MYCAERT V2.0

Users Guide

Contents

Introduction

Welcome to the MyCAERT system! It was designed to provide teachers with a quality source for lessons plans, student PowerPoint Presentations (PPTs), E-units, and online assessment questions. These components allow teachers to plan instruction, document the standards addressed, deliver quality instruction, and assess student comprehension.

The basic components of the MyCAERT system are lesson plans arranged by topic into libraries. Teachers are able to identify relevant lesson plans and save them as personalized course outlines. The saved outlines allow individual teachers to customize curriculum. Once saved, these customized outlines are available for use at any time by the teacher. Further, the saved course outlines allow teachers to electronically assign PPTs, E-units, and Web-based tests to their students.

Each lesson is accompanied by at least one student PowerPoint Presentation (PPT). The PPTs are intended as a tool to assist students in summarizing the content of the lessons. Many teachers assign them to students for use in note-taking.

If you subscribe to the E-units, you will have a comprehensive source of online student textbook materials. There is at least one E-unit for each lesson plan. The E-units were written specifically for students. Each 6- to 8-page E-unit concisely presents the major content of the lesson plan. The E-units can be electronically assigned to students for online access.

If you subscribe to our CSAT Assessment component, you have access to a bank of five test questions for each lesson plan. Tests can easily be created based on the lessons included in your course outlines. Once a test is activated, students can take it online and have their answers scored automatically.

Questions? We take pride in promptly responding to customer questions. The quickest way to contact us with a question is to click the Questions link in the upper right corner of our homepage. Your question is sent to several individuals who will respond. Most questions can be answered via email. If not, we will be happy to contact you via phone.
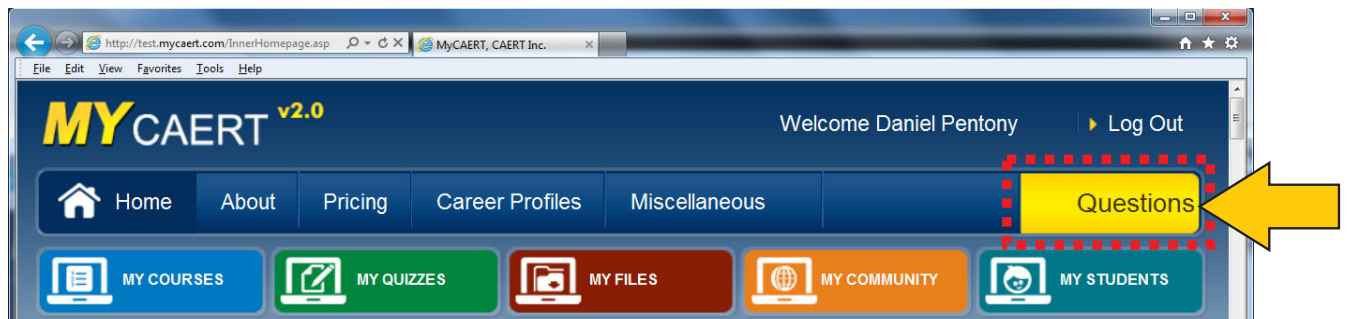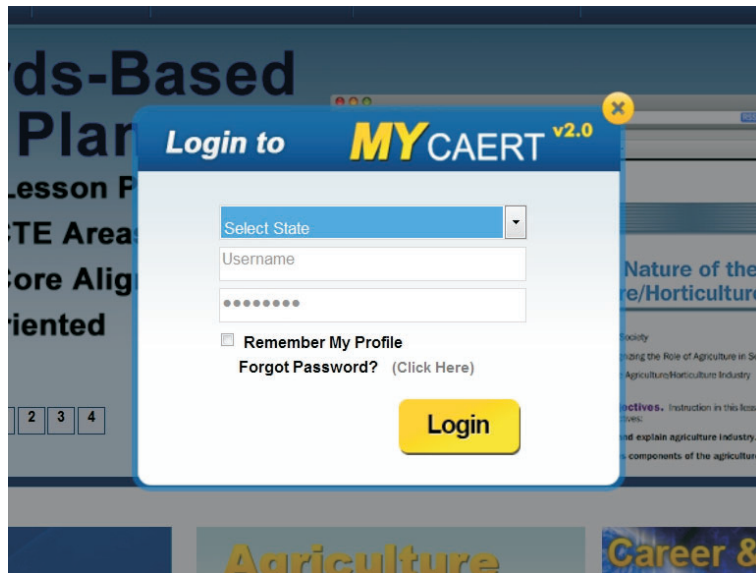

Basic Requirements for Computers Using MyCAERT 2.0

- Due to unique issues with Internet Explorer, we **strongly** recommend the use of Chrome, Firefox, or Safari
- Adobe Acrobat 5 or greater
- PowerPoint 2003 or greater
- Flash 5 or greater

Section 1: Login to www.MyCAERT.com

Teachers and students will login by clicking on the Teachers Login / Students Login links in the upper right corner of the MyCAERT home page.

1. Select **Teachers Login** or **Students Login**.

2. Select your state from the drop-down menu.

3. Enter your user name and password.

4. Click the **Login** button.

Teachers, if you do not remember your logins, click on the **Forgot Password** link, and enter your information in the required fields. As long as your email address matches the one we have on file, your logins will be sent to you.

TIP: We do not provide students with login information.

Once you have logged in, you will see the lesson plan libraries to which you subscribe displayed in the center of the page. The colored tabs (**MY COURSES**, **MY QUIZZES**, **MY FILES**, etc.) at the top of the page are the major navigation links which allow you to access the main MyCAERT components.

Section 2: Edit Teacher Profile

After logging in to MyCAERT, click on the **Edit Profile/Aligned School** link, which is found underneath your name in the left portion of the web page. This is where you can update your personal information.
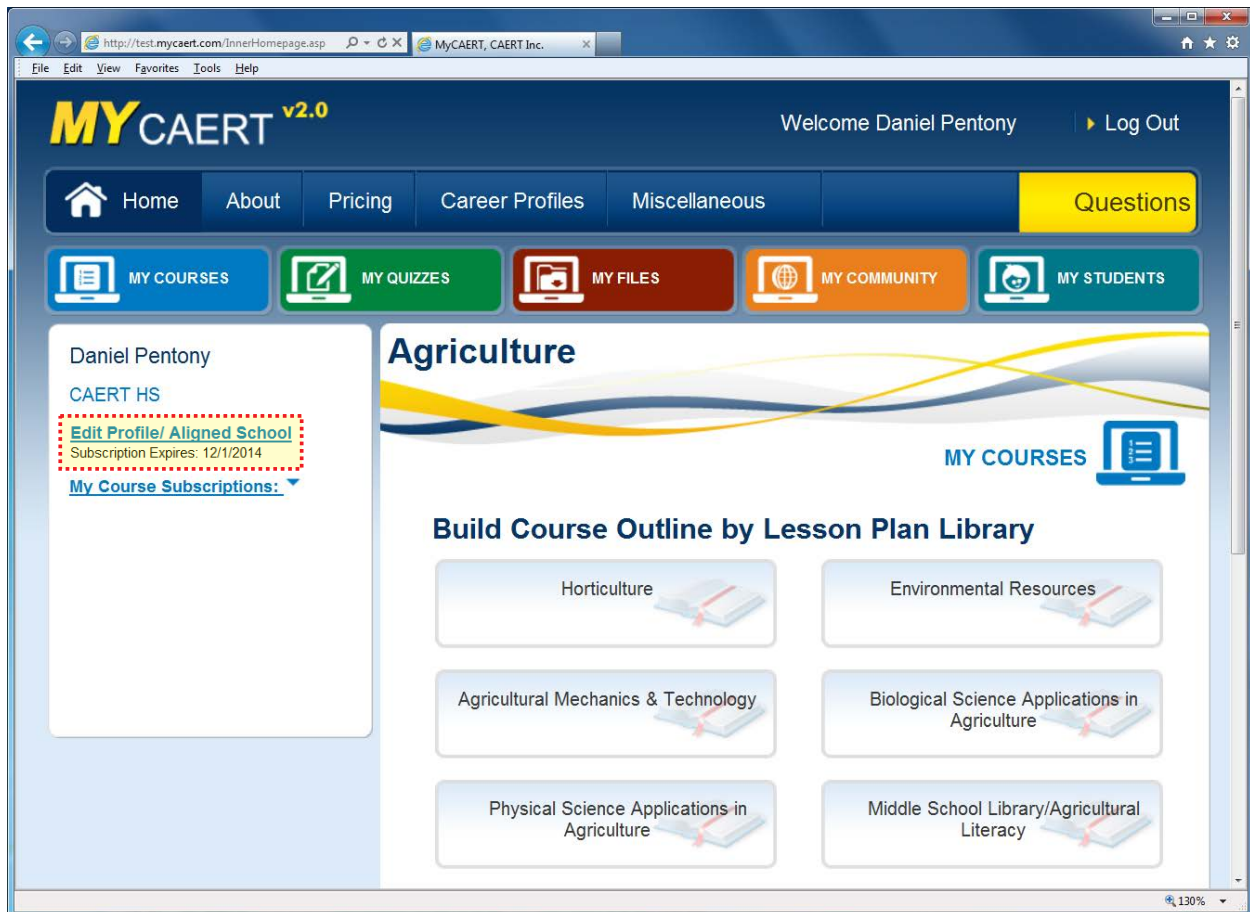
TIP: Please note that there are separate Submit buttons depending on whether or not you are changing your school information.

Section 3: MY COURSES —
Create and Use Course Outlines

This section covers the functionality under the **MY COURSES** tab at the top of the page.

MyCAERT provides the capability to build customized course outlines for each course you teach. You can select lesson plans from various libraries and create course outlines.

To build course outlines using lessons from the lesson plan libraries, simply click on the name of the library or libraries in the center of the page and hit the Submit button at the bottom. This generates a list of units, problem areas, and lessons from which you can choose materials you want to include in your outline.

To build a course outline by Lesson Plan Library, simply select one or more Libraries, and then click on Submit.
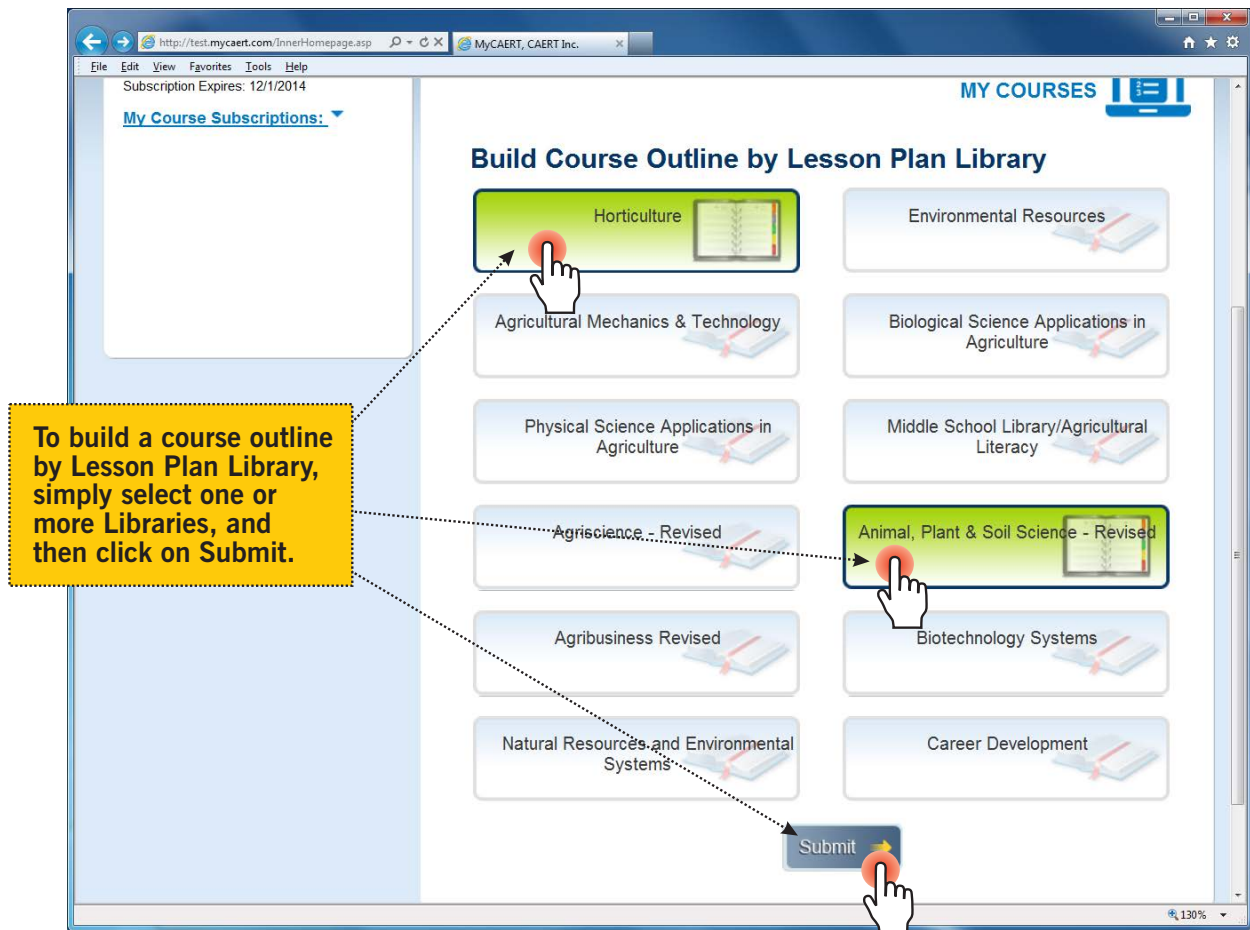
Section 3.1: Building Course Outlines

Course outlines serve as the basis for organizing content and delivering that content to students. They are the map for organizing and delivering instruction.

Course outlines are built by selecting specific lessons that you want to teach in your courses. Mousing over the **MY COURSES** tab will bring up a list of links (under the Generate List of CAERT Materials heading) that you can use to build your outlines. For example, an outline can be generated by the following:

- By Common Core Math or English Standards
- By Lesson Plan Library
- By National AFNR Standards
- By Existing Course Outlines
- By Vocabulary Terms
- By Library Outline

Clicking on one of the links listed above will bring up a series of screens where you can further refine your search.
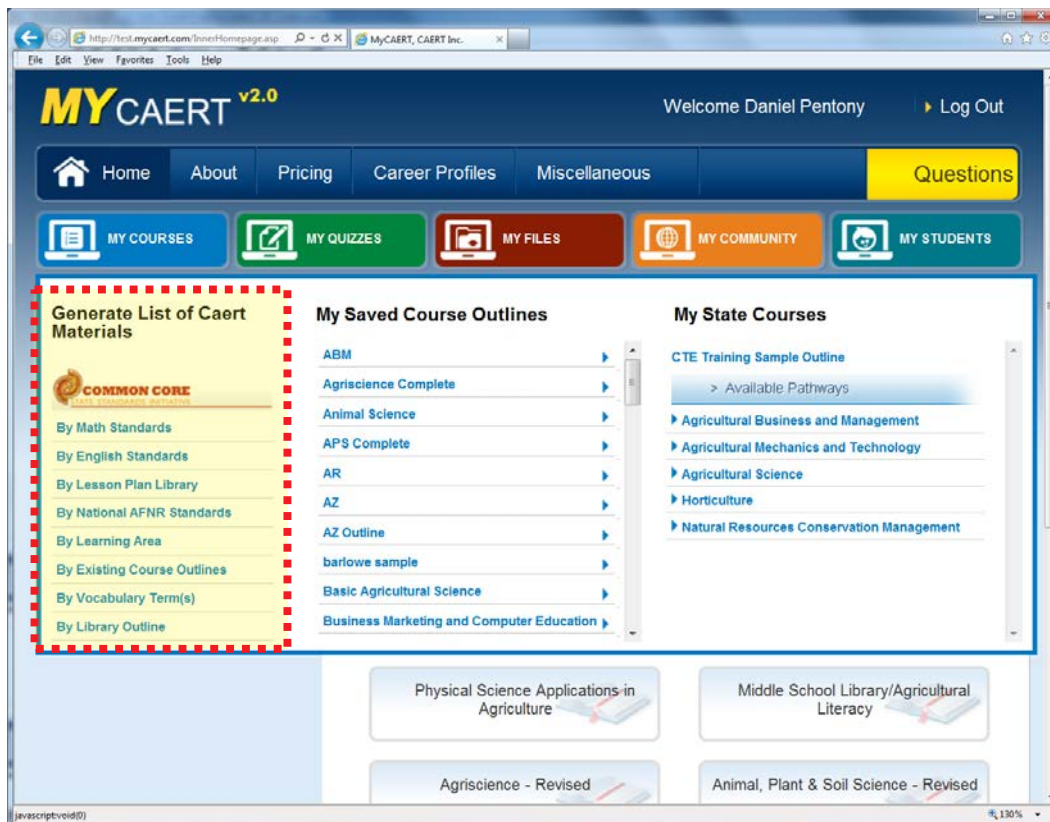
TIP: As you progress through each screen, be sure to click on the Submit button at the bottom of each page.

After making your selection criteria, a list of lesson plans and accompanying materials will be generated. Place a check in the box next to all lessons you want to include in the outline you will save for future use.

TIP: There is a red box above the first lesson that allows you to select ALL lessons in the list for inclusion in your course outline.

After you have selected the lessons for your outline, you have two options:

1. Enter the title of your course outline in the box labeled **Save Selected Lessons to New Course Outline** at the top of the page, and click the **Save** button. This results in the creation of a new course outline.

2. Choose a current course outline from the drop-down menu labeled **Save Selected Lessons to Existing Course Outline**, and click the **Save** button. This results in the selected lessons being added to the existing course outline you identified.

Once you have saved the course outline, it will be listed in the **My Saved Course Outlines** section under the **MY COURSES** tab. The saved outline will remain until you choose to delete it.

Place a check in the box next to all the lessons you want to include, and then make your selection for saving above.

Section 3.2: Parts of the Course Outline

Course outlines are used to organize the lesson plans you have chosen. They are a sequenced plan for your courses and serve as the mechanism for delivering instruction.

There are many helpful features available on MyCAERT that you can use to customize and maintain your course outlines. After selecting a course outline to view, you have access to the following:

1. **Expand All | Collapse All**   Clicking on either of these links allows you to expand/collapse the view of the items listed in the course outline.

2. **Email Course Outline**   This link allows you to easily email a course outline to another MyCAERT subscriber. The outline will then be saved to the **My Saved Courses** section of that subscriber.

TIP: Course outlines can only be emailed to subscribers who have access to the same materials as you. All outlines are sent to the email addresses we have on file.

3. **Delete Course Outline**   This link deletes the current outline from your saved courses.

4. **Edit Course Outline**   This link allows you to save the outline under a different name.

5. **Course Outline Name**   The name you gave the outline when it was saved is listed below the **Email Course Outline** link.

6. **Print Course Outline**   This button enables you to print a concise document that lists the lessons you teach and the standards they address.

7. **Export Course Outline to Excel**   This button provides the same information as item 6, but in an Excel document that you can customize. The bottom portion of the document includes an explanation of the standards covered.

8. **Export Course Outline to Word**   This button provides the same information as item 7, except in a Word document.
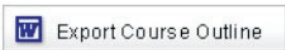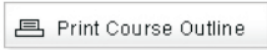
TIP: The reports generated by using the links in items 6 through 8 are ideal for providing required documentation to administrators. They provide a quick and easy way for teachers to document the standards met in their program.

9. **Assign E-units**   This button provides a quick method for you to assign the E-units from the course outline to your students. Once assigned, students can login and read the E-units online. *(See Section 4.6 for more information on Assigning E-units to Students.)*

TIP: The "Assign E-Units" functionality is available only if you subscribe to E-units.
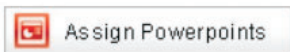
10. **Assign PowerPoints**   This button provides a quick method for you to assign PowerPoints from the course outline for access by students. *(See Section 4.6 for more information on Assigning PowerPoints to Students.)*
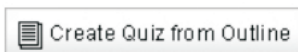
11. **Create Quiz from Outline**   If you subscribe to our online assessment component, you have access to test questions that assess understanding of the lesson content. This button enables you to quickly create tests based on the lessons in your outline. *(See Section 7 for more information on creating and using tests.)*

12. **Reorder Lessons in Custom Outline**   This button allows you to drag and drop the lessons to sequence them in the order in which you teach the concepts.

13. **Add Custom Lesson to Course Outline**   This button enables you to upload your own lessons into the outline.

14. **Click Here to Delete Selected Lessons**   This link provides a mechanism for easily removing multiple lesson plans. Simply click to place a checkmark in the **Delete** box to the right of the lesson titles you wish to delete, and then click the link.

15. **Lesson Plan Number and Title**   Clicking on this link opens the lesson plan.

16. **Standards Addressed**   Immediately under the title of each lesson is a listing of the standards addressed by the lesson. Clicking on a standard will provide more detail about it.

17. **My Community**   This column lists files other teachers have shared that support the content of the lessons. There is also a **Contribute** link that enables you to quickly share relevant documents with other teachers. *(See Section 5 for more on MY COMMUNITY.)*

18. **PPT Files**   This column lists the PowerPoint files developed to accompany the lesson plans. Clicking on a filename opens it.

19. **E-units**   This column lists the E-units developed to accompany the lesson plans. Clicking on a filename opens it.
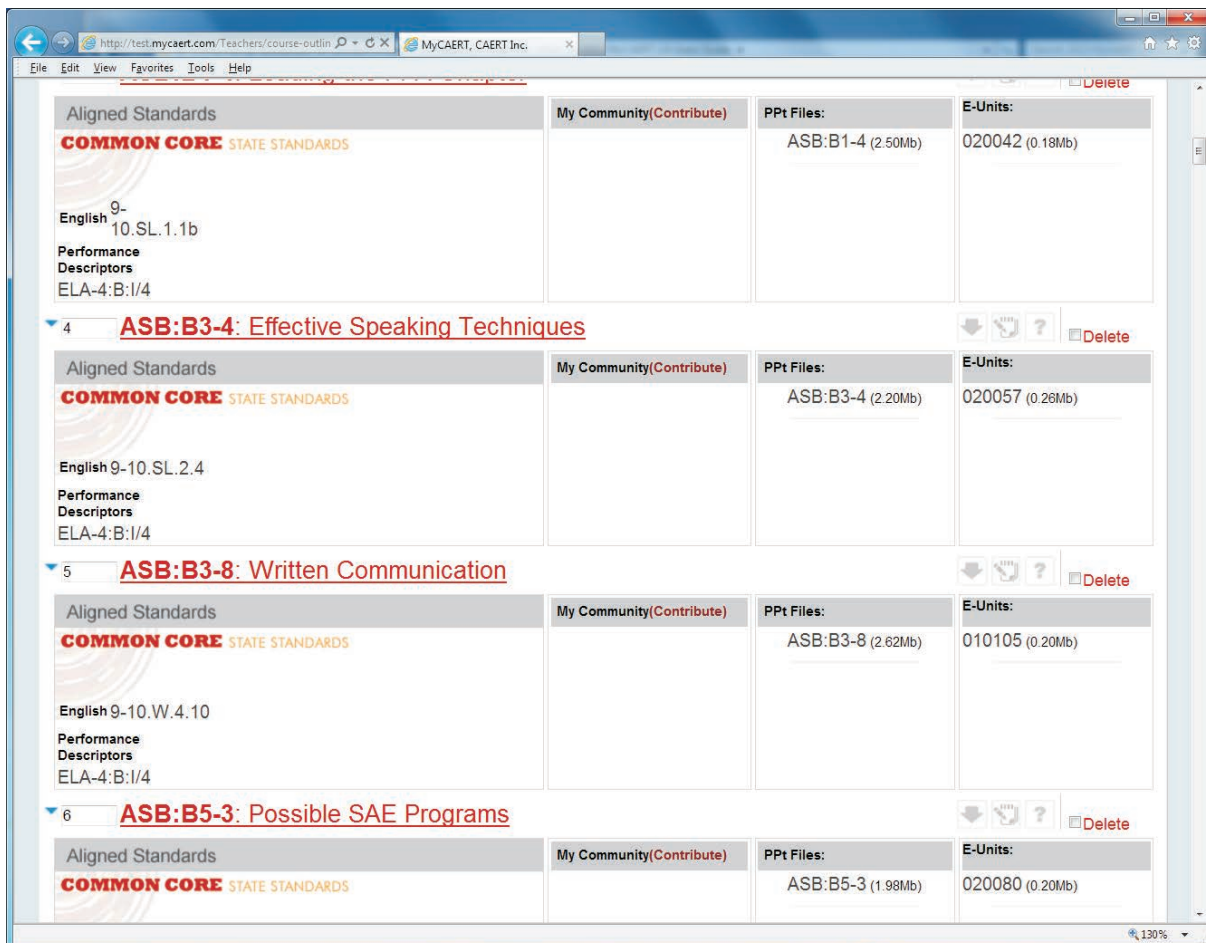
Section 3.3: Create Course Outlines Based on My State Courses

TIP:

This function is not available in all states.

For some states, MyCAERT provides suggested state course outlines that are based on approved courses in those states. These suggested course outlines can be used as they are, or they can be individually customized.

The suggested course outlines are located under the **MY COURSES** tab. If we have created suggested course outlines for your state, they will be displayed under the **My State Courses** section on the right side when you mouse over the **MY COURSES** tab. Click on the pathway and name of the course to display the outline.

To save the outline so that you can customize it, click on the **Copy State Course Outline to My Courses** button towards the top of the page. Once copied, the state course outline will appear in the **My Saved Courses** section under the **MY COURSES** tab. The saved outline can be customized to fit your needs.

Section 4: Using the MY STUDENTS Tab

After logging in, mouse over the **MY STUDENTS** tab in the top right corner of the page. The **MY STUDENTS** tab is where you manage your students and the materials they have access to.
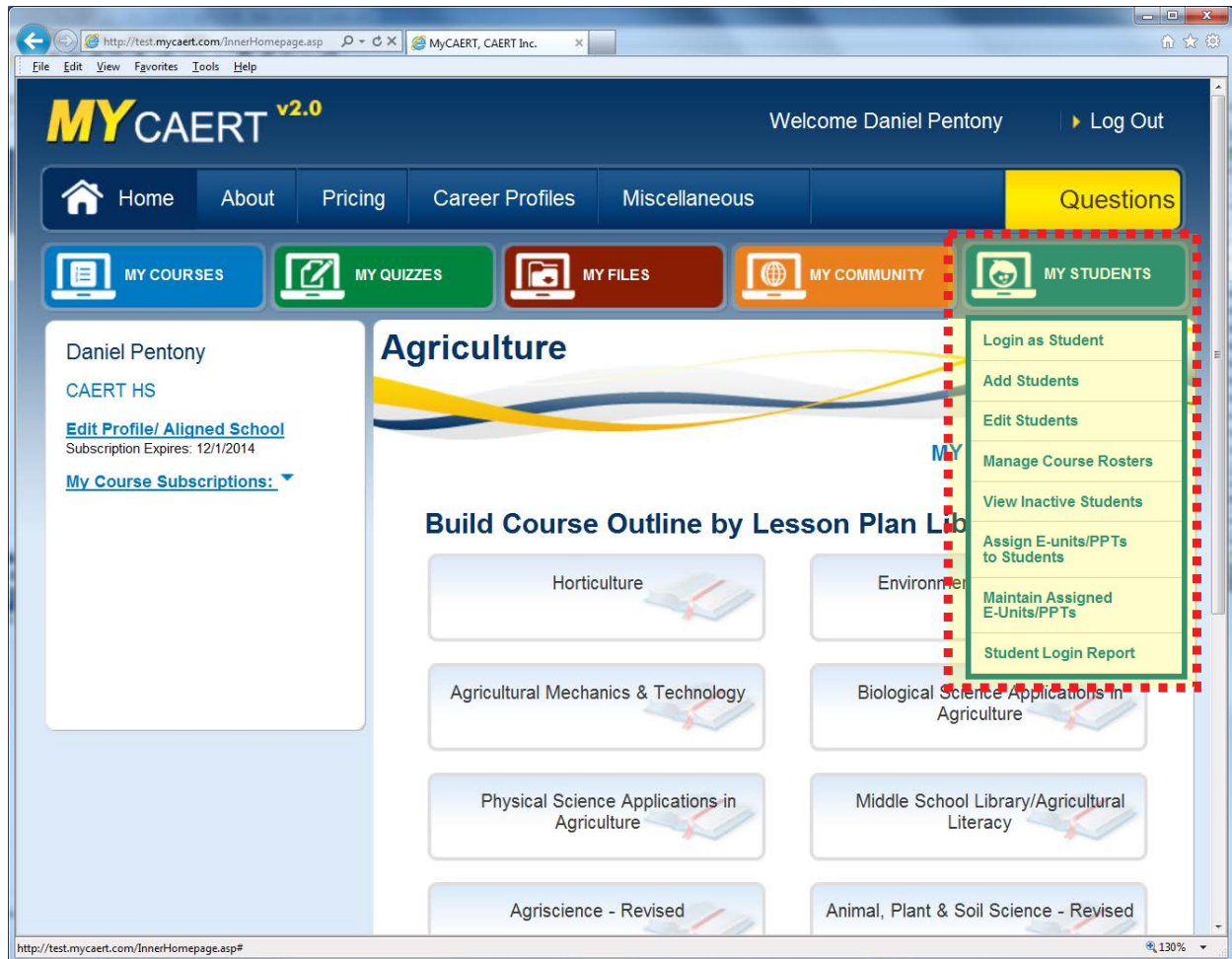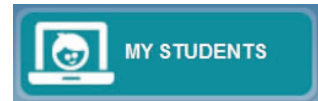
Section 4.1: Login as a Student

Once a student has been added to your profile, you can use the **Login as Student** link to see exactly what a student sees when logged in.

TIP: Any quizzes you complete under a student's profile will affect that student's scores. We recommend adding a dummy student if you wish to test the system.

Section 4.2: Add Students

Your students will not be able to login and access assigned materials until you have entered them into the system. To add one or more students, simply click on the **Add Students** link under the **MY STUDENTS** tab. This section allows you to add up to 15 students at a time. A red asterisk denotes required fields. After completing the form click the **Submit** button.

TIP: User names must be specific to your state. If the user name you enter is already in use, a message will appear suggesting a different one, as long as your pop-up blocker is turned off. We recommend user names that are a combination of the student name and name of the school and/or FFA Chapter number.

TIP: Passwords do not have to be unique for your students. All of your students can have the same password.

TIP: Special Needs — Yes or No? Identifying a student as "Special Needs" will allow that student to see the special needs hints if you choose to implement that tool in our online assessment system.

TIP: Viewable Courses If you do not select specific viewable courses when entering students, it will default to ALL COURSES. Such students will be able to access materials for all of your courses.

Section 4.3: Edit Students

The **Edit Students** link located under the **MY STUDENTS** tab allows you to edit the information for any students you have previously entered into MyCAERT. You can also delete them. Notice that there is a search field at the top center of the page. There is also a pull-down menu at the upper left which allows you to sort by students name, grade, or the classes.

To edit an individual student, click on the name of the student and his or her individual page will display. From this page, you can change the student's information.

TIP: Be sure to click the Submit button at the bottom of the page to save your changes.

Section 4.4: Manage Course Rosters

To quickly add or remove students from course rosters, click the **Manage Course Rosters** link under the **MY STUDENTS** tab.

To change a course roster, select the course from the **Filter Students** pull-down menu at the top of the page. All active students will appear in the box on the left, and all students currently assigned to that course will appear in the box on the right. Students may be added or removed by selecting their name and clicking either the **Add** or **Remove** button. To add or remove multiple students at one time, hold the **Ctrl** key on your keyboard. Select all students you wish to move, and then click the Add or Remove button. After doing so, click the **Save Changes to Course Roster** button at the bottom of the page.

TIP: **Only active students will appear under the Manage Course Rosters function. If a student does not appear, he or she is probably listed as "Inactive." See Section 4.5 for more information.**

Section 4.5: View Inactive Students

To view a list of all inactive (or active) students click the **View Inactive Students** link under the **MY STUDENTS** tab. Students may be sorted by using the drop-down menu at the upper left. To view active students, click on the red **Click to Show Active Students** link above the drop-down sort menu. After updating any student's access, be sure to click the **Submit** button at the bottom of the page.

TIP: Inactive students are not included in the current school year reports and cannot login to MyCAERT. Any student who has graduated or is no longer enrolled in your courses should be set to "inactive." These records are retained for a period of two years, after which they will be purged from the system.

Section 4.6: Assign E-units/PPTs to Students

Once you have created and saved course outlines *(see Section 3)*, you have the ability to assign the accompanying E-units and PowerPoints (PPTs) to students so that they may access them when they login. To assign these materials, click on the **Assign E-units/PPTs to Students** link under the **MY STUDENTS** tab.

A form will display where you can use the drop-down menu to select the course outline from which you want to assign E-units or PPTs. Simply select the appropriate course outline, then select which students (*All Students*, *Only Students in Course*, or *Select Individual Students*) you want to have access to the materials. Once you make these selections, you can further refine the status and assign/due dates of the materials.

- **Materials Status: Active or Inactive?**   Students can only see the materials that you have set to active status.

TIP: Many teachers assign all materials for a course to their students at the beginning of the year, but they only activate a few each week. Throughout the year, the teacher can then simply adjust the status. This ensures students only see the materials relating to topics currently being covered in class.

Assign Due Date   Teachers can add dates for the assigned materials so that these dates appear on the calendar on the student home page. This provides students with a reminder as to when the assigned materials are due. After the due date has passed, students are no longer able to see the assigned materials.

TIP: After assigning E-units and PPTs, always click the Submit button at the bottom of the page.

Section 4.7: Maintain Assigned E-units/PPTs

The **Maintain Assigned E-units/PPTs** link located under the **MY STUDENTS** tab will give you access to the following features:

1. **Maintain Assigned E-units**   This link allows you to maintain the E-units you have assigned. A pull-down menu at the top lets you select the course for which you want to maintain the assigned E-units. You can select the E-units based on all students in a course or for just those students to whom you may have individually assigned E-units. Once you make your selection criteria, the page that comes up allows you to delete materials, change the due date on the student calendar, revise the status, and enter notes to the students for each E-unit. After making the changes, always click the **Save Updated Status** button at the bottom of the page.

2. **Maintain Assigned PPT Files** This link operates identically to the one used to Maintain Assigned E-units (see above). It allows you to update the status of PowerPoint Presentations that you may have previously assigned to students. After making the changes, always click the **Save Updated Status** button at the bottom of the page.

3. **Maintain Custom Calendar Assignments** This link allows you to delete previously assigned materials from the student calendar.

Section 4.8: Student Login Report

The **Student Login Report** link (located under the **MY STUDENTS** tab) provides you with a general report verifying that students have logged into their accounts. You can set a date range at the top of the page. The report does not document how long a student was logged in. It merely lists which students actually logged into the system to view the materials you have assigned.

Section 5: Using the MY COMMUNITY Tab

The **MY COMMUNITY** tab is new to MyCAERT 2.0. It was developed to provide teachers with a mechanism to do the following:

- Search for materials shared by other subscribers that will supplement the MyCAERT materials
- Share materials you have developed with other teachers

The two links available under the MY COMMUNITY tab are **Search My Community** and **Share Your Materials in My Community**. *(See Sections 5.1 and 5.2.)*
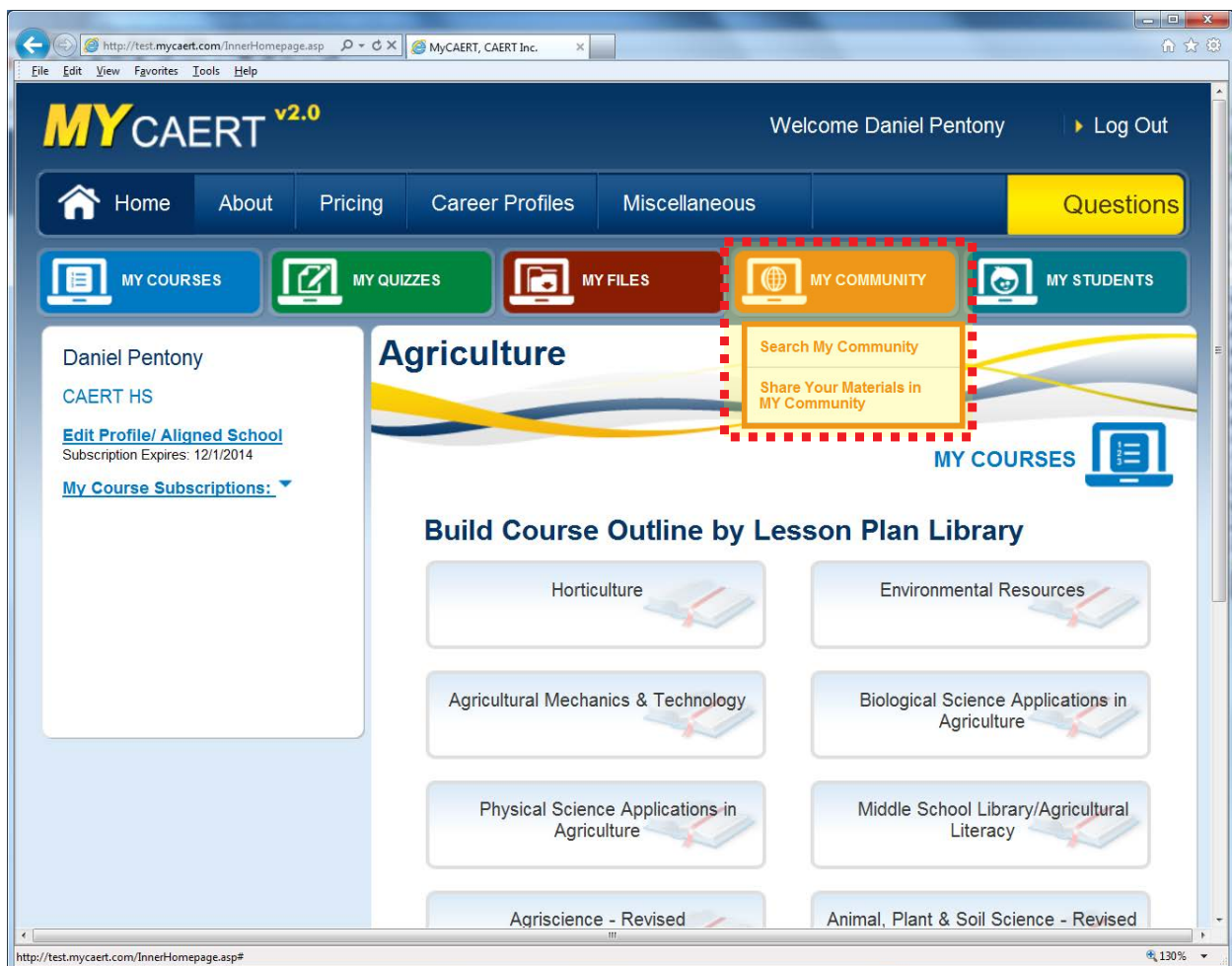
Section 5.1: Search My Community

Clicking the **Search My Community** link (located under the **MY COMMUNITY** tab) will bring up a page that features a number of pull-down menus. These menus allow you to refine your search to identify supplementary materials that match with specific lesson topics. You can even search by attachment category in the event you are looking for a particular type of material (lab activity, photo, test, etc.).

After making your choices, click the **Search** button at the bottom of the page. This will generate a list of items from the Community that meet your search criteria. The list includes the title, description, category, file name, date the file was shared, and the name of the individual who shared the file. To preview any of the items, simply click on the name of the file, and it will be displayed.

After previewing the items, click to place a check in the box to the right of any files you want to save. Scroll to the bottom of the page where there is a pull-down menu. This menu consists of file folders that match the names of the course outlines you have already saved. The pull-down allows you to save the file from the Community into a **Miscellaneous** folder or directly into a folder relating to one of your courses. After choosing which folder you want to save the file to, click the **Save to My Files** button at the bottom of the page. Your file has now been saved to the selected folder within **MY FILES**. *(Using the folders in MY FILES is covered in Section 6.0: Using the MY FILES Tab.)*
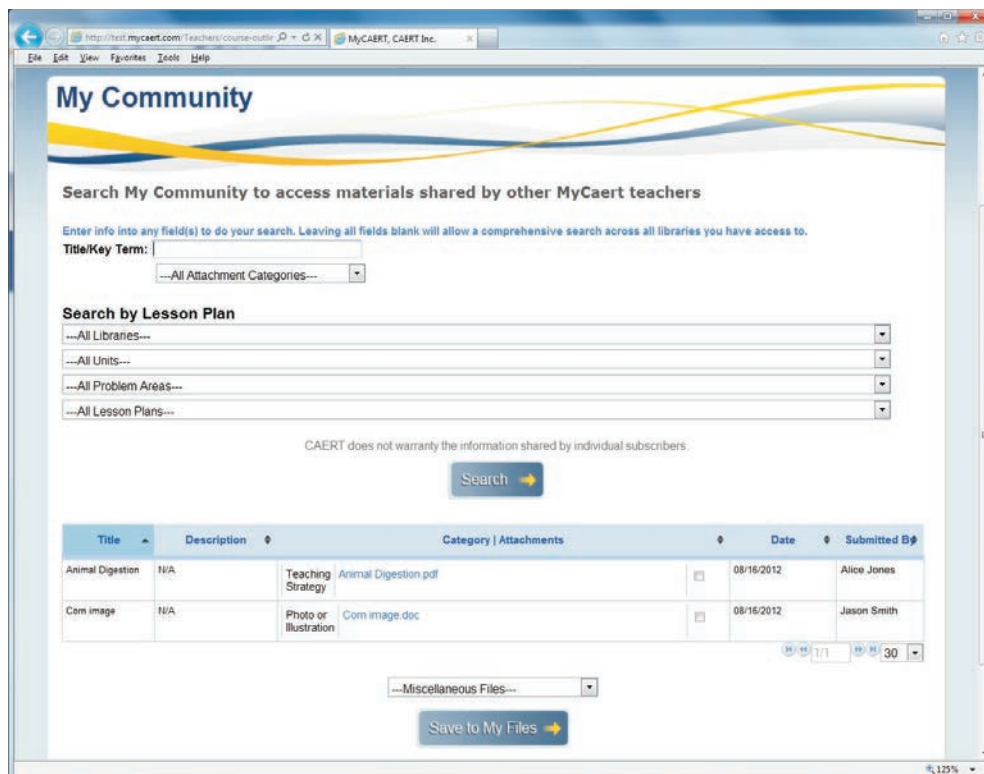
Section 5.2: Share Your Materials in My Community

Clicking on the **Share Your Materials in My Community** link (located under the **MY COMMUNITY** tab) brings up a form you can use to upload and share materials that you find helpful with others in the Community. A series of pull-down menus allow you to tie the materials to a particular MyCAERT library and the unit, problem area, and lesson within it. You must also identify what type of material it is (lab, photo, test, etc.).

TIP: Before submitting the file, please read and acknowledge the statement at the bottom of the page above the Submit button. In order to prevent the unauthorized sharing of copyrighted materials, we ask that you place a check in the box before clicking the Submit button. Once the Submit button is clicked, the materials will be posted to the Community for use by other MyCAERT subscribers.
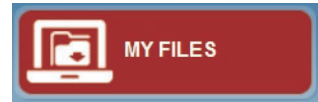
TIP: The maximum file size for items posted to the Community is 10MB.

Section 6: Using the MY FILES Tab

MY FILES

The **MY FILES** tab is new to MyCAERT 2.0. It replaces the old **File Manager** component that existed in version 1.0. It was developed to provide teachers with an efficient way to electronically share materials directly with students, and for students to complete those materials and turn them in to the teacher.

Section 6.1: My Files Overview

Click on the **MY FILES** tab. A new window will be opened. (Expand the window if it does not display as a full page.) Several file folders are listed on the left side of the page. The first three general folders, designated by blue folder icons, include the following:

- **Trash Bin**   Deleted items are stored in this folder
- **Existing MyCAERT Files**   If you subscribed to the earlier version of MyCAERT and utilized the **File Manager**, those materials have been relocated here.
- **Miscellaneous Files**   This folder contains files that you have chosen to save but not store in a folder associated with a particular course.

The next group of folders is designated by gold icons. There is a folder for each course outline you have created. When you create and save a course outline, a corresponding file folder for that course is created in **My Files**.
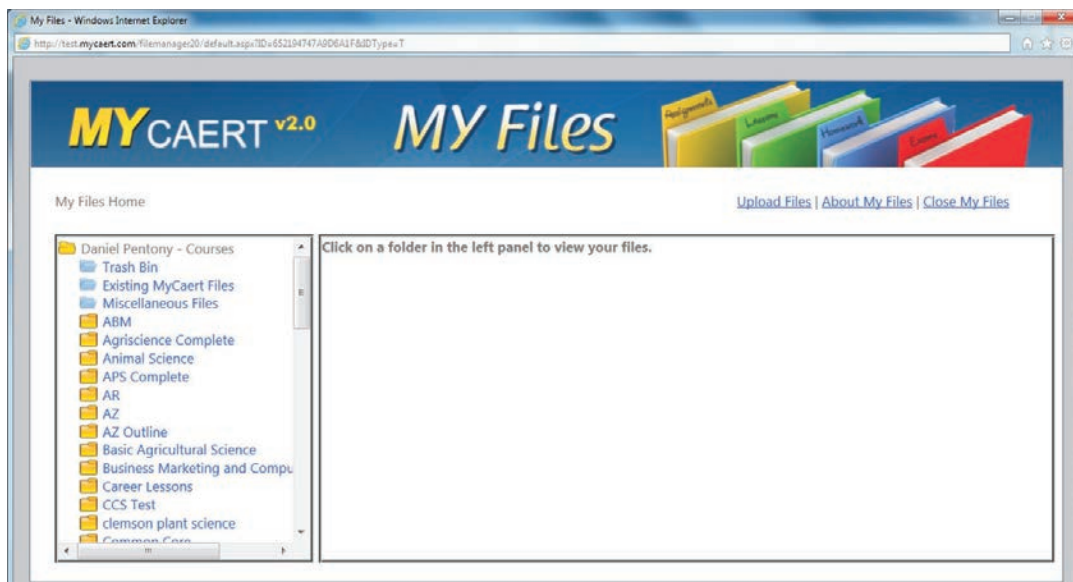
Section 6.2: Sharing/Assigning Files to Students

1. Click on any of the gold course folders in the **My Files** window. The menu will expand to display three blue subfolders. Click on the **Teacher Files** subfolder. A list of files within that folder will come up. If you mouse over the **Options** link and choose **Activate**, you can activate a file by selecting the activate/deactivate dates.

TIP: Only files in the Teacher Files subfolder can be shared/assigned to students.

2. After a file has been uploaded and the activate/deactivate dates have been set, the file is activated and is available to your students. They will be able to find the file in **My Files** under the **Current Assignments** subfolder for that course. The assignment will stay in that folder until the deactivate date you set has passed. Once the deactivate date has passed, the file gets moved to the **Expired Assignments** subfolder.

3. You can check the completion status of the assignment by choosing the **Current Assignments** subfolder under the course that the assignment was for. This will bring up a list of the assignments. Mouse over the **Options** link for the file. Click on the **Who's Completed** link. This will bring up a page showing which students have submitted the completed assignment and the date they did so.

For a student to complete an assignment and share the file with the teacher, he or she will need to do the following:

1. Login to MyCAERT.

2. From the **My Home** screen, click the **My Files** link.

3. In the **My Files** window that opens, select the folder with the course name of the assignment.

4. Select the **Current Assignments** subfolder for the course.

5. Mouse over the **Options** link and choose **Open** to view the assignment.
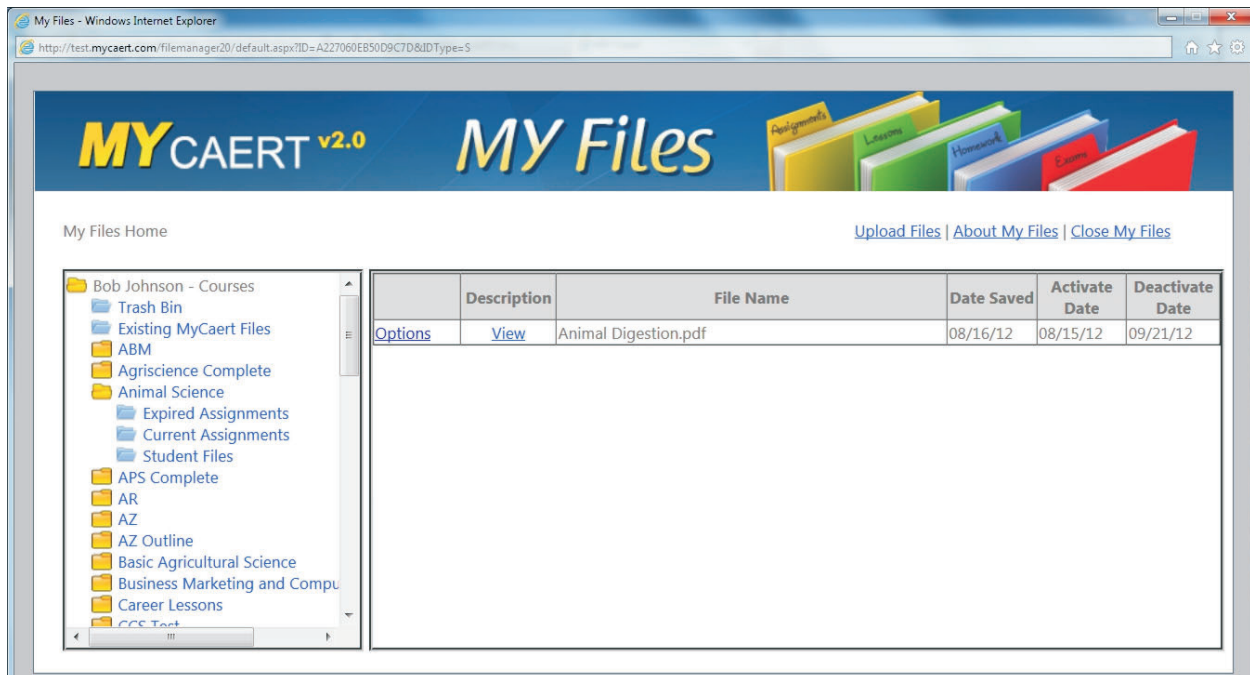
6. Save the file as a completed assignment to your computer. (In most cases, the saved file will be located in the **Downloads** folder on your computer.)

7. Upload the completed assignment by clicking the **Upload Files** link in the upper right corner of the **My Files** window. This brings up a new page where you can select the file to be uploaded, name the file, and select the course folder it should be uploaded to.

TIP: If it is a completed assignment that is being uploaded, the student should check the "Uploading Completed Assignment" box under the course folder. A pull down menu appears where he or she can select the name of the assignment being uploaded.

8. Once all the information has been entered, click the **Upload File** link in the bottom left corner of the screen. The student has now shared the completed assignment with his or her teacher.

TIP: You can login as a student (using the link under the MY STUDENTS tab) to see how this process works.

Section 6.3: Viewing Who's Completed / Grading Assignments

As students complete an assignment and upload it back, you can both monitor who has completed the assignment and grade/add comments to the assignment so that the student can see his or her grade and your comments.

1. Go to **MY Files** and click on the course folder for the assignment. The folder will expand to show a **Current Assignments** folder for that course. Click on the **Current Assignments** folder, and a list of the assignments will appear on the right side. By mousing over **Options** and then choosing the **Who's Completed** link, you will see at the bottom of the screen a list of the students who have completed the assignment.
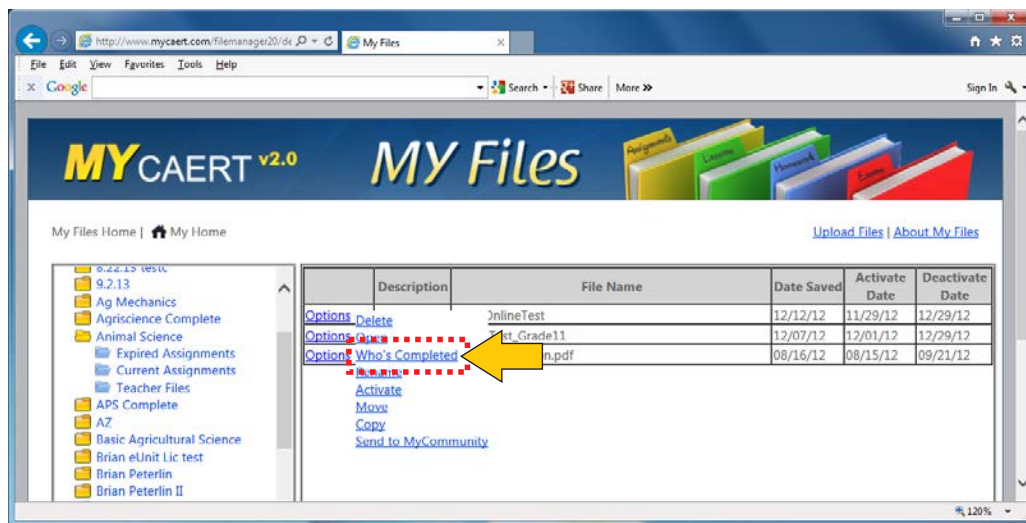
2. From the list of who has completed the assignment, you can again mouse over **Options** and choose **Grade** to grade the assignment and enter comments for the student. Once added, the grade and teacher comments are viewable by the student by clicking on the **Student Files** folder for the course.
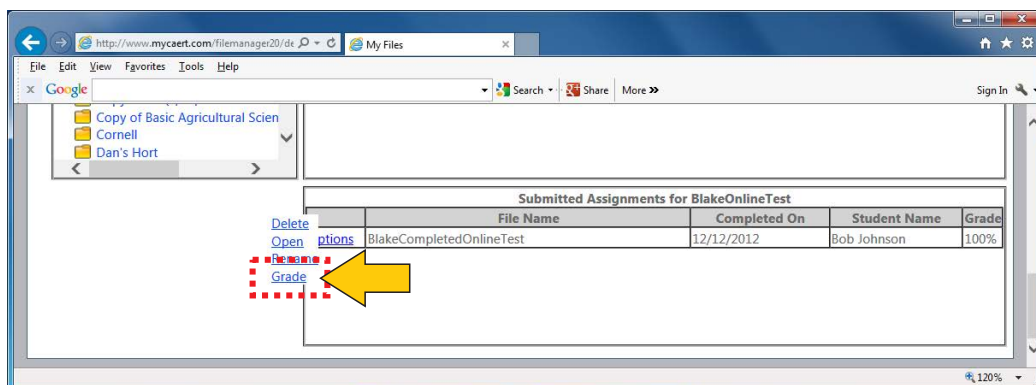
Section 6.4: My Community and My Files Integration

As you will recall from Section 5.1, you can take materials that you have downloaded from **My Community** and save them directly to **My Files**.

After you have chosen the files from **My Community** that you want, you have to identify a folder in which you want to keep the files. A pull-down menu in **My Community** includes a list of all of your course folders in the **My Files** section. When one of these folders is selected, the files from **My Community** are saved in the **Teacher Files** subfolder for that course. This integration allows you to efficiently find useful supplementary items in **My Community** and save them to a course folder in **My Files** so that they may be shared with and assigned to students.

Use this pull-down menu to choose the course folder where you want your selected files to be saved.

Section 7: Create and Manage Quizzes
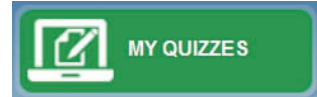
This section covers the functionality included under the **MY QUIZZES** tab. It is available only to those teachers who subscribe to our online assessment component.
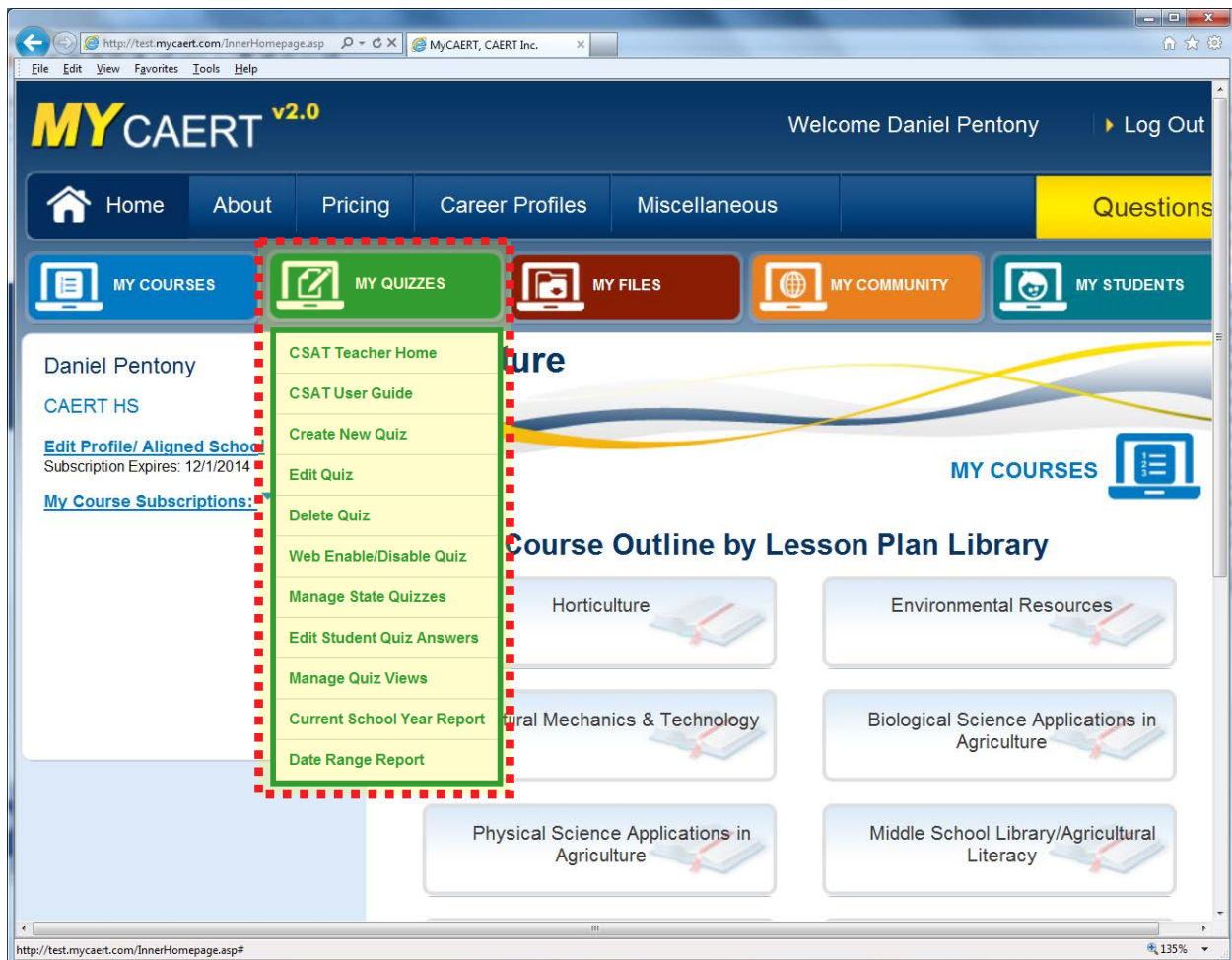
Section 7.1: Create New Quiz

1. Click on the **Create New Quiz** link under the **MY QUIZZES** tab.

2. The **Quiz Parameter** page will come up. This is where you set the conditions under which the quiz is administered. Mouse over the ⓘ symbol to the left of each parameter for more information.

TIP:

Be sure to select the appropriate course for the quiz being developed. Only students in that class will be able to see the quiz. If you want all students in your program to see the quiz, select "No Quiz Class" (last item listed in the Select Course pull-down menu).

3. If at any time you want to start over, click the **Clear Form** button at the bottom of the page.

4. After you have set all parameters, click on the **Add New Quiz** button at the bottom of the page. You have now created a new quiz, but it does not yet contain any questions. (Adding questions to your quiz is covered in Section 7.2.)

Section 7.2: Edit Quiz

The functionality described below is accessed when you click the **Edit Quiz** link under the **MY QUIZZES TAB**. After selecting a quiz to edit, it will be displayed on the screen, and several sections of links will be available on the right side of the screen.

Section 7.2.1: Add Questions to Quiz

The links under the **Add Questions to Quiz** heading can be used to add questions to your quiz using a variety of methods.

Add Questions from an Existing Quiz

1. Click on the **Select from Existing Quiz** link from the **Add Quiz Questions** section on the right side of the page.

2. Using the pull-down menu, choose the existing quiz you want to select questions from.

My Quizzes

Quiz Name: Plant Science

1. Select the name of the quiz below from which you wish to add questions.
Note: the list below includes all other quizzes entered by you in addition to quizzes entered by other teachers from your school which as set to be "Shared" in the configuration settings.

2. Check all the questions you wish to add and proceed to click "Add Selected Questions to Quiz"

[clemson plant science ▾]   ⊕ Add Selected Questions to Quiz

Check All | Clear All

Sort Questions by: [▾]   << Previous | 1 - 6 of 6 | Next >>

Select	Type	Question	Answer
☑	MC	What is a thin film comprised of two fatty layers that surrounds the cell and regulates the movement of material into and out of the cell? a. chloroplast b. golgi apparatus c. mitochondria d. cell membrane	d
☑	MC	What are the components that make up nucleotides? a. a nitric acid, a sugar (deoxyribose), and a phosphate group b. a nitrogen base, a sugar (deoxyribose), and a phosphate group c. a nitrogen base, a sugar (deoxyribose), and a potassium group d. a nitric acid, a sugar (deoxyribose), and a potassium group.	b
☐	MC	What are two basic steps in protein synthesis? a. Transcription, translation b. Transcription, transportation c. Transportation, translation d. Transpiration, transportation	a
☐	MC	The process of nucleus division is called _____.	c

Quiz Links:

Add Questions to Quiz:

Select from Existing Quiz

Select from CAERT Question Bank

Select by Common Core Standards *New*

Type Own Question

Add Questions by Course Outline

Maintain Quiz Questions:
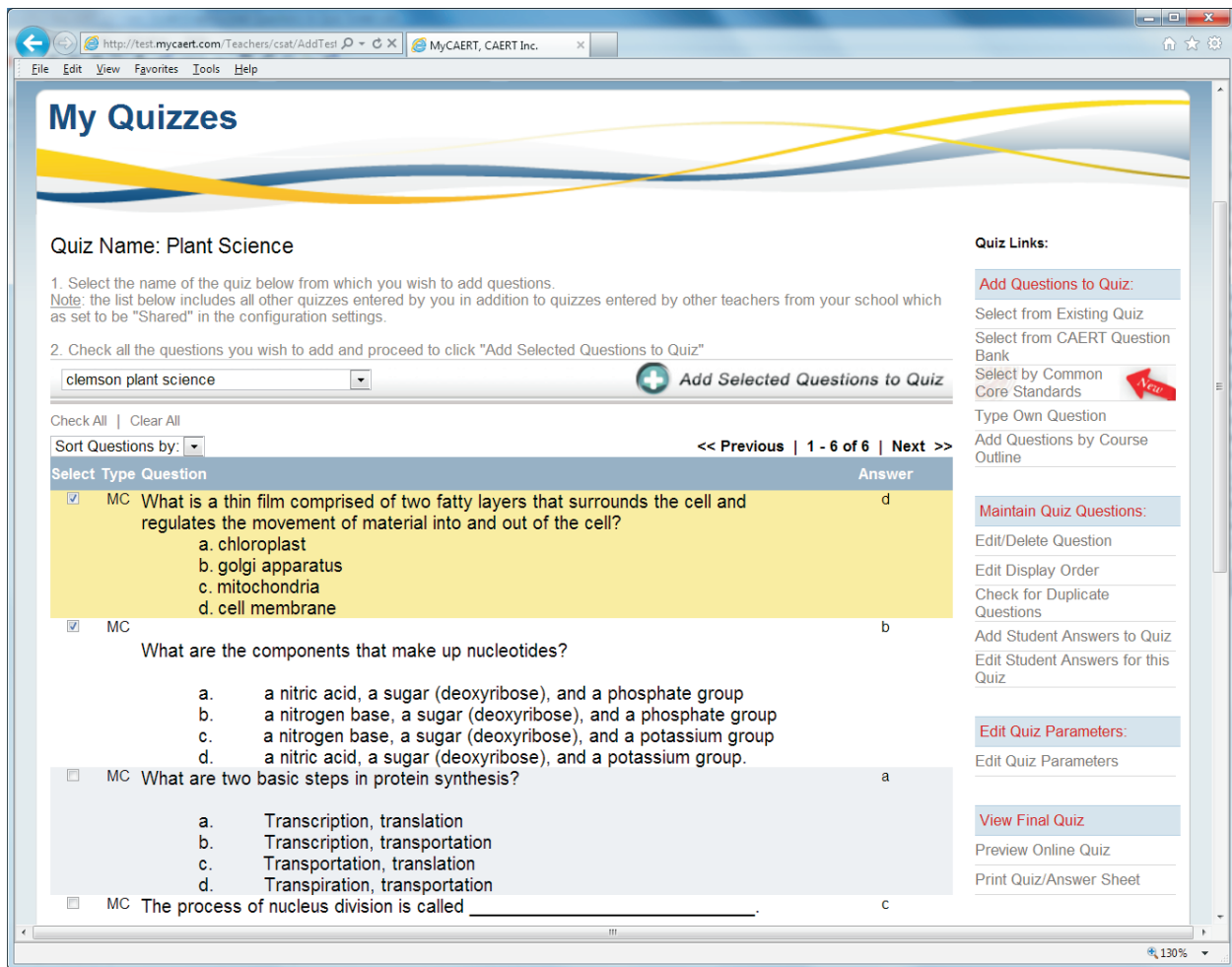
Edit/Delete Question

Edit Display Order

Check for Duplicate Questions

Add Student Answers to Quiz

Edit Student Answers for this Quiz

Edit Quiz Parameters:

Edit Quiz Parameters

View Final Quiz

Preview Online Quiz

Print Quiz/Answer Sheet

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3. Click to place a checkmark in the box to the left of any questions you want to add to your new quiz.

4. Click the **Add Selected Questions to Quiz** button at either the top or bottom of the page.

5. You will be returned to your quiz, and it will now include the questions you selected from the existing quiz.

Add Questions from the CAERT Question Bank

Your subscription includes access to the question bank that CAERT has prepared to assess understanding of each lesson plan. The questions in this bank can be easily added to a quiz using the following method:

1. Click the **Select from CAERT Question Bank** link from the **Add Questions to Quiz** section on the right side of the page.

2. Click on the **CAERT Lessons** link.

3. Follow the on-screen instructions to first select the library, then the unit, and finally the lesson plan from which you wish to add questions.

4. After making your selections, click on the **Select Lessons** button on the bottom of the page.

5. Click to place a checkmark in the box to the left of the questions you wish to add to your quiz (or click **Check All**).

6. Click the **Add Selected Questions to Quiz** button at either the top or bottom of the page. You will be returned to your quiz, and the questions you selected will now appear.

## Add Questions Based on Common Core Standards

1. Click on the **Select by Common Core Standards** link in the **Add Questions to Quiz** section on the right side of the page.

2. On the new page that comes up, the section on Common Core Standards is listed toward the bottom. Click on the Common Core Area (Math, English, etc.) that you want to generate questions for.
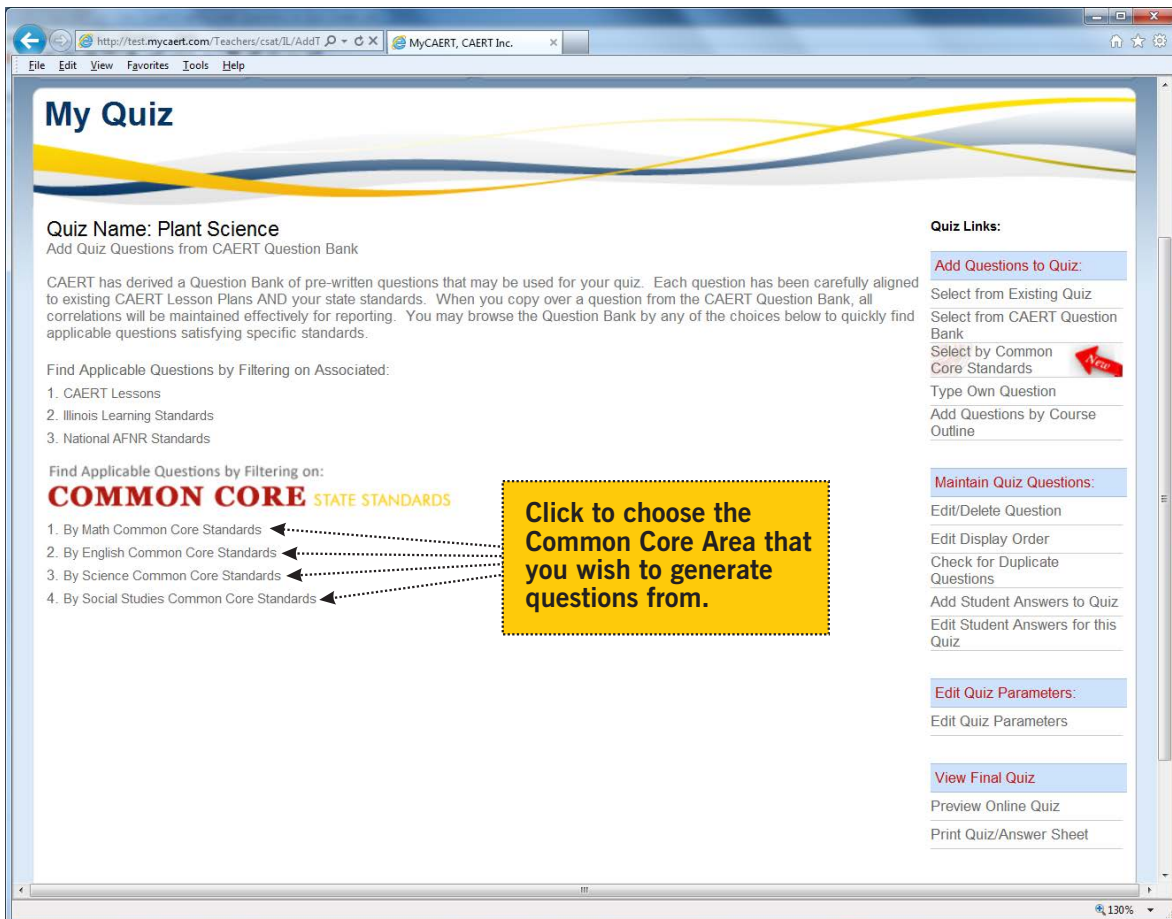
3. Successive pages will appear where you can further define the types of questions you are looking for by identifying the Grades, Strands and Broad Standards, and Anchor Standards.

4. Select the questions you want to include in your quiz by placing a checkmark in the box to the left of each question.

5. Click the **Add Selected Questions to Quiz** button at either the top or bottom of the page. The questions you selected have been added to the quiz.

Add Your Own Questions

1. Click on the **Type Own Question** link in the **Add Questions to Quiz** section on the right side of the page.

2. On this page, you may do the following:

   · Determine if you want to align the question to a learning standard (optional).

   · Choose the question type: multiple choice, true/false, miscellaneous (essay, etc.).

   · Insert a question template (optional).

   · Insert an image and a caption for it (optional). You can upload an image from your desktop and add a caption, or you can select an image from your personal library of existing images that you have used in the past.
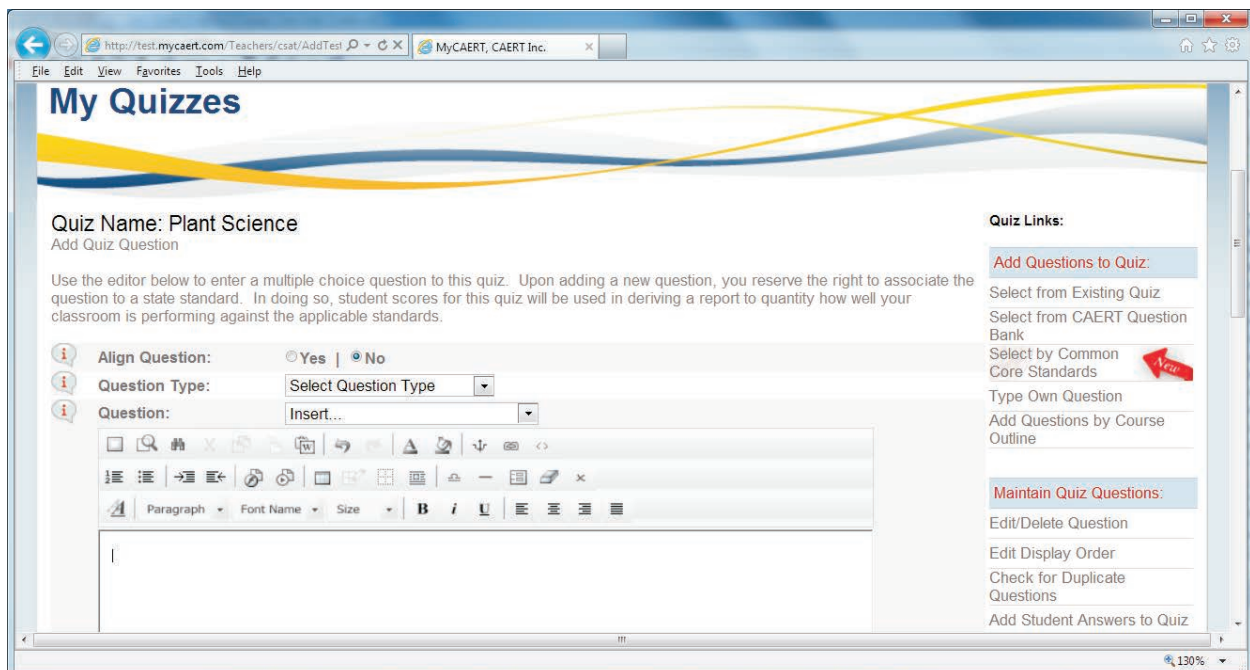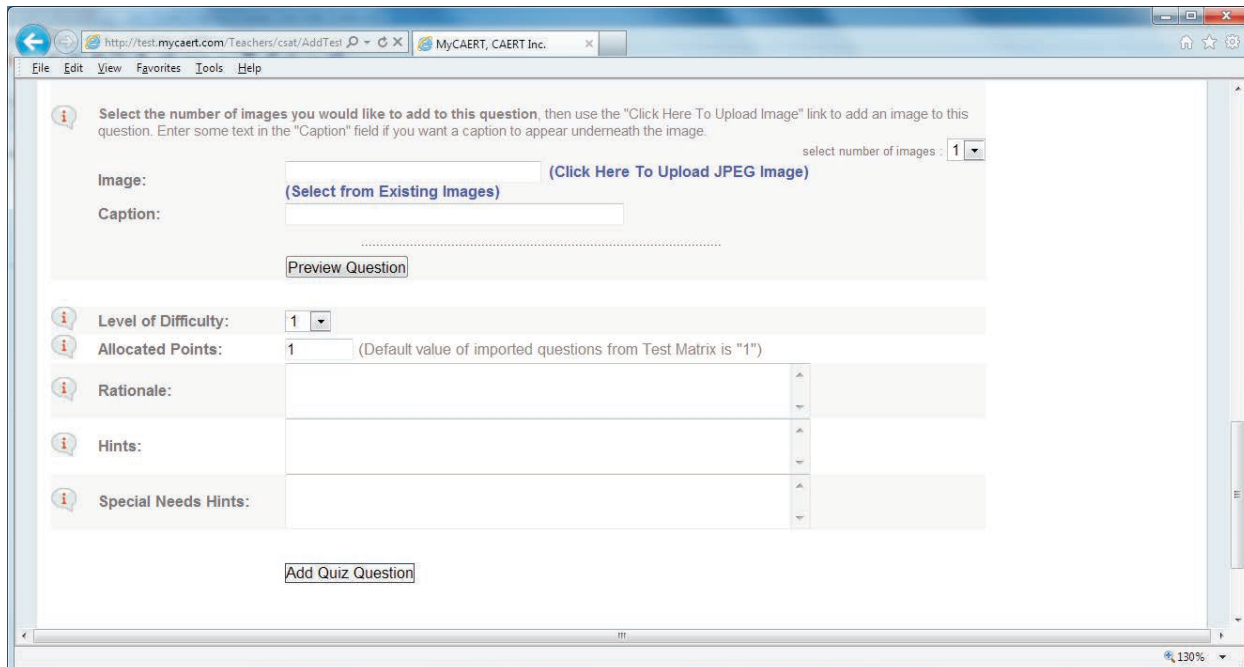
- Select and enter the correct answer for the question.

- Select the level of difficulty for the question (optional).

- Assign the number of points you want to allocate for the question. The default is 1 point per question.

- Type a rationale and hint for the question which will appear for all students (optional).

- Type a special needs hint which will appear only to those students you have identified as having special needs (optional). (Identifying students as special needs is done when you **Add Students** under the **MY STUDENTS** tab.)

3. After entering all of the information for the question, click the **Add Quiz Question** button at the bottom of the page.

Add Questions from an Existing Course Outline

1. Click the **Add Questions by Course Outline** link in the **Add Questions to Quiz** section on the right side of the page.

TIP: The "Add Questions by Course Outline" link is applicable only if you have already created course outlines.

2. You will be taken to a page where all of your course outlines are listed.
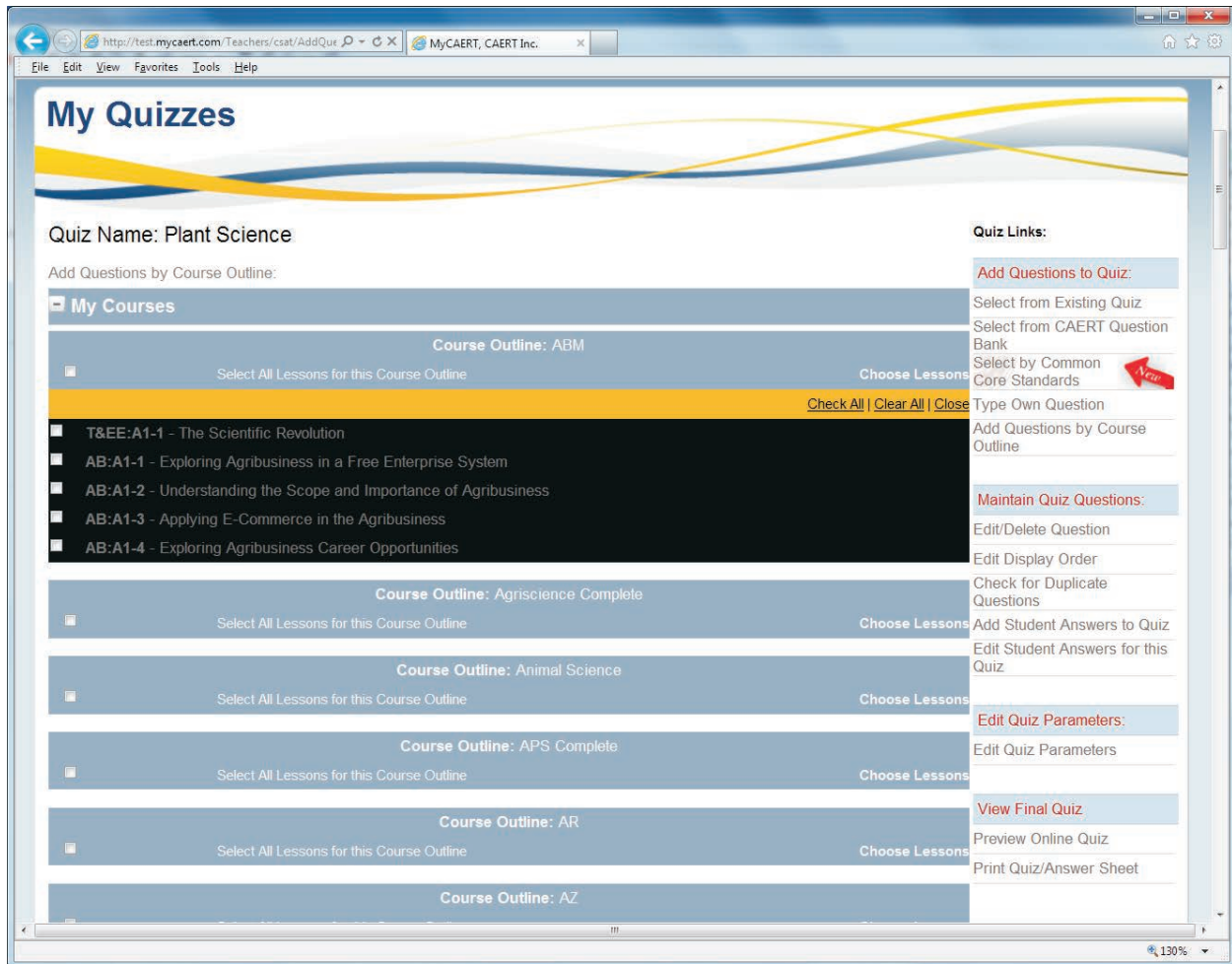
3. Click on the **Choose Lessons** link to the right of the course outline you want to add questions from.

4. Place a checkmark in the box to the left of the lessons you want to pull questions from.

5. Click on the **Submit** button at the bottom of the page.

6. Place a checkmark in the box to the left of any questions you want to add to your quiz.

7. Click the **Add Selected Questions to Quiz** button at either the top or the bottom of the page. The questions you selected have been added to the quiz.

Section 7.2.2: Maintain Quiz Questions

The links under the **Maintain Quiz Questions** section on the right side of the page provide you with the capability to do the following:

- Edit and delete questions
- Edit the order in which the questions will appear when students take the test
- Check for duplicate questions
- Add student answers to a quiz (This allows you to enter answers from tests that students have completed on paper.)
- Edit student answers for a quiz (This allows you to modify a student's answers.)

Section 7.2.3: View Final Quiz

The links under the **View Final Quiz** section on the right side of the page allow you to do the following:

- **Preview Online Quiz**   This link enables you to see the quiz just as the student would.
- **Print Quiz/Answer Sheet**   This link enables you to print just the questions, just the answers, or both.
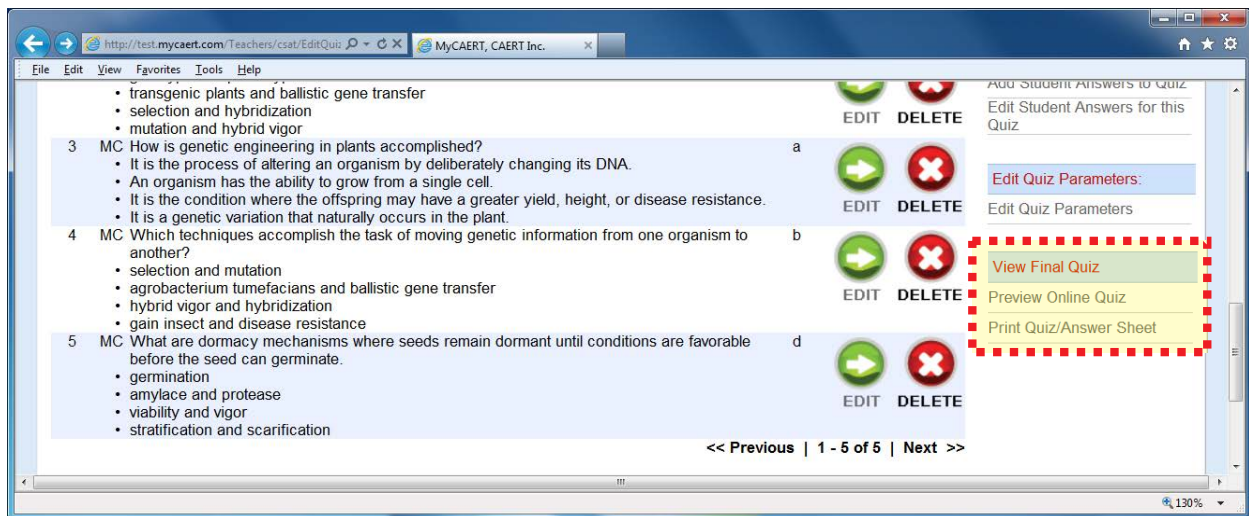
TIP: When editing a quiz, please note the button at the top of the page which says *THIS QUIZ IS INACTIVE(ACTIVE)— Click to Activate(De-Activate)*. An inactive quiz is not accessible to students until you click this button to activate it. Once activated, the quiz is available to all students in the course you created the quiz for. To prevent students from seeing a quiz in advance, you may want to wait until just before the testing period to make it active.
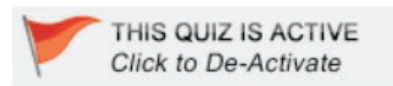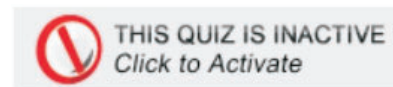
TIP: If your state has a state subscription to our online assessment, you can share the quizzes you created with other teachers in the state. Click on the *Edit Quiz* link under the *MY QUIZZES* tab. Select the quiz you want to share. A page will display listing the questions in the quiz. There is a *Send Quiz to Another Teacher* link immediately above the first question. Clicking this link will produce a menu where you can select the teacher you want to share the test with. Once you send the test to another teacher, it will be available for use under the other teacher's profile.

Section 7.3: Delete Quiz

This functionality is found by clicking on the **Delete Quiz** link under the **MY QUIZZES** tab. When you click the link, a list of the tests you have created will be displayed. Just click on the name of the quiz you want to delete. A question box will appear asking you if you are sure you want to delete the quiz. Clicking on **OK** will delete the quiz from your profile.

TIP: When you delete a quiz, the student results from when you previously gave the quiz will also be deleted from your profile and from those of the students who took it.

Section 7.4: Web Enable/Disable Quiz

This functionality is found by clicking the **Web Enable/Disable Quiz** link under the **MY QUIZZES** tab. After clicking the link, the page displayed will list all of the quizzes that you have created. From this screen, you can quickly change each quiz's major parameters (Activate/De-activate Date, Quiz Status, and Number of Submissions).

Section 7.5: Manage State Quizzes

This functionality is found by clicking on the **Manage State Quizzes** link located under the **MY QUIZZES** tab. To edit the status of a state quiz, do the following:

1. Click on the **Manage State Quizzes** link located under the **MY QUIZZES** tab. A list of all state quizzes will be displayed.

2. Click on the name of the quiz you wish to manage.

3. Use the pull-down menu to choose which course you want to make the quiz available for.

4. Use the pull-down menu to change the quiz status to **Active** or **Inactive**.

5. Click the **Save State Quiz Changes** button at the bottom of the page.
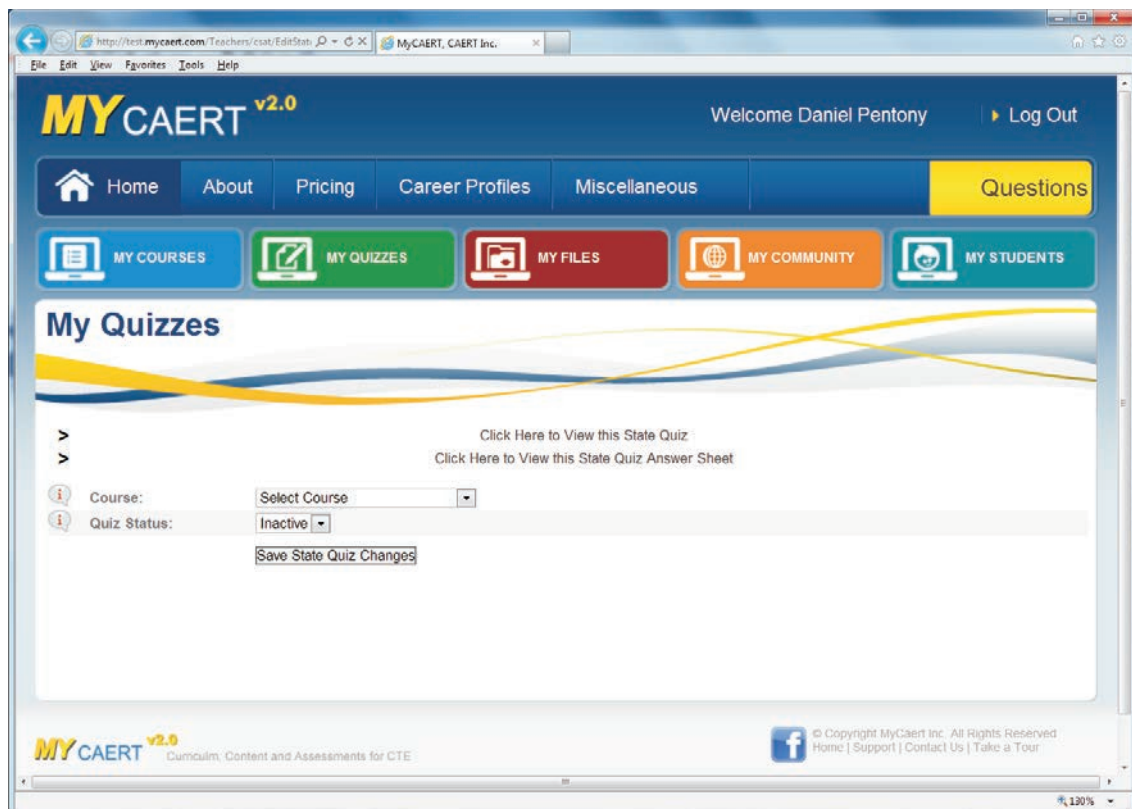
Section 7.6: Edit Student Quiz Answers

This functionality is found by clicking the **Edit Student Quiz Answers** link under the **MY QUIZZES** tab. After clicking this link, you will be presented with three options:

- **Add Student Answers to Quiz** This option enables you to enter student answers for a quiz in the event that the student was not able to take the test online. When computer time is limited, a teacher can print out a hard copy of a quiz and the student can complete it with pen or pencil. Once the hard copy is turned in by the student, you can use this link to quickly enter the answers from the hard copy into the system so that it is graded automatically.

- **Edit Student Answers on Quiz** This option allows you to change a student's answers on a quiz that has already been submitted and graded. You can also delete a student's quiz submission in the event they made a mistake when completing it.

- **Edit Student Answers on Misc Questions** Because you have the ability to add your own essay-type questions into any quiz, this option allows you to grade such questions and enter in a point value for the student.
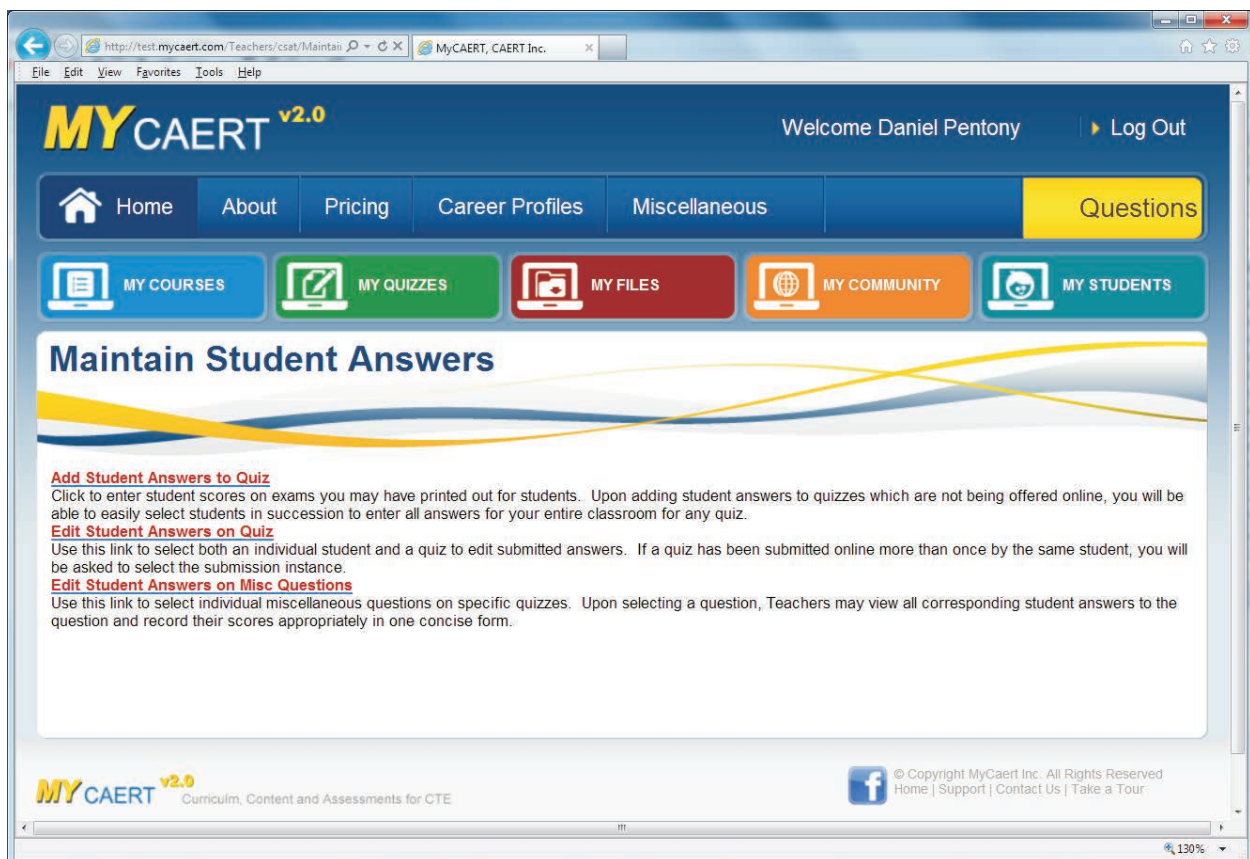
Section 7.7: Manage Quiz Views

This functionality is accessed by clicking on the **Manage Quiz Views** link under the **MY QUIZZES** tab. Clicking the link produces a list of your quizzes. Clicking on the name of any quiz will bring up a new page where you can change the number of times a student can view the quiz before submitting it.

Section 7.8: Current School Year Report

This functionality is located by clicking on the **Current School Year Report** link under the **MY QUIZZES** tab. The *Current School Year Report* section houses student grades from the test that have been administered online. Clicking the **Current School Year Report** link will give you access to the following types of reports:

TIP: A current school year runs from July 1 to June 30.

- **State Standards Report**   This report shows on a percentage basis how your students as a group have performed on questions aligned to learning standards. The results can be sorted by lesson title or learning standard.
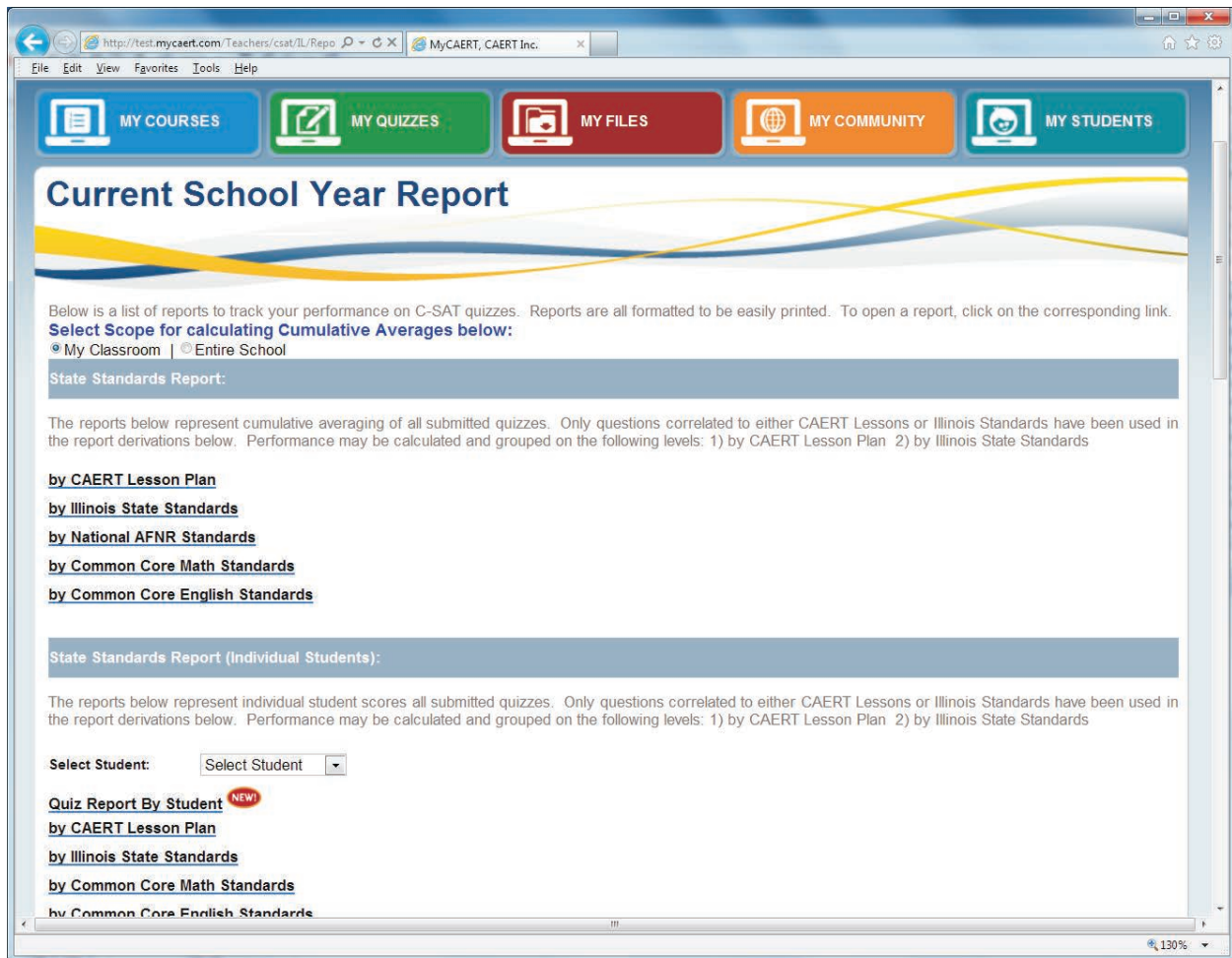
- **State Standards Report (Individual Students)**   This report shows how individual students have performed on questions aligned to learning standards. The results can be sorted by lesson title or learning standard.

- **State Standards Report (Quizzes)**   This report is available only in certain states. It shows the performance of all students in a course on a particular quiz relative to a state's learning standards.

- **Quiz Question Summaries**   This report shows how frequently a question is answered correctly or incorrectly to demonstrate validity and reliability and to indicate what concepts might require additional reinforcement.

- **Quiz Scores**   This report lists all of the individual quizzes you have given to your students. Clicking on the name of any quiz will bring up a page listing the student scores for that quiz. It will also show if a student has taken the quiz more than once. You can click on the **View Student Quiz Summary** column to see each individual submission by a student.
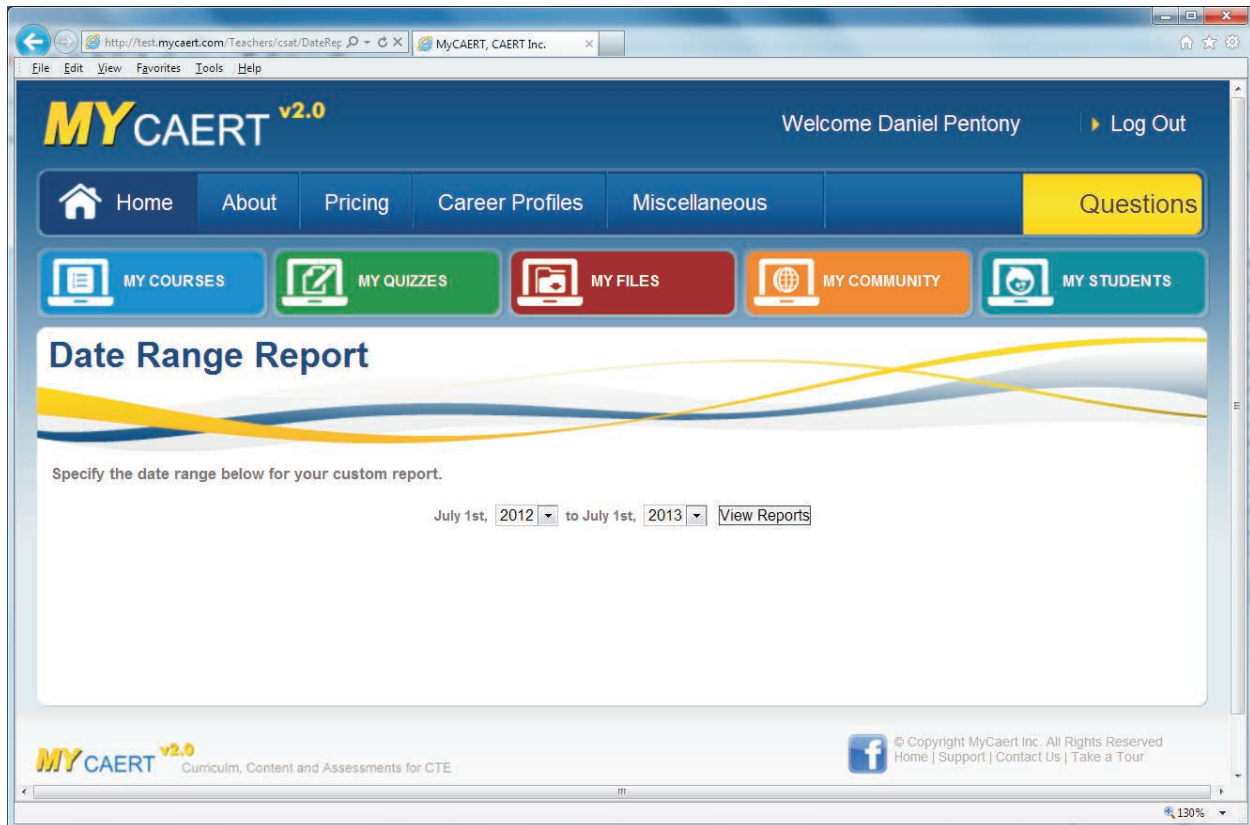
Section 7.9: Date Range Report

This functionality is accessed by clicking on the **Date Range Report** link under the **MY QUIZZES** tab. This link provides access to the same types of reports as those found in the **Current School Year Report** section *(see Section 7.8)*, but here you can enter date ranges in order to access reports from previous school years.

Questions? We take pride in promptly responding to customer questions. The quickest way to contact us with a question is to click the Questions link in the upper right corner of our homepage. Your question is sent to several individuals who will respond. Most questions can be answered via email. If not, we will be happy to contact you via phone.