

ANet Online Math Quiz Tool Teacher Cheat Sheet - (Page 1)

Teacher logs-in to ANet online assessments:



1. First, log-in to myANet at www.myanet.org
2. From the dashboard page, click on "Create an Online Quiz"
3. Click on the "Tests & Quizzes" link on the left navigation bar
4. Click on the "Your Quiz Library" tab. This is where you can view quizzes that have been shared with you and quizzes you are working on. Once you launch a quiz to your students, you will view that launched copy on the "Launched Quizzes" tab. Launching a quiz makes a locked copy of that quiz that your students will take.
5. If you delete the version in the "Launched Quizzes" section, it will not delete the version you have in "Your Quiz Library". If you delete the version in "Your Quiz Library" it will not delete the version you have in your "Launched Quizzes" section.

Create a Math quiz with ANet items & items you create:

1. Rollover the "Add new..." button and click on "Test"
2. Fill out the key information to create your empty test (you will add questions later)
 - a. Type a name for your test in the "Title" field.
 - b. Instance - type the current year (e.g. 2015)
 - c. Subject - select "Math"
 - d. Min/max grade level - select your grade(s)
 - e. Time limit - teacher discretion
 - f. ANet recommends checking off the boxes for the following universal PARCC supports:
 - i. Default Display Options: Allow students to cross out incorrect answers (answer eliminator)
 - ii. Tools = Highlighter, Magnifier and Line Reader.
 - g. Depending on what standards will be tested you may decide to check off the boxes for these tools:
 - i. Calculator (and then select either Simple (gr 6,7), Scientific (gr 8) or Graphing(HS))
 - ii. Protractor
 - h. Select desired setting for students to view or not view their score and answers after they take the quiz/test.
 - i. Click on "more options and tags" if you would like to update the custom introduction to the quiz / test for your students.
 - j. Click on "Submit" to create your empty test (you will add questions later)
3. Adding Items from the ANet Quiz Tool to your test
 - a. When you are in the quiz you want to add questions to, click on the "Add New..." button and select "Question from Question Bank."
 - i. Any questions that are in the user's question bank (that they authored themselves) will display on this first page
 - b. Click on "My Questions" and select "ANet Quiz Tool Item Bank"
 - c. Click on "Filter by Standard" and filter, using the cluster-level language, to find the standard you are looking for, and click "Submit."
 - i. If you would like to filter further by a released resource, click on "More Filters" and enter the name of the resource in the "Keyword" field and click "Submit."
 1. Some resources you may enter include: PARCC, SBAC, engageNY, SAP, Illustrative Math, MCAS, DC CAS, and ANet Common Core
 - d. When the list of items you want to add appears, select the checkbox next to all items you would like to add to your quiz, and select "Add Selected."


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4. Creating your own items to add to your test

- a. When you are in the quiz you want to add questions to, click on the “Add New...” button and select “Question.”
- b. Select the question type you would like to add.
 - i. Some common question types that appear on ANet Online interims include: Multiple Choice, Multiple Choice Multi-Select, Matching, Fill-in-the-Blank (Numerical Response), Cloze (Drop-Down Menu), Bucketing, Ordering, Essay (Open Response)
- c. When you are in the question, click on “Show tools” next to the question text box to format the question with math symbols, fractions, italics, etc.
 - i. Hint: To add math symbols or equations, click on the math editor symbol 
 - ii. Hint: To quickly create a fraction, type the prime symbol (button next to the “1” on the keyboard) around a fraction. For example, typing `1/2` will create the fraction $\frac{1}{2}$.
 - iii. Click “Submit” when you are done creating the problem.
- d. Check the checkbox next to each question you would like to add, then click “Add Selected”. Do not use the “Add to Test” link on the right, as it opens the actual question first and is confusing.
- e. You may reorder questions in your test by dragging them
- f. To preview or edit an individual question, click on the gear symbol  next to a question and click either “Edit” or “Preview.”
- g. To reorder questions in your quiz, drag and drop questions to their desired location.

Launching Your Quiz / Test to your Students

NOTE: When you launch a quiz, any students in grades that match the grades of the quiz selected above will be able to take the quiz. You can edit the test settings to change the grades for the test if necessary.

1. If you are still in the quiz / test you want to launch, click on the “Launch Assessment” button
2. If you are not already there, go to “Your Quiz Library” by clicking on the “Tests & Quizzes” link on the left navigation bar, and then clicking on the “Your Quiz Library” tab.
3. Look for the quiz / test you want to launch to your students in your list. Roll your mouse over the round “gear” image to the right of the quiz / test you want to launch. It looks like this 
4. Select the “Launch Assessment” option
5. Select your scheduling method.
 - a. We recommend “Open & Close Manually” as the simplest option. It just means that as soon as you launch it, it defaults to “Open” and students will have access, and then you should manually close it when students are done testing.
 - b. You can also schedule by date for the whole grade by selecting the “Schedule Dates” option
 - c. Lastly, you can schedule each of your classes separately by selecting the “Scheduled in class” option. This option allows you to set different dates for each class or open and close at different times for each class. This option is not recommended, as it requires you to then click into each class separately to access the test at that level to schedule it.
6. Click on “Launch Test” and you are done!

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Printing / Exporting Student Usernames & Passwords

Typically, the easiest way to do this is one class at a time because students are already grouped by class. Usernames and passwords stay the same for the entire school year. Here are the steps:

1. Click on the "Class Groups" link on the left navigation bar
2. Click on one class that you would like to print / export usernames and passwords for
3. Rollover the "Options" button and then select either "Print Student Flyers" or "Export Student Flyers". The export option will download an Excel compatible "csv" file with all your student usernames and passwords.
4. To get back to your list of classes so you can export the next list, rollover the "All Schools" link in the blue bar at the top of the screen. Click on your school.
5. Repeat steps 1-4 until you have all of the classes exported.
6. **TIP:** Once you get to the classes page, instead of left clicking on a class, right click on each class and select "Open link in new tab". This way, you can open all of the classes you need at once without having to go back and forth.

Standards with Innovative Items on the ANet Quiz Tool

3 rd Grade	4 th Grade	5 th Grade	6 th Grade	7 th Grade	8 th Grade
3.G.1	4.G.2	5.G.3	6.EE.4	7.EE.3	8.EE.5
3.MD.3	4.MD.1	5.MD.1	6.EE.5	7.G.3	8.EE.8b
3.MD.7b	4.MD.2	5.MD.5b	6.EE.7	7.G.5	8.EE.8c
3.OA.4	4.MD.7	5.NBT.1	6.G.3	7.NS.1b	8.F.2
3.OA.7	4.NBT.1	5.NBT.4	6.NS.7b	7.NS.1d	8.F.3
3.OA.8	4.NBT.2	5.NF.5a	6.RP.1	7.RP.2	8.F.5
	4.NBT.5	5.OA.2	6.RP.3d	7.RP.3	8.G.2
	4.NF.1		6.SP.1		8.NS.1
	4.NF.2		6.SP.3		
	4.NF.3d		6.SP.5		
	4.NF.4				
	4.NF.4b				
	4.NF.7				
	4.OA.2				
	4.OA.4				

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Students access the assessment:

1. Go to student.myanet.org
2. Login with username and password
3. Click on “Take Now” next to the appropriate assessment

Students navigate the assessment:

1. Three ways to navigate:
 1. Click on the left or right navigation arrows in the upper left hand part of the screen
 2. Use the “Save & Continue” button at the bottom to move forward.
 3. Click on the question drop-down to select any question

Additional Notes:

- Student work is auto-saved every thirty seconds on open response questions.
- Do not navigate using the back button. This may cause a page requiring a refresh. Refreshing should fix most of these problems, but typing may be lost since the last autosave.
- Do not hit backspace unless in the Constructed Response box. This will cause a page requiring refresh.
- When inserting a fraction on a math assessment, students can either click on the fraction symbol and fill in the blanks, or create the fraction using the “/” on their keyboard.

Online question types to teach students

(using sample assessments):

1. Traditional selected response and multiple correct
2. Drag & drop – ordering
3. Drag & drop – bucketing (makes copies of each answer and drag them into “bucket” categories)
4. Drag & drop – matching
5. Fill-in-the-blank dropdown menu
6. Fill-in-the-blank numeric only
7. Graphing
8. Multi-part items
9. Constructed response (students type answers)

Tips to tell students while testing:

1. Announce to students that the “words remaining” number on constructed response questions does not mean they must write that many words. It is just an upper limit.
2. The highlighter tool is also available in the upper right hand corner, and is defaulted to “off”. To select the highlighter, the student clicks on the button in the top right corner and selects a color. Anything students select on the screen will then be automatically highlighted.
3. Students can copy and paste text from the question directly into their typewritten response if the highlighter tool is turned off. To do this, select the text and either press Ctrl-C or right click and select “Copy”. Then click the cursor into the answer field, and press Ctrl-V (right clicking does not offer the Paste option).

Online tools to teach the students:

1. Highlighter
2. Note taking tool
3. Calculator
4. Mark for review tool
5. Answer eliminator (for selected response items)
6. Magnifier tool
7. Line reader
8. Protractor
9. Constructed response math toolbar

Important skills for students to know:

1. Scrolling the page using two fingers on the touchpad, the scroll bar or the arrow keys.
2. Dragging items using the touchpad.

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Teacher logs-in to the ANet Online Quiz Tool:

1. First, log-in to MyANet at www.myanet.org
2. From the dashboard page, click on “Create an Online Quiz”
3. Click on the “Tests & Quizzes” left navigation
4. Click on the “Launched Quizzes” or “Your Quiz Library” tabs

Teacher monitors student progress on an assessment, views student progress, or grades student responses:

1. Log-in to ANet online assessment
2. To monitor progress for the **entire grade** on an assessment, simply click on the appropriate assessment from the “Launched Quizzes” tab.
3. You will be sent to the “Progress & Scores” tab, where you can view the current score for each student, as well as the time they started the test, and the time it took them to complete the test. If they have not yet submitted, the timer will say “in progress”.
4. From here, click on the “Item Analysis” tab to access student score for each question on the test, student scores, and question score averages.
5. Click on the student name to see their answers and score for each question. You may grade the constructed response question from this page.
6. Click on the question number at the top to see responses to that question for all students. This is an easy way to grade all student responses for a single question (i.e. for the constructed response question).

To view the above screens for your class only:

- After logging in, click on the “Class Groups” link
- Find your class group and click on it.
- Click on the “Tests & Quizzes” link on the left
- Click on the appropriate assessment. Follow the instructions from step 3 above.

Link to Quiz Tool Screencast Training Clips

<https://drive.google.com/file/d/0ByZtoABYKT2PSVk1aUFyUzRxSjg/view?usp=sharing>

Demo Login Account

<http://myanet.org> Username: testteacher@acese.com Password: acese1

Public Preview Link for ANet Sample Math Practice Assessment:

<https://www.myanetonline.org/preview/?qk=5fce1447ccc3e3b0208e69dbb3462d6a§ion=1>

Public Preview Link for PARCC 4th Grade Math Practice Assessment

<https://www.myanetonline.org/preview/?qk=456bda248db483a3ba97aa8b10faefcf§ion=1>