

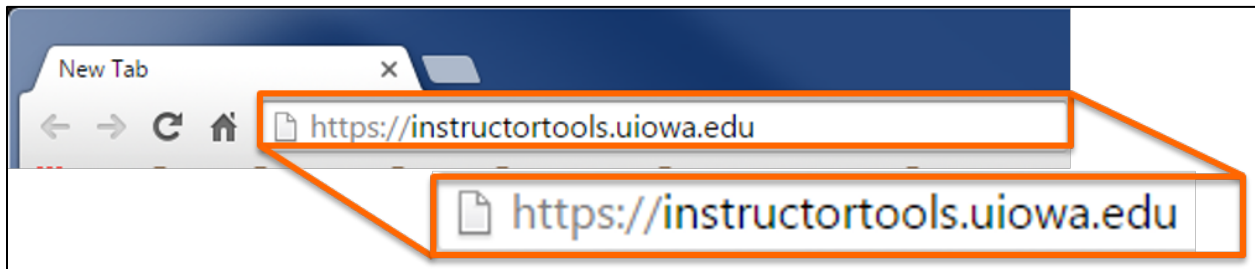
## Before You Begin

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

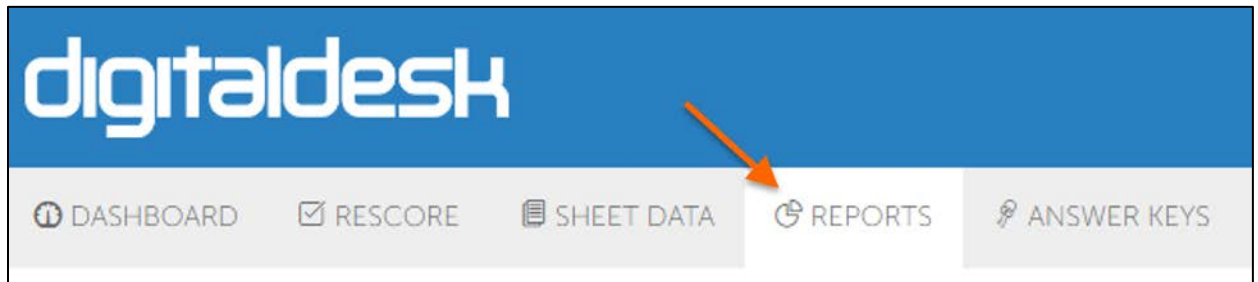
[Forgot your HawkID password?](#)



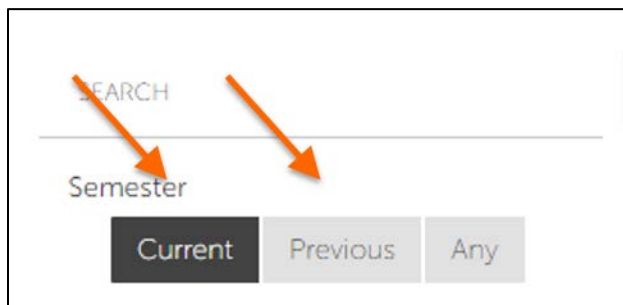
## EXERCISE TWO – InstructorTools Reports (ICON)

The Reports Tab will allow you, as an instructor, to run various reports for your exams. This tab will also allow you to email students an error listing for the exam. The error report will list the question number that the student missed and their response.

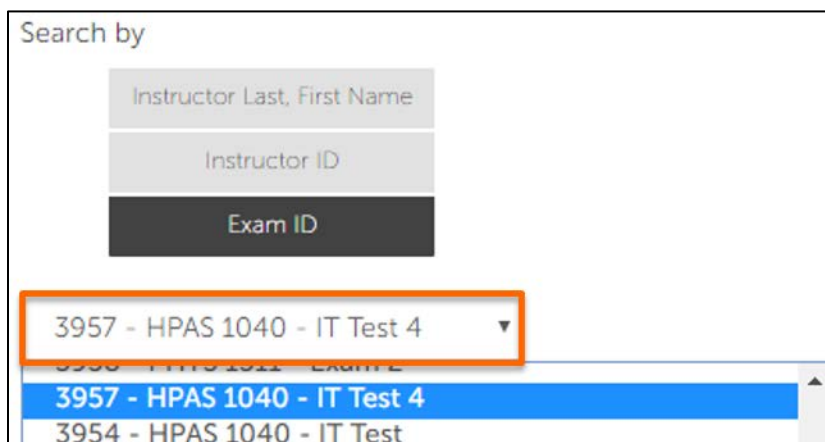
1. Access the Reports screen by clicking Reports in the menu bar.



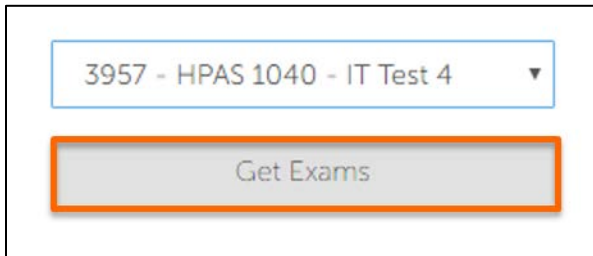
2. Select the term for the exam you wish to view reports for.



3. Select the exam you wish to view the reports from the drop down menu.

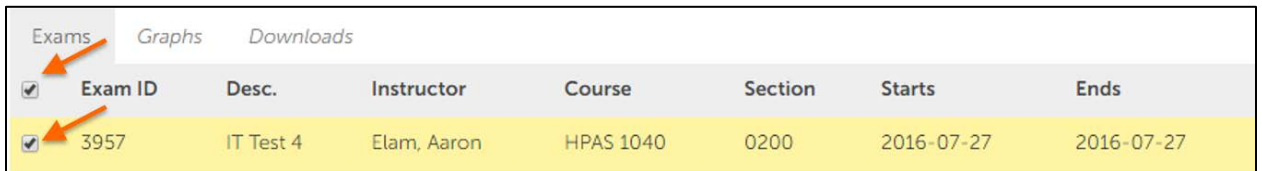


4. Click the Get Exams button.



A screenshot of a web interface showing a dropdown menu with the text "3957 - HPAS 1040 - IT Test 4" and a "Get Exams" button below it. The button is highlighted with an orange border.

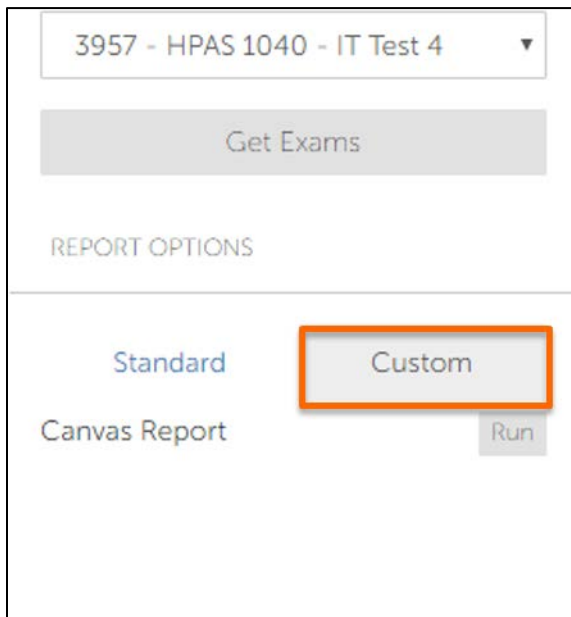
5. Click the box next each section you wish to view reports for.  
a. Click the top box will select all sections available.



A screenshot of the "Exams" tab interface. It shows a table with columns: Exam ID, Desc., Instructor, Course, Section, Starts, and Ends. The first row is highlighted in yellow and contains the text: 3957, IT Test 4, Elam, Aaron, HPAS 1040, 0200, 2016-07-27, 2016-07-27. Red arrows point to the checkboxes in the first column.

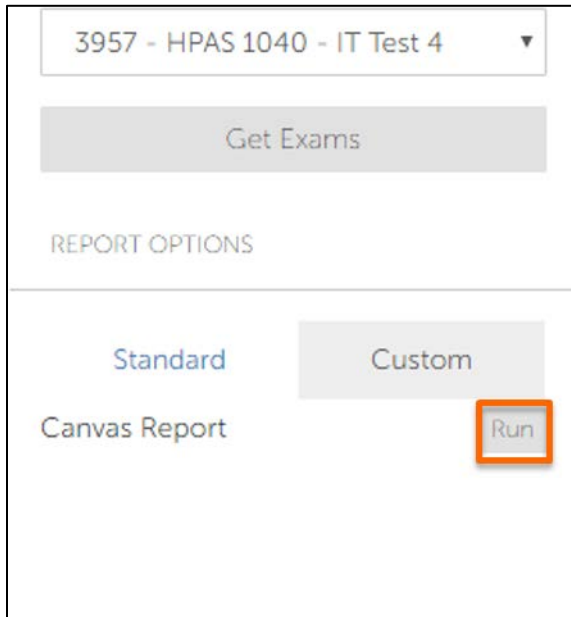
Exam ID	Desc.	Instructor	Course	Section	Starts	Ends
3957	IT Test 4	Elam, Aaron	HPAS 1040	0200	2016-07-27	2016-07-27

6. Select the Custom tab.



A screenshot of the "Custom" report options interface. It shows a dropdown menu with the text "3957 - HPAS 1040 - IT Test 4" and a "Get Exams" button. Below this is a section titled "REPORT OPTIONS" with two tabs: "Standard" and "Custom". The "Custom" tab is highlighted with an orange border. A "Run" button is visible at the bottom right.

7. Click Run.



3957 - HPAS 1040 - IT Test 4 ▼

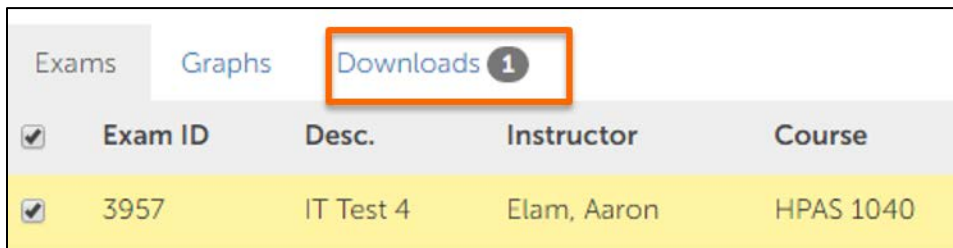
Get Exams

REPORT OPTIONS

Standard Custom

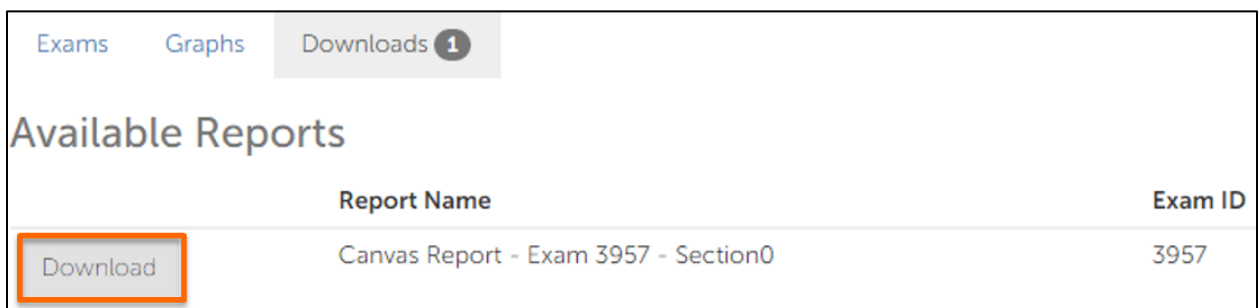
Canvas Report Run

8. Click the Downloads tab.



Exam ID	Desc.	Instructor	Course
3957	IT Test 4	Elam, Aaron	HPAS 1040

9. Click Download.



Report Name	Exam ID
Canvas Report - Exam 3957 - Section0	3957

Download

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