

Quick Start Guide

Create Test

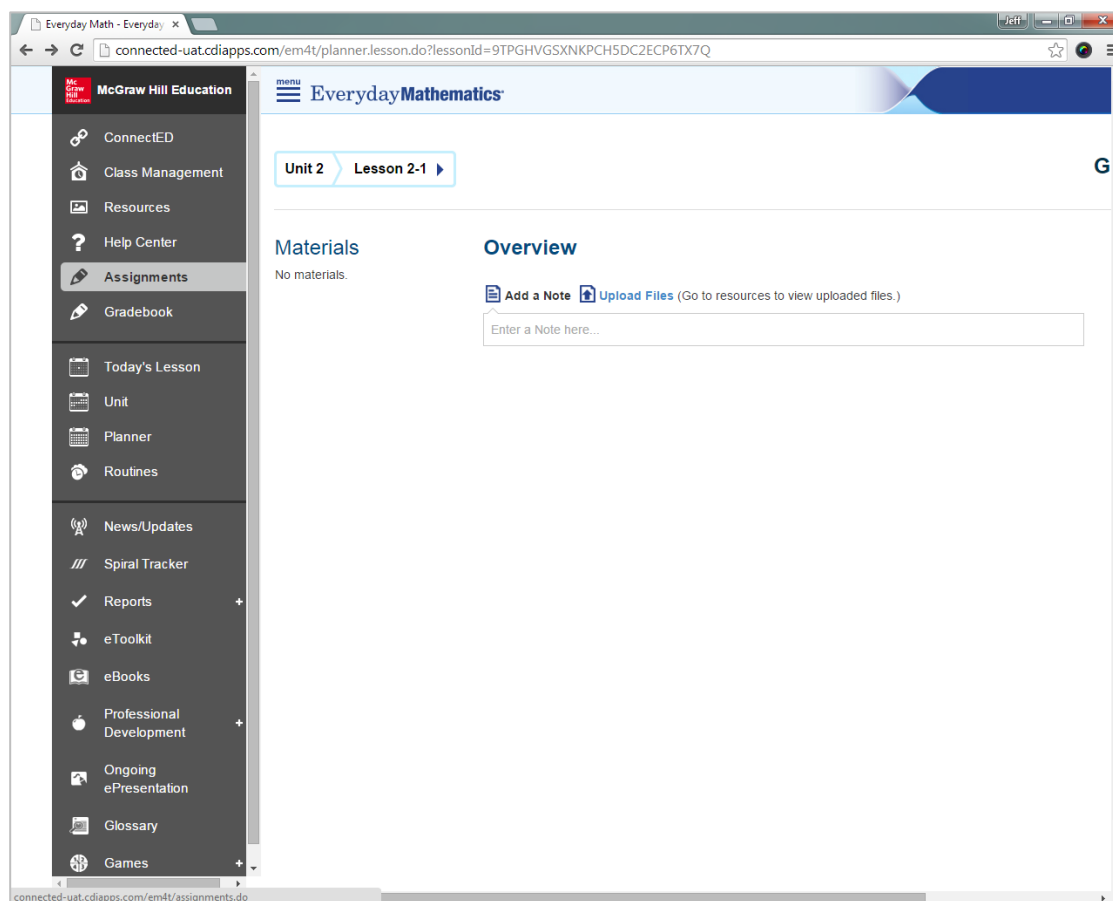
With the Assignments module in Everyday Math 4, you can create a test or quiz for your class to take online. There are several options available to customize your test.

The first step is to create the test framework. You can then create and add questions, associate questions with standards, submit the test for approval, assign and schedule the test, and view test scores.

STEP 1:

Open Assignments

- Click on **Menu**, then click on **Assignments**



STEP 2:

Select Create New Test

- The **Assigned Tests** tab displays all of the tests that have been assigned to your selected class.
- You can view each assigned test's name, schedule, status and other options.
- Click the **Create New Test** button to create a new test.

The screenshot shows a web browser window with the URL `connected-uat.cdiapps.com/em4t/assignments.do`. The page title is "EM4 Grade 2 Assigned Tests". There are two tabs: "Assigned Tests" (active) and "My Test Library". Below the tabs are two buttons: "+ Create New Test" and "Assign Test From Library". A table displays the assigned tests, with one row for "Sample Test".

Name	Schedule	Status	Options
Sample Test	1/21 8:00am - 1/22 5:00pm	Open	View Results · Schedule · Unassign

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`https://www.engagepro.com/class/quizzes/?cid=5000010218758`

STEP 3:

Complete the options for your test

On the Create New Test page, enter the following options for your test:

- **Test Title:** Enter the title of your test.
- **Subject:** Select the appropriate subject area.
- **Minimum/Maximum Grade Level:** Select the desired minimum and maximum grade levels that apply to your test.
- **Time Limit:** Select the desired time limit for taking the test or choose “None.”
- **Default Display Options:** Click the checkbox next to each option you would like to enable:
 - **Allow students to cross out incorrect answers:** Students can eliminate answer choices for multiple choice questions
 - **Hide question navigation bar:** Hides a navigation bar at the top of the test that allows students to skip or go back to questions.
 - **Hide answer choice letters:** Hides letters that identify answer options
 - **Randomize question order:** Allows you to randomize the order of questions on your test
 - **Show question type instructions:** Students will see instructions on how to answer each type of question.
- **Tools:** these features are currently not enabled for students
- **Calculator type:** If you select the option to allow students to use a calculator while test-taking, you will have the option to select a **Simple**, **Scientific**, or **Graphing** calculator type.
- **Default Answer Viewing:** Choose the option that best describes how you would like your students to be able to view their answers: students can never view answers, students can view answers after completing a test, or students can view answers only after the test is closed.

The screenshot shows a web browser window with the URL `connected-uat.cdiapps.com/em4t/assignments.do`. The page title is "EM4 Grade 2 - Create a Test or Quiz". The form contains the following fields and options:

- Title:** A text input field with the placeholder text "The name of your test, e.g. Mid-Century Painters".
- Subject:** A dropdown menu currently set to "Math".
- Minimum Grade Level:** A dropdown menu currently set to "2nd Grade".
- Maximum Grade Level:** A dropdown menu currently set to "2nd Grade".
- Time Limit:** A dropdown menu currently set to "None".
- Default Display Options:** A group of five checkboxes, all of which are unchecked:
 - Allow students to cross out answers
 - Hide question navigation bar
 - Hide answer choice letters
 - Randomize question order
 - Show question type instructions
- Tools:** A group of five checkboxes, all of which are unchecked:
 - Highlighter
 - Notepad
 - Magnifier
 - Calculator
 - Protractor
- Answer Viewing:** A dropdown menu currently set to "Students may view answers after completing test".

Below the form, there is a link that says "More options and tags..." and two buttons: "Submit" (in green) and "Cancel".

STEP 4:

Complete remaining options

To tag your test with searchable parameters, click **More options and tags...**

- **Custom Introduction:** Enter a message for students or any special instructions for the test in this field. Students will view this information immediately prior to taking the test.
- **Description:** Enter a description of your test, if desired.
- **Student Populations:** Check the box next to **English Language Learners (ELL)** or **Gifted Students** to tag the test appropriately.
- **Language:** Select a language from the drop-down menu.

The screenshot shows the 'Everyday Mathematics' assignment configuration interface. The browser address bar indicates the URL is `connected.mcgraw-hill.com/em4t/assignments.do`. The page features a blue header with the 'Everyday Mathematics' logo and a search icon. The main content area is divided into several sections:

- Answer Viewing:** Includes checkboxes for 'Notepad', 'Magnifier', 'Calculator', and 'Protractor'. A dropdown menu is set to 'Students may view answers after completing test'.
- Custom Introduction:** A text area with a rich text editor toolbar (B, I, U) containing the text:

You are about to start a test!
 1. Make sure you have a good Internet connection before starting
 2. Do not use your browser's forward or back buttons while taking the test
- Tagging Options:** A section with a 'Description' text area.
- Student Populations:** Includes checkboxes for 'For English Language Learners (ELL)' and 'For Gifted Students'.
- Language:** A dropdown menu currently set to 'English'.

At the bottom of the page, there is a footer with the McGraw-Hill logo, copyright information for '© Mc-Graw-Hill Education', and links for 'Legal', 'Privacy and Cookie Notice', 'Technical Support', and 'Minimum Requirements'. A small JavaScript error message is visible in the bottom left corner: `javascript:showhide('quizmore');void(0);`.

STEP 5:

Click Submit

- Click the green **Submit** button to create your test.

Everyday Math - Everyday x
connected.mcgraw-hill.com/em4t/assignments.do

EverydayMathematics

Notepad
 Magnifier
 Calculator
 Protractor

Answer Viewing: Students may view answers after completing test

More options and tags...

Custom Introduction:

You are about to start a test!

1. Make sure you have a good Internet connection before starting
2. Do not use your browser's forward or back buttons while taking the test

Tagging Options

Description

Student Populations:

 For English Language Learners (ELL)
 For Gifted Students

Language: English

Submit Cancel

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 javascript:showhide["quizmore"];void(0);