

WebAssess™  
Assessment Solutions

# User Guide

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# Introduction to WebAssess

Welcome to the DigitalDesk family of assessment technology solutions. DigitalDesk has been building assessment technologies for many years that process millions of exams annually with accuracy and reliability.


This product is part of the DigitalDesk family of assessment solutions. It is an integrated component of InstructorTools, our exam and classroom management solution, and StudentPortal, the student's gateway to everything related to the classroom from quizzes and exams to assignments.

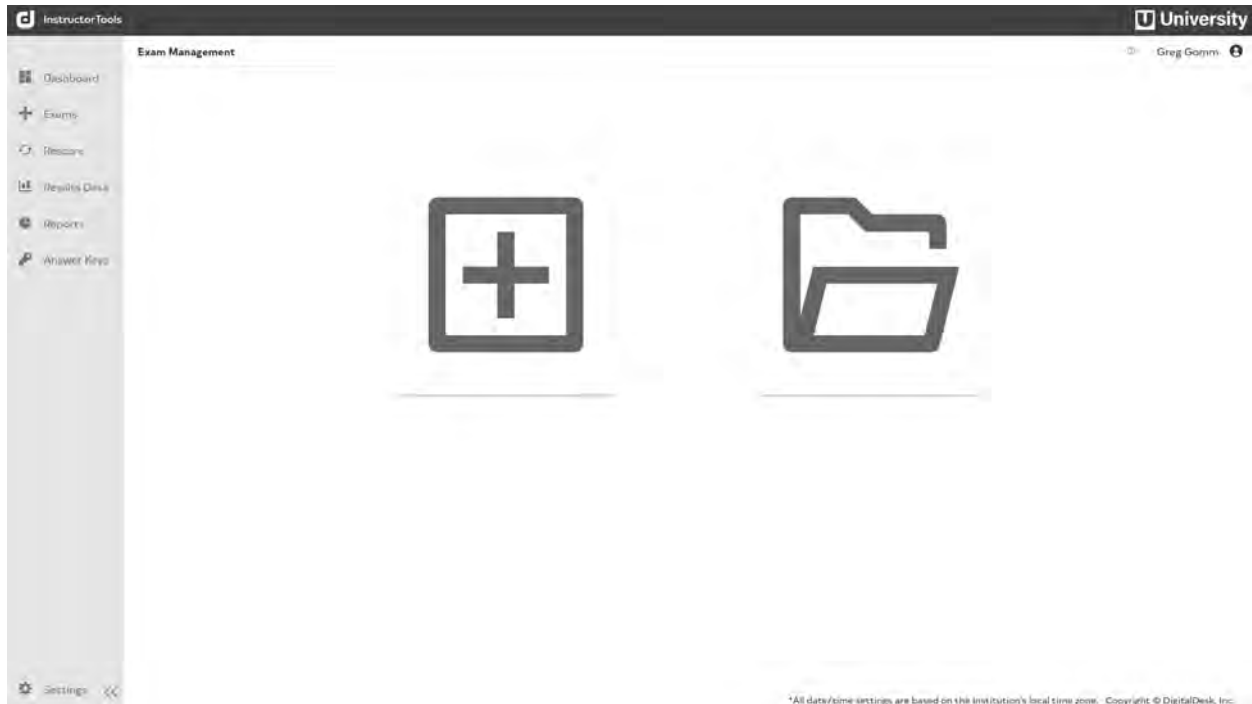
You may already be familiar with our exam scanning application that is used by many of the nation's top tier research institutions. Our WebAssess™ online assessment technology is integrated into the same solution providing you with a common interface for exam setup, delivery and reporting.



Our integrated approach provides you with the confidence that your exams will be administered reliably. An added benefit is that there is no need to learn new reporting tools, and integration with your campus LMS gradebook is just a click of a button. Our exam analysis will continue to provide you with accurate item statistics to help you in your teaching and assessing processes.

Please feel free to contact us at [support@digitaldeskinc.com](mailto:support@digitaldeskinc.com) if you have any questions.

# Exam Setup

In InstructorTools, click  in the Navigation bar on the left side of the screen. You will be presented with the following page:



To create a new exam, click the  button. To modify an existing exam, click the . A list of your existing exams will be displayed to choose from.

## Select Course and Section:

When creating a new exam or modifying an existing one, a page will be displayed with a drop-down containing the courses you are enrolled to teach for the current semester. Selecting the desired course will present you with the available sections.


Section	Instructor	Title	Term	Location	Enrolled
<input type="checkbox"/> 004-97N6K8	EMPLOYEE, ERIK M	Introductory Psychology	FS19	MSU Scoring Office	119
<input type="checkbox"/> 003-97N6K7	EMPLOYEE, DAVID Z	Introductory Psychology	FS19	MSU Scoring Office	595
<input type="checkbox"/> 002-97N6K6	EMPLOYEE, RICHARD E	Introductory Psychology	FS19	MSU Scoring Office	335
<input type="checkbox"/> 001-97N6K5	User, Test	Introductory Psychology	FS19	MSU Scoring Office	493
<input type="checkbox"/> 006-97P7NM	EMPLOYEE, PAUL G	Introductory Psychology	FS19	MSU Scoring Office	122
<input type="checkbox"/> 005-97P7NM	EMPLOYEE, PAUL G	Introductory Psychology	FS19	MSU Scoring Office	123

Check the box next to the desired section(s) and then click

Next

## General Exam Properties


Now you are ready to begin establishing the properties for the exam. Fill out the form items like Exam Title, Dates, and locations (if you are a multi-campus university).

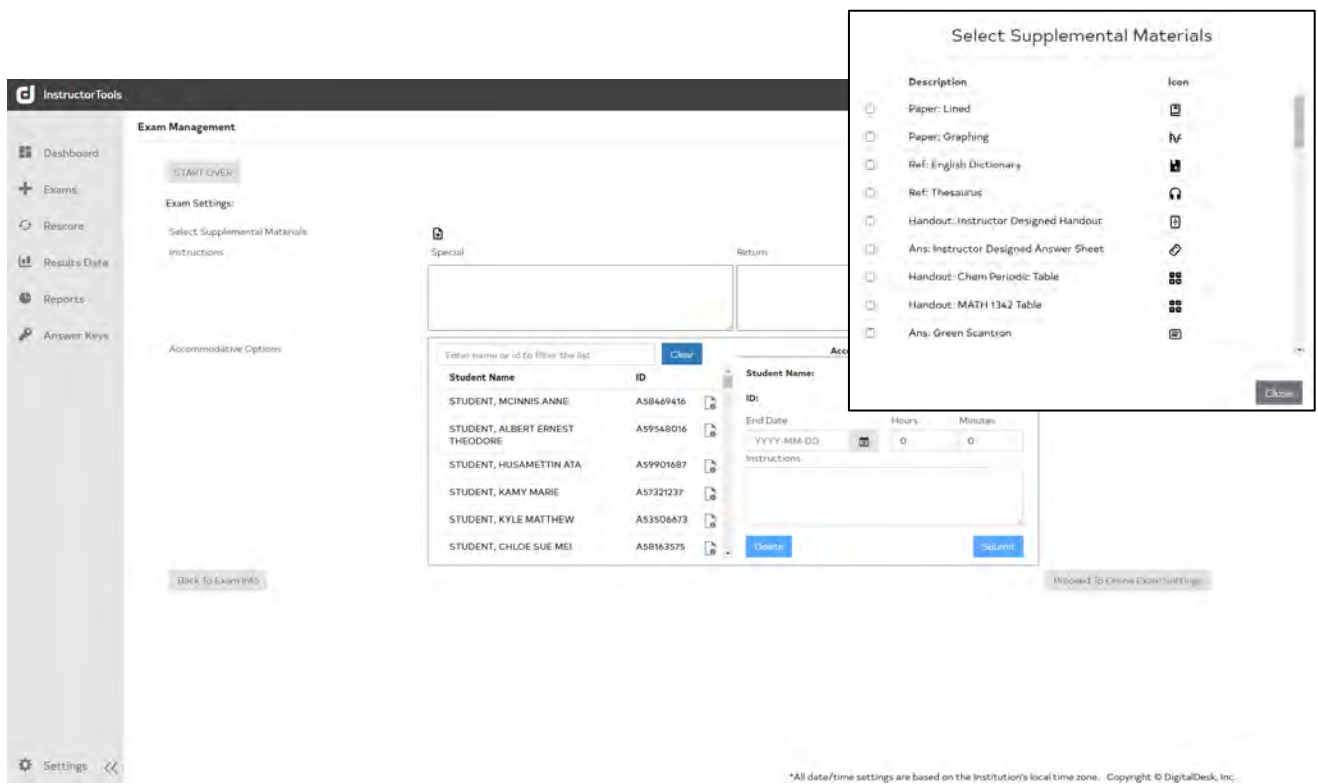
If you want this exam to be delivered online, then slide the Online Exam button  to enable the Online Exam properties.

NOTE: You can monitor your progress by looking at the progress stepper located in the upper right corner.










Now, click the button .

## Special Instructions and Supplemental Materials

Here you can specify what testing aids the student is permitted to use during the exam process by pressing the  button. The icons representing the different testing aids will be presented on the exam delivery screen for both students and proctors for monitoring purposes. If one does not exist for your purposes, please contact your institution's DigitalDesk support team so that one can be added that meets your needs.








The screenshot displays the 'Instructor Tools' interface for 'Exam Management'. The 'Exam Settings' section is active, showing options for 'Select Supplemental Materials', 'Instructions', and 'Accommodative Options'. A 'Special' field is present. A table lists students with their names and IDs, each with a plus icon for adding supplemental materials. A 'Select Supplemental Materials' dialog box is open, listing various materials with their descriptions and icons. The dialog box includes a 'Close' button.

Description	Icon
<input type="checkbox"/> Paper: Lined	
<input type="checkbox"/> Paper: Graphing	
<input type="checkbox"/> Ref: English Dictionary	
<input type="checkbox"/> Ref: Thesaurus	
<input type="checkbox"/> Handout: Instructor Designed Handout	
<input type="checkbox"/> Ans: Instructor Designed Answer Sheet	
<input type="checkbox"/> Handout: Chem Periodic Table	
<input type="checkbox"/> Handout: MATH 1342 Table	
<input type="checkbox"/> Ans: Green Scantron	

You may type in any special instructions you wish for students or proctors to follow during the delivery of the exam. If you have submitted an exam to a testing center for proctoring, you can enter the instructions for returning any items that may have been used during the examination.



**Accommodative Options:** This allows you to adjust your exam time limit for specific students. The search bar on the left can bring up results by student name or id number. Click the  symbol to bring up that student on the right. You can set a custom due date and time limit for that student, as well as include special instructions. Click  to finish, which will put a  symbol next to that student's name to indicate they have accommodative options. To remove accommodative options from a student, select them and click .

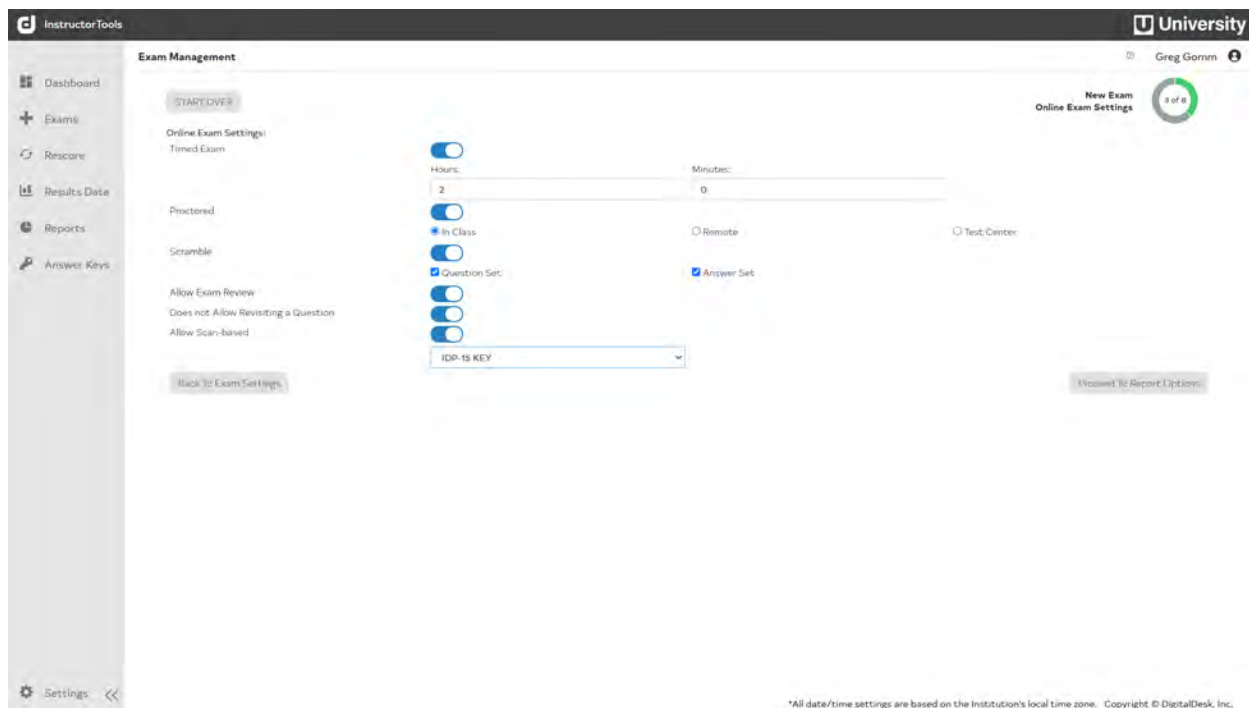
Click .

## Online Assessment Options

Now you are ready to set the online exam properties. If your exam is timed, set the hours and minutes.

If you want the exam to be proctored, you may select one of the following proctoring methods.

1. In Class – Students use their own devices in class proctored by the instructor or TA.
2. Remote – uses technology subscribed to by the university such as Proctorio® or ProctorU®.
3. Test Center – Students go to the campus testing center where they will be checked in to take the test.



Set additional options like scrambling test items, allowing students to review the missed items, forcing students to move forward in the exam, and preparing the online exam to be delivered on a scan form, limiting answer options to the number supported on the scan form (A – E or A – J).

Click [Proceed To Report Options](#).

## Student Report Options

Select the type of report or data that you want students to have access to after scores are released.



These options affect both system generated PDF reports as well as detail view information found in the StudentPortal as depicted in the figure below.

ID	EXAM	PE	BONUS	NON OBJ	TOTAL	MAX SCORE	GRADE	
5278	EXAM 1	86.00	5.00	0.00	91.00	100.00	91.00%	Hide Details
<b>Questions Missed</b>								
(Format: Question Number, Your Answer, Correct Answer)								
5. A, C 24. B, D 25. A, D 35. A, C 38. D, C 40. B, C 41. D, A 51. D, C								
5278	EXAM 1	86.00	5.00	0.00	91.00	100.00	91.00%	PDF

Click the [Proceed To Scoring Options](#) button to continue.

## Exam Item Count and Point Values

Enter the number of Objective Items (A, B, C, D, E ...) and the total point value of those items. Enter the number of Non-Objective items (essay or short answer) and the combined point value.

Set the report decimal place options. You can view up to 4 decimal places.

The screenshot shows the 'Exam Management' page in the 'Instructor Tools' interface. The page is titled 'Exam Management' and includes a 'START OVER' button. Under 'Scoring Options', there are two sections: 'Objective' and 'Non-Objective'. Each section has three input fields: 'Number of Questions', 'Total Points', and 'Report Decimal Places'. The 'Objective' section has values of 1, 0, and 0 respectively. The 'Non-Objective' section has values of 0, 0, and 0. There is a 'Back to Report Options' button at the bottom left of the form area. In the top right corner, there is a 'New Exam Scoring Options' button and a progress indicator showing '5 of 8'. The user's name 'Greg Gomm' is visible in the top right. A footer note states: '\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.'

Click [Proceed To Item Weights](#) to set the item weights.

## Special Item Handling Options

If you desire to apply item weights for individual items or ranges of items, you can set the values here. For example, in the following screen shot each item is worth 1 point, making the total exam worth 5 points as indicated in the previous screen.

Form	Start	End	Points	And	Required	BonusType	Distractor	Link
1	1	2	1	false	false	Regular	Distractor	Link
1	3	3	1	false	false	Regular	Distractor	Link
1	4	4	1	false	false	Regular	Distractor	Link
1	5	5	1	false	false	Regular	Distractor	Link

Additional options for  And  Required are available. This will allow you to set A and C as the correct answer. If you select  Required, respondents will be required to select both A and C to earn any points for the item. Otherwise they will receive partial points for the correct item selected. If they select a distractor, an amount equal to the point value divided by the number of correct answer options will be deducted up to max point value for the item. For example, if the item is worth 1 point, then:

Correct Answer: A and C	Student Response: A and D	Student earns .5 points for selecting A and loses .5 points for selecting D.
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Click [Proceed To Item Management](#) to design your test questions.


## Exam Item Management



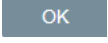
Now you are ready to begin building your exam. DigitalDesk has full, shareable item banking, at the author's discretion. Items can be categorized by Learning Objectives, Textbooks, and chapters to measure learning outcomes and provide direction for learning.

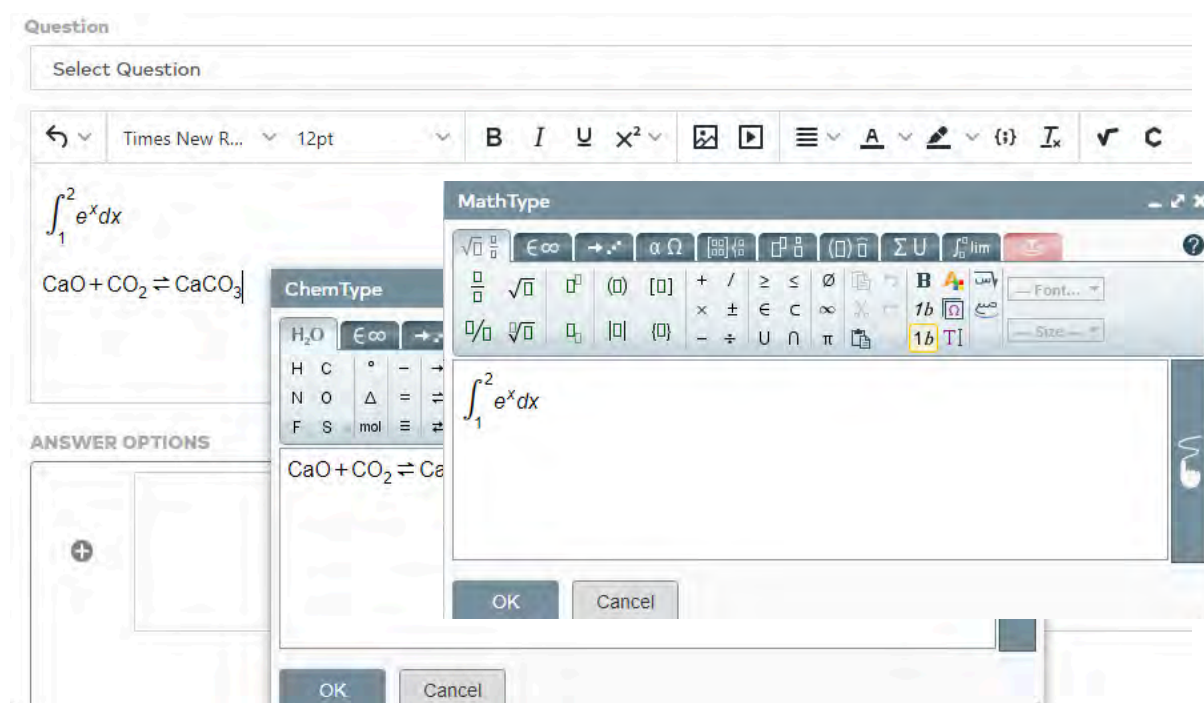
The screenshot displays the 'Exam Management' interface. On the left is a sidebar with navigation options: Dashboard, Exams, Rescore, Results Data, Reports, and Answer Keys. The main content area is titled 'Exam Management' and includes a 'START OVER' button. Below this is a 'Question 1' dropdown menu, a '1 of 5' indicator, and a 'Question' dropdown menu labeled 'Select Question'. There are three dropdown menus for 'Learning Objective', 'Textbook', and 'Chapter'. Below these are 'Points' (set to 1) and 'Question Type' (set to Regular). The 'Response Type' section has radio buttons for 'Multiple Choice' (selected), 'Partial Points', 'Multiple Select', 'Required', and 'Essay/Short Answer'. A large text area for the question is visible, along with 'ANSWER OPTIONS' and 'ANSWER EXPLANATION' sections. At the bottom, there are buttons for 'Back System Wishes', 'Clear Question', and 'Proceed To Review'. The top right shows 'University' branding and a user profile for 'Greg Gomm'. A 'New Exam Item Management' button with a '7 of 8' indicator is also present.

The drop-down labeled "Question" will contain all unfiltered items associated with the course being tested. Filter the dropdown by selecting a learning objective, textbook, and chapter.


**Create New / Modify Existing Question:** To create a new question, type the question or paste from MS Word or another text editor. You can format the text in various ways, including adding super/subscript, highlight, change text color, include coding samples, and add pictures and videos. Add images to your item by clicking the  button in the editor tool bar. You can add Video streaming

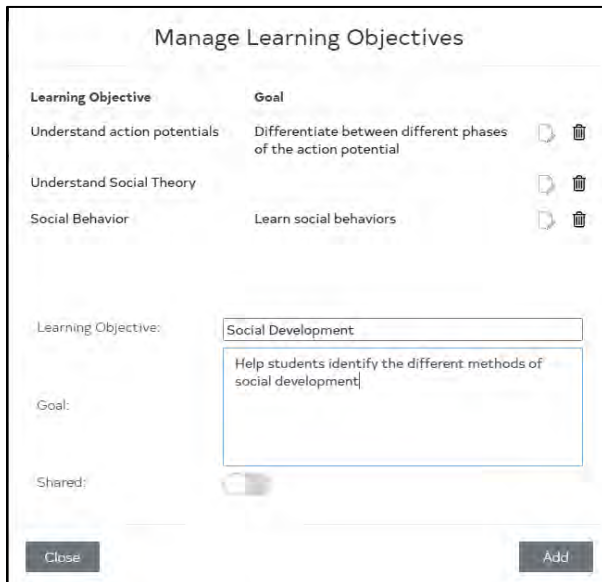
references to items by clicking . You will be required to enter the URL to the video source, like <https://youtu.be/HGMRWP7iDhw>.







**Math and Chemistry Formula Editor:** The item management editor tool supports common math and chemistry formula creation. Select the  or  for Math or Chemistry formula editor, respectively, from the editor tool bar. Create the desired formula and press the  button to save the equation / formula to the item question, as shown in the figure below.



**Create Answer Options:** Answer options are created similarly and can contain formatted text and images. Check the boxes of answers that will be correct. Use the Answer Explanation box to enter review information for students at the conclusion of their exam. You can also use it for holding the rubrics associated with scoring essay or short answer items. It will be displayed in the response data for a student's exam results so that you or your TA's can assign proper point values.

You can create your own Learning Objectives and Textbooks associations by clicking the  next to each option. That will display the following windows, respectively:

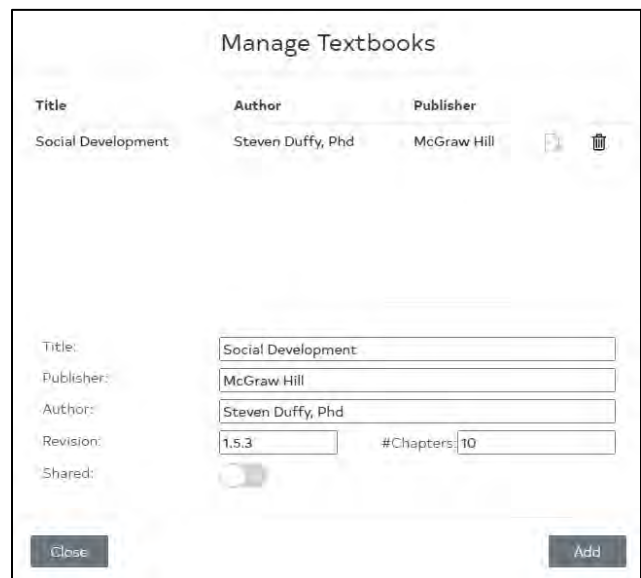




Learning Objective	Goal		
Understand action potentials	Differentiate between different phases of the action potential		
Understand Social Theory			
Social Behavior	Learn social behaviors		

Learning Objective:

Goal:

Shared:



Title	Author	Publisher		
Social Development	Steven Duffy, Phd	McGraw Hill		



Title:

Publisher:

Author:






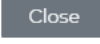
Revision:  #Chapters:

Shared:

**Manage Learning Objectives:** This allows you to edit or delete the learning objectives available to you or create new ones. Learning Objectives are specific to the course they are created for, i.e., Objectives created for ADV 445 will not be available to ADV 342 even if you teach both of them. Edit an objective by clicking the  button, and delete them by clicking the . Click  in the bottom right-hand corner to save your changes. New learning objectives can be given a title and description in the Learning Objective and Goal boxes respectively. Click the Shared  button to make this objective available to other faculty members in the same course. Click  to save your changes or  to discard them.

**Manage Textbooks:** As with Managing Learning objectives, here you can edit or delete the textbooks available to you and create new ones. Textbooks are specific to the course they are created for, and



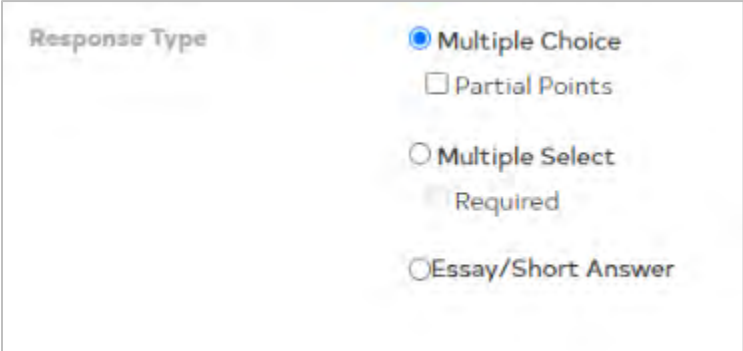
cannot be shared between different courses even if you teach both of them.  lets you edit existing textbooks and  deletes them. Click  to save any changes you make to a textbook. If you are adding a textbook you must provide a title, publisher, author, revision number (in x.x.x format), and number of chapters. Click the Shared  button to make this textbook available to other faculty members in the same course. Click  to save your changes or  to discard them.

**Chapter:** This drop-down becomes available after a textbook has been selected, and allows you to select the chapter related to the current question.

**Points:** Here you may set the number of points the current question is worth. By default, each question is worth the total number of points available divided by the number of questions, or the values set on the Item Weights page.

**Question Type:** This drop-down menu allows you to set the question type, whether as Regular, Replacement Bonus, or Extra Points Bonus. Regular means the question will function as a normal test question. Replacement Bonus means the question's points can replace missed points up to the maximum point value of the test. Extra Points Bonus awards extra points to a student's score, potentially raising it above the point maximum. Note that the points in the last two options will not be included in calculating the exam's maximum score, so the values of other questions may need to be adjusted.

**Response Type:** Multiple Choice is the default for objective questions. Selecting  **Partial Points** allows you to set some answers to be worth less or even a fraction of the correct answer. Multiple Select means at least two



The screenshot shows a dropdown menu titled "Response Type" with the following options:  Multiple Choice,  Partial Points,  Multiple Select,  Required, and  Essay/Short Answer.

answers must be selected as a right answer, and a student must select all of the correct answers to get full points. Selecting one or more of the correct answers awards a fraction of the question's full points.

For example:

Correct Answer: A and C	Student Response: A and D	Student earns .5 points for selecting A and loses .5 points for selecting D.
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Selecting  **Required** means all of the correct answers must be selected to get any points. Essay/Short Answer is for non-objective questions and removes the Answer Options and Answer Explanation boxes. Instead an Answer Rubric is provided to specify criteria that should be used in grading students' written answers.

Click  when you have created or selected items for each question on the exam.

## Exam Setup Review

You are now at the exam setup review where you can verify that all item properties are set as desired.

The screenshot displays the 'Exam Management' interface. At the top, it says 'STAGE OVER' and 'Here is the summary of the exam. Please review:'. The interface is divided into several sections:

- Course:** Course: PSY-101, Section: 001-9786K5-PSY-101-User, Test
- Exam:** Exam Title: Mid term, Dates: 7/14/2020 - 7/14/2020, Exam Type: MSU Batch, Exam Location: MSU Scoring Office, Exam Form: 1, Student Report Options: Instructor Only
- Exam settings:** Supplemental Materials, Special Instructions, Return Instructions
- Online Exam Settings:** Timed Exam: Hours: 2, Minutes: 0, Proctored: In Class, Scramble: Question Set, Answer Set, Allow Exam Review: Yes, Disallow Revisiting a Question: Yes, Allow Scan-based: Scan Form: IDP-15-KEY
- Scoring:** Number of Questions: 5, Number of Non-Obj Questions: 0, Maximum Points: 5, Non-Objective Max Points: 0, Report Decimal Places: 0, Scoring Profile: Form 1

At the bottom, there are buttons for '<< Back To Item Management', 'Print Exam', and 'Publish'. A footer note states: '\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.'

Once you have verified all exam properties, click the [Approve & Publish](#) button. Your exam will now be ready for students to take. If you want a paper copy of your exam, press the [Print Exam](#) button. A PDF version of the exam will be downloaded to your computer.

If you need to make changes to the exam, press the [<< Back To Item Management](#) button. From each page, you will be able to navigate back through the exam setup pages to the beginning.

## Create Answer Key

Once you have published your scan-based exam, the **Create AnswerKey** button will be visible for those who wish to create their answer key online. You still have the option of filling out a scan form with the answer key information. Click the **Create AnswerKey** and you will be asked to select the number of answer options based on the scan form being used.

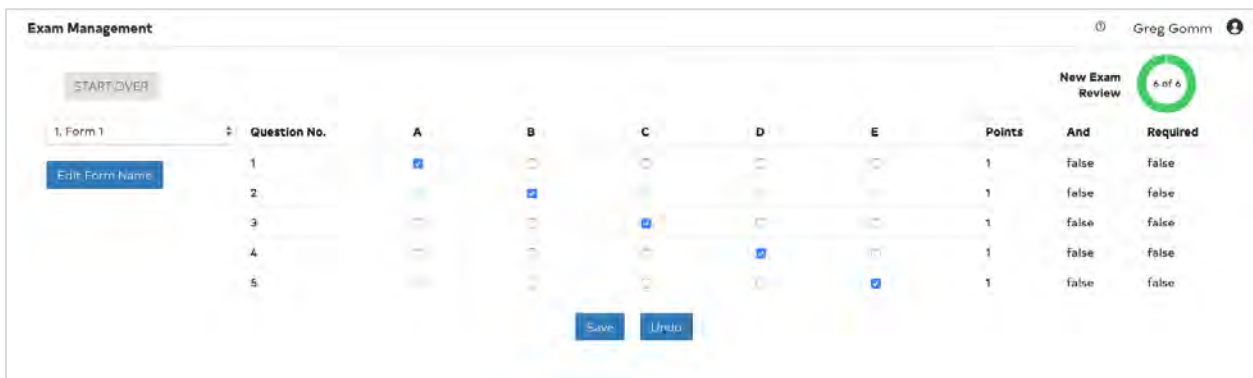


**Choose number of Distractor**

How many distractors do you need for this new answerkey?

**5, A-E**   **10, A-J**   Cancel

The following form will appear with the number of items established earlier. For each form or version of the exam, select the correct responses by clicking the check boxes associated with each item. The three right columns labeled Points, And, and Required display the item properties as established on the Item Weights page. By default, items are "OR", meaning students can select only one of many correct responses. If the item's property is "AND", check the boxes associated with the correct responses.



**Exam Management** Greg Gomm

START OVER New Exam Review 6 of 6

1, Form 1	Question No.	A	B	C	D	E	Points	And	Required
<a href="#">Edit Form Name</a>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	false	false
	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	false	false

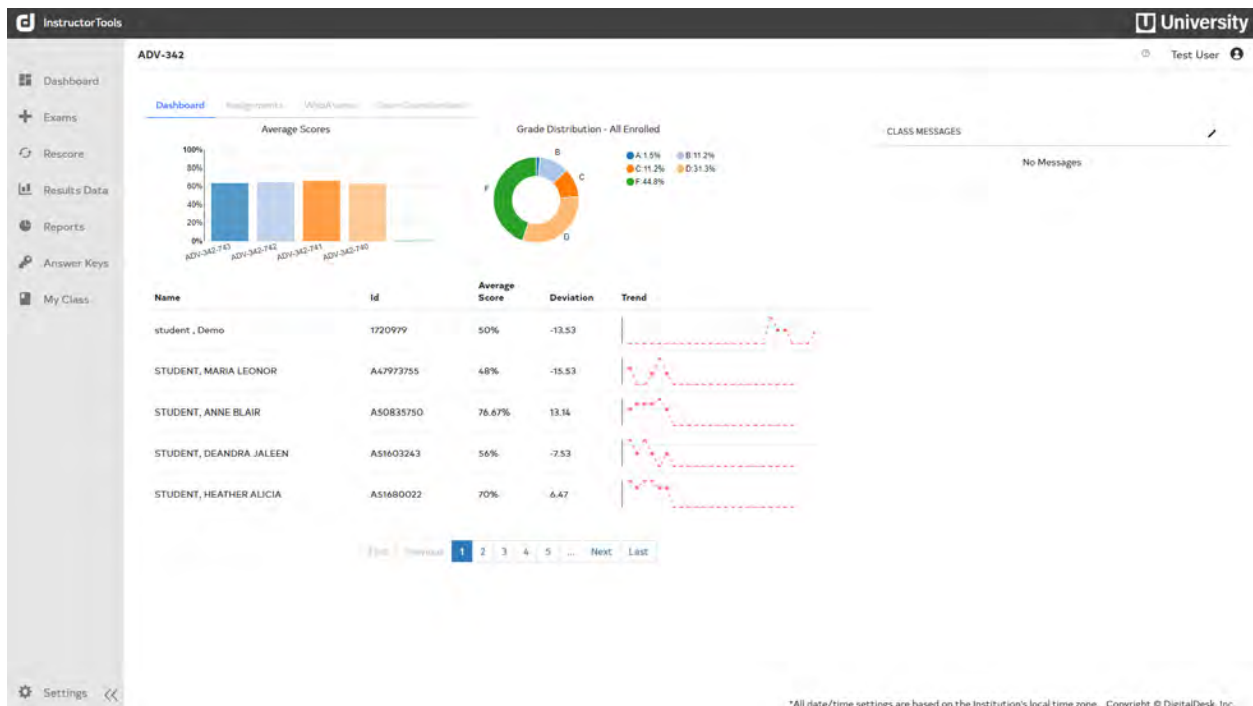
[Save](#)   [Undo](#)

When you are done, press the **Save** button. Your exam will be ready to be scanned without filling out a scan form or scan the answer key prior to scanning students' scan forms.

# Manage In-class Proctored Exams

(Faculty Role Only)

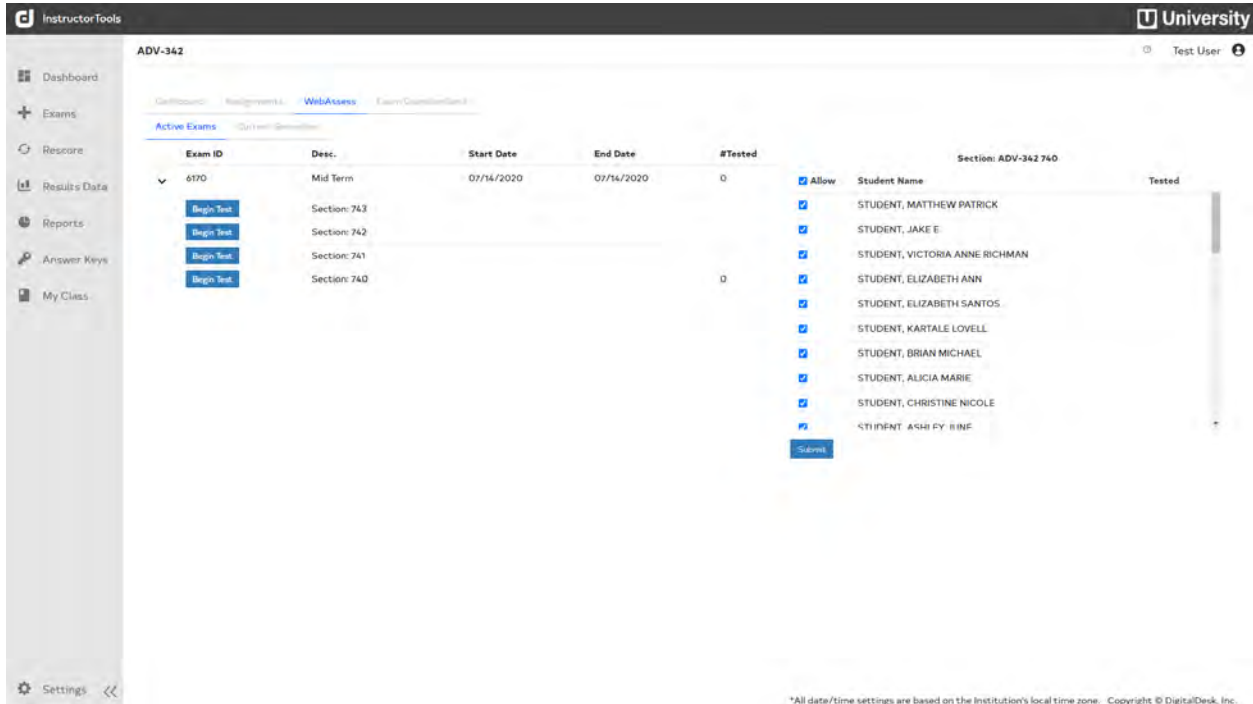
If the exam is to be proctored in class, navigate to the Class Management module for the course being tested. The course Dashboard includes a tabbed menu option for WebAssess.



Additional information on this page shows students who are subject to academic risk based on average score and current trends relative to the class' mean grade.

Click [Dashboard](#) [Assignments](#) [WebAssess](#) [Exam QuestionBank](#)

Active exams will be listed. Click on an exam with in-class proctoring. Clicking the **Begin Test** button provides a list of all enrolled students for the selected sections being tested. The list also displays the dates of any students that may have already tested.






Checking the  **Allow** button above the list of students will select all the students listed. Optionally, you can select individual students. Pressing the **Submit** button will allow the selected students to begin taking their test from the StudentPortal.

# Student Portal

Students will access the exam through the DigitalDesk StudentPortal. After selecting the enrolled course, students can view their progress in Grade Center, take tests in Available Exams, or complete homework in the Assignment Center.




Clicking  provides students with score information for any quizzes, exams or assignments that have been processed through DigitalDesk. Clicking  provides students with Exam Cards containing information about available online exams. Clicking  provides students with a view of the assignments currently available to them.

## Grade Center

The course Dashboard displays a graph depicting the scores earned by assignments, quizzes and exams that are scored in DigitalDesk. In addition, you can see your average score on the donut chart.



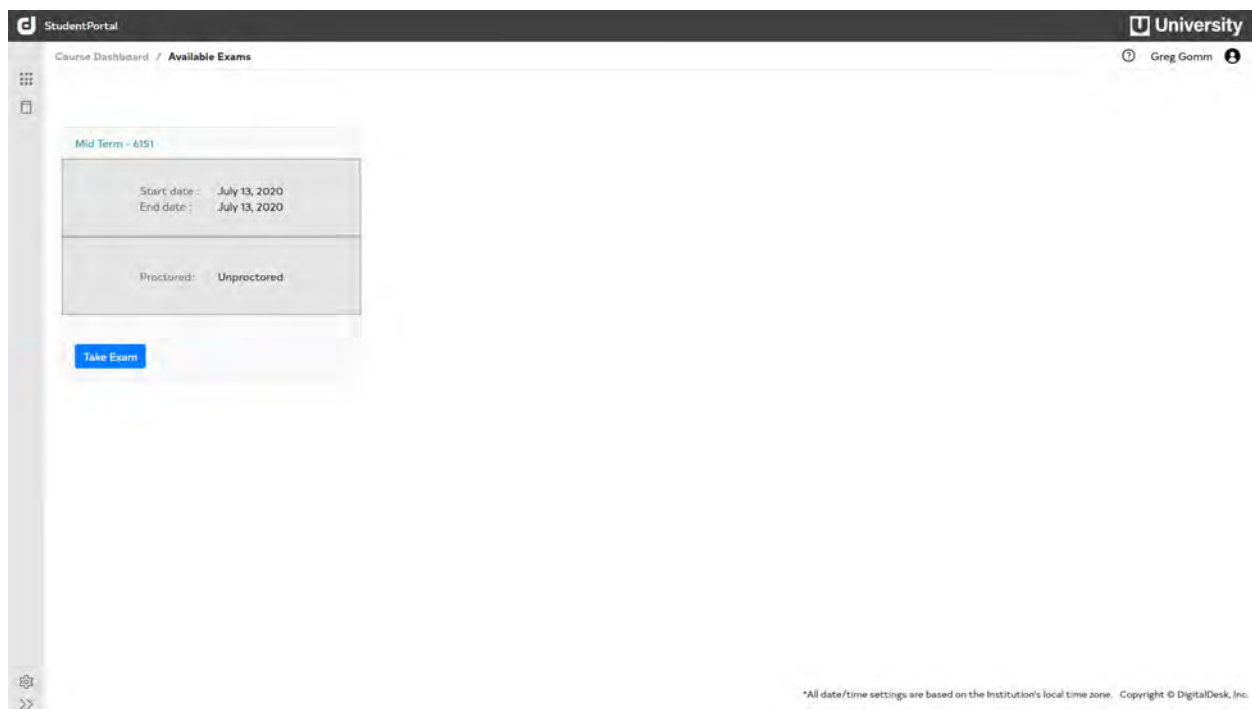
The [Show Details](#) button will display detailed scoring data for items missed, student's response, and the correct answer. This setting is governed by faculty in the exam setup.

Students can download a score report by clicking the  button.



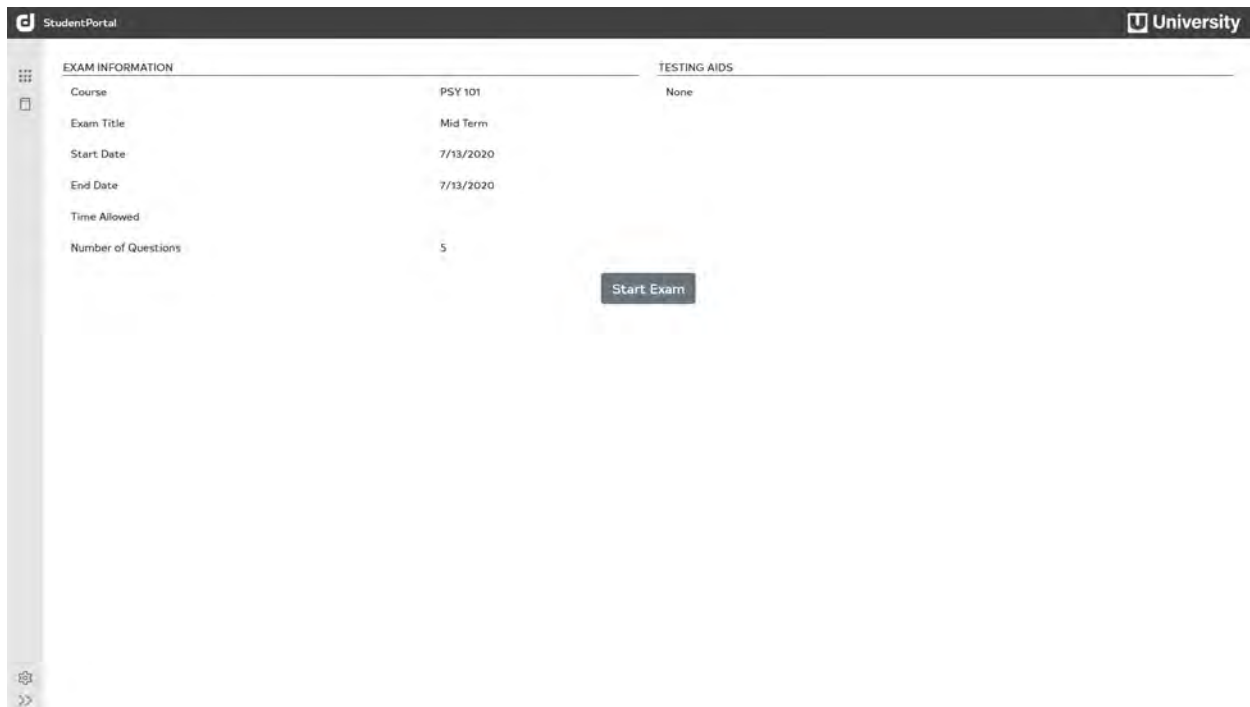
## Available Exams

Cards representing each available exam is presented to students. The cards contain most information about the exam necessary for students to be prepared. The exam title, available dates, proctoring method, and permitted supplemental information is displayed.



Clicking the **Take Exam** button will launch the WebAssess™ assessment platform and load the exam properties for the student and proctor to view.

This screen lists all exam properties, similar to the Exam Card on the previous screen in addition to the time permitted (if timed) and the number of questions. Again, permitted supplemental materials (Testing Aids) are listed for proctors and students.



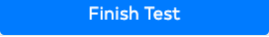
The student will click the  to begin taking the test.





## WebAssess Exam Delivery

The exam is loaded, and the student can begin to answer the items. The interface includes several elements that aid in the delivery of the exam.

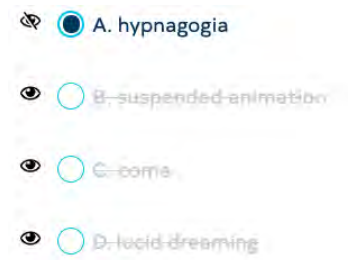


1. Proctor Bar: displays the supplemental materials students are permitted to use during the testing session.
2. Exam Navigation Bar: located on the right side of the screen.
  - a) Timer: displays elapsed time or time remaining, depending on whether or not this is a timed test.
  - b) Item Links: Colored links to the exam items reflecting the current item status. Clicking the link will navigate to the respective item. A colored legend explains what each color means.

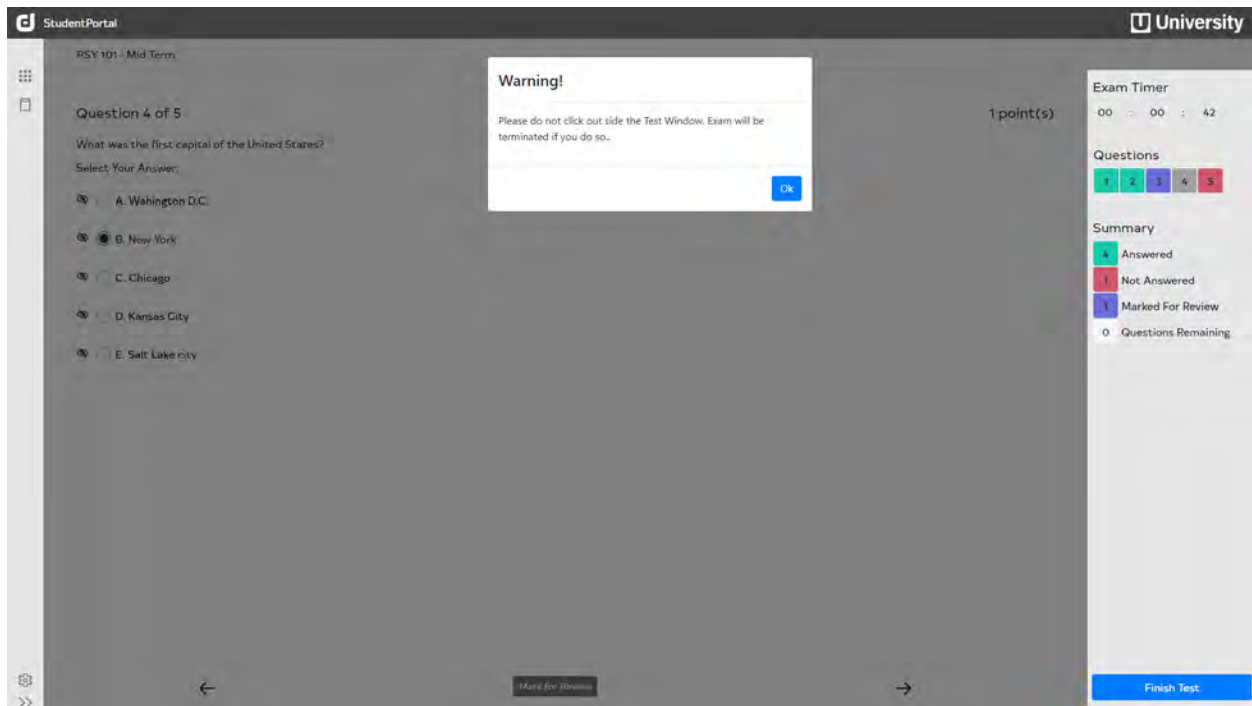
c) Finish Exam: Clicking  will terminate the testing session and score the exam.

3. Item navigation controls ,  and : If allowed, students can move forwards and backwards through the exam. Students can mark an item for review and the respective item in the Navigation Bar will be colored appropriately. Revisiting the item will show  button. Clicking the button will change the item state.

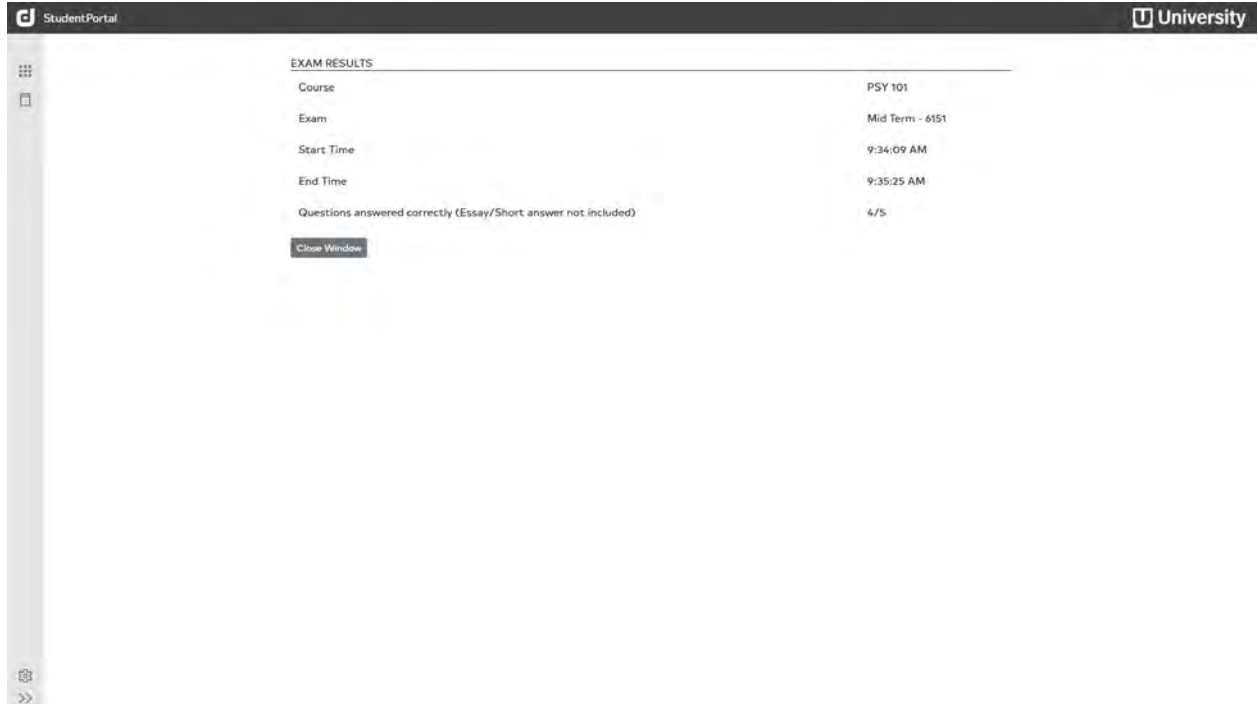
4. Hide Answer Option: WebAssess has implemented a feature that allows Students to mark answer options that they determine to be wrong in order to reduce the "noise" associated with multiple choice. It will provide them with a clearer answer option set to choose from.



Modern browsers provide us with the ability to track student exam activity. If the mouse navigates away from the exam, a warning message is displayed indicating that the exam will be terminated if they navigate away from the page again.



When finished answering test items, students press the **Finish Test** button. The exam will be scored, and the results page will be displayed.



If the exam setup includes the option to review missed items, then the **Review Answers** button will be visible to the student.

## Review Missed Answers

Clicking the [Review Answers](#) button will reveal the Missed Responses review page which includes, based on student report options:

1. The Question Missed
2. The Student Response
3. The Correct Answer, and
4. An Answer Explanation. This option turns the assessment process into a learning process for the student.

The screenshot shows the 'Missed Responses' page in a StudentPortal. The page has a dark header with 'StudentPortal' on the left and 'University' on the right. A sidebar on the left contains 'Dashboard' and 'Courses' icons. The main content area is titled 'Missed Responses' and includes a 'Back To Results' button. There are three assessment items displayed:

- Item 1:**  
Question: That can I; At least, the whisper goes so. Our last king, Whose image even but now appear'd to us, Was, as you know, by Fortinbras of Norway, Thereto prick'd on by a most emulate pride, Dared to the combat; in which our valiant Hamlet-- For so this side of our known world esteem'd him-- Did slay this Fortinbras; who by a seal'd compact, Well ratified by law and heraldry, Did forfeit, with his life, all those his lands Which he stood seized of, to the conqueror: Against the which, a moiety competent Was gaged by our king; which had return'd To the inheritance of Fortinbras, Had he been vanquisher; as, by the same covenant, And carriage of the article design'd, His fell to Hamlet. Now, sir, young Fortinbras, Of unimproved mettle hot and full, Hath in the skirts of Norway here and there Shark'd up a list of lawless resolute, For food and diet, to some enterprise That hath a stomach in't; which is no other-- As it doth well appear unto our state-- But to recover of us, by strong hand And terms compulsatory, those foresaid lands So by his father lost: and this, I take it, Is the main motive of our preparations, The source of this our watch and the chief head Of this post-haste and romage in the land.  
Your Response: 3  
Correct Answer: 2, 3  
Explanation: That can I; At least, the whisper goes so. Our last king, Whose image even but now appear'd to us, Was, as you know, by Fortinbras of Norway, Thereto prick'd on by a most emulate pride, Dared to the combat; in which our valiant Hamlet-- For so this side of our known world esteem'd him-- Did slay this Fortinbras; who by a seal'd compact, Well ratified by law and heraldry, Did forfeit, with his life, all those his lands Which he stood seized of, to the conqueror: Against the which, a moiety competent Was gaged by our king; which had return'd To the inheritance of Fortinbras, Had he been vanquisher, as, by the same covenant, And carriage of the article design'd, His fell to Hamlet. Now, sir, young Fortinbras, Of unimproved mettle hot and full, Hath in the skirts of Norway here and there Shark'd up a list of lawless resolute, For food and diet, to some enterprise That hath a stomach in't; which is no other-- As it doth well appear unto our state-- But to recover of us, by strong hand And terms compulsatory, those foresaid lands So by his father lost: and this, I take it, Is the main motive of our preparations, The source of this our watch and the chief head Of this post-haste and romage in the land.
- Item 2:**  
Question: O, farewell, honest soldier: Who hath relieved you?111  
Your Response:  
Correct Answer: 3, 3  
Explanation: essay
- Item 3:**  
Question: What was the deadliest on-impact bombing of World War II?  
Your Response: Hiroshima  
Correct Answer: Hiroshima, Nagasaki

At the bottom left of the page, there is a 'Settings' icon and a double-left arrow icon.