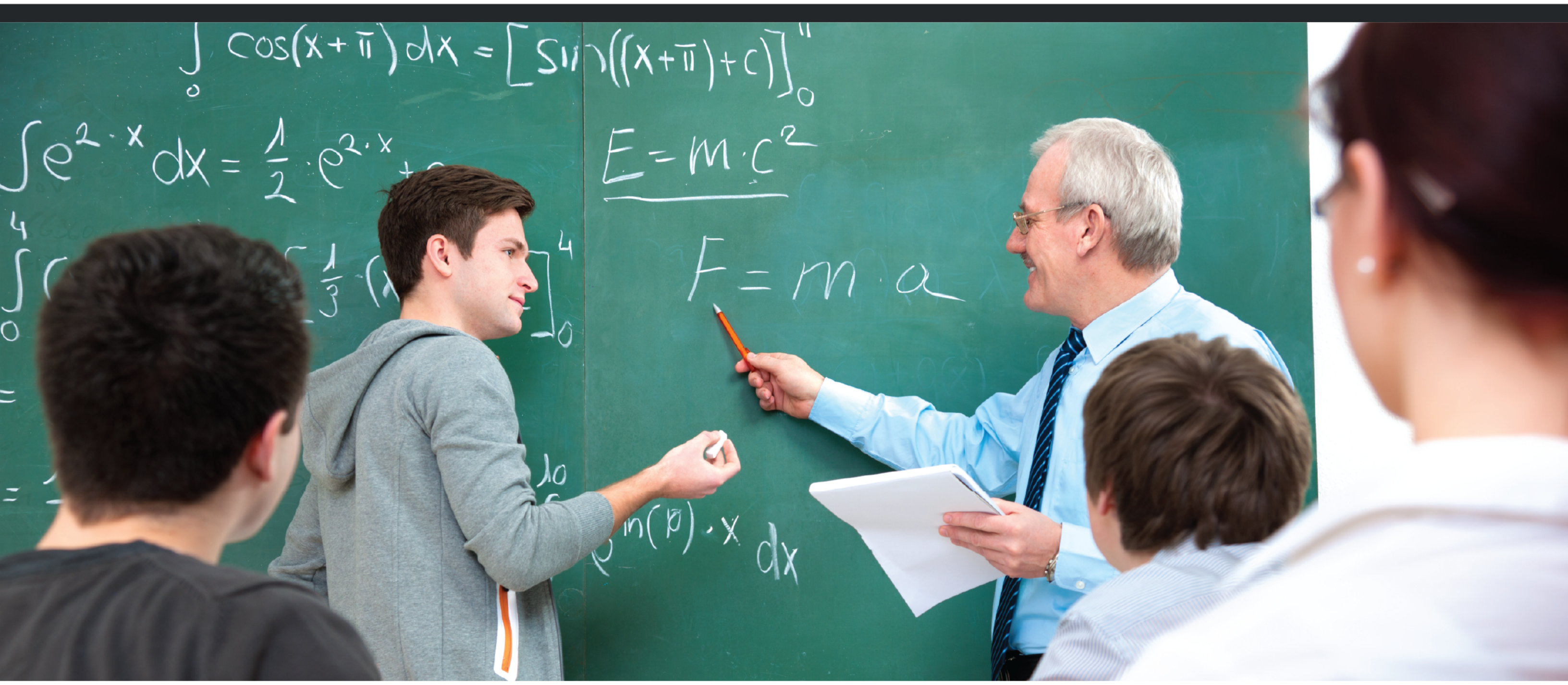
DigitalDesk®



InstructorTools User Guide

Version 4.6.0

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Introduction to InstructorTools

Welcome to the DigitalDesk family of assessment technology solutions. For many years, DigitalDesk has been building assessment technologies that process millions of exams annually with accuracy and reliability. You may already be familiar with our exam scanning application that is used by many of the nation's top tier research institutions.

DigitalDesk's assessment technologies include WebAssess™, our online assessment solution, and StudentPortal, the student's gateway to assignments, quizzes, and other course content. Our InstructorTools™ application provides you with a common interface for exam setup, delivery and reporting.

Our integrated approach gives you confidence that your exams will be administered reliably. An added benefit is that there are no new reporting tools to learn; integrate with your campus LMS gradebook with just the click of a button. Our exam analysis will continue to provide you with accurate item statistics to help you in your teaching and assessing processes.

Please feel free to contact us at support@digitaldeskinc.com if you have any questions.

Integration

DigitalDesk solutions integrates with your campus learning management system (LMS), student information system (SIS) and single sign-on technologies.

Supported LMS:

CANVAS Blackboard learn+

Sakai moodle D2L™

SIS Integration:

To efficiently and accurately manage classroom activities, DigitalDesk uses the data from either your student information system, like PeopleSoft® or Banner®, or from your LMS. Setting up exams and assignments, running reports and creating dashboard analytics uses this data for efficiency, reliability, and integrity. This data is consumed by DigitalDesk using varying methods:

1. Integration with your LMS Course/Enrollment API's
2. Import export files (CSV or Piped) provided by the university, or
3. Import from Oracle, MS SQL or another database server.

Single Sign-On:

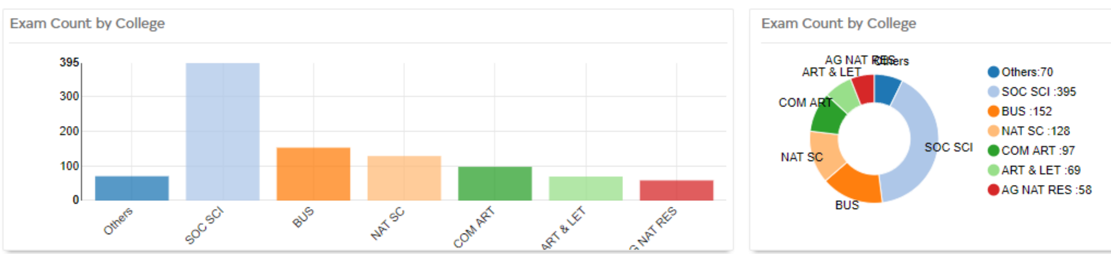
DigitalDesk uses your campus authentication system to allow access to the different solutions. We support most of the common authentication systems supporting SAML 2.0 like CAS, OKTA, Shiboleth, and ADFS.

Dashboard

The InstructorTools dashboard contains three primary elements:

1. **Usage / Grade analytics**: Depending on the role of the logged in user, the following dashboard statistics will be displayed.

    a. System Administrator View



The System Administrator View presents the exam count by college. The bar graph shows the number of exams administered to date for each college that uses the system. The pie chart shows the exam count by college. If you click on the bar for a college, as in the above figure (Soc Sci), the number of exams administered by that college are displayed in the pie chart. Click the bar again and the default pie chart data will be presented.

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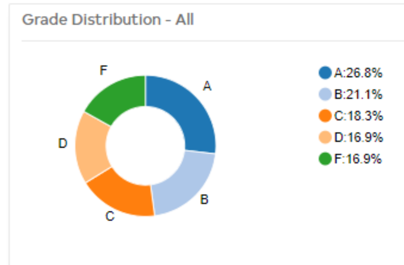
b. Faculty / TA View



The Faculty/TA view presents the average grade by section for which the faculty is enrolled, or the TA is assigned. By default, the Pie Chart will reveal the average grades across all class sections. Clicking a bar in the bar graph will display the grade break-down for the class.

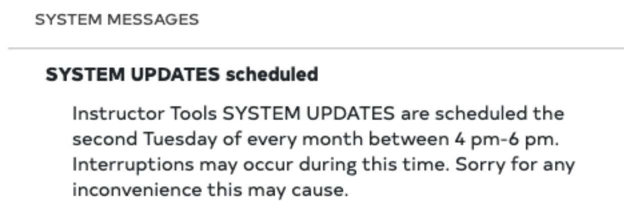
2. Exam listing: The exams processed for today and for the current semester are displayed in a tabbed, paginated table. This list is filtered based on the role of the logged-in user. Faculty and TAs will only see their exams while System administrations will see all exams processed through the system.

Exams Today | Current Semester

Exam ID	Desc.	Instructor	Course	Score Date	Status
5949	MidTerm	EMPLOYEE, KIMBERLY MICHELLE	PSY 101	03/29/2020	✔
5948	Mid Term	EMPLOYEE, DAVID Z	PSY 101	03/22/2020	✔
5947	Test	EMPLOYEE, ERIK M	PSY 101	03/20/2020	✔
5946	Mid Term	EMPLOYEE, KIMBERLY MICHELLE	PSY 101	03/17/2020	✔
5945	Mid Term	EMPLOYEE, KIMBERLY MICHELLE	PSY 101	03/16/2020	✔
5944	test 03052020-2	EMPLOYEE, YOMAIRA C.	AAAS 100	03/05/2020	✔
5943	test 03052020	EMPLOYEE, YOMAIRA C.	AAAS 100	03/05/2020	✔
5942	Mid Term	EMPLOYEE, KIMBERLY MICHELLE	PSY 101	03/05/2020	✔
5941	Online Test	EMPLOYEE, KIMBERLY MICHELLE	PSY 101	03/05/2020	✔

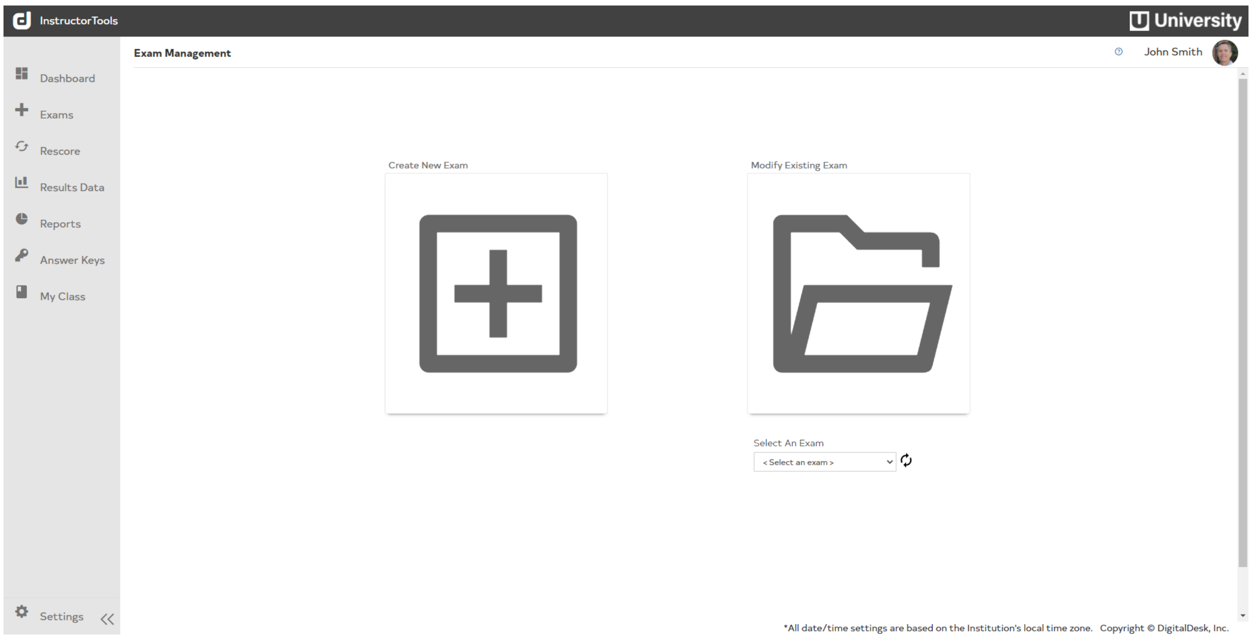
First | Previous | 1 | 2 | 3 | 4 | 5 | ... | Next | Last

3. System Messages: System administrators can create messages that are seen system wide or targeted to individual users. Messages may include things like "Your exam is ready to be picked up" or DigitalDesk Updates similar to the message displayed below:



Exam Setup

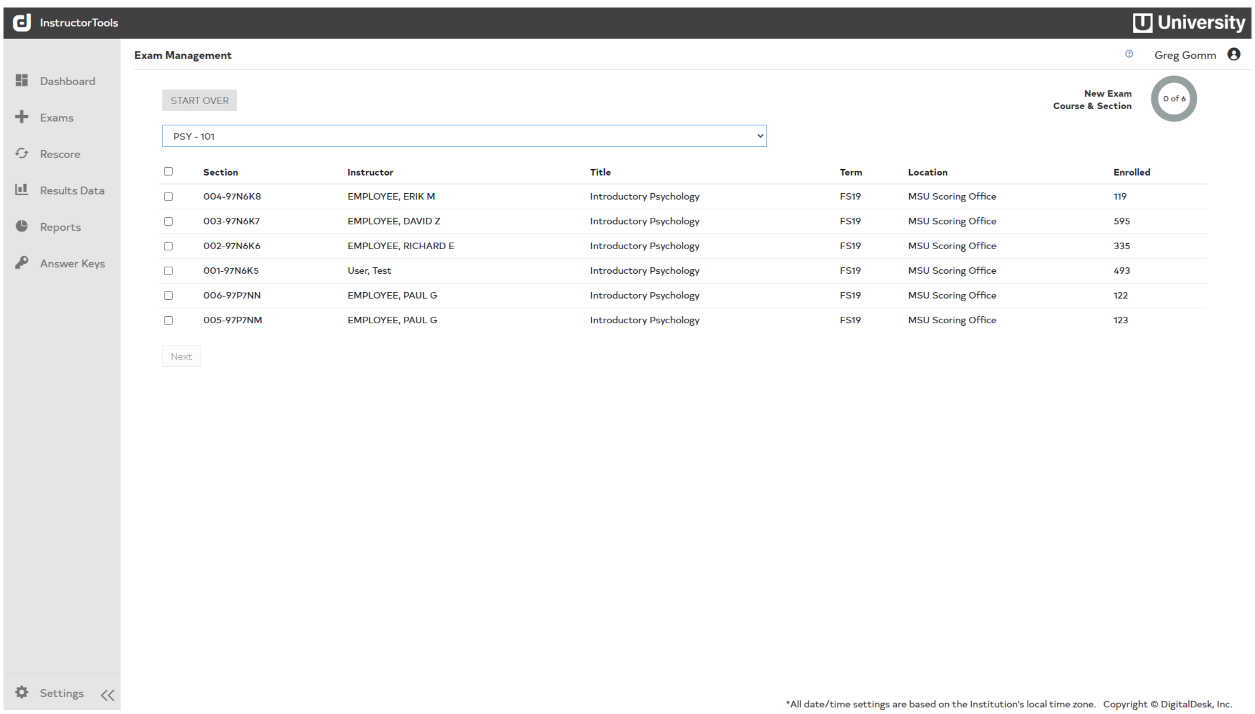
In InstructorTools, click ➕ in the Navigation bar on the left side of the screen. You will be presented with the following page:



To create a new exam, click ⊞. To modify an existing exam, click the drop-down menu below the 🗁. A list of your existing exams will be displayed to choose from.

Select Course and Section:

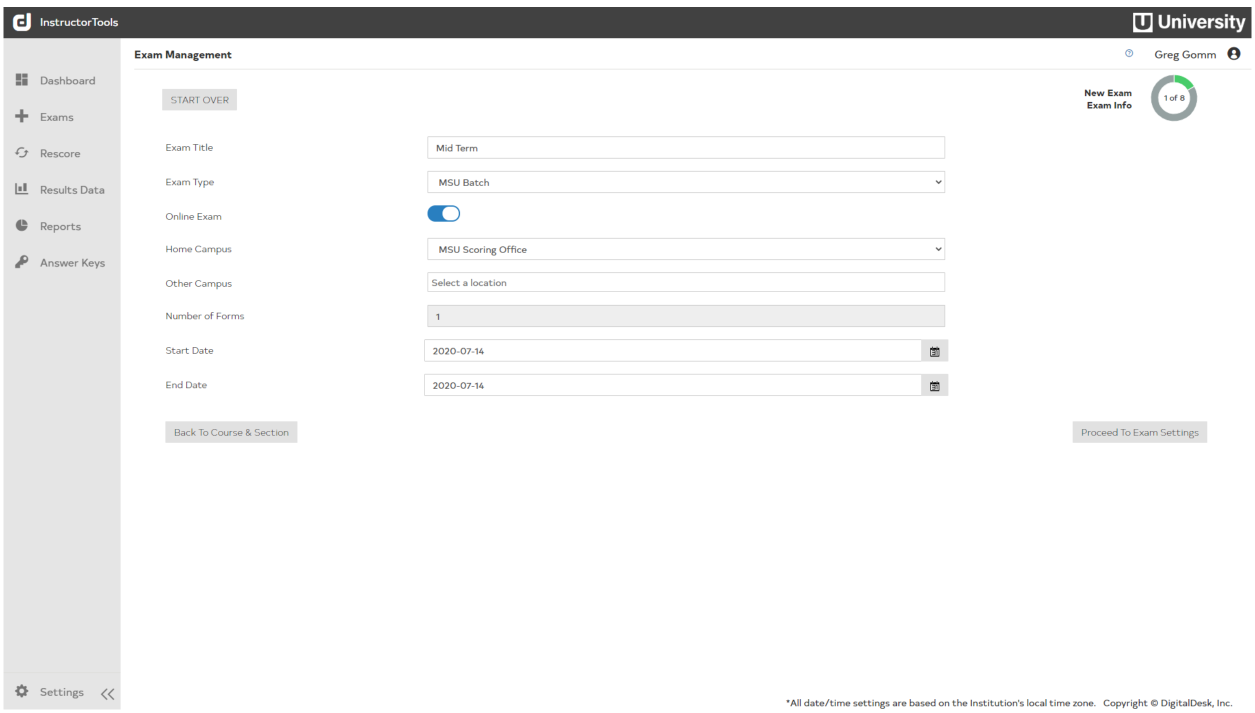
When creating a new exam or modifying an existing one, a page will be displayed with a drop-down containing the courses you are enrolled to teach for the current semester. Selecting the desired course will present you with the available sections.



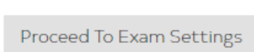
Check the box next to the desired section(s) and then click Next.

General Exam Properties

Now you are ready to begin establishing the properties for the exam. Fill out the form items like Exam Title, Dates, and locations (if you are a multi-campus university). If you want this exam to be delivered online, then slide the Online Exam button  to enable the Online Exam properties.



NOTE: You can monitor your progress by looking at the progress stepper located in the upper right corner.

Now, click the 

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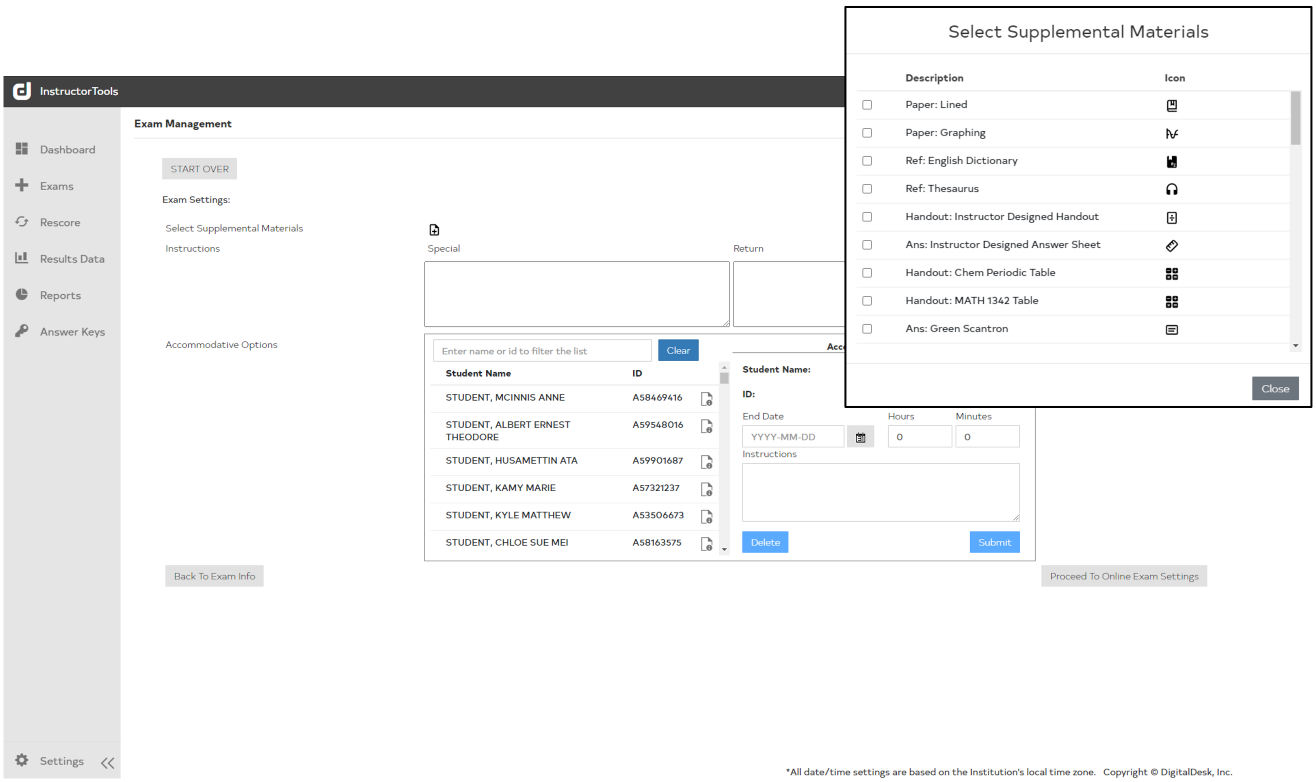
Special Instructions and Supplemental Materials

Here you can specify what testing aids the student is permitted to use during the exam process by clicking on the . The different testing aids will be presented on the exam delivery screen for both students and proctors for monitoring purposes. If one does not exist for your purposes, please contact your institution's DigitalDesk support team so that one can be added that meets your needs.



You may type in any special instructions you wish for students or proctors to follow during the delivery of the exam. If you have submitted an exam to a testing center for proctoring, you can enter the instructions for returning any items that may have been used during the examination.

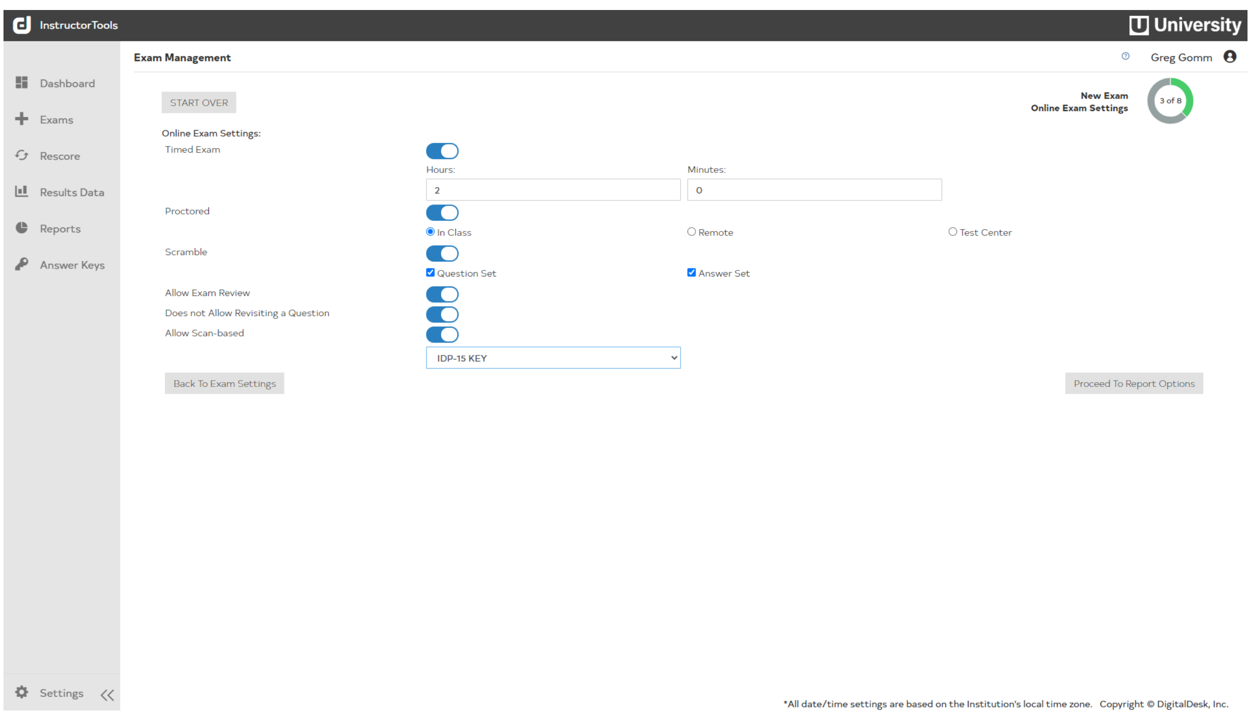
Accommodative Options: This allows you to adjust your exam time limit for specific students. The search bar on the left can bring up results by student name or id number. Click the symbol to bring up that student on the right. You can set a custom due date and time limit for that student, as well as include special instructions. Click Submit to finish, which will put a symbol next to that student's name to indicate they have accommodative settings. To remove accommodative settings from a student, select each option and click Delete.

Click Proceed To Online Exam Settings if your Exam is online. Otherwise click Proceed To Report Options.

Online Assessment Options

Now you are ready to set the online exam properties. If your exam is timed, set the hours and minutes. If you want the exam to be proctored, you may select one of the following proctoring methods.

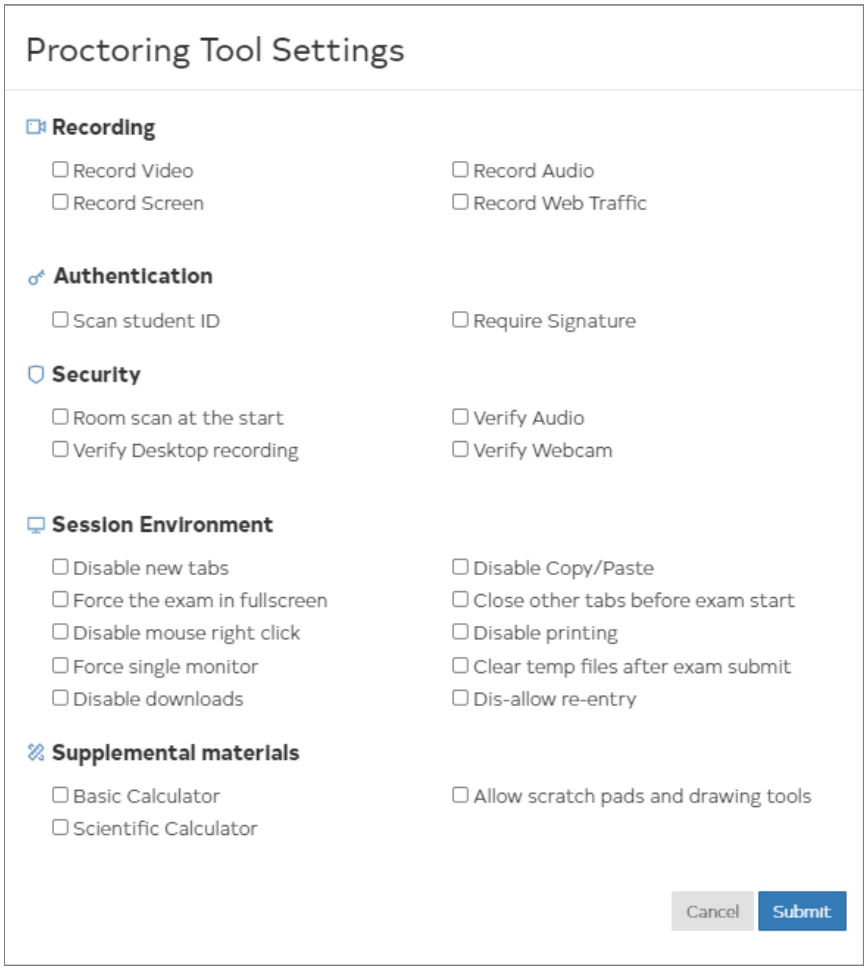
1. In Class – Students use their own devices in class proctored by the instructor or a TA.
2. Remote – uses technology subscribed to by the university such as Proctorio® or MonitorEDU®. Proctoring tool settings can be adjusted by clicking the Settings that appears after selecting a proctoring tool. Proctor settings are described in greater detail at the end of this section. Click Submit to apply your settings.
3. Test Center – Students go to the campus testing center where they will be checked in to take the test.



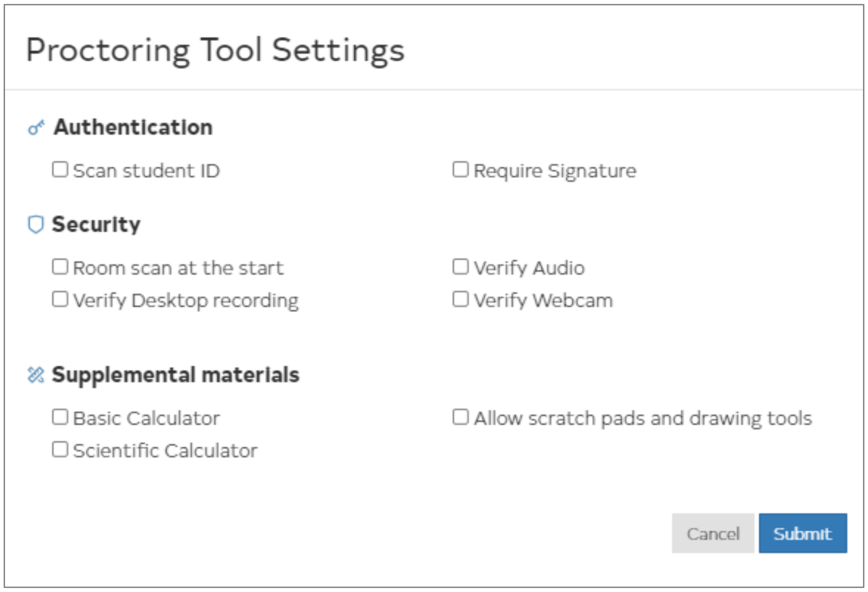
Set additional options like scrambling test items, allowing students to review the missed items, forcing students to move forward in the exam, and preparing the online exam to be delivered on a scan form, limiting answer options to the number supported on the scan form (A – E or A – J).

Proctor Settings

Proctorio® Settings:



MonitorEDU® Settings:



1. **Recording** controls what information the proctoring tool will store for review after students complete the exam. Choose from recording Video, Screen, Audio, and Web Traffic in whatever combination is needed. For Proctorio®, these recordings can be reviewed in Results Data Proctorio®'s Proctorio Exam Results.
2. **Authentication** controls how students will identify themselves before they take the test. "Scan student ID" will require students to hold their ID up to their device's camera so it can take a picture of it. "Require Signature" will require that they draw their signature via mouse to continue. These items can be reviewed in Results Data, in Proctorio®'s Exam Results, under "Display Identification". For MonitorEDU, this and all other information will be sent via email.
3. **Security** controls how you would like the proctoring tool to ensure students are prepared to take the exam. You can require that students use their camera to scan their surroundings before starting to see who is in the room with them, and that they are in a closed environment. You can also verify that their device is able to provide the recordings you selected and that it is not being tampered with.

4. **Session Environment** controls what activities you would like to be disabled or result in immediate closure. When a student attempts a disabled action or tries to exit out of a forced setting, Proctorio® will immediately end their exam and bring them back to their Exams page in StudentPortal. You may review their activity in Results Data and allow them to resume the exam if needed.
5. **Supplemental materials** controls what aids will be provided to students during the exam. Choose from a basic calculator, scientific calculator, and a scratch pad/drawing tool.

Proctorio® is an automated proctoring system that can record and analyze students' behavior during the proctoring session, detecting such things as eye movement, on-screen activity, background activity, keystrokes, and more. It can use the information it gathers to help identify potential cheating on the exam, ensuring fair and honest exam results.

MonitorEDU® offers live proctoring, allowing students to chat with a representative to ensure they are present for the entirety of the proctoring session. MonitorEDU® boasts a simpler interface and more straight-forward approach to proctoring.

Click Proceed To Report Options.

Student Report Options

Select the type of report or data that you want students to have access to after scores are released.

The "Show Results Immediately" option allows students to view their score immediately after they finish their test. Otherwise, they must wait for you to [release their scores](#) before they can be viewed. The options after it allow you to customize what information will be available to the student. These options affect both system-generated PDF reports and the detailed view information found in the StudentPortal as depicted in the figure below.

ID	EXAM	PE	BONUS	NON OBJ	TOTAL	MAX SCORE	GRADE	
5278	EXAM 1	86.00	5.00	0.00	91.00	100.00	91.00%	Hide Details

Questions Missed

(Format: Question Number. Your Answer, Correct Answer)

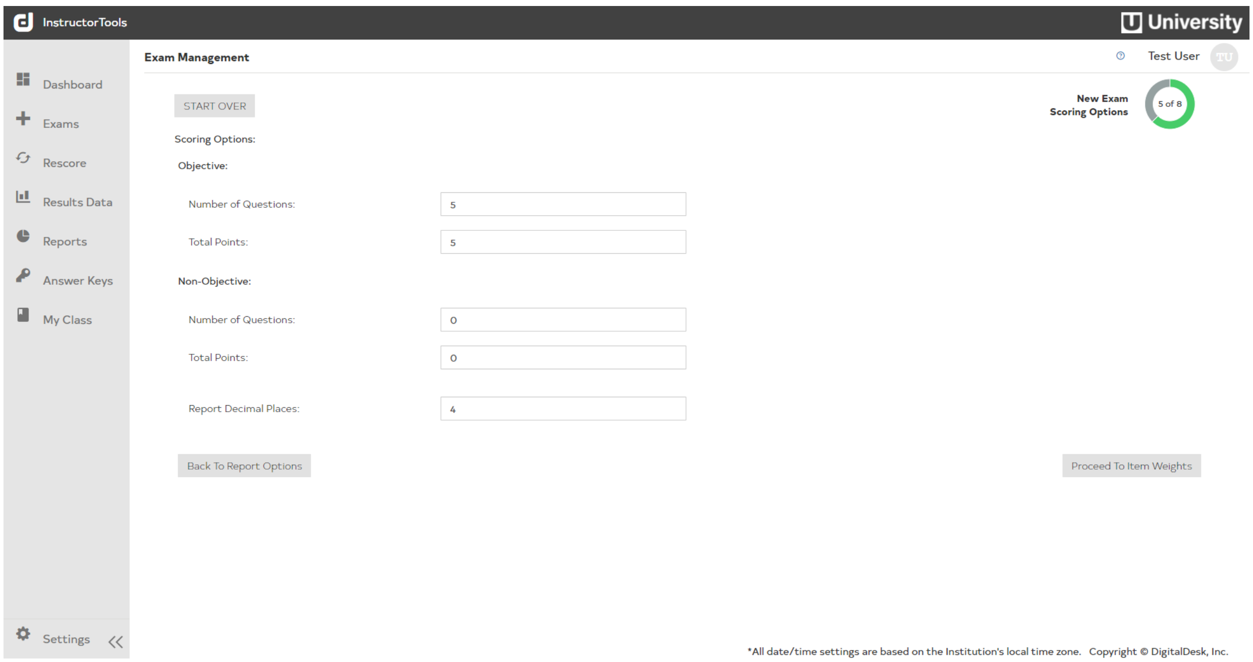
5. A, C 24. B, D 25. A, D 35. A, C 38. D, C 40. B, C 41. D, A 51. D, C

Click Proceed To Scoring Options to continue.

Exam Item Count and Point Values

Enter the number of Objective Items (A, B, C, D, E ...) and the total point value of those items. Enter the number of Non-Objective items (essay or short answer) and the combined point value.

Set the report decimal place options. You can view up to 4 decimal places.



Click Proceed To Item Weights to set the item weights.

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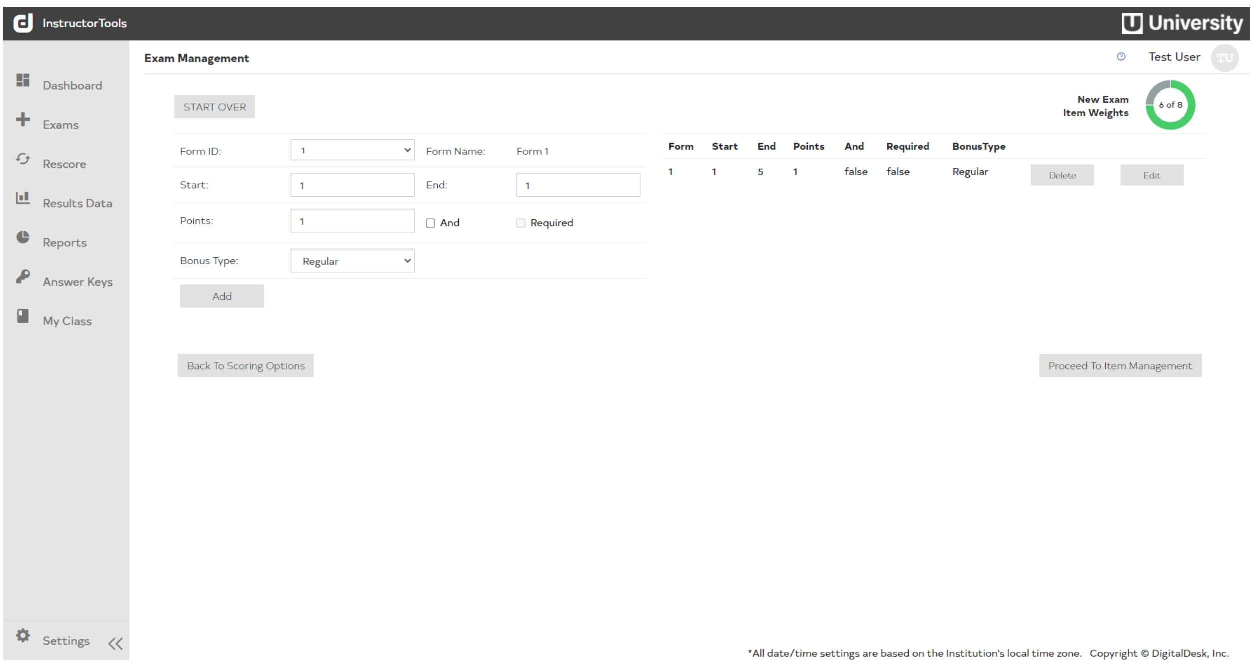
Special Item Handling Options

If you would like to apply item weights for individual items or ranges of items, you can set the values here. You can set different item weights for different forms using the **Form ID** dropdown, and set the total weight for a range of items from **Start** to **End**, inclusive. For example, in the following screen shot each item is worth 1 point, making the total exam worth 5 points as indicated in the previous screen.



Additional options for ☐ And ☐ Required are available. ☑ And will allow you to set two answers, A and C, as the correct answer, for example. If you select ☑ Required, respondents will be required to select both A and C to earn any points for the item. Otherwise, they will receive partial points for each correct item selected. If they select a distractor, an amount equal to the point value divided by the number of correct answer options will be deducted up to max point value for the item. If in this case the item is worth 1 point, then:

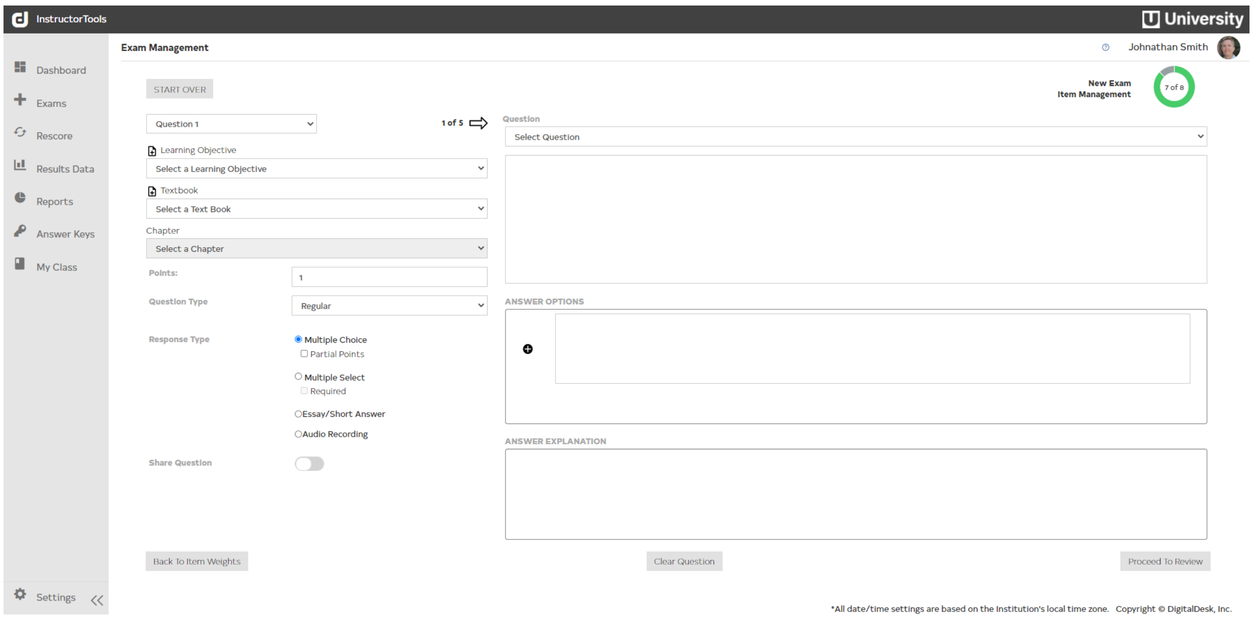
Correct Answer: A and C	Student Response: A and D	Student earns .5 points for selecting A and loses .5 points for selecting D.

Bonus Type controls whether the item will be a test item or a bonus item. “Regular” means the item’s score will contribute to the exam’s total score. “Replacement Bonus” means the item will award bonus points up to the total score of the exam, allowing students to make up for missed answers. “Extra Points Bonus” will allow students to earn extra points, potentially increasing their score above the exam’s total score.

Click Proceed To Item Management to design your test questions.

Exam Item Management

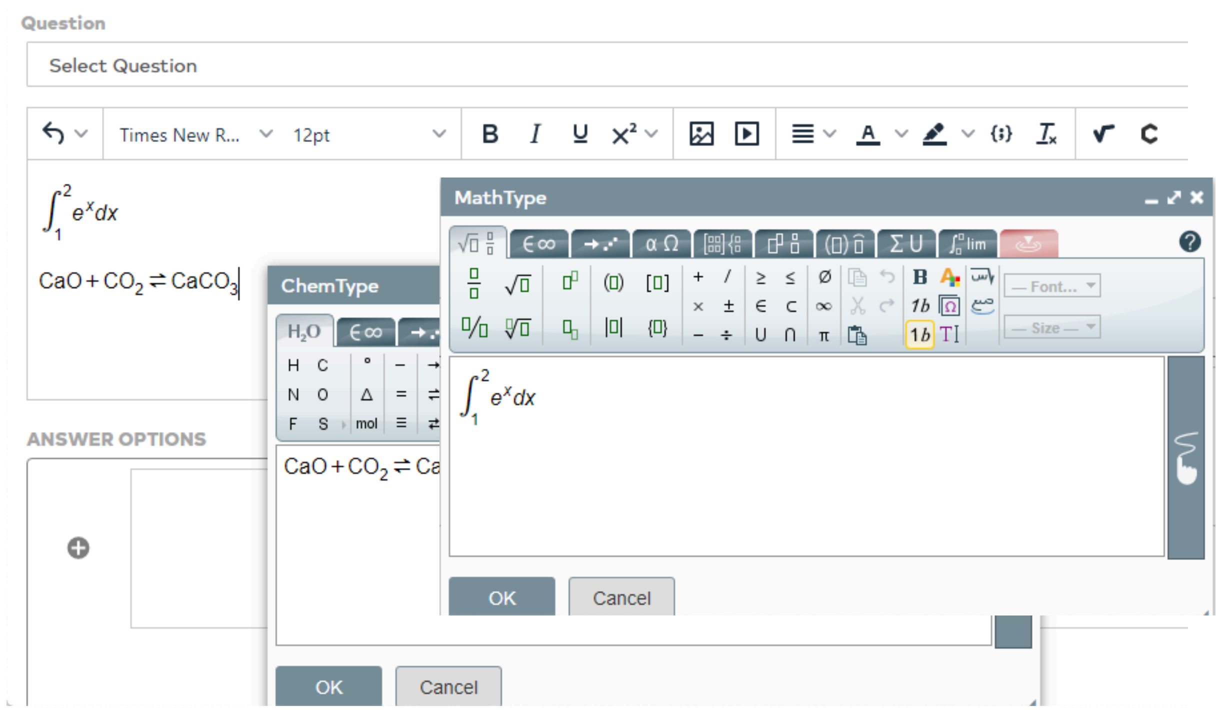
Now you are ready to begin building your exam. DigitalDesk has full, shareable item banking, at your discretion. Items can be categorized by Learning Objectives, Textbooks, and chapters to measure learning outcomes and provide direction for learning.

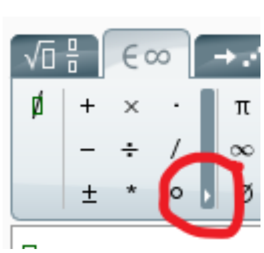


The drop-down labeled "Question" will contain all unfiltered items associated with the course being tested. Filter the dropdown by selecting a learning objective, textbook, and chapter.

Create New / Modify Existing Question: To create a new question, type the question or paste from MS Word or another text editor. You can format the text in various ways, which include adding super/subscript, highlight, changing text color, including coding samples, and adding pictures and videos. Add images to your item by clicking the icon in the editor tool bar. You can add Video streaming references to items by clicking on the . You will be required to enter the URL to the video source, like https://youtu.be/HGMRWP7iDhw.

Math and Chemistry Formula Editor: The item management editor tool supports common math and chemistry formula creation. Select the or for Math or Chemisty formula editor, respectively, from the editor tool bar. Create the desired formula and press OK to save the equation / formula to the item question, as shown in the figure below.

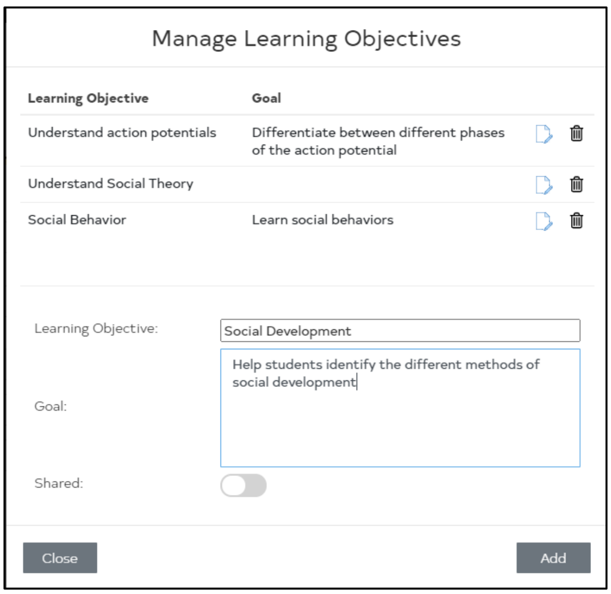


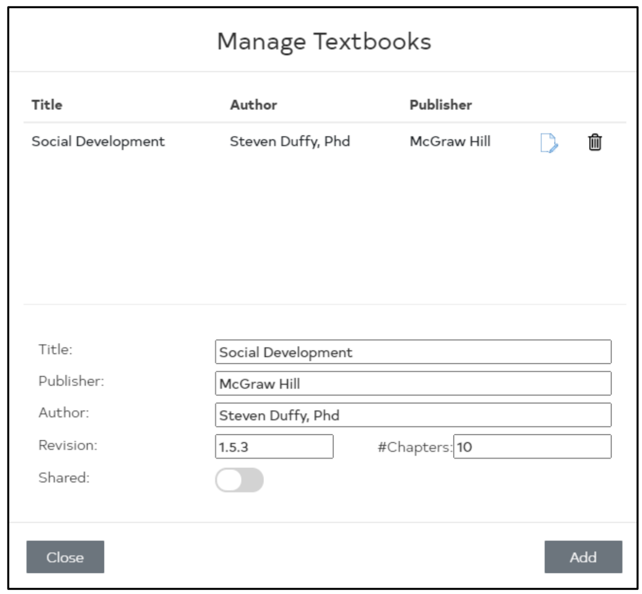


Note: If you are having trouble finding the symbol you need, be sure to check for a small gray arrow in the bottom right corner of the column. Clicking on this will expand the list of symbols to choose from.

Create Answer Options: Answer options are created similarly and can contain formatted text and images. Check the boxes of answers that will be correct. Use the Answer Explanation box to enter review information for students at the conclusion of their exam. You can also use it for holding the rubrics associated with scoring essay/short answer/audio responses. It will be displayed in the response data for a student's exam results so that you or your TAs can assign proper point values.

You can create your own Learning Objectives and Textbooks associations by clicking the next to each option. This will display the following windows, respectively:





Manage Learning Objectives: This allows you to create new learning objectives and edit or delete those available to you. Learning Objectives are specific to their respective course; for instance, objectives created for ADV 445 will not be available to ADV 342 even if you teach both of them. New learning objectives can be given a title in the Learning Objective box and a description in the Goal box. Toggle the Shared button to make this objective available to other faculty members in the same course. Edit an objective by clicking the button, and delete them by clicking the . Click Update in the bottom right-hand corner to save your changes, or click Add to save your new Learning Objective. Click Close to discard them.

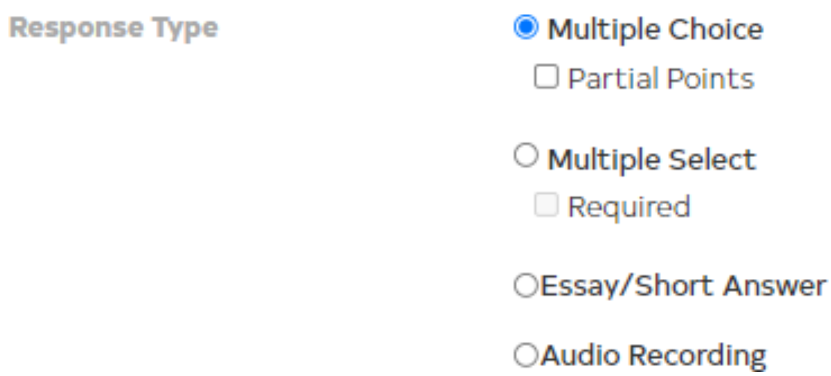
Manage Textbooks: As with Managing Learning objectives, here you can add textbooks and edit or delete those available to you. Textbooks are specific to the course they are created for, and cannot be shared between different courses even if you teach both of them. To add a textbook, provide a title, publisher, author, revision number (in x.x.x format), and number of chapters. Slide the Shared button to make this textbook available to other faculty members in the same course. Click Add to save your changes or Close to discard them. To edit existing textbooks click , or click to delete them. Click Update to save any changes you make to a textbook.

Note: Changes to the two options above will affect your Syllabus, as described in *[My Class](#)**.*

Chapter: This drop-down becomes available after a textbook has been selected and allows you to select the chapter related to the current question.

Points: Here you may set the number of points the current question is worth. By default each question is worth the total number of points available divided by the number of questions, or the values set on the Item Weights page.

Question Type: This drop-down menu allows you to set the question type as Regular, Replacement Bonus, or Extra Points Bonus. Regular means the question will function as a normal test question. Replacement Bonus means the question's points can replace missed points up to the maximum point value of the test. Extra Points Bonus awards extra points to a student's score, potentially raising it above the point maximum. Note that the points in the last two options will not be included in calculating the exam's maximum score, so the values of other questions may need to be adjusted.



Response Type: Multiple Choice is the default for objective questions. Selecting ☑ Partial Points allows you to set some answers to be worth less or even a fraction of the correct answer. Multiple Select means at least two answers must be selected as a right answer, and a student must select all of the correct answers to get full points. Selecting one or more of the correct answers awards a fraction of the question's full points. For example:

Correct Answer: A and C	Student Response: A and D	Student earns .5 points for selecting A and loses .5 points for selecting D.

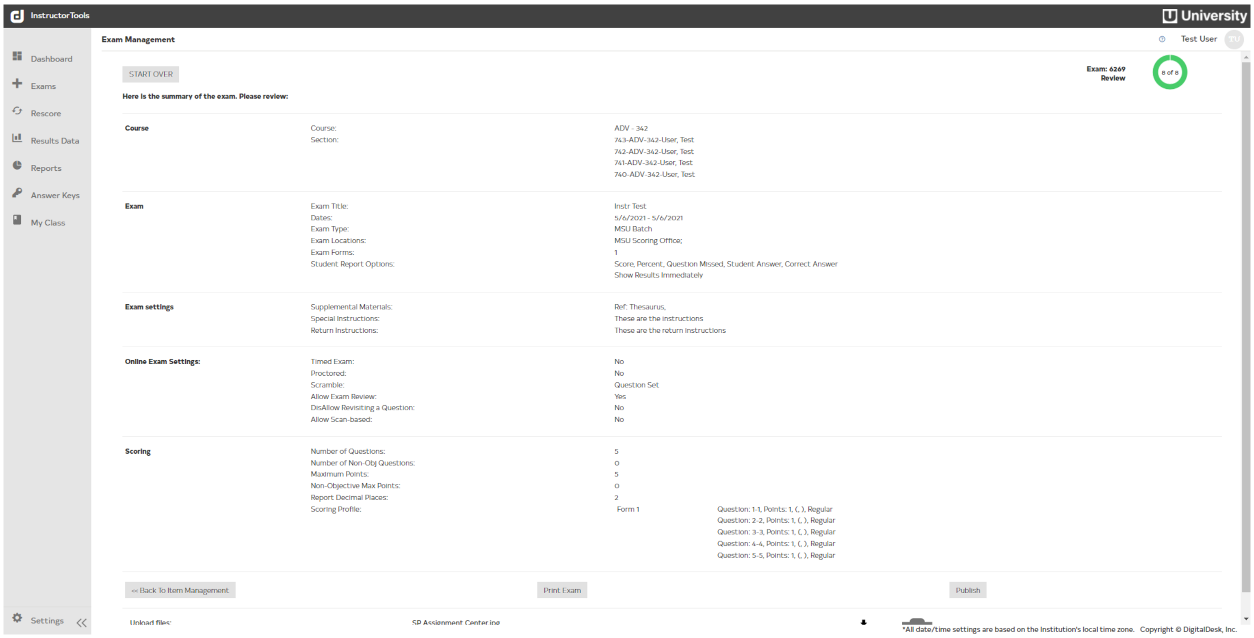
Selecting ☑ Required means all of the correct answers must be selected to get any points. Essay/Short Answer is for non-objective questions and removes the Answer Options and Answer Explanation boxes. Instead, an Answer Rubric is provided to specify criteria that should be used in grading students' written answers.

Essay will allow students to write out their answer in one or more paragraphs. Audio will allow students to record their response vocally. Both options will require that you grade them manually using a rubric. These responses can be accessed in their sheet located in Results Data, under the WebAssess tab.

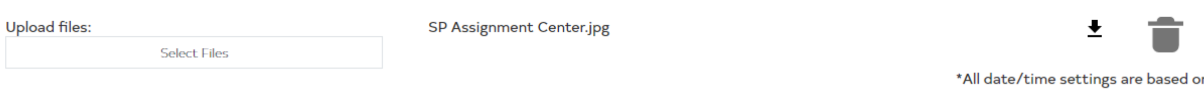
Click Proceed To Review when you have created or selected items for each question on the exam.

Exam Setup Review

You are now at the exam setup review where you can verify that all item properties are set as desired.



If you want to include certain documents or pictures with your exam, you can upload them by clicking the **Select Files** button at the bottom of the page.



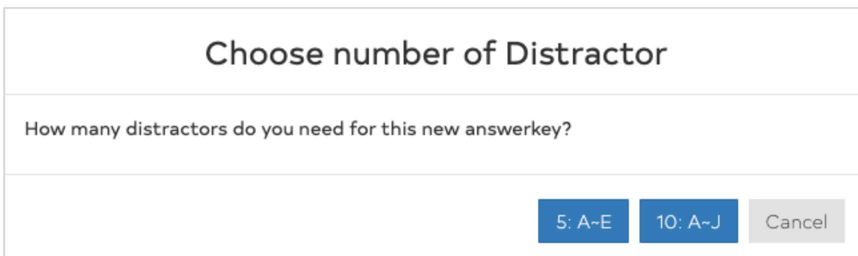
You can then download the file with or delete it with .

Once you have verified all exam properties, click Publish. Your exam will now be ready for students to take. If you want a paper copy of your exam, press Print Exam. A PDF version of the exam will be downloaded to your computer.

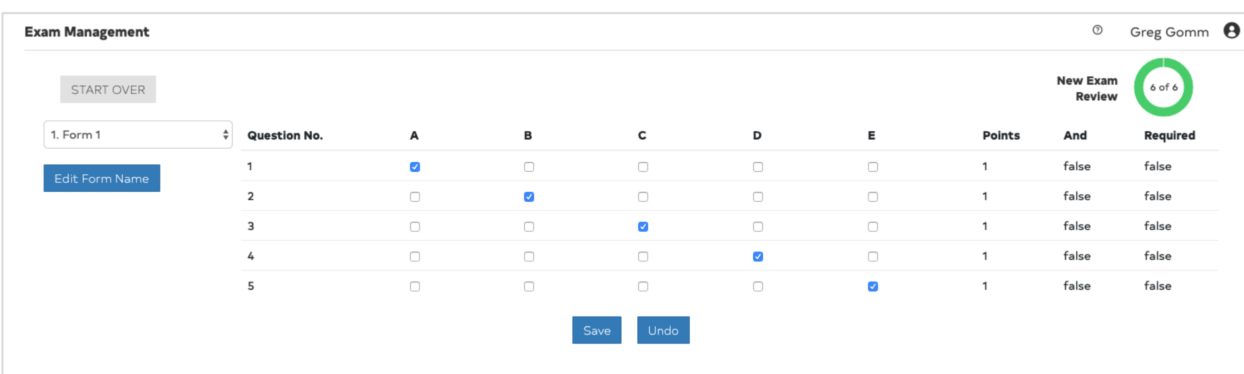
If you need to make changes to the exam, press << Back To Item Management. From each page, you will be able to navigate back through the exam setup pages to the beginning.

Create Answer Key

Once you have published a scan-based exam, Create AnswerKey will be visible for those who wish to create their answer key online. You still have the option to fill out a scan form with the answer key information. Click Create AnswerKey and you will be asked to select the number of answer options based on the scan form being used.



The following form will appear with the number of items specified earlier. For each form or version of the exam, select the correct responses by clicking the check boxes associated with each item. The three right columns labeled **Points**, **And**, and **Required** display the item properties as established on the Item Weights page. By default, items are “OR”, meaning students can select only one of many correct responses. If the item’s property is “AND”, check the boxes associated with the correct responses.

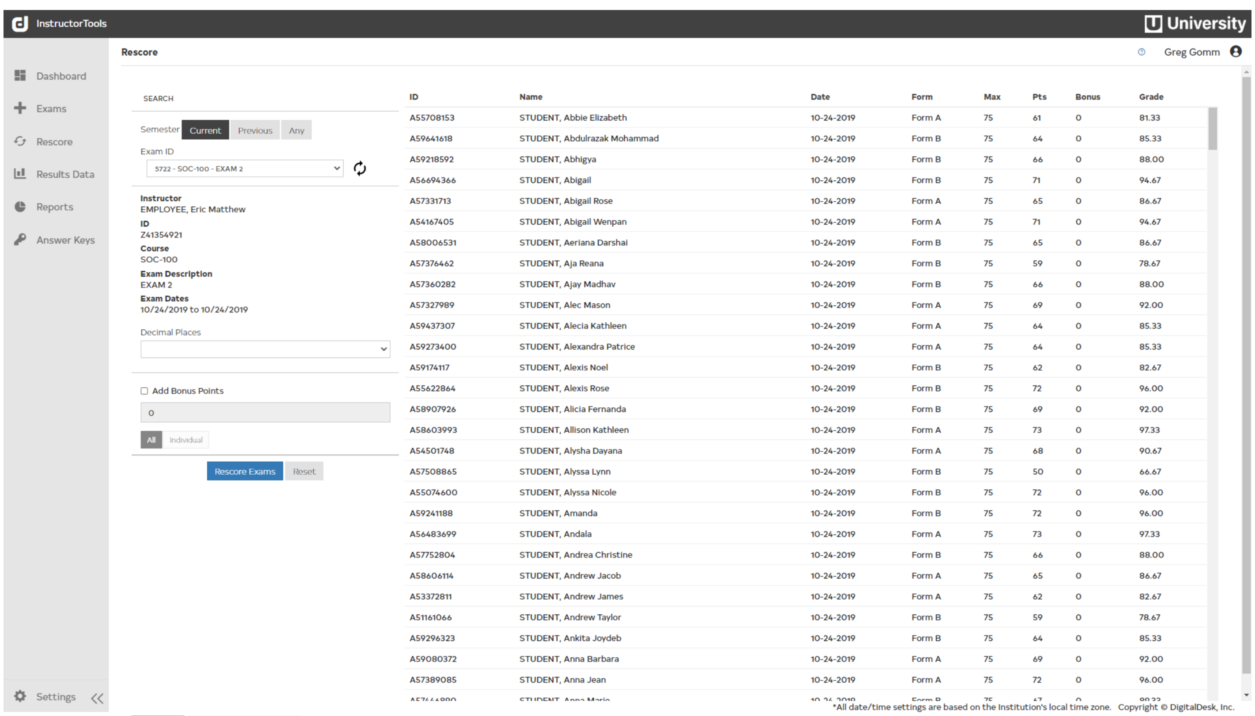


DigitalDesk

When you are done, press Save. Your exam will be ready to be scanned without filling out a scan form or scan the answer key prior to scanning students' scan forms.

Rescore Exams

To manually rescore exams after making changes to item point values or add bonus points to all or selected students, click  in the navigation bar. This will present you with a page requesting you to select from a drop-down list of exams. The drop-down menu is filtered by semester. You can choose from Current Previous Any. **Any** will display all exams that remain in the system after archiving data. Here you can set the number of relevant decimal places to be used in exam reports and on this page. If you check the box labeled **Add Bonus Points**, the numerical box will be enabled. Set the point value you wish to add. You can choose to apply points to all or individual students by selecting one of the



following: All Individual. If you select **Individual**, the points will only apply to that student.

Now, press Rescore Exams and all exams will be rescored, adding the desired points.

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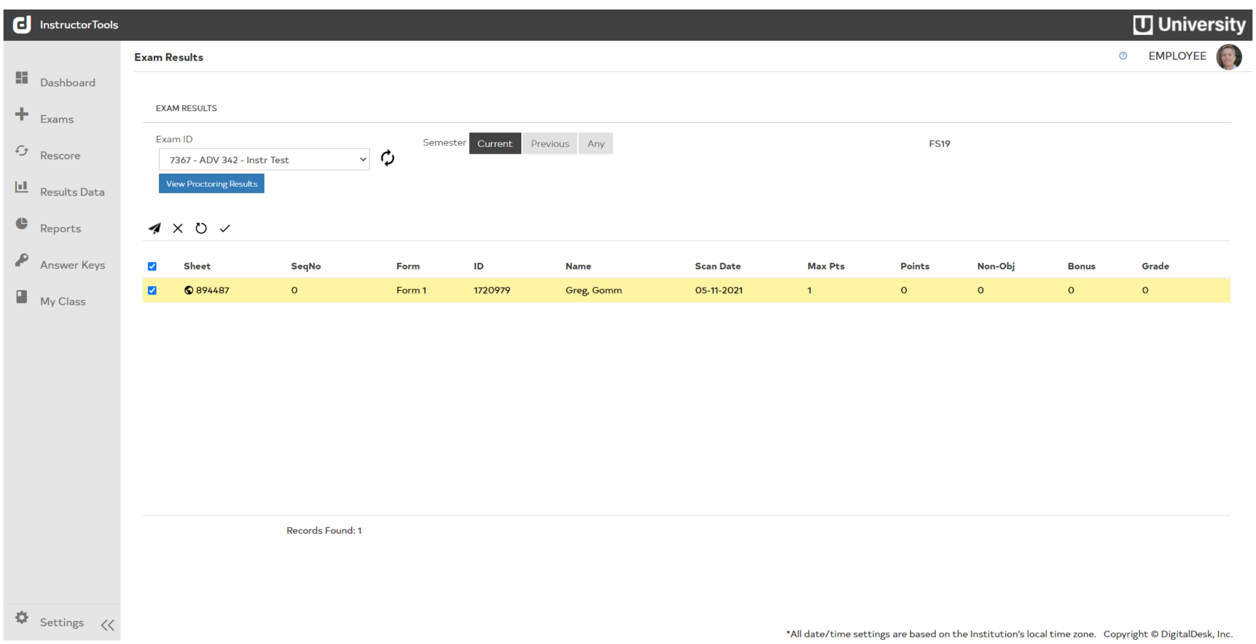
Results Data

Results data allows you to make corrections and grade essay or short answer items for WebAssess exams and can be accessed by clicking . Select an exam from the drop-down menu and the students' results for the selected exam will be listed.

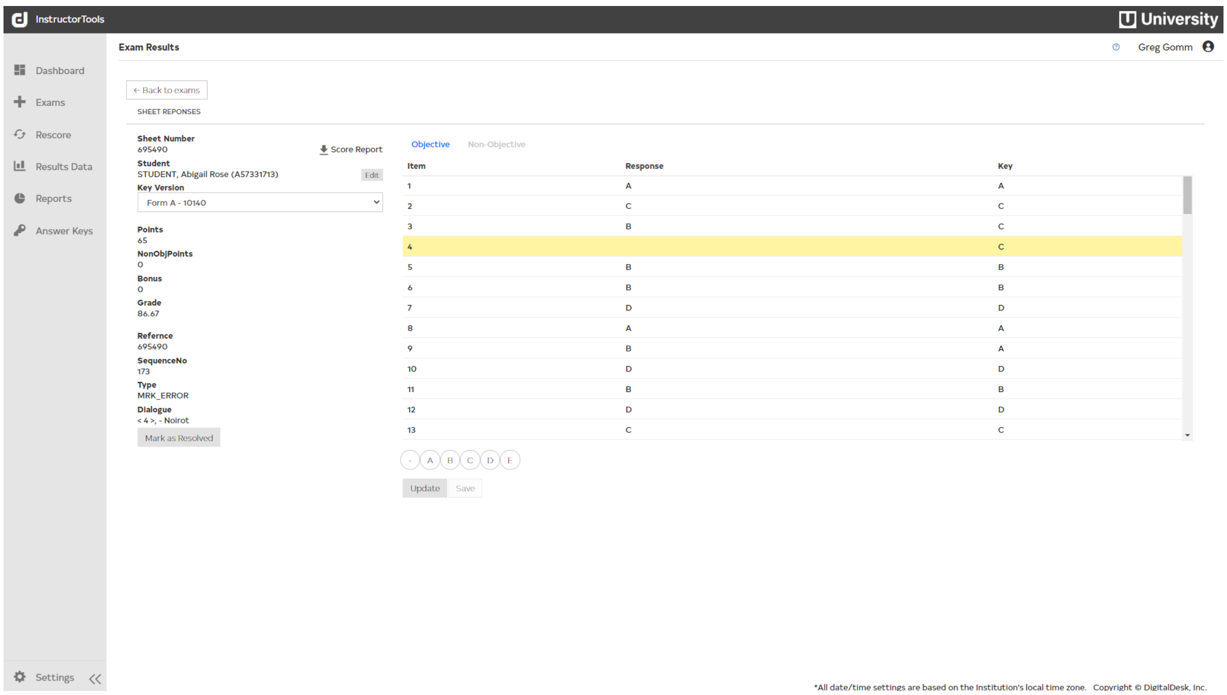
Click on View Proctoring Results to view your students' Proctorio® results for that exam. This can help you detect any cheating that may have happened.



Clicking on the box next to a sheet number selects that row and brings up four symbols. sends a Student Report to the selected students. deletes the answer sheets of the selected students. allows the selected students to resume taking the exam. finishes the test for the selected students.

Any scoring errors encountered will also be listed with the corresponding item. Any grades that have been scheduled to be released to the student will be indicated by in the far-right column of the exam listing. If the exam results have been released, then will be displayed.

Clicking on the listed errors will take you directly to the sheet containing the error.



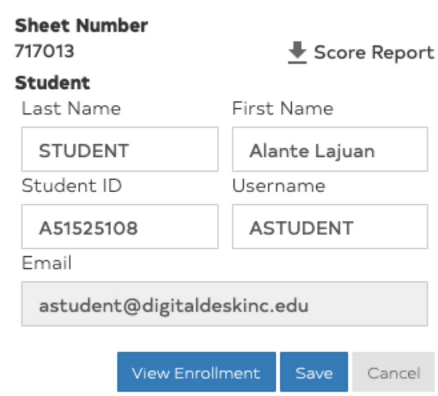
Review the errors, then make and save corrections. The score results will automatically be updated. When you are finished, click Mark as Resolved. This will remove the error from the previous screen. You can always review errors that have been corrected by Show Resolved Errors.

Clicking on a student's row takes you to that student's sheet. You may score non-objective responses, modify answers, download a score report, change the key version, and make demographic corrections.

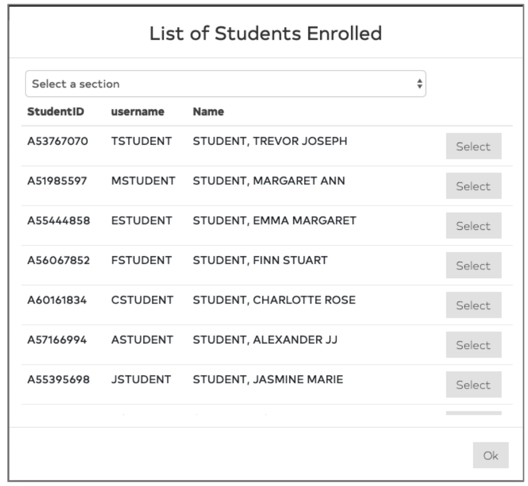
Multiple Choice questions are listed under Objective and will show the question number, the student's response, and the correct answer. You can change the student's selected answer by clicking on the item to highlight it, and then clicking the desired answer at the bottom of the page. Click Update to update the student's answer and Save to save the change.

Essay/Short Answer/Audio questions are listed under WebAssess and will show the question number, the student's response, and their current score for that item. At the bottom of the page you may award any amount of points that you deem appropriate, including decimal or integer values, up to the maximum points for that item. You may also include comments for students to view on the Grades page of StudentPortal. Click Update to change their current score and Save to save the change. A prompt will remind you to resend score reports, which is done in the Reports page.

Demographic Corrections: If a student did not properly enter their student information and the system was not able to assign the exam to an enrolled student, then you can correct the demographic information by clicking Edit next to the student's name. That will display the demographic editing capabilities.

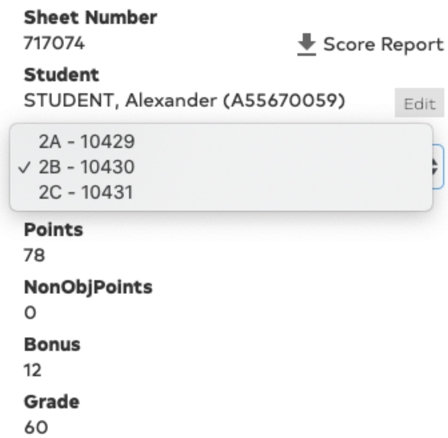


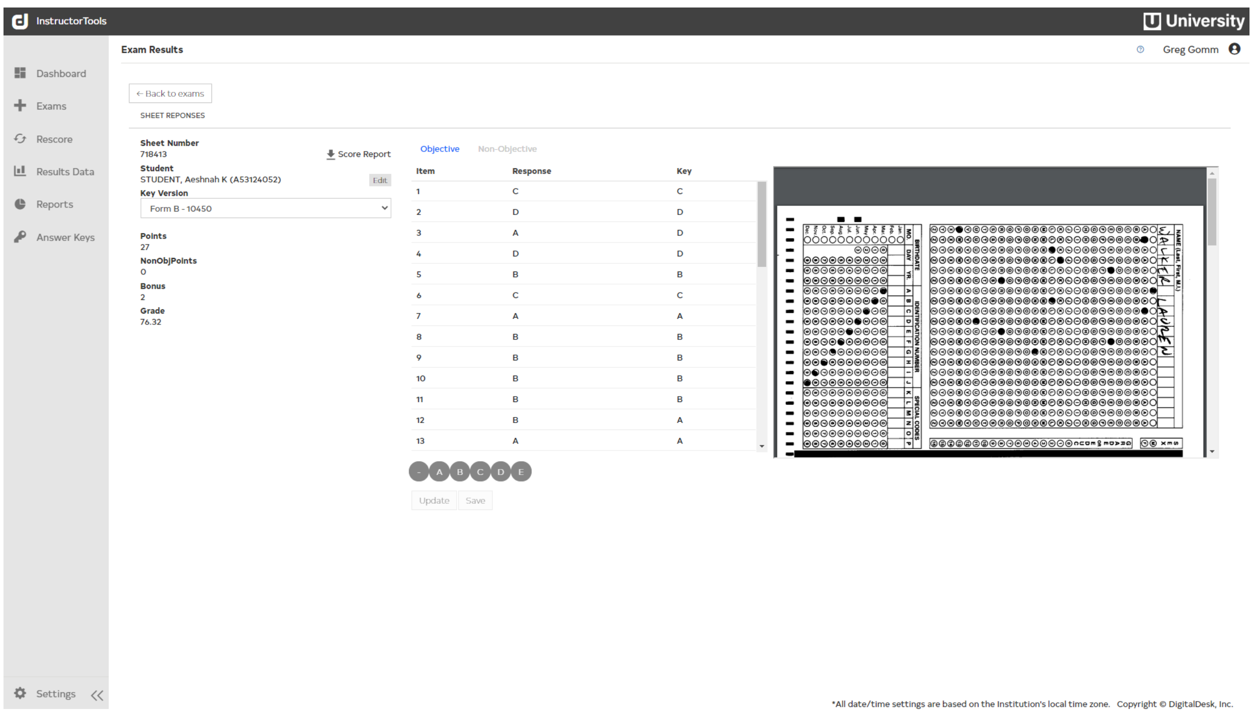
If you are able to identify the student by name and want to assign this result record to the proper student, press View Enrollment which will list all students enrolled in the section for which the exam was created. Press Select next to the desired student and the results record will be updated with the correct demographics based on data imported from the LMS or SIS.



Imaged Scan Form: If your institution uses an imaging scanner, such as Scantron® iNSIGHT™ model scanners, selecting a student sheet will also display an image of the student's scan form. This image can be zoomed to verify marking errors and downloaded.

Key Version Re-Assignment: Occasionally, a student may get scored against the wrong answer key. In that event, simply select the correct answer key using the Key Version 2B - 10430 drop-down. The "Key" column in the response data table (see figure above) will be updated with the correct answer. Press Save and the student's exam will be automatically scored against the selected answer key.



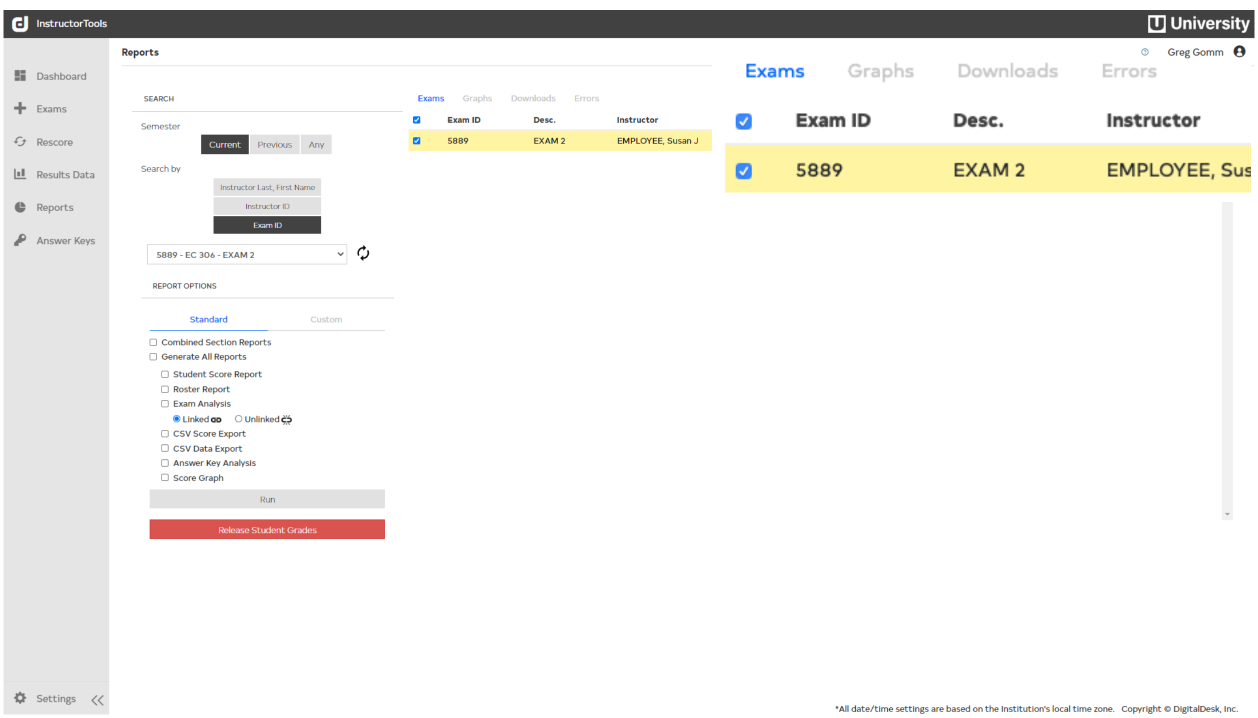


Reports

DigitalDesk provides a comprehensive set of standard reports that come in PDF and CSV formats.

Custom reports, to include the integration with your LMS, are located in the Custom tab:

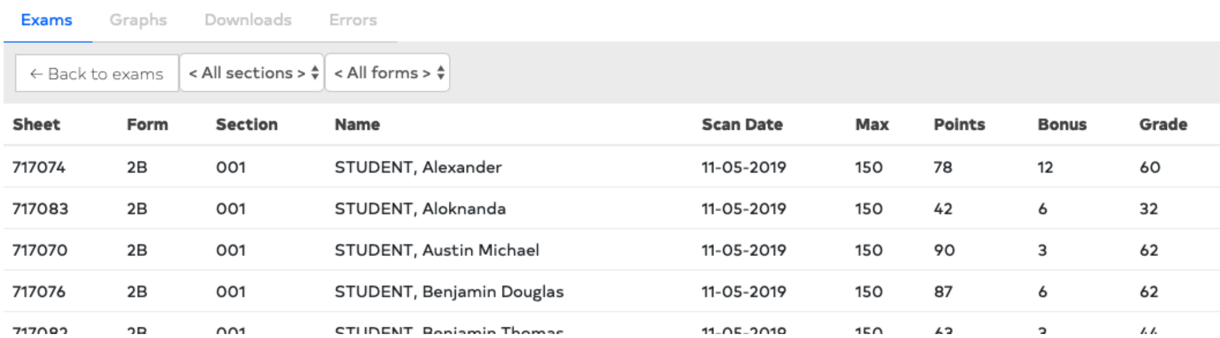
. Reports are available for all semesters that have been retained in the operating database. You may search by Instructor Name, Instructor ID, or Exam ID. Select the desired exam from the list in the exam drop-down. The exam information will be displayed in the right-hand side of the screen.



Check the box(s) next to the sections you wish to run an exam for. There is a **select all** checkbox at the top of the exam section listing. (See figure to the right)

If you double-click the exam listing, you will be presented with all students that have taken the exam.

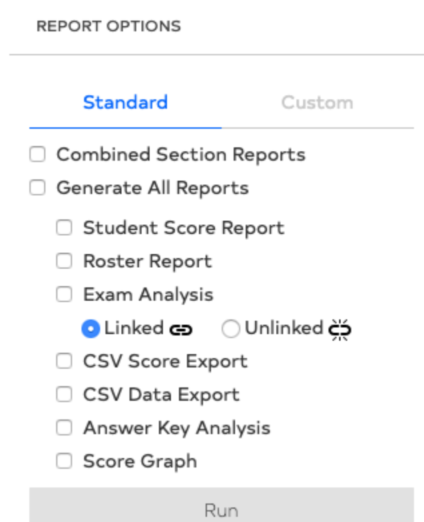
You can filter by class section and forms, or versions, of the exam.



Sheet	Form	Section	Name	Scan Date	Max	Points	Bonus	Grade
717074	2B	001	STUDENT, Alexander	11-05-2019	150	78	12	60
717083	2B	001	STUDENT, Aloknanda	11-05-2019	150	42	6	32
717070	2B	001	STUDENT, Austin Michael	11-05-2019	150	90	3	62
717076	2B	001	STUDENT, Benjamin Douglas	11-05-2019	150	87	6	62

Click ← Back to exams to return to the list of tested sections.

Standard Reports: This tab lists the standard reports provided by DigitalDesk.



Combined Section Reports option will combine all results for all class sections tested under this exam. For example, you may have given this exam to your morning and afternoon sections in the exam setup process. This will apply to all reports including the Exam Analysis.

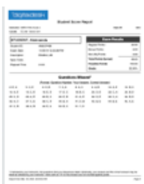
Now, select the report types you wish to run by selecting **Generate All Reports** or just check the boxes next to the desired reports. Press Run and the system will generate each report and place them in the downloads folder located at the top middle of the screen.

Exams Graphs 1 Downloads 14 Errors 1

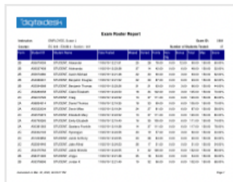
Available Reports

	Report Name	Created
↓ Download All	Download 14 reports as a zip file	
Download	Score Graph - PDF - EC 306 - Section - 001; EXAM 2	6:18 PM
Download	Score Graph- ExamID 5889- Section 001	6:18 PM
Download	Data Export - ExamID 5889 - Section 001-Sorted By Name	6:18 PM
Download	Data Export - ExamID 5889 - Section 001-Sorted By Sequence	6:18 PM
Download	Score Export - Incorrect Response Analysis - ExamID 5889 - Section 001	6:18 PM
Download	Score Export - ExamID 5889 - Section 001	6:18 PM
Download	Exam Analysis - Raw Data - Exam 5889 - 2C - Section 001	6:18 PM
Download	Exam Analysis - Exam 5889 - 2C - Section 001	6:18 PM
Download	Exam Analysis - Raw Data - Exam 5889 - 2B - Section 001	6:18 PM
Download	Exam Analysis - Exam 5889 - 2B - Section 001	6:18 PM
Download	Exam Analysis - Raw Data - Exam 5889 - 2A - Section 001	6:18 PM
Download	Exam Analysis - Exam 5889 - 2A - Section 001	6:18 PM
Download	Roster Report - EC 306 - EXAM 2 - Section - 001	6:18 PM
Download	Student Score Report - EC 306 - EXAM 2 - Section 001	6:18 PM

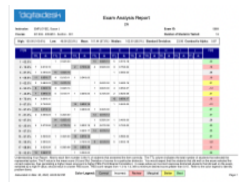
The folder will contain a report for each type selected. In the case above, you will see that there are 14 reports. Click Download next to each report or download all reports in a ZIP file by pressing ↓ Download All.



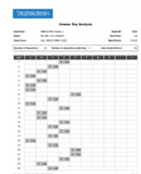
Student Score Report



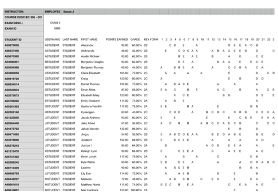
Roster Report



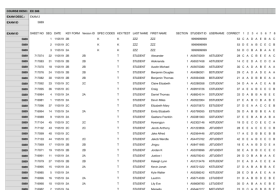
Exam Analysis



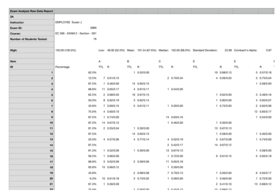
Answer Key Analysis



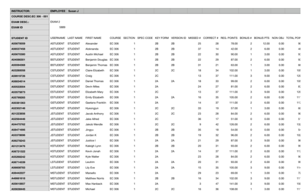
Incorrect Response Analysis



Data Export



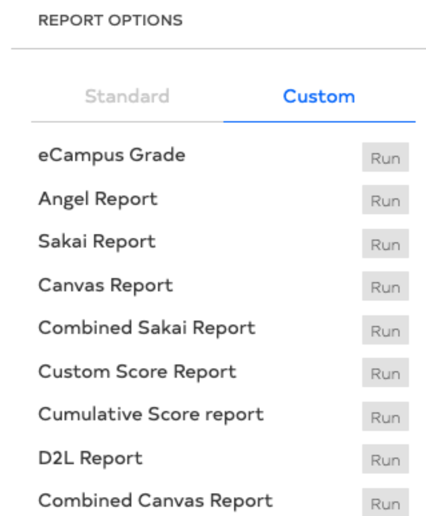
Exam Analysis Export



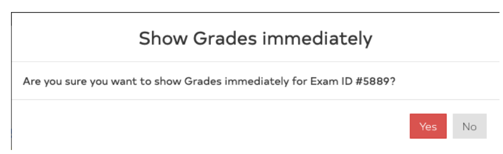
Score Export

For a detailed description of each report, please click here.

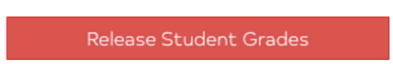
Custom Reports: The custom reports tab lists any reports that your institution has requested. In addition, it includes the report for integrating with your LMS. The LMS integration is achieved using varying methods as set by the institution. Regardless of the method implemented, a report containing the information sent will be created in the report download folder. The following are supported LMS integration methods.



1. **LMS API Integration.** This method connects to the LMS instance for your campus. It creates a new column based on the Exam Title given during the exam setup and inserts students' grades. An option is provided to show or hide the grade column.

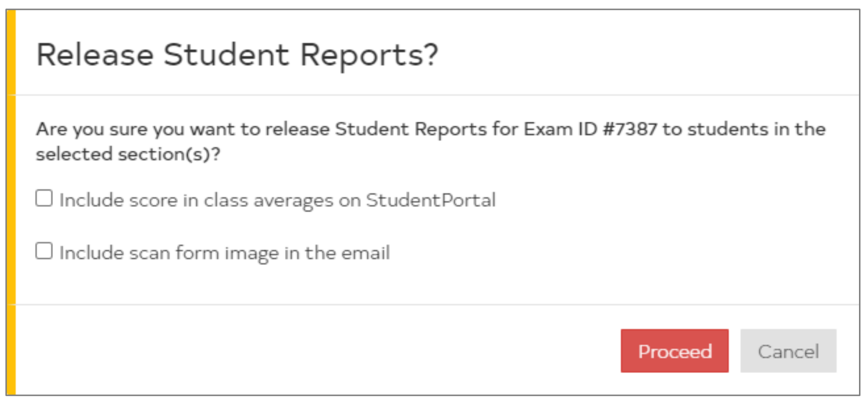


2. **Staging Database, Table, or Flat File.** This method pushes the data to a location, either a database or folder, where the data can be imported using a process developed by the institution.
3. **Faculty Upload.** This method generates a file formatted and prepared for direct upload into the LMS. Faculty will need to create the exam column in the LMS Gradebook and set the desired properties.

Release Student Scores: 

is located at the bottom of the report section below the run button for generating reports. This button will set a flag in the student result record indicating that students can view the report in StudentPortal or receive a Student Report, as described above, via email.

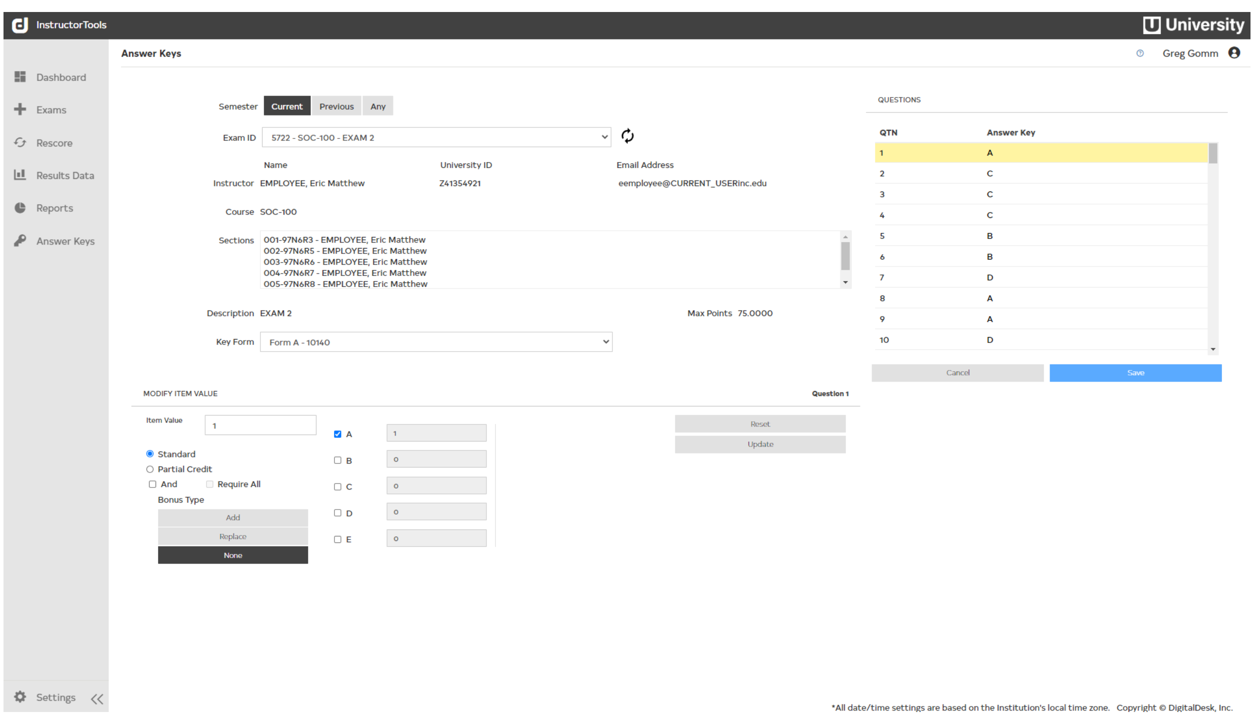
It is important that Answer Key Analysis and Exam Analysis reports be reviewed carefully prior to releasing students' scores. Those two reports may indicate problems with the exam setup or with item and distractor validity/reliability. After reviewing the reports and making required changes to the exam setup or adding bonus points, pressing Release Student Grades will require you to confirm your intent to release the student grades. There are two additional options for presenting information to students that include class score average and, if the exam was scanned using an imaging scanner, the scan form image for student review.



Answer Keys

There are occasions when corrections to answer keys are needed. If your Answer Key Analysis report indicates a problem, the Exam Analysis prompts you to consider alternative correct responses, or you just want to add partial points to item distractors, then select the from the Navigation bar.

The answer key drop-down, which contains the list of exams, can be filtered by Current Previous Any. Use the drop-down selector to find the desired exam. The information about the exam will be displayed showing instructor demographic information, sections being tested and another drop-down containing the different versions of the exam.



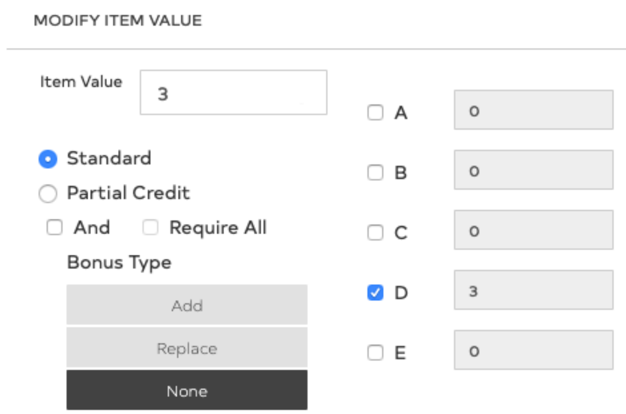
Back to TOC

DigitalDesk

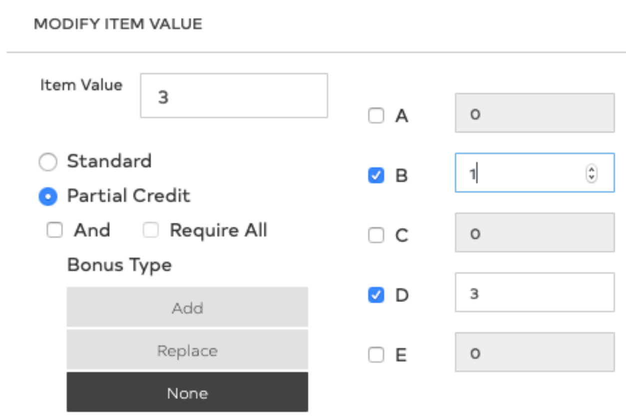
Selecting the desired version will populate the Question table on the right side. For each item, the correct response is indicated. Selecting an item will populate the item scoring profile showing item point value, type, and correct response.

There are differing item types supported for objective scoring:

1. **Standard**: Students may select only one correct response. If desired, **Or** type questions can be created by checking the box next to an additional answer option. This feature can also be used to invalidate the item discrimination by selecting all answer options.



2. **Partial Credit**: This option allows faculty to assign points to distractors that are not considered the correct answer but justify awarding some point value less than the item value. In the example to the right B is checked and will award 1 point, while D will award 3 points.



3. **"And" and "Require All"**: DigitalDesk supports multiple correct answers from students. By checking And, students will be required to select all the correct responses in order to earn the

item point value. If they only select one of the correct answers, partial points for that response will be awarded. Incorrect responses will be subtracted. If an item is worth three points, as in the example below, and a student selects 2 of the 3 correct responses, they will earn 2 points. If they select an incorrect response then they will receive 1 point, having deducted 1 point for the incorrect response. Checking ☑ Require All will require the student to select all correct responses in order to be awarded any points. See below example:

Correct Answer: A, B and C	Student Response: A, B and D	Student earns 2 points for selecting A and B, and loses 1 point for selecting D.

4. **Bonus Questions**: Any question type may be considered a bonus question. There are two methods of treating bonus points:
   a. **Add:** Selecting Add will add points to the student's score regardless of the points earned from non-bonus items.
   b. **Replace:** Selecting Replace will only allow students to earn up to a maximum score equal to the exam max points. This method will not produce a grade more than 100%.

When you have completed the changes to the item, click Update to update the answer key table. The result should look like the figure to the right.

When you are finished modifying items, press Save and the selected answer key will be saved.

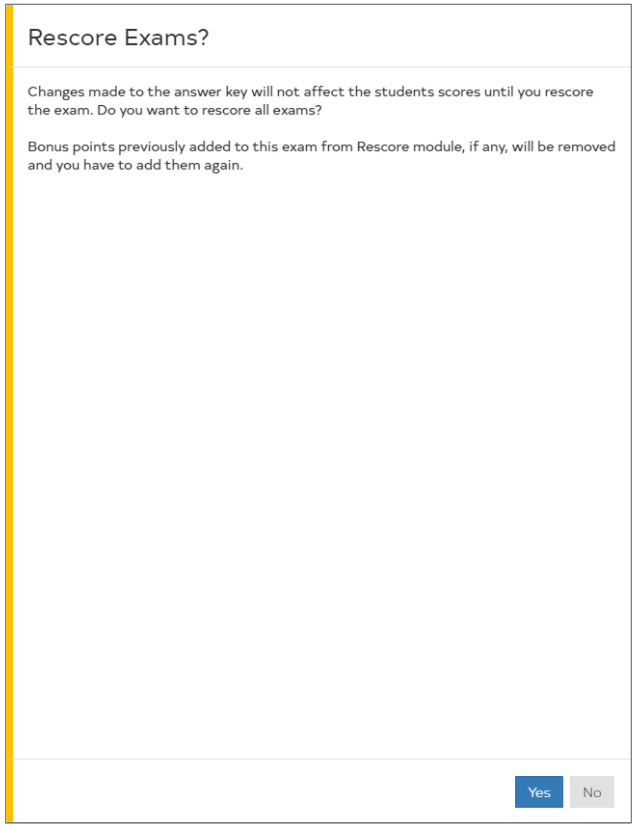
QUESTIONS

QTN	Answer Key
1	B D
2	C
3	B
4	A
5	B
6	A
7	A
8	E
9	C
10	A

Cancel Save

NOTE: If you defined an item as Partial Credit, the only answer option listed will be the correct answer. Partial Credit answer options are NOT considered correct and therefore are not displayed in this table. You can verify Partial Credit by reprinting the Answer Key Analysis report from the Report section or simply selecting the item again from the table to confirm that the partial credit scoring option is still set.

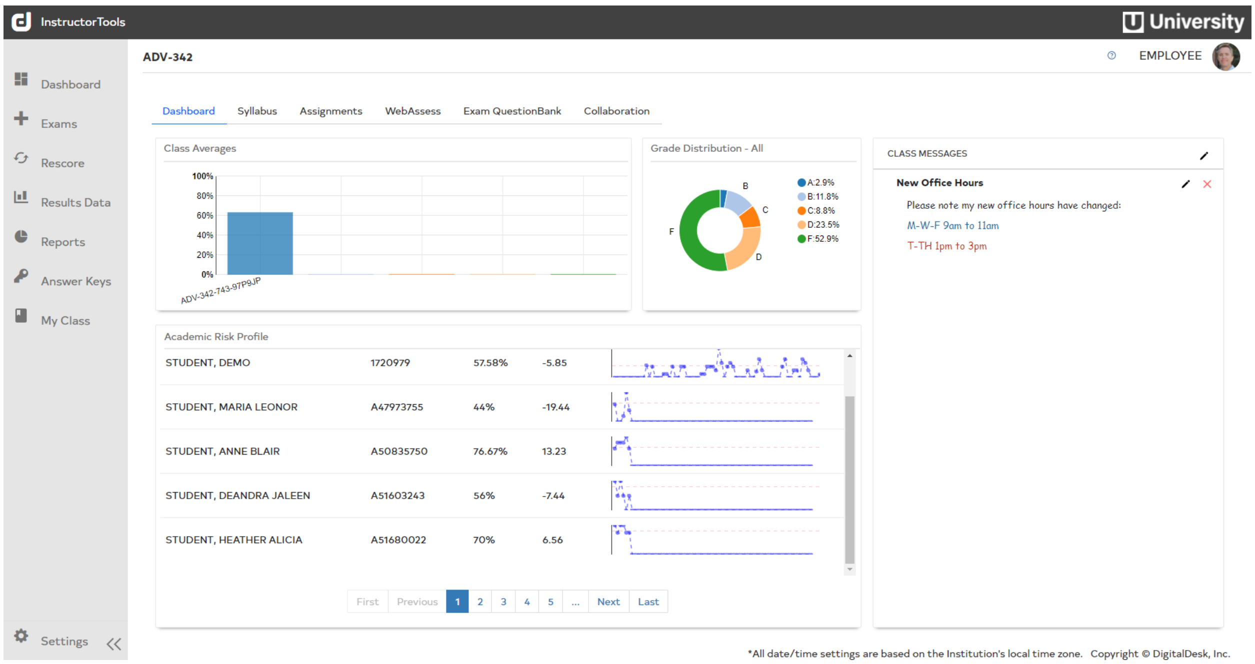
After pressing Save , you will be prompted to Rescore the exams. Select Yes to have the system rescore all students' exams based on the changes to the keys. If you select No , any changes you made to the answer key will not be reflected in students' scores until you manually rescore the exams by going to the Rescore section of InstructorTools.


Rescore Exams?
Changes made to the answer key will not affect the students scores until you rescore the exam. Do you want to rescore all exams?
Bonus points previously added to this exam from Rescore module, if any, will be removed and you have to add them again.
Yes
No

My Class

(Faculty Role Only)

My Class provides a drop-down menu showing all the courses you are managing. Clicking on a course navigates to a specialized Dashboard for that course.



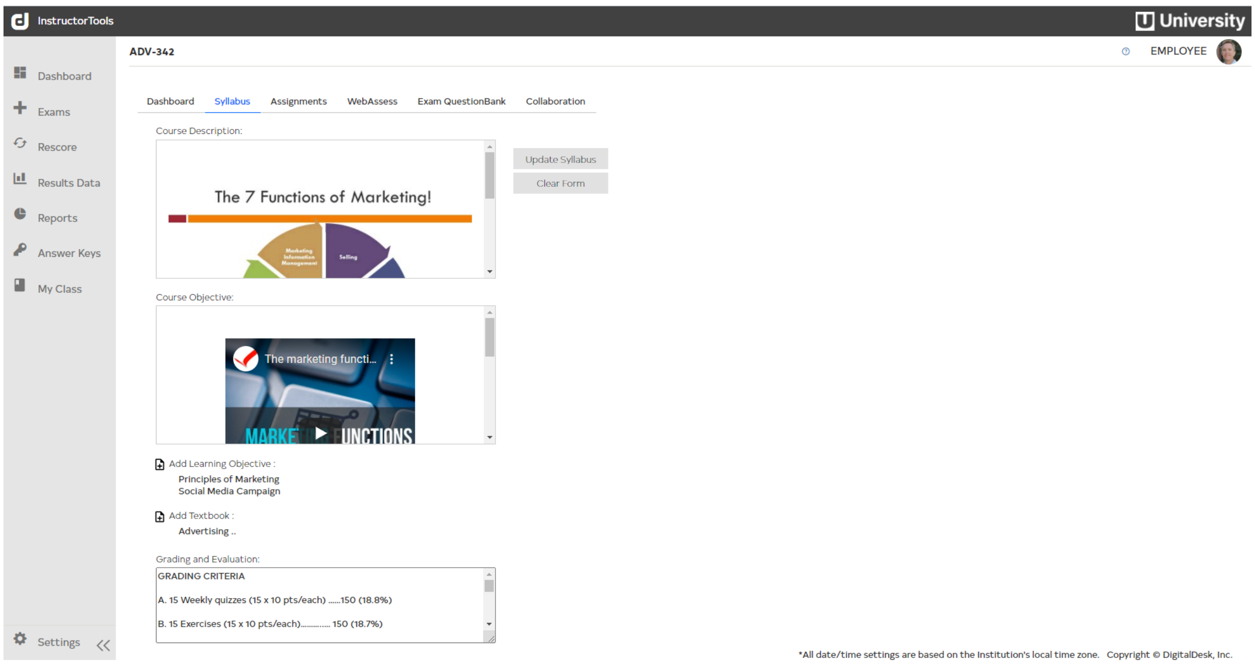
The bar graph gives the average scores for different sections in that course. The donut chart shows the grade distribution for all sections. By clicking on a section's bar on the bar graph, you can view that section's grade distribution. Students in your sections are listed below with information about their progress.

Click the on the right side of the page to open the Class Message pop-up window, where you can create messages for all sections, a particular section, or individual students. You can format the text in many of the ways covered in [Exam Item Management], with the exception of the Math and Chemistry

Formula Editor. You can also edit or remove messages you have sent by clicking the ✏ or ✕ respectively.

Syllabus

Click on Syllabus to design a syllabus for your course, which students can view in their StudentPortal. You will be shown three windows labelled Course Description, Course Objective, and Grading and Evaluation. As with Class Messages, you can format the text in the same ways described in Exam Item Management, including the insertion of videos and images.



1. **Course Description:** The items in this window will appear at the top of your syllabus and should include a brief description of the subject material you will cover over the semester. Update Syllabus will update the syllabus with any changes you made. Clear Form will delete your syllabus and allow you to start from the beginning.
2. **Course Objective:** This follows the Course Description and should list the ideas and concepts students are expected to know by the end of the semester. Underneath this window are two subsections: Add Learning Objective and Add Textbook. These features are the same as the

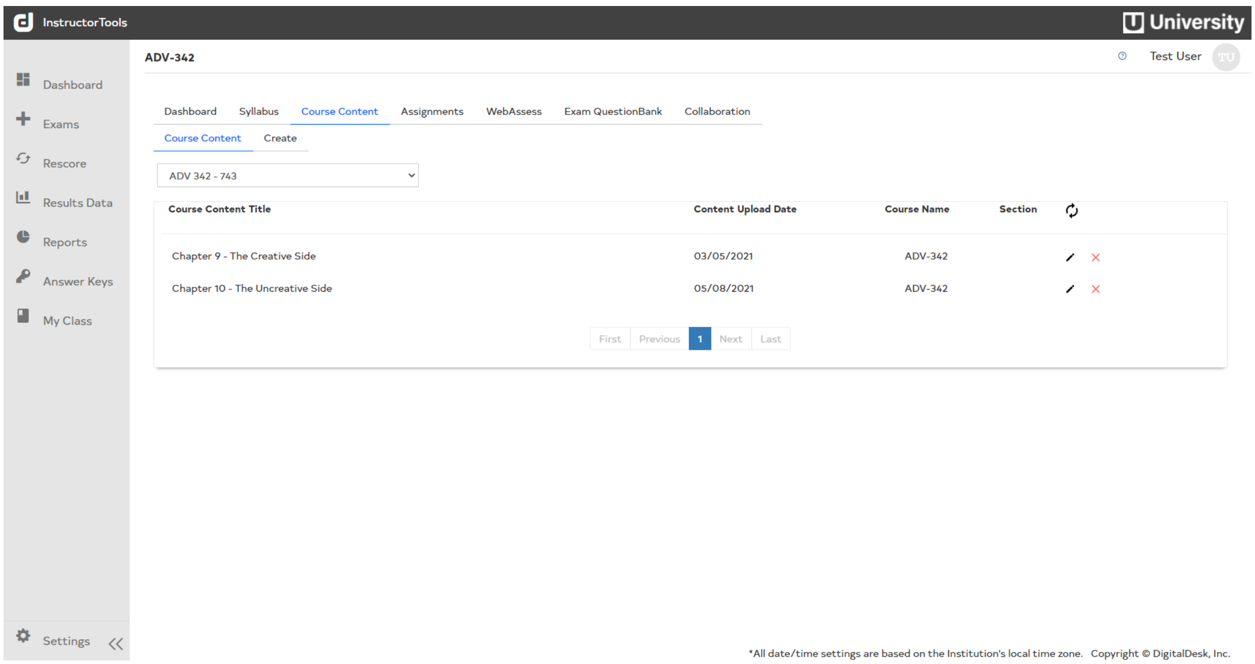
ones described in Exam Item Management, after the "Create Answer Options" paragraph. Both of these sections are put at the end of your syllabus on StudentPortal.

3. **Grading and Evaluation:** Here you will be unable to format the text and insert media. You can list what portion of the students' grades will be controlled by homework, classwork, exams, etc. and what grade percentage is assigned to each letter grade. This section appears after the Course Objective on the StudentPortal syllabus.

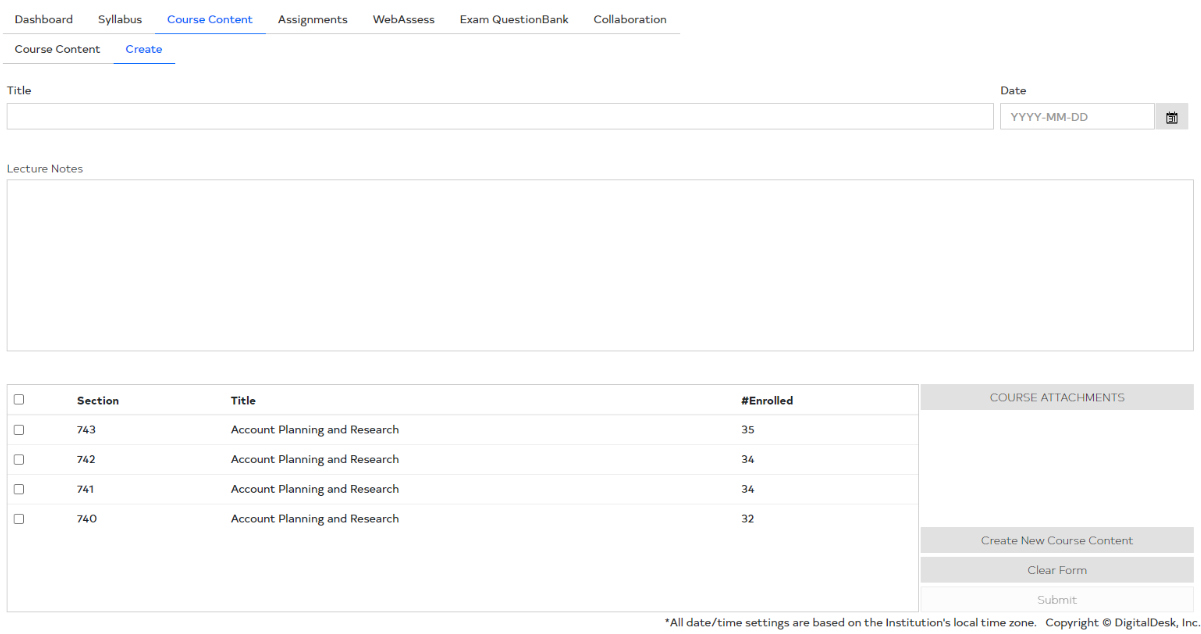
Course Content

This tab allows you to share lecture, class, and supplemental material with your students. Under

Course Content are two sub-tabs, **Course Content** and **Create**.



Course Content lists all the content items you have created, what section they are for, and the date they will become available to students. You can edit the content items by clicking the , or delete them by clicking .



Create allows you to create new content items for your course. You must provide a title and the date you would like it to become available on StudentPortal, which can be set manually or selected in the icon. "Lecture Notes" should include information and media appropriate to what you will discuss that day. This can be a summary of the lecture, pre-/post-class material, videos, pictures, etc. Documents, PowerPoints, and other media can be made available for students to download via

COURSE ATTACHMENTS. Check the boxes next to the courses you would like this content to be available to or check the box at the top to make it available to all your courses. Click

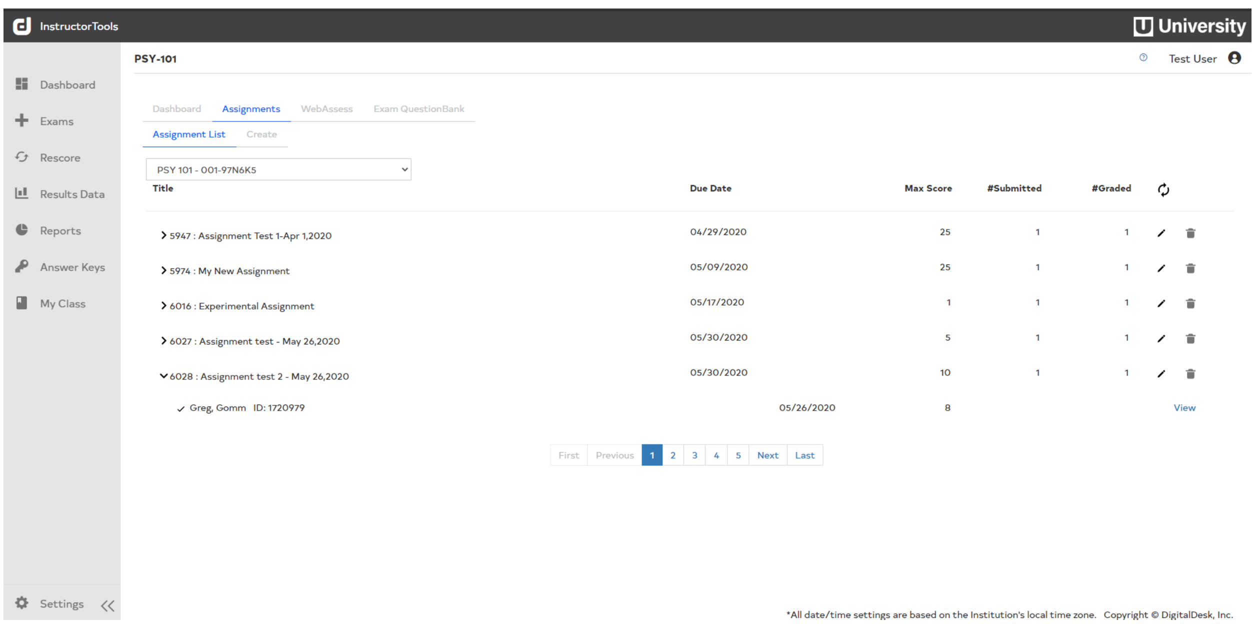
Submit to add it to your list in Course Content or click

Clear Form to start over.

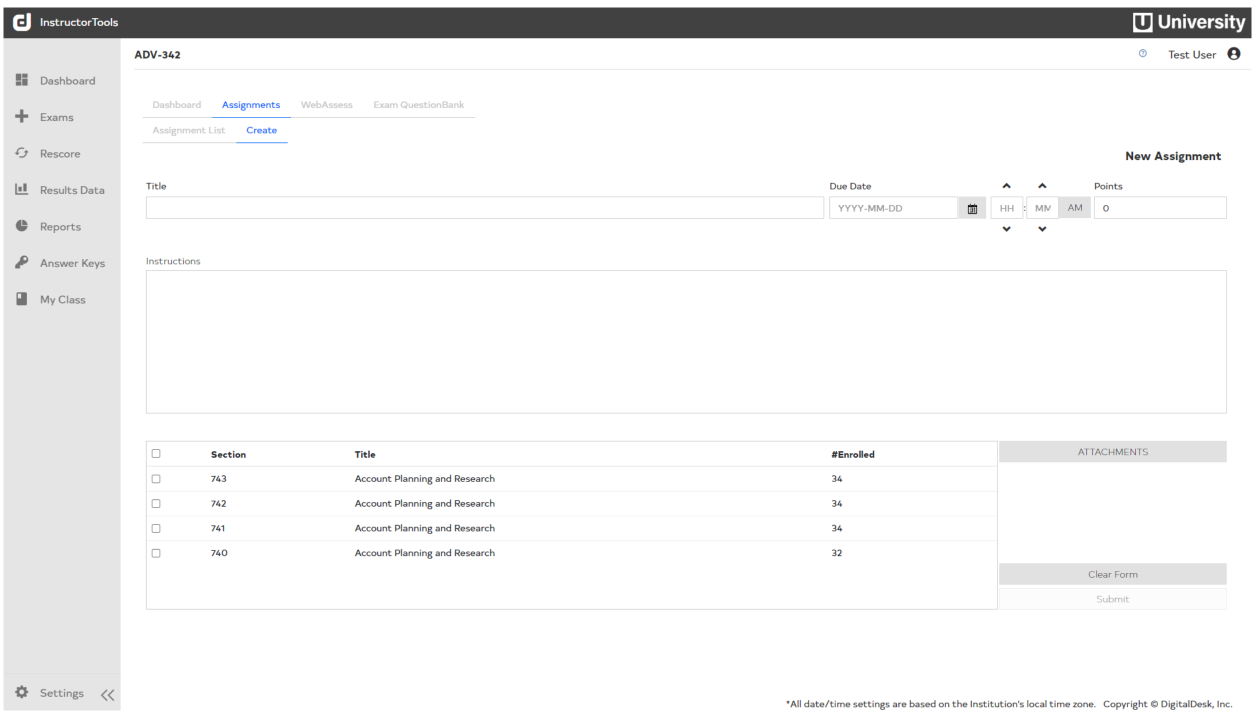
Assignments

Click on Assignments to navigate to two sub-tabs, "Assignment List" and "Create".

Assignment List displays the current active assignments and Information about their max scores, due dates, and the number submitted and graded. A drop-down menu allows you to move between sections. The lets you edit assignments In the Create Window and deletes them.



Create allows you to create new assignments. You must provide a title, due date & time, point value, instructions, and section. By default, selecting a day sets the due time to 11:59 PM of that day on StudentPortal. You may optionally include files for students to download via ATTACHMENTS. DigitalDesk supports most common filetypes, but if you think your file's extension may not be included please contact your institution's DigitalDesk support team. Attachments can be removed by clicking the trash icon next to them. Clear Form allows you to start over. Click Submit to allow students to begin the assignment.



To grade a completed assignment, go the Assignment List and click > next to the assignment you want to grade. A list will drop down containing all the students who have completed the assignment along with the date it was submitted. Late dates will be shown in red. Click View to open their submission.

You can download attached files and view their comments in the **Student Submissions** tab. **Grading** allows you to award points and comment on their work.

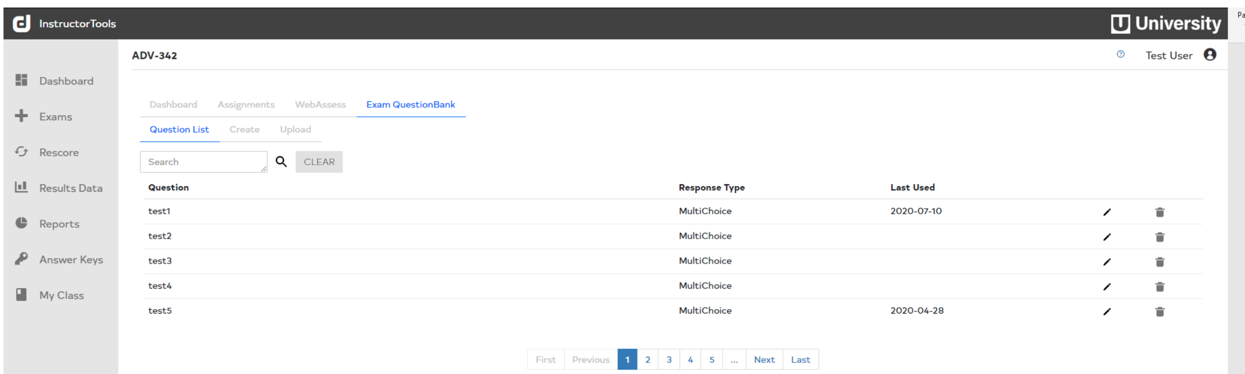
WebAssess: See [Manage In-Class Proctored Exams]

Exam QuestionBank

This brings up three tabs, 

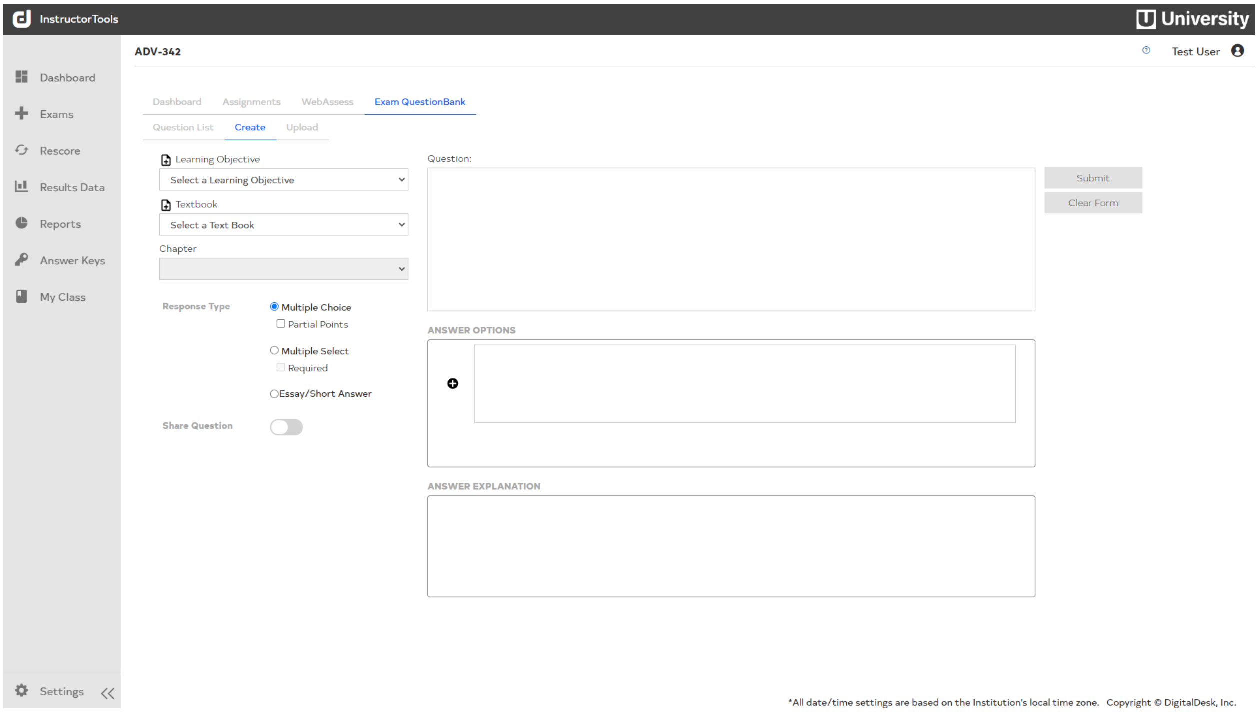
.

Question List gives a list of all questions that have been created that are available to you.



This list is updated every time you create a new question in Exam Item Management.  allows you to edit the question by opening it in the **Create** tab.  deletes them.

Back to TOC

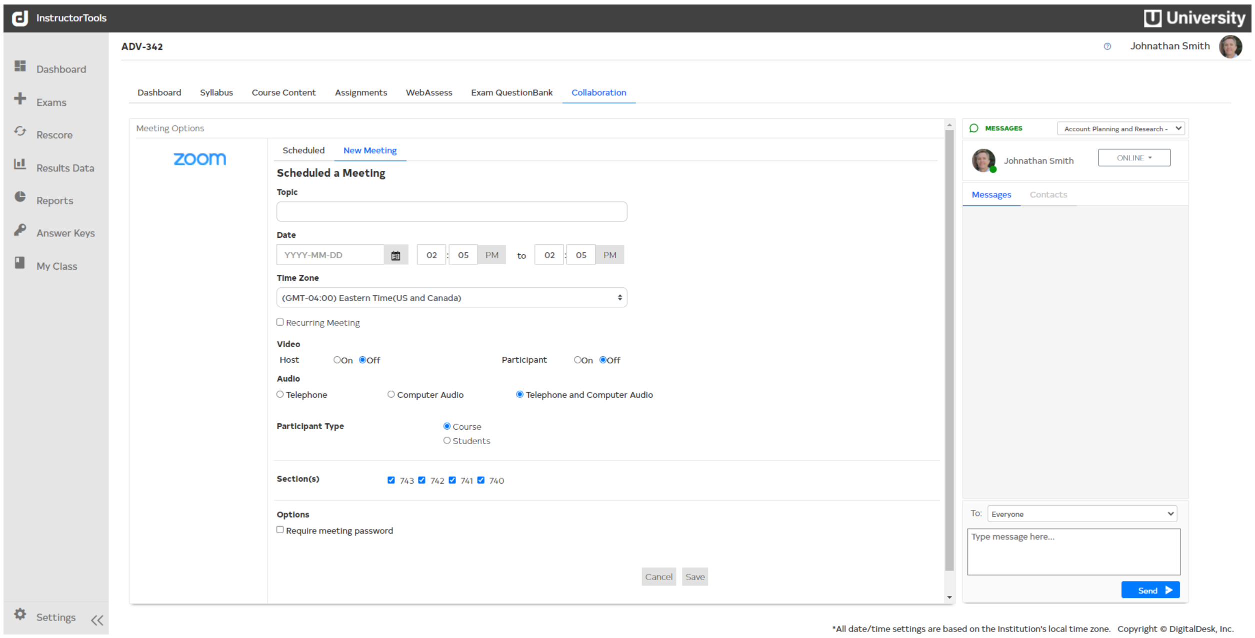


Create brings up a layout similar to and described in Exam Item Management, except for the addition of two buttons, **Submit** and **Clear Form**. When you are done creating or editing a question, click Submit to add it to the Question Bank, or Clear Form to revert it to an empty template. Note that clearing the form will not get rid of the question, nor will navigating to the other two tabs. It must be submitted before you can create a new question. Clicking Clear Form and entering the new question's information before clicking Submit will replace the old question with the new one.

Upload brings up two buttons, UPLOAD TEMPLATE. **Upload** allows you to upload your question list automatically from an Excel® template sheet, which can be downloaded via the **Template** button.

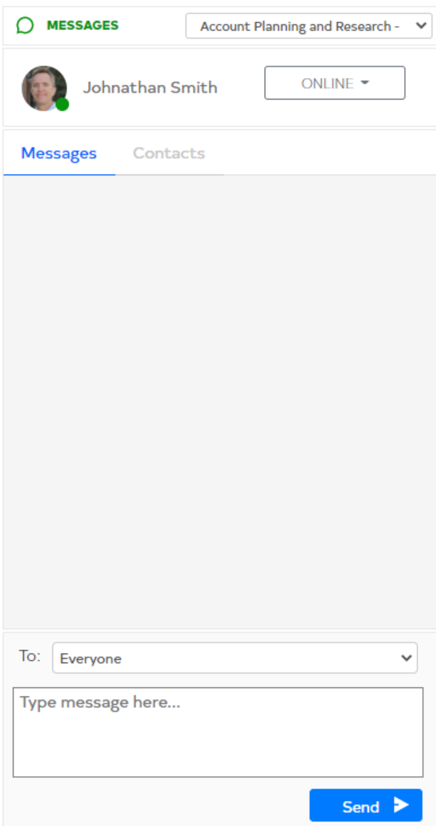
Collaboration

This tab allows you to set up meetings via Zoom. Click on Collaboration to see this window:



The **Scheduled** sub-tab lists your upcoming zoom meetings. Click View to see general information about the meeting including the topic, time, meeting ID, meeting type, passcode, invite link, section, and participants. Click Join to join the meeting, to edit it, or to delete it. **New Meeting** allows you to create new meetings. You must set a Topic for the meeting and a date, time, and time zone. Check the "Recurring Meeting" box to open options for meetings that will occur daily, weekly, or monthly. You must set an end date for when the regular meetings will end, typically the end of the semester. There are additional options for setting the host's and participants' cameras and audio to be on or off by default. **Participant Type** controls whether the meeting is intended for an entire class or for specific students. **Course** allows you to select which courses will have access to the meeting. **Students** brings up a search bar that will allow you to search for each desired student by name. Click on the desired names to add them to the list.

You may create a password that participants must enter to access the meeting. InstructorTools will randomly generate one for you, which you can keep or replace with one of your own. Click Save to add the meeting to the **Scheduled** list.



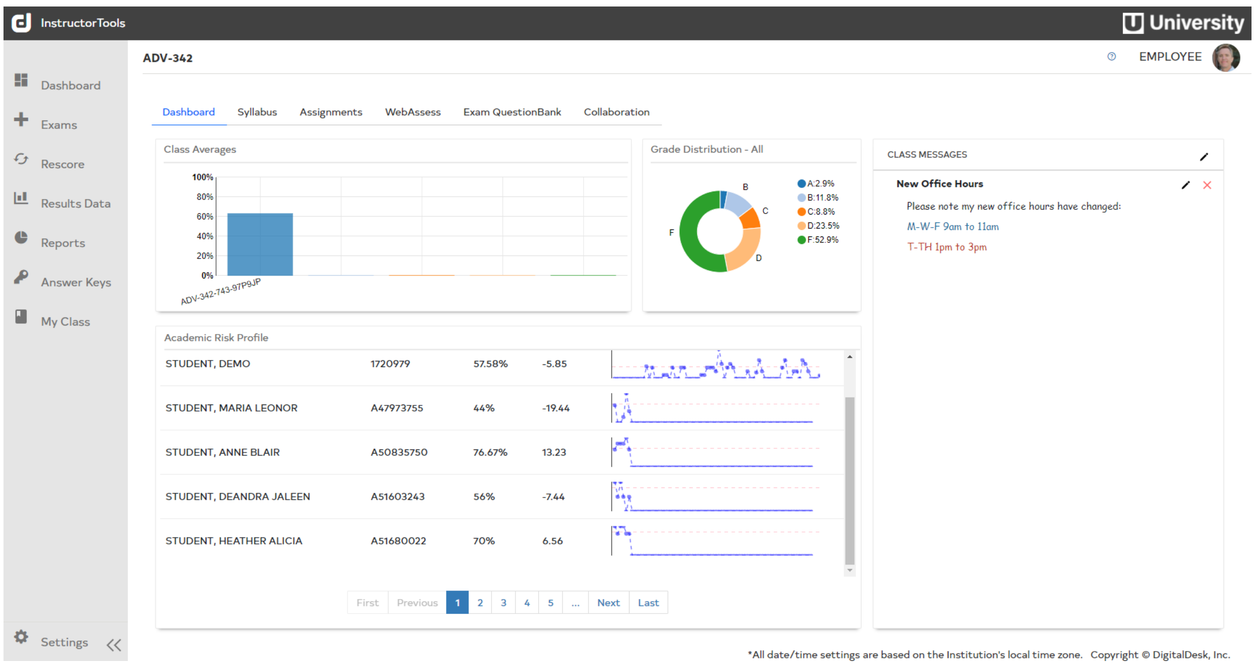
The chat interface allows you to communicate with students who are online and on the Collaborate page. The box to the right of your name allows you to set your status as online or offline, as seen by your students. The dropdown menu in the upper right corner controls which section you are currently messaging.

Messages lets you send messages to your class or specific students. Contacts will show a list of your students and who is currently online/offline, indicated by a green or red circle respectively. The search bar lets you view specific students, and Show : All can filter between those who are online and offline. To: Everyone controls who you send your message to. You can send a message to your entire class or to individual students. Click Send to send your message to the selected receiver.

Manage In-class Proctored Exams

(Faculty Role Only)

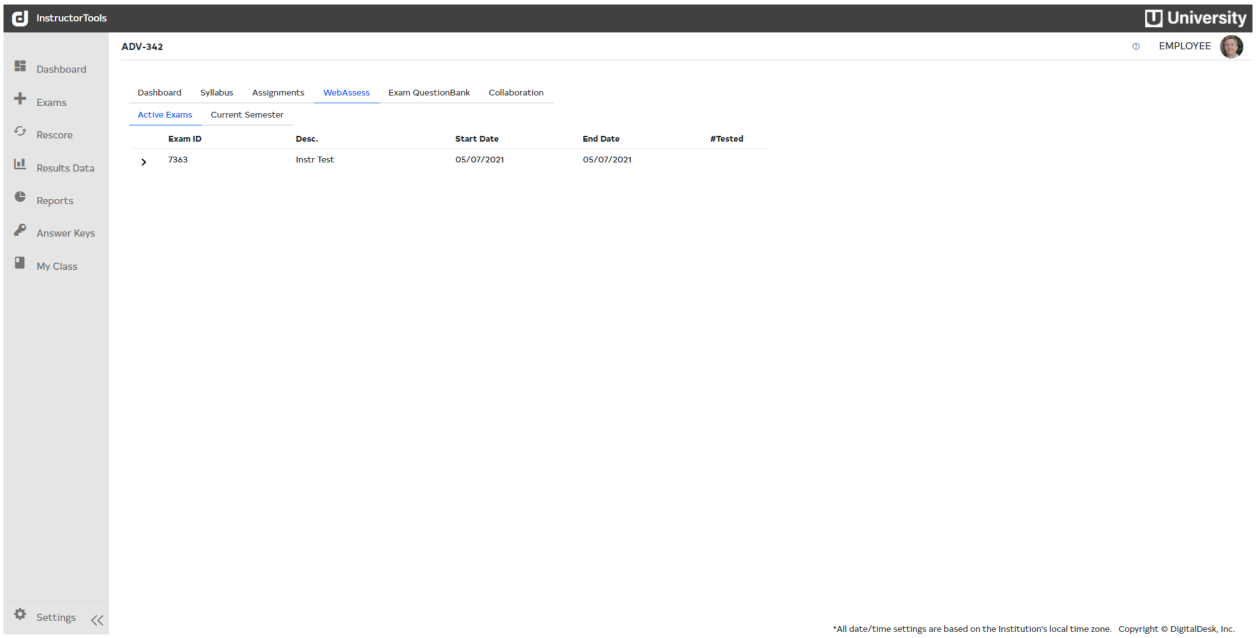
If the exam will be proctored in class, navigate to the Class Management module for the course being tested. The course Dashboard includes a tabbed menu option for WebAssess.



Additional information on this page shows students who are subject to academic risk based on average score and current trends relative to the class' mean grade.

Click on WebAssess.

All active exams will be listed. Click on an exam with in-class proctoring. Clicking Begin Test provides a list of all enrolled students for the selected sections being tested. The list also displays the dates of any students that may have already tested.



Checking ☐ Allow above the list of students will select all the students listed. Optionally, you can select individual students. Pressing Submit will allow the selected students to begin taking their test from the StudentPortal.

System Settings

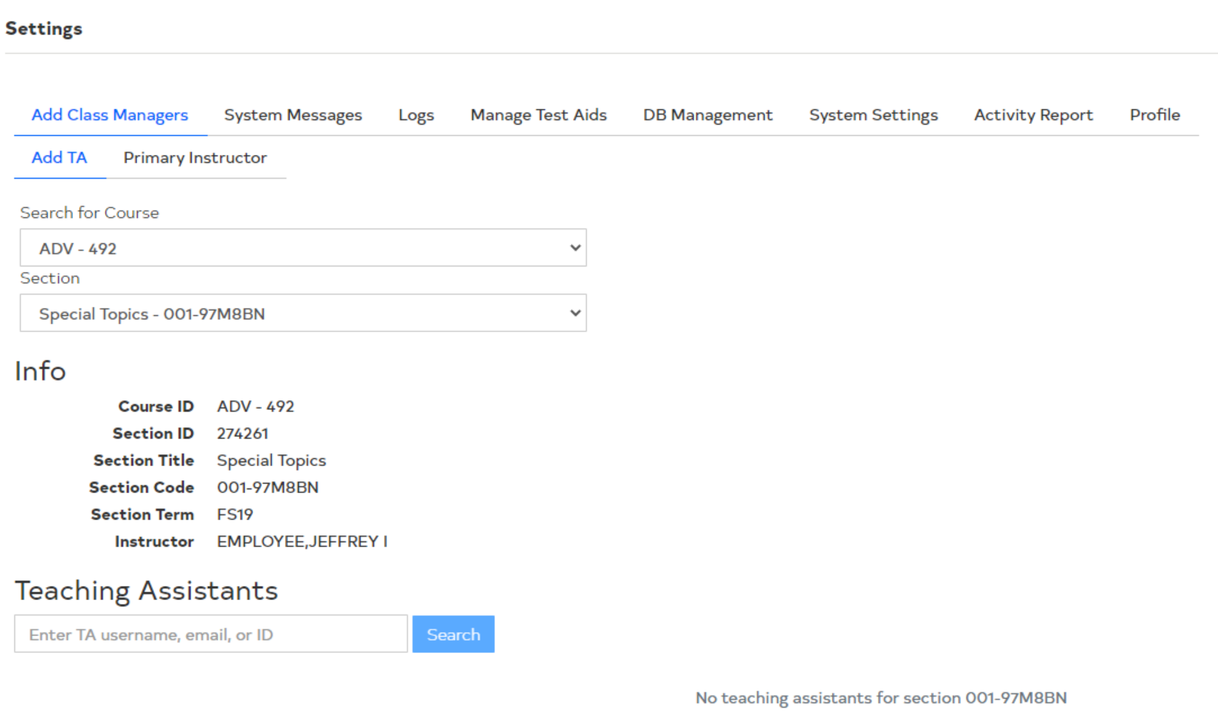
The System Settings tab provides the user with several role-based functions. TA's have no access to the system settings area of InstructorTools. See table below.

Functionality	Description	Roles		
		TA	Faculty	System Admin
Add Class Managers	Ability to assign a TA or Instructor to a section		✓	✓
System Messages	Add messages to all or specific system users			✓
Logs	View the Audit logs for changes to exam, or system activity logs		✓	✓
Manage Test Aids	Supplement Materials, or Test Aids, descriptions and icons			✓
DB Management	Back and Archiving database tables			✓
System Settings	Roll semester dates, manage users			✓
Activity Report	Review activity in the system			✓

Profile	Change Profile picture and name		✓	✓

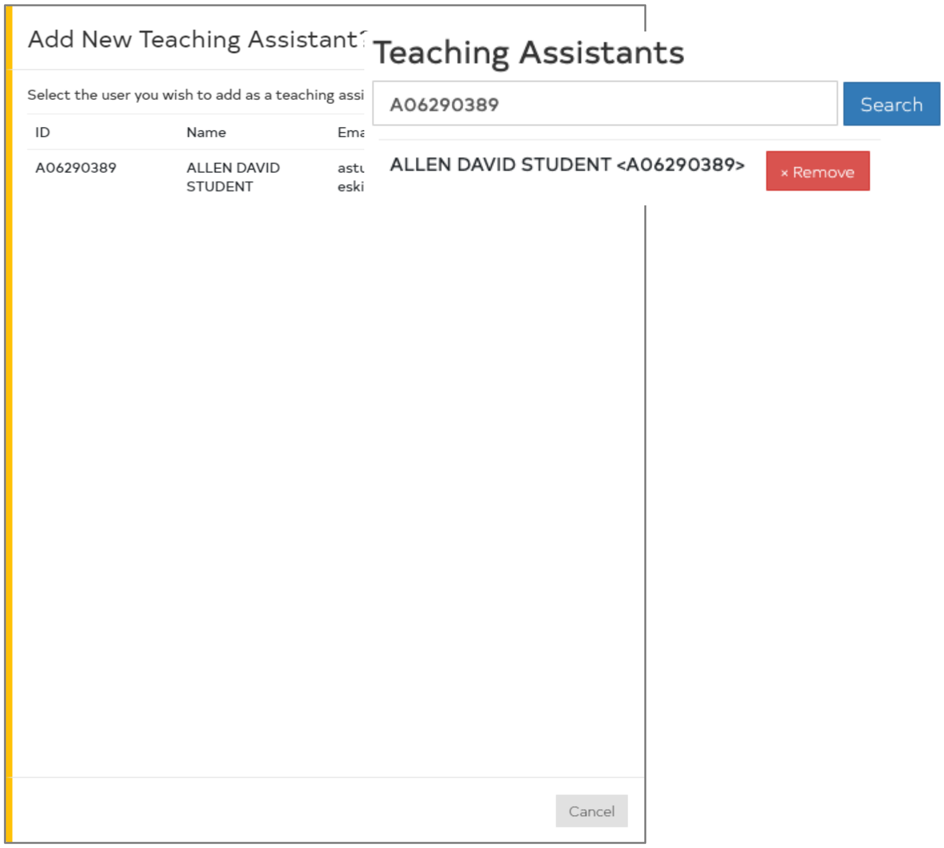
Add Class Managers

This tab shows one or more subtabs depending on your level of access. **Add TA** allows administrators to add anyone who is either a faculty, staff or student of the university to the TA table to assist in managing exams for assigned class sections. Faculty will only be able to see and remove the TA's assigned to their courses. Administrators have access to an additional tab, **Primary Instructor**, which allows them to assign instructors to new courses. This information can be pre-populated from the SIS or LMS data sets. TA's will have access to only exam and assignment related course work.



To add a TA to a class, Select the course from the course drop-down. The section drop-down will be populated with the sections for which you are enrolled. When you have selected the section, class information will appear in the Info section. Now, enter in the Teaching Assistants search box either the campus username, email address, or numerical ID. Press Search. If the record is found for the searched individual, then the below box will appear requesting that you confirm that this is the intended person.

Press + Add TA.



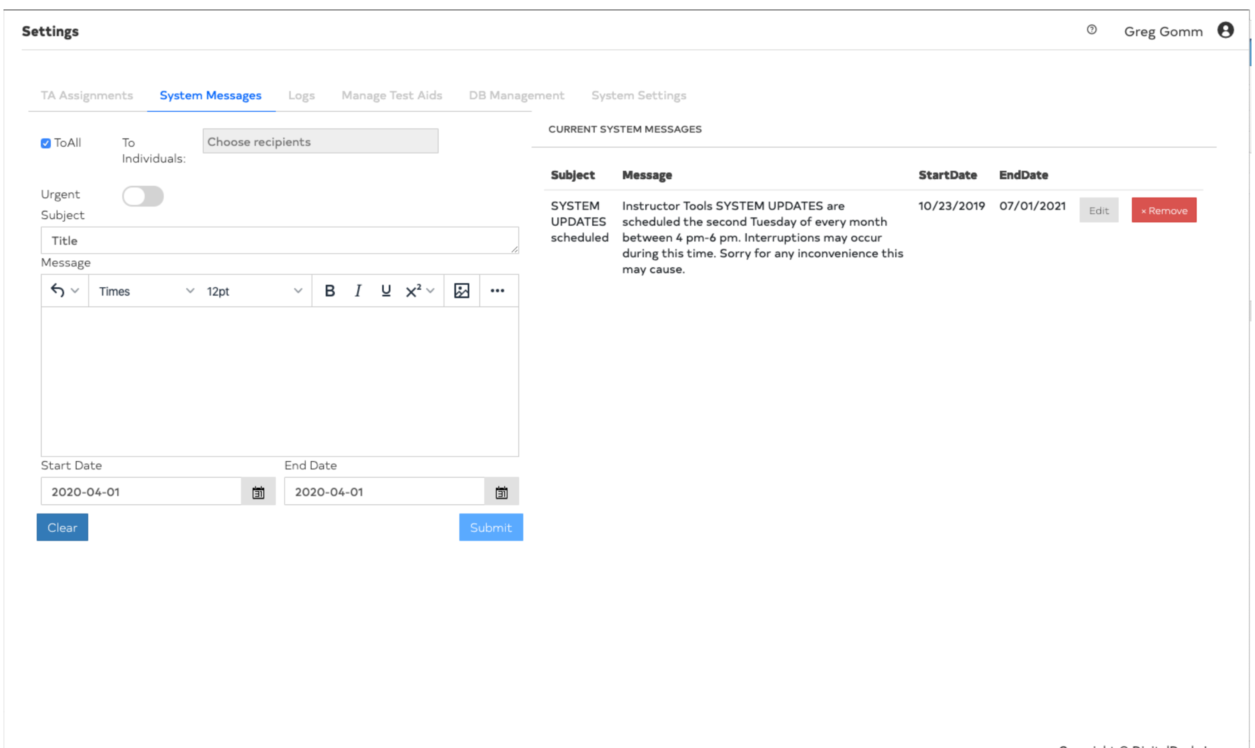
Adding a TA will result in the individual being listed on the page under the search box. To remove a TA, simply click × Remove.

System Messages

(System Admin access only)

System Administrators can create messages for all users of the system or select users. Setting the message to Urgent will display  next to the message Subject (Title) on the user's dashboard. Enter a subject and detailed message. The messaging editor supports standard formatting features to include images.

Messages have a defined lifetime. Set the start date and end date of the message. They will remain on the user dashboard through that time. When finished, press Submit.



Logs

Throughout the system, DigitalDesk keeps track of activity related to logins, errors, and most importantly, exam or assignment changes.

1. **Audit Log**: Opening an exam from the Exam ID drop-down will list all changes made to an exam or assignment, including the original creation record. In the example below, the original setup was done on November 5, 2019. The user that made the change is recorded as well as the Station ID, which would be the physical computer if the exam was set up through the scanning application (as is the case here), or the IntructorTools website. The Audit Reference indicates where a change was made.

In the example below, the initial setup was completed through the Wizard in the scanning application and then a RESCORE was completed through InstructorTools on November 18 by the same individual.

Audit Log | Scan Error Log | Scan Log

Exam ID

5889 - EC 306 - EXAM 2

Exam ID	Location ID	Employee	Station ID	Change Date	Audit Ref
5889	0	Gomm, Greg	InstructorToolsWebsite	11/18/2019 9:38AM	RESCORE
5889	0	Gomm, Greg	CC114-SCANNER-	11/05/2019 12:18PM	WIZARD - Exam Changes

Audit Log | Scan Error Log | Scan Log

Exam ID

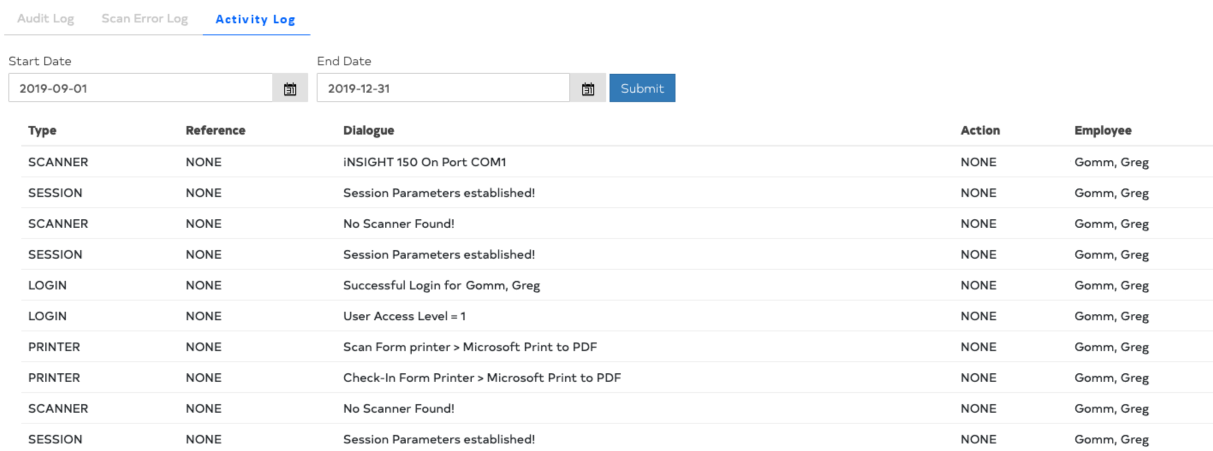
5900 - PSY 301 - EXAM 2

Exam ID	Type	Reference	Dialogue	Action	Employee	ErrorDate	Resolved
5900	MRK_ERROR	718367	< 37 >, - Halpin	CHECK FORM		11/05/2019 9:14AM	✔
5900	MRK_ERROR	718422	< 31 >, - Jefferson	CHECK FORM		11/05/2019 9:16AM	✔

2. Scan Error Log: During the scanning process, marking errors may occur, such as multiple marks for single response items or missing marks. Those errors along with their respective state are

listed. The Dialogue column indicates which item contained the error for easy resolution. See the Results Data section for correcting marking errors.

3. **Activity Log**: All system activity, from logins to station setup and scanner connections, is recorded in the Activity Log. Set the desired date ranges for viewing this information and press Submit.


Audit Log Scan Error Log **Activity Log**

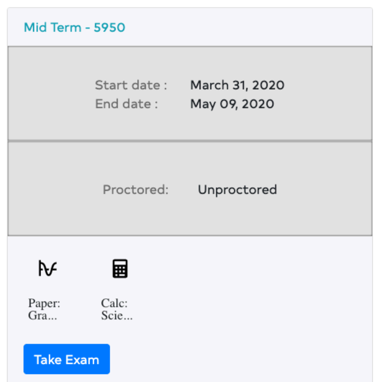
Start Date 2019-09-01 End Date 2019-12-31 Submit

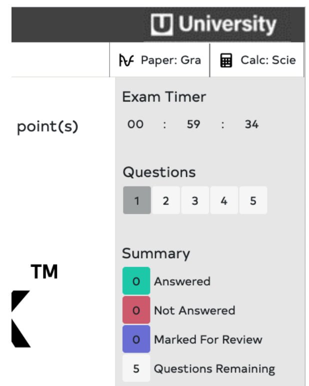
Type	Reference	Dialogue	Action	Employee
SCANNER	NONE	iNSIGHT 150 On Port COM1	NONE	Gomm, Greg
SESSION	NONE	Session Parameters established!	NONE	Gomm, Greg
SCANNER	NONE	No Scanner Found!	NONE	Gomm, Greg
SESSION	NONE	Session Parameters established!	NONE	Gomm, Greg
LOGIN	NONE	Successful Login for Gomm, Greg	NONE	Gomm, Greg
LOGIN	NONE	User Access Level = 1	NONE	Gomm, Greg
PRINTER	NONE	Scan Form printer > Microsoft Print to PDF	NONE	Gomm, Greg
PRINTER	NONE	Check-In Form Printer > Microsoft Print to PDF	NONE	Gomm, Greg
SCANNER	NONE	No Scanner Found!	NONE	Gomm, Greg
SESSION	NONE	Session Parameters established!	NONE	Gomm, Greg

Manage Test Aids

For proctoring purposes, DigitalDesk includes a feature to inform testing center staff, students and faculty of the resources that are permitted for use during a testing session. This applies to all proctoring methods, ie. in Class, Remote, and Testing Center. System administrators maintain the list of resources with their associated icons.

This information is presented in multiple places through the test cycle: Student Portal, Test Center Check-in Station, and WebAssess.





Add New: To add a new test aid, enter a description in the text box provided at the bottom of the list of already available test items. Select an ICON from the Image box. (to add new images, please contact DigitalDesk). When done, click Add Test Aid. Your newly created test aid will be available in the list.

Modify Existing: Click associated with the test aid you wish to modify. You can change the text and the icon by following the same procedures as when adding a new test aid.

Delete Existing: Click the icon associated with the test aid you wish to delete.

TA Assignments | System Messages | Logs | **Manage Test Aids** | DB Management | System Settings

Manage Test Aids

Test Aid Description
Paper: Lined
Paper: Graphing
Ref: English Dictionary
Ref: Thesaurus
Handout: Instructor Designed Handout
Ans: Instructor Designed Answer Sheet
Handout: Chem Periodic Table

Description

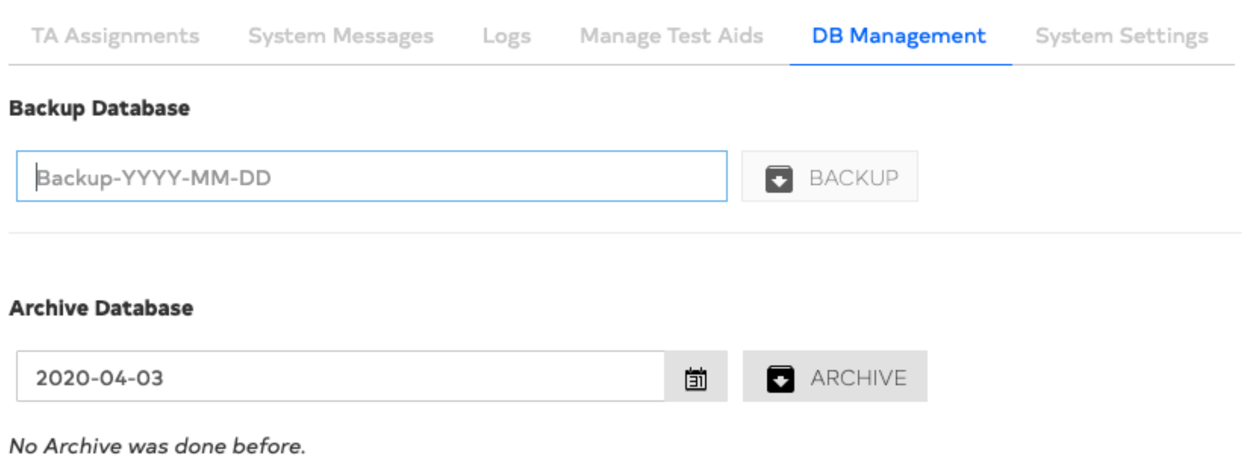
Enter your Description here

Image

Add Test Aid

Database Management

DigitalDesk provides database management tools to back up the database and archive data based on date.



Backup Database: Enter the backup name. A common naming convention would be to add the date of the backup in the file name as depicted in the figure below. Click BACKUP. The system will generate a file on the server of the current database.

Archive Database: Archiving the database helps in performance. If your institution processes hundreds of thousands of exams and assignments per year, you will want to perform this function at least every two years.

First, select an archive date. The Archive Date represents the last date for which data should remain in the system. If you want to archive all data prior to January 1, 2019, select that data from the calendar. All data prior to that date will be archived after pressing the ARCHIVE button. Archived data will no longer be available through the DigitalDesk interface. For access to archived data, please contact DigitalDesk.

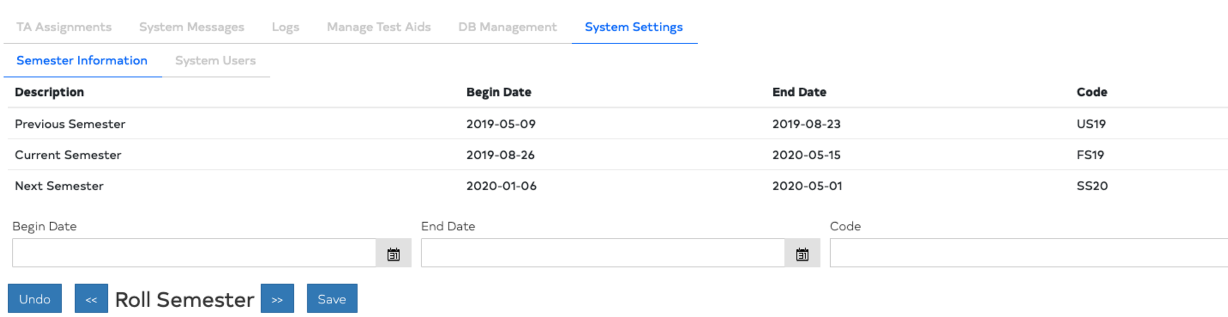
System Settings

System settings has two components, one for managing semester dates and one for managing system admin users.

Semester Dates: DigitalDesk operates using a trimester calendar which can be rolled between semesters. Many institutions offer “mini” semesters that fall within the main semester. In DigitalDesk, “mini” semesters should share the same term code.

Set Semester Dates: To set your semester dates, select the desired term and set the Begin Date and End Date. Enter the Term Code used by your institution that is found in the SIS or LMS course listings. It is imperative that the Term Codes match. Click Save when done.

Roll Semester Dates: When your current term is completed and you are ready to operate the system in the new semester, press >> to roll the dates to the next semester. The dates and associated term code will be moved accordingly. For example, the semester information for Next Semester will become the Current Semester information and the Current Semester information will be moved to Previous Semester. You will need to click on the Next Semester row in order to set the new dates for it. If you



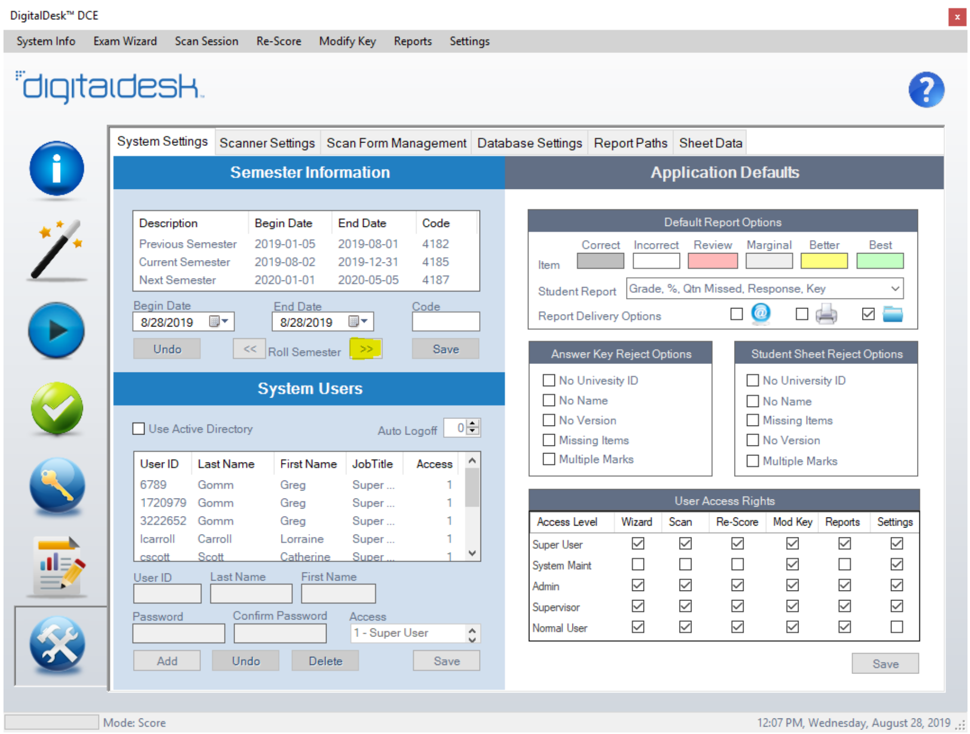
Back to TOC

DigitalDesk

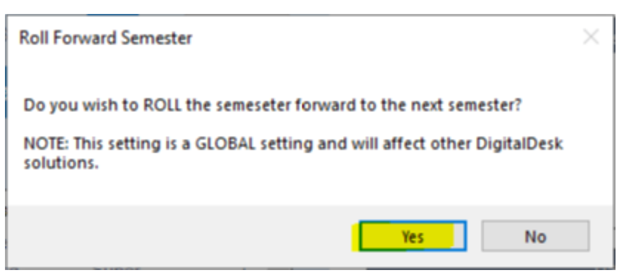
need to roll back a semester click <<, which will invert the process. You will then need to add the Previous Semester information.

To roll the semester forward in Desktop Client:

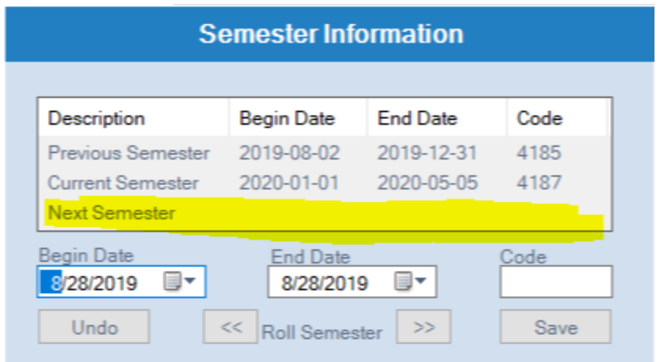
1. Go to the settings page by clicking . Click on the **System Settings** tab.
2. Under **Semester Information**, click on >>. Please see the below screenshot.



3. Click **Yes** on the pop up and press **Ok** on the second pop-up.



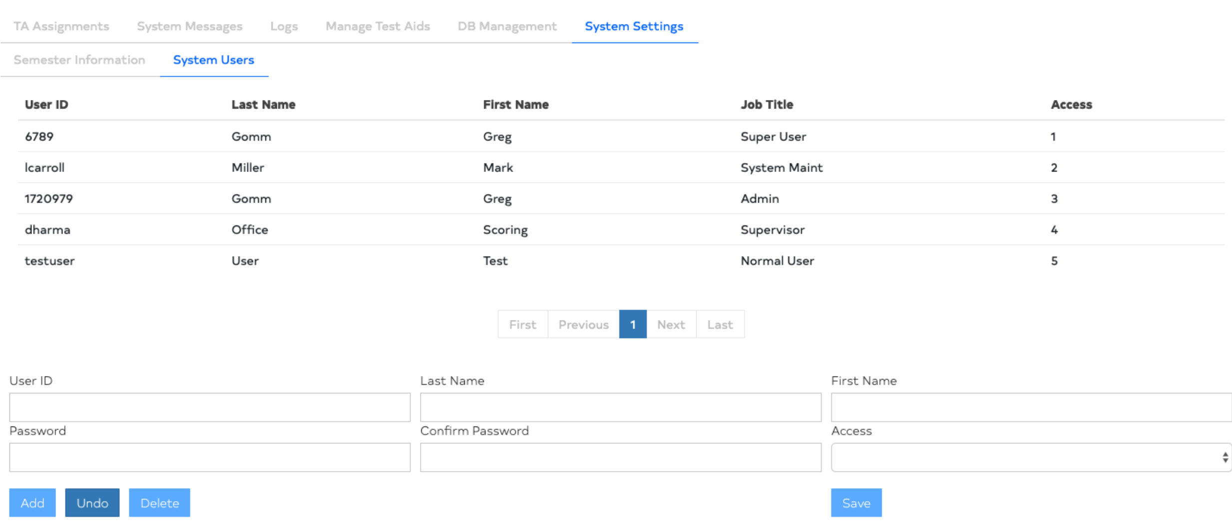
4. Now double click on the row that says **Next Semester** and enter the **Begin Date**, **End Date**, and **Semester Code** information.



5. Once you enter the next semester information, click **Save** and restart the application for the changes to take effect.

System Users: This is for system administrators' use only. Users listed in this table will not be considered faculty and will have access to all exams in the system. The authentication process can be integrated with your single sign-on implemented on your campus, like CAS, OKTA, Shiboleth, or ADFS.

When creating a new user, the User ID field should be the token received back from your campus' single sign-on authentication tool. The login process will search the employee table as well as the DigitalDesk local user table to identify the user. After entering all the required information and setting an Access Role, click Save.



Activity Report

This tab brings up three subtabs, **By Course**, **By College**, and **WebAssess**.

WebAssess displays a list of all the exams that have been taken on WebAssess from the Begin Date to the End Date, which is set to the current semester by default. The list provides (in order) the ID, title, instructor that created it, the course it was created for, the day it was scored, and the number of students that completed it. Previous shows you activity from the previous semester and Any displays all activity that is not archived. You can also set a custom begin and end date and click Search to find all the tests given within a specific timeframe.

Profile

This tab displays your profile picture, name, user ID, username, and email address. Click on your profile picture to change it to a picture on your computer and click Remove Image to set it to the default background with your initials.