

# Quick Start Guide

## View Test Scores & Save to Gradebook

Once students have taken a test, you can view their progress and scoring. For each student who took the test, you can view the overall score, the time the test was started, the duration of time spent on the test, and the number of questions the student completed.

### Step 1:

#### Select the test

- You must first access the test for which you want to add questions. If you have just created the test, it should display on your screen.
- If you are coming back to the test that was previously created, you must first select a class, select **Assignments from the Menu**, select the **Your Test Library** tab, and then select the test.

Assigned Tests My Test Library

+ Create New Test More Filters Item Banks View Archives My Tests Page 1 of 1

Title	Subject	Grd.	Created	
My First EM4 Test	Math	2nd	1/22/15	⚙️
My Second EM4 Test	Math	2nd	1/28/15	⚙️

Page 1 of 1

## Step 2:

### Select View Results

- Click directly on the name of the test for which you would like to view student scores or click **View Results** under the **Options** column.

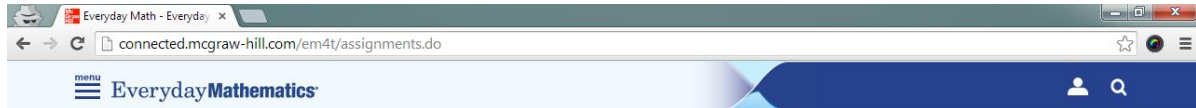
The screenshot shows a web browser window with the URL `connected.mcgraw-hill.com/em4/assignments.do`. The page title is "EM4 Grade 2 Assigned Tests". There are two tabs: "Assigned Tests" (selected) and "My Test Library". Below the tabs are two buttons: "+ Create New Test" and "Assign Test From Library". The page is labeled "Page 1 of 1".

Name	Schedule	Status	Options
My First EM4 Test	Manually set in classes	Open	View Results - Schedule - Unassign

## Step 3:

### View student progress and scoring

- On the **Progress & Scoring** tab, you can view your students' results on the selected test.
- For each student who took the test, you can view the overall score, the time the test was started, the duration of time spent on the test, and the number of questions the student completed.



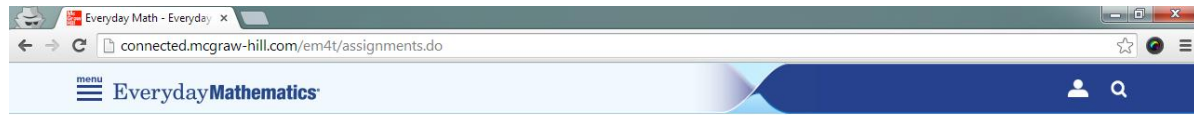
#### My First EM4 Test Progress

Progress & Scores						
Item Analysis						
Standards Analysis						
« Back to Tests		Options	Close Test	Save to Gradebook	Print	
Student	Score	Started	Timer	Thru	Options	
Jane A	75% (9/12)	Jan 28, 11:40am	00:50	-	Scoresheet · Clear	
Matthew C	92% (11/12)	Jan 28, 11:27am	00:44	-	Scoresheet · Clear	
Rudd D	83% (10/12)	Jan 28, 2:47pm	1152:57	-	Scoresheet · Clear	
Tess D	83% (10/12)	Jan 28, 11:33am	00:44	-	Scoresheet · Clear	
Ann L	100% (12/12)	Jan 23, 12:30pm	01:17	-	Scoresheet · Clear	
Jenna T	67% (8/12)	Jan 28, 11:25am	00:54	-	Scoresheet · Clear	
Sarah T	92% (11/12)	Jan 28, 11:29am	00:42	-	Scoresheet · Clear	
Serena W	83% (10/12)	Jan 28, 11:51am	00:47	-	Scoresheet · Clear	

## Step 4:

### Select Open Test or Close Test

- To open or close a test or quiz, click the **Open Test** or **Close Test**.



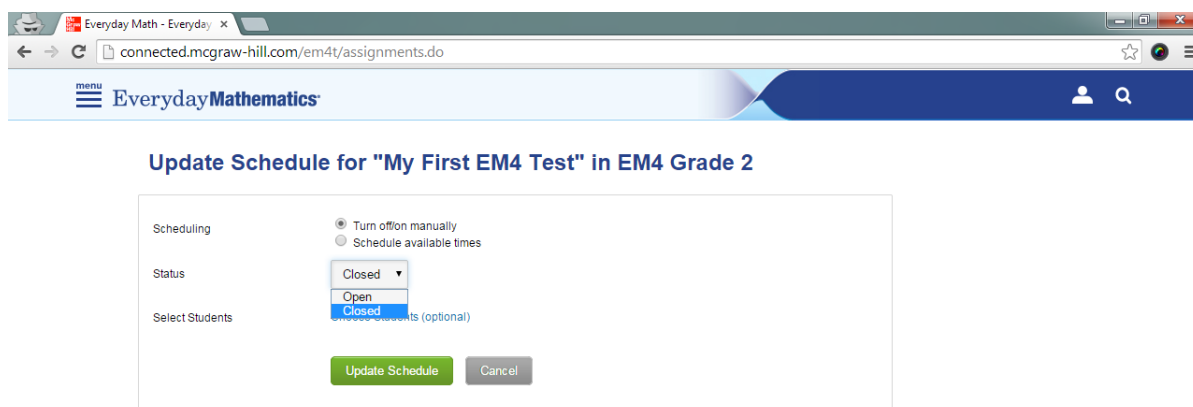
#### My First EM4 Test Progress

Progress & Scores		Item Analysis	Standards Analysis		
Student	Score	Started	Timer	Thru	Options
Jane A	75% (9/12)	Jan 28, 11:40am	00:50	-	Scoresheet - Clear
Matthew C	92% (11/12)	Jan 28, 11:27am	00:44	-	Scoresheet - Clear
Rudd D	83% (10/12)	Jan 28, 2:47pm	1152:57	-	Scoresheet - Clear
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Jenna T	67% (8/12)	Jan 28, 11:25am	00:54	-	Scoresheet - Clear
Sarah T	92% (11/12)	Jan 28, 11:29am	00:42	-	Scoresheet - Clear
Serena W	83% (10/12)	Jan 28, 11:51am	00:47	-	Scoresheet - Clear

## Step 5:

### Complete the Update Schedule page

- On the **Update Schedule** page, select either “Turn off/on manually” or “Schedule available times” for your selected test.
- If you choose to turn the test off/on manually, you will need to select the desired test status from the drop-down menu.
- If you choose to schedule available times, you will need to select the dates and times that you would like your test to be open for students.
- When you have finished making changes to your test’s schedule, click the green **Update Schedule** button.



Update Schedule for "My First EM4 Test" in EM4 Grade 2

Scheduling

Turn off/on manually  
 Schedule available times

Status

Closed

Open

Closed

Select Students

Closed (optional)

Update Schedule Cancel

## Step 6:

### Save the test to the Gradebook

- If you would like to save your test to the class Gradebook, click the **Save to Gradebook** button.

The screenshot shows a web browser window with the URL `connected.mcgraw-hill.com/em4t/assignments.do`. The page title is "My First EM4 Test Progress". There are three tabs: "Progress & Scores", "Item Analysis", and "Standards Analysis". Below the tabs are four buttons: "Back to Tests", "Options", "Open Test", and "Save to Gradebook" (which is checked). A "Print" button is also present. The main content is a table with the following data:

Student	Score	Started	Timer	Thru	Options
Jane A	75% (9/12)	Jan 28, 11:40am	00:50	-	ScoreSheet · Clear
Matthew C	92% (11/12)	Jan 28, 11:27am	00:44	-	ScoreSheet · Clear
Rudd D	83% (10/12)	Jan 28, 2:47pm	1:15:57	-	ScoreSheet · Clear
Tess D	83% (10/12)	Jan 28, 11:33am	00:44	-	ScoreSheet · Clear
Ann L	100% (12/12)	Jan 23, 12:30pm	01:17	-	ScoreSheet · Clear
Jenna T	67% (8/12)	Jan 28, 11:25am	00:54	-	ScoreSheet · Clear
Sarah T	92% (11/12)	Jan 28, 11:29am	00:42	-	ScoreSheet · Clear
Serena W	83% (10/12)	Jan 28, 11:51am	00:47	-	ScoreSheet · Clear

## Step 7:

### Complete Assignment Information

- When you click **Save to Gradebook**, you will be directed to the **Save Test as Assignment** page where you can fill in the assignment details before adding your students' scores to your class Gradebook.

Complete the Assignment information:

- Assignment Name:** Enter assignment name (defaults to test name).
- Points Possible:** Enter total points possible (defaults to total points from test).
  - Please note:** Overriding the **Points Possible** will not affect the actual points possible on the test, but it will cause the student score percentage that is stored in the Gradebook to be recalculated.
- Date:** Enter date to be associated to assignment in Gradebook (defaults to current date).
- Category:** Select *Assignment* or *(Not Graded)* from drop-down menu. *(Not Graded)* items will not count towards a student's overall score in the Gradebook
- Standards:** Shows a list of the standards associated to the test
- Student Scores:** Edit overall student scores for the assignment (defaults to score from test).
  - Please note:** Overriding a student score will not affect the detailed test scores, but will cause the student scores saved in the Gradebook to be recalculated.

The screenshot shows a web browser window with the URL `connected.mcgraw-hill.com/em4t/assignments.do`. The page title is "Save Test as Assignment". The form contains the following fields and data:

- Assignment Name:** My First EM4 Test Results
- Points Possible:** 12 (with a note: "Enter a number or EC for extra credit.")
- Date:** 01/29/2015
- Category:** Assignments
- Standards:** 02.OA.B.02, 02.OA.A.01, 02.OA.C.03, 02.OA.C.04, 02.NBT.A.02, 02.GA.02, 02.MD.A.01
- Student Scores:**
  - Jane A: 9
  - Matthew C: 11
  - Rudd D: 10
  - Tess D: 10
  - Ann L: 12
  - Jenna T: 8
  - Sarah T: 11
  - Serena W: 10

At the bottom of the form are two buttons: "Save Assignment" and "Cancel".

## Step 8:

### Save Assignment

- Click on **Save Assignment** to save the test/assignment to the Gradebook

The screenshot shows a web browser window with the URL `connected.mcgraw-hill.com/em4t/assignments.do`. The page title is "Save Test as Assignment".

**Assignment Name:** My First EM4 Test Results

**Points Possible:** 12  
Enter a number or EC for extra credit.

**Date:** 01/29/2015

**Category:** Assignments

**Standards:** 02.OA.B.02 02.OA.A.01 02.OA.C.03 02.OA.C.04 02.NBT.A.02 02.G.A.02 02.MD.A.01

**Student Scores**  
Enter each student's assignment score below. You may also enter E for excused or M for missing.

Jane A	9
Matthew C	11
Rudd D	10
Tess D	10
Ann L	12
Jenna T	8
Sarah T	11
Serena W	10

Buttons: Save Assignment, Cancel