Usage

1. Load an old student or Create a new one by clicking the New/Load Student button (Orange/Blue) and inputting the student's name.

2. Create an answer sheet for the student by clicking the Red button and inputting the Test ID (eg. 10_09 for a test taken on MM_YY)

3. After creating an answer sheet, Grade the test by clicking the Purple button. This will open the Students folder where a test can be selected to grade.

4. Check out the teal colored Reports button. Which of the student reports you'd like to see is available via a drop down menu.

5. After changes, click the green Save button to save changes made the to student.

6. If you would like to grade multiple students at a time, click the pink Auto Grader Button, * * * TBA * * * *

7. IF you would like to **RESET** all the Tests a student has taken, click the **Black Reset** button.