

## Creating & Administering

### Create an Exam

- Work Page – Add Skills from any collection \*My Work
- Select desired options
- Publish to Class (Shuffle)

### Give an Exam

- Show “On” by default
- Auto-Accept? \*Time is editable.
- Corrections? \*Powerful Tool – give it a try!
- Print or Delete

### Students Take an Exam

- Request the test from Menu
- Accept Individually or Auto-accept
- Blue checkmarks mean accepted, not correct
- Encourage students to “show your work”
- “Turn in” when complete
- All seen problems will be locked upon logout

### Monitor Progress on an Exam

- Click on Exam Name Link
- Click on Student Name Links
- Correct, Incorrect, Viewed-Not Answered, Never Viewed

## Grading & Corrections

### Grading Exams

- Classes>>Exams>>Exam Name>>Student Name
- Give Full Credit, Partial Credit, No Credit as needed
- Keyboard shortcuts **(F)**ull, **(P)**artial, **(N)**o Credit
- Save Grade \*\*\*
- Corrections and Follow Up Exams are created *automatically* after SAVE.
- Exams not Turned In by students, will have a Hand In button for the teacher.

### Corrections Mode

- Corrections can only be ‘on’ for one exam at a time.
- Students will see all incorrect questions above a dotted line when practicing in Mixed Review.
- Students are required to fix and earn 1 point for each missed skill, then points can be earned below the dotted line.

## Follow Up Exam

- Follow-up Exam made up of skills missed on original Exam.
- Auto Created after Exam grades are Saved by teacher.
- Show and Auto-Accept
- Students Request Tests in Student Menu

## Grading Follow Up Exams

- Classes>>Exams>>Name: Follow Up>>Student Name
- Same process as grading normal Exams

## Exam Extras

### Printing

- Exact Exam
- Practice Exam
- Keys are optional
- Individual Students - Exam/Practice
- Same Problems → Print Exact and/or Practice
- Different Problems → Practice Only (Exact per Student)

### Exam Results Analysis

- # students missed per skill
- # points missed per skill
- x2 = 2 instances of that skill on the Exam
- Create Practice Set with most missed Skills
- Include Most Missed on next Exam

<https://intercom.help/get-more-math/en/>