
Aeries Analytics – Exam Creation, Scanning and Scoring

February 25, 2013

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Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within *Aeries™*. However, Eagle Software recognizes that each school and district using *Aeries™* has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

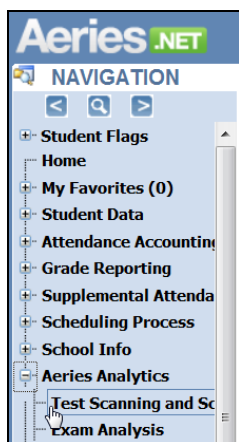
Aeries Analytics is a next generation Assessment System, fully integrated into the Aeries Student Information System.

Aeries Analytics allows teachers to build custom exams and print plain paper answer sheets in their classroom. Scanning can be performed by a Document Camera attached to a teacher workstation. A Multi-Function Print-Scanner- Copier (MFP) can be used for larger scan batches.

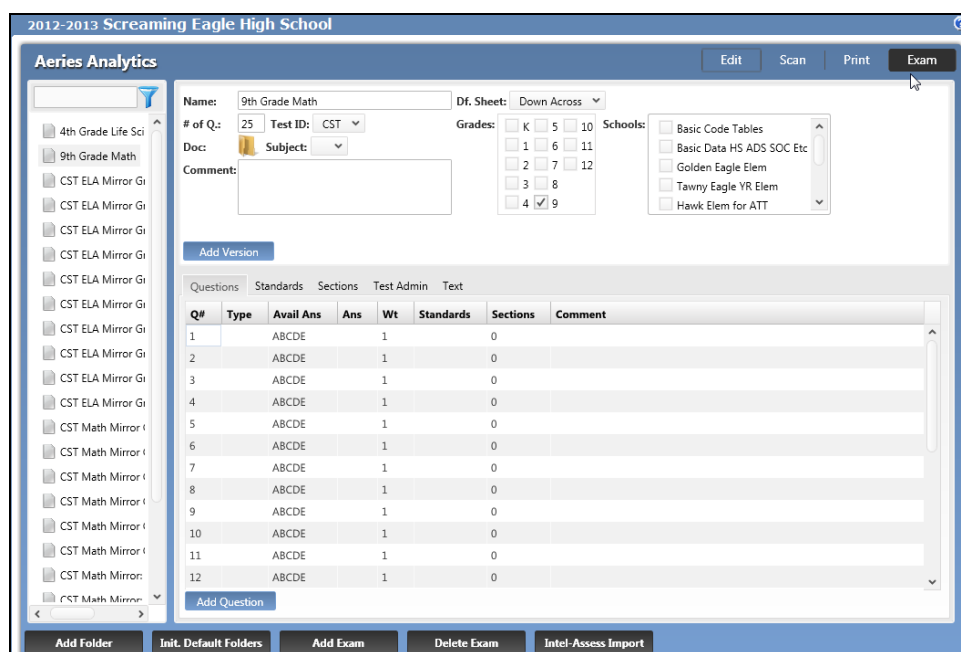
Scanned sheets are processed on the fly and answer sheets that have "Questionable" bubbles are highlighted for further review. The original image of the answer sheet can always be viewed by simply right-clicking on the row and selecting "View Image". The individual answer area of the answer sheet can be viewed by clicking on the small "Zoom" image next to each answer record. An Exam Analysis form is available to view the results by District, School and Teacher.

EXAM CREATION

The **Exam** area provides teachers with the ability to build custom exams. It also supports creating standards-based classroom assessments and pre coded answer sheets. To create an **Exam**, on the navigation tree under **Aeries Analytics**, click the mouse on **Test Scanning and Scoring**.

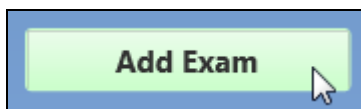


On the top right of the page that displays, click the mouse on **Exam**. In this area you will be able to create a new **Exam** or display and choose any existing **Exams**. The **Exam** area also supports the use of **Standards**.



Q#	Type	Avail Ans	Ans	Wt	Standards	Sections	Comment
1	ABCDE	1		0			
2	ABCDE	1		0			
3	ABCDE	1		0			
4	ABCDE	1		0			
5	ABCDE	1		0			
6	ABCDE	1		0			
7	ABCDE	1		0			
8	ABCDE	1		0			
9	ABCDE	1		0			
10	ABCDE	1		0			
11	ABCDE	1		0			
12	ABCDE	1		0			

To add a new **Exam**, click the mouse on the **Add Exam** button on the bottom of the page.



The following page will display. Enter the data and tab through the fields.

A screenshot of the "2012-2013 Screaming Eagle High School" Aeries Analytics interface. The form is titled "Aeries Analytics" and has tabs for "Edit", "Scan", "Print", and "Exam". On the left is a sidebar with a list of items: "4th Grade Life", "9th Grade Math", "CST ELA Mirror", "CST ELA Mirror", "CST ELA Mirror", "CST ELA Mirror", and "CST ELA Mirror". The main form area contains fields for "Name:" (a red-outlined text box), "# of Q.:" (a text box with "100"), "Test ID:" (a dropdown menu), "Doc:" (a folder icon), "Subject:" (a dropdown menu), "Comment:" (a text area), "Df. Sheet:" (a dropdown menu with "Down Across" selected), "Grades:" (a grid of checkboxes for K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12), "Df. Choices:" (a dropdown menu with "ABCDE" selected), and "Schools:" (a list of checkboxes for "Basic Cod", "Basic Dat", "Golden E", and "Tawny Ea"). At the bottom are "Create" and "Cancel" buttons.

Enter the name of the **Exam** in the **Name** field. **This is a required field.**

For the **Df. Sheet** field the only option at this time to select is Down Across.

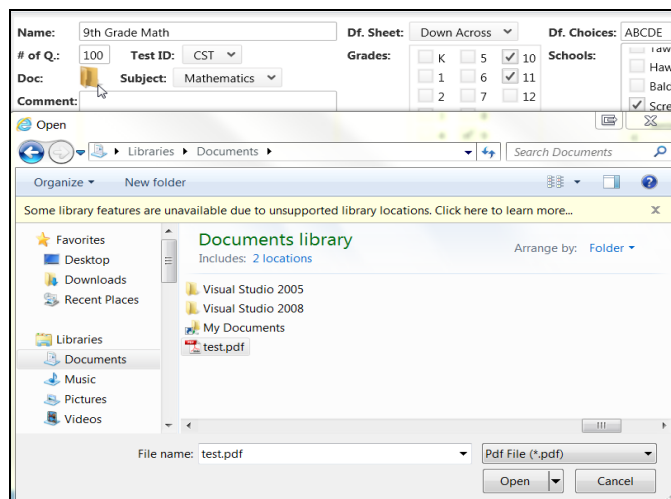
The **Df. Choices** field defaults to ABCDE for all questions on the exam. The values can be modified to be true/false (TF) or numeric (12345) by manually typing the values in the **Df. Choices** field. An **Exam** can be created with the default and then be modified for each individual question.

Enter the number of questions in the **# of Q** field. **The number of questions should not exceed 100.**

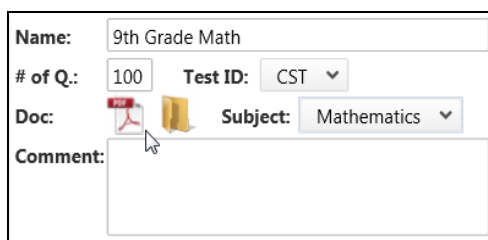
Select a **Test ID** from the dropdown. The **Test ID** names in the dropdown menu come from the **Testing Control Table (CTL)** in Aeries. This field will need to be populated only for **Exams** that will be imported into the **Testing (TST)** table. An example would be a District Benchmark test.

A screenshot of the "Aeries Analytics" form with the "Test ID" dropdown menu open. The "Name" field is filled with "9th Grade Math". The "# of Q." field is "100". The "Test ID" dropdown shows a list of options: "CELDT", "CMA", "CPS", "CST", "D-ELA", and "D-ELLS". The "Doc" field has a folder icon, and the "Subject" field is empty. The "Comment" field is a text area. At the bottom are "Create" and "Cancel" buttons.

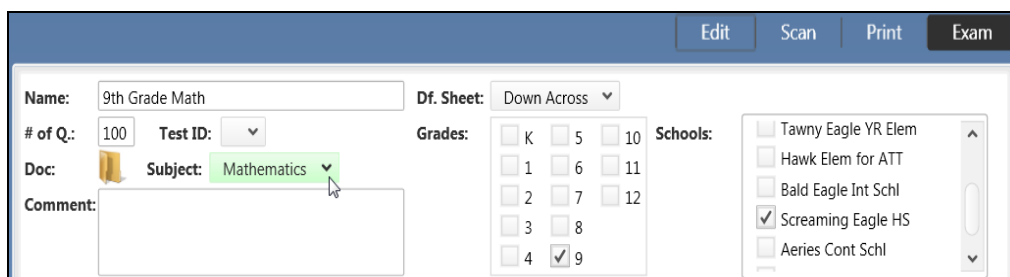
Clicking the mouse on the **Doc** icon allows you to browse and attach a document to your **Exam**. A document that is normally uploaded is the actual test that the teacher can then use in the classroom for administering the test.



Once uploaded you will see an attachment next to the **Doc** area. You can click the mouse on the document icon to open it at anytime to view the information. The information in the attached document will not print out on the exam or answer sheets.



Subject, **Grade Level** and **School** can be selected to allow filtering to find the **Exam** after it is created.



A **Comment** box is available for **Exam** comments. The **Comment** box is a place for the creator of the **Exam** to include any additional information for their reference. This information will not print on the **Exam**.

After all the selections are made, click the mouse on the **Create** button to create the **Exam**.

Name: 9th Grade Math **Df. Sheet:** Down Across **Df. Choices:** ABCDE

of Qs: 100 **Test ID:** CST **Grades:** ☐ K ☐ 5 ☐ 10
☐ 1 ☐ 6 ☐ 11
☐ 2 ☐ 7 ☐ 12
☐ 3 ☐ 8
☐ 4 ☒ 9

Doc: **Subject:** Mathematics **Schools:** ☐ Hawk Elem for ATT
☐ Bald Eagle Int Schl
☒ Screaming Eagle HS
☐ Aeries Cont Schl
☐ Inactive Students

Comment:

Create **Cancel**

The following page will display to allow you to store the **Exam** in a directory. The **Exam** directory folders are created by your district or a user with appropriate permissions. Select the directory you want to store your **Exam** in and click the mouse on **OK**.

Select Folder

Select a folder:

- Exam Directory
- Math Exams

OK **Cancel**

After saving your **Exam** in a directory, you will be able to start entering the questions and answers for your **Exam**. The **Available Answers** will default to the **Default Choices** that were set when creating the **Exam**. (Ex: ABCDE)

2012-2013 Screaming Eagle High School

Aeries Analytics **Edit** **Scan** **Print** **Exam**

Name: 9th Grade Math **Df. Sheet:** Down Across **Schools:** ☐ Basic Code Tables
☐ Basic Data HS ADS SOC Etc
☐ Golden Eagle Elem
☐ Tawny Eagle YR Elem
☐ Hawk Elem for ATT

of Qs: 25 **Test ID:** CST **Grades:** ☐ K ☐ 5 ☐ 10
☐ 1 ☐ 6 ☐ 11
☐ 2 ☐ 7 ☐ 12
☐ 3 ☐ 8
☐ 4 ☒ 9

Doc: **Subject:**

Comment:

Add Version

Questions **Standards** **Sections** **Test Admin** **Text**

Q#	Type	Avail Ans	Ans	Wt	Standards	Sections	Comment
1		ABCDE		1		0	
2		ABCDE		1		0	

To add text for a question and answer, click the mouse on the **Text** tab.

Questions Standards Sections Test Admin Text						
Q#	Type	Avail Ans	Ans	Wt	Standard	Sections
1		ABCDE		1		0
2		ABCDE		1		0
3		ABCDE		1		0

This will display an area to select a test question by clicking the mouse on a question number on the left hand side of the page. Once a question number is selected, you can type in an **Exam** question and define what the correct answer is by checking the box.

Questions	Standards	Sections	Test Admin	Text
<div> <div>Q. 1</div> <div>Q. 2</div> <div>Q. 3</div> <div>Q. 4</div> <div>Q. 5</div> <div>Q. 6</div> </div>	<div>Question 1</div> <div>Type in a question.</div> <div> <input checked="" type="checkbox"/> A Type in an answer. </div>			

A teacher does not have to type in the question and answers as shown in screenshot above. If they want to just create an answer sheet and notate the correct answer, they can simply fill in the answer to each **Q#** under the **Questions** area by typing the answer they want in the **Ans** column as shown below.

Questions Standards Sections Test Admin Text						
Q#	Type	Avail Ans	Ans	Wt	Standard	Sections
1		ABCDE	A	1		0
2		ABCDE	C	1		0
3		ABCDE		1		0

The **Type** field will default to blank. Blank will be considered as **Multiple Choice**. The following values can be set in the **Type** field.

- Blank = Multiple Choice
- M/C = Multiple Choice
- R = Rubric

Questions Standards Sections Test Admin						
Q#	Type	Avail Ans	Ans	Wt	Sta	
1		ABCDE	A	1		
2		ABCDE	C	1		
3	M/C	ABCDE		1		
4	Rubric	ABCDE		1		
5		ABCDE		1		

The **Avail Ans** values can be changed to True/False by changing the **Available Answer** from the default (Ex: ABCDE) to TF or to numeric by adding 12345. In order to do this, type the new values into the **Available Answer** field in place of what is currently there.

Questions Standards Sections Test Admin				
Q#	Type	Avail Ans	Ans	Wt
1		TF	T	1
2		12345	2	1
3		ABCDE		1

NOTE: If creating an exam with multiple versions, the **Avail Ans** values must be the same for each question

You can also add a **Standard** to your question by clicking the mouse on the **Standards** tab. The standards listed on the **Standards** tab come from the **STN** table.

Questions	Standards	Sections	Test Admin	Text
<input type="text"/> <input checked="" type="checkbox"/> Limit to Grades <input type="button" value="All Standard Types"/>		Qs: <input type="text"/> <ul style="list-style-type: none"> <input type="checkbox"/> Q. 1 <input type="checkbox"/> Q. 2 <input type="checkbox"/> Q. 3 <input type="checkbox"/> Q. 4 <input type="checkbox"/> Q. 5 		
Standard ID	Title			
CEL.910.R	Reading			
CEL.910.RL	Literature			
CEL.910.RL.K	Key Ideas and Details			
CEL.910.RL.1	Cite strong and thorough textual evidence to support analysis of what			

The search box allows you to search for a **Standard** by title or **Standard ID**.

Questions	Standards	Sections	Test Admin
<input type="text" value="Math"/> <input checked="" type="checkbox"/> Limit to Grades <input type="button" value="All Standard Types"/>			
Standard ID	Title		

The **All Standards Types** drop down allows the ability to filter by standard type. By clicking the mouse on **All Standard Types** you can select to view All Standard Types, Local, Common Core and Content Standard.

Questions	Standards	Sections	Test Admin	Text
<input type="text" value="Math"/> <input checked="" type="checkbox"/> Limit to Grades <input type="button" value="All Standard Types"/>				
Standard ID	Title			
CES.910.R.7	Translate quantitative or technical information			
CM	Mathematics			
CMP.912	9-12 Mathematical Practices			
CMP.912.1a	Mathematically proficient students start by explaining to th			

Once your filter selections are made, click the mouse on a Standard to highlight it and then check off the question number you wish to attach it to.

Questions Standards Sections Test Admin Text

Math Limit to Grades ☒ All Standard Types

Standard ID	Title
CM	Mathematics
CMP.912	9-12 Mathematical Practices
CMP.912.1a	Mathematically proficient students start by explaining to themselves th

Qs: Update

☒ Q. 1 CMP.912

☐ Q. 2

☐ Q. 3

☐ Q. 4

☐ Q. 5

You can apply a Standard to multiple questions at the same time by typing the question numbers, seperated by a comma, in the **Qs** box and then clicking the mouse on the **Update** button.

Questions Standards Sections Test Admin Text

Math Limit to Grades ☒ All Standard Types

Standard ID	Title
CM	Mathematics
CMP.912	9-12 Mathematical Practices
CMP.912.1a	Mathematically proficient students start by explaining to themselves th
CMP.912.2a	Mathematically proficient students make sense of quantities and their

Qs: 1, 3, 5 Update

☒ Q. 1 CMP.912

☐ Q. 2

☒ Q. 3 CMP.912

☐ Q. 4

☒ Q. 5 CMP.912

☐ Q. 6

To remove a Standard after it has been attached to a question, in the **Question** area, right click your mouse on the Standard and then click the mouse on the **Remove** option.

Questions Standards Sections Test Admin Text

Q#	Type	Avail Ans	Ans	Wt	Standards	Sections	Comment
1		ABCDE		1	CMP.912		
2		ABCDE		1			
3		ABCDE		1	CMP.912		
4		ABCDE		1			
5		ABCDE		1			

Remove CMP.912

Delete

Move Down

The **Exam** area also includes an **Intel Assess Import** button. If you click the mouse on this button it will direct you to the **Intel-Assess** website where you can log in if you have an account. Once logged in you can automatically access your assessments as well as import them.

Add Exam Intel-Assess Import

Add Version

A teacher can also create additional versions of an **Exam**. To do so, in the **Exam** area, select your **Exam** from the list on the left and then click the mouse on the **Add Version** Button.

NOTE: If creating an exam with multiple versions, the Avail Ans values must be the same for each question

Q#	Type	Avail Ans	Ans	Wt	Standard	Sections	Comment
1		ABCDE	A	1		0	
2		ABCDE	C	1		0	

An **Add Version** box will appear. The **Exam** initially created will be labeled Version A. Teachers can indicate additional versions as a number or letter. Once a value is entered, click the mouse on the OK button.

Please Enter Version Name (1 Character): B

OK Cancel

After adding a **Version** name you will be brought back to the **Exam** screen where you will be able to set your new **Version** questions in a different order than the original exam **Version**.

In a new **Version** column, all the question numbers in the V.B (Version B) column will default to 0 and will represent the overall section for the exam. You have to manually type in the new **Version** column to change the question number order.

Questions Standards Sections Test Admin Text									
Q#	Type	Avail Ans	Ans	Wt	Standards	Sections	Comment	V. B	Ans B
1		ABCDE	A	1		0		6	A
2		ABCDE	A	1		0		5	A
3		ABCDE	C	1		0		0	C
4		ABCDE	B	1		0		0	B

NOTE: Columns can be expanded or decreased in size by using the horizontal arrows in the column heading area.

In the screenshot below the **Q#** column shows the original **Exam Version** question order. The additional **Version** added to the **Exam** now displays in the **V.B** column which represents the **Version B**. Under the new **Version** column (**V.B**) you can change your new **Version** question number order. In the screenshot under **Q#** column, the answer to the original **Version** question 1 is A. In the new **Version** column (**V.B**) the answer A is now associated with question 6 by having typed a 6 in the **V.B** column.

Questions Standards Sections Test Admin Text									
Q#	Type	Avail Ans	Ans	Wt	Standards	Sections	Comment	V. B	Ans B
1		ABCDE	A	1		0		6	A
2		ABCDE	A	1		0		0	A

To delete a version from an **Exam**, click the mouse on the **Delete Version** button

Add Version
Delete Version

Questions Standards Sections Test Admin Text

Q#	Type	Avail Ans	Ans	Wt	Standards	Sections	Comment
1		ABCDE	A	1		0	

A **Delete Version** box will appear. Add in the **Version Name** you wish to delete and then click your mouse on the **OK** button.

Delete Version

Please Enter Version Name (1 Character): B

OK Cancel


NOTE: If adding versions to an **Exam**, all questions must be manually renumbered **BEFORE** printing the **Exam**.

Add Questions

To add additional questions to an existing exam click the mouse on the **Add Question** button in the **Exam Questions** area.

Questions Standards Sections Test Admin Text					
Q#	Type	Avail Ans	Ans	Wt	Standards
1		ABCDE	A	1	
2		ABCDE	C	1	
3		ABCDE	B	1	
4		ABCDE	C	1	
5		ABCDE	C	1	
6		ABCDE	D	1	
7		ABCDE	A	1	
8		ABCDE	B	1	
9		ABCDE	B	1	
10		ABCDE	A	1	
11		ABCDE	C	1	
12		ABCDE	C	1	
Add Question					

This allows you to increase the value in the **# of Q** field each time an additional question is added.

Name:	9th Grade Math		
# of Q.:	26	Test ID:	▼
Doc:		Subject:	▼
Comment:	<div></div>		

Once an additional question is added, it places the additional question in the **Questions** area.

Questions Standards Sections Test Admin					
Q#	Type	Avail Ans	Ans	Wt	Sta
11		ABCDE	B	1	
12		ABCDE	A	1	
13		ABCDE	B	1	
14		ABCDE	C	1	
15		ABCDE	D	1	
16		ABCDE	D	1	
17		ABCDE	B	1	
18		ABCDE	B	1	
19		ABCDE	C	1	
20		ABCDE	A	1	
21		ABCDE	D	1	
22		ABCDE	C	1	
23		ABCDE	A	1	
24		ABCDE	B	1	
25		ABCDE	C	1	
26		ABCDE		1	

Add Sections

There is also an option to **Add Sections** to an **Exam**. This will allow you to define sections for an **Exam** and then link those sections with **TST** parts as well as define which questions are part of which sections. There are two ways to add **Sections** to an **Exam**.

- Add a **Test ID** to the Exam
- Manually Add Sections (No **Test ID**)

After the **Exam** is linked to a **Test ID** and those sections are linked to test parts (which must be pre-populated in the **CTL** table), the scanned exam results can then be loaded into the **TST** table using **Copy Exam Results to Test Table**.

Each section can also have a set of **Performance Levels** identified that allow you to enter the high and low number correct for each performance level. The process will populate **Raw Score (TST.RS)**, **Percent Correct (TST.PR)**, and **Performance Level (TST.PL)**.

If a **Test ID** is defined on an Exam, the test parts from the **CTL** table will automatically populate under the **Sections** tab.

2012-2013 Screaming Eagle High School

Aeries Analytics

Name: 9th Grade Math Df. Sheet: Down Across

of Qs: 25 Test ID: CST

Doc: Subject: Comment:

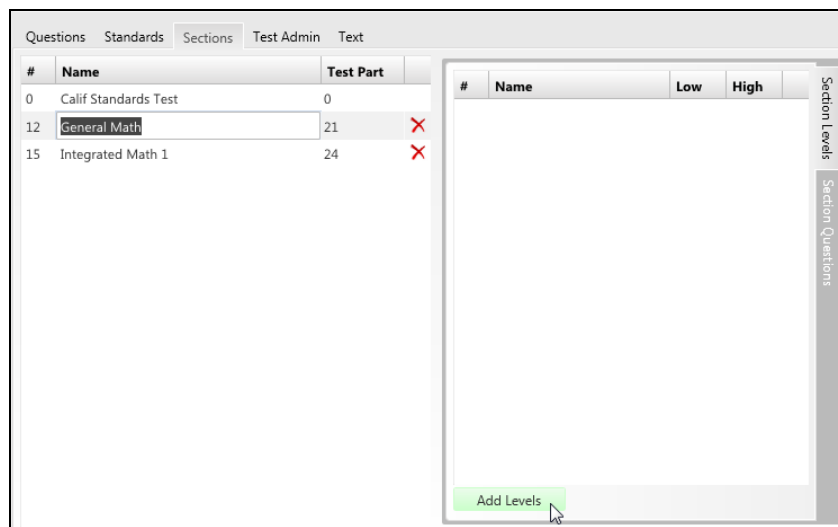
Grades: ☐ K ☐ 5 ☐ 10 ☐ 1 ☐ 6 ☐ 11 ☐ 2 ☐ 7 ☐ 12 ☐ 3 ☐ 8 ☒ 4 ☒ 9

Schools: ☐ Basic Code Tables ☐ Basic Data HS ADS SOC Etc ☐ Golden Eagle Elem ☐ Tawny Eagle YR Elem ☐ Hawk Elem for ATT

Click the mouse on the red X to remove the parts you do not want included.

Questions Standards Sections Test Admin Text			
#	Name	Test Part	
0	Calif Standards Test	0	
12	General Math	21	✗
15	Integrated Math 1	24	✗

Click the mouse on the name of a remaining part and an **Add Levels** option will display on the lower right hand side of the page. This is used to add levels which relate to student performance/scores.



Clicking the mouse on the **Add levels** button brings up a window asking you how many **Section Levels** you want to add. You should enter a number that represents the performance indicator levels.

Add Section Levels Window


How many Section Levels would you like to add?

OK
Cancel

In the **Section Levels**, you can define low and high values as related to your performance levels. The **Low** to **High** values must match the number of questions on your exam. Example: If your exam has 100 questions, the lowest number noted should be 0 and the highest should be 100.

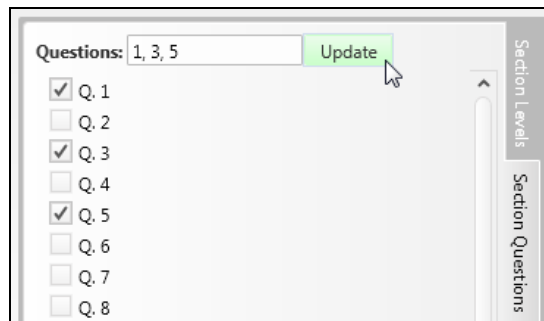
#	Name	Low	High		Section Levels
1	Far Below Basic	0	20	✗	Section Levels
2	Below Basic	21	40	✗	
3	Basic	41	60	✗	
4	Proficient	61	80	✗	
5	Advanced	81	100	✗	

On the **Section Questions** tab you can also choose which **Exam** questions apply to the overall score. To select the questions, click your mouse on the question number box.



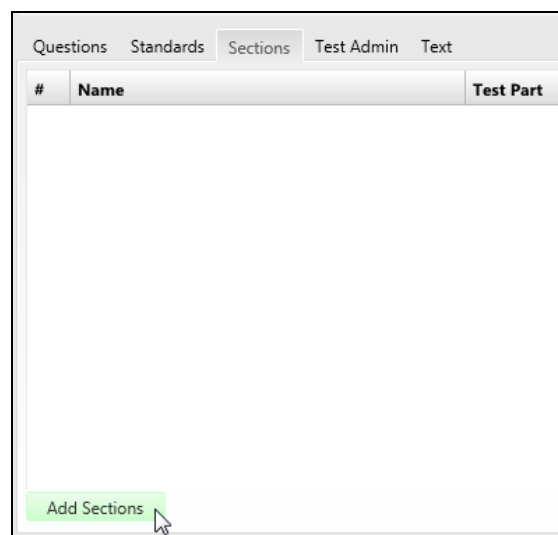
The screenshot shows the 'Section Questions' tab in a software interface. At the top, there is a 'Questions:' text box followed by an 'Update' button. Below this, a list of questions from Q. 1 to Q. 9 is displayed, each with a checkbox to its left. Questions Q. 2, Q. 3, and Q. 4 are selected, indicated by checkmarks in their checkboxes. On the right side of the interface, there is a vertical sidebar with two tabs: 'Section Levels' and 'Section Questions', with 'Section Questions' being the active tab.

You can also select which questions to apply by typing the question numbers in the **Questions** field and then clicking your mouse on the **Update** button.



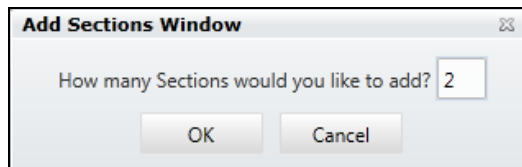
This screenshot shows the 'Section Questions' tab with the 'Questions:' field containing the text '1, 3, 5'. The 'Update' button is highlighted with a green background. In the list of questions below, Q. 1, Q. 3, and Q. 5 are selected with checkmarks. The sidebar on the right shows 'Section Questions' as the active tab.

If there is no **Test ID** defined on an Exam, you can manually **Add Sections** to an **Exam**, by clicking the mouse on the **Add Sections** button under the Sections tab.



The screenshot displays the 'Sections' tab within a software application. At the top, there are five tabs: 'Questions', 'Standards', 'Sections', 'Test Admin', and 'Text', with 'Sections' being the active tab. Below the tabs is a table with three columns: '#', 'Name', and 'Test Part'. The table is currently empty. At the bottom left of the interface, there is a green 'Add Sections' button with a mouse cursor pointing at it.

In the **Add Sections** window it will ask you how many sections you want to add to the **Exam**. This relates to the test parts contained in the **Testing Control Table (CTL)**. Specify a number and then click the mouse on OK.



Add Sections Window

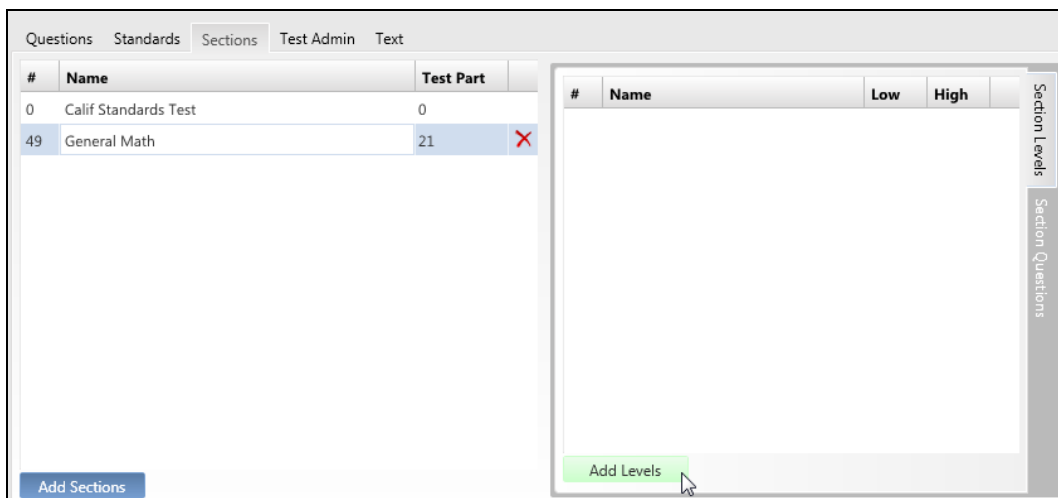
How many Sections would you like to add?

OK Cancel

After you create your sections, under the **Sections** tab you will see available test parts. Click the mouse on the red X to remove the parts you do not want included.

Questions Standards Sections Test Admin Text				
#	Name	Test Part		
0	Calif Standards Test	0		
12	General Math	21		X
15	Integrated Math 1	24		X

Click the mouse on the name of a remaining part and an **Add Levels** option will display on the sections level tab on the right hand side of the form. This is used to add levels which relate to student performance/scores.



Questions Standards Sections Test Admin Text

#	Name	Test Part	
0	Calif Standards Test	0	
49	General Math	21	X

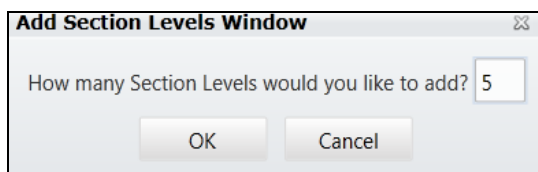
Add Sections

Name Low High

Add Levels

Section Levels
Section Questions

Clicking the mouse on the **Add levels** button brings up a window asking you how many **Section Levels** you want to add. You should enter a number that represents the performance indicator levels.



Add Section Levels Window

How many Section Levels would you like to add?

OK Cancel

In the **Section Levels**, you can define low and high values as related to your performance levels. The **Low** to **High** values must match the number of questions on your exam. Example: If your exam has 100 questions, the lowest number noted should be 0 and the highest should be 100.

#	Name	Low	High	
1	Far Below Basic	0	20	✗
2	Below Basic	21	40	✗
3	Basic	41	60	✗
4	Proficient	61	80	✗
5	Advanced	81	100	✗

On the **Section Questions** tab you can also choose which **Exam** questions apply to the overall score. To select the questions, click your mouse on the question number box.

Questions: Update

- ☐ Q. 1
- ☒ Q. 2
- ☒ Q. 3
- ☒ Q. 4
- ☐ Q. 5
- ☐ Q. 6
- ☐ Q. 7
- ☐ Q. 8
- ☐ Q. 9

You can also select which questions to apply by typing the question numbers in the **Questions** field and then clicking your mouse on the **Update** button.

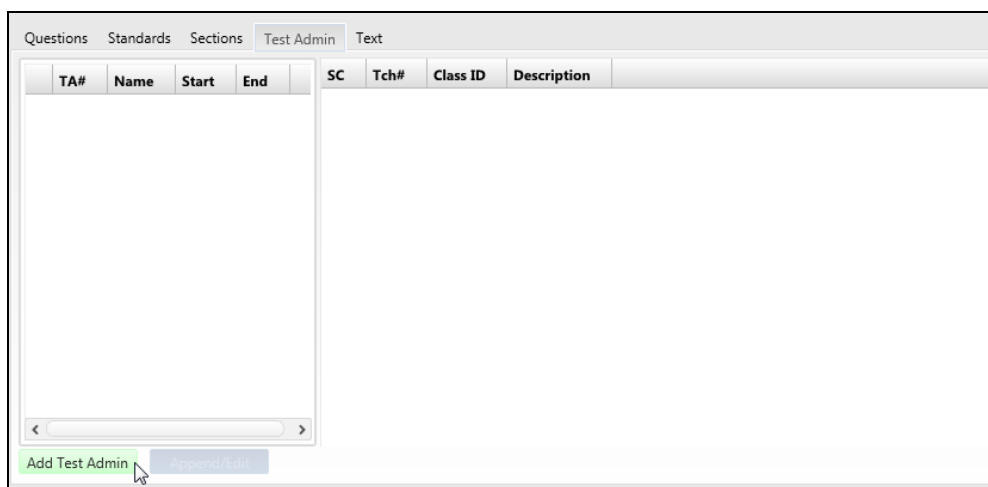
Questions: 1, 3, 5 Update

- ☒ Q. 1
- ☐ Q. 2
- ☒ Q. 3
- ☐ Q. 4
- ☒ Q. 5
- ☐ Q. 6
- ☐ Q. 7
- ☐ Q. 8

Add Test Admin

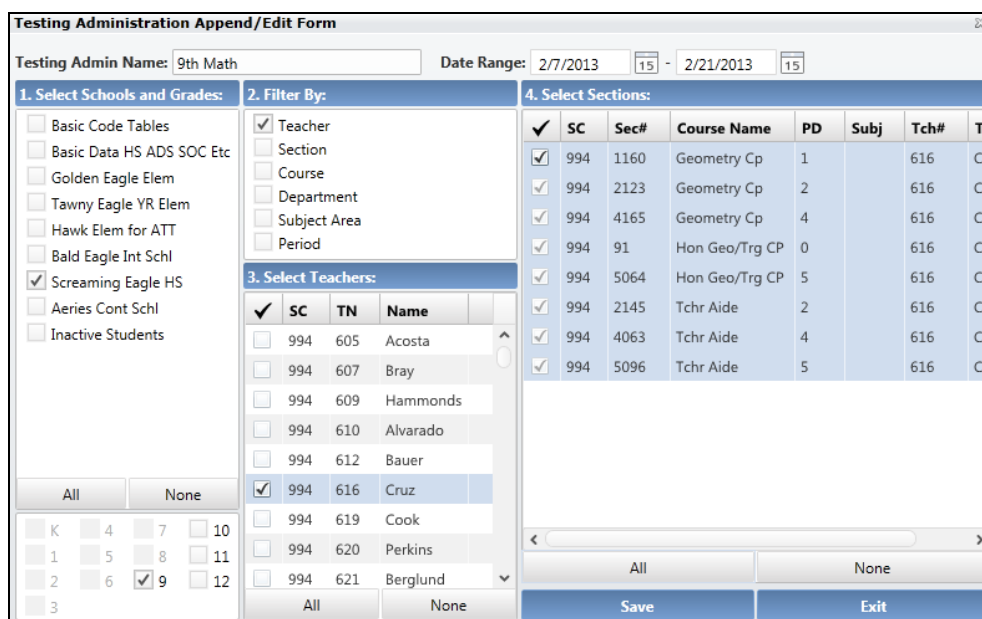
A **Test Admin** must be defined for each **Exam**. The **Test Admin** can be defined for an Exam on the **Exam**, **Print** or **Edit** pages. The **Test Admin** allows users to define which classes and grade levels will be taking a particular exam during a particular timeframe. Multiple **Test Admins** can be created for an Exam. A **Test Admin** is required in order to **Print** an **Exam**. The **Test Admin** also allows analysis reports to offer by class and by section options based on the original definition of the testing administration.

To add a **Test Admin** when creating an **Exam**, click the mouse on the **Add Test Admin** button under the Test Admin tab.



A **Testing Administration Append/Edit Form** will display. Select your options and then click the mouse on the **Save** button.

NOTE: When adding a new Test Admin for an exam, schools with different school types cannot be selected together initially due to the filtering function on the form. First select schools with the same school type (Example: Elementary). Then if applicable you can create a Test Admin using the same name but select schools with a different school type (Example: Secondary)



Testing Administration Append/Edit Form

Testing Admin Name: 9th Math Date Range: 2/7/2013 - 2/21/2013

1. Select Schools and Grades:

- ☐ Basic Code Tables
- ☐ Basic Data HS ADS SOC Etc
- ☐ Golden Eagle Elem
- ☐ Tawny Eagle YR Elem
- ☐ Hawk Elem for ATT
- ☐ Bald Eagle Int Schl
- ☒ Screaming Eagle HS
- ☐ Aeries Cont Schl
- ☐ Inactive Students

2. Filter By:

- ☒ Teacher
- ☐ Section
- ☐ Course
- ☐ Department
- ☐ Subject Area
- ☐ Period

3. Select Teachers:

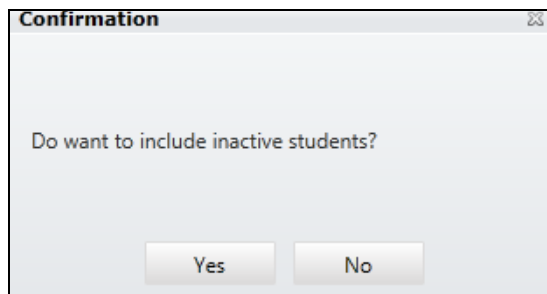
SC	TN	Name
<input type="checkbox"/>	994 605	Acosta
<input type="checkbox"/>	994 607	Bray
<input type="checkbox"/>	994 609	Hammonds
<input type="checkbox"/>	994 610	Alvarado
<input type="checkbox"/>	994 612	Bauer
<input checked="" type="checkbox"/>	994 616	Cruz
<input type="checkbox"/>	994 619	Cook
<input type="checkbox"/>	994 620	Perkins
<input type="checkbox"/>	994 621	Berglund

4. Select Sections:

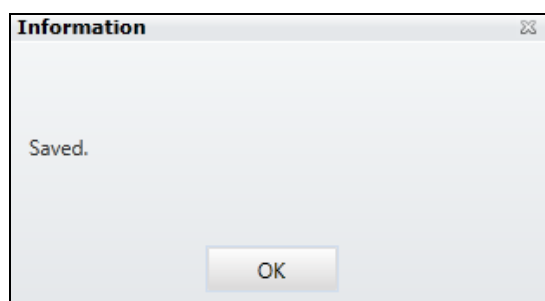
SC	Sec#	Course Name	PD	Subj	Tch#	Tch
<input checked="" type="checkbox"/>	994 1160	Geometry Cp	1		616	Cr
<input checked="" type="checkbox"/>	994 2123	Geometry Cp	2		616	Cr
<input checked="" type="checkbox"/>	994 4165	Geometry Cp	4		616	Cr
<input checked="" type="checkbox"/>	994 91	Hon Geo/Trg CP	0		616	Cr
<input checked="" type="checkbox"/>	994 5064	Hon Geo/Trg CP	5		616	Cr
<input checked="" type="checkbox"/>	994 2145	Tchr Aide	2		616	Cr
<input checked="" type="checkbox"/>	994 4063	Tchr Aide	4		616	Cr
<input checked="" type="checkbox"/>	994 5096	Tchr Aide	5		616	Cr

All None Save Exit

A confirmation box will display and ask if you want to include inactive students with the Exam Test Admin. Click the mouse on **Yes** or **No**.



An Information box will display with the word **Saved**. Click your mouse on the **OK** button.



When you click on the **Test Admin** tab, the **Test Admin** that was just created will display with a **TA#** and the **Name** assigned.

Questions Standards Sections Test Admin Text									
	TA#	Name	Start	End		SC	Tch#	Class ID	Description
Update	1	9th Math	2/7/2013	2/21/2013	✖	994	616	91	Cruz - 0 - Hon Geo/Trg CP (91)
						994	616	5064	Cruz - 5 - Hon Geo/Trg CP (5064)

Update Test Admin

A process to **Update** the **Test Admin** has been added so that the system can update active students into a selected Testing Administration. This process handles new students and students who have moved from one teacher or section to another. The student has to be active with the teacher or in the section during the **Test Admin date range** in order to be included.

To update a Test Admin, in the **Exam** area, on the **Test Admin** tab, click the mouse on the **Update** button to the left of a selected Test Admin.

2012-2013 Screaming Eagle High School

Aeries Analytics | Edit | Scan | Print | **Exam**

Name: 9th Grade Math Df. Sheet: Down Across

of Q.: 25 Test ID: CST

Doc: Subject: Grades: K 5 10 1 6 11 2 7 12 3 8 4 9

Schools: Basic Code Tables Basic Data HS ADS SOC Etc Golden Eagle Elem Tawny Eagle YR Elem Hawk Elem for ATT

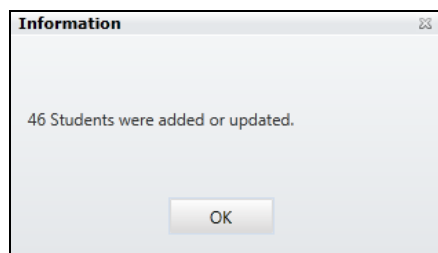
Comment:

Add Version

Questions Standards Sections **Test Admin** Text

	TA#	Name	Start	End	SC	Tch#	Class ID	Description
Update	1	Math	2/6/2013	2/20/2013	994	672	44	Manning - 0 - Lab Asst Sci (44)
					994	702	45	Sanders - 0 - PE 9 (45)

Once the process runs a message will display with the number of students that were added or updated into the Test Admin. Click the mouse on the **OK** button.



Delete Test Admin

To delete a **Test Admin** in the **Exam** area, click the mouse on the red X to the right of the Test Admin name to be deleted.

Note: If you delete a Test Admin, any printed scan sheets and/or scanned results related to the Testing Admin will be affected. You will no longer be able to run any reports for students who were assigned to the deleted Test Admin.

2012-2013 Screaming Eagle High School

Aeries Analytics | Edit | Scan | Print | **Exam**

Name: 9th Grade Math Df. Sheet: Down Across

of Q.: 25 Test ID: CST

Doc: Subject: Grades: K 5 10 1 6 11 2 7 12 3 8 4 9

Schools: Basic Code Tables Basic Data HS ADS SOC Etc Golden Eagle Elem Tawny Eagle YR Elem Hawk Elem for ATT

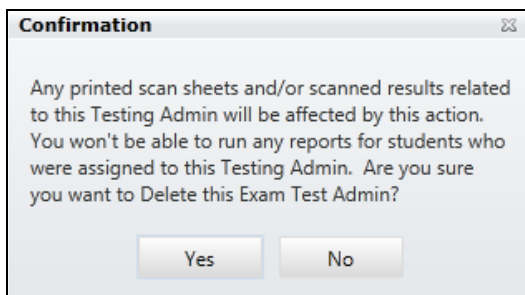
Comment:

Add Version

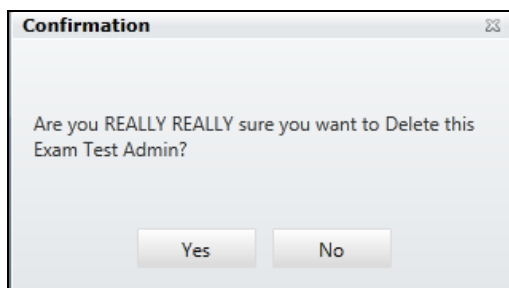
Questions Standards Sections **Test Admin** Text

	TA#	Name	Start	End	SC	Tch#	Class ID	Description
X	2	Math	2/6/2013	2/20/2013	994	672	44	Manning - 0 - Lab Asst Sci (44)
					994	702	45	Sanders - 0 - PE 9 (45)

A confirmation box will display asking if you are sure you want to delete the Testing Admin. To delete it, click the mouse on the **Yes** button.



A second confirmation box will display asking again if you are sure you want to delete the Test Admin. If sure, click the mouse on the **Yes** button which will delete the selected Test Admin from the Exam.

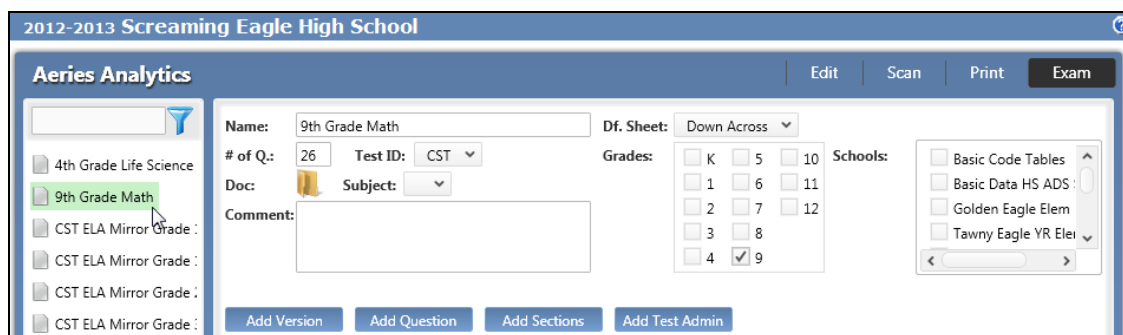


Edit An Existing Exam

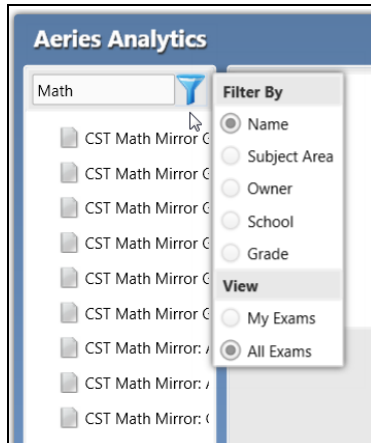
In order to edit an **Exam**, the teacher must be the creator of the **Exam**. Security will not allow a teacher to edit someone else's exam.

NOTE: Any modification made to an Exam AFTER it has already been printed will cause issues when scanning the original print sheets.

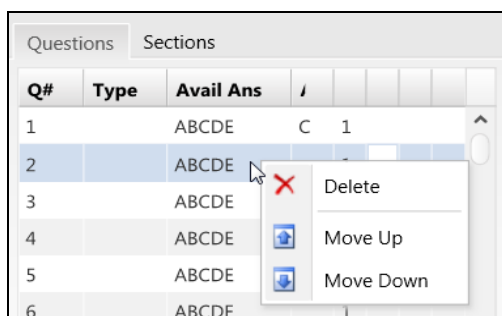
The Edit button on the top right of the page is used to edit exam results and not the actual exam. To edit an existing **Exam**, select the **Exam** name from the list on the left side of the **Exam** page in the **Test Scanning and Scoring** area.



You can also use the filter box to search for your **Exam**. This option will search through all folders for the value entered.

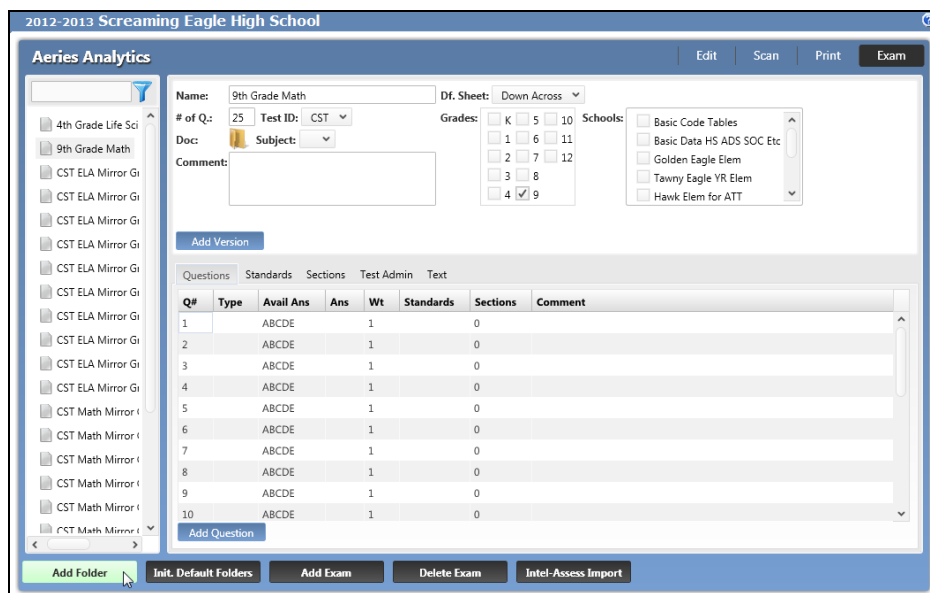


Once you select your **Exam** you will be able to edit any questions and answers. The placement of a question can be changed by right clicking the mouse on the question and choosing to **Move Up** or **Move Down**. There is also a **Delete** option if you choose to remove a question.

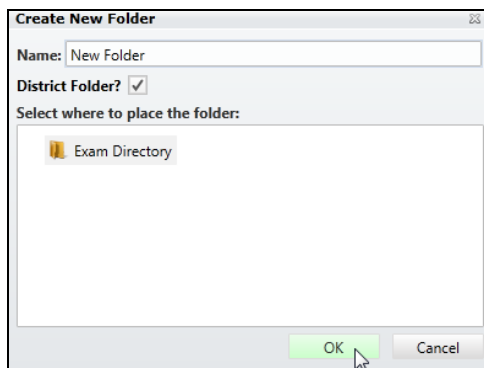


Create an Exam Folder

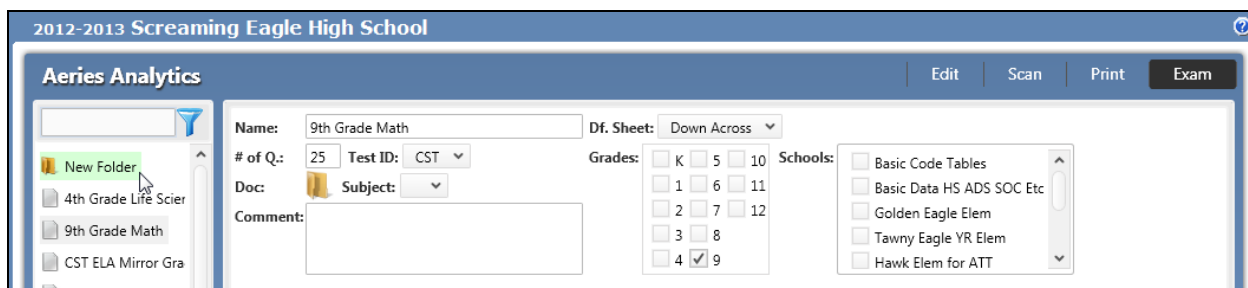
To create an **Exam Folder**, in the **Exam** area, click the mouse on the **Add Folder** button on the bottom of the form.



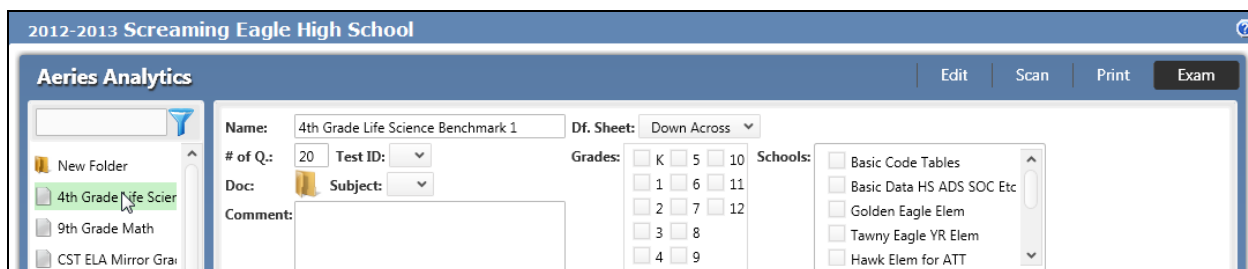
A **Create New Folder** box will display. Type a name for the folder in the **Name** field. Check off the **District Folder?** option if the folder can be used to store exams by anyone in the District. Next, select where to place the new folder by highlighting the appropriate location. In the screenshot below, Exam Directory is selected. Finish by clicking the mouse on the **OK** button.



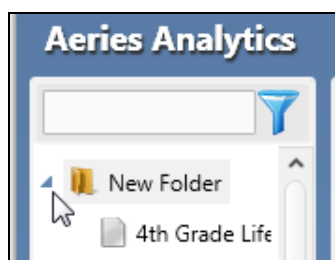
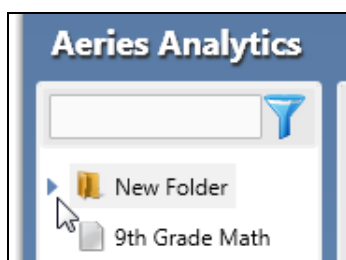
The new folder will now display in the exam and folder list on the left hand side of the form.



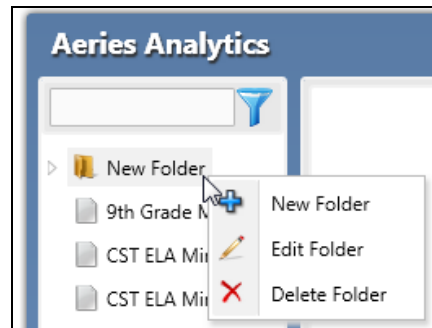
Once folders are created, you can move an existing exam into a folder by clicking the mouse on the **Exam** name and then dragging it into the folder.



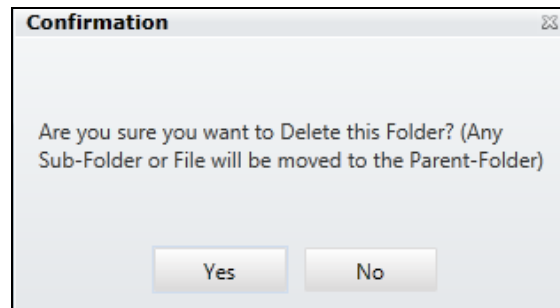
The folder will now appear with an **arrow** symbol to the left of the folder name. Click the mouse on the **arrow** symbol to **expand** the folder and it will display the exams within the folder.



To **Edit** or **Delete** a Folder, right click the mouse on the folder and select either **Edit Folder** or **Delete Folder**.



Clicking the mouse on **Delete** folder will bring up a confirmation box asking are you sure you want to delete this folder? Clicking the mouse on the **Yes** button, will move any sub-folder or file to the Parent-folder.

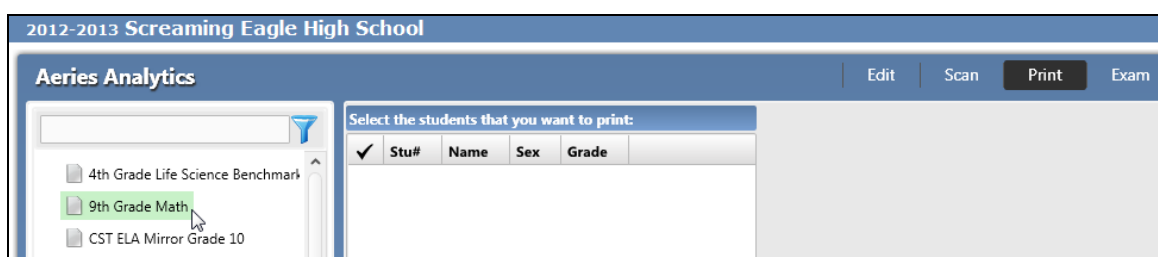


PRINTING ANSWER SHEETS

NOTE: Any modification made to an Exam **AFTER** it has already been printed will cause issues when scanning the original print sheets. Verify the Exam is created correctly before printing. A Test Admin is required in order to print an Exam.

The **Print** answer sheet area allows teachers to use plain paper answer sheets for both classroom and benchmark assessments.

To print answer sheets for your exam, click the mouse on **Print** at the top right of the **Test Scanning and Scoring** area. Next, select your exam from the list on the left.



In order to **Print** an **Exam**, a **Test Admin** must be selected from the **Test Admin** field. If a **Test Admin** is not selected, no students or sections will display to select.

Scan: Down Across ▼

Test Admin: 9th Math ▼

Limit by: Students ☒ Sections ☐

Select the grades to print:
(applies to all Limit By options)

Grade 9 ☒ Grade 11 ☒
Grade 10 ☒ Grade 12 ☒

None

To create a new **Test Admin** in the **Print** area, select **Add New** from the **Test Admin** field drop down.

Scan: Down Across ▼

Test Admin: ▼

Limit by: Stu Add New Sections ☐

Select the g 9th Math int:
(applies to all Limit By options)

Grade 9 ☒ Grade 11 ☒
Grade 10 ☒ Grade 12 ☒

None

The **Testing Administration Append/Edit Form** will display. Select your options and then click the mouse on the **Save** button.

NOTE: When adding a new **Test Admin** for an exam, schools with different school types cannot be selected together initially due to the filtering function on the form. First select schools with the same school type (Example: Elementary). Then if applicable you can create a **Test Admin** using the same name but select schools with a different school type (Example: Secondary)

Testing Administration Append/Edit Form

Testing Admin Name: 9th Math Date Range: 2/7/2013 15 - 2/21/2013 15

1. Select Schools and Grades:

- ☐ Basic Code Tables
- ☐ Basic Data HS ADS SOC Etc
- ☐ Golden Eagle Elem
- ☐ Tawny Eagle YR Elem
- ☐ Hawk Elem for ATT
- ☐ Bald Eagle Int Schl
- ☒ Screaming Eagle HS
- ☐ Aeries Cont Schl
- ☐ Inactive Students

All None

2. Filter By:

- ☒ Teacher
- ☐ Section
- ☐ Course
- ☐ Department
- ☐ Subject Area
- ☐ Period

3. Select Teachers:

SC	TN	Name
<input type="checkbox"/>	994	605 Acosta
<input type="checkbox"/>	994	607 Bray
<input type="checkbox"/>	994	609 Hammonds
<input type="checkbox"/>	994	610 Alvarado
<input type="checkbox"/>	994	612 Bauer
<input checked="" type="checkbox"/>	994	616 Cruz
<input type="checkbox"/>	994	619 Cook
<input type="checkbox"/>	994	620 Perkins
<input type="checkbox"/>	994	621 Berglund

All None

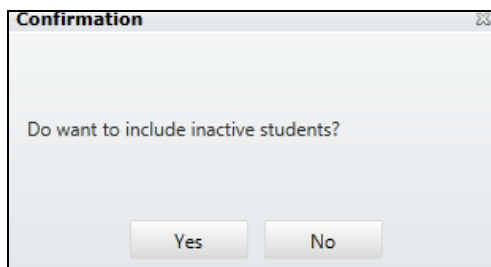
4. Select Sections:

SC	Sec#	Course Name	PD	Subj	Tch#	Te
<input checked="" type="checkbox"/>	994	1160	Geometry Cp	1		616 Cr
<input checked="" type="checkbox"/>	994	2123	Geometry Cp	2		616 Cr
<input checked="" type="checkbox"/>	994	4165	Geometry Cp	4		616 Cr
<input checked="" type="checkbox"/>	994	91	Hon Geo/Trg CP	0		616 Cr
<input checked="" type="checkbox"/>	994	5064	Hon Geo/Trg CP	5		616 Cr
<input checked="" type="checkbox"/>	994	2145	Tchr Aide	2		616 Cr
<input checked="" type="checkbox"/>	994	4063	Tchr Aide	4		616 Cr
<input checked="" type="checkbox"/>	994	5096	Tchr Aide	5		616 Cr

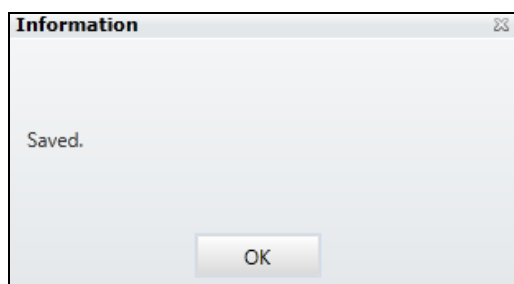
All None

Save Exit

A confirmation box will display and ask if you want to include inactive students with the Exam Test Admin. Click the mouse on **Yes** or **No**.

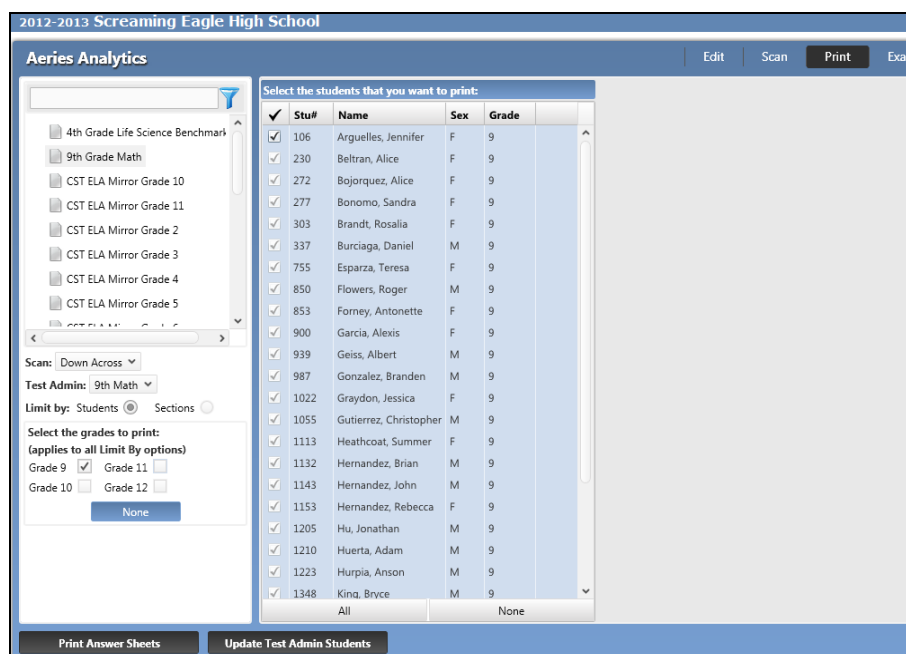


An Information box will display with the word **Saved**. Click your mouse on the **OK** button.



You can select to limit by **Students** or **Sections** (or **Teachers** for an elementary school). Limiting by **Students** will show a list of all **Students** that are assigned to the teacher.

You can use the **Select All** button to select all students or you can select only certain students by using the **CTRL** key on the keyboard and clicking the mouse on the desired students. If the user additionally filters by grade or section the list of students will filter accordingly. Students selected will be highlighted in blue.



Limiting by **Sections** allows you to be able to print sheets for students in certain **Sections**. After selecting the limit by **Sections** option, you can then choose which teachers you wish to print answer sheets for by clicking the mouse on a teacher name.

To select multiple teachers, use the **CTRL** key on your keyboard and click the mouse on the teacher names. After the teachers are selected, a list of their corresponding sections will display.

You can select multiple sections by holding down the **CTRL** key on the keyboard and clicking the mouse on the sections. The selected teachers/sections will be highlighted in blue.

2012-2013 Screaming Eagle High School

Aeries Analytics Edit Scan Print Exam

Select the teacher(s) to print:

✓	SC	TN	Name
✓	994	616	Cruz

Select the Course Sections to print:

✓	SC	Sec#	Course Name
✓	994	91	Cruz - 0 - Hon Geo/Trg CP (91)
✓	994	5064	Cruz - 5 - Hon Geo/Trg CP (5064)

4th Grade Life Science Benchmark
9th Grade Math
CST ELA Mirror Grade 10
CST ELA Mirror Grade 11
CST ELA Mirror Grade 2
CST ELA Mirror Grade 3
CST ELA Mirror Grade 4
CST ELA Mirror Grade 5
CST ELA Mirror Grade 6
CST ELA Mirror Grade 7

Scan: Down Across
Test Admin: 9th Math
Limit by: Students Sections

In an elementary school the word **Sections** will be replaced with **Teachers**. The **Teachers** selected will be highlighted in blue.

Aeries Analytics Edit Scan Print Exam



Select the teacher(s) to print:

✓	SC	TN	Name
✓	990	628	Haley
✓	990	730	Liera
✓	990	526	Graybehl
	990	423	Goode
	990	319	Dye
	990	627	Guzman
	990	421	Enos
	990	524	Goularte
	990	212	Collins
	990	2	Alvarado
	990	320	Elliott
	990	731	Hernandez
	990	525	Gray
	990	213	Cook
	990	107	Brown

CST Math Mirror Grade 2
CST Math Mirror Grade 3
CST Math Mirror Grade 4
CST Math Mirror Grade 5
CST Math Mirror Grade 6
CST Math Mirror Grade 7
CST Math Mirror: Algebra I
CST Math Mirror: Algebra II
CST Math Mirror: Geometry
Reading Standards

Scan: Down Across
Test Admin: Math
Limit by: Students Teachers



After making your choices, click the mouse on the **Print Answer Sheets** button. This will produce the answer sheets for your exam. The answer sheet will note the **Test Admin**.

		Screaming Eagle High School Exam: 9th Grade Math Name: Arguelles, Jennifer					
		Stu ID: 99400106 Stu#: 106 Exam ID: 30 Test Admin: 9th Math (1)					
1	A B C D E	7	A B C D E	13	A B C D E	19	A B C D E
2	A B C D E	8	A B C D E	14	A B C D E	20	A B C D E
3	A B C D E	9	A B C D E	15	A B C D E	21	A B C D E
4	A B C D E	10	A B C D E	16	A B C D E	22	A B C D E

The **Quick Response** or **QR** code box on the top left of the answer sheet contains the **Exam ID** and **student ID**. The other smaller boxes on the answer sheet which resemble the one shown on the right side of above screenshot are reference boxes which help identify how the page is aligned. If a teacher has created multiple **Versions** of the **Exam**, there will be an additional **Version** selection option above the available answer bubbles on the answer sheet.

		Version A B C			
1	A B C D E	8	A B C D E	15	A B C D E
2	A B C D E	9	A B C D E	16	A B C D E
3	A B C D E	10	A B C D E	17	A B C D E
4	A B C D E	11	A B C D E	18	A B C D E
5	A B C D E	12	A B C D E	19	A B C D E
6	A B C D E	13	A B C D E	20	A B C D E
7	A B C D E	14	A B C D E	21	A B C D E
				22	A B C D E
				23	A B C D E
				24	A B C D E
				25	A B C D E

If a teacher created an **Exam** that involves **Rubric** scoring the answer sheet will show the **Rubric** questions as a gray bar in place of bubbles and at the bottom of the sheet there will be an area to be filled in by teachers before scanning. In the example below, Question # 5 is a rubric question.

		Screaming Eagle High School Exam: Rubric Example Name: Abbott, Allan James			
		Stu ID: 99400001 Stu#: 1 Exam ID: 12			
1	1 2 3 4 5	3	1 2 3 4 5	5	
2	1 2 3 4 5	4	1 2 3 4 5		
ADMINISTRATION USE ONLY - DO NOT MARK IN THIS AREA					
5	1 2 3 4 5				

NOTE: It is important not to color in or make any marks in the **QR** box or the reference boxes on the answer sheets as it can affect the scanning of the sheets and may cause errors or make them invalid.

It is also important that when filling in answers, the bubbles should be completely colored in.

Update Test Admin

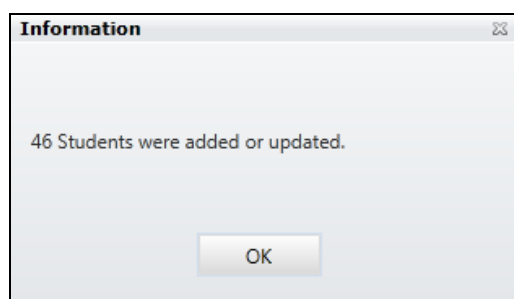
A process to **Update** the **Test Admin** has been added so that the system can update active students into a selected Testing Administration. This process handles new students and students who have moved from one teacher or section to another. The student has to be active with the teacher or in the section during the Test Admin date range in order to be included.

To update a Test Admin in the **Print** area, select the Exam from the list, choose a Test Admin from the Test Admin dropdown and then click your mouse on the **Update Test Admin Students** button.

The screenshot shows the Aeries Analytics interface for the 2012-2013 school year at Screaming Eagle High School. The interface is divided into several sections:

- Left Panel:** Contains a list of exams (4th Grade Life Science Benchmark, 9th Grade Math, CST ELA Mirror Grade 10, CST ELA Mirror Grade 11, CST ELA Mirror Grade 2, CST ELA Mirror Grade 3, CST ELA Mirror Grade 4). Below this is a 'Scan' dropdown set to 'Down Across', a 'Test Admin' dropdown set to 'Math', and a 'Limit by' section with 'Students' selected. There is also a 'Select the grades to print' section with checkboxes for Grade 9, Grade 10, Grade 11, and Grade 12, all of which are checked. A 'None' button is at the bottom of this section.
- Center Panel:** Titled 'Select the students that you want to print:', it contains a table with columns: Stu#, Name, Sex, Grade. The table lists 20 students, all of whom have their 'Stu#' checkbox checked. Below the table are 'All' and 'None' buttons.
- Right Panel:** Contains buttons for 'Edit', 'Scan', 'Print', and 'Exam'.
- Bottom Panel:** Contains buttons for 'Print Answer Sheets' and 'Update Test Admin Students'.

Once the process runs a message will display with the number of students that were added or updated into the Test Admin. Click the mouse on the OK button.



The Test Admin has now been updated and answer sheets can be printed.

SCANNING ANSWER SHEETS

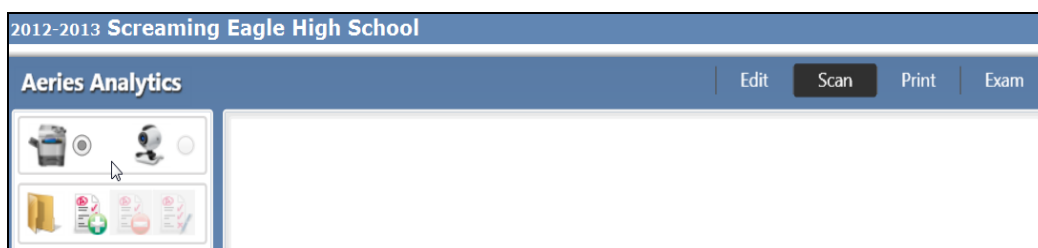
There are two methods of scanning: **Batch Scanning** using a Multi-Function Print-Scanner-Copier (MFP) for larger scan batches or **Camera Scanning** using a Document Camera attached to a teacher workstation to scan on the fly.

For Batch Scanning, a Multi-Function Print-Scanner-Copier (MFP) is recommended. The MFP must scan to JPEG files using modern jpeg compression or TIF files compressed using JPG compression for optimal performance. TIF files using CCITT and older JPEG compression is also supported, but processing these files will take a significant amount more time.

Document Cameras should be 3 MP or higher and support the "USB Video" format.

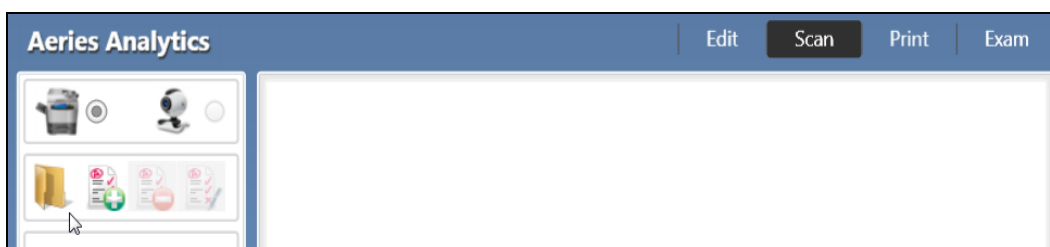
To **Scan** answer sheets for your exam, click the mouse on **Scan** at the top right of the **Test Scanning and Scoring** area.

Select which method you will use on the page by clicking the mouse on the radio button next to the printer icon for Batch Scanning or on the camera icon for Camera Scanning.

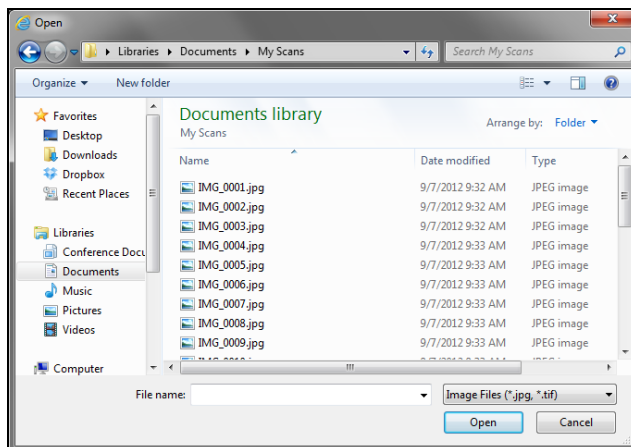


Batch Scanning - If using the batch scanning process, the user needs to go to the Multi Function Printer and feed in the printed answer sheets. After feeding the answer sheets, an image of the sheets will be placed in a pre-designated shared folder on the network.

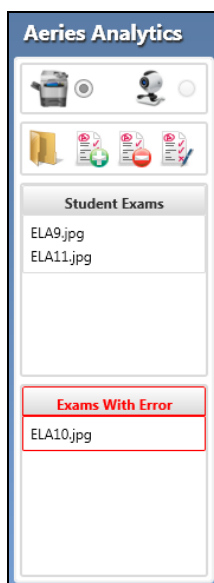
Once the images are in the folder, on the **Scan** page, click the mouse on the folder icon and browse to the appropriate folder containing the scanned images.



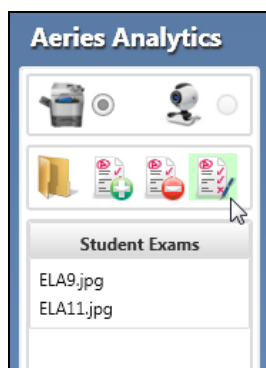
The user can then select single or multiple images to import into Aeries and begin grading. Click the mouse on a single image in the folder or use **CTRL A** on your keyboard to select multiple images. Once selected, click the mouse on the Open button.



If the documents can be read (QR code and reference boxes) the exams will be listed in the top box (**Student Exams**). Any tests that can not be decoded for any reason will be listed in the bottom box (**Exams With Errors**). These tests will not be scored. Exams that are scored as well as those not able to be scored may be viewed by clicking on them in the lefthand box.



To scan in the exams listed under **Student Exams**, click the mouse on the Scan icon. This will scan in all files listed under **Student Exams**.



The results will now display for review. To submit the responses, click the mouse on the **Submit Responses** button before leaving the form.

2012-2013 Golden Eagle Elementary School

Aeries Analytics

Edit
Scan
Print
Exam

Stu ID	Stu Name	Gr	Exam Name	Status	Tot Pct	Tot Pts	Tot Poss	M/C Pts	M/C Poss	Rubric Pts
99000143	Collins, Selina	4	CST ELA Mirror Grade 7	OK	50.67%	38	75	38	75	0
99000077	Blackwell, Mark	4	CST ELA Mirror Grade 7	OK	100.00%	75	75	75	75	0

Submit Responses

For exams listed under the **Exams With Error** area, click the mouse on the file and an image of the scan sheet will display.

Aeries Analytics

Exams With Error

ELA10.jpg

Image Viewer

Golden Eagle Elementary School

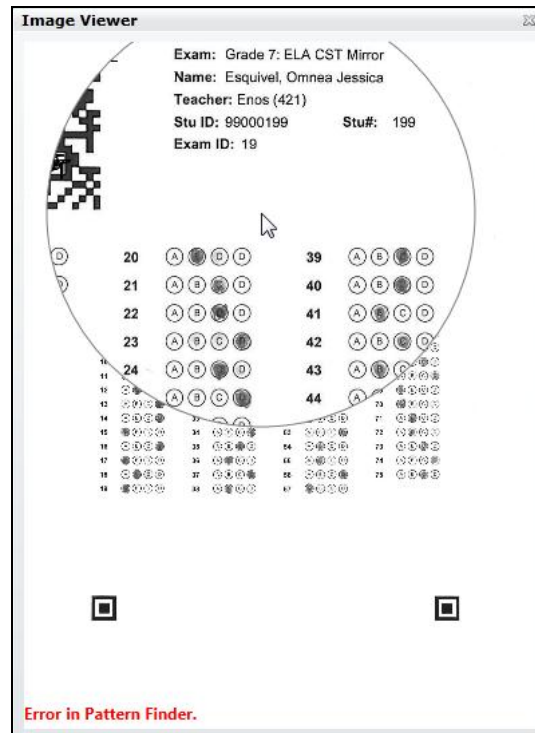
Address: 20000 N. 104th Ave.
 Name: Patsy L. Chubb, MEd
 Teacher ID: 2477
 Bus ID: 12325 08
 Driver ID: 14

Staff: 156

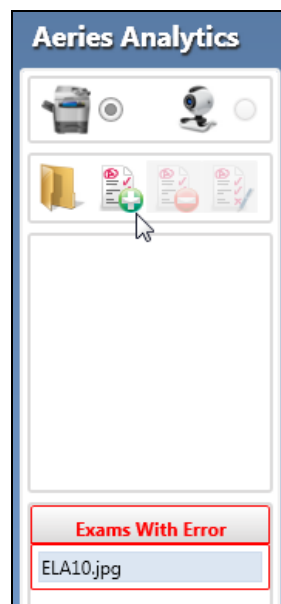
1	👤👤👤👤	39	👤👤👤👤	78	👤👤👤👤	84	👤👤👤👤
2	👤👤👤👤	40	👤👤👤👤	79	👤👤👤👤	85	👤👤👤👤
3	👤👤👤👤	41	👤👤👤👤	80	👤👤👤👤	86	👤👤👤👤
4	👤👤👤👤	42	👤👤👤👤	81	👤👤👤👤	87	👤👤👤👤
5	👤👤👤👤	43	👤👤👤👤	82	👤👤👤👤	88	👤👤👤👤
6	👤👤👤👤	44	👤👤👤👤	83	👤👤👤👤	89	👤👤👤👤
7	👤👤👤👤	45	👤👤👤👤	90	👤👤👤👤	91	👤👤👤👤
8	👤👤👤👤	46	👤👤👤👤	92	👤👤👤👤	93	👤👤👤👤
9	👤👤👤👤	47	👤👤👤👤	94	👤👤👤👤	95	👤👤👤👤
10	👤👤👤👤	48	👤👤👤👤	96	👤👤👤👤	97	👤👤👤👤
11	👤👤👤👤	49	👤👤👤👤	98	👤👤👤👤	99	👤👤👤👤
12	👤👤👤👤	50	👤👤👤👤	100	👤👤👤👤	101	👤👤👤👤
13	👤👤👤👤	51	👤👤👤👤	102	👤👤👤👤	103	👤👤👤👤
14	👤👤👤👤	52	👤👤👤👤	104	👤👤👤👤	105	👤👤👤👤
15	👤👤👤👤	53	👤👤👤👤	106	👤👤👤👤	107	👤👤👤👤
16	👤👤👤👤	54	👤👤👤👤	108	👤👤👤👤	109	👤👤👤👤
17	👤👤👤👤	55	👤👤👤👤	110	👤👤👤👤	111	👤👤👤👤
18	👤👤👤👤	56	👤👤👤👤	112	👤👤👤👤	113	👤👤👤👤
19	👤👤👤👤	57	👤👤👤👤	114	👤👤👤👤	115	👤👤👤👤
20	👤👤👤👤	58	👤👤👤👤	116	👤👤👤👤	117	👤👤👤👤

Error in Pattern Finder.

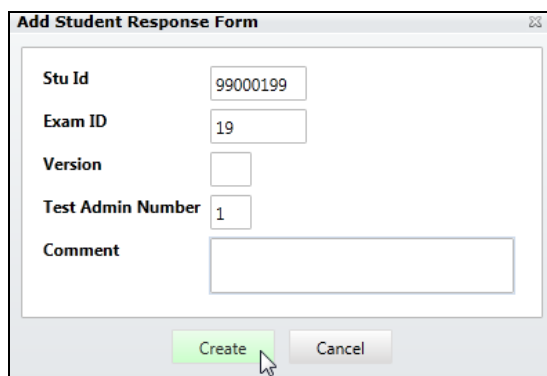
To magnify the scan sheet area, click the mouse on the scan sheet and the area will be enlarged.



To score the **Exams With Errors**, review the answers recorded and then click the mouse on the **Add Student Response** button.



The **Add Student Response** form will display where you can add in the necessary information for the exam and student. When finished click the mouse on the **Create** button.

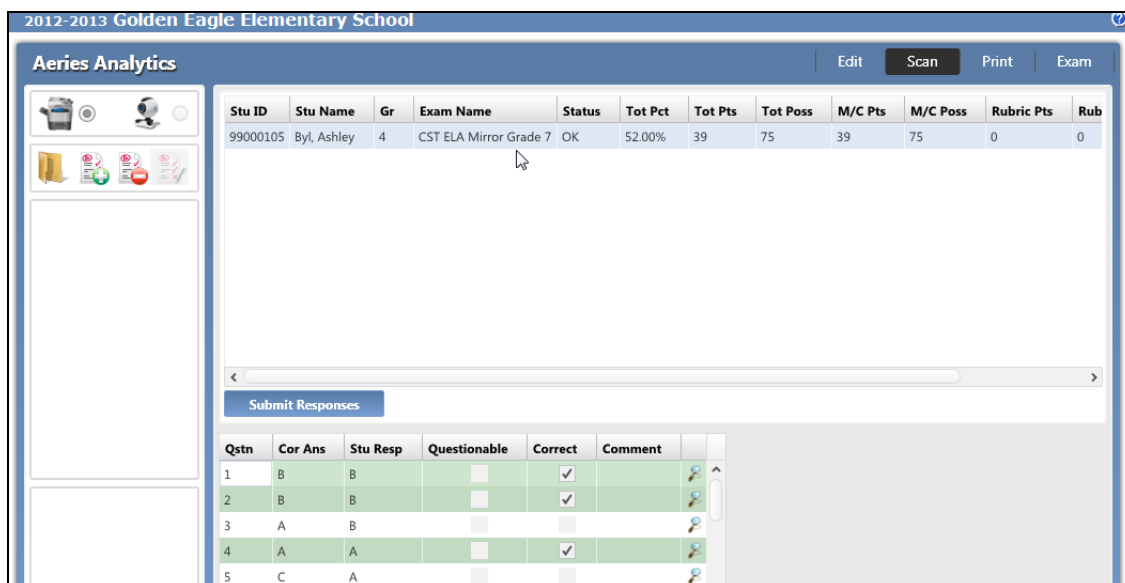


The 'Add Student Response Form' is a window with the following fields:

- Stu ID**: 99000199
- Exam ID**: 19
- Version**: (empty)
- Test Admin Number**: 1
- Comment**: (empty text box)

At the bottom are two buttons: **Create** (highlighted in green) and **Cancel**.

Next manually enter the student responses in the **Stu Response** column and then click the mouse on the **Submit Responses** button.



The screenshot shows the 'Aeries Analytics' interface for the 2012-2013 Golden Eagle Elementary School. It displays a table of student responses for a specific exam.

Stu ID	Stu Name	Gr	Exam Name	Status	Tot Pct	Tot Pts	Tot Poss	M/C Pts	M/C Poss	Rubric Pts	Rub
99000105	Byl, Ashley	4	CST ELA Mirror Grade 7	OK	52.00%	39	75	39	75	0	0

Below the table is a 'Submit Responses' section with a table for individual question responses:

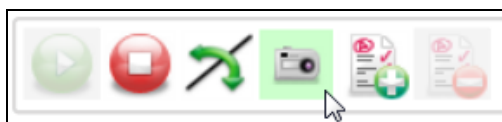
Qstn	Cor Ans	Stu Resp	Questionable	Correct	Comment
1	B	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	B	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	A	B	<input type="checkbox"/>	<input type="checkbox"/>	
4	A	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	C	A	<input type="checkbox"/>	<input type="checkbox"/>	

Camera Scanning

If using a document camera, align the answer sheet under the scanner. The rotate icon can be used to rotate the position of the answer sheet in the scan window.



The user then simply clicks the mouse on the camera icon to snap a picture of the answer sheet.



The image is imported and graded immediately and will display as in the screenshot below. Click the mouse on the **Submit Responses** button which will submit the scanned scores to the system.

Stu ID	Stu Name	Gr	Exam Name	Status	Tot Pct	Tot Pts	Tot I
99400001	Abbott, Allan	12	9th Grade Math	OK	100.00%	4	4

NOTE: You must click on the **Submit Responses** button **BEFORE** leaving the page in order to save the information!

Questionable Answers

If a **Questionable** answer exists for a student, the scanned results show in pink and the **Status** will show as **Questionable**. If you have **Questionable** answers you need to **correct the Questionable answers BEFORE** you click the mouse on **Submit Responses**.

If there are any scanned results with a status of **Questionable**, an option to **Display Questionable Responses Only** will appear at the top of the **Scan** form.

Display Questionable Responses Only ☒

Stu ID	Stu Name	Gr	Exam Name	Status	Tot Pct	Tot Pts	Tot Poss	M/C Pts	M/C Poss	Rubric
99400230	Beltran, Alice	9	9th Grade Math	OK	28.00%	7	25	7	25	0
99400106	Arguelles, Jennifer	9	9th Grade Math	Questionable	24.00%	6	25	6	25	0

When the **Display Questionable Responses Only** option is checked, only students that have exam results with questionable responses will display.

Display Questionable Responses Only ☒

Stu ID	Stu Name	Gr	Exam Name	Status	Tot Pct	Tot Pts	Tot Poss	M/C Pts	M/C Poss	Rubric
99400106	Arguelles, Jennifer	9	9th Grade Math	Questionable	12.00%	3	25	3	25	0

NOTE: Selecting the Display Questionable Responses Only option hides the students scanned results with a status of OK. The OK responses still need to be submitted before leaving the Scan area. Responses with a status of OK must be submitted before or after using the Display Questionable Responses Only option.

Clicking the mouse on the **Questionable** line will display the submitted student responses. Any **Questionable** answer will have a check mark displayed in the **Questionable Column** as shown in the screenshot below.

Click the mouse on the “**Zoom**” icon to display what the student bubbled on the exam.

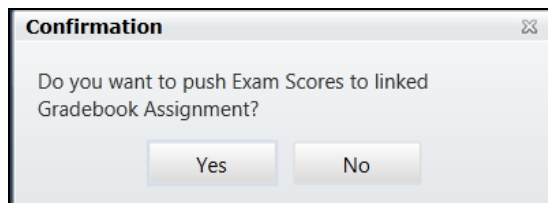
Stu ID	Stu Name	Gr	Exam Name	Status	Tot Pct	Tot Pts	Tot Poss	M/C Pts
99400002	Abdelnour, Alice	9	9th Grade Math	Questionable	92.93%	92	99	92

Qstn	Cor Ans	Stu Resp	Questionable	Correct	Comment
1	A	B			
2	C	C		✓	
3	B		✓		
4	D	D		✓	
5	D	D		✓	
6	E	E		✓	

In the example below, you can see that the B bubble was not completely filled in which made the result **Questionable**. To fix a **Questionable** answer, the teacher can type a value in the **Stu Resp** column as shown in screenshot below. If it is the correct response, the **Correct** column checkbox will become checked off.

Qstn	Cor Ans	Stu Resp	Questionable	Correct	Comment
1	A	B			
2	C	C		✓	
3	B	B		✓	
4	D	D		✓	
5	D	D		✓	
6	E	E		✓	

Once all **Questionable** responses are resolved, click the mouse on the **Submit Response** button which will submit the scanned scores to the system. When you click the mouse on the **Submit Responses** button, you will be asked if you want to push **Exam** scores to linked gradebook assignments.

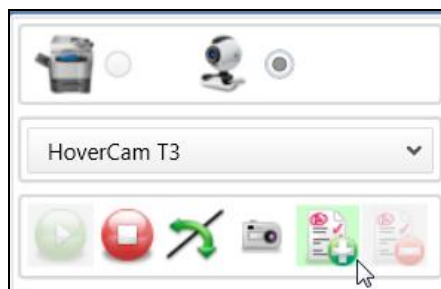


If you answer Yes to this question, the score information is moved in to the results table so that administrators and teachers can use the **Exam Analysis** node and get various breakdowns of the information.

If a teacher is using the new Teacher Portal Gradebook and has linked an assignment to an exam the scores will also be placed into their gradebook assignment.

Add Student Response

The **Scan** area also includes an option to **Add Student Response**. This feature can be utilized to manually add in responses for a student if an answer sheet was already printed but was unable to be scanned. Click the mouse on the **Add Student Response** icon in the **Scan** area.



The following form will display. In the **Stu Id** box type in the **Perm ID #** of the student you wish to add. In the **Exam ID** box type in the **Exam ID number** you wish to add student responses for. If this is a single version exam, you can leave the **Version** box blank. If it is a multiple version exam, you will need to indicate the appropriate **Version value** in the **Version** box. The **Test Admin Number** needs to be populated with the **Test Admin Number** found on the scan sheet. There is also a comment box for any comments a user would like to add about the **Student Response**. Once all information has been entered, click the mouse on **Create**.

A form titled "Add Student Response Form" with a close button in the top right corner. It contains the following fields: "Stu Id" with the value "99400230", "Exam ID" with the value "30", "Version" (empty), "Test Admin Number" with the value "1", and a "Comment" text area. At the bottom, there are "Create" and "Cancel" buttons. A mouse cursor is pointing at the "Create" button.

The following page will display showing the added student listed on the top of the page. On the bottom of the page there will be an area for the teacher to manually type in the responses for this student. After entering all responses in the **Stu Resp** column, click the mouse on the **Submit Responses** button.

The screenshot shows the Aeries Analytics interface. At the top, there are buttons for 'Edit', 'Scan', 'Print', and 'Exam'. Below these, a table lists student information:

Stu ID	Stu Name	Gr	Exam Name	Status	Tot Pct	Tot Pts	Tot Poss	M/C
99400001	Abbott, Allan	12		OK	75.00%	3	4	3

Below the table is a 'Submit Responses' button. Underneath, there is a grid for student responses:

Qstn	Cor Ans	Stu Resp	Questionable	Correct	Comment
1	A	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	B	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	D	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	C	d	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: You must click on the **Submit Responses** button **BEFORE** leaving the page in order to save the information!

Once you have scanned in responses or used the **Add Student Responses** form to add in responses, there is an option to clear all responses. By clicking the mouse on the **Clear All** icon, **All responses shown on the Scan form that have not been submitted will be deleted.**

The screenshot shows the Aeries Analytics interface. At the top, there are buttons for 'Edit', 'Scan', 'Print', and 'Exam'. Below these, a table lists student information:

Stu ID	Stu Name	Gr	Exam Name	Status	Tot Pct	Tot Pts	Tot Poss	M/C P
99000007	Alavez, Abel	4		OK	100.00%	5	5	5

Below the table is a 'Clear All' icon (a red circle with a white 'X') and a 'Submit Responses' button.

Edit Results

In order to edit an **Exam**, the teacher must have appropriate permissions to the **Edit** area and be the creator of the **Exam**. Security will not allow a teacher to edit someone else's exam.

To **Edit** student responses, click the mouse on **Edit** at the top right of the **Test Scanning and Scoring** area.

The **Edit** area will only display exams that contain scores. Select your exam from the list on the left. You will then see a list of the exam students and their submitted scores.

You can **Edit** the data by clicking the mouse on a student name and changing the value in the **Stu Resp** column by typing in the change. You can also deselect or check the **Correct** box.

Aeries Analytics Edit Scan Print Exam

Test Admin: 9th Math

Stu ID	Stu Name	Gr	Exam Name	Status	Tot Pct	Tot Pts	Tot Poss	M/C Pts	M/C Poss	Rubric Pts
99400106	Arguelles, Jennifer	9	9th Grade Math	OK	95.8333	23	24	23	24	0
99400230	Beltran, Alice	9	9th Grade Math	OK	95.8333	23	24	23	24	0
99400272	Bojorquez, Alice	9	9th Grade Math	OK	95.8333	23	24	23	24	0

Qstn	Cor Ans	Stu Resp	Questionable	Correct	Comment
1	A	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	A	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	C		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Update EXR Test Admin

If test scores previously existed but did not have a **Test Admin** assigned to the **Exam**, the **Edit** area will show a **No Test Admin Assigned** message in the **Test Admin** field.

2012-2013 Screaming Eagle High School

Aeries Analytics Edit Scan Print Exam

Test Admin: No Test Admin Assigned Update EXR Test Admin

Stu ID	Stu Name	Gr	Exam Name	Date	Status	Tot Pct	Tot Pts	Tot Poss	M/C Pts	M/C Poss	Rubric
99400001	Abbott, Allan	12	9th Gr. Math	1/2/2013	OK	100	5	5	5	5	0
99400002	Abdelnour, Alice	9	9th Gr. Math	1/2/2013	OK	80	4	5	4	5	0
99400003	Abdo, Alice	9	9th Gr. Math	1/2/2013	OK	100	5	5	5	5	0
99400004	Abdo, Arnold	10	9th Gr. Math	1/2/2013	OK	60	3	5	3	5	0

To assign a **Test Admin** to a previously existing **Exam**, click the mouse on the **Exam** name on the left hand side of the page and then click the mouse on the **Update EXR Test Admin** button.

Aeries Analytics Edit Scan Print Exam

Test Admin: No Test Admin Assigned Update EXR Test Admin

Stu ID	Stu Name	Gr	Exam Name	Date	Status	Tot Pct	Tot Pts	Tot Poss	M/C Pts	M/C Poss	Rubric
99400001	Abbott, Allan	12	9th Gr. Math	1/2/2013	OK	100	5	5	5	5	0
99400002	Abdelnour, Alice	9	9th Gr. Math	1/2/2013	OK	80	4	5	4	5	0
99400003	Abdo, Alice	9	9th Gr. Math	1/2/2013	OK	100	5	5	5	5	0
99400004	Abdo, Arnold	10	9th Gr. Math	1/2/2013	OK	60	3	5	3	5	0

The **Update Exam Results Testing Administration** box will display. Click the mouse on the **Create Testing Administration** button.

Update Exam Results Testing Administration

Exam has no Testing Administrations

Create Testing Administration Exit

A **Testing Administration Append/Edit Form** will display. Select your options and then click the mouse on the **Save** button.

NOTE: When adding a new Test Admin for an exam, schools with different school types cannot be selected together initially due to the filtering function on the form. First select schools with the same school type (Example: Elementary). Then if applicable you can create a Test Admin using the same name but select schools with a different school type (Example: Secondary)

Testing Administration Append/Edit Form

Testing Admin Name: 9th Gr. Math Date Range: 12/19/2012 - 1/2/2013

1. Select Schools and Grades:

- ☐ Basic Code Tables
- ☐ Basic Data HS ADS SOC Etc
- ☐ Golden Eagle Elem
- ☐ Tawny Eagle YR Elem
- ☐ Hawk Elem for ATT
- ☐ Bald Eagle Int Schl
- ☒ Screaming Eagle HS
- ☐ Aeries Cont Schl
- ☐ Inactive Students

2. Filter By:

- ☒ Teacher
- ☐ Section
- ☐ Course
- ☐ Department
- ☐ Subject Area
- ☐ Period

3. Select Teachers:

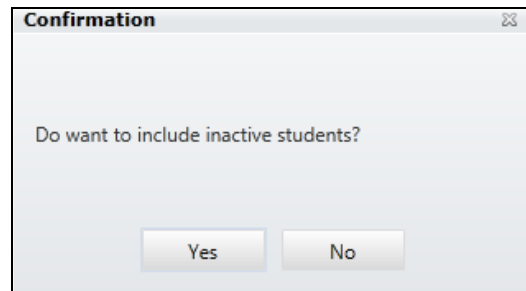
<input checked="" type="checkbox"/>	SC	TN	Name
<input checked="" type="checkbox"/>	994	605	Acosta
<input checked="" type="checkbox"/>	994	607	Bray
<input checked="" type="checkbox"/>	994	609	Hammonds
<input checked="" type="checkbox"/>	994	610	Alvarado
<input checked="" type="checkbox"/>	994	612	Bauer
<input checked="" type="checkbox"/>	994	616	Cruz
<input checked="" type="checkbox"/>	994	619	Cook
<input checked="" type="checkbox"/>	994	620	Perkins
<input checked="" type="checkbox"/>	994	621	Berglund

4. Select Sections:

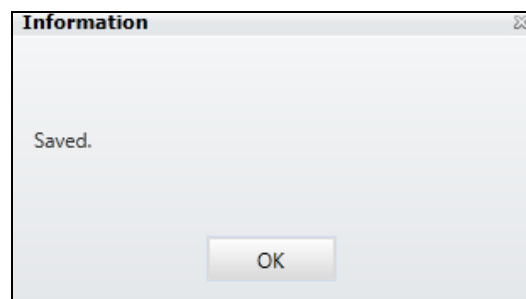
<input checked="" type="checkbox"/>	SC	Sec#	Course Name	PD	Subj	Tch#
<input checked="" type="checkbox"/>	994	4100	Adv Algebra CP	4		621
<input type="checkbox"/>	994	6130	Adv Algebra CP	6		621
<input type="checkbox"/>	994	2110	Tchr Aide	2		621
<input type="checkbox"/>	994	3086	Tchr Aide	3		621
<input type="checkbox"/>	994	4111	Tchr Aide	4		621
<input checked="" type="checkbox"/>	994	1174	Algebra Cp	1		625
<input checked="" type="checkbox"/>	994	3186	Algebra Cp	3		625
<input checked="" type="checkbox"/>	994	4122	Geometry Cp	4		625
<input checked="" type="checkbox"/>	994	5157	Geometry Cp	5		625
<input type="checkbox"/>	994	6132	Geometry Cp	6		625
<input type="checkbox"/>	994	1125	Tchr Aide	1		625
<input type="checkbox"/>	994	4085	Tchr Aide	4		625
<input type="checkbox"/>	994	6098	Football	6		626

All None Save Cancel

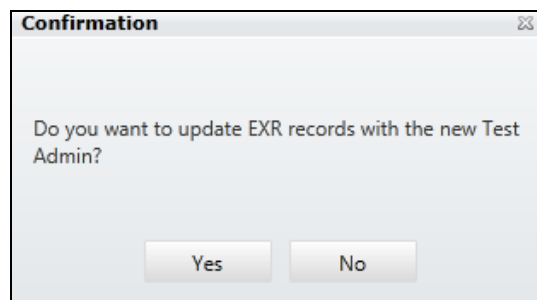
A confirmation box will display and ask if you want to include inactive students with the Exam Test Admin. Click the mouse on **Yes** or **No**.



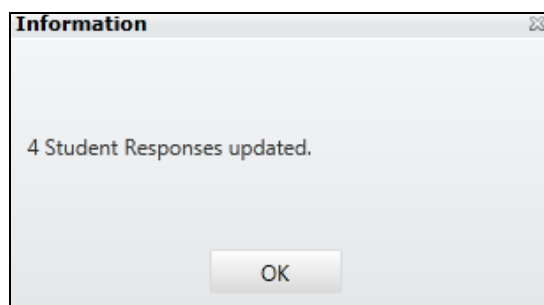
An Information box will display with the word **Saved**. Click your mouse on the **OK** button.



A Confirmation box will display asking if you want to **Update EXR Records with the new Test Admin**. Click your mouse on **Yes** or **No**.



After clicking on **Yes**, an Information box will display with the number of Student Responses that were updated.



The **Edit** area will now display the newly created **Test Admin** for the **Exam**.

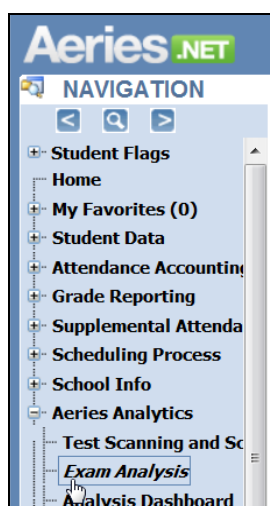
The screenshot shows the Aeries Analytics interface. On the left is a navigation tree with '9th Gr. Math' and '9th Grade Math' selected. The main area displays a table titled 'Test Admin: 9th Gr. Math'. The table has columns: Stu ID, Stu Name, Gr, Exam Name, Status, Tot Pct, Tot Pts, Tot Poss, M/C Pts, M/C Poss, and Rubric Pts. The data rows are as follows:

Stu ID	Stu Name	Gr	Exam Name	Status	Tot Pct	Tot Pts	Tot Poss	M/C Pts	M/C Poss	Rubric Pts
99400001	Abbott, Allan	12	9th Gr. Math	OK	100	5	5	5	5	0
99400002	Abdelnour, Alice	9	9th Gr. Math	OK	80	4	5	4	5	0
99400003	Abdo, Alice	9	9th Gr. Math	OK	100	5	5	5	5	0
99400004	Abdo, Arnold	10	9th Gr. Math	OK	60	3	5	3	5	0

EXAM ANALYSIS

The **Exam Analysis** area allows you to analyze **Exam** results for **Item** and **Standard Analysis** by District, School and Teacher.

To analyze your **Exams**, on the navigation tree under **Aeries Analytics**, select **Exam Analysis**.



In this area, you can pick an **Exam** from the **Tested Exams** drop down menu and select a **Test Admin** to analyze. This will provide an overall analysis as well as a breakdown by standard if applicable.

You will be able to choose to display results by **Item Analysis** as shown below or by **Overall and By Standard Results**. There are also options to **Display by Standards** or **Display Question and Answer Text**.

The screenshot shows the '2012-2013 Screaming Eagle High School' Exam Analysis interface. It includes dropdown menus for 'Tested Exams' (9th Grade Math) and 'Test Admins' (9th Math), and a 'Print Student Exam Results By Standard' button. Below these are tabs for 'Item Analysis' and 'Overall and By Standard Results'. There are checkboxes for 'Display Standards' and 'Display Question and Answer Text'. The main table displays item analysis data:

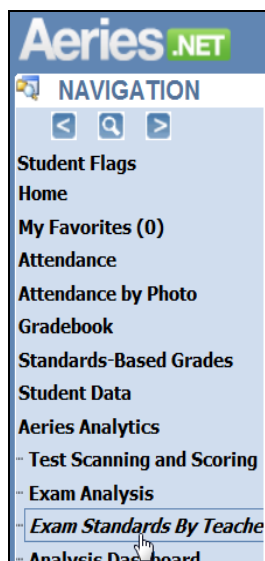
Q#	Wt	A	B	C	D	E	None & Multi	Correct	Incorrect	% Correct
1	1	3*	0	0	0	0	0	3	0	100.0%
2	1	3*	0	0	0	0	0	3	0	100.0%

The **Print Student Exam Results** button on this page, will provide a report of this data.

EXAM STANDARDS BY TEACHER

Exam Standards By Teacher is a new Aeries Analytics report that will compare exam results for elementary teacher classes by standard. This report is only available in elementary schools and outputs to an Excel file.

To use this report, on the navigation tree under **Aeries Analytics**, select **Exam Standards By Teacher**.



The following page will display. Choose a test from the **Tested Exams** drop down list. Then select a **Test Admin**. The screen will show an analysis of exam results by standard. To print a report of the data, click your mouse on the **Print Exam Standards By Teacher** button.

2012-2013 Golden Eagle Elementary School					
Tested Exams	Reading Standards				
Test Admins	Reading				
	Print Exam Standards By Teacher				
Standard	Goode	Graybehl	Haley	Liera	Average
1000	100.00%	100.00%	100.00%	0.00%	75.00%
1001	100.00%	100.00%	100.00%	0.00%	75.00%
1002	100.00%	100.00%	100.00%	100.00%	100.00%
1003	100.00%	100.00%	100.00%	100.00%	100.00%
1004	100.00%	100.00%	100.00%	100.00%	100.00%
	100.00%	100.00%	100.00%	60.00%	90.00%

A report options form will display. Select the options for the report to be generated and click the mouse on the **Run Report** button

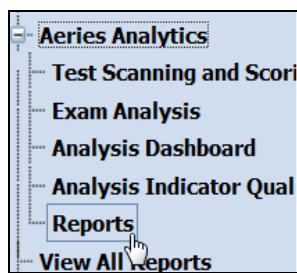
Exam Standards By Teacher Report Options	
Report Delivery:	None
Exam:	Reading Standards
Test Admin:	Reading
Run Report	

The following report will display.

	A	B	C	D	E	F
1	Exam Standards By Teacher					
2	Golden Eagle Elementary School					
3	Standard	Goode	Graybehl	Haley	Liera	Average
4	1000	100.00%	100.00%	100.00%	0.00%	75.00%
5	1001	100.00%	100.00%	100.00%	0.00%	75.00%
6	1002	100.00%	100.00%	100.00%	100.00%	100.00%
7	1003	100.00%	100.00%	100.00%	100.00%	100.00%
8	1004	100.00%	100.00%	100.00%	100.00%	100.00%
9		100%	100%	100%	60%	90%

REPORTS

To reach **Aeries Analytics** reports, on the navigation tree under **Aeries Analytics**, click the mouse on **Reports**.



Student Exam Results by Standard

The **Student Exam Results By Standard** report can be run to view data by **Exam**. It also has an option to print as a **Mailer to Parents** which when selected includes the parent mailing information on the upper left hand side of the report.

Select the options for the report to be generated and then click the mouse on the **Run Report** button.

Student Exam Results By Standard

Report Options

Report Format: PDF

Report Delivery: None

Exam: Reading Standards

Comment To Include On Printout:

Test Admin: Reading

Print as a Mailer to Parents

Run Report

The following report will display.

Student Exam By Standard Report					
Reading Standards					
Stu ID	Student Name	Grd	Sex	Scan Date	Results
99000001	Aadasian, Robert Romero Bradly	6	M	01/02/2013	5 / 5 100%
Standards / Clusters Tested					
Standard / Cluster	Text / Description	# Items	Points / Possible		
1000	Reading	1	1 / 1		
1001	Understands concepts about print	1	1 / 1		
1002	Tracks and represents isolated phonemes (sounds)	1	1 / 1		
1003	Tracks and represents changes in syllables and words	1	1 / 1		
1004	Understands that as letters of words change, so do the sounds	1	1 / 1		

Exam Results By Teacher

The **Exam Results By Teacher** report is available for elementary schools. This report will display the Average Score and Percentage of an Exam by Teacher. The report has an option to include or not include student details. Without student details, all teachers are printed on a single page. The report will output to PDF, RTF, XLS or TXT format. Select the options for the report to be generated and then click the mouse on the **Run Report** button.

Exam Results By Teacher
Report Options

Report Format: PDF

Report Delivery: None

Exam: 9th Grade Math

Test Admin: 9th Math

Include Student Details ☒

Include Inactive Students ☐

Include Pre-Enrolled Students ☐

Run Report

The following report will display.

Screaming Eagle High School					
Exam Results by Teacher					
9th Grade Math					
Cruz (616)					
Student Name	Sex	Grade	Tot Pts	%	
Arguelles, Jennifer	F	9	23	95.8%	
Bojorquez, Alice	F	9	23	95.8%	
Beltran, Alice M	F	9	23	95.8%	
			23.0	95.8%	

Student Exam Responses

The **Student Exam Responses** report is an Aeries Analytics report that outputs to an Excel file and which itemizes every student's responses on an exam. It also color codes correct and incorrect responses. Select the options for the report to be generated and then click the mouse on the **Run Report** button.

**Student Exam Responses
Report Options**

Report Delivery: None

Exam: 9th Gr. Math

Test Admin: 9th Gr. Math

Sort Student By: Student Name

[Run Report](#)

[View Report](#)

The following report will display.

	A	B	C	D	E	F	G	H	I	J
1	Student Exam Responses									
2	9th Gr. Math									
3	ID	Student Name	Grade	1	2	3	4	5	Overall	
4	99400001	Abbott, Allan James	12	A	A	B	C	D	100%	
5	99400002	Abdelnour, Alice	9	A	A	B	D	D	80%	
6	99400003	Abdo, Alice A	9	A	A	B	C	D	100%	
7	99400004	Abdo, Arnold A	10	A	A	C	B	D	60%	
8				100%	100%	75%	50%	100%	85%	

Student Exam Responses By Teacher

The **Student Exam Responses By Teacher** report will display all students by teacher or section for a selected **Exam** and **Test Admin**. It will output to PDF, RTF, XLS or TXT format.

Select the options for the report to be generated and then click the mouse on the **Run Report** button.

**Student Exam Responses By Teacher
Report Options**

Report Format: PDF

Report Delivery: None

Exam: 9th Grade Math

Test Admin: 9th Math

☐ Break On Section

[Run Report](#)

The following report will display.

Screaming Eagle High School Student Exam Responses by Teacher										
Cruz (616)				1	2	3	4	5	6	
Stu ID	Student Name	Grd	Pts	%	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890
99400106	Arguelles, Jennifer	9	23	95%	AACBCBCAAA	BCDCDCBAAA	BCBC			
99400272	Bojorquez, Alice	9	23	95%	*****A*****					
99400230	Beltran, Alice M	9	23	95%	*****A*****					

Item Analysis

The **Item Analysis By Teacher** report analyzes exam items by Teacher. The report outputs to PDF, RTF, XLS, or TXT format. Select the options for the report to be generated and then click the mouse on the **Run Report** button.

Item Analysis By Teacher
Report Options

Report Format: PDF

Report Delivery: None

Exam: 9th Grade Math

Test Admin: 9th Math

☐ Break On Section

Run Report

The following report will display.

Screaming Eagle High School Item Analysis by Teacher										
Cruz (616)							9th Grade Math			
Q#	Wt	A	B	C	D	E	None-Multi	Correct	Incorrect	% Correct
1	1	3*	0	0	0	0	0	3	0	100.0%
2	1	3*	0	0	0	0	0	3	0	100.0%
3	1	1	0	2*	0	0	0	2	1	66.7%
4	1	0	3*	0	0	0	0	3	0	100.0%