

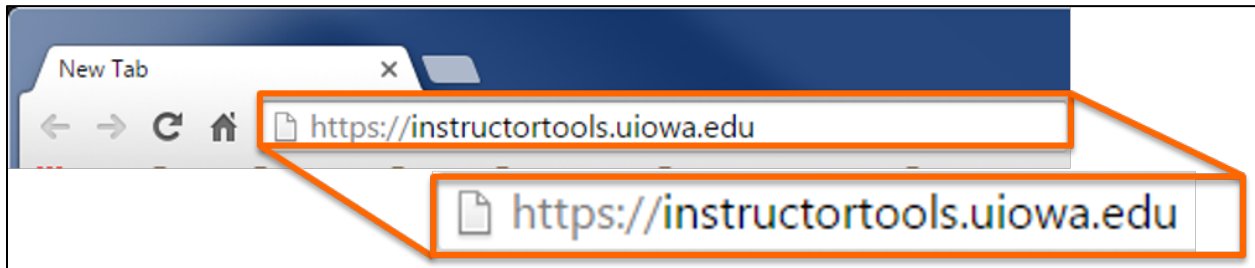
Before You Begin

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

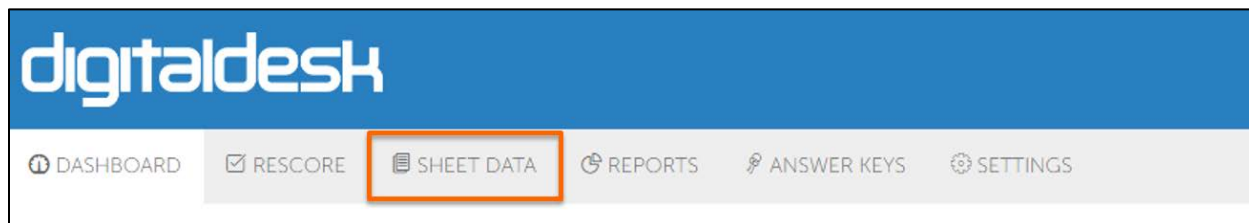
[Forgot your HawkID password?](#)



EXERCISE TWO – InstructorTools Sheet Data

The Sheet Data tab will allow you to view and modify your students answer sheets. This tab will also allow you to save and print individual student error reports.

From the Dashboard, select the Sheet Data tab.



1. Select the exam you wish to view.

2. Select the student's sheet you wish to view.

Sheet	Form	Name	Scan Date	Max Pts	Points	Bonus	Grade	Emailed
379115	Form A	Sample, Student	07-27-2016	100	100	0	100	

3. You will then see all of the student's responses and the correct answers.

SHEET REPONSES

Sheet Number
379115

Student
Sample, Student (00135982) Edit

Key Version
Form A - 6505

Item	Response	Key
1	A	A
2	B	B
3	C	C

4. Click on the item number you wish to change.

6	D	D
7	C	C
8	B	B
9	A	A
10	D	B

D ▼

Update

Save

Download

5. Click the dropdown box in order to change the students answer on the exam.

6	D	D
7	C	C
8	B	B
9	A	A
10	D	B

D ▼

Update

Save

Download

6. Once you have corrected the students answer click Update and then Save.

6	D	D
7	C	C
8	B	B
9	A	A
10	D	B

D ▼

Update

Save

Download

7. To create an individual Score Report for a student, click the Download button.
a. See example report in Appendix A.

6	D	D
7	C	C
8	B	B
9	A	A
10	D	B

D ▼

Update

Save

Download