Online Testing Center

From the minds at MegaMonkeys, Inc.

USER MANUAL

TABLE OF CONTENTS

INTRO

pages 1 - 7

01 TEACHERS

pages 8 - 21

09 Home Page
11 Create Tests
15 Grade Tests
19 See Statistics

02 STUDENTS

pages 22 - 29

23 Home Page
25 Take Tests
27 See Grades

03 MENU

pages 30 - 35

31 Home
32 About us
33 Developers
34 Need Help?

04 EXTRA

pages 36 - 40

37 Frequently Asks Questions
38 Special Thanks
39 The Team

What's so Ingenious about it?

Ingenious is a website that can be summed up in one phrase: Naturally Intuitive Testing. It's a nexus for both teachers and students to interact efficiently, taking what was once cumbersome and making it a smooth experience. Ingenious empowers teachers to create tests with ease and enables students to take them just as easily. If a student wishes to take a test, he will have an allotted period of time, determined by the teacher, to complete it and submit his examination for scoring. The ease of Ingenious allows teachers to create tests that can be completely graded from start to finish by the center, without even raising a single red pen! But more on that later. First, let's discuss what you need to get Ingenious working on your computer.

System Requirements

RECOMMENDED

10.0 or higher

We recommend Chrome for the best experience, but Internet Explorer is also a good choice. Pick whichever flavor of browser accommodates your needs. It may be helpful to use a more recent browser such as IE 10 or 11 or one of the most recent versions of Chrome. Lastly, be sure that JavaScript is enabled. In order for the power of Ingenious to function, JavaScript is an imperative.

Logging In

INGENIOUS
Welcome to
INGENIOUS
Testing Center
The online hub for all your testing needs
Log In
123456
Login
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Pensacola Christian College 2015

INTRODUCTION

Logging into Ingenious is simple and straightforward for teachers and students alike. There is no need to register. Simply type in the User ID and Password that was given to you by your System Administrator and click the Log In button.

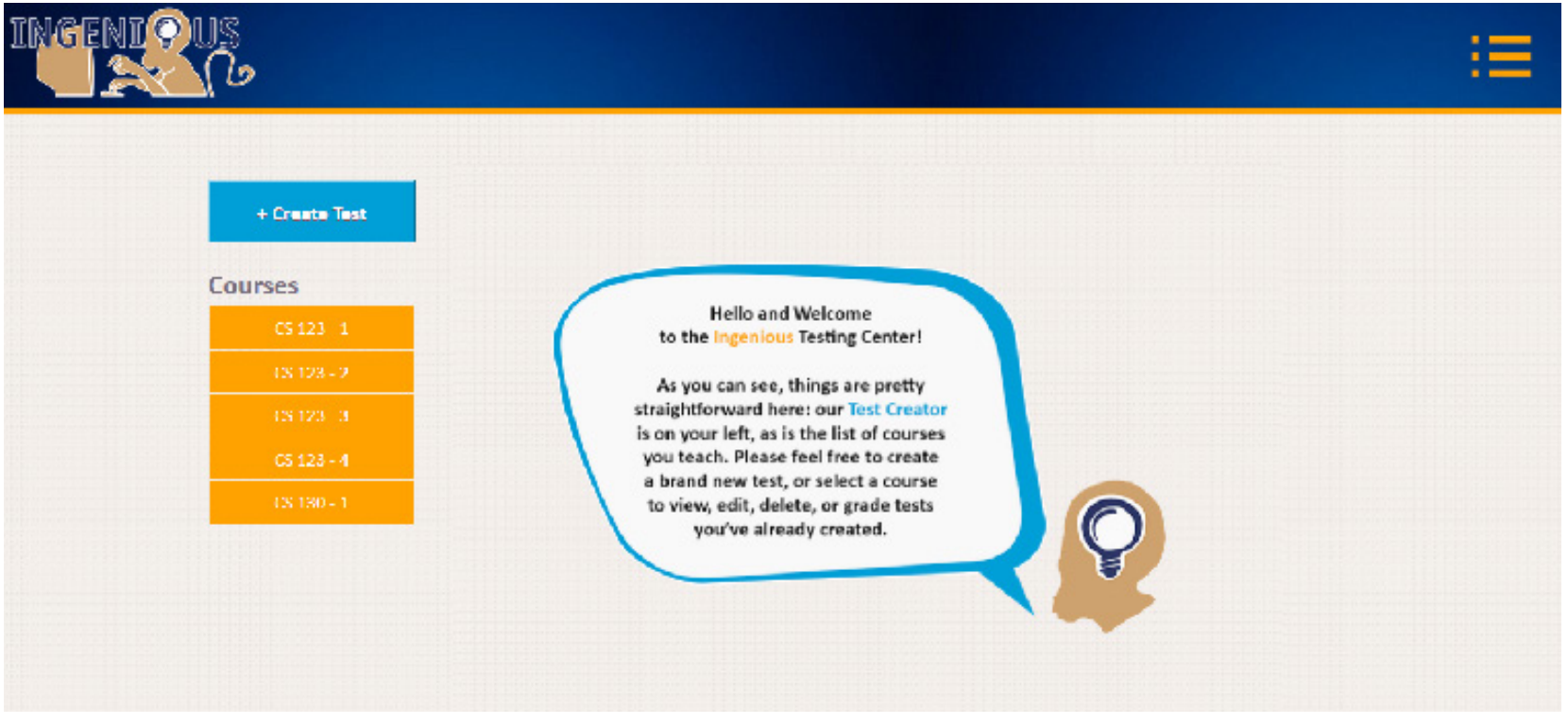
Teachers and students both sign into the same log in page, and Ingenious directs you to your appropriate home page. Ingenious is actually two sites rolled into one attractive package: a test creation site for teachers and a testing center for students!

09 Home Page
11 Create Tests
15 Grade Tests
19 See Statistics

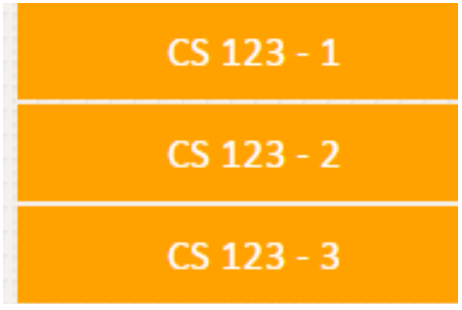
TEACHERS

08

Welcome to the Teacher Home Page!

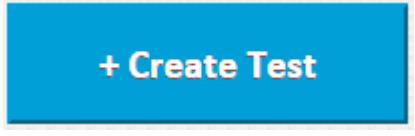


TEACHERS



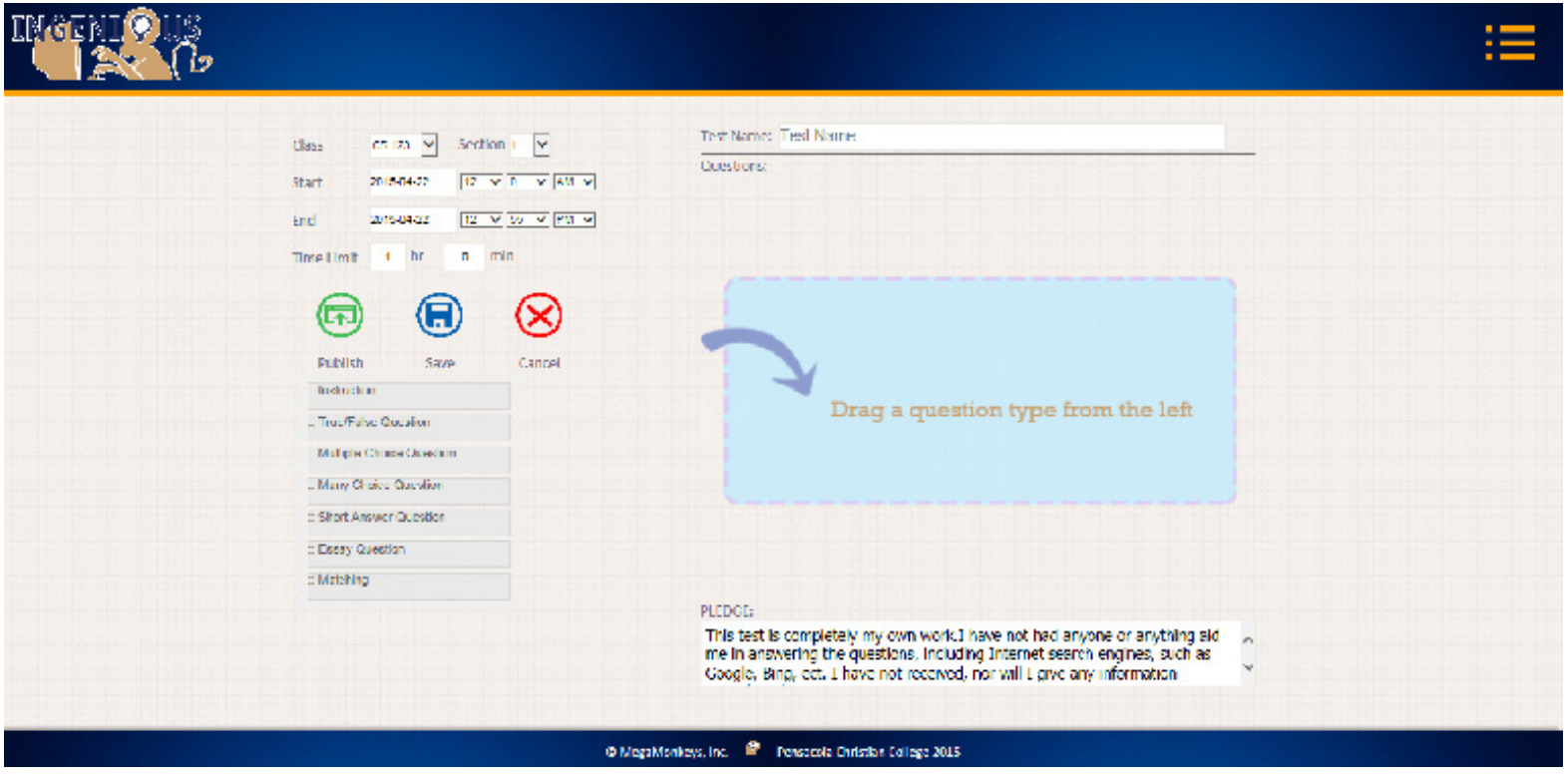
- This page is where you can view all of your courses, sorted by course number and section number. These courses are the ones that YOU uniquely teach, and no one else.

- The right center of the screen is where your tests will be located once you create them. Since you're just getting started, you'll see a friendly greeting.



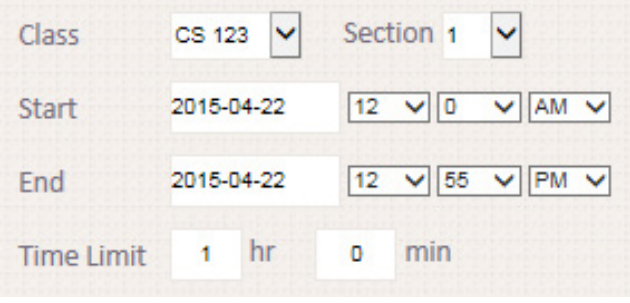
- I know that you're eager to get started, so let's create a test!

Creating Your Tests



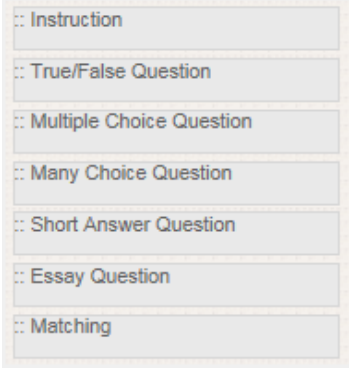
TEACHERS

This is the test creation page. Before your students can take their tests, you have a bit of work to do. But don't worry, we've made it easy for you. On the left side of the screen are various fields you must fill out, and underneath those are your action buttons. Then come your question types. Below is the actual test template that you will be filling in.

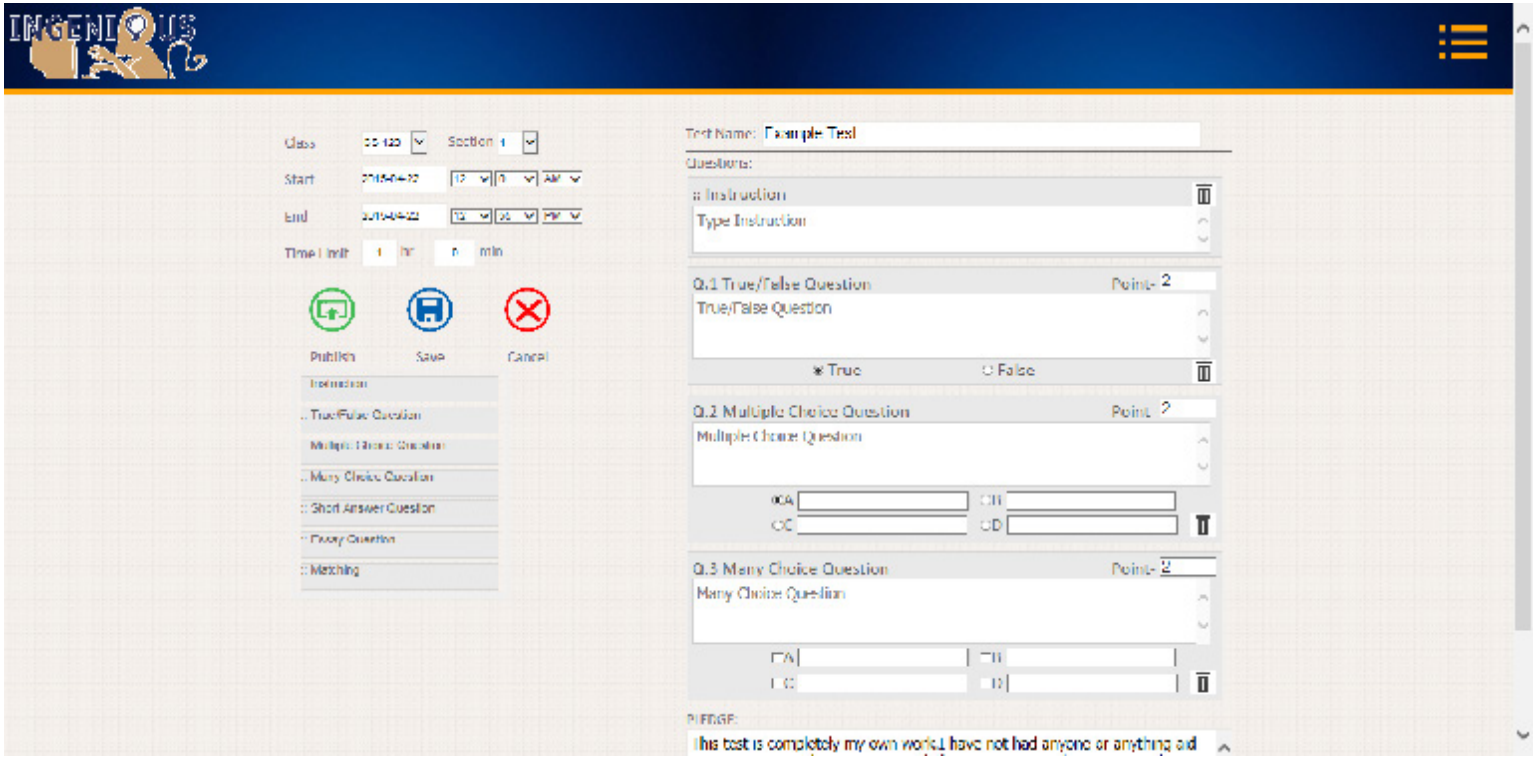


- **Course and Section.**
- **Time Period students will have to submit the test.**
- **Time Limit students will have to take the test.**

At the bottom left, is your list of question types. Every one of these questions can be added by simply dragging them to the large box on the center-right. Re-organize them at will, add more questions, or delete them if you wish. All of these behave just like they would on a traditional, paper test. Just mark or type the correct answers into the circles/text fields provided, with essay types being the only exception. There is no automatic answer for essays.



Creating Your Tests, cont.



Now it's time to talk about those colorful action buttons that you've been struggling to NOT click this entire time. Go ahead and read about what each of them do, then click the Save button.

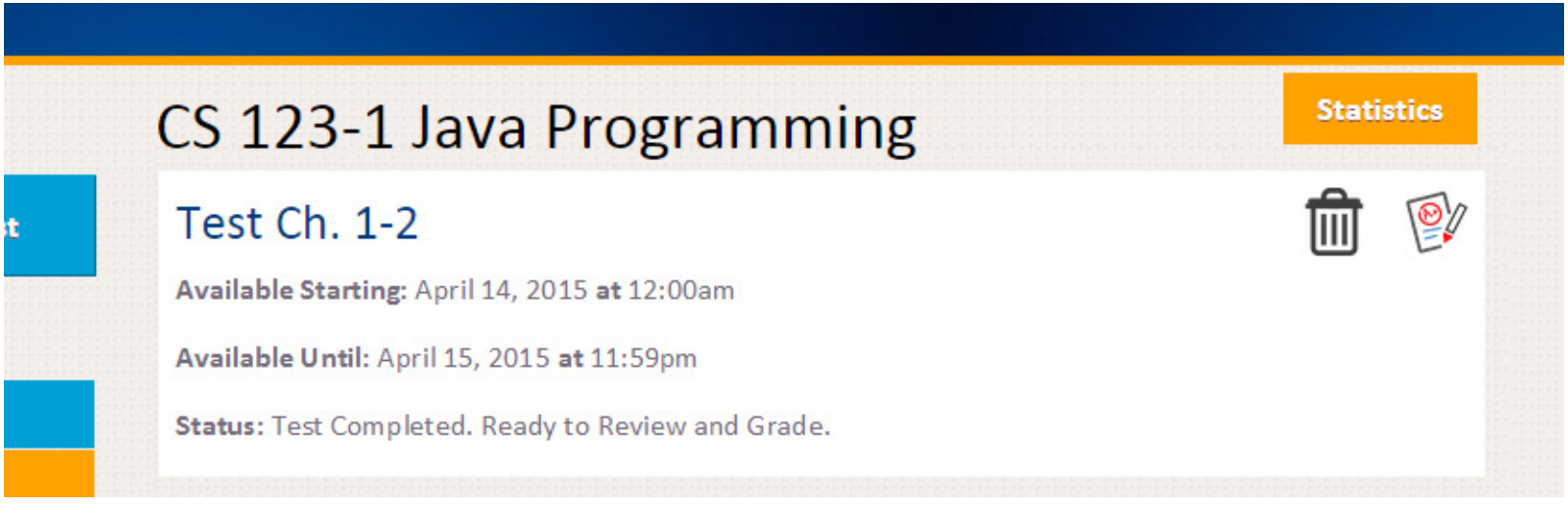
This is the Publish button. Once clicked, your test is not only saved, but also published for the students in your class to see and take during the time period you specified. Keep in mind, that the test can no longer be edited once it is published. But don't worry about accidentally clicking it before you're ready. A confirmation will appear once clicked, double checking that you're actually finished with the test.

This is the Save button. Once clicked, your test will be saved in its current state. It will NOT be viewable to your students until you click the Publish button on your left. The Save button allows you to leave the Test Creation page and be assured that you can come back and edit and publish your test at a later time.

This is the Cancel button. Once clicked, a confirmation will appear asking if you're sure that you want to discard all changes to this test and return to your home page. If you confirm this, ALL changes you have made to your test will NOT be saved. However, any previously saved changes you have made will still be saved. Choose with caution.

Now click the Save button to save your test and return to the home page.

Editing, Deleting, & Grading Your Tests



Now that you've saved a newly created test, you can see it on your home page under its respective course. You might notice a few small but unique action buttons located on the right side of your new test area. These are very important. Let's check them out!

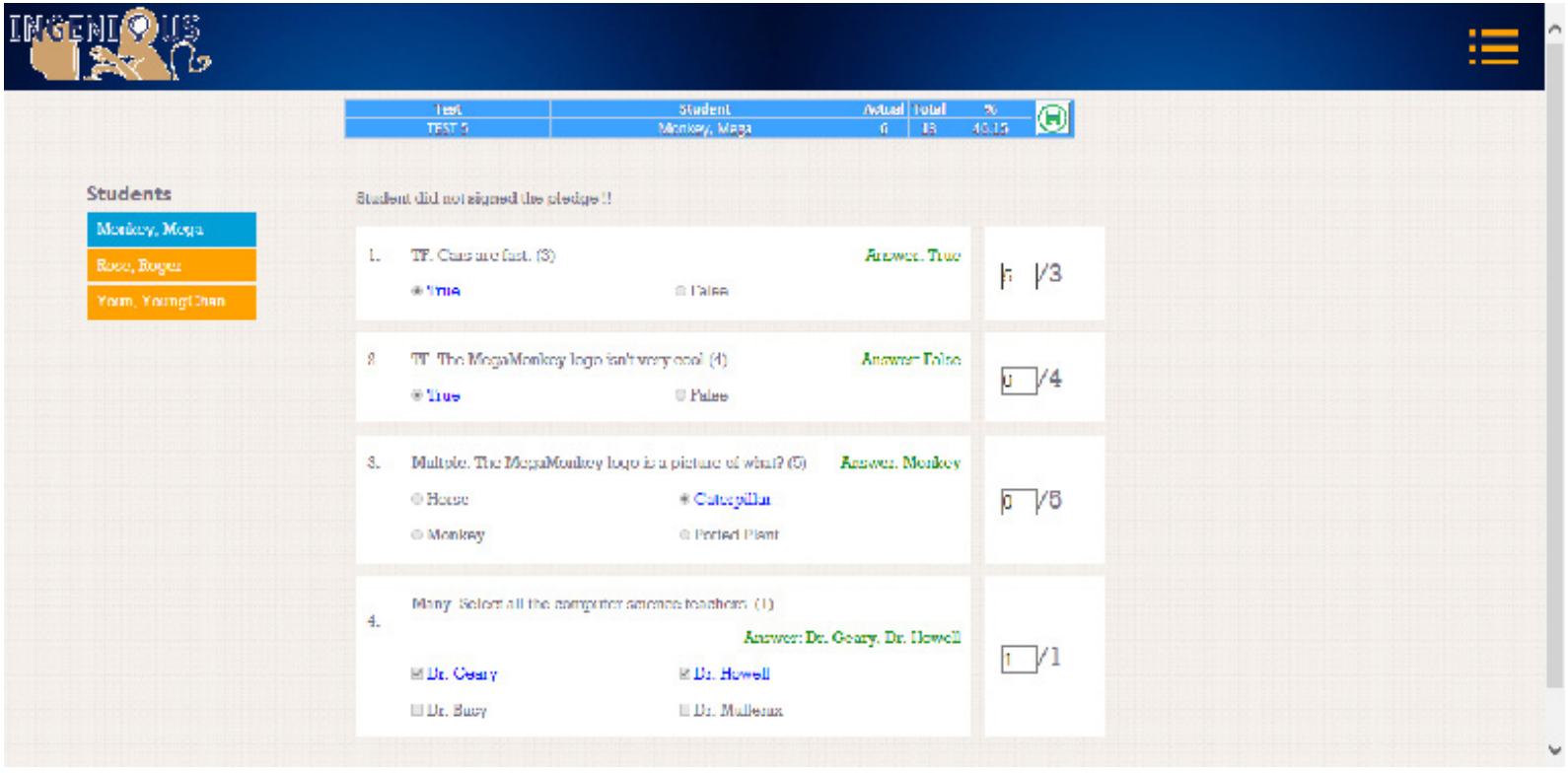
This is the Edit Test button. Click this to go back to the Test Creation page and continue polishing the test you've already started. Once there you can then choose to re-save it or publish it for your students to take.

This is the Delete Test button. If your test has already been published for your students to take and you delete the test, it will also be deleted from your students' home page as well. This is a powerful tool, so use it with caution. However, don't worry too much about accidentally clicking it, a confirmation will appear once clicked, making sure that this is actually what you want to do.

This is the Grade Test button. Click this to go to the Test Grading page where you can view all of the students assigned to this course and grade their tests.

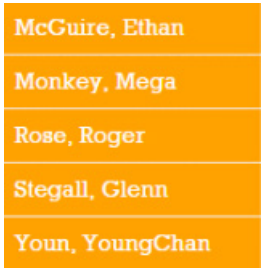
Now even though you haven't published any tests yet, let's click the Grade Test button and see what it would be like to grade a test.

Grading Your Tests, cont.

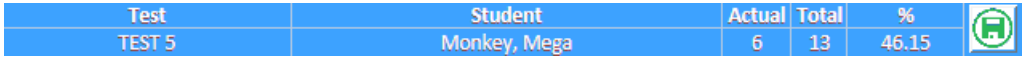


TEACHERS

Welcome to the Test Grading page! Although your screen says the student hasn't taken the test yet, I'd like to show you what it would be like if you had published the test, a student took it, submitted it, and now you're here ready to give them a final grade.



All of the students assigned to the test's course will appear on your left. Select the student you'd like to grade.

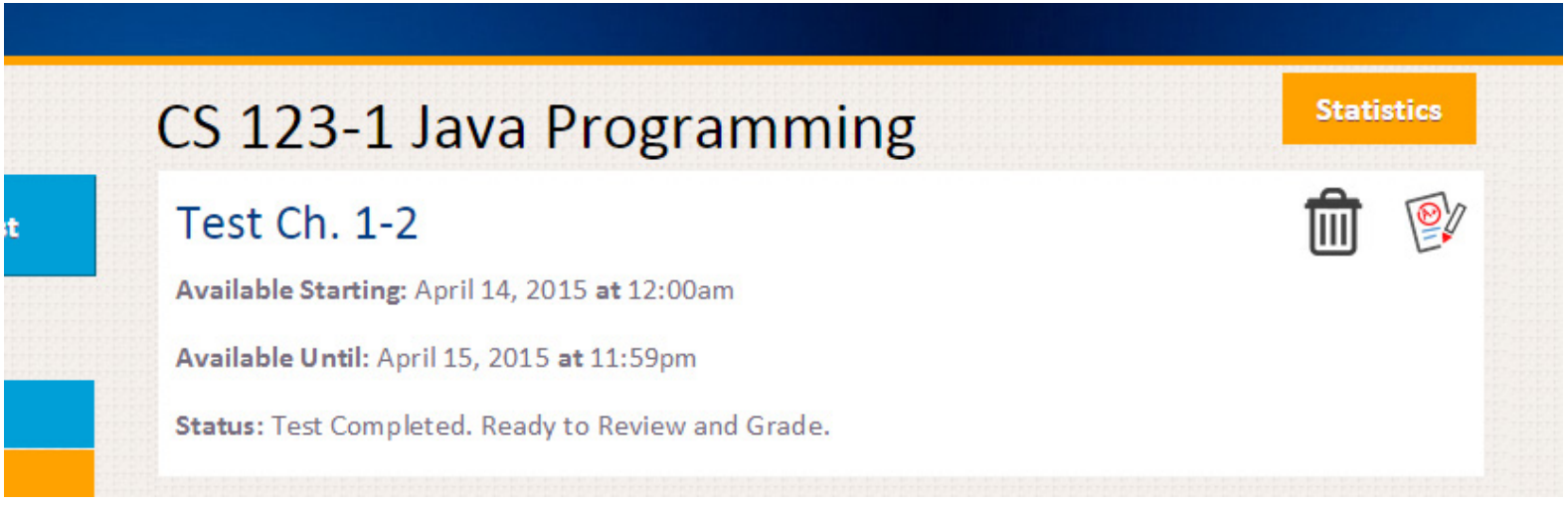


This is your student test information bar. It tells you all of the pertinent information regarding the selected student's test. You can save any changes you make to the student's grade below by clicking the Save button.

Here's an example of a completed question with the student's answer marked in blue, and the correct answer marked in red. You can change the student's grade on the right as you so desire. To save any changes you make, click the Save button above.

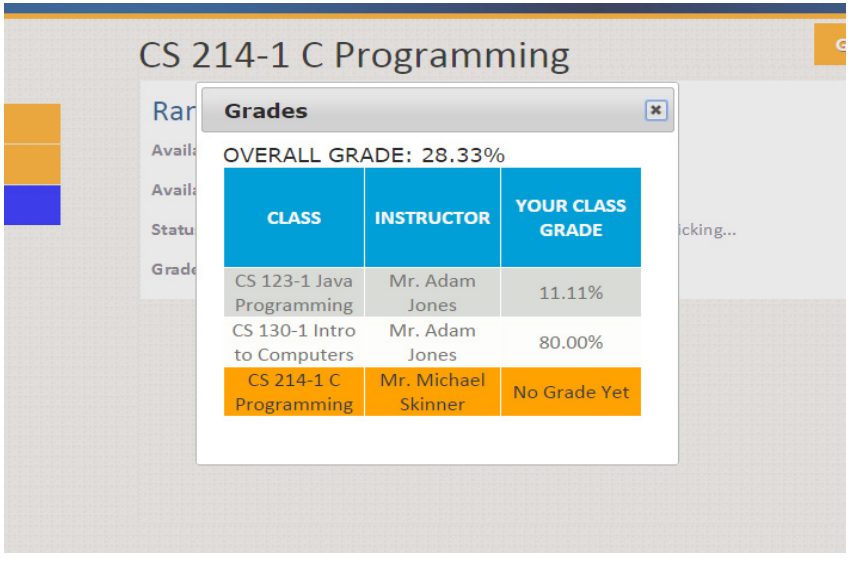
Once you're finished grading, click on the Ingenious logo at the top of the screen to return to the Home Page.

Viewing Your Class Statistics



Now that you're back on your home page, I'd like to draw your attention to the Statistics button in the upper right-hand corner of the test area. Please click it.

TEACHERS

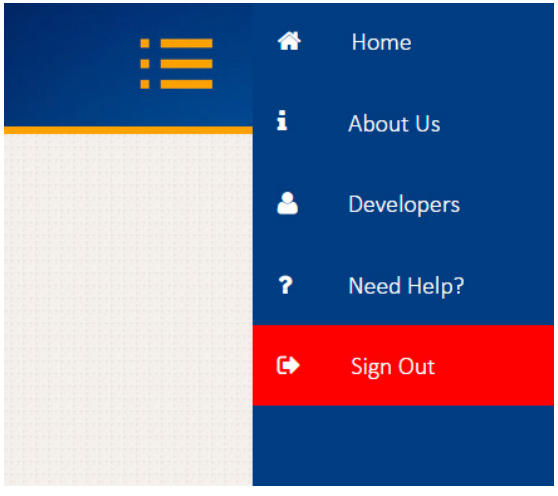


A pop-up will appear displaying all of the test statistics per student for the selected course. The students' grades for each test is listed, their average grade in the class, as well as the overall class average.

And that's it! You've now logged in, created a test, and walked through the teacher's side of Ingenious. We hope that it's been a smooth experience and that we've made your test creation process more naturally intuitive.

Now it's time to sign out. Click the three line menu button in the upper right corner of the screen. This will activate a side menu. Select the Sign Out button at the bottom to return to the log in page.

Now it's time to show you what a student's experience on Ingenious is like! Turn the page to step into the life of a student.



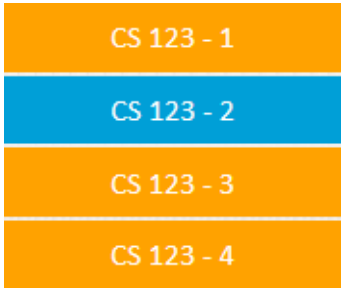
23 Home Page
25 Take Tests
27 See Grades

STUDENTS

Student Home Page

STUDENTS

Using your student ID and password, sign into the student side of Ingenious. Students and teachers both use the same log in page, but access a completely different part of Ingenious. As a student, we can now view and take tests that our teachers have assigned to us.

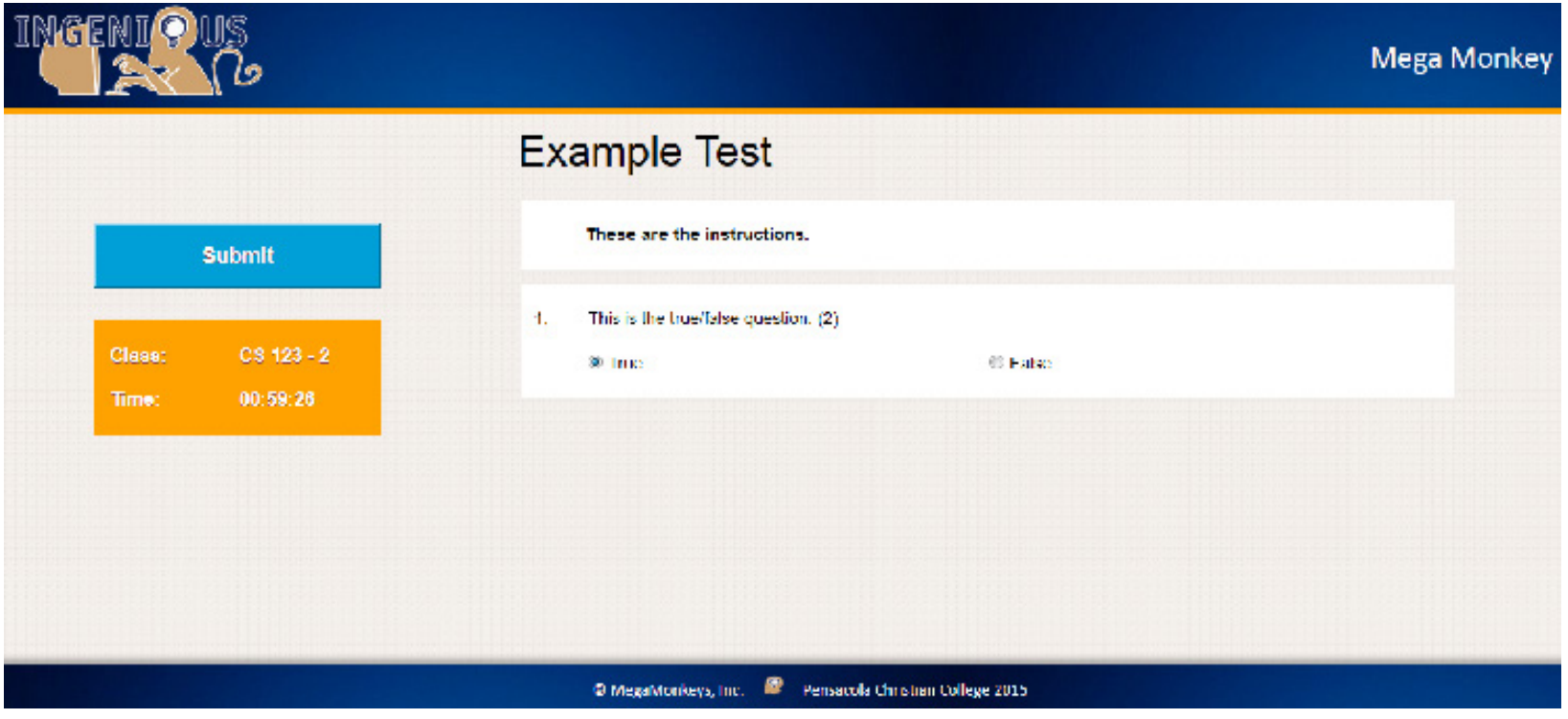


As you can see, you are now on the student homepage. On the left, is the list of courses you're currently enrolled in. This list will be dynamically updated by your System Administrator to display whatever courses you're currently taking. Let's select a course to see any tests assigned to it.

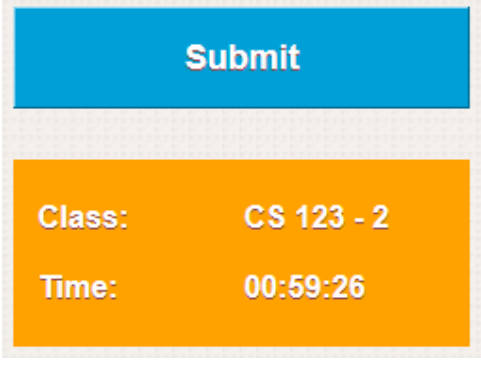
On the right and center, is the boxed list of tests taken, past due, and available to take. Each test will display the date it's available to take, it's current status, and your grade (if any).

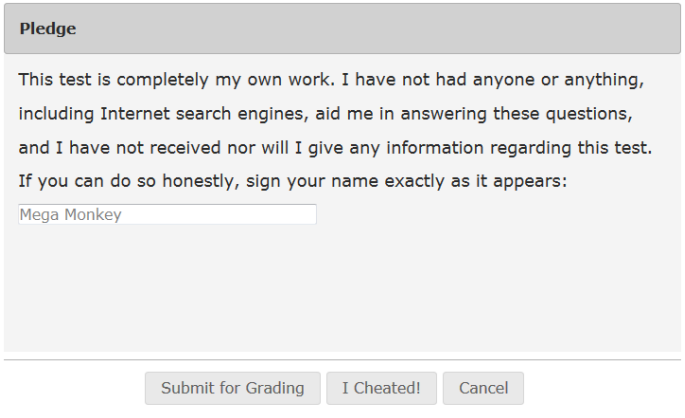
Now I hope you're studied up, because it's time to take a test! Click the Take Test button!

Take Your Test



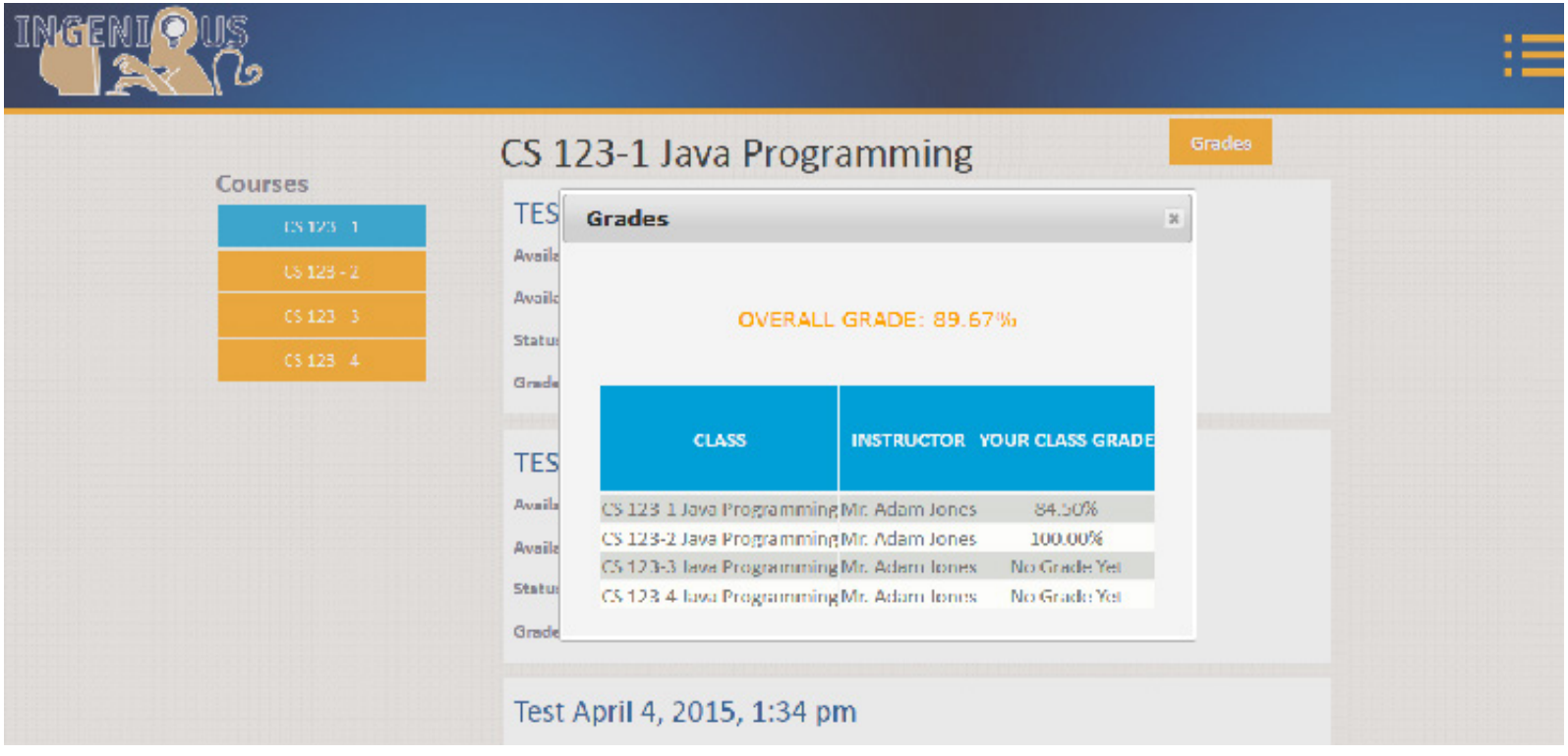
Welcome to the test taking page! This is most likely where you'll be spending most of your time here at Ingenious. As soon as you begin taking a test, the timer will begin. You will find many question types, from multiple choice to true/false to essay questions.





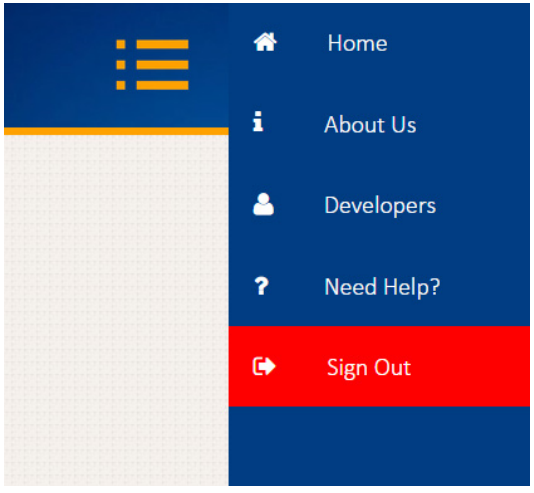
If the time runs out before you finish, a pop-up will appear, prohibiting you from continuing the test. You must then sign the pledge, using the exact name (case matters) that appears in the text field. If you've been less than honorable and have decided to cheat on your test, but yet still have an honest streak in you, we recommend clicking the "I cheated" button. This same pledge will apear if you finish the test in time and click the giant "Submit" button. This will submit your test for a grade and will return you to your home page.

View Your Grade



Once back on your home page, you might notice a View Grades button. Select this to view a pop-up with all of the test grades for all of your courses listed in one easy to access location.

And that's it for the Ingenious student experience! You may now select the three line menu button in the upper right corner of the screen. This will activate a side menu. Select the Sign Out button at the bottom to return to the log in page....OR....You could check out some of the cool links we have on our side menu. That's what our next section of this manual is about. Let's check it out!



MENU

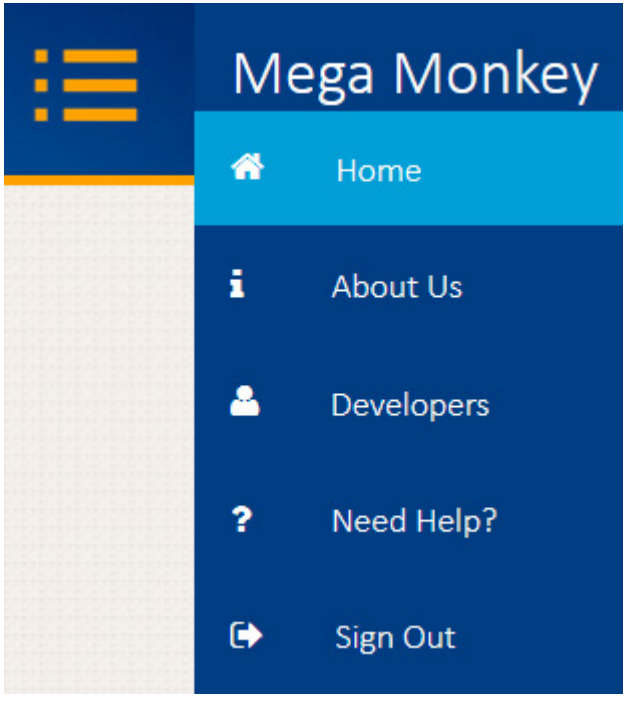
31 Home
32 About us
33 Developers
34 Need Help?

MENU

Now that we've gone through both teacher and student sides of Ingenious, I'd like to show you an item that is accessible to both sides: the side menu.

Now, I know we've already used the Sign Out button, but there are still four other helpful and enjoyable buttons left: Home, About Us, Developers, and Need Help?

The Home button is pretty self-explanatory, no matter where you are in the site, it will return you to your respective home page.



Next, we have our About Us page. Where we'd love to share with you a little about who we are and how we do business here at MegaMonkeys, Inc.

Hello, my name is Steve.

And I'm the immaculate face of MegaMonkeys, Inc., the Mega Minds behind Ingenious. It's our hope that your time here has been both profitable and enjoyable, (although we know we may not be at the top of the students' favs list). That caveat aside, whether you're a teacher or a student, it's our intent to make your online academic experience as naturally intuitive as possible.

Here at MegaMonkeys, Inc. we thrive on initiative, ingenuity, and bananas. Our corporate structure is designed around the simple concept that happy, well-fed Code Monkeys produce Ingenious code that, in turn, creates naturally intuitive websites.

Thank you for being Mega.

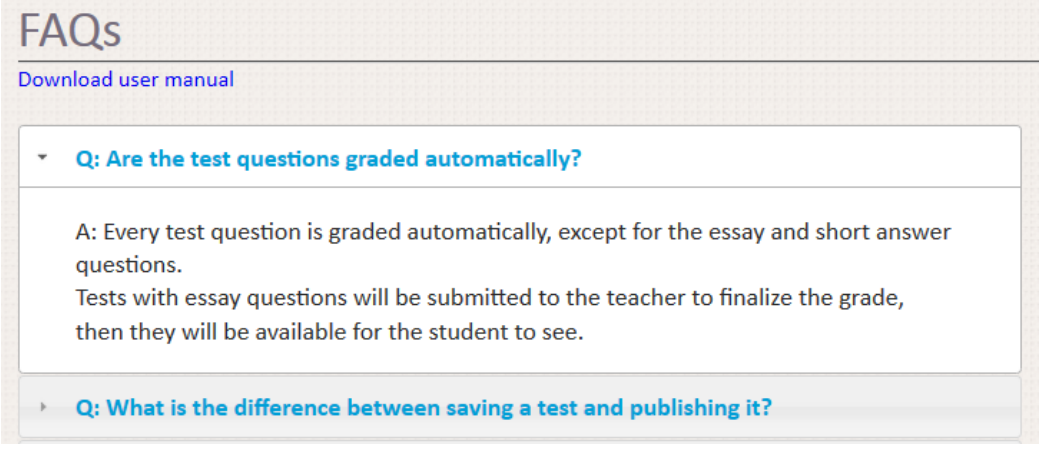
- Steve

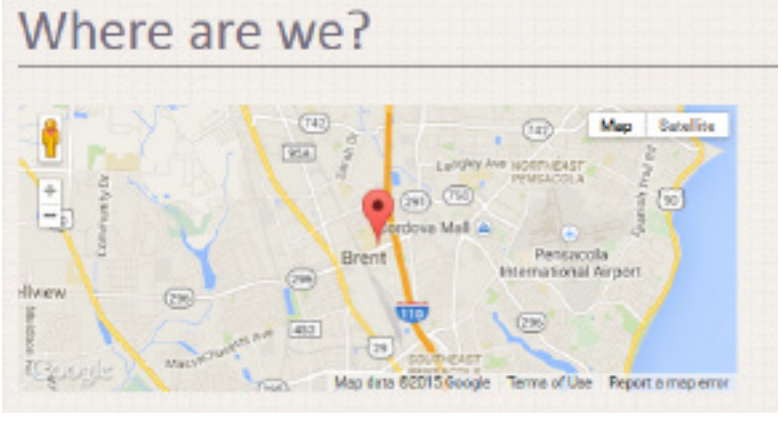
Now, it's time for a little chilling in the lounge area. These are the MegaMonkeys. Meet them here on the Developers page!

Hello, we're the MegaMonkeys!

MENU

- **Finally, here's our Need Help? page. This is a very helpful place to go if you have any questions about the way Ingenious works.**





- **FAQ's and contact information abound here.**

37 FAQs
38 Special Thanks
39 The Team

EXTRA

Frequently Asked Questions

Q: Are test questions graded automatically?

A: Every test question is graded automatically, except for the essay and short answer questions. Tests with essay questions will be submitted to the teacher to finalize the grade, then they will be available for the student to see.

Q: What is the difference between saving a test and publishing it?

A: Saving a test allows you to exit and edit it later. Publishing a test makes it viewable for students to take within the specified time period and disallows you from editing it any further.

Q: When I delete a test, does that make it unavailable for my students to take?

A: Yes, deleting a test also makes it unavailable for your students.

Q: I was in the middle of taking a test, and my browser crashed. Now what?

A: Your test is still available to be completed, just go to your home page and click the Take Test button. However, none of your answers were saved, and the time is still counting down from when you first started the test.

Q: What happens if I click the "I cheated" button?

A: You will get a zero on your test. If you accidentally click the button, please contact your teacher.

We'd Like to Give a Special Thanks To:

Our CEO

Without the abundance of the guidance and firm direction of Dr. Robert Howell, Ingenious would not be the effective, smooth tool that it is today. Truly, he is a fitting CEO for MegaMonkeys, Inc.

Our Teachers

Dr. Michael Geary
Dr. Jonathan Sparks
Mr. Merrick J. Stemen
Mr. Brian Halsey

Our Supports

Isaiah Hoppe - Illustrator
Cooper Statt - Photographer
Veronica Linti - Designer
Keri Caputo - Tester

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Jonathan Massie
Project Manager

Ethan McGuire
Assistant Project Manager

Bernike Tjahjana
Front-End Lead/ Secretary

WE ARE THE

THE TEAM

Young Chan Youn

Back-end Lead/ Scheduler

Jordan Brown

Database Administrator

Glenn Stegall

Wildcard Coder/

MEGAMONKEYS

#NaturallyIntuitive