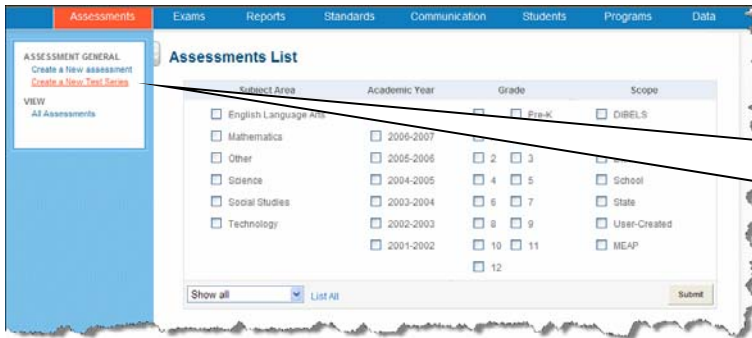
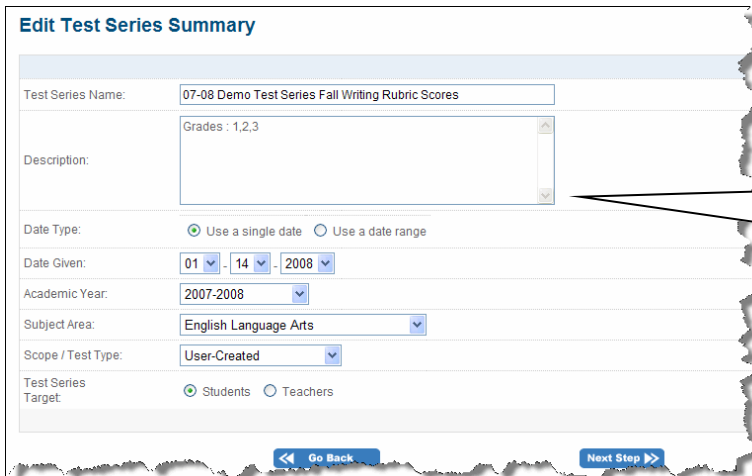


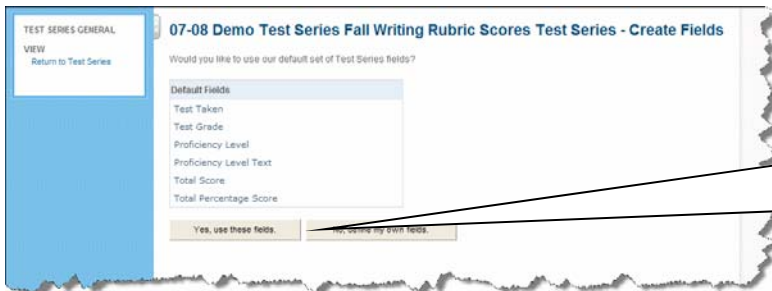
How to create a test series in Data Director



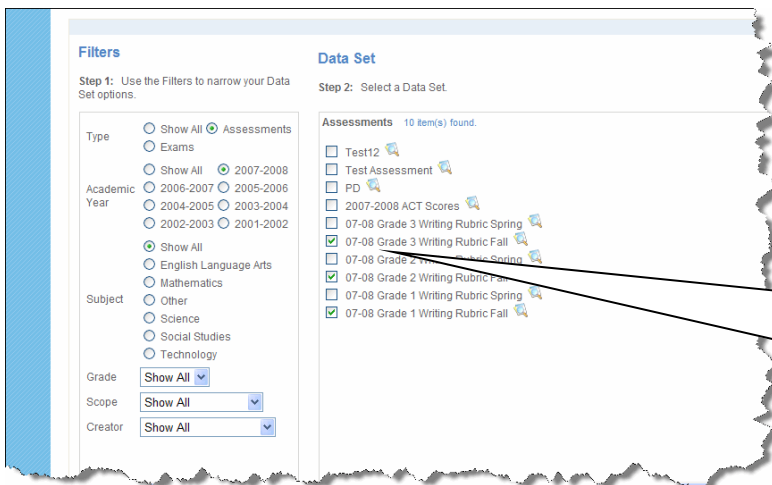
Step 1:
The CREATE A NEW TEST SERIES button is located under the Assessments tab.



Step 2:
Name your Test Series accordingly use the common naming assessment for exams and assessments just make sure you add Test Series in the name.



Step 3:
Achieve has 6 pre-defined fields that are required to run a test series. Please select YES, use these fields. If you would like to add your own fields you can do so in the next steps.



Step 4:
From the list select what assessments/exams you would like to add to your test series.

Loading Assessment Data for 07-08 Grade 1 Writing Rubric Fall



07-08 Grade 1 Writing Rubric Fall

- ✓ Enable automatic export Exam data into Assessment
- ✓ Lock Exam structure
- ✓ Lock Assessment structure
- ✗ Export Exam Data

07-08 Grade 2 Writing Rubric Fall

- ✓ Enable automatic export Exam data into Assessment
- ✓ Lock Exam structure
- ✓ Lock Assessment structure
- ✓ Export Exam Data

Step 5:

Assessments/Exams are now being locked. Remember the test series transfers over the data in a “snapshot” form. That is, only data that is currently stored in that assessment will show up in the test series. If you add data to the assessment you will have to create a new test series for it to show in reporting.

TEST SERIES GENERAL
VIEW
Return to Test Series

07-08 Demo Test Series Fall Writing Rubric Scores Test Series - Link Exams / Assessments

Next Step

Linked Exams / Assessments	Remove
07-08 Grade 1 Writing Rubric Fall	<input type="checkbox"/>
07-08 Grade 3 Writing Rubric Fall	<input type="checkbox"/>
07-08 Grade 2 Writing Rubric Fall	<input type="checkbox"/>

Step 6:

Review the assessments/exams you added to the test series.

07-08 Grade 1 Writing Rubric Fall	Overall Score Grade 1 Fall
Proficiency Level	Overall Score Grade 1 Fall
Proficiency Level Test	Overall Score Grade 1 Fall
Total Score	Overall Score Grade 1 Fall
Total Percentage Score	Overall Score Grade 1 Fall
07-08 Grade 3 Writing Rubric Fall	Overall Score Grade 3 Fall
Proficiency Level	Overall Score Grade 3 Fall
Proficiency Level Test	Overall Score Grade 3 Fall
Total Score	Overall Score Grade 3 Fall
Total Percentage Score	Overall Score Grade 3 Fall
07-08 Grade 2 Writing Rubric Fall	Overall Score Grade 2 Fall
Proficiency Level	Overall Score Grade 2 Fall
Proficiency Level Test	Overall Score Grade 2 Fall
Total Score	Overall Score Grade 2 Fall
Total Percentage Score	Overall Score Grade 2 Fall

Step 7:

Link the columns in your assessment/exam to the pre-defined columns in the test series. PLEASE NOTE: the Proficiency level column is what is used in the Pivot Table the remaining three are required for the Multiple Assessment Listing report.

Test Series Given: Jan 14th, 2008

Showing results for your 2007-2008 students

Click on a column header to sort by the data in that column.

Displaying 1 - 30 of 30 students

Student Name	[07-08 Demo Test Series Fall Writing Rubric Scores] Test Taken	[07-08 Demo Test Series Fall Writing Rubric Scores] Test Grade	[07-08 Demo Test Series Fall Writing Rubric Scores] Proficiency Level	[07-08 Demo Test Series Fall Writing Rubric Scores] Proficiency Level Text	[07-08 Demo Test Series Fall Writing Rubric Scores] Total Score	[07-08 Demo Test Series Fall Writing Rubric Scores] Total Percentage Score
Abashar, Sharvana	07-08 Grade 1 Writing Rubric Fall	1	1	1	1	1
Abashar, Sharvana	07-08 Grade 3 Writing Rubric Fall	3	4	4	4	4
Abashar, Sharvana	07-08 Grade 2 Writing Rubric Fall	2	1	1	1	1
Abbeq, Simuel	07-08 Grade 1 Writing Rubric Fall	1	3	3	3	3

Step 8:

Please review the column headings and data.

Modify Columns

07-08 Demo Test Series Fall Writing Rubric Scores

Field Name	Field Type	Sort Order	
[07-08 Demo Test Series Fall Writing R	Text	1	<input type="checkbox"/>
[07-08 Demo Test Series Fall Writing R	Text	2	<input type="checkbox"/>
3 Pivot Table Fall Writing Rubric Scores	Numeric - Integer	3	<input type="checkbox"/>
[07-08 Demo Test Series Fall Writing R	Text	4	<input type="checkbox"/>
[07-08 Demo Test Series Fall Writing R	Numeric - Integer	5	<input type="checkbox"/>
07-08 Multiple Assessment Fall Writing	Numeric - Integer	6	<input type="checkbox"/>

[Click Here](#) to add a new field [Delete](#)

[Go Back](#) [Save](#) [Save and return to results](#)

Step 9:

By selecting modify columns you can add a new field or change the column names and types.

Social Studies 2003-2004 6 7 State
 Technology 2002-2003 8 9 User-Created
 2001-2002 10 11 MEAP
 12

Show all

8 Assessments found

Title	Author	Assessment Date	Share	Hide	Duplicate	Delete
07-08 Demo Test Series Fall Writing Rubric Scores Grades - 1,2,3	James Johnson	01/14/2008				
07-08 Grade 1 Writing Rubric Fall	Kevin Bullard	01/11/2008				
07-08 Grade 3 Writing Rubric Fall	Kevin Bullard	01/11/2008				
07-08 Grade 2 Writing Rubric Fall	Kevin Bullard	01/11/2008				
07-08 Grade 3 Writing Rubric Spring	Kevin Bullard	01/11/2008				
07-08 Grade 2 Writing Rubric Spring	Kevin Bullard	01/11/2008				
07-08 Grade 1 Writing Rubric Spring	Kevin Bullard	01/11/2008				
Test12 This is a test	James Johnson	12/14/2007				

Step 10:

Your new test series can be found under the Assessments tab. PLEASE NOTE: Once assessments are added to the assessment, you will need to use the grade filter for them to show up.