



# EM2 TEACHER USER GUIDE

## CONTENTS

### GETTING STARTED

- 2** ADD CLASSES AND STUDENTS
- 3** PREVIEW AND ASSIGN ASSESSMENTS
- 5** USE ASSESSMENTS WITH YOUR STUDENTS
- 6** VIEW REPORTS

### ACCESS EM2

- 8** SIGN IN
- 8** SIGN OUT

### CREATING AND MODIFYING A CLASS

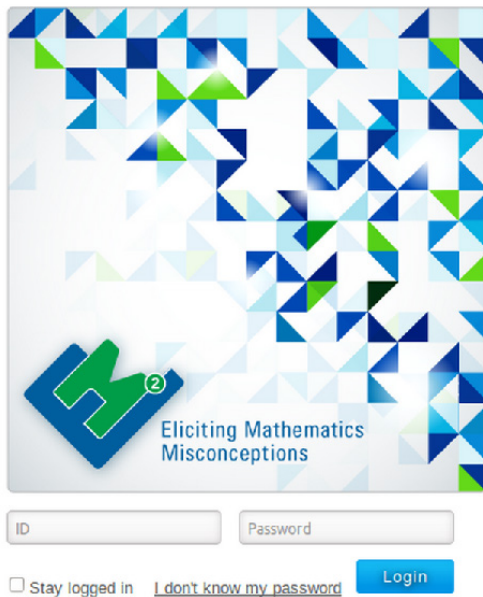
- 9** CREATE CLASS
- 9** EDIT CLASS DETAILS
- 10** DELETE CLASS
- 10** ADD CLASS SECTIONS
- 10** EDIT CLASS SECTION DETAILS
- 11** EDIT CLASS NAVIGATION MENU

### ADDING AND MODIFYING USERS

- 12** ADD USERS TO A CLASS
- 12** REMOVE USER FROM A CLASS
- 13** CHANGE USER'S SECTION
- 13** EDIT USER DETAILS
- 14** REMOVE USER AVATAR PICTURE

### MANAGING ASSESSMENTS

- 15** ADD ASSESSMENTS TO A CLASS
- 15** REMOVE ASSESSMENT
- 16** ADD MORE USER ATTEMPTS
- 16** DOWNLOAD AND PRINT ASSESSMENT PDF



## GETTING STARTED

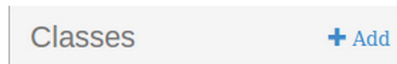
*NOTE: ITEMS IN ITALICS ARE SCREEN ITEMS (MENUS, LINKS, BUTTONS, OR PAGES).*

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:

- Sign In
- Create Classes
- Add Students to a Class
- Preview Assessments and Assign them to Classes
- Print Class Roster to Administer an Assessment
- View Misconceptions
- Sign Out

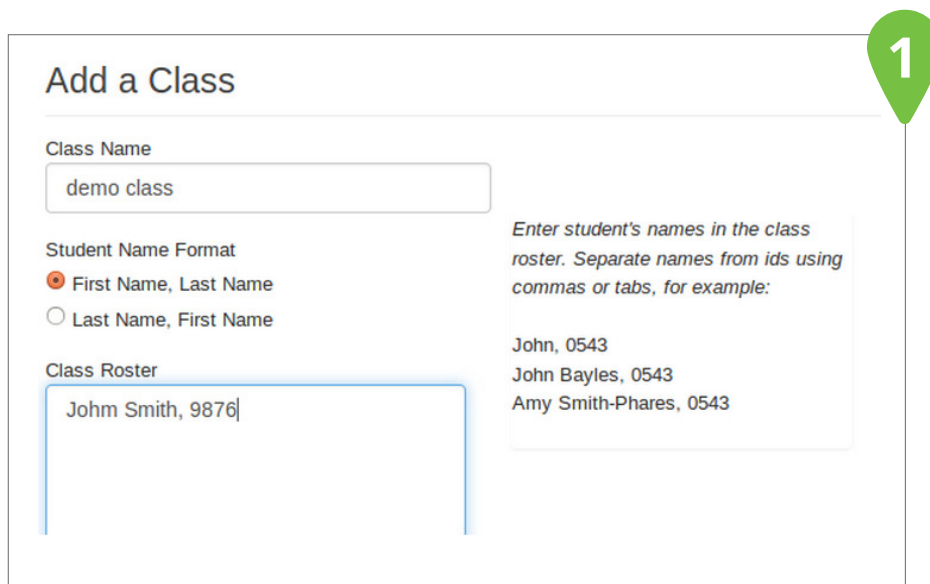
You should have received an email invitation containing your username and password. Open. <http://elicitingmathmeaning.edc.org/teacher> in a web browser and [sign in](#).

After Signing in, you will be presented with the home page. To your left is the *Classes Main Menu*. Start by creating a new class, click on the *+Add* button.



# ADD CLASSES AND STUDENTS

Enter the class name and roster.  
Note: The student ID needs to be their school ID. When finished click the *Submit* button at the bottom.



**Add a Class**

Class Name  
demo class

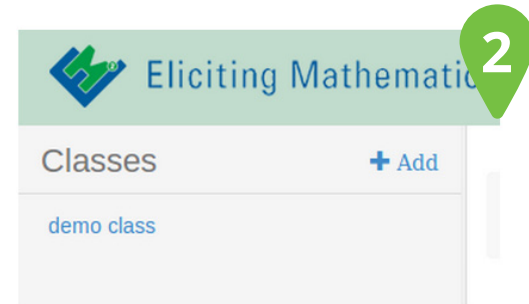
Student Name Format  
 First Name, Last Name  
 Last Name, First Name

Class Roster  
Johm Smith, 9876

*Enter student's names in the class roster. Separate names from ids using commas or tabs, for example:*

John, 0543  
John Bayles, 0543  
Amy Smith-Phares, 0543

The class should now be listed in the *Classes Main Menu* on the left.



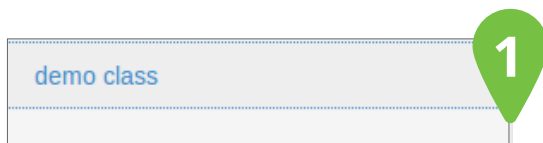
Eliciting Mathematics

Classes [+ Add](#)

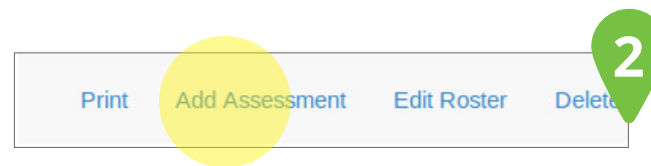
demo class

## PREVIEW AND ASSIGN ASSESSMENTS

To preview and assign assessments to the class, click on the *class name* in the menu.

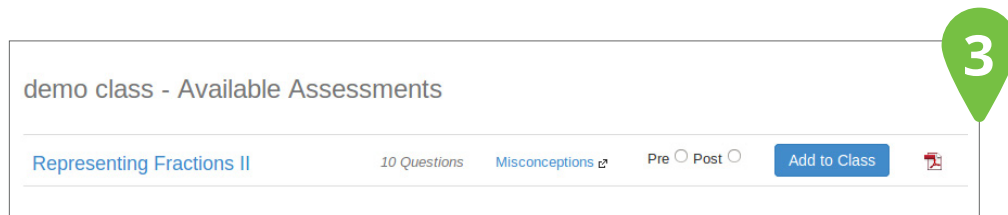


Click on *Add Assessment* in the *Class Menu* in the top right.



## PREVIEW AND ASSIGN ASSESSMENTS CONT.

You will see a list of assessments that you can preview and add to the class. Hover over the assessment name to view a brief description. Click on the *Misconceptions* link to view a video description. Click on the *PDF Icon* on the far right to see a preview of the questions. Choose one of the assessments and click the *Add to Class* button.



demo class - Available Assessments

<a href="#">Representing Fractions II</a>	10 Questions	<a href="#">Misconceptions</a>	Pre <input type="radio"/> Post <input type="radio"/>	<a href="#">Add to Class</a>	
---	--------------	--------------------------------	--	------------------------------	--

The assessment will now be listed under the *class name* in the *Classes Main Menu*.



demo class

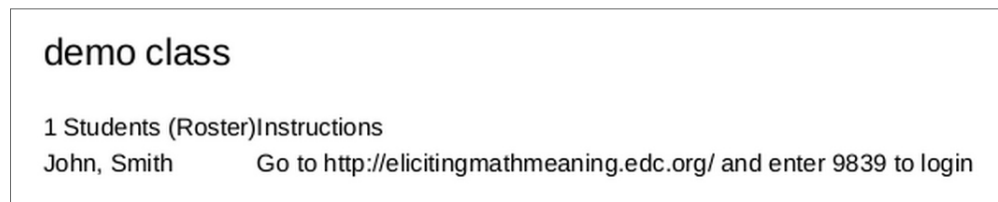
[Representing Fractions II](#) \*

# USE ASSESSMENTS WITH YOUR STUDENTS

To administer the assessment, you must first print off the Class Roster. The Class Roster contains the student IDs that students will use to login. Click on the *Class Name* in the *Classes Main Menu* and then click the *Print* button in the *Class Menu*.



The form will look like the following. You can cut up the form and hand out each strip to the respective student



# VIEW REPORTS

After the students take the assessment, you can click on the assessment in the *Classes Main Menu*.



demo class

Representing Fractions II

1

Click the *Misconceptions* button to view which students have misunderstandings.




Representing Fractions II (Post)

Preview Misconceptions Instructions Monitor Individual Responses Class Summary Statistics

2

## VIEW REPORTS CONT.

You will see a Misconception table that places the students in one of three categories. Students are placed into misconception categories based on incorrect answers as well as the pattern of answers.



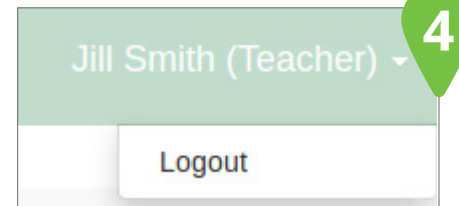
Misconception: M2		
Likely Misconception	Possible Misconception	Students with Difficulties
Greer, Amy		
		Larsen, Mike
	Lowry, Kyle	

**Likely Misconception** The student has a strong correlation with other students that have shown this misconception.

**Possible Misconception** The student has a moderate correlation with other students that have shown this misconception.

**Students with Difficulties** The student did not answer enough questions correctly (less than 30% correct) to determine if they have the misconception.

The last step is to sign out of EM2. Click on your name in the top right corner and then select *Logout*





## ACCESS EM2

### SIGN IN

1. Access the EM2 system, by opening the following address in a web browser:  
<http://elicitingmathmeaning.edc.org/teacher>
2. Enter username and password, click *login*.

### SIGN OUT

1. Click on your name located in the top right corner.
2. Click *logout*.

# CREATING AND MODIFYING A CLASS

## CREATE CLASS

1. Click the *+Add* button located at the top of the *Classes Main Menu*
2. Enter the Class Name and the Class Roster
3. Click *Submit*, the class will now appear in the *Classes Main Menu*

## EDIT CLASS DETAILS

1. Locate the Class Name in the *Classes Main Menu*
2. Click on the Class Name
3. Click on *Edit Roster* at the top right
4. Choose *Class Details* tab
5. Click *Edit Class Details*
6. Enter new information
7. Click *Update Class Details*

# CREATING AND MODIFYING A CLASS CONT.

## DELETE CLASS

1. Locate the class name in the *Classes Main Menu*
2. Click on the Class Name
3. Click on *Delete* in the *Class Menu* at the top right

## ADD CLASS SECTIONS

1. Click the class name in the *Classes Main Menu*
2. Click on *Edit Roster* at the top right
3. Click the *Sections* tab
4. Enter the Section Name in the *input box* located below *Add a New Section*
5. Click *Add Section*

## EDIT CLASS SECTIONS DETAILS

1. Click the class name in the *Classes Main Menu*
2. Click the *Edit Roster* button in the *Class Menu*
3. Click the *Sections* tab
4. Click on the section's name
5. Click the *Edit Section* button on the top right
6. Enter new details in the *input boxes*
7. Click *Update Section* to save
8. Click *Back to Class Settings* to return to *Class Sections*

# CREATING AND MODIFYING A CLASS CONT.

## EDIT CLASS NAVIGATION

1. Click the class name in the *Classes Main Menu*
2. Click the *Edit Roster* button in the *Class Menu*
3. Click the *Navigation* tab
4. Drag and drop items to reorder them in the class navigation
5. Drag items to the bottom to remove them from the navigation
6. Click the *Save* button when done editing

# ADDING AND MODIFYING USERS

## ADD USERS TO A CLASS

1. Click the class name in the *Classes Main Menu*
2. Click on *Edit Roster* in the *Class Menu* at the top right
3. Click the *Users* tab
4. Click the *Add Users* button at bottom left corner
5. Select the user type and the section from the drop down menus
6. Copy and paste email addresses to add users
7. Click the *Continue...* button at the bottom left
8. After emails are verified, click the *OK Looks Good, Add This 1 User* button

## REMOVE USER FROM A CLASS

1. Click the class name in the *Classes Main Menu*
2. Click *Edit Roster* button at the top right of the *Class Menu*
3. Click the *Users* tab
4. Hover over the User's name
5. Click the *red X* button to the right of the User's name
6. Select *OK* to confirm deletion

# ADDING AND MODIFYING USERS CONT.

## CHANGE USER'S SECTION

1. Click the class name in the *Classes Main Menu*
2. Click on *Edit Roster* button in the *Class Menu*
3. Click the *Users* tab
4. Hover over the user's name
5. Click the *Pencil Icon* to the right of the user's name
6. A drop down menu containing the class sections should now appear below the user's name
7. Select the section from the drop down menu
8. Click the *Pencil Icon* to remove the section drop down menu

## EDIT USER DETAILS

1. Click the class name in the *Classes Main Menu*
2. Click on *Edit Roster* button in the *Class Menu* at the top right
3. Click the *Users* tab
4. Click the user's name
5. Click the *Edit* button at the bottom middle of the *Name and Email* info
6. Edit details in the input boxes and click *Update Details* button to save

## ADDING AND MODIFYING USERS CONT.

### REMOVE USER AVATAR PICTURE

1. Click the class name in the *Classes Main Menu* on the left side
2. Click on *Edit Roster* in the *Class Menu* at the top right
3. Click the *Users* tab
4. Click the user's name
5. Click the *Remove Avatar Picture* link next to the *Profile Picture*
6. Choose *OK* to confirm deletion

# MANAGING ASSESSMENTS

## ADD ASSESSMENTS TO A CLASS

1. Click the class name in the *Classes Main Menu* on the left
2. Click on *Add Assessments* in the *Class Menu* at the top right
3. Locate the assessment among the *Available Assessments* list  
Hovering over the Assessment's title will display the Assessment's misconceptions; clicking on the *Misconceptions* link will load a video description.
4. Click the *Add to Class* Button.
5. Assessment will now be added below the class in the *Classes Main Menu*

## REMOVE ASSESSMENTS

1. Locate the assessment in the *Classes Main Menu* on the left
2. Click the blue x button to the right of the assessment's name
3. Select *OK* button to confirm deletion



## MANAGING ASSESSMENTS CONT.

### ADD MORE USER ATTEMPTS

1. Click on the assessment's name in the *Classes Main Menu*
2. Click the *Monitor* button in the *Assessment Menu*
3. Click the *Pencil Icon* on the right side
4. Enter the number of extra attempts, then click the *Save* button

### DOWNLOAD AND PRINT ASSESSMENTS PDF

#### ***If the Assessment has been added to the class***

1. Click on the *Assessment's* name in the *Classes Main Menu*
2. Click the *Preview* button in the *Assessment Menu*
3. Click the *PDF Icon* at the top of the *Preview*
4. Open the PDF and Click the *Print Icon*

#### ***If the Assessment has not been added to the Class***

1. Click on a *Class Name* in the *Classes Main Menu*
2. Click the *Add Assesment* Button in the *Class Menu*
3. Locate the *Assessment* you would like to use
4. Click the *PDF Icon* to the right of the *Add to Class* Button