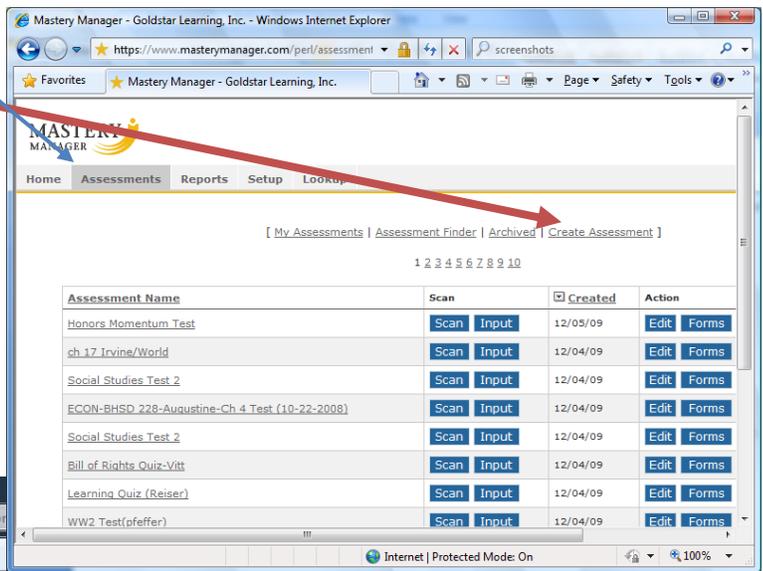URL: www.masterymanager.com
Username:
Password:

The home page has five tabs across the top (Home, Assessments, Reports, Setup, Lookup)

Creating an Assessment:

- Click on the "Assessment" tab on the home page
- Four sub-tabs will appear in the middle of the window (My Assessments, Assessment Finder, Archive, Create Assessment)
- Click "Create Assessment"

- A new window will appear where you will need to add some preliminary information about the test you are creating

Type in a name for the test
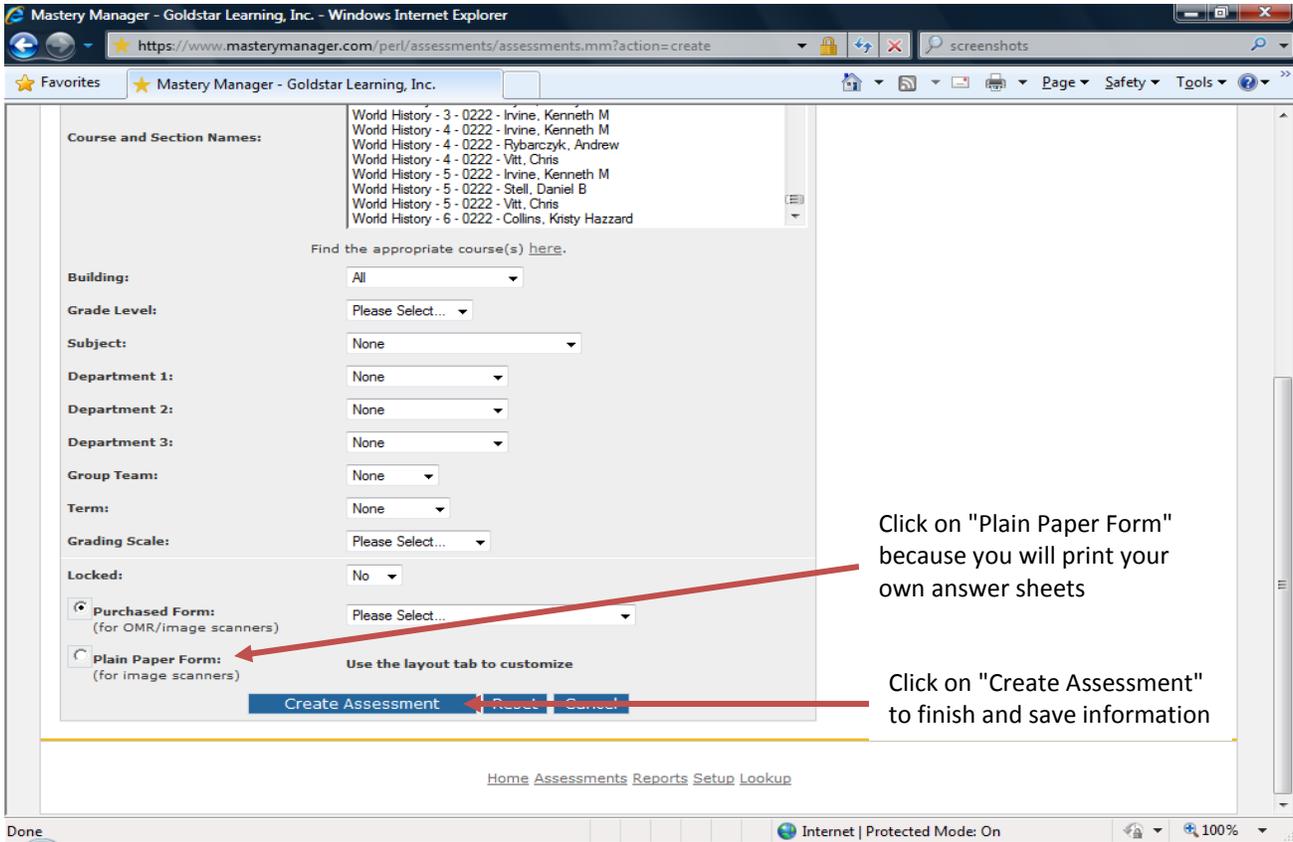
Type in the number of multiple choice questions

Choose the courses that will take this assessment:
*Click on the first section
*Hold down the control key and click the next section
*Repeat until you have all the sections highlighted

Choose Social Science from the menu

Choose the BHSD228 scale

Click on "Plain Paper Form" because you will print your own answer sheets

Click on "Create Assessment" to finish and save information

Once you have created the assessment, the window will reflect the information you have added:

Here you can check to see if you have added all the sections for your test
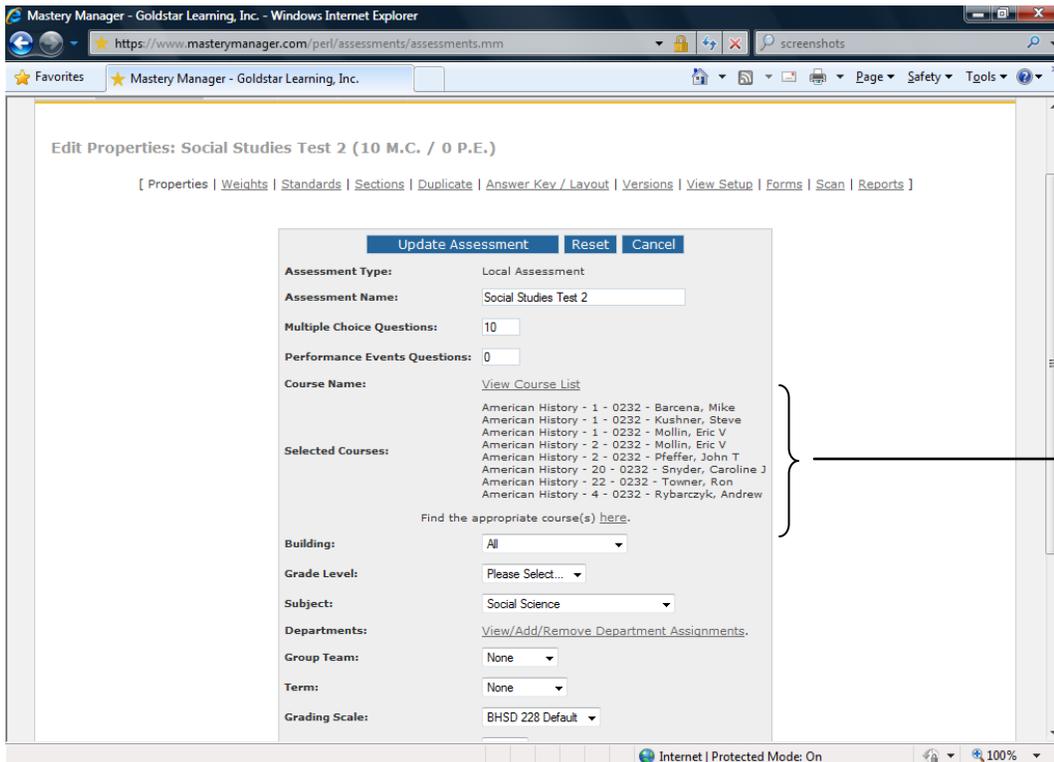
Next, you need to enter your answer key. Look on the screen and you should see 11 new sub-tabs starting with "Properties" and ending with "Reports." Click on the sub-tab names "Answer Key/Layout." This will open a new window.
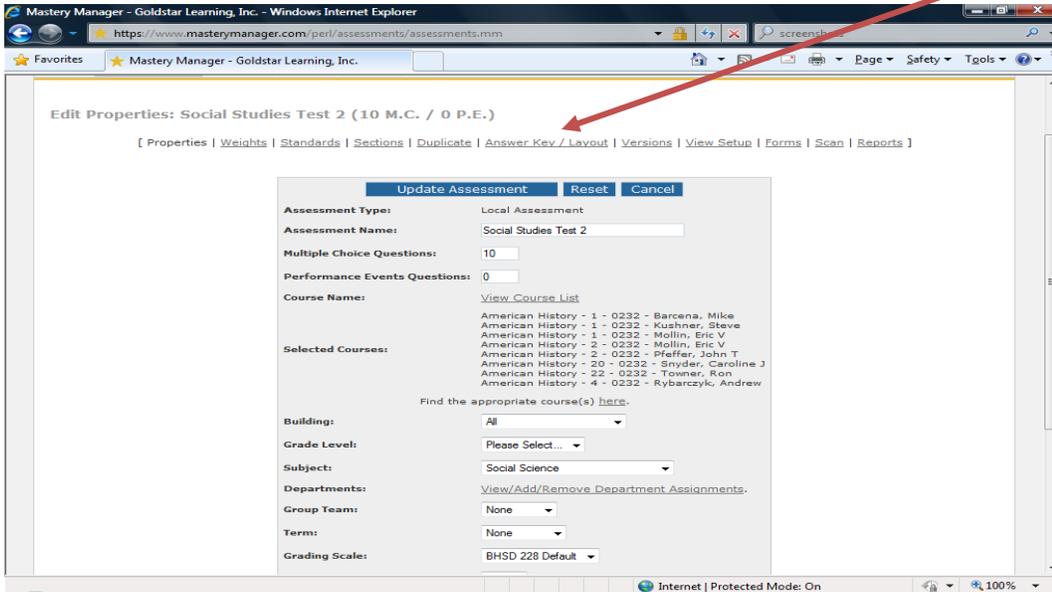
The new window:
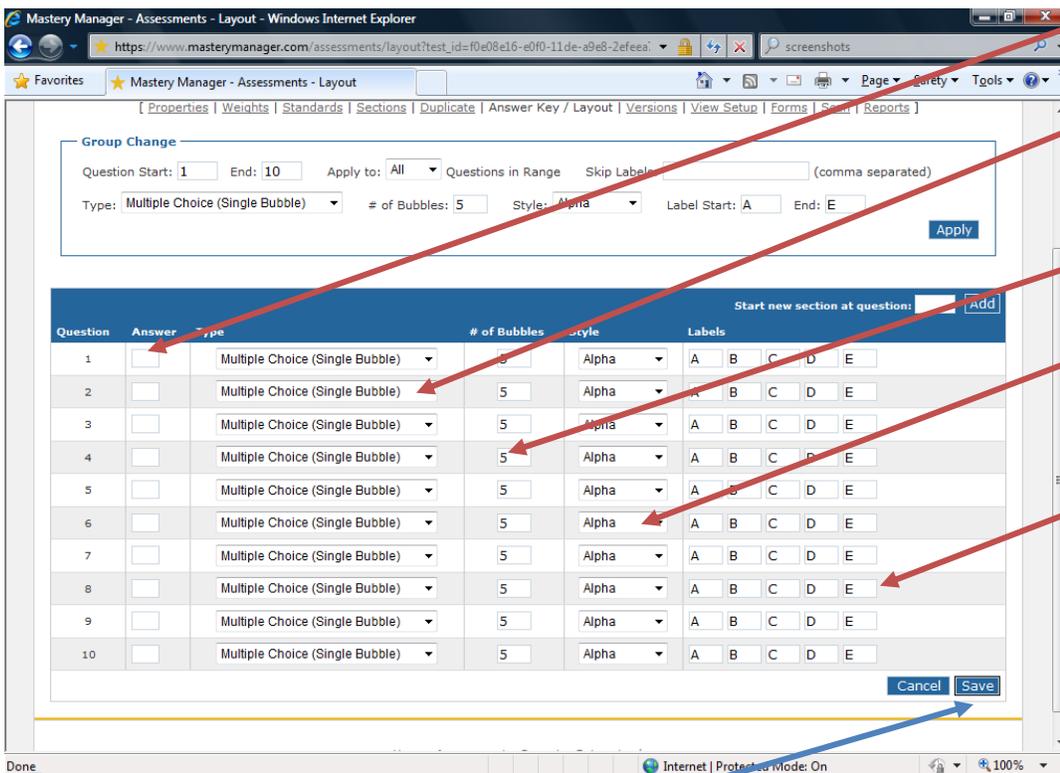
Type in your answer

Change your choices from a single answer ("A") to a multiple bubble answer ("AB"). This is useful for map labeling

The number of answer choices (can be changed)

How you want the answers to appear (alpha, number, yes/no, or true/false)

How the answers will appear on the answer form

Once you have your key entered, click "Save" at the bottom of the page. Now you are ready to print your student answer forms. Printing needs to be done using the laser printer located with the scanner. Don't use your printer in the classroom.

Preparing Student Answer Forms:
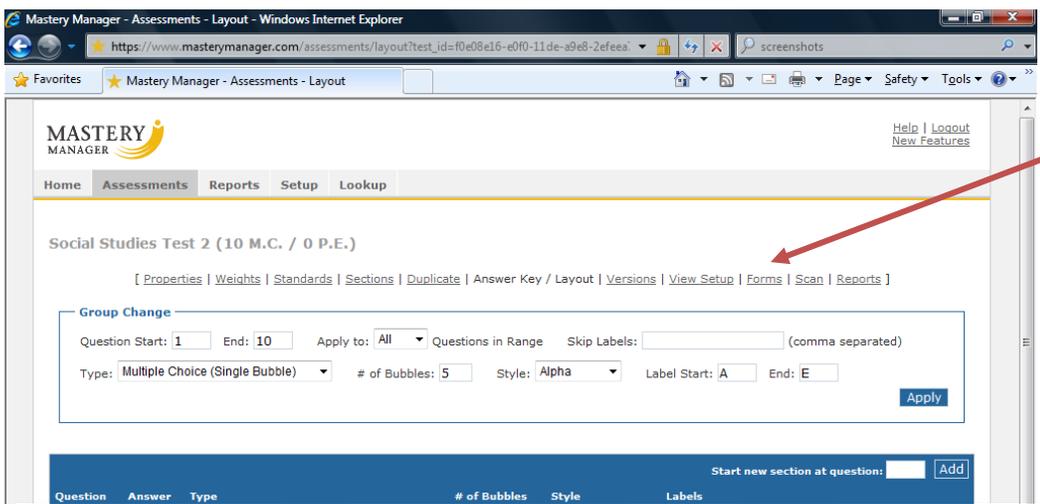
Within the sub-tabs on this page, you will see a tab called "Forms." Click it and a new window will appear.
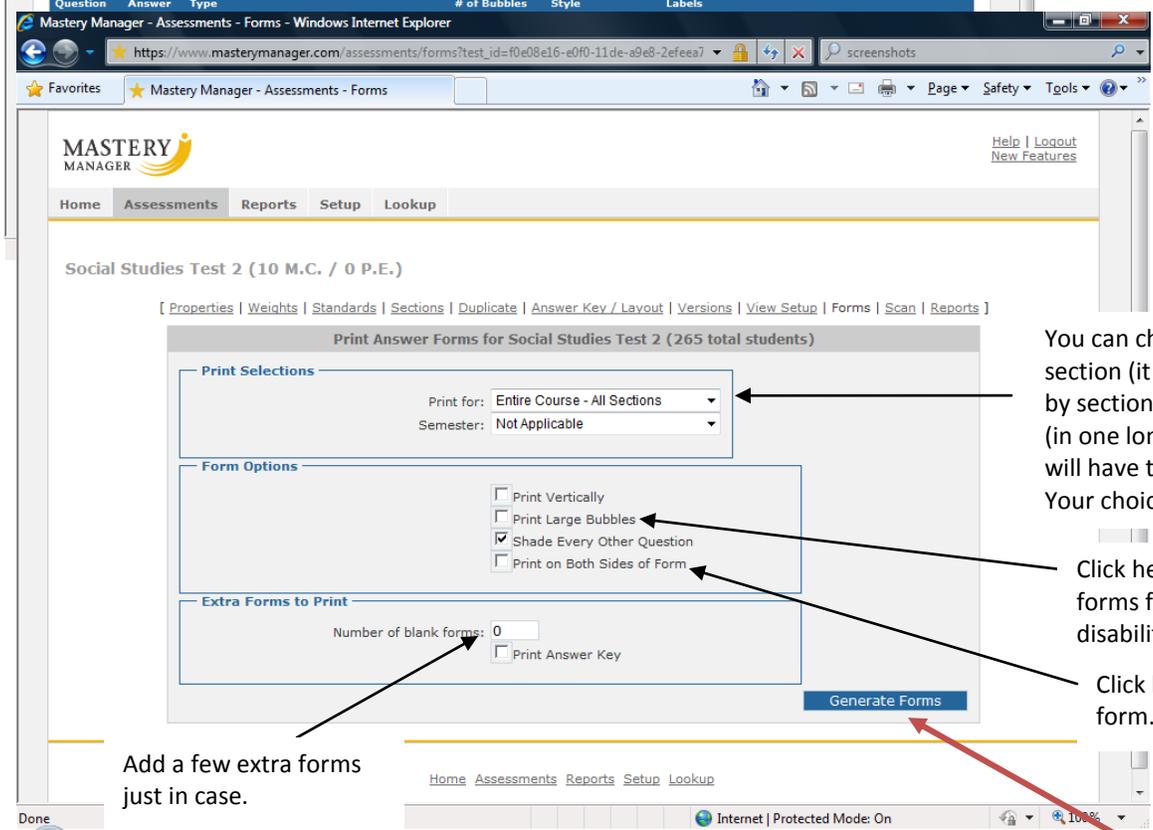
You can choose to print each section (it will print alphabetically by section) or all students at once (in one long, alphabetized list that will have to be sorted by hand). Your choice here.
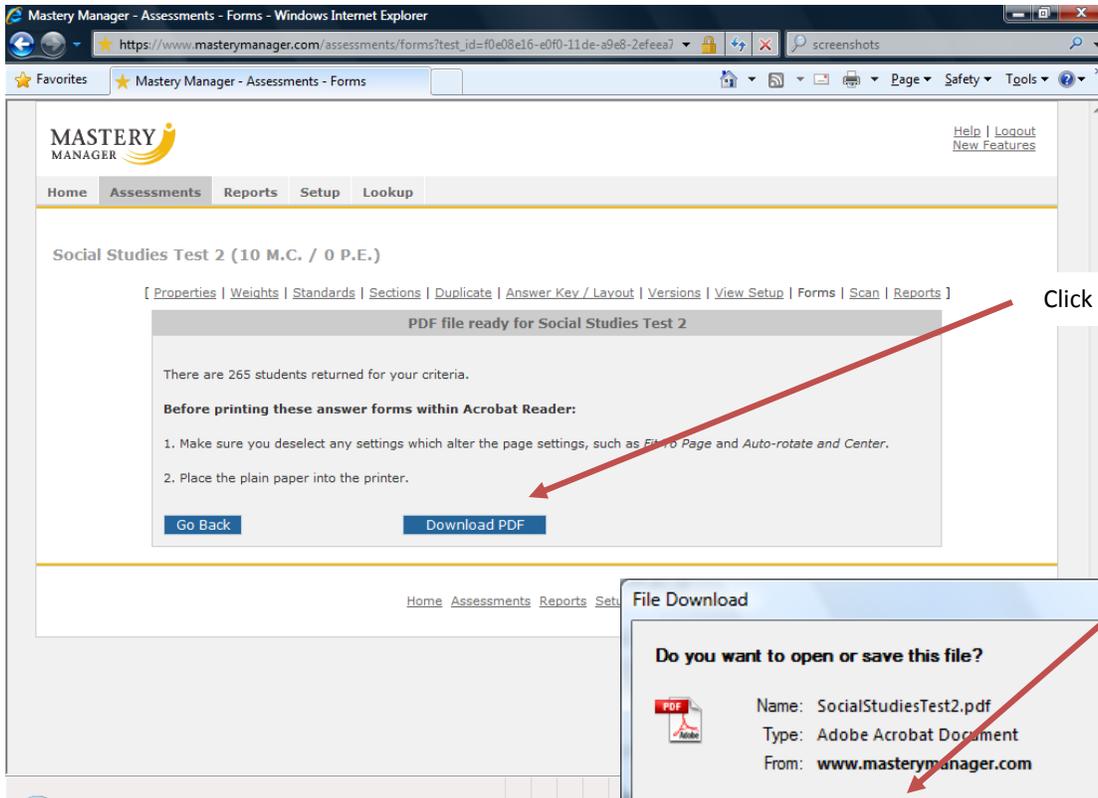
Click here if you need large bubble forms for students with disabilities.

Click here if you need a two-sided form.
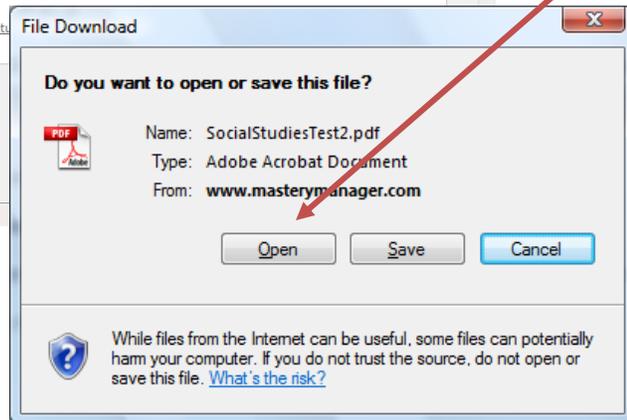
Add a few extra forms just in case.

Click here when you are done to print your forms. They will be produced in a PDF file.

Click "Download PDF."

You will be prompted to open or save the file. Click "Open."

Your student answer forms will appear like the one below. These forms need to be printed on the laser printer in the copy room where the scanner is located.