



# EM2 SYSTEM ADMINISTRATOR USER GUIDE

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## GETTING STARTED

*NOTE: ITEMS IN ITALICS ARE SCREEN ITEMS (MENUS, LINKS, BUTTONS, OR PAGES).*

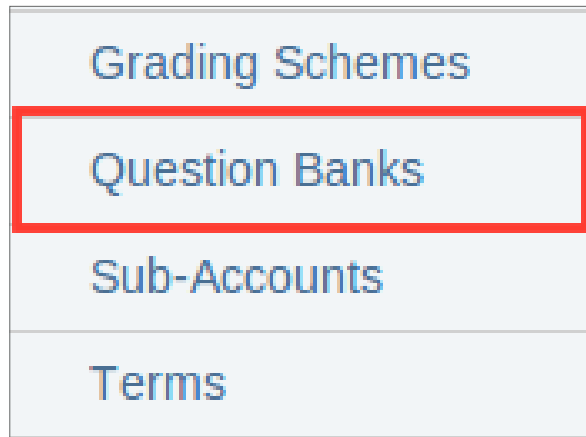
EM2 is a tool to help teachers identify their student's mathematical misunderstandings using researched assessments. In this section you will learn how to do the following:

Manage Assessments

For instructions on how to create users, change user login information, and manage sub accounts see the [EM2 Administrator User Guide](#).

# MANAGING ASSESSMENTS

Assessments can be found by selecting the *Question Banks* button from the Admin Menu on the left.




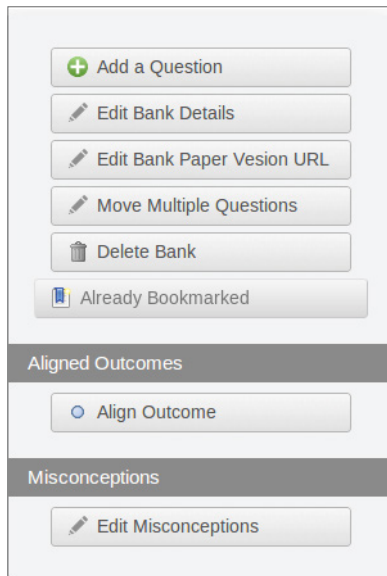
## ADDING A NEW ASSESSMENT

1. To add an assessment, select the *Add Question Bank* button on the right.
2. Enter a *Bank Short Name* and a *Bank Full Name*, then press Enter.
3. To enter and edit the contents of the assessment, select the assessment title.
4. See *Editing An Assessment*

# MANAGING ASSESSMENTS cont.

## EDITING AN ASSESSMENT

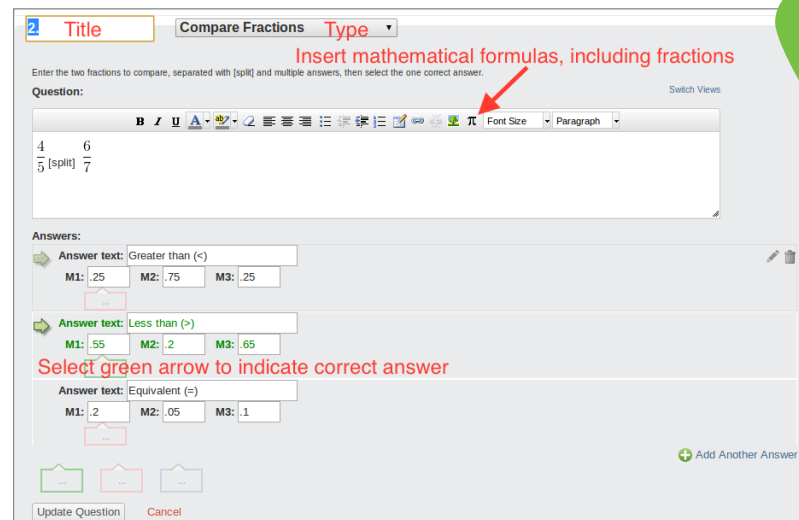
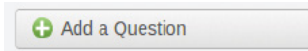
The tools for editing an Assessment can be found in the *Edit Question Bank* menu on the right, or a question can be edited directly by selecting the edit icon  in the top right corner of the question.



A vertical menu with several buttons. The top section contains: '+ Add a Question', 'Edit Bank Details', 'Edit Bank Paper Version URL', 'Move Multiple Questions', 'Delete Bank', and 'Already Bookmarked'. Below this is a section titled 'Aligned Outcomes' with an 'Align Outcome' button. The bottom section is titled 'Misconceptions' with an 'Edit Misconceptions' button.

## ADD A QUESTION

The *Add a Question* link will generate a new question block. Here you can enter the Question Title, Type, and Text.



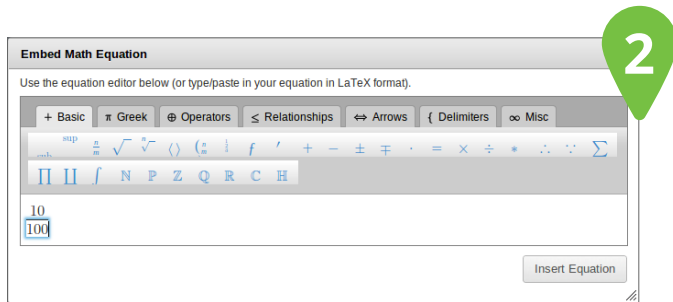
A form for adding a question. At the top, there is a 'Title' field with the value '2' and a 'Type' dropdown menu set to 'Compare Fractions'. Below this is a text area for the question text, containing the mathematical expression  $\frac{4}{5} > \frac{6}{7}$ . A red arrow points to the text area with the text 'Insert mathematical formulas, including fractions'. Below the text area is an 'Answers' section with three rows. Each row has an 'Answer text' field and three input fields labeled 'M1:', 'M2:', and 'M3:'. The first row has 'Greater than (<)' and values '.25', '.75', and '.25'. The second row has 'Less than (>)' and values '.55', '.2', and '.65'. The third row has 'Equivalent (=)' and values '.2', '.05', and '.1'. A green arrow points to the second row with the text 'Select green arrow to indicate correct answer'. At the bottom right of the form is a '+ Add Another Answer' button. At the bottom left are 'Update Question' and 'Cancel' buttons. A green speech bubble with the number '1' is in the top right corner of the screenshot.

# MANAGING ASSESSMENTS cont.

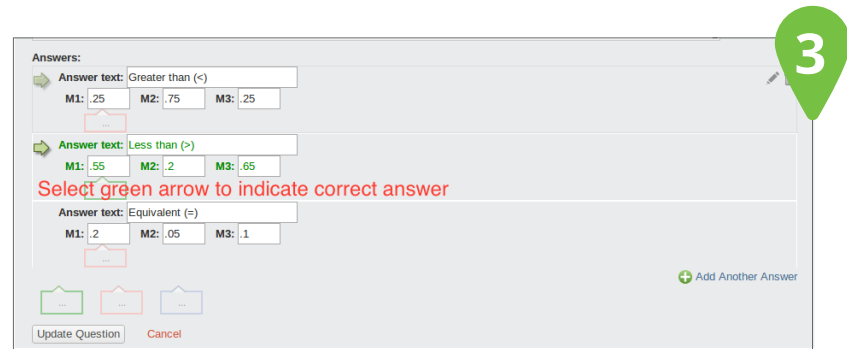
## EDITING AN ASSESSMENT

### ADD A QUESTION CONT.

Clicking the Pi icon  $\pi$  (see diagram on previous page) will allow you to insert formulas through the following dialog box:



To select which answer is correct, click the green arrow icon to the left of each correct answer.



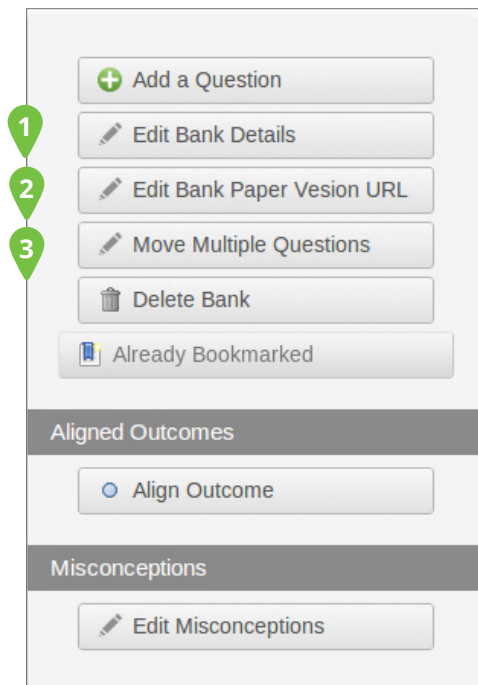
### NOTES:

The colored boxes allow you to have differing text display to the student depending on whether the answer was correct or incorrect.

The *Misconception* fields allow for misconception values.

# MANAGING ASSESSMENTS cont.

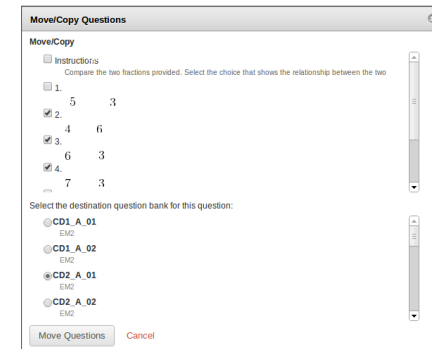
## EDITING AN ASSESSMENT



**1 EDIT BANK DETAILS**  
Allows editing of the short and full names of the assessment.

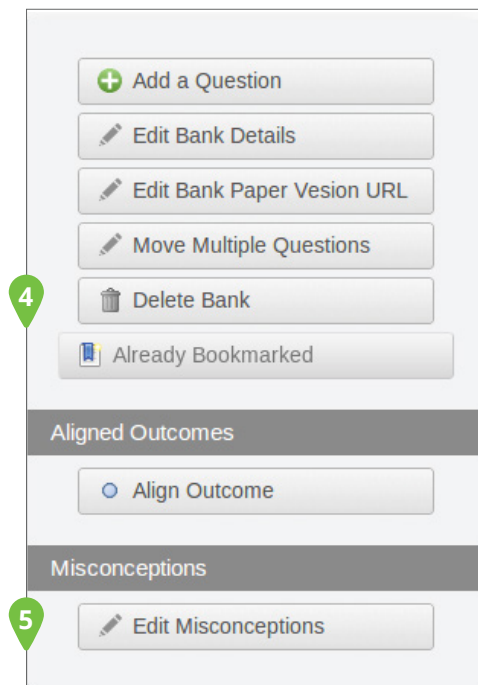
**2 EDIT BANK PAPER VERSION URL**  
Allows adding a link to the PDF version of the assessment.

**3 MOVE MULTIPLE QUESTIONS**  
Opens the *Move Questions* box. Check the boxes for any question you would like to move, dot the destination assessment, then click *Move Questions*. Note that this will remove the questions from their current assessment.



# MANAGING ASSESSMENTS cont.

## EDITING AN ASSESSMENT



4

### DELETE BANK

This will permanently delete the assessment. A dialog box will appear to confirm this decision.

5

### EDIT MISCONCEPTIONS

This page shows each misconception. To add a new misconception select the *Add Misconception* button at the bottom of the screen. See the following page for additional explanation of this page.

# MANAGING ASSESSMENTS cont.

## EDITING AN ASSESSMENT

	1.	2.	3.	4.	5.	6.	7.
A	.83	.25	.65	.05	.19	.65	.90
B	.1	.55	.30	.32	.06	.13	.04
C	.07	.2	.05	.63	.75	.22	.06

Update Cancel

Lower Cutoff Limits

Possible Highly Likely

0.15 0.39 **Must include leading zero**

1 Explanation URL:

2 Description:

### NOTES:

The *Lower Cutoff Limits* fields must include a leading zero or it will register as *Not A Number* (NaN).

Select *Edit This Bank* on the right to return to the assessment.

### EDIT MISCONCEPTIONS cont.

Each field in the misconception is editable by the edit icon to the right of the field. The main table of the misconception can be edited by selecting the *Edit* button.

1

The *Explanation URL* sets where the misconceptions label on the assessments page links to.

2

The *Description* will show on mouseover of the assessment title on the assessments page.

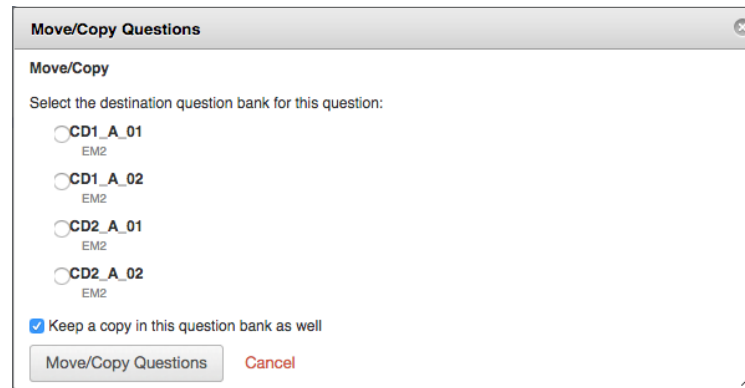


# MANAGING ASSESSMENTS cont.


## COPY AN ASSESSMENT

Assessments can only be copied one question at a time. To do this:

1. Open a Question Bank.
2. At the bottom of a question, select *Move/Copy Question to Another Bank*.
3. The dialog box at the right will appear. Here you can select which bank to move the question to and check to keep a copy of the question in this bank.
4. Click *Move/Copy Questions* to make the change.



## DELETE AN ASSESSMENT

Selecting the Delete icon  to the right of the assessment will allow you to permanently delete the assessment.

# UPLOADING ASSESSMENT PDFs TO S3

Go to the following URL to login to Amazon AWS services:

<https://415257220368.signin.aws.amazon.com/console>

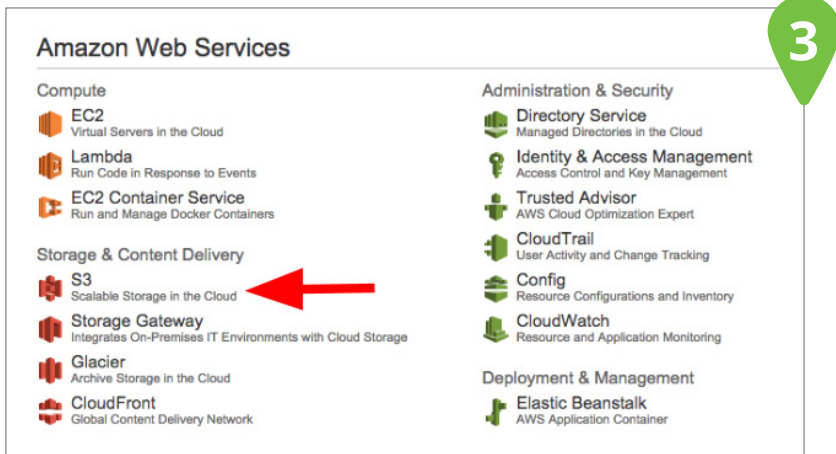


Enter login credentials

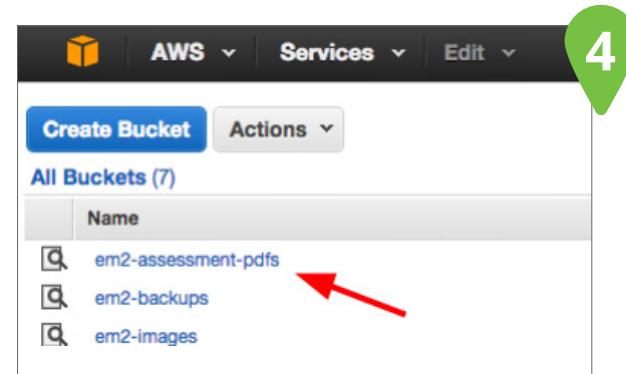
A screenshot of the Amazon Web Services login page. The page features the Amazon Web Services logo at the top left. Below the logo, there are three input fields: 'Account:' with the value '415257220368', 'User Name:' with the value 'colebusby@gmail.com', and 'Password:' with a masked password '\*\*\*\*\*'. Below the password field is a checkbox labeled 'I have an MFA Token (more info)'. A blue 'Sign In' button is positioned below the checkbox. At the bottom of the form, there is a small link that says 'Sign-in using root account credentials'. A green teardrop-shaped callout bubble with the number '2' is positioned to the right of the form, indicating the second step.

# UPLOADING ASSESSMENT PDFs TO S3 cont.

Click on S3

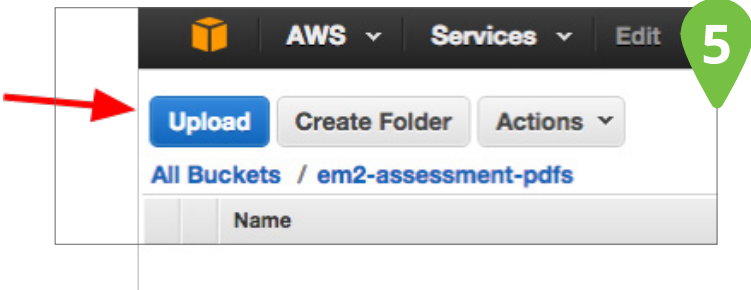


Click on the *em2-assessments-pdfs* bucket

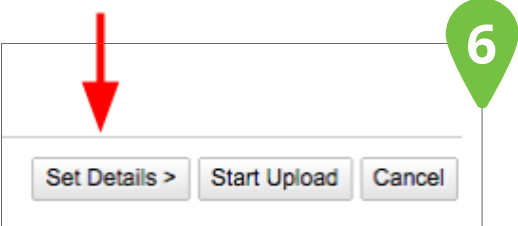


# UPLOADING ASSESSMENT PDFs TO S3 cont.

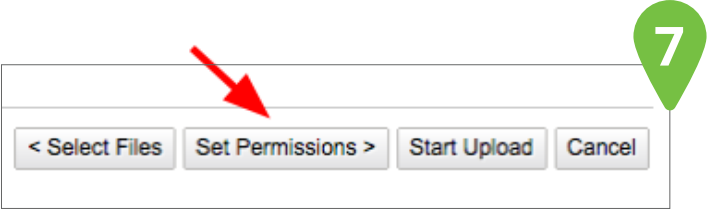
Click on the *Upload* button



Add the file(s) you want uploaded and click the *Set Details* button

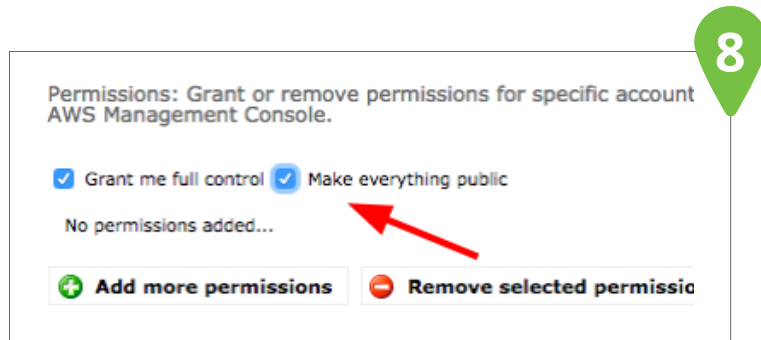


Click again on *Set Permissions*

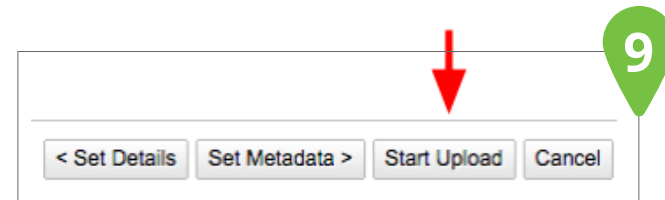


## UPLOADING ASSESSMENT PDFs TO S3 cont.

Click on *Add More Permissions* and check *Make Everything Public*



Finish upload by clicking *Start Upload* button



10 To get the URL to add to the Question Bank, select the newly uploaded assessment and click the *Properties* button in the upper right.

# MASQUERADING

You can access a user account within your school or district by masquerading as the user. This will allow you to view and access their account as if you were them.

Instructions on masquerading can be found in the [Administrator User Guide](#)



# Eliciting Mathematics Misconceptions