

Creating an Assessment

ZOOM! allows you to upload your own data sets as “Assessments”. This data set should be created in Excel and saved as a text file.

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

ASSESSMENT GENERAL
Create a New assessment
Create a New Test Series
View Assessments
View Test Series
Manage Exports
VIEW
All Assessments

One or more of your background import processes have completed.
• [View 'import completed' notifications](#) for more information.
• [Clear all 'import completed' notifications](#) to remove this message.

Exam **NS midterm/artist exam (2010-10-08 15:34:17)** has been successfully exported.
Exam **NS midterm/artist exam (2010-10-08 15:37:45)** has been successfully exported.
Exam **NNS spring midterm (2010-10-08 15:43:46)** has been successfully exported.
** Note: A max of 3 out of 21 completed exports are shown
[[Click here](#)] to view and manage your exports.
[[Clear List](#)] removes completed/failed exports from the export list. Prevent future messages during this session.

Assessments List

Subject Area	Academic Year	Grade	Scope / Test Type
<input type="checkbox"/> ELA - Reading	<input type="checkbox"/> 2010-2011	<input type="checkbox"/> Pre-K <input type="checkbox"/> K	<input type="checkbox"/> ALS Benchmark <input type="checkbox"/> Aprenda
<input type="checkbox"/> English Language Arts	<input checked="" type="checkbox"/> 2009-2010	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> College Readiness <input type="checkbox"/> DIBELS
<input type="checkbox"/> English Language Development	<input type="checkbox"/> 2008-2009	<input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> District <input type="checkbox"/> District Benchmark
<input type="checkbox"/> Foreign Language	<input type="checkbox"/> 2007-2008	<input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Glencoe <input type="checkbox"/> Macmillan/McGraw

You will also need to make sure that you have your data ready to upload in the appropriate format. Data should be formatted with a header row, with each student’s individual information/scores occupying the rows underneath. Each column contains a specific piece of information/score. The first column should always be “SSID”, as the student number is required to upload data. In this example, we want to upload CAHSEE ELA and Math status:

	A	B	C	D	E	F	G	H
1	State Studentnumber	ELA	MATH					
2	1014235753	Not Taken	Not Taken					
3	1021716033	Passed	Not Passed					
4	1021717743	Passed	Passed					
5	1021717833	Passed	Passed					
6	1021719273	Passed	Passed					
7	1021723233	Passed	Passed					

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

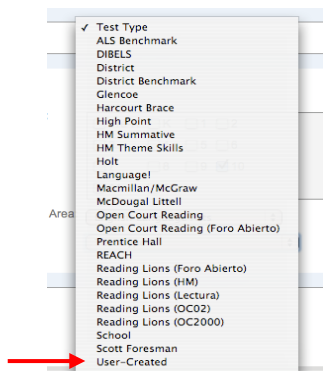
3. Fill in the appropriate information in the “Edit Assessment Summary” box. You need to give your assessment a name, but a description is not necessary. Choose either a single date or date range to reflect the administration period of the assessment as well as the appropriate academic year. You do not need to change anything in “Multiple Rows” or “Assessment Target”.

Edit Assessment Summary

Assessment Name:	<input type="text"/>
Description:	<input type="text"/>
Date Type:	<input checked="" type="radio"/> Use a single date <input type="radio"/> Use a date range
Multiple Rows:	<input checked="" type="radio"/> Only allow 1 row of data per student <input type="radio"/> Allow multiple rows of data per student
Date Given:	11 - 08 - 2010
Academic Year:	2010-2011
Grades:	<input type="checkbox"/> Pre-K <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2
Subject Area:	Subject Area
Scope / Test Type:	Scope / Test Type
Number of fields:	<input type="text"/>
Assessment Target:	<input checked="" type="radio"/> Students <input type="radio"/> Teachers

Choose the grade(s) the assessment applies to by clicking the appropriate boxes. Also choose the appropriate subject area from the drop-down menu.

You must choose a test type before DataDirector will let you continue creating your assessment. Please choose “User-Created” unless one of the categories matches perfectly.



4. In the “Number of Fields” box, enter the number of COLUMNS of data you want to upload. In this example, we want to upload CAHSEE Status for both ELA and Math. This means that there are THREE fields.

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

Next Step

6. Type in the field names in each box. The name you choose for the field is how it will appear in ZOOM!, so please choose something descriptive. This field name will most likely be the same as the column headings you used in your Excel file.

Describe your new Assessment fields:

Field Name	Field Type	Max. Value (if applicable)
SSID	Numeric - Integer	
CAHSEE ELA Status	Text - Word (15)	
CAHSEE Math Status	Text - Word (15)	

Go Back

Text - Word (15)

- Numeric - Integer
- Numeric - Decimal
- Text - Character (1)
- Text - Word (15)
- Text - Sentence (100)
- Text - Paragraph (255)
- Check Box
- Y/N
- Date
- Year
- Calculation

7. For “Field Type”, choose the appropriate data format from the drop-down. In this case, notice that we picked “Numeric-Integer” for the SSID field since all entries in this column are numbers, and “Text- Word (15)” for both the ELA and Math CAHSEE statuses since the data we are uploading are words (“Passed”, “Not Passed”, and “Not Taken”). The number in parentheses is simply the number of characters allowed in that field.

8. If you want to impose a maximum value on your field, enter it in the “Max. Value” field. In most cases, you will leave these boxes blank. Continue on by clicking the “Next Step” button in the lower right-hand side of the screen.

9. Your screen should now look something like this:

The screenshot shows the 'ASSESSMENT EDIT OPTIONS' screen. The left sidebar has a red arrow pointing to 'Import Data' under the 'DATA MANAGEMENT' section. The main content area includes a green notification box stating 'One or more of your background import processes have completed.' Below this is another green box listing three successful exports: 'Exam NS midterm/artist exam (2010-10-08 15:34:17)', 'Exam NS midterm/artist exam (2010-10-08 15:37:45)', and 'Exam NNS spring midterm (2010-10-08 15:43:46)'. A note indicates that a maximum of 3 out of 21 completed exports are shown. Below the notifications, there is a dropdown menu for 'Available Assessments' set to 'CAHSEE Pass/Fail', a checkbox for 'Show All Assessments', and details for the 'CAHSEE Pass/Fail' assessment, including the date 'Nov 8th, 2010' and a message that no data is available for 2010-2011 students. At the bottom, there are links to edit data by page or by student.

Click on the text “Import Data” under “Data Management” in the column on the left side of your screen.

10. Click on the “Browse...” button

Import Assessment Data - CAHSEE Pass/Fail

Step 1 of 4: Select the file to import

Select a data file to import into this Assessment.

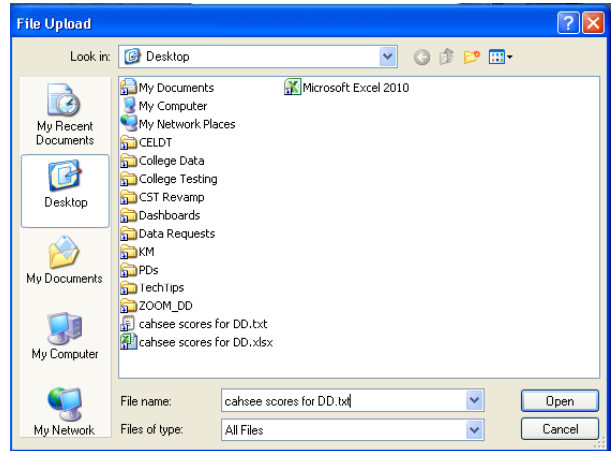
File to upload:

File upload field with a "Browse..." button circled in red.

Upload File Now

*Note: Data files that are uploaded to DataDirector must be text files (.txt, .dlim, .csv, etc.)

11. A “File Upload” window will pop up prompting you to choose the file you want to import. Find and select it, then click “Open”.



12. Click “Upload File Now”.

13. You will now see a preview of your data.

Import Assessment Data - CAHSEE Pass/Fail

Step 2 of 4: Preview Data

Choose how you would like this Assessment data imported by selecting from the options below.

State Studentnumber	ELA	MATH
6132994964	Not Taken	Not Taken
8091160738	Not Taken	Not Taken
4056626880	Not Taken	Not Taken
4098214890	Not Taken	Not Taken
4056624540	Not Taken	Not Taken
9055214021	Not Taken	Not Taken
3054968807	Not Taken	Not Taken
3055109477	Not Taken	Not Taken
6056818514	Not Taken	Not Taken
7053071556	Not Taken	Not Taken

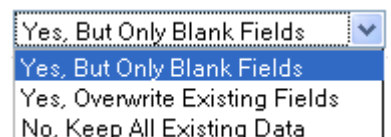
** Only the first 10 of 9152 data rows are shown

Required Specifications

Should data in the file be used to update records that already exist? Yes, But Only Blank Fields

Cancel Next

In the “Required Specifications” drop-down, choose “Yes, But Only Blank Fields”, then click “Next”.



14. Keep “Yes” in the drop-down for the question “Is the first row a header row?” Then select the corresponding field from the drop-downs for each column of imported data and click “Next”.

Import Assessment Data - CAHSEE Pass/Fail

Step 3 of 4: Map Import Fields

Use the dropdown boxes to map Assessment fields to the data file.

Is the first row a header row? Yes

Student ID	ELA	MATH
Skip this column	Not Taken	Not Taken
CAHSEE ELA Status	Not Taken	Not Taken
CAHSEE Math Status	Not Taken	Not Taken
First Name	Not Taken	Not Taken
Last Name	Not Taken	Not Taken
Middle Name	Not Taken	Not Taken
SSID	Not Taken	Not Taken
Student ID	Not Taken	Not Taken
3054968807	Not Taken	Not Taken
3055109477	Not Taken	Not Taken
6056818514	Not Taken	Not Taken
7053071556	Not Taken	Not Taken

** Only the first 10 of 9152 data rows are shown

Cancel Next

15. DataDirector will now show you a preview of your data. If everything looks correct, click on the “Looks Good, Continue” button

Import Assessment Data - CAHSEE Pass/Fail

Step 4 of 4: Preview Mapped Data

Confirm the Assessment preview data below.

State Studentnumber	ELA	MATH
6132994964	Not Taken	Not Taken
8091160738	Not Taken	Not Taken
4056626880	Not Taken	Not Taken
4098214890	Not Taken	Not Taken
4056624540	Not Taken	Not Taken
9055214021	Not Taken	Not Taken
3054968807	Not Taken	Not Taken
3055109477	Not Taken	Not Taken
6056818514	Not Taken	Not Taken
7053071556	Not Taken	Not Taken

** Only the first 10 of 9152 data rows are shown

Confirm Settings

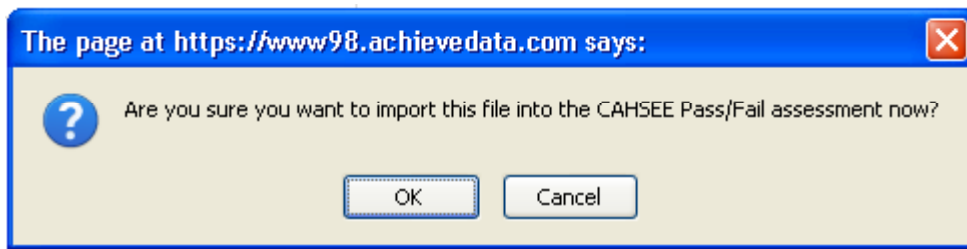
- Your uploaded file is tab-delimited.
- The first row of your uploaded file contains column headers.
- Import data for existing students, but only update blank fields.

Save Mapping

Save mapping for this assessment.

Start Over Looks Good, Continue

16. Click “OK” when this prompt pops up.



17. You will then get this message:

Your assessment data file is being processed into CAHSEE Pass/Fail.

You may continue to use DataDirector and you will be notified when processing is complete.

This means you have successfully created an assessment in DataDirector! To access your assessment, simply go back to the “Assessments” tab and click on the assessment name. You will also be able to access the data you’ve just uploaded through a custom report.

Found 2 Assessments

<u>Title</u>	<u>Author</u>	<u>Assessment Date</u>	Share	Hide	Duplicate	Delete	<input type="checkbox"/>
CAHSEE Pass/Fail	Samantha Mita	11/08/2010					<input type="checkbox"/>

17a. To delete an assessment, simply click on the trash can icon associated with the assessment you want to delete.

17b. To allow everyone to access the data you’ve just uploaded, go to the “Assessments” tab and click on the gray hand associated with your assessment.

Found 2 Assessments

<u>Title</u>	<u>Author</u>	<u>Assessment Date</u>	Share	Hide	Duplicate	Delete	<input type="checkbox"/>
CAHSEE Pass/Fail	Samantha Mita	11/08/2010					<input type="checkbox"/>

18. 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.		
<input type="button" value="Add Permissions for a Single User"/>		

Site-Level Permissions:

Site Name	Permissions	Options
No site-level permissions have been defined yet.		
<input type="button" value="Add Permissions for a Site"/>		

19. Click the “Add Permissions for a Single User” button if you only want to share your assessment with choice people.

20. Click the “Add Permissions for a Site” if you’d like to share your assessment 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 assessments 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 have successfully created and shared an assessment!