Generate a Global or Unique Test Key for an Online Assessment

Users now have the option to choose a **unique test key** or a **global test key**, depending on their preference:

Global Test Key

- A global test key is a single, common test key assigned to all students taking an online assessment. The global test key is the same for all students taking the test. To login to a test, a student will need to enter the global test key, as well as their student ID or full name and birthday.
- This option is ideal for ease of distributing test keys.

Unique Test Key

- A unique test key is an individual, distinct test key assigned to each student taking an online assessment. The unique test key is different for all students taking the test and must be individually distributed to each student. To login to a test, a student will only need to enter their unique online test key.
- This option is ideal for heightened security.

Generate test keys using either method:

- Login to DataDirector
- Locate the Assessment
- Click ***Online Assessment has been configured or Online Assessment has not been configured****

Questions? Contact Heidi Aldrich at haldrich@giresd.net or 989-875-5101 ext. 341

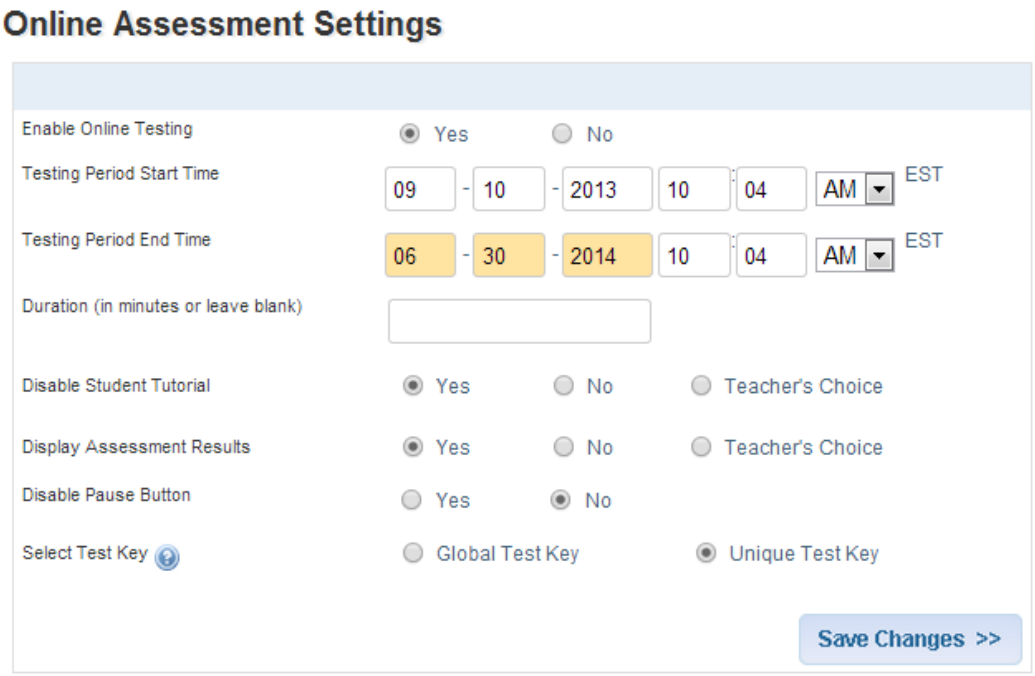
Follow these steps to configure an online assessment

Configure Online Settings – Note: text that is **Bold** identifies the recommended changes.

Option	Setting
▪ Enable Online Testing	Click Yes
▪ Testing Period Start Time	A default date of today will be displayed. The date can be changed to meet your needs.
▪ Testing Period End Time	A default date of today will be displayed. The date can be changed to meet your needs. **We recommend changing the end date to 06/30/14.**
▪ Duration	Enter only if the test is time-limited. Leaving this blank provides an unlimited amount of time to complete the assessment.
▪ Randomize	This is only available if multiple versions of an assessment are created. Set whether or not multiple versions are to be displayed, when a student takes an assessment.
▪ Disable Student Tutorial	Click Yes
▪ Display Assessment Results	Click Yes
▪ Disable Pause Button	Click No
▪ Select Test Key	Select Global Test Key to assign the students a test with a universal login or select Unique Test Key to assign a unique test key for each student.

Note: Global test key is a common key assigned to all the students selected. To login to the online test a student will need to enter additional details (Student ID or Full Name and Birthday, along with the global test key .A unique test key is a distinct key assigned to each student. The student can login to the online test with just this key

Click **Save Changes**.



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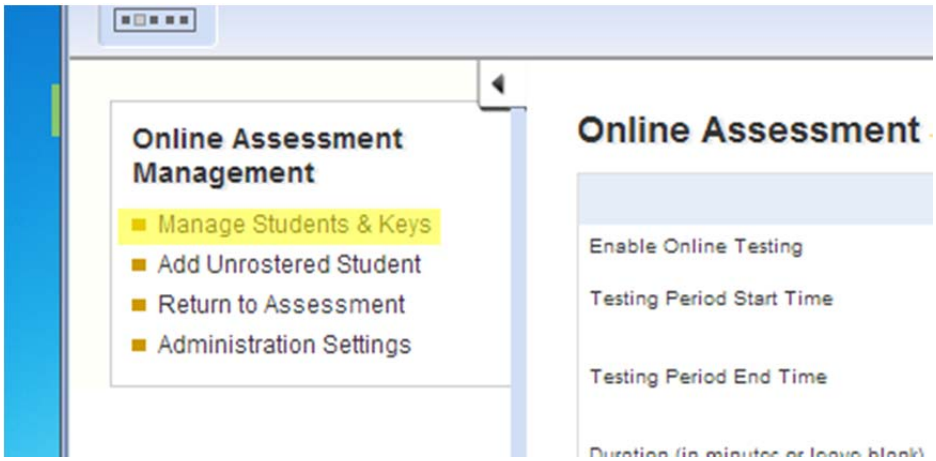
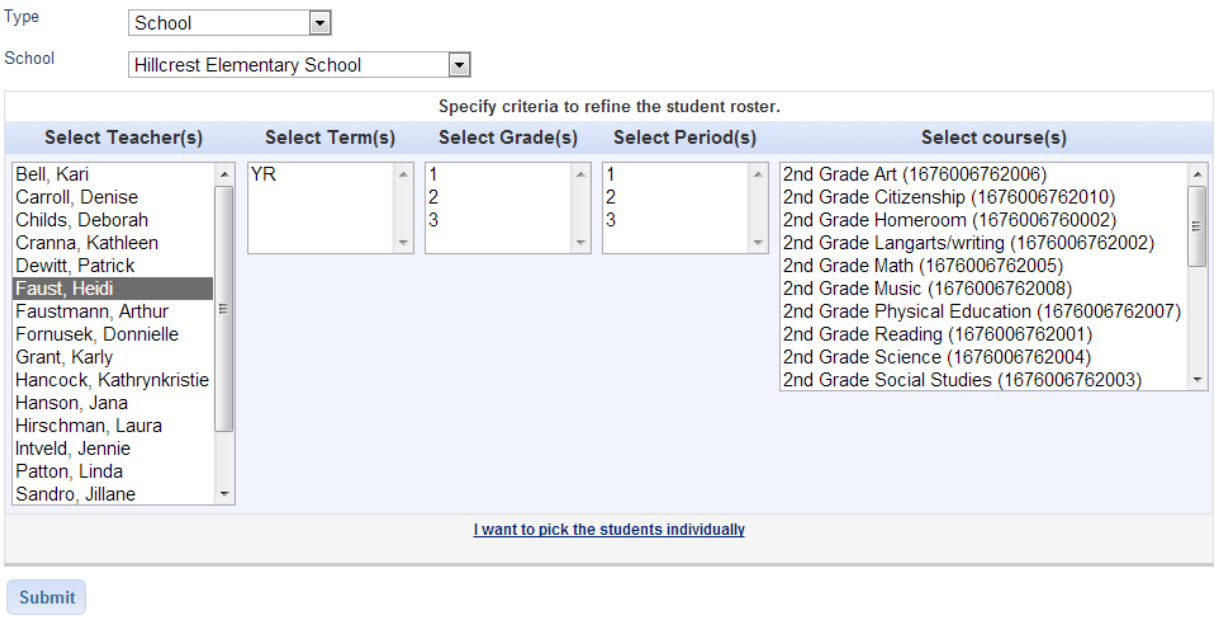
- Click **Manage Students and Keys**.



- **Type = School**
- **School = Building**
- Your name will appear
    - Then pick the teacher, the grade, and the course to connect the assessment to.
        - Note: You can also select individual students rather than an entire class
- Click **Submit**
    - Your roster will appear below along with their UIC # and the Global or Unique Test Key.



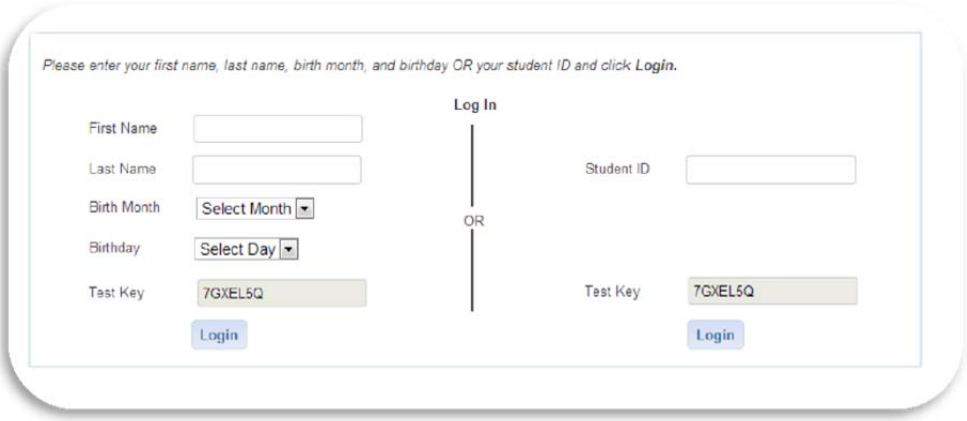
Administering the Online Assessment to Students:

- Students should be directed to go to the DataDirector student test key link:
  https://www98.achievedata.com/giresd/?OnlineTestStudentLogin

- Students will type in the Global or Unique Test Key
  - The login screen will appear

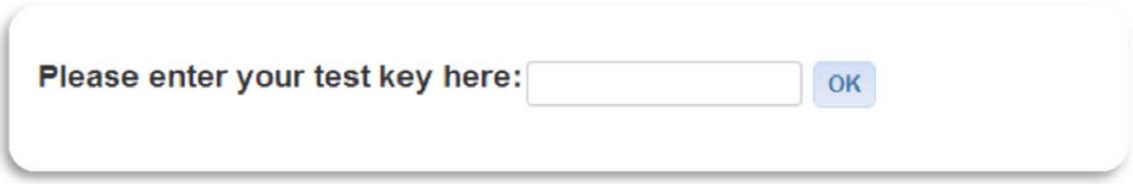
Global Test Key:

- **Students input first name and last name and click their birth month and birth date or their 10 digit UIC**
- Then click **Submit**



Unique Test Key:

- Students enter the Unique Test Key



Confirmation of Student:

- Students confirm their name and then the assessment name

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