Week 11: 1/27-1/31

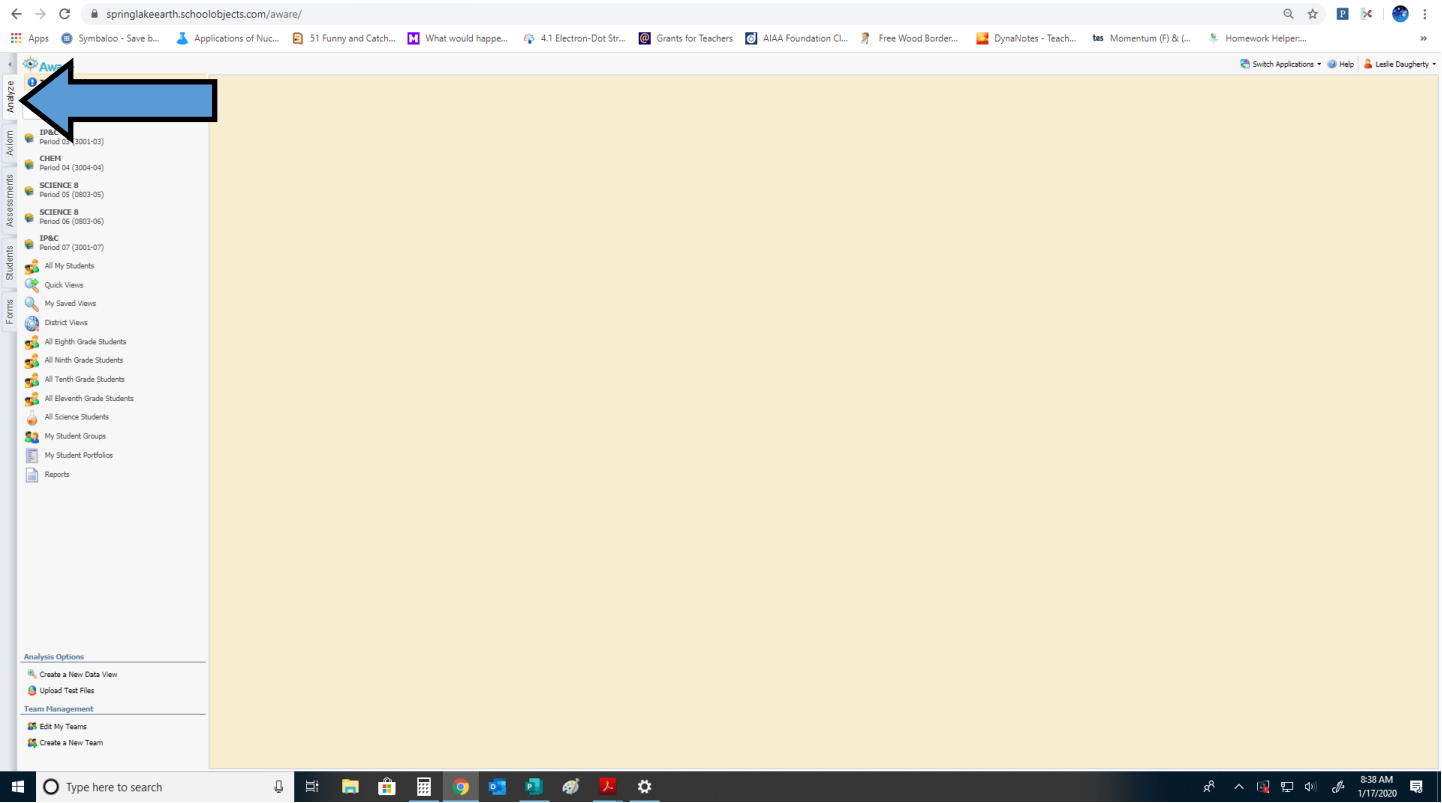**This Weeks Feature:**

Hand Entering Answers in Eduphoria

Sometimes when our students are testing their answer documents get messed up. There are times students forget to answer question on their document, but answered them on their test. Or there are times when students take the entire testing period to test and do not have time to bubble. In any of these cases there is an easy solution to fix this problem. Eduphoria allows teachers to hand enter answers.

Below you will find the walkthrough on how to hand enter answers for your students.
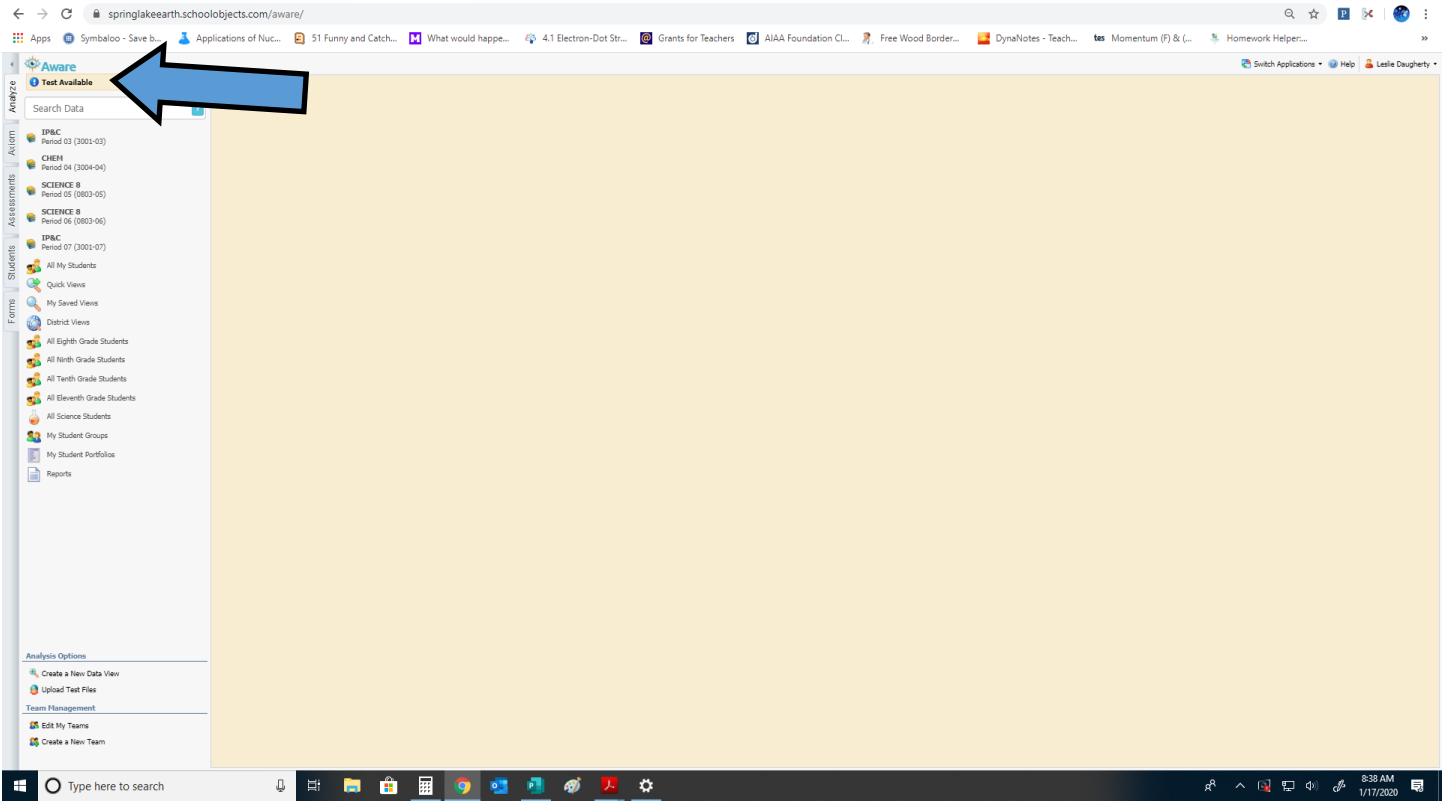
When you are creating your assessment be sure to turn on All Questions under the general settings. This feature is what allows teachers to answer questions for students.

After your students have tested follow these steps to hand enter answers. Go to the analyze tab.

Select Test Available.

You should now see your active tests.

Select the test you want to enter answers for by clicking Enter Answers.

When you select enter answer the class periods associated with that test will pop up on the screen. Select the class periods you want to enter answers for and then click load students.

This will bring up your student list.

Select the student you want to enter answers for. <u>You must click save after each student you enter data for.</u>

If you have any questions please email me!