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













Quick Start Guides

- ❖ Quick Start Guide Ei Admin 
- ❖ Quick Start Guide Ei General Users 





Categories














- ❖ Categories for Learning  
- ❖ Setting Up Categories 
- ❖ Creating Categories 

Questions



















- ❖ Frequently Asked Questions- Questions 
- ❖ Creating a Question  
- Extended Matching Questions* 
- Creating a Group of Questions* 
- Creating Ordering Questions* 
- ❖ Duplicating and Editing a Question 
- Bulk Editing Options* 
- ❖ Importing Questions RTF  
- Question Import Filters* 
- ❖ Importing Questions Tab Delimited  
- ❖ Search for Questions 
- ❖ Question Performance History 
- ❖ EiX (previously FlexSite Express) 
- ❖ Best Practices for Setting Up Folders 

Rubrics

- ❖ Creating a Rubric 
- ❖ Managing Rubrics 
- ❖ Assessing With Rubrics 
- ❖ Posting Assessments with Rubrics 

- ❖ Getting Started with Rubrics Grading 
- ❖ Basic Grading with Rubrics  
- ❖ Creating Grader Accounts 
- ❖ Managing Grader Access Rights 
- ❖ Managing Advanced Grader Assignments 
- ❖ Self Grading 
- ❖ Peer Graders 
- ❖ Rubric Reports 
- ❖ Release Results with Rubrics 
- ❖ Rubrics Summary Reports 
- ❖ Grader Distribution Comparison Report 
- ❖ Grading Rubrics from the Exam Taker Portal 

Assessments

- ❖ Frequently Asked Questions- Assessments 
- ❖ Assessments Overview 
- ❖ Creating a New Assessment  
- Assessment & Question Level Attachments* 
- Options to Enable* 
- Universal Resume Code* 
- Exam Blueprint* 
- ❖ Posting an Assessment 
- Ping and Release* 
- Remote Assessment Deletion* 
- Exporting Assessments* 
- Secure Exam Review* 
- Scantron Exams & Importing Answers*  
- Preview an Assessment* 
- ❖ Editing an Assessment  



- ❖ Assessment Review and Scoring
- Reporting / Scoring*
- Adjusting Questions and Answer Key*
- Snapshot Viewer & Log Files*
- Grade Scales*
- Essay Grading*
- Advanced Essay Grading*
- Deleting Answer Records*
- Add Comments to Answer Record Upload*.....
- Scoring Adjustment*.....
- ❖ Point-Scored Performance Assessments
- ❖ Assignment Drop Box
- ❖ Assigning Essay Graders
- ❖ Evaluating Assessments, Questions and Distractors
- ❖ Make-Up Assessments
- ❖ Best Practices for Delivering Exams
- ❖ Using SofTest for Take Home Assessments

Reports

- ❖ Frequently Asked Questions- Reports and Scoring...
- ❖ Introduction to Reports
- ❖ Summary Report
- ❖ Release Reports
- Strengths and Opportunities Report*
- ❖ Exam Taker Results Report
- Assessment Grade Export*.....
- Automatically Release Results*.....
- ❖ Item Analysis Report
- ❖ Category Report
- ❖ Longitudinal Analysis Report

- ❖ Longitudinal Grade Export.....
- ❖ Question Notes and Feedback
- ❖ Assessment Performance
- ❖ Feedback for Learning
- ❖ Evaluating the Statistics.....

Exam Taker Management

- ❖ Exam Taker Management
- ❖ Managing Accommodation Rules
- ❖ Communicating With Exam Takers
- ❖ Notify Exam Takers of Assessments
- ❖ Giving an Exam Taker a Second Copy of an Exam
- ❖ Reverse Download & Clearing Answer File Upload .
- ❖ Security Best Practices

Admin

- ❖ Frequently Asked Questions- Administration.....
- ❖ Course Management
- ❖ Review User Permissions
- Setting User Preferences*
- User Security Overview*
- ❖ Blackboard Grading
- ❖ Blackboard Integration
- ❖ Blackboard Secondary Accounts
- ❖ Data Importing Overview
- ❖ Importing Exam Taker and Course Data
- ❖ Importing Exam Numbers
- ❖ Global Settings
- ❖ Using the Community
- ❖ SofTest and Lab Management System Integration ..



- ❖ Support Resources📄
- ❖ Checklist for Delivering and Taking Exams📄
- ❖ First Exam Checklist📄

Exam Taker Resources

SofTest

- ❖ Frequently Asked Questions- SofTest📄
- ❖ Installing and Registering SofTest📄
- ❖ SofTest Keyboard Shortcuts📄
- ❖ SofTest for PC Users▶
- ❖ SofTest for Mac Users▶
- ❖ SofTest for iPad Users▶
- ❖ Switching Users in SofTest📄
- ❖ Exam Taker Portal Guide.....📄
- ❖ Academic Training Manual.....📄
- ❖ Best Practices for Exam Takers📄
- ❖ Support Resources📄
- ❖ SofTest Login FAQ📄
- ❖ FAQ for Taking Exams📄

Troubleshooting

- ❖ Common SofTest Troubleshooting Techniques.....📄
- ❖ ExamSoft Troubleshooting Guide📄
- ❖ Restoring Computer from Secure Exam Mode📄
- ❖ One or More Services Error📄
- ❖ Permissions📄

Portal

- ❖ Using Firefox📄
- ❖ Exam Taker Courses View📄
- ❖ Exam Taker Performance Analysis▶📄

- ❖ Assignment Drop Box Student📄
- ❖ Grading Rubrics from Exam Taker Portal.....📄
- ❖ Reading the Strengths & Opportunities Report.....📄

SofTest-M

- ❖ Using SofTest-M.....📄
- ❖ Delivering Assessments with SofTest-M.....📄
- ❖ SofTest-M Troubleshooting Guide.....📄

Interactive eLearning Simulations

- ❖ Categories
- ❖ Questions
- ❖ Assessments
- ❖ Scoring
- ❖ Rubrics

Webinars

- ❖ Webinar Inventory

Be sure to check out our (or should we say, your) [Collaborative Resource Library](#)! This is a compilation of materials and documents submitted to us from YOUR Institutions. Here you'll find a wealth of information and shared ideas from Institutions all around the world!

