ID	Author	Exam Date	Share	Hide	Duplicate	Delete
	Los Angeles Charter School Science Partnership 3rd Grade Pre-Post Test for Students of Participating and Non-Participating Teachers. 2010.	18452	Jacques Bordeaux	09/01/2010				
	Science 7 Common Assessment 3 SY2009-2010	17543	Martine Barraciff	06/06/2010 - 06/18/2010				

2. Then, click the phrase “Create a New Exam” on the left-hand side of your screen.

3. Fill in the appropriate information in the “Exam Summary” box. You need to give your exam a title, but a description is not necessary. Choose either a single date or date range to reflect the administration period of the exam. You do not need to change the “Academic Year” or the “Term”.

4. In the “Filters” box, choose the grade(s) the exam applies to by clicking the appropriate boxes. Also choose the appropriate subject area from the drop-down menu.

Lastly, you must choose a test type before DataDirector will let you continue creating your exam.

If you’re creating a benchmark exam, please choose “ALS Benchmark.”

If you’re creating a quiz or test specific to your class or school, please choose “User-Created.”

5. Click the “Next Step” button on the upper or lower right-hand side of your screen to proceed.

Next Step

6. You should now see a box with a number of questions regarding the details of your exam, like in the image below. Instructions for each section are numbered accordingly.

The screenshot shows a form with the following sections:

- 1.** Will you be using the ItemBank to create this exam? Yes No
- 2.** Will you be using clusters (also known as strands or question groups) on this exam? Yes, order sequentially by item. Yes, order sequentially by cluster. Yes, order by cluster. No
[Click Here for more information on how clusters are used in Data Director.](#)
- 3.** How many questions will be in this exam?
- 4.** What type of questions will you have on this exam?
 - Multiple Choice Maximum 6 Response Choices
 - Alternating Multiple Choice Odd: Even: Maximum 6 Response Choices
 - True/False True: False:
 - Rubric Score
 - Short Answer
 - Number Grid # of Digits: Value:
- 5.** Will you align your questions to standards? Yes No
- 6.** 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
- 7.** Would you like to share this exam with other users or schools? Yes No

1. Choose “No” since we do not use ItemBank.
2. Choose “No” since you will not be using clusters.
3. Enter the number of questions on your exam.
4. Choose your question types and, if necessary, the pattern of your answer choices (A, B, C, D; 1, 2, 3, 4).
5. If you’re aligning your questions to standards, be sure to select “Yes”, as you’ll be prompted to select those standards in an upcoming screen.
6. These performance bands represent breakdowns of the ALS benchmarks (0-20 = far below basic, 21-40 = below basic, etc.). Unless you have a good reason otherwise, select “No.”
7. The final prompt deals with permissions. If you’d like to share your exam, select “Yes”; if you’d like to keep your exam private, select “No.”

7. Once you’re done, click on the “Next Step” button to continue.

Next Step

8. You will now be asked to name your questions. The default, seen below, is simply Q1, Q2, Q3 and will work perfectly in most cases.

Questions	Question 1: <input type="text" value="Q1"/>
Value: A,B,C,D Description:	Question 2: <input type="text" value="Q2"/>
	Question 3: <input type="text" value="Q3"/>
	Question 4: <input type="text" value="Q4"/>
	Question 5: <input type="text" value="Q5"/>

9. Click the “Next Step” button to proceed.

Next Step

Note: You can navigate to different sections of your exam by clicking on the name of the section in the upper right corner of your screen. This also tells you your current progress on the exam’s creation. A green check mark means it’s done, while a red “X” means it still needs to be completed. The current section you are on will be bolded and underlined.

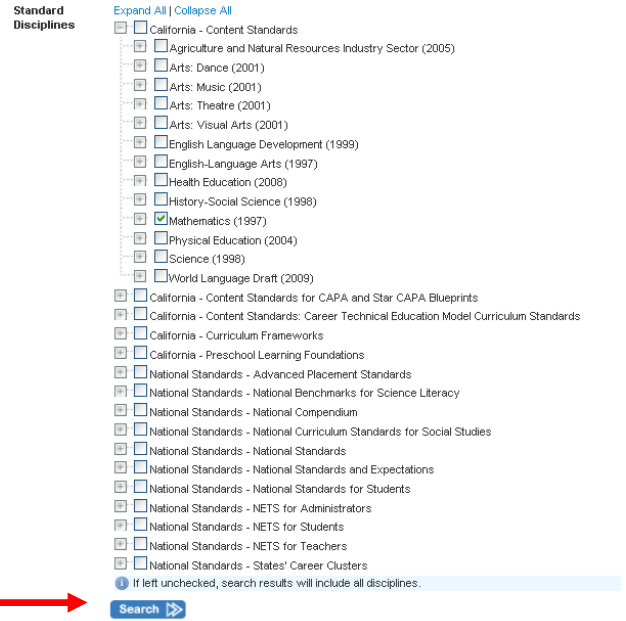
✓ Exam Summary - ✓ **Questions** - ✗ Standards - ✓ Answer Key - Done

10a. If you previously noted that you’d like to align your questions to standards, you’ll now be asked to do so via the “Search for Academic Standards” prompt. Select the appropriate list of standards by clicking the “+” sign, as indicated below.

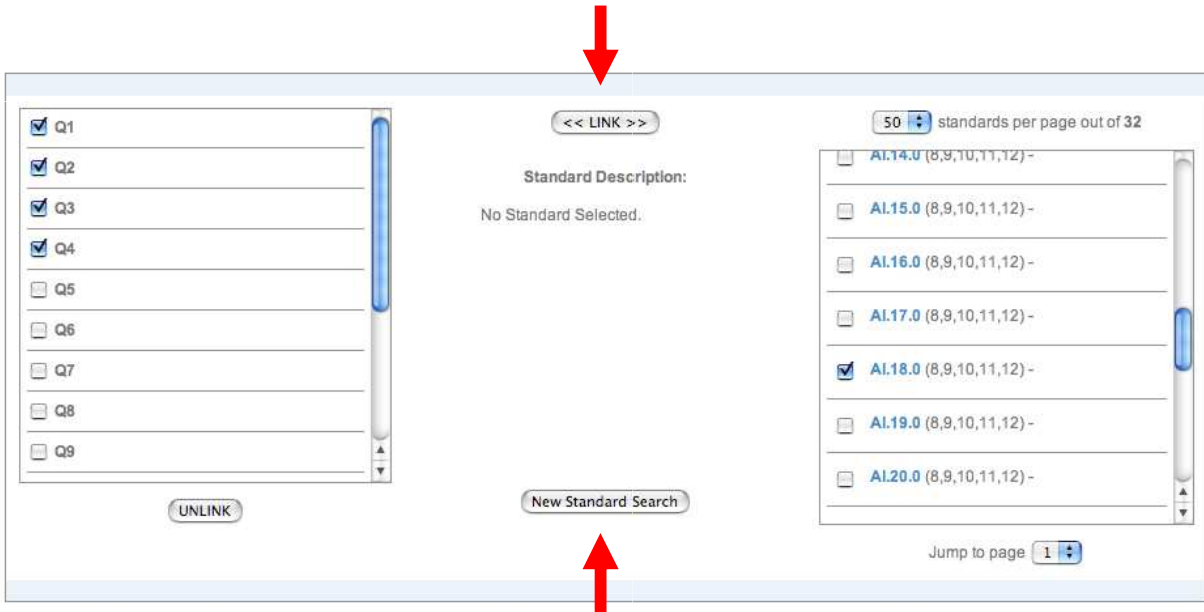
Search for Academic Standards

Keywords:	<input type="text"/>
<small>Keywords: e.g. music and composition - This will return standards containing any of the words you specify. To search for an exact phrase, surround your phrase in quotes (e.g. "music and composition").</small>	
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 type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
<small>If left unchecked, search results will include all grade:s.</small>	
Disciplines:	<input type="checkbox"/> California Agriculture and Natural Resources Industry Sector Content Standards <input type="checkbox"/> California Career Technical Education Model Curriculum Standards (2005) <input type="checkbox"/> California English-Language Arts Content Standards <input type="checkbox"/> California English-Language Development Standards <input type="checkbox"/> California History-Social Science Content Standards <input type="checkbox"/> California Mathematics Content Standards <input type="checkbox"/> California Physical Education Model Content Standards K12 (2005) <input type="checkbox"/> California Science Content Standards <input type="checkbox"/> California Visual and Performing Arts Content Standards
<small>If left unchecked, search results will include all disciplines and strands.</small>	
<input type="button" value="Search ->"/>	

10b. Clicking the “+” sign will create a dropdown, as seen to the right. From there, choose the appropriate standards set, then click the “Search” button at the bottom of the list.

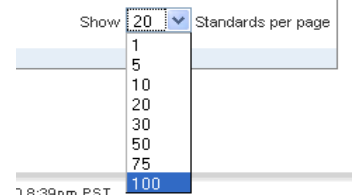


10c. To align standards to questions, simply check the appropriate boxes and click the “Link” button at the top of the screen. For example, in the exam below, questions 1-4 will be aligned with Algebra 1 standard 18.0. Click on “Next Step” once all of your questions have been linked.

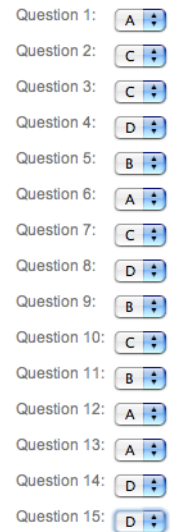


If, by chance, you realize that you’ve selected the wrong set of standards or your exam encompasses additional standards, simply click the “New Standard Search” button, which will take you back to the previous screen.

Note: It is helpful to show more than the default 20 standards per page. To change this, simply select a larger number of standards from the drop-down menu below the standards box.



11. You will now be prompted to input the answers to your exam – multiple choice, true/false, etc.

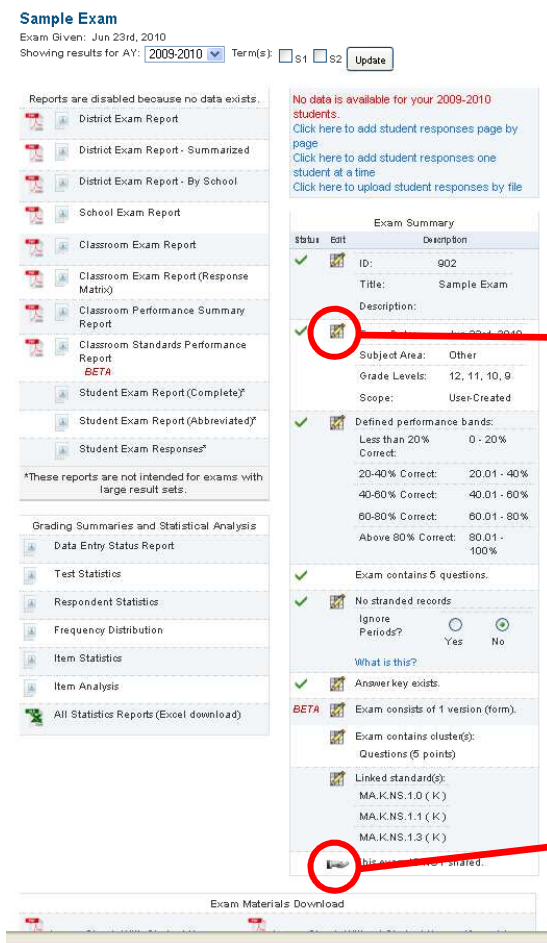


Use the drop-down menu, as seen to the right, to select the correct answer.

Note: This step is **VERY** important, as you don't want to share an incorrect exam with other Green Dot educators.

12. Click the "Next Step" button to finish.

13. Congratulations, you have now successfully created an exam in DataDirector! Your screen should look something like the image below.



You can check all aspects of your exam from this page. If you'd like to make changes, click on the pencil icon in the respective section that you wish to edit.

14. Once everything looks good, you will want to share your exam with other educators. To do this, click on the gray hand at the bottom of the screen.

 This exam IS NOT shared.

15. You will be taken to a screen that looks like the image below.

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 Permission set for the Associated:
(Assessment) - Sample Exam? Yes No

[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.		

Site-Level Permissions:

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

15a. Click the “Add Permissions for a Single User” button if you’d only like to share your exam with choice people.

15b. Click the “Add Permissions for a Site” if you’d like to share your exam with an entire school. Scroll down towards the middle of the list to find our school sites. Be careful that you do not accidentally choose a non-GD school!

Ignore “Group Level Permissions” since we do not have any set up.

Once you have selected the appropriate permissions for each person/school, click the “Save Changes” button.

Important: Always share your exams with Samantha Mita!!!

You will be taken back to the screen above, where you can continue to add more permissions. Once you are done adding permissions, congratulations! You are now done and have successfully created and shared an exam!