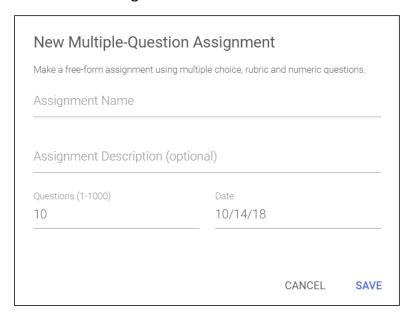
CREATE AN ASSIGNMENT

- 1. Go to the "Assignments" tab.
- 2. Select the "New" button to create an assignment.
- 3. Choose the "Multiple-Question Assignment" option.



4. Fill in the required fields and select "Save" to go directly to the "Keys" tab for the assignment.

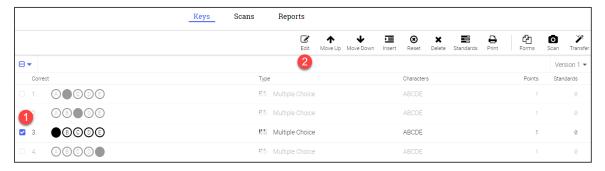


CREATE AN ANSWER KEY

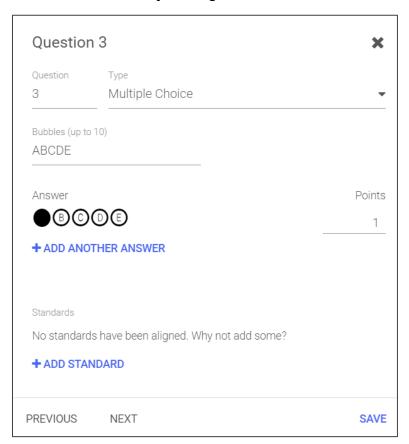
1. Select the correct answer bubble(s) for each question to make a key.



2. To <u>edit a question</u>, check the box to the left of the question (1) and choose the "Edit" button (2) on the toolbar.



3. Make the necessary changes and then select "Save."

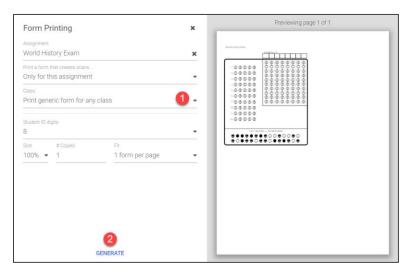


PRINT SCAN FORMS

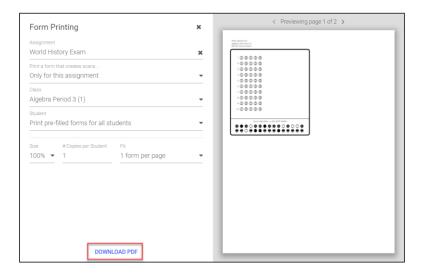
1. Select the "Forms" button on the toolbar.



2. Choose the "Class" for which you want to print forms (1) and then select "Generate" (2).



3. Choose the "Download PDF" option to save and print the scan forms for the class.

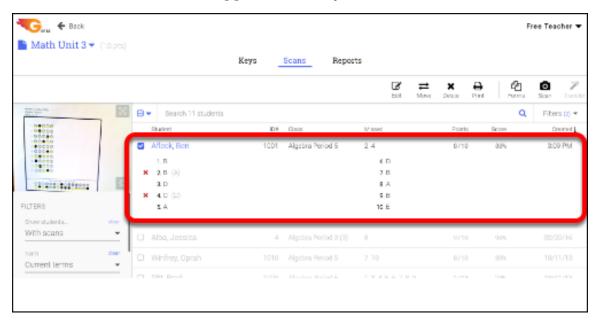


SCAN ANSWER FORMS

- 1. Select the "Assignment" and choose the "Scans" tab.
- 2. Flash the completed student scan forms in front of your camera (webcam, document camera or mobile device) to collect the data.



3. Results for the student(s) appear instantly on the screen.



ANALYZE DATA REPORTS

- 1. Select the "Reports" tab.
- 2. View various reports using the menu options on the left.



Report 1: Assignment Summary > Item Analysis



Report 2: Students > By Question



Report 3: Classes > By Standard