

How to Unstrand Exam Records – Administrators Only

WHY DO STUDENT RECORDS BECOME STRANDED?

Occasionally, student exam information becomes “stranded” in Data Director. This occurs when a student’s exam answers are uploaded into the system, but there is no direct link to a teacher or teachers. The most common reasons for this are:

1. The teacher ID is missing from the answer sheet that is scanned using Data Scanner.
2. Since the exam sheet was printed, a rostering change has been made so that student, teacher, and/or period data stored in Data Director is different from those listed on the answer document.

STRANDED RECORDS CAN BE AVOIDED BY MAKING SURE:

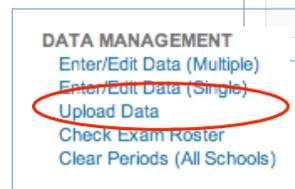
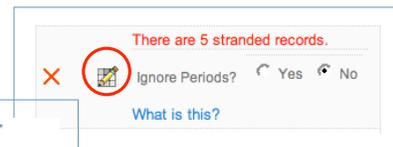
1. The correct teacher ID and period are included on the bubble sheets.
2. The teacher ID and period at the time of printing/testing do not change in the roster files .
3. The terms associated with a student at the time of printing/testing do not change.

PROCESS A: UNSTRAND RECORDS PROGRAMMATICALLY

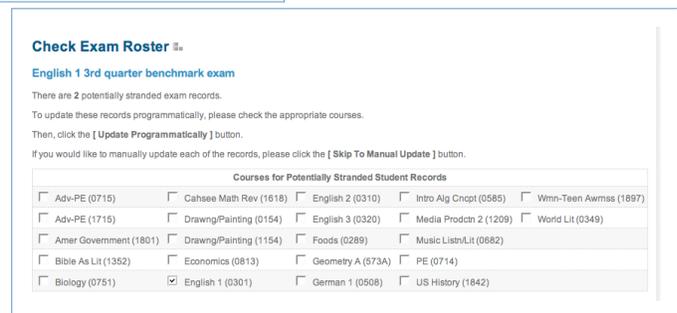
1. Go to **Exams**. Click on the specific exam title. 



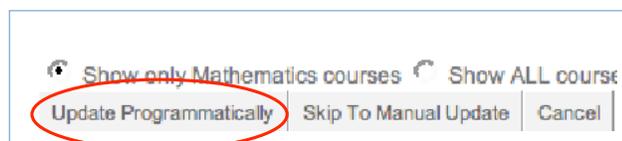
2. **Scroll down** to the Exam Summary section and look for a **Red X** identifying stranded records. If stranded records exist, a **Red X** will indicate the number of affected records. Click the **pencil** (edit icon) OR click on **Check Exam Roster** in the left navigation bar.



3. On the following screen, you will see a list of classes or courses to which you may possibly attach results. Check the appropriate classes and then click **Update Programmatically**.



On this page you will be offered a choice to show only courses for a given subject or to show all courses.



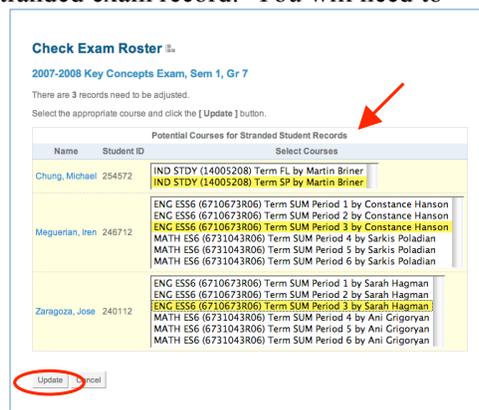
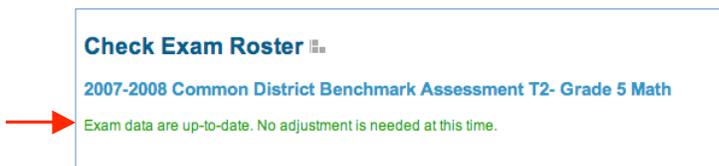
Note: In most cases, programmatic updates should unstrand all students and apply their results to the appropriate teacher or course. However, in certain circumstances where you still have stranded records, you will go to a manual update screen. On this screen, you will have to update all the remaining stranded records one student at a time.

PROCESS B: UNSTRAND RECORDS MANUALLY

- Go to **Exams** and click on the specific exam title.
- Scroll down** to the section where the **Red X** identifying stranded records appear. A Red X will indicate the number of affected records. Click the **pencil** (edit icon.)
- Click **Skip to Manual Update**. It will show each student with a stranded exam record. You will need to select the teacher and course/period associated with that student.
- Click **Update**.



You should then see the message below, indicating that there are no longer any stranded records.

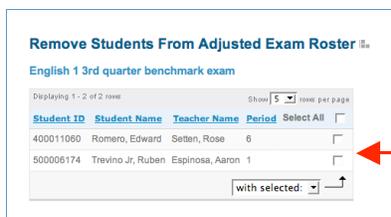
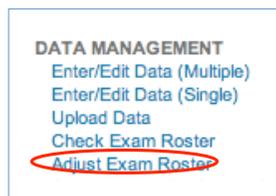


When you return to the reports page, you should no longer see the **Red X** showing stranded records.

PROCESS C: ADJUST EXAM ROSTER

Use this process if you believe you have unstranded records incorrectly and would like to “re-strand” them.

- After you have unstranded some records, a new link will appear in the left-hand margin called **Adjust Exam Roster**. (The link will not appear until AFTER you have already unstranded some records.)
- Click **Adjust Exam Roster**: a list of students whose records you have already unstranded will be seen. If you wish to change the assignment of this record, check the box to the right of each line.



- Pull down the “**with selected**” list at the bottom to delete the record from the exam roster. (This will then allow you to repeat the process of unstranding again using Process A or Process B.)

