

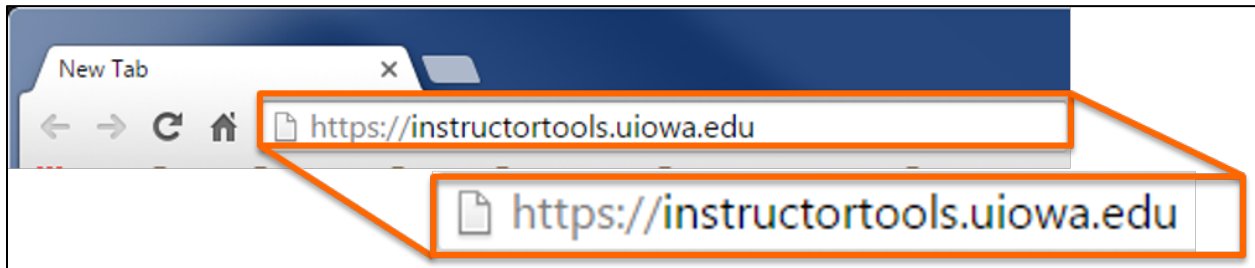
Before You Begin

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

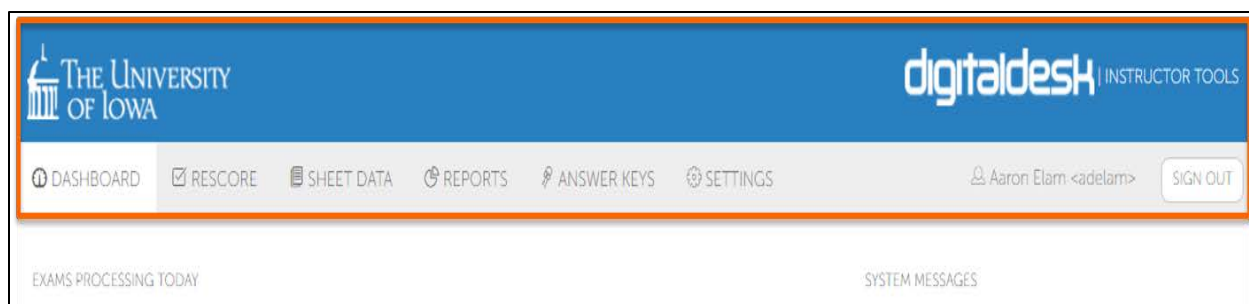
Password

[Forgot your HawkID password?](#)

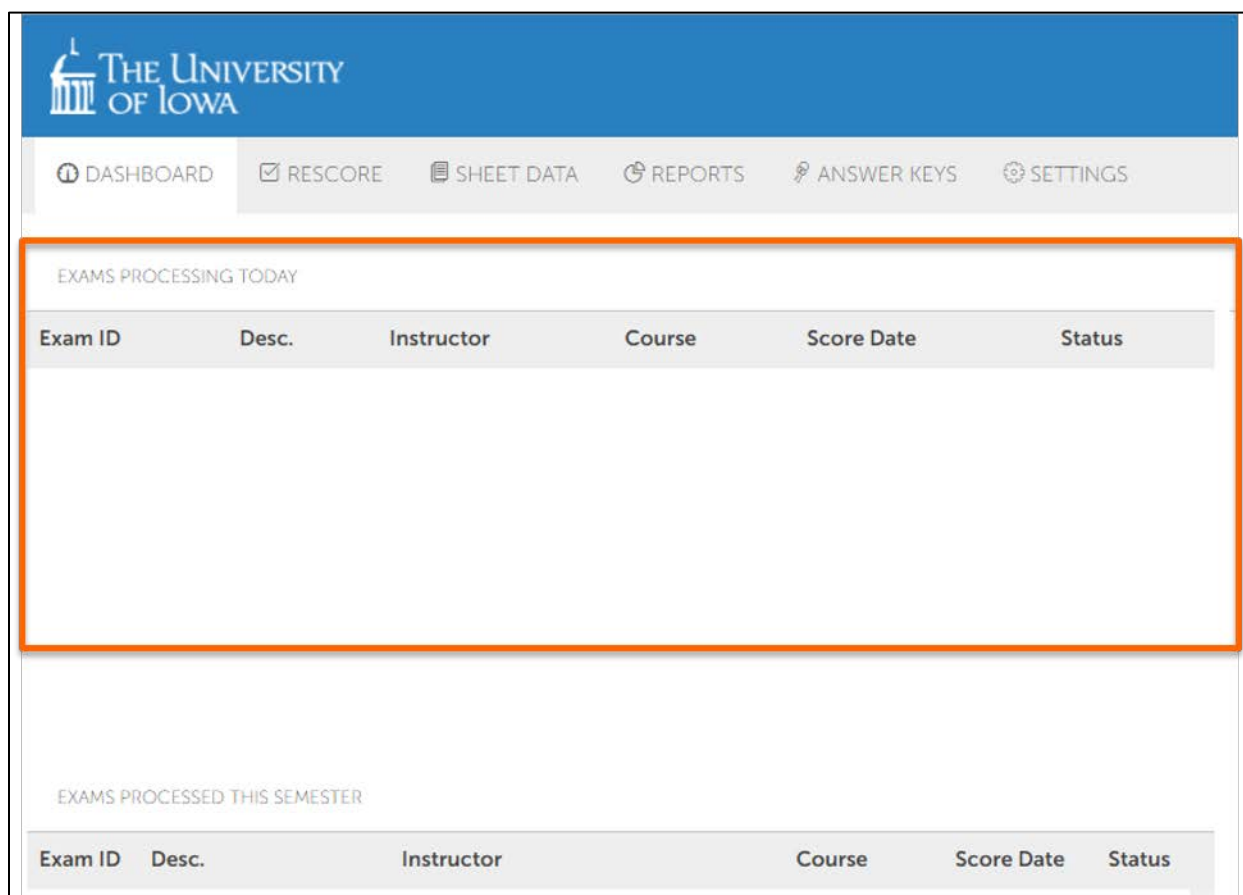


EXERCISE TWO – InstructorTools Dashboard

1. The Dashboard provides information regarding your scored exams.
 - The Dashboard will display all of the other functionality of InstructorTools.



- The Dashboard will display any exams you had scored that day.



- The Dashboard will display an exams that you have had scored during the current semester.

The screenshot shows the 'DigitalDesk | INSTRUCTOR TOOLS' interface. The top navigation bar includes links for DASHBOARD, RESCORE, SHEET DATA, REPORTS, ANSWER KEYS, and SETTINGS. Below this, the 'EXAMS PROCESSING TODAY' section is visible. The 'EXAMS PROCESSED THIS SEMESTER' section is highlighted with an orange border and contains a table with the following columns: Exam ID, Desc., Instructor, Course, Score Date, and Status.

Exam ID	Desc.	Instructor	Course	Score Date	Status
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- The Dashboard will also display and System Messages created by the administrator.

The screenshot shows the 'DigitalDesk | INSTRUCTOR TOOLS' interface. The top navigation bar includes links for DASHBOARD, RESCORE, SHEET DATA, REPORTS, ANSWER KEYS, and SETTINGS. Below this, the 'EXAMS PROCESSING TODAY' section is visible. The 'SYSTEM MESSAGES' section is highlighted with an orange border and contains a table with the following columns: Exam ID, Desc., Instructor, Course, Score Date, and Status.

Exam ID	Desc.	Instructor	Course	Score Date	Status
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