

eMedley examN Reference Guide

eMedley examN Instructions

Building question bank, importing questions, building test, scheduling test, importing and publishing grades

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Before You Start

Creating Multiple Choice Question

1. Format MC questions document with **eMedley** compatible questions (see below) and remove all question images for now but save them on your computer. We re-insert these images in step #13c.

MC) A new drug is developed that prevents the demyelination occurring in the progress of multiple sclerosis. The drug protects the cells responsible for the synthesis and maintenance of myelin in the central nervous system.

Which cell type is most likely involved?

- A1) Astrocyte
- A2) Ependymal cell
- A3) Microglial cell
- *A4) Oligodendrocyte
- A5) Schwann Cell

2. Save document as a Rich Text Format (.RTF) file on your computer

Creating Scenario Based Question

3. Navigate to examN > Manage Question Bank> Locate to the appropriate Parent and add "New child"
4. From the Settings Menu, put a Name & Description
5. From the top left, go to "Add Question" and from the drop-down menu "Add Passage"
6. Write the scenario of test question in the space provided
7. Click on the bottom of the bar "Click here to manage questions"
8. Add question type (multiple response, short text etc) from the drop-down menu
9. Hit save when you are done

10. Next step would be to import questions

Building Question Bank

11. Log into eMedley
12. Navigate to the stacked box icon on the side taskbar and click **examN**
13. Click “Manage Question Banks”
14. Scroll to the appropriate top level topic header (IF one does not exist, click “New Top Level” and create one). Select existing or newly created header and click “New Child”
15. Name the question bank for your specific assessment and hit “Save”
16. The question bank you created should be under the appropriate top level topic header now

Importing Questions

17. Return to the **examN** menu by clicking **examN** at the top or by navigating to the stacked box icon on the side taskbar and clicking **examN**
18. Select “Question Import”
19. Select your created question bank from the dropdown
20. Browse and select your .RTF file to upload
21. Click “Import”
 - a. **IF ERRORS**, correct errors listed and repeat steps 9-12
 - b. **IF NO ERRORS**, manually edit any questions **if you choose** to make corrections by clicking a question and then the “edit” option that appears directly above
 - c. **IF QUESTIONS NEED IMAGES**, click a question and the “edit” option that appears directly above before clicking the textbox that displays the question. The “images” icon will then appear above the question which will browse for and add any images. Other options include to stylize and edit the text.
22. Hit “Save” at the bottom right after making any necessary changes to the questions
23. Scroll through the questions in the question bank to ensure all questions are imported successfully and formatted correctly

Creating Test from Question Bank

24. Return to the **examN** menu by clicking **examN** at the top or by navigating to the stacked box icon on the side taskbar and clicking **examN**
25. Click “Manage Tests”
26. Hit “New” at the top left
27. Enter the title and set up all options for the test. **DO NOT** select the “show test results page” in the “show results” tab unless you want students to immediately see the answers to the questions after submitting the test.
28. Click “Submit” at the bottom left
29. Locate and select your created test from the tests list page
30. Click “Manage” at the top and then “Update”
31. Click “Add Question” and select “From Question Bank”
32. Navigate to the “Question Bank” textbox (3rd option down) and locate and select your question bank from the dropdown
33. Click “Search” at the bottom and all questions from the question bank will appear on the right side of your screen
 - a. **IF ADDING INDIVIDUAL QUESTIONS**, select question until it highlights it in purple and then click “Add” at the bottom right
 - b. **IF ADDING ALL QUESTIONS**, select first question, hit “shift” on your keyboard and select the last available question as you scroll down (this will highlight all questions in between) and then click “Add” at the bottom right. **NOTE:** *there may be multiple pages of questions which means you will have to select the questions in batches and repeat this process. Click the right and left arrows at the bottom to navigate between pages of questions to add*
34. Click the small “x” on the top right once you have added your questions
35. Now you should be able to see the test with the added questions
 - a. **IF you cannot**, go back to the **examN** menu and click “Manage Tests,” you should be able to find and select your test before clicking “Manage” and then “Update.” **NOTE:** *if you wish to edit any questions, please navigate to the question bank and edit them from there*
36. Click a question and the “align” option that appears directly above it. This will link the question to a session objective. Repeat for all questions (please only link one objective per question).

37. Click “Preview” at the top right if you would like to see how your test will look
38. Hit the small “x” on the top right to return back to the list of tests page

Scheduling Test

39. **ONLY** when the test is finalized and ready to be scheduled, navigate to **examN** and click “Manage Tests”
40. Find and select your test
41. Click “Manage” at the top and then click “Make Live”
42. Switch to the **eduCATE** module on eMedley by navigating to the stacked box icon on the side taskbar and clicking **eduCATE**
43. Click “Sections” and select your class from the dropdown
44. Click the “Integrate” tab
45. Click “Test”
46. Select the live test you created from the dropdown
47. Enter a description in the “Post” for the announcement you want students to see associated with the test
48. Select the “Graded” box and fill out all options, leave “precision” at 2
49. Enter dates and times for “Show” at the bottom for when you wish for the students to see the announcement associated with the test
50. Click “Next” at the bottom right
51. Fill out the 3 tabs of “Scheduling,” “Options” and “Proctoring” with your desired settings
52. Click “Select Students” at the bottom to ensure the appropriate cohort of students is selected
53. Click “Create Test Schedules” at the bottom
54. A page will open up showing you all the students who are selected to take the test with the timings, options and settings you selected. This confirms the test is scheduled.

Importing Grades

55. Log into **eMedley**
56. Navigate to the stacked box icon on the side taskbar and click **examN**
57. Click “Manage Tests”

58. Find your test, highlight it by clicking it, click the blue “Submissions” box at the top and then “View Submissions”
59. All submissions in the attendance column should be green. To convert red and yellow (incomplete or timed out) submissions to green, select all students that have green and yellow boxes by holding CTRL as you click through the students and then click “Manage” at the top and then “Submit”

Publishing Grades

60. Switch to the **eduCATE** module on eMedley by navigating to the stacked box icon on the side taskbar and clicking **eduCATE**
61. Click “Sections” and select your class from the dropdown
62. Click the green gradebook icon on the top right
63. Scroll to find the column header for the test and hover your cursor over it
64. Click the small arrow that appears on the right side of the header and click “import grades”
65. Click the column header
66. Click the “Publish” action that appears on the bottom right of your screen