

MyCAERT USER'S GUIDE

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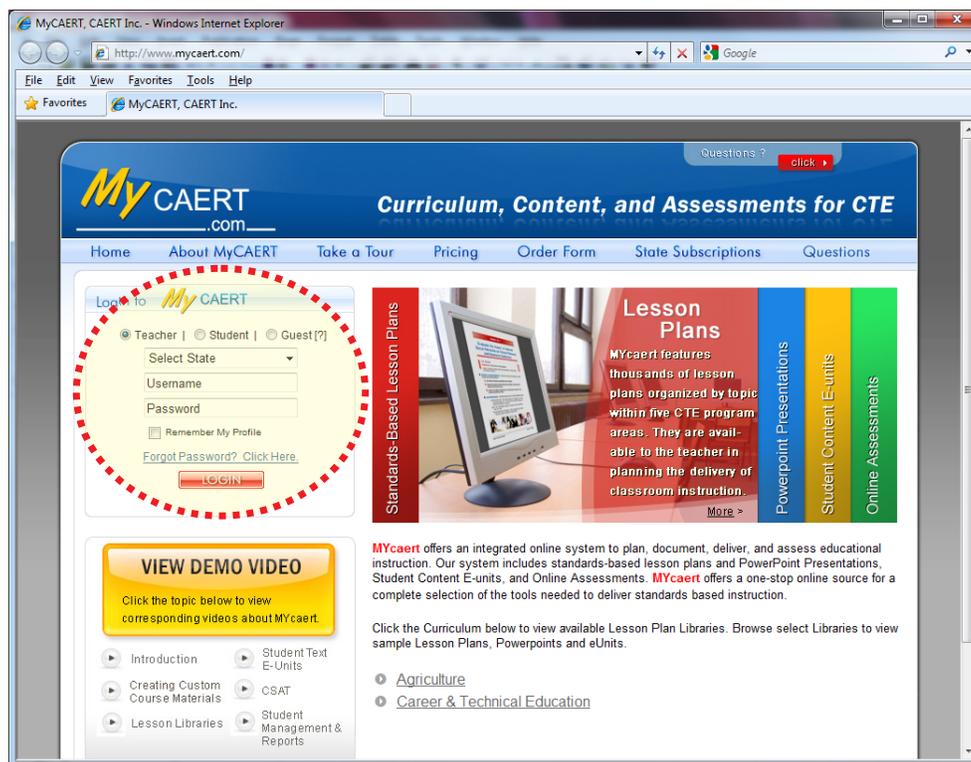
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▶ Section 1: Login to www.MyCAERT.com

Both teachers and students will login to MyCAERT in the upper left-hand portion of the www.MyCAERT.com home page.

1. Select **Teacher** or **Student**.
2. Select your state from the drop-down menu.
3. Enter your username and password.
4. Click the **Login** button.

If you do not remember your password, click on the **Forgot Password** link, and complete the step-by-step instructions to have your password automatically emailed to you.



Once logged in, you will be able to search for curriculum resources or perform an activity from one of the following section on the lower left-hand portion of the web page:

- My Courses
- My File Manager
- My Students
- My Quizzes
- My News



▶ Section 2: Edit Teacher Profile

After logging in to MyCAERT, click on the **Edit Profile** link, which is found underneath “Welcome (Your Name)” on the left-hand portion of the web page. This is where you can update your personal information, add courses, and change your password, if you choose to do so. Click the **Submit** button to apply your changes before navigating away from the page.



Section 2.1: Manage Courses

IMPORTANT NOTE: Courses may be added to your profile using the “Edit Profile” section. However, this is only advisable if you intend to use MyCAERT.com solely for administering quizzes. If you intend to utilize all aspects of MyCAERT.com, then course outlines should be developed. When a course outline is developed, the course title is automatically added to your teacher profile. Information on how to build a course outline is presented in Section 4 of this user’s guide.

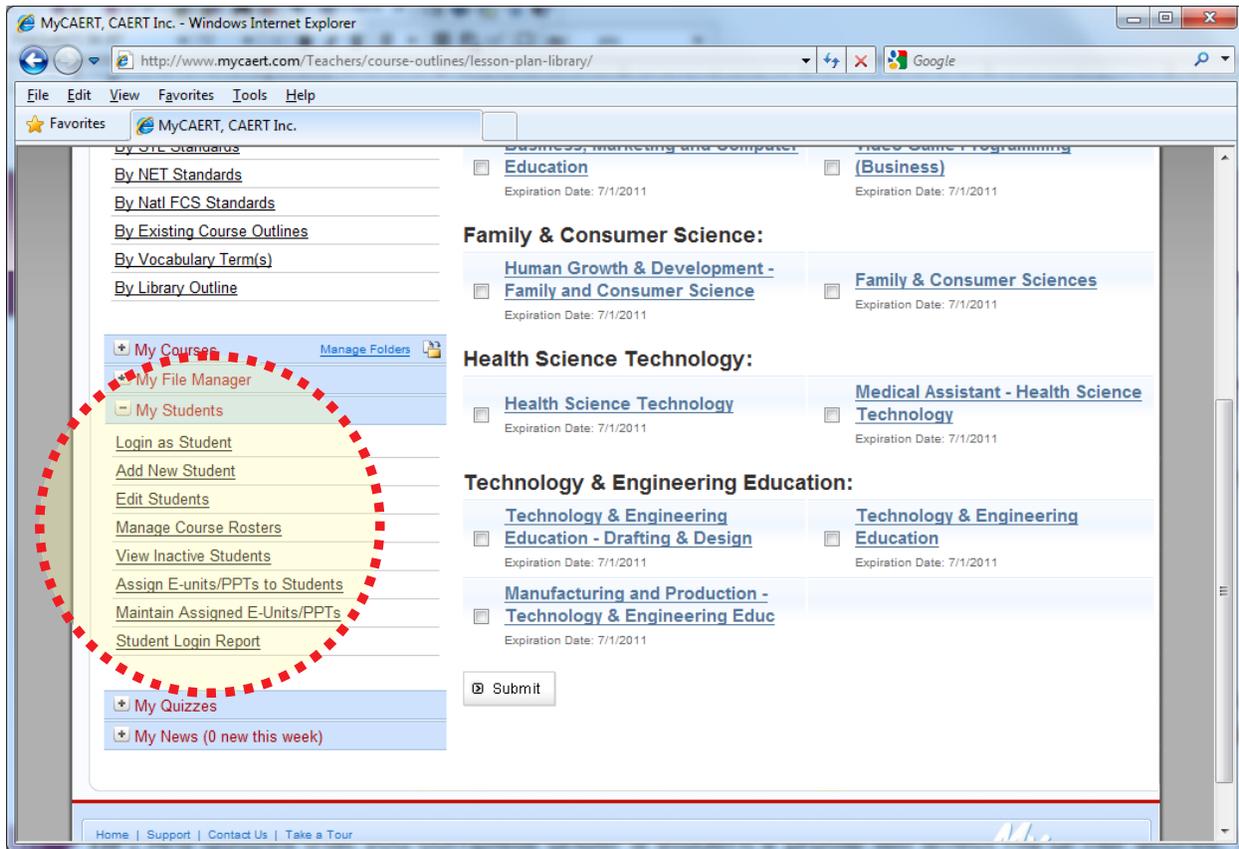
To add a new course, type the name of the course in the box after “Add New Course”. Click the **Submit** button. After clicking submit, the page will refresh, and your new course should be listed alpha-numerically. To add another course, repeat the process. It is recommended that you add a course for each course that you teach.

To delete a course, use the **Click Here to Delete** link to the right of the box of the course you wish to delete. After clicking the link, a window will open asking if you are sure you want to delete the course. Click the **OK** or **Cancel** button.

▶ **TIP:** Students are able to access the quizzes for all of the courses to which they are assigned. By default, students are assigned to all courses. To limit access to courses in which students are currently enrolled, you must edit the individual student profiles (see Section 3). In addition, if you do not associate a quiz with a specific course, all students will be able to view the quiz.

▶ Section 3: Use the "My Students" Section

Click on the **My Students** tab in the blue box on the left-hand side of the page to open the list of options.



Section 3.1: Login as Student

Once a student has been added to your profile, you can use the **Login as Student** link under the "My Students" tab. This allows you as a teacher to see exactly what a student would see when logged in.

▶ **TIP:** Any quizzes that you complete under a student's profile will affect his or her scores. If you wish to test the system, it is recommended that you add a profile for yourself as a "Student." You can later set your status to "Inactive" to keep your scores from affecting your school's data.

My Students

[Login as Student](#)

[Add New Student](#)

[Edit Students](#)

[Manage Course Rosters](#)

[View Inactive Students](#)

[Assign E-units/PPTs to Students](#)

[Maintain Assigned E-Units/PPTs](#)

[Student Login Report](#)

Section 3.2: Add New Student

To add a new student, click on the **Add New Student** link under the "My Students" tab. Enter all of the required (*) information (first name, last name, grade level, username, and password). You may also wish to enter the following additional information:

- **Grade:** This allows you to sort students and data by graduation year.
- **Special Needs:** Selecting **Yes** allows that student to see hints or other special accommodations during quizzes/tests. The hints (i.e., "the answer is not a or c") or other accommodations only appear if you add them to the test.
- **Viewable Courses:** Here, you can select all courses that this student should be able to access.

 **TIP:** You may assign the same password for all students if you choose to do so, but each student must have a unique username. No two MyCAERT users in the United States can have the same username. Using email addresses or some other type of unique naming system is recommended. You may wish to incorporate your school initials or some other unique identifier. For example, "Joe" is probably not going to work as a username because someone else has most likely already been assigned that name. However, "MHSJoeSmith" is much more likely to be available as a username.

 **TIP:** The pre-existing student box at the top of the "Add Student" page is very useful for multi-teacher departments. This function will allow you to add to your profile any student who has already been added to another teacher's classroom within your school. To add a student from another teacher's profile, select **Yes**, choose the student's name from the drop-down menu, and then click the **Submit** button. This allows students to view assignments and complete quizzes under multiple teachers if necessary.

Section 3.3: Edit Students

To edit the profile of any student, click the **Edit Students** link under the "My Students" tab.

Students may be sorted by using the drop-down menu (name, email, grade, course).

Click on a student's name to edit his/her profile. After updating the student's profile, be sure to save your changes by clicking the **Submit** button at the bottom of the page.

Section 3.4: Manage Course Rosters

To quickly and easily 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" drop-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 the selected course will appear in the box on the right.

Students may be added or removed from a course by selecting their name and then clicking either the **Add** or **Remove** button. To add or remove multiple students at one time, hold the "Ctrl" button on your keyboard, select all students that you wish to move, and then click the **Add** or **Remove** button.

NOTE: Only active students will appear on the Manage Course Rosters function. Therefore, you may need to change the status of students from "Inactive" to "Active" prior to managing course rosters.

Section 3.5: View Active/Inactive Students

To view a list of all inactive (or active) students, click the **View Inactive Students** link under the "My Students" tab. Here, you can change each student's status from inactive to active or from active to inactive.

Students may be sorted by using the drop-down menu (name, email, grade).

After updating a student's status, be sure to click the **Submit** button at the bottom of the page to save your changes.

 **TIP:** Inactive students are not included in the current year reports and cannot log in to MyCAERT. A student should be set to inactive if he/she graduates, moves to another school, or is no longer enrolled in one of your courses. A student may be changed back to active if he/she re-enrolls at a later time.

Section 3.6: View the Student Login Report

To determine how many times students have logged in to MyCAERT over a specified time period, click on the **Student Login Report** link under the "My Students" tab.

 **TIP:** This feature can be useful for checking student compliance with work assigned. For instance, if you assign an E-unit to your students to read by tomorrow, you can generate a report from today's date to tomorrow's date and determine which students actually logged in to the system to read the E-unit.

▶ Section 4: Create and Use Course Outlines

MyCAERT provides the capability to build a customizable course outline for each course that you teach. Course outlines are utilized as a teaching tool to generate the following:

- A list of instructional resources (i.e., links to lesson plans, PowerPoints, and E-units)
- An Excel or Word document that outlines alignment to academic or content standards
- A quiz based on the lessons in the course outline

Section 4.1: Build Course Outlines

Course outlines are generated by selecting specific lessons that you want to teach in your courses. After logging in to MyCAERT, you can build a course outline by choosing one of the links under the “Generate List of CAERT Materials” heading on the left-hand side of the page. For example, an outline can be generated by the following:

- Lesson library
- Content area
- Academic standard
- Existing course outline
- Vocabulary terms
- Library outline

The screenshot shows the MyCAERT website interface. The browser address bar indicates the URL: <http://www.mycart.com/Teachers/course-outlines/lesson-plan-library/>. The page features a navigation menu with links: Home, About MyCAERT, Take a Tour, Pricing, Order Form, State Subscriptions, and Questions. A "Welcome CAERT Inc" message is displayed, along with a shopping cart icon. The main content area is titled "My COURSES" and includes the instruction: "Generate a List of CAERT Materials > Build Course Outline by Lesson Plan Library". Below this, users are prompted to "Select the Area(s) below to find Lesson Plans of interest. Mouse over CD Title to view cover image." The page lists several course categories with checkboxes and expiration dates:

- Business Marketing & Computer Education:**
 - Business, Marketing and Computer Education (Expiration Date: 7/1/2011)
 - Video Game Programming (Business) (Expiration Date: 7/1/2011)
- Family & Consumer Science:**
 - Human Growth & Development - Family and Consumer Science (Expiration Date: 7/1/2011)
 - Family & Consumer Sciences (Expiration Date: 7/1/2011)

The "Generate List of CAERT Materials" section is highlighted with a red dashed circle, showing the following options:

- [By Content Area](#)
- [By Learning Standard](#)
- [By STL Standards](#)
- [By NET Standards](#)
- [By Natl FCS Standards](#)
- [By Existing Course Outlines](#)
- [By Vocabulary Term\(s\)](#)
- [By Library Outline](#)

On-screen, step-by-step instructions are provided at the top of each page to lead you through the process of building a course outline. After you have selected the lessons for your course outline, you have two options:

1. Enter your course title in the box labeled “Save Selected Lessons to New Course Outline”, and click the **Save** button. This results in the creation of a new course outline which will appear immediately under the “My Courses” tab.
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 be added to the existing course outline that you chose.

Section 4.2: Create Course Outlines Based on State-Approved Course Outlines

NOTE: This function is not available in all states.

You may have the option of developing course outlines based on state-approved course outlines. To create a course outline in this manner, select a state course outline from the “My State Courses” tab. Then click the **Copy State Course Outline to My Courses** button. The course outline will be added under the “My Courses” tab. You can then modify the course outline by adding or deleting lessons.

Section 4.3: Customize Course Outlines

Arrange Lesson Plans

Recognizing that teachers have varying preferences regarding the best order to teach concepts, MyCAERT provides the capability to modify the order of lessons in course outlines.

1. Click on the **My Courses** tab on the left-hand side of the page to display a list of your course outlines.
2. Click on the link for the course outline you wish to modify.
3. Click the **Reorder Lessons in Custom Outline** button.
4. Click on the **List View** button or the **Array View** button to display the lessons whichever way you prefer.
5. Click and drag the lessons into the order that you want them to display when viewing the course.
6. Click the **Submit** button to save your changes.

Add Lesson Plans

An additional option for customizing course outlines is to add lesson plans (or other documents) that you have developed yourself.

1. Click on the **My Courses** tab on the left-hand side of the page to display a list of your course outlines.
2. Click on the link for the course outline you wish to modify.
3. Click on the **Add Custom Lesson to Course Outline** button.
4. Enter the “Lesson Code”. This name/number will help you identify the lesson in the course outline. (Example: CL-1)
5. Enter the “Lesson Title”.
6. Align the lesson plan to academic standards (optional).
7. Enter notes about the lesson plan.
8. Enter the filenames of (or use the **Browse** button to select) up to 5 files that are associated with your lesson plan.
9. Click the **Submit** button to upload your lesson plan to the course outline.

 **TIP:** A “Lesson Template” in Microsoft Word format is available for download at the bottom of the “Add Custom Lesson to Course Outline” page to help you create your own custom lesson plans.

Section 4.4: Manage Folders

In order to organize course outlines, you have the option of creating folders and subfolders. To create course outline folders, click on the **Manage Folders** link to the right of the “My Courses” tab and then follow the on-screen instructions.



▶ Section 5: Assign E-units/PowerPoints to Students

In order for students to have access to E-units or PowerPoints in their student profile, you must either use the **Assign E-units** and **Assign PowerPoints** buttons within a course outline or the **Assign E-units/PPTs to Students** link under the “My Students” tab.

The screenshot displays the MyCAERT website interface. At the top, there is a navigation menu with links: Home, About MyCAERT, Take a Tour, Pricing, Order Form, State Subscriptions, and Questions. Below the navigation, the main content area is divided into sections. On the left, there is a 'Welcome CAERT Inc' message with links for 'Edit Profile' and 'Log Out', and a 'Subscription Expires on: 7/1/2011' notice. The central section is titled 'My COURSES' and contains several buttons: 'Email Course Outline', 'Delete Course Outline', 'Print Course Outline', 'Export Course Outline', 'Assign E-Units', 'Assign Powerpoints', 'Create Quiz from Outline', 'Reorder Lessons in Custom Outline', and 'Add Custom Lesson to Course Outline'. The 'Assign E-Units' and 'Assign Powerpoints' buttons are highlighted with a red dashed circle. Below this section, there is a link: 'Click Here to Delete Selected Lessons'. At the bottom, a table shows a course outline with a 'Delete' button.

Section 5.1: Assign E-units/PowerPoints from a Course Outline

1. To assign E-units to students, click on the **My Courses** tab on the left-hand side of the page to display a list of your available courses.
2. Click on the link for the course outline you wish to assign E-units from.
3. Click the **Assign E-units** button near the top of the page. This generates a list of all the E-units associated with the lesson plans in your course outline.

4. Select the default E-unit status:
 - **Active:** E-units are viewable by students at all times.
 - **Inactive:** E-units are assigned, but they are not viewable by students until they are set to “Active”.
 - **Archived:** E-units are available to students at all times, but they are not predominant on the students’ assigned E-unit page.
5. Select which class or students will be assigned the E-units (based on your preference):
 - **Assign to All Students:** All students on your roster are able to view the E-units.
 - **Assign to Course:** Only students enrolled in the selected course are able to view the E-units. (If you choose this option, you must select the desired course from the drop-down menu that appears.)
 - **Assign to Select Students:** Only the students you select will be able to view the E-units. If you choose this option a section will appear where you can:
 - Filter the students by course or grade, or generate a list of all students.
 - Highlight the desired students and move them to the “Assigned Students” box.
6. Select the E-units you want to assign. By default, all E-units in the list are selected (as indicated by the green checkmark). If you do not wish to assign some E-units, then click on the box to the left of the E-unit title to uncheck it.

 **TIP:** This is also a good time to type in a “Teacher’s Note” at the bottom of each E-unit box (optional). The Teacher’s Note will appear on the student’s screen next to the link for the assigned E-unit.

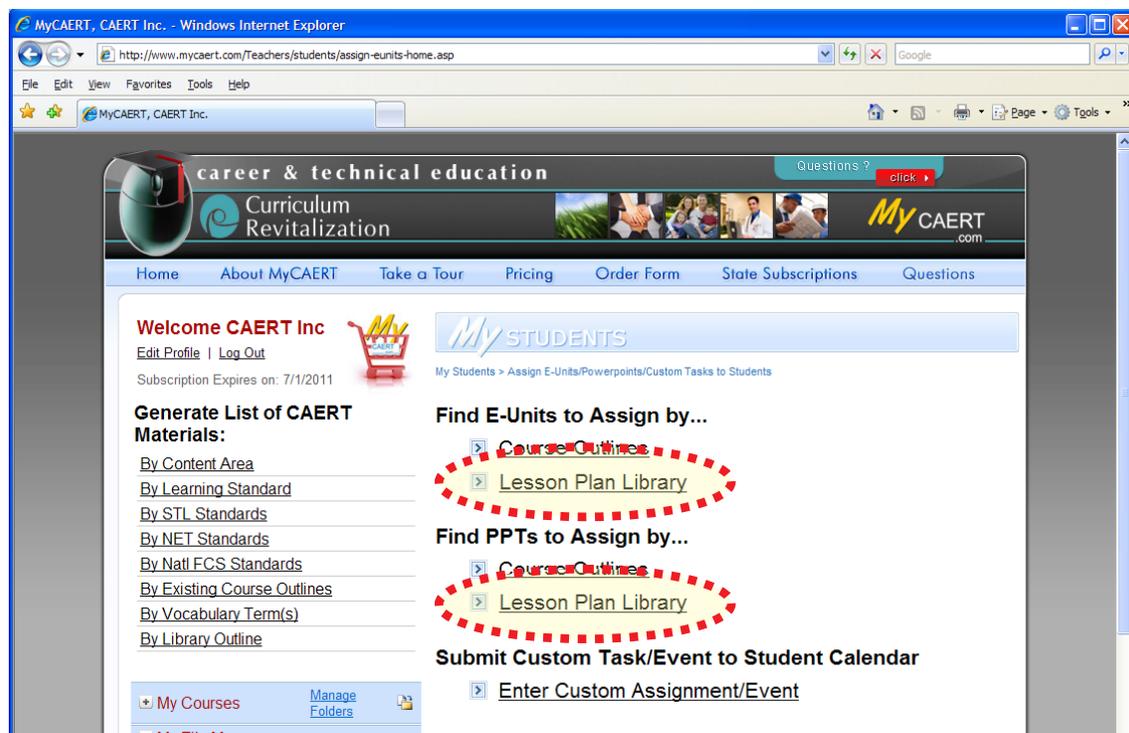
7. When you are finished assigning E-units, click the **Click to Assign Selected E-units Below to Students** button, which is found near the top of the page (in the blue box) or at the bottom of the page.

Note: The process for assigning PowerPoints to students is identical to the process for assigning E-units. To assign PowerPoints, follow the directions above, but replace the word “E-units” with the word “PowerPoints”.

Section 5.2: Assign E-units/PowerPoints from the “My Students” Section

You may choose to assign E-units or PowerPoints to students by Lesson Plan Library instead of by individual course outline.

1. Click on the **My Students** tab on the left-hand side of the page to open the list of options.
2. Click the **Assign E-units/PPTs to Students** link.
3. Click on the **Lesson Plan Library** link under either the “E-units” heading or the “PPTs” heading.



4. Click to place a checkmark in the box next to the library or libraries from which you wish to generate a list of E-units or PowerPoints.
5. Click the **Submit** button at the bottom of the page.
6. Click to place a checkmark in the box next to the unit area(s) from which you wish to generate a list of E-units or PowerPoints.
7. Click the **Submit** button at the bottom of the page.
8. At this point, the procedure is identical to steps 4 through 7 from Section 5.1: Assign E-units/PowerPoints to Students”. Refer to those directions to finish assigning the E-units/PowerPoints.

▶ Section 6: Custom Calendar Assignments/Events

Section 6.1: Create a Custom Calendar Assignment/Event

1. Click on the **My Students** tab on the left-hand side of the page to open the list of options.
2. Click the **Assign E-units/PPTs to Students** link.
3. Click on the **Enter Custom Assignment/Event** link under the “Submit Custom Task/Event to Student Calendar” heading.

The screenshot shows the MyCAERT website interface. The browser title is "MyCAERT, CAERT Inc. - Windows Internet Explorer" and the address bar shows "http://www.mycart.com/Teachers/students/assign-eunits-home.asp". The page features a navigation menu with links like Home, About MyCAERT, Take a Tour, Pricing, Order Form, State Subscriptions, and Questions. The main content area is titled "My STUDENTS" and includes a "Welcome CAERT Inc" message with a shopping cart icon. Below this, there are sections for "Generate List of CAERT Materials" and "Find E-Units to Assign by...". The "Submit Custom Task/Event to Student Calendar" section is highlighted with a red dashed circle, and the "Enter Custom Assignment/Event" link is also highlighted.

4. Choose the students who will be given the assignment (all students, select students, or the students for an entire course).
5. Enter the “Custom Assignment Title”.
6. Enter any “Display notes” (optional) that may be necessary.

7. Enter the "Assign Date".
8. Enter the "Due Date".
9. Enter the "Display Filename", which is required if you are uploading a file for the assignment.
10. Enter the name of the file or use the **Browse** button to locate the file to be associated with this assignment.
11. Click the **Submit** button to add your custom assignment to the student calendar.

 **TIP:** Custom calendar assignments/events cannot be edited. If you wish to change an assignment/event, delete the existing event (using the instructions in Section 6.2), and create a new one.

Section 6.2: Delete a Custom Calendar Assignment/Event

1. Click on the **My Students** tab on the left-hand side of the page to open the list of options.
2. Click on the **Maintain Assigned E-units/PPTs** link.
3. Click on the **Click to Maintain Custom Calendar Assignments** link.
4. Click the **Delete** link next to the assignment/event you wish to delete.

▶ Section 7: Maintain Assigned E-units/PowerPoints

The “Maintain Assigned E-units/PPTs” section allows you to quickly modify the status (active, inactive, or archive) of assigned E-units or PowerPoints and maintain calendar assignments.

Section 7.1: Maintain Assigned E-units/PowerPoints

1. Click on the **My Students** tab on the left-hand side of the page to open the list of options.
2. Click on the **Maintain Assigned E-units/PPTs** link.
3. Click on the **Click to Maintain Assigned E-units** or the **Click to Maintain Assigned PPT Files** link.

The screenshot shows the MyCAERT website interface. The browser window title is "MyCAERT, CAERT Inc. - Windows Internet Explorer". The address bar shows "http://www.mycaert.com/Teachers/students/maintain-assigned-files.asp". The website header includes "career & technical education", "Curriculum Revitalization", and "MyCAERT.com". The navigation menu includes "Home", "About MyCAERT", "Take a Tour", "Pricing", "Order Form", "State Subscriptions", and "Questions". The main content area features a "Welcome CAERT Inc" message with a shopping cart icon and a "My STUDENTS" section. The "My Students" section has a breadcrumb trail: "My Students > Maintain Assigned E-Units/PPT Files". A red dashed circle highlights three links: "Click to Maintain Assigned E-Units", "Click to Maintain Assigned PPT Files", and "Click to Maintain Custom Calendar Assignments". On the left, there is a "Generate List of CAERT Materials:" section with links for "By Content Area", "By Learning Standard", "By STL Standards", "By NET Standards", "By Natl FCS Standards", "By Existing Course Outlines", "By Vocabulary Term(s)", and "By Library Outline". Below this is a "My Courses" section with "My File Manager" and "My Students" options.

4. You have two options for maintaining E-units/PPTs. (Clicking on either tab will switch between the options.)
 - **E-units Assigned to Courses:** Use the drop-down menu to select the course.
 - **E-units Assigned to Select Students:** Use the drop-down menu to choose an individual student or all students.
5. A page will be generated that lists the assigned E-units or PowerPoints, the lesson plans they are associated with, their current status, and any associated teacher notes. From this page you are able to do the following:
 - Adjust the status (active, inactive, archive) of individual E-units/PowerPoints.
 - Adjust the status of all E-units/PowerPoints (by selecting “Set All Archive”, “Set All Active”, or “Set All Inactive”)
 - View and/or modify the teacher’s note associated with each individual E-unit/PowerPoint
 - Create/modify calendar assignments (described in Section 7.2)
 - Delete one or more selected E-units/PowerPoints
6. After making any changes, be sure to click the **Save Updated Status to Assigned E-units/PowerPoints** button at the bottom of the page to apply the changes.

Section 7.2: Calendar Assignments

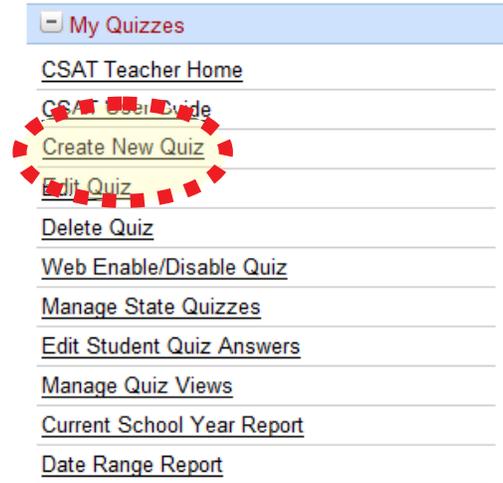
1. The calendar icon  in the “Maintain Assigned E-units/PowerPoints” section allows you to specify both an assign date and a corresponding due date for classroom assignments, such as viewing PowerPoints or reading E-units.
2. To add an assign date and/or a due date for an E-unit or PowerPoint assignment, click on the calendar icon found in front of the E-unit/PPT title, and then enter the assign date, due date, and a teacher’s note.
3. Click the red **Click to Save Changes** button to save your changes.

Section 8: Create and Manage Quizzes

Section 8.1: Create a New Quiz

Enter Quiz Parameters

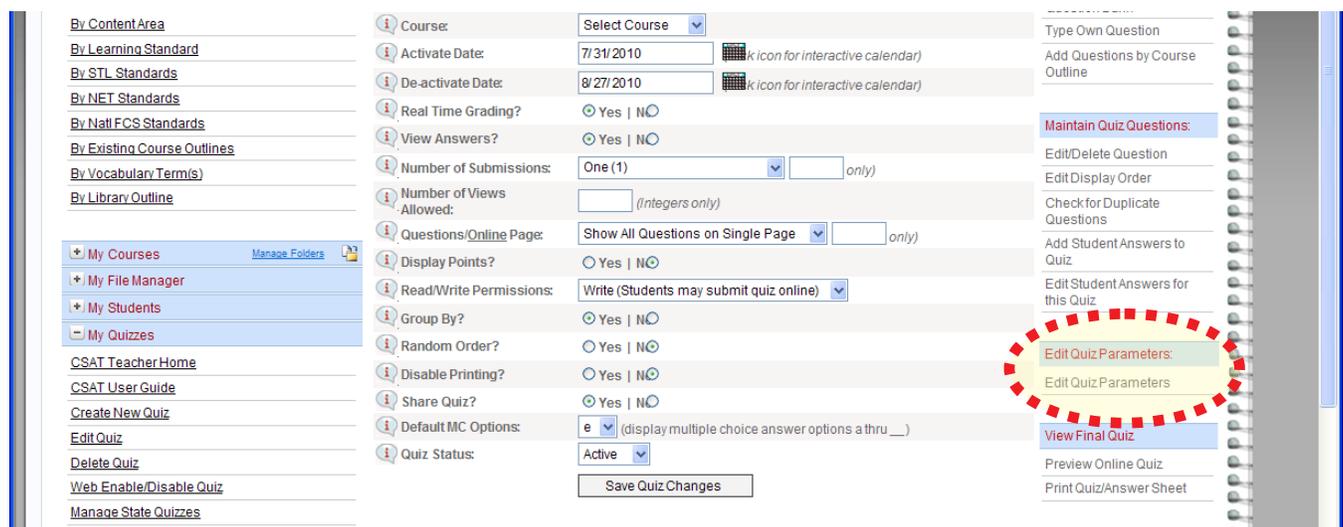
1. Click on the **My Quizzes** tab on the left-hand side of the page to open the list of options.
2. Click on the **Create New Quiz** link.
3. On the page that loads, you must enter the quiz parameters to control how the quiz is administered. Mouse over the “” symbol to the left of each parameter for more information.



NOTE: Be sure to select the appropriate course for the quiz being developed. REMEMBER that only students assigned to that course will be able to see the quiz. If you want ALL students in your program to see a quiz, then select “No Quiz Class”.

4. If you wish to start over, click the **Clear Form** button at the bottom of the page.
5. After you have set all of the parameters for the quiz, click on the **Add New Quiz** button at the bottom of the page.

NOTE: After adding the new quiz, the parameters may be adjusted at any time by clicking the **Edit Quiz Parameters link on the right-hand side of the page.**



TIP: Because all quizzes will be sorted alpha-numerically, you may want to use the date in the title to help organize your system.

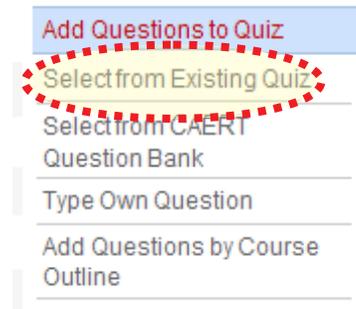
Add Questions to the Quiz

You can add questions to your quiz by using the links under the “Add Questions to Quiz” heading on the right-hand side of the page. You can type your own questions, or you may choose to add questions from an existing quiz, from the CAERT question bank, or from a course outline.

Select Questions from an Existing Quiz

1. Click on the **Select from Existing Quiz** link under the “Add Questions to Quiz” heading on the right-hand side of the page.
2. Using the drop-down menu, choose the quiz that you want to select questions from.
3. Click to place a checkmark in the box to the left of the questions you wish to add to your new quiz (or click **Check All**).
4. Click the **Add Selected Questions to Quiz** button at the top or bottom of the page.
5. You will be returned to your quiz.

Quiz Links:

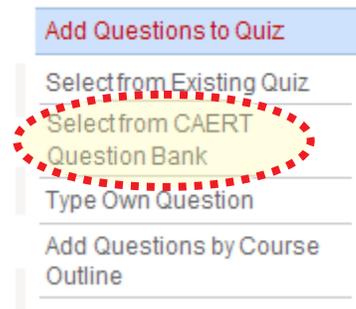


Select Questions from the CAERT Question Bank

MyCAERT includes five questions per lesson that are designed to measure achievement of the learning standards that the lesson plan addresses.

1. Click the **Select from CAERT Question Bank** link under the “Add Questions to Quiz” heading on the right-hand side of the page.
2. Click on the **CAERT Lessons** link.
3. Follow the on-screen instructions to select first the library, then the unit(s), and finally the lesson plan(s) from which you wish to add questions.
4. After selecting the lessons, scroll to the bottom of the page and click the **Select Lessons** button. A list of questions is generated.
5. Click to place a checkmark in the box to the left of the questions you wish to add to your new quiz (or click **Check All**).
6. Click the **Add Selected Questions to Quiz** button at the top or bottom of the page.

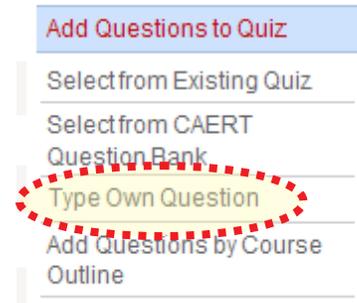
Quiz Links:



Type Your Own Questions

1. Click the **Type Own Question** link under the “Add Questions to Quiz” heading on the right-hand 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 caption for the image (optional)
 - Select or enter the answer for the question
 - Select the level of difficulty for the question (optional)
 - Assign the number of allocated points for the question (default is 1 point per question)
 - Type a rationale and hint which will appear to all students (optional)
 - Type a special needs hint which will appear only to those students who you have identified as having special needs (optional)
3. After entering all of the information for the question, click the **Add Quiz Question** button at bottom of the page.

Quiz Links:



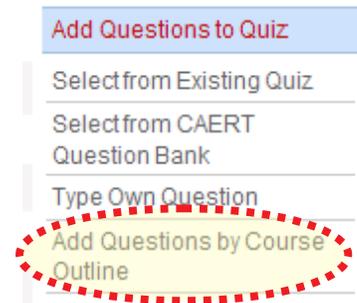
Add Questions by Course Outline

1. Click the **Add Questions by Course Outline** link under the “Add Questions to Quiz” heading on the right-hand side of the page.

Note: This link will only work if you have already created a course outline of lessons.

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 wish to add questions from (or use the **Select All** link and skip the next step).
4. Place a checkmark in the box to the left of the lesson(s) from which you wish to generate a list of questions (or use the **Check All** link).
5. Click on the **Submit** button at the bottom of the page.
6. Click to place a checkmark in the box to the left of the questions you wish to add to your new quiz (or click **Check All**).
7. Click the **Add Selected Questions to Quiz** button at the top or bottom of the page.

Quiz Links:



Maintain Quiz Questions

The links under the “Maintain Quiz Questions” heading on the right-hand side of the page provide you with the capability to do the following:

- Edit and/or delete questions
- Edit the order that the questions will appear on the quiz when students complete it
- Check for duplicate questions
- Add student answers to a quiz (This allows you to enter answers from exams that students completed on paper.)
- Edit student answers for a quiz (This function allows you to modify the points assigned to short answer or essay questions.)

The screenshot shows the MyCAERT interface for editing a quiz. The main content area displays a table of quiz questions:

Order	Type	Question	Answer	Edit	Delete
1	MC	2. What describes the behavior of a person who is envious or resentful of someone else? a. cultural diversity b. harassment c. invasion of privacy d. jealousy	d	EDIT	DELETE

Navigation and control elements include:

- Sort Questions by: [dropdown]
- Navigation: << Previous | 1 - 1 of 1 | Next >>
- Show 10 per page. Display page 1 GO!
- Warning: THIS QUIZ IS INACTIVE Click to Activate
- Buttons: Send Quiz to another Teacher, The Question has been deleted.

The 'Maintain Quiz Questions' menu on the right includes:

- Add Questions to Quiz
 - Select from Existing Quiz
 - Select from CAERT Question Bank
 - Type Own Question
 - Add Questions by Course Outline
- 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

View Final Quiz

The links under the “View Final Quiz” heading on the right-hand side of the page allow you to do the following:

- **Preview Online Quiz:** Allows you to view the quiz as it will appear to the students.
- **Print Quiz/Answer Sheet:** Allows you to print the quiz or an answer sheet for the quiz by using the options available at the top of the page.

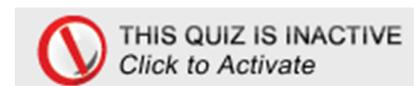
The screenshot shows the MyCAERT website interface for editing a quiz. The browser window title is "MyCAERT, CAERT Inc. - Windows Internet Explorer". The URL is "http://www.mycart.com/Teachers/csat/EditQuiz.asp?TestID=326678&Confirm=Delete". The page header includes the MyCAERT logo and navigation links: Home, About MyCAERT, Take a Tour, Pricing, Order Form, State Subscriptions, Questions. A "Need Support?" button is in the top right.

On the left, there is a "Welcome CAERT Inc" section with a "Log Out" link and a "Subscription Expires on: 7/1/2011" notice. Below this is a "Generate List of CAERT Materials:" section with various filters like "By Content Area", "By Learning Standard", etc.

The main content area shows the quiz details: "Quiz Name: Test quiz 3". A message states "THIS QUIZ IS INACTIVE Click to Activate". Below this, there are instructions on how to add new questions and a "Send Quiz to another Teacher" button. A table of questions is displayed with columns for Order, Type, Question, Answer, Edit, and Delete. The first question is "2. What describes the behavior of a person who is envious or resentful of someone else?" with multiple choice options: a. cultural diversity, b. harassment, c. invasion of privacy, d. jealousy. The "Delete" button for this question is highlighted with a red dashed circle.

On the right side, there are several sections: "Quiz Links:" with options like "Add Questions to Quiz", "Select from Existing Quiz", etc.; "Maintain Quiz Questions:" with options like "Edit/Delete Question", "Edit Display Order", etc.; and "Edit Quiz Parameters:" with options like "Edit Quiz Parameters". At the bottom of this sidebar, three links are highlighted with a red dashed circle: "View Final Quiz", "Preview Online Quiz", and "Print Quiz/Answer Sheet".

TIP: When editing a quiz, please note the button at the top of the page which says “**THIS QUIZ IS INACTIVE — Click to Activate**”. The quiz is not accessible by students until you click on this button. An active quiz is available to all students associated with the course in your online course roster. To prevent students from viewing the quiz in advance, you may want to wait until you actually assign the quiz to activate it.



Section 8.2: Manage an Existing Quiz

You can use the following links under the “My Quizzes” tab on the left-hand side of the page to manage your existing quizzes:

- **Edit Quiz:** Click on the quiz name to add or delete questions, edit the quiz parameters, etc.
- **Delete Quiz:** Click on the quiz name to delete it.
- **Web Enable/Disable Quiz:** This function allows you to quickly modify the activation and deactivation dates for quizzes. You can also change the status of quizzes from inactive to active or vice versa.
- **Manage State Quizzes:** A page will appear that lists all state quizzes that are currently available. Double-clicking on a quiz opens it and allows you to view it, assign it to one or more of your quiz classes, and/or set it as active so that your students can access it.

My Quizzes

[CSAT Teacher Home](#)

[CSAT User Guide](#)

[Create New Quiz](#)

[Edit Quiz](#)

[Delete Quiz](#)

[Web Enable/Disable Quiz](#)

[Manage State Quizzes](#)

[Edit Student Quiz Answers](#)

[Manage Quiz Views](#)

[Current School Year Report](#)

[Date Range Report](#)

 **TIP:** State quizzes are those that are made available for all teachers in the state to use. This might include old practice exams for Career Development Events, Certification Exams, End-of-Course Exams, or even a Statewide Career Development Event test that your students could complete at your school.

- **Edit Student Quiz Answers:** This link provides you with three options:
 - **Add Student Answers to Quiz:** This function allows you to enter student answers from exams that students completed on paper.
 - **Edit Student Answers on Quiz:** This function allows you to edit submitted answers.
 - **Edit Student Answers on Misc. Questions:** This function allows you to quickly assign points to miscellaneous (i.e., short answer or essay) questions.
- **Manage Quiz Views:** This link provides you with the capability to quickly modify the number of times students can view a quiz.

Section 8.3: Share a Quiz with Other Teachers

MyCAERT allows you to share a quiz with other teachers in any school within your state. Once you have a quiz created with questions and parameters set the way you want, do the following:

1. Click on the **My Quizzes** tab on the left-hand side of the page to open the list of options.
2. Click on the **Edit Quiz** link.
3. Click on the name of the quiz you wish to share.
4. After the quiz opens, click on the **Send Quiz to Another Teacher** link at the top of the page.

The screenshot shows the MyCAERT website interface in a Windows Internet Explorer browser. The page title is "MyCAERT, CAERT Inc. - Windows Internet Explorer" and the URL is "http://www.mycart.com/Teachers/csat/EditQuiz.asp?TestID=32667". The page features a navigation menu with links: Home, About MyCAERT, Take a Tour, Pricing, Order Form, State Subscriptions, and Questions. The main content area is titled "Quiz Name: Test quiz 3" and includes instructions for editing or deleting questions. A red dashed circle highlights the "Send Quiz to another Teacher" button. Below this button is a table of questions with columns for "Order", "Type", "Question", "Answer", "Edit", and "Delete". The first question is "2. What describes the behavior of a person who is envious or resentful of someone else?" with options "a. cultural diversity" and "b. harassment". The "Answer" column shows "d". The "Edit" and "Delete" buttons are visible at the bottom of the table.

5. Select the district, section, and schools/teachers.
6. Click on the **Send Quiz** button at the bottom of the page to send the quiz to the selected individuals.

TIP: If another teacher shares a quiz with you, it will appear in your list of quizzes and can be edited and used just like any quiz you created yourself.

▶ Section 9: Generate Reports

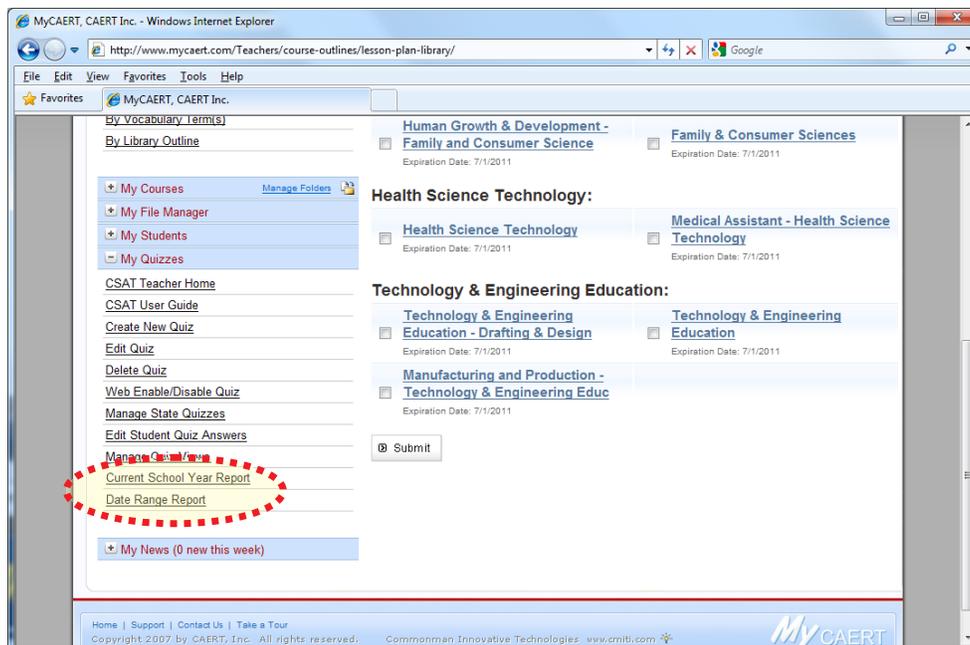
Section 9.1: Current School Year Reports

The **Current School Year Report** link under the “My Quizzes” tab on the left-hand side of the page provides an interactive way to identify performance on all quizzes taken by students.

- State standards reports show on a percentage basis how the entire group has performed on items aligned to learning standards. The reports can be sorted by lesson title or by learning standard.
- Reports can be developed for each individual student to be used as you deem appropriate (i.e., as part of a portfolio at a parent conference).
- Quiz question summaries show how frequently a question is answered correctly or incorrectly to demonstrate validity and reliability of the questions and to indicate what areas may need additional reinforcement.
- Quiz scores show individual and group performance on quizzes taken through MyCAERT.
- The cumulative quiz reports show you the cumulative averages on individual student performance across all online quizzes.

Section 9.2: Date Range Reports

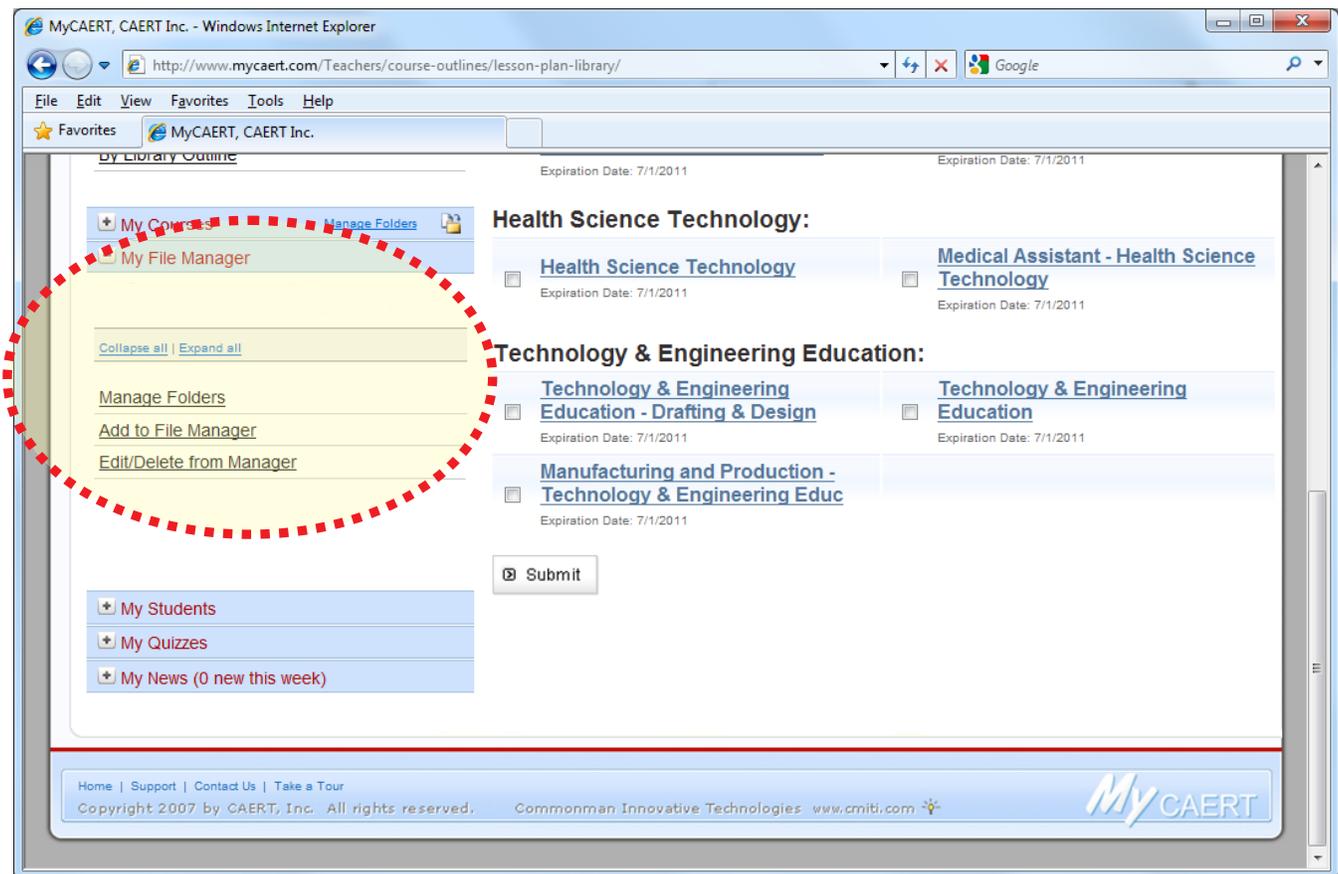
The **Date Range Report** link under the “My Quizzes” tab on the left-hand side of the page allows you to retrieve and analyze data from multiple years. Simply enter the starting year and ending year and click the **View Reports** button.



▶ Section 10: "My File Manager"

The links under the "My File Manager" tab allow teachers and state administrators to easily share files with other teachers and/or students who have Internet access.

- Use the **Manage Folders** link to create or delete folders and/or subfolders.
- The **Add to File Manager** link allows you to upload up to eight files at once to a specific folder.
- To edit or delete your files, use the **Edit/Delete from Manager** link.



TIP: You may choose to create separate folders for each of your courses, student organizations, and/or committees, etc.