

# TRAINING 3

## Resource Guide

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Print this document to keep track of your progress.

# TASK 1 CREATE & PUBLISH AN EXAM

## CHECKLIST: CREATE AN EXAM

### LOCATE SKILLS & CUSTOMIZE

- Navigate to WORK, click on the blue plus sign and choose Create Exam
- Name the exam 'Demo Exam'
- Click on the Colleagues and My Work icon
- Select My Work from the top right panel
- Find 5 skills that students have been practicing and add them to the exam
- Adjust the number of times each skill appears on the exam
- Determine if students will have the same problems or different problems
- Click SAVE

## CHECKLIST: PUBLISH AN EXAM

### SHUFFLE & CHOOSE CLASSES

- Click PUBLISH
- Check Shuffle (optional) and PUBLISH for at least one class. Click PUBLISH again
- To prepare your students, have them watch this video: <https://youtu.be/ywKJo8csNY4>

## CHECK FOR UNDERSTANDING

1. You **MUST** search the entire Skills Bank to find skills to add to an exam.

- True
- False

2. What two symbols must be chosen to find work already assigned to your students?



MY WORK

3. The two parameters that can be changed before publishing an exam are:

- The number of times a skill appears on the exam
- Which students should take this exam
- If questions should be open response or multiple choice
- Whether every student get the same problems or different problems

4. When publishing an exam, which option allows the order of the questions to be different for each student?

- Reorder
- Mix It Up
- Shuffle
- Chaos

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# TASK 2 GIVE & MONITOR AN EXAM

## CHECKLIST: EXAM OPTIONS

### **ADJUST ACCESSIBILITY**

- Navigate to CLASSES, select your class, and choose Exams
- Notice the Show slider is enabled
- Instruct students to request the exam from their student menu
- Turn on Auto Accept from the notification bar that appears and click Accept
- Notice the Auto Accept slider is enabled
- Edit the Auto Accept timer by clicking on the blue oval

## CHECKLIST: MONITOR THE EXAM

### **VIEW STUDENT PROGRESS**

- Observe an actual student's screen during the exam
- On the teacher screen, click on the exam and view the Status column
- Click on a student's name and view their progress
- Notice and click on the printer icon
- Instruct students to click the Hand in Exam when they are finished

## CHECK FOR UNDERSTANDING

1. When the Show slider is enabled, students will automatically be able to access the exam.

- True     False

2. When the Auto Accept slider is enabled, students only have 15 minutes to complete their exam.

- True     False

3. What happens when a student answers a question on an exam incorrectly? Choose all that apply.

- They are given a warning
- A magenta dot appears in the answer box
- A blue dot appears in the answer box
- A blue checkmark is placed in the question box at the top

4. You can print the exact exam for a student.

- True     False

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# TASK 3 GRADE & ANALYZE AN EXAM

## CHECKLIST: GRADE INDIVIDUAL EXAMS

### **GIVE STUDENTS FULL OR PARTIAL CREDIT**

- Navigate to CLASSES, select your class on the left, and Exams in the 2nd column
- Click on the exam name
- Select one student who has turned in their exam
- Give the student full, partial, or no credit on any incorrect answers
- Click SAVE GRADE at the top

## CHECKLIST: GRADE ALL EXAMS

### **GRADE EVERY EXAM AT ONCE**

- Navigate to the class view of the exam
- Click the Grade Turned in Exams button for the class
- Notice the Status and the Follow-up Score columns have changed

## CHECKLIST: ANALYZE RESULTS

### **VIEW THE EXAM ANALYSIS**

- Click on the View Analysis button in the top right corner
- Order skills by the Students Missed column
- Identify the students who missed the first skill listed
- Create an assignment with the two most missed skills

## CHECK FOR UNDERSTANDING

1. Students can be given partial or full credit on exam problems that are incorrect.

- True       False

2. How can exams be graded in GMM? Choose all that apply.

- Exams can be graded per student
- Exams are automatically graded when the student hands in the exam
- Exams can be graded per class

3. When printing an exam, the answer key is automatically included.

- True       False

4. What information is provided with the exam analysis? Choose all that apply.

- Number of students who missed a skill
- How long it took the students to complete the exam
- Number of points that were missed per skill
- A list of students who missed a skill

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### TASK 4 USE CORRECTIONS & FOLLOW-UPS

#### CHECKLIST: ENABLE CORRECTIONS

##### **STUDENTS PRACTICE MISSED QUESTIONS**

- From CLASSES, select Exams
- Enable the Corrections slider for your exam
- Observe student screens as they work in Mixed Review

#### CHECKLIST: ENABLE THE FOLLOW-UP EXAM

##### **INDIVIDUALIZED EXAM ON MISSED QUESTIONS**

- Enable Show and Auto Accept for the Follow-up Exam from Exams
- Instruct students to complete their Follow-up Exam
- Monitor students as they work
- Grade and Analyze the Follow-up Exam

#### CHECK FOR UNDERSTANDING

1. Which slider must be enabled for students to see the questions they answered incorrectly on their exam?

- Show
- Corrections
- Auto Accept
- Follow-up

2. When Corrections are enabled, students will FIRST see problems above the dotted line that are similar to the ones they missed on the exam?

- True
- False

3. What two things must a student do when they have Corrections?

- Fix the incorrect answers on each problem above the dotted line
- Copy their neighbor's answers
- Work on any skill in Mixed Review to earn points
- Earn a point on each skill above the dotted line

4. Complete this statement, the Follow-up Exam is\_\_\_\_\_

- An exam with all the red skills from Mixed Review
- The same exam as the original test, just with different problems
- An individualized re-test based on the skills a student answered incorrectly
- Given to every student on the most missed questions from the exam

5. Why would a student not have Corrections or a Follow-up Exam?

- Their accuracy is above 93%
- Their proficiency is above 80%
- They earned 100% on their exam
- They have less than 5 red skills in their Mixed Review

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## TASK 5 FINALIZE THE EXAM

### CHECKLIST: WRAP-UP THE EXAM

#### **DOWNLOAD EXAM RESULTS**

- Download the Exam and/or Follow-up Exam results
- Disable the sliders from the Exam and the Follow-up Exam

### CHECKLIST: TEACHER TIPS

#### **GRADING & ADDITIONAL OPTIONS**

- Check out this link for some grading suggestions: <https://tinyurl.com/3w2md7ad>
- Watch the Create an Exam from Mixed Review video: <https://youtu.be/PACaMa6qj3Q>

### CHECK FOR UNDERSTANDING

1. Once the Exam and Follow-up Exam are complete, GMM recommends turning off the sliders for Show, Auto Accept, and Corrections.

- True
- False

2. What is a benefit of creating an exam from the class's Mixed Review? Choose all that apply.

- Able to select the skills the class has practiced
- Able to select skills based on data
- Able to select skills based on the date assigned
- Able to easily create a cumulative exam

# TRAINING 3 IS DONE!

If you completed this training on paper, please scan all pages and email to [support@getmoremath.com](mailto:support@getmoremath.com)

You will be entered in to our monthly \$100 Amazon gift card drawing.