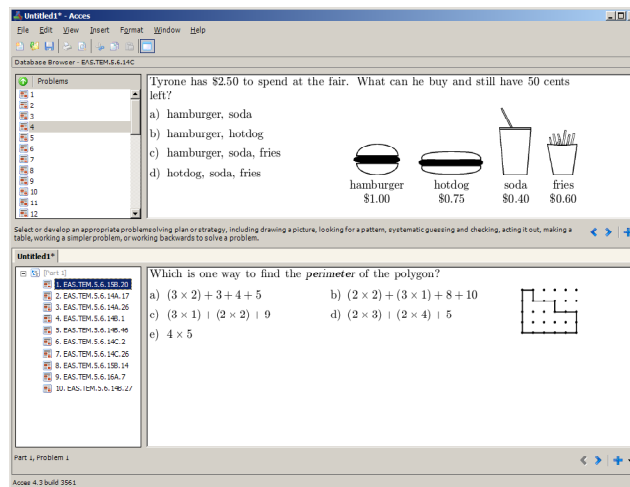


Exporting an Answer Key to Campus Online

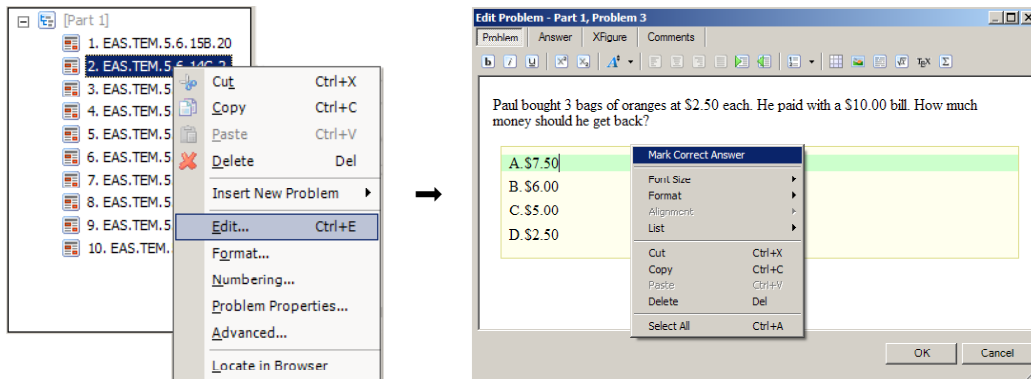
Acces version 4.3 – Houston ISD

This guide shows how to create a document in *Acces* and export the answer key to Campus Online. For the HTML version of this guide, or for more information about *Acces* in Houston ISD, please visit www.educaide.com/downloads/hisd.

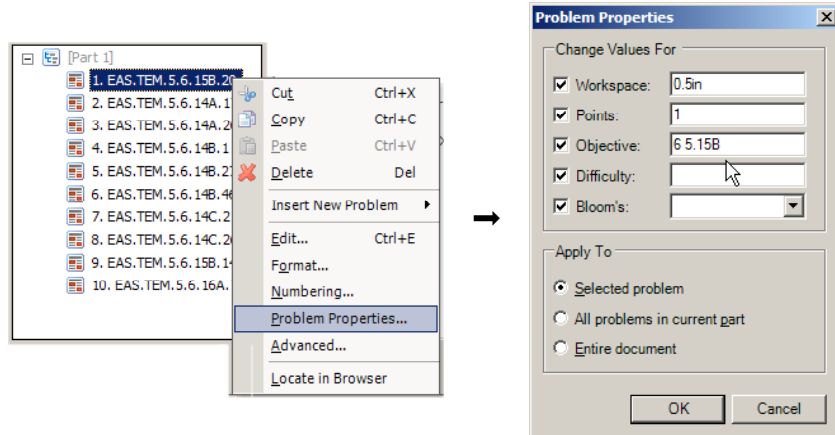
Step 1. Create a document in *Acces* as usual. It can contain EducAide's problems, or problems that you write or modify.



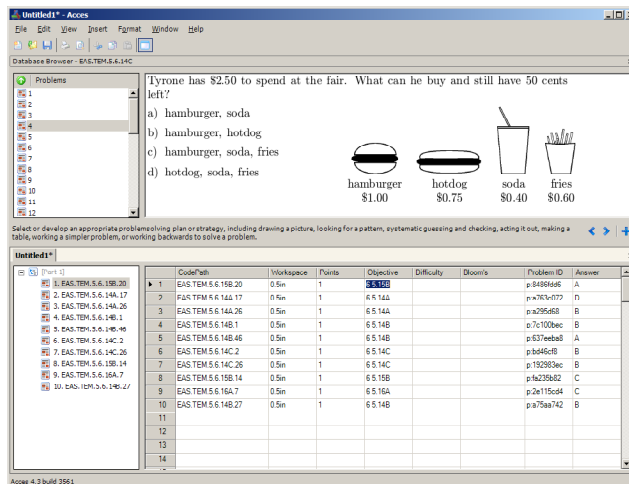
Step 2. If you wish to add or change an answer, you can edit the problem. If the problem is multiple-choice, you can mark a different answer as correct. If you tell *Acces* to hide the choices, it will treat the correct choice as the answer. If the problem is free-response, press the *Answer* tab and type the correct answer there.



Step 3. If you wish to add or change an objective, there are several ways. One way is to right-click on the problem in the Document Tree (lower-left of the screen) and choose *Problem Properties*.



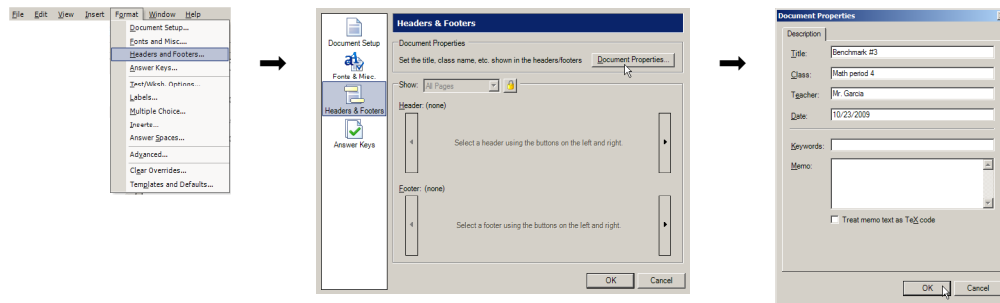
Another way is to choose *View > Grid*. This lets you view or edit objectives for all problems in the current part.



When adding or changing an objective, use the conventional style for Texas, which is a grade or subject followed by the TEKS objective and student expectation. At the end of the objective, Acces expects to see a number and a letter. You can separate them by a space (no parentheses). If you want to include a grade, separate it with a dot, like "5.14A". You can put anything else in front, as in "TAKS 2 WG 12B".

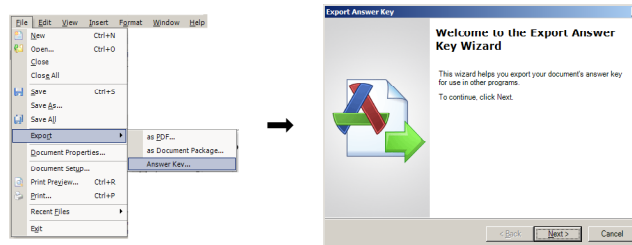
Note: EducAide's reading items are not yet aligned to the 2009 TEKS. While the re-alignment is taking place, we recommend you create an answer key for reading in Campus Online and not use the export feature.

Step 4. Set the title of the document and, if you like, a header and footer style. You can set the title by choosing *Format > Headers and Footers*. Then click **Document Properties**.

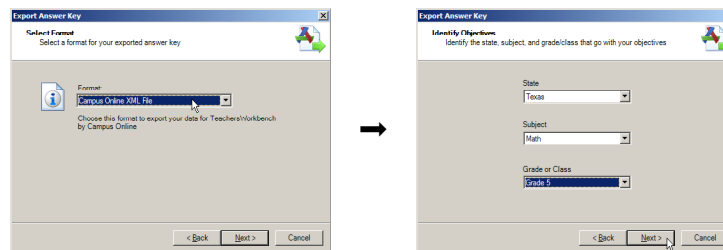


Important: The title of your document in *Acces* is what will appear as the test name in *Campus Online*.

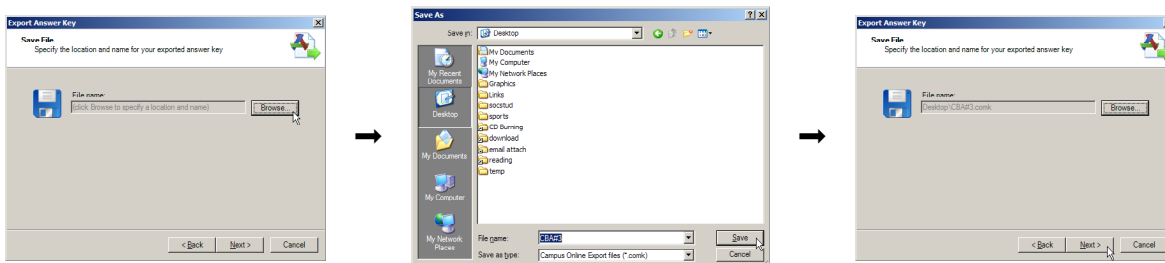
Step 5. Preview and print your document, if you like. To begin the export wizard, choose *File > Export > Answer Key*.



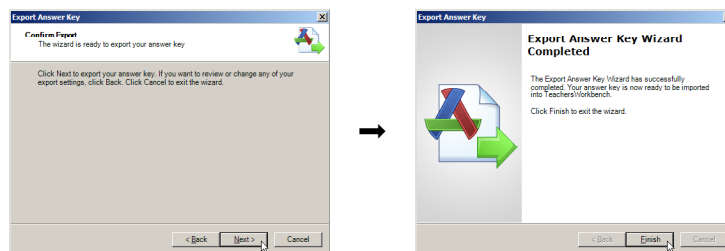
Step 6. In the wizard, choose *Campus Online XML File*. On the next screen, choose Texas, then choose a Subject and Grade or Class. *Acces* will remember these choices and treat them as defaults next time you run the wizard.



Step 7. On the next screen, specify a filename and location for your exported answer key. Click **Browse**. Navigate to a convenient location, such as your desktop, and enter a filename. It should be a simple name which you can easily remember. It does *not* have to match the title of your document.



Step 8. On the next screen, confirm the filename and location, then click **Next** to start the export process.



Export should take just a few seconds. If there are any errors, such as an invalid or unrecognizable objective, you will be given an option to cancel the export or leave the objective out of the answer key. (The problem number and answer, if any, will still be in the key.) Please note that you can fix an objective later, after importing the key into Campus Online. Also, a missing objective or answer is not considered an error. If you wanted, you could create a key that has only answers or objectives or any combination of the two.

That's all there is to the export process! After exporting an answer key, you will have to run Campus Online and go through the *import* process. This only takes another minute or so. Please follow Campus Online's instructions for importing an EducAide key.

For technical support or assistance, contact EducAide Software at 800-669-9405 (9-5 PST) or send an email to support@educaide.com.

Note: EducAide and Campus Online use slightly different methods for coding objectives and determining question types. If you include a griddable answer or mix high school grades or subjects, we recommend you compare the imported key with *Acces'* printed key and make any necessary adjustments in Campus Online.