

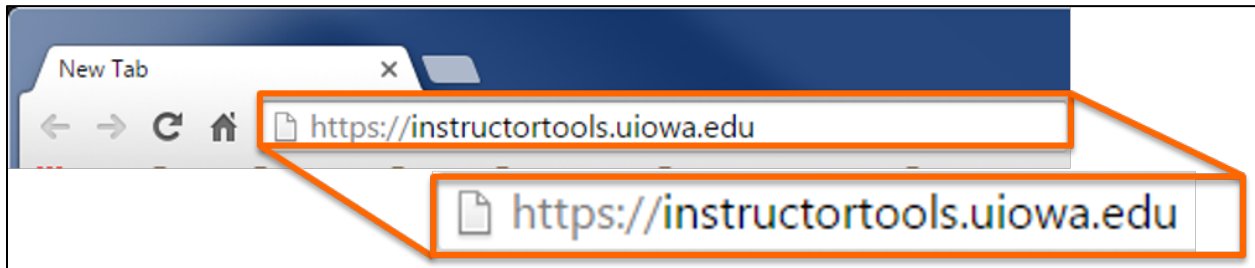
Before You Begin

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

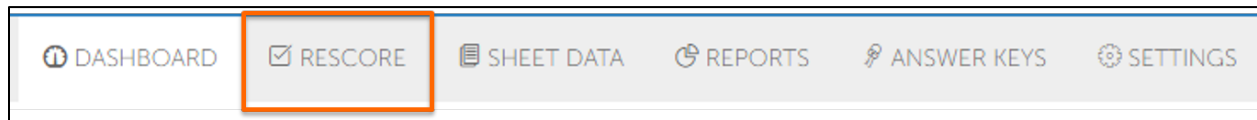
[Forgot your HawkID password?](#)



EXERCISE TWO – InstructorTools Rescore

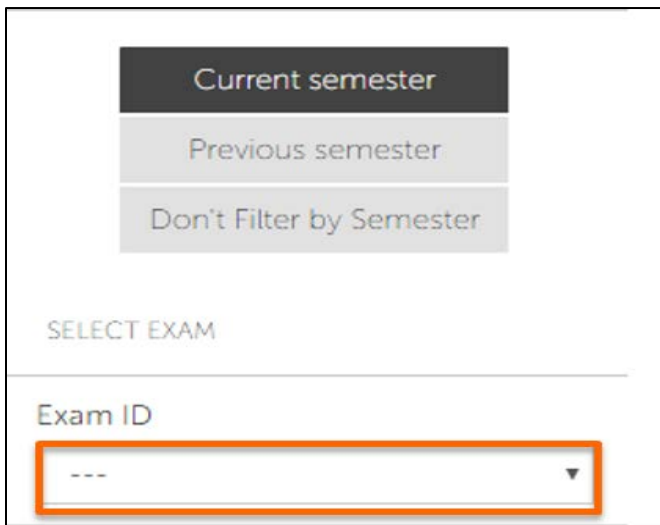
The Rescore Tab will allow you to add bonus points to your students' scores and also change how many decimal points are reported on all reports. Bonus points can be awarded to all of the students that completed the exam or to individual students.

1. From the Dashboard, select the Rescore tab.



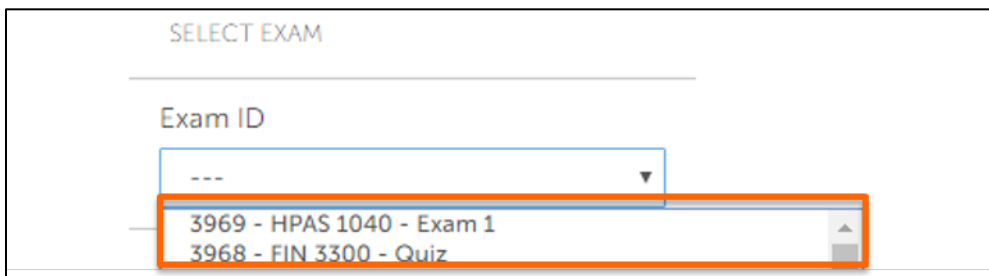
2. You should see the following screen:

3. Select the drop down arrow under “Exam ID”.



The screenshot shows a web form titled "SELECT EXAM". At the top, there are three buttons: "Current semester" (dark grey), "Previous semester" (light grey), and "Don't Filter by Semester" (light grey). Below these buttons is a horizontal line. Under the line, the text "Exam ID" is displayed above a dropdown menu. The dropdown menu is currently closed and shows three dashes "---". An orange rectangular box highlights the dropdown menu.

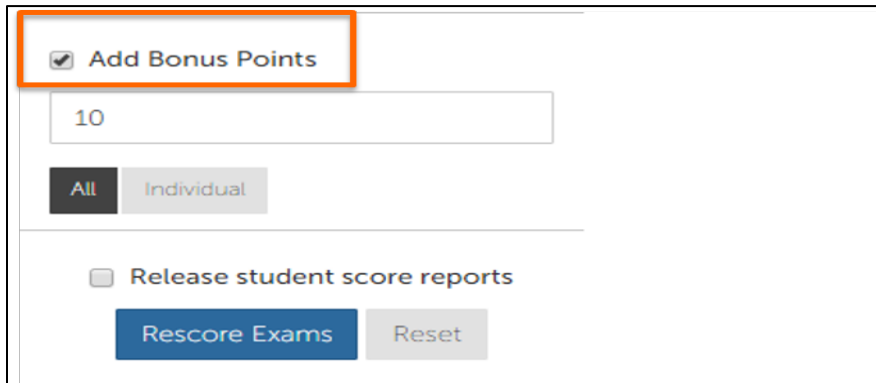
4. Select the exam you wish to rescore.



The screenshot shows the same "SELECT EXAM" form, but the dropdown menu is now open. It displays a list of two exams: "3969 - HPAS 1040 - Exam 1" and "3968 - FIN 3300 - Quiz". An orange rectangular box highlights the dropdown menu and the list of exams.

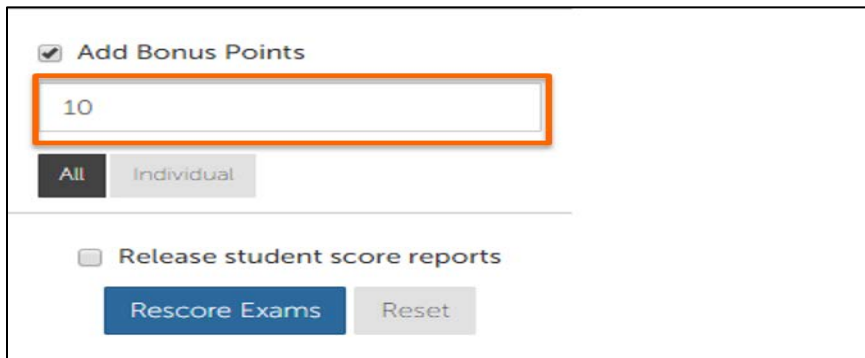
If you wish to add bonus points to all student scores:

1. Place a check mark in the box next to “Add Bonus Points”.



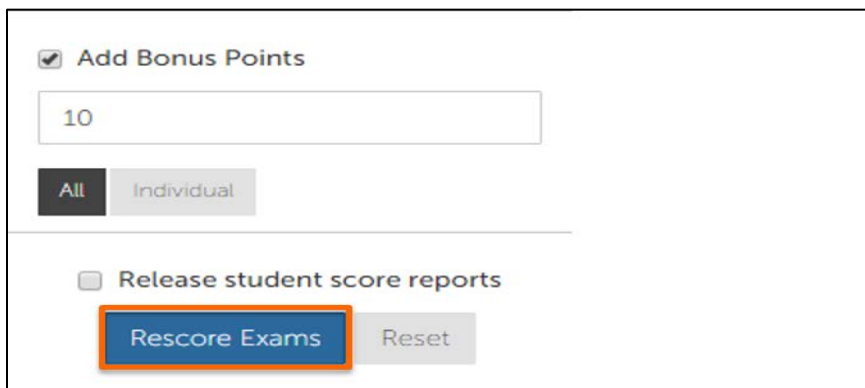
A screenshot of a web form titled "Add Bonus Points". The checkbox "Add Bonus Points" is checked and highlighted with an orange box. Below it is a text input field containing the number "10". There are two buttons: "All" (dark blue) and "Individual" (light gray). Below these is a section with a checkbox "Release student score reports" (unchecked) and two buttons: "Rescore Exams" (dark blue) and "Reset" (light gray).

2. Place the number of bonus points you wish to add in the box.



A screenshot of the same web form. The checkbox "Add Bonus Points" is checked. The text input field containing "10" is highlighted with an orange box. The "All" button is dark blue, and the "Individual" button is light gray. The "Release student score reports" checkbox is unchecked, and the "Rescore Exams" and "Reset" buttons are at the bottom.

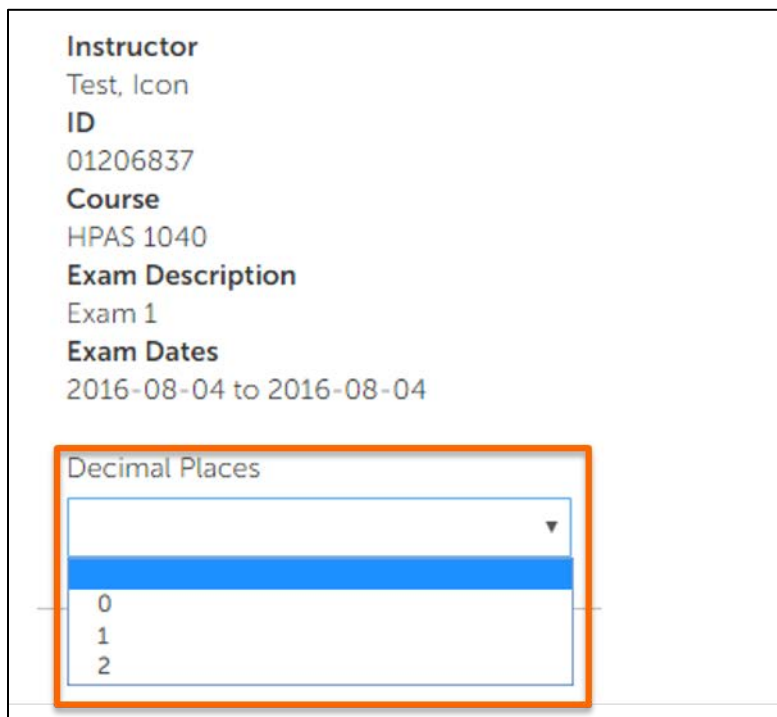
3. Select “Rescore Exams”.



A screenshot of the same web form. The checkbox "Add Bonus Points" is checked, the input field contains "10", and the "All" button is dark blue. The "Release student score reports" checkbox is unchecked. The "Rescore Exams" button is highlighted with an orange box, and the "Reset" button is light gray.

To change the number of decimal points in your reports:

1. Repeat steps 1 – 4 from above.
2. From the drop down, select how many decimal places you wish to be reported.

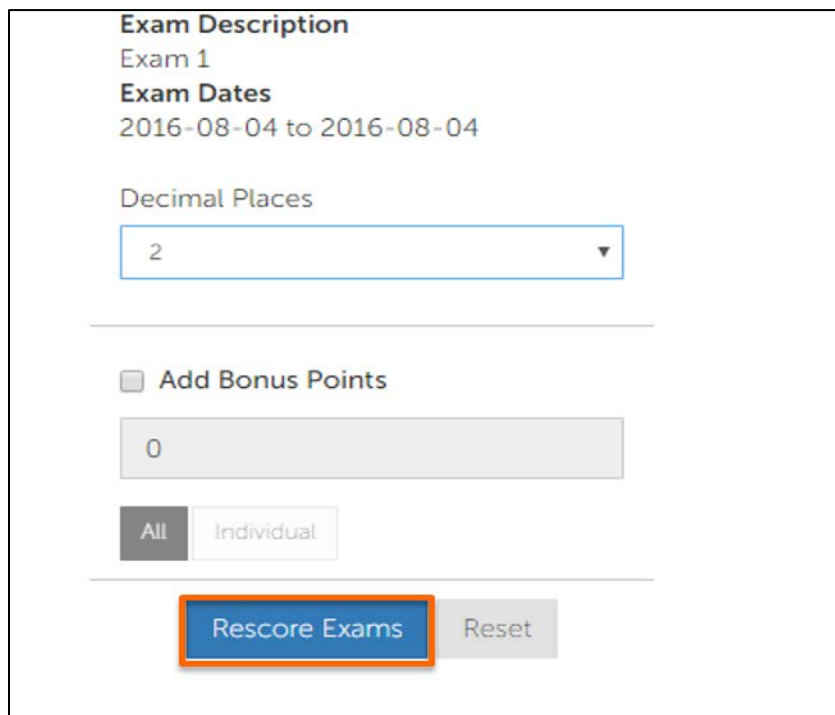


The screenshot shows a form with the following fields:

- Instructor**
Test, Icon
- ID**
01206837
- Course**
HPAS 1040
- Exam Description**
Exam 1
- Exam Dates**
2016-08-04 to 2016-08-04

The **Decimal Places** dropdown menu is open, showing options 0, 1, and 2. The option 2 is currently selected and highlighted in blue.

3. Click the Rescore button.



The screenshot shows the same form as the previous one, but with the **Decimal Places** dropdown menu closed and set to 2. Below the dropdown menu, there is a checkbox labeled **Add Bonus Points** which is unchecked, and a text input field containing the number 0. Below this, there are two buttons: **All** and **Individual**. At the bottom of the form, there are two buttons: **Rescore Exams** and **Reset**. The **Rescore Exams** button is highlighted with an orange border.