Exam Master®

Your partner for testing excellence™

ACADEMIC MANAGER®
HELP INFORMATION FOR FACULTY USER

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Overview of Modules and Definitions of Terms

Dashboard: Shows your recent activity.

- Recently Updated Faculty Exams.
- Recently Updated Assignments.
- Recently Updated Faculty Outlines.

Exams: Faculty can create and manage exams (groups of questions).

- Create an Exam: Name exams from Exam Master® questions and/or authored questions.
- Manage Exams: Add/remove questions from exams; organize question order.
- Exam Activity: View all assignment details associated with a selected exam.

Classes: Faculty can create and manage classes (groups of users).

- Create a Class: Name a new class (empty), add comments.
- Manage Classes: Edit class name and details, add/remove users from class, import users, assign exam to class, archive class.
- Email a Class: Select and send email to a class.
- Class Activity: Activity Reports detailing Assignment History or User Question Counts by class.
- Examinee Activity: View the exam activity for a specific user including an All Exam Summary, which displays collective data by outlines accessed across all exams.

Assignments: Faculty users can assign an exam (group of questions) to a class (group of users) in Test, Review, Study and Learning modes and edit as needed.

- Create an Assignment: Create an assignment in Test and/or Study mode by entering an exam window, exam minutes, and exam options. Assignments can be secured if you require the secure browser (Respondus 🔒, Require Remote Proctor Now™), require an assignment specific password, and/or set a specific assignment IP restriction.
- Manage Assignments: View/Edit previously created assignment details and/or an individual user assignment.
- Assignment Reports: Assignment score reports can be filtered by assignment name or by Exam and Class name combination. Reports include: basic, advanced, summary, score ranges, outline breakdown, item analysis, essay grading (if necessary) and a rekey feature. Other reports (grid reports available by using the dropdown menu) include: Correct by Question and Response Grid.

Content: Faculty users can add and manage authored content organized into a customized outline with a 3-tier breakdown.

- Manage Content: Create/edit outlines (3 levels—outline/topic/subject). Upload, add, search and edit authored questions.
- Manage Media: Add, edit, search and view images, sound files and/or videos.

Sample Orientation Exam Questions

As a new Academic Manager® faculty user, you are probably wondering how to get started. We have created a list of Academic Manager® Sample Orientation Exam Questions that will assist your users in learning more about the online exam experience in Exam Master®. Use the Academic Manager® Sample Orientation Exam Questions (already formatted for use in our question uploader) to create and deliver your first assignment quickly.

Download the word document titled Sample Orientation Exam Questions (click on the link or download the document by clicking 'Tutorials' from within your user account. Find the document under Faculty Resources | Academic Manager® Help Documents). Save it as a '.docx' type file to your computer.

Importing Sample Orientation Exam Questions

- Login to your Exam Master® user account at your custom url using your email address and password.
- Click **CONTENT** > **MANAGE CONTENT** > **UPLOAD QUESTIONS—BETA**.
- **CHOOSE FILE** (browse and find where you saved the file in step 2).
- Click **OPEN**.
- Click **UPLOAD**.

Give the system a moment to parse the data and then refresh your browser page. The questions are quickly uploaded into your account and they are organized into outline, topic and subject breakdown.

Now, you are ready to create an exam and set up an assignment for your learners to access to get acquainted with the Exam Master Online® testing experience.

We recommend that you set up the assignment so that the student must access in test mode first (the users will navigate through the exam and answer each question without access to the explanations). We also suggest you add a study window date/time so the study opens after test mode is complete (check the option **REQUIRE A COMPLETED TEST TO BEGIN STUDY**). Check the box next to Review before saving the assignment. With the Review mode selected the user will have the option to review last test so they can see their answer choice selection from test mode and read the explanation text.

See below for detailed information about setting up an exam (Exams: Create an Exam) and assignment (Assignments: Create an Assignment).

General House Keeping

Log in using your registered email address and password. For Faculty users, the system automatically launches on the main page of Academic Manager®.

******The unique identifier for each user account is the registered email address. If you do not have self-registration disabled, then it is possible for users to create more than one account using multiple email addresses.

Click **SETTINGS** to change registered information, password, and email address.

If you have messages enabled, you will be notified with the number of messages you have. Click on the **MESSAGES** link to access the messages or to send a message to another user in your program. If messaging has been disabled on the portal, the **MESSAGES** link will not show. *******Note:* The main contact person on the account (Portal Controller) may choose to disable this feature.

Click **GO TO USER MODE** to access Exam Master Online® (the user facing side of the system). From Exam Master Online®, click **GO TO FACULTY MODE** to access Academic Manager®.

Click **TUTORIALS** to access system related resources. The link opens in a new browser tab so you easily return to the system exactly where you left off.

Remember to click **LOGOUT** to end your session. *Closing the Browser will leave your session active

If you plan to share exams, classes and/or assignments with other faculty users, please check with your Program Administrator to make sure that you are included in the appropriate faculty group and sharing is enabled. A faculty group allows any group members to view, use, and edit the information found in another group member's faculty account. Authored questions from other group members can be pulled into your exams but you cannot make edits to the questions. Only the owner of an authored question can edit the content.

Exams: Create An Exam

In order to create an exam:

- Click **Exams** > **Create an Exam**
- Enter name of Exam
- Enter any comments (optional and not visible to examinee)
- Click **Save**. The system will automatically navigate to that exams **Manage Exams** page.

Exams: Manage Exams

Click the name of the exam to navigate to its **Manage Exams** page.

From the gear icon ( ) you can Assign Exam, Display Exam, view Exam Activity, Copy Exam, Archive Exam, or Delete Exam. Click the blue headers to sort the column.

Filter exams by Assigned, Unassigned, Archived, last Updated date, Owner, or by name.

Once an exam has been selected or created, you will be directed to its **Manage Exams** page. The below options will then be available.

Under **SEARCH QUESTIONS**: Choose an Outline Source from the dropdown menu (Exam Master, Authored, Program). Select an Outline from the dropdown menu.

Select topic area: Click the caret to the left of the checkbox to expand the topic or click the checkbox to select the entire topical area. Once the topic is expanded, click on the checkbox next to the subject area, checking as many boxes as needed, or click the caret to the left of the subject to choose a specific category (faculty have access to the subcategory breakdown on Exam Master® questions). Select as many checkboxes for topics, subjects, categories or subcategories as desired.

Click **Check All** to pull questions from all areas of the selected outline. Click the box at the topic level to include all subjects, categories and subcategories in that outline, click the box at the subject level to include all categories and subcategories, click the box at the category level to include all subcategories.

Click **SHOW SEARCH OPTIONS** to increase question search options: **IGNORE QUESTIONS USED SINCE** (select a date or filter by the following criteria: **QUESTION TYPE**, **CONTENT SEARCH**, **METADATA SEARCH** (for authored questions only), **ONLY QUESTIONS NEVER USED IN AN EXAM** (for authored questions only), **ONLY QUESTIONS WITH A CASE**, **ONLY QUESTIONS WITH AN EXPLANATION**, **ONLY QUESTIONS WITH MEDIA**. Check the box next to **IGNORE DO NOT USE SETTING** to search authored question that have been selected as ‘Do Not Use’.

Click **Search** to view questions from the selected outline areas that meet any chosen search criteria.

Authored questions that have never been added to an exam are marked with .

Questions display below the outline selection window or in a popup by clicking the question ID number (QID). Click **ADD QUESTION** to add individual questions or enter a number in the **RANDOM QUESTIONS** text box. Click **ADD** and the system will randomly select X number of questions from the search results.

When finished adding questions, from below the listed questions click **NEXT** to access the next page of questions. Questions display 25 per page. Each question added is automatically saved to the exam. To add more questions from another outline, return to the top of the area and select the next outline.

Add from **LIST OF QUESTION IDS** feature (found at the bottom of the search questions box) is a text box to enter a list of question ID numbers separated by commas > **ADD QUESTIONS**. This is a fast way to create an exam if you have the ID numbers for the questions you would like to add.

*****Note***** In order to add authored questions that are owned by another faculty author, you must be in an active faculty group with the author to be able to access and use their questions. Your program administrator can enable faculty sharing groups.

REDISPLAY EXAM QUESTIONS will show a list of questions in the exam at any time.

RE-ORDER BY QUESTION ID button will sort the exam questions in sequential question ID numerical order.

[DRAG] is found to the left of the QID for each question in an exam. Click and hold the word **[DRAG]** to move a question to a different position within the exam. When you drag and drop a question, the original question position (Q# 1 of 150) will be maintained until you refresh the page. If a question is moved in error, this will allow the question to be easily returned to the original position.

QID number hyperlink provides a popup view of the question and question data. Exam Master® questions will display Question ID, Type, and Points. Faculty authored questions will display Question ID, Author, Type, Created date, Last Update, Points, Minutes, Outline Associations, Question Meta-Data, Question Stats (if question has been answered), Rekey data, Total Responses (Once answered will display number of correct/incorrect responses as well as difficulty index), and a list of exams that contain the question.

Outline source information is provided for each question. Click **CHANGE** if a question has multiple outline associations and you would like to change the outline/topic/subject information displayed for the exam. The source details for all questions in the exam are visible in the **EXAM BREAKDOWN** report tab at the top of the page.

Gear icon menu ( ) next to each question includes the ability to copy a question to your program or individual Content outlines, provide feedback on a question, and remove the question from the exam. The available options vary depending on if using Exam Master© questions, your authored questions, or questions authored by a colleague. For Exam Master questions that have not been copied, the only two options that will appear are Copy Question and Feedback.

Gear icon menu ( ) towards the top of the Manage Exam screen includes:

- **ASSIGN EXAM:** Create an assignment using that exam.
- **DISPLAY EXAM:** View/print student or faculty version of full exam, view answer choices in Alpha or Number mode (alpha mode is default), hide or show explanations, or export as XML.
- **EXAM ACTIVITY:** View assignment details of where this exam was used.
- **COPY EXAM:** Copy the current exam to yourself or another faculty user (commonly used if you need to make changes to an exam that was previously assigned and/or you are not in a faculty sharing group that allows all group users to view/edit/assign the exam).
- **ARCHIVE EXAM:** Remove the exam from the active exam list and save it in the archive.
- **DELETE EXAM:** Delete the exam (once deleted the exam cannot be re-established, but all scores and exam reports will be maintained).

EXAM BREAKDOWN tab includes the Outline/Topic/Subject breakdown of the exam.

EDIT NAME tab allows the ability to edit the exam name and/or comments.

Access archived exams by checking the box for ‘Archived’ on the main **Manage Exams** page.

List of archived exams is sortable by clicking the headers **NAME**, **OWNER**, **CREATED**, **UPDATED**.

Click exam name or select Restore Exam from the gear icon menu ( ) to unarchive exam.

Exams: Exam Activity

In order to view Exam Activity:

- Select the exam that you would like to view from the drop-down menu
- Click **Submit**
- View the list of assignments in which the exam was used.
- Click **ASSIGNMENT NAME** to see assignment details (see Assignments: Manage Assignments) or **CLASS NAME** (see Classes: Manage Classes) to see class details.

Classes: Create A Class

In order to Create a Class:

- Click **Classes** > **Create a Class**
- Name a Class
- Add any comments
- Click **Submit**. The system will automatically navigate to the **MANAGE CLASSES** page of the newly created class.

Classes: Manage Classes

In order to Manage Classes:

- Select class to be managed from the dropdown menu.

Once a class has been selected or created you will be directed to its **Manage Classes** page. The below options will then be available.

- Choose class members one at a time from the alphabetical **AVAILABLE USERS** list OR click **IMPORT USERS** on the far right to upload a list.

In order to choose users from alphabetical list: Add or remove users from class by clicking on the name of the user. Click a letter to display only users whose last name begins with that letter.

- **To add users** > Click name from alphabetical list on left: Available Users. All changes save immediately.
- **To remove users** > Click on name from alphabetical list on right: **USERS IN CLASS**. All changes save immediately.
- Click **Add All** to add all available users to the class. Click **Remove All** to remove all users in class.

- Hover over the name of the user to view the registered email address, their study area and their time zone.

To Import Users:

- Click **Import Users**
- Select a **Study Area**
- Paste class list in box. List must be in order of last name,first name,email address,password (no spaces separating the commas). Click on the link **IMPORT INSTRUCTION/INFORMATION** above the import box to display full import format details. If copying from excel, the list does not need to be comma separated. Each user will just need to be on their own line with each field in its own cell.
- Check box next to '**Don't send registration emails**' to block sending users a notification they were registered. If you check this box and have assigned a password, provide the password to class members through your own email service. The system will never send passwords through email.
- Click **IMPORT USERS**. Once import has completed the email address registered to the importing account will receive an import completion email. If there were any errors with the import they will be listed.
  Note All user accounts that are imported, are automatically activated.
  Note Assigning passwords when importing users will make sure users are able to access their accounts.

EDIT NAME: Edit class name and/or comments > Click **Submit** to save changes.

Access archived classes by clicking 'Select from Archive' below class selection dropdown.

- List of archived classes is sortable by clicking the headers **CLASS NAME** and **DATE CREATED**.
- Click the class name to move back to the active class list.

CLASSES: EMAIL A CLASS

<u>In order to email a class</u>:

- Choose class from dropdown menu.
- Add additional email address(es) to CC field as needed. Users in the class will be listed in the Class List at the bottom of the page.
- Type in Subject line.
- Write Body of email.
- Click SEND (Subject and Body are required).
  ****Note**** To avoid spam filters, an email may take up to 24 hours to be sent. In-system messaging is also available. Users will likely receive the emails at different times.

CLASSES: CLASS ACTIVITY

Class Activity provides access to two different reports: Assignment History and User Question Counts. These reports are generated based on the class chosen. Assignment History depicts the assignments that have been issued to the class chosen enabling faculty to get detailed class performance reporting; while, the User Question Count displays question total details for each user in that class.

<u>In order to access and change Class Activity</u>:

- Choose the **Class** and **Activity Report** from the dropdown menus
- Click **Submit**.

ASSIGNMENT HISTORY: View Assignment name(s), Exam name(s), Class name(s), Test Window, Test Minutes, Study Window, and Study Minutes. Use the date range search boxes to narrow down list.

Click on the assignment name to access the assignment details (see Assignments: Manage Assignments), click on the exam name to access the exam details (see Exams: Manage Exams) or click on the class name to access the class details (see Classes: Manage Classes).

To access the outline breakdowns for each assignment, click the **Test** or **Study** hyperlinks. To access outline breakdowns for all listed assignments, click **All Assignments Test Outline Breakdown** or **All Assignments Study Outline Breakdown** hyperlinks. When viewing the Outline Breakdown pop-up you can adjust the viewed outline by checking the various boxes and click **Hide all but checked**, **Show All**, or by checking the box to **Show all available outlines** (only applies to authored questions). Use **Rebuild Report** to refresh the displayed data. This report can be exported and/or printed. The export goes to Excel and separates the overall class data and the individual examinee data. Narrow down the displayed list by entering a **date range** based on assignment created dates.

USER QUESTION COUNTS: View User Names, number of User Exams, User Exam Questions Answered, number of Assignments, number of Assignment Questions Answered, number of Practice Exams completed, and number of Practice Exam Questions Answered. Click on student's name for **Examinee Activity**.

CLASSES: EXAMINEE ACTIVITY

<u>In order to access Examinee Activity</u>:

- Click **Classes** > **Examinee Activity**
- Filter by **USER GROUP**, **CLASS**, and/or **NAME**. Click **SUBMIT**.
- Click on the name of the user whose activity you would like to view.
- Enter a **DATE RANGE** (default is 90 days). Specify exam mode (**TEST AND STUDY**, **TEST**, **STUDY**). Select **INCLUDE 'NOT FOR GRADE' ASSIGNMENTS** (optional; use to include assignments that have the 'Not counted to grade' option enabled). Click **SUBMIT**.
- Results will display in the **ASSIGNMENTS**, **USER EXAMS**, **CME EXAMS**, practice exams tabs with individual user performance by assignment/exam name and an All Exam Summary including Average Exam Score, Average Question Score, Answered/Total questions, questions answered correctly, questions answered incorrectly.
- Click on **ALL EXAM SUMMARY** or assignment/exam name to display the printable score breakdown by outline, topic, and subject. **ALL EXAM SUMMARY** provides an aggregate report of performance on all questions accessed from an outline over the selected time period.
- **ASSIGNMENTS** displays all exams administered by faculty. **USER EXAMS** displays exams created and accessed by a user. **CME EXAMS** (**ADDITIONAL SUBSCRIPTION REQUIRED**) displays pre-built CME exams accessed by a user. **PRACTICE EXAMS** displays all shelf exams accessed by a user.

Assignments: Create an Assignment

IN ORDER TO CREATE AN ASSIGNMENT:

- Click **Assignments** > **Create An Assignment**
- Name the assignment, then select an **Exam** and select a **Class** to receive the assignment. You can add optional Faculty Notes that will NOT be viewable by examinees. See Create an exam and Create a class.

Below are a list of Test and Study options available to manage exams. Each option will have a question mark that can be hovered over to reveal what clicking that option will do.

TEST OPTIONS:

- **Test Window**: The time settings in an assignment window are based upon a 24 hour clock/military time (hh:mm). The assignment will be viewable to the examinee approximately 10 minutes prior to the assignment opening from under the examinees Assignments module. Examinees will not be able to access the assignment until the set time for the test and/or study window.
  - Set Test OPTIONS (if relevant) including the start date/time, end date/time and total number of test minutes that should be available.
  - If you would like the test minutes to be available immediately, select the Now button (available when you click within the start text box).
- **REQUIRE RESPONDUS**: The Respondus LockDown browser will lock the users into the exam browser window so they are unable to access anything else (e.g. additional materials, other websites, etc.) from their desktop. It must be downloaded to the computer prior to accessing the assignment. **Also available for iPad.
- **REQUIRE REMOTE PROCTOR NOW**: Provides full remote security for online assessments by utilizing advanced technology and a suite of monitoring tools.
- **Allow Pause**: Check this option to allow users to pause and exit the exam freely without scoring the assignment. Pause stops the assignment countdown timer. If it is past the allowed Test Window, the examinees will not be able to re-access even if the assignment has been paused with remaining time. The window will need to be extended and the assignment re-opened to allow examinees back in.
- **Not counted to grade**: Exam Score will not be counted in the All Exam Summary (aggregate) found in the Examinee Activity Report under Classes. Second step required—check the 'Not for Grade' box at the Examinee Activity Report.
- **Question Timer**: Individual questions will be timed in test mode. Enter in the minutes you would like per question.
- **Disable navigation**: Check this option to require users to view/answer questions in order. **Disabling navigation, while the timer is set, will require the user to remain on the question until the timer ends.

Receive notification on scoring: Assigning faculty will receive an email each time an examinee completes the assignment.

STUDY OPTIONS:

AVAILABLE MODES:

- **Review**: Allows examinees to review the answers they selected in Test mode of this assignment along with the correct answers and explanations.
- **Study**: View correct answer choice and explanation after submitting an answer. Allows examinees to learn the question content and receive a score report for their session.
- **Learning**: View correct answer choice and explanation immediately and learn the question content without generating a score report.

STUDY OPTIONS:

- **Study Window**: (if relevant) including the start date/time, end date/time and total number of study minutes that should be available.
  - If you would like the study minutes to be available immediately, select the Now button (available when you click within the start text box).
  - Study sessions do not have to immediately follow a test. They can be assigned in the future and/or independent of a test.
- **Enable Flashcards**: Allow users to create system flashcards from the content of the exam.
- **Revolving Study**: Allow examinees to access study mode session as much as they would like. Access to study mode will only be limited by the study window and minutes available.
- **Require a completed test**: Review and Study minutes will not be accessible to the examinee until the exam has been completed/scored in test mode.
- **Receive notification on completion**: Assigning faculty will receive an email for each user that completes the assignment.

Other Options for the assignment:

- **Hide countdown**: Hide the countdown timer that appears to the examinee during an assignment. The countdown timer does not penalize the examinee for the time that the computer spends transmitting information. The assignment window is the ultimate end date/time; therefore, the clock may show an examinee that they have several seconds remaining but when the window end date/time (set by the assigning faculty) are reached, the assignment is closed regardless of what time appears to be left on the clock. For the reasons listed above, consider using this option on tightly timed assignments.
- **Honesty agreement**: Entered text will be displayed on start page of the assignment.
- **Hide score**: Users will not see their score after clicking the score button to complete the assignment and the score breakdown will not be available in the user's My Stats module. Unhide the score at any time by returning to this assignment (Assignments > Manage Assignments > uncheck box > Update Assignment).
- **Deny re-entry**: Disables the ability for a user to re-enter a test session if they intentionally or accidentally leave the browser window. If you use this feature, faculty must manage the assignment (> Re-open) to allow access.
- **Numeric answer choices**: Change answer choices from alpha characters to numeric.
- **Randomize questions**: Computer generated randomized question order for users. ***Note***Score reports will be in the original exam question order.
- **Email assignment**: Users will receive an email with the assignment details including test/study window, minutes and options. Email may take up to 24 hours to reduce engaging spam filters; students will receive the email at different times of the day.
- **Allow question flagging**: Allow examinees to flag questions during an assignment. Results display in Item Analysis report.
- **Override free response 'graders required'**: Override the number of graders/evaluations required for the Free Response questions for the assignment. Select from the drop-down to choose 1, 2, or 3 graders/evaluations. If multiple graders selected, final user score will be average of all submitted evaluations. ***Note*** If after the Free Response question is graded and the number of graders is changed to a lower number than the evaluations submitted, the score will still be totaled off the number of submitted evaluations. If a higher number is chosen then the required number of evaluations will need to be submitted for the grade to calculate.
- **Hide calculator**: Hide the Scientific Calculator button on the interface.
- **Hide lab**: Hide Lab Values button on the interface.

<u>Restrictions:</u>

Require Password: Examinee must enter password to launch assignment.
Note Emails from the system will never contain exam passwords. Faculty must inform students directly.

IP Range: Set a specific IP range for this assignment. Use this feature if you want to require that the users access this assignment from a particular location/IP range. Click Add IP Range to enter in your IP range. Click Add IP Range to add additional ranges. You can remove the IP Range(s) by returning to the assignment and changing dropdown to inactive or by clicking the red 'X' (Assignments > Manage Assignments > uncheck box > Update Assignment).

When updating or editing an existing assignment, selecting Update All Users will override any individual custom settings when Custom? is checked. **This will also override special accommodations given to students.

Click **Save Assignment** when you're finished selecting all of your options. The system will automatically navigate to the Manage Assignments page.

ASSIGNMENTS: MANAGE ASSIGNMENTS

<u>In order to Manage an Assignment</u>:

- Select Archive Status:
    - **Active**: Shows assignments that have not been manually archived.
    - **Archived**: Shows assignments manually archived using the Archive Assignment option from the gear icon.
- Select Availability:
    - **Current**: Assignments that are currently open.
    - **Pending**: Assignments that are scheduled to open at a later date/time.
    - **Closed/Cancelled**: Assignments with test/study windows that have passed or have been cancelled.
    - **All**: Lists Current, Pending, Closed and Cancelled assignments.
- Narrow your search further by selecting the **Exam** and/or the **Class** associated with the assignment from the dropdown.
    - Type in all or a portion of the **Assignment** name. Click **Search** once you have entered in all necessary criteria.
    - The assignment name, exam name and class name are all links to the manage page for each specific item. (See Classes > Manage Classes. See Exams > Manage Exams.)

View an assignment: Click the assignment name to view the assignment details. All assignment details will be displayed at the top of the page including the assignment name, exam name and class name, the last revision date/time and by whom (will only display when revisions have been made), the timing, options selected, a shortcut to the **Test Report** and **Study Report** and the **Open Proctor** link. User Assignments shows a list of all users to receive the assignment.

How to edit an assignment for the entire class: Click the name of the assignment to open the edit screen (see Assignments: Create an Assignment section for features available) or select **Edit Assignment** from the gear icon. Faculty can change any setting and/or add a study session to a previously completed assignment.

Gear icon menu (): **Edit Assignment**, **Archive Assignment** (used to remove assignments from active assignment list), **Copy Assignment** (used to carry all assignment options to another assignment, simply change the exam and/or class name). **Cancel Test**, **Force Test Scores**, **Re-open Scored Tests**, **Cancel Study**, **Force Study Scores**, **Re-open Scored Studies**, **Import Assignment Results**.

EXAMPLES

Example of Force Test/Study Scores: Examinees did not have time to or forgot to click Submit to end their exam session.

Example of Reopen Scored Test/Study: Examinees accidentally clicked Submit, before they were completely finished or ran out of time and you want to give everyone additional time to complete the assignment (this will allow examinees to change answers previously selected).

How to edit an assignment for a single examinee in the class:

- Click the name of an examinee
- Set examinee specific settings such as disallowing re-entry, receive an email when that examinee scores the assignment or study, set an assignment password for that examinee
- Check **Custom** to lock the settings for the examinee (If Custom is not checked the individual parameters will be over-written when updating the overall assignment)
- Click **Update Assignment**

** If the assignment has Randomize Question enabled view the **EXAMINEE'S QUESTION ORDER** to see the order they received the questions.

Use the gear icon menu next to an examinee name to access **TEST PRINT VIEW** (view the students answer choices as well as the correct answer), **FORCE CLOSE TEST**, **FORCE CLOSE STUDY**, **RE-OPEN TEST** and/or **RE-OPEN STUDY**.

EXAMPLES

Example of Force Close Test/Study: Examinee will not be taking this assignment, did not show up for the assignment, or did not have time to or forgot to click score to end their session.

Example of Re-Open Test/Study: User accidentally clicked Submit before they were really finished or the user ran out of time and you want to give him/her additional time to complete the assignment. Re-open may require that you edit the window/minutes to make sure there is time available. To add minutes to a test or study, ask the examinees to log out of the assignment. Adjusting the end time of a test/study session does not require examinees to log out to update their session.

Other options include: **Examinee cannot re-enter after leaving**, Receive email when examinee completes this assignment, Receive email when examinee completes this study, Require Password (use the question mark hover to see explanation of options).

****Note**** If the Program Administrator has selected the examinee for special accommodations the test/study window and minutes will be automatically adjusted according to the selected settings for any assignments created after the setting have been adjusted. Accommodations will not update retroactively.

LIVE PROCTOR

Proctor: The proctor window displays the user name, time started, time finished, time left, number of questions answered, score, and the answer choice selected per question for **TEST MODE** and **STUDY MODE**. This report is updated every 15 seconds and can be used as a Live Proctor feature to observe the users as they are taking the assignment. Correct answers display in green, incorrect answers display in red. Answers will fill-in for the original exam order placement, so it may appear examinees are “bouncing around” in the exam if the question randomization option is selected. Select **HIDE COMPLETED EXAMS** to view only examinees that are currently taking the assignment.

ASSIGNMENT REPORTS

In order to access Assignment Reports:

- Select assignment name OR exam and class combination that you would like to view
- Choose **Exam Mode** (system default: **Test**) and click **Submit**. If you’re assigning the exam to multiple classes you can select the exam and All Users from the class dropdown to see the reports for all uses of the exam.
- Check and/or uncheck the boxes to customize the displayed reports.

Clicking Print will allow you to print the displayed reports. The Rekey and Essay tabs are not optimized for printing.

REPORT TYPES

Basic: Displays the Mean, Median, Max, Min and Range for the assignment.

Advanced: Displays the Sample Variance, Standard Deviation, Standard Error, Coefficient of Variation, Degree of Skewness, Degree of Kurtosis, KR-20 Reliability Index, and Cronbach's Alpha Index.

Summary: Displays Examinee, % Score, Raw Score, # Correct and Date Completed.

Score Ranges: Displays Range by Grade Quintiles and Grade Deciles with Range and # of Examinees that fall within each.

Outline Breakdown: Displays % correct by Topic, Subject and Category for the class and a link to view the users. Click on the Topic, Subject or Category to see breakdown in each area by examinee. For authored questions, includes option to show all available outlines. Check boxes and click Hide all but checked to display only the desired outline areas. Show All will re-display hidden outlines. The report will cache based on its data for its initial pull. If other examinees have scored the exam and/or if a question has been rekeyed you will need to click **Rebuild Report** to refresh the cached report.

Item Analysis: Displays the Item #, Question ID, Outline, Topic, Subject, Category, Standard Deviation and Point Biserial, Question Flags and Question Feedback. Click on the QID # to view the question and question data. Click on the number under Flags to view which users flagged the question. Click on the number under Feedback to see any feedback submitted by users on a question for that assignment. Check the box next to Abridged View to view a concise Item Analysis report. If Abridged View is checked when printing, that is the version of the report that will be printed. The report will cache based on its data for its initial pull. If other examinees have scored the exam and/or if a question has been rekeyed you will need to click **Rebuild Report** to refresh the cached report.

Essays: Essay questions must be graded by a faculty user.

To grade an essay:

- Click **Add Grade** under the actions column.
- Use the sliding scale to award points per each objective
- Add comments (if necessary)
- Click **Submit Evaluation**.
- Export responses by clicking **Response Export** or **Raw Response Export**.

If the Free Response question has more than one Grader/evaluation required, each evaluation must be submitted prior to score being calculated. The score will be the average of all submitted evaluations. ***Note*** If after the Free Response question is graded and the number of graders is changed to a lower number than the evaluations submitted, the score will still be totaled off the number of submitted evaluations. If a higher number is chosen, the required number of evaluations will need to be submitted for the grade to calculate.

Rekey: Displays Item #, question ID (QID), question type, Points, Rekey and Rekey Status.

To Rekey a question:

- Click the word **New** under the Rekey heading
- Input changes per question (select 1 answer or check the box **Accept all?** or **Omit?**)
- Click **Rekey Exam**

Reverting Rekey to the original answer choice:

- Click **Assignments** > **Assignment Reports**
- Check **Rekey**
- Find the Rekeyed item (Look under **Rekey Status** column)
- Click the Red ( ) to the right of the Rekeyed status
- Your question will reflect the original answer choice

Mark a question as Do Not Use for future exams from the edit option next to the rekeyed question. Click the ( ) above the question. The question will not be used in future exams.

OTHER REPORTS

Other Reports can be accessed by selecting the **Other Reports** option at the top of the **Assignment Reports** page, under the **Search Option**.

The dropdown menu contains these grid type reports:

Correct by Question: Opens in excel document and displays class listing of examinees and relative % Score, Raw Score, # Correct, C=correct and X=incorrect per question for each examinee.

Response Grid: Opens in excel document and displays correct answer choice and chosen answer choice by question by examinee. Report can be selected to display answer choices as Numeric or Alpha.

Response Grid (Alpha): Binary type report used specifically for export to Qualtrix.

CONTENT: MANAGE CONTENT

The content management system allows faculty users to create, manage, index, search and deploy authored questions organized in a customizable question bank format.
A new faculty user account starts clean. Create a complete outline (Outline, Topic & Subject required to be complete) to get started. **My Outlines will not be available if the Program Administrator has chosen to disable faculty outlines.

To create your own outline:

- Click **Content** > **Manage Content**
- Click **Add Outline** and enter an outline name.
- Click the caret next to the outline name to expand the outline.
- Click **Add Topic** and enter a topic name.
- Click the caret next to the topic name to expand the outline.
- Click **Add Subject** to enter a subject name.

The number in parentheses (#) next to the title of your outline shows the total number of questions available in the outline. (An outline must be complete in order to add questions to it. Complete outlines are detailed as having at least one topic and subject within the outline).

Click the edit icon () to change the name of any of your Outlines, Topics or Subjects.

The red X () allows you to delete any level of your outline. Questions in the deleted portion of the outline will be moved to uncategorized questions. Clicking will not delete the questions within the outline portion.

You are able to view questions within outlines by:

- Clicking **Content** > **Manage Content**
- Click the outline you want to view

The questions within the outline will appear to the right. These questions can be organized into four different categories: **Show All Questions**, **Show Uncategorized Questions**, **View Colleague Questions** (will only show questions that have been shared by other faculty users in your program—see Faculty Groups), and **View My Submissions**.

When you select an outline or any of the 4 commands previously listed, the selected questions will display to the right of the screen. Scroll down. 30 questions display per page. Click **Next** to go to the next page.

The **Search** feature will allow you to search for questions by **Question Type**, **Question ID** or **Content**. If viewing colleague questions the option to search by owner will also be available. Click **Show Other Options** to customize the search to include only questions **Never Used in an**

Exam, **With a Case**, **With an Explanation**, **With Media**, and/or **Marked Do Not Use**. Select **Hide Marked Do Not Use** to not display marked questions.

Click **Show Meta Data** to search **Notes**, **Course Name**, **Keywords**, **Discipline** and/or **Author** (**Meta**). After you have made your selection under **Show Meta Data**, click **Search**.

CONTENT: MANAGE CONTENT: ADD AUTHORED QUESTIONS

In order to add Authored Questions:

- Click **Content** > **Manage Content**
- Under the Add Question option at the top of the page, Select a question type from the dropdown: **Multiple Choice**, **Fill In**, **Multiple Response**, **Free Response**, **Advanced Multiple Response**, **Hotspot**, or **Ordered Response**. **This will also provide a description of the
- Click **Add Question**.

A new screen will pop up with the following options: **Case, Question Stem, Answer Choices, Explanation, References, Add Media, Save, Save and New, Type, Outline, Faculty Outline/Program Outline, Point Value, Available Minutes, Faculty Exam, Meta-Data, Notes/Tags**

- Enter a point value for the question—1 point is the system default.
- Enter minutes for use with the question timer in an assignment.
- Select whether you would like to tag the question to your Faculty or program outline. System default selection is faculty outline. If Faculty Outlines are disabled you will only be able to tag your questions to the Program Outlines. Program Outlines must be set up by the Program Administrator. To view the Program Administrator help file click here.
- Select the initial **Outline**, **Topic** and **Subject** or **Add a New Outline**. This step is optional as you can add/remove an outline association at any time.
- Enter **Meta-Data** (not visible to examinee) to tag authored questions with terms/words that are searchable at the exam creation screen.
- Enter **Case**/**Data** to create a **New Case** or select from existing cases (Select a Case).

Input the question into the **Question Stem** text box.

****Note**** Copying and pasting text can sometimes come over with hidden formatting. We recommend copying text to Notepad or a similar text editor to strip the formatting before pasting into the system.

Entering in the correct answer choices varies by question type:

Multiple Choice / Multiple Response / Advanced Multiple Response - Input all answer choices and select the check box next to **Correct** to identify the right answer(s).

- Additional **Advanced Multiple Response** item options include:
  - Assign a positive, negative or null value for each answer choice.
  - Set a minimum point requirement that must be reached to earn credit for the question.
  - Set an answer choice to Critical Failure status, which automatically awards zero points for the question.
  - Click **Enable Objective Classifications** to tag the answer choices to the outlines.
- Add additional answer choices by clicking **Add Answer**. Remove answer choices by clicking on the red X (⊗).
- Multiple Choice can also be used for TRUE/FALSE or YES/NO question types.

Fill-in type questions include all possible options that will be accepted as correct. Enter all acceptable responses into the fields provided. Keep in mind the answer the examinees give must be exactly as the answers entered. Using the rekey function you can accept other responses for credit (See Assignment Reports > Rekey). We recommend providing examinees with instructions on how the question should be answered (I.E. whether they should or shouldn't use punctuation or abbreviations).

- Add additional response fields by clicking **Add Response Item**. Remove acceptable responses by clicking on the red X (⊗).

Free Response/Essay allows for objectives and does not require a correct answer. Enter in the Objective(s) as well potential points per objective. Enter in how many graders you would like for the question. **Free Response** items will be available for grading via the Essay tab in Assignment Reports (See Assignment Reports > Essays). ****Note**** An evaluation must be submitted for each grader listed in order for the item to be scored. The **Free Response** score will be an average of all submitted evaluations if using more than one grader.

We recommend this question type for short answer questions as well.

- Add additional Objectives by clicking **Add Objective**. Remove objectives by clicking on the red X (⊗).
- Click **enable objective classifications** to tag the objectives to the outlines.

Hotspot allows you to have examinees click the correct answer location on an image. Select the image to be used by clicking **Add Stem Media**. Select an image from the screen that will appear. Click and drag on the image to create a box designating the Correct Area. Repeat for as many Correct Areas necessary. Click **Remove** to de-select any Correct Areas.

Ordered Response lists the answer choices in the correct order. Then, enter numbers to set the answer choice jumble positions that will appear when users view the question during an exam. Add additional answer choices by clicking **Add Answer**.

- Add additional answer choices by clicking **Add Answer**. Remove answer choices by clicking on the red X (⊗).

Add an **Explanation** to add explanatory text supporting your question. Explanations are not available to examinees in Test mode.

Add a **Reference** to add reference text related to the question. References are not available to examinees in Test mode.

Click **Media** to associate unlimited images, mp3 files or videos per question. Upload images, mp3 files and videos using the Manage Media feature.

Click **Save** to save the question and main on the page.

Click **Save** and **New** to save this question and enter the next question.

Click **Reset** to erase your question and start over.

CONTENT: MANAGE CONTENT: UPLOAD QUESITONS WITH SYSTEM PARSER

In order to import questions:

- Select **Content** > **Manage Content**
- Click **Upload Questions**—beta.
- Click on **Parser Rules** and/or **Parser Format** available at the Upload Questions—beta browser pop up window. Questions must be organized according to the required format

CONTENT: MANAGE CONTENT: EDITING QUESTIONS

Faculty authored questions can only be edited by the owner of the question.

To edit questions:

- Select **Content** > **Manage Content**
- View questions by selecting an area in an outline
- Click the caret to the left of the outline/topic/subject to expand or click **Show All Questions, Show Uncategorized Questions**, or **View Colleague Questions** (will only show questions that have been shared by other faculty users in your program—see Faculty Groups) and scroll down on the screen to view all questions that match the area selected.

Each question will have an individual box and display the **QID**, **Question Type**, **Edit** option (), **Show Outlines** command, gear icon menu (), **Case** (if applicable), **Question Stem**, **Explanation** (if applicable), **Answer Choices**, and **Media** (if applicable).

- Delete or edit the existing outline association by clicking on **Show Outlines**.

New outline associations options:

- **Add a new outline association**:
  - Click **Content** > **Manage Content**
  - Click the **blue gear** ()
  - Select either **My Outline** or **Program Outline**
  - Select the **Outline/Topic/Subject**
  - Click **Save**.

**A single question can be associated to multiple outlines.

- **Create a copy of a question**:
  - Click **Content** > **Manage Content**
  - Click the **blue gear** ()
  - Select **Copy Question**
  - Select the **Outline/Topic/Subject** where the copy should be saved
  - Click **Copy Question**.

Note Copy questions with caution. A new QID number is assigned to the copy so it is possible to have 2 versions of a question in an exam. Only copy questions if you need to make changes to the content of the question.

- **Delete a question from the system**:
    - Click **Content** > **Manage Content**
    - Click the **blue gear** ( )
    - Select **Delete Question**
    - Confirm deletion.

- **Add a question directly to an exam**:
    - Click **Content** > **Manage Content**
    - Click the **blue gear** ( )
    - Click **Add To Exam**
    - Select **Exam** to add question to or **Create New Exam**
    - Select outline source for question
    - Click **Save**

- **Mark a question Do Not Use as a reminder the question should not be used in exams**:
    - Click **Content** > **Manage Content**
    - Click the **blue gear** ( )
    - Select **Mark Do Not Use ( )**

If you would like to remove the Do Not Use marker: Follow the same steps but select **Mark Allow Use.

To associate multiple questions to an outline simultaneously choose **Association Mass Edit View**.

- Select questions from list of questions displayed.
- Click **Associate Questions**
- Select **Outline/Topic/Subject** or create a new outline from within the pop up window

Content: Manage Media

Recommended resolution for images (jpg,gif,bmp) is 1024 X 768. For video (mp4 format), audio (mp3 format) and 3D images (.stl) upload max. size is 3 MB.

To add media:

- **Content** > **Manage Media**
- Click **Upload New Media** > Name the media, enter any Tags, enter a Description
- Click **Browse** > Click on the file to be added, then click **Open**
- Click **Submit**

*****Note*****It is only possible to make changes to media that you have uploaded. ****Note**** Making edits to any media WILL change all instances of the media.

To edit media:

- Click on the image
- Click **Edit** to make changes or **Delete** to remove media from the system.
- Edit: Change the Name, Tags or Description, or add additional information. Change the media by clicking **Browse**
- Click on the new media file
- Click on **Submit** to save changes.