TEACHER ROLE FUNCTIONS
ON THE MSP ONLINE EXAM WEBSITE

By Neely Clapp (fnc6884@gmail.com)

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Website URL:
http://ibis-live.nrel.colostate.edu/MSP/Home.php

Introduction:

As a teacher, you have a unique role within the MSP website. In addition to managing your own profile, you can also manage your students and are responsible (at some level) for their use of the system. We have provided you with many of the tools you will need to do this. If you need more help, please contact the web administrator Neely Clapp (fnc6884@gmail.com).

This tutorial starts with the features and resources unique to you: user registration and teacher role permissions, editing your profile, and managing courses and students.

The last section gives you an idea of how to administer exams to students.
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The Basics

User registration
Although informational pages are available to all users, you must register to use any of the other features of the website. Start by clicking on the register link on the lower portion of the left menu column (see figure 1 below).

**Note:** Students DO NOT have to register to take exams. Their teacher must add their names to the course list and create a passcode everyone in a course will use to access exams.

Fill in your information and click the submit button (see figure below). All the fields with asterisks on the right hand side of the info box must be filled out. Students can use their teacher’s email address if they do not have one. Every user must accept the user agreement contract which in sum states that answers given in the assessments will be used for research purposes and a student’s grade is not dependent on participation within this study. However, please read the data user agreement in its entirety so you know your rights and what you are disclosing within the MSP project.

All users (besides students) must complete this step in order to gain access to the MSP website. Once you have registered, use the “Contact Us” link at the bottom or top-right of the page to send an email to the website administrators requesting the Teacher role. Include which schools you are associated with.
Figure 1

The navigation menu

Now that you have registered, the navigation menu on the left side of the screen gives you access to the functions of the MSP website. They are organized by Role. Below are all the features within the teacher role. You must email us to request additional access to these functions. A description of each role is available on the Roles informational page.

Testing: All registered users can take tests. A student selects his or her school and teacher to receive the correct test.

Teacher resources: Teachers have access to their students’ answers, their course information, and their profile.

All users have access to these informational pages.
Teacher functions

The website administrator can give you the Teacher role once you have registered. You will then have access to the “Teacher Resources” functions in the navigation pane, as shown in figure 2 below.

**Note:** If you are not assigned a teacher role and need to be, please contact us (msp.drk12@gmail.com). We will grant your user account the additional access as a teacher role.

- Use the “My Profile” link to edit your user profile and add demographic information about you as a teacher.
- Use the “My Courses & Students” functions to manage your courses and students. You can add demographic data to students, view their logins, and reset their passwords.
- Use the “My Students’ Answers” link to download the answers given by your students. The answers are grouped by exam.

![Teacher Resources Menu](image)

Figure 2
Section 1: My Teacher Profile

**Editing your teacher profile**

To edit your profile, simply click on the “My Profile” option on the left hand column menu. This will bring up a page very similar to the one you see below.

This page allows you to input demographic information about yourself. The more details you are able to give, the better for the researchers.

![Profile Option](image)

**Figure 3**

When you click on the “Add Info” button, a new window will open. It allows you to add a specific piece of demographic data to your profile.
Select a type of metadata from the list, and the information below it will appear, giving you the options for that category of data. Click the “Submit” button to return to your profile page. See the figure below for an example.

Figure 3
Section 2: My Courses and Students

Managing courses
Click on the “My Courses and Students” link to open up your course menu system page. As a teacher, this window is your control panel. From here, you manage your courses and the students in them, and assign exams to those courses.

This feature is hierarchical and starts with showing you what schools you are associated with. Generally, as a teacher you will only have one school that will show up in this menu option. From here, clicking on the ‘Teacher/Courses’ button will direct down into the course of that school you are associated with (see figure 5).

![Figure 4](image-url)

Click here manage your courses and students.
Click here manage your courses and students within a respective school.
To add a new course section, simply click on the “New Course” button (see figure 5 on the next page).

A new window page will upon and it will be the same window you would use to edit an existing course.

First, input the appropriate information about your course. Remember, the more information you can give, the better our analysis of your results will be. Click the “Submit” button for the website to correctly save your new course.

**Note:** A teacher must have an established course within their teacher resources page in order for students to take assessments, and at least one course must be “Active”.

Once you have entered basic course information, please help our project by adding some metadata to this course. Click the “Add Info” button at the bottom of the page to add metadata.
The window below will open (Figure 7). Select a type of metadata from the list, and the information below it will appear, giving you the options for that category of data. Click the “Submit” button to return to the course editing page.

When you have added data for each of the categories, click the “Return” link at the bottom of the page to navigate back to your course list. The window should as it does below (Figure 8).
Figure 8

Click return to go back to the list of students in your class.
Managing Students

Before you administer exams, you must create a list of students for each course. The students will then select their names from the drop list when they enter the exam. To add or edit the students in a course, click the “Edit Students” button.

Click here to edit the students associated with this course.
Pasting an entire student list
When you first access your student list for a new course, it will be empty. We’ve provided you with a number of different ways to get students into the system. To add a large number of students, click the “Paste List” button.

A new window will open. To make entering students easier, we recommend you manipulate an Excel file to get it into a specific format. The first column should contain last names, the second should contain first names and there should be NOTHING else in the file. When saving the file you are given several different types of formats to choose from (Excel Spreadsheet .xlsx, 2003-2007 Excel Spreadsheet .xls, etc) one of the choices is “Comma separated file .csv” or “Text, comma separated (.csv)”. Save the file under this format and open it in text pad, or note pad. Copy the information in the file, and paste it into the box on this page.

You can also just type the entire list into the text box. Separate last names from first names with a comma, and hit the “Return” key between each name.

Note the specific order in which the student names must appear: LastName, FirstName, Initials/Personal Identifier. This order is not optional; however you are not required to have initials/personal identifiers for students.

Click “Submit” to save your list, and the “Return” link to see your course list.
Add students to Introduction to Biology

Paste your student list into the box below, you can follow several different formats as shown below:

LastName, FirstName
Rigby, Jonny
Smith, Sunny

OR:

LastName, FirstName, Initials/Personal Identifier
Rigby, Jonny, RJ
Smith, Sunny, SM(456)

NOTE: Filling in a student’s initials or a short identifier is OPTIONAL, but is REQUIRED if the student has taken, or will be taking a paper test.

Also, if you plan to import a student list from Microsoft Excel you will need to first save it as a CSV (Comma delimited) file, open it in Notepad, and then cut and paste that list into the space below:

<table>
<thead>
<tr>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Joe, JS</td>
</tr>
<tr>
<td>Plant, Robert, RJ</td>
</tr>
</tbody>
</table>

Paste the list here.
Reconciling duplicate records

Very nice! But what’s this? Mariah Carey has an error. If you upload a student with exactly the same first and last name as an existing student, you will get a duplicate error. To reconcile these accounts, click the “Duplicate?” link.

Click here to reconcile duplicates.
This window shows you all the information about the two Mariah Careys in the system. The first has taken one exam and is in 10th grade at Colorado State University. Interesting. The second Mariah Carey is the one we just added.

You have some options. What you should do depends on the records.

1. If the two Mariah Careys are NOT the same person, you should just click the “Return” link and leave both records alone.

2. If the first Mariah Carey is the same person as the student you just added (who hasn’t taken an exam yet), you should “Delete” the new Mariah Carey, and “Add” the old one to your course.

3. If the two Mariah Careys are the same person but both have already taken exams, check the boxes and click the “Combine Students” button to merge the two accounts.

In this example, we’re taking option two. First, I clicked “Delete” next to the last Mariah Carey, and then I clicked “Add” next to the only Mariah Carey. The window looked as below when I finished.

Click “Return” to go back to the list of students.
If you aren’t comfortable pasting a whole list into the system, or it doesn’t work for some reason, you can add students one at a time from this screen. Just type the last name and the first name into the empty boxes at the bottom of the list and click “Save Changes”.

Type the last name here and the first name in the next one.

Cool stuff. You can edit any and all student names in this list by typing in the corresponding field and clicking “Save Changes”.

If a student leaves your course, you can remove them from the list without deleting previously taken exams by clicking the “Remove” button.

Click here to remove Mick from this course.  Click here to delete Mick entirely, if he hasn’t taken tests.

You can delete student records for students that have NOT taken exams yet. Click the “Delete” button to delete a student you didn’t mean to add. When you are finished editing the students in this course, click the return link to return to list of courses.
Manage assigned exams/Creating an ‘Assessment Event’

You’ve created a course, added all the students to it, and are now ready to give an exam! Rock on. To choose an exam to give click the “Give Exams” button on your course list page. This will open a menu system in which you will create an ‘Assessment Event’.

Click here to assign an exam to this course.
**Assign an exam**

The window below will open. It displays each of the strands; you can distribute one exam per strand to each course. To assign a carbon exam, click the “Add Exam” button.

**Note:** If you are ever unsure on what exam to assign, please contact the researcher associated with your group to confirm the correct exam to administer to your students. You would not want to waste a classroom session given the wrong exam to students!

If you plan to have your students take the exam only once, select “Regular”. Select which test you want to distribute from the second drop list. Then enter a passcode. You get to set the passcode to whatever you want, but try to make it unique. Do not use “password”. I’m serious, don’t do it.

Click the “Submit” button to save your changes in this window and to return to the table of active exams. The exam we just assigned to this course now appears in the table.
Adding Meta Data to the Exam Event
Once you have created an ‘assessment event’ (by setting up an exam to give to students), you can enrich the assessment data by providing metadata that surround the assessment event itself. This option will appear after you ‘click’ the submit button. To add info simple ‘click’ on the add info button. Optional information include: date the teaching unit was taught or will be taught, teacher notes, etc.

Students taking a pre-test as well as a post-test
If your students will be taking a pre-test and then later a post-test, you will need to end your previous assessment event session and create a new assessment event every time you switch between pre and post tests, or after teaching a unit.

Again, DO NOT use the same assessment event for both pre and post-tests!

Removing an exam
You should remove all exams when you have finished administering them. This prevents other students (or yours) from going into the system and messing up the data by taking phony exams, you have to watch those recreational test takers.
Section 5: Administering Exams to Students

The easiest way to give an online MSP exam is to reserve a computer lab where each student will have their own computer with access to the internet. Before students can take exams, YOU must add their names to your course list. See the previous sections of this manual for details.

Navigating to the exam

Have students navigate to this page (it might be easiest to email it to them?):
http://ibis.colostate.edu/MSP/Taken/ExamTaken_Enter.php

They can also go to the home page of the website, and then click on the “Take Tests” link on the upper portion of the navigation pane. See below for details (figure 9).

![Figure 9](image-url)
A new screen titled “Test Information” will appear. The student must select the appropriate options from the menu. It’s a lot of menus, I know, but it allows us to navigate students to the correct course list fairly easily.

Figure 10

After the student has selected themselves from the drop list and entered their grade level, they must enter the passcode for this course and exam. This is the passcode we created in section 4. It is case sensitive. They will not be able to click the “Start Exam” button until they have selected something from all the drop lists.

Fill out the appropriate information in order to take the appropriate test.
As students take exams, you can keep make sure they have logged in as the correct person by walking around the classroom. The name of the person taking the exam appears in enormous red letters near the top of the screen.

Figure 11

Make sure Justin isn’t sitting in front of an exam with Mariah’s name on it.

Click Submit to proceed through the exam.
The exam will generally have the format below (see figure 5.4). Answers will vary in format and include: multiple choice, drop box, free response, and other question formats. Answer the questions as best you can and hit the submit button when done.

Note: DO NOT hit the back button on your web browser to go back to previous questions. This will cause irregularities in the data. Try your best to answer the question the first time.

Figure 12
Good luck!
Section 6: The Help Page

This page is available to all users and is a help dashboard if you ever get stuck on the MSP website. This includes: tutorials documents that guide you through your user role features (such as the one you are reading now), How To guides that go over some of the more elaborate features of the MSP website, a FAQ sections, and lastly web administrator contact information in case you can’t find what you are looking for in the above resources.

Tutorials: Guides to each user role within the MSP project.

Release notes: “How To” guides to the more elaborate features of the MSP website

FAQs: Quick answers to frequently asked questions on the MSP project

Contact Us: If all else fails, help is on the way! Just contact us via e-mail
Section 7: Carbon TIME Teachers

This section goes over the additional features that Carbon TIME teachers have based their enrollment within the DRK12 Carbon TIME Project.

If you are NOT a teacher within the Carbon TIME Project, you will not have access to these features, nor would you need them, as they are associated specifically with teacher job tasks within the DRK12 project.

If you ARE a teacher within the Carbon TIME Project and you do NOT have access to these features, please contact the Web Administer to set permissions on your account to give access to these features (MSP.DRK12@Gmail.com).

My Dashboard

The Carbon TIME ‘My Dashboard’ feature allows teachers to check off task lists and lesson taught for the Carbon TIME project. To open the feature, simply click on the ‘My Dashboard’ menu option in the left hand column menu (see figure 13 for more information).

![Additional Carbon TIME feature for teachers: the ‘My Dashboard’](image)

Figure 13

This will open up a new page shown on the next page (see figure 14).
With this feature a DRK12 Carbon Time Teacher will be able to see their respective job tasks, check them off when completed, and add notes as needed for each job task.

The data from this will be sent to DRK12 researchers to monitor the progress of the teacher groups.

Note, that each set of job tasks are split among the seven learning modules tabs in the upper portion of the feature.

For those DRK12 teachers familiar with the project, you will automatically be placed in the correct teacher cohort when you are assigned the DRK12 teacher role, when you inform the Web Administer.

Figure 14
Final Thoughts
Thanks for joining the project. I hope this tutorial will help you.

If you have questions about the operation of the website or suggestions for streamlining it, feel free to contact the web developer, Neely Clapp (MSP.DRK12@Gmail.com).

If you have questions about what data you should be entering, where you should get it from, or other aspects of the research project, contact one of the MSP researchers, preferably the one who has been giving you instructions.