dtiMetrics™ Instructor Quick Start

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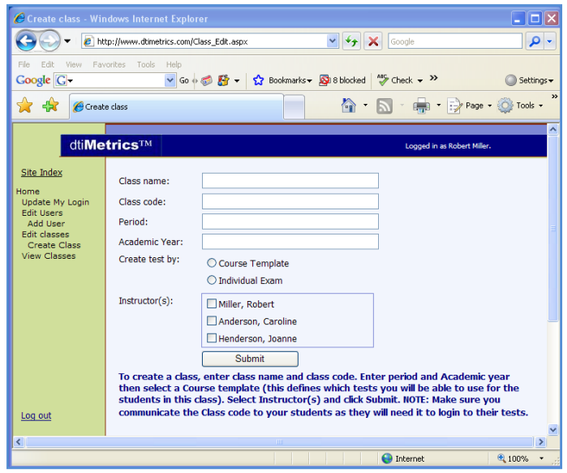
We recommend you do this as soon as you can so that you can give the students the class code. Giving them the class code will enable them to completely register themselves on the dtiMetrics system alleviating the need for you to manually sign up every one of them.

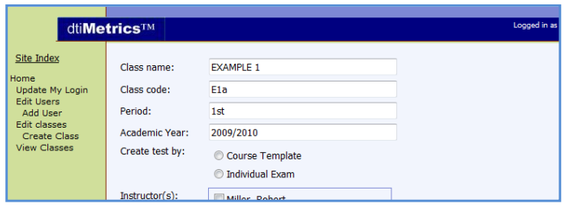
1 Create a new class



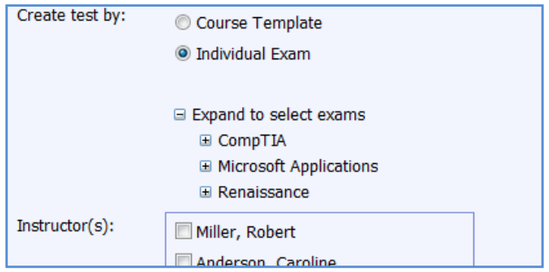
Login and click on "*Create Class*" (you will see the screen to the left). If the class you are teaching is listed in a catalog or has a recognized name it is recommended that you use that name in this field to avoid any confusion later. However, the class code has to be absolutely unique so that you know the student sits for the correct test. If your class has a published class ID you can 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 register nor complete the exam Sign-in without it.

2 Attach tests to your class

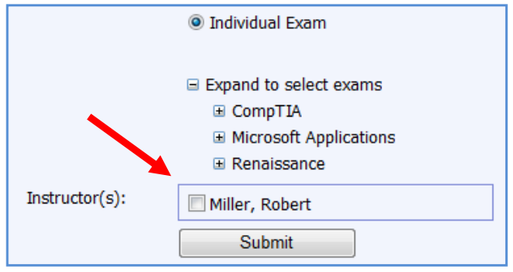


Assuming your administration has not created course templates, under "Create test by:" Click "Individual exams".



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" or "All exams" to select all exams available for your textbook.

3 Assign an instructor to your class



At a minimum, your name should be listed (there could be other instructors listed as well) in the instructor field (see arrow). Check the box by your name, then click submit.

AGAIN: Important note. You will have to ***communicate the class code*** to your students as they will not be able to register nor complete the exam Sign-in without it.

Congratulations!

YOU ARE DONE!

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