



Exam Master®

Your partner for testing excellence™

ACADEMIC MANAGER®
HELP INFORMATION FOR FACULTY USER

Questions? Contact Us.

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Hours: Monday – Thursday 9am – 5pm ET; Friday 8am – 4pm ET

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Overview of Modules and Definitions of Terms

Dashboard: display of recent activity

- Recently updated faculty exams
- Recently updated Assignments
- Recently updated faculty outlines

Exams: groups of questions; created and managed by faculty

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

Classes: Groups of users; created and managed by faculty

- 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 and Exam (group of questions) to a Class (group of users) in Test, Review, Study, or Learning modes; can be edited as needed

- Create an Assignment: Create an assignment in Test or Study mode by entering a test/study window, minutes, and options. Assignments can be secured by requiring the secure browser (Respondus) and/or requiring an assignment specific password.
- 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/Class name combination. Reports include basic, advanced, summary, score ranges, outline breakdown, item analysis, essay grading (if applicable), and a rekey feature. Other reports: Correct by Question and Response Grid

Content: Faculty users can add and manage their own authored content organized into a customized outline with a 3-tier breakdown (Outline name, Topic, Subject)

- Manage Content: Create/Edit outlines (3 level organizer – Outline>Topic>Subject). Upload, add, search, and edit authored questions
- Manage Media: Add, edit, search, and view images, sound files, and/or videos

General Housekeeping

Log in using your registered email address and password using either Google Chrome or Mozilla Firefox. 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 account 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 them or to send a message to another user in your program. If messaging has been disabled on the portal, this 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 student side of the system). Click **Go to Faculty Mode** to return to the Academic Manager®.

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

Remember to click **Logout** to end your session. Simply closing the browser window will leave the 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 sharing group allows any group members to view, use, and sometimes 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 them. Only the owner of an authored question can edit the content.

Exams

Create an Exam

1. Click **Exams**
2. Select **Create an Exam**
3. Enter a name for the exam
4. Enter any comments (optional; not visible to examinees)
5. Click **Save**. You will be automatically redirected to **Manage Exams**

Manage Exams

- Filter your list of exams by Assigned, Unassigned, Archived, Last Updated date, Owner, or by Exam Name
- Click the name of an exam you want to work on in its Manage Exams page
- Under Exam Details, six action buttons will appear (also accessible from the **Actions** button next to Exam Name on Manage Exams list page):
 - **Edit** – allows you to change the name of the exam, archive or delete the exam
 - Archived exams can be retrieved/reactivated if needed. Deleted exams are permanently gone.
 - **Breakdown** – displays the breakdown of questions in relation to the associated outline (shows how many questions are from each topic to ensure exam is weighted properly)
 - **Display** – shows the exam in key mode (default) and has options for examinee mode, hide explanations, and printing
 - **Activity** – shows assignment details of where this exam was used
 - **Copy** – 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)
 - **Assign** – takes you to the Create an Assignment page to assign the exam to a class
 - **Archive Exam (Actions menu)** – remove the exam from the active exam list and save it in the Archive; can be restored by searching the exam and selecting **Restore Exam** from **Actions** menu
 - **Delete Exam (Actions menu)** – Delete the exam; once deleted, the exam cannot be re-activated but all scores and exam reports will be maintained)
- Under Questions section, four action buttons are available:
 - **Start Manual Sort** – allows you to manually reorder questions in the exam; click and drag question using the  icon; Questions will maintain their original position (i.e. # 1) until the page is refreshed.
 - **Sort by QID** – puts questions in numerical order based on the question ID numbers (QIDs)
 - **Add Questions by QID** – allows you to add questions to an exam using specific ID numbers
 - **Add Questions** – allows you to search all available Exam Master® and authored questions to use in exams


- Use **Add Questions**:
 - Choose an Outline source from the dropdown menu (Exam Master, Authored, Program). Select an Outline from the dropdown menu.
 - Select a 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 subcategory breakdowns on Exam Master® questions).
 - Select as many topics, subject, categories, or subcategories as desired
 - Click **Check All** to pull questions from all areas of the selected outline

Questions display below the outline selection window. Results display 25 questions per page.

Click the + to add individual questions to the exam or click **Pick Random Questions from Results** to enter the number of randomly selected questions you wish to add to the exam.

To add questions from another outline, scroll up to the search area and select the next outline.

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

Three vertical dot  menu next to each question in the exam includes the ability to change the source of the question (Program or Individual), copy a question to your program or individual content outlines, and remove the question from the exam.

QID hyperlink provides a popup view of the question and question data (meta-data).

Data types:

Exam Master® - QID, Type, Cognitive Level, Tags, and Points

Faculty authored – QID, Author, Type, Tags (if any), Created Date, Last Update, Points, 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 the exams that contain the question.

Exam Activity

- Click **Exams**
- Select **Exam Activity**
- Select the Exam you would like to view from the drop-down menu
- Click **Submit**
- View the list of assignments in which the Exam
- Click the **Assignment Name** to see assignment details (see *Assignments: Manage Assignments*) or **Class Name** (see *Classes: Manage Classes*)

Classes

Create a Class

- Click **Classes**
- Select **Create a Class**
- Name the class
- Add any comments (optional; not visible to examinees)
- Click **Submit**; you will be automatically redirected to the **Manage Classes** page for the new class

Manage Classes

- Select **Class** name from the drop-down menu
- Add/remove class members from the alphabetical list of **Available Users** list OR click **Import Users** on the far right to upload a list

Choose users from alphabetical list:

- **To add user** – click a name from the list on the left titled *Available Users*. All changes save immediately
- **To remove user** – click a name from the list on the 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 the class
- Hover over a name to view the registered email address

Importing Users (recommended from Excel spreadsheet)

- Prepare Excel spreadsheet with student information in the following order: Last Name, First Name, Email Address, Password (optional, but highly recommended)
- Click **Import Users**
- Select a **Study Area**
- Paste student information from pre-prepared Excel spreadsheet
- Check box for **Don't send registration emails** to avoid triggering Spam filters. Emails will not send passwords to users; if you assign passwords, please email them to users directly.
- 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 drop-down menu.

- List of archived classes is sortable by clicking the headers **Class Name** and **Date Created**
- Click the class name to move it back to the active class list

Email a Class

- Click **Classes**
- Select **Email a Class**
- Choose Class from the drop-down menu
- Add additional email addresses to the CC field as needed. Users in the class will be listed in the Class List at the bottom of the page
- Enter a Subject Line
- Write your email
- Click **Send**
 - ****Note**** To avoid spam filters, an email may take up to 24hrs to be sent. In-system messaging is also available. Users will likely receive the emails at different times.

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 – lists the assignments that have been given to the class chosen enabling faculty to get detailed class performance reporting

User Question Counts – displays question total details for each user in that class

To access and change Class Activity:

- Click **Classes**
- Select **Class Activity**
- Choose the Class and Activity Report from the drop-down menus
- Click **Submit**

Assignment History

View Assignment names, Exam names, Class names, Test Window, Test Minutes, Study Window/Minutes. Use the date range search boxes to narrow down list if desired.

Click on the Assignment name to access the assignment details (see *Assignments: Manage Assignments*)

Click on the Exam name to access exam details (see *Exams: Manage Exams*)

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 the left of the Assignment information

To access Outline breakdowns for all listed Assignments, click **All Assignments Test Outline Breakdown** or **All Assignments Study Outline Breakdown** links. When viewing the Outline breakdown pop-up it will display an aggregate breakdown of topics from ALL assignments taken by the Class or a “No Data” message.

User Question Counts

View names of Users, 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**

Examinee Activity

- Click **Classes > Examinee Activity**
- Filter by **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 last 90 days), specify Exam mode (**Test and Study**, **Test**, or **Study**), select to **Include “Not for Grade” Assignments** (optional; use to include assignments that have been marked “Not counted to grade”)
- Click **Submit**
- Results will display in the **Assignments**, **User Exams**, **CME & Specialty Exams**, and **Practice Exams** tabs with individual user performance by Assignment/Exam name and **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.
 - 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 & Specialty Exams (additional subscription required) displays pre-built CME exams accessed by a User

Practice Exams displays all shelf Exams accessed by User

Assignments

Create an Assignment

- Click **Assignments > Create Assignments**
- Name the Assignment, then select an **Exam** and a **Class** to receive the Assignment
- Add optional faculty notes that will NOT be viewable by examinees. (See *Create an Exam* and *Create a Class*)

There are several Test and Study options available for setting assignments. Each option will have a question mark that can be hovered over to reveal more information about what that option does.

Test Options

- **Test Window:** The time settings in an Assignment window are based on the 24hr clock. Examinees will not be able to view or access the Assignment until the set start time for the test/study window
 - Set the Start date/time, End date/time, and total number of test minutes that should be available
 - To set the Assignment to be available immediately, select the **Now** button near the bottom of the date/time selection 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 (in the most current version) prior to accessing the Assignment
 - Compatible only with MacOS or Windows
- **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 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 Modes

- **Review:** Allows examinees to review the answers they selected in Test Mode for that 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

- Set the Start date/time, End date/time, and total number of study minutes that should be available
 - To set the Assignment to be available immediately, select the **Now** button near the bottom of the date/time selection 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 Assignment Options (these will apply to *both* Test and Study portions of 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 has several seconds remaining but when the window end date/time (set by assigning faculty) is reached, the assignment is closed regardless of what time appears to be left on the clock
 - For those reasons, consider using this option on tightly timed assignments
- **Honesty Agreement:** Entered text will be displayed on the start page of the assignment. Examinees must agree to the statement before they can access the content
- **Hide Score:** Users will not see their score after clicking the score button to complete the assignment. Score breakdown will not be available in user's My Stats section.
 - Unhide the score at any time by returning to this assignment (Assignments > Manage Assignments > uncheck Hide Score > 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 (**Actions** > Re-open Test/Study) to allow access.
- **Numeric answer choices:** Changes 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 24hrs 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 Free Response questions for the assignment.
 - Select from the drop-down menu to choose 1, 2, or 3 graders/evaluations
 - If multiple graders selected, final user score will be an 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

Restrictions

- **Require Password:** Examinee must enter specific password to launch assignment
 - ****Note**** Emails from the system will never contain exam passwords. Faculty must inform students directly.
- **IP Range (not recommended):** Set a specific IP range for this assignment. Use this feature if you want to require that the user access this assignment from a particular location/IP range.
 - Click **Add IP range** to enter in your IP range. Repeat for additional ranges
 - IP ranges can be removed by returning to the assignment and changing drop-down to Inactive or 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 your options. The system will automatically navigate to the Manage Assignments page.

Manage Assignments

Search Assignment filters

- Select Archive status
 - **Active:** Shows assignments that have not been manually archived
 - **Archived:** Shows assignments manually archived using the Archive Assignment option from Actions button
- 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:** List Current, Pending, Closed, and Cancelled assignments
- Narrow further by selecting specific **Exam/Class** combination from drop-down menus
 - Type in all or a portion of the Assignment Name
 - Click **Search** once you have all necessary criteria selected/entered
 - Assignment Name, Exam Name, and Class Name are all links to the manage page for each specific item (See *Manage Classes*. See *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 Assignment Name, Exam Name, 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 **Actions** button next to the name of the assignment to and select **Edit Assignment** to open the edit screen (See *Create an Assignment* section for features available). Faculty can change any setting and/or add a study session to a previously completed assignment

Actions gear menu

Edit Assignment

Archive Assignment – used to remove assignments from active assignment list

Copy Assignment – used to carry all assignment options to another assignment; change Exam and/or Class. Copy requires new assignment name

Cancel Test/Study

Force Test/Study Scores

Re-open Scored Tests/Studies

Import Assignment Results

Example Scenarios

Force Test/Study Scores: Examinees did not have time to or forgot to click **Score** to end their exam session

Re-open Scored Test/Study: Examinees accidentally clicked **Score** 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 (includes setting Special Accommodations):

- Assignments > Manage Assignments > select Assignment Name
- Click the name of the examinee under User Assignments section
- Set specific settings desired
- Check **Custom?** box to lock in the settings for the examinee (if this is not checked the individual parameters will be over-written when updating the overall assignment)
- Click **Update Assignment**
- From **Actions** menu next to examinee's name, select **Re-open Test/Study** if original window has closed

If the assignment has Randomized Question enabled, view the **Examinee's Question Order to see the order they received the questions

Use the **Actions** menu next to the examinee name to access **Test Print View** (view the student's answer choices as well as the correct answer), **Force Close Test/Study**, **Re-open Test/Study**

Examples

Test Print View: You want to review a completed assignment one-on-one with a student.

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

Re-open Test/Study: User accidentally clicked **Score** 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/study, as the examinee to log out of the assignment. Adjusting the end time of a test/study does not require examinees to log out to update their session

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

Live Proctor

The **Proctor** window displays the user's name, time started, time finished, time left, number of questions answered, score, and the answer choice selected per question for **Test Mode** or **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

- Select Assignment Name OR Exam/Class combination that you would like to view
- Choose **Exam Mode** (system default is **Test**) and click **Submit**
 - If you are assigning the Exam to multiple Classes, you can select **All Users** from the Class drop-down to see the reports for all uses of the Exam
- Check and/or uncheck the boxes to customize the displayed results

Clicking **Print** will allow you to print the displayed reports. The Rekey and Essay tabs are NOT optimized for printing. Reports can also be exported as Excel spreadsheets.

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 "+" next to each Topic, Subject, or Category to expand/collapse the report
- Click the person with hair bows to view the breakdown for each topic level by examinee
- For faculty authored questions, option to show all available Outlines included
- 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/update the 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 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/update the report.

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

- 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

- click **New** under the rekey column
- make your adjustment:
 - Add additional correct answer(s)
 - "Accept All" which will give everyone credit for the question regardless of answer choice submitted
 - "Omit" the question entirely. This will remove that question from the score calculation. Ex: 1 question Omitted from 10Q exam = Score out of 9Q
- Refresh the page to view rekey details
- repeat steps 4-6 for each question

Student scores will be updated to reflect the rekeys made. Can be verified by checking scores in Summary report or the Correct by Question report under "Other Reports" near top of page.

Click "**Rebuild Report**" on Outline Breakdown or Item Analysis to update data

Reverting Rekey to the original answer choice:

- Click **Assignments > Assignment Reports**
- Check **Rekey**
- Find the Rekeyed item(s) under **Rekey Status** column
- Click the X to the right of the Rekeyed Status and the new answer
- Your question will then reflect the original answer choice

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 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 displays in numeric mode

Response Grid (Alpha): Opens in Excel document and displays correct answer choice and chosen answer choice by question by examinee. Report displays in alpha (letter) mode

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, and 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 **New** and enter an outline name and click **Create**
- Click the caret next to the Outline Name to expand the outline
- Click **New** and enter a topic name and click **Create**
- Click the caret next to the Topic Name to expand the outline
- Click **New** to enter a subject name and click **Create**

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 **Edit** to change the name of any of your Outlines, Topics, or Subjects. Then click **Update**

Click **Delete** to delete any level of your outline. Questions in the deleted portion of the outline will be moved to uncategorized questions. Clicking **Delete** will not delete the questions within the outline portion.

You can view questions within outlines by:

- Click **Content > Manage Content**
- Click **+Add** under the Outlines section of the search box and select the Outline you want to view
- Select the category of questions you want to view for that Outline: All, Uncategorized, Shared with me (will only show questions that have been shared by other faculty users in your program – see *Faculty Groups*)
- Questions will appear below, 30 per page that you can scroll through

The **Search** feature will allow you to search for questions by **Question Type, Question ID, Content, or Cognitive Level.**

Other Search Options

Never Use in an Exam – questions that have not been used in any previous Exams

With a Case – questions that include case information (clinical presentation)

With an Explanation – authored questions are not required to have explanations; this allows you to view authored questions that do include explanations

With Media – questions including an image, audio, or video file

Include marked Do Not Use – questions that have been marked as Do Not Use; typically, older versions of questions that have been copied and edited then retired.

Once all filter selections have been made, click **Search**. System will then search the database and pull the questions you want to see.

Add Authored Questions

- Click **Content > Manage Content**
- Click **New Questions**
- Select the type of question you would like to create: **Multiple Choice, Fill In, Multiple Response, Free Response, Advanced Multiple Response, Hotspot, or Ordered Response**
- A new box will pop up with the following options:
 - **Case** – clinical presentation information
 - **Question Stem** – the question to be answered
 - **Answer Choices** – may be different or not present depending on question type chosen
 - **Explanation** – (optional) explanatory text supporting the question
 - **References** – (optional) citations for information included in case/question stem
 - **Add Media** – (optional) image, video, or audio file to accompany question; two-step process for all types EXCEPT hotspot, see instructions on Page 22
 - **Save** – save current question
 - **Save and New** – save current question and start a new one of the same type
 - **Type** – question type chosen, can be changed by clicking **Change Type**
 - **Outline (Faculty/Program)** – Outline, Faculty or Program, the question is to be initially associated with (additional associations can be added later in Manage Content)
 - **Point Value** – default value is 1 point
 - **Available Minutes** – (optional) enter a specific number of minutes you want students to spend on this question
 - **Faculty Exam** – select a previously created Exam to add the question to
 - **Notes** – optional
 - **Tags** – keyword search terms to find questions later
 - **Reset** – erase current question and start over

****Note**** Copying and pasting text directly from another source, such as Word, can bring over hidden formatting (such as a bolded correct answer). We recommend typing directly into the system or copying to a text editor program such as Notepad to strip formatting before pasting into the system.

Entering the correct answer choices varies by question type:

Multiple Choice

- Input all possible answer choices and select the **Correct** circle next to the correct answer
 - Only 1 correct answer can be selected at any given time
 - To change the correct answer, click the circle next to the new correct answer. Correct Answer Indicator will move to the new correct answer
- Click **Add Answer** below the last answer choice box to add additional answer choices
- Click **Remove** to the right of an answer choice to delete it
- Multiple Choice can also be used for TRUE/FALSE or YES/NO question types

Multiple Response/Advanced Multiple Response

- Input all possible answer choices and select the **Correct** checkbox next to the correct answers (students must submit ALL correct answers to receive credit)
- Additional requirements needed for **Advanced Multiple Response** questions
 - 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 Fail* status by checking the **Fail** box next to the answer choice – This selection will automatically award ZERO points for the question regardless of what other answer choices are selected.
- Click **Add Answer** below the last answer choice box to add additional answer choices
- Click **Remove** to the right of an answer choice to delete it

Fill In

Include ALL possible options that will be accepted as correct. Keep in mind that the answer examinees give must be EXACTLY as the answers entered. Used for 1-3 word or numeric responses

- Other responses can be accepted for credit using the Rekey function (Assignment Reports > Rekey)
- Provide examinees with instructions regarding the format desired (i.e. whether they should or shouldn't use punctuation, abbreviations, or spaces)
- Example:
 - Q: The colors of the American flag are _____, _____, and _____.
 - A: red,white,blue
 - User answer: red, white, blue (incorrect); Red,White,Blue (incorrect); red white blue (incorrect)
- Add additional response fields by clicking **Add Response Item**
- Delete response options by clicking **Remove**

Free Response/Essay

Allows for objectives and does not require a correct answer.

- Enter the objective(s) as well as potential points per objective
- Enter how many graders you would like to require for the question
- Items will be available for grading via the **Essay** tab in **Assignment Reports**
 - ****Note**** An evaluation must be submitted for each grader listed for the item to be scored. Score is an average of all submitted evaluations if using more than one grader
- This question type is recommended for Short Answer questions as well
- Add additional objectives by clicking **Add Objective**
- Delete objectives by clicking **Remove**

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 a previously uploaded image from the screen that appears
- Click and drag on the image to create a box designating the Correct Area
- Repeat for as many Correct Areas as necessary
- Click **Remove** to de-select any Correct Areas

Ordered Response

Requires examinees to put a list of answer options in the correct order.

- Enter answer options in the correct order first
- In the **Show As** box, enter numbers to set the answer choice jumble positions that will appear when users view the question during an exam
 - Example: The correct order entered is – One (5), Two (3), Three (4), Four (2), Five (1); users will see the order as A. Five, B. Four, C. Two, D. Three, E. One
- Add additional options by clicking **Add Answer**
- Delete options by clicking **Remove**

Adding Media to New Questions (excludes Hotspot type)

- Click **Content**
- Select **Manage Content**
- Click **New Question**
- Select question type
- Enter question as normal with **Case** (optional), **Question Stem**, **Outline**, **Answers/Objectives** and optional **Explanation/References**
- **Save** question (this step is important)
- Click **Add Media**
- Click on the piece of media you want to attach
- Close out Manage Media window
- **Save** question

Adding Media to Existing Questions


- Click **Content**
- Select **Manage Content**
- Search for the question (use QID if you have it)
- Click the three dots menu in the top right of the question box
- Click **Edit**
- Scroll down and click **Add Media**
- Click on the piece of media you want to attach
- Close out Manage Media window
- **Save** question

****Note:** Media must first be uploaded to the system via *Manage Media* before it can be attached to questions

Editing Questions

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


- Click **Content > Manage Content**
- Use the Filter Options to narrow down the list of questions you want to view

Each question will have an individual box and display the **QID**, **Question Type**, **Case** (if applicable), **Question Stem**, **Answer Choices**, **Explanation** (if applicable), **Media** (if applicable), and three dot menu ().

Under the three-dot menu 


- **Show Outlines** – Edit or Delete existing outline associations
- **Copy**
- **Edit** (if the question has been previously accessed by students, an automated Copy/Edit process will be triggered to create a fresh version with a new QID for Editing to preserve score reporting integrity – see separate tutorial document. The original will be archived/marked Do Not Use)
- **Delete**
- **Mark: Do not use** – retire older versions of questions that have been copied and edited to maintain report integrity
- *Add Question To:*
 - **My Outline** – associate question to Faculty/Course outlines
 - **Program Outline** – associate question to program outlines
 - **Exam** – add question to New or Previously created unassigned exams

New outline associations

- Click **Content > Manage Content**
- Click  next to question
- 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 
- Select **Copy**
- 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 two versions of a question in an exam. Only copy questions if you need to make changes to the content of the question. Then make sure to mark the original version as **Do not use**.


Delete a question from the system (only available for new questions not yet added to an exam)

- Click **Content > Manage Content**
- Click the 
- Select **Delete**
- Confirm deletion

Add a question directly to an Exam

- Click **Content > Manage Content**
- Click the 
- Click **Add to Exam**
- Select the **Exam** to add the question to or **New Exam**
- Select outline source for question
- Click **Save**

Mark a question Do Not Use

- A reminder not to use it in any exams (archives the question)
- Click **Content > Manage Content**
- Click the 
- Select **Mark Do Not Use** (to remove this marker select **Mark Allow Use** instead)

To associate/map multiple questions to an outline simultaneously

- Click **Content > Manage Content**
- Click checkbox next to **Mass Edit View**
- Check the boxes next to the questions you want to map
- Click **Associate Questions**
- Select the **Outline/Topic/Subject** or create a new one
- Click **Associate**

Manage Media

Recommended resolution for images (.jpg, .gif, or .bmp only) is 1021x768. For video (mp4 format), audio (mp3 format) and 3D images (.stl) the maximum upload file size is 3 MB.

To add media

- Click **Content > Manage Media**
- Click **Upload New Media**
- Name the media (do not use anything that would hint at a correct answer)
- Enter any desired tags and a Description
- Click **Choose File** and select the file to upload
- Click **Open**
- Click **Submit**

****Note**** It is only possible to make changes to media that has been uploaded.

****Note**** Making edits to any media will change ALL instances of the media

To edit media

- Click **Content > Manage Media**
- Click on the image and click **Edit**
- Change the Name, Tags, Description, or add additional information
- To change the media file itself, click **Choose File**
- Click on the new media file and click **Open**
- Click **Submit**