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dti Publishing (UK) Ltd

The Orchard Glasshouse, South Willingham, Market Rasen LN8 6NG

dtiMetrics™

Instructor Guide



dtiMetrics™

myBook™

CertBlaster®

Telephone

+44(0)1507 313507

dtiMetrics™ Instructor Manual AP Release 1.3

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For more information contact:

dti Publishing Corp.
1662 Bonanza Drive
Suite 3A
Park City, UT 84060

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Introduction

dtiMetrics™ Assessment System is a powerful tool that provides technology enhanced teaching support to educators like you who use textbooks. Using the latest proven technologies, dtiMetrics™ Assessment System streamlines the testing and reporting processes and helps students prepare for professional certification tests.

dtiMetrics™ Assessment System helps you administer, score and analyze tests quickly and conveniently, allowing *more time to teach*. With immediate access to detailed test results, this easy-to-use system enables teachers to identify problems early in a unit so you can implement timely intervention strategies that will help your students learn.

This manual will enable you to rapidly master the following four main areas:

- A) Create a class**
- B) Managing tests**
- C) Analyzing reports**
- D) Supporting Students**

Designed with your needs in mind, dtiMetrics™ Assessment System instantly analyzes test data and provides results so that teachers can readily identify effective teaching techniques—and intervene promptly to address learning gaps. This multi-purpose system generates a variety of useful reports, including the student's Personal Study Plan (PSP), student's Performance per Learning Objective, the Class Matrix as well as an online Remedial Plan.

Easy to implement at the classroom level, dtiMetrics™ Assessment System provides:

- Intuitive wizards to guide you through an installation done in minutes
- Easy to use exam sign-in procedures
- Simple online navigation to consult student records
- Intuitive test and class management at dtiMetrics.com

We hope you will find dtiMetrics™ Assessment System frees you up for more teaching time while helping you minimize your clerical duties.

Getting Started

After creating your class and handing over the Class Code to your students, we recommend that you instruct your students to register themselves on the dtiMetrics system. In the alternative you would have to manually sign up every one of them. If you want them to sign up themselves, give them the Class Code that you make when you create their class (see “*Create your class*” in this manual). Tell them to go to www.dtimetrics.com and click “Register” and then ask them to follow the instructions on the Registration page. They will be free to create their own user name and password (encourage them to use their email address for the user name as it is easy to remember). The user name and the class code are the two items that will be required every time they sign up for an exam. Once they have Registered on the system they should login using their newly created user name and password and Activate their exam topic. Activation is what will then allow them to use the exam software. To do this they will use the 16 digit Activation Code printed on their voucher.

Recommended dtiMetrics work flow:

1 Create your class on dtiMetrics.com

- See *Instructor’s Quick Reference Guide* or *this Manual*

2 Give your students their Class Code

- You assign this code when creating your class on the dtiMetrics system

3 Instruct your students to first Register and then Activate their software on dtiMetrics.com

- Make sure they have the Class Code (not to be confused with the Activation Code on their voucher), their logon, and that they go to www.dtimetrics.com and click “Register”

4 If you are a first time user instruct your students to install the dtiMetrics client software on your PCs

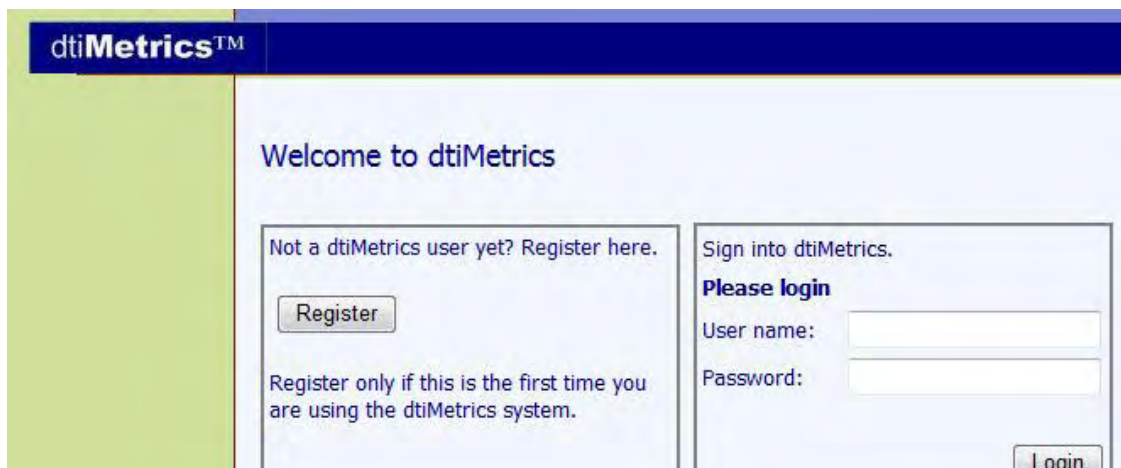
- If you also want to test them at this time, make sure they have the Class Code and their User Name, the two items required to test.

5 If your students are first time users, they could benefit from learning dtiMetrics software navigation in the dtiMetrics Tutorial

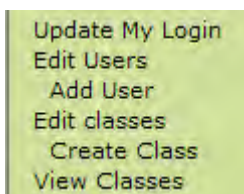
- You will find the tutorial in the *Instructor’s Download center* on the instructor’s home page at dtimetrics.com. The students will find it at their *Download center*.

Logging in

To log in, go to www.dtimetrics.com and, in the login screen, (see below) enter your User Name and Password then click Login. You will receive your logon (typically your email address) either from your institution's system administrator or from your vendor.

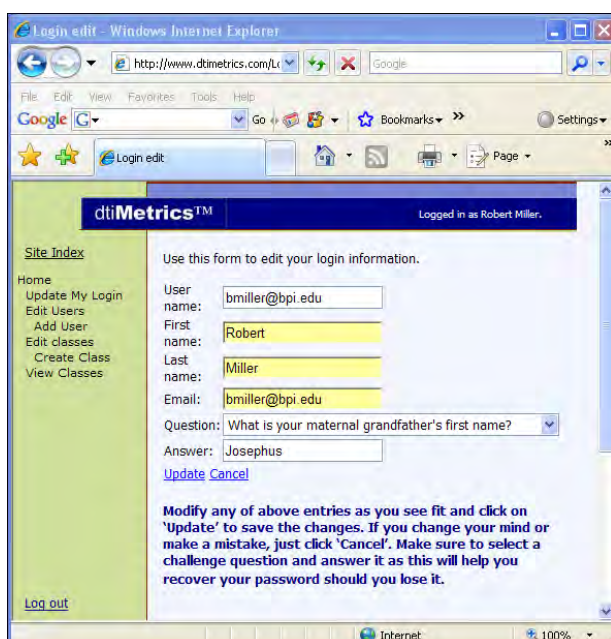


The Register button is for students only. If they don't already have a logon, tell them to create it using the Register button (remember to give them their Class Code (see "Create your class" below.) Once you have logged in you will access the instructor home page which includes, in the left navigation pane, the six choices shown here. Your main areas of activity on the system are your login page, user management as well as class management. To personalize your login, go to Update My Login.



Updating your login

Typically the login given to you by your school or vendor is your email address for both the



User Name and the Password. For security reasons or just out of convenience you may want to personalize your username. To do that click on Update My Login in the left navigation pane and you will see a page similar to the one to the left. To change your username or any of the entries just type over the existing information then click on Update to save the changes. If you change your mind or make a mistake, just click Cancel and start over.

NOTE: Make sure to select a challenge question and submit an answer as this will allow you to recover your logon should you ever forget it.

Adding a new class

Unless an administrator has entered the information pertaining to the class you will teach, it will fall on you to create the new class.

Adding students and faculty

We recommend that you instruct your students to register themselves on the dtiMetrics system. In the alternative you would have to manually sign up every one of them, to do that see the following instructions.

Depending on the institution this may already have been done by an administrator. To add students, click on Add User in the left navigation pane and you will see a screen similar to the one below.

User editing - Windows Internet Explorer
http://www.dtimetrics.com/User_Edit.aspx

dtiMetrics™

Site Index
Home
Update My Login
Edit Users
Add User
Edit classes
Create Class
View Classes

User name: Peter First name: Peter
Password: PB5609 Last name: Bergstrom
Institution: Brighton Polytechnic Institute Email: pbergstrom@bpi.edu
Role: Select role

Submit

Complete above entries as necessary and click on Submit to save the changes.

Enter the information as needed and make sure to select the Role correctly (see arrows above) as only individuals entered as “Student” can be enrolled in classes (see below under Create Class). Once you are satisfied the correct information is entered click on Submit. Make sure that you get confirmation that “The user was successfully added”

User editing - Windows Internet Explorer
http://www.dtimetrics.com/User_Edit.aspx

dtiMetrics™

Site Index
Home
Update My Login
Edit Users
Add User
Edit classes
Create Class
View Classes

User name: PeterB First name: Peter
Password: PB5609 Last name: Bergstrom
Institution: Brighton Polytechnic Institute Email: pbergstrom@bpi.edu
Role: Student

Submit

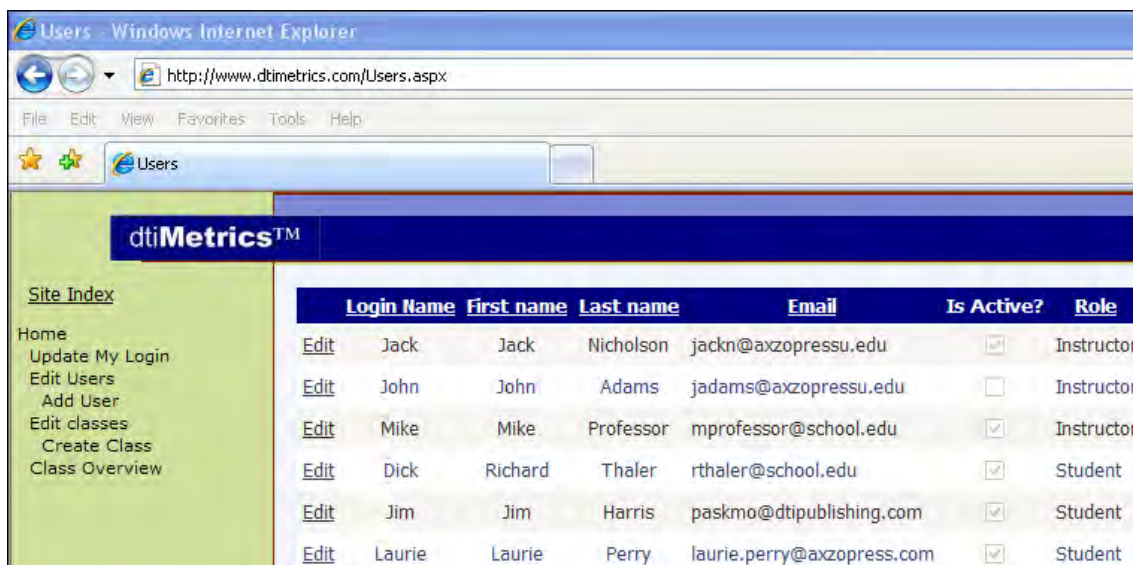
The user name 'PeterB' was successfully added.

(see box above).

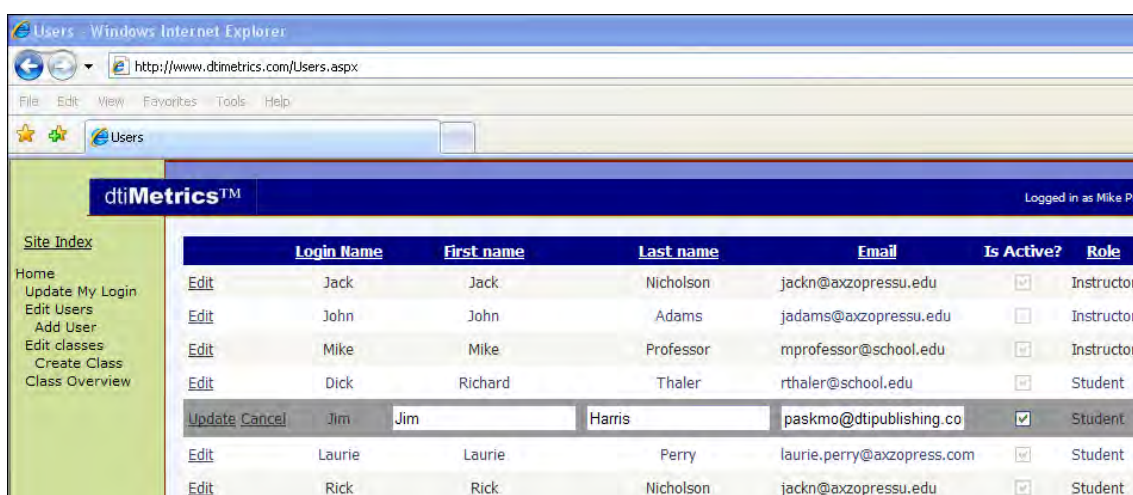
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NOTE: To add an instructor, follow the same procedure but at the Role drop down select Instructor.

Once the users have been added you can modify their data in the Edit Users page. In the left navigation pane click on Edit Users and you will see a page similar to the one below. On this page you can update status by activating or deactivating instructors or students as has been done with instructor John Adams below, presumably because he does not work for this institution anymore? This page will also be useful whenever there are changes in email address etc. By clicking on the column header "Role" you can organize them alphabetically by their status as has been done below.



To change or update any information on this page click on Edit in the first column and you will see the selected line turn to this:



Make any change to above entries as you see fit and click on Update (first column) to save the changes. If you change your mind on any updates just click Cancel and start over. Note that any students you enter here will be available for enrollment when you create a new class this is detailed next under *Create your class*.

Create your class

To create a new class, click on Create Class in the left navigation pane and you will come to below page. In the Create Class screen you will first need to enter a class name.

If the class you are teaching is listed in a catalog or has a recognized name it is recommended that you use that name in this field to avoid any confusion later. However, the class code has to be absolutely unique so that you know the student sits for the correct test. You can either use a completely random set of numbers or characters or a combination of both. If the class has a published class ID you can still use a variant of it as long as you have some distinguishing character(s)/number(s) appended to it to make it unique. The Class Code is not case sensitive.

Important note: You will have to communicate the **class code** to your students as they will not be able to complete the exam Sign-in without it (see below Supporting your students under Test Sign-in). They will also need the Class code when self-registering.

After the class code, enter the period and academic year, this will make it easier to sort and find your classes later when you have numerous classes listed.

Selecting tests – Course Template

If your administration has created course templates on the system you will select tests by choosing a course template. If not, got to the “Selecting tests- Individual exams” below. If your administration has created course templates, select the course template you need in the drop down menu and then select the instructor(s) for this class.

Example: You want to create a class teaching beginning MS Word 2007 skills. It is in the first period of academic year 2009-2010. The class is published in the school catalog under the name “Word 2007 for Beginners” and the published class ID is MIS410. You know that the textbooks for this class maps to the three Word 2007: Basic exams. You also know that the course template that includes those three exams is Introduction to Word 2007. You want Joanne Henderson to teach this class. As seen above under “Create your class” the Class Code needs to be unique. In this case you still want to use the class ID in your code so you will create a variant of the class code. As an example of this, MIS410a or MIS410x would work fine assuming no other instructor has chosen those. You have decided to use MIS410a.

You now need to enter Period and Academic year and then select Course Template. Notice that when you click the radio button for “Course Template” a list appears. Select the template from that list. Under these circumstances your entries on the Create Class would look as follows:

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Class name: Word 2007 for Beginners
Class code: MIS410
Period: First
Academic Year: 2009-2010
Create test by: Course Template
 Individual Exam
Word 2007 Basic
Renaissance & Medieval
The Italian Renaissance
Word 2007 Basic
 Anderson, Caroline
 Henderson, Joanne
Submit

To create a class, enter class name and class code. Enter period and Academic year then select a Course template (this defines which tests you will be able to use for the students in this class). Select Instructor(s) and click Submit. NOTE: Make sure you communicate the Class code to your students as they will need it to login to their tests.

Once you are satisfied all your entries are correct, click Submit and verify that you get your confirmation message:
The Class, class tests, and instructors were successfully added.

Selecting tests – Individual Exam

If the administration of your institution is not using Course Templates, you will be associating the exams by selecting the Individual Exam button. When you click that button you will see an expandable list of exams (to expand click the “+” sign). This list will contain all exams available for your text book and you are able to either select the ones you want or click on “Bundle” to select all exams available for your textbook.

Example: You want to create a class teaching advanced MS Access 2007 skills. It is in the second period of academic year 2009-2010. The class is published in the school catalog under the name “Access 2007 for Power Users” and the published class ID is DBA950 (you are using DBA950x to differentiate your class code). The class code has to be absolutely unique so that you know the student sits for the correct test. You can either use a completely random set of numbers or characters or a combination of both. If the class, like this one, has a published class ID you can still use a variant of it as long as you have some distinguishing character(s)/number(s). In this

Class name: Access 2007 for Power Users
Class code: DBA950x
Period: 2nd
Academic Year: 2009-2010
Create test by: Course Template
 Individual Exam
 Expand to select exams
+ Microsoft Applications
+ dti Metrics Bundles
+ Renaissance
Instructor(s): Miller, Robert
 Anderson, Caroline
 Henderson, Joanne
Submit

case you choose to append an “x” in order to make it unique. The Class Code is not case sensitive.

You know that the textbooks for this class maps to the three Access 2007 Advanced exams. In this example you are selecting the instructor Robert Miller before picking your

exams. So far in the process, and before we select the exams, the entries as seen above reflect what you need. Now let's see how to select your exams. First, notice that when you click the radio button for "Individual Exam" an expandable list of categories appears. Select the track relevant to you from that list. In this example you would want to expand the "Microsoft Applications" list by clicking on the + sign just in front. Doing this will display the exams as below. For the Access 2007 for Power Users class you will select all the

Class name:

Class code:

Period:

Academic Year:

Create test by: Course Template
 Individual Exam

Expand to select exams

Microsoft Applications

- Access 2007 Advanced 1
- Access 2007 Advanced 2
- Access 2007 Advanced 3
- Access 2007 Basic 1
- Access 2007 Basic 2
- Access 2007 Basic 3
- Access 2007 Intermediate 1
- Access 2007 Intermediate 2
- Access 2007 Intermediate 3
- Excel 2007 Advanced 1
- Excel 2007 Advanced 2
- Excel 2007 Advanced 3
- Excel 2007 Basic 1

Access 2007 Advanced exams. In this case they consist of the first three exams you have checked off in the list to the left.

Assuming these are the only exams you want to use in this class, you will scroll down to the bottom of the page and after making sure you have the correct instructor checked off, click Submit:

Miller, Robert

Anderson, Caroline

Henderson, Joanne

Verify that you get your confirmation message: *The Class, class tests, and instructors were successfully added.* Now you are ready to add students to your class.

Enrolling students into your class

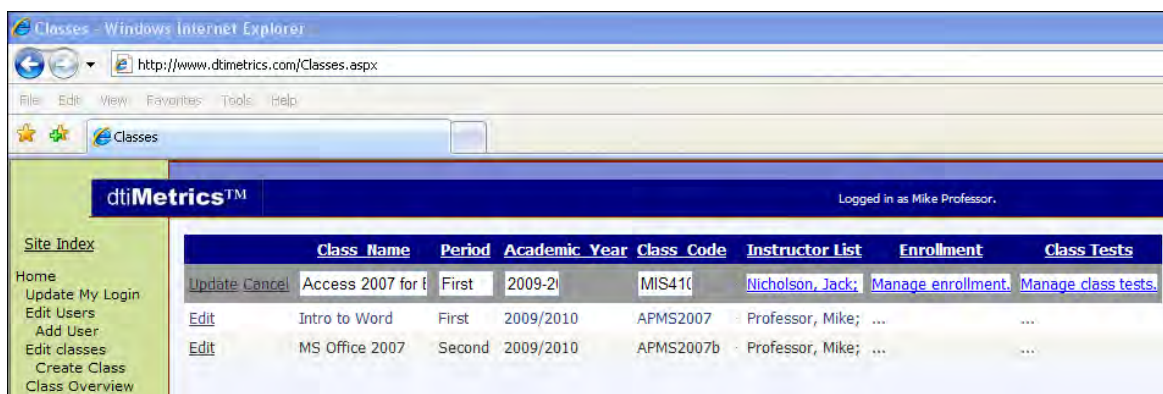
Once a class has been created you need to add students. In this example we are populating an Access 2007 for Beginners class. To do that go to the Edit classes page and you will see a page similar to this (assuming you are running three classes):

	Class Name	Period	Academic Year	Class Code	Instructor List	Enrollment	Class Tests
Edit	Access 2007 for Beginners	First	2009-2010	MIS410	Nicholson, Jack;
Edit	Intro to Word	First	2009/2010	APMS2007	Professor, Mike;
Edit	MS Office 2007	Second	2009/2010	APMS2007b	Professor, Mike;

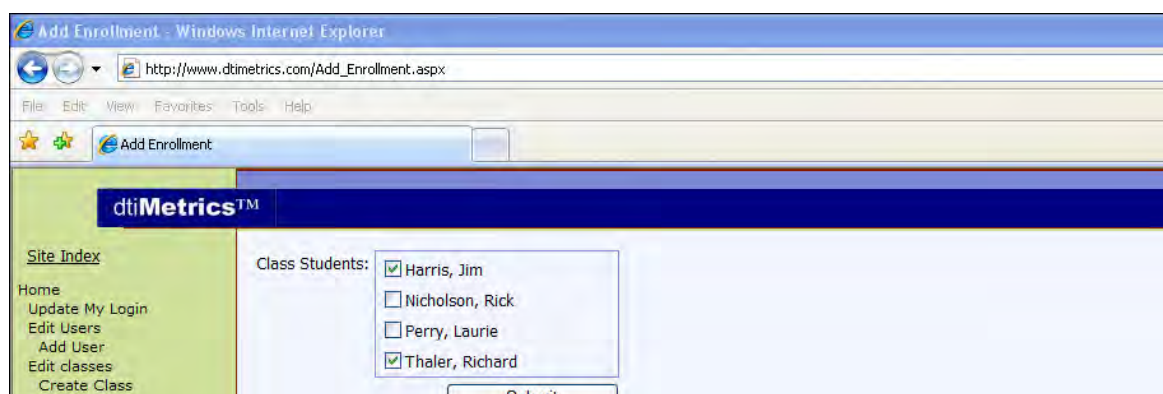
Note: You can bypass adding Users as students by having your students self register using the "Register" button on the login page at www.dtimetrics.com. When self registering they will need the class code.

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As you can see Access 2007 for Beginners is listed first. In the 1st row click on Edit:



Now, under the column header Enrollment click on “Manage enrollment”:



Assuming you only wanted to enroll Jim Harris and Richard Thaler, your entries would look as above. Click Submit and make sure you get the confirmation message: *The students were successfully added.*

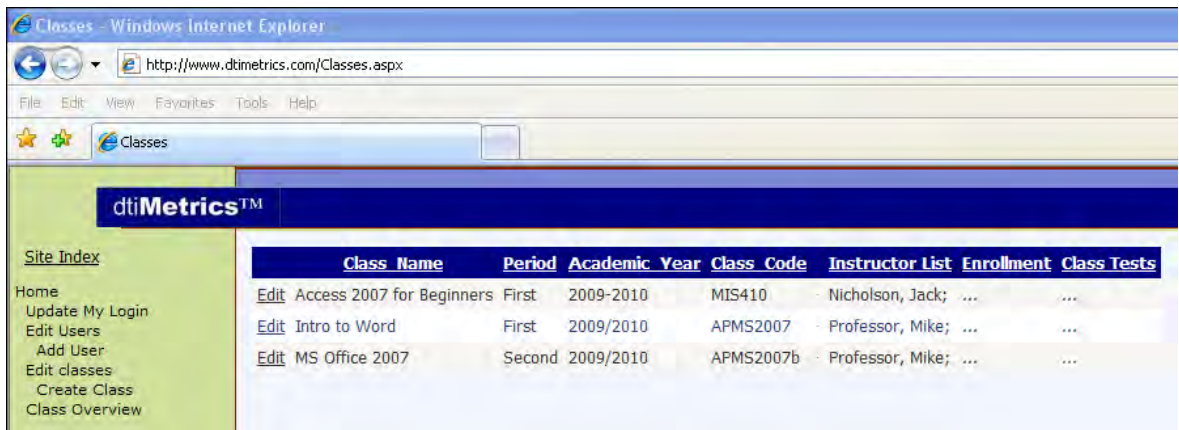
Managing tests

The three features listed below; *Scheduling tests*, *Allowing test retakes* and *Overwriting a grade* are all actions that are at the full discretion of the instructor. Whether you use all or none of them, the system is set up to enable you to run tests regardless. The benefit of scheduling tests is that it prevents students from starting the wrong exam by mistake. A test retake will test the student on the same questions as the initial exam but will result in the original test score being overwritten by the new score. This means that potentially the student could lose out in a retake situation. Finally with the grade overwrite you, the instructor, will always have the last word on the dtiMetrics system.

Scheduling tests

By default your students can Sign-in to a test and take it at any time. You, the instructor, have the option to schedule the tests thereby restricting access to the exam. This is a good idea if 1) you want to know they are ready before they test, and 2) you want to make sure they are all testing at the same time and thus don't share questions with classmates that have not yet taken the exam. To schedule tests go to the Edit classes page and you will (provided you already are the instructor for a couple of other classes) see a page similar to the one below:

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Select Access 2007 for Beginners listed above by clicking Edit In the first row.



Now, under the column header Class Tests click on “Manage class tests”:



As you can see there is an Available Start Date which by default always is the date on which you create the class, but the Available End Date is open. To schedule Access 2007 Basic 2 (stands for test two) click on Edit in the second row and you will be able to set times and dates:

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	<u>Class</u>	<u>Test</u>	<u>Available Start Date</u>	<u>Available End Date</u>
Edit	Access 2007 for Beginners	Access 2007 Basic 1	3/20/2008 12:33:26 AM	
Update Cancel	Access 2007 for Beginners	Access 2007 Basic 2	3/20/2008 12:33:26 AM	
Edit	Access 2007 for Beginners	Access 2007 Basic 3	3/20/2008 12:33:26 AM	

Now assuming you wanted to schedule Access 2007 Basic's second test for May 14 between 11 am and 11:50 am you would make following entries:

	<u>Class</u>	<u>Test</u>	<u>Available Start Date</u>	<u>Available End Date</u>
Edit	Access 2007 for Beginners	Access 2007 Basic 1	3/20/2008 12:33:26 AM	
Update Cancel	Access 2007 for Beginners	Access 2007 Basic 2	5/14/2008 11:00:00 AM	5/14/2008 11:50:00 AM
Edit	Access 2007 for Beginners	Access 2007 Basic 3	3/20/2008 12:33:26 AM	

Click on Update (first column above) and make sure to see the expected dates confirmed. Now your students will be denied entry into test 2 at any time other than May 14th between 11:00 am and 11:50 am.

Allowing test retakes

dtiMetrics enables you, the instructor, to allow test retakes whenever you see fit. You allow these by scheduling them in the View Classes page.

Important note: A test retake will result in the original test results being deleted and overwritten by the new retake test score. This means that your student is not necessarily guaranteed a better grade although the likelihood of that they obtain a better grade the second time around should be close to overwhelming. In any case, as the instructor, you will still have the option to overwrite any score you wish to change.

To schedule a test retake click on View Classes in the navigation pane and you will see a page similar to this:

The screenshot shows a web browser window titled "Classes - Windows Internet Explorer" with the URL "http://www.dtimetrics.com/Instructor_Classes.aspx". The page header includes the dtiMetrics logo and "Logged in as Robert Miller." A navigation menu on the left lists: Site Index, Home, Update My Login, Edit Users, Add User, Edit classes, Create Class, and View Classes. The main content area displays a table with the following data:

	<u>Full Name</u>	<u>Class Name</u>	<u>Academic Year</u>	<u>Period</u>	<u>Average Class Grade</u>
Show Class	Miller, Robert	Renaissance 100	2008/2009	1st	D-
Show Class	Miller, Robert	The Italian Renaissance 101	2008/2009	2nd	D-
Show Class	Miller, Robert	Word for Beginners	2008	2nd	F

Under the header column Average Class Grade you see the average grade of all the tests taken in the class. Click Show Class (first column) above and you will be able to see the student averages in the class.

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We are here assuming that today's date is August 9/2008 and that you want to allow Jena McGregor to retake her Renaissance 100 test any time tomorrow before 7 pm. To do that start by clicking on Show Class above (1st column) and you will see a page similar to this:

The screenshot shows the dtiMetrics interface. At the top, it says "dtiMetrics™" and "Logged in as Robert Miller." On the left is a navigation menu with options like "Home", "Update My Login", "Edit Users", "Add User", "Edit classes", "Create Class", and "View Classes". The main area displays a table with the following columns: **Show Tests**, **Class Name**, **Academic Year**, **Period**, **Student**, **Assigned Grade**, and **Enrollment Status**. The table lists ten students, with Jena McGregor on the fourth line. Below the table is a page number "1 2" and a note: "Under the header column 'Assigned Grade' is the average grade of all the tests taken by the student. Click 'Show Tests' (first column) to see the results of each test they have taken so far."

As you can see Jena McGregor is on line four, on that line click on Show Test:

This screenshot shows the details for Jena McGregor's Renaissance 100 test. It includes the following information: "Class name: Renaissance 100", "Period: 1st Year: 2008/2009", and "Instructors: Miller, Robert;". Below this is a table with columns: **Student**, **Email**, **Date Completed**, **Test Name**, **Score**, **Grade**, **Retake Allowed Until**, and **Remediation Plan**. The row for Jena McGregor shows: "McGregor, Jena", "jmcgregor@bpi.edu", "Apr 06, 2008", "Renaissance 1", "62.00", "D-", "10/8/2008 12:00:00 PM", and "Show". Below the table is a note: "Click 'Edit' (first column) to schedule test retakes and overwrite grades."

Click on Edit. Now under the column header above *Retake Allowed Until*, change the date to 8/10/2008 and the time to 7 pm (remember that today's date is August 9/2008 and that you want to allow Jena to retake any time tomorrow before 7 pm). Your new entry will look like this:

This screenshot shows the test results page after the retake date has been updated. The table structure is the same as in the previous screenshot, but the "Retake Allowed Until" column for Jena McGregor now shows "8/10/2008 7:00:00 PM". The "Update" and "Cancel" links are visible at the beginning of the row.

Now that you have entered the desired date click Update (first item – first column):

This screenshot shows the test results page after clicking the "Update" button. The "Retake Allowed Until" date and time for Jena McGregor is now "8/10/2008 7:00:00 PM". The "Edit" link is now visible at the beginning of the row.

Congratulations! Your new retake date is saved and you can tell Jena to sign-in to the dtiMetrics Renaissance test “any time tomorrow before 7 pm”.

Overwriting a grade

As the instructor you have the discretion to change a student’s grade to reflect any factors outside of the actual test session. This could be credits given for additional work, homework credits or any other factors you deem relevant.

To modify a score go to the View Classes page, click Show Class and you will see a page similar to this:

dtiMetrics™ Logged in as Robert Miller.

Site Index
Home
Update My Login
Edit Users
Add User
Edit classes
Create Class
View Classes

	Class Name	Academic Year	Period	Student	Assigned Grade	Enrollment Status
Show Tests	Renaissance 100	2008/2009	1st	Kiley, David	B-	Active
Show Tests	Renaissance 100	2008/2009	1st	McGregor, Jena	F	Active
Show Tests	Renaissance 100	2008/2009	1st	Edwards, Cliff	D+	Active
Show Tests	Renaissance 100	2008/2009	1st	Baker, Steve	A-	Active

Under the header column Assigned Grade you see the average grade of all the tests taken by the student. Click Show Tests (first column) above and you will be able to see their results for each test they have

We are here assuming you want to change Jena McGregor’s Renaissance 100 grade from her current F to a D-. Click on Show Tests (first column - last row):

Class name: Renaissance 100
Period: 1st Year: 2008/2009
Instructors: Miller, Robert;

	Student	Email	Date Completed	Test Name	Score	Grade	Retake Allowed Until	Remediation Plan
Edit	McGregor, Jena	jmcgregor@bpi.edu	Apr 06, 2008	Renaissance 1	0.00	F	10/8/2008 12:00:00 PM	Show

Now, click Edit (first column - last row) and you will see her current score 56.09:

Class name: Renaissance 100
Period: 1st Year: 2008/2009
Instructors: Miller, Robert;

	Student	Email	Date Completed	Test Name	Score	Grade	Retake Allowed Until
Update Cancel	McGregor, Jena	jmcgregor@bpi.edu	Apr 06, 2008	Renaissance 1	56.09	F	10/8/2008 12:00:00 PM

Now, under the column header Score enter a new score of say 62:

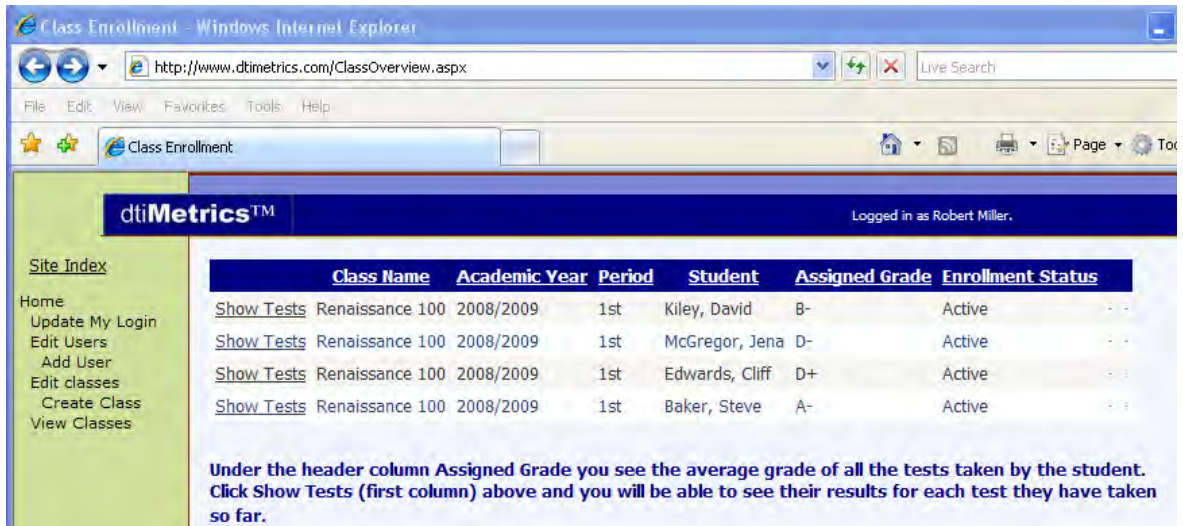
Class name: Renaissance 100
Period: 1st Year: 2008/2009
Instructors: Miller, Robert;

	Student	Email	Date Completed	Test Name	Score	Grade	Retake Allowed Until
Update Cancel	McGregor, Jena	jmcgregor@bpi.edu	Apr 06, 2008	Renaissance 1	62.00	F	10/8/2008 12:00:00 PM

Click Update above (first item – first column):

	Student	Email	Date Completed	Test Name	Score	Grade	Retake Allowed Until	Remediation Plan
Edit	McGregor, Jena	jmcgregor@bpi.edu	Apr 06, 2008	Renaissance 1	62.00	D-	10/8/2008 12:00:00 PM	Show

As you can see her new score of 62 is saved and automatically results in a new letter grade of D- (for a scoring key see Appendix A). This new grade will be reflected in the student's new overall grade, the Assigned Grade, under View Classes, see below:



Understanding the reports

The dtiMetrics system makes two types of data available 1) grading, and 2) performance analysis reports. Of the available reports, the most significant are the Performance per Objective report, the student's Personal Study Plan (PSP) and the Class Matrix.

Class grades

The class grade is the average grade of the class i.e. the sum of all student average scores divided by the number of students that have taken a test. See last column below:

	Full Name	Class Name	Academic Year	Period	Class Grade
Show Class	Miller, Robert	Renaissance 100	2008/2009	1st	C
Show Class	Miller, Robert	The Italian Renaissance 101	2008/2009	2nd	A
Show Class	Miller, Robert	Word for Beginners	2008	2nd	B

To access the class grade simply click View Classes in the left navigation pane.

Student overall grade

The student overall grade is the student's average grade on his or her tests i.e. the sum of all test scores divided by the number of tests that the student has taken. This is the grade you find under the column header "Assigned Grade".

To access the student overall grade click View Classes in the left navigation pane, then click Show Class in the first column.

Student exam grade

The student's exam grade is the student's grade obtained on any given test. See below:

Student	Email	Date Completed	Test Name	Score	Grade
Edit Lewis, Kevin	klewis@school.edu	Apr 04, 2008	Renaissance 1	90.91	A-

Note that the score of 90.91 here yields letter grade of A-. Upon grading any test, a score expressed as X/100 is rendered to the system and the system then converts it to a letter grade. For complete conversion key of scores to letter grades see Appendix A below. To access the student exam grade click View Classes in the left navigation pane, then click Show Class in the first column, choose the student and click Show Tests.

Personal Study Plan (PSP)

The Personal Study Plan is the only report that is issued locally by the dtiMetrics client software. The PSP is created based on the responses that the students submit during the test. It is an individualized course outline containing sequential references back to the textbook as well as test objectives that will require further study should the student want to improve on his or her grade. The main distinguishing feature of the PSP is that it will list a test objective as defined by the sponsor of the professional certification exam that the student is preparing for. If a student wishes to save his or her PSP this is done locally on the user PC as opposed to all other reports which are hosted on the dtimetrics.com online database. The PSP is automatically presented to the student after a grade has been rendered and uploaded to the system. The student will be offered in a pop-up to save, print or ignore the PSP.

Remediation Plan

The Remediation Plan is, like the PSP, created based on the responses that the students submit during the test. It is a personalized report containing both the questions that the student failed and references back to the textbook for each of the missed questions. The main distinguishing features of the Remediation Plan when compared to the PSP is that it will list each question missed and it is stored on the

dtimetrics.com online database, see example above.

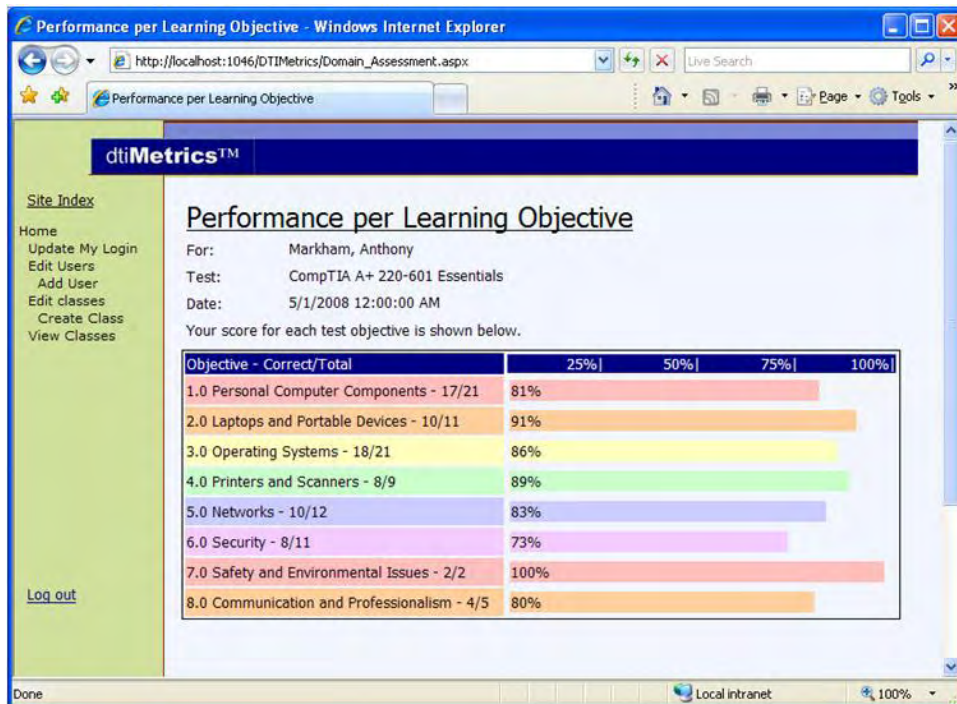
To access a student's Remedial Plan, click View Classes > Show Class (1st column) > Show Tests (again in the 1st column) and click on Remediation Plan (next to last column).

Performance per Learning Objective

This report shows the student's performance per Learning Objective. These learning objectives can be either academic learning objectives or objectives as defined by

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professional certification tracks. Below is an example of a Performance per Learning Objective report based on CompTIA's 2006 A+ certification objectives.



To access a Performance per Learning Objective report, click View Classes then Show Class (1st column) and Show Tests (again in the 1st column) and under Learning Objective, (last column) click on Show.

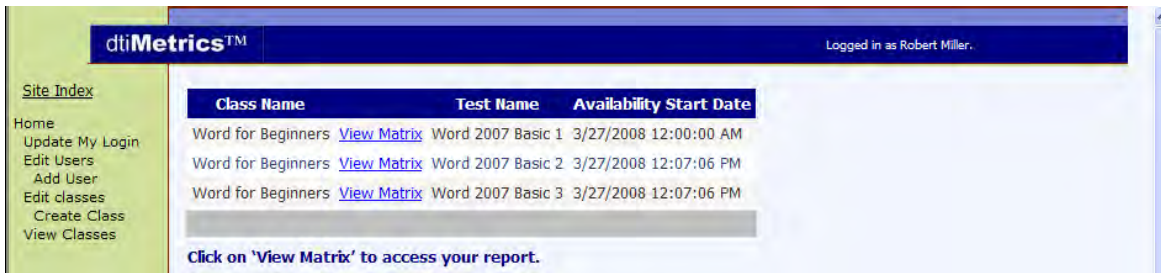
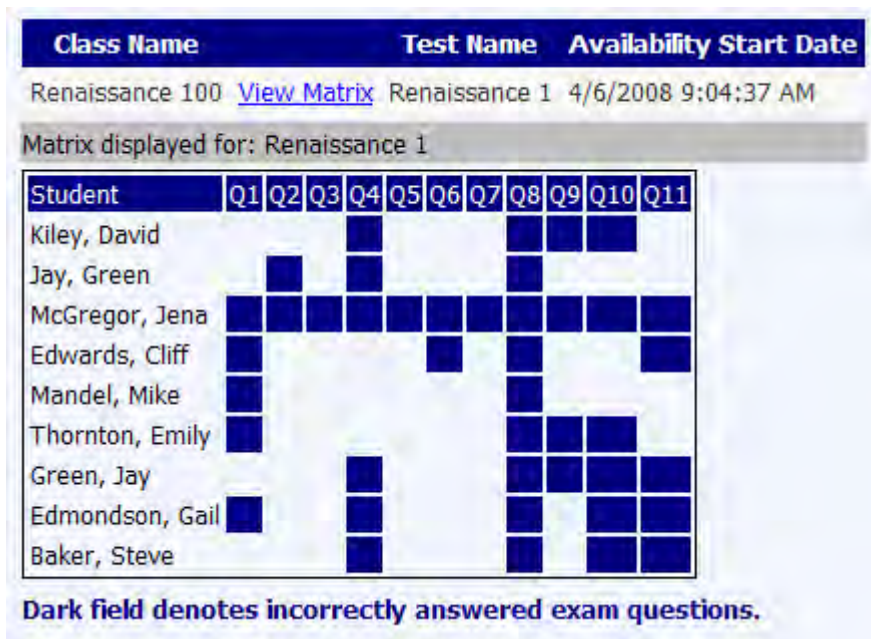
Class Matrix Report

The Class Matrix report shows the performance of each student on each question of a given test. The grid gives a graphical representation that shows both student and item performance. To go to the class matrix report, click on "View Classes", and in the last column under the column header "Reports" click "Class Matrix".

dtiMetrics™ Logged in as Robert Miller.

	Full Name	Class Name	Academic Year	Period	Class Grade	Reports
Show Class	Miller, Robert	Renaissance 100	2008/2009	1st	C	Class Matrix
Show Class	Miller, Robert	The Italian Renaissance 101	2008/2009	2nd	D-	Class Matrix
Show Class	Miller, Robert	Word for Beginners	2008	2nd	D+	Class Matrix

Next page will be similar to the one below assuming you are running three classes. Click on "View Matrix" for the test you want to analyze:

Class Name	Test Name	Availability Start Date
Renaissance 100	View Matrix Renaissance 1	4/6/2008 9:04:37 AM

Matrix displayed for: Renaissance 1

Student	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11
Kiley, David				■				■	■	■	
Jay, Green		■	■	■				■			
McGregor, Jena	■	■	■	■	■	■	■		■	■	■
Edwards, Cliff	■					■		■			■
Mandel, Mike	■							■			
Thornton, Emily	■							■	■	■	
Green, Jay				■				■	■	■	■
Edmondson, Gail	■			■				■		■	■
Baker, Steve				■				■		■	■

Dark field denotes incorrectly answered exam questions.

In this example you see a small test (only 11 questions) and a relatively small class of 9 students. Although the class is small you can see a couple of patterns evolve: Jena McGregor may be in the wrong class and question 8 is either an inadequate question or the topic addressed by that question is not taught effectively.

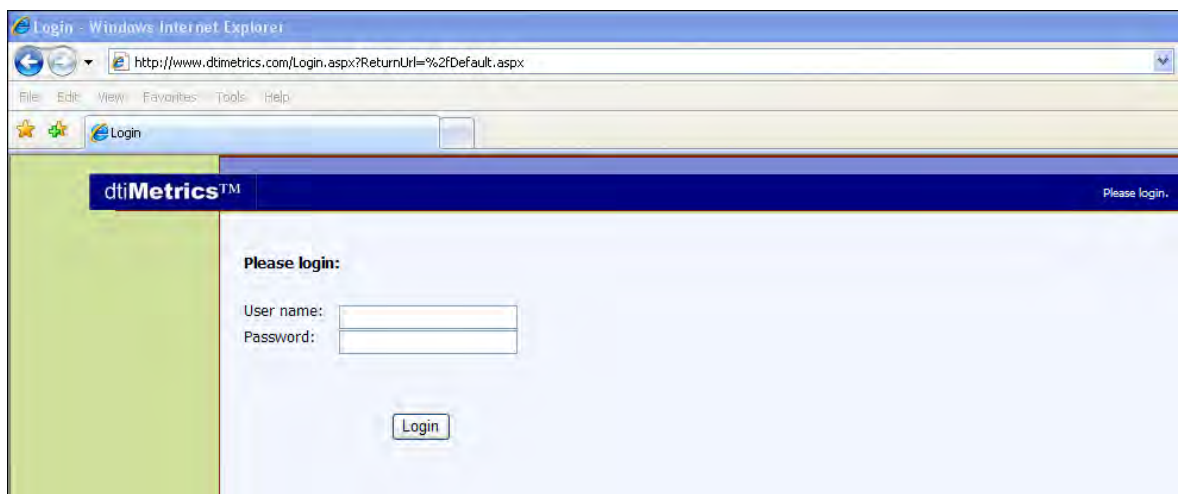
The objective of the class matrix is to offer an additional tool helping the instructor understand how his or her class is performing.

Supporting your students

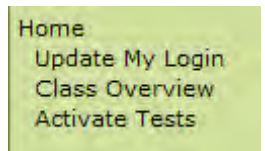
Your student's manual consists substantially of the instructions below. These instructions are given to you in case you would ever need to help them under their login at dtimetrics.com or in the Sign-in wizard of the dtiMetrics client software.

Test Activation

In order to be allowed into the dtiMetrics tests you will need to activate your test(s) using the Activation Code that came with your text book. To activate your test(s) go to www.dtimetrics.com and in the login screen (see below) enter your User Name and Password then click Submit.

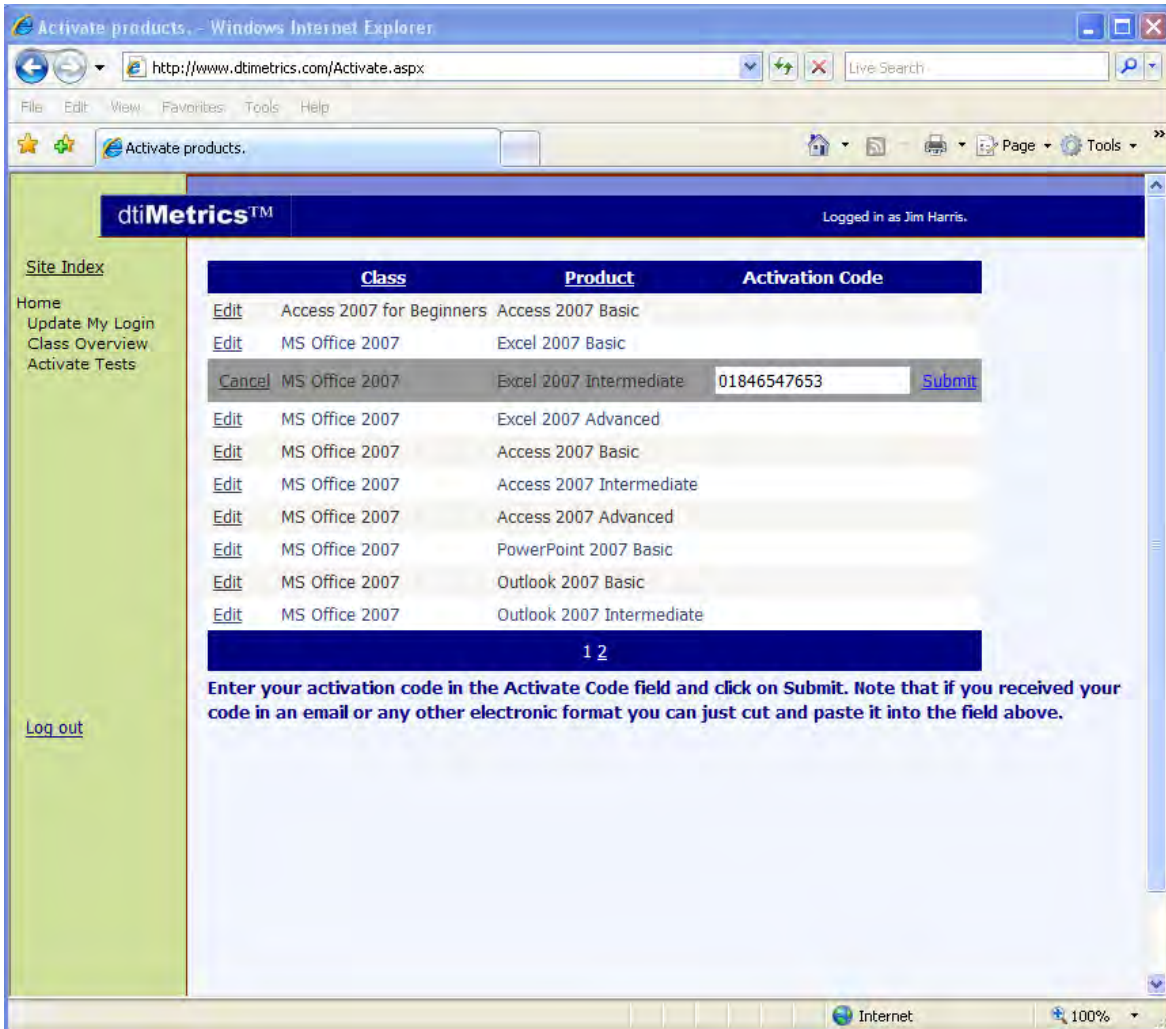


Once logged in you will come to the student home page and you will see, in the left navigation pane, the three choices shown here. Click on the third choice "Activate Tests" and you will be taken to the test activation page. In the Activation page (see below) you will select the test you wish to activate.



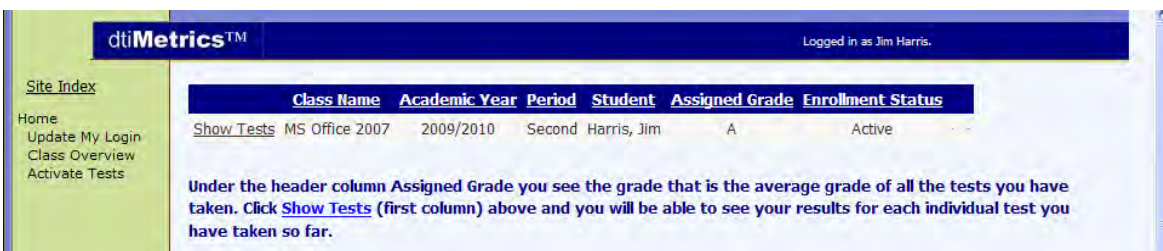
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To enter your activation code click on Edit in the first column and an activation field will be visible under the column heading “Activation Code”. In that field enter your sixteen digit code as shown below: In this example the student is entering the activation code for *MS Office Excel 2007 Intermediate* tests. Note that the activation code on your voucher can only be used for the test named on that voucher. Each test series has a different activation code. Once the sixteen digit code is entered correctly click on Submit.



Students reviewing results

To see your class and test results click, on Class Overview in the left navigation pane. Depending on how many classes you are enrolled in you may see more entries than below but you will see at least as much information as below:



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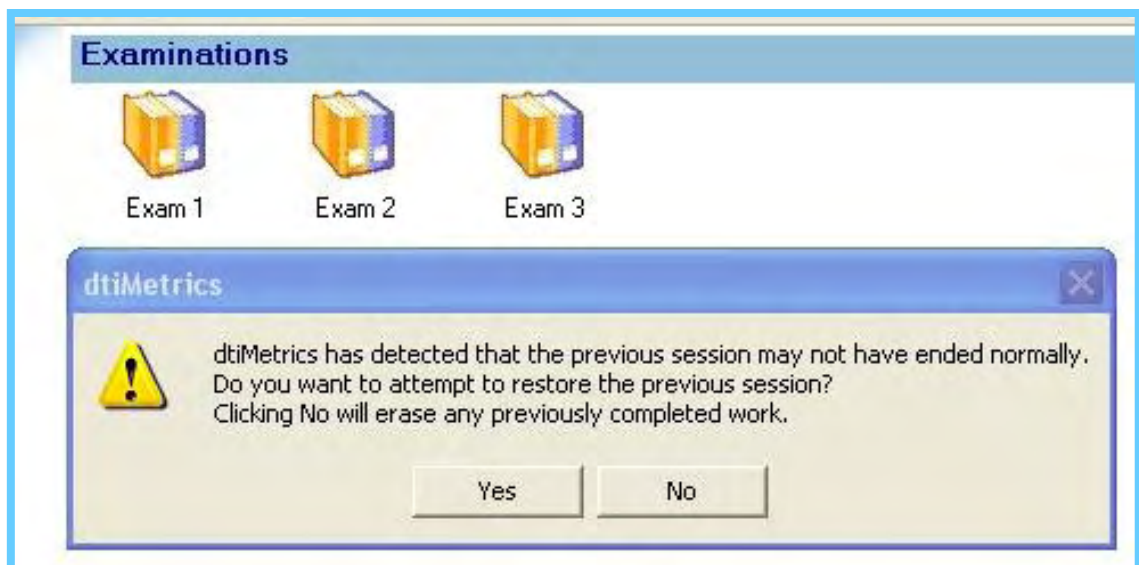
The grade you see under the header column Assigned Grade is the average grade of all the tests you have taken. To see the result(s) of individual tests click Show Tests (first column) and you will be able to see something resembling this:

Class name: Word for Beginners				
Period: 2nd		Year: 2008		
Instructors: Miller, Robert;				
Date Completed	Test Name	Score	Grade	Remediation Plan
Apr 05, 2008	Word 2007 Basic 1	75.67	C	Show
'1~2~3~4~5~6~7~8~9~10~11~12~13~14~15~16~17~18~19~20'				
Click on the link under Remediation Plan to see your customized plan.				

You will here find the dates of your tests, your number score and corresponding letter grade. To see your remediation plan click on the link under the Remediation Plan header and you will see the questions you have missed as well as where in the text book to find the correct answers.

Crash Recovery

When logging in after a crash and re-launching the crashed exam, the student is notified that a terminated exam has been found and the exam can be resumed at the point of crash. The notification comes in a pop-up similar to this:



The student should answer "Yes" in order to resume the Exam at the point of crash i.e. at the last unanswered question before the crash occurred.

Test Sign-in

To take a test in dtiMetrics you will need a correct Class Code as well as your student User Name (make sure you have already activated the test if not see above under Test Activation). If you were just given your User Name it could be your email address, unless you already personalized it (see above under “Updating your login”). Whatever the case may be, if in doubt, check with your instructor.



To launch a test, launch dtiMetrics™ and in the home screen (seen here to the left) double click on the topic you need to take test on.



The Sign in wizard will launch and you will be prompted to enter your Class Code and User Name. Once you have entered and verified them, click on Submit.



If after clicking submit you get the error message shown to the left in the red rectangle, chances are that you either made a typing error on the Class Code or User Name. Double check them again, make any necessary changes and again click Submit.

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dtiMetrics - Sign in...

Enter your account information and click Submit.

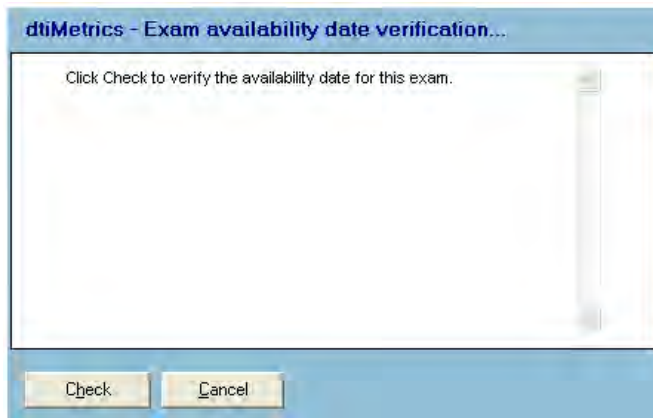
Class Code:
MIS410x

User Name:

Submit Cancel

With a correct logon you should obtain this screen. Click Enter and dtiMetrics™ will verify that you are in fact scheduled for this exam and then let you proceed.

Now you are in the dtiMetrics client home screen where you select exams. Select the exam you want to sit for by double clicking the relevant books icon:

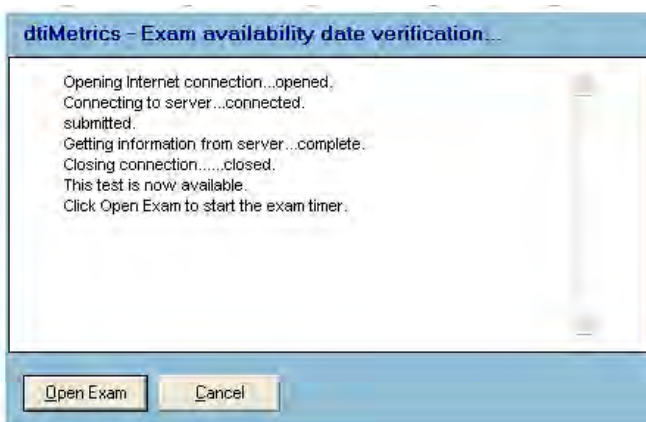


dtiMetrics - Exam availability date verification...

Click Check to verify the availability date for this exam.

Check Cancel

The system will now verify that the instructor has scheduled you for this exam. Click on Check. Assuming you are scheduled to take the exam now, you will see below wizard. Notice that the Check button is now an Open Exam button.



dtiMetrics - Exam availability date verification...

Opening Internet connection...opened.
Connecting to server...connected.
submitted.
Getting information from server...complete.
Closing connection.....closed.
This test is now available.
Click Open Exam to start the exam timer.

Open Exam Cancel

Click the Open Exam button to start your test.

NOTE:

Clicking the Open Exam button will launch your exam timer so make sure you are ready to take the test before clicking it.

APPENDIX A: Score conversion key

Score	Grade
97-100	A+
94-96	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
0-59	F

APPENDIX B: System requirements

Hardware:

Intel Pentium 450 MHz or greater
Video Card Resolution of 800x600
Minimum of 64 MB RAM recommended
Connection speed of 56 kbps or faster
50 Mb of available hard drive space

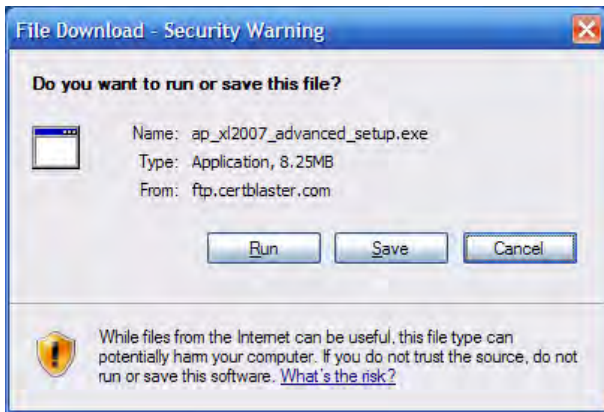
Settings and Software:

Windows 9.x, 2000, XP or Vista
Browser versions: IE 4.01 including SP2 or higher – Netscape Communicator 4.7
or higher
Minimum Screen resolution of 800x600
Valid email address
Internet Connection

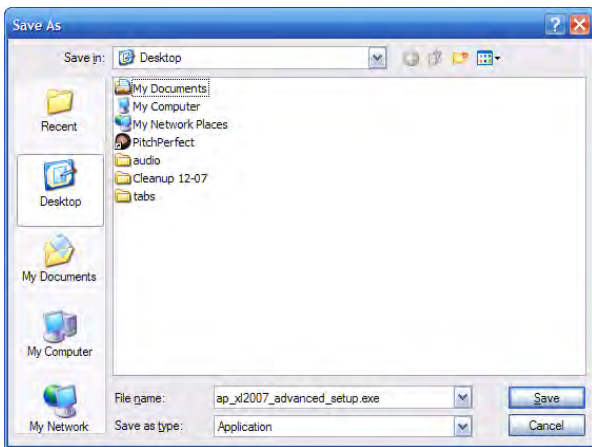
APPENDIX C: dtiMetrics Client Installation

The dtiMetrics client setup file will be available to you on CD or as an online download. Save the file on the machine(s) you want to run it on, or to a shared network location, to expedite multiple installations.

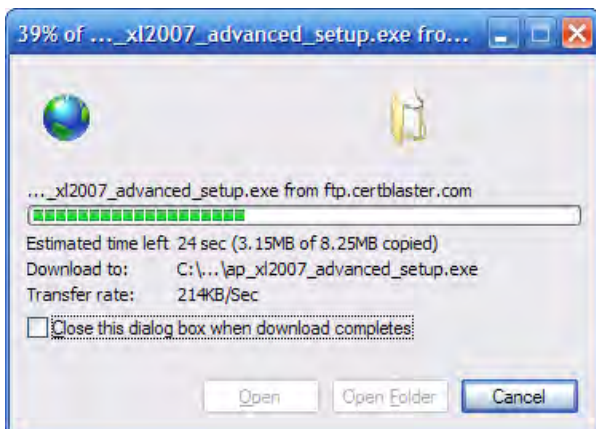
Once you start downloading it you will see this pop-up. Click on “Save”:



In the save as windows select “Desktop”:

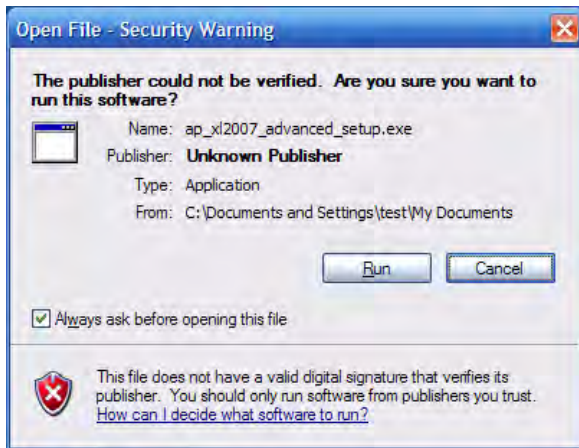


You will see the progress bar until the installation is complete:



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Possible warning, select “Run”:



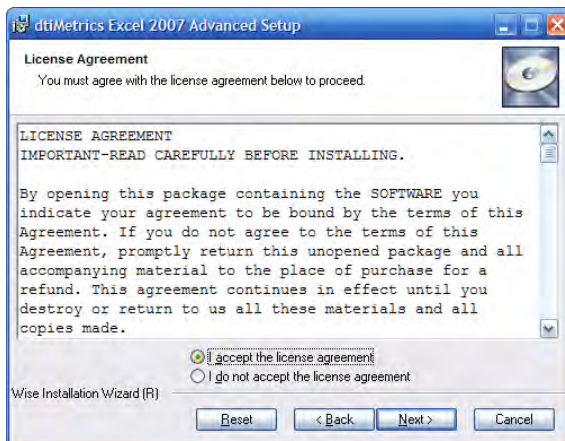
If you are not exposed to above message you will now have this icon on your desktop.



Click Next:

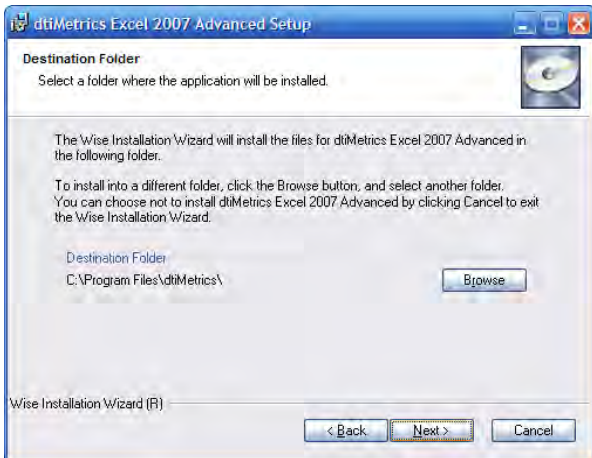


Accept the licensing agreement to continue:

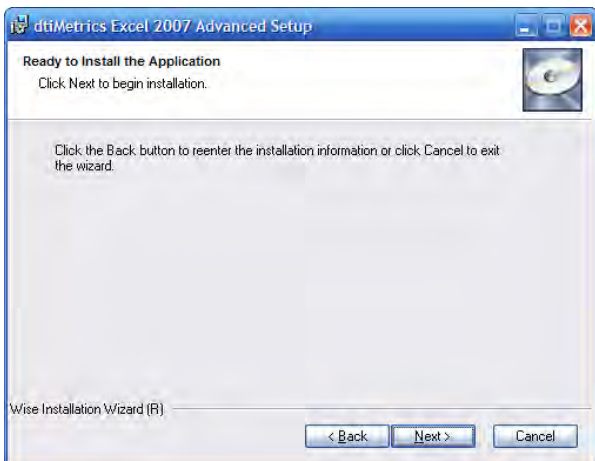


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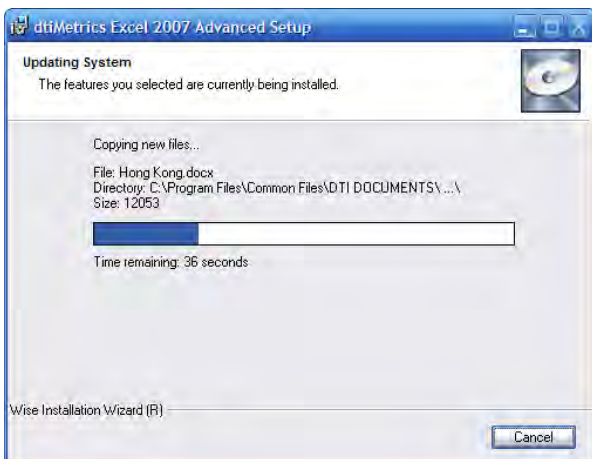
If "Program Files" on the C drive is where you want to install dtiMetrics, click Next, if not click Browse and select desired folder:



Click Next:



Progress bar shows you how far along you are:



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Click Finish and your installation is completed.

