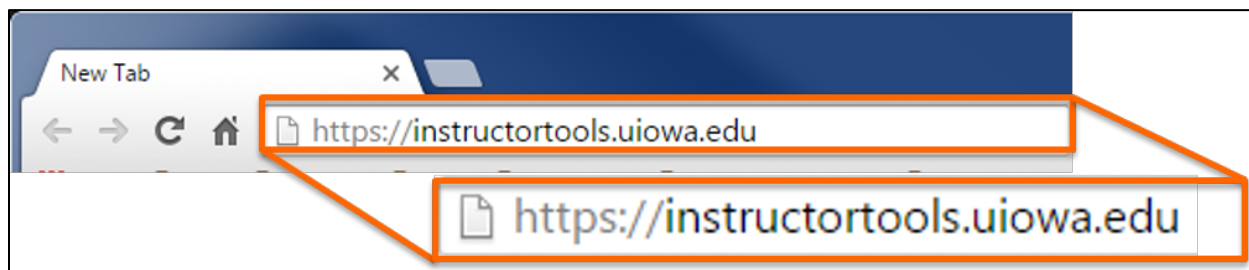Before You Begin

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.

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.

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

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

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.

   a. 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.
   b. 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.

8. When asked to Rescore Exams, click Yes.

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

1.