

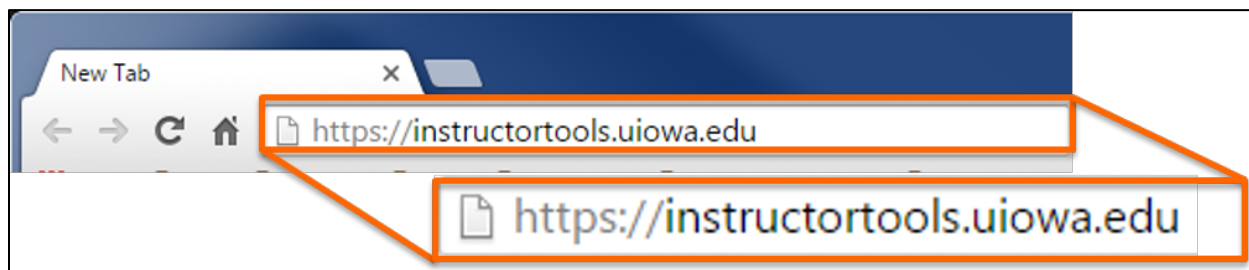
Before You Begin

1. A processed Scantron exam for the current or previous semester.
2. You will need to know your HawkID and password.




EXERCISE ONE – Accessing InstructorTools

1. Open your preferred browser, we recommend using either Chrome or Firefox.
2. Go to <https://instructortools.uiowa.edu>



3. Enter your HawkID and Password and then click the Log In button.

HawkID Login for Instructor Tools



HawkID

Password

[Forgot your HawkID password?](#)



EXERCISE TWO – InstructorTools Answer Keys

The Answer Keys Tab will allow you, as an instructor, to manipulate the answer key(s) for the exam. This tab will allow you to change answers on the exam key(s) at your discretion and rescore the student responses to reflect the updated answer(s).

1. Access the Reports screen by clicking Answer Keys in the menu bar.



2. Select the correct semester and Exam ID you wish to view.

Semester:

Exam ID:

3. Select the key you wish to edit (Form A, B, C, or D).

	Name	University ID	Email Address
Instructor	Elam, Aaron	01115395	
Course	HPAS 1040		
Sections	<input type="text" value="0200 - Elam, Aaron"/>		
Description	IT Test 4		Max Points 100.00
Key Form	<input type="text" value="Form A - 6505"/>		

4. Change the correct answer by selecting the question number you wish to edit.

QUESTIONS

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

Delete Last Item

Delete Key

Copy Answer Key

5. Use the Modify Item Value section to edit the answer(s) to the selected question.

- To change the accepted answer: Remove the check mark from the original answer and place a check mark in the box next to the new answer.
 - To add an additional accepted answer: Place a check mark next to the second correct answer.
6. Once you have completed your changes click the Update button and then the Save button to save your changes.

7. When asked to create a new Scoring Profile, click Yes.

Create/Update Scoring Profile?

Do you want to Create/Update a Scoring Profile for Exam 3957 - 6505 ?

8. When asked to Rescore Exams, click Yes.

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?

9. Once the exam has been rescored your new reports will be available in the Reporting tab.

1.