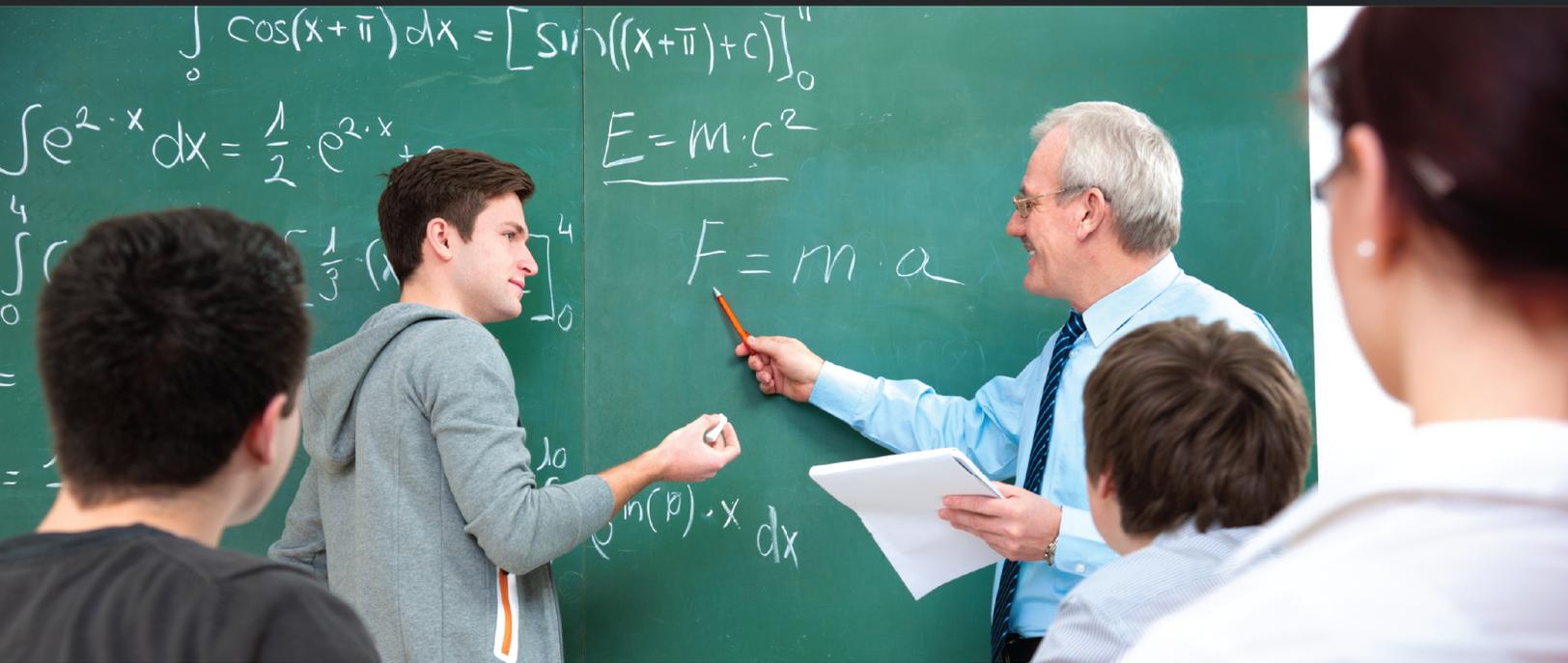
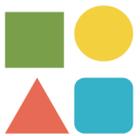




DigitalDesk®



# InstructorTools User Guide



Version 4.6.0



## Table of Contents

Introduction to InstructorTools .....	1
Integration.....	2
Supported LMS.....	2
SIS Integration .....	2
Single Sign-On: .....	3
Dashboard .....	4
Exam Setup .....	7
Select Course and Section: .....	8
General Exam Properties.....	9
Special Instructions and Supplemental Materials.....	10
Online Assessment Options .....	12
Student Report Options .....	16
Exam Item Count and Point Values .....	18
Special Item Handling Options .....	19
Exam Item Management.....	21
Exam Setup Review .....	27
Create Answer Key .....	29
Rescore Exams.....	31

Results Data .....	33
Reports .....	38
Answer Keys.....	44
My Class.....	49
Manage In-class Proctored Exams .....	62
System Settings .....	64
Add Class Managers .....	66
System Messages .....	68
Logs .....	69
Database Management.....	73
System Settings .....	75
Activity Report.....	79
Profile .....	80



# 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](mailto: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:



## 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:

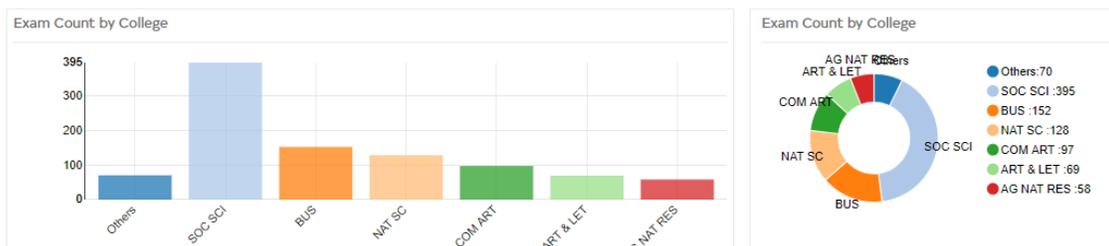
DigitalDesk uses your campus authentication system to allow access to the different solutions. We support most of the common authentication systems supporting SAML 2.0 like CAS, OKTA, Shibboleth, and ADFS.

# Dashboard

The InstructorTools dashboard contains three primary elements:

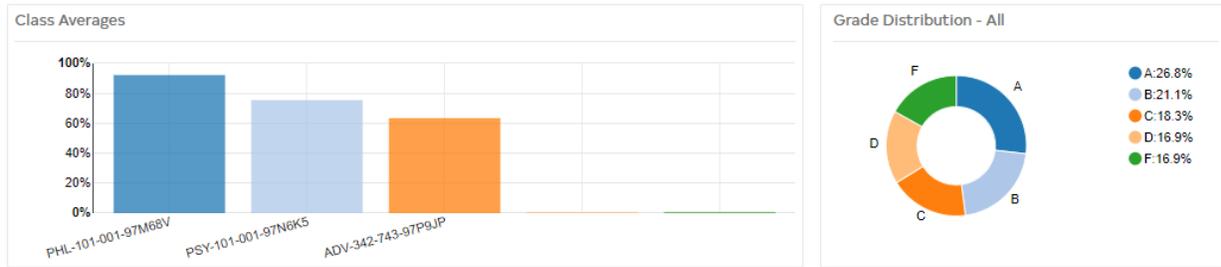
1. **Usage / Grade analytics:** Depending on the role of the logged in user, the following dashboard statistics will be displayed.

- 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.

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.

- 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:

SYSTEM MESSAGES

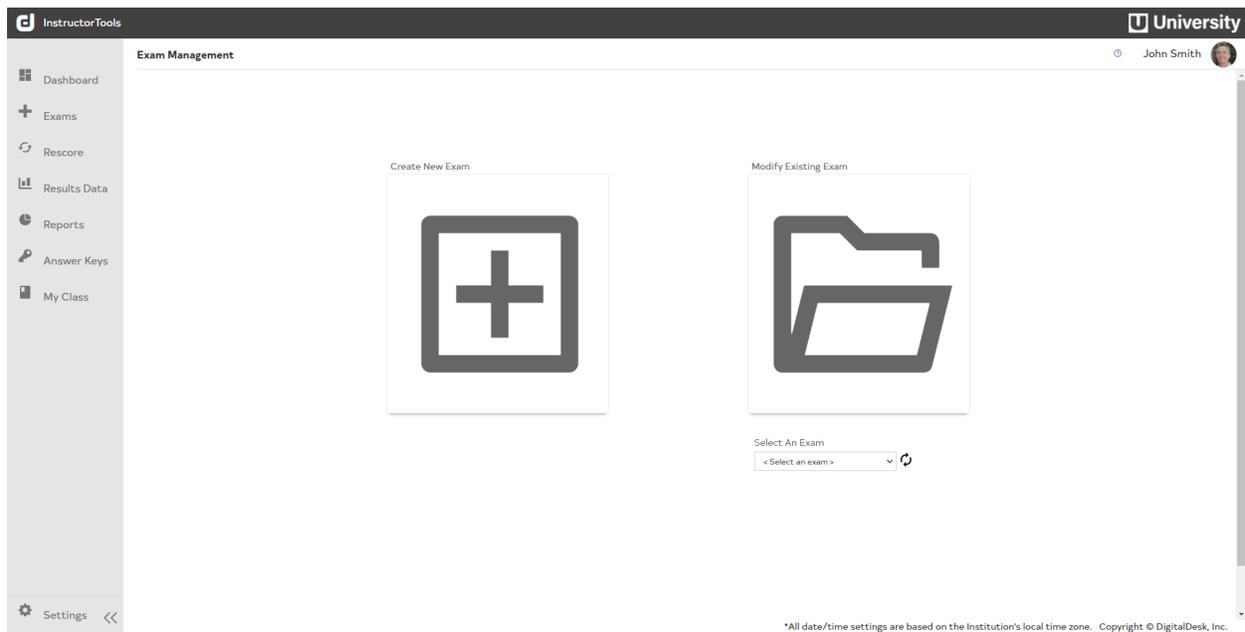
---

**SYSTEM UPDATES scheduled**

Instructor Tools SYSTEM UPDATES are scheduled the second Tuesday of every month between 4 pm-6 pm. Interruptions may occur during this time. Sorry for any inconvenience this may cause.

# 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.

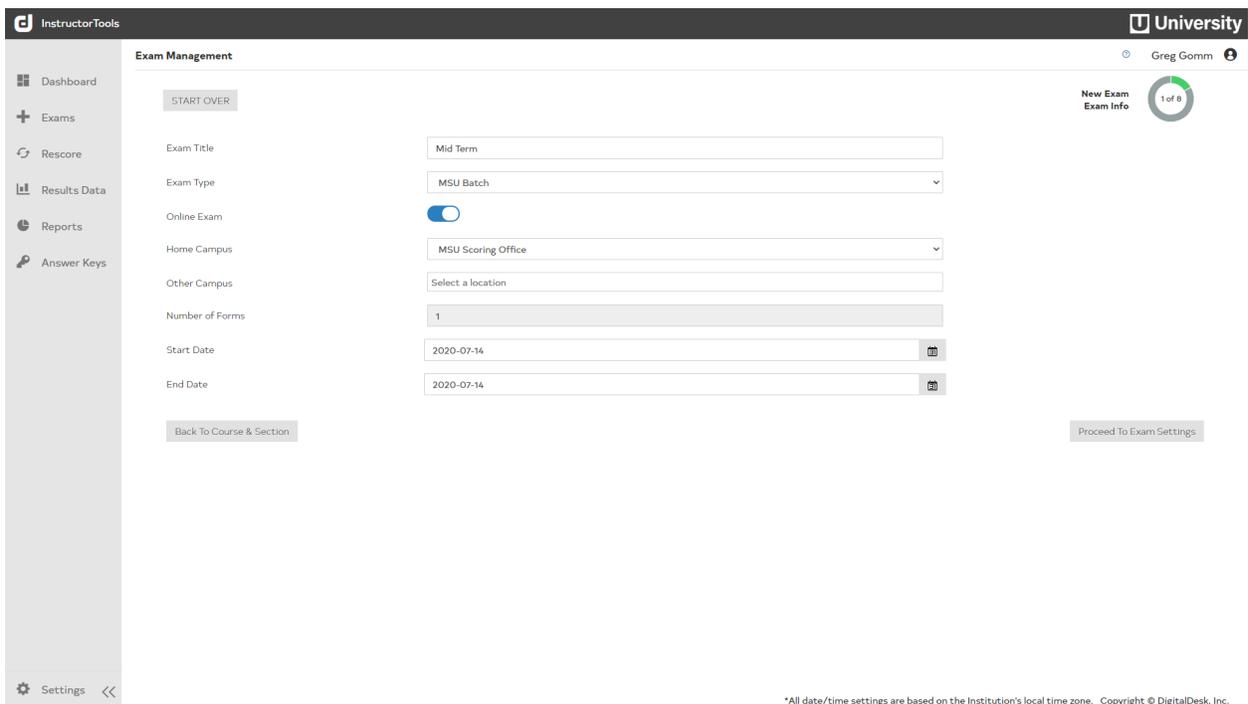
<input type="checkbox"/>	Section	Instructor	Title	Term	Location	Enrolled
<input type="checkbox"/>	004-97N6K8	EMPLOYEE, ERIK M	Introductory Psychology	FS19	MSU Scoring Office	119
<input type="checkbox"/>	003-97N6K7	EMPLOYEE, DAVID Z	Introductory Psychology	FS19	MSU Scoring Office	595
<input type="checkbox"/>	002-97N6K6	EMPLOYEE, RICHARD E	Introductory Psychology	FS19	MSU Scoring Office	335
<input type="checkbox"/>	001-97N6K5	User, Test	Introductory Psychology	FS19	MSU Scoring Office	493
<input type="checkbox"/>	006-97P7NN	EMPLOYEE, PAUL G	Introductory Psychology	FS19	MSU Scoring Office	122
<input type="checkbox"/>	005-97P7NM	EMPLOYEE, PAUL G	Introductory Psychology	FS19	MSU Scoring Office	123

\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.

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.



**InstructorTools** **University** Greg Gormm

**Exam Management**

[START OVER](#)

Exam Title:

Exam Type:

Online Exam:

Home Campus:

Other Campus:

Number of Forms:

Start Date:

End Date:

[Back To Course & Section](#) [Proceed To Exam Settings](#)

[Settings](#) <<

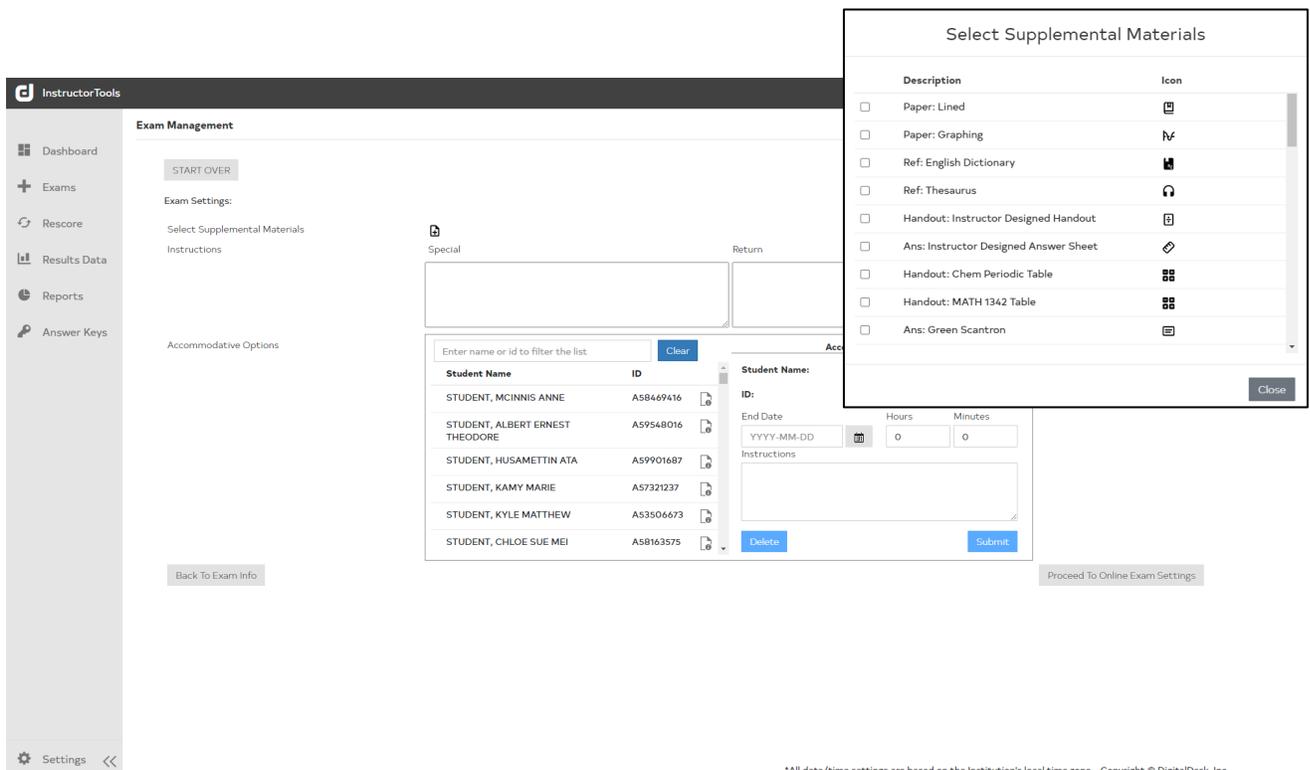
\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.

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

Now, click the [Proceed To Exam Settings](#) .

## 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.



The screenshot displays the 'InstructorTools' interface for 'Exam Management'. A 'Select Supplemental Materials' dialog box is open, listing various testing aids. The dialog box has a title bar and a 'Close' button. The list includes:

Description	Icon
<input type="checkbox"/> Paper: Lined	
<input type="checkbox"/> Paper: Graphing	
<input type="checkbox"/> Ref: English Dictionary	
<input type="checkbox"/> Ref: Thesaurus	
<input type="checkbox"/> Handout: Instructor Designed Handout	
<input type="checkbox"/> Ans: Instructor Designed Answer Sheet	
<input type="checkbox"/> Handout: Chem Periodic Table	
<input type="checkbox"/> Handout: MATH 1342 Table	
<input type="checkbox"/> Ans: Green Scantron	

The background interface shows a sidebar with navigation options: Dashboard, Exams, Rescore, Results Data, Reports, and Answer Keys. The main area is titled 'Exam Management' and includes a 'START OVER' button, 'Exam Settings' (with 'Select Supplemental Materials' highlighted), 'Instructions', and 'Accommodative Options'. A table of students is visible, with columns for 'Student Name' and 'ID'. A 'Special' text box is present for entering instructions. At the bottom, there are buttons for 'Back To Exam Info' and 'Proceed To Online Exam Settings'.

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  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 .

Click  if your Exam is online. Otherwise click .

## 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.

The screenshot displays the 'Exam Management' interface. On the left is a sidebar with navigation options: Dashboard, Exams, Rescore, Results Data, Reports, and Answer Keys. The main content area is titled 'Exam Management' and includes a 'START OVER' button. Below this are several sections of settings: 'Online Exam Settings' with a 'Timed Exam' toggle; 'Proctored' options with radio buttons for 'In Class' (selected), 'Remote', and 'Test Center'; 'Scramble' options with checkboxes for 'Question Set' and 'Answer Set'; and 'Allow Exam Review' options with toggles for 'Does not Allow Revisiting a Question' and 'Allow Scan-based'. A dropdown menu is set to 'IDP-15 KEY'. At the bottom left is a 'Back To Exam Settings' button, and at the bottom right is a 'Proceed To Report Options' button. The top right corner shows the user's name 'Greg Gomm' and a 'New Exam Online Exam Settings' progress indicator showing '3 of 6'.

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:

### Proctoring Tool Settings

- Recording**
  - Record Video
  - Record Audio
  - Record Screen
  - Record Web Traffic
- Authentication**
  - Scan student ID
  - Require Signature
- Security**
  - Room scan at the start
  - Verify Audio
  - Verify Desktop recording
  - Verify Webcam
- Session Environment**
  - Disable new tabs
  - Disable Copy/Paste
  - Force the exam in fullscreen
  - Close other tabs before exam start
  - Disable mouse right click
  - Disable printing
  - Force single monitor
  - Clear temp files after exam submit
  - Disable downloads
  - Dis-allow re-entry
- Supplemental materials**
  - Basic Calculator
  - Allow scratch pads and drawing tools
  - Scientific Calculator

MonitorEDU® Settings:

## Proctoring Tool Settings

**🔑 Authentication**

Scan student ID  Require Signature

**🔒 Security**

Room scan at the start  Verify Audio  
 Verify Desktop recording  Verify Webcam

**🔧 Supplemental materials**

Basic Calculator  Allow scratch pads and drawing tools  
 Scientific Calculator

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 

# 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%	<a href="#">Hide Details</a>
<b>Questions Missed</b> (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								
5471	EXAM 2	86.00	4.00	0.00	90.00	100.00	90.00%	<a href="#">Hide Details</a>

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.

The screenshot shows the 'Exam Management' interface in the 'InstructorTools' system. The page title is 'Exam Management' and the user is identified as 'Test User'. A 'START OVER' button is at the top left. On the right, there is a 'New Exam Scoring Options' section with a circular progress indicator showing '5 of 8'. The main content area is divided into two sections: 'Objective' and 'Non-Objective'. Each section has input fields for 'Number of Questions' and 'Total Points'. The 'Objective' section has 'Number of Questions' set to 5 and 'Total Points' set to 5. The 'Non-Objective' section has 'Number of Questions' set to 0 and 'Total Points' set to 0. Below these sections is a 'Report Decimal Places' field set to 4. At the bottom of the main content area, there are two buttons: 'Back To Report Options' and 'Proceed To Item Weights'. A sidebar on the left contains navigation links: Dashboard, Exams, Rescore, Results Data, Reports, Answer Keys, My Class, and Settings. A footer note states: '\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.'

Click [Proceed To Item Weights](#) to set the item weights.

## 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.

The screenshot displays the 'Exam Management' interface. On the left is a sidebar with navigation options: Dashboard, Exams, Rescore, Results Data, Reports, Answer Keys, My Class, and Settings. The main content area is titled 'Exam Management' and includes a 'START OVER' button. Below this are input fields for 'Form ID' (set to 1), 'Form Name' (Form 1), 'Start' (1), 'End' (1), 'Points' (1), and 'Bonus Type' (Regular). There are also checkboxes for 'And' and 'Required'. An 'Add' button is located below the input fields. At the bottom of the main area are 'Back To Scoring Options' and 'Proceed To Item Management' buttons. On the right side, there is a table with columns: Form, Start, End, Points, And, Required, BonusType. The table contains one row: Form 1, Start 1, End 5, Points 1, And false, Required false, BonusType Regular. To the right of the table are 'Delete' and 'Edit' buttons. Above the table is a 'New Exam Item Weights' progress indicator showing '6 of 8'. The top right corner shows 'University' and 'Test User TU'. A footer note states: '\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.'

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

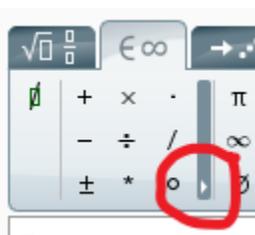
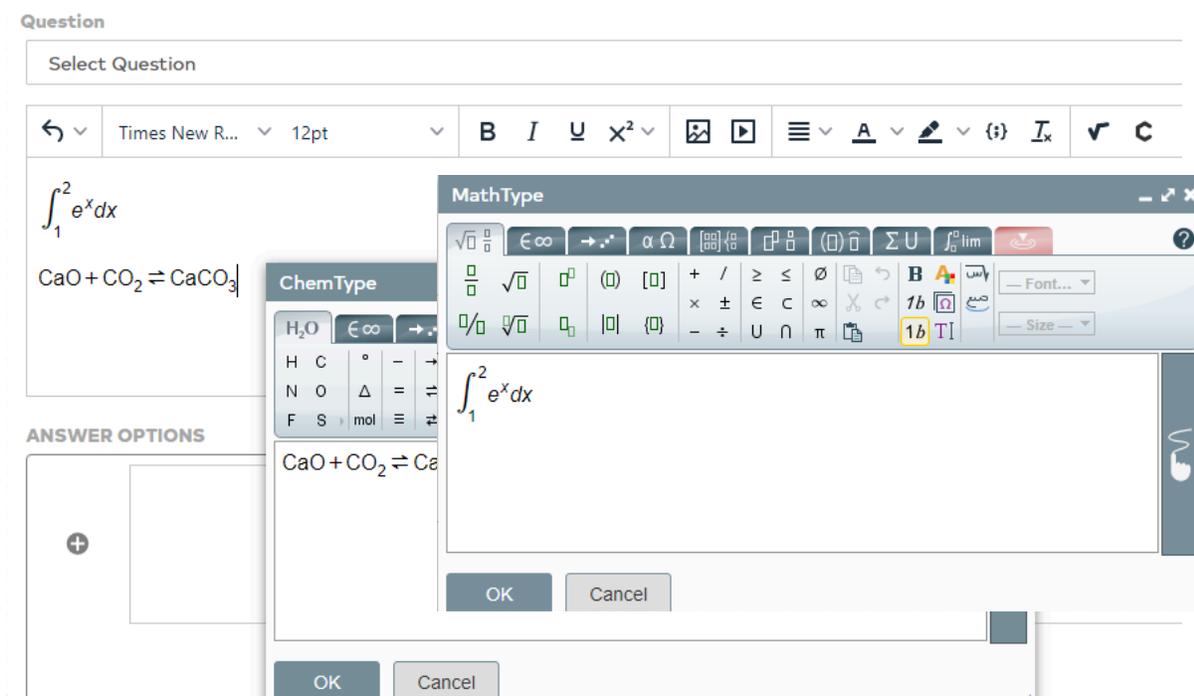
Now you are ready to begin building your exam. DigitalDesk has full, shareable item banking, at your discretion. Items can be categorized by Learning Objectives, Textbooks, and chapters to measure learning outcomes and provide direction for learning.

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>.

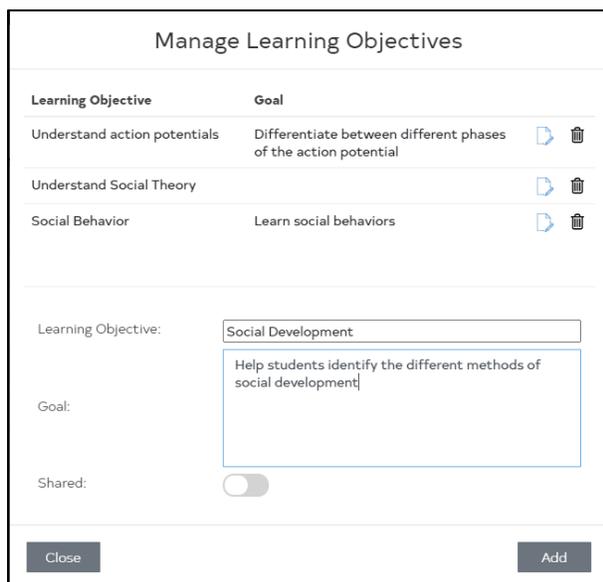
**Math and Chemistry Formula Editor:** The item management editor tool supports common math and chemistry formula creation. Select the  or  for Math or Chemistry formula editor, respectively, from the editor tool bar. Create the desired formula and press  to save the equation / formula to the item question,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

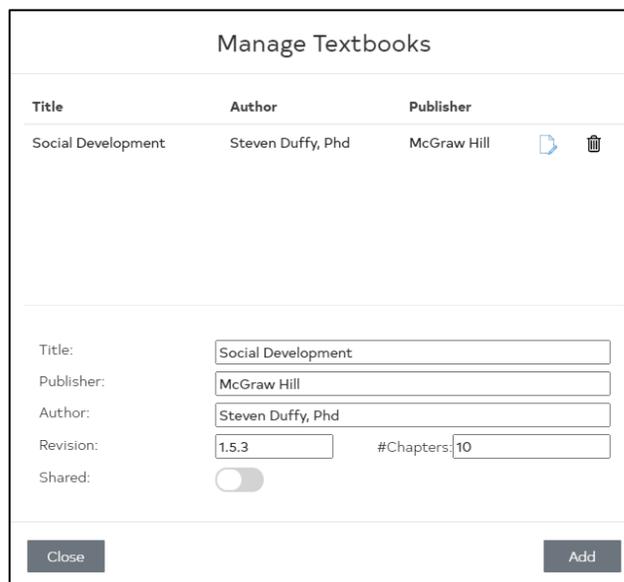


Learning Objective	Goal		
Understand action potentials	Differentiate between different phases of the action potential		
Understand Social Theory			
Social Behavior	Learn social behaviors		

Learning Objective:

Goal:

Shared:



Title	Author	Publisher		
Social Development	Steven Duffy, Phd	McGraw Hill		

Title:

Publisher:

Author:

Revision:  #Chapters:

Shared:

**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

in the bottom right-hand corner to save your changes, or click  to save your new Learning Objective. Click  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  to save your changes or  to discard them. To edit existing textbooks click , or click  to delete them. Click  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

Partial Points

Multiple Select

Required

Essay/Short Answer

Audio Recording

**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  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.

Exam Management		
<b>START OVER</b>		
Here is the summary of the exam. Please review:		
<b>Course</b>	Course: Section:	ADW - 342 743 ADW-342 User, Test 742 ADW-342 User, Test 741 ADW-342 User, Test 740 ADW-342 User, Test
<b>Exam</b>	Exam Title: Dates: Exam Type: Exam Locations: Exam Forms: Student Report Options:	Instr. Test 5/6/2021 - 5/6/2021 MSU Item MSU Scoring Office: 1 Score Percent, Question Missed, Student Answer, Correct Answer Show Results Immediately
<b>Exam settings</b>	Supplemental Materials: Special Instructions: Return Instructions:	Ref. Thesisus, These are the instructions These are the return instructions
<b>Online Exam Settings:</b>	Timed Exam: Proctored: Scramble: Allow Exam Review: Disallow Revisiting a Question: Allow Scan-based:	No No Question Set Yes No No
<b>Scoring</b>	Number of Questions: Number of Non-Obj Questions: Maximum Points: Non-Objective Max Points: Report Decimal Places: Scoring Profile:	5 0 5 0 2 Form 1 Question: 1-1, Points: 1, C, Regular Question: 2-2, Points: 1, C, Regular Question: 3-3, Points: 1, C, Regular Question: 4-4, Points: 1, C, Regular Question: 5-5, Points: 1, C, Regular
<a href="#">Back to Item Management</a> <a href="#">Print Exam</a> <a href="#">Publish</a>		

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.

### Choose number of Distractor

How many distractors do you need for this new answerkey?

5: A-E10: A-JCancel

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.

Exam ManagementGreg Gomm

START OVERNew Exam Review 6 of 6

Edit Form Name

Question No.	A	B	C	D	E	Points	And	Required
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	false	false
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	false	false

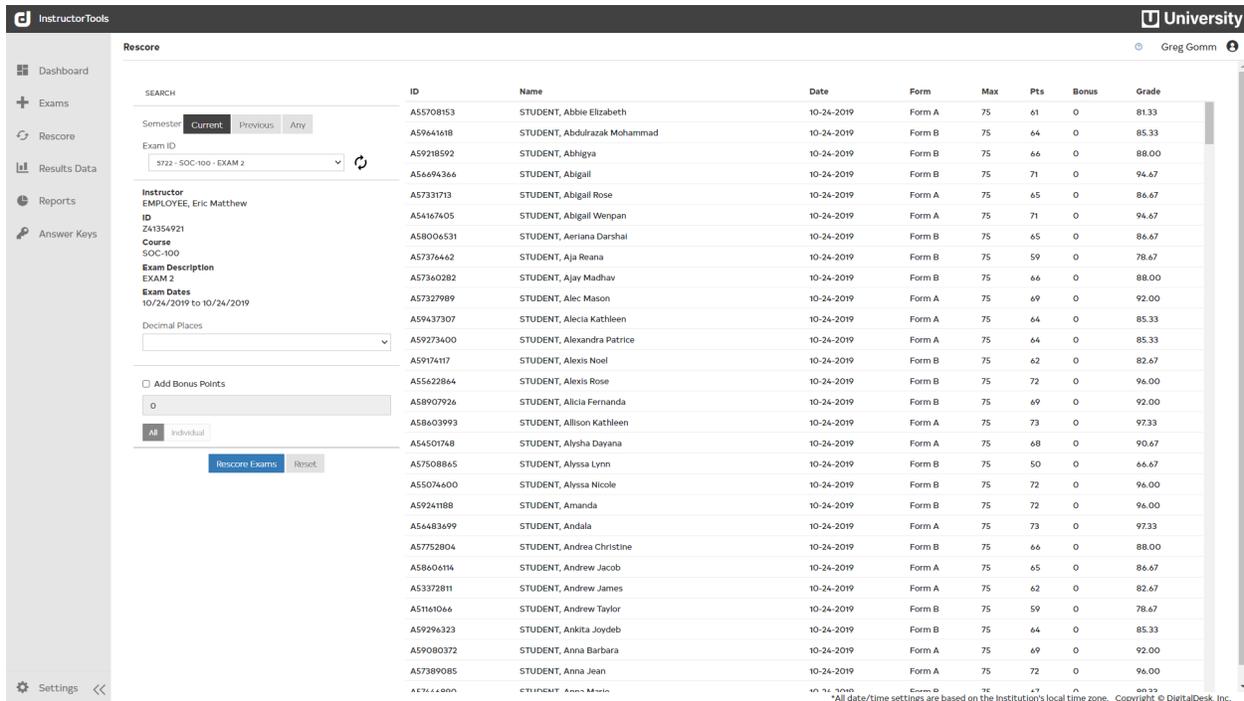
Save Undo

When you are done, press . 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



**Rescore**

SEARCH

Semester: **Current** Previous Any

Exam ID: 5722 - SOC-100 - EXAM 2

Instructor: EMPLOYEE, Eric Matthew  
ID: Z41354921  
Course: SOC-100  
Exam Description: EXAM 2  
Exam Dates: 10/24/2019 to 10/24/2019

Decimal Places: [ ]

Add Bonus Points  
0

All  Individual

ID	Name	Date	Form	Max	Pts	Bonus	Grade
A55708153	STUDENT, Abbie Elizabeth	10-24-2019	Form A	75	61	0	81.33
A59641618	STUDENT, Abdulrazak Mohammad	10-24-2019	Form B	75	64	0	85.33
A59218592	STUDENT, Abhigya	10-24-2019	Form B	75	66	0	88.00
A56694366	STUDENT, Abigail	10-24-2019	Form B	75	71	0	94.67
A57331713	STUDENT, Abigail Rose	10-24-2019	Form A	75	65	0	86.67
A54167605	STUDENT, Abigail Wernpan	10-24-2019	Form A	75	71	0	94.67
A58006531	STUDENT, Aeriana Darshal	10-24-2019	Form B	75	65	0	86.67
A57374462	STUDENT, Aja Reana	10-24-2019	Form B	75	59	0	78.67
A57360282	STUDENT, Ajay Madhav	10-24-2019	Form B	75	66	0	88.00
A57327989	STUDENT, Alec Mason	10-24-2019	Form A	75	69	0	92.00
A59437307	STUDENT, Alecia Kathleen	10-24-2019	Form A	75	64	0	85.33
A59273400	STUDENT, Alexandra Patrice	10-24-2019	Form A	75	64	0	85.33
A59174117	STUDENT, Alexis Noel	10-24-2019	Form B	75	62	0	82.67
A55622864	STUDENT, Alexis Rose	10-24-2019	Form B	75	72	0	96.00
A58907926	STUDENT, Alicia Fernanda	10-24-2019	Form B	75	69	0	92.00
A58603993	STUDENT, Allison Kathleen	10-24-2019	Form A	75	73	0	97.33
A54501748	STUDENT, Alysha Dayana	10-24-2019	Form A	75	68	0	90.67
A57508865	STUDENT, Alyssa Lynn	10-24-2019	Form B	75	50	0	66.67
A55074600	STUDENT, Alyssa Nicole	10-24-2019	Form B	75	72	0	96.00
A59241188	STUDENT, Amanda	10-24-2019	Form B	75	72	0	96.00
A56483699	STUDENT, Andala	10-24-2019	Form A	75	73	0	97.33
A57752804	STUDENT, Andrea Christine	10-24-2019	Form B	75	66	0	88.00
A58606114	STUDENT, Andrew Jacob	10-24-2019	Form A	75	65	0	86.67
A53372811	STUDENT, Andrew James	10-24-2019	Form A	75	62	0	82.67
A51161066	STUDENT, Andrew Taylor	10-24-2019	Form B	75	59	0	78.67
A59296323	STUDENT, Ankita Joydeb	10-24-2019	Form B	75	64	0	85.33
A59080372	STUDENT, Anna Barbara	10-24-2019	Form A	75	69	0	92.00
A57389085	STUDENT, Anna Jean	10-24-2019	Form A	75	72	0	96.00

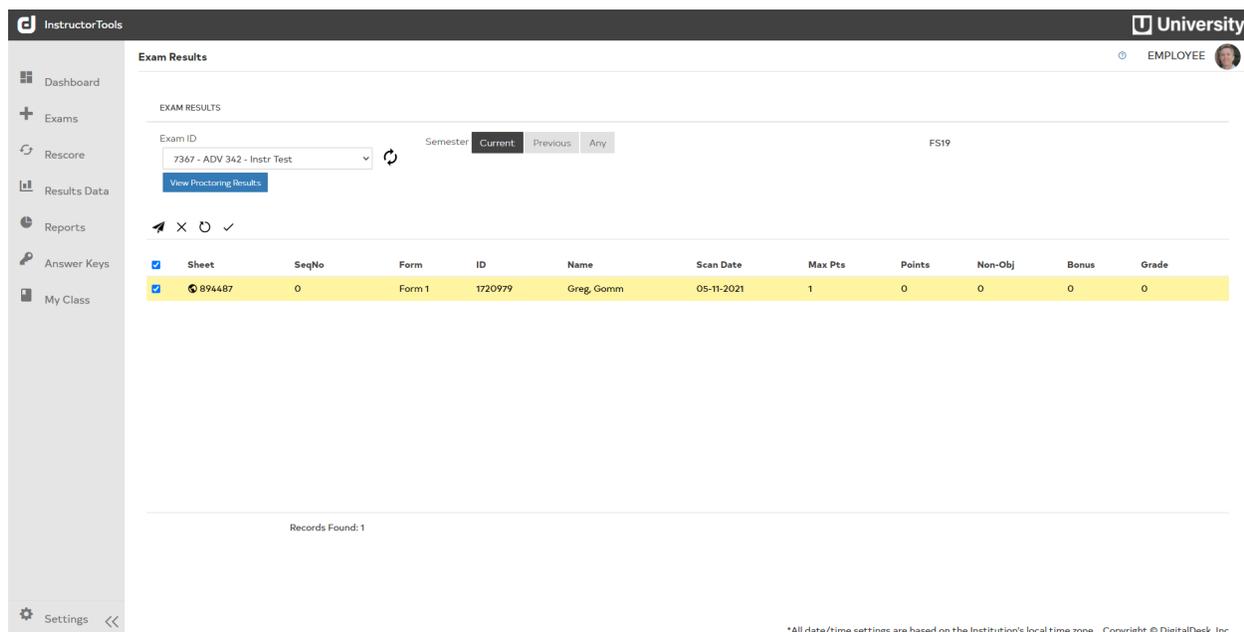
following: **All** **Individual**. If you select **Individual**, the points will only apply to that student.

Now, press [Rescore Exams](#) and all exams will be rescored, adding the desired points.

# 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.

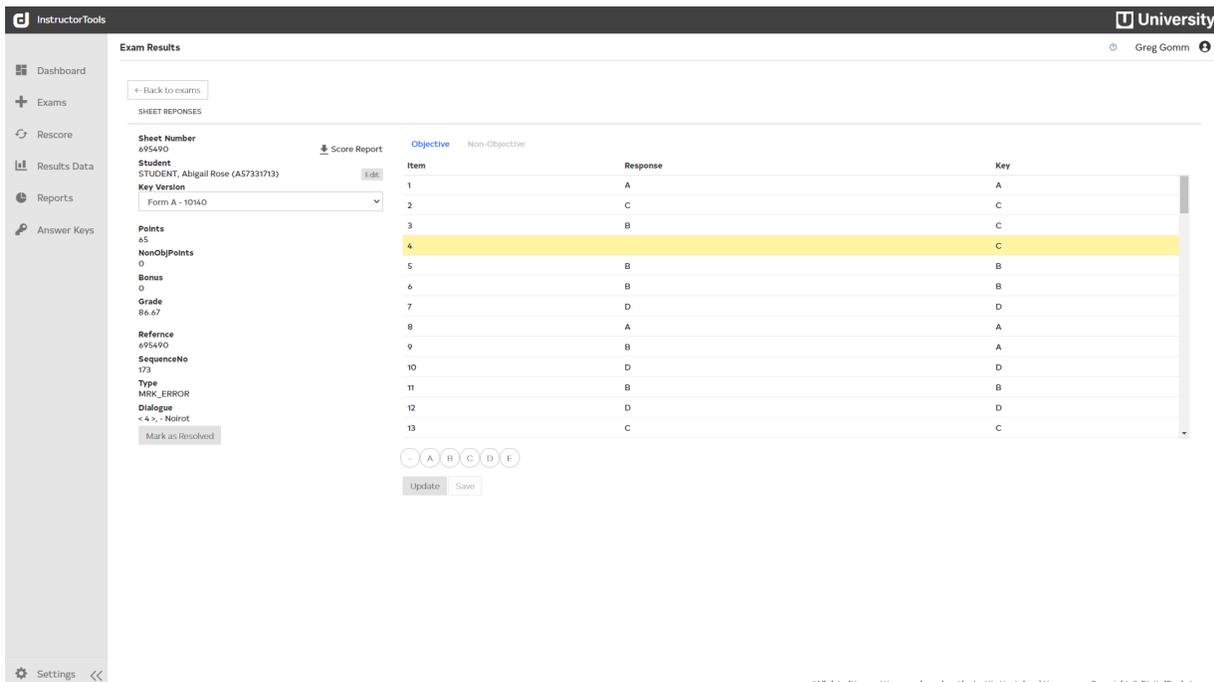


Sheet	SeqNo	Form	ID	Name	Scan Date	Max Pts	Points	Non-Obj	Bonus	Grade
894487	0	Form 1	1720979	Greg Gomm	05-11-2021	1	0	0	0	0

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.



The screenshot shows the 'Exam Results' page in the InstructorTools interface. The student is Abigail Rose (A57331713). The table below shows the exam items and their responses:

Item	Response	Key
1	A	A
2	C	C
3	B	C
4	C	C
5	B	B
6	B	B
7	D	D
8	A	A
9	B	A
10	D	D
11	B	B
12	D	D
13	C	C

Below the table, there are buttons for 'Update' and 'Save', and a 'Mark as Resolved' button. A 'Score Report' download icon is also visible.

Review the errors, then make and save corrections. The score results will automatically be updated.

When you are finished, click . 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  to update the student's answer and  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  to change their current score and  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  next to the student's name. That will display the demographic editing capabilities.

<b>Sheet Number</b> 717013	<input type="button" value="Score Report"/>	
<b>Student</b>		
Last Name	First Name	
<input type="text" value="STUDENT"/>	<input type="text" value="Alante Lajuan"/>	
Student ID	Username	
<input type="text" value="A51525108"/>	<input type="text" value="ASTUDENT"/>	
Email		
<input type="text" value="astudent@digitaldeskinc.edu"/>		
<input type="button" value="View Enrollment"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

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.

List of Students Enrolled			
Select a section			
StudentID	username	Name	
A53767070	TSTUDENT	STUDENT, TREVOR JOSEPH	Select
A51985597	MSTUDENT	STUDENT, MARGARET ANN	Select
A55444858	ESTUDENT	STUDENT, EMMA MARGARET	Select
A56067852	FSTUDENT	STUDENT, FINN STUART	Select
A60161834	CSTUDENT	STUDENT, CHARLOTTE ROSE	Select
A57166994	ASTUDENT	STUDENT, ALEXANDER JJ	Select
A55395698	JSTUDENT	STUDENT, JASMINE MARIE	Select
Ok			

**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 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.

**Sheet Number**  
717074 ↓ Score Report

**Student**  
STUDENT, Alexander (A55670059) Edit

2A - 10429

✓ 2B - 10430

2C - 10431

**Points**  
78

**NonObjPoints**  
0

**Bonus**  
12

**Grade**  
60

**Exam Results**

← Back to exams

SHEET RESPONSES

Sheet Number: 718413 ↓ Score Report

Student: STUDENT, Aeshnah K (A53124052) Edit

Key Version: Form B - 10450

Item	Response	Key
1	C	C
2	D	D
3	A	D
4	D	D
5	B	B
6	C	C
7	A	A
8	B	B
9	B	B
10	B	B
11	B	B
12	B	A
13	A	A

Points: 27  
NonObjPoints: 0  
Bonus: 2  
Grade: 76.32

Update Save

\*All date/time settings are based on the institution's local time zone. Copyright © DigitalDesk, Inc.

# 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:

Standard Custom. 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.

The screenshot shows the 'Reports' section of the DigitalDesk interface. On the left is a sidebar with navigation options: Dashboard, Exams, Rescore, Results Data, Reports, and Answer Keys. The main area is titled 'Reports' and contains a search section with 'Semester' (Current, Previous, Any) and 'Search by' (Instructor Last, First Name, Instructor ID, Exam ID) filters. Below this is a dropdown menu showing '5889 - EC 306 - EXAM 2'. Under 'REPORT OPTIONS', there are checkboxes for 'Standard' and 'Custom', and a list of report types: Combined Section Reports, Generate All Reports, Student Score Report, Roster Report, Exam Analysis, Linked (selected), Unlinked, CSV Score Export, CSV Data Export, Answer Key Analysis, and Score Graph. A 'Run' button and a red 'Release Student Grades' button are at the bottom. On the right, there are tabs for 'Exams', 'Graphs', 'Downloads', and 'Errors'. The 'Exams' tab is active, showing a table with columns 'Exam ID', 'Desc.', and 'Instructor'. The table contains one row: '5889', 'EXAM 2', and 'EMPLOYEE, Susan J'. Below the table, there are checkboxes for 'Exam ID', 'Desc.', and 'Instructor'.

Exam ID	Desc.	Instructor
5889	EXAM 2	EMPLOYEE, Susan J

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.

Exams   Graphs   Downloads   Errors

[← Back to exams](#)   [< All sections >](#)   [< All forms >](#)

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, Alokmanda	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
717082	2B	001	STUDENT, Benjamin Thomas	11-05-2019	150	42	3	44

Click [← Back to exams](#) to return to the list of tested sections.

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

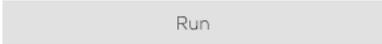
**Combined Section Reports** option will combine all results for all class sections tested under this exam. For example, you may have given this exam to your morning and afternoon sections in the exam setup process. This will apply to all reports including the Exam Analysis.

REPORT OPTIONS

[Standard](#)   [Custom](#)

- Combined Section Reports
- Generate All Reports
  - Student Score Report
  - Roster Report
  - Exam Analysis
    - Linked 
    - Unlinked 
  - CSV Score Export
  - CSV Data Export
  - Answer Key Analysis
  - Score Graph

[Run](#)

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

REPORT OPTIONS

Standard	Custom
eCampus Grade	<input type="button" value="Run"/>
Angel Report	<input type="button" value="Run"/>
Sakai Report	<input type="button" value="Run"/>
Canvas Report	<input type="button" value="Run"/>
Combined Sakai Report	<input type="button" value="Run"/>
Custom Score Report	<input type="button" value="Run"/>
Cumulative Score report	<input type="button" value="Run"/>
D2L Report	<input type="button" value="Run"/>
Combined Canvas Report	<input type="button" value="Run"/>

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.

Show Grades immediately

---

Are you sure you want to show Grades immediately for Exam ID #5889?

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:** Release Student Grades 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  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.

### Release Student Reports?

Are you sure you want to release Student Reports for Exam ID #7387 to students in the selected section(s)?

Include score in class averages on StudentPortal

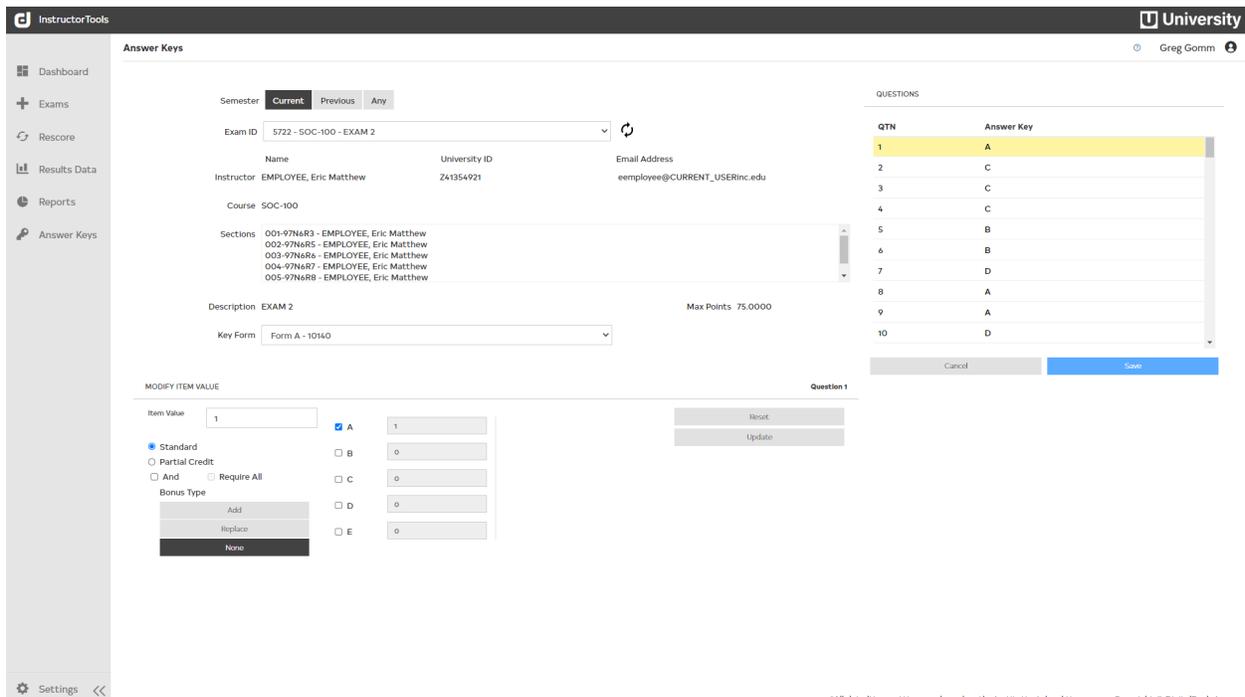
Include scan form image in the email

# 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.



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

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.

MODIFY ITEM VALUE

Item Value

A   
 B   
 C   
 D   
 E

Standard  
 Partial Credit  
 And  Require All

Bonus Type

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.

MODIFY ITEM VALUE

Item Value

A   
 B   
 C   
 D   
 E

Standard  
 Partial Credit  
 And  Require All

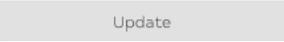
Bonus Type

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:
- Add:** Selecting  will add points to the student's score regardless of the points earned from non-bonus items.
  - Replace:** Selecting  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  to update the answer key table. The result should look like the figure to the right.

When you are finished modifying items, press  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

**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 , you will be prompted to Rescore the exams. Select  to have the system rescore all students' exams based on the changes to the keys. If you select , 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 screenshot shows the 'My Class' dashboard for course ADV-342. The interface includes a sidebar with navigation options: Dashboard, Exams, Rescore, Results Data, Reports, Answer Keys, and My Class. The main content area is divided into several sections:

- Class Averages:** A bar chart showing average scores for different sections. The y-axis ranges from 0% to 100%. The x-axis lists sections, with 'ADV-342-743-9TP9JIP' highlighted.
- Grade Distribution - All:** A donut chart showing the distribution of grades across all sections. The legend indicates: A: 2.9%, B: 11.8%, C: 8.8%, D: 23.5%, F: 52.9%.
- Academic Risk Profile:** A table listing students and their progress. The table has columns for Student Name, ID, Score, and a progress indicator.

STUDENT, DEMO	1720979	57.58%	-5.85	[Progress Chart]
STUDENT, MARIA LEONOR	A47973755	44%	-19.44	[Progress Chart]
STUDENT, ANNE BLAIR	A50835750	76.67%	13.23	[Progress Chart]
STUDENT, DEANDRA JALEEN	A51603243	56%	-7.44	[Progress Chart]
STUDENT, HEATHER ALICIA	A51680022	70%	6.56	[Progress Chart]

At the bottom of the Academic Risk Profile table, there are navigation buttons: First, Previous, 1 (selected), 2, 3, 4, 5, ..., Next, Last.

On the right side, a 'CLASS MESSAGES' pop-up window is open, displaying a message about new office hours: 'Please note my new office hours have changed: M-W-F 9am to 11am, T-TH 1pm to 3pm'.

\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.

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.

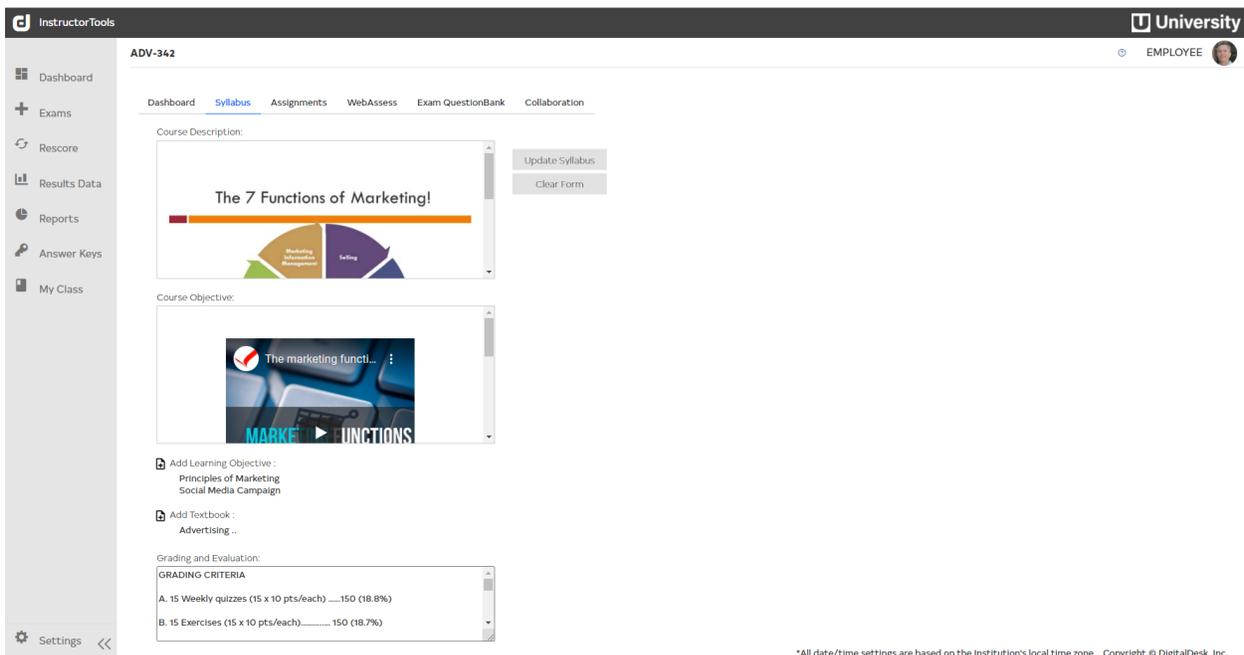
Click the  on the right side of the page to open the Class Message pop-up window, where you can create messages for all sections, a particular section, or individual students. You can format the text in many of the ways covered in [Exam Item Management](#), with the exception of the Math and Chemistry

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**.

The screenshot shows the InstructorTools interface for course ADV-342. The top navigation bar includes 'InstructorTools' and 'University'. The left sidebar contains menu items: Dashboard, Exams, Rescore, Results Data, Reports, Answer Keys, My Class, and Settings. The main content area has tabs for Dashboard, Syllabus, Course Content (selected), Assignments, WebAssess, Exam QuestionBank, and Collaboration. Below the tabs is a dropdown menu showing 'ADV 342 - 743'. The main content is a table with columns: Course Content Title, Content Upload Date, Course Name, Section, and an action icon. The table contains two rows of content items. At the bottom of the table are pagination controls: First, Previous, 1 (selected), Next, Last.

Course Content Title	Content Upload Date	Course Name	Section	
Chapter 9 - The Creative Side	03/05/2021	ADV-342		 
Chapter 10 - The Uncreative Side	05/08/2021	ADV-342		 

\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.

**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 .

Title  Date  

Lecture Notes

<input type="checkbox"/>	Section	Title	#Enrolled	COURSE ATTACHMENTS
<input type="checkbox"/>	743	Account Planning and Research	35	
<input type="checkbox"/>	742	Account Planning and Research	34	
<input type="checkbox"/>	741	Account Planning and Research	34	
<input type="checkbox"/>	740	Account Planning and Research	32	

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**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

. 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

to add it to your list in Course Content or click

to start over.

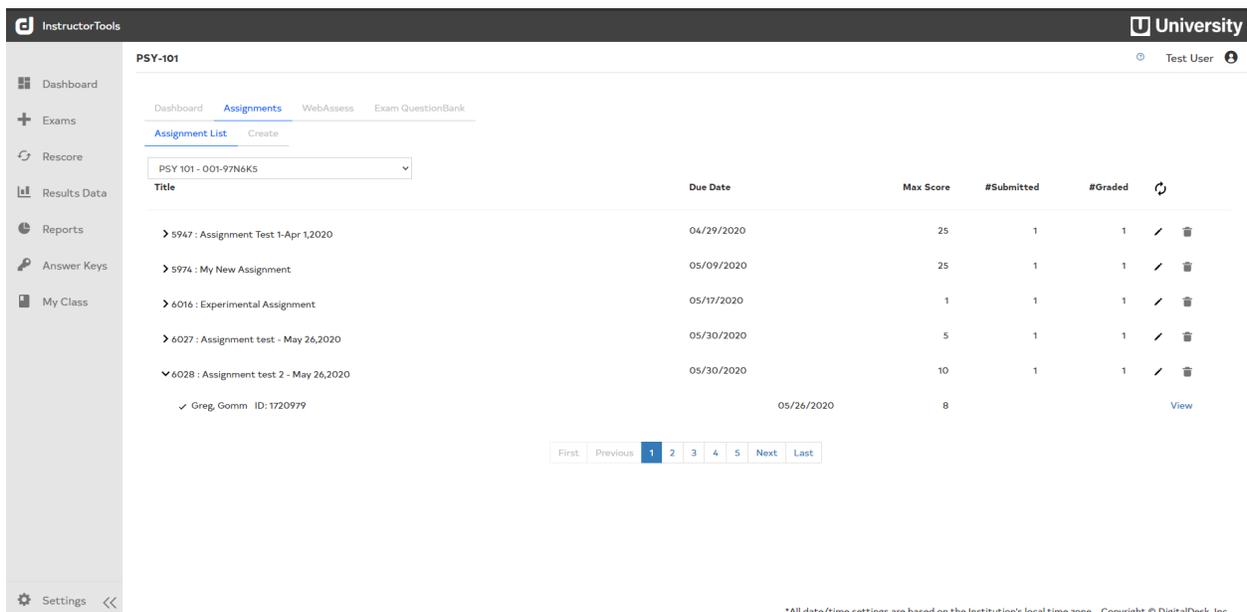
# Assignments

## 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.



Title	Due Date	Max Score	#Submitted	#Graded	
5947 : Assignment Test 1-Apr 1,2020	04/29/2020	25	1	1	 
5974 : My New Assignment	05/09/2020	25	1	1	 
6016 : Experimental Assignment	05/17/2020	1	1	1	 
6027 : Assignment test - May 26,2020	05/30/2020	5	1	1	 
6028 : Assignment test 2 - May 26,2020	05/30/2020	10	1	1	 
✓ Greg Gomm ID: 1720979	05/26/2020	8			  <a href="#">View</a>

First Previous 1 2 3 4 5 Next Last

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**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  next to them. **Clear Form** allows you to start over. Click **Submit** to allow students to begin the assignment.

**InstructorTools** University Test User

ADV-342

Dashboard **Assignments** Web/Assess Exam QuestionBank

Assignment List **Create**

**New Assignment**

Title

Due Date YYYY-MM-DD

Points

Instructions

<input type="checkbox"/>	Section	Title	#Enrolled	ATTACHMENTS
<input type="checkbox"/>	743	Account Planning and Research	34	
<input type="checkbox"/>	742	Account Planning and Research	34	
<input type="checkbox"/>	741	Account Planning and Research	34	
<input type="checkbox"/>	740	Account Planning and Research	32	

Clear Form

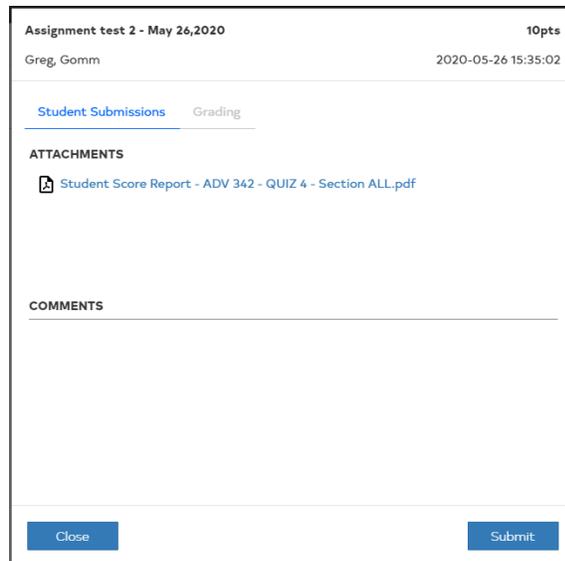
Submit

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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.



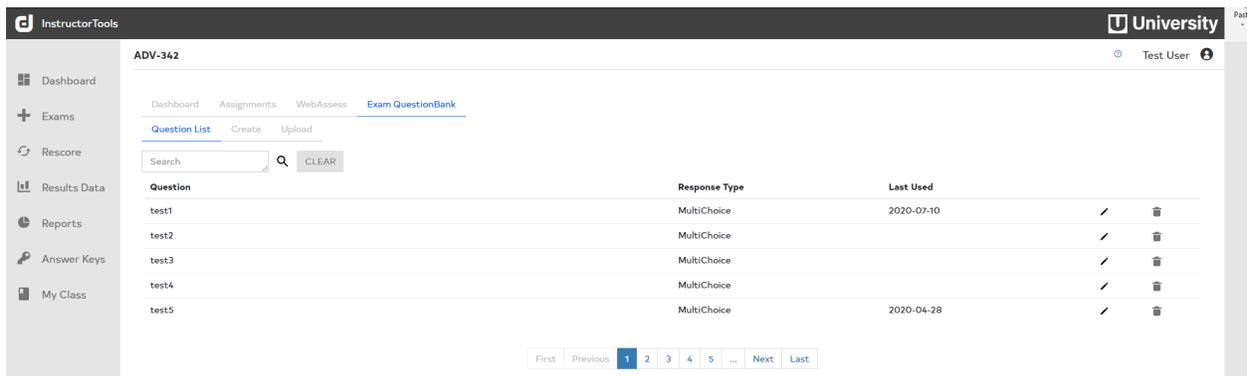
The screenshot shows a grading interface for an assignment titled "Assignment test 2 - May 26, 2020" with a maximum score of 10 points. The student's name is "Greg, Gomm" and the submission time is "2020-05-26 15:35:02". There are two tabs: "Student Submissions" (active) and "Grading". Under "ATTACHMENTS", there is a file named "Student Score Report - ADV 342 - QUIZ 4 - Section ALL.pdf". Below this is a "COMMENTS" section with a text input area. At the bottom, there are "Close" and "Submit" buttons.

**WebAssess:** See [Manage In-Class Proctored Exams](#)

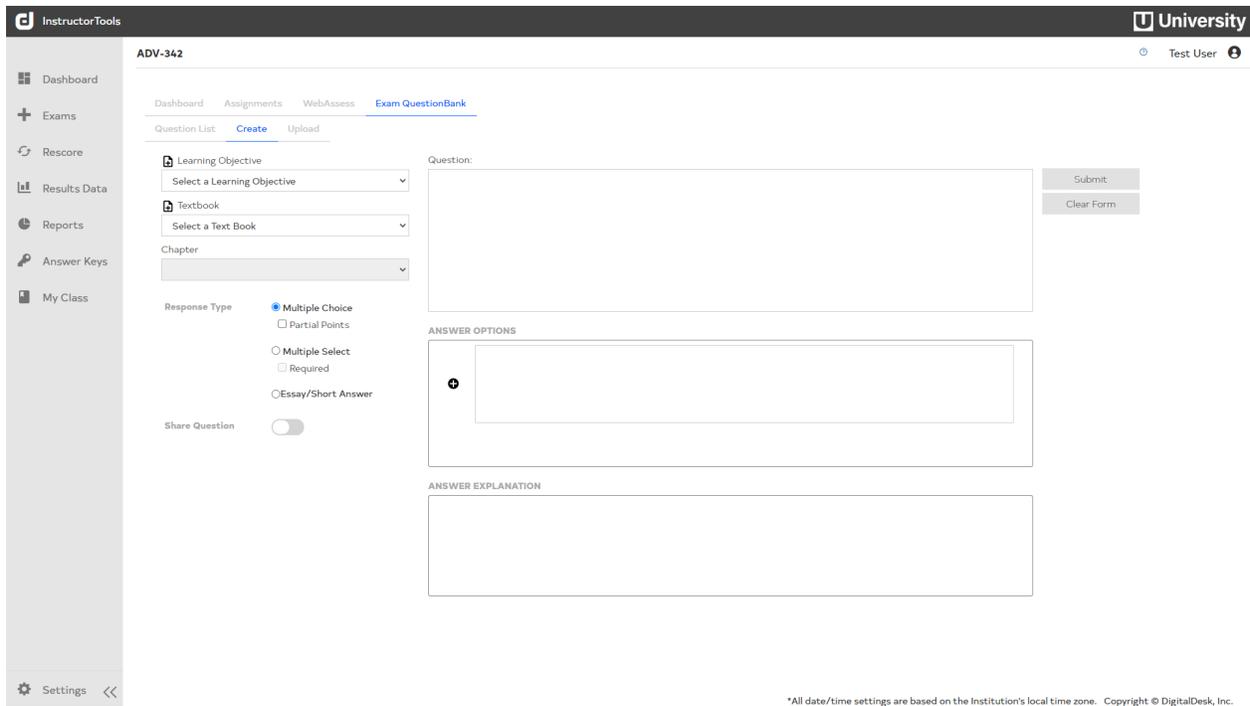
# Exam QuestionBank

This brings up three tabs, [Question List](#) [Create](#) [Upload](#).

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

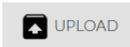


This list is updated every time you create a new question in Exam Item Management.  allows you to edit the question by opening it in the **Create** tab.  deletes them.



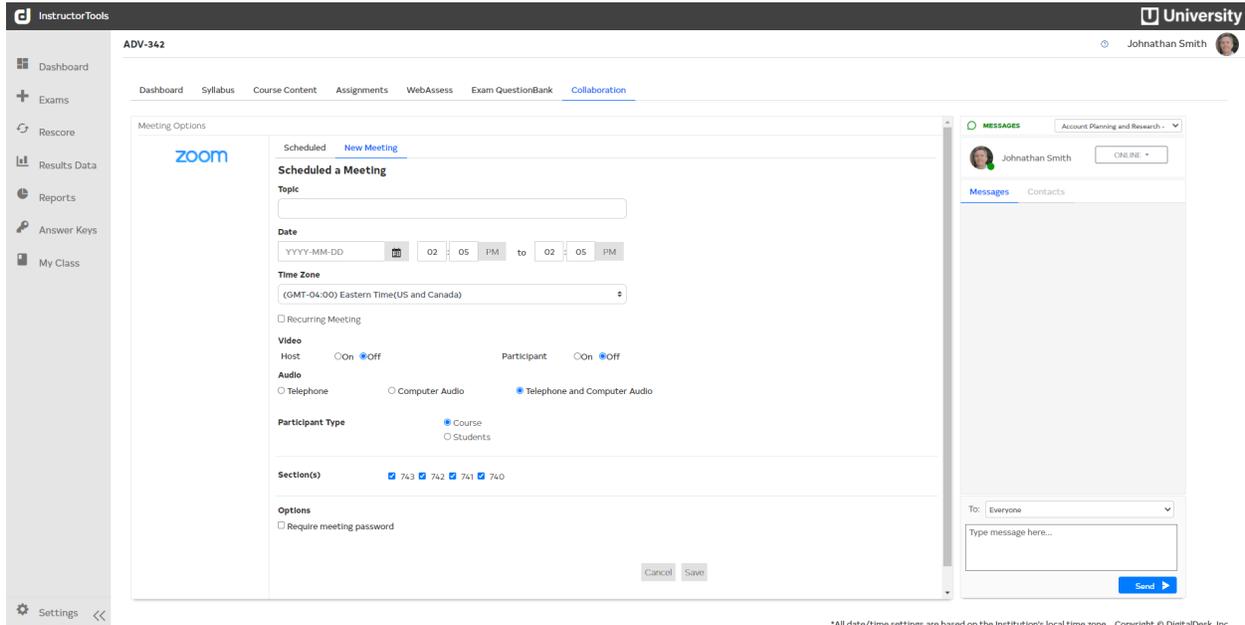
**Create** brings up a layout similar to and described in [Exam Item Management](#), except for the addition of two buttons, **Submit** and **Clear Form**. When you are done creating or editing a question, click

 to add it to the Question Bank, or  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  and entering the new question's information before clicking  will replace the old question with the new one.

**Upload** brings up two buttons,  **UPLOAD** and  **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:

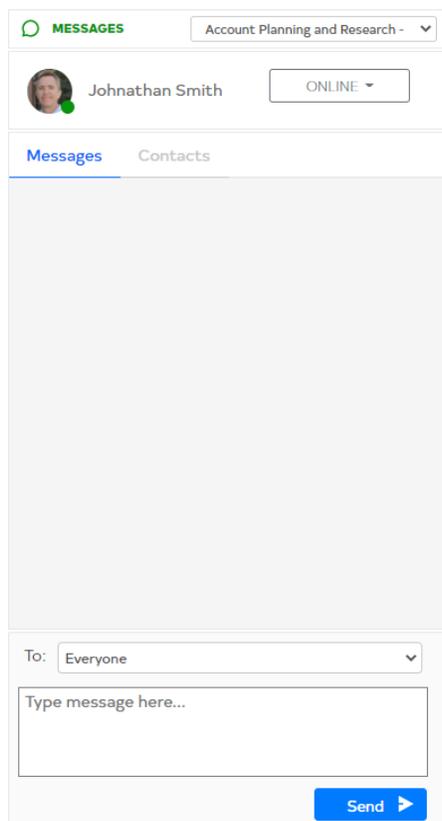


The **Scheduled** sub-tab lists your upcoming zoom meetings. Click [View](#) to see general information about the meeting including the topic, time, meeting ID, meeting type, passcode, invite link, section, and participants. Click [Join](#) to join the meeting,  to edit it, or  to delete it. **New Meeting** 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.

The screenshot shows the InstructorTools interface for course ADV-342. The 'WebAssess' tab is selected, displaying a dashboard with the following components:

- Class Averages:** A bar chart showing the average score for the course, with a value of approximately 52.9%.
- Grade Distribution - All:** A donut chart showing the distribution of grades: A (2.9%), B (11.8%), C (8.8%), D (23.5%), and F (52.9%).
- Academic Risk Profile:** A table listing students and their performance relative to the class mean grade.
- CLASS MESSAGES:** A panel showing a 'New Office Hours' announcement: 'Please note my new office hours have changed: M-W-F 9am to 11am, T-TH 1pm to 3pm'.

STUDENT	ID	Average	Trend
STUDENT, DEMO	1720979	52.58%	-5.85
STUDENT, MARIA LEONOR	A47973755	44%	-19.44
STUDENT, ANNE BLAIR	A50835750	76.67%	13.23
STUDENT, DEANDRA JALEEN	A51603243	56%	-7.44
STUDENT, HEATHER ALICIA	A51680022	70%	6.56

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.

The screenshot displays the 'InstructorTools' interface for course 'ADV-342'. The top navigation bar includes 'Dashboard', 'Syllabus', 'Assignments', 'WebAssess', 'Exam QuestionBank', and 'Collaboration'. The 'Active Exams' section is active, showing a table with the following data:

Exam ID	Desc.	Start Date	End Date	#Tested
7363	Instr. Test	05/07/2021	05/07/2021	

Below the table, there is a 'Submit' button. The interface also includes a sidebar with options like 'Dashboard', 'Exams', 'Rescore', 'Results Data', 'Reports', 'Answer Keys', and 'My Class'. A footer note states: '\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.'

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

Profile	Change Profile picture and name		✓	✓
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## 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.

### Settings

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[Add Class Managers](#) [System Messages](#) [Logs](#) [Manage Test Aids](#) [DB Management](#) [System Settings](#) [Activity Report](#) [Profile](#)

[Add TA](#) [Primary Instructor](#)

Search for Course

Section

**Info**

<b>Course ID</b>	ADV - 492
<b>Section ID</b>	274261
<b>Section Title</b>	Special Topics
<b>Section Code</b>	001-97M8BN
<b>Section Term</b>	FS19
<b>Instructor</b>	EMPLOYEE,JEFFREY I

**Teaching Assistants**

No teaching assistants for section 001-97M8BN

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 . 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](#).

### Add New Teaching Assistant

## Teaching Assistants

Select the user you wish to add as a teaching assi

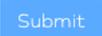
ID	Name	Email	
A06290389	ALLEN DAVID STUDENT	ast. eski	ALLEN DAVID STUDENT <A06290389> <input type="button" value="x Remove"/>

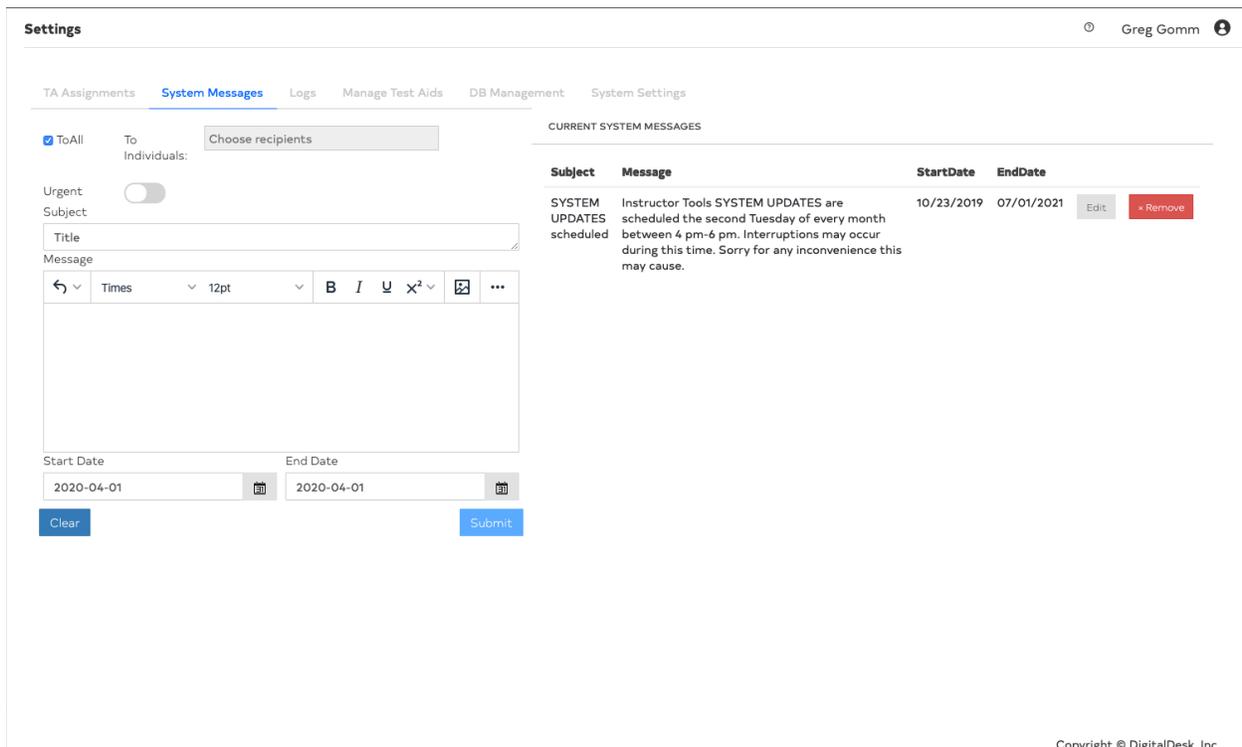
Adding a TA will result in the individual being listed on the page under the search box. To remove a TA, simply click .

# 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 .



The screenshot shows the 'Settings' page for 'System Messages'. The interface includes a navigation menu with 'System Messages' selected. On the left, there are fields for 'To All' (checked), 'To Individuals' (with a dropdown), 'Urgent' (toggle), 'Subject' (with a title field), and a rich text editor for the 'Message'. At the bottom, there are 'Start Date' and 'End Date' fields, both set to '2020-04-01', with 'Clear' and 'Submit' buttons. On the right, a table titled 'CURRENT SYSTEM MESSAGES' displays one message with columns for 'Subject', 'Message', 'StartDate', and 'EndDate'. The message subject is 'SYSTEM UPDATES scheduled' and the message body describes instructor tool updates. The start date is '10/23/2019' and the end date is '07/01/2021'. There are 'Edit' and 'Remove' buttons for the message.

Subject	Message	StartDate	EndDate
SYSTEM UPDATES scheduled	Instructor Tools SYSTEM UPDATES are scheduled the second Tuesday of every month between 4 pm-6 pm. Interruptions may occur during this time. Sorry for any inconvenience this may cause.	10/23/2019	07/01/2021

## 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 InstructorTools 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**

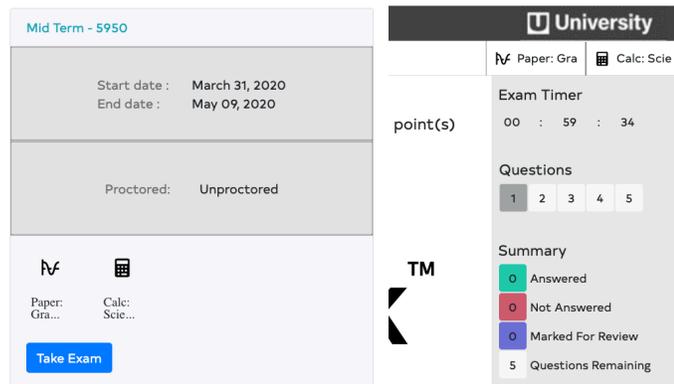
Start Date: 2019-09-01   End Date: 2019-12-31   **Submit**

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 . 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.



## Database Management

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

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

---

**Backup Database**

---

**Archive Database**

*No Archive was done before.*

**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 . 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  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  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

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

Semester Information System Users

Description	Begin Date	End Date	Code
Previous Semester	2019-05-09	2019-08-23	US19
Current Semester	2019-08-26	2020-05-15	FS19
Next Semester	2020-01-06	2020-05-01	SS20

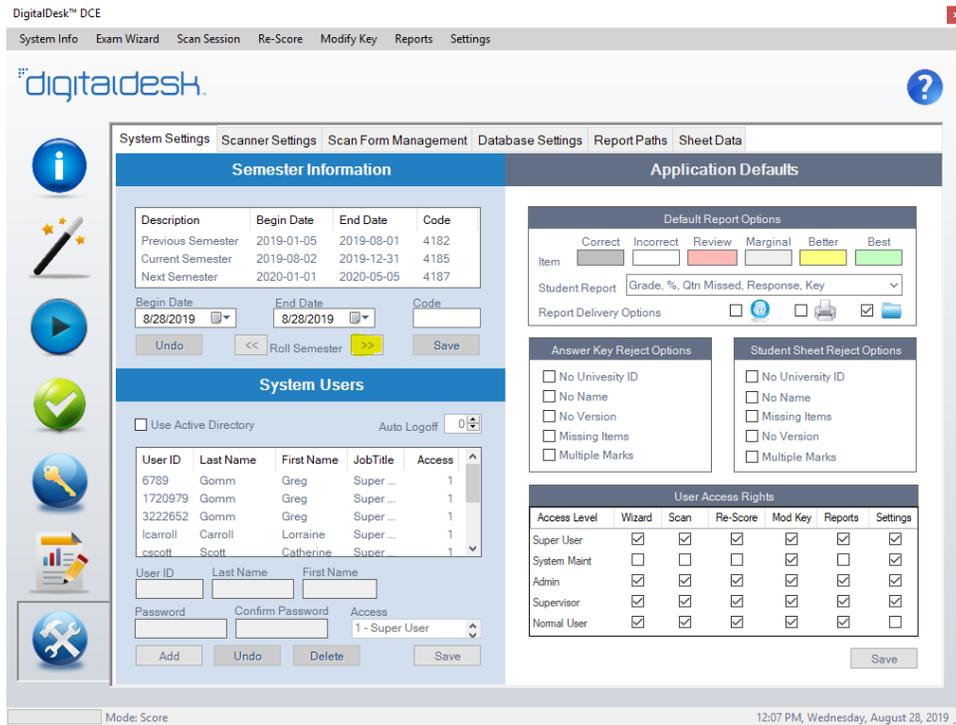
Begin Date  End Date  Code

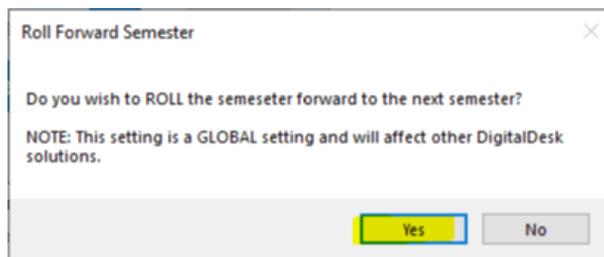
need to roll back a semester click , which will invert the process. You will then need to add the Previous Semester information.

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.



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

Description	Begin Date	End Date	Code
Previous Semester	2019-08-02	2019-12-31	4185
Current Semester	2020-01-01	2020-05-05	4187
Next Semester			

Begin Date: 8/28/2019    End Date: 8/28/2019    Code:

Undo    << Roll Semester >>    Save

- 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, Shibboleth, 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](#).

TA Assignments System Messages Logs Manage Test Aids DB Management [System Settings](#)

Semester Information [System Users](#)

User ID	Last Name	First Name	Job Title	Access
6789	Gomm	Greg	Super User	1
Icarroll	Miller	Mark	System Maint	2
1720979	Gomm	Greg	Admin	3
dharma	Office	Scoring	Supervisor	4
testuser	User	Test	Normal User	5

First Previous **1** Next Last

User ID  Last Name  First Name

Password  Confirm Password  Access

[Add](#) [Undo](#) [Delete](#) [Save](#)

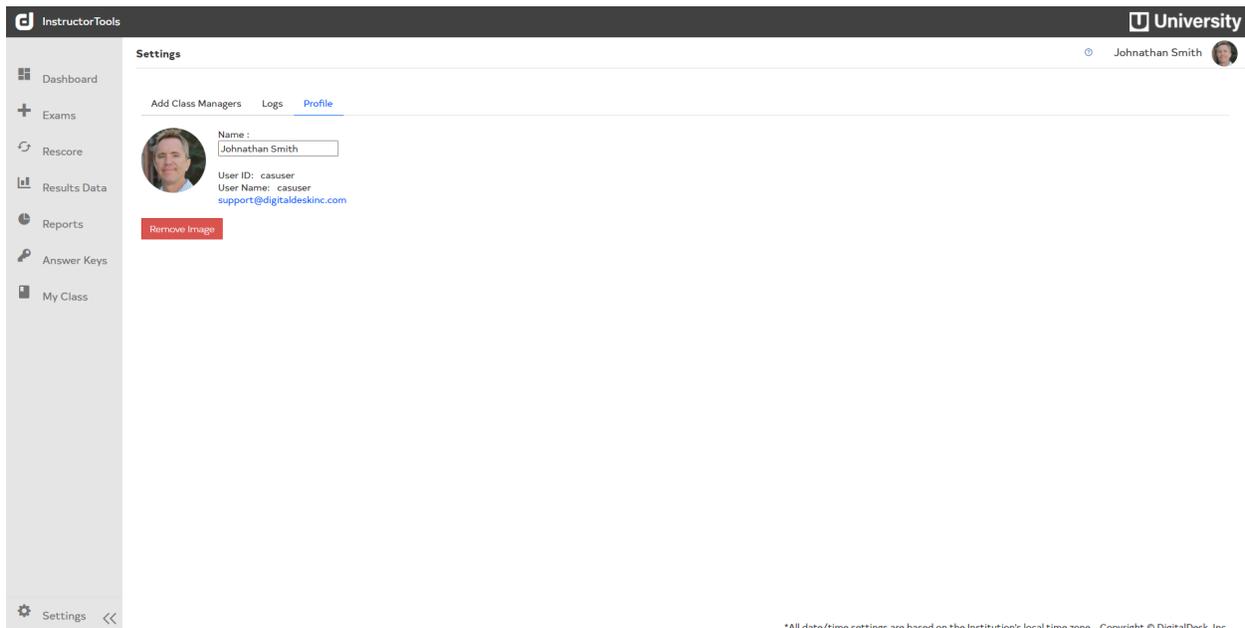
## Activity Report

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.  shows you activity from the previous semester and  displays all activity that is not archived. You can also set a custom begin and end date and click  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.



The screenshot shows the 'InstructorTools' interface. At the top right, it says 'University' with a logo and the user's name 'Johnathan Smith' next to a small profile picture. The main content area is titled 'Settings' and has three tabs: 'Add Class Managers', 'Logs', and 'Profile'. The 'Profile' tab is active. It displays a larger profile picture of Johnathan Smith, a text input field containing 'Name: Johnathan Smith', and three lines of text: 'User ID: casuser', 'User Name: casuser', and 'support@digitaideskinc.com'. Below the profile picture is a red button labeled 'Remove Image'. On the left side, there is a vertical navigation menu with icons and labels for 'Dashboard', 'Exams', 'Rescore', 'Results Data', 'Reports', 'Answer Keys', and 'My Class'. At the bottom left of this menu is a 'Settings' option with a gear icon and a double arrow icon. At the bottom right of the page, there is a small footer note: '\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.'