



SKEDULA at LaG Arts

Presenters:

Computer lab 425:

Marla Carfizzi
Stephanie Mulvihill
Kymm Shern
Clay Smith

Computer lab 729:

Kim Johnsen
Alex Moore
Joshua Rutberg
Deepak Marwah

Laura van Keulen, AP Administration

We hope you find this original Skedula presentation to be helpful. If you are not a LaGuardia staff member and would like to use this document at your school, please request permission at lvankeu@schools.nyc.gov. Thank you.

Questions



- All questions will be answered immediately before the hands-on session.
- Feel free to write questions on your handout.

Skedula – Increases Parent and Student Communication...

- Empower teachers to instantly provide parents with homework, grades, progress reports, handouts and upcoming events.
- Full online grade book with course preference options, file attachments and graphing components.
- Foster community with an internal messaging system for students, parents, teachers and administrators and group discussion area.

Skedula – Increases Parent and Student Communication

- Anecdotal Log Reporting including dean's records, phone log, parent communication and more.
- Attach Digital IEP's for automatic links to current teachers to insure privacy and easy teacher online access.
- Easily view student biographical information, transcripts, exam history, progress report, programs, teacher's schedules, NCLB Progress, room usage, report cards and more.
- Easily insert and track individual student learning goals.

Skedula-Expands the Outreach Efforts for Increasing Student Attendance

Instantly call up attendance by student, course, teacher and more.

Benefit from one-click access to internal attendance patterns.

Access online grade book, attendance, programs, and student information from your personal iPad.

Automated bulk mailing of attendance letters, deans referrals and other student progress reports.

Full Scale Analysis Tool for custom queries on attendance, grade book, credits, Regents, report cards, teacher progress and more.

Skedula: Helping Teachers

- Outcome based grade book linked to the Common Core Standards for CCSS Analysis and Grading.
- Create scan sheets and record tests scores automatically in the gradebook.

Agenda



- Presentation 1:
 - Set Up Your Gradebook
 - Create an Assignment
 - Identifying the Bottom 3rd
 - Print and E-mail Progress Reports
- Hands-on Practice
- Presentation 2:
 - Create Scantrons
 - Assign Standards To a Course

Ms. van Keulen and Ms. Carfizzi

Logging On

If you are a new user, please click the registration link, and fill in the required fields.

*Please note, you must use your DOE Outlook email account for the registration process.

Once you have completed the registration process, the system will send an activation email to your DOE account. Please open up the email and click on the activation link to begin.

If you used the system in a previous year, but have forgotten your password, click, "Forgotten password," enter in your email, and click "Send Reset Instructions."



Set Up Your Gradebook

The screenshot shows the Skedula interface for setting up a gradebook. The left sidebar contains the following menu items: Assignments, Grade, Attendance, Reports, Settings, Course Categories, Grade Outputs, Course User Assignments, Course Names, Grading Icons, Course Standards, School Standards, Valid Grades, Valid Standard Grades, Create Course, Account, and Portals. The 'Settings' and 'Course Categories' items are highlighted with pink boxes. A pink arrow points from 'Course Categories' to a text box that says "1) Click on Settings->Course Categories." The main content area shows the 'Course Categories' settings page. At the top, it says "The following properties were set by amoores@schoools.nyc.gov using course settings". Below this, there are several settings: "Average Calculation Routine: Points", "Use Weighted Categories" (checked), and "Is Cumulative of: MP1, MP2" (checked). The main part of the page is a table with the following columns: "Category", "Weight", and "Drop Lowest Grade". The table is outlined with a pink border. The table contains the following data:

Category	Weight	Drop Lowest Grade
Vocab Quizzes	5.00	<input checked="" type="checkbox"/>
Notebook	5.00	<input type="checkbox"/>
Participation	15.00	<input type="checkbox"/>
Performance	5.00	<input type="checkbox"/>
Homework	15.00	<input checked="" type="checkbox"/>
Final	5.00	<input type="checkbox"/>
		<input type="checkbox"/>

Below the table, there are three buttons: "Save To...", "Add Marking Period", and "Remove Marking Period". The "Save To..." and "Add Marking Period" buttons are highlighted with pink boxes. At the bottom of the page, there is a "Course Lookup" section.

Ms. Shern and Ms. Johnsen

Set Up Your Gradebook

The screenshot shows the Skedula web application interface for setting up a gradebook. The left sidebar contains a menu with items like 'Course Categories', 'Grade Outputs', 'Course User Assignments', 'Course Names', 'Grading Icons', 'Course Standards', 'School Standards', 'Valid Grades', 'Valid Standard Grades', 'Create Course', 'Account', and 'Portals'. The main content area is titled 'EES83-05 - ENGLISH 3' and shows settings for 'Average Calculation Routine' (Points), 'Use Weighted Categories', and 'Is Cumulative of' (MP1, MP2). A table lists departmental grade categories with their respective percentages and a 'Drop Lowest Grade' checkbox. Below the table are buttons for 'Save To...', 'Add Marking Period', and 'Remove Marking Period'. A 'Course Lookup' section is at the bottom.

2) Click on "Use Weighted Categories."

3) Enter your departmental grade categories. Talk with your AP if you are unsure about these. Any typos may cause problems, so please review your entries. Make sure to enter identical categories for each marking period.

Category	Percentage	Drop Lowest Grade
Essays	35.00	<input checked="" type="checkbox"/>
Tests		
Vocab Quizzes		
Notebook		
Participation		
Performance		
Homework		
Final		

Ms. Shern and Ms. Johnsen

Set Up Your Gradebook

The screenshot shows the Skedula interface for setting up a gradebook. The left sidebar contains a menu with 'Settings' and 'Course Categories' highlighted. The main area displays course settings for 'EES83-05 - ENGLISH 3'. A table lists categories and their percentages. Three callout boxes provide instructions: Box 4 points to the 'Percentage' column, Box 5 points to the 'Drop Lowest Grade' checkbox, and Box 6 points to the 'Save To...' button.

Settings

- Course Categories

Average Calculation Routine: **Points**

☒ Use Weighted Categories

Is Cumulative of: ☒ MP1 ☒ MP2

Category	Percentage	
✗ Essays	35.00	
✗ Tests	15.00	
✗ Vocab Quizzes	5.00	
✗ Notebook	5.00	
✗ Participation	15.00	
✗ Performance	5.00	
✗ Homework	15.00	<input checked="" type="checkbox"/>
✗ Final	5.00	<input type="checkbox"/>
✗		<input type="checkbox"/>

4) Enter the category weights that your department has chosen. Please speak with your AP if you are unsure of these.

5) Check the box for "Drop Lowest Grade" if you would the system not to count the lowest mark in a specific category.

6) Click on "Save To..." and select the appropriate classes.

Save To...

Course Lookup

Ms. Shern and Ms. Johnsen

Set Up Your Gradebook

Skedula

Assignments

Grade

Attendance

Reports

Settings

Course Categories

Grade Outputs

Course User Assignments

Course Names

Grading Icons

Course Standards

School Standards

Valid Grades

Valid Standard Grades

Create Course

Account

Portals

Skedula • EES83-05 - ENGLISH 3 • EES83-09 - ENGLISH 3 • EES83-10 - ENGLISH 3 • All Courses

The following properties were set by amoore@schools.nyc.gov using course settings

Average Calculation Routine: Points

☒ Use Weighted Categories

Is Cumulative of: ☒ MP1 ☒ MP2

Category	Percentage	Drop Lowest Grade
✗ Essays	35.00	<input checked="" type="checkbox"/>
✗ Tests	15.00	<input checked="" type="checkbox"/>
✗ Vocab Quizzes	5.00	<input checked="" type="checkbox"/>
✗ Notebook	5.00	<input type="checkbox"/>
✗ Participation	15.00	<input type="checkbox"/>
✗ Performance	5.00	<input type="checkbox"/>
✗ Homework	15.00	<input checked="" type="checkbox"/>
✗ Final	5.00	<input type="checkbox"/>
✗		<input type="checkbox"/>

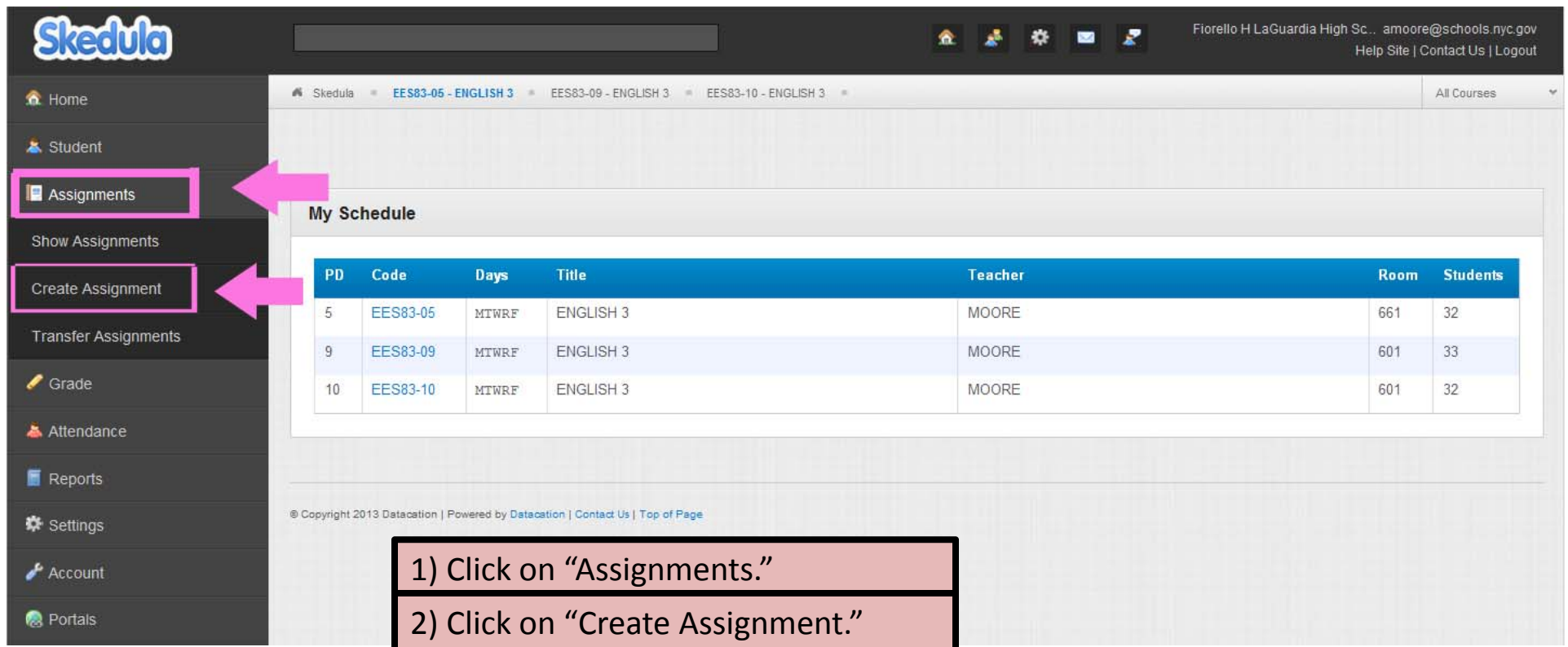
Save To... Add Marking Period

Course Lookup

7) When you wish to add a marking period, click on “Add Marking Period.” You may wish to check boxes to make the new marking period cumulative of all previous marking periods.

Ms. Shern and Ms. Johnsen

Create an Assignment



The screenshot shows the Skedula web application interface. On the left is a dark sidebar with navigation links: Home, Student, Assignments, Show Assignments, Create Assignment, Transfer Assignments, Grade, Attendance, Reports, Settings, Account, and Portals. The 'Assignments' and 'Create Assignment' links are highlighted with pink boxes and pink arrows. The main content area has a top navigation bar with the Skedula logo, a search bar, and user information for 'Fiorello H LaGuardia High Sc., amoore@schools.nyc.gov'. Below this is a breadcrumb trail: Skedula > EES83-05 - ENGLISH 3 > EES83-09 - ENGLISH 3 > EES83-10 - ENGLISH 3. The main section is titled 'My Schedule' and contains a table with the following data:

PD	Code	Days	Title	Teacher	Room	Students
5	EES83-05	MTWRF	ENGLISH 3	MOORE	661	32
9	EES83-09	MTWRF	ENGLISH 3	MOORE	601	33
10	EES83-10	MTWRF	ENGLISH 3	MOORE	601	32

At the bottom of the page, there is a footer with copyright information: © Copyright 2013 Datacation | Powered by Datacation | Contact Us | Top of Page. Below the footer, there are two red boxes with black text instructions:

- 1) Click on "Assignments."
- 2) Click on "Create Assignment."

Mr. Moore and Ms. Mulvihill

Create an Assignment

Create Assignment - Windows Internet Explorer

https://skedula.com/assignments/create/

File Edit View Favorites Tools Help

★ Favorites Welcome to Scheduling... Create Assignment x

Skedula

Home Student Assignments Show Assignments Create Assignment Transfer Assignments Grade Attendance Reports Settings Account Portals

Skedula EES83-05 - ENGLISH 3 EES83-09 - ENGLISH 3 EES83-10 - ENGLISH 3 All Courses

Create New Assignment

Title: ← Category:

Viewable Date: Due Date:

Marking Period: ← Max Points: Weight: ←

Is Graded: ☒ Is Extra Credit: ☐ [Link to DDC exam](#)

[Attach Standards](#)

Description:

3) Name your assignment.

4) Choose a marking period for your assignment.

5) Select a weight for your assignment. For example, you may wish to give quizzes a weight of 0.5 and exams a weight of 1.0 in a "Tests" category.

Mr. Moore and Ms. Mulvihill

Create an Assignment

The screenshot shows the 'Create New Assignment' form in the Skedula application. The form is titled 'Mr. Moore and Ms. Mulvihill' and includes the following fields and options:

- Title:** Canterbury Tales assignment
- Viewable Date:** 01/27/2014 07:00 AM
- Marking Period:** 3
- Is Graded:** ☒
- Is Extra Credit:** ☐
- Category:** A dropdown menu is open, showing options: Essays, Final, Homework, Notebook, Participation, Performance, Tests, and Vocab Quizzes.
- Buttons:** 'Attach Standards', 'Attach Files', and 'Link to DDC exam'.

Annotations include pink boxes around the 'Category' dropdown, 'Is Extra Credit' checkbox, 'Attach Standards' button, and the 'Description' field. Pink arrows point from the 'Category' dropdown to the 'Is Extra Credit' checkbox, and from the 'Attach Standards' button to the 'Description' field. A large pink arrow points down from the 'Category' dropdown to the 'Description' field.

6) Select a category for your assignment.

7) You may add a description and attach standards.

8) You may make an assignment extra credit.

Create an Assignment

Create Assignment - Windows Internet Explorer

https://skedula.com/assignments/create/

File Edit View Favorites Tools Help

★ Favorites Welcome to Scheduling... Create Assignment x

Skedula

Home Student Assignments Show Assignments Create Assignment Transfer Assignments Grade Attendance Reports Settings Account Portals

Skedula EES83-05 - ENGLISH 3 EES83-09 - ENGLISH 3 EES83-10 - ENGLISH 3 All Courses

Assign to Classes

Course	Title	Category
<input checked="" type="checkbox"/> EES83-05	EES83-05 - ENGLISH 3	<input type="text"/>
<input checked="" type="checkbox"/> EES83-09	EES83-09 - ENGLISH 3	<input type="text"/>
<input checked="" type="checkbox"/> EES83-10	EES83-10 - ENGLISH 3	<input type="text"/>

Select: All | None | Invert

9) Indicate classes in which the assignment will be given.

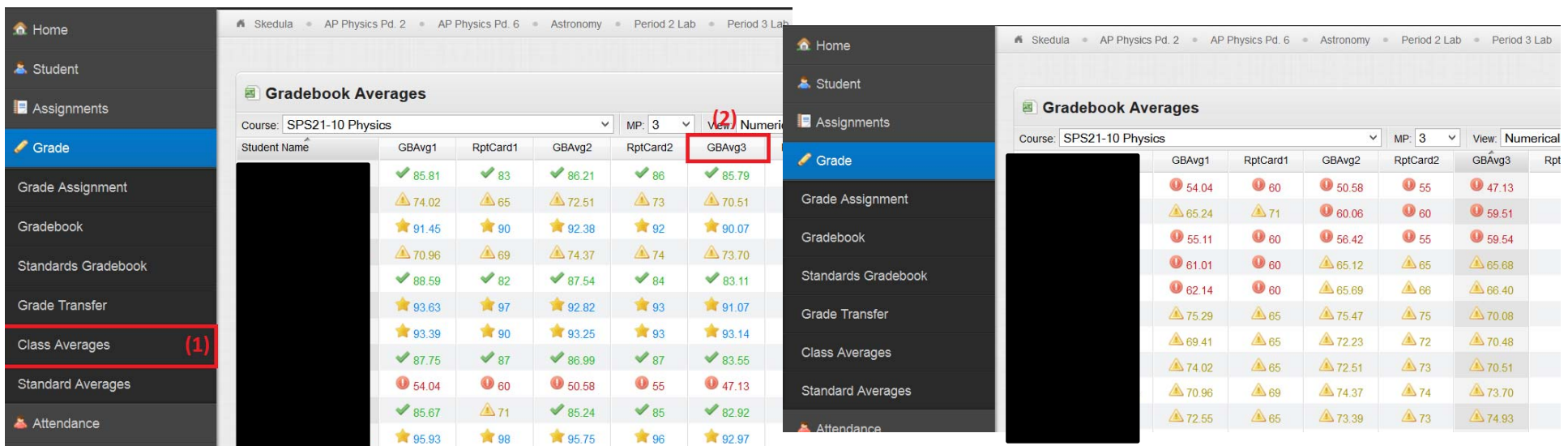
10) Click on "Save Assignment."

Mr. Moore and Ms. Mulvihill.

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Identifying the Bottom 3rd: From class gradebook

- From the side-panel, click GRADES > CLASS AVERAGES (1)
- Click on the head of the column you wish to sort by (2).



The image displays two screenshots of a software interface for 'Gradebook Averages' for the course 'SPS21-10 Physics'.


Left Screenshot (1): The side-panel menu on the left has 'Class Averages' highlighted with a red box and the number (1) next to it. The main table shows student averages for various categories.

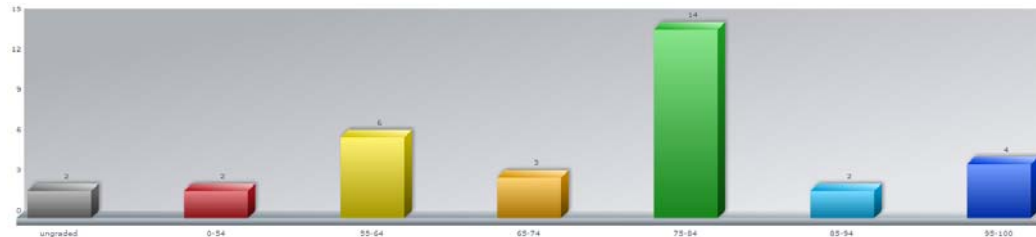
Student Name	GBAvg1	RptCard1	GBAvg2	RptCard2	GBAvg3
	85.81	83	86.21	86	85.79
	74.02	65	72.51	73	70.51
	91.45	90	92.38	92	90.07
	70.96	69	74.37	74	73.70
	88.59	82	87.54	84	83.11
	93.63	97	92.82	93	91.07
	93.39	90	93.25	93	93.14
	87.75	87	86.99	87	83.55
	54.04	60	50.58	55	47.13
	85.67	71	85.24	85	82.92
	95.93	98	95.75	96	92.97

Right Screenshot (2): The same interface is shown, but the 'GBAvg3' column header is highlighted with a red box and the number (2) next to it. The table data is different, showing lower average scores.

Student Name	GBAvg1	RptCard1	GBAvg2	RptCard2	GBAvg3	Rpt
	54.04	60	50.58	55	47.13	
	65.24	71	60.06	60	59.51	
	55.11	60	56.42	55	59.54	
	61.01	60	65.12	65	65.68	
	62.14	60	65.69	66	66.40	
	75.29	65	75.47	75	70.08	
	69.41	65	72.23	72	70.48	
	74.02	65	72.51	73	70.51	
	70.96	69	74.37	74	73.70	
	72.55	65	73.39	73	74.93	

Identifying the Bottom 3rd: Individual assignments

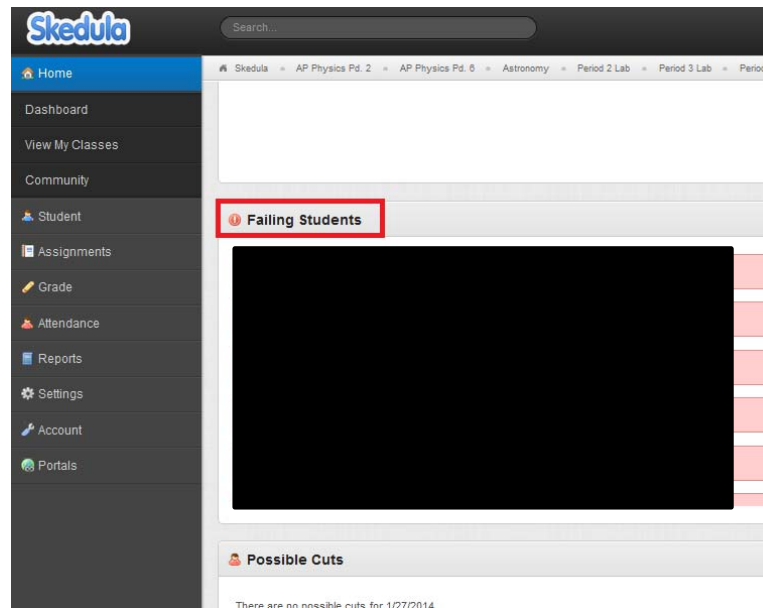
- Click ASSIGNMENT > SHOW ASSIGNMENTS.
Select the () next to an assignment to bring up grade distribution.



- Click any range (red or yellow) to see students who scored in those ranges.

Identifying the Bottom 3rd: Individual assignments

- By default, Skedula includes a list of all students failing your classes on your dashboard.



Print and E-mail Progress Reports

Report Generator - Windows Internet Explorer

https://skedula.com/reports/generator/

File Edit View Favorites Tools Help

Skedula

Home Student Assignments Grade Attendance Reports Report Generator Retrieve Reports Data Analysis Mock Bubble Sheets Settings Account Portals

Report Generator

Choose a report

Student Schedule
Transcript
Yearly Transcript
Progress Reports
Course Level Progress
Progress Report
Progress Report (PDF Beta)
Progress Report No Attendance
Pupilpath

- 1) Identify students with low grades by clicking on "Grade->Gradebook."
- 2) Click on "Reports" and then "Report Generator."
- 3) On the "Choose a Report" menu, select "Course Level Progress."

Mr. Moore and Ms. Carfizzi

Print and E-mail Progress Reports

Report Generator - Windows Internet Explorer

https://skedula.com/reports/generator/

File Edit View Favorites Tools Help

★ Favorites Welcome to Scheduling... Report Generator

Skedula

Home Student Assignments Grade Attendance Reports Report Generator Retrieve Reports Data Analysis Mock Bubble Sheets Settings Account Portals

Skedula EES83-05 - ENGLISH 3 EES83-09 - ENGLISH 3 EES83-10 - ENGLISH 3 All Courses

Fiorello H LaGuardia High School... amooore@schools.nyc.gov
Help Site | Contact Us | Logout

Marking Period:
3

Windowed Envelope:
Right Sided Envelope

Leading Text:

Include:

- ☐ Course Attendance
- ☒ Category Totals
- ☒ Category Breakdowns
- ☐ Ungraded Assignments

Limit by:
My Classes

Limit To:

- ☒ EES83-05 ENGLISH 3
- ☒ EES83-09 ENGLISH 3
- ☒ EES83-10 ENGLISH 3

Selected in My Classes:
✗ EES83-05 ENGLISH 3 ✗ EES83-09 ENGLISH 3 ✗ EES83-10 ENGLISH 3

Execute This Report Preview This Report Retrieve Other Reports

4) Select the current marking period, desired elements from the "Include" menu, and classes.

5) Click on "Execute This Report."

Mr. Moore and Ms. Carfizzi

Print and E-mail Progress Reports

Retrieve Reports - Windows Internet Explorer

https://skedula.com/Reports/Generator/Retrieve/

File Edit View Favorites Tools Help

★ Favorites Welcome to Scheduling... Retrieve Reports LaGuardia High School ...

Skedula

Home Student Assignments Grade Attendance Reports Report Generator Retrieve Reports Data Analysis Mock Bubble Sheets Settings Account Portals

Fiorello H LaGuardia High School. amoores@schools.nyc.gov
Help Site | Contact Us | Logout

Skedula EES83-05 - ENGLISH 3 EES83-09 - ENGLISH 3 EES83-10 - ENGLISH 3 All Courses

New Report Refresh Page

Reports older than 14 days will be automatically deleted.

My Reports

Requested	Completed	Report	Status
1/27/2014 11:25:56 AM	1/27/2014 11:26:58 AM	Course Level Progress	Download
1/14/2014 1:25:46 PM	1/14/2014 1:26:29 PM	Course Level Progress	Download

« First 1 Last »

© Co

6) Click on “Refresh Page” until the status of your report is “Downloaded.”

7) Click on the “Downloaded” text, and save your Word document.

8) Open your Word document.

Mr. Moore and Ms. Carfizzi

Print and E-mail Progress Reports

Course_Level_Progress_105732.doc - Microsoft Word

File Home Insert Page Layout References Mailings Review View Developer Design Layout

Clipboard Font Paragraph Styles Editing

Navigation

Search Document

This document does not contain headings.

To create navigation tabs, create headings in your document by applying Heading Styles.

11/12/13	vocabulary sentences Great Expectations	2	50	50%	50/100
11/3/13	school supplies	0.5	100	100%	100/100
11/3/13	engagement sheet 1	0.5	100	100%	100/100
11/3/13	engagement sheet 2	0.5	90	90%	90/100
11/3/13	one-page play	2	100	100%	100/100
11/3/13	engagement sheet 3	0.5	100	100%	100/100
11/3/13	Shakespearean sonnet	2	100	100%	100/100
11/3/13	Macbeth vocabulary homework - Lowest MP1 Grade Not Averaged	2	0	0%	0/100
11/3/13	engagement sheet 4	0.5	100	100%	100/100
11/3/13	Computer Tutor worksheets	2	100	100%	100/100
11/3/13	engagement sheet 5	0.5	100	100%	100/100
11/3/13	engagement sheet 6	0.5	100	100%	100/100
11/3/13	Macbeth picture	2	90	90%	90/100
11/3/13	revised Macbeth essay 1	2	50	50%	50/100
Category Average:			86.4		

Category Breakdown

Category	Worth	Average
Essays	35%	90.6
Tests	15%	81.5
Vocab Quizzes	5%	87.5
Notebook	5%	80
Participation	15%	80
Performance	5%	99
Homework	15%	86.4
Final	5%	-

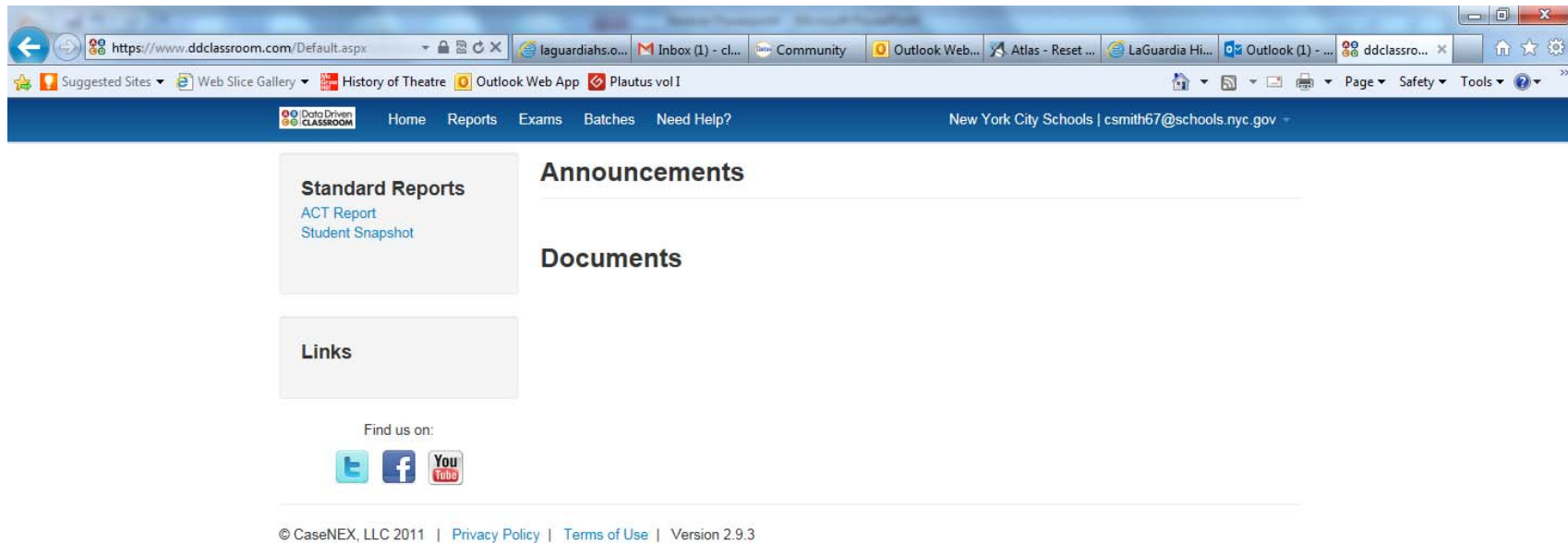
Page: 3 of 291 Words: 62,163

9) In Word, print out the pages of students with promotion in doubt.

10) You may copy and paste information into e-mails to parents. (The Category Breakdown is particularly helpful.)

Mr. Moore and Ms. Carfizzi

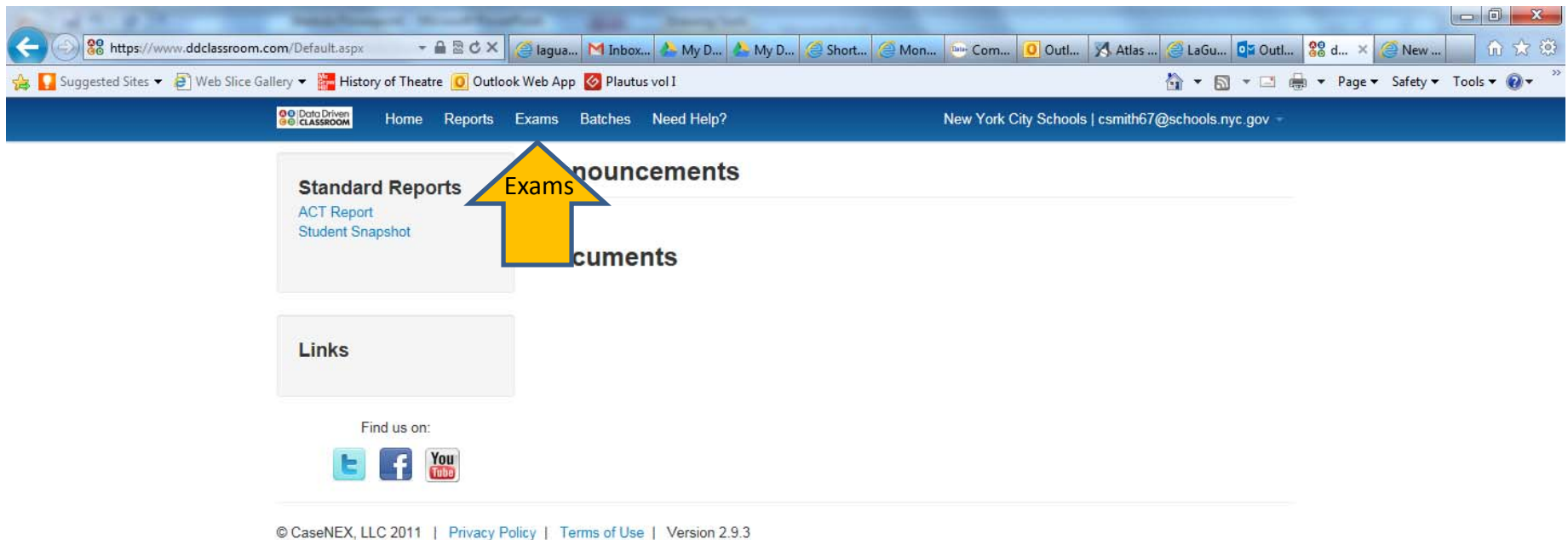
Data Driven Classroom DDC (www.ddclassroom.com)



Creating Scantrons one test at a time...



Mr. Smith



Once logged into the website with your Skedula account information select Exams

Mr. Smith

https://www.ddclassroom.com/Exams.aspx

Home Reports Exams Batches Need Help? New York City Schools | csmith67@schools.nyc.gov

Exams

Create an exam, edit one, print answer sheets, pretty much anything!

Search for exams...

Clear User Show Archive Review Batches Create New

Private Exams

- District
 - Schools
 - Fiorello H. LaGuardia High School of Music
 - csmith

Title	Date
No exam(s) have been created.	

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You will have your own folder and be able to create a new exam by clicking Create New

Mr. Smith

https://www.ddclassroom.com/Exams/ExamEdit.asp

Home Reports Exams Batches Need Help? New York City Schools | csmith67@schools.nyc.gov

Create Exam

Step 1: Enter basic information for this exam [Return To...](#)

Enter a title:

Enter a brief description:

Select a question numbering option:

- ☒ Numbers will be continuous, regardless of section.
- ☐ Numbers will restart with each section.

Select a direction for question numbering:

- ☒ Numbers will print vertically
- ☐ Numbers will print horizontally

Cancel Next

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Enter a unique title of your exam, description, choose if your numbering will reset for each section or whether it will keep counting, and if your numbering will go vertical or horizontal. Then Click Next
Mr. Smith

Create Exam Step 2: Add/Edit/Reorder/Delete Sections [Return To...](#)

Section Type:

Enter a header for this section:

156 characters left

Number of questions for this section:

Number of bubbles per question:

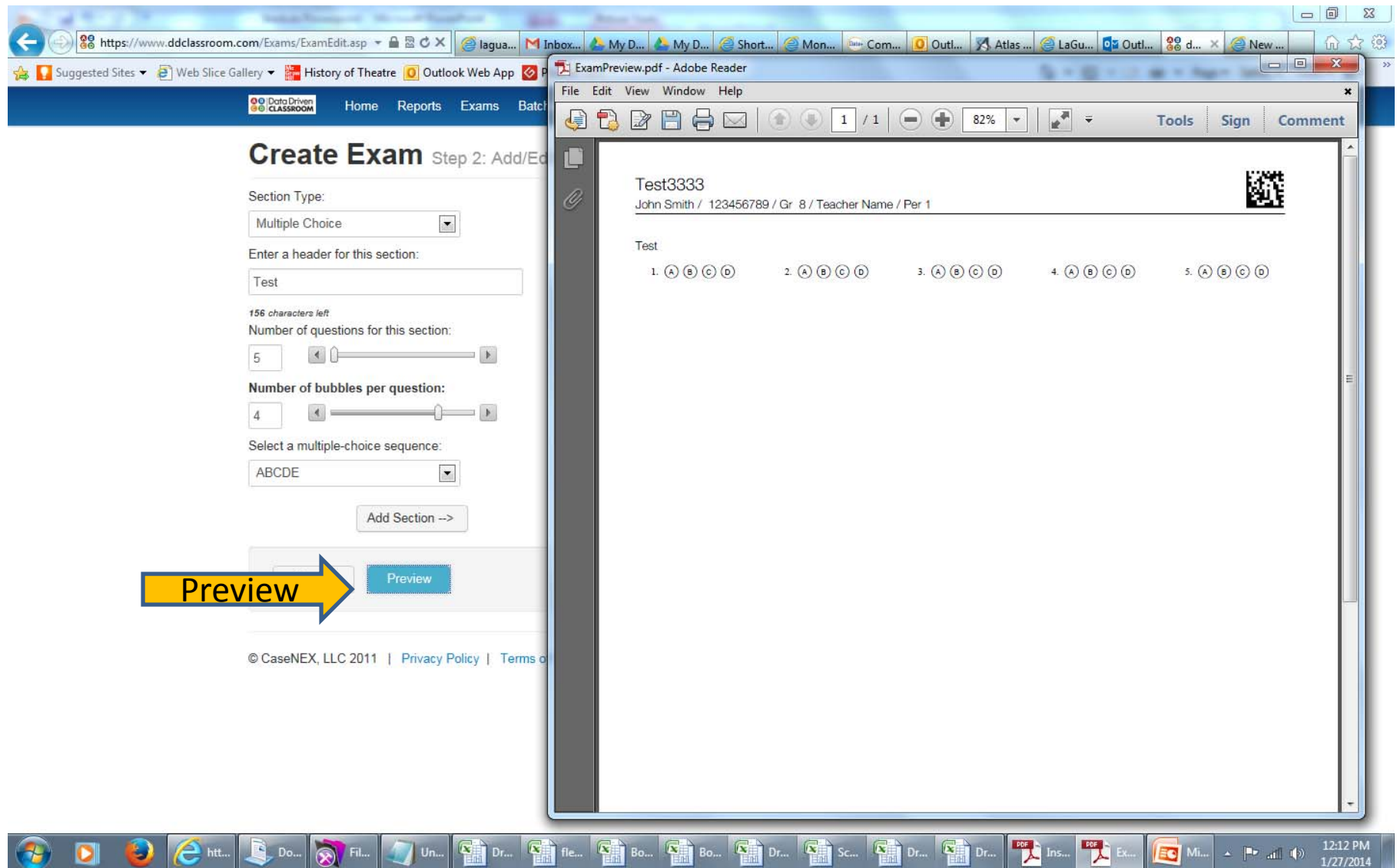
Select a multiple-choice sequence:

Type	Section Header	Misc Info	Edit	Del
No sections have been added. Use the panel on the left to add sections to this exam.				

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Select the type of questions, make a header section, select the number of questions in the section, select the number of answer choices per question, select the sequence of answer choices, click Add Section. Repeat for each section on your exam and select Next.

Mr. Smith



You may select Preview to see a sample of the answer scantron you are creating.

Mr. Smith

ddclassroom.com/Exams/ExamEdit.asp

Home Reports Exams Batches Need Help?

New York City Schools | csmith67@schools.nyc.gov

Create Exam

Step 3: Add question point values and answers

Return To...

Sec.	#	Value	Correct Answer (if applicable)
1	1	1.00	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
1	2	1.00	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> D
1	3	1.00	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D
1	4	1.00	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D
1	5	1.00	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

Points

Answers

Set Values for ALL Questions:

Value:

Answer: ☐ ☐ ☐ ☐ ☐

Set

☐ Obscure answers in reports

☐ Lock down editing student answers

☒ Do not allow other users to clone this exam

Cancel Preview Previous Next

Next

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Select the correct answers for each question and the amount of points it is weighted.
Click Next

Mr. Smith

The screenshot shows a web browser window with the URL <https://www.ddclassroom.com/Exams/ExamEdit.asp>. The page title is "Create Exam" and the subtitle is "Confirm the details of the exam". A yellow arrow labeled "Exams" points to the "Exams" tab in the top navigation bar. The page content includes a description of the exam, the exam number, the number of questions, and the total score. It also lists settings: "Answers obscured: False", "Editing answers disabled: False", and "Exam cloning disabled for regular users: True". A note at the bottom states: "After clicking the 'Finish' button, you will be taken back to the Exam Menu. You can click on the exam name to view options (like printing answer sheets) for this exam. You can always edit this exam by clicking on the small pencil to the left of the exam name." At the bottom of the page, there are three buttons: "Cancel", "Previous", and "Finish". A yellow arrow labeled "Finish" points to the "Finish" button. The footer of the page reads: "© CaseNEX, LLC 2011 | [Privacy Policy](#) | [Terms of Use](#) | Version 2.9.3".

Select Finish. Your exam will be on the exam screen. Click Exams.

Mr. Smith

Exams

Create an exam, edit one, print answer sheets, pretty much anything!

Search for exams...

Clear User Show Archive Review Batches Create New

	Title	Date
Private Exams		
District		
Schools		
Fiorello H. LaGuardia High School of Music & Art		
csmith	Test3333	1/27/2014

A yellow arrow points to the 'Test3333' entry in the table, with the word 'Select' written inside the arrow.

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Select the Exam you would like to view, edit, or print.

Mr. Smith

Browser window showing the **Exam Options** page for **Test3333 Something (39066)**. The page is from <https://www.ddclassroom.com/Exams/ExamOptions>.

Test3333 Something (39066)
Created By Clay Smith - csmith67@schools.nyc.gov on Monday, January 27, 2014 9:28 AM
Located in: /csmith

Create/Edit
[Align to Standards](#)
[Edit this Exam](#)
[Clone this Exam](#)
[Set Print Windows](#)

Print
[Print Answer Sheets](#)
[Print Feedback Sheets](#)

Scan/Enter Data
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Taskbar shows various applications open, including Internet Explorer, Word, and Excel. The system clock indicates 12:32 PM on 1/27/2014.

Here you are able to align each question to standards, edit answers, print answer sheets for specific students, etc.

Mr. Smith

To Scan and Analyze Scantrons

The screenshot shows a web browser window with the URL <https://www.ddclassroom.com/Exams/ExamOptions>. The page title is "Exam Options". Below the title, there is a section for "Test3333 Something (39066)" created by Clay Smith on Monday, January 27, 2014. A large yellow arrow labeled "Exam Scanner" points to the "Scan/Enter Data" section. The page includes navigation links, exam details, action buttons, and a file upload area.

Exam Options [Return To...](#)

Test3333 Something (39066)
Created By Clay Smith - csmith67@schools.nyc.gov on Monday, January 27, 2014 9:28 AM
Located in: /csmith

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[Edit this Exam](#)
[Clone this Exam](#)
[Set Print Windows](#)

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[View/Edit Student Answers](#)
[Merge Results into this exam](#)

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Download and install the DDC Exam Scanner for PC
Mr. Smith


https://www.ddclassroom.com/Exams/ExamOptions

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Exam Options

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Login



Please Sign In

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2014 9:28 AM

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Report


[Summary Report](#)
[Error Analysis Report](#)
[Item Analysis Report](#)
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Description:

Select a file to upload: [Select](#)

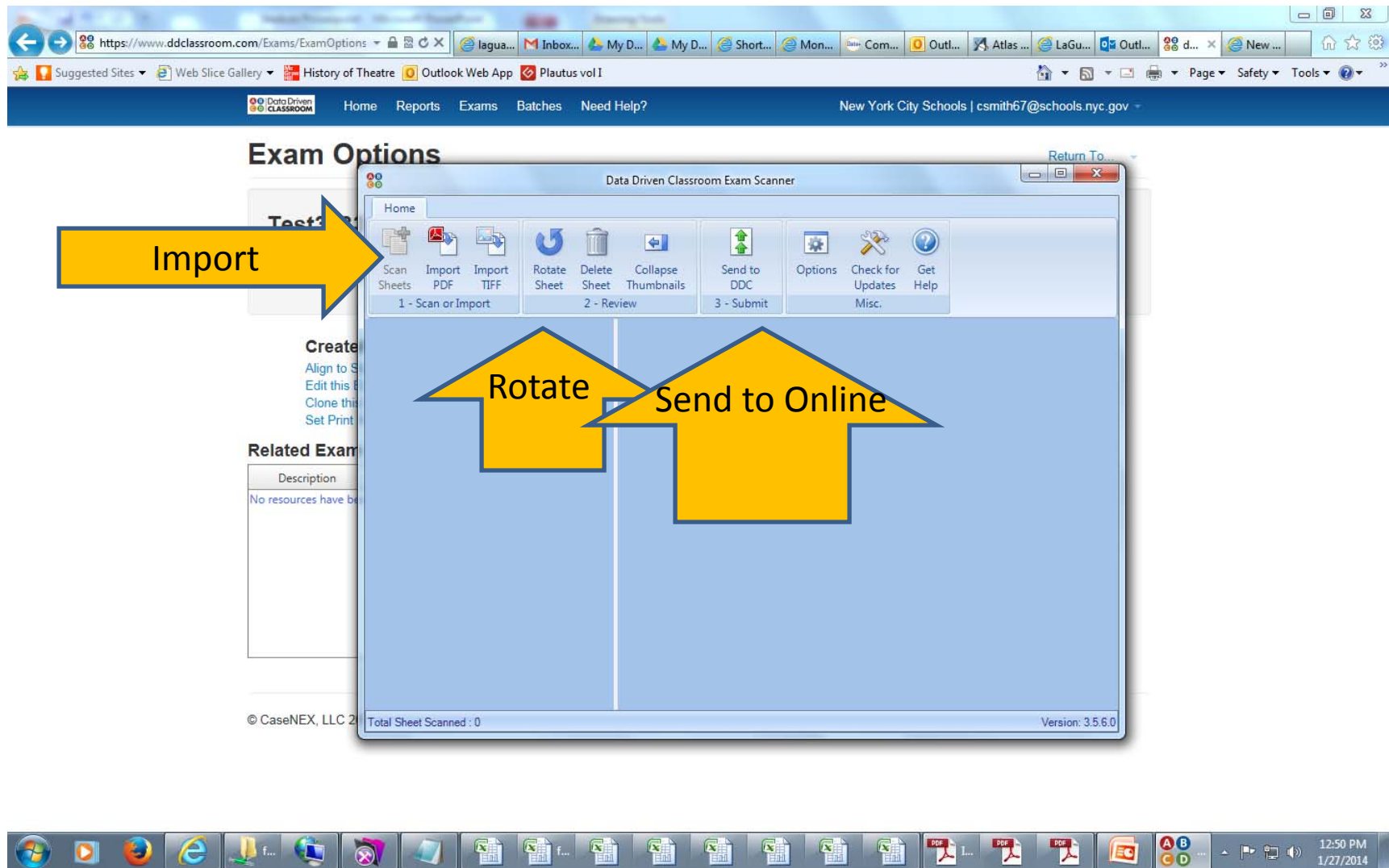
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Sign in with your Skedula Account

Mr. Smith



Scan the completed answer sheets into a PDF or Tiff File. Select Import for the appropriate file type. Rotate sheets so the are oriented properly. Click Send to DDC and your data will be uploaded to the system.

Mr. Smith

ddclassroom.com/Exams/ExamOptions

Home Reports Exams Batches Need Help?

New York City Schools | csmith67@schools.nyc.gov

Exam Options

Return To...

Test3333 Something (39066)

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Create/Edit

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No resources have been added.		

Description:

Select a file to upload:

Upload

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12:57 PM 1/27/2014

You may now use the tools see reports and grades for students.

Mr. Smith

Windows Internet Explorer window titled "Show Assignments - Windows Internet Explorer". The address bar shows the URL: <https://skedula.com/assignments/edit?AID=1482>. The browser's Favorites bar includes links like "Welcome to Scheduling...", "Show Assignments", "LaGuardia High School...", "student skill grid reada...", and "grade book - Google Se...".

The Skedula application interface is displayed. The left sidebar contains navigation links: Home, Student, Assignments, Show Assignments, Create Assignment, Transfer Assignments, Grade, Attendance, Reports, Settings, Account, and Portals. The top navigation bar shows the user is logged in as "Fiorello H LaGuardia High Sc..." with email "csmith67@schools.nyc.gov".

The main content area is titled "Edit Assignment". It contains the following fields and options:

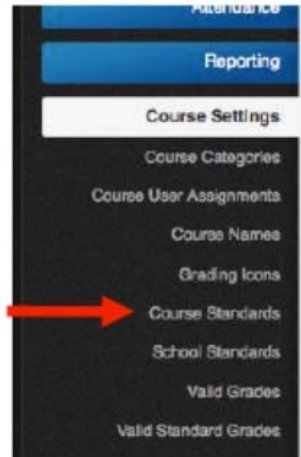
- Title:
- Category:
- Viewable Date:
- Due Date:
- Marking Period:
- Max Points:
- Is Graded: ☒
- Is Extra Credit: ☐
- Buttons: "Link to DDC exam", "Attach Standards", "Attach Files"
- Description: A rich text editor area with a toolbar.

A large yellow arrow points to the "Link to DDC exam" button with the text "Link to Exam".

The Windows taskbar at the bottom shows the Start button and several open applications: "Show Assign...", "MissingGrades - ...", "Inbox - Mailbox...", "Document1 [Co...", "studentSkillGrid...", "CustomReport_...", and "SKEDULAPresen...". The system clock shows 2:25 PM.

Mr. Smith

Assigning Standards to Courses



To do this: Click “Course Settings” → “Course Standards”


1. You will be prompted to select a course.
2. Click the Wrench Icon to the left of the course you would like to add Standards to

Course Lookup					
Course Code	Title	Department	Standards Assigned	Course Locked	Last Edit By
A110-01	ART IND STUD	Art	3	No	wlppold@schools.nyc.gov
A110-02	ART IND STUD	Art	0	No	n/a

3. Select the standard/s
4. Click “Transfer Selected”
5. Click “Save”

You must assign standards to courses in order for teachers to use them.


Standards Selection for Course A110-01 [Back to Course Lookup](#)

Transfer Selected 

School Standards List

- ☐ Range of Reading and Level of Text Complexity
- ☐ Math
- ☐ 7. Understand ordering and absolute value of rational numbers.
- ☐ Identify and describe shapes (squares, circles, triangles, rectangles, hexa
- ☐ Mathematics?
- ☐ Listing 8 Standards
- ☐ Listing Standard 10
- ☒ The Arts
 - ☒ Standard 1: Creating, Performing, and Participating in The Arts
 - ☒ Standard 2: Knowing and Using Arts Materials and Resources
 - ☒ Standard 3: Responding to and Analyzing Works of Art
 - ☒ Standard 4: Understanding the Cultural Dimensions and Contributions

Selected Standards

 Save...

Save to one course, a group of courses, or entire school.