

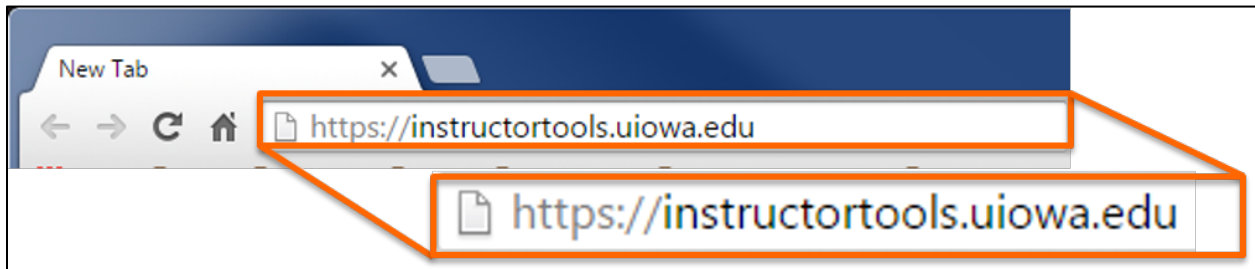
Before You Begin

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

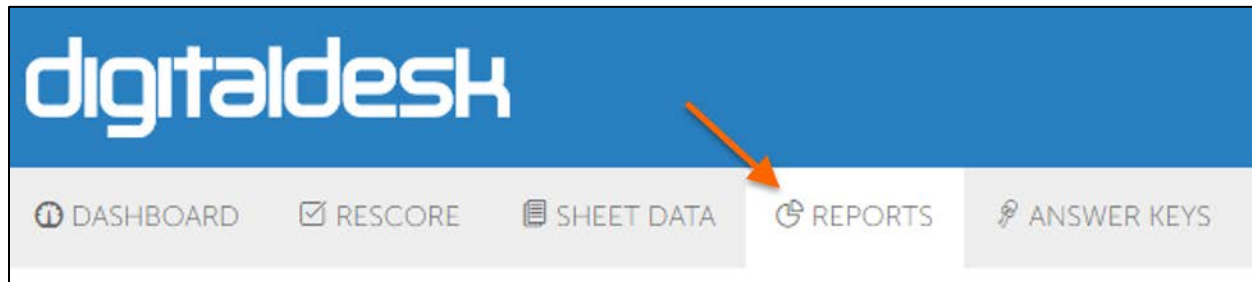
[Forgot your HawkID password?](#)



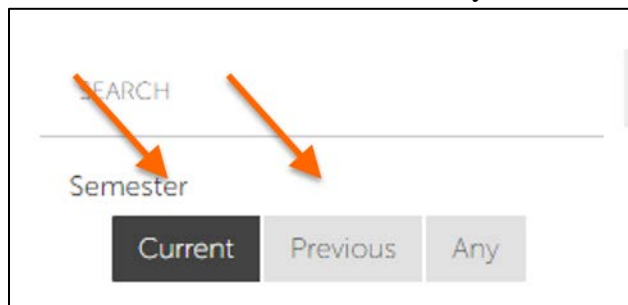
EXERCISE TWO – InstructorTools Reports

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.

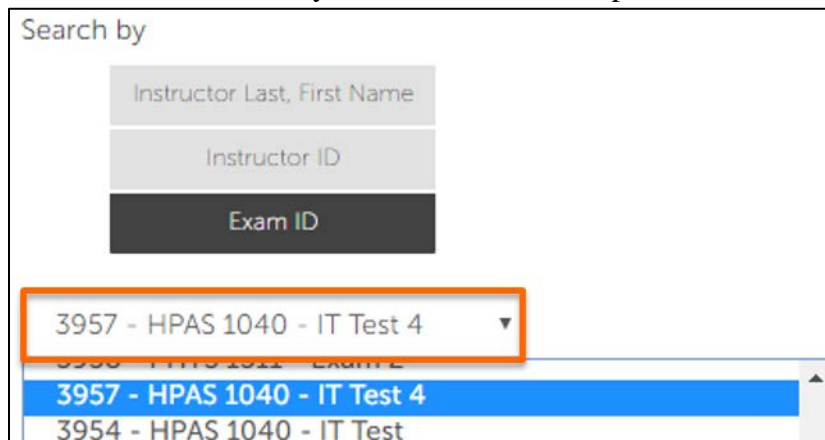
1. Access the Reports screen by clicking Reports in the menu bar.



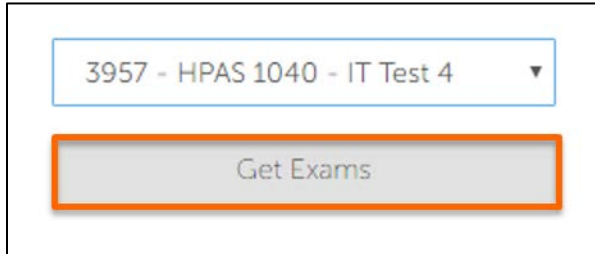
2. Select the term for the exam you wish to view reports for.



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



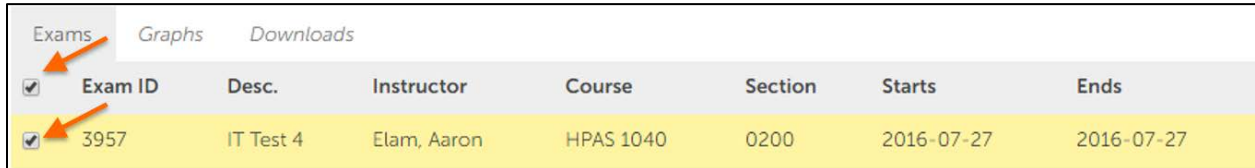
4. Click the Get Exams button.



3957 - HPAS 1040 - IT Test 4 ▼

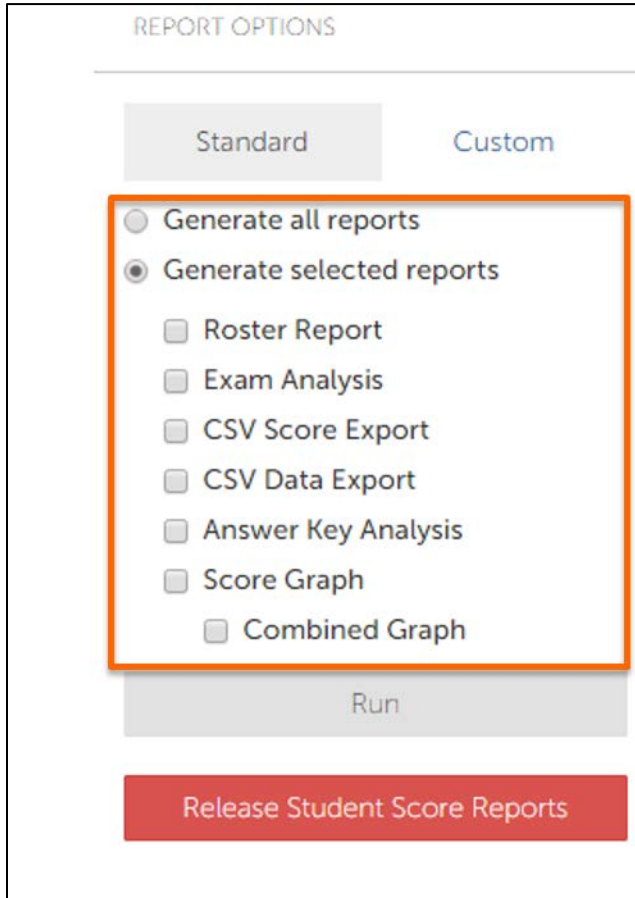
Get Exams

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



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 which reports you would like to view for the exam.



REPORT OPTIONS

Standard Custom

☐ Generate all reports

☒ Generate selected reports

- ☐ Roster Report
- ☐ Exam Analysis
- ☐ CSV Score Export
- ☐ CSV Data Export
- ☐ Answer Key Analysis
- ☐ Score Graph
- ☐ Combined Graph

Run

Release Student Score Reports

- a. Selecting “Generate all reports” will generate all available reports for the exam.
 - b. Selecting “Generate selected reports” will allow you to run specific reports.
 - i. Roster Report: Lists students by last name and includes student scores.
 - ii. Exam Analysis: Provides statistics for exam.
 - iii. CSV Score Export: Provides student score data in .csv format. This report will NOT upload into ICON.
 - iv. CSV Data Export: Provides all data for exam in a .csv format. This reports will NOT upload into ICON.
 - v. Answer Key Analysis: Provides a visual representation of the exam key.
 - vi. Score Graph: Graph of exam scores for individual sections.
 1. Combined Graph: Places multiple sections on one graph.
7. Once the reports you wish to view have been selected click Run.

The screenshot displays a web interface titled "REPORT OPTIONS". At the top, there are two tabs: "Standard" (which is selected and highlighted with a grey background) and "Custom". Below the tabs, there are two radio button options: "Generate all reports" and "Generate selected reports". The "Generate selected reports" option is selected, indicated by a filled radio button. Below these radio buttons is a list of report types, each with an unchecked checkbox: "Roster Report", "Exam Analysis", "CSV Score Export", "CSV Data Export", "Answer Key Analysis", "Score Graph", and "Combined Graph". At the bottom of the form, there is a large grey button labeled "Run" which is highlighted with a thick orange border. Below the "Run" button is a red button labeled "Release Student Score Reports".

8. Completed reports will be available for download for the tabs located above the exam.

Exams	Graphs 2	Downloads 10			
<input checked="" type="checkbox"/>	Exam ID	Desc.	Instructor	Course	Section
<input checked="" type="checkbox"/>	3957	IT Test 4	Elam, Aaron	HPAS 1040	0200

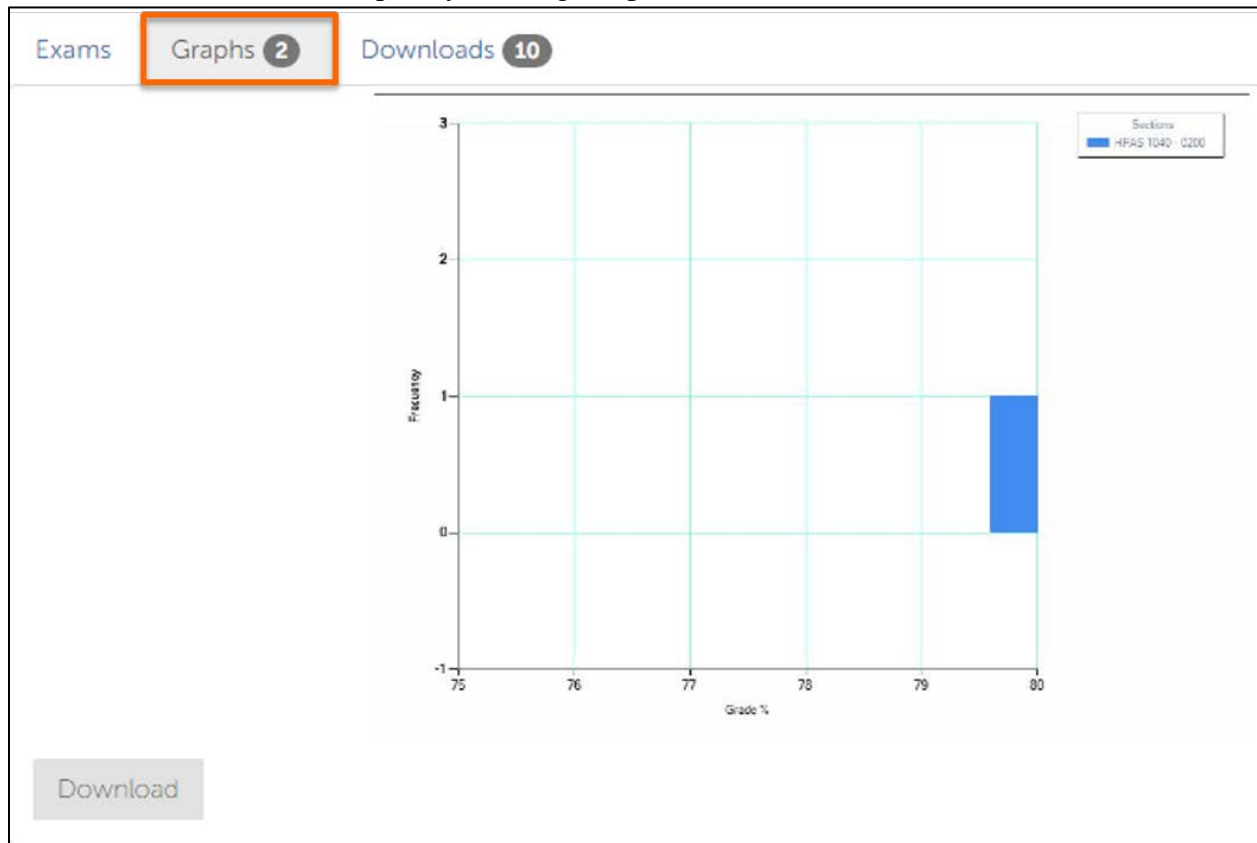
9. Select which report you wish to download by clicking the Download button to the left of the report title.

Available Reports	
	Report Name
↓ Download All	Download 9 reports as a zip file
Download	Score Graph Combined PDF
Download	Score Graph Combined
Download	Score Graph PDF
Download	Score Graph
Download	Answer Key Analysis - Form A
Download	Data Export
Download	Score Export - Missed Response Analysis
Download	Exam Analysis - Form A
Download	Roster Report

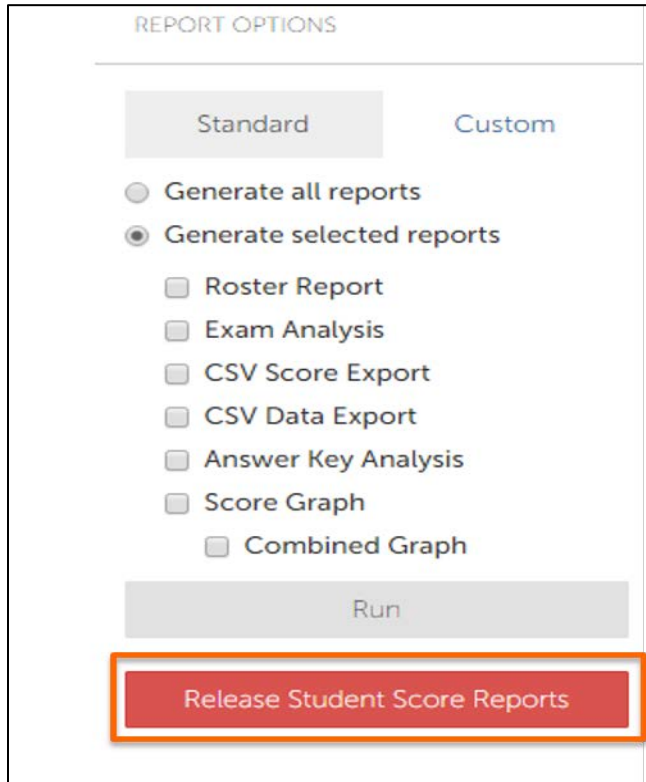
10. To download all of the reports to a .zip file, click the Download All button.

Available Reports	
	Report Name
↓ Download All	Download 9 reports as a zip file
Download	Score Graph Combined PDF
Download	Score Graph Combined
Download	Score Graph PDF
Download	Score Graph
Download	Answer Key Analysis - Form A
Download	Data Export
Download	Score Export - Missed Response Analysis
Download	Exam Analysis - Form A
Download	Roster Report

11. Access the Score Graphs by clicking Graphs.



12. Once you are satisfied with the exam results you can release the Student Score Reports to the students by clicking the Release Student Score Reports button. *This step is optional.*



REPORT OPTIONS

Standard Custom

☐ Generate all reports

☒ Generate selected reports

- ☐ Roster Report
- ☐ Exam Analysis
- ☐ CSV Score Export
- ☐ CSV Data Export
- ☐ Answer Key Analysis
- ☐ Score Graph
- ☐ Combined Graph

Run

Release Student Score Reports

13. A sample Student Score Report is located in Appendix A.

APPENDIX A



Testing Services

Student Score Report

Sample, Student

Student ID 00135982
Course: HPAS 1040 -
Instructor: Elam, Aaron
Confirmation: 3957 Booklet #: N/A
Date/Location: 07-27-16 08: 07
Description: IT Test 4, Form A

Exam Results

Regular Points:	70.00
Bonus Points:	0.00
Total Points Earned:	70.00
Possible Points	100.00
Grade:	70.00%
Elapsed Time (min):	0

Questions Missed *

(Format: Question Number. Your Answer, Correct Answer) *

2. A 5. E 10. D

* If allowed by your instructor, the questions that you missed are listed. Optionally, your answer and the correct answer may be listed as allowed by your instructor. Items with an "X" for the Answer are not counted against grade.